



UNIVERSITY OF  
PORTSMOUTH

# Introduction

Collaborative Planning

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# Data Protection

The Collaborative Planning (CP) system holds personal data about individual members of staff in relation to salaries. This data should be processed in accordance with the General Data Protection Regulation 2018, and should not be disclosed to third parties except in certain circumstances, an example of which is given below.

The CP system is password protected for security reasons and for that reason, you must not share your password with anyone else. Only certain members of staff have the ability to change data and this access control should not be altered without good reason, following documented procedures. The procedures are documented in the finance manuals. You should not leave your computer logged onto the CP system for any length of time and you should always remember to lock your computer whilst you are away from your desk.

There will be very few situations where data needs to be provided to a third party. In most instances, the member of staff whose data is to be shared should be asked for their consent before the proposed disclosure is completed. There are situations where we may be under obligation to provide the data eg if an auditor requests it or if providing the data may be in the public interest. It would be appropriate still to inform the member(s) of staff whose data is to be disclosed prior to the disclosure. Any disclosure should be recorded in case it is queried later.

It should be noted that it is an offence under the General Data Protection Regulation 2018 to knowingly or recklessly disclose personal data. Individuals may be personally liable for such an offence. If you are unsure whether to disclose any data, check first with your manager or the University's Data Protection Officer, Samantha Hill.

If you have any queries about the Data Protection Act and how it affects your work, please feel free to contact the Samantha Hill on x 3642 or look at the University web pages on [data protection](#).

May 2018

# Introduction

## What is Collaborative Planning?

Collaborative Planning is the budget planning software used by the University to provide flexible, accurate budget setting and budget monitoring.

It will enable the live updating of forecasts, the ability to attach information to a forecast and standardised reporting.

## General Security

### Security

The Collaborative Planning system has extensive security to provide an audit trail of activity, which can be monitored. It is important that the system, and the data held on it, are used responsibly and in accordance with the procedures determined by Finance and under no circumstances should a user's account be shared.

### Accounts

Access to the system will be enabled by Finance when the appropriate training has been successfully completed. Each account will be set up with access to the appropriate menus, screens and functions.

## Contacts and Information

The [IT Training webpages](#) provide a wide variety of information relating to the University's Corporate systems.

This information includes:

IT Training contacts

Appropriate Finance, Registry & Human Resource contacts

Course content and availability information Resources, e.g. the latest versions of each manual

# CP Navigation

## Logging on to CP

Based on a standard University build PC, after adding Collaborative Planning from 'Apps Anywhere.'

(Mac Users should contact the Finance Systems team for advice by emailing [finance.system@port.ac.uk](mailto:finance.system@port.ac.uk))

## Location

- Start button
- All Programs
- Corporate Systems
- Finance
- Collaborative Planning

## User name and password

CP live will be single sign on, and will automatically login in with your standard University network account, with no need to re-enter your password.

