Dynamic Budgets User Guide for Importing a Forecast

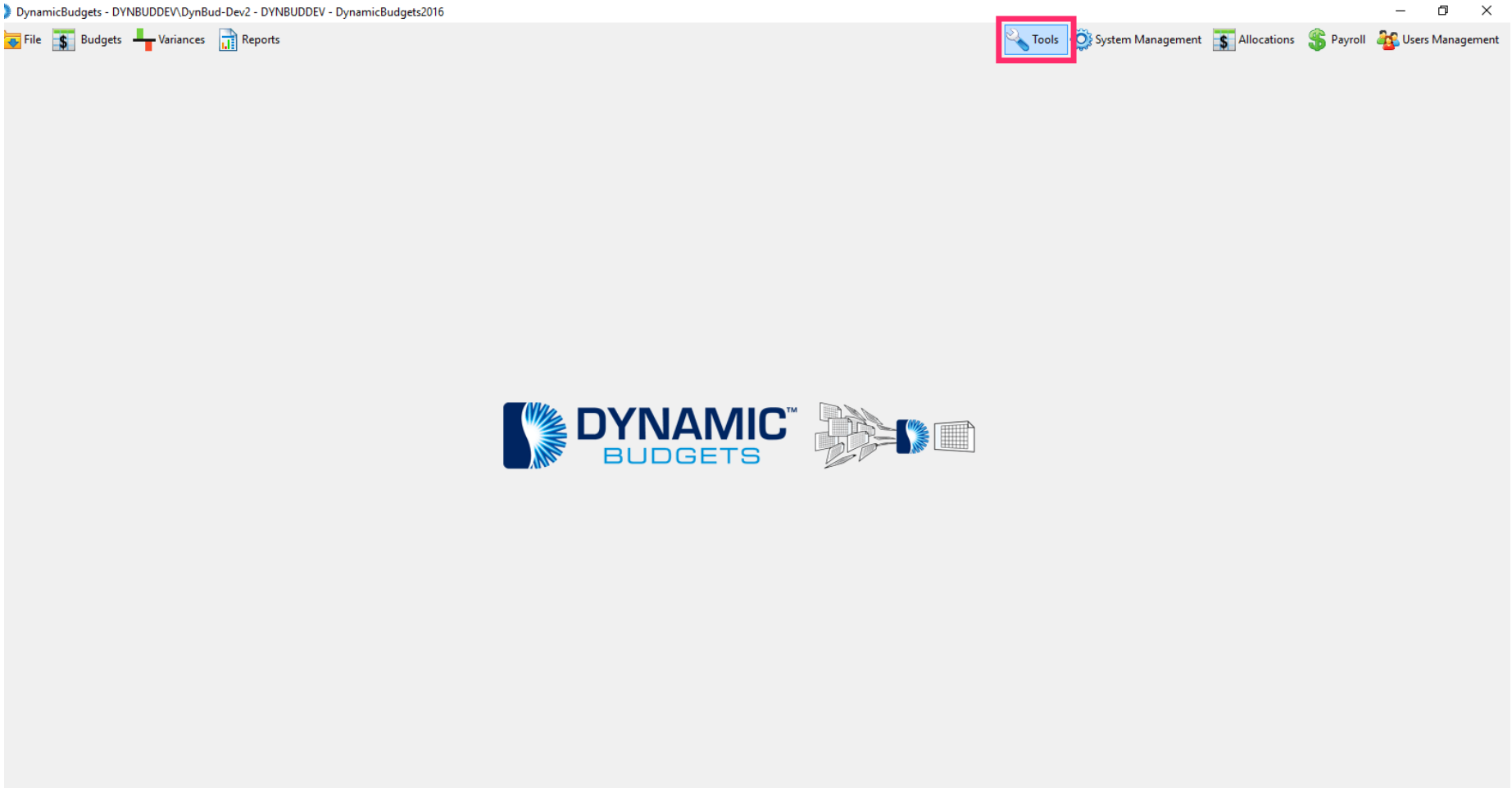
DYNAMIC™ BUDGETS

User Guide

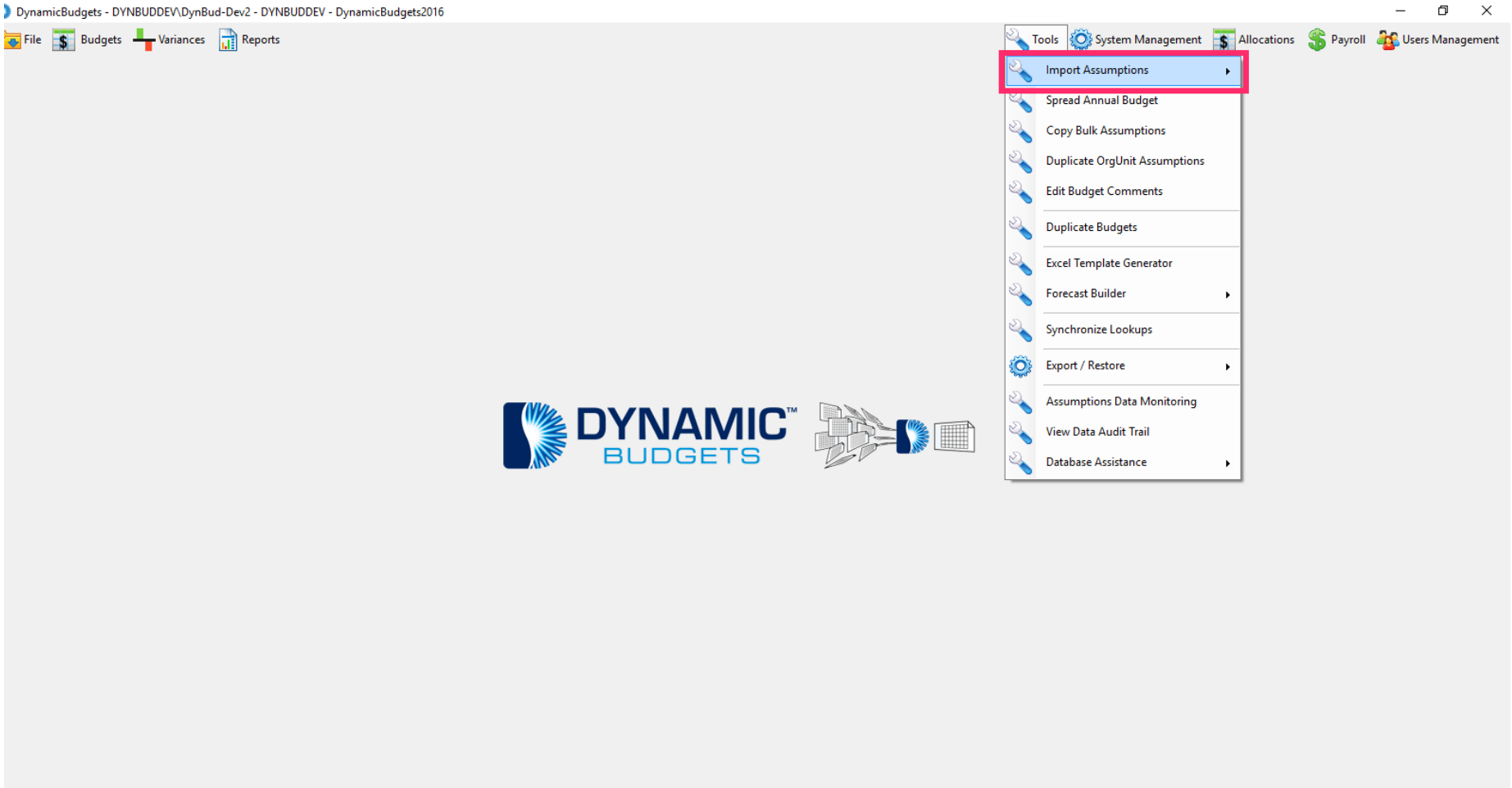
for

Importing a Forecast

