



# *DynacForecast for Accounts*

## **User Guide**

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*SeeTheFuture™*

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Dynac Inc.

28 Sutherland Walk  
Kitchener, ON N2R 1G5  
phone: 519-571-3254  
fax: 519-745-6856

website: [www.DynacTools.ca](http://www.DynacTools.ca)  
e-mail: [info@DynacTools.ca](mailto:info@DynacTools.ca)

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# Introduction

## Summary

*DynacForecast for Accounts* (FFA) is the multi-user component of the *DynacTools* suite offering planning, budgeting, forecasting, and financial reporting capabilities.

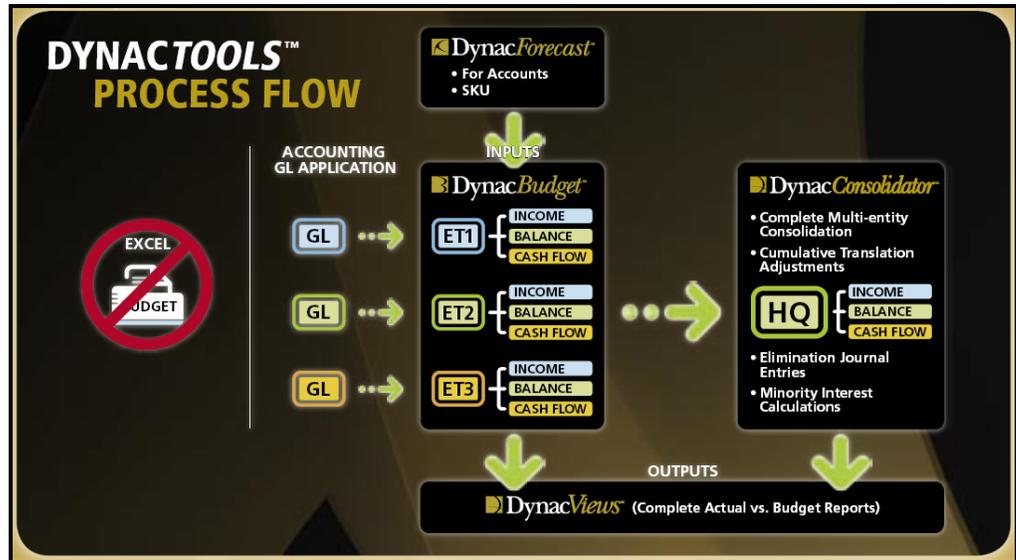


Figure 1 – *DynacTools* application modules

*DynacForecast for Accounts* is an optional module. However, unlike the other modules, *DynacForecast for Accounts* does not run within an Excel shell.

For a general introduction to the *DynacTools* concepts, refer to the document *DynacTools Overview*.

## Features

*DynacForecast for Accounts* provides two extensions to the management of *DynacBudget* budgets for entities.

- Multi-scenario efficiency.
- Multi-user capability.

### Multi-scenario Efficiency

In *DynacBudget*, you can create multiple scenarios, or proforma. However, each scenario is a separate Excel worksheet and performance degrades as the number of worksheets increases.

---

With *DynacForecast for Accounts* you can manage an unlimited number of scenarios, or revisions, while minimizing the effect on the performance of *DynacBudget*.

## Multi-user Capability

In *DynacBudget*, only one person can work on the budget at one time and that person can access all accounts.

With *DynacForecast for Accounts* you can delegate the budgeting process to multiple people. Each person is assigned specific accounts and can see only those accounts.

Note	Refer to the <a href="#">DynacTools Glossary</a> for an explanation of terms and acronyms.
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## Concepts

### Accounts

*DynacForecast for Accounts* displays only Revenue and Expense accounts and related Statistical accounts.

You must use *DynacBudget* to create or delete accounts and to assign the proper budget definition to each account. Using *DynacForecast for Accounts*, you can only change definition driver values.

### Organization

*DynacForecast for Accounts* allows you to organize the budgeting process using three features:

- Multiple scenarios, or revisions, of a given budget or proforma worksheet
- Responsibility levels
- Departments

### Multiple Revisions

The number of budget revisions is unlimited.

Each revision is defined by four parameters:

- Unique identifier (for example, "Rev\_1")
- Description (for example, "Revision 1")
- Status indicator
  - **Active** – the revision is available for viewing and editing. Only one revision can be active at any given time. This is the revision that is available to *DynacBudget*.

- Driver reference indicator
  - **Comparative Revision** – the data from this revision is used to compare against the definitions in the current revision. A comparative revision is any revision from any budget.

Note Only one revision can be **Active**. When a revision is set as active all other revisions in that budget are no longer active.

Only an administrator can add or delete revisions.

DynacBudget creates the first revision of a budget or proforma worksheet. By default, its identifier is **Rev\_1**, its description is **Revision 1**, its status indicator is **Active**, and no **Comparative Revision** has been set.

### Responsibility Levels

There are four responsibility levels, or roles.

- **Administrator**  
Only the administrator role has administration functionality and can see all the options available on the main menu.

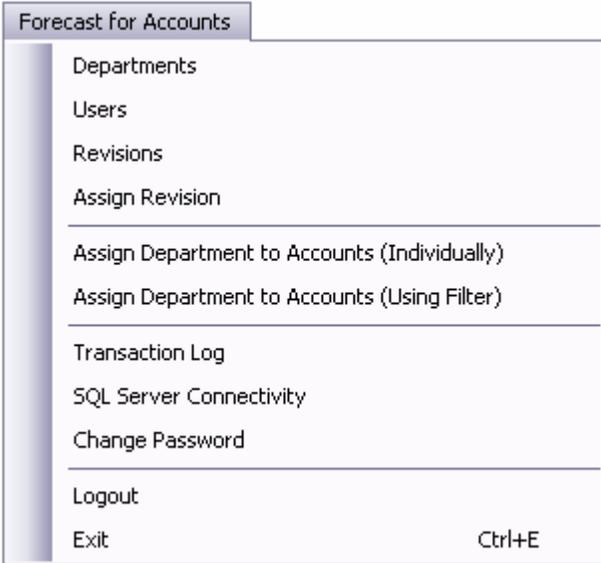


Figure 2 – Administrator functionality

Note Multiple users can be named to the administrator role. However, they must carefully coordinate their activities.

