



Welcome to Dynamic Budgets e-Learning Tutorial.

Welcome to



e-Learning Tutorial.



If viewing tutorials on your mobile phone, please click the square icon in the upper right corner to view fullscreen.

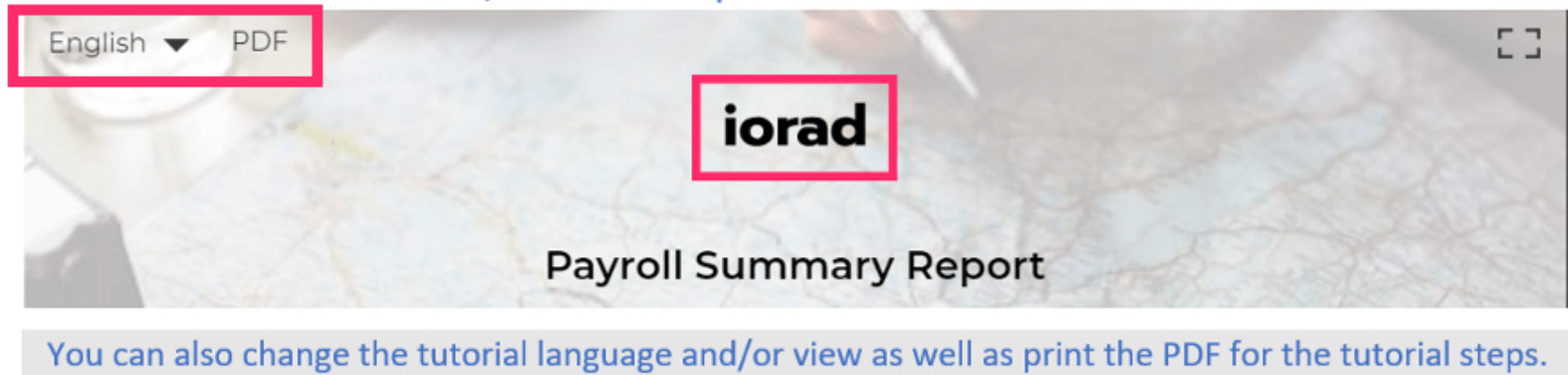