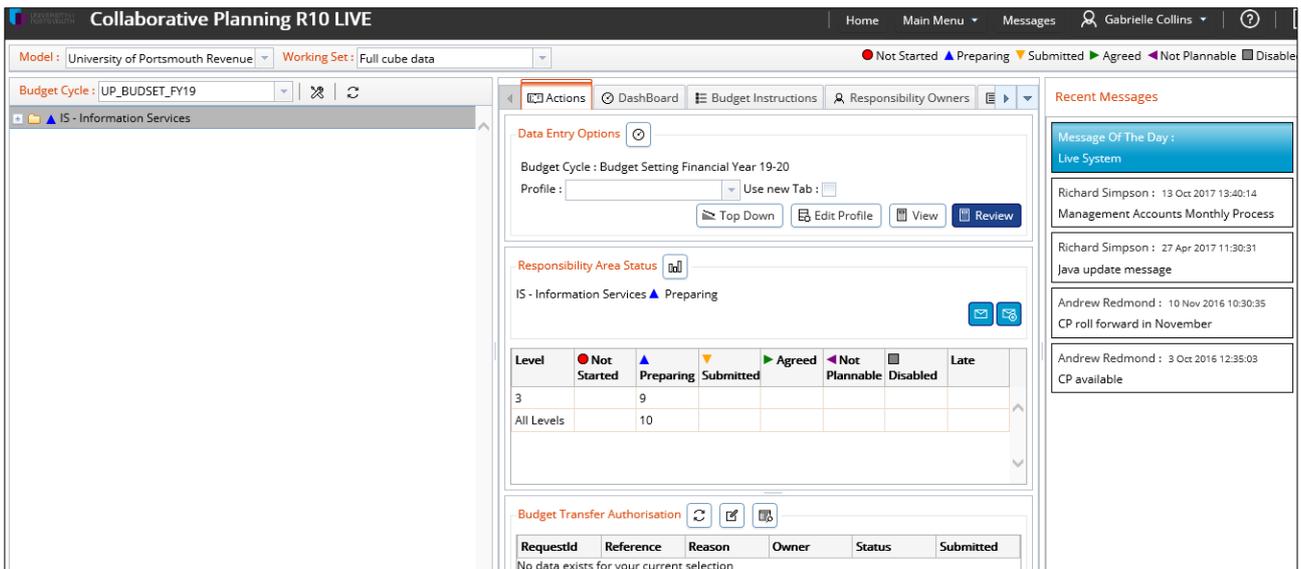


Figure 1 - Home Screen

The first page displayed on logging into CP is the 'Home' page, or 'Workbench.' This gives a user access to their appropriate budgets.

## Toolbar Functions

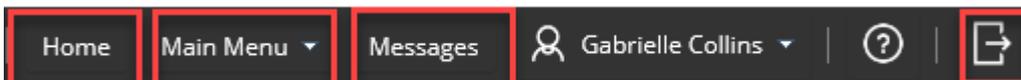


Figure 2 - Toolbar

- The Home button refreshes the home page
- The Main Menu is NOT IN USE
- The Messages button opens a new window and displays system messages eg CP available
- The Logout  button

## Navigation Panel

At the top of the left hand, navigation panel a user can select the appropriate budget cycle using the drop down list. Below that, the panel displays the budget elements and cost centres relevant to the user.

To the right of the budget cycle drop down is a preferences icon. It is recommended that users change preferences to show a full tree structure before continuing.

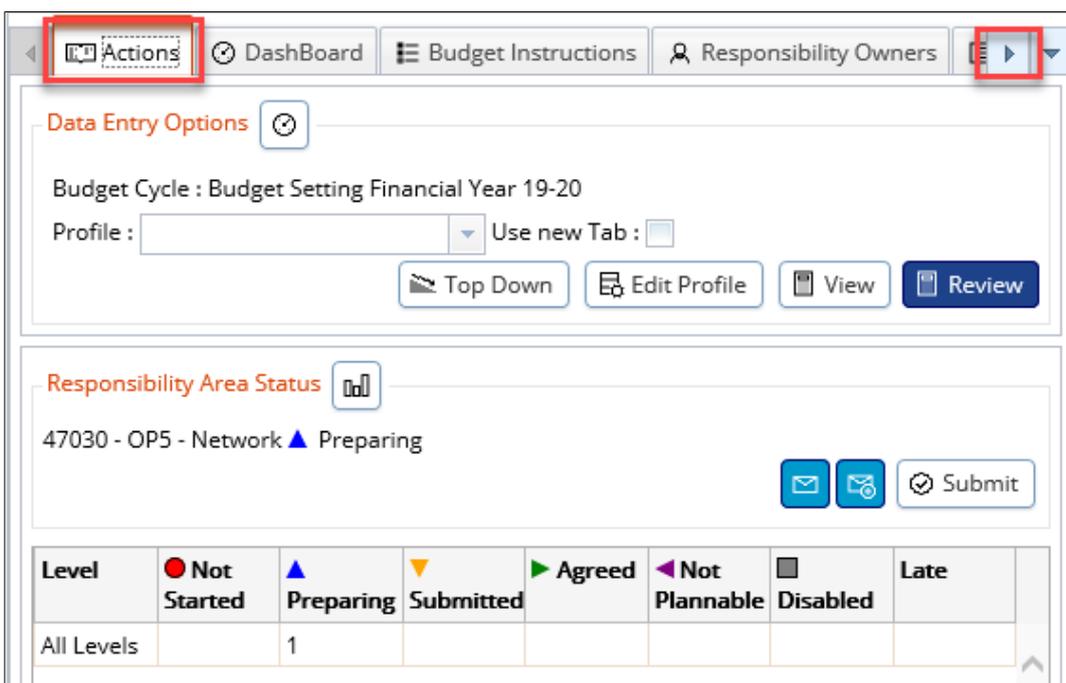
## Preferences

- Select the preferences icon and a selection window will open
- Select the dropdown list and choose 'Full Tree'
- Select OK to return to the Home Page

Click + and – to expand or collapse the hierarchies. Highlighting an element or cost centre in the left hand side will allow reports and forms to be generated for that area using functions available in the right hand side of the navigation.

