Dynamic Budgets User Guide for Create Budget Accounts

DYNAMIC™ BUDGETS

User Guide

for

Create Budget Accounts

Create Budget Accounts Prerequisite Steps 1. Synchronize Chart of Accounts 2. Manage Objects-verify all desired accounts are marked "IsBudgeted" 3. Manage OrgUnits-verify all desired accounts are marked "IsBudgeted"

DYNAMIC™ BUDGETS

Create Budget Accounts Prerequisite Steps

1. Synchronize Chart of Accounts
2. Manage Objects – verify all desired accounts are marked “IsBudgeted”
3. Manage OrgUnits – verify all desired accounts are marked “IsBudgeted”

Purpose: Create Budget Accounts This procedure is creating budgeting accounts to store budget values.

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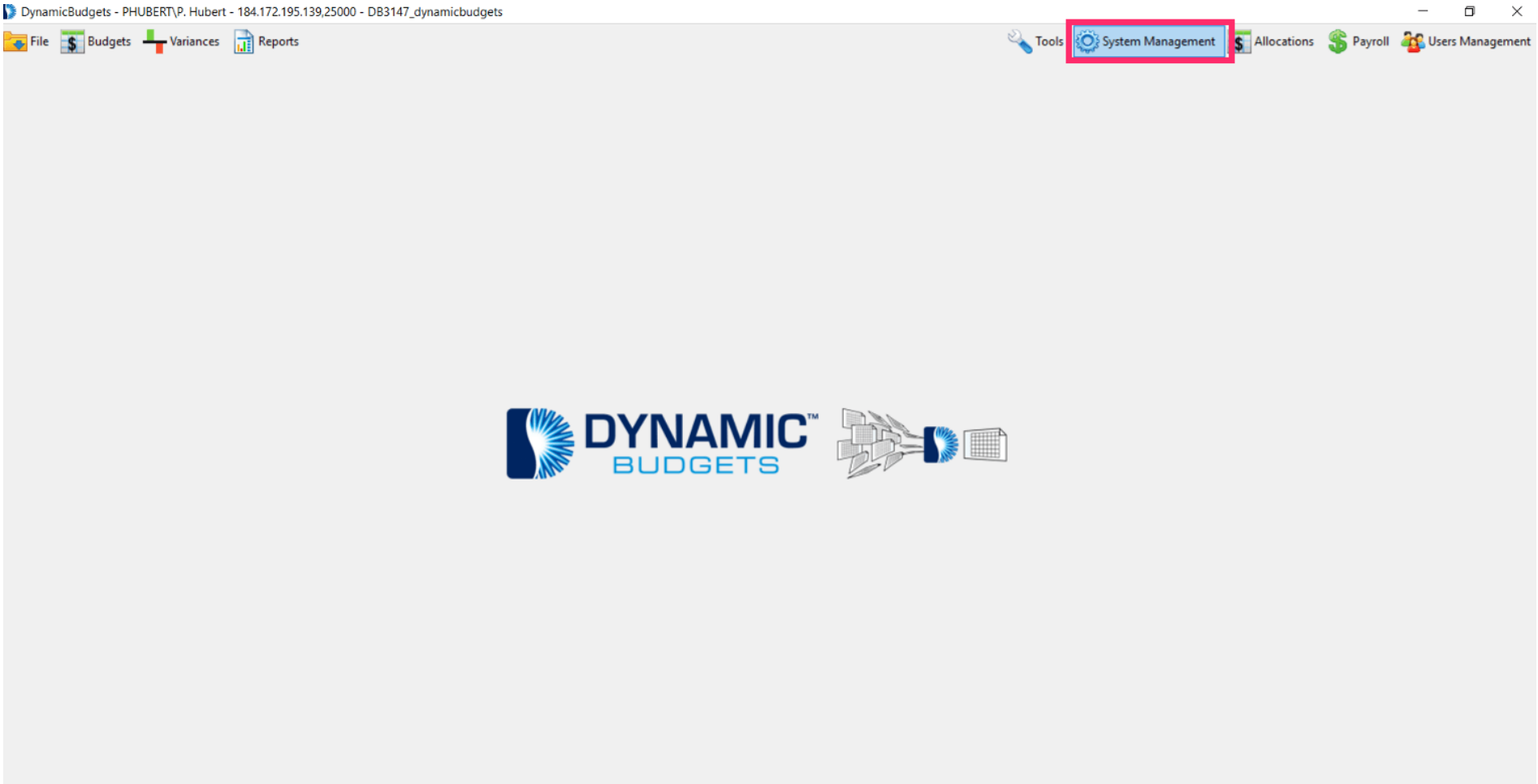
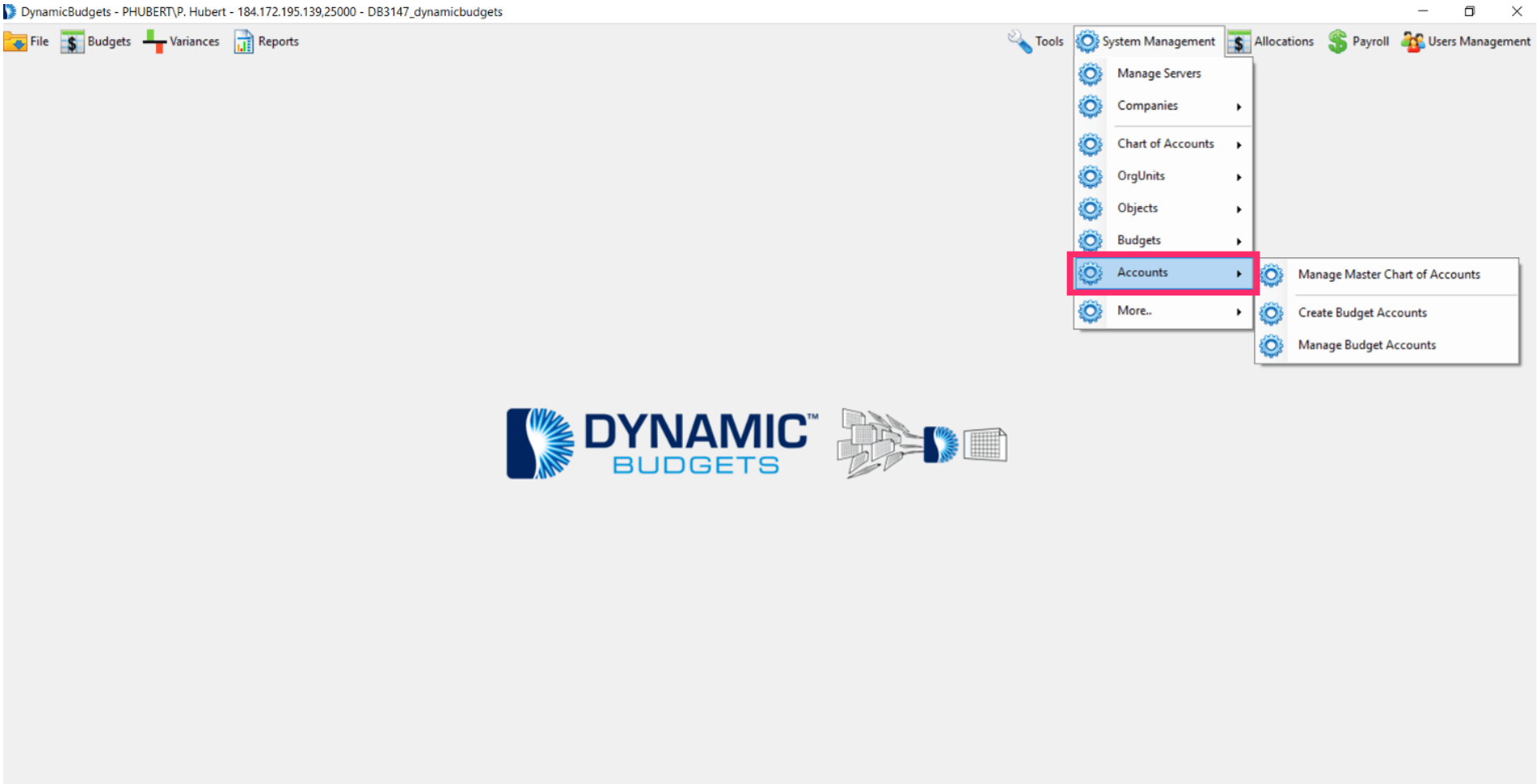
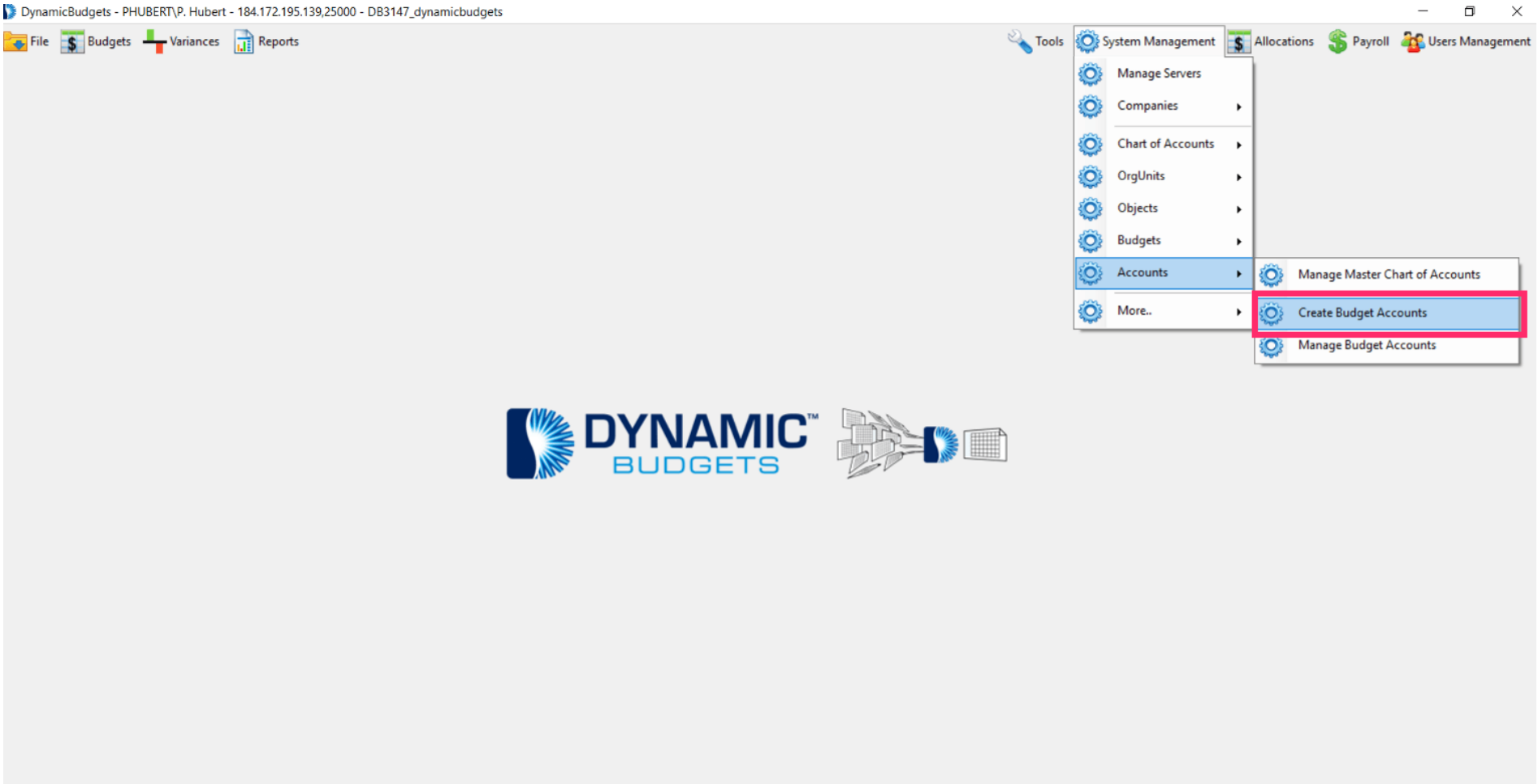
Click on System Management.



