

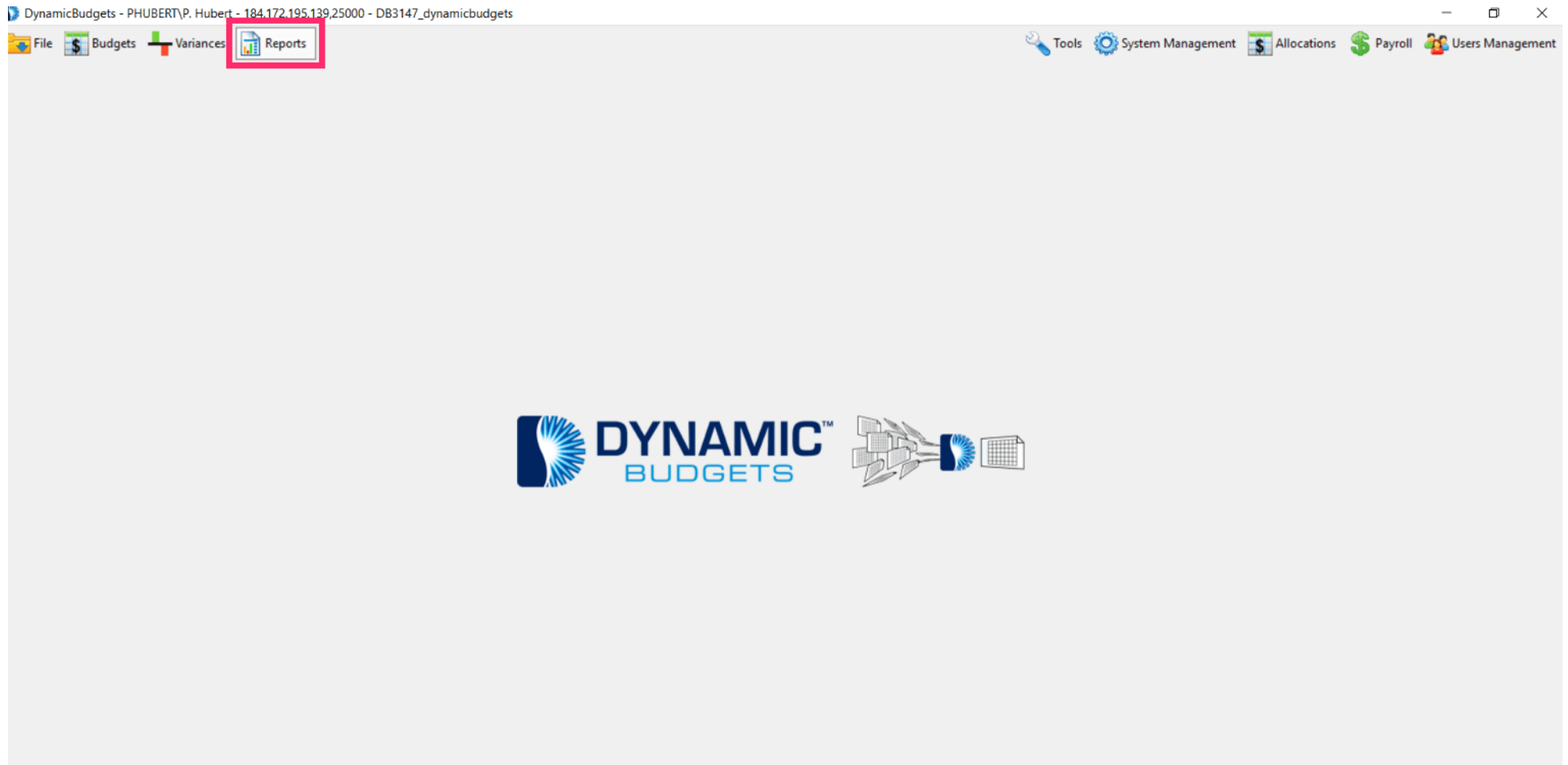
 Dynamic Budgets User Guide for Monthly Actuals-Trx Review



