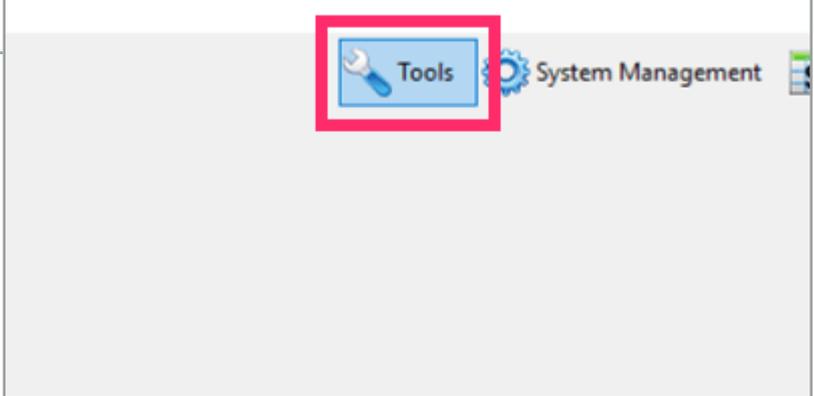
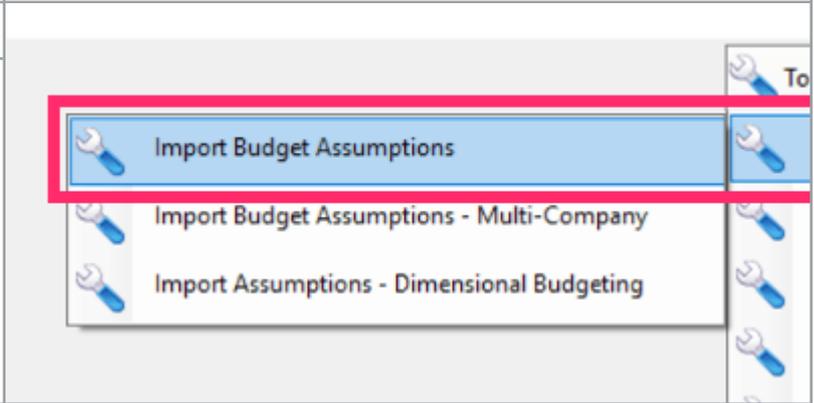
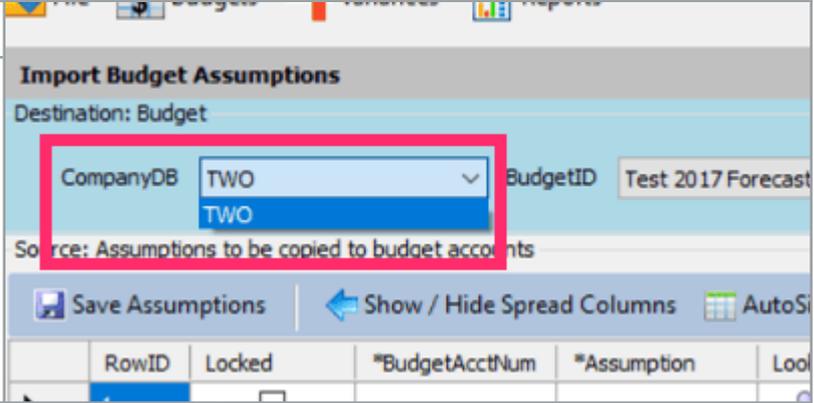
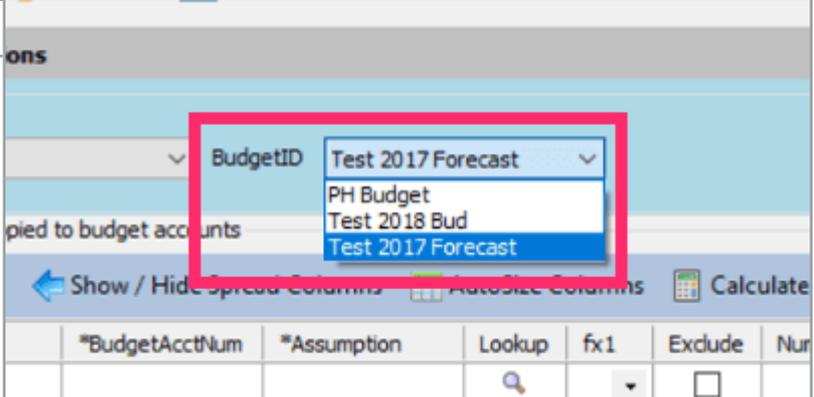


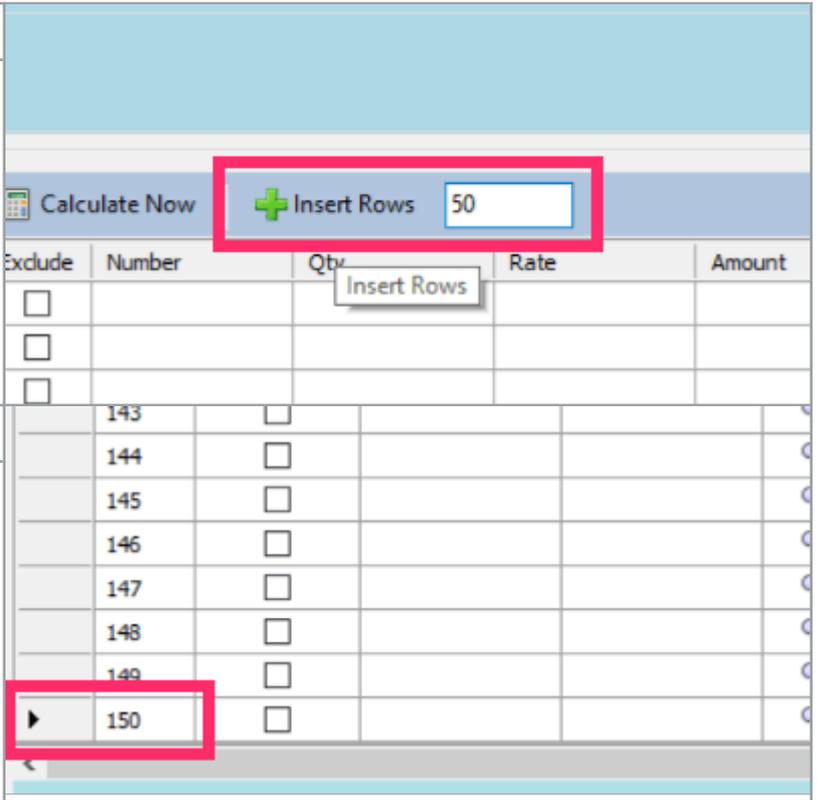
 <p>Dynamic Budgets User Guide for Import Assumptions</p> <p>1</p>	 <h2>User Guide for Import Assumptions</h2>
 <p>Import Assumptions Prerequisite Steps:</p> <p>If you have not upgraded Dynamic Budgets in the past 3 months, upgrade the system before importing assumptions. Contact Dynamic Budgets support for upgrade assistance.</p> <p>2</p>	 <h3>Import Assumptions Pre</h3> <p>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.</p>
 <p>Import Assumptions.</p> <p>Purpose: This is the utility used to import data from outside of the system.</p> <p>3</p>	 <h3>Import Assumpt</h3> <p><u>Purpose:</u> This is the utility used to import data from outside of the system.</p>

