



## Case study 17: How to add a year to date comment column in the ledger analysis screen and save it as a private subset.

By Diana Boxall and Lynn Hutton

The default screen on Ledger Analysis has a column for comments on the full year forecast, but does not have a separate column for the ytd.

	Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast	Fcst Comment
498 Net Expenditure No Bfwd Budget	-3,517.9	99.9	566.3	466.4	46644.7%	156.6	
4 Income	74,240.1	77,244.8	76,542.4	-702.4	-70243.2%	76,695.4	
5 Pay	-43,785.7	-47,679.0	-47,069.2	609.8	60981.9%	-47,476.8	
600 Non Pay	-33,972.3	-29,465.9	-28,906.8	559.1	55906.0%	-29,062.0	
6 Supplies	-1,648.0	-2,140.7	-1,782.5	358.2	35823.1%	-1,778.4	

Just one column

A column for YTD can be added using the subset editor to add a column.

Click on the down arrow beside the “version” box in the column area and you will see the current selection.

Columns: Version [Version]

Context: T0 [Organisation] Total of Financial Ledger [Financial Ledger] 000000 Default [Future] 00 Default [Activity] 041 Humanities Division [Cost Centre]

Budget 16/17 Q2 Forecast Budget CY vs Q2 Forecast Budget CY vs Q2 Forecast % Q1 Forecast Fcst Comment

99.9 566.3

77,244.8 76,542.4

-47,679.0 -47,069.2

-29,465.9 -28,906.8

-2,140.7 -1,782.5

-1,514.4 -1,359.9

-2,139.6 -2,124.4

-23,671.1 -23,640.4

0.0 2,832.0

0.0 0.0

0.0 1,419.0

0.0 422.0

0.0 882.0

0.0 108.0

99.9 808.0

61,888.7 61,573.0

-38,082.5 -37,487.0

-23,706.2 -23,277.0

-345.7 -284.0

-1,453.3 -1,281.0

-1,363.5 -1,264.0

-20,543.7 -20,446.5

97.2 9716.8% -20,587.0

0.0 2,227.0 2,227.0 222702.0% 1,913.3

Subset Editor: BFT > Version > (unnamed)

Subset: (unnamed) Alias: Caption

Available Elements: Version

- Actual 15/16
- Budget 16/17
- Q1 Forecast
- Q2 Forecast
- Q3 Forecast
- Budget 17/18
- Actual 16/17
- Projected Budget NY
- Budget CY vs Actual CY
- Budget CY vs Q1 Forecast
- Budget CY vs Q2 Forecast
- Budget CY vs Q3 Forecast

Subset: Version > (unnamed)

- Actual 15/16
- Budget 16/17
- Q2 Forecast
- Budget CY vs Q2 Forecast
- Budget CY vs Q2 Forecast %
- Q1 Forecast
- Fcst Comment

OK Cancel

The objective is to add another column



Move the cursor into the lefthand side of the subset editor, slide the sidebar down to see the items at the bottom of the list.

Version [Version]	Total of Financial Ledger [Financial Ledger]	000000 Default [Future]	00 Default [Activity]	041 Humanities Divisi [Cost Centre]
16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast
99.9	566.			Fcst Comment
7,244.8	76,542.			
7,679.0	-47,069.			
9,465.9	-28,906.			
2,140.7	-1,782.			
1,514.4	-1,359.			
2,139.6	-2,124.			
3,671.1	-23,640.			
0.0	2,832.			
0.0	0.			
0.0	1,419.			
0.0	422.			
0.0	882.			
0.0	108.			
99.9	808.			
1,888.7	61,573.			
3,082.5	-37,487.			
3,706.2	-23,277.			
-345.7	-284.			
1,453.3	-1,281.			
1,363.5	-1,264.			
1,543.7	-20,446.5	97.2	9716.8%	-20,587.0
0.0	2,227.0	2,227.0	222702.0%	1,913.3
0.0	0.0	0.0	0.0%	0.0
0.0	1,417.7	1,417.7	141766.0%	1,175.9
0.0	422.7	422.7	42269.0%	384.4

Select YTD Comment and slide it across into the righthand portion of the subset editor and click ok

Version [Version]	Total of Financial Ledger [Financial Ledger]	000000 Default [Future]	00 Default [Activity]	041 Humanities Divisi [Cost Centre]
16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast
99.9	566.			Fcst Comment
7,244.8	76,542.			
7,679.0	-47,069.			
9,465.9	-28,906.			
2,140.7	-1,782.			
1,514.4	-1,359.			
2,139.6	-2,124.			
3,671.1	-23,640.			
0.0	2,832.			
0.0	0.			
0.0	1,419.			
0.0	422.			
0.0	882.			
0.0	108.			
99.9	808.			
1,888.7	61,573.			
3,082.5	-37,487.			
3,706.2	-23,277.			
-345.7	-284.			
1,453.3	-1,281.			
1,363.5	-1,264.			
1,543.7	-20,446.5	97.2	9716.8%	-20,587.0
0.0	2,227.0	2,227.0	222702.0%	1,913.3
0.0	0.0	0.0	0.0%	0.0
0.0	1,417.7	1,417.7	141766.0%	1,175.9
0.0	422.7	422.7	42269.0%	384.4