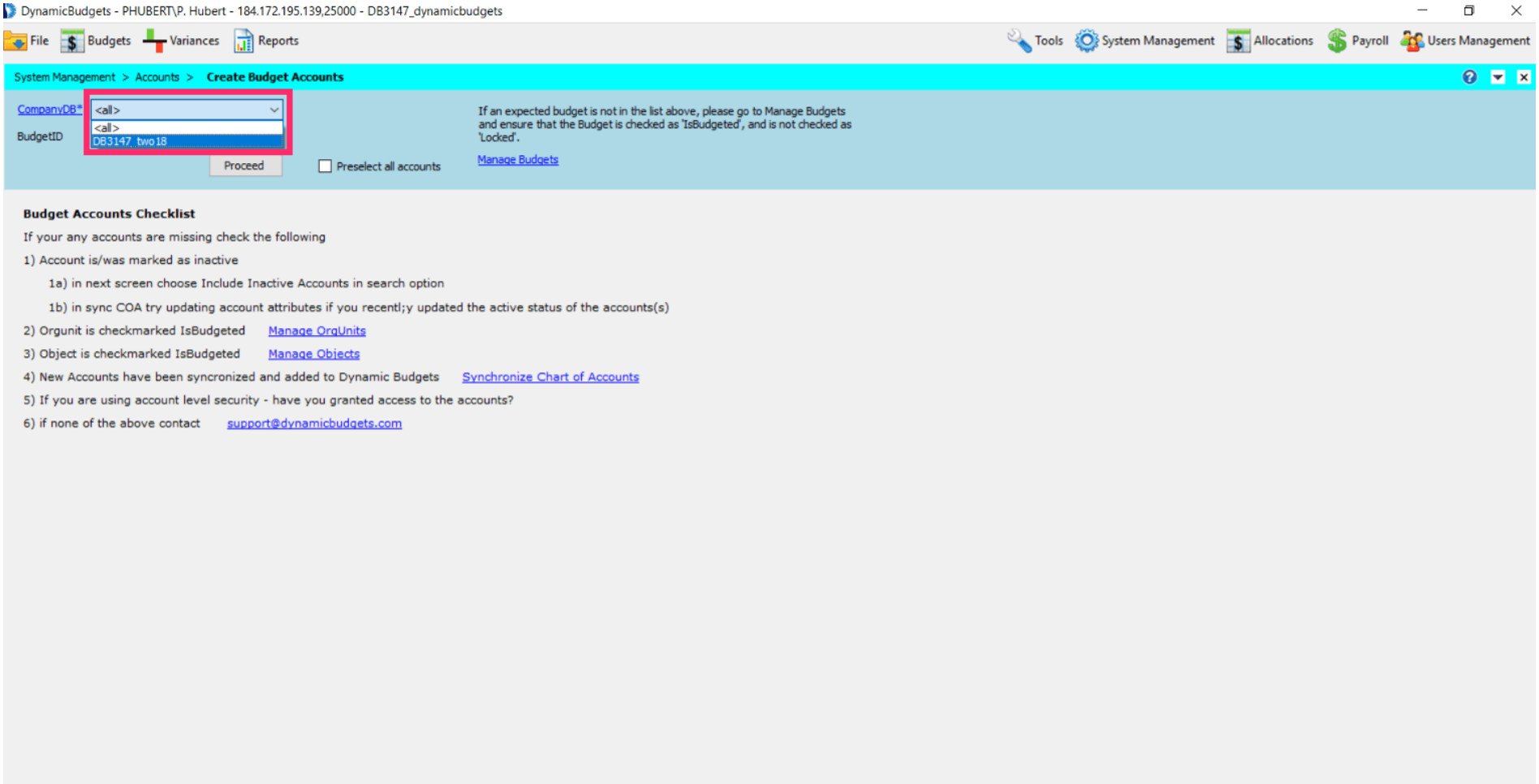
Click on Accounts.



