

Logging in to Martus Tools

1. Open google chrome go to <https://db3.martussolutions.com/Login>
2. Username is your email address
3. You will receive an email prompting to change your password once Finance resets all the passwords
4. Enter your new password
5. Select Sign In
 - a. **Note**-If you enter your password incorrectly two times select the “I forgot my Password” link to the left of the sign in



Recommended 12 month Budget Verse Actual Comparisons

1. Dashboard
2. Financials
3. Select Report-Income statement

The screenshot displays the MartusTools web application interface. On the left is a dark sidebar menu with the following items: 'Jasmine Lammers Winnebago Tribe of Nebraska', 'DASHBOARD', 'Financials', 'Statistics', 'Scorecards', 'Bank Balances', 'Updater', 'Setup Dashboards', 'PLANNER', 'STATISTICS', and 'SETUP'. A blue arrow labeled '1' points to the 'DASHBOARD' item, and another blue arrow labeled '2' points to the 'Financials' item. The main content area is titled 'Income Statement' and contains several configuration fields: 'Ending Date' (11/30/2017), 'Periods' (2), 'Budget' (-- Budget --), 'Rows' (Account View), 'Columns' (Months), 'Gain/Loss' (checkbox), 'Include Excluded Data' (checkbox), 'Fund' (-- Select --), 'Program' (-- Select --), 'Funding Source' (-- Select --), and 'Account Category'. A blue arrow labeled '3' points to the 'Income Statement' dropdown menu. At the bottom of the configuration area are buttons for 'Load', 'Export (xlsx)', and 'Expand'. Below these buttons is a table header with the following columns: 'Oct-17 Actual', 'Nov-17 Actual', 'Nov-17 Budget', 'Monthly Variance', 'YTD Actual', 'YTD Budget', 'YTD Variance', and 'Annual Budget'.

4. Ending Date-Set for last day of the grant or fiscal year
5. Periods-12
6. Fund-enter the fund you are trying to report on
7. When finished select load

Financials | Martus Tools x Financials | Martus Tools x Sign in to Sage Intacct x

Secure | https://db3.martusolutions.com/Dashboard/Financials/Report?IncomeStrmRpt&EndDate=09%2F30%2F2018&Periods=12&Budgeted=&RowView=Account&ColView=Month&GainLoss=false&Excluded=false&SheetDim1=&SheetDim2=&LineDim1=&CategoryId=

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5

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Jasmine Lammers
Winnegago Tribe of Nebraska

DASHBOARD

Financials

Statistics

Scorecards

Bank Balances

Updater

Setup Dashboards

PLANNER

STATISTICS

SETUP

SUPPORT

Income Statement

Set Default View

Default View

Create New Saved Report

Ending Date

09/30/2018

Periods

12

Budget

-- Budget --

Rows

Account view

Columns

Months

Gain/Loss

Include Excluded Data

Fund

-- Select --

Program

-- Select --

Funding Source

-- Select --

Account Category

-- Select --

Load

Export (xlsx)

