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

By Diana Boxall

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

	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	

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").
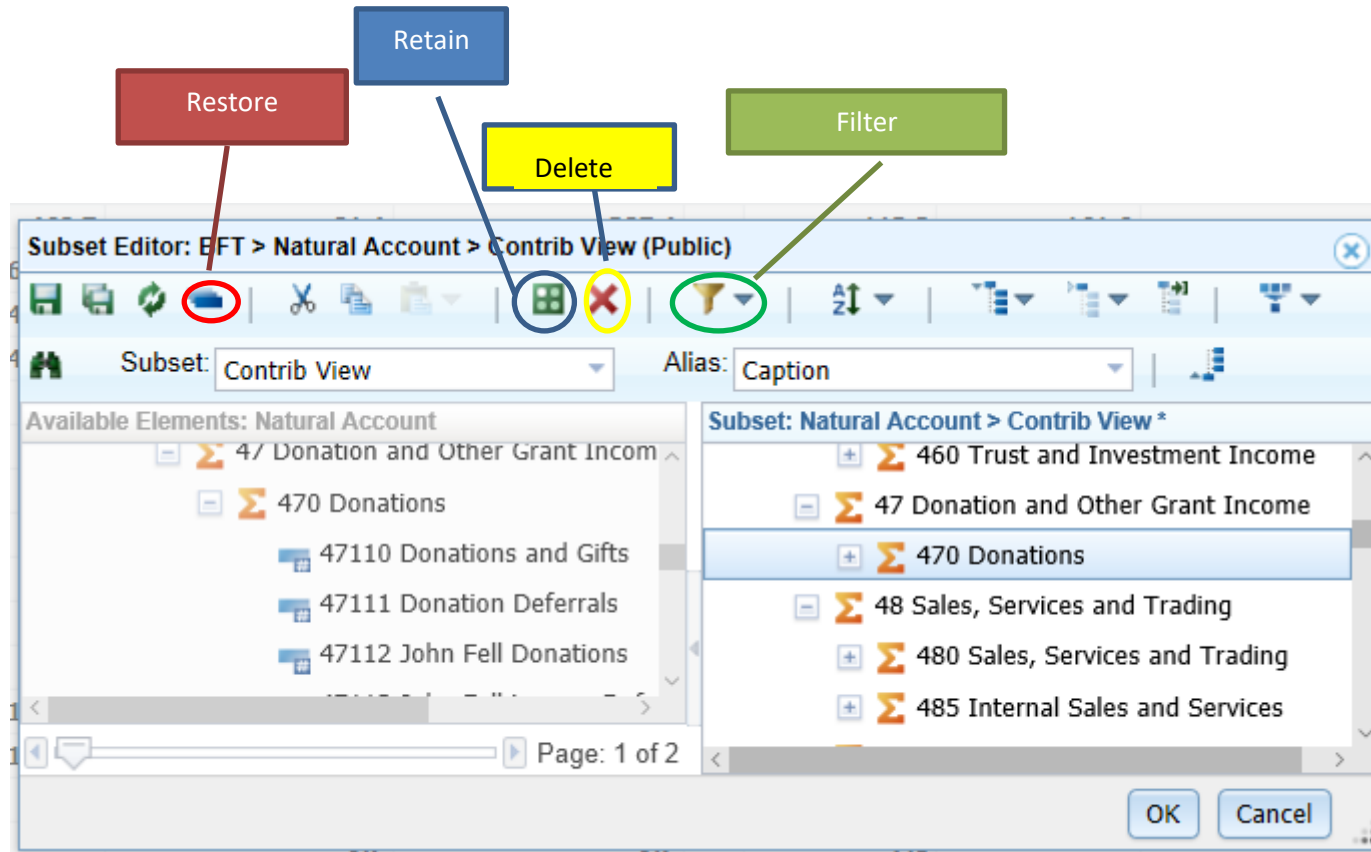
This worked example shows how to limit the natural accounts visible just to the Donation income.

