

Actuals/Budgets Multi-Account View

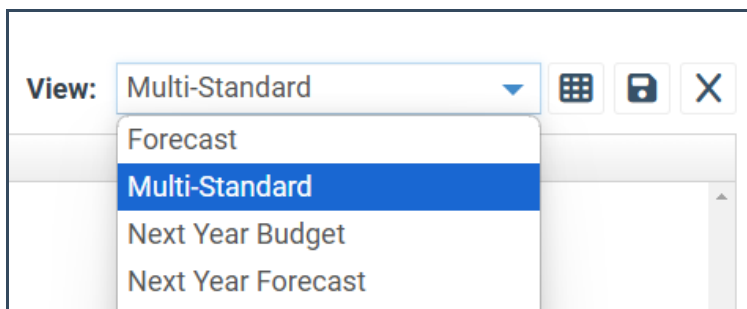
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Actuals/Budgets Multi-Account View

Budgets > Actuals / Budgets Multi-Account View

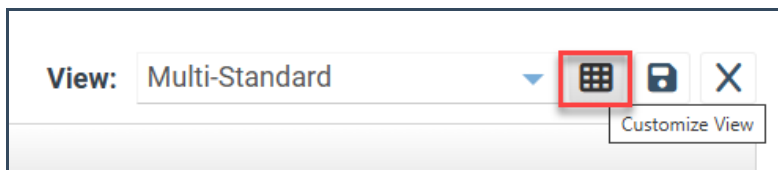
The actuals/budgets screen can be customized to display selected budget types, such as Actuals, Budgets, Forecasts, dollar and percent variance, etc., for any budget year. Views can be set up and saved for a specific user, group, or all users.

Select a View: Click the dropdown arrow on View to display various view names that have been saved. Users can access the view names saved for their user name, group, or all users. To the right of the View name are icons to customize, save, or delete the view.

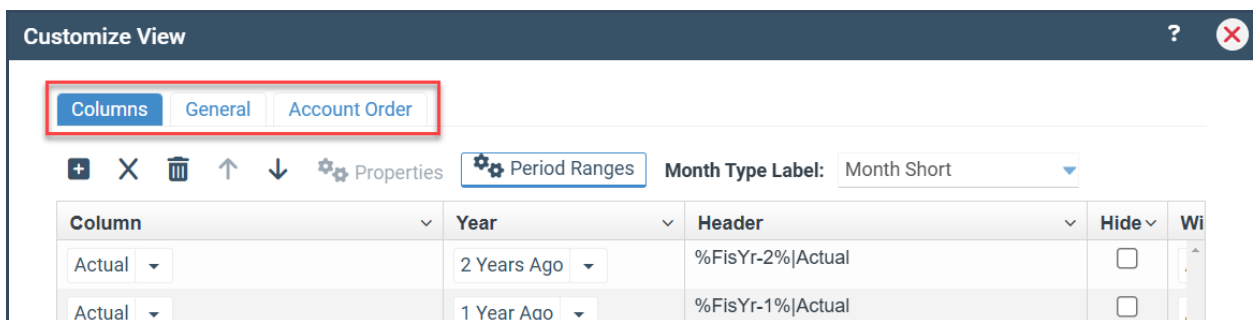


Customize View

This controls the budget years displayed and other optional settings for this view name. To change the current view or add a new view, click the Customize View icon (to the right of the View name). When you click the Customize View button, note that there are two tabs (Columns and General).



Customize View Tabs: Columns, General, and Account Order



Columns Tab

This defines the horizontal layout of the screen for this view name. Each row listed represents the budget type to be displayed.

