



Dynac*Command*

User Guide

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Table of Contents

List of Figures	iii
Introduction	1
Summary	1
Features.....	1
Concepts.....	2
Companies.....	2
Company Structure	2
Company Data Requirements	4
User Accounts.....	5
Chart of Accounts	6
CoA Structure.....	6
CoA RELAQ Classification	9
CoA Parameters.....	9
CoA Organization Principles	12
CoA Mapping Principles.....	13
Scheduler.....	17
DynacCommand User Interface.....	20
DynacCommand Window.....	20
DynacCommand Run Option	21
Tasks.....	22
Running DynacCommand.....	22
Starting DynacCommand.....	22
Stopping DynacCommand	22
Managing Template Files	23
Opening an Existing Template.....	23
Creating a New Template	23
Administering the Company Structure	23
Creating a New Company.....	24
Editing an Existing Company	26
Deleting an Existing Company.....	27
Recovering a Deleted Company	28
Administering User Accounts.....	29
Adding a User Account	29
Editing an Existing User Account.....	30
Deleting an Existing User Account.....	30
Administering Chart of Accounts	31
Understanding the Account Manager Interface	31
Understanding the Operation of Account Manager.....	34
Starting Account Manager	34
Creating a New Chart of Accounts.....	35
Using a CoA Template File	35
Using Scheduler to Import a CoA.....	35
Adding a New Chart of Accounts Item	36
Moving a Chart of Accounts Item.....	37
Editing a Chart of Accounts Item	37
Mapping Accounts	37
Using Entity Account Manager.....	38
Using Consolidated Account Manager.....	39

Unmapping an Account.....	40
Deleting a Chart of Accounts Item	40
Scheduling Events	41
Understanding the Scheduler Interface	41
Understanding the Operation of Scheduler.....	42
Creating a Set of Events.....	44
Creating an Event	44
Editing the Event Parameters	44
Import CoA or DL from Entity	45
Import GL from Accounting System	45
Renaming an Event or a Set of Events.....	46
Deleting an Event or a Set of Events	46
Reorganizing the Order of a Set of Events	46
Validating an Event or a Set of Events	46
Running an Event or a Set of Events On Demand	47
Scheduling a Set of Events to Run Automatically	47
Updating DynacTools Software	48
Obtaining Help	50
Reference.....	52
Chart of Accounts	52
Default Cash Flow Accounts.....	52
Default Styles.....	53

List of Figures

- Figure 1 – DynacTools application modules 1
- Figure 2 – Basic entity structure 2
- Figure 3 – Typical consolidation structure 3
- Figure 4 – Mixed consolidation structure 3
- Figure 5 – Parallel consolidation structures 4
- Figure 6 – Mapping posting accounts to a Dynac CoA 7
- Figure 7 – Sample Charts of Accounts 7
- Figure 8 – Dynac CoA structure 8
- Figure 9 – RELAQ classification system 9
- Figure 10 – Chart of Accounts parameters 10
- Figure 11 – Invalid arrangement of Header levels 12
- Figure 12 – Entity accounts before mapping 13
- Figure 13 – Entity accounts after mapping 14
- Figure 14 – Mapping consolidation accounts at the detail level 15
- Figure 15 – Mapping consolidation accounts at the summary level 16
- Figure 16 – Mapping reminder 16
- Figure 17 – Child accounts revealed 17
- Figure 18 – Sample events 19
- Figure 19 – DynacCommand desktop icon 20
- Figure 20 – DynacCommand window 20
- Figure 21 – DynacCommand window with company templates 21
- Figure 22 – DynacCommand customized Run menu 21
- Figure 23 – Companies window 24
- Figure 24 – Company Wizard window displaying Company tab 25
- Figure 25 – Company Wizard window displaying Database tab 25
- Figure 26 – Company Wizard window displaying Templates tab 26
- Figure 27 – Companies window for an existing company 27
- Figure 28 – Companies window with a company selected 28
- Figure 29 – Users window 29
- Figure 30 – Account Manager window 31
- Figure 31 – Account Manager exit warning 34
- Figure 32 – Sample consolidation event 36
- Figure 33 – Mapping procedure 38
- Figure 34 – Unmapped accounts warning message 39
- Figure 35 – Mapping reminder 40
- Figure 36 – Scheduler window 41
- Figure 37 – Scheduler operation buttons 42
- Figure 38 – Scheduled event indicator 48
- Figure 39 – DynacUpdater Updating window 49
- Figure 40 – DynacUpdater Completed window 50
- Figure 41 – Help options 50

Introduction

Summary

DynacCommand is the control centre for the *DynacTools* suite offering planning, budgeting, forecasting, and financial reporting capabilities. For more information about the suite, refer to *DynacTools Overview*.

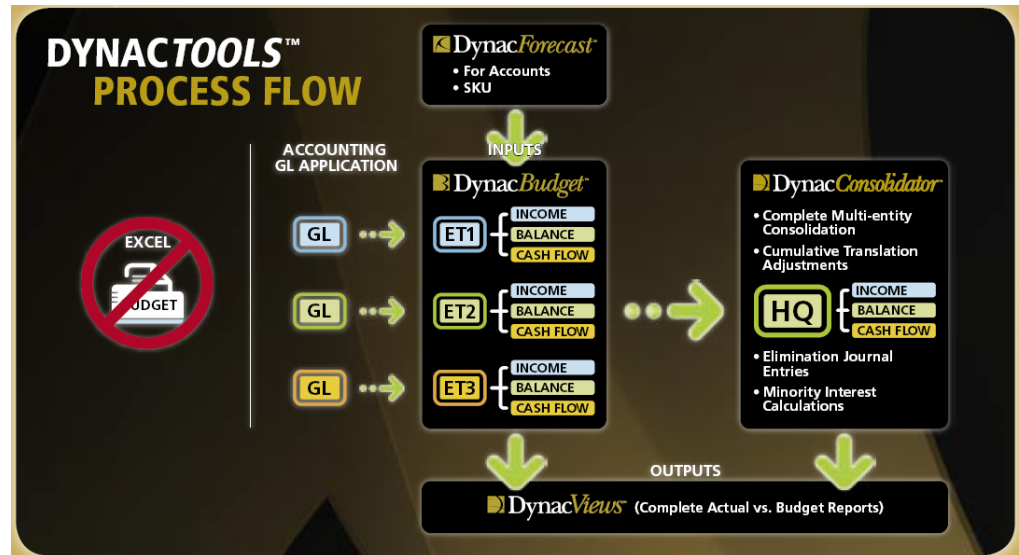


Figure 1 – DynacTools application modules

DynacCommand is an optional module that acts as a control centre for the other application modules.

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

Features

DynacCommand is a control centre that enables you to manage *DynacTools* implementation and applications. It facilitates the process of defining your companies, user accounts, and the relationship between your accounting system accounts and the Dynac Chart of Accounts (CoA).

Using *DynacCommand* you can perform these tasks:

- Define your entity and consolidation companies.
- Define and manage the relationship between accounts using Dynac Account Manager.
- Define your users and their access to the entities and consolidations.
- Define, run, and trigger events, either immediately or on a pre-defined schedule.
- Open *DynacTools* files and applications.

- Update the *DynacTools* software through a website connection.

Concepts

Companies

In *DynacTools*, a company structure is developed from one or more entities that can be grouped into consolidated entities.

- An *entity* (ET) represents any legal accounting set of books. It can represent a division of a company, a company, or an entire enterprise organization. An entity is the smallest Dynac building block. Each entity must be related to an existing accounting package or database from which it can extract your accounting data.
- A *consolidated entity* represents a grouping of entities for reporting purposes. A consolidated entity does not connect directly to your accounting data – it obtains all its data from the entities that report to it. In Dynac terminology, a consolidated entity is called a headquarters (HQ).
- In Dynac terminology, a *company* is any entity or consolidated entity.
- In database terminology, a consolidated entity is called a *parent*; an entity is called a *child*.

Note Consolidated entities are available only with the *DynacConsolidator* module.

Company Structure

In the simplest structure, you need to define only one or more entities.

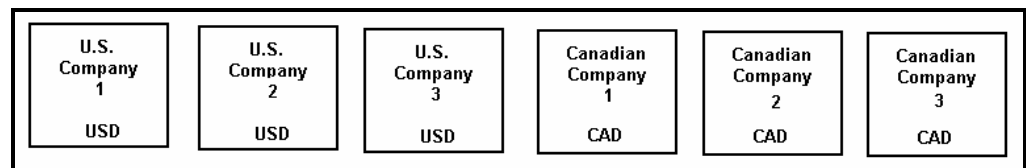


Figure 2 – Basic entity structure

Using *DynacConsolidator*, you can establish a reporting hierarchy to consolidate results at successively higher levels. You can choose to consolidate the entity values at any level of detail or summary. A typical consolidation structure is illustrated in following figure.

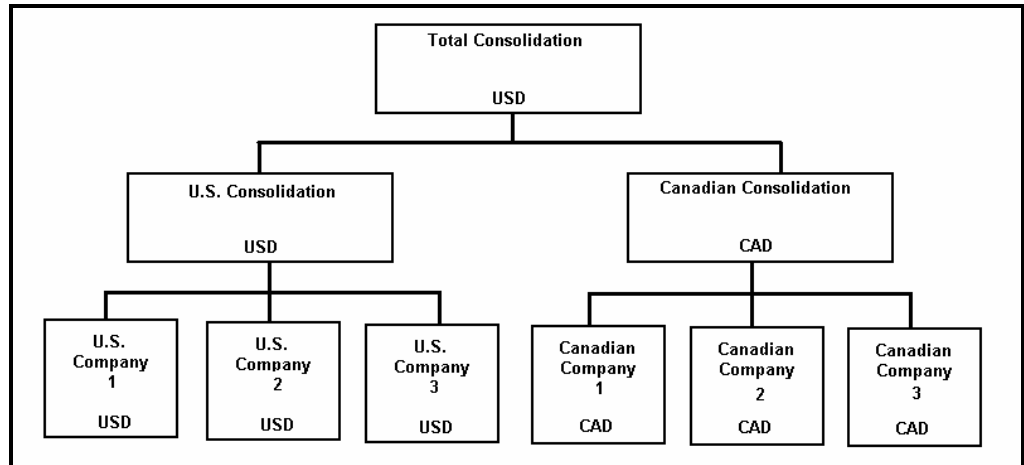


Figure 3 – Typical consolidation structure

DynacConsolidator offers complete flexibility to define any consolidation strategy to suit your circumstances. For example, you can consolidate both entities and other consolidations, as illustrated in following figure.

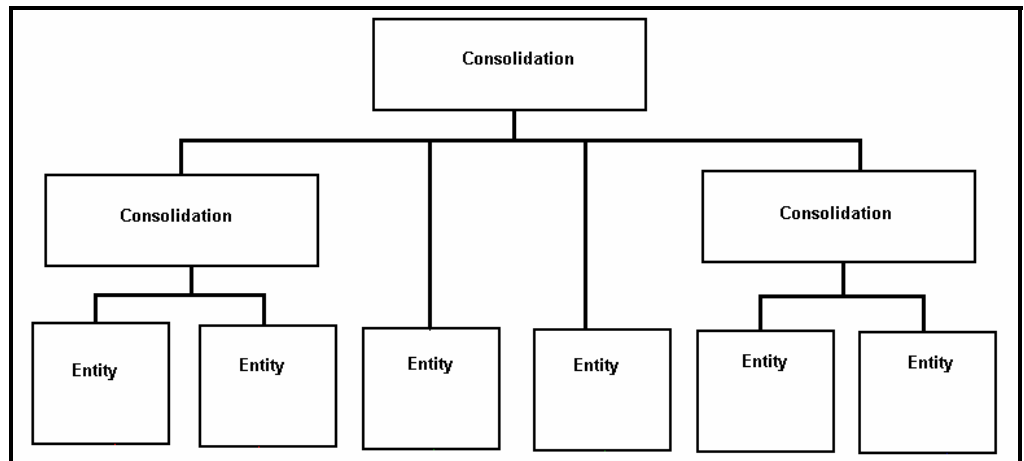


Figure 4 – Mixed consolidation structure

You can restrict access to various entities or consolidations to certain users. Figure 5 illustrates both a hierarchy-based consolidation structure and a parallel user-oriented consolidation structure.

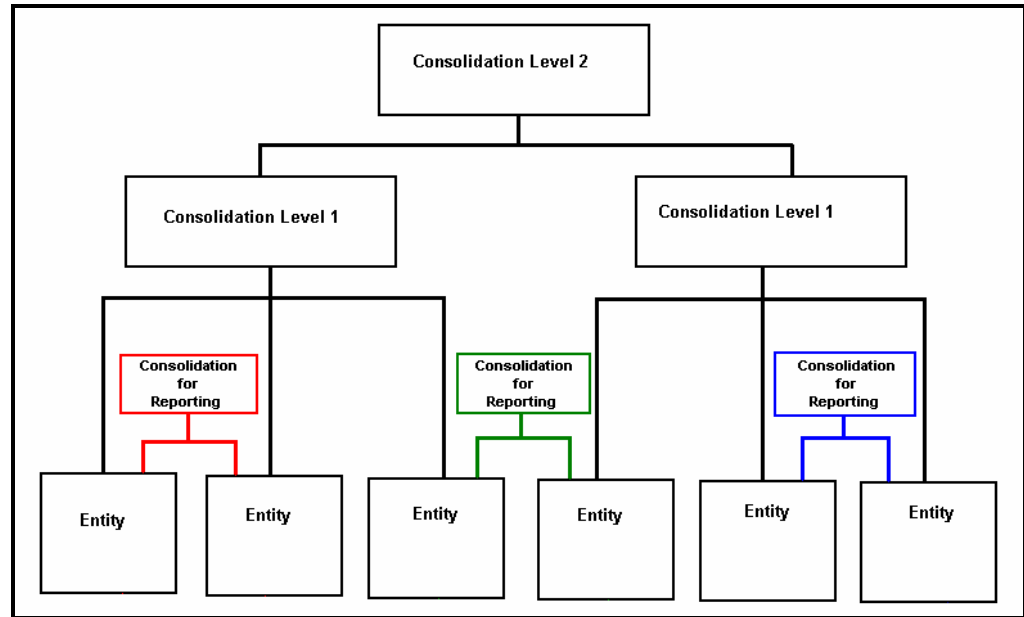


Figure 5 – Parallel consolidation structures

In this structure, there is an orphan consolidation level that exists for reporting purposes only.

