Dynamic Budgets User Guide for Manage Budgets

DYNAMIC™ BUDGETS

User Guide

for

Manage Budgets

Manage Budgets: Module Purpose Provides tools to manage budgets such as budget list, budget creation, delete/purge budget, lock budgets/acct #s, link actual GP data & display setup, display budgetids, forecast setup, create historical avg for spreads.

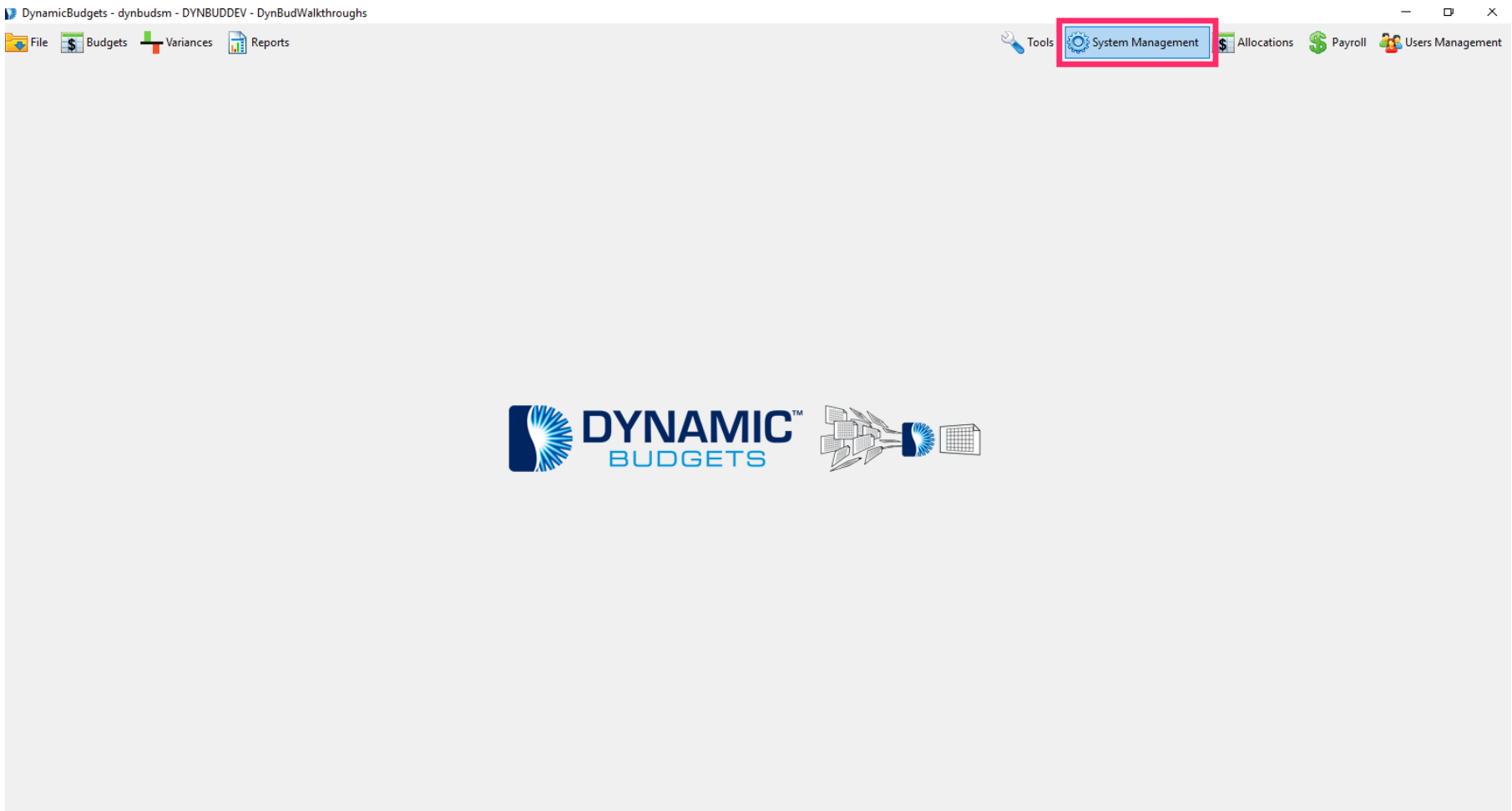
DYNAMIC™ BUDGETS

Manage Budgets

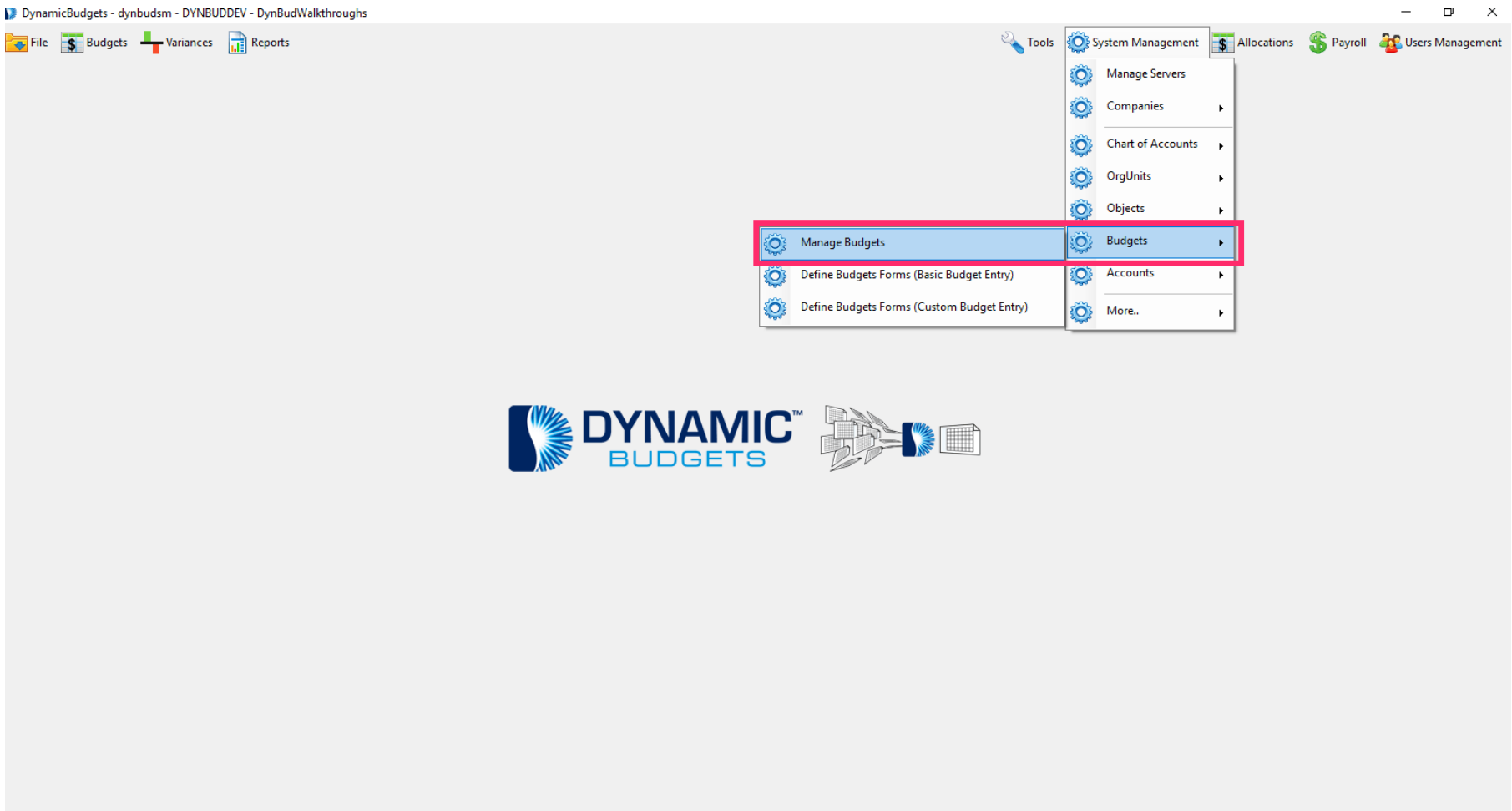
Purpose: This module provides the tools to manage budgets including:

1. List of existing budgets
2. Creating new budgets
3. Deleting or purging existing budgets
4. Locking/Unlocking budgets or budget account numbers
5. Linking actual data from GP Accounting ERP Software and setting up its display
6. Managing the display of budgetids
7. Setting up forecasts and including any number of months of actual data which are locked
8. Creating an historical average for spreading purposes

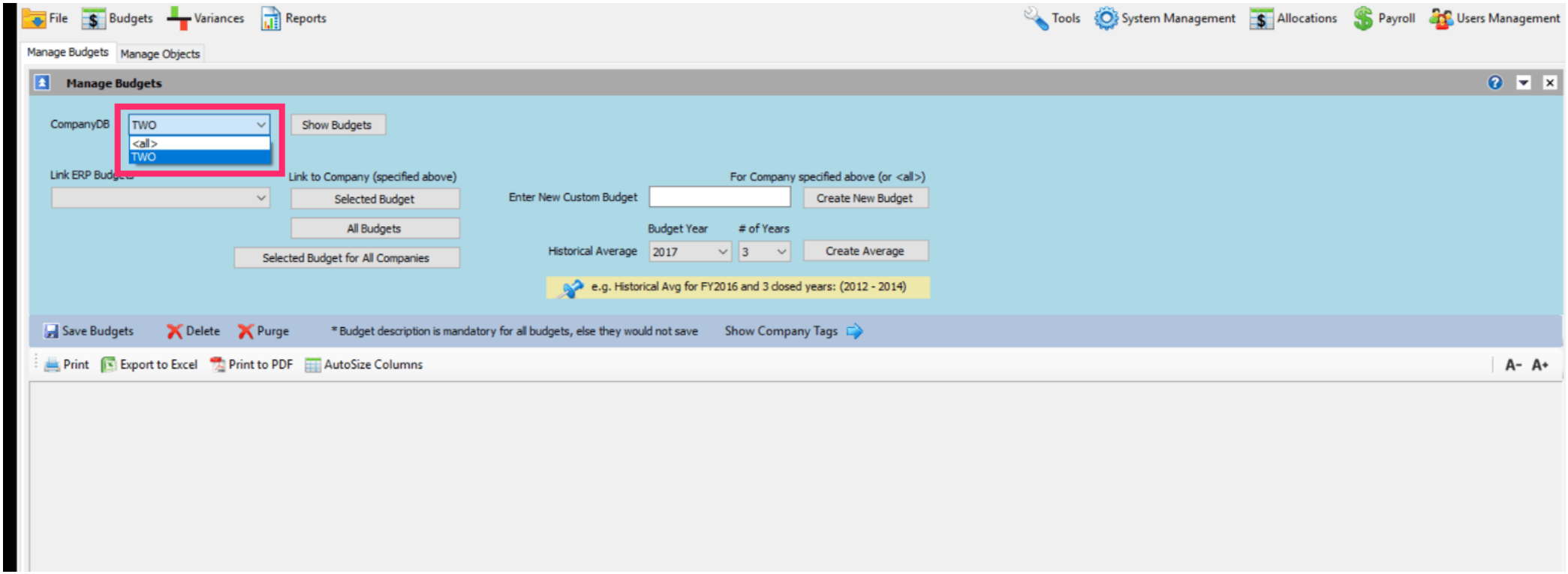
Click on System Management.



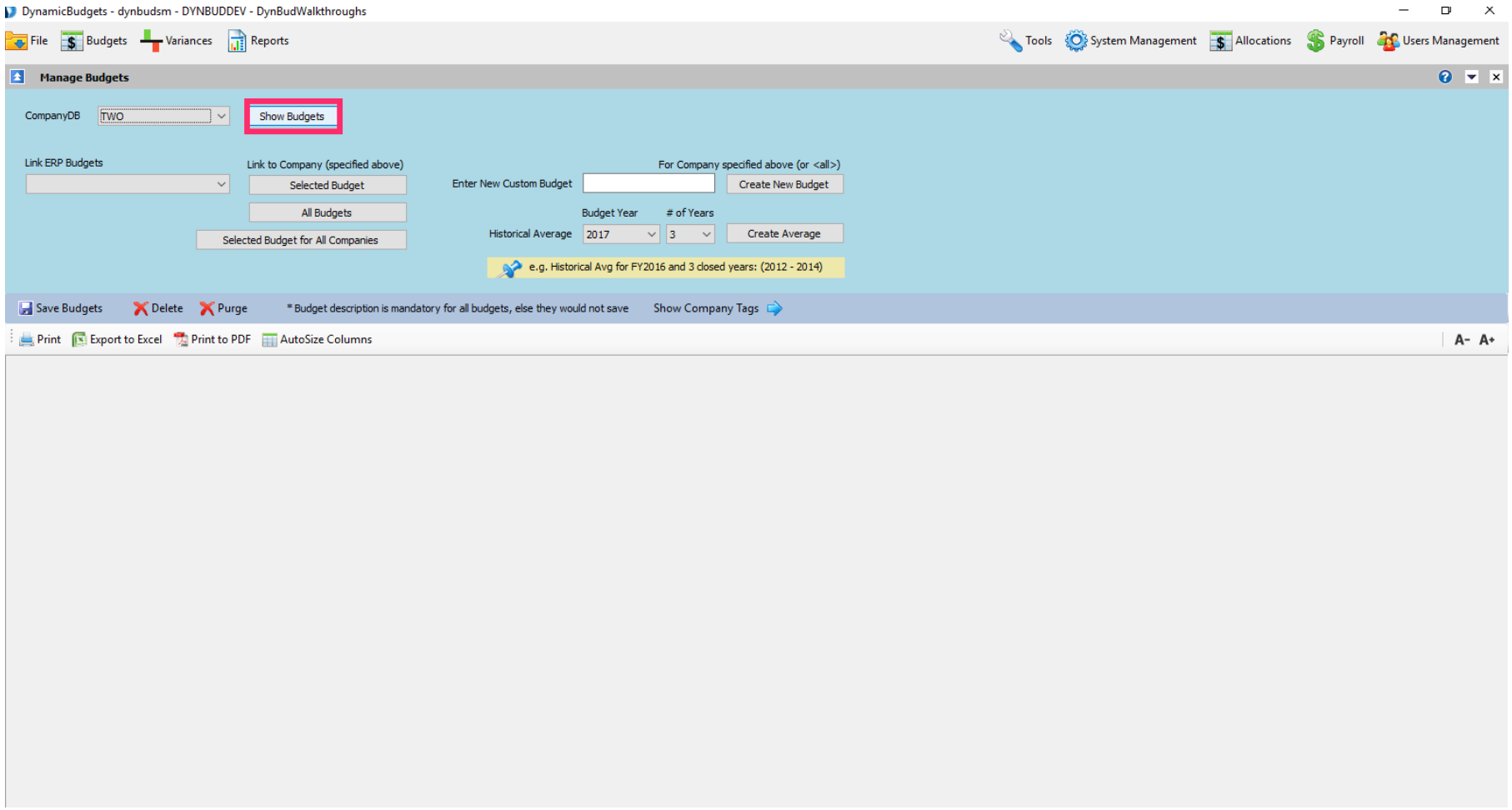
Click on Budgets, Manage Budgets.



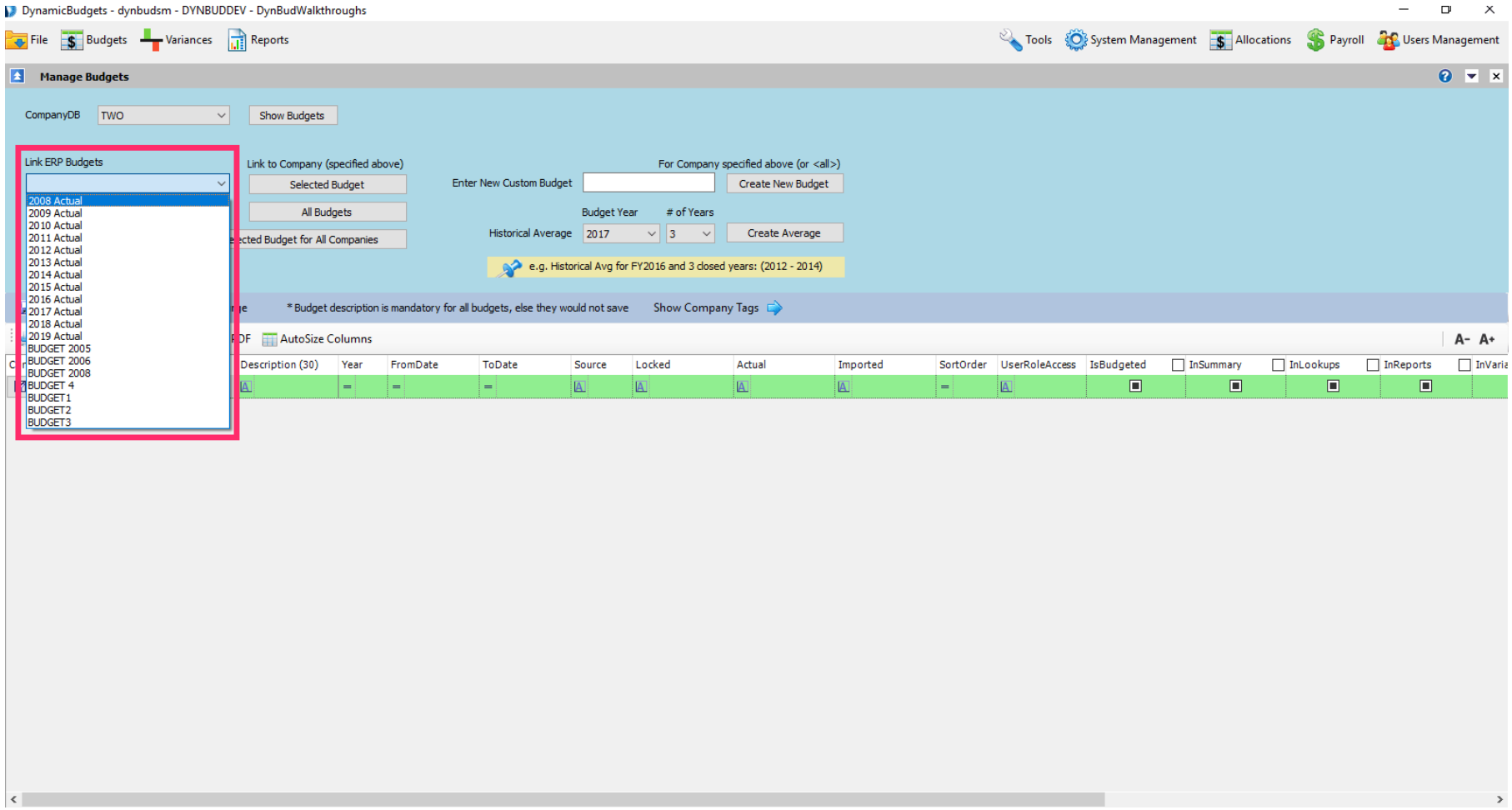
Our term budget refers to any ledger from the ERP budget & actual as well as budget information created in the Dynamic Budgets system. Select a CompanyDB or ALL from the dropdown menu.



