



Dynamic Budgets User Guide for Monthly Account Summary



User Guide for Monthly Account Summary

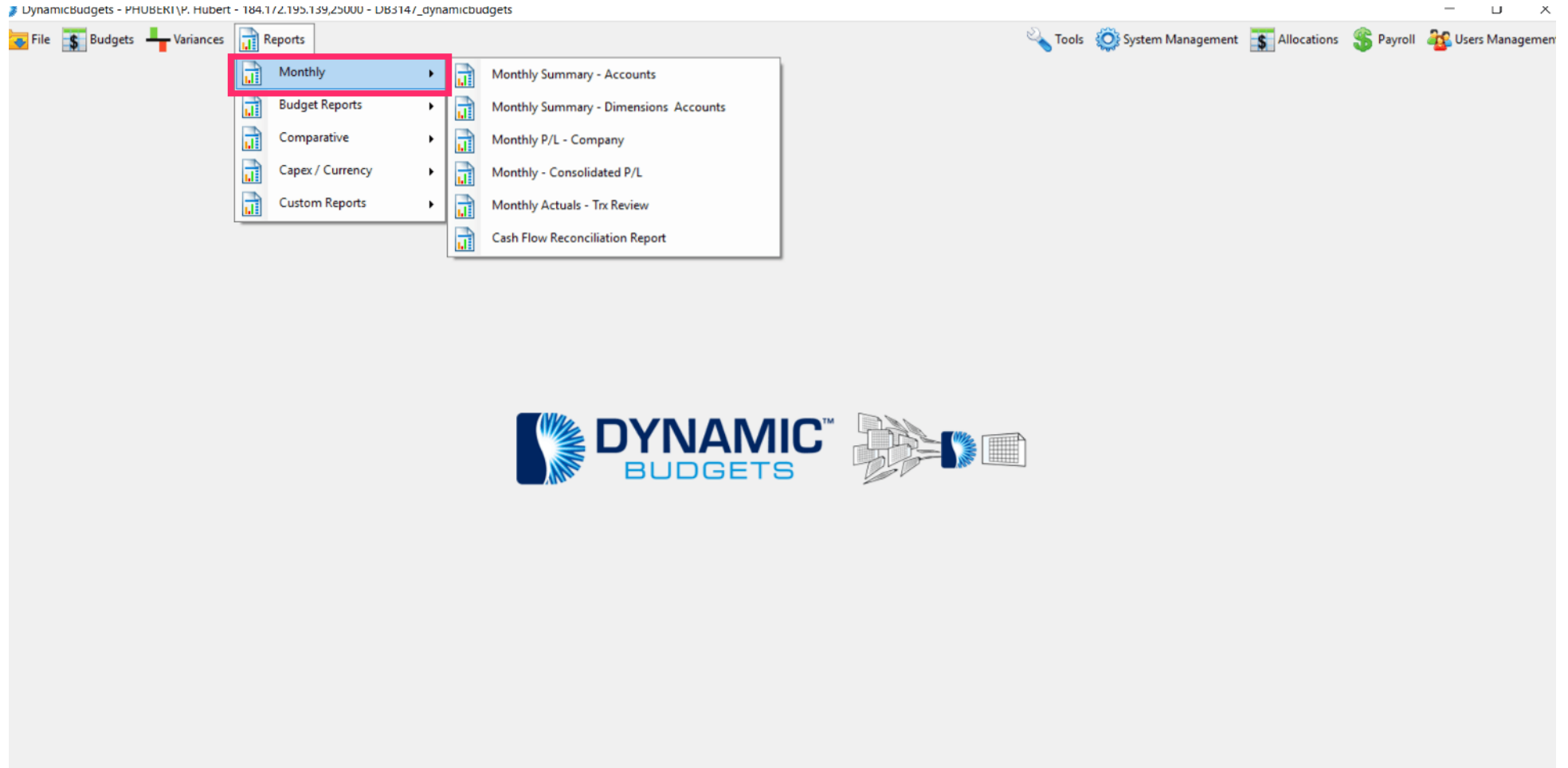


Click on **Reports**.