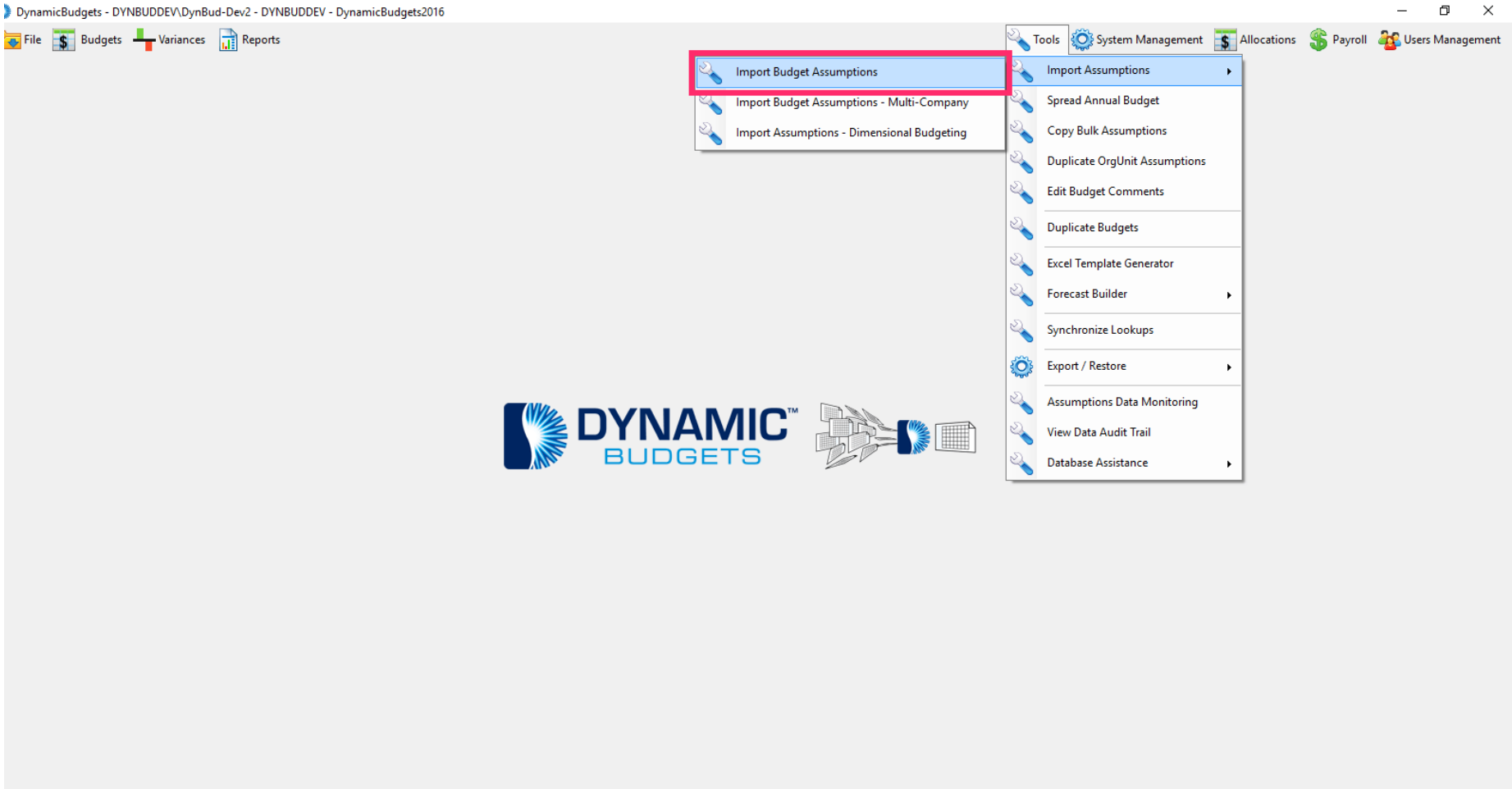
Click on Tools.



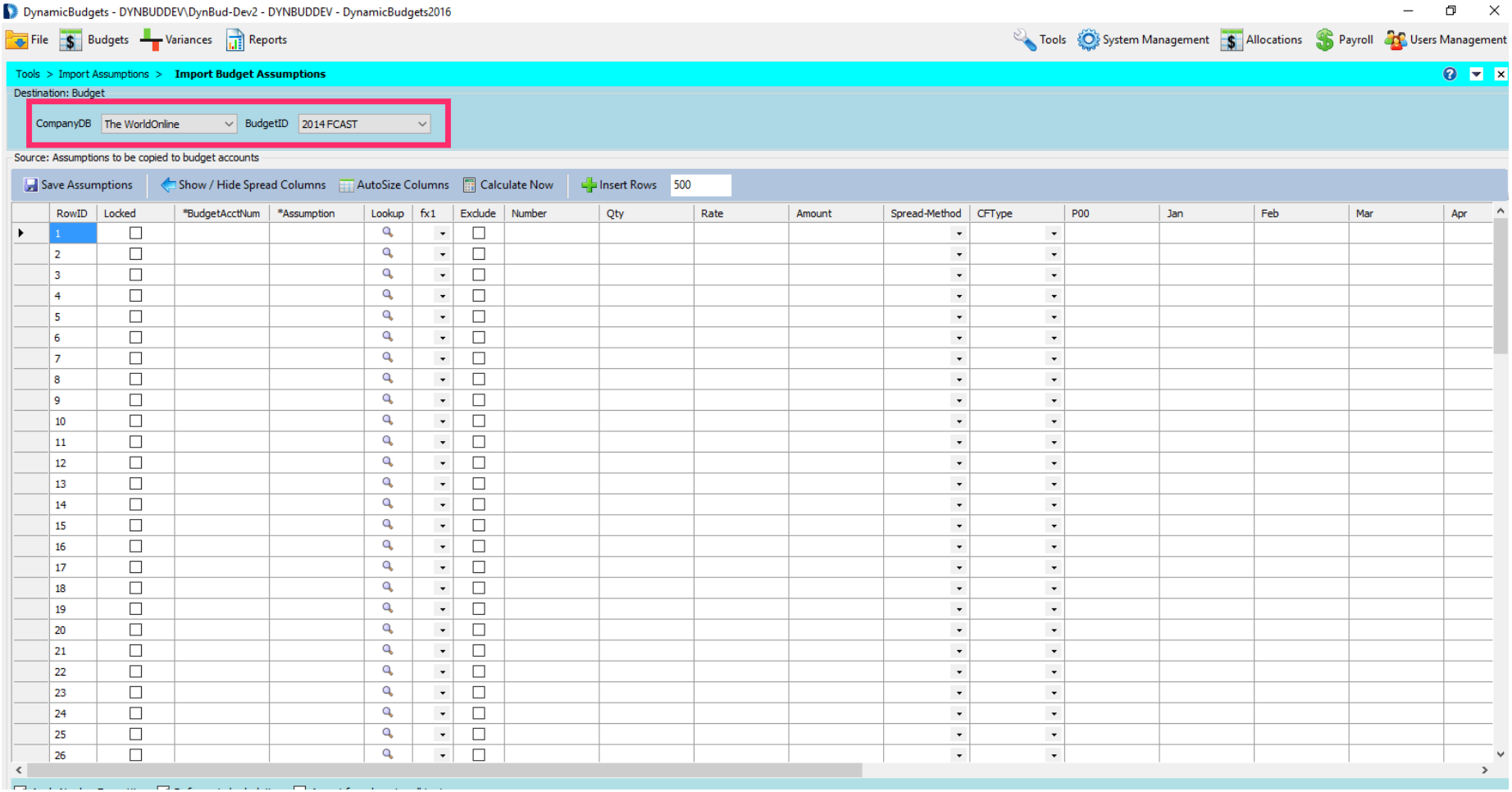
Click on Import Assumptions.



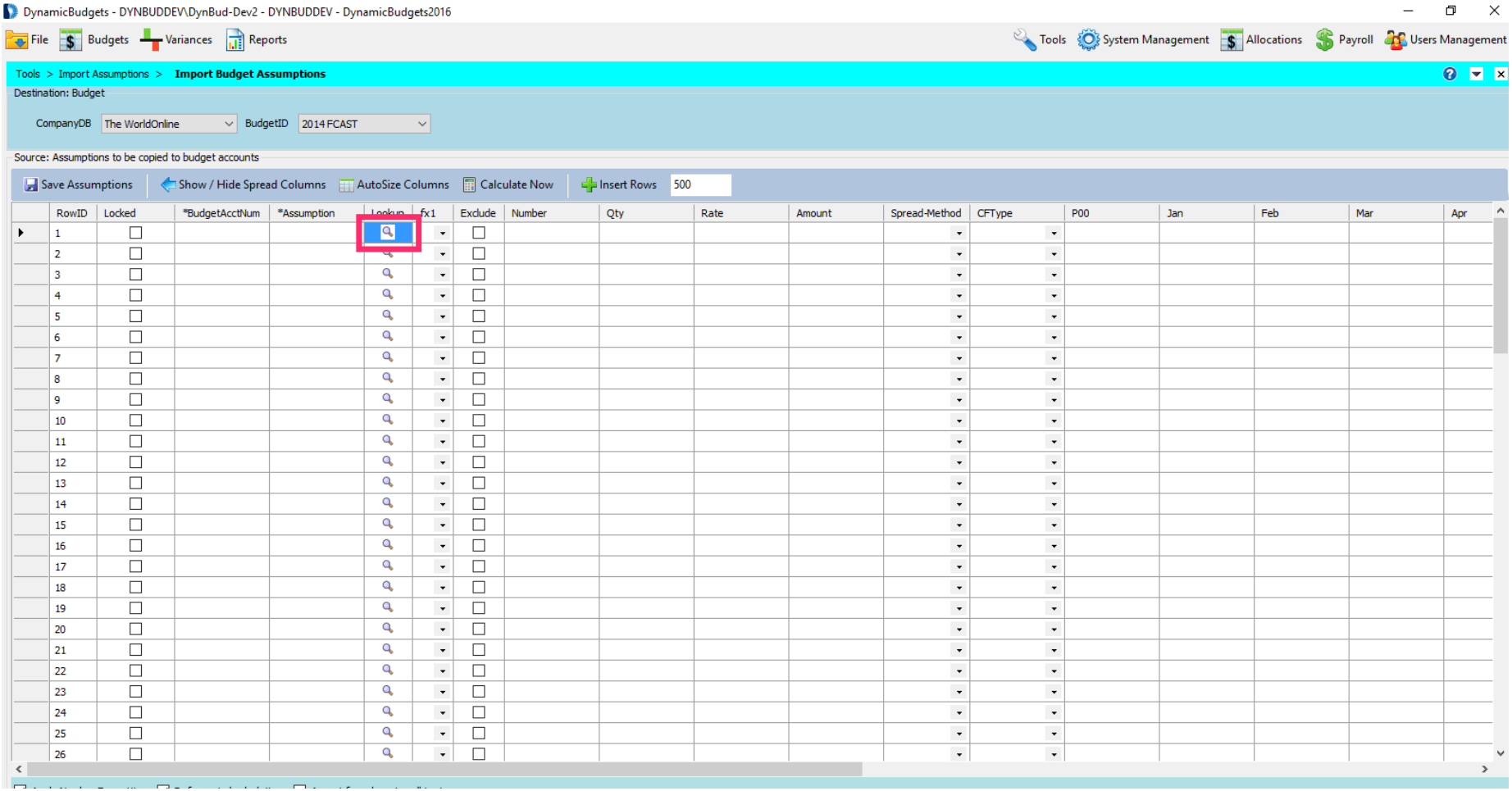
Click on Import Budget Assumptions.



