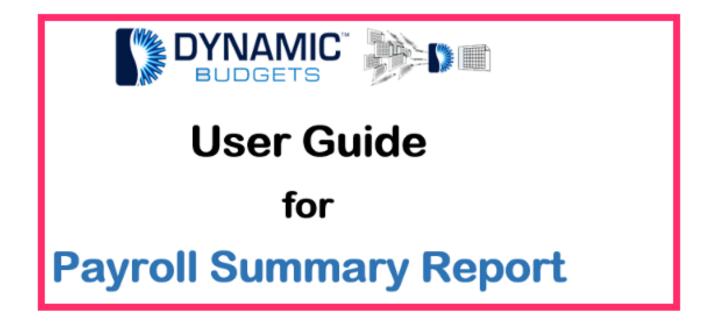
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Dynamic Budgets User guide for Payroll Summary Report



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• We are going to review the Payroll Summary Report. Let's get started. Click on Reports.

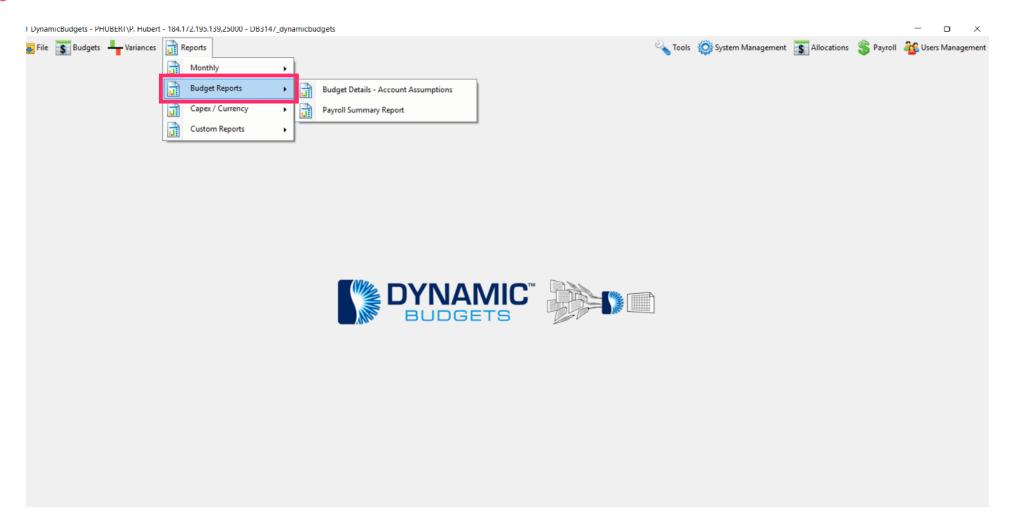


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Click on Budget Reports.

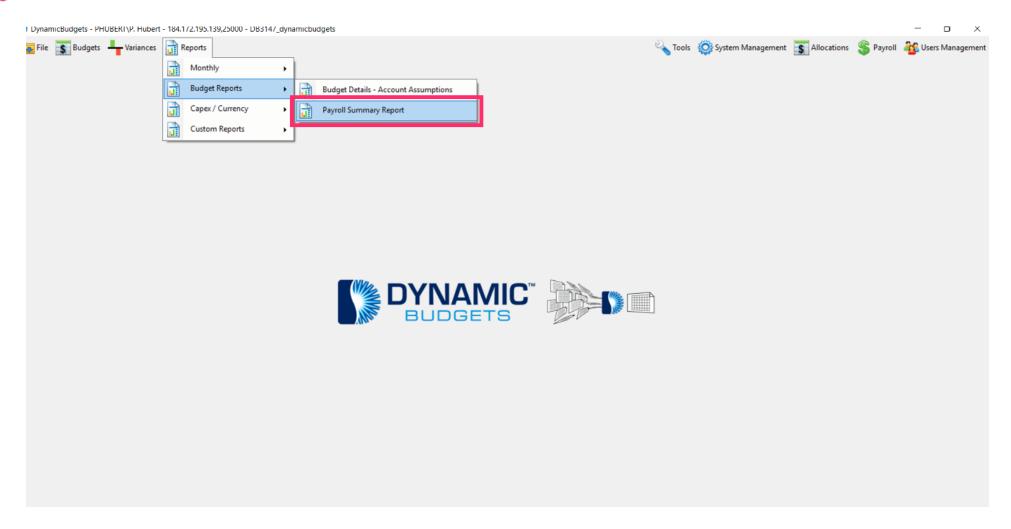


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Click on Payroll Summary Report.

