



7/22/2021

User Manual

Estimates Uploads

Information Systems Unit

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Introduction

The Government of Barbados has upgraded from the SmartStream Financials system to the CloudSuite Financials & Supply Management (CSFSM) system. As such, Draft Estimates from Ministries and Departments will no longer be keyed within the BPA system but would be keyed using Excel Spreadsheet Designer and uploaded to CSFSM.

Draft Estimates will now be uploaded to Budget Scenarios. Ministries and Departments will upload their Draft Estimates to the Budget Scenario, assigned to them. After uploads and all the changes have been entered, the final figures in the Budget Scenarios will be checked by the Budget Analyst. The Budget Scenarios will be open to the Ministries and Departments for entries according to a provided Schedule.

Ministries and Departments are required to provide at most two (2) individuals' names to upload on their behalf. These authorised persons will be granted the relevant security.

Installation of 'Infor Spreadsheet Designer for Microsoft Excel' will facilitate uploads. Keying of the Draft Estimates will be within the Training Environment.

Estimates Upload

Estimates may be uploaded by either using the Infor Spreadsheet Designer or by manual keying to the **Import** tab on the Budget Scenario.

Estimates Upload using Infor Spreadsheet Designer

To use this method, you must have Infor Spreadsheet Designer for Microsoft Excel installed.

Using the sample Template (see Figure 1), which will be provided to you, populate the columns using the Headings as your guide. **If any Cost Center or Account is missing, please use the information in the Template as a guide, to add.** This template also alerts you of your assigned Budget Scenario.

	A	B	C	D	E	F	G	H	I	J	K
1	FinanceEnterpriseGroup	Scenario	BudgetImport	Currency	BudgetPeriod	AccountingEntity	FinanceDimension1	GeneralLedgerChartAccount	Amount	ErrorMessage	
2	GOB	124	BBD	3_2023M01	1000	0600	6103100100	75000			
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											

Figure 1 - Example of Sample Template

NB: The first row must not be tampered with since it has the column headings. Users are required to populate this Template and there can be:

- No hidden columns or rows
- No zero balances
- No merged fields
- No formulas
- No comments
- No additional columns or rows
- No blank lines
- No duplicates for Cost Centers and Accounts with the same period

1	FinanceEnterpriseGroup	Scenario	BudgetImport	BudgetPeriod	Amount	Currency	AccountingEntity	GeneralLedgerChartAccount	FinanceDimension1
2	GOVS	142		1_2023M01	1000000	BBD	9002	6101101100	0021
3	GOVS	142		1_2023M01	37000	BBD	9002	6103100100	0021
4	GOVS	142		1_2023M01	40000	BBD	9002	6207100100	0021
5	GOVS	142		1_2023M01	37000	BBD	9002	6207105100	0021
6	GOVS	142		1_2023M01	30000	BBD	9002	6210100100	0021
7	GOVS	142		1_2023M01	35000	BBD	9002	6210100101	0021
8	GOVS	142		1_2023M01	20000	BBD	9002	6210100102	0021
9	GOVS	142		1_2023M01	40000	BBD	9002	6210100104	0021
10	GOVS	142		1_2023M01	50000	BBD	9002	6210100106	0021
11	GOVS	142		1_2023M01	75000	BBD	9002	1755115100	1090021
12	GOVS	142		1_2023M01	150000	BBD	9002	1756120100	1090021
13	GOVS	142		1_2023M01	60000	BBD	9002	1753105101	1090021
14	GOVS	142		1_2023M01	1500000	BBD	9002	6101101100	7020
15	GOVS	142		1_2023M01	39000	BBD	9002	6103100100	7020
16	GOVS	142		1_2023M01	40000	BBD	9002	6207100100	7020
17	GOVS	142		1_2023M01	38000	BBD	9002	6207105100	7020
18	GOVS	142		1_2023M01	31000	BBD	9002	6210100100	7020
19	GOVS	142		1_2023M01	30000	BBD	9002	6210100101	7020
20	GOVS	142		1_2023M01	20000	BBD	9002	6210100102	7020
21	GOVS	142		1_2023M01	45000	BBD	9002	6210100104	7020

Figure 2 - Estimates ready for upload to Testing Environment

Figure 2 above shows the Template populated and ready for upload to the Testing Environment.

Users must note:

- Cost Centers should always be in the Finance Dimension column
- **GOB** must always appear in the Finance Enterprise Group column
- **1000** must always appear in the Accounting Entity column
- Budget Import column should always be left blank, as the system generates it's own numbering system
- Budget period should contain the first month of the financial year. 3_2023M01 is Month 1 of Financial year 2023, which is April 2022
- Scenario Number must be the Budget Template's number to ensure Estimates are loaded to the correct Budget Template (this will be provided in your sample Template)

To turn on Infor Spreadsheet Designer in Excel.

- Click File
- Select Options
- From the pop-up window choose Add-ins from the left side (see Figure 3)
- Click the arrow on the right side of the Manage window
- Select COM Add-ins
- Click Go

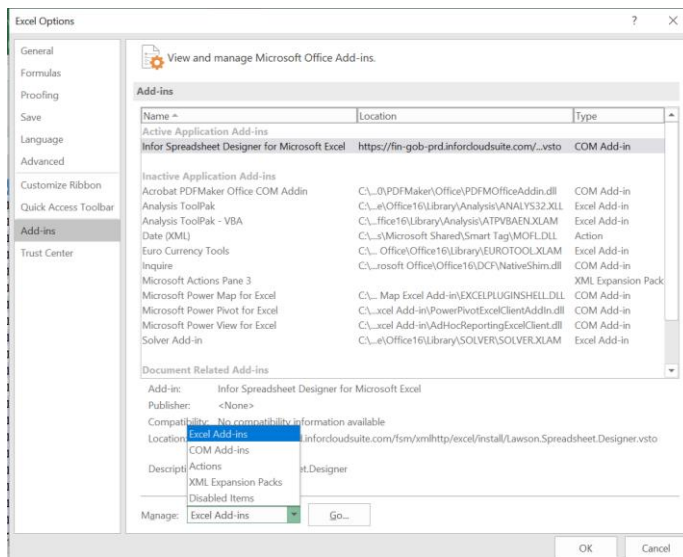


Figure 3 - Options Window from Excel

- Select Infor Spreadsheet Designer for Microsoft Excel (see Figure 4)
- Click Ok