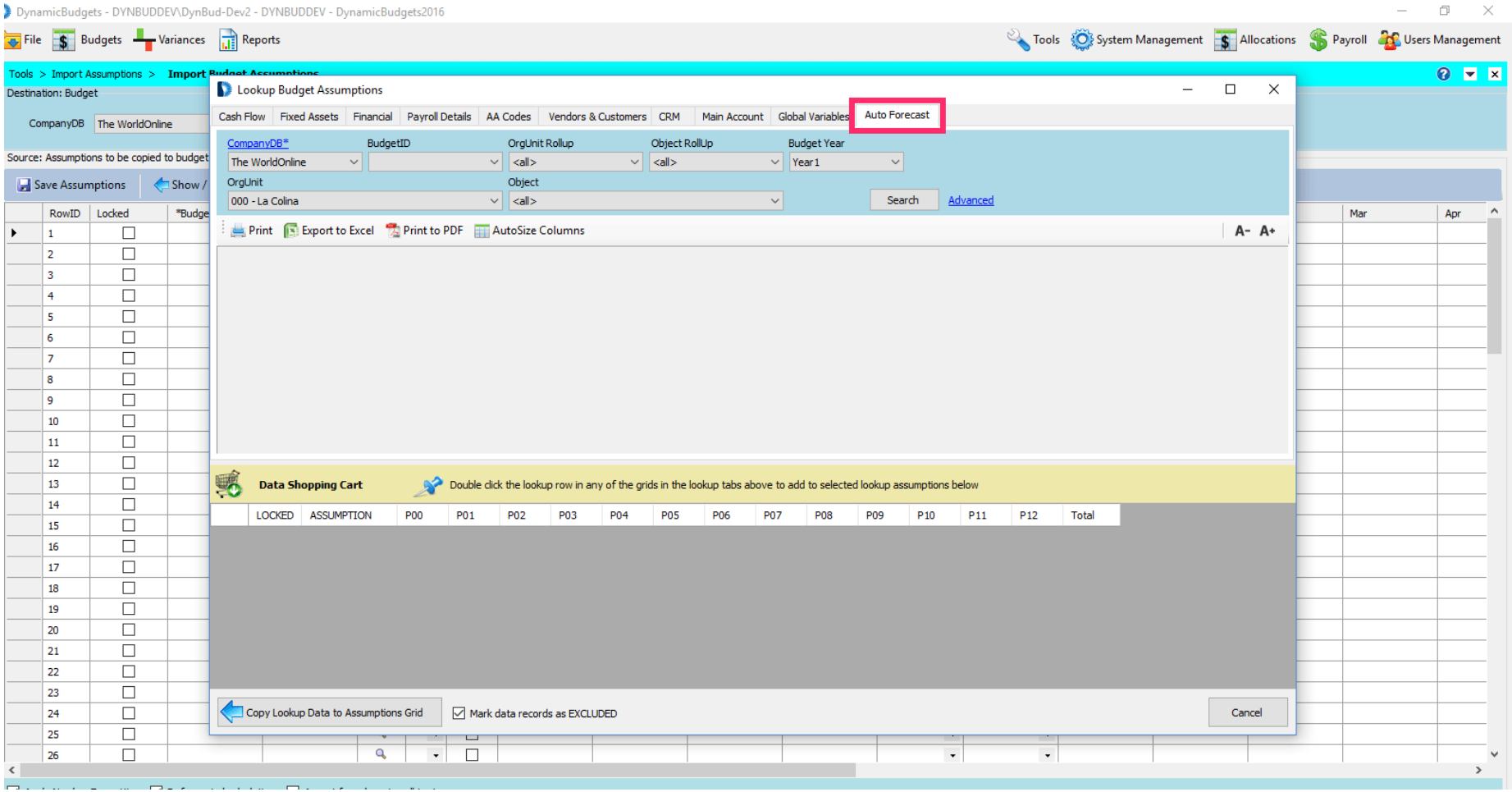
Choose your CompanyDB and BudgetID from the dropdown lists. In this example, select The WorldOnline and 2014 FCAST respectively.



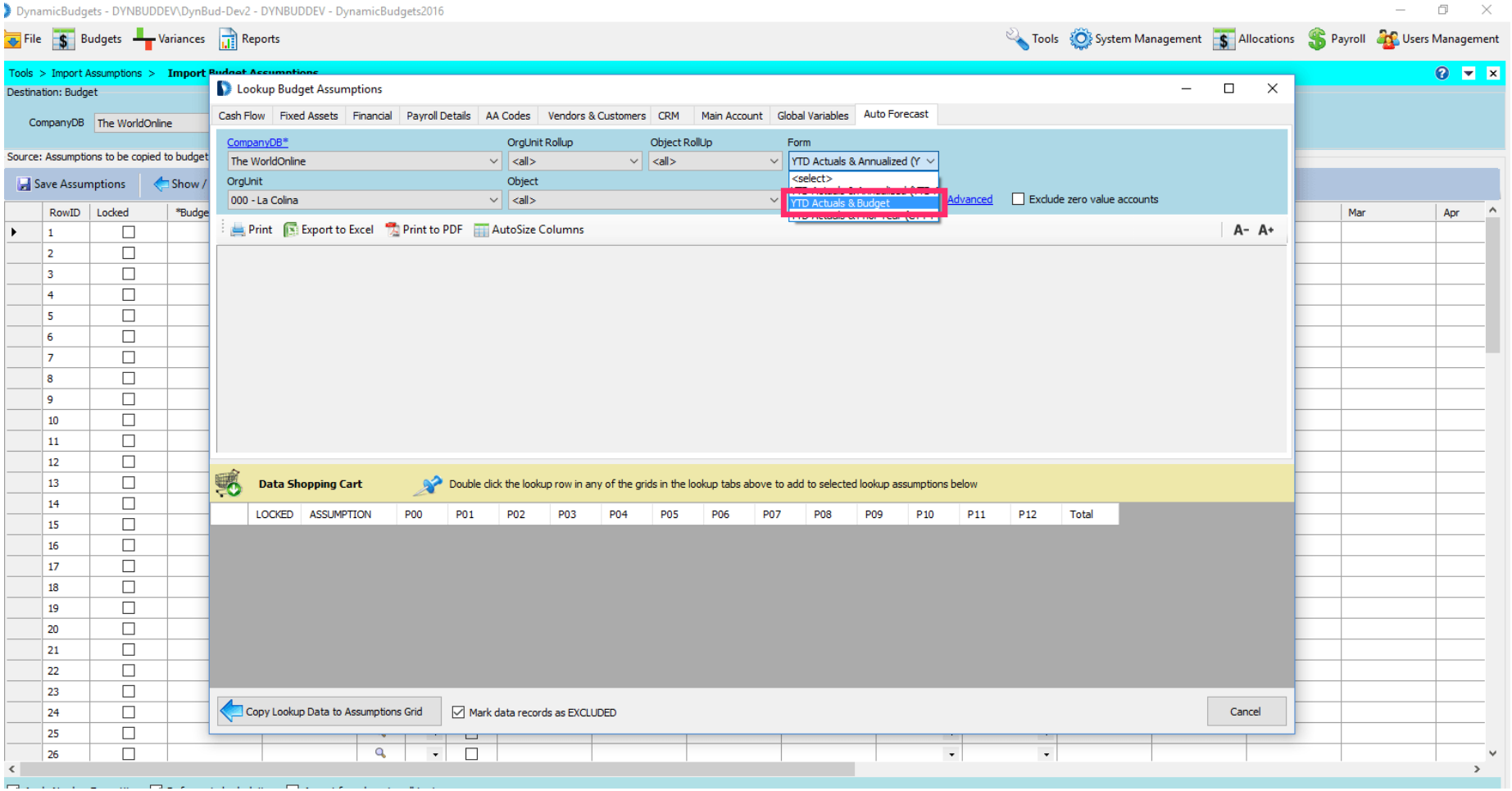
Click on the magnifying glass in the first row to lookup the forecast data.



