


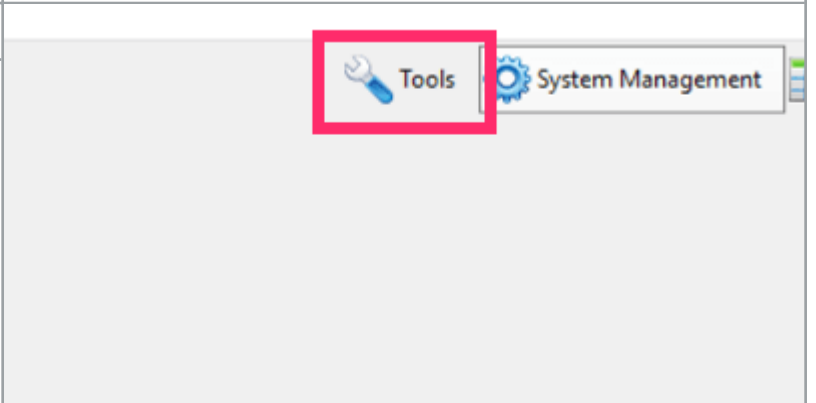

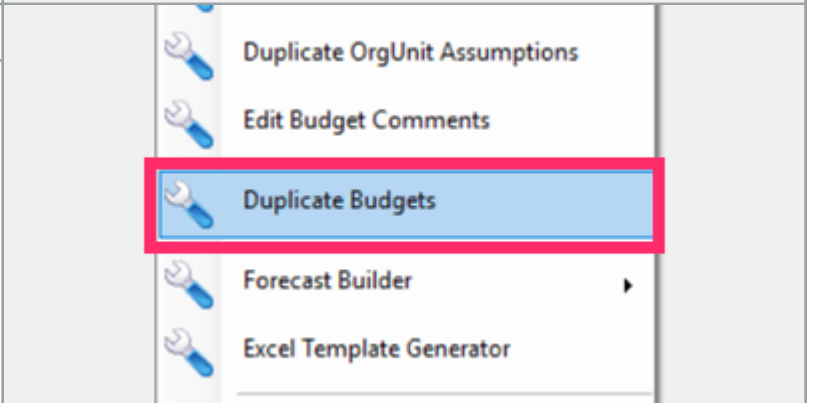

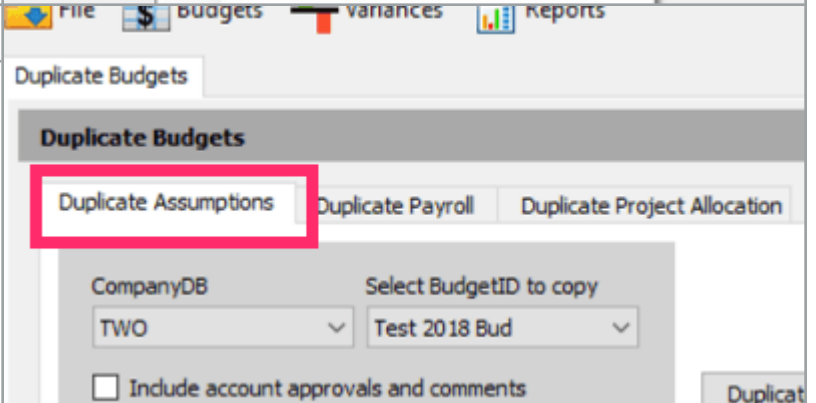
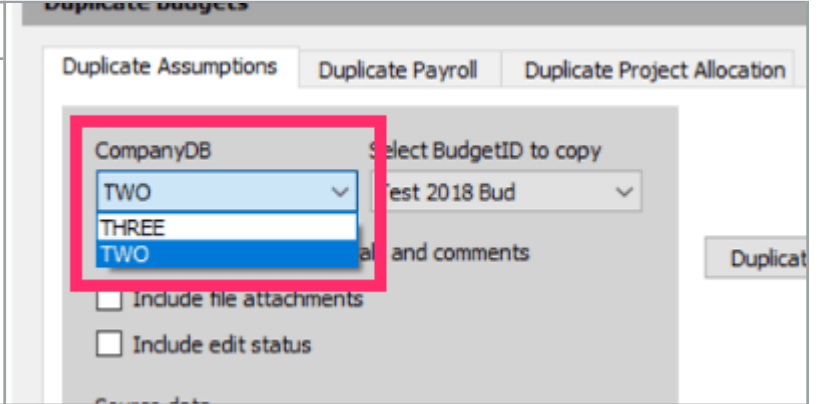
