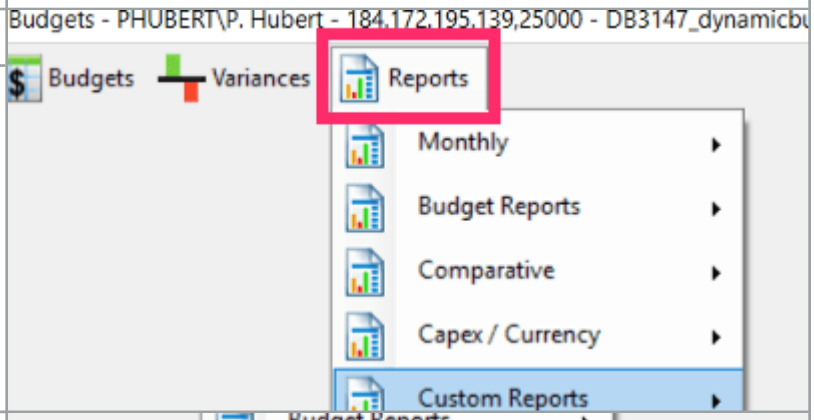
Dynamic Budgets User Guide for Custom Reports

1

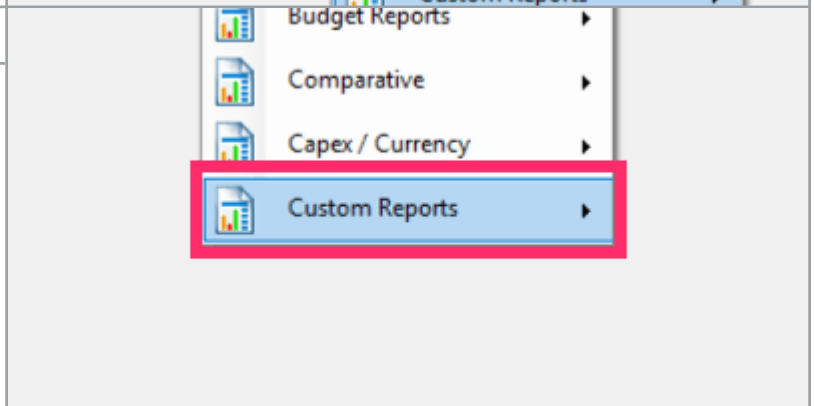
Click on Reports.

2



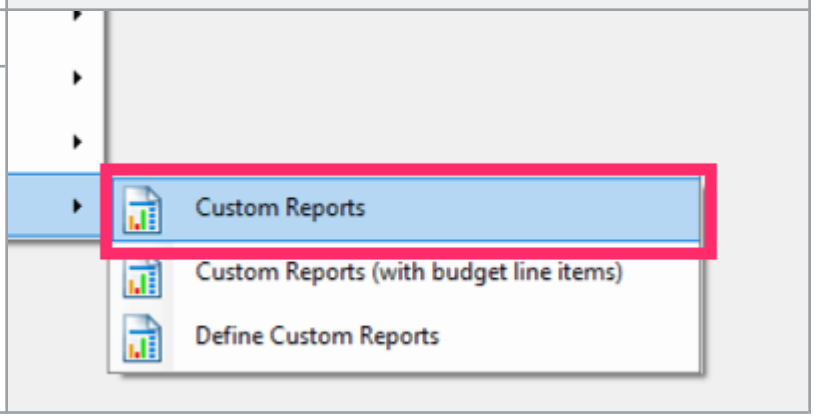
Click on Custom Reports.

3



Click on Custom Reports again.

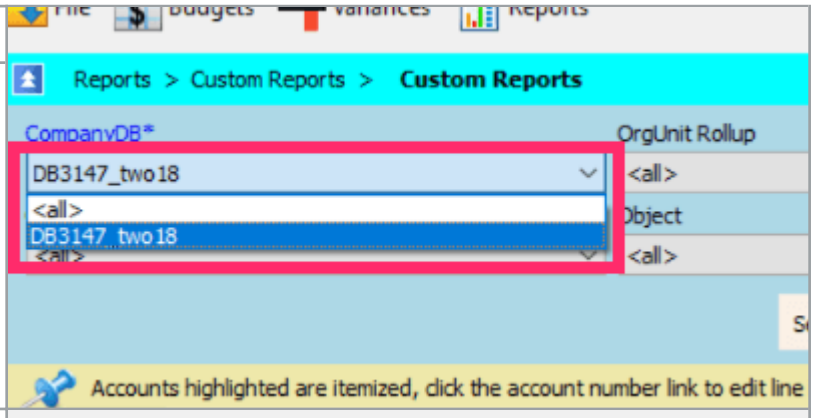
4



Click on the CompanyDB dropdown list. Make a selection.

For this example, we will select DB3147_two18.

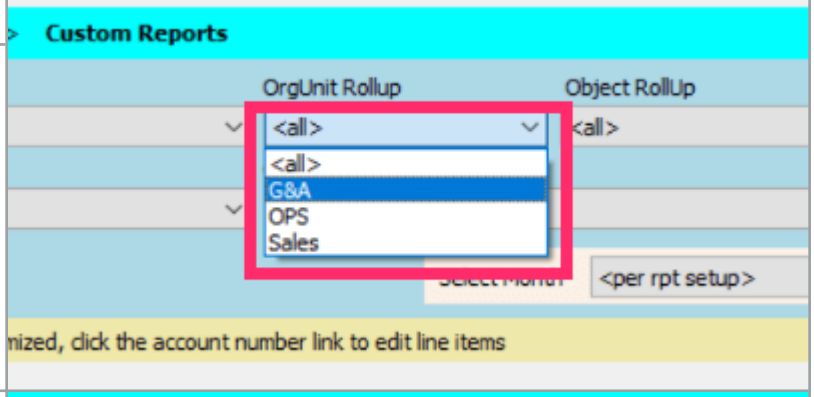
5



Click on the OrgUnit Rollup dropdown list. Make a selection.

For this example, we will select G&A.

