

Schools**BPS**

User Manual

Version 8.2



Orovia Software

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Create a .csv file from Payroll reports

A new functionality has been implemented which allows the production a payroll reconciliation report in BPS.

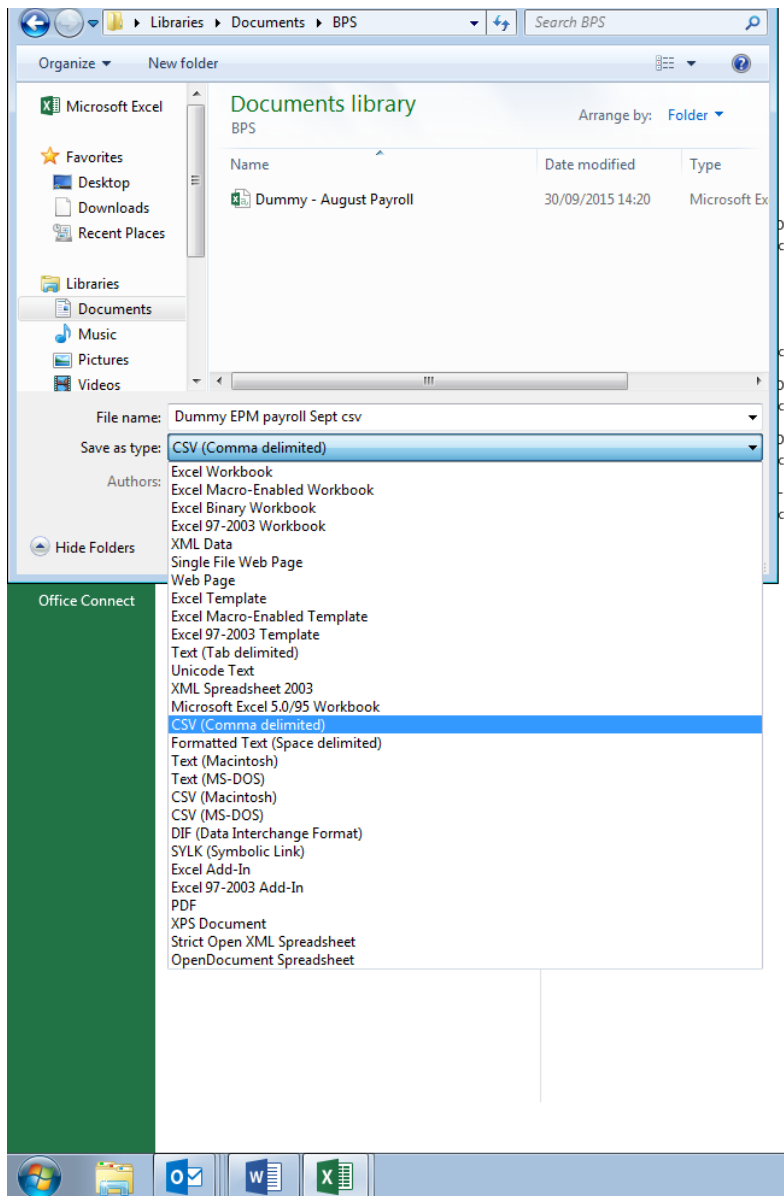
This report will allow users to compare actual payroll values against budgeted values and see the variances in between.

Take a copy of your EPM Payroll costing report and save in .csv format in a folder on your PC – (we suggest new folder named - 20xx-20xx Payroll Reports for BPS)

Open an excel version of your monthly payroll report.

1	Private and Confidential																					
2																						
3	School																					
4	Address 1																					
5	Address 2																					
6	Peterborough																					
7	Cams																					
8	POST CODE																					
9																						
10	Tax Ref.	TA01996																				
11	Year / Period	2016 / 6																				
12																						
13																						
14	No.	Name	%	Hours	Point Code	Code	Period	This Period	Additions	Deductions	SSP/SMP	Total This	Period	Pens This	Net NI This	Employee	Employee	Employee	Employee	Employee	Employee	3rd Party
15	1	Employee 1	60	0	U2	30101	1,808.05	0.00	0.00	0.00	0.00	86.00	297.97	92.06	133.80	1,229.79	109.40	243.00	2,192.02			
16	2	Employee 2	100	0	L13	30101	4,281.00	263.45	0.00	0.00	0.00	436.91	748.93	323.54	463.53	3,008.33	749.05	0.00	5,730.29			
17	3	Employee 3	100	0	U3	30101	3,124.67	0.00	0.00	0.00	0.00	248.20	514.95	257.38	299.97	2,180.92	386.40	0.00	3,887.82			
18	4	Employee 4	60	0	U2	30101	1,808.05	185.44	0.00	0.00	0.00	105.29	328.53	111.71	147.52	1,320.46	143.80	243.00	2,427.31			
19	5	Employee 5	100	0	U3	30101	3,124.67	0.00	0.00	0.00	0.00	248.20	514.95	257.38	299.97	2,179.12	388.20	0.00	3,887.82			
20	6	Employee 6	100	0	L04	30101	3,429.25	211.03	0.00	0.00	0.00	312.13	599.92	305.45	371.31	2,486.52	477.00	0.00	4,552.33			
21	7	Employee 7	20	0	M6	30101	536.45	0.00	0.00	0.00	0.00	-2.42	88.41	0.00	39.70	509.95	-13.20	0.00	622.44			
22	8	Employee 8	80	0	U3	30101	2,499.73	0.00	0.00	0.00	0.00	183.21	411.96	191.13	214.98	1,813.42	280.20	0.00	3,094.90			
23	9	Employee 9	40	0	U3	30101	1,908.85	192.29	0.00	0.00	0.00	141.75	346.27	148.88	155.48	1,584.38	212.40	0.00	2,589.16			
24	10	Employee 10	100	0	M2	30101	1,980.33	0.00	0.00	0.00	0.00	129.19	326.36	136.08	146.54	1,459.71	190.00	0.00	2,435.88			
25	11	Employee 11	100	0	L06	30101	3,602.67	221.70	0.00	0.00	0.00	337.54	630.26	309.14	390.09	2,616.14	509.00	0.00	4,792.17			
26	Budget Code 30101 Total						28,103.72	1,073.91	0.00	0.00	0.00	2,226.00	4,808.51	2,132.75	2,662.89	20,388.74	3,432.25	486.00	36,212.14			
27																						
28	12	Employee 12	0	26	19	30301	937.90	0.00	0.00	0.00	0.00	20.78	202.59	25.58	51.58	853.19	0.40	7.15	1,161.27			
29	13	Employee 13	0	16	34	30301	908.15	0.00	0.00	0.00	0.00	17.68	196.16	22.43	49.95	782.97	52.80	0.00	1,121.99			
30	14	Employee 14	0	20	19	30301	728.00	0.00	0.00	0.00	0.00	-1.05	157.25	3.33	40.04	677.48	0.00	7.15	884.20			
31	15	Employee 15	0	15	19	30301	541.10	0.00	0.00	0.00	0.00	-2.64	116.88	0.00	29.76	498.54	12.80	0.00	655.34			
32	16	Employee 16	0	20	19	30301	724.78	0.00	0.00	0.00	0.00	-1.39	156.55	2.99	39.86	681.93	0.00	0.00	879.94			
33	17	Employee 17	0	29.5	22	30301	1,178.24	0.00	0.00	0.00	0.00	45.77	254.50	51.06	68.34	1,006.69	45.00	7.15	1,478.51			
34	18	Employee 18	0	25.75	19	30301	933.15	0.00	0.00	0.00	0.00	32.85	201.56	37.16	51.32	764.26	74.43	5.98	1,167.56			
35	19	Employee 19	0	15	19	30301	546.00	0.00	0.00	0.00	0.00	-2.88	117.94	0.00	30.03	508.82	0.00	7.15	661.06			
36	Budget Code 30301 Total						6,497.32	0.00	0.00	0.00	0.00	109.12	1,403.43	142.55	360.88	5,773.88	185.43	34.58	8,009.87			

Go to – File>Save as – Choose location to save – Create File name

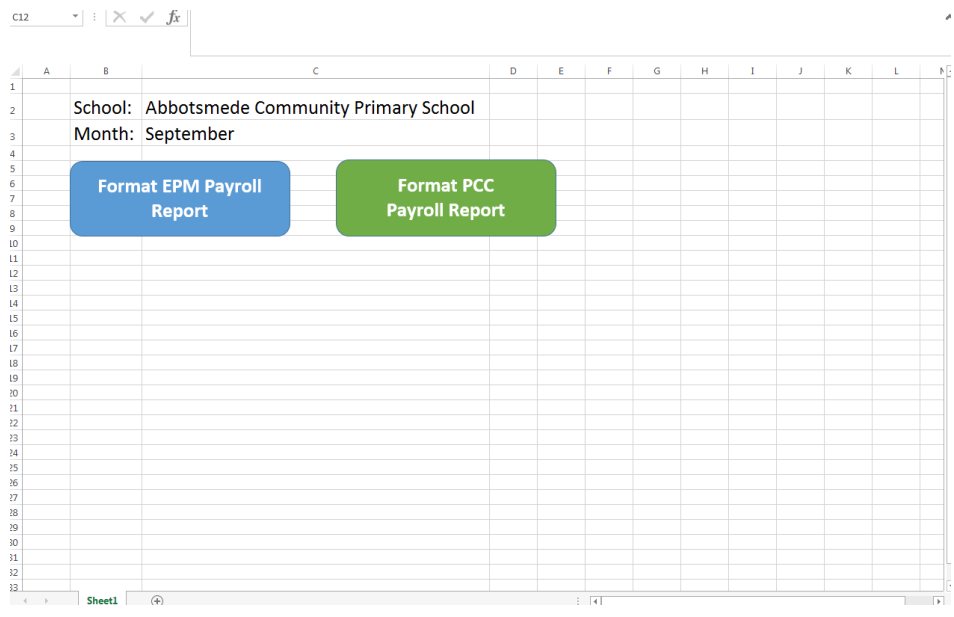


Save as type – CSV (comma delimited)

Save

Save a copy of the LA produced macro sheet – Format Payroll Report – in a folder on your PC.

