

Schools**BPS**

User Manual

Version 7.0



Orovia Software

SchoolsBPS User Manual

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Logging In

SchoolsBPS can be accessed from any device with internet access including laptops, home/office computers, tablets and smart phones. For your security, BPS uses secure encryption and cannot be found via search engines.

<https://peterborough.schoolbps.net>

The login screen will request your username and password. The master username for each school in your system will be 'admin' followed by the school's four digit DfE number (e.g. 'admin1234').

If you forget your password you can contact the Schools Finance Team support for a reset; our email address can be found on the login screen.

SchoolsBPS

orovia software

Log In

User Name

Password

Log In

NOV 2014 Build
Ver : 7.1.0.0

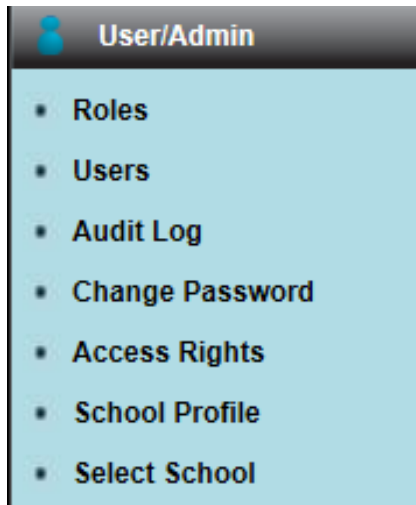
School>Returns@Peterborough.gov.uk | (01733) 863923

Roles, Access Rights and Users

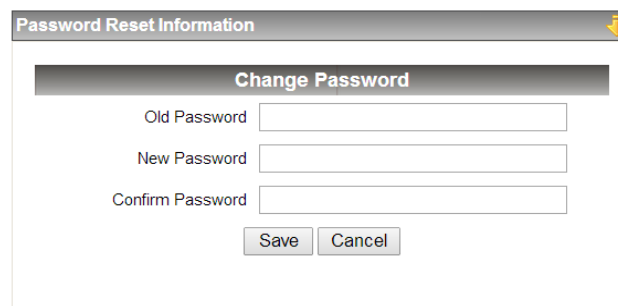
In SchoolsBPS, each school in the system has a 'master user' who has access to all features within that school. However, any number of other users can be set up within a school and their access can be restricted as required. Please contact Schools Finance for assistance.

Changing a Password

To change your password go to 'User/Admin' and select 'Change Password'.



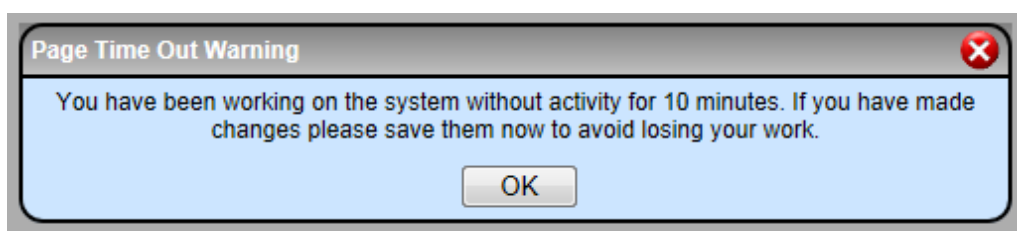
Simply input your existing password into the top field, your desired new password into the other two fields, and then click 'Save'. For security, we recommend that you choose a password containing a combination of letters and numbers which is not easy to guess.

A screenshot of a 'Password Reset Information' dialog box. The dialog box has a title bar with the text 'Password Reset Information' and a close button. Below the title bar is a section titled 'Change Password'. This section contains three text input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the input fields are two buttons: 'Save' and 'Cancel'.

You will then be disconnected and need to login afresh.

10 minute Save

SchoolsBPS reminds you every 10 minutes to Save your work. If after 20 minutes you have not saved – all new changes will be lost.



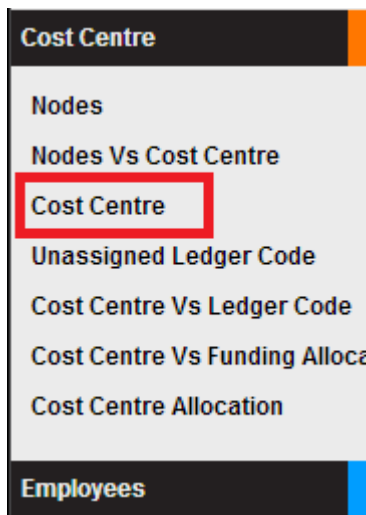
Account Codes

Account codes will be maintained by Schools Finance.

Extra Objects

Extra Objects are created at individual school level and will therefore need to be added into SchoolsBPS manually. To do this, go to 'Objects' on the menu bar and select '**Object**' from the sub-menu.

Change screenshot



This will display all of the objects currently in the system. To add a new object, enter an ID (e.g. 18999), Name (e.g. Primary Sports Grant) and Description (e.g. Primary Sports Grant) into the fields provided at the bottom of the screen, then click 'add'.

Change screenshot

ID	Name	Description	
1	Art	Allocation for Art Department	
2	Music	Allocation for Music Department	
3	Modern Languages	Allocation for Modern Languages	
4	Science Department	Allocation for the Science Department	
5	Humanities	Allocation for the Humanities Department	
6	Maths Department	Allocation for the Maths department	
7	Administration	Administration Department	
8	Leadership	Leadership	
99	All School	Default Cost Centre	 
P1	Paper	Paper	

1 2 Page 1 of 2 (12 items)

Details

ID

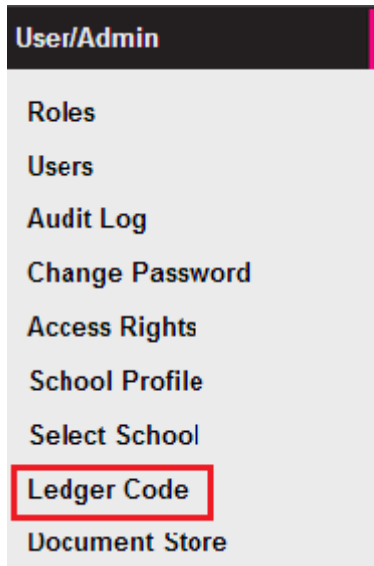
Name

Description

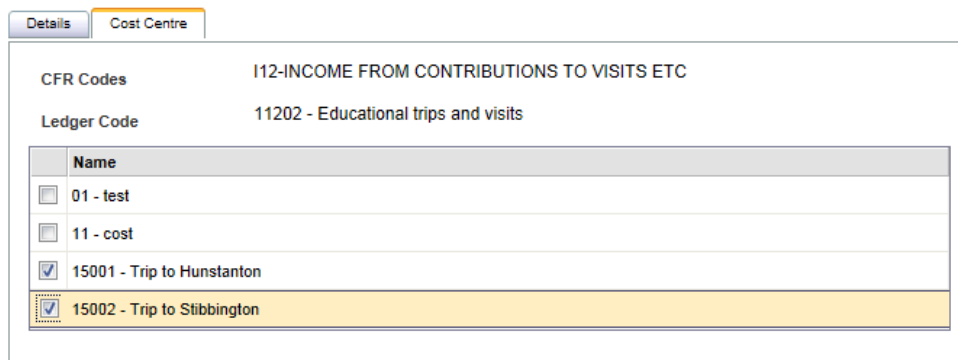
Mapping Account Codes to Objects

Before amounts can be allocated to Objects, the Objects must be attached to the Account codes. The process is known as 'mapping'. To do this, go to **'User/Admin'** on the menu bar and click on **'Account Code'**.

Change screenshot



The Account code screen allows you to search by code/description or by line number. When you find the Account code you need, click on the blue **'Edit'** icon on the right hand side of the screen and click on the tab marked **'Object'**. The checkboxes indicate which Objects are attached to this code. To attach new ones, simply tick the box and click **'Save'**.



