



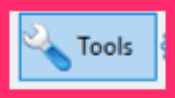

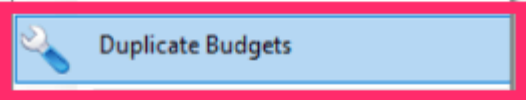
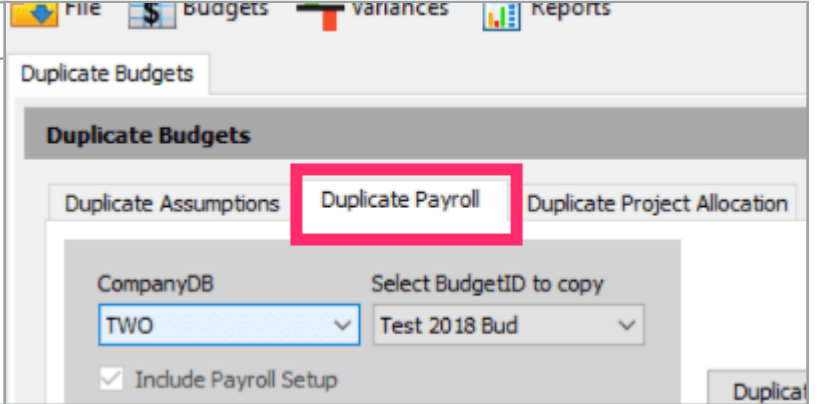
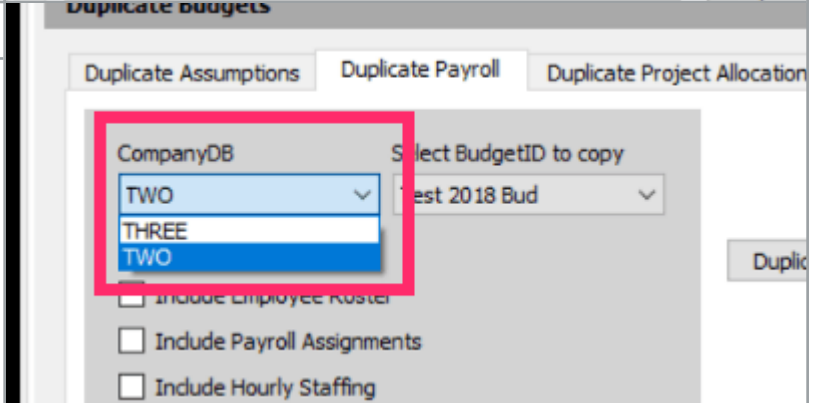
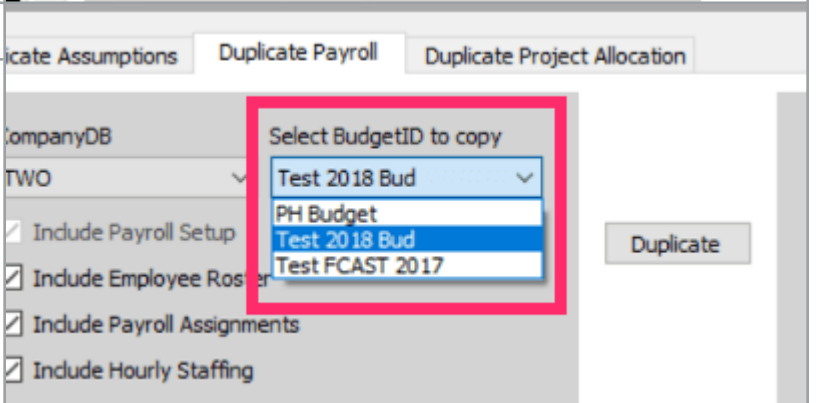
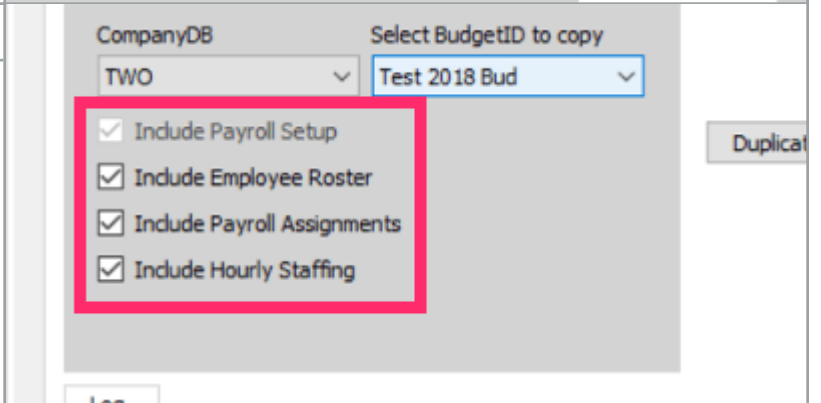
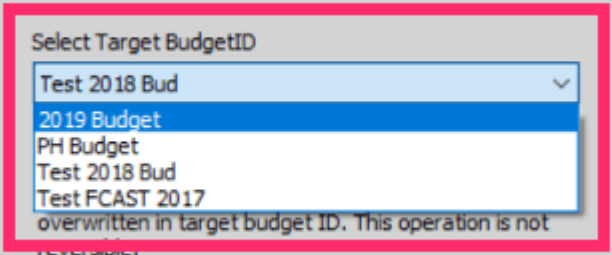
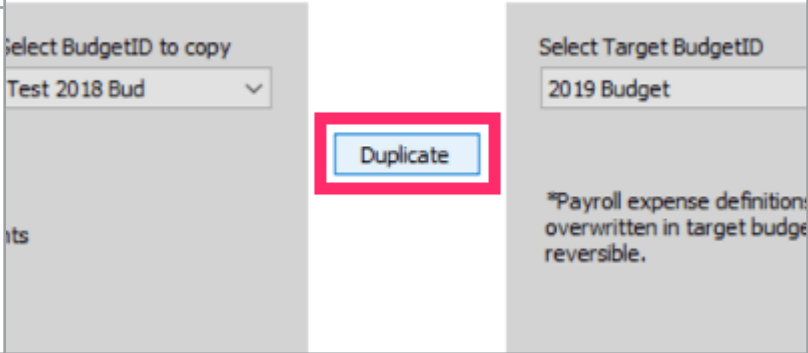
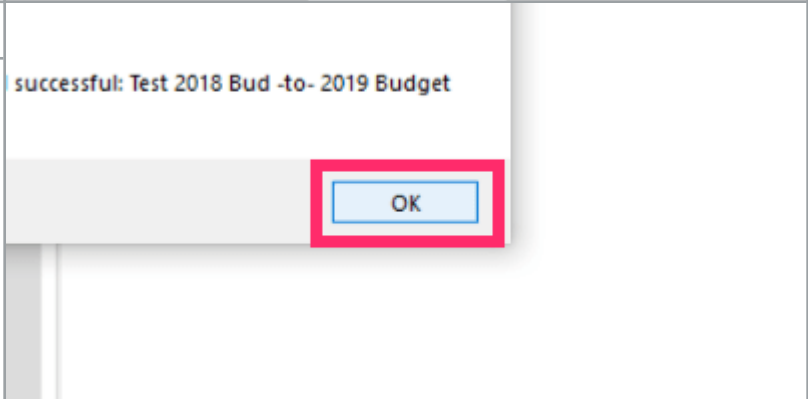
 <p>Welcome to Dynamic Budgets e-Learning tutorial.</p>	<p>1</p> 
 <p>If viewing tutorials on your mobile phone, please click the square icon in the upper right corner to view Fullscreen.</p>	<p>2</p> 
 <p>Click on <b>Tools</b>.</p>	<p>3</p> 
 <p>Click on <b>Duplicate Budgets</b>.</p>	<p>4</p> 

