



ERP User Guide Budget Managers for Schools Shropshire Council

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1. General Information

1.1. Introduction

This manual has been written to help you work with the Budget Management element of the ERP. As several services will be using the ERP, this user guide is specific to the area for which it is written.

You must also be familiar with Microsoft Windows and understand workflow (which is covered in the E-Learning introduction courses).

1.2. Conventions in this document:

This manual uses icons to illustrate comments with the following purposes

 **Warning**

 **Useful tips**

Best Practice

Navigate to:

Personnel ⑦ Work schedule ⑦ Day type master file

[] Key from the PC keyboard e.g. Press [Tab]**

This User Guide covers:

- Uploading budgets using Excelerator
- How to do virements
- How to do budget management and forecasting
- Budget reporting

2. Introduction

2.1. Aim of the Manual

The Budget Manager Manual covers the responsibilities and tasks that you will have to perform in your new role in the ERP.

This covers all the Approval tasks and the Reports and Forecast Postback.

It is your responsibility to agree annual budgets and monitor them. Each month you will be asked to update your forecast.

In addition, you will sometimes need to enter a General Ledger journal to make corrections between Cost Centres, Account Codes etc. or a Virement to move budget.

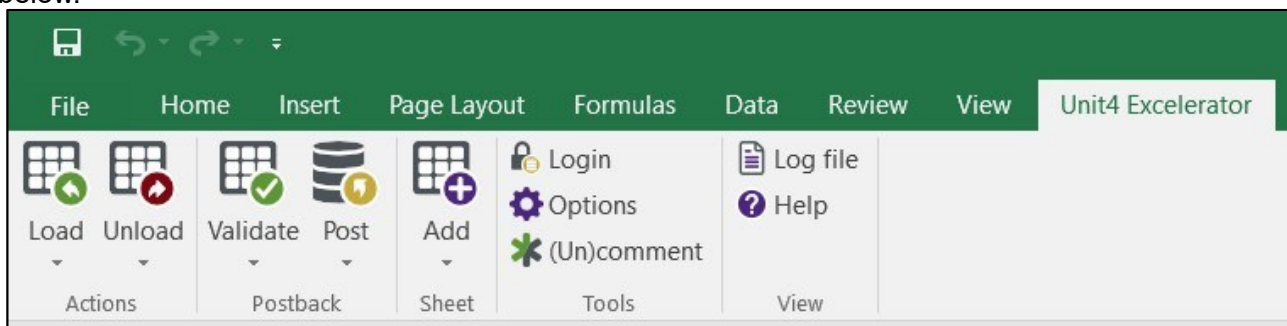
3. Uploading budgets using Excelerator

Information regarding uploading and setting original budgets are shown below for reference only – this is performed by the Finance teams.

4.1. Excelerator Overview

Excelerator is Unit4 add-on to Excel that allows us to use Excel to enter a large volume of transactions, such as budgets (other examples include journals etc). Excelerator is also used for reporting.

After installation, the Unit4 add-on will be shown at the top of Excel – labelled **Unit4 Excelerator** as below.



After entering transactions in the spreadsheet (next page), you use the tools above to:

- **Load/Unload** – Transactions for reporting
- **Validate** – Validate transactions before posting
- **Post** – Transactions (budgets, journals etc – next page).
- **Add** – used when firstly creating Excelerator sheets
- **Login** – these needs to be set up for single sign on to log into Excelerator ([video link on how to set it up](#))

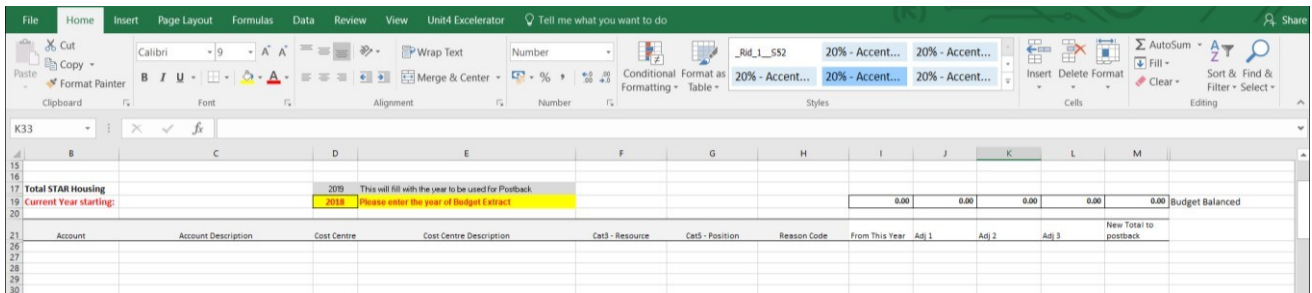
4.2. Budget Setting – Excelerator

Finance will receive an allocation budget from the council which they can amend. The information below and spreadsheet used is provided as an example only.

1. Open the spreadsheet template in Excel: **TY extract to CORP0 Postback**

NOTE: This will be the allocated budget from the council – based on this year – which we will now review and modify for next year's budget.

2. **Login.** A message is only displayed if there is an error with the login process.
3. Initially the sheet is empty as below:



Account	Account Description	Cost Centre	Cost Centre Description	Cat3 - Resource	Cat5 - Position	Reason Code	From This Year	Adj 1	Adj 2	Adj 3	New Total to postback	Budget Balanced
							0.00				0.00	
							0.00				0.00	
							0.00				0.00	
							0.00				0.00	
							0.00				0.00	

4. Enter the relevant budget year in **Year of data extract** as below – this is the year we wish to extract from:

2019	This will fill with the year to be used for Postback
2018	Please enter the year of Budget Extract

NOTE: The spreadsheet will automatically add the next year in **Year of data postback**.

5. Click **Load > Current sheet**.

The spreadsheet loads with the current year's budget ready to amend for next year (partially shown below due to size)

The fields loaded are:

- [illegible]

BUDGET TRANSACTION IS OUT OF BALANCE - PLEASE CORRECT

	0.00
New Total to postback	

-
- The screenshot shows the Microsoft Excel ribbon with the 'Post' button highlighted. The ribbon tabs are 'File', 'Home', 'Insert', and 'Page Layout'. The 'Post' button is located in the 'Post' group, which also includes 'Load', 'Unload', 'Validate', 'Add', and 'Current sheet'. The 'Post' button has a blue icon of a document with a lightning bolt. The 'Current sheet' button is also visible, showing a green icon of a document with a lightning bolt.

UNIT4 Excelerator loads as shown below:

15	B	C	D	E	F	G	H	I	J	K	L	M	O
16													
17	Total STAR Housing	2019	This will fill with the year to be used for Postback										
18	Current Year starting:	2018	Please enter the year of Budget Extract										
19								0.00	200.00	-100.00	-100.00	0.00	Budget Balanced
20													
21	Account	Account Description	Cost Centre	Cost Centre Description	Card - Resource	Card - Position	Reason Code	From This Year	Adj 1	Adj 2	Adj 3	New Total to postback	
26	A16010	Staff Training Expenses	T0000	Community Support Services				2,800	200				
27	A33010	Staff Mileage	T0000	Community Support Services				16,000					
28	A42000	Clothing & Uniforms	T0000	Community Support Services				500					
29	A43000	Photocopying & Prints	T0000	Community Support Services				1,750					
30	A44000	Publicity, Marketing & IT	T0000	Community Support Services				23,270					
31	A44005	Translating & Interpreting	T0000	Community Support Services				350					
32	A45000	IT Hardware Purchase	T0000	Community Support Services				1,500					
33	A45040	Telephones	T0000	Community Support Services				10,450					
34	A45055	Postages	T0000	Community Support Services				140					
35	A93007	Rechargeable Expenses	T0000	Community Support Services				14,500					
36	A94025	Rent Income - Discret	T0000	Community Support Services				-59,000					
37	A33010	Staff Mileage	T0001	Community Alarms				29,000					
38	A40000	Equipment Purchase	T0001	Community Alarms				3,340					
39	A40013	Furniture	T0001	Community Alarms				4,500					
40	A44000	Publicity, Marketing & IT	T0001	Community Alarms				14,500					
41	A45040	Telephones	T0001	Community Alarms				14,500					
42	A57000	Payments to Private O	T0001	Community Alarms				-9,000					
43	A93007	Rechargeable Expenses	T0001	Community Alarms				4,440					
44	A94025	Rent Income - Discret	T0001	Community Alarms				67,570					
45	A10000	Salaries	T0002	New Century Court				5,000					
46	A11015	Other Agency Staff	T0002	New Century Court				6,000					
47	A21000	Electricity	T0002	New Century Court				2,800					
48	A21005	Gas	T0002	New Century Court				3,000					
49	A23000	Rates	T0002	New Century Court				500					
50	A24000	Water Services	T0002	New Century Court				1,000					
51	A27000	Window Cleaning	T0002	New Century Court				1,000					
52	A27020	Cleaning Materials	T0002	New Century Court				2,000					
53	A27050	Grounds Maintenance	T0002	New Century Court				8,000					
54	A40013	Furniture	T0002	New Century Court				2,000					
55	A43000	Photocopying & Prints	T0002	New Century Court				150					
56	A44017	Licence Fees (non-IT)	T0002	New Century Court				2,000					
57	A45040	Telephones	T0002	New Century Court				2,000					
58	A48020	Other Insurance	T0002	New Century Court				2,000					
59	A57000	Payments to Private O	T0002	New Century Court				20,000					
60	A71000	Support Services Extel	T0002	New Century Court				2,650					
61	A72000	Support Services Extel	T0002	New Century Court				250					
62	A94025	Rent Income - Discret	T0002	New Century Court				-100,330					

After the Unit4 Excelerator load has completed (time dependent on transactions), a pop-up appears displaying the number of transactions posted.

