



Case Study 18: How to plan with all SoF

By Diana Boxall and Lynn Hutton

This case study is largely taken from section 5.10 of the Support guidance on the main screen of the website, but due to the configuration of the screen on the website the screen shots in that document are hard to view – hence easier to look here.

Review of Source of Funds

Here is how to transform the screen to show all SoF using the Income and Expenditure summary tab

1. Drag SoF both at the right hand side of the screen all the way across to the left hand side.
2. Suppress zeros to foreground the data (which is probably quite sparse)
3. You will see each SoF listed down the first column, then the relevant natural accounts.

See screen shots below

Note that you can click up and down on categories of SoF to make the data more manageable (e.g. collapse all the “B” (Trust) SoF if you are reviewing only “C” (donations).

This transformation works in the same way in the main input screen



Welcome Page.x Income and Expend Planning Further Detail Required Income and Expenditure Summary I and E Updates Ledger Analysis

MS: All Members [SoF] Natural Account [Natural Account] Columns: Month [Month] Context: CD History Faculty [Cost Centre] 2015-16 [Financial Years] Actual 14/15 [Version] 10 University of Oxford [Organisation] 00 Default [Activity] UO Ledger GBP [Financial Ledger]

	Year TOTAL
B Endowment and Trust Funds	498 Net Expenditure No Bfwd Budget -0.9
	4 Income 544.5
	+ 46 Trust and Investment Income 544.5
	+ 5 Pay -401.4
	+ 6 Supplies -1.0
	+ 7 Premises and Equipment -1.5
	+ 8 Staff Related Costs -11.1
	+ 9 Other Expenses -130.4
	+ S0 12.5
BB Expendable Unrestricted	498 Net Expenditure No Bfwd Budget 0.0
	4 Income 280.3
	+ 46 Trust and Investment Income 280.3
	+ 5 Pay -234.3
	+ 9 Other Expenses -46.1
	+ S0 10.0
BB089 Margaret Wind Endowment Fund - Dept of History of Art	498 Net Expenditure No Bfwd Budget 0.0
	4 Income 17.0
	+ 46 Trust and Investment Income 17.0
	+ 9 Other Expenses -17.0
BK Clarendon Lectureships	498 Net Expenditure No Bfwd Budget 0.0
	4 Income 263.3
	+ 46 Trust and Investment Income 263.3
	+ 5 Pay -234.3
	+ 9 Other Expenses -29.0
	+ S0 10.0
BB076 Clarendon University Lecturership in History and Fellowship in History at St Peter's College	498 Net Expenditure No Bfwd Budget 0.0
	4 Income 26.0
	+ 46 Trust and Investment Income 26.0
	+ 5 Pay -22.8
	+ 9 Other Expenses -3.2

Total of all "B" Sources of Funds

Total of all "BK" Sources of Funds

Zero net expenditure is probably what you are looking for in your review.



Click on the suppress zero option (unless you are adding values to a new SoF)

BK lectureships in total have zero net expenditure

This is in within I and Summary tab

The screenshot shows a financial software interface with a menu bar at the top containing options like 'Welcome Page.xlsx', 'Income and Expend Planning', 'Further Detail', 'Summary', 'I and E Updates', and 'Ledger Analysis'. Below the menu bar, there are several dropdown menus for 'All Members [SoF]', 'Natural Account [Natural Account]', 'Columns: Month [Month]', 'Cost Centre', '2015-16 [Financial Years]', 'Actual 14/15 [Version]', '10 University of Oxford [Organisation]', and '00 Default [Activity]'. A 'Suppress Zero Values' dialog box is open, with 'Suppress Zeros on Rows' checked. The main table displays financial data for various categories, including 'Margaret Wind Endowment Fund - Dept of History of Art', 'BK Clarendon Lectureships', 'Clarendon University Lectureship in History and Fellowship in History at St Peter's College', 'Clarendon Associate Professorship in History and Fellowship in History at St Peter's College', and 'Clarendon Associate Professorship in History and Fellowship in History at St Catherine's College'. The table columns include 'Year TOTAL' and various financial metrics like 'Net Expenditure No Bfwd Budget', 'Income', 'Trust and Investment Income', 'Other Expenses', 'Pay', and 'Net Expenditure No Bfwd Budget'. A '0.0' value in the 'Year TOTAL' column is circled in red.