For Mobile Users, click on the square below to view the tutorial fullscreen.





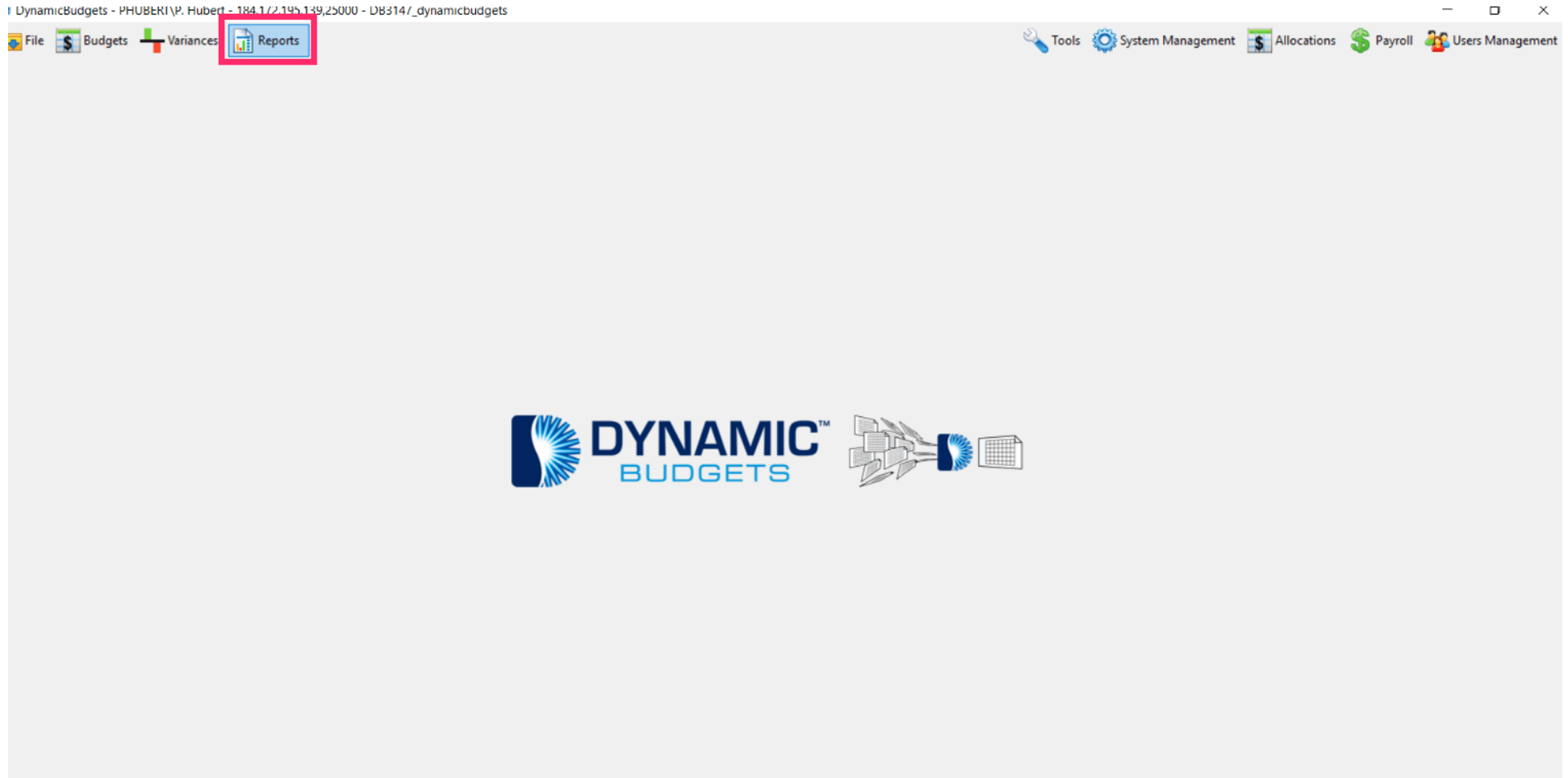
You can also **change the tutorial language and/or view as well as print the PDF** for the tutorial steps.

