Dynamic Budgets User Guide for Import Assumptions

DYNAMIC™ BUDGETS

User Guide

for

Import Assumptions

Import Assumptions Prerequisite Steps: If you have not upgraded Dynamic Budgets in the past 3 months, upgrade the system before importing assumptions. Contact Dynamic Budgets support for upgrade assistance.

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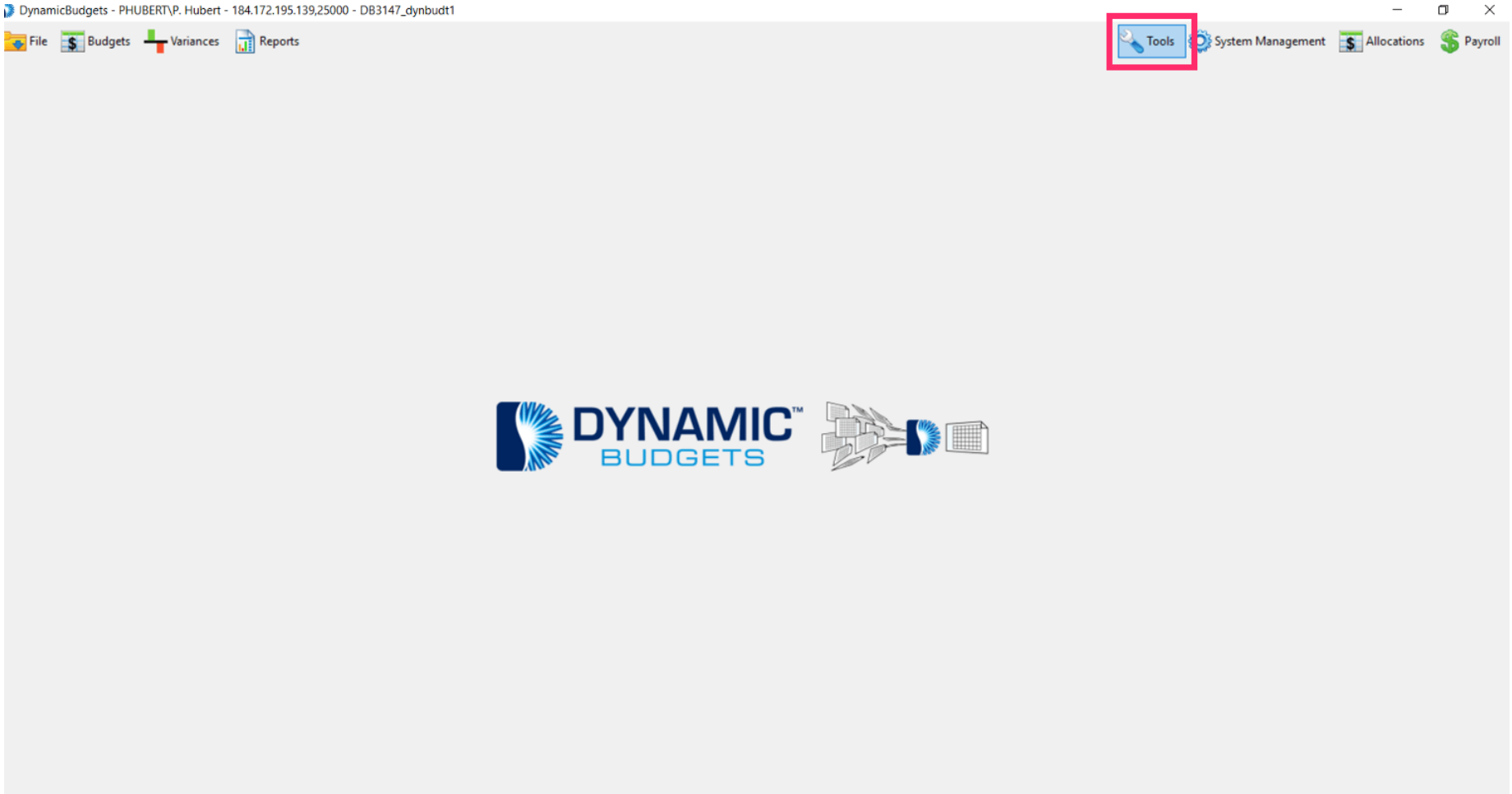
Import Assumptions. Purpose: This is the utility used to import data from outside of the system.

DYNAMIC™ BUDGETS

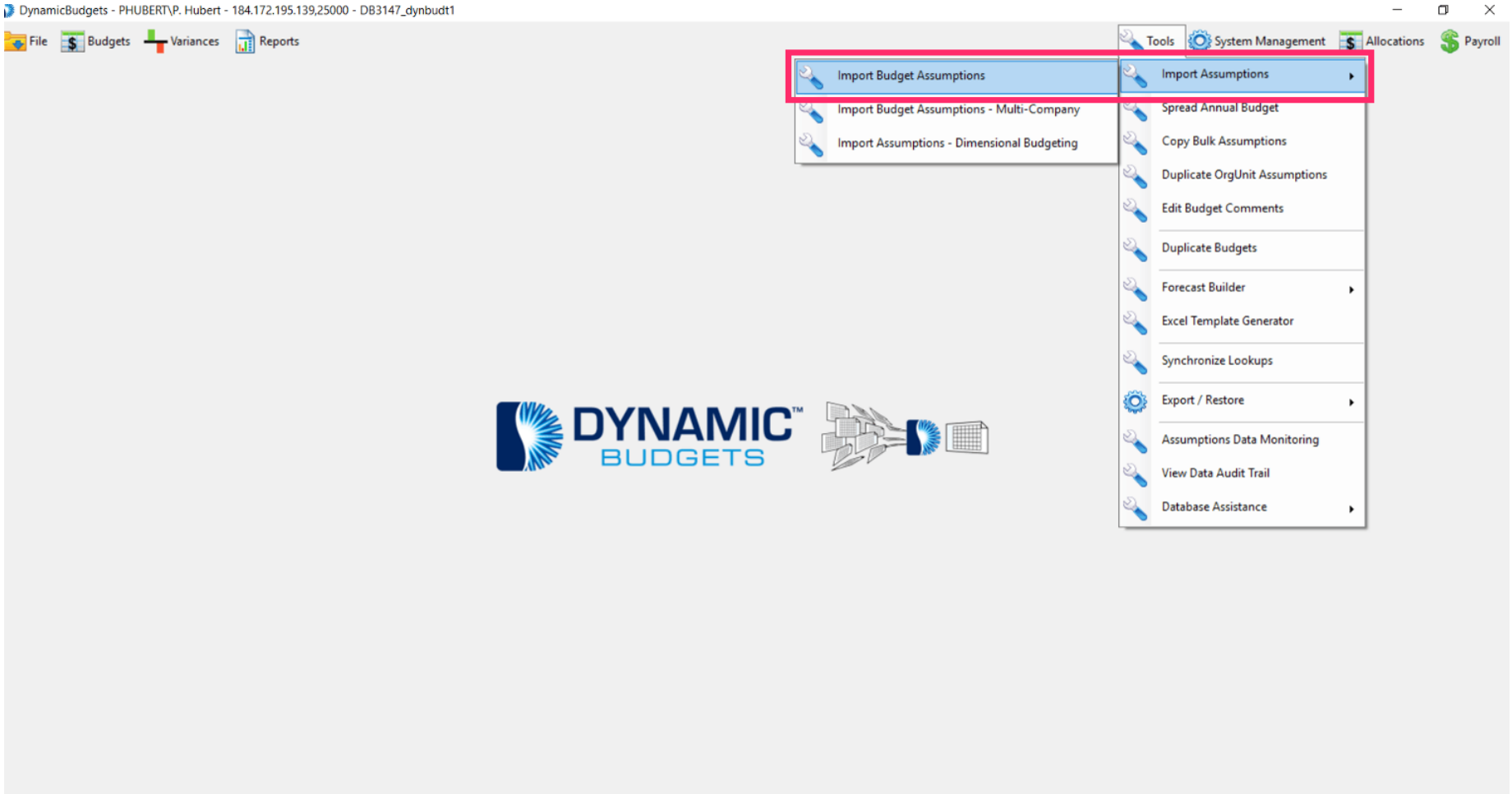
Import Assumptions

Purpose: This is the utility used to import data from outside of the system.

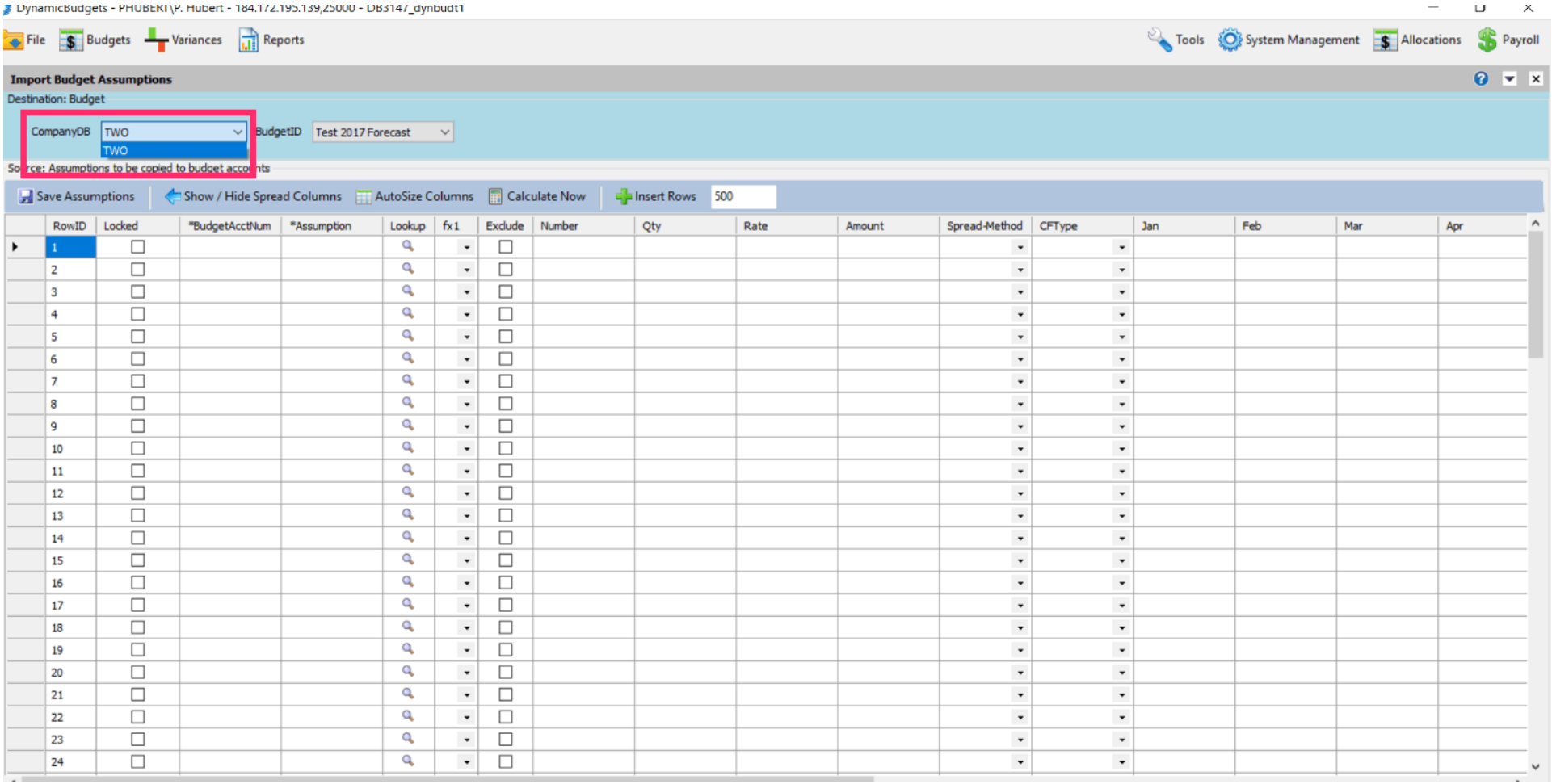
Click on Tools.



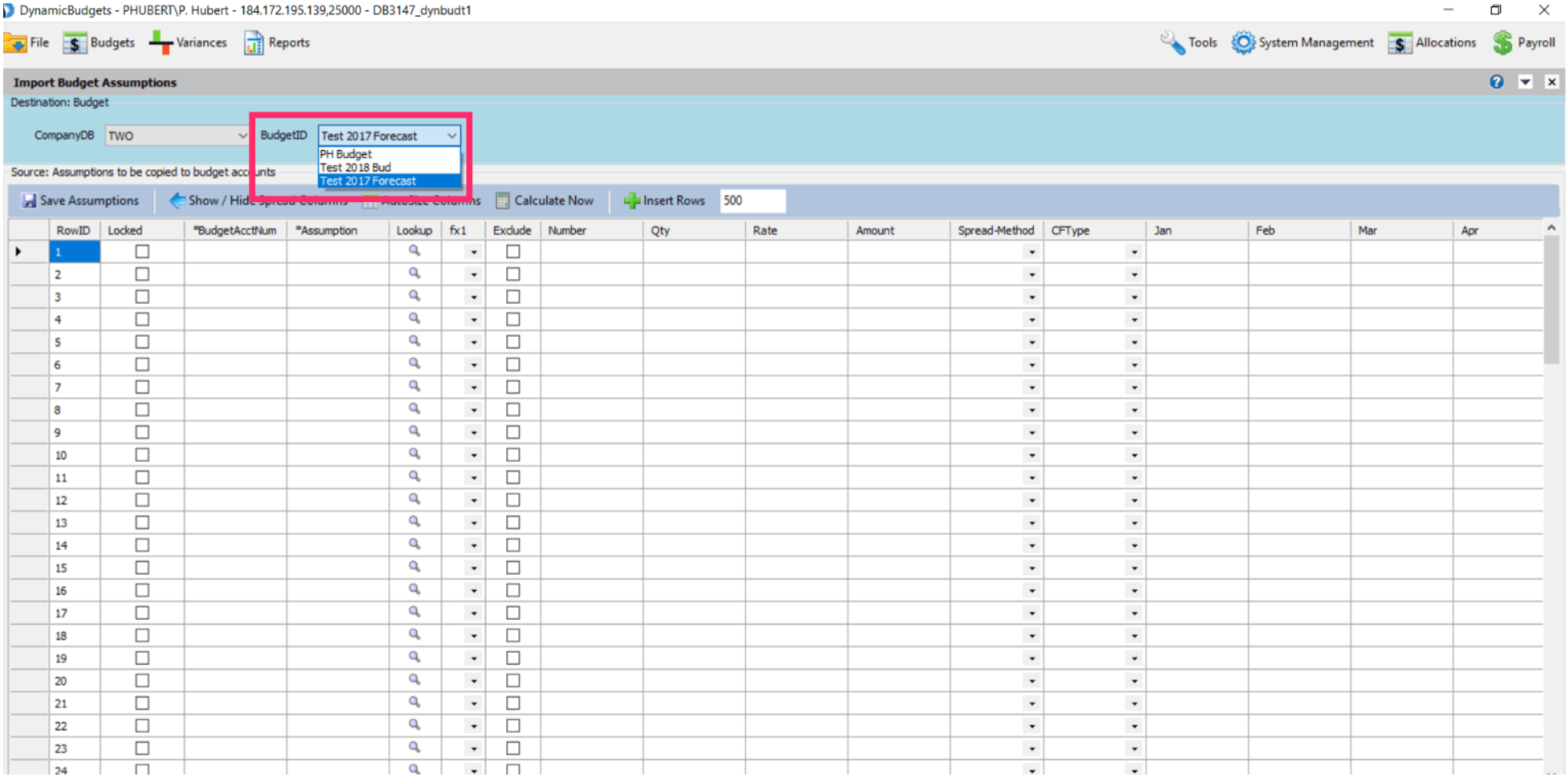
Click on Import Assumptions, Import Budget Assumptions.



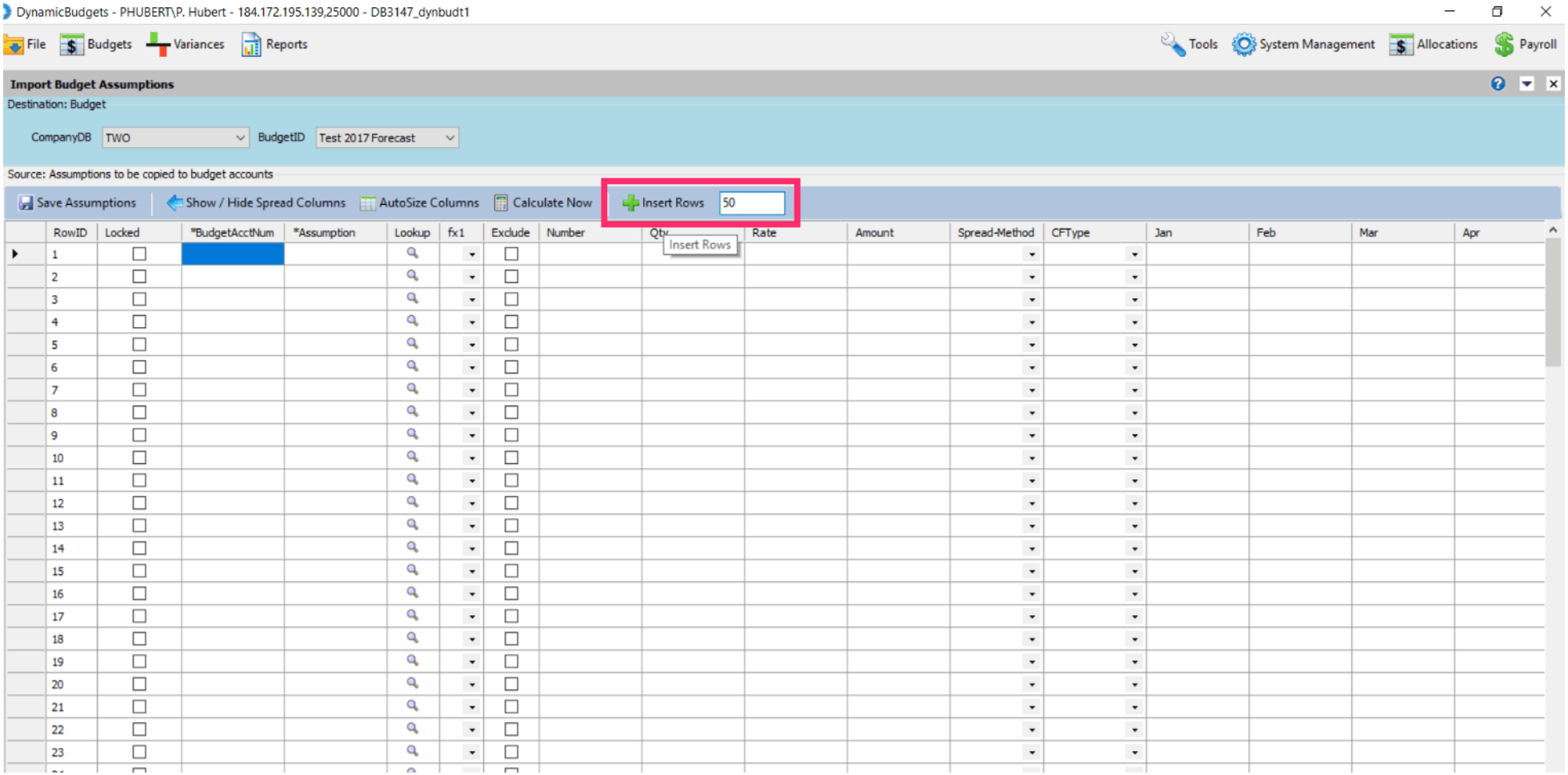
Click on the CompanyDB dropdown list. Make a selection. In this example, we will select TWO.