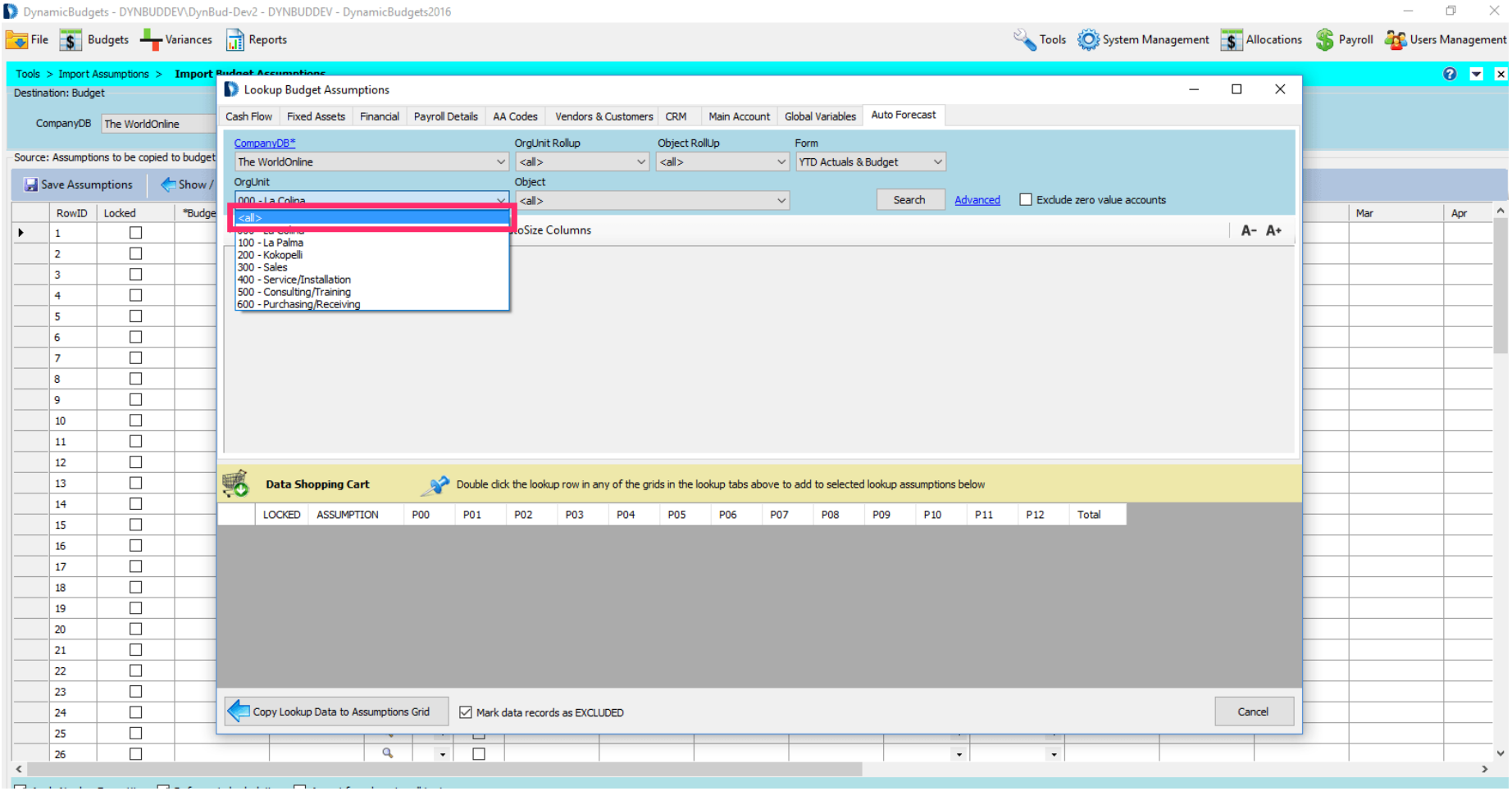
Click on the Auto Forecast tab.



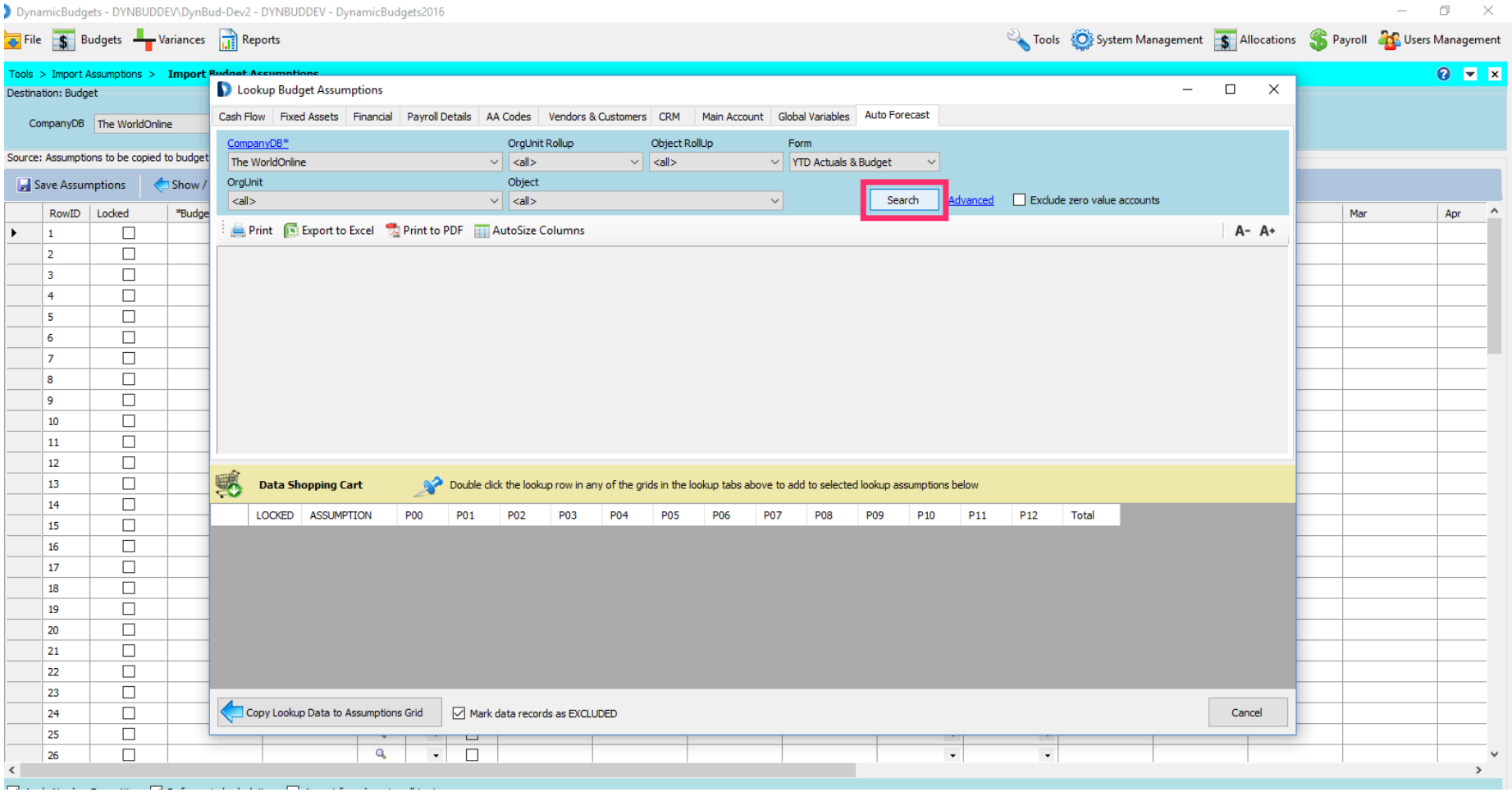
Choose a template from the Form dropdown list. In this example, select YTD Actuals & Budget.