15	B	C	D	E	F	G	H	I	J	K	L	M	O
16													
17	Total STAR Housing	2019	This will fill with the year to be used for Postback										
18	Current Year starting:	2018	Please enter the year of Budget Extract										
19								0.00	200.00	-100.00	-100.00	0.00	Budget Balanced
20													
21	Account	Account Description	Cost Centre	Cost Centre Description	Card - Resource	Card - Position	Reason Code	From This Year	Adj 1	Adj 2	Adj 3	New Total to postback	
A16010	Staff Training Expenses	T0000	Community Support Services					2,800	200				
A33010	Staff Mileage	T0000	Community Support Services					16,000					
A42000	Clothing & Uniforms	T0000	Community Support Services					500					
A43000	Photocopying & Prints	T0000	Community Support Services					1,750					
A44000	Publicity, Marketing & IT	T0000	Community Support Services					23,270					
A44005	Translating & Interpreting	T0000	Community Support Services					350					
A45000	IT Hardware Purchase	T0000	Community Support Services					1,500					
A45040	Telephones	T0000	Community Support Services					10,450					
A45055	Postages	T0000	Community Support Services					140					
A93007	Rechargeable Expenses	T0000	Community Support Services					14,500					
A94025	Rent Income - Discret	T0000	Community Support Services					-59,000					
A33010	Staff Mileage	T0001	Community Alarms					29,000					
A40000	Equipment Purchase	T0001	Community Alarms					3,340					
A40013	Furniture	T0001	Community Alarms					4,500					
A44000	Publicity, Marketing & IT	T0001	Community Alarms					14,500					
A45040	Telephones	T0001	Community Alarms					14,500					
A57000	Payments to Private O	T0001	Community Alarms					-9,000					
A93007	Rechargeable Expenses	T0001	Community Alarms					4,440					
A94025	Rent Income - Discret	T0001	Community Alarms					67,570					
A10000	Salaries	T0002	New Century Court					5,000					
A11015	Other Agency Staff	T0002	New Century Court					6,000					
A21000	Electricity	T0002	New Century Court					2,800					

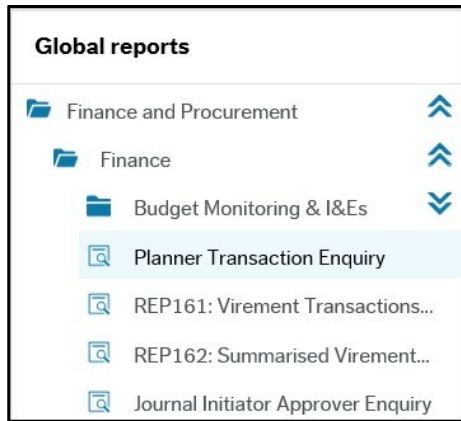
IMPORTANT: The transactions posted here are entered in the **CORP0** version.

4.3. Budget enquiry

There will be a number of enquiries available for Budget reporting. One of them can be used to confirm correct posting as performed using Excelerator for **CORP0**.

NOTE: This follows from our example earlier from budget uploading/setting.

1. Navigate to **Global Reports > Finance > Planner Transaction Enquiry**



2. Next to Version like, you can enter **CORP0** or use value lookup  to search

Planner Transaction Enquiry

Selection criteria

Version like ...

Batch like ...

Company like SC

NOTE: If you use value lookup to search, you can enter a part of what you are looking for – such as the example **plan0** below and click **search** (or you can enter the version exactly as it is if you know it).

Value lookup

Search criteria

Advanced

Search

Attribute value	Attribute	Description	Period from	Period to	Status
SCHPLAN0	VERSION	School Budget Modell...	199401	209912	N
SHIREPLAN0	VERSION	Shires Budget Modell...	199401	209912	N

Filter

Close

3. When you run the enquiry, you should see the transactions entered earlier to confirm posting. The key columns (Left side) are:

- **Version**
- **Batch** – Make a note of this for any online adjustments (next section)
- **Transaction ID** – Every line has a transaction number

- **Account** code and description
- **CostC** and description

Note: To see the entire fields you can drag to resize the truncated columns or hover your mouse over the value.

Planner Transaction Enquiry

Selection criteria

Version like

CORPO

...

Batch like

...

Company like

SC

Results

Search

Detail level

All levels

Copy to clipboard

#	Version	Batch	Transaction id	Account	Account (T)	CostC	CostC (T)	Attr value 3	Attr value 6	Attr value 7	Reason Code	Reason Code (T)	Free value 01	Amount	Profile	Profile (T)	Workflow state	Status	User	Updated
1	CORPO	PL-100...	456578	A89125	Transfer from Earmarked Reserves	T0053	Growth Bids			SC04			0.00	0.00		N	N	200011	11/03/2019	
2	CORPO	PL-100...	456579	A40013	Furniture	T0053	Growth Bids			SC04			0.00	0.00		N	N	200011	11/03/2019	
3	CORPO	PL-100...	456580	A40001	Materials Purchase	T0053	Growth Bids			SC04			0.00	0.00		N	N	200011	11/03/2019	
4	CORPO	PL-100...	456581	A57000	Payments to Private Contractors	T0052	Sewage (South)			SC04			0.00	0.00		N	N	200011	11/03/2019	
5	CORPO	PL-100...	456582	A40000	Equipment Purchase	T0052	Sewage (South)			SC04			0.00	0.00		N	N	200011	11/03/2019	
6	CORPO	PL-100...	456583	A27010	Refuse & Recycling Collection	T0052	Sewage (South)			SC04			0.00	0.00		N	N	200011	11/03/2019	
7	CORPO	PL-100...	456584	A21000	Electricity	T0052	Sewage (South)			SC04			0.00	0.00		N	N	200011	11/03/2019	
8	CORPO	PL-100...	456585	A57000	Payments to Private Contractors	T0051	Void Works (South)			SC04			0.00	0.00		N	N	200011	11/03/2019	

- Attr.value 7 – The legal entity
- **Amount**
- Workflow State and Status
- **User** – Name of user who uploaded this. Make a note of this for adjustments later online if required
- **Updated** – When updated

4. Entering Virements using Planner

There are two ways to enter a virement in the ERP.

One is to enter the virement in the ERP Planner module (mainly used for transaction with a few lines).

The other is to use the ERP Excelerator (used for multiple lines).

Using Planner:

1. Navigate to **Planner**  **Your budgets**.
2. Click on **Virement Budget Manager – Single Year** or **Virement Budget Manager – Multi Year** depending on the type of virement you are carrying out.
3. Click **New Batch**.

Virement Budget Manager - Single Year x

Virement Budget Manager - Single Year

Selection criteria

Version
VIRE-BMS - Revenue Virements - Budget Managers - Single Year

New batch

4. Enter a **Description** to indicate what this virement is for and click **OK**.

New batch

Auto-numbering series * Planner Batch
PLANNER

Description * Virement of budget to another Cost Centre

Transaction entry setup BUDENT ...

OK Cancel

Click on the first blank row and enter in the transaction lines for the virement.

Virement Budget Manager - Single Year x

Virement Budget Manager - Single Year

Selection criteria Transactions

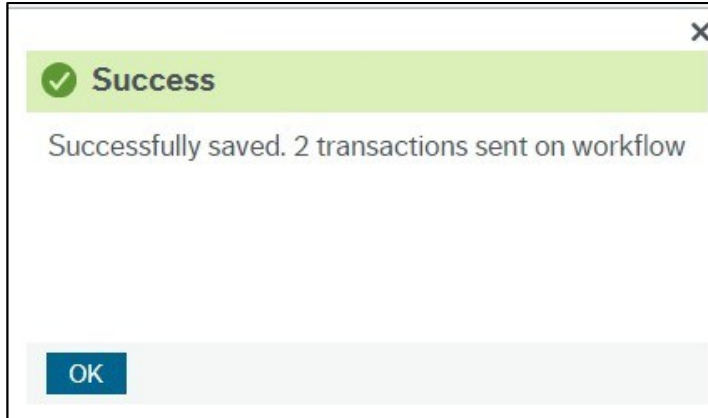
Version VIRE-BMS - Revenue Virements - E Batch [NEW] ☐ Select all rows ☐ Show child transactions

Zoom	Account	Account(T)	Cost Centre	Cost centre(T)	Resource	Resource n...	Position	Position(T)	Legal Entity	Legal entity(T)	Budget	Profile	Reason Co...	Reason Code...	Comments
☐	A10000	Salaries	10514	Facilities Ma...					SC01	Shropshire C...	18,000.00	E12	POLC	Policy Chang...	
☐	A10000	Salaries	10517	Estates					SC01	Shropshire C...	19,000.00	E12	POLC	Policy Chang...	
☐	A10000	Salaries	10006	Joint Trainin...					SC01	Shropshire C...	-37,000.00	E12	POLC	Policy Chang...	

- Account:** enter the account or use type ahead to enter the correct Account Code and press [Tab].
- Cost Centre:** enter the cost centre or use type ahead to enter the correct cost centre.
- Resource:** enter the name of the person responsible or use type ahead to find them (Resource may not be required depending on the Account Code used).
- Position:** only used when Resource is required.
- Legal Entity:** defaults based on the cost centre entered.
- Budget:** enter the amount of budget to vire (plus or minus depending on where the budget is coming from and going to).

