

## Case Study 16: How to update the profiling without changing the total budget using the "hold" functionality

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There may be instances when the planner wants to keep the annual total at the recognised or agreed total, but needs to amend the profile of the months being planned (for the budget this would be all 12 months, for the Q2 forecast this would be six months of the second half year.) The case study below is a worked example from the budget exercise where the annual total expenditure of £54.7k for rent was known, but the planner wants to amend the profile across the year.

Note that "holds" are useful but powerful and will stay operative until released. It is good practise to release the hold once active input has finished.

The starting point:

https://tm1-qa.bsp.ox.ac.uk/ - Income and	Expenditure Planning   Reserve	d   AX00	000 Engl	lish - Ma	ı - Inter	net Expl	orer pro	vided by	у			-	-	and an and the second
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Welcome Page.xlsx	Planning 🔠 iFurther Detail Requ	uired	I oIncor	me and E	xpenditu	ire Summ	ary 🔳	I and E	Updates	iLe iLe	edger Ana	lysis		
	ear and Months nth and Comments	Con	text: 00000 [ [So			0 Defaul [Activity]	•	AX0000	) <b>English</b> [Cost Cen	- Main A/	/c 🗸		t 16/17 rsion]	2016-17 UO Ledger GBP ID University of Oxford Organisation [Funncial Ledger] ID University of Oxford [Future]
	Current Forecast 000's	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
🗄 514 Other Pay Costs	-20.0	-	-8.0											
6 Supplies	-34.5	-1.7	-1.6	-2.5	-3.3	-3.1	-2.3	-3.1	-6.5	-2.0	-2.2	-4.1	-2.0	
61 Supplies	-34.5	-1.7	-1.6	-2.5	-3.3	-3.1	-2.3	-3.1	-6.5	-2.0	-2.2	-4.1	-2.0	
610 Consumables	-28.5	-1.2	-1.2	-1.5	-2.8	-2.9	-1.4	-2.8	-5.9	-1.6	-1.8	-3.8	-1.6	
620 Postage and Couriers	-3.0	-0.3	-0.1	-0.7	-0.3	-0.3	-0.4	0.0	-0.3	-0.2	-0.1	0.0	-0.2	
G30 Telecomms	-3.0	-0.2	-0.3	-0.3	-0.2		-0.5	-0.2	-0.2	-0.2	-0.3	-0.2	-0.2	
7 Premises and Equipment	-84.7	0.0	-0.7	-20.2	0.0	-16.8	-8.0	-2.1	-16.7	-4.0	-0.4	-9.7	-6.0	·
71 Premises	-54.7			-17.1		-16.8			-16.8			-4.0		
710 Utilities														
720 Rent, Rates and Insurance	-54.7			-17.1		-16.8			-16.8			-4.0		
72110 Rent	-54.7			-17.1		-16.8			-16.8			-4.0		
72120 Rates														
72130 Premises Insurance														
72140 Premises Service Charges														
730 Property Management														
740 Cleaning and Waste														
750 Fire, Security, Other Premises														



To make sure the total rent expenditure budget for the year does not increase over -54.7

-Right click on the annual total cell for natural account 72110 Rent

720 Rent, Rates and Insurance	-54	4.7			-17.1		-16.8			-16.8			-4.0	
72110 Rent					-17.1		-16.8			-16.8			-4.0	
72120 Rates		Сору												
72130 Premises Insurance	12	Paste												
72140 Premises Service Charges		Data	Spread	d	•									
730 Property Management	7	👎 Holds		•	Hold Le	aves								
740 Cleaning and Waste	13	Drill				Hold C	onsolidate							
+ 750 Fire, Security, Other Premises						Release Leaf Holds								
76 Equipment			dd Comment		-	Release Consolidate		-2.1	0.1	-4.0	-0.4	-5.7	-6.0	
± 760 Equipment Purchases		Brows	se Con	nments		1			-2.2	-0.3	-4.0		-3.4	-5.9
T70 Equipment Repairs and Maint	-10	0.0		-0.7	TE	Release	e All Holds	i	0.0	0.4		-0.4	-2.4	-0.1
Staff Related Costs	-66	5.5	6.2	-6.0	2.0	-3.4	-0.6	-3.0	-6.7	-3.3	-17.6	-12.0	-6.7	-15.4
81 Support Costs	-65	5.5	6.3	-6.0	2.1	-3.4	-0.5	-2.9	-6.6	-3.2	-17.5	-11.9	-6.6	-15.3
+ 810 Staff Travel and Subsistence	-10	0.0	7.4	-1.7	2.2	-1.8	0.7	-2.3	-5.2	-0.7	-0.6	-3.8	-1.5	-2.7
± 830 Staff Hospitality	-13	25	0 1	-3.2		-0.9		-0.6	-1.6	-17	-0.9	-18	-1.4	-13

A small red triangle will appear in the bottom lefthand corner to indicate that there is a hold

720 Rent, Rates and Insurance	-54.7
72110 Rent	-54.7
72120 Rates	

A new entry in May of -10 then adjusts the other monthly values, but does not change the total.



-54.7	-13.9	-13.8		-13.8	-10.0	-3.3	
-54.7	-13.9	-13.8		-13.8	-10.0	-3.3	

The hold will remain until released via the same right click mechanism

720 Rent, Rates and Insurance	, I			1	-7.6	-25.0	-7.5	
72110 Rent			Сору		-7.6		-7.5	
72120 Rates		Ē	Paste					
72130 Premises Insurance			Data Spread					
72140 Premises Service Charges		4	Holds •	F	Hold Leave	s		
730 Property Management		H	Drill		Hold Conso	lidate		
🗄 740 Cleaning and Waste								
			Add Comment		Release Leaf Holds			
76 Equipment			Browse Comments	Æ			0.0	-8.0
760 Equipment Purchases			-20.0 0.0	E	Release All	Holds	0.0	-1.8

Note that the consolidated hold can be applied equally to the mid level total 720 Rent Rates and Insurance. For instance, holding that total for the rent and rates category at -54.7 but introducing -25.0 of premises service changes proportionately updates the difference lines within the total



720 Rent, Rates and Insurance	-54.7	-7.6	-25.0	-7.5	-7.5	5 -5.	4 -1.8	
72110 Rent	-29.7	-7.6		-7.5	-7.3	5 -5.	4 -1.8	
72120 Rates								
72130 Premises Insurance								
72140 Premises Service Charges	-25.0		-25.0					
730 Property Management								
740 Cleaning and Waste								
T50 Fire, Security, Other Premises								