



Dynamic Budgets User Guide for Create Budget Accounts, Inactive Accounts



User Guide

for

Create Budget Accounts, Inactive 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"



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.

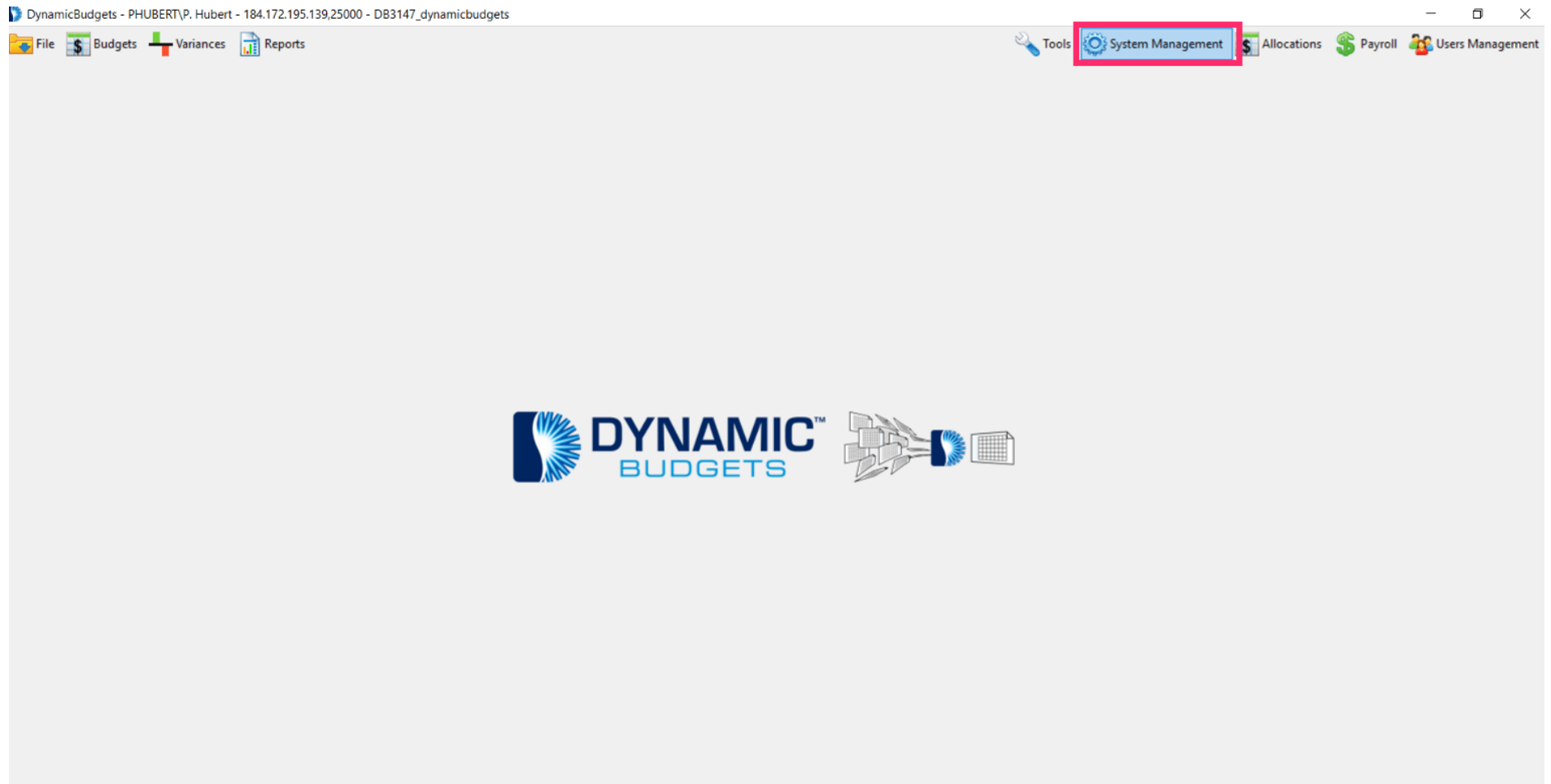


Create Budget Accounts

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

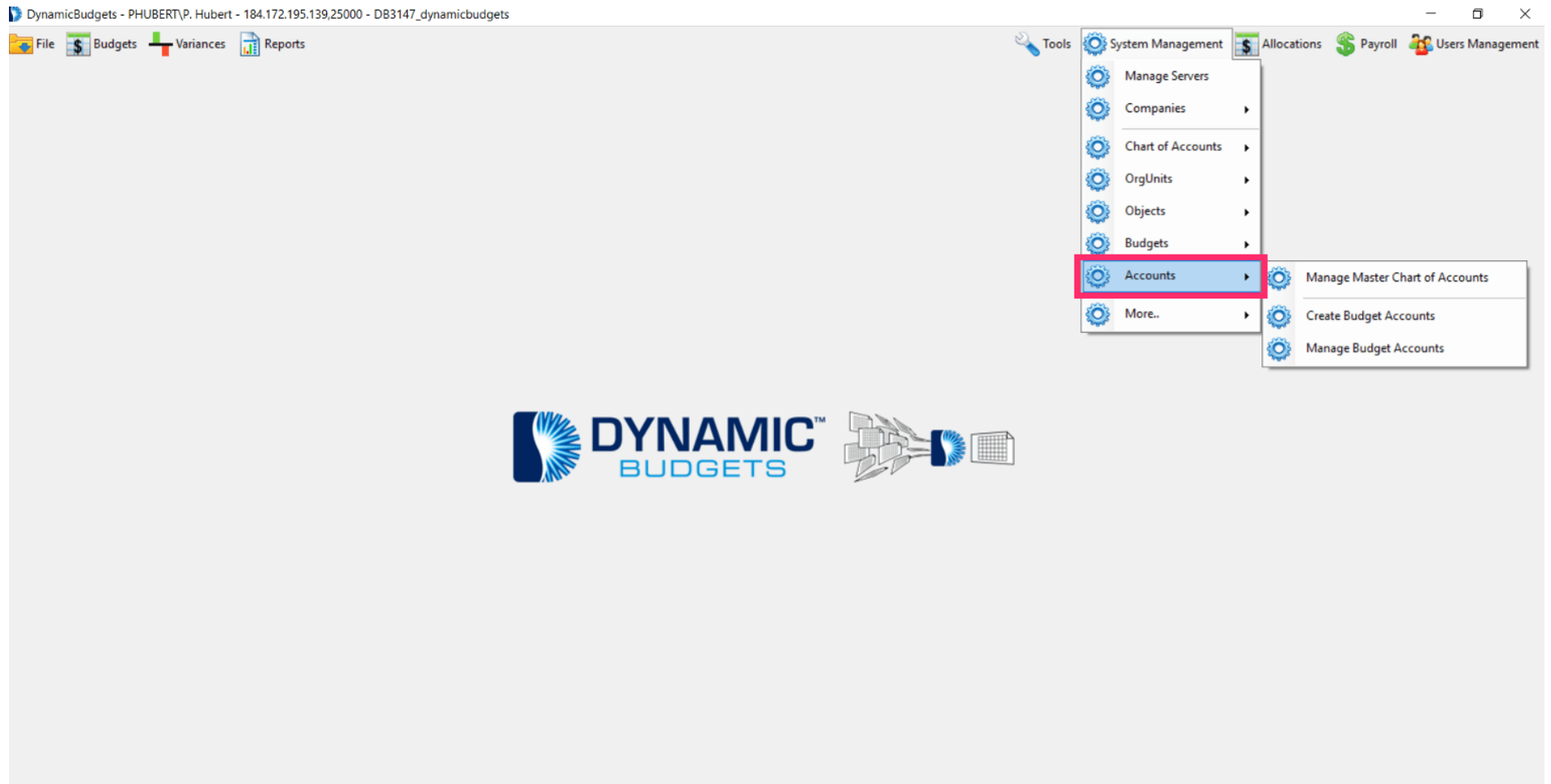


Click on **System Management**.