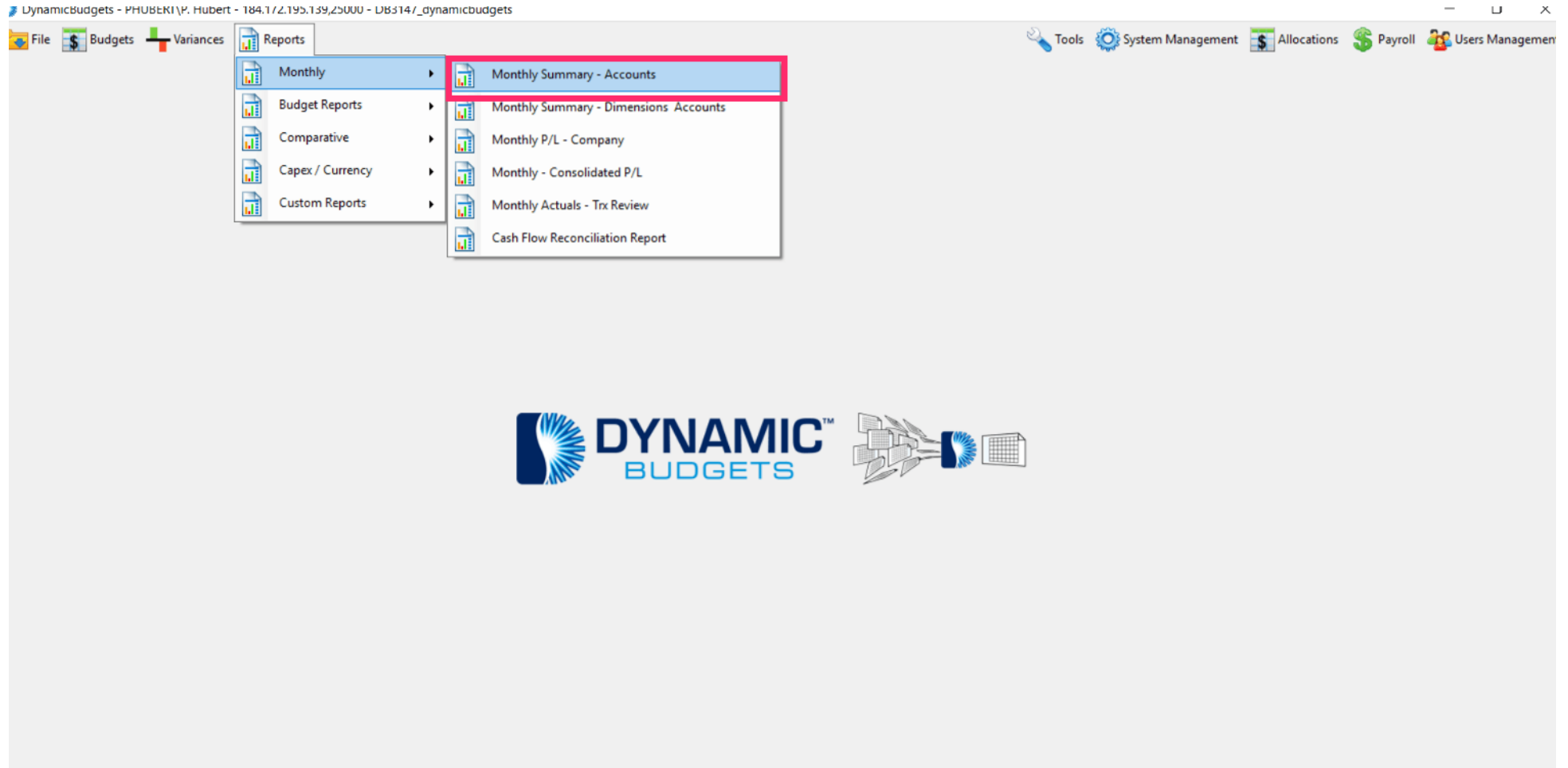


Click on **Monthly**.





Click on **Monthly Summary-Accounts**.





Click on **CompanyDB** dropdown list. For this example, we will select **DB3147_two18**.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup

DB3147_two18 2020 Test G&A <all>

<all> Object

DB3147_two18 <all>

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns

Display Level 1 Row Format <No Format>



Click on **BudgetID** dropdown list. For this example, we will select **2024 Actual**.

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Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* DB3147_two18 BudgetID* 2020 Test OrgUnit Rollup G&A Object Rollup <all>

OrgUnit <all> Object <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Auto Size Columns A- A+

Display Level 1

BudgetID* dropdown list:

- 2020 Test
- 2023 Actual
- 2024 Actual**
- Budget 2025
- Budget 2026
- Budget 2028
- Budget 2027
- Budget 2024
- test 2019



Click on **OrgUnit** dropdown list. For this example, we will select **100-Administration**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit RollUp Object RollUp

DB3147_two18 2024 Actual G&A <all>

OrgUnit Object

<all> <all> Search Advanced ☒ Exclude zero value accounts

000 - Corp
100 - Administration
 200 - Accounting
 600 - Purchasing/Receiving

Size Columns A- A+



Click on **Object** dropdown list. For this example, we will select **5150-Employee Benefits-Administration**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyID* BudgetID* OrgUnit RollUp Object RollUp