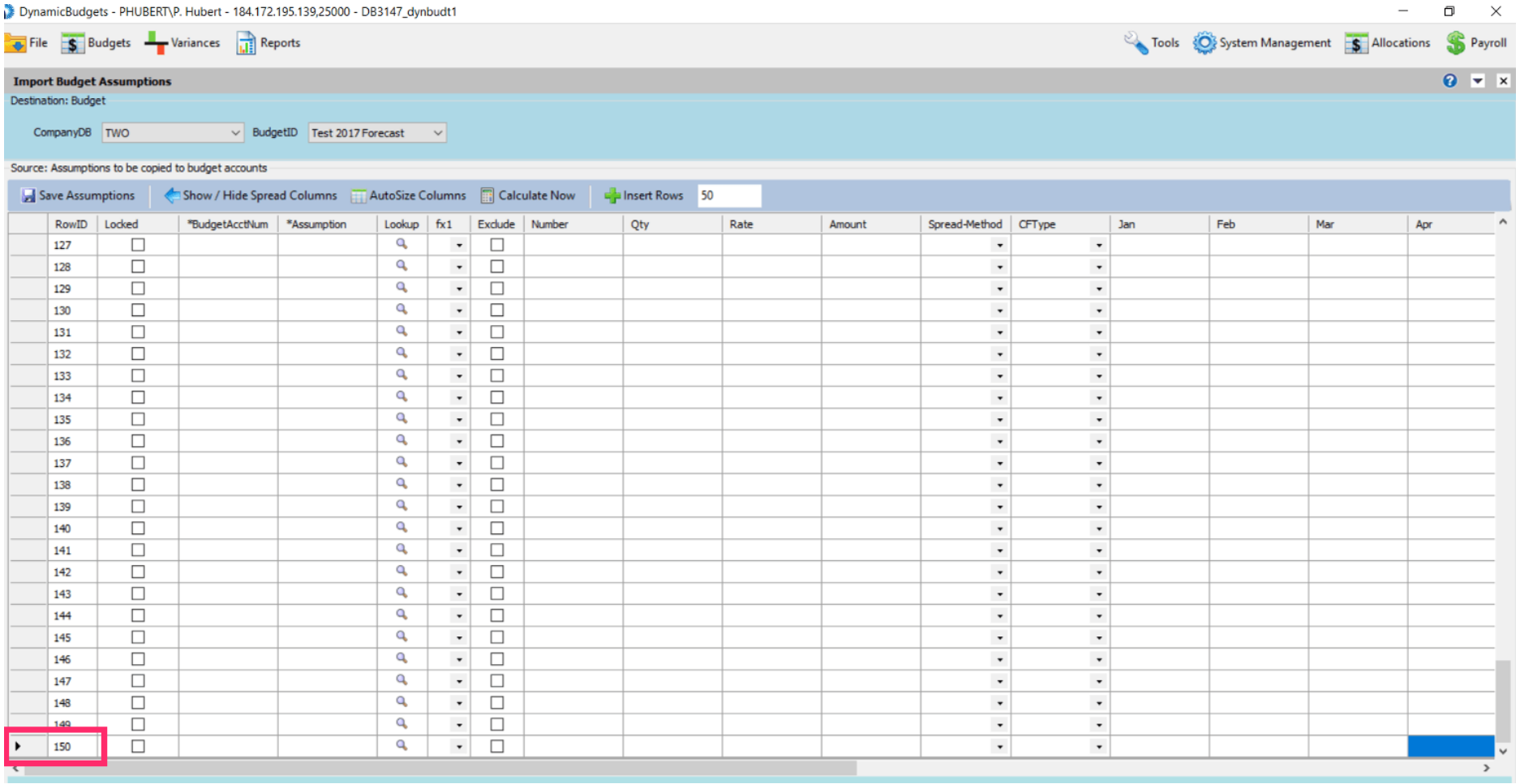
Click on the BudgetID dropdown list. Make a selection. In this example, we will select Test 2017 Forecast.



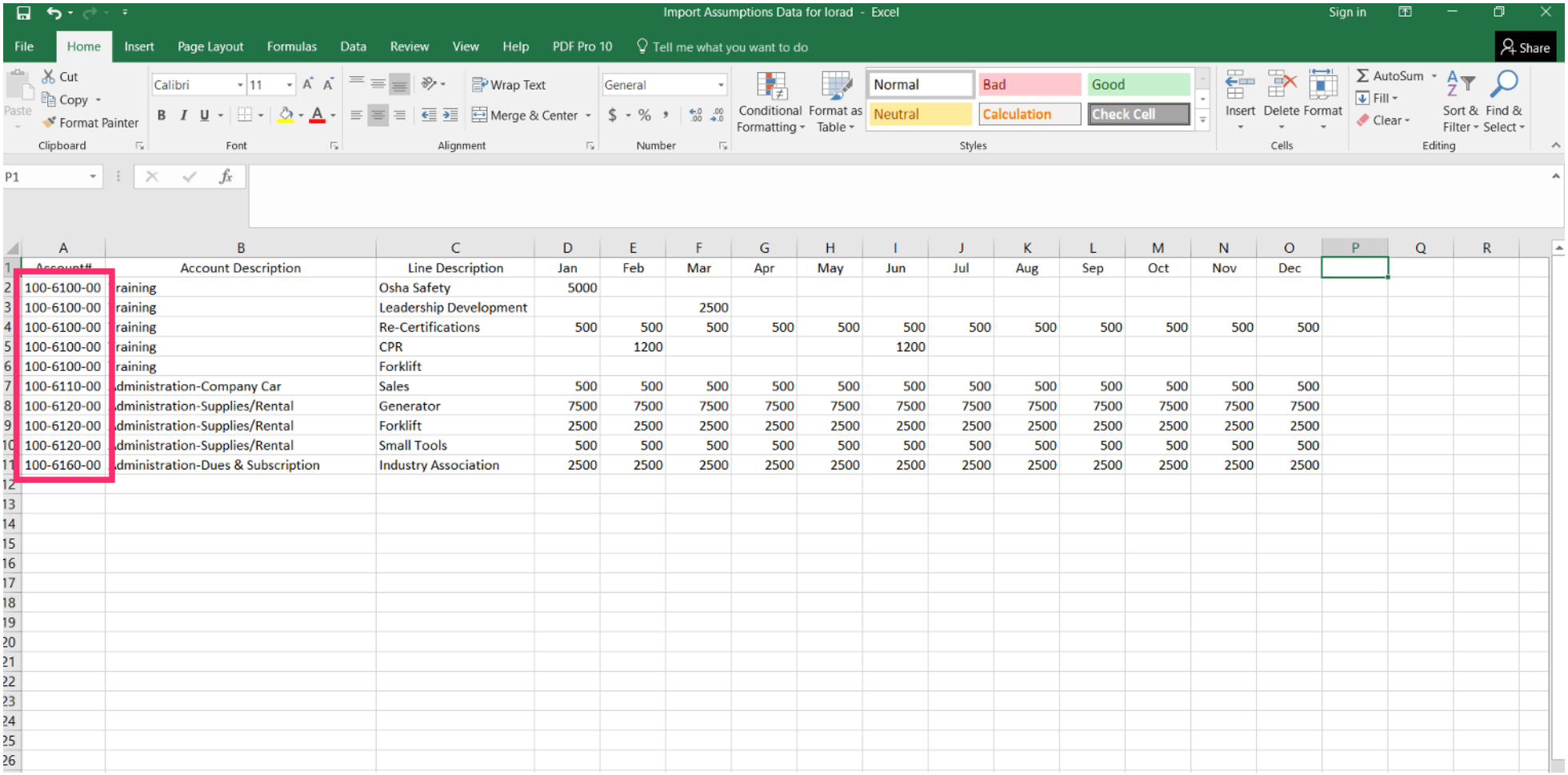
The system default is 100 rows. Click on Insert Rows to add any additional rows needed for the import. Let's add 50 rows.



Scroll to the bottom to verify the inserted rows were added. We now have 150 rows.

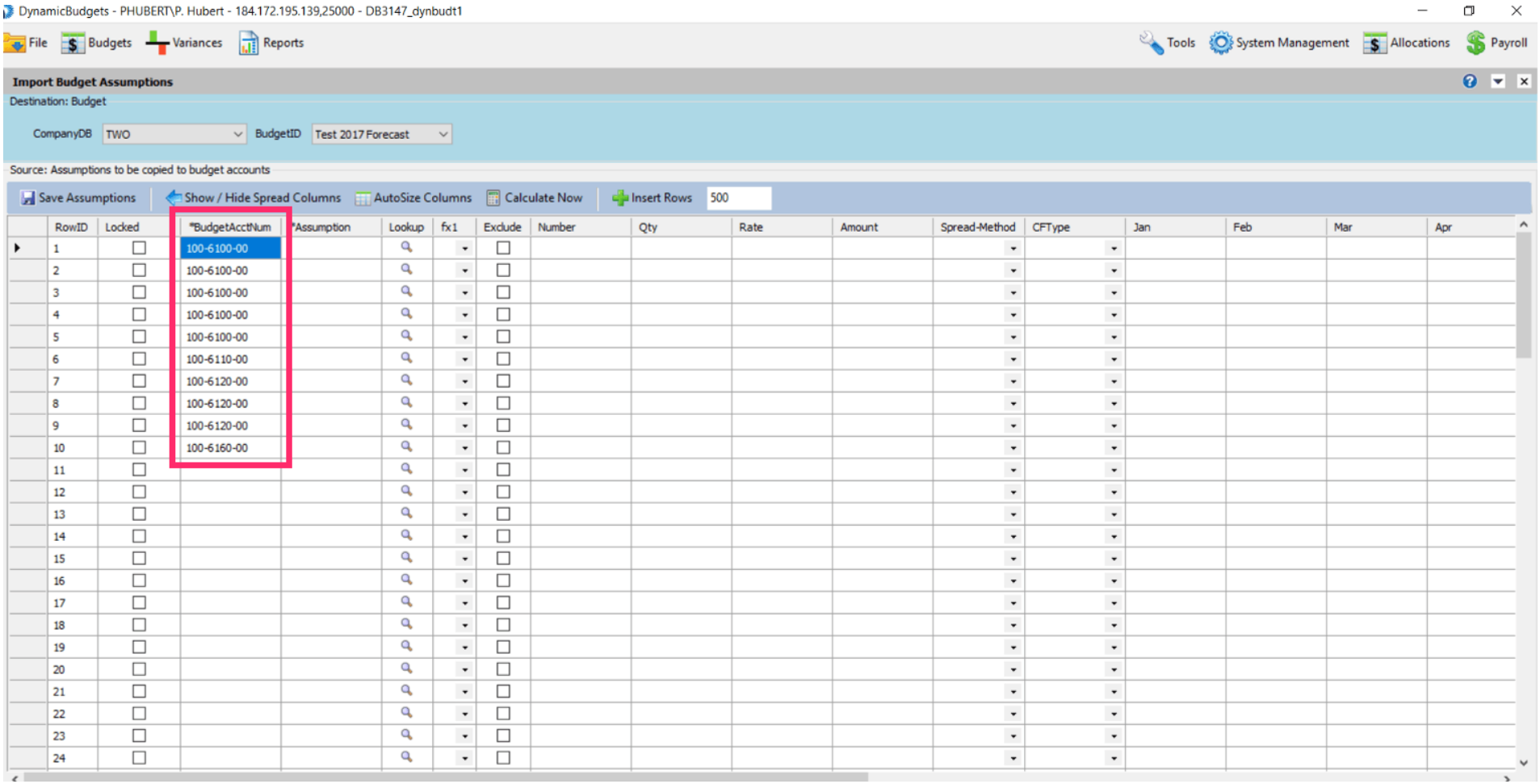


I have created a template in excel that needs to be imported into Dynamic Budgets. First, let's copy the account numbers. Control C (to copy). You do not need the account descriptions. Also, there may be multiple lines for the same account.

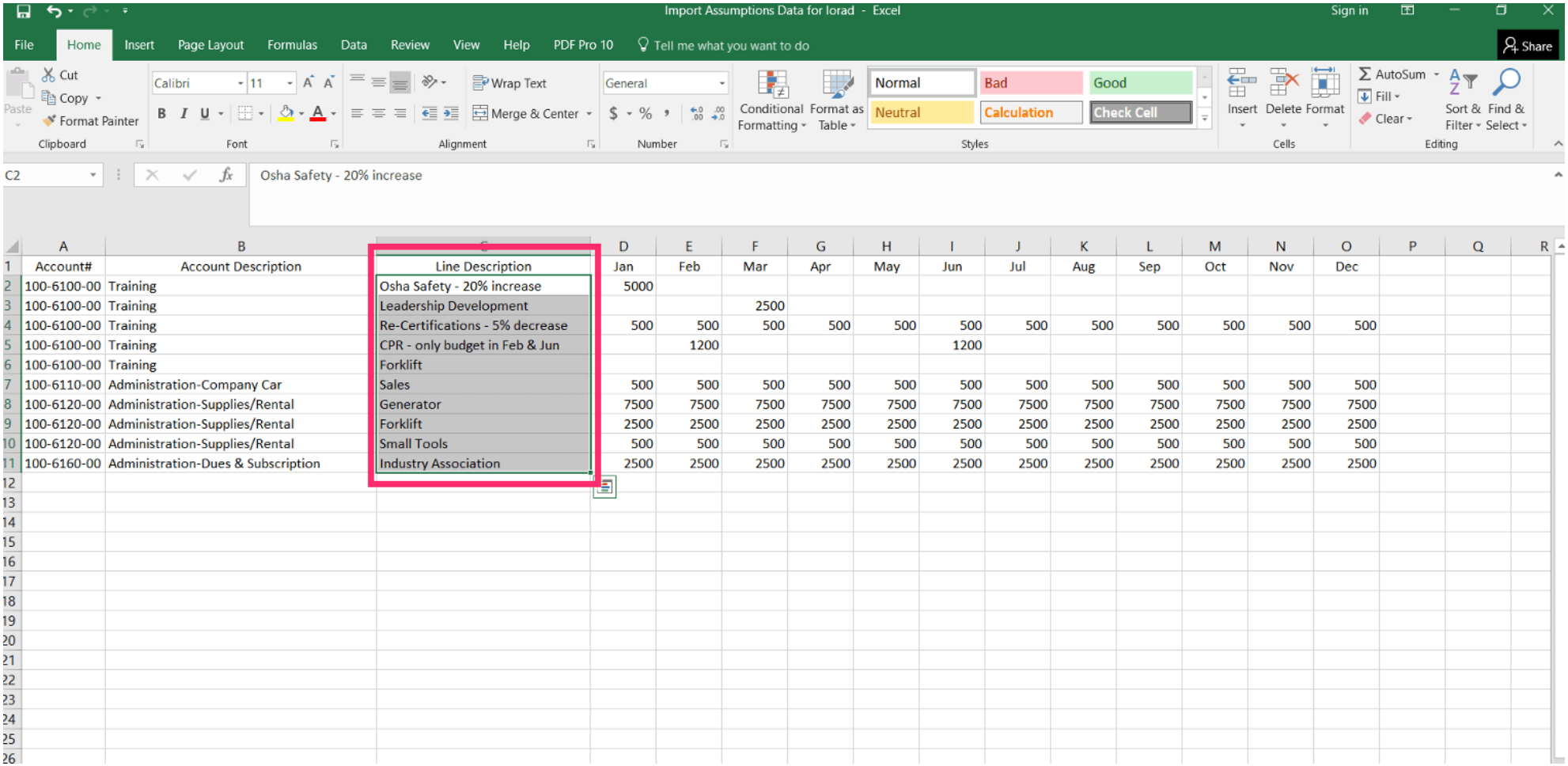


Account#	Account Description	Line Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
100-6100-00	raining	Osha Safety	5000											
100-6100-00	raining	Leadership Development			2500									
100-6100-00	raining	Re-Certifications	500	500	500	500	500	500	500	500	500	500	500	500
100-6100-00	raining	CPR		1200				1200						
100-6100-00	raining	Forklift												
100-6110-00	dministration-Company Car	Sales	500	500	500	500	500	500	500	500	500	500	500	500
100-6120-00	dministration-Supplies/Rental	Generator	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500
100-6120-00	dministration-Supplies/Rental	Forklift	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
100-6120-00	dministration-Supplies/Rental	Small Tools	500	500	500	500	500	500	500	500	500	500	500	500
100-6160-00	dministration-Dues & Subscription	Industry Association	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500

*This is a required field. Paste the account numbers in the BudgetAcctNum column. Control V (to paste).



Copy the line descriptions. Control C (to copy).



Account#	Account Description	Line Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
100-6100-00	Training	Osha Safety - 20% increase	5000											
100-6100-00	Training	Leadership Development			2500									
100-6100-00	Training	Re-Certifications - 5% decrease	500	500	500	500	500	500	500	500	500	500	500	500
100-6100-00	Training	CPR - only budget in Feb & Jun		1200				1200						
100-6100-00	Training	Forklift												
100-6110-00	Administration-Company Car	Sales	500	500	500	500	500	500	500	500	500	500	500	500
100-6120-00	Administration-Supplies/Rental	Generator	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500
100-6120-00	Administration-Supplies/Rental	Forklift	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500
100-6120-00	Administration-Supplies/Rental	Small Tools	500	500	500	500	500	500	500	500	500	500	500	500
100-6160-00	Administration-Dues & Subscription	Industry Association	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500

UG-Import Assumptions

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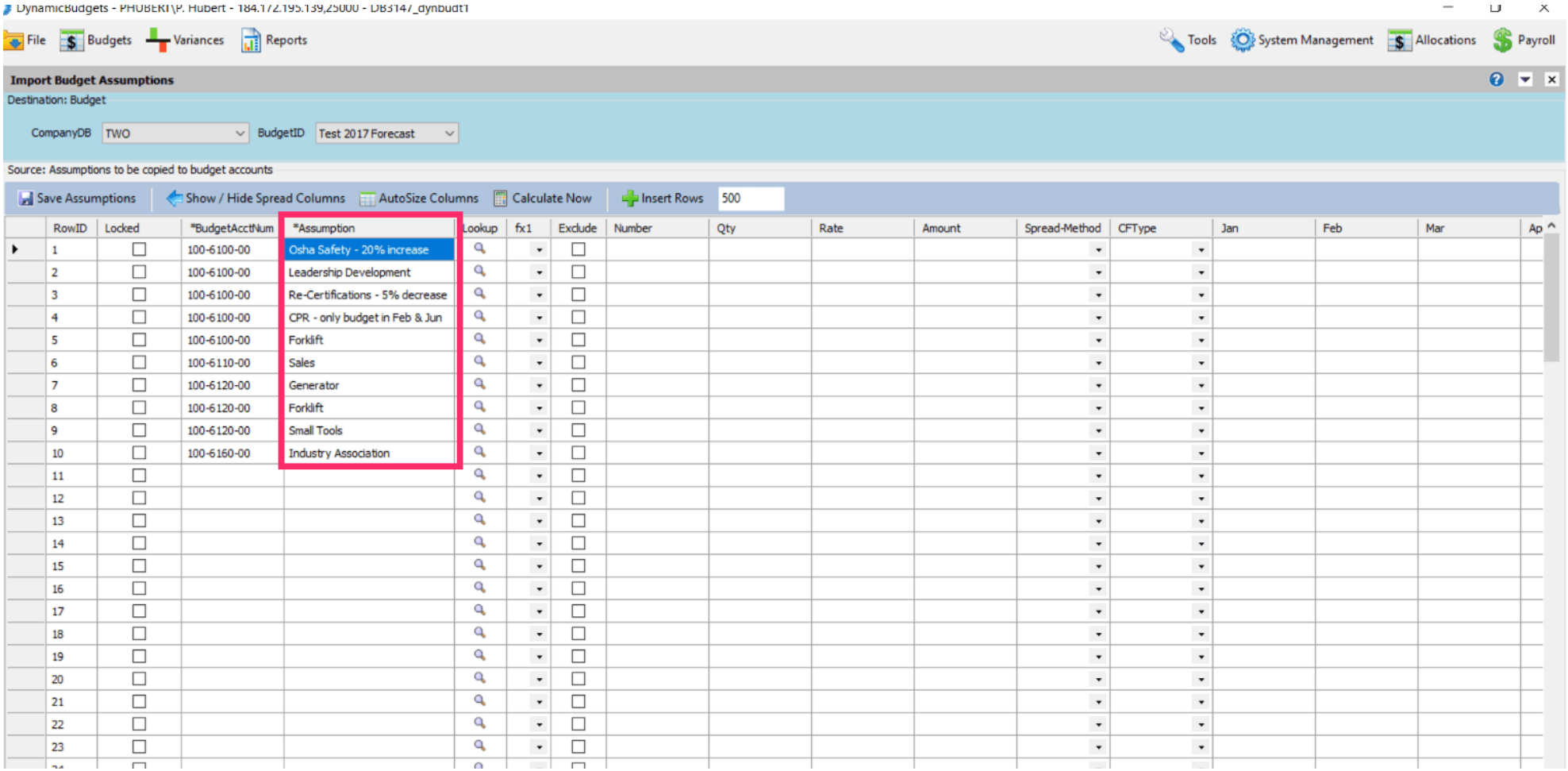
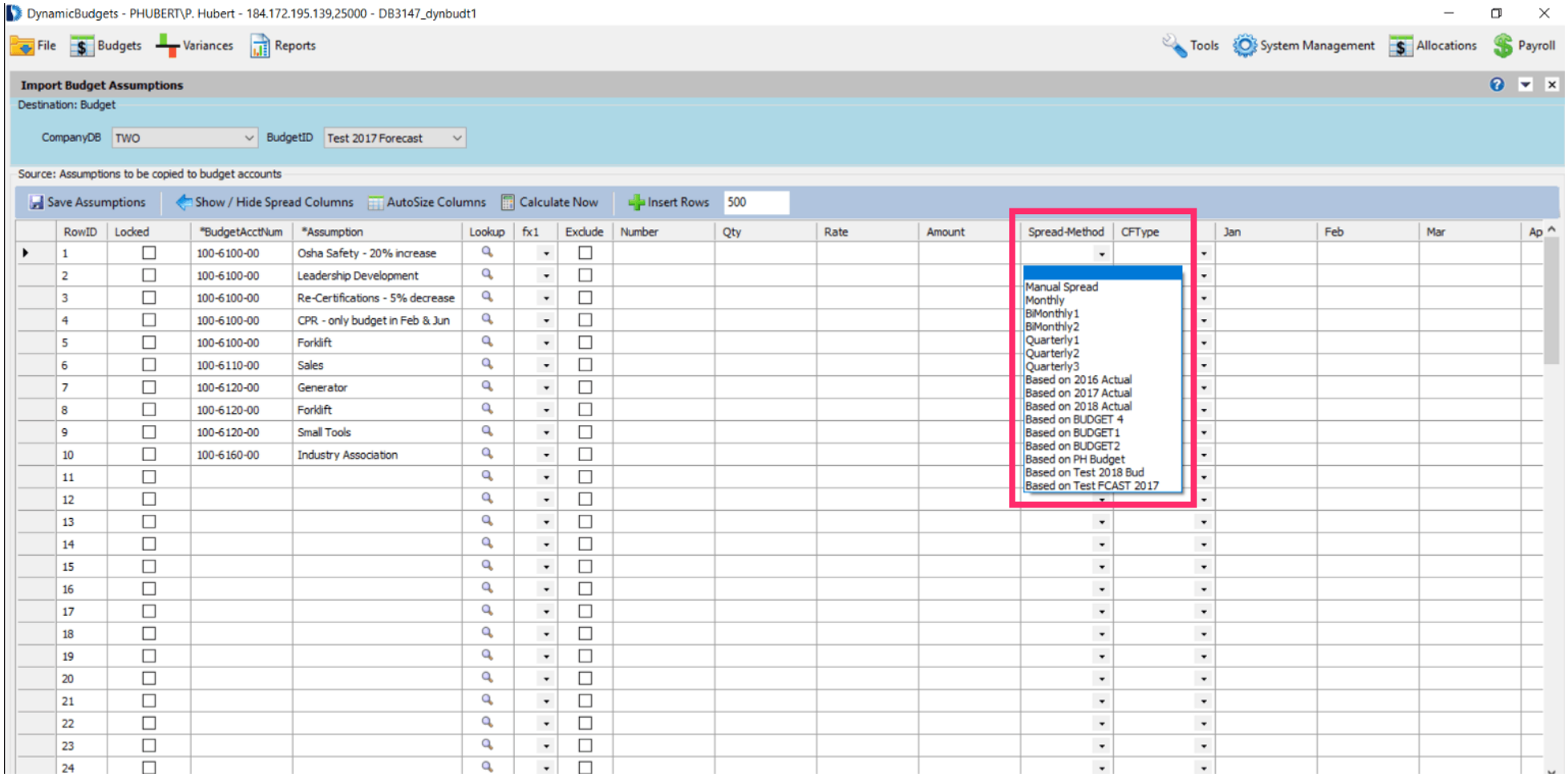
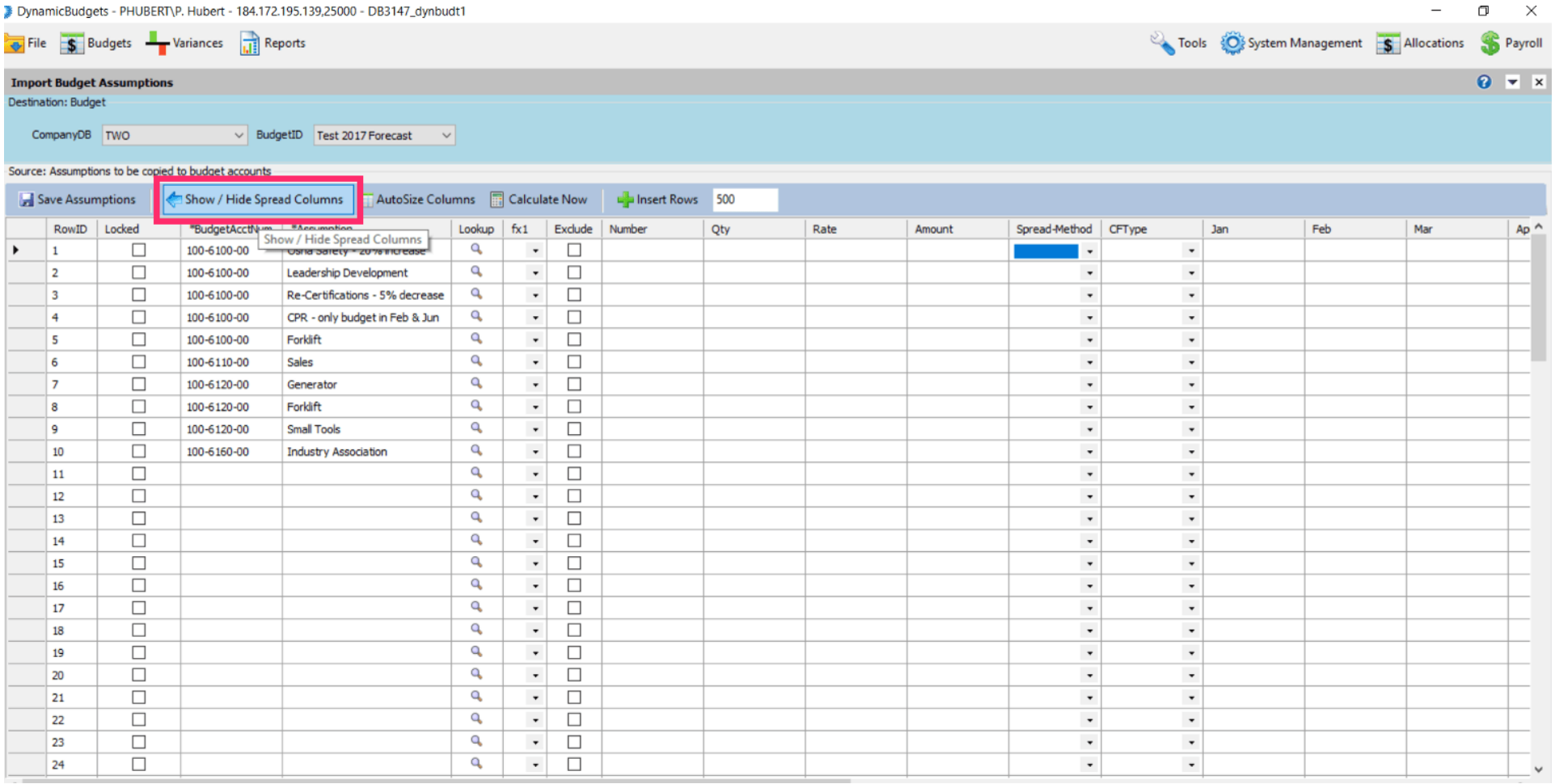
*This is a required field. Paste the line descriptions in the Assumption column. Control V (to paste). Assumptions can include notes such as % increases and decreases, etc.



