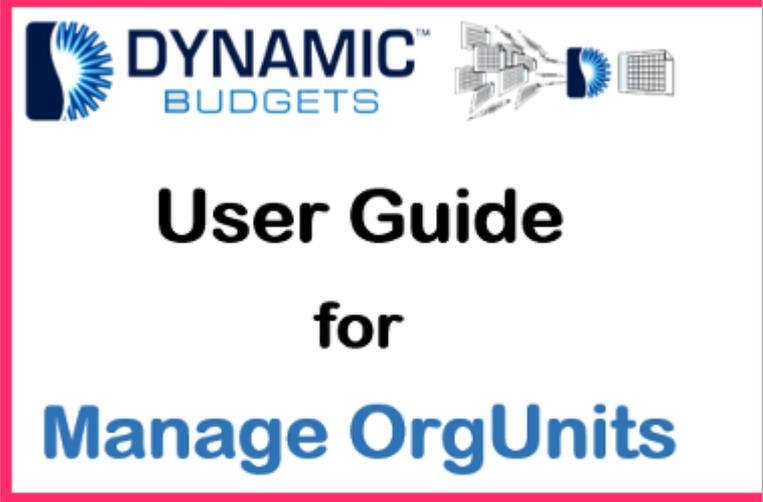
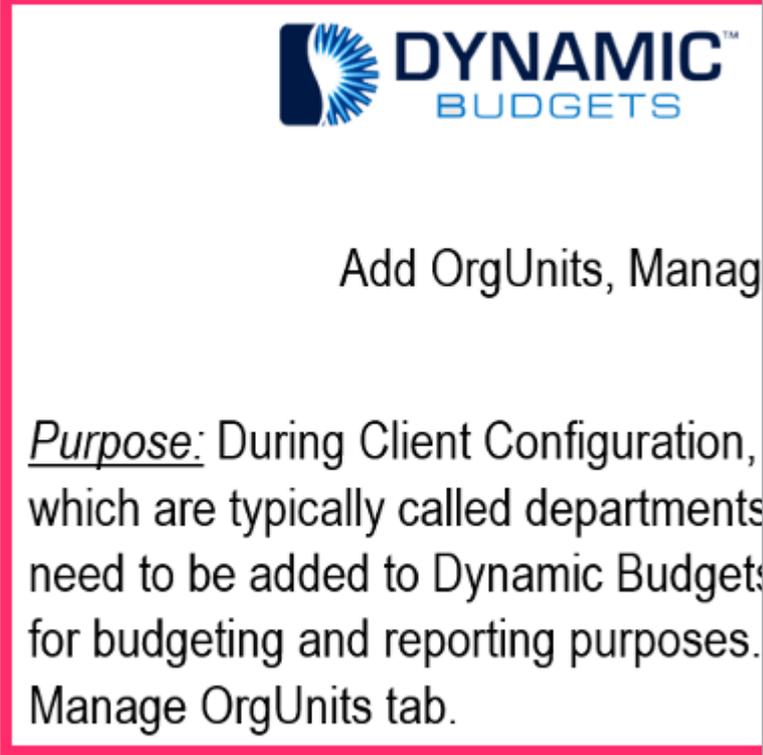
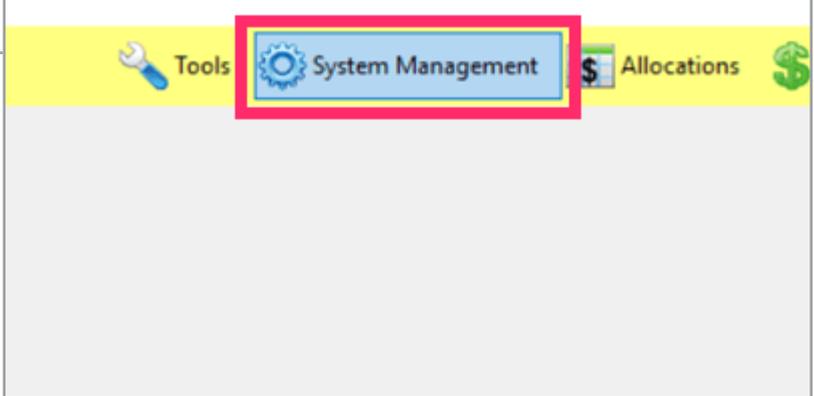
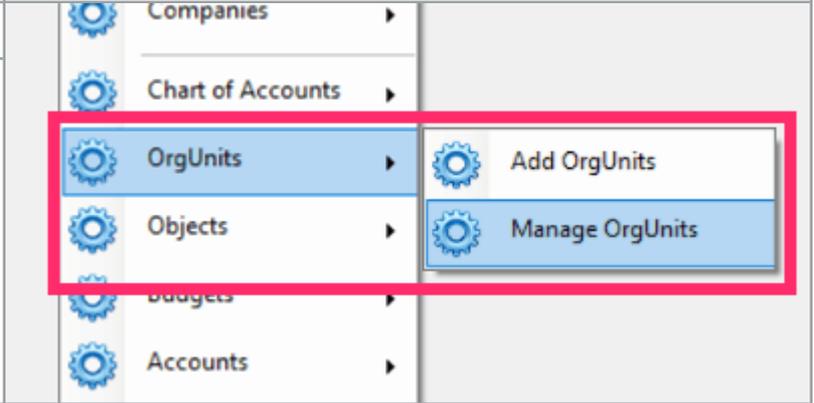
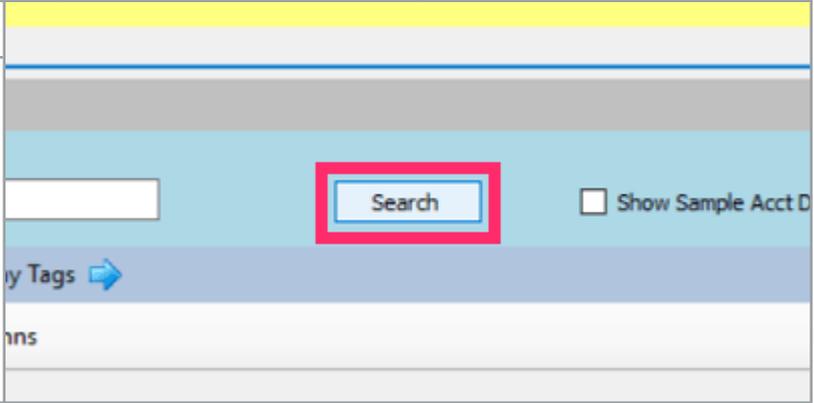
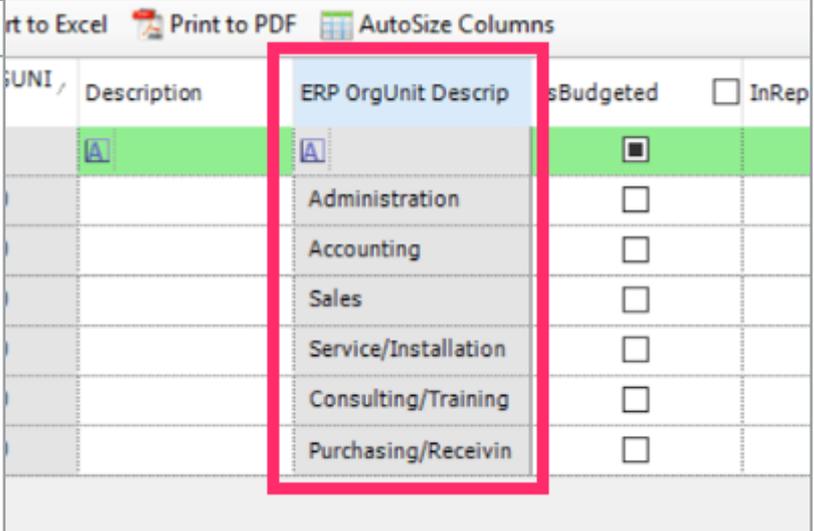