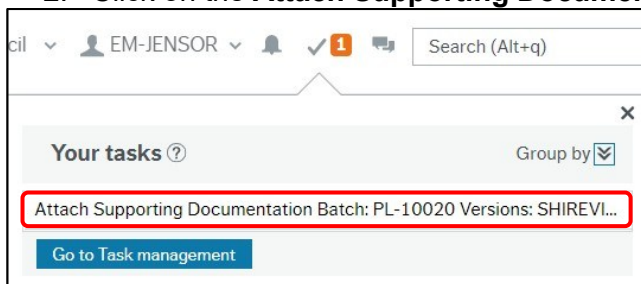


11. **Profile:** enter the profile required (entering no profile will default to E12 (equal twelfths).
12. **Reason Code:** enter the code required.
13. **Comments:** enter comments as required
14. Click on the next blank row
15. Repeat the steps above to complete the remainder of the entries.
16. Click **Save**.



You will immediately receive a task asking you to attach a document (you will receive this even if you have added a document before saving).

1. Click on your **Tasks**
2. Click on the **Attach Supporting Documentation Batch PL...task**



The full Virement screen opens:

Planner transaction approval

Batch information

Workflow log (row 1)

18/12/2018 10:39 Jeremy Ensor (EM-JENSOR) - Distributed

(Enter a comment)

Copy

Zoom	Map	Status	Account	Versions	Account(T)	Cost Centre	Cost centre(T)	Resource	Resource n...	Position	Position(T)	Legal Entity	Legal entity(T)	Budget	Profile	Reason Co...	Reason Code...	Con
			A20000	SHIREVIRE	Property Re...	10036	Adult Servic...					SC01	Shropshire C...	-23,000...	E12	POLC	Policy Chang...	JE Vir
			A20000	SHIREVIRE	Property Re...	10037	Adult Servic...					SC01	Shropshire C...	23,000.00	E12	POLC	Policy Chang...	JE Vir
														0.00				

Period value

Period	Amount
201801	-1,916.67
201802	-1,916.67
201803	-1,916.67
201804	-1,916.67
201805	-1,916.67

Accept Advanced mode Log book Export

Document archive (?) Planner documents for Batch

All documents 0

Batch (PL-10020)

Planner documents for ... 0

Planner transaction (450071)

Planner documents per line

Add a document

3. Click on the paper clip
4. Click on the Planner documents for... folder
5. Click on Add a document
6. Navigate to the file on your system
7. Click on Open
8. Add a Document description
9. Click on **Save**
10. Close the window
11. Click on **Accept**

Add a document ?

Document type* ?

Planner documents for Batch

File name*

Planner Postback Project Virements.xlsx Upload

Document title*

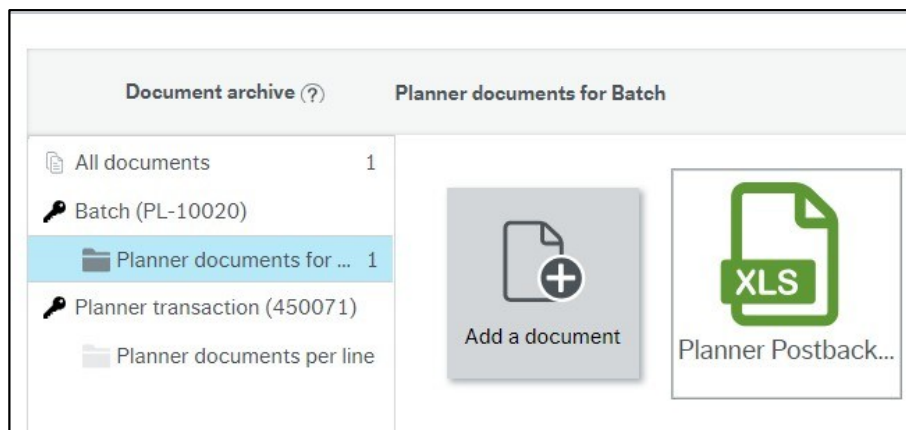
Planner Postback Project Virements

Document description

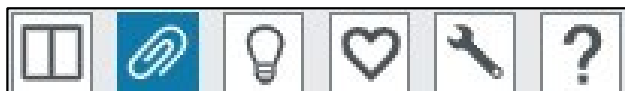
Justification for the virement

Save Cancel

After attaching documents, they will appear as an icon.



When you close the pop-up attachment window, the paperclip icon will turn blue indicating you have attached a document.



NOTE: If you have already added a document on first entry then click on **Accept** in this workflow task.

4.1. Entering Virements using Excelerator

Planner postback Non-project Budget Manager Virements - Excel

File Home Insert Page Layout Formulas Data Review View Unit4 Excelerator Tell me what you want to do

Load Unload Validate Post Add Login Options (Un)comment Log file Help

Actions Postback Sheet Tools View

C5 Shropshire Council Budget Manager Virement Template

Shropshire Council Budget Manager Virement Template

Check the year is correct on the control sheet

The posting rules for budgets are not as stringent to those of GL Payroll can have POSNO and RESNO included, all lines must have a Cost Centre. Legal entity is autofilled within the account rule.

Validation of code combinations for the Planner account rules will be enforced.

Free attribute 1 - (Reason Codes) must be valid - see 'Reason Codes' tab

The transaction must balance before posting.

VALIDATION

Version VIRE-BMS Revenue Virements - Budget Managers - Single Budget Validation 0.00 Budget Balanced

Line Validation Yes

cur_amount description

POSTING ATTRIBUTES				FREE ATTRIBUTES		Budget		Journal Text		Validation
Account	Cat1	Cat 3	Cat 5	Free Att 1						
Account	Cost Centre	Resource ID	Position	Reason Code	Profile		Amount			
A10000		10643		POLC	E12		18,000.00	Salary Virement RR		OK
A10000		10132		POLC	E12		19,000.00	Salary Virement RR		OK
A10000		10117		POLC	E12		17,000.00	Salary Virement RR		OK
A10000		10149		POLC	E12		(54,000.00)	Salary Virement RR		OK

To upload a virement

1. Open the **Planner Postback Non-project Budget Manager Virements** template.
2. Click the **Unit 4 Excelerator** tab.
3. Select the Version:
 - a. VIRE-BMS (**V**irement **B**udget **M**anager – **S**ingle **Y**ear)
 - b. VIRE-BMM (**V**irement **B**udget **M**anager – **M**ulti **Y**ear)
4. Click **Load** **All Sheets**.

File Home Insert Page Layout Formulas Data Review View Unit4 Excelerator

Load Unload Validate Post Add Login Options (Un)comment Log file Help

Actions Postback Sheet Tools View

Current sheet

All sheets

Select Loads all sheets

Shropshire Council Budget Manager Virement Template

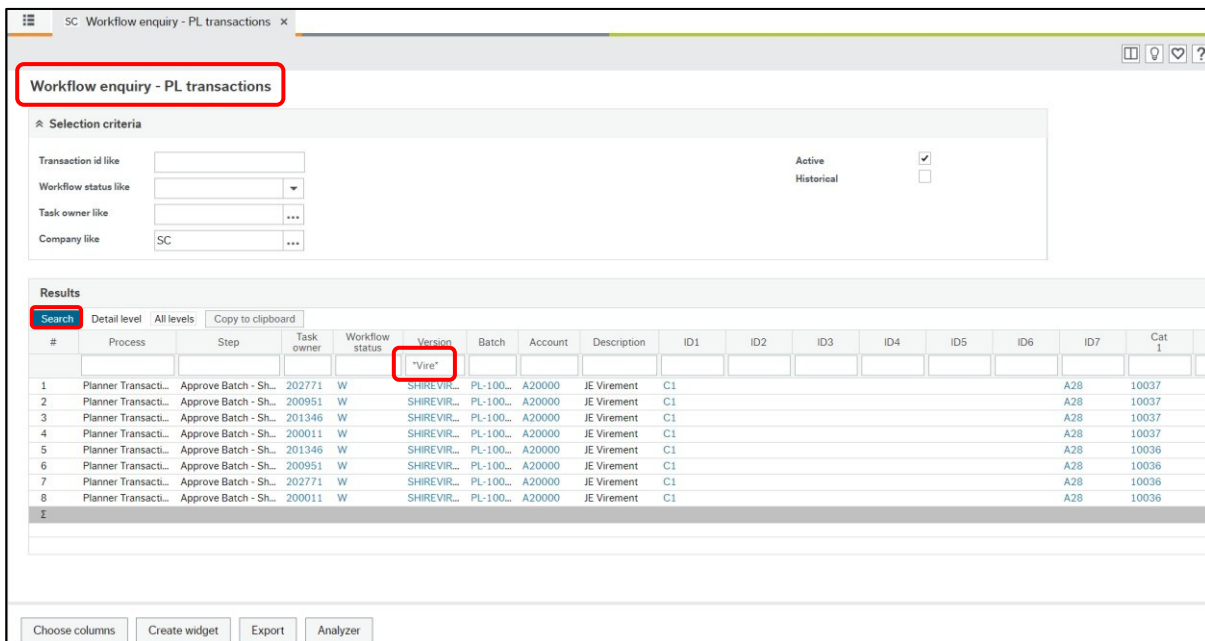
The template is loaded with the most current validated data from The ERP.

5. Enter the transaction lines or use **Copy**  **Paste Special**  **Values** if you have the information in another spreadsheet.
6. Click **Login**; if no message is displayed, then you have logged in successfully.
- 7.

