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# HousingBrixx Top Tips Tutorial

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## Introduction

The HousingBrixx Top Tips publications address some of the frequently asked support questions and aim to give you some additional insight into the HousingBrixx system. The fundamental purpose of the newsletter is to provide a quick guide and an overview of the chosen support topic. It is not intended as replacement for training or the HousingBrixx User Manuals.

This edition provides guidance on how to “hard drill-down” a report. This permits a user to permanently display a specific account in a drilled-down mode. This is particularly useful when you navigate to another report then subsequently return to the first report and wish to retain the drill-down.

## “Hard Drilling Down” a report

Hard drilling down of accounts within a report involves editing the standard HousingBrixx reports to display the respective entries in a drilled down way. Rather than having to manually drill-down entries within a report either by account or object, users can choose to display the selected report in a permanently expanded format, without the need to perform a manual drill down.

Firstly, you may like to make a copy of the report in order to keep the original unchanged. To do this, choose “Save Report As...” from the File menu when you are viewing a report.

To hard drill down a report:

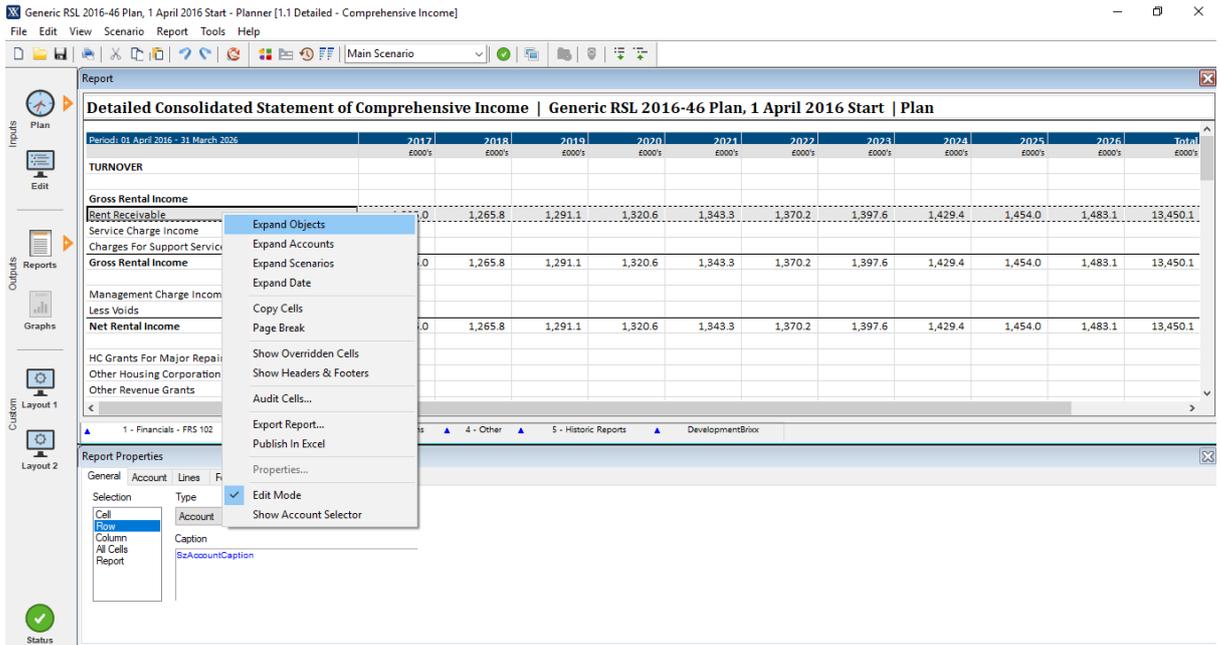
- Right click on any cell within the report and select “Edit Mode” from the options

Period: 01 April 2016 - 31 March 2026	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total	
	£000's											
<b>TURNOVER</b>												
Gross Rental Income												
Rent Receivable	1.0%				1,320.6	1,343.3	1,370.2	1,397.6	1,429.4	1,454.0	1,483.1	13,450.1
Service Charge Income												
Charges For Support Services												
Gross Rental Income	1.0%				1,320.6	1,343.3	1,370.2	1,397.6	1,429.4	1,454.0	1,483.1	13,450.1
Management Charge Income												
Less Voids												
Net Rental Income	1.0%				1,320.6	1,343.3	1,370.2	1,397.6	1,429.4	1,454.0	1,483.1	13,450.1
HC Grants For Major Repairs												
Other Housing Corporation Revenue Grants												
Other Revenue Grants												
Other Income												
<b>Total Turnover From Social Housing Lettings</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>	
Turnover - Other Social Housing Activities												
Turnover - Non Social Housing Lettings												
NSHO Turnover												
Grant Amortisation Accrual Method Total												
Grant Amortisation Performance Method Total												
Other Capital Grant Amortised												
PRS Stock Grant Amortised Amount												
<b>Total Turnover</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>	
<b>OPERATING EXPENDITURE</b>												

