



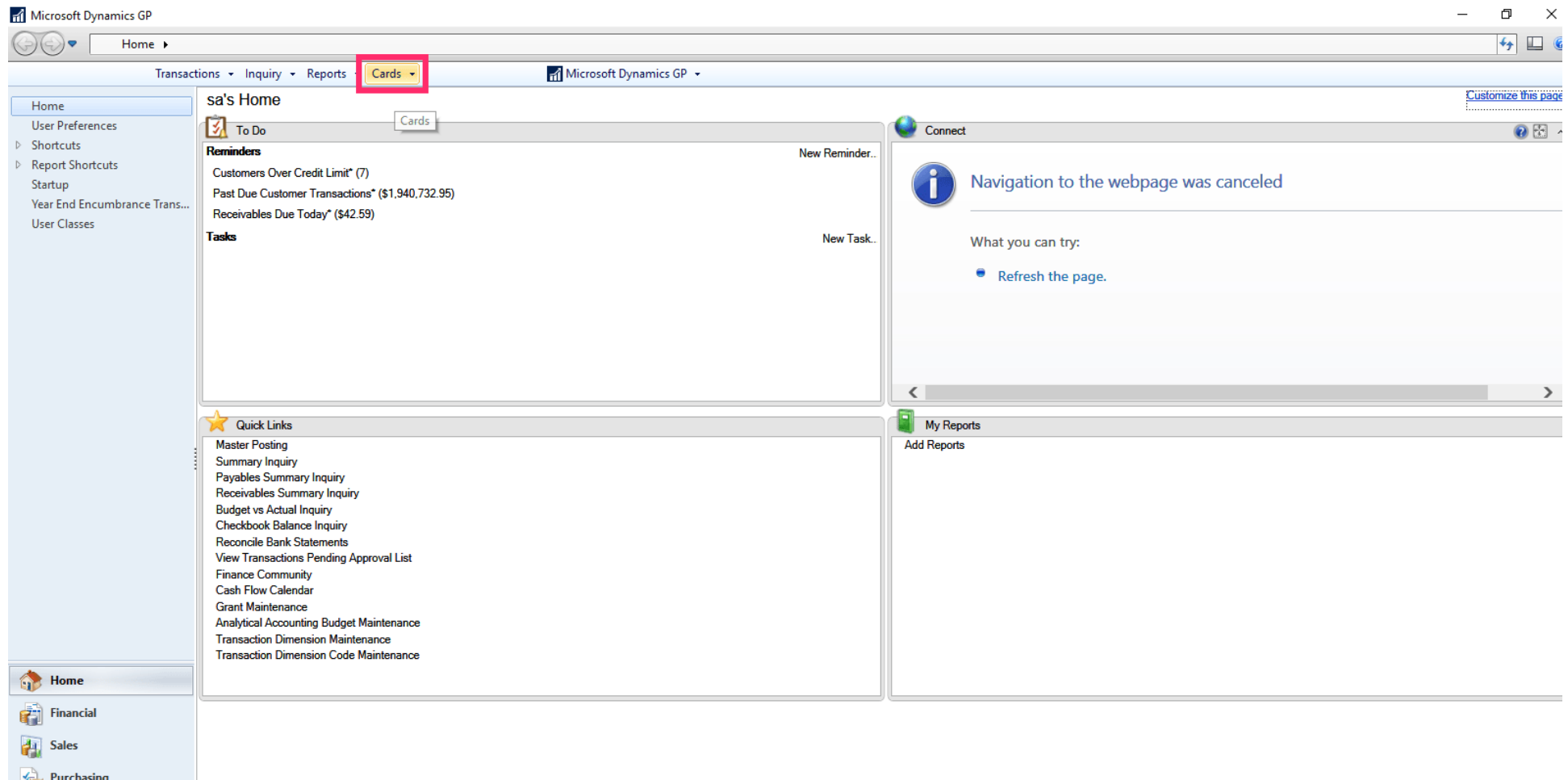
Dynamic Budgets User Guide for How to Add a Budget and Open a Fiscal Year in GP



## **User Guide for**

# **How to Add a Budget and Open a Fiscal Year in GP**

- There are 2 ways to get to the Budget Maintenance screen in Microsoft Dynamics GP. 1. Click on **Cards**.

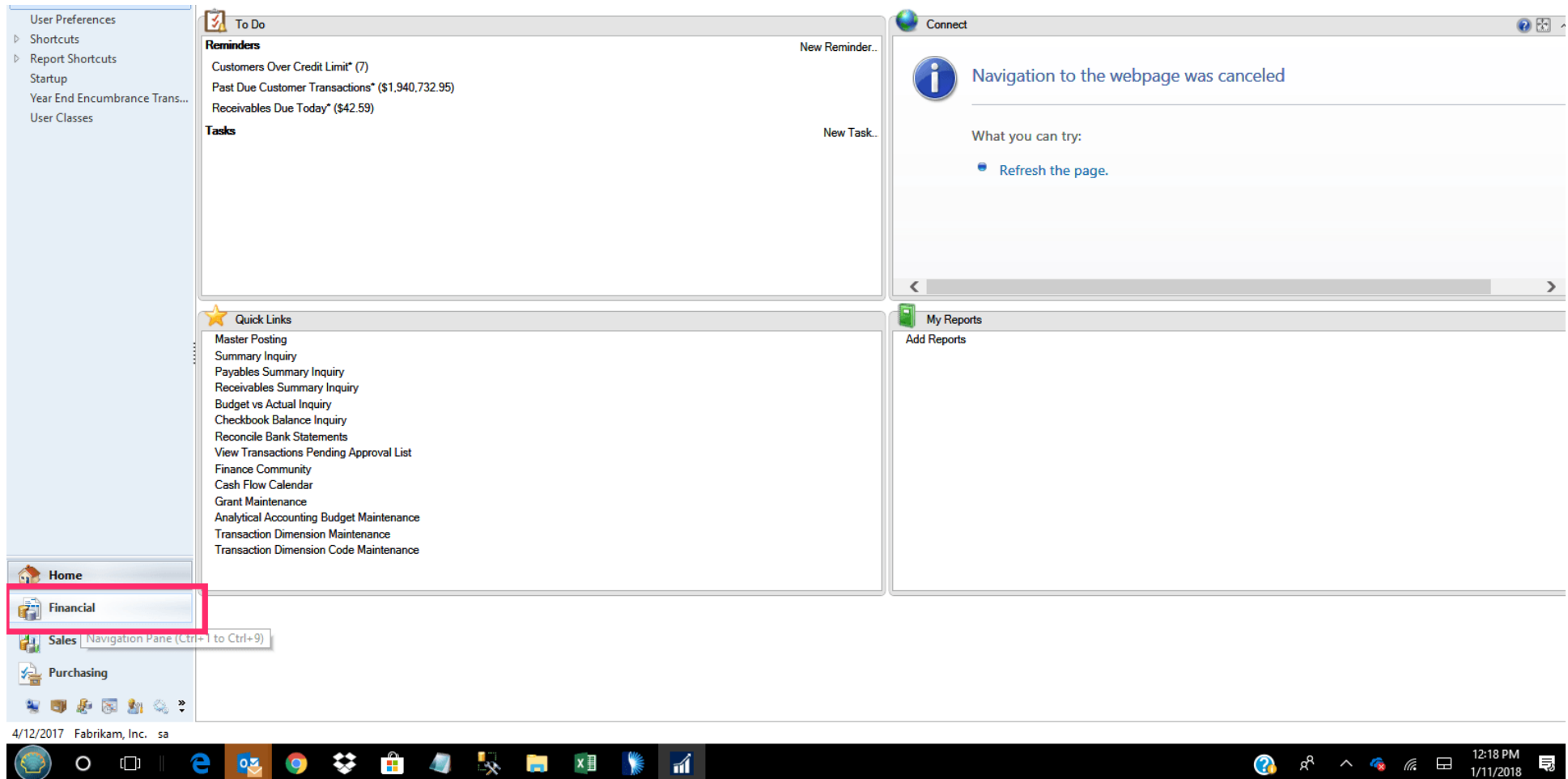




Click on **Financial, Budgets.**

The screenshot displays the Microsoft Dynamics GP web interface. The top navigation bar includes 'Transactions', 'Inquiry', 'Reports', and 'Cards'. The 'Cards' menu is expanded, showing a list of options: System, Financial, Sales, Purchasing, Inventory, Payroll, Human Resources, Fixed Assets, Service Call Management, Contract Administration, Preventive Maintenance, Returns Management, Depot Management, and Self Service. The 'Financial' option is highlighted, and its sub-menu is open, listing: Account, Checkbook, Account Currencies, Unit Account, Variable Allocation, Fixed Allocation, **Budgets** (highlighted with a red box), Mass Modify, Currency Account History, Currency Account Update, Analysis Groups, Analysis Defaults, EFT File Format, and Analytical Accounting. The left sidebar contains 'Home', 'User Preferences', 'Shortcuts', 'Report Shortcuts', 'Startup', 'Year End Encumbrance Trans...', and 'User Classes'. The bottom left shows 'Home', 'Financial', 'Sales', and 'Purchasing' icons. The right pane shows a 'Connect' message: 'Navigation to the webpage was canceled. What you can try: Refresh the page.' Below this is a 'My Reports' section with an 'Add Reports' button.

