Dynamic Budgets User Guide for Manage Objects

Manage Objects: Module Purpose The client's objects already in GP, are synchronized/ added from GP into the Dynamic Budgets manage object screen. Add'l setup procedures are completed including flags, sensitivity levels, object rollups & tag labeling.
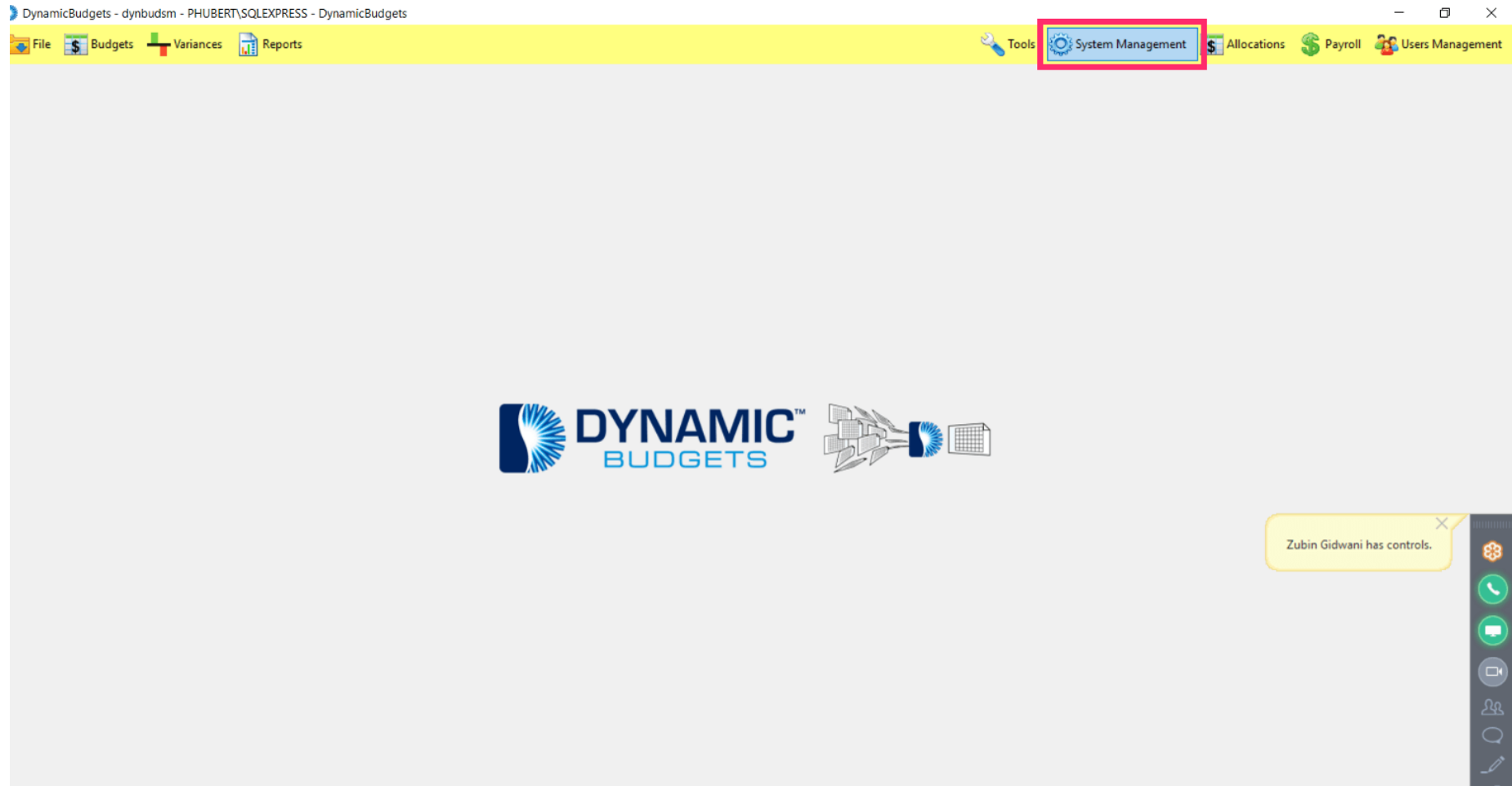
Manage Objects