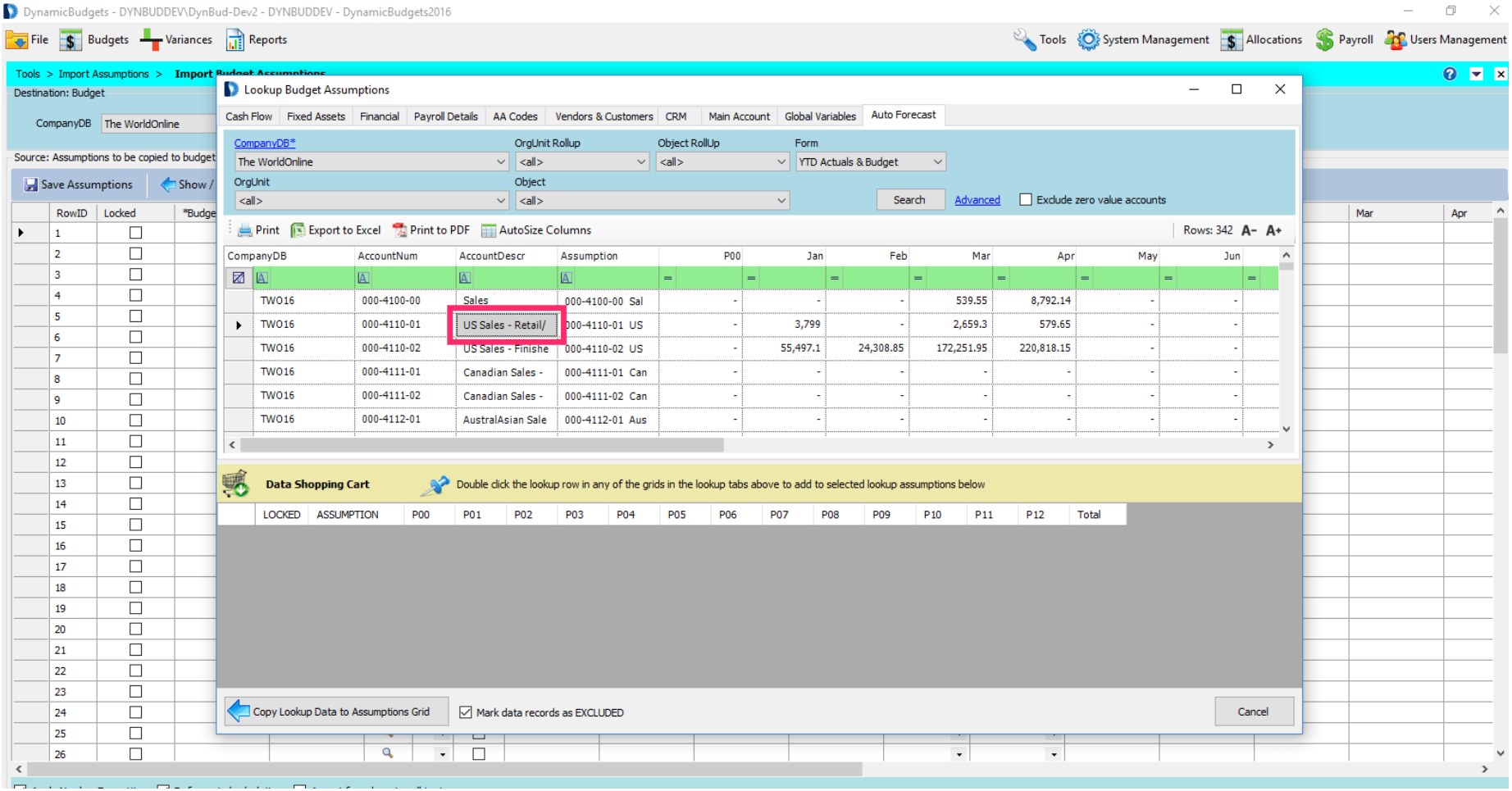
Select all from the OrgUnit dropdown list.



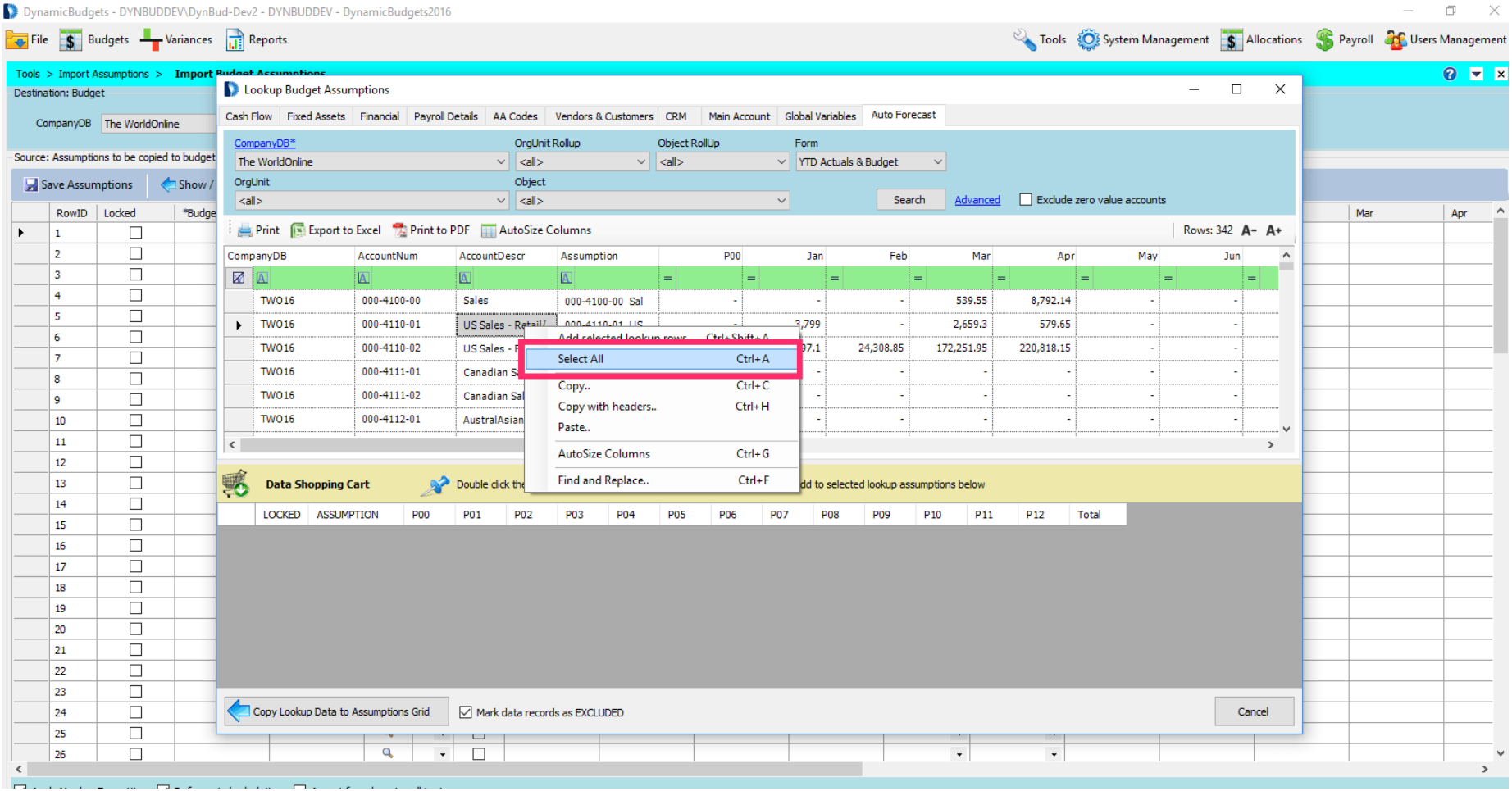
Click on Search.



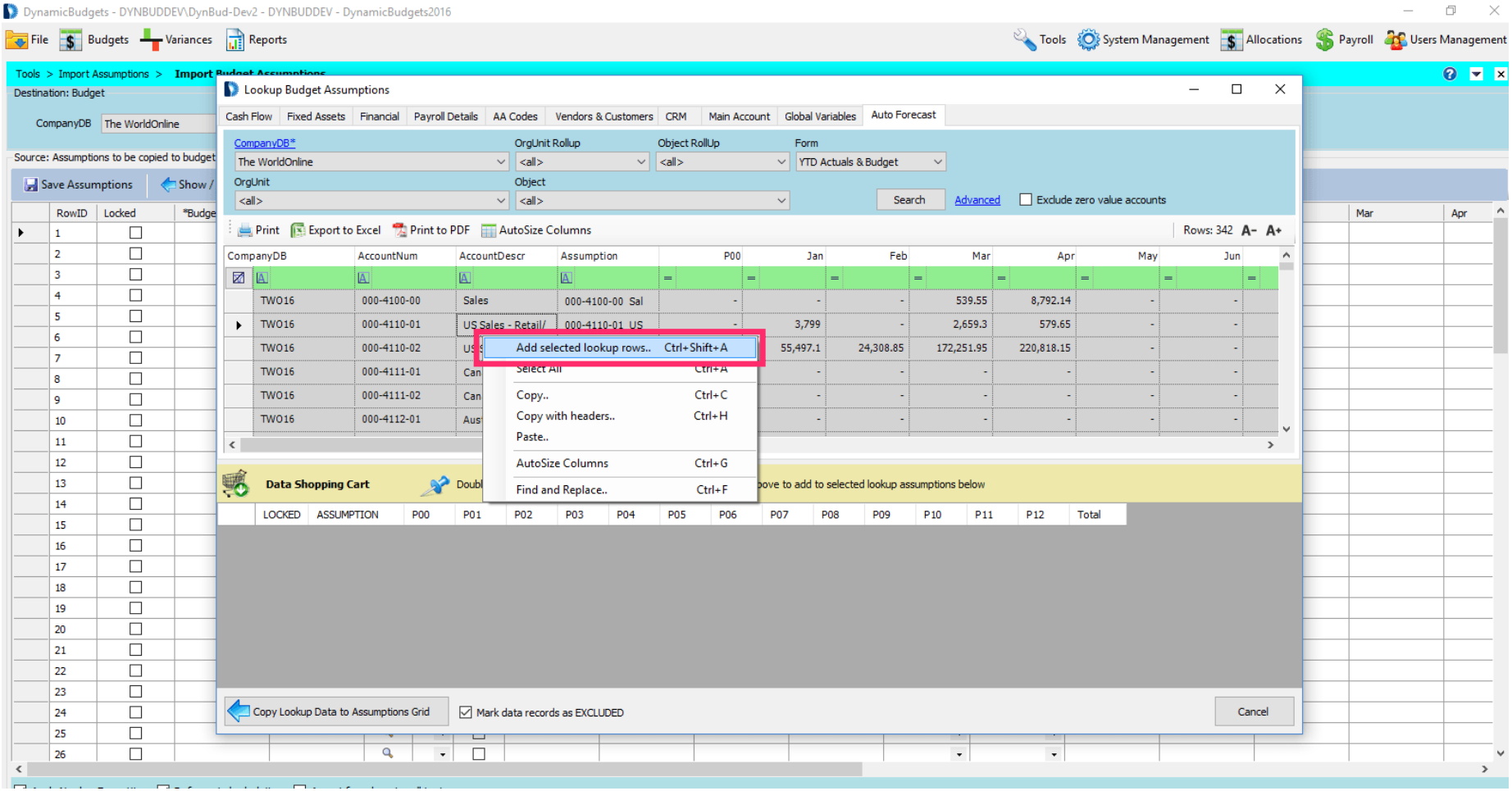
Click anywhere in the results grid.