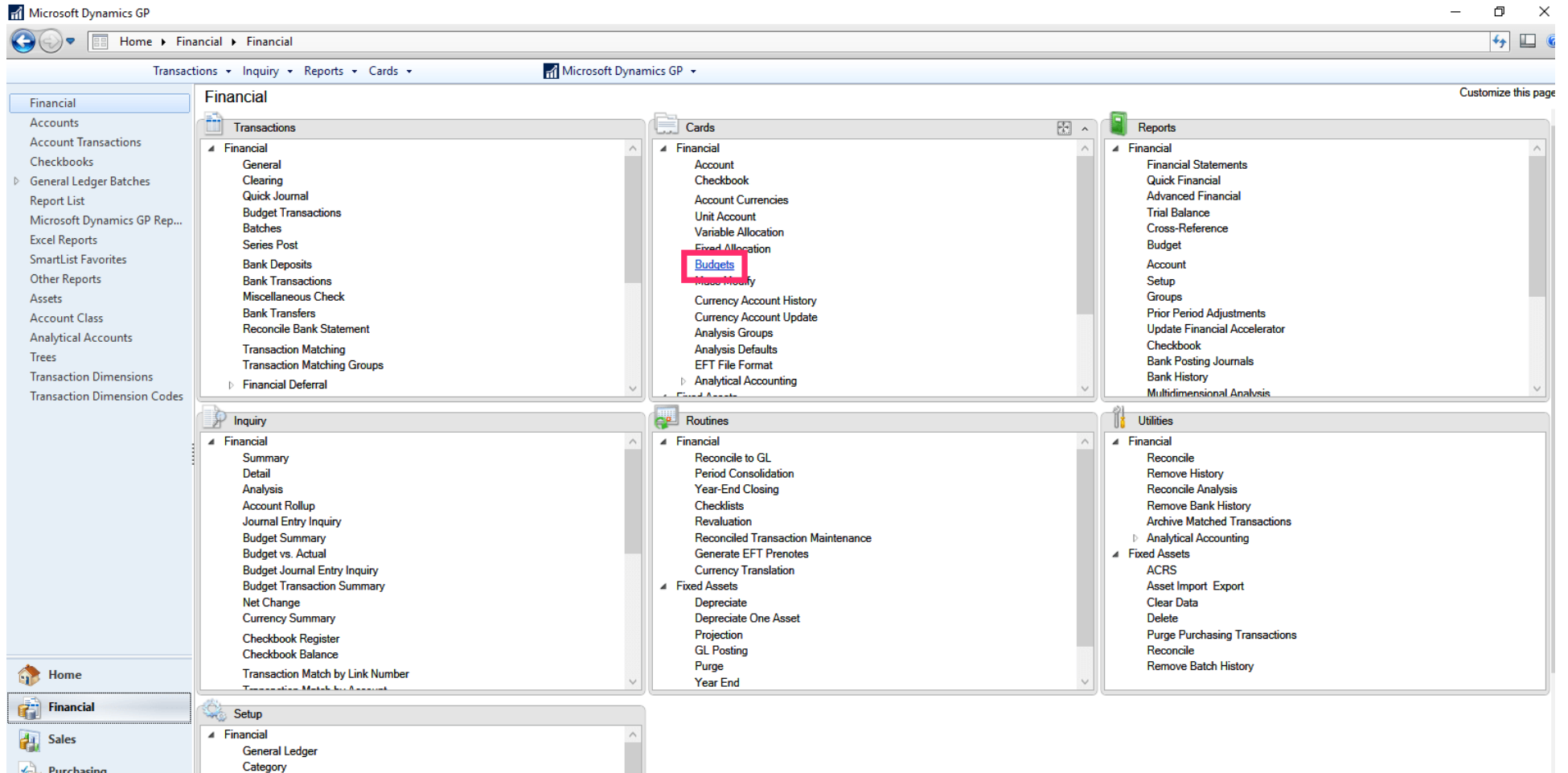
2. Click on the **Financial Tab** in the lower left corner.



The screenshot displays the Microsoft Dynamics GP user interface. On the left, a navigation pane lists various modules: Home, Financial, Sales, and Purchasing. The 'Financial' module is highlighted with a red rectangle. The main area is divided into several sections: 'To Do' (Reminders and Tasks), 'Quick Links' (a list of financial tasks like Master Posting, Summary Inquiry, etc.), 'Connect' (a message about navigation being canceled), and 'My Reports' (Add Reports). The Windows taskbar at the bottom shows the date as 4/12/2017 and the time as 12:18 PM on 1/11/2018.



Click on **Budgets** from the Cards Section.



The screenshot displays the Microsoft Dynamics GP application window. The top navigation bar shows 'Home' > 'Financial' > 'Financial'. Below this, the 'Cards' section is active, and the 'Budgets' option is highlighted with a red box. The left sidebar contains a tree view of the application's structure, with 'Financial' selected. The main content area is divided into several panes: 'Transactions', 'Cards', 'Reports', 'Inquiry', 'Routines', and 'Utilities'. The 'Cards' pane lists various financial cards, including 'Account', 'Checkbook', 'Account Currencies', 'Unit Account', 'Variable Allocation', 'Fixed Allocation', 'Budgets', 'Misc. Monthly', 'Currency Account History', 'Currency Account Update', 'Analysis Groups', 'Analysis Defaults', 'EFT File Format', and 'Analytical Accounting'. The 'Reports' pane lists various financial reports, including 'Financial Statements', 'Quick Financial', 'Advanced Financial', 'Trial Balance', 'Cross-Reference', 'Budget', 'Account', 'Setup', 'Groups', 'Prior Period Adjustments', 'Update Financial Accelerator', 'Checkbook', 'Bank Posting Journals', 'Bank History', and 'Multidimensional Analysis'. The 'Inquiry' pane lists various financial inquiries, including 'Summary', 'Detail', 'Analysis', 'Account Rollup', 'Journal Entry Inquiry', 'Budget Summary', 'Budget vs. Actual', 'Budget Journal Entry Inquiry', 'Budget Transaction Summary', 'Net Change', 'Currency Summary', 'Checkbook Register', 'Checkbook Balance', and 'Transaction Match by Link Number'. The 'Routines' pane lists various financial routines, including 'Reconcile to GL', 'Period Consolidation', 'Year-End Closing', 'Checklists', 'Revaluation', 'Reconciled Transaction Maintenance', 'Generate EFT Prenotes', 'Currency Translation', 'Fixed Assets', 'Depreciate', 'Depreciate One Asset', 'Projection', 'GL Posting', 'Purge', and 'Year End'. The 'Utilities' pane lists various financial utilities, including 'Reconcile', 'Remove History', 'Reconcile Analysis', 'Remove Bank History', 'Archive Matched Transactions', 'Analytical Accounting', 'Fixed Assets', 'ACRS', 'Asset Import Export', 'Clear Data', 'Delete', 'Purge Purchasing Transactions', 'Reconcile', and 'Remove Batch History'. The bottom of the window shows a 'Setup' pane with 'Financial' selected, listing 'General Ledger' and 'Category'.