Open spreadsheet – Format Payroll Report

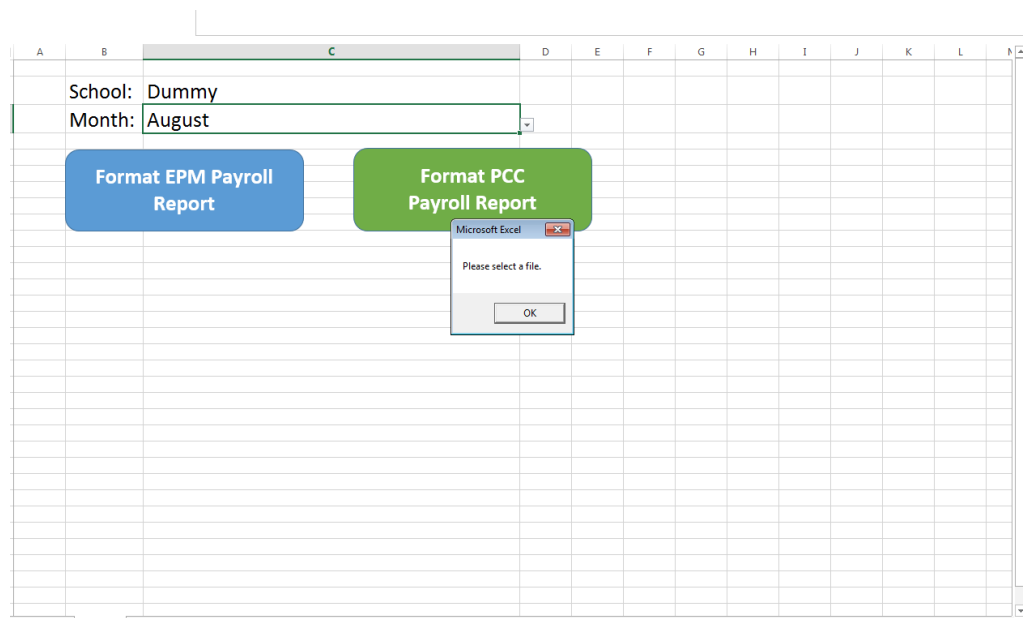


Choose School from dropdown list

Choose Month from dropdown list

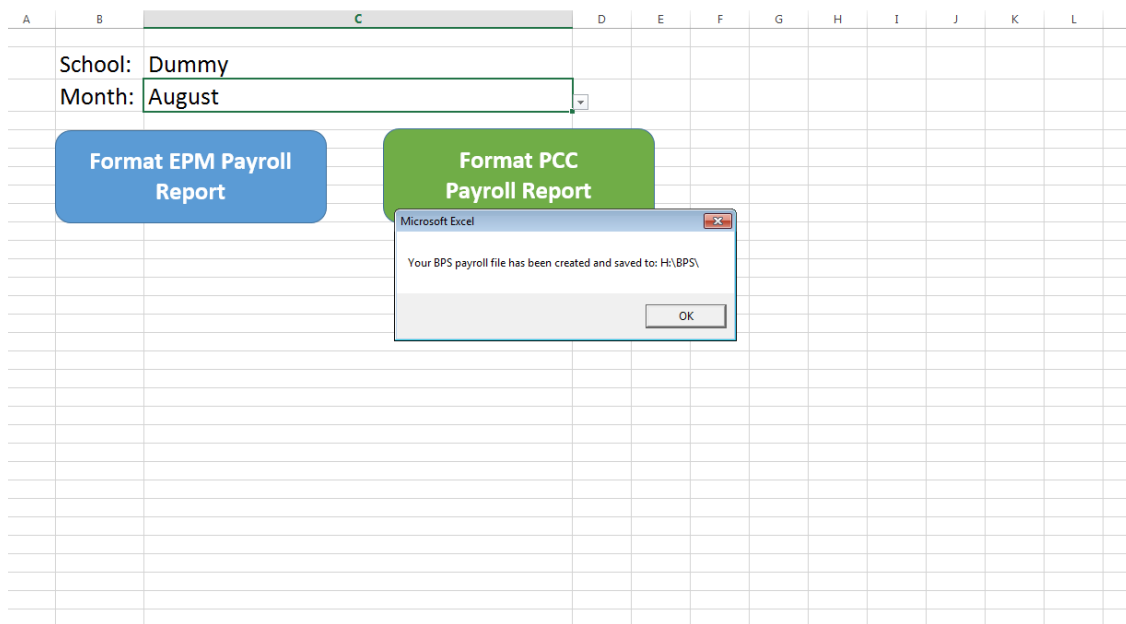
Click Format PCC Payroll Report

Please select a file - OK



Browse your PC and choose the saved CSV file.

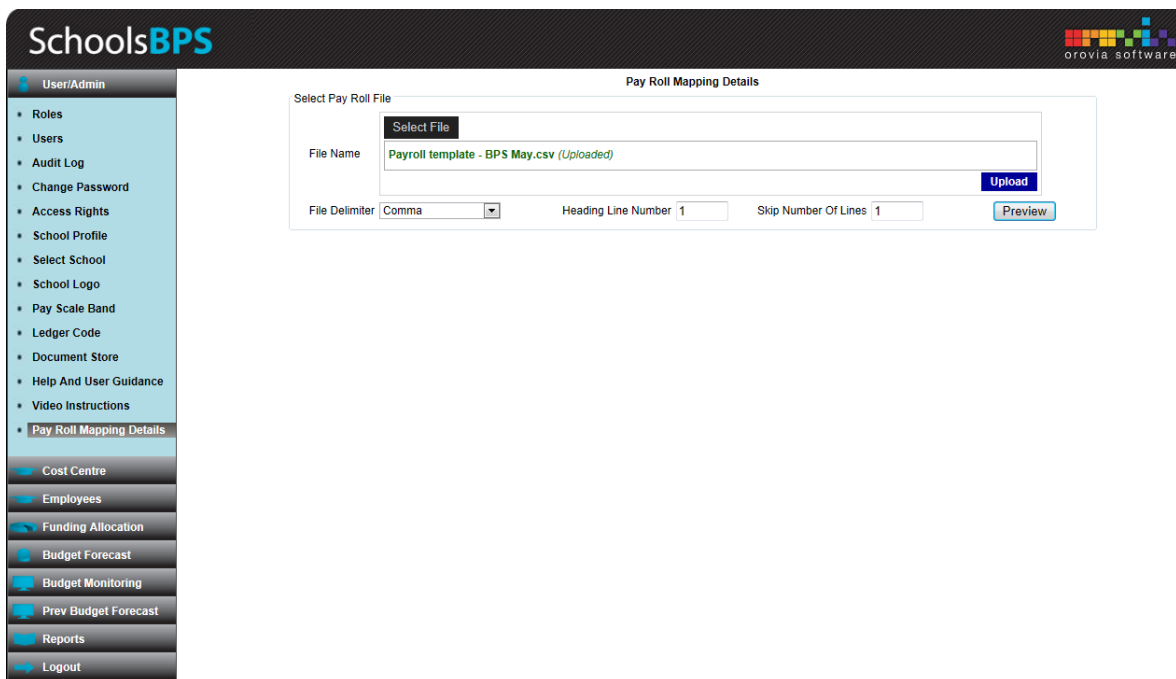
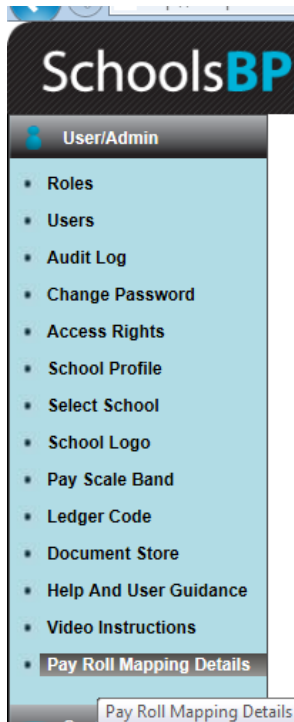
A message will appear - - Your BPS payroll file has been created and saved to:



Close the Format Payroll Report. Click Save on exit.

