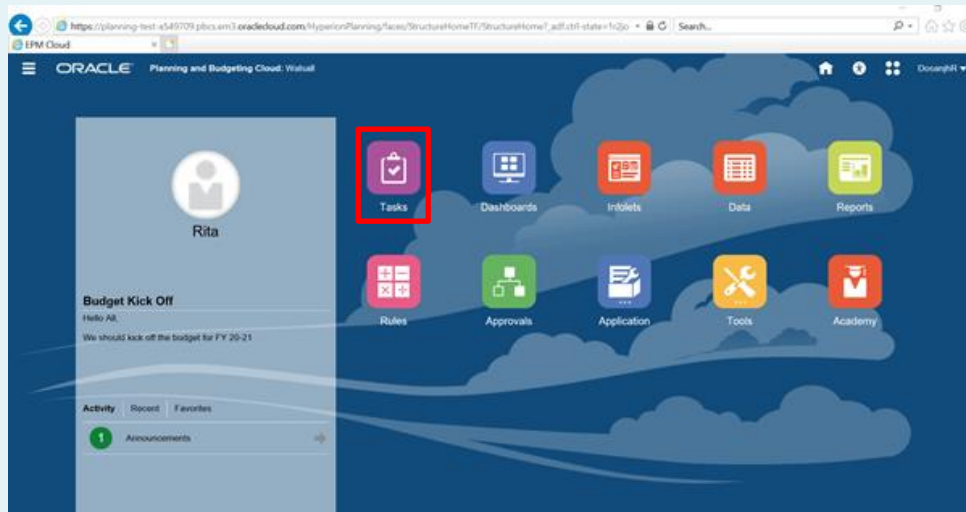


# Capital Forecasting on PBCS

1

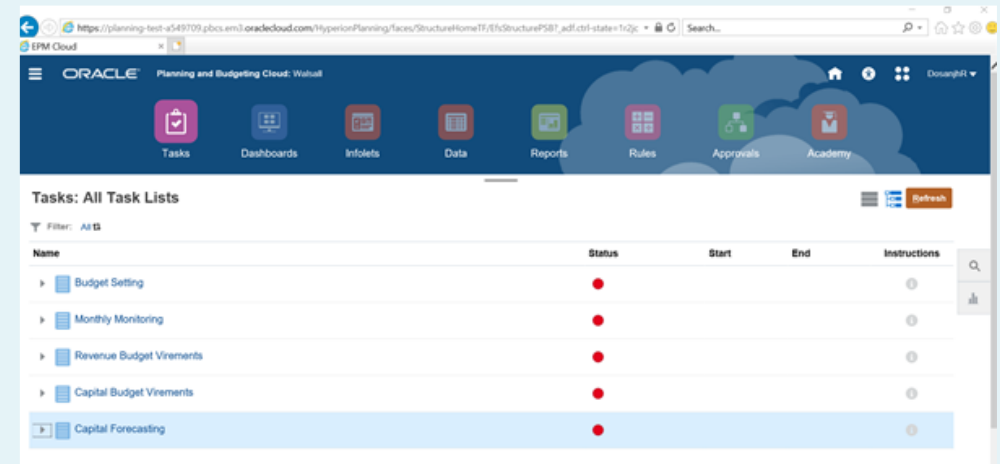
1. To access Planning and Budgeting Cloud Service (PBCS) please click here: [https://planning-a549709.pbcs.em3.oraclecloud.com/HyperionPlanning/faces/LogOn?\\_afdf.ctrl-state=rt47s06t3\\_5](https://planning-a549709.pbcs.em3.oraclecloud.com/HyperionPlanning/faces/LogOn?_afdf.ctrl-state=rt47s06t3_5)