## Function Panel

The function panel, on the right hand side, displays information over eight tabbed panels. Currently, functionality is not available for all of these. Two tabs are being used. The **Action Tab** and the **Reports Tab**. Use the right hand facing arrow to move through the tabs to the reports Tab.



The screenshot shows a web interface with a top navigation bar containing tabs: 'Actions' (highlighted with a red box), 'DashBoard', 'Budget Instructions', and 'Responsibility Owners'. A right-hand navigation arrow is also highlighted with a red box. Below the navigation bar, there are two main sections:

**Data Entry Options** (with a refresh icon):

- Budget Cycle : Budget Setting Financial Year 19-20
- Profile :  Use new Tab :
- Buttons: Top Down, Edit Profile, View, Review

**Responsibility Area Status** (with a bar chart icon):

- 47030 - OP5 - Network ▲ Preparing
- Buttons: Send, Refresh, Submit

At the bottom, there is a table with columns for status and a row for 'All Levels':

Level	● Not Started	▲ Preparing	▼ Submitted	▶ Agreed	◀ Not Plannable	■ Disabled	Late
All Levels		1					

Figure 3 - Function Panel

## Actions Tab

### Data Entry Option

Field	Description
Drop down box	Select a specific form using the drop down menu (optional)
Use new Tab	Tick to view the form in a new window, where a user wants to view more than one element/cost centre via multiple tabs (optional)
Top Down	Not in use
Edit Profile	Opens the Maintain Profiles window. A form can be selected from here (optional)
View	Not in use
Review	Launches the form for data entry/view

### Responsibility Area

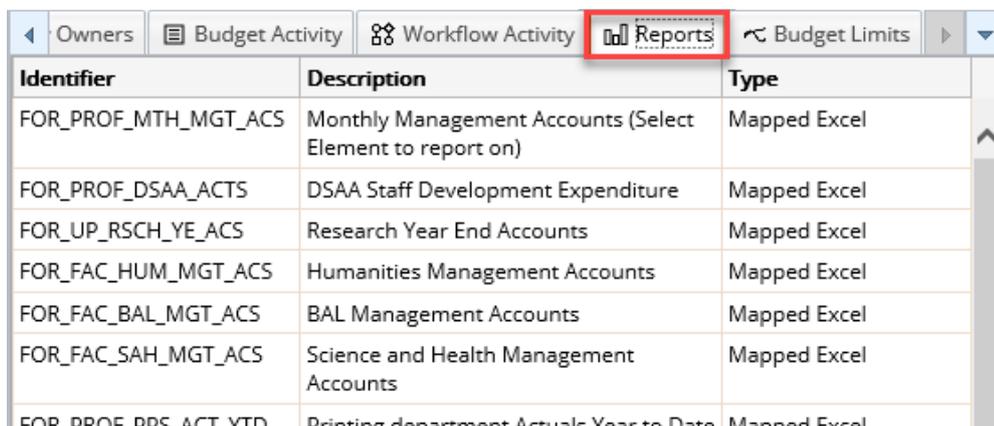
Field	Description
Current State	Shows the current budget status with a corresponding coloured square. The colour code is shown underneath e.g. blue = preparing  This functionality will be developed once CP is live.

### Budget Transfer Authorisation

Not in use.

## Reports Tab

Provides access to available reports.



The screenshot shows a software interface with a navigation bar at the top containing tabs: Owners, Budget Activity, Workflow Activity, Reports (highlighted with a red box), and Budget Limits. Below the navigation bar is a table with three columns: Identifier, Description, and Type. The table lists several reports, all of which are 'Mapped Excel' reports.

Identifier	Description	Type
FOR_PROF_MTH_MGT_ACS	Monthly Management Accounts (Select Element to report on)	Mapped Excel
FOR_PROF_DSAA_ACTS	DSAA Staff Development Expenditure	Mapped Excel
FOR_UP_RSCH_YE_ACS	Research Year End Accounts	Mapped Excel
FOR_FAC_HUM_MGT_ACS	Humanities Management Accounts	Mapped Excel
FOR_FAC_BAL_MGT_ACS	BAL Management Accounts	Mapped Excel
FOR_FAC_SAH_MGT_ACS	Science and Health Management Accounts	Mapped Excel
FOR_PROF_DBS_ACT_YTD	Printing department Actuals Year to Date	Mapped Excel

Figure 4 - Reports Tab

# Overview of Forecasting and Monitoring Process

## Reasons why we must budget effectively and accurately

Good forecasting and monitoring is essential for the University to ensure it is financially under control, and able to achieve its objectives and long term strategy.