Company Data Requirements

Each company requires specific information. The data requirements are summarized in the following table.

Item	Description
company ID	unique identifier (that is, the identifier cannot be the same as an existing company identifier)
company name	name displayed in Dynac lists of companies and in report headers
consolidated indicator	indicator for whether the company is or is not a consolidated entity
database connection	information required for connecting to the Dynac database and the accounting system
templates folder	location of the company template files

Note

The database connection uses the ODBC protocol. If your accounting system does not support an ODBC connection, the data can be transferred using data files created by your accounting system. For information about this data transfer option, contact Dynac Professional Services.

When assigning company IDs, consider developing a naming convention that will suit both current and future structures. Possibly, you may want to use the same ID used in your accounting system.

The company ID can be a maximum of 10 letters and numbers. It cannot contain spaces but it can contain dash (“-”) and underscore (“_”) characters.

Tip

Although the company ID can be as many as 10 alphanumeric characters, Dynac recommends that you keep it as simple as possible (say, 4 or 5 characters).

For example, for the company structure illustrated in [Figure 3](#) that has both U.S. and Canadian operations consolidated at two levels, a possible naming convention could be:

- Entities: “USD1”, “USD2”, “USD3”, “CAD1”, “CAD2”, and “CAD3”
- Consolidation Level 1: “USDc” and “CADc”
- Consolidation Level 2: “ALLc”

where the “c” suffix indicates a consolidated company.

When a new company is created, you define the location for its template files. Dynac mandates that you define a separate folder for each company.

Typically, a company’s templates are located in the folder

C:\DynacTools\Companies\AAAA, where **AAAA** is a name that you specify when you create a new company. Dynac recommends that you use the company ID. For example, if you create a company with the ID **ALLc**, you could use the same identifier for its templates folder:

C:\DynacTools\Companies\ALLc. If you prefer a more descriptive folder name, use the company name (for example, **ALL_consolidated**).

User Accounts

Security and confidentiality are always important considerations for your financial data. In fact, they are legal requirements. Therefore, *DynacCommand* provides you with the means of controlling who can perform certain tasks and who can see the various entities and consolidations.

There are two groups of users:

- Administrator
- User

A user account with Administrator privileges is allowed to perform any task in *DynacTools*. There can be multiple Administrator accounts.

A User account has these restrictions:

- Cannot manage the company information such as creating or deleting companies.
- Cannot manage user accounts.
- Cannot update the *DynacTools* software.

An Administrator defines which companies each User can access.

Your *DynacTools* installation includes one Administrator account. The default username is **admin** and there is no password.

Note	Add a password immediately to the default Administrator account. Refer to Editing an Existing User Account on page 30.
<i>Tip</i>	<i>Always use strong passwords. A strong password should appear to be a random string of characters. It should be at least 8 characters long and contain both characters and digits. However, do not use combinations of dictionary words and digits representing dates. The password can include spaces and special characters. Microsoft offers an online service that checks the strength of a password at http://www.microsoft.com/protect/yourself/password/checker.mspx</i>
<i>Tip</i>	<i>Limit the use of the admin account to the person responsible for managing the DynacTools system. If necessary, you can create additional administrator accounts.</i>

Chart of Accounts

The Dynac Chart of Accounts (CoA) feature enables you to develop a reporting structure to display trial balance data in a meaningful way.

Dynac uses the term *mapping* to describe the process by which a G/L account from your accounting system (that is, a posting account) is linked, or mapped, to a summary account in the DynacTools CoA reporting structure.

The concept of mapping is that each account in a “source” is linked to an account in a “target”.

- For an entity, the source is your accounting system and the target is a Dynac entity.
- For a consolidated company, the source is multiple Dynac entities and the target is a Dynac consolidated company. However, because Dynac allows multiple levels of consolidation, as the consolidation hierarchy is expanded, the source can also be both multiple Dynac entities and multiple Dynac consolidated companies, as illustrated in [Figure 4](#).

CoA Structure

In most accounting systems, each posting account is independent. Some accounting systems include a reporting structure and, in DynacTools, you can either maintain that structure or reorganize it.

Using DynacTools Account Manager, you can organize and structure posting accounts. To use a physical analogy, your accounting system shows you only a pile of leaves (posting accounts); the Dynac CoA displays a tree-limb-branch-leaf *indented* reporting structure as illustrated in following figure.

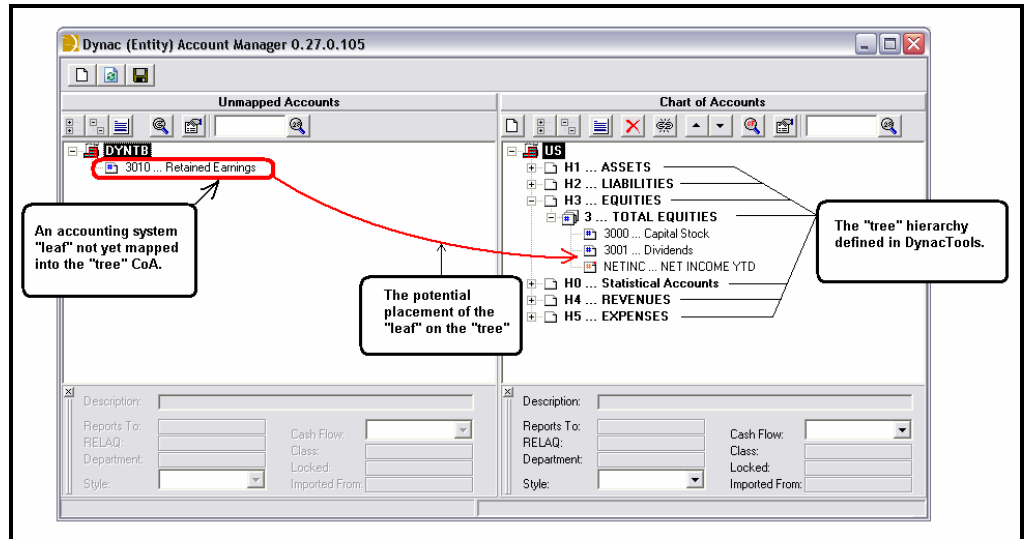


Figure 6 – Mapping posting accounts to a Dynac CoA

Dynac provides two sample Chart of Accounts template files, as illustrated in following figure.

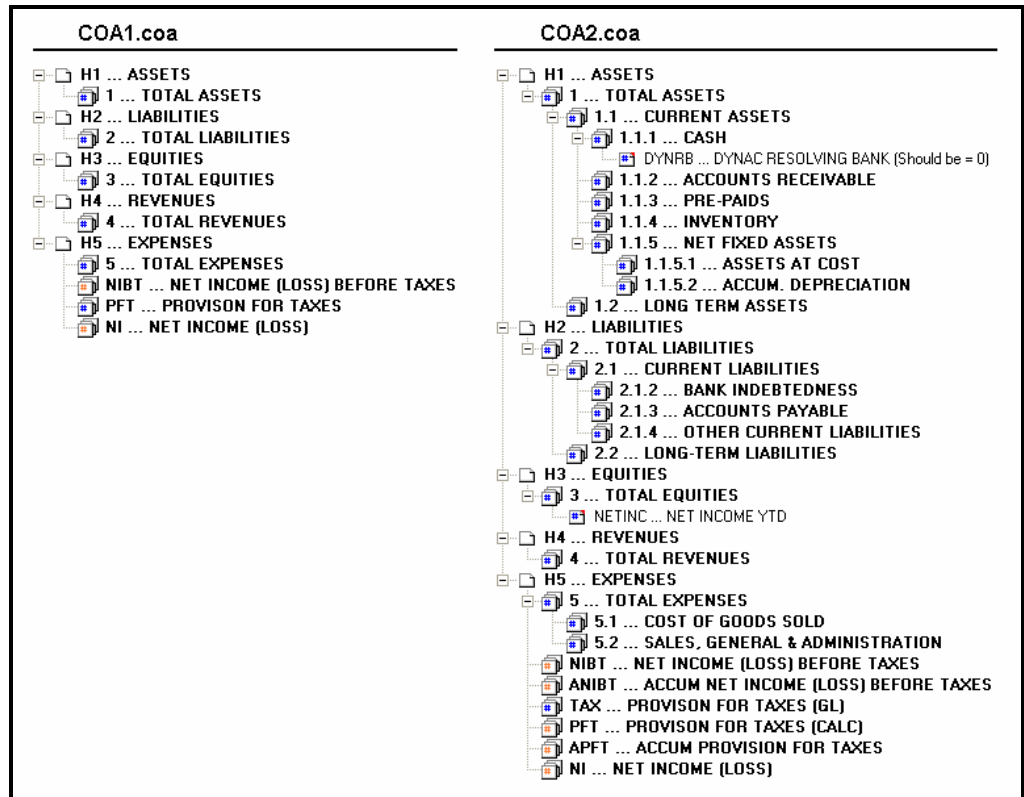


Figure 7 – Sample Charts of Accounts

The sample files are named **COA1.coa** and **COA2.coa** and they are located in the **C:\DynacTools\Templates** folder. The files are text files that can be opened using Windows Notepad. You can use the sample files

as a starting point to further define your own CoA structure. For an explanation of the file format, review the text file `COA.txt` located in the templates folder.

Note	Before attempting to develop your own template, contact Dynac Professional Services to discuss your requirements.
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The Dynac CoA structure allows you to define a report structure with multiple reporting levels. The Dynac CoA structure provides three items:

- Header level
- Summary level
- Cumulative translation adjustment (CTA) account

The concept is illustrated in following figure.

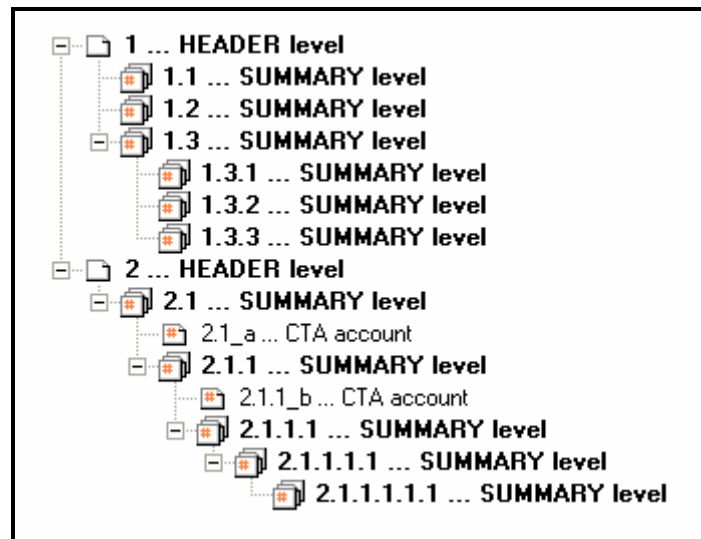


Figure 8 – Dynac CoA structure

There can be an unlimited number of header levels. However, as illustrated in the sample CoAs in Figure 7, there must be a header for each RELAQ group (that is, one header for each of Revenues, Expenses, Liabilities, Assets, and Equities). Other headers are used to group user defined statistical accounts.

For each header level, there can be an unlimited number of summary levels.

Within each of the Income Statement and the Balance Sheet sections, there can be only one CTA account. Therefore, there can be only two CTA accounts for the company (one for the Income Statement and one for the Balance Sheet).

Note	For a consolidated company, there must be at least one CTA account somewhere in the Chart of Accounts.
------	--

Posting accounts are mapped from your accounting system to a Summary level. Posting accounts cannot be mapped to Header levels.

CoA RELAQ Classification

During the mapping process between your accounting system and the Dynac CoA, each item is appropriately classified as an expense, a revenue, an asset, a liability, or an expense, as illustrated in the following figure.

	DEBIT	CREDIT
INCOME STATEMENT	E xpense	R evenue
BALANCE SHEET	A sset	L iability OR e Q uity

Figure 9 – RELAQ classification system

Dynac refers to this classification as “RELAQ”, simply because this combination of letters can be pronounced easily. Therefore, you may hear Dynac Support talk about “RELAQing” the data.

You create a Chart of Accounts in *DynacTools* by mapping each posting account from your accounting system and identifying its reporting hierarchy with its RELAQ classification. When mapping posting accounts, you are allowed to flip them within the Income Statement or Balance Sheet (for example, between Expense and Revenue, and vice versa). However, you are not allowed to map accounts from the Income Statement to the Balance Sheet, or vice versa.

CoA Parameters

The reporting levels are defined by parameters.

The two primary parameters are an identifier and description.

- ID (for example “2”, “2.1”, “2.1.1”, “2.1_a”))
- Description (for example, “HEADER level”, “SUMMARY level”, “CTA account”)

The ID can be any string of characters and digits. However, every ID must be unique – it cannot be the same as any other ID, even if they are different types of accounts.

A Header ID can include spaces. Summary and CTA IDs cannot include spaces. However, all IDs can include decimal (“.”), dash (“-”), and underscore (“_”) characters.

Tip

Avoid using IDs that Excel can interpret as a decimal number ending in zero (for example, "1000.10") or a date (for example, "1000-10-5") because DynacBudget then needs to run in Precise Mode which reduces calculation performance.

