

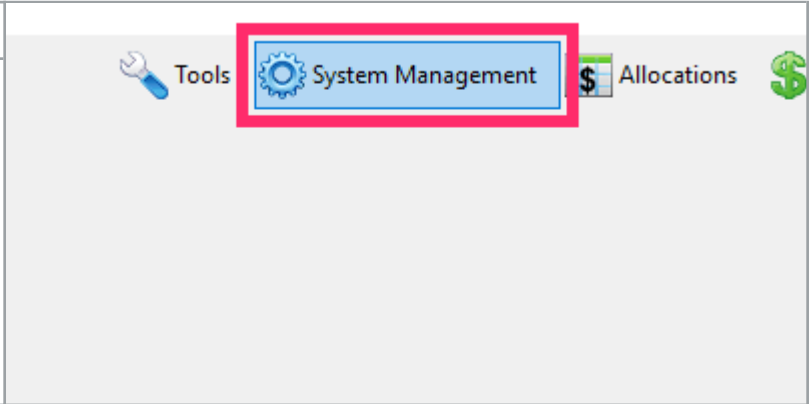
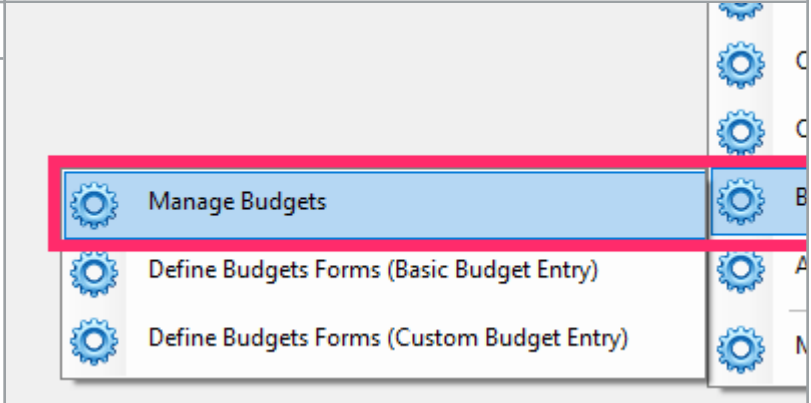
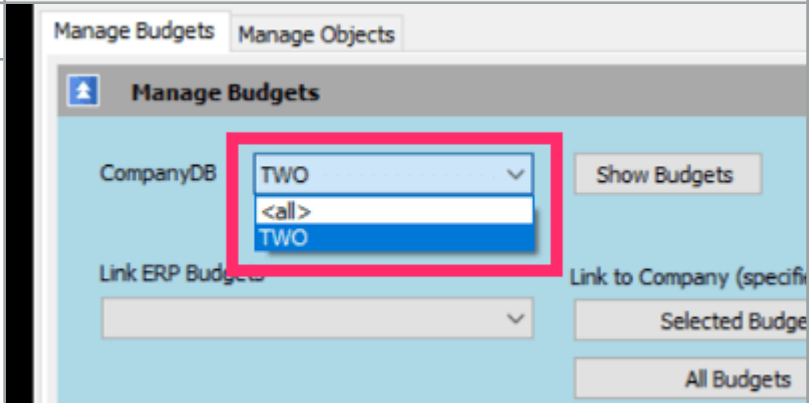
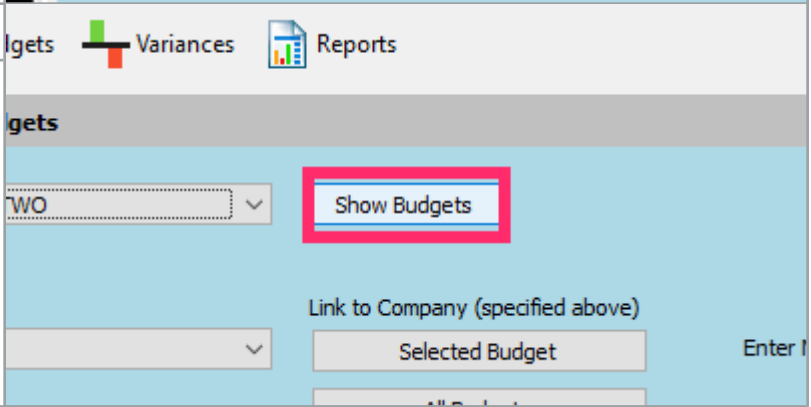