**User Guide**  
**for**  
**Monthly Actuals-Trx Review**

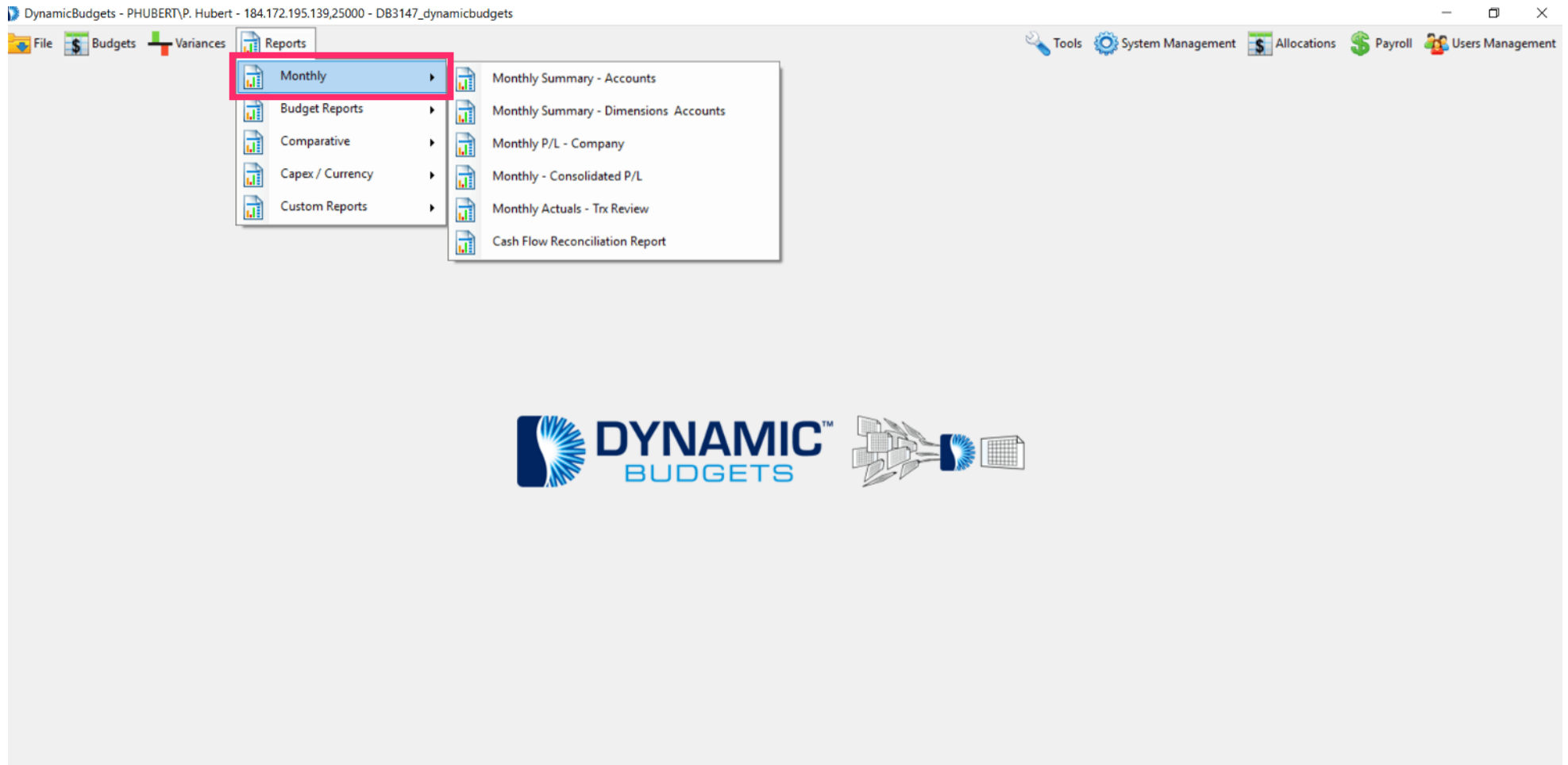


Click on **Reports**.