Additionally, each account is identified by other parameters as illustrated in the following figure.

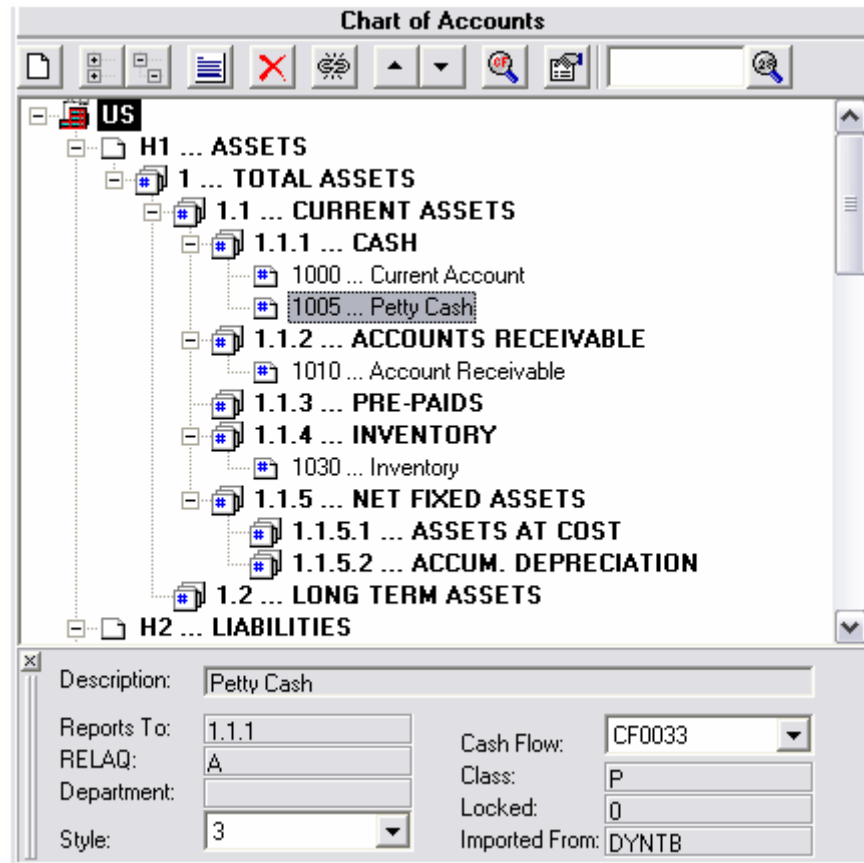


Figure 10 – Chart of Accounts parameters

The parameters are explained in the following table.

Parameter	Description	User Editable	Note
Reports To	Header or Summary level that the account is included in	No. However, it can be changed by moving the account to a different parent.	1.
RELAQ	RELAQ classification	No; it is assigned when the account is created. However, it can be changed by moving the account to a different parent.	2.

Parameter	Description	User Editable	Note
Department	Department ID	No. It is assigned in <i>DynacForecast for Accounts</i> .	3.
Style	Display style in <i>DynacBudget</i>	Yes	4.
Cash Flow	Cash flow account code	Yes	5.
Class	Type of account	No. It is assigned automatically based on the type of account	6.
Locked	Indicates if the account is locked and cannot be updated	No. But, it can be changed within <i>DynacBudget</i> .	7.
Imported From	Data source	No. It is assigned automatically based on account source.	8.

Notes:

1. The **Reports To** field is not applicable to Header accounts and the first level of Summary accounts because their reporting parent is implied by their position in the CoA hierarchy. For other accounts, the value is assigned automatically based on the position of the account in the CoA hierarchy
2. The **RELAQ** code is inherited from its parent when the account is created or mapped. If you create a new Header level manually, you are prompted for its **RELAQ** code.
3. The **Department** code is used only by *DynacForecast for Accounts*.
4. For a list of **Style** codes, refer to [Default Styles](#) on page 53.
5. For a list of **Cash Flow** accounts, refer to [Default Cash Flow Accounts](#) on page 52.
6. The **Class** codes are
 - **H** – Header level
 - **S** – Summary level
 - **P** – Posting account
 - **D** – Dynac-specific account
7. The **Locked** codes are
 - **L** – Locked (that is, the account value for Opening cannot be updated)
 - **O** – Open (that is, the account value for Opening can be updated)


Typically, the locking feature is used annually when you are preparing new Fiscal Year *DynacBudget* templates. When a Fiscal Year is rolled forward to a new year, you can edit, then lock, the Current and Retained

Earnings accounts until the final G/L values are available in the accounting system.

8. The **Imported From** field indicates the source of the data. For posting accounts, the field displays **DYNTB** (Dynac Trial Balance). For consolidated companies, the field displays the appropriate company ID. A blank field indicates that the account is unique to the Dynac CoA (that is, it was not mapped from a source).

CoA Organization Principles

When you create the Dynac CoA, these rules are enforced:

- Header levels must report to the main company level. In the Chart of Accounts pane, the uppermost level is illustrated with the  icon and is identified by its company ID.
- CTA accounts must report to a Summary level.
- As a minimum, the CoA hierarchy must contain five Header levels:
 - Assets (A)
 - Liabilities (L)
 - Equities (Q)
 - Revenues (R)
 - Expenses (E)

If you add additional Header levels for statistical accounts, they must be grouped with existing Headers with the same RELAQ code. For example, if you create another Liability Header, you must position it adjacent to an existing Liability reporting level.

Warning

When you create a new Header level, you are allowed to position it where it could violate the preceding rule. However, if the Headers are not grouped correctly, you cannot save the new data to the database (see error message illustrated in Figure 11). Therefore, when you move or create Headers, be very careful that all accounts with the same RELAQ classification are positioned together.

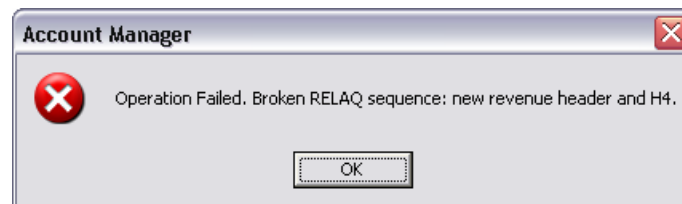


Figure 11 – Invalid arrangement of Header levels

When you map accounts from your accounting system (that is, posting accounts) to the Dynac CoA, these rules are enforced:

- Accounts must be attached to a Summary level; they cannot be attached to a Header level.

- You can flip accounts within the Income Statement or Balance Sheet although you will receive a warning before you can proceed.
- You cannot map accounts from the Income Statement to the Balance sheet, and vice versa.

Note

The mapping rules are also enforced when reorganizing accounts within the Dynac Chart of Accounts.

CoA Mapping Principles

The mapping process is performed using *DynacCommand Account Manager*. There are two implementations:

- **Dynac (Entity) Account Manager** for mapping posting accounts to a Dynac entity.
- **Dynac (Consolidated) Account Manager** for mapping entity and consolidated company accounts to a higher-level consolidated company.

Entity

For an entity, the mapping concept is that each posting account in your accounting system must be linked to a Summary account CoA in the Dynac entity. Every posting account must be linked; otherwise, the entity's *DynacBudget* cannot be assured of balancing.

In Account Manager the mapping process is illustrated visually using two panes: **Unmapped Accounts** (the source) and **Chart of Accounts** (the target).

Before you start the mapping process, all the posting accounts are displayed in the **Unmapped Accounts** pane, as illustrated in the following figure.

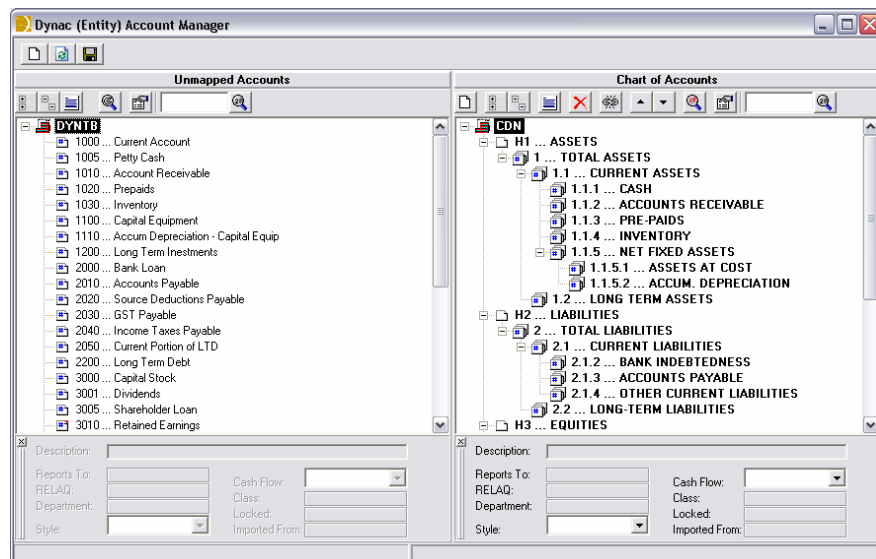


Figure 12 – Entity accounts before mapping

When you complete the mapping process, all the posting accounts should be displayed in the **Chart of Accounts** pane, as illustrated in the following figure.

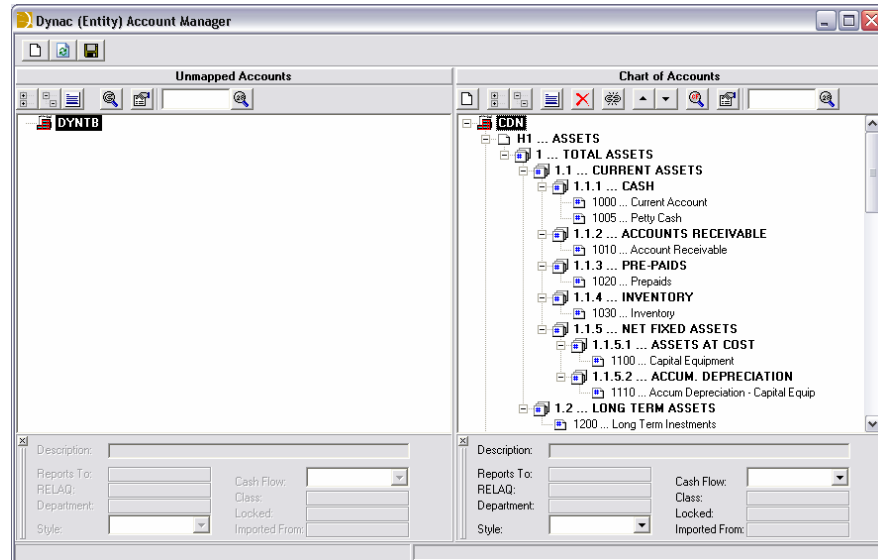


Figure 13 – Entity accounts after mapping

To use the tree-limb-branch analogy mentioned previously, the **Unmapped Accounts** pane displays only leaves whereas the **Chart of Accounts** pane displays the leaves hanging on a tree.

Consolidated Company

Note

The consolidation feature is available only if you purchased the *DynacConsolidator* module.

For a consolidated company, the mapping concept is that each account in the Dynac source companies must be linked to a Summary account in the Dynac target consolidation company. Every account must be linked; otherwise, the consolidated company's *DynacBudget* cannot be assured of balancing.

However, unlike entity mapping, the source accounts have a structure. Therefore, when you consolidate accounts, you can choose the level of detail that you want to display for the consolidated company's various accounts.

There are two approaches:

- You can maintain the details of the posting accounts, as illustrated in the following figure.

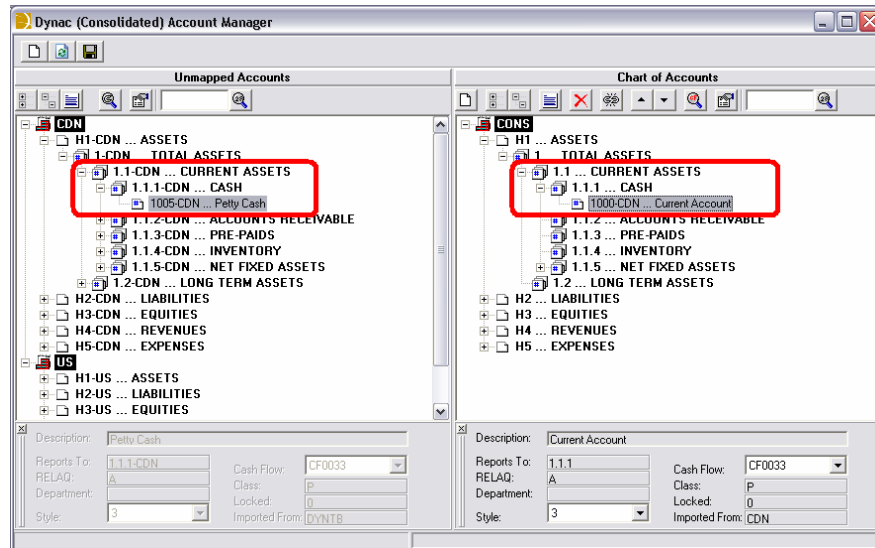


Figure 14 – Mapping consolidation accounts at the detail level

In this example, one cash account (**1000-CDN**) from the Canadian company is mapped to the CoA and one cash account (**1005-CDN**) is not mapped.

Note that Account Manager automatically appends the company ID to all the entity account IDs so that you can easily determine the source of each. If the account is consolidated at higher levels, the identifier is extended accordingly. For example, if this consolidated company, with company ID **CONS**, is consolidated into another company, its account IDs will be appended with **-CDN-CONS**.

Note

As it is illustrated in Figure 14, the mapping process is incomplete. To ensure that the consolidated company will balance, the remaining cash account from the Canadian company (**1005-CDN**) must be mapped to the **Chart of Accounts** pane. Therefore, if you want the details in the consolidated company, you must keep the details for all the other accounts within the same summary level. Or, you can change the CoA structure in the entity to separate those accounts for which you need to carry the detail from other accounts for which you do not need to carry the detail.