<div> <div> <div></div> <div>Dynamic Budgets User Guide for Manage Budgets</div> </div> <div>1</div> </div>	<div> <div> <div>  <div> <div>DYNAMIC™</div> <div>BUDGETS</div> </div> </div> <div>  </div> </div> <div> <div>User Guide</div> <div>for</div> <div>Manage Budgets</div> </div> </div>
<div> <div> <div></div> <div>Manage Budgets: Module Purpose</div> </div> <div>2</div> </div> <div> <p>Provides tools to manage budgets such as budget list, budget creation, delete/purge budget, lock budgets/acct #s, link actual GP data &amp; display setup, display budgetids, forecast setup, create historical avg for spreads.</p> </div>	<div> <div>Manage Budgets</div> <div> <div> <div><u>Purpose:</u></div> <div>This module provides the tools to</div> </div> <div> <div>1. List of existing budgets</div> <div>2. Creating new budgets</div> <div>3. Deleting or purging existing budgets</div> <div>4. Locking/Unlocking budgets or budgetids</div> <div>5. Linking actual data from GP Account and setting up its display</div> <div>6. Managing the display of budgetids</div> <div>7. Setting up forecasts and including an actual data which are locked</div> <div>8. Creating an historical average for spreads</div> </div> </div> </div>

<p>Click on <b>System Management</b>.</p>	<p>3</p> 
<p>Click on <b>Budgets, Manage Budgets</b>.</p>	<p>4</p> 
<p>Our term budget refers to any ledger from the ERP budget &amp; actual as well as budget information created in the Dynamic Budgets system.</p> <p>Select a <b>CompanyDB</b> or <b>ALL</b> from the dropdown menu.</p>	<p>5</p> 
<p>Click on <b>Show Budgets</b>.</p>	<p>6</p> 

7



Click on the **Link ERP Budgets dropdown** menu.

You should see a list of all of the available data sets from GP, the ERP Accounting system. You decide how much history is needed in the budget system.

8



To add an ERP data source for reporting you must link to it. You have two options:


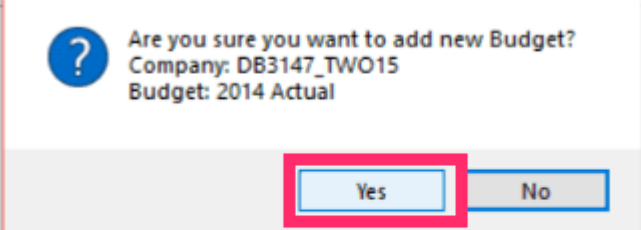

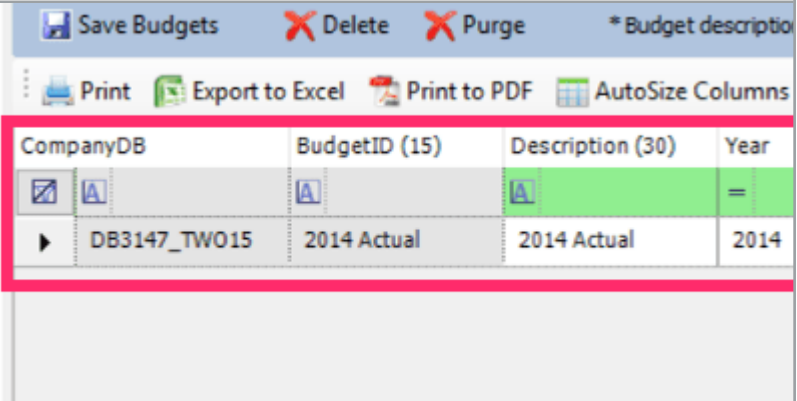

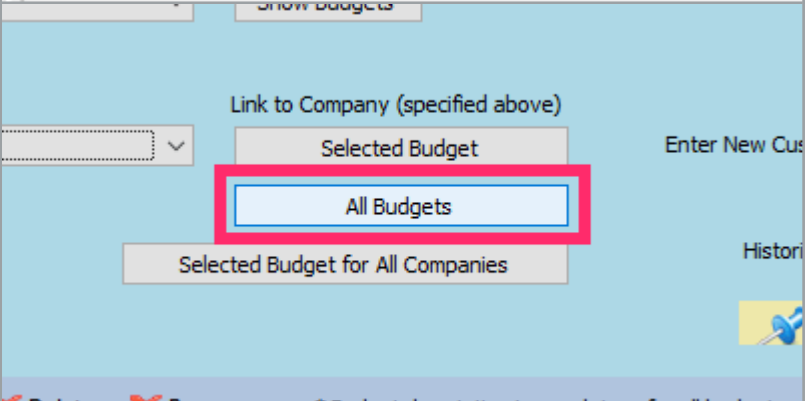

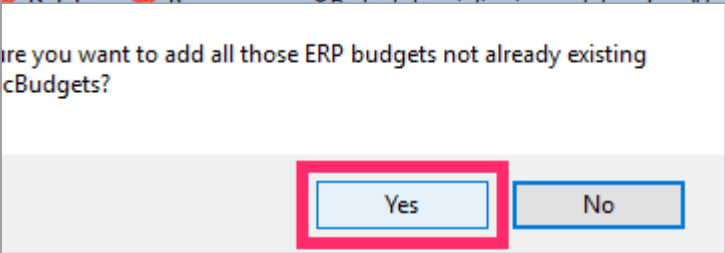
Option 1: **You can add 1 data set at a time** from the Link ERP Budgets dropdown menu.

In this example, click on **2014 Actual**.

9



Then click on **Selected Budget**.

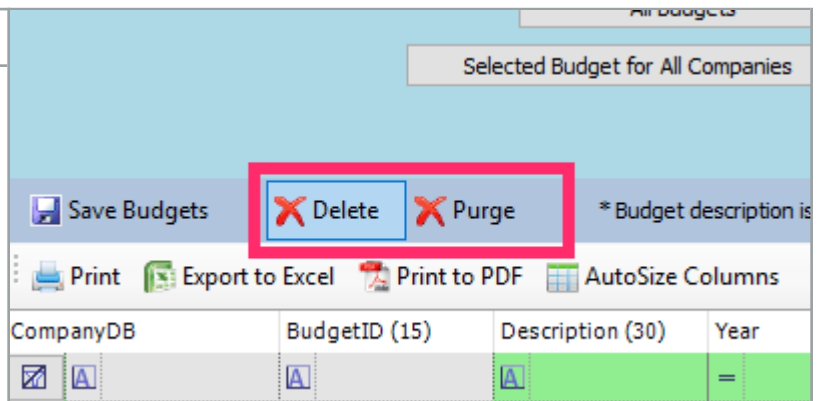
 <p>Click <b>Yes to confirm</b> you want to add a new budget to the selected company.</p>	10									
 <p>See the 2014 Actual Budget added below.</p>	11	 <table><thead><tr><th>CompanyDB</th><th>BudgetID (15)</th><th>Description (30)</th><th>Year</th></tr></thead><tbody><tr><td>DB3147_TW015</td><td>2014 Actual</td><td>2014 Actual</td><td>2014</td></tr></tbody></table>	CompanyDB	BudgetID (15)	Description (30)	Year	DB3147_TW015	2014 Actual	2014 Actual	2014
CompanyDB	BudgetID (15)	Description (30)	Year							
DB3147_TW015	2014 Actual	2014 Actual	2014							
 <p>Option 2: You can simply click <b>All Budgets</b> to add all the ledgers from the dropdown menu.</p>	12									
 <p>Click <b>Yes to confirm</b> you want to add all ERP budgets from GP, the ERP accounting system, into the Dynamic Budgets.</p>	13									



After you add All budgets from GP, you now have the option to delete what you don't want.

Click on a **single budget row** OR **Highlight the unwanted rows**, press shift, down arrow, or page down from the left margin. Then click on **Delete** or **Purge**.

