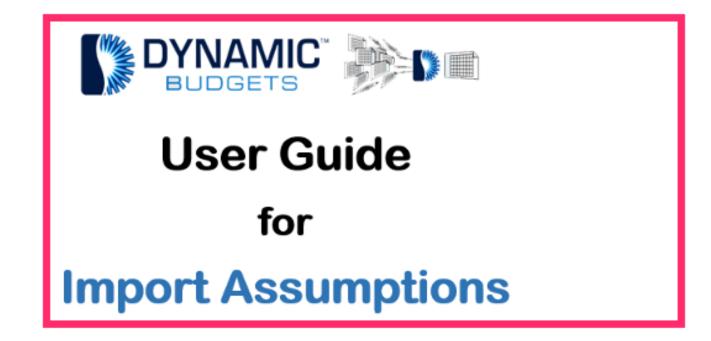
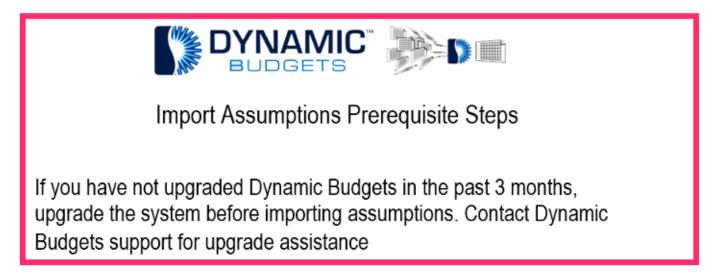


Dynamic Budgets User Guide for Import Assumptions





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.





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



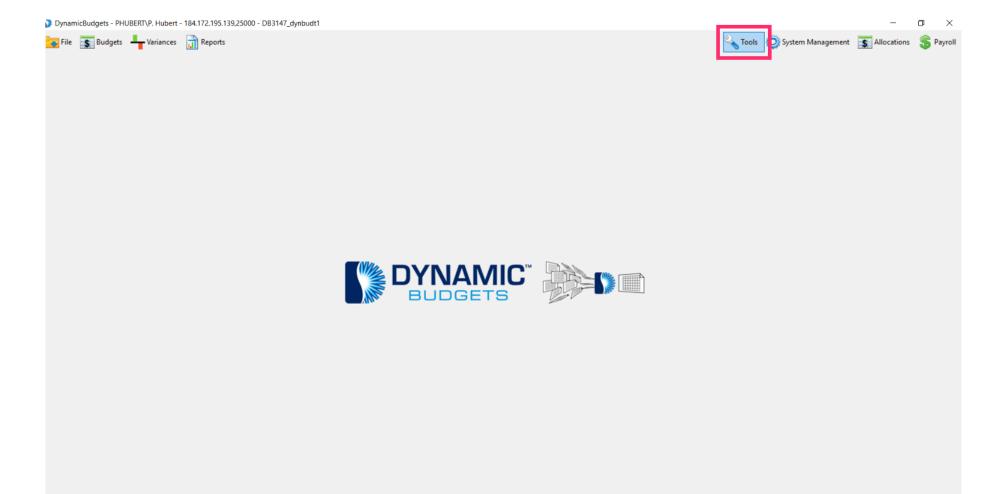
<u>Purpose</u>: This is the utility used to import data from outside of the system.



#### UG-Import Assumptions

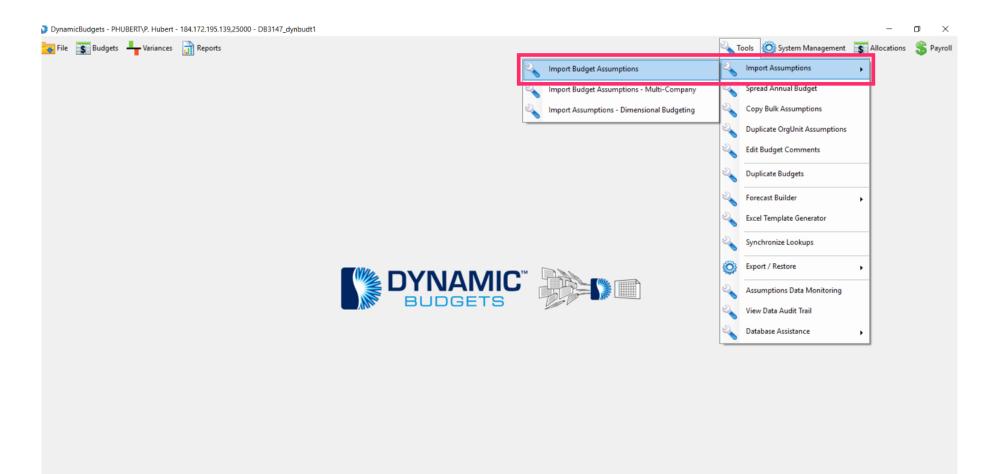
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#### Click on Import Assumptions, Import Budget Assumptions.





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

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

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#### The system default is 100 rows. Click on Insert Rows to add any additional rows needed for 0 the import. Let's add 50 rows.

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

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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.

