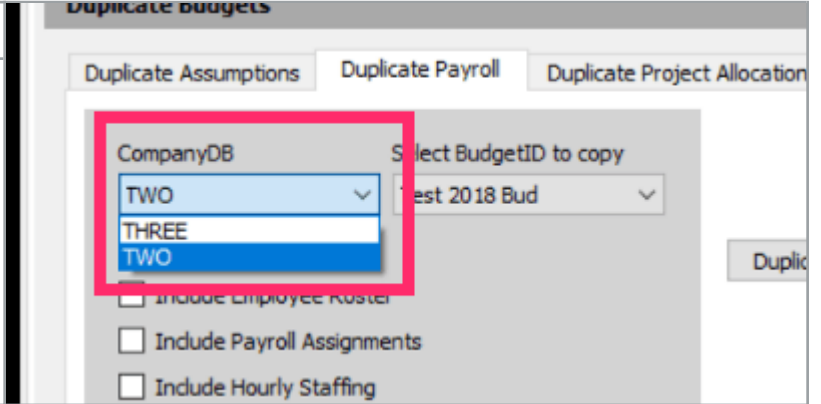
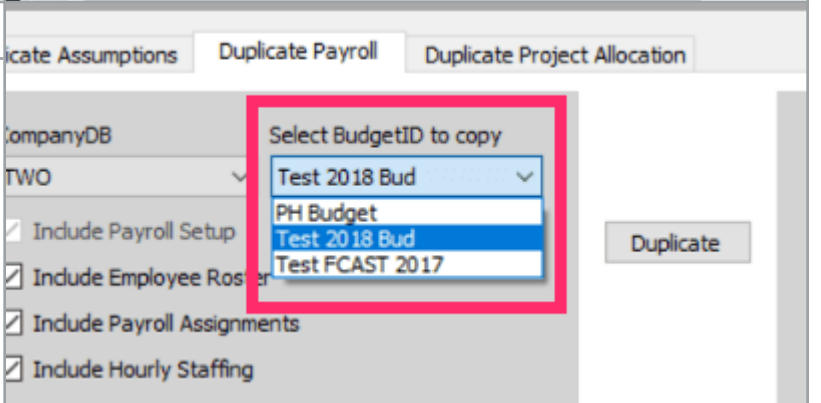
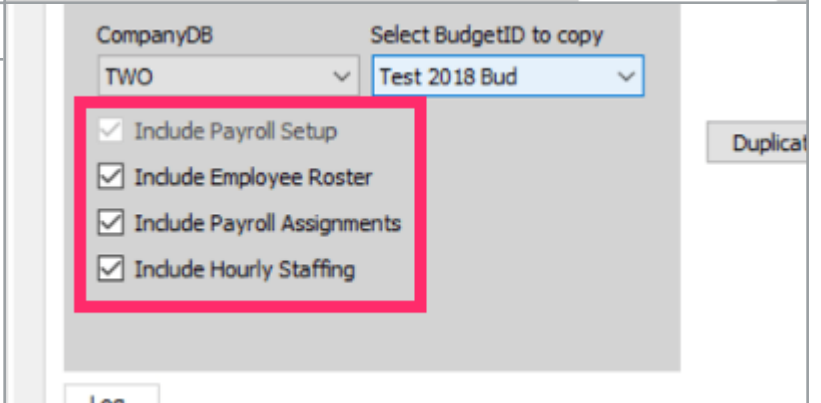
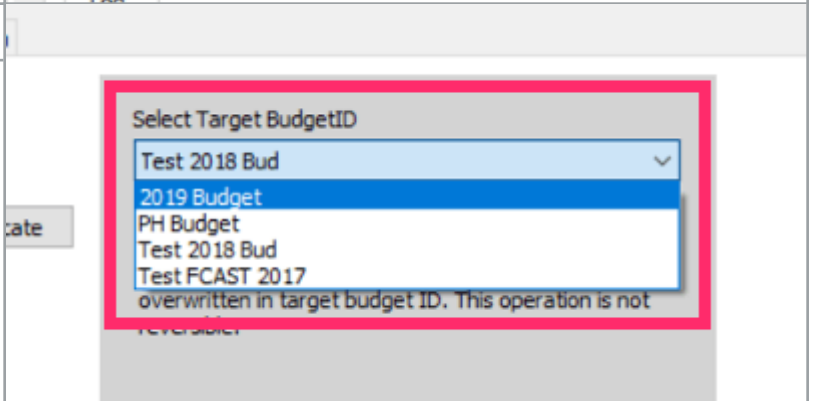