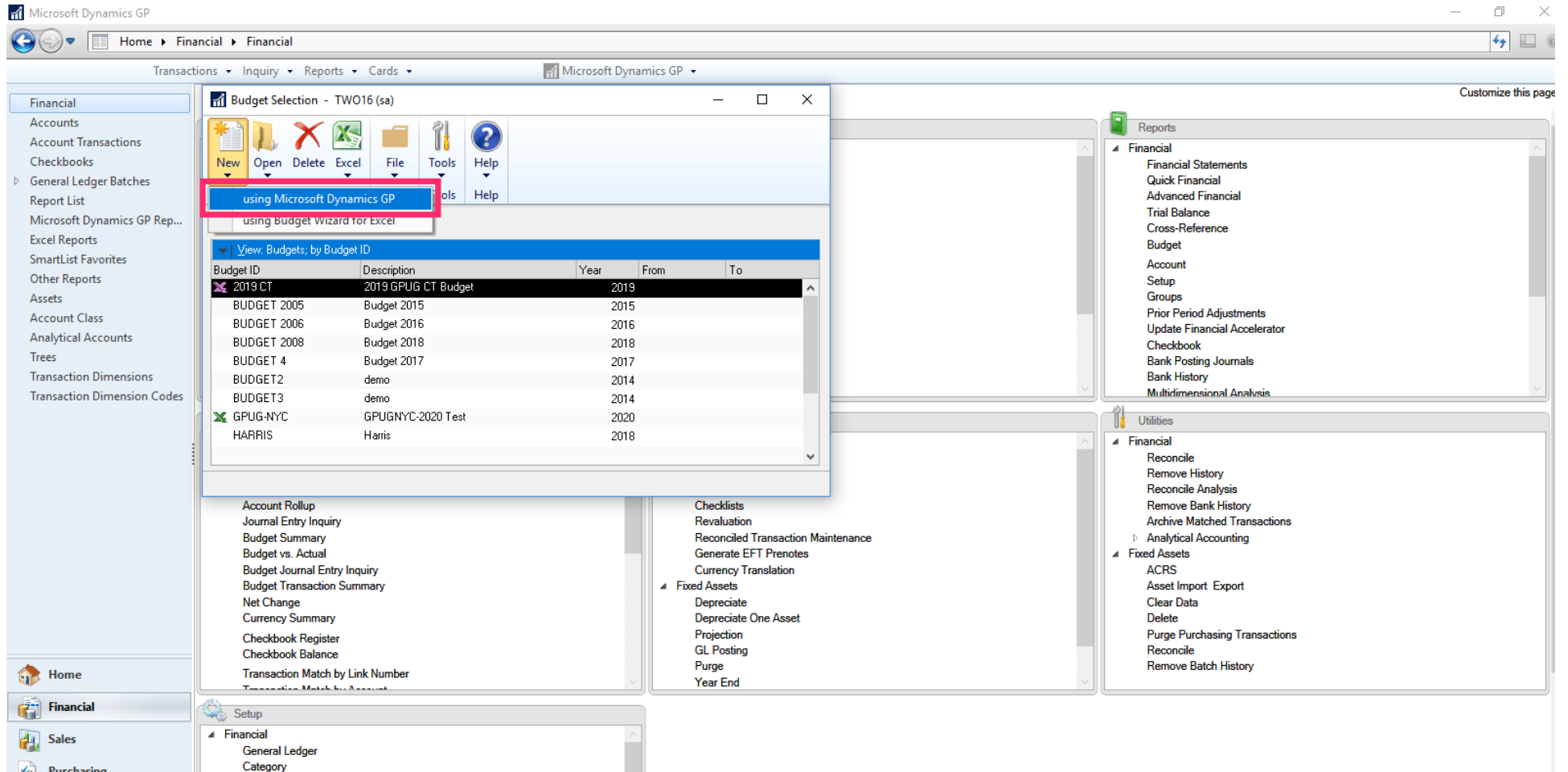
In the **Budget Selection** window, click on **New**.

The screenshot shows the Microsoft Dynamics GP interface. The 'Budget Selection - TWO16 (sa)' window is open, displaying a table of budgets. The 'New' button in the top-left corner of the window is highlighted with a red box. The table lists various budgets, including '2019 CT', 'BUDGET 2005', 'BUDGET 2006', 'BUDGET 2008', 'BUDGET 4', 'BUDGET2', 'BUDGET3', 'GPUG-NYC', and 'HARRIS'.

Budget ID	Description	Year	From	To
2019 CT	2019 GPUG CT Budget	2019		
BUDGET 2005	Budget 2015	2015		
BUDGET 2006	Budget 2016	2016		
BUDGET 2008	Budget 2018	2018		
BUDGET 4	Budget 2017	2017		
BUDGET2	demo	2014		
BUDGET3	demo	2014		
GPUG-NYC	GPUGNYC-2020 Test	2020		
HARRIS	Harris	2018		



Click on **using Microsoft Dynamics GP**.



The screenshot shows the Microsoft Dynamics GP interface. The main window is titled "Budget Selection - TWO16 (sa)". The "New" button in the toolbar is highlighted with a red box, and a dropdown menu is open, showing the option "using Microsoft Dynamics GP" selected. Below the toolbar, there is a table titled "View: Budgets: by Budget ID".

Budget ID	Description	Year	From	To
2019 CT	2019 GPUG CT Budget	2019		
BUDGET 2005	Budget 2015	2015		
BUDGET 2006	Budget 2016	2016		
BUDGET 2008	Budget 2018	2018		
BUDGET 4	Budget 2017	2017		
BUDGET2	demo	2014		
BUDGET3	demo	2014		
GPUG-NYC	GPUGNYC-2020 Test	2020		
HARRIS	Harris	2018		

The interface also shows a left-hand navigation pane with "Financial" selected, and a right-hand pane with "Reports" and "Utilities" sections.



Type the **Budget ID** (max 15 characters). In this example, we will use FY19 BUDGET.

The screenshot displays the 'Budget Maintenance - TWO16 (sa)' window in Microsoft Dynamics GP. The 'Budget ID' field is highlighted with a red rectangle and contains the text 'FY19 BUDGET'. The window includes a menu bar with options like Save, Delete, Combine Budgets, File, Print, Tools, Help, and Add Note. Below the menu, there are input fields for Budget ID, Description, Based On (set to Fiscal Year), Budget Year (set to 2017), and Display options (Net Change is selected). A table with columns Period, Period Date, and Amount is visible at the bottom. The background shows the Microsoft Dynamics GP interface with various navigation tabs and a list of reports on the right.