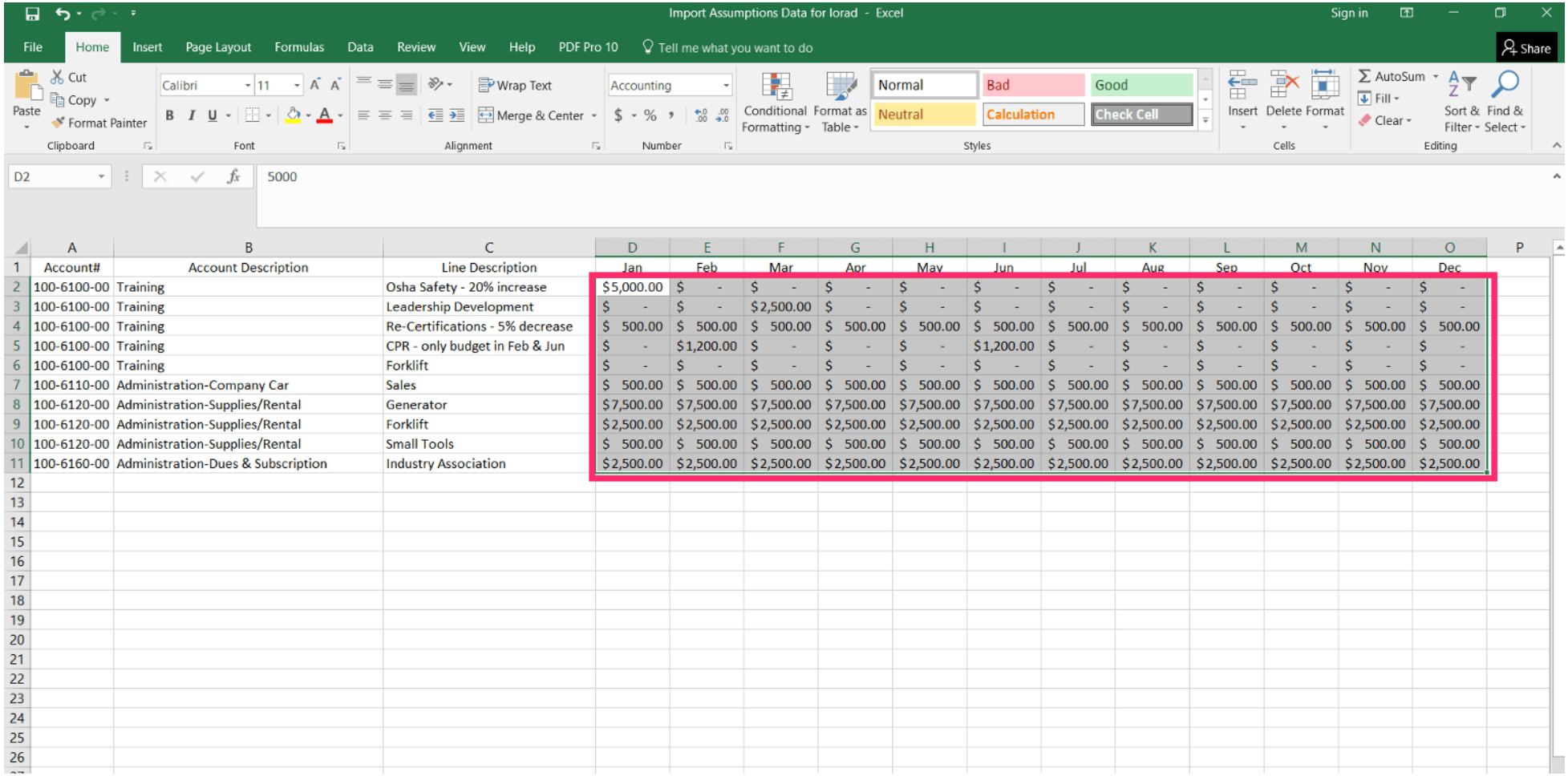
If you are going to use the Spread Method, make a selection.



If you are not going to use the Spread Method, Click on the Show/Hide Spread Columns to remove the column from the worksheet.

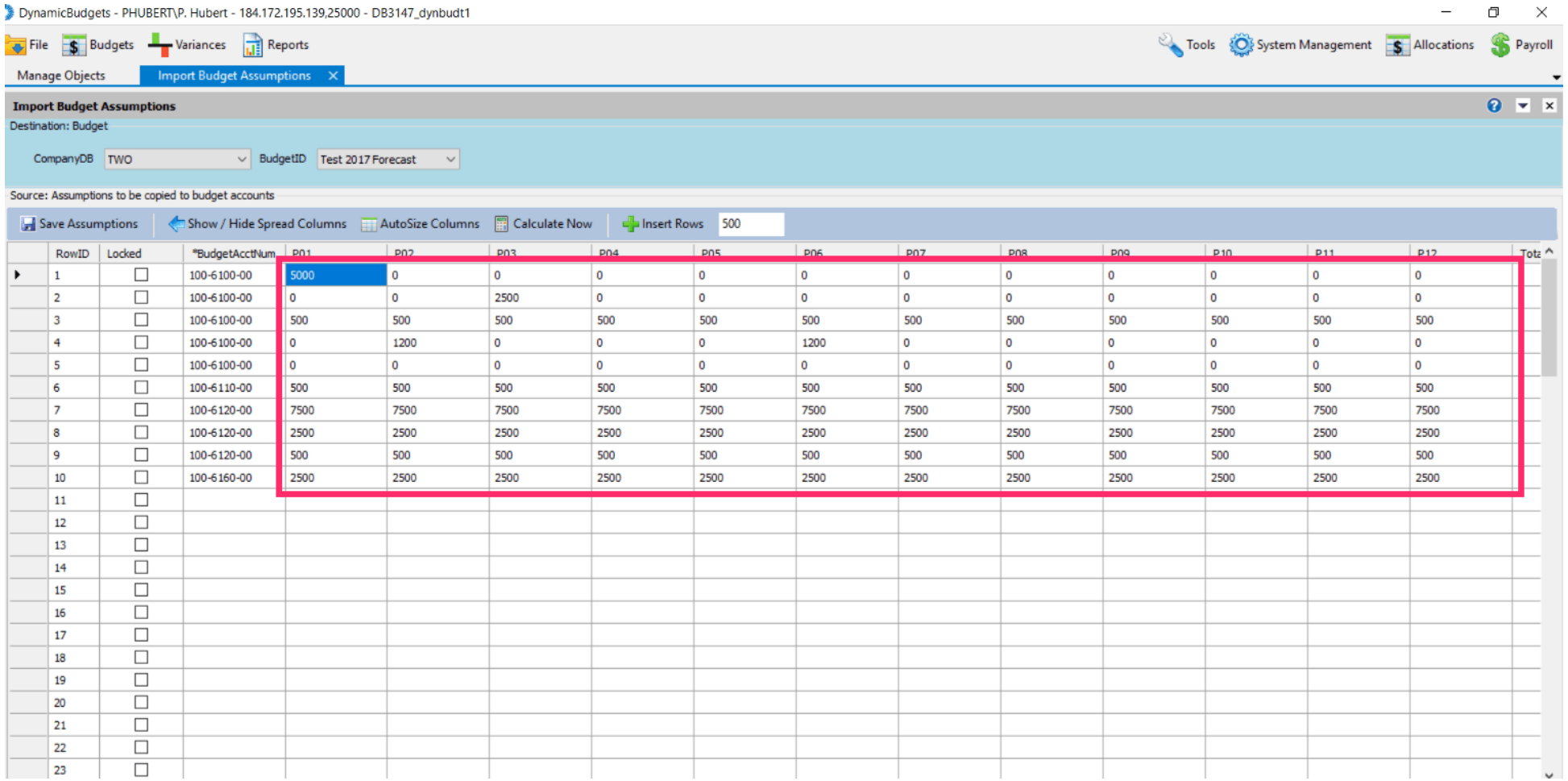


If your numbers are formatted, please change the number format to general. Dashes, $, commas are invalid. Now copy the values for the year from excel. Control C (to copy).



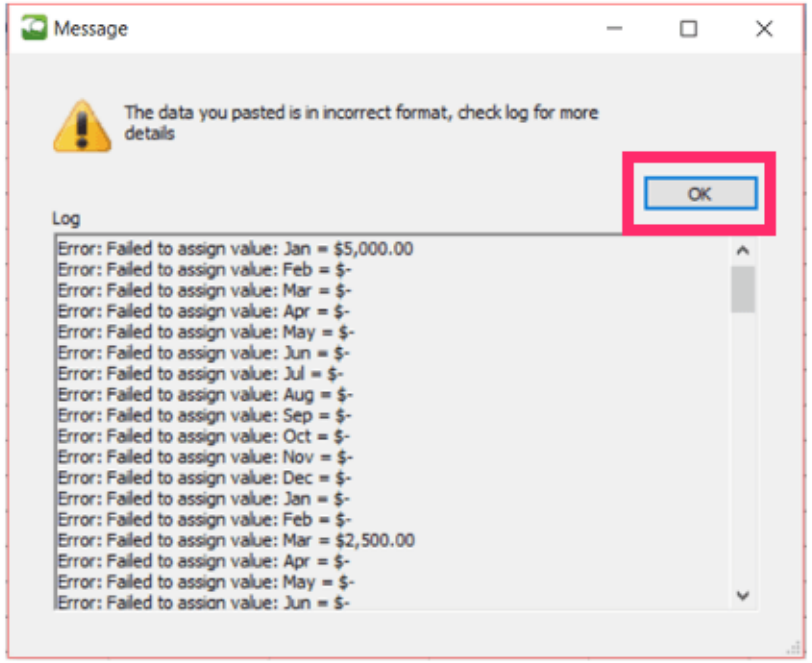
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Account#	Account Description	Line Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2	100-6100-00	Training	Osha Safety - 20% increase	$5,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
3	100-6100-00	Training	Leadership Development	$ -	$ -	$2,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
4	100-6100-00	Training	Re-Certifications - 5% decrease	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	
5	100-6100-00	Training	CPR - only budget in Feb & Jun	$ -	$1,200.00	$ -	$ -	$ -	$1,200.00	$ -	$ -	$ -	$ -	$ -	$ -	
6	100-6100-00	Training	Forklift	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
7	100-6110-00	Administration-Company Car	Sales	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	
8	100-6120-00	Administration-Supplies/Rental	Generator	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	$7,500.00	
9	100-6120-00	Administration-Supplies/Rental	Forklift	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	
10	100-6120-00	Administration-Supplies/Rental	Small Tools	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	
11	100-6160-00	Administration-Dues & Subscription	Industry Association	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	$2,500.00	

Now paste the values into the worksheet. Control V (to paste).

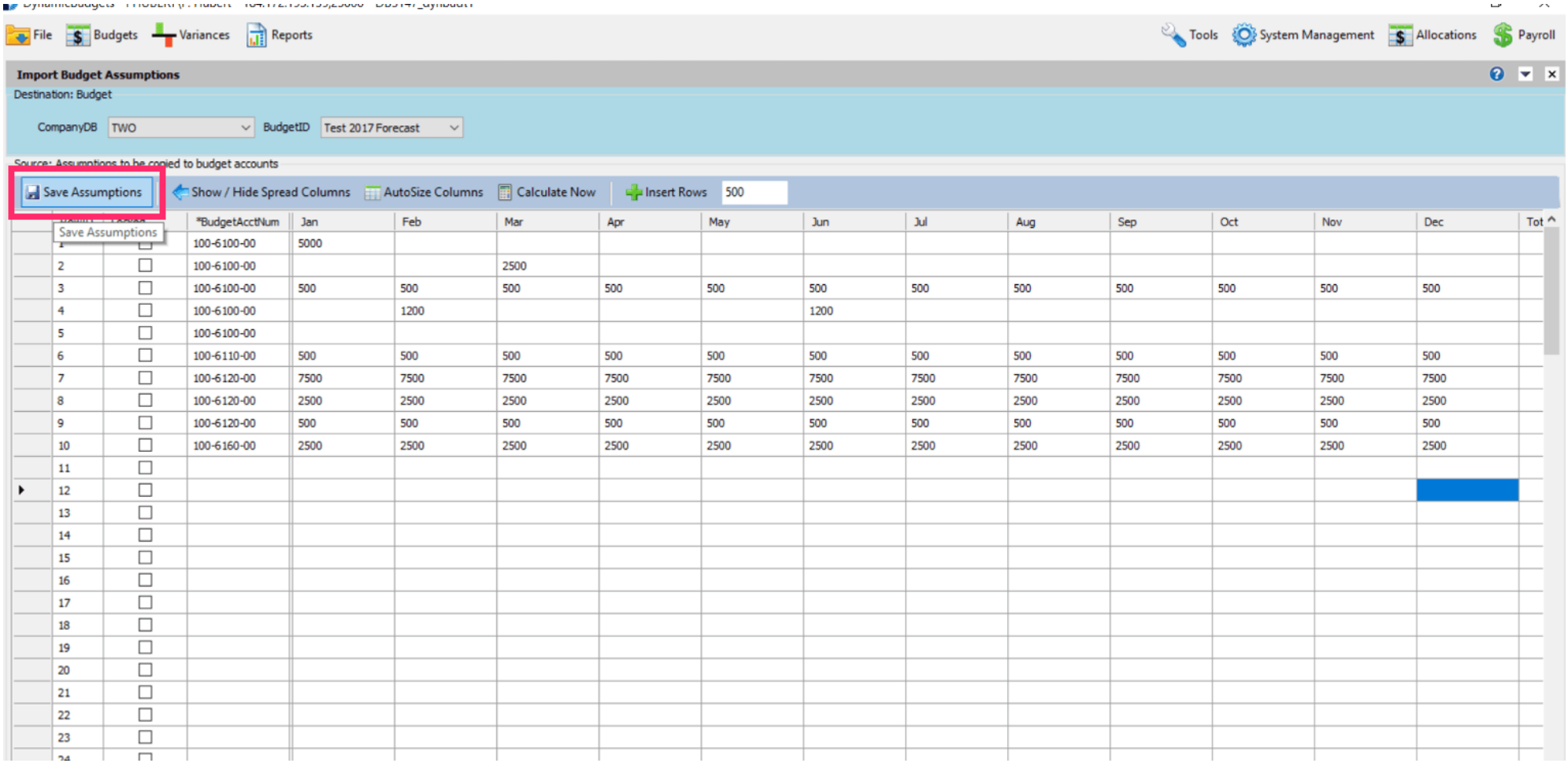


RowID	Locked	*BudgetAcctNum	P01	P02	P03	P04	P05	P06	P07	P08	P09	P10	P11	P12	Tota
1	☐	100-6100-00	5000	0	0	0	0	0	0	0	0	0	0	0	
2	☐	100-6100-00	0	0	2500	0	0	0	0	0	0	0	0	0	
3	☐	100-6100-00	500	500	500	500	500	500	500	500	500	500	500	500	
4	☐	100-6100-00	0	1200	0	0	0	1200	0	0	0	0	0	0	
5	☐	100-6100-00	0	0	0	0	0	0	0	0	0	0	0	0	
6	☐	100-6110-00	500	500	500	500	500	500	500	500	500	500	500	500	
7	☐	100-6120-00	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	
8	☐	100-6120-00	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	
9	☐	100-6120-00	500	500	500	500	500	500	500	500	500	500	500	500	
10	☐	100-6160-00	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	
11	☐														
12	☐														
13	☐														
14	☐														
15	☐														
16	☐														
17	☐														
18	☐														
19	☐														
20	☐														
21	☐														
22	☐														
23	☐														

Here is the message box you will see if you use commas, $, and dashes. Click on OK

