

PFR Automation tool



2024/25 Training session

PFR Automation tool



Claire Ridgway (she/ her)

Senior Finance Lead (Financial Reporting and Development)

House Keeping

1. Questions to be posted in the chat box, please include your name in case we need to get back to you directly.
2. Please like any questions posted, we will only be able to respond to a minimal number of questions in the session and this will help us prioritise
3. If we do not get to your question in the session, we will answer as part of the Q&A document, so please make sure your question can be read in isolation.
4. Slides, Q&A document, and the recording will be available after the webinar:
 - For providers they will be available on Additional Documents (accessed via your Portal)
 - For commissioners they will be available on SharePoint.
 - For regions they will be available on MS Teams Finance Central Admin folder.

Agenda

1. Background
2. Feedback
3. Key challenges
4. Main Steps – direct input
5. Main steps – with signage conversion from ledger
6. Points to note
7. Detailed walk through
8. Questions and further queries

Background



- The PFR Automation tool has been developed to assist in removing the manual burden of completing the PFR
- Initial product was designed by a delivery group, supported by the Finance Innovation Forum and NHS England Financial Reporting team
 - Delivery group members selected to ensure that a relevant cross section of ledger suppliers / working day close / current level of automation / sector / regions were represented
- PFR Automation tool added to PFR month 4 2022/23

Feedback

Month 6 2023/24 questionnaire

- 49 providers currently using the tool, saving on average 2.5 hours
- 2 good news stories; where the use of the tool has had a significant impact on other trust processes around the PFR completion, saving one provider 13.7 hours and another 5 hours.
- In total the use of the tool for the 49 trusts is saving 123 hours a month nationally.

Requested enhancements

- Ability to use for TAC
 - Will require further working group to assess the feasibility given the intra company analysis

Key challenges

- Understanding PFR form construct:
 - Subcodes – rows
 - Maincodes – columns
 - Colouring – yellow = input
 - Duplicate reporting (e.g. 07 Op Inc nature / 08 Op Inc source).
- Generating working papers / formulas to allow easy direct feeds to save on manual input:
 - Ledger not set up to record PFR coding.
- Understanding how tool works:
 - Will replace contents of any valid combination of data entered
 - Can be used for partial / full data sets

Main Steps – direct data

Main steps

- Data tab – Complete first 3 columns
 - Subcode, Maincode, Value (per PFR)
- Clear quick validations (ensure formula copied down)
- Automation instructions – Populate data button.

Demo

Main Steps – With Signage Conversion from ledger

Initial Step up

- Workings tab – Parameter tables – Column B
 - Yes – Ledger matches PFR
 - No – Ledger does not match PFR.

Ledger conversion

- Working tab
 - F3 - Select the input period (YTD/FOT)
 - E6 onwards – copy in subcodes
 - Direct from ledger extract / intermediate mapping file
 - Suggest review automatic formula for 13. SoCI other
 - J6-L? – copy full range of data.

Populate the PFR

- Data tab - A3 - Paste special values data from working tab
- Clear errors & Save
- Automation instructions - Populate PFR
- Once populated check to controls.

Points to note

The tool:

- Is driven by the existing maincode / subcode references in the forms
 - These references do not change unless the individual requirements of that data items changes.
- Will sum all numerical values entered
- Will only include the last data item in the list for text / date fields
- Will ignore text values entered in numerical cells
- Will ignore #values
- Will ignore *wildcards
- Will work on non continuous ranges (so that gaps can be left for different working sections)
- Spaces with no protection would be left for workings
- Will only amend combinations as detailed on the “data” tab (will leave any other combinations untouched).

Detailed Walk through



The following slides contain further details on the process and checks.

The Data tab

| Subcode Value | Maincode Value | Value (£000 / text / other) | Combination on definitions | Text in numeric field | Expected sign | Signage check |
|---------------|----------------|-----------------------------|----------------------------|-----------------------|---------------|---------------|
| SFP0820 | 05STC01A | Example 1 | ok | | | |
| SFP0820 | 05STC01A | Example 2 | ok | | | |
| SFP0100 | 05ACTYTD | 16 | ok | ok | + | |
| SFP0110 | 05ACTYTD | 0 | ok | | | |
| SFP0120 | 05ACTYTD | -10 | ok | | | |
| SFP0130 | 05ACTYTD | 30514 | ok | | | |
| SFP0886 | 05ACTYTD | 11697 | ok | ok | + | |
| SFP0140 | 05ACTYTD | 0 | ok | ok | + | |
| SFP0150 | 05ACTYTD | Nil | ok | ERROR | | |
| SFP0165 | 05ACTYTD | 0 | ok | ok | + | |
| SFP0170 | 05ACTYTD | 76 | ok | ok | + | |
| SFP0180 | 05ACTYTD | 61 | ok | ok | + | |
| SFP0200 | 05ACTYTD | 0 | ok | ok | | |
| SFP0210 | 05ACTYTD | 42364 | ERROR | | | |
| SFP0220 | 05ACTYTD | 606 | ok | ok | + | |
| SFP0230 | 05ACTYTD | 1122 | ok | ok | + | |
| SFP0240 | 05ACTYTD | 1902 | ok | ok | + | |
| SFP0280 | 05ACTYTD | 17001 | ok | | | |
| SFP0280 | 05ACTYTD | 1000 | ok | | | |
| SFP0290 | 05ACTYTD | 5 | ok | | | |
| SFP0310 | 05ACTYTD | 145 | ok | ok | | |