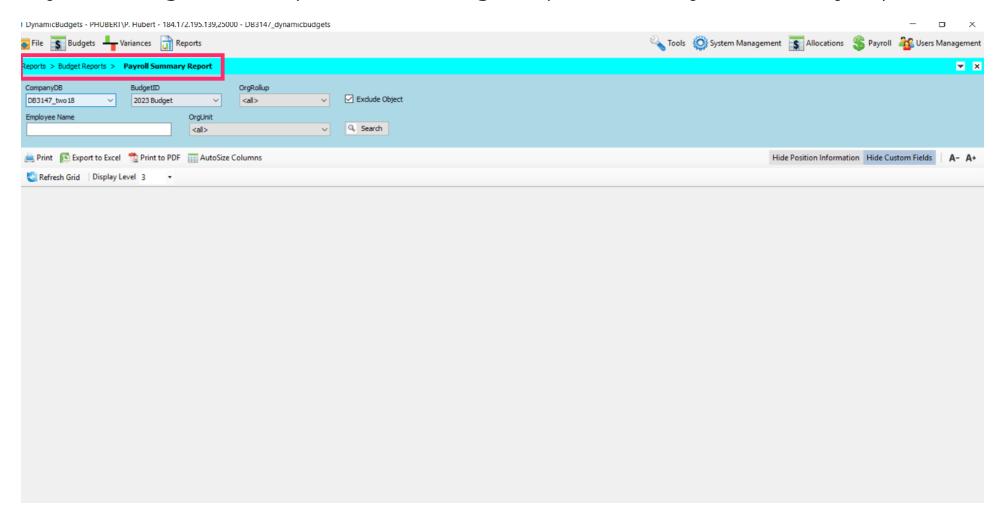


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Note: As a reminder, this path shows you how to get to this screen again. In this example, you would go to the Reports menu, Budget Reports then Payroll Summary Report.

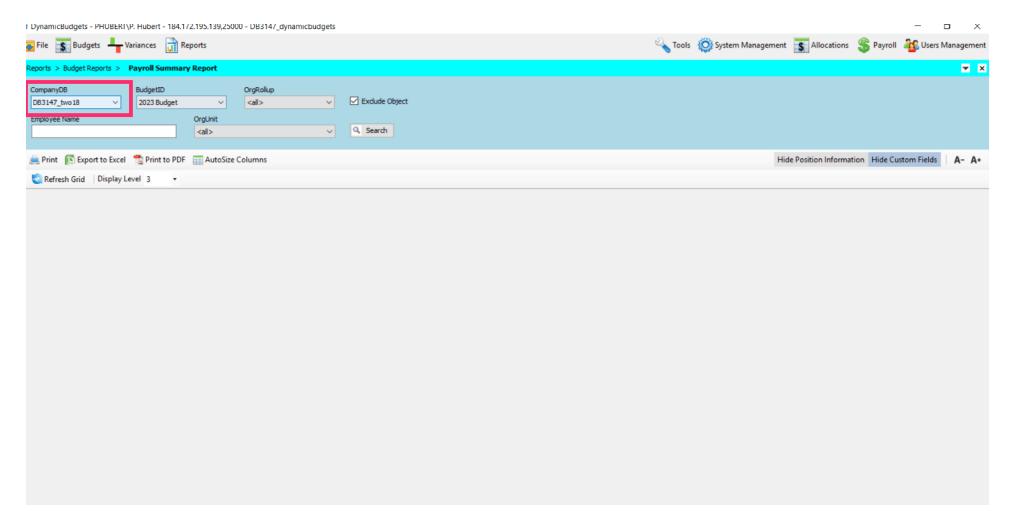


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Click on the CompanyDB dropdown list. Make your selection. In this example, select DB3147_two18.