<p>4</p> <p>Click on Tools.</p>	
<p>5</p> <p>Click on Import Assumptions, Import Budget Assumptions.</p>	
<p>6</p> <p>Click on the CompanyDB dropdown list. Make a selection.</p> <p>In this example, we will select TWO.</p>	
<p>7</p> <p>Click on the BudgetID dropdown list. Make a selection.</p> <p>In this example, we will select Test 2017 Forecast.</p>	

8

The system default is 100 rows. Click on **Insert Rows** to add any additional rows needed for the import.

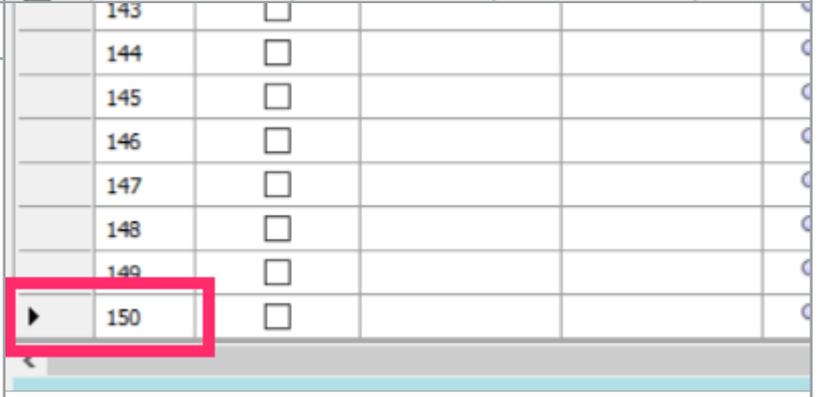
Let's add 50 rows.



9

Scroll to the bottom to verify the inserted rows were added.

We now have 150 rows.

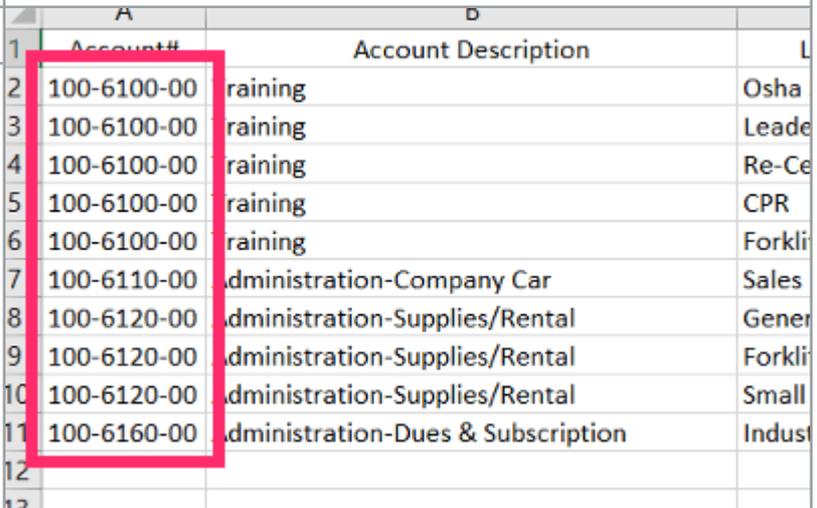


10

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.



*This is a required field.

Paste the account numbers in the BudgetAcctNum column. Control V (to paste).

11

Save Assumptions
Show / Hide Spread Columns
AutoSize C

RowID	Locked	*BudgetAcctNum	*Assumption	Lookup
1	<input type="checkbox"/>	100-6100-00		
2	<input type="checkbox"/>	100-6100-00		
3	<input type="checkbox"/>	100-6100-00		
4	<input type="checkbox"/>	100-6100-00		
5	<input type="checkbox"/>	100-6100-00		
6	<input type="checkbox"/>	100-6110-00		
7	<input type="checkbox"/>	100-6120-00		
8	<input type="checkbox"/>	100-6120-00		
9	<input type="checkbox"/>	100-6120-00		
10	<input type="checkbox"/>	100-6160-00		
11	<input type="checkbox"/>			

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

12

Line Description	Jan	Feb
Osha Safety - 20% increase	5000	
Leadership Development		
Re-Certifications - 5% decrease	500	
CPR - only budget in Feb & Jun		
Forklift		
Sales	500	
Generator	7500	
Forklift	2500	
Small Tools	500	
Industry Association	2500	

*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.

13

Show / Hide Spread Columns
AutoSize Columns
Calculate N

*BudgetAcctNum	*Assumption	Lookup	fx1	Exc
100-6100-00	Osha Safety - 20% increase			
100-6100-00	Leadership Development			
100-6100-00	Re-Certifications - 5% decrease			
100-6100-00	CPR - only budget in Feb & Jun			
100-6100-00	Forklift			
100-6110-00	Sales			
100-6120-00	Generator			
100-6120-00	Forklift			
100-6120-00	Small Tools			
100-6160-00	Industry Association			

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14

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

15

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

16

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).