For Mobile Users, click on the square below to view the tutorial fullscreen.



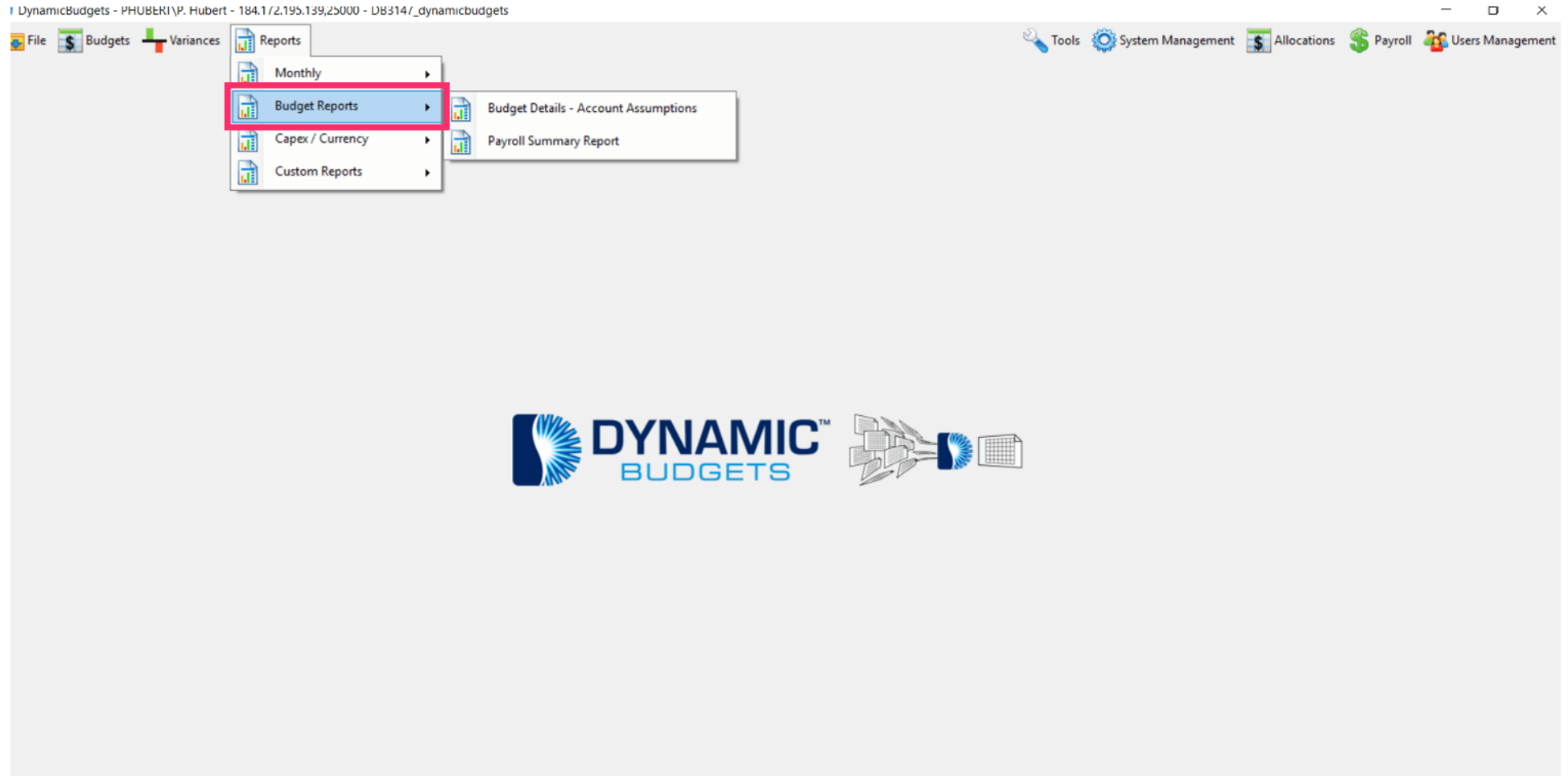


We are going to review the Payroll Summary Report. Let's get started. Click on **Reports**.



