

Budget and Financial Planning/Financial Systems

DIVISION OF BUSINESS AND FINANCE

BUDGET MAESTRO (BM)

TIPS AND TRICKS; DOs AND DON'Ts

FY19 BUDGETING REALLOCATION

GETTING STARTED: PLANS AND ACTIVITY VERSIONS

- **PLAN** – Final reallocated FY19 budgets will be entered in **FY19_BUDGETING_UPDATED**. The detailed entries made during the FY18 budget process have been consolidated in the FY19 Budgeting Updated plan. The detailed (unconsolidated) budget lines for FY18 can be viewed from the **FY18_BUDGETING** plan
- **VERSION** – When viewing budgets, make sure you are in the correct/relevant **ACTIVITY VERSION**. There is a drop down box at the top center of your screen where you will see several activity versions for different budget years. You will have access to make changes only in **FY19_FINALBUDALLOC** which was copied from the BOT approved **FY19_PRELBUDGET**.
- **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 yet been added to BM. Please let us know via email or phone so we can add the new chartfield values.
- **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 **ADVANCED** 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. Deleting lines will delete data in other activity versions.
- **ADDING LINES** – You may add lines so long as the full name is **UNIQUE**. For example, if you have an existing line in **DEPTID-6120-11-11000-Staff with Benefits** and would like to use a new budget line with the same charge line, change the name at the end to, say, **DEPTID-6120-11-11000-New Program Coordinator**. Be brief in the name. Use **DESCRIPTION 1** and **2** fields for detailed description purposes.
- **DESCRIPTIONS - DESCRIPTIONS 1 to 4** are available for describing the budgets. Each field can accommodate more than 100 characters. **NO** need to repeat any of the chart strings or names in these fields as they are already in other fields. Include your initials at the beginning so anyone would know who added the descriptions.
- **CHANGING BUDGET AMOUNTS** – You may reallocate budgets between or among departments within your unit, or among expense categories (i.e. from one opex account to another). You can either change the budget amount directly in the amount cell, or apply the **INCREASE / DECREASE** method.
 - If you change the budget directly in the cell, it may be harder to retrace your changes back to the original number later unless you use the description fields.
 - 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 expected grant spending of your whole budget unit. Use applicable salary codes, 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. Please do not just enter a description. When adding lines that share chartstrings, add descriptors that will make the lines unique. **DO NOT** leave any fields as "DEFAULT", or else those lines might not show up on reports and different budget formats make the budget lines inconsistent.

RUNNING REPORTS

- WHY – 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. Save in with a name that describes the contents preferably in a folder where all other Budget Maestro reports are saved.

OTHER TIPS

- TABS – When you go to SALES, OPERATING EXPENSES, or run REPORTS, a TAB is created. You may toggle from tab to tab.
- FINANCIAL AID – In BM, this is in SALES.
- FRINGE RATES – The preliminary FY19 rates are: Faculty 29.7%, Benefited Staff 27.6%, Non-benefited staff / temps 7.7%, Post Docs 20.2%. Student Wages fringe budget assumes 7.7% will be applied for 2 months of the year (i.e., 2/12.) There is no need to enter fringe budgets as they will be recalculated. 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. However, if you are budgeting for direct charges to gifts and endowments, you may want to apply the preliminary rates to ensure that your total draws would not exceed available gifts or endowment draw limits. **If you add new salary budget lines using new chartstrings, please also add corresponding fringe lines.**

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