

Exporting Data to a new Excel spreadsheet from Budget Manager

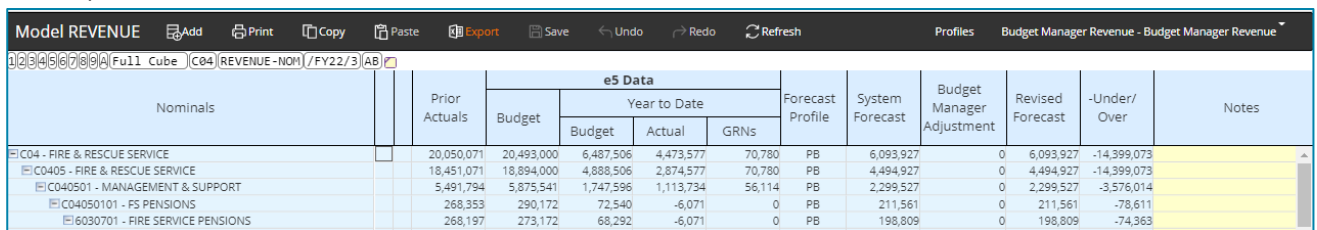
Version Control

Version	Author Name	Comments	Date
0.2	Jane Allen	Review content	08/01/2020
0.3	Jane Allen	Update for CP11	15/07/2021

Exporting Data to a new Excel spreadsheet from Budget Manager

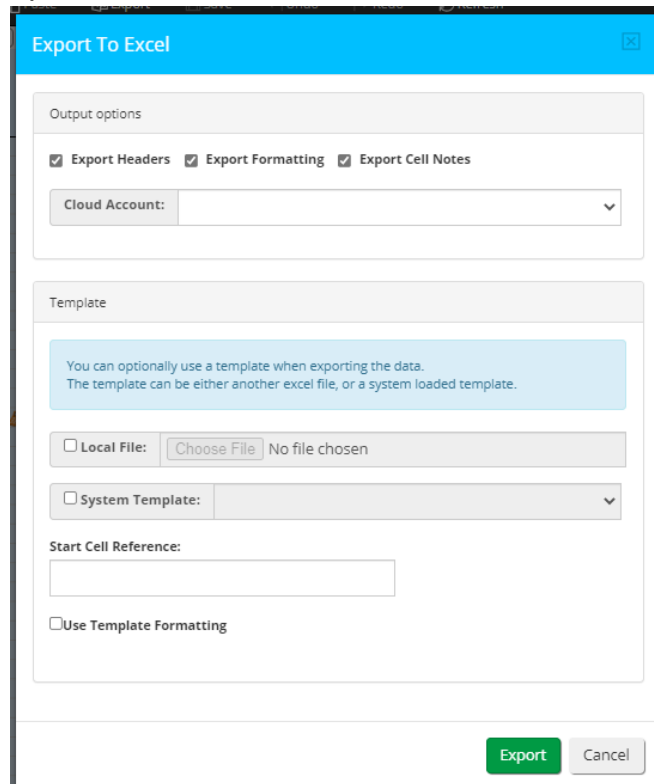
Data displayed in a finance form can be copied to an Excel spreadsheet for reporting or further processing.

In the form, click the Export button at the top of the Review screen (highlighted orange 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							
☐ C04 - 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		
☐ C0405 - 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		
☐ C040501 - 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		
☐ C04050101 - 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		

This will launch a pop up window.



Export To Excel

Output options

Export Headers Export Formatting Export Cell Notes

Cloud Account:

Template

You can optionally use a template when exporting the data. The template can be either another excel file, or a system loaded template.