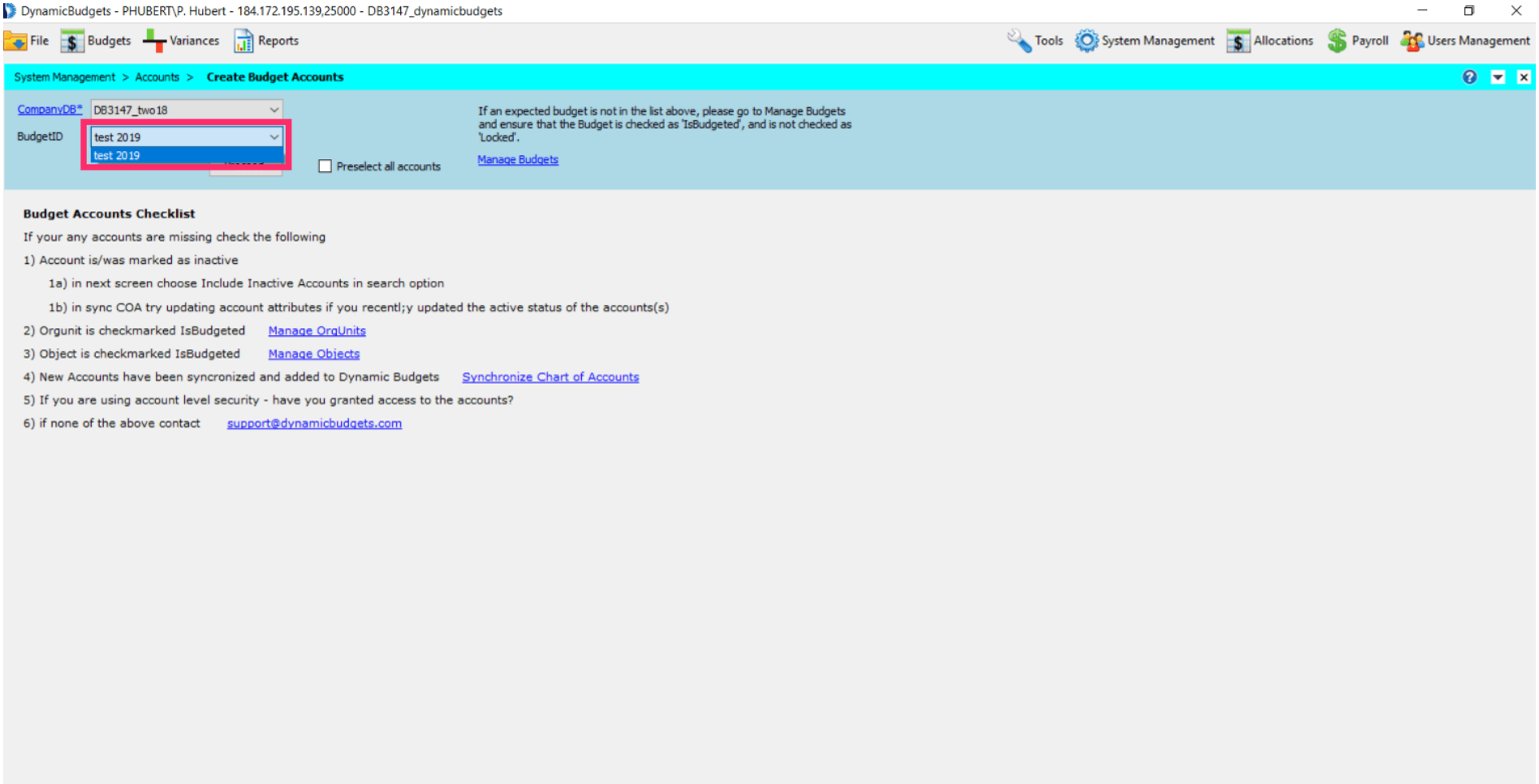
Click on Create Budget Accounts.



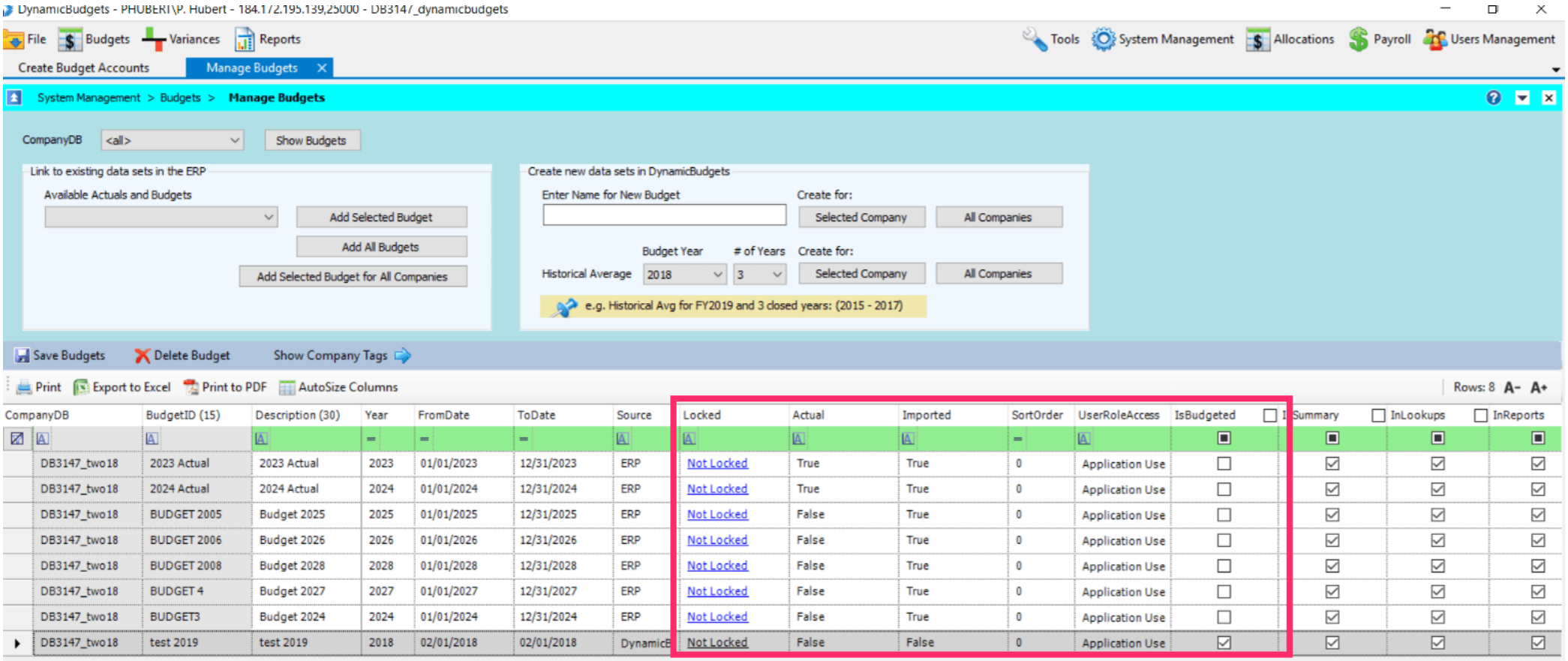
Click on the CompanyDB dropdown list. Make a selection. In this example, we will select DB3147_two18.



