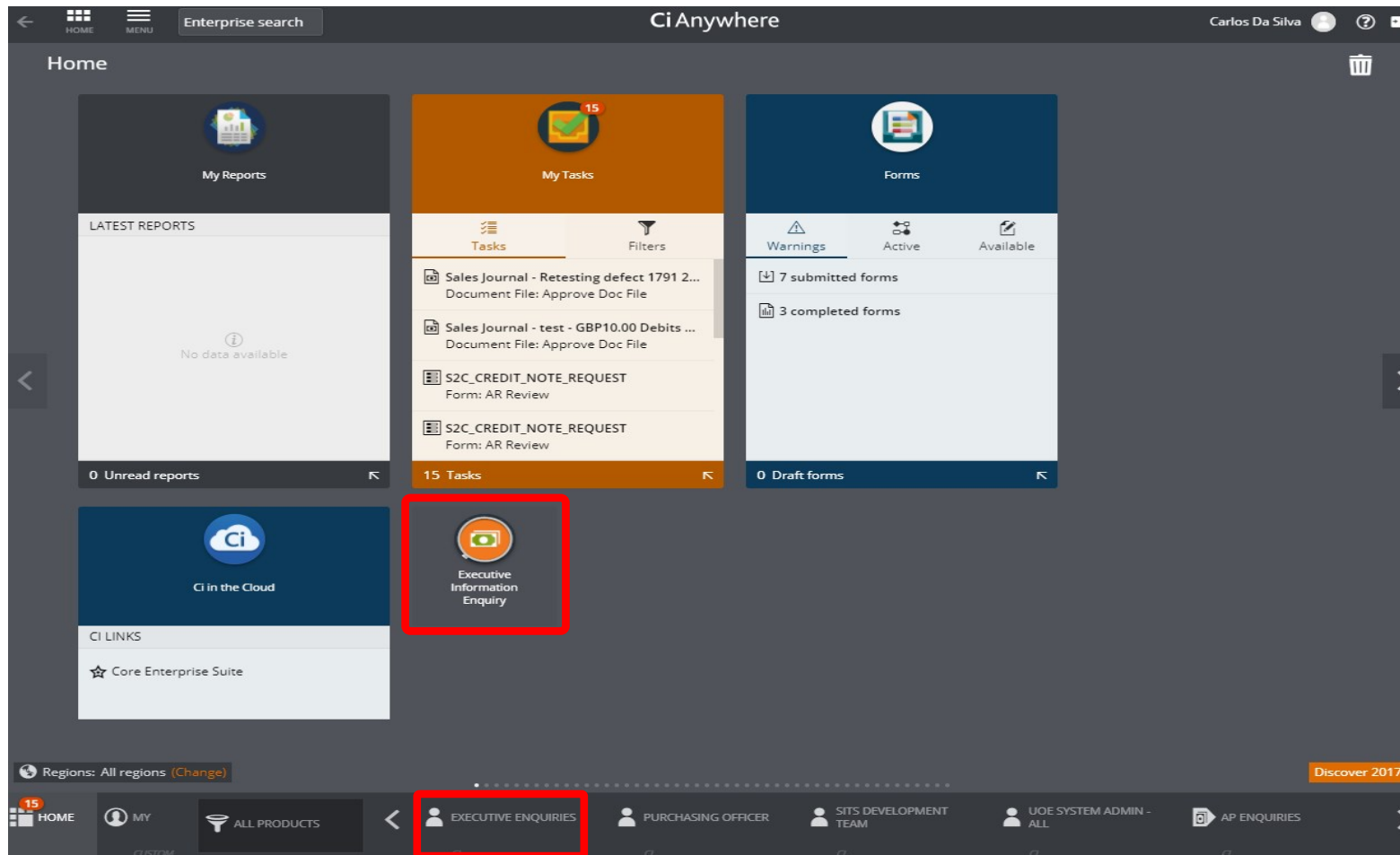


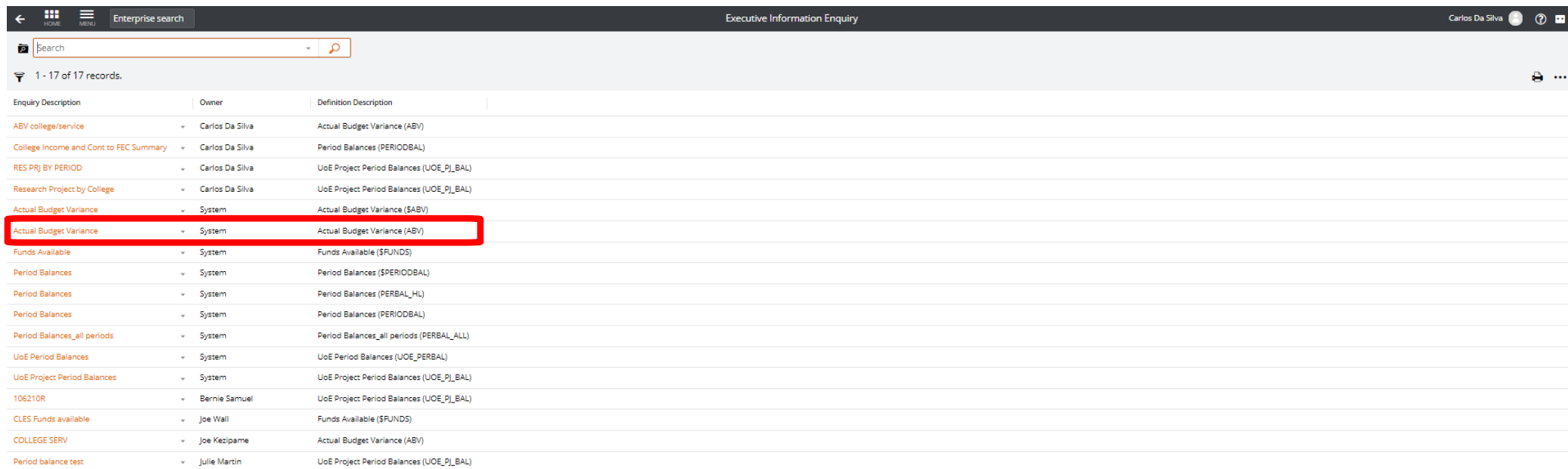
EIE Screen Guide

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T1's Executive Information Enquiry (EIE) tool allows you to carry out ad hoc account enquiries and drill down into the finance data via a complete finance code or a single finance code component to the transactional detail contained within the feeder modules. It can be accessed from your **Ci Anywhere Home** screen by clicking directly on the **Executive Information Enquiry** tile or by selecting the **Executive Enquiries** tab from the role bar.



On the EIE main page, select the required **Enquiry Description**. A useful enquiry is the **Actual Budget Variance (ABV)** which compares current accounting period and year-to-date actuals against the budget in the general ledger. Use the filter button on the left hand side to switch between system repots, your own saved versions or reports shared by other users. **N.B.** Reports with a \$ in the “Definition Description” are T1 defaults which are best left alone.



The screenshot shows the Executive Information Enquiry (EIE) interface. At the top, there is a search bar and a filter button. Below the search bar, it indicates '1 - 17 of 17 records'. The main table lists various enquiries with columns for Enquiry Description, Owner, and Definition Description. The 'Actual Budget Variance' row is highlighted with a red box.