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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			
1																	



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

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

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5	100-6100-00		Forklift		1200				1200									
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8		Administration-Supplies/Rental	Generator	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500			
9		Administration-Supplies/Rental	Forklift	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500	2500		-	
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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.

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	5		100-6100-00	Forklift	Q,	-							-				
	6		100-6110-00	Sales	Q,	-							-				
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#### If you are going to use the Spread Method, make a selection.

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	3		100-6100-00	Re-Certifications - 5% decrease	Q,	•						Manual Spread Monthly	•			
	4		100-6100-00	CPR - only budget in Feb & Jun	Q,	-						BiMonthly1 BiMonthly2	•			
	5		100-6100-00	Forklift	Q	•						Quarterly 1	•			
	6		100-6110-00	Sales	٩,	-						Quarterly2 Quarterly3	-			
	7		100-6120-00	Generator	۹,	•						Based on 2016 Actual Based on 2017 Actual	•			
1	8		100-6120-00	Forklift	٩	•						Based on 2018 Actual Based on BUDGET 4	•			
1	9		100-6120-00	Small Tools	٩	-						Based on BUDGET1	•			
	10		100-6160-00	Industry Association	۹,	-						Based on BUDGET2 Based on PH Budget	-			
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If you are not going to use the Spread Method, Click on the Show/Hide Spread Columns to remove the column from the worksheet.

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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).

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2 100-6100-00 Training	Osha Safety - 20% increase	\$5,000.00	\$ -	\$ -	Ş -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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	\$ -	\$ -	Ś -	\$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				
10 100-6120-00 Administration-Supplies/Rental	Small Tools									\$ 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	
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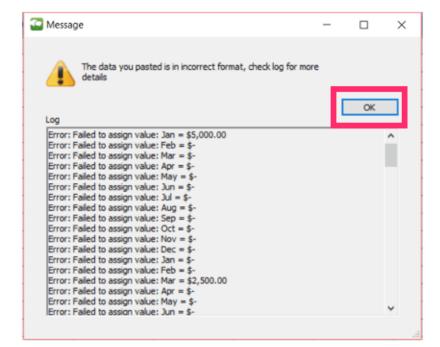
#### Now paste the values into the worksheet. Control V (to paste).

	e 🚺 Bi age Object		• Variances 🔡 Re									🔌 То	ols 🔅 System I	Management	<b>\$</b> Allocations	Payrol
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			d to budget accounts			_		_								
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	2		100-6100-00	0	0		-	0	0	0	0	0	0	0	0	
	3		100-6100-00	500	500			500	500	500	500	500	500	500	500	
	4		100-6100-00	0	1200		-	0	1200	0	0	0	0	0	0	
	5		100-6100-00	0	0	-	-	0	0	0	0	0	0	0	0	
	6		100-6110-00	500	500			500	500	500	500	500	500	500	500	
	7		100-6120-00	7500	7500			7500	7500	7500	7500	7500	7500	7500	7500	
	8		100-6120-00	2500	2500			2500	2500	2500	2500	2500	2500	2500	2500	
	9		100-6120-00	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	
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## UG-Import Assumptions

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



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#### Now Click on Save Assumptions

	-	Variances 📊 Rep											Management <b>S</b>	Allocations 💲	
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4		100-6100-00		1200				1200							
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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	
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#### Click Yes to confirm when the message box appears.

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mpanyDB	TWO	✓ Budg	etID Test 2017	Forecast 🗸											
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1		100-6100-00	5000												
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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	Confirm			×	500	500	500	500	500	
7		100-6120-00	7500	7500	7500					7500	7500	7500	7500	7500	
8		100-6120-00	2500	2500	2500		otions will be adde d budget	d to accounts specif	ied under	2500	2500	2500	2500	2500	
9		100-6120-00	500	500	500	Accoun	ts which do not ex	ist under this budge	et shall be	500	500	500	500	500	
10		100-6160-00	2500	2500	2500	ignored	3			2500	2500	2500	2500	2500	
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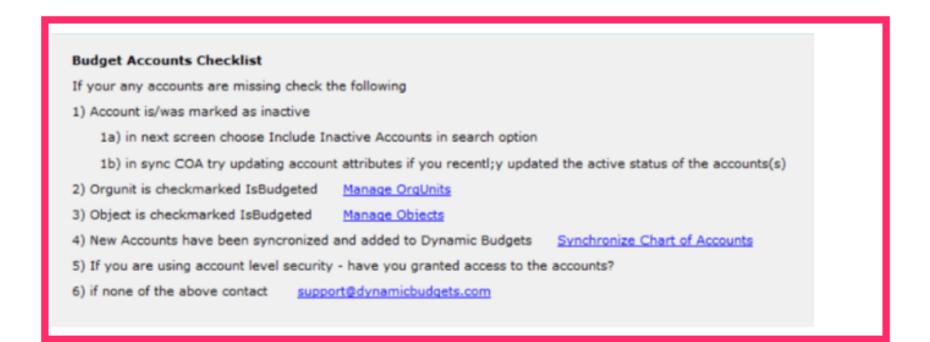


