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Cracking the MIP Budget Module Code: Tips and Tricks Unveiled (3E)

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Introduction



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MIP Budget Module Objectives

- Module Setup
- Creating Budgets
- Worksheet Tools & Options
- Transferring Budget
- Reporting Overview





MIP Budget Module Setup



Module Setup

Organization>Set Up
Modules>Budget>Budget Versions

- Used to set up multiple Budget Versions for reporting.
 - groups selected budget worksheets together as long as they have the same version and date range
 - Original and Revised are standard
- Consider adding other versions



Version ID: Forecast Status: A

Description: Used for Forecasting

Display Name: Forecast

Primary Budget Version Set as Primary

- Selecting Primary Budget Version identifies the version as the one used for controls

Primary Controls

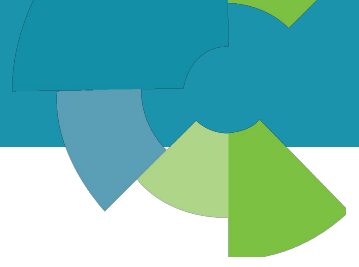
Organization>Set Up Modules>Budget>Primary Budget Controls

- Used to provide warnings or prevent entries if it exceeds budget at the time of posting.
- Method can be set for the budget version by Period to Date or Total Budget
- Can be set to specific account types

The screenshot shows the 'Primary Budget Controls' configuration window. At the top, there are tabs for 'Controls' and 'Critical Segment'. Below the tabs, the 'Primary Budget Version ID' is set to 'Operating' and the 'Display Name' is also 'Operating'. A 'Segments' list is visible with checkboxes for 'Fund', 'Grant', 'GL', 'Progr', 'Dept', and 'Restriction'. The 'Fund' checkbox is unchecked, while 'Grant', 'GL', and 'Progr' are checked. On the right side, there are several sections: 'Check Available Budget During Posting' (unchecked), 'Posting Options' (radio buttons for 'Warn Before Posting' and 'Prevent From Posting'), 'Method' (radio buttons for 'Period to Date' and 'Total Budget'), and 'Account Types' (radio buttons for 'Expense Only', 'Revenue Only', 'Revenue & Expense', and 'All Available Accounts').



Creating Budgets



Worksheets vs. Transactions



Budget
Worksheet

- Flexible
- Allows for bulk entry
- Utilizes tools for mass effect



Enter Budget
Transactions

- Tedious
- Best used for small adjustments



Budget Worksheets

- Worksheets can be modified until they have been transferred to accounting.
- Worksheets can be copied.
- Worksheets can be exported to Excel
- Can have multiple worksheets for each version



*Best practice is to use the 'wizard' to build worksheets

Budget Worksheets

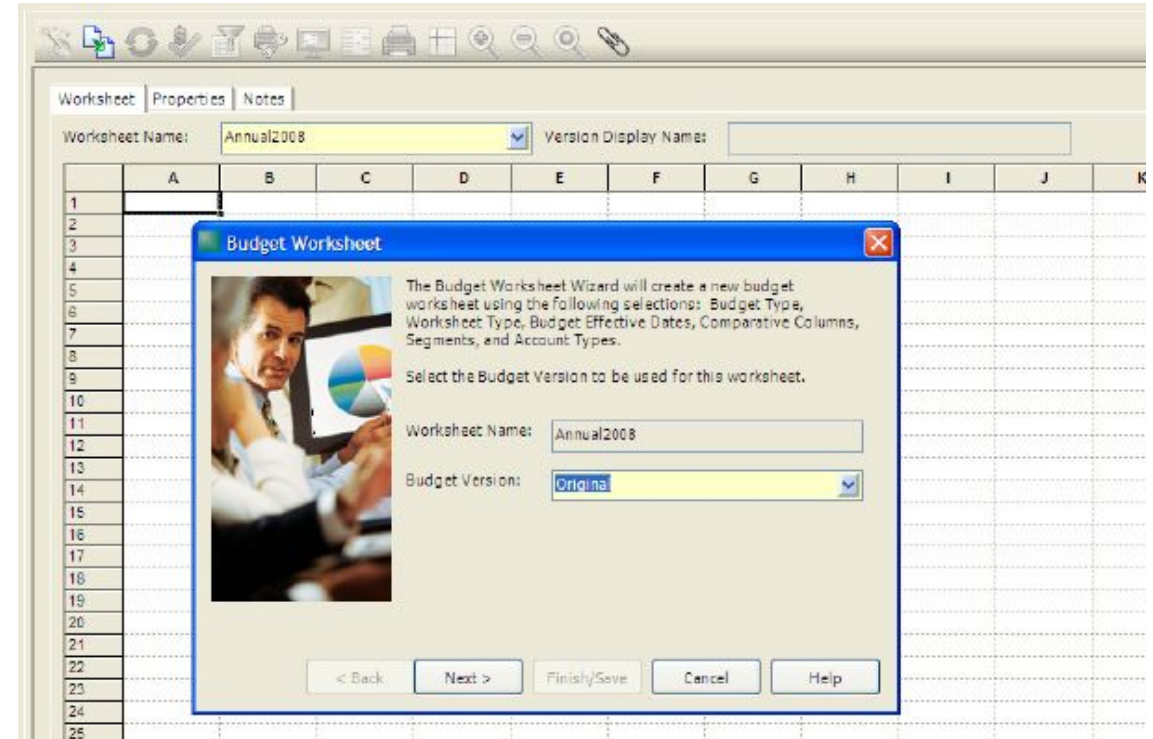
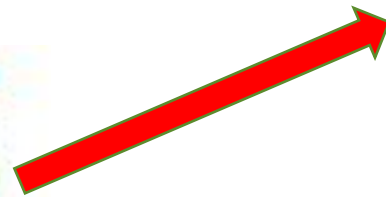
Activities >Create Budget
>Budget Worksheet