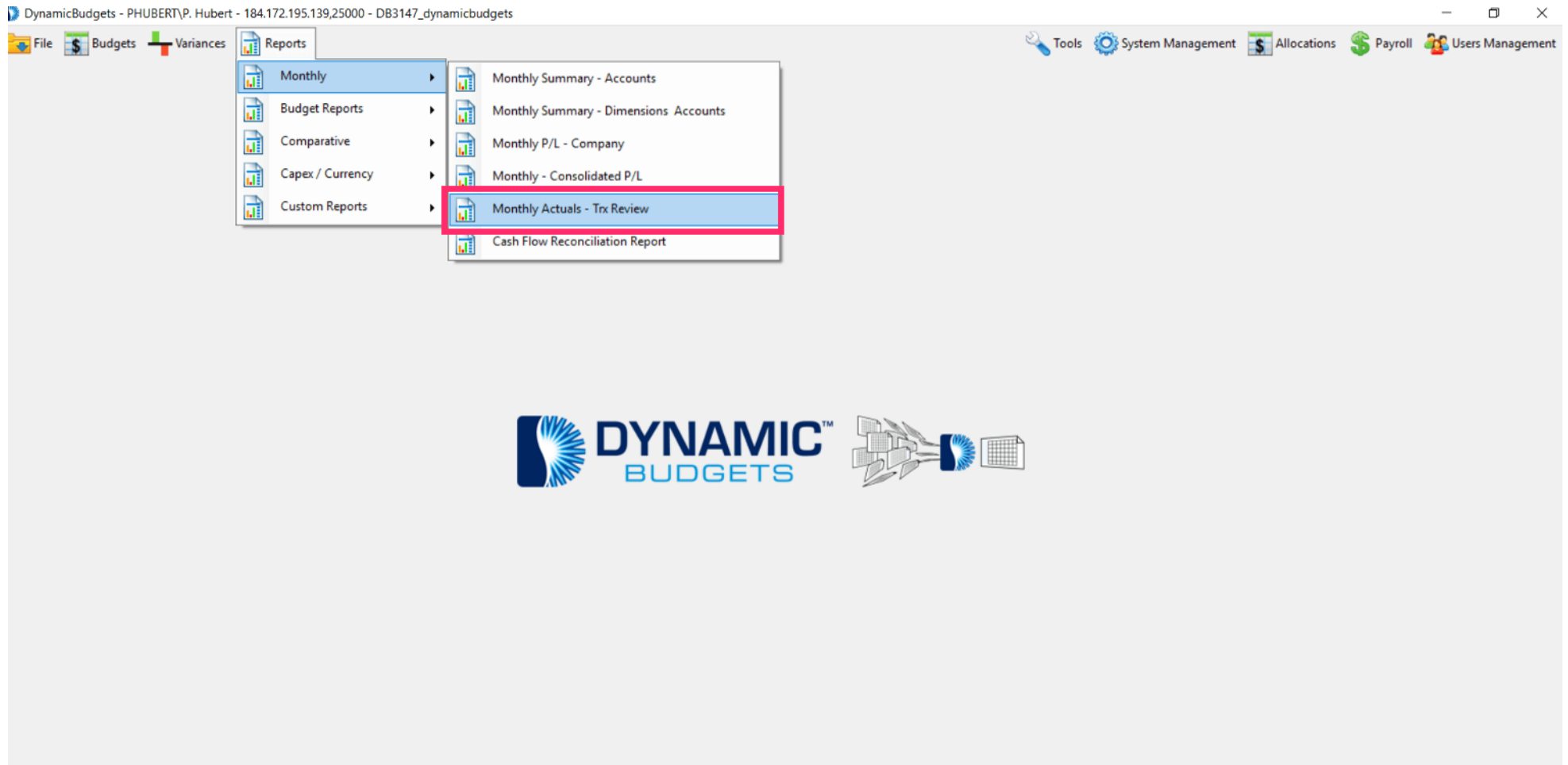


Click on **Monthly**.





Click on **Monthly Actuals-Trx Review**.



 Select the **CompanyDB**. In this example, DB3147\_two18.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB **DB3147\_two18** OrgUnit Rollup \* G&A

OrgUnit **DB3147\_two18** Object <all> Generate

Year \* Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level 4

 Select an **OrgUnit**. In this example, select 100-Administration.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit \* **100 - Administration** Object \* <all> Generate

Year \* 100 - Administration Period \* <all>

200 - Accounting

600 - Purchasing/Receiving

Print Export to Excel Print to PDF Autosize Columns A- A+

Display Level 4

 Select an **OrgUnit Rollup**. In this example, select G&A.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup G&A

OrgUnit 100 - Administration Object Generate

Year \* Period \*

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level 4



Select a **Year**. In this example, select 2024.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit 100 - Administration Object <all> Generate

Year \* **2024** Period \* <all>

Print DF AutoSize Columns A- A+

Display Level





Click on **Generate**.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit 100 - Administration Object <all>

Year \* 2024 Period \* <all>

**Generate**

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level 4



A message will appear that reads, **Please stand by while we populate your search options from your entire transaction history..**

DynamicBudgets - PHUBERTV.P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit 100 - Administration Object <all> Processing..

Year \* 2024 Period \* <all>

Please stand by while we populate your search options from your entire transaction history..

Print Export to Excel Print to PDF AutoSize Columns A- A+

Display Level 4



You can change the display level. Select 2.

DynamicBudgets - PHUBERT\p. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Actuals - Trx Review

CompanyDB: DB3147\_two18 OrgUnit Rollup: G&A

OrgUnit: 100 - Administration Object: <all> Generate

Year: 2024 Period: <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level: 4

Drag a column header to group by that column.

| Row | Account                                        | TRXDATE    | DatePosted | Amount | Currency | REFERENCE      | DSCRIPTN | Vend / Cust ID | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDC |
|-----|------------------------------------------------|------------|------------|--------|----------|----------------|----------|----------------|------------------|----------|-----------|------|
| 1   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 63.04  | Z-US\$   | UPRCC000000001 |          | ALVA0001       | Alvarza, Alicia  | 689      | UPRCC     |      |
| 2   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | ATKI0001       | Atkins, Paul M.  | 690      | UPRCC     |      |
| 3   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | BANK0001       | Banks, Katherin  | 691      | UPRCC     |      |
| 4   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 62.24  | Z-US\$   | UPRCC000000001 |          | BLAC0001       | Black, Thomas    | 692      | UPRCC     |      |
| 5   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 56.92  | Z-US\$   | UPRCC000000001 |          | BURN0001       | Burnell, Darlene | 693      | UPRCC     |      |
| 6   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 61.27  | Z-US\$   | UPRCC000000001 |          | CARN0001       | Carnero, Roland  | 694      | UPRCC     |      |
| 7   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 61.27  | Z-US\$   | UPRCC000000001 |          | CRAN0001       | Crane, Ruth M.   | 695      | UPRCC     |      |
| 8   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 57.61  | Z-US\$   | UPRCC000000001 |          | DRAK0001       | Drake, Robert L. | 696      | UPRCC     |      |
| 9   | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | DUBO0001       | Dubois, Christin | 697      | UPRCC     |      |
| 10  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 58.44  | Z-US\$   | UPRCC000000001 |          | ERIC0001       | Erickson, Charle | 698      | UPRCC     |      |
| 11  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | GREE0001       | Greenberg, Kim   | 699      | UPRCC     |      |
| 12  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 58.44  | Z-US\$   | UPRCC000000001 |          | HERN0001       | Hernandez, Mar   | 700      | UPRCC     |      |
| 13  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 61.65  | Z-US\$   | UPRCC000000001 |          | JENN0001       | Jennings, Norm   | 701      | UPRCC     |      |
| 14  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 58.5   | Z-US\$   | UPRCC000000001 |          | KOWA0001       | Kowalski, Philip | 702      | UPRCC     |      |
| 15  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 60.82  | Z-US\$   | UPRCC000000001 |          | LEVI0001       | Levin, Brian C.  | 703      | UPRCC     |      |
| 16  | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | LOGA0001       | Logan, Patricia  | 704      | UPRCC     |      |