DB3147_two18 2024 Actual G&A <all>

OrgUnit

100 - Administration

Object

<all>

5100 - Salaries and Wages

5110 - Overtime Pay - Administration

5120 - Bonuses - Administration

5140 - Profit Sharing - Administration

5150 - Employee Benefits - Administration

5160 - Health Insurance Expense - Administration

5170 - Payroll Taxes - Administration

6100 - Training - Administration

6110 - Company Car - Administration

6120 - Supplies/Rental - Administration

6130 - Supplies/Hardware - Administration

6140 - Supplies/Software - Administration

6150 - Supplies-Allocated - Administration

6160 - Dues & Subscriptions - Administration

6170 - Repairs & Maintenance Expense-Staff

6180 - Rent Expense - Administration

6190 - Utilities Expense - Administration

6500 - Postage/Freight Expense-Staff

6510 - Telephone - Administration

6520 - Travel - Administration

6530 - Meals/Entertainment - Administration

9010 - Square Footage-Administration

9020 - Employee Count-Administration

9030 - Fixed Assets-Computer Cabinets

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF

Display Level 4 Row Format <No Format>



Click on **Search**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyOB*	BudgetID*	OrgUnit Rollup	Object RollUp
DB3147_two18	2024 Actual	G&A	<all>
OrgUnit	Object		
100 - Administration	5150 - Employee Benefits - Administration		

Search [Advanced](#) ☒ Exclude zero value accounts

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

Display Level 4 Row Format <No Format>

Now you see the display of OrgUnit 100 & Object 5150.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyDB: DB3147_two18 BudgetID: 2024 Actual OrgUnit RollUp: G&A Object RollUp: <all>

OrgUnit: 100 - Administration Object: 5150 - Employee Benefits - Administration Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 1 A- A+

Display Level: 4 Row Format: <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64



Click on **Object** dropdown list. For this example, we will select **all**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object RollUp

DB3147_two18 2024 Actual G&A <all>

OrgUnit

100 - Administration

Object

5150 - Employee Benefits - Administration

<all>

5100 - Salaries and Wages

5110 - Overtime Pay - Administration

5120 - Bonuses - Administration

5140 - Profit Sharing - Administration

5150 - Employee Benefits - Administration

5160 - Health Insurance Expense - Administration

5170 - Payroll Taxes - Administration

6100 - Training - Administration

6110 - Company Car - Administration

6120 - Supplies/Rental - Administration

6130 - Supplies/Hardware - Administration

6140 - Supplies/Software - Administration

6150 - Supplies-Allocated - Administration

6160 - Dues & Subscriptions - Administration

6170 - Repairs & Maintenance Expense-Staff

6180 - Rent Expense - Administration

6190 - Utilities Expense - Administration

6500 - Postage/Freight Expense-Staff

6510 - Telephone - Administration

6520 - Travel - Administration

6530 - Meals/Entertainment - Administration

9010 - Square Footage-Administration

9020 - Employee Count-Administration

9030 - Fixed Assets-Computer Cabinets

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF

Display Level 4 Row Format <No Format>

AccountNum	AccountDescr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64

Rows: 1 A- A+



Click on Search.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB314/_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object RollUp
 DB3147_two18 2024 Actual G&A <all>

OrgUnit Object
 100 - Administration <all>

Search [Advanced](#) ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 1 A- A+

Display Level 4 Row Format <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64



Results are displayed. This is the view for Row Format- No format. You can also change the display level.

DynamicBudgets - PHUBERT\ P. Hubert - 184.171.2.195.139,25000 - DB3147_dynamicbudgets

File

Budgets

Variances

Reports

Tools

System Management

Allocations

Payroll

Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyDB*

BudgetID*

OrgUnit Rollup

Object Rollup

DB3147_two18

2024 Actual

G&A

<all>

OrgUnit

Object

100 - Administration

<all>

Search

Advanced

☒ Exclude zero value accounts

Print

Export to Excel

Print to PDF

AutoSize Columns

Total: 3,019.85 | Rows: 15 A- A+

Display Level 1

Row Format <No Format>

			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
100-5170-00	Payroll Taxes - Administration	1,218.61	413.7	419.55	389.03	415.09	880.98	409.28	406.78	419.54	413.68	399.31	413.57	6,199.12
100-6100-00	Training - Administration	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration	297.5	-	-	-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration	249.5	-	-	-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration	229	-	-	-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration	243.75	-	-	-	-	-	-	-	-	-	-	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight - Administration	77.91	-	-	-	-	-	-	-	-	-	-	-	77.91
100-6510-00	Telephone - Administration	2,253.53	-	-	-	-	-	-	-	-	-	-	-	2,253.53
100-6520-00	Travel -	2,049.78	-	-	-	-	-	-	-	-	-	-	-	2,049.78



Click on the **Row Format** dropdown list. For this example, we will select **Company P&L**.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
100-5170-00	Payroll Taxes - Administration	1,218.61	413.7	419.55	389.03	415.09	880.98	409.28	406.78	419.54	413.68	6,199.12
100-6100-00	Training - Administration	1,500	-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration	297.5	-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration	249.5	-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration	229	-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration	243.75	-	-	-	-	-	-	-	-	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight	77.91	-	-	-	-	-	-	-	-	-	77.91



This is the view for Row Format-Company P&L. You see the detail transaction(s) available by clicking on the + button next to 100-Administration to expand.

