Forms and Data Entry in Budget Manager

Version Control

Version	Author Name	Comments	Date
0.2	Jane Allen	Review content	08/01/2020
0.3	Jane Allen	Update for revised cycles and CP11	30/07/2021

Data Entry in Budget Manager

1. Terminology

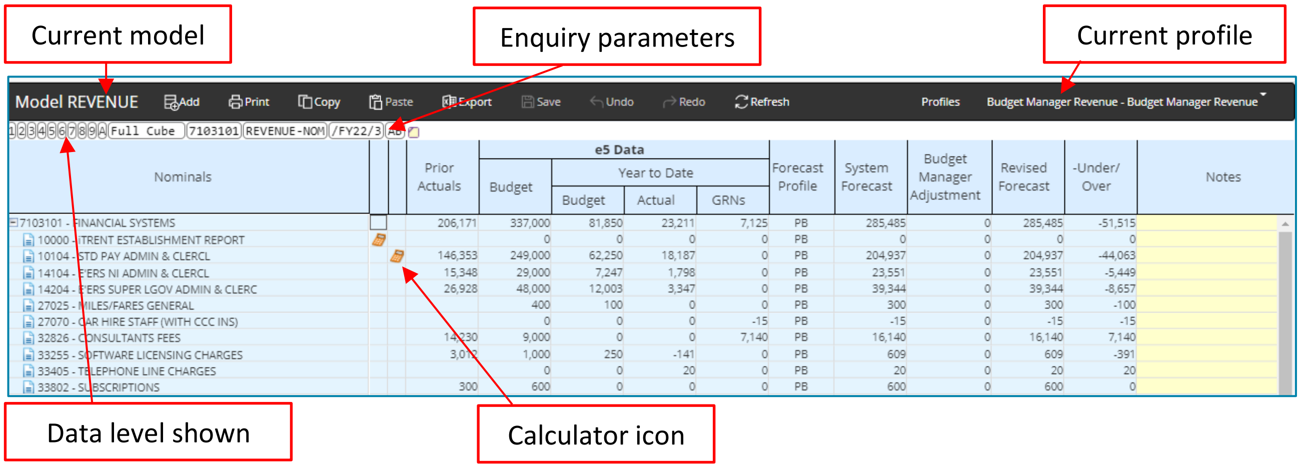
Workbench	the home screen, the first screen you see on logging in to Budget Manager
Model	a set of data used for specific enquiries. Access to models is governed by user permissions
Form	a custom built enquiry and data entry screen, resembling an Excel spreadsheet, within a particular model. Forms are deployed to users and a default profile created.
Profile	used to make different forms available to users, and for end-users to create their own combinations of selection criteria for enquiries and data entry.

2. Launching a form from the workbench in Budget Manager

1. Using the drop down menus in the left hand navigation pane, select the criteria (which model and which cost centre or element) for the form you need.
2. On the Actions tab in the central panel, select a profile. This is not always required: Budget Manager will default to the last profile run. You can also switch between profiles within the form.
3. Click Review to launch the form.

Where users have access to more than one profile in Budget Manager, the ‘Use new Tab’ tickbox allows multiple profiles to be open for the model at the same time. When this is not ticked, an open profile will be over-written when a different one is launched.

4. Form navigation in Budget Manager



Current Model - Shows the current Model in use. This cannot be changed within the form.

Enquiry parameters - This line displays the selection criteria in use for the current window. The items can be selected individually to change the parameter value. Clicking on each item in the line will launch a pop up where criteria may be selected (if available under user permissions).

Current profile - Shows the current profile. The drop down menu lists the available profiles for displaying and entering data. Clicking on a profile in the drop down menu enables the user to switch between profiles.