Enquiry Description	Owner	Definition Description
ABV college/service	Carlos Da Silva	Actual Budget Variance (ABV)
College Income and Cont to FEC Summary	Carlos Da Silva	Period Balances (PERIOBAL)
RES PRJ BY PERIOD	Carlos Da Silva	UoE Project Period Balances (UOE_PJ_BAL)
Research Project by College	Carlos Da Silva	UoE Project Period Balances (UOE_PJ_BAL)
Actual Budget Variance	System	Actual Budget Variance (\$ABV)
Actual Budget Variance	System	Actual Budget Variance (ABV)
Funds Available	System	Funds Available (\$FUNDS)
Period Balances	System	Period Balances (\$PERIOBAL)
Period Balances	System	Period Balances (PERBAL_HL)
Period Balances	System	Period Balances (PERIOBAL)
Period Balances_all periods	System	Period Balances_all periods (PERBAL_ALL)
UoE Period Balances	System	UoE Period Balances (UOE_PERBAL)
UoE Project Period Balances	System	UoE Project Period Balances (UOE_PJ_BAL)
10621 OR	Bernie Samuel	UoE Project Period Balances (UOE_PJ_BAL)
CLES Funds available	Joe Wall	Funds Available (\$FUNDS)
COLLEGE SERV	Joe Kezipame	Actual Budget Variance (ABV)
Period balance test	Julie Martin	UoE Project Period Balances (UOE_PJ_BAL)

