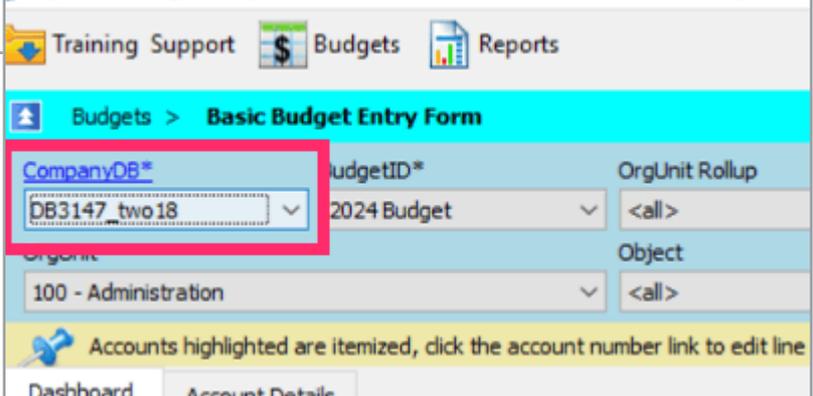
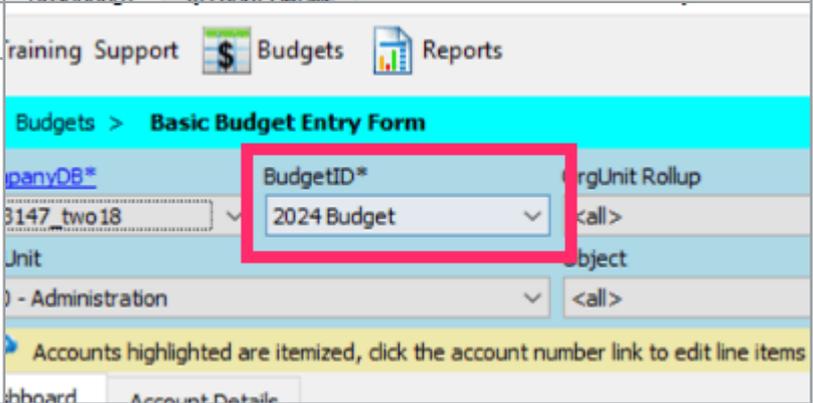
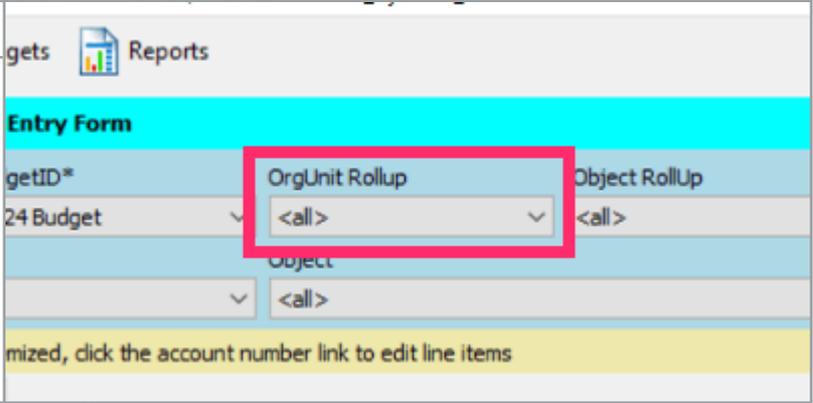
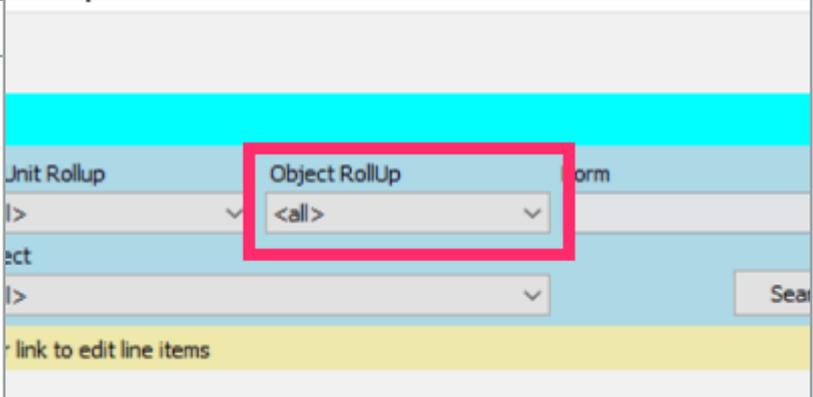