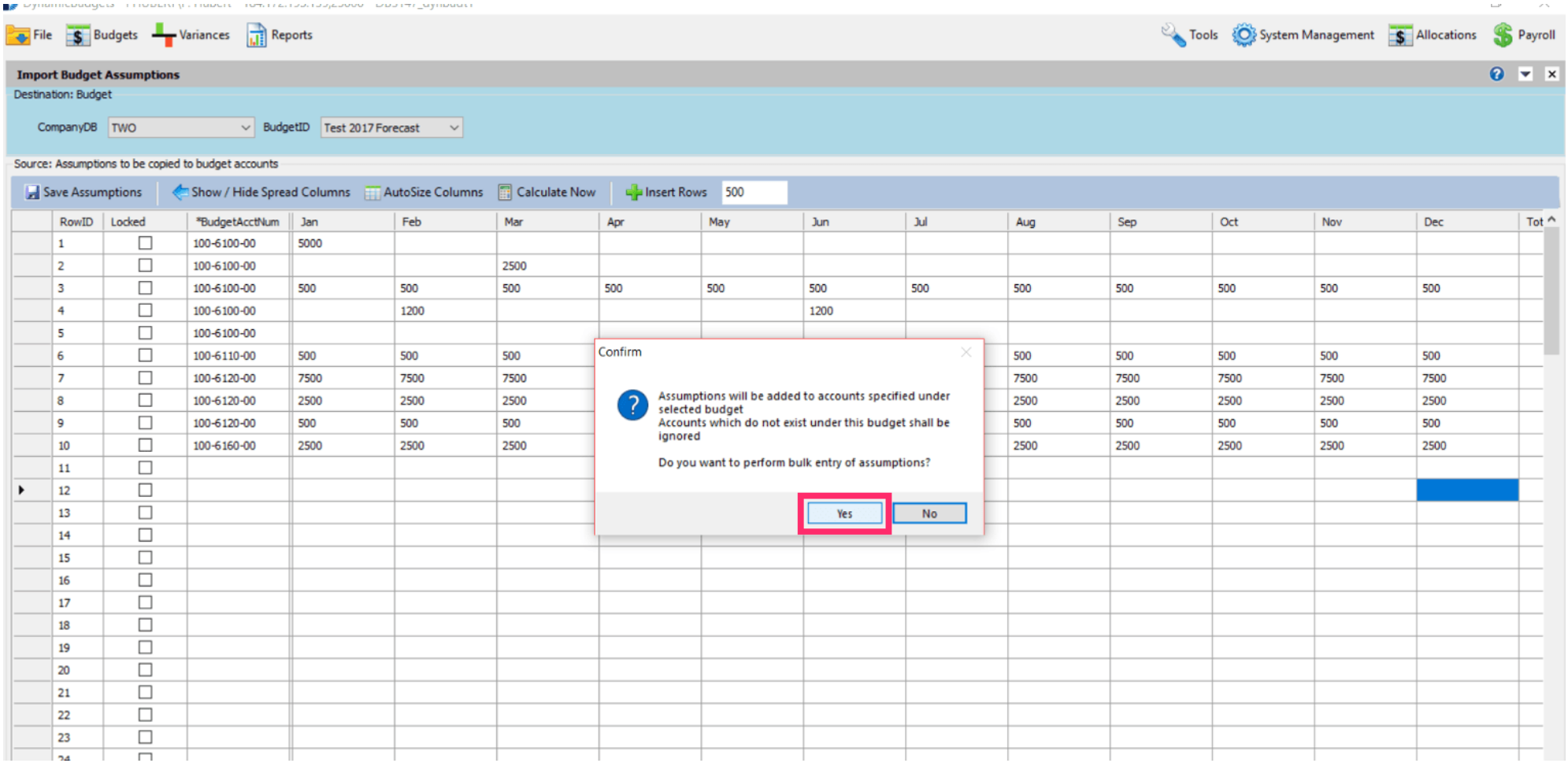


Now Click on Save Assumptions

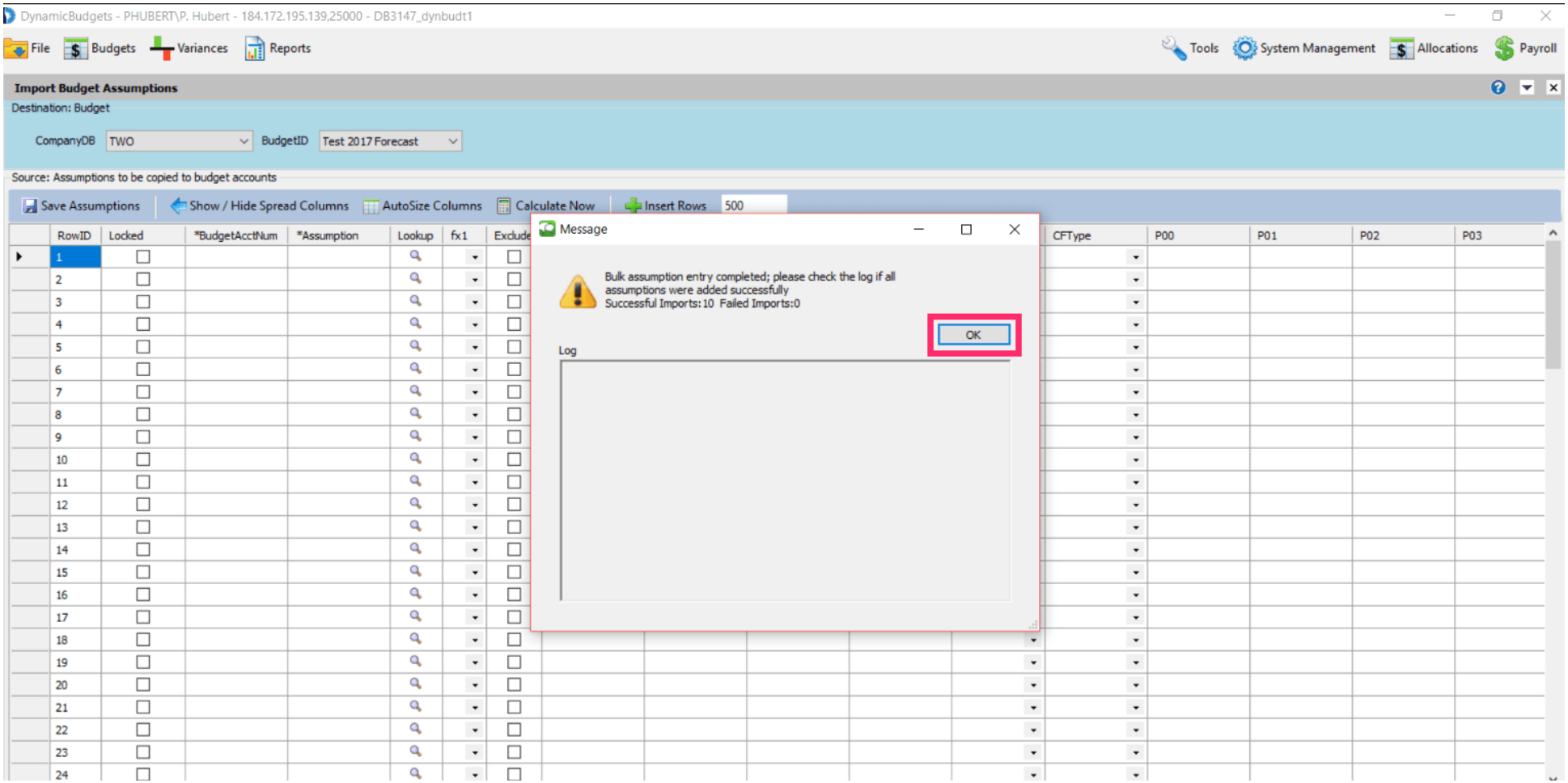


		*BudgetAcctNum	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
1	☐	100-6100-00	5000												
2	☐	100-6100-00			2500										
3	☐	100-6100-00	500	500	500	500	500	500	500	500	500	500	500	500	
4	☐	100-6100-00		1200				1200							
5	☐	100-6100-00													
6	☐	100-6110-00	500	500	500	500	500	500	500	500	500	500	500	500	
7	☐	100-6120-00	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	
8	☐	100-6120-00	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	
9	☐	100-6120-00	500	500	500	500	500	500	500	500	500	500	500	500	
10	☐	100-6160-00	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	
11	☐														
12	☐														
13	☐														
14	☐														
15	☐														
16	☐														
17	☐														
18	☐														
19	☐														
20	☐														
21	☐														
22	☐														
23	☐														

Click Yes to confirm when the message box appears.



Click on OK when the message box appears to verify successful and failed imports.



Note: Here is the Budget Accounts Checklist. Please review to determine the possible cause(s) for the missing accounts.

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 recentl;y updated the active status of the accounts(s)

2) Orgunit is checkmarked IsBudgeted Manage OrgUnits

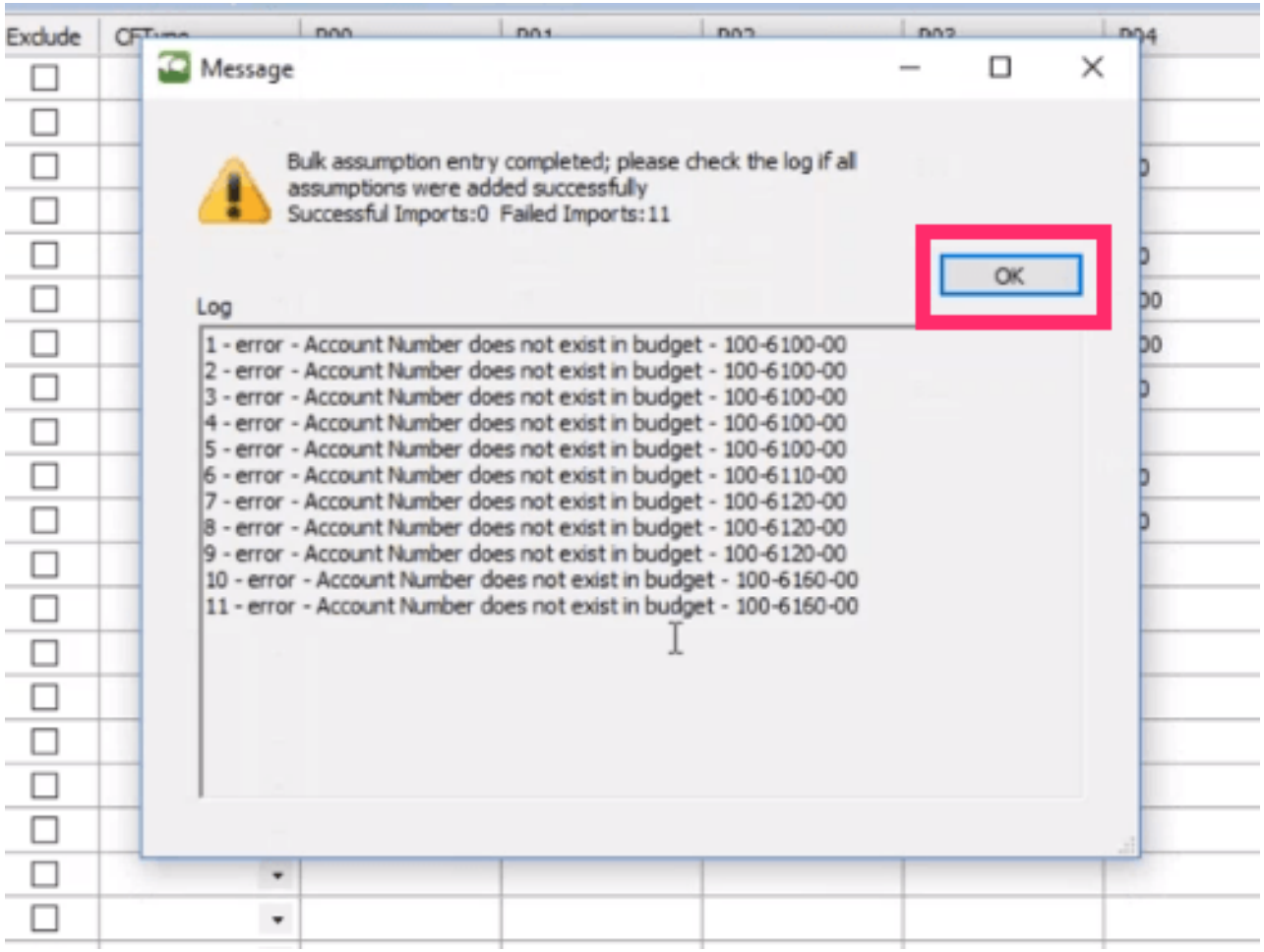
3) Object is checkmarked IsBudgeted Manage Objects

4) New Accounts have been syncronized and added to Dynamic Budgets Synchronize Chart of Accounts

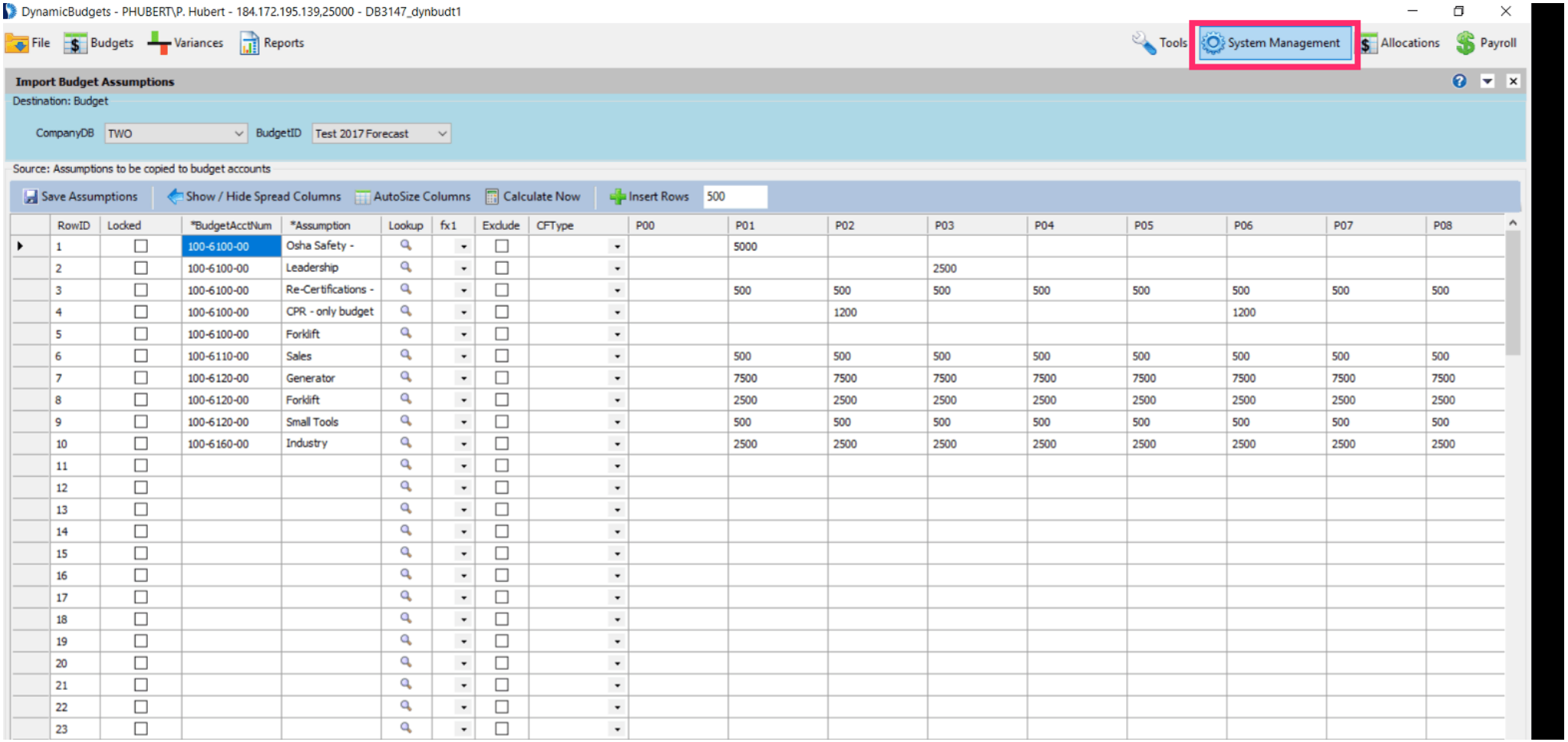
5) If you are using account level security - have you granted access to the accounts?

6) if none of the above contact support@dynamicbudgets.com

The most common reason is when account numbers do not exist in the system. Click on OK.

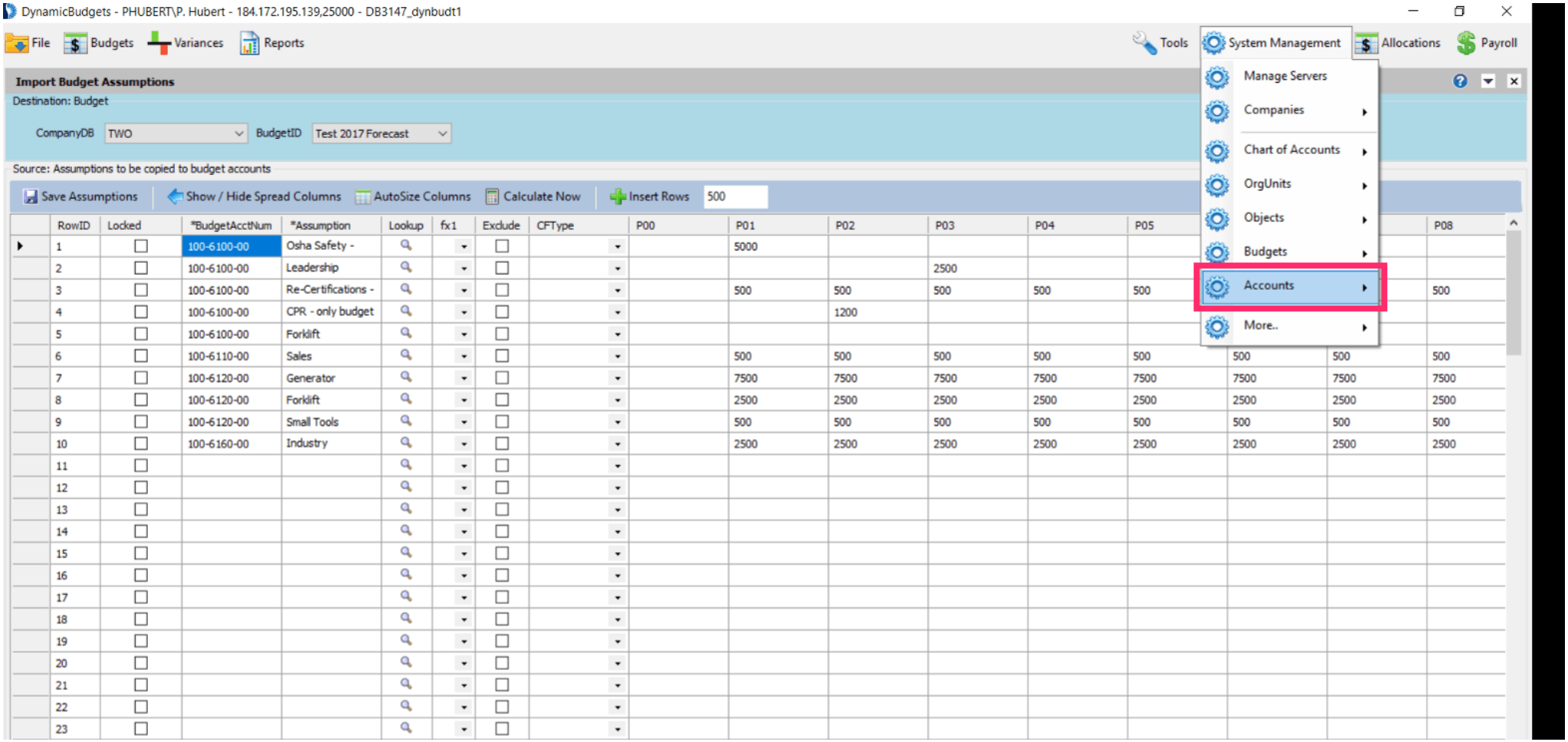


To add accounts that do not exist in the system, you need to Create Budget Accounts. Click on System Management.