The key feature of EIE is the drill down facility into the finance codes or finance code components when they are highlighted in **orange**.

Also, by hovering to the right side of an “actuals” amount and clicking on the down arrow, there is the facility to view the list of the actual **transactions and financial commitments**. This information will open in a new web browser window so that the existing enquiry can still be returned to.

Besides being able to view the document supporting the transaction, there is also the facility to view any further attachments (like emails) and comments added about the transaction – you should also be able to add things here too should you wish.

N.B. There are some differences between the values in EIE and the Budget Holder Dashboard (BHD):

- * Transactions within EIE are true “Management Accounts” transactions, including period end accruals.
- * Commitments within EIE are Open Purchase Orders and any unapproved expense claim with a valid code (even a draft from the beginning of T1 time!)
- * Actual Transactions within the BHD are those that have been fully approved and either paid or awaiting payment
- * Commitments within BHD are un-receipted or receipted but unpaid purchase orders – this is to remove the reversing accruals from the BHD transaction listing for ease of use by our Budget Holders.

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Another benefit of EIE is the option to edit the enquiry by clicking on the **orange** drop down menu on the left hand side of the tool bar.

There is the facility to the **Customise Drill-Down Path** by changing the order or removing **general ledger account code** components that are not required in the enquiry.

The screenshot displays the EIE (Enterprise Information Enquiry) interface. At the top, there's a navigation bar with 'Enterprise search' and 'Actual Budget Variance'. Below this is a breadcrumb trail: '01 - UOE > 000 - Default > 0 - General Ledger'. A search bar labeled 'Search Budget Centre' is on the left. The main area is a table with columns: Period Actual, Period Budget, Period Var, Period %Var, Accum Actual, Accum Budget 18GLBUD, Accum Var, and Accum %Var. The table lists various budget centres, with '1000 - CLES-ADID' highlighted in red. A red arrow points from this row to a customisation menu on the right. The menu has an orange icon and the following options: 'Customise drill-down path', 'Modify criteria', 'Save', 'Save as', and 'Delete'. The 'Transaction Listing' and 'Commitment Listing' options are also visible in the table.