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File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>

OrgUnit Object
 100 - Administration <all>

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 4 Row Format Company P&L

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se
DB3147_two18		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.55)
Expense		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.55)
Fees		(50)	-	-	-	-	-	-	-	-
100 - Administration		(50)	-	-	-	-	-	-	-	-
Freight		(77.91)	-	-	-	-	-	-	-	-
100 - Administration		(77.91)	-	-	-	-	-	-	-	-
100-6500-00	Postage/Freight-Administration	77.91	-	-	-	-	-	-	-	-
Operating Expenses		(6,078.76)	-	-	-	-	-	-	-	-
100 - Administration		(6,078.76)	-	-	-	-	-	-	-	-
Personnel Costs		(8,335.24)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.55)
100 - Administration		(8,335.24)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.55)
Sales		(259.31)	-	-	-	-	-	-	-	-
100 - Administration		(259.31)	-	-	-	-	-	-	-	-



This is the view for Row Format-Dept P&L. You see the detail transaction(s) by clicking on the + button next to 6160-Dues & Subscriptions-Administration to expand.

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 Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>

OrgUnit Object
 100 - Administration <all>

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 4 Row Format Dept P&L

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
DB3147_two18		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.22)
100 - Administration		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.22)
Expense		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.22)
Fees		(50)	-	-	-	-	-	-	-	-
6160 - Dues & Subscriptions - Administration		(50)	-	-	-	-	-	-	-	-
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-
Operating Expenses		(6,078.76)	-	-	-	-	-	-	-	-
Personnel Costs		(8,335.24)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)	(1,851.22)
Sales		(259.31)	-	-	-	-	-	-	-	-



This is the view for Row Format-Div-Dept P&L. You see the detail transaction(s) by clicking on the + button next to 6160-Dues & Subscriptions-Administration to expand.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139/25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>

OrgUnit Object
 100 - Administration <all>

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 4 Row Format Div- Dept P&L

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
DB3147_two18		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)
G&A		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)
100 - Administration		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)
Expense		(14,801.22)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)
Fees		(50)	-	-	-	-	-	-	-
6160 - Dues & Subscriptions - Administration		(50)	-	-	-	-	-	-	-
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-
Fringe		(77.91)	-	-	-	-	-	-	-
Operating Expenses		(6,078.76)	-	-	-	-	-	-	-
Personnel Costs		(8,335.24)	(1,833.02)	(1,839.38)	(1,762.35)	(1,839.2)	(2,307.35)	(1,834.77)	(1,832.52)
Sales		(259.31)	-	-	-	-	-	-	-



Now let's click on the account number and amount that you wish to view. Make sure the amount cell is gray.

DynamicBudgets - PHUBERTVP, Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object RollUp
 DB3147_two18 2024 Actual G&A <all>

OrgUnit Object
 100 - Administration <all>

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
100-5170-00	Payroll Taxes - Administration	1,218.61	413.7	419.55	389.03	415.09	880.98	409.28	406.78	419.54	413.68	399.31	413.57	6,199.12
100-6100-00	Training - Administration	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration	297.5	-	-	-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration	249.5	-	-	-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration	229	-	-	-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration	243.75	-	-	-	-	-	-	-	-	-	-	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight - Administration	77.91	-	-	-	-	-	-	-	-	-	-	-	77.91



Right-Click, click on **Month Transactions**.

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 Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object RollUp
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
	Month Transactions													
100-5170-00	Payroll Taxes - Administration				389.03	415.09	880.98	409.28	406.78	419.54	413.68	399.31	413.57	6,199.12
100-6100-00	Training - Administration				-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration				-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration				-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration				-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration				-	-	-	-	-	-	-	-	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight - Administration	77.91	-	-	-	-	-	-	-	-	-	-	-	77.91



You can view transaction date, date posted, amount, currency, reference, description, vendor/customer ID. Along with vendor/customer name, journal entry, source document, order document and posted by.

DynamicBudgets - PHUBERT, Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyOB* BudgetID* OrgUnit Rollup Object Rollup
DB3147_two18 2024 Actual G&A <all>

OrgUnit Object
100 - Administration <all>

Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum / AccountDescr 3a

100-5150-00	Employee Benefits - Administration	3,019.85
100-5170-00	Payroll Taxes - Administration	1,218.61
100-6100-00	Training - Administration	1,500.00
100-6110-00	Company Car - Administration	297.50
100-6130-00	Supplies/Hardware - Administration	249.50
100-6140-00	Supplies/Software - Administration	229.00
100-6150-00	Supplies-Allocated - Administration	243.75
100-6160-00	Dues & Subscriptions - Administration	50.00
100-6170-00	Repairs & Maintenance - Administration	259.31
100-6180-00	Rent Expense - Administration	2,787.19
100-6190-00	Utilities Expense - Administration	315.79
100-6500-00	Postage/Freight - Administration	77.91

