BUDGET MAESTRO (BM) TIPS AND TRICKS; DOs AND DON’Ts FY17 BUDGETING

GETTING STARTED: PLANS AND ACTIVITY VERSIONS

- PLAN SETUP – Please make sure to choose the correct PLAN when logging in to Budget Maestro. FY17 Budgets will be entered in FY17_BUDGETING which contains ACTIVITY VERSIONS FY16 Original Budgets, FY17 Base Budget and FY17 BUDGSUBMIT. Choose the FY17BUDGSUBMIT to make your entries. The entries that were made during the FY16 budget process have been consolidated in the FY17 budget version. Should you need to reference them, the detailed (unconsolidated) budget lines for FY16 can be viewed from the other plan, BUDGET_112114. To get to this plan, you will need to log out of the FY17 plan and choose the BUDGET_112114 plan before you log back in.

- VERSION SETUP – When viewing budgets, make sure you are in the correct/relevant ACTIVITY VERSION. This is the drop down box at the top center of your screen. You should have three choices in the FY17_Plan: FY16 Original Budgets, FY17 Base Budget and FY17BUDGSUBMIT. You should be in FY17 BUDGSUBMIT when inputting your requests / changes for the coming year budget. Note that the FY17 Budget will initially have exactly the same budget lines and amounts as the FY16 Budgets.

- PASSWORD – If you forgot your password, please let us know and we can reset it to BLANK. You may then change your PW (Plan>User Setup>Change Password).

CHARTFIELD VALUES, REVENUES AND EXPENSE BUDGETS AND ACTUALS

- DEFINITIONS
  o Entities – Deptid
  o GL Account – Account-Fund combination
  o Sales – Revenues
  o Operating Expenses – Expense Budgets
  o Period Ending Balances – Actuals (Revenues and Expenses)

- NEW ENTITIES, ACCTS, FUNDS, PROGRAMS – If you are unable to add a budget line, it is likely that one of the chartfield values, e.g., program code, has not been added to BM. Please let us know via email or phone.
• VIEW – Use this as a filtering device on any of the chartfield values. Click VIEW on the left most column to select how you’d like to view your data (by dept id, account, program, etc).

ENTERING BUDGETS

• ADVANCED VS SIMPLE MODE – Use the ADVANCE mode. At the bottom, you may use the DETAILS window to compare the budgets with another ACTIVITY VERSION. Collapse the BALANCE SHEET lines since we are not using that feature.

• BUDGET CODES – Please use the appropriate budget codes (on the Financial Affairs website).
  http://www.brandeis.edu/financialaffairs/financialaccounting/accounts/index.html

• COPYING OR DELETING LINES – Do NOT copy or delete budget lines. Copying lines will also copy historical data, even if you do not see them. Similarly, deleting lines will delete historical data. Please ADD a new line for any changes or additions you have to your FY17 budget.

• ADDING LINES – Add a line for any new increase or decrease. You may add lines so long as the full name is UNIQUE. Hence, if you are using an existing chart string, please use a different name. For example, for a proposed new position in DEPTID-6120-11-11000-Staff with Benefits, change the name at the end to, say DEPTID-6120-11-11000-New Program Coordinator. Try to be brief in the name. Use DESCRIPTION 1 and 2 for detailed description purposes.

• DESCRIPTIONS:
  o DESCRIPTIONS 1 AND 2 are available for describing the budgets. Each field can accommodate more than 100 characters. NO need to repeat any of the chart strings or name in these fields as they are already in other fields.
  o DESCRIPTION 3 – Indicate in this field whether the change is permanent or non-recurring
  o DESCRIPTION 4-Indicate if the proposed additional budget is REGULATORY or OPERATIONAL

• CHANGING BUDGET AMOUNTS – You should only change an existing budget amount for reallocations between departments or within the same budget category (i.e. from one opex account to another). You can either change the budget amount directly in the amount cell, or you can apply the INCREASE / DECREASE method.
  o If you change the budget directly in the cell, you will not be able to retrace your changes back to the original number later
  o If you choose to apply the INCREASE / DECREASE method, you will be able to see the change in the ‘details’ section of the screen. The change will not, however, be reflected in the main working screen. Please refer to the detailed instructions on the Financial Affairs website for more information on this method.

• GRANT BUDGETS – These will be the sum of all grants of your unit. Use Fund 18, Program 40000 and budget code 7000 for OPEX, and NO Grant Number.
• COMPLETE THE CHARTSTRINGS - When adding new budget lines, enter the complete numerical chart strings. While you are encouraged to add some sort of descriptor here (i.e. New Dept Coordinator) behind the numeric charge line, please do not ONLY enter a description. The numeric charge line also needs to exist. Please also DO NOT leave any fields as “DEFAULT.” The different budget formats make the budget lines inconsistent and more difficult to decipher in reports.

RUNNING REPORTS

• BENEFITS – To be able to view all budgets, including the changes made, and actuals. The Excel version of the report can be used as a worksheet when reallocating budgets, however, you cannot make budget changes in Reports.

• NAVIGATION – Welcome Page>Financial/Operational. Click the dropdown arrow to select a Report Profile (bottom left) from the list already created for you. If you would like to create your own reports, please contact us for guidance and/or refer to the training documents on the Financial Systems website.

• FILTERS – Use this feature if you wish to run reports for specific deptid, program or accounts.

• RUNNING REPORT – Click DRILLDOWN REPORT (bottom right).

• EXPANDING ROWS – The report generated will initially be a single line. To see more details, click the arrow on the left of the row until you see the level of details desired. You may also click the +/- icon on the top to show ALL details (this may take a while to complete).

• EXPORTING TO EXCEL – Click EXPORT TO EXCEL (at top of page). The Excel Version will show only the rows that you expanded. To open the report, go to EXCEL and search for the file. Reformat the report (i.e., expand the columns, change the data to VALUES).

OTHER TIPS

• TABS – When you go to SALES, OPERATING EXPENSES, or run REPORTS, a TAB is created. You can then toggle from tab to tab.

• FINANCIAL AID – In BM, this is in SALES.

• FRINGE RATES – Assume FY16 rates for now. Ultimately fringe budgets will be automatically calculated with updated fringe rates for all salary lines via the BASED UPON method in BM. However, if you add new salary budget lines in this budget process, please also remember to add a corresponding fringe line using the current year’s rates (Faculty 28%, Benefited Staff 30.8%, Non-benefited staff / temps 7.7%, Post Docs 17.2%)