SchoolsBPS

User Manual

Version 8.2

Orovia Software

Table of Contents

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
3	School
4	Address 1
5	Address 2
6	Peterborough
7	Cambs
8	POST CODE
10	Tax Ref.	TA01996
11	Year / Period	2016 / 6

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

EPM Payroll Costing Report | Sheet1 | Sheet2 | Sheet3 | (+)

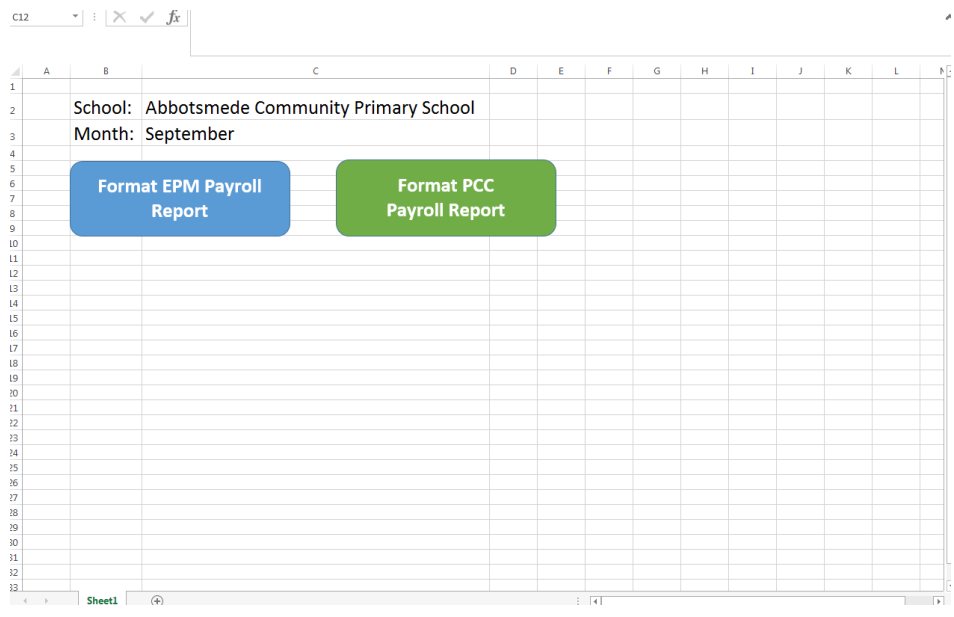Go to – File>Save as – Choose location to save – Create File name
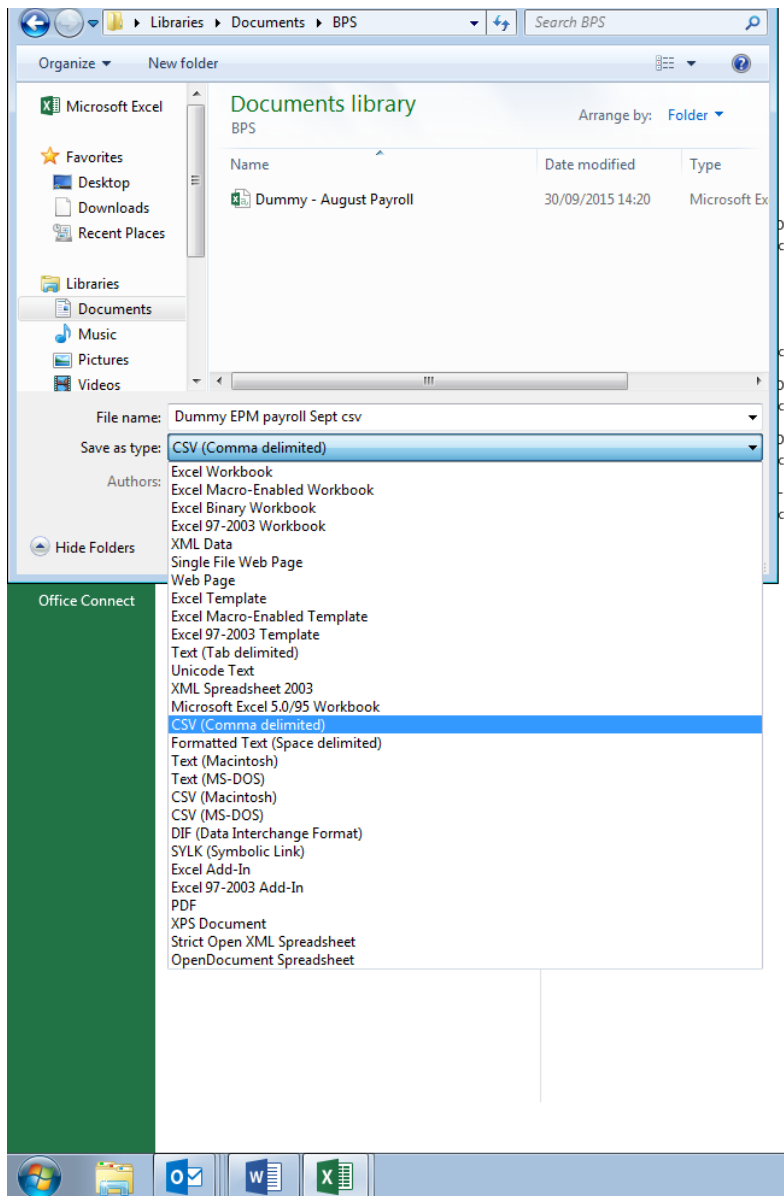
Save as type – CSV (comma delimited)