Purpose: During Client Configuration, the client's Objects, which is our term for the natural or main account, are already setup in Great Plains Accounting "ERP" software. Synchronize Chart of Accounts process synchronizes/adds these new Object components from Great Plains Accounting "ERP" software into Dynamic Budget's Manage Object screen. On this screen additional setup procedures need to be completed for Object/Main Accounts including setting application flags, Sensitivity Levels, and Object Rollup and Tags labeling.
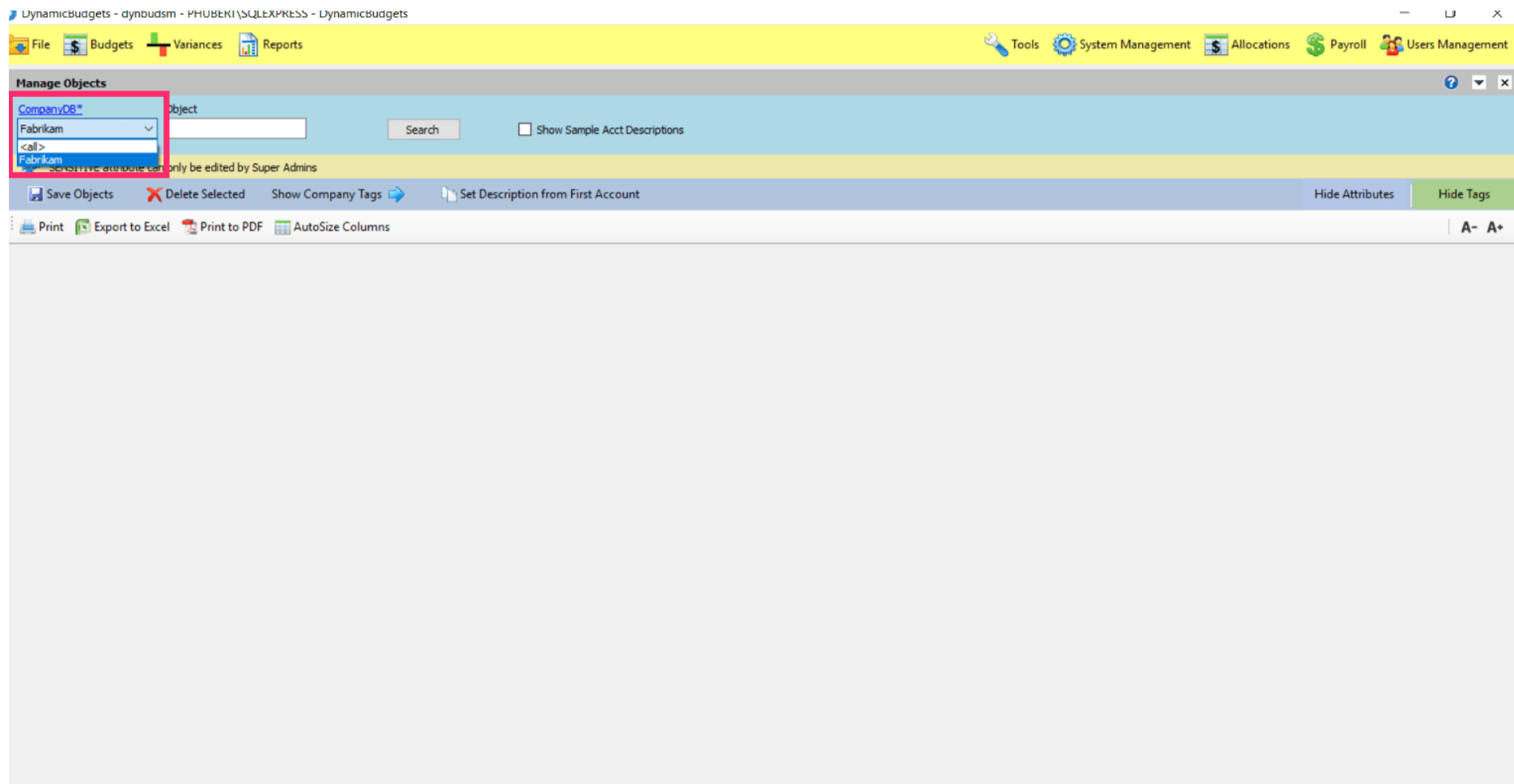
Click on System Management.