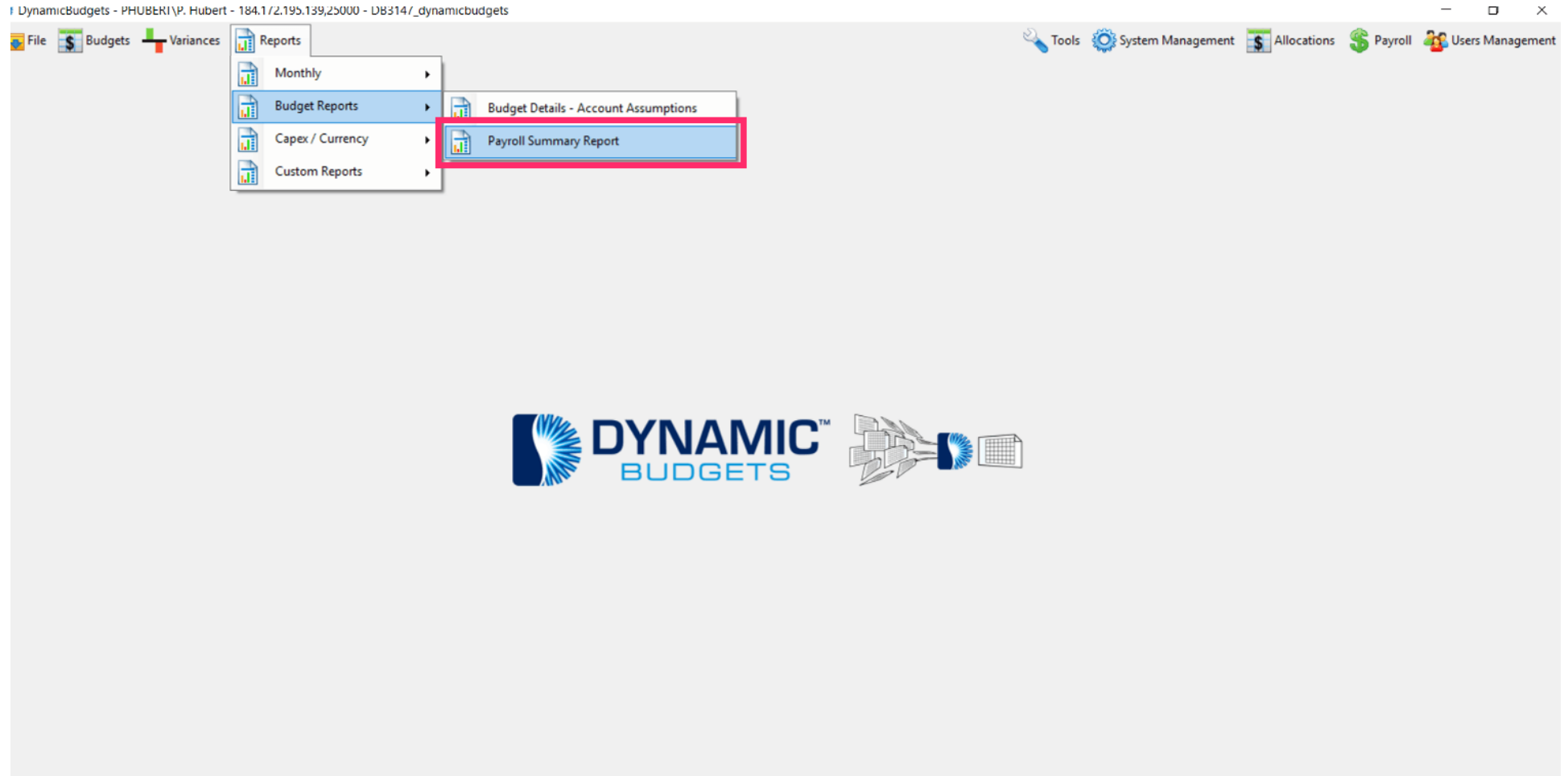


Click on **Budget Reports**.





Click on **Payroll Summary Report**.





Note: As a reminder, this path shows you how to get to this screen again. In this example, you would go to the Reports menu, Budget Reports then Payroll Summary Report.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB314/_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18 BudgetID: 2023 Budget OrgRollup: <all> ☒ Exclude Object

Employee Name: OrgUnit: <all> Search

Print Export to Excel Print to PDF AutoSize Columns Hide Position Information Hide Custom Fields A- A+

Refresh Grid Display Level 3



Click on the CompanyDB dropdown list. Make your selection. In this example, select DB3147_two18.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18 BudgetID: 2023 Budget OrgRollup: <all> Exclude Object: ☒

Employee Name: OrgUnit: <all> Search: [Search]

Print Export to Excel Print to PDF AutoSize Columns Hide Position Information Hide Custom Fields A- A+

Refresh Grid Display Level 3



Click on the BudgetID dropdown list. Make your selection. In this example, select 2023 Budget.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18 BudgetID: 2023 Budget OrgRollup: <all> Exclude Object: ☒

Employee Name: Orgunit: <all> Search:

Print Export to Excel Print to PDF AutoSize Columns Hide Position Information Hide Custom Fields A- A+

Refresh Grid Display Level 3



Click on **Search**.

f:\DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File
Budgets
Variances
Reports
Tools
System Management
Allocations
Payroll
Users Management

Reports > Budget Reports > **Payroll Summary Report**

CompanyDB: DB3147_two18
BudgetID: 2023 Budget
OrgRollup: <all>
☒ Exclude Object

Employee Name:
OrgUnit: <all>

Print
Export to Excel
Print to PDF
AutoSize Columns
Hide Position Information
Hide Custom Fields
A- A+

Refresh Grid
Display Level: 3



Now let's sort this screen. Drag a column header to group by that column.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18 BudgetID: 2023 Budget OrgRollup: <all> ☒ Exclude Object

Employee Name: OrgUnit: <all> Search

Print Export to Excel Print to PDF AutoSize Columns Hide Position Information Hide Custom Fields Rows: 13 A- A+

Refresh Grid Display Level 3

Drag a column header here to group by that column.

