

Budget Manager – Forms, Models and Profiles

Version Control

Version	Author Name	Comments	Date
0.3	Jane Allen	Review content	08/01/2020
0.4	Jane Allen	Update for CP11, split out forms detail	22/06/2021

Budget Manager

Collaborative Planning, known as Budget Manager, is the software used to monitor and control income and expenditure within Cumbria County Council.

1. Models

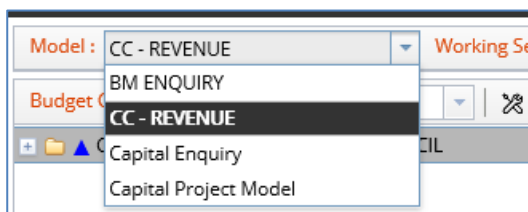
Models are ring-fenced sets of data used for specific enquiries in Budget Manager. The model defines what data is to be held (either entered manually or imported), how it is to be displayed, and (if applicable) what data will be exported. Changes made in one model do not impact on another model.

The last Model used by a user is in focus the next time they log in.

The Council uses four models within Budget Manager:

- CC – REVENUE (Revenue forecasting)
- BM ENQUIRY (Revenue enquiry)
- Capital Project Model (Capital forecasting)
- Capital Enquiry (Capital enquiry).

In the Council, not all users will have access to all of the models; many users will have access to only one or two models depending on the cost centres and elements they are managing.



A dropdown menu on the Budget Manager workbench allows the user to select a model. Details and actions shown in the central panel will then be specific to the model selected.

Capital and Revenue Models

Revenue models deal with revenue expenditure, ie ongoing operating costs for the Council.

Capital models deal with capital expenditure, typically one-time large projects to buy or improve fixed assets that will be used over a longer period.

Forecasting and Enquiry Models

Forecasting models are used to input estimates of how the Council will perform against the planned budget. Data is imported from the e5 accounting system to show budgeted and to

date figures to the close of the last accounting period. Using this information, forecasts are adjusted by managers.

Enquiry models are used to provide information on spend. Data is imported from the e5 accounting system to show budgeted and to date figures to the close of the last accounting period. Data on current period spend is imported each morning so that users can also monitor current month spend.

CC- REVENUE and the Capital Project Model are forecasting models.
 BM Enquiry and Capital Enquiry are read-only models,

2. Forms

Finance Forms in Budget Manager are custom built enquiry and data entry screens.

These are the detailed screens resembling Excel spreadsheets accessed from the workbench – example below.

Nominals	Prior Actuals	e5 Data				Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes
		Budget	Year to Date								
			Budget	Actual	GRNs						
CO4 - FIRE & RESCUE SERVICE	20,050,071	20,493,000	6,487,506	4,473,577	70,780	PB	6,093,927	0	6,093,927	-14,399,073	
CO405 - FIRE & RESCUE SERVICE	18,451,071	18,894,000	4,888,506	2,874,577	70,780	PB	4,494,927	0	4,494,927	-14,399,073	
CO40501 - MANAGEMENT & SUPPORT	5,491,794	5,875,541	1,747,596	1,113,734	56,114	PB	2,299,527	0	2,299,527	-3,576,014	
CO4050101 - FS PENSIONS	268,353	290,172	72,540	-6,071	0	PB	211,561	0	211,561	-78,611	
6030701 - FIRE SERVICE PENSIONS	268,197	273,172	68,292	-6,071	0	PB	198,809	0	198,809	-74,363	
16195 - BASICINJ PENS FIRE (SERV FUND)	268,197	273,172	68,292	45,753	0	PB	250,633	0	250,633	-22,539	
78005 - GRANTS SPECIFIC EXCL DSG		0	0	-51,824	0	PB	-51,824	0	-51,824	-51,824	

The Council's forecasting models hold forms tailored to users. Access to the forecasting forms is dependent upon the responsibility level of the user.

Responsibility Level	Revenue forecasting forms	Capital forecasting forms
Budget Manager	Budget Manager Revenue	Capital Project Lead
Budget Approver	Assistant Director Revenue	Capital Programme Manager
Budget Controller	Corporate Director Revenue	Capital Assistant Director

The enquiry models each hold one form (BM Capital - Project Enquiry and Budget Manager Enquiry Form).

In addition a year end form exists in both capital models and in the Revenue forecasting model.

3. Profiles

Profiles are used to make different screen layouts of the forms available to end-users, and for end-users to create their own “library” of combinations of selection criteria that they may use for enquiries and data entry.

Within the Council, forms have been designed to fit user needs, so that the default settings are retained when setting up a profile.

In addition, in each profile, the user can also save display preferences such as setting the hierarchy level to which the screen may expand automatically and the display of total lines as bold and or underlined values.

When a new form is created, it is deployed to users and a default profile created.

Guidance worksheet 6 details how to set up and amend profiles – as previously noted, default profiles should be retained.