



## Case study 17: How to make both ytd and full year visible in the iLedger Analysis screen (I and E)

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This is the default screen for the iLedger Analysis tab

Year total and ytd are selected separately using the context box at the right hand side of the screen. In this context if you select **Q2 ytd this means the actuals**

You can add comments here at any level of the hierarchy, not just cost centre

The screenshot shows the iLedger Analysis interface. A large blue arrow points from the 'Year TOTAL' and 'Q2 Ytd' options in the context box to the 'Year TOTAL' dropdown in the top navigation bar. The table below displays financial data for various categories.

	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	0.0	-390.0	-1,350.0	-960.0	-96000.0%	-1,396.3	
4 Income	0.0	69,936.1	69,690.3	-245.9	-24585.7%	69,761.3	
5 Pay	0.0	-34,348.7	-34,219.9	128.8	12875.3%	-34,224.1	
600 Non Pay	0.0	-35,977.5	-36,820.4	-842.9	-84289.5%	-36,933.4	
6 Supplies	0.0	-1,075.6	-997.0	78.6	7863.4%	-999.9	
7 Premises and Equipment	0.0	-5,575.1	-5,313.2	261.9	26192.2%	-5,398.9	
8 Staff Related Costs	0.0	-783.5	-795.7	-12.2	-1218.7%	-797.3	
9 Other Expenses	0.0	-28,543.3	-29,714.6	-1,171.3	-117126.4%	-29,737.3	
Total	0.0	0.0	2,517.1	2,517.1	251713.0%	2,516.7	
S0	0.0	0.0	52.5	52.5	5248.0%	52.5	
CA002 FTE Academic - University Funded	0.0	0.0	2,237.4	2,237.4	223739.0%	2,237.0	
CA003 FTE Non Academic - University Funded	0.0	0.0	15.8	15.8	1580.0%	15.8	
CA004 FTE Academic - Externally Funded	0.0	0.0	211.5	211.5	21146.0%	211.5	
CA005 FTE Non Academic - Externally Funded	0.0	0.0					



Drag the “Year TOTAL” box right across to be the first thing in the columns section. You will now have two boxes in the column section..

The first block of columns is for the full year, the second block for ytd (for Q2 this will equal the first six months).

Comments can be added for both sets of data at the same time.

	Year TOTAL							Q2 Ytd						
	Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast	Fcst Comment	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	0.0	-390.0	-1,350.0	-960.0	-96000.0%	-1,396.3		0.0	-1,464.6	-591.2	873.5	87349.3%	-2,471.0	
4 Income	0.0	69,936.1	69,690.3	-245.9	-24585.7%	69,761.3		0.0	34,610.8	23,429.9	-11,181.0	-1118096.2%	34,436.0	
5 Pay	0.0	-34,348.7	-34,219.9	128.8	12875.3%	-34,224.1		0.0	-17,196.2	-11,515.5	5,680.7	568069.4%	-17,071.7	
600 Non Pay	0.0	-35,977.5	-36,820.4	-842.9	-84289.5%	-36,933.4		0.0	-18,879.3	-12,505.5	6,373.8	637376.1%	-19,835.2	
6 Supplies	0.0	-1,075.6	-997.0	78.6	7863.4%	-999.9		0.0	-557.0	-318.1	238.8	23883.9%	-481.2	
7 Premises and Equipment	0.0	-5,575.1	-5,313.2	261.9	26192.2%	-5,398.9		0.0	-2,930.8	-2,074.1	856.7	85671.6%	-2,754.6	
8 Staff Related Costs	0.0	-783.5	-795.7	-12.2	-1218.7%	-797.3		0.0	-392.9	-292.9	100.0	10000.7%	-406.7	
9 Other Expenses	0.0	-28,543.3	-29,714.6	-1,171.3	-117126.4%	-29,737.3		0.0	-14,998.6	-9,820.4	5,178.2	517820.0%	-16,192.6	
S0	0.0	0.0	2,517.1	2,517.1	251713.0%	2,516.7		0.0	0.0	3,356.8	3,356.8	335684.0%	2,516.7	
CA002 FTE Academic - University Funded	0.0	0.0	52.5	52.5	5248.0%	52.5		0.0	0.0	71.2	71.2	7116.0%	52.5	
CA003 FTE Non Academic - University Funded	0.0	0.0	2,237.4	2,237.4	223739.0%	2,237.0		0.0	0.0	2,989.9	2,989.9	298986.0%	2,237.0	
CA004 FTE Academic - Externally Funded	0.0	0.0	15.8	15.8	1580.0%	15.8		0.0	0.0	20.2	20.2	2020.0%	15.8	
CA005 FTE Non Academic - Externally Funded	0.0	0.0	211.5	211.5	21146.0%	211.5		0.0	0.0	275.6	275.6	27562.0%	211.5	
498 Net Expenditure No Bfwd Budget	0.0	-390.0	-1,347.3	-957.3	-95728.9%	-1,394.0		0.0	-1,464.7	-585.4	879.3	87929.1%	-2,468.6	