	Jan	Feb	Mar	Apr	May
	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -
	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 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).

Num	P01	P02	P03	P04
5000	0	0	0	0
0	0	0	2500	0
500	500	500	500	500
0	1200	0	0	0
0	0	0	0	0
500	500	500	500	500
7500	7500	7500	7500	7500
2500	2500	2500	2500	2500
500	500	500	500	500
2500	2500	2500	2500	2500

18

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

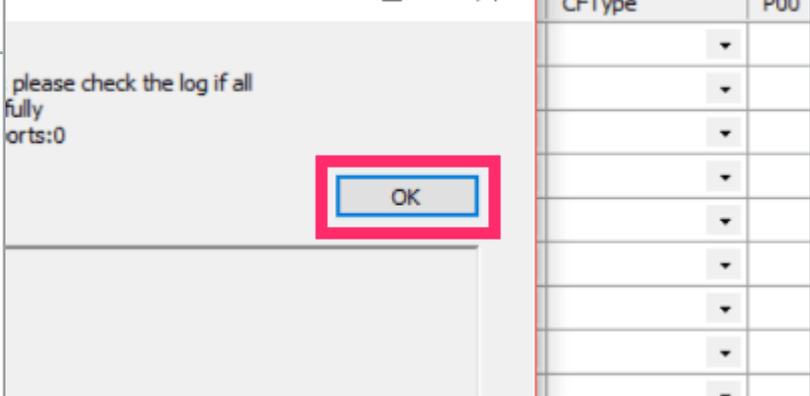
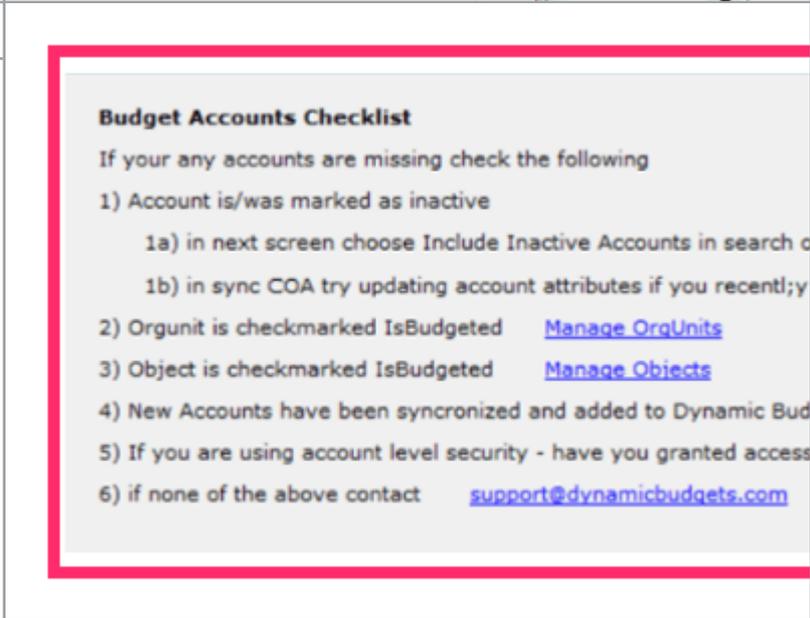
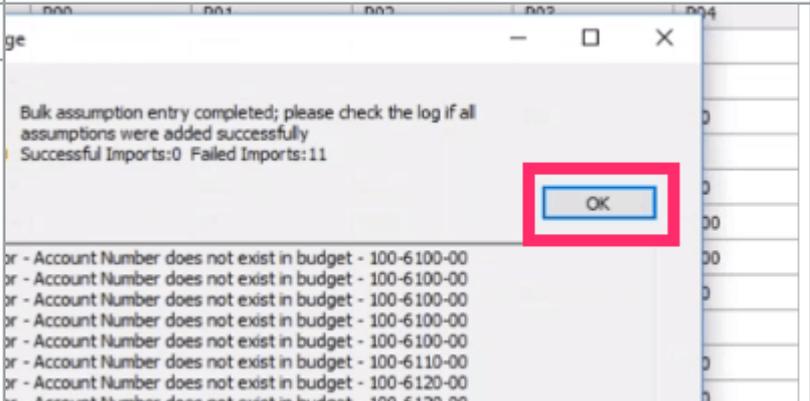
Click on **OK**