Click on the BudgetID dropdown list. Make a selection. In this example, we will select, test 2019. Note: If the BudgetID is not on the list, go to manage budgets.

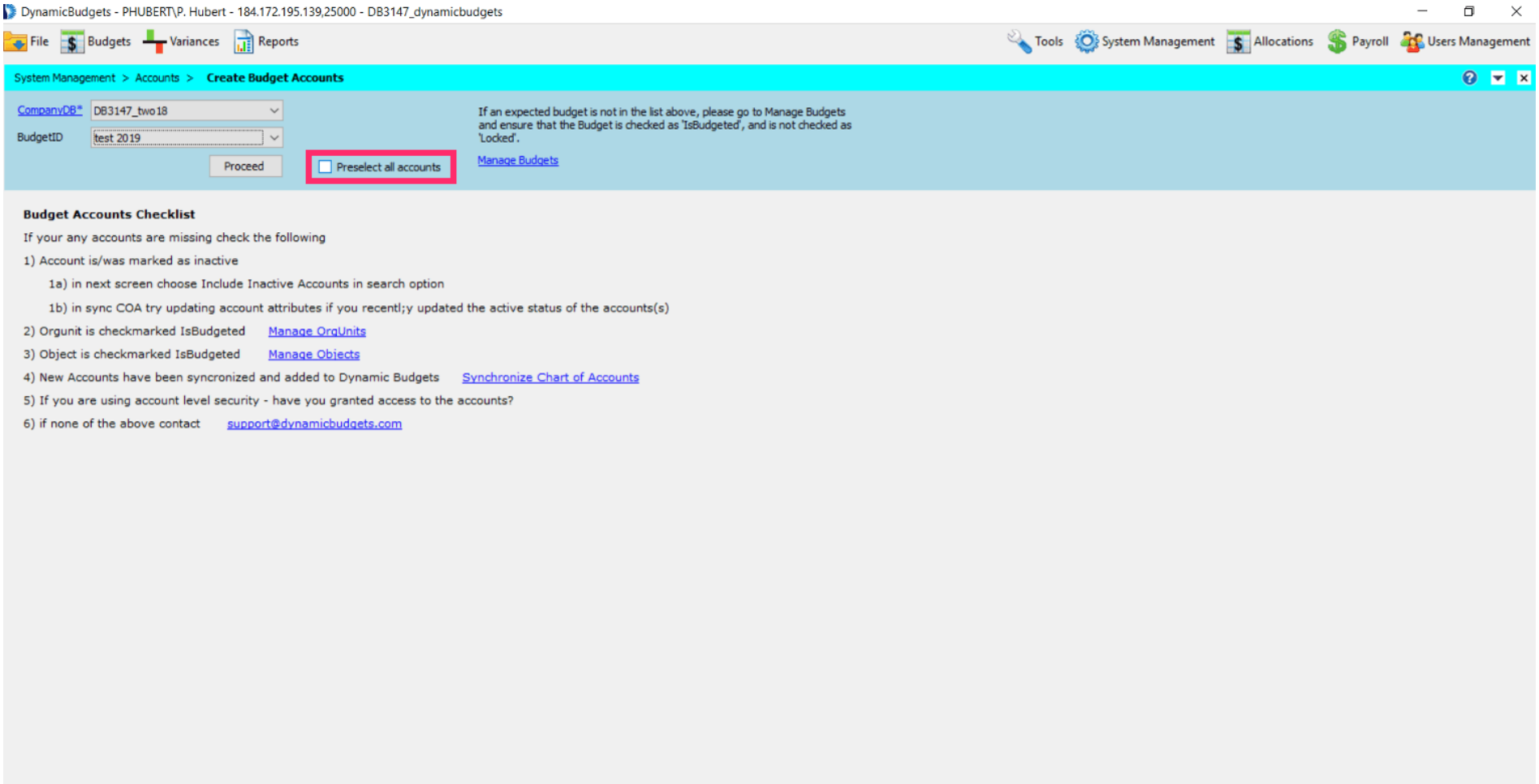


In the Manage Budgets screen: 1. Verify the locked status reads Not Locked. 2. Verify the desired budgetid is checkmarked ISBudgeted.