- You can eliminate the detail and map a summary account to the consolidated company.

For example, the summary account **1.1.1-CDN** can be mapped. Although the account is a branch in the source entity, it becomes a leaf in the consolidated company, as illustrated in the following figure.

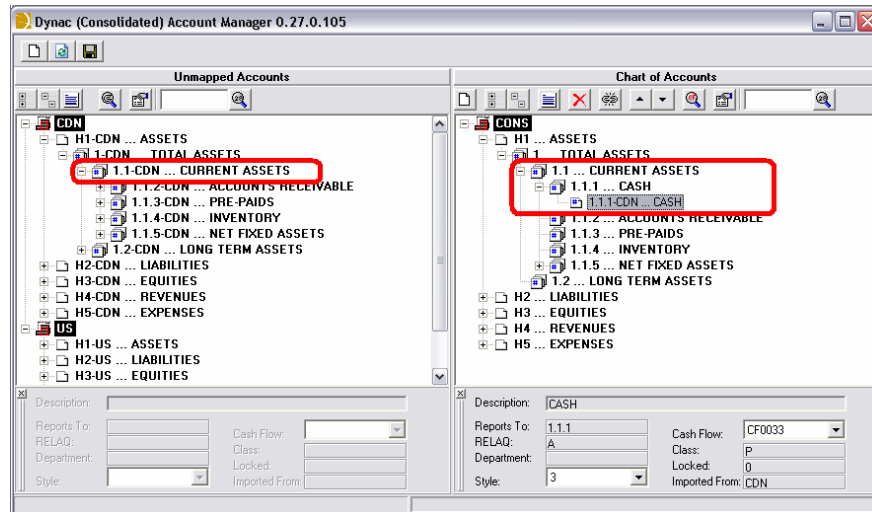


Figure 15 – Mapping consolidation accounts at the summary level

Note

When you map a summary account, Account Manager reminds you that any child accounts will be unmapped.

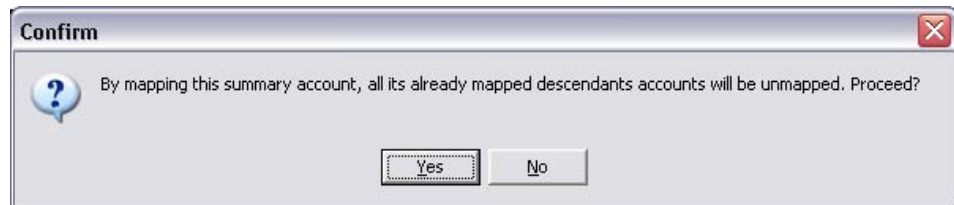


Figure 16 – Mapping reminder

When an account is unmapped, it is not lost – its data still resides in the database. However, its data is no longer reported individually – it is reported for the account that it is part of. For the example in Figure 15, after the **1.1.1-CDN** summary account has been mapped to the **Chart of Accounts** pane, you cannot see its child accounts **1000-CDN** and **1005-CDN**. However, the values that you see for **1.1.1-CDN** in *DynacBudget* are the total, or consolidated, values from the two child accounts.

To restore the child accounts:

1. Unmap the parent account (for example, **1.1.1-CDN**) in the **Chart of Accounts** pane.
2. Save the CoA.
3. Load the CoA.

The child accounts will now be visible in the **Unmapped Accounts** pane.

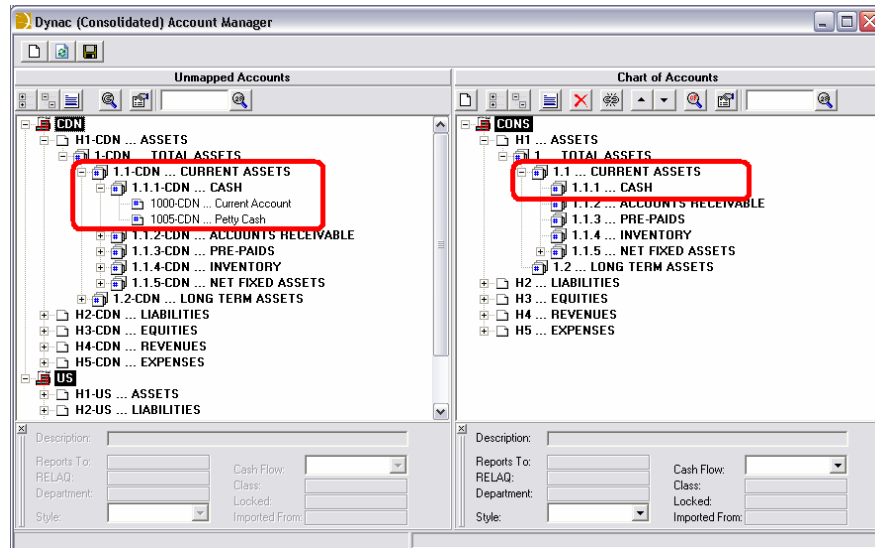


Figure 17 – Child accounts revealed

Scheduler

The **Scheduler** facilitates repetitive data manipulation actions. After defining an action, you can either automate its execution or you can run it on demand (that is, immediately).

An *event* is a single action. Individual actions can be grouped into a *set of events*. The grouping serves two purposes:

- organization
You can label the group as a reminder of when you should perform the task (for example, Monthly, Weekly, Daily).
- efficiency
You can run the set of events rather than running each event individually.

Also, by appropriately organizing the events within a group, the grouping serves as a reminder about the order that you need to run the events.

Typically, an event can perform one of these tasks.

- Import chart of accounts (CoA) from an entity
- Import display ledger (D/L) data from an entity
- Import general ledger (G/L) data from your accounting system.
- Transfer high level budget (HLB) data to an entity.
- Auto mapping (where account mapping structure is clearly defined).

Note

Other types of events can be developed by Dynac. Contact Dynac Professional Services to discuss your requirements.

Information can be transferred between an entity (ET), a consolidated company (HQ), and your accounting system. Each event transfers information from a source to a target.

Event	Source	Target
Import COA from entity	ET	HQ
Import DL from entity	ET	HQ
Import GL from accounting system	accounting system	ET
Transfer HLB data to entity	HQ	ET

When data is combined from multiple entities to a consolidated company, you should always create two events for each entity and execute them in this order:

1. Import COA from entity
2. Import DL from entity

It is important that both CoA and D/L data is always imported to ensure that there have not been new accounts created in the entity that require mapping. Otherwise, the D/L data import for any new accounts in the entity that do not exist in the consolidated company will not be displayed.

Note

You must create at least one set of events before you can create an event. That is, in database terminology, a set of events is a parent and an event is a child. Therefore, each event (child) must have a set of events (parent) to which it is related.

For the sample organization illustrated previously in Figure 3, possible actions include importing the original G/L data from your accounting system and consolidating the results at two levels. Those actions could be organized as illustrated in the following figure.

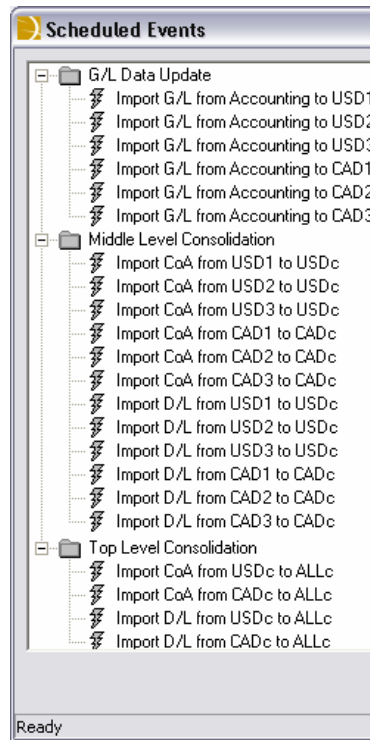


Figure 18 – Sample events

Note

As illustrated in the preceding figure, you can (and should) edit event names to make them more informative.

You can run a specific event or a set of events. If you run a set of events, the child events are run in the order in which they are listed below the parent event. For example, for the events illustrated in Figure 11, if you run the **Top Level Consolidation** set of events, it will first **import the D/L data from USDc to ALLc** then it will **import the D/L data from CADc to ALLc**.

While the events are running, the results are written to a log file **C:\DynaCTools\Events.log**. If the log file does not already exist, it is created. If the log file already exists, the new results are appended to the end of the previous results. Therefore, to view the latest results, scroll down to the bottom of the file.

Tip

To ensure that the log file does not grow to an unmanageable size, you should develop a procedure to either delete the file or rename it to maintain the complete log history. For example, at the end of each month, you could rename the file from **Events.log** to **EventsYYYYMM.log**.

DynacCommand User Interface

During the *DynacTools* installation procedure, you can add a *DynacCommand* shortcut on your desktop.



Figure 19 – *DynacCommand* desktop icon

To start *DynacCommand*, double-click the shortcut to display the **Dynac Command** window.

DynacCommand Window

The *DynacCommand* window has four areas:

- main menu
- list of companies
- window operation buttons
- list of company templates

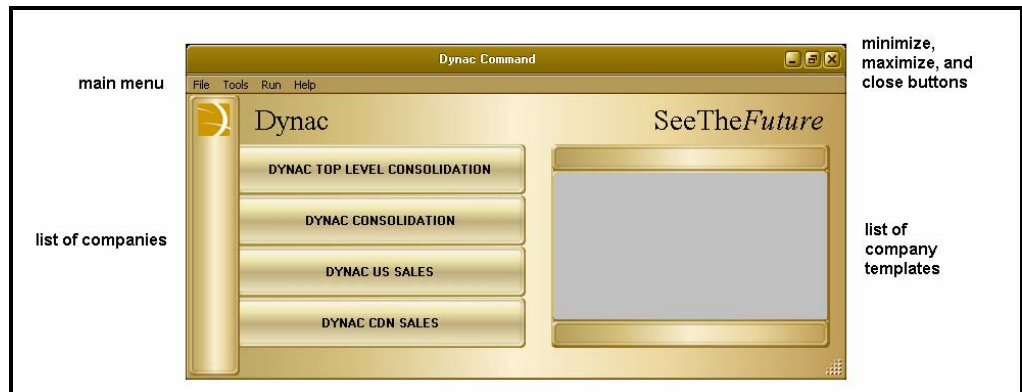


Figure 20 – *DynacCommand* window

The list of company templates is displayed only after a company is selected from the list, as illustrated in the following figure.

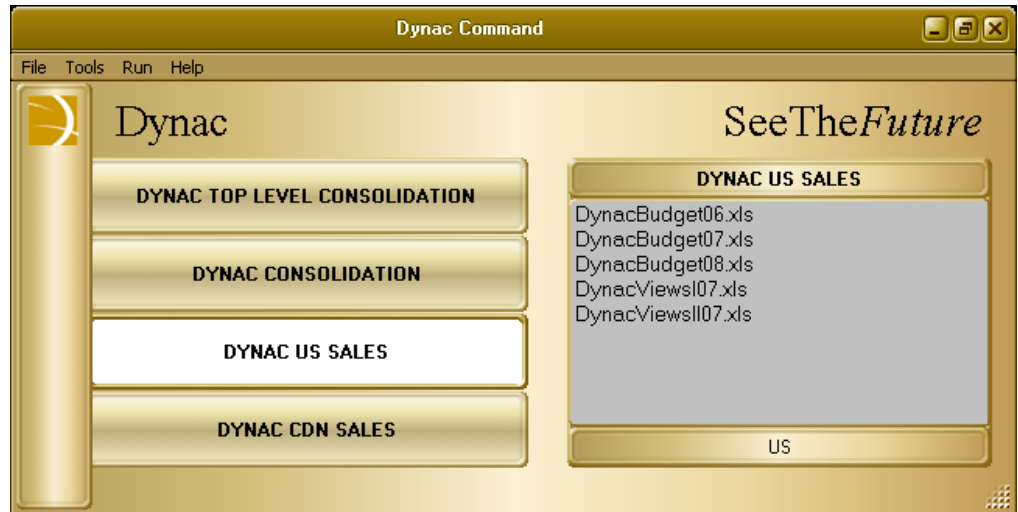


Figure 21 – DynacCommand window with company templates

DynacCommand Run Option

The *DynacCommand* main menu includes a **Run** option that provides a convenient way to launch other applications. The applications can be anything that you typically run in conjunction with your budgeting, planning, forecasting, and financial reporting tasks. The **Run** menu simply offers a convenient place to centralize all the tasks.

For example, while running *DynacTools*, if you also run an accounting application and you also open a particular spreadsheet, those two tasks can be added to your *DynacCommand* menu, as illustrated in the following figure.

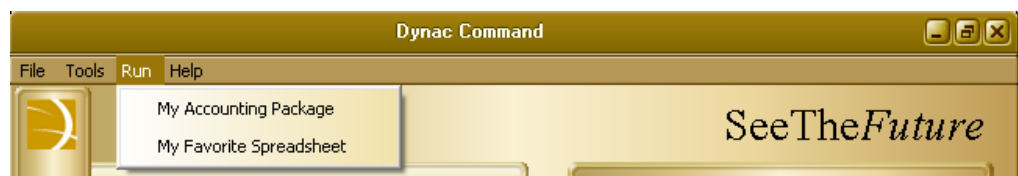


Figure 22 – DynacCommand customized Run menu

The description for the applications can also be personalized.

Note

The **Run** menu must be customized for each installation by Dynac Professional Services.