Click on Objects, Manage Objects.
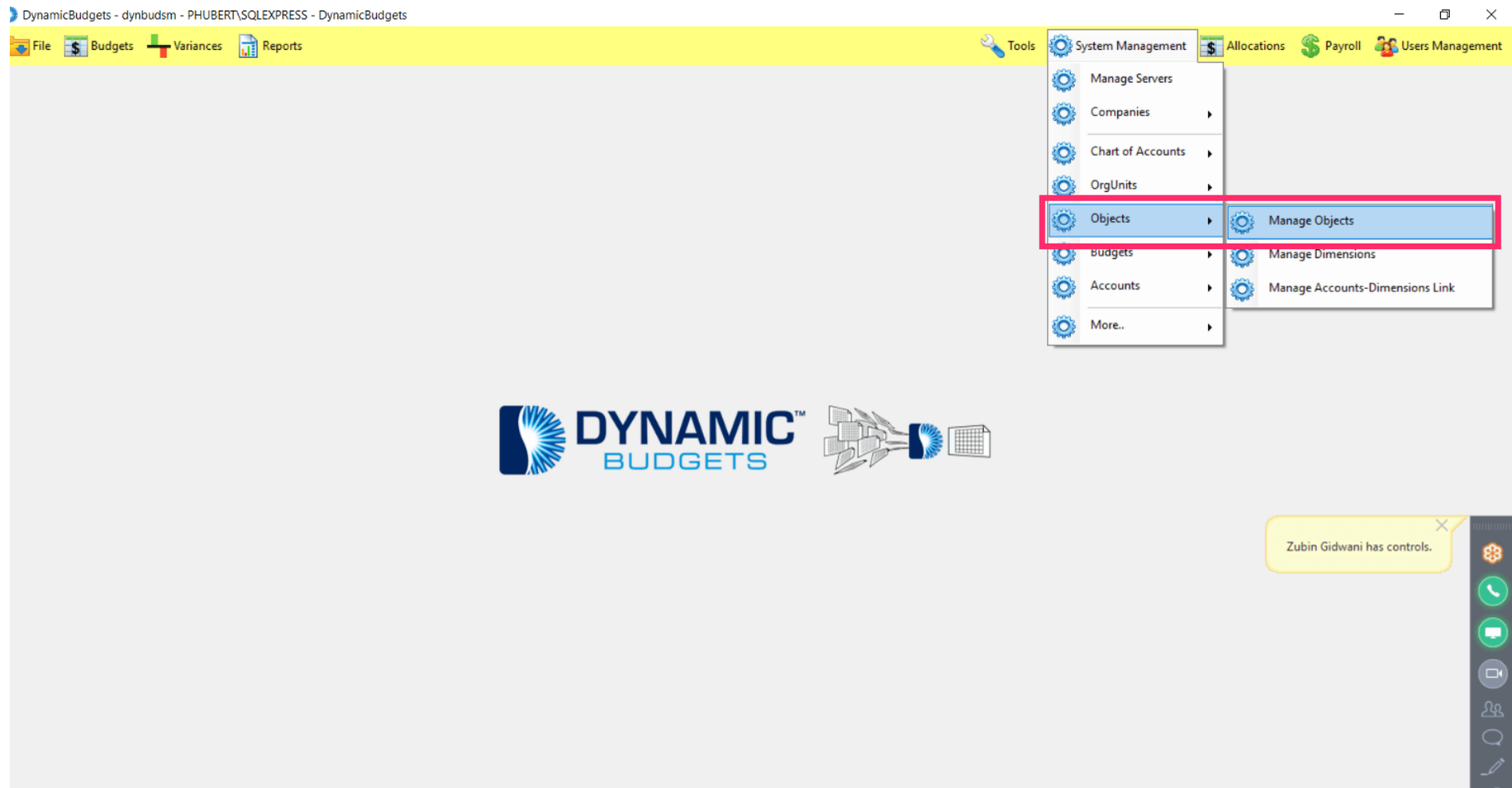
You can select a company or ALL companies from the dropdown menu. If you select ALL, all of the objects for all companies will display on the screen.

Click on Search.

The objects in the Object column are pre-sorted by the object code in ascending order. Objects are our term for main or natural accounts.

Ideally, we want to see segment descriptions here for the ERP Object Description column. It's not uncommon for this section to be blank. If this happens, check the box by Show Sample Acct Descriptions.

Click the box next to Show Sample Acct Descriptions. This will add a column called Sample Acct Descriptions. Then click on Search again. This action retrieves the description of the 1st GL code that uses the object code for the natural account listed.

Here are the Sample Acct Descriptions retrieved. You can expand the column for visibility. Note: There are two options for accepting these descriptions.

Option 1: If account descriptions are accurate & you want to accept the Sample Acct Description for all accounts, you can copy and paste the Sample Acct Descriptions to the white Description column. Use Shortcuts: Control C, to copy Control V, to paste

Option 2: If account descriptions are accurate & you want to accept the Sample Acct Description for all accounts, you can click on Set Descriptions from First Account. This will add the description for all accounts in the white Description column.

Click Yes to Confirm you want to update ALL Object descriptions with the description of the first account using each object.

Now Click on Go To Tab to accept the Sample Acct Descriptions. The system will automatically save this information. Then you will see a message that reads Update objects description completed.

Now that we have the account descriptions displayed, remove the check in the box next to Show Sample Acct Descriptions. This removes or hides the extra column called Sample Acct Description.

Now designate the Balance sheet (BS) from the Profit and Loss (P&L) accounts.   Click on Hide Attributes.

We will use Tag1 to designate BS versus P&L accounts. Click in the 1st cell in the Tag1 column. Type BS into the field, press ENTER. Then Control C, to copy OR Right-Click, copy. Note: 1000-3000 series are BS accounts.