- **Supervisor**  
A supervisor can be assigned revisions by an administrator and can subsequently assign a revision to a power user or re-assign it back to an administrator.

Multiple users can be named to the supervisor role.

- **Power User**  
A power user can be assigned revisions by a supervisor and can subsequently re-assign the revision back to the supervisor.  
Multiple users can be named to the power user role.
- **Reviewer**  
A reviewer can only view the budget data. A reviewer cannot participate in the workflow process.

Supervisors, power users, and reviewers have no administration capability. In these roles, they see only limited functionality on the main menu.

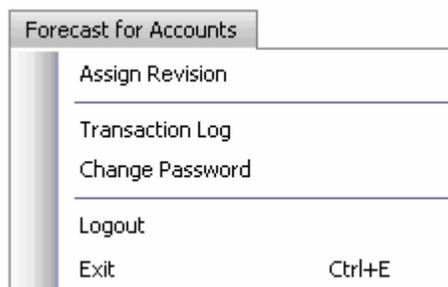


Figure 3 – Supervisor, Power User, and Reviewer functionality

## Departments

You can define an unlimited number of departments. Each department is defined by two parameters:

- Identifier (for example, "Sales")
- Description (for example, "Sales Department")

Each budget account is related to only one department.

Each user is associated with one or more departments.

## Controlling the Workflow

The budgeting process is controlled at three responsibility levels: Administrator, Supervisor, and Power User. A Reviewer cannot participate in the workflow process.

An **Administrator** has four options.

- Define which of the revisions is currently Active.
- Make changes to the budget data.
- Assign the budget to a supervisor. After assigning it to a supervisor, the administrator cannot make any further changes to the budget data.
- Revoke the assignment from the supervisor to which it was assigned.

A **Supervisor** has four options:

- Make changes to the budget data.
- Assign the budget to a power user. After assigning it to a power user, the supervisor cannot make any further changes to the budget data.
- Revoke the assignment from the power user to which it was assigned.
- While the budget is still assigned to him (that is, it is not assigned it to a power user), he can assign it back to an administrator.

A **Power User** has two options:

- Make changes to the budget data.
- Assign it back to a supervisor.

The assignment task authorizes the recipient to make changes to the budget. However, recipients can see only those accounts related to departments that they have been granted access to.

### User Interface

The application window contains six areas, as illustrated in the following figure.

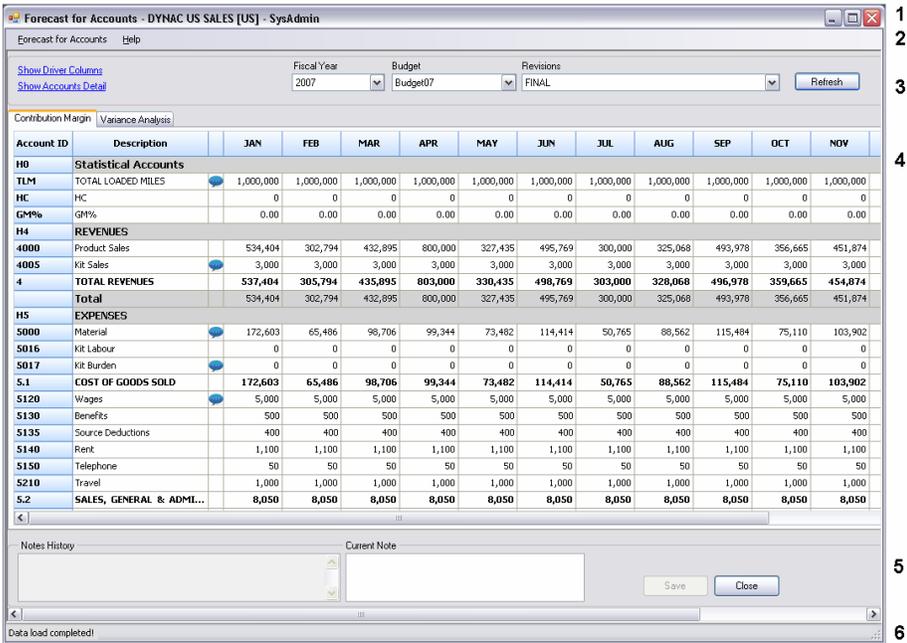


Figure 4 – DynacForecast for Accounts user interface

1. Program bar – displays the name of the program (for example, **Forecast for Accounts**), the entity (for example, **DYNAC US SALES (US)**), and your login name (for example, **SysAdmin**).
2. Menu bar – all of the functionality is accessed through the **Forecast for Accounts** list.

3. Selection area – indicates the budget that is being worked on and the contents of the display area.

The budget is defined by three parameters:

- **Fiscal Year**
- **Budget**
- **Revision**

The contents of the display area can be changed using two settings:

- **Show Driver Columns** – displays the account driver definition columns on the right hand side of the display. After being set, the option changes to **Hide Driver Columns**.
  - **Show Accounts Detail** – displays two additional columns (**RELAQ** code and **Parent** account) on the left side of the display. After being set, the option changes to **Hide Accounts Detail**.
4. Grid area – displays the budget data in one of two formats depending on the tab that is selected:
    - **Contribution Margin** tab– displays the budget data for each period and for each quarter. This is the area where you make changes to the budget values.
    - **Variance Analysis** tab – displays four columns for each period: **Actual**, **Committed**, **Budget**, and **Variance** (Actual + Committed – Budget). You cannot change budget values in this view.
  5. Notes area – displays the optional notes that can be added to an account.
    - **Notes History** – where all previous notes are displayed.
    - **Current Notes** – where you can enter additional notes.
  6. **Status** bar – displays application messages.