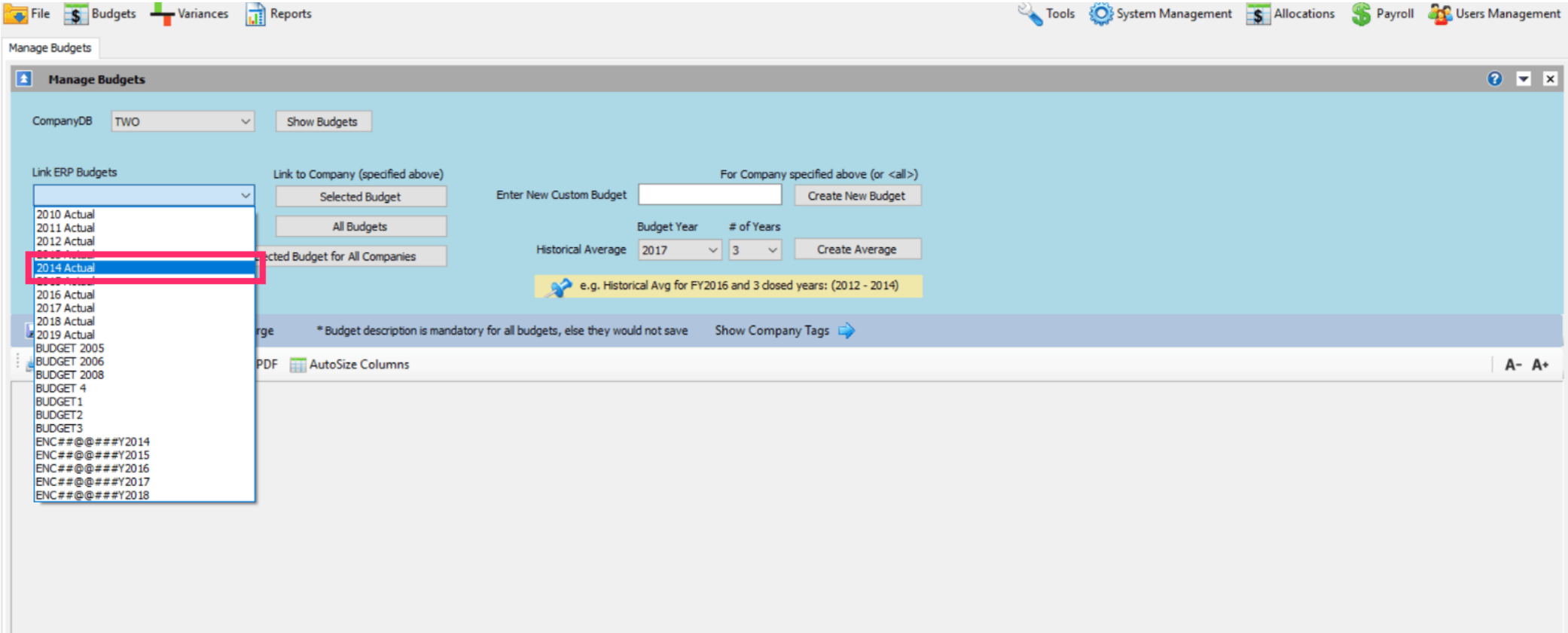
Click on Show Budgets.



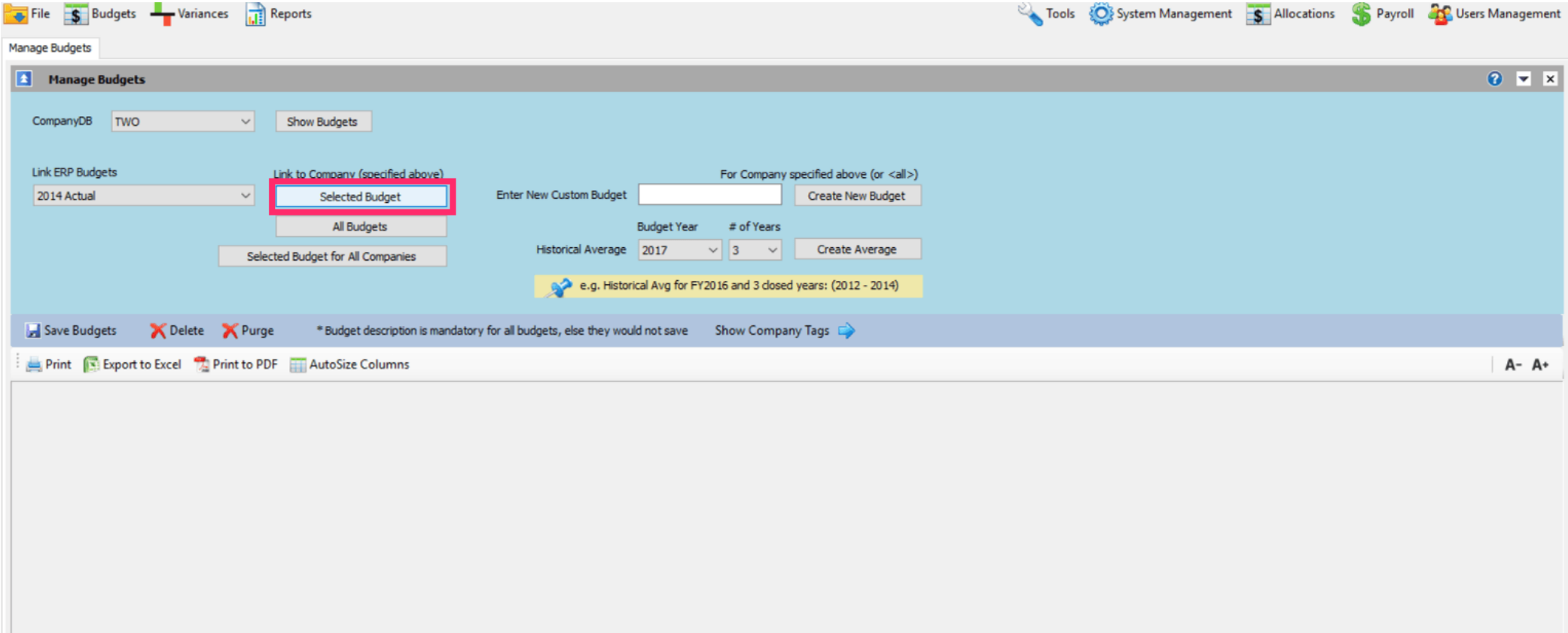
Click on the Link ERP Budgets dropdown menu. You should see a list of all of the available data sets from GP, the ERP Accounting system. You decide how much history is needed in the budget system.



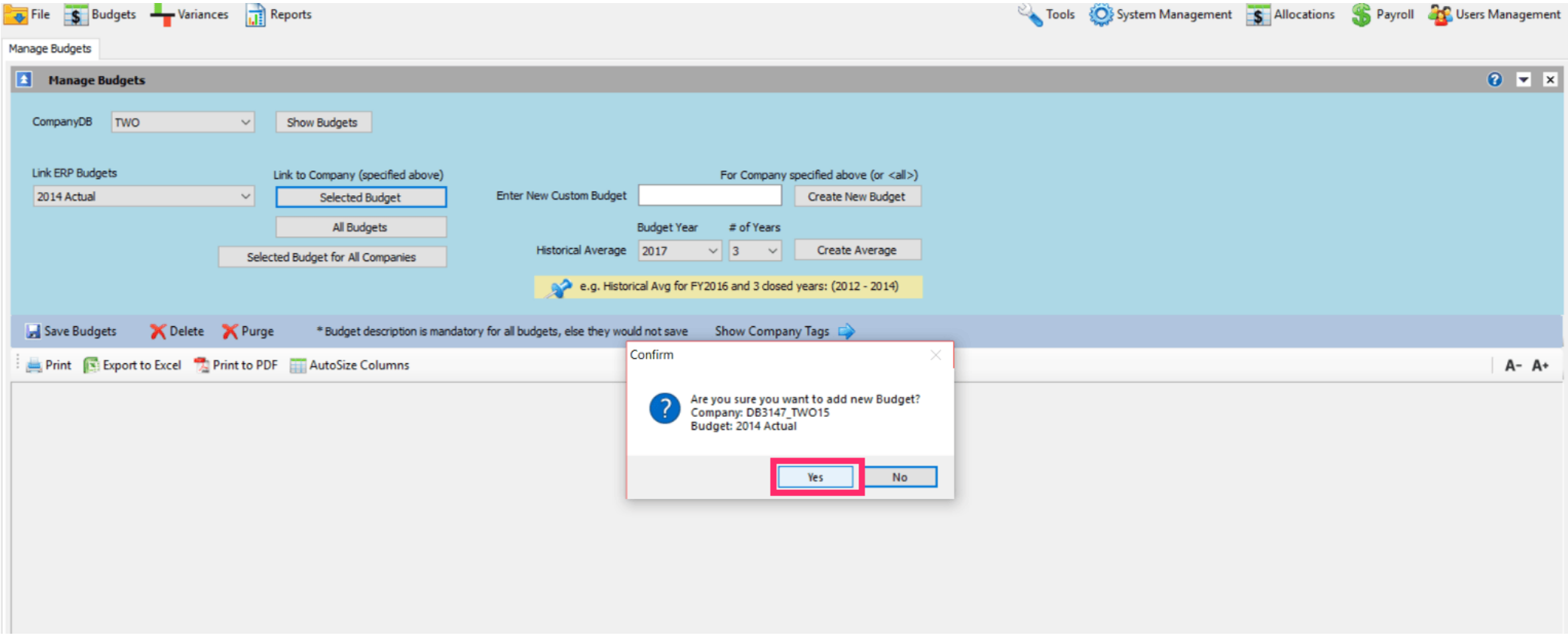
To add an ERP data source for reporting you must link to it. You have two options: Option 1: You can add 1 data set at a time from the Link ERP Budgets dropdown menu. In this example, click on 2014 Actual.



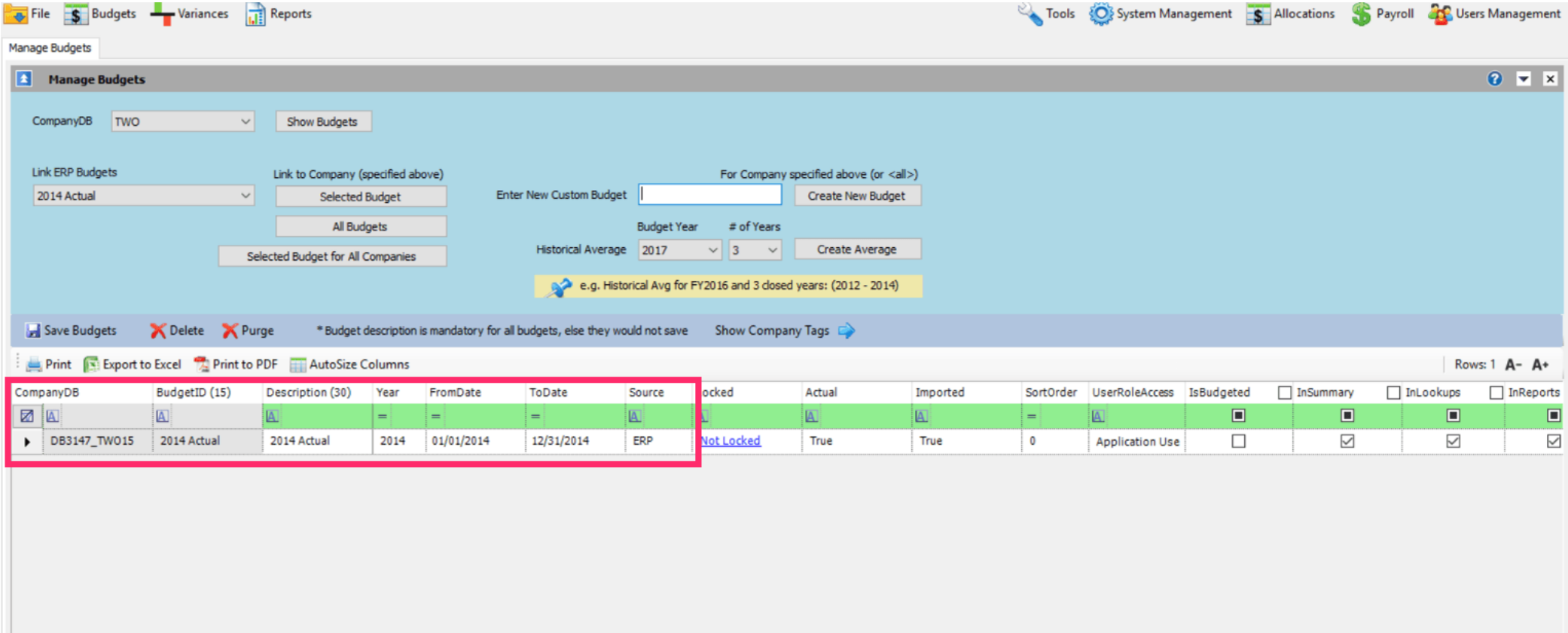
Then click on Selected Budget.



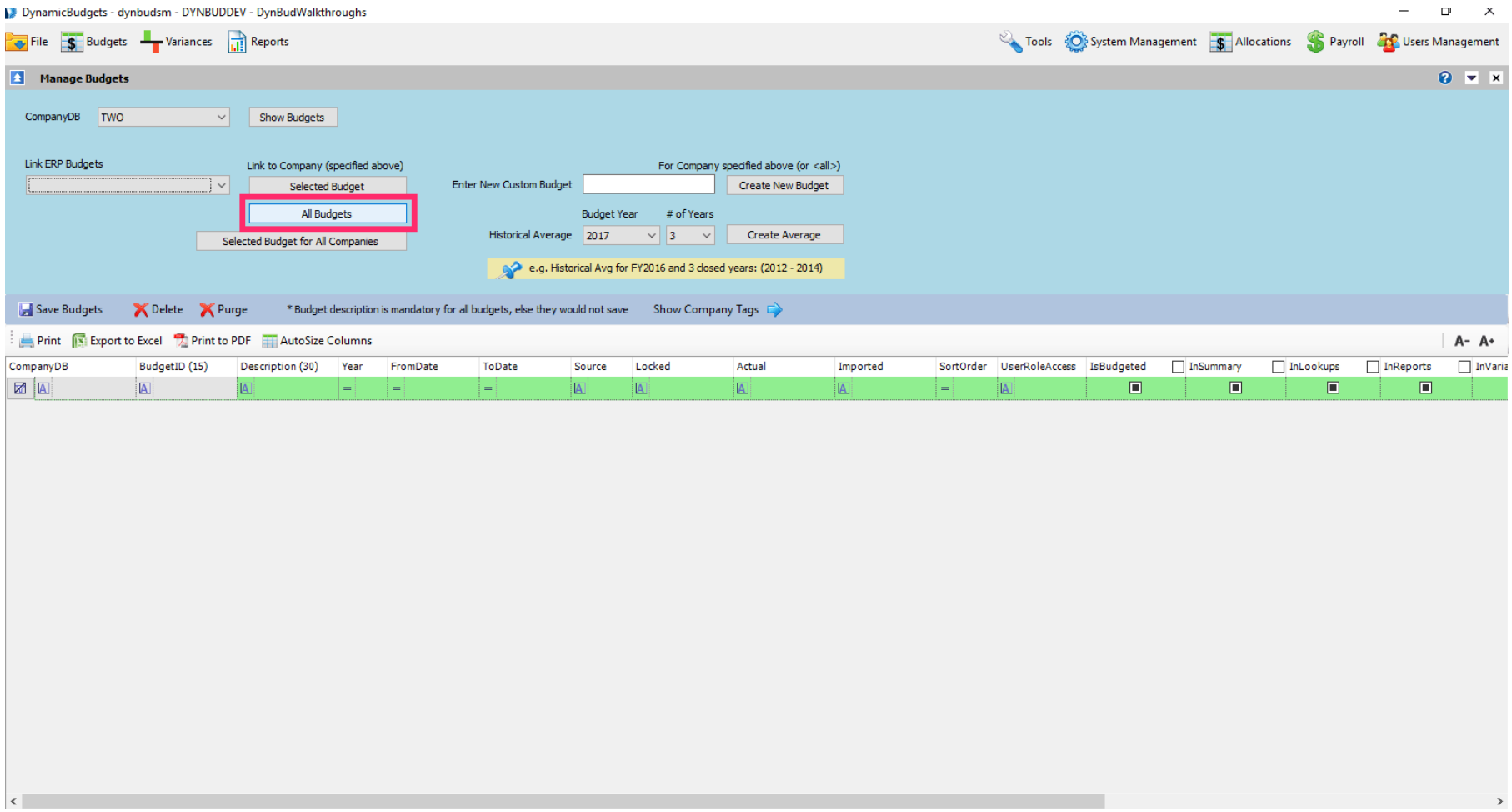
Click Yes to confirm you want to add a new budget to the selected company.