A screenshot of a software interface showing account code mapping details. At the top, there are two tabs: 'Details' and 'Cost Centre'. Below the tabs, the following information is displayed:

- CFR Codes: I12-INCOME FROM CONTRIBUTIONS TO VISITS ETC
- Ledger Code: 11202 - Educational trips and visits

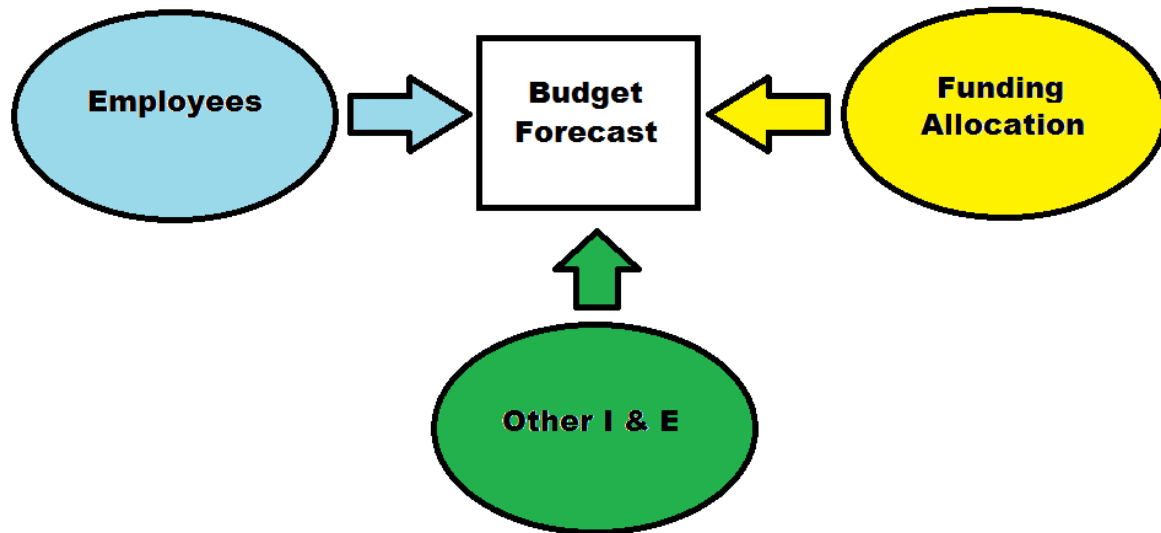
Below this information is a table with a header 'Name' and a column for checkboxes:

Name	
01 - test	<input type="checkbox"/>
11 - cost	<input type="checkbox"/>
15001 - Trip to Hunstanton	<input checked="" type="checkbox"/>
15002 - Trip to Stibbington	<input checked="" type="checkbox"/>

[Back to Other Income and Expenditure](#)

Core Functionality

This chapter covers the core features of SchoolsBPS. Budget forecasts in BPS are created by pulling together data from three sources – Employees, Funding Allocation and Other Income & Expenditure.



Employees

The employees section covers all expenditure directly related to school staff (teaching and non-teaching). This includes data on each employee's job role, such as their salary scale point, whether they pay into the pension scheme, whether they increment through the pay scale and any additional payments (e.g. TLRs) they might receive.

Creating an Employee Scenario

In SchoolsBPS an employee scenario contains all the details of staff in a particular school. You can have any number of employee scenarios in the system. To create a scenario, or access an existing one select '**Employee Scenarios**' from the left-hand menu bar.



This will produce a list of the scenarios you already have in the system:

List Of Available Scenarios			
Name	Description	Amount	
Initial Staff Upload+ Changes for Sept Term	Initial Staffing	£2,068,584.55	[Icons]
Extra Staff	New Group with extra staff(Do Not Change)	£2,374,756.41	[Icons]
A New Model	test	£2,068,584.55	[Icons]

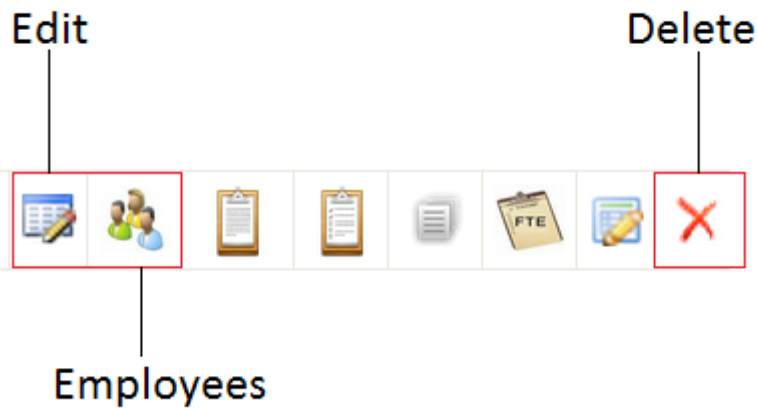
Details

Name

Description

Copy From

The icons on the right hand side of the list allow access to the scenario.



'Edit' allows you to change the name and description of the scenario.

'Employees' allows you to add, edit and delete individual employees.

'Delete' as the name suggests, deletes the scenario and all the data within it.

The other icons are for generating employee reports. These will be covered in detail later in this section.

Entering Employee Data

To add the details of a new employee, click on the 'Employees' icon, then click the 'Add Employee' button. You will arrive at this screen:

The screenshot shows a web form titled 'Personal' with the following fields and options:

- Title: None (dropdown)
- Surname: [text input]
- First Name: [text input]
- Post Description: [text input]
- Notes: [text area]
- Pay Roll Number: [text input]
- Joining Date: [date input]
- Created User: schmaster
- Created Date: 02/06/2014 15:59:52
- Job Roles: [dropdown menu]
- End Date: [date input]
- Auto Increment:
- Super Annuation:
- Spot Salary:
- Cost Centre: [dropdown menu]
- Job Pay Roll Number: [text input]
- Save: [button]

[Add Employee](#)

[Back To Employees](#)

Fill in details such as First Name, Surname and pay roll number into the boxes provided. 'Joining Date' refers to the continuous employment date with the local authority.

Job Roles

SchoolsBPS allows each employee to have up to three different job roles (so, for example, a person could be a Teaching Assistant, a Cleaner and a Midday Supervisor.) This is also used for teachers who move from the main to the upper pay scale. Select the appropriate job role from the drop down menu.

End Date

Entering an end date will terminate the **job role** on the date specified. End dates are only necessary in a few situations, for example, if the person is on a fixed term contract, if hours change or if they are retiring. End dates are also relevant when main scale teachers move up to the upper pay scale.

Auto Increment

If this box is checked the employee will increment annually until they reach the top of the pay grade for their job role. As standard this happens on 1st September for teaching staff and 1st April for non-teaching staff.

Superannuation

Check this box if the employee pays into the pension scheme.

Spot Salary

If the employee does not receive a salary on a recognised pay scale you can choose to enter a salary figure instead of selecting a scale point.

Extra Objects

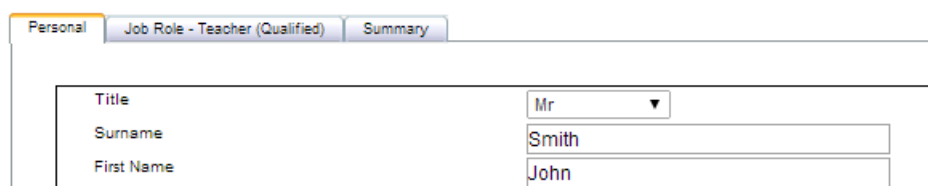
If you have Objects set up in your system you can select the Extra Object for the job role using the drop down menu.

Job Payroll Number

You should enter the payroll number against the job role as well as the employee's personal details. This becomes particularly important when employees have more than one job role and for reconciling salaries back to payroll provider reports.

Once these details have been completed, click **'Save'**.

You will now have some additional tabs at the top of the screen. The details relating to a person's contract are entered via the **'Job Role'** tab.



Personal		Job Role - Teacher (Qualified)	Summary
Title		Mr	
Surname		Smith	
First Name		John	

Entering Job Role Details – Teaching Staff

Input the details of the employee's contract into the boxes provided. **'Applies From'**, **'Hours'** and **'FTE'** are required fields. Values can also be entered for **'Recruitment Retention'**, **'Other Allowances'** etc. if applicable, and **'TLR's'** can be selected from the drop down menu. Amounts entered into **'SEN Amount'** must be between the minimum and maximum amount defined for the school (for directions on how to change these parameters, see SEN Payments later in this section). Once you have entered these details, select the correct pay scale point for the employee and click **'Add'**.

Personal Job Role - Teacher (Qualified) Summary

Name: John Smith

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
No records to display						

Applies From: 01/09/2013
 Hours: 32.50
 FTE: 1
 Recruitment Retention:
 Salary Protection:
 Other Allowances (Cash):
 Overtime (Actual Amount):
 TLR Rate: TLR 2.1 (School) ▼
 SEN Amount:

Pay Scale: Qualified Teachers 3
 Points: 3 ▼

Add Update Clear

Add Employee

[Back To Employees](#)

This will save the details of the job role and insert time lines (see below). Each time line represents a change of some kind. In this example, they show the employee incrementing through the pay scale annually on 1st September until they reach the top.

Personal Job Role - Teacher (Qualified) Honorary Summary

Name: John Smith [Generate salary statement](#) | [Salary Guideline Notes](#)

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
01/09/2013	32.5	1	0	Qualified Teachers-3	Manual	TLR 2.1
01/09/2014	32.5	1	0	Qualified Teachers-4	Auto	TLR 2.1
01/09/2015	32.5	1	0	Qualified Teachers-5	Auto	TLR 2.1
01/09/2016	32.5	1	0	Qualified Teachers-6	Auto	TLR 2.1

Applies From:
 Hours:
 FTE:
 Recruitment Retention:
 Salary Protection:
 Other Allowances (Cash):
 Overtime (Actual Amount):
 TLR Rate: ▼
 SEN Amount:

Pay Scale: Qualified Teachers 1
 Points: 1 ▼

Add Update Clear

✔ Time Line inserted successfully

Add Employee

[Back To Employees](#)

Entering Job Role Details – Non-Teaching Staff

The method for entering non-teaching staff is slightly different from that of teachers because SchoolsBPS needs additional data to calculate term-time only pay.

