



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:

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										
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	-54.7			-17.1	-16.8			-16.8				-4.0	
72110 Rent				-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													
76 Equipment													
760 Equipment Purchases													
770 Equipment Repairs and Maint	-10.0	-0.7											
Staff Related Costs	-66.5	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	-65.5	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	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	-13.5	-0.1	-3.2										

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			-7.6	-25.0	-7.5		
72110 Rent			-7.6		-7.5		
72120 Rates							
72130 Premises Insurance							
72140 Premises Service Charges							
730 Property Management							
740 Cleaning and Waste							
750 Fire, Security, Other Premises							
76 Equipment						0.0	-8.0
760 Equipment Purchases	-20.0	0.0				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 charges proportionately updates the difference lines within the total



<input type="checkbox"/> 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							
<input type="checkbox"/> 730 Property Management												
<input type="checkbox"/> 740 Cleaning and Waste												
<input type="checkbox"/> 750 Fire, Security, Other Premises												