Type in a Worksheet Name, and
then press <Tab>

- automatically activate the
budget worksheet wizard.

Select Version

Click Next

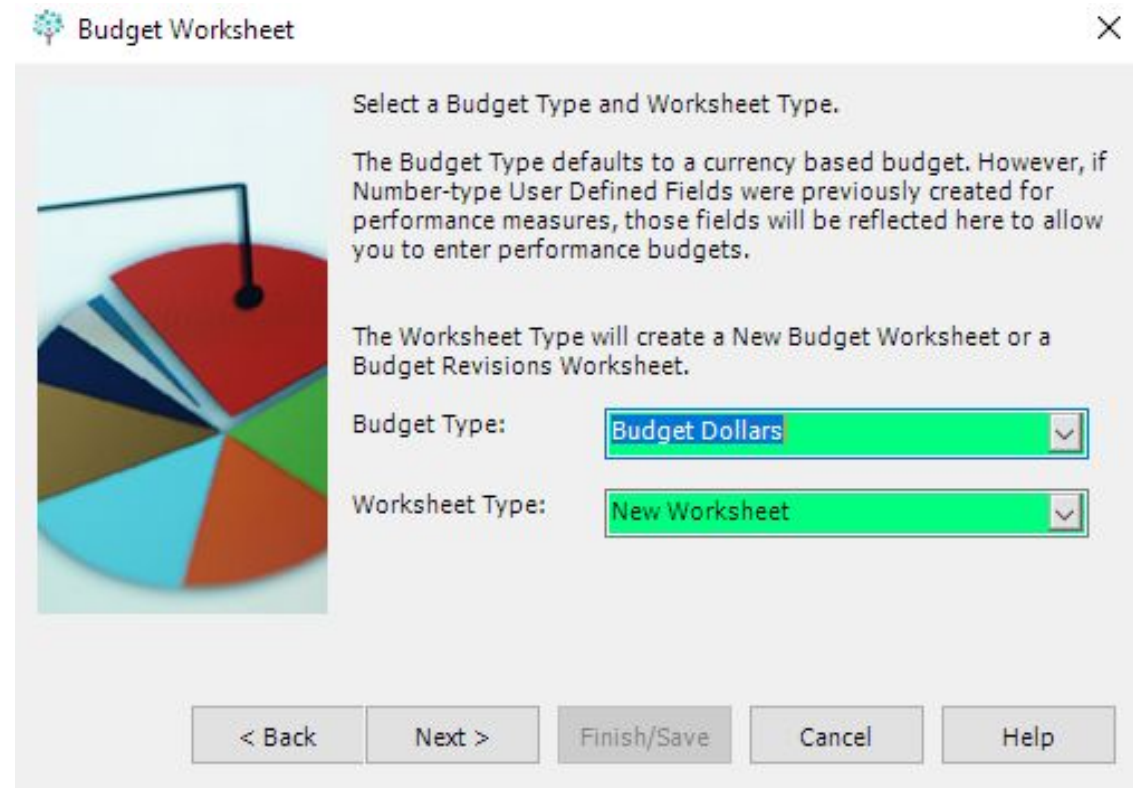


Budget Worksheets

- This screen allows you to select the budget measurement and the type of worksheet.
 - Can budget by units or dollars.
 - Can create a New Worksheet or a Revised Worksheet*