If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Then Control V, to paste OR Right-click, paste.

Now Click on the dropdown menu below the Tag1 label. Then Click on (Blanks).

Click in the 1st cell in the Tag1 column. Type P&L into the field, press ENTER. Then Control C, to copy OR Right-Click, copy.   Note: 4000-8000 series are P&L accounts.

If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Then Control V, to paste OR Right-click, paste.

Click in the 1st cell in Tag1 column. Type Stats into the field, press ENTER. Then Control C, to copy OR Right-Click, copy.   Note: 9000 series are Stats accounts.

If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Then Control V, to paste OR Right-click, paste.

After the BS and P&L designations are made, Click on Save Objects. Then a message will appear that reads Saved Objects Successfully.

Now Click on the dropdown menu below the Tag1 label. Then Click on BS.

Click on **Show Attributes.**

In the budget system, you do not want anyone working with BS accounts; therefore, you need to disable the following attributes for BS accounts by removing the check marks in the boxes: 1. InLookups 2. InReports 3. InReallocation

Click here to disable and remove the InLookups attribute.

Click here to disable and remove the InReports attribute.

Click here to disable and remove the InReallocation attribute.

Click Hide Attributes

Below the Tag1 label, Click here. Type BS in the filter cell.

Now select Does not start with or Does not equal BS from the menu. Then all other accounts will be displayed.

Click on Show Attributes.

Now Click here to enable IsBudgeted.   This makes all accounts, except BS accounts, available for budgeting.

Below the Object column, search for any accounts that are related to payroll in this gray area next to the down arrow.

If you know the account series, enter it in the gray area next to the down arrow below the Object column.   In this example, the payroll series start with a 5.

If you do not know the account series, enter a description in the green area next to the down arrow below the Description column. Select Contains. Description examples are payroll, salaries or wages. Any acct with these descriptions will display.

Enter taxes below the Descriptions column in the green area next to the down arrow. This should display all tax accounts. You are only interested in payroll related taxes.

There are 5 levels of Sensitivity. Level 1 is the lowest. Level 5 is the highest.   Selection can be made from the dropdown menu.

Now elevate the security settings to LEVEL 1 for all payroll related accounts. These includes salaries, taxes, benefits, insurance, etc. Select Level 1 from the dropdown menu under the sensitive column.

Select Level 1 for all payroll related accounts. Use Shortcuts: Control C, to copy. Control V, to paste OR Right-click, copy, paste.

If you enable Payroll, AllocAcct, or ContraAlloc, the assumption is that these are now control accounts and you do not want anyone entering data to these payroll accounts. As a result, the manual data entry forms are disabled for these accounts.

Adj column allows manual entry into data entry forms. In a test environment, we enable Payroll & Adj. This allows data entry from a payroll module OR manual entry. In a live environment, we disable adj capabilities on accounts that don't need them.

Note: These are protected accounts. ONLY Enable Adjustments along with the Payroll, AllocAcct, or ContraAlloc if you want to allow anyone to enter data to any of these payroll accounts.

After all payroll designations are made, Click on Save Objects. Then a message will appear that reads Saved Objects Successfully.

Now let's create payroll reporting tags. Click here on the payroll filter which is below the payroll label. It displays all accounts designated (enabled) for the payroll module.

Click on Hide Attributes.

Click in the 1st cell in ObjectRollup column. Type Personnel Costs. Then Control C, to copy OR Right-Click, copy.

If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Now Control V, to paste OR Right-click, paste.

Click here to release or clear your filter.

Now search for any accounts that are related to revenue in this gray area next to the down arrow below the Object column. In this example, the revenue accounts are in the 4000 series.

We will use Tag2 to designate the Revenue accounts.   Click in the 1st cell for Tag2 column. Type Revenue into the field, press ENTER. Then Control C, to copy OR Right-Click, copy.

If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Then Control V, to paste OR Right-click, paste.

Now select Does not start with or Does not equal 4 from the menu. All other accounts will be displayed.

Now Click on the dropdown menu below the Tag1 label. Then Click on P&L. Now all P&L accounts will be displayed.

We will use Tag2 to designate the Expense accounts.   Click in the 1st cell for Tag2 column. Type Expense into the field, press ENTER. Then Control C, to copy OR Right-Click, copy.

If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Then Control V, to paste OR Right-click, paste.

👁 Review the chart of accounts to determine if addl tags are necessary specific to your organization. For example, review report formats that rollup into depts such as supplies, outside services, etc. You can use these categories to create addl tags.

After all revenue and expense designations are made, Click on Save Objects. Then a message will appear that reads Saved Objects Successfully.

Click on the X to close.

That;s It. You're Done.