



Dynamic Budgets Administrative Guide

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Dynamic Budgets Administrative Guide

Introduction

Dynamic Budgets was developed to be a cost effective, budgeting solution which can be configured in a matter of hours, rather than weeks or months. The application is an easy-to-administer solution that feels like spreadsheets without the overhead of Excel. Dynamic Budgets targets organizations which struggle to contend with volumes of individual Excel templates. The application offers a centralized system to provide immediate visibility, sub ledger integration, and in-line approval workflows.

- Eliminate the need for a budget admin to manually aggregate, fix, and reconcile individual templates.
- Generate write-back files with a click of a button report, not a multi-day bottleneck to iterative revisions of your budgets.
- Enable budget administrators to focus on data analysis rather than template management.
- Lookup sub ledger data as lines in your assumption calculations
- Copy and paste to clipboard and Excel

The screenshot displays the 'Dynamic Budgets' application window. The main interface is titled 'Budget Entry and Approvals' and shows a detailed table of budget assumptions for 'BUDGET 4'. The table includes columns for various periods (P00 to P12) and a 'Total' column. Below the main table is a 'Budget Summary' section with a table comparing different budget entries.

#	Assumption	Exclude	fx	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
1	Copy Paper Usage (case/person/month)	<input checked="" type="checkbox"/>	+	0.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	5.00	22.00
2	headcount	<input checked="" type="checkbox"/>	*	20.00	20.00	20.00	20.00	15.00	15.00	15.00	20.00	20.00	25.00	25.00	25.00	25.00	265.00
3	cost per case	<input checked="" type="checkbox"/>	*	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
4	Copy Paper Expense	<input checked="" type="checkbox"/>	=	0.00	200.00	200.00	600.00	150.00	150.00	450.00	200.00	200.00	750.00	250.00	250.00	1,250.00	4,650.00
5		<input type="checkbox"/>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	2014 Actual 200-6150-00 Supplies-Allocated - Accounting	<input checked="" type="checkbox"/>	+	0.00	609.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.38
7	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6130-00	<input checked="" type="checkbox"/>	+	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
8	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6140-00	<input checked="" type="checkbox"/>	+	0.00	537.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537.00
9	Subtot last year supply contracts	<input checked="" type="checkbox"/>	=	0.00	1,636.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,636.33
10	increase by 10%	<input checked="" type="checkbox"/>	*	0.00	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	13.20
11	Carry Fwd of Supplies Commitments	<input checked="" type="checkbox"/>	=	0.00	1,799.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,799.96
12		<input type="checkbox"/>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Additional Qty Misc Expense	<input type="checkbox"/>		0.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	2,000.00
14		<input type="checkbox"/>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total				0.00	1,999.96	200.00	1,100.00	150.00	150.00	950.00	200.00	200.00	1,250.00	250.00	250.00	1,750.00	8,449.96

BudgetID	AccountNo	AccountDescr	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
BUDGET 4	200-6130-00	Supplies/Hardware - Accounting	0.00	1,999.96	200.00	1,100.00	150.00	150.00	950.00	200.00	200.00	1,250.00	250.00	250.00	1,750.00	8,449.96
2014 Actual	200-6130-00	Supplies/Hardware - Accounting	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
BUDGET3	200-6130-00	Supplies/Hardware - Accounting	0.00	0.00	2,000.00	0.00	0.00	4,000.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	6,750.00

Key Features

- Lightweight, Microsoft Windows Forms, .Net, Click Once application (<2mb)
- Application database installed upon Microsoft SQL Server (2005 or 2008)
- Recommended installation is to a mirrored instance of your production databases, periodically refreshed as desired.
- No application server is required, each client interacts directly with the SQL Server.
- Data Warehouse currently under development to support a DCO licensing alternative (ETA Sep 15, 2010)
- Multi-company database support with the ability to manage independent GL structures per company database.
- Offers user defined fields to extend the chart of accounts and organization tree to facilitate rollup reporting
- Administrative interface prompts for synchronization of budgeting accounts and entities with core Dynamics GP company database(s)
- No need to republish templates when new accounts are added from synchronization routines
- Facilitates account level approval workflow
- Lookup and automatically insert GL actual, plan, or sub ledger data into your account line item budget assumptions.
- Bulk Assumptions Data Entry Feature to copy assumptions line(s) into a large volume of accounts
- Account level Comments & File attachments with userid and date stamps
- Protection of Payroll or other sensitive accounts and assumption details
- Administrative synchronization routines checks to ensure that lookup values in individual budget assumptions continue to match the underlying value (if dynamic) and are consistent with peers using the same lookup references.

System Requirements

Server:

Dynamic Budgets is a .Net connected application which communicates directly with your core Microsoft SQL server. Dynamic Budgets has been tested against Microsoft SQL Server 2005, 2008 or 2008 R2,

Microsoft .Net 3.5 required to run the Server Config utility to create the budgeting database.

(If .Net 3.5 is not available on the target server, create a placeholder database on the server.

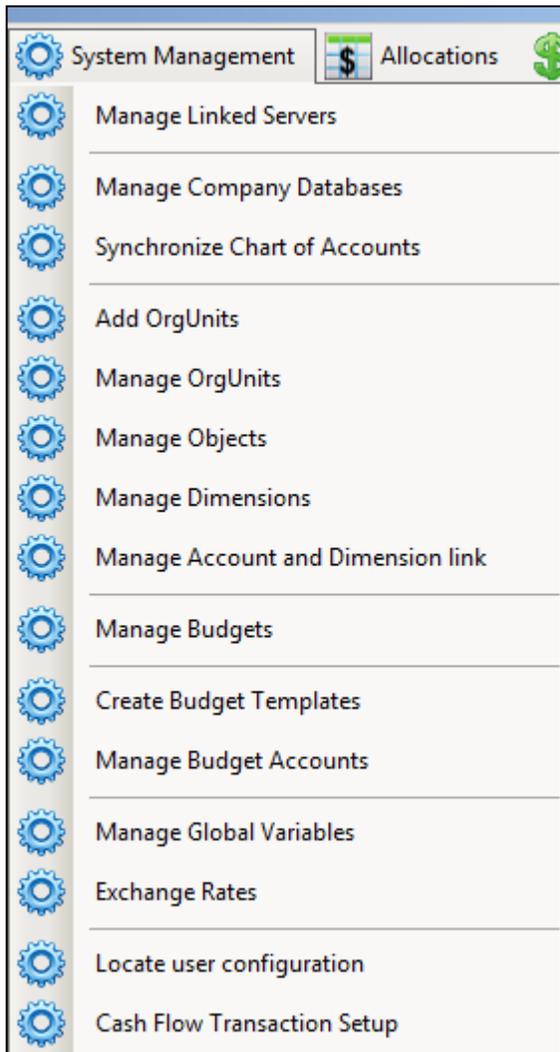
Contact Dynamic Budgets technical support for a backup file of an installation database and perform a restore over your budgeting database.)

Client:

The Dynamic Budgets client application has been tested on Windows XP, XP Pro, Windows Server 2000, Windows Server 2003, Windows Server 2008

System Configuration

Dynamic Budgets was designed to integrate directly with Microsoft Dynamics GP, and as such, configuration routines were built to support the ability to configure the system in a matter of hours, and easily maintain synchronization with Dynamics GP. The system configuration routines are presented in the order of their process workflow.

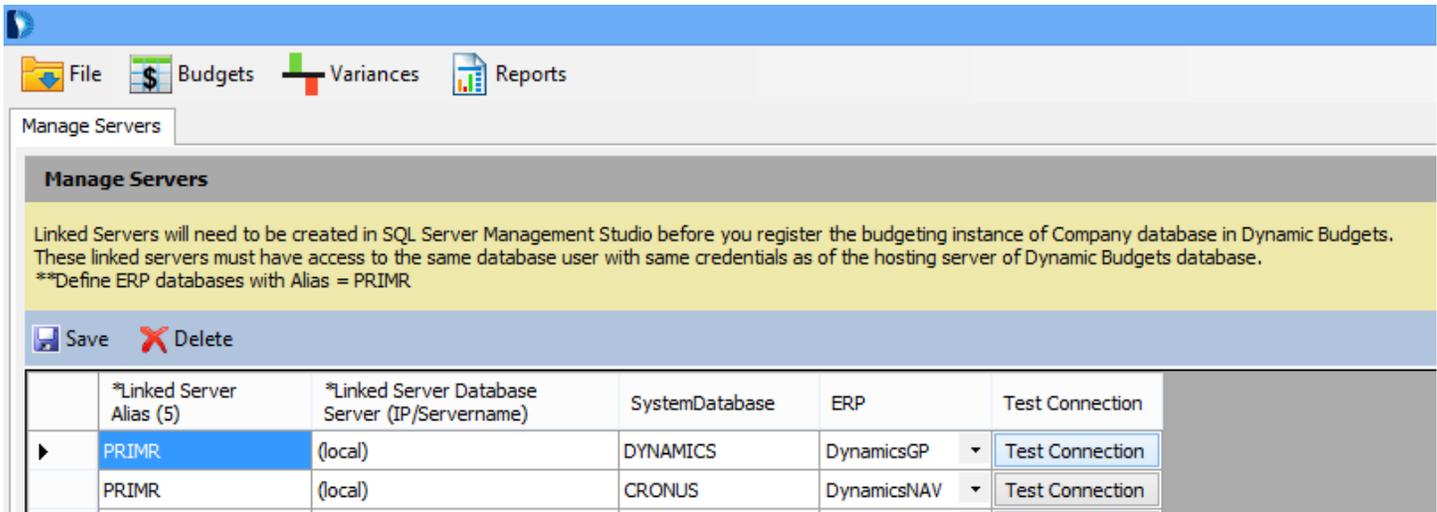


Manage Servers

Dynamic Budgets can be installed in either a single SQL instance or in a distributed fashion across multiple linked SQL servers.

For the Default SQL Instance selected at login:

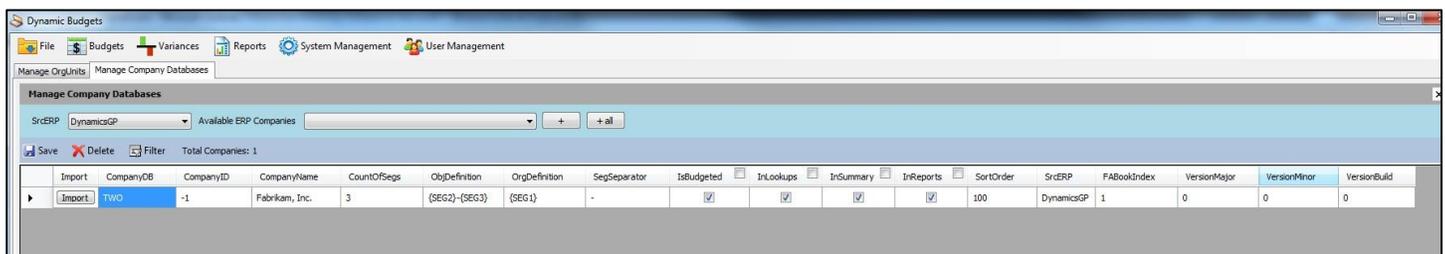
- Linked Server Alias is limited a 5 character abbreviation, the default SQL instance should be “PRIMR”
- Linked Server Database will display the server specified at login
- Dynamic Budgets supports GP2013 and is able to work with multiple ERPs (GP & NAV) as such you can specify the specific name of the ERP’s System Database, (for GP the default is DYNAMICS, the NAV sample database is CRONUS)
- Specify ERP (either DynamicsGP or DynamicsNAV)



Manage Companies

An administrator selects which company databases to load into Dynamic Budgets by querying the Dynamics database.

- Specify availability for budgeting, lookups, summaries, reporting, and general sort order
- Define which segment(s) correspond with an Object (natural class code)
- Define which segment(s) correspond with an Organization Unit (budgeting entity)
- Define which fixed assets book is used for depreciation expense projections



Once the company database attributes have been specified, the admin imports the chart of accounts.

Implicit controls are in place to prevent fictitious GL codes from being created during the budgeting process. Accounts must be created in Dynamics GP, and once created, can be synchronized into the Dynamic Budgets system to a behind-the-scenes Master Chart of Accounts, and Organization Unit table and Object Table.

Company Definitions..

Segment definitions | Period labels | Budget Variances | Fixed Assets

CompanyDB: TWO
 Fabrikam, Inc.
 Src ERP: Microsoft Dynamics GP
 Version Major: 11
 Version Minor: 0
 Version Build: 2044

Definitions | Lookup Sources | Dimensions

OrgUnit: [Dropdown] +
 {SEG1} Clear

Object: [Dropdown] +
 {SEG2}-{SEG3} Clear

Display Revenues As
 Negative Values Positive Values

Save definitions	Saves Period labels, Imports OrgUnits and Objects into DynamicBudgets Imports accounts from company database to DynamicBudgets Creates company specific views in DynamicBudgets and company databases
Import new Objects/OrgUnits	Imports new objects, orgunits, and accounts from GP. Next: for new Objects turn to Manage Objects and set budgeting status and other attributes. For new OrgUnits, use Add OrgUnits, then Manage Orgunits to add and select budgeting status. For New accts, use Add Budgeting Accounts.
Generate views for live ERP	Note: Dynamic Budgets relies upon periodic restores of the ERP company databases from the live accounting SQL instance to provide updated actual financial data. If you do not create/update the ERP views, the next refresh of financial data will potentially disable or corrupt the links to source financial data.
Generate views for Dynamic Budgets	Deletes existing views objects , installs latest version of views on Dynamic Budgets database instance Warning: This operation is not recoverable, do not attempt this if your database is not up to date with the latest version

Company Definitions..

Segment definitions | Period labels | Budget Variances | Fixed Assets

CompanyDB TWO
Fabrikam, Inc.

Src ERP Microsoft Dynamics GP

Version Major 11
Version Minor 0
Version Build 2044

Definitions | Lookup Sources | Dimensions

Select optional sub ledgers (if installed on your system) to make available as Lookup Sources

- Financial
- Vendor / Customer Summary
- Inventory Sales
- Fixed Assets
- Olympic Project Cost 
- Analytical Accounting
- Dynamics GP Payroll
- CRM
- Grants

[Warning: View Details](#)

Company Definitions..

Segment definitions | Period labels | Budget Variances | Fixed Assets

CompanyDB TWO
Fabrikam, Inc.

Src ERP Microsoft Dynamics GP

Version Major 11
Version Minor 0
Version Build 2044

Definitions | Lookup Sources | Dimensions

Select optional dimensions for sub-GL budgeting and variance analysis.

- Customers
- Vendors
- Analytical Acctg
- Project Codes

Company Definitions..

Segment definitions | Period labels | Budget Variances | Fixed Assets

Beg bal - Period 12
 Period 1 - Period 12 (12 Fiscal Period Configuration)
 Period 1 - Period 12 (13 Fiscal Period Configuration)
 Period 1 - Period 13 (13 Fiscal Period Configuration)

	Period	Label
▶	P00	P00
	P01	Jun
	P02	Jul
	P03	Aug
	P04	Sep
	P05	Oct
	P06	Nov
	P07	Dec
	P08	Jan
	P09	Feb
	P10	Mar
	P11	Apr
	P12	May

Company Definitions..

Segment definitions | Period labels | Budget Variances | Fixed Assets

Please specify the absolute variance % threshold above which monthly budget variances should be entered by your staff.

%
 \$

Company Definitions..

Segment definitions | Period labels | Budget Variances | Fixed Assets

FA Book Index: INTERNAL - Internal

	ASSETCLASSID	DepreciationMethod	AvgConvention	Depreciable Life (per s...
▶	AUTO	Straight-Line Orig Life	Full Period	5
	BLDG	Straight-Line Orig Life	Full Period	30
	COMP	Straight-Line Orig Life	Full Period	5
	EQPT	Straight-Line Orig Life	Full Period	7
	FURN	Straight-Line Orig Life	Full Period	7
	LTRK	Straight-Line Orig Life	Full Period	5

Depreciable Life Override (Y/N)?

The above information has been extracted from the company's fixed assets setup in the ERP.

When users propose a new asset in Dynamic Budgets, do you wish to enable the ability to override the default depreciable life (original life years) and allow users to specify Depreciable Life Override?

User CANNOT override

Save FA Config

Synchronize Chart of Accounts

If after initially importing accounts in the Manage Companies routine, at a later time new GL codes are created, these new codes can be synchronized to the Dynamic Budgets master Chart of Accounts from the Synchronize Chart of Accounts window. When the window opens it automatically runs a differential query to report the number of missing accounts from each company database. The administrator can click on the count of missing accounts hyperlink to open a preview window to see which accounts need to be synchronized, and then synchronize the accounts to the Master Chart of Accounts.

- If these are budgeting accounts, and the Add Budget accounts routine had already been run for the active budget(s), the administrator would return to the Add Budget Accounts window to add these newly created accounts.
- If these accounts represent new Objects or OrgUnits, the synchronization process will create new Objects and OrgUnits which are by default set to a non-budgeted status. Before running the Add Budget Accounts, the administrator would need to mark the Object and/or OrgUnit as "IsBudgeted" for the Add Budget Accounts routine to recognize and build these new accounts.
- If these synchronized accounts are non-budgeted, no further action is required, the synchronization routines stores the new accounts and will not prompt the user to add the accounts again in the future.

