Faculty Budget Holder Dashboard - Filter Guide

This guide aims to explain the specific issue of filtering and is an add-on to the main guide.

Guide links are at the top of your screen:

Key notes

- Data excludes externally funded research projects. For research project transactions please go to the Finance Reporting Menu and select 'Research'. To view Research Budgets, you will need to log into RIME (Research and Impact Management Environment).

- T1 differentiates between budget centre and project codes. Project codes are often time limited and attached to a budget centre (there can be many projects to one budget centre). Full details of Budget Centres Vs Projects within T1 can be found online here.

- Budget Holder is the name given to the formal budget holder of a budget centre code. Project Manager is the name given to the formal budget holder of a project code.

Introduction to the Filters

There are a host of filters on the Budget Holder Dashboard, if you apply filters then only some of the data will show. If no filters are selected, ALL your budgets/projects show as the default. If you decide to filter, please ensure to take the filter back off to view all data again.

It is recommended to use the filters at the top of your screen (see first screenshot). These filters apply to **ALL** dashboard data below the filters e.g. filter to show one budget centre only. Once you have selected what you want at the top, the side filters become almost redundant. Nearly all users will only filter by budget centre (i.e. sub department and department can usually be ignored as these are higher level reporting structures).

If using side filters further down the screen, they apply only to their adjacent panel, e.g.:

Key Filter Information

1) View one budget centre only

If you hold multiple budgets, when you first open the Budget Holder Dashboard Report you will see all your budget centres.

Consolidated by Budget Centre

Budget Centre		Revised Budget (Income) / Expense	Actual to Date (Income) / Expense	Commitments (Income) / Expense	Total Committed (Income) / Expense	Variance to Budget Favourable / (Adverse)	Prior Year YTD (Income) / Expense	Prior Year Variance Favourable / (Adverse)	Manager

You can use the budget centre filter to see just one budget centre only. It is important to know that if you choose to filter by one budget centre it will also change ALL screens beneath this section as well to show all relevant financial information to that one budget centre only. (i.e. Projects, transactions, commitments, payroll etc).

Faculty	School	Department	Sub Department	Budget Centre
▼	▼	▼	▼	- HASS - HoD - × ▼

If you just manage Projects, please scroll down to the next section - General Projects

This dashboard queries our financial ledgers, therefore figures are displayed in accounting signage

Income = (With Brackets)	Total Budget Centre 1000 = £(100) Favourable
Expenditure = No Brackets	Total Budget Centre 1000 = £100 Adverse

Consolidated by Budget Centre

Budget Centre		Revised Budget (Income) / Expense	Actual to Date (Income) / Expense	Commitments (Income) / Expense	Total Committed (Income) / Expense	Variance to Budget Favourable / (Adverse)	Prior Year YTD (Income) / Expense	Prior Year Variance Favourable / (Adverse)	Manager

2) Filters for Source and Type

Source		Type	
☐ Select All		☐ Select All	
☑ General Ledger		☑ Income	
☑ Project Ledger		☑ Expenses	

Beware if you choose to untick the boxes above at the top right of the screen. If unticked, you are only viewing part of the full data. E.g. if you untick Income, you will only see Expenses, or if you untick Expenses, you will only see Income.

If you are a project manager, you will see the budget centre that your project is linked to. This will only be the value of your live projects – you will not see any other projects within the budget centre unless you are the project manager. To see the project information please scroll down to the project section (this is the next section below budget centres being the top section).

Note: There is no 'Source' filter for Research Projects as Research Projects are not shown on this report. Please note the first bullet point at the top of page 1 if you wish to see Research Projects (RIME will hold the budgeting information).

3) Filter if a project manager has multiple Projects

Example list of multiple projects for a budget holder.

As a budget holder you will see ALL projects linked to your budget centres. You can use the filters on the right to look at individual Project Managers (first drop down below) or just your own (second drop down below) or by a specific budget centre (third tick box selector below).

4) Transactions and Commitments

On the Transactions and commitments section you can look at all data, or you can filter at budget centre or just on a project and therefore pull both your transactions and commitments off for specific budgets or projects.

On the commitments table there are a couple of additional filters that you can tick. If you leave all filters unticked, this will show every committed transaction for that budget centre or project.

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5) PDA and Third Parties

If you have a PDA or Third-Party Account, they will show here. It may be blank if you do not have one.

6) Payroll Postings (Confidential Info – no example screenshot)

If you are a Budget Holder or Project Manager, you may also see payroll information. (Please consider GDPR guidance around confidentiality). You can filter on the budget and project level where needed.

Reporting Users do not see staffing information (a request for them to view this is at the discretion of the budget holder)

Notes

   **A)** **Exporting Data**

Please remember if you wish to export the information then, in each section, left click on your mouse on the top right-hand side of the section. A print option will appear, you can then click on this to have the option to print in excel or PDF.

Print Option   Export option excel or PDF

B) Scrolling Down

There is a scroll bar on the right-hand side of the page. You will need to drag this down to see the other sections available below.
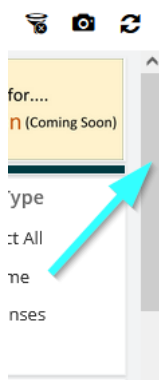
C) Budget/Project Old Format.

There is still the option to run a budget centre report or project report as before in the previous portal version. This will have summary, transactions, commitments and staffing tabs as before. This is on the right-hand side of the reporting at the top.
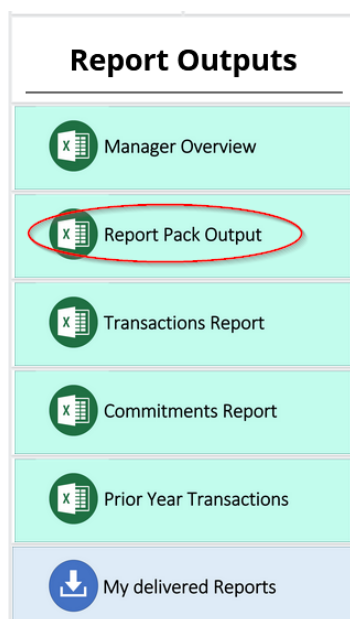
Further Information and Contacts

More detailed information around the topics covered in this guide are on the [University Budgets](#) webpage. This includes the [University's Financial Regulations](#), which are mandatory for all staff.

The [Finance Helpdesk](#) is the first point of contact to help you with procedural T1 queries such as completing a task in T1, navigation of the Budget Holder Dashboard, navigation of 'My Finance Portal' and how to run reports.

For specific budget queries, please contact your [Faculty Financial Planning and Reporting Team](#). The teams' email addresses are:

Faculty of Environment, Science & Economy   ESE-Finance-Team@exeter.ac.uk
Faculty of Humanities, Arts & Social Sciences   HASSFPR@exeter.ac.uk
Faculty of Health & Life Sciences   HLSFPR@exeter.ac.uk