

Performing Fluctuation Analysis and Exporting Results

This process explains how to quickly run a fluctuation analysis, set thresholds, document explanations, and export the completed analysis in Excel format for sharing with auditors.

Step 1: Open the Fluctuation Analysis Tab

Click on the **Fluctuation Analysis** tab in your application to begin the process.

The screenshot displays the 'totadvi' application interface. On the left is a dark blue navigation sidebar with the following menu items: Dashboard, Results, Finance Summary, Transactions, Vendors, Vendor Summary, **Fluctuation Analysis** (highlighted with a mouse cursor), Forecast, Headcount, CapEx, Cash Forecast, Chart of Accounts, Portfolio, Policies, Revenue Recognition, and Admin. The main content area has a header with the 'totadvi' logo, company name 'totadvi', and user information 'User: demo@totadvi.com (admin)'. Below the header, the 'Fluctuation Analysis' section contains a 'Controls' panel with the following fields: 'Period' (set to 'May 2026'), 'Compare' (set to 'MoM (vs prior month)'), 'Search accounts' (with a placeholder 'Type code or name...'), '% threshold (e.g. 0.10 = 10%)' (set to '0.1'), and '\$ threshold (e.g. 5000)' (set to '5000'). There are also two checkboxes: 'Only needs comment' (checked) and 'Hide zero rows' (checked). Below these are buttons for 'Load Fluctuation' and 'Export CSV'. A status message reads: 'Flags: abs(Var%) ≥ 10% and abs(Var) ≥ 5,000'. The 'Results' section is titled 'Results — Load to view' and shows a table with columns: ACCOUNT, CURRENT, PRIOR, VAR, VAR%, NEEDS COMMENT, COMMENT, and STAT. Below the table, a message states: 'No rows match your filters. Try turning off "Only needs comment" or "Hide zero rows".'

Step 2: Select the Timeframe to Compare

Choose the timeframe you want to analyze by selecting the appropriate period or date range.

Fluctuation Analysis

Controls

Period

May 2026

Compare

MoM (vs prior month)

Search accounts

Type code or name...

% threshold (e.g. 0.10 = 10%)

0.1

\$ threshold (e.g. 5000)

5000

☒ Only needs comment

☒ Hide zero rows

Load Fluctuation

Export CSV

Flags: abs(Var%) ≥ 10% and abs(Var) ≥ 5,000

Results — Load to view

ACCOUNT	CURRENT	PRIOR	VAR	VAR%	NEEDS COMMENT	COMMENT	STATUS	ACTIONS
No rows match your filters. Try turning off "Only needs comment" or "Hide zero rows".								

Step 3: Choose the Comparison Period

Select the specific period you want to compare against (e.g., current period vs. prior period).

Compare

MoM (vs prior month)

Search accounts

Type code or name...

% threshold (e.g. 0.10 = 10%)

0.1

\$ threshold (e.g. 5000)

5000

☒ Only needs comment

☒ Hide zero rows

Load Fluctuation

Export CSV

Flags: abs(Var%) ≥ 10% and abs(Var) ≥ 5,000

MoM (vs prior month)

YoY (same month last year)

YTD (vs prior year YTD)

LYTD (alias of YTD)

PRIOR	VAR	VAR%	NEEDS COMMENT	COMMENT	STA
urning off "Only needs comment" or "Hide zero rows".					

Step 4: Configure Thresholds and Load the Fluctuation Analysis

Set your percentage thresholds and dollar thresholds according to your review criteria. Once configured, click to **Load Fluctuation** to generate the analysis.

This will automatically display the accounts that require explanation.

Fluctuation Analysis

Controls

Period

May 2026

Compare

MoM (vs prior month)

Search accounts

Type code or name...

% threshold (e.g. 0.10 = 10%)

0.1

\$ threshold (e.g. 5000)

5000

☒ Only needs comment

☒ Hide zero rows

Load Fluctuation

Export CSV

Flags: abs(Var%) ≥ 10% and abs(Var) ≥ 5,000

Results — 2 rows

ACCOUNT	CURRENT	PRIOR	VAR	VAR%	NEEDS COMMENT	COMMENT	STATUS	ACTIONS
41125 Widget 2b	32,483.00	38,153.00	-5,670.00	-14.9%	YES	Explain variance... I	open	Save Mark Done
54879 Accounting	15,986.00	10,862.00	5,124.00	47.2%	YES	Explain variance...	open	Save Mark Done

Step 5: Add Explanations for Flagged Accounts

For each account that appears, click to add your explanation and document the required details.

Fluctuation Analysis

Controls

Period

May 2026

Compare

MoM (vs prior month)

Search accounts

Type code or name...

% threshold (e.g. 0.10 = 10%)

0.1

\$ threshold (e.g. 5000)

5000

☒ Only needs comment

☒ Hide zero rows

Load Fluctuation

Export CSV

Flags: abs(Var%) ≥ 10% and abs(Var) ≥ 5,000

Results — 2 rows

ACCOUNT	CURRENT	PRIOR	VAR	VAR%	NEEDS COMMENT	COMMENT	STATUS	ACTIONS
41125 Widget 2b	32,483.00	38,153.00	-5,670.00	-14.9%	YES	increase driven by <u>one time</u> expense	open	Save Mark Done
54879 Accounting	15,986.00	10,862.00	5,124.00	47.2%	YES	Explain variance...	open	Save Mark Done

As you work through each account and are satisfied with your explanation, select **Done** and save the action.

Step 6: Export the Completed Fluctuation Analysis

When all explanations are complete, use the **Export** option.

This will generate the completed fluctuation analysis in Excel format, which you can provide to auditors.