



# 1. How to get started with BFT navigation

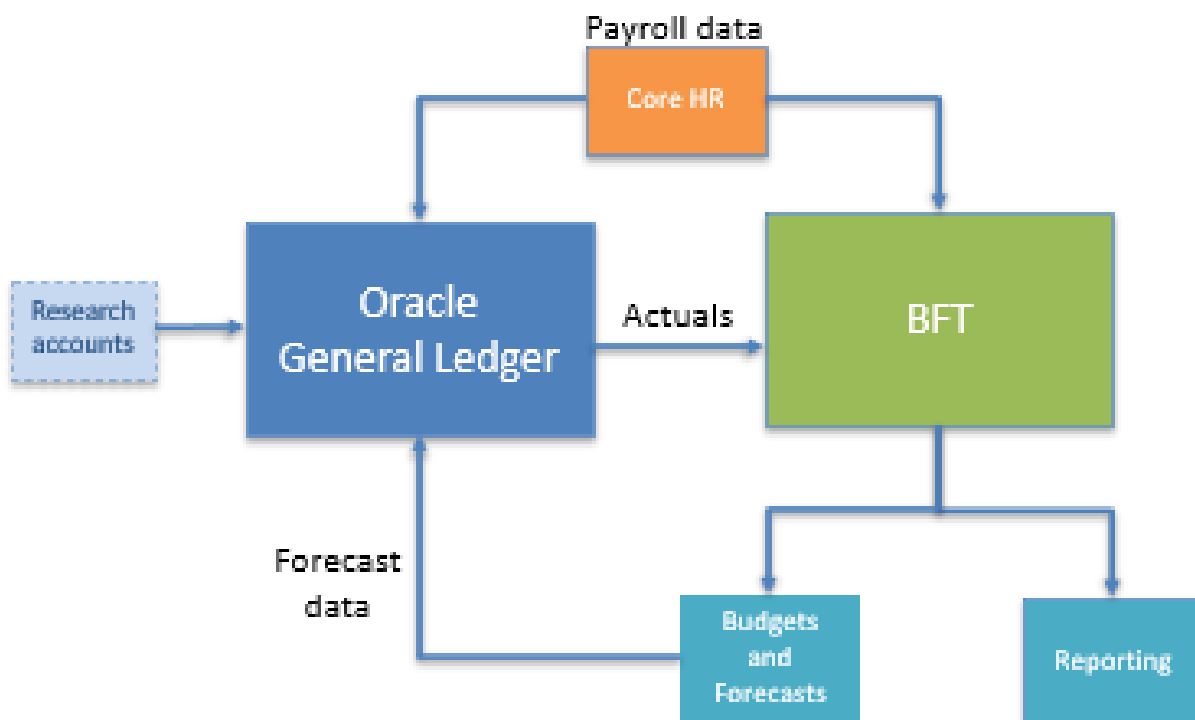
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### 1.1. How BFT fits into Finance systems.

The BFT (green box in the block diagram below) receives:

- Monthly Payroll data from HRIS
- Monthly Income and Expenditure balance data from Oracle Financial General Ledger



Budgets and forecasts prepared on BFT are:

- Exported to Oracle Financials
- Reported directly from BFT for information and analysis

## 1.2 The BFT forecast timetable.

Looking at Q2 of 2019/20 as an example:

- Payroll data is loaded at the end of accounting period 6 (January), BFT Payroll can then be reviewed and amended by departments.
- Financials I&E data updated on BFT from Work Day (WD) 1 to 6 and finalised WD 7 / 10
- I&E and Payroll reviewed and forecasts finalised by day WD 15