Reference Drill Down: Actuals: 2024 Actual | Account No: 100-5150-00

Print Export to Excel Print to PDF AutoSize Columns Rows: 54 A- A+

Display Level 8

Account /

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE	DSCTPTN	Vend / Cust ID
100-5150-00 Employee Benefits - Administration							
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC000000001		ALVA0001
2	01/15/2024	01/01/1990	49.36	Z-US\$	UPRCC000000001		ATKI0001
3	01/15/2024	01/01/1990	49.36	Z-US\$	UPRCC000000001		BANK0001
4	01/15/2024	01/01/1990	62.24	Z-US\$	UPRCC000000001		BLAC0001
5	01/15/2024	01/01/1990	56.92	Z-US\$	UPRCC000000001		BURN0001
6	01/15/2024	01/01/1990	61.27	Z-US\$	UPRCC000000001		CARN0001
7	01/15/2024	01/01/1990	61.27	Z-US\$	UPRCC000000001		CRAN0001



Click on the X to close this window.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	Amount	Currency	REFERENCE	DISCRIPTN	Vend / Cust ID	Vend / Cust Name	JRNENTRY	SOURCEDOC	ORDOCNUM	PostedBy	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85											
100-5170-00	Payroll Taxes - Administration	1,218.61											
100-6100-00	Training - Administration	1,500.00											
100-6110-00	Company Car - Administration	297.50											
100-6130-00	Supplies/Hardware - Administration	249.50											
100-6140-00	Supplies/Software - Administration	229.00											
100-6150-00	Supplies-Allocated - Administration	243.75											
100-6160-00	Dues & Subscriptions - Administration	50.00											
100-6170-00	Repairs & Maintenance - Administration	259.31											
100-6180-00	Rent Expense - Administration	2,787.19											
100-6190-00	Utilities Expense - Administration	315.79											
100-6500-00	Postage/Freight - Administration	77.91											

Reference Drill Down: Actuals: 2024 Actual | Account No.: 100-5150-00

Print Export to Excel Print to PDF AutoSize Columns Rows: 54 A- A+

Display Level 8

Account	Amount	Currency	REFERENCE	DISCRIPTN	Vend / Cust ID	Vend / Cust Name	JRNENTRY	SOURCEDOC	ORDOCNUM	PostedBy
63.04	Z-US\$	UPRCC000000001		ALVA0001	Alvarza, Alicia M.	689	UPRCC			LESSON USER1
49.36	Z-US\$	UPRCC000000001		ATKI0001	Atkins, Paul M.	690	UPRCC			LESSON USER1
49.36	Z-US\$	UPRCC000000001		BANK0001	Banks, Katherine A.	691	UPRCC			LESSON USER1
62.24	Z-US\$	UPRCC000000001		BLAC0001	Black, Thomas A.	692	UPRCC			LESSON USER1
56.92	Z-US\$	UPRCC000000001		BURN0001	Burnell, Darlene J.	693	UPRCC			LESSON USER1
61.27	Z-US\$	UPRCC000000001		CARN0001	Carnero, Rolando M.	694	UPRCC			LESSON USER1
61.27	Z-US\$	UPRCC000000001		CRAN0001	Crane, Ruth M.	695	UPRCC			LESSON USER1



Now **right-click**, click on **YTD Transactions**.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
	Month Transactions													
	YTD Transactions				389.03	415.09	880.98	409.28	406.78	419.54	413.68	399.31	413.57	6,199.12
	Select All Ctrl+A													
100-6100-00	Training - Administration				-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration				-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration				-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration				-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration				-	-	-	-	-	-	-	-	-	243.75
	Check All													
	Uncheck All													
	AutoSize Columns Ctrl+G													
	Find and Replace.. Ctrl+F													
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight - Administration	77.91	-	-	-	-	-	-	-	-	-	-	-	77.91



You can view transaction date, date posted, amount, currency, reference, description, vendor/customer ID. Along with vendor/customer name, journal entry, source document, order document and posted by.

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 Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	Ja
100-5150-00	Employee Benefits - Administration	3,019.85
100-5170-00	Payroll Taxes - Administration	1,218.61
100-6100-00	Training - Administration	1,500.00
100-6110-00	Company Car - Administration	297.50
100-6130-00	Supplies/Hardware - Administration	249.50
100-6140-00	Supplies/Software - Administration	229.00
100-6150-00	Supplies-Allocated - Administration	243.75
100-6160-00	Dues & Subscriptions - Administration	50.00
100-6170-00	Repairs & Maintenance - Administration	259.31
100-6180-00	Rent Expense - Administration	2,787.19
100-6190-00	Utilities Expense - Administration	315.79
100-6500-00	Postage/Freight - Administration	77.91