Understanding the relationship between Dynamic Budgets and the ERP

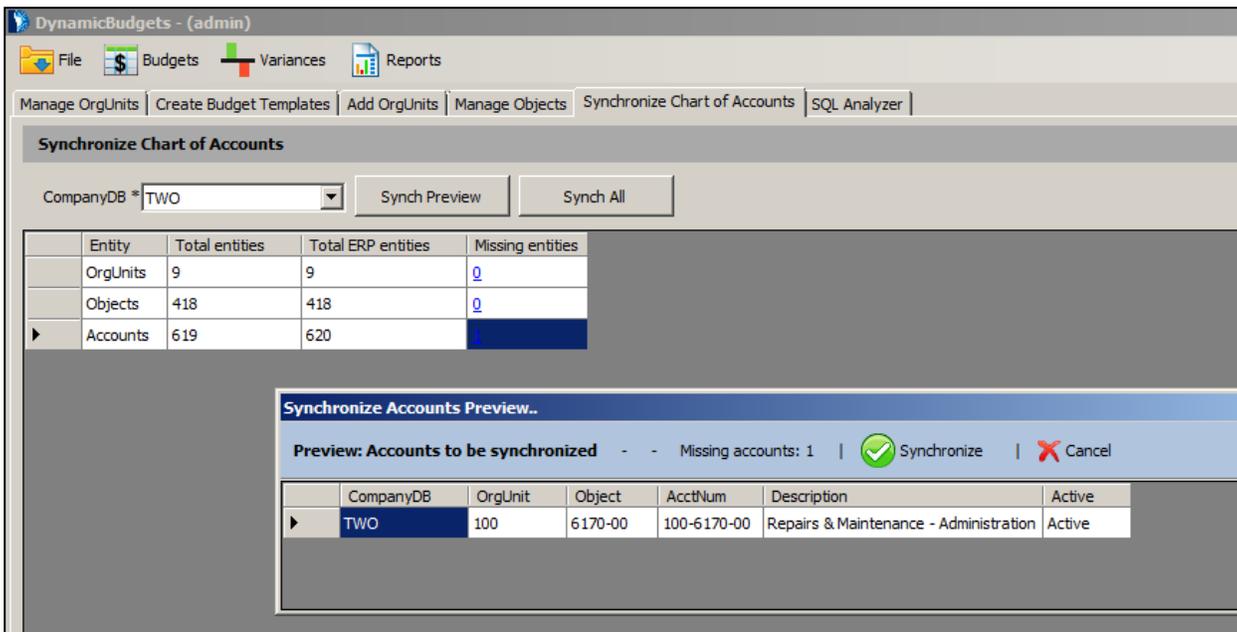
Dynamic Budgets has a mirrored version of the ERP chart of accounts which will need to be manually synchronized periodically as new accounts are created in the ERP.

The Dynamic Budgets Chart of Accounts is a hidden table that sits in the background to allow comparisons to the ERP. The synchronization process will add the accounts to the chart of accounts, but additional steps will need to be performed to set the budgeting and reporting attributes of the 2 building block components (OrgUnits & Objects) and after that an additional step will need to be performed to create budget templates for each budget or forecast to which you wish to add the new accounts.



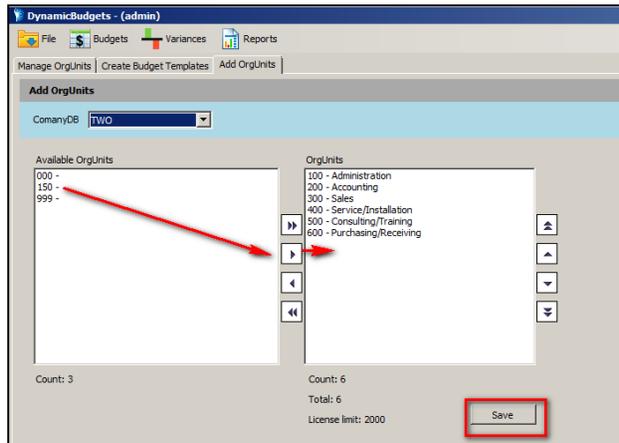
Quick Steps Overview

- System Management / Synchronize Chart of Accounts
- Click on Count of Objects, OrgUnits, or Accounts to preview the entities about to be synched
- Click Synch All
(This just adds the accounts to a hidden table additional steps are required)

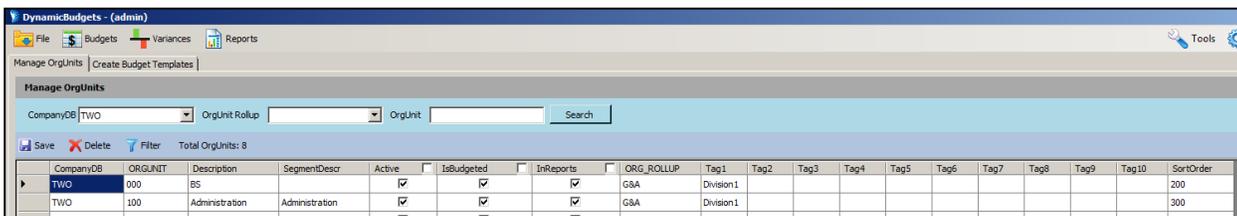


If new OrgUnits were created

- **System Management / Add OrgUnits** to add newly recognized OrgUnit (if necessary)

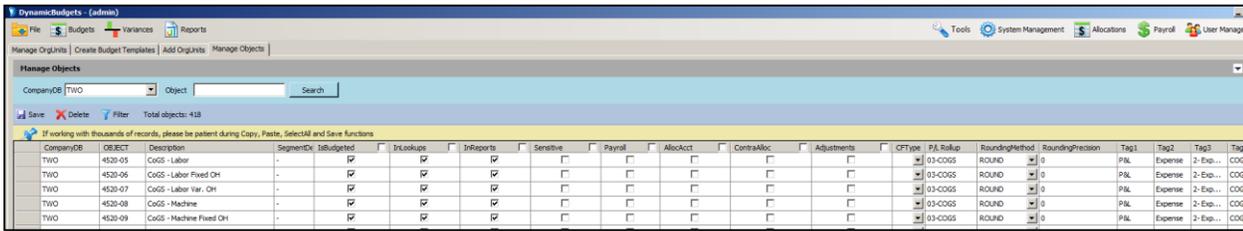


- **System Management / Manage OrgUnits** to checkmark IsBudgeted, In Reports, specify OrgRollup, and reporting tags (optional)



If New Objects were created

- **System Management / Manage Objects** to checkmark IsBudgeted, In Reports, InLookups, various other attributes, and reporting tags (optional)



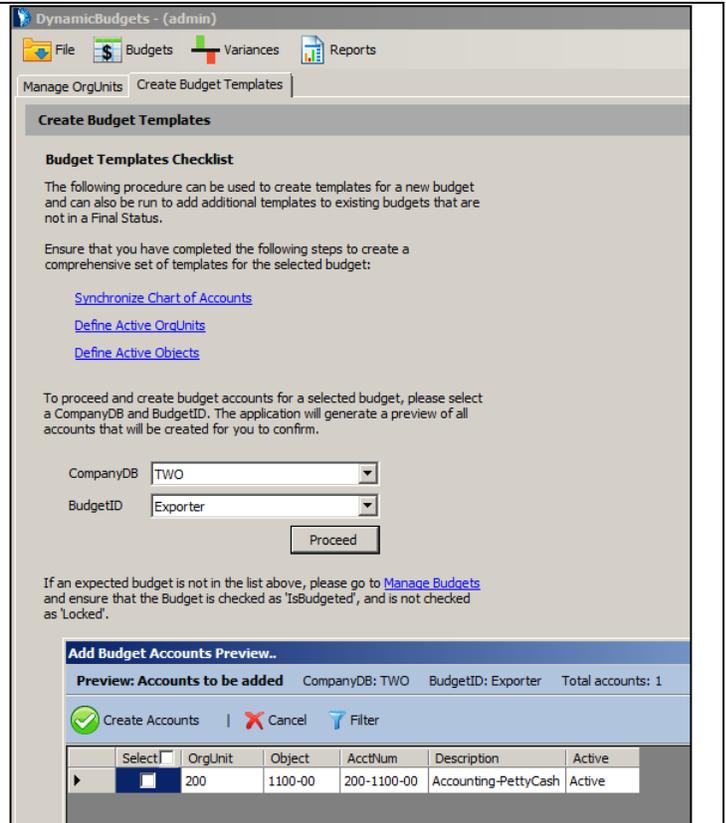
If New accounts were created which need to be Budgeted

If there were no new Objects or OrgUnits to be synched, and the Object and OrgUnit for the new account had previously been marked for budgeting, then proceed to **System Management / Create Budget Templates**.

Otherwise you will need to complete the prior steps to set the IsBudgeted flags Objects(s) and OrgUnits(s) before proceeding to **System Management / Create Budget Templates**.

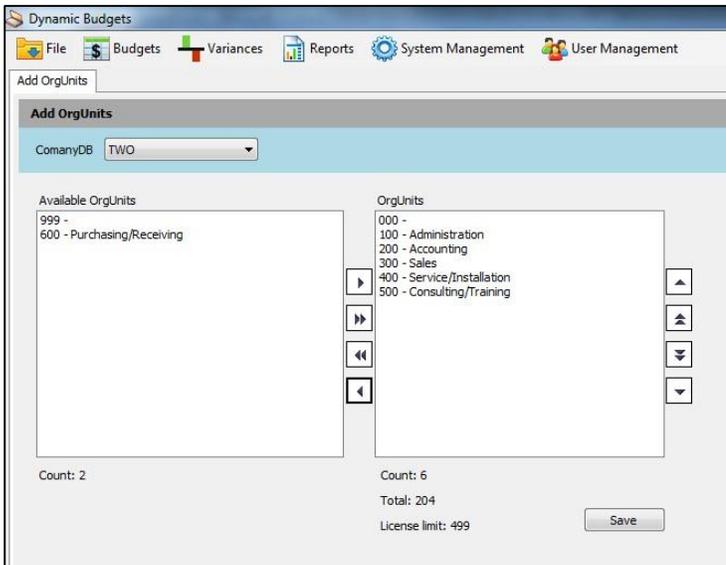
Create Budget Templates

- Select CompanyDB and BudgetID
- Click Preview
- Filter or scroll to the desired accounts
- Checkmark the desired accounts to create their budget templates
- Click the Green Create Budget Accounts button
- Repeat as necessary for other BudgetIDs (if applicable)



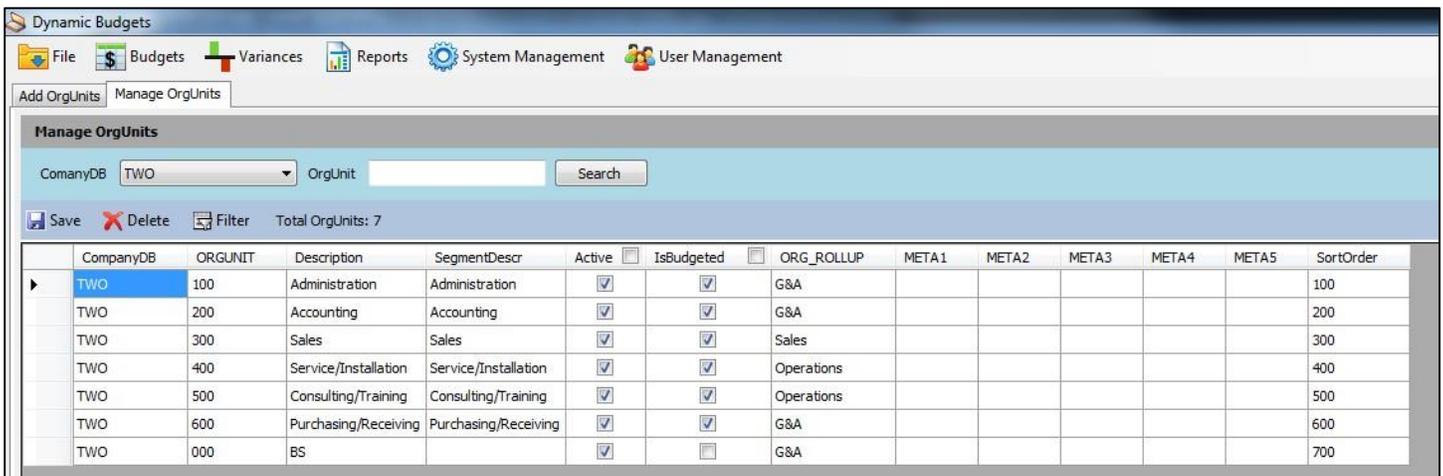
Add Org Units

Dynamic Budgets supports unlimited end users and is licensed on a tiered basis supporting various volumes of organization units. As such, administrators must specify which org units from which company databases that they would like to make available to the application. The Add Org Units screen keeps track of the count of currently selected units, the pending total of all selected units, and remarks the license limitation.



Manage Org Units

The Manage OrgUnits window allows administrators to specify the active and budgeting status of a budgeting entity. The system provides the Dynamics GP Segment based Description, and Provides a Description field for administrators to customize the descriptions as necessary (the description field is used in the application, at minimum the segment descriptions should be populated into the description field). From this screen, the admin has the option to populate Org Rollup, five user defined meta data fields and specify a sort order (if desired). The grid supports copy and paste functionality within the grid and between the windows clipboard, thus mass edits can be performed in excel and copied and pasted back into this window grid (a useful feature if one has a rich Rollup structure already defined in FRX).



Manage Objects

The manage Objects window is similar in nature to the Manage OrgUnits window. Administrators have the ability to reference the Dynamics GP segment descriptions (if they exist) and enter the Descriptions of their choice. Objects have Active and Budgeted attributes. The Payroll attribute marks the object as a sensitive account, require Payroll user rights to specified in User Management to view or edit these account details in the Assumptions and Assumptions lookup windows (note payroll account restrictions have not been applied to reports to enable comprehensive reporting, but can be applied upon request). From this screen the admin has the option to populate Org Rollup, five user defined meta data fields and specify a sort order (if desired). The grid supports copy and paste functionality within the grid and between the Windows Clipboard, thus mass edits can be performed in excel and copied and pasted back into this window grid (i.e. if one needs to populate object descriptions from COA via vlookup).

CompanyDB	OBJECT	Description	SegmentDescription	Active	Payroll	IsBudgeted	OBJECT_ROLLUP	META1	META2	META3	META4	META5	SortOrder
TWO	4750-08	Variance - Mach. Fixed OH	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revenue						0
TWO	4750-09	Variance - Mach. Var OH	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revenue						0
TWO	4800-00	Overhead	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revenue						0
TWO	5100-00	Salaries and Wages	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						0
TWO	5101-00	Salaries and Wages - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						0
TWO	5110-00	Overtime Pay - Administration	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						0
TWO	5111-00	Overtime Pay - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						0

Grid Filters

Throughout the application most grids feature a filter option, whereby a user can filter the results populated in the grid to facilitate mass record edits. In the example below, a filter on Org Rollup was applied to identify all Labor related objects to enable the admin to use the select all check mark in the header to select all these accounts to be marked as protected sensitive Payroll accounts. Also note that most all grid columns can be sorted to facilitate easier viewing.

CompanyDB	OBJECT	Description	SegmentDescription	Active	Payroll	IsBudgeted	OBJECT_ROLLUP	META1	META2	META3	META4	META5	SortOrder
TWO	5100-00	Salaries and Wages	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5101-00	Salaries and Wages - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5110-00	Overtime Pay - Administration	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5111-00	Overtime Pay - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5120-00	Bonuses - Administration	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5121-00	Bonuses - Services/Installation Canada	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5130-00	Commissions - Sales	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5131-00	Commissions - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5140-00	Profit Sharing - Administration	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5141-00	Profit Sharing - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5150-00	Employee Benefits - Administration	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5160-00	Health Insurance Expense - Administration	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5170-00	Payroll Taxes - Administration	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5200-00	CPP Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5210-00	QPP Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5220-00	UIC Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5300-00	SUTA Tax Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5400-00	FUTA Tax Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5500-00	Workers Compensation Tax Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5600-00	Contract Services - Service/Installation Canada	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5615-00	Floor Stock Expense	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						
TWO	5700-00	Non-Inventoried Purchase Item	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Labor						

Manage Budgets – Creating Budgets, Forecasts, & Specifying ERP data for reporting

Once the Companies, OrgUnits and Objects have been defined, the administrators will define the “budgets” made available to the system. Dynamic Budgets will query each Dynamics GP company database and allow the admin to add it to the application. The application records actuals by year as if they were budgets to allow comparison reporting references. As such, the application automatically records if a Budget is Actual Financials, or was imported. This window is also used to create new budgets native to Dynamic Budgets.