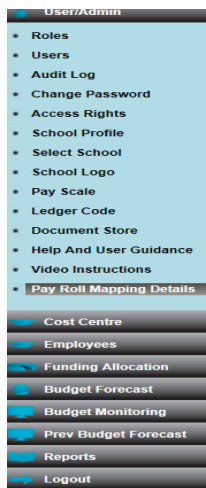
Payroll Reconciliation

Go to User/Admin>Pay Roll Mapping Details



Select File (browse here to pick up the previously created .csv file) > Upload > Preview

Go to >Map Columns in the lower section of the screen



Pay Roll mapping Details

Select Pay Roll File
 File Name
 File Delimiter Heading Line Number Skip Number Of Lines

Surname	Initials	Cost Code	Account	Employee No	Post	Gross Cost	Ers NI	ER Pension
Name	F	CXXXX	10	00000	ABCDE	944.08	21.42	203.92
Name	K	CXXXX	10	00000	ABCDE	1,535.62	82.94	331.69
Name	D	CXXXX	10	00000	ABCDE	1,152.06	43.05	248.84
Name	A	CXXXX	10	00000	ABCDE	726.07	-1.25	156.83
Name	LE	CXXXX	10	00000	ABCDE	141.66	6.02	30.6
Name	C	CXXXX	10	00000	ABCDE	412.57	0	89.12
Name	S	CXXXX	10	00000	ABCDE	333.1	0	71.95
Name	S	CXXXX	41	00000	ABCDE	144.81	1.11	0
Name	S	CXXXX	103	00000	ABCDE	218.16	1.66	0
Name	L	CXXXX	10	00000	ABCDE	861.76	12.86	186.14

1 2

Map Columns

Job Role Number	<input type="text" value="Employee No"/>	Title	<input type="text" value="Ignore"/>	Surname	<input type="text" value="Surname"/>
First Name	<input type="text" value="Initials"/>	Gross	<input type="text" value="Gross Cost"/>	National Insurance	<input type="text" value="Ers NI"/>
Super Annuation	<input type="text" value="ER Pension"/>	Total Salary	<input type="text" value="Total Costs"/>	YTD Gross	<input type="text" value="Ignore"/>
YTD National Insurance	<input type="text" value="Ignore"/>	YTD Super Annuation	<input type="text" value="Ignore"/>	YTD Total	<input type="text" value="Ignore"/>
File Delimiter	<input type="text" value="Comma"/>	Heading Line Number	<input type="text" value="1"/>	Skip No Of Lines	<input type="text" value="1"/>

Map these fields using the drop down menu:-

Job role number – Employee No

Super Annuation – ER Pension

Gross – Gross Cost

Total salary – Total Costs

Surname - Name

National Insurance – Ers NI

Leave all other columns as “Ignore”.

Save

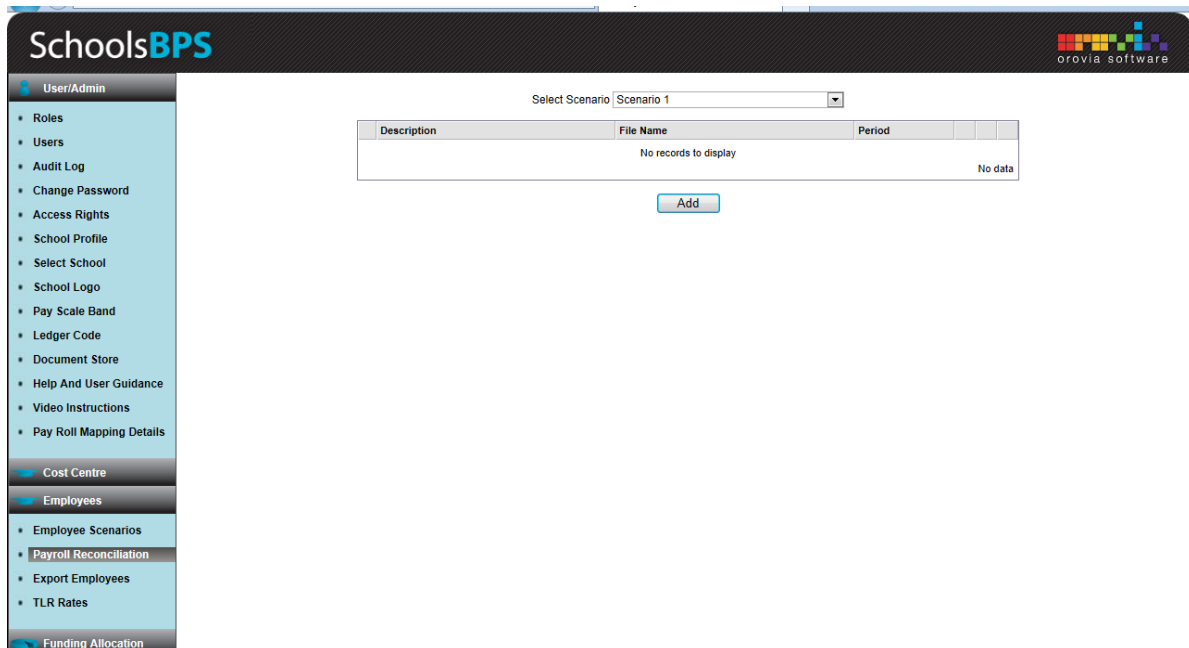
This process only needs to be actioned once.

Ensure employees in BPS have a Job Pay Roll Number to match the Excel Payroll report – including leading 00’s and letters.

Include the Job Pay Roll Number for all roles.

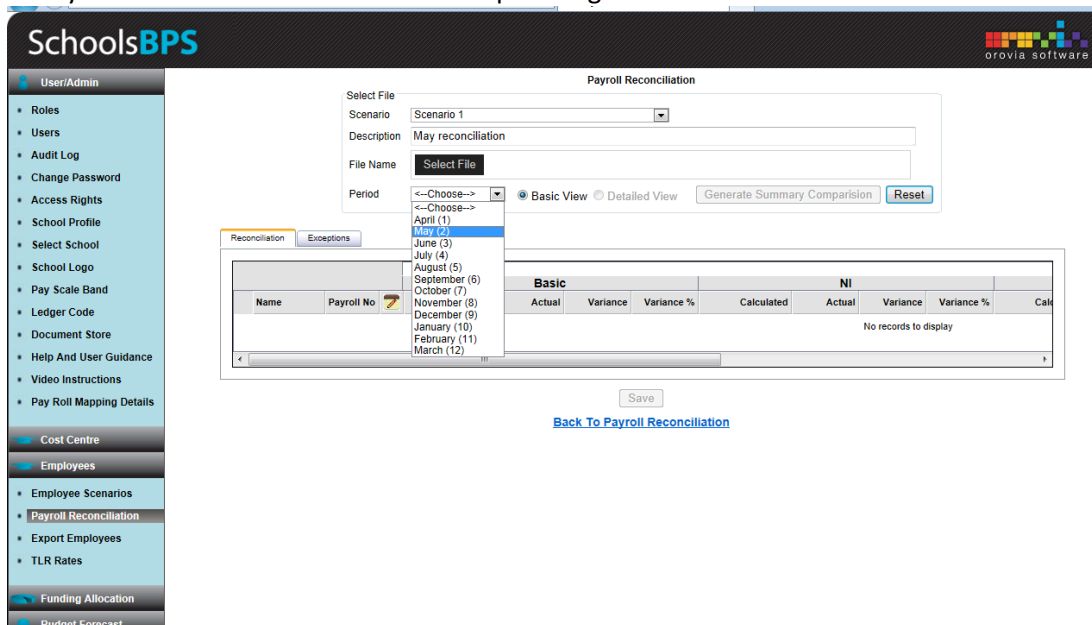
1. Go to > Employees > Payroll Reconciliation.

Select Scenario > Choose **current** (Revised) staffing scenario from the drop down menu.



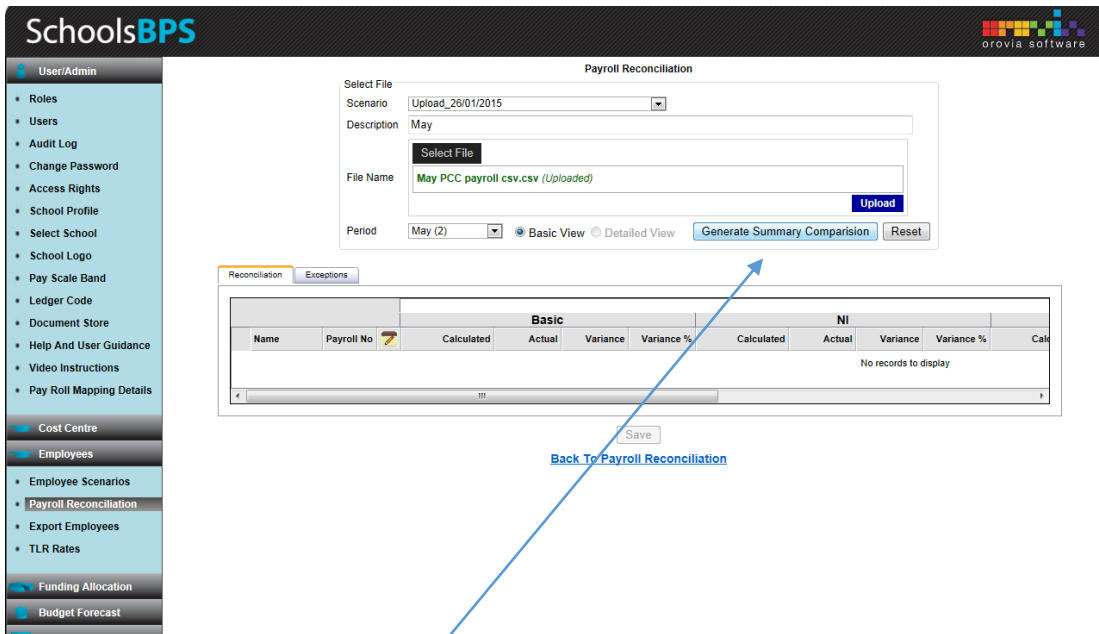
Click > Add

In Payroll Reconciliation box – add Description e.g. Month



File Name > Select File (**browse for the saved csv** – payroll report for month) - Upload