Budget Centre	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget 18GLBUD	Accum Var	Accum %Var
-	0	0	0	0	0	0	0	0
0016 - CM NBC 10	590	0	(590)	0	590	0	(590)	0
1000 - CLES-ADID	812,448	0	(812,448)	0	823,320	0	(823,320)	0
1001 - CLES-SP/EC/Intern	129,388	14,816	(114,572)	(773)	129,430	47,640	(81,790)	(172)
1002 - UEBS-GED Intern	211,363	0	(211,363)	0	211,395	789	(210,606)	(26,701)
1003 - PS-ERDF Innovat	(1,218)	0	1,218	0	(1,218)	2,378	3,595	151
1004 - CEMPS-ADE Minin	194,843	37,966	(156,878)	(413)	194,843	121,935	(72,908)	(60)
1005 - CEMPS-SP/LEC CO	(10,300)	0	10,300	0	(10,300)	0	10,300	0
1006 - CEMPS-Geotec Pt	(1,153)	0	1,153	0	(1,153)	0	1,153	0
1007 - UOEC HUMS-Hist	(19,186)	0	19,186	0	(19,186)	0	19,186	0
1008 - PS-TechSer RILD	160	3,638	3,478	96	160	10,946	10,786	99
1009 - PS-South Asia	80	0	(80)	0	80	0	(80)	0
1010 - UEMS-PGR Suppor	(40,000)	0	40,000	0	(40,000)	0	40,000	0
1011 - PS-REF	1,553	0	(1,553)	0	1,553	0	(1,553)	0
1012 - CEMPS-Electro M	6,174	0	(6,174)	100	0	150,008	150,008	100
1013 - UEMS-BMBS Incom	(23,880)	0	23,880	0	(1,922,371)	0	1,922,371	0
1014 - PS-Activity 10	0	0	0	0	0	0	0	0
1015 - PS-WP Act Acces	200	19,887	19,687	99	200	22,007	21,807	99
1016 - CLES-MBCT	250,390	0	(250,390)	0	250,390	0	(250,390)	0
1017 - SSIS-DOE SPA	0	0	0	0	0	(162)	(162)	100
1018 - SSIS-Stu Su GSE	5,000	5,316	316	6	5,000	13,703	8,703	64
1019 - CLES-Athena	(10,999)	2,716	13,715	505	(10,999)	9,973	20,972	210
1020 - PS-Bus Part&Adv	0	0	0	0	0	0	0	0
1021 - PS-Sen Mgmt Grp	0	6,845	6,845	100	0	7,893	7,893	100
	(416,062)	1,579,001	1,995,063	126	(418,123)	4,353,292	4,771,416	110

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← Enterprise search Actual Budget Variance Carlos Da Silva ?

Customise Drill-Down Path

Search/ Add all →

Drill-Down Path (Drag to re-order) Remove all ✕

Entity	✕
Activity	✕
Source	✕
Budget Centre	✕
Account Type	✕
Nominal Account	✕
College / Service	✕
Discipline / Dept	✕
Sub Disc / Sub Dept	✕
HESA Level 1	✕
HESA Level 2	✕
HESA Level 3	✕
Institute	✕
Campus	✕
Budget Manager	✕
Stat Reporting Summ	✕
Stat Reporting Det	✕
Summary Level	✕
Budget Level	✕
PS Link	✕
GL Bal Brought Forw	✕
Consolidated Entity	✕
Division	✕

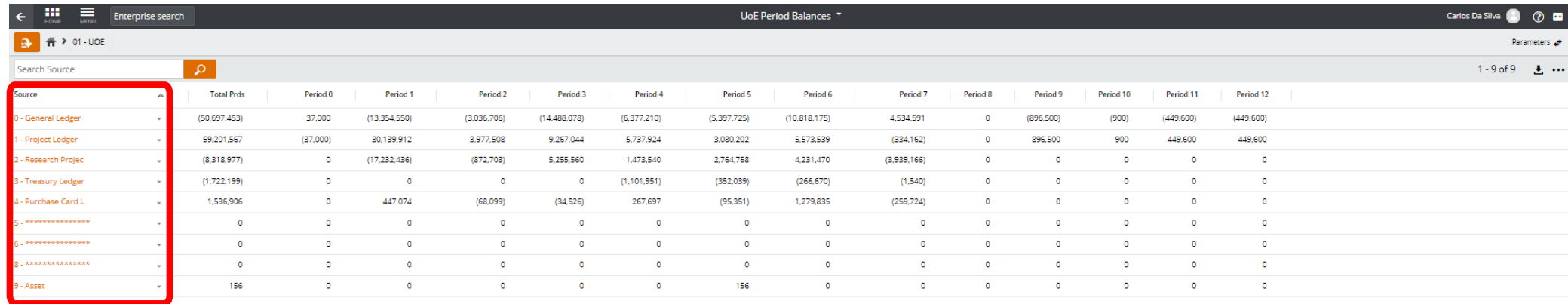
☐ Drill-down path restricted to the selected entities

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Selecting the **Source** account code component of the **general ledger account code** in the **Customise Drill-Down Path** can be used to make transactional enquiries by each of the ledgers; e.g.; @-@@@-2-@@@@-@@@@@ will allow drill down functionality of **Research Projects**.



