

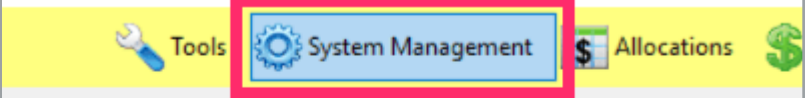
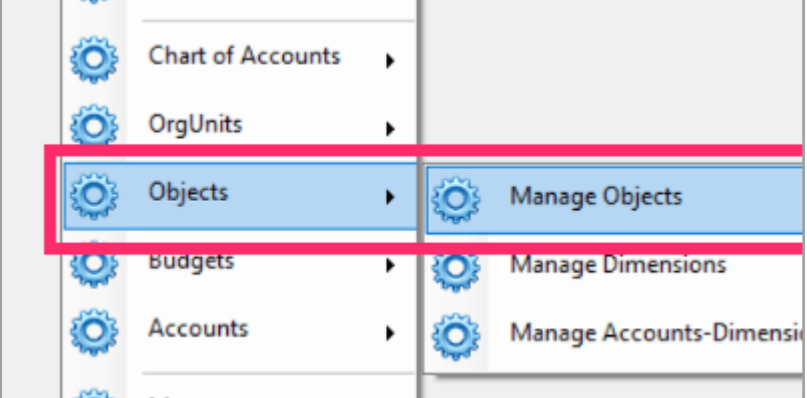
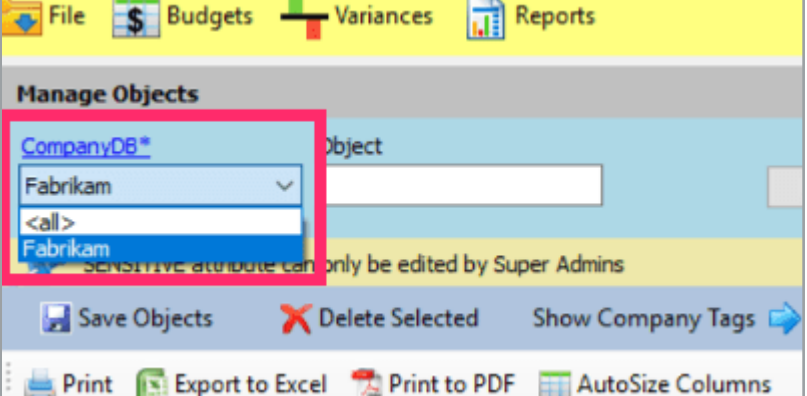
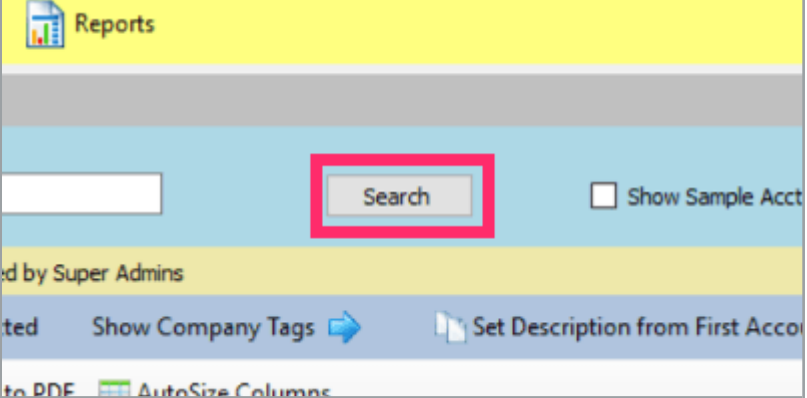


<div data-bbox="124 309 161 360"></div> <div data-bbox="204 304 603 367"><p>Dynamic Budgets User Guide for Manage Objects</p></div> <div data-bbox="655 275 699 324"><p>1</p></div>	<div data-bbox="775 342 1428 443"><div data-bbox="879 342 1169 443"><p>DYNAMIC™ BUDGETS</p></div></div> <div data-bbox="815 504 1406 795"><p>User Guide for Manage Objects</p></div>
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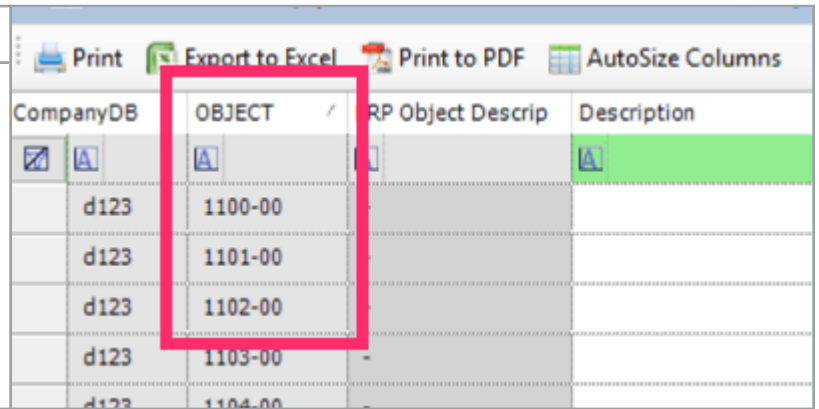
<p>Click on <b>System Management</b>.</p>	<p>3</p> 
<p>Click on <b>Objects, Manage Objects</b>.</p>	<p>4</p> 
<p>You can select a company or ALL companies from the dropdown menu.</p> <p>If you select ALL, all of the objects for all companies will display on the screen.</p>	<p>5</p> 
<p>Click on <b>Search</b>.</p>	<p>6</p> 



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.

