



Case Study 13: How to ensure yellow “input” cells are available in Income and Expenditure planning

In order to be able to see the yellow input cells in the BFT there are several aspects to check:

1. Being in **ownership** (see green tick)
2. Context showing the **current open forecasting “version”** and “financial year”
3. Navigated to the lowest (leaf) **cost centre level** (the only exception is the comment column in the iLedger Analysis tab – the summary by A1, A2 and B ledger)
4. Clicked out to a **mid level or detailed level natural account**
5. Using the SoF context box, navigated away to from the default presentation of T0 for SoF to **an actual SoF** such as 00000

Some items are changed via other screens, or will never be open to direct input

- Input to affect permanent payroll costs must be completed in the payroll planning application and pulled through into the I and E via the I and E updates tab
- If the cost centre is locked no input will be possible (look for green symbol on hierarchy page)  Locked

An example of the context for input into Q2 forecast. N.B if in doubt use “reset view”.





1. Ownership

5. Using detailed SoF, not total To

3. Lowest level of cost centre

2. Current forecasting version, correct year

	YTD Bud 000's	YTD Act (Q2) 000's	YTD Var (Q2) 000's	PY FY Act 000's	CY FY Bud 000's	Current Forecast 000's	Current Forecast Var 000's	Current Forecast Var %	FY Fcst (Q1) 000's	YTD Comment
43 O/seas Student and Other Fees		8.5	8.5	-25.7		-25.9	-25.9	0.0%		
430 Overseas and Other Student Fees		8.5	8.5	-25.7		-25.9	-25.9	0.0%		
45 Research Income	413.3	345.8	-67.6	631.1	834.2	791.3	-42.9	-5.1%	808.2	
455 Research Overheads	413.3	345.8	-67.6	631.1	834.2	791.3	-42.9	-5.1%	808.2	
46 Trust and Investment Income								0.0%		
460 Trust and Investment Income								0.0%		
47 Donation and Other Grant Income				-3.0				0.0%		
470 Donations				-3.0				0.0%		
48 Sales, Services and Trading								0.0%		
480 Sales, Services and Trading								0.0%		
485 Internal Sales and Services								0.0%		
49 Other Income	53.4	36.3	-17.1	18.4	56.6	6.5	-50.1	-88.5%	6.5	
490 Other Income	53.4	36.3	-17.1	18.4	56.6	6.5	-50.1	-88.5%	6.5	
5 Pay	-380.9	-333.4	47.5	-713.4	-718.9	-694.6	24.4	3.4%	-668.9	
50 Payroll Costs	-361.8	-314.0	47.8	-656.6	-681.6	-647.2	34.4	5.0%	-628.9	
501 Academic Staff	-22.2	-2.8	19.3	-54.8	-22.2	-2.8	19.3	87.2%	-7.9	
502 Support Staff	-339.6	-311.1	28.5	-601.8	-659.4	-644.2	15.1	2.3%	-621.0	
51 Casual & Agency Staff	-19.1	-19.5	-0.4	-56.8	-37.4	-47.4	-10.0	-26.8%	-40.0	
510 Casual and Agency Staff	-10.0	-12.2	-2.3	-40.1	-18.0	-28.0	-10.0	-55.6%	-18.0	
513 Fees	-3.0	-0.8	2.2	-3.2	-6.0	-6.0		0.0%	-6.0	

5. Use mid level Natural Account or individual detailed Natural Account

Payroll forecast must be pulled in from the I and E Updates tab, cannot be updated from here