



PowerPlan Budget Software

Training Document

New England Conservatory of Music

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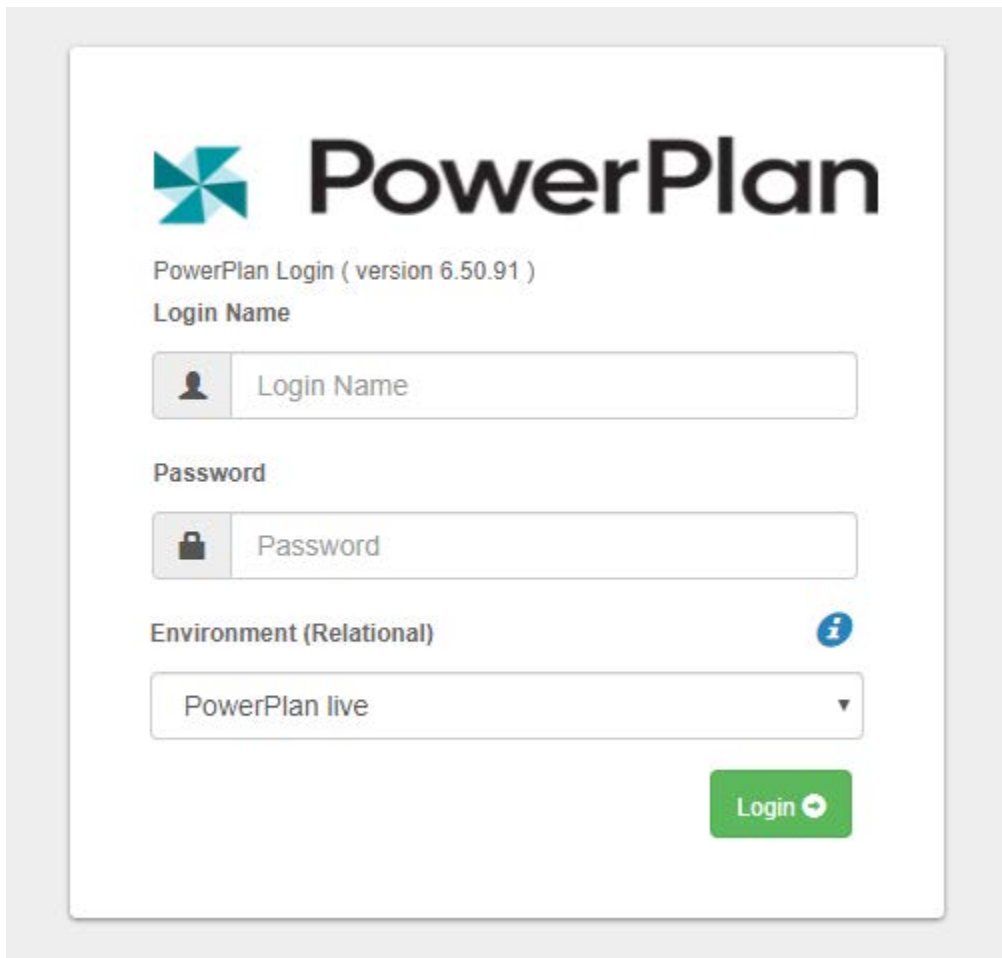
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[How do I log into PowerPlan?](#)