Save

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

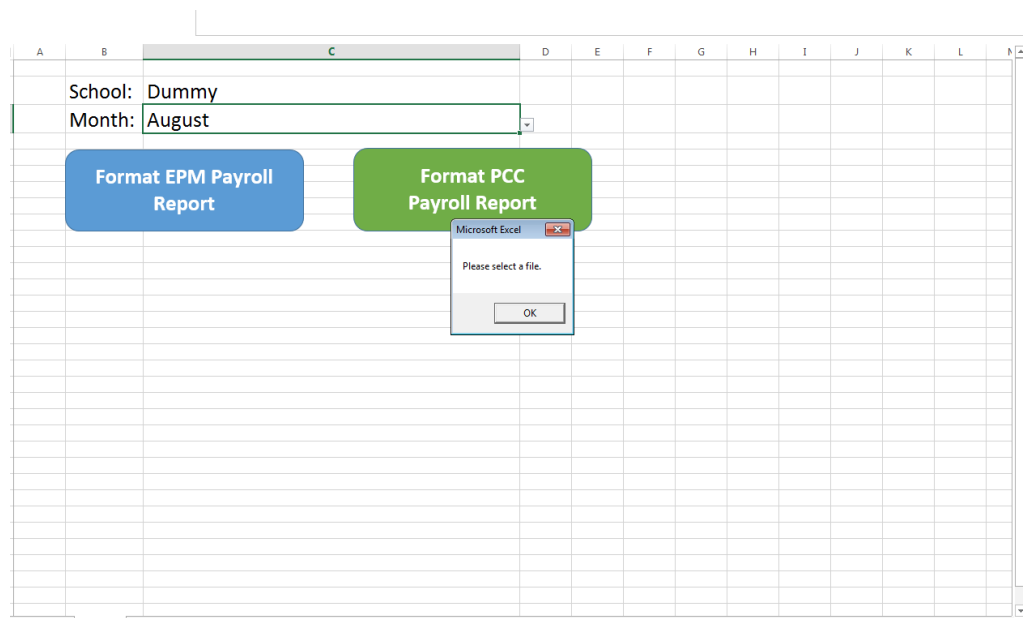Open spreadsheet – Format Payroll Report

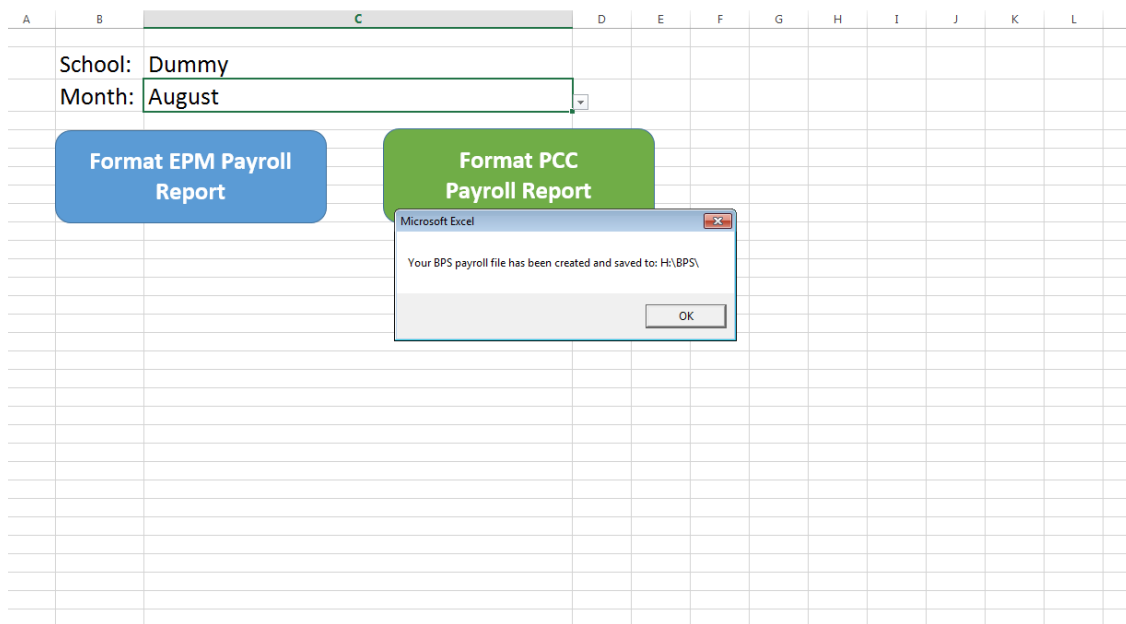Choose School from dropdown list