Our strategy includes major investments to make our facilities and degrees attractive and high quality, enabling the University to find new markets and customers and remain competitive. Our financial forecasts need to be as up to date and accurate as possible, as borrowing from banks and external investors will need to be supported with robust management accounting reports.

Accurate forecasting also allows the University to be more financially flexible and respond quickly to opportunities for investment, or threats to its strategy. As potential savings in one budget area could be utilised for investment in another.

## Budget monitoring and amending forecasts

The University budget is set annually from the 1st August; it is then monitored on a monthly basis. Budgets are set at nominal level, for a cost centre or element. Where this isn't possible the category budget nominal should be used.

Recognise variances early in the cycle rather than wait. Be realistic about start dates for new staff and work closely with members of Finance to recognise and monitor slippage of expenditure across financial years.

Think about the movement of budget between categories of non-staff, eg where there might be an over spend, think about where there could be potential savings. But, never use savings on nonstaff budget to fund staff budgets.

Bear in mind materiality. One change of £50 - £100 on a budget would not be worth making on any size budget we have in the University. However, a change of £2,500 on a budget of £10,000 may be significant enough to reforecast.

CP is designed to be very easy to amend forecasts. Although it looks like a spreadsheet, CP does not hold on to formulas in cells. For non-staff expenditure and income, enter the new total forecast for the year, when you update a forecast, not just the additional amount or the reduction.

For Establishment Salary nominal codes, the forecast is taken care of with the inbuilt Salary Calculator driven by data from iTrent.

Users can start changing forecasts as soon as the previous reporting period is closed, and CP rolls forward.

Anyone that the budget holder requires to have responsibility for a budget may be allowed to change forecasts. This will depend on the set up of the department. Initially, staff with finance responsibility in an area may sit with the person with budget responsibility to change forecasts.

# Forecasting amendments & monitoring - non salaries

## Overview

Forms are used to view the data against budgets, monitor budgets and update the forecast. There are various forms.

The profile determines the layout of the form, the data that can be viewed, and what areas can be amended.

## Profile

### Form Profiles

Profile	Description
UP_BUDFOR_ACTUALS	This form is used to view actual income and expenditure by nominal/category/group. Monthly figures are shown.
UP_BUDFOR_ACTUALS_CC	This form is used to view actual income and expenditure by element/cost centre. Monthly figures are shown.
UP_BUDFOR_INPUT	This form is used to: view budgeted, actual and committed income/expenditure enter the latest forecast show the budget and forecast variance by nominal code
UP_BUDFOR_INPUT_CC	This form is used to: view budgeted, actual and committed expenditure enter the latest forecast show the budget and forecast variance by element/cost centre
UP_BUDFOR_YEAR_END	This form is used to: compare the provisional yearend figures to the budget and last forecast (June) show the budget and forecast variance by nominal code
UP_BUDSET_ROUND1 (also round2, 3)	This form is used to : prepare the budget for the next year each round in the process has its own form

### Process to view forms

- Leave the budget cycle as the default
- Select a Cost Centre or Cost Element. Click the + or – to open and close the hierarchies
- Click on the Action Tab

- Click Edit Profile and select a form from the maintain profile window
- Click OK and the selected form will be returned for the Element/Cost Centre selected

## Form Output

Budget monitoring data will be returned on the forms. The format of the data returned will depend on the form selected.

### Form - UP\_BUDFOR\_ACTUALS\_CC

Column Heading	Description
Last Year	Last Year figures
Actuals	Total actual income or expenditure in the previous financial year
YTD Actuals	Actual income or expenditure last year at this point in the year
Current Year	Current Year figures
Budget	Original budget
Previous Forecast	Forecast income or expenditure as submitted last period
YTD Budget	Original budget to the current period (only used if original budget has been profiled)
YTD Actuals	Actual expenditure to date, or to the end of the period if that month has ended
Commitments	Outstanding orders
Goods Receipts	Outstanding goods receipts
Current Unspent	Previous forecast minus the YTD actuals, goods receipts & commitments
% Spend against Last Forecast	YTD total of actuals, commitments and goods receipts as a % of the previous forecast
Current Forecast	Forecast income or expenditure for the current period (this is where amendments can be made)
Revised Unspent	The current forecast minus the YTD actuals, goods receipts & commitments
Variance	Variances
Forecast	The movement in the forecast from last period to this period (current forecast minus the previous forecast)
Budget	The difference between the current forecast and the original budget

# Form Functionality

## Navigation Trail/Breadcrumb

A navigation trail will appear on the top left hand corner of the form and represents the criteria the form has been run against. Some of the criteria can be changed/updated.