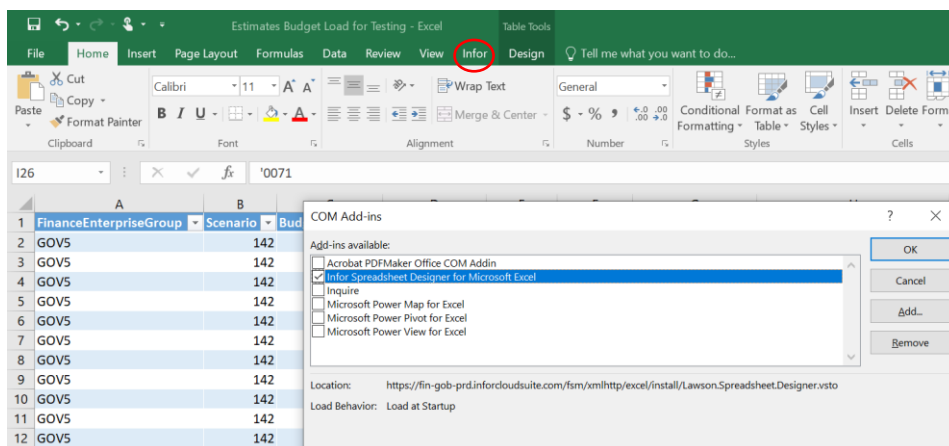


Figure 4 - Showing Infor Spreadsheet Designer Selection and Infor Tab

- Select the Infor tab on the Excel Menu bar (circled in Figure 4).
- Click **Insert Upload**, a dialog box appears in order to select the URL for the relevant environment. In the example, we are using the Testing Environment.
 - <https://gen-gob-tst.inforcloudsuite.com/> {Testing Environment}
 - <https://gen-gob-trn.inforcloudsuite.com/> {Training Environment}
 - <https://gen-gob-prd.inforcloudsuite.com/> {Production Environment}
- Click connect
- Choose Cloud Identities from the pop-up window
- Enter the correct credentials – Username and Password

In the Upload Definition window which opens, seen in Figure 5, you need to Select a Data Area, a Business Class and an Action for the Filter field.

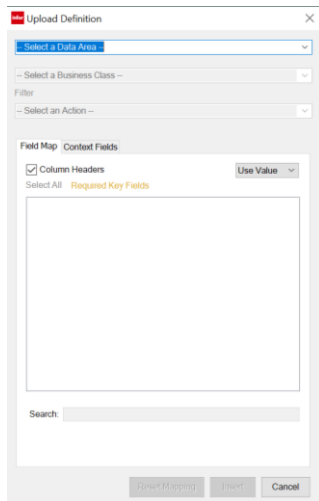


Figure 5 - Upload Definition pop-up window

- Select the relevant data area:
 - **gob_tst_fsm** {Testing Environment}
 - **gob_trn_fsm** {Training Environment}
 - **gob_prd_fsm** {Production Environment}
- Business Class is **BudgetImport**
- Action for the Filter field is **Create** as seen in figure 6.

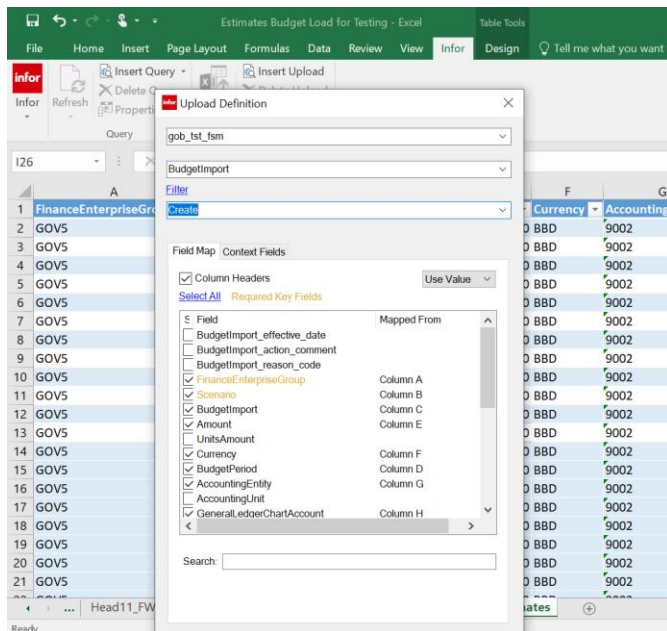


Figure 6 - Upload Definition completed

- Click insert, this places the Upload Properties window to the left of the Excel sheet as seen in Figure 7.

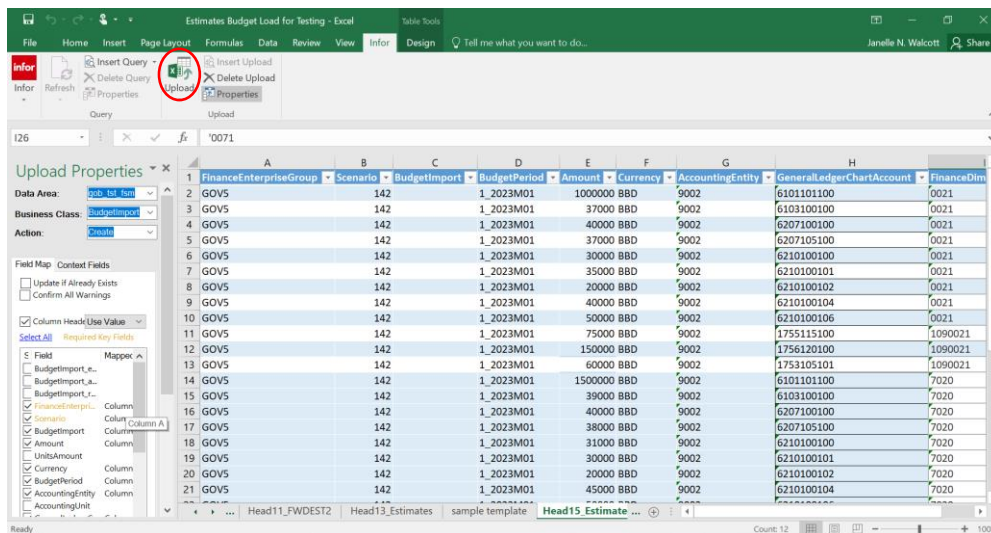


Figure 7 - Upload Properties placed on left and Upload menu icon circled

Users must ensure that the Columns correspond with the Fields in the Upload Properties window. If they do not, an error will display. The error in Figure 8 occurred as the Field Budget Period was pointing to Column E, which actually contains the Cost Centers.