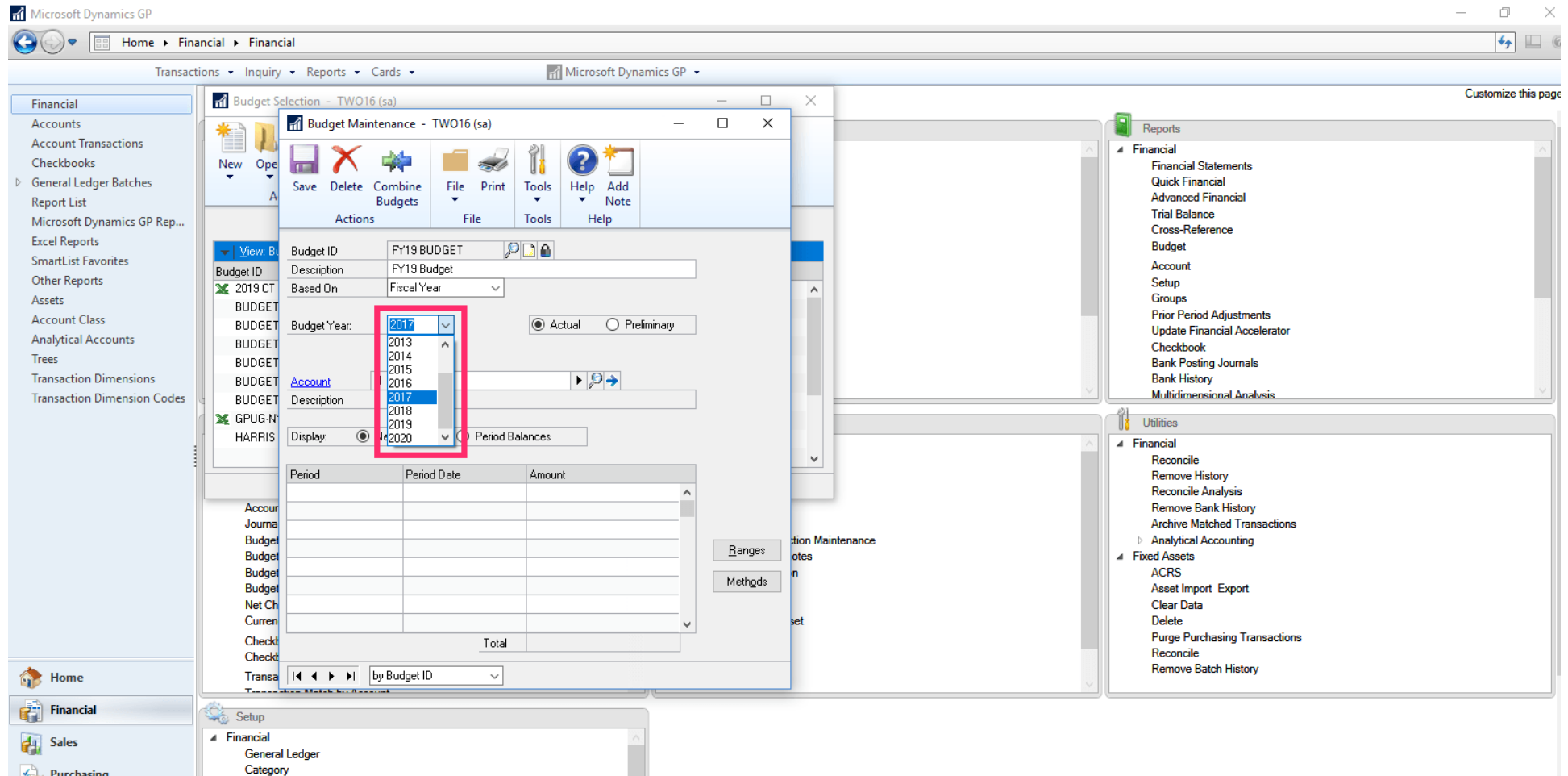


Type the **Budget Description** (max 30 Characters). In this example, we use FY19 Budget.

The screenshot displays the Microsoft Dynamics GP Budget Maintenance window. The window title is "Budget Maintenance - TWO16 (sa)". The interface includes a menu bar with options like "Save", "Delete", "Combine Budgets", "File", "Print", "Tools", "Help", and "Add Note". Below the menu, there are input fields for "Budget ID" (FY19.BUDGET), "Description" (FY19 Budget), and "Budget Year" (2017). The "Display" section has radio buttons for "Net Change" (selected) and "Period Balances". A table with columns "Period", "Period Date", and "Amount" is visible, but it is empty. The background shows the Microsoft Dynamics GP interface with a left navigation pane and a right pane containing "Reports" and "Utilities" sections.



From the Budget Year dropdown menu, **select the appropriate fiscal year.**





Click on **Save**.

The screenshot shows the Microsoft Dynamics GP interface. The 'Budget Maintenance - TWO16 (sa)' window is open, displaying the 'Save' button in the 'Actions' group, which is highlighted with a red box. The window shows the following details:

- Budget ID:** FY19 BUDGET
- Description:** FY19 Budget
- Based On:** Fiscal Year
- Budget Year:** 2019
- Display:** ☒ Net Change ☐ Period Balances

The background shows the 'Financial' menu on the left and the 'Reports' and 'Utilities' panes on the right.

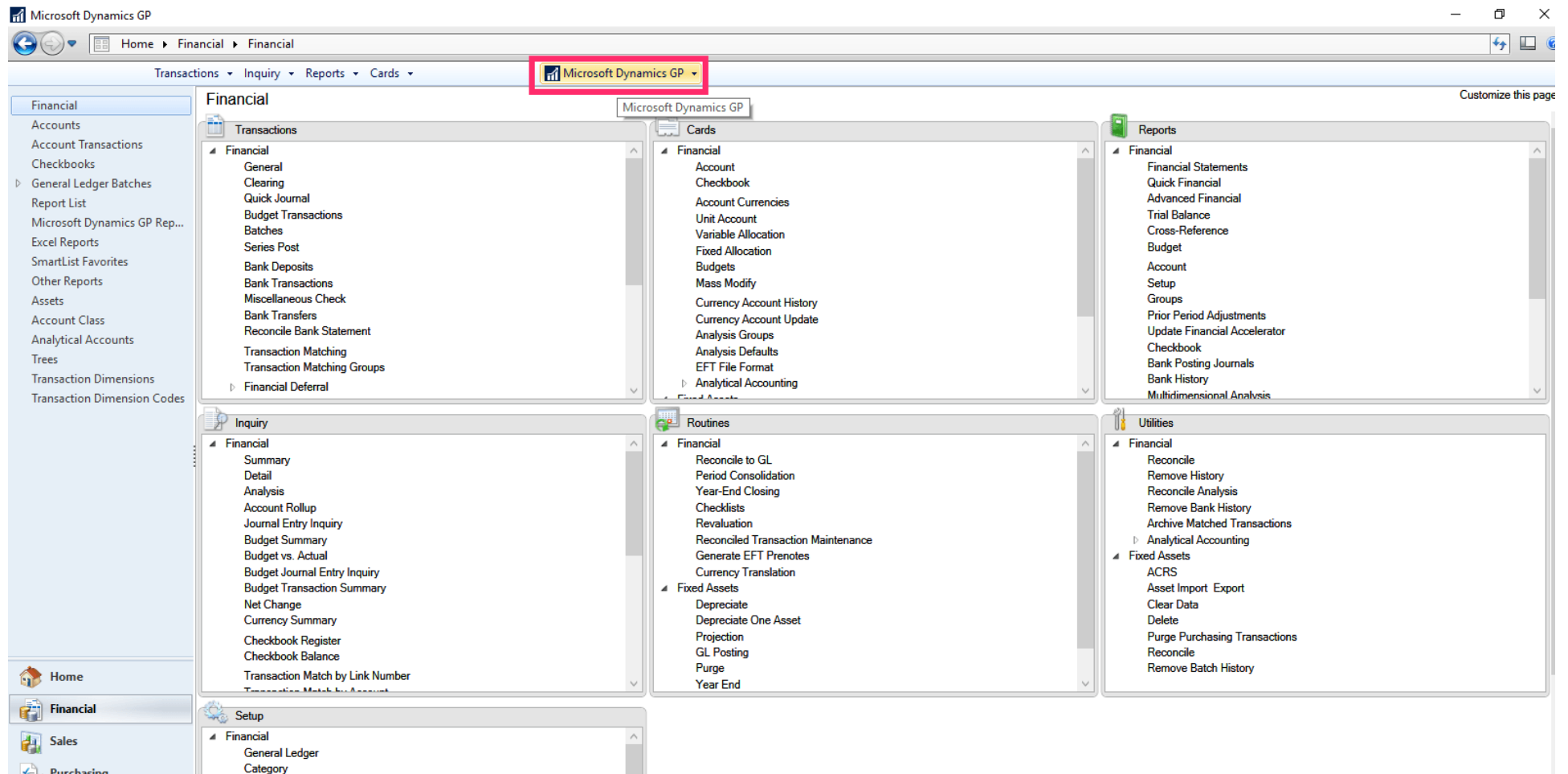


Note: If the desired fiscal year does not exist, just temporarily park it on any year and click Save. In this example, we created a FY2022 Budget, but 2022 is not available in the Budget Year dropdown menu.

The screenshot shows the 'Budget Maintenance - TWO16 (sa)' window in Microsoft Dynamics GP. The 'Budget Year' dropdown menu is open, displaying a list of years from 2013 to 2020. The year 2019 is currently selected and highlighted. The window includes a ribbon with 'Actions', 'File', 'Tools', and 'Help' tabs. Below the ribbon, there are fields for 'Budget ID' (FY2022 BUDGET), 'Description' (FY2022 Budget), 'Based On' (Fiscal Year), and 'Budget Year' (2019). There are also radio buttons for 'Actual' and 'Preliminary'. A table at the bottom has columns for 'Period', 'Period Date', and 'Amount'. The 'Total' row shows an amount of '\$0.00'. The left sidebar shows the 'Financial' menu, and the right sidebar shows the 'Reports' and 'Utilities' sections.

