

Reports with a customized Column Format as defined in [Define Custom Reports](#) are run and displayed on this screen.

There are two tabs - the Dashboard and the Account Details tab.

Dashboard tab

1) Select the [Search](#) criteria:

- a) CompanyDB is a required field;
- b) OrgUnit-in order for an OrgUnit be to available for reporting the "InReports" box needs to be checked in [Manage OrgUnits](#);
- c) OrgUnit Rollup-these are defined in [Manage OrgUnits](#);
- d) Object-in order for an Object to be available for reporting the "InReports" box needs to be checked in [Manage Objects](#);
- e) Object Rollups-these are defined in [Manage Objects](#)
- f) Select the [Report](#). This pulldown menu lists those Reports for which the "Forms Enabled" checkbox is checked in Define Custom Reports.

Please note that the underlying Column detail can be accessed using the [Drill- Formatted Columns](#) functionality. For example, actual data imported from Great Plains Accounting software.

In a Budget column, selecting the "Edit Budget" option will open up the Account Details/Assumption tab.

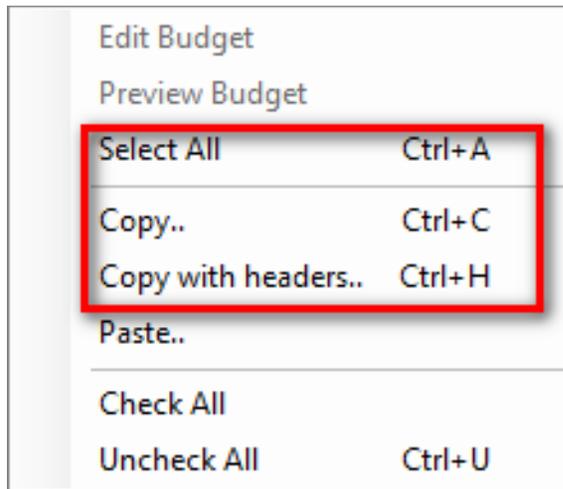
- 2) [Advanced](#) search is available.
- 3) [Exclude Zero Values Accounts](#) functionality is available.

The screenshot displays the 'Custom Reports' interface. At the top, there are four dropdown menus for search criteria: 'CompanyDB*' (selected: DB3147_TW015), 'OrgUnit Rollup' (selected: <all>), 'Object RollUp' (selected: <all>), and 'Report' (selected: test). Below these are two more dropdowns: 'OrgUnit' (selected: <all>) and 'Object' (selected: <all>). A 'Search' button is located to the right of the 'Object' dropdown. To the right of the search area, there are two buttons: 'Advanced' (highlighted with a red box and a circled '2') and 'Exclude zero value accounts' (highlighted with a red box and a circled '3'). A circled '1' is placed over the 'OrgUnit' dropdown. Below the search area, there is a message: 'Accounts highlighted are itemized, click the account number link to edit line items'. Below this message are two tabs: 'Dashboard' and 'Account Details'. The 'Account Details' tab is active, showing 'CompanyDB: DB3147_TW015' and 'BudgetID: 2015 Actual'. Below the tabs are several icons: 'Print', 'Export to Excel', 'Print to PDF', 'Autofit Columns', and 'Home Currency'. Below the icons are several dropdown menus: 'Display Level 4', 'Row Format <No Format>', 'Show Rollup Sub-Totals', and 'Show Spread Columns' (checked). At the bottom, there is a table with columns: 'AccountNum', 'AccountDescr', 'FY 15 Actuals', 'FY 15 Budget', and 'Difference Between FY15 Actuals and FY15 Budget'. The table contains one row of data.

[Print](#), [Export to Excel](#), [Print to PDF](#), [Autofit Columns](#), [Column Data Sort - Ascending/Descending](#), [Copy](#), and [Expand/Reduce Column Width](#) functionality is available. "Home Currency" is the default setting.

The format of the on-screen data can be customized by using the [Display Level](#), [Row Format](#), [Show Rollup Subtotals](#) and [Expand/Collapse Rows](#).

In addition to the Drill - Formatted Columns functionality the following "Right-Click" menu functionality is available:



Accounts Details tab

The screen has two sections. The top half is the Assumptions sub-tab and bottom half is the Budget Summary section.

As reviewed above and below, when in a Budget column selecting the "Edit Budget" option for a given row will open up the Account Details/Assumptions tab for the selected account number.