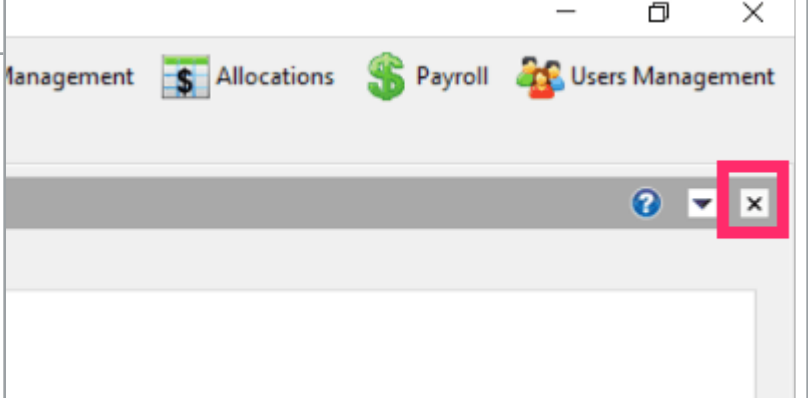




<p>1</p> <p> Dynamic Budgets User Guide for Duplicate Payroll</p>	
<p>2</p> <p> Click on Tools.</p>	
<p>3</p> <p> Click on Duplicate Budgets.</p>	
<p>4</p> <p> Click on the Duplicate Payroll tab.</p>	

<p>5</p> <p>Select the CompanyDB to copy from the dropdown menu.</p> <p>For this example, we will select TWO.</p>	 <p>The screenshot shows the 'Duplicate Budgets' window with the 'Duplicate Payroll' tab selected. The 'CompanyDB' dropdown menu is open, showing options 'TWO', 'THREE', and 'TWO'. The 'TWO' option is highlighted. Other options include 'Include Employee Roster', 'Include Payroll Assignments', and 'Include Hourly Staffing'.</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>The screenshot shows the 'Duplicate Budgets' window with the 'CompanyDB' dropdown set to 'TWO'. The 'Select BudgetID to copy' dropdown menu is open, showing options 'Test 2018 Bud', 'PH Budget', and 'Test FCAST 2017'. The 'Test 2018 Bud' option is highlighted. Other options include 'Include Payroll Setup', 'Include Employee Roster', 'Include Payroll Assignments', and 'Include Hourly Staffing'.</p>
<p>7</p> <p>Click in the box for the following:</p> <ol style="list-style-type: none">1. Include Payroll Setup2. Include Employee Roster3. Include Payroll Assignments4. Include Hourly Staffing	 <p>The screenshot shows the 'Duplicate Budgets' window with the 'CompanyDB' dropdown set to 'TWO' and the 'Select BudgetID to copy' dropdown set to 'Test 2018 Bud'. The checkboxes for 'Include Payroll Setup', 'Include Employee Roster', 'Include Payroll Assignments', and 'Include Hourly Staffing' are all checked.</p>
<p>8</p> <p>Select the Target BudgetID to copy from the dropdown menu.</p> <p>For this example, we will select Test 2019 Budget.</p>	 <p>The screenshot shows the 'Duplicate Budgets' window with the 'CompanyDB' dropdown set to 'TWO' and the 'Select BudgetID to copy' dropdown set to 'Test 2018 Bud'. The 'Select Target BudgetID' dropdown menu is open, showing options 'Test 2018 Bud', '2019 Budget', 'PH Budget', 'Test 2018 Bud', and 'Test FCAST 2017'. The '2019 Budget' option is highlighted. A warning message is visible at the bottom: 'overwritten in target budget ID. This operation is not reversible'.</p>

<p>9 Click on Duplicate.</p>	
<p>10 A message box will appear that reads, Duplicate Payroll successful: Test 2018 Bud-to-2019 Budget. Click on OK.</p>	
<p>11 A log will display. All parameters should have an OK status.</p>	

<p>12</p> <p> Click on X to close this window.</p>	 <p>The screenshot shows a software interface with a menu bar containing 'Management', 'Allocations', 'Payroll', and 'Users Management'. A red box highlights the 'X' close button in the top right corner of the window.</p>
<p>13</p> <p> That's It. You're Done.</p>	 <p>The screenshot shows a splash screen for 'DYNAMIC BUDGETS' with a red border. The text 'That's It. You're Done.' is prominently displayed at the bottom.</p>