The grid area displays different accounts, depending on your responsibility level:

- Administrator – sees all Income Statement accounts.

Account Id	Description	JAN	FEB	MAR	APR	MAY
<b>H0</b>	<b>Statistical Accounts</b>					
<b>TLM</b>	TOTAL LOADED MILES	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>HC</b>	HC	0	0	0	0	0
<b>GM%</b>	GM%	0.00	0.00	0.00	0.00	0.00
<b>H4</b>	<b>REVENUES</b>					
<b>4000</b>	Product Sales	534,404	302,794	432,895	800,000	327,435
<b>4005</b>	Kit Sales	2,000	2,000	2,000	2,000	2,000
<b>4</b>	<b>TOTAL REVENUES</b>	<b>536,404</b>	<b>304,794</b>	<b>434,895</b>	<b>802,000</b>	<b>329,435</b>
	<b>Total</b>	534,404	302,794	432,895	800,000	327,435
<b>H5</b>	<b>EXPENSES</b>					
<b>5000</b>	Material	172,603	65,486	98,706	99,344	73,482
<b>5016</b>	Kit Labour	0	0	0	0	0
<b>5017</b>	Kit Burden	0	0	0	0	0
<b>5.1</b>	<b>COST OF GOODS SOLD</b>	<b>172,603</b>	<b>65,486</b>	<b>98,706</b>	<b>99,344</b>	<b>73,482</b>
<b>5120</b>	Wages	5,000	5,000	5,000	5,000	5,000
<b>5130</b>	Benefits	500	500	500	500	500
<b>5135</b>	Source Deductions	400	400	400	400	400
<b>5140</b>	Rent	1,000	1,000	1,000	1,000	1,000
<b>5150</b>	Telephone	50	50	50	50	50
<b>5210</b>	Travel	1,000	1,000	1,000	1,000	1,000
<b>5.2</b>	<b>SALES, GENERAL &amp; ADMI...</b>	<b>7,950</b>	<b>7,950</b>	<b>7,950</b>	<b>7,950</b>	<b>7,950</b>
<b>5</b>	<b>TOTAL EXPENSES</b>	<b>180,553</b>	<b>73,436</b>	<b>106,656</b>	<b>107,294</b>	<b>81,432</b>
<b>NIBT</b>	<b>NET INCOME (LOSS) BEF...</b>	<b>355,851</b>	<b>231,358</b>	<b>328,239</b>	<b>694,706</b>	<b>248,002</b>
<b>ANIBT</b>	<b>ACCUM NET INCOME (LO...</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>5300</b>	Provision for Taxes	0	0	0	0	0
<b>TAX</b>	<b>PROVISION FOR TAXES (...</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PFT</b>	<b>PROVISION FOR TAXES (...</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>APFT</b>	<b>ACCUM PROVISION FOR...</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NI</b>	<b>NET INCOME (LOSS)</b>	<b>355,851</b>	<b>231,358</b>	<b>328,239</b>	<b>694,706</b>	<b>248,002</b>
	<b>Total</b>	180,553	73,436	106,656	107,294	81,432
	<b>Contribution Margin</b>	353,851	229,358	326,239	692,706	246,002

Figure 5 – Grid area for an Administrator

- Supervisor, Power User, and Reviewer – sees only the Revenue and Expense accounts that they have been authorized for.

Account Id	Description	JAN	FEB	MAR	APR	MAY
<b>4000</b>	Product Sales	534,404	302,794	432,895	800,000	327,435
<b>4005</b>	Kit Sales	2,000	2,000	2,000	2,000	2,000
	<b>Total</b>	534,404	302,794	432,895	800,000	327,435
<b>5000</b>	Material	172,603	65,486	98,706	99,344	73,482
<b>5120</b>	Wages	5,000	5,000	5,000	5,000	5,000
<b>5130</b>	Benefits	500	500	500	500	500
<b>5135</b>	Source Deductions	400	400	400	400	400
<b>5140</b>	Rent	1,000	1,000	1,000	1,000	1,000
<b>5210</b>	Travel	1,000	1,000	1,000	1,000	1,000
<b>5300</b>	Provision for Taxes	0	0	0	0	0
	<b>Total</b>	180,503	73,386	106,606	107,244	81,382
	<b>Contribution Margin</b>	353,901	229,408	326,289	692,756	246,052

Figure 6 – Grid area for a Supervisor, Power User, and Reviewer

# Tasks

Tasks are grouped into two categories:

- Those that can be performed by all users.
- Those that can be performed only by the administrator.

Note

If you are not familiar with the operation of *DynacForecast for Accounts*, refer to [Concepts](#) on page 2.

## All Users

There are five groups of tasks:

- [Operation](#)
- [Assigning Control of the Budget Revisions](#)
- [Working with the Active Budget](#)
- [Managing the Transaction Log](#)
- [Determining the Version of the Program](#)

### Operation

#### Starting the Program

There are two ways to start the program:

- via *DynacCommand*, and
- via a **Forecast for Accounts (FFA)** shortcut on the desktop.

To start the program:

1. Do one of the following:
  - On the *DynacCommand* main menu, choose **Run > Forecast for Accounts**.
  - On the desktop, double-click the **Forecast for Accounts** icon.
2. In the **Application Login Form** window, do the following:
  - i. In the **Database** dropdown list, select the appropriate database.
  - ii. In the **User** field, type your FFA login name.
  - iii. In the **Password** field, type your FFA password.
  - iv. Click **Login**.

