



Welcome to Dynamic Budgets e-Learning tutorial.

Welcome to



e-Learning Tutorial.

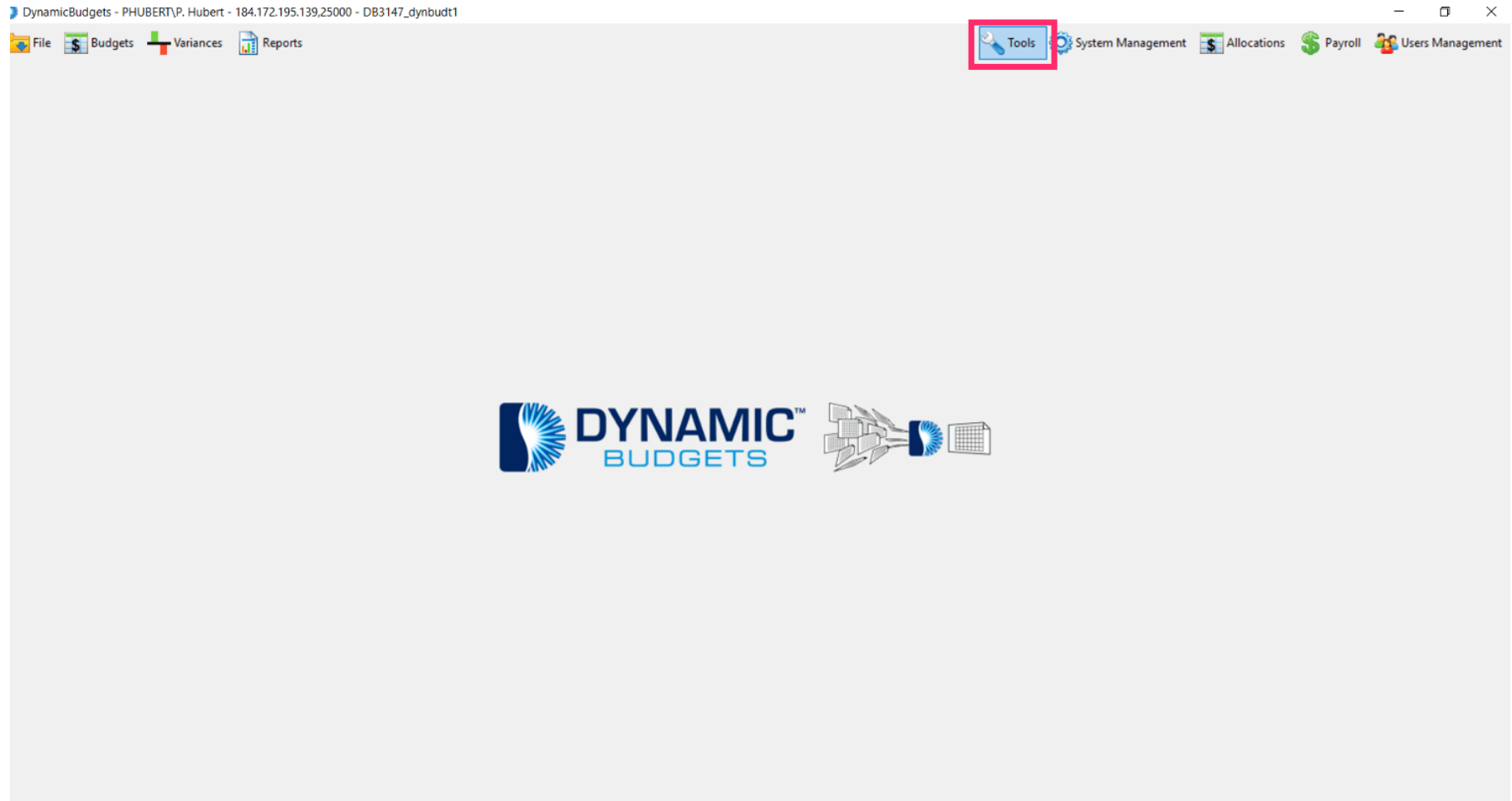


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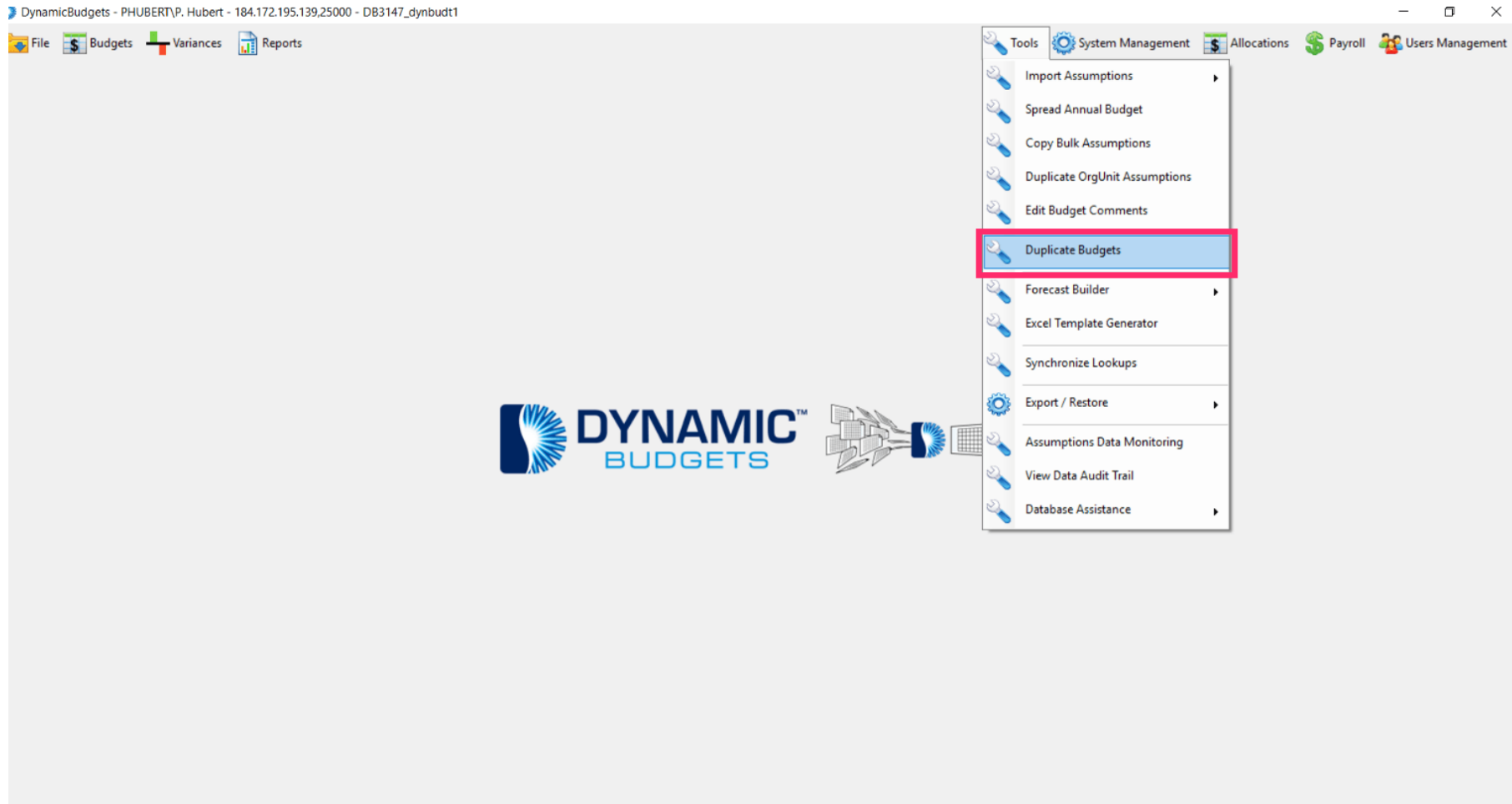


Click on **Tools**.





Click on **Duplicate Budgets**.





Click on the **Duplicate Payroll** tab.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynbudt1

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions **Duplicate Payroll** Duplicate Project Allocation

CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud

☒ Include Payroll Setup
☐ Include Employee Roster
☐ Include Payroll Assignments
☐ Include Hourly Staffing

Duplicate

Select Target BudgetID: Test 2018 Bud

[Refresh Budgets](#)

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log

Norton
 pepflashplayer.dll is safe.



Select the CompanyDB to copy from the dropdown menu. For this example, we will select **TWO**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO, THREE, TWO (selected)

Select BudgetID to copy: Test 2018 Bud

Select Target BudgetID: Test 2018 Bud

☐ Include Employee Roster
☐ Include Payroll Assignments
☐ Include Hourly Staffing

[Refresh Budgets](#)

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log

Norton
pepflashplayer.dll is safe.



Select the BudgetID to copy from the dropdown menu. For this example, we will select **Test 2018 Bud**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO

Select BudgetID to copy:

- Test 2018 Bud
- PH Budget
- Test 2018 Bud
- Test FCAST 2017

Include Payroll Setup ☒

Include Employee Ros ☒

Include Payroll Assignments ☒

Include Hourly Staffing ☒

Duplicate

Select Target BudgetID:

Test 2018 Bud

[Refresh Budgets](#)

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log

Norton
pepflashplayer.dll is safe.



Click in the box for the following: 1. Include Payroll Setup 2. Include Employee Roster 3. Include Payroll Assignments 4. Include Hourly Staffing

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud

☒ Include Payroll Setup
☒ Include Employee Roster
☒ Include Payroll Assignments
☒ Include Hourly Staffing

Duplicate

Select Target BudgetID: Test 2018 Bud

[Refresh Budgets](#)

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log



Select the Target BudgetID to copy from the dropdown menu. For this example, we will select **Test 2019 Budget**.

