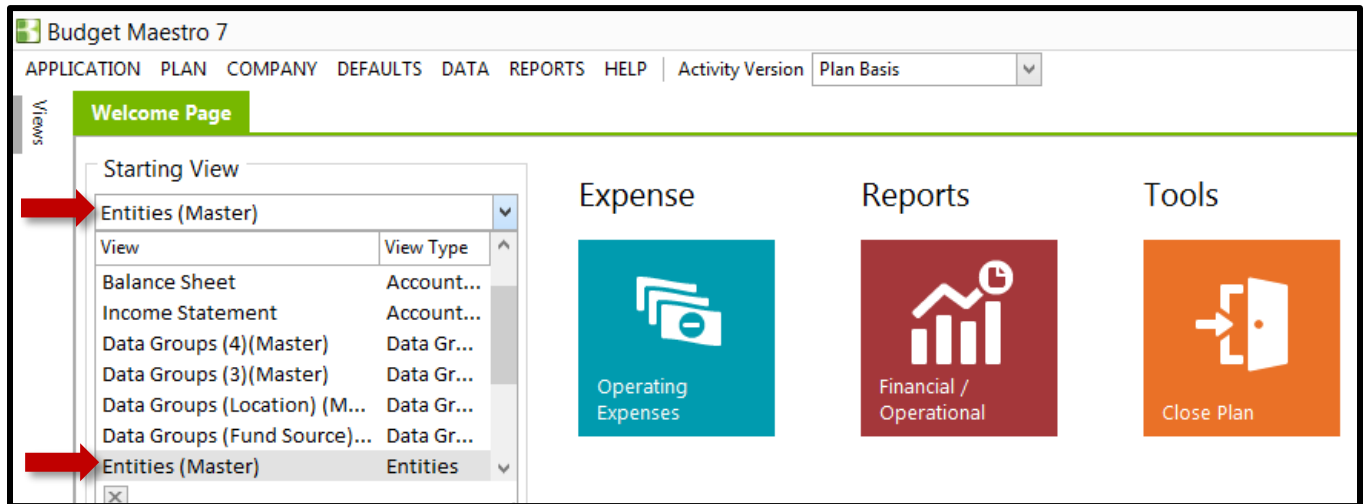
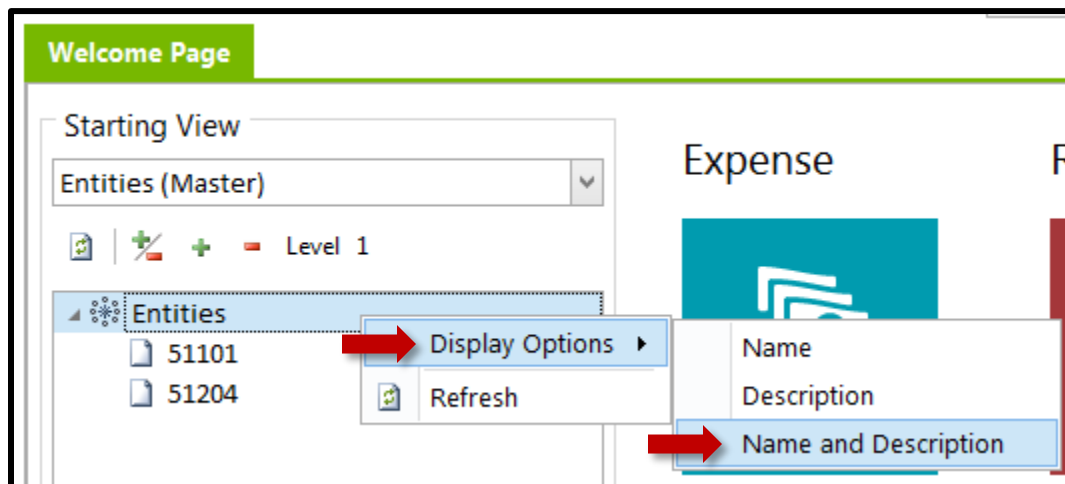


Budget Maestro Training 3 – Entering Expense Data

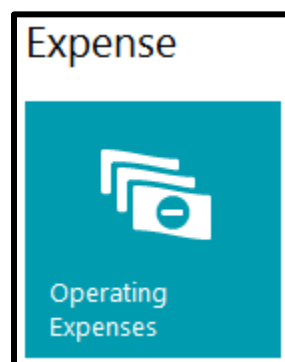
1. Be sure that you have selected the **Entities (Master)** option under Starting View.