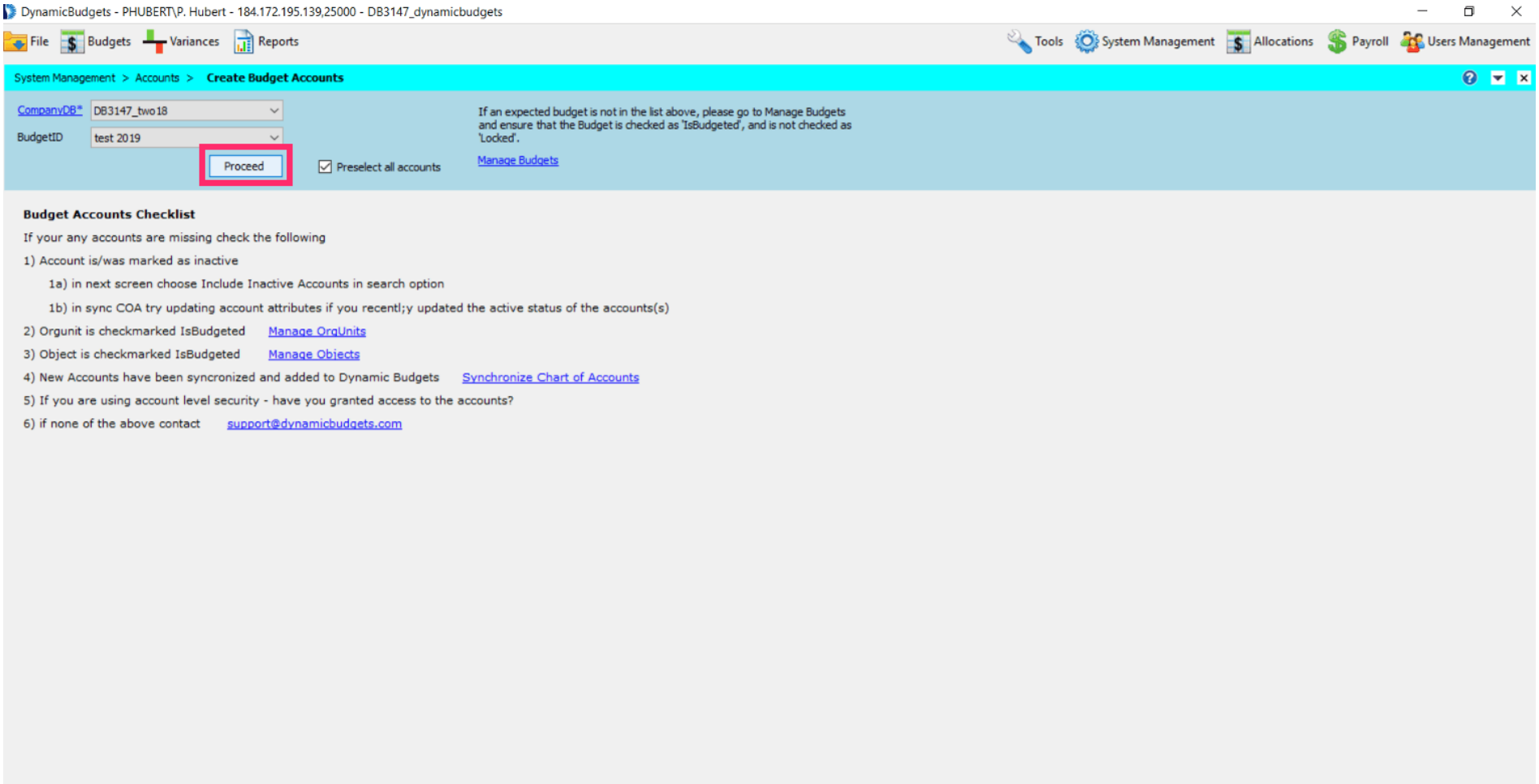


CompanyDB	BudgetID (15)	Description (30)	Year	FromDate	ToDate	Source	Locked	Actual	Imported	SortOrder	UserRoleAccess	IsBudgeted	Summary	InLookups	InReports
DB3147_two18	2023 Actual	2023 Actual	2023	01/01/2023	12/31/2023	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	2024 Actual	2024 Actual	2024	01/01/2024	12/31/2024	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	BUDGET 2005	Budget 2025	2025	01/01/2025	12/31/2025	ERP	Not Locked	False	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	BUDGET 2006	Budget 2026	2026	01/01/2026	12/31/2026	ERP	Not Locked	False	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	BUDGET 2008	Budget 2028	2028	01/01/2028	12/31/2028	ERP	Not Locked	False	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	BUDGET 4	Budget 2027	2027	01/01/2027	12/31/2027	ERP	Not Locked	False	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	BUDGET3	Budget 2024	2024	01/01/2024	12/31/2024	ERP	Not Locked	False	True	0	Application Use	☐	☑	☑	☑
DB3147_two18	test 2019	test 2019	2018	02/01/2018	02/01/2018	DynamicB	Not Locked	False	False	0	Application Use	☑	☑	☑	☑

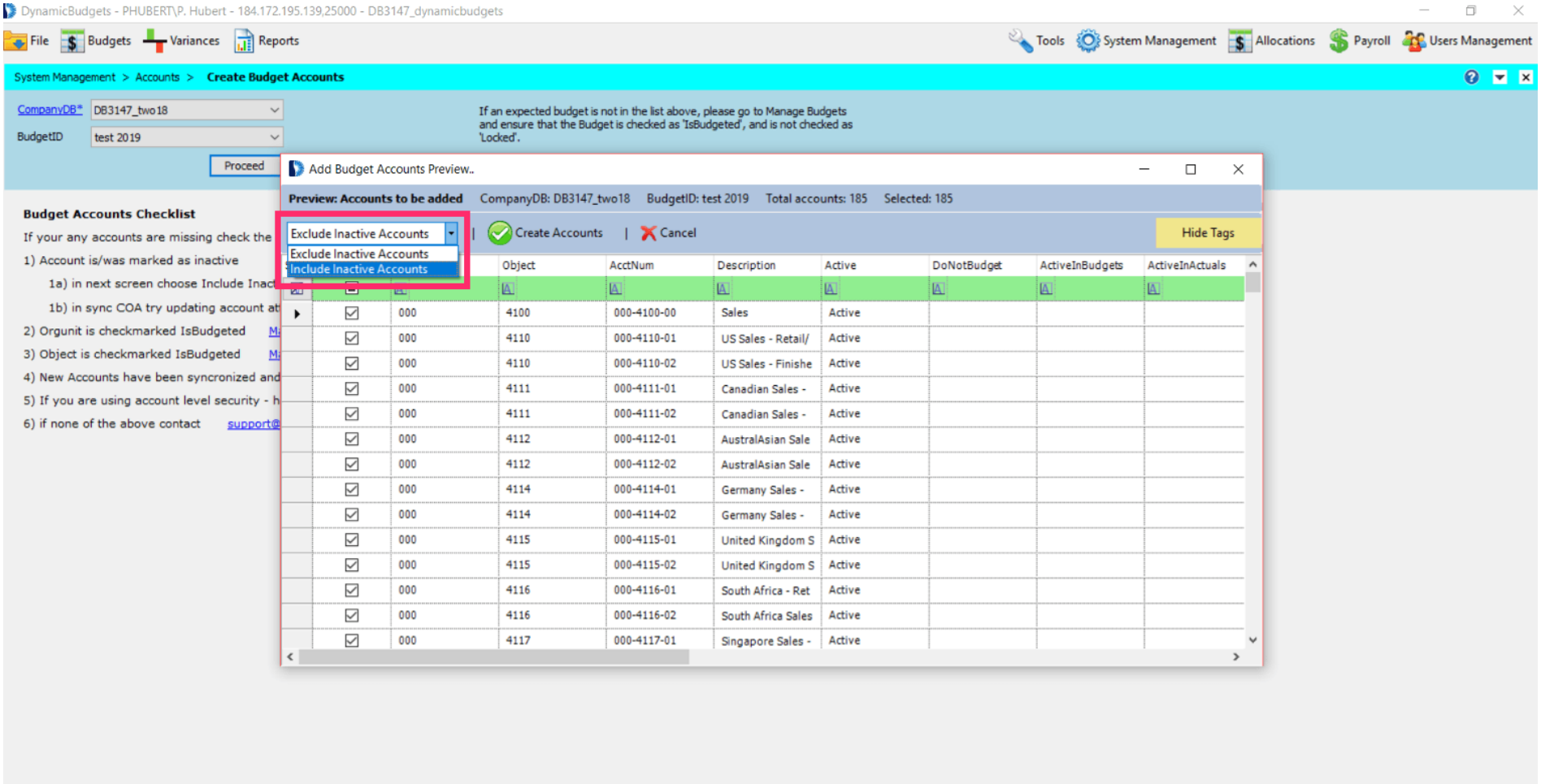
Click in the box next to Preselect all accounts.