- Click Next

*not the same as Revised Version



Budget Worksheet

Select a Budget Type and Worksheet Type.

The Budget Type defaults to a currency based budget. However, if Number-type User Defined Fields were previously created for performance measures, those fields will be reflected here to allow you to enter performance budgets.

The Worksheet Type will create a New Budget Worksheet or a Budget Revisions Worksheet.

Budget Type:

Worksheet Type:

< Back Next > Finish/Save Cancel Help



Budget Worksheets

- Select Date Range for Budget



- For reporting, these dates will need to be populated on Options tab of reports

- Select Budget Cycle for Budget



- For more accurate YTD comparisons, select Monthly and 12 Cycles.

- Click Next

Budget Worksheet

The Budget Effective Dates are used to validate the budget data entered. Effective Dates range is calculated based on the From Date and the Number of Cycles entered.

The Budget Cycle determines the intervals used in creating the budget worksheet. It is the basis for grouping the columns and the number of periods used for historical data.

Budget Effective Dates

From: 1/1/2020 To: 12/31/2020


Budget Cycle

Monthly Quarterly Yearly Number of Cycles: 12



< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- Select comparative data if available, if needed for review
 - Leave blank for creating a blank worksheet
 - Will pull in comparative data for review when populating budget
- Click Next

 Budget Worksheet ✕

To set up comparative data in the New Budget Worksheet, select Actual or a Budget Version for the Column Type from the drop-down list. Enter a Begin Year to determine the start year and a Column Heading to be displayed on the worksheet.

	Column Type	Begin Year	Column Heading ^
	Actual	2019	Actual - 2019
			

Record 1

< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- Select the segments which need to be included in the budget
 - GL code is required so this is selected as a default
 - Can filter by segment in a later step
- Click Next



Budget Worksheet

Select all of the segments to be budgeted.

<input type="checkbox"/>	Fund
<input type="checkbox"/>	Grant
<input checked="" type="checkbox"/>	GL
<input type="checkbox"/>	Progr
<input type="checkbox"/>	Dept
<input type="checkbox"/>	Restriction

< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- Select the type of GLs to receive the budget
- Select Activity Basis to be used when creating budget
 - ACT – only accounts with activity
 - ALL – all valid accounts
 - BLANK – blank worksheet
- Click Next (unless selecting BLANK worksheet then click Finish)

Budget Worksheet

Select the Account Types to be used to create budget entries.

Account Type

Expense Accounts Only
 Revenue Accounts Only
 Revenue and Expense Accounts
 All Available Accounts

The accounts added to the worksheet can be based on all valid accounts, only those accounts that have activity within the historical range, or you can create a blank worksheet. Select the Activity Basis to be used when creating budget entries.

Activity Basis: ACT

Code	Description
ACT	Accounts with activity
ALL	All valid accounts
BLANK	Blank Worksheet

MIP Budget Module Worksheets

- If this worksheet was only for one segment code, we could filter for the code desired
 - In most cases, it is for all codes, so no filter is set.
- Click Next

Budget Worksheet

Use the Filter to limit the account range of budget entries to be generated.

Filter

Available	Selected	Compares To	Criteria 1
GL			

> <

< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- To calculate the new budget amounts, prior year actual revenues/costs or prior year budgets can be used.
- Select Calculation Methods:
 - Average of History
 - Period Matching
 - Zero Budget (you will have to manually populate budget amounts or copy and paste method)
- Click Next



Budget Worksheet

The accounts and corresponding amounts will be calculated using historical data. Budget Activity requires a Budget Version on which to base the historical data.

Calculation Basis

Actual Budget

Budget Version:

Select the method on which to calculate the budget amounts.

Calculation Method:

< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- Historical data defaults to selection made earlier but can be changed here.
- Click Next

Budget Worksheet

Select the number of months of historical data to be used in the budget calculation.

