FY20 BUDGETING IN
BUDGET MAESTRO

BUDGET AND FINANCIAL PLANNING
& FINANCIAL SYSTEMS
DIVISION OF BUSINESS AND FINANCE
BRANDEIS UNIVERSITY
AS OF MAY 24, 2019
BUDGET MAESTRO – TRAINING OBJECTIVES

By the end of this session, you will be able to:

- Distinguish/define BM terms
- Design and run reports (BM and Excel)
- View and update budgets
- Understand other BM functionalities

COMMENTS: *BM steps not as complicated as these pages might appear!*
BUDGET MAESTRO – BASIC TERMS

• **PLAN** – database with budgets and actuals, for different fiscal years (e.g. FY20_BASEBUDGET)

• **ACTIVITY VERSION** – budget version (e.g. FY20_SUBMITTEDBUDGET; FY19_CURRBUDG) or Actuals

• **ENTITY** – Deptid

• **G/L ACCT** – Acct codes–fund combination

• **NAME (field)** – Chartfield values + name (description)

• **DATA GROUP (DG)** – one of the chartfield values by which you can filter budgets (e.g., DG (Programs, Funds, Projects, Grants))

• **VIEW** – how data is organized (e.g., SOADOPR for accts; NEW_DEPT_HIERARCHY_VIEW for entities; PROGRAM_VIEW for programs)
BUDGET MAESTRO – BASIC TERMS

• **PERIOD ENDING BALANCES (PEB)** – actuals (revenues and expenses)

• **INCREASE/DECREASE METHOD** – one way of adjusting budgets by amount or %

• **OPERATING EXPENSES** – Expense Budgets

• **SALES (INCOME)** – Revenue Budgets (REVEST in PS)

• **REPORT PROFILE** – Report Template (e.g., names of columns on report)

• **BASED UPON** – Certain revenues will be calculated based upon expenses and financial aid
LOGIN

Plan Options

Current Server: maestro.brandeis.edu

Login Screen

Current Server: maestro.brandeis.edu
Current Plan: FY20_BASE_BUDGET
User Name: your BM user name here

Login | Cancel
Select the VIEW that will serve as FILTER for budgets you wish to see (eg entities, accounts, programs).

For REVENUE budgets

For EXPENSE budgets.

For running reports.
HIDING ICONS - RIGHT CLICK AND UNPIN (ONE TIME CHANGE)
RUNNING REPORTS

• Run BM reports to confirm what are in the system (actuals and budget versions)
• You may view ALL or only certain lines (by using filters by deptid, program, acct, and/or fund)
• Reports allow comparison of multiple versions
• CANNOT make changes to budgets in reports (Only in SALES and OPERATING EXPENSES)
• Reports can be exported to excel (where you can add row and columns to help w/ budgeting)
RUNNING/VIEWING REPORTS

To run/view reports, click this icon.
DEFINING/CREATING REPORTS

To run an existing report or create a new one, select from the dropdown option from the REPORT PROFILE or MANAGE PROFILES. In MANAGE PROFILES, you can copy or add to create new REPORT PROFILES.
DEFINING/CREATING REPORTS

TIP: If you create new reports, the recommended PRIMARY LEVEL is SOADOPR. You may add SECONDARY LEVEL to get reports grouped by, say, depth.

TIP: Check to make sure report is pointing to the correct ACTIVITY VERSIONS and DATES.
DEFINING/CREATING REPORTS

Two ways to run from existing reports: selecting from Report Profile or from Manage Profiles. In Manage Profiles, you can copy and modify existing reports or create new ones. Remember to Save Profile if you want to keep that Profile Name for future use.

When creating a new or modifying an existing Profile Name, you may select from any of these Column Formats. Compare 4 versions allows you to define 4 sets of data (actuals or budgets).