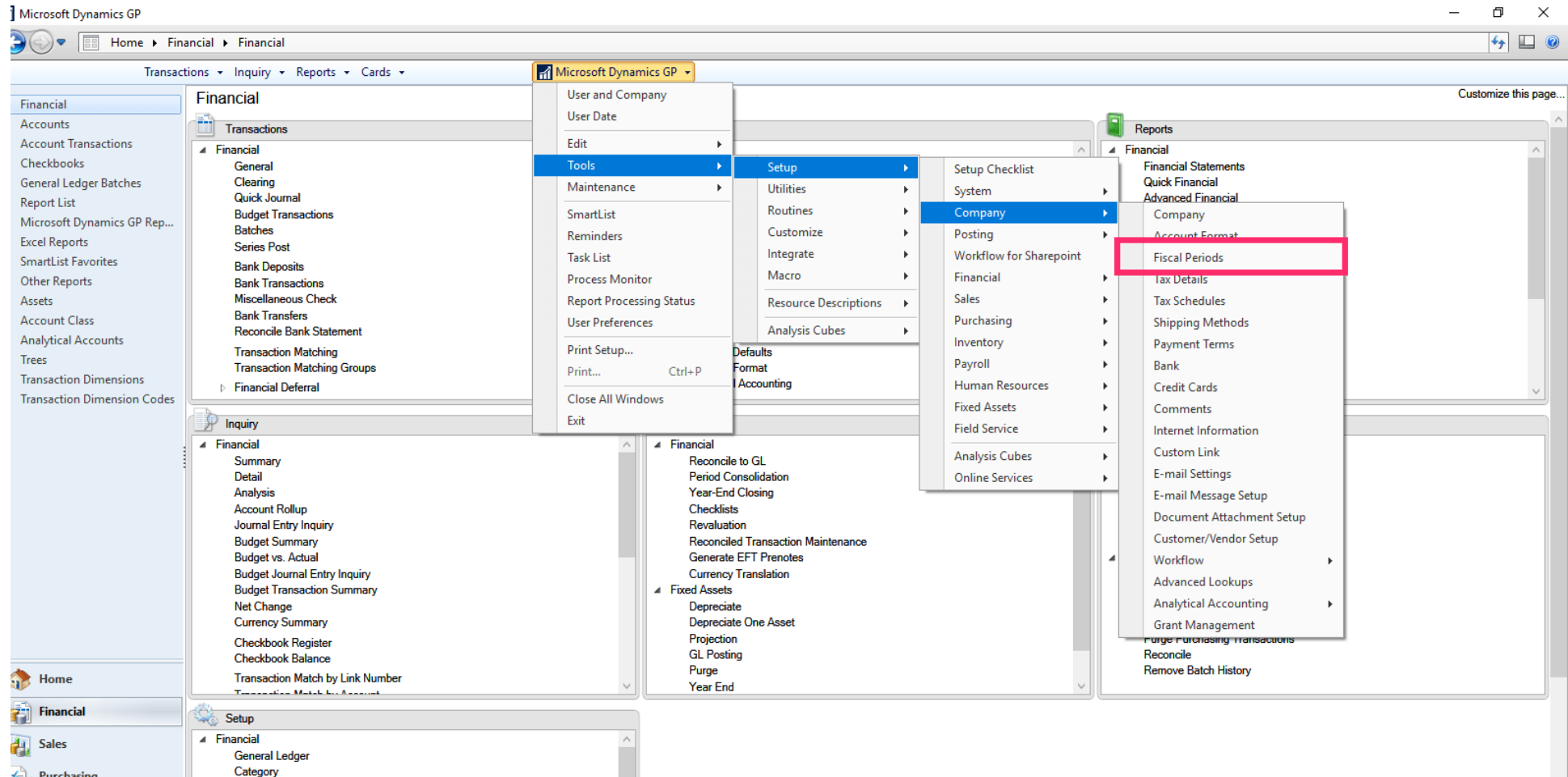


To Add the Missing Fiscal Year: Click on Microsoft Dynamics GP.





Click on **Tools, Setup, Company, Fiscal Periods.**





Click on the Year dropdown menu. Verify the missing year (2022) is not listed.

The screenshot shows the 'Fiscal Periods Setup - TWO16 (sa)' window in Microsoft Dynamics GP. The 'Year' dropdown menu is open, displaying a list of years from 2013 to 2020. The year 2022 is not listed, which is the point of the instruction. The window also displays a table of fiscal periods for the selected year (2017) and the following year (2018).

Period	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	1/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	4/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	5/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	6/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	7/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	8/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



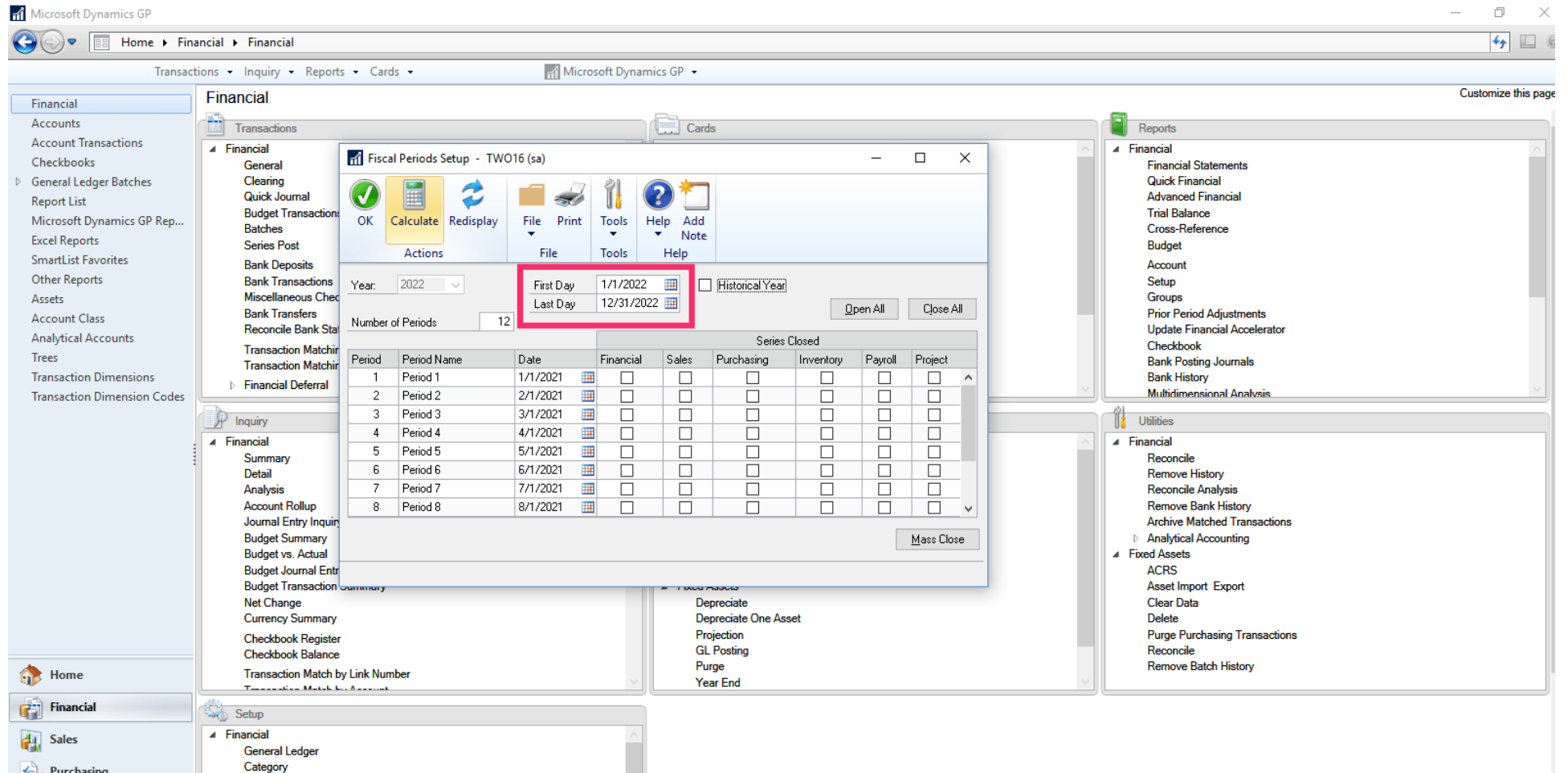


Type the desired year into the Year Field.