Select the begin date of the historical range.

The system will use Actual Activity from the following range to calculate the budget entries:

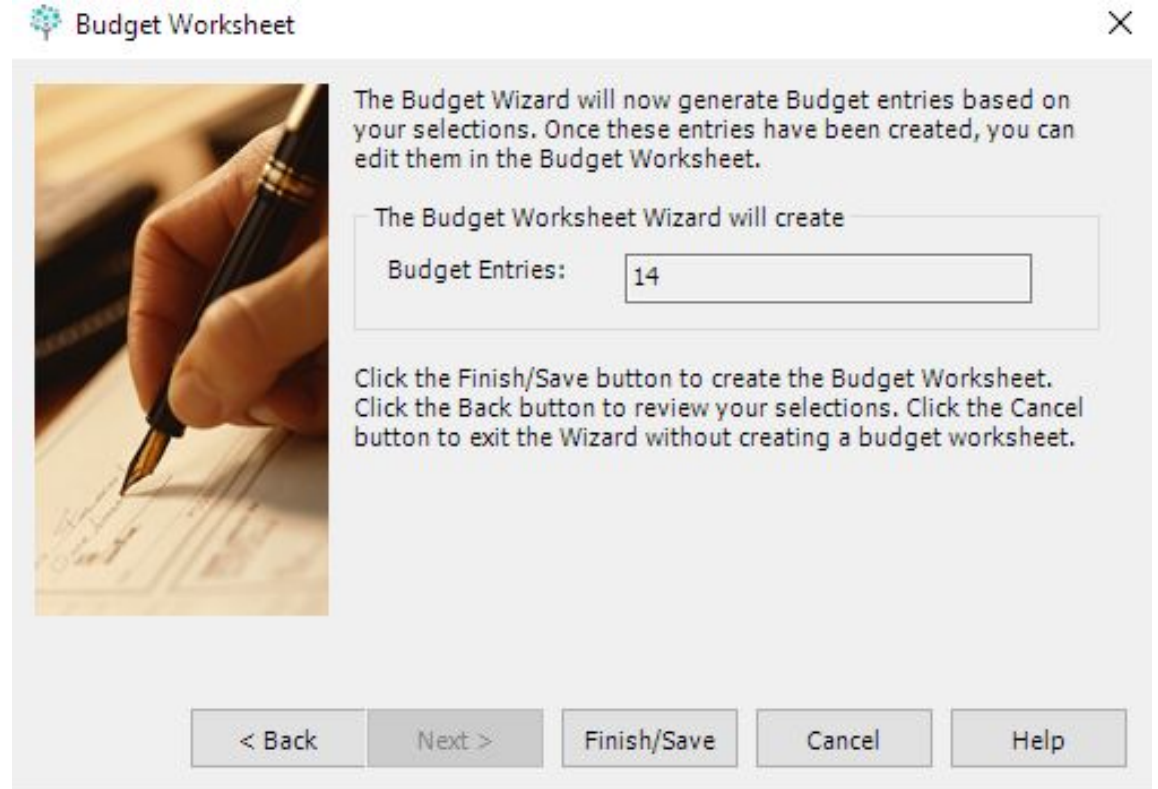
Beginning Date:

Ending Date:

< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- MIP displays the number of entries/rows it will create
- Click Finish/Save



Budget Worksheet [Close]

The Budget Wizard will now generate Budget entries based on your selections. Once these entries have been created, you can edit them in the Budget Worksheet.

The Budget Worksheet Wizard will create

Budget Entries:

Click the Finish/Save button to create the Budget Worksheet. Click the Back button to review your selections. Click the Cancel button to exit the Wizard without creating a budget worksheet.