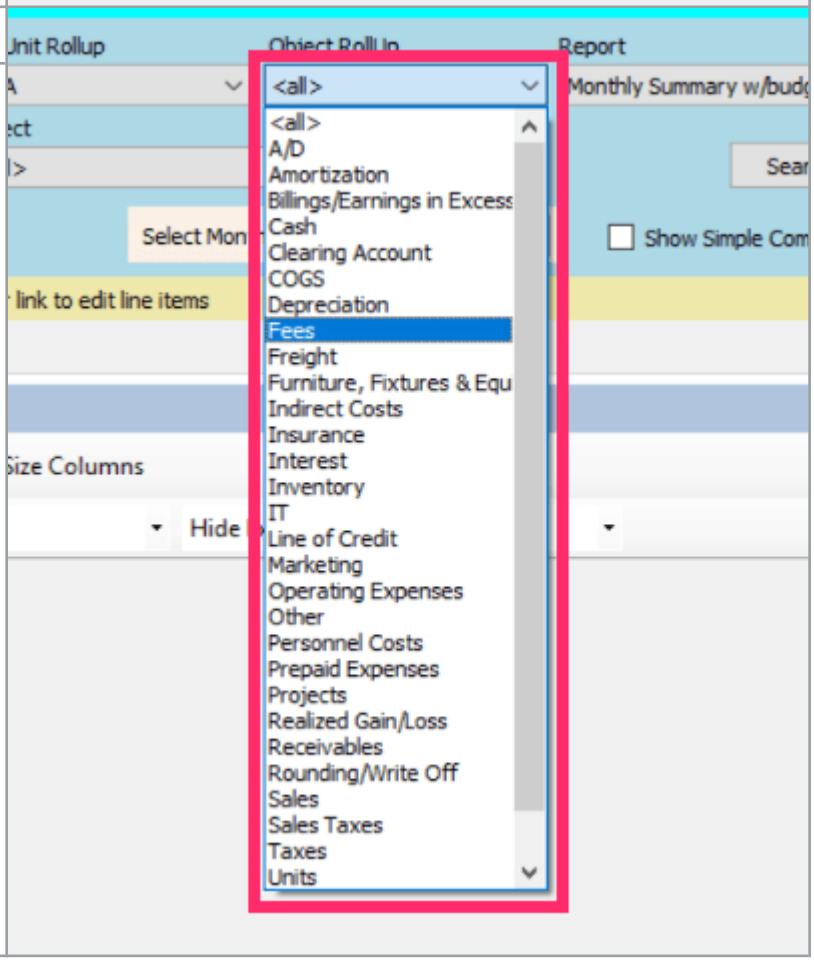
6

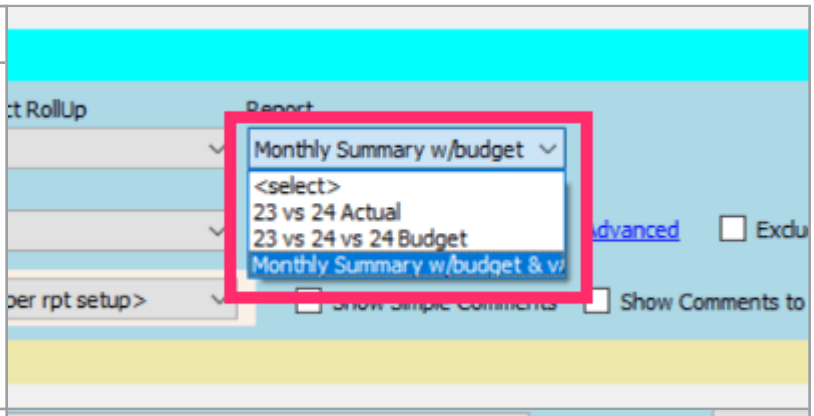
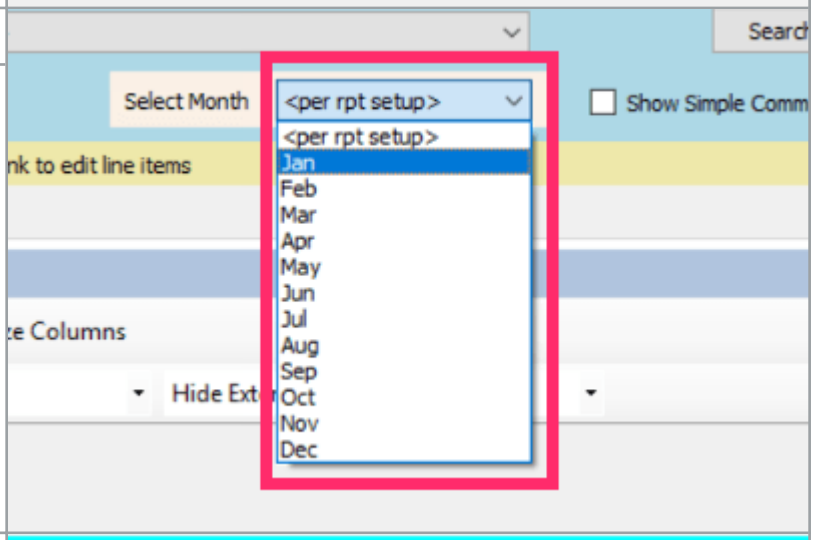
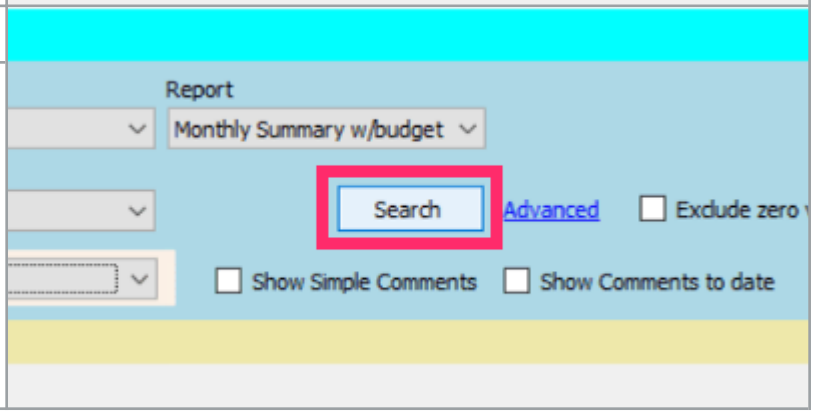


Click on the Object Rollup dropdown list. Make a selection.