7



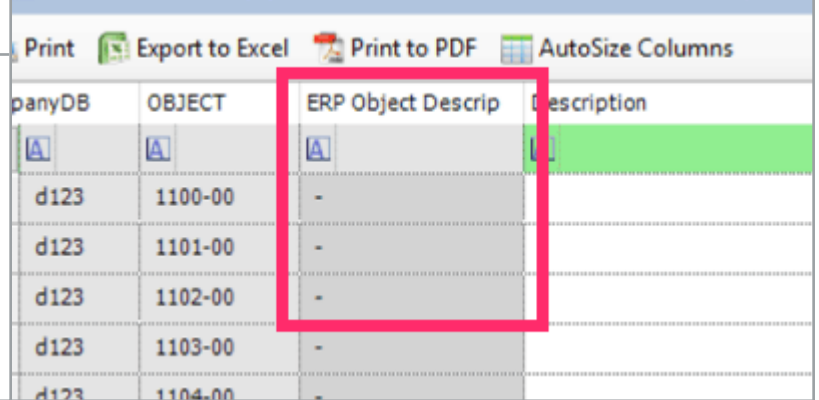
CompanyDB	OBJECT	ERP Object Descrip	Description
d123	1100-00		
d123	1101-00		
d123	1102-00		
d123	1103-00		
d123	1104-00		



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**.

8



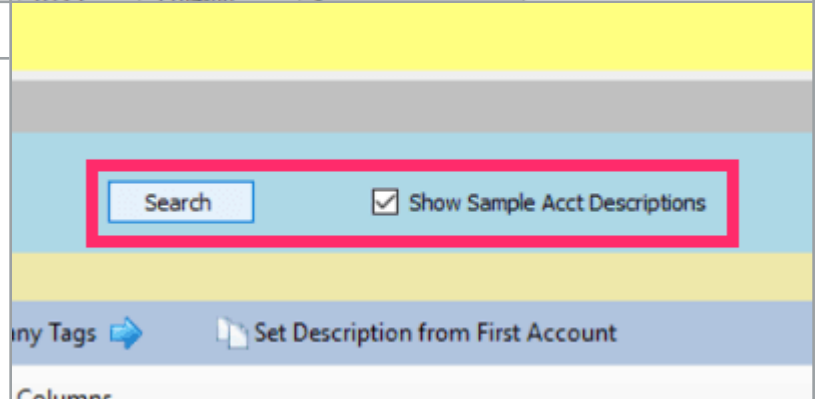
CompanyDB	OBJECT	ERP Object Descrip	Description
d123	1100-00	-	
d123	1101-00	-	
d123	1102-00	-	
d123	1103-00	-	
d123	1104-00	-	



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.

9



Search ☒ Show Sample Acct Descriptions

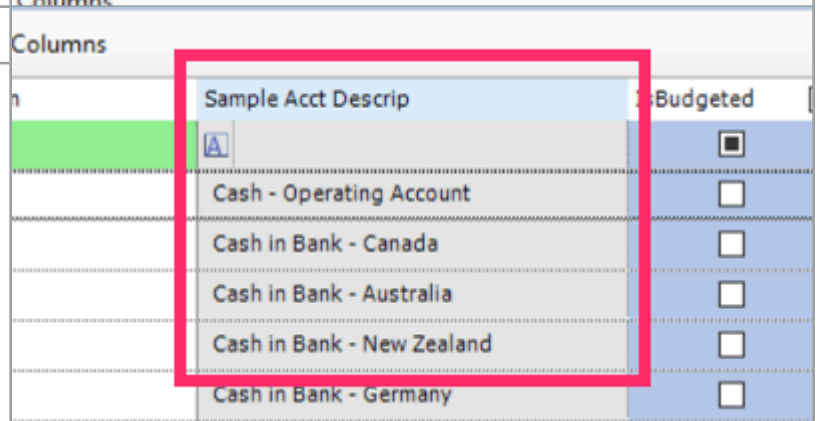
any Tags ➔ Set Description from First Account