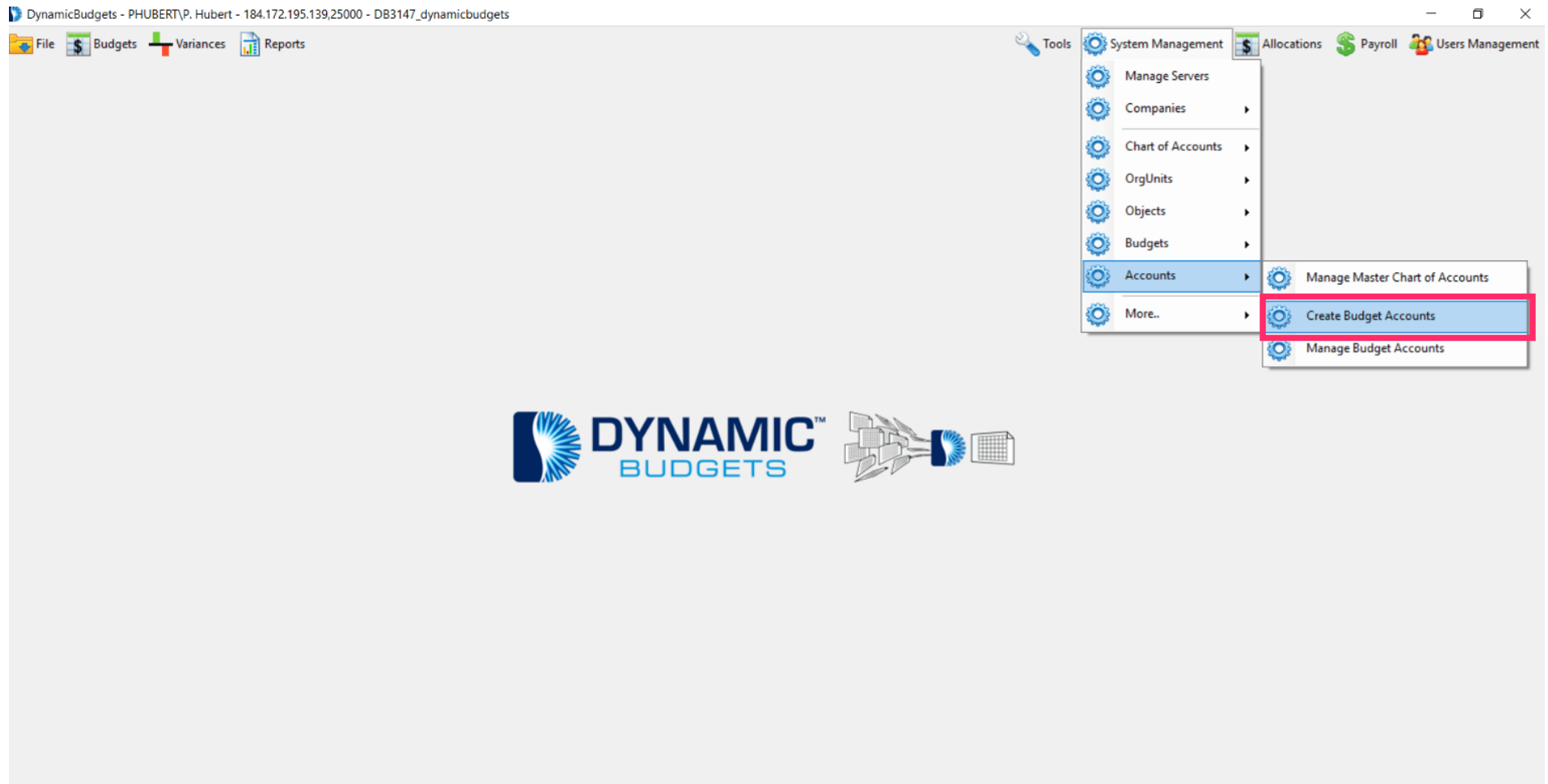


Click on **Accounts**.





Click on **Create Budget Accounts**.





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

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System Management > Accounts > **Create Budget Accounts**

CompanyDB: <all>
BudgetID: <all>
DB3147_two18

Proceed ☐ Preselect all accounts [Manage Budgets](#)

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'.

Budget Accounts Checklist

If your any accounts are missing check the following

- 1) Account is/was marked as inactive
 - 1a) in next screen choose Include Inactive Accounts in search option
 - 1b) in sync COA try updating account attributes if you recently updated the active status of the accounts(s)
- 2) Orgunit is checkmarked IsBudgeted [Manage OrgUnits](#)
- 3) Object is checkmarked IsBudgeted [Manage Objects](#)
- 4) New Accounts have been synchronized and added to Dynamic Budgets [Synchronize Chart of Accounts](#)
- 5) If you are using account level security - have you granted access to the accounts?
- 6) if none of the above contact support@dynamicbudgets.com



Click on the **BudgetID** dropdown list. Make a selection. In this example, we will select, **2020 Test**. Note: If the BudgetID is not on the list, go to manage budgets.