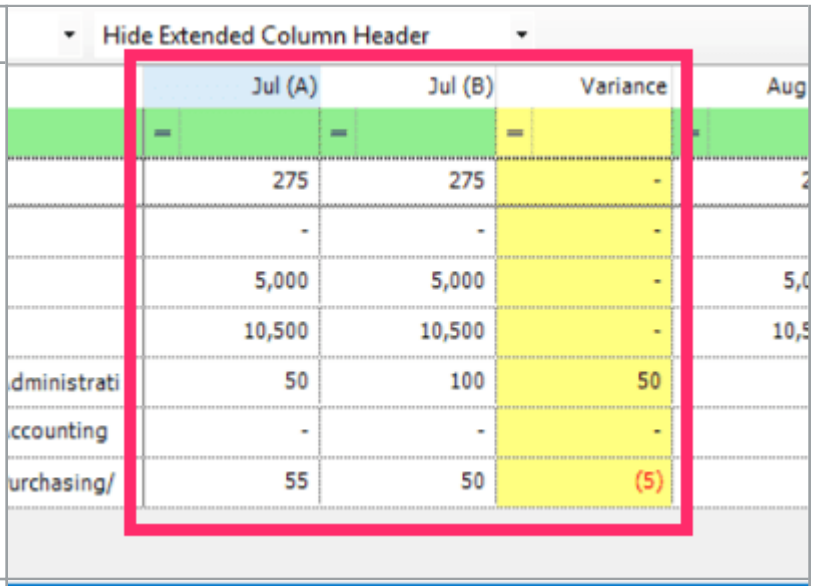
For this example, we will select Fees.

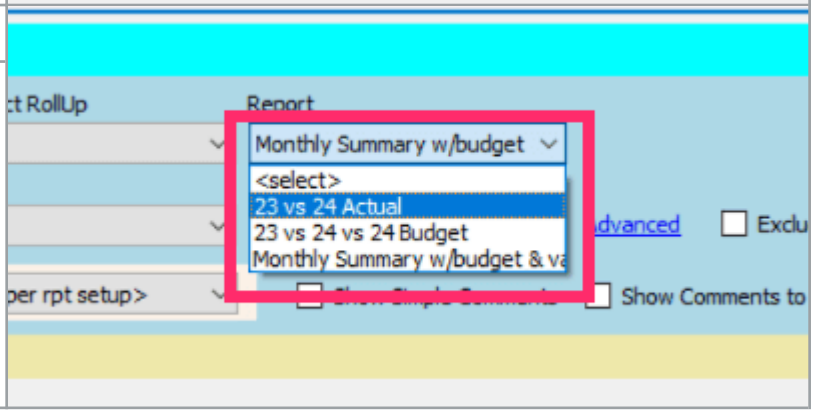
7



Click on the Report dropdown list. Make a selection. For this example, click on Monthly Summary w/Budget.	8 
Click on the Select Month dropdown list. Make a selection. For this example, we will select Jan.	9 
Click on Search.	10 

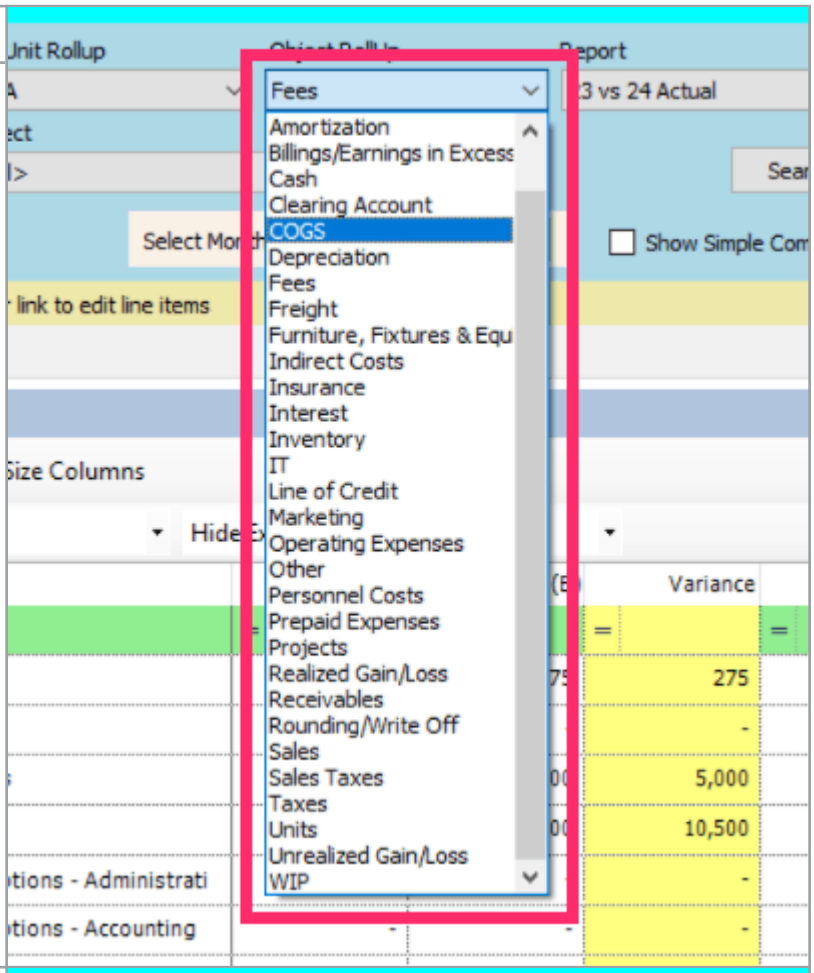
Note: Now you will see the values and format for the report selected. In this example, we see July actuals, the July budget and the variance.	11
Let's choose a different report, 23 vs. 24 actual.	12





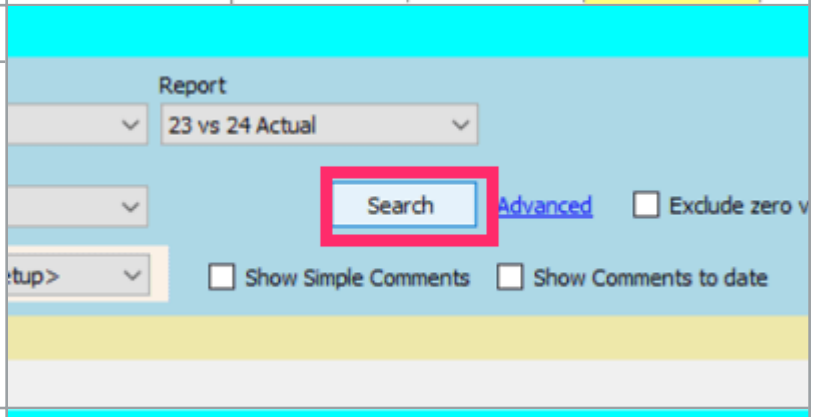
13

Let's choose a different Object Rollup, COGS.