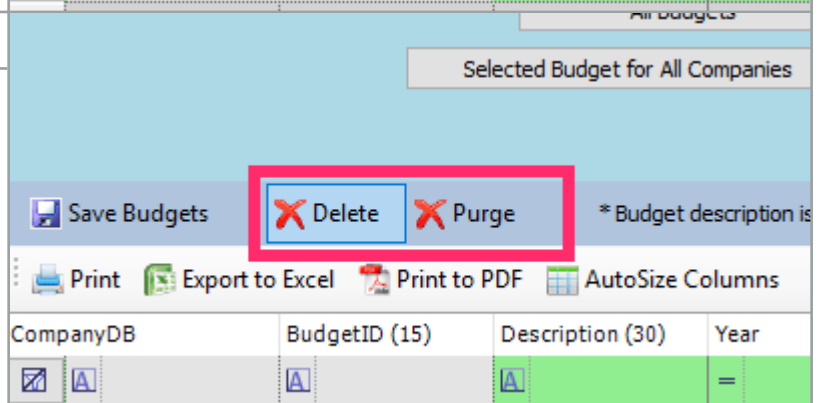
14



There is no difference between **Delete** or **Purge**.

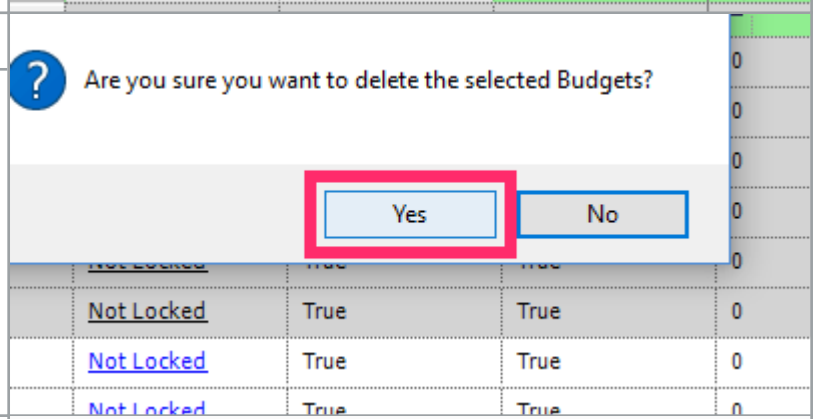
Note: You are not deleting any data in the ERP Accounting System. You are ONLY breaking the link to the ERP Accounting System data.

15



Click **Yes to confirm** you want to delete selected budgets.

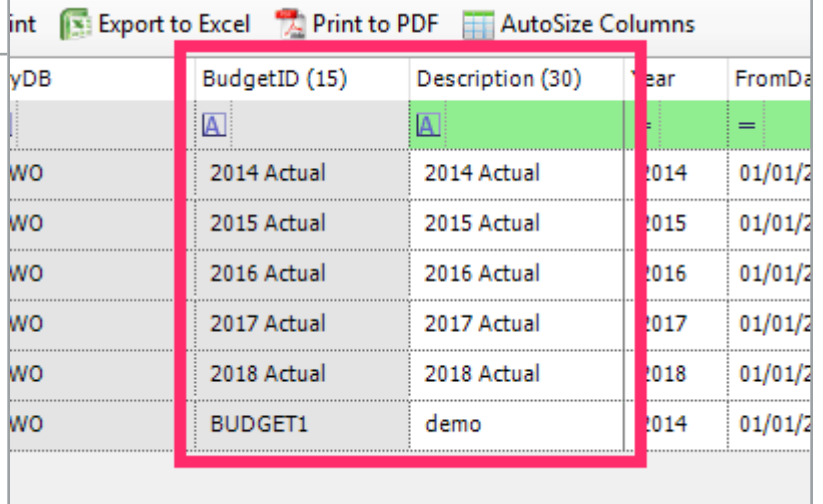
16



Note: The **BudgetID** is limited to 15 characters in its field.

Once a budget is created, the **Description** can have up to 30 characters in the field.