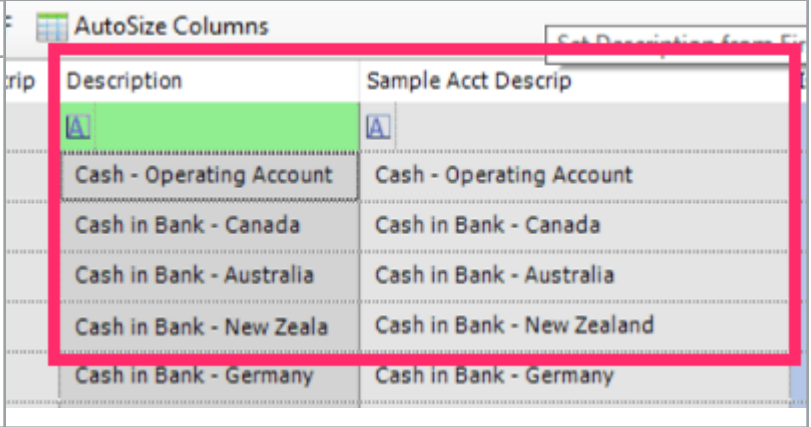

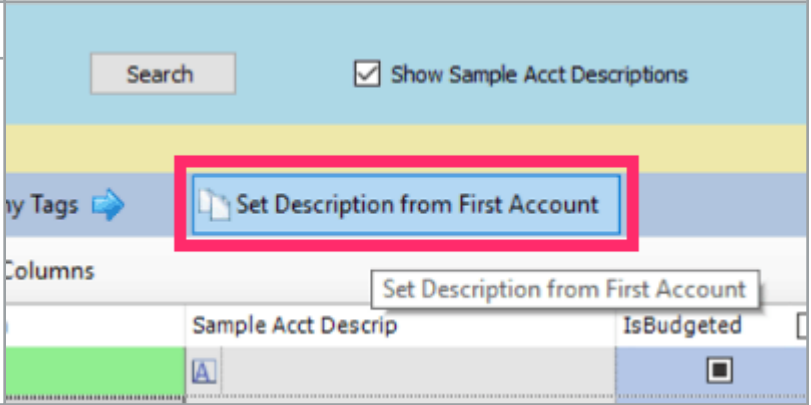

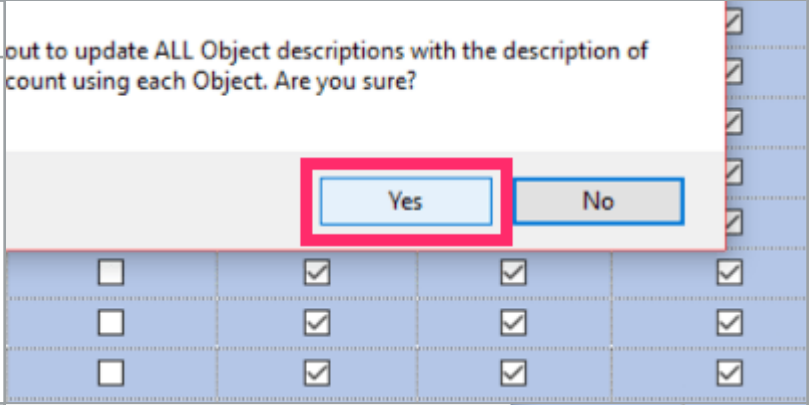

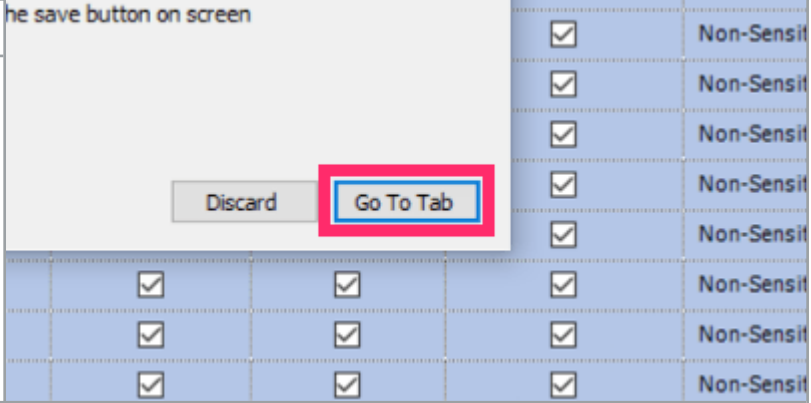
Here are the **Sample Acct Descriptions** retrieved. You can expand the column for visibility.

Note: There are two options for accepting these descriptions.

10



Sample Acct Descrip	Budgeted
Cash - Operating Account	<input type="checkbox"/>
Cash in Bank - Canada	<input type="checkbox"/>
Cash in Bank - Australia	<input type="checkbox"/>
Cash in Bank - New Zealand	<input type="checkbox"/>
Cash in Bank - Germany	<input type="checkbox"/>

<p> Option 1: If account descriptions are accurate &amp; you want to accept the Sample Acct Description for all accounts, you can <b>copy and paste the Sample Acct Descriptions</b> to the white Description column.</p> <p>Use Shortcuts: Control C, to copy Control V, to paste</p>	<p>11</p> 
<p> Option 2: If account descriptions are accurate &amp; you want to accept the Sample Acct Description for all accounts, you can <b>click on Set Descriptions from First Account</b>.</p> <p>This will add the description for all accounts in the white Description column.</p>	<p>12</p> 
<p> Click <b>Yes to Confirm</b> you want to <b>update ALL Object descriptions</b> with the description of the first account using each object.</p>	<p>13</p> 
<p> Now Click on <b>Go To Tab</b> to accept the Sample Acct Descriptions. The system will automatically save this information.</p> <p>Then you will see a message that reads <b>Update objects description completed</b>.</p>	<p>14</p> 

This removes or hides the extra column called Sample Acct Description.

Search ☐ Show Sample Acct Descriptions

Click on **Hide Attributes**.

A screenshot of the top section of a software interface. It features a light blue header bar at the top. Below it is a yellow bar. Underneath the yellow bar is a light blue bar containing two buttons: 'Hide Attributes' and 'Hide Tags'. The 'Hide Attributes' button is highlighted with a red rectangular box. Below the buttons is a white bar displaying 'Rows: 418' followed by 'A-' and 'A+' buttons. At the bottom is a table with four columns: 'ContraAlloc', 'Adjustments', 'RequiresDetailEntry', and 'Trx'. Each column has a small square icon in its header cell.

Note: 1000-3000 series are BS accounts.

The screenshot shows a dialog box titled "Set Description from First Account". It contains a table with columns: ObjectRollup, Tag1, Tag2, and Tag3. The "Tag1" column is highlighted with a red box. The first row of data shows "Other" in the ObjectRollup column and "BS" in the Tag1 column. The second row shows "Other" in the ObjectRollup column and an empty Tag1 cell. The third row shows "Other" in the ObjectRollup column and an empty Tag1 cell. The fourth row shows "Zeala" in the ObjectRollup column and an empty Tag1 cell.

ObjectRollup	Tag1	Tag2	Tag3
Other	BS		
Other			
Other			
Zeala			



21



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**.

ObjectRollup		Tag1	Tag2	Tag3
		= (Blanks)		
Tran	Other	P&L		
Tran	Other	P&L		
Tran	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		

22



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.

ObjectRollup		Tag1	Tag2	Tag3
		= (Blanks)		
Tran	Other	P&L		
Tran	Other	P&L		
Tran	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
Earni	Other	P&L		
f Billi	Other	P&L		
venue	Other	P&L		
Recei	Other	P&L		
ministr	Other	Stats		
minist	Other	P&L		
	Other	P&L		

23



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**.