<p>5</p> <p>Click on the <b>Duplicate Payroll</b> tab.</p>	
<p>6</p> <p>Select the CompanyDB to copy from the dropdown menu.</p> <p>For this example, we will select <b>TWO</b>.</p>	
<p>7</p> <p>Select the BudgetID to copy from the dropdown menu.</p> <p>For this example, we will select <b>Test 2018 Bud</b>.</p>	
<p>8</p> <p>Click in the box for the following:</p> <ol style="list-style-type: none"><li>1. Include Payroll Setup</li><li>2. Include Employee Roster</li><li>3. Include Payroll Assignments</li><li>4. Include Hourly Staffing</li></ol>	

<p>9</p> <p>Select the Target BudgetID to copy from the dropdown menu.</p> <p>For this example, we will select <b>Test 2019 Budget</b>.</p>	
<p>10</p> <p>Click on <b>Duplicate</b>.</p>	
<p>11</p> <p>A message box will appear that reads, <b>Duplicate Payroll successful: Test 2018 Bud-to-2019 Budget</b>.</p> <p>Click on <b>OK</b>.</p>	

12



A log will display. All parameters should have an OK status.

```
Log
OK - Duplicated pay calendar
OK - Duplicated pay periods
OK - Duplicated payroll expense definitions

OK - Duplicated employee roster: 0: Test 2018 Bud -to- 2019 Budget

OK - Duplicated payroll assignments: Test 2018 Bud -to- 2019 Budget
Payroll assignments projection recalculated.. 2019 Budget
SavePayrollExpense - completed with no errors

SaveHourlyStaffing - SKIPPED

OK - Duplicated hourly staffing: Test 2018 Bud -to- 2019 Budget
Payroll assignments projection recalculated.. 2019 Budget
SavePayrollExpense - SKIPPED

SaveHourlyStaffing - completed with no errors

Duplicate Payroll successful: Test 2018 Bud -to- 2019 Budget
```

13



Click on X to close this window.

management Allocations Payroll Users Management

14



That's It. You're Done.

Thank you and look for additional tutorials from Dynamic Budgets.

That's It. You're Done.

Thank you and look for additional tuto

from

**DYNAMIC**  
BUDGETS