#### Click on OK when the message box appears to verify successful and failed imports.

File 💲	Budgets 🕂	Variances 📊 Rep	ports									Tools &	System Managem	nent S Allocatio	ons 💿 Pay
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stination: Bud															
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	1110		100120171	or coust											
urce: Assump	tions to be copied	to budget accounts													
📕 Save Assu	umptions 🛛 🔇	🔄 Show / Hide Sprea	ad Columns 🔲	AutoSize C	Columns	🔚 Ca	culate Now 斗 Insert Rows 500								
RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Message	— C	X	CFType		P00	P01	P02	P03
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24				Q.	-						-				



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

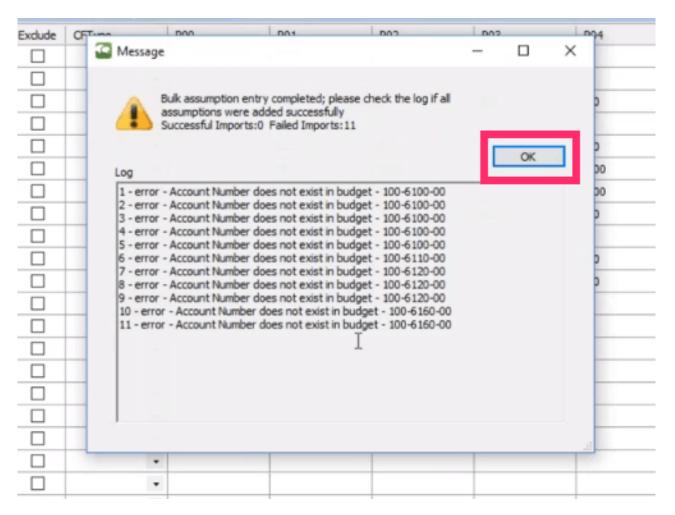




### **UG-Import Assumptions**

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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.

Dyna	amicBudge	ets - PHUBERT	\P. Hubert - 184.172	.195.139,25000 - DB	3147_dyr	nbudt1												٥	$\times$
🗣 Fil	e 💲 B	udgets	Variances 📊 Re	ports											🔌 Tools 🙋	System Managem	nent <b>\$</b> Allocati	ons	Payroll
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	2		100-6100-00	Leadership	٩				-				2500						
	3		100-6100-00	Re-Certifications -	٩	-			-		500	500	500	500	500	500	500	500	
	4       100-6100-00       CPR - only budget       9,       -       -       1200       1200       1200       1200         5       100-6100-00       Forklift       9,       -       -       -       1200       1200       -																		
	5		100-6100-00	Forklift	٩				-										
	6		100-6110-00	Sales	٩				•		500	500	500	500	500	500	500	500	
	7		100-6120-00	Generator	Q,				-		7500	7500	7500	7500	7500	7500	7500	7500	
	8		100-6120-00	Forklift	٩				-		2500	2500	2500	2500	2500	2500	2500	2500	
	9		100-6120-00	Small Tools	Q	•			-		500	500	500	500	500	500	500	500	
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#### Click on Accounts. 0

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynbudt1 \_ 😽 File 📑 Budgets 🖣 Variances 📑 Reports 🔨 Tools 🙆 System Management 📑 Allocations 😤 Payroll Manage Servers **Import Budget Assumptions** Destination: Budget 0 Companies ۲ ✓ BudgetID Test 2017 Forecast CompanyDB TWO ~ Chart of Accounts 0 Source: Assumptions to be copied to budget accounts 0 OrgUnits ۲ Insert Rows 500 Save Assumptions Show / Hide Spread Columns AutoSize Columns Calculate Now 0 Objects ۲ RowID Locked \*BudgetAcctNum \*Assumption Exclude CFType P00 P01 P02 P03 P04 P05 P08 Lookup fx1 Osha Safety -Q, 1 100-6100-00 • • 5000 Ô Budgets × Q, 2 -100-6100-00 Leadership • 2500 Accounts Q, • 3 100-6100-00 Re-Certifications -• • 500 500 500 500 500 500 4 CPR - only budget Q, • • 1200 100-6100-00 O More.. ۲ 5 100-6100-00 Forklift Q, -• Q, -• 6 100-6110-00 Sales 500 500 500 500 500 500 500 500 7 Q, -• 7500 100-6120-00 Generator 7500 7500 7500 7500 7500 7500 7500 Q, 8 100-6120-00 Forklift -• 2500 2500 2500 2500 2500 2500 2500 2500 Q, -• 9 100-6120-00 Small Tools 500 500 500 500 500 500 500 500 Q, 10 100-6160-00 Industry -• 2500 2500 2500 2500 2500 2500 2500 2500 Q, • • 11 Q, 12 • • Q 13 -. Q, -• 14 Q, 15 -• Q, 16 • ٠ Q, 17 • • Q, \* • 18 Q, 19 • • Q, 20 • • Q, -• 21 Q, 22 • • Q, • • 23

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#### Click on Create Budget Accounts. Ð