The required fields for non-teaching staff are ‘**Applies From**’, ‘**Hours**’ and ‘**Weeks Worked**’. SchoolsBPS will use the values in Hours and Weeks Paid to automatically calculate the FTE.

Personal Job Role - Admin. Band 16 Summary

Name: **Bethany Bell**

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
No records to display						

No data

Applies From	<input type="text" value="01/09/2013"/>	Pay Scale	Points
Hours	<input type="text" value="37"/>	Support Staff	<input type="text" value="48"/>
FTE	<input type="text" value="0.85016205"/>		
Recruitment Retention	<input type="text"/>		
Salary Protection	<input type="text"/>		
Other Allowances (Cash)	<input type="text"/>		
Overtime (Actual Amount)	<input type="text"/>		
Weeks Paid	<input type="text" value="44.33"/>		

[Back To Employees](#)

Spot Salaries

If you checked the **'Spot Salary'** checkbox on the **'personal'** tab, the pay scale point drop down will be replaced with a field to enter an amount. You need to enter the FTE salary figure in this field (i.e. the amount the employee would receive if they were full time and 52.143 weeks per year).

Personal Job Role - Admin. Band 10 Summary

Name: **Bethany Bell**

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate
No records to display						

Applies From	<input type="text"/>	Spot Salary Amount	<input type="text" value="24500"/>
Hours	<input type="text"/>		
FTE	<input type="text"/>		
Recruitment Retention	<input type="text"/>		
Salary Protection	<input type="text"/>		
Other Allowances (Cash)	<input type="text"/>		
Overtime (Actual Amount)	<input type="text"/>		
Weeks Paid	<input type="text"/>		

Manually Entering and Editing Time Lines

Once an employee's job role details have been entered you can edit the details from specified dates. **To view the details of the Job role – click blue 'Edit' icon.** For example, let's assume that a teacher has decided to reduce their working hours from full time to three days per week, effective from 1st January 2015:

Personal Job Role - Teacher (Qualified) Honorary Summary

[Generate salary statement](#) | [Salary Guideline Notes](#)

Name: John Smith

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate		
01/09/2013	32.5	1	0	Qualified Teachers-3	Manual	TLR 2.1		
01/09/2014	32.5	1	0	Qualified Teachers-4	Auto	TLR 2.1		
01/09/2015	32.5	1	0	Qualified Teachers-5	Auto	TLR 2.1		
01/09/2016	32.5	1	0	Qualified Teachers-6	Auto	TLR 2.1		

Applies From:

Hours:

FTE:

Recruitment Retention:

Salary Protection:

Other Allowances (Cash):

Overtime (Actual Amount):

TLR Rate:

SEN Amount:

Pay Scale: Qualified Teachers
Points:

To do this, we enter the 'applies from date' as 1st January 2015, enter the FTE as 0.6, select the TLR rate they receive and choose the relevant pay scale point, then click 'Add'.

Personal Job Role - Teacher (Qualified) Honorary Summary

[Generate salary statement](#) | [Salary Guideline Notes](#)

Name: John Smith

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate		
01/09/2013	32.5	1	0	Qualified Teachers-3	Manual	TLR 2.1		
01/09/2014	32.5	1	0	Qualified Teachers-4	Auto	TLR 2.1		
01/01/2015	19.5	0.6	0	Qualified Teachers-4	Manual	TLR 2.1		
01/09/2015	19.5	0.6	0	Qualified Teachers-5	Auto	TLR 2.1		
01/09/2016	19.5	0.6	0	Qualified Teachers-6	Auto	TLR 2.1		

Applies From:

Hours:

FTE:

Recruitment Retention:

Salary Protection:

Other Allowances (Cash):

Overtime (Actual Amount):

TLR Rate:

SEN Amount:

Pay Scale: Qualified Teachers
Points:

✔ Time Line inserted successfully

This inserts a new time line from the date, altering the contract accordingly.

To edit an existing time line, click on the blue 'Edit' icon on the right hand side of the time line. This will bring up the details, which can then be changed. Once any changes have been made, click 'Update'.

Ticking the 'Update Auto Entry' checkbox applies the changes to all subsequent time lines, if it is left unchecked it will apply to that time line only.

Personal Job Role - Teacher (Qualified) Honorary Summary

[Generate salary statement](#) | [Salary Guideline Notes](#)

Name: John Smith

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate		
01/09/2013	32.5	1	0	Qualified Teachers-3	Manual	TLR 2.1		
01/09/2014	32.5	1	0	Qualified Teachers-4	Auto	TLR 2.1		
01/01/2015	19.5	0.6	0	Qualified Teachers-4	Manual	TLR 2.1		
01/09/2015	19.5	0.6	0	Qualified Teachers-5	Auto	TLR 2.1		
01/09/2016	19.5	0.6	0	Qualified Teachers-6	Auto	TLR 2.1		

Applies From	<input type="text" value="01/09/2015"/>	Pay Scale	Points
Hours	<input type="text" value="19.50"/>	Qualified Teachers	<input type="text" value="5"/>
FTE	<input type="text" value="0.60000000"/>		
Recruitment Retention	<input type="text" value="0.00"/>		
Salary Protection	<input type="text" value="0.00"/>		
Other Allowances (Cash)	<input type="text"/>		
Overtime (Actual Amount)	<input type="text"/>		
TLR Rate	<input type="text" value="TLR 2.1 (School)"/>		
SEN Amount	<input type="text"/>		

Update Auto Entry

Modelling Maternity Leave

Maternity pay in SchoolsBPS is calculated using 'applies from' dates to model the cost to the school. Using the 2014 figures for teachers, the employee is entitled to; 4 weeks at full pay, 2 weeks at 90% pay, 12 weeks at 50% pay and 21 weeks on Statutory Maternity Pay (SMP).

The first thing to do is to work out the dates when these changes occur. When the employee starts their maternity leave, they are on full pay, the cost to the school is the same, so no action is required for the first 4 weeks.

Then enter an 'applies from' date when they drop to 90% pay. Select the employee's pay scale point and enter any other payments they receive, but change their FTE to 0.9 (or 90% of their current FTE if they are less than 1) and click 'Add'. Repeat this process for the date they drop to 50% pay, changing the FTE to 0.5 or 50% of the FTE they were before going on maternity leave.

When the employee goes on to SMP, enter an 'applies from' date and set the FTE as zero (for this period there is no material cost to the school). When they return to work, enter an 'applies from' date with their correct FTE.

The time lines modelling should look like this:

Personal Job Role - Teacher (UPR) Honorary Summary

Name: **Mila Madre** [Generate salary statement](#) | [Salary Guideline Notes](#)

Applies From	Hours	FTE	Weeks	Payscale	Incremental Progression	TLR Rate		
01/09/2013	32.5	1	0	Upper Pay Range-3	Manual			
01/07/2014	29.25	0.9	0	Upper Pay Range-3	Manual			
15/07/2014	16.25	0.5	0	Upper Pay Range-3	Manual			
07/10/2014	0	0	0	Upper Pay Range-3	Manual			
03/03/2015	32.5	1	0	Upper Pay Range-3	Manual			

Honorary Payments

Next to the 'Job Role' tab you will find the 'Honorary' tab. This allows you to enter a one off payment on a specific date. Click the 'Add Honorary' tab and enter the details into the fields provided and then click 'Save'. You can choose whether this payment applies to the employee's pension contributions by ticking the checkbox.

Personal Job Role - Teacher (Qualified) Honorary Summary

Name: **John Smith**

Date	Amount	Honorary	Description
No records to display			
Add Honorary			

Date: Amount:

Honorary: Include In Pension (SA):

Description:

[Save](#) [Cancel](#)

Note: Honorary will be paid as per actual to salary component on specified date
Note: Newly Added Honorary reflects next year scenario also

Employee Summary

The final tab on an employee's record is the 'Summary' tab. This enables you to see how much an individual is being paid each month, the cost of employer's National Insurance and pension contributions and the total cost to the school:

Personal Job Role - Teacher (Qualified) Honorary Summary

Name: **John Smith** Select Financial Year: [Generate summary statement](#)

Description	Sep/13	Oct/13	Nov/13	Dec/13	Jan/14	Feb/14	Mar/14	Apr/14	May/14	Jun/14	Jul/14	Aug/14	Total
Teacher (Qualified)	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£27,589.00
Honorary	£0.00	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
Total Gross Pay	£2,299.08	£4,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£29,589.00
NI	£166.00	£406.72	£166.00	£166.00	£166.00	£166.00	£166.00	£163.96	£163.96	£163.96	£163.96	£163.96	£2,222.57
Super Annuation	£324.17	£806.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£4,172.05
Total	£2,789.26	£5,311.97	£2,789.26	£2,789.26	£2,789.26	£2,789.26	£2,789.26	£2,787.22	£2,787.22	£2,787.22	£2,787.22	£2,787.22	£35,983.62

If you wish to, you can see the cost of the employee in future years by using the ‘**Select Financial Year**’ drop down menu. Data in future years will take into account pay scale increments and future changes to the contract specified by time lines, plus any projected increases to the pay scale itself.