ObjectRollup		Tag1	Tag2	Tag3
		= (Blanks)		
C Tran	Other	P&L		
C Tran	Other	P&L		
C Tran	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
MC Tr	Other	P&L		
Earni	Other	P&L		
f Billi	Other	P&L		
venue	Other	P&L		
Recei	Other	P&L		
ministr	Other	Stats		
minist	Other	Stats		
uter Ca	Other	Stats		
e Ins	Other	Stats		
accou	Other	Stats		

24



After the BS and P&L designations are made, Click on **Save Objects**.

Then a message will appear that reads **Saved Objects Successfully**.

CompanyDB\*

Fabrikam

Object

SENSITIVE attribute can only be edited by Super Admins

Save Objects

Delete Selected

Show Company Tags

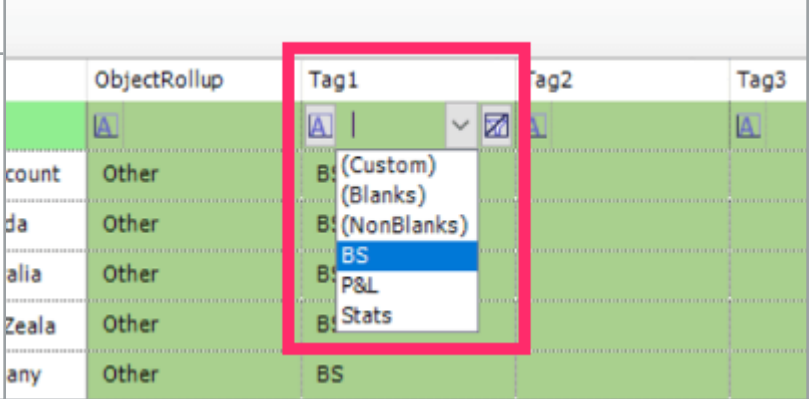
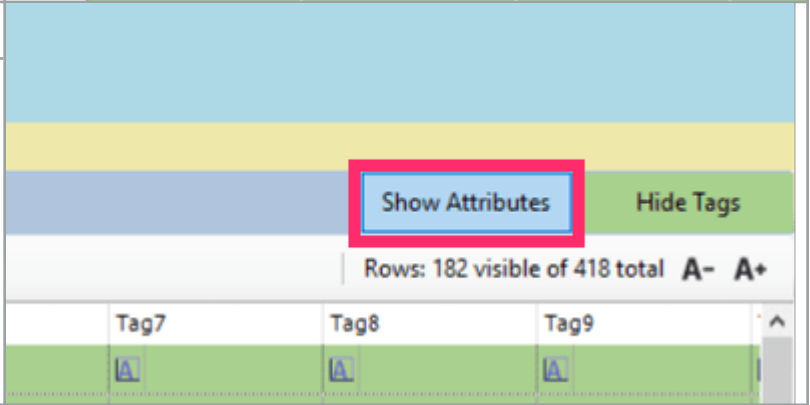
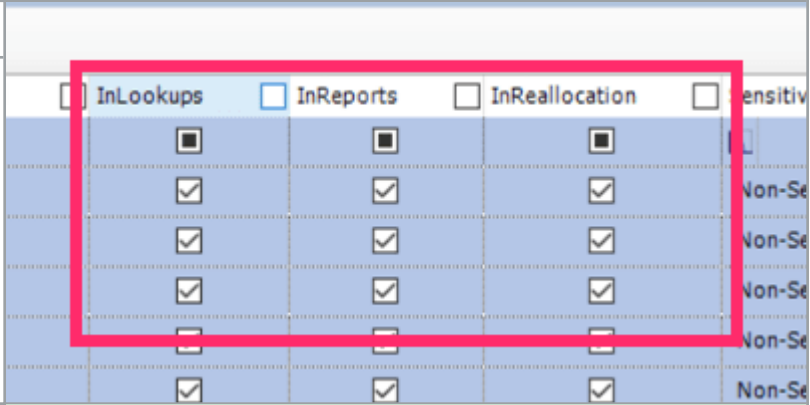
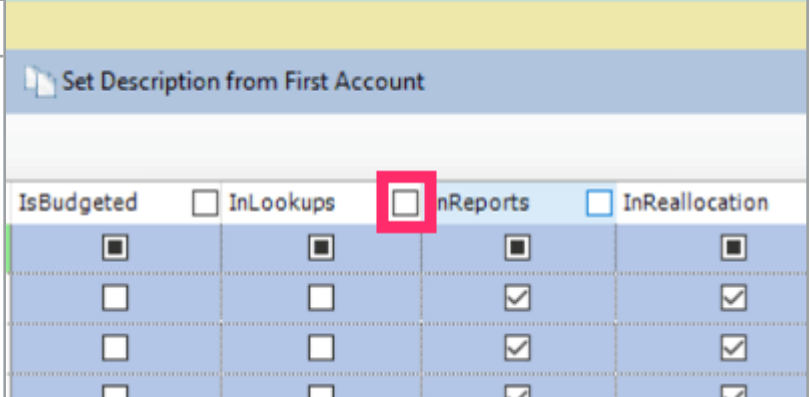
Print