Src	BUDGETID	ORG_ROLLUP	ORGUNIT	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	DepartmentDesc	SupervisorCode	DivisionCode	JobTitleDesc	Pe
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶	Salary	2023 Budget	G&A	000	Corp	Jess	Good	Jess Good	Administration			CEO	8
	Salary	2023 Budget	G&A	000	Corp	Frank	Willis	Frank Willis	Administration	Jess Good		CFO	7
	Salary	2023 Budget	G&A	100	Administration	William	King	William King	Marketing	Brenda Joyce		Marketing Manag	4
	Salary	2023 Budget	G&A	200	Accounting	Brenda	Joyce	Brenda Joyce	Administration	Jess Good		Vice President	6
	Salary	2023 Budget	G&A	200	Accounting	Tiki	Thomason	Tiki Thomason	Accounting	Frank Willis		Accounting Mana	5
	Hourly	2023 Budget	G&A	200	Accounting	Tyler	Ames	Tyler Ames	Accounting	Tiki Thomason		A/R Clerk	2
	Hourly	2023 Budget	G&A	200	Accounting	Nay	James	Nay James	Accounting	Tiki Thomason		A/P Clerk	2
	Salary	2023 Budget	Sales	300	Sales	Debbie	Venus	Debbie Venus	Customer Service	William King		Customer Service	4
	Hourly	2023 Budget	Sales	300	Sales	Melinda	Cooper	Melinda Cooper	Customer Service	Debbie Venus		Customer Service	2
	Hourly	2023 Budget	Sales	300	Sales	Matthew	Jones	Matthew Jones	Customer Service	Debbie Venus		Customer Service	2
	Hourly	2023 Budget	Sales	300	Sales	Terrie	Jackson	Terrie Jackson	Customer Service	Debbie Venus		Customer Service	2
	Hourly	2023 Budget	Sales	300	Sales	Daphne	Akery	Daphne Akery	Customer Service	Debbie Venus		Customer Service	2
	Hourly	2023 Budget	Sales	400	Service/Installation	Bernice	Brown	Bernice Brown	Logistics	Debbie Venus		Delivery Driver	2



Let's drag the **OrgUnit** header to the gray area. Now you see the screen is organized by OrgUnit.

DynamicBudgets - PHUBERT\p. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18 BudgetID: 2023 Budget OrgRollup: <all> Exclude Object: ☒ Employee Name: OrgUnit: <all> Search

Print Export to Excel Print to PDF AutoSize Columns Hide Position Information Hide Custom Fields Rows: 13 A- A+

Refresh Grid Display Level 3

ORGUNIT

Src	BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	DepartmentDesc	SupervisorCode	DivisionCode	JobTitleDesc	PayGrade	Ar
000													
Salary	2023 Budget	G&A	Corp	100	Jess	Good	Jess Good	Administration			CEO	8	6
Salary	2023 Budget	G&A	Corp	102	Frank	Willis	Frank Willis	Administration	Jess Good		CFO	7	5
100													
Salary	2023 Budget	G&A	Administration	106	William	King	William King	Marketing	Brenda Joyce		Marketing Manag	4	1
200													
Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	Brenda Joyce	Administration	Jess Good		Vice President	6	6
Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	Tiki Thomason	Accounting	Frank Willis		Accounting Mana	5	8
Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	Tyler Ames	Accounting	Tiki Thomason		A/R Clerk	2	1
Hourly	2023 Budget	G&A	Accounting	105	Nay	James	Nay James	Accounting	Tiki Thomason		A/P Clerk	2	4
300													
Salary	2023 Budget	Sales	Sales	110	Debbie	Venus	Debbie Venus	Customer Service	William King		Customer Service	4	2
Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	Melinda Cooper	Customer Service	Debbie Venus		Customer Service	2	3
Hourly	2023 Budget	Sales	Sales	125	Matthew	Jones	Matthew Jones	Customer Service	Debbie Venus		Customer Service	2	7
Hourly	2023 Budget	Sales	Sales	130	Terrie	Jackson	Terrie Jackson	Customer Service	Debbie Venus		Customer Service	2	1
Hourly	2023 Budget	Sales	Sales	150	Danbne	Akerv	Danbne Akerv	Customer Service	Dakbia Venus		Customer Service	2	8



Click on **Hide Position Information**.

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File
Budgets
Variances
Reports
Tools
System Management
Allocations
Payroll
Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18
BudgetID: 2023 Budget
OrgRollup: <all>
☒ Exclude Object