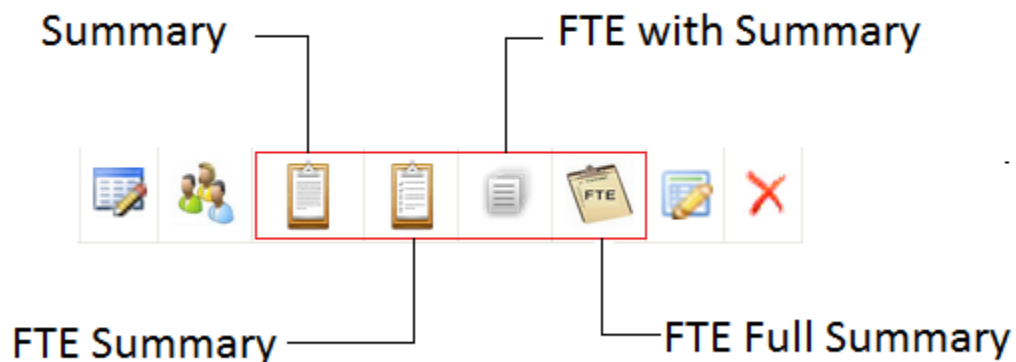
By clicking on the name of the job role in the column marked ‘**Description**’ you can see the employee’s FTE and breakdown of gross pay, in this case how much of it is from their salary and how much from their TLR:

Personal Job Role - Teacher (Qualified) Honorary Summary													
Name: John Smith													
Select Financial Year 2013/14 Generate summary statement													
Description	Sep/13	Oct/13	Nov/13	Dec/13	Jan/14	Feb/14	Mar/14	Apr/14	May/14	Jun/14	Jul/14	Aug/14	Total
Teacher (Qualified)	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£27,589.00
Honorary	£0.00	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
Total Gross Pay	£2,299.08	£4,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£29,589.00
NI	£166.00	£406.72	£166.00	£166.00	£166.00	£166.00	£166.00	£163.96	£163.96	£163.96	£163.96	£163.96	£2,222.57
Super Annuation	£324.17	£606.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£324.17	£4,172.05
Total	£2,789.26	£5,311.97	£2,789.26	£2,789.26	£2,789.26	£2,789.26	£2,789.26	£2,787.22	£2,787.22	£2,787.22	£2,787.22	£2,787.22	£35,983.62
Teacher (Qualified) salary break ups													
Description	Sep/13	Oct/13	Nov/13	Dec/13	Jan/14	Feb/14	Mar/14	Apr/14	May/14	Jun/14	Jul/14	Aug/14	Total
FTE	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000
Pay Scale (Pro)	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£25,167.00
TLR (Pro)	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£201.83	£2,422.00
Total	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£2,299.08	£27,589.00

Clicking on the blue hyperlink ‘**Generate Summary Statement**’ will produce this data as a report which can be downloaded to your computer. Reports are covered in more detail in the next section.

Employee Reports

There are four different types of report which can be generated from an employee scenario; **Summary**, **FTE Summary**, **FTE with Summary** and **FTE Full Summary**. These can be accessed using the icons on the right hand side of the List of Employee Scenarios:



Summary

The Summary report lists the salary details for all employees in the scenario. Salaries are broken down by month, and a total is given. Employees are grouped by Account code, with totals for each code at the bottom. Financial year can be selected at the top of the screen.

Scenarios Summary
 Select Financial Year 2013/14

Summary Report
 Summary Details Report

Scenario Name: Initial Staff Upload Changes for Sept Term [Print Report](#)

Ledger Code Filter: Choose...

Name	Sep/13	Oct/13	Nov/13	Dec/13	Jan/14	Feb/14	Mar/14	Apr/14	May/14	Jun/14	Jul/14	Aug/14	Total
A3901G - Teachers Gross Pay													
Miss Angela Alder(Teacher (Un-Qualified))	£1,979.83	£1,979.83	£1,979.83	£1,979.83	£1,979.83	£1,979.83	£1,979.83	£2,012.83	£1,979.83	£1,979.83	£1,979.83	£1,979.83	£23,791.00
Mr Adam Apple(Teacher (Qualified))	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£1,711.63	£20,539.50
Mrs Aileen Ash(Teacher (Qualified))	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£2,976.17	£35,714.00
Miss Belinda Beech(Teacher (Un-Qualified))	£2,133.08	£2,133.08	£2,133.08	£2,133.08	£2,133.08	£2,133.08	£2,133.08	£2,166.08	£2,133.08	£2,133.08	£2,133.08	£2,133.08	£25,630.00
Mrs Jane (MAT) Birch(Teacher (Qualified)-2)	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£2,097.25	£25,167.00
Miss Briony Bladdernut(T... (Qualified))	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£2,907.50	£34,890.00
Miss Kelly Cherry(Teac... (Advanced Skills))	£3,697.92	£3,697.92	£3,697.92	£3,697.92	£3,697.92	£3,697.92	£3,697.92	£3,730.92	£3,697.92	£3,697.92	£3,697.92	£3,697.92	£44,408.00

By default, the Summary report shows salary amounts with employer's National Insurance and pension contributions included. If you want to view the breakdown of the figures, click the radio button marked **'Summary Details Report'**

Clicking the **'Print Report'** hyperlink will take you to the report preview screen where you can select which format you would like to download the report in. Clicking **'Download Excel'** will produce a raw data file for Microsoft Excel.

Scenarios Summary
 Select Financial Year 2013/14

Summary Report
 Summary Details Report

Scenario Name: Initial Staff Upload Changes for Sept Term [Download Excel](#) | [Print Report](#)

Ledger Code Filter: Choose...

Staff	Name	Payrol No	Sep/13			Oct/13			Nov/13			Total			
			Basic	NI	SA	Basic	NI	SA	Basic	NI	SA				
A3901G - Teachers Gross Pay															
	Miss Angela Alder(Teacher (Un-Qualified))		£1,979.83	£172.83	£279.16	£2,431.82	£1,979.83	£172.83	£279.16	£2,431.82	£1,979.83	£172.83	£279.16	£2,431.82	£1
	Mr Adam Apple(Teacher (Qualified))		£1,711.63	£104.91	£241.34	£2,057.87	£1,711.63	£104.91	£241.34	£2,057.87	£1,711.63	£104.91	£241.34	£2,057.87	£1
	Mrs Aileen Ash(Teacher (Qualified))		£2,976.17	£236.42	£419.64	£3,632.23	£2,976.17	£236.42	£419.64	£3,632.23	£2,976.17	£236.42	£419.64	£3,632.23	£2

FTE Summary

The FTE Summary report contains all of the employee's contract details at three key points in the School Year; 1st April, 1st September and 1st January.

As with the summary report, employees are grouped by Account code. Using the side scrolling bar at the bottom you will be able to view the whole report. Clicking '**Generate FTE Summary**' will take you to the report preview screen.

Scenarios FTE Summary
Select Financial Year 2012/13

Scenario Name: A New Model [Generate FTE Summary Report](#)

AS AT 1ST SEPTEMBER													
NAME	JOB ROLE	AVERAGE FTE	SA Applied	FTE	HOURS	WEEKS PAID	SALARY Value (Pro-Rata) (£)	SCALE POINT	TLR Value (Pro-Rata) (£)	SEN Value (Pro-Rata) (£)	R&R+ SP+ OT + OA (£)	GTC	TOTAL SALARY (£)
A3901G-Teachers Gross Pay													
Alder,Angela	Teacher (Un-Qualified))	1.00	Yes	1.00	32.50		19,495	3	2364	0	0	Yes	21,892
Apple,Adam	Teacher (Qualified)	0.50	Yes	0.50	16.25		13,551	4	5778.5	0	0	No	19,330
Ash,Aileen	Teacher (Qualified)	1.00	Yes	1.00	32.50		25,167	3	8405	0	0	No	33,572
Beech,Belinda	Teacher (Un-Qualified))	1.00	Yes	1.00	32.50		21,336	4	2364	0	0	Yes	23,733
Bladdernut,Briony	Teacher (Qualified)	1.00	Yes	1.00	32.50		27,103	4	5516	0	0	No	32,619
Cherry,Kelly	Teacher (Advanced Skills)	1.00	Yes	1.00	32.50		39,358	3	3940	0	0	Yes	43,331
Crabapple,Claudia	Teacher (Qualified)	1.00	Yes	1.00	32.50		27,103	4	6830	0	0	No	33,933
Dogwood,Delia	Teacher (Qualified)	1.00	Yes	1.00	32.50		29,239	5	2364	0	0	No	31,603
Green,Chris	Teacher (Qualified)	0.33	Yes	0.00	0.00		0	0	0	0	0	No	0
Hawthorn,Harry	Teacher (Qualified)	1.00	Yes	1.00	32.50		25,167	3	2364	0	0	No	27,531
Hickory,Henrietta	Teacher (Qualified)	1.00	Yes	1.00	32.50		27,103	4	5516	0	0	No	32,619
Holly,Hope	Teacher (Qualified)	1.00	Yes	1.00	32.50		27,103	4	6830	0	0	No	33,933
Holly,Samantha	Headteacher	1.00	Yes	1.00	32.50		74,552	29	0	0	0	No	74,552

FTE with Summary

The FTE with Summary report combines a slightly reduced version of the FTE Summary with the Summary report. The Summary report data can be found on the far right of the report. Clicking '**Generate FTE with Summary**' takes you to the report preview screen.