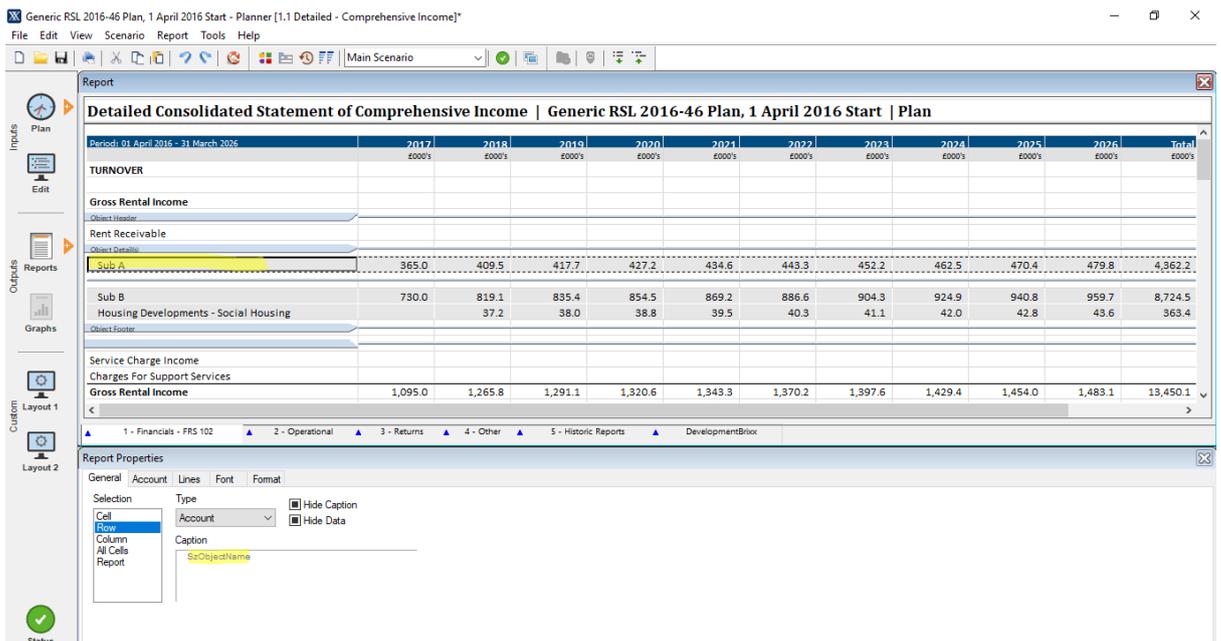
- In Edit view, click on the caption cell that you want to drill down (Rent Receivable in the case below), and select either “Expand Objects” or “Expand Accounts” as required. Repeat for other rows in the report.