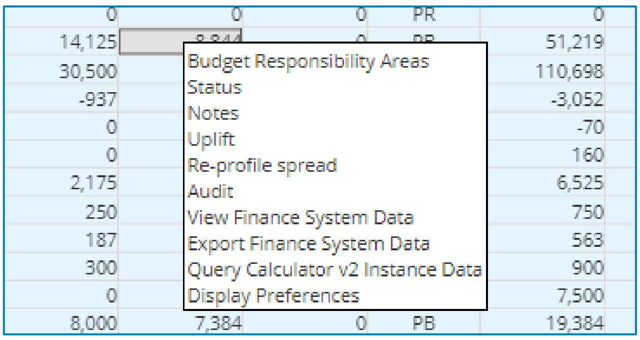
Data level shown - Where the hierarchy display in the left side of the screen is at a contracted level, clicking these buttons automatically expands the display to the requested level. Clicking the “A” button expands the hierarchy to its lowest level.

Calculator icon - allows you to link to supporting information on payroll costs .

Note icon – Within the form, this indicates a note is present 

4. Cell Actions in Budget Manager

Right clicking on a cell within the form gives a menu with available options:



Availability will vary depending on what is selected – for example, you can only view Finance System data if you select a cell where the value shown is taken from e5 and it is not a total calculated within the form,

Budget Responsibility Areas – identifies users with assigned responsibility at that level. Note that this may be blank if responsibility is assigned at a higher level, eg if responsibility is assigned at the element level, no assignee will be identified at the cost centre level (in practice, if there is no budget holder is named, then work up through the hierarchy until you find the budget holder).

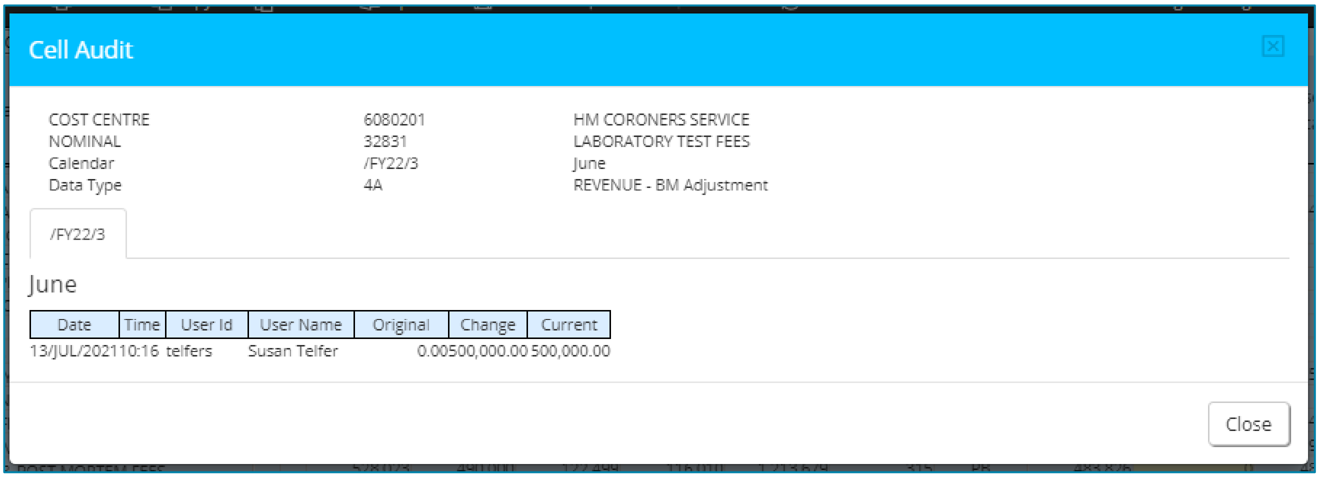
Status – shows information about the cell including its value, origin (datatype) and its presentation attributes, including details of how any formula is calculated.

Notes - Where a cell note does not exist, this will open the cell note window and allow the user to create a new note. Where a cell note exists, this will open the window and allow the user to add another entry.

Uplift – Functionality not in current use.

Re-profile Spread – Functionality not in current use.

Audit - Shows actions that have been carried out in that cell. This is not available where data is directly from e5 but can be used to see who has made adjustments to forecast spend.