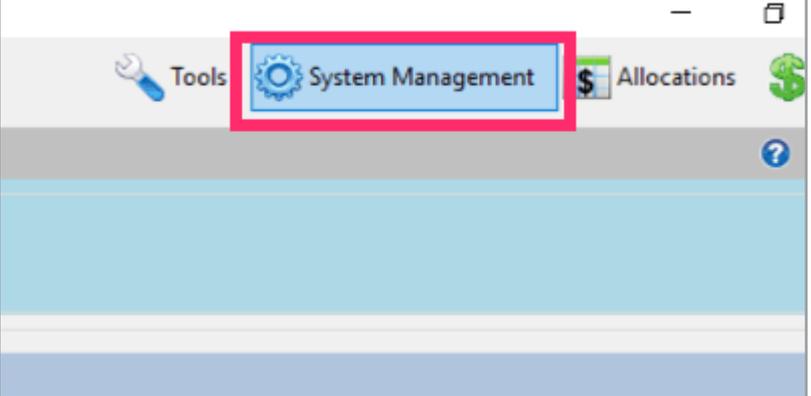
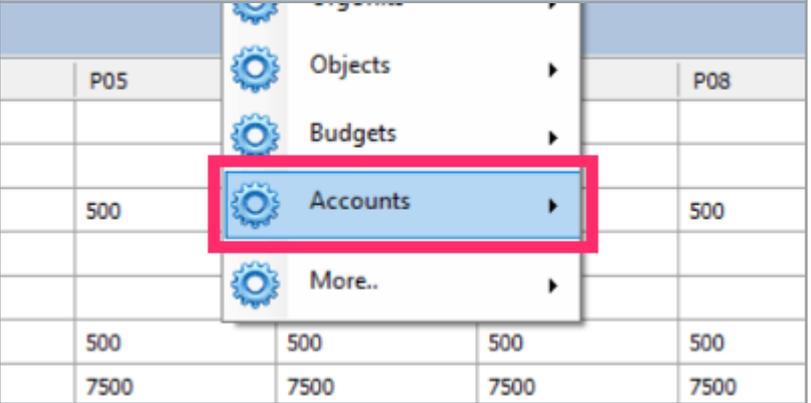
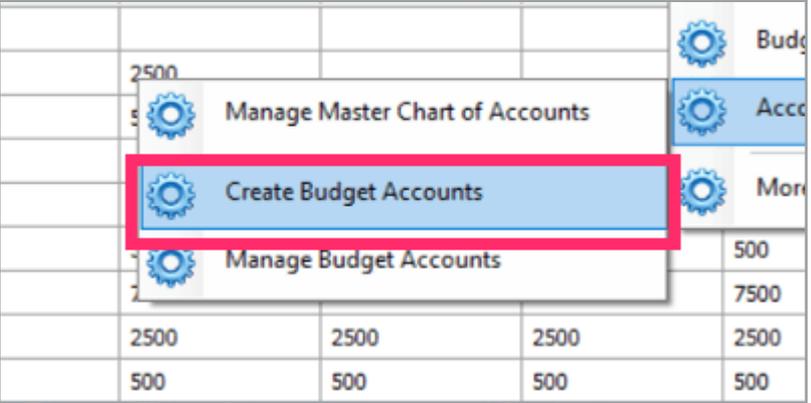
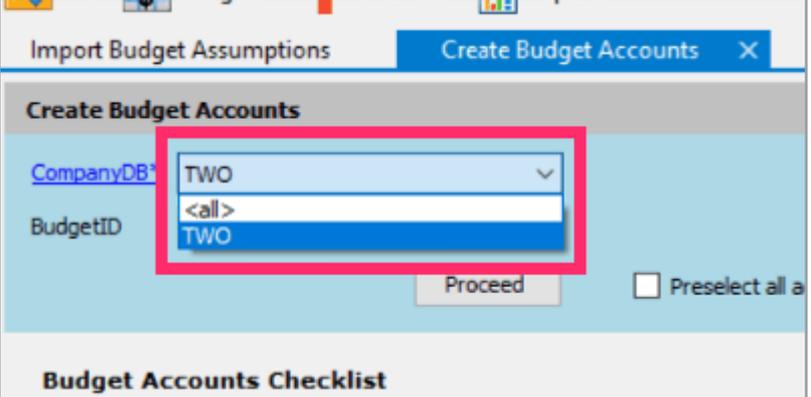
19

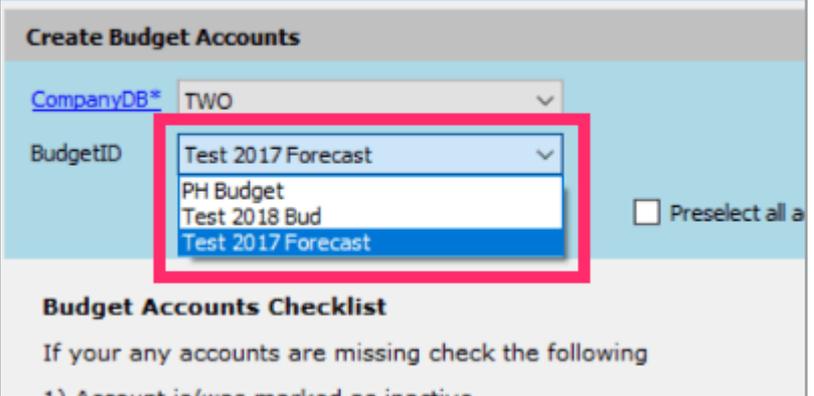
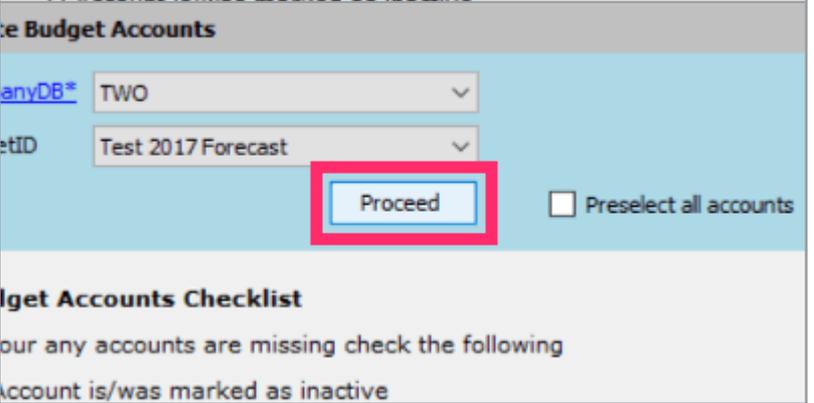
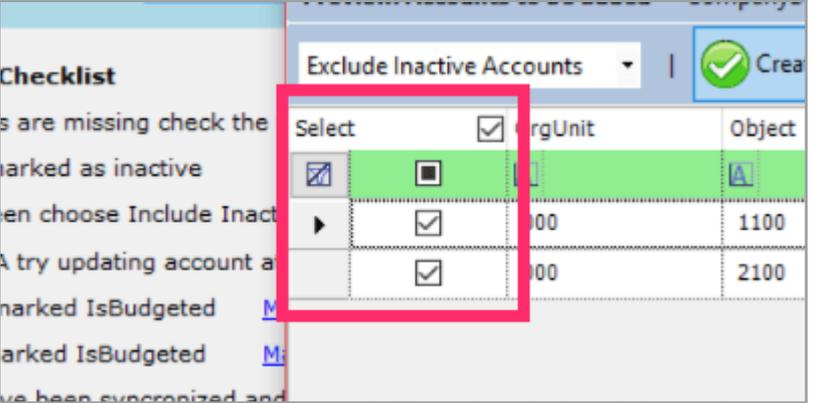
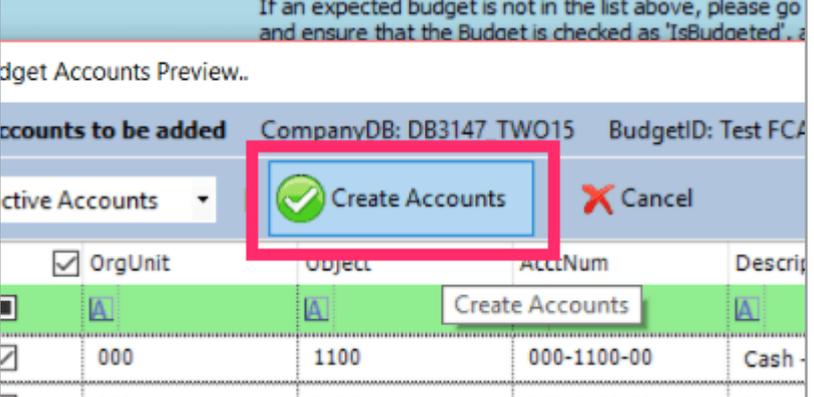
Now **Click on Save Assumptions**