Complete the transaction lines for the virement and ensure that they balance; validation has been built-in to the template which displays a message if:

- a. The incorrect account code and cost centre combinations are used.
 - b. The transaction lines do not balance.
 - c. Data such as Reason Code is not entered and is required for the transaction.
9. Click **Post**  **Current Sheet**.
 10. A message is displayed informing you of the number of lines that have been posted.

4.2. Virement Workflow



Workflow enquiry - PL transactions

Selection criteria

Transaction id like:

Workflow status like:

Task owner like:

Company like: SC

Active: ☒ Historical: ☐

Results

Search Detail level: All levels Copy to clipboard

#	Process	Step	Task owner	Workflow status	Version	Batch	Account	Description	ID1	ID2	ID3	ID4	ID5	ID6	ID7	Cat 1
1	Planner Transact...	Approve Batch - Sh...	202771	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10037
2	Planner Transact...	Approve Batch - Sh...	200951	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10037
3	Planner Transact...	Approve Batch - Sh...	201346	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10037
4	Planner Transact...	Approve Batch - Sh...	200011	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10037
5	Planner Transact...	Approve Batch - Sh...	201346	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10036
6	Planner Transact...	Approve Batch - Sh...	200951	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10036
7	Planner Transact...	Approve Batch - Sh...	202771	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10036
8	Planner Transact...	Approve Batch - Sh...	200011	W	SHIREVIRL...	PL-100...	A20000	JE Virement	C1						A28	10036

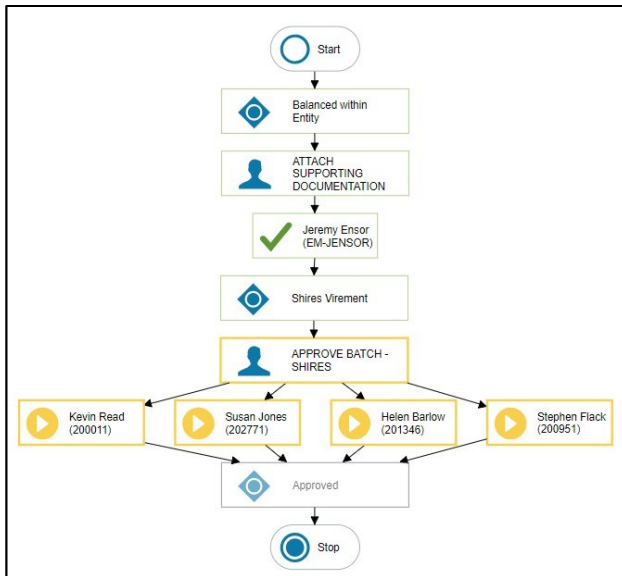
Choose columns Create widget Export Analyzer

To view the workflow map in web:

1. Navigate to **Planner**  **Transactions**  **Workflow enquiry PL transaction**
2. Click on **Planner transaction**
3. Enter the version in **Version** field
4. Click on **Search**

Your list of transactions will appear

5. To view the map, click on the **W** workflow symbol



5. Budget Management and Forecasting

5.1. Overview

On the first day of the new calendar month, you will receive an e-mail asking you to download your Budget Manager report. You will then have ten working days to review it, amend it (if required) and upload it back to the ERP.

It is now your responsibility to review each Cost Centre and its Actuals against the budget plus last month's Forecast. If anything has changed from the last month, you should update any line that has changed and upload it back into the ERP for review and ultimate consolidation.

You will be using a tool called Excelerator which is a Microsoft Excel Add-In with specially designed add in templates that let you communicate with the ERP without actually logging into it. Some items in the report will be hidden and / or protected to prevent you amending actual data.

There will be two tabs for each Cost Centre you have responsibility for; one for the financial information such as Income, Expenditure, Budget YTD, Variance and Commitments. The other will contain Payroll information.

5.2. Budget Monitoring & Forecasting Report

UNIT4 Business World On!

Revenue Budget Monitoring Report x

Revenue Budget Monitoring Report

General parameters

Open parameters

To Period

Fixed parameters

Printer parameters

Save Your ordered reports Report variants Create menu Export

1. Navigate to **Accounting** ➤ **General Ledger** ➤ **Revenue Budget Monitoring Report**.
2. Enter the period in the **Period** field and press **[TAB]**.
3. Click **Save**; a **Success** message is displayed; click **OK**.

Success

Successfully saved. The report output has order number 90 and is available in Your ordered reports.

OK

4. Click **Your ordered reports** at the bottom of the screen.

Save Your ordered reports Report variants Create menu Export



Revenue Budget Monitoring Report x Your ordered reports x

Your ordered reports

Scheduled

From 21/03/2019 To 28/03/2019

Filter

Ordered reports

Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log	
	203346	Revenue Bud...	BMON	46	27/03/2019	27/03/2019	DEFAULT	bmona_46.xl...	Finished			

Filter

- Click the **Refresh** button until the **Status** field displays **Finished**.
- Click the icon underneath **Show Report**.
- The Excel icon is displayed at the bottom of the screen.

UNIT4 Business World On!

Shropshire Council SC-IDARLINGTON

Finance Only - Revenue BM report x Your ordered reports x Revenue Budget Monitoring Report x

Your ordered reports > Revenue Budget Monitoring Report

Revenue Budget Monitoring Report

Export

bmona_2 (1).xlsm

Show all

- Click the icon to open the file.

5.3. BMR Summary Tab

Cost centre	Cost centre Desc	Current Budget	Actuals	Registered Invoices	Goods Received	Purchase Orders	Revised Actuals	Budget Remaining (Actuals - Budget)	Prior Month Forecast	Current Month Forecast in UBW	Updated Forecast	Budget to Forecast Variance
10514	Facilities Management	524,809.97	595,181.33	0.00	0.00	0.00	595,181.33	-70,371.36	0.00	53,703.70	55,054.53	-471,106.27
Total		524,809.97	595,181.33	0.00	0.00	0.00	595,181.33	-70,371.36	0.00	53,703.70	55,054.53	-471,106.27

This tab displays a summary of all the cost centres the Budget Manager has responsibility for.

The column headings are:

- **Cost centre:** cost centre code
- **Cost centre Desc:** cost centre name
- **Current Budget:** current budget
- **Actuals:** orders paid for
- **Registered Invoices:** all registered but unpaid invoices
- **Goods received:** the amount authorised for payment
- **Purchase Orders:** all Purchase Orders raised
- **Revised Actuals:** any updates from Actuals
- **Budget Remaining (Actuals – Budget):** budget remaining
- **Prior Month Forecast:** forecast for previous month
- **Current Month Forecast in UBW:** current month forecast

At the bottom are the tabs with your individual cost centres which you can review and amend – next page.

88	A93005	Fees & Charges for Services Provided to External Or	-11,000.00
89	Income		-11,000.00
90	Total		524,809.97
94			
95			
96	Optional additional forecasts to be included		
97			
98			
99			
100			

