

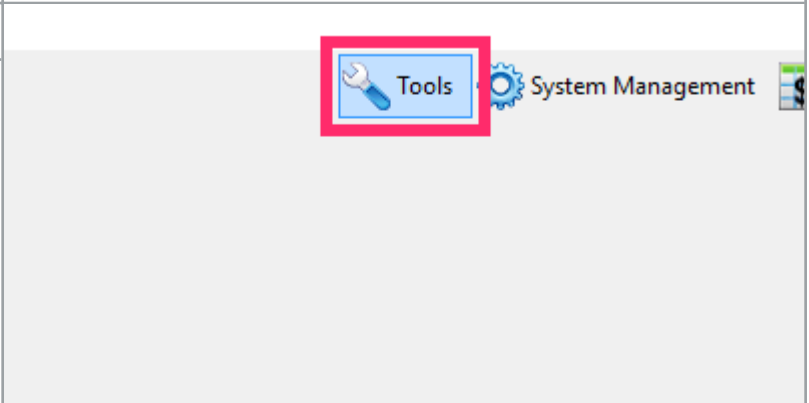
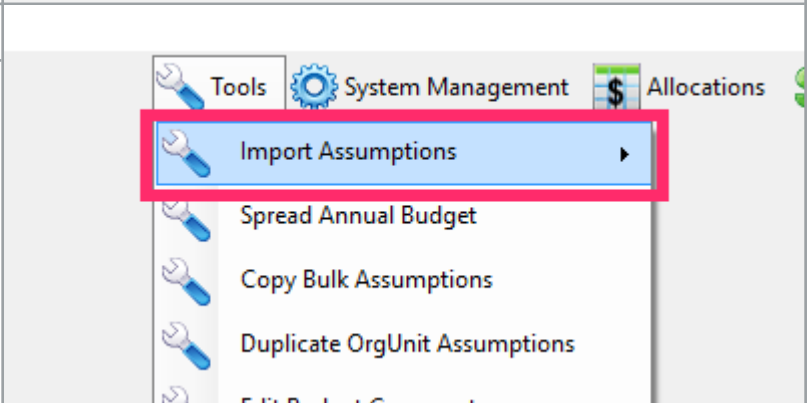
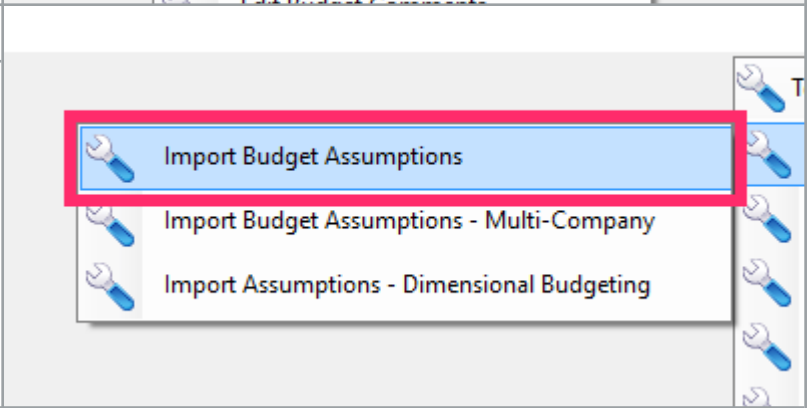


<div data-bbox="124 309 161 360"></div> <div data-bbox="204 304 603 367">Dynamic Budgets User Guide for Importing a Forecast</div> <div data-bbox="667 280 687 309">1</div>	<div data-bbox="750 309 1517 824">  DYNAMIC™ BUDGETS  <h2>User Guide for Importing a Forecast</h2> </div>
<div data-bbox="124 909 161 960"></div> <div data-bbox="204 904 391 934">Click on Tools.</div> <div data-bbox="667 880 687 909">2</div>	
<div data-bbox="124 1310 161 1361"></div> <div data-bbox="204 1305 598 1335">Click on Import Assumptions.</div> <div data-bbox="667 1281 687 1310">3</div>	
<div data-bbox="124 1711 161 1762"></div> <div data-bbox="204 1706 518 1769">Click on Import Budget Assumptions.</div> <div data-bbox="667 1682 687 1711">4</div>	

5

Choose your **CompanyDB** and **BudgetID** from the dropdown lists.