*(Dynamic Budgets **does not** currently write budget data to Dynamics GP, Administrators should independently create corresponding budgets in Dynamics GP for each budget that they intend to import using the Dynamics GP Excel Based Budgeting Import feature)*

This Manage Budgets window allows an administrator to specify the availability of a budget for budgeting, summaries, lookups, reporting, and general sort order. An administrator can lock and budget, doing so will lock all budget accounts and prevent edits from being made to the assumption details, and approval tracking windows. The source field is used to designate which data source to pull summary financial values from in Summaries, Lookups and Reports. Note that it is possible that mid-budgeting you may choose to import the budget values into Dynamics GP, and from that point Dynamic Budgets would see financial figures available from both data sources. One can specify if the application should reference the dynamic values from the budgeting application, or the static values in Dynamics GP.

(Note it is best practice for one to initiate all budget changes in Dynamic Budgets, generate a write back file, and import those values into Dynamics GP. However, if final edits are directly made in Dynamics GP, use of the source field will allow the administrator to reference the final version of a budget)

The screenshot shows the 'Dynamic Budgets' application window. At the top, there is a menu bar with 'File', 'Budgets', 'Variances', 'Reports', 'System Management', and 'User Management'. Below the menu is a sub-menu with 'Add OrgUnits', 'Manage OrgUnits', 'Manage Objects', and 'Manage Budgets'. The main area is titled 'Manage Budgets' and contains several controls: a 'CompanyDB' dropdown set to 'TWO', a 'Show Budgets' button, an 'Available ERP Budgets' dropdown with '+' and '+ all' buttons, and a 'Custom New Budget' field with a '+' button. Below these controls are buttons for 'Save', 'Delete', and 'Purge', and a status indicator 'Total budgets: 13'. The main part of the window is a table with the following columns: CompanyDB, BudgetID, Description, Year, FromDate, ToDate, Source, Locked, Actual, Imported, IsBudgeted, InSummary, InLookups, InReports, and SortOrder. The table contains 13 rows of budget data.

CompanyDB	BudgetID	Description	Year	FromDate	ToDate	Source	Locked	Actual	Imported	IsBudgeted	InSummary	InLookups	InReports	SortOrder
TWO	BUDGET 4	demo	2017	1/1/2017	12/31/2017	DynamicBudgets	<input type="checkbox"/>	False	True	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20000
TWO	2016 Actual	2016 Actual	2016	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13000
TWO	2015 Actual	2015 Actual	2015	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12000
TWO	2014 Actual	2014 Actual	2014	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11000
TWO	BUDGET 3	demo	2014	1/1/2014	12/31/2014	ERP	<input type="checkbox"/>	False	True	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1000
TWO	BUDGET 2008	Budget 2008	2018	1/1/2018	12/31/2018	ERP	<input type="checkbox"/>	False	True	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	900
TWO	2013 Actual	2013 Actual	2013	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TWO	2017 Actual	2017 Actual	2017	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TWO	2018 Actual	2018 Actual	2018	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TWO	BUDGET 2005	Budget 2005	2015	1/1/2015	12/31/2015	ERP	<input type="checkbox"/>	False	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TWO	BUDGET 2006	Budget 2006	2016	1/1/2016	12/31/2016	ERP	<input type="checkbox"/>	False	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TWO	BUDGET 1	demo	2014	1/1/2014	12/31/2014	ERP	<input type="checkbox"/>	False	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
TWO	BUDGET 2	demo	2014	1/1/2014	12/31/2014	ERP	<input type="checkbox"/>	False	True	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

Create Forecasts

Forecasts are similar to budgets yet they blend partial year actuals with remaining year forecast.

1. To create a forecast, follow the steps outlined previously to create a budget.
2. Next check mark the BudgetID as IsForecast
3. 2 new columns will be revealed where you can choose a baseline BudgetID for benchmark comparison, and the actuals cutoff period.
4. After making your edits, click save.

Manage Budgets

CompanyDB: TWO | Show Budgets

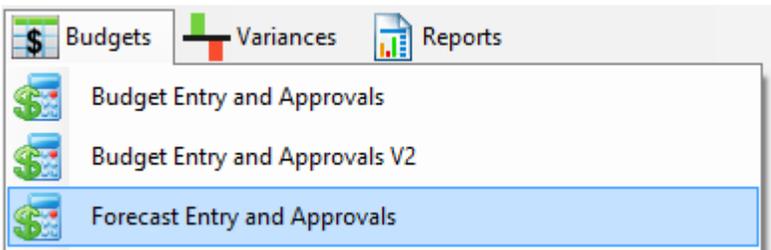
Available ERP Budgets: + + all

Custom New Budget: +

Save Delete Purge Total budgets: 10

CompanyDB	BudgetID	Description	Year	FromDate	ToDate	Source	Lock	Actual	Imported	SortOrder	IsBudgeted	InSummary	InLookup	InReport	InVariances	IsForecast	Comparative BudgetID	Actuals Cutoff Period
TWO	2015 Actual	2015 Actual	2015	1/1/1900	1/1/1900	ERP	<input type="checkbox"/>	True	True	0	<input type="checkbox"/>							
TWO	BUDGET1	BUDGET1	2014	1/1/2014	12/31/2014	ERP	<input checked="" type="checkbox"/>	False	True	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		P00
TWO	BUDGET2	BUDGET2	2014	1/1/2014	12/31/2014	ERP	<input type="checkbox"/>	False	True	0	<input type="checkbox"/>		P00					
TWO	Exporter	FY14 Budget	2014	1/1/2014	12/31/2014	DynamicBudgets	<input type="checkbox"/>	False	False	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		P00				
TWO	FCAST 2014	FCAST 2014	2014	6/1/2012	6/1/2012	DynamicBudgets	<input type="checkbox"/>	False	False	0	<input checked="" type="checkbox"/>	Exporter	Mar					

From the budget menu select Forecast Entry
In the end-user data entry template



Different approaches to setting up a Forecasts

Some customers choose to display the original budget as the first row of the forecast and set it to exclude so it has no financial impact but is displayed as a visual aide. In the example a user would be see the original budget in row 1. The administrators may have input a general message to guide their users to enter their data below the second line.

Forecast Entry and Approvals

CompanyDB*: TWO | BudgetID*: FCAST 2014 | OrgUnit Rollup: | Search: | Object: 6100-00 - Training | Advanced Search

Approval Tracking | Budget Assumptions

Budget ID: FCAST 2014 | Total assumptions: 1 | Account No: 100-6100-00 (Training - Administration)

Save Next Prev Edit status: Approval status: View comments Attachments Show Spread

#	Assumption	-	+	fx	Exclude	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Remaining Months Total	Projected Total	Full Year-Exporter	Variance	
1	BUDGET1 100-6100-00 Training - Administration (Mar 15 2013 4:52AM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	11,200.00	67,200.00			
2	insert your forecast assumptions below	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>													0.00	0.00			
3		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>													0.00	0.00			
4		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>													0.00	0.00			
Raw Total						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Rounded Total						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Actuals/Forecast Total						0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	-1,500.00

Budget Summary

BudgetID	AccountNum	AccountDescr	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
BUDGET1	100-6100-00	Training - Administration	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	67,200.00
FCAST 2014	100-6100-00	Training - Administration	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	6,500.00
test	100-6100-00	Training - Administration	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
2014 Actual	100-6100-00	Training - Administration	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	
2013 Actual	100-6100-00	Training - Administration	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	

Forecast Entry displaying 1st row as informational with actual and remaining budget values.

In this example, the respective budget for each budget year was first imported to all accounts as the first row of data (exclude was not checked). Then the Monthly summary accounts report was run to report the blended partial year actuals with remaining year budget. Those values (Actuals+Original Budget) would be copied and pasted to excel and then back to the import screen. Before running the import routine the original records need to be removed (sql command in the back end). Then by importing the blended actuals and plan numbers the end users would see the following screenshot below with just a single row of data. This blended row could be marked as “Excluded” to be displayed as a reference only with no impact on the subtotal of the forecast line items. If the row had been marked as included, the staff would likely be instructed to edit the remaining months to project the full year values.

There are pros and cons to each of the various approaches in

Forecast Entry and Approvals

CompanyDB*: TWO BudgetID*: FCAST 2014 OrgUnit Rollup: Search
 OrgUnit: Object: 6100-00 - Training Advanced Search

Approval Tracking Budget Assumptions

Budget ID: FCAST 2014 Total assumptions: 1 Account No: 100-6100-00 (Training - Administration)

Save Next Prev Edit status: Approval status: View comments Attachments Show Spread

Assumptions

#	Assumption	-	fx	Exclude	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Remaining Months Total	Projected Total	Full Year-Exporter	Variance		
1	FY14 Actual YTD Mar & remaining months per Original Plan	Q	+	<input checked="" type="checkbox"/>	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,600.00	5,600.00	11,200.00	12,700.00			
2		Q	-	<input type="checkbox"/>														0.00	0.00			
3		Q	-	<input type="checkbox"/>														0.00	0.00			
4		Q	-	<input type="checkbox"/>														0.00	0.00			
5		Q	-	<input type="checkbox"/>														0.00	0.00			
Raw Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Rounded Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Actuals/Forecast Total					0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	-1,500.00

Budget Summary

Acct History OrgUnit History Monthly Variances Lookup Sync Status

BudgetID	AccountNum	AccountDescr	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
BUDGET1	100-6100-00	Training - Administration	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	67,200.00
FCAST 2014	100-6100-00	Training - Administration	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
test	100-6100-00	Training - Administration	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
2014 Actual	100-6100-00	Training - Administration	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
2013 Actual	100-6100-00	Training - Administration	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00

Create Budget Templates

The administrator runs the Add Budget Accounts routine to create budgeting accounts for the selected company and budget ID. Accounts are created for all OrgUnits and Objects marked as “IsBudgeted”, and accounts are flagged as Payroll (Protected) based upon the Object definitions.

The Add Budget Accounts routine performs a differential check to see if the budget accounts already exist and provides a preview screen of the accounts to be created to allow the administrator to ensure that only expected accounts are being created. Should the administrator discover unwanted or missing accounts, they can cancel out of the routine, return to Define OrgUnits or Define Objects and mark change the IsBudgeted settings as necessary.

(The Active field denotes the Active status of the GL account per the Dynamics GP chart of accounts as of its last synchronization date, this can be used alarm the budget administrators and accounting of attempted use of inactive accounts)

The Add Budget Accounts routine can be re-run at will to add newly created GL codes as budgeting accounts, for a given budget, after the Synchronize Chart of Accounts routine has been run.

If an expected budget is not in the drop down list of BudgetIDs, the budget has likely not been checked as "IsBudgeted". The administrator should return to the Manage Budgets window, check the "IsBudgeted" field, save the entry, and then refresh this window by reselecting the menu item from the System Management navigation menu.

Add Budget Accounts checklist

The following procedure can be used to create accounts for a new budget and can also be run to add additional accounts to existing budgets that are not in a Final Status.

Ensure that you have completed the following steps to create a comprehensive set of accounts for the selected budget:

- [Synchronize Chart of Accounts](#)
- [Define Active OrgUnits](#)
- [Define Active Objects](#)

To proceed and create budget accounts for a selected budget, please select a CompanyDB and BudgetID. The application will generate a preview of all accounts that will be created for you to confirm.

CompanyDB:

BudgetID:

If an expected budget is not in the list above, please go to [Manage Budgets](#) and ensure that the Budget is checked as 'IsBudgeted', and is not checked as 'Locked'.

Add Budget Accounts Preview.. CompanyDB: TWO BudgetID: BUDGET 4 Total accounts: 2 | |

OrgUnit	Object	AcctNum	Description	Active
100	5500-00	100-5500-00	Workers Compensation Tax Expense	Active
200	5500-00	200-5500-00	Workers Compensation Tax Expense	Active

Manage Budget Accounts

Once budget accounts have been created, administrators can use the Manage Budget Accounts window to override the default Active or Payroll (protected/sensitive account) settings. The search criteria, advanced segment based search criteria or filter feature can be used to limit the grid results to smaller portions of the entire set of budgeting accounts per company. The account description, Category, UserDef1, and UserDef2 fields are pre-populated from the Dynamics GP chart of accounts and cannot be modified. The Account Rollup, and five Meta data fields are provided to facilitate additional reporting categorizations. The Active field is used in place of the typical “IsBudgeted” field on other dimensions of the system to make a Budget Account appear in the Approval Tracking and Assumptions Data Entry Tabs. *(The Active field represents a latent control of the system and allows for differential queries to be run at the time of write back file generation to alert the administrator that they may have budgeted accounts which are currently flagged as inactive in the system. They will be able to use this alert report to coordinate with accounting to re-activate the accounts in Dynamics GP, or take actions to move the budgets to alternate GL codes)*

Dynamic Budgets

File Budgets Variances Reports System Management User Management

Add OrgUnits Manage OrgUnits Manage Objects Manage Budgets Add Budget Accounts Synchronize Chart of Accounts Manage Budget Accounts

Manage Budget Accounts

CompanyDB: TWO BudgetID: BUDGET 4 OrgUnit: 100 Object: Search Advanced Search

Save Delete Filter Total accounts: 21

If working with thousands of records, please be patient during Copy, Paste, SelectAll and Save functions

CompanyDB	BudgetID	OrgUnit	Object	AccountNumber	Description	AccountCategory	USERDEF1	USERDEF2	Active	Payroll	AccountRollup	META1	META2	META3	META4	META5
TWO	BUDGET 4	100	5100-00	100-5100-00	Salaries and Wages - Administration	Salaries Expense ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	5110-00	100-5110-00	Overtime Pay - Administration	Salaries Expense ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	5120-00	100-5120-00	Bonuses - Administration	Salaries Expense ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	5140-00	100-5140-00	Profit Sharing - Administration	Salaries Expense ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	5150-00	100-5150-00	Employee Benefits - Administration	Other Employee Expenses ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	5160-00	100-5160-00	Health Insurance Expense - Administration	Other Employee Expenses ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	5170-00	100-5170-00	Payroll Taxes - Administration	Tax Expense ...			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
TWO	BUDGET 4	100	6100-00	100-6100-00	Training - Administration	Other Employee Expenses ...			<input checked="" type="checkbox"/>	<input type="checkbox"/>						
TWO	BUDGET 4	100	6110-00	100-6110-00	Company Car - Administration	Administrative Expense ...			<input checked="" type="checkbox"/>	<input type="checkbox"/>						
TWO	BUDGET 4	100	6120-00	100-6120-00	Supplies/Rental - Administration	Administrative Expense ...			<input checked="" type="checkbox"/>	<input type="checkbox"/>						

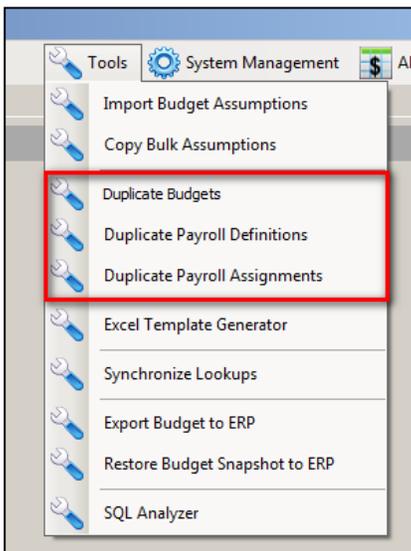
System Tools

Duplicating Budgets

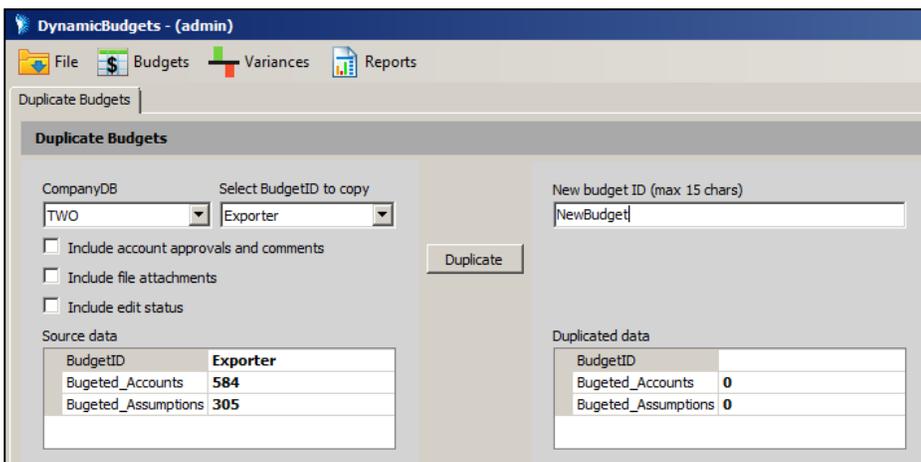
There are 5 potential processes involved in duplicating a budget

- Duplicating budget line item assumptions
- Duplicating Global Variables (manual process)
- Duplicating Payroll Expense Definitions
- Duplicating Payroll Assignments
- Duplicating Allocations

The Duplicate Budgets utility allows the administrator to duplicate an entire detailed Budget set as the basis for a new version or scenario. All Budget Accounts, Assumption Line Items, will be copied with the exact Lookup Account references as used in the base budget. Account Approvals and Comments, File Attachments and Edit Statuses can optionally be included in the duplication process.



