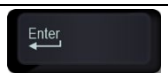
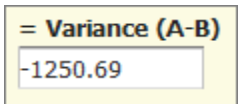
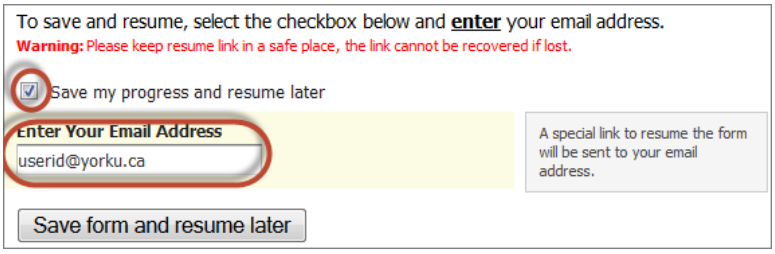
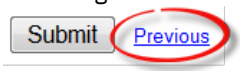
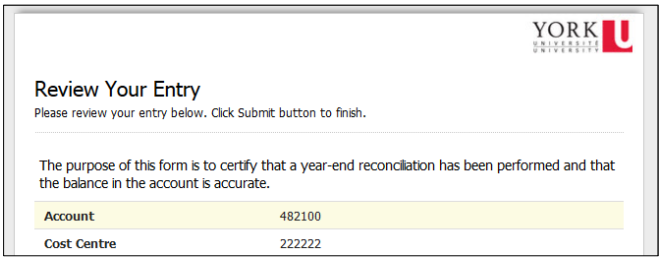
Variance Analysis Form – Quick Reference Guide

Internet Browser	The form supports Mozilla Firefox, Internet Explorer, Safari, and Google Chrome.
Tab	Moves curser to next field on the form.
Enter 	Goes to next page.
Amount fields 	These are number fields, they do not accept $ signs or separators. For negative numbers add a "-" sign in front (e.g. -500 or -16888.88).
Save and Resume	Located at bottom of the page.  • Please remember to enter your email address. A resume link will be sent to your email, save the email/link as it cannot be recovered. • For one form, the resume link will remain the same with multiple saves. • Warning: only one user can be saving with the resume link at one time, saving will overwrite the previous version
Going back to previous page	Use navigation buttons at the bottom of the form.  Do not use the back button on your browser, this may delete all the previously entered data.
Review Page	Prior to submission, users will be taken to a review page for final review of input data. Click submit for final submission or click previous if you wish to go back to make corrections. 
Submitting Form	Financial Reporting will only receive the completed forms when the forms are submitted, and users are taken to the success page.
Multiple submissions with repeating fields	For users with multiple submissions, use the autofill form function in your internet browser to help minimize the amount of data entry for repeating fields.
Form correction after submission	Once the form is submitted, users can no longer edit the form data. If you wish to correct your submission, please contact Financial Reporting.

The April 2022 Variance Analysis form is available online (MachForm).
For any questions, Finance has prepared a Variance Analysis Frequently Asked Questions guide available online (PDF).