Scenarios FTE with Summary
Select Financial Year 2012/13

Scenario Name: A New Model [Generate FTE with Summary](#)

Ledger Code Filter: Choose...

AS AT 1ST SEPTEMBER								AS AT 1ST JANUARY					
Staff Name	FTE	Hours	Weeks	Scale Pt	TLR	SEN	R&R	FTE	Hours	Weeks	Scale Pt	TLR	SEN
A3901G - Teachers Gross Pay													
Miss Angela Alder(Teacher (Un-Qualified))	1.00	32.50		3	2364			1.00	32.50		3	2364	
Mr Adam Apple(Teacher (Qualified))	0.50	16.25		4	5778.5			0.50	16.25		4	5778.5	
Mrs Aileen Ash(Teacher (Qualified))	1.00	32.50		3	8405			1.00	32.50		3	8405	

Scenarios FTE with Summary
 Select Financial Year 2012/13

Scenario Name: A New Model

[Generate FTE with Summary](#)

Ledger Code Filter: Choose...

SEN	R&R	Sep/12	Oct/12	Nov/12	Dec/12	Jan/13	Feb/13	Mar/13	Apr/13	May/13	Jun/13	Jul/13	Aug/13	Total
		£1,821.58	£1,821.58	£1,821.58	£1,821.58	£1,821.58	£1,821.58	£1,821.58	£1,854.58	£1,821.58	£1,821.58	£1,821.58	£1,821.58	£21,892.00
		£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£1,610.83	£19,330.00
		£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£2,797.67	£33,572.00

FTE Full Summary

The FTE Full Summary is the most comprehensive of the employee reports in SchoolsBPS, it contains all of the data from the scenario for the next five years in a single report.

Staff are grouped into ‘Teaching’ and ‘Non Teaching’ Staff on the tabs in the top left. Using the horizontal scroll bar at the bottom, you can view all of the data. Clicking ‘Generate FTE Summary Report’ takes you to the preview screen. (Please note, due to the amount of data presented in this report, you will likely require an A3 printer if you want a print out.)

FTE Summary

Scenario Name: A New Model

[Generate FTE Summary Report](#)

Teaching Staff Non Teaching Staff

Teaching Staff					as at 01/09/2012			as at 01/09/2013			as at 01/09/2014			as at 01/09/2015			as a	
Chg	Staff Name	Job Role	No.	SA	FTE	Pt	TLR	FTE	Pt	TLR	FTE	Pt	TLR	FTE	Pt	TLR	FTE	
☐	A3901G-Teachers Gross Pay				38.75			39.75			39.75			39.25			39.25	
Y	Laburnum, Larry	Deputy Head		Y	1.00	35		1.00	36		1.00	37		1.00	38		1.00	
Y	Mimosa, Mick	Deputy Head		Y	1.00	4		1.00	5		1.00	6		1.00	6		1.00	
Y	Holly, Samantha	Headteacher		Y	1.00	29		1.00	30		1.00	31		1.00	32		1.00	
Y	Cherry, Kelly	Teacher (Advanced Skills)		Y	1.00	3	2.2	1.00	4	2.2	1.00	5	2.2	1.00	6	2.2	1.00	
Y	Hornbeam, Hugo	Teacher (Advanced Skills)		Y	1.00	3	2.2	1.00	4	2.2	1.00	5	2.2	1.00	5	2.2	1.00	
Y	Peach, Percy	Teacher (Advanced Skills)		Y	1.00	3	1.3	1.00	4	1.3	1.00	5	1.3	1.00	6	1.3	1.00	
Y	Plum, Pauline	Teacher (Advanced Skills)		Y	1.00	4	1.3	1.00	5	1.3	1.00	6	1.3	1.00	6	1.3	1.00	

Tip: You will notice that the names of employees are highlighted in blue. If you click on a name, it will take you to that employee’s records. This is very useful for checking details and making changes quickly and efficiently. After making any necessary changes to an individual you can return to the report by clicking the link at the bottom of the screen. (See below.)

Personal Job Role - Deputy Head Honorary Summary

Title: Mr

Surname: Laburnum

First Name: Larry

Post Description:

Notes:

Pay Roll Number:

Joining Date:

Created User: schadmin

Created Date: 28/05/2014 11:16:47

Job Roles	End Date	Auto Increment	Super Annuation	Spot Salary	Cost Centre	Job Pay Roll Number
Deputy Head		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Save

Add Employee

[Back to FTEGroup Short Summary](#)

Report Preview Screen

All reports in SchoolsBPS use a report preview screen. This enables you to see what the report will look like before you download it to your computer.

The 'Export' icon on the top bar of the preview (highlighted below) allows you to select which format you want to download it in.

Staffing for Budget Year 2012/13

School Name: Orovia Academy
 DFE No: 9876
 Scenario: A New Model
 Name:

Staff Name	Sep/12(E)	Oct/12(E)	Nov/12(E)	Dec/12(E)	Jan/13(E)	Feb/13(E)	Mar/13(E)	Apr/13(E)	May/13(E)	Jun/13(E)	July/13(E)	Aug/13(E)	Total(E)
A3901G - Teachers Gross Pay													
Miss Angela Alder (Teacher (Un-Qualified))	1,821.58	1,821.58	1,821.58	1,821.58	1,821.58	1,821.58	1,821.58	1,854.58	1,821.58	1,821.58	1,821.58	1,821.58	21,892.0
Mr Adam Apple (Teacher (Qualified))	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	1,610.83	19,330.0
Mrs Aileen Ash (Teacher (Qualified))	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	2,797.67	33,572.0
Miss Belinda Beech (Teacher (Un-Qualified))	1,975.00	1,975.00	1,975.00	1,975.00	1,975.00	1,975.00	1,975.00	2,008.00	1,975.00	1,975.00	1,975.00	1,975.00	23,733.0

There are three available formats in the Export menu:

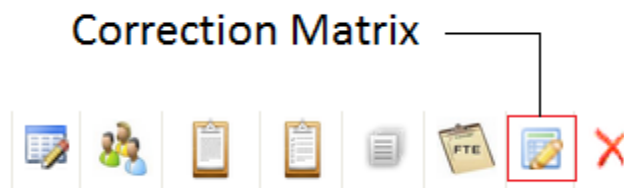
Excel – This produces a file in a format compatible with MS Excel and other spreadsheet programs. This will allow you to manipulate the data as a spreadsheet, remove unwanted sections and run various calculations.

PDF - The format of choice for presentations and meeting handouts. As a PDF the report will be well presented with neat margins.

Word – Produces a file compatible with word processor such as MS Word. This can be useful if you want to present the data as part of a text document.

The Correction Matrix

The Correction Matrix allows you to enter correcting figures against specific Account codes in an employee scenario. The matrix is accessed using the icon to the left of 'delete'.




To enter a correcting figure, click on the desired cell and type in the numbers. You can also enter comments in the boxes on the right of the screen (these will appear in Account code level reports in Budget Forecasts).

Employee Scenarios Correction Matrix
 Financial Year : 2013/14
 Scenario Name: A New Model

Ledger Code

Ledger Code	Sep/13	Oct/13	Nov/13	Dec/13	Jan/14	Feb/14	Mar/14	Apr/14	May/14	Jun/14	Jul/14	Aug/14	Comments
Gross Pay													
A3901G - Teachers Gross Pay	595.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Back-dated pay for Mr Smith
A4101 - IT technical staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A4102 - Premises	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A4103 - Admin & Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A4104 - Catering staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
National Insurance Pay													
A3901NI - Teachers NI	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Back-dated NI for Mr Smith
A3901SA - Teachers Superannuation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A4101 - IT technical staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
A4102 - Premises	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

TLR Rates



The screenshot shows a menu titled 'Employees' with three options: 'Employee Scenarios', 'Export Employees', and 'TLR Rates'. The 'TLR Rates' option is highlighted.