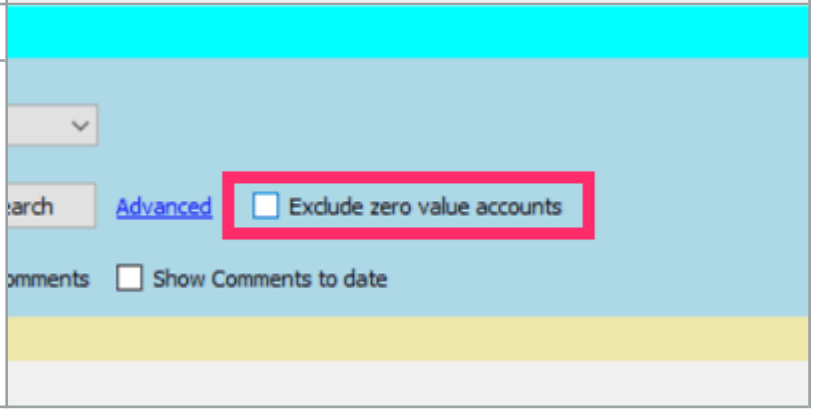
14

Click on Search.



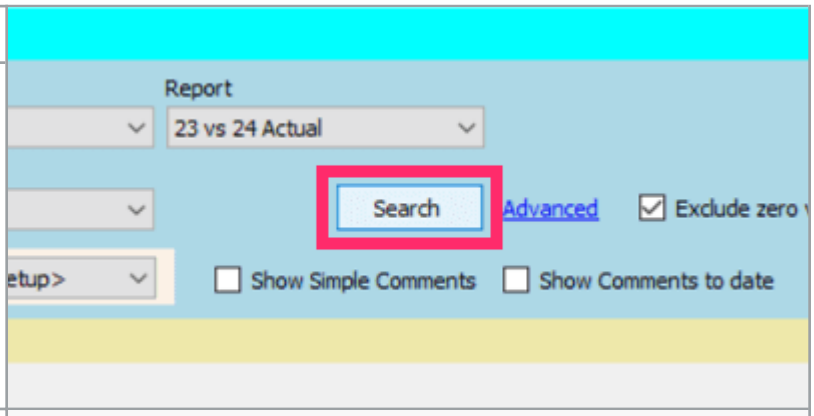
15

Checkmark Exclude zero value accounts.



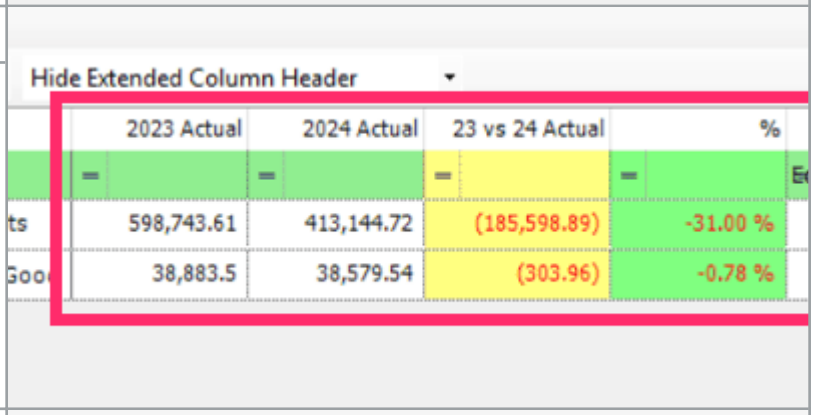
16

Click on Search.



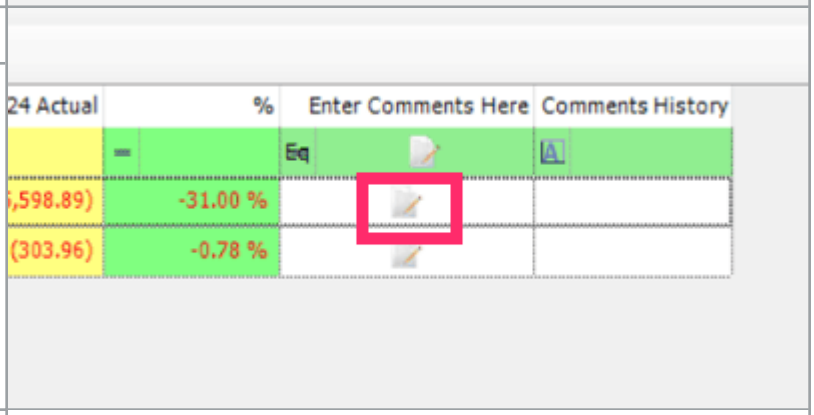
17

Note: All of the zero value accounts are no longer displayed.



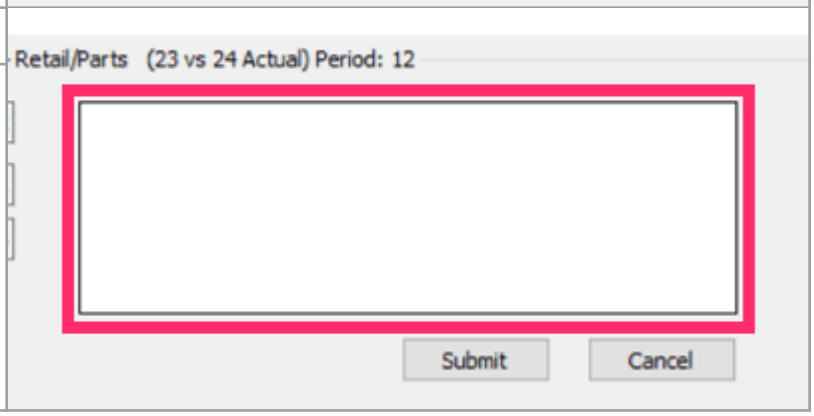
18

Click on the enter comments here box for row 1.



