

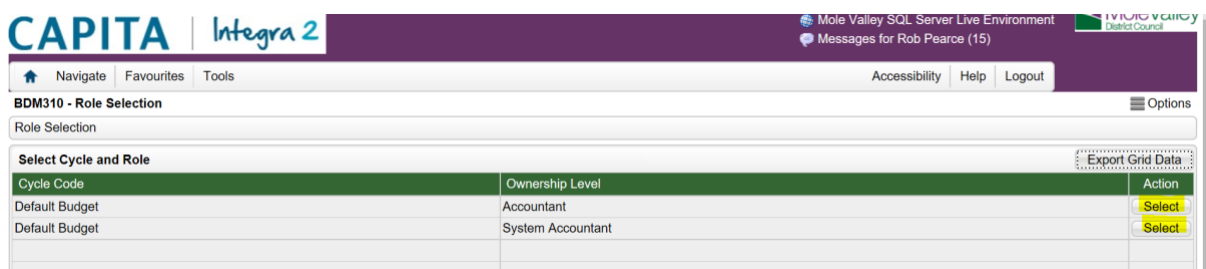
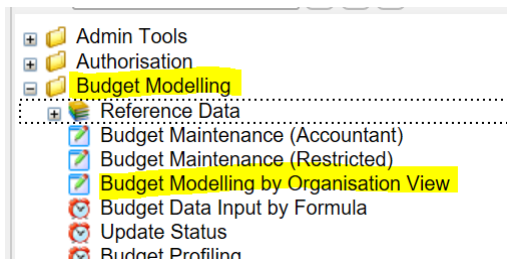
## Budget Monitoring by Organisational View (BDM310)

How do I access my Budget Monitoring Data?

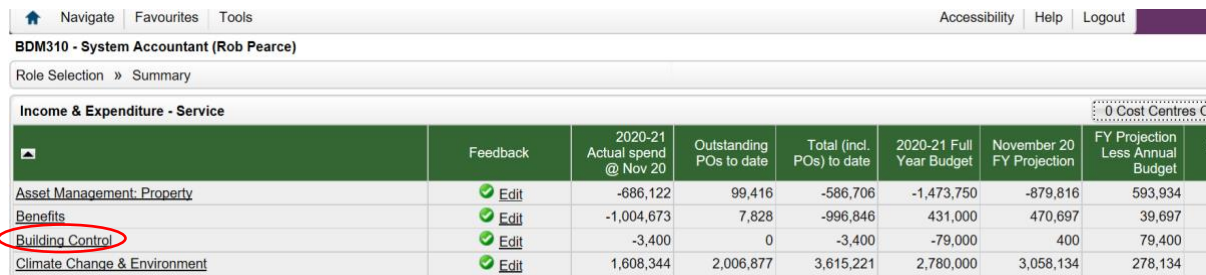
🔑 Log onto Integra and Select Menu's



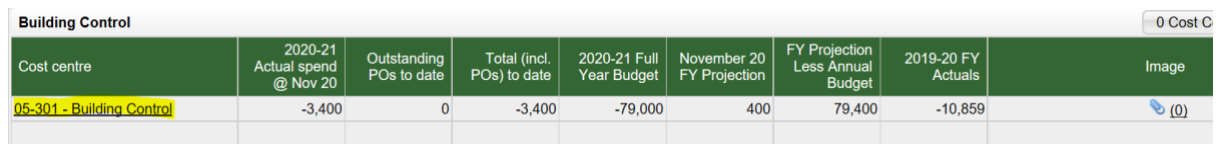
🔑 Select Budget Modelling by Organisation View from 'drop down' menu.



🔑 Select the appropriate Cycle/Role



🔑 Select the Service at each level to Cost Centre



🔑 Double Click Cost Centre to open

Details		Comments							
Cost centre	05-301 - Building Control								
Stage	Step 3: Accountant Review								
Status	-26 Days Overdue								
Owner	Accountant (CAMIELD)								
Cycle	000000 (Default Budget)								
<input type="button" value="Cost centre History"/>		Action to perform <input type="button" value="Complete"/>							
Income & Expenditure - Service								Export Grid Data	
Account	2020-21 Actual spend @ Nov 20	Outstanding POs to date	Total (incl. POs) to date	2020-21 Full Year Budget	November 20 FY Projection	FY Projection Less Annual Budget	2019-20 FY Actuals	GL Notes	More
72930000 - External services	0	0	0	0	14,000	14,000	2,741	(2) MVDC contribution towards Partnership	<a href="#">Transactions</a>
83950000 - Other income (V)	-3,400	0	-3,400	-79,000	-13,600	65,400	-13,600	Income for support services	<a href="#">Transactions</a>

This screen allows access to view **expense codes** and **detailed transactions** and to enter Budget Monitoring **comments** within the 'blue box'. **Note: All detailed comments are entered here.**

However, supporting GL Notes can be entered here as a note to aid monitoring. The notes are not included within budget monitoring comments review.

 Select Transactions

The transactions listed below are an extraction of Nominal Ledger screen (NML400 – Enquiry). **Note: See User Guide Account Transaction Enquiry (NML400)**

13 Jan 2021 Mole Valley District Council 10:50:47

CURRENT YEAR TRANSACTIONS									
A/c code:		0530183950000							
Descr:		BUILDINGCONTR OTHER(V)							
LIST OF TRANSACTIONS - EXCLUDING OUTSTANDING ORDERS									
Voucher Reference	Source Code	Journal Type	Period (YYYYPP)	Invoiced/journalled/banked	Description	Supplier/debtor	x	Imag	
3000861547	Sales Invoice	SL11	202104	-3,400.00	Q1 April-June 2020 Support : Service Charges, as per : BC Shared Services Agreement : FAO Rona Leitch, Accountancy	Tandridge District Council	1		
				-3,400.00					

 Select Cost Centre History tab to view previous notes/commentaries by BMTer and EHos.

Cost centre History ✕

☰ Options

History for 05-301 and Cycle: 000000

Export Grid Data

☑ Date	User	Stage	Action Text	Notes
15/12/2020 11:38:38	Piers Mason		Submit to accountant	Based on November budget monitoring from the partnership cost to MVDC revised to £14,000
15/12/2020 11:37:20	Piers Mason		Submit to Manager	
15/12/2020 11:36:45	Piers Mason		Save	Based on November budget monitoring from the partnership cost to MVDCC revised to £14,000
30/11/2020 09:47:14	Rob Pearce		000	
14/10/2020 15:22:45	Rob Pearce		000	
14/10/2020 15:20:05	Rob Pearce		000	
24/09/2020 16:28:02	Rob Pearce		000	
24/09/2020 14:23:25	Piers Mason		Submit to accountant	
24/09/2020 14:22:28	Piers Mason		Submit to Manager	
17/09/2020 08:26:26	Piers Mason		Save	
17/09/2020 08:26:26	Piers Mason		Save	Based on August budget monitoring from the partnership cost to MVDCC revised to £37,000