Description	2013	2014	2015	2016	2017
TLR 2.1	2500	2478	2535	2535	2535
TLR 2.2	4036	4129	4224	4224	4224
TLR 2.3	5651	5781	5914	5914	5914
TLR 1.1	6997	7158	7323	7323	7323
TLR 1.2	8611	8809	9012	9012	9012
TLR 1.3	10227	10462	10703	10703	10703
TLR 1.4	11840	12112	12391	12391	12391

Note: The TLR rates apply from the 1st September each year

Update TLR Rates

TLR Rates can be changed at the school level by selecting the option under 'Employees' on the menu bar. Simply type the figures into the cells and then click 'Update TLR Rates'.

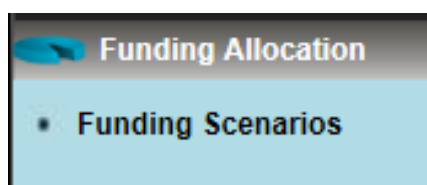
Funding Allocation

Funding Allocation covers the Section 251 Funding a School receives. This includes items like AWPU, Deprivation and English as an Additional Language funding, but does not include other sources of income such as Pupil Premium. (These are dealt with in Other Income & Expenditure.)

Creating a Funding Scenario

A Funding Scenario will be uploaded by the Schools Finance Team.

From the menu, select 'Funding Allocation' and click on 'Funding Scenarios'.



Your SchoolsBPS system will be set up with the correct funding per pupil in each key stage, and the Pupil Information grid is used to calculate the total funding. To make changes to anticipated demography of pupils in future years, click on the cells and enter the number of pupils in that year group.

Funding Scenarios

DFE No: 9876

School: Orovia Academy

Version Description Funding for Academic Year 2013/14

Print : [2013/14](#) | [2014/15](#) | [2015/16](#) | [2016/17](#) | [2017/18](#) | [All Years](#)

[Save New Version](#) [Save](#)

Year	2012 Census, 2013/14 Funding	2013 Census, 2014/15 Funding	2014 Census, 2015/16 Funding	2015 Census, 2016/17 Funding	2016 Census, 2017/18 Funding
Year 7	108.00	110.00	110.00	110.00	110.00
Year 8	107.00	108.00	110.00	110.00	110.00
Year 9	100.00	107.00	108.00	110.00	110.00
Year 10	106.00	100.00	107.00	108.00	110.00
Year 11	110.00	106.00	100.00	107.00	108.00
Year 12	105.00	110.00	106.00	100.00	107.00
Year 13	105.00	105.00	110.00	106.00	100.00
Totals	741	746	751	751	755

You will notice that the numbers entered in first column copy across and rise through the year groups in subsequent years. If you want to manually change numbers in a future year, click on the appropriate cell and adjust the figure. The top row should now be populated with pupil numbers taken from the census data predicting future intake.

Once this grid is complete, click 'Save' and select the 'Financial Year Details' tab.

At the top of the screen you will see the Age Weighted Pupil Funding calculator, which works out your AWPU Funding based on the pupil numbers entered on the previous tab.

For Special and Nursery Schools – this will be replaced with Place funding.

National Curriculum Year	Number of Pupils	Key Stages	Sub Total	Funding Per Pupil	Allocation
Reception	60.00	Foundation	60.00	2,785.70	167,142.00
Year 1	60.00	KS 1	120.00	2,785.70	334,284.00
Year 2	60.00				
Year 3	60.00	KS 2	240.00	2,785.70	668,568.00
Year 4	60.00				
Year 5	60.00				
Year 6	60.00				
Total	420.00				

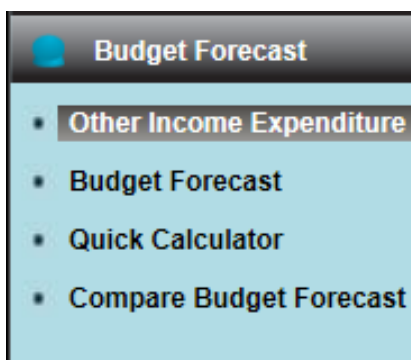
TOTAL AWPU FUNDING	(£)	1,169,994
TOTAL SECTION 251 FUNDING	(£)	1,169,994
(2) Deprivation		
Free School Meals	(£)	45,836
IDACI Band 1	(£)	1,250
IDACI Band 2	(£)	3,330
IDACI Band 3	(£)	200
IDACI Band 4	(£)	2,500
IDACI Band 5	(£)	1,230
IDACI Band 6	(£)	0
TOTAL (2) Deprivation	(£)	54,346
Pupil Led Factors		
(3) Looked After Children (LAC)	(£)	0
(4) English as an Additional Language (EAL)	(£)	0
(5) Mobility	(£)	0
(6) Prior attainment	(£)	0
TOTAL Pupil Led Factors	(£)	0
Other Factors		
(7) Lump Sum	(£)	150,000
(8) Sparsity factor	(£)	0
(9) Fringe Payments	(£)	0
(10) Split Sites	(£)	0
(11) Rates	(£)	25,000
(12) PFI funding	(£)	0
(13) Sixth Form	(£)	0
(14) Exceptional circumstances	(£)	0
(15) Minimum Funding Guarantee	(£)	0
TOTAL Other Factors	(£)	175,000
TOTAL BUDGET ALLOCATION 2014/15	(£)	1,399,340

[Back To Funding Version Details](#)

Other Income & Expenditure

Any funding which is not received through the schools Section 251 Funding Statement, and any costs which are not directly associated with employees are handled in SchoolsBPS using the '**Other Income & Expenditure**' module. This is also where an opening balance (or 'carry-forward') can be entered.

Other Income & Expenditure can be accessed under '**Budget Forecast**' on the left hand menu bar.



On the list of Other Income & Expenditure Version Details you can edit and delete existing scenarios using the icons on the right hand side of the list

The first step in creating a new Other Income & Expenditure scenario is to enter a Version Description (i.e. a name) in the box at the top, and click '**Save**'.

All Account codes (with the exception of salary and Funding codes) from your chart of accounts are available in the scenario. The tabs on the top left of the screen are used to navigate around your codes, they are divided into '**Revenue**' and '**Capital**', and then by '**Income**', '**Expenditure**' and '**Balance**'.

If you want to find a specific code, type it into the blue '**Account Code**' box in the top right and click the '**search**' icon.

A screenshot of the "Other Income And Expenditure Details" form. At the top, there is a "Version Description" text box and a "Save" button. Below this is a blue note: "Note: Cost Centre values will not be saved until save performed on OtherIt". To the right is a "Ledger Code" text box with a search icon. On the left, there are tabs for "Revenue" and "Capital", and sub-tabs for "Income", "Expenditure", and "Balance". Below the tabs is a table with columns for "Revenue Expenditure Totals" and values of "£8753". At the bottom, there is a "Line Numbers Filter" dropdown menu and "Page 1 of 3 (36 items)".

To enter amounts against Account codes, simply click on the appropriate cell in the first column (this will be the current financial year). It will copy the amount across the next five years.

To set inflation rates - double click on the underlined blue [Account code and description](#) – the Details screen will open.

Details Lost Centre

107 - OTHER GRANTS & PAYMENTS RECEIVED

Ledger Code: 10702

Description: Training grants

Profile: Manual

Inflation Amended

2014/15	0.000	2015/16	0.000	2016/17	0.000	2017/18	0.000	2018/19	0.000
---------	-------	---------	-------	---------	-------	---------	-------	---------	-------

Created User: fmsadmin On 11/12/2014 00:00:00

Update Cancel

[Back to Other Income and Expenditure](#)

Insert the inflation figure you wish to apply and tick Inflation Amended.

Update

To select correct Profile – double click on the underlined blue [Account code and description](#) – the Details screen will open

Choose the most appropriate Profile from the list.

Update

[Back to Other Income and Expenditure](#)

You can manually change amounts in future years by clicking on the cells and entering different figures.

To save your changes, click the **'Save'** button at the top of the screen.

Ledger Code Description	2014/15 (£)	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)
101-FUNDS DELEGATED BY THE LEA	13191	13191	13191	13191	13191
10101- Not Defined / Excluded	2500	2500	2500	2500	2500
10102 - SEN Place Funding	3600	3600	3600	3600	3600
10103 - Growth Funding	4502	4502	4502	4502	4502
10104- Not Defined / Excluded	2589	2589	2589	2589	2589
102-FUNDING FOR 6TH FORM STUDENTS	1254	1254	1254	1254	1254
10201- Not Defined / Excluded	1254	1254	1254	1254	1254
103-SEN FUNDING	10769	10769	10769	10769	10769
10301 - SEN Top-up Funding From Other LA's	3659	3659	3659	3659	3659
10302 - SEN High needs top up funding	4521	4521	4521	4521	4521
10303 - ERP top-up funding	2589	2589	2589	2589	2589
104-FUNDING FOR MINORITY ETHNIC PUPILS	1235	1235	1235	1235	1235
10401 - Ethnic Minority Funding	1235	1235	1235	1235	1235
105-PUPIL PREMIUM	5784	5784	5784	5784	5784
10501 - Pupil Premium	2569	2569	2569	2569	2569
10502 - Summer School Funding	3215	3215	3215	3215	3215
Revenue Income Totals	£146221	£146221	£146221	£146221	£146221

Entering opening balances

To enter opening balances – Other Income Expenditure – Balance tab(s)

Revenue – enter figures

OB01 – Uncommitted Revenue Balance

OB02 Community Focused Extended School BalancesCapital

Capital – enter figures

OB03 – Capital Balances

Save

This can be updated at any time – enter estimates and change to actuals after LA has closed year end.