Go to the PowerPlan web portal at <https://budget.necmusic.edu>

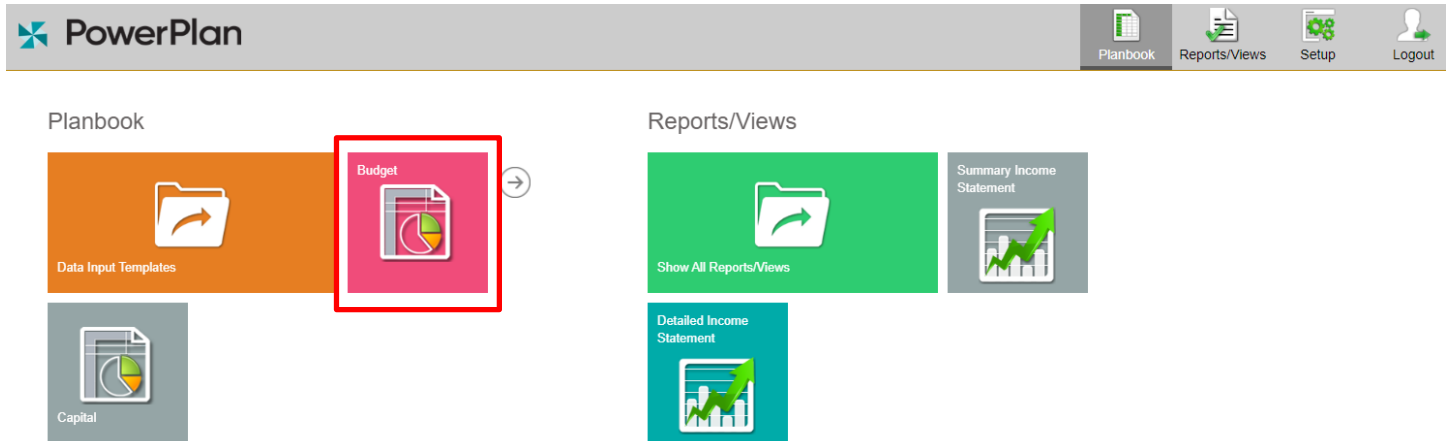


The image shows the PowerPlan Login web portal. At the top left is the PowerPlan logo, a teal four-pointed star. To its right is the text "PowerPlan" in a large, bold, black font. Below the logo and title is the text "PowerPlan Login (version 6.50.91)". The form contains three main sections: "Login Name" with a text input field containing "Login Name" and a person icon; "Password" with a text input field containing "Password" and a lock icon; and "Environment (Relational)" with a dropdown menu showing "PowerPlan live" and a blue information icon. A green "Login" button with a right-pointing arrow is located at the bottom right of the form.

Your PowerPlan log-in credentials are the same as your regular NEC computer log-in.

How do I view my department's budget?

Once you've logged in, you'll see the following view:



To view your budgets, click the pink "Budget" window under Planbook. This will bring you to the following Planbook view:

File ▾ Planbook ▾ Reports/Views ▾ Admin ▾ Select ▾ Options ▾ Help ▾

Year: Entity: 0 - Operating and Plant
 Scenario: Template: Budget

	Budget 0 Fy2019	Annual Fy2019	JUL Fy2019	AUG Fy2019	SEP Fy2019	OCT Fy2019	NOV Fy2019	DEC Fy2019	JAN Fy2019	FEB Fy2019	MAR Fy2019
4000	Tuition	0	0	0	0	0	0	0	0	0	0
4010	Student Health Insurance	0	0	0	0	0	0	0	0	0	0
4011	Academic Fees	0	0	0	0	0	0	0	0	0	0
4012	Health Center Service Fees	0	0	0	0	0	0	0	0	0	0
4013	Non-Academic Fees	10,000	833	833	833	833	833	833	833	833	833
4014	Audition Fees	0	0	0	0	0	0	0	0	0	0
T4110	Tuition and Fees	10,000	833	833	833	833	833	833	833	833	833
4093	Student Aid-Federal Match	0	0	0	0	0	0	0	0	0	0
4094	Student Aide Through A/R	0	0	0	0	0	0	0	0	0	0
4095	Scholarship General	0	0	0	0	0	0	0	0	0	0
4096	Special Scholarship Fund	0	0	0	0	0	0	0	0	0	0
4098	Tuition Discounts	0	0	0	0	0	0	0	0	0	0
T4120	Less - Student Aid	0	0	0	0	0	0	0	0	0	0
T4100	Net Tuition and Fees	10,000	833	833	833	833	833	833	833	833	833
4100	Dormitory & Dining Income	0	0	0	0	0	0	0	0	0	0
4199	Dormitory Discount/Scholarship	0	0	0	0	0	0	0	0	0	0
T4200	Dormitory and Dining Service	0	0	0	0	0	0	0	0	0	0
4800	Rent Income	0	0	0	0	0	0	0	0	0	0
4802	Tax Escalation (INACTIVE)	0	0	0	0	0	0	0	0	0	0
4803	Operations Escalation (INACTIVE)	0	0	0	0	0	0	0	0	0	0
T4300	Rental Income	0	0	0	0	0	0	0	0	0	0
4481	Realized/Unrealized Gain/Loss	0	0	0	0	0	0	0	0	0	0
4490	Interest Income Operating	4,000	333	333	333	333	333	333	333	333	333
4491	Interest Student A/R	0	0	0	0	0	0	0	0	0	0