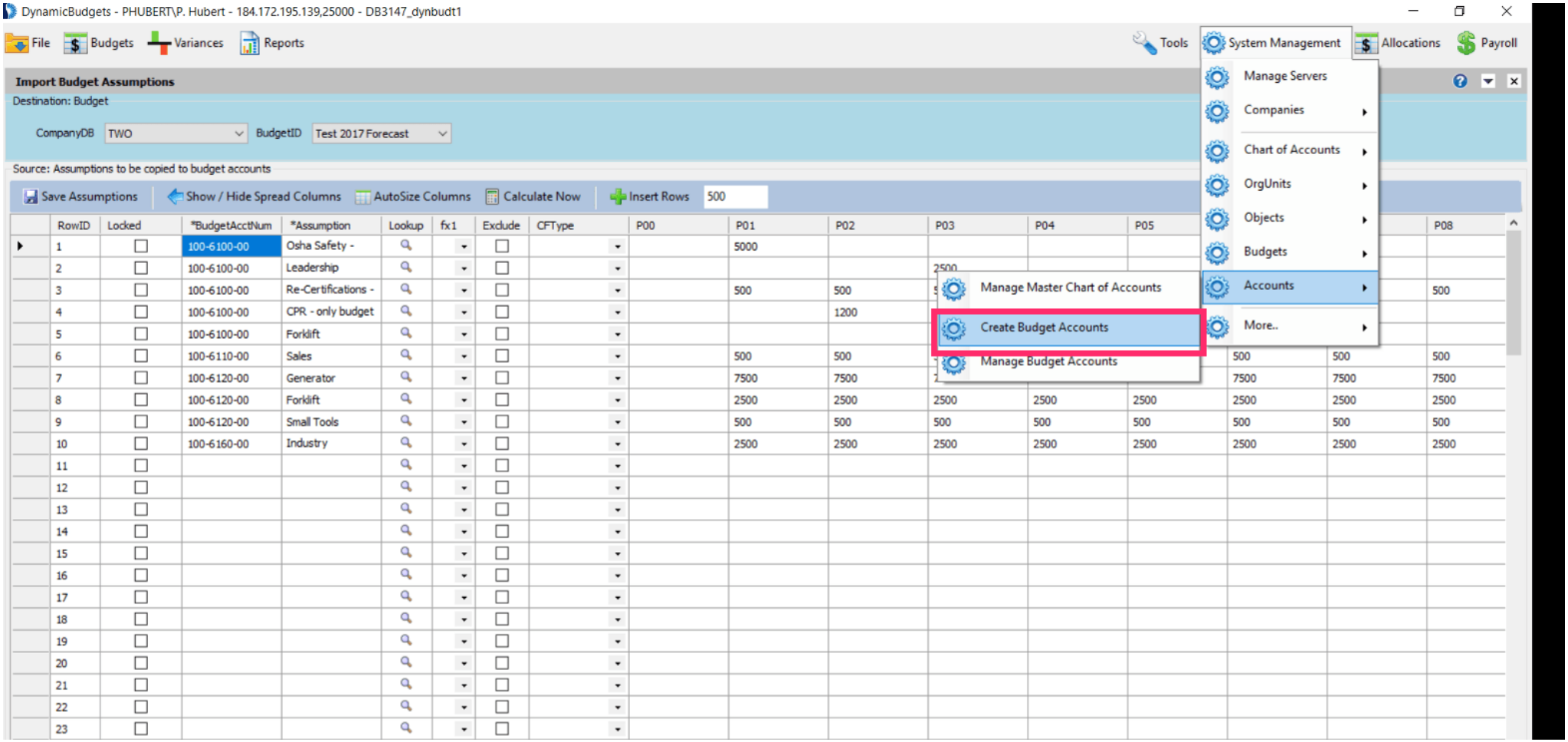


RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	CFType	P00	P01	P02	P03	P04	P05	P06	P07	P08
1	☐	100-6100-00	Osha Safety -			☐			5000							
2	☐	100-6100-00	Leadership			☐					2500					
3	☐	100-6100-00	Re-Certifications -			☐			500	500	500	500	500	500	500	500
4	☐	100-6100-00	CPR - only budget			☐				1200				1200		
5	☐	100-6100-00	Forklift			☐										
6	☐	100-6110-00	Sales			☐			500	500	500	500	500	500	500	500
7	☐	100-6120-00	Generator			☐			7500	7500	7500	7500	7500	7500	7500	7500
8	☐	100-6120-00	Forklift			☐			2500	2500	2500	2500	2500	2500	2500	2500
9	☐	100-6120-00	Small Tools			☐			500	500	500	500	500	500	500	500
10	☐	100-6160-00	Industry			☐			2500	2500	2500	2500	2500	2500	2500	2500
11	☐					☐										
12	☐					☐										
13	☐					☐										
14	☐					☐										
15	☐					☐										
16	☐					☐										
17	☐					☐										
18	☐					☐										
19	☐					☐										
20	☐					☐										
21	☐					☐										
22	☐					☐										
23	☐					☐										

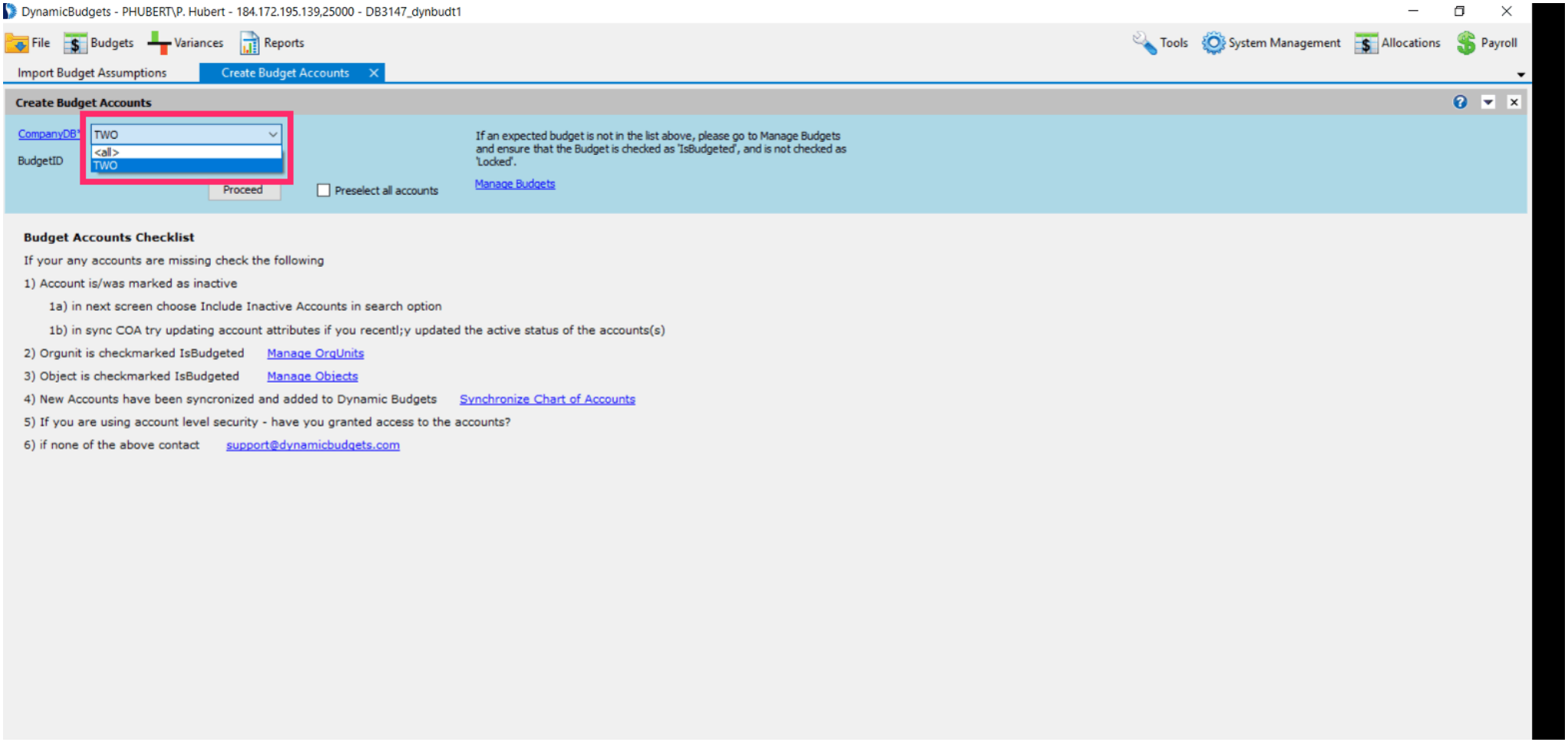
Click on Accounts.



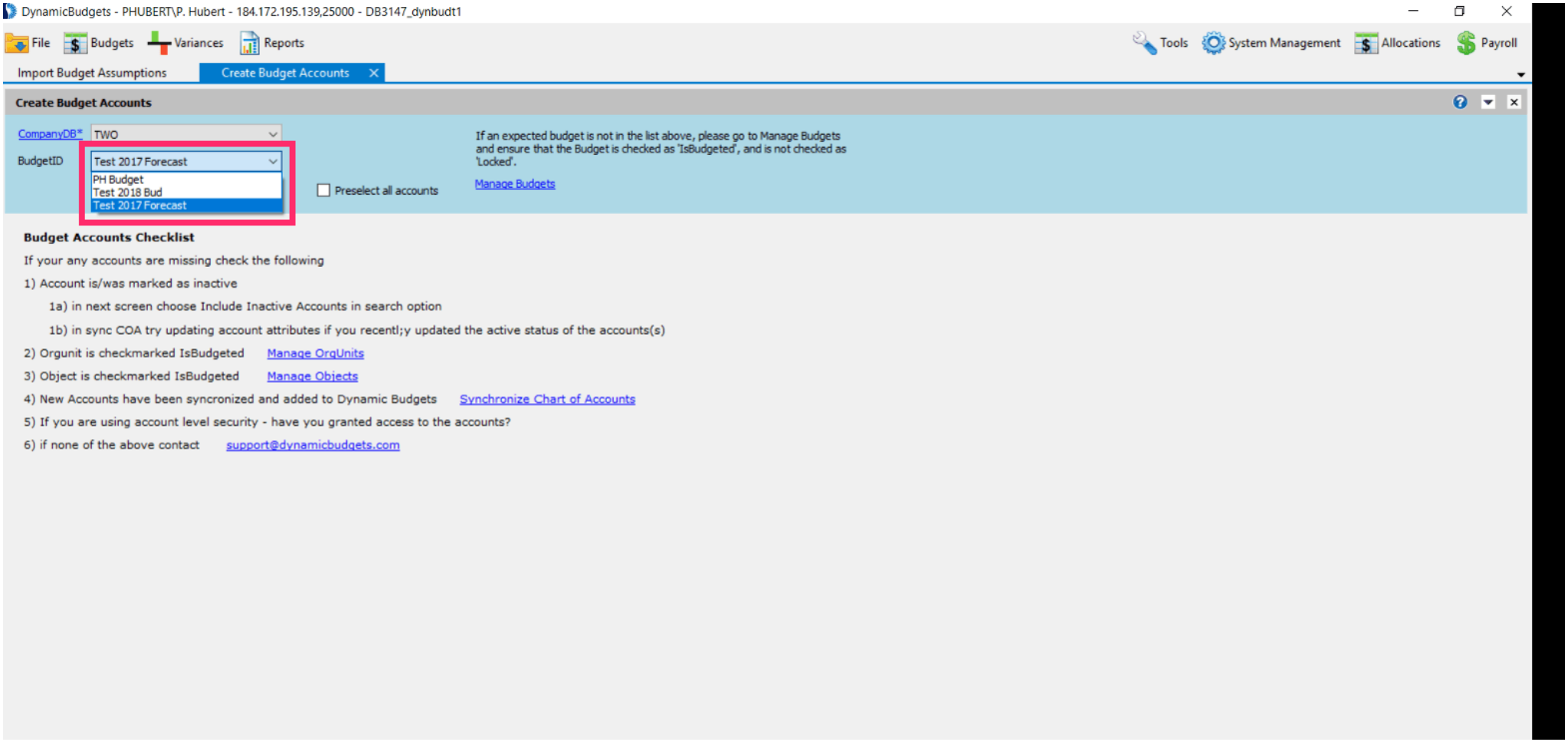
Click on Create Budget Accounts.



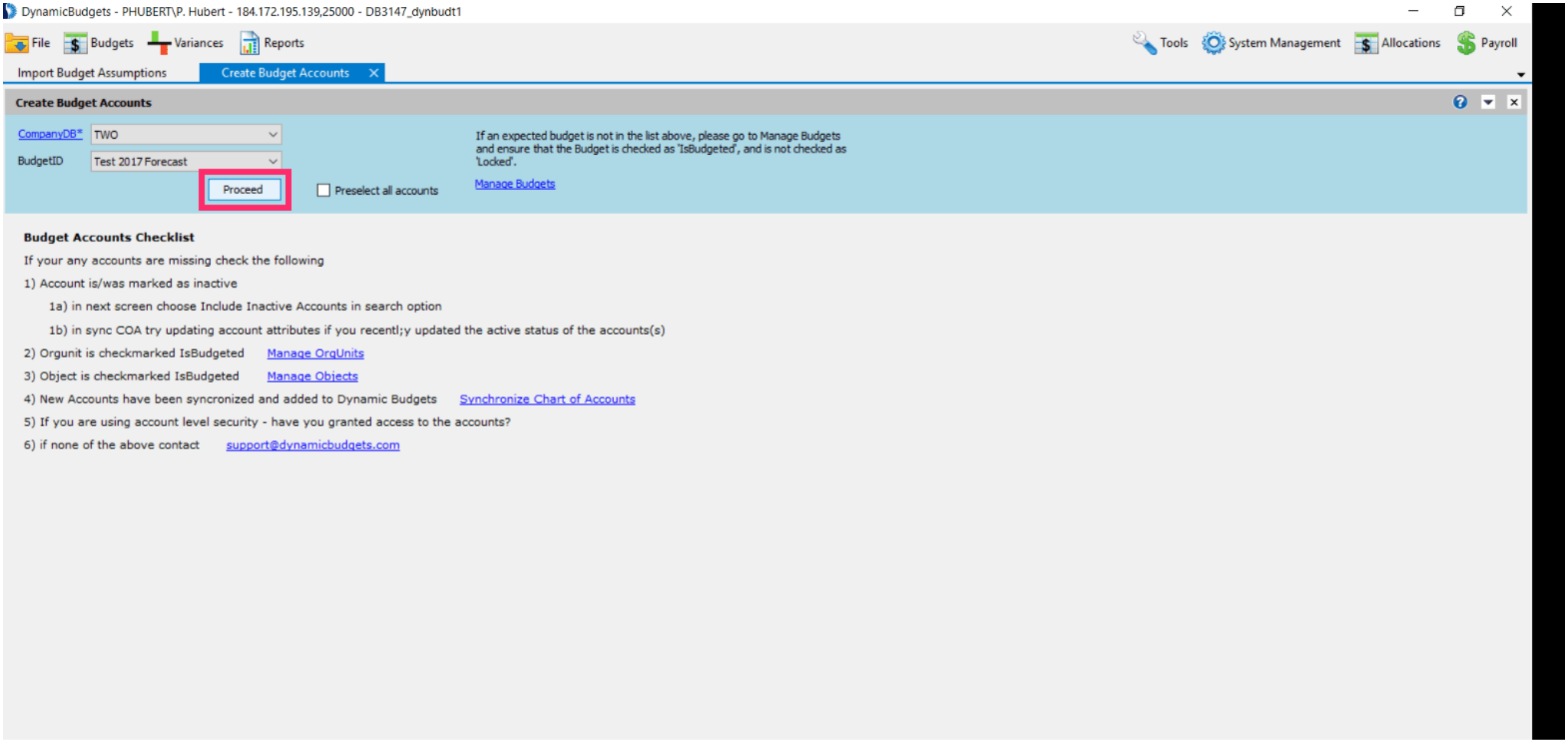
Select the CompanyDB from the dropdown list. In this example, select TWO.



Select the BudgetID from the dropdown list. In this example, select Test 2017 Forecast.



Click on Proceed.



UG-Import Assumptions

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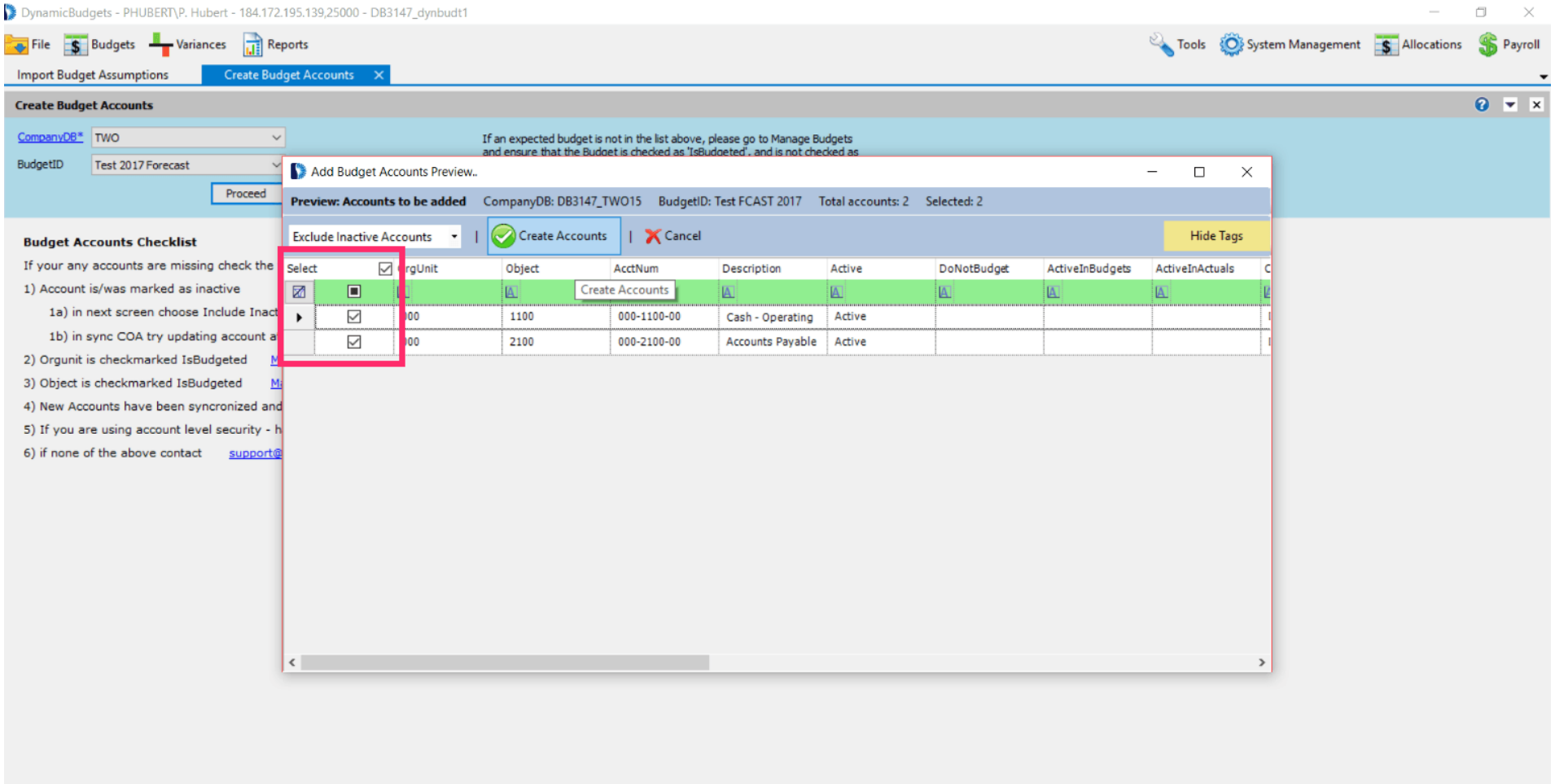
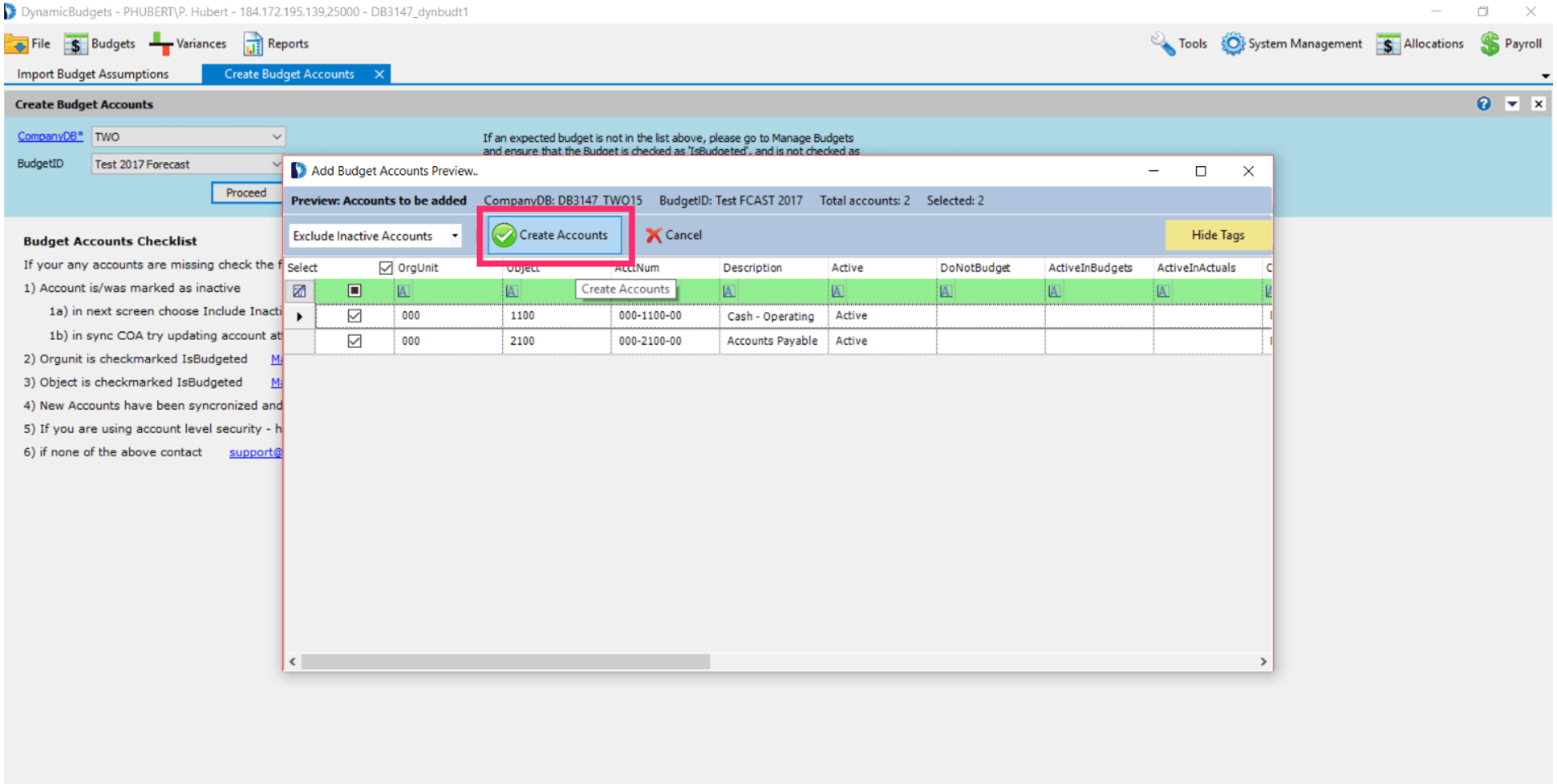
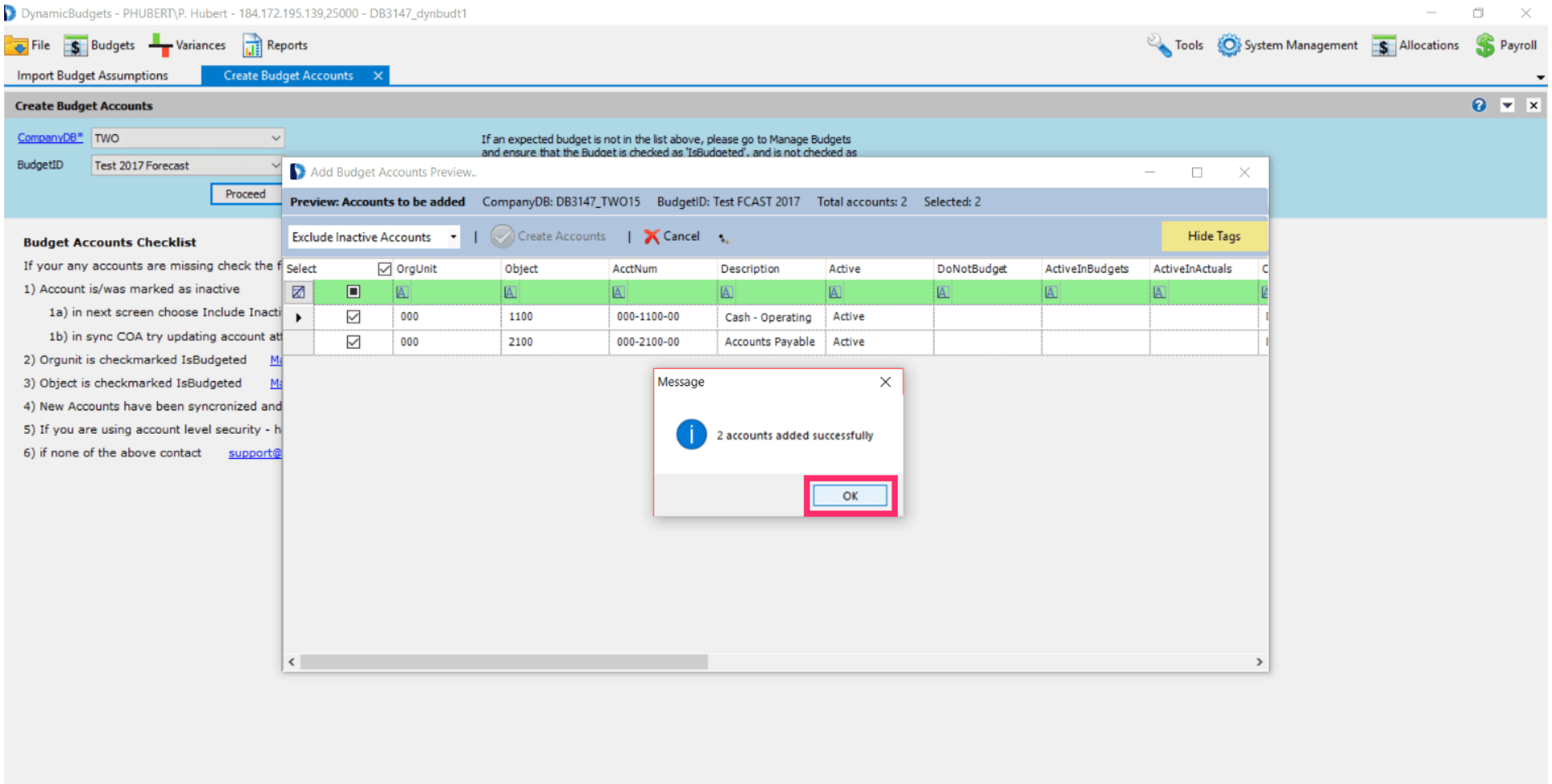
When the Add Budget Accounts Preview window appears, add the accounts that are needed by Select all (click box next to Select) or individual accounts. In this example, we select all.