#### Stopping the Program

To exit the program, do one of the following:

- On the main menu, choose **Forecast for Accounts > Exit**.

- 
- At the top right corner of the window, click the close button.
  - At the bottom of the window, click **Close**.

**Note**

If there are unsaved changes, the **Save** button will be active and the program will remind you that there are unsaved changes.

### Switching Users

To log out as a particular user and log in as another:

1. On the main menu, choose **Forecast for Accounts > Logout**.
2. In the **Confirmation** dialog box, click **Yes** to confirm the logout.
3. In the **Application Login Form** window, do the following:
  - i. In the **Database** dropdown list, select the appropriate database.
  - ii. In the **User** field, type your FFA login name.
  - iii. In the **Password** field, type your FFA password.
  - iv. Click **Login**.

### Changing Your Password

To change your own password:

1. On the main menu, choose **Forecast for Accounts > Change Password** to display the **Change Password** window.
2. Enter the following information:
  - **Old Password**
  - **New Password**
  - **Confirm Password**
3. Click **Save**.

**Note**

The administrator can also change any user's password. Refer to [Managing User Access](#) on page 19.

## Assigning Control of the Budget Revisions

To assign control of a budget revision, on the main menu choose **Forecast for Accounts > Assign Revision** to display the **Flow Control** window.

The functionality is different depending on your level of responsibility.

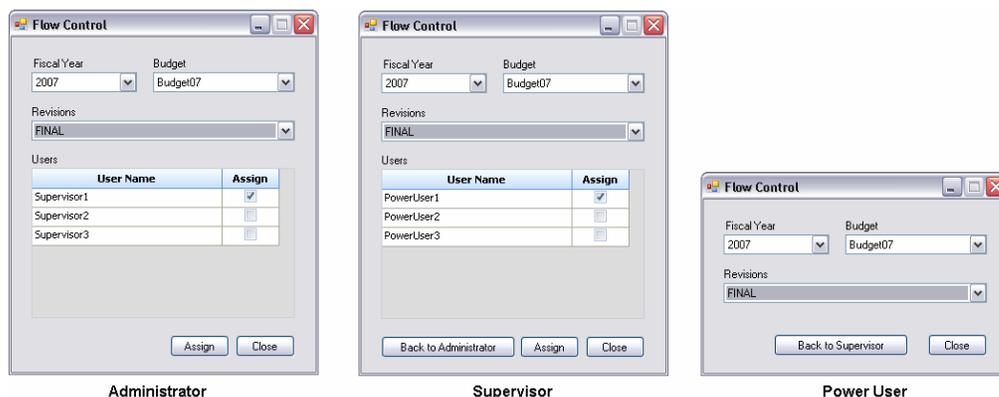


Figure 7 – Flow Control windows for different responsibility levels

Administrators can assign a revision to one or more Supervisors.

Supervisors can either assign a revision to one or more Power Users within their span of control (that is, having access to the same departments) or assign it back to the Administrator level.

Power Users can assign a revision back to the Supervisor level.

### Assigning Control to a Lower Responsibility Level

To assign or revoke control to or from a lower level of responsibility:

1. On the main menu, choose **Forecast for Accounts > Assign Revision**.
2. In the **Fiscal Year** field, select the appropriate year.
3. In the **Budget** field, select the appropriate budget.
4. In the **Revisions** dropdown list, select the appropriate revision.
5. In the **Users** pane, do one or both of the following:
  - To assign control to a user, select the **Assign** checkbox for that person.
  - To revoke control from a user who was previously assigned control, clear the **Assign** checkbox for that person.
6. Click **Assign**.
7. Click **Close**.

### Returning Control to a Higher Responsibility Level

1. On the main menu, choose **Forecast for Accounts > Assign Revision**.
2. In the **Fiscal Year** field, select the appropriate year.
3. In the **Budget** field, select the appropriate budget.
4. In the **Revisions** dropdown list, select the appropriate revision.

Note	Ensure that the revision is not still assigned to a lower responsibility level. To revoke an assignment, refer to <a href="#">Assigning Control to a Lower Responsibility Level</a> on page 10.
------	---

5. Click **Back to Administrator** or **Back to Supervisor**, as appropriate.
6. Click **Close**.

## Working with the Active Budget

There are four options:

- [Selecting a Budget](#)
- [Changing the Budget](#)
- [Viewing the Budget Variance and Transaction Details](#)
- [Managing Notes in the Budget](#)

### Selecting a Budget

To select a budget:

1. In the **Fiscal Year** dropdown list, select the appropriate year.
2. In the **Budget** dropdown list, select the appropriate budget or proforma worksheet.

Based on these selections, the application displays name of the revision that is active in the **Active Revision** field.

Note	The grid displays only those accounts that you are authorized to see. Authorization can be granted only by an administrator.
------	--

### Changing the Budget

Changes can be made only in the **Contribution Margin** tab.

You cannot change any budget value unless the revision is assigned to you, regardless of your responsibility level. If you attempt to change a value, an error message is displayed, as illustrated in the following figure.

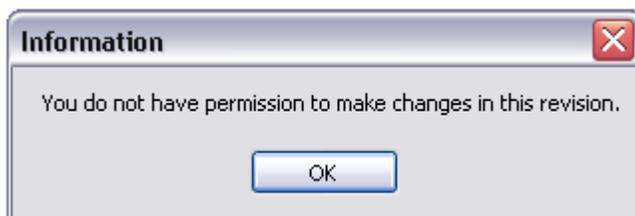


Figure 8 – Permission error message

To change a budget value:

1. Double-click anywhere in a row to display the driver definition window for the account.
2. Make the driver changes appropriate for the type of definition. Refer to the Reference section of the [DynacBudget User Guide](#).
3. To close the driver definition window, do one of the following:
  - Click **OK** to retain your changes.
  - Click **Cancel** to discard your changes.
4. In the **Comments** dialog box, describe the changes that you have made then click **OK**. These comments are recorded in the transaction log.