Now you see transactions displayed for the OrgRollup, OrgUnit, Year and Period selected.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit 100 - Administration Object <all> Generate

Year \* 2024 Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

Drag a column header here to group by that column.

| RowID | Account                                        | TRXDATE    | DatePosted | Amount | Currency | REFERENCE      | DSCRIPTN | Vend / Cust ID | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDC |
|-------|------------------------------------------------|------------|------------|--------|----------|----------------|----------|----------------|------------------|----------|-----------|------|
| 1     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 63.04  | Z-US\$   | UPRCC000000001 |          | ALVA0001       | Alvarza, Alicia  | 689      | UPRCC     |      |
| 2     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | ATKI0001       | Atkins, Paul M.  | 690      | UPRCC     |      |
| 3     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | BANK0001       | Banks, Katherin  | 691      | UPRCC     |      |
| 4     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 62.24  | Z-US\$   | UPRCC000000001 |          | BLAC0001       | Black, Thomas    | 692      | UPRCC     |      |
| 5     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 56.92  | Z-US\$   | UPRCC000000001 |          | BURN0001       | Burnell, Darlene | 693      | UPRCC     |      |
| 6     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 61.27  | Z-US\$   | UPRCC000000001 |          | CARN0001       | Carnero, Roland  | 694      | UPRCC     |      |
| 7     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 61.27  | Z-US\$   | UPRCC000000001 |          | CRAN0001       | Crane, Ruth M.   | 695      | UPRCC     |      |
| 8     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 57.61  | Z-US\$   | UPRCC000000001 |          | DRAK0001       | Drake, Robert L  | 696      | UPRCC     |      |
| 9     | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | DUBO0001       | Dubois, Christin | 697      | UPRCC     |      |
| 10    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 58.44  | Z-US\$   | UPRCC000000001 |          | ERIC0001       | Erickson, Charle | 698      | UPRCC     |      |
| 11    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 49.36  | Z-US\$   | UPRCC000000001 |          | GREE0001       | Greenberg, Kim   | 699      | UPRCC     |      |
| 12    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 58.44  | Z-US\$   | UPRCC000000001 |          | HERN0001       | Hernandez, Mar   | 700      | UPRCC     |      |
| 13    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 61.65  | Z-US\$   | UPRCC000000001 |          | JENN0001       | Jennings, Norm   | 701      | UPRCC     |      |
| 14    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 58.5   | Z-US\$   | UPRCC000000001 |          | KOWA0001       | Kowalski, Philip | 702      | UPRCC     |      |
| 15    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 60.82  | Z-US\$   | UPRCC000000001 |          | LEVI0001       | Levin, Brian C.  | 703      | UPRCC     |      |
| 16    | 100-5150-00 Employee Benefits - Administration | 01/15/2024 | 01/01/1990 | 40.36  | Z-US\$   | UPRCC000000001 |          | LOCA0001       | Logan, Patricia  | 704      | UPRCC     |      |



Let's **drag** the Vendor/Cust ID column header and **drop** it in the gray area. **Now see the transactions are displayed** by Vend/Cust ID for all periods.

DynamicBudgets - PHUBERT.P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB: DB3147\_two18 OrgUnit Rollup: G&A  
 OrgUnit: 100 - Administration Object: <all> Year: 2024 Period: <all> **Generate**

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

**Vend / Cust ID**

| LOWID                  | Account     | TRXDATE    | DatePosted | Amount | Currency | REFERENCE    | DSCTPTN | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDOCNUM   | PostedBy | Accounts |
|------------------------|-------------|------------|------------|--------|----------|--------------|---------|------------------|----------|-----------|------------|----------|----------|
| <b>ACKE0001 695.56</b> |             |            |            |        |          |              |         |                  |          |           |            |          |          |
| 55                     | 100-5150-00 | 02/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1578     | UPRCC     | DD00000000 | sa       | Accounts |
| 83                     | 100-5150-00 | 03/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1606     | UPRCC     | DD00000000 | sa       | Accounts |
| 111                    | 100-5150-00 | 04/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1634     | UPRCC     | DD00000000 | sa       | Accounts |
| 138                    | 100-5150-00 | 05/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1661     | UPRCC     | DD00000000 | sa       | Accounts |
| 166                    | 100-5150-00 | 06/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1689     | UPRCC     | DD00000000 | sa       | Accounts |
| 194                    | 100-5150-00 | 07/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1717     | UPRCC     | DD00000000 | sa       | Accounts |
| 222                    | 100-5150-00 | 08/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1745     | UPRCC     | DD00000000 | sa       | Accounts |
| 250                    | 100-5150-00 | 09/01/2024 | 01/28/2028 | 50.77  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1773     | UPRCC     | DD00000000 | sa       | Accounts |
| 278                    | 100-5150-00 | 10/01/2024 | 01/28/2028 | 50.77  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1801     | UPRCC     | DD00000000 | sa       | Accounts |
| 306                    | 100-5150-00 | 11/01/2024 | 01/28/2028 | 50.64  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1829     | UPRCC     | DD00000000 | sa       | Accounts |
| 333                    | 100-5150-00 | 12/01/2024 | 01/28/2028 | 50.77  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1856     | UPRCC     | DD00000000 | sa       | Accounts |
| 415                    | 100-5170-00 | 01/01/2024 | 01/31/2028 | 7.25   | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 3228     | UPRCC     | DD00000000 | sa       | Accounts |
| 426                    | 100-5170-00 | 02/01/2024 | 01/28/2028 | 10.99  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1578     | UPRCC     | DD00000000 | sa       | Accounts |
| 454                    | 100-5170-00 | 03/01/2024 | 01/28/2028 | 12.25  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1606     | UPRCC     | DD00000000 | sa       | Accounts |
| 482                    | 100-5170-00 | 04/01/2024 | 01/28/2028 | 12.25  | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 1634     | UPRCC     | DD00000000 | sa       | Accounts |