Employee Name:
OrgUnit: <all>
 Search

Print
Export to Excel
Print to PDF
AutoSize Columns

Rows: 13 A- A+

Refresh Grid
Display Level 3

LastName	FullName	DepartmentDesc	SupervisorCode	DivisionCode	JobTitleDesc	PayGrade	AnniversaryMonth	BirthMonth	ChristmasBonus	Salary	Annual FTE	Annual Salary	WC	Vision
											2	610,000	366	360
Good	Jess Good	Administration			CEO	8	6	1	1500	250000	1	355,385	213	180
Willis	Frank Willis	Administration	Jess Good		CFO	7	5	1	1000	150000	1	254,615	153	180
											1	71,292	43	180
King	William King	Marketing	Brenda Joyce		Marketing Manag	4	11	5	500	95000	1	71,292	43	180
											3.77	346,277	258	690
Joyce	Brenda Joyce	Administration	Jess Good		Vice President	6	6	10	1000	200000	1	254,615	153	180
Thomason	Tiki Thomason	Accounting	Frank Willis		Accounting Mana	5	8	3	500	90000	1	91,662	55	180
Ames	Tyler Ames	Accounting	Tiki Thomason		A/R Clerk	2	1	9	250	45000	.88		25	165
James	Nay James	Accounting	Tiki Thomason		A/P Clerk	2	4	3	250	45000	.88		25	165
											4.54	61,108	117	840
Venus	Debbie Venus	Customer Service	William King		Customer Service	4	2	9	500	40000	1	61,108	37	180
Cooper	Melinda Cooper	Customer Service	Debbie Venus		Customer Service	2	3	4	250	40000	.88		20	165
Jones	Matthew Jones	Customer Service	Debbie Venus		Customer Service	2	7	7	250	40000	.88		20	165
Tarson	Terrie Tarson	Customer Service	Debbie Venus		Customer Service	2	10	9	250	40000	.88		20	165



Click on **Hide Custom Fields**.

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File

Budgets

Variances

Reports

Tools

System Management

Allocations

Payroll

Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB

BudgetID

OrgRollup

☒ Exclude Object

Employee Name

OrgUnit

Search

Print

Export to Excel

Print to PDF

AutoSize Columns

Show Position Information

Hide Custom Fields

Rows: 13 A- A+

Refresh Grid

Display Level 3

Hide Custom Fields

ORGUNIT /

irc		BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	PayGrade	AnniversaryMonth	BirthMonth	ChristmasBonus	Salary	Annual FTE /	Annual Salary
														=	=
000														2	610,000
	Salary	2023 Budget	G&A	Corp	100	Jess	Good	Jess Good	8	6	1	1500	250000	1	355,385
	Salary	2023 Budget	G&A	Corp	102	Frank	Willis	Frank Willis	7	5	1	1000	150000	1	254,615
100														1	71,292
	Salary	2023 Budget	G&A	Administration	106	William	King	William King	4	11	5	500	95000	1	71,292
200														3.77	346,277
	Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	Tyler Ames	2	1	9	250	45000	.88	
	Hourly	2023 Budget	G&A	Accounting	105	Nay	James	Nay James	2	4	3	250	45000	.88	
	Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	Brenda Joyce	6	6	10	1000	200000	1	254,615
	Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	Tiki Thomason	5	8	3	500	90000	1	91,662
300														4.54	61,108
	Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	Melinda Cooper	2	3	4	250	40000	.88	
	Hourly	2023 Budget	Sales	Sales	125	Matthew	Jones	Matthew Jones	2	7	7	250	40000	.88	



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

File

Budgets

Variances

Reports

Tools

System Management

Allocations

Payroll

Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB

BudgetID

OrgRollup

☒ Exclude Object

Employee Name

OrgUnit

Search

Print

Export to Excel

Print to PDF

AutoSize Columns

Show Position Information

Show Custom Fields

Rows: 13

A-

A+

Refresh Grid

Display Level 3

ORGUNIT /

		BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	Annual FTE	Annual Salary	WC	Vision	Phone Allowance	Medicare	Medical	Life
									2	610,000	366	360	960	9,729	12,000	61
Salary	2023 Budget	G&A	Corp	100	Jess	Good	Jess Good	1	355,385	213	180	480	5,595	6,000	36	
Salary	2023 Budget	G&A	Corp	102	Frank	Willis	Frank Willis	1	254,615	153	180	480	4,134	6,000	25	
									1	71,292	43	180	480	1,302	6,000	7
Salary	2023 Budget	G&A	Administration	106	William	King	William King	1	71,292	43	180	480	1,302	6,000	7	
									3.77	346,277	258	690	960	6,744	23,000	42
Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	Brenda Joyce	1	254,615	153	180	480	4,134	6,000	25	
Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	Tiki Thomason	1	91,662	55	180	480	1,362	6,000	9	
Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	Tyler Ames	.88		25	165		624	5,500	4	
Hourly	2023 Budget	G&A	Accounting	105	Nay	James	Nay James	.88		25	165		624	5,500	4	
									4.54	61,108	117	840	480	2,935	28,000	18
Salary	2023 Budget	Sales	Sales	110	Debbie	Venus	Debbie Venus	1	61,108	37	180	480	919	6,000	6	
Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	Melinda Cooper	.88		20	165		504	5,500	3	
Hourly	2023 Budget	Sales	Sales	125	Matthew	James	Matthew James	.88		20	165		504	5,500	3	