Tasks

There are two task categories:

- User tasks – accessing *DynacBudget* and *DynacViews* templates and organizing their CoA.
 - [Managing Template Files](#) on page 23
 - [Administering Chart of Accounts](#) on page 31
 - [Scheduling Events](#) on page 41
 - [Obtaining Help](#) on page 50
- Administrator tasks – managing your *DynacTools* setup.
 - [Administering the Company Structure](#) on page 23
 - [Administering User Accounts](#) on page 29
 - [Updating DynacTools Software](#) on page 48

Running DynacCommand

If you are not familiar with running *DynacCommand*, refer to [DynacCommand User Interface](#) on page 20.

Starting DynacCommand

To start *DynacCommand*:

1. On the desktop, double-click the **DynacCommand** icon.
2. In the **Login** dialog box, do the following:
 - i. In the **Username** field, type your login ID.
 - ii. In the **Password** field, type your password.
 - iii. Click **OK**.

Tip Simplify Step 2 by using only the keyboard. First, type your login ID, and press the **Tab** key. Then, type your password and press the **Enter** key.

Stopping DynacCommand

To stop *DynacCommand*:

1. On the main menu, choose **File > Exit**.

Note Some tools must be closed before you can access the main menu. These tools are **Companies**, **Users**, and **Scheduler**. The **Account Manager** tool runs independently and keeps running when *DynacCommand* is stopped.

Managing Template Files

Note As a user, you may not see all the entities or consolidated companies. If *DynacCommand* does not display a company that you expect to see, contact your Dynac Administrator.

Opening an Existing Template

To open an existing *DynacBudget* or *DynacViews* template:

1. On the left side of the window, select a company to display its list of templates in the pane on the right side of the window.
2. Click a template name, then click **Open**.

Creating a New Template

To create a new *DynacBudget* or *DynacViews* template:

1. On the left side of the window, select a company to display its list of templates in the pane on the right side of the window.
2. Click anywhere in the gray area of the template pane, then click **New** and select either **DynacBudget** or **DynacViews**.

Note The *DynacViews* option is available only if you purchased the *DynacViews* module.

3. In the **Add Dynac template** dialog box, edit the default template filename then click **OK**. The new template is added to the list of templates.

Tip *Dynac* recommends that you name the template *DynacViewsXX.xls*, where **XX** is the last two digits of the fiscal year.

4. Click the new template name, then click **Open**.

Administering the Company Structure

The **Companies** application allows you to define companies and their reporting structure. If you are not familiar with the concept of companies, refer to [Companies](#) on page 2.

You administer the company information using the Companies utility. To run the utility, on the *DynacCommand* main menu, choose **Tools > Companies**.

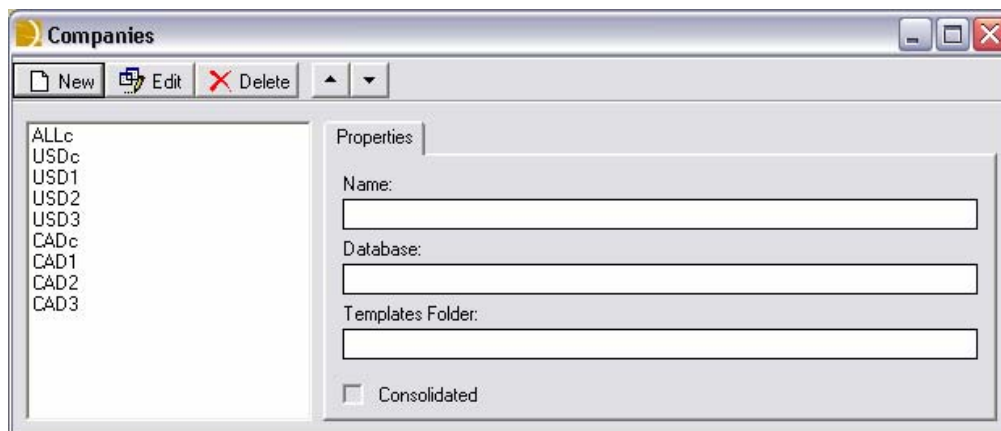


Figure 23 – Companies window

Creating a New Company

Note Before creating a new company in the *DynacCommand* database, ensure that a SQL Server database has been created for the new company. Contact either Dynac Support or your organization's IT specialist to create the database and advise you about the database parameters required in Step 6.

To create a new company:

1. On the menu bar, click **New** to display the **Add Company** window.
2. In the **Add Company** window, type an ID for the company, then click **OK** to display the **Company Wizard** window with the **Company** tab displayed.

Note The company ID is created immediately in the Dynac database. If you exit the editing window without entering all the required information, your *DynacCommand* window will display a new company entry in the list; however, it will not display a name. You can later complete the company information as explained in [Editing an Existing Company](#) on page 26.

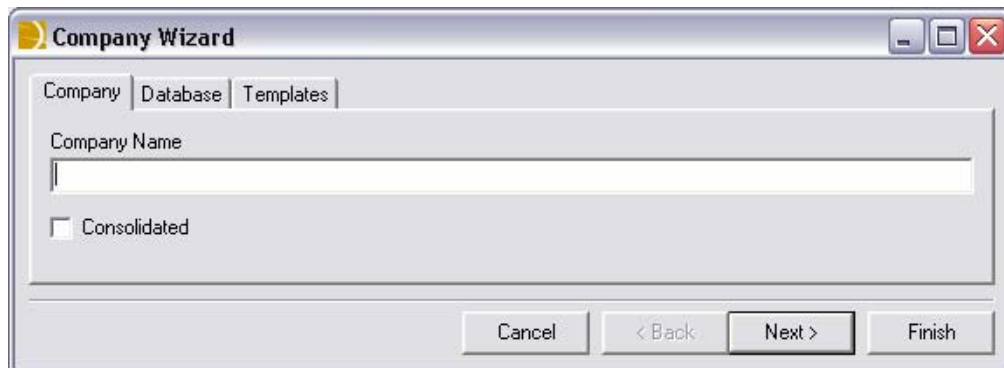


Figure 24 – Company Wizard window displaying Company tab

3. In the **Company Name** field, enter the full company name.
4. In the **Consolidated** checkbox, either leave it clear for an entity or click it for a consolidated company.
5. Click **Next** to display the **Database** tab.

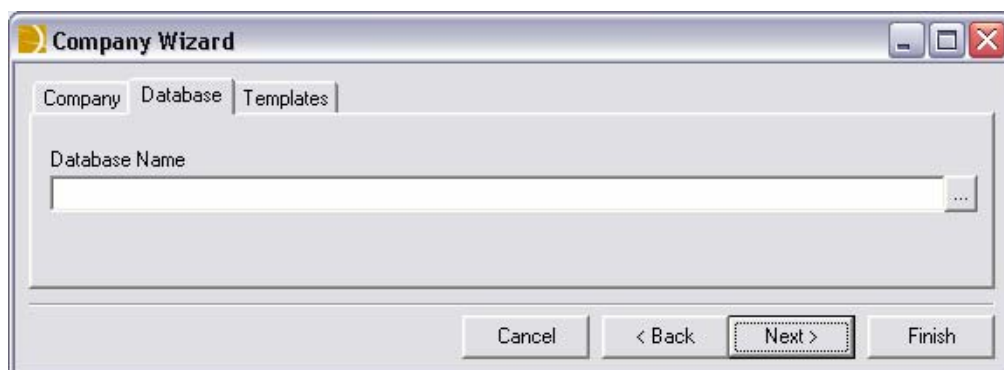


Figure 25 – Company Wizard window displaying Database tab

6. Click the browse button to locate the appropriate SQL Server database that was created for the new company, then enter the necessary information to connect to the database.

Note

If you are prompted to create a new database, choose **No**. This version of DynacTools supports only SQL Server databases that have been created beforehand.

7. Click **Next** to display the **Templates** tab.

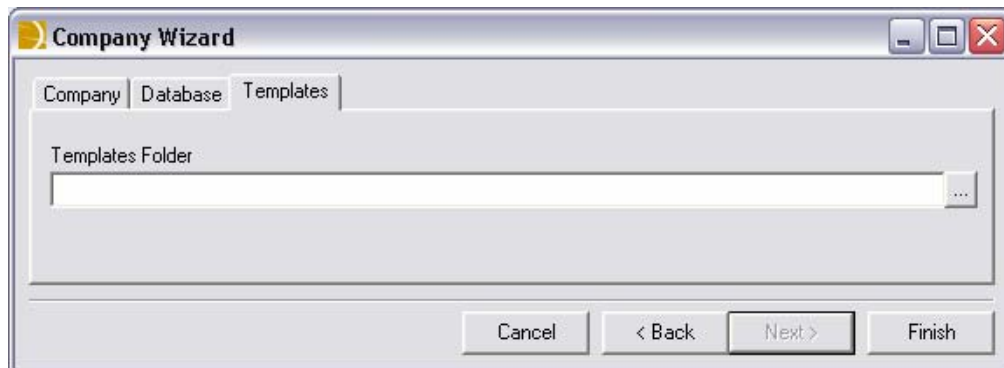


Figure 26 – Company Wizard window displaying Templates tab

8. In the **Templates Folder** field, click the browse button to locate the company folder or to create an appropriate company folder, then add the name for the company's subfolder.

Tip

*Dynac recommends using the company ID as the subfolder name (for example, **CAD1**, **USD1**, **USDc**, **CADc**, or **ALLc**).*

9. Click **Finish**.
10. Close the **Companies** window.

Note

If you create a new company when there are existing user accounts, remember to update their access rights accordingly. Administrator accounts are automatically updated.

Editing an Existing Company

To edit the information for an existing company:

1. In the list of companies on the left side of the window, choose one by clicking on its ID. Its information is displayed in the **Properties** tab.

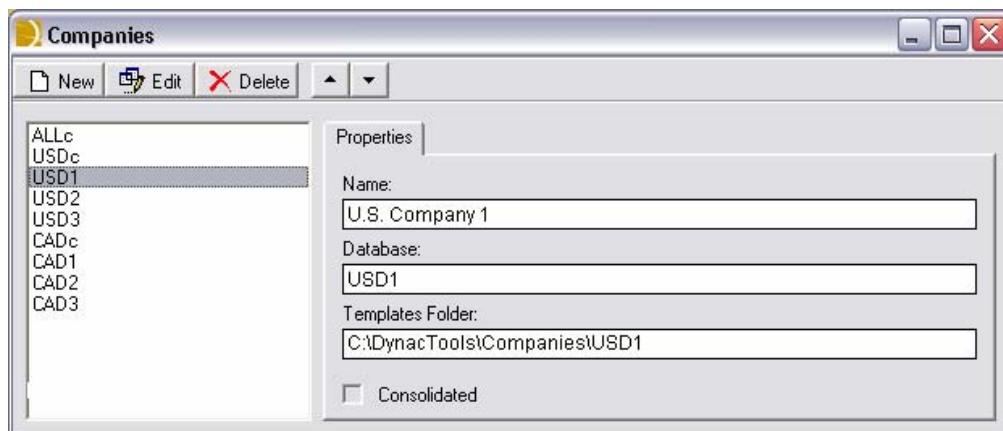


Figure 27 – Companies window for an existing company

2. On the menu bar, click **Edit** to display the **Company Wizard** window with the **Company** tab displayed.
3. In the **Company Name** field, edit the full company name.
4. In the **Consolidated** checkbox, either leave it clear for an unconsolidated entity or check it for a consolidated entity.
5. Click **Next** to display the **Database** tab.

Warning

Do not edit database parameters except under the guidance of either Dynac Support or your organization's IT specialist.

6. Click **Next** to display the **Templates** tab.
7. In the **Templates Folder** field, edit the path and name of the company templates folder. Click the browse button to locate the parent folder, then add the name for the company's subfolder.
8. Click **Finish**.
9. Close the **Companies** window.

Tip

*In addition to using the **Back** and **Next** buttons to move between tabs, you can click the tab name to display it.*

Deleting an Existing Company

Warning

Be careful about deleting a company, particularly if it is part of a consolidation hierarchy. Also, ensure that the company is not included in a scheduled event. For instructions on deleting events, refer to [Deleting an Event or a Set of Events](#) on page 46.

To delete the information for an existing company:

1. In the list of companies on the left side, choose one by clicking on its ID.



Figure 28 – Companies window with a company selected

Warning

Review the information in the Properties tab to be certain that you selected the correct company.

2. On the main menu, click **Delete**, then click **Yes** to confirm the deletion.
3. Close the **Companies** window.

Note

The company information is only deleted from the *DynacCommand* menu. Its information is retained in the Dynac Company database. The application does not delete the company templates and the application does not delete the company information from the SQL Server database.

Recovering a Deleted Company

When you delete a company, *DynacCommand* only removes it from the display window – all company information remains in both its templates and its SQL Server database. Therefore, you can easily restore the information provided that:

- (a) The company templates have not been deleted. The company spreadsheet files are still located in the folder **C:\DynacTools\Companies\AAAA**, where **AAAA** is the ID of the deleted company.
- (b) The company database has not been deleted from SQL Server.

If you have only deleted the company from *DynacCommand*, you can restore it to the *DynacCommand* menu by simply creating a new company with the identical company ID. Follow the procedure for [Creating a New Company](#) on page 24.

Administering User Accounts

The **Users** application allows you to administer user accounts. If you are not familiar with the concept of user accounts, refer to [User Accounts](#) on page 5.

You administer the company information using the **Companies** utility. To run the utility, on the *DynacCommand* main menu, choose **Tools > Users**.



Figure 29 – Users window

Using the pre-defined **admin** administrator account, you can create other administrator accounts and other user accounts.

Adding a User Account

To add a new user account:

1. On the left side of the window, click **Add** to display the **Add User** window, then do the following:
2. In the **Users** window, type a user ID, then click **OK**.