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Tools System Management Allocations Payroll Users Management

System Management > Accounts > Create Budget Accounts

CompanyDB* DB3147 two18

BudgetID 2020 Test

2020 Test

test 2019

☒ Preselect all accounts

[Manage Budgets](#)

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'.

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

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Create Budget Accounts Manage Budgets

System Management > Budgets > Manage Budgets

CompanyDB: DB3147_two18 Show Budgets

Link to existing data sets in the ERP

Available Actuals and Budgets

Add Selected Budget

Add All Budgets

Add Selected Budget for All Companies

Create new data sets in DynamicBudgets

Enter Name for New Budget

Create for: Selected Company All Companies

Budget Year: 2018 # of Years: 3

Create for: Selected Company All Companies

e.g. Historical Avg for FY2019 and 3 closed years: (2015 - 2017)

Save Budgets Delete Budget Show Company Tags

Print Export to Excel Print to PDF AutoSize Columns Rows: 9 A- A+

CompanyDB	BudgetID (15)	Description (30)	Year	FromDate	ToDate	Source	Locked	Actual	Imported	SortOrder	UserRoleAccess	IsBudgeted	InSummary	InLookups	InReports
DB3147_two18	2020 Test	2020 Test	2018	03/01/2018	03/01/2018	DynamicB	Not Locked	False	False	0	Application Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	2023 Actual	2023 Actual	2023	01/01/2023	12/31/2023	ERP	Not Locked	True	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	2024 Actual	2024 Actual	2024	01/01/2024	12/31/2024	ERP	Not Locked	True	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	BUDGET 2005	Budget 2025	2025	01/01/2025	12/31/2025	ERP	Not Locked	False	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	BUDGET 2006	Budget 2026	2026	01/01/2026	12/31/2026	ERP	Not Locked	False	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	BUDGET 2008	Budget 2028	2028	01/01/2028	12/31/2028	ERP	Not Locked	False	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	BUDGET 4	Budget 2027	2027	01/01/2027	12/31/2027	ERP	Not Locked	False	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	BUDGET3	Budget 2024	2024	01/01/2024	12/31/2024	ERP	Not Locked	False	True	0	Application Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DB3147_two18	test 2019	test 2019	2018	02/01/2018	02/01/2018	DynamicB	Not Locked	False	False	0	Application Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Click in the box next to **Preselect all accounts.**

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Tools System Management Allocations Payroll Users Management

System Management > Accounts > **Create Budget Accounts**

CompanyDB* DB3147_two18

BudgetID 2020 Test

Proceed ☒ Preselect all accounts [Manage Budgets](#)

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'.

Budget Accounts Checklist

If your any accounts are missing check the following

- 1) Account is/was marked as inactive
 - 1a) in next screen choose Include Inactive Accounts in search option
 - 1b) in sync COA try updating account attributes if you recently updated the active status of the accounts(s)
- 2) Orgunit is checkmarked IsBudgeted [Manage OrgUnits](#)
- 3) Object is checkmarked IsBudgeted [Manage Objects](#)
- 4) New Accounts have been synchronized and added to Dynamic Budgets [Synchronize Chart of Accounts](#)
- 5) If you are using account level security - have you granted access to the accounts?
- 6) if none of the above contact support@dynamicbudgets.com



Click on **Proceed.**

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System Management > Accounts > **Create Budget Accounts**

CompanyDB* DB3147_two18

BudgetID 2020 Test

Proceed ☒ Preselect all accounts [Manage Budgets](#)

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Note: You can choose to include or exclude inactive accounts with this dropdown list. For this example, we will **include inactive accounts**.

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File Budgets Variances Reports

System Management > Accounts > Create Budget Accounts

CompanyDB: DB3147_two18
BudgetID: 2020 Test

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'.

Proceed Add Budget Accounts Preview..

