

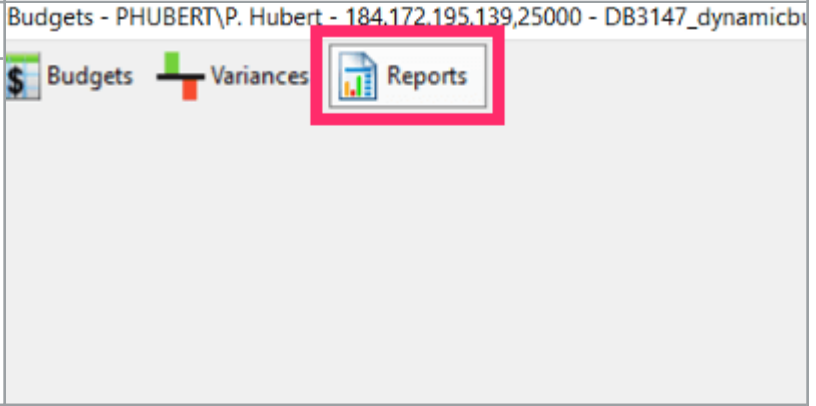

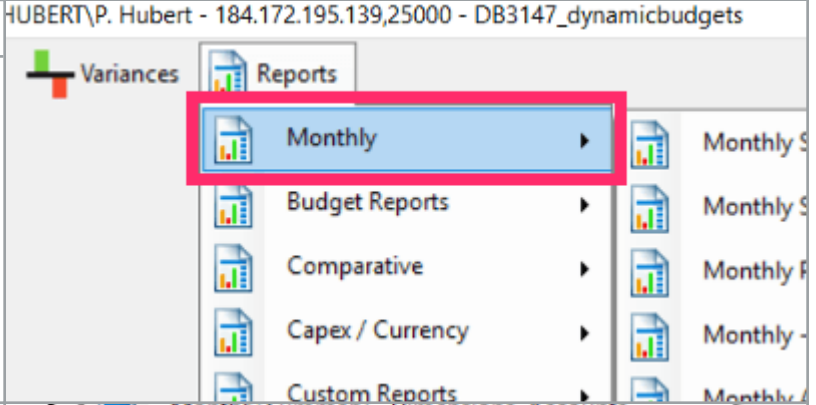

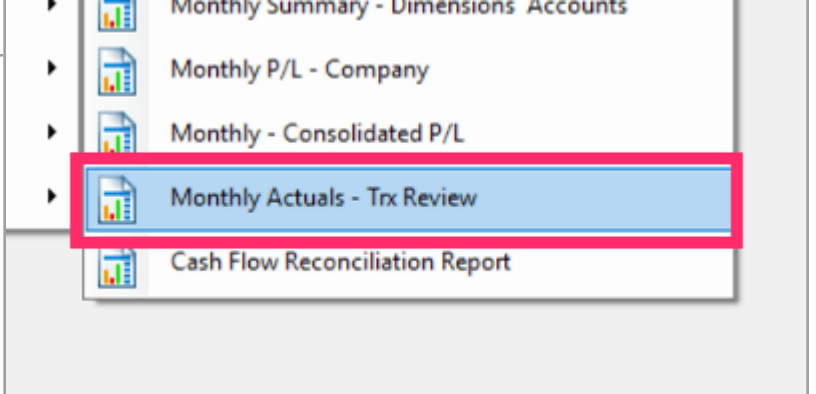
