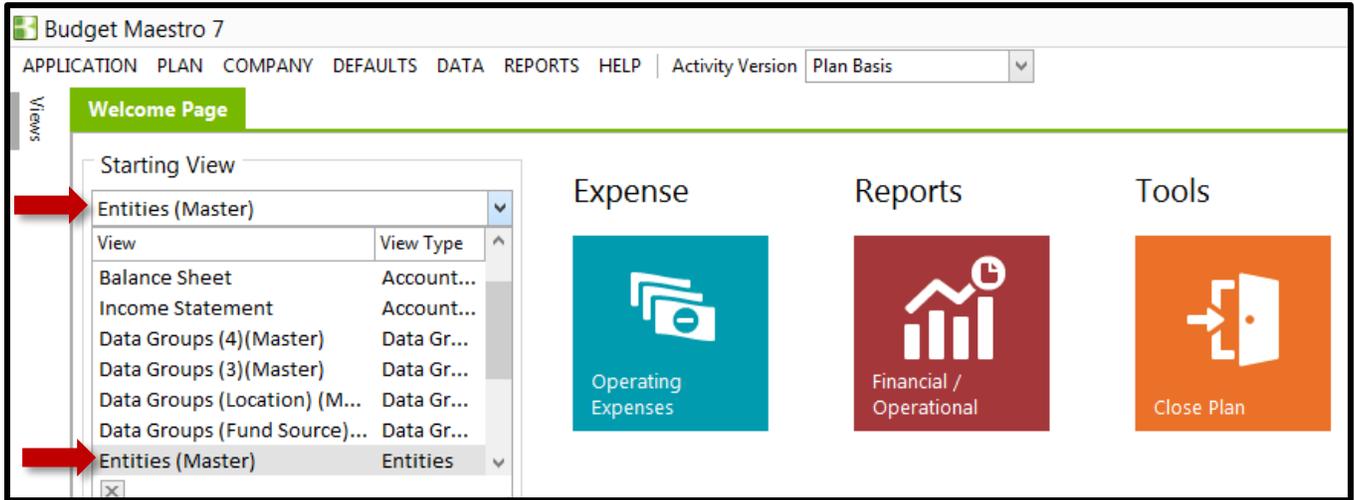


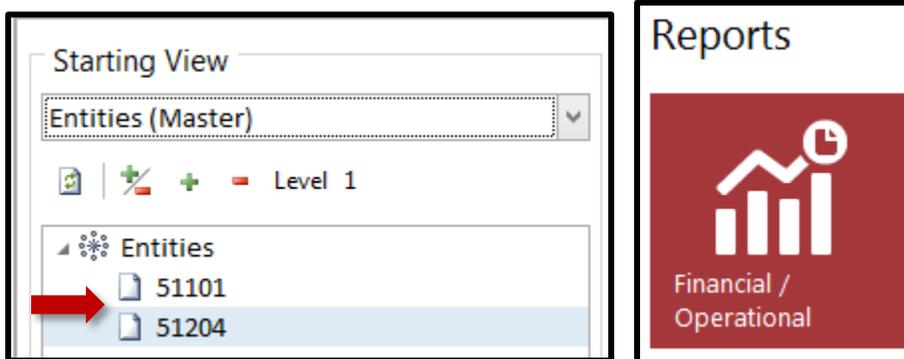
Budget Maestro Training – 2

Your screen may not appear the same way depending on the access that has been assigned to you.