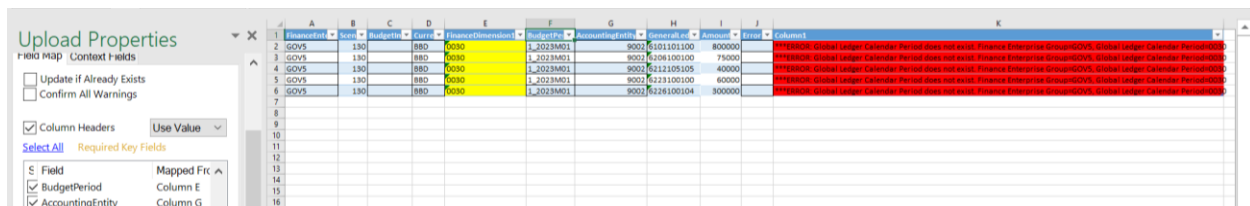


Figure 8 - Error when Columns and fields are not the same

- Select Reset Mapping at the bottom of the Upload Properties window. This ensures the correct Column uploads to the correct Field. Once satisfied, press upload (circled in Figure 7). See successful upload at Figure 9.

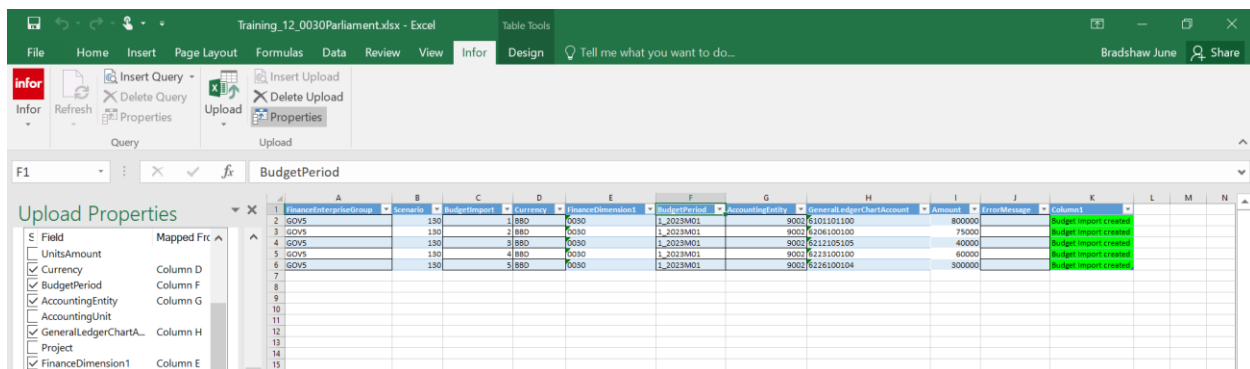


Figure 9 - Successful upload of Estimates after Reset Mapping corrected the mapping of Fields to Columns

1	Currency	AccountingEntity	GeneralLedgerChartAccount	FinanceDimension1	Column1
2	BBD	9002	6101101100	0021	Budget Import created
3	BBD	9002	6103100100	0021	Budget Import created
4	BBD	9002	6207100100	0021	Budget Import created
5	BBD	9002	6207105100	0021	Budget Import created
6	BBD	9002	6210100100	0021	Budget Import created
7	BBD	9002	6210100101	0021	Budget Import created
8	BBD	9002	6210100102	0021	Budget Import created
9	BBD	9002	6210100104	0021	Budget Import created
10	BBD	9002	6210100106	0021	Budget Import created
11	BBD	9002	1755115100	1090021	***ERROR: Finance Dimension 1 does not exist. Finance Enterprise Group=
12	BBD	9002	1756120100	1090021	***ERROR: Finance Dimension 1 does not exist. Finance Enterprise Group=
13	BBD	9002	1753105101	1090021	***ERROR: Finance Dimension 1 does not exist. Finance Enterprise Group=
14	BBD	9002	6101101100	7020	Budget Import created
15	BBD	9002	6103100100	7020	Budget Import created
16	BBD	9002	6207100100	7020	Budget Import created
17	BBD	9002	6207105100	7020	Budget Import created
18	BBD	9002	6210100100	7020	Budget Import created
19	BBD	9002	6210100101	7020	Budget Import created
20	BBD	9002	6210100102	7020	Budget Import created
21	BBD	9002	6210100104	7020	Budget Import created

Figure 10 - Upload results showing an error where a Cost Center does not exist and also shows completed loads

1	BudgetPeriod	B	Al	Curre	Acc	GeneralLedger	Fi	Column1
2	1_2023M00	###	BBD	9002	4488d8d898	0021	***ERROR: Global Ledger Calendar Period does not exist. Finance Enterprise Group=GOV5, Global Ledger Calendar Period=1_2023M00	
3	1_2023M01	###	BBD	9002	222222222	0021	***ERROR: Global Ledger Chart Account does not exist. Finance Enterprise Group=GOV5, Global Ledger Chart Account=222222222	
4	1_2023M01	###	BBD	9002	1112232321	0021	***ERROR: Global Ledger Chart Account does not exist. Finance Enterprise Group=GOV5, Global Ledger Chart Account=1112232321	
5	1_2023M01	###	BBD	9002	2132123121	0021	***ERROR: Global Ledger Chart Account does not exist. Finance Enterprise Group=GOV5, Global Ledger Chart Account=2132123121	
6								

Figure 11 - Error message with Incorrect Budget Period and Incorrect Accounts

If an error occurs during upload, the error will display in red and the cell will highlight in yellow as shown in Figure 10 and 11 with an explanation. If the upload is successful, all fields in the column will be highlighted green and 'Budget Import created' displayed.

Uploading Partial Information from Spreadsheet Designer

Users may also upload part of the information from their table in Excel.