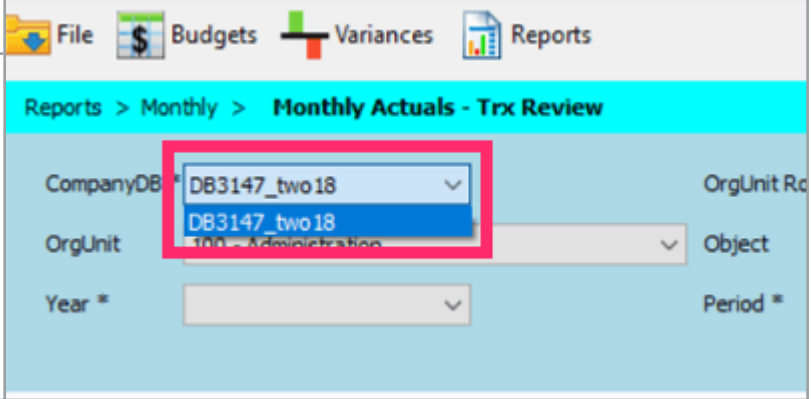
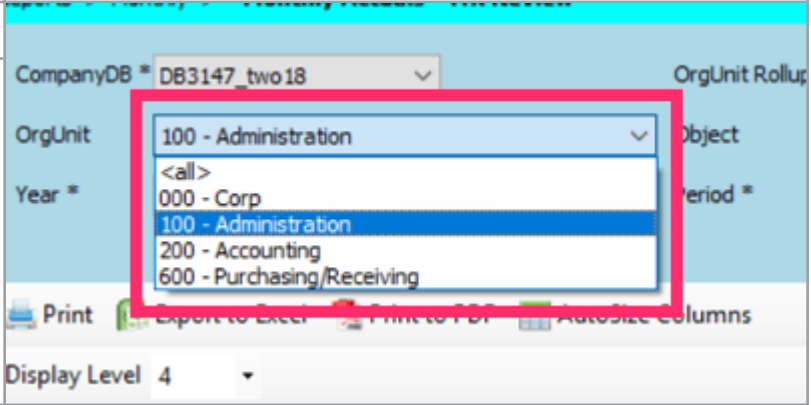
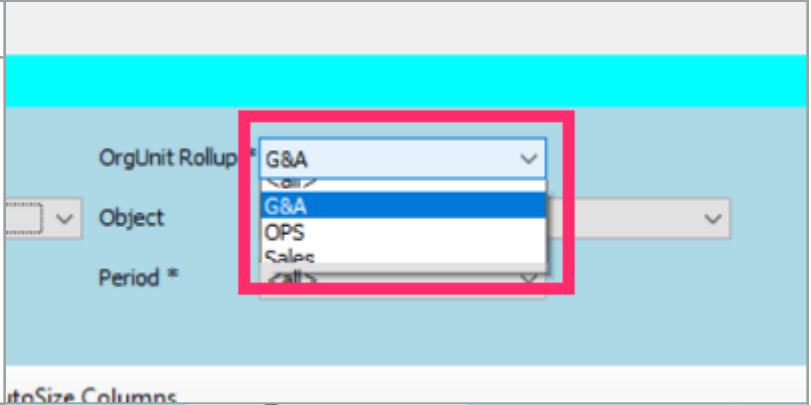
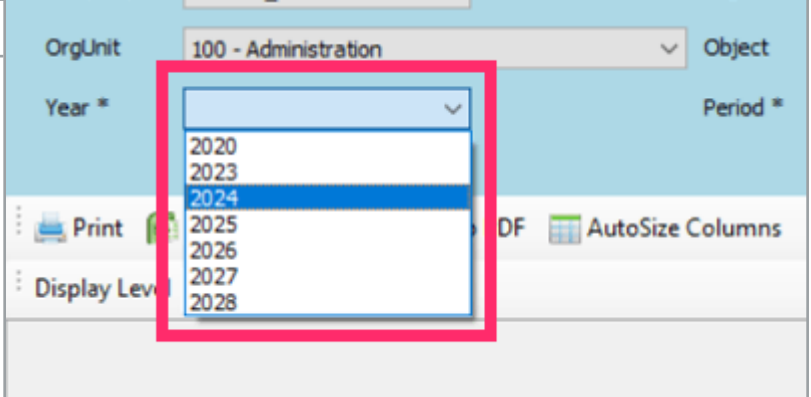

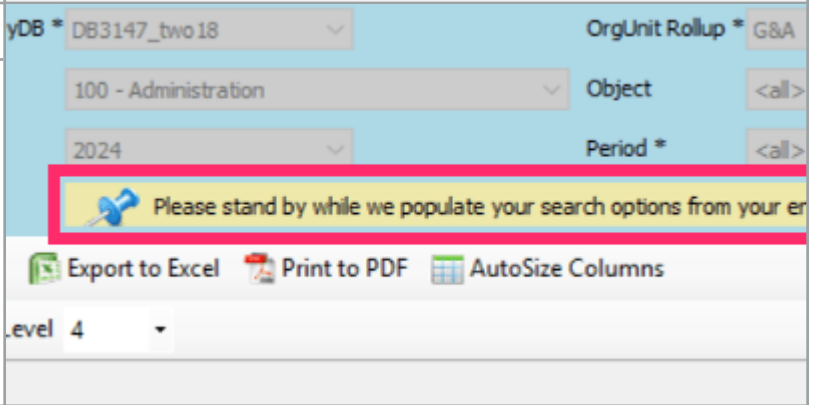
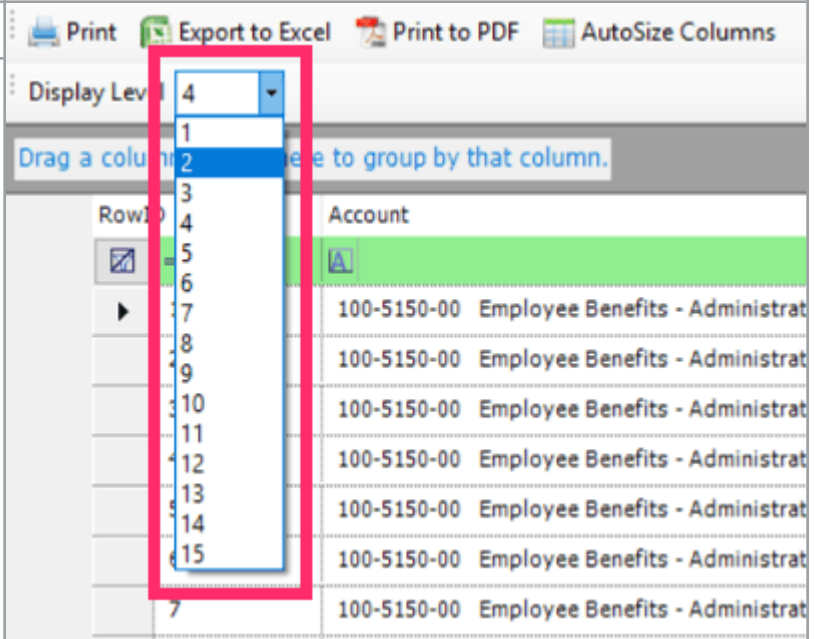
 <p>Dynamic Budgets User Guide for Monthly Actuals-Trx Review</p>	<p>1</p> 
 <p>Click on Reports.</p>	<p>2</p> 
 <p>Click on Monthly.</p>	<p>3</p> 
 <p>Click on Monthly Actuals-Trx Review.</p>	<p>4</p> 

<p>5</p> <p>Select the CompanyDB. In this example, DB3147_two18.</p>	
<p>6</p> <p>Select an OrgUnit. In this example, select 100-Administration.</p>	
<p>7</p> <p>Select an OrgUnit Rollup. In this example, select G&A.</p>	
<p>8</p> <p>Select a Year. In this example, select 2024.</p>	

<p>9</p> <p>Click on Generate.</p>																																					
<p>10</p> <p>A message will appear that reads, Please stand by while we populate your search options from your entire transaction history.</p>																																					
<p>11</p> <p>You can change the display level. Select 2.</p>	 <table border="1"><thead><tr><th>Row</th><th>Account</th></tr></thead><tbody><tr><td>1</td><td></td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td></td></tr><tr><td>4</td><td></td></tr><tr><td>5</td><td></td></tr><tr><td>6</td><td></td></tr><tr><td>7</td><td>100-5150-00 Employee Benefits - Administrat</td></tr><tr><td>8</td><td>100-5150-00 Employee Benefits - Administrat</td></tr><tr><td>9</td><td></td></tr><tr><td>10</td><td>100-5150-00 Employee Benefits - Administrat</td></tr><tr><td>11</td><td></td></tr><tr><td>12</td><td>100-5150-00 Employee Benefits - Administrat</td></tr><tr><td>13</td><td></td></tr><tr><td>14</td><td>100-5150-00 Employee Benefits - Administrat</td></tr><tr><td>15</td><td>100-5150-00 Employee Benefits - Administrat</td></tr><tr><td>16</td><td></td></tr><tr><td>17</td><td>100-5150-00 Employee Benefits - Administrat</td></tr></tbody></table>	Row	Account	1		2		3		4		5		6		7	100-5150-00 Employee Benefits - Administrat	8	100-5150-00 Employee Benefits - Administrat	9		10	100-5150-00 Employee Benefits - Administrat	11		12	100-5150-00 Employee Benefits - Administrat	13		14	100-5150-00 Employee Benefits - Administrat	15	100-5150-00 Employee Benefits - Administrat	16		17	100-5150-00 Employee Benefits - Administrat
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12 Now you see transactions displayed for the OrgRollup, OrgUnit, Year and Period selected.

Drag a column header here to group by that column.

