

Amending display preference

Version Control

Version	Author Name	Comments	Date
0.1	Jane Allen		22/06/2021
0.2	Jane Allen	Update for CP11	28/07/2021

Definitions

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. The forms are built to show certain data and calculations and some data types are available to users but not shown on the deployed profile (for the sake of space and clarity)

For example, if you want to see the entries in e5 which make up the full year budget, right click on a cell within the form and select Display Preferences.

The screenshot shows a software interface for 'Model REVENUE'. At the top, there is a menu bar with options: Add, Print, Copy, Paste, Export, Save, Undo, Redo, Refresh. Below the menu bar, there is a breadcrumb trail: 'Full Cube' > 'C040504 REVENUE-NOM' > 'FY22/4' > 'AB'. The main area contains a table with columns: Nominals, Prior Actuals, Budget, e5 Data (sub-columns: Budget, Actual, GRNs), Forecast Profile, System Forecast, Budget Manager Adjustment, Revised Forecast, and -Under/Over. The table lists various budget items such as 'RESILIENCE', 'RESILIENCE UNIT', and 'AGENCY STAFF'. A context menu is open over the 'Budget' cell for the '10000 - ITRENT ESTABLISHMENT REPORT' row, showing options like 'Budget Responsibility Areas', 'Status', 'Notes', 'Uplift', 'Re-profile spread', 'Audit', 'Query Calculator v2 Instance Data', and 'Display Preferences'.

Nominals	Prior Actuals	Budget	e5 Data			Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over
			Budget	Actual	GRNs					
C040504 - RESILIENCE	229,029	200,000	66,660	-308,473	22,480	PB	84,241	0	84,241	-115,759
6700101 - RESILIENCE UNIT	229,029	200,000			22,480	PB	84,241	0	84,241	-115,759
10000 - ITRENT ESTABLISHMENT REPORT	0	0			0	PB	0	0	0	0
10104 - STD PAY ADMIN & CLERCL	403,444	353,460			0	LCP	395,115	0	395,115	41,655
10304 - REDCTN ADMIN & CLERCL	-2,417	-2,000			0	PR	0	0	0	2,000
12304 - OTHR ALLOW ADMIN&CLERIC	26	0			0	LCP	0	0	0	0
12404 - MISC PYMT ADMIN & CLERCL	8,139	8,000			0	LCP	6,135	0	6,135	-1,865
14104 - E'ERS NI ADMIN & CLERCL	42,699	35,900			0	LCP	38,670	0	38,670	2,707
14204 - E'ERS SUPER LGOV ADMIN & CLERC	72,249	77,000			0	LCP	76,554	0	76,554	-509
17610 - AGENCY STAFF	83,200	59,400	19,800	25,600	0	ACT	25,600	0	25,600	-33,800

This will open the Display Preferences popup.

Display Preference

Prior Actuals	<input checked="" type="checkbox"/>
B1	<input type="checkbox"/>
B2	<input type="checkbox"/>
B3	<input type="checkbox"/>
B4	<input type="checkbox"/>
B5	<input type="checkbox"/>
Budget	<input checked="" type="checkbox"/>

Search for... Search

OK Cancel

Display can be amended by ticking to include, unticking to remove, and then clicking okay.

Display Preference

Prior Actuals	<input checked="" type="checkbox"/>
B1	<input checked="" type="checkbox"/>
B2	<input checked="" type="checkbox"/>
B3	<input checked="" type="checkbox"/>
B4	<input checked="" type="checkbox"/>
B5	<input checked="" type="checkbox"/>
Budget	<input checked="" type="checkbox"/>

Search for... Search

OK Cancel

Nominals	Prior Actuals	e5 Data							Year to Date			Forecast Profile	System Forecast
		B1	B2	B3	B4	B5	Budget	Budget	Actual	GRNs			
		CD40504 - RESILIENCE	229,029	200,000	0	0	0	0	200,000	66,660	-308,473		
6700101 - RESILIENCE UNIT	229,029	200,000	0	0	0	0	200,000	66,660	-308,473	22,480	PB	84,241	
10000 - ITRENT ESTABLISHMENT REPORT	0	0	0	0	0	0	0	0	0	0	PB	0	
10104 - STD PAY ADMIN & CLERCL	403,444	353,460	0	0	0	0	353,460	117,820	128,148	0	LCP	395,115	
10304 - REDCTN ADMIN & CLERCL	-2,417	-2,000	0	0	0	0	-2,000	-668	0	0	PR	0	
12304 - OTHR ALLOW ADMIN&CLERIC	26	0	0	0	0	0	0	0	0	0	LCP	0	
12404 - MISC PYMT ADMIN & CLERCL	8,139	8,000	0	0	0	0	8,000	2,668	1,695	0	LCP	6,135	
14104 - E'ERS NI ADMIN & CLERCL	42,699	35,963	0	0	0	0	35,963	11,988	12,842	0	LCP	38,670	
14204 - E'ERS SUPER LGOV ADMIN & CLERC	72,249	77,063	0	0	0	0	77,063	25,688	25,454	0	LCP	76,554	
17610 - AGENCY STAFF	83,200	59,400	0	0	0	0	59,400	19,800	25,600	0	ACT	25,600	
17800 - OTH EMPLOYEE COSTS	-3,327	0	0	0	0	0	0	0	-2,068	0	ACT	-2,068	

