

GENERIC BUTTONS



Info: Takes you to the Quick Reference Guide section on the FBS/FPA website where you can get further advice about forecasting using the *Workbook*.



Save: Saves the workbook. Same as the normal save button in *Excel*.



Copy: Copy the selected cells. Same as the normal copy button in *Excel*.



Erase: Clears formulas and values from a cell without affecting background formulas or formatting. Equivalent to the 'Clear Contents' command in *Excel*.



Print Preview: Brings up the normal *Excel* print preview window.



Go To/Leave: Takes you to the next logical tab/worksheet. If the tab you are on should be hidden, it does this as well.



Paste Values: Use this button if you want to safely paste data from another cell or workbook without disrupting the formatting or formulas in this workbook.



Paste BO: This button is only used to paste data that has been copied from *Business Objects*. **It is only used by workbook administrators.**

CS_REGISTER BUTTONS



Refresh: Cleans up the register and makes sure that all formulas and formatting are correct.



Bulk Delete: Deletes all chartstrings marked with a "Check Status" of 'X' in Col 14. The "User Status" (Col 3) and "Check Status" (Col 13) must be showing as 'Inactive'.



Add: Adds a chartstring combination entered by the user if it does not already exist and the component codes are valid. **Cannot validate project codes.**



Delete: Deletes the **selected** chartstring but only if both the user (Col 3) and system (Col 13) agree that it is 'Inactive' and the "Check Status" (Col 14) is 'X'.



Edit Chartstring: Brings up the **selected** chartstring, ready to edit, on the 'CS_Edit' tab.



Sort: Sorts chartstring rows by up to three columns that are input by the user separated by a comma. The primary sort column is entered first in the list.



View Extensions: **O**fficial UniFi Budget; **A**ctuals Year-to-Date; Last **Q**uarter Official UniFi Forecast; **U**niFi Current Forecast; **L**atest Workbook Forecast; **B2-B5** Budget for Years 2-5 (Workbook); **=** Chartstring Dissection; **All** Data Sets. These are hide/unhide toggle switches. The data sets have three settings: (i) all sub-totals, (ii) carryforward only, or (iii) fully hidden.



Move Up & Move Down: Moves the **selected** chartstring up or down the list one row.



Shift Forecast: Moves the forecast for the selected chartstring to the nominated chartstring in Col 61. Updates related entries on the Staff Plan and Transfers tab.



Shift Actuals: Forecasts the movement of all YtD activity and any carry forward to the CS nominated in Col 61. Updates the Staff Plan and Transfers tab to match.

EDIT_CS BUTTONS



Select Edit Mode: Allows the user to toggle between detail (green shaded cells can be edited) or summary (cyan shaded cells can be edited) modes.



Refresh: Populates the I&E statement with data for the *selected* (R4C11) chartstring ready to edit.



Restore: Restores the forecast for the selected chartstring to the last official forecast stored in UniFi as opposed to the latest forecast stored in the workbook.



Current Year: Hides or reveals columns containing data for periods 1 to 12 in the current year. This button is a hide/unhide 'toggle' switch.



Next Year: Hides or reveals columns containing data for periods 1 to 12 for the next budget year. This button is a hide/unhide 'toggle' switch.



Five Year: Hides or reveals the annual total columns for budget years 2 to 5. This button is a hide/unhide 'toggle' switch.



Show All Accounts: Reveals all I&E account group rows and sub-totals. The minor account group rows can only be changed in detail edit mode (green shading).



Show Only Sub-totals: Alters the I&E display to show only major account group sub-total rows. These totals can only be edited in summary edit mode (cyan shading).



Expand Sub-total & Contract Sub-total: Reveals or hides the detail account group rows that fall under the *selected* summary I&E account sub-total.



Show Active Sub-totals: Shows only those I&E summary level sub-total rows that have activity in at least one data set (PY, OB, RB, LQ, UF, LF).



Show Active Accounts: Shows all I&E account rows and sub-totals that have activity in at least one data set (PY, OB, RB, LQ, UF, LF).



Update Links: Updates all linked account rows with data from their parent worksheets for all future periods and years.



Adjust Remaining Periods: Adjusts the remaining periods for the current forecast year by a total amount specified by the user.



View Extensions: Previous Year; Original Budget; Actuals Year-to-Date; Last Quarter; UniFi Forecast; v\$ - Variance; % - YTD of EoY; = Notes; All extensions on/off; [-><-] Hide Selected Columns; [-><-] Unhide Selected Columns. Except for the column hide/unhide buttons, these are all toggle switches that just change what is visible on screen.



Post Forecast Changes: Saves the latest forecast that you have been editing to the database. **Note that saving the workbook does not post changes.**



Move Up & Move Down: Moves the future forecast up or down to the next sequential account row. Will not work on *linked* rows.



