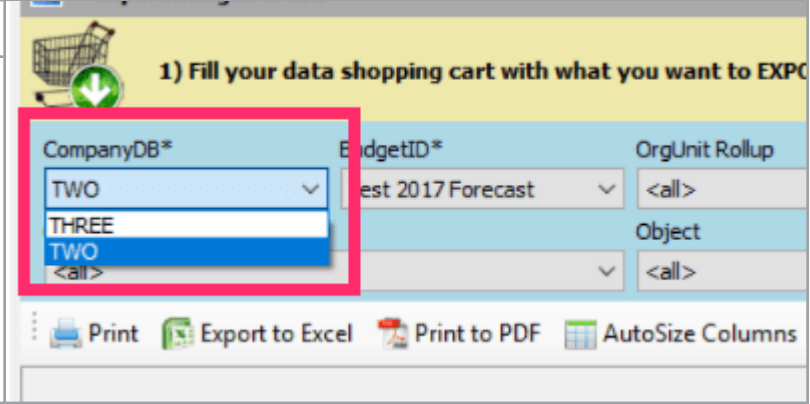
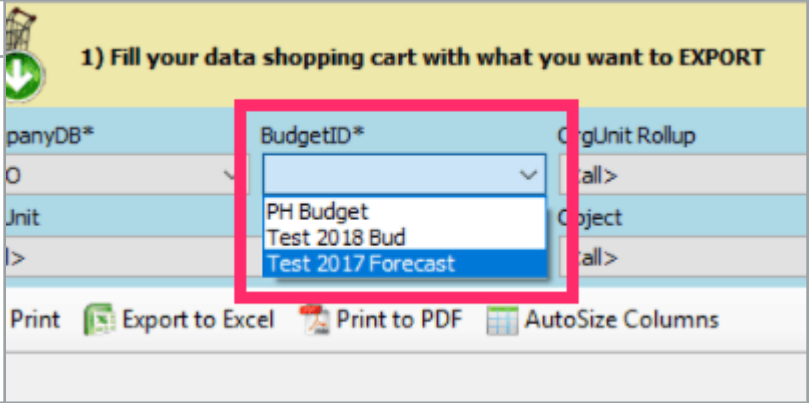
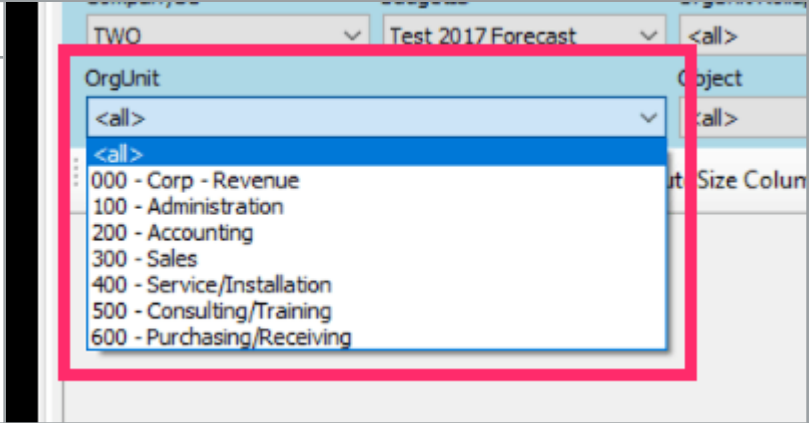
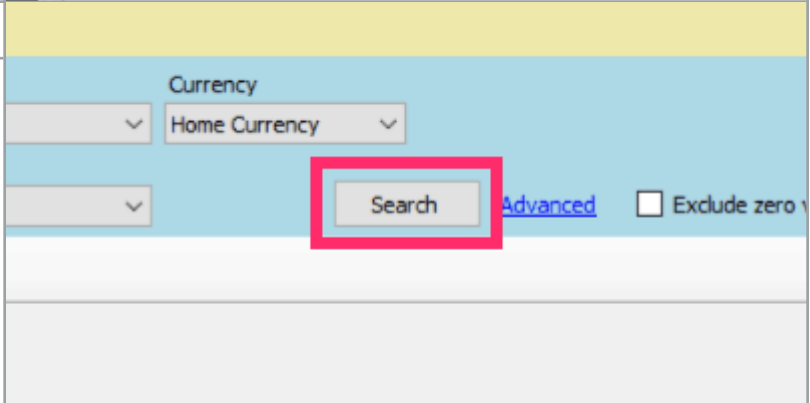