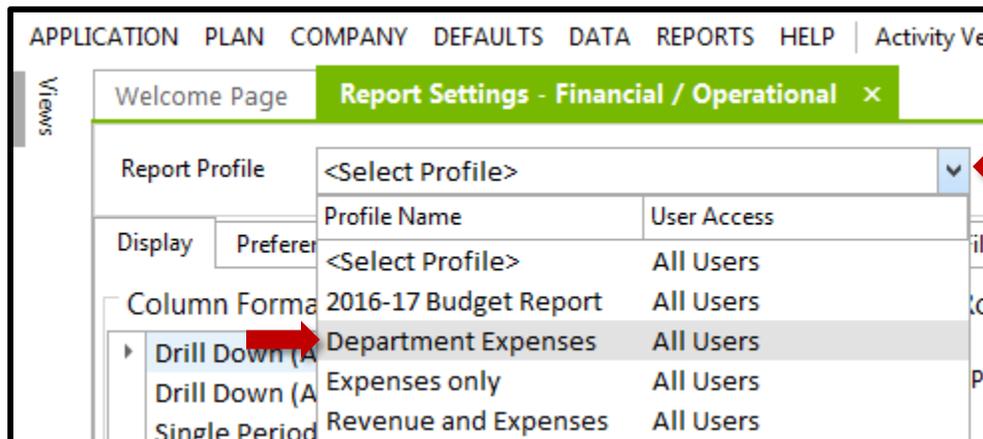
1. To begin, click the Starting View drop down menu and select **Entities (Master)**.



2. After selecting the Entities (Master) option, the Entities that you have access to will appear. Select the appropriate entity and click the **Reports** option.

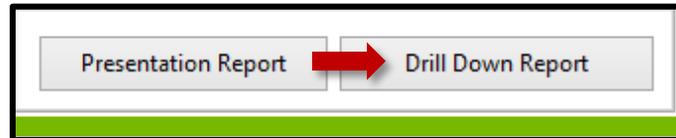


3. A default report has been created and tailored to the most common options that you might be looking for. Click the drop down menu next to Report Profile and select the **Department Expenses** profile.



- Plan Basis is for the upcoming budget year. The first Actual version is for the full year of 2016. The second Actual version is for the first four months of 2017. Select one of the reports and click the **Drill Down Report** button in the bottom right.

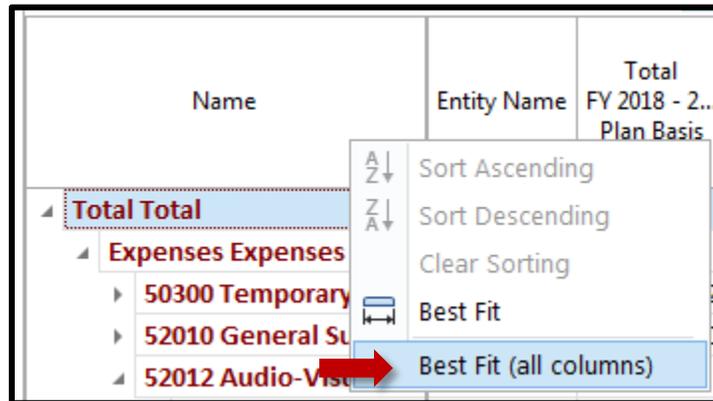
Version	Dates	Beginning Balance	Combo Version
Plan Basis	From P1.2018 To P12.2018	None	
Actual	From P1.2016 To P12.2016	None	
Actual	From P1.2017 To P4.2017	None	



- The default report will show the bottom line for totals for the particular area. To expand the results, click the **+** icon in the toolbar. Pressing the **+** icon the first time will show expenses. Pressing the **+** icon a second time will show the line item breakdowns.
- You can also click the **▶** next to each line item to expand the details further.

APPLICATION PLAN COMPANY DEFAULTS DATA REPORTS HELP Activity Version Plan					
Welcome Page		Report Settings - Financial / Operational		ReportsForm >	
Print Preview		+ - \$ % %of		BB Total YTD Export to Excel	
Name	Entity Name	Total FY 2018 - 2... Plan Basis	Total FY 2016 - 2... Actual	Total FY 2017 - 2... Actual	
▲ Total Total					
▲ Expenses Expenses					
▶ 50300 Temporary E...		3,602	1,482	-	
▶ 52010 General Suppl...		5,600	3,097	670	
▲ 52012 Audio-Visual ...					
Period Ending Bal...	51204	-	965	562	
Learning Technol...	51204	1,000	-	-	
Total 52012 Audio-V...		1,000	965	562	
▶ 52119 Services Purc...		17,640	17,600	-	
▶ 52120 Guest Speake...		2,000	-	-	
▶ 52310 Travel		400	-	-	
▶ 52311 Professional ...		1,600	350	-	
▶ 52610 Food Service ...		600	304	198	
▶ 53111 Instructional E...		6,000	-	-	
Total Expenses Expenses		38,442	23,797	1,430	
Total Total Total		(38,442)	(23,797)	(1,430)	

- The name of the columns may be cutoff if they are too long. To fix this, right click on the Name column and choose **Best Fit (all columns)**.



