



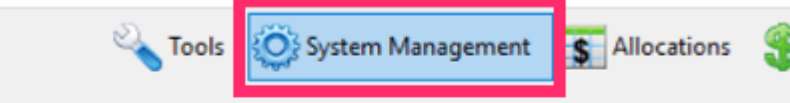

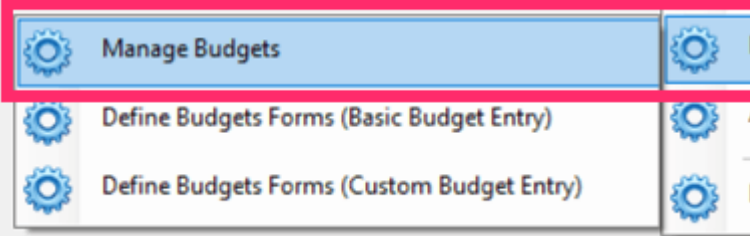
 Welcome to Dynamic Budgets e-Learning Tutorial.	<div>1</div> 
 If viewing tutorials on your mobile phone, please click the square icon in the upper right corner to view Fullscreen.	<div>2</div> 
 Click on System Management.	<div>3</div> 
 Click on Budgets, Manage Budgets.	<div>4</div> 



Click on the dropdown menu.  
Select a **CompanyDB**.

In this example, select **TWO**.

5



Click on **Show Budgets**.

6



This will display all the active budgets and actuals in the system.

7

Print Export to Excel Print to PDF AutoSize Columns

CompanyDB	BudgetID (15)	Description (30)	Year
DB3147_TW015	2014 Actual	2014 Actual	2014
DB3147_TW015	2015 Actual	2015 Actual	2015
DB3147_TW015	2016 Actual	2016 Actual	2016
DB3147_TW015	2017 Actual	2017 Actual	2017
DB3147_TW015	BUDGET1	demo	2014
DB3147_TW015	Test 2018 Bud	Test 2018 Bud	2017
DB3147_TW015	Test FCAST 2017	Test FCAST 2017	2017



Click on the **Link ERP Budgets** dropdown menu to display a list the available data sets in GP, the ERP Accounting system.

In this example, select **2018 Actual**.

8



Click on **Selected Budget**.

9



Click on **Yes** to confirm you want to add a new budget named 2018 Actual.

10

ERP	<a href="#">Not Locked</a>	True	True
ERP	<a href="#">Not Locked</a>	False	True
DynamicB	<a href="#">Not Locked</a>	False	False



Now see 2018 Actual has been added/listed.

11

BudgetID	Budget Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual
DB3147_TWO15	2015 Actual	2015 Actual	2015 Actual	2015	
DB3147_TWO15	2016 Actual	2016 Actual	2016 Actual	2016	
DB3147_TWO15	2017 Actual	2017 Actual	2017 Actual	2017	
DB3147_TWO15	2018 Actual	2018 Actual	2018 Actual	2018	
DB3147_TWO15	BUDGET1	demo		2014	
DB3147_TWO15	Test 2018 Bud	Test 2018 Bud		2017	
DB3147_TWO15	Test FCAST 2017	Test FCAST 2017		2017	



Now click on **Save Budgets**.

A message will appear that reads, **Saved Budgets Successfully**.

12

Selected Budget for All Companies

**Save Budgets** **Delete** **Purge** \* Budget description

Print Export to Excel Print to PDF AutoSize Columns

CompanyDB	BudgetID (15)	Description (30)	Year



Click on the **X** to close.

13

Management Allocations Payroll Users Management

?

**X**



That's It. You're Done.

Thank you and look for additional tutorials from Dynamic Budgets.

14

That's It. You're Done.

Thank you and look for additional tuto

from