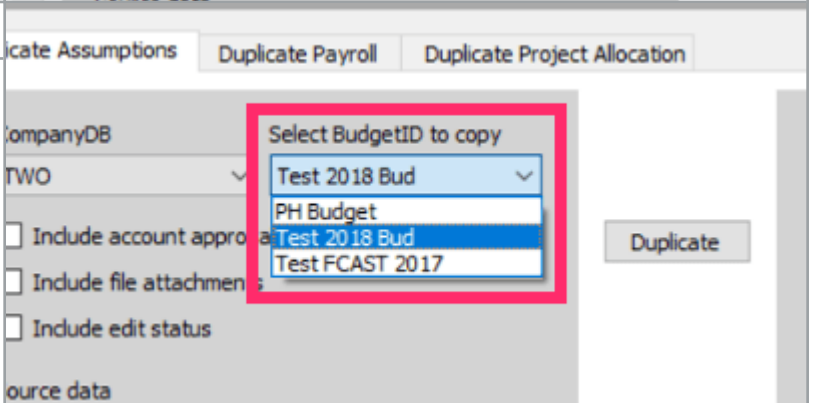
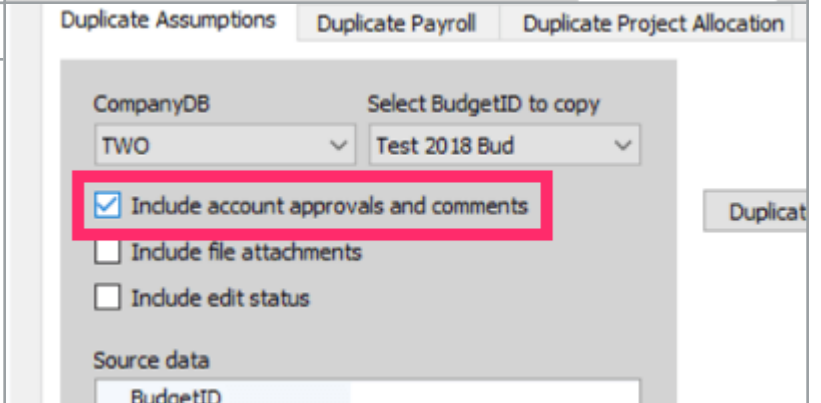
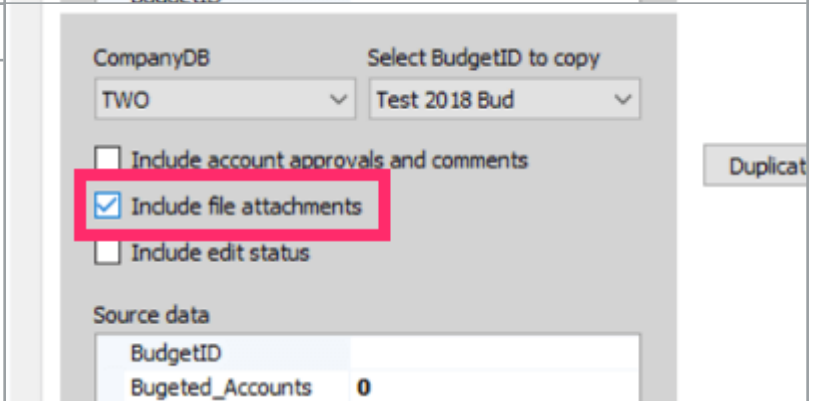