< Back Next > Finish/Save Cancel Help

MIP Budget Module Worksheets

- The results of the calculations will be shown in the worksheet.
 - This worksheet can be edited and additional lines added or deleted.
 - Budget items can be adjusted/changed
 - Spread totals column will spread an amount evenly
 - Description is optional and is not validated; is saved as a line item description when the worksheet is transferred

Worksheet: Properties Notes

Worksheet Name: Annual2008 Version Display Name: Original




	A	B	C	D	January		February		March		Apr
	GL	Progr	Title	Actual - 2007	Budget 2008	Actual - 2007	Budget 2008	Actual - 2007	Budget 2008	Actual - 2007	Budget 2008
3	B 40001	101	State Grants - Heat	38395.68	3588.66	498.40	3588.66	0.00	3588.66	442.42	
4	B 40001	201	State Grants - Soci	52077.02	4784.10	747.60	4784.10	0.00	4784.10	132.00	
5	B 40001	301	State Grants - Gene	6447.49	2153.40	2573.39	2153.40	1065.82	2153.40	1174.32	
6	B 40001	401	State Grants - Day	87289.72	9197.72	2941.78	9197.72	886.18	9197.72	1425.12	
7	B 40001	999	State Grants - Non	0.00	208.33	0.00	208.33	0.00	208.33	0.00	
8	B 40001	999	State Grants - Poole	21423.57	2933.54	11312.83	2933.54	0.00	2933.54	185.00	
9	B 40101	101	Federal Grants - He	38289.72	3442.45	231.52	3442.45	239.52	3442.45	287.40	
10	B 40101	201	Federal Grants - So	51918.08	4875.48	347.28	4875.48	359.28	4875.48	371.28	
11	B 40101	301	Federal Grants - Ge	4512.00	390.00	0.00	390.00	0.00	390.00	0.00	
12	B 40101	401	Federal Grants - Da	86587.91	7579.54	434.10	7579.54	449.10	7579.54	464.10	
13	B 40101	999	Federal Grants - Po	20805.80	1795.47	0.00	1795.47	0.00	1795.47	12.76	
14	B 44001	201	Invest Revenue - S	0.00	86.81	0.00	86.81	0.00	86.81	0.00	
15	B 44001	301	Invest Revenue - G	0.00	49.29	591.47	49.29	0.00	49.29	0.00	
16	B 44001	999	Invest Revenue - Po	419.10	463.64	434.10	463.64	449.10	463.64	464.10	
17	B 45001	101	Service Fees - Heal	15.60	84.57	134.37	84.57	813.94	84.57	0.00	
18	B 45001	201	Service Fees - Soci	0.00	9.52	0.00	9.52	0.00	9.52	0.00	
19	B 45001	301	Service Fees - Gen	0.00	87.83	0.00	87.83	0.00	87.83	0.00	
20	B 45001	401	Service Fees - Day	0.00	38.58	0.00	38.58	0.00	38.58	375.00	
21	B 45001	999	Service Fees - Non	500.98	498.10	300.59	498.10	450.85	498.10	425.84	
22	B 45001	999	Service Fees - Pool	1803.15	1210.81	801.57	1210.81	901.77	1210.81	951.87	
23	B 46001	101	Education Progr - H	40588.20	6308.80	2442.40	6308.80	2934.00	6308.80	2425.00	
24	B 46001	201	Education Progr - S	58288.80	11700.21	6083.80	11700.21	8801.00	11700.21	8857.74	
25	B 46001	301	Education Progr - G	4932.00	2451.14	749.14	2451.14	1889.00	2451.14	0.00	
26	B 46001	401	Education Progr - D	89188.20	13458.47	3796.10	13458.47	6069.75	13458.47	3637.50	
27	B 46001	999	Education Progr - P	22833.30	3684.09	3684.50	3684.09	1001.25	3684.09	1802.50	



Worksheet Tools and Options



Worksheet Tools

-  • Budget Wizard used to add or append existing worksheet
 - Automatically starts after entering a new worksheet name
-  • Copy any saved worksheet
-  • Refresh Worksheet to update read-only cells such as titles



- Validate budget items



- Filter to customize the displayed items

- Printing, freeze panes, zoom in/out, attachments



- Use Display screen icon for exporting to Excel



Worksheet Tools

Right-click Menu Items

- Refresh Rows – updates titles, comparative data and totals columns
- Budget Items – marks the row as a budget item (B in column A)
 - Rows must be marked as Budget item in order to transfer to accounting
- Comment Lines – removes B from column A, does not transfer



• Modify Selected Items

- Used to make changes to dollar figures based on various methods

Modify Selected Items

Method: Set each selected item to an amount

Value: \$ 0.00

Budget Lines Only

OK Cancel Help

Options - Worksheet

Use blank rows to add subtotals or other data that is not transferred to accounting

- Can use general Excel formulas

Right-click and use Format Cells to highlight columns for clarity.