Once the administrator selects the Company and Budget, the application previews the number of Accounts and Assumptions to be copied. Once the New Budget ID is specified and the Duplicate button is clicked, the routine will run and declare the count of copied assets as a confirmation of successful completion.



Duplicating Payroll

1. New Destination Budget must pre-exist
2. Destination Budget Account Templates must pre-exist
3. Duplicate the Payroll Expense Definitions
4. Set Custom PPDs for the new Budget or Forecast
5. Duplicate Payroll Assignments
6. Open and Save Payroll Assignments to generate new financial projections
7. If edits are made to Payroll Expense Definitions or Custom PPD setup, one must re-open Payroll Assignments and re-save

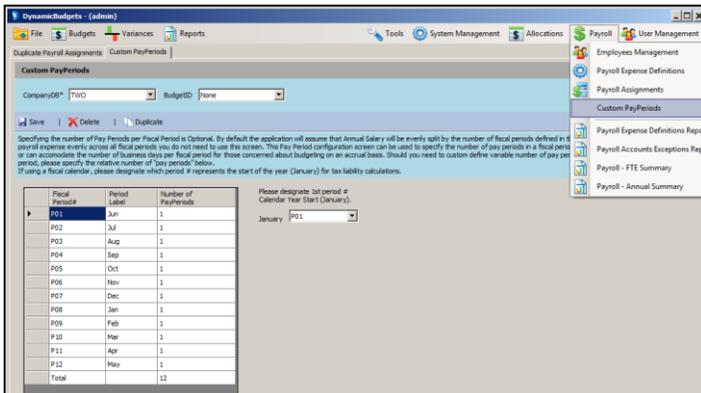
Duplicate Payroll Expense Definitions

SortOrder	FieldName	FieldLabel	CalcType	HasOptions	Active	Taxable	OptionName	Period Amount
100	Field1	Medical	Period Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PPO-Employee	250.00
105	Field2	Dental	Annual Amt-Even	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PPO-Spouse	350.00
110	Field3	Car Allowance	Annual Amt-Custom PPDs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PPO-Family	500.00
115	Field4	Port Of Salary	Port of Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HMO-Emp	200.00
120	Field5	Continuing Education	Input Annual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HMO-Spouse	300.00
125	Field6	IT-AmtMay	One Time Exp-Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HMO-Family	400.00
130	Field7	IT-PortApr	One Time Exp-Port Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	0.00
135	Field8	ITTrpAmtJun	One Time Exp-Input Amount	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
140	Field9	ITTrpPort	One Time Exp-Input Port Salary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
145	Field10	Tax Liability	Tax Liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
0	Field11	Capped Tax 1	Port-TotalTaxable-Capped	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
0	Field12	CappedTax 2	Port-TotalTaxable-Capped	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
0	Field13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
0	Field14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

1. Select CompanyDB, and BudgetID and click Search
(the data shown in the preview screen is read only for confirmation and cannot be edited from this screen)
2. Choose Destination BudgetID and Click Duplicate.

Specify Custom Pay Period setup for new Budget

1. Select CompanyDB, and BudgetID and click Search
2. Specify number of pay periods per fiscal period
3. Designate which fiscal period corresponds with the Jan1st start of the year to establish the starting point for capped payroll tax calculations



Duplicate Payroll Assignments

1. Select CompanyDB, and BudgetID and click Search
(the data shown in the preview screen is read only for confirmation and cannot be edited from this screen)
2. Choose Destination BudgetID and Click Duplicate.
3. This procedure has thus far only created payroll module entries but has not yet generated financial budget records.
4. Open Payroll Assignments, search for all records in the new BudgetID, after the screen completely loads, click save to generate financial projections in the system.

EmployeeID	Employee Name	HRCompany	Department	JobTitle	Notes	Files	OrgUnit	ActNum	AnnualSalary	Base Rate ppd	Rate 1 %Change	New Rate 1
001	Jim	TWO	100-5100-00	130000			100	100-5100-00	120,000.00	4,615.38		
002	Ted	TWO	100-5120-00	100000			100	100-5100-00	250,000.00	9,615.38		
									0.00	0.00		

Reminder:

1. If edits are made to Payroll Expense Definitions or Custom PPD setup, one must re-open Payroll Assignments and re-save.

Import Budget Assumptions

With the Import Budget Assumptions screen, administrators can either copy and paste data in from Excel, or use the lookup functionality to import data from the ERP (actuals and legacy budgets), or other budgets or forecast data created in Dynamic Budgets.

Typical uses:

- Import data from legacy excel budget templates
 - Backfill historical budgets
 - Import current data in operating in hybrid mode with manual excel budget sheets
- Create first row of data in the forecast templates with original budget and/or year to date actuals
- Structure common calculations across mass number of accounts

COGS example

- Specify Company and destination BudgetID at the top of the import screen
- lookup the budgeted sales account(s) for all departments (100 rows might populate)

RowID	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	000-4110-01	FCAST 2014 000-4110-01 US Sales - Retail/Parts	Q	+	<input checked="" type="checkbox"/>	-1020187.08	0	0	-1709.55	-8.75	0	0	0	0	0	0	0
2	000-4110-02	FCAST 2014 000-4110-02 US Sales - Finished Goods	Q	+	<input checked="" type="checkbox"/>	-56425.74	-109.95	0	-15069.4	-7999.4	0	0	0	0	0	0	0
3	000-4111-01	FCAST 2014 000-4111-01 Canadian Sales - Retail/Parts	Q	+	<input checked="" type="checkbox"/>	-45208.55	0	0	0	0	0	0	0	0	0	0	0
4	000-4112-01	FCAST 2014 000-4112-01 AustralAsian Sales - Retail/Parts	Q	+	<input checked="" type="checkbox"/>	-96936.57	0	0	0	0	0	0	0	0	0	0	0

- Use the find and replace feature in the grid to update the Sales object to the COGS object for each acct
- Perform a Global Variables lookup to insert the COGS percentages as the 2nd row in each destination account
- Click Save Assumptions and review the save log for errors.

Bulk Assumptions Data Entry

Administrators can use the Bulk Assumptions Data Entry Window to pre-populate numerous budget account assumptions grids with a common set of Line Items.

The below screenshot shows an example where an administrator may wish to Prompt their end users to update the payroll account lookups once their payroll assumptions have been entered and predefine the calculation that should be used to calculate the Payroll Tax expense.

The administrator first enters assumption line item(s) to be copied, then specifies the destination Budget Accounts, and clicks the Copy Assumptions button.

Dynamic Budgets

File Budgets Variances Reports System Management User Management

Bulk Assumptions Entry

Bulk Assumptions Entry

Source: Assumptions to be copied to budget accounts

#	Assumption	-	Exclude	fx	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
1	Replace with lookup of xxx-5100-00 Salary Wages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Replace with lookup of xxx-5110-00 Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Replace with lookup of xxx-5120-00 Bonus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Replace with lookup of xxx-51410-00 Profit Sharing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+ ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Subtotal Labor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	= ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Payroll Tax Rate (8%)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	* ▾	0.00	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.96
7	Payroll Taxes	<input type="checkbox"/>	<input type="checkbox"/>	= ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8		<input type="checkbox"/>	<input type="checkbox"/>	= ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9		<input type="checkbox"/>	<input type="checkbox"/>	= ▾	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Destination: Budget accounts

CompanyDB: TWO BudgetID: BUDGET 4 OrgUnit: Object: 5170-00 Search

Available accounts

Copy assumptions to accounts..

- 100-5170-00 - Payroll Taxes - Administration
- 200-5170-00 - Payroll Taxes - Accounting
- 300-5170-00 - Payroll Taxes - Sales
- 400-5170-00 - Payroll Taxes - Service/Installation
- 500-5170-00 - Payroll Taxes - Consulting/Training
- 600-5170-00 - Payroll Taxes - Purchasing/Receiving

Copy Assumptions

Tools \ Export Budget to ERP

Open the Export Budget to ERP screen, note if the Export Budget to ERP window was previously open, please close and reopen the window to refresh the list of available ERP Budgets.

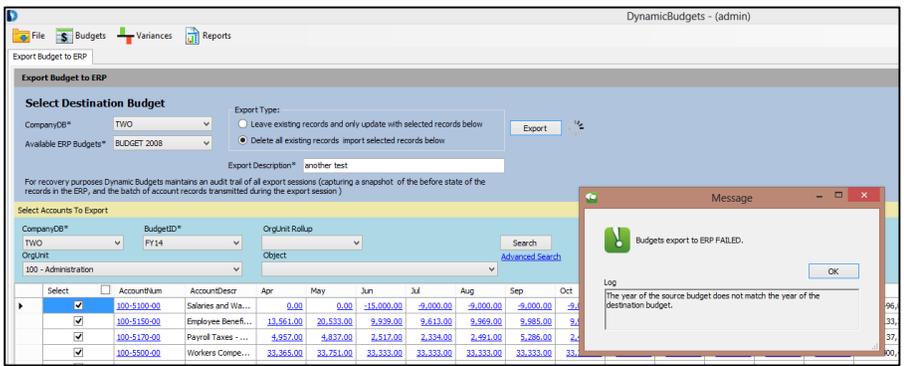
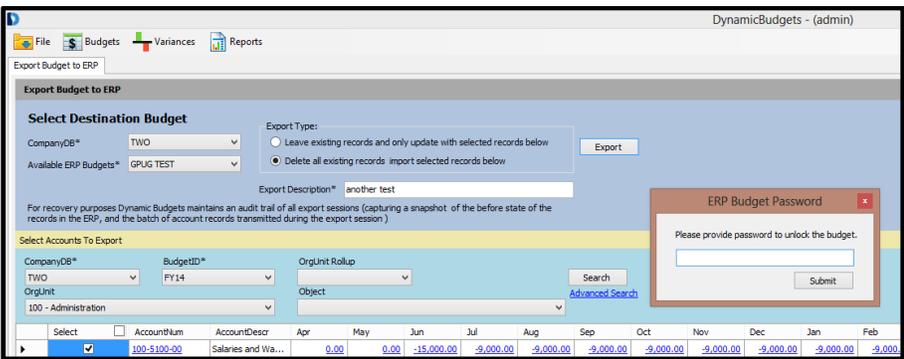
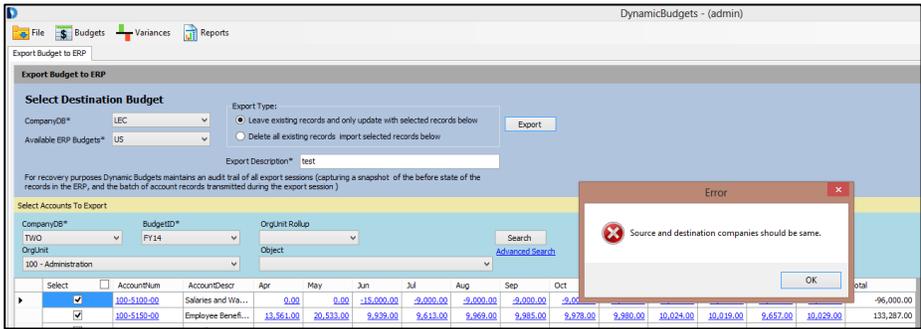
- 1) In the upper portion of the Export Budget to ERP screen select the destination CompanyDB, and Budget in Dynamics GP to which you will be exporting your budget values.
- 2) Choose either
 - **Leave Existing records** if you are only transmitting a subset of the total budget accounts and have existing budget values in GP that should be respected,
 - Or
 - **Delete All** to delete all existing records in DynamicsGP for the destination BudgetID
- 3) Provide a description of the Export session in the Export Description box.
Note that Dynamic Budgets features a Restore Budgets in ERP function enabling one to roll back to a prior before export state of a budget or to re-transmit a prior export session. This Export Description will be used as a breadcrumb to facilitate your search of past export sessions.

In the lower (Select Accounts to Export) portion of the window

- 4) Select the search parameters and click Search to choose which accounts to export (Reminder: clear the advanced search segment values to ensure you select all accounts)
- 5) By Default all accounts will be selected (check marked) for export, should you need to exclude any accounts from the export, feel free to uncheck any such accounts.
- 6) Click the Export button to transmit the records.

The following Source to Destination validation checks are in place

- CompanyDB
- Year of Budget
- Password protection on Budget – If password protected a user is prompted to enter the password to unlock the budget before Dynamic Budgets will delete or transmit export records.



Technical Notes:

Dynamic Budgets does not create, update, or delete any information in the GP Budgets table (does not Insert, Delete or Update any records in the GL00200 table)

This export routine impacts the GL00201 table only

- For New records: Inserts records into the GL00201 table for new records
- For Updates:
 - Deletes records in the GL00201 table which match the CompanyDB, BudgetID, and ACTINDX of the selected accounts
 - Inserts replacement records in the GL00201

Restore Budget Snapshot to ERP

Tools \ Restore Budget Snapshot to ERP

Dynamic Budgets offers a Restore snapshot function to roll-back the budgets in Dynamics GP to a state prior to the last export or to re-export a prior data set from Dynamic Budgets.

Example Reasons to restore a snapshot:

- Accidentally exported latest forecast and overwrote original Board Approved Budgets.
- Accidentally chose to delete all budget values for the company and only exported 1 department
- Executives wish to quickly see the potential impact of reverting just department 100 back to its last version...

The restore snapshot window is similar to the Export Budget to ERP window.

Open the Restore Budget Snapshot to ERP screen

- 1) In the upper portion of the Export Budget to ERP screen select the destination CompanyDB, and Budget in Dynamics GP to which you will be exporting your budget values.
- 2) Choose either
 - **Leave Existing records** if you are only transmitting a subset of the total budget accounts and have existing budget values in GP that should be respected,
 - Or
 - **Delete All** to delete all existing records in DynamicsGP for the deestination BudgetID
- 3) Provide a description of the Export session in the Export Description box.
Note that Dynamic Budgets features a Restore Budgets in ERP function enabling one to roll back to a prior before export state of a budget or to re-transmit a prior export session. This Export Description will be used as a breadcrumb to facilitate your search pf past export sessions.
- 4) In the lower **Select Account to Export** portion of the window, click on the magnifying glass to choose your data source (either a Before Snapshot of what was previously in GP, or an export session of Budget data from Dynamic Budgets). Note you can sub-select just portions of these records by applying the orgunit, object, or Advanced account segment filters.

Restore Budget Snapshot to ERP

Select Destination Budget

CompanyDB: TWO
Available ERP Budgets: 3YR BUDGET

Export Type:
 Leave existing records and only update with selected records below
 Delete all existing records import selected records below

Export

Export Description*

For recovery purposes Dynamic Budgets maintains an audit trail of all export sessions (capturing a snapshot of the before state of the records in the ERP, and the batch of account records transmitted during the export session)

Select Accounts To Export

Snapshot
OrgUnit
Object

Search
Advanced Search

Export Batches Lookup

Audit Type	Export Description	Source Company	Source Budget	Destination Company	Destination Budget	Updated By	Updated C
Before Snapshot of ERP	test - Audit Enabled	TWO	GPUG TEST	TWO	GPUG TEST	admin	3/28/2013
Export Session	test - Audit Enabled	TWO	Exporter	TWO	GPUG TEST	admin	3/28/2013

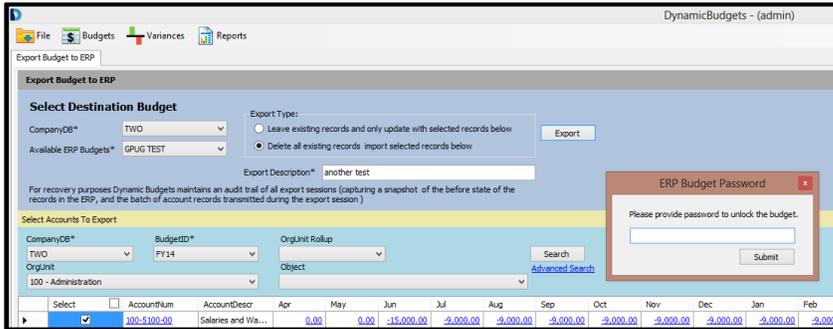
Once the lower grid populates with the expected budget values, click Export.

Tip: To prevent needing to use the Restore feature

For example if you had accidentally exported the latest forecast and mistakenly selected the original Board Approved Annual Budget as the destination...