Create Report: For the selected chartstring creates a new Excel Workbook which includes a copy of the "Edit_CS" tab and related "Staff_Plan" and "Transfers"



Clear Forecast: Clears the future forecast for the selection for all remaining periods in the current year as well as future years.



Reset to LQ: Changes the remaining forecast for the current year back to what it was at the time of last official quarterly review (data set LQ).



Project Forward Inflated: Generates future annual forecasts (Yrs 2-5) allowing for inflation. Links can either be maintained or deleted.



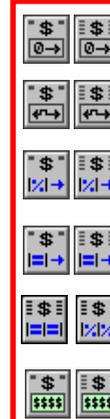
Project Forward Flat Rate: Generates future annual forecasts (Yrs 2-5) without allowing for inflation. Links can either be maintained or deleted.



Copy Annual Budget: Copies the preceeding annual budget into the selected year/column. The copy can be made at a flat rate or indexed.



Spread Next Year: Spreads the annual total of activity for each account for next year across 12 periods according to the default spread table.



NB: The number of bars in the top corner of these button indicates whether only the *selected line* (one bar) will be affected or *all lines* (multiple bars).

STAFF_PLAN BUTTONS



Current Year: Hides or reveals columns containing data for periods 1 to 12 in the current year. This button is a hide/unhide 'toggle' switch.



Next Year: Hides or reveals columns containing data for periods 1 to 12 for the next budget year. This button is a hide/unhide 'toggle' switch.



Five Year: Hides or reveals the annual total columns for budget years 2 to 5. This button is a hide/unhide 'toggle' switch.



Costing Detail: Cycles through basic display settings which show or reveal increasing or decreasing amounts of information that affect the costing.



Refresh: Cleans up the staff plan, renews formulas that may have damaged and deletes any duplicate or out-dated lines.



Edit Chartstring: Brings up the *selected* chartstring, ready to edit, on the 'CS_Edit' tab.



Link Chartstring: Brings up the *selected* chartstring on the 'CS_Edit' tab and creates a link to the associated account row.



Describe Chartstring: Describes the chartstring associated with the selected row.



Add Costing Lines: Adds blank costing lines to the staff plan.



Complete Salary Detail: On the *selected* line, fills in the classification group (Col 7) and base salary (Col 17) if a classification level **has already been selected in Col 8**.



Duplicate Line: Duplicates the *selected* costing line. Can be a good starting point for a new budget entry but be sure to delete the incumbent's details.



Manual Increment: Creates a new line with the employee being paid at the next step on the scale if this is logically possible (often it isn't).



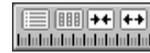
Delete Lines: You will be asked to confirm the deletion before it is actioned. Deleted lines cannot be restored (or 'undone').



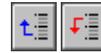
Salary Journal: Helps you to create a two line correction to replicate the effects of a salary journal being posted into a future period based on the *selected* line.



Write Journal: Creates an export file of salary journal lines for the period set by the user. The export lines are meant to be copied into a 'Distributed Journal' file.



View Extensions: ≡ Comments (Col-21) & Notes (Col-76); ||| CS Dissection; **All** extensions on/off; [-><-] Hide Selected Columns; [<->] Unhide Selected Columns. Except for the column hide/unhide buttons, these are all toggle switches.



Move Up & Move Down: Moves the budget line up or down the list one row.



User Defined Sort: Sorts by up to three columns that are input by the user. The primary sort/sub-total column is entered first in the list.



Sort by Employee: Sorts and sub-totals the staff plan by Col 3 ("Name").



Sort by Chartstring: Sorts and sub-totals the staff plan by each costing lines' "Generic Chartstring" (Col 12).



Sort by Classification Group: Sorts and sub-totals the staff plan by the Aurion "Salary Classification Group" (Col 7).



Sub-total Sort: Sorts using one to three columns as entered by the user and inserts sub-totals at each logical break. The primary column is first in the list.



Recalculate All: Recalculates and restores formulas on all costing lines. The prior order of the data (how it was sorted) is not maintained.



Recalculate Same: Recalculates for all lines that have the same chartstring as the line *selected* before the button is pressed. The row order is maintained.



Recalculate One: Recalculates the line selected before the button is pressed. Row order is maintained.



Calculate FTE: Calculates a full-time equivalent fraction for a gross amount entered by the user provided that sufficient appointment details exist.



Audit Links: Ensures that all valid chart string combinations referenced on the worksheet are linked to the LF data set.



Update Linked Accounts: Updates the latest forecast and future budget projections for **all accounts** linked to the specified worksheet (see Col 14 "Link

TRANSFERS BUTTONS



Current Year: Hides or reveals columns containing data for periods 1 to 12 in the current year. This button is a hide/unhide 'toggle' switch.



Next Year: Hides or reveals columns containing data for periods 1 to 12 for the next budget year. This button is a hide/unhide 'toggle' switch.



Five Year: Hides or reveals the annual total columns for budget years 2 to 5. This button is a hide/unhide 'toggle' switch.