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud

☒ Include Payroll Setup
☒ Include Employee Roster
☒ Include Payroll Assignments
☒ Include Hourly Staffing

Duplicate

Select Target BudgetID

- Test 2018 Bud
- 2019 Budget
- PH Budget
- Test 2018 Bud
- Test FCAST 2017

overwritten in target budget ID. This operation is not reversible

Log



Click on **Duplicate**.

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO
 Select BudgetID to copy: Test 2018 Bud
☒ Include Payroll Setup
☒ Include Employee Roster
☒ Include Payroll Assignments
☒ Include Hourly Staffing

Duplicate

Select Target BudgetID: 2019 Budget
[Refresh Budgets](#)

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log



A message box will appear that reads, **Duplicate Payroll successful: Test 2018 Bud-to-2019 Budget.** Click on **OK**.

The screenshot shows the 'DynamicBudgets' application window. The 'Duplicate Budgets' dialog is open, with the 'Duplicate Payroll' tab selected. The 'CompanyDB' is set to 'TWO' and the 'Select BudgetID to copy' is 'Test 2018 Bud'. The 'Include Payroll Setup', 'Include Employee Roster', 'Include Payroll Assignments', and 'Include Hourly Staffing' checkboxes are all checked. The 'Duplicate' button is visible. The 'Select Target BudgetID' is set to '2019 Budget'. A warning message states: '*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.' Below the dialog, a 'Log' window shows the following messages:

- OK - Duplicated pay calendar
- OK - Duplicated pay periods
- OK - Duplicated payroll expense definitions
- OK - Duplicated employee roster: 0: Test 2018 Bud -to- 2019 Budget
- OK - Duplicated payroll assignments: Test 2018 Bud -to- 2019 Budget
- Payroll assignments projection recalculated.. 2019 Budget
- SavePayrollExpense - completed with no errors
- SaveHourlyStaffing - SKIPPED
- OK - Duplicated hourly staffing: Test 2018 Bud -to- 2019 Budget
- Payroll assignments projection recalculated.. 2019 Budget
- SavePayrollExpense - SKIPPED
- SaveHourlyStaffing - completed with no errors

A 'Message' dialog box is overlaid on the log, displaying the message: 'Duplicate Payroll successful: Test 2018 Bud -to- 2019 Budget'. The 'OK' button in the message box is highlighted with a red rectangle.

 A log will display. All parameters should have an OK status.

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud

☒ Include Payroll Setup
☒ Include Employee Roster
☒ Include Payroll Assignments
☒ Include Hourly Staffing

[Duplicate](#) [Refresh Budgets](#)

Select Target BudgetID: 2019 Budget

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log

```
OK - Duplicated pay calendar
OK - Duplicated pay periods
OK - Duplicated payroll expense definitions

OK - Duplicated employee roster: 0: Test 2018 Bud -to- 2019 Budget
OK - Duplicated payroll assignments: Test 2018 Bud -to- 2019 Budget
Payroll assignments projection recalculated.. 2019 Budget
SavePayrollExpense - completed with no errors

SaveHourlyStaffing - SKIPPED

OK - Duplicated hourly staffing: Test 2018 Bud -to- 2019 Budget
Payroll assignments projection recalculated.. 2019 Budget
SavePayrollExpense - SKIPPED

SaveHourlyStaffing - completed with no errors

Duplicate Payroll successful: Test 2018 Bud -to- 2019 Budget
```



Click on X to close this window.

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

Duplicate Budgets

Duplicate Assumptions Duplicate Payroll Duplicate Project Allocation

CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud

☒ Include Payroll Setup
☒ Include Employee Roster
☒ Include Payroll Assignments
☒ Include Hourly Staffing

[Duplicate](#) [Refresh Budgets](#)

Select Target BudgetID: 2019 Budget

*Payroll expense definitions and calendar will be overwritten in target budget ID. This operation is not reversible.

Log

```

OK - Duplicated pay calendar
OK - Duplicated pay periods
OK - Duplicated payroll expense definitions

OK - Duplicated employee roster: 0: Test 2018 Bud -to- 2019 Budget

OK - Duplicated payroll assignments: Test 2018 Bud -to- 2019 Budget
Payroll assignments projection recalculated.. 2019 Budget
SavePayrollExpense - completed with no errors

SaveHourlyStaffing - SKIPPED

OK - Duplicated hourly staffing: Test 2018 Bud -to- 2019 Budget
Payroll assignments projection recalculated.. 2019 Budget
SavePayrollExpense - SKIPPED

SaveHourlyStaffing - completed with no errors

Duplicate Payroll successful: Test 2018 Bud -to- 2019 Budget
    
```



That's It. You're Done. Thank you and look for additional tutorials from Dynamic Budgets.

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Thank you and look for additional tutorials

from