- Select the rows you wish to upload
- Select the down arrow beside Upload
- From the drop down menu, select Upload Sheet Range (shown in Figure 12)
- Select 'Use the current selection'
- Click Ok
- The selected rows will be placed on the Imports tab of the Budget Scenario

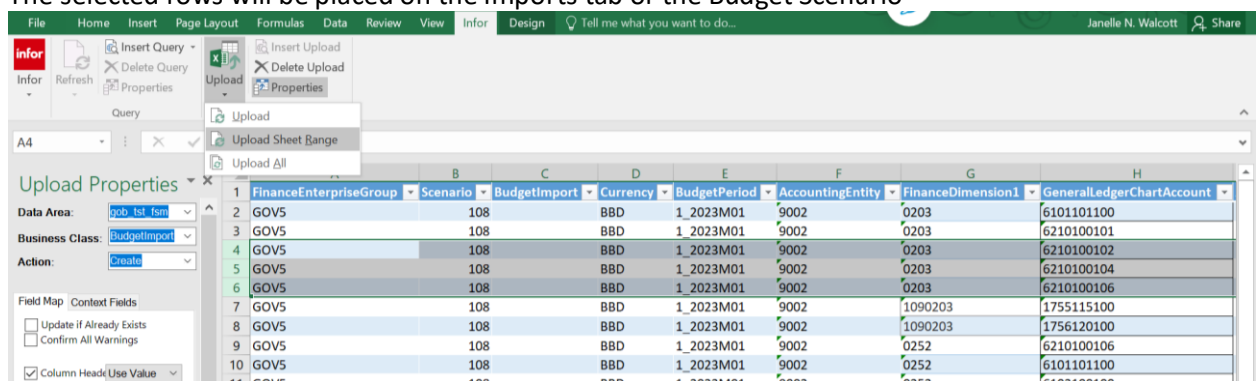


Figure 12 - Upload Drop down menu on Infor tab

Checking the Uploaded Information

Navigate to the Budget Scenarios window (see Figure 13).

- Log into CSF

- Select Staff Accountant from landing page
- Click Toggle Menu (the 3 horizontal lines on the left)
- Click Budgeting
- Click Budget Scenarios
- Double click on the Scenario or Select and click the Open icon
- Click on the Imports tab

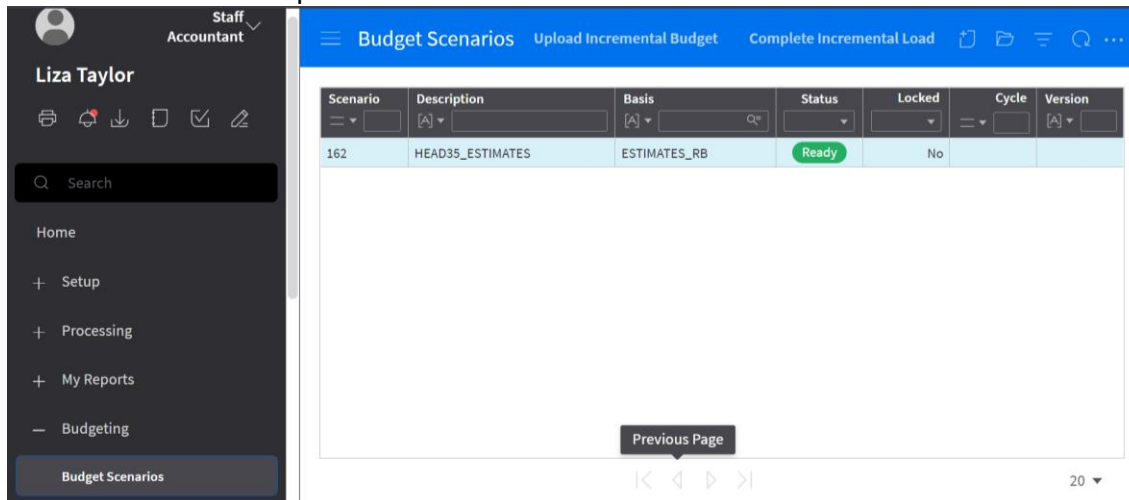


Figure 13 - Budget Scenarios path using Staff Accountant role

The Estimates are now on the Imports tab of the Budget Scenario as seen in Figure 14.

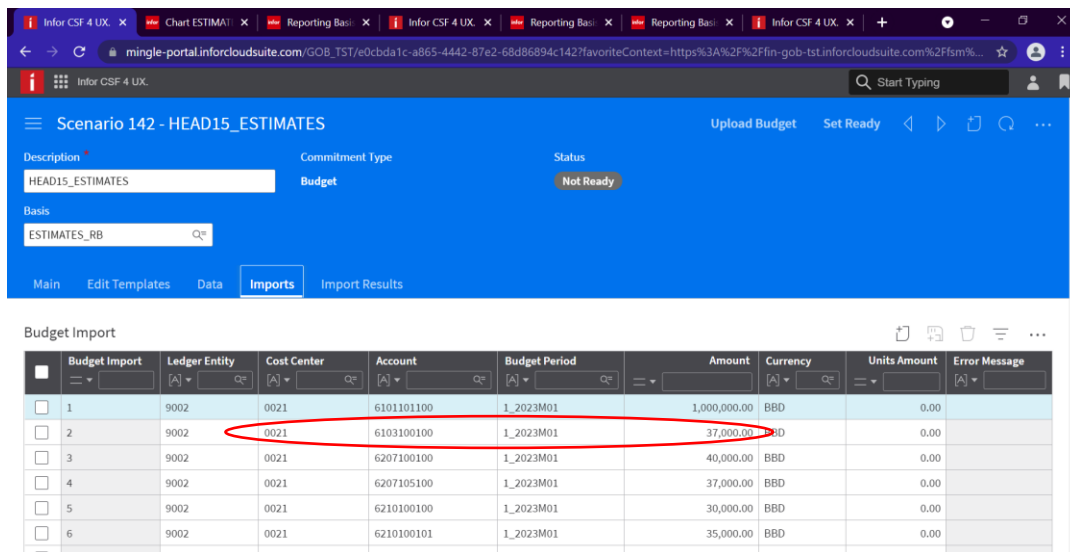


Figure 14 - Draft Estimates on Imports tab of the Budget Scenario

At this stage, review the Estimates and if there are any errors, change on this tab before clicking Upload Budget.

For example, Cost Center 0021 for account 6103100100 was to be 39,000.00, however, it was erroneously entered as 37,000.00 (circled in Figure 14).

- Click on the line and make the change

- Click save.

The save icon on the blue band, will become available after the change is made as seen in Figure 15.

Scenario 142 - HEAD15_ESTIMATES

Description: HEAD15_ESTIMATES

Commitment Type: Budget

Status: Not Ready

Basis: ESTIMATES_RB

Upload Budget Set Ready

Main Edit Templates Data Imports Import Results

Budget Import

Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Units Amount	Error Message
1	9002	0021	6101101100	1_2023M01	1,000,000.00	BBD	0.00	
2	9002	0021	6103100100	1_2023M01	39,000.00	BBD	0.00	
3	9002	0021	6207100100	1_2023M01	40,000.00	BBD	0.00	
4	9002	0021	6207105100	1_2023M01	37,000.00	BBD	0.00	
5	9002	0021	6210100100	1_2023M01	30,000.00	BBD	0.00	
6	9002	0021	6210100101	1_2023M01	35,000.00	BBD	0.00	
7	9002	0021	6210100102	1_2023M01	20,000.00	BBD	0.00	

Figure 15 - Showing corrected figure and save icon

- Once all changes have been made, click Upload Budget.
- Click Submit on the Upload Budget window which opens.

