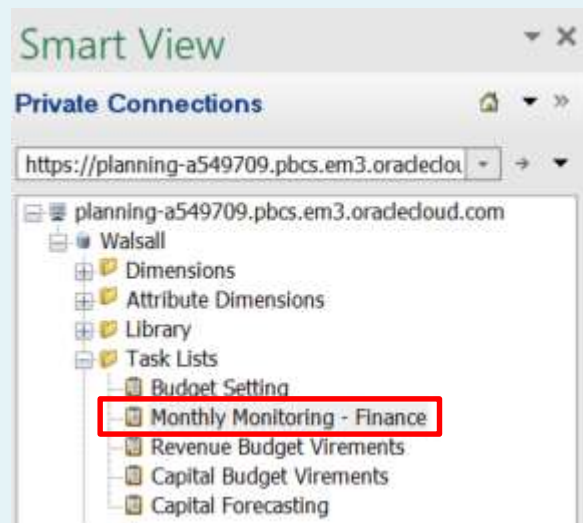


Pay Monitoring Zoom In and Zoom Out

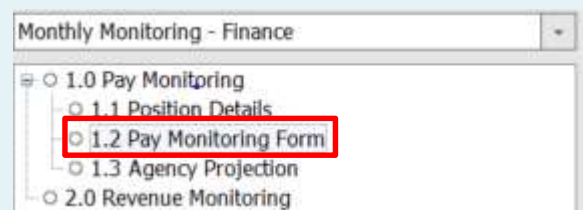
1

Pay Monitoring – Ad-hoc Zoom In/Out Process

1. Select the form you want to work on by selecting it from the **Smart View** panel i.e. Pay Monitoring by selecting the Monthly Monitoring- Finance Option shown below:

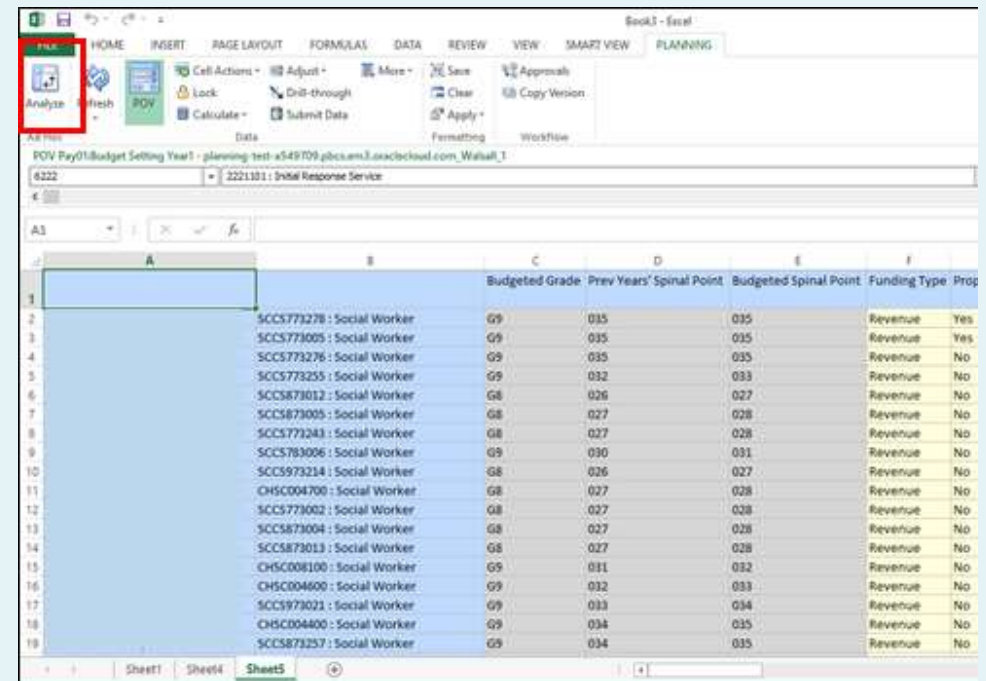


This will expand into the options below. Select Pay Monitoring Form



2

2. Once the form is open select **Analyze** to open the form in **Ad-Hoc**. This will open another tab and allow you to enter data at multiple cost centre level.