Local File: No file chosen

System Template:

Start Cell Reference:

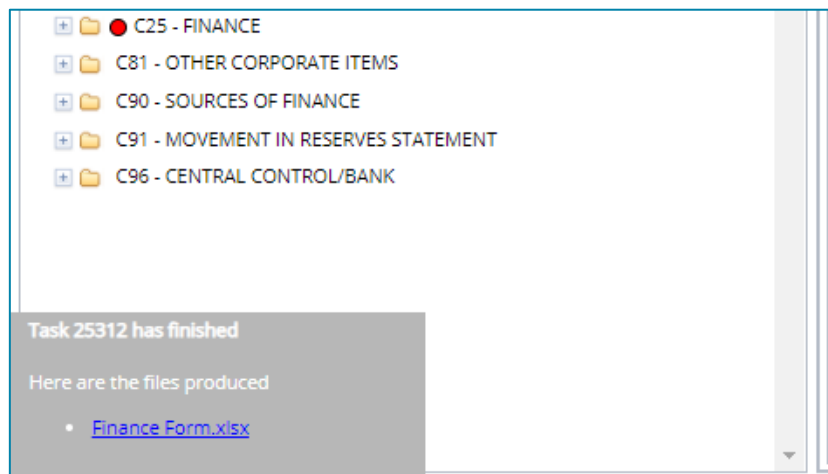
Use Template Formatting

There are options to export to cloud or to templates, and pre-defined defaults, which can be amended – but no amendments are required.

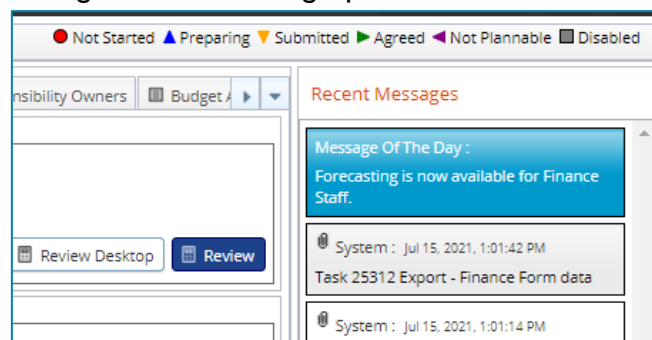
- Include Header determines whether the finance form column headings are brought into the output spreadsheet.
- Include Formatting determines whether the number formats (e.g., decimal place suppression, bracketed negative values) should be brought into the spreadsheet.
- Include Notes will export any cell notes that are in the finance form as Cell Comments in the spreadsheet.

Click the green Export button to generate a task to send the file to your Budget Manager workbench.

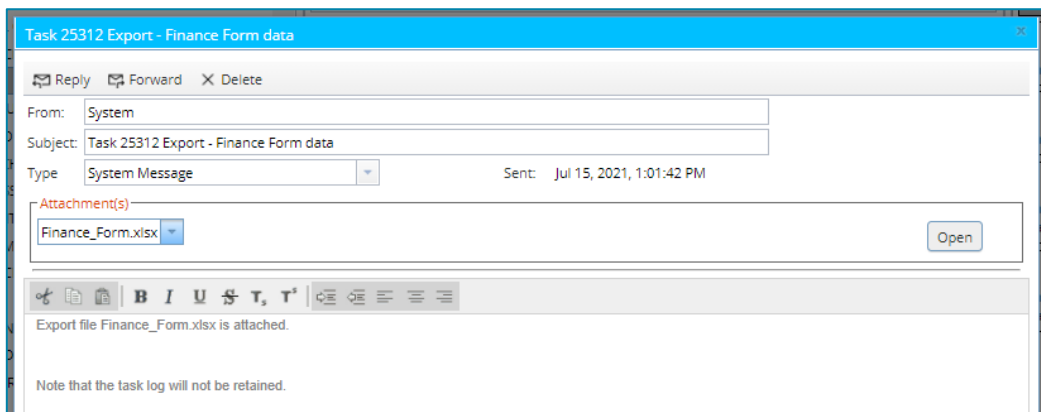
Go back to the workbench tab and click on the link at the bottom left of the workbench to open your file.



There will also be a message in the message panel of the workbench.



The export file can also be accessed by clicking on the message to open it and then opening the attachment.