The Estimates will move to the Data tab of the Budget Scenario, see Figure 16. No changes can be made directly on this tab.

Scenario 142 - HEAD15_ESTIMATES

Description: HEAD15_ESTIMATES

Commitment Type: Budget

Status: Not Ready

Basis: ESTIMATES_RB

Upload Budget Set Ready

Main Edit Templates Data Imports Import Results

Budget Data

Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units	Change Requ...
143	9002	1097020	1753105101	4/30/2022	60,000.00	BBD	0.00	
143	9002	1097020	1755115100	4/30/2022	75,000.00	BBD	0.00	
143	9002	1097020	1756120100	4/30/2022	150,000.00	BBD	0.00	
143	9002	0021	6101101100	4/30/2022	1,000,000.00	BBD	0.00	
143	9002	0071	6101101100	4/30/2022	900,000.00	BBD	0.00	
143	9002	7020	6101101100	4/30/2022	1,500,000.00	BBD	0.00	
143	9002	0021	6103100100	4/30/2022	39,000.00	BBD	0.00	

Figure 16 - Data tab with Draft Estimates

Entering Estimates on the Import tab

- Users will navigate to the relevant Scenario and click on the Imports tab.
- To key an entry, click Create, found to the right of Budget Import, circled in Figure 17. This opens a new line for you to key a Draft Estimates entry on.

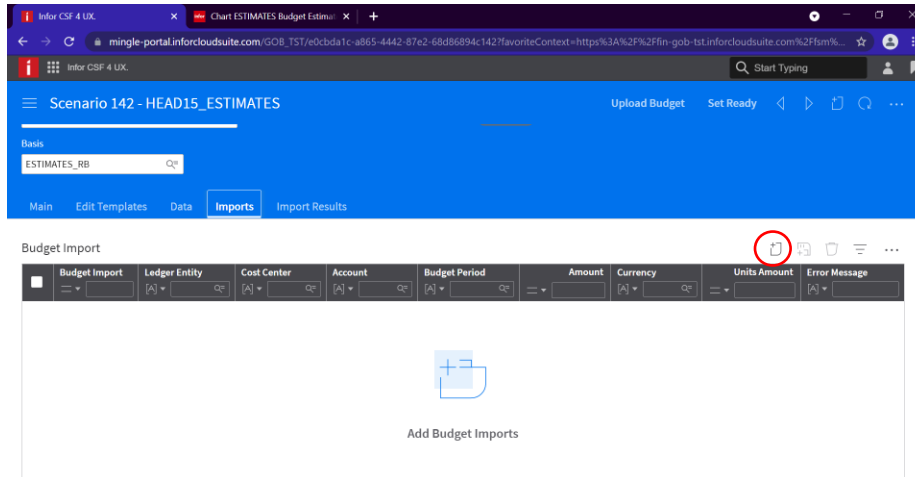


Figure 17 - Blank Imports Tab showing Create Icon circled

The user can then key Estimates entry or entries. The user will have to enter all relevant information leaving the **Budget Import field empty** as with the Spreadsheet Designer. The system will generate this number automatically, see Figure 18. If any errors are made, corrections can be made on this tab as with the Infor Spreadsheet Designer upload.

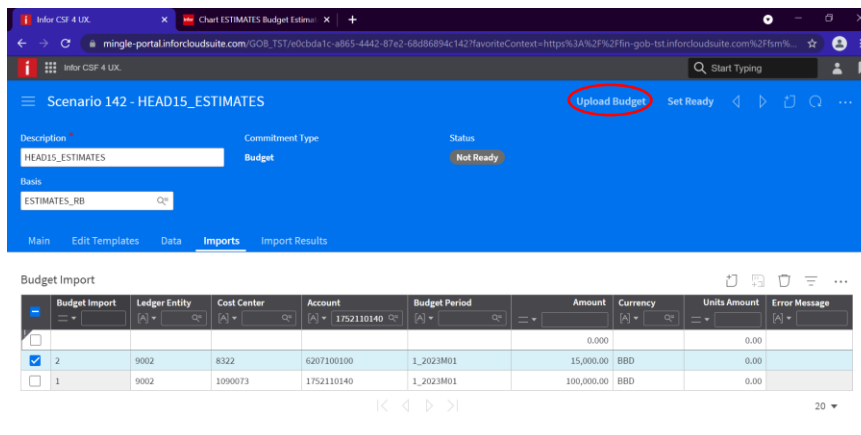


Figure 18 - Import Tab showing blank line for keying and Set Ready icon circled

Once satisfied that Estimates information is correct and there are no adjustments, select Upload Budget (circled in Figure 18). The Estimates will then move to the Data tab.

Setting the Budget Scenario to Ready

Once the Budget Scenario contains Draft Estimates on the Data tab, the Scenario can be set to a status of ready.

- To set the status to ready on the Budget Scenario you click Set Ready (circled in Figure 19).
- The status will change from Not Ready to Preparing.
- Click the Refresh icon
- Once the process is complete, the status will change to Ready.

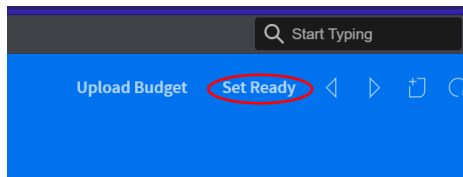


Figure 19 - Set Ready icon

To make Adjustments to Estimates

Users may adjust Draft Estimates by using Spreadsheet Designer or manually keying the entries on the Imports tab. Please refer to the steps in [Using the Infor Spreadsheet Designer Method](#) and [Entering Estimates on the Import tab](#). Users **MUST** replace the whole value for all Estimate adjustments.

Any modifications made, once uploaded from the Imports tab will move to the Data tab.

To upload once the Budget Scenario is at a Ready status, click Start Incremental Load. Complete Incremental Load will display after, click this and the upload is now complete.

Any new entry/entries not existing on Data tab will be added to the Information already on the Data tab.

Note if an entry already exists on the Data tab, any subsequent entry using the same Cost Center, Account and period overwrites it.