4

POV [Book3]Sh... ▾ ×

Details	▾
Budget-20	▾
Working	▾
Default Properties	▾
FY20	▾
6222:Vulnerable Children	▾
2221101 : Initial Response Service	▾

Refresh 

- 
- POV

The screenshot shows the Microsoft Excel interface with the 'Formulas' ribbon active. The 'POV' sheet is selected in the sheet tab bar. The formula bar displays '=A1'. The spreadsheet data includes columns for 'Actual', 'Current Grade', 'Prev Years' Spinal Point', 'Weekly Post Hours', 'Weekly Contracted Hours', 'Annual Weeks', and 'Pension Type'. Red arrows point from the 'POV' sheet tab to the formula bar and the data cells.

Please note the data should be in the following order and look like the image below

- Column D & E can be in any order i.e Total employee then Total position

[illegible]

4. Scroll to find **Total Employee** select this cell and click **Keep only** in the planning ad-hoc ribbon.

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Filter' group, and the 'Keep Only' button is highlighted with a red box. Below the ribbon, a portion of a data table is visible, showing columns for employee details and monitoring status. The table has columns for 'A' through 'G'. The data includes employee names, IDs, and monitoring details.

	A	B	C	D	E	F	G
1						Forecast	Forecast
2						Mar Monitoring Details	Mar Monitoring Details
3							
4						Current Grade	Prev Years' Spinal P
5	6610 Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	LD55125400 : Principal Solicitor		G13	G50
6	6610 Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	LD55020100 : Solicitor			
7	6610 Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	AL25030600 : Head of Law - Non Contentious		G16	G62
8	6610 Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	LD55025500 : Solicitor		G11	G43
9	6610 Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	Total Position			
10	6610 Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	Total Position			
11							

Pay Monitoring Zoom In and Zoom Out

5

5. You should have just **one line** where you can now bring in your data for your code service areas at multiple cost centre level. To adjust your Service Type & Cost Centre to show the data you want please see below:

	A	B	C	D	E	F	G
1						Forecast	Forecast
2						Mar Monitoring Details	Mar Monitoring Details
3							
4						Current Grade	Prev Years' Spinal Point
5	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	Total Position	Total Employee		
6							
7							

6. Select the **Additional cell** (AD0000) in **Column C** and click **Zoom Out** in the planning ad-hoc ribbon until you reach **Total Additional** in the cell as shown in the images below:

	A	B	C
1			
2	6222:Vulnerable Children	2221101 : Initial Response Service	AD0000 : Default
3	6222:Vulnerable Children	2221101 : Initial Response Service	AD0000 : Default
4	6222:Vulnerable Children	2221101 : Initial Response Service	AD0000 : Default

6

	A	B	C	D	E	F	G
1						Actual	Actual
2						Current Grade	Prev Years' Spinal Point
3	6633:Benefits	6331060 : Processing	Total Additional	Total Employee	Total Position		

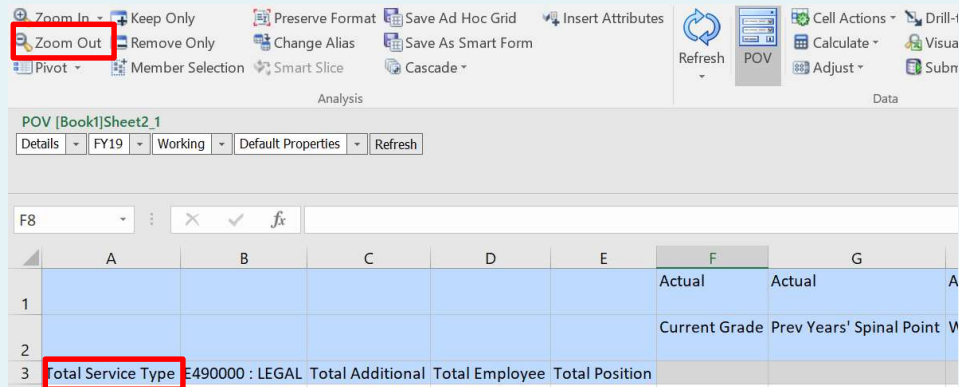
7. Select the cost centre in **Column B** and Click **Zoom Out** until you reach to the area you want to work on. For example **LEGAL** service area.

	A	B	C	D	E	F	G
1						Actual	Actual
2						Current Grade	Prev Y
3	6610:Legal & Democratic Services	E490000 : LEGAL	Total Additional	Total Employee	Total Position		
4							

Pay Monitoring ZoomIn and Zoom Out

7

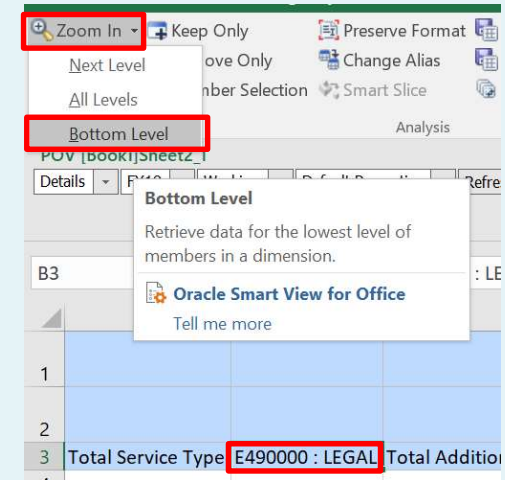
8. Select the **Service Type** cell (6610) in **Column A** and click **Zoom Out** in the planning ad-hoc ribbon until you reach **Total Service Type** in the cell as shown in the images below:



9. To pull the relevant data relating to your code combinations you need to now zoom into the lowest levels so you can input data into the forms.

8

10. Select the **Service Area** in **Column B** and click the drop down arrow next to **Zoom In** and **Select Bottom Level**.



This will bring in all of the cost centres relating to that service area as shown below.

Pay Monitoring Zoom In and Zoom Out

9

11. Select the **Cost Centre Heading (LEGAL)** and click **Remove Only** in the planning ad-hoc ribbon to remove this line.

The screenshot shows the Oracle Smart View for Office interface. The 'Remove Only' button is highlighted in the ribbon. A dropdown menu is open, showing the 'Remove Only' action. The table below shows the 'LEGAL' cost center heading selected.

	A	B	C	D	E
1					
2					
3	Total Service Type	E490000 : LEGAL	Total Additional	Total Employee	Total Position
4	Total Service Type	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
5	Total Service Type	6101020 : Litigation	Total Additional	Total Employee	Total Position
6	Total Service Type	6101030 : Social Care Team	Total Additional	Total Employee	Total Position
7	Total Service Type	6101060 : Admin Support	Total Additional	Total Employee	Total Position
8	Total Service Type	6101070 : Built Environment Team	Total Additional	Total Employee	Total Position

12. Select **Total Service Type** in **Column A** and click **Zoom In, Bottom Level** to view all Service Types available within Legal. (or the area you have chosen).

The screenshot shows the Oracle Smart View for Office interface. The 'Zoom In, Bottom Level' button is highlighted in the ribbon. A dropdown menu is open, showing the 'Zoom In, Bottom Level' action. The table below shows the 'Total Service Type' column selected.

	A	B	C	D	E
1					
2					
3	Total Service Type	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
4	Total Service Type	6101020 : Litigation	Total Additional	Total Employee	Total Position

10

13. Select **Total Service Type** and click **Remove Only** to get rid of this line.

The screenshot shows the Oracle Smart View for Office interface. The 'Remove Only' button is highlighted in the ribbon. A dropdown menu is open, showing the 'Remove Only' action. The table below shows the 'Total Service Type' column selected.

	A	B	C	D	E
1					
2					
3	Total Service Type	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
4	6610:Legal & Democratic Services	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
5	Total Service Type	6101020 : Litigation	Total Additional	Total Employee	Total Position
6	6610:Legal & Democratic Services	6101020 : Litigation	Total Additional	Total Employee	Total Position
7	Total Service Type	6101030 : Social Care Team	Total Additional	Total Employee	Total Position

14. Select **Total Additional** in **Column C** and click **Zoom In, Bottom Level**. This will bring up all the additional codes relating to the area selected.

The screenshot shows the Oracle Smart View for Office interface. The 'Zoom In, Bottom Level' button is highlighted in the ribbon. A dropdown menu is open, showing the 'Zoom In, Bottom Level' action. The table below shows the 'Total Additional' column selected.

	A	B	C	D	E
1					
2					
3	Total Service Type	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
4	6610:Legal & Democratic Services	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
5	Total Service Type	6101020 : Litigation	Total Additional	Total Employee	Total Position
6	6610:Legal & Democratic Services	6101020 : Litigation	Total Additional	Total Employee	Total Position

Pay Monitoring Zoom In and Zoom Out

11

15. Select **Total Additional** and click **Remove Only** to get rid of this line.

The screenshot shows the Oracle Smart View for Office interface. The 'Remove Only' context menu is open over the 'Total Additional' cell in column C, row 3. The menu options are 'Remove Only' (highlighted with a red box) and 'Oracle Smart View for Office'.

	A	B	C	D	E
1					
2					
3	Total Service Type	6101010 : Commercial Team	Total Additional	Total Employee	Total Position
4	Total Service Type	6101010 : Commercial Team	AD0000 : Default	Total Employee	Total Position
5	6610:Legal & Democratic Services	6101010 : Commercial Team	Total Additional	Total Employee	Total Position

16. Select **Total Employee** in **Column D** and click **Zoom in, Bottom Level**. This will bring up all the employees related to that area.

The screenshot shows the Oracle Smart View for Office interface. The 'Zoom In, Bottom Level' context menu is open over the 'Total Employee' cell in column D, row 3. The menu options are 'Zoom In, Bottom Level' (highlighted with a red box) and 'Oracle Smart View for Office'.

	A	B	C	D	E
1					
2					
3	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	Total Employee	Total Position
4	6610:Legal & Democratic Services	6101020 : Litigation	AD0000 : Default	Total Employee	Total Position

12

17. Select **Total Employee** and click **Remove Only** to get rid of this line.

The screenshot shows the Oracle Smart View for Office interface. The 'Remove Only' context menu is open over the 'Total Employee' cell in column D, row 3. The menu options are 'Remove Only' (highlighted with a red box) and 'Oracle Smart View for Office'.

	A	B	C	D
1				
2				
3	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	Total Employee

18. Select **Total Position** in **Column E** and click **Zoom in, Bottom Level**. This will bring up all the positions related to that area.

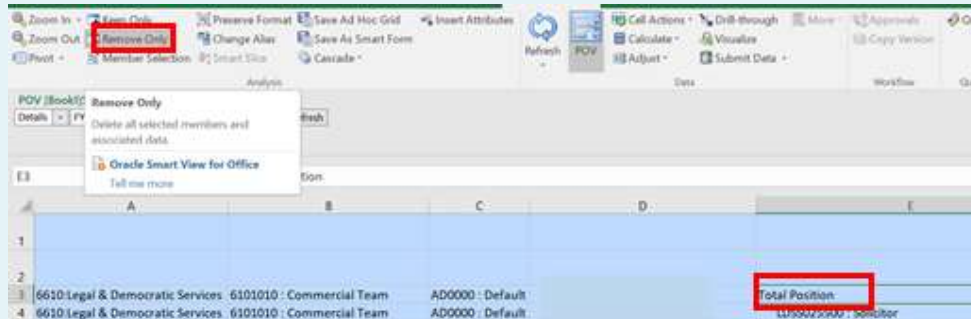
The screenshot shows the Oracle Smart View for Office interface. The 'Zoom In, Bottom Level' context menu is open over the 'Total Position' cell in column E, row 3. The menu options are 'Zoom In, Bottom Level' (highlighted with a red box) and 'Oracle Smart View for Office'.

	A	B	C	D	E	F
1						Actual
2						Current Grade
3	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default		Total Position	
4	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default		Total Position	
5	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default		Total Position	
6	6610:Legal & Democratic Services	6101010 : Commercial Team	AD0000 : Default	Vacancy 1	Total Position	
7	6610:Legal & Democratic Services	6101020 : Litigation	AD0000 : Default		Total Position	

Pay Monitoring Zoom In and Zoom Out

13

19. Select **Total Position** and click **Remove Only** to get rid of this line.



20. You will then be left with data you are able to require and can manipulate. The cells which are editable will turn **YELLOW**, which is when you will know you can enter your forecast information.

Further Support If you have any further queries, please contact the **One Source helpdesk** on **01922 654320**.