Save Objects

Print to PDF

AutoSize Columns

CompanyDB	OBJECT	ERP Object Descrip	Description


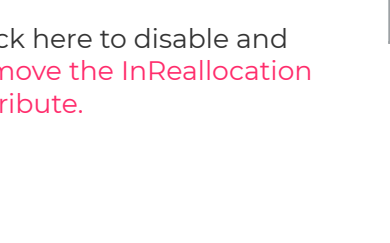


<p>25</p> <p>Now Click on the dropdown menu below the Tag1 label.</p> <p>Then Click on BS.</p>	
<p>26</p> <p>Click on Show Attributes.</p>	
<p>27</p> <p>In the budget system, you do not want anyone working with BS accounts; therefore, you need to disable the following attributes for BS accounts by removing the check marks in the boxes:</p> <ol style="list-style-type: none"> <li>1. InLookups</li> <li>2. InReports</li> <li>3. InReallocation</li> </ol>	
<p>28</p> <p>Click here to disable and remove the InLookups attribute.</p>	


29 Click here to disable and remove the InReports attribute.

30 Click here to disable and remove the InReallocation attribute.

31 Click **Hide Attributes**

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

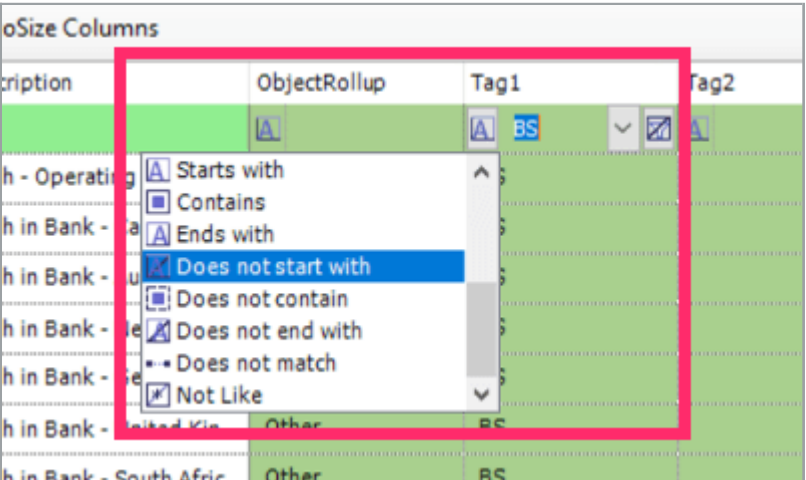








Now select **Does not start with** or **Does not equal** BS from the menu.

Then all other accounts will be displayed.

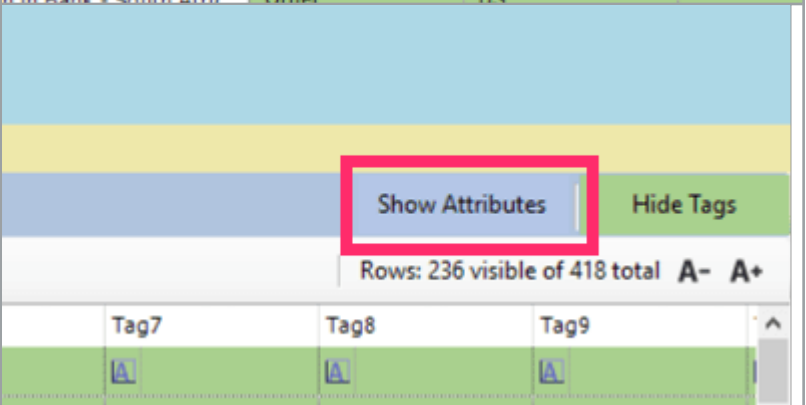
33






Click on **Show Attributes**.

34

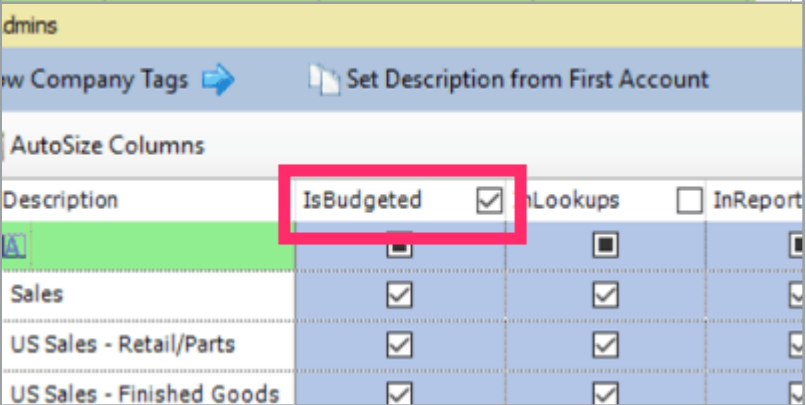





Now Click here to enable **IsBudgeted**.

This makes all accounts, except BS accounts, available for budgeting.

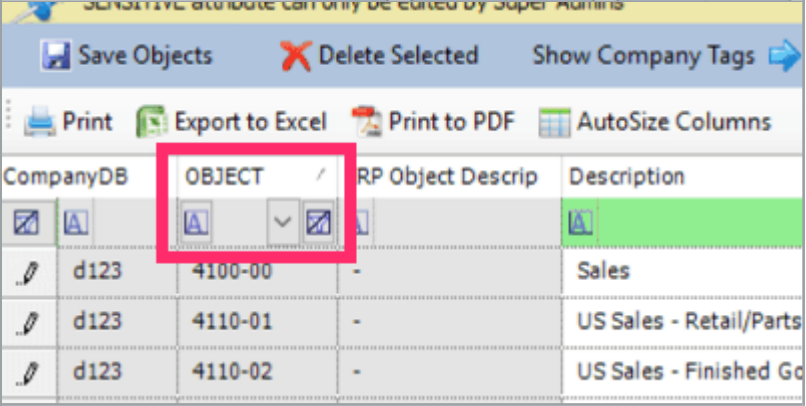
35





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

36



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.

37

Save Objects

Delete Selected

Show Company Tags

Print

Export to Excel

Print to PDF

AutoSize Columns

CompanyDB	OBJECT	ERP Object Descr	Description
d123	5100-00	-	Salaries and Wages
d123	5101-00	-	Salaries and Wages - S
d123	5110-00	-	Overtime Pay - Admini

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.