5.4. BMR Cost Centre Tab

bmona_70 - Excel														
File Home Insert Page Layout Formulas Data Review View Unit4 Excelerator Tell me what you want to do														
Clipboard Font Alignment Number Styles Cells														
AJ55 TO LOAD														
C I J Q R S T U V X Y Z AA AB AC A AJ AL AN														
BUDGET MONITORING REPORT														
Facilities Management														
Cost Centre 10514														
Financial Year: 2018/2019														
Period: 11														
Account	Account Desc	Current Budget	Actuals	Registered Invoices	Goods Received	Purchase Orders	Revised Actuals	Budget Remaining (Actuals-Budget)	Prior Month Forecast	Current Month Forecast in UEW	Current Month Variance (Forecast-Budget)	Updated Full Year Forecast to be Loaded	Updated Forecast Variance (Updated Forecast-Budget)	Comments
A10000	Salaries	383,169.95	290,306.95	0.00	0.00	0.00	290,306.95	-92,863.00	0.00	1,537.86	-381,232.13	2,912.34	-380,257.65	0
A10100	Overtime / Additional Hours	0.00	4,811.78	0.00	0.00	0.00	4,811.78	-4,811.78	0.00	61.20	-4,750.58	302.40	-4,448.18	0
A12000	Employer's NI	28,929.95	20,521.15	0.00	0.00	0.00	20,521.15	-8,408.80	0.00	34.60	-28,095.55	153.11	-28,038.88	0
A13000	Employers Pension	56,719.95	34,966.75	0.00	0.00	0.00	34,966.75	-21,753.20	0.00	309.24	-56,410.74	475.88	-56,244.10	0
A13010	A1310 Current service Pension costs adjustments	12,420.00	0.00	0.00	0.00	0.00	0.00	-12,420.00	0.00	12,420.00	0.00	12,420.00	0.00	0
A13015	A1310 Current service Pension costs adjustments rec	-12,420.00	0.00	0.00	0.00	0.00	0.00	12,420.00	0.00	-12,420.00	0.00	-12,420.00	0.00	0
A13030	Employers Pension Lump Sum	34,760.00	34,760.00	0.00	0.00	0.00	34,760.00	0.00	0.00	34,760.00	0.00	34,760.00	0.00	0
A16010	Staff Training Expenses - Non Payroll	4,000.00	260.00	0.00	0.00	0.00	260.00	-3,740.00	0.00	2,000.00	-2,000.00	2,000.00	-2,000.00	0
A16020	Employers Liability Insurance (Non Controllable)	2,470.00	0.00	0.00	0.00	0.00	0.00	-2,470.00	0.00	2,470.00	0.00	2,470.00	0.00	0
Employees		507,309.97	386,226.63	0.00	0.00	0.00	386,226.63	-121,083.34	0.00	41,722.90	-465,587.07	43,073.73	-464,236.24	0
A21510	Security and Surveillance Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Provision-Related Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
A30015	Vehicle Fuel & Oil	700.00	308.77	0.00	0.00	0.00	308.77	-391.23	0.00	600.00	-100.00	600.00	-100.00	0
A32005	Hire of Transport - Sport Hire	0.00	30.00	0.00	0.00	0.00	30.00	-30.00	0.00	30.00	0.00	30.00	0.00	0
A33000	Staff Travel Expenses - Payroll	0.00	32.62	0.00	0.00	0.00	32.62	-32.62	0.00	0.00	0.00	0.00	0.00	0
A33010	Staff Mileage	5,000.00	2,232.55	0.00	0.00	0.00	2,232.55	-2,767.45	0.00	4,000.00	-1,000.00	4,000.00	-1,000.00	0
Transport-Related Expenditure		5,700.00	2,603.34	0.00	0.00	0.00	2,603.34	-3,096.66	0.00	4,030.00	-1,070.00	4,030.00	-1,070.00	0
A40000	Equipment Purchase	1,000.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	0.00	500.00	-500.00	500.00	-500.00	0
A42000	Clothing & Uniforms	400.00	0.00	0.00	0.00	0.00	0.00	-400.00	0.00	300.00	-100.00	300.00	-100.00	0
A43000	Photocopying & Printing	2,770.00	293.45	0.00	0.00	0.00	293.45	-2,476.55	0.00	1,320.00	-1,146.55	1,320.00	-1,146.55	0
A44011	Vending Machines- Rentals	200.00	0.00	0.00	0.00	0.00	0.00	-200.00	0.00	50.00	-150.00	50.00	-150.00	0
A44013	Removal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
A44037	Licence Fees (non-IT)	200.00	0.00	0.00	0.00	0.00	0.00	-200.00	0.00	200.00	0.00	200.00	0.00	0
A45000	IT Software Purchase	2,000.00	0.00	0.00	0.00	0.00	0.00	-2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	0
A45040	Telephones	2,000.00	285.28	0.00	0.00	0.00	285.28	-1,714.72	0.00	680.00	-1,320.00	680.00	-1,320.00	0
A45045	Mobile Phones	2,230.00	447.46	0.00	0.00	0.00	447.46	-1,782.54	0.00	1,000.00	-1,230.00	1,000.00	-1,230.00	0
A45055	Postages	12,000.00	209,186.93	0.00	0.00	0.00	209,186.93	-197,186.93	0.00	12,000.00	0.00	12,000.00	0.00	0
Supplies & Services		22,800.00	210,233.28	0.00	0.00	0.00	210,233.28	-187,433.28	0.00	18,350.00	-4,449.28	18,350.00	-4,449.28	0
A52005	Extra Catering Provision Income	0.00	-240.00	0.00	0.00	0.00	-240.00	240.00	0.00	0.00	0.00	0.00	0.00	0
A53004	Recovery of Costs - Discretionary	0.00	-450.00	0.00	0.00	0.00	-450.00	450.00	0.00	0.00	0.00	0.00	0.00	0
A53005	Fees & Charges for Services Provided to External Cl	-11,000.00	-3,252.52	0.00	0.00	0.00	-3,252.52	-7,747.48	0.00	-11,000.00	0.00	-11,000.00	0.00	0
Income		-11,000.00	-3,342.52	0.00	0.00	0.00	-3,342.52	-7,057.48	0.00	-11,000.00	0.00	-11,000.00	0.00	0
Total		524,809.97	595,181.33	0.00	0.00	0.00	595,181.33	-70,371.36	0.00	53,703.70	-471,106.27	55,054.53	-463,755.44	0
Optional additional forecasts to be included														
Total Additional Forecasts: 0.00 0.00														
BMR Summary BMR 10514 Payroll 10514														

This tab displays a more detailed breakdown by Account Code for individual cost centres with the same headings as in the **BMR Summary** tab.

5.5. Payroll Sheet

This tab displays all payroll information to date for the individual Cost Centre.



FileHomeInsertPage LayoutFormulasDataReviewViewUnit4 ExceleratorTell me what you want to do

CutCopyFormat PainterClipboardFontAlignmentNumber

Calibri11

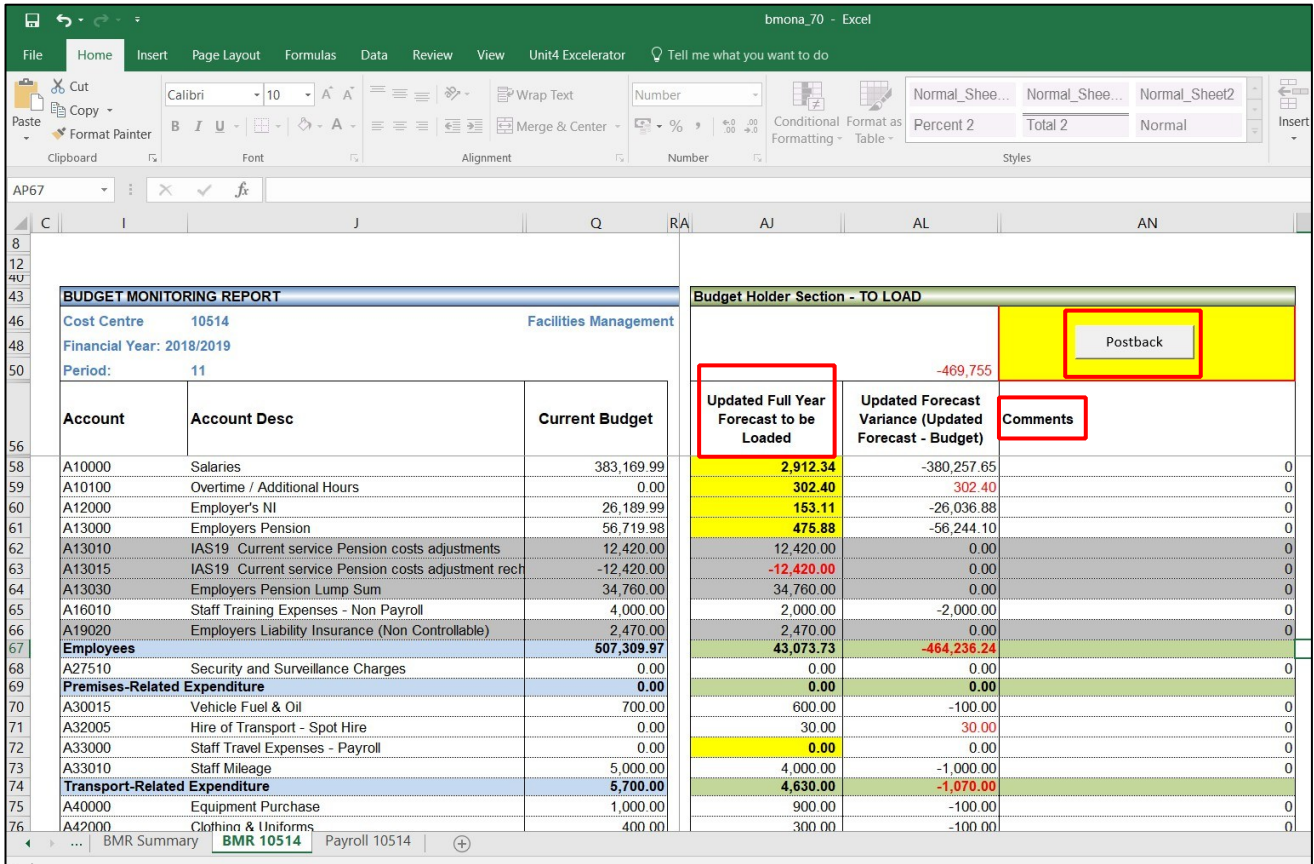
<

Scroll down for new starters information, where you can enter the information on the left bottom section:

Open Employee Information?		No																				
Employees Actual Report																						
Cost Centre: 11152 : Committee Services																						
Financial Year: 2018 / 2019																						
Period: 09		297,200																			0	
Post Number	Post Title	Account	Grade	Post Hrs	Resource to Post Hrs	Total Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Period 13	Actual to Date	Employee record 'Date To'	Leaver Period
P10015	Committee Officer (S200000040)	A10000 Salaries	LGV34	GRD	22	17,392	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10015	Committee Officer (S200000040)	A12000 Employer's NI	LGV34	GRD	22	1,283	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10015	Committee Officer (S200000040)	A13000 Employers Pension	LGV34	GRD	22	2,575	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
204006: Evans, Hazel						21,250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10015	Committee Officer (S200000040)	A10000 Salaries	LGV34	GRD	22	17,463	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10015	Committee Officer (S200000040)	A12000 Employer's NI	LGV34	GRD	22	1,273	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10015	Committee Officer (S200000040)	A13000 Employers Pension	LGV34	GRD	22	2,586	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
207336: Douglas, Sharon						21,321	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10016	Committee Officer (S200000042)	A10000 Salaries	LGV34	GRD	22	17,463	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10016	Committee Officer (S200000042)	A12000 Employer's NI	LGV34	GRD	22	1,273	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P10016	Committee Officer (S200000042)	A13000 Employers Pension	LGV34	GRD	22	2,586	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
208226: Huk, Sarah						21,321	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P1543	Committee Officer (S200000033)	A10000 Salaries				23,038	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P1543	Committee Officer (S200000033)	A12000 Employer's NI				2,678	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P1543	Committee Officer (S200000033)	A13000 Employers Pension				4,303	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SC01	Committee Officer (S200000033)	A10000 Salaries				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SC01	Committee Officer (S200000033)	A12000 Employer's NI				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SC01	Committee Officer (S200000033)	A13000 Employers Pension				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
						36,275	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Starters and Manual Adjustments																						
Post Number	Post Title	Account																				