Figure 5 - Navigation Trail/Breadcrumb

### Process to change the criteria:

- Click the element or cost centre. The university hierarchy will be returned. Select a new code from the hierarchy OR use the search
- Click in the search field and enter a cost centre.
- Click Search (the cost centre will be highlighted) and then click OK
- Click the Year/Period and select a new year and/or period from the calendar

## Font size and Profile

The form font size and profile (form) can be changed.

Click the down arrow next to the font or profile and select from the drop down menu.

## Expanding and Collapsing the Hierarchy

The form will default to level 9. Double click on a level 

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

 to change it. This will expand or summarise the data on the form.

## View Menu

### Display preferences

The form columns can be displayed or hidden.

- Select View and then Display
- Remove the tick from any columns that are to be hidden
- Select OK

### Show Horizontal Border Lines

Select View and tick 'show Horizontal Border Lines'

### Show Summary Lines as Bold

Select View and tick 'Show Summary Lines as Bold'

## Drill Down

It is possible to drill down into actual transactions. It is not advised to drill down on commitments or goods receipts. It is recommended that SQL and e5 continue to be used:

- Right click over the value and select 'Finance System Data' from the drop down menu
- Details of the transaction(s) that make up the total value will be returned
- If there is a tick in the 'paperclip' column it means that a scanned image of a document is available. This can be accessed by double clicking on the tick
- Click OK

Although functionality exists, users are advised to retrieve transaction data through existing methods using e5 or SQL reports.

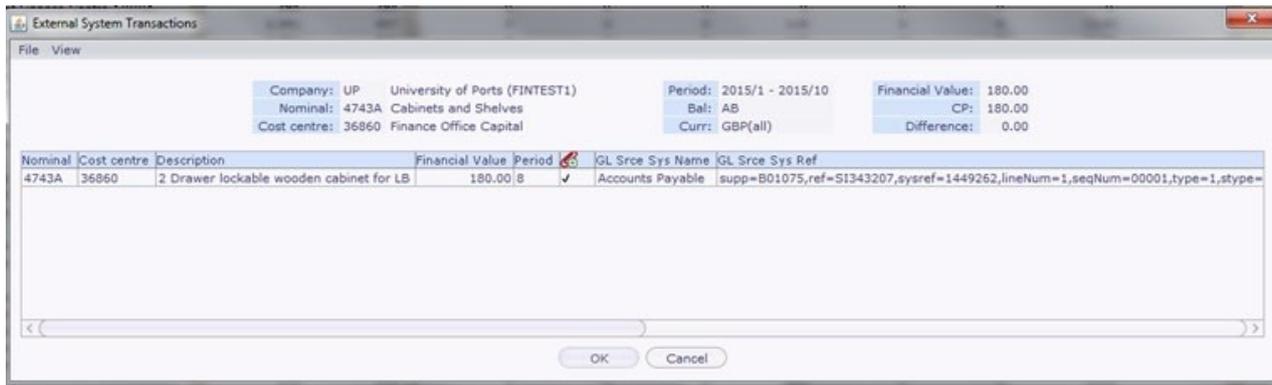


Figure 6 - Finance Systems Data

## Update the Forecast

The current forecast can be updated in an open period. Cells that can be updated will be yellow. The forecast figure entered should be the total forecast.

Closed periods become fixed and no yellow cells will appear. No further amendments can be made once a period has been closed, access is restricted to view only.

### Process to update the forecast:

- Process to update the forecast:
- Click in the cell in the Current Forecast column that needs to be updated.
- Enter the total forecast for the budget
- Click 'Save'
- Changes will rollover to the next period
- It is not necessary to click save after each individual change, multiple amendments on the same form can be made and then saved

## Comments

When a forecast is entered/updated, users should add a note in the comments column. Whilst this is not mandatory from a system perspective, users are strongly advised to do so. An attachment can also be added.

## Process to add a comment

- Click in the comments column and add any comments.
- A comments icon will appear to the left of the comment cell. Double click on the icon to open the 'Cell Note' window. The window will hold any previous comments.