17



<div><div></div><div>Now that all unnecessary budgets have been deleted from the list, we will create a new Budget or Forecast. Click in the New Custom Budget box and type a name.</div></div>	18	<div><div><div>For Company specified above (or &lt;all&gt;)</div><div>Enter New Custom Budget <input type="text"/></div><div>Create New Budget</div><div>Budget Year # of Years</div><div>Historical Average 2017 3 Create Average</div><div>e.g. Historical Avg for FY2016 and 3 closed years: (2012 - 2014)</div></div></div>																																			
<div><div></div><div>In this example, we will use "Test FCAST 2017."</div><div>Click on Create New Budget</div><div>Click Yes to confirm you want to add a new budget named Test FCAST 2017.</div></div>	19	<div><div><div>Are you sure you want to add new Budget? Company: TWO Budget: Test FCAST 2017</div><div>Yes No</div></div><table><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td>Not Locked</td><td>False</td><td>True</td><td>0</td></tr></table></div>	ERP				0	ERP				0	ERP				0	ERP				0	ERP				0	ERP	Not Locked	False	True	0					
ERP				0																																	
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<div><div></div><div>Now create another new Budget or Forecast. Click in the New Custom Budget box and type a name.</div></div>	20	<div><div><div>For Company specified above (or &lt;all&gt;)</div><div>Enter New Custom Budget <input type="text"/></div><div>Create New Budget</div><div>Budget Year # of Years</div><div>Historical Average 2017 3 Create Average</div><div>e.g. Historical Avg for FY2016 and 3 closed years: (2012 - 2014)</div></div></div>																																			
<div><div></div><div>In this example, we will use "Test 2018 Bud."</div><div>Click on Create New Budget</div><div>Click Yes to confirm you want to add a new budget named Test 2018 Bud.</div></div>	21	<div><div><div>Are you sure you want to add new Budget? Company: TWO Budget: Test 2018 Bud</div><div>Yes No</div></div><table><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td></td><td></td><td></td><td>0</td></tr><tr><td>ERP</td><td>Not Locked</td><td>False</td><td>True</td><td>0</td></tr><tr><td>DynamicB</td><td>Not Locked</td><td>False</td><td>False</td><td>0</td></tr></table></div>	ERP				0	ERP				0	ERP				0	ERP				0	ERP				0	ERP	Not Locked	False	True	0	DynamicB	Not Locked	False	False	0
ERP				0																																	
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ERP				0																																	
ERP	Not Locked	False	True	0																																	
DynamicB	Not Locked	False	False	0																																	

When a new budget is created, the Year, from and to date defaults to the current year and 1st day of the current month.

For example, today is Nov 20, 2017. The default Year is 2017. Nov 1st is The From & To Date.

22

7 Actual	2017	01/01/2017	12/31/2017	ERP
8 Actual	2018	01/01/2018	12/31/2018	ERP
9	2014	01/01/2014	12/31/2014	ERP
2018 Budget	2017	11/01/2017	11/01/2017	DynamicB
FCAST 2017	2017	11/01/2017	11/01/2017	DynamicB

**Correct the Year, From and To Date** by clicking in the cells. Then enter the Year, 1st & last day of the appropriate period.

23

7 Actual	2017	01/01/2017	12/31/2017	ERP
8 Actual	2018	01/01/2018	12/31/2018	ERP
9	2014	01/01/2014	12/31/2014	ERP
2018 Budget	2018	01/01/2018	12/31/2018	Budgets
FCAST 2017	2017	11/01/2017	11/01/2017	DynamicB

If you have multiple rows where these dates need to be changed, click on the row cell, shift, right arrow to capture the dates needed.

Use shortcuts:

**Control C**, to copy or **Right Click, copy**  
**Control V**, to paste or **Right Click, paste**

24


4 Actual	2014	01/01/2014	12/31/2014	ERP
5 Actual	2015	01/01/2015	12/31/2015	ERP
6 Actual	2016	01/01/2016	12/31/2016	ERP
7 Actual	2017	01/01/2017	12/31/2017	ERP
8 Actual	2018	01/01/2018	12/31/2018	ERP
9	2018	01/01/2018	12/31/2018	ERP
2018 Budget	2018	01/01/2018	12/31/2018	DynamicB

**Scroll to the right** and enter a Checkmark in the IsForecast box.

This makes this budget available as a forecast.

25

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<select>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<select>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<select>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<select>	



Now, select from the dropdown menu the actuals cut-off period.