2. If you do not see the Entity names, you can right click on the Entities column, select **Display Options**, then choose **Name and Description**.



3. Click the **Expense** icon.



- The **Advanced** view will open up by default. Data entry can be done in the **Advanced** view but **Simple** view makes it easier to accomplish.

Budget Maestro 7

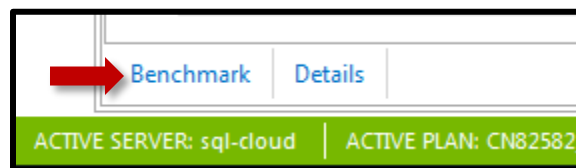
APPLICATION PLAN COMPANY DEFAULTS DATA REPORTS HELP | Activity Version Plan Basis

Views | Welcome Page **Operating Expenses** ×

Add
 Delete
 Advanced **Simple**
 Fiscal Year 2018 Round 2 Clear All Column Filters

	Name	Entity	Expense (G/L Account)	Expense (Amount)
▶ 1	Faculty Center for Teaching : General Supplies	51101	52010	600.00
2	Faculty Center for Teaching : Guest Speakers/...	51101	52120	2,000.00
3	Faculty Center for Teaching : Professional De...	51101	52311	1,000.00
4	Faculty Center for Teaching : Food Service Ex...	51101	52610	600.00
5	Instructional Equipment	51101	53111	0.00
6	Non-Instructional Equipment	51101	53112	0.00
7	Audio Visual Equipment	51101	53113	0.00
8	Instructional Furniture	51101	53211	0.00
9	Non-Instructional Furniture	51101	53212	0.00

- The **Benchmark** area at the bottom will help you discover how you have been spending your money in the previous years. Benchmark is only available in Simple mode.



Benchmark

Version Actual Fiscal Year 2018 Round 2 Include Manual Adjustments

Version	Entity	GLAccount	Fund Source
▶ Actual	51204	52010	1-1

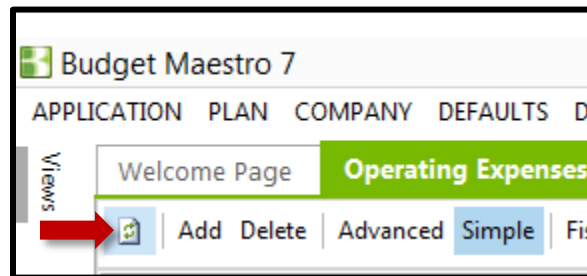
Variance
 Variance %

Details **Benchmark**

- To change the requested amount for the upcoming year, click in the entry for the Amount column and enter a new value.

Welcome Page Operating Expenses x					
	Add	Delete	Advanced	Simple	Fiscal Year 2018
				Round 2	Clear All Column Filters Export to Excel
	Entity	G/L Main	Name	Input Basis Type	Amount
1	51101	53212	Non-Instructional Furniture	Simple Auto	-
2	51101	53112	Non-Instructional Equipment	Simple Auto	-
3	51101	53211	Instructional Furniture	Simple Auto	-
4	51101	53111	Instructional Equipment	Simple Auto	-
5	51101	52311	Faculty Center for Teaching : Professional De...	Simple Aut	1,000.00
6	51101	52120	Faculty Center for Teaching : Guest Speakers/...	Simple Auto	2,000.00

- After entering a new value, you can click the icon in the upper left to view the new spread for the upcoming year. By default, the values will be spread evenly over 12 months based on the chosen **Spread Method**.