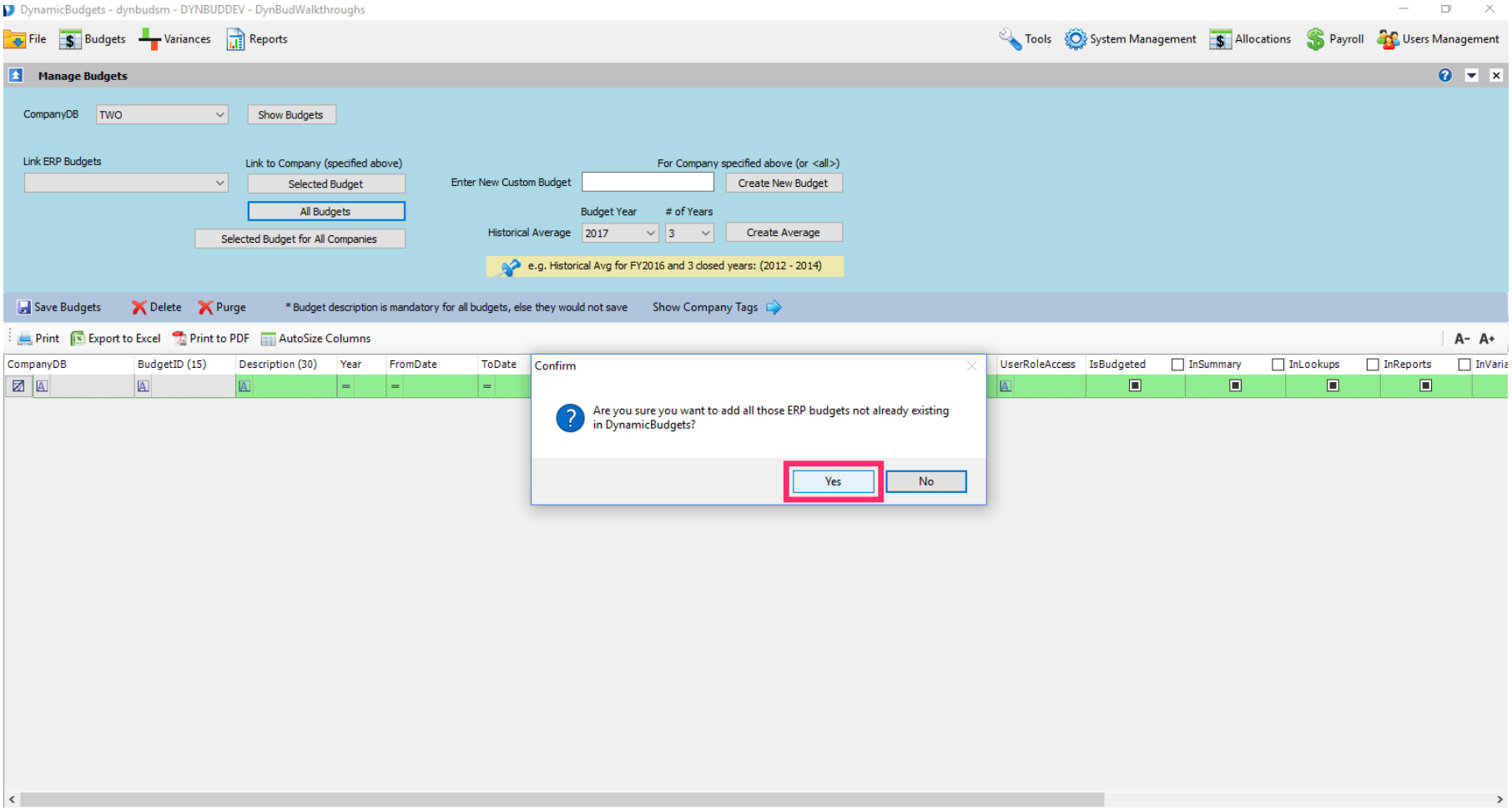
See the 2014 Actual Budget added below.



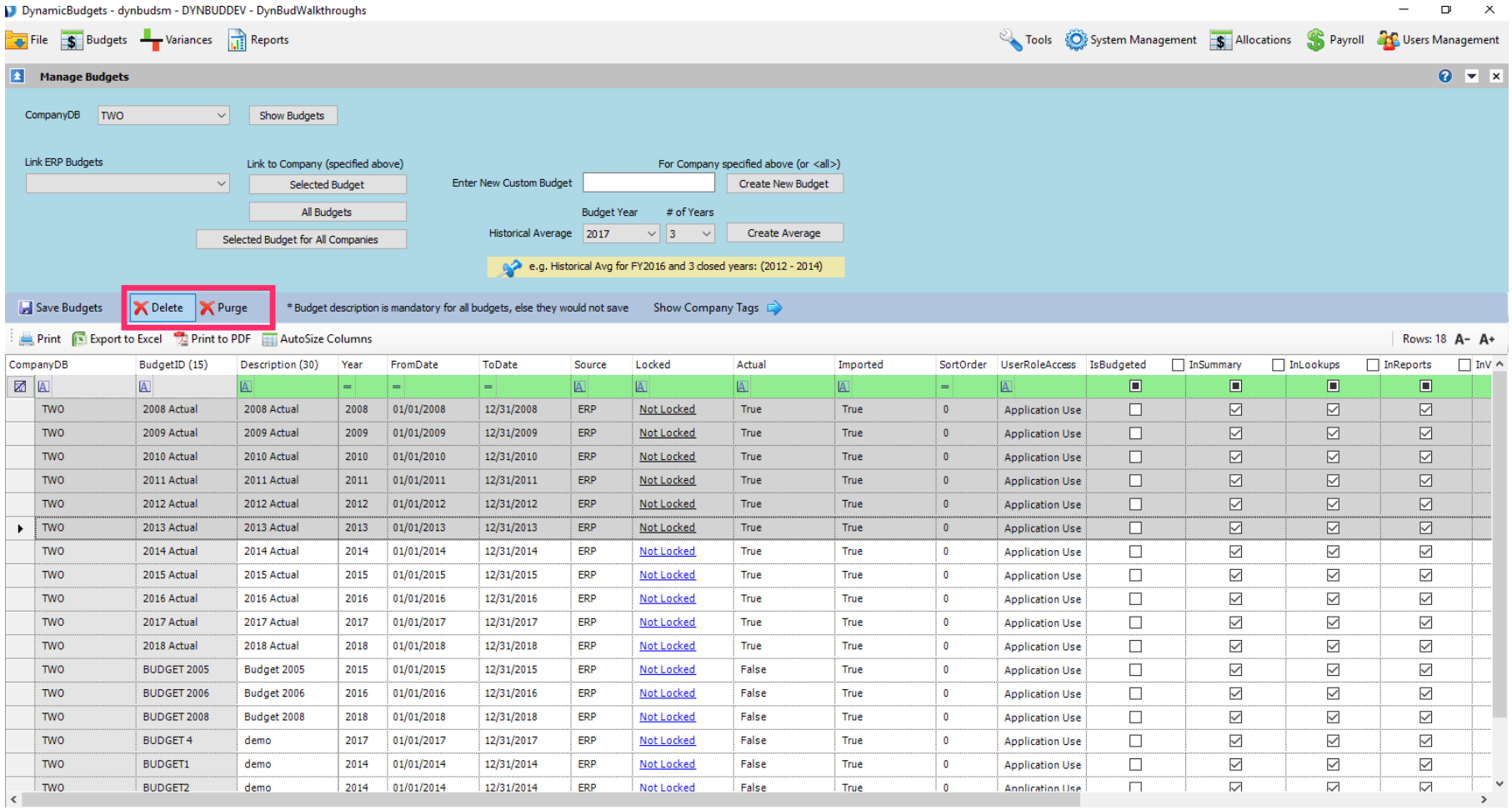
Option 2: You can simply click All Budgets to add all the ledgers from the dropdown menu.



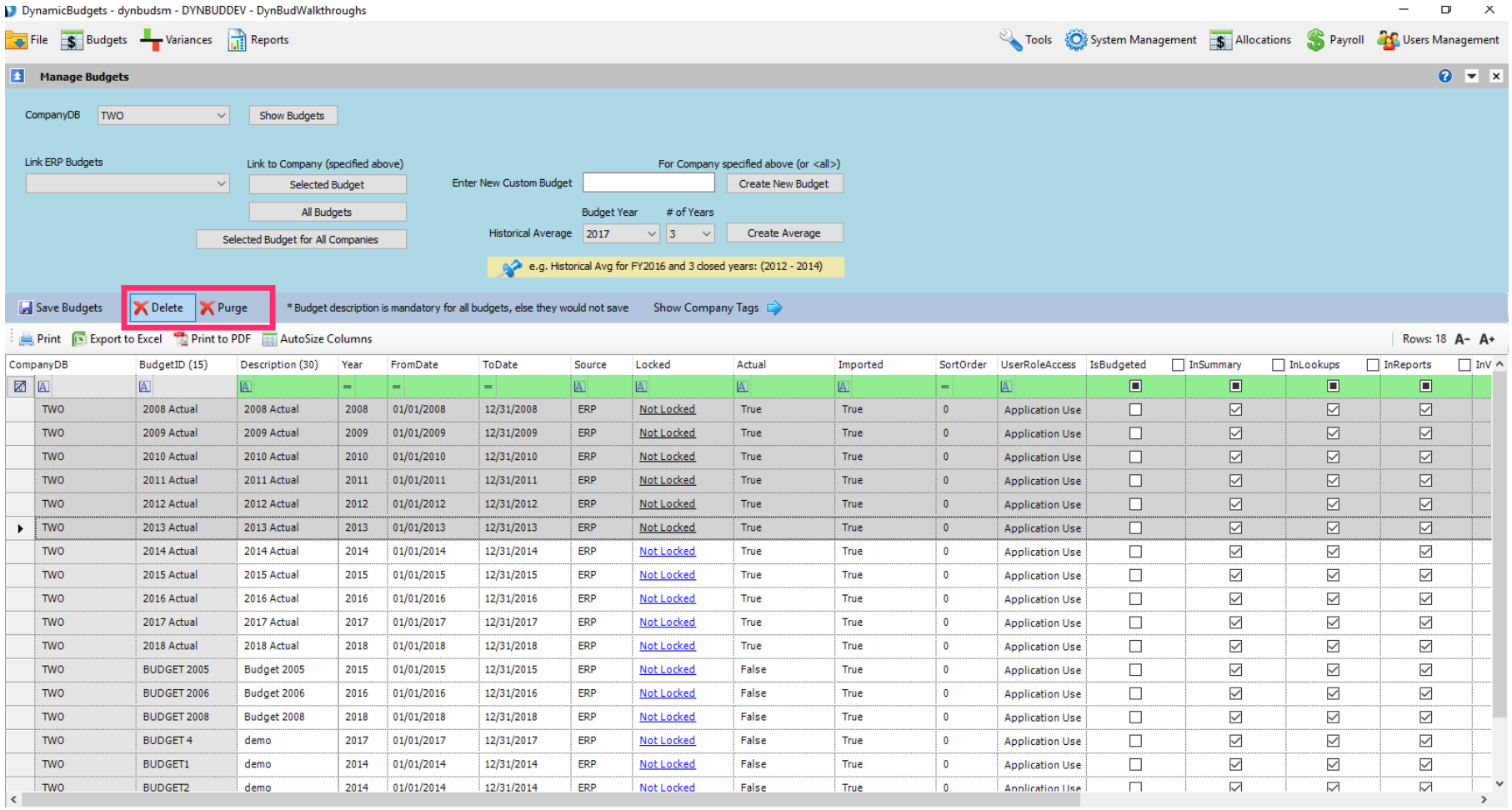
Click Yes to confirm you want to add all ERP budgets from GP, the ERP accounting system, into the Dynamic Budgets.



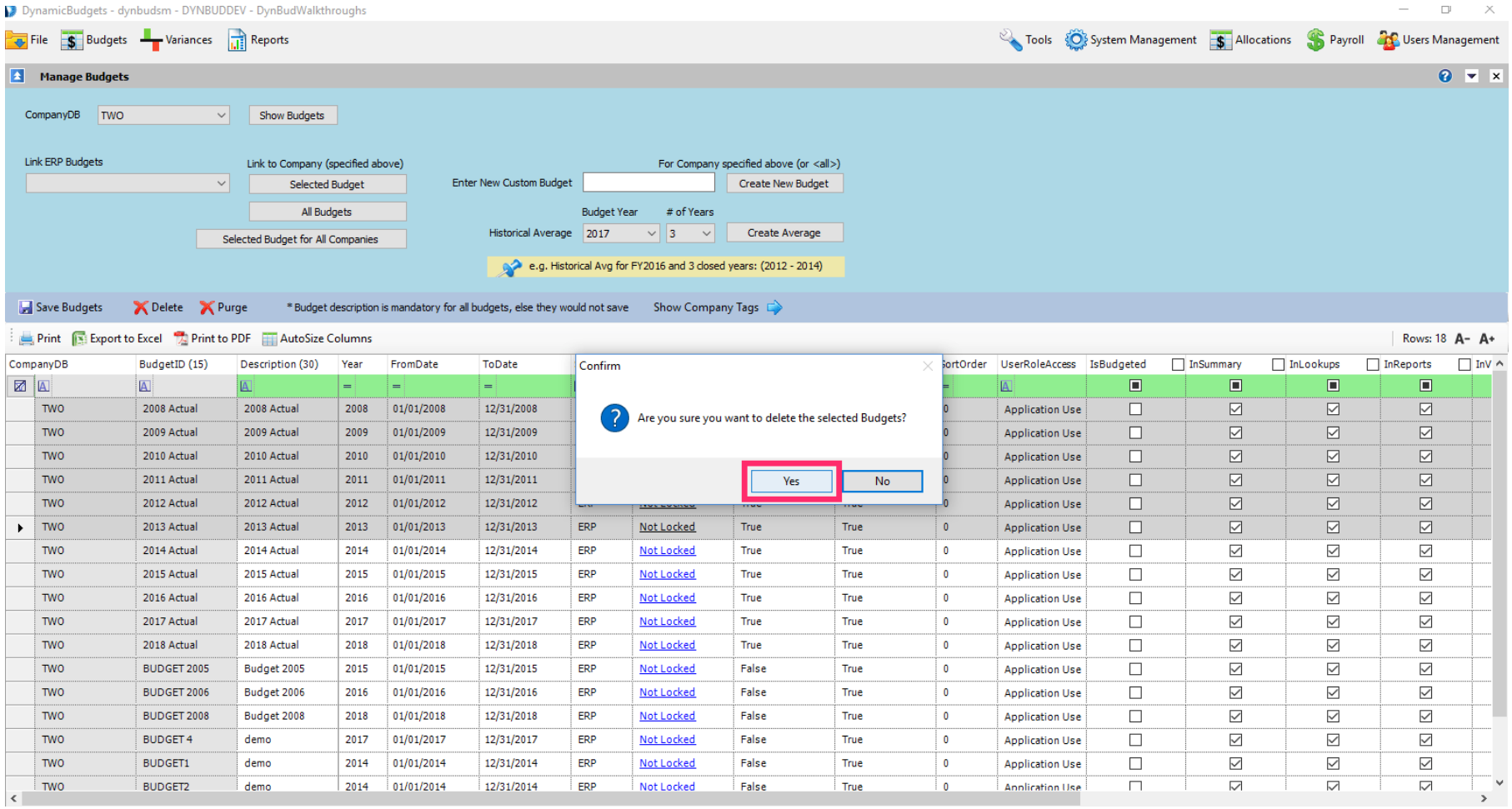
After you add All budgets from GP, you now have the option to delete what you don't want. Click on a single budget row OR Highlight the unwanted rows, press shift, down arrow, or page down from the left margin. Then click on Delete or Purge.



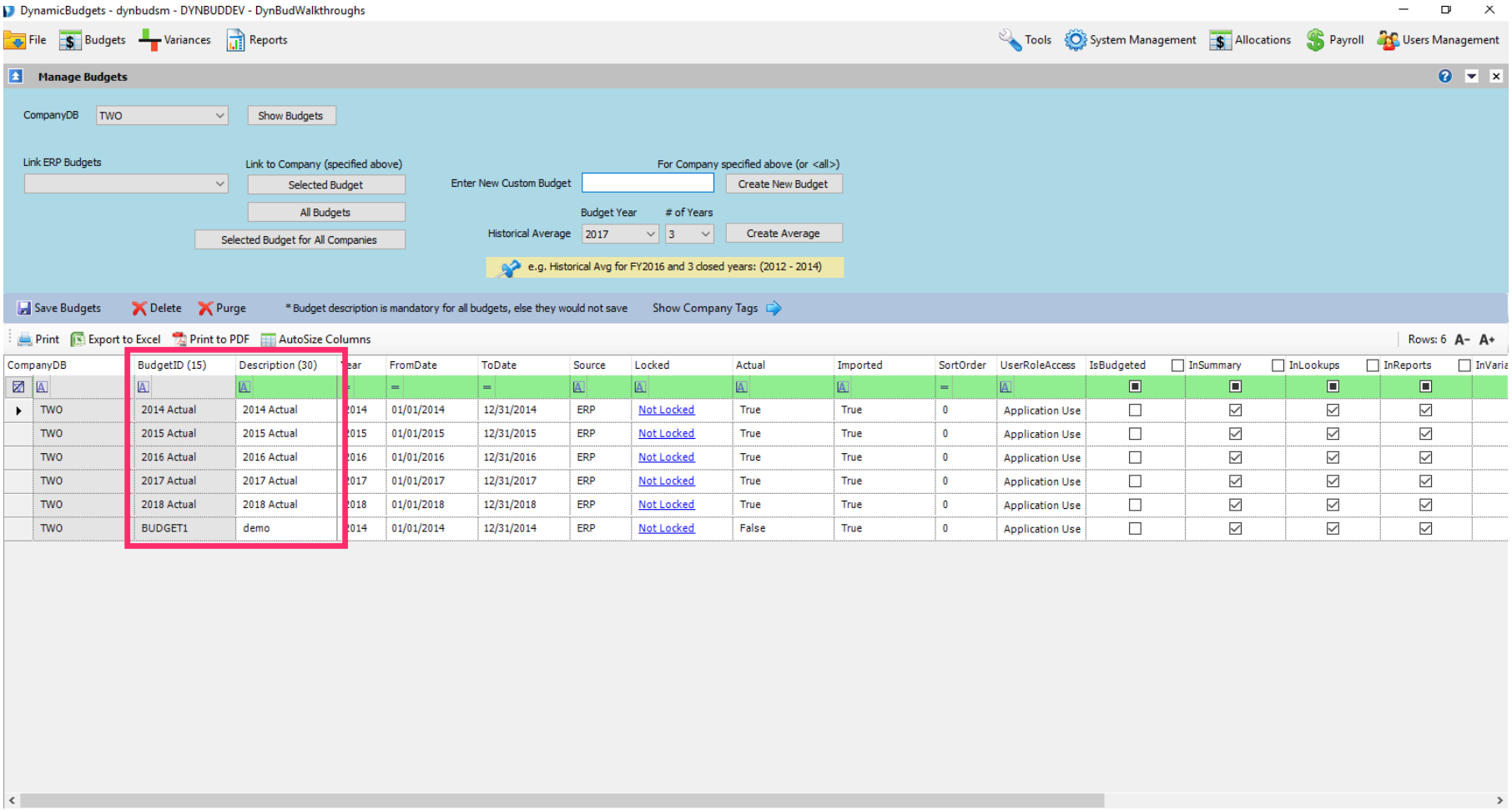
There is no difference between Delete or Purge. Note: You are not deleting any data in the ERP Accounting System. You are ONLY breaking the link to the ERP Accounting System data.