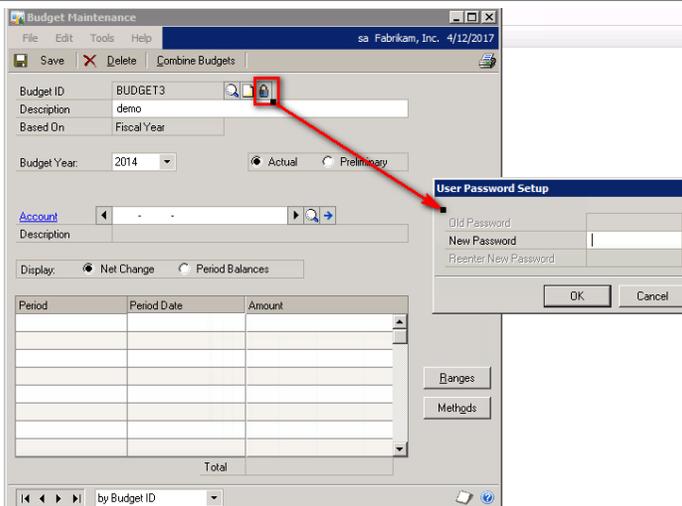
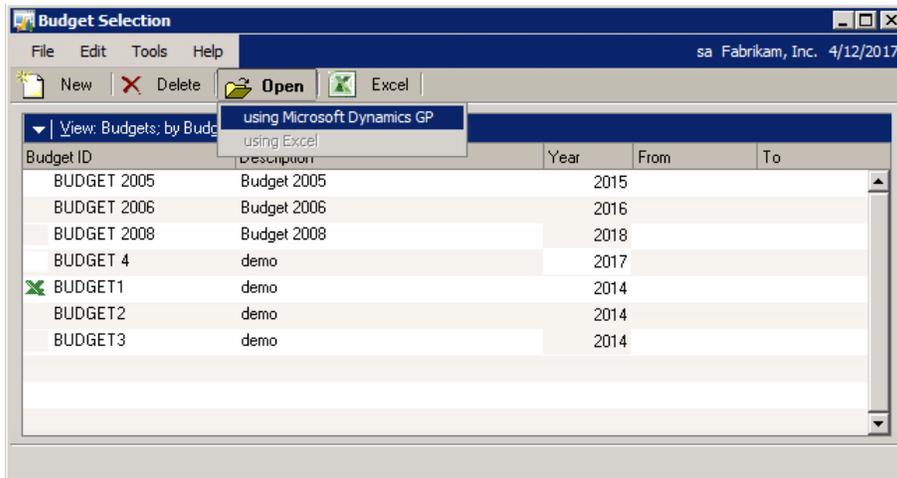
Consider password protecting your budgets in GP when they reach a final state.

If you attempt to Export to a locked GP Budget, Dynamic Budgets will prompt you to enter the password to unlock the budget essentially making the end user confirm that they are authorized to delete or update records in that particular budget.



To password protect a budget in Dynamics GP:

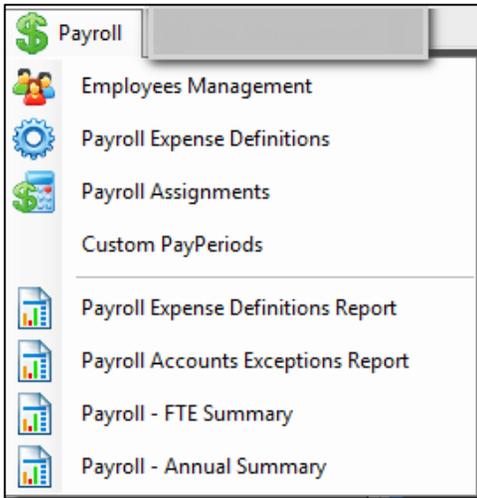
Open the budget in Dynamics GP from the Budget Maintenance window



- 1) Click on the Padlock icon to open the User Password Setup pop-up window
- 2) Provide a New Password
- 3) Click Tab
- 4) Re-enter the New Password
- 5) And click OK to save.

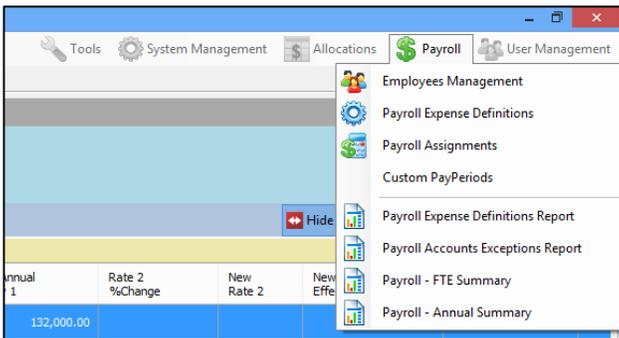
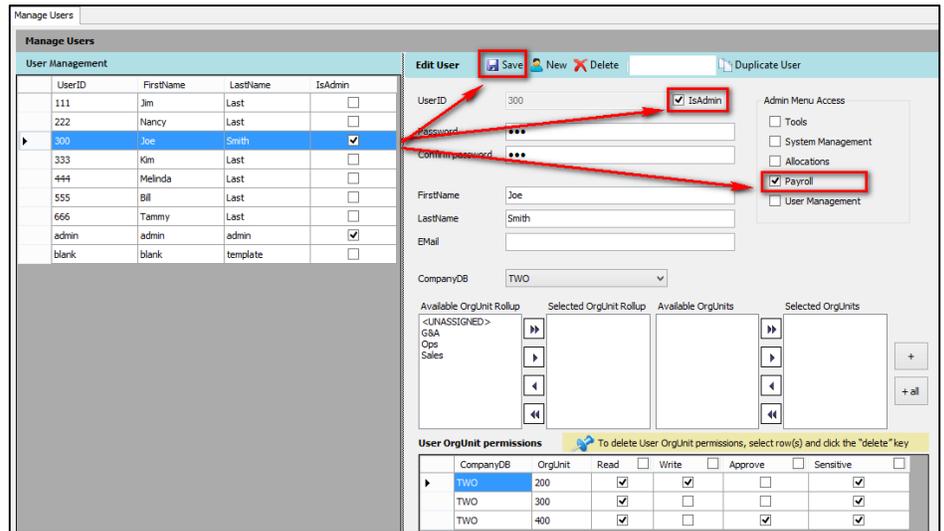
Payroll Module

The Payroll Module consists of three primary configuration windows, a data entry form, and several summarization reports.



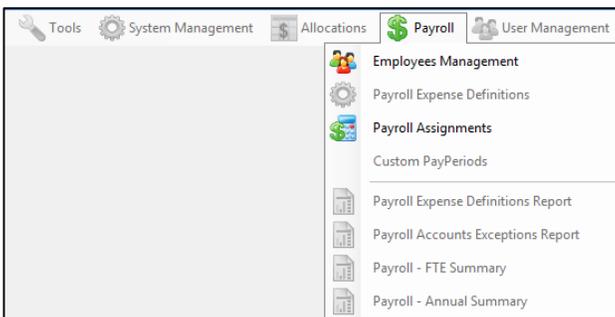
Security access for the Payroll Module

This Payroll module was designed to be used as a centralized function typically managed by either the budget administrator, or representative HR/PR staff. Access to the Payroll menu requires explicit security rights. In User Management, to grant access to the payroll menu and all menu items a user must be configured with the IsAdmin attribute and be granted access to the payroll module.



Full administrative Payroll access

With the IsAdmin attribute a user can see all the Payroll Menu items.



Limited data entry Payroll Access

In user management if a user is granted user payroll menu access but does not have the IsAdmin attribute their access will be as depicted on the left. Department managers can enter or edit their employee rosters through the Employees Management Screen, and can enter salary, benefits, taxes, and FTE allocations from the Payroll Assignments window. *(users will only have data entry access for departments for which they have Write privileges)*

Payroll Module Configuration consists of three primary windows:

1. Custom Pay Periods
2. Employees Management
3. Payroll Expense Definitions

Custom Pay Periods

Use this window to map the number of pay periods for each fiscal periods.

These pay period mappings are used to calculate the pro-rated portion of the annual salary to asses for each fiscal period.

Examples:

Some organizations budget straight-line for payroll and just assume 1 pay period per each of the 12 months

Some organizations want to forecast for bi-weekly pay periods, 26 pay periods per year

Some organizations want to pro-rate salary based upon the number of paid working days in a month or fiscal period.

Fiscal Period#	Period Label	Number of PayPeriods
P01	Jun	2
P02	Jul	2
P03	Aug	2
P04	Sep	3
P05	Oct	2
P06	Nov	2
P07	Dec	2
P08	Jan	2
P09	Feb	3
P10	Mar	2
P11	Apr	2
P12	May	2
Total		26

(example of a 26 pay period calendar)

- 1) Select the Company and Budget you wish to edit the grid below will refresh with the data for that selection.
- 2) Enter the number of pay periods for each month. You can use the keyboard shortcuts (Control C, and Control V for copy and paste).
- 3) Define the start of the year for capped payroll expense calculations, specify the Fiscal Period # which corresponds with January.
- 4) Click save to save your settings.
- 5) You can duplicate settings across budgets within the same company by clicking the duplicate button.

(Note that if you make changes to these setups after you entered data on Payroll Assignments, you will need to re-open payroll assignments and click save to refresh any custom pay-period dependent or capped expense calculations)

Employees Management

In this form you will enter your employee roster for each company.

Employees must first be entered in the roster before they can be found in the EmployeeID drop down selections in **Payroll Assignments**.

If changes are made in the employee roster, you will need to close and re-open the **Payroll Assignments** window to refresh the EmployeeID drop down selections.

Preparation:

It is advisable to work with your HR/PR staff to prepare spreadsheets with the following information to be copied and pasted into Dynamic Budgets.

1. *EmployeeID (required)
2. *First name (required)
3. Last Name
4. *Home Company (required)
5. *Home Department (OrgUnit) (required)
6. Salary GL code
7. Rate change information (Amount or Percent, and effective date)
8. FTE Allocation is used when:
 - Employee is split between multiple departments
 - Employed at less than 100% FTE
 - A position with a headcount greater than 1 is specified rather than an individual employee
 - Start Date or Term Date falls within the budgeted fiscal year

Additional information can be stored in this table such as (Job title, supervisor, five user definable fields, etc.)

Please note that each data field has a maximum character limitation as denoted with the bracketed number next to the column header.

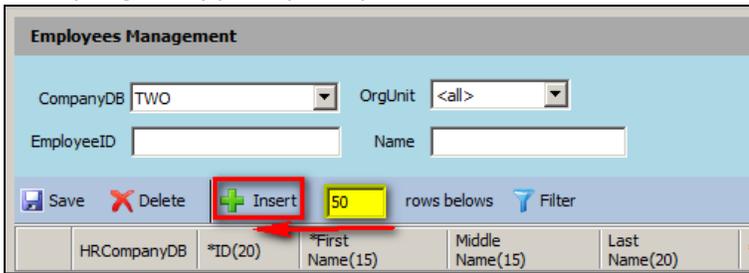
The numbers in the column headers denote the max number of characters per each data field

HRCompanyDB	*ID(20)	*First Name(15)	Middle Name(15)	Last Name(20)	*OrgUnit	Division(30)	Department(30)	Job Title(30)	Supervisor(30)	Active	META1	META2	META3	META4	META5
CMN										<input checked="" type="checkbox"/>					
CMN										<input checked="" type="checkbox"/>					
CMN										<input checked="" type="checkbox"/>					
CMN										<input checked="" type="checkbox"/>					
CMN										<input checked="" type="checkbox"/>					
CMN										<input checked="" type="checkbox"/>					
CMN										<input checked="" type="checkbox"/>					

Entering Employee Data

The initial data grid consists of 50 rows.

First perform a record count of the employees in your prepared HR/PR worksheet that you intend to copy and paste into the Employees Management window. If the count exceeds 50 you will need to first insert additional rows before attempting to copy and paste your records.



The screenshot shows the 'Employees Management' window. At the top, there are dropdown menus for 'CompanyDB' (set to 'TWO') and 'OrgUnit' (set to '<all>'). Below these are input fields for 'EmployeeID' and 'Name'. A toolbar contains buttons for 'Save', 'Delete', 'Insert', and 'Filter'. The 'Insert' button is highlighted with a red box, and a yellow box highlights the text '50 rows below'. A red arrow points from the '50' text to the 'Insert' button. Below the toolbar is a table with columns: 'HRCompanyDB', '*ID(20)', '*First Name(15)', 'Middle Name(15)', and 'Last Name(20)'.

Edit the number in the text column from the default of 50 to the number of additional rows you need to add to the grid, and then click **Insert**.

Now copy and paste the relevant data from your HR/PR worksheet into the Employees Management grid.

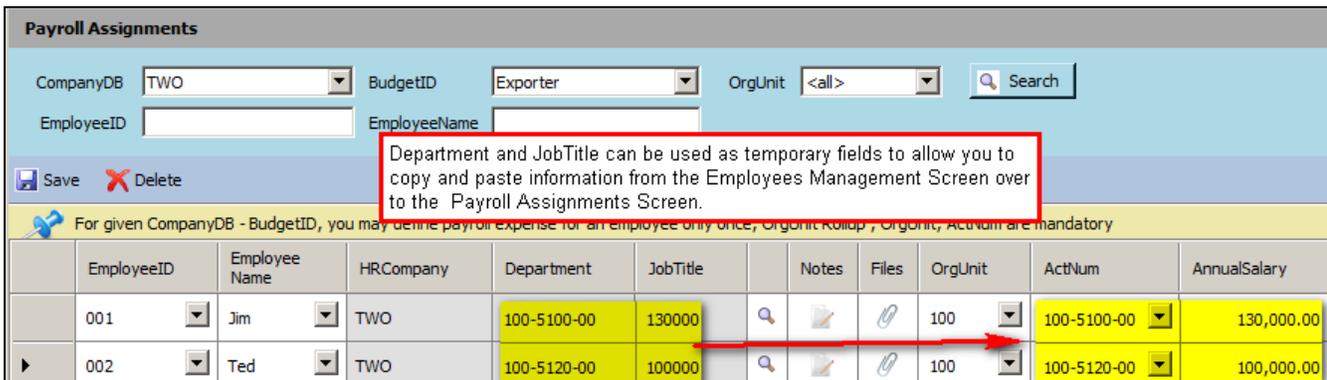
Tips and Tricks

Note that the Department and Job Title fields in **Employees Management** will display "temporary" information in the **Payroll Assignments** window

The information in the each column can be copied and pasted, effectively moved back and forth over time.

A best practice is to copy the Employee's Salary, and Salary GL Code initially into the Department and JobTitle fields. The Department and JobTitle fields in Employees Management will display as temporary fields in the Payroll Assignments window and can be used to assist with copy and paste of information from the Employees Management Screen over to the Payroll Assignments Screen.

In the example below it may have been useful to store the Salary Account Number in the Department Field, and the Annual Salary in the JobTitle field in the Employees Management window. Thus when you open the Payroll Assignments window, the account number and annual salary would be available to be copied and pasted into the respective ActNum and Annual Salary fields.



The screenshot shows the 'Payroll Assignments' window. At the top, there are dropdown menus for 'CompanyDB' (set to 'TWO'), 'BudgetID' (set to 'Exporter'), and 'OrgUnit' (set to '<all>'). Below these are input fields for 'EmployeeID' and 'EmployeeName'. A toolbar contains buttons for 'Save' and 'Delete'. A red box highlights a text box containing the instruction: 'Department and JobTitle can be used as temporary fields to allow you to copy and paste information from the Employees Management Screen over to the Payroll Assignments Screen.' Below the toolbar is a table with columns: 'EmployeeID', 'Employee Name', 'HRCompany', 'Department', 'JobTitle', 'Notes', 'Files', 'OrgUnit', 'ActNum', and 'AnnualSalary'. The table contains two rows of data. A red arrow points from the 'JobTitle' column of the first row to the 'AnnualSalary' column.

EmployeeID	Employee Name	HRCompany	Department	JobTitle	Notes	Files	OrgUnit	ActNum	AnnualSalary
001	Jim	TWO	100-5100-00	130000			100	100-5100-00	130,000.00
002	Ted	TWO	100-5120-00	100000			100	100-5120-00	100,000.00

Once the data has been copied and pasted the Department and JobTitle fields in the Payroll Assignments window, one could return to the Employees Management window and shuffle data columns to repurpose the columns for other information.

Payroll Expense Definitions

The Payroll Expense Definitions window enables you to define up to 20 payroll related expenses. This feature of the system is optional. Some organizations do not itemize payroll related expenses and perform a top level % calculation in the core budgeting grid, either against a company total or perhaps value lookups per each department.

SortOrder	FieldName	FieldLabel	CalcType	Object	HasOptions	Active	Taxable
100	Field1	Medical	Period Amount	5150-00 - Employee Benefits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
105	Field2	Dental	Annual Amt-Even	5150-00 - Employee Benefits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
110	Field3	Car Allowance	Annual Amt-Custom PPDs	5120-00 - Bonuses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
115	Field4	Pcnt Of Salary	Pcnt of Salary	5120-00 - Bonuses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
120	Field5	Continuing Edu...	Input Annual	5160-00 - Health Insurance E...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
125	Field6	Bonus	One Time Exp-Amount	5100-00 - Salaries and Wages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
130	Field7	Performance In...	One Time Exp-Pcnt Salary	5120-00 - Bonuses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
135	Field8	Merit Bonus	One Time Exp-Input Amo...	5120-00 - Bonuses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
140	Field9	Merit Incentive	One Time Exp-Input Pcnt...	5110-00 - Overtime Pay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
145	Field10	Medicare	Tax Liability	5170-00 - Payroll Taxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0	Field11	FICA	Pcnt-TotalTaxable-Capped	5170-00 - Payroll Taxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
0	Field12	Pension Contrib...	Pcnt-TotalTaxable-Capped	5170-00 - Payroll Taxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OptionName	Period Amount
PPO Employee	250.00
PPO-Spouse	350.00
PPO-Family	500.00
HMO-Emp	200.00
HMO-Spouse	300.00
HMO-Family	400.00
None	0.00
*	

Field Names - are non-editable fields (Fields 1 - 20)

Field Labels - should be entered to define the type of expense, the labels have a 40 character limit. These labels will be displayed as the Column Headers in the Payroll Assignments window.