RowID	Account
1	100-5150-00 Employee Benefits - Administratio
2	100-5150-00 Employee Benefits - Administratio
3	100-5150-00 Employee Benefits - Administratio
4	100-5150-00 Employee Benefits - Administratio
5	100-5150-00 Employee Benefits - Administratio
6	100-5150-00 Employee Benefits - Administratio
7	100-5150-00 Employee Benefits - Administratio
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12	100-5150-00 Employee Benefits - Administratio
13	100-5150-00 Employee Benefits - Administratio
14	100-5150-00 Employee Benefits - Administratio
15	100-5150-00 Employee Benefits - Administratio
16	100-5150-00 Employee Benefits - Administratio

13 Let's drag the Vendor/Cust ID column header and drop it in the gray area.

Now see the transactions are displayed by Vend/Cust ID for all periods.

Print Export to Excel Print to PDF AutoSize Columns

Display Level 2

Vend / Cust ID

RowID	Account	TRXDATE	Date
ACKE0001			

13b Drop

Print Export to Excel Print to PDF AutoSize Columns


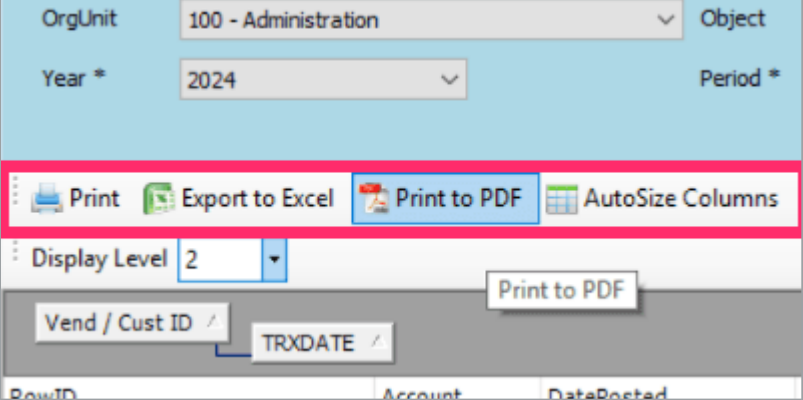



Display Level 2

Vend / Cust ID

RowID	Account	TRXDATE	Date
ACKE0001			

<p> Drag the TRXDATE column header and drop it in the gray area.</p> <p>Now see the transactions are displayed by Vend/Cust ID & Trx Date for all periods.</p> <p>Click on the + sign to expand the months to review those transactions.</p>	14	
<p> Drop</p>	14b	
<p> Click on the + sign to expand or collapse transaction review.</p>	15	
<p> Note: If there is an error present, you can copy this information & email it to the accountant for correction.</p> <p>Click on and Highlight the data. It will turn gray.</p>	16	

<p>17</p> <p>Right-Click. Click on Copy with headers..</p>									
<p>18</p> <p>Alt + Tab to compose your email.</p> <p>Right-Click, paste.</p>									
<p>19</p> <p>Transaction information from Dynamic Budgets is now in the email.</p>	<table border="1"> <thead> <tr> <th><u>RowID</u></th> <th><u>Account</u></th> <th><u>DatePosted</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>415</td> <td>100-5170-00 Payroll Taxes - Administration</td> <td>01/31/2028</td> <td>7.25</td> </tr> </tbody> </table>	<u>RowID</u>	<u>Account</u>	<u>DatePosted</u>	<u>Amount</u>	415	100-5170-00 Payroll Taxes - Administration	01/31/2028	7.25
<u>RowID</u>	<u>Account</u>	<u>DatePosted</u>	<u>Amount</u>						
415	100-5170-00 Payroll Taxes - Administration	01/31/2028	7.25						
<p>20</p> <p>Type correction message in the body of the email or subject line, add recipient and send.</p>	<p>Subject: SA Please make Correction to the Entry. It should have hit Account</p>								

<p> Helpful Screen Tools:</p> <ol style="list-style-type: none">1) Print2) Print to PDF.3) Export to excel.4) AutoSize the Columns5) See # of rows6) Increase or decrease the magnification of the screen with (A+ or A-)	21	 <p>OrgUnit: 100 - Administration Object: [dropdown] Year *: 2024 Period *: [dropdown]</p> <p>Print Export to Excel Print to PDF AutoSize Columns</p> <p>Display Level: 2 Print to PDF</p> <p>Vend / Cust ID TRXDATE</p> <p>RowID Account DatePosted</p>
<p> That's It. You're Done.</p>	22	 <p> DYNAMIC™ BUDGETS</p> <p>That's It. You're Done.</p>