Full yr= 12 months

Same detailed headings but all = YTD actuals - i.e. first 6 months for Q2 forecast, first 9 months if Q3 forecast etc.

You can't save this as a private subset, just remember the drag and drop of (Year total)

Note that from the default screen (NOT the re-arranged screen) you can use the excel macro to produce a smarter form of the report showing the comments on the full year (or YTD, but separately). To use Macro refer to the BFT formatting Add-in instructions document on the website.



Example of a report from iLedger Analysis where the excel macro has been used

Ldger Analysis		Actual 15/16	Budget 16/17	Q2 Forecast	Budget CY vs Q2 Forecast	Budget CY vs Q2 Forecast %	Q1 Forecast	Fcst Comment
Total 498 Net Expenditure No Bfwd Budget		--	(390)	(516)	(126)	(126)	(670)	
Total	4 Income	--	69,936	70,753	817	817	69,936	
Total	5 Pay	--	(34,349)	(34,058)	291	291	(34,349)	
Total	6 Supplies	--	(1,076)	(1,072)	4	4	(1,076)	
Total	7 Premises and Equipment	--	(5,575)	(5,580)	(5)	(5)	(5,575)	
Total	8 Staff Related Costs	--	(783)	(789)	(5)	(5)	(783)	
Total	9 Other Expenses	--	(28,543)	(29,772)	(1,228)	(1,228)	(28,823)	
Total	S0	--	--	5,859	5,859	5,859	--	
Total	CA002 FTE Academic - University Funded	--	--	171	171	171	--	
Total	CA003 FTE Non Academic - University Funded	--	--	5,095	5,095	5,095	--	
Total	CA004 FTE Academic - Externally Funded	--	--	36	36	36	--	
Total	CA005 FTE Non Academic - Externally Funded	--	--	557	557	557	--	
A1	498 Net Expenditure No Bfwd Budget	--	(390)	(481)	(91)	(91)	(670)	
A1	4 Income	--	66,854	66,799	(56)	(56)	66,854	
A1	5 Pay	--	(33,131)	(32,782)	349	349	(33,131)	
A1	6 Supplies	--	(1,047)	(1,043)	4	4	(1,047)	
A1	7 Premises and Equipment	--	(5,519)	(5,524)	(5)	(5)	(5,519)	
A1	8 Staff Related Costs	--	(730)	(736)	(5)	(5)	(730)	
A1	9 Other Expenses	--	(26,817)	(27,195)	(378)	(378)	(27,097)	
A1	S0	--	--	5,597	5,597	5,597	--	
A2	498 Net Expenditure No Bfwd Budget	--	0	(3)	(3)	(3)	0	
A2	4 Income	--	2,324	3,119	795	795	2,324	
A2	5 Pay	--	(560)	(508)	52	52	(560)	
A2	6 Supplies	--	(1)	(1)	(0)	(0)	(1)	
A2	7 Premises and Equipment	--	(43)	(43)	(0)	(0)	(43)	
A2	8 Staff Related Costs	--	(10)	(10)	--	--	(10)	
A2	9 Other Expenses	--	(1,711)	(2,561)	(850)	(850)	(1,711)	
A2	S0	--	--	148	148	148	--	
B	498 Net Expenditure No Bfwd Budget	--	0	(33)	(33)	(33)	0	
B	4 Income	--	758	836	78	78	758	
B	5 Pay	--	(657)	(768)	(111)	(111)	(657)	
B	6 Supplies	--	(28)	(28)	(0)	(0)	(28)	
B	7 Premises and Equipment	--	(13)	(13)	(0)	(0)	(13)	
B	8 Staff Related Costs	--	(43)	(43)	0	0	(43)	
B	9 Other Expenses	--	(16)	(16)	(0)	(0)	(16)	
B	S0	--	--	114	114	114	--	