Source	Total Prds	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
0 - General Ledger	(50,697,453)	37,000	(13,354,550)	(3,036,706)	(14,488,078)	(6,377,210)	(5,397,725)	(10,818,175)	4,534,591	0	(896,500)	(900)	(449,600)	(449,600)
1 - Project Ledger	59,201,567	(37,000)	30,139,912	3,977,508	9,267,044	5,737,924	3,080,202	5,573,539	(334,162)	0	896,500	900	449,600	449,600
2 - Research Project	(8,318,977)	0	(17,232,436)	(872,703)	5,255,560	1,473,540	2,764,758	4,231,470	(3,939,166)	0	0	0	0	0
3 - Treasury Ledger	(1,722,199)	0	0	0	0	(1,101,951)	(352,039)	(266,670)	(1,540)	0	0	0	0	0
4 - Purchase Card L	1,536,906	0	447,074	(68,099)	(34,526)	267,697	(95,351)	1,279,835	(259,724)	0	0	0	0	0
5 - *****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - *****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8 - *****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9 - Asset	156	0	0	0	0	0	156	0	0	0	0	0	0	0

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Another useful option is to **Modify Criteria** to filter for a specific account code component (or components) and/or selection types (e.g. budget centre **College/Service**, Discipline/Division (**Discipline/Dept**), Sub Discipline (**Sub Disc/Sub Dept**)).

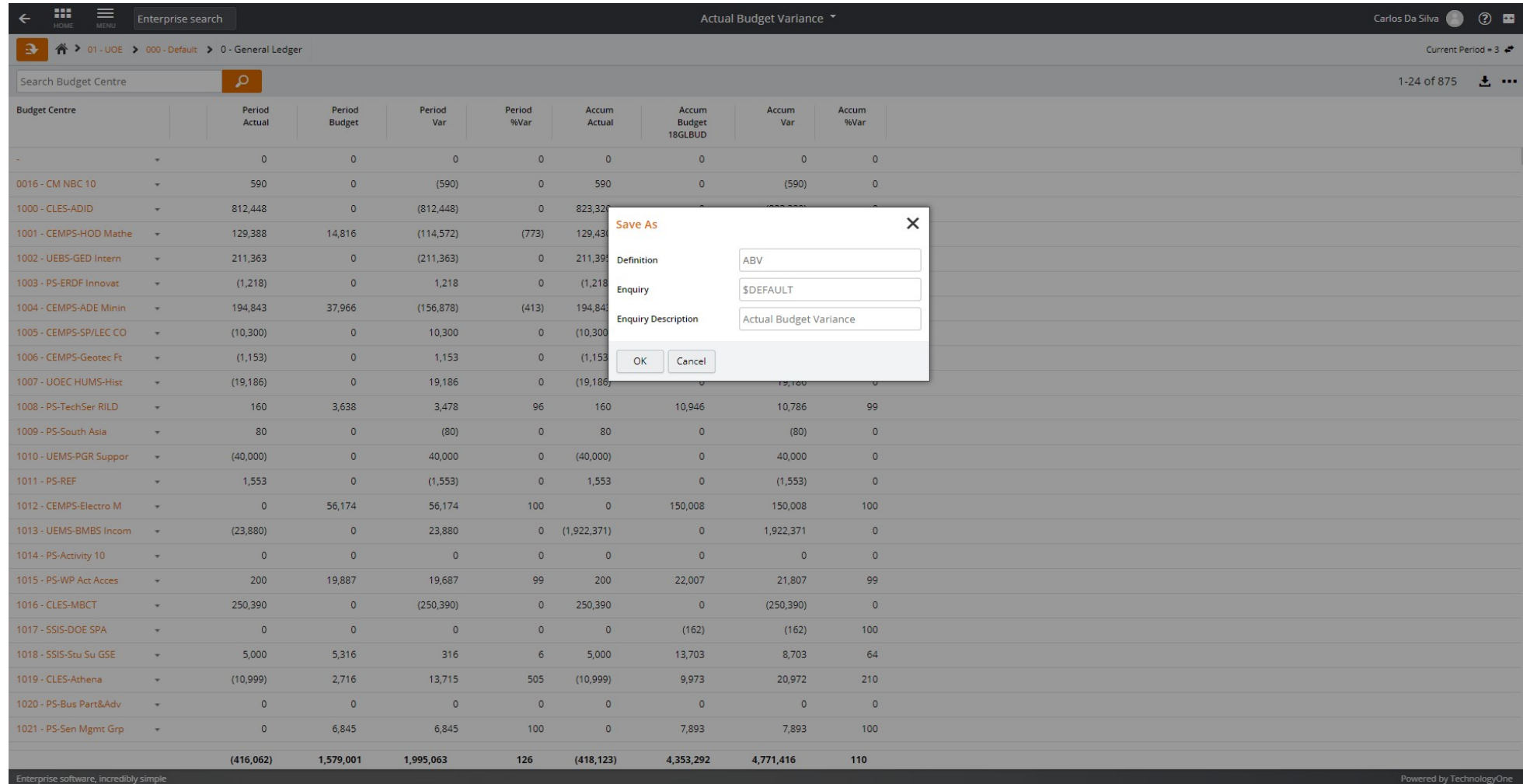
The screenshot displays the EIE software interface. At the top, there's a navigation bar with 'HOME', 'MENU', and 'Enterprise search'. Below this, a breadcrumb trail shows '01 - UOE > 000 - Default > 0 - General Ledger'. A search bar for 'Search Budget Centre' is present. The main area is a table with columns: Budget Centre, Period Actual, Period Budget, Period Var, Period %Var, Accum Actual, Accum Budget 18GLBUD, Accum Var, and Accum %Var. The table lists various budget centres like '0016 - CM NBC 10', '1000 - CLES-ADID', etc. A 'Criteria' dialog box is open, showing a search for 'Budget Centre' with the value '0' and the operator 'Is equal to'. A dropdown menu is open, listing budget centres and account names. The bottom of the screen shows 'Enterprise software, incredibly simple' and 'Powered by TechnologyOne'.