This view defines the rows on your report.
DEFINING REPORTS

Missing fields may be added to the report. Click the COLUMN OPTION tab and double click the selected field from the AVAILABLE COLUMNS (or use the double arrow). For ACTUALS, best to include ENTITY NAME, PROGRAMS, and G/L ACCOUNT. If you entered explanations, add DESCRIPTIONS. To change the order in the reports, use the UP or DOWN buttons.
DEFINING REPORTS – ADDING FILTERS (DEPTID, ACCT OR PROG)

To generate a report for specific deptids, programs, and/or accts, use the FILTERS. Check off the FILTER TYPE and then the selected chartfield value(s). OK to combine more than 1 FILTER TYPE.
DEFINING REPORTS – ADDING FILTERS (DEPTID, ACCT OR PROG)

To run reports for specific programs, go to FILTER TYPE and check off DATA GROUPS (PROGRAMS) and the selected program code.
To generate the report (with or w/o filters), click DRILL DOWN REPORT.
Click the +/- icon to expand all rows. Click the arrow to the left of each row to go the next level of detail.
PEBs refer to **ACTUAL REVENUES** or **EXPENSES**.

Chartstrings with Description/Name are budget lines. When adding new lines in **SALES** or **OPERATING EXPENSE**, make sure to include the full chartstrings and name which should be unique.
REPORT – IN EXCEL FILE

• May use EXCEL version as your sandbox

• Export to Excel (TIP: create a folder where you’ll save all Budget Maestro Reports)

• You will be asked to SAVE the file (TIP: Create a name that describes the contents of the report)

• You will be asked if you want to open the file. Report will open in Excel.

• Use any of Excel features: add or delete rows and columns; sort; however, if making changes, the subtotals and totals need to be changed too into formulas
WYSIWYG - What you see is what you get (on the report). Expand all the lines that you want to see on the report.
CREATING YOUR OWN REPORT

<table>
<thead>
<tr>
<th>Column Format Options</th>
<th>SOADOPR is the recommended PRIMARY VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Profile</td>
<td>FY18OB_CB_FY19PRELBUDG_FINALBUDGALLOC</td>
</tr>
<tr>
<td>Display</td>
<td>Preferences</td>
</tr>
<tr>
<td>Column Options (Drill Down)</td>
<td>Column Format Options</td>
</tr>
<tr>
<td>Drill Down (Ad-Hoc)</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Drill Down (Ad-Hoc) 2 Version</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Single Period</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>12 Periods</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>4 Quarters</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Trial Balance</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Compare 2 Versions</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Compare 2 Versions (12 Periods)</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Compare 3 Versions</td>
<td>SOADOPR</td>
</tr>
<tr>
<td>Compare 4 Versions</td>
<td>SOADOPR</td>
</tr>
</tbody>
</table>

**Row Views**

- **Primary Level**: SOADOPR
- **Secondary Level**: <---Select View-->

**Select Data**

<table>
<thead>
<tr>
<th>Version</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY18_FINALBUDGALLOC</td>
<td>From P1.2018 To P12.2018</td>
</tr>
<tr>
<td>FY18_CURRBUDG</td>
<td>From P1.2018 To P12.2018</td>
</tr>
<tr>
<td>FY19_PRELBUDGET</td>
<td>From P1.2019 To P12.2019</td>
</tr>
<tr>
<td>FY19_FINALBUDGALLOC</td>
<td>From P1.2019 To P12.2019</td>
</tr>
</tbody>
</table>

**Column Width Logic**

- Even
- Adjust by Content

**Activities**

- Change the (ACTIVITY) VERSIONS and DATES. For Budgets, use periods 1-12. For Actual, period starts in July and so 1 mean July, 10 is April.
CREATING YOUR OWN REPORTS

- Review the numbers. If you use a view other than SOADOPR, please let us know if numbers are different.
- Check the filters to make sure they are what you want to use.
## Adding Variance to Reports