<p> Dynamic Budgets user Guide for Basic Budget Entry</p>	<p>1</p>
<p> We are going to review how to enter your budget.</p> <p>Let's get started. Click on Budgets.</p>	<p>2</p>
<p> Click on Basic Budget Entry Form.</p>	<p>3</p>
<p> Note: As a reminder, this path shows you how to get to this screen again.</p> <p>In this example, you would go to the Budgets menu then Basic Budget Entry Form.</p>	<p>4</p>

<p>5</p> <p> Click on the CompanyDB dropdown list. Make your selection.</p> <p>In this example, select DB3147_two18.</p>	
<p>6</p> <p> Click on the BudgetID dropdown list. Make your selection.</p> <p>In this example, select 2024 Budget.</p>	
<p>7</p> <p> Click on the OrgUnit Rollup dropdown list. Make your selection.</p> <p>In this example, select all.</p>	
<p>8</p> <p> Click on the Object Rollup dropdown list. Make your selection.</p> <p>In this example, select all.</p>	

<p>9</p> <p> Click on the OrgUnit dropdown list.</p> <p>In this example, we will select 100-Administration.</p>	<p>Budgets > Basic Budget Entry Form</p> <p>CompanyDB* BudgetID* OrgUnit Rollup DB3147 two18 2024 Budget <all></p> <p>OrgUnit Object 100 - Administration <all></p> <p>Accounts highlighted are itemized, click the account number link to edit line</p> <p>Dashboard Account Details</p> <p>CompanyDB: BudgetID: Save Accounts</p>
<p>10</p> <p> Click on the Object dropdown list.</p> <p>In this example, we will select all.</p>	<p>OrgUnit Rollup Object RollUp Form <all> <all></p> <p>Object <all></p> <p>account number link to edit line items</p> <p>counts</p>
<p>11</p> <p> Click on Search.</p>	<p>Form</p> <p>Search Advanced</p>

12

You must **click on the blue-hyperlink** for the account you want to review.

Note: Accounts that are grayed out have complex budget data that has been entered.

100-5100-00	Salaries and Wages - Administration
100-5110-00	Overtime Pay - Administration
100-5120-00	Bonuses - Administration
100-5140-00	Profit Sharing - Administration
100-5150-00	Employee Benefits - Administration
100-5160-00	Health Insurance Expense - Administration
100-5170-00	Payroll Taxes - Administration
100-6110-00	Company Car - Administration
100-6120-00	Supplies/Rental - Administration
100-6130-00	Supplies/Hardware - Administration
100-6140-00	Supplies/Software - Administration
100-6150-00	Supplies-Allocated - Administration
100-6160-00	Dues & Subscriptions - Administration

13

You must **click on the blue-hyperlink** for the account you want to review.

In this example, we will look at account 100-6120-00.

100-5160-00	Health Insurance Expense - Administration
100-5170-00	Payroll Taxes - Administration
100-6110-00	Company Car - Administration
100-6120-00	Supplies/Rental - Administration
100-6130-00	Supplies/Hardware - Administration
100-6140-00	Supplies/Software - Administration
100-6150-00	Supplies-Allocated - Administration
100-6160-00	Dues & Subscriptions - Administration

