

## Exercise 1

### Log into “BFT TRAINING” system

1. Go to the Finance web pages and enter the **FINANCIAL PLANNING** section
2. On the BFT home page click the link to the BFT or highlight and press Enter
3. Choose “BFT\_TRAINING” from the dropdown menu, then click Login/press Enter

or just type into browser menu bar: <https://tm1-qa.bsp.ox.ac.uk/tm1web/>

4. Input your University SSO details and click Login and “Continue...” etc
5. Check that **green “BFT- TRAINING INSTANCE”** appears!

Any problems please let us know !  
We can fix them before we begin other exercises


## Exercise 2

### Change Landing Page cost centre and open

1. From the Landing page, click open cost centre drop-down
2. In the box “Select from subset” type your cost centre from the series ZA0000, ZB0000...ZJ0000
3. Press Enter or click to select the code
4. Check the correct cost centre appears in the box
5. Click the icon to open the “01 Income and Expend Planning”
6. Check the data opens with your cost centre selected

## Presenter only demo

### Add New Employees

- From Landing Page, open Add New Employee form and follow guidance
- For **Person**, leave “Element” and “Amount £” blank. Complete other fields & press F9
  - Standard Grade: system will show £
  - Non-Std Grade: complete “Amount £” with monthly **Gross Pay value**
- For **Provision**, leave “Job Title”, “Grade and Stage”, “FTE”, “Staff Classification” and “Pension Scheme” blank. Complete other fields & press F9. Then complete “Amount £” with monthly **£ value**
- Once form is complete, click blue button to 
- If you get an Error message, a Troubleshooting page will be available online (TBD)
- Once process has run successfully, *check the results*

## Exercise 3

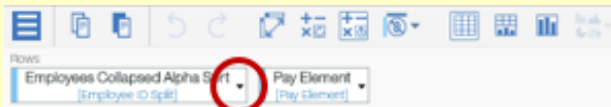
### TASKS:

1. Open Summary of Employees for your cost centre
2. Open the ERC for an Employee and:
  - Add a new Cost Code Combo
  - Change their FTE/Grade & Stage/Pension
  - Add “Other” costs
3. Use the Summary of Employees to check your entries

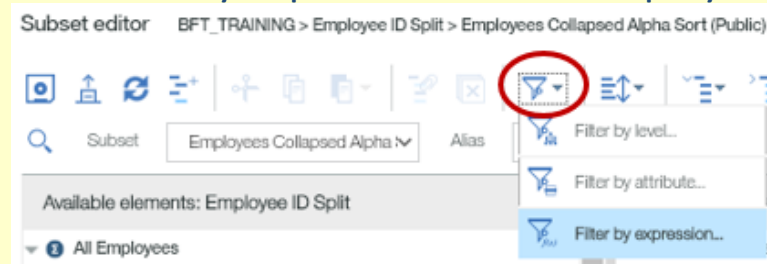
**Add/edit data and make changes!**

## Exercise 4: Subset editor

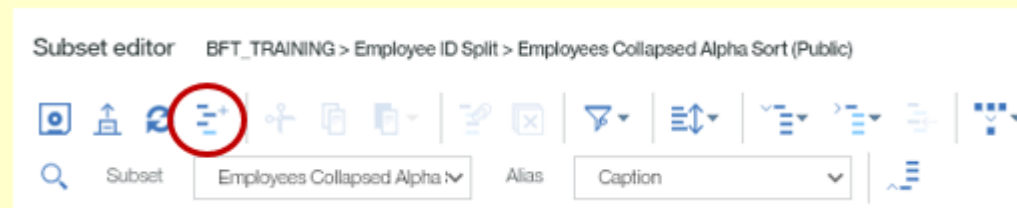
- Open subset editor by clicking on black arrow to the right of the employees box