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ource	: Assumpti	ions to be copied	d to budget accounts																		
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	7		100-6120-00	Generator	Q,	-			•	7500	7500	200	~ <u>`</u>	,	_		7500	7500	75	500	
	8		100-6120-00	Forklift	٩	-			•	2500	2500	2500	0	2500	2500		2500	2500	25	500	
	9		100-6120-00	Small Tools	٩				•	500	500	500		500	500		500	500	50	00	
	10		100-6160-00	Industry	٩	-			•	2500	2500	2500	D	2500	2500		2500	2500	25	500	
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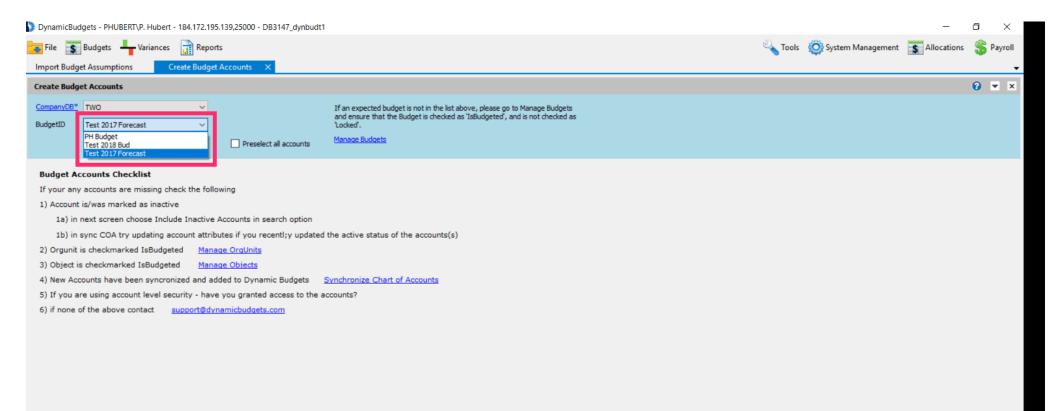


#### Select the CompanyDB from the dropdown list. In this example, select TWO.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynbudt1				—	٥	$\times$
😽 File 📑 Budgets 🕂 Variances 📊 Reports		🔦 Tools	🔯 System Management	\$ Allocations	鑬 Pay	roll
Import Budget Assumptions Create Budget Accounts X						-
Create Budget Accounts					0 -	×
Company/DB1 BudgetID Proceed Preselect all accounts	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'. <u>Manage Budgets</u>					
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 <u>Manage OrgUnits</u>						
3) Object is checkmarked IsBudgeted <u>Manage Objects</u>						
4) New Accounts have been syncronized and added to Dynamic Budgets						
5) If you are using account level security - have you granted access to the a	ccounts?					
6) if none of the above contact <u>support@dynamicbudgets.com</u>						



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



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### Click on Proceed.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynbudt1				-	٥	×
😽 File 🏾 👣 Budgets 🗕 🕂 Variances 📑 Reports		🔌 Tools	🚫 System Management	\$ Allocations	<b>\$</b> 1	Payroll
Import Budget Assumptions Create Budget Accounts X						-
Create Budget Accounts					0	▼ ×
BudgetID Test 2017 Forecast 🗸	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'. Manage Budgets					
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	a 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 Syr	chronize Chart of Accounts					
5) If you are using account level security - have you granted access to the acco	unts?					
6) if none of the above contact <u>support@dynamicbudgets.com</u>						

• 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.

📡 DynamicBu	dgets - PHUBERT\P. Hub	bert - 184.172.	.195.13	9,25000 - DB31	47_dynbudt1										—	
💊 File 📑	Budgets	ices 📊 Rep	ports									🔌 Tools	🔅 Syst	em Management	\$ Allocations	🏐 Payroll
Import Budg	get Assumptions	Create Bud	lget Ac	counts X												-
Create Budg	jet Accounts															0 💌 🗙
CompanyD8*	TWO	~				If an expected budget and ensure that the Bu	is not in the list above,	please go to Manage Bu	udgets							
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		Proceed	Prev	iew: Accounts	to be added	CompanyDB: DB3147	_TWO15 BudgetID	: Test FCAST 2017	Total accounts: 2	Selected: 2						
Budget A	ccounts Checklist		Exclu	ude Inactive Acc	ounts 🔻	📀 Create Accour	nts   🗙 Cancel					Hide	e Tags			
If your an	y accounts are missing	g check the	Select		rgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInAct	tuals C			
1) Account	t is/was marked as ina	active			1	Cr	eate Accounts		A	A	A	A	Ľ			
1a) in	next screen choose Ir	nclude Inact			00	1100	000-1100-00	Cash - Operating	Active							
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	is checkmarked IsBu	-	`													
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6) if none	of the above contact	support@														
			<										>			

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### Click on Create Accounts.