The screenshot shows the Microsoft Dynamics GP interface with the 'Fiscal Periods Setup - TWO16 (sa)' window open. The 'Year' field is highlighted with a red box and contains the value '2022'. The window has a ribbon with 'Actions' (OK, Calculate, Redisplay) and 'File' (File, Print, Tools, Help, Add Note). Below the ribbon, there are fields for 'Year' (2022), 'First Day' (01/01/2021), 'Last Day' (12/31/2021), and 'Number of Periods' (12). There is also a 'Historical Year' checkbox. Below these fields is a table titled 'Series Closed' with columns for Period, Period Name, Date, Financial, Sales, Purchasing, Inventory, Payroll, and Project. The table is currently empty. At the bottom right of the table is a 'Mass Close' button. The background shows the Dynamics GP navigation pane with 'Financial' selected, and various reports and utilities listed on the right.



Verify First Day and Last Day fields are accurate. Make changes, if necessary.



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Fiscal Periods Setup - TWO16 (sa)

OK Calculate Redisplay File Print Tools Help Add Note

Actions File Tools Help

Year: 2022

First Day 1/1/2022

Last Day 12/31/2022

Number of Periods 12

Historical Year

Open All Close All

Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2021						
2	Period 2	2/1/2021						
3	Period 3	3/1/2021						
4	Period 4	4/1/2021						
5	Period 5	5/1/2021						
6	Period 6	6/1/2021						
7	Period 7	7/1/2021						
8	Period 8	8/1/2021						

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Click on **Calculate**.

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Fiscal Periods Setup - TWO16 (sa)

OK Calculate Redisplay File Print Tools Help Add Note

Year: 2022 First Day: 1/1/2022 Last Day: 12/31/2022

Number of Periods: 12

Series Closed

Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2022						
2	Period 2	2/1/2022						
3	Period 3	3/1/2022						
4	Period 4	4/1/2022						
5	Period 5	5/1/2022						
6	Period 6	6/1/2022						
7	Period 7	7/1/2022						
8	Period 8	8/1/2022						

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Click on OK.

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Fiscal Periods Setup - TWO16 (sa)

OK Calculate Redisplay File Print Tools Help Add Note

Year: 2022 First Day: 1/1/2022 Last Day: 12/31/2022

Number of Periods: 12

Series Closed

Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Period 2	2/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period 3	3/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Period 4	4/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Period 5	5/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Period 6	6/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Period 7	7/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Period 8	8/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Click on **Close All**.

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Fiscal Periods Setup - TWO16 (sa)

OK Calculate Redisplay File Print Tools Help Add Note

Actions File Tools Help

Year: 2022 First Day: 1/1/2022 Last Day: 12/31/2022 Historical Year

Number of Periods: 12

Open All Close All

Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Period 2	2/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period 3	3/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Period 4	4/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Period 5	5/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Period 6	6/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Period 7	7/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Period 8	8/1/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Click on OK.

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Fiscal Periods Setup - TWO16 (sa)

OK Calculate Redisplay File Print Tools Help Add Note

Year: 2022 First Day: 1/1/2022 Last Day: 12/31/2022 Historical Year

Number of Periods: 12

Open All Close All

Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Period 2	2/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Period 3	3/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Period 4	4/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Period 5	5/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Period 6	6/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Period 7	7/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Period 8	8/1/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Bank History

Multidimensional Analysis

Utilities

Financial

Reconcile

Remove History

Reconcile Analysis

Remove Bank History

Archive Matched Transactions

Analytical Accounting

Fixed Assets

ACRS

Asset Import Export

Clear Data

Delete

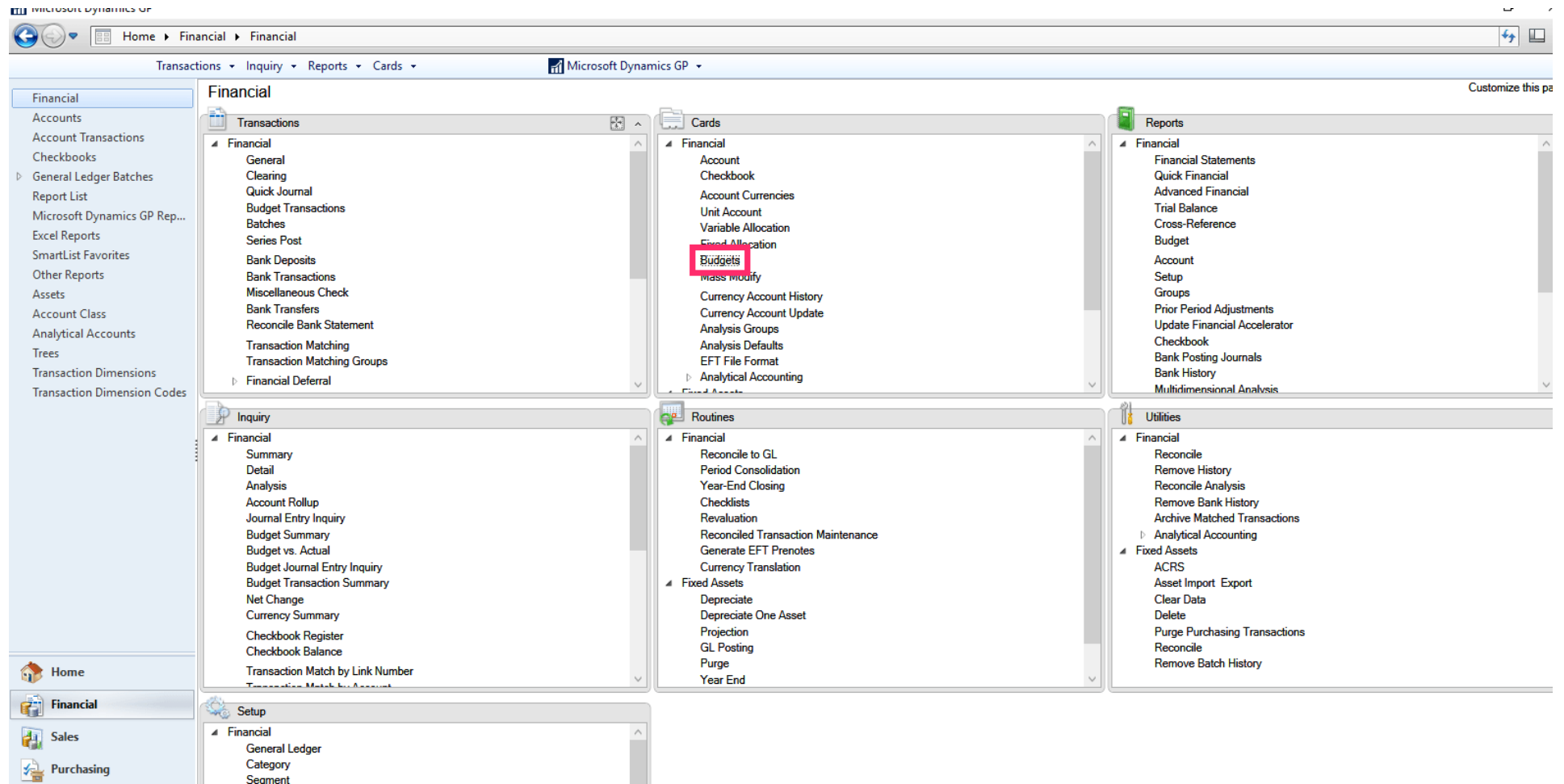
Purge Purchasing Transactions

Reconcile

Remove Batch History



Click on **Budgets**.





A message will appear that reads, **All years will be created again. This may take some time.** Then click on **OK**.

