

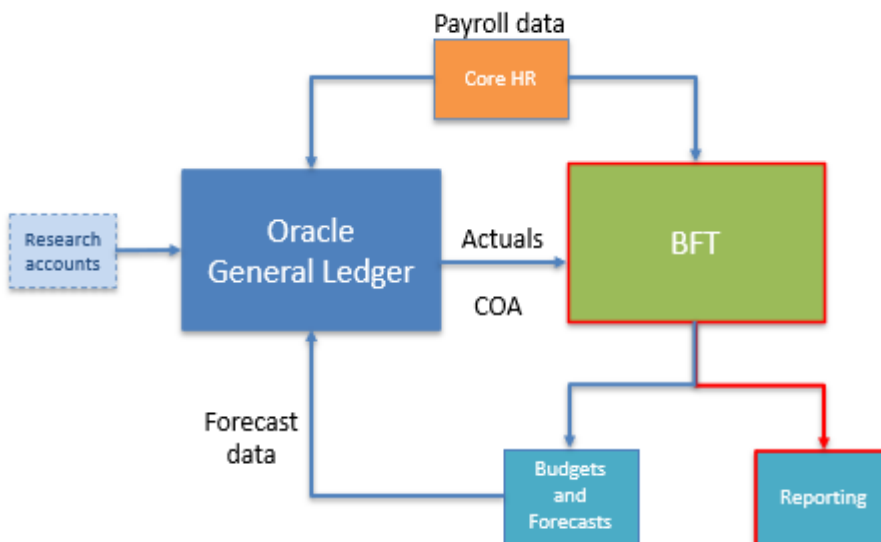


1.1 How to...Get started with BFT Navigation

Contents

- System environment and data flows
- Forecast Timetable + structure
- Access to BFT + Browsers etc
- Landing Page
- ...and try it yourself!

1.1



The BFT...

...takes monthly data from:

- Core/HRIS (Payroll Actuals)
- Oracle Financials (Chart of Accounts structure + Trial Balance Actuals)

...uses rules to derive projections for future ("Plan") months

...which users review and edit for their cost centres

...amalgamates Actuals + Plans into Forecasts and Budgets

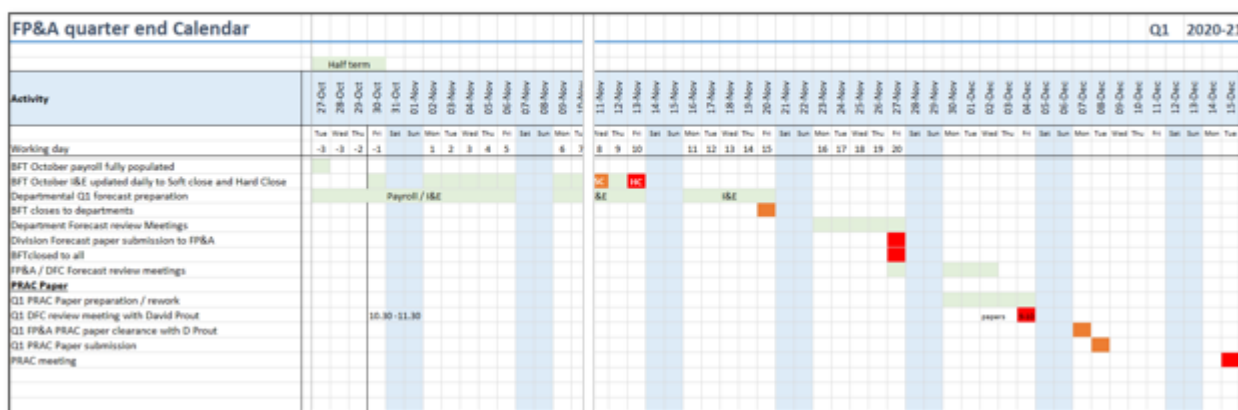
Approved Budgets/Forecasts are uploaded to Oracle Financials

The BFT also provides flexible reports on all data held

1.2

BFT forecast calendar - Financial calendar Q1 of 2020/21

Soft & Hard close



Forecasting pre-population consistent across all divisions

Q1 – 3:9 with Budget pre-population

Basis of preparation

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Act	Act	Act	Bud	Bud	Bud	Bud	Bud	Bud	Bud	Bud	Bud

- Key review point for re-visiting forecast in light of prior year actuals

Q2 – 6:6 with Q1 Forecast pre-population

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Act	Act	Act	Act	Act	Q1 Fcast	Q1 Fcast	Q1 Fcast	Q1 Fcast	Q1 Fcast	Q1 Fcast	Q1 Fcast

- Q2 is the basis of the budget so needs to be robust

Q3 – 9:3 with Q2 pre-population

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
11/5 Hard	Act	Act	Act	Act	Act	Act	Act	Act	Act	Q2 Fcast	Q2 Fcast	Q2 Fcast

- Q3 is an early warning for year end issues

• Prepopulated figures will be monthly figures

[Back to slide 62](#)

1.3

Browser choices

BFT team recommend Google Chrome or Mozilla Firefox

... the Chrome extension works with Edge

IBM Cognos TM1 Clipboard Extension

The image shows a screenshot of the Chrome Web Store page for the 'IBM Cognos TM1 Web Clipboard Extension'. The page is titled 'chrome web store' and shows the extension's name, 'Offered by IBM Canada', a 3-star rating, and 'Productivity' category. A callout box points to the browser tabs, stating 'BFT team recommend Google Chrome or Mozilla Firefox'. Another callout box points to the extension name, stating '... the Chrome extension works with Edge'. The extension's logo is visible at the bottom of the page.