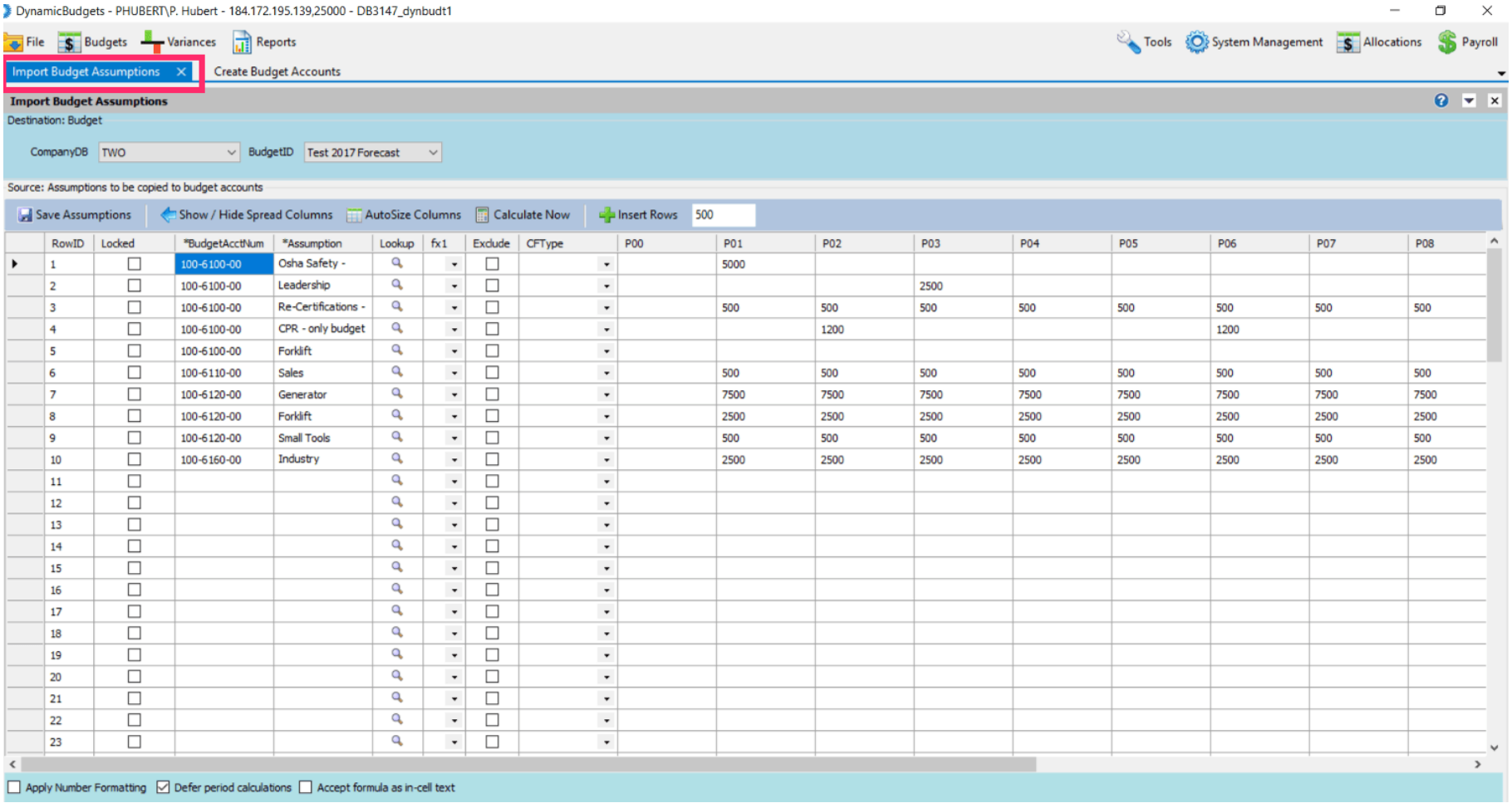
Click on Create Accounts.



When the message box appears with the number of accounts added successfully, Click on OK Note: If it says 0 accounts added successfully, you forgot to select the accounts to add.



Go back to the Import Budget Assumptions tab.



RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	CFType	P00	P01	P02	P03	P04	P05	P06	P07	P08
1	☐	100-6100-00	Osha Safety -			☐			5000							
2	☐	100-6100-00	Leadership			☐					2500					
3	☐	100-6100-00	Re-Certifications -			☐			500	500	500	500	500	500	500	500
4	☐	100-6100-00	CPR - only budget			☐				1200				1200		
5	☐	100-6100-00	Forklift			☐										
6	☐	100-6110-00	Sales			☐			500	500	500	500	500	500	500	500
7	☐	100-6120-00	Generator			☐			7500	7500	7500	7500	7500	7500	7500	7500
8	☐	100-6120-00	Forklift			☐			2500	2500	2500	2500	2500	2500	2500	2500
9	☐	100-6120-00	Small Tools			☐			500	500	500	500	500	500	500	500
10	☐	100-6160-00	Industry			☐			2500	2500	2500	2500	2500	2500	2500	2500
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UG-Import Assumptions

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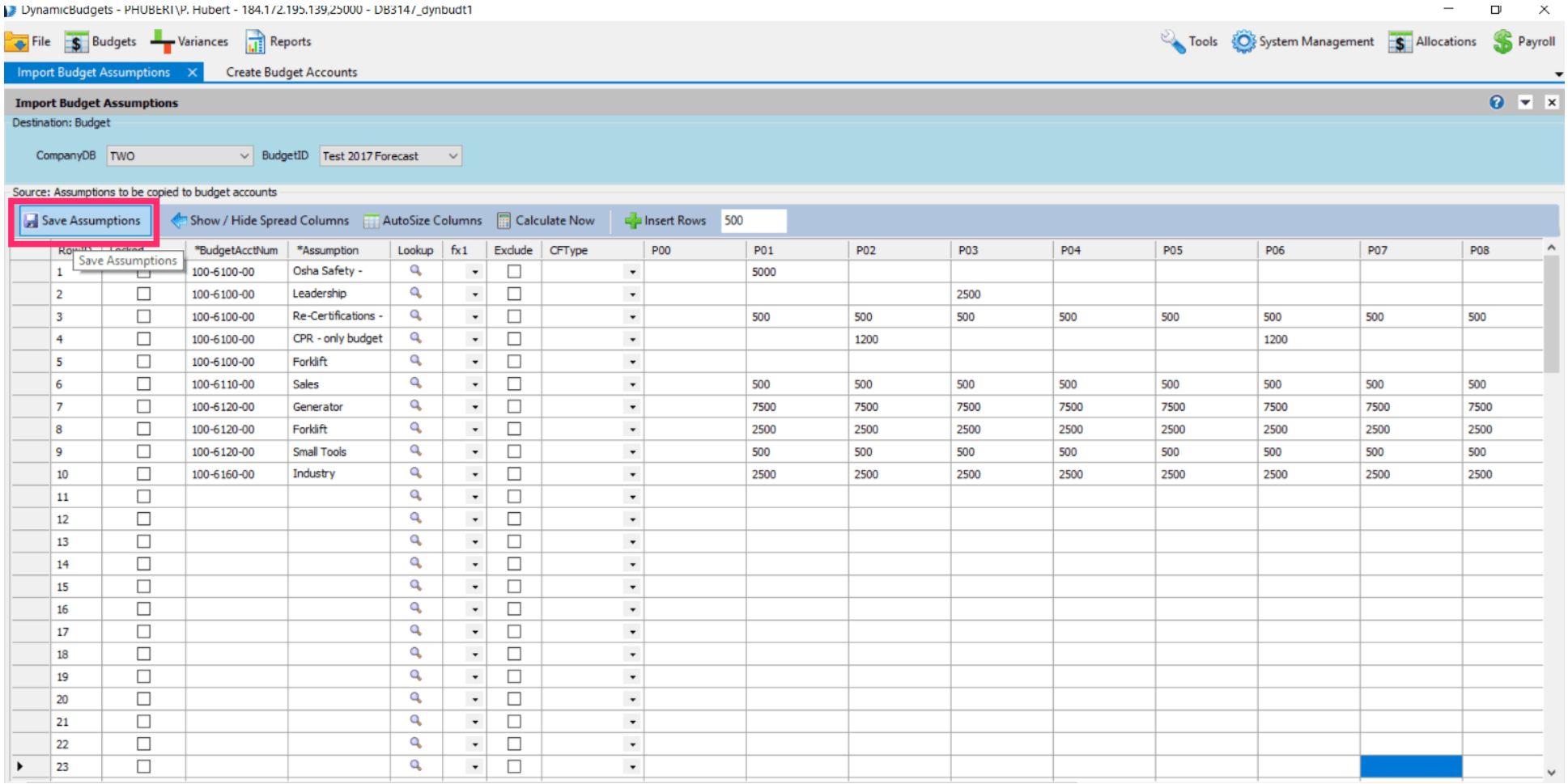
Click on Save Assumptions.



Row ID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	CFType	P00	P01	P02	P03	P04	P05	P06	P07	P08
1		100-6100-00	Osha Safety -						5000							
2		100-6100-00	Leadership								2500					
3		100-6100-00	Re-Certifications -						500	500	500	500	500	500	500	500
4		100-6100-00	CPR - only budget							1200				1200		
5		100-6100-00	Forklift													
6		100-6110-00	Sales						500	500	500	500	500	500	500	500
7		100-6120-00	Generator						7500	7500	7500	7500	7500	7500	7500	7500
8		100-6120-00	Forklift						2500	2500	2500	2500	2500	2500	2500	2500
9		100-6120-00	Small Tools						500	500	500	500	500	500	500	500
10		100-6160-00	Industry						2500	2500	2500	2500	2500	2500	2500	2500
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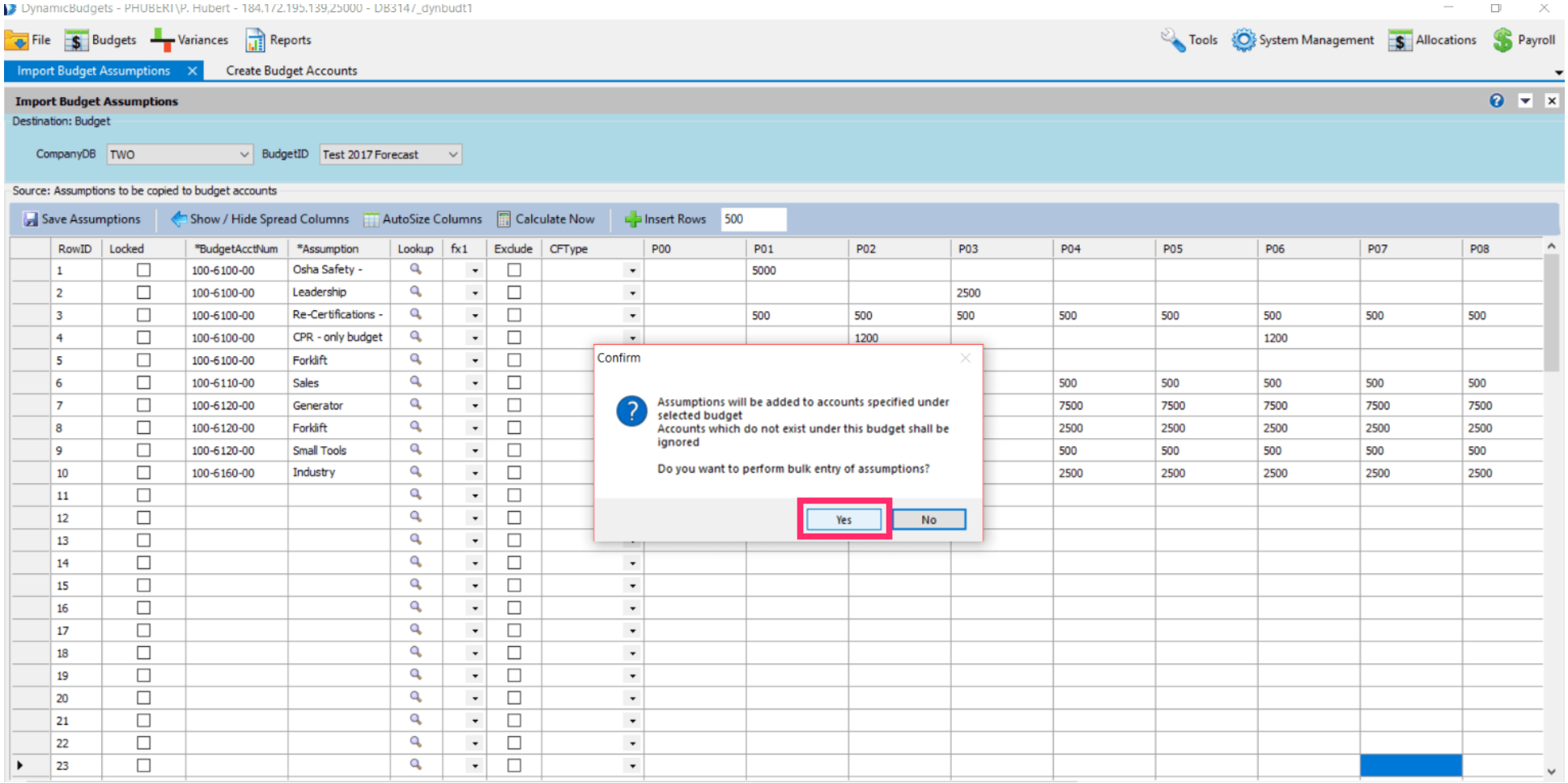
Click on Yes to confirm when the message box appears.



RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	CFType	P00	P01	P02	P03	P04	P05	P06	P07	P08
1	☐	100-6100-00	Osha Safety -			☐			5000							
2	☐	100-6100-00	Leadership			☐					2500					
3	☐	100-6100-00	Re-Certifications -			☐			500	500	500	500	500	500	500	500
4	☐	100-6100-00	CPR - only budget			☐				1200				1200		
5	☐	100-6100-00	Forklift			☐										
6	☐	100-6110-00	Sales			☐						500	500	500	500	500
7	☐	100-6120-00	Generator			☐						7500	7500	7500	7500	7500
8	☐	100-6120-00	Forklift			☐						2500	2500	2500	2500	2500
9	☐	100-6120-00	Small Tools			☐						500	500	500	500	500
10	☐	100-6160-00	Industry			☐						2500	2500	2500	2500	2500
11	☐					☐										
12	☐					☐										
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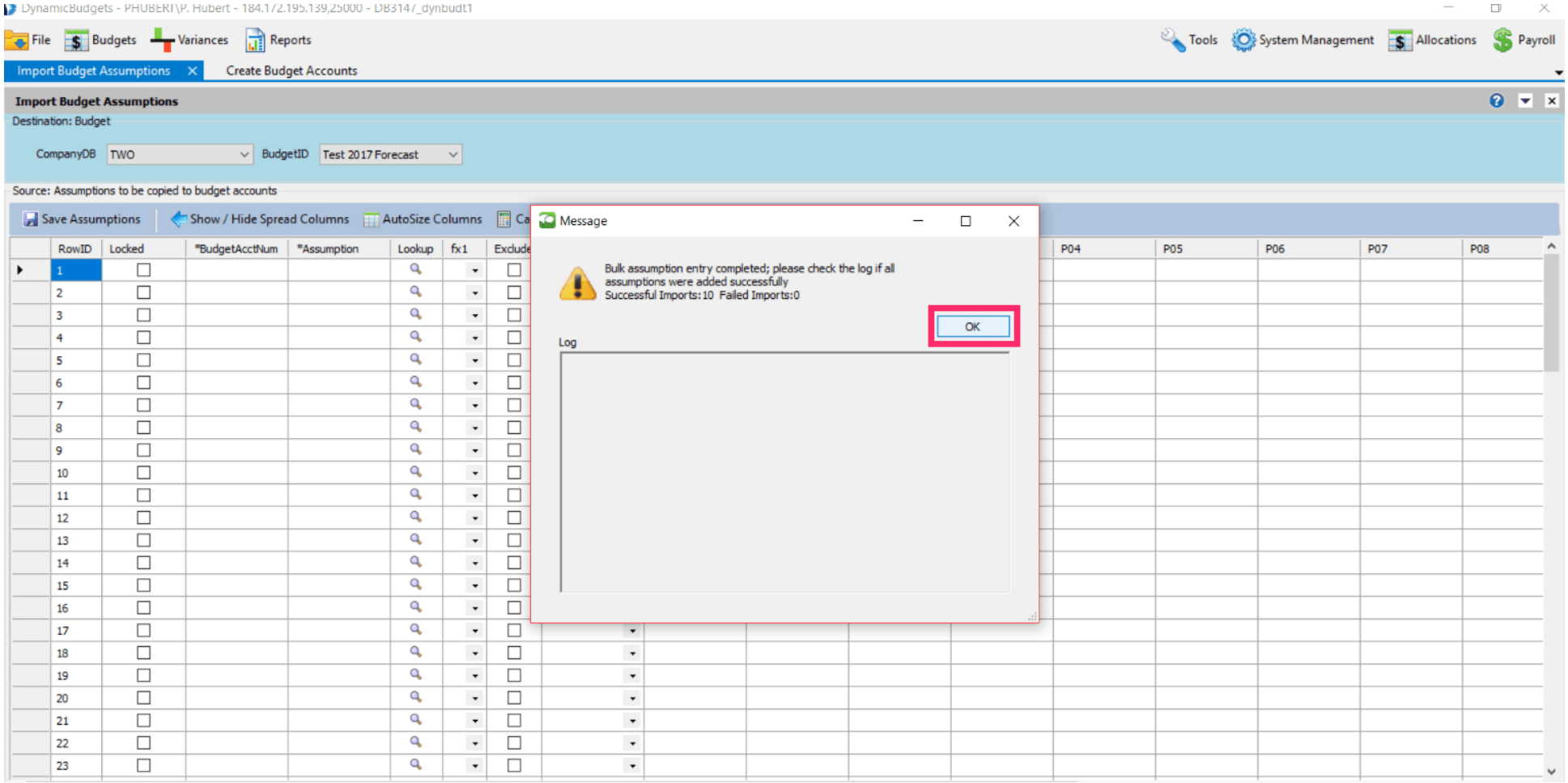
10 Successful Imports!! Click on OK.