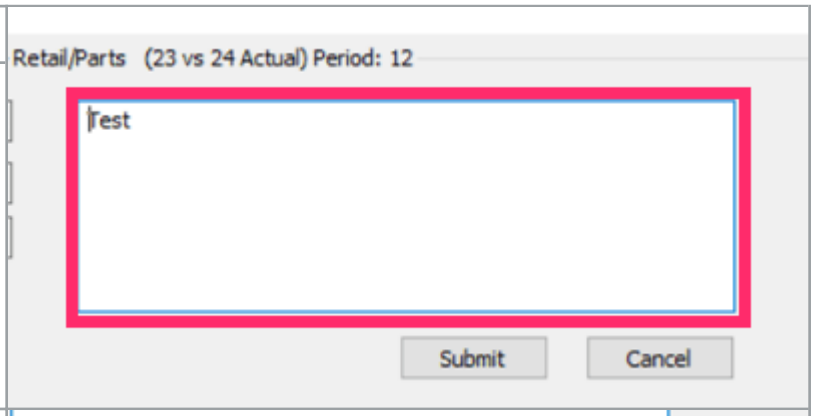
19

A comments window will display.



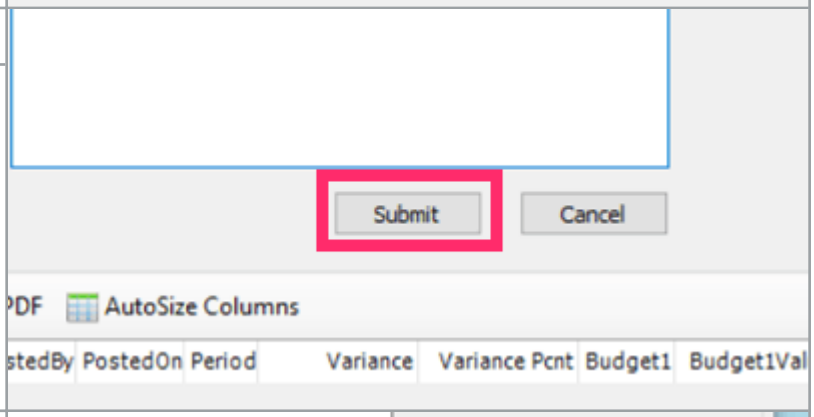
Click in the comment box and type your comment.

20



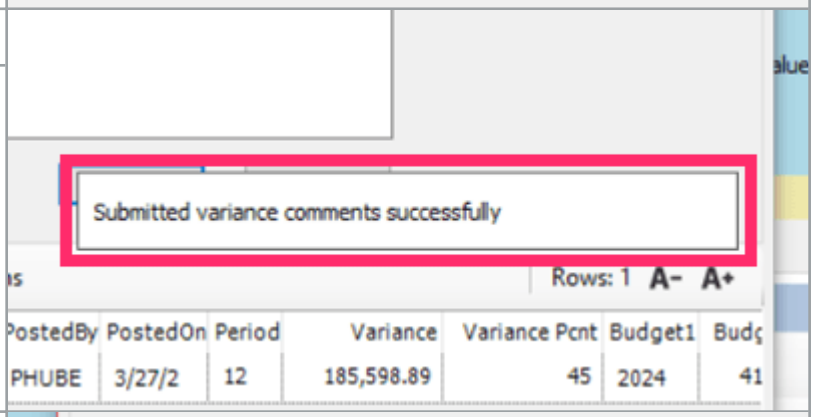
Click on Submit.

21



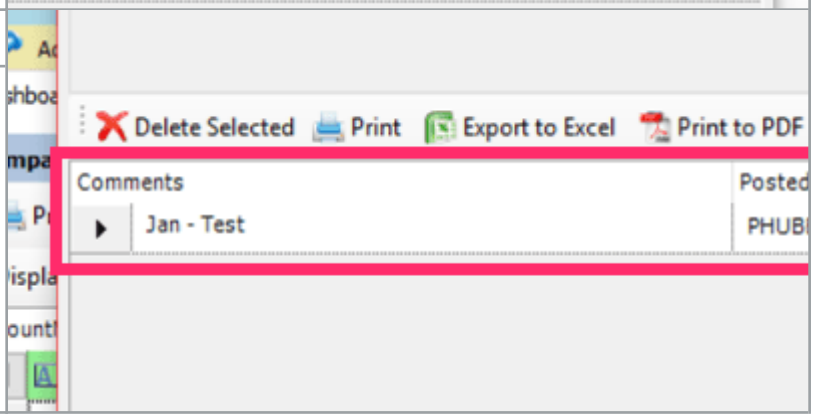
A message will appear that reads, Submitted variance comments successfully.