Period > Choose (Month)

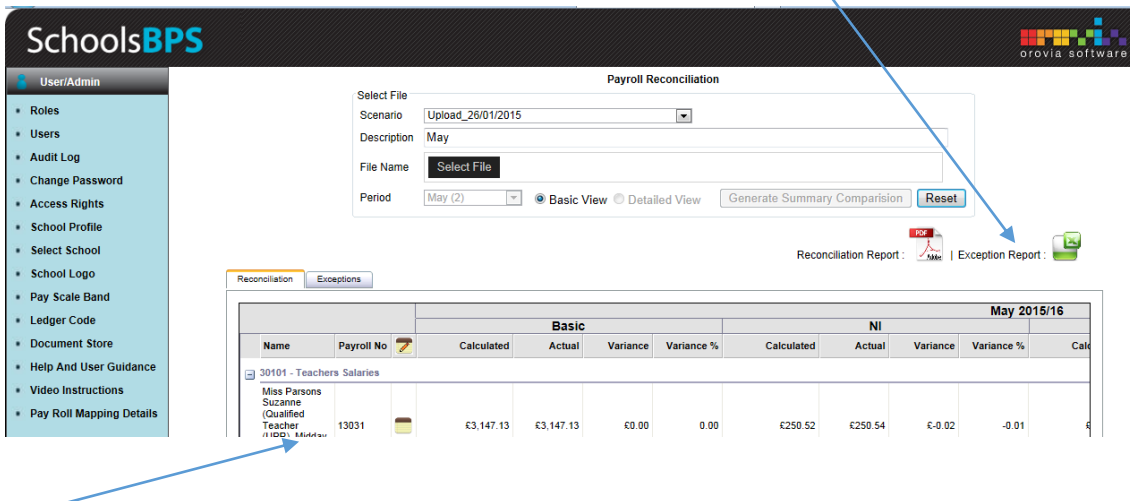


Generate Summary Comparison

Items which have not been mapped will appear in the Exception Report – excel only
 Open the Exception Report and review – go back to Employee Scenarios to add/correct payroll numbers and add new starters not already budgeted for.

Repeat the process from 1. above.

The remaining Exceptions should be just a list of paid staff which are not included in the budget forecast for the current month e.g. Supply teachers. The exceptions report will also list employees whose contracts have been input to BPS but are yet to be given a payroll number e.g. September starters. These entries will need a payroll number and in the interim we suggest using TBC1, TBC2 etc.



A Reconciliation Report will appear on the screen with the option to save in PDF format only.

Looking at this report on screen – review the variances and then add a note by choosing the note pad for any known changes – e.g. Query to be resolved, Overtime etc.

Click Save.

The exceptions and reconciliation reports can be saved to a location on your PC but will be saved in BPS.

Go to > Employee Scenario and adjust for contractual errors and then add a variance in **Correction Matrix for adhoc payments.**

Living wage can be dealt with as an Allowance (Cash) on individual employees if the amount is same each month for period Apr – March or as a monthly adjustment on the Correction Matrix if changes occur during the year.

The Summary FTE Employee Report is useful to check contractual details – hrs – weeks - allowances etc.

Go to > Employee Scenarios – Click on > FTE Summary

Name	Description	Amount													
Revised staffing	Revised staffing	£759,360.21													
Updated Version 2014/15 Staffing	Updated Version 2014/15 Staffing	£475,837.12													
2014/15 Staffing	2014/15 Staffing	£271,292.94													

Details

Name

A report – showing termly changes – will appear. This can be saved to excel.

SchoolsBPS

User/Admin

- Roles
- Users
- Audit Log
- Change Password
- Access Rights
- School Profile
- Select School
- School Logo
- Pay Scale
- Ledger Code
- Document Store
- Help And User Guidance
- Video Instructions
- Pay Roll Mapping Details

- Cost Centre
- Employees
- Funding Allocation
- Budget Forecast
- Budget Monitoring
- Prev Budget Forecast
- Reports
- Logout

Scenarios FTE Summary

Select Financial Year: 2015/16

Include On Cost (NI and SA)

Raw Excel | [Generate FTE Summary Report](#)

[Back To Scenarios](#) | [Back To Scenario Details](#)

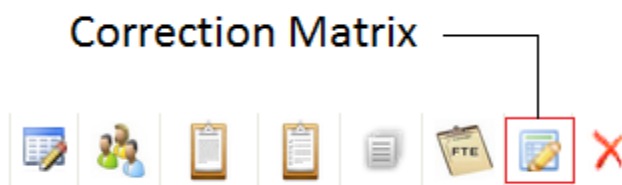
Scenario Name: **Revised staffing**

Ledger Code Filter:

AS AT 1ST SEPTEMBER														
LE NT	TLR Value (Pro-Rata) (£)	SEN Value (Pro-Rata) (£)	R&R+ SP+ OT +OA +TLR3(£)	Total Salary (£)	NI (£)	SA (£)	Total Salary (£)	FTE	HOURS	WEEKS PAID	SALARY Value (Pro-Rata) (£)	SCALE POINT	TLR Value (Pro-Rata) (£)	SEN (Pro-Rata) (£)
	0	0	0	0	0.00	0.00	0	0.00	0.00		0			0
ified Teachers-	3000	0	0	25,023	1680.95	3528.24	30,232	1.00	32.50		24,001	Qualified Teachers-2		5000
ified Teachers-	0	0	0	29,829	2180.77	4205.89	36,215	1.00	32.50		32,508	Qualified Teachers-6		0
	0	0	0	0	0.00	0.00	0	1.00	32.50		32,508	Qualified Teachers-6		0
ership Staff-8	0	0	0	45,421	3985.16	6404.36	55,810	1.00	32.50		47,020	Leadership Staff-9		0
ership Staff-15	0	0	0	53,963	5163.96	7608.78	66,735	1.00	32.50		55,950	Leadership Staff-16		0
ified Teachers-	2068.8	0	0	25,932	1775.49	3856.41	31,363	0.80	26.00		26,007	Qualified Teachers-6		2089.6
ified Teachers-	0	0	0	32,187	2426.01	4538.37	39,151	1.00	32.50		32,508	Qualified Teachers-6		0
ified Teachers-	0	0	0	23,764	1550.01	3350.72	28,664	1.00	32.50		25,931	Qualified Teachers-3		0
ified Teachers-	0	0	0	25,675	1748.76	3620.18	31,043	1.00	32.50		27,926	Qualified Teachers-4		0
ified Teachers-	0	0	0	14,258	561.43	2010.43	16,830	0.60	19.50		15,559	Qualified Teachers-3		0
ified Teachers-	0	0	0	22,120	1379.04	3118.92	26,617	0.80	26.00		24,101	Qualified Teachers-5		0

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).

Use this option for adhoc payments.

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	

The updated Revised Employee Scenario should then **include** actuals paid to date. Remember to always **re-post** the changes in the Budget Forecast.

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.

Payroll Reconciliation should be actioned on a monthly basis.

Create a .csv file from e1 Finance Trial Balance Report

SchoolsBPS has the facility to create a budget monitoring report based on the Profiled budget remaining plus actuals to date.

An import from e1 Finance showing actual income and expenditure to date will need to be created.

In e1 finance – Go to Module> Nominal Ledger> Reports > Trial Balance

Choose Period range from 01/04/20xx – to end of period e.g. 01/04/2015:30/06/2015