Duplicate text combination - last entry only

Possible incorrect signage - correct if appropriate

Text in numeric cell - will be ignored - correct if appropriate

Subtotal - no input cell - review or delete

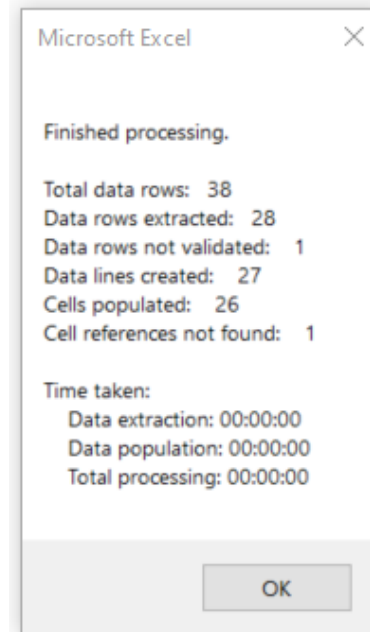
Duplicate combination - will sum

Initial Checks – Data tab

- Ensure the formulas in the green area have been copied down the full range of your data
- Combination on definitions sheet – Will show ERROR if the combination is not valid:
 - These values will be ignored when running the population and listed in the report
 - Please note that not all combinations on the definitions tab are available to all providers so further errors may flag in the main checks (e.g FT / Trust only rows)
- Text in numeric field – Will show ERROR is text is entered in a combination which is expecting a numerical value:
 - These values will be ignored when running the population and listed in the report
- Expected signage / Signage check – This shows the expected signage (per Col D on the main forms) and then “check” against values which do not meet the normal signage criteria:
 - Signage fails will not be ignored and will be included in the population
 - You can also refresh the pivot table on the “workings tab”, ensuring the formula is copied down to look at totals per combination
- You should also do a quick check that all data has been added as required, ideally with a control total check (to be determined locally).

Full Checks

- It is recommended that you save your PFR form at this stage
- Once you have cleared any of the initial checks you have the option of generating the error report without populating any values in the PFR form:
 - This is an optional stage as the report is generated at the population stage as well
 - Click on the “Generate error report” button on the “Automation Instructions” tab
 - Once the process has finish, do a quick check that the correct number of rows have been extracted (The cells populated calculation is showing how many combinations have been used but won’t be populated at this stage) then click OK
- Review the error report and clear any errors found



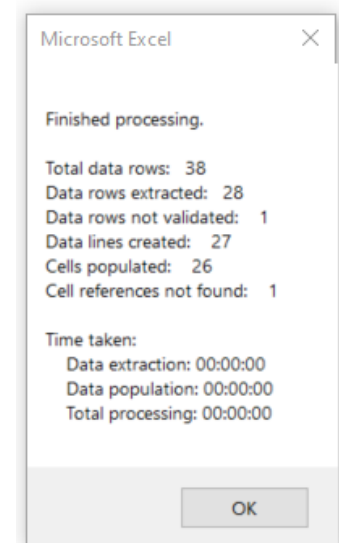
Full checks – Types of errors



- Unable to populate this item - trying to write a string into a numeric data field
 - Should also be flagged in initial checks
 - Remove text and replace with number / correct subcode / maincode combination
- Unable to populate this item because it contains an error in the Value column
 - Should also be flagged in initial checks
 - Correct the reason for the #value
- Unable to find Input-type cell matching this maincode-subcode combination
 - 2 possible reasons
 - Subcode & maincode combination not found on definition sheet
 - Should also be flagged in quick checks
 - Subcode & maincode combination is not valid for your provider
 - Will not flag on the initial checks
 - Correct combination

Populating the PFR

- It is recommended that you save your PFR form at this stage
- Once you are happy with you are the data in the “Data” tab you can populate into the PFR
- Click on the “Populate data into PFR form from the data sheet” button on the “Automation Instructions” tab
- Once the process has finish, do a quick check that the correct number of rows have been extracted (The cells populated calculation is showing how many combinations have been used) then click OK
- Review the error report and clear any errors found
- Review the data entered in the PFR to ensure that it has populated as expected then save the PFR form
 - If you are not happy close without saving
- Complete the remainder of the PFR form and clear all the validations
- Remember to unshare and break links as required



Refreshing the data

- The population tool will update the combinations entered on the “Data” tab
- If you wish to refresh the full data set:
 - refresh the values and press the population button again
- If you wish to add new data items without touching any other parts of the forms previously populated (may be useful if populating efficiencies separately to I&E after manual adjustments have been made to main PFR):
 - copy / cut and paste the previous entries on to the workings area / tab (you can drag and drop on the data tab to maintain formulas if required)
 - Add the new data set and then press the population button again (after clearing checks)
- Manually adjust a value by adding data in main PFR form:
 - Please note that if the population tool is run again this will overwrite the adjustment if the combination is contained on the “data” tab.

Other tabs

“Definitions”

- The definitions tab contains basic data regarding the cells available for input in the master PFR template
- This is used to drive the population tool but may also be useful providers as reference sheet

“Workings”

- Contains the signage conversion parameter table and ledger input workings area:
 - The ledger input working area is also duplicated on the data tab
- A standard pivot table has been provided to assist with the signage checks on a total combination level:
 - Refresh the pivot table and ensure the formula in Column N is copied down
- This sheet contains no protection so can be used as required by the providers

“Automation Instruction”

- Detailed instructions and the population / error checking buttons.

Questions and further queries



- Questions raised through event Q&A
 - Key questions will be covered shortly
 - Updated Q&A document will be provided after the event
- Feedback on the tool / user questions via the One NHS Finance Automation Teams group
- Technical queries to England.sector.reporting@nhs.net
- Dedicated webpage - [Provider Finance Return \(PFR\) Automation Tool \(onenhsfinance.nhs.uk\)](https://onenhsfinance.nhs.uk)
- Access to the One NHS Finance automation group:
 - Please click on the link on the webpage
- How to guides / example run throughs will be made available on the webpage

Questions



**Thank
YOU!**