Create Budget Accounts

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A number of steps need to completed before a Budget Account can be created. Incomplete steps will result in the inability to create a specific Budget Account number.

The "Yellow Brick Road" wizard which is activated by Synchronize Chart of Accounts creates a unique workflow based on the nature of the synchronized accounts. These steps are summarized in 1 - 4 below.

1. Synchronize Chart of Accounts to Dynamic Budgets that was created in Great Plains Accounting (ERP) software. This process creates a mirror image of the Chart of Accounts in Dynamic Budgets. In order for a specific Budget Account to be created it needs to be part of the mirror image Chart of Accounts. The mirror image Chart of Accounts can be found in Manage Master Chart of Accounts. ERP Account tagging can be completed in Manage ERP Accounts. Please note that "Tag1" displays as "ERP Accounts META1' (see 10. below.)

2. OrgUnits need to be checked as "IsBudgeted" in Manage OrgUnits. If an OrgUnit is not checked as "IsBudgeted", all ERP Account Numbers with the related OrgUnit will not be able to be setup as a Budget Account Number.

3. Objects need to be checked as "IsBudgeted" in Manage Objects. If an Object is not checked as" IsBudgeted", all ERP Account Numbers with the related Object will not be able to be setup as a Budget Account Number.

4. BudgetID need to checked as "IsBudgeted" in Manage Budgets. If a BudgetID is not checked as "IsBudgeted" it will not be available in the dropdown menu (see 5. below). The BudgetID needs to be checked as Unlocked in Manage Budgets. If a BudgetID is locked it will not be available in the dropdown menu.

5. Select the CompanyDB and BudgetID that you wish to create Budget Account Numbers for.

Please note Tag1 - Tag 5 can be search on. These Company Tags are defined in Bulk Company Management. Please contact Dynamic Budgets to assist with making any changes to these sensitive tags.

6. By checking this box all available Master Chart of Accounts within the BudgetID will be selected to be created.
If you do not with to create Budget Accounts for ALL available Master Chart of Accounts do not check this box. You will be given the option to select only those Budget Account Numbers you wish to create (see 9. below)

Please use the preselection option *with circumspect* as you may not wish to create all available Budget Account Number.   Please see What Do I Do to Not Create a Previously Synchronized Master Chart of Account Number?