In this example, select The WorldOnline and 2014 FCAST respectively.

6

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

7

Click on the **Auto Forecast** tab.

8

Choose a template from the Form dropdown list.

In this example, select **YTD Actuals & Budget**.

File Budgets Variances Reports

Tools > Import Assumptions > **Import Budget Assumptions**

Destination: Budget

CompanyDB The WorldOnline BudgetID 2014 FCAST

Source: Assumptions to be copied to budget accounts

Save Assumptions Show / Hide Spread Columns AutoS

RowID	Locked	*BudgetAcctNum	*Assumption	Loc
Budget accounts				
w / Hide Spread Columns AutoSize Columns Calculate Now				
BudgetAcctNum	*Assumption	Lookup	fx1	Exclude Number
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Main Account Global Variables **Auto Forecast**

Budget Year

Year1

Search Advanced

Main Account Global Variables Auto Forecast


ct RollUp Form

YTD Actuals & Annualized (Y >

<select>

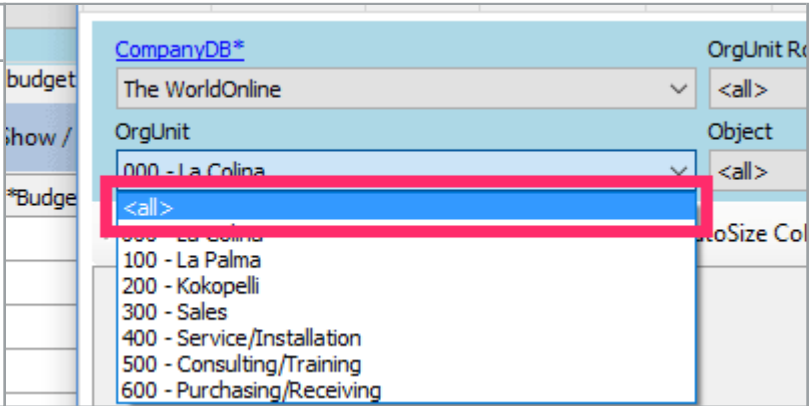
YTD Actuals & Budget


Advanced ☐ Exclu



Select all from the OrgUnit dropdown list.

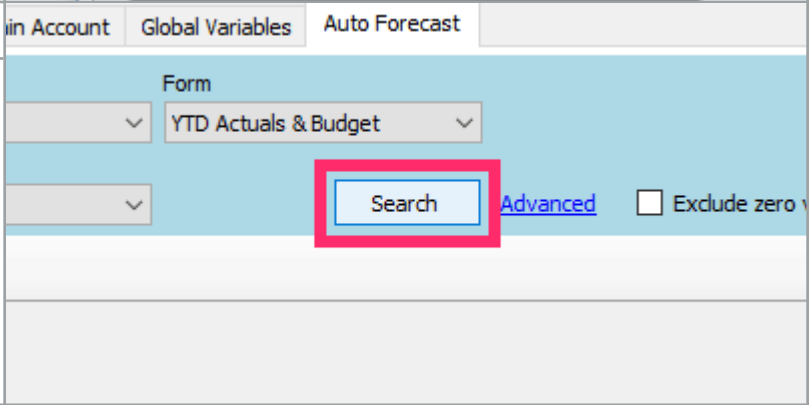
9






Click on **Search**.

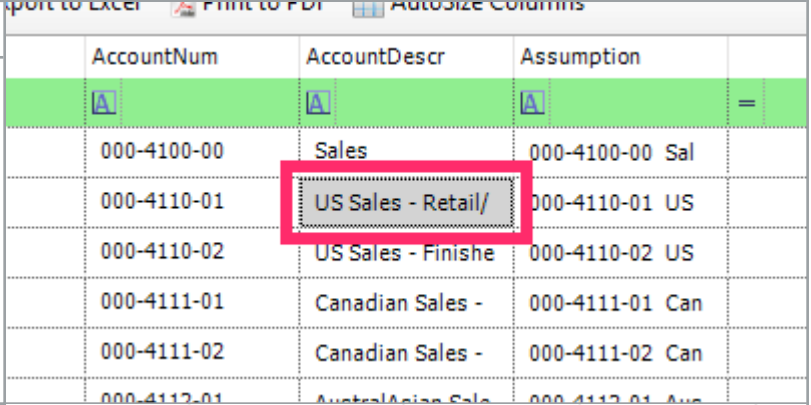
10






Click anywhere in the results grid.