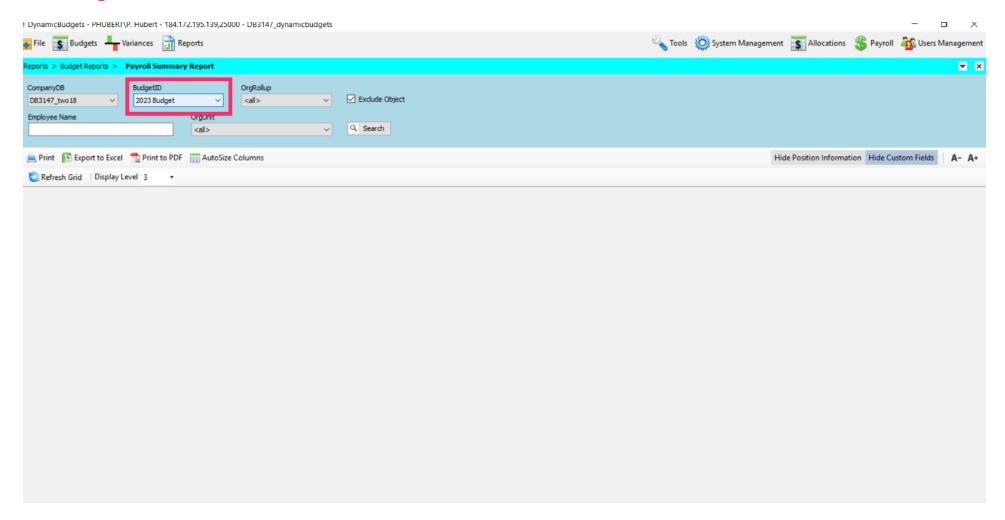


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Click on the BudgetID dropdown list. Make your selection. In this example, select 2023 Budget.

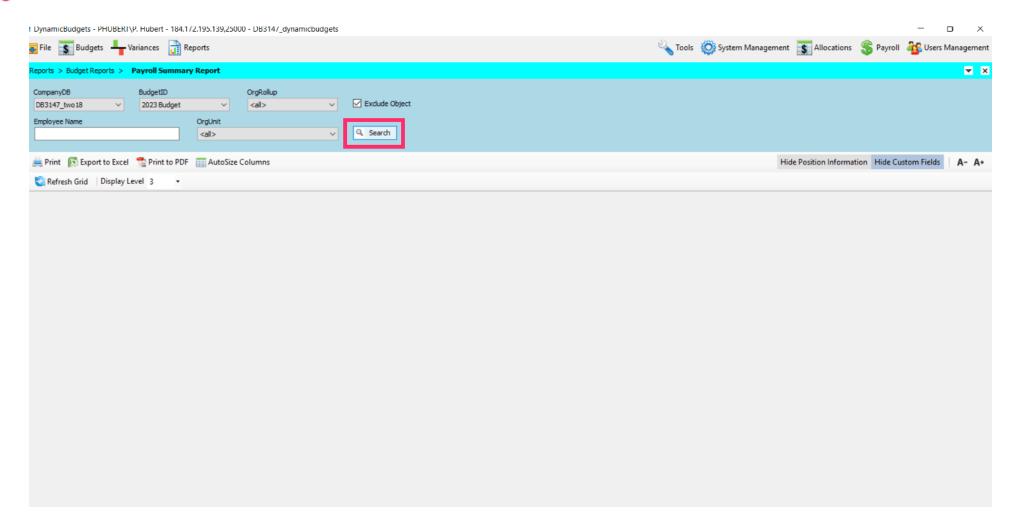


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Click on Search.