| FP&A quarter end Calendar                  |        | half term |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|--|--------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--|
| Activity                                   | 29-Jan | 30-Jan    | 31-Jan | 01-Feb | 02-Feb | 03-Feb | 04-Feb | 05-Feb | 06-Feb | 07-Feb | 08-Feb | 09-Feb | 10-Feb | 11-Feb | 12-Feb | 13-Feb | 14-Feb | 15-Feb | 16-Feb | 17-Feb | 18-Feb | 19-Feb | 20-Feb | 21-Feb | 22-Feb | 23-Feb | 24-Feb | 25-Feb | 26-Feb | 27-Feb | 28-Feb | 29-Feb | 01-Mar | 02-Mar | 03-Mar | 04-Mar | 05-Mar | 06-Mar |  |  |
| Working day                                | Wed    | Thu       | Fri    | Sat    | Sun    | Mon    | Tue    | Wed    | Thu    | Fri    | Sat    | Sun    | Mon    | Tue    | Wed    | Thu    | Fri    | Sat    | Sun    | Mon    | Tue    | Wed    | Thu    | Fri    | Sat    | Sun    | Mon    | Tue    | Wed    | Thu    | Fri    | Sat    | Sun    | Mon    | Tue    | Wed    | Thu    | Fri    |  |  |
| Working day                                | -3     | -2        | -1     |        | 1      | 2      | 3      | 4      | 5      |        | 6      | 7      | 8      | 9      | 10     |        | 11     | 12     | 13     | 14     | 15     |        | 16     | 17     | 18     | 19     | 20     |        | 21     | 22     | 23     | 24     | 25     |        |        |        |        |        |  |  |
| <b>Q2 timetable</b>                        |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| TB - update overnight to January           |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| BFT payroll fully populated                |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Initial Closure                            |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| BFT I&E updated daily                      |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Final GL closure                           |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Final TB updated on BFT                    |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Divisional forecast preparation            |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Divisional Forecast review Meetings        |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Division Forecast paper submission to FP&A |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Forecast closed in BFT - all               |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Oracle updated with Forecast               |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Chest review meeting                       |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| FP&A / DFC Forecast review meetings        |        |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |

BFT forecasts and budgets are profiled monthly figures

### Budget: Payroll based on Q2 data

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

- Budget prepared in Spring, finalised in May/June

### Q1 – 3:9 with Budget pre-population

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

#### Basis of preparation

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

Prepopulated figures are monthly

### 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 | Act | 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

## 1.3 Finding & navigating to the BFT.

1.3.1 We'd recommend accessing BFT from [the BFT webpage](#). This has links to the BFT in the sidebar as well as information about training and other help for BFT users. Remember to save the page in your browser favourites.

1.3.2 We also recommend using [Google Chrome](#) or [Mozilla Firefox](#) browsers for BFT. Both are fully compliant with internet security and usability standards and are also recommended by IBM, who produce [the TM1 software](#) powering the BFT.

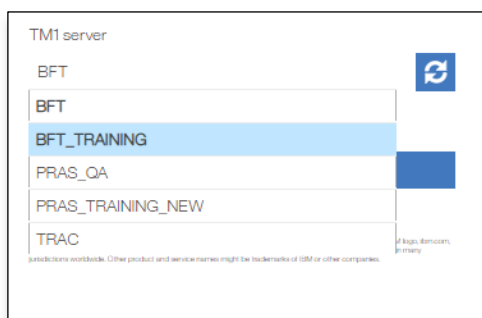
1.3.3 Please note that both browsers require installation of an add-in extension in order to copy data between BFT and office applications such as Excel. There are links to the add-ins in the sidebar on the BFT webpages.

1.3.4 For this training we're accessing the BFT Test and Training systems, via the grey button in the BFT webpage sidebar:

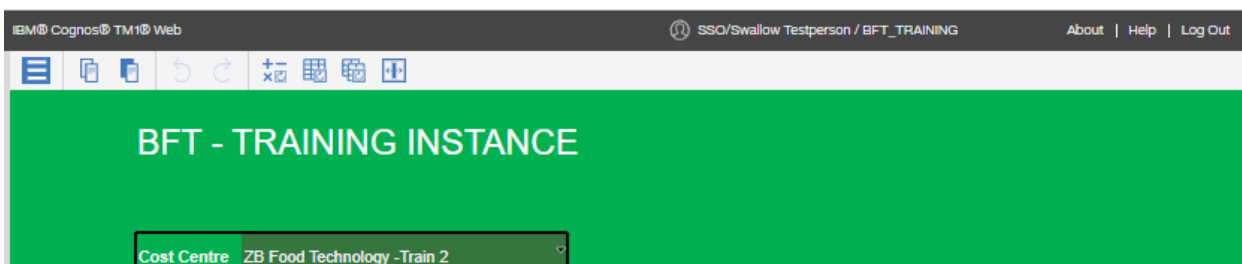
- Click on the BFT Training & Test system button:



- Select "BFT\_TRAINING" from the dropdown menu:



- The BFT Training system has a green banner:



## 1.4 Which BFT page to use & when

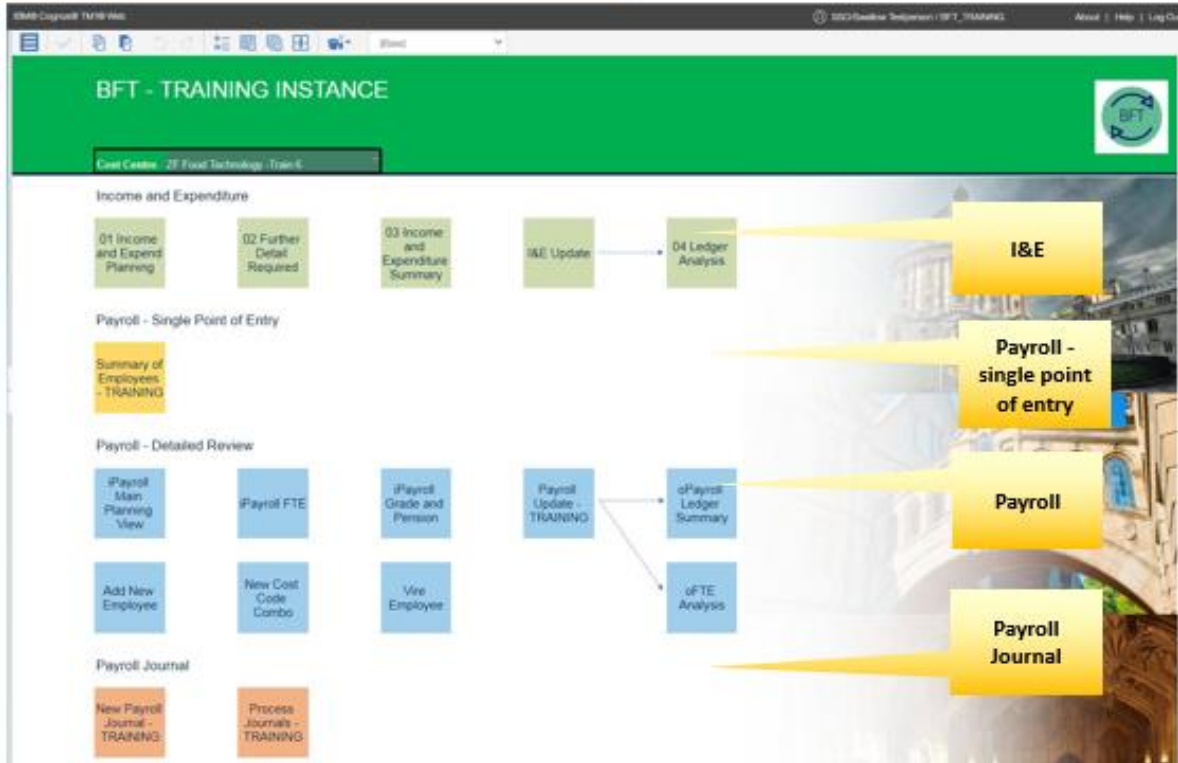
The BFT Landing Page is divided into sections.

- Header area, containing a ribbon with control icons, the banner and a cost centre selection box

Below the header, the Landing Page has rows of icons for:

- BFT I&E
- BFT Payroll "Single point of entry"
- Other BFT Payroll functionality
- BFT Payroll Journal

