




Case Study 19: How to save a persona selectin of natural accounts using subset editor

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Changing the level of detail for natural accounts is always available as a click up and click down option. In the example below the natural accounts group starting with 7 – Premises and Equipment has been progressively clicked out to drill down to the most detailed set of natural accounts.

Also, if the data you are dealing with is sparse the “zero suppression” option will winnow out all the empty lines 

Welcome Page.xlsx iIncome and Expend Planning iFurther Detail Required oIncome and Expenditure Summary I and E Updates iLedger Analysis								
ROWS:		Columns:		Context:				
All Members [Analysis Ledger]	Contrib View-DivSmry [Natural Account]	Version [Version]	10 University of Oxford [Organisation]	Total of Financial Ledger [Financial Ledger]	000000 Default [Future]	00 Default [Activity]		
	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	503.5	95.3	-13.3	-108.6	-114.0%	68.9		
+ 4 Income	13,200.5	14,673.3	14,500.8	-172.5	-1.2%	14,729.4		
+ 5 Pay	-8,241.1	-9,291.0	-9,269.6	21.4	0.2%	-9,400.8		
[-] 600 Non Pay	-4,455.9	-5,287.0	-5,244.5	42.5	0.8%	-5,259.6		
+ 6 Supplies	-256.1	-349.9	-211.7	138.2	39.5%	-366.7		
[-] 7 Premises and Equipment	-314.1	-287.3	-340.9	-53.6	-18.7%	-304.7		
[-] 71 Premises	-194.6	-226.9	-251.0	-24.1	-10.6%	-224.3		
[-] 710 Utilities	-28.1	-34.4	-26.4	8.0	23.3%	-25.7		
71110 Electricity	-16.1	-22.5	-17.3	5.2	23.2%	-25.7		
71120 Gas	-7.9	-7.7	-5.1	2.6	33.5%	0.0		
71150 Water and Sewerage	-2.5	-2.7	-2.5	0.2	6.1%	0.0		
71170 Energy Conservation Levy	0.0	-1.5	-1.5	0.0	2.6%	0.0		
71180 Carbon Reduction Commitment	-1.6	0.0	0.0	0.0	0.0%	0.0		
[-] Total								



However there may be reasons why making saving your own selection of natural accounts would make input or review easier. Just be aware however that these privately saved selections will not automatically update if new Oracle natural accounts are added (i.e the subset is “static” not “dynamic”).