## Process to add an attachment

- It is also possible to add an attachment from within the above window
- Click in the attachment field and click Browse
- Select the file
- Click OK to return to the Cell Note and then click OK to return to the Cell Form
- Click Save

## Cell Notes

A note can be added to a cell that is not a formula

- Right click in the cell. Select 'Notes' from the menu
- Enter the text in the Notes box
- Click save. A comments icon will appear in the cell.

## Cell Attachment

An attachment can be added to a cell that is not a formula:

- Double click on a cell that is not a formula on the form. The Cell Note box will be returned
- Right click and select 'Notes' from the menu
- Click browse and select file
- Click OK to return to Cell Note
- Click OK to return to form
- Click Save and the changes will roll over to the next period

## Salary Calculator

The Salary Calculator is used to monitor and update the salary forecasts for Establishment staff.

Within Salary Calculator, the actual salaries expenditure is imported from the costing file produced in iTrent. For any financial period where the payroll has been run, and the information exported into CP, actual expenditure will be shown. Future periods will be a forecast calculated using a preset formula. If the data held is not accurate for any post then this can be adjusted manually using the salary calculator override fields.

Permanent salaries nominal code rows will have a calculator icon in the current forecast column this is known as the calculator field.

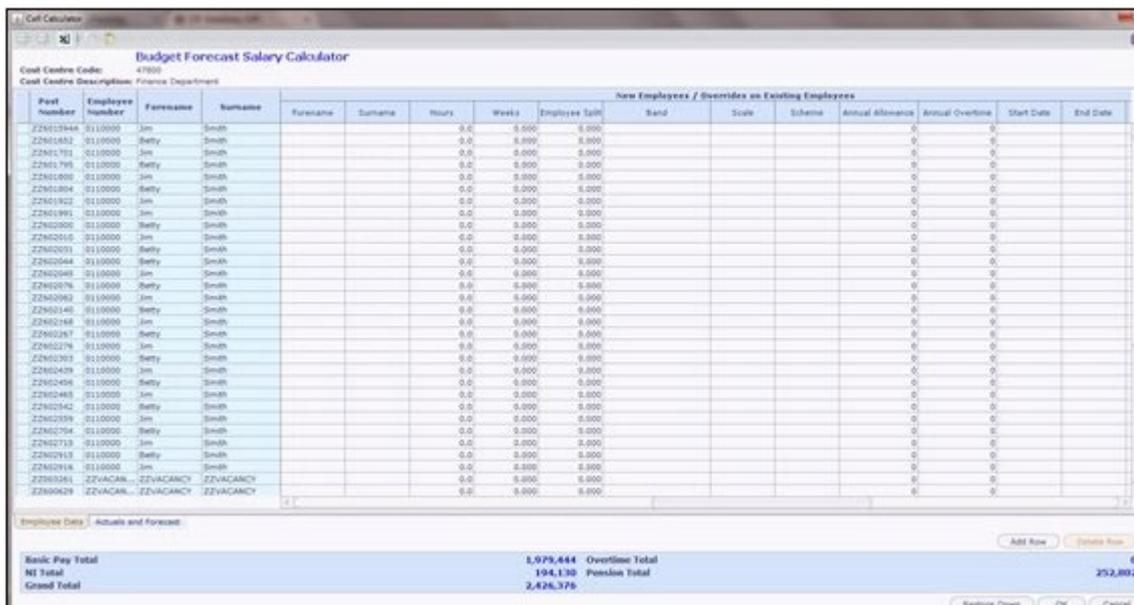
## Open the Salary Calculator

Double click on the  calculator icon in the Nominal Pay code for Basic Gross Pay for the category you would like to open. The Budget Salary window will open and will default to the Employee Data Tab.

There are two tabs, the Employee Data Tab and the Actuals and Forecasts Tab. Click on a tab to select it.

## Employee Data tab

This tab holds information about each post and contains annualised salary costs, not forecast figures. The override fields in this tab allow users to update the salary forecast with local knowledge such as start and end dates.