Expand

| | Oct-17 Actual | Nov-17 Actual | Dec-17 Actual | Jan-18 Actual | Feb-18 Actual | Mar-18 Actual | Apr-18 Actual | May-18 Actual | Jun-18 Actual | Jul-18 Actual | Aug-18 Actual | Sep-18 Actual | Sep-18 Budget | Monthly Variance | YTD Actual | YTD Budget | Annual Budget | Remaining | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|---------------|---------------|------------------|-------------|------------|------------|
| INCOME | | | | | | | | | | | | | | | | | | | | |
| 4000 Grant/Contract Revenue | 2,627,130 | 858,638 | 494,806 | | | | | | | | | | | 1,441,934 | -1,441,934 | 3,980,575 | 17,303,212 | 17,303,212 | 13,322,638 | |
| 4001 Indirect Cost Revenue | 207,084 | 383,356 | | | | | | | | | | | | | 590,440 | | 590,440 | | -590,440 | |
| 4002 Program Revenue | 278,907 | 121,897 | 72,101 | | | | | | | | | | | 137,268 | -137,268 | 472,905 | 1,647,218 | -1,174,313 | 1,647,218 | 1,174,313 |
| 4003 Tribal Appropriation | 524,070 | | | | | | | | | | | | | 1,196,803 | -1,196,803 | 524,070 | 14,361,636 | -13,837,566 | 14,361,636 | 13,837,566 |
| 4004 Donations Revenue | 120 | 913 | 140 | | | | | | | | | | | 1,173 | | 1,173 | | -1,173 | | |
| 4005 Fundraising | 1,353 | 728 | 1,075 | | | | | | | | | | | 3,156 | | 3,156 | | -3,156 | | |
| 4006 Inkind Revenue | 35,575 | | | | | | | | | | | | | 3,573 | -3,573 | 35,575 | 42,870 | -7,295 | 42,870 | 7,295 |
| 4007 Bond Revenue | 6,100 | 1,000 | 2,300 | | | | | | | | | | | | 9,400 | | 9,400 | | -9,400 | |
| 4008 Court Fines and Fees | 1,500 | 18,774 | 6,653 | | | | | | | | | | | | 26,928 | | 26,928 | | -26,928 | |
| 4010 Loan Fees | 885 | 350 | 844 | | | | | | | | | | | | 2,079 | | 2,079 | | -2,079 | |
| 4012 Interest & Dividends Revenue/Investment Income | 47,579 | 51,946 | | | | | | | | | | | | | 99,525 | | 99,525 | | -99,525 | |
| 4013 Insurance Revenue | 412,996 | 745,601 | 401,650 | | | | | | | | | | | | 1,560,248 | | 1,560,248 | | -1,560,248 | |
| 4014 Worker's Comp. Revenue | 30,651 | 36,890 | 20,883 | | | | | | | | | | | | 88,424 | | 88,424 | | -88,424 | |
| 4015 Medicaid Revenue | 47,750 | 3,086 | 22,902 | | | | | | | | | | | | 73,738 | | 73,738 | | -73,738 | |
| 4020 Private Insurance | 16,696 | 9,496 | 11,994 | | | | | | | | | | | | 38,186 | | 38,186 | | -38,186 | |
| 4025 Contact Lenses Revenue | | 3,154 | | | | | | | | | | | | | 3,154 | | 3,154 | | -3,154 | |
| 4030 Eye Glass Revenue | 143 | 4,539 | | | | | | | | | | | | | 4,682 | | 4,682 | | -4,682 | |
| 4035 Alcohol Prop Pettycash | | 2,346 | | | | | | | | | | | | | 2,346 | | 2,346 | | -2,346 | |
| 4040 Travel Systems-Car Seat Revenue | 436 | 381 | 125 | | | | | | | | | | | | 942 | | 942 | | -942 | |
| 4099 Miscellaneous Revenue | 87,846 | 84,903 | 10,658 | | | | | | | | | | | 8,225 | -8,225 | 183,408 | 98,696 | 84,712 | 98,696 | -44,712 |
| 4206 Tobacco Tax | 9,699 | 9,228 | 11,243 | | | | | | | | | | | | 30,170 | | 30,170 | | -30,170 | |
| 4207 Fuel Tax | 19,834 | 18,394 | 19,521 | | | | | | | | | | | | 57,749 | | 57,749 | | -57,749 | |
| 4209 Casino Food and Beverage | 20,881 | 19,453 | 21,515 | | | | | | | | | | | | 61,849 | | 61,849 | | -61,849 | |
| 4211 Hotel Tax | 9,375 | 9,446 | 7,523 | | | | | | | | | | | | 26,344 | | 26,344 | | -26,344 | |

Notes- this will give you a budget verse actual for twelve months but you will be able to report on shorter periods if needed by changing the ending date and periods. Numbers listed in blue have the drill down capability that will show exactly what makes up the total number. If a user has the Director Assistant Role they will not be able to drill down on identified restricted accounts.