The newly added column will then appear on the ledger analysis screen

	Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast	Fcst Comment	YTD Comment
498 Net Expenditure No Bfwd Budget	-3,517.9	99.9	347.0	247.2	24716.3%	156.6		
4 Income	74,240.1	77,244.8	76,271.9	-972.9	-97293.1%	76,695.4		
5 Pay	-43,785.7	-47,679.0	-47,049.2	629.8	62981.1%	-47,476.8		
600 Non Pay	-33,972.3	-29,465.9	-28,875.6	590.3	59028.3%	-29,062.0		
6 Supplies	-1,648.0	-2,140.7	-1,781.9	358.8	35883.3%	-1,778.4		
7 Premises and Equipment	-1,749.2	-1,514.4	-1,330.9	183.5	18354.4%	-1,397.1		

In order to input into the comment column the planner will need to take ownership but remember that, unlike the other input screens ownership will open up comments here at any level of the cost centre hierarchy (e.g. at departmental level).

	Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast	Fcst Comment	YTD Comment
498 Net Expenditure No Bfwd Budget	-91.7	-126.5	32.7	159.2	15922.6%	10.2		
4 Income	14,860.2	18,683.0	18,226.4	-456.6	-45664.6%	18,225.3		
5 Pay	-7,885.7	-9,653.5	-9,526.7	126.9	12686.0%	-9,527.8		
600 Non Pay	-7,066.1	-9,156.0	-8,667.0	489.0	48901.2%	-8,687.4		
6 Supplies	-2,105.2	-5,333.1	-4,907.0	426.1	42606.4%	-4,915.7		
7 Premises and Equipment	-1,122.7	-784.1	-629.7	154.4	15439.0%	-629.8		
8 Staff Related Costs	-395.2	-171.2	-185.8	-14.6	-1458.1%	-186.4		

You can save this screen layout for yourself by clicking on the down arrow by the version (as before) and then saving it. Call it something that will be meaningful when you return to it. It is not possible for you to "Save Public". The subset will be available to you next time you log on and for subsequent forecasting exercises, but will not be visible to other users

Note that the new name now appears in the column section



	Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast	Fcst Comment	YTD Comment
498 Net Expenditure No Bfwd Budget	-91.7	-126.5	32.7	159.2	15922.6%	10.2		
4 Income	14,860.2	18,683.0	18,226.4	-456.6	-4566.6%	18,225.3		
5 Pay	-7,885.7	-9,653.5	-9,526.7	126.9	12686.0%	-9,527.8		
600 Non Pay	-7,066.1	-9,156.0	-8,667.0	489.0	48901.2%	-8,687.4		
6 Supplies	-2,105.2	-5,333.1	-4,907.0	426.1	42606.4%	-4,915.7		

With a new exercise or if the view gets reset you can find it again by clicking down on the column box, and you will see the subset under the name you gave it

Columns: Version [Version] Context: T0 [Organisation] Total of Financial Ledger [Financial Ledger] 000000 Default [Future] 00 Default [Activity] CQ Experimental Psychology [Cost Centre] 2016-17 [Financial Years]

16/17 Q2 Forecast Budget CY vs Q2 Forecast Budget CY vs Q2 Forecast % Q1 Forecast Fcst Comment

126.5  
683.0  
653.5  
156.0  
333.1  
784.1  
171.2  
867.7  
0.0  
0.0  
0.0  
0.0  
0.0  
126.4  
725.8

**Subset Editor: BFT > Version > (unnamed)**

Subset: [unnamed] Alias: Caption

Available Elements: Version

- Actual 15/16
- Budget 16/17
- Q1 Forecast
- Q2 Forecast
- Q3 Forecast
- Budget 17/18
- Actual 16/17
- Projected Budget NY
- Budget CY vs Actual CY
- Budget CY vs Q1 Forecast

Subset: Version > (unnamed)

- Actual 15/16
- Budget 16/17
- Q2 Forecast
- Budget CY vs Q2 Forecast
- Budget CY vs Q2 Forecast %
- (unnamed)
- Summary with ytd comment (Private)
- \_BACKUP\_Actual CY
- \_BACKUP\_All Members
- \_BACKUP\_ballstadt 1478187970232
- \_BACKUP\_Control