

Case Study 16: How to update the profiling without changing the total budget using the "hold" functionality

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There may be instances when the planner wants to keep the annual total at the recognised or agreed total, but needs to amend the profile of the months being planned (for the budget this would be all 12 months, for the Q2 forecast this would be six months of the second half year.) The case study below is a worked example from the budget exercise where the annual total expenditure of £54.7k for rent was known, but the planner wants to amend the profile across the year.

Note that "holds" are useful but powerful and will stay operative until released. It is good practise to release the hold once active input has finished.

The starting point:

https://tm1-qa.bsp.ox.ac.uk/ - Income and I	Expenditure Planning Reserve	d AX0	000 Engl	lish - Ma	- Interr	net Explo	orer pro	vided b	у				interes in	and a second s
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Welcome Page.xlsx IIII iIncome and Expend I	Planning 🛛 🏢 iFurther Detail Requ	uired	I oIncor	me and Ex	penditu	re Summa	ary	I and E	Updates	iLe 🔛	dger Ana	lysis		
ws: Natural Account [Natural Account]	ear and Months nth and Comments]	Con	text: 00000 [[50	Default F]	•	0 Default [Activity]	-	AX0000) English [Cost Cen	- Main A/	· •	Budget [Ver	t 16/17 rsion]	2016-17 UO Ledger GBP 10 University of Oxford 000000 Default [Financial Years] [Financial Ledger] 10 University of Oxford Image: Comparisation
	Current Forecast 000's	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
514 Other Pay Costs	-20.0		-8.0	-12.0										
³ 6 Supplies	-34.5	-1.7	-1.6	-2.5	-3.3	-3.1	-2.3	-3.1	-6.5	-2.0	-2.2	-4.1	-2.0	
😑 61 Supplies	-34.5	-1.7	-1.6	-2.5	-3.3	-3.1	-2.3	-3.1	-6.5	-2.0	-2.2	-4.1	-2.0	
610 Consumables	-28.5	-1.2	-1.2	-1.5	-2.8	-2.9	-1.4	-2.8	-5.9	-1.6	-1.8	-3.8	-1.6	
620 Postage and Couriers	-3.0	-0.3	-0.1	-0.7	-0.3	-0.3	-0.4	0.0	-0.3	-0.2	-0.1	0.0	-0.2	
± 630 Telecomms	-3.0	-0.2	-0.3	-0.3	-0.2		-0.5	-0.2	-0.2	-0.2	-0.3	-0.2	-0.2	
7 Premises and Equipment	-84.7	0.0	-0.7	-20.2	0.0	-16.8	-8.0	-2.1	-16.7	-4.0	-0.4	-9.7	-6.0	
71 Premises	-54.7			-17.1		-16.8			-16.8			-4.0		
710 Utilities														
720 Rent, Rates and Insurance	-54.7			-17.1		-16.8			-16.8			-4.0		
72110 Rent	-54.7			-17.1		-16.8			-16.8			-4.0		
72120 Rates														
72130 Premises Insurance														
72140 Premises Service Charges														
730 Property Management														
± 740 Cleaning and Waste														
🗄 750 Fire, Security, Other Premises														



To make sure the total rent expenditure budget for the year does not increase over -54.7

-Right click on the annual total cell for natural account 72110 Rent

720 Rent, Rates and Insurance	-54	4.7			-17.1		-16.8			-16.8			-4.0	
72110 Rent					-17.1		-16.8			-16.8			-4.0	
72120 Rates	19	Сору	/											
72130 Premises Insurance		Paste	е											
72140 Premises Service Charges		Data Spread		d	•									
730 Property Management	1	I Holds				Hold Le	aves							
🛨 740 Cleaning and Waste		Add Comment				Hold Consolidate Release Leaf Holds								
🛨 750 Fire, Security, Other Premises														
76 Equipment								-2.1	0.1	-4.0	-0.4	-5.7	-6.0	
760 Equipment Purchases		Brow	vse Con	nments	15	Release	Consolid	ate	-2.2	-0.3	-4.0		-3.4	-5.9
770 Equipment Repairs and Maint	-10	0.0		-0.7	E	Release	All Holds	i)	0.0	0.4		-0.4	-2.4	-0.1
8 Staff Related Costs	-60	6.5	6.2	-6.0	2.0	-3.4	-0.6	-3.0	-6.7	-3.3	-17.6	-12.0	-6.7	-15.4
81 Support Costs	-6	5.5	6.3	-6.0	2.1	-3.4	-0.5	-2.9	-6.6	-3.2	-17.5	-11.9	-6.6	-15.3
810 Staff Travel and Subsistence	-10	0.0	7.4	-1.7	2.2	-1.8	0.7	-2.3	-5.2	-0.7	-0.6	-3.8	-1.5	-2.7
🗄 830 Staff Hospitality	-13	35	-0.1	-3.2		-0.9		-0.6	-16	-17	-0.9	-18	-14	-13

A small red triangle will appear in the bottom lefthand corner to indicate that there is a hold

720 Rent, Rates and Insurance	-54.7	
72110 Rent	-54.7	
72120 Rates		

A new entry in May of -10 then adjusts the other monthly values, but does not change the total.



🛨 710 Utilities								
720 Rent, Rates and Insurance	-54.7	-13.9	-13.8		-13.8	-10.0	-3.3	
72110 Rent	-54.7	-13.9	-13.8		-13.8	-10.0	-3.3	
72120 Rates								
72130 Premises Insurance								
72140 Premises Service Charges								
± 730 Property Management								
740 Cleaning and Waste								
-								

The hold will remain until released via the same right click mechanism

720 Rent, Rates and Insurance		2				-7.6	-25.0	-7	.5	
72110 Rent			Сору			-7.6		-7	.5	
72120 Rates		B	Paste							
72130 Premises Insurance			Data Spread	►						
72140 Premises Service Charges	1	Ţ.	Holds	•		Hold Leave	s			
730 Property Management	R	÷	Drill			Hold Conse	olidate			
740 Cleaning and Waste	-			_						
			Add Comment			Release Le	ar Holds			
∃ 76 Equipment			Browse Comments.)		Release Co	nsolidate	· 0	.0	-8.0
760 Equipment Purchases			-20.0	0.0		Release All	Holds	0	.0	-1.8

Note that the consolidated hold can be applied equally to the mid level total 720 Rent Rates and Insurance. For instance, holding that total for the rent and rates category at -54.7 but introducing -25.0 of premises service changes proportionately updates the difference lines within the total



720 Rent, Rates and Insurance	-54.7	-7.6	-25.0	-7.5	-7.5	-5.4	-1.8	
72110 Rent	-29.7	-7.6		-7.5	-7.5	-5.4	-1.8	
72120 Rates								
72130 Premises Insurance								
72140 Premises Service Charges	-25.0		-25.0					
730 Property Management								
740 Cleaning and Waste								
T50 Fire, Security, Other Premises								