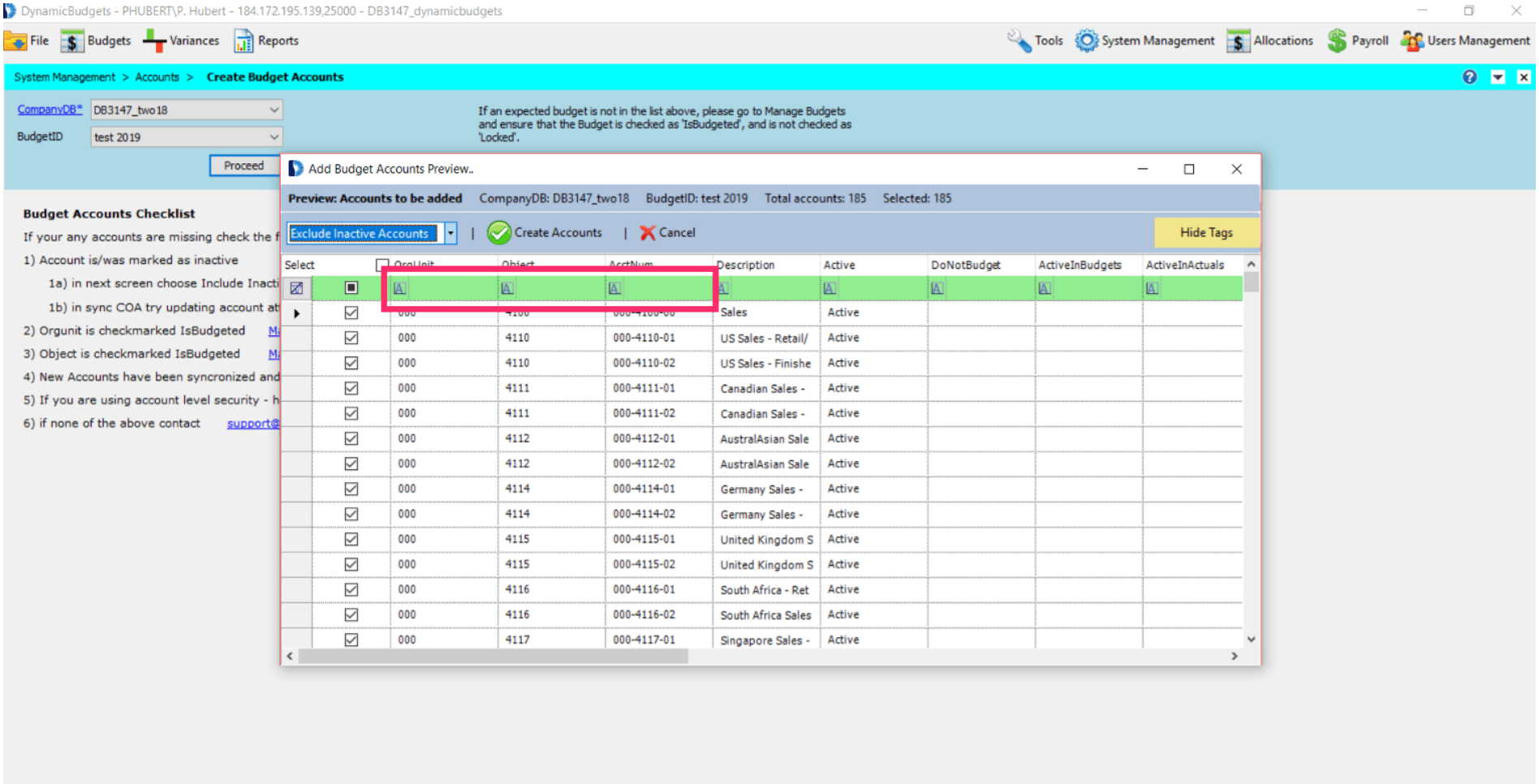
Click on Proceed.



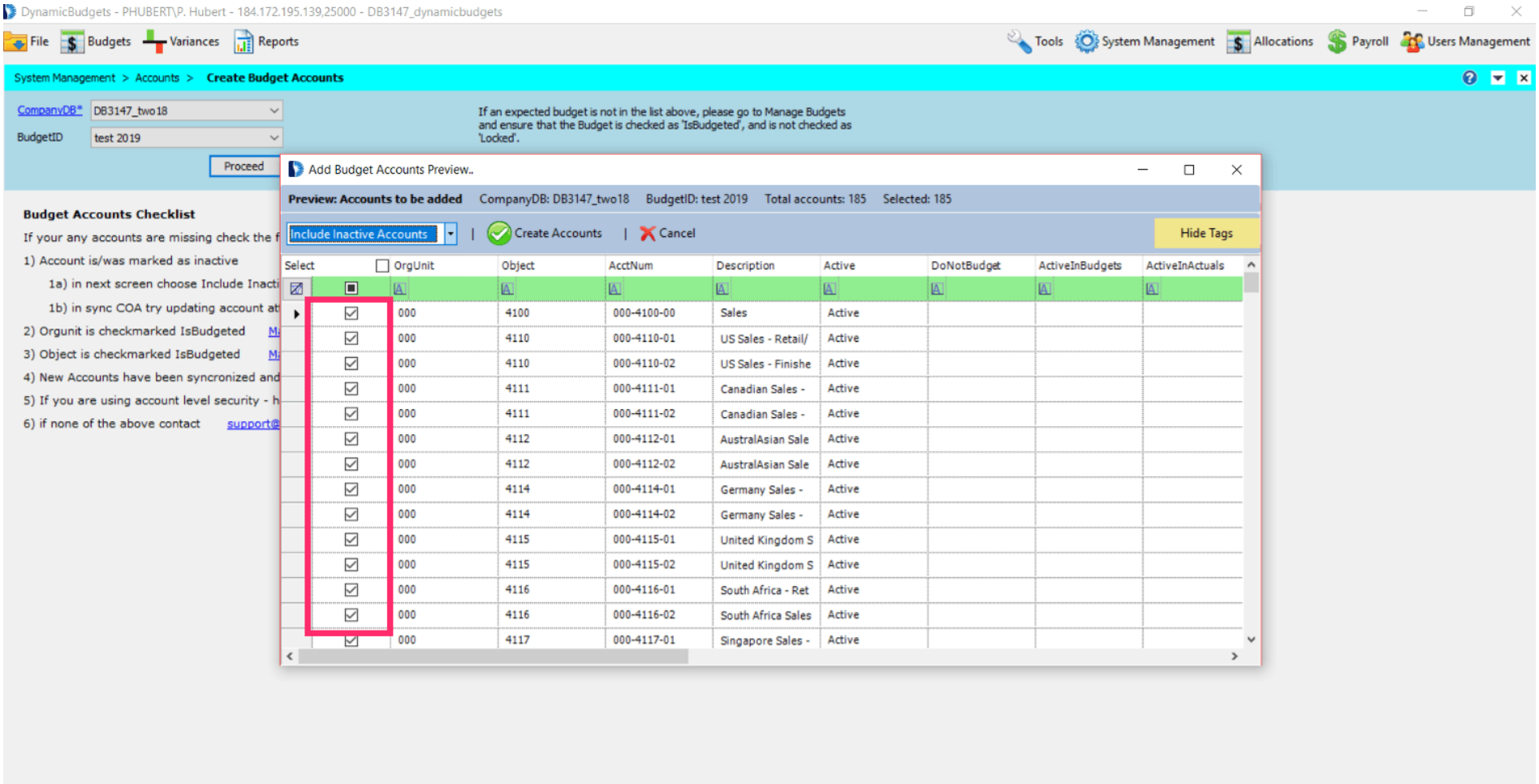
Note: You can choose to include or exclude inactive accounts with this dropdown list. For this example, we will include inactive accounts. See a separate tutorial for how to handle budgeting for inactive accounts.