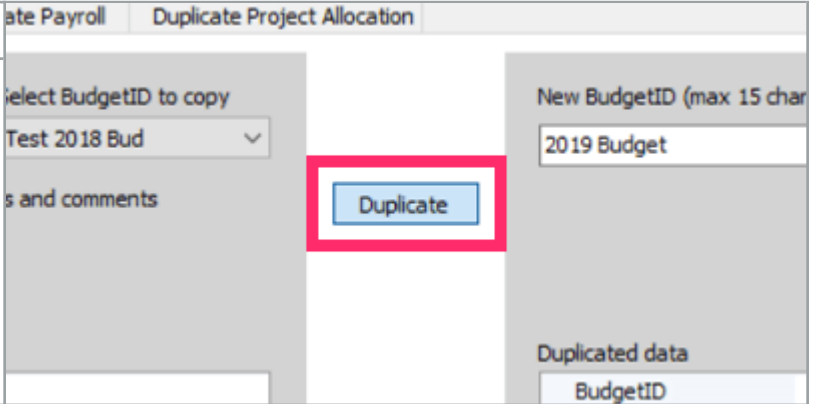
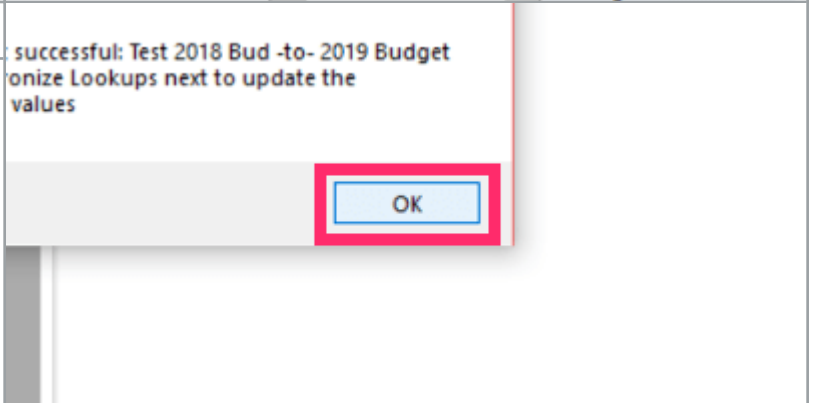
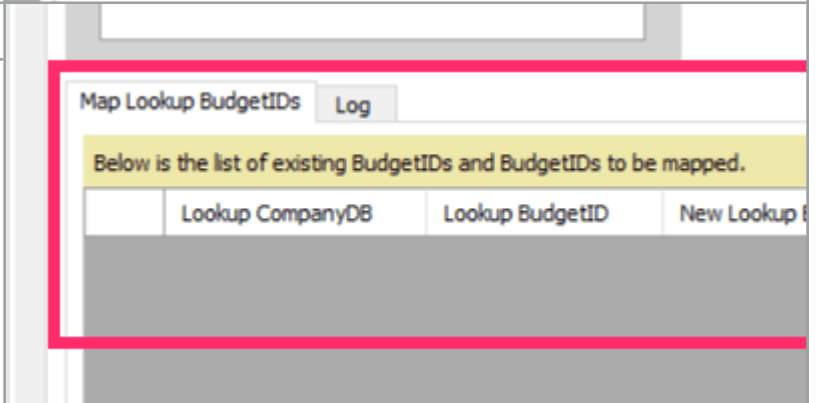
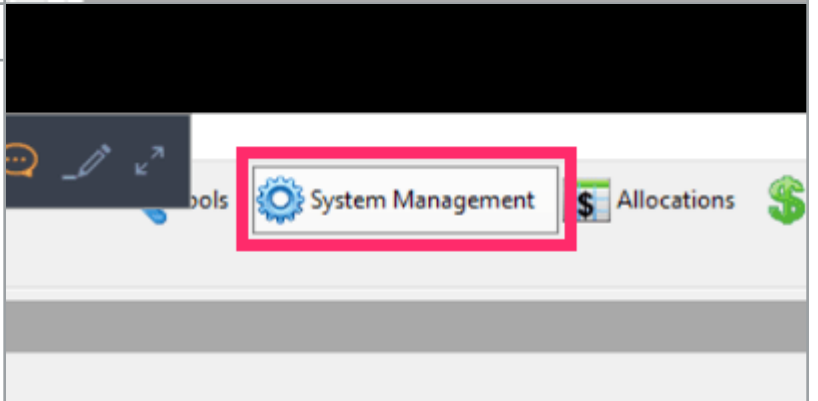