Reference Drill Down: Actuals: 2024 Actual | Account No: 100-5150-00

Print Export to Excel Print to PDF AutoSize Columns Rows: 54 A- A+

Display Level 8

Account /

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE	DSCRIPTN	Vend / Cust ID
100-5150-00 Employee Benefits - Administration							
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC00000001		ALVA0001
2	01/15/2024	01/01/1990	49.36	Z-US\$	UPRCC00000001		ATKI0001
3	01/15/2024	01/01/1990	49.36	Z-US\$	UPRCC00000001		BANK0001
4	01/15/2024	01/01/1990	62.24	Z-US\$	UPRCC00000001		BLAC0001
5	01/15/2024	01/01/1990	56.92	Z-US\$	UPRCC00000001		BURN0001
6	01/15/2024	01/01/1990	61.27	Z-US\$	UPRCC00000001		CARN0001
7	01/15/2024	01/01/1990	61.27	Z-US\$	UPRCC00000001		CRAN0001



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

Reports > Monthly > Monthly Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 4 Row Format <No Format>

AccountNum	AccountDescr	Jan	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85		
100-5170-00	Payroll Taxes - Administration	1,218.61		
100-6100-00	Training - Administration	1,500		
100-6110-00	Company Car - Administration	297.5		
100-6130-00	Supplies/Hardware - Administration	249.5		
100-6140-00	Supplies/Software - Administration	229		
100-6150-00	Supplies-Allocated - Administration	243.75		
100-6160-00	Dues & Subscriptions - Administration	50		
100-6170-00	Repairs & Maintenance - Administration	259.31		
100-6180-00	Rent Expense - Administration	2,787.19		

Reference Drill Down: Actuals: 2024 Actual | Account No.: 100-5150-00

Print Export to Excel Print to PDF AutoSize Columns Rows: 54 A- A+

Display Level 8

Account /

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE	DSCRIPTN	Vend / Cust ID
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC00000001		ALVA0001
2	01/15/2024	01/01/1990	49.36	Z-US\$	UPRCC00000001		ATK10001
3	01/15/2024	01/01/1990	49.36	Z-US\$	UPRCC00000001		BANK0001
4	01/15/2024	01/01/1990	62.24	Z-US\$	UPRCC00000001		BLAC0001
5	01/15/2024	01/01/1990	56.92	Z-US\$	UPRCC00000001		BURN0001
6	01/15/2024	01/01/1990	61.27	Z-US\$	UPRCC00000001		CARN0001
7	01/15/2024	01/01/1990	61.27	Z-US\$	UPRCC00000001		CRAN0001



Right-Click. **Click on Copy with headers..** You can paste the data in an email or Excel.

Reports > Monthly > **Monthly Summary - Accounts**

Company: DB* BudgetID: 2024 Actual OrgUnit Rollup: G&A Object Rollup: <all>

OrgUnit: 100 - Administration Object: <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level: 4 Row Format: <No Format>

AccountNum	AccountDescr	Jan	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	-	3,019.85
100-5170-00	Payroll Taxes - Administration	1,218.63	-	1,218.63
100-6100-00	Training - Administration	1,500	-	1,500
100-6110-00	Company Car - Administration	297.5	-	297.5
100-6130-00	Supplies/Hardware - Administration	249.5	-	249.5
100-6140-00	Supplies/Software - Administration	229	-	229
100-6150-00	Supplies-Allocated - Administration	243.75	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	315.79
100-6500-00	Postage/Freight -	77.91	-	77.91