Budget Centre	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget 18GLBUD	Accum Var	Accum %Var
-	0	0	0	0	0	0	0	0
0016 - CM NBC 10	590	0	(590)	0	590	0	(590)	0
1000 - CLES-ADID	812,448	0	(812,448)	0	823,320	0	(823,320)	0
1001 - CEMPS-HOD Mathe	129,388	14,816	(114,572)	88.6	129,388	14,816	(114,572)	88.6
1002 - UEBS-GED Intern	211,363	0	(211,363)	0	211,363	0	(211,363)	0
1003 - PS-ERDF Innovat	(1,218)	0	1,218	0	(1,218)	0	1,218	0
1004 - CEMPS-ADE Minin	194,843	37,966	(156,877)	80.5	194,843	37,966	(156,877)	80.5
1005 - CEMPS-SP/LEC CO	(10,300)	0	10,300	0	(10,300)	0	10,300	0
1006 - CEMPS-Geotec Ft	(1,153)	0	1,153	0	(1,153)	0	1,153	0
1007 - UOEC HUMS-Hist	(19,186)	0	19,186	0	(19,186)	0	19,186	0
1008 - PS-TechSer RILD	160	3,638	3,478	98.3	160	3,638	3,478	98.3
1009 - PS-South Asia	80	0	(80)	0	80	0	(80)	0
1010 - UEMS-PGR Suppor	(40,000)	0	40,000	0	(40,000)	0	40,000	0
1011 - PS-REF	1,553	0	(1,553)	0	1,553	0	(1,553)	0
1012 - CEMPS-Electro M	0	56,174	56,174	100	0	150,008	150,008	100
1013 - UEMS-BMBS Incom	(23,880)	0	23,880	0	(1,922,371)	0	1,922,371	0
1014 - PS-Activity 10	0	0	0	0	0	0	0	0
1015 - PS-WP Act Acces	200	19,887	19,687	99	200	22,007	21,807	99
1016 - CLES-MBCT	250,390	0	(250,390)	0	250,390	0	(250,390)	0
1017 - SSIS-DOE SPA	0	0	0	0	0	(162)	(162)	100
1018 - SSIS-Stu Su GSE	5,000	5,316	316	6	5,000	13,703	8,703	64
1019 - CLES-Athena	(10,999)	2,716	13,715	505	(10,999)	9,973	20,972	210
1020 - PS-Bus Part&Adv	0	0	0	0	0	0	0	0
1021 - PS-Sen Mgmt Grp	0	6,845	6,845	100	0	7,893	7,893	100
	(416,062)	1,579,001	1,995,063	126	(418,123)	4,353,292	4,771,416	110