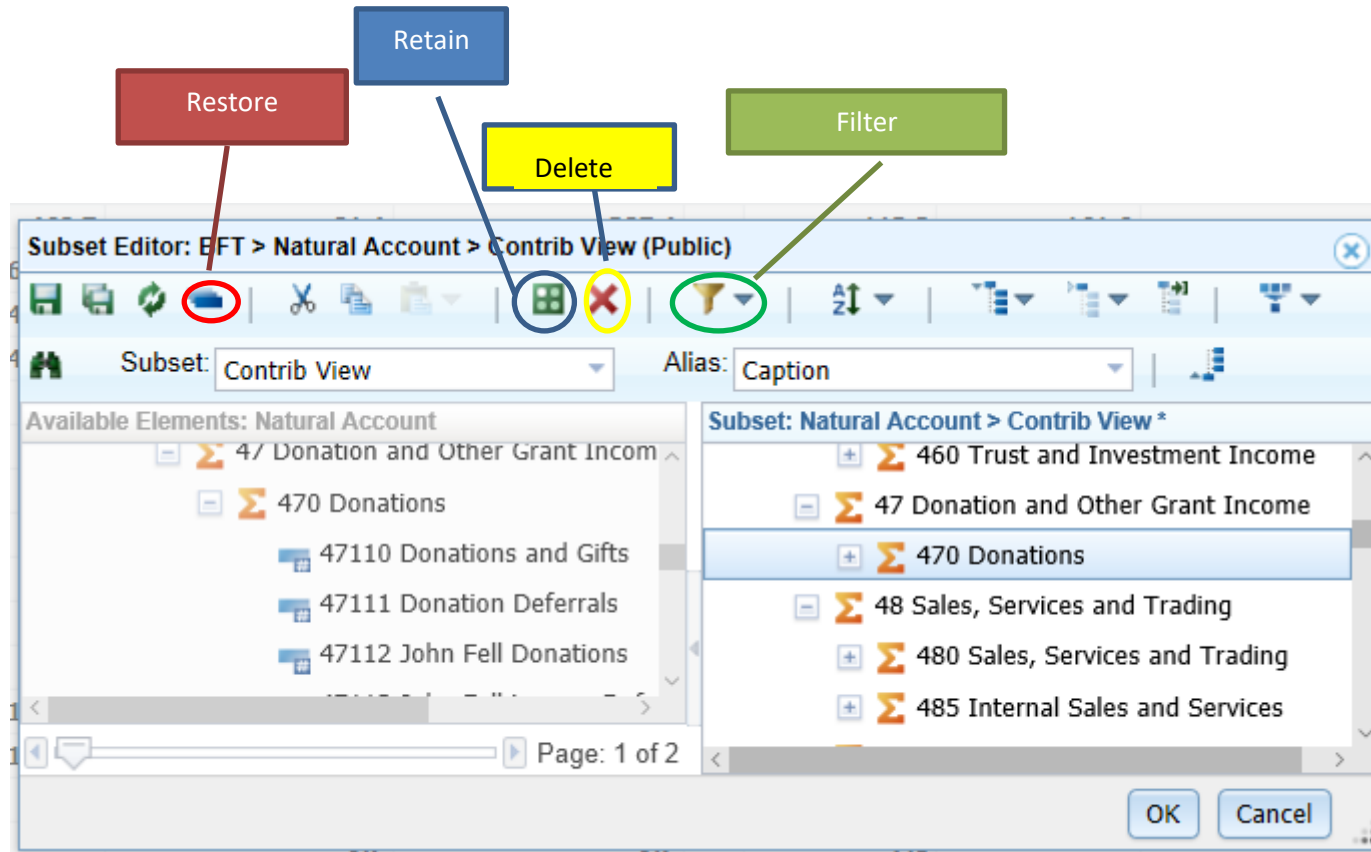
This worked example shows how to limit the natural accouts visible just to the Donation income.

1. We are changing the “rows” part of the screen. Click down on that part of the context box. The subset editor will appear.

The screenshot displays the Oracle financial system interface. A 'Subset Editor' dialog box is open, titled 'Subset Editor: BFT > Natural Account > Contrib View (Public)'. The dialog shows a tree view of 'Available Elements: Natural Account' with '47 Donation and Other Grant Income' selected. The right pane shows the 'Subset: Natural Account > Contrib View *' with '470 Donations' selected. The background shows a grid of financial data with columns for budget, actuals, and forecasts.



2. The subset editor has two panes, the right hand pane being the selection in current use (the default). Move the cursor to that panel

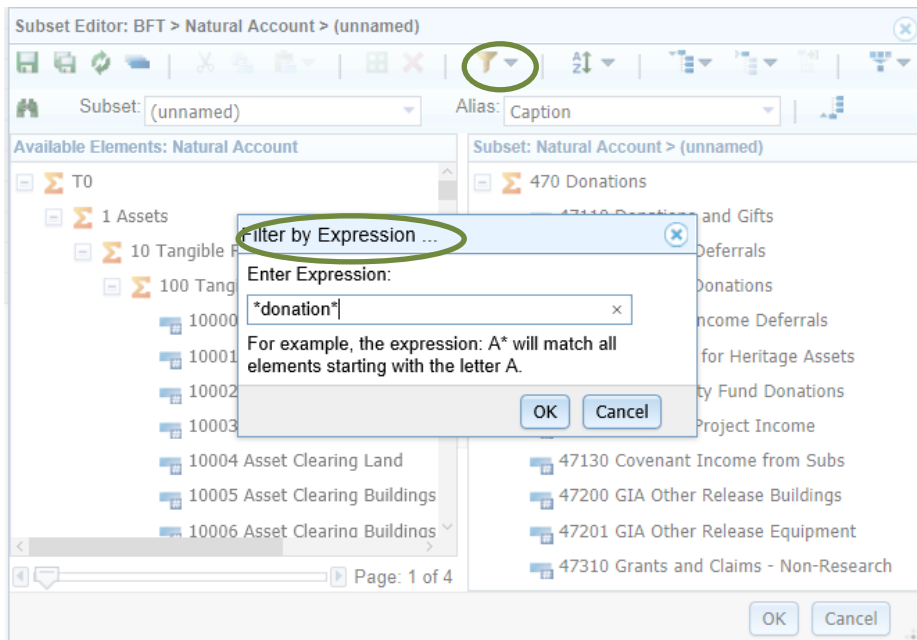


To **restore** the right hand panel to include all available elements press the graded blue oblong button circled in red above.