The row is coloured to indicate that there has been a change.

5135	Source Deductions		400	400	400	400	400
5140	Rent		1,100	1,100	1,100	1,100	1,100
5210	Travel		1,000	1,000	1,000	1,000	1,000

Figure 9 – Changed budget values

5. Click **Save** to save the changes to the Dynac database.
6. Click **OK** to acknowledge the message.
7. Click **Refresh** to clear the row colour.

**Note**

The comments are mandatory and they are recorded in the transaction log. To view the contents of the log, refer to [Managing the Transaction Log](#) on page 14. Optionally, you can enter notes that are displayed only in the budget revision; they are not recorded in the transaction log. To manage notes, refer to [Managing Notes in the Budget](#) on page 13.

### Viewing the Budget Variance and Transaction Details

The **Variance Analysis** tab provides two types of information:

- Budget variance calculations.
- Account transaction details that are provided by your accounting system.

#### Budget Variance

By default, the grid displays four values for each period:

- **Actual**
- **Committed**
- **Budget**
- **Variance** (Actual + Committed – Budget)

### Account Transaction Details

To display the transaction details for an account:

1. Double-click on either the **Actual** or **Committed** value for any period for any account to display either the **Transaction Detail Actual** window or the **Transaction Detail Committed** window, respectively.

By default, the window displays the information for the period that you selected.

2. To display the details of a different period, in the **Period** dropdown list, select a different period.
3. Click **Close**.

### Managing Notes in the Budget

Each note applies to a specific account. Multiple notes are stored in the **Notes History** pane and each entry is stamped with the user name, date, and time.

To add a note to an account:

1. Highlight an account row in the **Contribution Margin** tab. The row will be highlighted already if you have just made a change to its definition drivers.
2. In the **Current Note** pane, type a note. If necessary, the text will wrap onto multiple lines. To start a new line manually, press the **Enter** key.

Note	Be certain that the note is correct. After it is saved, it cannot be changed.
------	---

3. Click anywhere in the same row that was highlighted in Step 1. An icon is displayed in the row and the row is highlighted in a different colour.

Contribution Margin		Variance Analysis				
Account Id	Description	JAN	FEB	MAR	APR	MAY
H0	Statistical Accounts					
TLM	TOTAL LOADED MILES	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
HC	HC	0	0	0	0	0
GM%	GM%	0.00	0.00	0.00	0.00	0.00

Figure 10 – Note indicator

4. Click **Save**.
5. Click **OK** to acknowledge the message.
6. Click **Refresh**.

The current note is added to the top of the **Notes History** list and the **Current Note** pane is cleared.

To expand the **Notes History** pane, move the mouse point over it, as illustrated in the following figure.

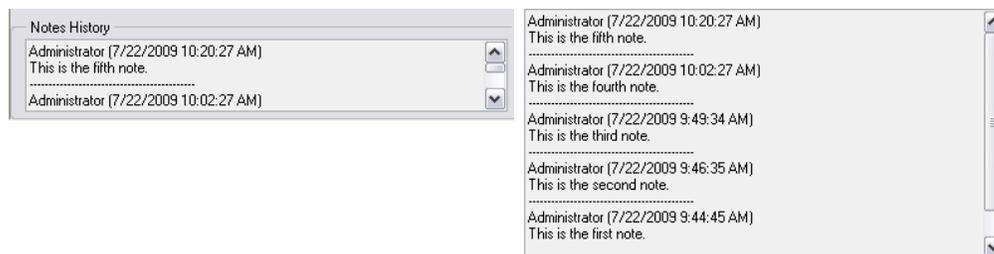


Figure 11 – Notes History (normal and expanded views)

The pane collapses when you click anywhere in the grid.

## Managing the Transaction Log

Each change to a budget revision is recorded in the Dynac database. Additionally, when you make a change, you must enter a comment that is included in the log.

The transaction log details are displayed in the **Transaction Log** window.

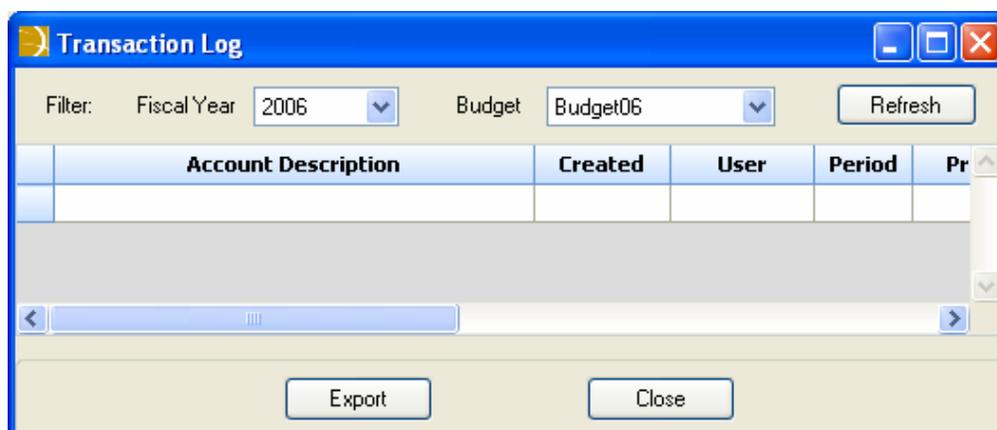


Figure 122 – Transaction Log window

### View Transaction Log

To view transactions for all revisions in a particular Budget:

1. On the main menu, choose **Forecast for Accounts > Transaction Log**.
2. From the **Fiscal Year** dropdown list, select the appropriate fiscal year.
3. From the **Budget** dropdown list, select the appropriate DynacBudget template.
4. Click **Refresh**.