Data from e5 which can be viewed

Prior Actuals	E5 – Prior year actuals for full year
B1	e5 - FY - Original budget - approved by Feb Council
B2	e5 - FY - Budget adjustmnts - Central finance
B3	e5 - FY - Budget adjustmnts - Directorate finance
B4	e5 - FY - Budget adjustmnts - Budget holder
B5	e5 - FY - Budget adjustmnts - Schools mid year
B1	e5 - YTD - Original budget -approved by Feb Council
B2	e5 - YTD - Budget adjustmnts - Central finance
B3	e5 - YTD - Budget adjustmnts - Directorate finance
B4	e5 - YTD - Budget adjustmnts - Budget holder
B5	e5 - YTD - Budget adjustmnts - Schools mid year
Actual	e5 - YTD spend
MC	e5 - Manual commitments
EC	e5 - External commitments
PO	e5 - Purchase orders
GRN	e5 - Goods received
FF	e5 - Finance Forecast adjustment
Last month spend	e5 - Last month spend
Last month GR	e5 - Last month goods received

Note that, once selected, display preferences will persist.

Data from e5 can be viewed by right clicking and selecting 'Finance System Data' - so for example you can view the e5 data by balance class, but you cannot click through in the Budget column. Data in this column is the sum of columns B1 through to B5, ie it is calculated within the form and is not directly from e5.

Using nominal 12404 from the example above, select the column for balance class B1, right click on the cell and select View Finance System Data

Nominals	Actuals	B1	B2	B3	B4	B5	Budget	Budget
								Budget
12304 - OTHR ALLOW ADMIN&CLERIC	26	0	0	0	0	0	0	0
12404 - MISC PYMT ADMIN & CLERCL	8,139	8,000				0	0	2,668
14104 - E'ERS NI ADMIN & CLERCL	42,699	35,9				0	0	11,988
14204 - E'ERS SUPER LGOV ADMIN & CLERC	72,249	77,0				0	0	25,688
17610 - AGENCY STAFF	83,200	59,4				0	0	19,800
17800 - OTH EMPLOYEE COSTS	-3,327					0	0	0
18140 - SUBSISTENCE OF STAFF	188					0	0	0
25820 - PUBLIC TRANSPORT-STAFF/MEMBERS	-40	1,0				0	0	332
27025 - MILES/FARES GENERAL	230					0	0	0
27070 - CAR HIRE STAFF (WITH CCC INS)	41	2,0				0	0	668
30075 - PURCH OP TOOLS & MATLS	10,000	10,0				0	0	3,332
31005 - SPECIALIST EQUIPT	135	4,000	0	0	0	0	0	1,332

e5/COST CENTRE	e5/NOMINAL	e5/FUNDING SOURCE	e5/PROJECT	Description	Financial Value	Period	Transaction Input User	Transaction Date	Update Date	Analysis Code	Transaction
6700101	12404	0	0	B1 Budget 2021-22	667.00	1	CHEWT	30-04-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	2	CHEWT	31-05-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	3	CHEWT	30-06-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	4	CHEWT	31-07-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	5	CHEWT	31-08-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	6	CHEWT	30-09-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	7	CHEWT	31-10-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	667.00	8	CHEWT	30-11-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	666.00	9	CHEWT	31-12-2021	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	666.00	10	CHEWT	31-01-2022	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	666.00	11	CHEWT	28-02-2022	10-03-2021		
6700101	12404	0	0	B1 Budget 2021-22	666.00	12	CHEWT	31-03-2022	10-03-2021		

If the Budget column is selected, then you will see a pop up explaining that the cell is the result of a formula and drill down is not available.