Calculation Types

The application can handle standardized pre-determined amounts applicable to all employees via drop down selections as shown in the medical example above

And can also allow you to have direct data entry fields in case you have random values that need to be entered (continuing education may be a custom negotiated rate per employee vs a std amount determined by Corporate)

We typically try to match the labels used for these expense option to those that you have in your hr system so we can take a data feed from HR via excel and copy and paste into the application.

Period Amount

Annual Amt - Even

Annual Amt - Custom PPDs

Pcnt of Salary

Input Period

Input Annual

One Time Exp - Amount

One Time Exp - Pcnt of Salary

One Time Exp - Input Amount

One Time Exp - Input Pcnt of Salary

Salary Tax

Payroll Expense Calculation Types	Definition	Example of values entered in Expense Options Setup	Purpose
1 Period Amount	a selection of pre-determined amounts to be repeated for each fiscal period	100 entered = \$100 for each fiscal period	Record a monthly expense such as Medical
2 Annual Amt - Even	a selection of pre-determined amounts to be equally split across all fiscal periods	1,200 entered = \$100 each for 12 fiscal periods	Similar to Period Amount, for convenience offered as an annualized amount to match HR terms if necessary
3 Annual Amt - Custom PPDS	a selection of pre-determined amounts to be allocated by the number of pay periods specified per fiscal period as per the Custom Pay Period Setup.	Example assuming 26 pay periods specified for the year 1,200 entered = 1200/26 = \$46.15 per pay period resulting in \$92.31 for 2-pay-period fiscal periods and \$138.46 for 3-pay-period fiscal periods.	Record payroll related expenses which accrue per pay periods
4 Pcnt of Salary	a selection of predetermined rate calculations for the Original Base Annual Salary	6.5 entered = 6.5% rate * the salary expense each fiscal period	For expense accruals which are recorded across all fiscal periods and are based upon the base salary expense line only.
5 Input Period	an amount repeated for each fiscal period	no pre determined amounts defined in Expense definitions. Values are specified directly in Payroll Assignments and be custom amounts per employee.	For variable expenses which may be custom negotiated amounts per employee
6 Input Annual	an annualized amount to be spread across all fiscal periods	no pre determined rates defined in Expense definitions. Custom rates can be specified directly per employee in Payroll Assignments.	For variable percent of salary calculations to accommodate possible custom per employee negotiated rates
7 One Time Exp - Amount	a selection of pre-determined amounts to be recorded in the single fiscal period specified	500 to be paid in June	For pre-determined expense options that need to accrue in a single fiscal period only, amount and fiscal period need not be the same per option
8 One Time Exp - Pcnt of Salary	a selection of pre-determined rates calculations (rate * Original Base Annual Salary) to be recorded in the single fiscal period specified	4.0 entered = 4% * Total of the Annual Salary amount to be paid in June	For pre-determined expense options that need to accrue in a single fiscal period only, amount and fiscal period need not be the same per option
9 One Time Exp - Input Amount	custom single period expense can be specified in the single fiscal period specified	Only option Name and effective fiscal period are specified in Payroll Expense definitions. Amount is entered per employee in Payroll Assignments.	For variable expenses which may be custom negotiated amounts per employee.
10 One Time Exp - Input Pcnt of Salary	custom rates calculations (rate * Original Base Annual Salary) to be recorded in the single fiscal period specified	Only option Name and effective fiscal period are specified in Payroll Expense definitions. Rate is entered per employee in Payroll Assignments.	For variable expenses which may be custom negotiated rates per employee.
11 Tax Liability	rate * (total taxable amount) per each fiscal period	5 entered = 5% * the total of (salary + all payroll expenses which are marked taxable)	Support standard tax liabilities
13 Pcnt-Total Taxable - Capped	rate * (total taxable amount) per each fiscal period, starting in January and carries forward until salary cap threshold is met	FICA 13 rate of 6.2 is entered with wage limit of 113,700, max tax amt of \$7,049.40 is displayed for reference.	Support capped tax calculations based upon rate * total taxable payroll amounts, (FICA, FUTA, etc)
14 Pcnt-Salary-Capped	rate * (salary amount only) per each fiscal period, starting in January and carries forward until salary cap threshold is met	Pension contribution rate of 4.0 is entered with wage limit of 200,000 max contribution limit. amt of \$8,000 is displayed for reference.	Support capped calculations based upon rate * salary amount only

Security - User Management

Users are assigned to departments and granted read, write, approve and sensitive account access by each department, and can be assigned access rights to the administrative menus.

(NOTE: By default, the admin user has access to all administrative menus)

Single user setup or edits

The screenshot shows the 'DynamicBudgets - (admin)' application window. The 'Manage Users' pane is active, displaying a 'User Management' table with columns for UserID, FirstName, LastName, and IsAdmin. The 'admin' user is selected. To the right, the 'Edit User' form is visible, showing fields for UserID (admin), Password, Confirm password, FirstName (admin), LastName (admin), and EMail. The 'IsAdmin' checkbox is checked. Below the form, there are sections for 'Available OrgUnit Rollup', 'Selected OrgUnit Rollup', and 'Available OrgUnits'. The 'User OrgUnit permissions' table is also visible, showing permissions for the 'admin' user across various OrgUnits.

UserID	FirstName	LastName	IsAdmin
111	Jim	Last	<input type="checkbox"/>
222	Nancy	Last	<input type="checkbox"/>
300	Joe	Smith	<input type="checkbox"/>
333	Kim	Last	<input type="checkbox"/>
444	Melinda	Last	<input type="checkbox"/>
555	Bill	Last	<input type="checkbox"/>
666	Tammy	Last	<input type="checkbox"/>
admin	admin	admin	<input checked="" type="checkbox"/>
blank	blank	template	<input type="checkbox"/>

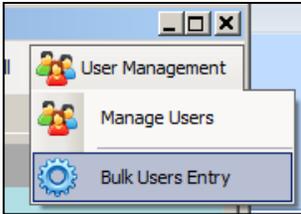
CompanyDB	OrgUnit	Read	Write	Approve	Sensitive
TWO	000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	600	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TWO	999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Users can be created one by one by clicking New in the Edit User Pane and entering their pertinent data.

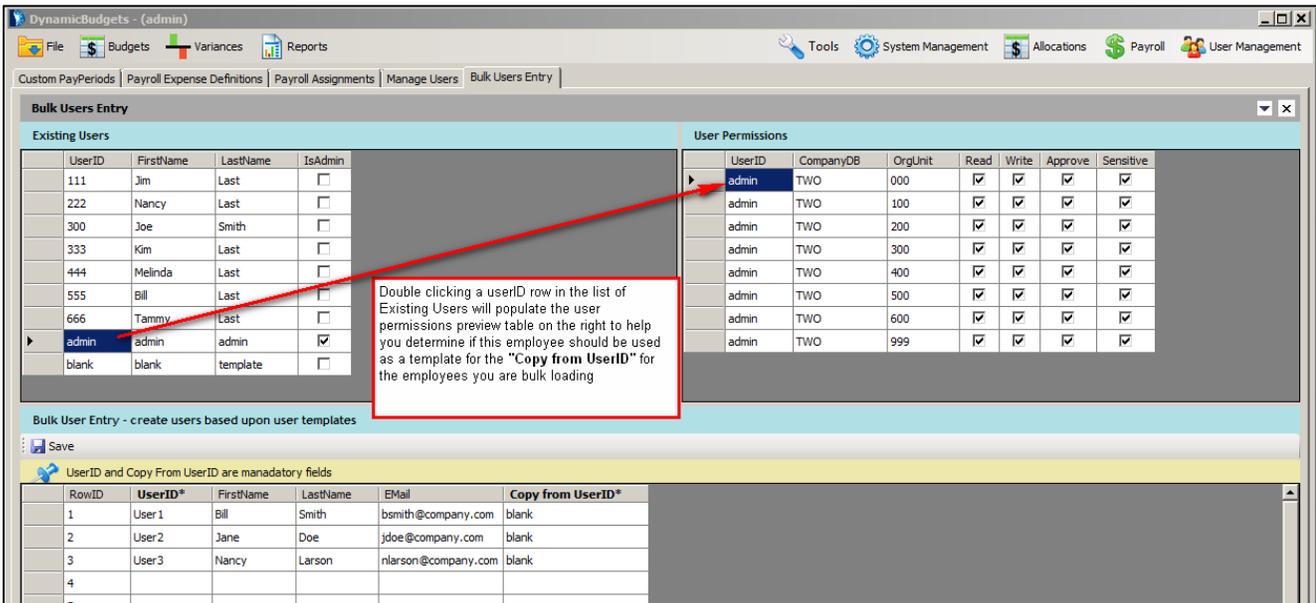
This close-up screenshot focuses on the 'Edit User' form. The 'New' button, represented by a person icon, is highlighted with a red box. A red arrow points from the 'New' button to the 'UserID' input field, which contains the text 'admin'. The 'IsAdmin' checkbox is checked. The 'Password' and 'Confirm password' fields are masked with dots. The 'FirstName' and 'LastName' fields contain the text 'admin'. The 'Admin Menu Access' section on the right has several checkboxes checked: Tools, System Management, Allocations, Payroll, and User Management.

Bulk User setup via Copy & Paste from Excel

Alternatively, Users can be bulk-loaded via copy and paste from Excel using the Bulk User Entry Feature



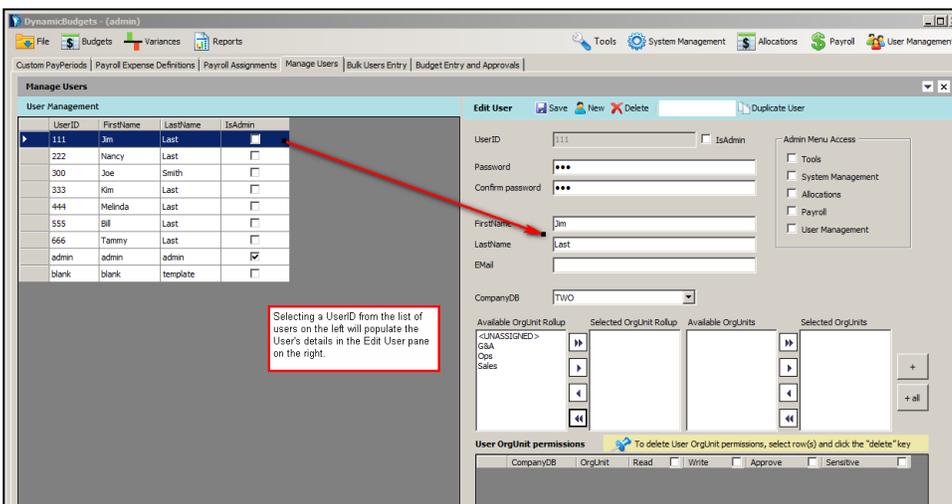
Double clicking a userID row in the list of Existing Users will populate the user permissions preview table on the right to help you determine if this employee should be used as a template for the "Copy from UserID" for the list of employees you are bulk loading.



When users are created from the Bulk Load User feature, their passwords will be defaulted to be the same as their userIDs.

Editing User Rights after bulk user loading

Return to the User Management Screen



Granting Administrative Access Rights

Granting administrative rights to a user is a two-step process.

1. First, indicate which Administrative menu(s) the user should have access to by check-marking the relevant boxes under the **Admin Menu Access** area. This will enable the relevant menus for the user, and they will display in Color vs. being grayed-out and inaccessible. However, the user will only have access to the features which are available to non-admin users (**See below for Payroll Menu access clarification.).
2. Second, designate the user as an administrator by check-marking the **IsAdmin** box in the **Edit User** pane. (The IsAdmin checkbox in the User Management list pane on the left is just a display field, not an input field. To designate a user as an admin, you must do so using the IsAdmin checkbox in the Edit User pane on the right.)

The screenshot shows the 'DynamicBudgets - (admin)' application. The 'Manage Users' section is active, displaying a 'User Management' table and an 'Edit User' pane. The 'User Management' table has the following data:

UserID	FirstName	LastName	IsAdmin
111	Jim	Last	<input checked="" type="checkbox"/>
222	Nancy	Last	<input type="checkbox"/>
300	Joe	Smith	<input type="checkbox"/>
333	Kim	Last	<input type="checkbox"/>
444	Melinda	Last	<input type="checkbox"/>
555	Bill	Last	<input type="checkbox"/>
666	Tammy	Last	<input type="checkbox"/>
admin	admin	admin	<input checked="" type="checkbox"/>
blank	blank	template	<input type="checkbox"/>

The 'Edit User' pane shows the 'IsAdmin' checkbox checked. The 'Admin Menu Access' section has the following options:

- Tools
- System Management
- Allocations
- Payroll
- User Management

A text box explains: "The IsAdmin checkbox is a display field, not an input field in the User Management Employee listing. To designate a user as an Admin use the checkbox in the Edit User pane."

Understanding Non-Admin access to the Administrative Menus

For users who have Access to the Admin Menus but have not been designated with the IsAdmin trait:

No drop down options will be clickable in the Tools, System Management, Allocations, or User Management menus.

Non Admin access to the Payroll Menu

(This feature supports organizations that wish to have their end budgeting managers input payroll information.)

Currently, the only menu with displayed options available to non admin users is Payroll. Users without the IsAdmin trait will be able to interact with the **Employees Management**, and **Payroll – Assignments** menu items.

The screenshot shows the 'DynamicBudgets - (admin)' interface. On the left, a table lists users with columns for UserID, FirstName, LastName, and IsAdmin. User 222 (Nancy Last) is selected. The 'Edit User' form on the right shows fields for UserID (222), Password, Confirm password, FirstName (Nancy), LastName (Last), EMail, and CompanyDB (TWO). The 'IsAdmin' checkbox is unchecked. Under 'Admin Menu Access', the 'Payroll' checkbox is checked, while 'Tools', 'System Management', 'Allocations', and 'User Management' are unchecked. A red arrow points from the 'IsAdmin' checkbox to the 'Payroll' checkbox.

UserID	FirstName	LastName	IsAdmin
111	Jim	Last	<input type="checkbox"/>
222	Nancy	Last	<input checked="" type="checkbox"/>
300	Joe	Smith	<input type="checkbox"/>
333	Kim	Last	<input type="checkbox"/>
444	Melinda	Last	<input type="checkbox"/>
555	Bill	Last	<input type="checkbox"/>
666	Tammy	Last	<input type="checkbox"/>
admin	admin	admin	<input checked="" type="checkbox"/>
blank	blank	template	<input type="checkbox"/>

The screenshot shows the 'DynamicBudgets - (222)' interface. The 'Payroll' menu is open, displaying the following items: Employees Management, Payroll Expense Definitions, Payroll Assignments, Custom PayPeriods, Payroll Expense Definitions Report, Payroll Accounts Exceptions Report, Payroll - FTE Summary, and Payroll - Annual Summary. The 'Dynamic Budgets' logo is visible at the bottom left.

Assigning User OrgUnit permissions

1. Select CompanyDB from the drop down selection options.
2. Choose the applicable OrgUnit Rollup(s).
3. You can either double-click to move the selected OrgUnitRollup(s) to the right selected box, use the single arrow to move the selected units, or use the double arrow to move all OrgUnitRollups to the selected box.

Edit User Save New Delete Duplicate User

FirstName: Nancy
LastName: Last
EMail:

CompanyDB: TWO

Available OrgUnit Rollup: <UNASSIGNED>, G&A, Ops, Sales
Selected OrgUnit Rollup:
Available OrgUnits:
Selected OrgUnits:

Payroll:
User Management:

User OrgUnit permissions To delete User OrgUnit permissions, select row(s) and click the "delete" key

CompanyDB	OrgUnit	Read	Write	Approve	Sensitive
-----------	---------	------	-------	---------	-----------

4. The Available OrgUnits (Departments) box will populate based upon the selected OrgUnitRollups.
5. In similar fashion, you can move desired OrgUnits from the Available box to the selected box by either double-clicking the entity or by using the single or double right arrows.
6. Once the selected OrgUnits have been assembled, you can grant permissions to those groups by clicking either the **+** button for single highlighted OrgUnits in the Selected OrgUnits box, or you can click **+ all** button, to add all selected units to the lower permissions grid.

Edit User Save New Delete Duplicate User

FirstName: Nancy
LastName: Last
EMail:

CompanyDB: TWO

Available OrgUnit Rollup: <UNASSIGNED>, Ops, Sales
Selected OrgUnit Rollup: G&A
Available OrgUnits: 000, 100, 999
Selected OrgUnits: 200, 600

Payroll:
User Management:

User OrgUnit permissions To delete User OrgUnit permissions, select row(s) and click the "delete" key

CompanyDB	OrgUnit	Read	Write	Approve	Sensitive
-----------	---------	------	-------	---------	-----------

Assigning OrgUnit permissions

Security is assigned by the Individual and the OrgUnit (department), with this range of access:

- Read = Ability to view budget accounts, and financial reports related to the specified OrgUnit(s)
- Write = Ability to enter, edit and delete budget assumption details.
- Approve= Ability to specify an approval setting for the budget account templates.
- Sensitive = Ability to view and interact with accounts which have been marked sensitive (Sensitivity is assigned in Manage Objects or Manage Budget Accounts . Example: frequently payroll accounts with names * salary dollars are marked as “sensitive.”)