Note	The user ID is what the person enters as their login username.
------	--

3. In the **Properties** tab, do the following:
 - i. In the **Name** field, type the user's full name or identification.
 - ii. In the **New Password** field, type a password.
 - iii. In the **Confirm Password** field, re-type the password.
 - iv. In the **Administrator** check box, do one of the following:
 - For an Administrator account, select the check box.
 - For a User account, leave the check box clear.
4. In the **Assigned Companies** tab, select each company that the user can access.

Note By default, an Administrator user account can access all companies and those access rights cannot be changed.

5. To save the information, do one of the following:
 - Click **Apply** to continue administering other user accounts.
 - Click **OK** to close the window.

Editing an Existing User Account

Note You cannot change the ID (that is, the login name) for an existing user account. You must delete the account and create a new one.

To change the information for an existing user account:

1. On the left side of the window, click an existing user ID.
2. To change the user information, select the **Properties** tab, then edit the appropriate fields (**Name**, **New Password**, **Confirm Password**).
3. To change the company access information, select the **Assigned Companies** tab, then select or clear the check boxes for the appropriate companies.

Note By default, an Administrator user account can access all companies and those access rights cannot be changed.

4. To save the information, do one of the following:
 - Click **Apply** to continue administering other user accounts.
 - Click **OK** to close the window.

Deleting an Existing User Account

To delete an existing user account:

1. On the left side of the window, choose an existing user ID.

Warning Review the information in the **Properties** tab to be certain that you selected the correct user account.

2. Click **Delete**, then click **Yes** to confirm the deletion.

Note If you selected the wrong account or you did not intend to delete the account, click **Cancel** and the account will not be deleted.

3. To save the information, do one of the following:
 - Click **Apply** to continue administering other user accounts.

- Click **OK** to close the window.

The deletion takes effect the next time the user attempts to run *DynacTools*. That is, even if the user's account is deleted, the person can continue to run *DynacTools* until they close their current session.

Administering Chart of Accounts

The **Account Manager** application allows you to organize the accounts from your accounting system into a structured CoA in *DynacTools*. If you are not familiar with this concept, refer back to [Chart of Accounts](#) on page 6.

Understanding the Account Manager Interface

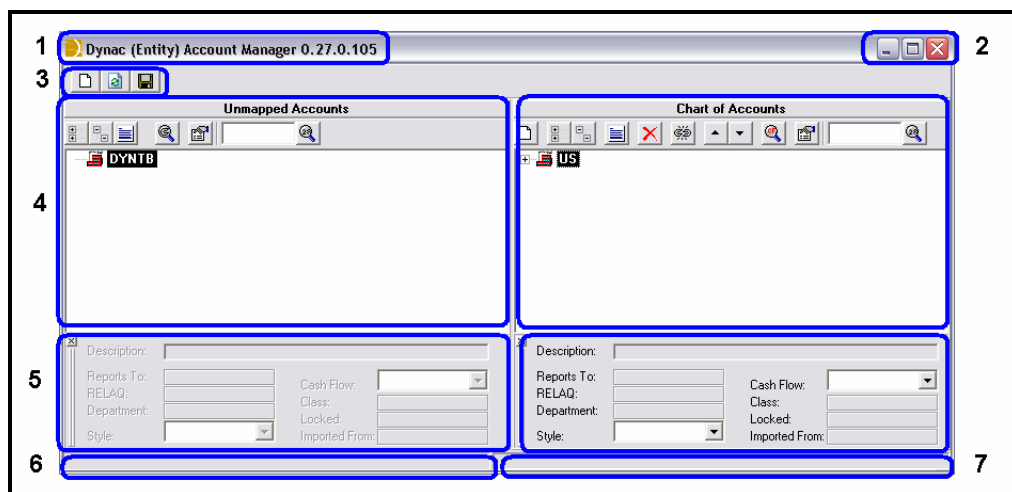

















Figure 30 – Account Manager window

There are seven areas in the Account Manager window.

1. Program identifier.
The information includes the name **Dynac**, the type of company that you selected (**Entity** or **Consolidated**), the program name (**Account Manager**), and the version of the program (**0.27.0.105**).
2. Window operation buttons.
Standard Windows buttons to minimize, maximize, and close the window.
3. Main menu buttons.
4. Account list areas.
The pane on the left (**Unmapped Accounts**) displays the posting accounts in your accounting system that have not been mapped to a CoA in the Dynac reporting structure. The pane on the right (**Chart of Accounts**) displays the Dynac indented reporting structure. You map a posting account to a Dynac CoA using an easy drag-and-drop operation.

5. Account properties areas.
The area on the left displays the properties for an unmapped account. The area on the right displays the properties of a CoA item.
6. Status bar.
The status bar displays the current state of the application.
7. Progress bar.
Displays the progress of an activity.

The functionality of the buttons is summarized in the following table.

Location	Button Name	Description
Main menu		New Chart of Accounts Load a new CoA template file.
		Load Chart of Accounts Load Chart of Accounts information from the database. ¹
		Save Chart of Accounts Save CoA structure to Dynac database.
both Account panes		Collapse All Collapse all accounts to the parent entity.
		Expand All Expand all accounts to the lowest child levels.
		Save to File Save the account structure to a text file.
		Properties Displays the Properties section at the bottom of the pane.
		Search Account Find the next occurrence of the specified account ² .
Unmapped Accounts pane		Find Next Unmapped Account Find the next posting account that is unmapped.
Chart of Accounts pane		Add New Items Adds a new account ³ .
		Delete Item Deletes an existing account.
		Unmap Unmap an account from the CoA to the originating entity.
		Move Up Move accounts up in the hierarchy ³ .
		Move Down Move accounts down in the hierarchy ³ .
		 Searches for the next account that does not have a Cash Flow code.

Notes:

1. When accounts are unmapped from the **Chart of Accounts** pane to the **Unmapped Accounts** pane, they remain listed in the order that they

were unlinked. Use this button to reorganize the listing into their original order from the accounting system.

Note Before reorganizing the listing, you must save any recent changes.







- The search algorithm does not support wild cards but it operates with an implied * wildcard at the end of the string. For example, if you search for “11”, the search will identify accounts “1100” and “1110”. However, it will not locate account “1011”.

The search is performed from the current position in the pane to the end of the list of accounts. Therefore, Account Manager will report that an item is not found if there are no further occurrences of it in the list even though there may be preceding occurrences.

- To move multiple posting accounts within their reporting group, click on the last one of the group, then depress and hold the Shift key and click on the first one of the group. With the group highlighted, press the up or down arrow to move the group appropriately.


Each account’s icon has meaning. The icon has four attributes: shape, presence or absence of a number sign symbol (#), colour of the number sign symbol, and colour of the corner of the shape, as described in the following table.

Note For the list of class codes, see [Note 6](#) on page 11.

Icon	Attribute	Description
Shape	 Single sheet	Without a number sign symbol inside, it is a Header level (that is, class code “H”). With a number sign symbol inside, it is an account with class code “S”, “P”, or “D”.
	 Multiple sheets	Summary level account with child accounts. It has a either a blue or red number sign symbol inside.
Colour of #	 Blue	The account is on the “prime” tree (that is, it is on a branch that reports to Total R, E, L, A, or Q).
	 Red	The account is not on the “prime” tree (that is, it is not on a branch that reports to Total R, E, L, A, or Q). ¹
Colour of corner	 Blue	A class “S” or “P” account.
	 Red	A class “D” account.

Note:

1. The Current Earnings account is not shown to be on the “prime” tree (that is, its number sign symbol is red) because it is a calculation account.

For example, a  icon indicates a posting account (because of its single sheet shape and the presence of a number sign symbol) of class “D” (because of its red corner) that is on the “prime” tree (because of the blue colour of its number sign symbol).

Understanding the Operation of Account Manager

The **Account Manager** application maintains its information in the Dynac SQL Server database. However, the application does not store the information in the database until you authorize it to do so with a save command. Although the information will appear to change on the screen when you perform some operation, those changes are not immediately made in the database.

This principle is important because it allows you to prevent mistakes from being stored in the database. However, it also means that you must ensure that correct actions are saved to the database.

- You can instruct **Account Manager** to save your changes using the **Save Chart of Accounts** button on the main menu.
- On exit, **Account Manager** asks you whether or not you want to save your changes.

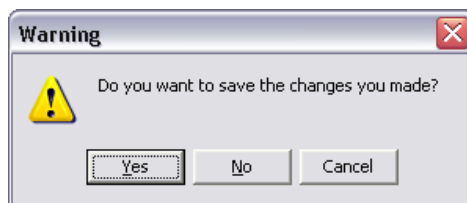


Figure 31 – Account Manager exit warning

Tip Save your changes frequently.

Starting Account Manager

To start Account Manager:

1. On the DynacCommand main menu, choose **Tools > Account Manager** to display the **Select** dialog box.
2. In the **Select the company** drop-down list, select a company name.

Depending on the company you select, DynacCommand launches different Account Manager applications.

- For an entity, the application is **Dynac (Entity) Account Manager**.

- For a consolidated company, the application is **Dynac (Consolidated) Account Manager**.

Creating a New Chart of Accounts

The way in which you create a chart of accounts is dependent on the type of company.

- For an entity, use one of the sample Dynac CoA templates as an initial outline, then modify it to suit your requirements. Refer to the next section [Using a CoA Template File](#).
- For a consolidated company, do both of the following:
 - Use one of the sample Dynac CoA templates as an initial outline, then modify it to suit your requirements. Refer to the next section [Using a CoA Template File](#).
 - Import the Charts of Accounts from its child entities. Refer to [Using Scheduler to Import a CoA](#) on page 35.

Note	If you want to import a CoA from an external source, contact Dynac Professional Services to discuss your requirements.
------	--

Using a CoA Template File

To define a Chart of Accounts using a CoA template file:

1. On the main menu, click **New Chart of Accounts**.
2. In the **Warning** dialog box, click **Yes**.
3. In the **Open** window, double-click one of the **.coa** template files.

Modify the CoA structure to suit your requirements.

Using Scheduler to Import a CoA

Note	This procedure is only applicable to a consolidated company.
------	--

Because a consolidated company represents the total of two or more entities, it must contain the same Charts of Accounts that exist in each of its component entities. To guarantee the accuracy of the CoA structure in the consolidated company, use the **Scheduler** tool to import the consolidated company's CoA.

Also, because the CoA structure could change in a component entity, you should re-import the consolidated company's CoA before importing any D/L data into the consolidated company.

Importing the CoA structure and the D/L data are independent events. You do not need to import the CoA structure before importing the D/L data, but the CoA structure must be complete before all amounts can be displayed in

DynacBudget. Therefore, for a consolidated company, it is best practice to use **Scheduler** to define two procedures for each of its component entities:

- Import the entity's CoA structure.
- Import the entity's D/L data

If you are not familiar with the concept of scheduled events, refer to [Scheduler](#) on page 17.

The following figure illustrates a sample scheduled procedure for consolidating six companies into one.

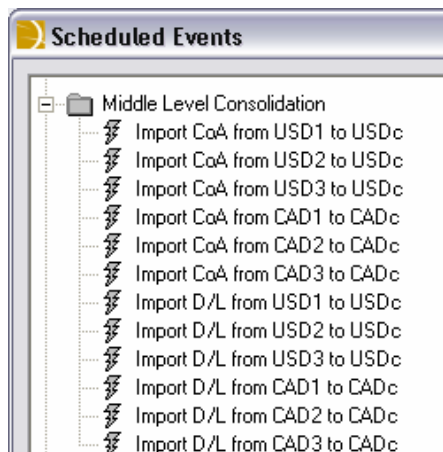


Figure 32 – Sample consolidation event

For the procedures on creating scheduled events, refer to [Creating a Set of Events](#) on page 44.

Adding a New Chart of Accounts Item

Note	The application enforces certain rules for organizing the CoA. If you are not familiar with the rules, refer to CoA Organization Principles on page 12.
------	---

To add a new CoA item:

1. In the **Chart of Accounts** pane, select the appropriate Header or Summary level that the new account will report to (that is, the parent of the new account).
2. On the **Chart of Accounts** button bar, click **Add New Item**, then select the appropriate item (**Header**, **Summary**, or **CTA**).
3. In the **ID** field in the dialog box, enter the account identifier, then click **OK**.
If you are not adding a Header level, proceed to Step 5.
4. In the **RELAQ** drop-down list of the **Input** dialog box, select the appropriate classification code, then click **OK**.
5. If necessary, move the new account appropriately in the **Chart of Accounts** hierarchy. See [Moving a Chart of Account](#) on page 37.

To complete the information for the new account, proceed to [Editing a Chart of Accounts Item](#) on page 37.

Moving a Chart of Accounts Item

Note	The application enforces certain rules for organizing the CoA. If you are not familiar with the rules, refer to CoA Organization Principles on page 12.
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To move a CoA item in the hierarchy:

1. In the **Chart of Accounts** pane, select an item, then do one of the following:
 - Drag the item and drop it in a new location.
 - On the **Chart of Accounts** menu bar, click **Move Up** or **Move Down** until it reaches its new location.

Editing a Chart of Accounts Item

There are only three CoA parameters that can be edited, or changed:

- **Description**
- **Cash Flow** account code, and
- **Style** display code.

To edit a CoA item's parameters:

1. In the **Chart of Accounts** pane, select an item.
2. In the Properties area, do one or more of the following:

Note	If the Properties area is not displayed, click Properties on the Chart of Accounts menu.
------	--

- In the **Description** field, edit the text.
- In the **Cash Flow** dropdown list, select a different account code.
- In the **Style** dropdown list, select a different style code.

Note	For lists of Cash Flow and Style codes, refer to Default Cash Flow Accounts on page 52 and Default Styles on page 53, respectively.
------	---

Mapping Accounts

The mapping principles are the same for mapping accounts in an entity or in a consolidated company. However, because a consolidated company allows additional grouping capabilities, the procedures are listed separately:

- For mapping entity accounts, proceed to the next section [Using Entity Account Manager](#).