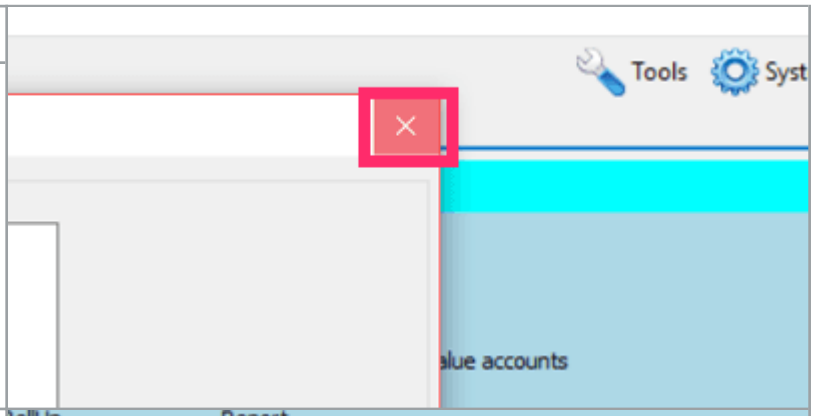
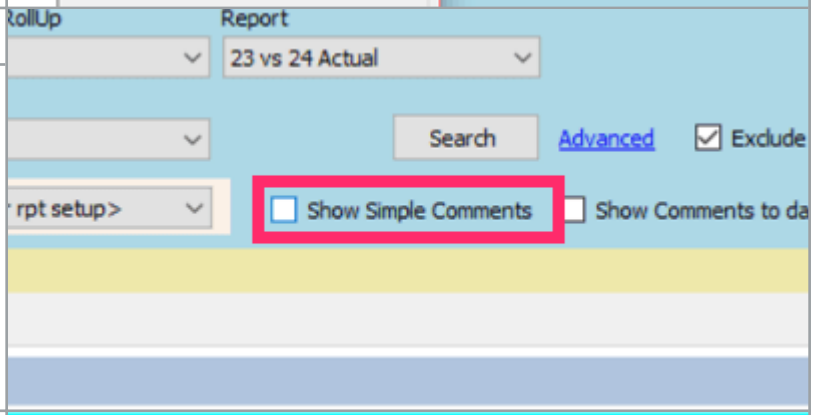
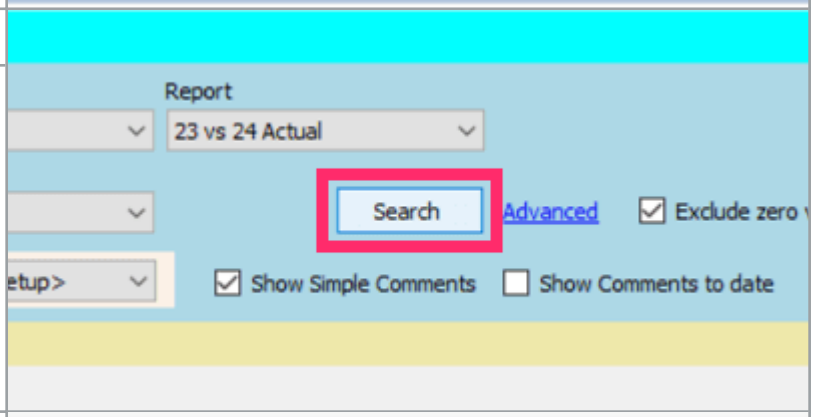
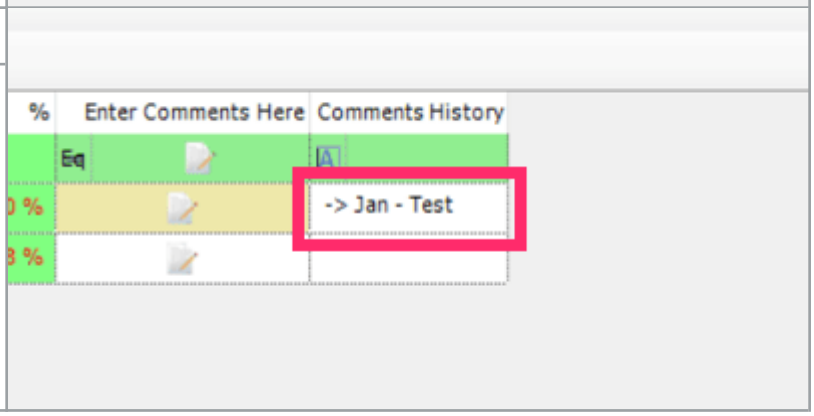
22



Note: You can see the comment and the details including posted by, posted on, period, variance, variance %, budgetid.

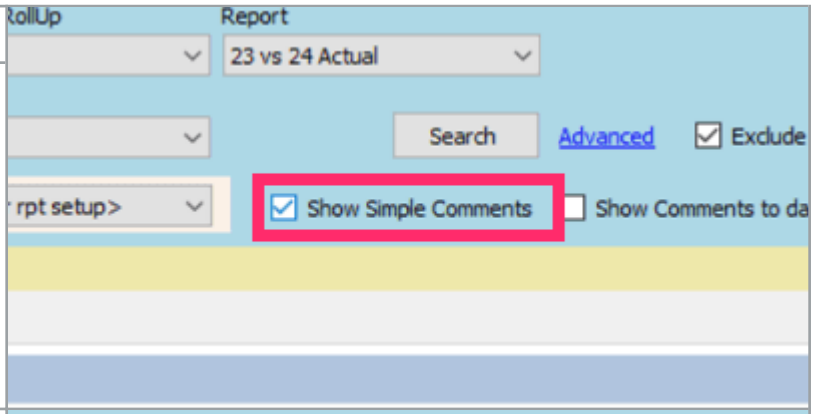
23



Click on the red X to close this window.	24 
Checkmark Show Simple Comments.	25 
Click on Search.	26 
Note: You can see Simple Comments History with no details.	27 

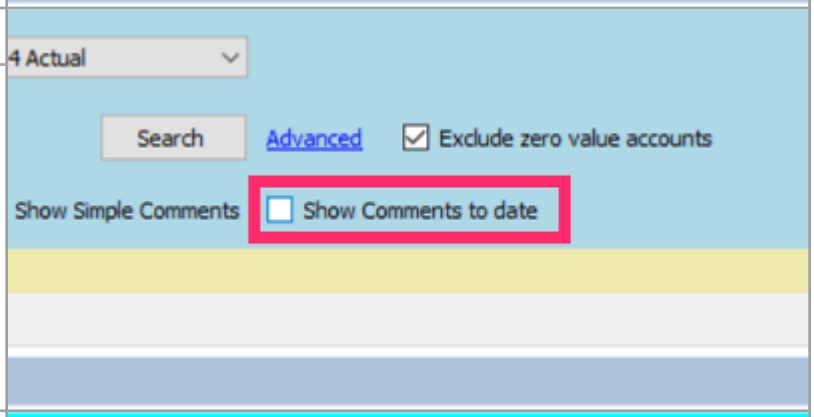
28

Uncheck Show Simple Comments.



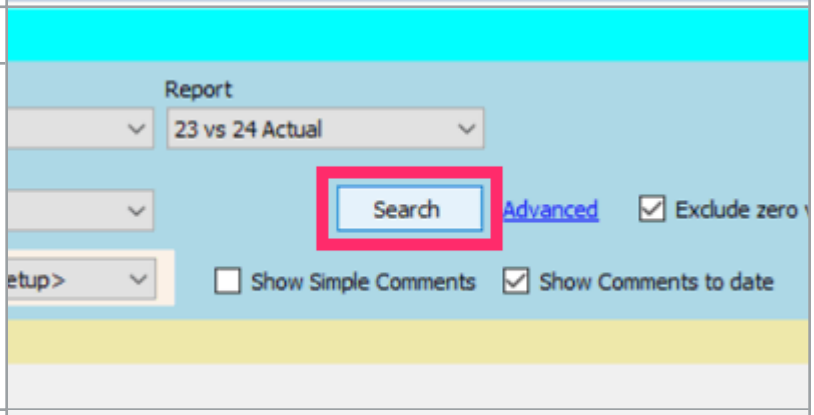
29

Checkmark Show Comments to date.



