





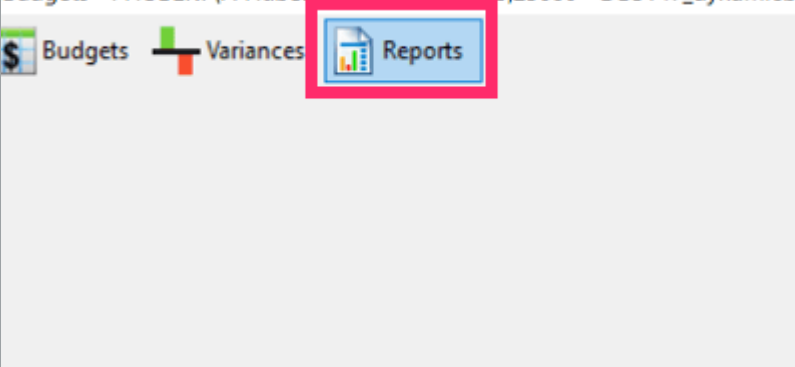
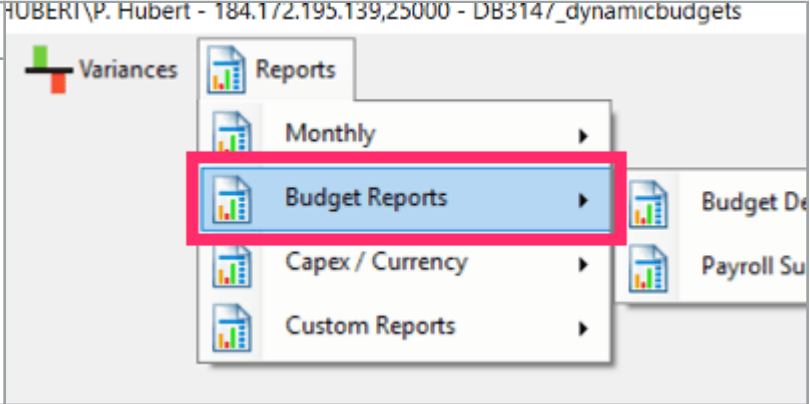
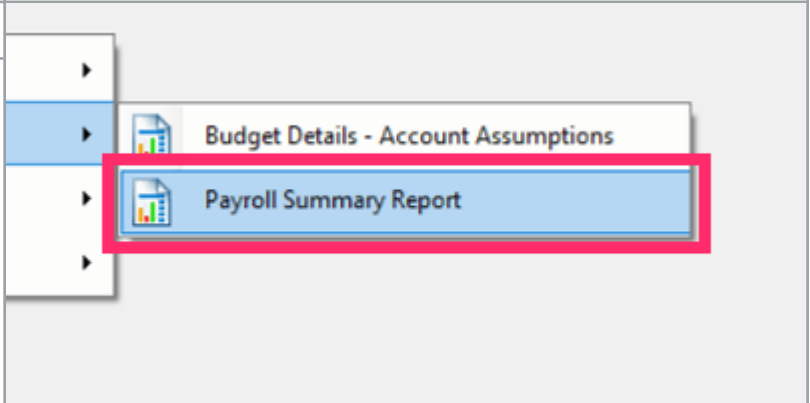
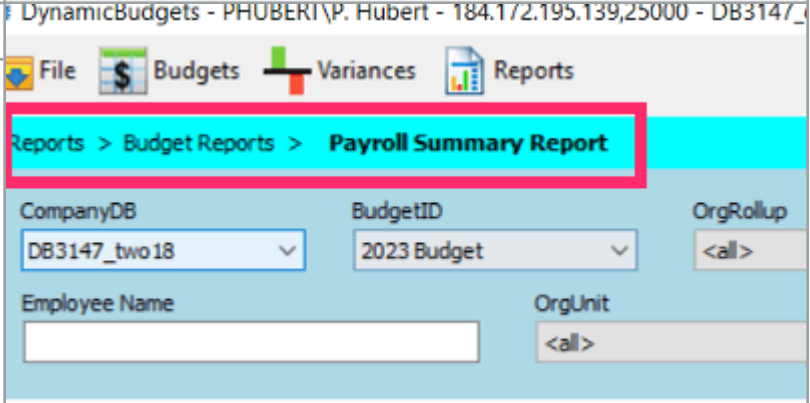
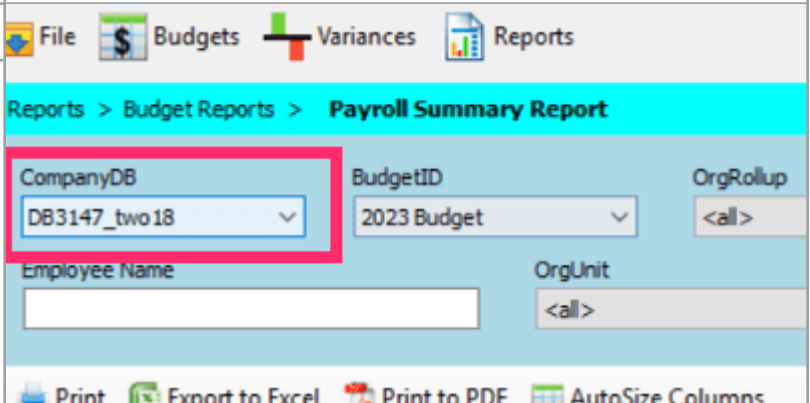
 <p>Welcome to Dynamic Budgets e-Learning Tutorial.</p>	<p>1</p> <div><h1>Welcome to</h1><h1>e-Learning Tutorial.</h1></div>
 <p>If viewing tutorials on your mobile phone, please click the square icon in the upper right corner to view fullscreen.</p>	<p>2</p> <p>e below</p> 
 <p>You can also change the tutorial language and/or view as well as print the PDF for the tutorial steps.</p>	<p>3</p> <p>For Mobile Users, click o</p> 
 <p>We are going to review the Payroll Summary Report.</p> <p>Let's get started. Click on Reports.</p>	<p>4</p> <p>Budgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicb</p> 