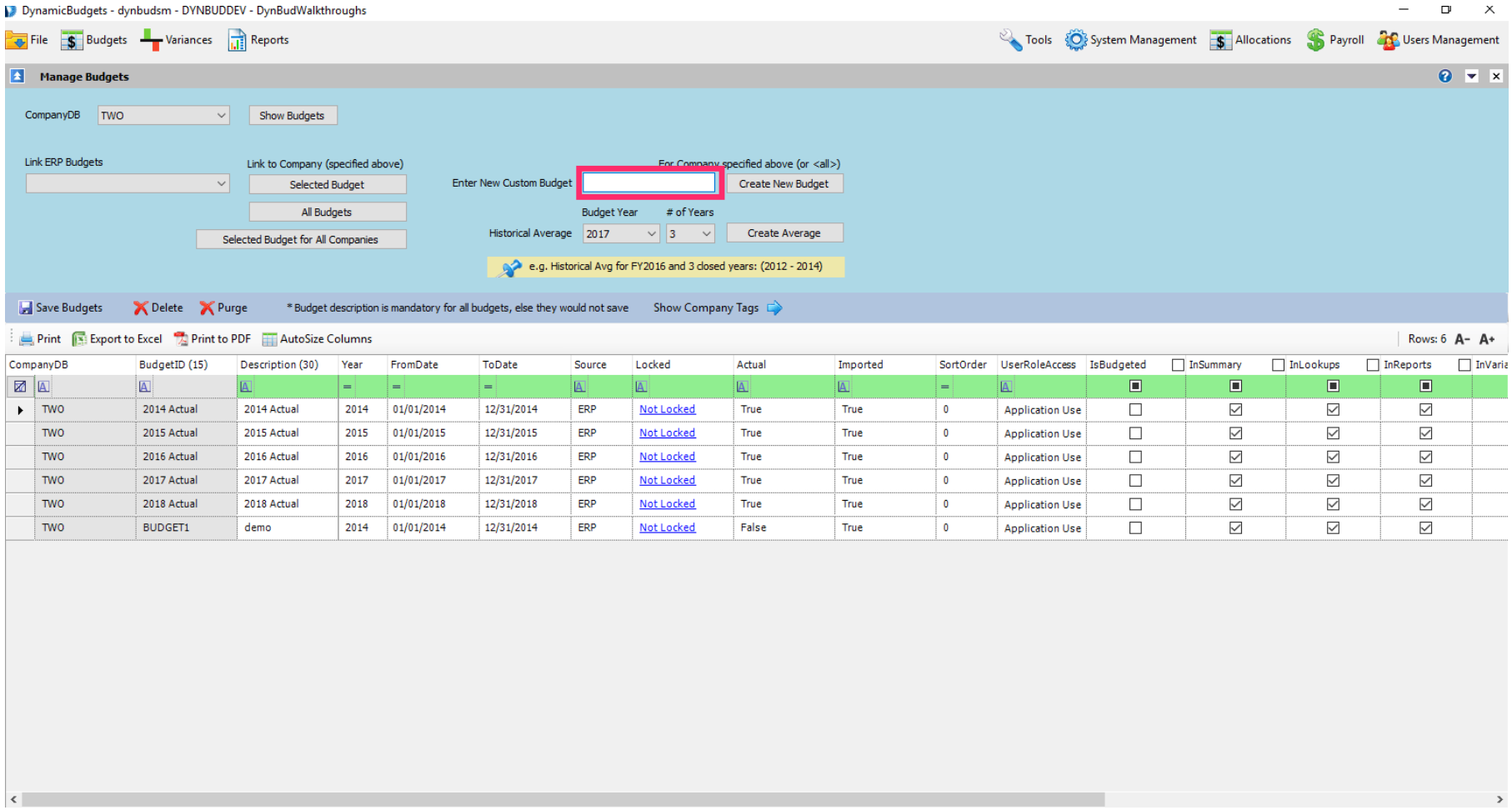
Click Yes to confirm you want to delete selected budgets.



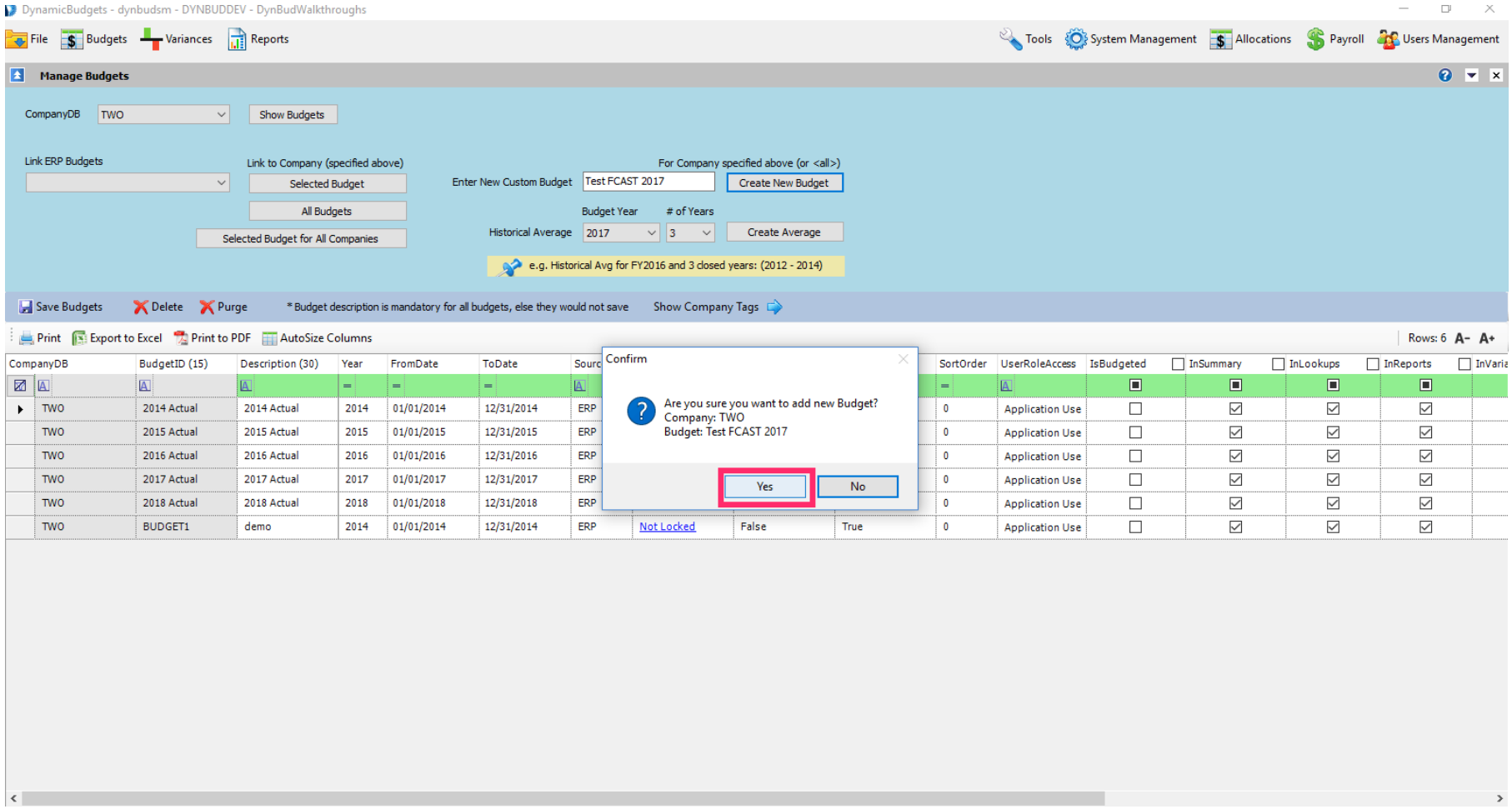
Note: The BudgetID is limited to 15 characters in its field. Once a budget is created, the Description can have up to 30 characters in the field.



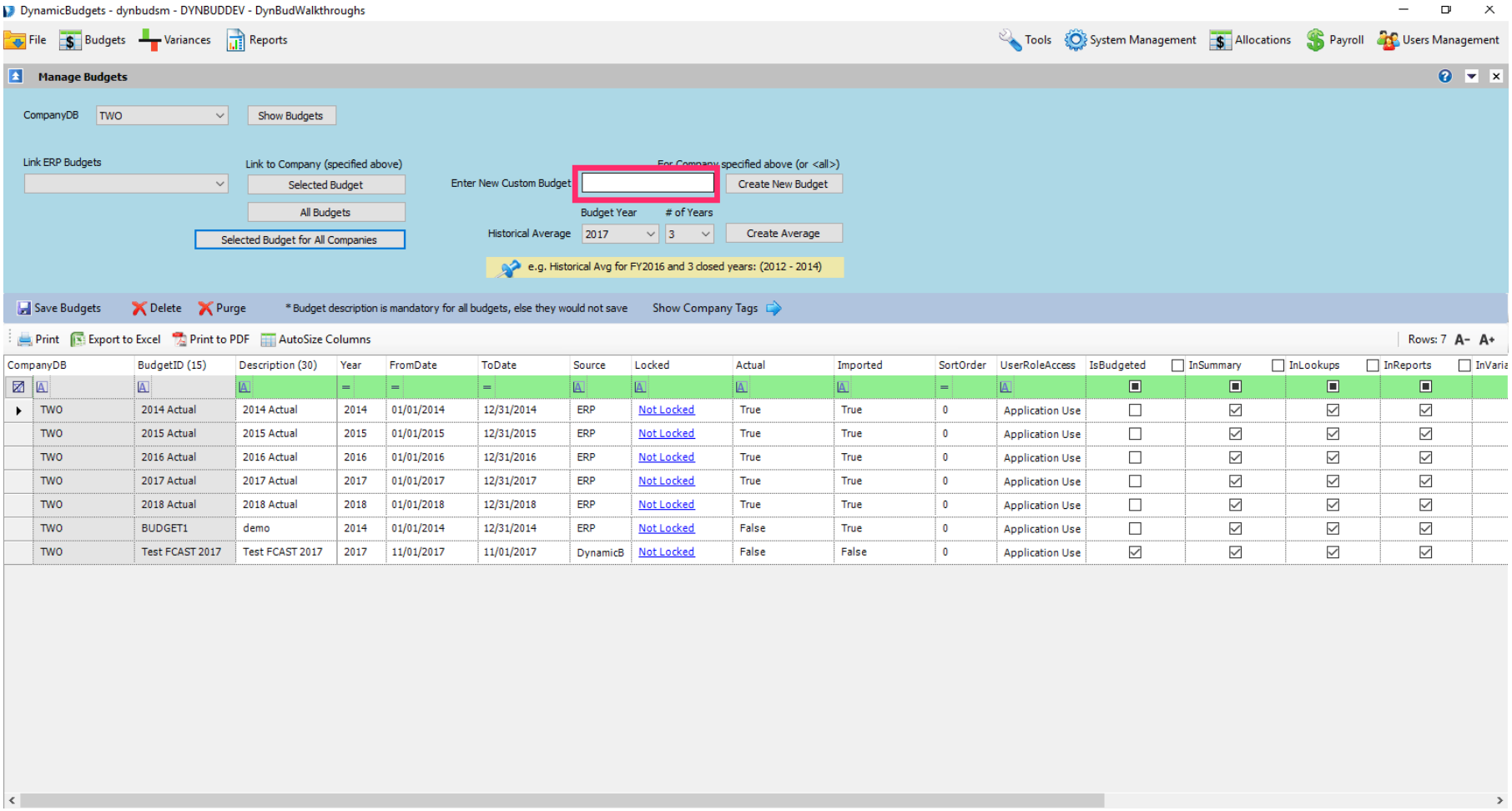
Now that all unnecessary budgets have been deleted from the list, we will create a new Budget or Forecast. Click in the New Custom Budget box and type a name.



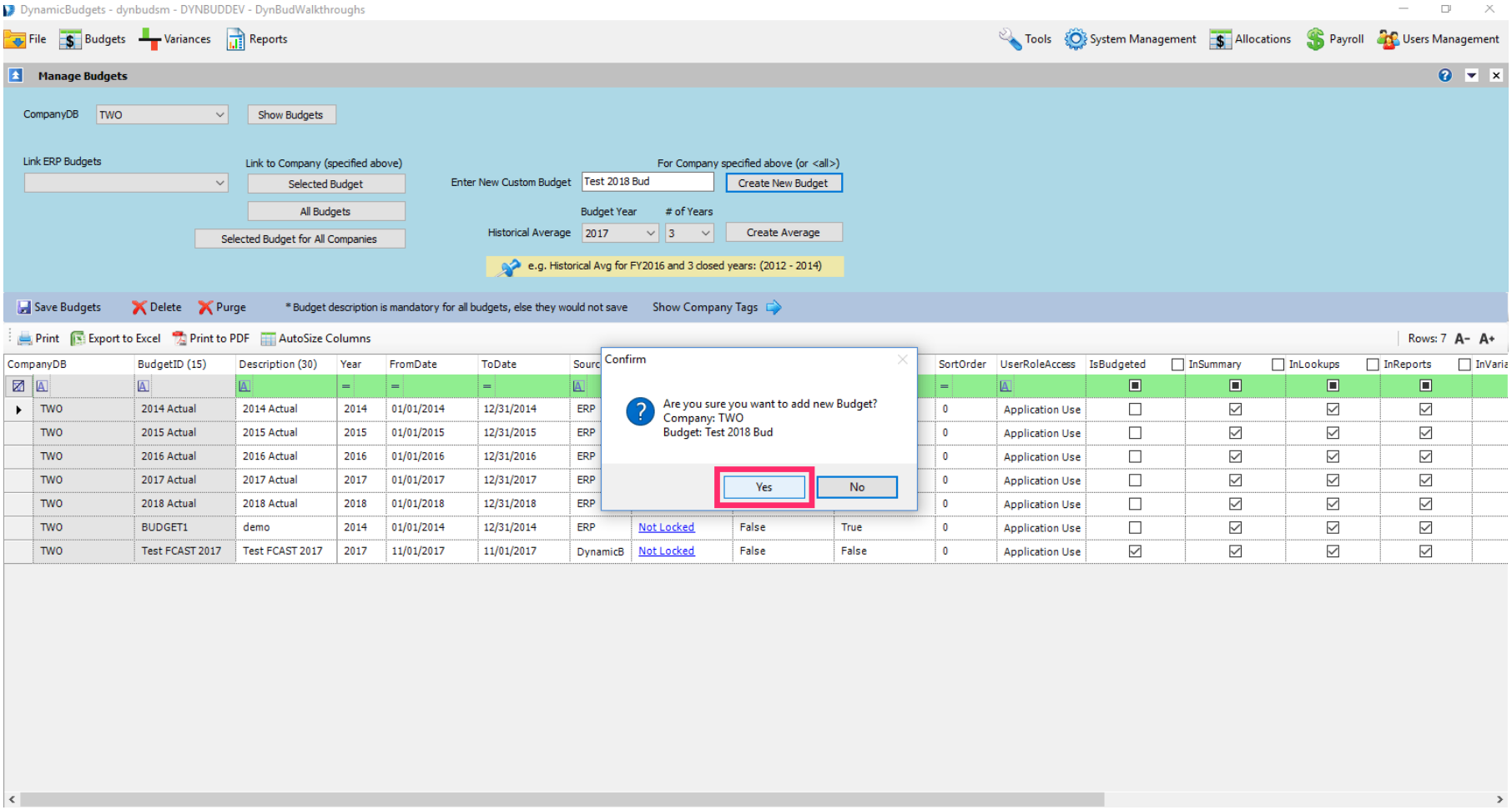
In this example, we will use "Test FCAST 2017." Click on Create New Budget Click Yes to confirm you want to add a new budget named Test FCAST 2017.



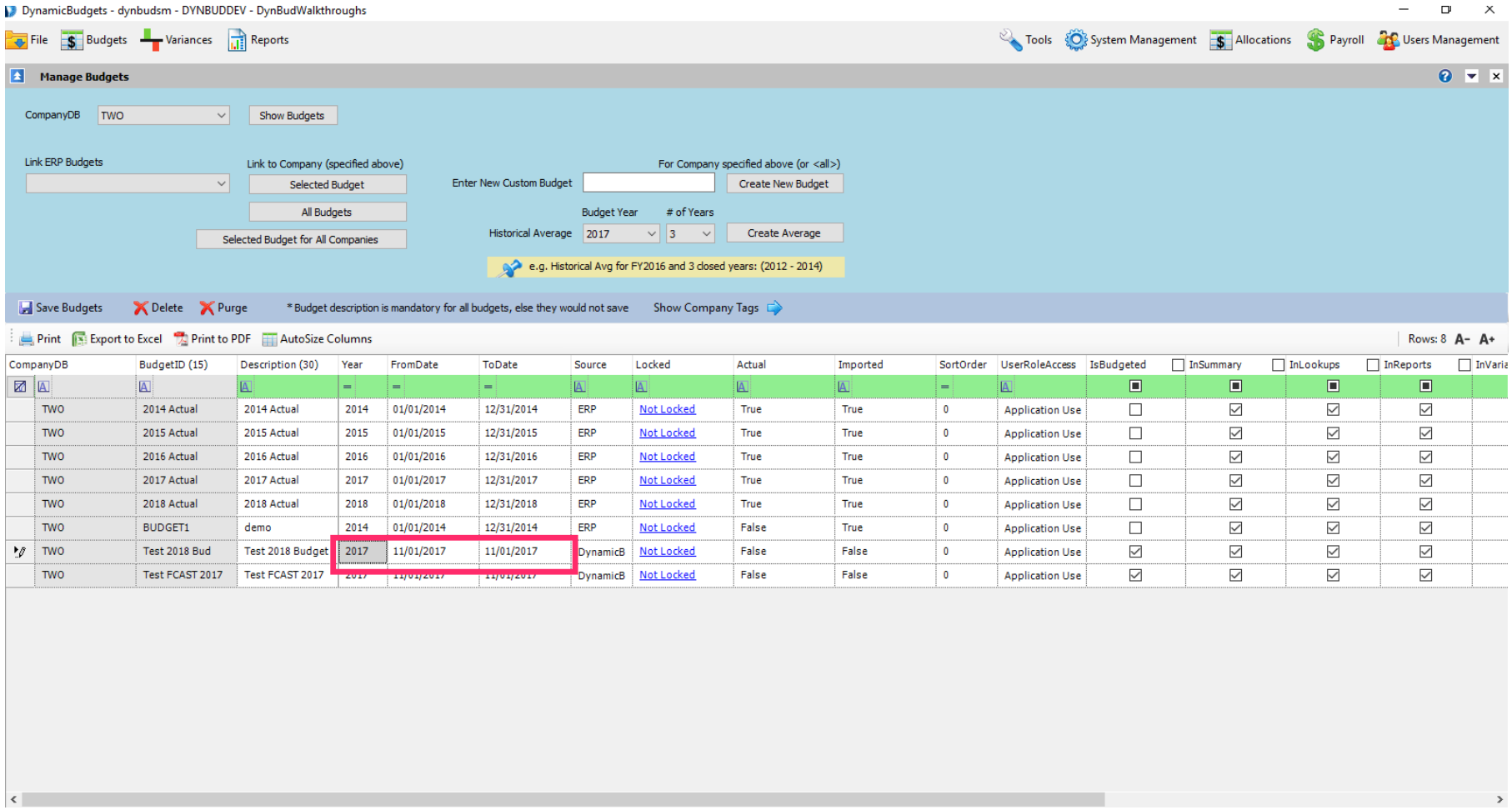
Now create another new Budget or Forecast. Click in the New Custom Budget box and type a name.