2. Select **Tasks**



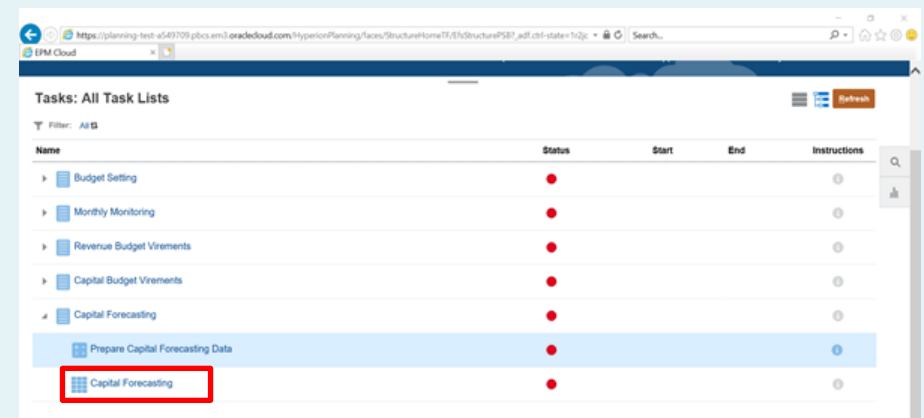
2

3. Click on  to the left of **Capital Forecasting**



4. Click on 

Capital Forecasting



# Capital Forecasting on PBCS

3

5. Click on **Service Type**

The screenshot shows the 'Capital Forecasting' interface. The 'Service Type' dropdown menu is open, and '7100' is selected. The table below shows the data for the selected service type.

| Years                                          | Funding | Approved Budget | Carry Forward From Previous Year | Approved + CFwd | In Year Adjustments | Revised Budget | Actual To Date | Commitments | Current Year Forecast |
|------------------------------------------------|---------|-----------------|----------------------------------|-----------------|---------------------|----------------|----------------|-------------|-----------------------|
| FY19                                           | 71      | 640,000         | 72,000                           | 612,000         | 5,000               | 612,000        | 377,975.32     | 3,000       | 15                    |
| K200000 : CHILDRENS CAPITAL                    |         |                 |                                  |                 |                     |                |                |             |                       |
| K300000 : ECONOMY & ENVIRONMENT CAPITAL        |         |                 |                                  |                 |                     |                |                |             |                       |
| K400000 : RESOURCES AND TRANSFORMATION CAPITAL |         |                 |                                  |                 |                     |                |                |             |                       |
| K500000 : ADULT SOCIAL CARE CAPITAL            |         |                 |                                  |                 |                     |                |                |             |                       |
| K600000 : CAPITAL LEASING                      |         |                 |                                  |                 |                     |                |                |             |                       |
| K900000 : CENTRAL FINANCE CAPITAL              |         |                 |                                  |                 |                     |                |                |             |                       |
| K00000 : CAPITAL                               | 71      | 540,000         | 72,000                           | 612,000         | 0                   | 612,000        | 377,975.32     | 3,000       | 15                    |
| K00000 : CAPITAL                               | 71      | 540,000         | 72,000                           | 612,000         | 0                   | 612,000        | 377,975.32     | 3,000       | 15                    |

6. This will then display a list of service types for you to select (below list of capital service types). Click on the **relevant service type**. When selected, a tick will appear next to it. Then click **OK**.

| Service Type | Description                   |
|--------------|-------------------------------|
| 7100         | Childrens Services Capital    |
| 7150         | Education Capital             |
| 7155         | Schools DFC                   |
| 7200         | Economy & Environment Capital |
|              | Resources & Transformation    |
| 7300         | Capital                       |
| 7400         | Adults Capital                |
| 7500         | Leasing                       |
| 7600         | Capital - Centrally Held      |

4

The screenshot shows the 'Select a Member' dialog box. The 'Service Type' dropdown is open, and '7300' is selected. The table below shows the data for the selected service type.

| Service Type | Total Service Type |
|--------------|--------------------|
| 7000         | 7000               |
| 7100         | 7100               |
| 7150         | 7150               |
| 7155         | 7155               |
| 7200         | 7200               |
| 7300         | 7300               |
| 7400         | 7400               |
| 7500         | 7500               |
| 7600         | 7600               |

7. The **Service Type** will turn yellow then click on the right facing arrow this will display data for the relevant service type requested

The screenshot shows the 'Capital Forecasting' interface. The 'Service Type' dropdown menu is open, and '7300' is selected. The table below shows the data for the selected service type.

| Years                                          | Funding | Approved Budget | Carry Forward From Previous Year | Approved + CFwd | In Year Adjustments | Revised Budget | Actual To Date | Commitments | Current Year Forecast |
|------------------------------------------------|---------|-----------------|----------------------------------|-----------------|---------------------|----------------|----------------|-------------|-----------------------|
| FY19                                           | 73      | 422.34          |                                  | 422.34          |                     |                | 422.34         |             |                       |
| K200000 : CHILDRENS CAPITAL                    |         |                 |                                  |                 |                     |                |                |             |                       |
| K300000 : ECONOMY & ENVIRONMENT CAPITAL        |         |                 |                                  |                 |                     |                |                |             |                       |
| K400000 : RESOURCES AND TRANSFORMATION CAPITAL |         |                 |                                  |                 |                     |                |                |             |                       |
| K500000 : ADULT SOCIAL CARE CAPITAL            |         |                 |                                  |                 |                     |                |                |             |                       |
| K600000 : CAPITAL LEASING                      |         |                 |                                  |                 |                     |                |                |             |                       |
| K900000 : CENTRAL FINANCE CAPITAL              |         |                 |                                  |                 |                     |                |                |             |                       |
| K00000 : CAPITAL                               | 73      | 422.34          |                                  | 422.34          |                     |                | 422.34         |             |                       |
| K00000 : CAPITAL                               | 73      | 422.34          |                                  | 422.34          |                     |                | 422.34         |             |                       |

