

Frequently asked questions

Version Control

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Are there any system requirements for Budget Manager?

The current version of Budget Manager is not compatible with Internet Explorer so that you will need to access it using Microsoft Edge or Google Chrome.

Are there designated downtimes for Budget Manager?

Budget Manager is normally available for reference to users – no access is possible while the application is updated as part of month end procedures, on the mornings of each of the first four working days of the month.

When can I access Budget Manager?

An email notification is sent to Finance users on the first three days and to all Budget Manager users on the fourth day to say that the application is available for use.

Edit access is amended during the relevant window, ie only Project Lead/Budget Manager adjustments can be input during the Project Lead/Budget Manager Window.

Programme Manager/Assistant Director adjustments may not be input during the Project Lead/Budget Manager Window.

Does the Budget Manager application time out?

The corporate time out setting for e5 applications is 1 hour idle time.

Note that **there is no time out message** in Budget Manager: if the application becomes unresponsive, trying clicking the Home icon to refresh.

How do I get access to Budget Manager?

Access is controlled by the Finance Systems and Control Team and is set up on receipt of form E01 from directorate Finance.

How do I alter the font size in Budget Manager?

This is no longer possible in Budget Manager – you will need to use the zoom settings in your browser.

Where can I find help?

Guidance is on InTouch at <https://www.intouch.ccc/myfinance/managingfinance.asp>

There are links to the same information on the Budget Instructions tab within Budget Manager.

For set up and access queries, please contact the Finance Systems and Control team using e5.communications@cumbria.gov.uk.

How do I obtain the dates for forecasting cycle?

These will normally be available from Finance and will also normally be included on the email sent to all users on the opening of the Budget Manager Window.

The Message of the Day on the Budget Manager workbench will also set out the current window.

What forms/profiles are available to users?

Within each model, at least one form is available to all users

Model	Model Description	Default forms - deployed to all users
REVENUE	Revenue Forecasting	Budget Manager Revenue BM Year End
ZENQUIRY	Revenue Enquiry	Budget Manager Enquiry
ZZCAPTAL	Capital Forecasting	Project Lead Capital Year End
ZZCAPITAL_ENQ	Capital Enquiry	Enquiry_Nom Capital Enquiry Year End

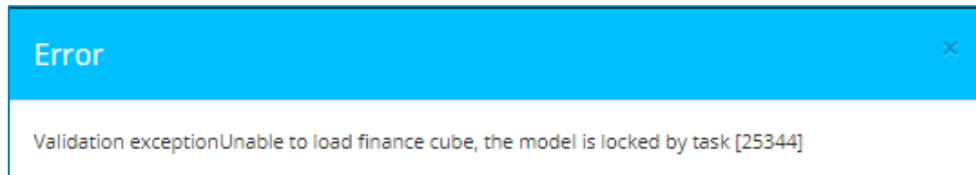
The Capital Programme Manager and Assistant Director forms and the Revenue Assistant Director and Corporate Director forms are deployed by exception to named users. Any request for access must first be directed to directorate finance.

How often is Budget Manager updated?

Enquiry models, which show current month spend, are updated every morning - they will show information up to close of the previous day.

Forecasting models, which are used to forecast future spend based on prior month spend, are updated on the mornings of the first 4 working days of the month.

While an import of data from e5 is in progress, the relevant models are locked and users will see the message below:



What are the calculators?

The calculators visible in Revenue models give information about payroll and salary costs.

Nominals	Prior Actuals	e5 Data				Forecast Profile	System Forecast	Budget Manager Adjustment	Revised Forecast	-Under/Over
		Budget	Year to Date							
			Budget	Actual	PO					
10000 - iTRENT ESTABLISHMENT REPORT		0	0	0	0	PB	0	0	0	0
10104 - STD PAY ADMIN & CLERCL	218,813	237,000	59,250	35,938	0	PB	213,688	0	213,688	-23,312

iTrent calculator (shown opposite Nominal 10000)

This gives information from the iTrent system which allows users to look at staffing by cost centre for posts, grades and hours. **Note that the calculator should be used for reference only - Budget data is not maintained in the iTrent calculator across the Council.**

EMPYR Calculator (shown opposite Salary nominals)

This gives an alternative breakdown of gross salary costs by employee by month. The total agrees to what is shown as the actual cost in the form but in a more user accessible format.

Can I view invoices in Budget Manager?

All users should be able to view purchase invoices in Budget Manager. From the FMS Transactions pop up, right click in the Document column for the relevant transaction and select

If you cannot see invoices and have confirmed that you are using Edge or Chrome and not Internet Explorer, then please contact e5.Communications@cumbria.gov.uk.