The screenshot shows the 'Edit User' interface. At the top, there are buttons for 'Save', 'New', 'Delete', and 'Duplicate User'. Below these are input fields for 'FirstName' (Nancy), 'LastName' (Last), and 'EMail'. A 'CompanyDB' dropdown menu is set to 'TWO'. On the right, there are checkboxes for 'Payroll' (checked) and 'User Management' (unchecked). Below these are four columns: 'Available OrgUnit Rollup' (containing '<UNASSIGNED>', 'Ops', 'Sales'), 'Selected OrgUnit Rollup' (containing 'G&A'), 'Available OrgUnits' (empty), and 'Selected OrgUnits' (containing '200', '600', '000', '100', '999'). There are navigation arrows between the columns and '+', '+ all' buttons. Below this is a yellow banner with a pin icon and the text: 'To delete User OrgUnit permissions, select row(s) and click the "delete" key'. At the bottom is a table of 'User OrgUnit permissions'.

	CompanyDB	OrgUnit	Read	Write	Approve	Sensitive
	TWO	000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	TWO	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	TWO	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TWO	600	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TWO	999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the screenshot above:

For OrgUnit 000: the user has read and write permissions to enter and edit budget data

For OrgUnit 100: the user has read, approval, and sensitive account access. The user could review all accounts in this OrgUnit and designate their online approval, but would be excluded from entering and editing data.

For OrgUnit 200: the user may be a subordinate manager who has rights to enter operational expenses but may not be privy to sensitive accounts such as payroll.

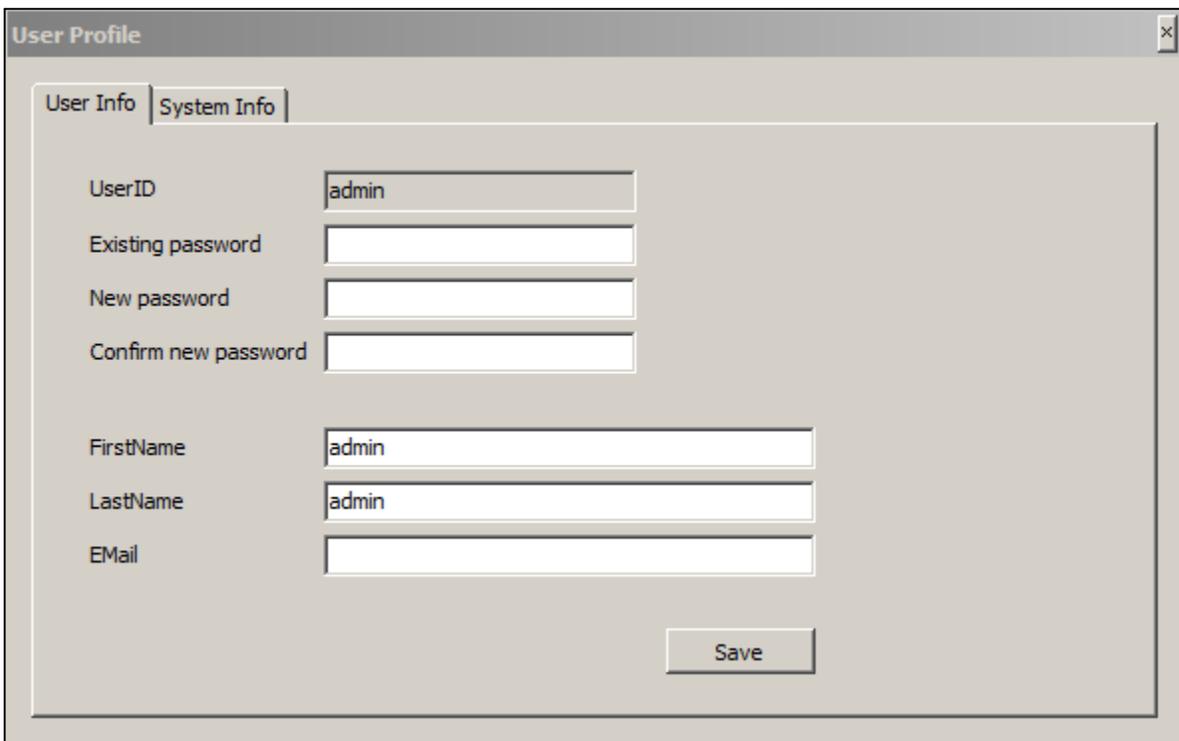
This view of OrgUnits 600 & 900 permissions would exemplify a manager who has read privileges of their peers' budgets but does not have edit, approval, or sensitive account access privileges (This might be an example where the user has access to read peers' budgets primarily for informational purposes.).

End User feature to Change Passwords

To Change your password, upon first login to the application, please go to the File Menu and choose User Profile.



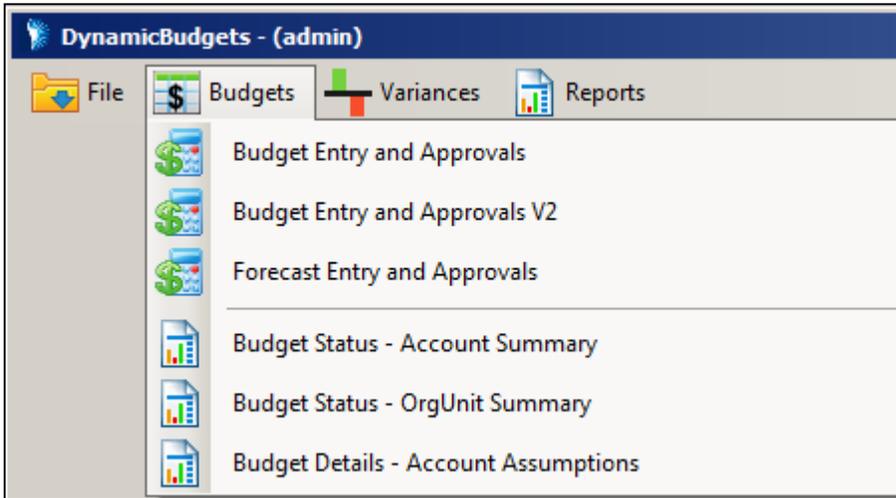
You will have the opportunity to enter your initial password, and then enter and confirm your new password, and then hit "Save."

A screenshot of the 'User Profile' dialog box. It has two tabs: 'User Info' (selected) and 'System Info'. The 'User Info' tab contains the following fields:

- UserID: admin
- Existing password: [empty]
- New password: [empty]
- Confirm new password: [empty]
- FirstName: admin
- LastName: admin
- EEmail: [empty]

A 'Save' button is located at the bottom right of the dialog.

Budgets Menu – End User Interface for Data Entry



Budget Entry and Approvals consists of two linked Tabs Approval Tracking Tab

This screen provides a summary for a group of accounts based upon your selection criteria, detailing the total dollars budgeted to date, denotes the edit, approval and locked status of an account, and provides for comment entry and review.

Select	CompanyDB	BudgetID	AccountNum	AccountDescr	OrgUnit	Object	Total	Locked	EditStatus	LastUpdated	ApprovalStatus	Comments
<input type="checkbox"/>	TWO	BUDGET 4	200-5160-00	Health Insurance Expense - Accounting	200	5160-00			UNUSED	UNUSED - ADMIN - 20Aug2010 10:26:11		Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6100-00	Training - Accounting	200	6100-00			UNUSED	UNUSED - ADMIN - 20Aug2010 10:26:18		Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6160-00	Dues & Subscriptions - Accounting	200	6160-00			UNUSED	UNUSED - ADMIN - 20Aug2010 10:28:39		Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6180-00	Rent Expense - Accounting	200	6180-00			UNUSED	UNUSED - ADMIN - 20Aug2010 10:28:39		Edit comments
<input checked="" type="checkbox"/>	TWO	BUDGET 4	200-5100-00	Salaries and Wages - Accounting	200	5100-00	540000		SUBMITTED	SUBMITTED - ADMIN - 20Aug2010 10:26:50	PLEASE_REVISE	Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-5110-00	Overtime Pay - Accounting	200	5110-00			INPROCESS	INPROCESS - ADMIN - 20Aug2010 10:26:01		Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-5120-00	Bonuses - Accounting	200	5120-00			INPROCESS	INPROCESS - ADMIN - 20Aug2010 10:26:01		Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-5140-00	Profit Sharing - Accounting	200	5140-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-5150-00	Employee Benefits - Accounting	200	5150-00	38					Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-5170-00	Payroll Taxes - Accounting	200	5170-00	77					Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6120-00	Supplies/Rental - Accounting	200	6120-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6130-00	Supplies/Hardware - Accounting	200	6130-00	8449.963					Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6140-00	Supplies/Software - Accounting	200	6140-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6150-00	Supplies-Allocated - Accounting	200	6150-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6170-00	Repairs & Maintenance - Accounting	200	6170-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6190-00	Utilities Expense - Accounting	200	6190-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6500-00	Postage/Freight - Accounting	200	6500-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6510-00	Telephone - Accounting	200	6510-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6520-00	Travel - Accounting	200	6520-00						Edit comments
<input type="checkbox"/>	TWO	BUDGET 4	200-6530-00	Meals/Entertainment - Accounting	200	6530-00						Edit comments

From the Approval Tracking tab, users can perform mass changes or individual account changes.

Budget Entry Mangers can change an account's Edit Status, Approving Managers can perform mass or individual account approvals and enter global or individual comments as necessary (comments can be entered before during or after approvals, and are logged by userid, approval status, and date/time). From the same screen System administrators can lock and unlock accounts to restrict assumption data modifications along the review and approval process.

Edit Status Change, Approvals Status, Comments, and Account Locking (admin only)

The image shows three side-by-side screenshots of the software interface, each displaying a table of budget accounts. The first screenshot shows the 'Edit Status' tab with a dropdown menu open showing options like 'Unused', 'InProcess', and 'Submitted'. The second screenshot shows the 'Approval Status' tab with a dropdown menu open showing options like 'UnderReview', 'PleaseRevise', 'Approved', and 'Denied'. The third screenshot shows the 'Account Locked Status' tab with 'Lock' and 'Unlock' buttons visible for each account row.

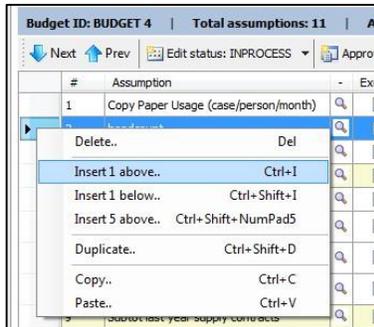
Budget Assumptions Tab (Line Item & Calculation Entry)

The screenshot displays the 'Dynamic Budgets' application window. The main area shows the 'Budget Assumptions' tab for 'BUDGET 4' with a table of budget items. The table includes columns for 'Assumption', 'Exclude', 'fx', and various period columns (P00 to P12) and a 'Total' column. An 'Approval comments' dialog box is open in the foreground, showing a text area for comments and a list of previous approval comments for account number 200-6130-00.

#	Assumption	Exclude	fx	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
1	Copy Paper Usage (case/person/month)	<input checked="" type="checkbox"/>	+	0.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	5.00	22.00
2	headcount	<input checked="" type="checkbox"/>	*	20.00	20.00	20.00	20.00	15.00	15.00	20.00	20.00	25.00	25.00	25.00	25.00	25.00	265.00
3	cost per case	<input checked="" type="checkbox"/>	*	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
4	Copy Paper Expense	<input checked="" type="checkbox"/>	=	0.00	200.00	200.00	600.00	150.00	150.00	450.00	200.00	200.00	750.00	250.00	250.00	1,250.00	4,650.00
5		<input checked="" type="checkbox"/>	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	2014 Actual 200-6150-00 Supplies-Allocated - Accounting	<input checked="" type="checkbox"/>	+	0.00	609.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.38
7	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6130-00	<input checked="" type="checkbox"/>	+	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
8	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6140-00	<input checked="" type="checkbox"/>	+	0.00	537.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537.00
9	Subtot last year supply contracts	<input checked="" type="checkbox"/>	=	0.00	1,636.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,636.33
10	increase by 10%	<input checked="" type="checkbox"/>	*	0.00	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	13.20
11	Carry Fwd of Supplies Commitments	<input checked="" type="checkbox"/>	=	0.00	1,799.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,799.96
12		<input checked="" type="checkbox"/>	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Additional Qty Misc Expense	<input checked="" type="checkbox"/>	*	0.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	2,000.00
14		<input checked="" type="checkbox"/>	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grand Total			0.00	1,999.96	200.00	1,100.00	150.00	150.00	950.00	200.00	200.00	1,250.00	250.00	250.00	1,750.00	8,449.96

- Row to Row calculations to provide transparency of budgeting assumptions to facilitate logic reviews
- Basic math operators (fx): (+ - * /)
- Ability to exclude rows from Account Grand Total (to support calculations and remark lines)

- Support for multiple independent calculations within a grid (see Copy paper expense & Carry Fwd Supplies Commitments)
- Support for nested calculations see Subtotal last Year supply contracts and Carry Fwd of Supplies Commitments
- Support for Sensitive accounts (accounts marked as Payroll require Payroll rights to be specified within User Management for the account to be visible and editable)
- Comments supported and logged with userid and date stamps
- Grid supports copy and paste amongst cells in the grid
- Grid supports copy and paste functionality with Windows Clipboard / MS Excel to support transposing numbers from more complex models if necessary
- Right Click row edit features include: Delete, Insert Above, Insert Below, Duplicate(and auto insert below), Copy, Paste)



- Grid Rows feature the ability to Attach Files as supporting documents or supporting complex financial models, recording filename, size, User entered description of the file, userid, and date stamp.
- Attachments can only be deleted by the user who created the attachment or an Admin

Budget Account Attachments

CompanyDB: TWO
 BudgetID: BUDGET 4
 Account: 200-6130-00
 Add attachment:
 Description:

File Name	Description	Size (KB)	Uploaded By	Uploaded On	Delete
MetroBusinessSuppliesContract.pdf	Supplies contract for 2011-2015 with MetroBusiness	15.49	admin	8/20/2010 10:22 AM	Delete

Assumptions Lookup references

Dynamic Budgets integrates sub ledger detail as well as historical budget and financial data within a single Company Database or across all loaded company databases. This enables cross referencing of other defined financial elements, statistics, and global variables for use in line item calculations.

The screenshot displays the 'Dynamic Budgets' application interface. The main window shows the 'Budget Entry and Approvals' section for 'CompanyDB: TWO' and 'BudgetID: BUDGET 4'. It lists 14 budget assumptions with columns for P00 through P12 and a Total column. A red arrow points to assumption 9, 'Subtot last year supply contracts', which has a value of 537.00 in the P00 column.

An 'Assumptions Lookup' window is open, showing a table of budget assumptions. The table has columns for CompanyDB, BudgetID, OrgUnit, Object, AccountNo, AccountDescr, Assumption, VendorID, and VendorName. The data includes various accounting entries such as 'Payroll Taxes - Accounting', 'Supplies/Hardware - Accounting', and 'Supplies-Allocated - Accounting'.

#	Assumption	Exclude	fx	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
1	Copy Paper Usage (case/person/month)	<input checked="" type="checkbox"/>	+	0.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	5.00	22.00
2	headcount	<input checked="" type="checkbox"/>	*	20.00	20.00	20.00	20.00	15.00	15.00	15.00	20.00	20.00	25.00	25.00	25.00	25.00	265.00
3	cost per case	<input checked="" type="checkbox"/>	*	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
4	Copy Paper Expense	<input checked="" type="checkbox"/>	=	0.00	200.00	200.00	600.00	150.00	150.00	450.00	200.00	200.00	750.00	250.00	250.00	1,250.00	4,650.00
5		<input type="checkbox"/>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	2014 Actual 200-6150-00 Supplies-Allocated - Accounting	<input checked="" type="checkbox"/>	+	0.00	609.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.38
7	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6130-00	<input checked="" type="checkbox"/>	+	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
8	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6140-00	<input checked="" type="checkbox"/>	+	0.00	537.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537.00
9	Subtot last year supply contracts	<input checked="" type="checkbox"/>															
10	increase by 10%	<input checked="" type="checkbox"/>															
11	Carry Fwd of Supplies Commitments	<input checked="" type="checkbox"/>															
12		<input checked="" type="checkbox"/>															
13	Additional Qly Misc Expense	<input checked="" type="checkbox"/>															
14	Grand Total	<input checked="" type="checkbox"/>															

Financial Lookup

Yearly actuals and current or alternative budgets (legacy Dynamics GP or native Dynamic Budgets)

The screenshot shows the 'Budget Assumptions Lookup' window with the 'Financial' tab selected. The table displays financial data for three budget assumptions, including columns for CompanyDB, BudgetID, OrgUnit, Object, AccountNo, AccountDescr, Assumption, and P00 through P06.

