BUDGET MAESTRO CHEAT SHEET

Logging In: At the log in screen, please make sure that you choose the plan entitled “FY18_Budgeting”.

To access your budget for a single deptid (program or account) at a time: (If reallocating budgets in the same deptid, program or account)

SELECT ‘Entities (Master)’ (or ‘SOA(_Dept_Hierarchy_10222015 if you have rollup units) from the ‘Starting View’ drop down box, and continue to click the triangle in the left-hand margin until you come to your unit(s). If you wish to access your budget by another category (i.e. account, program, etc), you can also choose these options from the ‘Starting View’ drop down box.

HIGHLIGHT the department you want to see and click the colored box to the right of the department list that you would like to work on (typically either ‘sales (income)’ or ‘operating expenses’)

This will display the entire budget for that department and the category you selected (revenue or expense)

Once you have chosen a department, click ‘Views’ in the upper left hand corner, and click the thumbtack in the right corner of the views box. This will allow your departments to appear on the left hand side of the data screen so that you can move through them without having to go back to the welcome page.

To access budgets in multiple deptids/programs/accounts at a time:

Click ‘Operating Expenses’ and then ‘Views’. SELECT ‘Data Groups (Grants (Master))’ – even if you have no grants - from the ‘Starting View’ drop down box. Click the arrow to expand the list of Grants. SELECT ‘Default Grants’. (This basically removed all filters to the Operating Expense budgets.) Go back to the ‘Operating Expenses’ and you will see all of your budgets.
You can sort each column by simply clicking the column header. You may also add filter(s) by clicking the deptids, programs, accounts, and/or funds columns and making your selections. For instance, you may want to make budget transfers in 2 deptids. The screen shot below shows what the selection box looks like for deptids. If you want to reallocate budgets for a specific program, you can select just 11000 or a specific discretionary, gift, or endowment fund and all budget lines for that program will be displayed.

To add a NEW budget request (this should only be done during a new, open budget cycle): While in the data box for a particular department, if you would like to make a new request, click ADD on the upper left hand of your screen; you will see a new line inserted (most likely at the very bottom of the data box). Add the data to all fields applicable to your request.

- In the ‘Name’ section, please specify charge line AND whether the request is permanent (i.e. new position) or for one-time, non-recurring funds (i.e. software purchase)
- Be sure to fill in all fields accordingly, even if there’s a default already filled in; this will ensure that the new line is included on the reports
- For each NEW initiative you MUST include a detailed description of the request and why it is needed. Please follow the methodology below:
  - DESCRIPTION 1: Start the line with your initials so that it is clear who entered the data and include here what the new request is and why it is needed (example – KM: decrease opex by assumed -1% budget parameter)
  - DESCRIPTION 2: Continuation of Description 1, as needed
  - DESCRIPTION 3: Continuation of Description 1 & 2, as needed
DESCRIPTION 4: Indicate whether the request is one-time or permanent

INCREASING EXISTING BUDGETS:

- For incremental requests to existing budgets (i.e. funds for increased travel or supplies, etc), please include a new line, mirroring the process above. You need not include the strategic goal or type for these requests if they are not applicable, but you MUST still include a detailed description of the request and why it is needed.

To REALLOCATE existing budgets within charge lines:
While in the data box for a particular department, if you would like to reallocate between charge lines, click on the amount in the ‘Expense (Input)’ column that you would like to increase/decrease; a box will appear where you can change the budget by typing a new amount in the ‘spread amount’ field.

If you are reallocating between departments, you can choose a new department from the ‘Views’ box to input the other side of the entry.

Simply click outside of the box to exit back to the data screen when you are done changing the amount. Do NOT click on the ‘X’ at the lower right-hand corner to exit the box; the changes will not save if you do this.

RUNNING REPORTS

- Go to Financial / Operational by either clicking reports on the tool bar or returning to the Welcome Page and clicking the red ‘Financial/Operations’ box.
In ‘Reports’ go to the upper left-hand corner and choose a report option within the ‘Report Profile’ box

Click on the ‘Filters’ tab, which is the last option included in the tabs located on the upper left-hand side of the screen

Choose how you would like to run your report:

- **Entities:** this will allow you to choose specific department ids or your entire group. You can view this either as one collective unit (the view will likely default this way, showing ‘Entities – Master’ in the ‘Views’ box at the top), or you can choose groups of departments (if applicable) by choosing ‘SOA_DEPT_HIERARCHY’ from the ‘Views’ box and clicking the boxes next to the departments/units you wish to run

- **Accounts:** this will allow you to choose specific account codes if you wish to view portions of your overall budget separately

- Click ‘Drill Down Report’ in the lower right-hand corner of your screen

- When your report has completed running, click on the triangle to the left of the results to expand the results to the view you would like. Similarly, clicking on the +/- will completely expand the results, while clicking on the single + sign will expand by groupings.

- You can then export the report to excel by clicking ‘Export to Excel’ in the top center section of the data box. Note that only the information showing in the report will export to excel; underlying data will not be exported if it is compressed in the report in Budget Maestro.