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

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
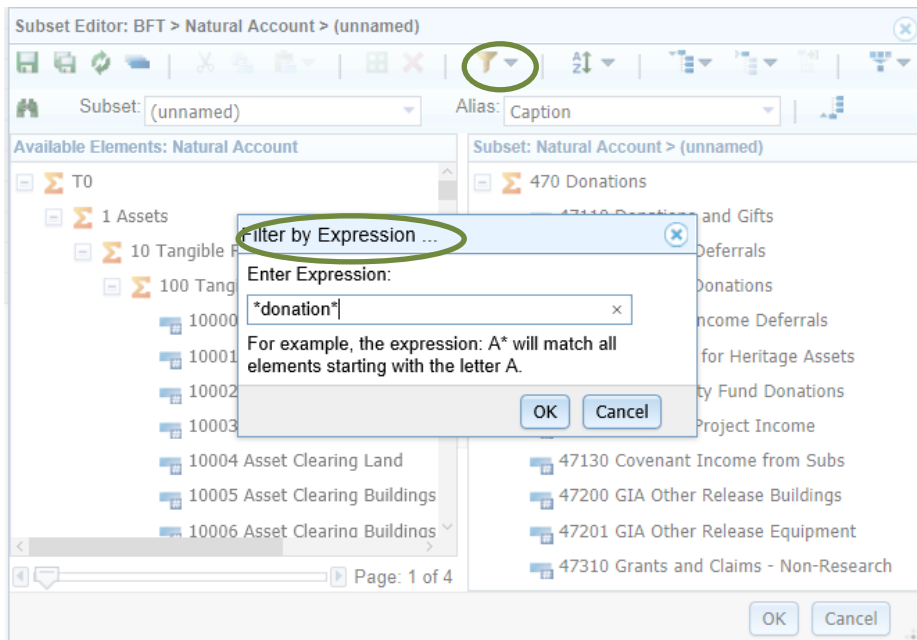

To **restore** the right hand panel to include all available elements press the graded blue oblong button circled in red above.

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
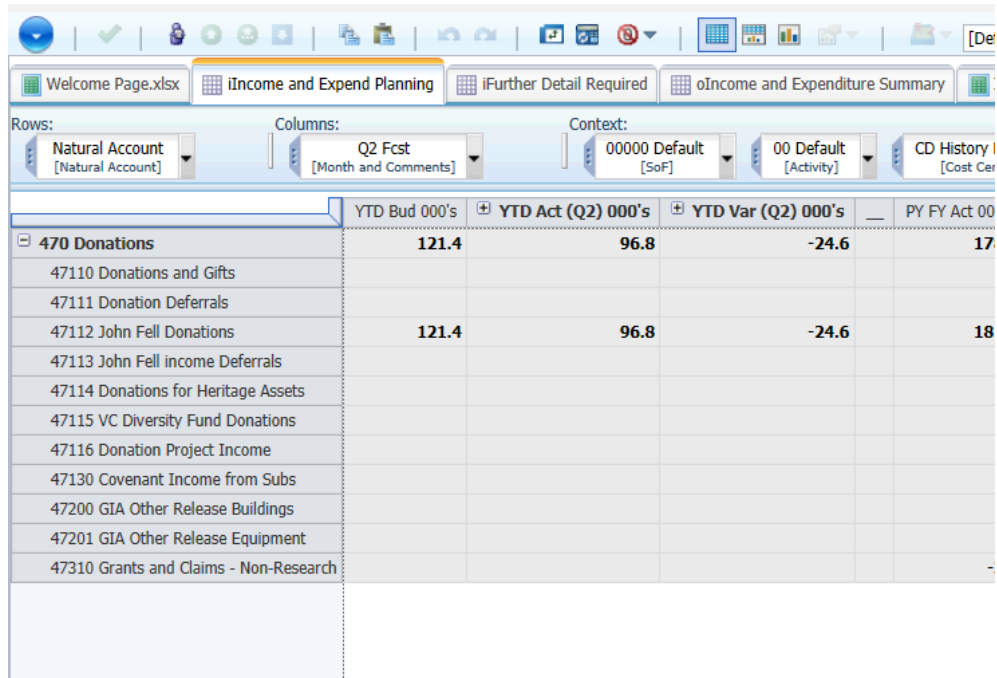