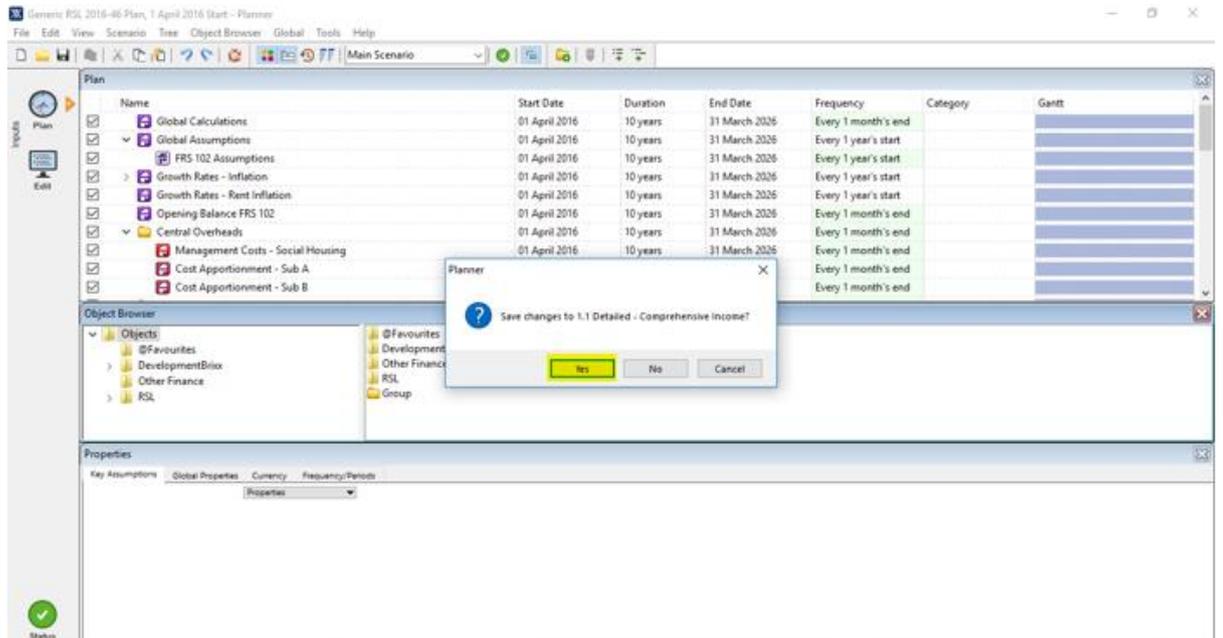
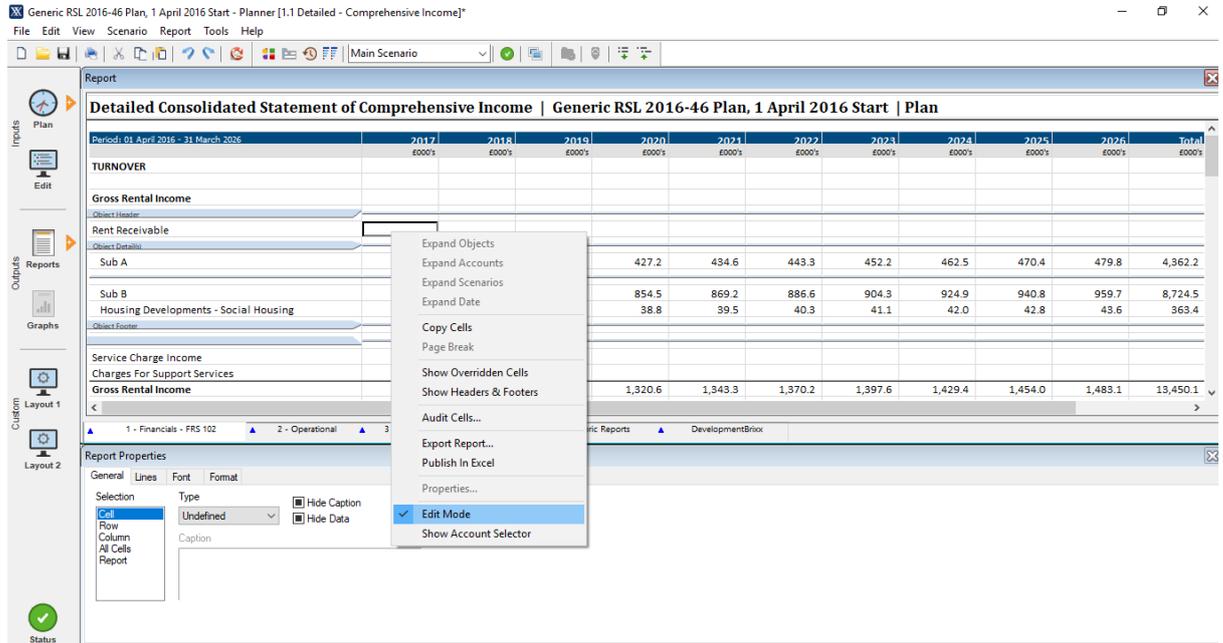
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- For each expansion we now need to replicate the default indentation for drilled down outputs in HousingBrixx. Click on the first expanded object (Sub A in this example) under the "Object Detail(s)" section of the expansion. This displays the attributes of the selected object within the "Report Properties" window at the bottom of the screen. In that window, click on the left of the blue text underneath Caption (shown below), and add three spaces to push it to the right. This is the default indentation for all drill downs within HousingBrixx so your expansion will now match the default. You should also notice all the objects in the expansion have moved to the right by three spaces.



- To save the changes made to the report and exit Edit Mode, right click again in any cell within the report and select “Edit Mode” from the list of options. Click on the “Yes” button when prompted, to apply the changes made to the report.