DUIMM: Specify Trial Balance

File Edit Record Window

Run

Period 01/04/2015:30/06/2015

Accounts

Object

VAT Code

Currency

Language

Exclude Object

CFR Code

Including Simulations

Only with Balance

List Transaction Nos

Amounts in Currency

Include Turnovers

Accounts only

Include Objects

Values in

Base Currency 1

Base Currency 2

Media

Screen

Printer

File

Clipboard

Fax

Pdf

Html as Attachment

Excel

Print Dialog

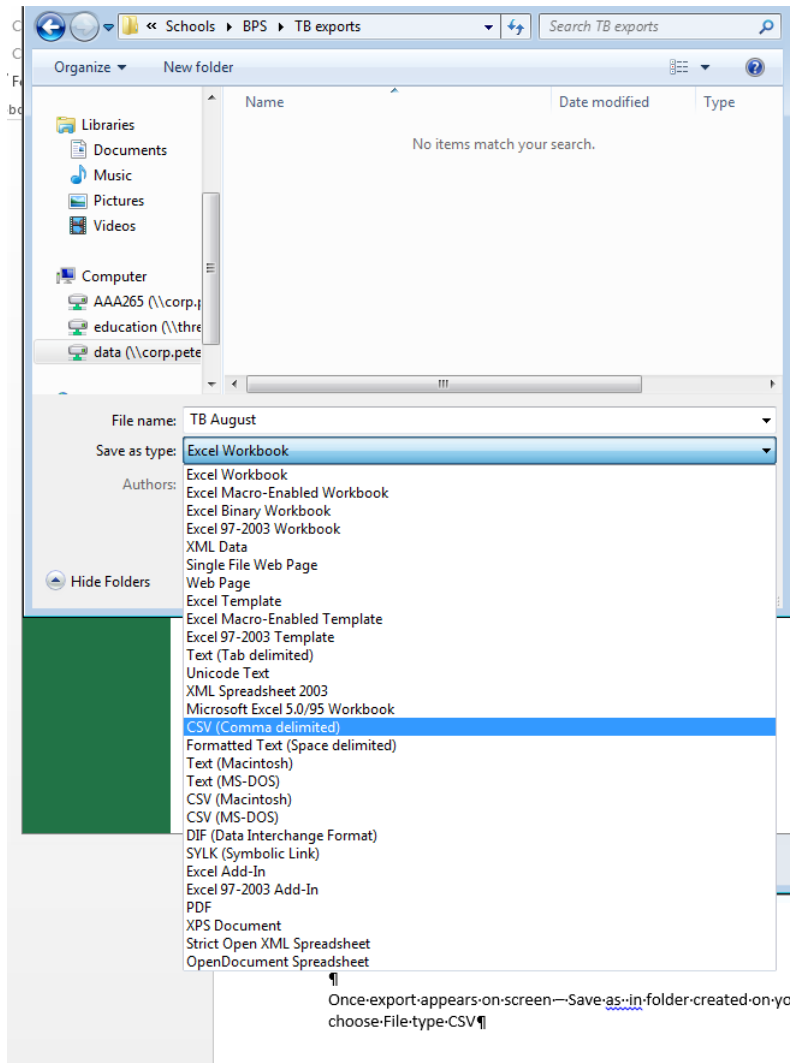
Ignore Timeout Limit

Choose > Accounts only

Media > Excel

Run

Once export appears on screen – Save as type - CSV (comma delimited) in folder created on your PC e.g. (TB exports)

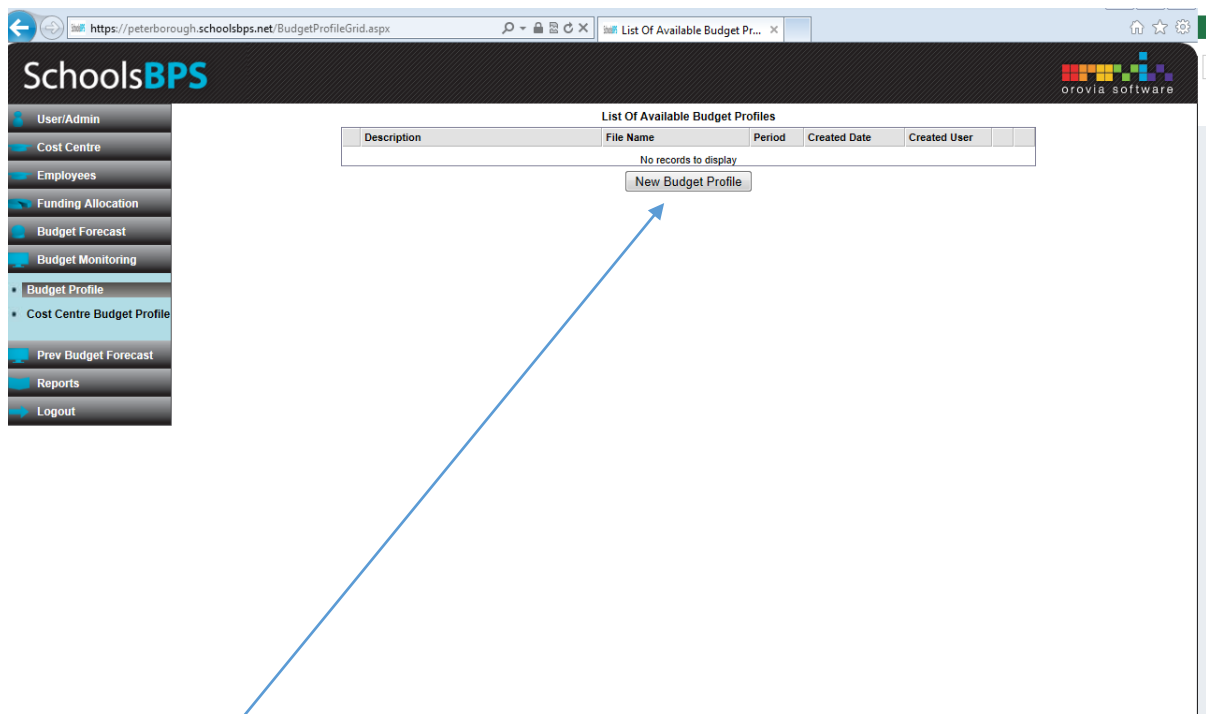


Create a file name which includes month.

Save

Budget Monitoring

In SchoolsBPS – go to Budget Monitoring > Budget Profile



Click > New Budget Profile

Description e.g. June Monitoring

Month e.g. June (3)

Budget Forecast – From dropdown list – always use latest revised version.

File Name > Browse and choose CSV file saved above

File Types.> BPS (CSV)

The screenshot shows the 'Budget Profile Details' form in the SchoolsBPS application. The form has the following fields and options:

- Description: June Monitoring
- Month: June (3)
- Budget Forecast: Revised budget forecast 2015-16
- File Name: X:\Finance\Shared\Schools\BPS\TB exports\TB June.csv
- File Types: BPS (PRN) BPS (CSV) South Glos (CSV)

A 'Generate Budget Profile' button is located at the bottom right of the form. Below the form, there is a link labeled 'Back To Budget Profile'. A blue arrow points from this link to the 'Generate Budget Profile' button.

Generate Budget Profile - Save

A 4 tab report will appear. Staffing, Revenue, Capital and Exceptions-

Choose Revenue or Capital and 4 additional tabs appear – Income, Expenditure, Balance and Summary

The report/s columns include–

Code (Account) and Description

Profile (On Income and Expenditure)

Current Budget (Revised)

Actual to Date

% Spent

Calculated Remaining From Budget Months (Budget remaining using the profiles as set in BPS)

Estimated Remaining – schools can adjust here manually. - Any adjustment made here will be added/deducted to the calculated Expected Out Turn

Expected Out Turn = Actual to Date + Calculated Remaining from Budget Months + Estimated Remaining

Variance = Difference between Current Budget and Expected Out Turn

Comments – add a note to explain manual adjustment or variance remaining

Budget Profile Details

Description: June Monitoring
 Month: June (3) Budget Forecast: Revised budget forecast 2015-16
 File Name: [Browse...]
 File Types: BPS (PRN) BPS (CSV) South Glos (CSV)
 [Generate Budget Profile]

Note: The Estimated remaining values changed in staff, income, expenditure will reflect in balance and summary calculations only if you have saved data.

Ledger Code: []

Code	Description	Current Budget (£)	Actual To Date (£)	% Spent (£)	Calculated Remaining From Budget Months (£)	Estimated Remaining (£)	Expected Out Turn (£)	Variance (£)	Comments
E01-TEACHING STAFF									
30101	Teachers Salaries	482,460	111,977	28	370,713	0	482,690	-229	
E03-EDUCATION SUPPORT STAFF									
30301	Teaching assistants	173,168	42,442	28	128,173	0	170,616	2,551	
30302	HL Teaching assistants	45,568	12,511	34	33,691	0	46,202	-634	
E04-PREMISES STAFF									
30401	Cleaners - payroll charge	3,551	950	32	2,663	0	3,614	-63	
30402	Caretakers/Site Officers - payroll charge	29,355	7,242	31	22,016	0	29,259	95	
E05-ADMINISTRATIVE & CLERICAL STAFF									
30501	Admin and Clerical staff	93,801	30,927	41	62,944	0	93,871	-69	
E07-COST OF OTHER STAFF									
30701	Midday supervisors	19,369	5,022	29	14,527	0	19,550	-180	
30703	Liaison worker	20,380	5,184	32	15,343	0	20,528	-147	
30705	Learning Mentors	8,926	5,065	71	3,570	0	8,636	289	

Progress through all tabs – manually adjusting/commenting where necessary.

Variations in a significant amount of cases – may be the result of incorrect profiling. When considering budget revisions (**Other Income/Expenditure**) it would be beneficial to review account profiles.