Reference Drill Down: Actuals: 2024 Actual | Account No.: 100-5150-00

Print Export to Excel Print to PDF AutoSize Columns Rows: 54 A- A+

Display Level: 8

Account

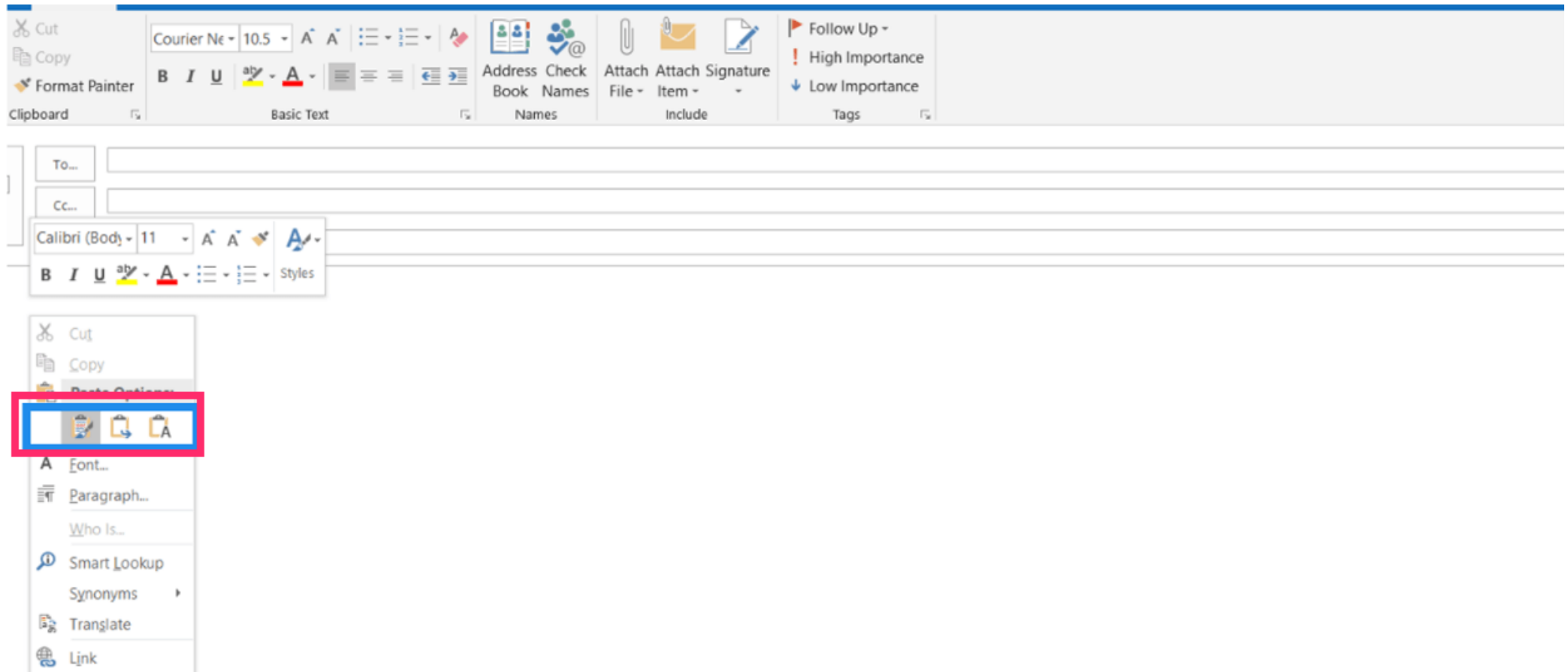
RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE	DSRIPTN	Vend / Cust ID
100-5150-00 Employee Benefits - Administration							
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC000000001		ALVA0001
2		01/01/1990	49.36	Z-US\$	UPRCC000000001		ATKI0001
3		01/01/1990	49.36	Z-US\$	UPRCC000000001		BANK0001
4		01/01/1990	62.24	Z-US\$	UPRCC000000001		BLAC0001
5		01/01/1990	56.92	Z-US\$	UPRCC000000001		BURN0001
6		01/01/1990	61.27	Z-US\$	UPRCC000000001		CARN0001
7		01/01/1990	61.27	Z-US\$	UPRCC000000001		CRAN0001

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



For this example, we will use email. **Alt + Tab to compose your email.** Right-Click, paste.



 Transaction information from Dynamic Budgets is now in the email.

Cut

Copy

Paste

Format Painter

Clipboard

Calibri (Bc)

11

A

A

B

I

U

ab

A

Basic Text

Address Book

Check Names

Names

Attach File

Attach Item

Signature

Include

Follow Up

High Importance

Low Importance

Tags

Send

To...

Cc...

Subject

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE	DSRIPTN	Vend / Cust ID	Vend / Cust Name	JRNTENTRY	SOURCEDOC	ORDOCNUM	PostedBy
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC00000001		ALVA0001	Alvarza, Alicia M.	689	UPRCC		LESSON USER1



UG-Monthly Account Summary

zgidwani



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

Clipboard Basic Text Names Include Tags

To...

Cc...

Send

Subject SA Please make correction to the entry enclosed. It should have hit account 100-5170-01

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE	DSCRIPTN	Vend / Cust ID	Vend / Cust Name	JRNTTRY	SOURCEDOC	ORDOCNUM	PostedBy
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC00000001	ALVA0001		Alvarza, Alicia M.	689	UPRCC		LESSON USER1

 Click on the X to close this window in Dynamic Budgets.

DynamicBudgets - PHUBERI\P. Hubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > Monthly Summary - Accounts

CompanyDB* BudgetID* OrgUnit Rollup Object Rollup
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Total: 3,019.85 Rows: 15 A- A+

Display Level 1 Row Format <No Format>

AccountNum	AccountDescr	3a	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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Reference Drill Down: Actuals: 2024 Actual | Account No.: 100-5150-00

Print Export to Excel Print to PDF AutoSize Columns Rows: 54 A- A+

Display Level 8

Account	Amount	Currency	REFERENCE	DSRIPTN	Vend / Cust ID	Vend / Cust Name	JRNENTRY	SOURCEDOC	ORDOCNUM	PostedBy
100-5150-00	3,019.85			Employee Benefits - Administration						
100-5170-00	1,218.61			Payroll Taxes - Administration						
100-6100-00	1,500.00			Training - Administration						
100-6110-00	297.50			Company Car - Administration						
100-6130-00	249.50			Supplies/Hardware - Administration						
100-6140-00	229.00			Supplies/Software - Administration						
100-6150-00	243.75			Supplies-Allocated - Administration						
100-6160-00	50.00			Dues & Subscriptions - Administration						
100-6170-00	259.31			Repairs & Maintenance - Administration						
100-6180-00	2,787.19			Rent Expense - Administration						
100-6190-00	315.79			Utilities Expense - Administration						
100-6500-00	77.91			Postage/Freight - Administration						



The advanced option is used when customers have long account numbers and want to perform lookups by account segments. Click on **Advanced**.