38

Export to Excel

Print to PDF

AutoSize Columns

OBJECT	ERP Object Descr	Description	Budget
41 0		SAL	
51 0		les	
51 0		Salaries and Wages	
51 1		Salaries and Wages - Serv	

Starts with

Contains

Ends with

Does not start with

Does not contain

Does not end with

Does not match

Not Like

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.

39

Print to PDF

AutoSize Columns

ERP Object Descr	Description	Budgeted	InL
	ta		
-	Payroll Taxes - Administra	<input checked="" type="checkbox"/>	
-	SUTA Tax Expense	<input checked="" type="checkbox"/>	
-	FUTA Tax Expense	<input checked="" type="checkbox"/>	
-	Workers Compensation I	<input checked="" type="checkbox"/>	
-	Tl State Sales Tax Expense	<input checked="" type="checkbox"/>	

ta

Payroll Taxes - Administra

SUTA Tax Expense

FUTA Tax Expense

Workers Compensation I

Tl State Sales Tax Expense

Jan 28, 2019

12 of 18

There are 5 levels of Sensitivity. Level 1 is the lowest. Level 5 is the highest.

Selection can be made from the dropdown menu.

40

Now elevate the security settings to LEVEL 1 for all payroll related accounts. These includes salaries, taxes, benefits, insurance, etc.

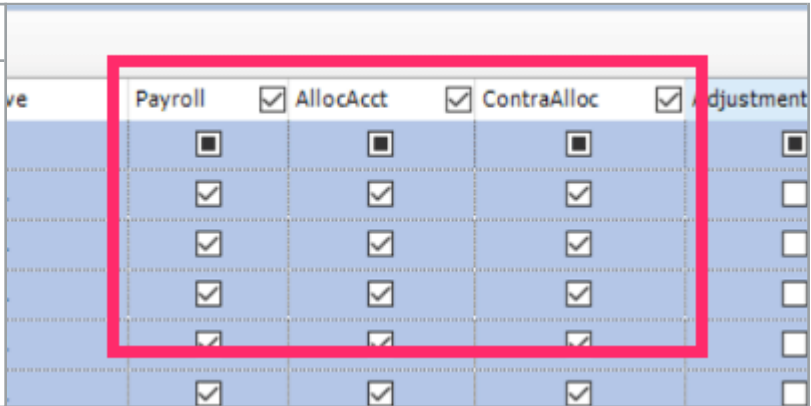
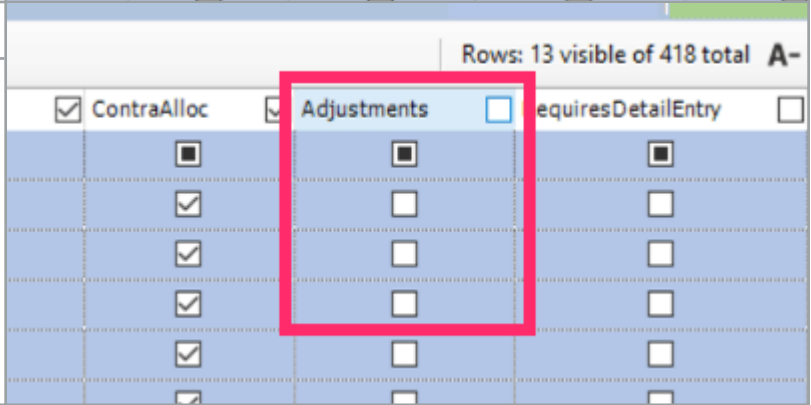
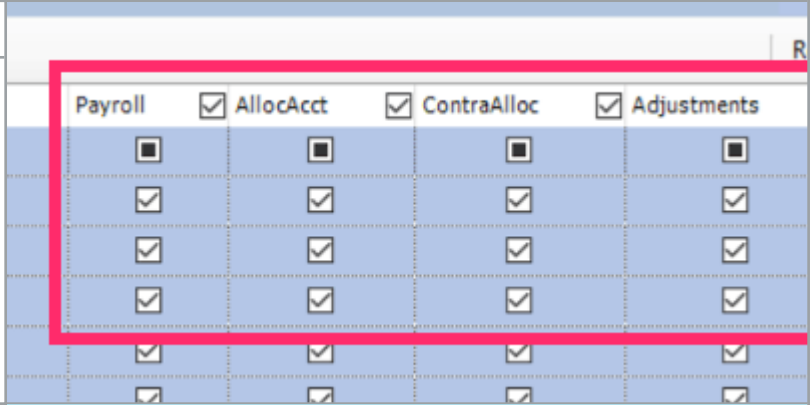
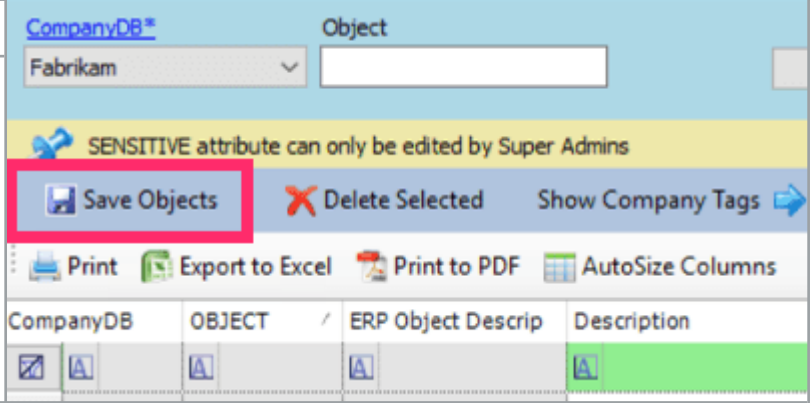
Select Level 1 from the dropdown menu under the sensitive column.

