

1



Welcome to Dynamic Budgets e-Learning Tutorial.

2



If viewing tutorials on your mobile phone, please click the square icon in the upper right corner to view Fullscreen.

3



How to Change a Salary Pay Cycle. Purpose:

This guide will show you how to change the pay cycle for salaried staff from once a month to 26 pay periods, or # of working days per fiscal month.

4

Click on the **Payroll menu dropdown** and choose the **PR Assignments Calendar**.

5

Click on the **BudgetID dropdown list**. For this example, click **2017 Monthly**.

Note: We will highlight how to change the setup for two scenarios.

6

Scenario One:

To change the pay periods to 26 periods, change the number of **PayPeriods per Fiscal Period** from 1 per Fiscal Period to a total of 26.

Period Label	Number of PayPeriods
Jan	2
Feb	2
Mar	2
Apr	3
May	2
Jun	2
Jul	2
Aug	2
Sep	2
Oct	3
Nov	2
Dec	2
	26

7 Click on **Save**.

CompanyDB* The WorldOnline BudgetID 2017 Monthly

Save | Delete | Duplicate Pay Calendar

Specifying the number of Pay Periods per Fiscal Period is Optional. By default the configuration screen can be used to specify the number of pay periods in a fiscal days per each fiscal period, please specify the relative number of "pay periods" b If using a fiscal calendar, please designate which period # represents the start of

Fiscal Period#	Period Label	Number of PayPeriods
----------------	--------------	----------------------

8 **Scenario Two:**

To change the # of Calendar or Working days, change the number of PayPeriods per Fiscal Period from 1 per Fiscal Period to the relevant number of calendar or working days in each fiscal period.

Period Label	Number of PayPeriods
Jan	31
Feb	28
Mar	31
Apr	30
May	31
Jun	30
Jul	31
Aug	31
Sep	30
Oct	31
Nov	30
Dec	31
	365

Please designate 1st Calendar Year Start (January P01

9 Click on **Save**.

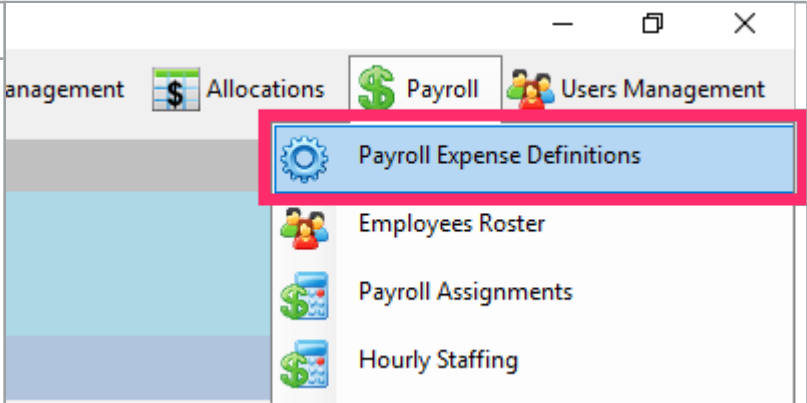
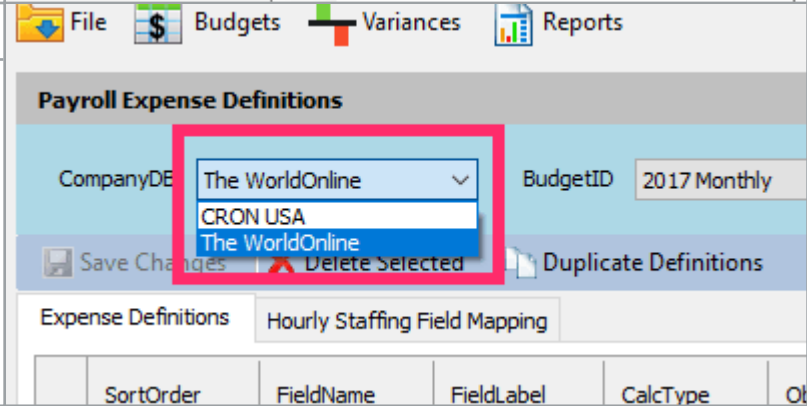
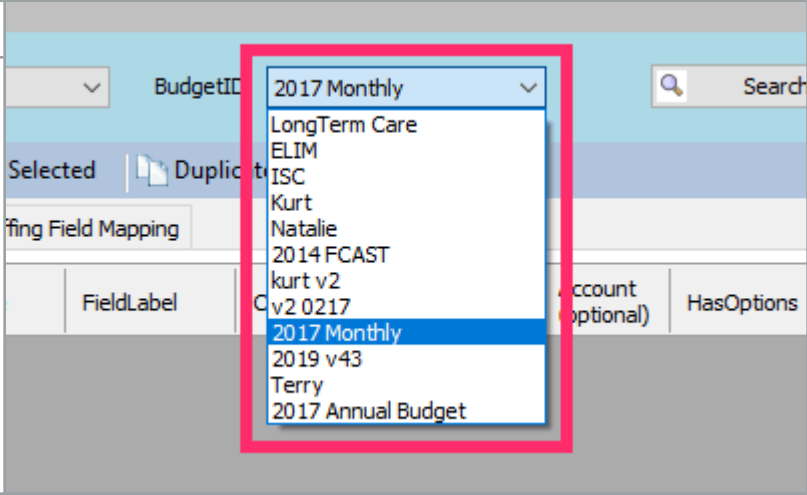
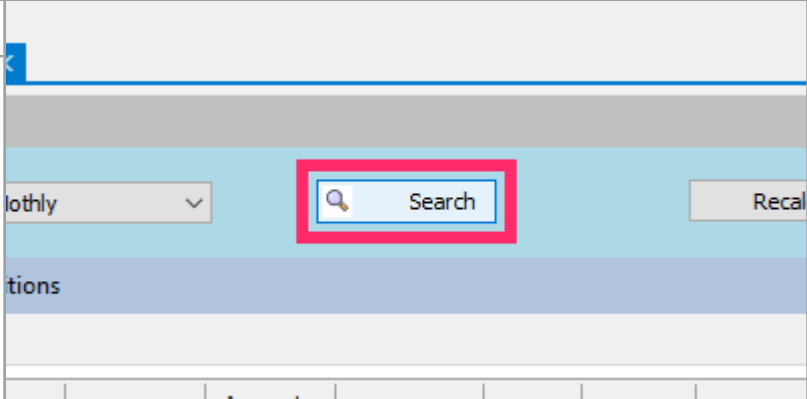
Note: This has only updated the calendar but has not recalculated any of the payroll transactions.