Drop

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File
Budgets
Variances
Reports
Tools
System Management
Allocations
Payroll
Users Management

Reports > Monthly > Monthly Actuals - Trx Review

CompanyDB: DB3147\_two18  
OrgUnit Rollup: G&A  
OrgUnit: 100 - Administration  
Object: <all>  
Year: 2024  
Period: <all>

Generate

Print
Export to Excel
Print to PDF
AutoSize Columns

Rows: 762

Display Level 2

Vend / Cust ID

| lowID                                             | Account     | TRXDATE    | DatePosted | Amount | Currency | REFERENCE    | DSCTRPTN | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDOCNUM   | PostedBy | Accounts |
|---------------------------------------------------|-------------|------------|------------|--------|----------|--------------|----------|------------------|----------|-----------|------------|----------|----------|
| <div> <div>ACK0001</div> <div>695.56</div> </div> |             |            |            |        |          |              |          |                  |          |           |            |          |          |
| 55                                                | 100-5150-00 | 02/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1578     | UPRCC     | DD00000000 | sa       | Accounts |
| 83                                                | 100-5150-00 | 03/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1606     | UPRCC     | DD00000000 | sa       | Accounts |
| 111                                               | 100-5150-00 | 04/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1634     | UPRCC     | DD00000000 | sa       | Accounts |
| 138                                               | 100-5150-00 | 05/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1661     | UPRCC     | DD00000000 | sa       | Accounts |
| 166                                               | 100-5150-00 | 06/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1689     | UPRCC     | DD00000000 | sa       | Accounts |
| 194                                               | 100-5150-00 | 07/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1717     | UPRCC     | DD00000000 | sa       | Accounts |
| 222                                               | 100-5150-00 | 08/01/2024 | 01/28/2028 | 49.36  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1745     | UPRCC     | DD00000000 | sa       | Accounts |
| 250                                               | 100-5150-00 | 09/01/2024 | 01/28/2028 | 50.77  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1773     | UPRCC     | DD00000000 | sa       | Accounts |
| 278                                               | 100-5150-00 | 10/01/2024 | 01/28/2028 | 50.77  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1801     | UPRCC     | DD00000000 | sa       | Accounts |
| 306                                               | 100-5150-00 | 11/01/2024 | 01/28/2028 | 50.64  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1829     | UPRCC     | DD00000000 | sa       | Accounts |
| 333                                               | 100-5150-00 | 12/01/2024 | 01/28/2028 | 50.77  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1856     | UPRCC     | DD00000000 | sa       | Accounts |
| 415                                               | 100-5170-00 | 01/01/2024 | 01/31/2028 | 7.25   | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 3228     | UPRCC     | DD00000000 | sa       | Accounts |
| 426                                               | 100-5170-00 | 02/01/2024 | 01/28/2028 | 10.99  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1578     | UPRCC     | DD00000000 | sa       | Accounts |
| 454                                               | 100-5170-00 | 03/01/2024 | 01/28/2028 | 12.25  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1606     | UPRCC     | DD00000000 | sa       | Accounts |
| 482                                               | 100-5170-00 | 04/01/2024 | 01/28/2028 | 12.25  | Z-US\$   | Payroll Comp |          | Ackerman, Pilar  | 1634     | UPRCC     | DD00000000 | sa       | Accounts |



Drag the TRXDATE column header and drop it in the gray area. Now see the transactions are displayed by Vend/Cust ID & Trx Date for all periods. Click on the + sign to expand the months to review those transactions.

Dynamicbudgets - PHOEBE (P. Hubert - 184.172.195.159,25000 - DB3147\_dynamicbudgets)

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Actuals - Trx Review

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit 100 - Administration Object <all> Generate

Year \* 2024 Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

Vend / Cust ID / TRXDATE

| RowID | Account      | DatePosted | Amount    | Currency | REFERENCE | DISCRIPTN | Vend / Cust Name | JRNTENTRY | SOURCEDOC | ORDOCNUM | PostedBy | Accounts |
|-------|--------------|------------|-----------|----------|-----------|-----------|------------------|-----------|-----------|----------|----------|----------|
|       |              |            | 52,968.45 |          |           |           |                  |           |           |          |          |          |
| +     | ACKE0001     |            | 695.56    |          |           |           |                  |           |           |          |          |          |
| +     | 01/01/2024   |            | 7.25      |          |           |           |                  |           |           |          |          |          |
| +     | 02/01/2024   |            | 60.35     |          |           |           |                  |           |           |          |          |          |
| +     | 03/01/2024   |            | 61.61     |          |           |           |                  |           |           |          |          |          |
| +     | 04/01/2024   |            | 61.61     |          |           |           |                  |           |           |          |          |          |
| +     | 05/01/2024   |            | 61.6      |          |           |           |                  |           |           |          |          |          |
| +     | 06/01/2024   |            | 71.76     |          |           |           |                  |           |           |          |          |          |
| +     | 07/01/2024   |            | 61.6      |          |           |           |                  |           |           |          |          |          |
| +     | 08/01/2024   |            | 59.1      |          |           |           |                  |           |           |          |          |          |
| +     | 09/01/2024   |            | 63.02     |          |           |           |                  |           |           |          |          |          |
| +     | 10/01/2024   |            | 63.01     |          |           |           |                  |           |           |          |          |          |
| +     | 11/01/2024   |            | 61.63     |          |           |           |                  |           |           |          |          |          |
| +     | 12/01/2024   |            | 63.02     |          |           |           |                  |           |           |          |          |          |
| +     | ALLENSON0001 |            | 537.19    |          |           |           |                  |           |           |          |          |          |