14

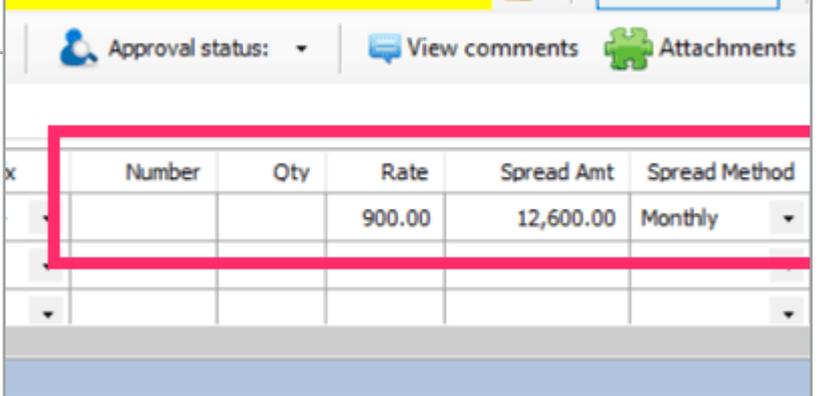
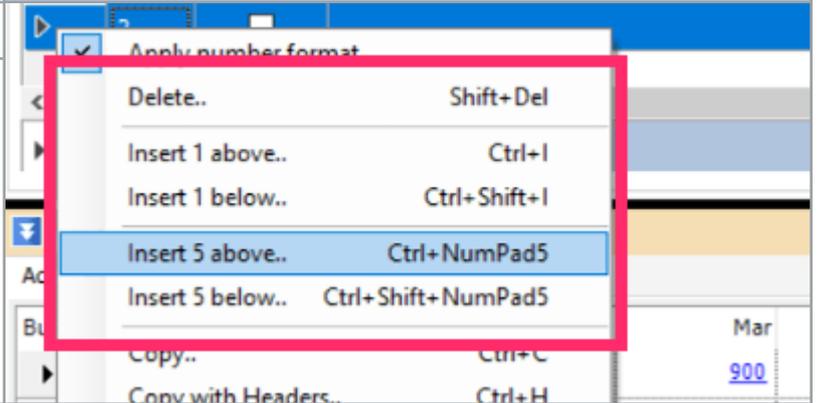
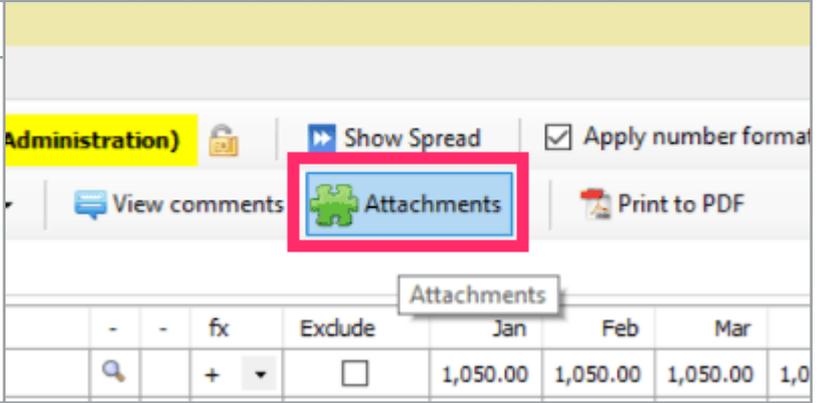
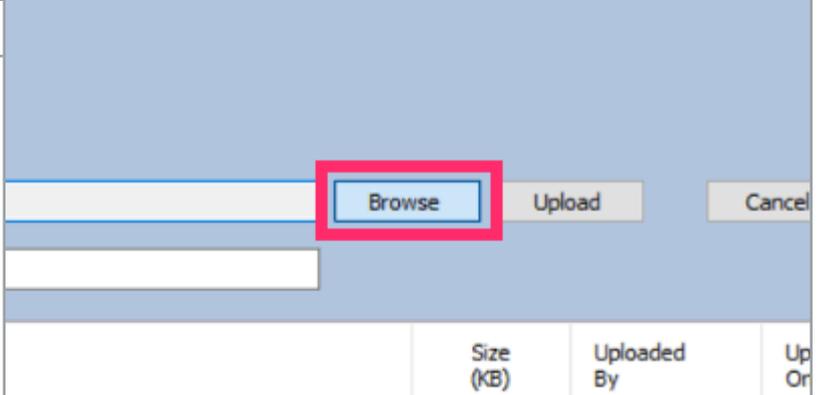
Now you are in the Assumptions grid or single-line item details screen.

