



## 1.2 How to...More BFT Navigation

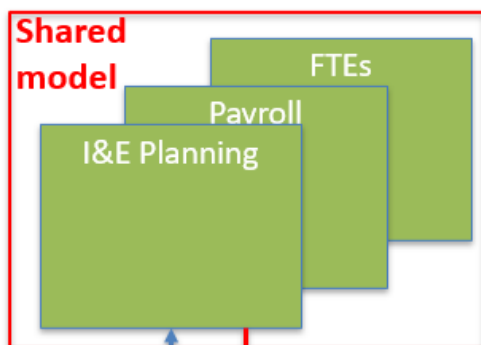
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**Prerequisite:** to make the most of this “How to”...you should already have completed “BFT Navigation – getting started”.

### 1.1 Shared model

The BFT is a shared model which organises data elements into cubes. We present data onscreen via views which may be editable.



The BFT central model contains several versions of the University’s Financial information:

- **Actuals** - Current (CY) and Prior Year (PY)
- **Budget** - Current year and Next Year (NY)
- **Forecast** Q1, Q2 & Q3

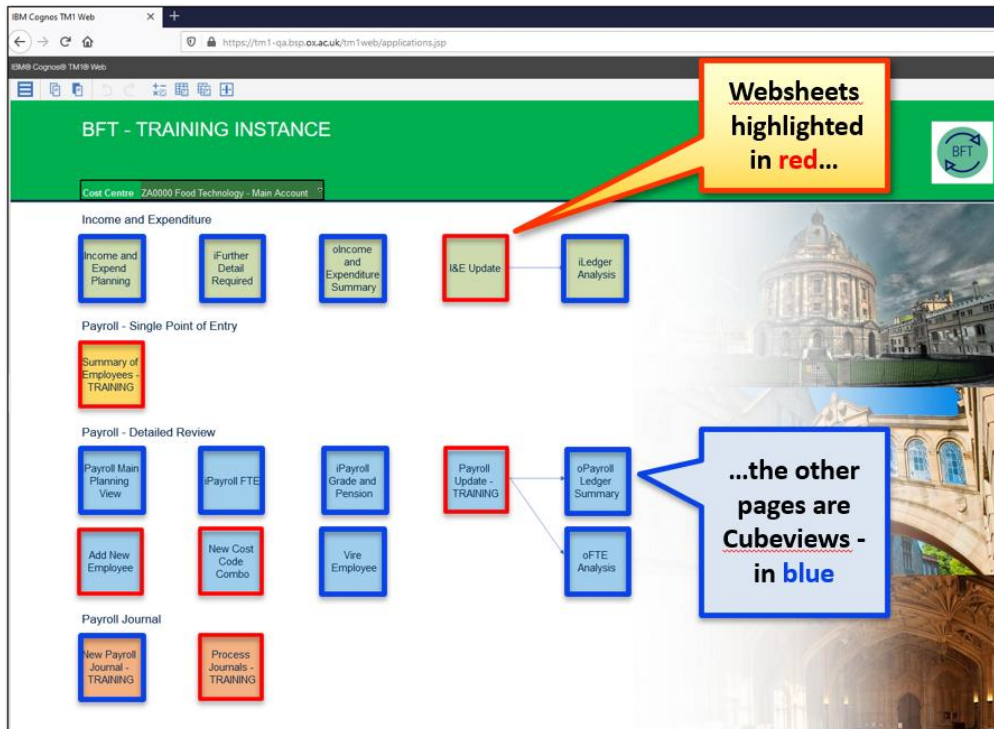
...views of the data are available for users to see...and amend, according to their access rights

**Users can make changes to Plan data and submit their updates to the central model in line with their access rights**

“When we look at the BFT, we're pulling data from the shared (central) model into our local machine's screen. We can then view the data and, depending on our permissions, amend (add to or change) a forecast or budget that's currently open.”