You should notice the report is now displaying the drilled down account and the indentation is identical to default reports:

Period: 01 April 2016 - 31 March 2026	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
	£000's										
<b>TURNOVER</b>											
<b>Gross Rental Income</b>											
Rent Receivable											
Sub A	365.0	409.5	417.7	427.2	434.6	443.3	452.2	462.5	470.4	479.8	4,362.2
Sub B	730.0	819.1	835.4	854.5	869.2	886.6	904.3	924.9	940.8	959.7	8,724.5
Housing Developments - Social Housing		37.2	38.0	38.8	39.5	40.3	41.1	42.0	42.8	43.6	363.4
Service Charge Income											
Charges For Support Services											
<b>Gross Rental Income</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>
Management Charge Income											
Less Voids											
<b>Net Rental Income</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>
HC Grants For Major Repairs											
Other Housing Corporation Revenue Grants											
Other Revenue Grants											
Other Income											
<b>Total Turnover From Social Housing Lettings</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>
Turnover - Other Social Housing Activities											
Turnover - Non Social Housing Lettings											
NSHO Turnover											
Grant Amortisation Accrual Method Total											
Grant Amortisation Performance Method Total											
Other Capital Grant Amortised											
PRS Stock Grant Amortised Amount											
<b>Total Turnover</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>

Every time you return to this report it will now appear in the drilled-down format.

If you choose "Expand Accounts" rather than the "Expand Objects" example given here, then you will see the contributions from each of the sub-accounts that feed into the parent account.

## Removing expansions

- To remove an expansion, right click on any cell within the report and select "Edit Mode" from the list

Period: 01 April 2016 - 31 March 2026	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
	£000's										
<b>TURNOVER</b>											
<b>Gross Rental Income</b>											
Rent Receivable											
Sub A	365.0	409.5	417.7	427.2	434.6	443.3	452.2	462.5	470.4	479.8	4,362.2
Sub B	730.0	819.1	835.4	854.5	869.2	886.6	904.3	924.9	940.8	959.7	8,724.5
Housing Developments - Social Housing		37.2	38.0	38.8	39.5	40.3	41.1	42.0	42.8	43.6	363.4
Service Charge Income											
Charges For Support Services											
<b>Gross Rental Income</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>
Management Charge Income											
Less Voids											
<b>Net Rental Income</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>
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Turnover - Other Social Housing Activities											
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Grant Amortisation Accrual Method Total											
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<b>Total Turnover</b>	<b>1,095.0</b>	<b>1,265.8</b>	<b>1,291.1</b>	<b>1,320.6</b>	<b>1,343.3</b>	<b>1,370.2</b>	<b>1,397.6</b>	<b>1,429.4</b>	<b>1,454.0</b>	<b>1,483.1</b>	<b>13,450.1</b>



- Click on the “Object Detail(s)” part of the expansion as per the screenshot below and press the Delete button on your keyboard. Right click again in any cell and select “Edit Mode” from the list and click on the “Yes” button when prompted to save changes to report. This will remove the expansion.

The screenshot shows the HousingBrixx software interface. The main window displays a 'Detailed Consolidated Statement of Comprehensive Income' for the period '01 April 2016 - 31 March 2016'. The report is organized into sections: TURNOVER, Gross Rental Income, Service Charge Income, and Charges For Support Services. The 'Gross Rental Income' section is expanded to show 'Rent Receivable' with sub-items 'Sub A' and 'Sub B'. The 'Rent Receivable' row is highlighted, and a context menu is open over it, showing options like 'Cell', 'Row', 'Column', 'All Cells', and 'Report'. The 'Object Detail(s)' option is selected in the menu. The 'Report Properties' dialog box is also visible at the bottom, showing the 'General' tab with 'Expansion Mark' selected as the type.

Period: 01 April 2016 - 31 March 2016	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	Total
	£000's										
<b>TURNOVER</b>											
<b>Gross Rental Income</b>											
<b>Rent Receivable</b>											
Sub A	365.0	409.5	417.7	427.2	434.6	443.3	452.2	462.5	470.4	479.8	4,362.2
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<b>Service Charge Income</b>											
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<b>Gross Rental Income</b>	1,095.0	1,265.8	1,291.1	1,320.6	1,343.3	1,370.2	1,397.6	1,429.4	1,454.0	1,483.1	13,450.1

## Did you know?

A few times per year we hold a public course on the finer details of report writing which include all the tricks of the trade you need to produce sophisticated financial and non-financial outputs from your HousingBrixx model.

Details are included on our [website](#) where you can download the latest dates and the booking form. If there is not a forthcoming Report Writing course in the current schedule but you would like to attend then let us know and we will introduce a course into the schedule.