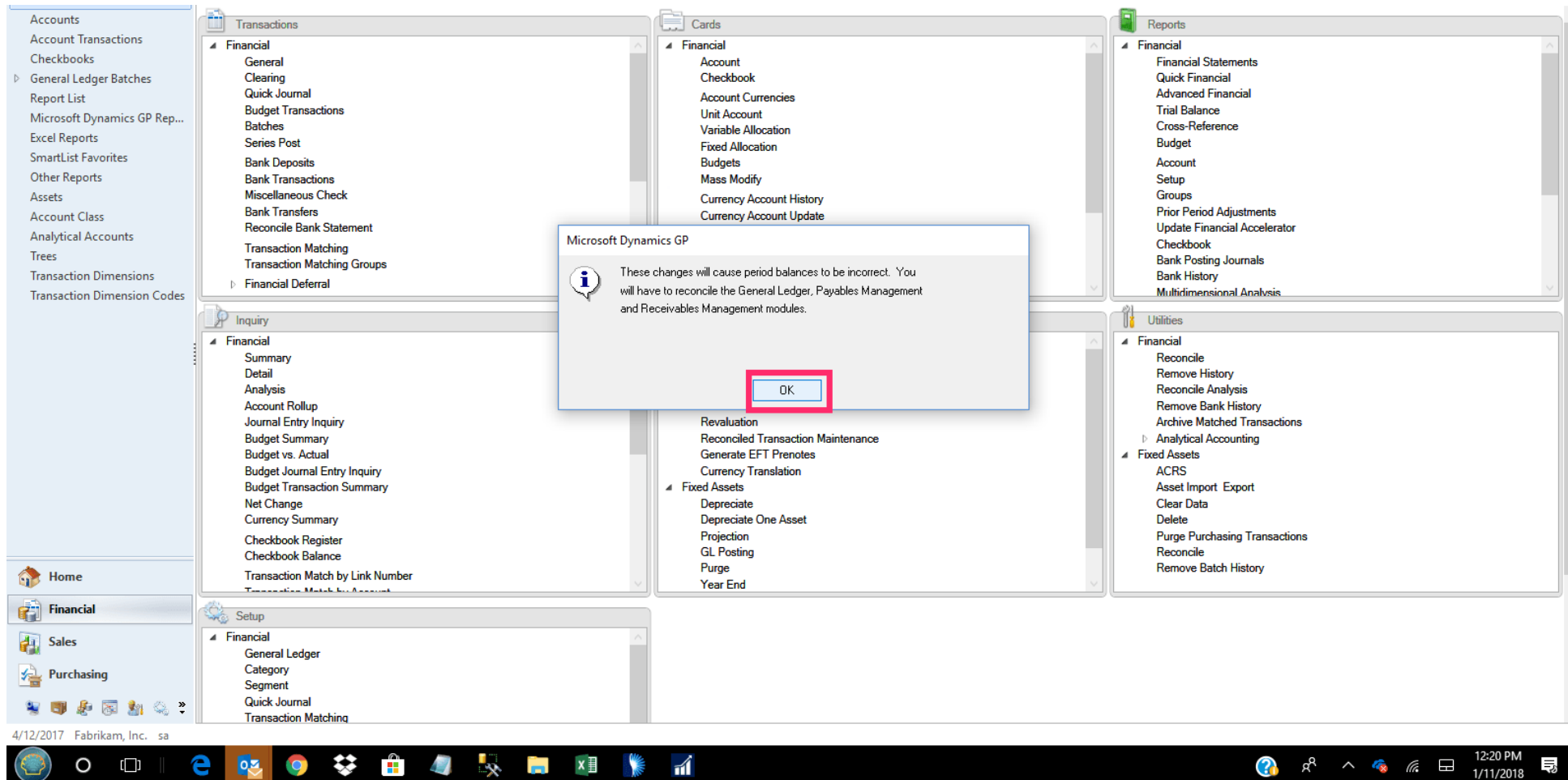
The screenshot displays the Microsoft Dynamics GP interface. The 'Fiscal Periods Setup - TWO16 (sa)' window is open, showing the 'Year' set to 2022, 'First Day' as 1/1/2022, and 'Last Day' as 12/31/2022. The 'Number of Periods' is set to 12. A table lists 8 periods with their respective names and dates. A warning message box is overlaid on the window, stating: 'All years will be created again. This may take some time.' The 'OK' button in the message box is highlighted with a red rectangle. The background shows the 'Financial' menu on the left and various reports and utilities on the right.

Period	Period Name	Date
1	Period 1	1/1/2022
2	Period 2	2/1/2022
3	Period 3	3/1/2022
4	Period 4	4/1/2022
5	Period 5	5/1/2022
6	Period 6	6/1/2022
7	Period 7	7/1/2022
8	Period 8	8/1/2022





Another message will appear that reads, these changes will cause period balances to be incorrect. You will have to reconcile the G/L, Payables Management and Receivables Management modules. Click on OK.

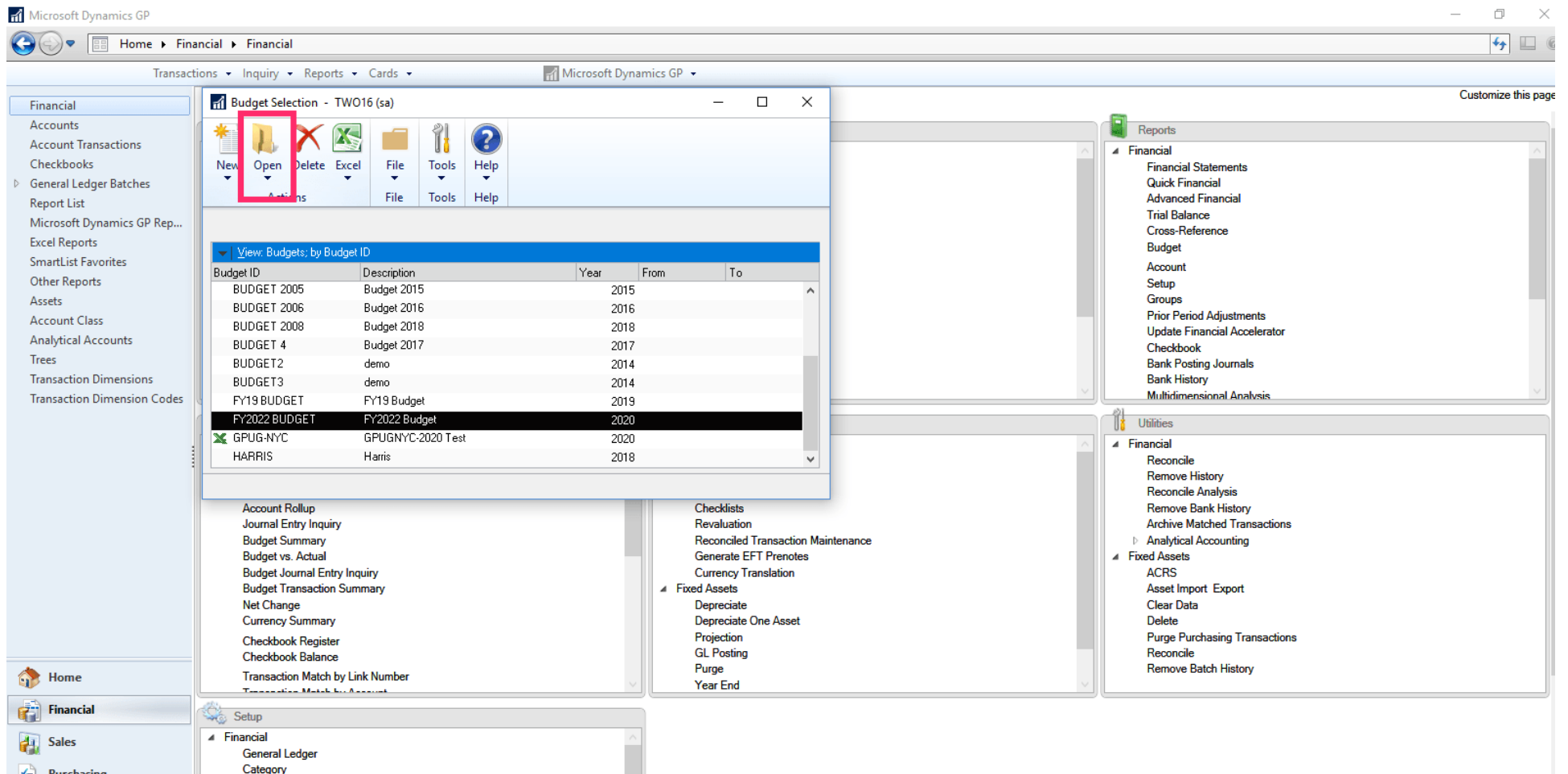


Click on the X to close the Budget Maintenance window.

The screenshot shows the Microsoft Dynamics GP interface. The 'Budget Maintenance - TWO16 (sa)' window is open, displaying fields for Budget ID, Description, Based On (Fiscal Year), Budget Year (2020), and radio buttons for Actual and Preliminary. The 'Actions' tab is selected, showing Save, Delete, and Combine Budgets. The 'X' button in the window's title bar is highlighted with a red box. The background shows the Financial module navigation pane on the left and the Reports and Utilities panes on the right.



From the **Budget Selection** window, highlight the desired Budget. Click on the **Open** button. In this example, select FY2022 BUDGET.



