GETTING STARTED: PLANS AND ACTIVITY VERSIONS

- **PLAN SETUP** – Please make sure to choose the correct PLAN when logging in to Budget Maestro. FY18 Budgets will be entered in **FY18_BUDGETING** which contains activity versions for the FY17 original and current budgets, and an FY18 Board of Trustees approved budget, an FY18 budget with estimated new fringe benefits, and an FY18 budget that you can make final budget allocations to (FY18_FINALALLOC). Choose the FY18FINALALLOC to make your entries. The entries that were made during the FY17 budget process have been consolidated in the FY18 budget version. Should you need to reference them, the detailed (unconsolidated) budget lines for FY17 can be viewed from the other plan, **FY17_BUDGETING**. To get to this plan, you will need to log out of the FY18 plan and choose the **FY17_BUDGETING** 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 five choices in the FY18_Plan: FY17 Original Budget, FY17 Current Budget FY18 Board approved budget, FY18_BudgNEWFB (approved budget with adjusted fringe benefits based on new approved fringe rates) and FY18 final budget allocation (which be a replica of FY18_BudgNEWFB until you make changes to it). You should be and will have access to make changes only in **FY18_FINALALLOC** when inputting your requests / changes for the coming year budget.

- **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**
  - Entities – Deptid
  - GL Account – Account-Fund combination
  - Sales – Revenues
  - Operating Expenses – Expense Budgets
  - 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). To view multiple deptids, programs, accounts and/or funds, go to ‘Operating Expenses,’’ and then go to View (leftmost corner), then clear all filters by selecting Data Groups Grants (Master) and ‘Default Grants’. Go back to Operating Expenses and add filters by clicking the appropriate column header and making a selection.

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, 2 and 3 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 4 - Indicate if the proposed additional budget is permanent or one-time

• 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
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 – The approved NEW FY18 rates are: Faculty 29.8%, Benefited Staff 26.7%, Non-benefited staff / temps 7.7%, Post Docs 23.7%. Student Wages fringe budget assumes 7.7% will be applied for 2 months of the year (i.e., 2/12.) We have applied these approved fringe rates in the FY18_BUDGNEWFB and the FY18_FINALBUDALLOC. However, since salary budgets might be reallocated, to ensure that all fringe budgets are correct, once we accept the reallocated budgets, all fringe lines in BM will be zeroed out and correct fringe budgets will be uploaded. **If you add new salary budget lines** in this budget process, please also remember to add a corresponding fringe line using the **NEW FY18 rates**.