- **Column:** When adding a column, select from the dropdown arrow, such as Actual, Budget, \$Var, etc. To control the periods displayed, see the instructions below for **Period Ranges**. If you select a \$ or % Variance, a window will pop up asking you to define which two budget years you want to compare. This comparison can also be reviewed by clicking to highlight the row and clicking the Properties button.
- **Year:** Click the dropdown arrow to select the year to display for the budget type (this year, 1 year ago, 2 years ago, YTD, annual, etc.). **This Year** represents the current system year.
- **Header:** The column header is defaulted, but can be manually modified. The header will word wrap if it is too big to fit in one line, depending on the column width. You can force the column heading to word wrap by inserting a pipe (computer keyboard key of a vertical line |). To insert a pre-set variable, place your cursor at the appropriate place and click **Insert Variable**. A list of variables that can be used in a header will be displayed. You can mix variables in with regular text to your preference. It is best practice to use a variable rather than a key for the particular year, so the header does not have to be changed in the future.
- **Hide:** Hides the column. This is useful when calculating a variance or formula using a budget year's data without displaying it.
- **Width:** Specify the width of the columns and the total displayed for the budget year. Specify **Auto** if you want the system to auto-fit the column.
- **Format:** Determines how amounts are displayed. Click in the **Format** cell and click the search icon. You may select the number of decimal positions, how to display zero amounts, founding, \$ sign, and % sign, as well as how to display negative numbers. Click **OK** when finished. If you need to change the number format for multiple columns, a quick way is to copy one format row (Ctrl+C) and paste (Ctrl+V) to each of the other appropriate rows.
- **Period Ranges:** Controls which period columns are displayed for the highlighted budget type. The Period Range button will be illuminated if any period range other than All is selected.
 - **All** – The system will display all periods and a total column for the budget year.
 - **Range** – The system will display only the selected period range and a total column for the budget year.
 - **Total Only** – The system will display only a total column for the budget year.
- **Month Type Label:** The period name format is applied to month columns for the highlighted budget type.
 - **Month Short** – Abbreviated month names: Jan, Feb, Mar, etc.

- **Month Long** – Full month names: January, February, March, etc.
- **Month Number** – Number for month in the year: Jan = 1, Feb = 2, etc.
- **Period Number** – FY period number: Apr-Mar FY, Apr = 1, May = 2, etc.

Column names displayed for a budget year combine the Column Header and Month Type Label (2022 Budget Apr).

General Tab

- **Show True Sign:** By default, all budget entries are displayed as entered by the user. If this is checked, entered figures will display as compared to their default accounting balances; positive revenue amounts entered will display as credits, and positive assets and expense amounts as debits. See sign control for more info.
- **Beginning Balance:** If checked, the beginning balance for the budget year is displayed as the first column. Revenue and expense accounts don't have a beginning balance, which would only help view balance sheet-type accounts.
- **Year-End (13th Month):** If checked, the year-end (13th) month amount is displayed as a column before the total column. If this is checked, the 13th-month amount will be included in the total; otherwise, it will not.
- **YTD Total:** If checked, the year-to-date total as of the current month is displayed to the left of the annual total.
- **Inactive Accounts:** If checked, all accounts (both active and inactive) will be available for display.
- **Display actuals through a selected month dropdown:** If checked, an additional box showing actuals through a selected month is available at the top right of the Actuals/Budget Multi-Account Entry screen. In the current budget year, Actual/Forecast actuals are typically shown through the last closed month, and Forecasts are shown for the remaining months. This option (if checked) allows a user to override the standard display and select the month through which Actuals are displayed.

Note: This checkbox is only available if **Settings > Budgeting > Budget Options** is set to allow **Use actuals thru dropdown for budget entry**. It is suggested that you save View names for the specific users/groups for whom you want this option.

- **Account Description:** This will display the account name to the right of the account number.

Account Order Tab

Any account segments indicated on this tab define the order in which accounts should be displayed for this view name. By default, accounts are shown in ascending order.

Savings & Deleting Views

Saving changes to a View: When you are finished making changes in the Customize View screen, click **OK**. Your changes will now be displayed on the Actuals/Budgets Multi-Account Entry screen. If you wish to save this view for future budget entry sessions, click the **Save View** icon. Name your view (or overlay an existing view) and select the appropriate user/s/group/s this view will be saved. If you save it for other users/groups, user menu permissions control is available. Click **Save** to hold your changes or **Cancel** to exit the screen without saving any changes.

Delete a View: To delete a view name from your list (or for all users), first select that view name. Then click the **Delete** icon. User menu permissions control is available if a delete is allowed.