Category	Year TOTAL
498 Net Expenditure No Bfwd Budget	0.0
4 Income	17.0
46 Trust and Investment Income	17.0
9 Other Expenses	-17.0
498 Net Expenditure No Bfwd Budget	0.0
4 Income	263.3
46 Trust and Investment Income	263.3
5 Pay	-234.3
9 Other Expenses	-29.0
50	10.0
498 Net Expenditure No Bfwd Budget	0.0
4 Income	26.0
46 Trust and Investment Income	26.0
5 Pay	-22.8
9 Other Expenses	-3.2
50	1.0
498 Net Expenditure No Bfwd Budget	0.0
4 Income	27.7
46 Trust and Investment Income	27.7
5 Pay	-24.5
9 Other Expenses	-3.2
50	1.0
498 Net Expenditure No Bfwd Budget	0.0
4 Income	32.3
46 Trust and Investment Income	32.3
5 Pay	-29.1
9 Other Expenses	-3.2
50	1.0
498 Net Expenditure No Bfwd Budget	0.0
4 Income	19.3

Total of all "BK"

Look at position for an individual SoF here

Look at position for an individual SoF here

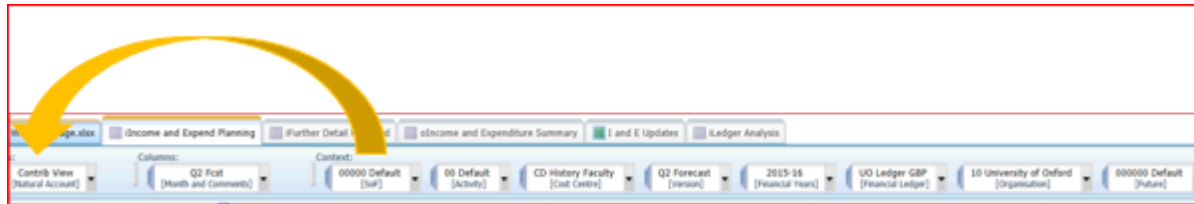
Zero net expenditure is probably what you are looking for in your review.



Inputting and editing data in SoF

To input data use the main planning screen (Income and Expenditure Planning), and navigate to the lowest cost centre level, so that input will be possible

This is the default view of rows, columns and context in Income and expenditure planning



1. Drag the SoF box all the way across to the left hand side.
2. Click out the "current forecast" annual total to also show the monthly totals

A simplified example is shown below, with data in the Q2 forecast months only.

		Q1) 000's	Current Forecast 000's												FY Var
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
C0291 Gladstone Memorial Fund	498 Net Expenditure No Bfwd Budget	0.0													
	5 Pay	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	51 Casual & Agency Staff	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	510 Casual and Agency Staff	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	6 Supplies	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	61 Supplies	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	610 Consumables	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	9 Other Expenses	1,000.0							166.7	166.7	166.7	166.7	166.7	166.7	
	94 Other Expenses	1,000.0							166.7	166.7	166.7	166.7	166.7	166.7	
	960 Grants	1,000.0							166.7	166.7	166.7	166.7	166.7	166.7	
96110 Student Bursaries	500.0							83.3	83.3	83.3	83.3	83.3	83.3		
96130 Grants To Postgraduates	500.0							83.3	83.3	83.3	83.3	83.3	83.3		



This screen shot shows a SoF which crosses two departments. If you wanted to alter the input you must go down to the lowest level cost centre. Navigate there by the drop down structure of cost centre

With CD0000 selected, the input cells become available

		FY Fcst (Q1) 000's	Current Forecast 000's												FY V
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
C0291 Gladstone Memorial Fund	498 Net Expenditure No Bfwd Budget														
	6 Supplies	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	61 Supplies	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	610 Consumables	-500.0							-83.3	-83.3	-83.3	-83.3	-83.3	-83.3	
	9 Other Expenses	500.0							83.3	83.3	83.3	83.3	83.3	83.3	
	94 Other Expenses	500.0							83.3	83.3	83.3	83.3	83.3	83.3	
960 Grants	500.0							83.3	83.3	83.3	83.3	83.3	83.3		