Variance Analysis Form – Quick Reference Guide

Internet Browser	The form supports Mozilla Firefox, Internet Explorer, Safari, and Google Chrome.	
	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.	
= Variance (A-B) -1250.69	For negative numbers add a "-" sign in front (e.g500 or -16888.88).	
Save and Resume	Located at bottom of the page.	
	To save and resume, select the checkbox below and <u>enter</u> your email address. Warning: Please keep resume link in a safe place, the link cannot be recovered if lost. Save my progress and resume later	
	userid@yorku.ca	A special link to resume the form will be sent to your email address.
	Save form and resume later	
	 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	Use navigation buttons at the bottom of the form.	
page	Submit Previous	
	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.	
	YORK	
	Review Your Entry Please review your entry below. Click Submit button to finish. The purpose of this form is to certify that a year-end reconciliation has been performed and that the balance in the account is accurate.	
	Account 482100	
Submitting Form	Financial Reporting will only receive the completed forms when the forms are submitted, and users are taken to the success page. Success! Your submission has been saved!	
	To complete another form please click on the web link below	
	http://finrept.apps01.yorku.ca/machform/view.php?id=18700	
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 <u>April 2022 Variance Analysis form</u> is available online (MachForm).

For any questions, Finance has prepared a Variance Analysis Frequently Asked Questions guide available online (PDF).