Export levels

Data is copied from the Review screen into the spreadsheet as it is displayed on the screen when the task is launched. If the data is displayed at a summary level, then the rows will be copied into the spreadsheet and it will not be possible to expand the values. If all the rows have been expanded in the Review screen, the level can be contracted within the spreadsheet, as below:

Export at Level 1

View in Budget Manager

Model REVENUE												
Full1 Cube (C072030 REVENUE-NOM /FY22/3 AB)												
Nominals	Prior Actuals	e5 Data					Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes
		Budget	Year to Date									
			Budget	Actual	GRNs							
C072030 - CORONERS	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280		
6080201 - HM CORONERS SERVICE	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280		

Excel Export

Model REVENUE												
Full1 Cube (C072030 REVENUE-NOM /FY22/3 AB)												
Nominals	Prior Actuals	e5 Data					Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes
		Budget	Year to Date									
			Budget	Actual	GRNs							
C072030 - CORONERS	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280		
6080201 - HM CORONERS SERVICE	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280		

Export at Level 8

View in Budget Manager

Model REVENUE												
Full1 Cube (C072030 REVENUE-NOM /FY22/3 AB)												
Nominals	Prior Actuals	e5 Data					Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes
		Budget	Year to Date									
			Budget	Actual	GRNs							
C072030 - CORONERS	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280		
6080201 - HM CORONERS SERVICE	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280		
10000 - ITRENT ESTABLISHMENT REPORT		0	0	0	0	PB	0	0	0	0		
10104 - STD PAY ADMIN & CLERCL	557,099	608,286	152,073	94,235	0	PB	550,448	0	550,448	-57,838		
10304 - REDCTN ADMIN & CLERCL	-271	0	0	-74	0	PB	-74	0	-74	-74		
13104 - STATUTORY PAY ADMIN & CLERCL	301	0	0	0	0	PB	0	0	0	0		

Excel Export

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S			
1																						
2		Full Cube - Full cube data																				
3		C072030 - CORONERS																				
4		REVENUE-NOM -																				
5		FY22/3 - June																				
6		AB																				
7					e5 Data																	
8			Prior Actuals	Budget	Year to Date			Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes	BM Forecast	BM Variance							
9					Budget	Actual	GRNs															
10		C072030	CORONERS	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280							1,752,999	-1	
11		6080201	HM CORONERS SERVICE	1,676,265	1,753,000	438,252	332,529	6,477	FF	2,312,280	500,000	2,812,280	1,059,280								1,752,999	-1
12		10000	ITRENT ESTABLISHMENT REPORT			0	0	0	PB	0	0	0	0								0	0
13		10104	STD PAY ADMIN & CLERCL	557,099	608,286	152,073	94,235	0	PB	550,448	0	550,448	-57,838								608,286	-0
14		10304	REDCTN ADMIN & CLERCL	-271	0	0	-74	0	PB	-74	0	-74	-74								0	0
15		13104	STATUTORY PAY ADMIN & CLERCL	301	0	0	0	0	PB	0	0	0	0								0	0
16		14104	EERS NI ADMIN & CLERCL	58,092	68,424	17,106	9,911	0	PB	61,229	0	61,229	-7,195								68,424	-0
17		14204	EERS SUPER LGOV ADMIN & CLERCL	97,278	51,290	12,822	16,615	0	PB	55,082	0	55,082	3,793								51,289	-0
18		15104	EXP REIMBURS ADMIN & CLERCL	265	0	0	0	0	PB	0	0	0	0								0	0
19		18140	SUBSISTENCE OF STAFF	475	0	0	0	0	PB	0	0	0	0								0	0
20		18420	L&D-CPD		3,000	750	81	-81	PB	2,250	0	2,250	-750								3,000	0
21		21060	CASUAL HIRE-PREMISES/VENUES		3,000	750	0	0	PB	2,250	0	2,250	-750								3,000	0
22		21200	INST & MTC-FIRE EXT & SEC SYS	52	0	0	0	0	PB	0	0	0	0								0	0
23		21505	CLEANING MATERIALS	54	0	0	45	0	PB	45	0	45	45								-0	-0
24		25820	PUBLIC TRANSPORT-STAFF/MEMBER	326	0	0	0	0	PB	0	0	0	0								0	0

FMS data

Finance system data may also be exported to Excel either directly from the form or by loading the data to view before export.

Export from the form

Select the data that you wish to export (remember this must be data from e5, ie not a calculated total), right click on the cell and select Export Finance System Data.