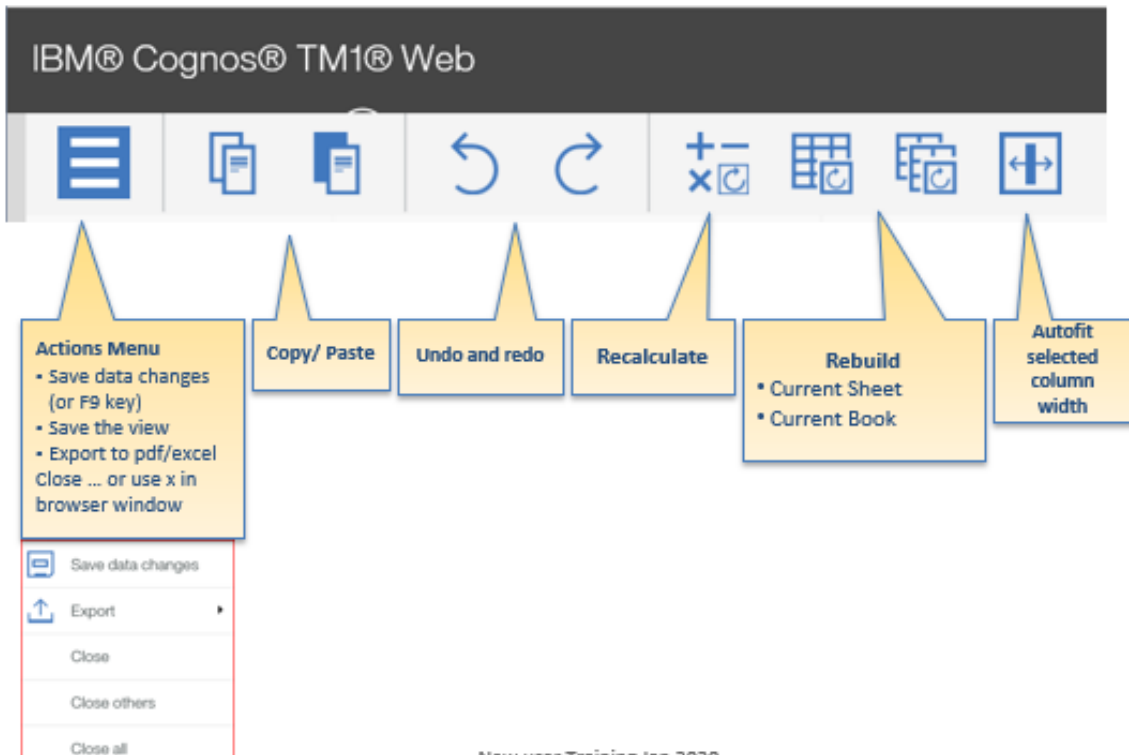
You will see this BFT landing page on opening the BFT