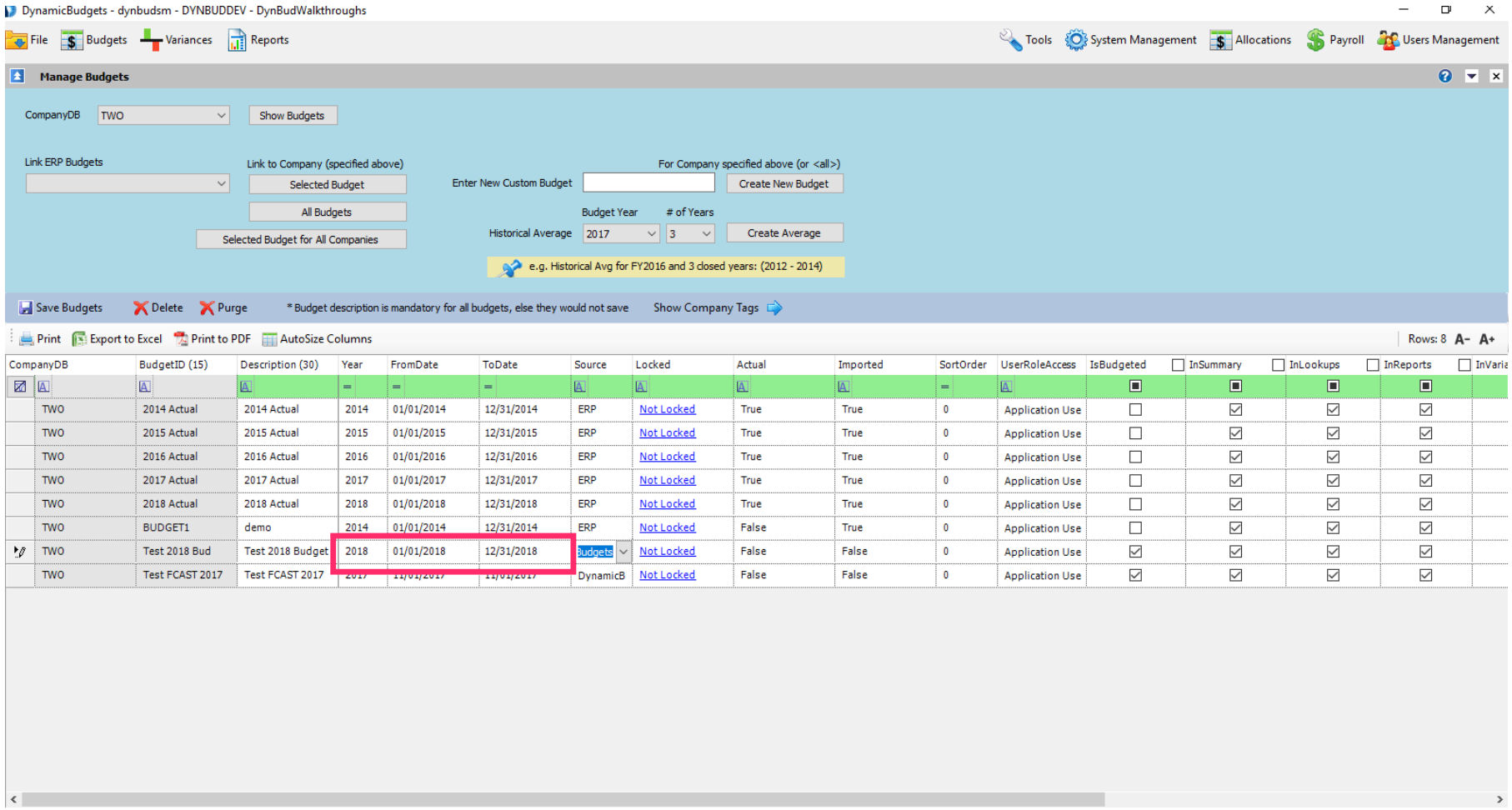
In this example, we will use "Test 2018 Bud." Click on Create New Budget Click Yes to confirm you want to add a new budget named Test 2018 Bud.



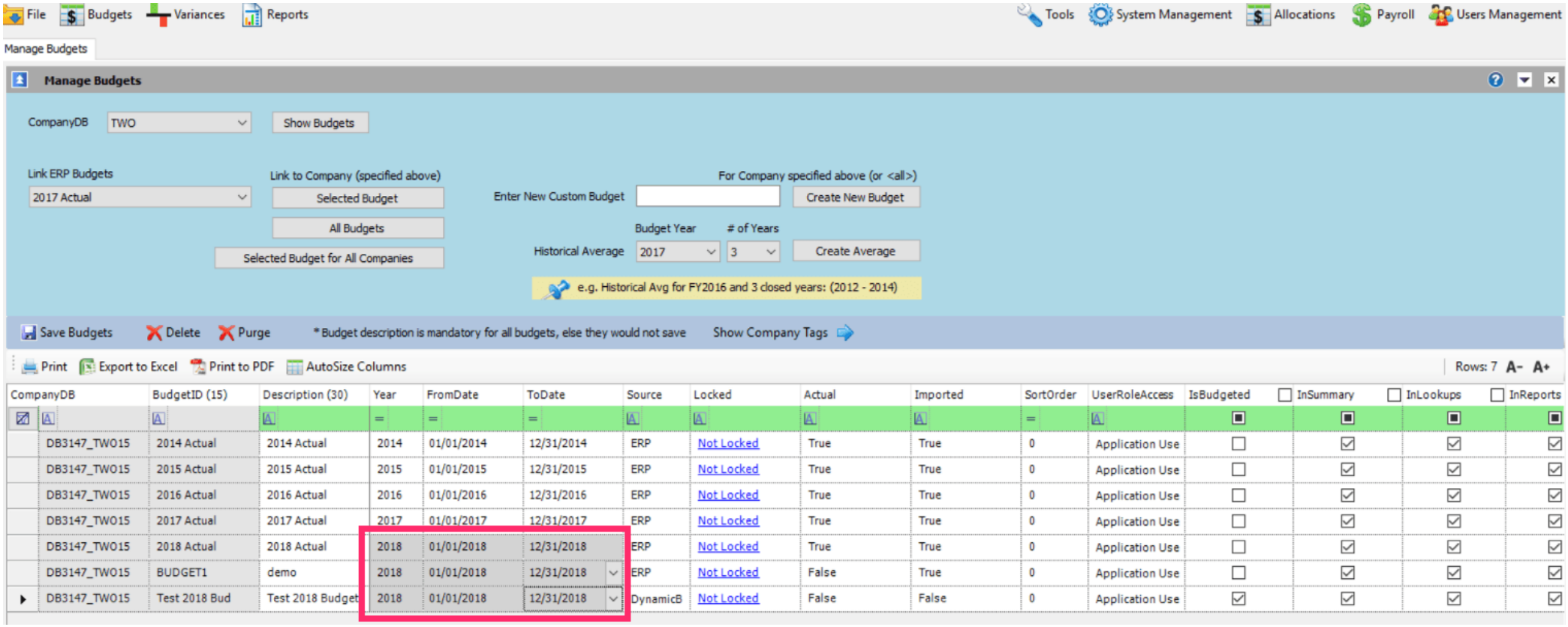
When a new budget is created, the Year, from and to date defaults to the current year and 1st day of the current month. For example, today is Nov 20, 2017. The default Year is 2017. Nov 1st is The From & To Date.



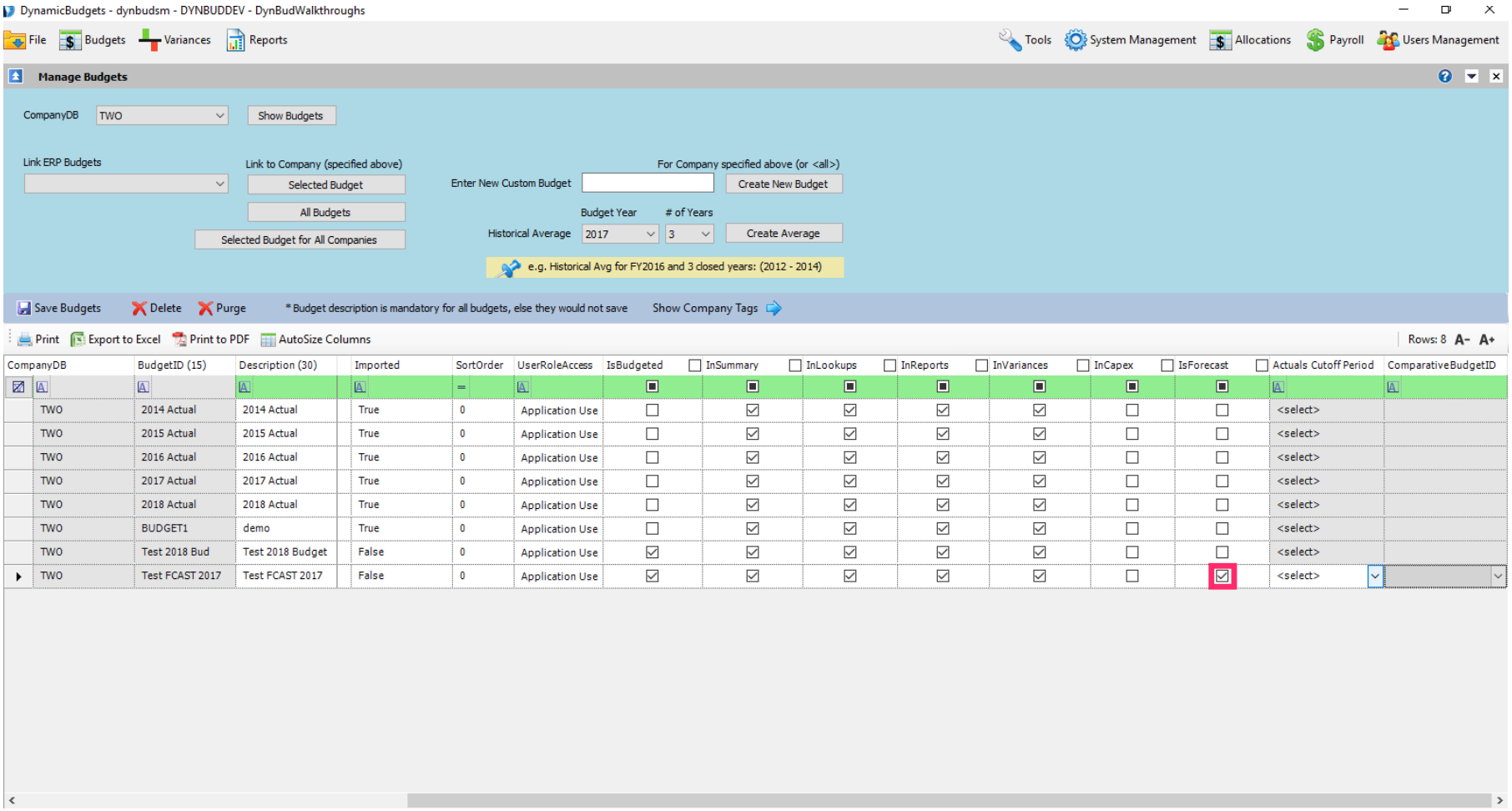
Correct the Year, From and To Date by clicking in the cells. Then enter the Year, 1st & last day of the appropriate period.



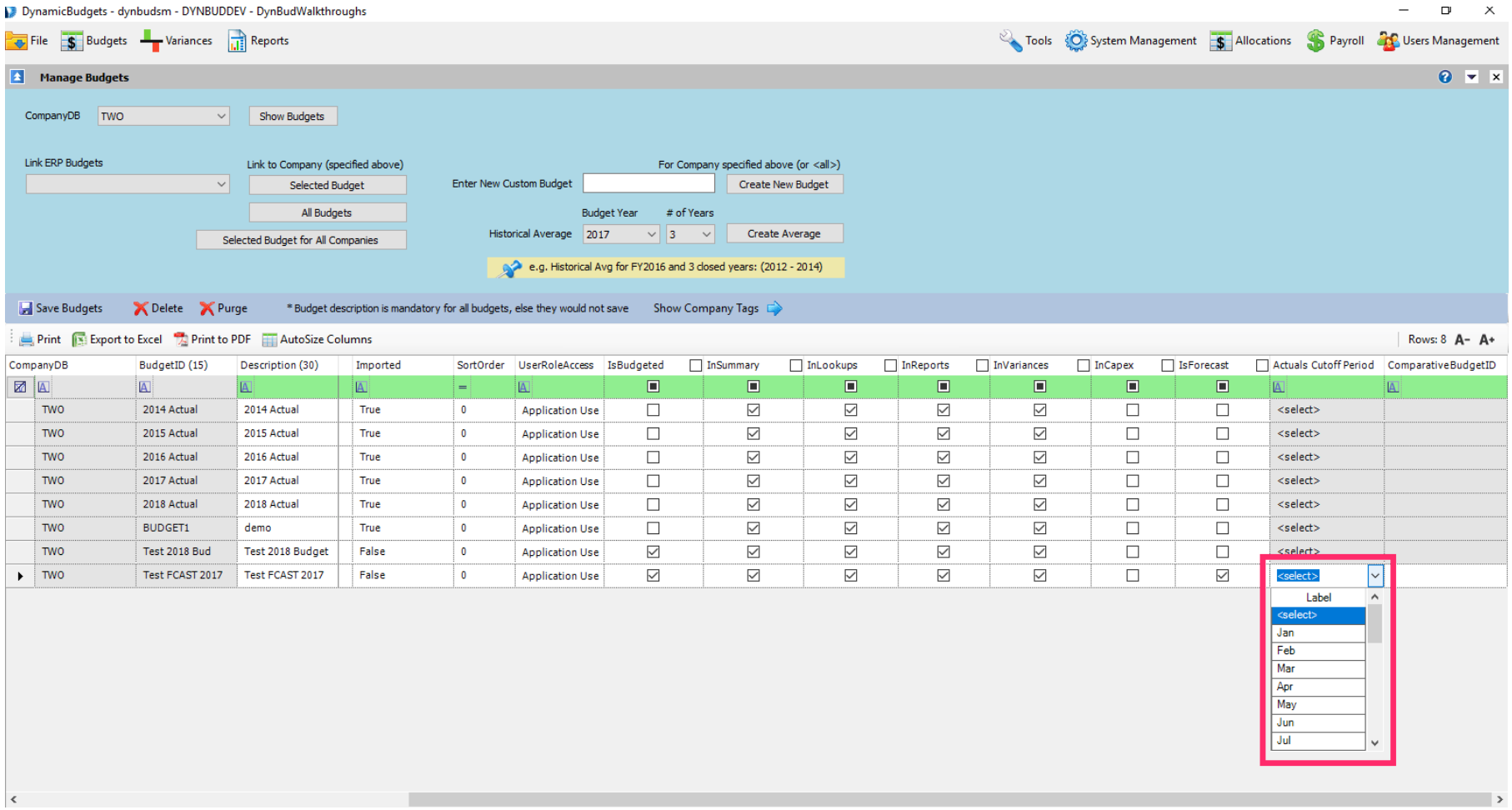
If you have multiple rows where these dates need to be changed, click on the row cell, shift, right arrow to capture the dates needed. Use shortcuts: Control C, to copy or Right Click, copy Control V, to paste or Right Click, paste



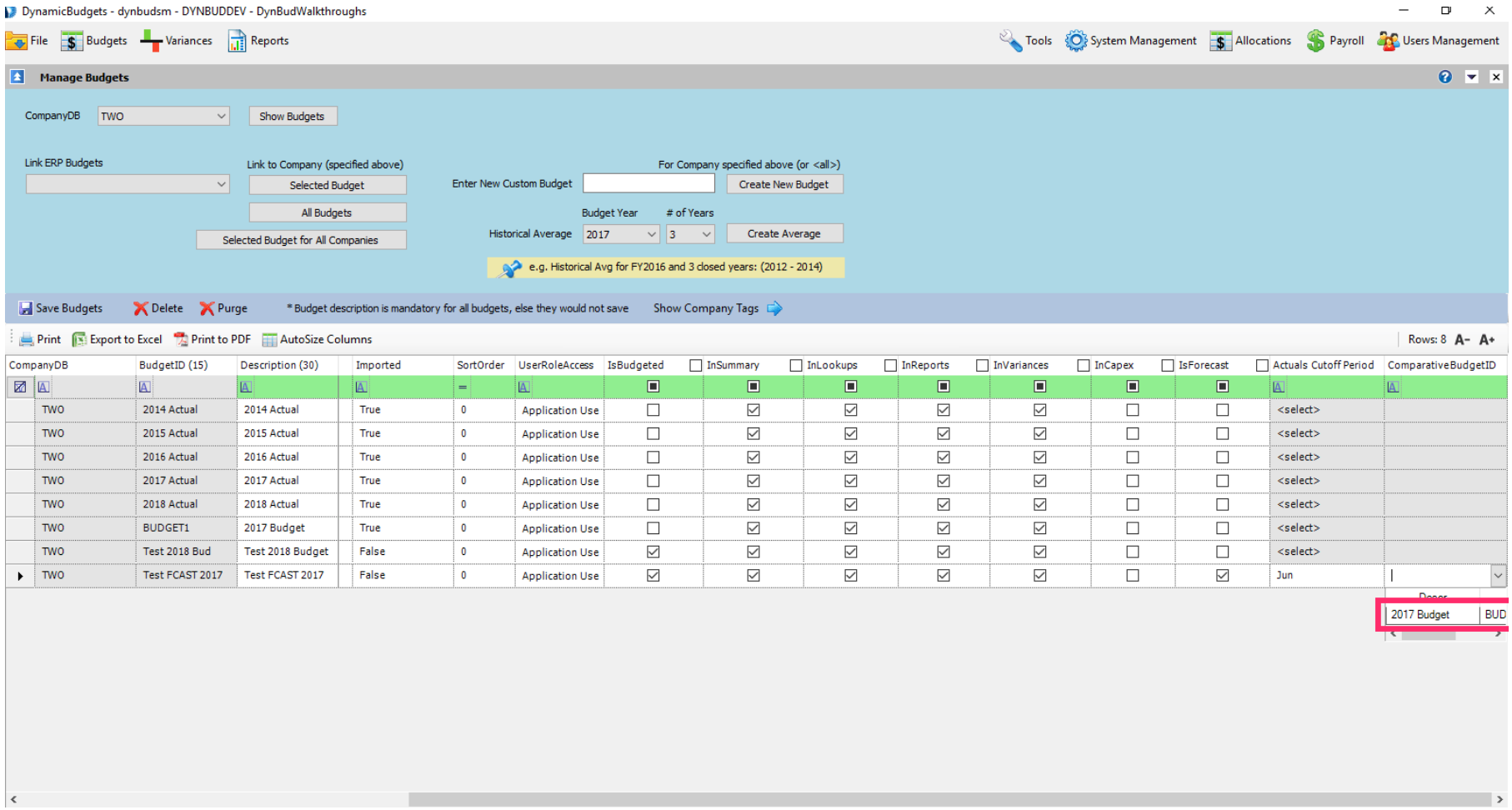
Scroll to the right and enter a Checkmark in the IsForecast box. This makes this budget available as a forecast.