Model REVENUE																		
Full Cube (25) REVENUE-NOM / FY22/3 (AB)																		
Nominals	Prior Actuals	Budget	e5 Data			Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes							
			Budget	Actual	GRNs													
33802 - SUBSCRIPTIONS	3,445	5,000	5,000	3,615	0	3,615	-1,385											
34500 - STAFF HOTELS & ACCOM (NON L&D)		1,500	375	1,125	0	1,125	-375											
39000 - MISC SUPPLIES & SRVCS		0	0	190	0	190	190											
C2520 - FINANCE	3,299,612	3,947,000	1,045,158	3,740,998	0	3,740,998	-206,002											
C252010 - PENSIONS & FINANCIAL SERVICES	1,589	127,000	80,386	185,082	0	185,082	58,082											
7102001 - TECHNICAL FINANCE	76,446	99,000	77,012	72,258	0	72,258	-26,742											
10000 - ITRENT ESTABLISHMENT REPORT		0	0	0	0	0	0											
10104 - STD PAY ADMIN & CLERCL	218,813	237,000	59,250	213,688	0	213,688	-23,312											
10647 - TRAINING PROFESSIONAL STFF	390	0	0	-390	0	-390	-390											
14104 - EERS NI ADMIN & CLERCL	23,784	26,000	6,500	23,386	0	23,386	-2,614											

The export will appear at the bottom left of the workbench.

Task 25318 has finished

Here are the files produced

- [FMS drilldown.xlsx](#)

Company	CC	CUMBRIA COUNTY COUNCIL	Financial Value	3,615.00	Periods	2022/0 - 2022/3							
e5/COST CENTRE	7101001	DIRECTOR OF FINANCE	CP	N/A									
e5/NOMINAL	33802	SUBSCRIPTIONS	Difference	N/A									
Bal	AB	(all)											
e5/COST CENTRE	e5/NOMINAL	e5/FUNDING SOURCE	e5/PROJECT Analysis Code	Period	Financial Value	Description	#Document	Transaction Reference	Transaction Input User	Transaction Date	GL Srce Sys Name	Update Date	AP Tra
7101001	33802	0	0	1	3,615.00	SCT Subs and Seminar	2	006252741	FEARSL2	27-04-2021	Accounts Payable	27-04-2021	SCT 211

Export from viewing data

Select the data that you wish to view (remember this must be data from e5, ie not a calculated total), right click on the cell and select View Finance System Data.

Nominals	Prior Actuals	e5 Data			Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over	Notes
		Budget	Year to Date	GRNs						
33802 - SUBSCRIPTIONS	3,445	5,000	5,000	3,615		3,615	0	3,615	-1,385	
34500 - STAFF HOTELS & ACCOM (NON L&D)		1,500	375	1,125		1,125	0	1,125	-375	
39000 - MISC SUPPLIES & SRVCS		0	0	190		190	0	190	190	
C2520 - FINANCE	3,299,612	3,947,000	1,045,158	851,8		3,740,998	0	3,740,998	-206,002	
C252010 - PENSIONS & FINANCIAL SERVICES	1,589	127,000	80,386	141,8		185,082	0	185,082	58,082	
7102001 - TECHNICAL FINANCE	76,446	99,000	77,012	52,1		72,258	0	72,258	-26,742	
10000 - ITRENT ESTABLISHMENT REPORT		0	0	0		0	0	0	0	
10104 - STD PAY ADMIN & CLERCL	218,813	237,000	59,250	35,9		213,688	0	213,688	-23,312	
10647 - TRAINING PROFESSIONAL STFF	390	0	0	-3		-390	0	-390	-390	
14104 - EERS NI ADMIN & CLERCL	23,784	26,000	6,500	3,8		23,386	0	23,386	-2,614	

This will load a pop up showing the data from the e5 system.

e5/COST CENTRE	e5/NOMINAL	e5/FUNDING SOURCE	e5/PROJECT	Analysis Code	Period	Financial Value	Description	#Document	Transaction Reference	Transaction Input User	Transaction Date
7101001	33802	0	0		1	3,615.00	SCT Subs and		006252741	PEARSL2	27-04-2021

To export the data, click on the drop down File menu and select Export. Once again, the export will appear at the bottom left of the workbench.