Budget Accounts Checklist

If your any accounts are missing check the following:

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 - 1a) in next screen choose Include Inactive Accounts
 - 1b) in sync COA try updating account at
- 2) Orgunit is checkmarked IsBudgeted
- 3) Object is checkmarked IsBudgeted
- 4) New Accounts have been synchronized and
- 5) If you are using account level security - h
- 6) if none of the above contact support@

Preview: Accounts to be added CompanyDB: DB3147_two18 BudgetID: 2020 Test Total accounts: 316 Selected: 316

☐ Exclude Inactive Accounts ☒ Include Inactive Accounts

☒ Create Accounts ☐ Cancel

Hide Tags

	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInActuals
<input checked="" type="checkbox"/>	4100	000-4100-00	Sales	Active			
<input checked="" type="checkbox"/>	4110	000-4110-01	US Sales - Retail/	Active			
<input checked="" type="checkbox"/>	4110	000-4110-02	US Sales - Finishe	Active			
<input checked="" type="checkbox"/>	4111	000-4111-01	Canadian Sales -	Active			
<input checked="" type="checkbox"/>	4111	000-4111-02	Canadian Sales -	Active			
<input checked="" type="checkbox"/>	4112	000-4112-01	AustralAsian Sale	Active			
<input checked="" type="checkbox"/>	4112	000-4112-02	AustralAsian Sale	Active			
<input checked="" type="checkbox"/>	4120	000-4120-00	US Sales - Service	Active			
<input checked="" type="checkbox"/>	4121	000-4121-00	Canadian Sales -	Active			
<input checked="" type="checkbox"/>	4122	000-4122-00	AustralAsian Sale	Active			
<input checked="" type="checkbox"/>	4130	000-4130-00	US Sales - Install	Active			
<input checked="" type="checkbox"/>	4131	000-4131-00	Canadian Sales -	Active			
<input checked="" type="checkbox"/>	4132	000-4132-00	AustralAsian Sale	Active			
<input checked="" type="checkbox"/>	4140	000-4140-00	US Sales - Repair	Active			



Type "inactive" in the green area under the active column. Now you should see the inactive accounts. **Select the accounts you want to add to the budget.**

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Create Budget Accounts SQL Analyzer Manage Budgets

System Management > Accounts > Create Budget Accounts

CompanyDB: DB3147_two18 BudgetID: 2020 Test

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

Add Budget Accounts Preview..

Preview: Accounts to be added CompanyDB: DB3147_two18 BudgetID: 2020 Test Total accounts: 322 Selected: 322

Include Inactive Accounts | Create Accounts | Cancel Hide Tags

Select	OrgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInActuals
<input checked="" type="checkbox"/>	100	6100	100-6100-00	Training - Admini	INACTIVE			
<input checked="" type="checkbox"/>	200	6100	200-6100-00	Training - Accoun	INACTIVE			
<input checked="" type="checkbox"/>	300	6100	300-6100-00	Training - Sales	INACTIVE			
<input checked="" type="checkbox"/>	400	6100	400-6100-00	Training - Service	INACTIVE			
<input checked="" type="checkbox"/>	500	6100	500-6100-00	Training - Consulting/Training				
<input checked="" type="checkbox"/>	600	6100	600-6100-00	Training - Purcha	INACTIVE			

Budget Accounts Checklist

If your any accounts are missing check the f

- Account is/was marked as inactive
 - in next screen choose Include Inactive
 - in sync COA try updating account at
- Orgunit is checkmarked IsBudgeted
- Object is checkmarked IsBudgeted
- New Accounts have been synchronized and
- If you are using account level security - h
- if none of the above contact support@



Click on **Create Accounts**.

The screenshot shows the 'Add Budget Accounts Preview' dialog box in the DynamicBudgets application. The dialog is titled 'Add Budget Accounts Preview..' and contains the following information:

- Preview: Accounts to be added**
 - CompanyDB: DB3147_two18
 - BudgetID: 2020 Test
 - Total accounts: 322
 - Selected: 322
- Buttons:**
 - ☐ Include Inactive Accounts
 - ☒ Create Accounts (highlighted with a red box)
 - ☐ Cancel
 - Hide Tags
- Table:**

Select	OrgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInActuals
<input checked="" type="checkbox"/>	100	6100	100-6100-00	Training - Admini	INACTIVE			
<input checked="" type="checkbox"/>	100	6110	100-6110-00	Company Car - A	Active			
<input checked="" type="checkbox"/>	100	6120	100-6120-00	Supplies/Rental -	Active			
<input checked="" type="checkbox"/>	100	6130	100-6130-00	Supplies/Hardwar	Active			
<input checked="" type="checkbox"/>	100	6140	100-6140-00	Supplies/Software	Active			
<input checked="" type="checkbox"/>	100	6150	100-6150-00	Supplies-Allocate	Active			
<input checked="" type="checkbox"/>	100	6160	100-6160-00	Dues & Subscripti	Active			
<input checked="" type="checkbox"/>	100	6170	100-6170-00	Repairs & Mainte	Active			
<input checked="" type="checkbox"/>	100	6180	100-6180-00	Rent Expense - A	Active			
<input checked="" type="checkbox"/>	100	6190	100-6190-00	Utilities Expense -	Active			
<input checked="" type="checkbox"/>	100	6500	100-6500-00	Postage/Freight -	Active			
<input checked="" type="checkbox"/>	100	6510	100-6510-00	Telephone - Admi	Active			
<input checked="" type="checkbox"/>	100	6520	100-6520-00	Travel - Administr	Active			
<input checked="" type="checkbox"/>	100	6530	100-6530-00	Meals/Entertainm	Active			