UG-Import Assumptions

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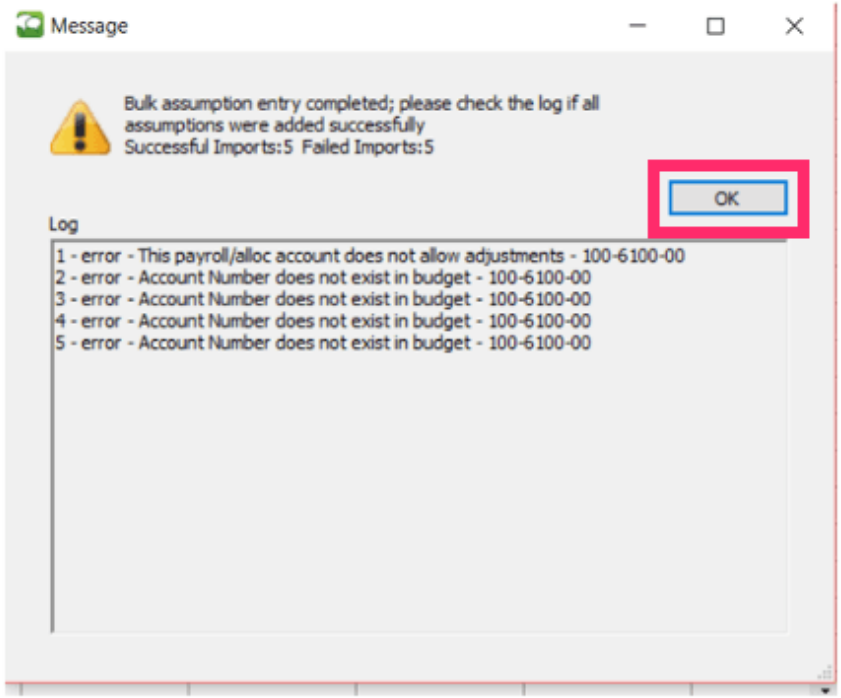
- The second most common reason for accounts not importing is when accounts do not allow direct data entry. Please write down/capture the failed imports (acct #s) that need to be added. This will prevent duplication of the successfully imported accounts



UG-Import Assumptions

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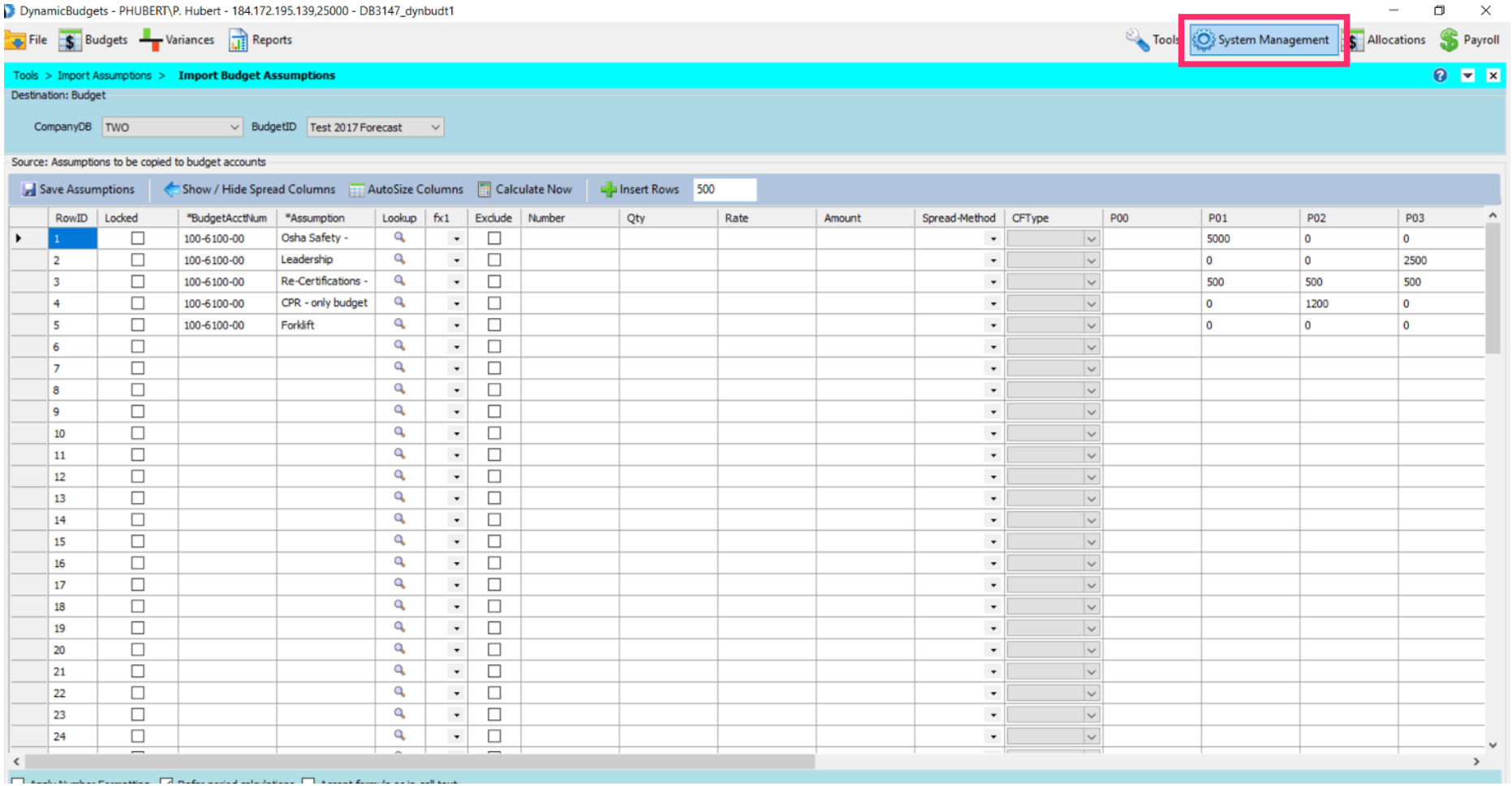
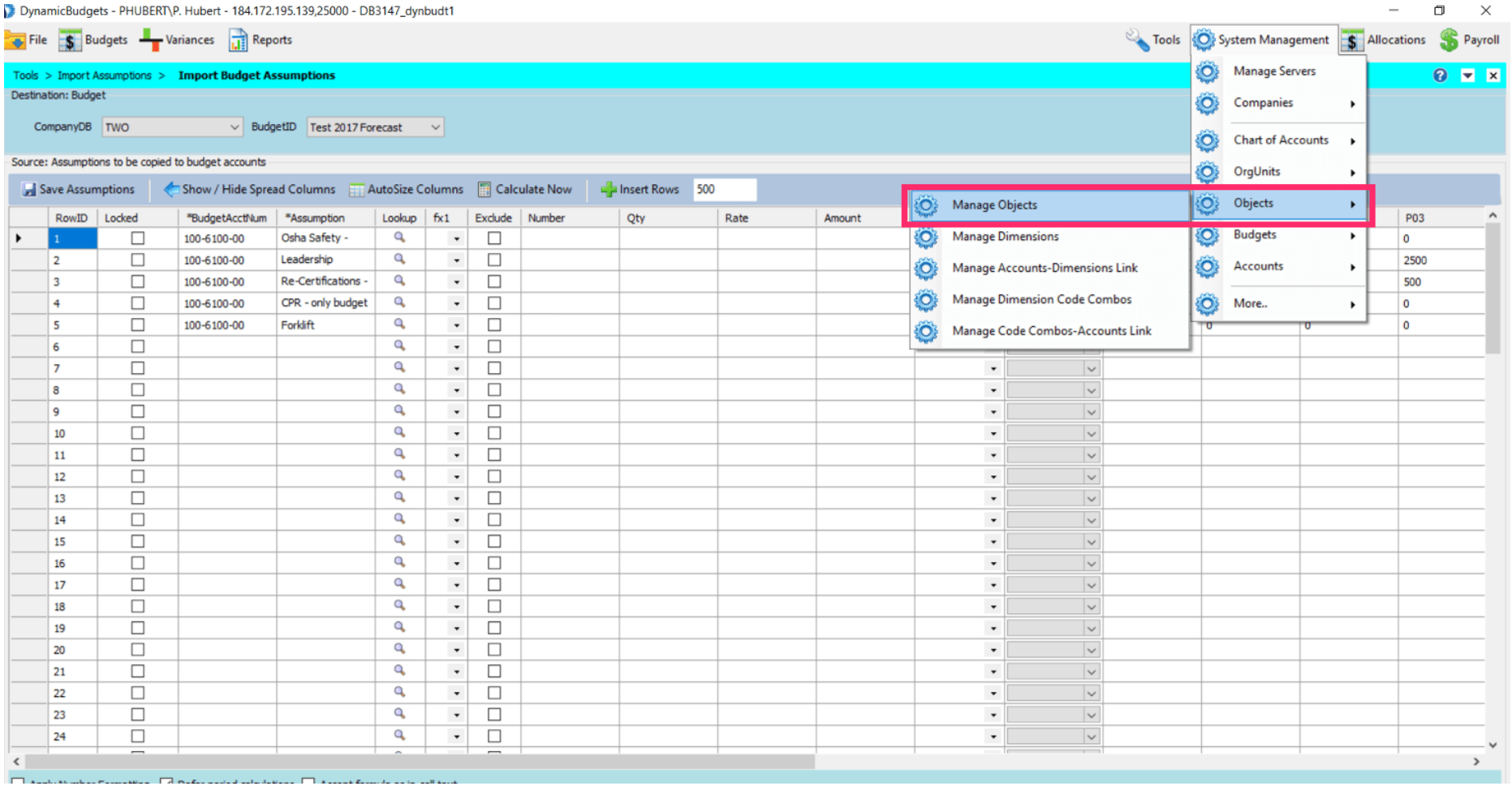
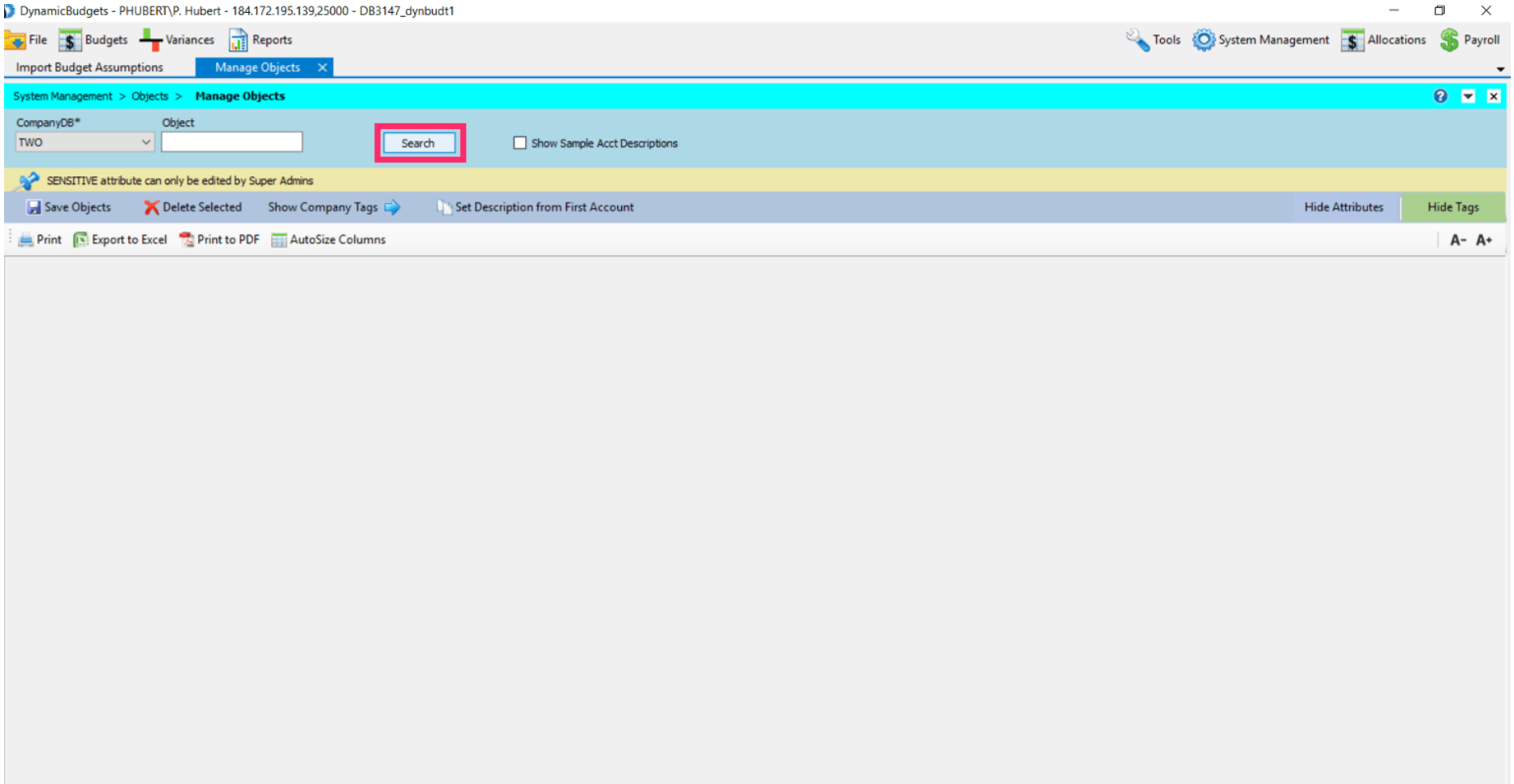
To correct when accounts do not allow for data entry. Click on System Management.