 <p>Dynamic Budgets User Guide for Manage OrgUnits</p>	<p>1</p> 
 <p>Add OrgUnits, Manage OrgUnits: Module Purpose</p> <p>During Client Configuration, the client's OrgUnits or Depts need to be added to Dynamic Budgets to make them available for budgeting and reporting purposes. They are managed in the Manage OrgUnits tab.</p>	<p>2</p> 

<p>3</p> <p>Click on <b>System Management</b>.</p>																																				
<p>4</p> <p>Click on <b>OrgUnits, Manage OrgUnits</b>.</p>																																				
<p>5</p> <p>Click on <b>Search</b>.</p>																																				
<p>6</p> <p>Note: If there are <b>descriptions in the ERP OrgUnit Description column</b>, we can copy those descriptions to the Description column.</p> <p>Please verify if the descriptions are accurate.</p>	 <table border="1"> <thead> <tr> <th>UNITS</th> <th>Description</th> <th>ERP OrgUnit Description</th> <th>Budgeted</th> <th>InRep</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Administration</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Accounting</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Sales</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Service/Installation</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Consulting/Training</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Purchasing/Receivin</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	UNITS	Description	ERP OrgUnit Description	Budgeted	InRep			Administration	<input type="checkbox"/>				Accounting	<input type="checkbox"/>				Sales	<input type="checkbox"/>				Service/Installation	<input type="checkbox"/>				Consulting/Training	<input type="checkbox"/>				Purchasing/Receivin	<input type="checkbox"/>	
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		Purchasing/Receivin	<input type="checkbox"/>																																	