26

<select>

<select>

Label

<select>

Jan

Feb


Mar

Apr

May

Jun

Jul



Choose a comparative BudgetID for that year.

In this example, we will use 2017 Budget.

27


<select>

<select>

Jun

2017 Budget

BUD



Note: The **source** field is either ERP or Dynamic Budgets.

This is just an indicator of where the data came from.

28

nDate	ToDate	Source	locked	Actual
	=	A		A
1/2014	12/31/2014	ERP	<a href="#">Not Locked</a>	True
1/2015	12/31/2015	ERP	<a href="#">Not Locked</a>	True
1/2016	12/31/2016	ERP	<a href="#">Not Locked</a>	True
1/2017	12/31/2017	ERP	<a href="#">Not Locked</a>	True
1/2018	12/31/2018	ERP	<a href="#">Not Locked</a>	True
1/2018	12/31/2018	ERP	<a href="#">Not Locked</a>	False
1/2018	12/31/2018	Budgets	<a href="#">Not Locked</a>	False

Jan 28, 2019

8 of 12





Note: In the locked field, data can be locked/unlocked.

The client determines whether or not to allow changes in these budgets.

29

Date	Source	Locked	Actual	Import
12/31/2014	ERP	<a href="#">Not Locked</a>	True	True
12/31/2015	ERP	<a href="#">Not Locked</a>	True	True
12/31/2016	ERP	<a href="#">Not Locked</a>	True	True
12/31/2017	ERP	<a href="#">Not Locked</a>	True	True
12/31/2018	ERP	<a href="#">Not Locked</a>	True	True
12/31/2014	ERP	<a href="#">Not Locked</a>	False	True
1/01/2017	DynamicB	<a href="#">Not Locked</a>	False	False
1/01/2017	DynamicB	<a href="#">Not Locked</a>	False	False



In the locked field, there is no need to lock/unlock an ERP source ledger.

This is actual data from GP.

30

Custom Budget: [ ] Create New Budget

Message

There is no need to lock / unlock an ERP ledger.

OK

Date	Source	Locked	Actual	Import
------	--------	--------	--------	--------



In the locked field, you can lock/unlock when the data source is Dynamic Budgets because these are budgets created in the budget system.

31

12/31/2015	ERP	<a href="#">Not Locked</a>	True	
12/31/2016	ERP	<a href="#">Not Locked</a>	True	
12/31/2017	ERP	<a href="#">Not Locked</a>	True	
12/31/2018	ERP	<a href="#">Not Locked</a>	True	
12/31/2018	ERP	<a href="#">Not Locked</a>	False	
12/31/2018	DynamicB	<a href="#">Not Locked</a>	False	

<div data-bbox="124 309 161 360"></div> <div data-bbox="201 304 588 398"><p>Lock budget only does not change locked status for any of the accounts.</p></div>	<div data-bbox="651 277 687 315">32</div> <div data-bbox="703 264 1516 667"></div>
<div data-bbox="124 712 161 763"></div> <div data-bbox="201 707 588 831"><p>Lock budget and accounts sets the same locked status on all budget accounts as well.</p></div>	<div data-bbox="651 680 687 719">33</div> <div data-bbox="703 667 1516 1070"></div>
<div data-bbox="124 1115 161 1167"></div> <div data-bbox="201 1111 588 1205"><p>Unlock budget only does not change locked status for any of the accounts.</p></div>	<div data-bbox="651 1084 687 1122">34</div> <div data-bbox="703 1070 1516 1473"></div>
<div data-bbox="124 1518 161 1570"></div> <div data-bbox="201 1514 588 1637"><p>Unlock budget and accounts sets the same locked status on all budget accounts as well.</p></div>	<div data-bbox="651 1487 687 1525">35</div> <div data-bbox="703 1473 1516 1874"></div>



In the SortOrder field, you can set the order of importance for the budgets listed.

They all start at zero. Typically, the current year stays at zero. Previous years are larger numbers (i.e. 50, 100, 200, 300, so on and so forth.)