Searching the data tab for an entry/entries

- Navigate to the Data tab of the relevant Budget Scenario
- Search can be done here by any of the headings individually or together
- After entering search criteria, press Enter key
- If any data exists matching criteria, it will display

How Users Can Extract Reports

Exporting Information Directly from Scenario

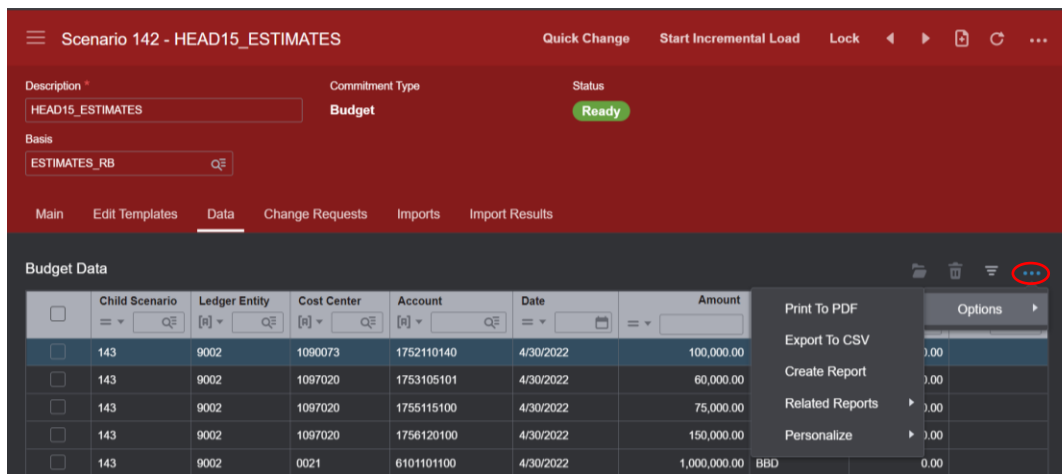


Figure 20 - Pop-up menu when ellipsis circled clicked

- Navigate to Data tab of the Budget Scenario
- Click the lower ellipsis to the right in line with Budget Data
- Click Options
- Here you can either select Print to PDF or Export to CSV
- Print to PDF:
 - Select Print to PDF
 - From pop-up, select Advanced Options
 - Click All Records
 - Click Print
- Export to CSV:
 - Select Export to CSV
 - From pop-up window change CSV to Excel in Format field
 - Click Advanced Options
 - Scroll down in window and select All Records
 - Click Export
- Click on 'My Print Files'
- Select the file (Ensure a tick is in the check box to the left)
- Click View
- This will open either the PDF or Excel document

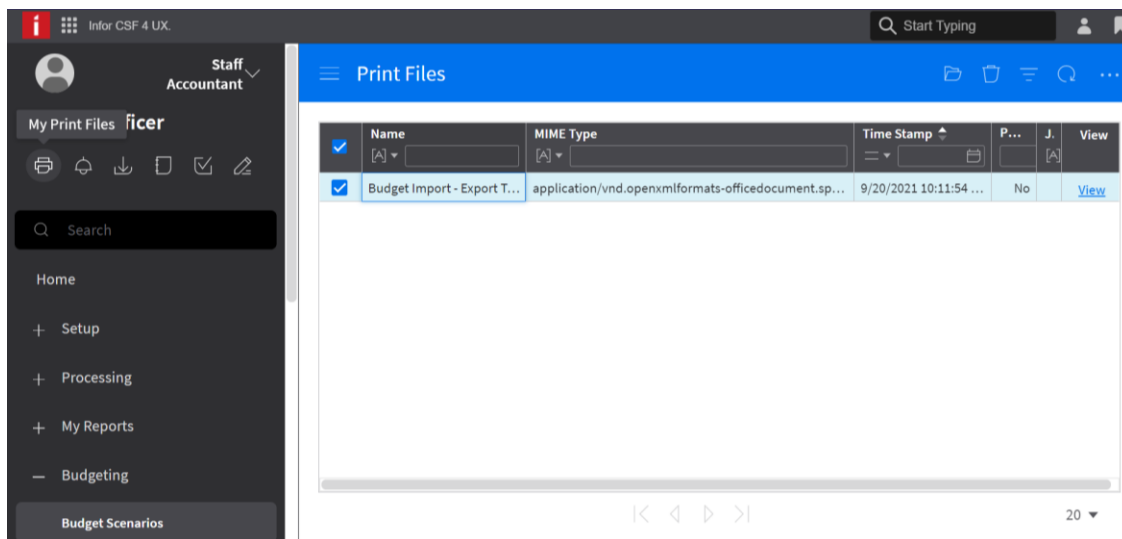


Figure 21 - My Print Files with File selected

Users will need to pull their reports so they can perform their Analysis, as well as to see Draft Estimates uploaded. This will only be possible, once Budget Templates have a status of Ready. If they do not, please see instructions under [Setting the Budget Scenario to Ready](#).

Account Analysis

Users may navigate to Account Analysis, where they can see the uploaded Draft Estimates. Select

- Financials
- Global Ledger
- My Reports
- Account Analysis.

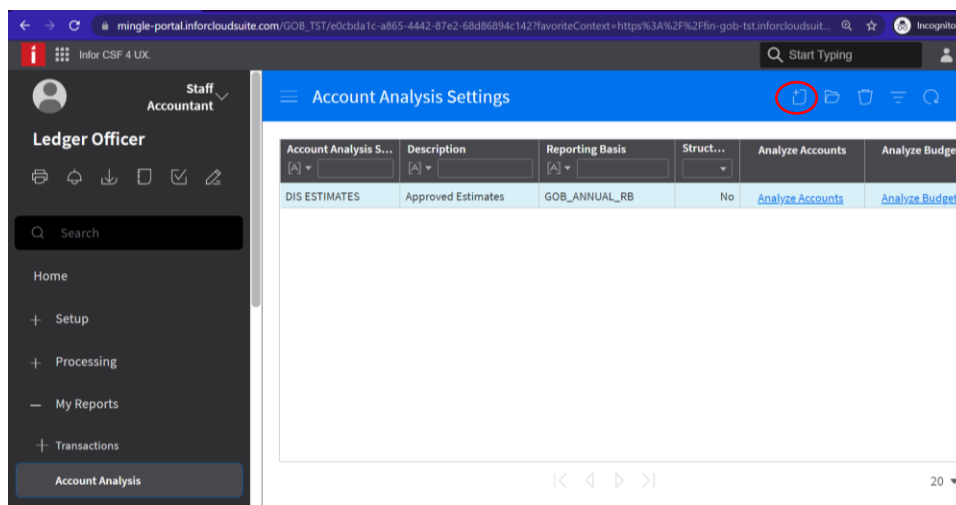


Figure 22 - Showing path to Account Analysis and Create icon highlighted

If they have not already done so, they can set up their Account Analysis.