To export the information to an Excel workbook file, click **Export** then enter the location and name for the file.

---

To close the window, do one of the following:

- At the top right corner of the window, click the close button.
- At the bottom of the window, click **Close**.

## Determining the Version of the Program

To determine the version of the program:

1. On the main menu, choose **Help > About** to display the version number.
2. Click **OK** to close the display window.

## Administrator

There are four groups of tasks:

- [Managing Departments](#)
- [Relating Departments to Accounts](#)
- [Managing User Access](#)
- [Managing Revisions](#)
- [Defining the Database Connection](#)

Note

Only a user with Administrator responsibility can perform administration tasks.

## Managing Departments

The department structure is the basis for managing access to the budget revisions because each account is assigned to a department and roles are granted access to departments.

Departments are managed in the **Departments** window. To display the window, on the main menu choose **Forecast for Accounts > Departments**.



Figure 13 – Departments window

### Creating a Department

To create a department:

1. In the **Departments** dropdown list, select **<<Insert new department>>**.
2. In the **Department ID** field, enter a short identifier for the department.

**Note** Be certain that the identifier is correct. It cannot be changed.

3. In the **Department Name** field, enter the full name of the department.
4. Click **Save**.  
To add more departments, return to Step 1.
5. Click **Close**.

### Editing a Department Name

To change a department name:

1. In the **Departments** dropdown list, select the appropriate department.
2. In the **Department Name** field, edit the full name of the department.
3. Click **Save**.  
To change other department names, return to Step 1.
4. Click **Close**.

### Deleting a Department

**Warning** Before deleting a department, ensure that there are no budget accounts related to it and that it is not assigned to any users.

To delete a department:

1. In the **Departments** dropdown list, select the appropriate department.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.
4. Click **Close**.

## Relating Departments to Accounts

There are two ways to relate departments to accounts:

- [Individually](#).
- [Using a Filter](#).

### Individually

Departments are assigned to individual accounts in the **Assign Departments to Accounts (Individually)** window.

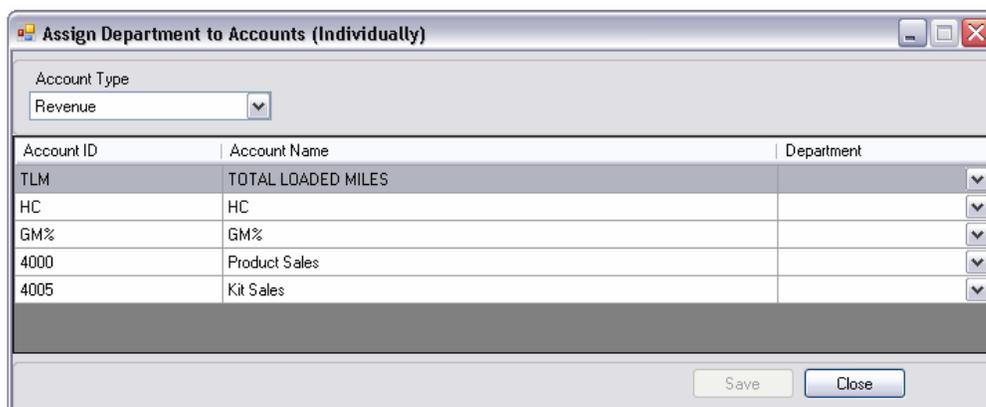


Figure 14 – Assign Departments to Accounts (Individually) window

To relate accounts individually to departments:

1. On the main menu, choose **Forecast for Accounts > Set Departments (Individually)**.
2. In the **Account Type** field, select the appropriate type of account (either **Expense** or **Revenue**).

#### Note

The accounts are sorted in ascending order of **Account ID**. You can the sort order by clicking on the **Account ID** or **Account Name** headings.

3. Click on any row to highlight an account.
4. In the **Department** column for the account, select the appropriate department from the dropdown list.

To change other accounts of the same type, return to Step 3.

5. Click **Save** to save the changes.  
To change other types of accounts, return to Step 2.
6. Click **Close** to close the window.

### Using a Filter

Departments are assigned to multiple accounts in the **Assign Departments to Accounts (Using Filter)** window.

Account ID	Account Name	Department
5000	Material	SALES DEPT
5016	Kit Labour	
5017	Kit Burden	
5120	Wages	SALES DEPT
5130	Benefits	SALES DEPT
5135	Source Deductions	SALES DEPT
5140	Rent	SALES DEPT
5150	Telephone	
5210	Travel	SALES DEPT
5300	Provision for Taxes	SALES DEPT

Figure 15 – Assign Department to Accounts (Using Filter) window

To relate a department to multiple accounts:

1. On the main menu, choose **Forecast for Accounts > Set Departments (Using Filter)**.
2. In the **Department** dropdown list, select the department that you want the accounts related to.
3. In the **Account Filter** field, enter the filter criteria. Refer to the following table for the list of wildcard characters that are recognized.

**Note** To select all accounts, leave the **Account Filter** field blank.

4. Click **Show** to display the accounts that meet the filter criteria. The **Department** column indicates the department that each account is currently related to.

**Note** The accounts are sorted in ascending order of **Account ID**. You can the sort order by clicking on the **Account ID** or **Account Name** headings.

If the filter criteria did not produce the proper results, return to Step 3.

5. Click **Save** to relate the selected department to all the accounts listed in the window.
6. Click **Yes** to confirm the operation.
7. Click **Close** to close the window.