### Click $ for variance amounts and % for variance as a percentage.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net tuition, fees, re...</td>
<td></td>
<td></td>
<td></td>
<td>196,707,039</td>
<td>192,639,790</td>
<td>4,067,249</td>
<td>2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td></td>
<td></td>
<td></td>
<td>8,040,000</td>
<td>5,769,956</td>
<td>2,270,004</td>
<td>39%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted gifts used...</td>
<td></td>
<td></td>
<td></td>
<td>18,927,765</td>
<td>8,792,422</td>
<td>10,135,343</td>
<td>115%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted gifts used...</td>
<td></td>
<td></td>
<td></td>
<td>761,692</td>
<td>436,620</td>
<td>325,072</td>
<td>74%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored program...</td>
<td></td>
<td></td>
<td></td>
<td>49,998,744</td>
<td>39,010,564</td>
<td>10,988,180</td>
<td>28%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored program...</td>
<td></td>
<td></td>
<td></td>
<td>14,537,944</td>
<td>11,731,798</td>
<td>2,806,146</td>
<td>24%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term investm...</td>
<td></td>
<td></td>
<td></td>
<td>800,000</td>
<td>328,826</td>
<td>471,174</td>
<td>143%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment return ...</td>
<td></td>
<td></td>
<td></td>
<td>49,575,939</td>
<td>41,254,920</td>
<td>8,321,019</td>
<td>20%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Revenues</td>
<td></td>
<td></td>
<td></td>
<td>12,125,824</td>
<td>9,825,725</td>
<td>2,300,100</td>
<td>23%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating reven...</td>
<td></td>
<td></td>
<td></td>
<td>351,474,946</td>
<td>309,790,660</td>
<td>41,684,286</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXPENSE & REVENUE BUDGETING

• Operating Expense budgeting

• Revenue budgeting
  • Based Upon Method for Gift and endowment releases, OH tax and Sponsored Programs based on expenses

• Use Advance view – defaults to this page

• Option to use BM upload file
EXPENSE BUDGETING

• ENTERING EXPENSE BUDGETS:

• Expense budget codes incl Financial aid (which in SOADOPR is on included under SALES)

• Remember that transaction codes may rollup; please check our website

• Sponsored Programs are for the WHOLE unit in Fund 18 (NOT 15, 16 or 11); NO grant numbers

• Take advantage of the DESCRIPTION fields, but NO need to enter a chargeline or account or deptid name (they are already there!)
# EXPENSE BUDGETING

## FRINGE RATES

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved FY19</th>
<th>Prel. FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty with benefits</td>
<td>29.7%</td>
<td>27.7%</td>
</tr>
<tr>
<td>Staff with benefits</td>
<td>27.6%</td>
<td>29.1%</td>
</tr>
<tr>
<td>Post docs</td>
<td>20.2%</td>
<td>20.7%</td>
</tr>
<tr>
<td>Non benefited</td>
<td>7.7%</td>
<td>7.7%</td>
</tr>
<tr>
<td>Students (2 months only)</td>
<td>7.7%</td>
<td>7.7%</td>
</tr>
</tbody>
</table>

FY20 fringe budgets will be adjusted by the Budget Office once the final fringe rates become available.

If adding a salary budget line with a new deptid-program combo, also add a fringe budget line with the same deptid-program-fund.
NAVIGATING TO VIEW OR ENTER BUDGETS

• ENTITIES (DEPTID) – Cost Center
• PROGRAM – Gifts/Endowment/Discretionary/University/Grants
• ACCOUNT – Account rollup
• FUND – 11, 18 (No more 13 and 14)
VIEWING OPTIONS

ENTITIES (DEPTID)
- DATA GROUP (ENTITIES) - MASTER
- NEW DEPT HIERARCHY VIEW

PROGRAM
- DATA GROUP (PROGRAM)
- PROGRAM VIEW – GIFT, ENDOWMENT, 11000

ACCOUNT
- DATA GROUP (ACCOUNTS) - MASTER
- SOADOPR

FUND – DATA GROUP - MASTER
You can view budgets by entities, programs, accounts or funds. This example is by entities (deptid). Then click OPERATING EXPENSES or SALES.
To add the deptid, program or account name, right click and select Name and Description. When you go this view again, you will both.
To view expense (or revenue) budgets for a particular deptid, one way is to go to STARTING VIEW, select ENTITIES.
BUDGETING FOR OPERATING EXPENSES

Enter budgets in FY20_BudgetSubmit. Make sure the end date is NEVER ENDS. The DETAILS window displays the real budget (which may include increase/Decrease adj).
To be able to view expense (or revenue) budget lines for all of your deptids, programs and account, go to VIEWS and select DATA GROUPS (GRANTS) (MASTER), and DEFAULT GRANTS, even if you have no grants. This will remove all filters. You can then sort any of the columns or add filters by checking off only certain values.
CHANGING BUDGET AMOUNTS

• Do NOT modify any of the chartfield values or names on any of the existing budget lines; doing so would also change the budget lines in ALL other activity (historical) versions.

