Variance Analysis Form – Quick Reference Guide

<u>April 2024 Variance Analysis Form</u> (MachForm) and <u>Frequently Asked Questions</u> (PDF)

Reference	Details		
Internet	The form supports Mozilla Firefox, Internet Explorer, Edge, Safari and Google Chrome.		
Tab Tab	Moves curser to next field on the form.		
Enter Enter	Goes to next page.		
Amount Fields = Variance (A-B) -1250.69	These are number fields, they do not accept \$ signs or separators. 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 enter your email address. Warning: Please keep resume link in a safe place, the link cannot be recovered if lost. Enter Your Email Address 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 page	Use navigation buttons at the bottom of the form. 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.		
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	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	Once the form is submitted, users can no longer edit the form data. If you wish to correct your submission, please contact Financial Reporting.		