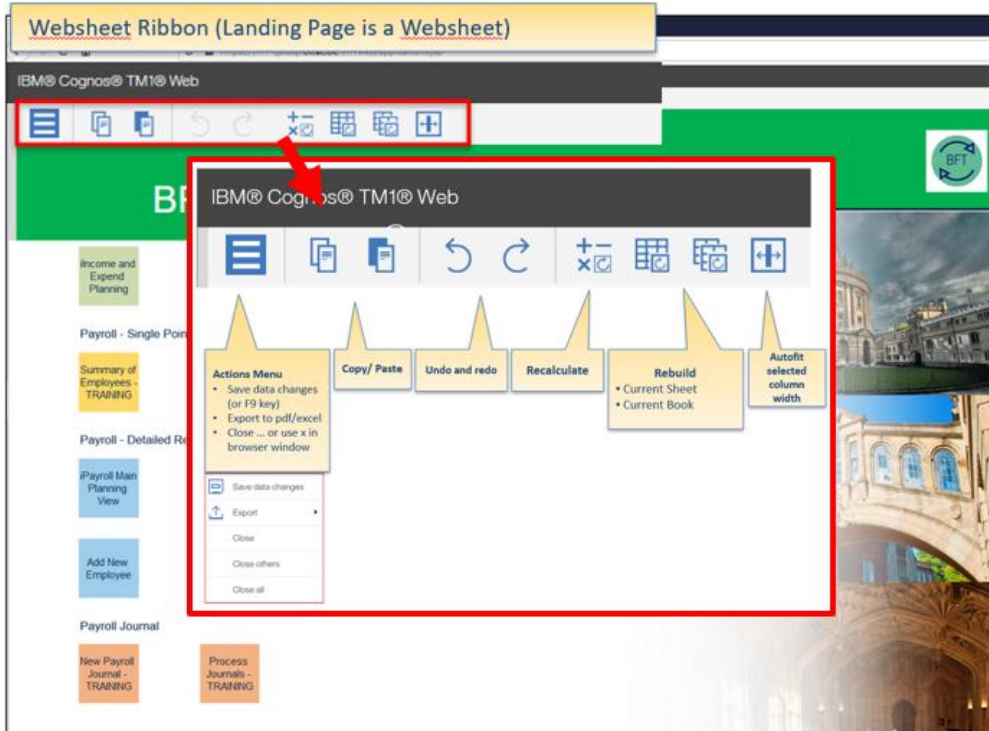
## 1.2 Websheets, Cubeviews and the 2 ribbons

“...there are two basic types of page in the BFT... websheets and cubeviews, each with a slightly different ribbon menu.”



“Websheets...such as the BFT Landing Page...provide tailored formats, like a report, or a form for inputting data, or for running a process.”

### Websheet ribbon...



“...if you make changes in websheets, you'll quite often need to use the Rebuild button to pull data into the sheet after altering for example, filter criteria.”

## Cubeview ribbon...

The screenshot shows the IBM Cognos TM1 Web interface with a red box highlighting the 'Cubeview Ribbon (I&E Planning is a Cubeview)'. The ribbon contains several icons and callouts:

- 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:** Copy, Paste.
- Undo and redo:** Undo, Redo.
- Recalculate:** Recalculate, Transpose, Auto recalculate button on/ Off.
- Zeros Suppress/show Zeros:** Zeros Suppress/show Zeros.
- Chart/Grid Not used:** Chart/Grid Not used.

"Most BFT cubeviews are set to suppress zeroes on rows...so rows without data disappear. So if you want to see the rows - for example to enter a forecast to a previously unused code - you'll need to uncheck this option."

## 1.3 Entering and saving data

"... you can enter data according to your permissions, into Plan periods. "

### Forecast/Budget pre-population

Basis of preparation

**Q1 – 3:9 - "Plan" prepopulation = Budget**

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

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

**Q2 – 6:6 - "Plan" prepopulation = Q1F**

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

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

**Q3 – 9:3 - "Plan" prepopulation = Q2F**

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

- Q3 is an early warning for year end issues

**Budget – all months are "Plan"**

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

- Budget mostly from scratch (zero-based) some areas based on previous performance

"[In BFT]...for I&E the Actual months are greyed out completely. However, you can enter numbers and comments to child-level cost centre and SoF codes in the Plan months.

**I & E...**

"...In Payroll, again, actuals are fixed data and can't be amended (often greyed-out) but you can amend payroll details, including adding new employees/provisions, in Plan months."

**Payroll...**

<b>Name</b>	HASWELLA J	<b>FTE Budget</b>	0.0	<b>Split</b>		<b>Dest Cost Cent</b>		<b>Account</b>		<b>SoF</b>	
<b>Job title</b>	Professor of Country Pursuits	<b>FTE Actual</b>	0.5		New Combo 1						
<b>College</b>	WORCESTER COLLEGE	<b>FTE Plan</b>	0.7		New Combo 2						
<b>Costing Dept</b>	ZA	<b>Salary</b>	20,680		New Combo 3						
<b>Staff Classific.</b>	AC	<b>Payroll Cost</b>	25,858								
<b>SoF</b>		<b>Post No.</b>									