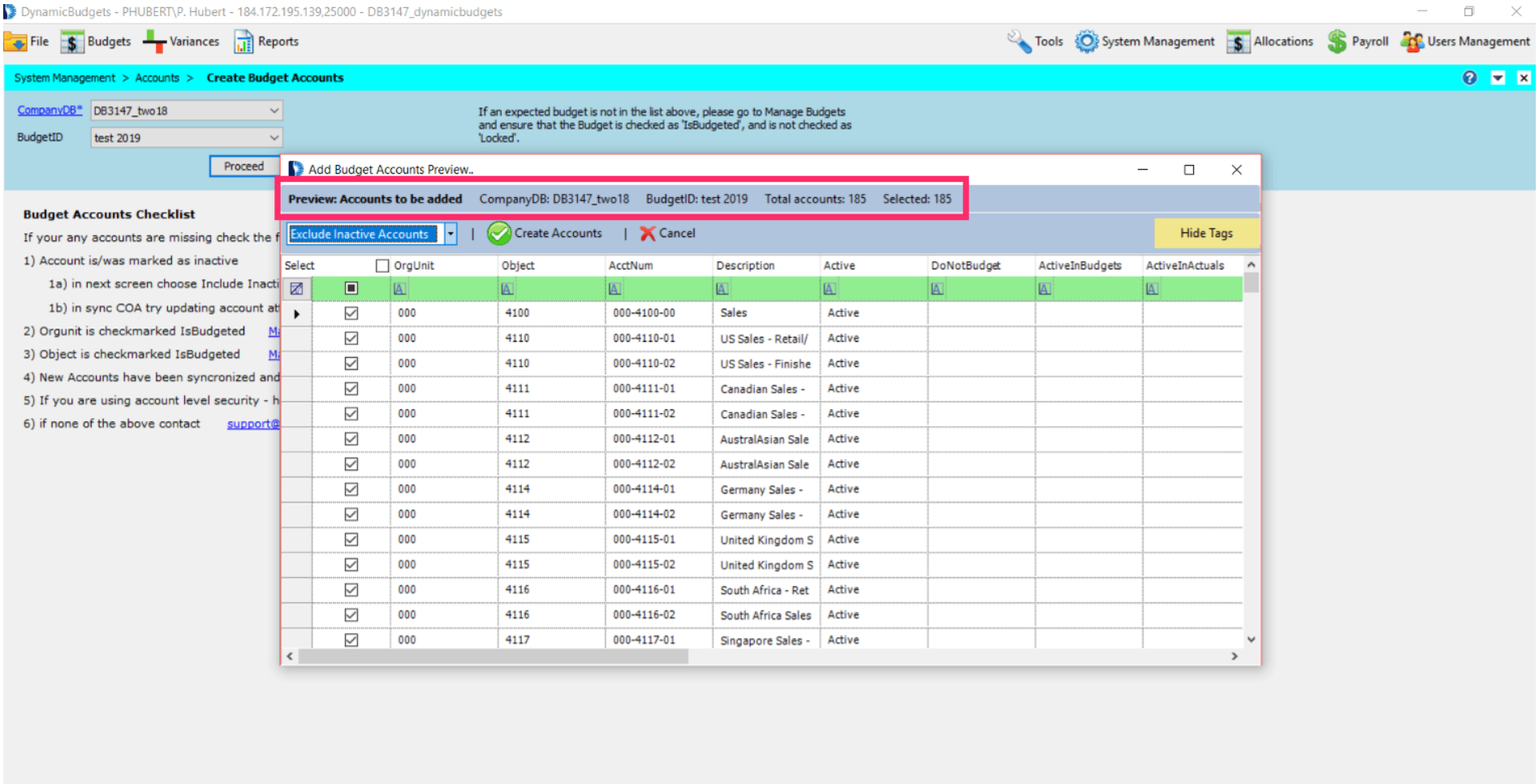
Verify the accounts look familiar. Click on the green space for Orgunit, Object, and AcctNum columns to perform a search.



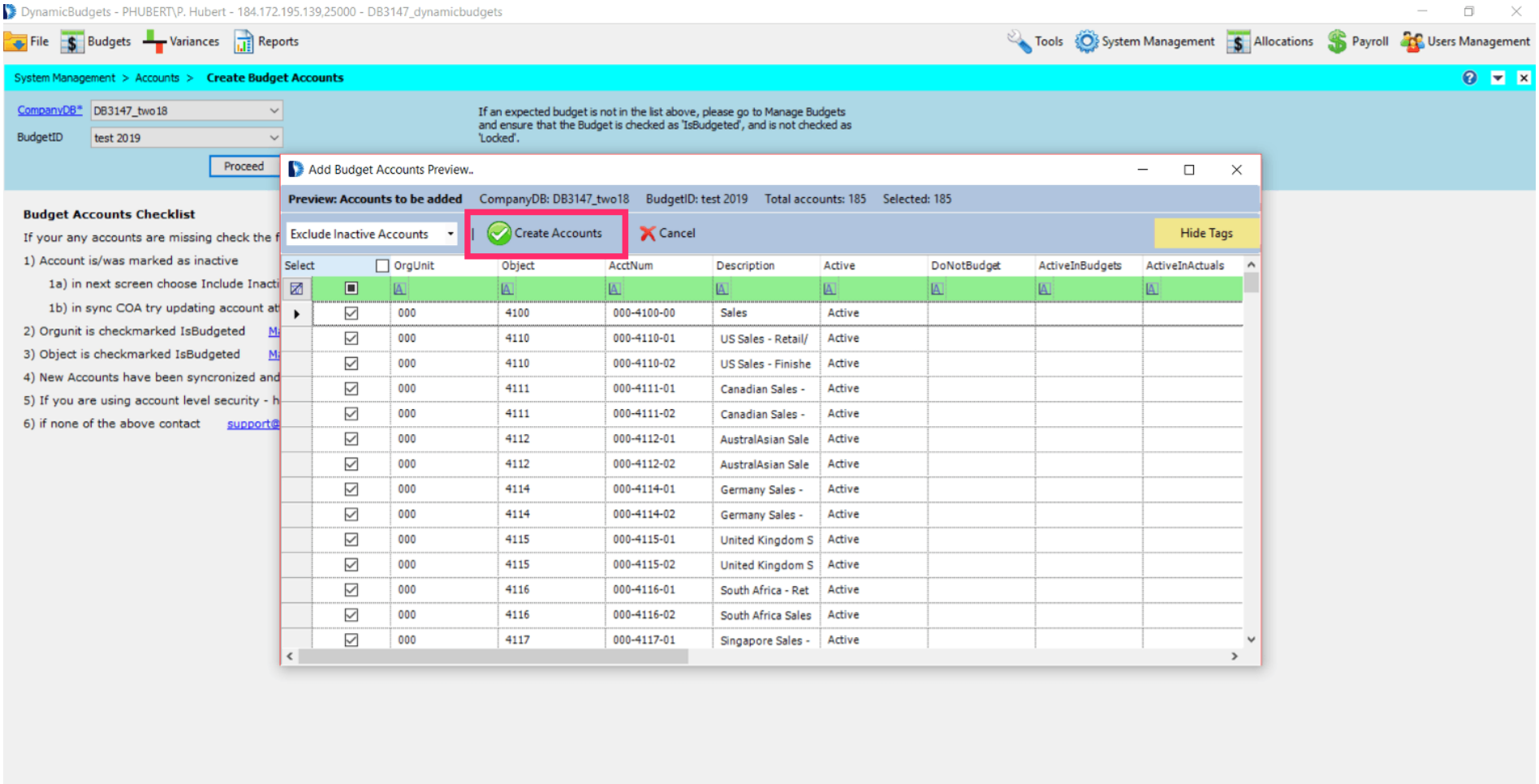
Uncheck any accounts that do not need to be created or do not look familiar.