DynamicBudgets - PHUBEKI P. Hubert - 184.172.195.159,25000 - DBS14/_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object RollUp
 DBS147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search **Advanced** ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 4 Row Format <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
100-5170-00	Payroll Taxes - Administration	1,218.61	413.7	419.55	389.03	415.09	880.98	409.28	406.78	419.54	413.68	399.31	413.57	6,199.12
100-6100-00	Training - Administration	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration	297.5	-	-	-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration	249.5	-	-	-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration	229	-	-	-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration	243.75	-	-	-	-	-	-	-	-	-	-	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight - Administration	77.91	-	-	-	-	-	-	-	-	-	-	-	77.91
100-6510-00	Telephone - Administration	2,253.53	-	-	-	-	-	-	-	-	-	-	-	2,253.53
100-6520-00	Travel - Administration	2,049.28	-	-	-	-	-	-	-	-	-	-	-	2,049.28
100-6530-00	Meals/Entertainment - Administration	250	-	-	-	-	-	-	-	-	-	-	-	250



All accounts are displayed for segment 1 - 100. You can lookup any segment up to segment 10.

Seg1

Seg2

Seg3

Seg4

Seg5

Seg6

Seg7

Seg8

Seg9

Seg10

[Clear Segments](#)

Use of the Advanced Search by Segments will cause OrgUnit and Object selections to be ignored

Select Month <per rpt setup>

☐ Show Simple Comments
 ☒ Show Comments to date

Accounts highlighted are itemized, click the account number link to edit line items

Dashboard

Account Details

CompanyDB: DB3147_two18 BudgetID:

Print
 Export to Excel
 Print to PDF
 AutoSize Columns

Display Level 4

Row Format <No Format>

Hide Extended Column Header

AccountNum	AccountDescr	2023 Actual	2024 Actual	23 vs 24 Actual	%	Enter Comments Here	Comments History
		=	=	=	=	Eq	
▶ 100-5150-00	Employee Benefits - Administration	3,019.85	18,609.64	15,589.79	516.24 %		
100-5170-00	Payroll Taxes - Administration	764.46	6,199.12	5,434.66	710.91 %		
100-6100-00	Training - Administration	1,500	1,500	-	0.00 %		
100-6110-00	Company Car - Administration	297.5	297.5	-	0.00 %		
100-6130-00	Supplies/Hardware - Administration	249.5	249.5	-	0.00 %		
100-6140-00	Supplies/Software - Administration	229	229	-	0.00 %		
100-6150-00	Supplies-Allocated - Administration	243.75	243.75	-	0.00 %		
100-6160-00	Dues & Subscriptions - Administratio	50	50	-	0.00 %		



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\PHubert - 184.172.195.139,25000 - DB3147_dynamicbudgets

File Budgets Variances Reports Tools System Management Allocations Payroll Users Management

Reports > Monthly > **Monthly Summary - Accounts**

CompanyDB* BudgetID* OrgUnit Rollup Object RollUp
 DB3147_two18 2024 Actual G&A <all>
 OrgUnit Object
 100 - Administration <all> Search Advanced ☒ Exclude zero value accounts

Print Export to Excel Print to PDF AutoSize Columns Rows: 15 A- A+

Display Level 4 Row Format <No Format>

AccountNum	AccountDescr	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	1,424.11	1,426.37	1,425.49	1,425.74	1,432.01	1,431.32	1,379.54	1,432.74	18,609.64
100-5170-00	Payroll Taxes - Administration	1,218.61	413.7	419.55	389.03	415.09	880.98	409.28	406.78	419.54	413.68	399.31	413.57	6,199.12
100-6100-00	Training - Administration	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500
100-6110-00	Company Car - Administration	297.5	-	-	-	-	-	-	-	-	-	-	-	297.5
100-6130-00	Supplies/Hardware - Administration	249.5	-	-	-	-	-	-	-	-	-	-	-	249.5
100-6140-00	Supplies/Software - Administration	229	-	-	-	-	-	-	-	-	-	-	-	229
100-6150-00	Supplies-Allocated - Administration	243.75	-	-	-	-	-	-	-	-	-	-	-	243.75
100-6160-00	Dues & Subscriptions - Administration	50	-	-	-	-	-	-	-	-	-	-	-	50
100-6170-00	Repairs & Maintenance - Administration	259.31	-	-	-	-	-	-	-	-	-	-	-	259.31
100-6180-00	Rent Expense - Administration	2,787.19	-	-	-	-	-	-	-	-	-	-	-	2,787.19
100-6190-00	Utilities Expense - Administration	315.79	-	-	-	-	-	-	-	-	-	-	-	315.79
100-6500-00	Postage/Freight - Administration	77.91	-	-	-	-	-	-	-	-	-	-	-	77.91



That's It. You're Done.



That's It. You're Done.