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

7
Print Export to Excel Print to PDF AutoSize Columns

CompanyDB	ORGUNIT	Description	ERP OrgUnit Descrip	IsBu
d123	100	Administration	Administration	
d123	200	Accounting	Accounting	
d123	300	Sales	Sales	
d123	400	Service/Installatio	Service/Installation	
d123	500	Consulting/Traini	Consulting/Training	
d123	600	Purchasing/Recei	Purchasing/Receivin	

 Note: You can change the descriptions in the white Description column by typing in the cell.

8
Print Export to Excel Print to PDF AutoSize Columns

CompanyDB	ORGUNIT	Description	ERP OrgUnit Descrip	IsBu
d123	100	Administration	Administration	
d123	200	Accounting	Accounting	
d123	300	Sales	Sales	
d123	400	Service/Installatio	Service/Installation	
d123	500	Consulting/Traini	Consulting/Training	
d123	600	Purchasing/Recei	Purchasing/Receivin	

 Note: You have the ability to turn on the following 3 columns:

1. IsBudgeted
2. InReports
3. FixedCalc

9
AutoSize Columns

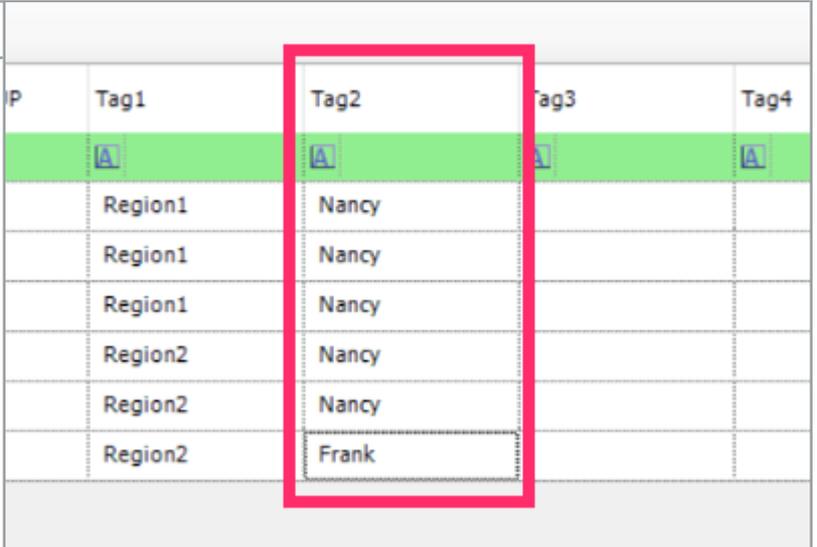
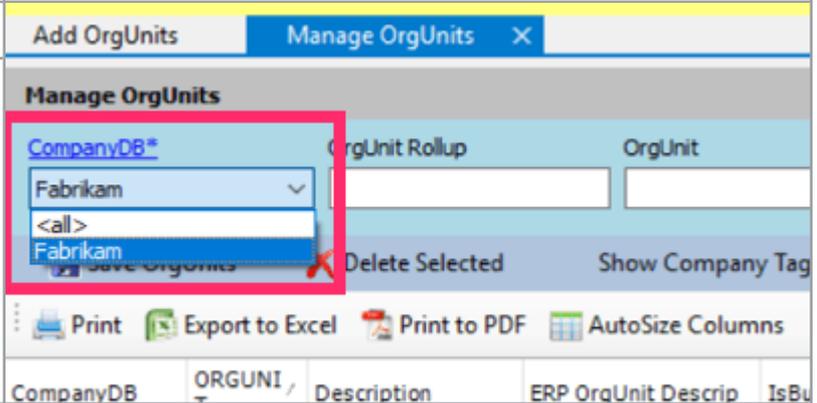
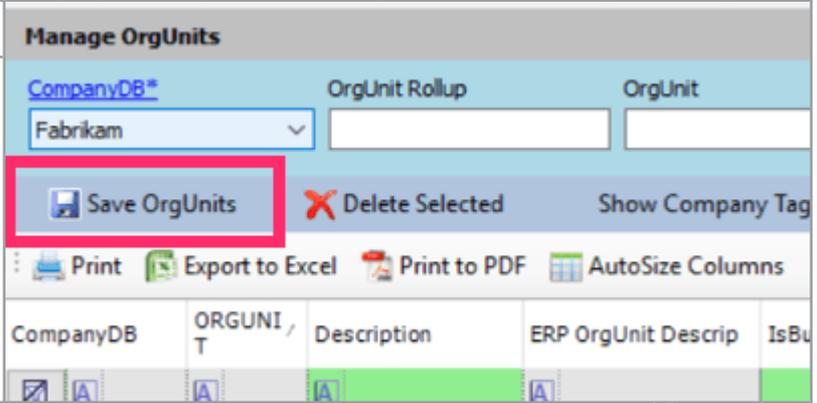
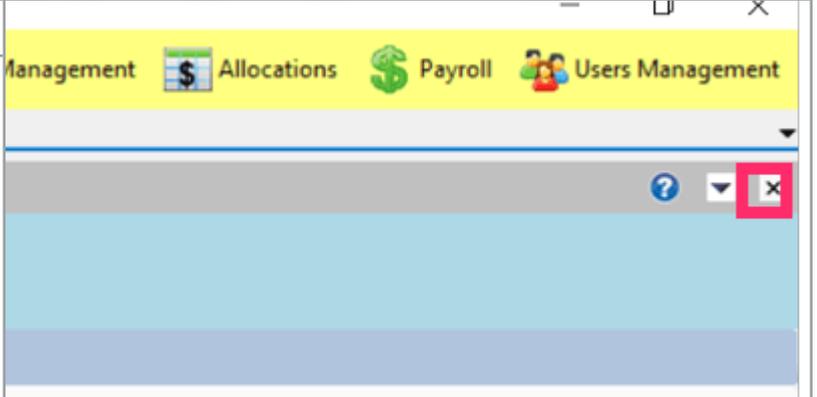
Descrip	IsBudgeted	InReports	FixedCalc	ORG_ROL
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on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT-SET
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT-SET
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allation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT-SET
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT-SET
Receivin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OT-SET