One way to restrict the view is to use the **filter** (circled above in green). This filter will work in conjunction with either pane. In the above example the right hand pane is selected, as the heading is blue.



There are three **filter** options, filter by level, attribute or expression. Filtering on the left pane will limit the elements available to move to the right hand pane, filtering on the right hand pane will limit the elements in that pane, and therefore the records displayed in the plan view. Filtering would be useful here if you wanted to highlight a word in the natural account description, or go straight to a known natural account number. Wildcard *keys can be used



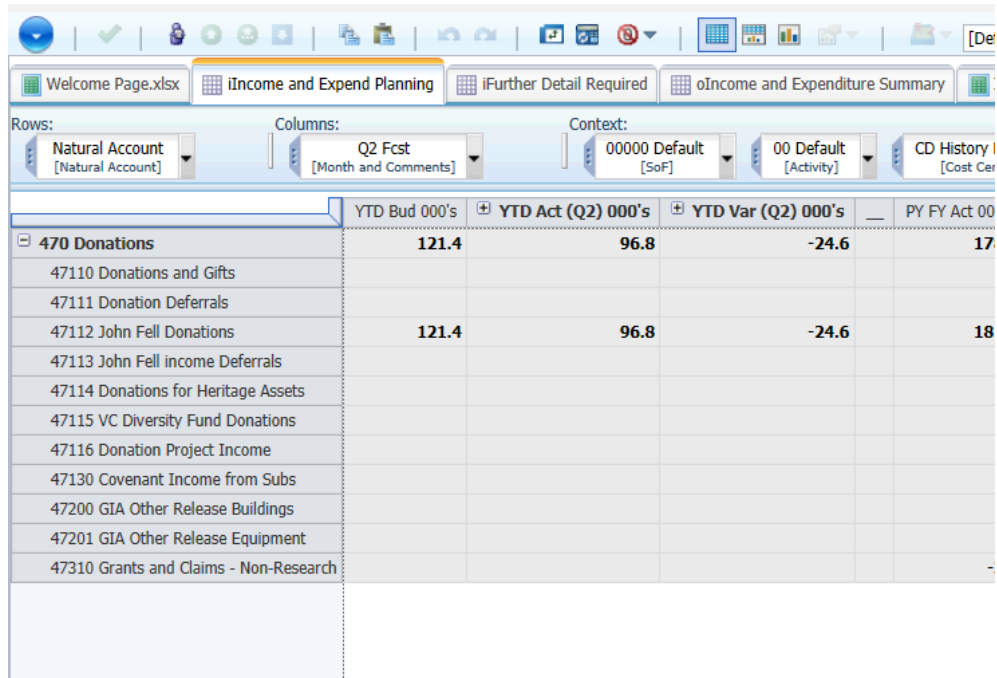
Filtering by the expression donations will bring up all natural accounts that have donations in the description

Clicking on the red X (circled above in yellow) will **delete** the highlighted entry.