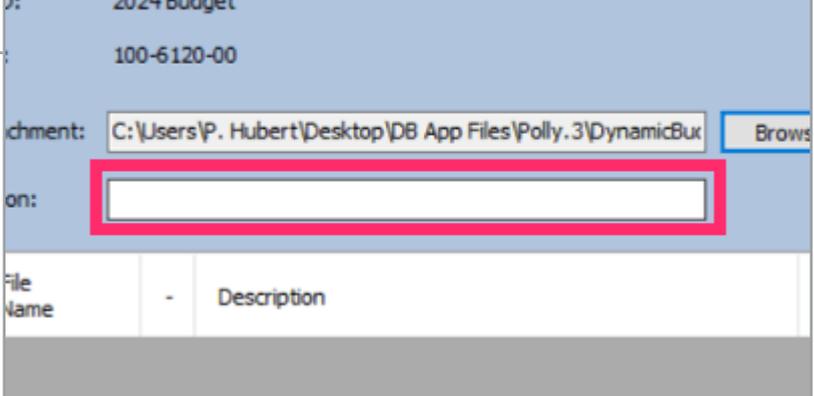
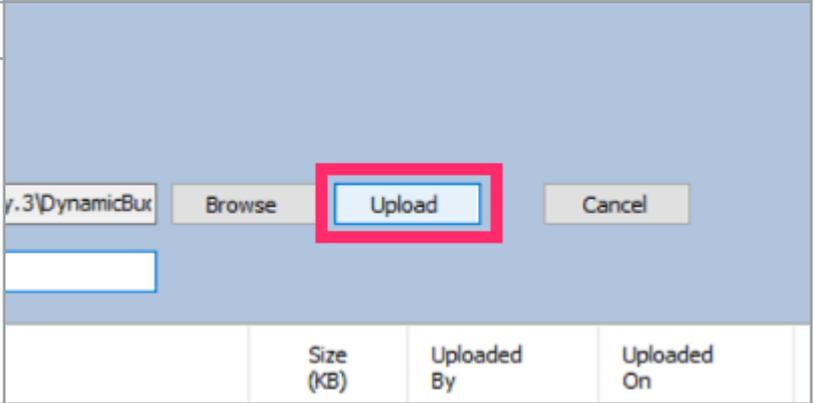
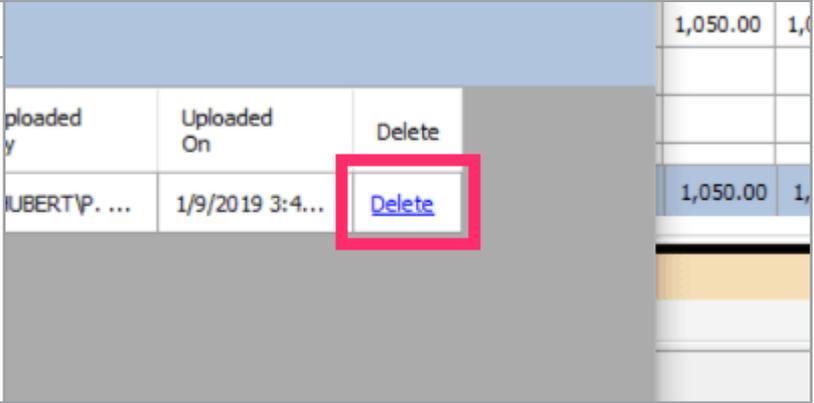
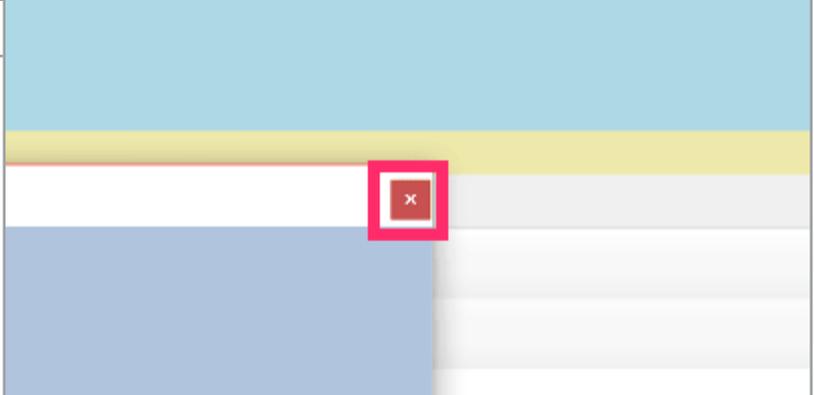
Save Assumptions
Edit status: ▾
Approval status

Assumptions			
#	Lock	Assumption	
1	<input type="checkbox"/>	New Office Desks	
▶ 2	<input type="checkbox"/>		
3	<input type="checkbox"/>		
▶		Raw Total	

⌵ Budget Summary

<p>15</p> <p> Click on Show Spread.</p> <p>We will review 2 spread methods.</p>													
<p>16</p> <p> 1. Manual Spread Method: Select Manual Spread Method Enter your description, rate, spread amount & the (\$) for the months that apply to this assumption.</p> <p>In this example, new office desks are bought @ \$900 per unit for a total of \$12,600.</p>													
<p>17</p> <p> >>> 200.00 (remaining)</p> <p>If a spread amount has been entered and the total is less than that amount for the year, then this message will continue to display until an adjustment is made to balance this assumption & clear this notice.</p>	<table border="1"> <thead> <tr> <th>#</th> <th>Lock</th> <th>Assumption</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>New Office Desk</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	#	Lock	Assumption	1	<input type="checkbox"/>	New Office Desk	2	<input type="checkbox"/>		3	<input type="checkbox"/>	
#	Lock	Assumption											
1	<input type="checkbox"/>	New Office Desk											
2	<input type="checkbox"/>												
3	<input type="checkbox"/>												
<p>18</p> <p> >>> - 100.00 (over)</p> <p>If a spread amount has been entered & the total is more than that amount for the year, then this message will continue to display until an adjustment is made to balance this assumption & clear this notice.</p>	<table border="1"> <thead> <tr> <th>#</th> <th>Lock</th> <th>Assumption</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>New Office Desks</td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	#	Lock	Assumption	1	<input type="checkbox"/>	New Office Desks	2	<input type="checkbox"/>		3	<input type="checkbox"/>	
#	Lock	Assumption											
1	<input type="checkbox"/>	New Office Desks											
2	<input type="checkbox"/>												
3	<input type="checkbox"/>												

<p>19</p> <p>2. Monthly Spread Method: Select Monthly Spread Method. Enter your description, rate & spread amount.</p> <p>In this example, new office desks are bought @ \$900 per unit for a total of \$12,600 which is spread evenly across 12 months.</p>	
<p>20</p> <p>You can delete or add rows as needed.</p> <p>Just right click on a row and make a selection to delete, Insert 1 above or below, OR Insert 5 above or below.</p>	
<p>21</p> <p>If you want to attach supporting details for an entry, you can attach the document(s) to this account (on this screen).</p> <p>Click on Attachments.</p>	
<p>22</p> <p>Click on Browse.</p>	

<p>23</p> <p>After selecting and attaching the file, enter a description.</p>	 <p>2024 Budget 100-6120-00 Attachment: C:\Users\P. Hubert\Desktop\DB App Files\Polly.3\DynamicBu... Description: <input type="text"/></p> <table border="1"><thead><tr><th>File Name</th><th>Description</th></tr></thead><tbody></tbody></table>	File Name	Description										
File Name	Description												
<p>24</p> <p>Now click on Upload.</p> <p>A message will appear that reads, Added successfully.</p>	 <p>...y.3\DynamicBu... Browse Upload Cancel</p> <table border="1"><thead><tr><th>File Name</th><th>Description</th><th>Size (KB)</th><th>Uploaded By</th><th>Uploaded On</th></tr></thead><tbody></tbody></table>	File Name	Description	Size (KB)	Uploaded By	Uploaded On							
File Name	Description	Size (KB)	Uploaded By	Uploaded On									
<p>25</p> <p>Now you see the attachment listed.</p> <p>If you uploaded the wrong file or made changes to the file, click on delete & start this process over.</p>	 <table border="1"><thead><tr><th>File Name</th><th>Description</th><th>Size (KB)</th><th>Uploaded By</th><th>Uploaded On</th><th>Delete</th></tr></thead><tbody><tr><td>HUBERT\P. ...</td><td></td><td>1,050.00</td><td></td><td>1/9/2019 3:4...</td><td>Delete</td></tr></tbody></table>	File Name	Description	Size (KB)	Uploaded By	Uploaded On	Delete	HUBERT\P. ...		1,050.00		1/9/2019 3:4...	Delete
File Name	Description	Size (KB)	Uploaded By	Uploaded On	Delete								
HUBERT\P. ...		1,050.00		1/9/2019 3:4...	Delete								
<p>26</p> <p>Click on the Red x to close this window.</p>	 <table border="1"><thead><tr><th>File Name</th><th>Description</th><th>Size (KB)</th><th>Uploaded By</th><th>Uploaded On</th><th>Delete</th></tr></thead><tbody></tbody></table>	File Name	Description	Size (KB)	Uploaded By	Uploaded On	Delete						
File Name	Description	Size (KB)	Uploaded By	Uploaded On	Delete								

27 Note: When an attachment is present, the Attachments button is yellow.

28 You can look at the bottom of the screen below the solid black line in the BUDGET SUMMARY to view previous and current years actual, budgets & forecasts.

