1.2 How to...More BFT Navigation

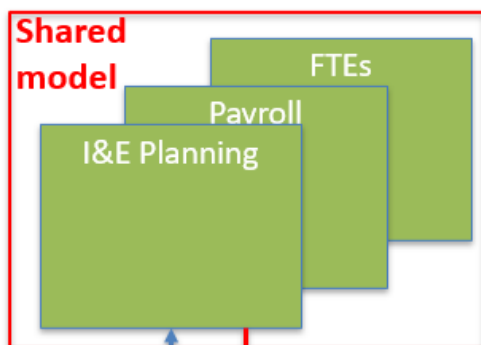**Contents**
- *Shared model*
- *Websheets , Cubeviews …and the 2 ribbons*
- *Entering and saving data*
- *Running processes*
- *Exporting data from BFT*

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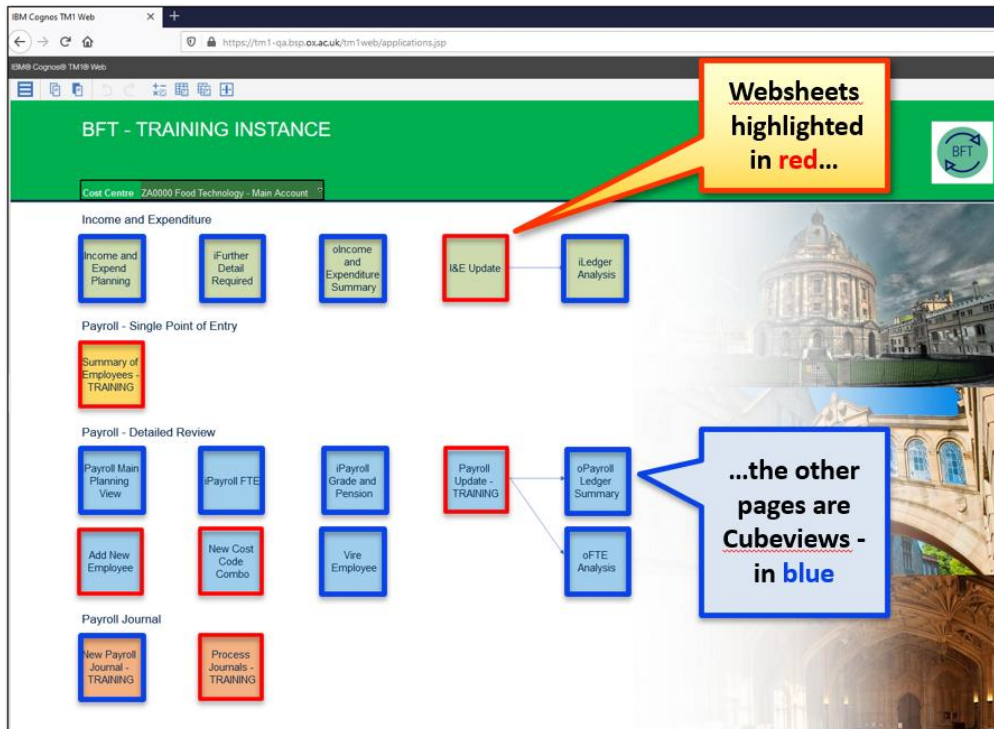- **Budget** - Current year and Next Year (NY)
- **Forecast** Q1, Q2 & Q3