Other Income And Expenditure Details

Version Description Other Income and Expenditure Upload as at 11.12.14 [Save](#) [New Version](#)

Note: Cost Centre values will not be saved until save performed on OtherIE

Report with Cost Centre | Report without Cost Centre

Ledger Code

Revenue | Capital | SEN Calculator

Income | Expenditure | Balance

OB01 Opening Pupil Focused Revenue Balance

[Committed Revenue Balance](#)

[Uncommitted Revenue Balance](#)

Sub Total

OB02 Opening Community Focused Revenue Balance

[Community Focused Extended School Balances](#)

Revenue Balance from Last Year

Ledger Code

Note: Cost Centre values will not be saved until save performed on OtherIE

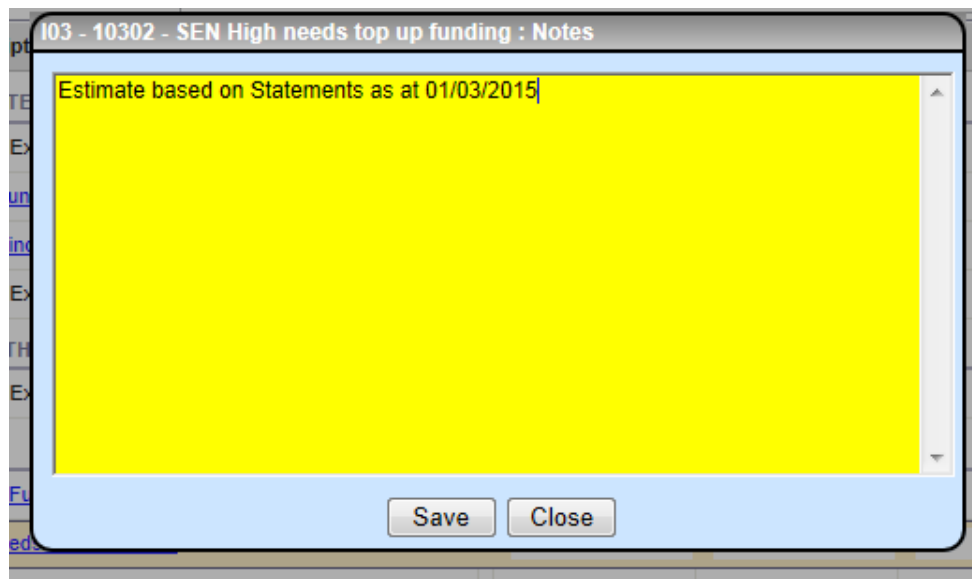
Report with Cost Centre | Report without Cost Centre

[Save](#) [New Version](#)

[Back To Other Income and Expenditure Version Details](#)

Notes

On the right hand side of Other Income & Expenditure you will notice the yellow 'Notes' icons. These allow you to enter narrative against an Account code. To do this, click on the icon, enter your notes in notes in the window and click 'Save'.



Any notes which have been saved in Other Income & Expenditure will appear on your Account Code Level budget forecast reports.

Particularly useful on E30.

Extra Objects

An Account code which has Objects attached will have an 'Object' icon next to it in Other Income & Expenditure.-

Revenue Income Totals		£27471	£27471	£27471	£27471	£27471
1 2 3 4 CFR Codes Filter: Choose...		Page 3 of 4 (69 items)				
Ledger Code Description		2014/15 (£)	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)
[-] I12-INCOME FROM CONTRIBUTIONS TO VISITS ETC		10000	10000	10000	10000	10000
11201 - Swimming Income		0	0	0	0	0
11202 - Educational trips and visits		10000	10000	10000	10000	10000
[-] I13-DONATIONS / VOLUNTARY FUNDS		0	0	0	0	0
11301 - Donations		0	0	0	0	0

To enter amounts against Objects, first enter the total budget against the Account code, then click on the 'Object' icon. This will open a window showing all Objects associated with that Account code.

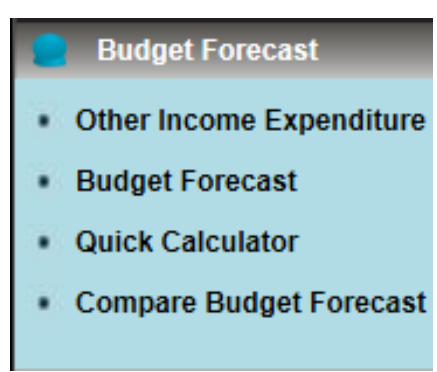
Name	2014/15 (£)	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)	
Fund Available	10000	10000	10000	10000	10000	
School Trip 1	2000	2000	2000	2000	2000	
School Trip 2	8000	8000	8000	8000	8000	
Balance	0	0	0	0	0	

Buttons: Save, Close. Link: [Adjust balance with available funds](#)

You will see the total 'Funds Available' at the top of the list. To split this out between Objects click on the appropriate cells in the first column (the current year) and enter the budget for that Object. The 'Balance' figure at the bottom of the window will reduce accordingly, and once this reaches zero all funds have been allocated. Click 'Save' on the cost centre window, and then click 'Save' at the top of the screen.

Budget Forecast

Once you have completed your Employee, Funding and Other Income & Expenditure Scenario a Budget Forecast can be created. To do this, go to 'Budget Forecast' on the menu bar, and select 'Budget Forecast' from the sub-menu.



This will display all the budget forecasts currently in your system.

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Submitted Budget	Current Forecast		
Test Budget	£2,190,603.25	£2,563,952.85	£33,287.00	£351,216.00	£55,420.60				
Budget Approved 1_9_2013	£2,179,512.61	£2,523,952.85	£33,287.00	£344,216.00	£33,511.24				
test	£2,373,405.28	£1,503,301.67	£33,287.00	£551,875.00	£-1,388,691.61				

Page 1 of 1 (3 items)

Buttons: Set Submit Version, Set Current Version, Add Budget Forecast

To create a new budget, click the 'Add Budget Forecast' button, the next screen will allow you to select which combination of scenarios you would like to choose for the budget using the drop down menus. Select your scenarios and click 'Calculate'.

Budget Forecast

Employees:

Funding:

Other I/E:

[Back To Budget Forecast](#)

This will give you your in-year position (i.e. this does not include any carry-forward you have entered into Other Income & Expenditure). The next step is to give the Budget Forecast a name in the field provided. Descriptions and notes can also be added if required. Click 'Save' to complete.

Budget Forecast

Employees:

Funding:

Other I/E:

Calculation Details

Employees:	2014/15 Staffing	Emp Scenario Total	£65,827.01
Funding:	2014/15 Funding Allocations - 1	Funding Total	£1,399,339.75
Other I/E:	2014/15 - 1	Income Total	£27,471.00
		Expense Total	£74,708.00
		Balance Total	£1,286,275.74

Name:

Description:

Notes:

[Back To Budget Forecast](#)

The new budget forecast will now appear in the list. You can view the details of a budget and generate a variety of reports from it by clicking on the blue 'details' icon.

Budget Forecast List								
Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current Forecast	
2014-15 Budget	665,827.00	£1,399,339.75	£27,471.00	£74,708.00	£1,286,275.75			<input type="button" value="details"/> <input type="button" value="print"/> <input type="button" value="delete"/>

Budget Forecast Details

On the Budget Forecast details screen all of the data from the three component scenarios is visible, with projections going forward for up to 5 years (based on pay auto-increment, predicted wage increases, inflation etc.) You can navigate around the budget forecast using the tabs and the Account code search feature.

Click on the Details 'icon' to open. (To the left of the red X)

- Cost Centre
- Employees
- Funding Allocation
- Budget Forecast
- Other Income Expenditure
- Budget Forecast
- Quick Calculator
- Compare Budget Forecast
- Budget Monitoring
- Prev Budget Forecast
- Reports
- Logout

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current Forecast		
Orovia test budget forecast	€0.00	£235,106.16	€2,400.00	€400.00	€237,106.16				
test12/12/2014	€13,017.61	£3,685,897.50	€0.00	€0.00	€3,672,879.89				
test 11/12/14	€0.00	£3,685,897.50	€1,000.00	€0.00	€3,686,897.50				

Page 1 of 1 (3 items)

Reports

You will find the reports suite in the top right hand corner of the screen. Click on the yellow dropdown arrow to open it.