# Capital Forecasting on PBCS

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Capital Forecasting

Years: FY19 Service Type: 7300

Save Refresh Actions Complete Previous Back Close

Data Ad hoc Format

|                                                | Funding    | Approved Budget | Carry forward From Previous Year | Approved + CFwd | In Year Adjustments | Revised Budget | Actual To Date | Comments | Current Year Forecast |
|------------------------------------------------|------------|-----------------|----------------------------------|-----------------|---------------------|----------------|----------------|----------|-----------------------|
|                                                | BegBalance | BegBalance      | BegBalance                       | BegBalance      | YearTotal           |                | YearTotal      | Feb      | BegBalance            |
| K200000 : CHILDRENS CAPITAL                    |            |                 |                                  |                 |                     |                |                |          |                       |
| K300000 : ECONOMY & ENVIRONMENT CAPITAL        |            |                 |                                  |                 |                     |                |                |          |                       |
| K400000 : RESOURCES AND TRANSFORMATION CAPITAL |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |
| K500000 : ADULT SOCIAL CARE CAPITAL            |            |                 |                                  |                 |                     |                |                |          |                       |
| K600000 : CAPITAL LEASING                      |            |                 |                                  |                 |                     |                |                |          |                       |
| K900000 : CENTRAL FINANCE CAPITAL              |            |                 |                                  |                 |                     |                |                |          |                       |
| K000000 : CAPITAL                              |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |
| K000000 : CAPITAL                              |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |

8. To clear any blank rows click on any directorate this will highlight the row, then click on the **Actions** button, select filter and then hide rows with no data.

Capital Forecasting

Years: FY19 Service Type: 7300

Save Refresh Actions Complete Previous Back Close

Data Ad hoc Format

|                                                | Funding    | Approved Budget | Carry forward From Previous Year | Approved + CFwd | In Year Adjustments | Revised Budget | Actual To Date | Comments | Current Year Forecast |
|------------------------------------------------|------------|-----------------|----------------------------------|-----------------|---------------------|----------------|----------------|----------|-----------------------|
|                                                | BegBalance | BegBalance      | BegBalance                       | BegBalance      | YearTotal           |                | YearTotal      | Feb      | BegBalance            |
| K200000 : CHILDRENS CAPITAL                    |            |                 |                                  |                 |                     |                |                |          |                       |
| K300000 : ECONOMY & ENVIRONMENT CAPITAL        |            |                 |                                  |                 |                     |                |                |          |                       |
| K400000 : RESOURCES AND TRANSFORMATION CAPITAL |            |                 |                                  |                 |                     |                |                |          |                       |
| K500000 : ADULT SOCIAL CARE CAPITAL            |            |                 |                                  |                 |                     |                |                |          |                       |
| K600000 : CAPITAL LEASING                      |            |                 |                                  |                 |                     |                |                |          |                       |
| K900000 : CENTRAL FINANCE CAPITAL              |            |                 |                                  |                 |                     |                |                |          |                       |
| K000000 : CAPITAL                              |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |
| K000000 : CAPITAL                              |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |

Filter

- Hide rows with no data
- Hide rows with zeros
- Hide rows with zeros and no data

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9. This will leave just rows with data on

Capital Forecasting

Years: FY19 Service Type: 7300

Save Refresh Actions Complete Previous Back Close

Data Ad hoc Format

|                                                | Funding    | Approved Budget | Carry forward From Previous Year | Approved + CFwd | In Year Adjustments | Revised Budget | Actual To Date | Comments | Current Year Forecast |
|------------------------------------------------|------------|-----------------|----------------------------------|-----------------|---------------------|----------------|----------------|----------|-----------------------|
|                                                | BegBalance | BegBalance      | BegBalance                       | BegBalance      | YearTotal           |                | YearTotal      | Feb      | BegBalance            |
| K400000 : RESOURCES AND TRANSFORMATION CAPITAL |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |
| K000000 : CAPITAL                              |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |
| K000000 : CAPITAL                              |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |          |                       |

# Capital Forecasting on PBCS

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10. Capital forecasting information can't be entered at this point because it's at the highest hierarchy grouping.