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		Proceed	Previ	iew: Accour	its to be added	CompanyDB: DB	3147 TWO15 BudgetIE	: Test FCAST 2017	Total accounts:	2 Selected: 2						
Budget Ad	ccounts Checklist		Exclu	ide Inactive	Accounts 🔹	Create Ac	counts X Cancel					Hid	e Tags			
If your any	accounts are missi	ng check the t	f Select		OrgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInAc	tuals	c		
1) Account	is/was marked as in	nactive			A	A	Create Accounts	A	A	A	A	A		2		
1a) in	next screen choose	Include Inact	•		000	1100	000-1100-00	Cash - Operating	Active					ľ		
1b) in	sync COA try updati	ing account at			000	2100	000-2100-00	Accounts Payable	Active							
2) Orgunit	is checkmarked IsB	udgeted <u>M</u>			*								k.			
<ol><li>Object is</li></ol>	s checkmarked IsBu	idgeted <u>M</u>														
4) New Acc	counts have been sy	ncronized and	1													
5) If you a	re using account lev	el security - h	r													
6) if none (	of the above contact	support@														
			<										>			

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.

DynamicBudgets - PHUBERT\P. Hubert - 184.17	72.195.13	9,25000 - DB	3147_dynbudt1									_	o ×
🥃 File 🔚 Budgets 牛 Variances 📊 F	Reports									🔌 Tools 🛛 🙆 Sy	ystem Management	S Allocations	😤 Payroll
Import Budget Assumptions Create Budget	udget Ac	counts ×											•
Create Budget Accounts													<b>⊘</b> ▼ ×
CompanyDB* TWO	~		Ifa	an expected budget is r d ensure that the Budg	not in the list above, p	lease go to Manage Bu	dgets						
BudgetID Test 2017 Forecast	- <b>-</b>	dd Rudaat A	an ccounts Preview	d ensure that the Budo	et is checked as 'IsBud	doeted', and is not che	cked as			- 0 X			
Proceed	_												
	Previ	ew: Account	ts to be added Co	ompanyDB: DB3147_T	WO15 BudgetID:	Test FCAST 2017 1	otal accounts: 2	Selected: 2					
Budget Accounts Checklist	Exclu	de Inactive A	ccounts 🝷   🤅	Create Accounts	🗙 Cancel	<b>\$</b> _0				Hide Tags			
If your any accounts are missing check the	e f Select	E E	OrgUnit	Object	AcctNum	Description	Active	DoNotBudget	ActiveInBudgets	ActiveInActuals	с		
1) Account is/was marked as inactive			A	A	A	A	A	A	A	A	R		
1a) in next screen choose Include Inac	cti 🕨		000	1100	000-1100-00	Cash - Operating	Active				1		
1b) in sync COA try updating account a	ati	$\checkmark$	000	2100	000-2100-00	Accounts Payable	Active						
2) Orgunit is checkmarked IsBudgeted	Ma						·						
3) Object is checkmarked IsBudgeted	Ma				Message		×						
4) New Accounts have been syncronized an													
5) If you are using account level security -						2 accounts added su	iccessfully						
6) if none of the above contact support	<u>t(0</u> )												
							ОК						
	<										>		



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#### Go back to the Import Budget Assumptions tab.

File	e 💲 B	udgets	- Variances 📊 Re	ports										🔌 Tools	🔅 System Man	agement 💲 Allo	ocations 🛭 🏐 P
ро	rt Budget	Assumptions	× Create Bud	get Accounts													
ро	rt Budget	Assumption	s														0
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ce	: Assumption	ons to be copie	d to budget accounts														
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	RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	CFType	P00	P01	P02	P03	P04	P05	P06	P07	P08
	1		100-6100-00	Osha Safety -	٩	-			-	5000							
	2		100-6100-00	Leadership	Q,	-			-			2500					
	3		100-6100-00	Re-Certifications -	Q,				•	500	500	500	500	500	500	500	500
	4		100-6100-00	CPR - only budget	Q,				-		1200				1200		
	5		100-6100-00	Forklift	Q,				•								
	6		100-6110-00	Sales	Q,	-			•	500	500	500	500	500	500	500	500
	7		100-6120-00	Generator	Q,	-			•	7500	7500	7500	7500	7500	7500	7500	7500
	8		100-6120-00	Forklift	٩				•	2500	2500	2500	2500	2500	2500	2500	2500
	9		100-6120-00	Small Tools	Q,	-			•	500	500	500	500	500	500	500	500
	10		100-6160-00	Industry	٩,				•	2500	2500	2500	2500	2500	2500	2500	2500
	11				Q,				•								
	12				Q,	-			•								
	13				Q,	-			•								
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	21				Q,	-			•								
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#### Click on Save Assumptions.