Microsoft Dynamics GP

Home Financial Financial

Transactions Inquiry Reports Cards Microsoft Dynamics GP

Financial

- Accounts
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- Excel Reports
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- Trees
- Transaction Dimensions
- Transaction Dimension Codes

Budget Selection - TWO16 (sa)

New Open Delete Excel File Tools Help

View: Budgets: by Budget ID

Budget ID	Description	Year	From	To
BUDGET 2005	Budget 2015	2015		
BUDGET 2006	Budget 2016	2016		
BUDGET 2008	Budget 2018	2018		
BUDGET 4	Budget 2017	2017		
BUDGET2	demo	2014		
BUDGET3	demo	2014		
FY19 BUDGET	FY19 Budget	2019		
<b>FY2022 BUDGET</b>	<b>FY2022 Budget</b>	<b>2020</b>		
GPUG-NYC	GPUGNYC-2020 Test	2020		
HARRIS	Harris	2018		

Account Rollup  
Journal Entry Inquiry  
Budget Summary  
Budget vs. Actual  
Budget Journal Entry Inquiry  
Budget Transaction Summary  
Net Change  
Currency Summary  
Checkbook Register  
Checkbook Balance  
Transaction Match by Link Number  
Transaction Match by Account

Checklists  
Revaluation  
Reconciled Transaction Maintenance  
Generate EFT Prenotes  
Currency Translation  
Fixed Assets  
Depreciate  
Depreciate One Asset  
Projection  
GL Posting  
Purge  
Year End

Reports

- Financial
  - Financial Statements
  - Quick Financial
  - Advanced Financial
  - Trial Balance
  - Cross-Reference
  - Budget
  - Account
  - Setup
  - Groups
  - Prior Period Adjustments
  - Update Financial Accelerator
  - Checkbook
  - Bank Posting Journals
  - Bank History
  - Multidimensional Analysis

Utilities

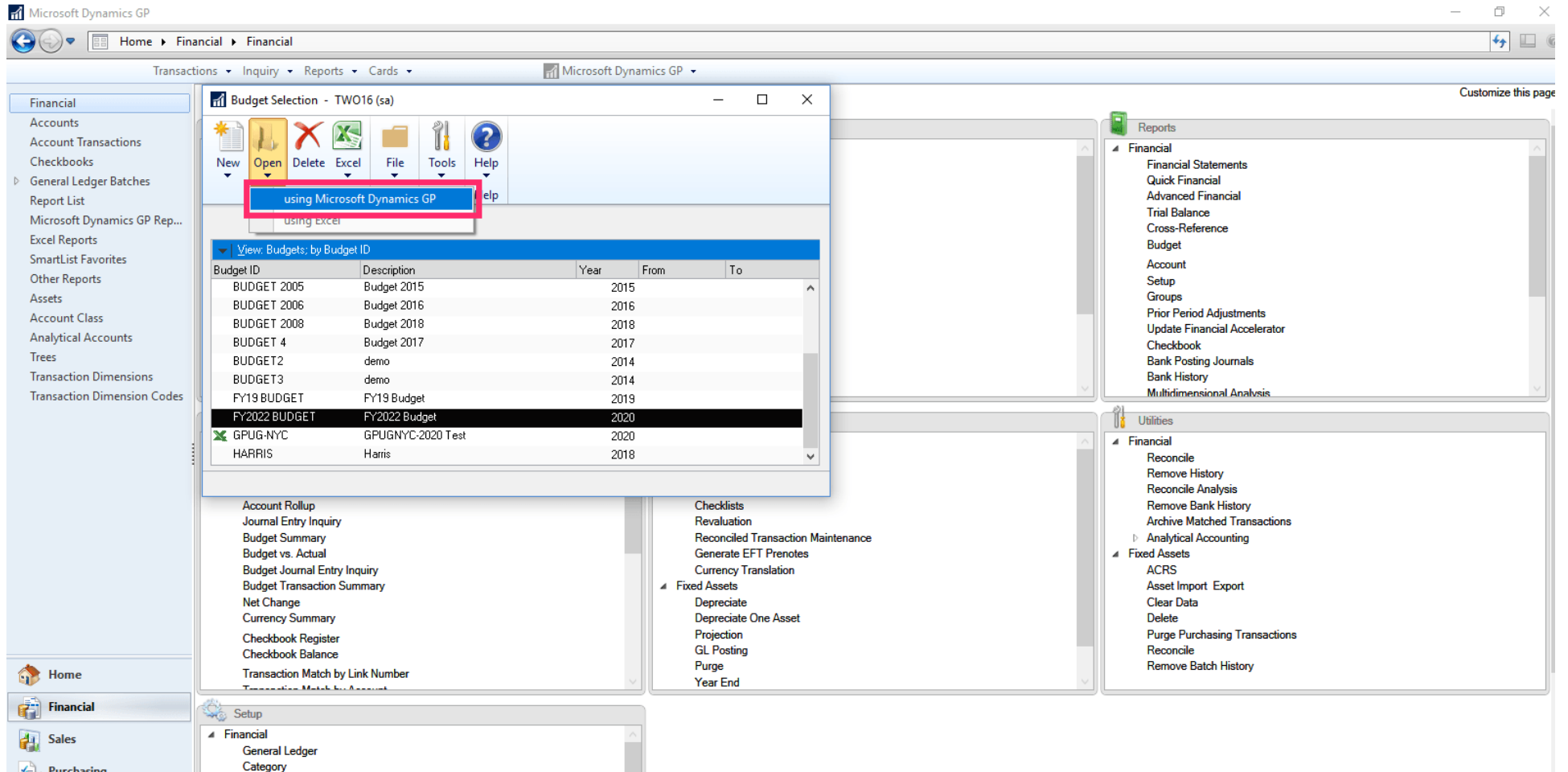
- Financial
  - Reconcile
  - Remove History
  - Reconcile Analysis
  - Remove Bank History
  - Archive Matched Transactions
  - Analytical Accounting
- Fixed Assets
  - ACRS
  - Asset Import Export
  - Clear Data
  - Delete
  - Purge Purchasing Transactions
  - Reconcile
  - Remove Batch History

Setup

- Financial
  - General Ledger
  - Category



Click on **using Microsoft Dynamics GP**.



The screenshot shows the Microsoft Dynamics GP interface. The main window is titled "Budget Selection - TWO16 (sa)". The "Open" button in the toolbar is highlighted with a red box, and a tooltip "using Microsoft Dynamics GP" is displayed over it. The "View: Budgets: by Budget ID" table is visible, showing various budget entries.

Budget ID	Description	Year	From	To
BUDGET 2005	Budget 2015	2015		
BUDGET 2006	Budget 2016	2016		
BUDGET 2008	Budget 2018	2018		
BUDGET 4	Budget 2017	2017		
BUDGET2	demo	2014		
BUDGET3	demo	2014		
FY19 BUDGET	FY19 Budget	2019		
<b>FY2022 BUDGET</b>	<b>FY2022 Budget</b>	<b>2020</b>		
GPUG-NYC	GPUGNYC-2020 Test	2020		
HARRIS	Harris	2018		

The interface also shows a left-hand navigation pane with "Financial" selected, and a right-hand pane with "Reports" and "Utilities" sections.



From the Budget Year dropdown menu, select 2022.

The screenshot shows the Microsoft Dynamics GP interface. The main window is 'Budget Maintenance - TWO16 (sa)'. The 'Budget Year' dropdown menu is open, showing a list of years from 2014 to 2020. The year 2020 is highlighted in blue. The 'Display' section has 'Period Balances' selected. The 'Period' table is empty. The 'Ranges' and 'Methods' buttons are visible. The background shows the 'Budget Selection - TWO16 (sa)' window and the 'Reports' and 'Utilities' panes on the right.



Click on **Save**.

The screenshot shows the Microsoft Dynamics GP interface. The main window is 'Budget Maintenance - TWO16 (sa)'. The 'Save' button in the top-left toolbar is highlighted with a red square. The window displays the following information:

- Budget ID:** FY2022 BUDGET
- Description:** FY2022 Budget
- Based On:** Fiscal Year
- Budget Year:** 2022
- Display:** ☒ Net Change ☐ Period Balances

The window also features a table with columns: Period, Period Date, and Amount. The table is currently empty. At the bottom, there are buttons for 'Ranges' and 'Methods', and a 'Total' row.

The background shows the Microsoft Dynamics GP home screen with the 'Financial' menu open, displaying various reports and utilities.



That's It. You're Done.



**That's It. You're Done.**