Employee Summary		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
HASWELLA J 8101028	FTE Plan	0.50	0.50	0.50	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
	Costs	4,917	4,917	4,917	1,196	1,230	1,240	1,240	1,240	1,240	1,240	1,240	1,240
8101028-ZA0000-50100-A2007	FTE Plan	0.50	0.50	0.50	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
	Costs	4,917	4,917	4,917	1,196	1,230	1,240	1,240	1,240	1,240	1,240	1,240	1,240
8101028-ZA0002-50120-A2003	FTE Plan	-	-	-	-	-	-	-	-	-	-	-	-
	Costs	-	-	-	-	-	-	-	-	-	-	-	-
8101028-ZA9999-50100-00000	FTE Plan	-	-	-	-	-	-	-	-	-	-	-	-
	Costs	-	-	-	-	-	-	-	-	-	-	-	-
8101028-ZA9998-50110-A2002	FTE Plan	-	-	-	-	-	-	-	-	-	-	-	-
	Costs	-	-	-	-	-	-	-	-	-	-	-	-

Grade and Stage		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Adj	Salary				015.4	015.4	015.4	015.4	015.4	015.4	015.4	015.4	015.4
Plan	Salary	A82.60	A82.60	A82.60	015.4	015.4	015.4	015.4	015.4	015.4	015.4	015.4	015.4
Adj	Additional Salary				015.5	015.5	015.5	015.5	015.5	015.5	015.5	015.5	015.5
Plan	Additional Salary				015.5	015.5	015.5	015.5	015.5	015.5	015.5	015.5	015.5

"Looking at an example in the I&E... Entries are made in the I&E Planning screen (cubeview)[see picture next page]. You have to be in a child level cost centre, and to drill down a little from the default view, to show a specific SoF code

...we also advise strongly to use a specific 5-digit Natural account code: whilst data can be entered to parent Natural accounts, such entries are spread evenly amongst all the child level codes below the parent, resulting in strange variances when compared to Actuals posted to specific child levels!

Once you have enterable cells, entries can simply be typed into each cell.

Typically, new data entered to the BFT by a user shows as green in the first event, then, once it has been saved to the central model it turns black.

...and remember, in order to save your data, use the F9 key...or otherwise go on the Actions (ladder) menu and select "save data changes"

Demonstration : how to select a cost centre and source of funds and enter data

**Hint**

- Always use a Child-level Natural Account 5 digit code, like 61110, 71110 etc!
- 3, 4, digit natural account codes are portable but will cause odd variances so avoid!

Entered data is green...

...goes black with F9 or Save data changes

	Nov
610 Consumables	2.5
61110 Consumables	12.5
61115 Petty Cash Expenses	
61120 Miscellaneous Commodities	
61125 Stock Write off	

- You can also use the software's data spreading features, to...
- ...spread entries to left or right
  - ...to base entries on a rule
  - ...to enter a total, with the results spread across the months
  - ...to protect specific existing entries

	Aug	Sep	Oct	Nov	Dec	Jan
	-540.4	85.8	-112.4	-1,089,272.4	-1,047,228.2	-1,124,409.2
	-27.9	3.9	-23.8	4.0	1.9	1.9
	-27.9	3.9	-23.8	4.0	1.9	1.9
	-0.5	-0.7	-11.2	2.0	1.9	1.9
			-4.2	-0.5	-0.7	-0.7
				0.0	0.0	0.0
	-0.5	-0.7	-5.4			
			-1.6			
	-27.4	4.6	-12.6			
	-56.5	6.6	22.9	-1		
	-4.7	0.6	-0.7			
	-451.3	74.7	-110.8	2		
					-1,111,057.4	-1,110,830.8
					-857.1	-119.9
					-7,190.0	61,658.2
						19,950.3

...data can also be copied in direct from a spreadsheet or similar source, provided that you have the appropriate extension added to your browser.



## 1.4 Running processes

“...the following processes are available for BFT users to add to or refresh their data in real time:

### I&E updates

- I&E from Payroll Planning
- Ledger analysis

### Payroll updates:

- Payroll Ledger Summary & FTE Analysis
- Add New Employee
- Add new Cost Code Combo for an employee
- Update Payroll Journal entries to Payroll Planning

The screenshot shows the BFT - TRAINING INSTANCE dashboard. At the top, there is a green header with the text "BFT - TRAINING INSTANCE". Below the header, there is a dropdown menu for "Cost Centre" set to "ZA0000 Food Technology - Main Account". The main content area is divided into two sections: "Income and Expenditure" and "Payroll - Single Point of Entry". In the "Income and Expenditure" section, there are four buttons: "Income and Expend Planning", "iFurther Detail Required", "Income and Expenditure Summary", and "I&E Update". The "I&E Update" button is highlighted with a red box, and a blue arrow points from it to the "iLedger Analysis" button. A red arrow points from the "I&E Update" button to a detailed view of the "I&E Update" form. The form has a green header with the text "I&E Update" and a sub-header "Income and Exp + iLedger Analysis - Payroll". It contains several dropdown menus for "Select Cost Centre", "Select Version", and "Select Year". Below the dropdowns, there are three buttons: "Update Income and Expenditure from Payroll Planning", "Update from Payroll Planning", and "Update Ledger Analysis".