- To map consolidated company accounts, proceed to [Using Consolidated Account Manager](#) on page 39.

Note The application enforces certain rules for organizing the CoA. If you are not familiar with these rules, refer to [CoA Organization Principles](#) on page 12.



Using Entity Account Manager

The posting accounts that originate in your accounting system do not have an organized structure. Therefore, only individual accounts are mapped to the Dynac CoA.

To map, or link, a posting account to a CoA item:

1. Highlight an account in the **Unmapped Accounts** pane and drag it to the **Chart of Accounts** pane.
6. Position the cursor on the appropriate Summary level, then release the mouse button.

If it was not placed correctly, move it to its proper location. See [Moving a Chart of Accounts Item](#) on page 37.

Note As illustrated in the following figure, the cursor changes shape (from  to ) when it passes over a valid location. If you accidentally release the mouse button over an invalid location, the account returns to the **Unmapped Accounts** pane.

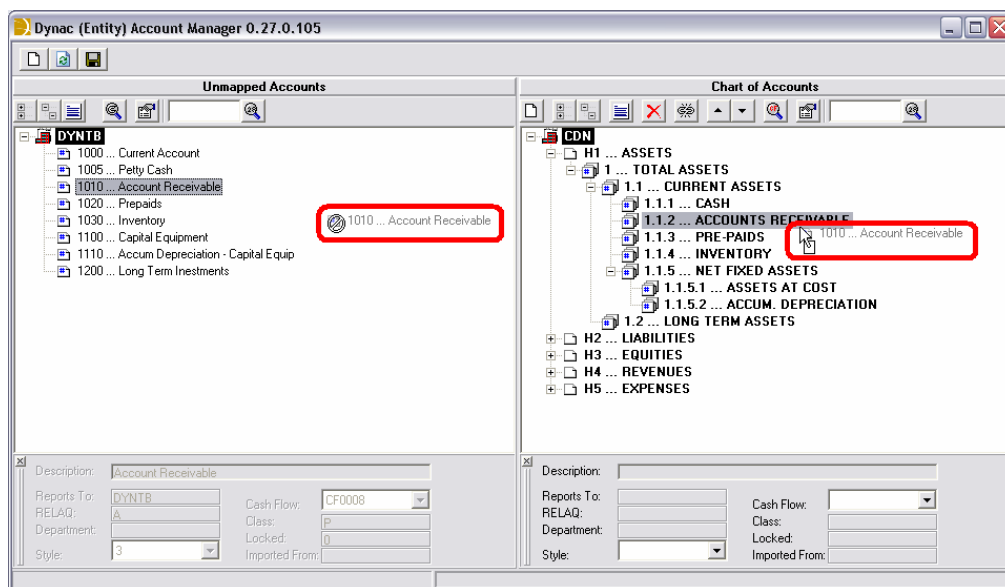


Figure 33 – Mapping procedure

Note You can map a block of accounts by using the Shift key. Click the first account, then press and hold the Shift key, then click another account to highlight multiple sequential accounts. You can also Ctrl+click on non-sequential accounts and move them as a block.

To ensure that you have mapped all the posting accounts, do one of the following in the **Unmapped Accounts** pane:

- Click **Expand All**. No accounts should be displayed.
- Select the uppermost level icon (that is, the company ID), then click **Find Next Unmapped Account**. Account Manager should report **No more accounts to be mapped**. Otherwise, it will highlight the first unmapped account.

Also, if there are unmapped accounts, Account Manager displays a warning message when you exit the application.

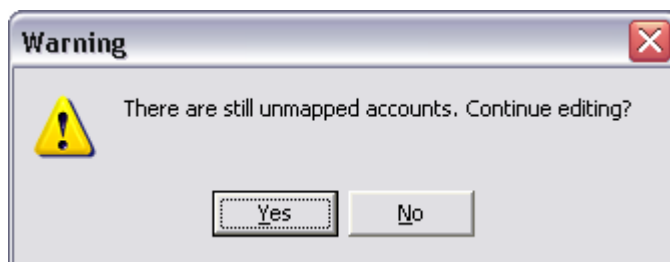


Figure 34 – Unmapped accounts warning message

- Click **Yes** to continue in the application.
- Click **No** to exit the application.

Using Consolidated Account Manager

The accounts in a consolidated company have an organized structure. Therefore, as you build the consolidated company's CoA, you can choose to map either individual accounts or groups of accounts.

Note If you are not familiar with the mapping concepts for consolidated companies, refer to [Consolidated Company](#) on page 14.

To map, or link, either a posting account or a summary account to a CoA item:

1. Highlight an account in the **Unmapped Accounts** pane and drag it to the **Chart of Accounts** pane.
2. Position the cursor on the appropriate Summary level, then release the mouse button.
3. For a Summary account, click **Yes** to confirm that you want to consolidate the child accounts into the summary account.

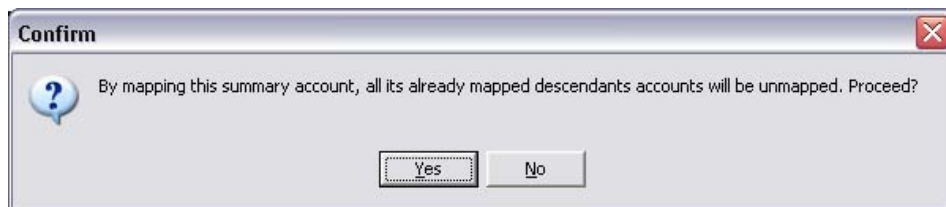


Figure 35 – Mapping reminder

To ensure that you have mapped all the posting accounts, in the **Unmapped Accounts** pane, select the uppermost level icon (that is, the first company ID), then click **Find Next Unmapped Account**. Account Manager should report **No more accounts to be mapped**. Otherwise, it will highlight the first unmapped account.

Also, if there are unmapped accounts, Account Manager will display a warning message when you attempt to exit the application.

Unmapping an Account

To unmap, or unlink, an account:

1. Highlight an account in the **Chart of Accounts** pane, then click **Unmap**.

The account is moved from the **Chart of Accounts** pane to the top of the **Unmapped Accounts** pane. If you want to see the unmapped accounts listed in the way they were organized originally, refer to [Note 1](#) on page 32.

Deleting a Chart of Accounts Item

To delete an account:

1. In the **Chart of Accounts** pane, select one or more accounts.

Note	Use the Shift+click feature to select multiple accounts.
------	--

2. On the **Chart of Accounts** button bar, click **Delete**.
3. In the **Confirm** dialog box, click **Yes** to delete one account or **Yes to All** for multiple accounts.
4. If the account has child accounts, in the **Confirm** dialog box, click **Yes** to delete the children on one account or **Yes to All** to delete the children on multiple accounts

Note	<p>Child posting accounts are unmapped and displayed in the Unmapped Accounts pane.</p> <p>In a consolidated company, summary accounts are not deleted if they are Imported From a component entity or consolidated company. Instead of being deleted, they are unmapped and displayed in the Unmapped Accounts pane.</p>
------	--

Scheduling Events

The **Scheduler** application allows you to automate events. If you are not familiar with the concept of scheduled events, refer to [Scheduler](#) on page 17.

Understanding the Scheduler Interface

The **Scheduled Events** window has six areas:

- calendar pane
- events pane
- event details pane
- schedule bar
- status bar
- progress bar

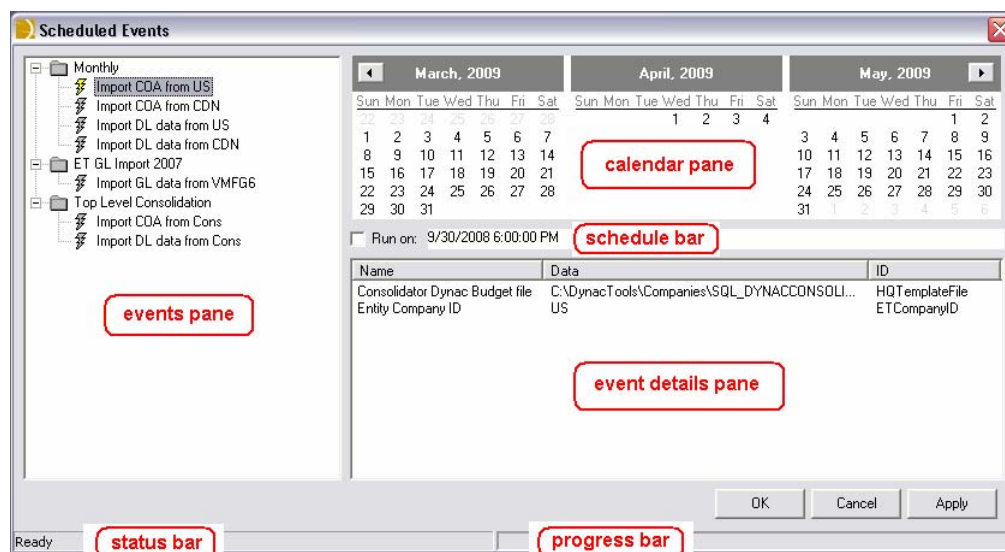


Figure 36 – Scheduler window

There is no menu bar. All operations are initiated by either clicking within a pane or on an event. When you move the cursor into a new area, the mouse pointer briefly displays a reminder as to what action you should take.

- In the events pane, the reminder is **Right-click to edit**.
- In the events detail pane, the reminder is **Double-click on name to edit**.
- On the schedule bar, the reminder is **Double-click to edit**.

To start the scheduler application, on the *DynacCommand* main menu, choose **Tools > Scheduler**.

There are various operations available in the events pane, as summarized in the following table.

Option	Description	
New	Set of events	Create a new set of events.
	Event	Create a new event within a set of events.
Rename	Change the name of an event or a set of events.	
Delete	Delete an event or a set of events.	
Move Up Move Down	Change the order of an event in a set of events.	
Validate	Test the operation of an event or a set of events.	
Run Now	Run an event or a set of events immediately.	

Understanding the Operation of Scheduler

The **Scheduler** application maintains its information in the Dynac database, **DynacCommand.mdb**. However, the application does not store the information in the database until you authorize it to do so with a save command. Although the information will appear to change on the screen when you perform some operation, those changes are not immediately made in the database.

This principle is important because it allows you to prevent mistakes from being stored in the database. However, it also means that you must ensure that correct actions are saved to the database.

The **Scheduled Events** window displays three buttons that control when data is stored in the database.

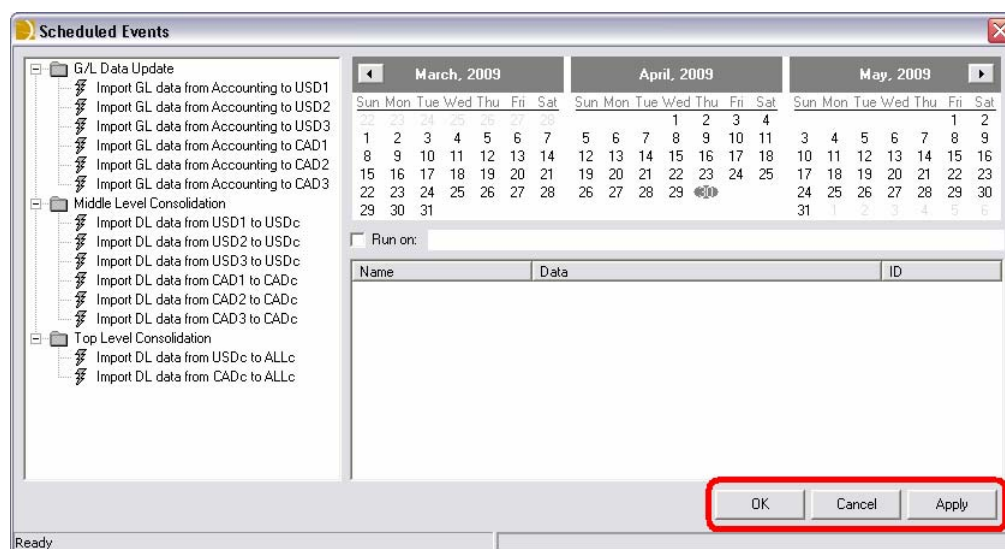


Figure 37 – Scheduler operation buttons

The operation of each button is described in the following table.

Button	Operation
OK	Exits the application and commits any pending user changes.
Cancel	Exits the application and rolls back any pending user changes.
Apply	Commits any pending user changes.

Note If you exit the application by using the window's **Close** button, **Scheduler** displays a dialog box asking you if you want to save any changes that you have made. Clicking **Yes** is the same as using the **OK** button; clicking **No** is the same as using the **Cancel** button.

The operations are best illustrated using simple examples simulating how you could edit the names of the three sets of events illustrated in Figure 28.

To change the three names, you must perform three tasks. Each example explains the result depending on how you use the **Scheduler** operation buttons.

Note In all examples, the name will change in the events pane; the final result can be seen only after you close **Scheduler** and then re-open it.

Example 1 – Change all names then press OK

1. Perform 1st edit.
2. Perform 2nd edit.
3. Perform 3rd edit.
4. Click **OK**.

Scheduler closes and all names are changed in the database.

Example 2 – Change all names then press Cancel

1. Perform 1st edit.
2. Perform 2nd edit.
3. Perform 3rd edit.
4. Click **Cancel**.

Scheduler closes and no names are changed in the database.

Example 3 – Click the Apply button after each change

1. Perform 1st edit, then click **Apply**.
2. Perform 2nd edit, then click **Apply**.
3. Perform 3rd edit, then click **Apply**.
4. Click **Cancel**.

Scheduler closes and all names are changed in the database.

Note The **Cancel** button cancels only pending actions. Because the **Apply** button committed each individual action, there were no pending actions that could be rolled back.

For some operations, such as deleting a set of events, **Scheduler** displays a **Confirm** dialog box. Even if you confirm the operation, the same principles apply and you must still commit the operation again by pressing either **OK** or **Apply**.