History : 0 Operating and Plant 4000 Tuition

	Total	Average	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Actual:2018	37,957,152	3,795,715	1,044,649	498,319	6,068,460	4,831,274	4,792,699	4,706,833	4,568,030
Actual:2017	0	0	0	0	0	0	0	0	0
Actual:2016	36,100,324	3,008,360	798,975	382,584	5,474,941	4,142,407	4,226,592	4,018,007	4,011,371
V1:2018	40,574,132	3,381,178	1,044,649	498,319	5,843,295	4,853,734	4,672,870	4,664,070	4,259,102
3 Year Avg	24,685,826	2,268,025	614,541	293,635	3,847,800	2,991,227	3,006,430	2,908,280	2,859,800
3 Year Avg%	100.0%		2.5%	1.2%	15.6%	12.1%	12.2%	11.8%	11.6%
2018 : 2017 Change	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
2017 : 2016 Change	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)
V1:Actual Change	6.9%	(10.9%)	0.0%	(0.0%)	(3.7%)	0.5%	(2.5%)	(0.9%)	(6.8%)

[How do I view my budget from a prior fiscal year? And how do I switch to a different budget version?](#)

When you log into PowerPlan, the Planbook view will default to the current fiscal year. To view your budget from a different year, click the Year: dropdown in the top left and select the appropriate fiscal year:

File ▾ Planbook ▾ Reports/Views ▾ Admin ▾ Select ▾ Payroll ▾ Optio

Year: **Fy2020** ▾ Entity: 0 - Operating and Plant

Scenario: **Fy2020** ▾ Template: Budget

	Budget	Annual
	Fy2020	Fy2020
4000		44,986,363
4010	Finance	1,011,398
4011		202,564
4012	Service Fees	440,720

To change the budget version (V1, V2, or V3), click the Scenario: dropdown in the top left and select the appropriate budget version:

File ▾ Planbook ▾ Reports/Views ▾ Admin ▾ Select ▾ Payroll ▾ Options ▾ Help ▾

Year: **Fy2020** ▾ Entity: 0 - Operating and Plant

Scenario: **V2** ▾ Template: Budget

	Budget	Annual	JUL
	Fy2020	Fy2020	Fy2020
4000		44,986,363	200,305
4010	Finance	1,011,398	
4011		202,564	96,458

[How do I switch to a different department budget?](#)

Many PowerPlan users only have access to one department budget, but several others oversee multiple budgets. To change the department, click the Entity: dropdown in the top left and select the appropriate department:

File ▾ Planbook ▾ Reports/Views ▾ Admin ▾ Select ▾ Options ▾ Help ▾

Year: Entity: (highlighted in red)

Scenario: Template: Budget

	Budget 0 Fy2018	Annual Fy2018	JUL Fy2018
4000	Tuition	41,317,235	1,044,649
4010	Student Health Insurance	996,137	1,337,884
4011	Academic Fees	206,257	78,899
4012	Health Center Service Fees	429,570	431,190
4013	Non-Academic Fees	716,132	341,607
4014	Audition Fees	324,000	240,000

Here, you'll see all of the departments to which you have access. Click the plus signs to drill down to more specific entities.

Entity Selection

Selected Entity : 0 - Operating and Plant Last Selected Entities : 0 - Operating and Plant

Search Entity ID Description

Entity-ID & Description Checked

- Organization Structure
 - 000000 - New England Conservatory of Music
 - 0 - Operating and Plant
 - 1 - Operating
 - 1-1 - President
 - 1-102-0 - Trustees / Overseers
 - 1-2 - Institutional Advancement
 - 1-3 - College Administration
 - 1-300 - College Administration
 - 1-314 - Dean of Students/Student Affairs
 - 1-315-0 - Student Activities
 - 1-316-0 - Residence Life
 - 1-317 - Health Services
 - 1-320 - Registrar
 - 1-330 - Admissions
 - 1-340 - Financial Aid

Select the entity budget you want to see, then click OK.

How do I add or view notes for individual budget lines?

The Notes function allows PowerPlan users to add text or attach a document to support a budget line. Notes can include calculations, contract terms, anticipated timing of expenses, and any other relevant information to support the budgeted amount.

In order to access Notes for a particular budget line, click the number in the Annual column, then select the blue dropdown arrow and click Notes.