DynamicBudge	ets - PHUBERI\I	P. Hubert - 184.1/2	.195.139,25000 - DB	3314/_dyr	nbudt1										-	D X
File 💲 B	udgets 🖣 \	/ariances 📊 Re	ports										🔌 Tools	🔅 System Manageme	nt S Allocations	s 💲 Payrol
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mport Budget	Assumptions															🕜 🔻 🗴
estination: Budg	jet															
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		to budget accounts				_		-	_							
🚽 Save Assur	nptions 🦿	Show / Hide Spre	ad Columns 🛛 🕅 A	AutoSize (	Columns	Calc	ulate Now	🕂 Insert Rows	500							
Save	e Assumptions	*BudgetAcctNum		Lookup	fx1	-	CFType	P00	P01	P02	P03	P04	P05	P06	P07 F	P08
1		100-6100-00	Osha Safety -	9	•			•	5000							
2		100-6100-00	Leadership	٩	•			-			2500					
3		100-6100-00	Re-Certifications -	9	•			•	500	500	500	500	500	500	500 5	500
4		100-6100-00	CPR - only budget	٩	•			•		1200				1200		
5		100-6100-00	Forklift	9	•			•								
6		100-6110-00	Sales	٩	•			•	500	500	500	500	500	500	500 5	500
7		100-6120-00	Generator	٩,	•			•	7500	7500	7500	7500	7500	7500	7500 7	7500
8		100-6120-00	Forklift	٩	•			•	2500	2500	2500	2500	2500	2500	2500 2	2500
9		100-6120-00	Small Tools	٩	-			•	500	500	500	500	500	500	500 5	500
10		100-6160-00	Industry	٩,	•			•	2500	2500	2500	2500	2500	2500	2500 2	2500
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21				٩	-			-								
22				٩	-			-								
23				Q				•								



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#### Click on Yes to confirm when the message box appears.

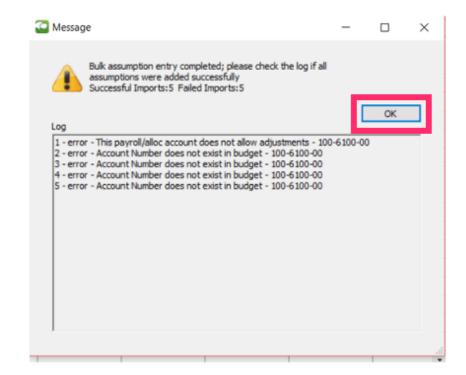
DynamicBudge	ets - PHUBERI	\P. Hubert - 184.172	.195.139,25000 - DB	314/_dyr	nbudt1											_	
🖕 File 💽 Budgets 👆 Variances 📊 Reports												🔦 Tools	🔅 System Manage	ement S Allocatio	ons 🛞 Pay		
mport Budget	Assumptions	× Create Bud	lget Accounts														
mport Budget	t Assumptions	5															0 💌
estination: Budg	jet																
CompanyDB	TWO	<ul> <li>✓ Budg</li> </ul>	getID Test 2017 For	recast	~												
urce: Assumptio	ons to be copied	d to budget accounts															
🚽 Save Assun	mptions	🔄 Show / Hide Spre	ad Columns 📃 A	utoSize C	olumns	📑 Calc	ulate Now	+	Insert Rows 500								
RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	CFType		P00	P01	P02	P03	P04	P05	P06	P07	P08
1		100-6100-00	Osha Safety -	9	•			-		5000							
2		100-6100-00	Leadership	۹,				•				2500					
3		100-6100-00	Re-Certifications -	9	-			-		500	500	500	500	500	500	500	500
4		100-6100-00	CPR - only budget	٩	•		_	-			1200				1200		
5		100-6100-00	Forklift	۹,	-		Co	onfirm				×					
6		100-6110-00	Sales	Q,							e added to accounts specified under 750 p not exist under this budget shall be 250			500	500	500	500
7		100-6120-00	Generator	Q,				2	Assumptions will selected budget					7500	7500	7500	7500
8		100-6120-00	Forklift	۹,				•	Accounts which					2500	2500	2500	2500
9		100-6120-00	Small Tools	Q	-				ignored	perform bulk entry of assumptions?			500	500	500	500	500
10		100-6160-00	Industry	٩,	-				Do you want to				2500	2500	2500	2500	2500
11				Q	-							_					
12				٩,	-						Yes No						
13				٩,	-							_					
14				Q,	-			-									
15				Q	-			-									
16				٩	-			•									
17				Q	-			•									
18				٩	-			-									
19				Q	-			-									
20				٩	-			-									
21				Q	-			•									
22				٩	•			-									
23				Q				-									

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### 10 Successful Imports!! Click on OK.

🔰 DynamicBudge	ts - PHUBERD	\P. Hubert - 184.1/2.	195.139,25000 -	DB314/_dyr	nbudt1							_	
🕳 File 🏾 💲 Bu	udgets 📕	Variances 📊 Rej	ports							🔌 Tools 🕴	🔅 System Managem	ent <b>S</b> Allocations	s 🛞 Payroll
Import Budget A	Assumptions	× Create Bud	get Accounts										•
Import Budget		;											
Destination: Budge	et												
CompanyDB	TWO	✓ Budg	etID Test 2017	Forecast	~								
Source: Assumptio	ns to be copied	to budget accounts -											
📕 Save Assum		= Show / Hide Sprea	ad Columns	AutoSize (	olumns		2 Manuar	- п х					
								- 🗆 X	1				A 80
RowID		*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude		ifal	P04	P05	P06	P07 P	08
2					•		Bulk assumption entry completed; please check the lo assumptions were added successfully Successful Imports: 10 Failed Imports:0	,					_
3				0	•	_	Succession imports, to Palled imports, o						_
4				9	•	_	Log	ОК					
5				Q	•	_							_
6				۹,	•	-							
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12				٩	•	_			_				
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15				Q,	•		1		-				
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17					•		•		-				
10					•		• •						
20				9	•		•						
21				9	•	-	•						
22				9	•	-	•						
23				Q	•		•						

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.