Drop

DynamicBUDGETS - PHUBERT (P. HUBERT) - 184.172.193.139,20000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A  
 OrgUnit 100 - Administration Object <all> Generate  
 Year \* 2024 Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

Vend / Cust ID / TRXDATE /

| RowID | Account             | DatePosted | Amount    | Currency | REFERENCE | DSRIPTN | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDOCNUM | PostedBy | Accounts |
|-------|---------------------|------------|-----------|----------|-----------|---------|------------------|----------|-----------|----------|----------|----------|
|       |                     |            | 52,968.45 |          |           |         |                  |          |           |          |          |          |
|       | <b>ACKE0001</b>     |            | 695.56    |          |           |         |                  |          |           |          |          |          |
|       | 01/01/2024          |            | 7.25      |          |           |         |                  |          |           |          |          |          |
|       | 02/01/2024          |            | 60.35     |          |           |         |                  |          |           |          |          |          |
|       | 03/01/2024          |            | 61.61     |          |           |         |                  |          |           |          |          |          |
|       | 04/01/2024          |            | 61.61     |          |           |         |                  |          |           |          |          |          |
|       | 05/01/2024          |            | 61.6      |          |           |         |                  |          |           |          |          |          |
|       | 06/01/2024          |            | 71.76     |          |           |         |                  |          |           |          |          |          |
|       | 07/01/2024          |            | 61.6      |          |           |         |                  |          |           |          |          |          |
|       | 08/01/2024          |            | 59.1      |          |           |         |                  |          |           |          |          |          |
|       | 09/01/2024          |            | 63.02     |          |           |         |                  |          |           |          |          |          |
|       | 10/01/2024          |            | 63.01     |          |           |         |                  |          |           |          |          |          |
|       | 11/01/2024          |            | 61.63     |          |           |         |                  |          |           |          |          |          |
|       | 12/01/2024          |            | 63.02     |          |           |         |                  |          |           |          |          |          |
|       | <b>ALLENSON0001</b> |            | 537.19    |          |           |         |                  |          |           |          |          |          |



 Click on the + sign to expand or collapse transaction review.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A  
 OrgUnit 100 - Administration Object <all> Generate  
 Year \* 2024 Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

Vend / Cust ID / TRXDATE /

| RowID | Account | DatePosted  | Amount     | Currency | REFERENCE | DSRIPTN      | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDOCNUM   | PostedBy | Accounts |
|-------|---------|-------------|------------|----------|-----------|--------------|------------------|----------|-----------|------------|----------|----------|
|       |         |             | 52,968.45  |          |           |              |                  |          |           |            |          |          |
|       |         |             | 695.56     |          |           |              |                  |          |           |            |          |          |
|       |         |             | 7.25       |          |           |              |                  |          |           |            |          |          |
|       | 415     | 100-5170-00 | 01/31/2028 | 7.25     | Z-US\$    | Payroll Comp | Ackerman, Pilar  | 3228     | UPRCC     | DD00000000 | sa       | Accounts |
|       |         |             | 60.55      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 61.61      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 61.61      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 61.6       |          |           |              |                  |          |           |            |          |          |
|       |         |             | 71.76      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 61.6       |          |           |              |                  |          |           |            |          |          |
|       |         |             | 59.1       |          |           |              |                  |          |           |            |          |          |
|       |         |             | 63.02      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 63.01      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 61.63      |          |           |              |                  |          |           |            |          |          |
|       |         |             | 63.02      |          |           |              |                  |          |           |            |          |          |



Note: If there is an error present, you can copy this information & email it to the accountant for correction. Click on and Highlight the data. It will turn gray.