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3 of 7

<p> Click in the box to the right of IsBudgeted.</p> <p>This turns on these accounts for budgeting purposes.</p>	10	<table border="1"> <thead> <tr> <th>OrgUnit Descr</th> <th>IsBudgeted</th> <th>InReports</th> <th>FixedCalc</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Accounting</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	OrgUnit Descr	IsBudgeted	InReports	FixedCalc	Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
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<p> Click in the box to the right of InReporting.</p> <p>This turns on these accounts for reporting purposes.</p>	11	<table border="1"> <thead> <tr> <th>IsBudgeted</th> <th>InReports</th> <th>FixedCalc</th> <th>ORG_ROLLUP</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>NOT-SET</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>NOT-SET</td> </tr> </tbody> </table>	IsBudgeted	InReports	FixedCalc	ORG_ROLLUP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOT-SET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOT-SET																
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOT-SET																															
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NOT-SET																															
<p> Click in the box to the right of FixedCalc.</p> <p>This turns on the ability to use the excel-like or Fixed Calculation entry form in the modules.</p>	12	<table border="1"> <thead> <tr> <th>InReports</th> <th>FixedCalc</th> <th>ORG_ROLLUP</th> <th>Tag1</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>NOT-SET</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>NOT-SET</td> <td></td> </tr> </tbody> </table>	InReports	FixedCalc	ORG_ROLLUP	Tag1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NOT-SET		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NOT-SET																	
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NOT-SET																																
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NOT-SET																																
<p> Note: The <b>ORG_ROLLUP</b> column is used for rollup values. Many of our screens have dropdown choices for department rollups.</p>	13	<table border="1"> <thead> <tr> <th>FixedCalc</th> <th>ORG_ROLLUP</th> <th>Tag1</th> <th>Tag2</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NOT-SET</td> <td></td> <td></td> </tr> </tbody> </table>	FixedCalc	ORG_ROLLUP	Tag1	Tag2	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	NOT-SET			<input checked="" type="checkbox"/>	NOT-SET			<input checked="" type="checkbox"/>	NOT-SET			<input checked="" type="checkbox"/>	NOT-SET			<input checked="" type="checkbox"/>	NOT-SET			<input checked="" type="checkbox"/>	NOT-SET		
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<input checked="" type="checkbox"/>	NOT-SET																																	