Post Number	Employee Number	Forename	Surname	Forename	Surname	Hours	Weeks	Employee Spine	Band	Scale	Scheme	Annual Allowance	Annual Overtime	Start Date	End Date
Z2612948	0110000	Jim	Smith			3.0	5.000	3.000				0	0		
Z261462	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z261701	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z261799	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z261900	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z261804	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z261922	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z261991	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262000	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262010	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262031	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262044	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262045	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262076	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262092	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262140	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262148	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262287	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262279	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262283	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262419	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262454	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262465	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262542	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262559	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262704	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262713	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z262913	0110000	Betty	Smith			0.0	3.000	3.000				0	0		
Z262919	0110000	Jim	Smith			0.0	3.000	3.000				0	0		
Z263094	ZZVACANCY	ZZVACANCY	ZZVACANCY			0.0	3.000	3.000				0	0		
Z263029	ZZVACANCY	ZZVACANCY	ZZVACANCY			0.0	3.000	3.000				0	0		

Figure 7 - Employee Data Tab

## New Employees / Overrides on Existing Employees

These fields will be white. Complete these fields to override data imported from iTrent. This will update the forecast figures in CP but will not update iTrent. iTrent is updated by HR. Any changes/updates made by the user in one month will be carried forward to future months and should be reviewed monthly and deleted once they are live in iTrent eg a member of staff has a leave date that is not yet in iTrent. Enter the leave date as an override. Next period check to see if the leave date is in iTrent. If it is remove the date from the override.

## Enter a leave date

- Find the post number of the leaver and select the end date field that relates to the post, in the overrides for existing employees area of the tab. The field will be white
- Enter the last date of employment on the 'End Date' field
- Click OK to close the window when all of the changes have been made. The changes will be returned to the forecast cell for the nominal code updated in the form
- Click save to save the new forecast in the form. Changes will rollover to the next period.

# Forecast Tab

This tab holds the data that has been downloaded from iTrent and the forecast data.

Budget Forecast Salary Calculator																		
Cost Centre Code:		47800																
Cost Centre Description:		Finance Department																
Post Number	Employee Number	Forename	Surname	Oversize Surname	Costing / Forecast												Bd Td	
					P1 Total	P2 Total	P3 Total	P4 Total	P5 Total	P6 Total	P7 Total	P8 Total	P9 Total	P10 Total	P11 Total	P12 Total		
ZZ600179	0110000	Betty	Smith		1,814	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865
ZZ600183	0110000	Betty	Smith		1,750	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
ZZ600060	0110000	Jim	Smith		3,865	3,944	3,944	3,944	3,944	3,944	3,944	3,944	3,944	3,944	3,944	3,944	3,944	3,944
ZZ600080	0110000	Betty	Smith		5,765	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881
ZZ600081	0110000	Jim	Smith		3,329	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394	2,394
ZZ600178	0110000	Betty	Smith		2,552	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606
ZZ600089	0110000	Jim	Smith		2,126	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171
ZZ600277	0110000	Betty	Smith		5,765	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881
ZZ600218	0110000	Jim	Smith		3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772
ZZ600396	0110000	Jim	Smith		1,354	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384
ZZ600024	0110000	Betty	Smith		5,750	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881
ZZ600481	0110000	Jim	Smith		2,332	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606
ZZ600485	0110000	Betty	Smith		2,713	2,787	2,787	2,787	2,787	2,787	2,787	2,787	2,787	2,787	2,787	2,787	2,787	2,787
ZZ600003	0110000	Jim	Smith		2,552	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606
ZZ600066	0110000	Betty	Smith		2,260	2,322	2,322	2,322	2,322	2,322	2,322	2,322	2,322	2,322	2,322	2,322	2,322	2,322
ZZ600088	0110000	Jim	Smith		2,126	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171
ZZ600043	0110000	Betty	Smith		1,838	1,061	1,061	1,061	1,061	1,061	1,061	1,061	1,061	1,061	1,061	1,061	1,061	1,061
ZZ600045	0110000	Jim	Smith		2,552	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606	2,606
ZZ600707	0110000	Jim	Smith		1,117	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998	1,998
ZZ600707A	0110000	Betty	Smith		1,888	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940	1,940
ZZ600729	0110000	Betty	Smith		3,357	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423
ZZ600023	0110000	Jim	Smith		3,355	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423
ZZ600043	0110000	Betty	Smith		3,355	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423
ZZ600068	0110000	Jim	Smith		5,765	2,332	0	0	0	0	0	0	0	0	0	0	0	0
ZZ600094	0110000	Betty	Smith		5,264	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410
ZZ600038	0110000	Betty	Smith		3,383	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423	3,423
ZZ600043	0110000	Jim	Smith		2,126	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171	2,171
ZZ600063	0110000	Betty	Smith		4,530	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657
ZZ600073	0110000	Jim	Smith		4,184	0	0	0	0	0	0	0	0	0	0	0	0	0
ZZ600075B	0110000	Betty	Smith		1,084	3,243	3,243	3,243	3,243	3,243	3,243	3,243	3,243	3,243	3,243	3,243	3,243	3,243
ZZ600143	0110000	Betty	Smith		3,280	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328