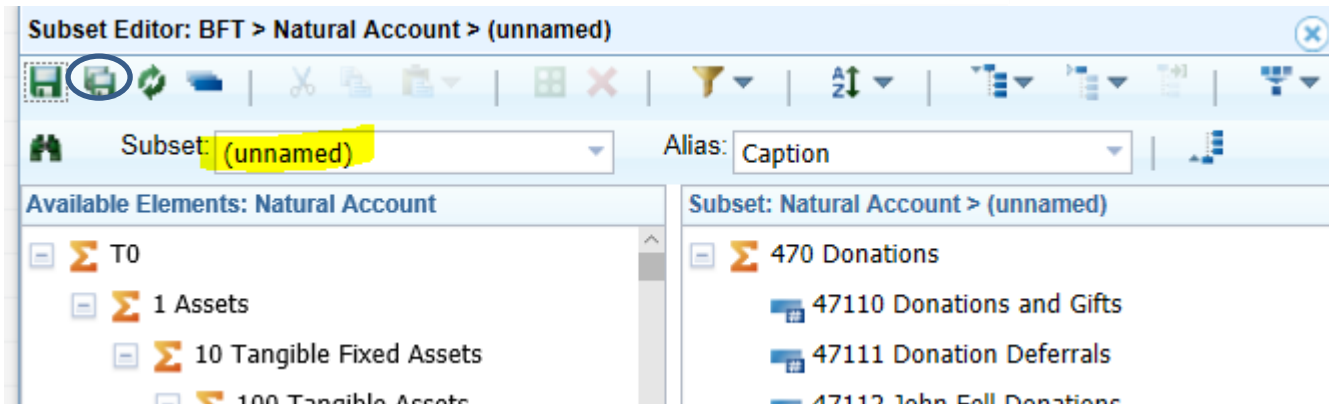
  470 Donations

3. Put the cursor onto your desired line then use the green square icon in the blue circle to retain just that line.

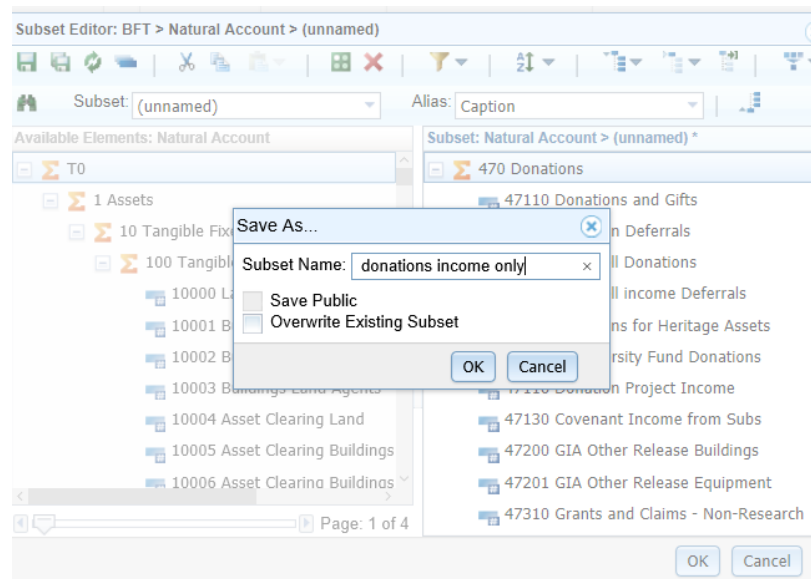


	YTD Bud 000's	YTD Act (Q2) 000's	YTD Var (Q2) 000's	PY FY Act 00
470 Donations	121.4	96.8	-24.6	17
47110 Donations and Gifts				
47111 Donation Deferrals				
47112 John Fell Donations	121.4	96.8	-24.6	18
47113 John Fell income Deferrals				
47114 Donations for Heritage Assets				
47115 VC Diversity Fund Donations				
47116 Donation Project Income				
47130 Covenant Income from Subs				
47200 GIA Other Release Buildings				
47201 GIA Other Release Equipment				
47310 Grants and Claims - Non-Research				

4. To make this a selection you could return to this selection can be saved as a private subset.
- Click down on the Rows box at the left hand side of the screen as before. The subset editor will appear, showing the donations selection as "unnamed".



5. Put in the appropriate name and save it using the save as icon circled in blue above





It is not possible for you to “Save Public”, so just click “ok” 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

6. Note that your private subset is now in the columns section of the screen

	YTD Bud 000's	YTD Act (Q)
470 Donations	121.4	
47110 Donations and Gifts		
47111 Donation Deferrals		
47112 John Fell Donations	121.4	
47113 John Fell income Deferrals		
47114 Donations for Heritage Assets		
47115 VC Diversity Fund Donations		
47116 Donation Project Income		
47130 Covenant Income from Subs		
47200 GIA Other Release Buildings		
47201 GIA Other Release Equipment		
47310 Grants and Claims - Non-Research		

To return to the default set of all I and E natural accounts, use the blue action button on the top left of the screen to reset the view.

. If it isn't and you want to select it, click down on the rows box and "donations income only private subset" will appear near the top of the list