AccountNum	AccountDescr	FY 15 Actuals	FY 15 Budget	Difference Between FY15 Actuals and FY15 Budget
000-4100-00	Sales	-	17,000	(17,000)
000-4110-01	US Sales - Retail/Parts	5,433.9	500	4,933.9
▶ 000-4110-02	US Sales - Finished Goods	14,568.6	100	14,468.6
000-4111-01	Canadian Sales - Retail/Parts	-	45,208.55	(45,208.55)
000-4111-02	Canadian Sales - Finished Goods	-	(500)	(500)
000-4112-01	AustralAsian Sales - Retail/Parts	-	(45)	(45)
000-4112-02	AustralAsian Sales - Finished Goods	-	(45)	(45)
000-4114-01	Germany Sales - Retail/Parts	-	(45)	(45)
000-4114-02	Germany Sales - Finished Goods	-	(45)	(45)
000-4115-01	United Kingdom Sales - Retail/Parts	-	(45)	(45)
000-4115-02	United Kingdom Sales - Finished Go	-	45	(45)

Edit Budget

Preview Budget

Select All Ctrl+A

Copy.. Ctrl+C

Copy with headers.. Ctrl+H

Paste..

Check All

Uncheck All Ctrl+U

And below is the Account Details tab that opens up for the above selection:

Dashboard Account Details

Budget ID: FY15 **Account No: 000-4110-02 (US Sales - Finished Goods)** Total assumpt

Save Edit status: Approval status: View comments Attachments Show Spread Print to PDF

Assumptions

#	Lock	Assumption	Sales Rep	Territory	fx	Exclude	BegBal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	<input type="checkbox"/>					<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	<input type="checkbox"/>					<input type="checkbox"/>													
3	<input type="checkbox"/>					<input type="checkbox"/>													
4	<input type="checkbox"/>					<input type="checkbox"/>													
5	<input type="checkbox"/>					<input type="checkbox"/>													
Raw Total							0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Budget Summary

Acct History Monthly Variances Lookup Sync Status Main Acct History View Save History

	BudgetID	AccountNum	AccountDescr	BegBal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
▶	2015 Actual	000-4110-02	US Sales - Finished Goods	0.00	0.00	0.00	0.00	349.70	14,218.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,568.60
	FY15 Budget	000-4110-02	US Sales - Finished Goods	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	

Please note that the cells are white in color which means that could be edited. To prevent editing [Lock](#) the Budget and Accounts in [Manage Budgets](#) and the cell color will change to grey.

A) Assumptions tab

[Saving](#), [Edit Status and Account Approval](#), [Attachments](#), [Confirm Not-Saved Popup](#), [Expand/Reduce Column Width](#) and [Print to PDF](#) functionality is available. Data can be copied to/from Excel using the [Copy and Paste](#) feature.

Comments and Spread can be viewed on clicking on the below button outlined in red.

Dashboard Account Details

Budget ID: FY15 | **Account No: 000-4110-02 (US Sales - Finished Goods)**

Save Edit status: Approval status: **View comments** Attachments **Show Spread** Print to PDF

Assumptions

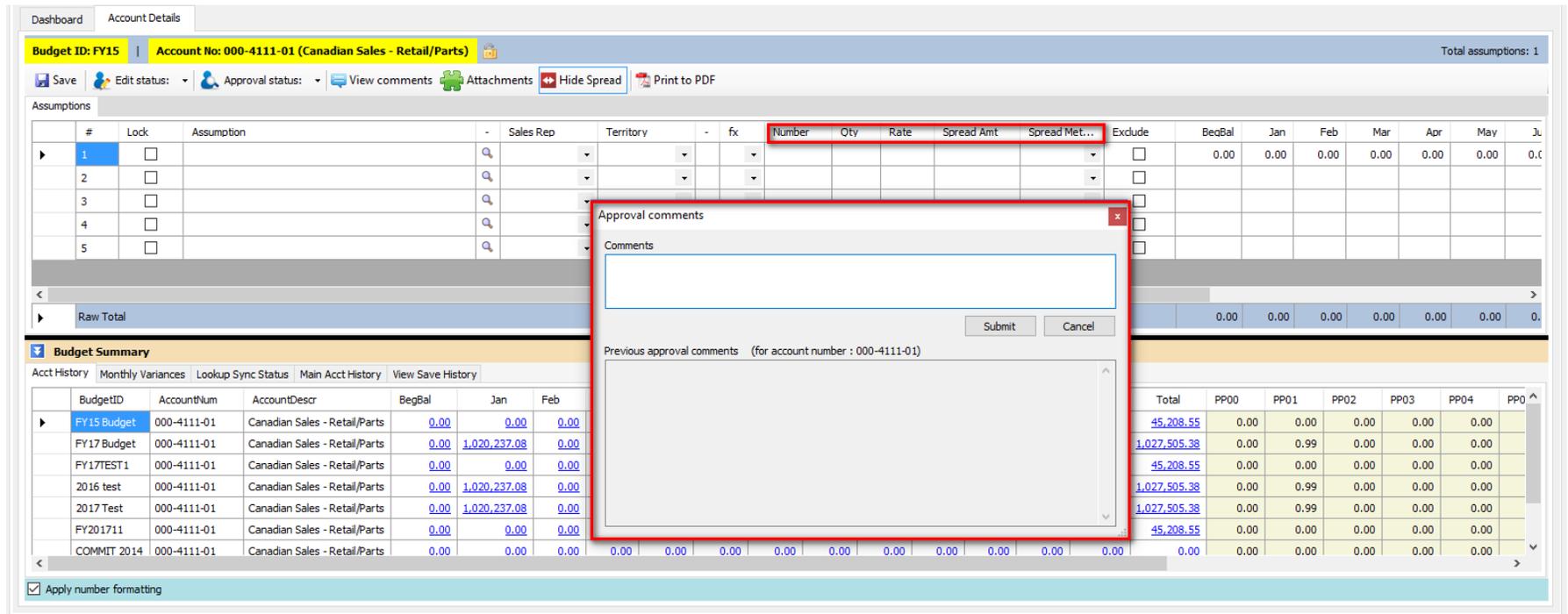
#	Lock	Assumption	-	Sales Rep	Territory	-	fx	Exclude	BedBal	Jan	Feb	Mar	Apr	May	Jun	Jul
▶ 1	<input type="checkbox"/>		🔍	▼	▼	▼	▼	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
▶ 2	<input type="checkbox"/>		🔍	▼	▼	▼	▼	<input type="checkbox"/>								
▶ 3	<input type="checkbox"/>		🔍	▼	▼	▼	▼	<input type="checkbox"/>								
▶ 4	<input type="checkbox"/>		🔍	▼	▼	▼	▼	<input type="checkbox"/>								
▶ 5	<input type="checkbox"/>		🔍	▼	▼	▼	▼	<input type="checkbox"/>								
▶ Raw Total									0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Budget Summary