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There is also the option to **Save** the custom enquiry against your user account. This enquiry can then be accessed from the EIE main page at a later date – REMEMBER, please save your report early on and always before adjusting the “Current Period” and other parameters on the right hand side.




The screenshot displays the EIE software interface. At the top, there's a navigation bar with 'HOME', 'MENU', and 'Enterprise search' fields. The main header shows 'Actual Budget Variance' and the user 'Carlos Da Silva'. Below this, a breadcrumb trail indicates the current path: '01 - UOE > 000 - Default > 0 - General Ledger'. A search bar for 'Budget Centre' is present. The main area is a table with columns for Budget Centre, Period Actual, Period Budget, Period Var, Period %Var, Accum Actual, Accum Budget 18GLBUD, Accum Var, and Accum %Var. The table lists various budget centres with their respective values. A 'Save As' dialog box is open in the center, with fields for 'Definition' (ABV), 'Enquiry' (\$DEFAULT), and 'Enquiry Description' (Actual Budget Variance). The dialog has 'OK' and 'Cancel' buttons. The footer of the interface includes 'Enterprise software, incredibly simple' and 'Powered by TechnologyOne'.

Budget Centre	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget 18GLBUD	Accum Var	Accum %Var
-	0	0	0	0	0	0	0	0
0016 - CM NBC 10	590	0	(590)	0	590	0	(590)	0
1000 - CLES-ADID	812,448	0	(812,448)	0	823,320	0	(823,320)	0
1001 - CEMPS-HOD Mathe	129,388	14,816	(114,572)	(773)	129,430	0	(129,430)	0
1002 - UEBS-GED Intern	211,363	0	(211,363)	0	211,390	0	(211,390)	0
1003 - PS-ERDF Innovat	(1,218)	0	1,218	0	(1,218)	0	1,218	0
1004 - CEMPS-ADE Minin	194,843	37,966	(156,878)	(413)	194,843	0	(194,843)	0
1005 - CEMPS-SP/LEC CO	(10,300)	0	10,300	0	(10,300)	0	10,300	0
1006 - CEMPS-Geotec Ft	(1,153)	0	1,153	0	(1,153)	0	1,153	0
1007 - UOEC HUMS-Hist	(19,186)	0	19,186	0	(19,186)	0	19,186	0
1008 - PS-TechSer RILD	160	3,638	3,478	96	160	10,946	10,786	99
1009 - PS-South Asia	80	0	(80)	0	80	0	(80)	0
1010 - UEMS-PGR Suppor	(40,000)	0	40,000	0	(40,000)	0	40,000	0
1011 - PS-REF	1,553	0	(1,553)	0	1,553	0	(1,553)	0
1012 - CEMPS-Electro M	0	56,174	56,174	100	0	150,008	150,008	100
1013 - UEMS-BMBS Incom	(23,880)	0	23,880	0	(1,922,371)	0	1,922,371	0
1014 - PS-Activity 10	0	0	0	0	0	0	0	0
1015 - PS-WP Act Acces	200	19,887	19,687	99	200	22,007	21,807	99
1016 - CLES-MBCT	250,390	0	(250,390)	0	250,390	0	(250,390)	0
1017 - SSIS-DOE SPA	0	0	0	0	0	(162)	(162)	100
1018 - SSIS-Stu Su GSE	5,000	5,316	316	6	5,000	13,703	8,703	64
1019 - CLES-Athena	(10,999)	2,716	13,715	505	(10,999)	9,973	20,972	210
1020 - PS-Bus Part&Adv	0	0	0	0	0	0	0	0
1021 - PS-Sen Mgmt Grp	0	6,845	6,845	100	0	7,893	7,893	100
	(416,062)	1,579,001	1,995,063	126	(418,123)	4,353,292	4,771,416	110

EIE also has the functionality to **Send to Excel** the enquiry by clicking the **export button**  on the right hand side of the tool bar.