Employee Date:

Basic Pay Total	1,979,444	Overtime Total	252,800
NI Total	194,130	Pension Total	
<b>Grand Total</b>	<b>2,426,376</b>		

Figure 8 - Forecast Tab

Post numbers beginning with ZZ6 are those that existed in iTrent at 1<sup>st</sup> April 2016. Post numbers beginning with ZZ0 are generally new posts that have been set up since then. If a post has an additional letter at the end of the number eg A, B there is more than 1 person in the post eg for maternity cover, a leaver handover period. This can also indicate split costing applied to a post.

The columns shown as “Costing/Forecast” P1 Total – P12 Total are calculated fields. They will either show actual expenditure for periods where payroll has run and exported into CP, based on the costing data produced in iTrent, or forecast expenditure calculated for future periods where payroll has not yet run.

Actuals produced in the salary calculator fields may not match the actuals contained in the Finance forms if journals have been posted in the general ledger against Establishment pay nominal codes or if a more recent payroll has been processed.

The area at the bottom of the window shows the Total Forecast for the Pay Category, broken down by pay category. These totals will match the forecast shown on the form.

# Other Functionality

## Add a new account element

Users may need to add a forecast for a nominal not yet showing in the form. A nominal code can be added to a form. The nominal code added will roll over to the next period if a forecast is entered.

- Click add new account element, from the form
- Click + to expand the hierarchy and select a nominal code.
- Click OK and The nominal code will appear in the form. The nominal code will only rollover to the next period if a forecast is entered

## Download the form as an Excel file

A form can be exported to an Excel file. Follow the process to view a form.

The form will download to excel at the level (0-9) that was displayed on screen at time of download. Once in Excel, the hierarchy above that level will be maintained, but any more detailed levels will not be available.

The subtotal symbols  next to the row numbers in Excel will be available at the level it was saved at. Use the plus and minus symbols to collapse the detail rows for individual subtotals.

- Click The Excel button and save form as an Excel File
- The Export Reporter box will open
- Click OK to save the data
- Click the Communications button (on the CP home page – top RHS) to locate the download
- Click the attachments link alongside the download, it will export to Excel

# Reporting

## Reports Tab

The reports tab will contain the reports available for users. There are a number of reports, the majority of which are for specific users.

### Process to run a report

- Select a Cost Centre or Element from the Hierarchy display. Clicking + and - will expand or collapse the hierarchies
- Click on the reports Tab
- Double click on the report to select it and then OK to run the report
- Click the Communications button at the top of RHS Home page to see the report and select the report from the left hand pane. The report link will appear in the right hand pane
- Click the attachments link and then OK
- The Mapped Report will open

When the form is opened in excel the 'enable content' button should be selected and this should hide any rows with zero values. If this does not give the required result there is a macro button included on the form that can be selected to hide any rows with a zero value.

## Report Output

This will vary depending on the report that has been run.

This is the output for the 'Monthly Management Accounts' report.

Column Heading	Description
Budget	Original Budget
Forecast	Forecast for the current and previous months
Variance	The difference between the current forecast and budget and the current forecast and previous forecast
Actuals	Actual income or expenditure to date
Goods Receipts	Current Goods Receipts against orders
Commitments	Outstanding Commitments against orders
Actuals + Orders	Actual expenditure + Commitments + Goods Receipts
As % forecast	Total Actual Expenditure as a percentage of the current forecast

This report is designed to be used as an exception report, to spot where further investigation is required. There is an additional tab "Variances" which is used by Finance staff when formally submitting the final management accounts for the month.

There are numerous reports available within CP, many of which are for specific users or budget holders. For more guidance on which reports to use, please contact the Management Accounts Team within the Finance Department.

More detailed reporting of transactions over several nominals should still be done in e5 and using

SQL reports.

# Reporting Deadlines

## Financial Year Deadlines

Meetings with managers who have budget responsibility should take place during the lead up to the month end, before the close of the period. This will ensure information gathering and communications can take place in full as necessary.

Users will be advised by members of the Finance team at the start of the Financial Year of the Monthly Management Accounts deadlines.