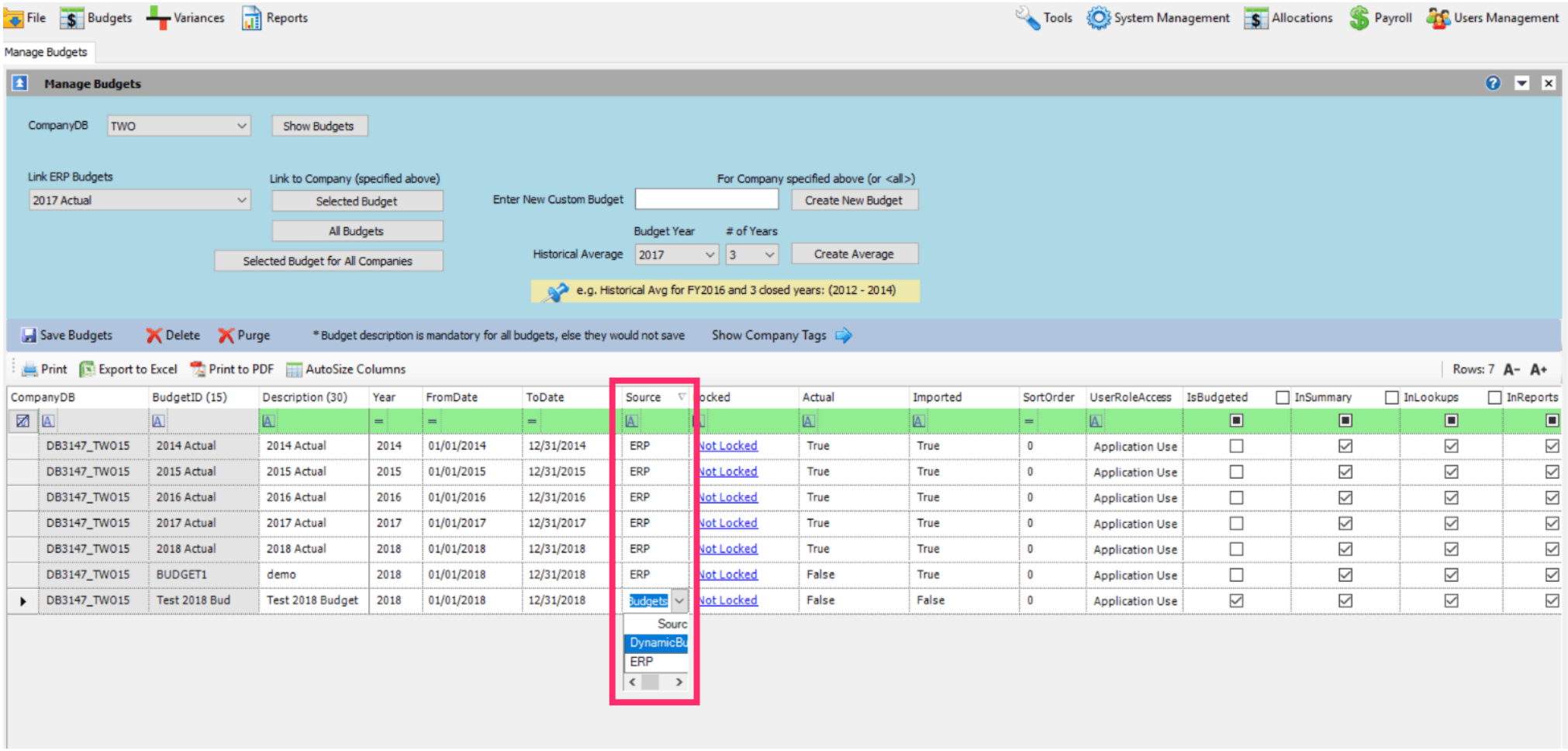
Now, select from the dropdown menu the actuals cut-off period.



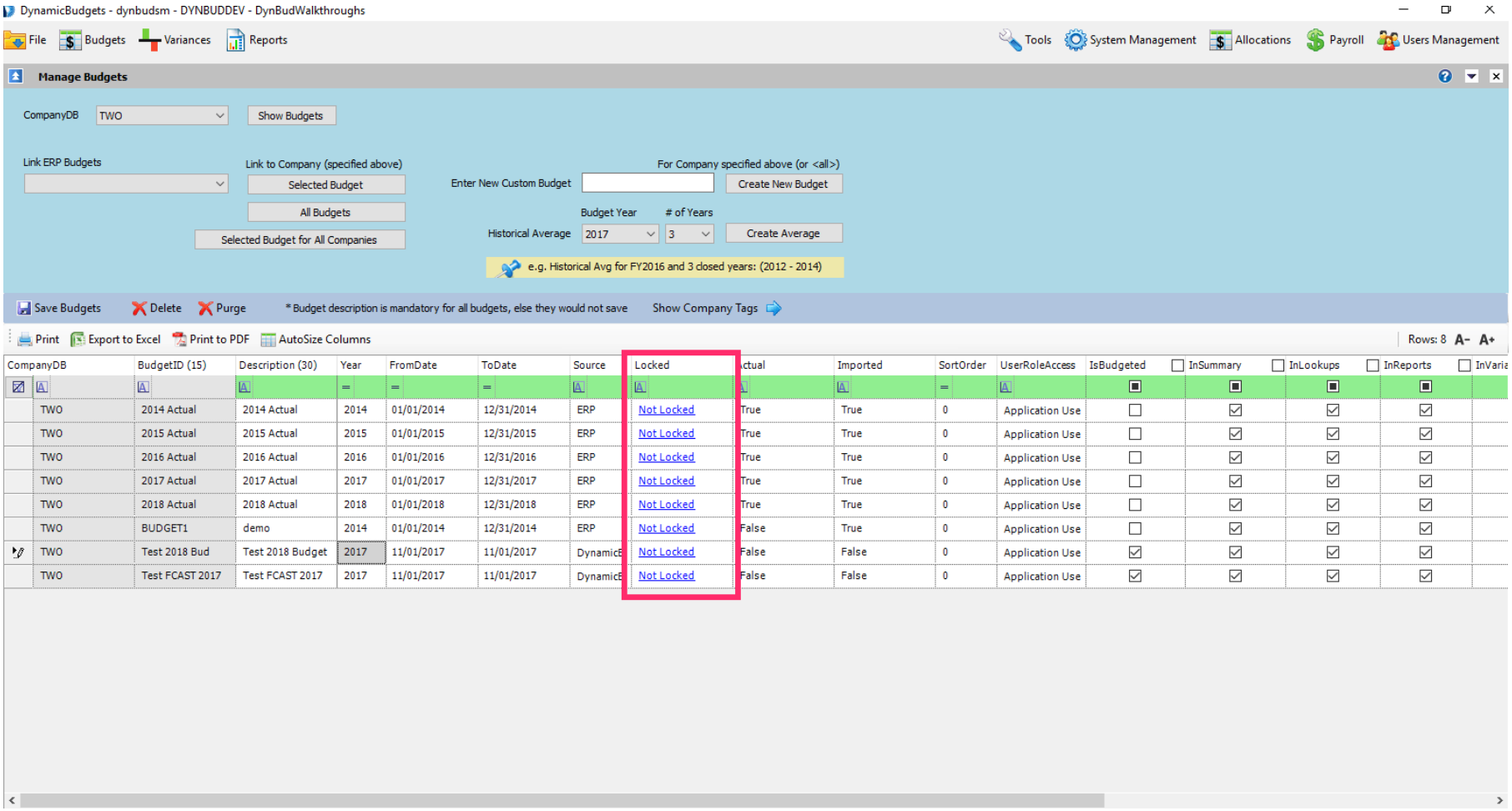
Choose a comparative BudgetID for that year. In this example, we will use 2017 Budget.



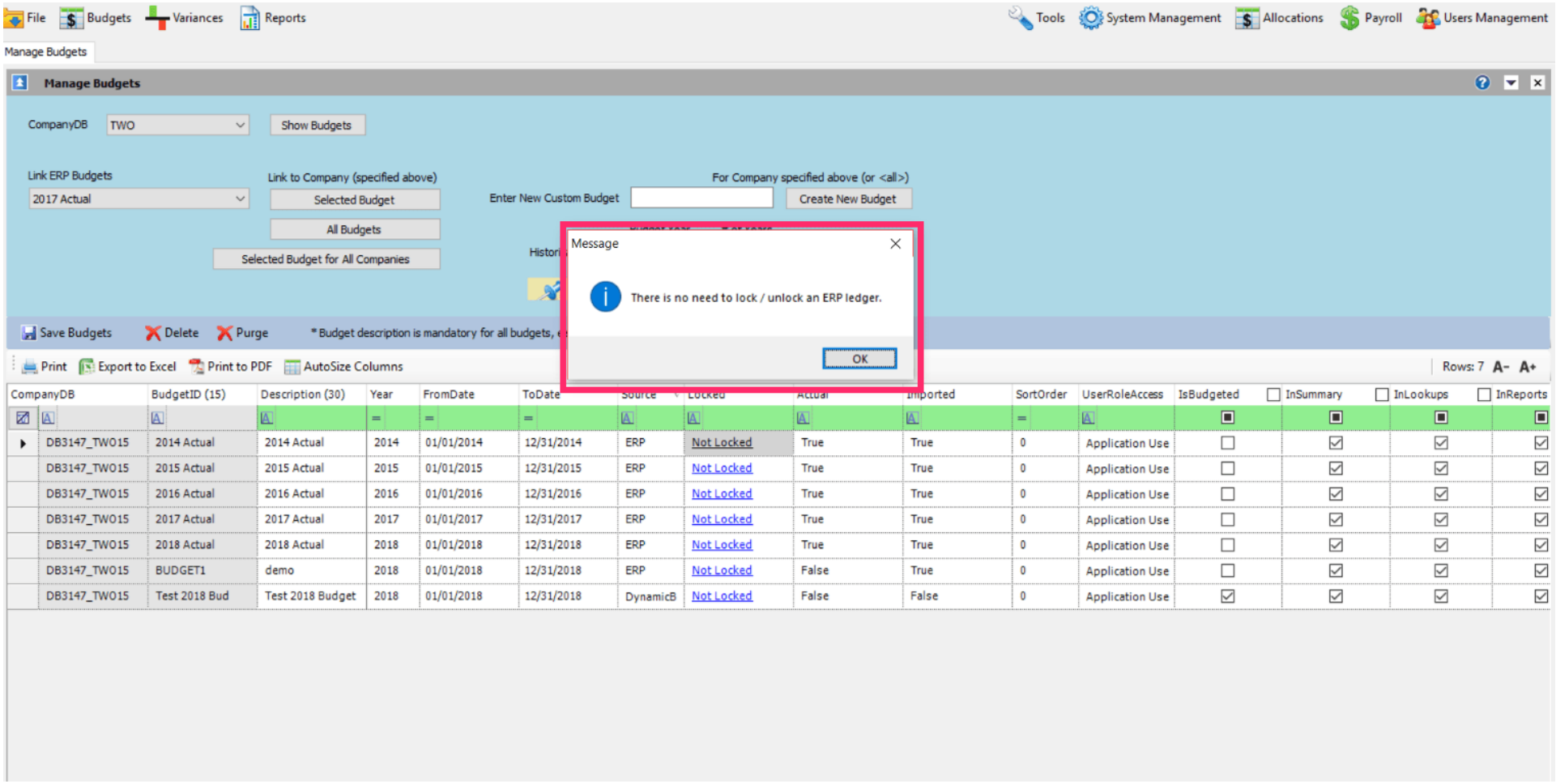
Note: The source field is either ERP or Dynamic Budgets. This is just an indicator of where the data came from.



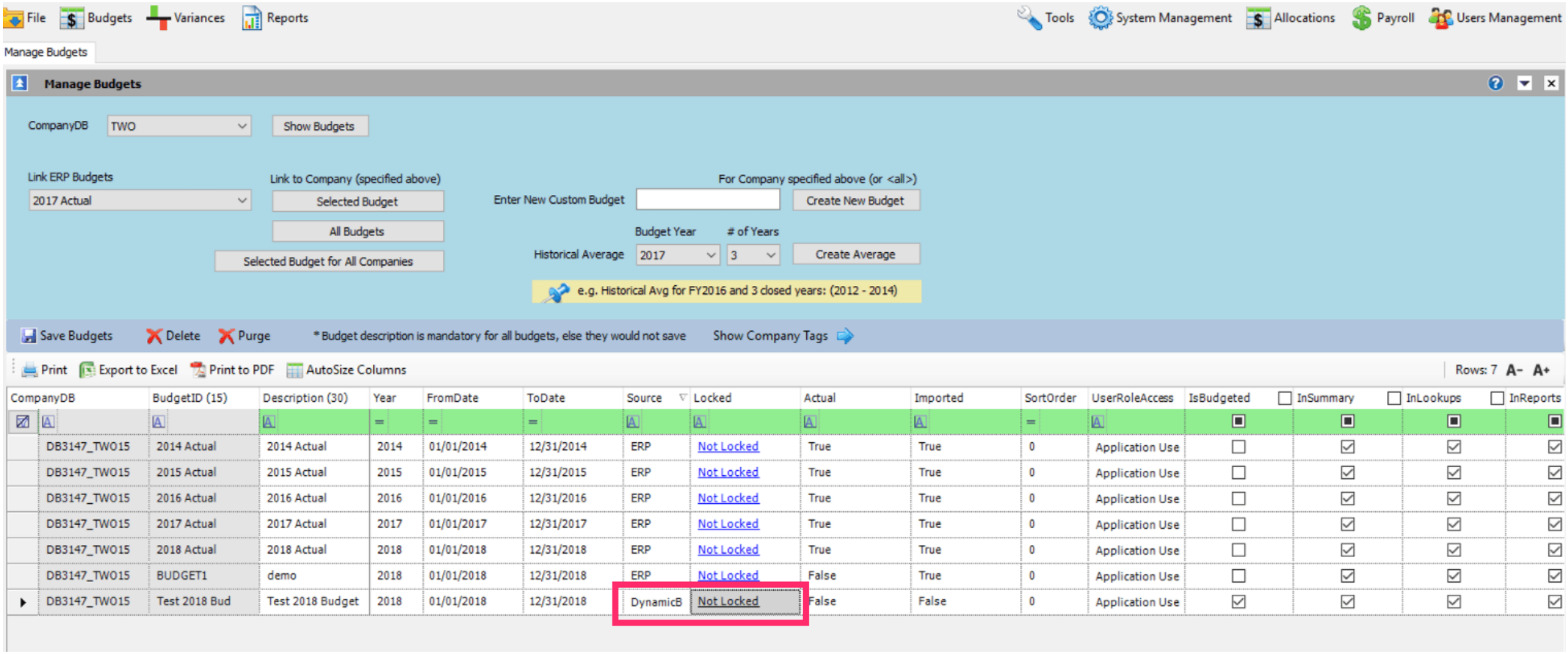
Note: In the locked field, data can be locked/unlocked. The client determines whether or not to allow changes in these budgets.



In the locked field, there is no need to lock/unlock an ERP source ledger. This is actual data from GP.

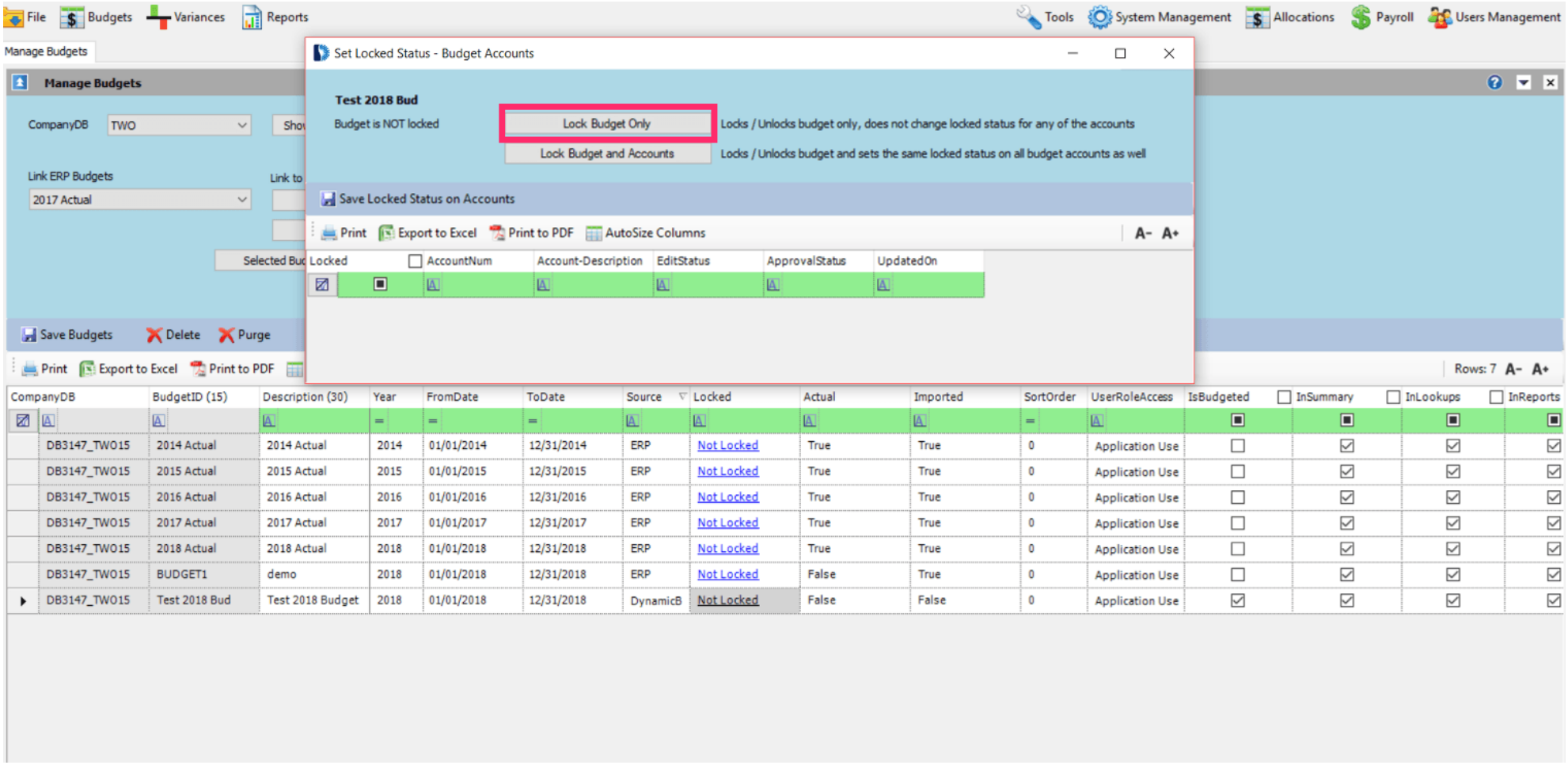


In the locked field, you can lock/unlock when the data source is Dynamic Budgets because these are budgets created in the budget system.