	A	B	C	D	E	F	G
1		Segments			January		F
2		GL	Dept	Titles	Actual - 2017	Budget 2018	Actual - 2017
3	B	40001	101	State Grants - Admi	32677.09	4422.85	10814.
4	B	40001	201	State Grants - Progr	125248.51	13529.78	6742.
5	B	40001	301	State Grants - Acco	1213.91	243.34	373.
6	B	40101	101	Federal Grants - Ad	32388.80	2715.43	0.
7	B	40101	201	Federal Grants - Pr	121328.70	11159.41	1012.
8	B	40101	301	Federal Grants - Ac	966.80	83.57	0.
9	B	44001	101	Invest Revenue - A	195.58	265.65	794.
10	B	44001	201	Invest Revenue - Pr	0.00	86.81	0.
11	B	44001	301	Invest Revenue - A	167.64	185.46	173.
12	B	45001	101	Service Fees - Adm	15.60	21.72	134.
13	B	45001	201	Service Fees - Prog	2104.13	1770.01	1102.
14	B	45001	301	Service Fees - Acc	0.00	1.81	0.
15	B	46001	101	Education Progr - A	34820.30	4502.77	3642.
16	B	46001	201	Education Progr - Pr	133625.80	28347.41	12450.
17	B	46001	301	Education Progr - A	1056.80	564.57	632.
18	B	46101	101	Community Train - A	34573.66	4012.02	63.
19	B	46101	201	Community Train - P	125662.84	18023.98	6969.
20	B	46101	301	Community Train - A	966.80	138.10	54.
21	B	46201	101	Health Program - Ad	33510.80	3939.82	1066.
22	B	46201	201	Health Program - Pr	123325.80	12696.71	12946.
23	B	46201	301	Health Program - Ac	1176.80	341.37	1919.
24		Total Revenues				107052.59	
25	B	50001	101	Salaries - Administr	27418.36	27418.36	27418.
26	B	50001	201	Salaries - Program	7028.97	7028.97	7028.



Options – Copy and Paste

Use Copy and Paste method to populate a blank worksheet with data from Excel!

1. Create a blank worksheet in MIP
 - Insert additional rows in the budget worksheet if Excel worksheet has over 48 rows of data.
 - Blank worksheet has 50 rows but 2 are used for headers
 - Add the number of rows needed
2. Format Excel worksheet with same columns as MIP worksheet
3. Copy the GL accounts and segments to be pasted from Excel.
 - Titles can't be pasted
4. Copy and paste the budget detail by period (months) into the blank worksheet.
 - Don't copy the total column from Excel

All Worksheets

Remember to:

- Mark each row as a Budget item to be transferred
 - a) Right-click on top of column A and select Budget Item if all lines are budget lines
- Validate or Refresh the document information by using the validate icon in the budget module
 - Correct any errors





Budget Transactions

- Primarily used to make minor adjustments
- Not required to balance
- GL code is the only required information for transaction
- An amount must be entered in either the increase or decrease column for each line. The amount
 - must be greater than or equal to zero.
 - if a budget has not been previously entered, all amounts are typically recorded as increases



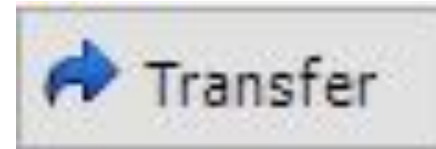


Transfer Budget Worksheet

MIP Budget Module Transfer

Activities>Budget
Worksheet>Transfer

- Transfer when worksheet represents your final budget
- Create session and Post like any other transaction
 - Recommended beginning document ID is 01 (will represent budget cycles e.g. months)
- **Once transferred, worksheet cannot be changed.**



Forecast Demo - Transfer Budget Worksheet

Session ID:

Beginning Document ID:

Document Date:



Budget Reporting Overview



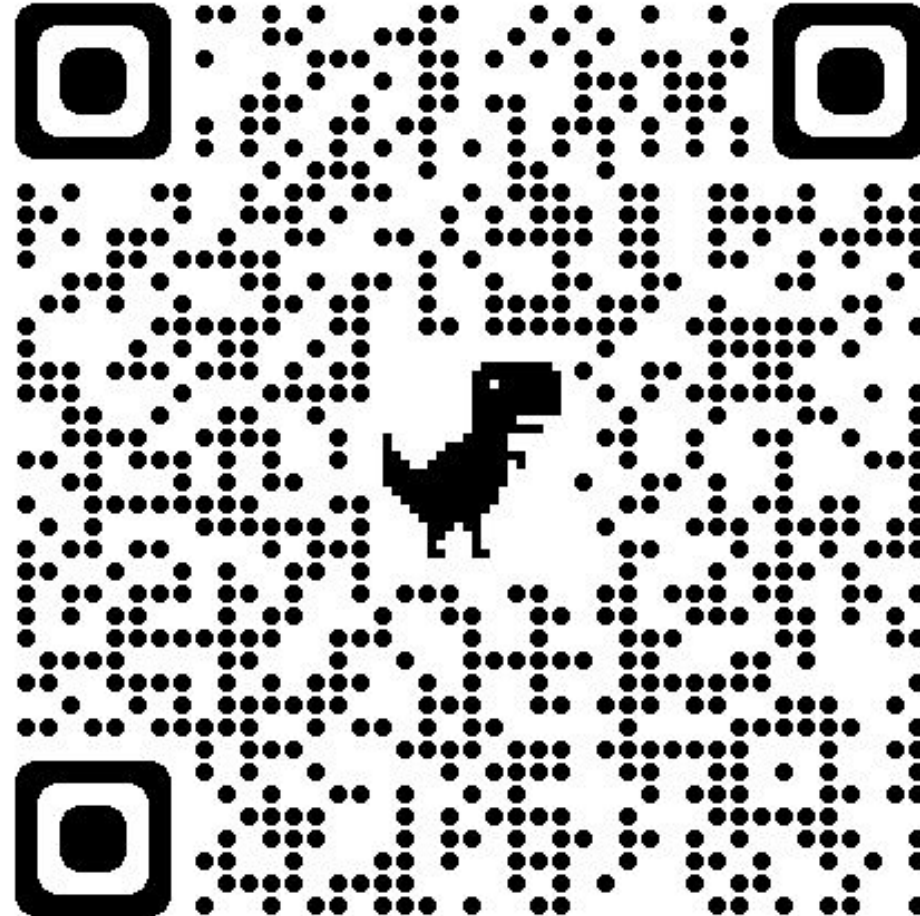
Budget Reporting

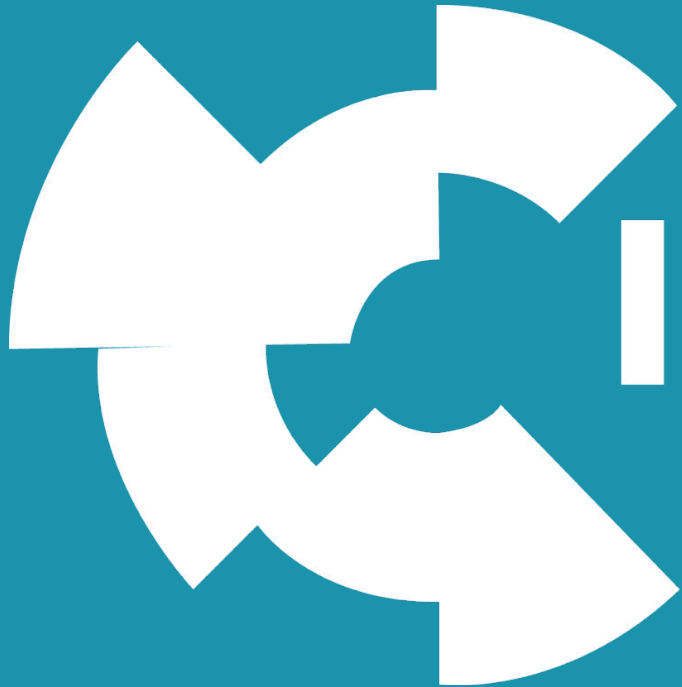
- You can create as many budget worksheets for the same budget version and periods as necessary.
- **Note:** If you do create and transfer multiple budget worksheets for the same budget version and periods, the amounts are added together to display as the total budget for the version and period on financial reports.
- Budget Transaction reports are not included with other transaction reports.
 - Reports>>Budgets>>Posted/Un posted
- On financial statements select the appropriate budget version in column selection
 - **Be sure to enter correct budget period dates on the Options tab**





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