The hierarchy is:

- **Parent 1** - Capital
- **Parent 2** - Directorate
- **Parent 3** - Division of Service
- **Parent 4** - Capital Scheme
- **Child** - Cost Centre

Forecasting information must be entered at cost centre (child) level. In order to get to this level click on the  symbol at the front of each parent.

Capital Forecasting 

Years: FY19 Service Type: 7300

Buttons: Save Refresh Actions Complete Previous Next Close

Buttons: Data Ad hoc Format

|                                                                    | Funding    | Approved Budget | Carry Forward From Previous Year | Approved + CFwd | In Year Adjustments | Revised Budget | Actual To Date | Commitment |
|--------------------------------------------------------------------|------------|-----------------|----------------------------------|-----------------|---------------------|----------------|----------------|------------|
|                                                                    | BegBalance | BegBalance      | BegBalance                       | BegBalance      | YearTotal           | YearTotal      | YearTotal      | Feb        |
| [-] K440000 : FINANCE CAPITAL                                      |            |                 |                                  |                 |                     |                | 107,686.7      |            |
| [-] K450000 : HOUSING STANDARDS & IMPROVEMENTS CAPITAL             |            |                 |                                  |                 |                     |                | 247,605.86     |            |
| 9632482 : CFR 1361 Maintaining A Safe & Secure Environment - Cloud |            |                 |                                  |                 | 1,200,000           | 1,200,000      |                |            |
| [-] K470900 : ICT-SAFE AND SECURE ENVIRONMENT                      |            |                 |                                  |                 | 1,200,000           | 1,200,000      |                |            |
| [-] K470000 : INFORMATION, COMMUNICATION AND TECHNOLOGIES CAPITAL  |            |                 |                                  |                 | 1,200,000           | 1,200,000      |                |            |
| [-] K480000 : INTEGRATED FACILITIES MANAGEMENT CAPITAL             |            |                 |                                  |                 |                     |                | 52,694.11      |            |
| [-] K400000 : RESOURCES AND TRANSFORMATION CAPITAL                 |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |            |
| K00000 : CAPITAL                                                   |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |            |
| K00000 : CAPITAL                                                   |            |                 |                                  |                 | 1,200,000           | 1,200,000      | 407,986.67     |            |

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This will get you to the cost centre (child) level where forecasting information can be entered by selecting the cell and entering the relevant information. The editable cells are current year forecast, carry forward and comments. Once you have completed the forecasting information, click on the **Save** button.

Capital Forecasting 

Years: FY19 Service Type: 7300

Buttons: Save Refresh Actions Complete Previous Next Close

Buttons: Data Ad hoc Format

|                                                                    | Revised Budget | Actual To Date | Commitments | Current Year Forecast | Variance    | Carry Forward | Overspend/Under | Comments    |
|--------------------------------------------------------------------|----------------|----------------|-------------|-----------------------|-------------|---------------|-----------------|-------------|
|                                                                    | YearTotal      | Feb            | BegBalance  | BegBalance            | BegBalance  | BegBalance    | BegBalance      | BegBalance  |
| [-] K440000 : FINANCE CAPITAL                                      |                |                |             |                       |             |               |                 |             |
| [-] K450000 : HOUSING STANDARDS & IMPROVEMENTS CAPITAL             |                |                |             |                       |             |               |                 |             |
| 9632482 : CFR 1361 Maintaining A Safe & Secure Environment - Cloud | 1,200,000      |                |             |                       | (1,200,000) |               |                 |             |
| [-] K470900 : ICT-SAFE AND SECURE ENVIRONMENT                      | 1,200,000      |                |             |                       | (1,200,000) |               |                 | (1,200,000) |
| [-] K470000 : INFORMATION, COMMUNICATION AND TECHNOLOGIES CAPITAL  | 1,200,000      |                |             |                       | (1,200,000) |               |                 | (1,200,000) |
| [-] K480000 : INTEGRATED FACILITIES MANAGEMENT CAPITAL             |                |                |             |                       |             |               |                 |             |
| [-] K400000 : RESOURCES AND TRANSFORMATION CAPITAL                 | 1,200,000      | 407,986.67     |             |                       | (1,200,000) |               |                 | (1,200,000) |
| K00000 : CAPITAL                                                   | 1,200,000      | 407,986.67     |             |                       | (1,200,000) |               |                 | (1,200,000) |
| K00000 : CAPITAL                                                   | 1,200,000      | 407,986.67     |             |                       | (1,200,000) |               |                 | (1,200,000) |