Reports

Ledger Code

Revenue
Capital
Revenue Summary
Capital Summary

Revenue forecast for the financial year of 2014/15

Employees
Income
Expenditure
Funding
Funding Postings
Balance
Pupil Numbers

Revenue Expenditure Totals	(€) 400	(€) 400	(€) 400	(€) 400	(€) 400	
Ledger Code Description	2014/15 (€)	2015/16 (€)	2016/17 (€)	2017/18 (€)	2018/19 (€)	Comments
<input type="checkbox"/> E01-TEACHING STAFF	100	100	100	100	100	
30101 - Teachers Salaries	100	100	100	100	100	
<input type="checkbox"/> E03-EDUCATION SUPPORT STAFF	200	200	200	200	200	
30302 - HL Teaching assistants	100	100	100	100	100	
30313 - Cover supervisors	100	100	100	100	100	
<input type="checkbox"/> E05-ADMINISTRATIVE & CLERICAL STAFF	100	100	100	100	100	
30503 - Clerk to the Governors - payroll charge	100	100	100	100	100	




Page 1 of 1 (4 items)

Ledger Code

[Back To Budget Forecast](#)

[Add Budget Forecast](#)

The radio buttons allow you to define the type of report you want to produce. Under the 'Modules' heading you can choose to view the entire budget or select one of the component scenarios.

Modules	Version	Include financial data
<input type="radio"/> Budget Forecast <input type="radio"/> Income and Expenditure <input type="radio"/> Employees <input type="radio"/> Funding Allocation <input type="radio"/> Compare Budget Forecast	<input checked="" type="radio"/> Current <input type="radio"/> Submit <hr/> Type <input type="radio"/> Summary <input type="radio"/> CFR Codes Level <input type="radio"/> Ledger Code Level	<input type="radio"/> All Years (5 Years) <input type="radio"/> 2014/15 to 2016/17 (3 Years) <input type="radio"/> 2014/15 (Current Year) <input type="radio"/> 2015/16 (Second Year) <input type="radio"/> 2016/17 (Third Year) <input checked="" type="radio"/> 2017/18 (Fourth Year) <input type="radio"/> 2018/19 (Fifth Year)
  		

Note: Node Cost Centre Report can be generated for CFR Codes and Ledger Code Level Types only if the Budget Forecast has any Cost Centre Allocation

The **'Type'** heading allows you to choose from three different kinds of report.

Summary is a 'high level' report; individual Account codes are grouped under Income, Expenditure, Balances etc .

CFR Codes Level groups the costs according to the line headings in your chart of accounts (reporting at CFR level).

Account Code Level is the 'fine detail' report. Every Account code with an amount against it will be shown in this report. Any comments entered against Account codes in Other Income & Expenditure will be displayed in this report.

Include Financial Data allows you to select the years you want to include in the forecast report. Selecting Employees or Funding Allocation modules will allow individual future years to be selected. Budget Forecast and Income and Expenditure modules give the option of 3 or 5 year projections and individual years from the options..



Clicking the **preview** icon generates a print preview of the report



The PDF icon generates the report as a .pdf file



When a Budget Forecast Summary including data for 5 years is selected the Graphical Report icon becomes available. This generates a report containing full colour 3D graphs which make ideal hand-outs for meetings.



When a Budget Forecast Report is selected the Excel Format icon will appear.



The Reset icon clears all options selected.

Report Preview Screen

When you generate a report you will see the report preview screen. This is identical to the preview screen for Employee reports, so you will be able export the file as a PDF, MS Excel or MS Word file in exactly the same way.

SchoolsBPS

REVENUE FINANCIAL FORECAST

School Name: Orovia test school
 Dfe No: 9999
 Revenue Financial Forecast: 2014/15 to 2018/19
 Version Name: Orovia test budget forecast
 Version Description: Employee: Orovia Test employee scenario, Funding: orovia test funding 3, Other I/E: orovia test other IE 4
 Version: Current

1. REVENUE FINANCIAL FORECAST (based on pupil and staff number assumptions detailed below)












	2014/15 Financial Year £'000	2015/16 Financial Year £'000	2016/17 Financial Year £'000	2017/18 Financial Year £'000	2018/19 Financial Year £'000
a) Income					
Funds Delegated by The LEA	235.8	202.9	162.6	124.7	90.2
Funding for 6th Form Students	0.2	0.2	0.2	0.2	0.2
SEN Funding	0.4	0.4	0.4	0.4	0.4
Pupil Premium	0.3	0.3	0.3	0.3	0.3
Other Income	0.8	0.8	0.8	0.8	0.8
Donations and Voluntary Funds	0.0	0.0	0.0	0.0	0.0
Total Income	237.5	204.6	164.3	126.4	91.9
b) Expenditure					
Teaching Staff	0.1	44.2	46.4	48.6	49.9

[Back to Budget Forecast Details](#)

Setting a budget as Current

Once a budget forecast has been created it can be set as either the 'current version' using the button at the bottom of the Budget Forecast List screen. Highlight the line and click the button.

Budget Forecast List

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Submitted Budget	Current Forecast		
2013/14 Budget	£2,203,317.97	£2,563,952.85	£33,287.00	£351,216.00	£42,705.88			    	
Test Budget	£2,191,065.69	£2,564,952.85	£53,287.00	£353,216.00	£73,958.16			  	
Budget Approved 1 9 2013	£2,179,512.61	£2,523,952.85	£33,287.00	£344,216.00	£33,511.24	 			

1 Page 1 of 1 (3 items)

You will notice two new icons appear in the Current Forecast column. The 'page' icon indicates that this is the budget forecast that you are currently working with. The second is the 'repost' or 'blue arrows' icon.



Reposting












When a budget forecast is brought together the data within it is taken from the Employees, Funding and Other Income & Expenditure scenarios as they were at the time. **If you then make alterations to a scenario (for example, added extra employees) this would not change the figures in the forecast.**

If you want changes made to feed through to an existing budget forecast, make this forecast 'current' and click on the 'blue arrows' icon. This will automatically update the budget forecast with the latest versions of its constituent scenarios.

Submitting a Budget

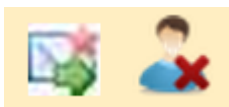
Once a budget forecast has been approved and signed off by the Governors it can be 'submitted'. This locks the budget into the system so it cannot be reposted, deleted or modified. Once a budget is submitted it cannot be altered, so please ensure you are satisfied with it before clicking the 'Set Submit Version' button.

Budget Forecast List

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Submitted Budget	Current Forecast		
2013/14 Budget	£2,203,317.97	£2,563,952.85	£33,287.00	£351,216.00	£42,705.88			    	
Test Budget	£2,191,065.69	£2,564,952.85	£53,287.00	£353,216.00	£73,958.16			  	
Budget Approved 1 9 2013	£2,179,512.61	£2,523,952.85	£33,287.00	£344,216.00	£33,511.24	 			

1 Page 1 of 1 (3 items)

Two new icons will appear on the line under 'Submitted Budget'. The first indicates that this budget has been submitted, the second will indicate whether it has been authorised by Central Admin.



Next Year



The 'Next Year' feature allows you to start budget planning for the upcoming financial year, while still working on the current year. All of the core features are available under 'Next Year' and all work in the same manner as they do in the current year.

'Next Year' is not a permanent feature on the menu bar, rather it is 'switched on' when the school receives its upcoming S251 Funding Statement from the LA.



Employee Scenarios – Next Year

In this section you will be able to access all of the scenarios you have set up under Employees in the current year, with the difference being, the scenarios in 'Next Year' will be looking at the upcoming financial year's figures rather than the current. Be aware these are the **same sets of data** regardless of whether they are viewed under 'Next Year' or under current year, so if you make a change to a scenario in 'Next Year' the changes will feed through to the current year.

Other Income & Expenditure – Next Year

All Other Income & Expenditure scenarios in the current year are available to be used in 'Next Year'. However, you will first need to **generate** them in 'Next Year' using the blue and yellow icon on the left hand side of the scenario list. Generating in 'Next Year' creates a copy of the existing scenario. They are two separate files, so any changes made to the 'Next Year' version have no effect on the current year.

Next Year Other Income And Expenditure Version Details

Version	Version Description	Date	Created User				
1	Indicative Expenditure	11-03-2013	schadmin				
2	Indicative Expenditure Cost Centre Allocation	13-03-2013	test				
3	Indicative Expenditure Cost Centre AllocationDEMO	13-03-2013	test				
4	found demo	05-07-2013	schadmin				

Funding Scenarios – Next Year

The method of creating a Funding Scenario in 'Next Year' is identical to the method of creating a Funding Scenario in current year

Budget Forecast – Next Year

Budget forecasts are generated in the same manner as in current year.

TLR Rates – Next Year

When the 'Next Year' is activated, updates to TLR rates can only be done through 'next year'. The method for doing this is exactly the same as the TLR Rates table under Employees.

Commit Year End Process – Next Year

When you have finished with the current year and want to fully roll your BPS system forward you need to 'Commit Year End Process'. To do this, enter your master username (i.e. 'adminxxx') and password into the boxes provided, then click '**Commit**'.

Commit Year End Process

Note: By committing the year end process you will not be able to rollback. Are you sure you wish to proceed?

Master / Officer

User	<input type="text" value="admin1234"/>
Password	<input type="password" value="*****"/>