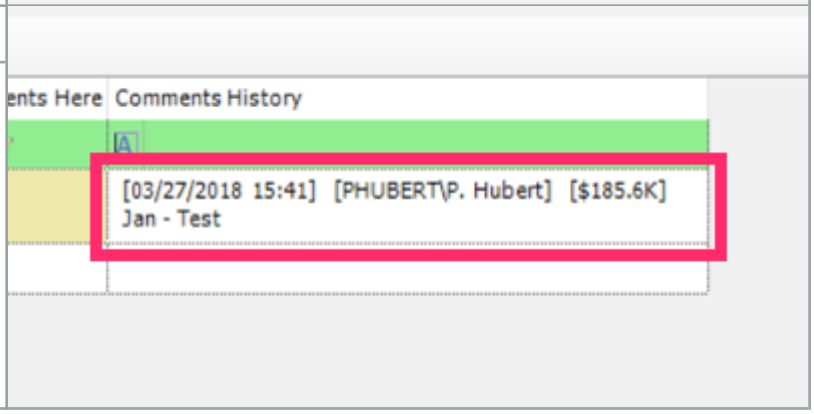
30

Click on Search.



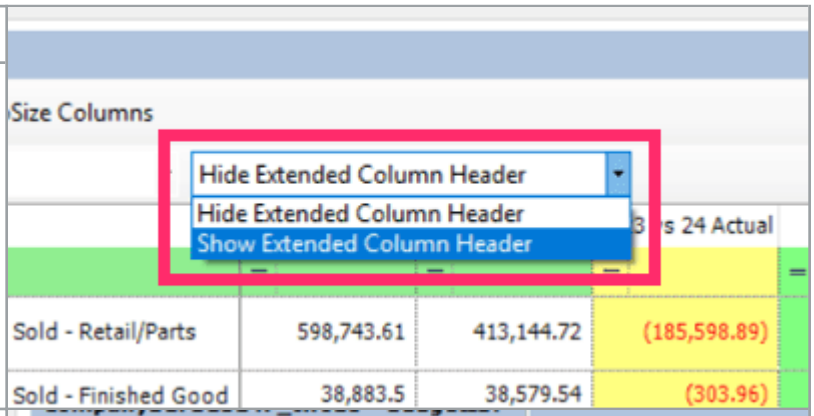
31

Note: You can see the Comments History and details.



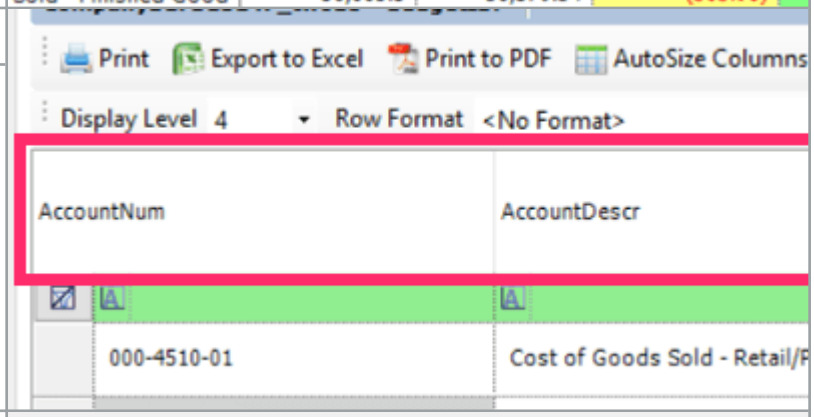
Click on this dropdown list. Select Show Extended Column Header.

32



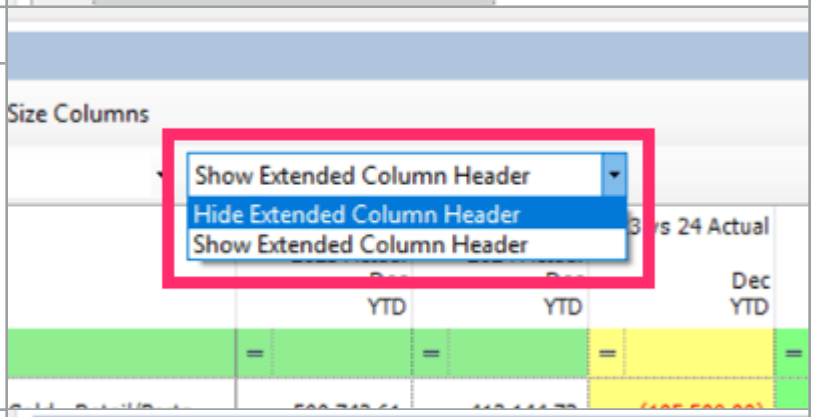
Note: You see the column header details.

33



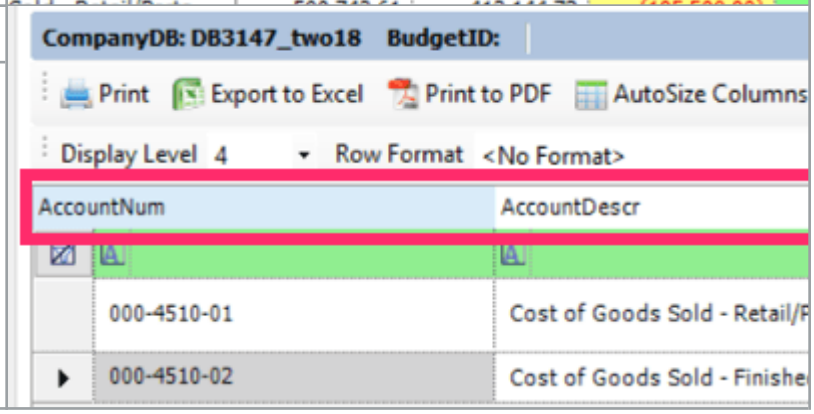
Now select Hide Extended Column Header.

34



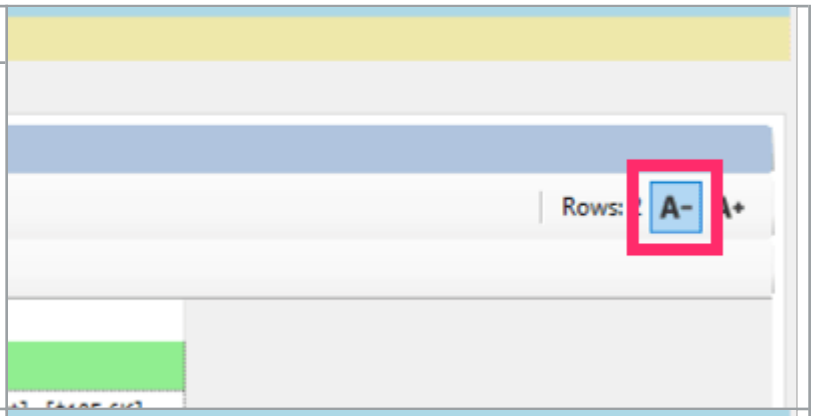
Note: The column headers deatils are hidden.