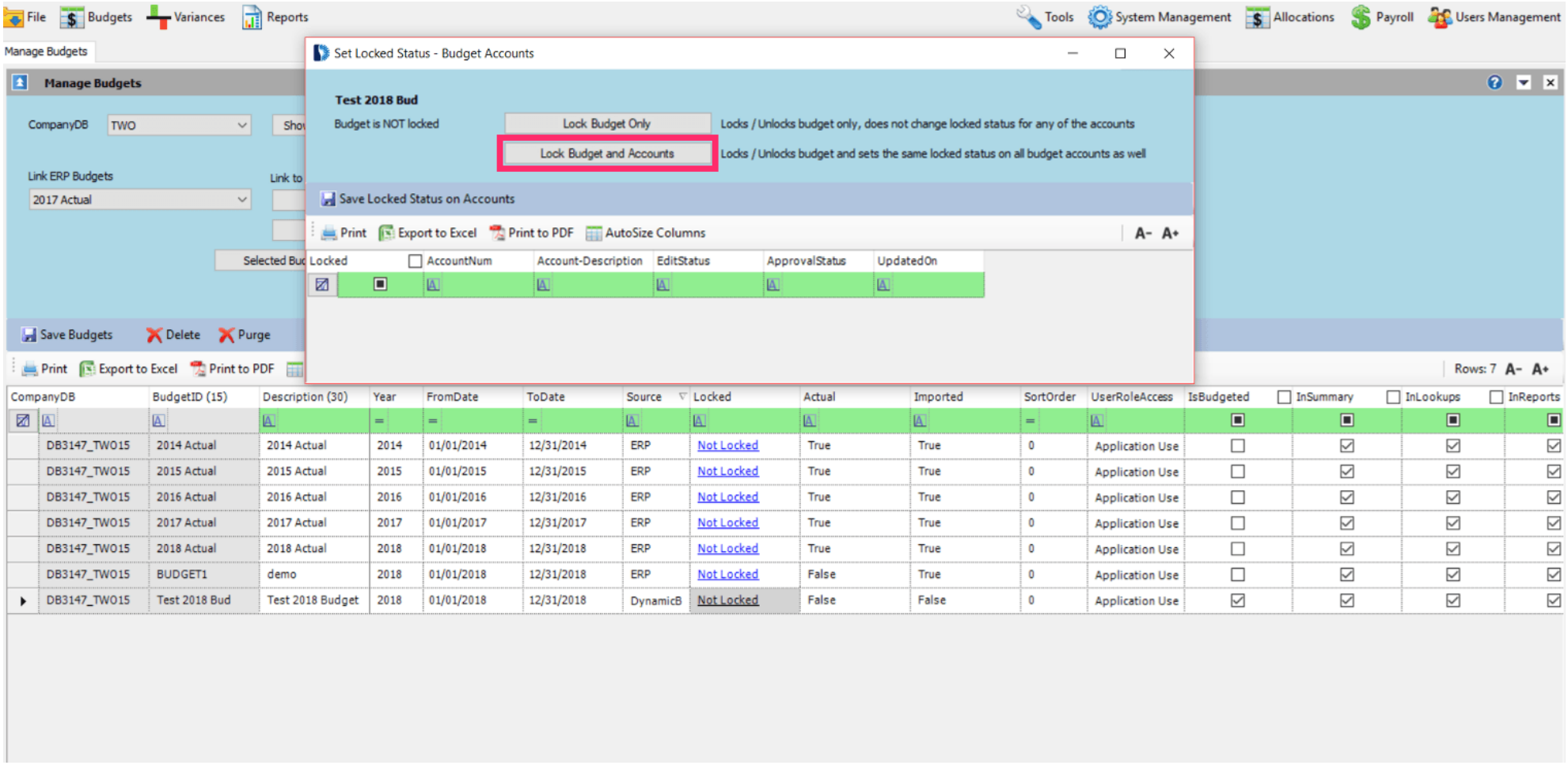


CompanyDB	BudgetID (15)	Description (30)	Year	FromDate	ToDate	Source	Locked	Actual	Imported	SortOrder	UserRoleAccess	IsBudgeted	InSummary	InLookups	InReports
DB3147_TWO15	2014 Actual	2014 Actual	2014	01/01/2014	12/31/2014	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_TWO15	2015 Actual	2015 Actual	2015	01/01/2015	12/31/2015	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_TWO15	2016 Actual	2016 Actual	2016	01/01/2016	12/31/2016	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_TWO15	2017 Actual	2017 Actual	2017	01/01/2017	12/31/2017	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_TWO15	2018 Actual	2018 Actual	2018	01/01/2018	12/31/2018	ERP	Not Locked	True	True	0	Application Use	☐	☑	☑	☑
DB3147_TWO15	BUDGET1	demo	2018	01/01/2018	12/31/2018	ERP	Not Locked	False	True	0	Application Use	☐	☑	☑	☑
DB3147_TWO15	Test 2018 Bud	Test 2018 Budget	2018	01/01/2018	12/31/2018	DynamicB	Not Locked	False	False	0	Application Use	☑	☑	☑	☑

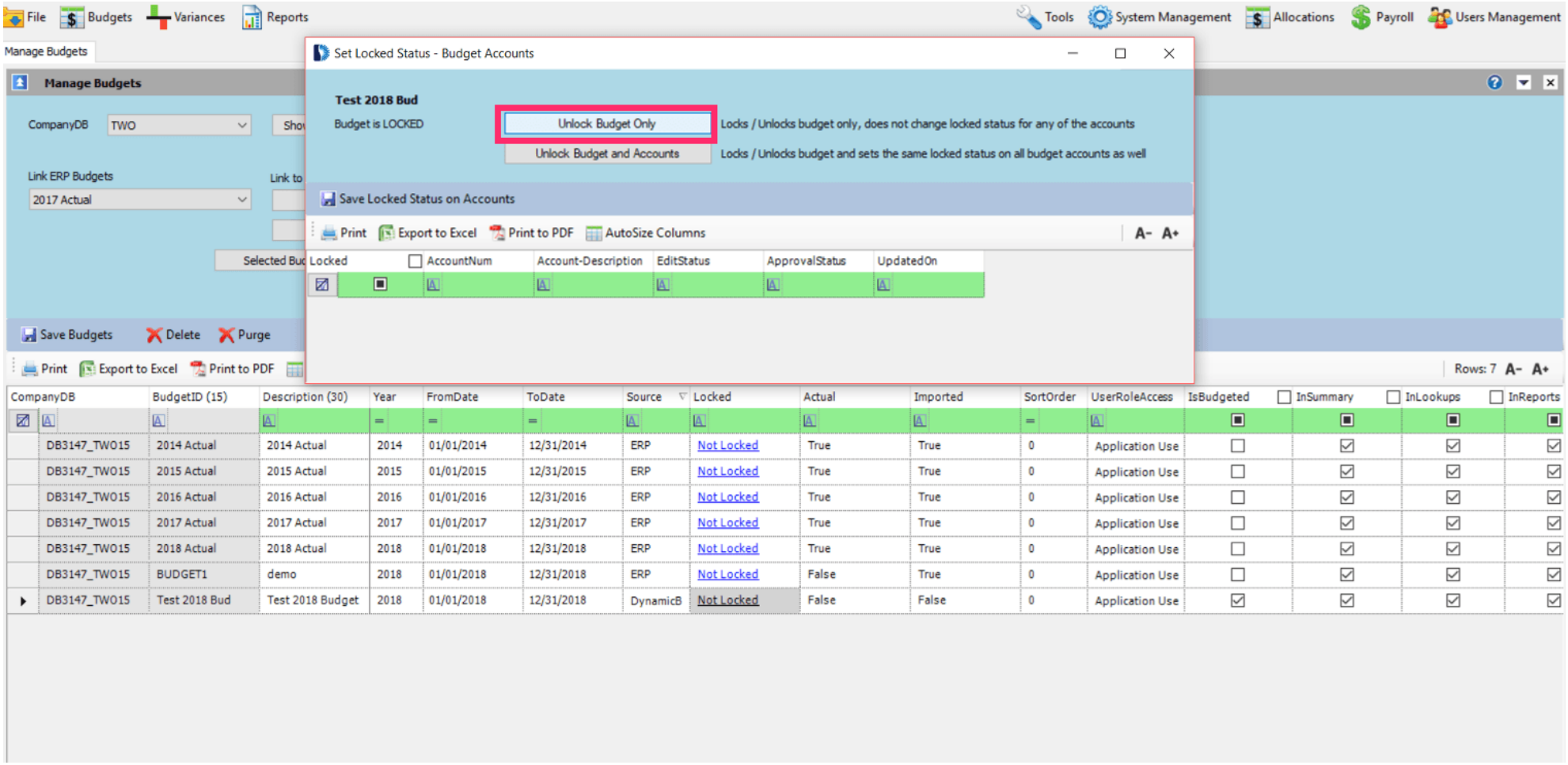
Lock budget only does not change locked status for any of the accounts.



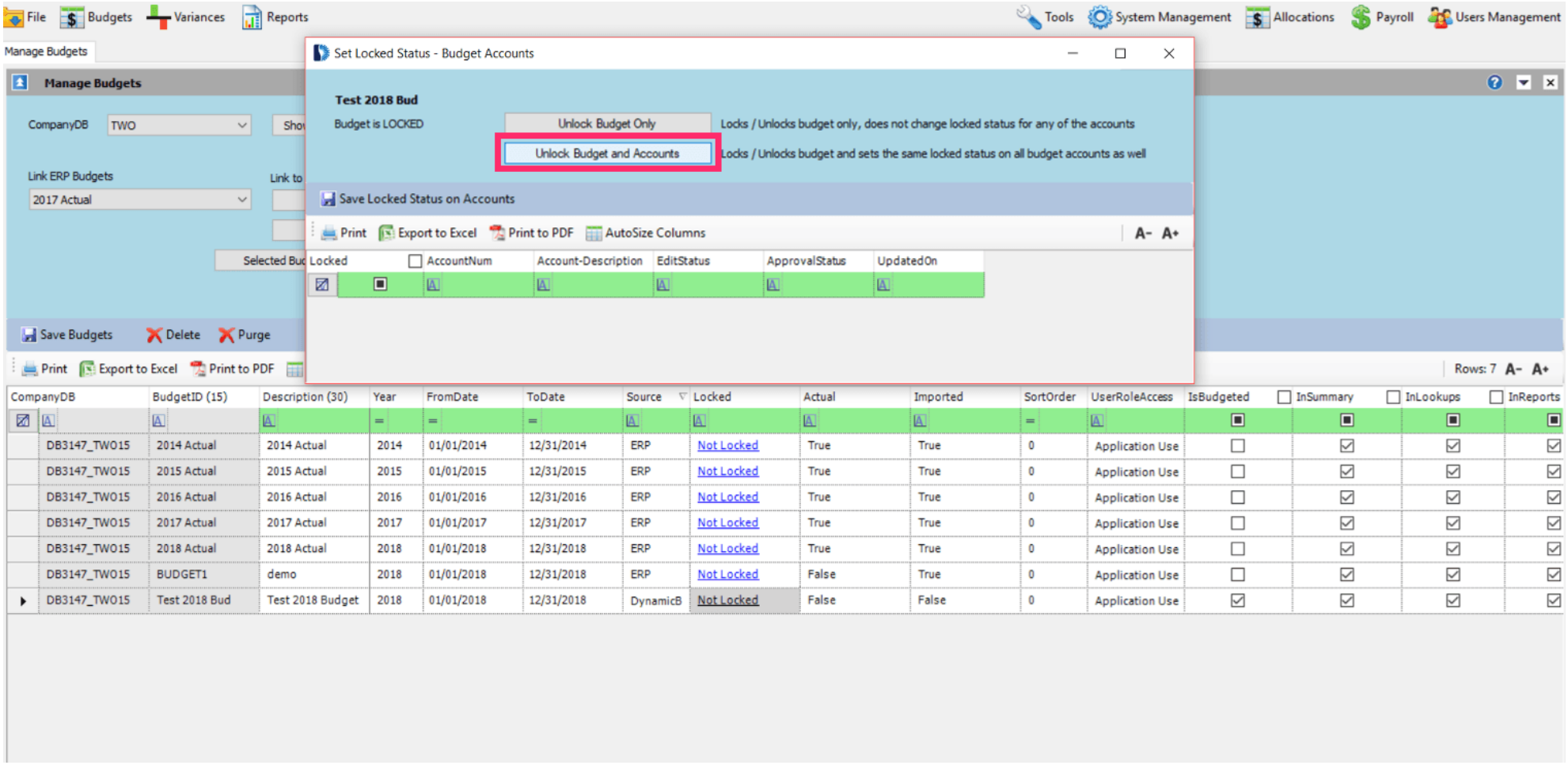
Lock budget and accounts sets the same locked status on all budget accounts as well.



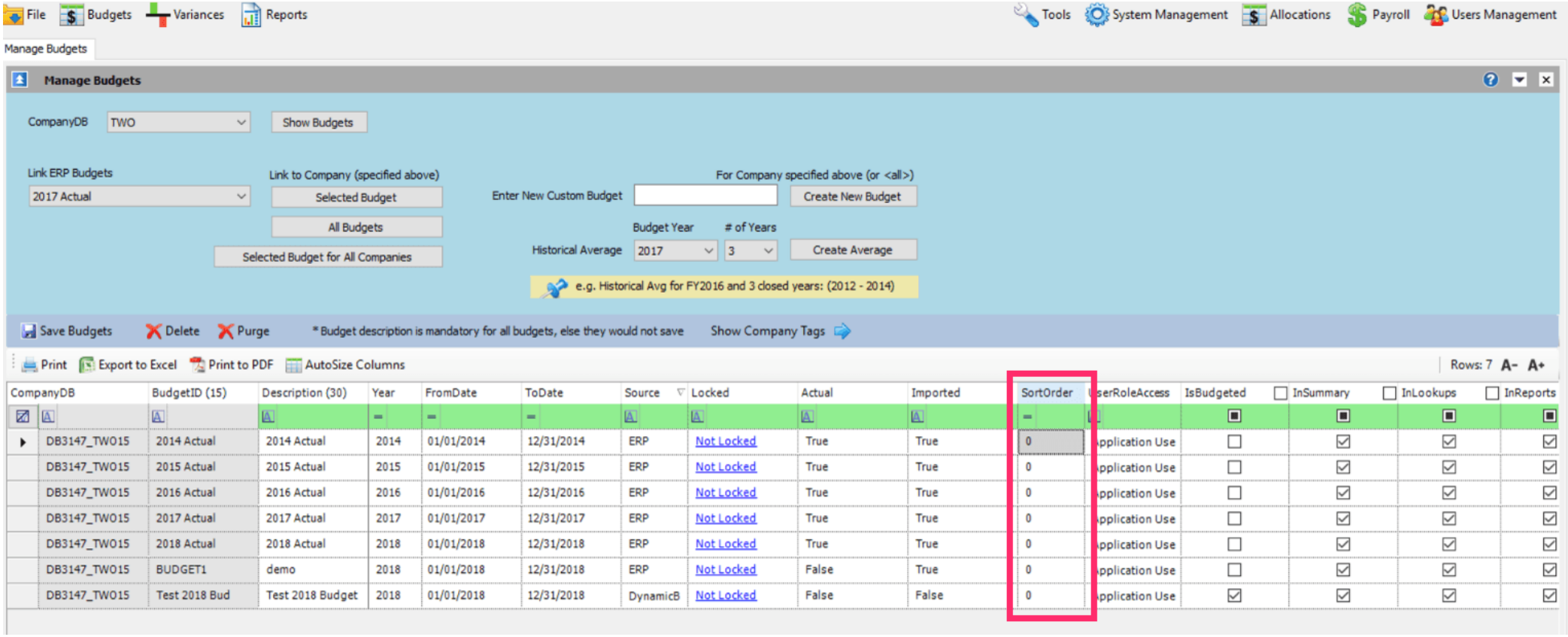
Unlock budget only does not change locked status for any of the accounts.