<div data-bbox="124 309 161 360"></div> <div data-bbox="204 304 616 367">Dynamic Budgets User Guide for How to Export Your Budget</div>	<div data-bbox="655 277 699 322">1</div> <div data-bbox="750 309 1513 808"></div>
<div data-bbox="124 891 161 943"></div> <div data-bbox="204 887 389 916">Click on Tools.</div>	<div data-bbox="655 860 699 904">2</div> <div data-bbox="705 848 1517 1249"></div>
<div data-bbox="124 1292 161 1344"></div> <div data-bbox="204 1288 523 1317">Click on Export/Restore.</div>	<div data-bbox="655 1261 699 1305">3</div> <div data-bbox="705 1249 1517 1650"></div>
<div data-bbox="124 1693 161 1744"></div> <div data-bbox="204 1688 616 1718">Click on Export Budget to ERP.</div>	<div data-bbox="655 1662 699 1706">4</div> <div data-bbox="705 1650 1517 2056"></div>

<p>5</p> <p>Click on the Company DB dropdown list.</p> <p>For this example, select TWO.</p>	
<p>6</p> <p>Click on the BudgetID dropdown list.</p> <p>For this example, select Test 2017 Forecast.</p>	
<p>7</p> <p>Click on the OrgUnit dropdown list.</p> <p>You can select a specific orgunit or department, but for this example, select all.</p>	
<p>8</p> <p>Click on Search.</p>	



All accounts including zero value accounts are now displayed.

9

Print Export to Excel Print to PDF AutoSize Column				
Select	<input type="checkbox"/>	CompanyDB	AccountNum	AccountDescr
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4100-00	Sales
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4110-01	US Sales - Ret
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4110-02	US Sales - Fini
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4111-01	Canadian Sale
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4111-02	Canadian Sale
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4112-01	AustralAsian S
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4112-02	AustralAsian S
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4114-01	Germany Sales



There are 322 rows or records displayed.

10


2) Where are you sending it?				3) Tell you
				Rows: 322 A- A+
May	Jun	Jul	Aug	
=	=	=	=	
=	=	=	11,511	



Click in the box next to Exclude zero value accounts.

11

Search	Advanced	<input checked="" type="checkbox"/> Exclude zero value accounts	
Jan	Feb	Mar	Ap
=	=	=	=




Click on **Search**.

12

Up

Currency


Home Currency



Search

Advanced

☒ Exclude zero



All accounts excluding zero value accounts are now displayed.

13


Print

Export to Excel

Print to PDF

AutoSize Column

Select	<input type="checkbox"/>	CompanyDB	AccountNum	AccountDescr
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4100-00	Sales
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4110-01	US Sales - Ret
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4110-02	US Sales - Fini
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4140-00	US Sales - Rep
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4510-01	Cost of Goods
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4600-00	Purchases Dis
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-4730-00	Purchase Price
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DB3147_TW015	000-5100-00	Salaries and W



There are 13 rows or records displayed.

14

Rows: 13

May

Jun

Jul

Aug

Sep

11,511

Click in the box next to Exclude zero value accounts to remove the check mark.


search [Advanced](#) ☐ Exclude zero value accounts

Click on **Search**.

Currency

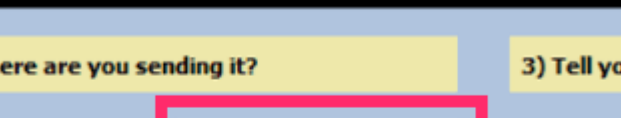
Home Currency

Search [Advanced](#) ☐ Exclude zero

AccountIndex	TypicalBal	Jan
=		=

Click on the Company DB dropdown list beneath "Where are you sending it?".

For this example, select **TWO**.



2) Where are you sending it?

CompanyDB* TWO ▼

Available ERP Budgets* Budget 2005 ▼

For recovery purposes Dynamic Budgets maintains an audit trail of all export sessions (capturing a snapshot

Click on the Available ERP Budgets dropdown list beneath "Where are you sending it?". For this example, select **Budget 2017**.

Note: If the budget is not listed, it needs to be added in GP before proceeding.