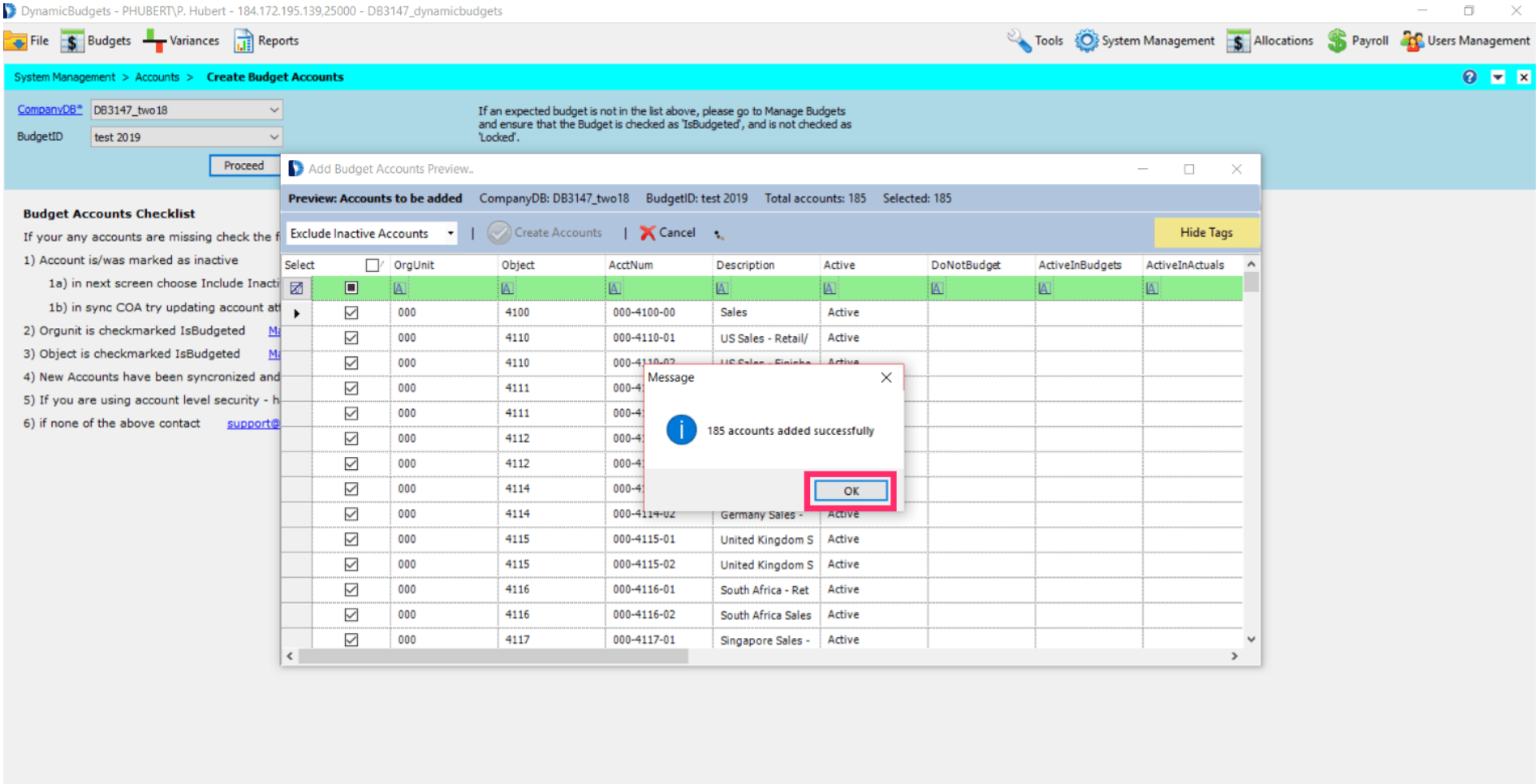
Verify the number of accounts listed is accurate.



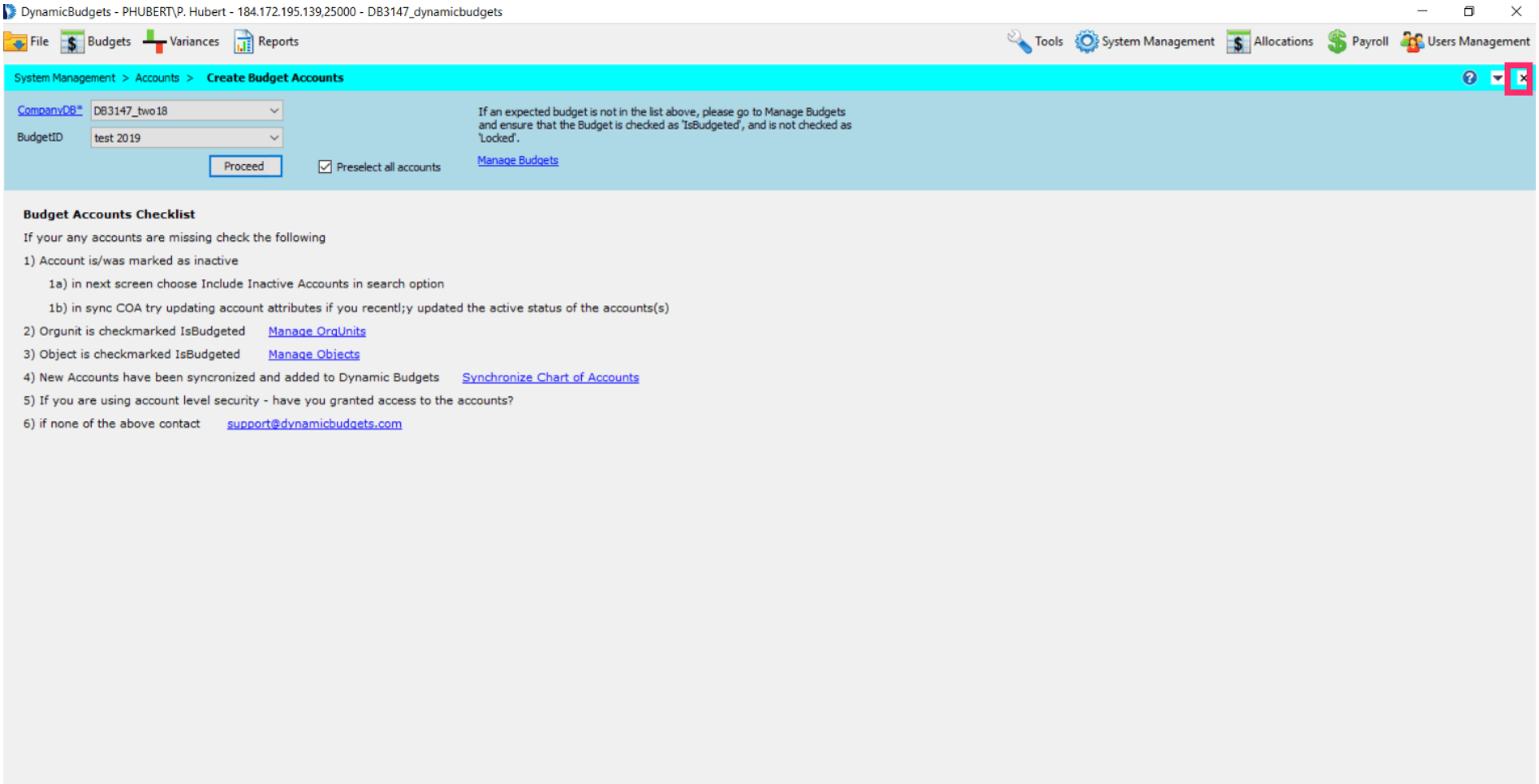
Click on Create Accounts.



A message box will appear to display the number of accounts added successfully. Click on OK.



Click on the X to close.



That's It. You're Done.