Sort: Sorts rows by up to three columns that are input by the user separated by a comma. The primary sort column is entered first in the list.



Move Up & Move Down: Moves the *selected* entry up or down the list one row.



Add & Delete: Adds or Deletes lines to/from the transfers list. You will be asked to confirm any deletion before it is actioned as it cannot be 'undone'.



Edit Chartstring: Brings up the *selected* chartstring, ready to edit, on the 'CS_Edit' tab.



Link Chartstring: Brings up the *selected* chartstring on the 'CS_Edit' tab and creates a link to the associated account row.



Refresh: Establishes or restores formulas for lines using 'Auto' calculation.



View Extensions: Previous Year; Original Budget, v\$ - Variance (Latest Forecast: Revised Budget); = Notes; All extensions on/off; [-><-] Hide Selected Columns; [<-->] Unhide Selected Columns. Except for the column hide/unhide buttons, these are all toggle switches. **Note that the Original Budget and Previous Year data sets are user maintained on this worksheet.**



Project Forward Inflated: Generates future annual budgets (Yrs 2-5) allowing for inflation starting from the column *selected before* the button is pressed.



Project Forward Flat Rate: Projects future annual budgets (Yrs 2-5) at a flat rate (no inflation) starting from the column *selected before* the button is pressed.



Audit Links: Ensures that all valid chart string combinations referenced on the worksheet are linked to the LF data set.



Update Linked Accounts: Updates the latest forecast and future budget projections for *all accounts* linked to the specified worksheet (see Col 10 "Link



Balance Next Year's Spread: Balances the monthly spread for the next budget year (aggregate of months = annual total) on the 'Transfers' tab.



Hide/Unhide FIA Panel: Hides/unhides the columns that you need to populate in order to get quarterly funding in arrears to automatically calculate.

REPORT BUTTONS



Current Year: Hides or reveals columns containing data for periods 1 to 12 in the current year. This button is a hide/unhide 'toggle' switch.



Next Year: Hides or reveals columns containing data for periods 1 to 12 for the next budget year. This button is a hide/unhide 'toggle' switch.



Five Year: Hides or reveals the annual total columns for budget years 2 to 5. This button is a hide/unhide 'toggle' switch.



Settings: Cycles through the default report settings as defined on the 'MRF' Tab. (You can still enter the settings directly into the green shaded cells.)



Recalculate: You need to push this button after changing the report settings to get it to compile.



Bulk Report: Creates a new Excel file containing a tab for each standard default report as defined on the 'MRF' Tab and saves this to your computer.



Show Active Sub-totals: Shows only those I&E sub-total rows that have activity in at least one data set (PY, OB, RB, LQ, UF, LF).



Update Linked Accounts: Updates the latest forecast and future budget projections for *all accounts* linked to the nominated worksheet.



Analyse I&E Row: Creates a list of contributing chart strings (on the 'Analysis' tab) for the I&E row selected on the 'Report' tab.



View Extensions: **P** Previous Year; **O** Original Budget; **A** Actuals Year-to-Date; Last **Q** Quarter; **U** UniFi Forecast; **v\$** - Variance; **%** - YTD of EoY; **=** Notes; **All** extensions on/off; [**-><-**] Hide Selected Columns; [**<-->**] Unhide Selected Columns. Except for the column hide/unhide buttons, these are all toggle switches that just change what is visible on screen.



Show All Accounts: Reveals all I&E account group rows and sub-totals.



Show Only Sub-totals: Alters the I&E display to show only major account group sub-total rows.



Expand Sub-total & Contract Sub-total: Reveals or hides the editable account group rows that fall under the *selected* I&E sub-total.



Show Active Accounts: Shows all I&E account rows and sub-totals that have activity in at least one data set (PY, OB, RB, LQ, UF, LF).



Balance Next Year's Spread: Balances the monthly spread for the next budget year (aggregate of months = annual total) for all chartstrings.

ANALYSIS BUTTONS



Current Year: Hides or reveals columns containing data for periods 1 to 12 in the current year. This button is a hide/unhide 'toggle' switch.



Next Year: Hides or reveals columns containing data for periods 1 to 12 for the next budget year. This button is a hide/unhide 'toggle' switch.



Five Year: Hides or reveals the annual total columns for budget years 2 to 5. This button is a hide/unhide 'toggle' switch.



Edit Chartstring: Brings up the *selected* chartstring, ready to edit, on the 'CS_Edit' tab.



View Extensions: **P** Previous Year; **O** Original Budget; **A** Actuals Year-to-Date; Last **Q** Quarter; **U** UniFi Forecast; **v\$** - Variance; **%** - YTD of EoY; **=** Notes; **All** extensions on/off; [**-><-**] Hide Selected Columns; [**<-->**] Unhide Selected Columns. Except for the column hide/unhide buttons, these are all toggle switches that just change what is visible on screen.



Sort: Sorts rows by up to three columns that are input by the user separated by a comma. The primary sort column is entered first in the list.