Click on OK

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File Budgets Variances Reports

Tools System Management Allocations Payroll Users Management

System Management > Accounts > Create Budget Accounts

CompanyDB: DB3147_two18
BudgetID: 2020 Test

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'.

Proceed

Add Budget Accounts Preview..

Preview: Accounts to be added CompanyDB: DB3147_two18 BudgetID: 2020 Test Total accounts: 322 Selected: 322

Include Inactive Accounts Create Accounts Cancel Hide Tags

Budget Accounts Checklist

If your any accounts are missing check the following:

- 1) Account is/was marked as inactive
 - 1a) in next screen choose Include Inactive
 - 1b) in sync COA try updating account at
- 2) Orgunit is checkmarked IsBudgeted
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- 4) New Accounts have been synchronized and
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- 6) if none of the above contact support@

Select	OrgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInActuals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6100	100-6100-00	Training - Admini	INACTIVE		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6110	100-6110-00	Company Car - A	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6120	100-6120-00	Supplies/Postal	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6130	100-6130-00				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6140	100-6140-00				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6150	100-6150-00				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6160	100-6160-00				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6170	100-6170-00				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6180	100-6180-00	Rent Expense - A	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6190	100-6190-00	Utilities Expense -	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6500	100-6500-00	Postage/Freight -	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6510	100-6510-00	Telephone - Admi	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6520	100-6520-00	Travel - Administr	Active		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	6530	100-6530-00	Meals/Entertainm	Active		

Message

322 accounts added successfully

OK



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

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System Management > Accounts > Create Budget Accounts

CompanyDB: DB3147_two18 BudgetID: test 2019

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'.

Proceed

Add Budget Accounts Preview..

Preview: Accounts to be added CompanyDB: DB3147_two18 BudgetID: test 2019 Total accounts: 185 Selected: 185

Exclude Inactive Accounts Create Accounts Cancel Hide Tags

Select	OrgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInActuals
<input checked="" type="checkbox"/>	000	4100	000-4100-00	Sales	Active			
<input checked="" type="checkbox"/>	000	4110	000-4110-01	US Sales - Retail/	Active			
<input checked="" type="checkbox"/>	000	4110	000-4110-02	US Sales - Finance	Active			
<input checked="" type="checkbox"/>	000	4111	000-4111-01	Germany Sales -	Active			
<input checked="" type="checkbox"/>	000	4111	000-4111-02	United Kingdom S	Active			
<input checked="" type="checkbox"/>	000	4112	000-4112-01	United Kingdom S	Active			
<input checked="" type="checkbox"/>	000	4112	000-4112-02	South Africa - Ret	Active			
<input checked="" type="checkbox"/>	000	4114	000-4114-01	South Africa Sales	Active			
<input checked="" type="checkbox"/>	000	4114	000-4114-02	Singapore Sales -	Active			
<input checked="" type="checkbox"/>	000	4115	000-4115-01	United Kingdom S	Active			
<input checked="" type="checkbox"/>	000	4115	000-4115-02	United Kingdom S	Active			
<input checked="" type="checkbox"/>	000	4116	000-4116-01	South Africa - Ret	Active			
<input checked="" type="checkbox"/>	000	4116	000-4116-02	South Africa Sales	Active			
<input checked="" type="checkbox"/>	000	4117	000-4117-01	Singapore Sales -	Active			

Message

185 accounts added successfully

OK

Budget Accounts Checklist

If your any accounts are missing check the f

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- if none of the above contact [support@](#)



Click on the X to close.

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System Management > Accounts > **Create Budget Accounts**

CompanyDB* DB3147_two18
 BudgetID test 2019

[Proceed](#) ☒ Preselect all accounts [Manage Budgets](#)

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'.

Budget Accounts Checklist

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That's It. You're Done.



That's It. You're Done.