• You may change the budget amounts or add new lines (with full chartstrings and name)

• Do NOT delete any lines. Deleting lines will change historical data.
WHEN MAKING BUDGET CHANGES

• **ADD a BUDGET LINE** if the budget chargeline does not exist. Follow standard budget line structure. Make sure the other fields have consistent data as the NAME. Do **NOT** copy and paste lines.

• Each budget line has to be unique; budget lines may share same chartfield values but need to have different (even so slightly) names.

• Make sure the total NET for the unit remains the same. (TIP: Compare your FY20_BUDGETSUBMIT with the activity version FY20BASEBUDGET.)

• When adding notes, comments or explanations in the Description fields, please add your initials (e.g., AS: New Coordinator position).
ADDING BUDGET LINES

Click ADD and a new budget line will be created (go to the bottom). Click the header for column to sort. Fill in all fields typically to match NAME. Make sure date is 7/1/20XX (XX is new FY). If adding a new salary line that has a different chartstring, also add a fringe line w/ All Fringe Benefits at the end.

<table>
<thead>
<tr>
<th>Name</th>
<th>Entity</th>
<th>Programs</th>
<th>Expense (G/L Account)</th>
<th>Funds</th>
<th>Expense (Input)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6759 Undesignated (Expense) 1</td>
<td>Default Entity... Default Prog...</td>
<td>Undesignated (Expense)... Default Funds</td>
<td>0.00</td>
<td>7/1/2018</td>
<td>Never Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6770 Undesignated (Expense) 2</td>
<td>Default Entity... Default Prog...</td>
<td>Undesignated (Expense)... Default Funds</td>
<td>0.00</td>
<td>7/1/2018</td>
<td>Never Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6771 Undesignated (Expense)</td>
<td>Default Entity... Default Prog...</td>
<td>Undesignated (Expense)... Default Funds</td>
<td>0.00</td>
<td>7/1/2018</td>
<td>Never Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6772 Undesignated (Expense) 3</td>
<td>Default Entity... Default Prog...</td>
<td>Undesignated (Expense)... Default Funds</td>
<td>0.00</td>
<td>7/1/2018</td>
<td>Never Ends</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Another way to make changes to the existing budget lines is thru the **increase/decrease method** when:

- Simply reallocating budgets among different deptids or OPEX accounts
- Transferring budgets from one gift to another or one augmenting endowment to another or one gift to an augmenting endowment or vice-versa
CHANGING BUDGET AMT USING INC/DEC

Click the expense budget and this box will appear. To change the amount, click INC/DEC (so that you will have an audit trail). You may also change the Spread Method here.
CHANGING BUDGET AMT USING INC/DEC

To use Inc/Dec method, click the budget amount, add a budget line (descriptive) with amount; change date to 7/1/2019 and click back the budget amount (to apply change). The budget amount will not change but the DETAILS (bottom).
REVENUE BUDGETING

• **ENTER BUDGETS** for:
  • Tuition, Fees and Auxiliary Income
  • Interdepartmental Revenue (5800) (related to expense budget in 7500)
  • Other Income (5900)
  • Other Auxiliary Revenue (5940)
  • Gift Availings (5988) – not same as 5971
  • Endowment Availings (5980) – not same as 5969

• **FOR EXPECTED GIFTS W/ UNDETERMINED PROGRAM CODES**
  • Use Program Code 29909 for budgeting (NOT for transactions)

• **NO NEED TO ENTER BUDGETS** for: (will be added via allocation)
  • Gift Revenues from Direct Charges
  • Gift Revenues from OH Taxes
  • Endowment Revenues from Direct Charges
  • Sponsored Program Revenues Direct Expenses (but enter INDIRECT EXPENSES)
**Revenue Budgeting**

Steps for Revenue Budgeting are similar to Expense Budgeting. Select the deptid and click the SALES (INCOME) icon. The current budget lines will appear.
USING BM UPLOAD TEMPLATE

• Instead of making changes directly into BM, you may use the 3 Data Projection Fields Advance, the BM upload template.