**Complete the details required...like adding employee or cost code information, and selecting a Financial Year and BFT version to be refreshed.**

When you click the button, the process starts...in a typical sequence the system shows you some dialogue boxes as it runs...firstly to check you want to proceed

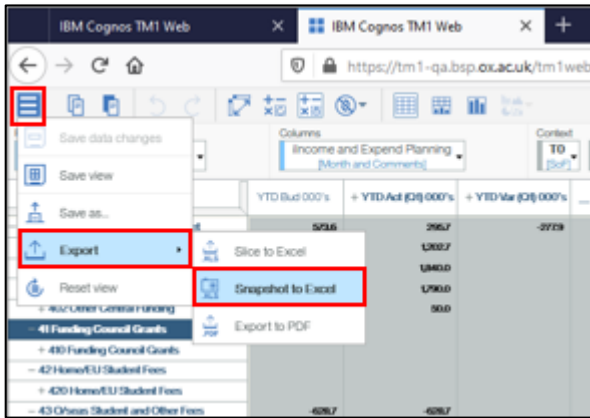
A confirmation dialog box with a close button (X) in the top right corner. The text inside reads "Are you sure you want to run this Process?". At the bottom, there are two buttons: "Continue" and "Cancel".

...then there's a (mostly brief) pause whilst it runs ...and then hopefully a "success" message, reporting the results

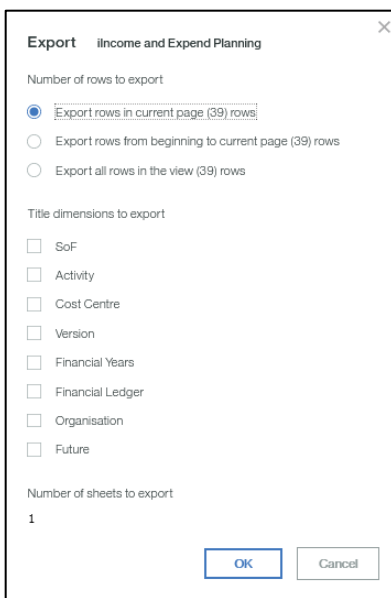
A success dialog box with a close button (X) in the top right corner. The text inside reads "Process completed successfully.". At the bottom, there is one button: "OK".

## 1.5 Exporting data from the BFT

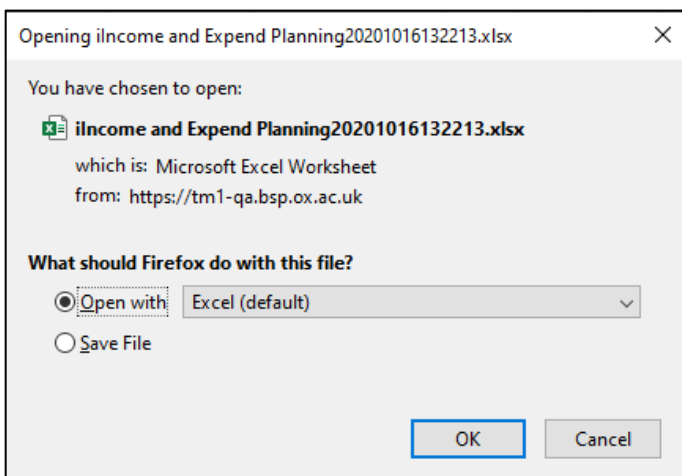
In Payroll or I&E (as in this example), select **Actions/Export/Snapshot to Excel**



Then OK to accept the defaults in the dialog box



Exported data should download via your browser...



...and be available in Excel

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	A	B	C	D	E	F
1	CUBE	BFT_TRAINING:Income and Expend Planning				
2						
3	SoF	T0				
4	Activity	00 Default				
5	Cost Centre	ZA0000 Food Technology - Main Account				
6	Version	Q1 Forecast				
7	Financial Years	2018-19				
8	Financial Ledger	UO Ledger GBP				
9	Organisation	10 University of Oxford				
10	Future	000000 Default				
11						
12		YTD Bud 000's	YTD Act (Q1) 000's	YTD Var (Q1) 000's		PY FY Act 000's
13	498 Net Expenditure No Bfwd Budget	573.6	295.7	-277.9		5,337.2
14	4 Income	1,202.7	1,202.7			9,978.6
15	40 JRAM and Other Funding	1,840.0	1,840.0			7,370.0
16	401 JRAM and Service Funding	1,790.0	1,790.0			7,190.0
17	402 Other Central Funding	50.0	50.0			180.0
18	41 Funding Council Grants					
19	410 Funding Council Grants					

Ready | 100%