Also, the custom enquiry created can be **shared** with other users by clicking the **menu button**  on the left hand side of the tool bar.

T1 has a handy EIE training video. This can be accessed via the **question mark**  top right, once within the EIE function

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The screenshot shows the EIE screen with the following components:

- Menu:** A red box highlights the 'Menu' icon in the top left corner.
- Download:** A red box highlights the 'Download' icon in the top right corner.
- Options:** A red box highlights the 'Options' menu in the bottom right corner.
- Table:** A table with columns: Budget Centre, Period Actual, Period Budget, Period Var, Period %Var, Accum Actual, Accum Budget 18GLBUD, Accum Var, and Accum %Var. The table lists various budget centres and their corresponding values.
- Callouts:** Three callouts are shown: 'Send to Excel' (pointing to the 'Download' icon), 'Executive Information Enquiry Help' (pointing to the 'Options' menu), and 'Options' (pointing to the 'Options' menu).

Budget Centre	Period Actual	Period Budget	Period Var	Period %Var	Accum Actual	Accum Budget 18GLBUD	Accum Var	Accum %Var
-	0	0	0	0	0	0	0	0
0016 - CM NBC 10	590	0	(590)	0	590	0	(590)	0
1000 - CLES-ADID	812,448	0	(812,448)	0	823,320	0	(823,320)	0
1001 - CEMPS-HOD Mathe	129,388	14,816	(114,572)	(77%)	129,430	47,640	(81,790)	(172)
1002 - UEBIS-GED Intern	211,363	0	(211,363)	0	211,363	789	(210,606)	(26,701)
1003 - PS-ERDF Innovat	(1,218)	0	1,218	0	(1,218)	2,378	3,595	151
1004 - CEMPS-ADE Minin	194,843	37,966	(156,878)	(413)	194,843	121,935	(72,908)	(60)
1005 - CEMPS-SP/LEC CO	(10,300)	0	10,300	0	(10,300)	0	10,300	0
1006 - CEMPS-Geotec Ft	(1,153)	0	1,153	0	(1,153)	0	1,153	0
1007 - UOEC HUMS-Hist	(19,186)	0	19,186	0	(19,186)	0	19,186	0
1008 - PS-TechSer RILD	160	3,638	3,478	96	160	10,946	10,786	99
1009 - PS-South Asia	80	0	(80)	0	80	0	(80)	0
1010 - UEMS-PGR Suppor	(40,000)	0	40,000	0	(40,000)	0	40,000	0
1011 - PS-REF	1,553	0	(1,553)	0	1,553	0	(1,553)	0
1012 - CEMPS-Electro M	0	56,174	56,174	100	0	150,008	150,008	100
1013 - UEMS-BMBS Incom	(23,880)	0	23,880	0	(1,922,3...	0	1,922,371	0
1014 - PS-Activity 10	0	0	0	0	0	0	0	0
1015 - PS-WP Act Acces	200	19,887	19,687	99	200	22,007	21,807	99
1016 - CLES-MBCT	250,390	0	(250,390)	0	250,390	0	(250,390)	0
1017 - SSIS-DOE SPA	0	0	0	0	0	(162)	(162)	100
1018 - SSIS-Stu Su GSE	5,000	5,316	316	6	5,000	13,703	8,703	64
1019 - CLES-Athens	(10,999)	2,716	13,715	505	(10,999)	9,973	20,972	210
1020 - PS-Bus Part&Adv	0	0	0	0	0	0	0	0
1021 - PS-Sen Mgmt Grp	0	6,845	6,845	100	0	7,893	7,893	100
	(416,062)	1,579,001	1,995,063	126	(418,123)	4,353,292	4,771,416	110