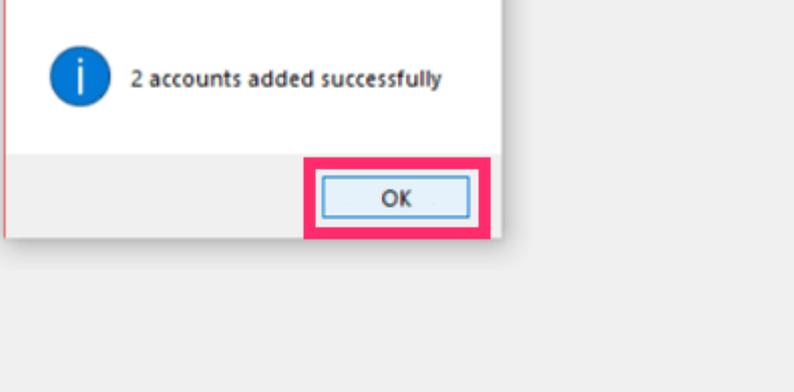
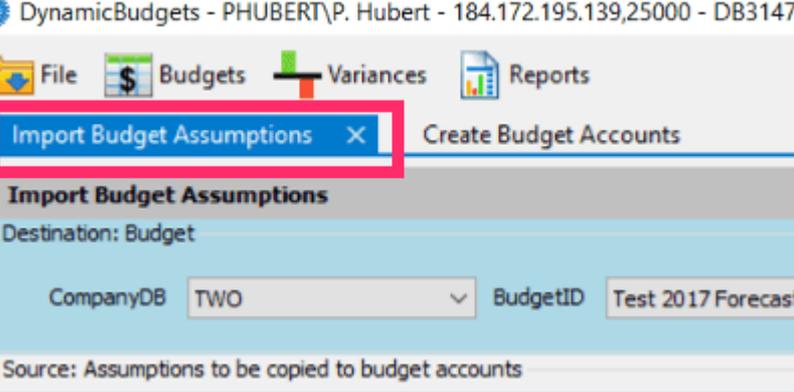
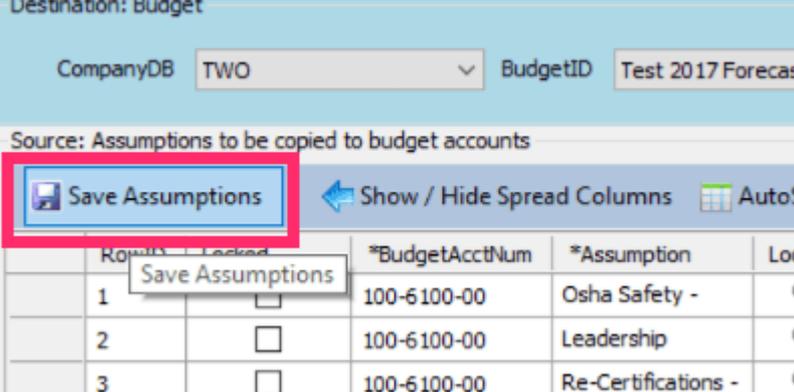
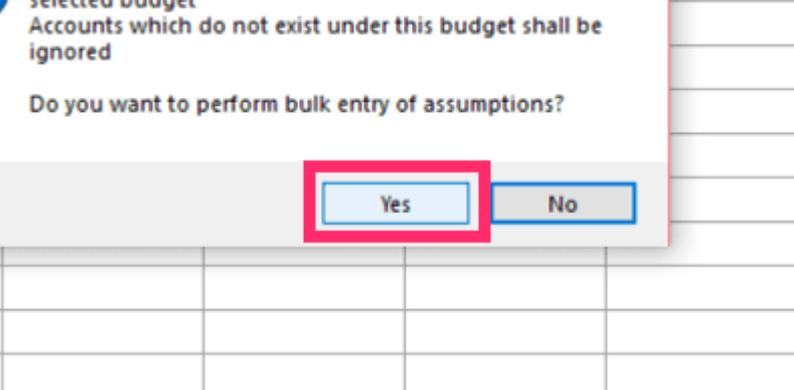
20