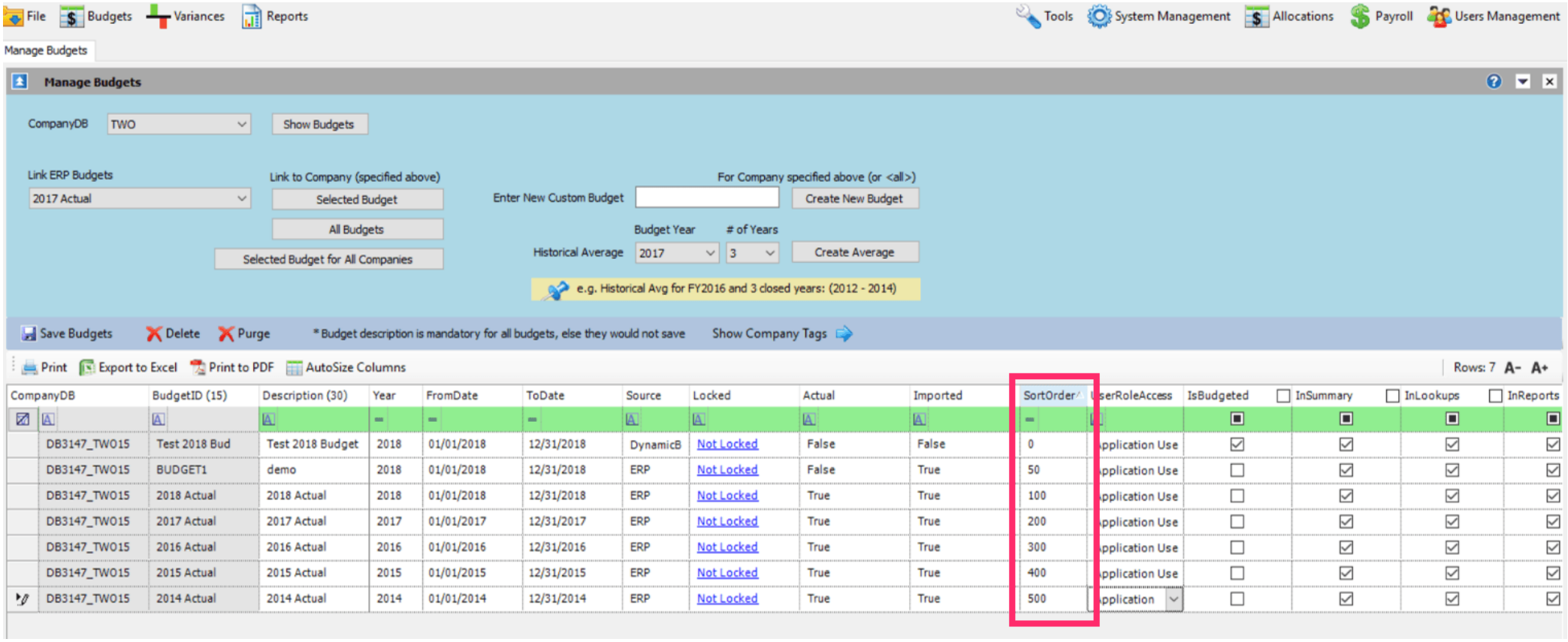
Unlock budget and accounts sets the same locked status on all budget accounts as well.



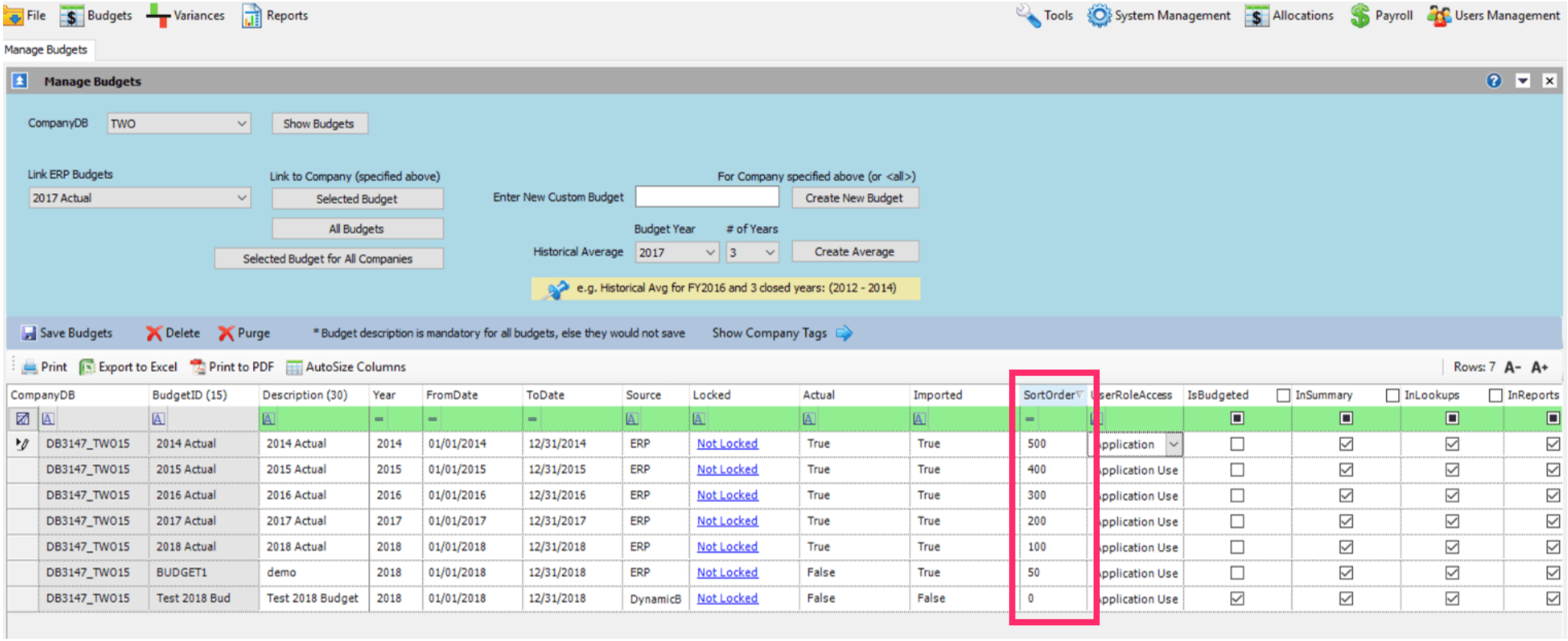
In the SortOrder field, you can set the order of importance for the budgets listed. They all start at zero. Typically, the current year stays at zero. Previous years are larger numbers (i.e. 50, 100, 200, 300, so on and so forth.)



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.

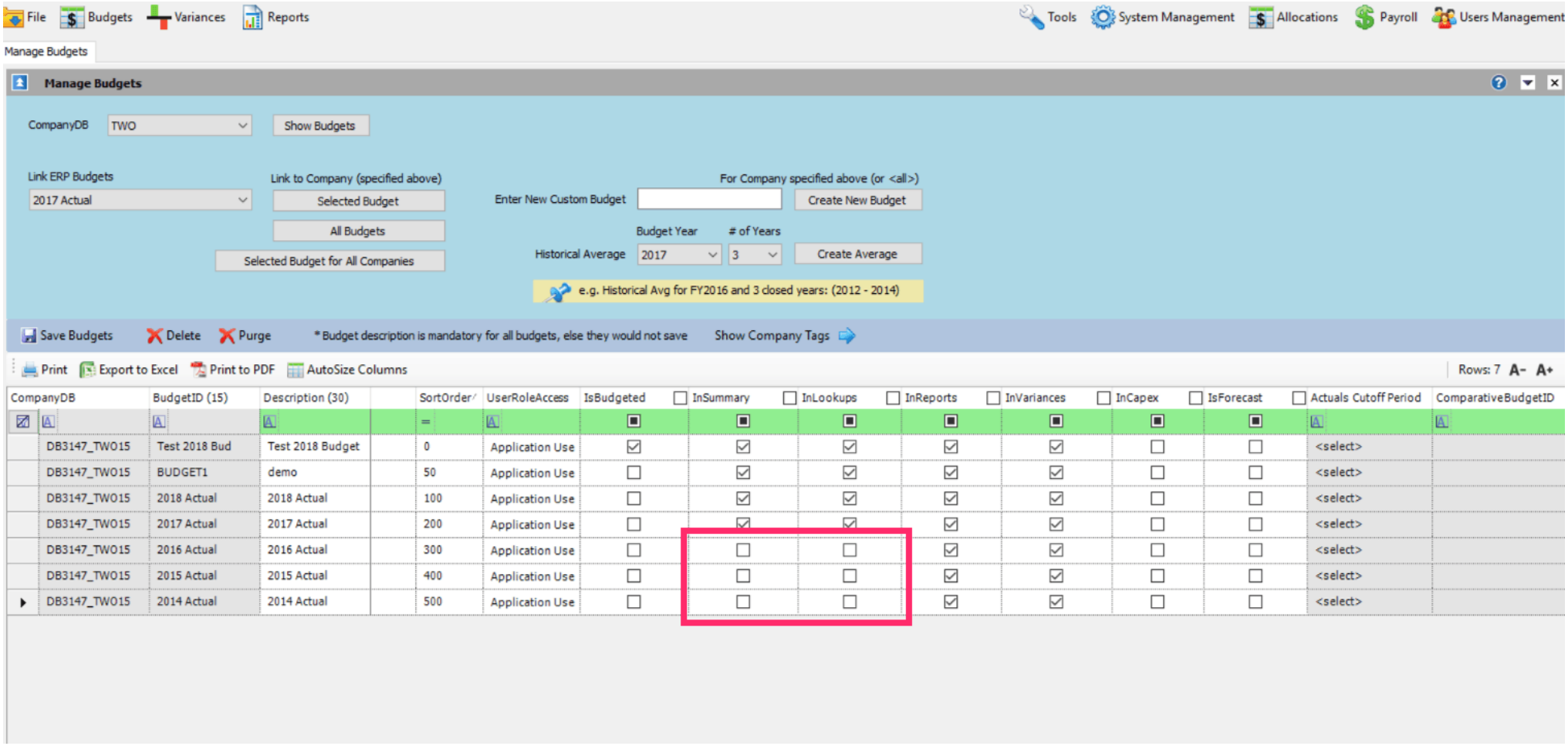


SortOrder (Descending) This list the budgets from the previous years to current year.

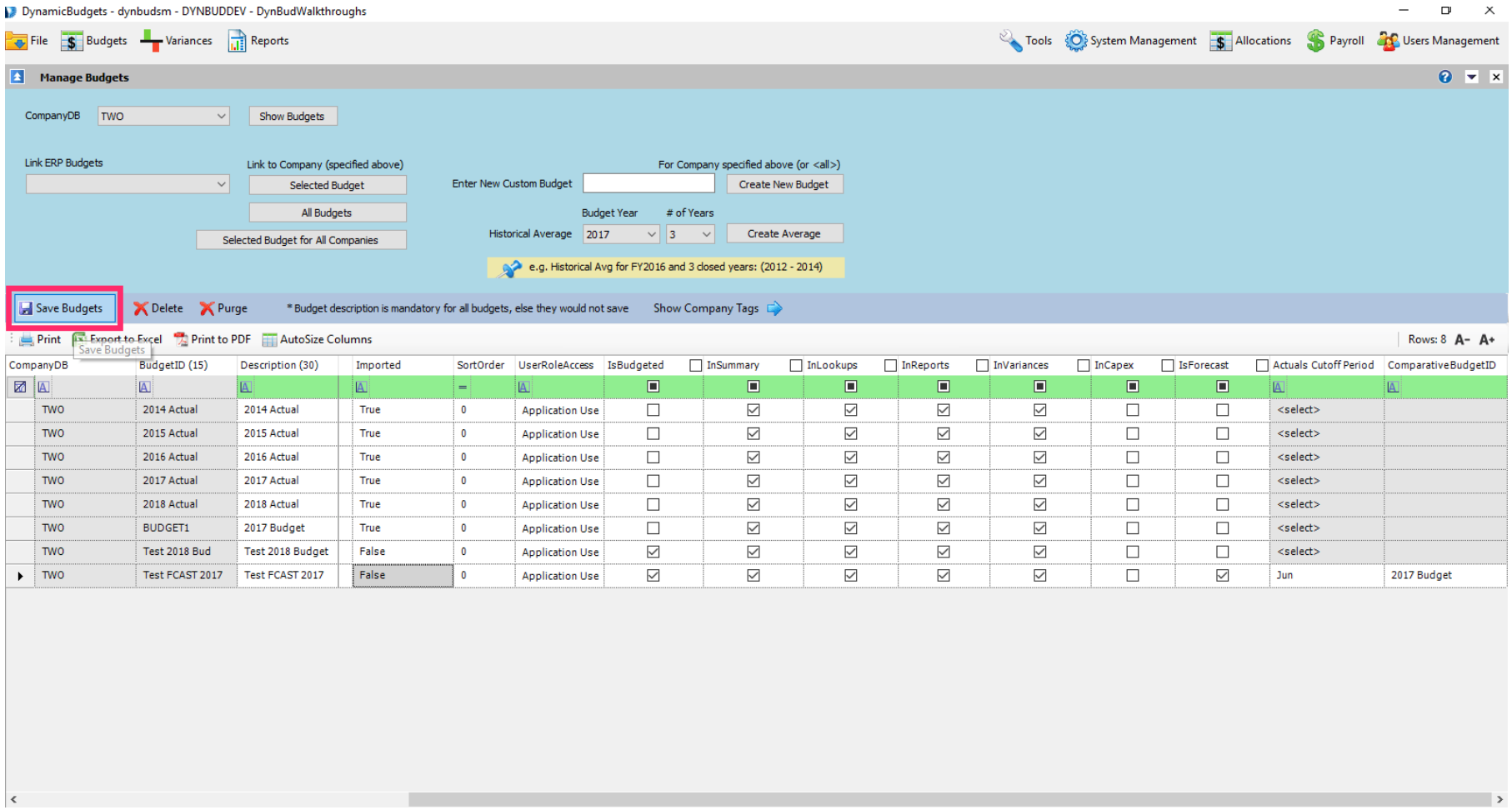


CompanyDB	BudgetID (15)	Description (30)	Year	FromDate	ToDate	Source	Locked	Actual	Imported	SortOrder	UserRoleAccess	IsBudgeted	InSummary	InLookups	InReports
DB3147_TWO15	2014 Actual	2014 Actual	2014	01/01/2014	12/31/2014	ERP	Not Locked	True	True	500	Application	☐	☑	☑	☑
DB3147_TWO15	2015 Actual	2015 Actual	2015	01/01/2015	12/31/2015	ERP	Not Locked	True	True	400	Application Use	☐	☑	☑	☑
DB3147_TWO15	2016 Actual	2016 Actual	2016	01/01/2016	12/31/2016	ERP	Not Locked	True	True	300	Application Use	☐	☑	☑	☑
DB3147_TWO15	2017 Actual	2017 Actual	2017	01/01/2017	12/31/2017	ERP	Not Locked	True	True	200	Application Use	☐	☑	☑	☑
DB3147_TWO15	2018 Actual	2018 Actual	2018	01/01/2018	12/31/2018	ERP	Not Locked	True	True	100	Application Use	☐	☑	☑	☑
DB3147_TWO15	BUDGET1	demo	2018	01/01/2018	12/31/2018	ERP	Not Locked	False	True	50	Application Use	☐	☑	☑	☑
DB3147_TWO15	Test 2018 Bud	Test 2018 Budget	2018	01/01/2018	12/31/2018	DynamicB	Not Locked	False	False	0	Application Use	☑	☑	☑	☑

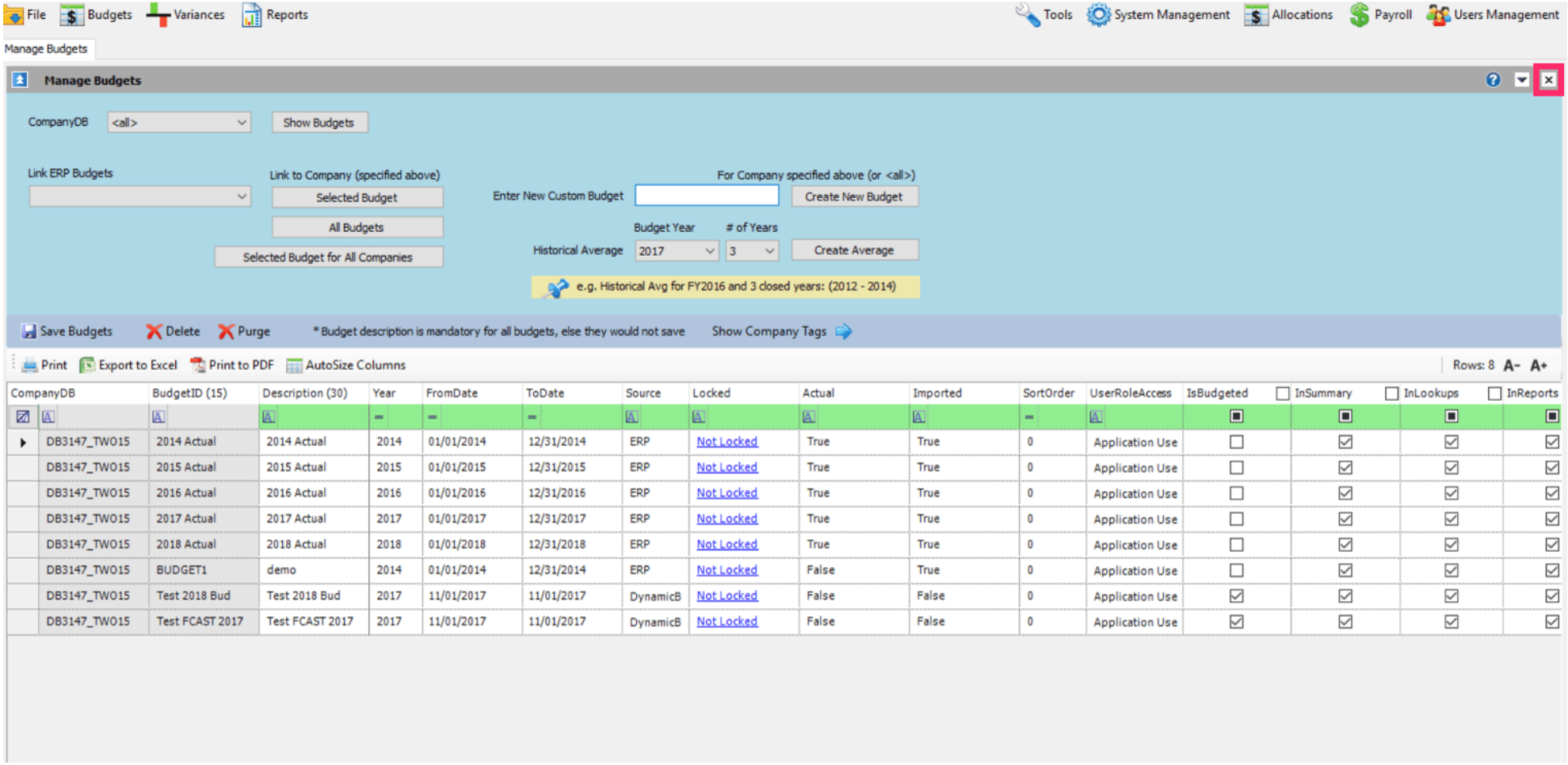
If you do not want to display this much history on screen, uncheck InSummary and InLookups. Also, this makes them unavailable for calculation and they will not display at the bottom of the screen.



Now click on Save Budgets. A message will appear that reads, Saved Budgets Successfully.



Click on the X to close this screen.



That's It. You're Done.