Year: Entity: 1-904-0 - Controller's Offi..

Scenario: Template: Budget

Budget 1-904-0 Fy2018		Annual Fy2018	JUL Fy2018	AUG Fy2018	SEP Fy2018
6302	Concert Hall Harpsichord Rental	0	0	0	0
6310	Equipment Repair	0	0	0	0
6311	Instrument Repair	0	0	0	0
6312	Computer Hardware	0	0	0	0
6313	Computer Software	1,000	0	0	0
T7400	Supplies and Equipment			750	0
6500	Electricity			0	0
6501	Gas			0	0
6502	Heating Fuel			0	0
6503	Water/Sewer			0	0
6550	Rent			0	0
6551	Real Estate Taxes	0	0	0	0

You'll notice the presence of a yellow downward arrow to the left of the account code. This means that a note has been previously added to this budget line.

After you click Notes, a Notes window will open on the right side of your screen. Here, you can type in the text box or click Attachments to upload a file from your computer. Once you've added a note, you can view or edit it anytime, even if the budget scenario is closed for editing.

Year: Entity: 1-904-0 - Controller's Offi..

Scenario: Template: Budget

Budget 1-904-0 Fy2018		Annual Fy2018	JUL Fy2018	AUG Fy2018	SEP Fy2018	OCT Fy2018	NOV Fy2018
6242	Campus Cabling	0	0	0	0	0	0
6250	Computer Minor Equipment	0	0	0	0	0	0
6260	Printer Hardware	0	0	0	0	0	0
6261	Printer Hardware	0	0	0	0	0	0
6270	Mobil Hardware	0	0	0	0	0	0
6271	Mobile Software	0	0	0	0	0	0
6280	Telecom Hardware	0	0	0	0	0	0
6281	Telecom Software	0	0	0	0	0	0
6290	Equipment Moving/Delivery	0	0	0	0	0	0
6300	Equipment Rental	0	0	0	0	0	0
6301	Instrument Rental	0	0	0	0	0	0
6302	Concert Hall Harpsichord Rental	0	0	0	0	0	0
6310	Equipment Repair	0	0	0	0	0	0
6311	Instrument Repair	0	0	0	0	0	0
6312	Computer Hardware	0	0	0	0	0	0
6313	Computer Software	1,000	0	0	0	0	0

Entity: 1-904-0 - Controller's Office
Account: 6313 - Computer Software
Created By: connor.fink
Last Modified By: connor.fink

Note Attachments(0)

connor.fink 7/23/2019 11:55:26 AM
Software for filing year-end Form 990 and Form 1099-MISC

My Planbook window is filled with budget lines that aren't relevant for my department. Is there a way to remove these lines from my view?

Yes, PowerPlan has a setting which allows you to only view budget lines that have had budget or actual activity in the past three years.

Click the Options dropdown → Show → Accounts Where Data Exists

Before:

Year: Entity: 1-904-0 - Controller's Offi..

Scenario: Template: Budget

Budget 1-904-0 Fy2018		Annual Fy2018	JUL Fy2018	AUG Fy2018	SEP Fy2018	OCT Fy2018	NOV Fy2018
4000	Tuition	0	0	0	0	0	0
4010	Student Health Insurance	0	0	0	0	0	0
4011	Academic Fees	0	0	0	0	0	0
4012	Health Center Service Fees	0	0	0	0	0	0
4013	Non-Academic Fees	19,000	0	7,500	700	1,800	0
4014	Audition Fees	0	0	0	0	0	0
T4110	Tuition and Fees	19,000	0	7,500	700	1,800	0
4093	Student Aid-Federal Match	0	0	0	0	0	0
4094	Student Aide Through AVR	0	0	0	0	0	0
4095	Scholarship General	0	0	0	0	0	0
4096	Special Scholarship Fund	0	0	0	0	0	0
4098	Tuition Discounts	0	0	0	0	0	0
T4120	Less - Student Aid	0	0	0	0	0	0
T4100	Net Tuition and Fees	19,000	0	7,500	700	1,800	0
4100	Dormitory & Dining Income	0	0	0	0	0	0
4199	Dormitory Discount/Scholarship	0	0	0	0	0	0
T4200	Dormitory and Dining Service	0	0	0	0	0	0
4800	Rent Income	0	0	0	0	0	0
4802	Tax Escalation (INACTIVE)	0	0	0	0	0	0
4803	Operations Escalation (INACTIVE)	0	0	0	0	0	0
T4300	Rental Income	0	0	0	0	0	0
4481	Realized/Unrealized Gain/Loss	0	0	0	0	0	0
4490	Interest Income Operating	12,000	800	1,200	1,000	1,000	1,000

After:

Year: Entity: 1-904-0 - Controller's Offi..