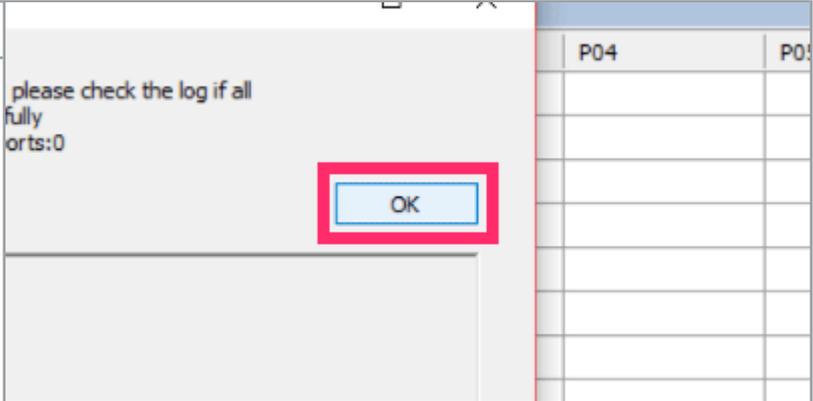
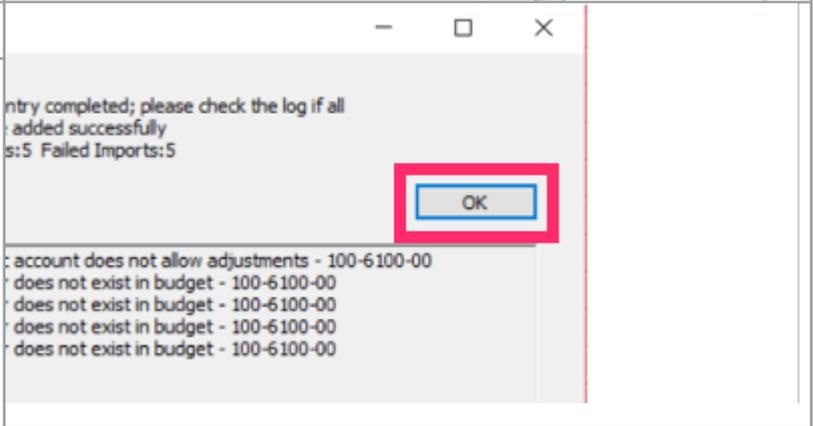
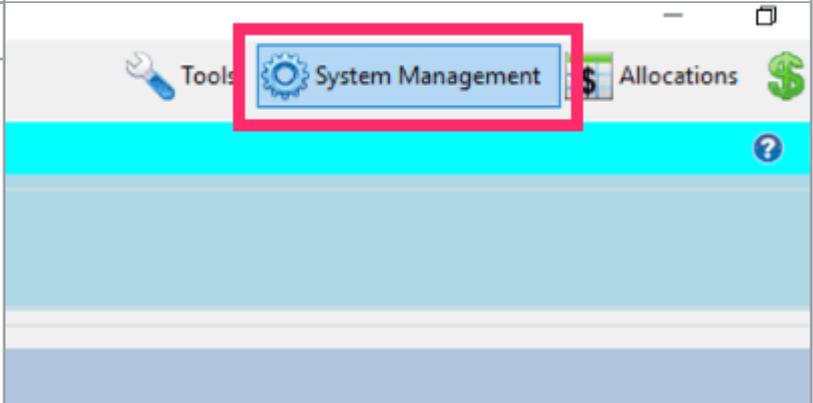
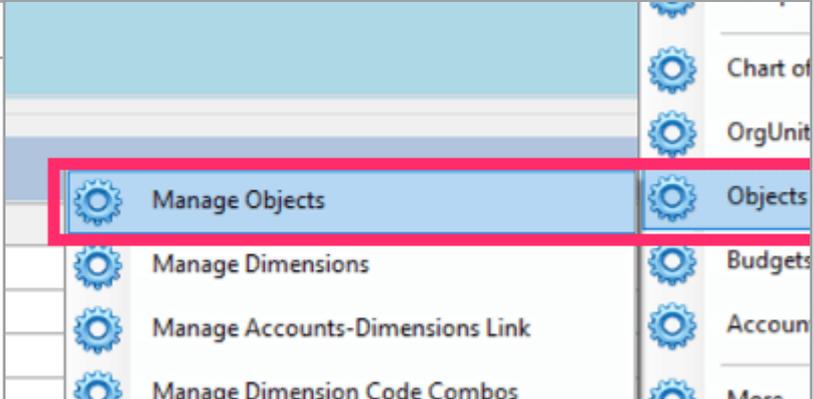
Click **Yes to confirm** when the message box appears.