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

DynamicBudgets | Budget | Budget | 10/12/2018 10:00:00 | 10/12/2018 10:00:00

File | Budgets | Variances | Reports

Tools | System Management | Allocations | Payroll | Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18 | BudgetID: 2023 Budget | OrgRollup: <all> | ☒ Exclude Object

Employee Name: | OrgUnit: <all> | Search

Print | Export to Excel | Print to PDF | AutoSize Columns | Show Position Information | Show Custom Fields | Rows: 13 | A- | A+

Refresh Grid | Display Level 3

ORGUNIT /

rc		BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	Annual FTE	Annual Salary	WC	Vision	Phone Allowance	Medicare	Medical	Life
000									2	610,000	366	360	960	9,729	12,000	61
	Salary	2023 Budget	G&A	Corp	100	Jess	Good	Jess Good	1	355,385	213	180	480	5,595	6,000	36
	Salary	2023 Budget	G&A	Corp	102	Frank	Willis	Frank Willis	1	254,615	153	180	480	4,134	6,000	25
100									1	71,292	43	180	480	1,302	6,000	7
	Salary	2023 Budget	G&A	Administration	106	William	King	William King	1	71,292	43	180	480	1,302	6,000	7
200									3.77	346,277	258	690	960	6,744	23,000	42
	Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	Brenda Joyce	1	254,615	153	180	480	4,134	6,000	25
	Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	Tiki Thomason	1	91,662	55	180	480	1,362	6,000	9
	Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	Tyler Ames	.88		25	165		624	5,500	4
	Hourly	2023 Budget	G&A	Accounting	105	Nay	James	Nay James	.88		25	165		624	5,500	4
300									4.54	61,108	117	840	480	2,935	28,000	18
	Salary	2023 Budget	Sales	Sales	110	Debbie	Venus	Debbie Venus	1	61,108	37	180	480	919	6,000	6
	Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	Melinda Cooper	.88		20	165		504	5,500	3
	Hourly	2023 Budget	Sales	Sales	125	Matthew	Toner	Matthew Toner	.88		20	165		504	5,500	3



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

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File

Budgets

Variances

Reports

Tools

System Management

Allocations

Payroll

Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB

BudgetID

OrgRollup

☒ Exclude Object

Employee Name

OrgUnit

Search

Print

Export to Excel

Print to PDF

AutoSize Columns

Show Position Information

Show Custom Fields

Rows: 13

A-

A+

Refresh Grid

Display Level 3

ORGUNIT

Src	BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	Annual FTE	Annual Salary	WC	Vision	Phone Allowance	Medicare	Medical	Life
000								2	610,000	366	360	960	9,729	12,000	61
	Salary	2023 Budget	G&A	Corp	100	Jess	Good	1	355,385	213	180	480	5,595	6,000	36
	Salary	2023 Budget	G&A	Corp	102	Frank	Willis	1	254,615	153	180	480	4,134	6,000	25
100								1	71,292	43	180	480	1,302	6,000	7
	Salary	2023 Budget	G&A	Administration	106	William	King	1	71,292	43	180	480	1,302	6,000	7
200								3.77	346,277	258	690	960	6,744	23,000	42
	Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	.88		25	165		624	5,500	4
	Hourly	2023 Budget	G&A	Accounting	105	Nay	James	.88		25	165		624	5,500	4
	Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	1	254,615	153	180	480	4,134	6,000	25
	Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	1	91,662	55	180	480	1,362	6,000	9
300								4.54	61,108	117	840	480	2,935	28,000	18
	Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	.88		20	165		504	5,500	3
	Hourly	2023 Budget	Sales	Sales	125	Matthew	Jones	.88		20	165		504	5,500	3
	Hourly	2023 Budget	Sales	Sales	130	Terrie	Jackson	.88		20	165		504	5,500	3



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

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File
Budgets
Variances
Reports

Tools
System Management
Allocations
Payroll
Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB: DB3147_two18
BudgetID: 2023 Budget
OrgRollup: <all>
Exclude Object: ☒

Employee Name:
OrgUnit: <all>
Search:

Print
Export to Excel
Print to PDF
AutoSize Columns
Show Position Information
Show Custom Fields
Rows: 1
A- A+