CompanyDB* TWO Export Des

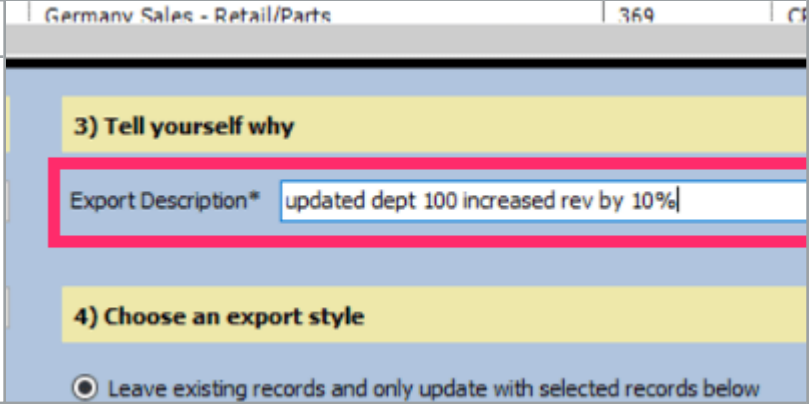
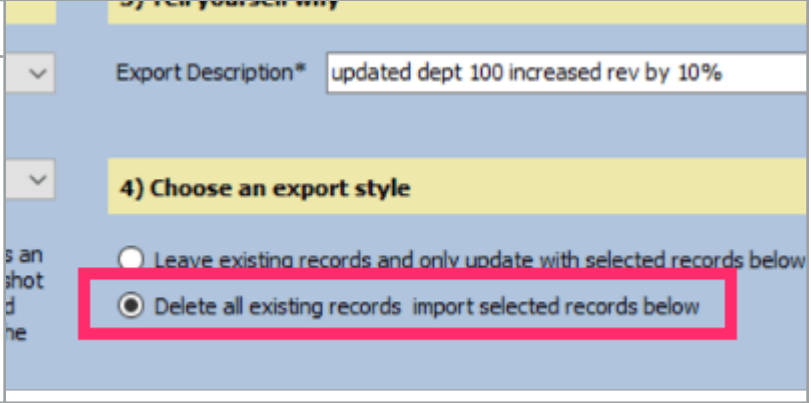
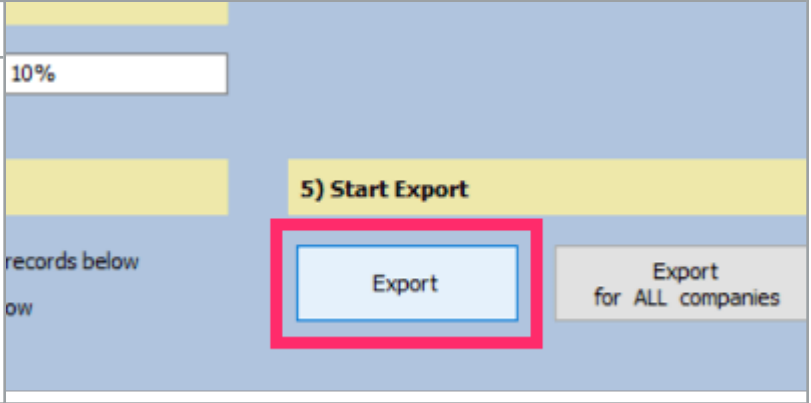
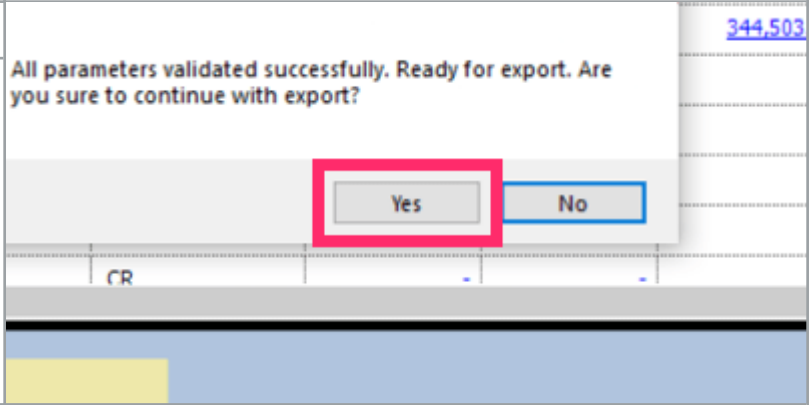
Available ERP Budgets*