PR Assignments Calendar

CompanyDB* The WorldOnline BudgetID 2017 Monthly

Save | Delete | Duplicate Pay Calendar

Specifying the number of Pay Periods per Fiscal Period is Optional. By default the configuration screen can be used to specify the number of pay periods in a fiscal days per each fiscal period, please specify the relative number of "pay periods" b If using a fiscal calendar, please designate which period # represents the start of

<p>10</p> <p>The next steps will apply the calendar changes and recalculate payroll.</p> <p>Now Click Payroll dropdown menu and choose Payroll Expense Definitions.</p>	
<p>11</p> <p>Click on the CompanyDB dropdown list.</p> <p>In this example, select The WorldOnline.</p>	
<p>12</p> <p>Click on the BudgetID dropdown list.</p> <p>In this example, select 2017 Monthly.</p>	
<p>13</p> <p>Click on Search.</p>	

<p>14</p> <p> Click on the Recalculate Payroll Trx button.</p>	
<p>15</p> <p> A message will appear that reads, Do you wish to recalculate all payroll transactions for all employees in this budget? This operation could take a long time, please be patient.</p> <p>Click Yes.</p>	
<p>16</p> <p> A message will appear that reads, recalculate payroll projections completed successfully unless errors, were listed in the log screen. If there, were errors, contact Dynamic Budgets support for assistance.</p> <p>Click OK.</p>	



Note: The conversion of the Payroll Calendar Pay Periods are complete and you should have recalculated all payroll transactions for both Hourly and Salary staff.

17

Save Changes Delete Selected Duplicate Definitions					
Expense Definitions		Hourly Staffing Field Mapping			
	SortOrder	FieldName	FieldLabel	CalcType	O
▶	0	Field1		▼	
	0	Field2		▼	
	0	Field3		▼	
	0	Field4		▼	
	0	Field5		▼	
	0	Field6		▼	
	0	Field7		▼	
	0	Field8		▼	
	0	Field9		▼	
	0	Field10		▼	
	0	Field11		▼	
	0	Field12		▼	



That's It. You're Done.

Thank you and look for additional tutorials from Dynamic Budgets.

18

That's It. You're Done.

Thank you and look for additional tuto

from