Choose Month from dropdown list

Click Format PCC Payroll Report

Please select a file - OK
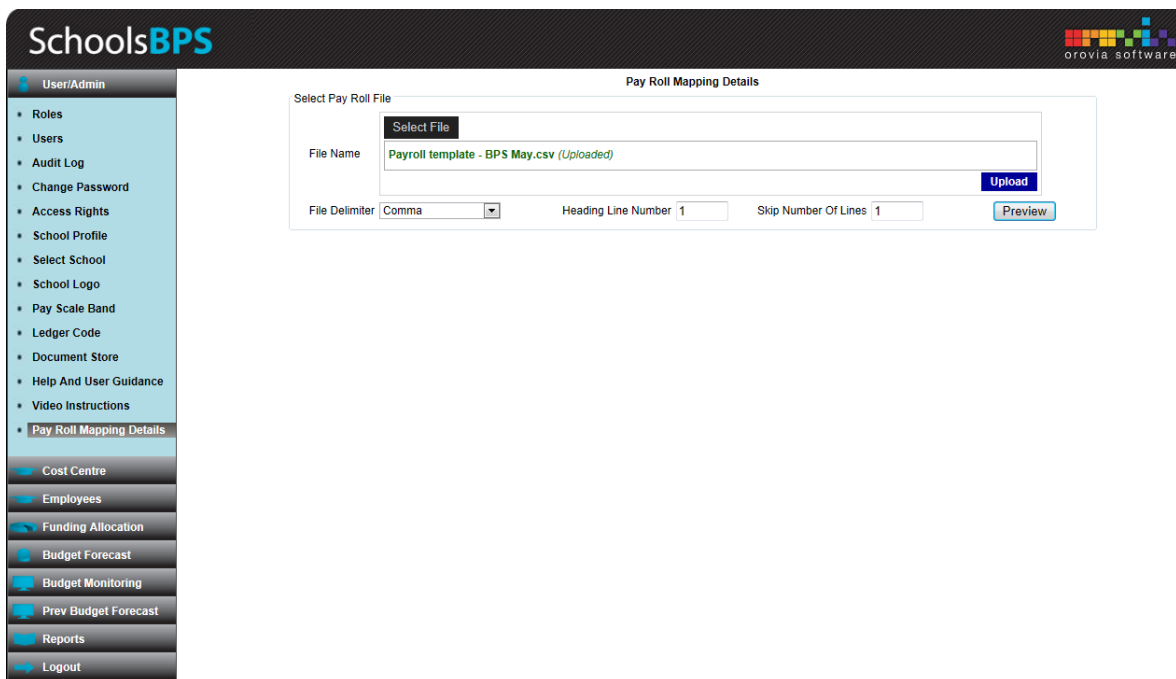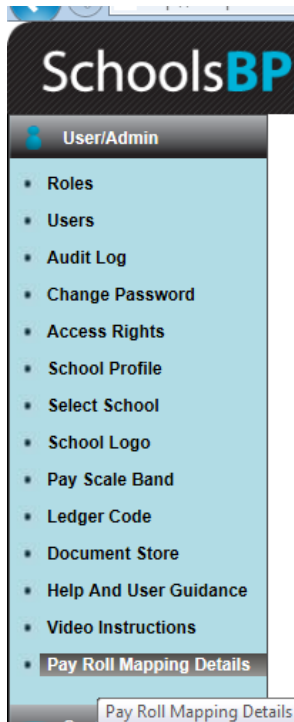