<p>5 Click on Budget Reports.</p>	 <p>HOBERT\P. Hubert - 184.172.195.139,25000 - DB3147/_dynamicbudgets</p> <p>Variances Reports</p> <p>Monthly</p> <p>Budget Reports</p> <p>Capex / Currency</p> <p>Custom Reports</p> <p>Budget De</p> <p>Payroll Su</p>
<p>6 Click on Payroll Summary Report.</p>	 <p>Budget Details - Account Assumptions</p> <p>Payroll Summary Report</p>
<p>7 Note: As a reminder, this path shows you how to get to this screen again.</p> <p>In this example, you would go to the Reports menu, Budget Reports then Payroll Summary Report.</p>	 <p>DynamicBudgets - PHOBERI\P. Hubert - 184.172.195.139,25000 - DB3147/_</p> <p>File Budgets Variances Reports</p> <p>Reports > Budget Reports > Payroll Summary Report</p> <p>CompanyDB BudgetID OrgRollup</p> <p>DB3147_two18 2023 Budget <all></p> <p>Employee Name OrgUnit</p> <p><all></p>
<p>8 Click on the CompanyDB dropdown list. Make your selection.</p> <p>In this example, select DB3147_two18.</p>	 <p>File Budgets Variances Reports</p> <p>Reports > Budget Reports > Payroll Summary Report</p> <p>CompanyDB BudgetID OrgRollup</p> <p>DB3147_two18 2023 Budget <all></p> <p>Employee Name OrgUnit</p> <p><all></p> <p>Print Export to Excel Print to PDF AutoSize Columns</p>



Click on the BudgetID dropdown list. Make your selection.

In this example, select 2023 Budget.

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Budgets Variances Reports

> Budget Reports > Payroll Summary Report

fyDB 7_two18 BudgetID 2023 Budget OrgRollup <all>

ee Name Orgunit <all>

Export to Excel Print to PDF AutoSize Columns



Click on Search.

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OrgRollup <all> Exclude Object

Search

columns



Now let's sort this screen.

Drag a column header to group by that column.

11

Print Export to Excel Print to PDF AutoSize Columns

Refresh Grid Display Level 3

Drag a column header here to group by that column.

Src	BUDGETID	ORG_ROLLUP	ORG
Salary	2023 Budget	G&A	000



Let's drag the OrgUnit header to the gray area.

Now you see the screen is organized by OrgUnit.

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Print Export to Excel Print to PDF AutoSize Columns

Refresh Grid Display Level 3

ORGUNIT /

Src	BUDGETID	ORG_ROLLUP	ORG
000			



Click on **Hide Position Information**.

13

Hide Position Information

Hide Custom Fields



Click on **Hide Custom Fields**.

14

Show Position Information

Hide Custom Fields

Rows: 13 A- A+

Hide Custom Fields



You can review the **Annual FTE column** to verify employee allocations are accurate.

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Name	FullName	Annual FTE	Annual Salary	WC
		2	610,000	366
od	Jess Good	1	355,385	213
is	Frank Willis	1	254,615	153
		1	71,292	43
g	William King	1	71,292	43
		3.77	346,277	258
ce	Brenda Joyce	1	254,615	153
mason	Tiki Thomason	1	91,662	55
es	Tyler Ames	.88		25
nes	Nay James	.88		25
		4.54	61,108	117
us	Debbie Venus	1	61,108	37
oper	Melinda Cooper	.88		20
ar	Matthew Jones	.88		20



If you see any **blank/white cells**, you can make corrections where necessary.

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	3.77	346,277	258	690	960
1		254,615	153	180	480
1		91,662	55	180	480
.88			25	165	
.88			25	165	
	4.54	61,108	117	840	480
1		61,108	37	180	480
.88			20	165	



You can also print, export to excel, print to PDF and AutoSize Columns.

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DB3147_two18 2023 Budget <all>

Employee Name OrgUnit

Print Export to Excel Print to PDF AutoSize Columns

Refresh Grid Display Level 3

ORGUNIT

Src BUDGETID ORG ROLLUP ORGUN



Click on A- to minimize or decrease the magnification of the screen.

18

show Position Information Show Custom Fields Rows: 1 A- A+

Vision Phone Medicare Medical Life



Click on A+ to maximize or increase the magnification of the screen.

19

show Position Information Show Custom Fields Rows: 13 A- A+

Medicare Medical Life Housing Allowance FICA



That's It. You're Done.

Thank you for reviewing a
tutorial from Dynamic
Budgets.

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That's It. You're Done.

Thank you for reviewing a tut

from