Scenario: Template: Budget

Budget 1-904-0 Fy2018		Annual Fy2018	JUL Fy2018	AUG Fy2018	SEP Fy2018	OCT Fy2018	NOV Fy2018
4013	Non-Academic Fees	19,000	0	7,500	700	1,800	0
T4110	Tuition and Fees	19,000	0	7,500	700	1,800	0
T4100	Net Tuition and Fees	19,000	0	7,500	700	1,800	0
4490	Interest Income Operating	12,000	800	1,200	1,000	1,000	1,000
4720	Credit Card Income	800	5	0	5	100	130
4902	Service Fees	200	0	0	50	0	50
4940	Gain/Loss Sale Of Instruments	0	0	0	0	0	0
4999	Miscellaneous	6,700	0	0	0	0	0
T4400	Other Income	19,700	805	1,200	1,055	1,100	1,180
T4500	Other Income Subtotal	19,700	805	1,200	1,055	1,100	1,180

How do I view my actual results for this year and previous years?

PowerPlan allows you to view both your budget and the actual revenues/expenses to date.

To view actual transactions for a particular budget line, select the total for the account under the Annual column. This will bring up a History tab at the bottom of the page which shows actual totals for the past three years:

6312	Computer Hardware	0	0	0	0	0	0	0	0	0	0
6313	Computer Software	1,000	0	0	0	0	500	0	0	0	0
17400	Supplies and Equipment	1,850	0	750	0	0	500	0	0	0	0
6500	Electricity	0	0	0	0	0	0	0	0	0	0
6501	Gas	0	0	0	0	0	0	0	0	0	0
6502	Heating Fuel	0	0	0	0	0	0	0	0	0	0
6503	Water/Sewer	0	0	0	0	0	0	0	0	0	0

History : 1-904-0 Controller's Office 6313 Computer Software											
	Total	Average	JUL	AUG	SEP	OCT	NOV	DEC	JAN		
Actual:2018	456	46	0	0	0	456	0	0	0		
Actual:2017	669	56	263	0	0	0	0	0	0		
Actual:2016	1,483	124	0	0	0	0	0	0	0		
V1:2018	1,000	83	0	0	0	0	500	0	0		
3 Year Avg	869	75	88	0	0	152	0	0	0		
3 Year Avg%	100.0%		10.1%	0.0%	0.0%	17.5%	0.0%	0.0%	0.0%		
2018 : 2017 Change	(31.8%)	(18.2%)	(100.0%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
2017 : 2016 Change	(54.9%)	(54.9%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
V1:Actual Change	119.3%	82.7%	0.0%	0.0%	0.0%	(100.0%)	0.0%	0.0%	0.0%		

Select the number shown under the month or year that you want to view. Then, click the Options dropdown on the far right, and select Transaction Details. For example, if we want more detail on the \$456 spent in October 2018, we'd left-click the \$456 under the October 2018 intersection.

OCT	NOV	DEC	JAN	FEB	MAR	APR					
456	0	0	0	0	0	0					
0	0	0	0	0	406	0					
0	0	0	0	0	0	0					
0	500	0	0	0	0	500					
152	0	0	0	0	135	0					
17.5%	0.0%	0.0%	0.0%	0.0%	15.6%	0.0%					
0.0%	0.0%	0.0%	0.0%	0.0%	(100.0%)	0.0%			0.0%	0.0%	
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			0.0%	(100.0%)	
(100.0%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			0.0%	0.0%	

This will open a new window which shows the actual transactions for the selected period.

