

## Case Study 28 How to view variance between Q2F and Q3F – By Employee

## **By Peter Sheppard**

As part of commencing work on a new forecast exercise, or as part of review it may be useful to see how the forecasts during the year have evolved employee by employee.

Here are the necessary steps

1.Reset current View

2.Click on Q3 Forecast filter button to reveal the version selected for the month by month payroll cost

Context: Payrol [Pay Cost	II Cost st Types]	Q3 Forecast [Version] [Financial Years]	M3A1 A
alary Staff	Classification		Ac
		📲 Q2 Forecast	
		ng Q3 Forecast	
		ng Budget NY	
AC			

Click on the sub editor button

3. This will then bring up this the straight forward versions



4.Select the Forecast Q2 vs Q3 Forecast and drag to the Subset editor section

	BFT
Subset Editor: BFT > Version > (unnamed)	8
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Subset: (unnamed)	▼ Alias: (no alias selected) ▼
Available Elements: Version	Subset: Version > (unnamed) *
📷 Actual PY	Q2 Forecast
ng Budget CY	Q3 Forecast
📲 Q1 Forecast	Budget NY
📷 Q2 Forecast	Forecast Q2 vs Q3 Forecast
	OK Cancel

Highlight this field and then click ok

5. This then gives the following which shows variance by month for each employee

Payroll [Pay Cost		-	Forecast Q2 vs Q3 Forecast [Version]				st 🗸	2016-17 [Financial Years]					
9 Year TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	±
2,728	0	0	0	0	0	0	3,860	-4,962	8,192	311	-3,184	-1,489	

Note that because we are comparing Q2 forecast and Q3 forecast which both have in common the first half year of actuals there will be no differences in the first half of the year except journal postings.

The variances Feb, Mar, Apr reflect differences between the Q2 forecast projection and actual pay costs for those three months.

The variances May, Jun, Jul reflect differences between different projections at Q2 forecast and Q3 forecast.