To check budget profiles – Generate a Financial Report File

Budget Forecast List

Search: Funding: Choose... OIE: Choose... Group: Choose...
 Name: [] Type: Choose... [Show All] [Reset]

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current Forecast
Spring revision	£761,579.21	£1,031,545.75	£27,133.00	£129,208.00	£167,891.54		
Revised 29-09-2015	£761,579.21	£1,031,545.75	£27,133.00	£129,208.00	£167,891.54		
Autumn revised	£761,579.21	£1,031,545.75	£27,133.00	£129,208.00	£167,891.54		
Revised Budget Forecast 2015-16	£361,846.54	£1,365,829.75	£382,833.00	£107,208.00	£1,279,608.21		
test	£350,583.06	£1,365,829.75	£382,833.00	£107,208.00	£1,290,871.69		

Page 1 of 2 (6 items)

[Set Submit Version] [Set Current Version] [Add Budget Forecast]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Ledger Co	Ledger Co Cost Cent	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Total	
2	10101	Delegated Revenue	85962.14	85962.14	85962.14	85962.14	85962.14	85962.14	85962.14	85962.14	85962.14	85962.14	85962.14	85962.21	1031546	
3	10302	SEN High needs top	177.75	177.75	177.75	177.75	177.75	177.75	177.75	177.75	177.75	177.75	177.75	177.75	2133	
4	10501	Pupil Premium	125	125	125	125	125	125	125	125	125	125	125	125	1500	
5	10601	Othe Government G	125	125	125	125	125	125	125	125	125	125	125	125	1500	
6	11202	Education 30001	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	8166.63	2000	
7	11202	Education 30002	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	2666.63	8000	
8	11805	Primary School PE ar	4796.4	0	0	0	0	0	0	7203.6	0	0	0	0	12000	
9	30101	Teachers Salaries	34077.12	34077.12	44077.12	36077.12	34077.12	39222.43	37636.6	36657.84	36657.84	35172.22	33948.76	33948.74	435630	
10	30101NI	Teachers NI	2523.68	2523.68	2523.68	2523.68	2523.68	2992.17	2827.24	2725.45	2725.45	2597.28	2597.28	2597.27	31681	
11	30101SA	Teachers Pension	4804.87	4804.87	4804.87	4804.87	4804.87	6432.48	6172.4	6011.89	6011.89	5768.24	5567.6	5567.6	65556	
12	30102	Teachers Salaries - o	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.67	266.63	3200	
13	30201	Supply teachers - pa	271.25	271.25	271.25	271.25	271.25	271.25	271.25	271.25	271.25	271.25	271.25	271.25	3255	
14	30301	Teaching assistants	1517.33	1817.33	1517.33	1517.33	1517.33	2531.07	531.07	531.07	531.07	531.07	531.07	531.07	13604	
15	30301NI	Teaching Assistant N	26.15	26.15	26.15	26.15	26.15	6.35	6.35	6.35	6.35	6.35	6.35	6.33	175	
16	30301SA	Teaching Assistant P	327.74	327.74	327.74	327.74	327.74	114.71	114.71	114.71	114.71	114.71	114.71	114.73	2442	
17	30302	HL Teaching assistan	303.12	303.12	303.12	303.12	303.12	1818.75	1818.75	1818.75	1818.75	1818.75	1818.75	1818.76	14247	
18	30302NI	HL Teaching assistan	9.6	9.6	9.6	9.6	9.6	84.46	84.46	84.46	84.46	84.46	84.46	84.49	639	
19	30302SA	HL Teaching assistan	65.47	65.47	65.47	65.47	65.47	392.85	392.85	392.85	392.85	392.85	392.85	392.87	3077	
20	30305	Supply- Education Su	1531.33	1531.33	1531.33	1531.33	1531.33	1531.33	1531.33	1531.33	1531.33	1531.33	1531.33	1531.38	18376	
21	30305NI	Supply- Education Su	82.47	82.47	82.47	82.47	82.47	82.47	82.47	82.47	82.47	82.47	82.47	82.49	990	
22	30305SA	Supply- Education Su	330.77	330.77	330.77	330.77	330.77	330.77	330.77	330.77	330.77	330.77	330.77	330.75	3969	
23	30402	Caretakers/Site Offi	2381	1381	1681	1681	1381	1381	1381	1381	1381	1381	1381	1381.01	18172	
24	30402NI	Caretakers/Site Offi	66.84	66.84	66.84	66.84	66.84	66.84	66.84	66.84	66.84	66.84	66.84	66.8	802	
25	30402SA	Caretakers/Site Offi	298.3	298.3	298.3	298.3	298.3	298.3	298.3	298.3	298.3	298.3	298.3	298.25	3580	
26	30501	Admin and Clerical s	8451.68	8451.68	8451.68	8451.68	8451.68	8690.52	8690.52	8690.52	8690.52	8690.52	8690.52	8890.54	103292	
27	30501NI	Admin and Clerical s	495.04	495.04	495.04	495.04	495.04	519.88	519.88	519.88	519.88	519.88	519.88	519.89	6114	
28	30501SA	Admin and Clerical s	1825.56	1825.56	1825.56	1825.56	1825.56	1877.15	1877.15	1877.15	1877.15	1877.15	1877.15	1877.19	22268	
29	30801	DBS checks	0	0	0	0	0	0	32000	0	0	0	0	0	32000	
30	30804	Travel allowances	2666.67	2666.67	2666.67	2666.67	2666.67	2666.67	2666.67	2666.67	2666.67	2666.67	2666.67	2666.63	32000	
31	30808	Staff badges	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.33	208.37	2500	
32	30809	Compromise/Redun	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.37	10000	
33	30811	Staff counselling cos	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.63	500	
34	30901	Non teach 18999	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	336.37	1000	

The above report will appear in excel format – review and revisit profiles to adjust.

To change profile > Go to Budget Forecast> Other Income Expenditure and find account code

Version Description Revised 2015/16 Save New Version
 Note: Cost Centre values will not be saved until save performed on OtherIE

Ledger Code

Revenue Expenditure Balance

Revenue Expenditure Totals	£119208	£120868	£119520	£119675	£119831
1 2 3 4 5 > ... Last >	CFR Codes Filter: E10 - SUPPLY TEACHER INSURANCE Page 1 of 6 (254 items)				
Ledger Code Description	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)
<input type="checkbox"/> E10-SUPPLY TEACHER INSURANCE	12000	12120	12241	12364	12487
31001 - Teacher absence insurance costs	12000	12120	12241	12364	12487
31002 - De-delegated facilities time costs	0	0	0	0	0
<input type="checkbox"/> E11-STAFF RELATED INSURANCE	0	0	0	0	0
<input type="checkbox"/> E12-BUILDING MAINT.& IMPROVEMENTS	0	0	0	0	0
<input type="checkbox"/> E13-GROUNDS MAINT.& IMPROVEMENTS	0	0	0	0	0
<input type="checkbox"/> E14-CLEANING AND CARETAKING	0	0	0	0	0

Single click on the account and new screen will open

School Ledger Codes

Details Cost Centre

E10 - SUPPLY TEACHER INSURANCE

Ledger Code: 31001
 Description: Teacher absence Insurance costs
 Profile: Manual

Inflation Amended
 2015/16 0.000 2016/17 0.000 2017/18 0.000 2018/19 0.000 2019/20 0.000

Created User: Margaret On 21/09/2015 16:28:50

Update Cancel

[Back to Other Income and Expenditure](#)

Browse Profile to choose appropriate option

Update

Review Balance Tab(s) on Revenue and Capital – The Orovia BPS Balance codes do not match e1 Finance Balance codes and therefore a figure/s will need inserting in Estimated Remaining - to get the Expected Out Turn to match the Current B/F Budgets.

Description	BPS code	E1 Finance code
Committed Revenue Balance	9093	93101
Un committed Revenue Balance	9094	93102
Community Revenue Balance	9098	93106
DFC Balance	9095	93103
Standards Fund Capital Balance	9096	N/A
Other Capital Balances	9097	93105,93112,93113,93114,93115

Staffing Revenue Capital Exceptions

Income Expenditure **Balance** Summary

[Revenue Balance Calculation](#)

REVENUE BALANCE CALCULATION

	Current Budget (£)	Actual To Date (£)	% Spent	Calculated Remaining From Budget Months (£)	Estimated Remaining (£)	Expected Out Turn (£)	Variance (£)	Comments
REVENUE BALANCES								
TOTAL REVENUE INCOME	1,323,211	308,980	23	995,673	27,983	1,332,636	9,424	
LESS:TOTAL REVENUE EXPENDITURE	1,350,915	319,849	24	1,011,234	0	1,331,083	19,832	
REVENUE BALANCE THIS YEAR	-27,704					1,553	29,257	
REVENUE BALANCES FROM LAST YEAR								
9093 - Committed Revenue Balance	0	0	0	0	0	0	0	
9094 - Uncommitted Revenue Balance	40,074	0	0	30,056	0	30,056	-10,019	
9098 - Community Focused Extended School Balances	0	0	0	0	0	0	0	
REVENUE BALANCE FROM LAST YEAR	40,074	0	0	30,056	0	30,056	-10,019	
REVENUE BALANCES C/F INFORMATION								
B01 COMMITTED REVENUE BALANCE	0					0	0	
B02 UNCOMMITTED REVNUe BALANCE	12,370					31,603	19,233	
B06 EXTENDED SCHOOL BALANCE	0					0	0	

In the example above – a positive figure of 10,019 would need to be inserted in the Estimated Remaining box against 9094 to get the Expected Out Turn to match the Current Budget.