Character	Description	Example
%	Matches one or more characters.	<p><b>"10%"</b> to select all account IDs starting with <b>"10"</b> for example, <b>"1000"</b>, <b>"1005"</b>, <b>"1010"</b>)</p> <p><b>"%CDN"</b> to select all account IDs ending with <b>"CDN"</b> (for example, <b>"1010-CDN"</b>, <b>"2000-CDN"</b>, <b>"3005-CDN"</b>)</p> <p><b>"%ASSET%"</b> to select all account descriptions containing the characters <b>"ASSET"</b>. The search is not case sensitive and it will locate <b>"ASSET"</b>, <b>"Asset"</b>, and <b>"asset"</b>.</p>
<u>  </u> (underscore)	Matches one character	<p><b>"_"</b> to select all account IDs of only one character (for example, <b>"1"</b>, <b>"3"</b>, <b>"5"</b>)</p> <p><b>"_010"</b> to select all account IDs starting with any character and ending with <b>"010"</b> (for example, <b>"1010"</b>, <b>"2010"</b>, <b>"3010"</b>)</p>
[ ]	Matches any of the characters	<p><b>"[1-3]"</b> to select all account IDs of only one digit in the range <b>"1"</b> to <b>"3"</b> (for example, <b>"1"</b>, <b>"2"</b>, <b>"3"</b>)</p> <p><b>"%[.-]%"</b> to select all account IDs containing either a period or a dash (for example, <b>"1.1"</b>, <b>"1.1.1"</b>, <b>"1010-CDN"</b>, <b>"1020-CDN"</b>)</p>
[ - ]	Matches a range of characters	<b>"[1-3]%"</b> to select all account ID's starting with a digit in the range from <b>"1"</b> to <b>"3"</b>
[ - ^ ]	Matches a range of characters with the exception of one character in the range	<b>"[1-5^3]%"</b> to select all account ID's starting with a digit in the range from <b>"1"</b> to <b>"5"</b> except for account IDs starting with <b>"3"</b>
<b>AND</b>	Combines multiple criteria	<b>"10% AND %CDN"</b> to select all account IDs starting with <b>"10"</b> and ending with <b>"CDN"</b>
<b>OR</b>		<b>"10% OR 20%"</b> to select all account IDs starting with either <b>"10"</b> or <b>"20"</b>

## Managing User Access

User access is managed in the **Users** window. To display the window, on the main menu choose **Forecast for Accounts > Users**.

Figure 16 – Users window

## Creating a User

To define the user information:

1. On the main menu, choose **Forecast for Accounts > Users**.
2. In the **Users** dropdown list, select **<<Insert new user>>**.
3. In the **User Name** field, enter the full name for the user.
4. In the **Login Name** field, enter an appropriate identifier.

### Note

The login name must be unique to all persons using the application. It cannot be changed.

5. In the **Password** field, enter a password.
6. In the **Confirm Password** field, re-enter the same password.
7. In the **User Access Type** area, select the appropriate role.
8. In the **Departments** pane, select one or more departments.
9. Click **Save**.  
To add other users, return to Step 2.
10. Click **Close**.

## Editing a User

To edit the user information:

1. On the main menu, choose **Forecast for Accounts > Users**.
2. In the **Users** dropdown list, select the appropriate user login name.  
You can change any of the fields except the **Login Name**.

3. Click **Save**.  
To change other user information, return to Step 2.
4. Click **Close**.

### Deleting a User

To delete all the user information:

1. On the main menu, choose **Forecast for Accounts > Users**.
2. In the **Users** dropdown list, select the appropriate user name.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.  
To delete other users, return to Step 2.
5. Click **Close**.

## Managing Revisions

Revisions are managed in the **Revisions** window. To display the window, on the main menu choose **Forecast for Accounts > Revisions**.

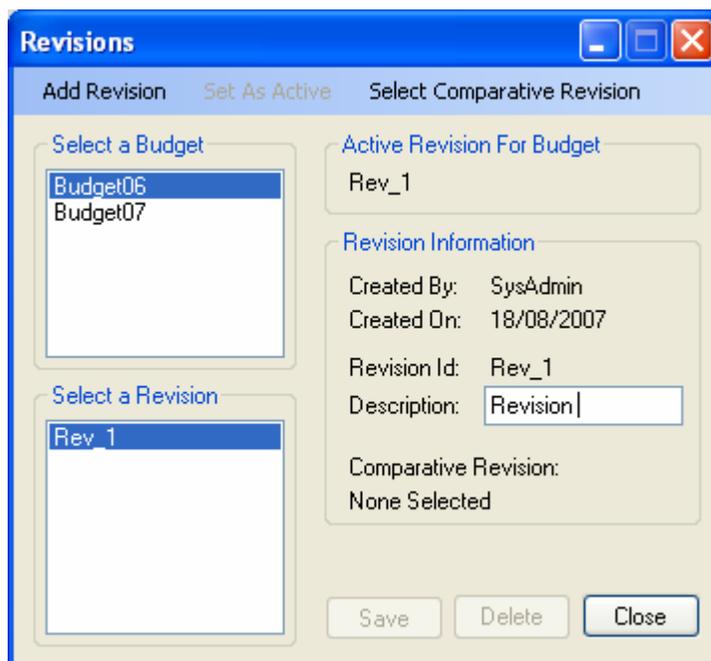


Figure 17 – Revisions window

### Creating a Revision

To create a revision:

1. On the main menu, choose **Forecast for Accounts > Revisions**.

2. In the **Budget** list, select the appropriate *DynacBudget* template.
3. From the menu select **Add Revision** and the **Add New Revision** window will appear.

Figure 18 – Add New Revision window

4. In the **Revision ID** field, enter a unique identifier for the revision.
5. In the **Description** field, enter a description for the revision.
6. Click **Create Revision** and the **Add New Revision** window will close.
7. Click **Close**.