7. Click "Proceed" and this will produce, as below, the "Add Budget Accounts Preview"" box which list of ERP Accounts that are either preselected or are to be selected for creation.
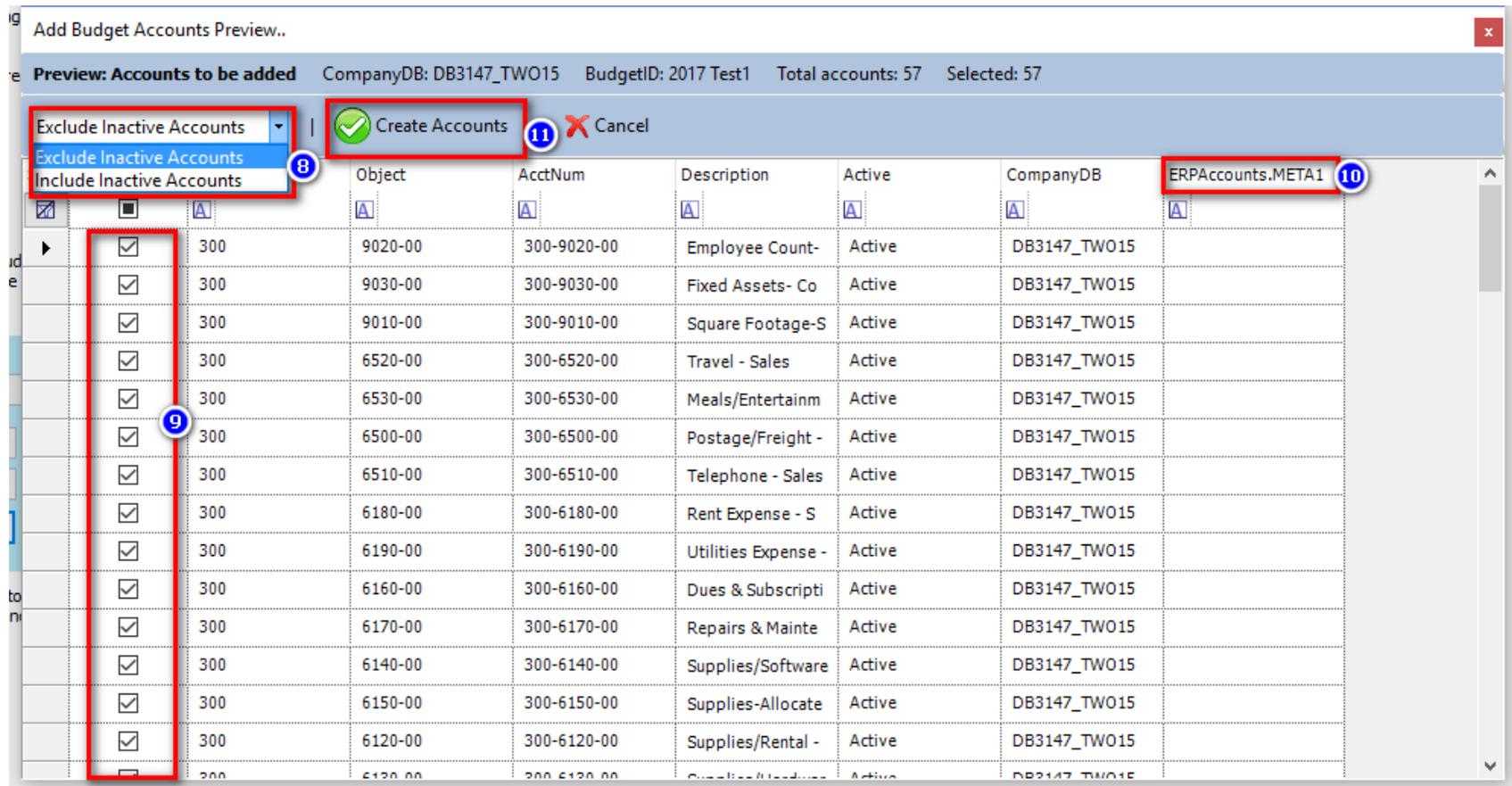
8. The default is to "Exclude Inactive Accounts". If you wish to create Budget Account Numbers for Inactive Accounts, select "Include Inactive Accounts" from the dropdown menu.

9. In this example, the "Preselect all accounts" box was checked in 6. above. All accounts that have checked boxes will be created. If the "Preselect all accounts" box was not checked, none of the accounts will be selected and they would need to be selected manually by checking in the box on the same row as the account (see below). The Select/Deselect All functionality is also available at the top of the Select column - see below. Also, the Filter functionality is available.

Select		OrgUnit	Object	AcctNum	Description	Active	CompanyDB	ERPAccounts.META1	
☑	■	A	A	A	A	A	A	A	
▶	☐	300	9020-00	300-9020-00	Employee Count-	Active	DB3147_TWO15		
	☐	300	9030-00	300-9030-00	Fixed Assets- Co	Active	DB3147_TWO15		
	☐	300	9010-00	300-9010-00	Square Footage-S	Active	DB3147_TWO15		

10. If "Tag1" on Manage Master Chart of Accounts had been populated per 1. above, those labels will appear here.

11. Click "Create Accounts" to create the selected accounts. When the operation is successful the following message will appear:

Message ✕

ⓘ 1 accounts added successfully

OK
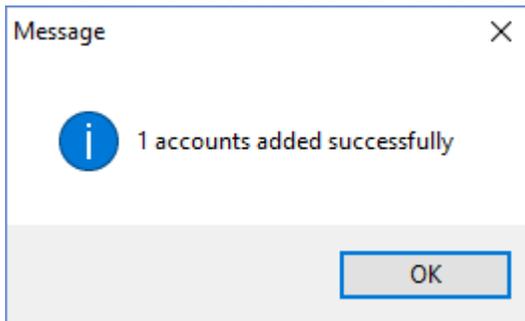
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