To make changes for the forecast, scroll to the right and amend details at the top – in Green areas – as well as new starter and manual adjustments at the bottom:

5.6. Completing the Forecast



BUDGET MONITORING REPORT			Budget Holder Section - TO LOAD		
Cost Centre 10514 Facilities Management Financial Year: 2018/2019 Period: 11				-469,755	Postback
Account	Account Desc	Current Budget	Updated Full Year Forecast to be Loaded	Updated Forecast Variance (Updated Forecast - Budget)	Comments
A10000	Salaries	383,169.99	2,912.34	-380,257.65	
A10100	Overtime / Additional Hours	0.00	302.40	302.40	
A12000	Employer's NI	26,189.99	153.11	-26,036.88	
A13000	Employers Pension	56,719.98	475.88	-56,244.10	
A13010	IAS19 Current service Pension costs adjustments	12,420.00	12,420.00	0.00	
A13015	IAS19 Current service Pension costs adjustment rect	-12,420.00	-12,420.00	0.00	
A13030	Employers Pension Lump Sum	34,760.00	34,760.00	0.00	
A16010	Staff Training Expenses - Non Payroll	4,000.00	2,000.00	-2,000.00	
A19020	Employers Liability Insurance (Non Controllable)	2,470.00	2,470.00	0.00	
Employees		507,309.97	43,073.73	-464,236.24	
A27510	Security and Surveillance Charges	0.00	0.00	0.00	
Premises-Related Expenditure		0.00	0.00	0.00	
A30015	Vehicle Fuel & Oil	700.00	600.00	-100.00	
A32005	Hire of Transport - Spot Hire	0.00	30.00	30.00	
A33000	Staff Travel Expenses - Payroll	0.00	0.00	0.00	
A33010	Staff Mileage	5,000.00	4,000.00	-1,000.00	
Transport-Related Expenditure		5,700.00	4,630.00	-1,070.00	
A40000	Equipment Purchase	1,000.00	900.00	-100.00	
A42000	Clothing & Uniforms	400.00	300.00	-100.00	

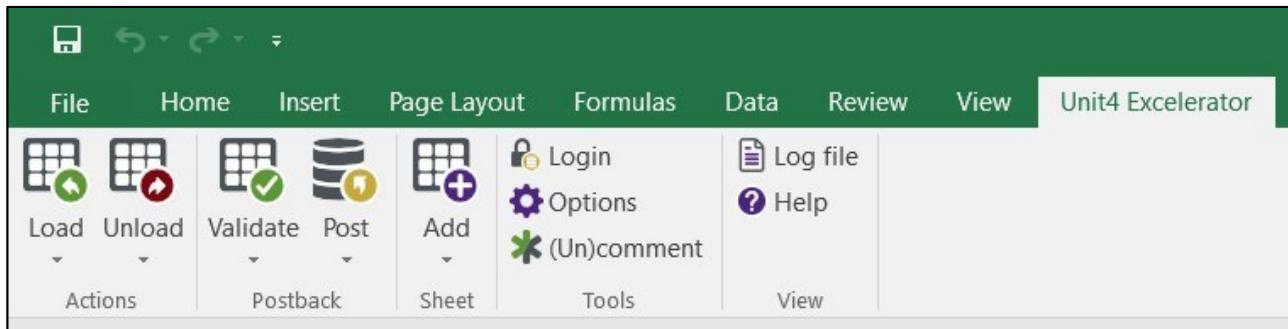
The **Budget Holder Section – To Load** is the area where you complete your forecasting information. You are not able to change the data in any of the cells in left hand pane area as they have been locked. You will need to carry out forecasting for each of your Cost Centres.

- **In Updated Full Year Forecast to be Loaded** - The yellow highlighted cells are when the actuals are greater than the current forecast (highlighting for Budget Managers to look at and take action).
 - **IMPORTANT:** If the change is greater than £1000, a warning appears on the right, and you **MUST** enter reason(s) under the **Comments** column.
- Rows in Grey are non-controllable therefore are not required to be updated by Budget Managers
- Salary cells (A1 account codes) are updated from the **Managers Forecast Section** in the **Payroll** tab.
- Other cells can be amended as required.
- Add comments to the end of each line.

When you have completed the forecasting for every cost centre, you must first **Login** and then click **Postback button at the top right**.



Click the **Unit 4 Excelerator** tab



1. Click **Login**; if no message is displayed, then you have logged in successfully.
2. Click on **Postback Button** – **NOTE YOU MUST DO THIS AGAINST EVERY TAB**

Budget Holder Section - TO LOAD			
		Postback	
Updated Full Year Forecast to be Loaded	Updated Forecast Variance (Updated Forecast - Budget)	Comments	
450.00	-0.01	0	
650.00	-0.01		
10,000.00	0.00	0	
100,000.00	85,999.99	Comments here	
1,000.00	0.00	0	

The Unit4 Excelerator report engine begins and displays its progress:



Budget Holder Section - TO LOAD			
Regulatory Services M			Postback
UNIT4 Excelerator			
			Comments
650.01	650.00	-0.01	
10,000.00	10,000.00	0.00	
14,000.01	100,000.00	85,999.99	Comments here.....

When finished, the total number of transactions posted will be displayed:

Budget Holder Section - TO LOAD			
Regulatory Services M			Postback
UNIT4 Report Engine			
Current Budget		Updated Forecast Variance (Updated Forecast - Budget)	Comments
450		-0.01	
650		-0.01	
10,000		0.00	
14,000.01	100,000.00	85,999.99	Comments here.....

Remember: You MUST DO THIS for every worksheet.

If you don't login and click the **Postback** button, the spreadsheet will be locked, and you will need to contact the Triage Centre for them to unlock the worksheet.

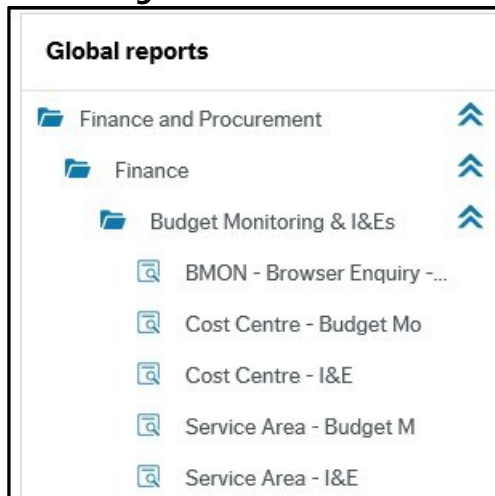
Once posted, a dialogue box is displayed indicating the number of rows you have posted; you will then receive a task to attach supporting documents to the transaction.

6. Budget Reporting

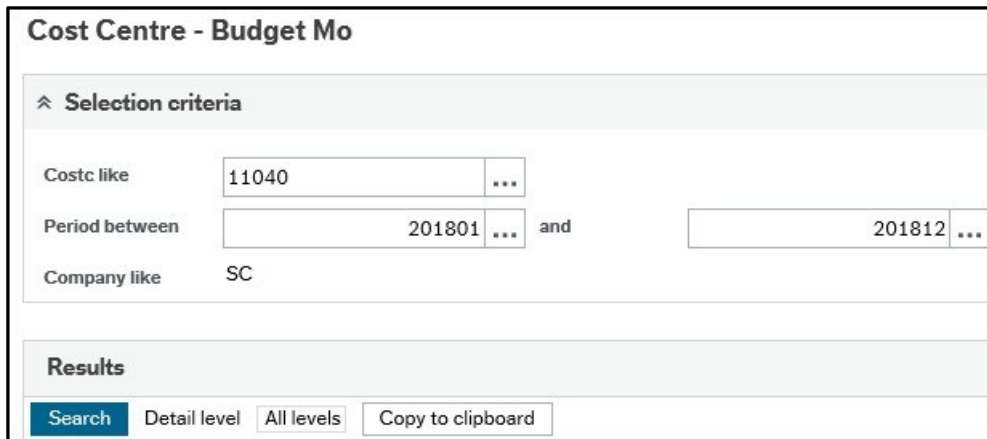
6.1. Cost Centre Budget Monitoring

To monitor budgets for individual Cost Centres:

1. Navigate to **Reports** ➤ **Global reports** ➤ **Finance** ➤ **Budget Monitoring & I&Es** ➤ **Cost Centre – Budget Monitoring**



2. **CostC like:** enter the Cost Centre you want to report on – for our example below we will continue with the **Costc 11040** that we entered forecasts against previously:
3. Enter the Periods between – for example **201801 – 201812** shown below: 4. Click on **Search**



In the grid below, you will see the results of your report – partially shown below:

Results											
Search Detail level All levels Copy to clipboard											
#	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	A10000	Salaries	38,806.66	61,690.00	62,909.99	38,806.66	38,806.66	57,727.00	57,727.00	0.00	57,727.00
2	A12000	Employer's NI	4,312.04	7,390.00	7,530.00	4,312.04	4,312.04	6,071.00	6,071.00	0.00	6,071.00
3	A13000	Employers Pension	5,743.41	9,130.00	9,310.00	5,743.41	5,743.41	8,544.00	8,544.00	0.00	8,544.00
4	A13010	IAS19 Current service Pension costs adjustments	0.00	2,440.00	2,440.00	0.00	0.00	2,440.00	2,440.00	0.00	2,440.00
5	A13030	Employers Pension Lump Sum	5,720.00	5,720.00	5,720.00	5,720.00	5,720.00	5,720.00	5,720.00	0.00	5,720.00
6	A16010	Staff Training Expenses - Non Payroll	2,354.30	1,000.00	1,000.00	2,354.30	2,354.30	1,000.00	1,000.00	0.00	1,000.00
7	A19020	Employers Liability Insurance (Non Controllable)	0.00	220.00	220.00	0.00	0.00	220.00	220.00	0.00	220.00
8	A33000	Staff Travel Expenses - Payroll	0.00	500.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00
9	A33010	Staff Mileage	8.63	500.00	450.01	8.63	8.63	450.00	450.00	0.00	450.00
10	A40000	Equipment Purchase	184.65	11,860.00	10,000.00	184.65	184.65	10,000.00	10,000.00	0.00	10,000.00
11	A43000	Photocopying & Printing	6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0.00	100,000.00
12	A44000	Publicity, Marketing & Advertising	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00
13	A44006	Consultancy Services	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00

Account	The Account Code
Account (T)	The account name
LY Actuals/Outturn	Last year's actuals and outturn
Initial Budget Total	This year's initial budget
Current Budget Total	This year's current budget if different from initial
YTD Actuals	Year to Date actuals
Revised Actuals	Revised actuals if different from YTD actuals
Current Final Projection	Projection from the forecast
Variance	Difference between Budget and Actual
Prior Month's Forecast	Last month's forecast
Difference	Difference between current final projection and prior month's forecasts

- At the top you can filter on a specific **Account** code and click **Search** to see the results:

Cost Centre - Budget Mo

Selection criteria

Costc like

11040

...

Period between

201801

...

and

201812

...

Company like

SC

Results

Search

Detail level

All levels

Copy to clipboard

#	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	A43000	Photocopying & Printing	6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0.00	100,000.00
Σ			6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0.00	100,000.00

You will note that we can see the forecast changes we previously made reflected here in the report.

Results											
Search Detail level All levels Copy to clipboard											



- You can export the report results to Excel.

Click **Copy to clipboard** and past the results in Excel (note you can also use the export button at the bottom – shown in the next section):

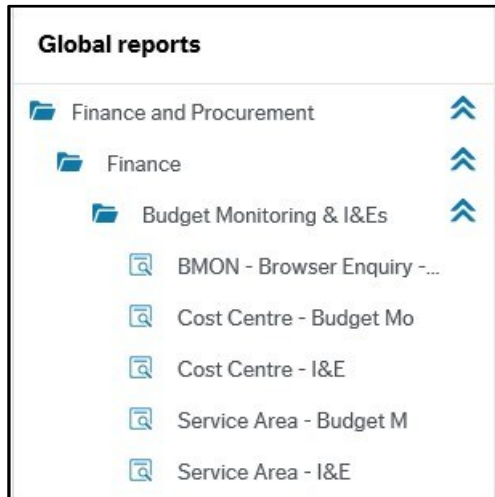
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		#	Account	Account (T)	LY	Initial	Current	YTD	Revised	Current Final	Variance	Prior Month Forecast	Difference		
1															
2															
3			1	A43000	Photocopying & Printing	6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0	100,000.00	
4				Σ		6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0	100,000.00	
5															

6.2. Cost Centre Income and Expenditure Reports

You can also run reports on Income and Expenditure for a Cost Centre.

1. Navigate to **Reports** ➤ **Global reports** ➤ **Finance** ➤ **Budget Monitoring & I&Es** ➤ **Cost Centre – I&E**



2. Enter the **CostC** and **Periods** to run a report against and click **Search**:

Cost Centre - I&E

⤴ **Selection criteria**

Costc like

10000

...

Period between

201801

...

and

201814

...

Company like

SC

Results

Search

Detail level

All levels

▼

Copy to clipboard

In the grid below, you will see the results of your report in a CIPFA format:



Results																
Search		Detail level	All levels	Copy to clipboard												
#	Cipfatop (T)	Cipfa	Cipfa (T)	Cipfasub	Cipfasub (T)	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A10000	Salaries	118,124.99	296,040.00	108,340.01	118,124.	118,124.	195,949.00	195,949.	0.00	195,949.00
2	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A12000	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13000	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13010	IAS19 Current service Pension...	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13030	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
Σ 3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses			169,919.55	401,040.00	168,370.01	169,919.	169,919.	276,442.00	276,442.	0.00	276,442.00
8	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses	A16010	Staff Training Expenses - Non...	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
Σ 3	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses			0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
10	Expenditure	1	Employees	1W_CONTR	Contributions to Employee r...	A19020	Employers Liability Insurance (...)	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
Σ 3	Expenditure	1	Employees	1W_CONTR	Contributions to Employee...			0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
Σ 2	Expenditure	1	Employees					169,919.55	407,850.00	172,320.01	169,919.	169,919.	280,392.00	280,392.	0.00	280,392.00
13	Expenditure	3	Transport-Related Expenditure	3D_PUBLIC	Public Transport	A33000	Staff Travel Expenses - Payroll	317.20	500.00	210.00	317.20	317.20	620.00	620.00	0.00	620.00
14	Expenditure	3	Transport-Related Expenditure	3D_PUBLIC	Public Transport	A33010	Staff Mileage	222.45	2,170.00	2,350.00	222.45	222.45	1,136.00	1,136.00	0.00	1,136.00
Σ 3	Expenditure	3	Transport-Related Expenditure	3D_PUBLIC	Public Transport			539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
Σ 2	Expenditure	3	Transport-Related Expenditure					539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00

CIPFATOP	Cipfa top level name (text)
CIPFA	Cipfa code and name
CIPFASUB	Cipfa sub level code and name
Account	Account code and description
LY Actuals/Outturn	Last year's actuals and outturn
Initial Budget Total	This year's initial budget
Current Budget Total	This year's current budget if different from initial
YTD Actuals	Year to Date actuals
Revised Actuals	Revised actuals if different from YTD actuals
Current Final Projection	Projection from the forecast
Variance	Difference between Budget and Actual
Prior Month's Forecast	Last month's forecast
Difference	Difference between current final projection and prior month's forecasts

3. You can also filter at top – for example *employee* below – to narrow down against all employee related CIPFASUB level groupings:

Results																
Search		Detail level	All levels	Copy to clipboard												
#	Cipfatop (T)	Cipfa	Cipfa (T)	Cipfasub	Cipfasub (T)	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
					"employee"											
1	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A10000	Salaries	118,124.99	296,040.00	108,340.01	118,124.	118,124.	195,949.00	195,949.	0.00	195,949.00
2	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A12000	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13000	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13010	IAS19 Current service Pension co...	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13030	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
Σ 3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses			169,919.55	401,040.00	168,370.01	169,919.	169,919.	276,442.00	276,442.	0.00	276,442.00
8	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses	A16010	Staff Training Expenses - Non Pay...	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
Σ 3	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses			0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
10	Expenditure	1	Employees	1W_CONTR	Contributions to Employee related pro...	A19020	Employers Liability Insurance (Non...	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
Σ 3	Expenditure	1	Employees	1W_CONTR	Contributions to Employee related p...			0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
Σ 2	Expenditure	1	Employees					169,919.55	407,850.00	172,320.01	169,919.	169,919.	280,392.00	280,392.	0.00	280,392.00
Σ 1	Expenditure							169,919.55	407,850.00	172,320.01	169,919.	169,919.	280,392.00	280,392.	0.00	280,392.00
Σ								169,919.55	407,850.00	172,320.01	169,919.	169,919.	280,392.00	280,392.	0.00	280,392.00

4. You can also show the summary per level grouping at the top - CIPFA Levels 1 2 3



Results

Search Detail level All levels Copy to clipboard

Cipfatop (T) All levels Cipfa (T)

Level 3 - Cipfasub

Level 2 - Cipfa

Level 1 - Cipfatop

1 Expenditure

- When you filter on CIPFA Level 2 as below, they are summarised:

#	Cipfatop (T)	Cipfa (T)	Cipfasub	Cipfasub (T)	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
+ Σ2	Expenditure	1	Employees				169,919.55	407,850.00	172,320.01	169,919.55	169,919.55	280,392.00	280,392.00	0.00	280,392.00
+ Σ2	Expenditure	3	Transport-Related Expenditure				539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
+ Σ2	Expenditure	4	Supplies & Services				2,744.61	88,370.00	10,020.01	2,744.61	2,744.61	4,354.00	4,354.00	0.00	4,354.00
+ Σ2	Expenditure	7	Support Services				0.00	41,060.00	41,060.00	0.00	0.00	41,060.00	41,060.00	0.00	41,060.00
+ Σ2	Expenditure	8	Depreciation and Impairmen...				0.00	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00	0.00	49,000.00
- Σ1	Expenditure						173,203.81	588,950.00	274,960.01	173,203.81	173,203.81	376,562.00	376,562.00	0.00	376,562.00
+ Σ2	Income	9	Income				0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
- Σ1	Income						0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
Σ							173,203.81	489,940.00	181,320.01	173,203.81	173,203.81	294,558.00	294,558.00	0.00	294,558.00

- At the bottom, you can also use **choose columns** to choose what you wish to see in the report:

Choose columns

For example, we will remove codes and just leave (T) – Text description/names:

Choose columns

Columns

Cipfatop (T) ☒

Cipfa (T) ☒

Cipfasub (T) ☒

Account (T) ☒

Initial Budget Total ☒

YTD Actuals ☒

Current Final Projection ☒

Prior Month Forecast ☒

Cipfa ☐

Cipfasub ☐

Account ☐

LY Actuals / Outturn ☒

Current Budget Total ☒

Revised Actuals ☒

Variance ☒

Difference ☒

OK

Note the results returned in the report accordingly:



Results													
Search Detail level All levels Copy to clipboard													
#	Cipfatop (T)	Cipfa (T)	Cipfasub (T)	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	Expenditure	Employees	Direct Employee Expenses	Salaries	118,124.99	296,040.00	108,340.01	118,124.99	118,124.99	195,949.00	195,949.00	0.00	195,949.00
2	Expenditure	Employees	Direct Employee Expenses	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	Expenditure	Employees	Direct Employee Expenses	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	Expenditure	Employees	Direct Employee Expenses	IAS19 Current service Pension costs adjustments	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	Expenditure	Employees	Direct Employee Expenses	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	Expenditure	Employees	Direct Employee Expenses	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
— Z3	Expenditure	Employees	Direct Employee Expenses		169,919.55	401,040.00	168,370.01	169,919.55	169,919.55	276,442.00	276,442.00	0.00	276,442.00
8	Expenditure	Employees	Indirect Employee Expenses	Staff Training Expenses - Non Payroll	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
— Z3	Expenditure	Employees	Indirect Employee Expenses		0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
10	Expenditure	Employees	Contributions to Employee related provi...	Employers Liability Insurance (Non Controllable)	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Z3	Expenditure	Employees	Contributions to Employee related provi...		0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Z2	Expenditure	Employees			169,919.55	407,850.00	172,320.01	169,919.55	169,919.55	280,392.00	280,392.00	0.00	280,392.00
13	Expenditure	Transport-Related Expenditure	Public Transport	Staff Travel Expenses - Payroll	317.20	500.00	210.00	317.20	317.20	620.00	620.00	0.00	620.00
14	Expenditure	Transport-Related Expenditure	Public Transport	Staff Mileage	222.45	2,170.00	2,350.00	222.45	222.45	1,136.00	1,136.00	0.00	1,136.00
— Z3	Expenditure	Transport-Related Expenditure	Public Transport		539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
— Z2	Expenditure	Transport-Related Expenditure			539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
17	Expenditure	Supplies & Services	Equipment Furniture and Materials	Furniture	0.00	0.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00
— Z3	Expenditure	Supplies & Services	Equipment Furniture and Materials		0.00	0.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00

You can then export the report results out to Excel as/if required.

6.3. Exporting Reports to Excel

Results

Search

Detail level

All levels

Copy to clipboard

#	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	A10000	Salaries	118,124.99	296,040.00					195,949.00	0.00	195,949.00
2	A12000	Employer's NI	12,221.49	29,300.00					20,138.00	0.00	20,138.00
3	A13000	Employers Pension	17,263.07	43,810.00					28,515.00	0.00	28,515.00
4	A13010	IAS19 Current service Pension costs adjustments	0.00	9,490.00					9,490.00	0.00	9,490.00
5	A13030	Employers Pension Lump Sum	22,310.00	22,310.00					22,310.00	0.00	22,310.00
6	A16010	Staff Training Expenses - Non Payroll	0.00	5,000.00					2,140.00	0.00	2,140.00
7	A19020	Employers Liability Insurance (Non Controllable)	0.00	1,810.00					1,810.00	0.00	1,810.00
8	A33000	Staff Travel Expenses - Payroll	317.20	500.00					620.00	0.00	620.00
9	A33010	Staff Mileage	222.45	2,170.00					1,136.00	0.00	1,136.00
10	A40013	Furniture	0.00	0.00					200.00	0.00	200.00
11	A43000	Photocopying & Printing	77.34	500.00					210.00	0.00	210.00
12	A44006	Consultancy Services	1,420.00	24,780.00					60.00	0.00	60.00
13	A44008	Medicals, Assessments & Counselling (non-staff)	0.00	58,330.00					0.00	0.00	0.00
14	A44037	Licences Fees (non-IT)	0.00	2,350.00	8,860.00	0.00	0.00	0.00	0.00	0.00	0.00
15	A45000	IT Hardware Purchase	0.00	1,600.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00	1,600.00
16	A45040	Telephones	211.50	0.00	100.00	211.50	211.50	284.00	284.00	0.00	284.00
17	A45045	Mobile Phones	570.07	0.00	570.01	570.07	570.07	940.00	940.00	0.00	940.00
18	A45055	Postages	465.70	0.00	49.99	465.70	465.70	1,000.00	1,000.00	0.00	1,000.00
19	A46015	Conference Attendance Fees	0.00	60.00	30.00	0.00	0.00	60.00	60.00	0.00	60.00
20	A80000	Depreciation	0.00	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00	0.00	49,000.00
21	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
22	R70000	Internal Market - Finance Services	0.00	6,380.00	6,380.00	0.00	0.00	6,380.00	6,380.00	0.00	6,380.00
23	R71000	Internal Market - IT Services	0.00	14,660.00	14,660.00	0.00	0.00	14,660.00	14,660.00	0.00	14,660.00
24	R72000	Internal Market - Human Resources & Payroll Serv...	0.00	7,340.00	7,340.00	0.00	0.00	7,340.00	7,340.00	0.00	7,340.00
25	R73005	Internal Market - Office Accommodation	0.00	10,520.00	10,520.00	0.00	0.00	10,520.00	10,520.00	0.00	10,520.00
26	R76020	Internal Market - Customer Services	0.00	1,300.00	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	1,300.00
27	R76025	Internal Market - Records Management	0.00	860.00	860.00	0.00	0.00	860.00	860.00	0.00	860.00
28	R96201	Property Costs Recharge Income - Schools	0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
Σ			173,203.81	489,940.00	181,320.01	173,203.81	173,203.81	294,558.00	294,558.00	0.00	294,558.00

Report Engine

Predefined

Browser [xlsx]

Pivot [xlsx]

Default [pdf]

Default [docx]

Design new [rnx]

Import

Choose columns

Graphical presentation

Create widget

Export

Analyzer

Time executed: 03/01/2019 11:04:52 Number of rows: 28

You can also export the results of your reports to Excel:

- At the bottom of the enquiry, click **Export**



- From the **Report Engine** window, click **Browser (xlsx)**



- At the bottom left of your download when finished

the screen open

The output will appear in an Excel spreadsheet

Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	A10000 Salaries	118,124.99	296,040.00	108,340.01	118,124.99	118,124.99	195,949.00	195,949.00	0.00	195,949.00
2	A12000 Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	A13000 Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	A13010 IAS19 Current service Pension costs adjustments	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	A13030 Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	A16010 Staff Training Expenses - Non Payroll	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
7	A19020 Employers Liability Insurance (Non Controllable)	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
8	A33000 Staff Travel Expenses - Payroll	317.20	500.00	210.00	317.20	317.20	620.00	620.00	0.00	620.00
9	A33010 Staff Mileage	222.45	2,170.00	2,350.00	222.45	222.45	1,136.00	1,136.00	0.00	1,136.00
10	A40013 Furniture	0.00	0.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00
11	A43000 Photocopying & Printing	77.34	500.00	210.00	77.34	77.34	210.00	210.00	0.00	210.00
12	A44006 Consultancy Services	1,420.00	24,780.00	0.00	1,420.00	1,420.00	60.00	60.00	0.00	60.00
13	A44008 Medicals, Assessments & Counselling (non-staff)	0.00	58,330.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
14	A44037 Licences Fees (non-IT)	0.00	2,350.00	8,860.00	0.00	0.00	0.00	0.00	0.00	0.00
15	A45000 IT Hardware Purchase	0.00	1,600.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00	1,600.00
16	A45040 Telephones	211.50	10.00	100.00	211.50	211.50	284.00	284.00	0.00	284.00
17	A45045 Mobile Phones	570.07	740.00	570.01	570.07	570.07	940.00	940.00	0.00	940.00
18	A45055 Postages	465.70	0.00	49.99	465.70	465.70	1,000.00	1,000.00	0.00	1,000.00
19	A46015 Conference Attendance Fees	0.00	60.00	30.00	0.00	0.00	60.00	60.00	0.00	60.00
20	A80000 Depreciation	0.00	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00	0.00	49,000.00
21	R10000 Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
22	R70000 Internal Market - Finance Services	0.00	6,380.00	6,380.00	0.00	0.00	6,380.00	6,380.00	0.00	6,380.00
23	R71000 Internal Market - IT Services	0.00	14,660.00	14,660.00	0.00	0.00	14,660.00	14,660.00	0.00	14,660.00
24	R72000 Internal Market - Human Resources & Payroll Services	0.00	7,340.00	7,340.00	0.00	0.00	7,340.00	7,340.00	0.00	7,340.00
25	R73005 Internal Market - Office Accommodation	0.00	10,520.00	10,520.00	0.00	0.00	10,520.00	10,520.00	0.00	10,520.00
26	R76020 Internal Market - Customer Services	0.00	1,300.00	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	1,300.00
27	R76025 Internal Market - Records Management	0.00	860.00	860.00	0.00	0.00	860.00	860.00	0.00	860.00
28	R96201 Property Costs Recharge Income - Schools	0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
29										
30		173,203.81	489,940.00	181,320.01	173,203.81	173,203.81	294,558.00	294,558.00	0.00	294,558.00
31										