Actuals/Budgets Multi-Account View

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The actuals/budgets screen can be customized to display selected budget types, such as Actuals, Budgets, Forecast, dollar and percent variance, etc. for any budget years. Views can be setup 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. Each user will be able to access the view names saved for their user name, group, or for 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 that are displayed, as well as other optional settings for this view name. To make changes to the current view, or to add a new view, click Customize View icon (to the right of the View name). When you click the Customize View button, note there are two tabs (Columns and General).

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 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 click the Properties button.
- **Year:** Click on 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 curser at the appropriate place and click Insert Variable. A list of variables will be displayed that can be used in a header. You can mix variables in with regular text to your preference. It is best practice to use a variable rather than key the particular year so the header does not have to be changed in the future.
- **Hide:** Hides the column. This is useful when you need to calculate a variance or formula using a budget year’s data without displaying it.
- **Width:** Specify the width of the columns and 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, % 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 past (Ctrl+V) to each of the other appropriate rows.
- **Period Ranges:** Controls which period columns are displayed for the highlighted budget type. If any period range other than “All” is selected the Period Range button will illuminate.
  - 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 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 are a combination of 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, positive assets and expense amounts as debits. See sign control for more into.
- **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, so this would only be useful for viewing 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 thru a selected month dropdown:** If checked, an additional box is available at the top right of the Actuals/Budget Multi-Account Entry screen showing Actuals

thru a selected month. In the current budget year Actual/Forecast, normally Actuals are shown thru the last closed month and Forecast is shown for the remaining months. This option (if checked) allows a user to override the normal display and select the month through which Actuals are displayed.

- ***Note:*** this checkbox is only available if **Setup > Options > General Ledger > Budget** is set to allow **“Use actuals thru dropdown for budget entry”**. It is suggested you save View names for the specific users/groups you want to have this option available.
- **Account Description:** This will display the account name to the right of the account number.

Columns 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 displayed in ascending order.

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. User menu permissions control if you may save for other users/groups. 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 if a delete is allowed.