

Create Budget Entries in IRIS Financial Planner

Budget entries are used to record annually processed, non-staff contract items. There are four different types:

- Brought Forward
- Income
- Expenditure (such as business rates, insurance, utilities, etc.)
- Service Term Outturns

An unlimited number of budget entries can be created which are specific to a budget. Once created, the budget entry can then be profiled across the budget (annually, biannually, triannually, quarterly or monthly). The system will calculate the applicable proportion of the value entered and enter the applicable amounts as per the chosen profile.

Some items of expenditure will be subject to annual inflation which will need to be factored into any spending plans. Applicable budget entries can therefore be inflated and profiled as required.

Creating a New Budget Entry

1. Select **Planning > Budget Entries** from the sidebar menu. The **Budget Entries** page is displayed listing all currently available budget entries.

Type	Budget Code	CFR	GAG	Cost Centre	Description	Tags	Fund Codes	2018/19	2019/20	2020/21	2021/22	Actions	
<input type="checkbox"/> Expenditure	STJ04020	E19		OPERATIONAL	Office Stationery	Year 7 [50%]		6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	edit
<input type="checkbox"/> Expenditure	STJ05115	E22		FIN	Postage			4,326.00					edit

2. Click the **Add New** icon, then select either **Brought Forward**, **Income**, **Expenditure** or **Service Term Outturn** from the drop-down menu. In the following example, **Expenditure** has been selected.

- The **Create Budget Entry** page is displayed. Enter a **Description** for the entry, such as *Utilities - Water*. This is a mandatory field. The description entered will be used as the title of the entry and will also be displayed in applicable reports.

- The available budget codes are filtered based on the type of budget entry selected, to prevent the possibility of selecting an incorrect code, i.e. if **Expenditure** was selected, only expenditure budget codes will be available for selection. Select the required code from the **Budget Code** drop-down list.
- Select a **Cost Centre** from the drop-down list if applicable.
- If required, select any analysis tags from the **Tags** drop-down list.
- If required, select a **Fund Code** from the drop-down list, followed by an applicable percentage.
- Click the **Save** icon (green tick) to save the budget entry or if further entries are required, click the **Save and Add** icon (black tick) to save and create a new record.

Profiling the Budget Entry

- With the required budget entry displayed, select the **Profile** tab.

Year	Amount
2019/20:	6,432.00
2019-09-01	
2020/21:	0.00
2020-09-01	

2. Click in the amount field under the first year of the budget (as shown in the previous graphic) and enter the applicable amount for that year. Once entered, **Cascade Change** is displayed above the amount. Click this link if you want to copy the amount throughout the remaining budget years. Applicable amounts can be overwritten as required.
3. The following profile options are available by clicking the **Profile** button, then selecting the required option from the drop-down list.

Profiling Annually

By default, budget profiles are annually. By clicking the **Cascade Change** link, you can copy the amount entered, into each of the remaining years within the budget.

Profiling Biannually

By clicking the **Profile** button and selecting **Biannually** from the drop-down menu, the annual amount is entered equally into two amounts, six months apart. If the annual amount was copied to subsequent years, the same profiling will be carried out across those years.

The individual amounts and dates can be subsequently edited if required.

The screenshot shows the 'Profile' tab in the budget entry interface. At the top, there are three tabs: 'Entry details', 'Profile' (highlighted with a red box), and 'Notes'. Below the tabs, there are two main sections: 'Amounts by date' and 'Inflation'. The 'Inflation' section shows a rate of 0% and an 'Apply' button. The 'Profile' button is highlighted with a red box. The 'Amounts by date' section shows two rows for the years 2019/20 and 2020/21. Each row has a total amount of 6,432.00 and two sub-amounts of 3,216.00. The 'Profile' button is also highlighted with a red box.