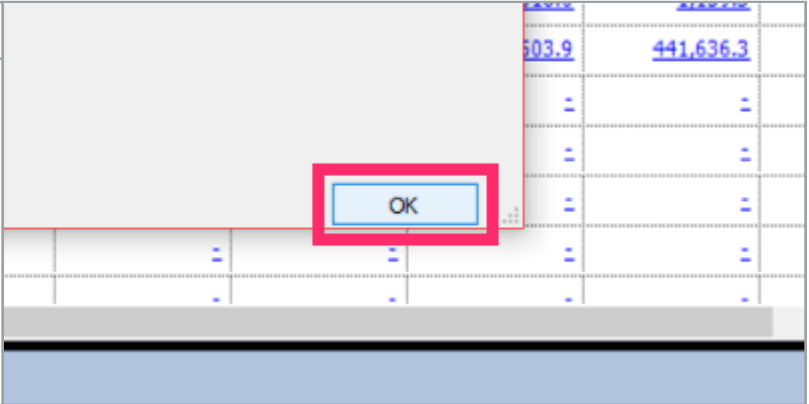

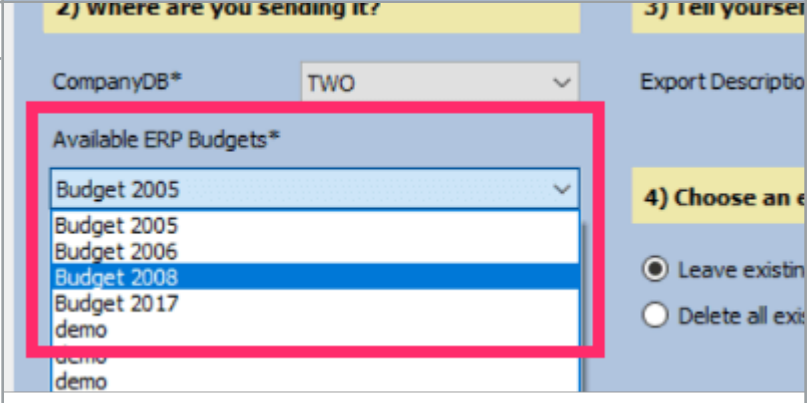

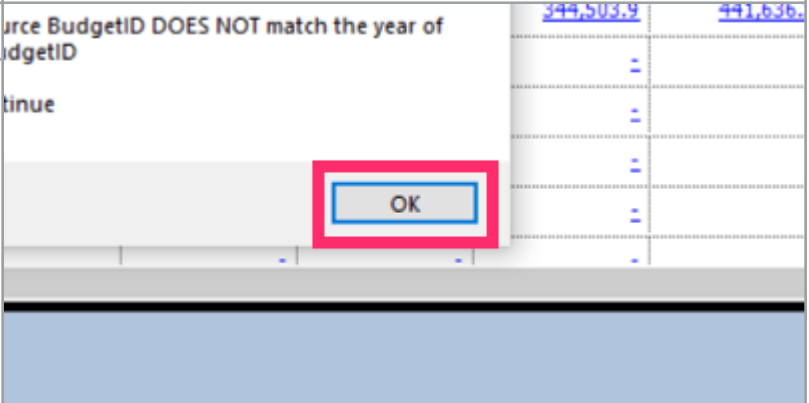

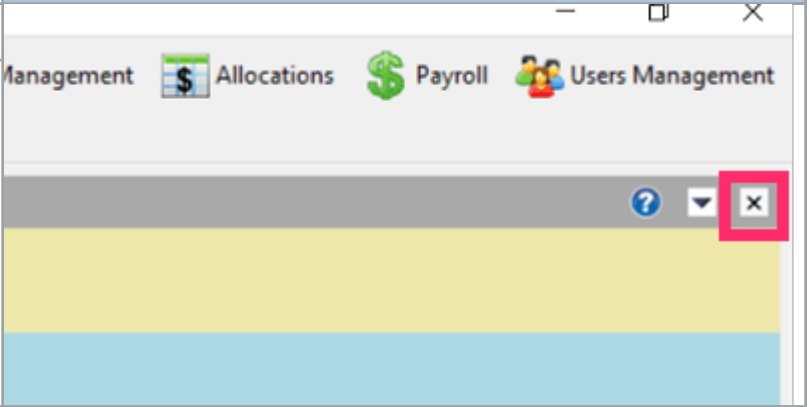
- Budget 2005
- Budget 2005
- Budget 2006
- Budget 2008
- Budget 2017
- demo
- demo
- demo

4) Choose

☒ Leave e

☐ Delete

<p>19</p> <p>Click in the Export Description cell. Type a description.</p> <p>For this example, type "updated dept 100 increased rev by 10%" in the cell.</p>	
<p>20</p> <p>Select Delete all existing records import selected records below beneath "Choose an export style".</p> <p>Note: Select "leave existing records and only update with selected records below" if you are only selecting a few accounts to export.</p>	
<p>21</p> <p>Click on Export.</p>	
<p>22</p> <p>A message will appear that reads, All parameters validated successfully. Ready to export. Are you sure to continue with export?.</p> <p>Click on Yes to confirm.</p>	

<p> A message will appear that reads, Audit trail saved. Export to ERP success.</p> <p>Now Click OK.</p>	<p>23</p> 
<p> Another Export Scenerio Note: If you select an available ERP Budget that doesn't correspond to the correct year to export, such as Budget 2008 for a BudgetID for Test 2017 Forecast.</p> <p>Please confirm the year is accurate in the manage budgets screen.</p>	<p>24</p> 
<p> The system will display this message. The year of the Source DOES NOT match the year of the Destination BudgetID. Export cannot continue.</p> <p>Now click on OK.</p>	<p>25</p> 
<p> Click on the X to close.</p>	<p>26</p> 



That's It. You're Done.

27



DYNAMIC™
BUDGETS



That's It. You're Done.