- Use Filter by Expression to find employee by surname

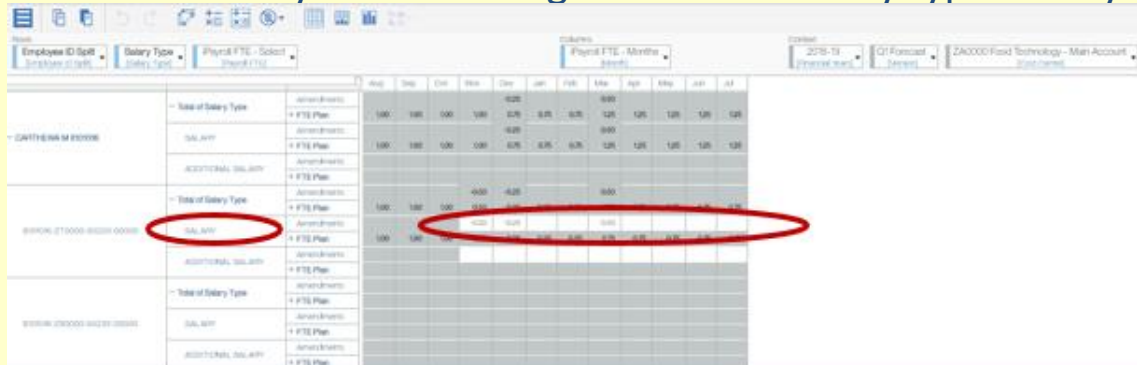


- Remember to use the wildcard “\*” to widen your search
- Restore all by using the “Subset all” stack:



## Exercise 5: Amend FTEs (traditional)

- Navigate to 'iPayroll FTE' tab
- Use subset editor to filter to one employee only
- Expand cost coding string under employee name
- Unsuppress zeros on rows!
- The amendments line should now be visible
- Enter negative value in month of change e.g. if person leaves in Feb, enter -1 in Feb only
- Use F9 key to save/commit your changes
- Make sure that you are editing the correct salary type: salary vs additional salary



The screenshot displays the 'iPayroll FTE' interface. At the top, there are navigation buttons for 'Employee ID Split', 'Salary Type', and 'FTEs FTE - Select'. Below this is a grid with columns for months (Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec) and rows for different salary types: 'Total of Salary Type', 'SALARY', and 'ADDITIONAL SALARY'. The 'SALARY' row for employee 'BIPKXN 270000 0000 0000' is circled in red. The 'ADDITIONAL SALARY' row for the same employee is also circled in red. The grid shows values for each month, with some cells containing zeros and others containing numbers like 1.00, 0.75, 0.50, etc.

## Exercise 6 - Post Journal

- Open Payroll Journal from the Landing Page
- Copy/Paste your journal data to the “Ledger” column in the first available row of the Payroll Journal cube



Value after Journal	Account	Supplier/Customer	GL Date	GL Created Dt
0001				
0002				
0003				
0004				

- Paste error? Click OK then F9 to validate input
- Check Error messages in “Employee ID split” column (over on the ...right)

idNet	Cost Centre and Description	Account and Description	Employee ID Split	Employee	Non c
0	2000000000000000	00200 Support Staff - General	0000000000000000	0000000000000000	
0	2000000000000000	00200 Support Staff - Administration	0000000000000000	0000000000000000	
0	2000000000000000	00200 Support Staff - Administration	0000000000000000	0000000000000000	

- Match names in “Employee” column and F9 to validate
- Fix issues, F9 and check until no more errors – Employee ID split will show
- Remember - F9 to save data...then run Journal process



## Exercise 7 – I&E enterable cells

1. On the Landing Page, choose a cost centre in the drop-down menu and click the I&E Planning button
2. In the menu bar:
  - a. make sure that Source of Funds [SoF] is set to 00000 Default
  - b. Make sure the cost centre is a child prefixed with a “#”
3. In the Row list, click the “+” to unroll Natural Accounts to child, 5-digit code level to open enterable cells
4. Type data directly into cells – observe that figures are green, meaning that the entries are held in your browser)
5. Press function key F9 on your keyboard – observe that green figures become black., (this means that the entries are in the central model).
6. Work with a colleague on the same cost centre. See if you can both enter data at the same time...Do you get any conflicting or odd results?
7. Try some phasing commands recommended in Hints and Tips...



## Exercise 8 run I&E update

- Launch I&E update from the Landing Page
- Complete Version and Year in heading
- Run process
- Click to Continue