8. If the information on the screen is correct you will be able to export the budget to excel by selecting export (xlsx)

Recommended Budget Verse Actual Comparisons for Budgets on the Tribe's Fiscal Year

1. Dashboard
2. Financials
3. Select Report- YTD Budget Comparison

MartusTools

Jasmine Lammers
Winnebago Tribe of Nebraska

DASHBOARD

Financials

Statistics

Scorecards

Bank Balances

Updater

Setup Dashboards

Select Report YTD Budget Comparison Set Default View Set as Global Default View

YTD Budget Comparison - Winnebago Tribe of Nebraska - Account

Multi-Year ☐ Ending Date 01/31/2018 Budget -- Budget -- Rows Account View

Fund -- Select -- Program -- Select --

Funding Source -- Select --

| | Total Budget Actuals | Open Enc Remaining | % Spent Prior YTD |
|-----------------------------|----------------------|--------------------|-------------------|
| INCOME | | | |
| 4000 Grant/Contract Revenue | 18,106,161 6,774,191 | 11,331,970 | 37% 8,882,449 |

4. Ending Date-Last day of the fiscal year
5. Fund-The fund you are trying to report on
6. Load

Select Report YTD Budget Comparison Set Default View Set as Global Default View Create New Saved Report

YTD Budget Comparison - Winnebago Tribe of Nebraska - Account

Multi-Year ☐ Ending Date 09/30/2018 Budget -- Budget -- Rows Account View Gain/Loss ☐ Include Excluded Data ☐

Fund -- Select -- Program -- Select --

Funding Source -- Select -- Account Category

Load Export (xlsx)

Note- This gives a consolidated budget verse actual comparison that show the gain/loss at the bottom of the report.

| | | | | | |
|---------------|------------|------------|------------|-----|------------|
| Total Expense | 37,059,263 | 14,258,636 | 22,800,627 | 38% | 16,039,850 |
| Net Gain/Loss | -2,466,152 | -996,140 | -1,470,012 | 0% | 613,297 |

Entering Budget Modifications

1. Planner Dropdown
2. Change Requests
3. Create New Change Request

The screenshot shows the MartusTools interface. The left sidebar has a 'PLANNER' dropdown menu with 'Change Requests' selected. The main area has a 'Create New Change Request' button and several dropdown menus for Fund, Program, Funding Source, Status, and Start Date. A filter button is also present. A green banner at the top says 'Budget Change Request Deleted'.

4. Add

Change Request

The screenshot shows the 'Change Request' form. It includes fields for Year (2018), Created (02/22/2018), Creator (Jasmine Lammers), and Status (Draft). Below these is a table with columns for months from Oct-17 to Sep-18, a Total column, and an Add button. The Net Change is \$0.00. There are also fields for Net Expense Increase, Net Expense Decrease, and Net Income Change, all showing \$0.00. A 'Change Request Explanation' text area is below. At the bottom, there is an 'Upload New Attachment' section with a 'Choose File' button and 'No file chosen' text. At the very bottom are 'Cancel', 'Save', and 'Delete' buttons.

5. Find the fund you are requesting to change and press select

Change Request | MartusTools | Financials | MartusTools | Sign in to Sage Intacct | Winnebago Tribe of Nebraska | Winnebago Tribe of Nebraska

https://db3.martusolutions.com/Planner/ChangeRequest/5079

MartusTools

Jasmine Lammers
Winnebago Tribe of Nebraska

DASHBOARD
PLANNER
Summary
Worksheets
Special Purpose Worksheets
Setup Budget Approvers
Change Requests
Intacct
Setup
STATISTICS
SETUP
SUPPORT

Change Request
Year: 2018
Net Change
Net Expense
Change Request
Upload New
Cancel