Browse your PC and choose the saved CSV file.

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

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**.**
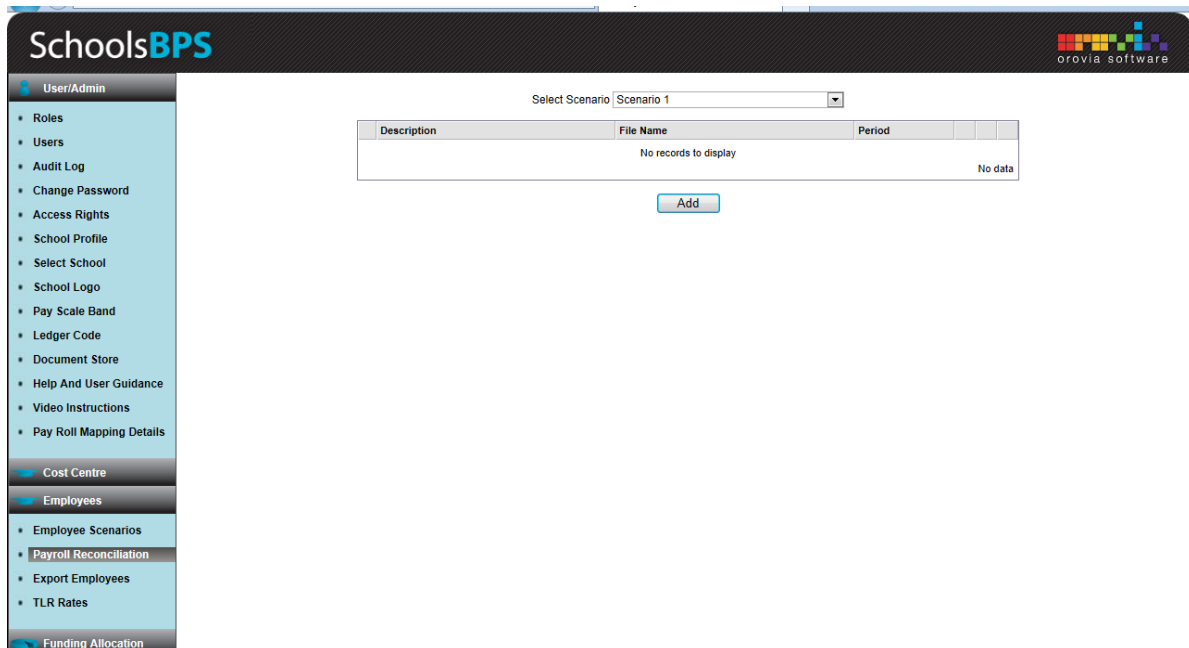
Click > Add

