

1. Right click on cell intersection
2. Navigate to desired spread calculation
	1. Example: **Relative Proportion Spread**



* 1. Click on desired Dimension: Forecast Versions and/or year
	2. Select element to base spread

 

* 1. Click Select button
	2. Confirm value in next popup window and apply



* 1. Confirm Results 
	2. Example: **Relative Percent Adjustment**
	3. Follow steps b-d
	4. Confirm value in next popup window
	5. Input desired % increase (e.g. 2.5% over 2016 Actuals) and click apply



* 1. Confirm Results