File \$ Bo	udgets 🗕	Variances 📊 Rep	orts										Sec. To	ols	Management \$	Allocations
ls > Import/	Assumptions >	Import Budget As	ssumptions													0
tination: Budg	et															
CompanyDB	TWO	→ Budg	getID Test 2017 For	recast	~											
rce: Assumption	ons to be copie	d to budget accounts -														
Save Assur	nptions	< Show / Hide Spre	ad Columns 🛛 🕅 A	AutoSize C	olumns	[ Calc	ulate Now	🚽 Insert Rows	500							
RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Number	Qty	Rate	Amount	Spread-Method	CFType	P00	P01	P02	P03
1		100-6100-00	Osha Safety -	٩,	-						-	~	1	5000	0	0
2		100-6100-00	Leadership	Q,	-						-	~	]	0	0	2500
3		100-6100-00	Re-Certifications -	٩	•						•	~		500	500	500
4		100-6100-00	CPR - only budget	Q,	-						•	~		0	1200	0
5		100-6100-00	Forklift	Q,	-						-	~		0	0	0
6				Q,								~				
7				٩	-						-	~				
8				Q,	•						-	~	]			
9				٩							•	~				
10				٩	•						•	~				
11				٩	•						•	~				
12				٩,	•						•	~	]			
13				٩	•						•	~				
14				Q,	•						-	~				
15				9	•						•	~	3			
16				9	•						•	~	1			
17				9	•						•	~	1			
18				Q, Q,	•						•	~	1			
19 20				Q	•						•	↓ ✓	1			
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22				Q.	•								1			
23				9	•							· · · · · ·	1			

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#### Click on Objects, Manage Objects

		Variances 📊 Repo													System Managemen		
> Import ation: Bud		Import Budget As	ssumptions											Ô	Manage Servers		0
	-														Companies		
ompanyDe	B TWO	✓ Budg	getID Test 2017 Fo	recast	~									Ô	Chart of Accounts	5 .	
: Assump	tions to be copie	d to budget accounts -												.044.			
Save Assu	umptions	👉 Show / Hide Sprea	ad Columns 🔲 🗖	AutoSize C	olumns	📑 Calc	ulate Now		500					Ô	OrgUnits	•	
	Locked	*BudgetAcctNum	*Assumption	Lookup		Exclude		Qty	Rate	Amount	Ö	Manage O	bjects	0	Objects	•	P03
1		100-6100-00	Osha Safety -	9							Ö	Manage D	imensions	0	Budgets	•	0
2		100-6100-00	Leadership	Q,	-							Manage	ccounts-Dimensions Link		Accounts		2500
3		100-6100-00	Re-Certifications -	Q,	-						0	Manage A	ccounts-Dimensions Link	٢	Accounts		500
4		100-6100-00	CPR - only budget	٩	-						٢	Manage D	imension Code Combos	Ô	More	- • [	0
5		100-6100-00	Forklift	Q,	-						Ö	Manage C	ode Combos-Accounts Link	0	0		0
6				Q,	-						Star S						
7				Q,	-							•	~				
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13				٩								-	~				
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15				٩	•								~				
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23				Q	•							-	~				
24				۹,	-							-	~				

#### UG-Import Assumptions

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## Click on Search

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147_dynbudt1	- 0 ×
🚾 File 🛐 Budgets 🕂 Variances 📊 Reports	🔦 Tools 🗔 System Management 📑 Allocations 💲 Payroll
Import Budget Assumptions Manage Objects ×	•
System Management > Objects > Manage Objects	0 💌 ×
CompanyDB* Object TWO  Search Search Show Sample Acct Descriptions	
SENSITIVE attribute can only be edited by Super Admins	
⋥ Save Objects 🛛 🗙 Delete Selected Show Company Tags 🏟 👘 Set Description from First Account	Hide Attributes Hide Tags
🚔 Print 🕼 Export to Excel 🛚 💆 Print to PDF 🔚 AutoSize Columns	A- A+



# 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.

📡 DynamicBudgets - PHUB	ERT\P. Hubert - 184.17	2.195.139,25000 - DB3147_dyn	budt1									-	
😽 File 🏾 💲 Budgets 📕	Variances 📊 Re	ports								🔌 Tools	🔅 System Manag	ement <u>S</u> Allocati	ons 💲 Payroll
Import Budget Assumptio	ns Manage C	Objects 🗙											•
System Management > Obje		ects											2 ▼ ×
CompanyDB* TWO ~	Object	Sear	ch	Show Sample A	cct Descriptions								
SENSITIVE attribute c	n anhu ha aditad hu Cun			_									
-11- <b>-</b>		Show Company Tags 📦	Set Descrit	ption from First Ac	count							Hide Attributes	Hide Tags
Print Street Digetto			- Dec besen		count							Rows: 1 visible of 32	
Company B OBJECT	/ RP Object Descrip		IsBudgeted	InLookups	InReports	InReallocation	Sensitive	Payroll	AllocAcct	ContraAlloc	Adjustments	RequiresDetailE	
DB 1 6100 ^		Training - Administration					Non-Sensitive						
6120 6130 6140 6150 6160 6170													