Add

Select Worksheet

| Fund | Program | |
|-------------------------------------|----------------------|--------|
| -- Fund -- | -- Program -- | Filter |
| 1100 BIA-Community Fire Protection | 990 Other | Select |
| 1120 BIA-Credit | 955 Tribal Credit | Select |
| 1140 BIA-Employment Assistance | 310 Higher Education | Select |
| 1160 BIA-Higher Education | 310 Higher Education | Select |
| 1260 BIA-Johnson O'Malley | 310 Higher Education | Select |
| 1280 BIA-Johnson O'Malley Headstart | 340 Head Start | Select |
| 1320 BIA-Indian Child Welfare Act | 500 Human Services | Select |
| 1360 BIA-Human Services | 500 Human Services | Select |
| 1600 BIA-PL 102-477- Admin | 500 Human Services | Select |
| 1601 BIA-PL 102-477 Program | 500 Human Services | Select |
| 1606 State | 500 Human Services | Select |

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6. Select Which account you are requesting to change

Select Worksheet Line

| Account | Funding Source | Total | |
|-----------------------------|--|---|--------|
| 4000 Grant/Contract Revenue | 1100-Comm Fire Pro Community Fire Protection | 1100-Comm Fire Pro Community Fire Protection | Select |
| 5420 Minor Equipment | 1100-Comm Fire Pro Community Fire Protection | 1100-Comm Fire Pro Community Fire Protection | Select |
| 5835 IDC Expenditures | 1100-Comm Fire Pro Community Fire Protection | 1100-Comm Fire Pro Community Fire Protection | Select |
| --Account-- | -- Funding Source -- | Add | |

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7. Enter the Adjustment Type: weekly, bi-weekly, monthly, annual

8. Add a starting Date of the request

9. Add an amount

Add

Adjustment Type:

Weekly

7

Starting Date:

10/01/2017

8

Amount:

9

Preview

10

Worksheet

1100 BIA-Community Fire Protection-990 Other

Account

4000 Grant/Contract Revenue

Funding Source

1100-Comm Fire Pro Community Fire Protection

Save

Month Cu

Oct-17

Nov-17

Dec-17

Jan-18

Feb-18

Mar-18

Apr-18

May-18

Jun-18

Jul-18

Aug-18

Sep-18

10. Select Preview (make sure the amount is correct in the revised line before you save)

11. Repeat Steps 4-10 until you are finished entering your budget modification.

NOTE-The net change should be 0! An Explanation can be added as why the change request is happening. Also, items can be attached. If the granting agency approved the budget modification this would be a good item to attach.

12. When finished either Save to work on it later, Cancel to not save your changes, or Submit for Approval.

The screenshot shows a web form for submitting a change request. At the top, a grey bar displays 'Net Change' with a value of '\$0.00' on the right. Below this, three boxes show 'Net Expense Increase: \$0.01', 'Net Expense Decrease: (\$0.01)', and 'Net Income Change: \$0.00'. An arrow points to the 'Net Income Change' box. Below these is a large text area labeled 'Change Request Explanation' with an arrow pointing to it. Underneath is an 'Upload New Attachment:' section with a 'Choose File' button and the text 'No file chosen', with an arrow pointing to the button. At the bottom, four buttons are visible: 'Cancel' (grey), 'Save' (blue), 'Submit For Approval' (orange), and 'Delete' (red). Arrows point to each of these buttons.

| Net Change | | \$0.00 |
|---|-----------------------------------|------------------------------|
| Net Expense Increase: \$0.01 | Net Expense Decrease: (\$0.01) | Net Income Change: \$0.00 |
| Change Request Explanation | | |
| Upload New Attachment: Choose File No file chosen | | |
| Cancel | Save | Submit For Approval |
| Delete | | |

Approval Flows

1. Worksheet Approver-There can be as many worksheet approvers as needed and these can be setup by fund.
2. Planning Office- Either Joy Johnson or Esther Mercer has to approve.
3. Finance Office- Either Cheryl Painter or Jasmine Lammers has to approve.
4. CFO Alan Post or CEO Sharon Frenchman has to approve.
5. Budget becomes active in Martus and Intacct!