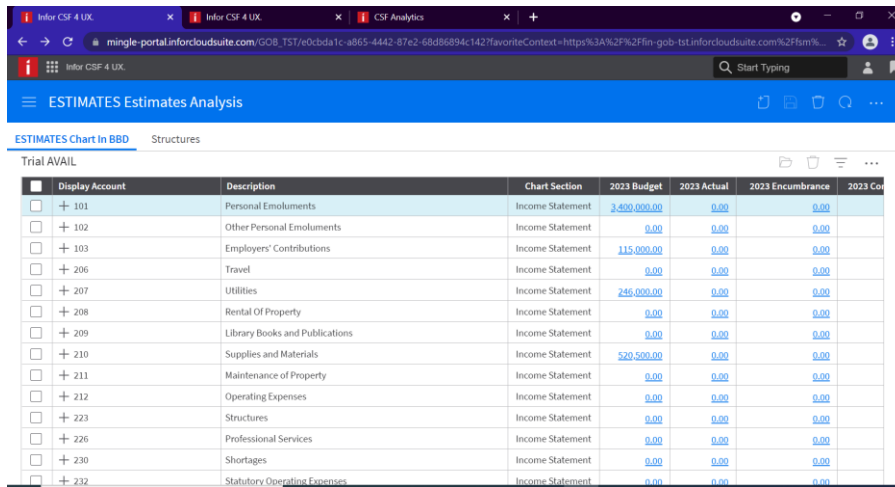
- Select the Create icon.
- Give the Account Analysis a unique name
- Give it a description
- Select the corresponding Reporting Basis (Estimates)
- Select the Scenario provided to you. **N.B.** Make sure you use the correct Scenario
- Select the Year
- Select the Period (see figure 23).
- Save

Figure 23 - Showing setup of Estimates Account Analysis

The Financial Controllers can see all Cost Centers under their Ministry by leaving the Cost Center blank. This is shown in Figure 24.

Figure 24 - Showing Cost Center left blank

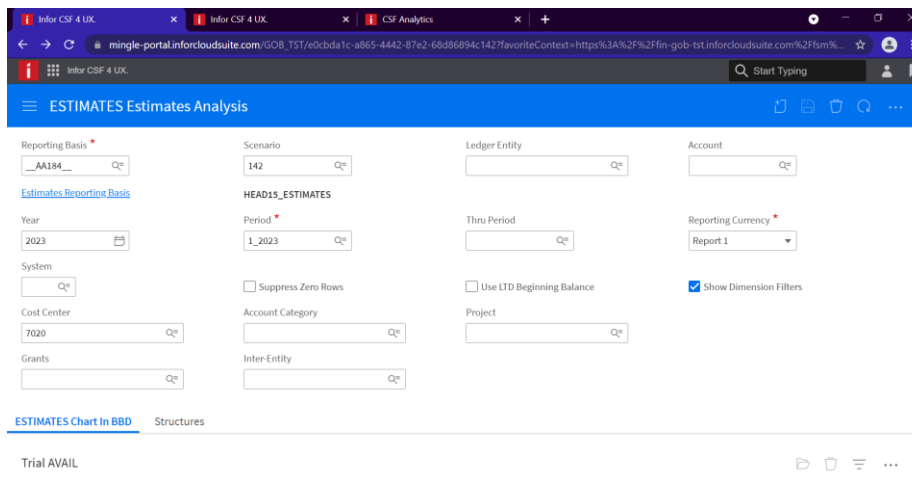
Leaving the Cost Center blank will show all Cost Centers under the Head with Draft Estimates entries. Figure 25 shows an example of the Account Analysis for Head 15 without any Cost Centers selected.



Display Account	Description	Chart Section	2023 Budget	2023 Actual	2023 Encumbrance	2023 Co
+ 101	Personal Emoluments	Income Statement	3,400,000.00	0.00	0.00	
+ 102	Other Personal Emoluments	Income Statement	0.00	0.00	0.00	
+ 103	Employers' Contributions	Income Statement	115,000.00	0.00	0.00	
+ 206	Travel	Income Statement	0.00	0.00	0.00	
+ 207	Utilities	Income Statement	246,000.00	0.00	0.00	
+ 208	Rental Of Property	Income Statement	0.00	0.00	0.00	
+ 209	Library Books and Publications	Income Statement	0.00	0.00	0.00	
+ 210	Supplies and Materials	Income Statement	520,500.00	0.00	0.00	
+ 211	Maintenance of Property	Income Statement	0.00	0.00	0.00	
+ 212	Operating Expenses	Income Statement	0.00	0.00	0.00	
+ 223	Structures	Income Statement	0.00	0.00	0.00	
+ 226	Professional Services	Income Statement	0.00	0.00	0.00	
+ 230	Shortages	Income Statement	0.00	0.00	0.00	
+ 232	Statutory Operating Expenses	Income Statement	0.00	0.00	0.00	

Figure 25 - Head 15 Account Analysis without any Cost Centers entered

The Departments can enter their Cost Centers as shown in Figure 26 and this will show the Draft Estimates entered for them.



Reporting Basis: AA184
 Scenario: 142
 Ledger Entity: [Blank]
 Account: [Blank]
 Year: 2023
 Period: 1_2023
 Thru Period: [Blank]
 Reporting Currency: Report 1
 System: [Blank]
 Cost Center: 7020
 Grants: [Blank]
 Account Category: [Blank]
 Inter-Entity: [Blank]
 Suppress Zero Rows: [Blank]
 Use LTD Beginning Balance: [Blank]
 Project: [Blank]
 Show Dimension Filters: [Checked]

Figure 26 - Account Analysis showing Cost Center entered

When the Budget is analyzed, only Draft Estimates associated with the entered Cost Center will be displayed from the Head. See example in Figure 27.