Filtering by the expression donations will bring up all natural accounts that have donations in the description

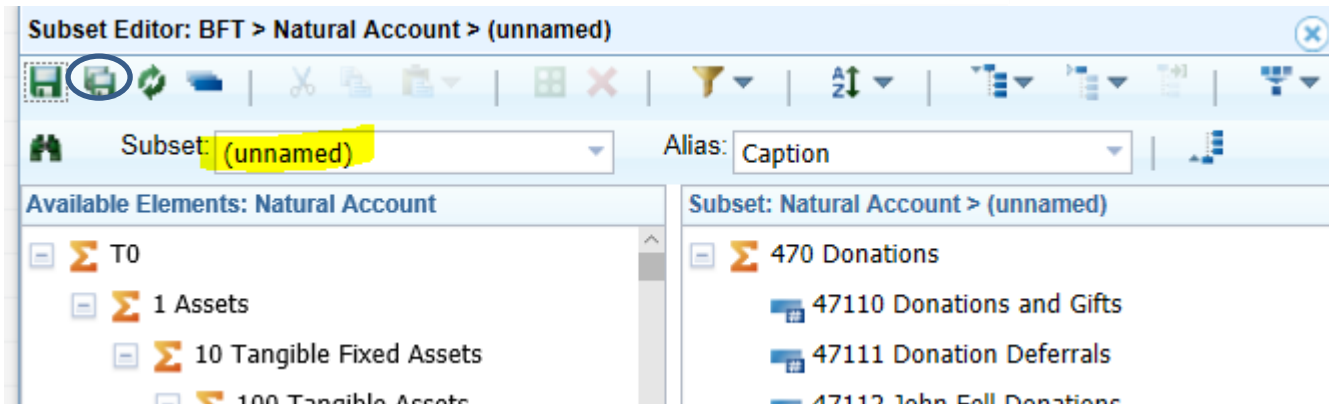Clicking on the red X (circled above in yellow) will **delete** the highlighted entry.

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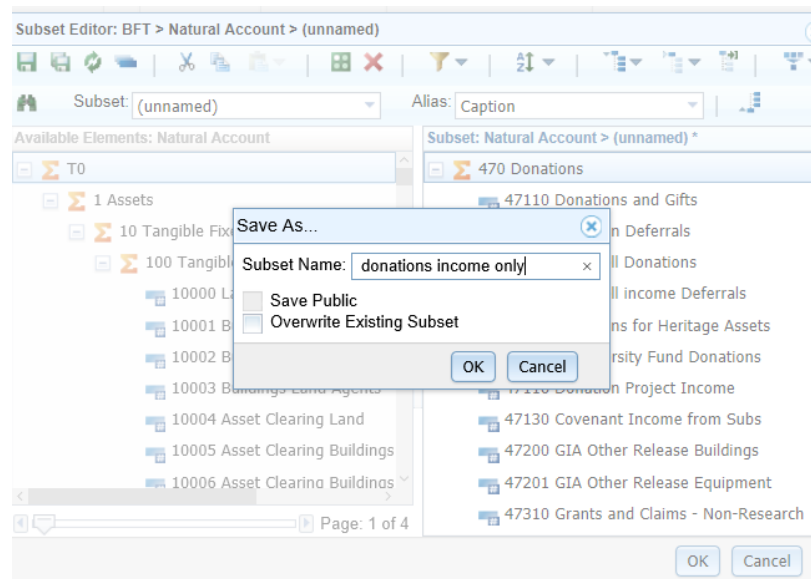

4. To make this a selection you could return to this selection can be saved as a private subset.

- 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 or the screen

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