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

Websheets and views are used to make changes to Forecasts & Budget

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."
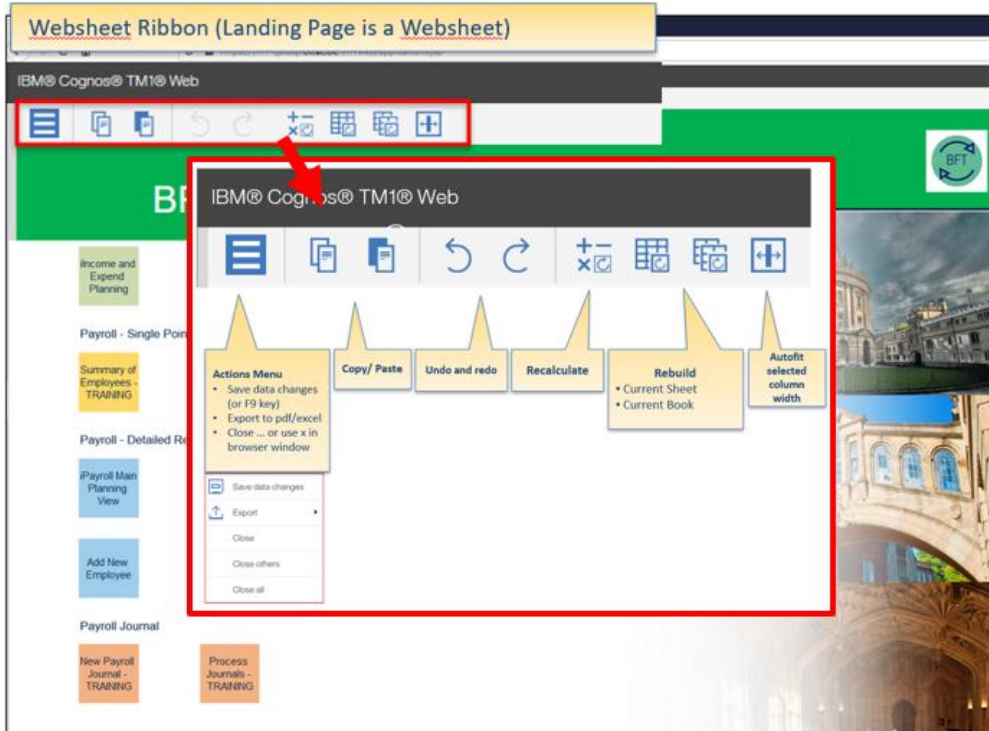
1.2 Websheets, Cubeviews and the 2 ribbons

"…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…

"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

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

Q2 – 6:6 - "Plan" prepopulation = Q1F

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

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	Plan	Plan	Plan

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

Basis of preparation

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

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

- Q3 is an early warning for year end issues

- 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…

"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"

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

…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*

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
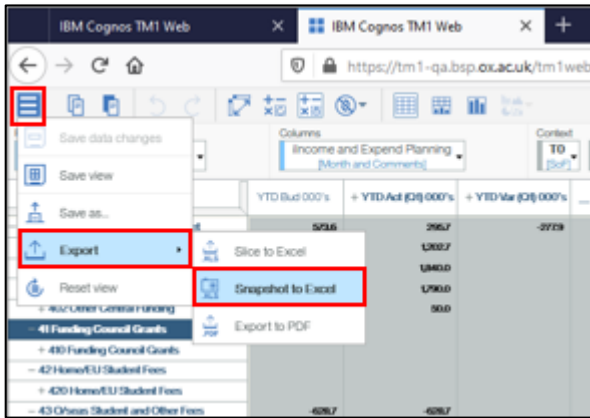

...then there's a (mostly brief) pause whilst it runs ...and then hopefully a "success" message, reporting the results

1.5 Exporting data from the BFT
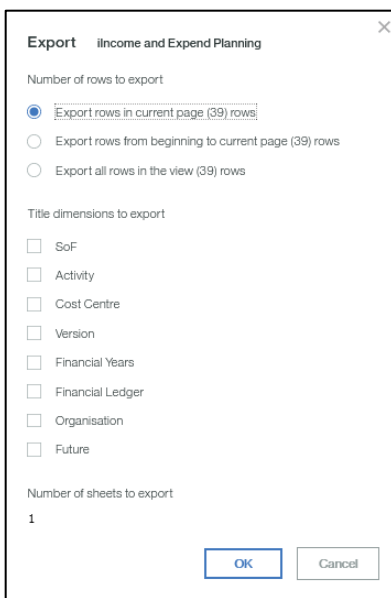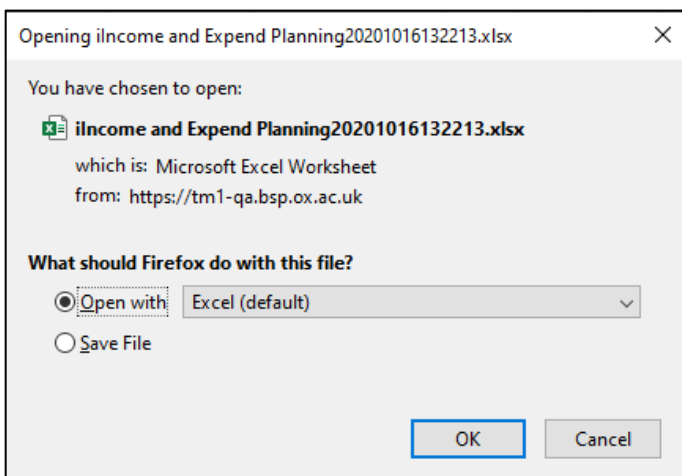
In Payroll or I&E (as in this example), select **_Actions/Export/Snapshot to Excel_**

Then OK to accept the defaults in the dialogue box

Exported data should download via your browser…

...and be available in Excel

	A	B	C	D	E	F
1	CUBE	BFT_TRAINING:iIncome 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					

iIncome and Expend Planning