Refresh Grid
Display Level: 3

Src	BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	Annual FTE	Annual Salary	WC	Vision	Phone Allowance	Medicare	Medical	Life
000								2	610,000	366	360	960	9,729	12,000	61
Salary	2023 Budget	G&A	Corp	100	Jess	Good	Jess Good	1	355,385	213	180	480	5,595	6,000	36
Salary	2023 Budget	G&A	Corp	102	Frank	Willis	Frank Willis	1	254,615	153	180	480	4,134	6,000	25
100								1	71,292	43	180	480	1,302	6,000	7
Salary	2023 Budget	G&A	Administration	106	William	King	William King	1	71,292	43	180	480	1,302	6,000	7
200								3.77	346,277	258	690	960	6,744	23,000	42
Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	Tyler Ames	.88		25	165		624	5,500	4
Hourly	2023 Budget	G&A	Accounting	105	Nay	James	Nay James	.88		25	165		624	5,500	4
Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	Brenda Joyce	1	254,615	153	180	480	4,134	6,000	25
Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	Tiki Thomason	1	91,662	55	180	480	1,362	6,000	9
300								4.54	61,108	117	840	480	2,935	28,000	18
Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	Melinda Cooper	.88		20	165		504	5,500	3
Hourly	2023 Budget	Sales	Sales	125	Matthew	Jones	Matthew Jones	.88		20	165		504	5,500	3
Hourly	2023 Budget	Sales	Sales	130	Terrie	Jackson	Terrie Jackson	.88		20	165		504	5,500	3



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

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File

Budgets

Variances

Reports

Tools

System Management

Allocations

Payroll

Users Management

Reports > Budget Reports > Payroll Summary Report

CompanyDB

BudgetID

OrgRollup

☒ Exclude Object

Employee Name

OrgUnit

Search

Print

Export to Excel

Print to PDF

AutoSize Columns

Show Position Information

Show Custom Fields

Rows: 13

A+

Refresh Grid

Display Level 3

ORGUNIT /

Src	BUDGETID	ORG_ROLLUP	ORGUNIT_DESCRIP	EmployeeID	FirstName	LastName	FullName	Annual FTE/	Annual Salary	WC	Vision	Phone Allowance	Medicare	Medical	Life	Housing Allowance	FICA	
								=	=	=	=	=	=	=	=	=	=	
000								2	610,000	366	360	960	9,729	12,000	61	60,000	15,810	
	Salary	2023 Budget	G&A	Corp	100	Jess	Good	Jess Good	1	355,385	213	180	480	5,595	6,000	36	30,000	7,905
	Salary	2023 Budget	G&A	Corp	102	Frank	Willis	Frank Willis	1	254,615	153	180	480	4,134	6,000	25	30,000	7,905
100								1	71,292	43	180	480	1,302	6,000	7	-	5,566	
	Salary	2023 Budget	G&A	Administration	106	William	King	William King	1	71,292	43	180	480	1,302	6,000	7		5,566
200								3.77	346,277	258	690	960	6,744	23,000	42	30,000	19,067	
	Hourly	2023 Budget	G&A	Accounting	104	Tyler	Ames	Tyler Ames	.88		25	165		624	5,500	4		2,669
	Hourly	2023 Budget	G&A	Accounting	105	Nay	James	Nay James	.88		25	165		624	5,500	4		2,669
	Salary	2023 Budget	G&A	Accounting	101	Brenda	Joyce	Brenda Joyce	1	254,615	153	180	480	4,134	6,000	25	30,000	7,905
	Salary	2023 Budget	G&A	Accounting	103	Tiki	Thomason	Tiki Thomason	1	91,662	55	180	480	1,362	6,000	9		5,824
300								4.54	61,108	117	840	480	2,935	28,000	18	-	12,554	
	Hourly	2023 Budget	Sales	Sales	115	Melinda	Cooper	Melinda Cooper	.88		20	165		504	5,500	3		2,156
	Hourly	2023 Budget	Sales	Sales	125	Matthew	Jones	Matthew Jones	.88		20	165		504	5,500	3		2,156
	Hourly	2023 Budget	Sales	Sales	130	Terrie	Jackson	Terrie Jackson	.88		20	165		504	5,500	3		2,156
	Hourly	2023 Budget	Sales	Sales	150	Daphne	Akery	Daphne Akery	.88		20	165		504	5,500	3		2,156



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