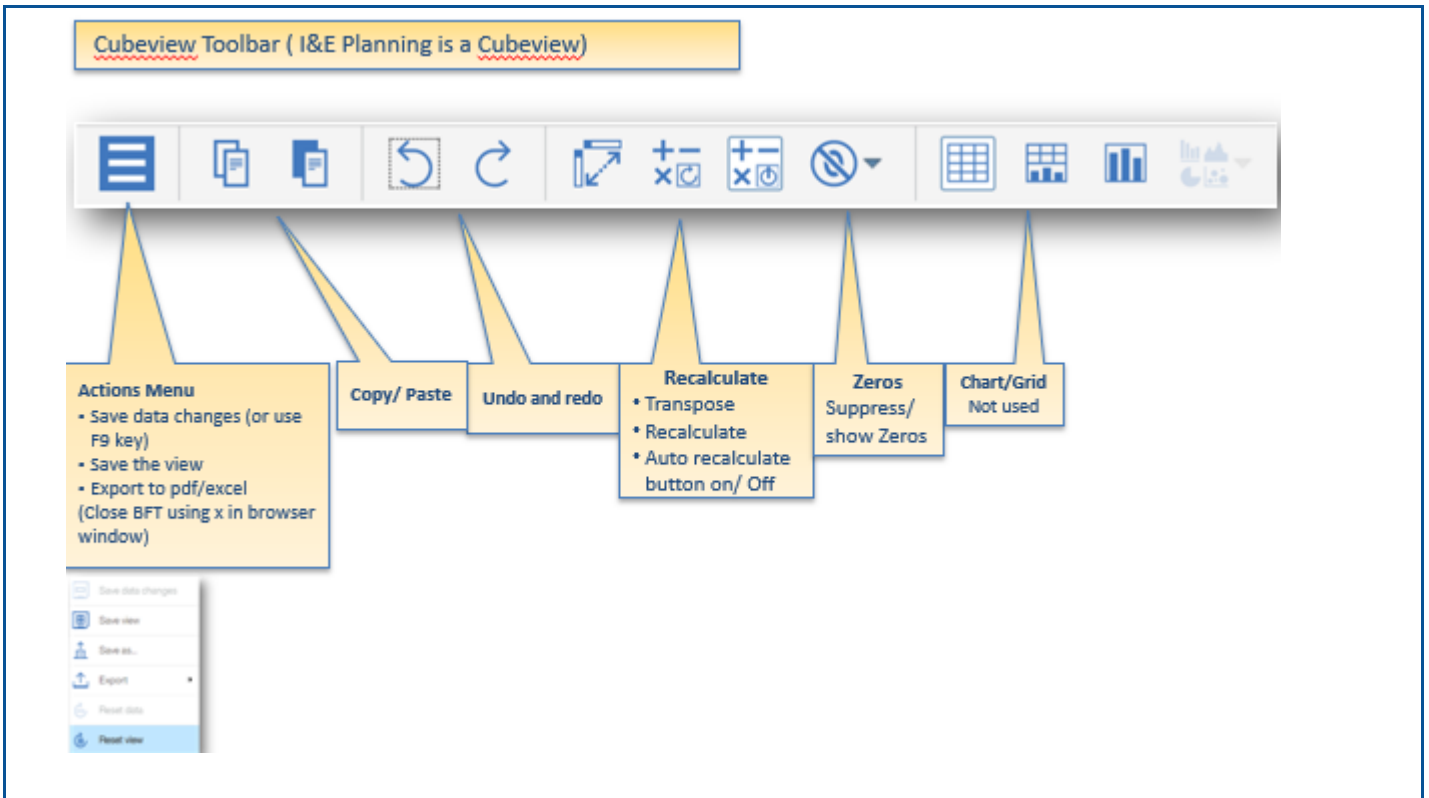


### 1.5 Common BFT icons

One of two different icon sets will appear in the header above each BFT page:

Websheet Toolbar icons ( Landing Page is a websheet)



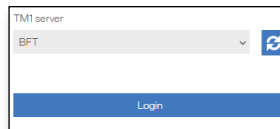


## 1.6 Accessing BFT Production system

To access the Production BFT system, from the webpage sidebar, click the red BFT Production system button.

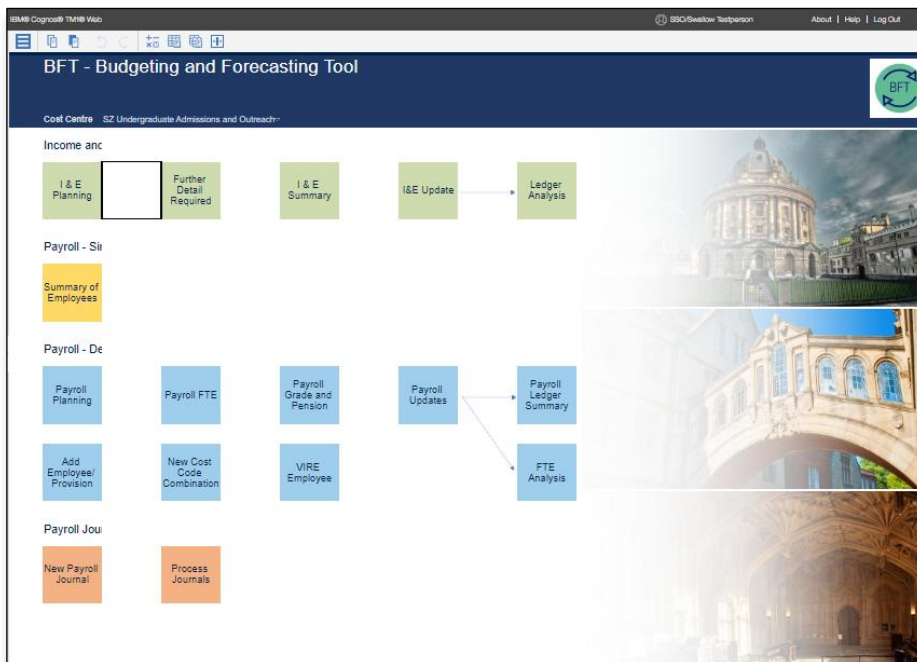


This takes you to a selection page, with a dropdown selector if more than one system ("server") is available.



Select **"BFT"** and **"Login"** to open.

This will take you to the BFT Landing Page



## Ex 1 – Now try accessing the BFT TRAINING system

### Ex 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!

If you get a blue banner, you’re probably in the Test system, and should exit and try again!