Cell Audit

COST CENTRE	6080201	HM CORONERS SERVICE
NOMINAL	32831	LABORATORY TEST FEES
Calendar	/FY22/3	June
Data Type	4A	REVENUE - BM Adjustment

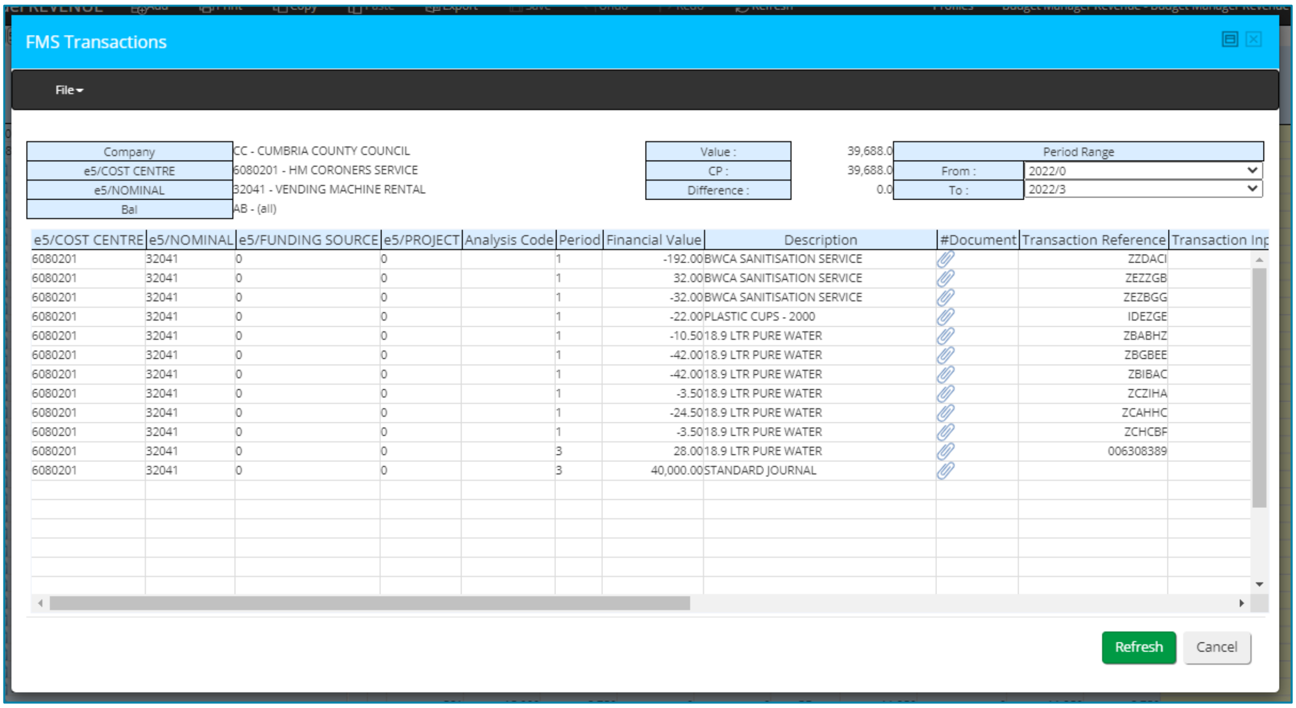
/FY22/3

June

Date	Time	User Id	User Name	Original	Change	Current
13/JUL/2021	10:16	telfers	Susan Telfer	0.00	500,000.00	500,000.00

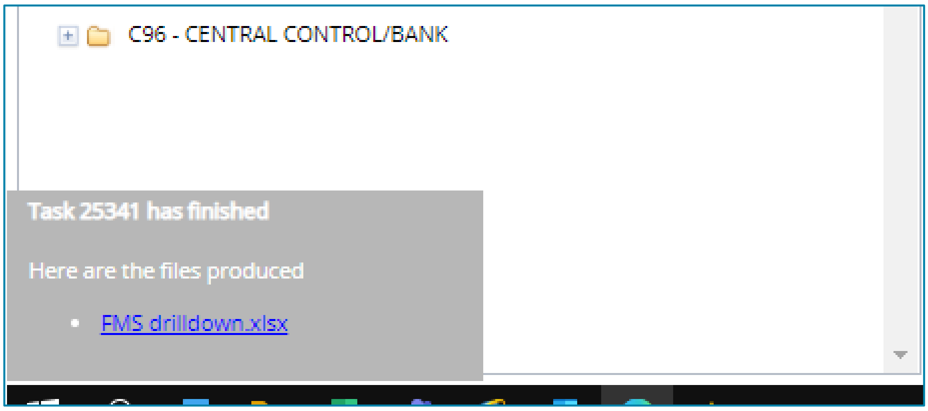
Close

View Finance System Data - Shows the transactions in the e5 system that make up the value in the cell. Note that this action can be carried out only against a cell where the data is from e5. An error message will be generated in other circumstances.



