

## CENTERPOINT BUDGET SET-UP PROCESS

### **1. Master Budget Set Up**

- a. Reporting Tools > Budgets
- b. Create New budget
  - i. Name budget – ex) 2016 Master Budget
  - ii. Set date range for fiscal year – ex) 1/1/2016 to 12/31/2016.
  - iii. Check the “Include Account Numbers” box.
- c. Navigate to the Entry Mode tab.
  - i. Set “Default Entry Mode” to Open Entry.
- d. Click OK.

### **2. Copy Info to Budgets**

- a. Once budget is open go to Edit > Copy to Budget...
- b. On the Source Properties (left) side, set Source to Actual. Select correct Period From & To.
- c. On the Destination Properties (right) side, set Period to appropriate month.
- d. Click OK.
- e. Repeat steps c. through f. for any other months. If you wish to switch to import Budget #s instead of Actual #s, just change the “Source” drop down menu.

### **3. Change Columns Set Up Within an Open Budget**

- a. Format > Columns
- b. Use “New” and Column Properties options to bring in the desired info. The green up and down arrows change the order of the columns left to right.

### **4. Make an Adjustment Within an Open Budget**

- a. Changes can be typed directly into the cell on the Flow of Funds tab
- b. Changes can also be made using the Adjustments Tool
  - i. Edit > Adjustments
  - ii. Select the appropriate account on the left and change the numbers on the right or use the “Adjustment Type” drop down box to make your adjustments. Allocate amounts = spread. Assign amounts = put the same number in each box. Select “apply” after a change is made. Select “save” at the end of making all changes.
  - iii. Edit > Refresh Data will recalculate totals
  - iv. File > Export to Excel or Print

### **5. Filter Accounts Within an Open Budget**

- a. View > Filters
- b. Select a Filter, ex) location or department
- c. Move preferred filter from “available” to “selected” using the green arrows
- d. Select “Add Filter” to add to current filter
- e. Select “Apply” to change current settings
- f. Select “Clear” to remove current filter settings