Display Account	Description	Chart Section	2023 Budget	2023 Actual	2023 Encumbrance	2023 Committed
+ 101	Personal Emoluments	Income Statement	1,500,000.00	0.00	0.00	
+ 102	Other Personal Emoluments	Income Statement	0.00	0.00	0.00	
+ 103	Employers' Contributions	Income Statement	39,000.00	0.00	0.00	
+ 206	Travel	Income Statement	0.00	0.00	0.00	
+ 207	Utilities	Income Statement	78,000.00	0.00	0.00	
+ 208	Rental Of Property	Income Statement	0.00	0.00	0.00	
+ 209	Library Books and Publications	Income Statement	0.00	0.00	0.00	
+ 210	Supplies and Materials	Income Statement	176,000.00	0.00	0.00	
+ 211	Maintenance of Property	Income Statement	0.00	0.00	0.00	
+ 212	Operating Expenses	Income Statement	0.00	0.00	0.00	
+ 223	Structures	Income Statement	0.00	0.00	0.00	
+ 226	Professional Services	Income Statement	0.00	0.00	0.00	
+ 230	Shortages	Income Statement	0.00	0.00	0.00	
+ 233	Statutory/Ordinance Finance	Income Statement	0.00	0.00	0.00	

Figure 27 - Account Analysis for Cost Center 7020 under Head 15

Viewing Account Analysis by Ministry

Users can also view their Account Analysis by Ministry.

- Click Structures tab on the Account Analysis (a window similar to that in Figure 28 should display).

ESTIMATES Chart In BBD Structures

Account: ESTIMATES ☐ Is Overridden

Project: GOVS PROJECT ☐ Is Overridden

Cost Center: GOB1_OPERATIONS ☐ Is Overridden

Grants: GRANTS ☐ Is Overridden

Account Category: GOVS ACCT CATEG ☐ Is Overridden

Inter-Entity:

Figure 28 - Structures tab on Account Analysis

- Select the Search icon from the box below Cost Center

Select 'Cost Center'

Cost Center Structures

Structure	Description	Active
[A] MIN	[A] +	
<input checked="" type="checkbox"/> MINISTRY_HEADS	Structure By Head	Yes

10

Cancel Ok

Figure 29 - Cost Center Structures selection pop-up box

- From the pop-up box shown in Figure 29, type Min in Structure field
- Press enter
- Select MINISTRY_HEADS (It is selected when a tick appears in the box to the left)
- Click Ok

This allows users to search by their Head in the Cost Center and see either at the Head or by the Departments within that head.

Select 'Cost Center'

Cost Center Structure MINISTRY_HEADS

Cost Center	Description	Dimension Type	Parent Cost Center	Active	Level
<input checked="" type="checkbox"/> 11HEAD	Public Service	Summary	9002	Yes	2
<input type="checkbox"/> 0079	Policy and Staffing	Posting	11HEAD	Yes	
<input type="checkbox"/> 0081	Provision for Training Funds	Posting	11HEAD	Yes	
<input type="checkbox"/> 0084	Centralized Personnel Expenses	Posting	11HEAD	Yes	
<input type="checkbox"/> 0085	Learning and Development	Posting	11HEAD	Yes	
<input type="checkbox"/> 0086	People Recruiting and Compliance	Posting	11HEAD	Yes	

Cancel Ok

Figure 30 - Cost Centers shown by Head

- On your Account Analysis, choose the search icon beside Cost Center
- From the pop-up window (shown in Figure 30) enter your Head in Cost Center
- Press Enter
- Select the Head by making sure the check mark is in the box to the left
- Click Ok
- Save your changes
- Click Refresh icon

Totals

Users may also view Draft Estimates by using Totals Report. To do this, navigate to Totals found in My Reports. Here users can enter criteria, which will allow them to narrow the data returned. If searching by Scenario, the child scenario is used. In the example in Figure 31, Scenario 143 is the child scenario of Scenario 142, which contains Head15.

Totals													
Totals Search													
Finance Totals													
Scenario	Ledger	Ledge...	Account	Sub ...	Period	Cale...	Display Per...	Syst...	Cost Center	Curre...	Primary Ledger	Transaction A...	Func...
143	MAIN	9002	1752110140		2022120	2022	4/30/2022	GL	1090073	BBD	MAIN	100,000.00	
143	MAIN	9002	1753105101		2022120	2022	4/30/2022	GL	1097020	BBD	MAIN	60,000.00	
143	MAIN	9002	1755115100		2022120	2022	4/30/2022	GL	1097020	BBD	MAIN	75,000.00	
143	MAIN	9002	1756120100		2022120	2022	4/30/2022	GL	1097020	BBD	MAIN	150,000.00	
143	MAIN	9002	6101101100		2022120	2022	4/30/2022	GL	0021	BBD	MAIN	1,000,000.00	
143	MAIN	9002	6101101100		2022120	2022	4/30/2022	GL	0071	BBD	MAIN	900,000.00	
143	MAIN	9002	6101101100		2022120	2022	4/30/2022	GL	7020	BBD	MAIN	1,500,000.00	

Figure 31 - Totals report filtered by Scenario 143

Keying Forward Year Estimates

Forward Year Estimates will be keyed to the same Scenarios, users will be required to change the years. All Ministries/Departments will key their forward years to the Scenario, which was assigned to them. For example, current year Draft Estimates 2023, Forward Year 1 will be 3_2024M01 and Forward Year 2 will be 3_2025M01.

The same process used for keying the Draft Estimates will be used for keying the Forward Years.

Glossary

Budget Scenario

Where Budgets are housed within Cloudsuite. Allows for the maintenance of Budgets.

Finance Dimension

Cost Centers

Budget Period

Usually contains the first month of the financial year. E.g. 3_2023M01, which is April 2022.

Infor Spreadsheet Designer

Microsoft Excel Add-on, which allows uploading to Cloudsuite

Upload Definition

Window that allows you to select the Data Area, Business Class, Filter Action and properties for upload to Cloudsuite

Data Area

The area where the data uploads.

Business Class

A database object. In this instance, used to allow users to upload information to a table.

Budget Import

The Business Class used during the upload of budgets.

Filter Action

These are the actions associated with the upload to Cloudsuite. They include Create, Update, and Delete.

Imports tab

The tab on the Budget Scenario, where the data from the upload via Infor Spreadsheet Designer is placed.

The tab where you can key data directly on the Budget Scenario.

Edits of Data on this tab are possible.

Upload Budget

Displayed when the Budget Scenario has a status of **Not Ready**. Also known as the initial load.

Moves the Budget from the Imports tab to the Data tab.

Incremental Budget Upload

Displayed when the Budget Scenario has a status of **Ready**. A two-step process. Start Incremental Budget Upload, followed by Complete Incremental Budget Upload. The Budget Period is also entered. Moves the Budget from the Imports tab to the Data tab.

Data tab

The tab on the Budget Scenario where the Budget information resides.