Scenario: ACTUAL	Entity: 1-904-0 Controller's Office	Search By: Range	From: 07/01/2017	Group
Mode: Normal	Account: 6313 Computer Software	Preset Period: 2018, 1 (JUL)	To: 06/30/2018	Show Columns

Date	Entity	Account	Scenario	Amount	FE Journal Reference
10/2/2017	1-904-0	6313	ACTUAL	376.00	3174-2017 Lacerte 990 Software-Lacerte Software-10
10/26/2017	1-904-0	6313	ACTUAL	80.00	3174-2017 Lacerte (intuit) 990-Lacerte Software-63
Grand Total				456.00	

[How do I export my PowerPlan budget to Excel?](#)

When we're dealing with a large amount of data from multiple fiscal years, it can be helpful to export the data to Excel.

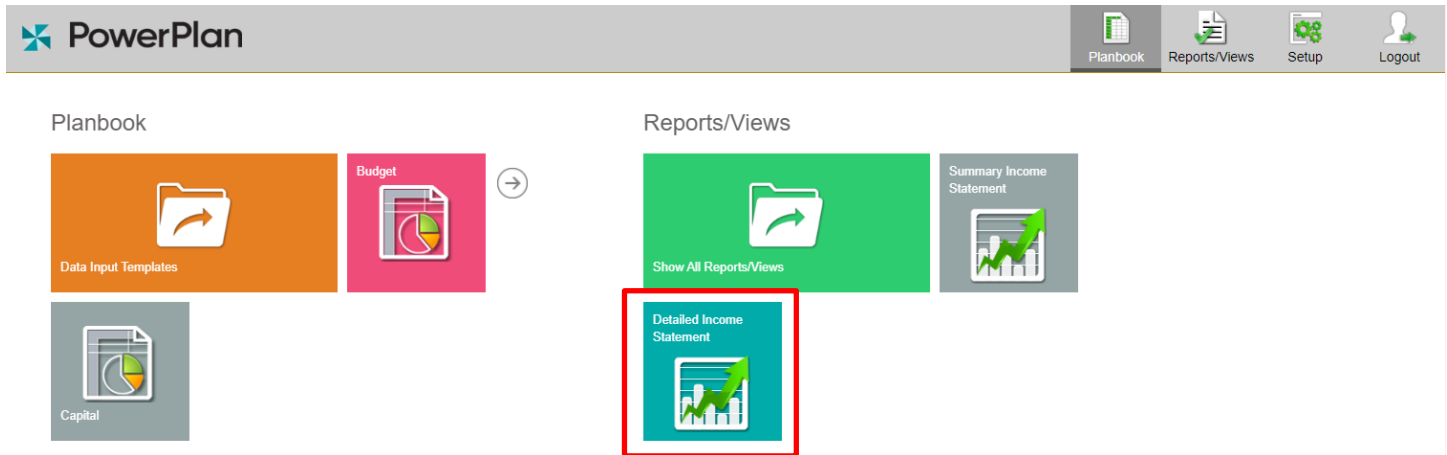
To export your PlanBook data, click the Options dropdown at the top of the screen, then select Print/Export, Export to Spreadsheet.

The screenshot shows the PowerPlan software interface. At the top, there is a navigation menu with items: File, Planbook, Reports/Views, Admin, Select, Payroll, Options, and Help. Below the menu, there are filters for Year (set to 'Fy2020'), Entity (set to '1-300 - College Adm'), Scenario (set to 'ACTUAL'), and Template (set to 'Budget'). The main area displays a budget table with columns for 'Budget 1-300 Fy2020', 'Annual Fy2020', 'SEP Fy2020', and 'OCT Fy2020'. The table rows include '4902 Service Fees', '4999 Miscellaneous', and 'T4400 Other Income'. The 'Options' dropdown menu is open, showing a list of actions: Refresh, Display, Show, Switch Mode, Allow Breakback, and Print / Export. A sub-menu is open under 'Print / Export', showing 'Print View Preview' and 'Export to Spreadsheet'.

	Budget 1-300 Fy2020	Annual Fy2020	SEP Fy2020	OCT Fy2020
4902	Service Fees			
4999	Miscellaneous			
T4400	Other Income	0	0	
T4500	Other Income Subtotal	0	0	

How do I run reports in PowerPlan?

The Reports view can be useful for comparing budget vs. actual information from current and prior years. From the initial log-in window, click the small green box, Detailed Income Statement.



Here, you'll find the same information that is shown in the PlanBook view, but in a more practical format. Similar to PlanBook, you can toggle the fiscal year, scenario, and entity. Additionally, you can select the Format: dropdown to change the report format. Available reports include current year budget vs. actual and current year budget vs. prior year budget, among others. You can also use the Period: dropdown to change the year-to-date period. For example, the below screenshot shows the report "FY20 YTD Budget Tracking – Actual, V2, V3" which presents year-to-date actual data, the full-year V2 budget, and the full-year V3 forecast.