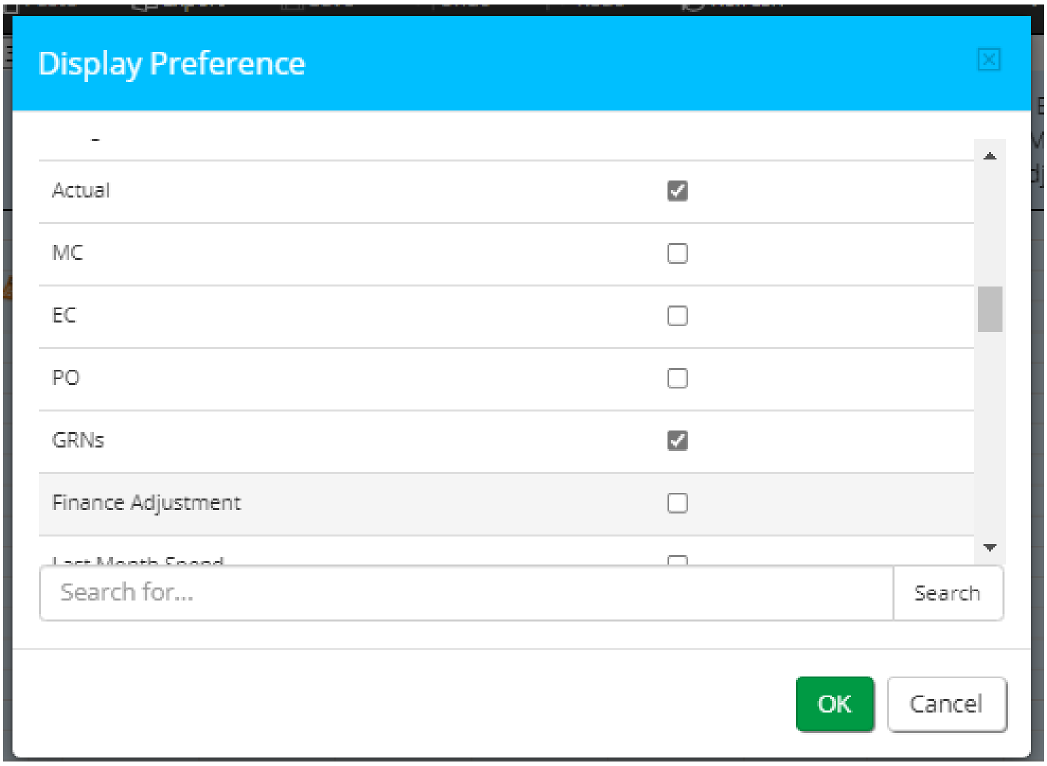
Supporting documents can be viewed by right clicking in the paperclip column for the relevant row.

Export Finance System Data – Exports the transactions in the e5 system as an Excel spreadsheet to the workbench.



Query Calculator – Functionality not in current use.

Display Preferences – Allows the user to display or hide columns on the form.
For example, to view purchase order transactions for a form, tick column PO in the pop up box and click OK.



5. Data Entry in Budget Manager

Data entry is available for the lowest leaf elements only, ie at code level.

- Data entry fields are pale yellow
- Cell notes have the yellow note icon
- Protected cells are blue
- Cells with unsaved changes are grey.

Summary values up the columns and along the rows are updated dynamically as values are entered into the pale yellow data entry cells. Once data has been entered, click on the save icon to save – the grey highlighted cells will change to yellow.

Fields are protected because:

- they contain read-only data that must not be changed;
- they contain summary values that are totals of subsidiary values beneath;
- they contain values that are calculated automatically in the form using a pre-defined formula.
- they are for a disabled leaf element.