# **Register Tab - Overview**

The "Register" tab is used to maintain and manage the list of all of the unique chartstring combinations used or budgeted for your Opal Unit. If a combination does not exist on the "Register" then you cannot call it up to enter a forecast / budget against it on the "Edit" tab. This list is updated each time a Forecast Download – UniFi routine is executed (*please refer to End-of-month workbook update Quick Reference Guide*). Newly created chartstring (*without activity or balances*) will need to be added manually to the workbook for usage. Please contact fpa@fbs.uq.edu.au for assistance.

The "Register" can also be used as a basic reporting tool to show you Level 3 account balance information for each generic chartstring combination. This can be a quick way of identifying and verifying budget and forecast movements across your chartstrings.

The following basic information about each chartstring combination is shown in the indicated columns:

|  |  |  |
| --- | --- | --- |
| **Col** | **Description** | **Edit?** |
| **A** | **L1 Chartstring**: Format “**UUUUUUU-SS-DDD-NN-PPPPPP**”  where **UUUUUUU** is the Operating Unit (*7 digits*), **SS** is the site code (*2 digits*), **DDD** is the fund code (*3 digits*), **NN** is the function code (*2 digits*), **PPPPPP** is the project number (*6 digits*). Where a combination has no project six zeroes (***000000***) will be used. | **NO** |
| **B** | **Generic String Description**: A default is provided **but you can edit this to make it more meaningful.** | **YES** |
| **C** | **Download**: Depict Data origin; if it is downloaded from the Reportal then status would be ‘Include’ otherwise if it is imported from another workbook then ‘Import’. | **YES** |
| **D** | **User Status**: By default all are '**A**' for active. You can change this to '**X**' (*using the drop down*) if you want to note that it should be inactive. | **YES** |
| **E** | **Date Added**: The date that the chartstring combination was added to the workbook. Recent additions will be shaded. | **NO** |
| **F** | **User Index**: Users can input into this column – this is useful if you want to sort the chartstrings into groups you can sort on this column. | **YES** |
| **G** | **Check Status**: This is formula driven and will return “**A**” for active if the chartstring has any forecast or Budget balances in the ledger or “**X**” for inactive if there are no balances for that particular chartstring. | **NO** |
| **H** | **Action:** Will show up “**X**” when a user can delete the chartstring from the Register or “**√**” when the chartstring is Active, or “**?**” when the chartstring is Inactive in either User Status or Check Status but not both. | **NO** |
| **J - S** | **Dissected Chartstring**: Can be unhidden by selecting S:\Management Accounting Group\Budget & Forecast Workbook\Workbook 2016 Development\Buttons\ViewCS.bmp. This can be used to sort based on particular sections of the chartstring, e.g. Fund. | **NO** |
| **T - AA** | **Project Details**: Can be unhidden by selecting C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Project.bmp. This can be used to sort based on particular project detail, e.g. Status Desc. | **NO** |
| **AI - AL** | **Merge Chartstring Details**: Merge Destination chartstring, Merge Description and Merge Status information. | **YES/ NO** |
| **AN - AO** | **User Reference/Comments**: Users can input into these columns for references. | **YES** |

## Adding a New Chartstring

To add a new chartstring select on a cell on the register where you want to add the new chartstring, select and follow the prompts to add the chartstring (you will need to ensure that the chartstring is in the correct format).

***TIP*** *– The newly added chartstring default description will be based on the COA – this can be edited to something more meaningful to the user if desired.*

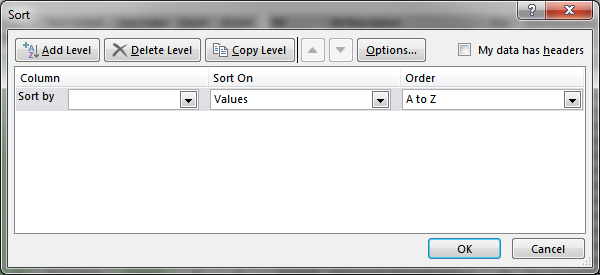
## Deleting a Chartstring

To delete a chartstring select anywhere on the row that you want to delete before pushing the delete button. You will be asked to confirm your selection before anything is deleted.

**Note -** For a chartstring to be deleted “Action” in Column H must be showing “**X**” – this will mean both the “User Status” and “Check Status” are “**X**” for Inactive, i.e. there are no balances associated with that chartstring in the ledgers and the user has marked the chartstring as no longer needed.

## Sorting Register

In order to help manage your chartstring register you can use the sort function. Selecting  brings up a Sort box where the user can define column No. to ‘Sort by’ to sort the chartstring register (additional levels can be selected to further enhanced sort levels).



***TIP*** *– If you need to sort the chartstrings into a special order you can populate the User Reference data (in Column AN) to group particular chartstrings and then Sort based on this. E.g. if different people are responsible for certain areas you could put their names in the User Comments column and sort by this to group all their chartstrings together on the register.*

***TIP*** *– The drop down list of chartstrings on the ”Edit” tab (in the top left hand corner) is linked to the Register list so if you sort the Register into a particular order this will be reflected in the drop down list on the Edit tab. Similarly to Destination chartstring column, by sorting in a particular order will be reflected for quicker referencing.*

If you wish to sort by a part of the chartstring (e.g. Fund or Project) clicking **S:\Management Accounting Group\Budget & Forecast Workbook\Workbook 2016 Development\Buttons\ViewCS.bmp** will display a dissection of the chartstring in columns J to S that you can then use the sort function on.

## Summary of Data Sets on the Register tab

The "Register" tab displays summary data by chartstring for the following data sets:

**Set Description**

Forecast Workbook Forecast

UniFi UniFi Forecast (*as of last workbook export data*)

**Current Year** or **All Years (***consolidated all forecast years***)** = annual sub-totals are shown for each chartstring for Equity, Revenue and Expenditure.

**Result** = **Revenue** *plus* **Expenditure**; **Balance** = **Equity** *plus* **Result**.

These sub-totals and data sets have been provided to help you quickly identify chartstrings that might require account management.

## Viewing Data Sets

Forecast Data sets from either UniFi or the Workbook can be selected for viewing – either as Current Year or for All Forecast Years.

Selection can be made from the Drop-down List on the right-hand-side as follow:

