FinOps Checklist

***\*\*\*When in doubt: backup, create from backup\*\*\****

Use the Navigation Pane (Alt, W, K; View -> Show -> Check “Navigation Pane”) to find topics easily

# Building BTAs

1. Ensure correct Budget Scenario is selected in the workbook
   1. Inputs sheet -> click “Settings” -> Main tab -> click “Select Scenarios”
2. Refresh the P&L for the latest numbers
3. Double-click on a Month cell on the Detailed P&L sheet
4. Update the BTA main date cell to obtain the view desired
   1. Cell H11, Detailed BTA sheet
5. Update Scenarios
   1. For individual month: cell I15, Detailed BTA sheet
   2. For quarterly view: cells Q13:Q15, Detailed BTA sheet
   3. For quarterly views, also double check that cell P11 shows the desired quarter (or quarter-to-date), and make changes as needed to cells T12:T15 to obtain any partial quarter views

# Differences between Local and Detailed P&Ls

1. Check Slicers sheet [Workbook Slicer] for other workbooks’ IDs
   1. The workbook ID can be found on the Inputs sheet, cell A1
   2. Workbook Slicer value of 0 denotes Actuals
   3. Workbook Slicer value of (blank) denotes Master Assumptions not tied directly to workbook-forecast headcount (i.e., Stock Based Comp and related Payroll Taxes)
   4. If additional workbook IDs exist, test filtering out those IDs and checking the Local and Detailed P&Ls
      1. If this is the case, there is a dimension overlap between the two workbooks
      2. Use the Forecast Info.xlsm file to identify which workbook has the overlap then work with the analyst for the other workbook to decide how to remove that overlap
      3. Inputs sheet -> click “Settings” -> Workbook tab -> click “Update Dimensions”
2. Push all updates **and** refresh P&L
3. Refresh Master Assumptions, Reference tables, and Local Actuals
   1. Inputs sheet -> click “Settings” -> Main tab -> three separate buttons
4. Check selected workbook currencies
   1. Output Currency, Inputs sheet, cell C2
   2. Forecast Currency, Inputs sheet, cell C4

# Missing Average Salaries

1. Check Cap Rate for the row for the month is <100%
2. Check Total Headcount for the row for the month is >0
3. Refresh Master Assumptions
4. Check row’s dimensions and validate an employee is coded to those dimensions
   1. Use Forecast Info.xlsm file
   2. Headcount tab -> Employee Detail section -> click “Download Detail”
5. Check workbook’s dimensions
   1. Does it include all dimensions necessary to capture the missing salary?
   2. Inputs sheet -> click “Settings” -> Workbook tab -> click “Update Dimensions”

# Push All Updates Errors

1. Check for missing dimensions on forecasting sheets (these should be highlighted)
2. Check for invalid dimension combos (namely Divisions, should be highlighted)
3. Check that dimension strings are valid and up-to-date
   1. Refresh reference tables: Inputs sheet -> click “Settings” -> Main tab -> click “Refresh Reference Tables”
   2. Use Reference sheet (and the various dimension definition tables) to check that all dimension strings used on the forecasting tabs are valid
   3. These are not highlighted, but should be listed out in the error message returned after pushing to the database
4. Ensure that the dimensions that are being pushed are included in the workbook’s dimension list
   1. Check that they exist in the dimension definition tables on Reference sheet

# Adding Frozen Scenarios

1. Inputs sheet -> click “Settings” -> Main tab -> click “Select Scenarios”
2. Select up to 5 frozen scenarios from either list
   1. The left box lists scenarios relevant only to the current workbooks US/INTL setting
   2. The right box lists only consolidated scenarios
   3. Every workbook will always download the Actual, Forecast, and Revenue scenarios
3. Click “Update” and wait for the P&L to refresh with the added data

# Removing/Deactivating Old Workbooks

1. Inputs sheet -> click “Settings” -> Workbook tab -> click “Clear Forecast Data”
2. Click “Yes” when asked to backup workbook to database (recommended as a precaution)
3. Click “Yes” when asked to push updates to database
4. Optionally: Inputs sheet -> click “Settings” -> Workbook tab -> click “Deactivate Workbook”
   1. Follow this step if no longer plan to use the workbook
   2. Will disable the workbook’s ability to push to the database

# Backup to Database

1. Double check that any workbooks to which the FinOps template is linked are **not** open
   1. Due to the fact that Excel removes the full file path when the linked workbook is open, this will cause an incomplete backup as the database will not know the full link to the file and cannot accurately recreate the workbook
2. Inputs sheet -> click “Settings” -> Backup tab -> click “Backup to Database”

# Create from Backup

1. Ensure a current backup exists in the database for the workbook you wish to recreate
2. Open BG3 - Template.xlsm
3. Choose the option (US/INTL/Both) that matches the workbook you’re recreating
4. Click “Create from Backup”
5. Choose the desired workbook from the list
6. Choose the desired backup to recreate from (likely on the top)
7. Choose the folder in which to save the recreated workbook (it will automatically overwrite any file with a matching name in that folder)

# Create New Workbook

1. Open BG3 - Template.xlsm
2. Choose desired option, US/INTL/Both
3. Double-click on each dimension header
   1. Choose each individual dimension member that should be in the new workbook
   2. Alternatively check “Include All” to automatically include every member of that dimension
   3. At least one member must be selected for each dimension
4. Decide upon a workbook type and create
   1. If creating a new forecasting workbook, click “Create Workbook”
   2. If creating a roll up only workbook, click “Create Rollup”

# Update Workbook Dimensions

1. Inputs sheet -> click “Settings” -> Workbook tab -> click “Update Dimensions”
2. Double-click on any dimension headers to show the dimension member list form
   1. Add/remove dimension members as desired, or check “Include All”
   2. Every dimension must have at least one member
3. Click “Update Workbook” to update the dimensions in the database
   1. The workbook will refresh all assumptions, references, etc. to reflect the change

# Hide/Unhide Columns

1. Inputs sheet -> click “Settings” -> Workbook tab -> Bottom section
2. Choose date ranges:
   1. Left two boxes for start and end of Actuals
   2. Right two boxes for start and end of Forecast
3. Click “Hide/Unhide”
   1. Hides columns on forecasting sheets and P&L sheets according to input dates

# Add Forecasting Rows

1. On desired forecasting sheet (Expenses, Revenue, Headcount), click “Add Rows”
2. Input a number between 1 and 500, click “OK”
   1. Only 500 can be added at a time, but this can be repeated until the sheet becomes full

# Unlock Pivot Table

1. While the PT-All pivot table cannot be unlocked directly, using the Ctrl + q shortcut to create a live copy of the P&Ls also copies and unlocks the pivot table, so custom pivoting can be performed