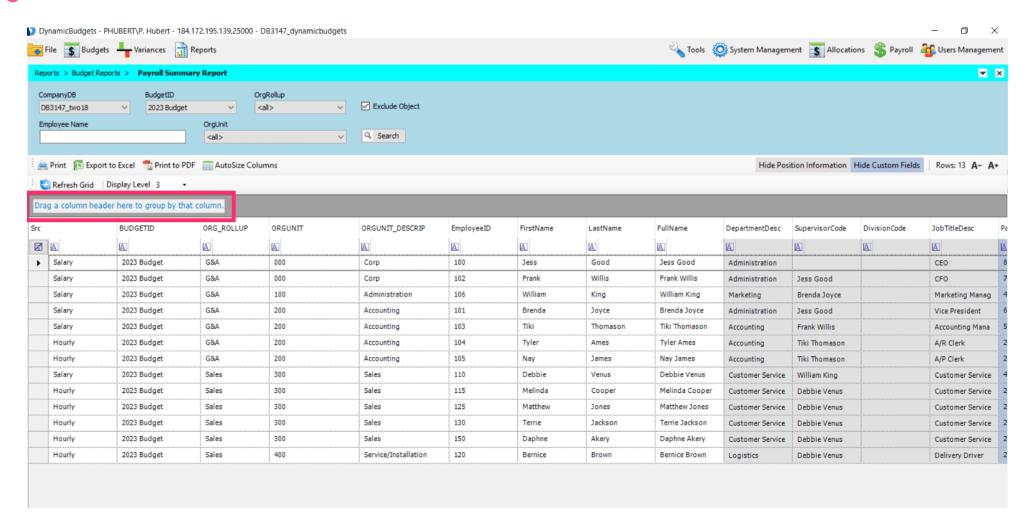


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• Now let's sort this screen. Drag a column header to group by that column.

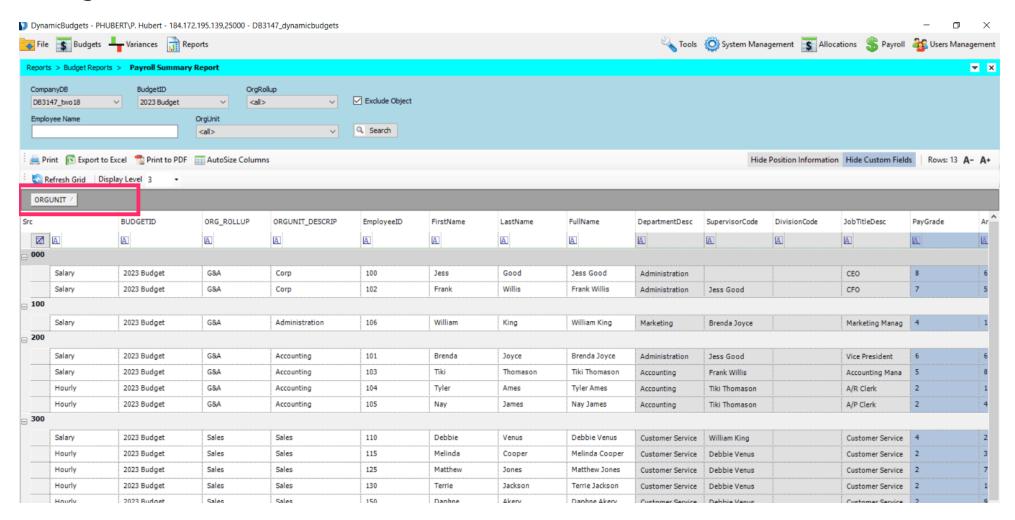


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Let's drag the OrgUnit header to the gray area. Now you see the screen is organized by OrgUnit.