• Two tabs: Operating Expenses; Sales

• Fields: Entity; Acct-Fund; Name; Data Group 1 (Fund); Data Group 2 (Program); Start Date; Sales (Input) (Simple Auto); Sales (Input) – Spread Method (Even 12 Months); Spread Amount (budget).
### 3-Data Projection Fields Advanced FY2020 SW 05-20-2019 [Compatibility Mode] - Excel

| Entity | GL Account (Main) | Name | Description | Description | Description | Description | Description | Data Group | Data Group |
|--------|-------------------|------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|
| 11100  | 6180-11           | 11100-6180-11-11000 Student Wages | 11 | 11000       |             |             |             |             |            |
| 11101  | 6180-11           | 11101-6180-11-11000 Student Wages | 11 | 11000       |             |             |             |             |            |
| 11200  | 6180-11           | 11200-6180-11-11000 Student Wages | 11 | 11000       |             |             |             |             |            |
| 11300  | 6180-11           | 11300-6180-11-11000 Student Wages | 11 | 11000       |             |             |             |             |            |

**Operating Expenses**

**Sales**

**Personnel**

**Hourly PR...**

READY

AVERAGE: 26327.48413  COUNT: 5117  SUM: 39622863.62
USING BM UPLOAD TEMPLATE

• If requested, will send you template with sample line.
• Fill in and send the template and to Angelito

• Recommended strategy:
  • Run the SOADOPR report for FY20_BaseBudget and FY20_BudgetSubmit versions. Export to Excel.
  • Do reallocation in/changes to the FY20_BudgetSubmit version (make sure to recalculate the subtotals and totals).
  • Copy into another tab; remove all section headers so only budget lines remain.
  • Copy and paste to 3 Data Projection Fields Advance
  • Once uploaded into BM, re-run and review the SOADOPR report
**TIPS AND TRICKS**

- Check which PLAN and VERSION you are in.
- FY20_SUBMITTEDBUDGET—version where units would amend and submit reallocated budgets
- FY20_BASEBUDG - approved FY20 budgets using prel fringe rates (this version is READ ONLY)
- ADD lines; do NOT COPY lines
- Enter full chargeline (all fields) and descriptions.
- Create sub-budget lines if necessary
- No duplicates; use different name if same chargeline
TIPS AND TRICKS

• Slight delay when opening BM or moving from page to page.
• BM on autosave; no UNDO button
• Toggle from tab to tab
• If you want to keep a starting view, pin it
• If unable to add a budget line for a new program or deptid, contact us; we’ll have to add the missing field in BM
TIPS AND TRICKS

• **Gift/Endowment/Grant revenues that are based on expense budgets do NOT have to be entered**

• **For gifts and endowments that have limits, use Gift budgeting calculator (use 0% tax for endowments)**
INTEGRATION WITH WORKDAY

• Budgets in BM will be uploaded to WorkDay once the OVERALL BUDGETS are approved/finalized

• The structure/chart of accounts in WD will be different from those in Budget Maestro

• Transfers/other changes during the fiscal year will be done in BM (via 3 Data Projection File); BM budgets will be uploaded into WD once a month.

• Actuals in WD will be imported into BM periodically
FINAL WORDS

• Let us know when your budget in BM is ready for review

• Budget deadline: June 21, 2019
HOPE THIS IS HELPFUL TO YOU!

For further consultation:

- Kris McKeigue 68310 – Budget issues
- Angelito Santos 68311 – Budget Maestro
- Ken Freda 68312 – Reporting issues/WD questions

Do NOT hesitate to call us with any questions