### Editing a Revision

To edit the revision information:

1. On the main menu, choose **Forecast for Accounts > Revisions**.
2. In the **Budget** list, select the appropriate *DynacBudget* template.
3. In the **Revisions** list, select the appropriate revision.

You can change the description, set which revision is active and select the revision to be used as the comparative.

#### Note

Some fields cannot be changed. The **Created On** field displays the current date. The **Created By** field displays your login name.

4. Click **Save**.  
To change other revision information, return to Step 2.
5. Click **Close**.

### Setting a Revision as Active

To set a revision as the active revision in a budget:

1. On the main menu, choose **Forecast for Accounts > Revisions**.
2. In the **Budget** list, select the appropriate *DynacBudget* template.
3. In the **Revisions** list, select the appropriate revision.
4. On the main menu, choose **Set as Active**.

**Note**

Only the revisions that are not currently active can be set as active. If the selected revision is the active revision then the menu item **Set as Active** will not be available.

5. Click **Close**.

### Selecting the Comparative Revision

To set a comparative revision for a revision:

1. On the main menu, choose **Forecast for Accounts > Revisions**.
2. In the **Budget** list, select the appropriate *DynacBudget* template.
3. In the **Revisions** list, select the appropriate revision.
4. On the main menu, choose **Select Comparative Revision** and a new window will appear.

**Note**

The **Select Comparative Revision** menu option is only available for active revisions.

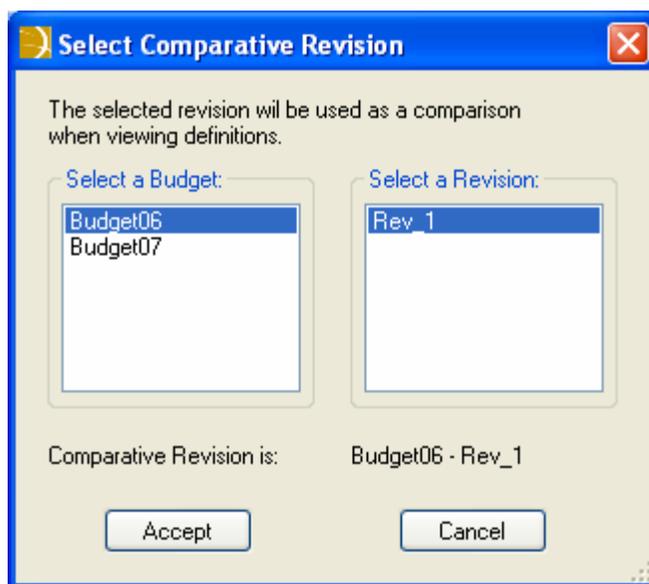


Figure 19 – Select Comparative Revision window

5. In the **Budget** list, select the appropriate *DynacBudget* template.
6. In the **Revisions** list, select the appropriate revision.

7. Click **Accept**.

## Deleting a Revision

To delete a revision:

1. On the main menu, choose **Forecast for Accounts > Revisions**.
2. In the **Budget** list, select the appropriate *DynacBudget* template.
3. In the **Revisions** list, select the appropriate revision.
4. Click **Delete**.
5. Click **Close**.

## Defining the Database Connection

The database connection information is defined in the **SQL Server Connectivity** window.



Figure 20 – SQL Server Connectivity window

To define the database connection:

1. On the main menu choose **Forecast for Accounts > SQL Server Connectivity**.
2. In the appropriate fields, enter the database connection information:
  - The name of the SQL Server installation.
  - The database account user name.
  - The database account password.
3. Click **Connect** to establish the connection and save the connection information.

# Troubleshooting

This chapter lists potential problems, or the appearance of problems, that you may encounter.

## Selection Area

### You Cannot Access a Certain Revision

Symptom	You cannot access a certain revision.
Explanation	You can access only the revision that is currently active and only one revision can be active at any time.
Solution	Contact the administrator.

### You Cannot Access Any Revision

Symptom	You cannot access any revision.
Explanation	No revision is currently active.
Solution	Contact the administrator.

## Grid Area

### You Do Not See Some Accounts

Symptom	You do not see some accounts that you expect to see.
Explanation	The accounts that you see are determined by settings controlled by the administrator. To see an account, you must have access to the department that the account is related to.  For information about granting user access to departments, refer to <a href="#">Managing User Access</a> on page 19. For information about relating accounts to departments, refer to <a href="#">Relating Departments to Accounts</a> on page 17.
Solution	Contact the administrator.

### You Cannot Change Budget Values

Symptom	An error message is displayed when you attempt to change a budget value.
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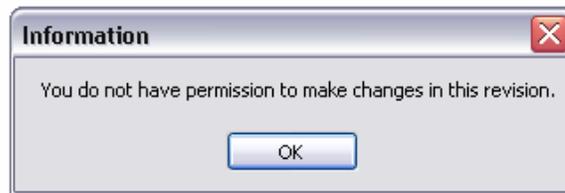


Figure 21 – Permission error message

- |             |  |
|-------------|--|
| Explanation | <p>You can change budget values only if, as a Supervisor or Power User, you have been assigned control of the revision. As a Reviewer, you cannot change budget values.</p> <p>For information about assigning control, refer to <a href="#">Assigning Control of the Budget Revisions</a> on page 9.</p>  |
| Solution    | <p>You have different options, depending on your responsibility level.</p> <ul style="list-style-type: none"> <li>• <b>Reviewer</b> – Contact the Administrator.</li> <li>• <b>Power User</b> – Contact your Supervisor.</li> <li>• <b>Supervisor</b> – If you have not been assigned control, contact your Administrator. If you assigned control to a Power User, contact that person or persons. If necessary, you can revoke the assignment(s).</li> <li>• <b>Administrator</b> – Contact the Supervisor(s) that you assigned control to. If necessary, you can revoke the assignment(s).</li> </ul> |