

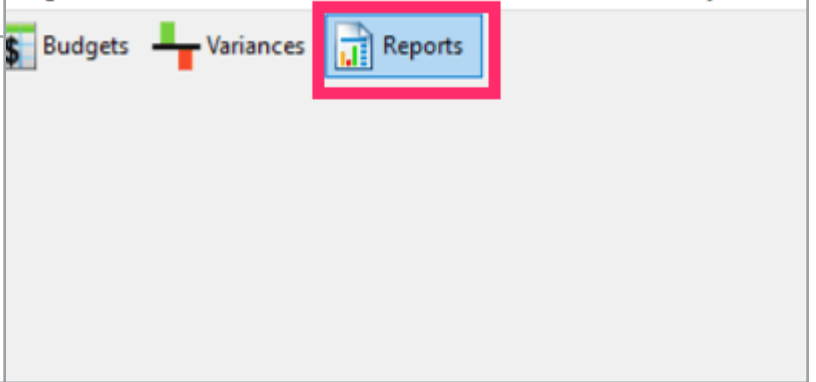

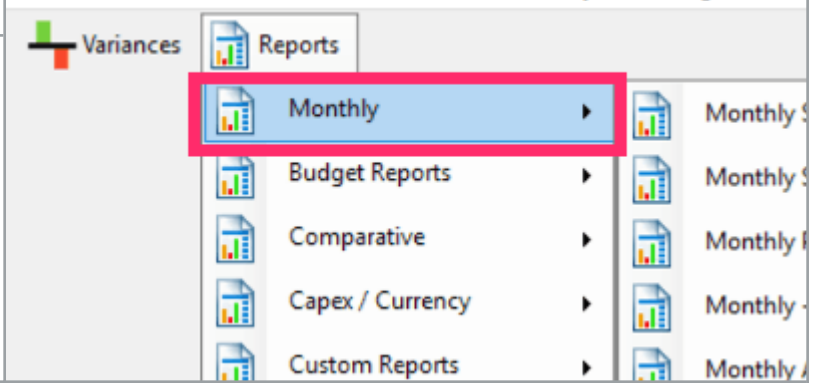

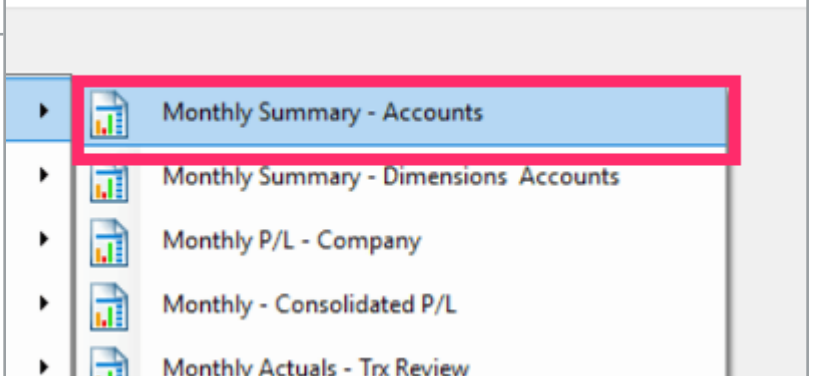
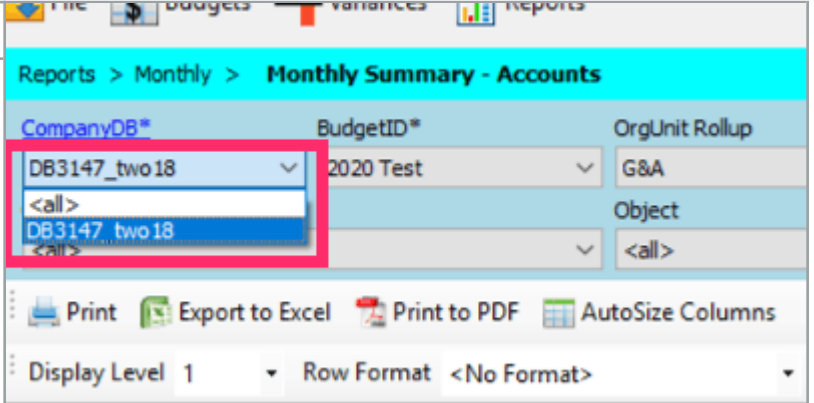
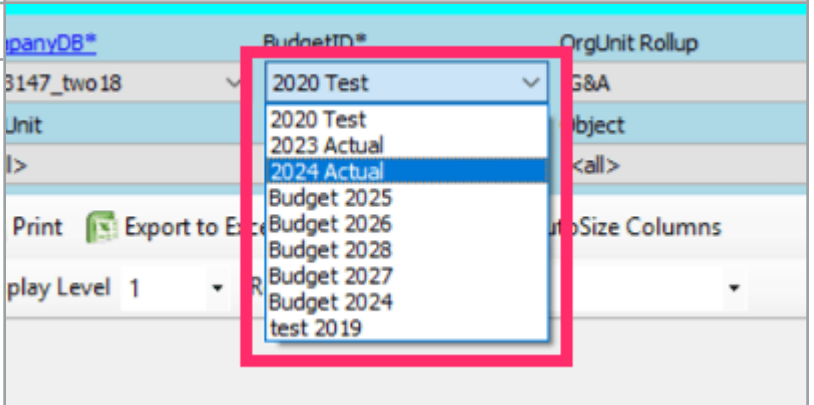
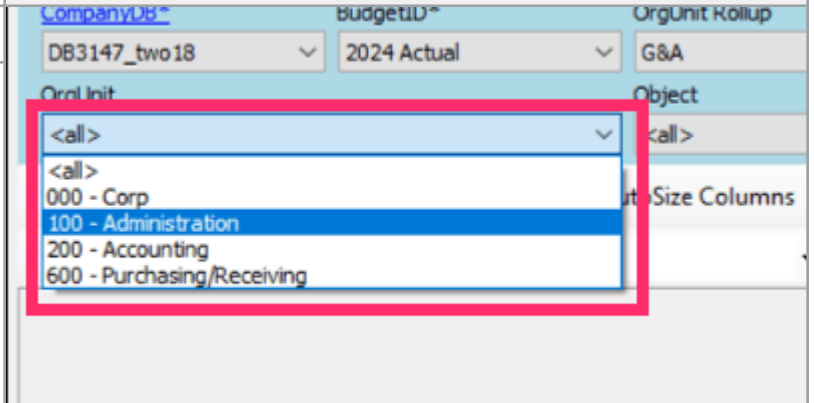
 Dynamic Budgets User Guide for Monthly Account Summary	<p>1</p> 
 Click on Reports .	<p>2</p> 
 Click on Monthly .	<p>3</p> 
 Click on Monthly Summary-Accounts .	<p>4</p> 

<p>5</p> <p> Click on CompanyDB dropdown list.</p> <p>For this example, we will select DB3147_two18.</p>	
<p>6</p> <p> Click on BudgetID dropdown list.</p> <p>For this example, we will select 2024 Actual.</p>	
<p>7</p> <p> Click on OrgUnit dropdown list.</p> <p>For this example, we will select 100-Administration.</p>	



Click on **Object** dropdown list.

For this example, we will select **5150-Employee Benefits-Administration**.

8

The screenshot shows a dropdown menu titled "Object" with a list of account codes and descriptions. The item "5150 - Employee Benefits - Administration" is highlighted in blue. The list includes:

- <all>
- 5100 - Salaries and Wages
- 5110 - Overtime Pay - Administration
- 5120 - Bonuses - Administration
- 5140 - Profit Sharing - Administration
- 5150 - Employee Benefits - Administration**
- 5160 - Health Insurance Expense - Administration
- 5170 - Payroll Taxes - Administration
- 6100 - Training - Administration
- 6110 - Company Car - Administration
- 6120 - Supplies/Rental - Administration
- 6130 - Supplies/Hardware - Administration
- 6140 - Supplies/Software - Administration
- 6150 - Supplies-Allocated - Administration
- 6160 - Dues & Subscriptions - Administration
- 6170 - Repairs & Maintenance Expense-Staff
- 6180 - Rent Expense - Administration
- 6190 - Utilities Expense - Administration
- 6500 - Postage/Freight Expense-Staff
- 6510 - Telephone - Administration
- 6520 - Travel - Administration
- 6530 - Meals/Entertainment - Administration
- 9010 - Square Footage-Administration
- 9020 - Employee Count-Administration
- 9030 - Fixed Assets-Computer Cabinets



Click on **Search**.