<p> Dynamic Budgets User Guide for Duplicate Budget.</p>	<p>1</p> 
<p> Click on Tools.</p>	<p>2</p> 
<p> Click on Duplicate Budgets.</p>	<p>3</p> 
<p> You will automatically navigate to the Duplicate Assumptions tab.</p>	<p>4</p> 

<p>5</p> <p>Select the CompanyDB to copy from the dropdown menu.</p> <p>For this example, we will select TWO.</p>	
<p>6</p> <p>Select the BudgetID to copy from the dropdown menu.</p> <p>For this example, we will select Test 2018 Bud.</p>	
<p>7</p> <p>Now you have 3 optional selections to include with your duplicate assumptions:</p> <p>1. You can click in the box to Include account approvals and comments.</p>	
<p>8</p> <p>2. You can click in the box to Include file attachments.</p>	

<p>9</p> <p> 3. You can click in the box to Include edit status.</p>	<p>CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud</p> <p><input type="checkbox"/> Include account approvals and comments</p> <p><input type="checkbox"/> Include file attachments</p> <p><input checked="" type="checkbox"/> Include edit status</p> <p>Source data:</p> <table border="1"><tr><td>BudgetID</td><td></td></tr><tr><td>Budgeted_Accounts</td><td>0</td></tr><tr><td>Budgeted_Assumptions</td><td>0</td></tr></table>	BudgetID		Budgeted_Accounts	0	Budgeted_Assumptions	0
BudgetID							
Budgeted_Accounts	0						
Budgeted_Assumptions	0						
<p>10</p> <p> Note: You can select all three options if necessary.</p>	<p>CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud</p> <p><input checked="" type="checkbox"/> Include account approvals and comments</p> <p><input checked="" type="checkbox"/> Include file attachments</p> <p><input checked="" type="checkbox"/> Include edit status</p> <p>Source data:</p> <table border="1"><tr><td>BudgetID</td><td></td></tr><tr><td>Budgeted_Accounts</td><td>0</td></tr></table>	BudgetID		Budgeted_Accounts	0		
BudgetID							
Budgeted_Accounts	0						
<p>11</p> <p> In this example, we will uncheck all options.</p>	<p>CompanyDB: TWO Select BudgetID to copy: Test 2018 Bud</p> <p><input type="checkbox"/> Include account approvals and comments</p> <p><input type="checkbox"/> Include file attachments</p> <p><input type="checkbox"/> Include edit status</p> <p>Source data:</p> <table border="1"><tr><td>BudgetID</td><td></td></tr><tr><td>Budgeted_Accounts</td><td>0</td></tr></table>	BudgetID		Budgeted_Accounts	0		
BudgetID							
Budgeted_Accounts	0						
<p>12</p> <p> Click in the New BudgetID box and type 2019 Budget.</p>	<p>New BudgetID (max 15 chars)</p> <p>2019 Budget</p>						

<p>13</p> <p> Click on Duplicate.</p>	
<p>14</p> <p> A message box will appear that reads, Duplicate budget successful: Test 2018 Bud-to-2019 Budget. Please run Synchronize Lookups next to update the Lookup_Budget values.</p> <p>Now Click OK.</p>	
<p>15</p> <p> Note: You do NOT need to run the Synchronize routine if the Map Lookup BudgetIDs tab is empty or does not list BudgetIDs to be mapped.</p>	
<p>16</p> <p> To verify the duplicate budget is added, click on System Management.</p>	


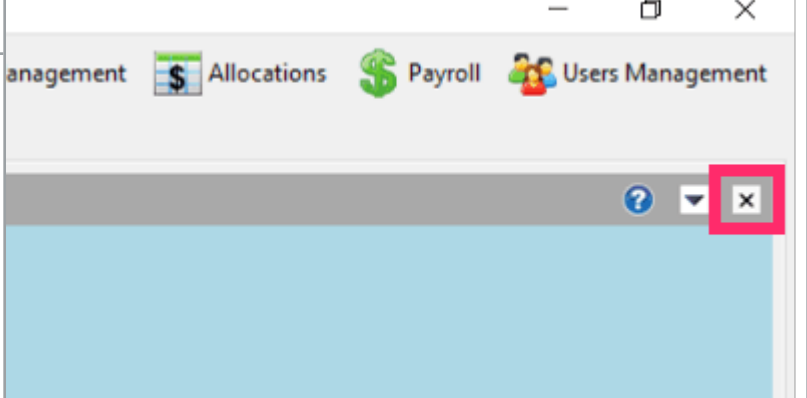


17 Click on **Budgets, Manage Budgets.**

18 Select CompanyDB **TWO.**

19 Click on **Show Budgets.**

20 Now you see that 2019 Budget was added.

DB3147_TW015	2016 Actual	2016 Actual	2016
DB3147_TW015	2017 Actual	2017 Actual	2017
DB3147_TW015	2018 Actual	2018 Actual	2018
▶ DB3147_TW015	2019 Budget	2019 Budget	2017
DB3147_TW015	BUDGET1	demo	2014
DB3147_TW015	PH Budget	PH Budget	2017
DB3147_TW015	Test 2018 Bud	Test 2018 Bud	2017
DB3147_TW015	Test FCAST 2017	Test FCAST 2017	2017

<p>21</p> <p> Click on the X to close.</p>	 <p>The screenshot shows a web application interface with a navigation bar containing 'management', 'Allocations', 'Payroll', and 'Users Management'. A red box highlights the close button (X) in the top right corner of the browser window.</p>
<p>22</p> <p> That's It. You're Done</p>	 <p>The image displays the 'DYNAMIC BUDGETS' logo and the text 'That's It. You're Done.' enclosed in a red rectangular border.</p>