Income Expenditure **Balance** Summary

[Revenue Balance Calculation](#)

REVENUE BALANCE CALCULATION

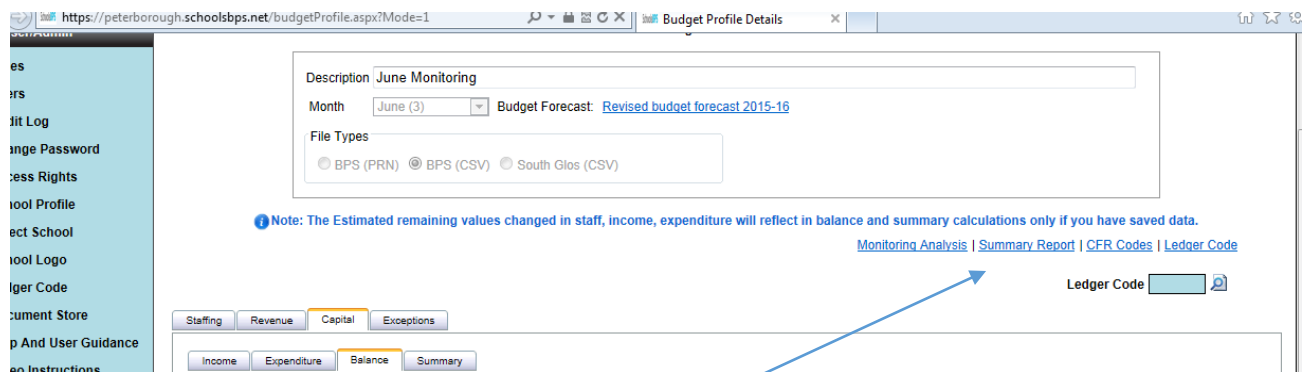
	Current Budget (£)	Actual To Date (£)	% Spent	Calculated Remaining From Budget Months (£)	Estimated Remaining (£)	Expected Out Turn (£)	Variance (£)	Comments
REVENUE BALANCES								
TOTAL REVENUE INCOME	1,323,211	308,980	23	995,673	27,983	1,332,636	9,424	
LESS:TOTAL REVENUE EXPENDITURE	1,350,915	319,849	24	1,011,234	0	1,331,083	19,832	
REVENUE BALANCE THIS YEAR	-27,704					1,553	29,257	
REVENUE BALANCES FROM LAST YEAR								
9093 - Committed Revenue Balance	0	0	0	0	0	0	0	
9094 - Uncommitted Revenue Balance	40,074	0	0	30,056	10,019	40,075	1	
9098 - Community Focused Extended School Balances	0	0	0	0	0	0	0	
REVENUE BALANCE FROM LAST YEAR	40,074	0	0	30,056	10,019	40,075	1	
REVENUE BALANCES C/F INFORMATION								
B01 COMMITTED REVENUE BALANCE	0					0	0	
B02 UNCOMMITTED REVNUe BALANCE	12,370					41,627	29,257	
B06 EXTENDED SCHOOL BALANCE	0					0	0	

Once all the above is complete – BPS will produce balance/s C/F–

Go to > Revenue tab on top row and Balance tab on bottom row to see B01, B02 and B06.
Go to > Capital tab on top row and Balance tab on bottom row to see B03, B04 and B05 in Capital.

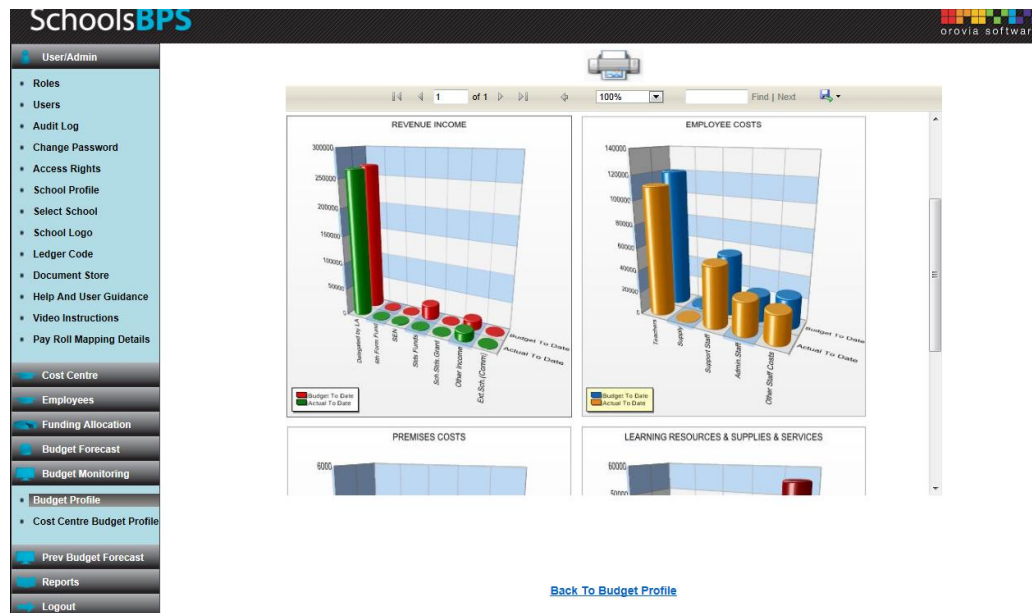
Note - all non CFR account codes e.g. Balance Sheet codes will appear on the Exceptions tab.

When complete – Click Save



New report options will appear

Monitoring Analysis creates Charts – Budgets vs Actuals



Summary Report – Income and Expenditure summarised to CIPFA groupings.

CFR Codes – Income and Expenditure Summarised to CFR Headings

Ledger Codes – Individual Income and Expenditure by Account code.

The 3 reports above can be saved to Excel, PDF or Word.

Budget Monitoring should be actioned at least on a 3 monthly timetable to match the school's LA monitoring timetable.

Schools may wish to produce this monthly.

Budget Revision imports to e1 Finance

Remember - Once all changes have been identified (Payroll and Income/Expenditure) and authorisation to make the changes has been given in accordance with the School's own internal procedures – the Revised Staffing Scenario, Revised Other Income and Expenditure and Revised Budget Forecast should be updated to take account of the changes and then recalculated/repopulated to ensure the changes have been re-posted.

This new version of the budget forecast can then be re-submitted in SchoolsBPS.

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.

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)

If Schools then-mail school.returns@peterborough.gov.uk to advise us a new submission has been posted, we will create a new file of the Revised Budget to load into e1 Finance.

Creating a new Budget Forecast

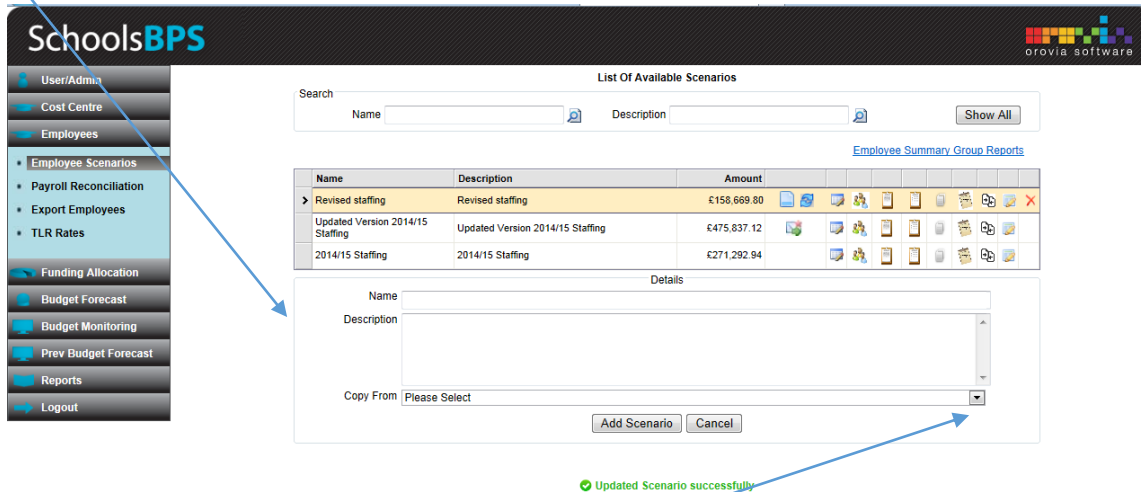
Schools will then need to add a new budget forecast in SchoolsBPS – copying the elements from Revised and giving a new name – e.g. Autumn Revision and then Spring Revision – to give a new working version for monitoring budgets going forward.

Add a new Employee Scenario

Go to > Employees> Employee Scenarios

In bottom section > Details

Add new Name – e.g. Autumn Revision
 Add Description – e.g. Autumn Revision



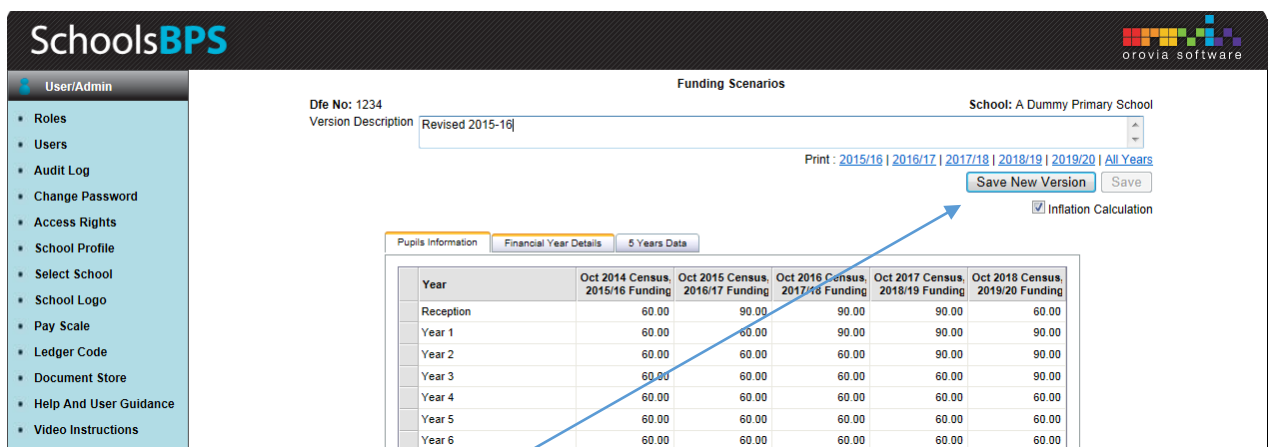
Copy From – Please Select from dropdown menu – last version e.g. Revised staffing
 Add Scenario

Add a new Funding Scenario

Go to Funding Allocation > Funding Scenarios

Open Current Scenario

In Version description – type new name e.g. Autumn Revised



Click button – Save New Version

Go back to previous screen – new version will be on list.