35



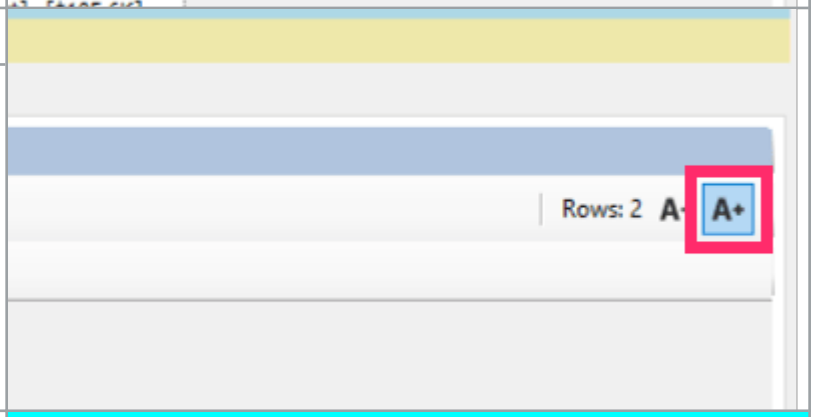
Click on A- to decrease rapidly the magnification image on screen.

36



Click on A+ to increase rapidly the magnification image on screen.

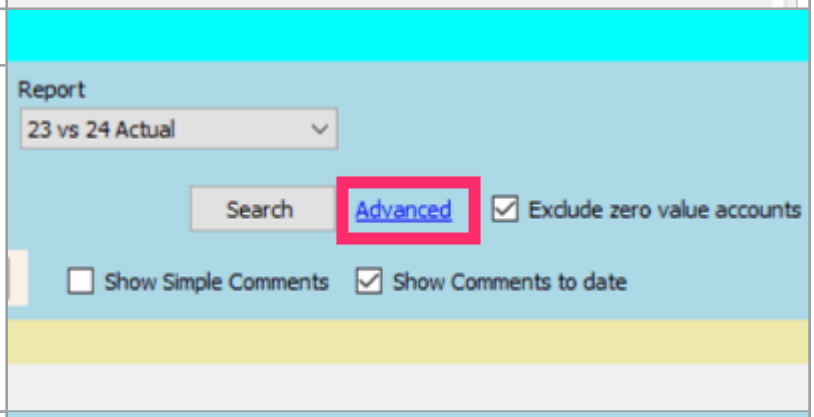
37



Note: The advanced option is used when customers have long account numbers and want to filter by account segments.

Click on Advanced.

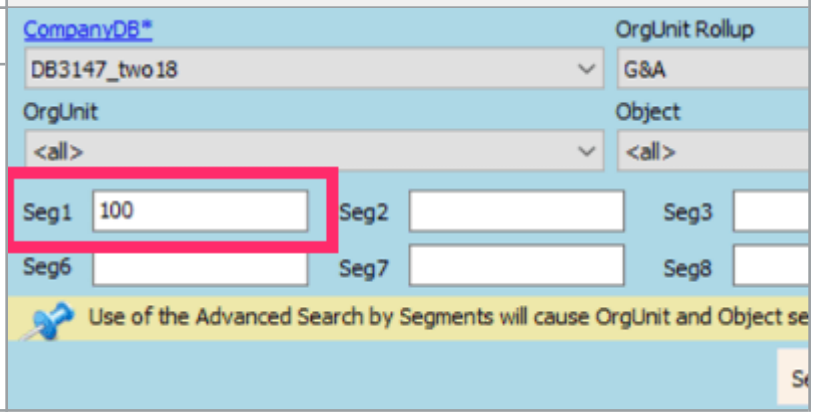
38



In this example, let's filter by seg1 which is 100.

Note: All accounts are displayed for this segment.

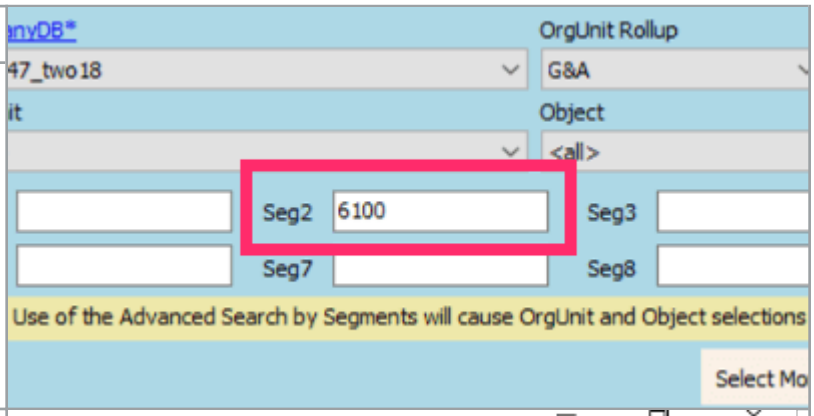
39



Now, let's filter by seg2 which is 6100.

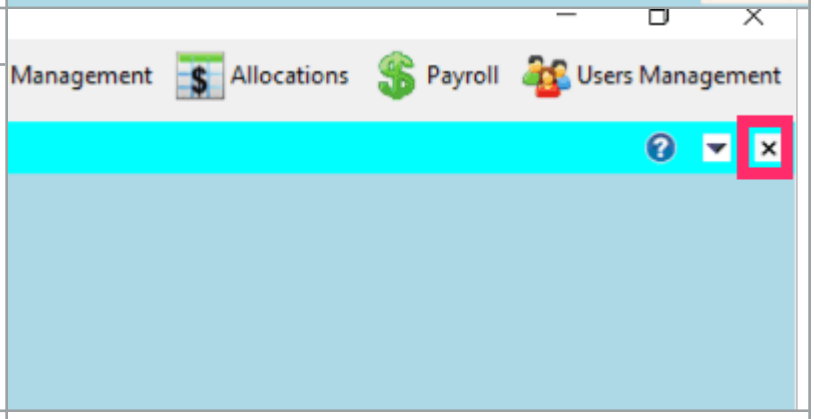
Note: All accounts are displayed for this segment.

40



Click on the X to close this window.

41



That's It. You're Done.

42