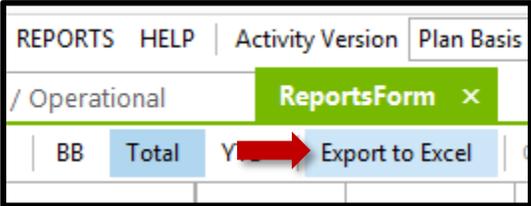
- Items that display as a full name (in this example, Learning Technologies : Audio-Visual Supplies) are showing the budgeted amount. **Period Ending Balances** are balances of actuals. The values are displayed in the three columns to the right.

Name	Entity Name	Total FY 2018 - 2018 Plan Basis	Total FY 2016 - 2016 Actual	Total FY 2017 - 2017 Actual
<ul style="list-style-type: none"> ▲ Total Total <ul style="list-style-type: none"> ▲ Expenses Expenses <ul style="list-style-type: none"> ▶ 50300 Temporary Employee Wages ▶ 52010 General Supplies <ul style="list-style-type: none"> ▲ 52012 Audio-Visual Supplies Period Ending Balances Learning Technologies : Audio-Visual Supplies 				
		3,602	1,482	-
		5,600	3,097	670
	51204	-	965	562
	51204	1,000	-	-

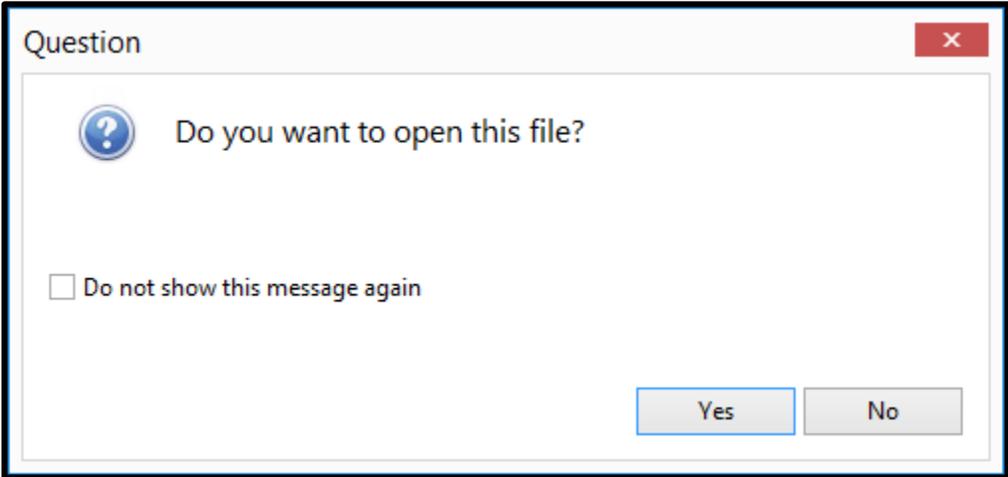
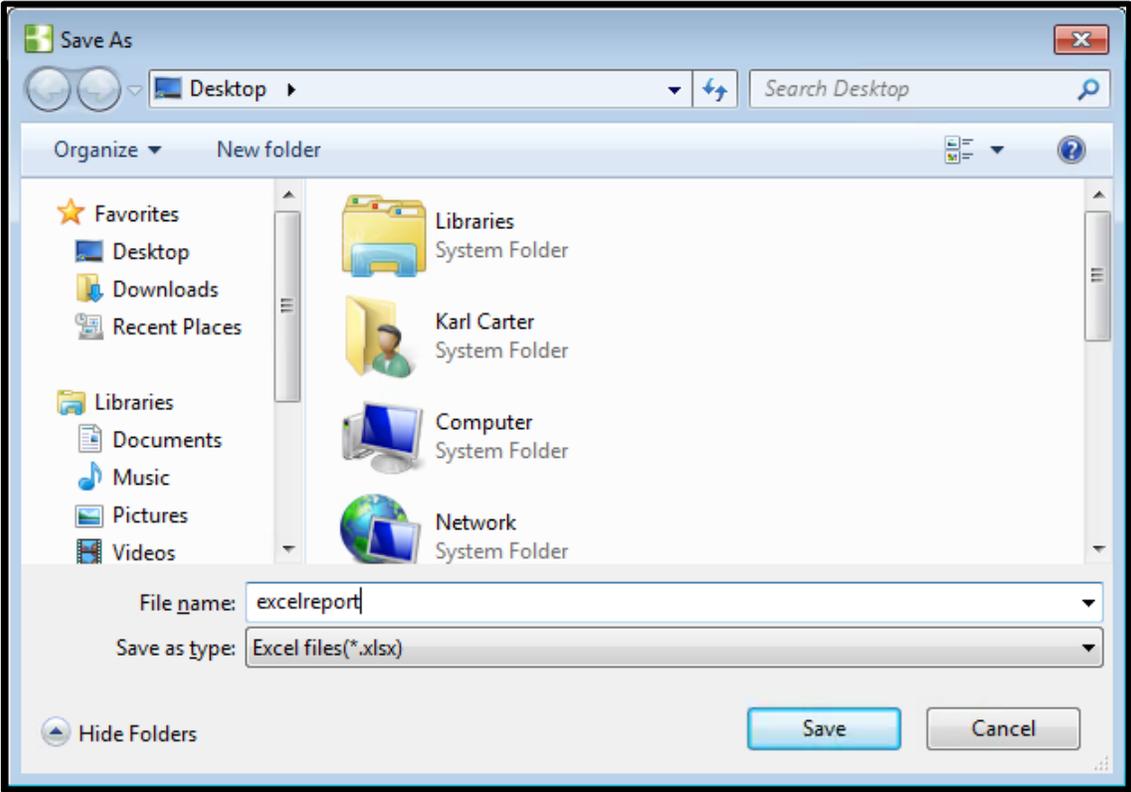
- Click the \$ icon in the toolbar will display additional columns for dollar changes between each period. The % icon will display percentage values so you can analyze trends.