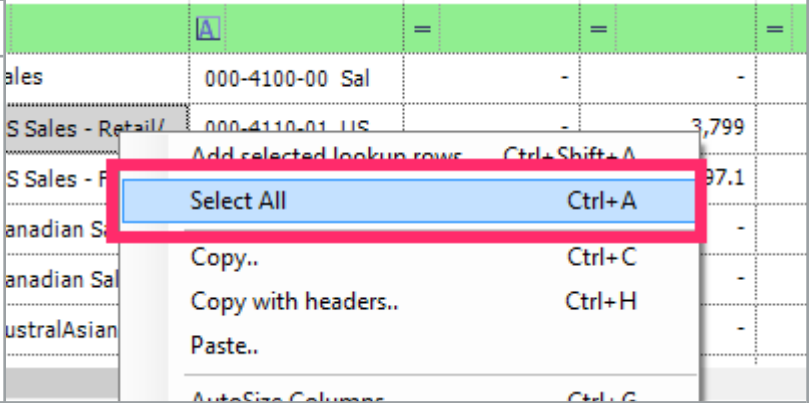
11





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

12



13

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

AccountDescr	Assumption	P00
Sales	000-4100-00 Sal	-
US Sales - Retail/	000-4110-01 US	3,7
US S		55,497
Can		
Can		
Aus		

Add selected lookup rows.. Ctrl+Shift+A

Select All Ctrl+A

Copy.. Ctrl+C

Copy with headers.. Ctrl+H

Paste..

14

Uncheck Mark data records as EXCLUDED so we can report the values if you wish.

Otherwise, the records could be imported for reference only.

Assumptions Grid

☒ Mark data records as EXCLUDED

15

Click on Copy Lookup Data to Assumptions Grid.

<input type="checkbox"/>	000-4111-02 Canadian Sales - Finished Goods
<input type="checkbox"/>	000-4112-01 AustralAsian Sales - Retail/Parts
<input type="checkbox"/>	000-4112-02 AustralAsian Sales - Finished Goods

Copy Lookup Data to Assumptions Grid

Mark data

16

Click on Save Assumptions.

Destination: Budget




CompanyDB The WorldOnline BudgetID 2014 FCAST

Source: Assumptions to be copied to budget accounts

Save Assumptions

Show / Hide Spread Columns Auto

RowID	Locked	*BudgetAcctNum	*Assumption	Lo
63	<input type="checkbox"/>	000-4520-08	000-4520-08	
64	<input type="checkbox"/>	000-4520-09	000-4520-09	
65	<input type="checkbox"/>	000-4530-01	000-4530-01	

<div></div> <div>Click on Yes to confirm you want to perform bulk entry of assumptions.</div>	<div>17</div> <div><div>Selected Budget</div><div>Accounts which do not exist under this budget shall be ignored</div><div>Do you want to perform bulk entry of assumptions?</div><div><div>Yes</div><div>No</div></div></div> <table><tr><td>0</td><td>0</td><td></td></tr><tr><td>0</td><td>0</td><td></td></tr><tr><td>0</td><td>0</td><td></td></tr><tr><td>0</td><td>0</td><td></td></tr></table>	0	0		0	0		0	0		0	0							
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<div></div> <div>Check for errors.</div> <div>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.</div>	<div>18</div> <div><div>Log</div><div>211 - error - Account Number does not exist in budget - 100-ZZZZ-00 212 - error - Account Number does not exist in budget - 200-5100-00</div></div>																		
<div></div> <div>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</div>	<div>19</div> <div><div>please check the log if all fully imports:2</div><div><div>OK</div></div><div>ist in budget - 100-ZZZZ-00 ist in budget - 200-5100-00</div></div> <table><tr><td>0</td><td></td></tr><tr><td>0</td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	0		0															
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That's It. You're Done.

20



DYNAMIC™
BUDGETS



That's It. You're Done.