<p> Note: You can <b>type in departments</b> for each account.</p> <p>In this example, we used three departments-G&amp;A, Sales, &amp; Ops. Most departments are assigned by numbers in ranges. Please verify if the descriptions and ranges are accurate for assignment purposes.</p>	14	<table border="1"> <thead> <tr> <th>FixedCalc</th> <th>ORG_ROLLUP</th> <th>Tag1</th> <th>Tag2</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>G&amp;A</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>G&amp;A</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Sales</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Ops</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Ops</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>G&amp;A</td> <td></td> </tr> </tbody> </table>	FixedCalc	ORG_ROLLUP	Tag1	Tag2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G&A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G&A		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sales		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ops		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ops		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G&A									
FixedCalc	ORG_ROLLUP	Tag1	Tag2																																							
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ops																																								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G&A																																								
<p> Note: <b>We have other reporting tag columns available</b> if you have other reasons to group account numbers or departments into different areas. <b>Custom reports can be built using these tags or labels.</b></p>	15	<table border="1"> <thead> <tr> <th>Tag1</th> <th>Tag2</th> <th>Tag3</th> <th>Tag4</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Tag1	Tag2	Tag3	Tag4																																				
Tag1	Tag2	Tag3	Tag4																																							
<p> Note: An example used for Tag1 is <b>grouping the ORG_ROLLUP departments by Region.</b></p>	16	<table border="1"> <thead> <tr> <th>ORG_ROLLUP</th> <th>Tag1</th> <th>Tag2</th> <th>Tag3</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>G&amp;A</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>G&amp;A</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Sales</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Ops</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Ops</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>G&amp;A</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	ORG_ROLLUP	Tag1	Tag2	Tag3	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	G&A			<input checked="" type="checkbox"/>	G&A			<input checked="" type="checkbox"/>	Sales			<input checked="" type="checkbox"/>	Ops			<input checked="" type="checkbox"/>	Ops			<input checked="" type="checkbox"/>	G&A			<input checked="" type="checkbox"/>			
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<p> Note: An example used for Tag2 is <b>grouping</b> the ORG_ROLLUP departments by region AND by <b>Managers</b>.</p>	17	 <table border="1"><thead><tr><th>P</th><th>Tag1</th><th>Tag2</th><th>Tag3</th><th>Tag4</th></tr></thead><tbody><tr><td></td><td>A</td><td>A</td><td>A</td><td>A</td></tr><tr><td></td><td>Region1</td><td>Nancy</td><td></td><td></td></tr><tr><td></td><td>Region1</td><td>Nancy</td><td></td><td></td></tr><tr><td></td><td>Region1</td><td>Nancy</td><td></td><td></td></tr><tr><td></td><td>Region2</td><td>Nancy</td><td></td><td></td></tr><tr><td></td><td>Region2</td><td>Nancy</td><td></td><td></td></tr><tr><td></td><td>Region2</td><td>Frank</td><td></td><td></td></tr></tbody></table>	P	Tag1	Tag2	Tag3	Tag4		A	A	A	A		Region1	Nancy				Region1	Nancy				Region1	Nancy				Region2	Nancy				Region2	Nancy				Region2	Frank		
P	Tag1	Tag2	Tag3	Tag4																																						
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	Region2	Nancy																																								
	Region2	Frank																																								
<p> Note: You can select a <b>company</b> or <b>ALL companies</b> from the dropdown menu. If you select ALL, all account numbers for all companies will appear on the screen to perform the previous tasks simultaneously.</p>	18	 <p>18</p> <p>Add OrgUnits Manage OrgUnits X</p> <p>Manage OrgUnits</p> <p>CompanyDB* OrgUnit Rollup OrgUnit</p> <p>Fabrikam &lt;all&gt; Fabrikam</p> <p>Save OrgUnits Delete Selected Show Company Tag</p> <p>Print Export to Excel Print to PDF AutoSize Columns</p> <p>CompanyDB ORGUNI / Description ERP OrgUnit Descrip IsBu</p>																																								
<p> Now <b>Click on Save OrgUnits</b>.</p> <p>A message will appear that reads <b>Saved OrgUnits Successfully</b>.</p>	19	 <p>19</p> <p>Manage OrgUnits</p> <p>CompanyDB* OrgUnit Rollup OrgUnit</p> <p>Fabrikam</p> <p>Save OrgUnits Delete Selected Show Company Tag</p> <p>Print Export to Excel Print to PDF AutoSize Columns</p> <p>CompanyDB ORGUNI / Description ERP OrgUnit Descrip IsBu</p>																																								
<p> <b>Click on the X to close.</b></p>	20	 <p>20</p> <p>Management Allocations Payroll Users Management</p> <p>?</p> <p>X</p>																																								



That's It. You're Done.

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**DYNAMIC**<sup>™</sup>  
BUDGETS



**That's It. You're Done.**