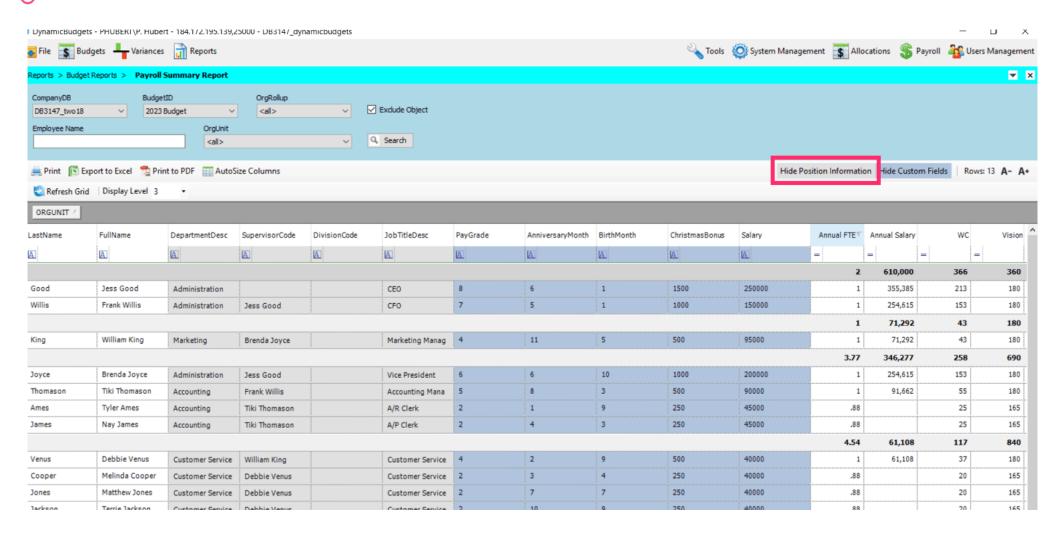


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Click on Hide Position Information.

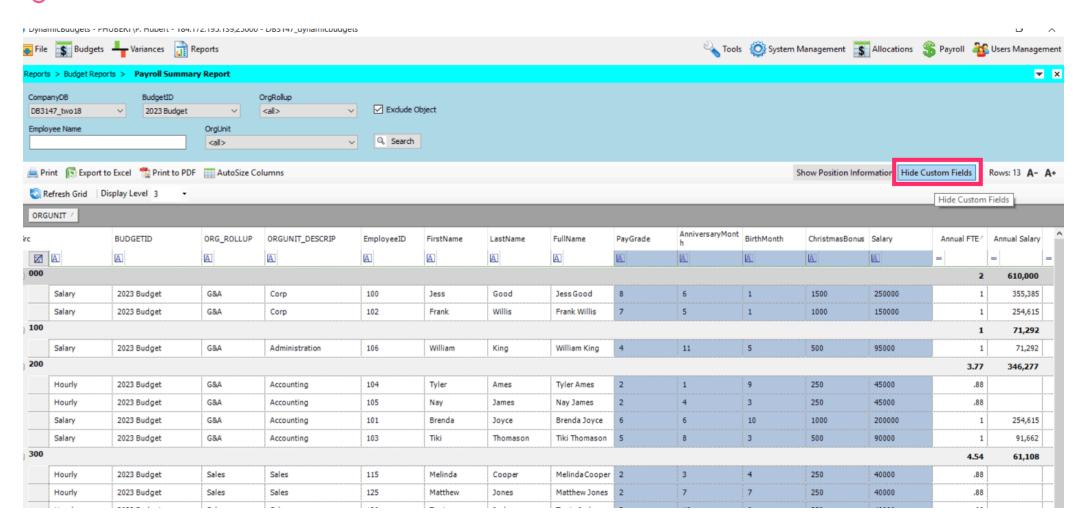


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Click on Hide Custom Fields.

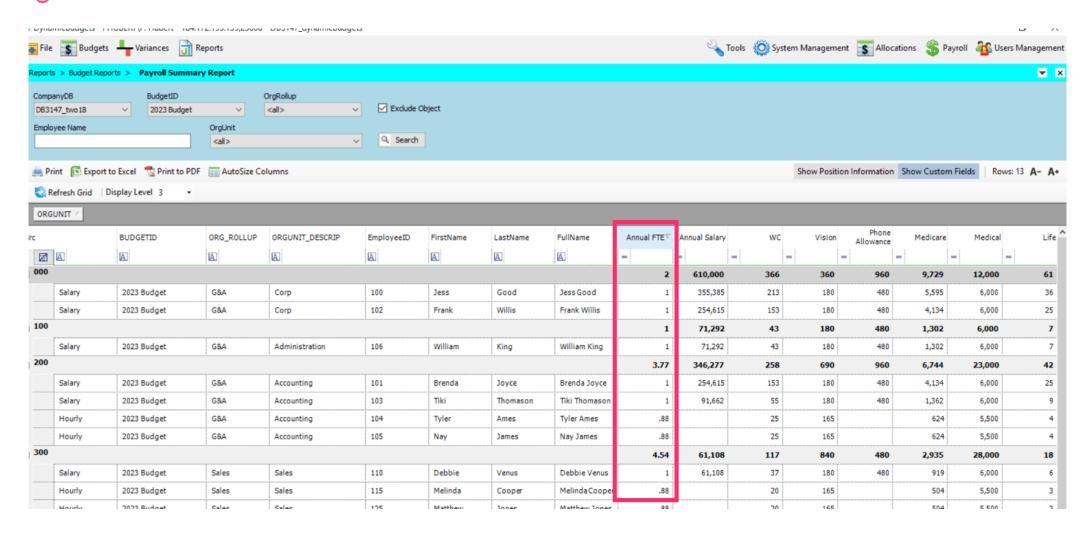


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• You can review the Annual FTE column to verify employee allocations are accurate.

