

Welcome to Dynamic Budgets e-Learning Tutorial.





How to add 2018 Actuals for a Single Company zgidwani

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How to add 2018 Actuals for a Single Company

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## Click on Budgets, Manage Budgets.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynbudt1



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### Click on the dropdown menu. Select a CompanyDB. In this example, select TWO.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynbudt1	- • ×
File 🚮 Budgets 🕂 Variances 📊 Reports	🔦 Tools   🎯 System Management 🛛 🛐 Allocations 💲 Payroll 🚳 Users Managemen
Manage Budgets	
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e.g. Historical Avg for FY2016 and 3 closed years: (2012 - 2014)	
😡 Save Budgets 🗙 Delete 🗙 Purge 👘 Budget description is mandatory for all budgets, else they would not save Show Company Tags 📦	
🚊 Print 🕼 Export to Excel 🛛 👮 Print to PDF 🔛 AutoSize Columns	A- A+

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# Click on Show Budgets.

🔰 DynamicBudgets - PHUBERT\P. Hub	pert - 184.172.195.139,25000 - DB3147_dyn	budt1							– o ×
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### This will display all the active budgets and actuals in the system.

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🚽 Save Budgets	🗙 Delete 🛛 🗙 Pu	rge *Budget d	lescription is	mandatory for all t	budgets, else they wo	ould not save	Show Compar	ny Tags 🖙								
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DB3147_TW015	Test 2018 Bud	Test 2018 Bud	2017	11/01/2017	11/01/2017	DynamicB	Not Locked	False	False	0	Application Use			✓		
DB3147_TW015	Test FCAST 2017	Test FCAST 2017	2017	11/01/2017	11/01/2017	DynamicB	Not Locked	False	False	0	Application Use			2		



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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.

👂 Dy	ynamicBudgets - PHL	BERT\P. Hubert - 18	4.172.195.139,25000	- DB3147_	dynbudt1											-	
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# Click on Selected Budget.

DynamicBudgets -	HUBERT\P. Hubert - 18	4.172.195.139,25000	- DB3147	_dynbudt1											-	
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🗄 📥 Print 🛛 💽 Expo	rt to Excel 🛛 📆 Print to	PDF 📰 AutoSize C	olumns												Rows: 7	7 A- A+
CompanyDB	BudgetID (15)	Description (30)	Year	FromDate	ToDate	Source	Locked	Actual	Imported	SortOrder	UserRoleAccess	IsBudgete	d 🗌 InSumma	ry 🗌 InLo	okups [	InReports
	A		=	=	=	A	A		A	=	A		] [			
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DB3147_TW01	5 Test 2018 Bud	Test 2018 Bud	2017	11/01/2017	11/01/2017	DynamicB	Not Locked	False	False	0	Application Use		] [	2		
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### Click on Yes to confirm you want to add a new budget named 2018 Actual.

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			Selected Budget for A	Il Companies		Historical Average	2017	✓ 3 ✓	Create Average								
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Com	panyDB	BudgetID (15)	Description (30)	Year	FromDate	ToDate		Are you sure you w	vant to add new Budg	ed ed	SortOrder	UserRoleAccess	IsBudgeted	InSumma	ry 🗌 Inl	ookups	InReports
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	DB3147_TW015	BUDGET1	demo	2014	01/01/2014	12/31/2014	ERP	Not Locked	False	True	0	Application Use		E	2		
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### Now see 2018 Actual has been added/listed.

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	DB3147_TW015	Test 2018 Bud	Test 2018 Bud	2017	11/01/2017	11/01/2017	DynamicB	Not Locked	False	False	0	Application Use	V	]		$\checkmark$	
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### Now click on Save Budgets. A message will appear that reads, Saved Budgets Successfully.

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	DB3147_TW015	BUDGET1	demo	2014	01/01/2014	12/31/2014	ERP	Not Locked	False	True	0	Application Use					
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# Click on the X to close.

File Budgets Manage Budgets Manage Budgets CompanyDB Link ERP Budgets 2018 Actual	gets Variances	<ul> <li>Show Budgets</li> <li>Link to Company (sp</li> <li>Selected B</li> <li>All Budg</li> </ul>	ecified above) udget	Enter New Outpop	_	_			Nools	🔅 System Man	agement	Allocations	💲 Payroll 🛛	😵 Users Manager	×
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CompanyDB	BudgetID (15)	Description (30)	Year From	Date ToDate	Source	Locked	Actual	Imported	SortOrder	UserRoleAccess	IsBudgeted	InSumman	/ InLo	kups 🗌 InRep	orts
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DB3147_TW0	015 2016 Actual	2016 Actual	2016 01/01	/2016 12/31/2016	ERP	Not Locked	True	True	0	Application Use			]		
DB3147_TW0	015 2017 Actual	2017 Actual	2017 01/01	/2017 12/31/2017	ERP	Not Locked	True	True	0	Application Use			]		$\square$
DB3147_TW	015 2018 Actual	2018 Actual	2018 01/01	/2018 12/31/2018	ERP	Not Locked	True	True	0	Application Use			]		
DB3147_TW0	015 BUDGET1	demo	2014 01/01	/2014 12/31/2014	ERP	Not Locked	False	True	0	Application Use			]		
DB3147_TW0		Test 2018 Bud	2017 11/01	/2017 11/01/2017	DynamicB	Not Locked	False	False	0	Application Use			3		$\checkmark$
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That's It. You're Done. Thank you and look for additional tutorials from Dynamic Budgets.

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