Acct History Monthly Variances Lookup Sync Status Main Acct History View Save History

BudgetID	AccountNum	AccountDescr	BegBal	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
▶ 2015 Actual	000-4110-02	US Sales - Finished Goods	0.00	0.00	0.00	0.00	349.70	14,218.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,568.60
FY15 Budget	000-4110-02	US Sales - Finished Goods	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00

Below is what the screen will look like when the above "View Comment" and "Show Spread" buttons are clicked.



Comments can be entered by typing in the "Comments" box and then clicking "Submit". The "View comments" button will change color from white to light beige to indicate that a comment has been saved.

Data can be entered using the [Show Spread Calculation - Expanded Spread Method](#), [Simple Spread Methods](#), [Row-to-Row Calculations](#), [Cell Math Functions](#), [Lookup](#), [Copy and Paste](#), [Apply Number Formatting](#), and [Exclude Row Function](#). In addition data can be entered using the [Import Budget Assumptions](#), [Import Budget Assumptions Multi-Company](#), and [Copy Bulk Assumptions](#).

When "Lookup" data is changed/edited, the [Refresh Lookup Syn Status](#) functionality together with the [Budget Summary - Lookup Sync Status](#) can be used to view the change against the original Lookup data. The [Refresh Spread Method Source Values](#) functionality available.

The below "Right-Click" menu is available:

Delete..	Shift+Del
Insert 1 above..	Ctrl+I
Insert 1 below..	Ctrl+Shift+I
Insert 5 above..	Ctrl+NumPad5
Insert 5 below..	Ctrl+Shift+NumPad5
Copy..	Ctrl+C
Paste..	Ctrl+V
 Refresh lookup sync status..	
 Refresh spread method source values..	

B) Budget Summary section.

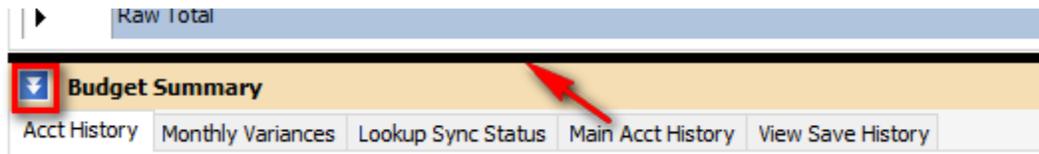
There are five tabs which provide the following information:

- 1) [Acct History](#);
- 2) [Monthly Variances](#);
- 3) [Lookup Sync Status](#);
- 4) [Main Acct History](#); and
- 5) [View Save History](#).

Please note that appropriate data from the above tabs can be [Copy and Pasted](#). If example, information on a View Save History row could be copied to replace the newest version of the same data in Accounts Details.

Also, please see related article: [How Do I Add/Delete BudgetIDs Displayed on the Budget Summary?](#)

Per below the view of the Budget Summary section: 1) Can be made larger/smaller by dragging the solid black line; and 2) Be hidden or revealed by clicking on these arrows.



The below "Right-Click" menu functionality is available:

