**monytaly.uk Description**

The system is basically a huge spreadsheet where each row is a transaction that displays the associated document when clicked. To initially show the spreadsheet click the *Records* button at the top.

Dates to display stuff for - in whole months - are chosen by clicking the calendar buttons on the left. Clicking the year button displays the whole financial year, using Shift with click will select a range of months much like selecting a range of files, or rows in an Excel sheet. The v and ^ buttons move back and forth a whole year at a time.

The columns show the attributes of each transaction, such as date, person's name, amount, budget, account, etc. Click *Download* to download a csv file (can be opened in Excel) of the spreadsheet.

The main function of the system is to be able to filter for certain items, e.g. if you click a cell in the budget column, say - Furlough Apr20 - while holding down the Control key on your keyboard, then only transactions for - Furlough Apr20 - will be shown. This can be done multiple times in parallel if required, with different columns to home in on a particular set of transactions (say for a budget).

If you hold Control-Shift together the opposite effect is achieved, the item you click on is excluded from the list of transactions. To clear all filters click *Records* again.

Many (most) of the transactions are paid for by the Furniture Project (FP) Cash Float for which Eileen makes Expenditure Reclaims. Because there are a large number of these transactions, and it is often desirable to work on them separately, they are normally collapsed (hidden) in Families, and designated by a number - like OOO 4215 - in the right hand column of reclaim rows. Clicking this number opens the reclaim to show the Family with all its transactions and hides everything else. Click any number in the opened reclaim to close it again. (the *Show Families* button at the bottom opens all families at once and displays them along with all other transactions that are not in families – so, a lot of stuff)

I usually provide a short cut button at the top - Nov Reclaim - so the latest reclaim can be quickly displayed.

Also at the top is a button - Restricted 2020-21 - clicking this shows a pivot table of all the FP budgets and spends for the whole year. This doesn't make a huge amount of sense yet because I have still to enter a lot of the budgets against different FP transactions. You can click more or less any value or name in the pivot table and it will take you to the spreadsheet of the clicked category. e.g if you click Food Vouchers in the left hand column it will show all the food voucher purchases with dates, prices and budgets used, along with a display of the receipts. If you click the 375.00 in the Response Recovery Resilience May20 column for food vouchers it will only show vouchers bought with that budget. etc. etc.

When you've finished looking at a particular purchase click - Restricted 2020-21 – to take you back to the big pivot table. You can custom make your own pivot table by selecting or clicking anything/any button you wish and then clicking *Pivot* button at the bottom.

Clicking *All* button at the bottom of the left calendar along with *Show Families* button displays all FP transactions since the system began in Feb 2017, over 4000. It will take a long time to load, so not much use apart from maybe using the browser feature "Find in this page" to search for something when you've no idea of the location or date.

When you click any cell of the spreadsheet the totals for that category are displayed at the bottom of the page beside where it says “Filtered”. e.g. if you clicked – Reserves – in the budget column then the Withdrawn, Paidin and Balance amounts for – Reserves – for the chosen months range will be displayed.

I’m adding a feature to split budgets easily (which is very much needed) but it’s not finished!

Some things don’t work perfectly – there are odd bugs – but they will gradually get fixed.