The BFT web pages are in the **FINANCIAL PLANNING** section of the finance website – make sure you save the page to your favourites

For training purposes, please use the BFT Training system

Quick Links

- BFT Production System
- BFT Training & Test systems**
- British Universities Financial Directors Group (BUFDG)
- UK Research and Innovation

Extensions to browsers can be found here

<https://finance.web.ox.ac.uk/budgeting-and-forecasting-tool-0>

Contact Us/Help

- Team Contact Details
- Chrome Clipboard Extension for TMS
- Firefox Clipboard Extension for TMS
- Clipboard Extension for TMS

The image shows a screenshot of the University of Oxford Finance Division website. The page is titled 'Finance Division' and 'Budgeting and Forecasting Tool'. A callout box points to the 'FINANCIAL PLANNING' section of the navigation menu, stating 'The BFT web pages are in the FINANCIAL PLANNING section of the finance website – make sure you save the page to your favourites'. Another callout box points to the 'Quick Links' section, stating 'For training purposes, please use the BFT Training system'. The 'Quick Links' section contains three items: 'BFT Production System', 'BFT Training & Test systems' (circled in red), and 'British Universities Financial Directors Group (BUFDG)' and 'UK Research and Innovation' (circled in red). A callout box points to the 'BFT Training & Test systems' link, stating 'Extensions to browsers can be found here'. A blue arrow points from this callout box to the 'Contact Us/Help' section at the bottom left, which contains a list of links: 'Team Contact Details', 'Chrome Clipboard Extension for TMS', 'Firefox Clipboard Extension for TMS', and 'Clipboard Extension for TMS' (circled in red). The URL 'https://finance.web.ox.ac.uk/budgeting-and-forecasting-tool-0' is displayed at the bottom of the page.

1.4

You will see this BFT landing page on opening the BFT

The training instance has a green banner shown here. The live system has a blue banner

The screenshot shows the BFT landing page with a green header. The main content area is divided into four sections:

- Income and Expenditure:** Includes tiles for '01 Income and Expend Planning', '02 Further Detail Required', '03 Income and Expenditure Summary', 'i&E Update', and '04 Ledger Analysis'. A callout box labeled 'I&E' points to the '04 Ledger Analysis' tile.
- Payroll - Single Point of Entry:** Includes a 'Summary of Employees - TRAINING' tile. A callout box labeled 'Payroll - single point of entry' points to this section.
- Payroll - Detailed Review:** Includes tiles for 'iPayroll Main Planning View', 'iPayroll FTE', 'iPayroll Grade and Pension', 'Payroll Update - TRAINING', 'oPayroll Ledger Summary', and 'oFTE Analysis'. A callout box labeled 'Payroll' points to the 'Payroll Update - TRAINING' tile.
- Payroll Journal:** Includes tiles for 'New Payroll Journal - TRAINING' and 'Process Journals - TRAINING'. A callout box labeled 'Payroll Journal' points to this section.

IBM® Cognos® TM1® Web

The toolbar contains the following icons from left to right:

- Menu icon (three horizontal lines)
- Copy icon (two overlapping documents)
- Paste icon (document with plus sign)
- Undo icon (curved arrow pointing left)
- Redo icon (curved arrow pointing right)
- Recalculate icon (plus and minus signs with a refresh symbol)
- Rebuild icon (grid with refresh symbol)
- Autofit icon (grid with double-headed arrow)

Actions Menu

- Save data changes (or F9 key)
- Export to pdf/excel
- Close ... or use x in browser window

- Save data changes
- Export
- Close
- Close others
- Close all

Copy/ Paste

Undo and redo

Recalculate

Rebuild

- Current Sheet
- Current Book

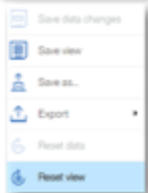
Autofit selected column width

Cubeview Toolbar (I&E Planning is a Cubeview)



Actions Menu

- Save data changes (or use F9 key)
- Save the view
- Export to pdf/excel (Close BFT using x in browser window)



Copy/ Paste

Undo and redo

Recalculate

- Transpose
- Recalculate
- Auto recalculate button on/ Off

Zeros Suppress/show Zeros

Chart/Grid Not used

available as a handout for reference

1.5