

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.

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Welcome Page.xtsx 🔠 Income and Expend Planning 🔠 iFurther Detail Required 🔠 oIncome and Expenditure Summary 🗐 I and E Updates 🔠 iLedger Analysis											
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	Actual 15/16 Budget 16/17 Q2 Forecast 🙂 Budget CY vs Q2 Forecast 🙂 Budget CY vs Q2 Forecast 🖉 Q1 Forecast 🖗 Q1 Forecast										
	498 Net Expenditure No Bfwd Budget	-3,517.9	99.9	566.3	466.4 46		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	1			
	😑 600 Non Pay	-33,972.3	-29,465.9	-28,906.8	559.1 55906		-29,062.0				
	-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.

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-2,140.7	-1,782.	Available Elements: Version	Subset: Version > (unnamed)
-1,514.4	-1,359.	Actual 15/16	Actual 15/16
-2,139.6	-2,124.	Budget 16/17	Budget 16/17
-23,671.1	-23,640.	Q1 Forecast	Q2 Forecast
0.0	2,832.	02 Forecast	Budget CY vs O2 Forecast
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0.0	422.	Budget 17/18	
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-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

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.

Colu	imns:	Context:	
	Version [Version]	TO [Organisation] Total of Financial Ledger Financial Ledger [Financial Ledger] O00000 Default [Future] 00 Default [Activity] 00 Default [Cost Cent	Divis re]
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l <b>,514.</b> 4	-1,359.	E Sudget NY vs Budget CY	
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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





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

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over: All embers [Aulysis Ledger] Contrib View-DivSmry [Natural Account] (Version) Contract: [Aulysis Ledger] [Total of Financial Ledger] [Total of Financial Ledger] [Future] (Do Default [Future] (Version) [Future] (Directore)									Humanities Division [Cost Centre]	
		Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	6 Q1 Forecast	Fcst Comment	YTD Comment	
498 Net Expenditure No Bfwd Budget		-3,517.9	99.9	347.0	247.3	24716.39	% 156.6			
🗄 4 Income		74,240.1	77,244.8	76,271.9	-972.9	-97293.19	% 76,695.4			
🗄 5 Pay		-43,785.7	-47,679.0	-47,049.2	629.8	62981.19	-47,476.8			
😑 600 Non Pay		-33,972.3	-29,465.9	-28,875.6	590.3	59028.3	-29,062.0			
6 Supplies 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 7		-1,648.0	-2,140.7	-1,781.9	358.8	35883.39	% - <b>1,778.4</b>			
T 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).

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		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				
	I 7 Premises and Equipment	-1,122.7	-784.1	-629.7	154.4	15439.0%	-629.8				
- Total	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



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	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			

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