Add a new Other Income Expenditure

Go to > Budget Forecast> Other Income Expenditure

Open current version

SchoolsBPS

User/Admin

Cost Centre

Employees

Funding Allocation

Budget Forecast

- Other Income Expenditure
- Budget Forecast
- Quick Calculator

Other Income And Expenditure Version Details

Search Description Version No

Version	Version Description	Date	Created User	Income	Exp
2	Revised 2015/16	21-09-2015	Margaret	£382,833.00	£11
1	2015/16	30-01-2015	schadmin	£382,833.00	£10

Add New (Ledger Code) Add New (Cost Centre)

In Version Description – type new Name e.g. Autumn Revision

SchoolsBPS

User/Admin

- Roles
- Users
- Audit Log
- Change Password
- Access Rights
- School Profile
- Select School
- School Logo
- Pay Scale
- Ledger Code
- Document Store
- Help And User Guidance
- Video Instructions
- Pay Roll Mapping Details

Cost Centre

Employees

Funding Allocation

Budget Forecast

Budget Monitoring

Prev Budget Forecast

Reports

Logout

Other Income And Expenditure Details

Version Description Revised 2015/16 Save New Version

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

Ledger Code

Revenue Capital SEN Calculator

Income Expenditure Balance

Revenue Income Totals		£382833	£375833	£370833	£370833	£370833
CFR Codes Filter: Choose...		Page 1 of 4 (69 items)				
Ledger Code	Description	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)
101-FUNDS DELEGATED BY THE LEA		351200	351200	351200	351200	351200
10102	SEN Place Funding	1200	1200	1200	1200	1200
10103	Growth Funding	350000	350000	350000	350000	350000
10105	Exclusions/Managed Moves	0	0	0	0	0
103-SEN FUNDING		5633	5633	5633	5633	5633
10301	SEN Top-up Funding From Other LA's	3500	3500	3500	3500	3500
10302	SEN High needs top up funding	2133	2133	2133	2133	2133
10303	ERP top-up funding	0	0	0	0	0
104-FUNDING FOR MINORITY ETHNIC PUPILS		0	0	0	0	0
10401	Ethnic Minority Funding	0	0	0	0	0
105-PUPIL PREMIUM		1500	1500	1500	1500	1500
10501	Pupil Premium	1500	1500	1500	1500	1500
10503	PP Exclusions	0	0	0	0	0
106-OTHER GOVERNMENT GRANTS		2500	2500	2500	2500	2500
10601	Other Government Grants	1500	1500	1500	1500	1500
10602	Graduate Training Grants	0	0	0	0	0
10603	SALIX loan	0	0	0	0	0
10604	Golden Hello receipts	1000	1000	1000	1000	1000
10605	Year 7 catch up premium	0	0	0	0	0
10606	Income from NCTL	0	0	0	0	0
Revenue Income Totals		£382833	£375833	£370833	£370833	£370833

CFR Codes Filter: Choose... Page 1 of 4 (69 items)

Click – New Version

Go back to previous screen and new version will be now on list.

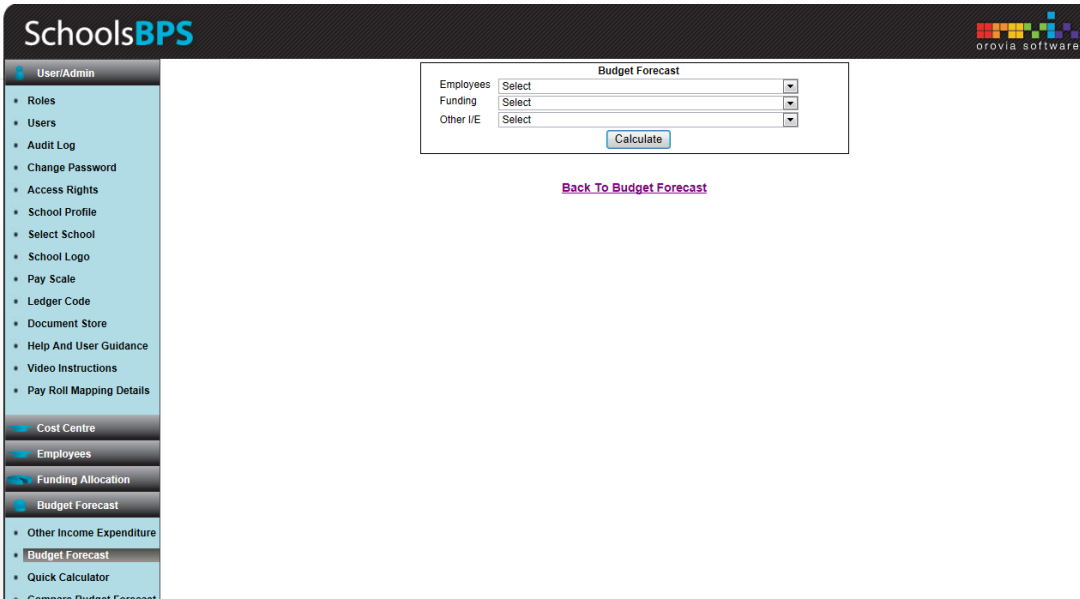
Version	Version Description	Date	Created User	Income	Expenditure	Balance			
3	Autumn Revised 2015/16	24-09-2015	Margaret	£382,833.00	£119,208.00	£25,000.00			
2	Revised 2015/16	21-09-2015	Margaret	£382,833.00	£119,208.00	£25,000.00			
1	2015/16	30-01-2015	schadmin	£382,833.00	£107,208.00	£25,000.00			

Create a new Budget Forecast

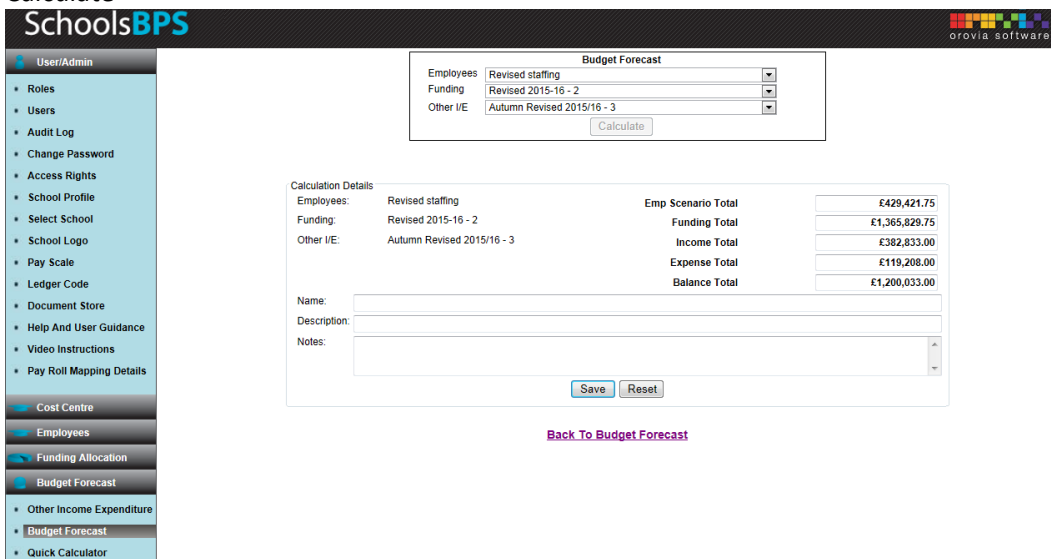
Go to Budget Forecast > Budget Forecast

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current Forecast		
Revised Budget Forecast 2015-16	£361,846.54	£1,365,829.75	£382,833.00	£107,208.00	£1,279,608.21				
test	£350,583.06	£1,365,829.75	£382,833.00	£107,208.00	£1,290,871.69				
Budget Forecast 15-16	£358,242.99	£1,365,829.75	£382,833.00	£107,208.00	£1,283,211.76				

Click button – Add Budget Forecast



Choose new Scenarios > Employees > Funding > Other IE
Calculate



Name – e.g. Autumn Revised
Description e.g. Autumn Revised
Notes – you can add a note
Click – Save

Budget Forecast will be created – go back to Budget Forecast

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

Budget Forecast List

Search Funding: [Choose...], OIE: [Choose...], Group: [Choose...]
Name: _____ Type: [Choose...] [Show All] [Reset]

List of Budget Forecast

Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current Forecast		
> Autumn revised	£429,421.75	£1,365,829.75	£382,833.00	£119,208.00	£1,200,033.00				
Revised Budget Forecast 2015-16	£381,846.54	£1,365,829.75	£382,833.00	£107,208.00	£1,279,608.21				
test	£350,583.06	£1,365,829.75	£382,833.00	£107,208.00	£1,290,871.69				
Budget Forecast 15-16	£398,242.99	£1,365,829.75	£382,833.00	£107,208.00	£1,283,211.76				

Page 1 of 1 (4 items)

[Set Submit Version] [Set Current Version] [Add Budget Forecast]

New Forecast will be on list – highlight row and Click Set Current Version.