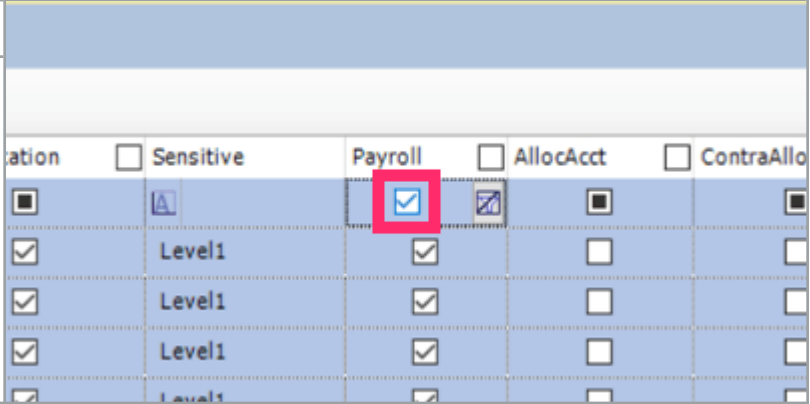
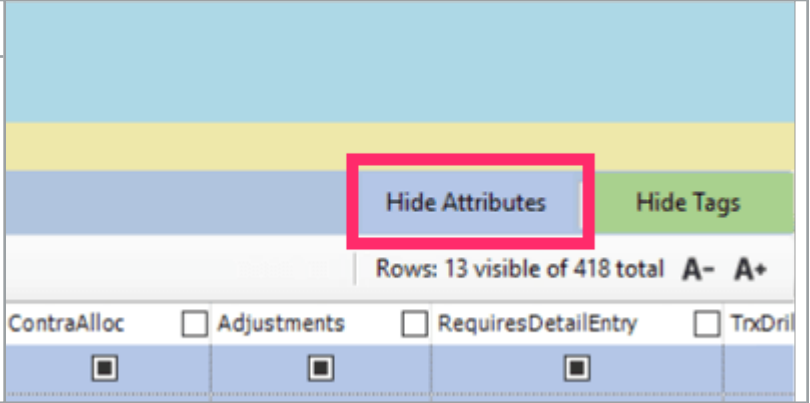
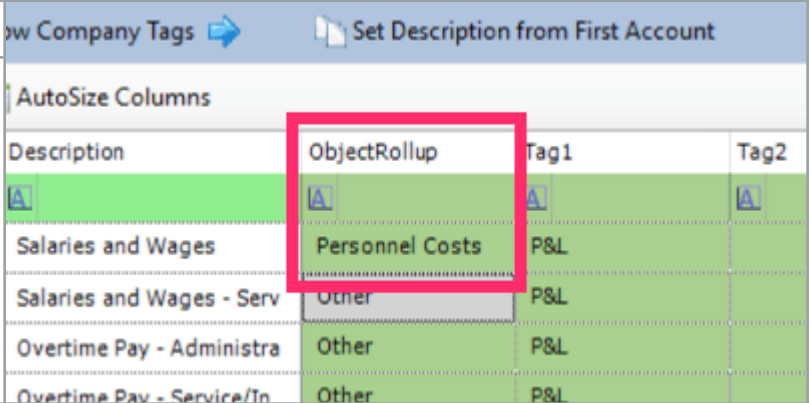
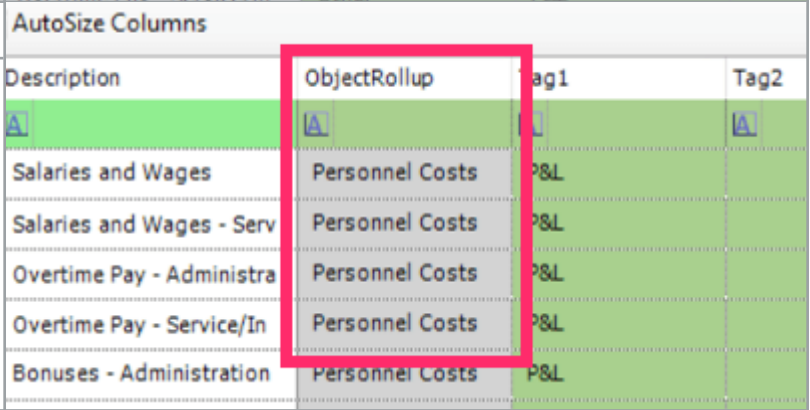
41

Select Level 1 for all payroll related accounts.

Use Shortcuts:  
Control C, to copy.  
Control V, to paste OR Right-click, copy, paste.

42

<div data-bbox="119 313 167 358"></div> <p>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.</p> <p>As a result, the manual data entry forms are disabled for these accounts.</p>	<p>43</p>	
<div data-bbox="119 716 167 761"></div> <p>Adj column allows manual entry into data entry forms.</p> <p>In a test environment, we enable Payroll &amp; 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.</p>	<p>44</p>	
<div data-bbox="119 1120 167 1164"></div> <p>Note: These are protected accounts.</p> <p>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.</p>	<p>45</p>	
<div data-bbox="119 1523 167 1568"></div> <p>After all payroll designations are made, Click on Save Objects.</p> <p>Then a message will appear that reads Saved Objects Successfully.</p>	<p>46</p>	

<p>Now let's create payroll reporting tags.</p> <p>Click here on the payroll filter which is below the payroll label. It displays all accounts designated (enabled) for the payroll module.</p>	47	
<p>Click on <b>Hide Attributes</b>.</p>	48	
<p>Click in the 1st cell in ObjectRollup column. Type <b>Personnel Costs</b>. Then <b>Control C</b>, to copy OR <b>Right-Click, copy</b>.</p>	49	
<p>If using short cuts, press shift, page down or down arrow until you capture all of the accounts you want to paste to. Now <b>Control V</b>, to paste OR <b>Right-click, paste</b>.</p>	50	

Click [here](#) to release or clear your filter.