Year	Total Amount	Sub-Amount 1	Sub-Amount 2
2019/20:	6,432.00	3,216.00	3,216.00
2020/21:	6,432.00	3,216.00	3,216.00

Profiling Triannually

By clicking the **Profile** button and selecting **Triannually** from the drop-down menu, the annual amount is entered equally into three amounts, dated four months apart. If the annual amount was copied to subsequent years, the same profiling will be carried out across those years.

The individual amounts and dates can be subsequently edited if required.

Entry details			Profile	Notes
Amounts by date		Inflation	0%	Apply Profile
2019/20:				6,432.00
2019-09-01	2020-01-01	2020-05-01		
2144.00	2144.00	2144.00		
2020/21:				6,432.00
2020-09-01	2021-01-01	2021-05-01		
2144.00	2144.00	2144.00		

Profiling Quarterly

By clicking the **Profile** button and selecting **Quarterly** from the drop-down menu, the annual amount is entered equally into four amounts, dated three months apart. If the annual amount was copied to subsequent years, the same profiling will be carried out across those years.

The individual amounts and dates can be subsequently edited if required.

Entry details			Profile	Notes
Amounts by date		Inflation	0%	Apply Profile
2019/20:				6,432.00
2019-09-01	2019-12-01	2020-03-01	2020-06-01	
1608.00	1608.00	1608.00	1608.00	
2020/21:				6,432.00
2020-09-01	2020-12-01	2021-03-01	2021-06-01	
1608.00	1608.00	1608.00	1608.00	

Profiling Monthly

By clicking the **Profile** button and selecting **Monthly** from the drop-down menu, the annual amount is entered equally across 12 months. If the annual amount was copied to subsequent years, the same profiling will be carried out across those years.

The individual amounts and dates can be subsequently edited if required.

Applying Inflation to the Profile

Once the budget entry has been profiled based on your requirements, you can apply inflation to the amounts for subsequent years.

This is achieved by entering the percentage rate of **Inflation** then clicking the **Apply** button.

The applicable inflation percentage is then added to each additional year in the budget based on the previously selected profiling.

Viewing/Editing an Existing Budget Entry

1. Select **Planning > Budget Entries** from the sidebar menu. The **Budget Entries** page is displayed listing all currently available budget entries.

Type	Budget Code	CFR	GAG	Cost Centre	Description	Tags	Fund Codes	2018/19 outturn	2019/20	2020/21	2021/22	2022/23	2023/24	Notes	Actions
<input type="checkbox"/>	Expenditure	STJO4020	E19	OPERATIONAL	Office Stationery				6,500.00	6,500.00	6,500.00	6,500.00	6,500.00		edit
<input type="checkbox"/>	Expenditure	STJO5115	E22	FIN	Postage				4,326.00						edit

2. To view the content of a budget entry, click the applicable **Description**. The **View Budget Entry** page is displayed.

Description: Office Stationery

Budget Code: [STJO4020 - Stationery](#)

CFR: [E19](#)

GAG: [Supplies and Services: Educational other \(exclude IT\)](#)

Cost Centre: [OPERATIONAL - Operational](#)

2018/19 Outturn: 0.00

Amounts by date:

Date	Amount
2019/20	6,500.00
1st Sep, 2019	1,625.00
1st Dec, 2019	1,625.00
1st Mar, 2020	1,625.00
1st Jun, 2020	1,625.00
2020/21	6,500.00
2021/22	6,500.00
2022/23	6,500.00
2023/24	6,500.00

3. Any element in blue indicates a hyperlink to further content. For example, clicking the **Cost Centre** hyperlink will show detail of the cost centre. The profiling of the budget can be expanded by clicking the applicable year.
4. You can edit the budget entry by clicking the **Edit** icon at the top of the page.

Where to Get More Help and Information



Our currently available documentation can be found at the following address:

<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:

<https://psfinancials.zendesk.com>

Providing Feedback on our Documentation

If you have any feedback, comments or suggestions regarding our documentation, please email:



documentation@psfinancials.com

DOCUMENT REFERENCE	DESCRIPTION
TM-171219-CBE-IFP-1.0	Initial release