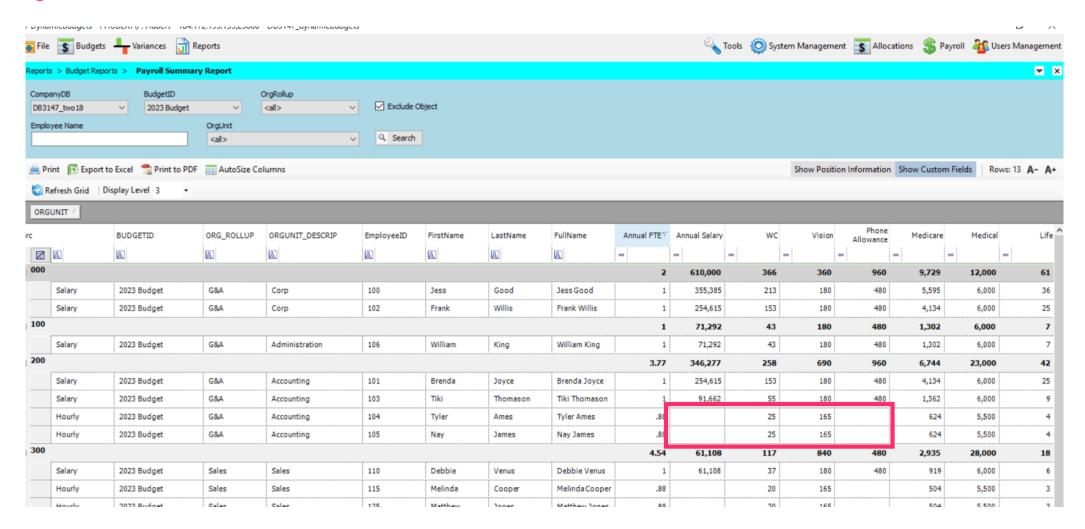


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• If you see any blank/white cells, you can make corrections where necessary.

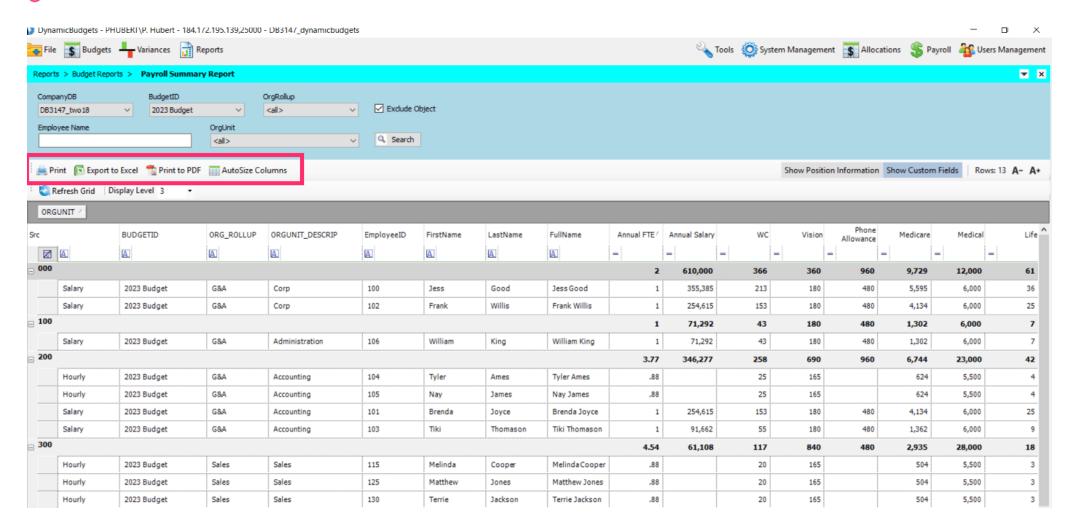


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You can also print, export to excel, print to PDF and AutoSize Columns.