BudgetDescr	Jan	Feb	Mar
▶ 2020 Budget	2,500	900	900
2023 Budget	2,500	900	900
2024 Budget	1,050	1,050	1,050
2024 Budget v2	2,500	900	900
Budget 2025	10,000	10,000	10,000

29 You can drag this black line up or down to your preferred view.

30 If you try to go back to the dashboard or previous screen without saving any changes made to this assumptions screen, a message will appear to discard the changes OR go to tab to Save Assumptions.

Let's click on Go To Tab.

<p>31</p> <p> Now click on Save Assumptions.</p> <p>A message will appear that reads, saved successfully.</p>	<p>31</p> <p> Accounts highlighted are itemized, click the account number link to edit line it</p> <p>Dashboard Account Details</p> <p>Budget ID: 2024 Budget Account No: 100-6120-00 (Supplies/Rent</p> <p> Save Assumptions Edit status: Approval status</p> <p>Assumptions</p> <table border="1"> <thead> <tr> <th>#</th> <th>Lock</th> <th>Assumption</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>New Office Desks</td> </tr> </tbody> </table>	#	Lock	Assumption	1	<input type="checkbox"/>	New Office Desks												
#	Lock	Assumption																	
1	<input type="checkbox"/>	New Office Desks																	
<p>32</p> <p> Click on Dashboard to return to the previous screen.</p>	<p>32</p> <p>DB3147_two18 2024 Budget <all></p> <p>OrgUnit Object</p> <p>100 - Administration <all></p> <p> Accounts highlighted are itemized, click the account number link to edit line</p> <p>Dashboard Account Details</p> <p>Budget ID: 2024 Budget Account No: 100-6120-00 (Supplies/Rent</p> <p> Save Assumptions Edit status: Approval status</p>																		
<p>33</p> <p> Now you can see the budget data entered for account 100-6120-00.</p>	<p>33</p> <p>Assumptions</p> <table border="1"> <tbody> <tr> <td>100-5130-00</td> <td>Employee Benefits - Administra</td> </tr> <tr> <td>100-5160-00</td> <td>Health Insurance Expense - Adn</td> </tr> <tr> <td>100-5170-00</td> <td>Payroll Taxes - Administration</td> </tr> <tr> <td>100-6110-00</td> <td>Company Car - Administration</td> </tr> <tr> <td>100-6120-00</td> <td>Supplies/Rental - Administratio</td> </tr> <tr> <td>100-6130-00</td> <td>Supplies/Hardware - Administra</td> </tr> <tr> <td>100-6140-00</td> <td>Supplies/Software - Administrati</td> </tr> <tr> <td>100-6150-00</td> <td>Supplies-Allocated - Administra</td> </tr> <tr> <td>100-6160-00</td> <td>Dues & Subscriptions - Adminis</td> </tr> </tbody> </table>	100-5130-00	Employee Benefits - Administra	100-5160-00	Health Insurance Expense - Adn	100-5170-00	Payroll Taxes - Administration	100-6110-00	Company Car - Administration	100-6120-00	Supplies/Rental - Administratio	100-6130-00	Supplies/Hardware - Administra	100-6140-00	Supplies/Software - Administrati	100-6150-00	Supplies-Allocated - Administra	100-6160-00	Dues & Subscriptions - Adminis
100-5130-00	Employee Benefits - Administra																		
100-5160-00	Health Insurance Expense - Adn																		
100-5170-00	Payroll Taxes - Administration																		
100-6110-00	Company Car - Administration																		
100-6120-00	Supplies/Rental - Administratio																		
100-6130-00	Supplies/Hardware - Administra																		
100-6140-00	Supplies/Software - Administrati																		
100-6150-00	Supplies-Allocated - Administra																		
100-6160-00	Dues & Subscriptions - Adminis																		
<p>34</p> <p> That's It. You're Done.</p>	<p>34</p> <div style="border: 2px solid red; padding: 10px; text-align: center;"> <p>That's It. You're Done.</p> </div>																		