36

Imported	SortOrder	UserRoleAccess	IsBudgeted
	-		<input checked="" type="checkbox"/>
True	0	Application Use	<input type="checkbox"/>
True	0	Application Use	<input type="checkbox"/>
True	0	Application Use	<input type="checkbox"/>
True	0	Application Use	<input type="checkbox"/>
True	0	Application Use	<input type="checkbox"/>
True	0	Application Use	<input type="checkbox"/>
False	0	Application Use	<input checked="" type="checkbox"/>



SortOrder (Ascending)

This list the budgets from the most current year to previous years. Notice the sort order numbers, from 0 to 500, associated with the budgets.

37

Imported	SortOrder	UserRoleAccess	IsBudgeted
	-		<input checked="" type="checkbox"/>
False	0	Application Use	<input checked="" type="checkbox"/>
True	50	Application Use	<input type="checkbox"/>
True	100	Application Use	<input type="checkbox"/>
True	200	Application Use	<input type="checkbox"/>
True	300	Application Use	<input type="checkbox"/>
True	400	Application Use	<input type="checkbox"/>
True	500	Application Use	<input type="checkbox"/>


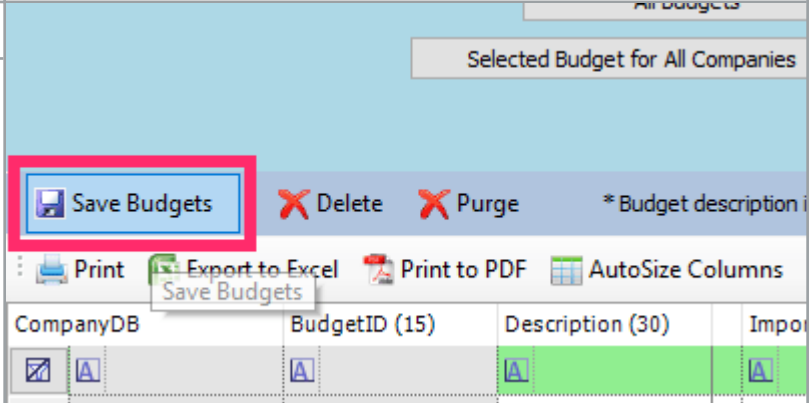
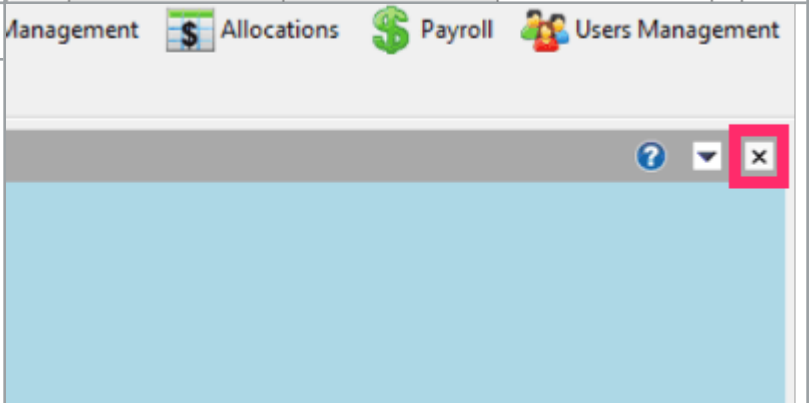


SortOrder (Descending)

This list the budgets from the previous years to current year.

38

Imported	SortOrder	UserRoleAccess	IsBudgeted
	-		<input checked="" type="checkbox"/>
True	500	Application Use	<input type="checkbox"/>
True	400	Application Use	<input type="checkbox"/>
True	300	Application Use	<input type="checkbox"/>
True	200	Application Use	<input type="checkbox"/>
True	100	Application Use	<input type="checkbox"/>
True	50	Application Use	<input type="checkbox"/>
False	0	Application Use	<input checked="" type="checkbox"/>

<p>39</p> <p>If you do not want to display this much history on screen, uncheck InSummary and InLookups.</p> <p>Also, this makes them unavailable for calculation and they will not display at the bottom of the screen.</p>	
<p>40</p> <p>Now click on <b>Save Budgets</b>.</p> <p>A message will appear that reads, <b>Saved Budgets Successfully</b>.</p>	
<p>41</p> <p>Click on the <b>X</b> to close this screen.</p>	
<p>42</p> <p>That's It. You're Done.</p>	