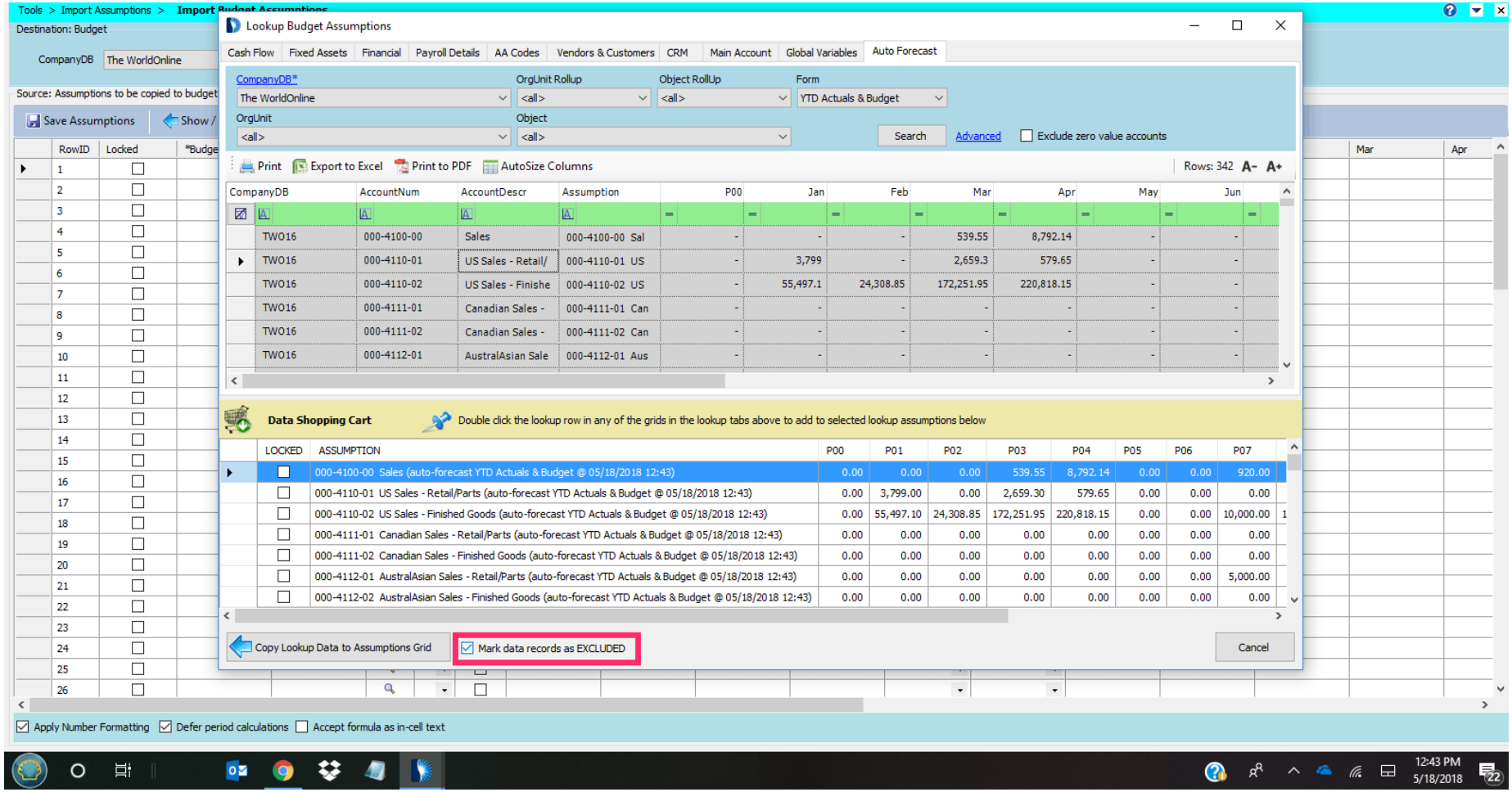
Right-click on any cell. Then click on Select All.



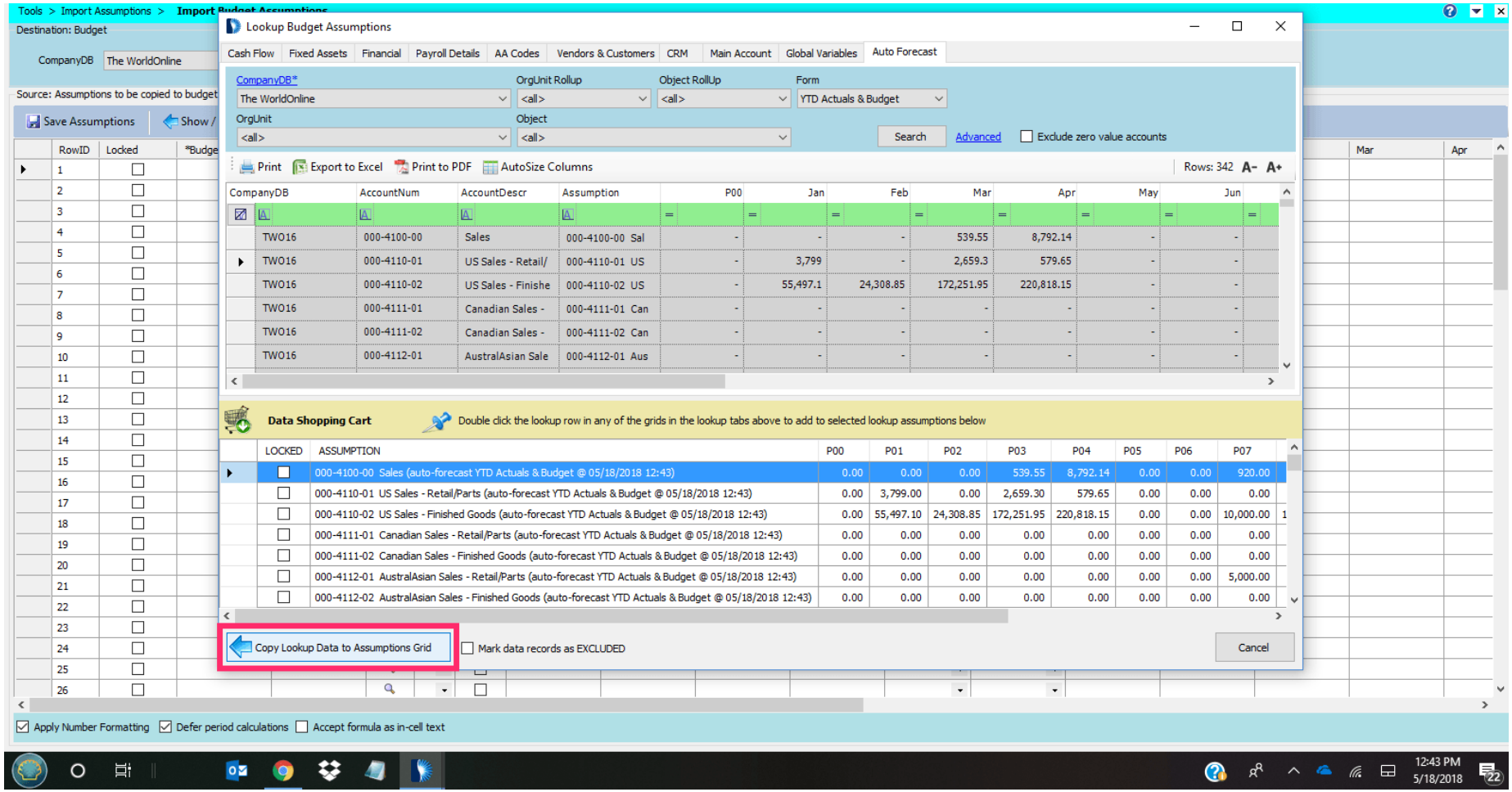
Right-click on any cell. Then click on Add selected lookup rows..