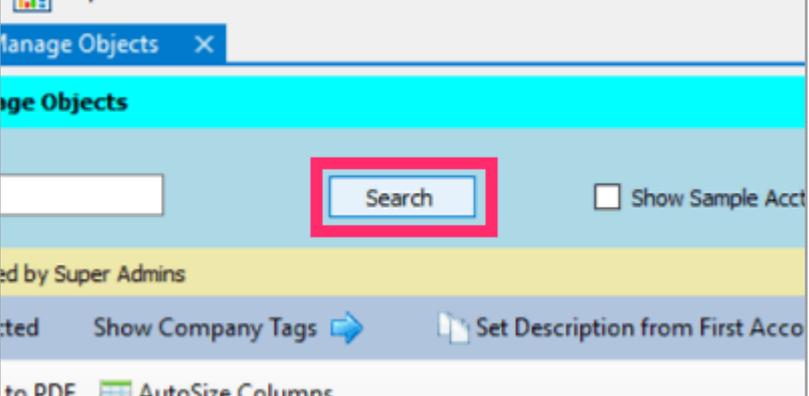
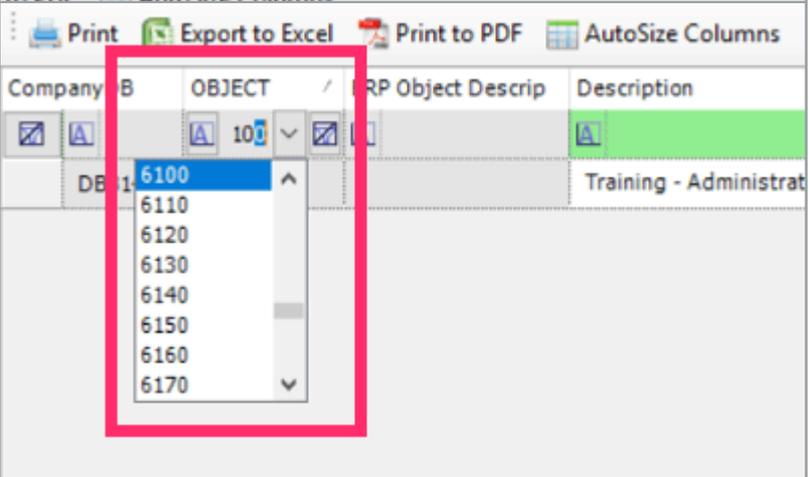
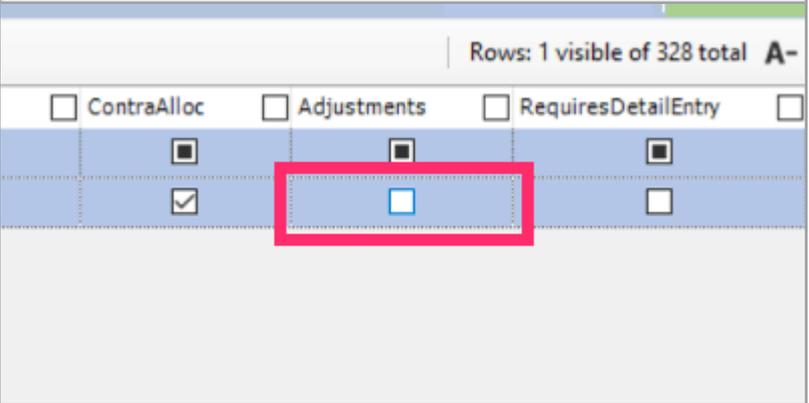
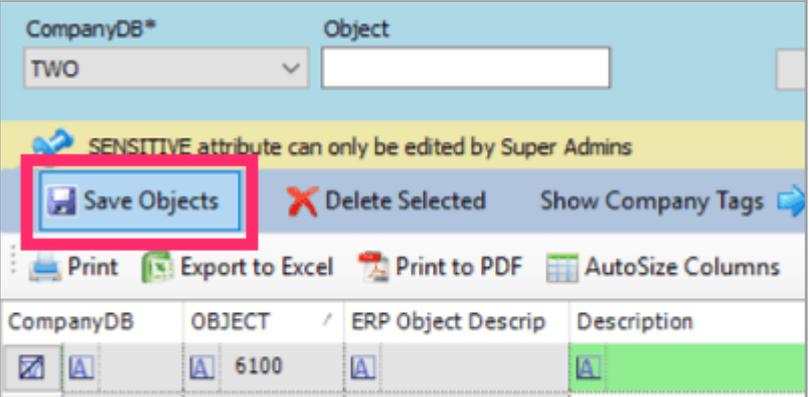
<p> Click on OK when the message box appears to verify successful and failed imports.</p>	21	 <p>please check the log if all fully imports:0</p> <p>OK</p>
<p> Note: Here is the Budget Accounts Checklist. Please review to determine the possible cause(s) for the missing accounts.</p>	22	 <p>Budget Accounts Checklist</p> <p>If your any accounts are missing check the following</p> <ol style="list-style-type: none"> 1) Account is/was marked as inactive <ol style="list-style-type: none"> a) in next screen choose Include Inactive Accounts in search c b) in sync COA try updating account attributes if you recent;y 2) Orgunit is checkmarked IsBudgeted Manage OrgUnits 3) Object is checkmarked IsBudgeted Manage Objects 4) New Accounts have been synchronized and added to Dynamic Bud 5) If you are using account level security - have you granted access 6) if none of the above contact support@dynamicbudgets.com
<p> The most common reason is when account numbers do not exist in the system.</p> <p>Click on OK.</p>	23	 <p>Bulk assumption entry completed; please check the log if all assumptions were added successfully</p> <p>Successful Imports:0 Failed Imports:11</p> <p>OK</p> <p>or - Account Number does not exist in budget - 100-6100-00 or - Account Number does not exist in budget - 100-6100-00 or - Account Number does not exist in budget - 100-6100-00 or - Account Number does not exist in budget - 100-6100-00 or - Account Number does not exist in budget - 100-6100-00 or - Account Number does not exist in budget - 100-6110-00 or - Account Number does not exist in budget - 100-6120-00 or - Account Number does not exist in budget - 100-6120-00</p>