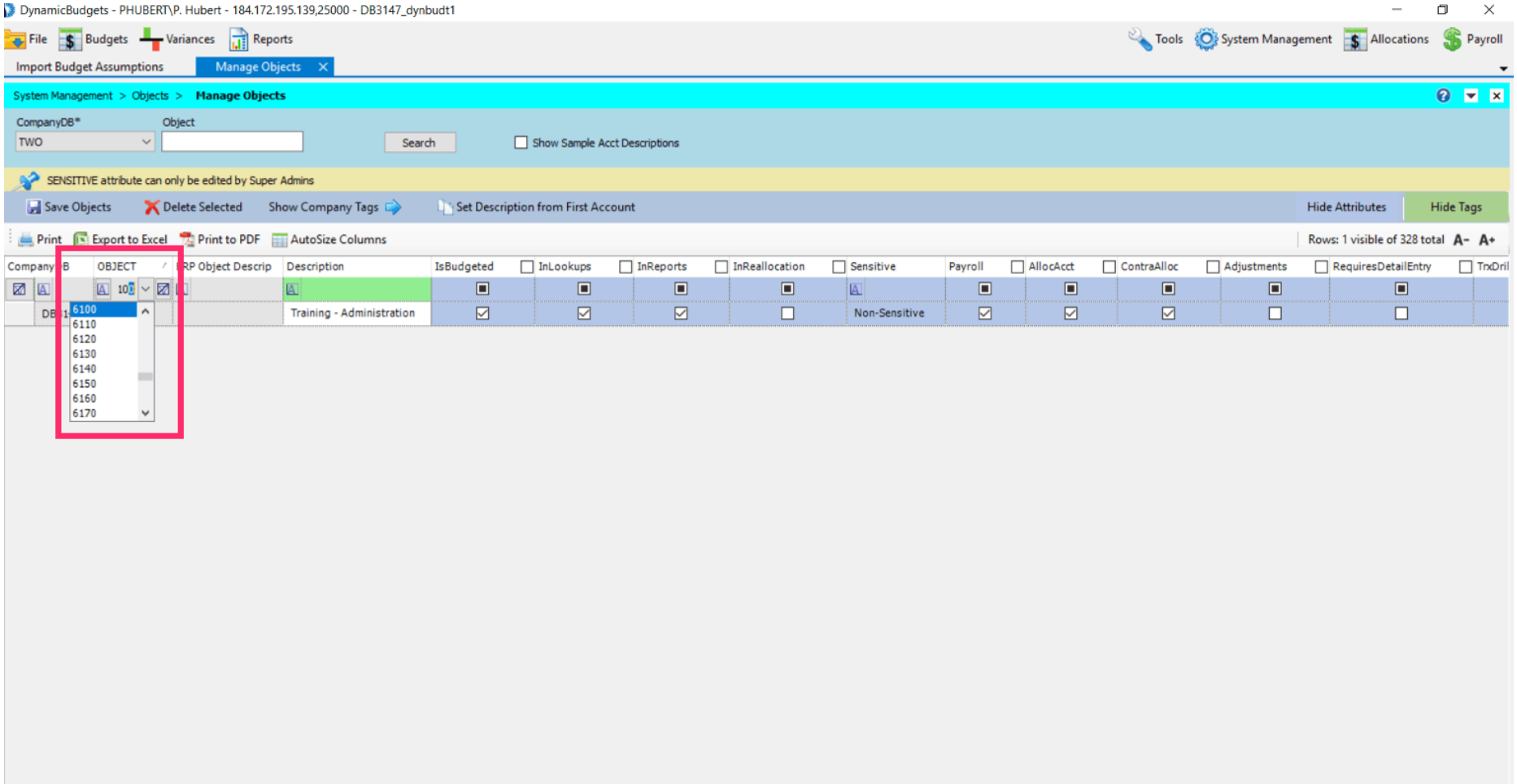
Click on Objects, Manage Objects



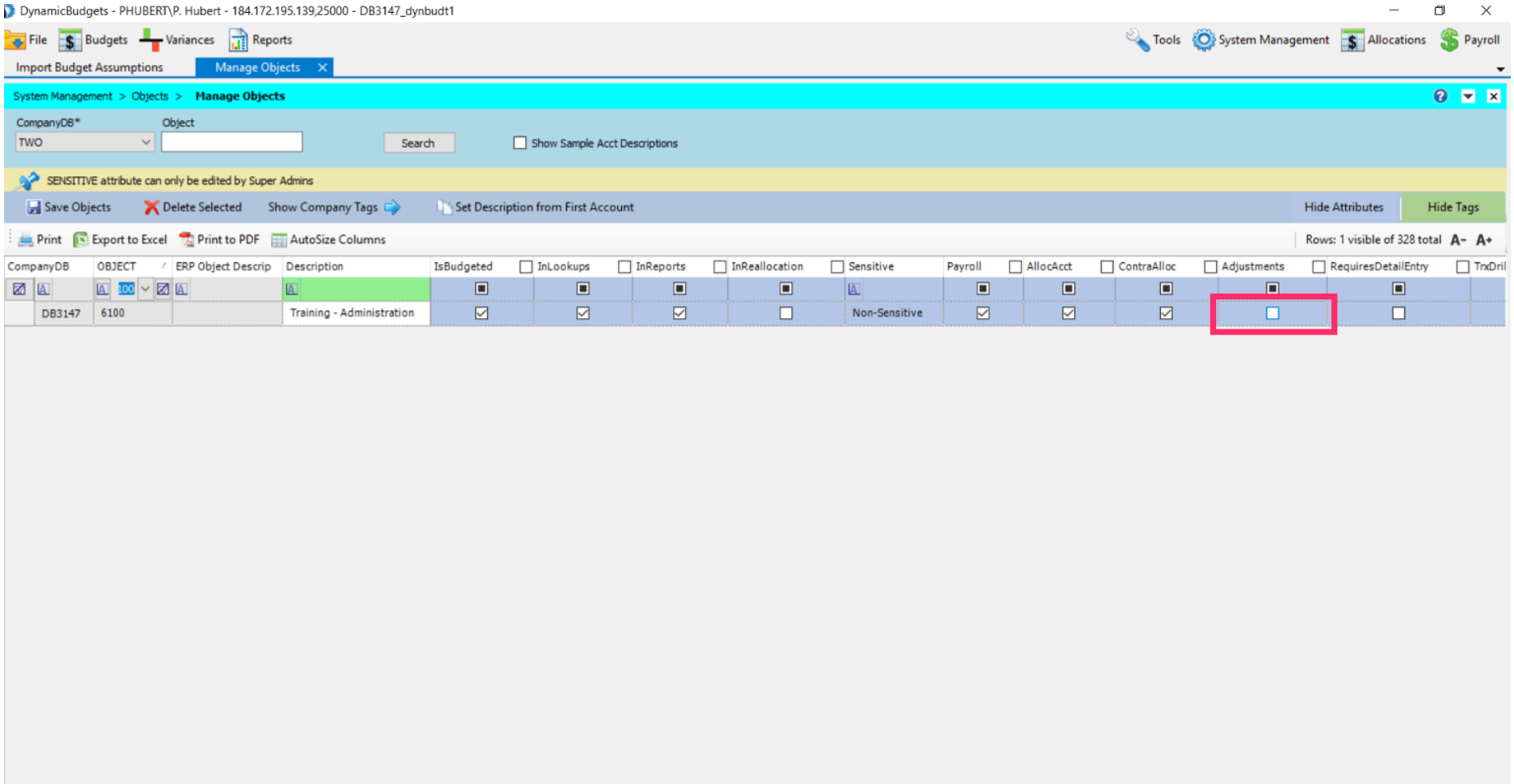
Click on Search



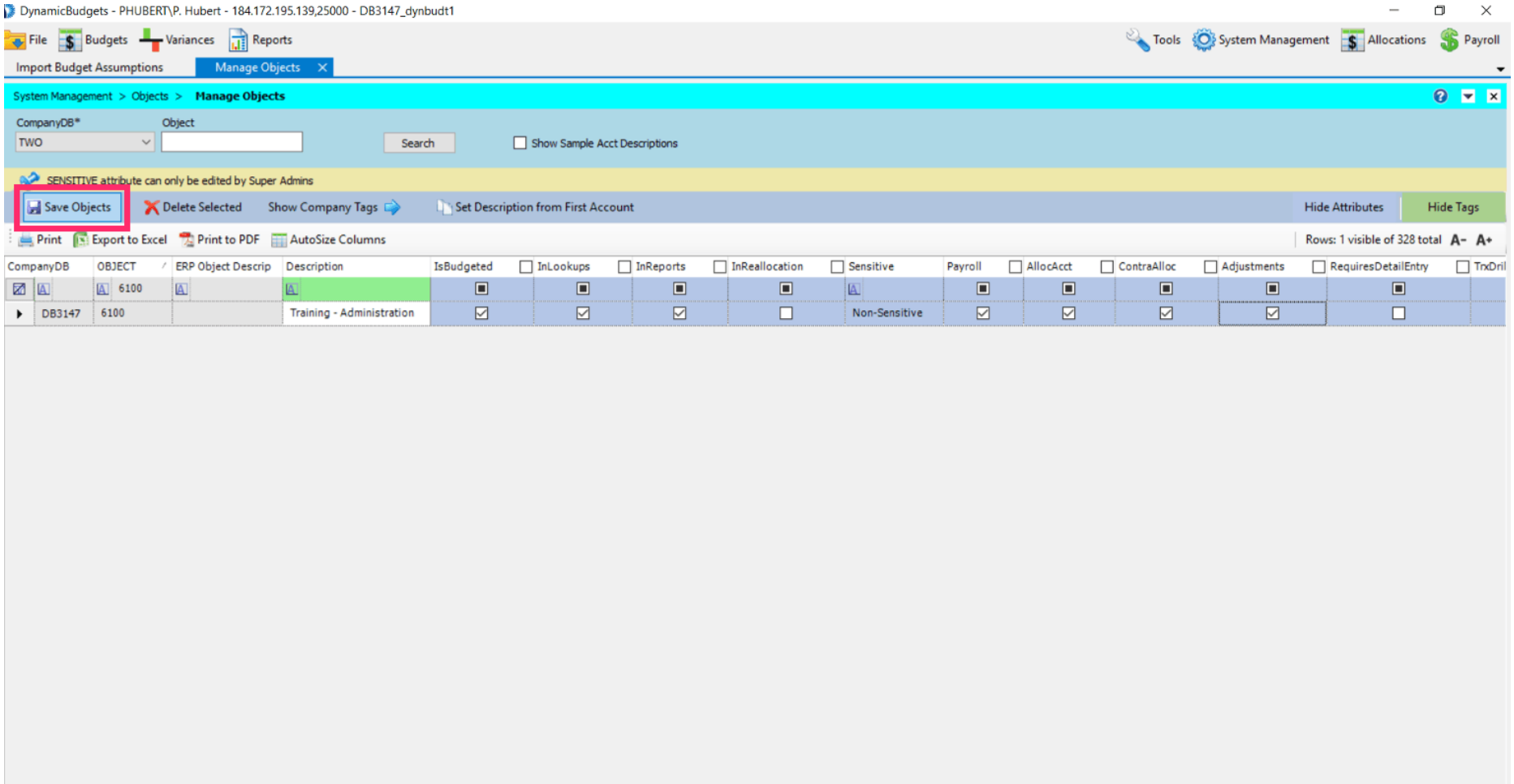
Click on the dropdown list or type the account number(s) listed in the fail log under the Object column. In this example, type 6100.



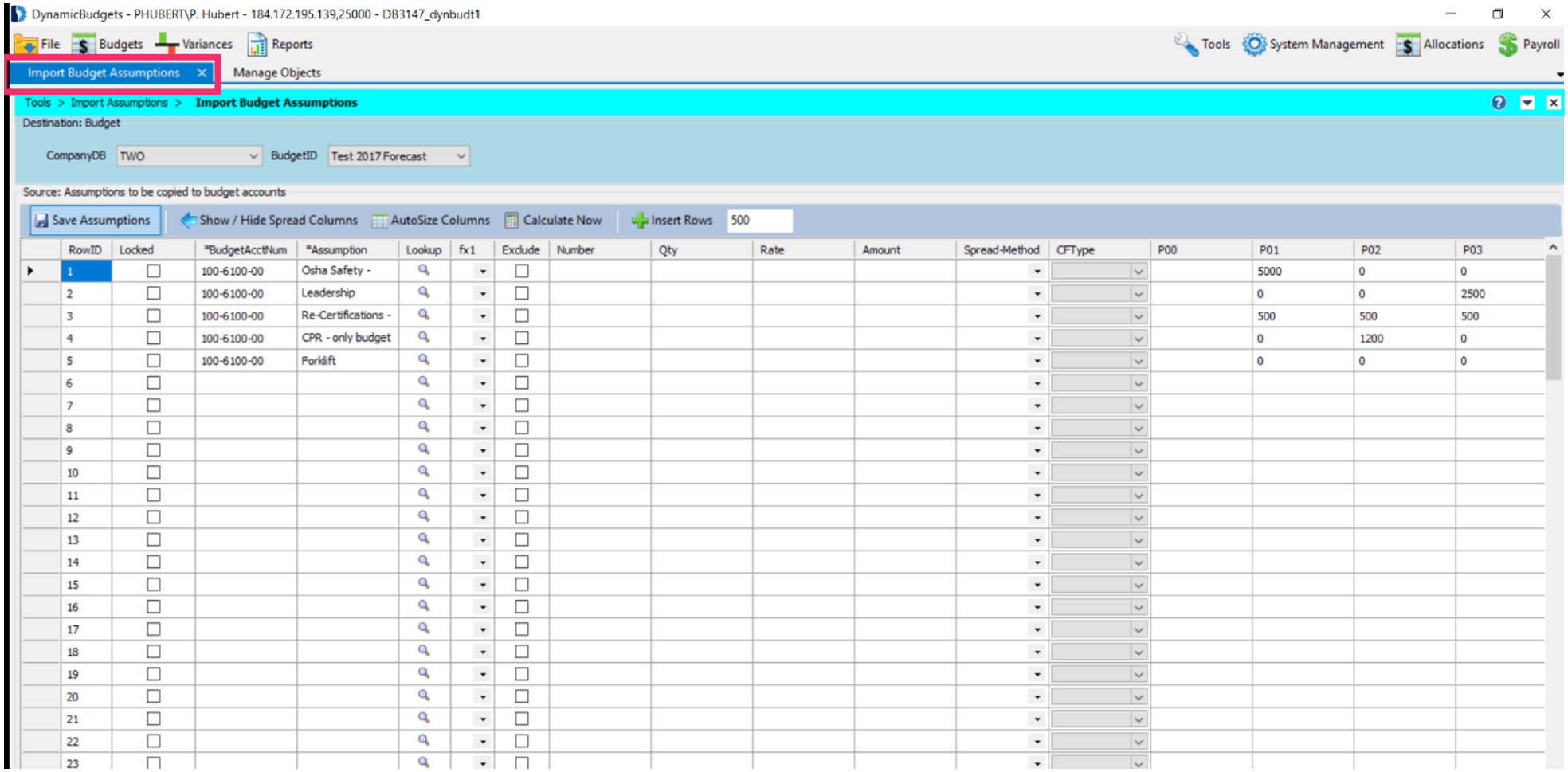
Click on the Adjustments box (checkmark) for this account to allow data entry.



Click on Save Objects



Go back to the Import Budget Assumptions tab



RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Number	Qty	Rate	Amount	Spread-Method	CFType	P00	P01	P02	P03
1	☐	100-6100-00	Osha Safety -			☐								5000	0	0
2	☐	100-6100-00	Leadership			☐								0	0	2500
3	☐	100-6100-00	Re-Certifications -			☐								500	500	500
4	☐	100-6100-00	CPR - only budget			☐								0	1200	0
5	☐	100-6100-00	Forklift			☐								0	0	0
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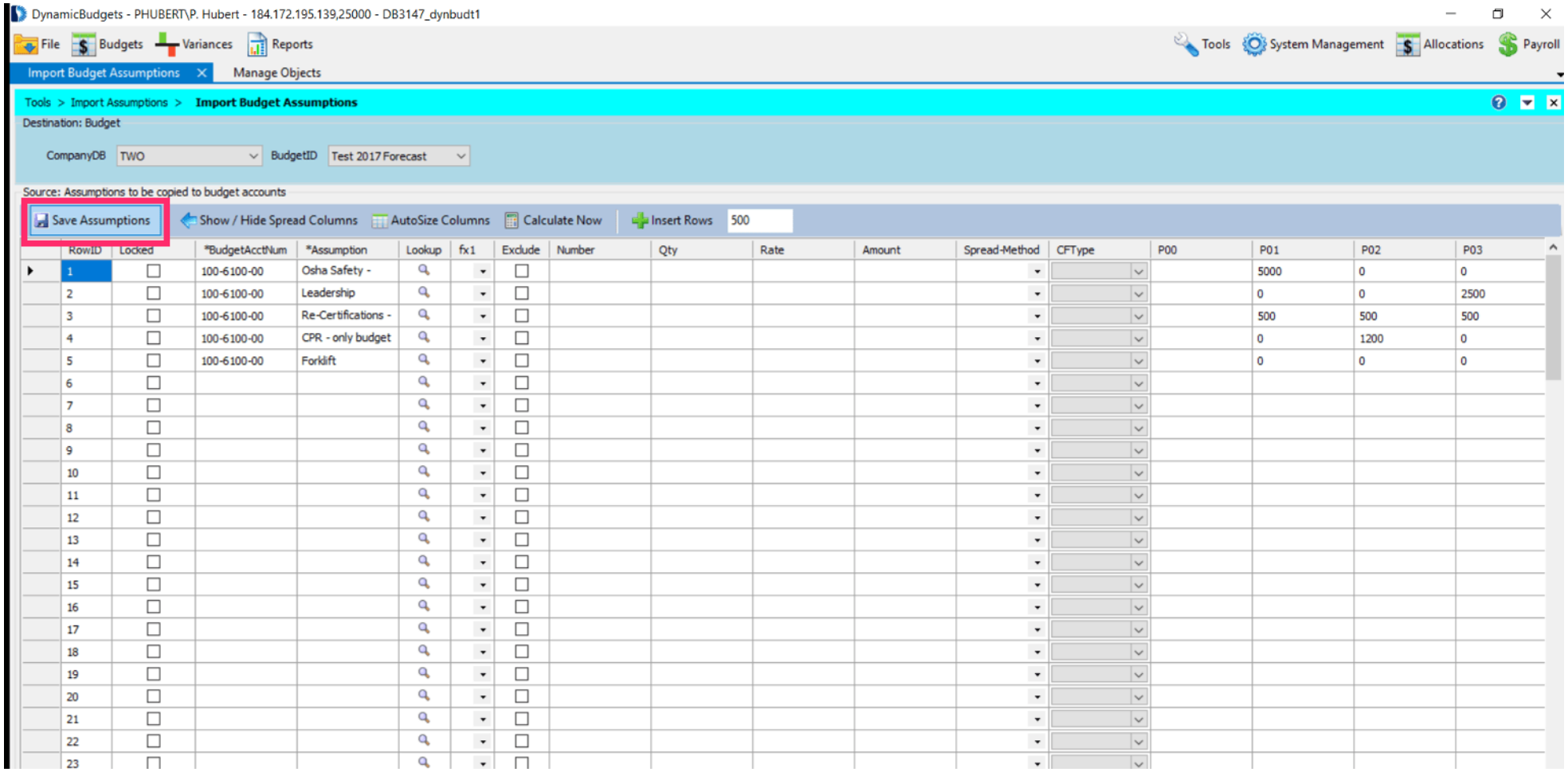
Click on Save Assumptions



RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Number	Qty	Rate	Amount	Spread-Method	CFType	P00	P01	P02	P03
1	☐	100-6100-00	Osha Safety -			☐								5000	0	0
2	☐	100-6100-00	Leadership			☐								0	0	2500
3	☐	100-6100-00	Re-Certifications -			☐								500	500	500
4	☐	100-6100-00	CPR - only budget			☐								0	1200	0
5	☐	100-6100-00	Forklift			☐								0	0	0
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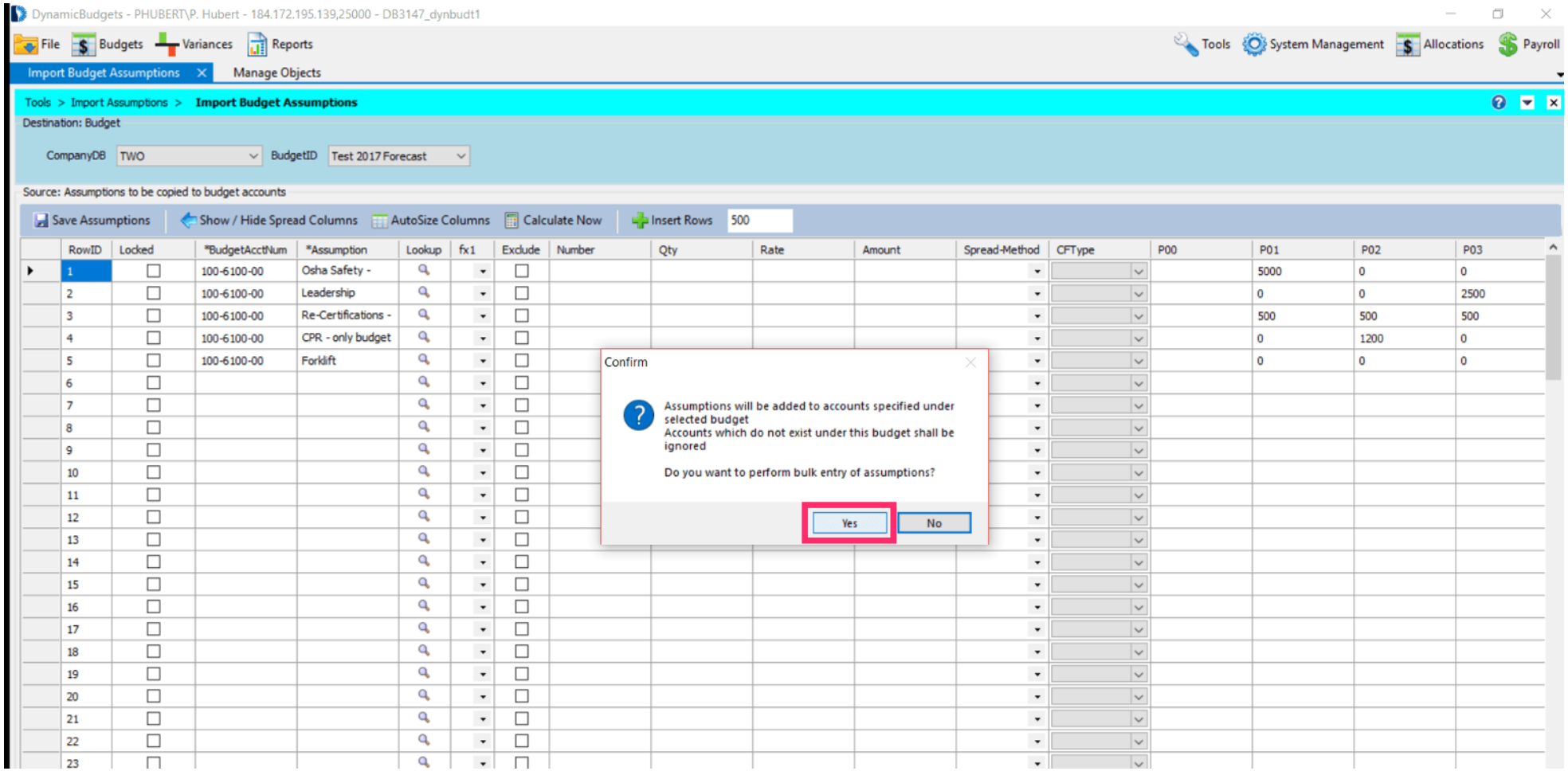
Click on Yes to confirm when the message box appears.



RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Number	Qty	Rate	Amount	Spread-Method	CFType	P00	P01	P02	P03
1	☐	100-6100-00	Osha Safety -			☐								5000	0	0
2	☐	100-6100-00	Leadership			☐								0	0	2500
3	☐	100-6100-00	Re-Certifications -			☐								500	500	500
4	☐	100-6100-00	CPR - only budget			☐								0	1200	0
5	☐	100-6100-00	Forklift			☐								0	0	0
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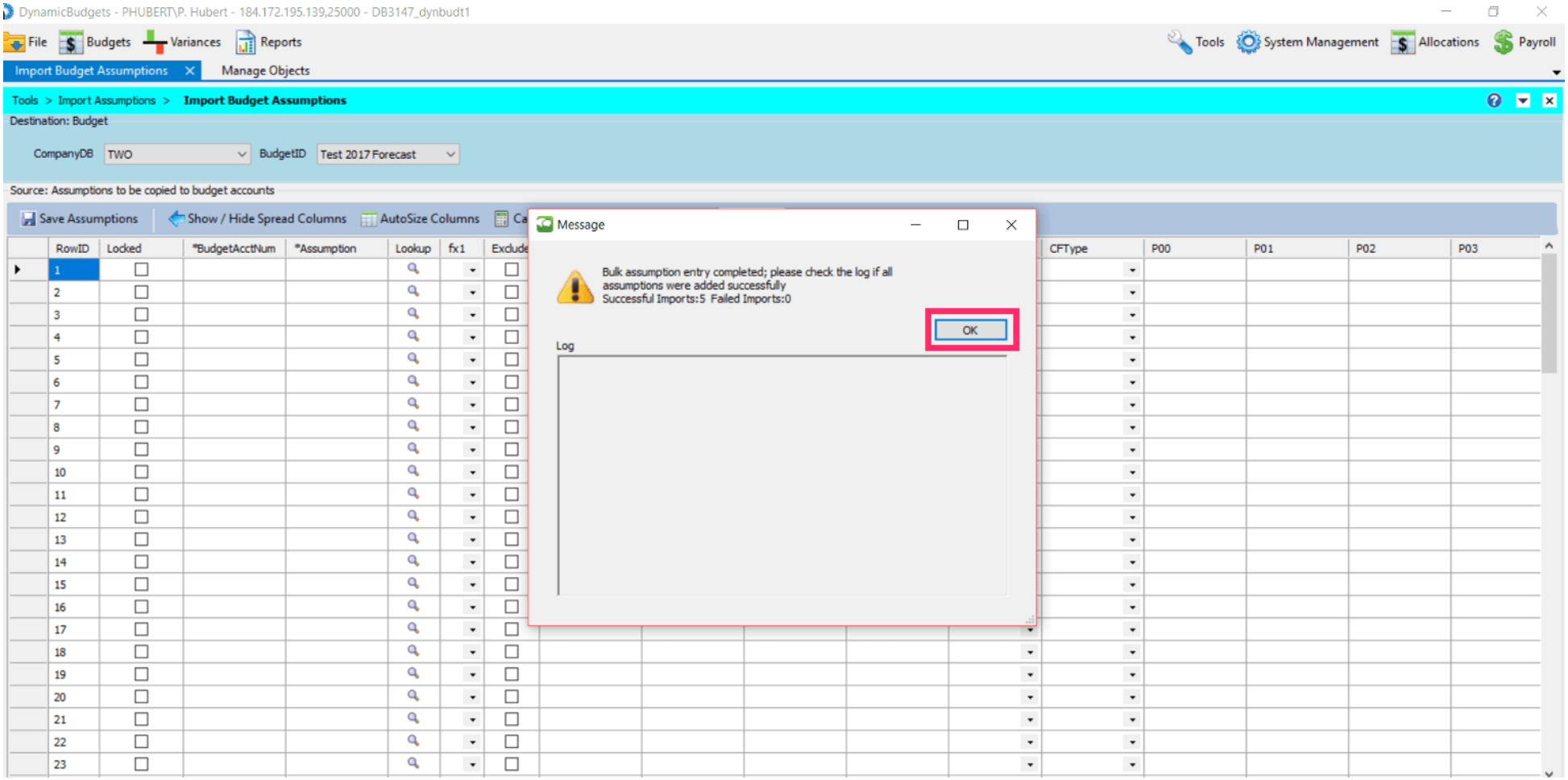
5 Successful Imports!! Click on OK.



That's It. You're Done.