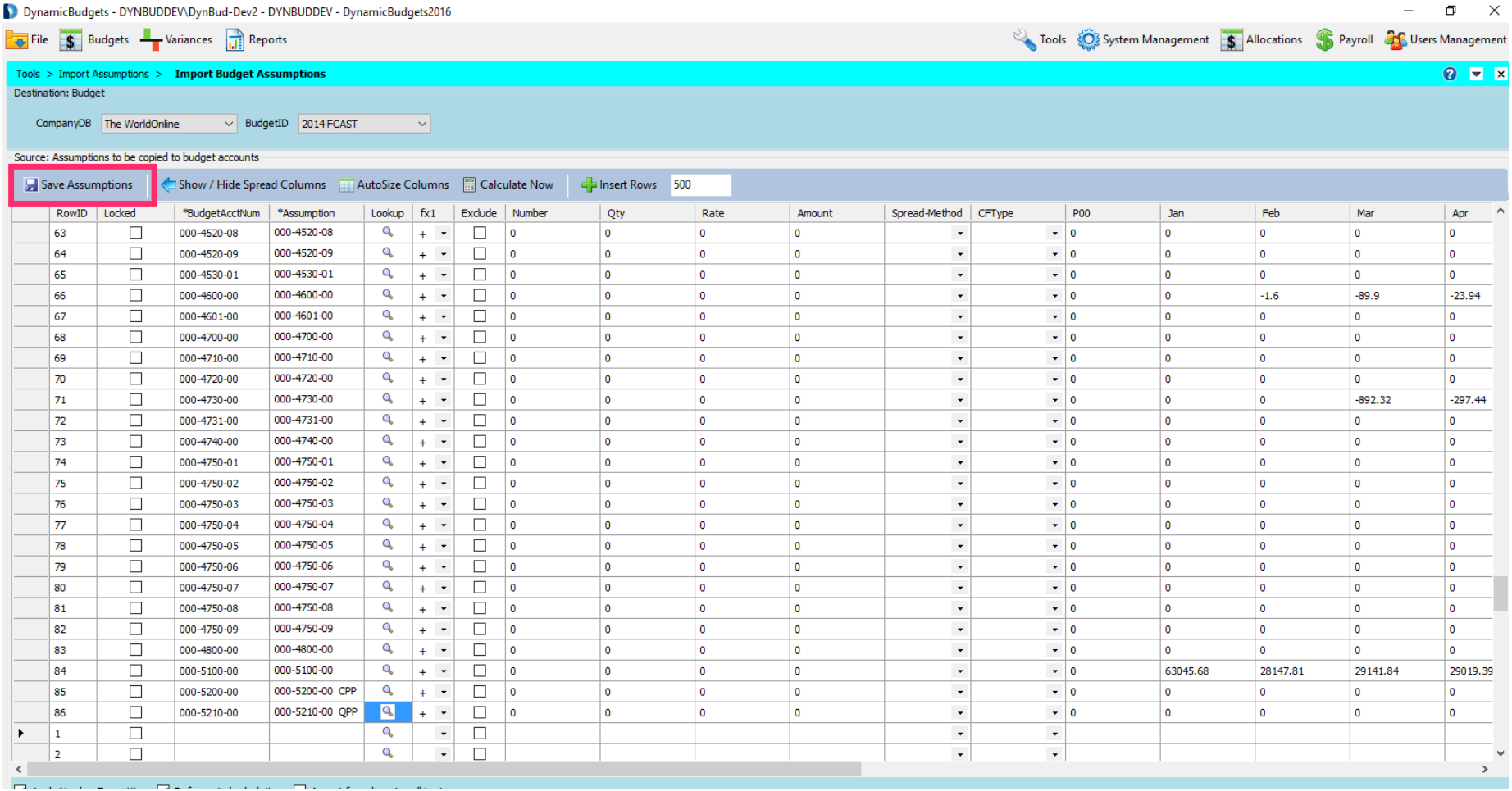
Uncheck Mark data records as EXCLUDED so we can report the values if you wish. Otherwise, the records could be imported for reference only.



Click on Copy Lookup Data to Assumptions Grid.

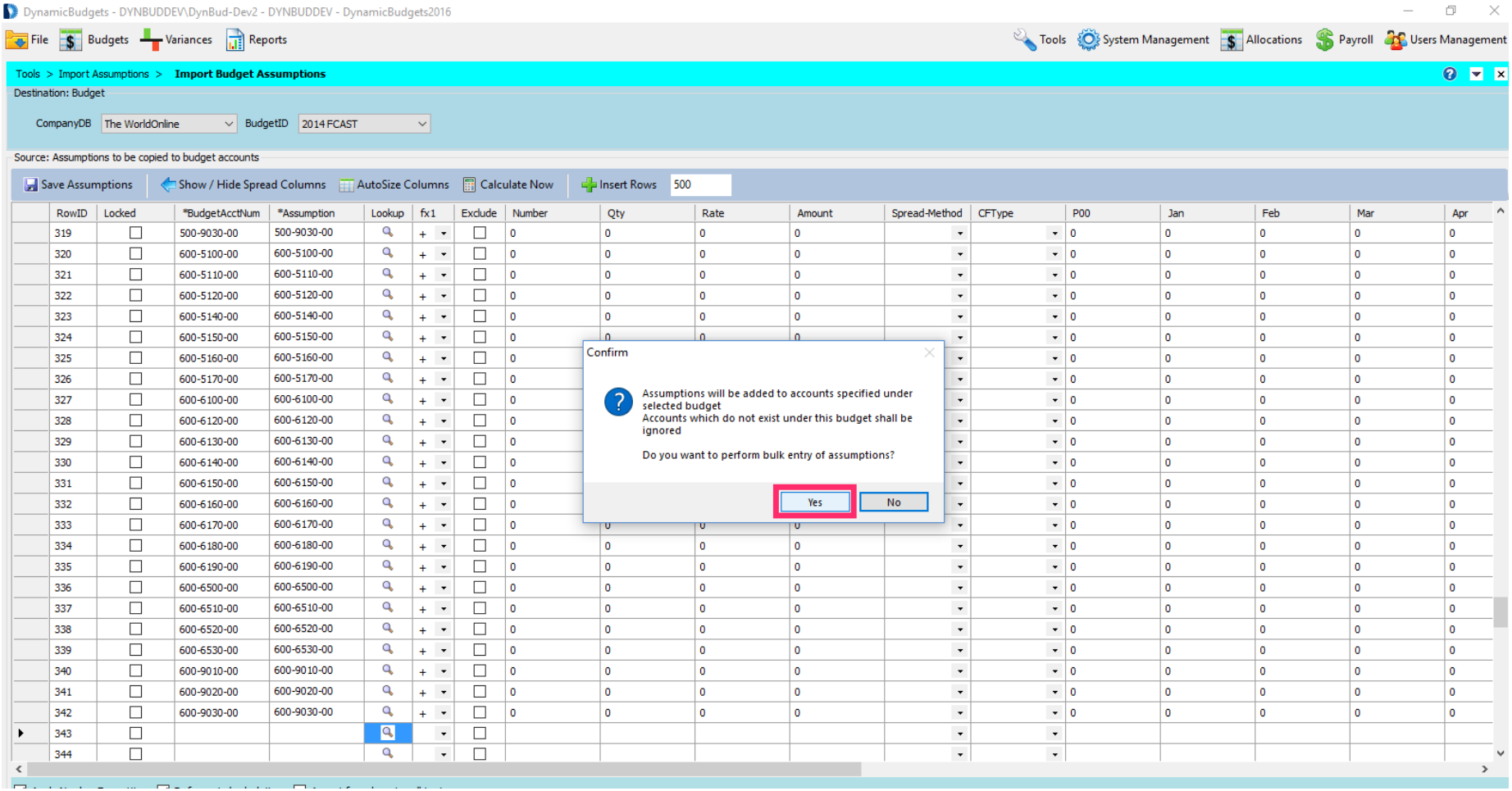


Click on Save Assumptions.