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Actuals - Trx Review

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A

OrgUnit 100 - Administration Object <all> Generate

Year \* 2024 Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

Vend / Cust ID / TRXDATE /

| RowID | / | Account    | DatePosted  | Amount     | Currency | REFERENCE | DSRIPTN      | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDOCNUM   | PostedBy | Accounts |
|-------|---|------------|-------------|------------|----------|-----------|--------------|------------------|----------|-----------|------------|----------|----------|
|       |   |            |             | 52,968.45  |          |           |              |                  |          |           |            |          |          |
|       |   | ACKE0001   |             | 695.56     |          |           |              |                  |          |           |            |          |          |
|       |   | 01/01/2024 |             | 7.25       |          |           |              |                  |          |           |            |          |          |
|       |   | 415        | 100-5170-00 | 01/31/2028 | 7.25     | Z-US\$    | Payroll Comp | Ackerman, Pilar  | 3228     | UPRCC     | DD00000000 | sa       | Accounts |
|       |   | 02/01/2024 |             | 60.35      |          |           |              |                  |          |           |            |          |          |
|       |   | 03/01/2024 |             | 61.61      |          |           |              |                  |          |           |            |          |          |
|       |   | 04/01/2024 |             | 61.61      |          |           |              |                  |          |           |            |          |          |
|       |   | 05/01/2024 |             | 61.6       |          |           |              |                  |          |           |            |          |          |
|       |   | 06/01/2024 |             | 71.76      |          |           |              |                  |          |           |            |          |          |
|       |   | 07/01/2024 |             | 61.6       |          |           |              |                  |          |           |            |          |          |
|       |   | 08/01/2024 |             | 59.1       |          |           |              |                  |          |           |            |          |          |
|       |   | 09/01/2024 |             | 63.02      |          |           |              |                  |          |           |            |          |          |
|       |   | 10/01/2024 |             | 63.01      |          |           |              |                  |          |           |            |          |          |
|       |   | 11/01/2024 |             | 61.63      |          |           |              |                  |          |           |            |          |          |
|       |   | 12/01/2024 |             | 63.02      |          |           |              |                  |          |           |            |          |          |



Right-Click. Click on **Copy with headers..**

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB \* DB3147\_two18 OrgUnit Rollup \* G&A  
 OrgUnit 100 - Administration Object <all> Generate  
 Year \* 2024 Period \* <all>