CompanyDB	BudgetID	OrgUnit	Object	AccountNo	AccountDescr	Assumption	P00	P01	P02	P03	P04	P05	P06
TWO	BUDGET 4	200	5150-00	200-5150-00	Employee Benefits - Accounting	BUDGET 4 (Aug 20 2010 10:17AM) 200-5150-00 Employee Benefits - Accounting	20	18	0	0	0	0	0
TWO	BUDGET 4	200	5170-00	200-5170-00	Payroll Taxes - Accounting	BUDGET 4 (Aug 20 2010 10:17AM) 200-5170-00 Payroll Taxes - Accounting	77	0	0	0	0	0	0
TWO	BUDGET 4	200	6130-00	200-6130-00	Supplies/Hardware - Accounting	BUDGET 4 (Aug 20 2010 10:17AM) 200-6130-00 Supplies/Hardware - Accounting	0	1999.963	200	1100	150	150	950

Customer and Vendor Monthly summary Lookup

Budget Assumptions Lookup

Financial Vendor & Customers DEPR Details DEPR Summary AA Codes Field Service

CompanyDB: TWO BudgetID: 2014 Actual OrgUnit: 200 Object: Search

Vendor / Customer ID: Vendor / Customer Name:

CompanyDB	BudgetID	OrgUnit	Object	AccountNo	AccountDescr	Assumption	VendorID	VendorName	P00	P01	P02
TWO	2014 Actual	200	5170-00	200-5170-00	Payroll Taxes - Accounting	YOUN0001 Young, Rob - 2014 Actual 200-5170-00	YOUN0001	Young, Rob	0	0	49.2
TWO	2014 Actual	200	5170-00	200-5170-00	Payroll Taxes - Accounting	YOUN0001 Youngblood, Russell J. - 2014 Actual 200-5170-00	YOUN0001	Youngblood, Russell J.	0	93.45	0
TWO	2014 Actual	200	5170-00	200-5170-00	Payroll Taxes - Accounting	ZAI00001 Mughal, Salman - 2014 Actual 200-5170-00	ZAI00001	Mughal, Salman	0	84.44	0
TWO	2014 Actual	200	6100-00	200-6100-00	Training - Accounting	KNOPLER0001 Knopfler Management - 2014 Actual 200-6100-00	KNOPLER0001	Knopfler Management	0	500	0
TWO	2014 Actual	200	6130-00	200-6130-00	Supplies/Hardware - Accounting	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6130-00	METROBUS0001	Metro Business Equipment	0	489.95	0
TWO	2014 Actual	200	6140-00	200-6140-00	Supplies/Software - Accounting	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6140-00	METROBUS0001	Metro Business Equipment	0	537	0

Depreciation Summary by OrgUnit and Account Projection Lookup

Budget Assumptions Lookup

Financial Vendor & Customers DEPR Details DEPR Summary AA Codes Field Service

CompanyDB: TWO OrgUnit: 000 FA Year: 2018 Search

CompanyDB	OrgUnit	Assumption	FA Year	P00	P01	P02	P03	P04	P05	P06
TWO	000	2018Depreciation Projection - 000-6200-00	2018	0.00000	739.08000	739.08000	739.08000	739.08000	739.08000	739.08000
TWO	000	2018Depreciation Projection - 000-6210-00	2018	0.00000	135.01000	135.01000	135.01000	135.01000	135.01000	135.01000
TWO	000	2018Depreciation Projection - 000-6220-00	2018	0.00000	571.18000	571.18000	571.18000	571.18000	571.18000	571.18000
TWO	000	2018Depreciation Projection - 000-6230-00	2018	0.00000	2067.50000	2067.50000	2067.50000	2067.50000	2067.50000	2067.50000

Depreciation Detail by OrgUnit and Account Projection Lookup

(to support calculations to projected transfer of assets between OrgUnits)

Budget Assumptions Lookup

Financial Vendor & Customers DEPR Details DEPR Summary AA Codes Field Service

CompanyDB: TWO OrgUnit: 000 FA Year: 2018 Search

CompanyDB	OrgUnit	Assumption	FAYear	AssetDesc	ShortName	ExtAssetDesc	Physical Location ID	MFRNAME	P00	P01	P02
TWO	000	2018 FA Projection AssetNum: 00001 -1 Office Desk	2018	Office Desk	DESK		B1R100	A. Datum Corporation	0.00	11.90	11.90
TWO	000	2018 FA Projection AssetNum: 00002 -1 Office Desk	2018	Office Desk	DESK		B1R100	A. Datum Corporation	0.00	14.29	14.29
TWO	000	2018 FA Projection AssetNum: 00003 -1 Side Chair	2018	Side Chair	CHAIR		B1R200		0.00	7.74	7.74
TWO	000	2018 FA Projection AssetNum: 00004 -1 Big Automobile	2018	Big Automobile	AUTO		B1R200	Contoso, Ltd	0.00	709.17	709.17
TWO	000	2018 FA Projection AssetNum: 00006 -1 PC	2018	PC	PC	P2-160MMX64/8.4G/56K	B2R100	Fabrikam, Inc.	0.00	25.00	25.00
TWO	000	2018 FA Projection AssetNum: 00007 -1 Monitor 17"	2018	Monitor 17"	PC		B2R100	Fabrikam, Inc.	0.00	6.67	6.67
TWO	000	2018 FA Projection AssetNum: 00008 -1 Duplicator	2018	Duplicator	Duplicator		B2R200	Fabrikam, Inc.	0.00	257.14	257.14

Analytical Accounting Lookup

Budget Assumptions Lookup

Financial Vendor & Customers DEPR Details DEPR Summary AA Codes Field Service

CompanyDB: BudgetID: OrgUnit: Object: Search [Advanced Search](#)

AA Dimension: AA Dimension Description:

AA Code: AA Code Description:

Additional lookups can be added to the system, planned lookups include third parties such as Olympic Project Cost, and Binary Stream Property Manager.

Budget Summary Reference Pane Information

Below each Budget Assumptions Entry Screen there is a Budget Summary Comparisons Pane

Budget Entry and Approvals

CompanyDB: TWO | BudgetID: BUDGET 4 | OrgUnit: 200 | Object: [] | Search: [] | Advanced Search

Approval Tracking | Budget Assumptions

Budget ID: BUDGET 4 | Total assumptions: 11 | Account No: 200-6130-00 (Supplies/Hardware - Accounting)

Next | Prev | Edit status: INPROCESS | Approval status: [] | View comments | Attachments | Save | XML

#	Assumption	-	Exclude	fx	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
1	Copy Paper Usage (case/person/month)	[]	[x]	+	0.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	3.00	1.00	1.00	5.00	22.00
2	headcount	[]	[x]	*	0.00	20.00	20.00	20.00	15.00	15.00	15.00	20.00	20.00	25.00	25.00	25.00	25.00	265.00
3	cost per case	[]	[x]	*	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
4	Copy Paper Expense	[]	[]	=	0.00	200.00	200.00	600.00	150.00	150.00	450.00	200.00	200.00	750.00	250.00	250.00	1,250.00	4,650.00
5		[]	[]	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	2014 Actual 200-6150-00 Supplies-Allocated - Accounting	[]	[x]	+	0.00	609.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.38
7	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6130-00	[]	[x]	+	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
8	METROBUS0001 Metro Business Equipment - 2014 Actual 200-6140-00	[]	[x]	+	0.00	537.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537.00
9	Subtot last year supply contracts	[]	[x]	=	0.00	1,636.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,636.33
10	increase by 10%	[]	[x]	*	0.00	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	1.10	13.20
11	Carry Fwd of Supplies Commitments	[]	[]	=	0.00	1,799.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,799.96
12		[]	[]	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Additional Qtlly Misc Expense	[]	[]	-	0.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	2,000.00
14		[]	[]	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total					0.00	1,999.96	200.00	1,100.00	150.00	150.00	950.00	200.00	200.00	1,250.00	250.00	250.00	1,750.00	8,449.96

Budget Summary

Account Comparisons | OrgUnit P&L Comparisons | Monthly Reference Variance Notes

BudgetID	AccountNo	AccountDescr	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
BUDGET 4	200-6130-00	Supplies/Hardware - Accounting	0.00	1,999.96	200.00	1,100.00	150.00	150.00	950.00	200.00	200.00	1,250.00	250.00	250.00	1,750.00	8,449.96
2014 Actual	200-6130-00	Supplies/Hardware - Accounting	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
BUDGET3	200-6130-00	Supplies/Hardware - Accounting	0.00	0.00	2,000.00	0.00	0.00	4,000.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	6,750.00

Apply number formatting

(The number of comparison references and the sort order is configurable by the admin)

Account Comparisons

Compare pending budget account sub-total to actual, historical and plan for reasonableness

Budget Summary																	
Account Comparisons OrgUnit P&L Comparisons Monthly Reference Variance Notes																	
	BudgetID	AccountNo	AccountDescr	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
▶	BUDGET 4	200-6130-00	Supplies/Hardware - Accounting	0.00	1,999.96	200.00	1,100.00	150.00	150.00	950.00	200.00	200.00	1,250.00	250.00	250.00	1,750.00	8,449.96
	2014 Actual	200-6130-00	Supplies/Hardware - Accounting	0.00	489.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.95
	BUDGET3	200-6130-00	Supplies/Hardware - Accounting	0.00	0.00	2,000.00	0.00	0.00	4,000.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	6,750.00

Org Unit Comparisons

Track accumulating P&L total for the budget entity, compare to actual, historical and plan for reasonableness

Budget Summary																	
Account Comparisons OrgUnit P&L Comparisons Monthly Reference Variance Notes																	
	BudgetID	OrgUnit	OrgUnitDescr	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
▶	BUDGET 4	200	Accounting	97.00	47,017.96	45,200.00	46,100.00	45,150.00	45,150.00	45,950.00	45,200.00	45,200.00	46,250.00	45,250.00	45,250.00	46,750.00	548,564.96
	2015 Actual	200	Accounting	0.00	3,803.77	1,760.95	1,764.82	1,773.21	1,763.82	3,769.81	1,771.42	1,761.19	1,757.56	1,709.49	1,769.01	1,770.46	25,175.51
	2014 Actual	200	Accounting	0.00	13,697.02	1,769.02	1,793.87	1,663.46	1,774.93	3,766.94	1,749.92	1,739.41	1,793.84	1,768.76	1,707.37	1,768.43	34,992.97

Monthly Variance Notes

Monthly variance Notes (Under development). Monthly Actual vs Plan reports will solicit user explanations of over/under variances. Such period/account based annotations will be presented in the account summary pane to assist in trending analysis during budgeting.

AcctNum	Year-Month	Month					Comment	Year To Date					
		Actual	BudgetID	Budget Value	Variance	Var %		Actual	BudgetID	Budget Value	Variance	Var %	Comment
123-000-00	2010-01	5,000	2010 Plan	10,000	(5,000)	-50%	Comment Text	5,000	2010 Plan	10,000	(5,000)	-50%	
123-000-00	2010-02	12,000	2010 Plan	10,000	2,000	20%	User1: 03/10/10 Higher than Plan for the month due to unanticipated Repair expense on Equipment# 123	17,000	2010 Plan	20,000	(3,000)	-15%	
123-000-00	2010-03	7,000	2010 2QF	12,000	(5,000)	-42%	User1: 04/12/10 Under budget due to later than expected fulfillment of Purchase Order for X Machinery	24,000	2010 2QF	32,000	(8,000)	-25%	User1: 04/12/10 8K Under budget YTD due to lower emergency repairs on mechanical failures due to improved preventive maintenance procedures

Sample Reports

Dynamic Budgets features summary and comparative reporting of the active and legacy budget and actual data. Reports generated within the application can be copied and pasted into Excel for further formatting and analysis

Monthly Summary - Accounts

AccountNum	AccountDescr	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
100-6110-00	Company Car - Administration	0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00
100-6160-00	Dues & Subscriptions - Administration	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
200-5150-00	Employee Benefits - Accounting	20.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.00
200-5170-00	Payroll Taxes - Accounting	77.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.00
200-6130-00	Supplies/Hardware - Accounting	77.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.00
	Total	5,174.00	500,018.00	0.00	505,192.00										

Monthly Summary - OrgUnits

Dynamic Budgets

File Budgets Variances Reports System Management User Management

Monthly Summary - Accounts Monthly Summary - OrgUnits

Monthly Summary - OrgUnits

CompanyDB: TWO

Available BudgetIDs: 2015 Actual, 2016 Actual, BUDGET 2008, BUDGET3

Selected BudgetIDs: BUDGET 4, 2014 Actual

Available OrgUnits: 000, 100, 200, 300, 400, 500, 600

Selected OrgUnits: 000, 100, 200, 300, 400, 500, 600

Compare OrgUnits

CompanyDB	BudgetID	OrgUnitRollUp	OrgUnit	OrgUnitDescr	P00	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Total
TWO	BUDGET 4	G&A	100	Administration	5,000.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	505,000.00
TWO	BUDGET 4	G&A	200	Accounting	174.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.00
TWO	2014 Actual	G&A	000	BS	0.00	-670,746.51	-3,605.34	-3,633.25	-3,929.21	-3,854.39	-6,074.29	-3,584.69	-3,571.93	-3,645.39	-3,613.76	-3,486.22	-3,821.73	-713,566.71
TWO	2014 Actual	G&A	100	Administration	0.00	14,801.22	1,833.02	1,839.38	1,762.35	1,839.20	2,307.35	1,834.77	1,832.52	1,851.55	1,845.00	1,778.85	1,846.31	35,371.52
TWO	2014 Actual	G&A	200	Accounting	0.00	13,697.02	1,769.02	1,793.87	1,663.46	1,774.93	3,766.94	1,749.92	1,739.41	1,793.84	1,768.76	1,707.37	1,768.43	34,992.97
TWO	2014 Actual	Sales	300	Sales	0.00	105,565.81	3.30	0.00	503.40	240.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,312.77
TWO	2014 Actual	Operations	400	Service/Installation	0.00	383,151.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	383,151.67
TWO	2014 Actual	Operations	500	Consulting/Training	0.00	90,007.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,007.10
TWO	2014 Actual	G&A	600	Purchasing/Receiving	0.00	63,523.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,523.69
				Total	5,174.00	500,018.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-206.99	504,985.01

Totals Comparison - OrgUnits

Dynamic Budgets

File Budgets Variances Reports System Management User Management

Monthly Summary - Accounts Monthly Summary - OrgUnits Totals comparison - Accounts

Totals comparison - Accounts

CompanyDB: TWO

OrgUnit: 100

Available BudgetIDs: 2015 Actual, 2016 Actual, BUDGET3

Selected BudgetIDs: BUDGET 4, 2014 Actual, BUDGET 2008

Available Objects: 1205-00, 1220-00, 1260-00, 5100-00, 5110-00, 5120-00, 5140-00, 5150-00, 5160-00, 5170-00

Selected Objects: 1205-00, 1220-00, 1260-00, 5100-00, 5110-00, 5120-00, 5140-00, 5150-00, 5160-00, 5170-00

Compare Budgets

AccountNum	AccountDescr	BUDGET 4	2014 Actual	BUDGET 2008
100-5100-00	Salaries and Wages - Administration			120,000.00
100-5110-00	Overtime Pay - Administration			120,000.00
100-5120-00	Bonuses - Administration			120,000.00
100-5140-00	Profit Sharing - Administration			120,000.00
100-5150-00	Employee Benefits - Administration		18,609.64	120,000.00
100-5160-00	Health Insurance Expense - Administration			120,000.00
100-5170-00	Payroll Taxes - Administration		6,199.12	120,000.00
100-6100-00	Training - Administration		1,500.00	120,000.00
100-6110-00	Company Car - Administration	500,000.00	297.50	120,000.00
100-6120-00	Supplies/Rental - Administration			120,000.00
100-6130-00	Supplies/Hardware - Administration		249.50	120,000.00

Totals Comparison - Accounts

Dynamic Budgets

File Budgets Variances Reports System Management User Management

Monthly Summary - Accounts Monthly Summary - OrgUnits Totals comparison - Accounts Totals comparison - OrgUnits

Totals comparison - OrgUnits

CompanyDB: TWO

Available OrgUnits

000

CompanyDB - OrgUnits

100
200
300
400
500
600

Available BudgetIDs

2015 Actual
2016 Actual
BUDGET3

Selected BudgetIDs

BUDGET 4
2014 Actual
BUDGET 2008

Compare Budgets

	CompanyDB	OrgUnitRollUp	OrgUnit	OrgUnitDescr	BUDGET 4	2014 Actual	BUDGET 2008
▶	TWO	G&A	100	Administration	505,000.00	35,371.52	2,520,000.00
	TWO	G&A	200	Accounting	192.00	34,992.97	2,400,000.00
	TWO	Sales	300	Sales		106,312.77	2,520,000.00
	TWO	Operations	400	Service/Installation		383,151.67	3,360,000.00
	TWO	Operations	500	Consulting/Training		90,007.10	3,240,000.00
	TWO	G&A	600	Purchasing/Receiving		63,523.69	2,400,000.00