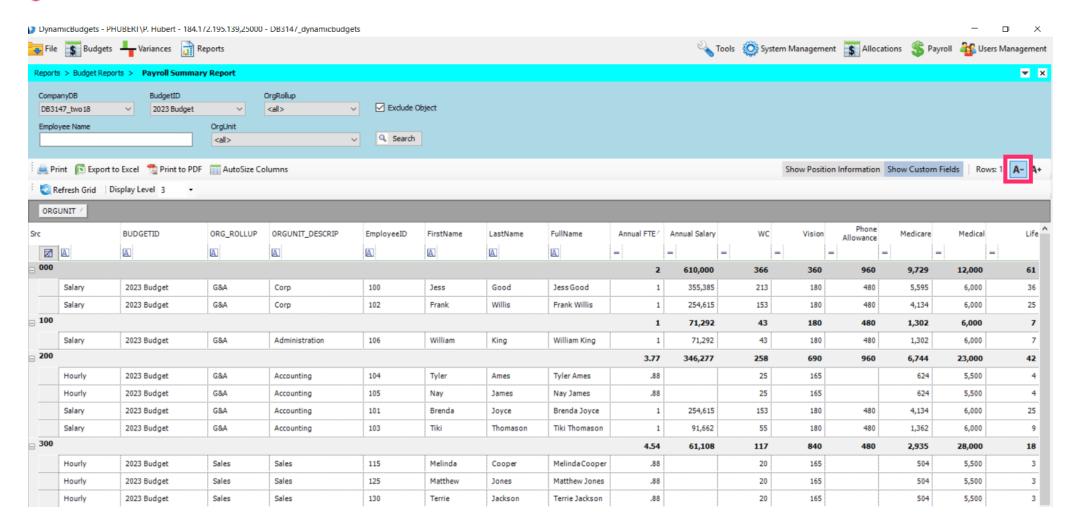


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• Click on A- to minimize or decrease the magnification of the screen.

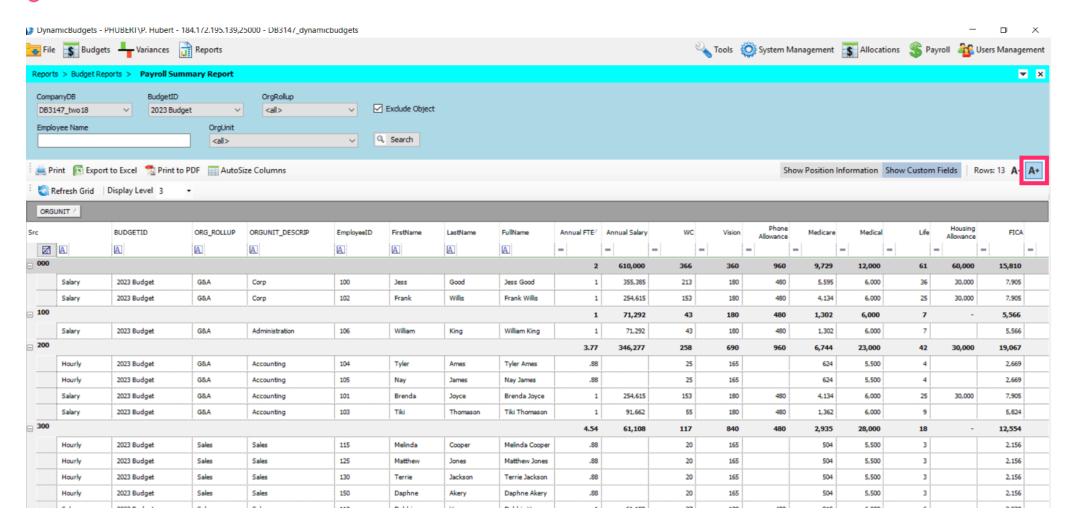


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• Click on A+ to maximize or increase the magnification of the screen.



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🌓 💎 That's It. You're Done.



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