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

〕 Dynam	icBudgets	s - PHUBER	T\P. Hubert - 184.172.	.195.139,25000 - DB3147_dynl	budt1											- 0	×
🔶 File	\$ Bud	lgets	Variances 🔒 Rep	orts									🔌 Tools	🔅 System Manag	ement 🚺	Allocations	😚 Payroll
Import	Budget As	ssumptions	Manage Ob	ojects X													•
System M	lanagemer	nt > Objec	ts > Manage Objec	ts												Ø	• ×
Company	/D8*		Object														
TWO		~		Searc	h	Show Sample A	cct Descrip	ptions									
💉 😪	NSITIVE a	attribute can	only be edited by Supe	r Admins													
📕 Sa	ve Object	ts 🗙	Delete Selected S	ihow Company Tags 📦	Set Descr	iption from First Ac	count								Hide Attribut	tes Hid	le Tags
: 📥 Prin	t 💽 Exp	port to Exce	el 📆 Print to PDF	AutoSize Columns											Rows: 1 visib	le of 328 total	A- A+
Company	DB 0	BJECT	ERP Object Descrip	Description	IsBudgeted	InLookups	InR	Reports	InReallocation	Sensitive	Payroll	AllocAcct	ContraAlloc	Adjustments	Require:	DetailEntry	TrxDril
	A	1 100 ~ [	2							A							
DB	3147 6	5100		Training - Administration						Non-Sensitive							

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### Click on Save Objects

〕 DynamicBudgets - PHUBERT\P. Hubert - 184.17	.195.139,25000 - DB3147_dyn	budt1									-	
🦝 File 🛐 Budgets 🕂 Variances 📊 Re	orts								🔌 Tools 🧃	🔅 System Manage	ment 🛐 Allocation	ns 💲 Payroll
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System Management > Objects > Manage Object	ts											0 💌 🗙
CompanyDB* Object TWO	Sear	th 🗌	] Show Sample Acct D	escriptions								
SENSITIVE attribute can only be edited by Sup	er Admins											
Save Objects X Delete Selected	Show Company Tags 📦	Set Descriptio	on from First Accoun	it							Hide Attributes	Hide Tags
🚔 Print 👔 Export to Excel  📆 Print to PDF	AutoSize Columns										Rows: 1 visible of 328	total A- A+
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🖾 🖾 6100 🖾	A											
DB3147 6100	Training - Administration					Non-Sensitive						



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#### Go back to the Import Budget Assumptions tab

	Budgets	Variances 📊 Repo											Sec. Tools	🔅 System Mana	gement 💲 All	ocations 🏐
		Import Budget As														0
ination: Bu		Import budget As	sumptions													U
	-															
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ce: Assum	ptions to be copie	d to budget accounts														
_		- Show / Hide Sprea	ad Columns	AutoSize C	olumns	Calco	ulate Now	🛶 Insert Row:	500							
_																
RowI	D Locked	*BudgetAcctNum 100-6100-00	*Assumption Osha Safety -	Lookup	_	Exclude	Number	Qty	Rate	Amount	Spread-Method		P00	P01	P02	P03
2		100-6100-00	Leadership	<b>Q</b>	•						•	×	1	5000 0	0	2500
3		100-6100-00	Re-Certifications -	Q.	•						-	✓	1	500	500	500
4		100-6100-00	CPR - only budget	9	•							· · · ·	1	0	1200	0
5		100-6100-00	Forklift	Q	•							· · ·	1	0	0	0
6				Q								v	1			-
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8				Q,	-							~	1			
9				Q	•						•	~	1			
10				Q	-						•	~	1			
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18				٩	•						•	~	1			
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20				Q,	•						-	×	1			
21				9	•						•	~	1			
22				Q,	-						-	~				



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#### Click on Save Assumptions

File R		Variances 📊 Repo	195.139,25000 - DE	or n _uyn	buuti								A Toole	🔅 🄯 System Ma	nagement		
													10015	System wa		Allocations	U Payl
		× Manage Ob															
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CompanyDB	TWO	✓ Budg	etID Test 2017 Fo	recast	~												
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Save Assur	nptions	Show / Hide Sprea	ad Columns III P														
RowID	Locked	*BudgetAcctNum	*Assumption	Lookup		Exclude	Number	Qty	Rate	Amount	Spread-Method		P00	P01	P02	P03	
1		100-6100-00	Osha Safety -	٩	•						•	~	1	5000	0	0	
2		100-6100-00	Leadership	٩,	•						•	~	1	0	0	2500	
3		100-6100-00	Re-Certifications -	٩	•						•	~		500	500	500	
4		100-6100-00	CPR - only budget	٩,	•						-	~	1	0	1200	0	
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#### Click on Yes to confirm when the message box appears.

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#### 5 Successful Imports!! Click on OK.

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That's It. You're Done.



# That's It. You're Done.