Print Export to Excel Print to PDF AutoSize Columns Rows: 762 A- A+

Display Level 2

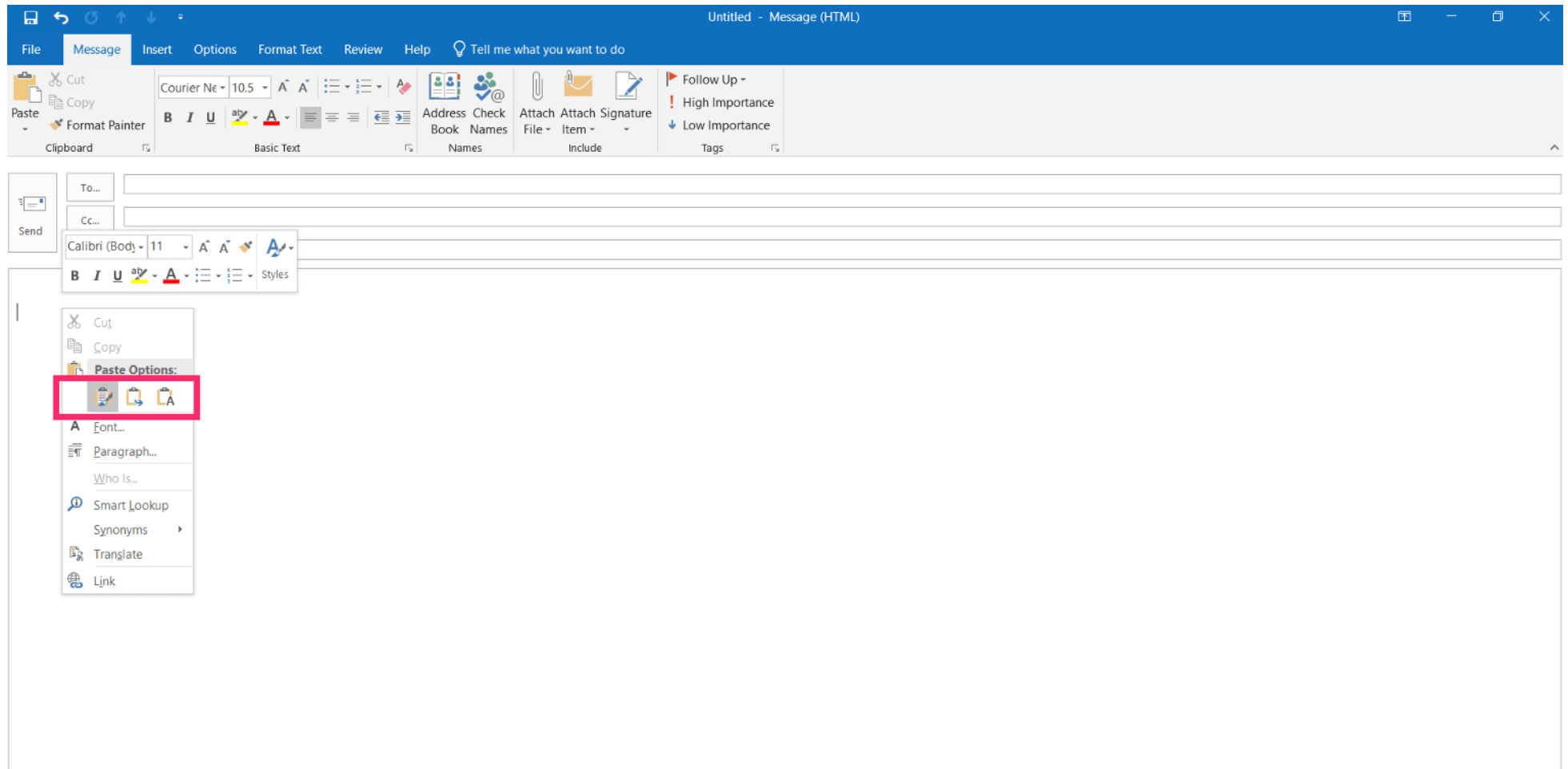
Vend / Cust ID / TRXDATE /

| RowID | Account | DatePosted | Amount    | Currency | REFERENCE    | DSCTPTN | Vend / Cust Name | JRNENTRY | SOURCEDOC | ORDOCNUM   | PostedBy | Accounts |
|-------|---------|------------|-----------|----------|--------------|---------|------------------|----------|-----------|------------|----------|----------|
|       |         |            | 52,968.45 |          |              |         |                  |          |           |            |          |          |
|       |         |            | 695.56    |          |              |         |                  |          |           |            |          |          |
|       |         |            | 7.25      |          |              |         |                  |          |           |            |          |          |
|       |         |            | 7.25      | Z-US\$   | Payroll Comp |         | Ackerman, Pilar  | 3228     | UPRCC     | DD00000000 | sa       | Accounts |
|       |         |            | 60.35     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 61.61     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 61.61     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 61.6      |          |              |         |                  |          |           |            |          |          |
|       |         |            | 71.76     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 61.6      |          |              |         |                  |          |           |            |          |          |
|       |         |            | 59.1      |          |              |         |                  |          |           |            |          |          |
|       |         |            | 63.02     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 63.01     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 61.63     |          |              |         |                  |          |           |            |          |          |
|       |         |            | 63.02     |          |              |         |                  |          |           |            |          |          |

Context Menu:

- Select All Ctrl+A
- Copy Ctrl+C
- Copy with headers.. Ctrl+H**
- Paste..
- Check All
- Uncheck All
- AutoSize Columns Ctrl+G
- Find and Replace.. Ctrl+F

 **Alt + Tab** to compose your email. Right-Click, paste.





Transaction information from Dynamic Budgets is now in the email.

[illegible]

Type correction message in the body of the email or subject line, add recipient and send.

| <u>RowID</u> | <u>Account</u>                             | <u>DatePosted</u> | <u>Amount</u> | <u>Currency</u> | <u>REFERENCE</u>        | <u>DESCRIPN</u> | <u>Vend / Cust Name</u> | <u>JRNENTRY</u> | <u>SOURCEDOC</u>      | <u>ORDOCNUM</u> | <u>PostedBy</u> | <u>Accounts</u> |
|--------------|--------------------------------------------|-------------------|---------------|-----------------|-------------------------|-----------------|-------------------------|-----------------|-----------------------|-----------------|-----------------|-----------------|
| 415          | 100-5170-00 Payroll Taxes - Administration | 01/31/2028        | 7.25          | Z-US\$          | Payroll Computer Checks | Ackerman, Pilar | 3228                    | UPRC            | DD0000000000000000181 | sa              | Accounts        |                 |



Helpful Screen Tools: 1) Print 2) Print to PDF. 3) Export to excel. 4) AutoSize the Columns  
5) See # of rows 6) Increase or decrease the magnification of the screen with (A+ or A-)

DynamicBudgets - PHUBERT\P. Hubert - 184.172.195.139,25000 - DB3147\_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Actuals - Trx Review**

CompanyDB: DB3147\_two18 OrgUnit Rollup: G&A  
 OrgUnit: 100 - Administration Object: <all> Generate  
 Year: 2024 Period: <all>

Print Export to Excel **Print to PDF** AutoSize Columns Rows: 762 A- A+

Display Level: 2 Print to PDF

Vend / Cust ID / TRXDATE /

| RowID | Account    | DatePosted  | Amount     | Currency | REFERENCE | DSCTPTN      | Vend / Cust Name | JRNTY | SOURCEDOC | ORDOCNUM   | PostedBy | Accounts |
|-------|------------|-------------|------------|----------|-----------|--------------|------------------|-------|-----------|------------|----------|----------|
|       |            |             | 52,968.45  |          |           |              |                  |       |           |            |          |          |
|       | ACKE0001   |             | 695.56     |          |           |              |                  |       |           |            |          |          |
|       | 01/01/2024 |             | 7.25       |          |           |              |                  |       |           |            |          |          |
|       | 415        | 100-5170-00 | 01/31/2028 | 7.25     | Z-US\$    | Payroll Comp | Ackerman, Pilar  | 3228  | UPRC      | DD00000000 | sa       | Accounts |
|       | 02/01/2024 |             | 60.35      |          |           |              |                  |       |           |            |          |          |
|       | 03/01/2024 |             | 61.61      |          |           |              |                  |       |           |            |          |          |
|       | 04/01/2024 |             | 61.61      |          |           |              |                  |       |           |            |          |          |
|       | 05/01/2024 |             | 61.6       |          |           |              |                  |       |           |            |          |          |
|       | 06/01/2024 |             | 71.76      |          |           |              |                  |       |           |            |          |          |
|       | 07/01/2024 |             | 61.6       |          |           |              |                  |       |           |            |          |          |
|       | 08/01/2024 |             | 59.1       |          |           |              |                  |       |           |            |          |          |
|       | 09/01/2024 |             | 63.02      |          |           |              |                  |       |           |            |          |          |
|       | 10/01/2024 |             | 63.01      |          |           |              |                  |       |           |            |          |          |
|       | 11/01/2024 |             | 61.63      |          |           |              |                  |       |           |            |          |          |
|       | 12/01/2024 |             | 63.02      |          |           |              |                  |       |           |            |          |          |



That's It. You're Done.



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