\$ % %of BB Total YTD Export to Excel Currency: US Dollar							
Name	Entity Name	Total FY 2018 - 2018 Plan Basis	Total FY 2016 - 2016 Actual	Total FY 2017 - 2017 Actual	\$ Var P1.2018 - P... Plan Basis P1.2016 - P... Actual	\$ Var P1.2018 - P... Plan Basis P1.2017 - P... Actual	
Employee Wages		3,602	1,482	-	2,120	3,602	
Supplies		5,600	3,097	670	2,503	4,930	
Supplies							
Period Ending Balances	51204	-	965	562	-	-	
Learning Technologies : Audio-Visual Supplies	51204	1,000	-	-	-	-	

10. After you have expanded the values to your liking, click the **Export to Excel** button in the toolbar to send the data to an Excel spreadsheet. Any items that have not been expanded will not show up in Excel so it is important that you have made all necessary changes before exporting.



11. A **Save As** dialogue window will appear. Choose a location and file name for the exported data. An additional window will display to ask if you wish to open the Excel file after saving it.



12. Within Excel, you can make changes and move items around as needed.

The screenshot shows the Microsoft Excel interface with the 'HOME' tab selected. The ribbon includes options for Font (Calibri, size 11), Alignment (Merge & Center), and Number. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1	Name				Entity Name	Total FY 2018 - 2018 Plan Basis	Total FY 2016 - 2016 Actual
2	Total Total						
3	Expenses Expenses						
4				50300 Temporary Employee Wages		3,602	1,48
5				52010 General Supplies		5,600	3,09
6				52012 Audio-Visual Supplies			
7				Period Ending Balances	51204	-	96
8				Learning Technologies : Audio-Visual Supplies	51204	1,000	
9				Total 52012 Audio-Visual Supplies		1,000	96

For a video of this [training material](#)