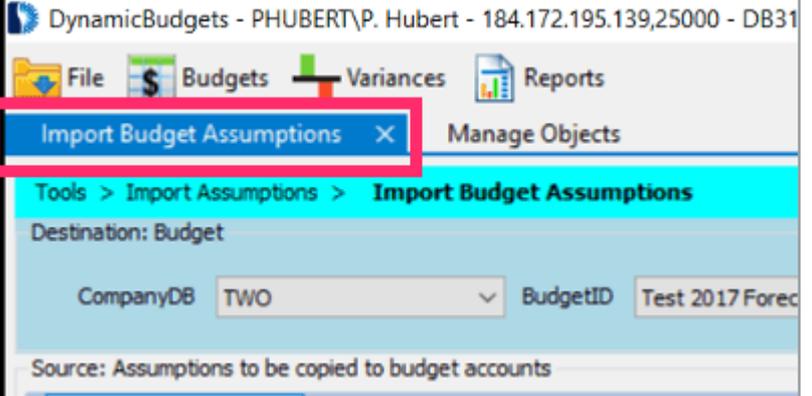
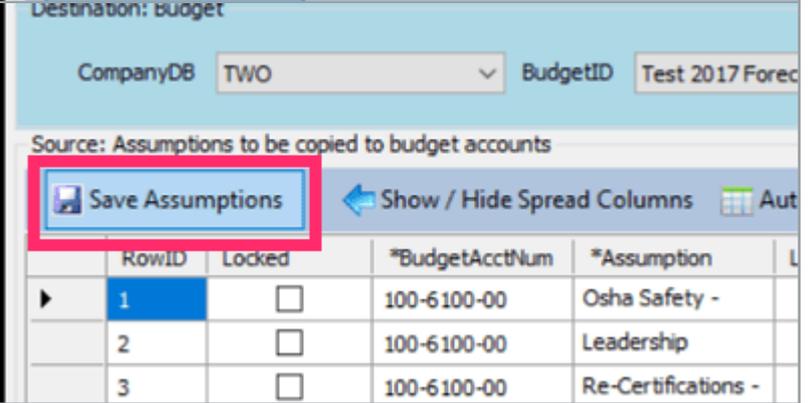
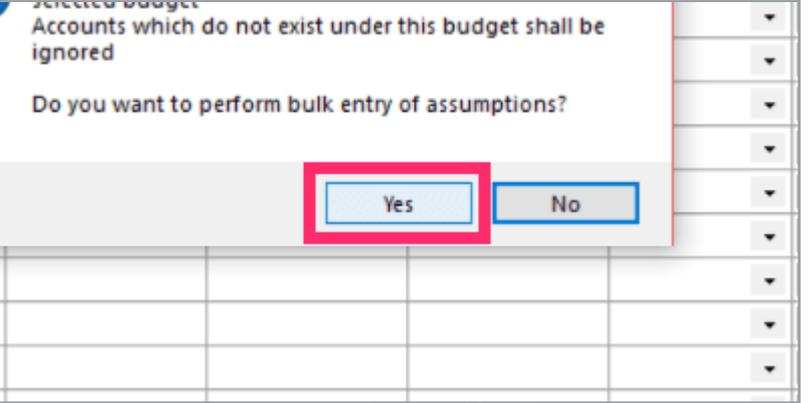
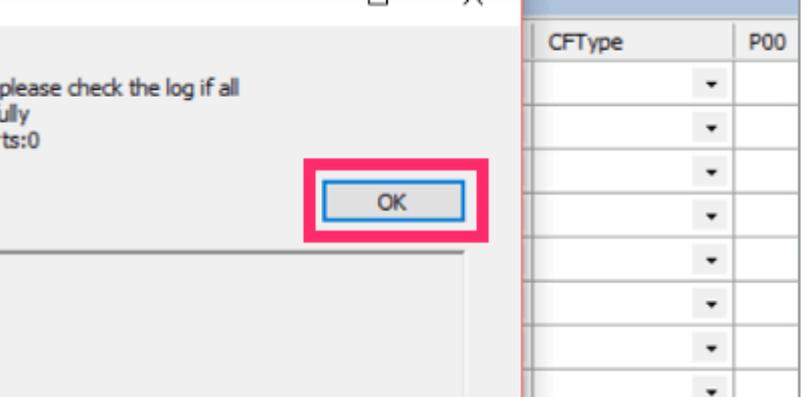
<p>24</p> <p>To add accounts that do not exist in the system, you need to Create Budget Accounts.</p> <p>Click on System Management.</p>	 <p>The screenshot shows the top navigation bar with 'Tools', 'System Management', and 'Allocations'. The 'System Management' menu is highlighted with a red box.</p>
<p>25</p> <p>Click on Accounts.</p>	 <p>The screenshot shows a dropdown menu with options: 'Objects', 'Budgets', 'Accounts', and 'More..'. The 'Accounts' option is highlighted with a red box.</p>
<p>26</p> <p>Click on Create Budget Accounts.</p>	 <p>The screenshot shows a dropdown menu with options: 'Manage Master Chart of Accounts', 'Create Budget Accounts', and 'Manage Budget Accounts'. The 'Create Budget Accounts' option is highlighted with a red box.</p>
<p>27</p> <p>Select the CompanyDB from the dropdown list.</p> <p>In this example, select TWO.</p>	 <p>The screenshot shows the 'Create Budget Accounts' form. The 'CompanyDB' dropdown menu is highlighted with a red box and shows 'TWO' selected. Below it, the 'BudgetID' dropdown also shows 'TWO' selected. A 'Proceed' button and a 'Preselect all a' checkbox are visible.</p>

<p>28</p> <p>Select the BudgetID from the dropdown list.</p> <p>In this example, select Test 2017 Forecast.</p>													
<p>29</p> <p>Click on Proceed.</p>													
<p>30</p> <p>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.</p> <p>In this example, we select all.</p>	 <table border="1"><thead><tr><th>Select</th><th>OrgUnit</th><th>Object</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>000</td><td>1100</td></tr><tr><td><input checked="" type="checkbox"/></td><td>000</td><td>2100</td></tr></tbody></table>	Select	OrgUnit	Object	<input checked="" type="checkbox"/>	000	1100	<input checked="" type="checkbox"/>	000	2100			
Select	OrgUnit	Object											
<input checked="" type="checkbox"/>	000	1100											
<input checked="" type="checkbox"/>	000	2100											
<p>31</p> <p>Click on Create Accounts.</p>	 <table border="1"><thead><tr><th>OrgUnit</th><th>Object</th><th>AcctNum</th><th>Descrip</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>000</td><td>1100</td><td>000-1100-00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>1100</td><td></td><td>Cash -</td></tr></tbody></table>	OrgUnit	Object	AcctNum	Descrip	<input checked="" type="checkbox"/>	000	1100	000-1100-00	<input checked="" type="checkbox"/>	1100		Cash -
OrgUnit	Object	AcctNum	Descrip										
<input checked="" type="checkbox"/>	000	1100	000-1100-00										
<input checked="" type="checkbox"/>	1100		Cash -										

<p>32</p> <p> When the message box appears with the number of accounts added successfully, Click on OK</p> <p>Note: If it says 0 accounts added successfully, you forgot to select the accounts to add.</p>	
<p>33</p> <p> Go back to the Import Budget Assumptions tab.</p>	
<p>34</p> <p> Click on Save Assumptions.</p>	
<p>35</p> <p> Click on Yes to confirm when the message box appears.</p>	

<p>10 Successful Imports!!</p> <p>Click on OK.</p>	36	
<p>The second most common reason for accounts not importing is when accounts do not allow direct data entry.</p> <p>Please write down/capture the failed imports (acct #s) that need to be added. This will prevent duplication of the successfully imported accounts</p>	37	
<p>To correct when accounts do not allow for data entry.</p> <p>Click on System Management.</p>	38	
<p>Click on Objects, Manage Objects</p>	39	

<p>40</p> <p>Click on Search</p>	
<p>41</p> <p>Click on the dropdown list or type the account number(s) listed in the fail log under the Object column.</p> <p>In this example, type 6100.</p>	
<p>42</p> <p>Click on the Adjustments box (checkmark) for this account to allow data entry.</p>	
<p>43</p> <p>Click on Save Objects</p>	

<p>44</p> <p>Go back to the Import Budget Assumptions tab</p>	
<p>45</p> <p>Click on Save Assumptions</p>	
<p>46</p> <p>Click on Yes to confirm when the message box appears.</p>	
<p>47</p> <p>5 Successful Imports!!</p> <p>Click on OK.</p>	



That's It. You're Done.

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That's It. You're Done.