Amount	Spread Method	FY Total ----- 4,200.00	P1 FY 2018 Plan Basis ----- 350.00	P2 FY 2018 Plan Basis ----- 350.00	P3 FY 2018 Plan Basis ----- 350.00	P4 FY 2018 Plan Basis ----- 350.00	P5 FY 2018 Plan Basis ----- 350.00
-	Even 12 Months	-	-	-	-	-	-
-	Monthly Amount	-	-	-	-	-	-
-	Even 12 Months	-	-	-	-	-	-
-	Monthly Amount	-	-	-	-	-	-
1,000.00	Even 12 Months	1,000.00	83.33	83.33	83.33	83.33	83.33
2,000.00	Even 12 Months	2,000.00	166.67	166.67	166.67	166.67	166.67

8. To enter data for a specific period, click the **Properties** tab in the upper right. Values for the different periods can be adjusted manually in this area.

Properties

Entity 51101
G/L Main 52311
Name Faculty Cen...

Data Groups
Fund Source 1-1
Location 00
Data Group Default Dat...
Data Group Default Dat...

Input Basis
Input Basis Simple Auto
Initial Amo -
Amount 1,000.00
Spread Met Even 12 Mo...
Recognition Immediate

Details
P1 83.33
P2 83.33
P3 83.33
P4 83.33

9. After making the changes to the periods, you'll notice that the Input Basis Type for this entry changes from **Simple Auto** to **Manual** and the color will also change from blue to teal.

4	51101	53111	Instructional Equipment	Simple Auto
5	51101	52311	Faculty Center for Teaching : Professional De...	Manual
6	51101	52120	Faculty Center for Teaching : Guest Speakers/...	Simple Auto
7	51101	52010	Faculty Center for Teaching : General Supplies	Simple Auto

10. If you are making changes like requesting more money, you will also want to add a note to indicate the reason. Click on **Advanced** on the toolbar.

Budget Maestro 7

APPLICATION PLAN COMPANY DEFAULTS DATA RE

Welcome Page **Operating Expenses** ×

Add **Advanced** Simple Fiscal Year

11. Click in the Description field and enter a message specifying the changes. Note: These fields are limited to 128 characters or less. You can see the Expense (Input) column has been updated to Manual based on the previous changes.

18

▼

Round

2

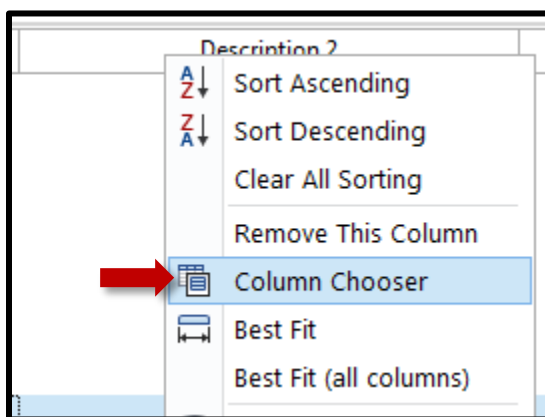
▲

▼

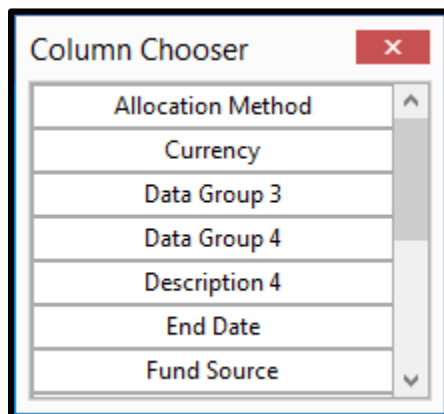
Clear All Column Filters

	Entity	Expense (G/L Account)	Expense (Input)	Description 1
es	51101	52010	600.00	
/...	51101	52120	2,000.00	
e...	51101	52311	Manual	Adjusted values
k...	51101	52610	600.00	

12. Description 1 and Description 2 are showing currently. If you need more room to type additional details, you can right click on the row next to Description and select **Column Chooser**.



13. A Column Chooser window will appear. You can then click and drag additional columns (like Description 4 or End Date) to add more flexibility.



If you have technical questions about the tool contact Karl Carter karl.carter@bucks.edu ext. 8548

If you have budget questions about the process contact Loren Herbert Loren.Herbert@bucks.edu
ext. 8638

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