Note These principles apply only to changes you are making to the events themselves; they do not apply to running the individual events. The run operations perform actual data transfers that are independent of the other operations within **Scheduler**.

Creating a Set of Events

To create a set of events:

1. In the events pane, right-click then choose **New > Set of Events** to display the **New Events Set** dialog box.
2. In the **Event Set** field, type a description for the group, then click **OK**.

Creating an Event

Note You must create a **Set of Events** before you can create an **Event**.

To create an event:

1. In the events pane, right-click on an existing set of events, then choose **New > Event** to display the **New Event** dialog box.
2. In the **Type of action** drop-down list box, select an action, then click **OK**.

The new event is added to the end of the selected set of events. By default, the event has a generic description. To assign it an informative description, rename it by following the procedure described in section [Renaming an Event or a Set of Events](#) on page 46 .

Before you can run the event, you must define its specific characteristics. Proceed to the next section [Editing the Event Parameters](#).

Editing the Event Parameters

The event parameters depend on the type of event. There are three types of events:

- **Import COA from Entity**
- **Import DL from Entity**

- **Import GL from accounting system**

Tip

In the **Schedule Events** window, the events detail pane contains three columns: **Name**, **Data**, and **ID**. You may need to use the scroll bar to view the **ID** column. You can change the width of the columns to fit within the pane.

Import CoA or DL from Entity

These operations transfer either the Chart of Accounts (CoA) information or the Detailed Ledger (D/L) data from an entity to a consolidated company.

Two data parameters are required:

- Source information
The company ID of the entity. In the events detail pane, the **Name** of the parameter is **Entity Company ID** and its **ID** is **ETCompanyID**.
- Target information
The location and name of the consolidated company's budget file. In the events detail pane, the **Name** of the parameter is **Consolidator Dynac Budget file** and its **ID** is **HQTemplateFile**.

To edit the parameters for this event:

1. In the events pane, click on an individual event to display its parameters in the **Data** column of the event details pane. If the event has not yet been defined, the **Data** column is empty.
2. In the **Name** column of the event details pane, double-click **Consolidator Dynac Budget file**, then browse to the appropriate budget file that is the source of the data.
3. In the **Name** column of the event details pane, double-click **Entity Company ID**, to display the **Select** dialog box.
4. In the **Company** drop-down list, select the ID of the company that the data will be transferred to, then click **OK**.

Import GL from Accounting System

This operation transfers actual General Ledger (G/L) data from your accounting system to an entity.

Two data parameters are required:

- Source information
The database connection information to the accounting system.

Note

The source information is defined by Dynac Professional Services and is customized for your accounting system.

- Target information
The location and name of the entity's budget file. In the events detail

pane, the **Name** of the parameter is **Entity Dynac Budget File** and its **ID** is **ETTemplateFile**.

To edit the parameters for this event:

1. In the events pane, click on an individual event to display its parameters in the **Data** column of the event details pane. If the event has not yet been defined, the **Data** column is empty.
2. In the **Name** column of the event details pane, double-click **Entity Dynac Budget File**, then browse to the appropriate budget file that the data will be transferred to.

Renaming an Event or a Set of Events

To change the description for an event or a set of events:

1. In the events pane, right-click on an individual event or a set of events, then choose **Rename** to display the **Edit Name** dialog box.
2. In the **Specify a name** field, edit the description, then click **OK**.

Deleting an Event or a Set of Events

To delete an event or a set of events:

1. In the events pane, right-click on an individual event or a set of events, then choose **Delete**.
2. In the **Confirm** dialog box, click **Yes**.

Note

If you delete a set of events, its child events are also deleted.

Reorganizing the Order of a Set of Events

To change the order in which an individual event is executed with a set of events:

1. In the events pane, right-click on an individual event, then choose either **Move Up** or **Move Down** to move the event one position in the list.

Repeat the action until the event is organized appropriately in the list.

Validating an Event or a Set of Events

To validate, or test, the operation of an event or set of events:

1. In the events pane, right-click on an individual event or a set of events, then choose **Validate**.

The status bar displays the event that is being run and the progress bar indicates the duration of the process.

Scheduler tests the execution of the event or set of events and displays the results in the **Events.log** file that is automatically opened in the Notepad application.

Note	The results of the test are appended to the end of any existing results in the file. Scroll down to the bottom of the file for the latest results.
------	--

Running an Event or a Set of Events On Demand

To run an event or set of events on demand, or immediately:

1. In the events pane, right-click on an individual event or a set of events, then choose **Run Now**.

The status bar displays the event that is being run and the progress bar indicates the duration of the process.

Scheduler displays the results in the **Events.log** file that is automatically opened in the Notepad application.

Note	The results of the test are appended to the end of any existing results in the file. Scroll down to the bottom of the file for the latest results.
------	--

Scheduling a Set of Events to Run Automatically

To schedule a set of events to run automatically:

1. In the events pane, click on an individual event or a set of events to select it.

Note	Regardless of whether you select an individual event or a set of events, it is the set of events that is scheduled.
------	---

2. On the schedule bar, double-click the default date and time to display the **Edit** dialog box.
3. In the **Events DateTime** field, change the date and time appropriately, then click **OK**. The format is **MM/DD/YYYY HH:MM:SS** in 12-hour format (**AM** or **PM**).

The set of events is removed from list of events that you can run on demand. To view the event, click on the date when the event is scheduled to run. The set of events will display with a clock icon instead of the folder icon, as illustrated in the following figure.

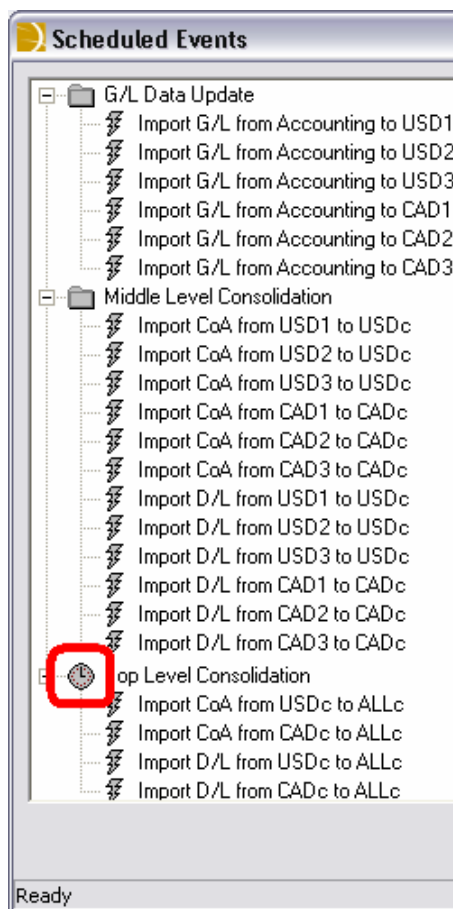


Figure 38 – Scheduled event indicator

Updating DynacTools Software

The software update process involves copying new files to replace the ones installed on your computer.

Warning

The update process requires an FTP Internet connection between your computer and the Dynac web site. If your computer is protected by a firewall, the firewall may generate a warning or even block the file transfer.

Before starting the update, ensure that the computer running the *DynacUpdater* wizard has closed all incidences of Excel and Dynac Account Manager. Otherwise, the update process will not complete properly.

To update your *DynacTools* software:

1. On the **DynacCommand** main menu, choose **Tools > Update** to run the *DynacUpdater* wizard.

Note The DynacCommand application closes automatically. It cannot remain active because it may require updating.

2. Review the information on the **Welcome** window, then click **Next** to continue to the **Authentication** window.

Note The wizard is pre-configured with a unique **FTP user name** for your implementation. Do not change the default.

3. In the **FTP Password** field, type the password for your implementation.
4. Click **Update** to start the updating process.

During the updating process, the **Updating** window is displayed.

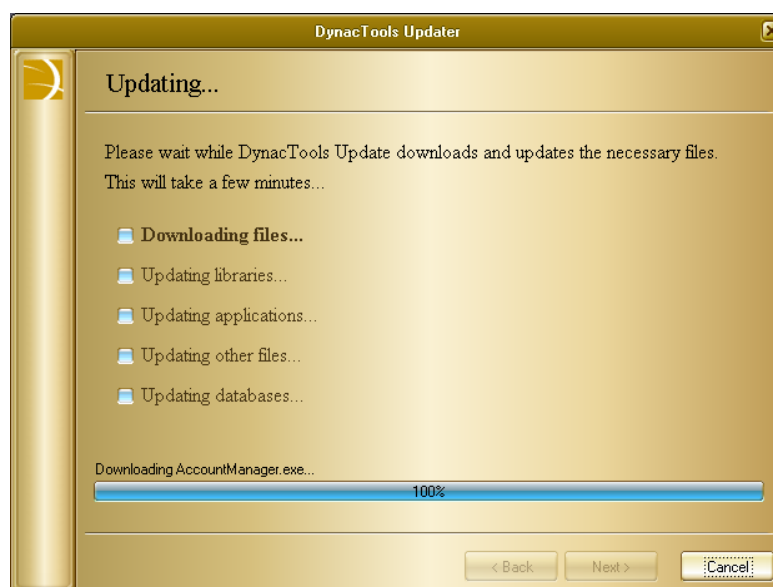


Figure 39 – DynacUpdater Updating window

When the updating process is complete, the **Completed** window is displayed.

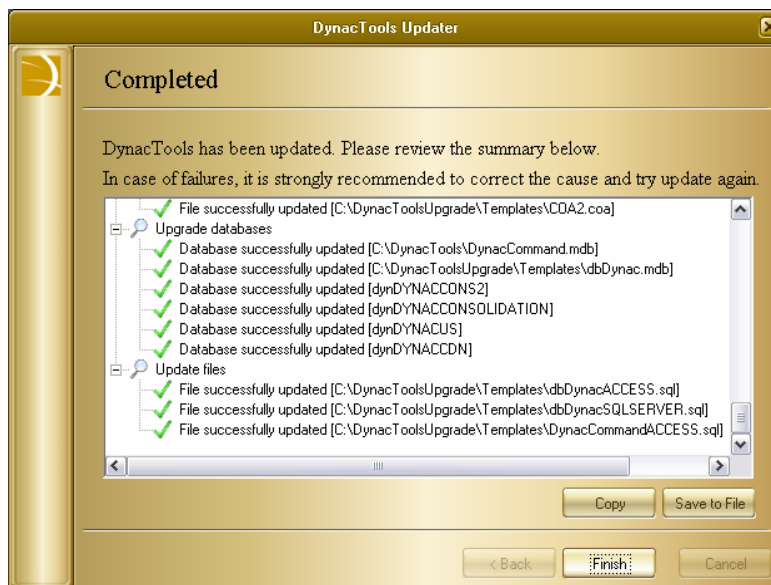


Figure 40 – DynacUpdater Completed window

Review the results of the updating process to ensure that each item is reported as **successfully updated**. To save the results, do one of the following:

- Click **Copy** to copy the results to the clipboard.
- Click **Save to File** to save the results in a text file.

5. Click **Finish**.

Obtaining Help

To display the help options, on the main menu choose **Help**.

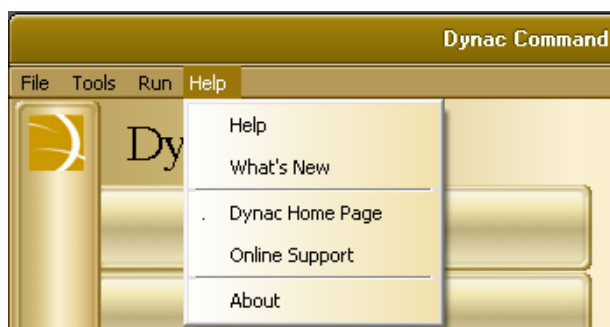


Figure 41 – Help options

Each option is explained in the following table.

Option	Description
Help	
What's New	Launches your default Internet browser and connects to the Dynac reference material web site.
Dynac Home Page	Launches your default Internet browser and connects to the main Dynac web site.
Online Support	Launches your default Internet browser and connects to the Dynac remote support web site.
About	Display the version of <i>DynacCommand</i> .

Reference

Chart of Accounts

Default Cash Flow Accounts

Code	Description	RELAQ
CF0004	EARNINGS	Q
CF0005	AMORTIZATION	A
CF0008	ACCOUNTS RECEIVABLE	A
CF0009	GST RECEIVABLE	A
CF0010	INCOME TAXES RECEIVABLE	A
CF0011	INVENTORY	A
CF0012	OTHER WORKING CAPITAL ACCTS	A
CF0013	OVERDRAFT	L
CF0014	ACCOUNTS PAYABLE	L
CF0015	GST/SALES TAXES PAYABLE	L
CF0016	INCOME TAXES PAYABLE	L
CF0017	OTHER WORKING CAPITAL ACCTS	L
CF0020	LOANS / LONG TERM DEBT	L
CF0021	RELATED PARTY	L
CF0021	EQUITY	Q
CF0022	OTHER LIABILITIES	L
CF0023	DIVIDENDS	Q
CF0026	PURCHASE OF CAPITAL ASSETS	A
CF0027	LONG TERM INVESTMENTS	A
CF0028	OTHER ASSETS	A
CF0033	CASH ACCOUNTS	A
CF0034	RESOLVED CASH	A

Default Styles

Code	Description	Font	Size	Bold	Sample
1	Top Header	Arial	12	Yes	123,456,789
2	Normal Header	Arial	10	Yes	123,456,789
3	Account	Arial	10	No	123,456,789
4	Section Header	Arial	20	Yes	123,456,789
5	0 - DynacChild	Arial	10	No	123,456,789
6	0.00 - DynacChild	Arial	10	No	123,456,789.12
7	Elimination	Arial	10	No	123,456,789