51

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.

52

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](#).

53

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](#).

54



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

55

Print Export to Excel Print to PDF AutoSize Columns			
CompanyDB	OBJECT	EF P Object Descrip	Description
	Starts with	-	Sales
	Contains	-	US Sales - Retail/Parts
	Ends with	-	US Sales - Finished Go
	Does not start with	-	Canadian Sales - Retail
	Does not contain	-	Canadian Sales - Finis
	Does not end with	-	AustralAsian Sales - R
	Does not match	-	AustralAsian Sales - Fi
	Not Like	-	



Now **Click on the dropdown menu** below the Tag1 label.

Then Click on **P&L**. Now all P&L accounts will be displayed.

56

ObjectRollup	Tag1	Tag2	Tag3
ount	Other	(Custom)	
a	Other	(Blanks)	
lia	Other	(NonBlanks)	
leala	Other	BS	
ny	Other	P&L	
		Stats	
		BS	



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**.

57

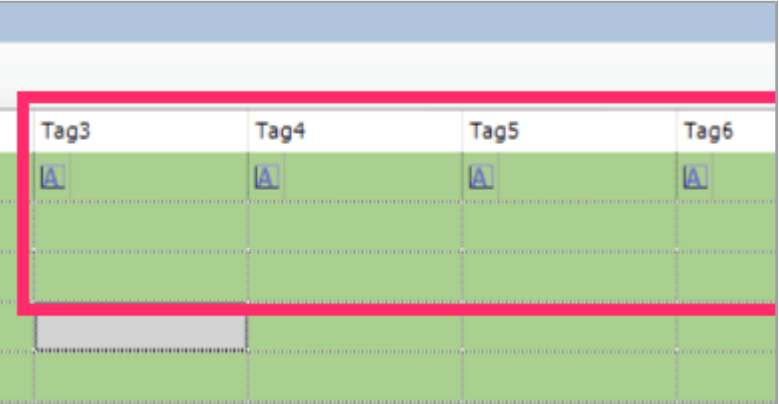
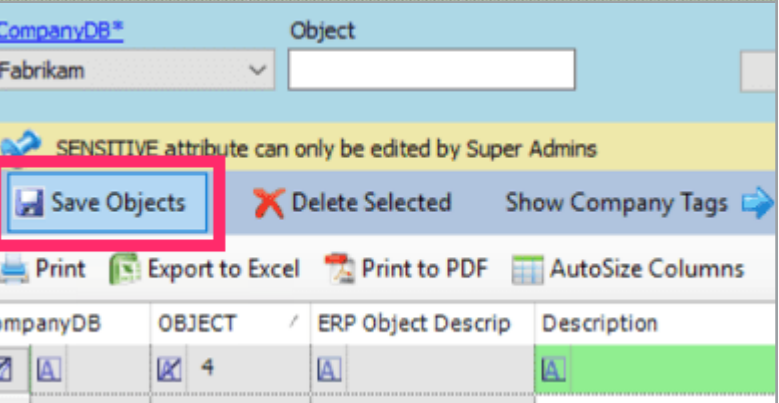
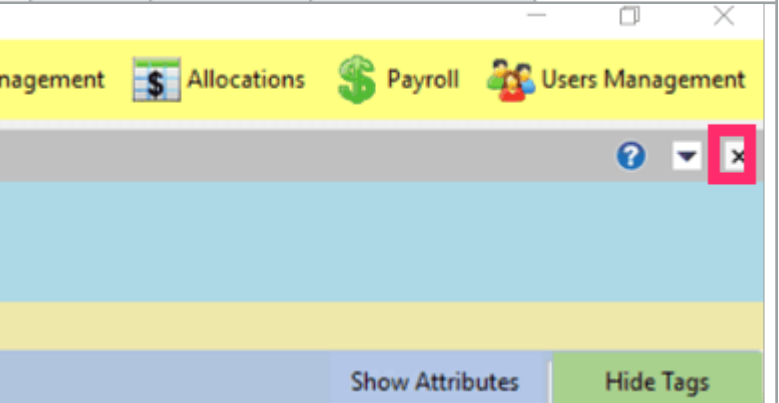
Description from First Account			
Tag1	Tag2	Tag3	Tag4
P&L	Expense		
P&L			
P&L			
P&L			
P&L			



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**.

58

Tag1	Tag2	Tag3	Tag4
P&L	Expense		
P&L	Expense		
P&L	Expense		
P&L	Expense		
P&L	Expense		
P&L	Expense		

<div data-bbox="119 313 167 358"></div> <div data-bbox="201 304 593 432"><p>Review the chart of accounts to determine if addl tags are necessary specific to your organization.</p></div> <div data-bbox="201 468 600 656"><p>For example, review report formats that rollup into depts such as supplies, outside services, etc. You can use these categories to create addl tags.</p></div>	59	
<div data-bbox="119 712 167 757"></div> <div data-bbox="201 703 600 801"><p>After all revenue and expense designations are made, Click on <b>Save Objects</b>.</p></div> <div data-bbox="201 837 600 936"><p>Then a message will appear that reads <b>Saved Objects Successfully</b>.</p></div>	60	
<div data-bbox="119 1113 167 1158"></div> <div data-bbox="201 1104 501 1137"><p>Click on the X to close.</p></div>	61	
<div data-bbox="119 1514 167 1559"></div> <div data-bbox="201 1505 489 1538"><p>That;s It. You're Done.</p></div>	62	