9

The screenshot shows a search bar area with a "Search" button highlighted in red. To the right of the button are the options "Advanced" and a checked checkbox labeled "Exclude zero".



Now you see the **display of OrgUnit 100 & Object 5150**.

10

The screenshot shows a table with the following data:

AccountNum	AccountDescr	Jan
100-5150-00	Employee Benefits - Administration	3,019.85

11 Click on **Object** dropdown list.

For this example, we will select **all**.

12 Click on **Search**.

13 Results are displayed.

This is the view for **Row Format- No format**.

You can also change the display level.

OrgUnit	Object	Apr	May	Jun	Jul
100-5150-00	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	
100-5170-00	Payroll Taxes - Administration	1,218.61	413.7	419.55	

<p>14</p> <p> Click on the Row Format dropdown list.</p> <p>For this example, we will select Company P&L.</p>	
<p>15</p> <p> This is the view for Row Format-Company P&L.</p> <p>You see the detail transaction(s) available by clicking on the + button next to 100-Administration to expand.</p>	
<p>16</p> <p> This is the view for Row Format-Dept P&L.</p> <p>You see the detail transaction(s) by clicking on the + button next to 6160-Dues & Subscriptions-Administration to expand.</p>	
<p>17</p> <p> This is the view for Row Format-Div-Dept P&L.</p> <p>You see the detail transaction(s) by clicking on the + button next to 6160-Dues & Subscriptions-Administration to expand.</p>	

<p>18 Now let's click on the account number and amount that you wish to view.</p> <p>Make sure the amount cell is gray.</p>	<p>18 Export to Excel Print to PDF AutoSize Columns</p> <table border="1"> <thead> <tr> <th>AccountDescr</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> </tr> </thead> <tbody> <tr> <td>Employee Benefits - Administration</td> <td>3,019.85</td> <td>1,419.32</td> <td>1,419.83</td> <td>1,373.32</td> </tr> <tr> <td>Payroll Taxes - Administration</td> <td>1,218.61</td> <td>413.7</td> <td></td> <td>419.03</td> </tr> <tr> <td>Training - Administration</td> <td>1,500</td> <td>-</td> <td></td> <td>-</td> </tr> </tbody> </table>	AccountDescr	Jan	Feb	Mar	Apr	Employee Benefits - Administration	3,019.85	1,419.32	1,419.83	1,373.32	Payroll Taxes - Administration	1,218.61	413.7		419.03	Training - Administration	1,500	-		-																																																		
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5	01/15/2024	01/01/1990																	
<p>25</p> <p> Right-Click. Click on Copy with headers..</p> <p>You can paste the data in an email or Excel.</p>																			

26

For this example, we will use email. **Alt + Tab to compose your email.**

Right-Click, paste.

27

Transaction information from Dynamic Budgets is now in the email.

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE
1	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC000000

28

Type correction message in the body of the email or subject line, add recipient and send.

Subject: SA Please make correction to the entry enclosed. It should have

RowID	TRXDATE	DatePosted	Amount	Currency	REFERENCE
	01/15/2024	01/01/1990	63.04	Z-US\$	UPRCC00000001

29

Click on the X to close this window in Dynamic Budgets.

		Total: 3,019
Rows: 54	A- A+	
	Dec	To
	1,432.74	18,609.6
	413.57	6,199.3

<p> The advanced option is used when customers have long account numbers and want to perform lookups by account segments.</p> <p>Click on Advanced.</p>	30	
<p> All accounts are displayed for segment 1 - 100.</p> <p>You can lookup any segment up to segment 10.</p>	31	
<p> Helpful Screen Tools:</p> <ol style="list-style-type: none"> 1) Print 2) Print to PDF. 3) Export to excel. 4) AutoSize the Columns 5) See # of rows 6) Increase or decrease the magnification of the screen with (A+ or A-) 	32	
<p> That's It. You're Done.</p>	33	