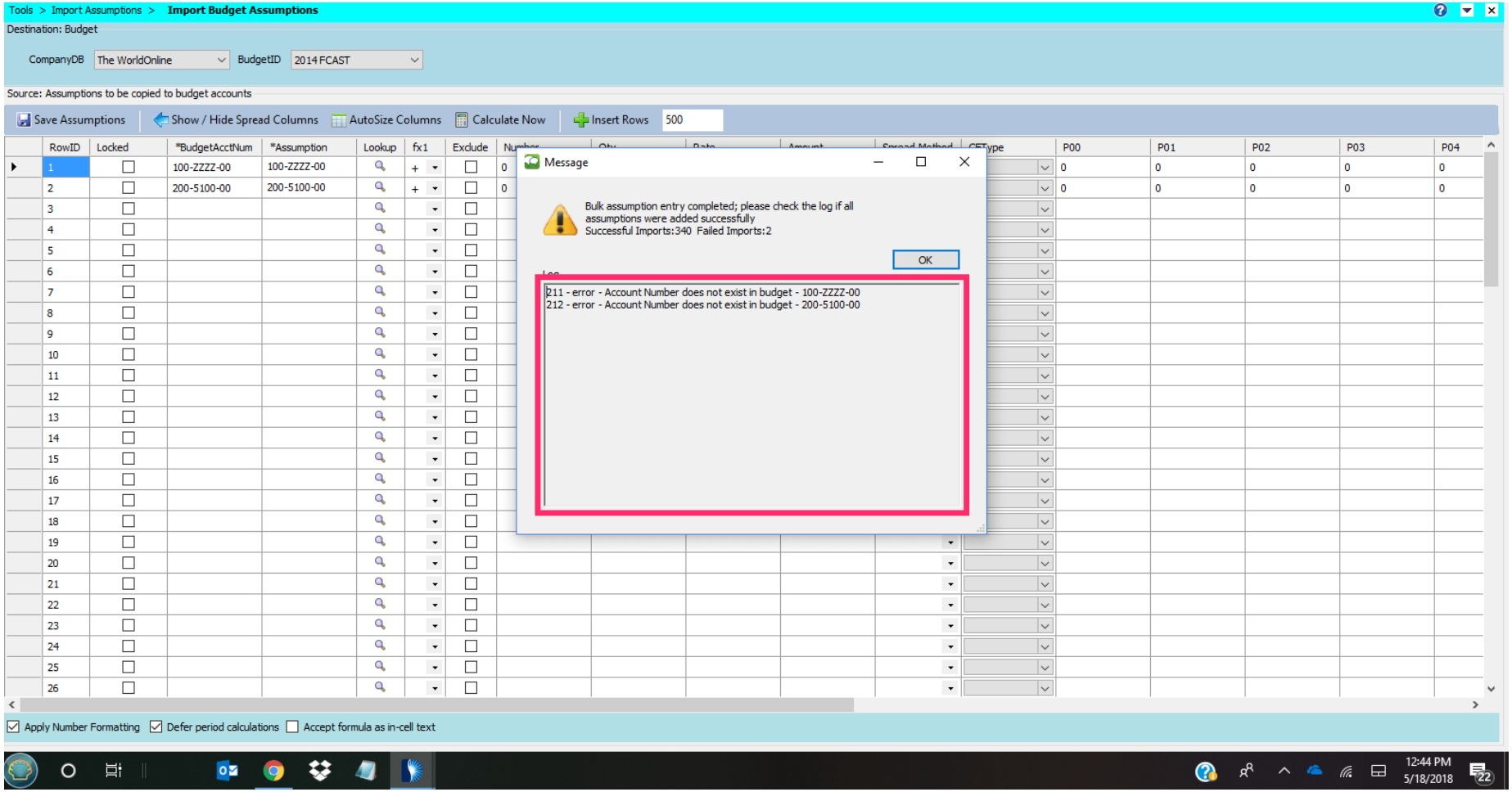


RowID	Locked	*BudgetAcctNum	*Assumption	Lookup	fx1	Exclude	Number	Qty	Rate	Amount	Spread-Method	CFType	P00	Jan	Feb	Mar	Apr
63	☐	000-4520-08	000-4520-08		+	☐	0	0	0	0			0	0	0	0	0
64	☐	000-4520-09	000-4520-09		+	☐	0	0	0	0			0	0	0	0	0
65	☐	000-4530-01	000-4530-01		+	☐	0	0	0	0			0	0	0	0	0
66	☐	000-4600-00	000-4600-00		+	☐	0	0	0	0			0	0	-1.6	-89.9	-23.94
67	☐	000-4601-00	000-4601-00		+	☐	0	0	0	0			0	0	0	0	0
68	☐	000-4700-00	000-4700-00		+	☐	0	0	0	0			0	0	0	0	0
69	☐	000-4710-00	000-4710-00		+	☐	0	0	0	0			0	0	0	0	0
70	☐	000-4720-00	000-4720-00		+	☐	0	0	0	0			0	0	0	0	0
71	☐	000-4730-00	000-4730-00		+	☐	0	0	0	0			0	0	0	-892.32	-297.44
72	☐	000-4731-00	000-4731-00		+	☐	0	0	0	0			0	0	0	0	0
73	☐	000-4740-00	000-4740-00		+	☐	0	0	0	0			0	0	0	0	0
74	☐	000-4750-01	000-4750-01		+	☐	0	0	0	0			0	0	0	0	0
75	☐	000-4750-02	000-4750-02		+	☐	0	0	0	0			0	0	0	0	0
76	☐	000-4750-03	000-4750-03		+	☐	0	0	0	0			0	0	0	0	0
77	☐	000-4750-04	000-4750-04		+	☐	0	0	0	0			0	0	0	0	0
78	☐	000-4750-05	000-4750-05		+	☐	0	0	0	0			0	0	0	0	0
79	☐	000-4750-06	000-4750-06		+	☐	0	0	0	0			0	0	0	0	0
80	☐	000-4750-07	000-4750-07		+	☐	0	0	0	0			0	0	0	0	0
81	☐	000-4750-08	000-4750-08		+	☐	0	0	0	0			0	0	0	0	0
82	☐	000-4750-09	000-4750-09		+	☐	0	0	0	0			0	0	0	0	0
83	☐	000-4800-00	000-4800-00		+	☐	0	0	0	0			0	0	0	0	0
84	☐	000-5100-00	000-5100-00		+	☐	0	0	0	0			0	63045.68	28147.81	29141.84	29019.39
85	☐	000-5200-00	000-5200-00 CPP		+	☐	0	0	0	0			0	0	0	0	0
86	☐	000-5210-00	000-5210-00 QPP		+	☐	0	0	0	0			0	0	0	0	0
1	☐					☐											
2	☐					☐											

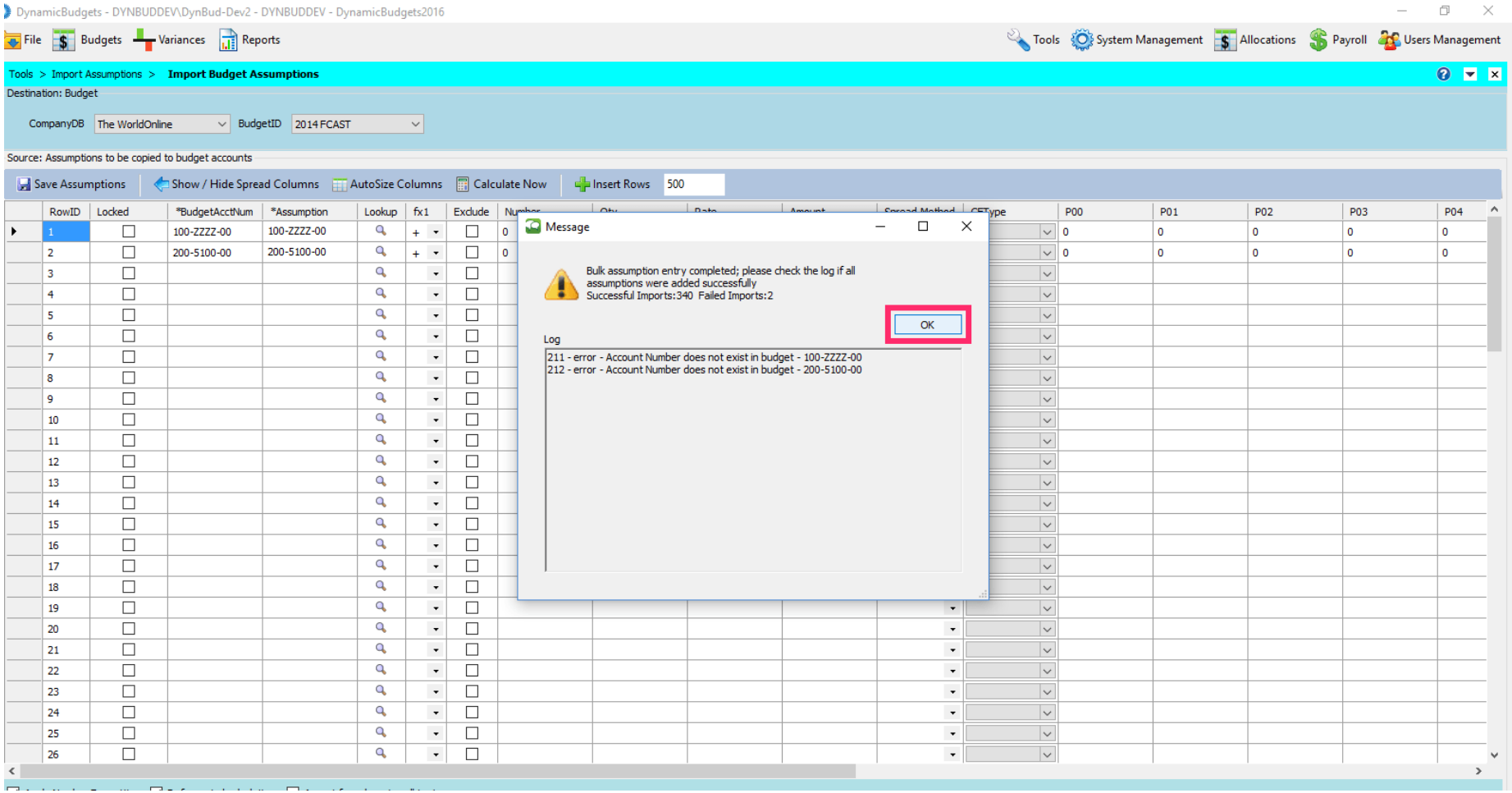
Click on Yes to confirm you want to perform bulk entry of assumptions.



Check for errors. The most common error is a missing account. The customer may have actual activity in the prior year, but might not be budgeting in the account next year.



Possible next steps: 1) Go back & change the account numbers 2) Ignore & delete the data 3) Create Budget Accounts if they were inactive accounts set to DoNotBudget 4) Sync chart of accounts to import new G/L codes



That's It. You're Done.