File ▾ Planbook ▾ Reports/Views ▾ Admin ▾ Select ▾ Payroll ▾ Options ▾ Help ▾

Year: Scenario: Entity: 1-901-0 - Computer Management Dim1: All

Period: Format: Account: Group

Description	2020 YTD Actual	2020 Full Year V2 Budget	2020 Full Year V3 Forecast	Remaining Spend (V2-Actual)	Actual Results As % of V2 Budget
6000 Office Supplies	2,756	6,000	6,000	3,244	45.9%
6001 Computer Supplies	0	6,000	6,000	6,000	0
6003 Computer Purchases	23,819	100,000	100,000	76,181	23.8%
6004 Purchase Minor Equipment	3,182	17,600	17,600	14,418	18.1%
6230 Internet/Web Hardware	5,146	5,146	5,146	0	100%
6241 Campus Software	336,505	510,000	510,000	173,495	66%
6242 Campus Cabling	0	4,000	4,000	4,000	0

Other FAQ:

Which budget scenario should I be looking at? V1, V2, or V3?

- At the May Board meeting each year, the Board approves the V1 operating budget for the following fiscal year. Then, during the fall, the V1 budget is revisited and adjustments are made to reflect more up-to-date enrollment information, which leads to the V2 budget. So, the V1 budget should be considered the primary budget from July 1st until the V2 budget is finalized and approved. The Finance Office will announce the switch from V1 to V2 via email in December.

After the V2 budget has been approved, we will also maintain a third V3 scenario which will act as a “realistic forecast” scenario, and will be continuously updated throughout the remainder of the year. However, budget managers will still be primarily accountable for the V2 budget scenario.

My department expects to be over budget for a particular expense line. However, we have savings in other budget lines that cover the overage. Is this OK?

- This largely depends on the type and amount of the over-spend, but is usually OK as long as it does not relate to salary and is compliant with other NEC policies. Please notify the Budget Manager of the situation, who will determine how best to proceed. You should also create a note regarding the over-spend. Attach the note to the account incurring the over-spend as well as the account that will be under-spent to off-set the amount of the over-spend.

My department expects to be over budget for a particular expense line, and we do not expect to find savings in other budget lines. What should I do?

- Communication is key. Please notify the Budget Manager as soon as you’re aware of the projected overage. You should also create a note regarding the over-spend.

My department budgeted for a large purchase in one month, but we’re actually making the purchase in a different month. Is this OK?

- It can be difficult to budget exactly when purchases will take place during the fiscal year, so it is expected that budget and actual amounts will sometimes differ on a month-by-month basis. If this difference has a significant dollar impact, please notify the Budget Manager via email, so that the issue can be noted as a driver for any monthly budget to actual variances. As long as the annual expense does not exceed the annual budget, this is usually not a significant issue.

Who should I contact if I think an expense was booked to the wrong department or account?

- All expenses are reviewed and approved by the Accounts Payable Accountant, so they should be your initial contact for any questions regarding where an expense was booked. It is usually beneficial to include the Budget Manager on these correspondences if your question stems from what you're seeing in PowerPlan.

I submitted an invoice/request for payment three weeks ago, but I don't see the payment in the "Actuals" section of PowerPlan. Why?

- In general, invoices and payment requests are processed as received. However, many types of transactions are not "posted" to the accounting ledger until the month is closed ~10-12 business days after the last day of the month. These transactions will not be reflected in PowerPlan until they are posted.

If you do not see a particular transaction in PowerPlan but you want to confirm if it was processed, please contact the AP Accountant or the Budget Manager.

My department recently hired someone who will need access to our department budget in PowerPlan. How do I go about requesting access for them?

- All PowerPlan user profiles are created by the Database Administrator in the IT office. The new user's supervisor should email the Database Administrator to request the creation of a new user profile, and specify which departments to grant access. Please cc the Budget Manager on these emails so they are aware of any new budget contacts for your department.

I recently changed positions, and I need access to more departments in PowerPlan. How do I adjust my access?

- Please contact the Database Administrator in the IT office, and cc the Budget Manager. Approval is required from the relevant department supervisor.