In Payroll Reconciliation box – add Description e.g. Month
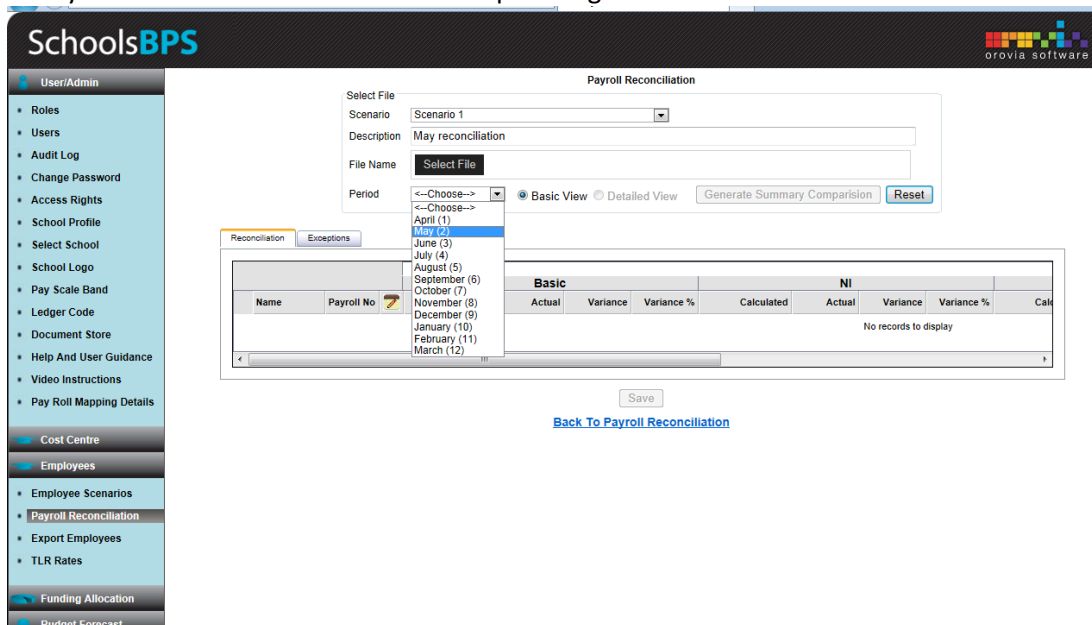
File Name > Select File (**browse for the** saved csv – payroll report for month) - Upload

Period > Choose (Month)
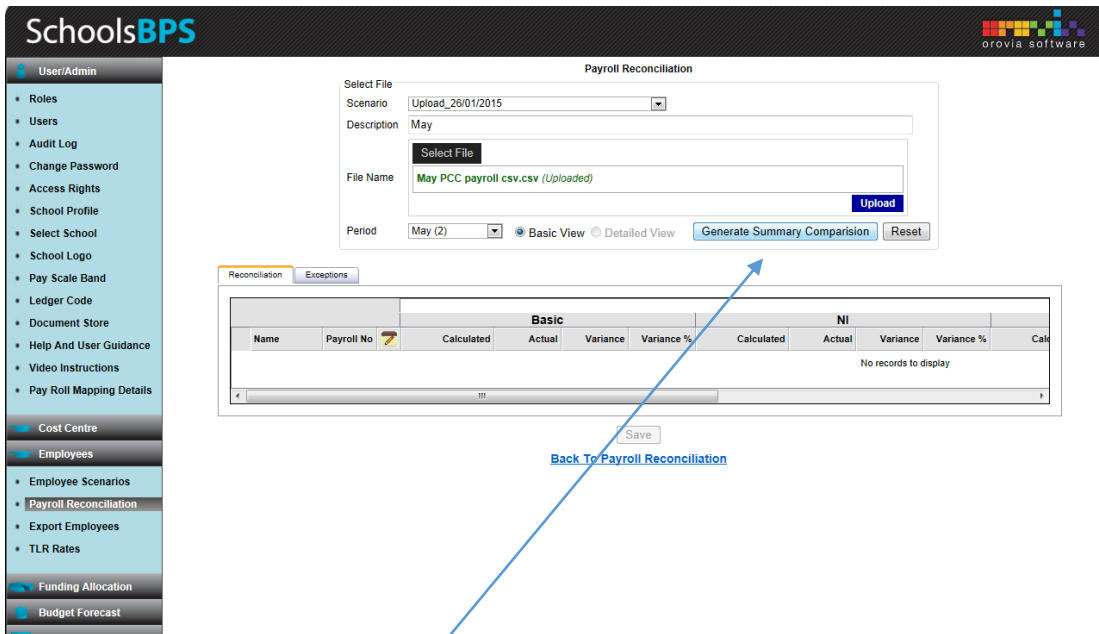
Generate Summary Comparison

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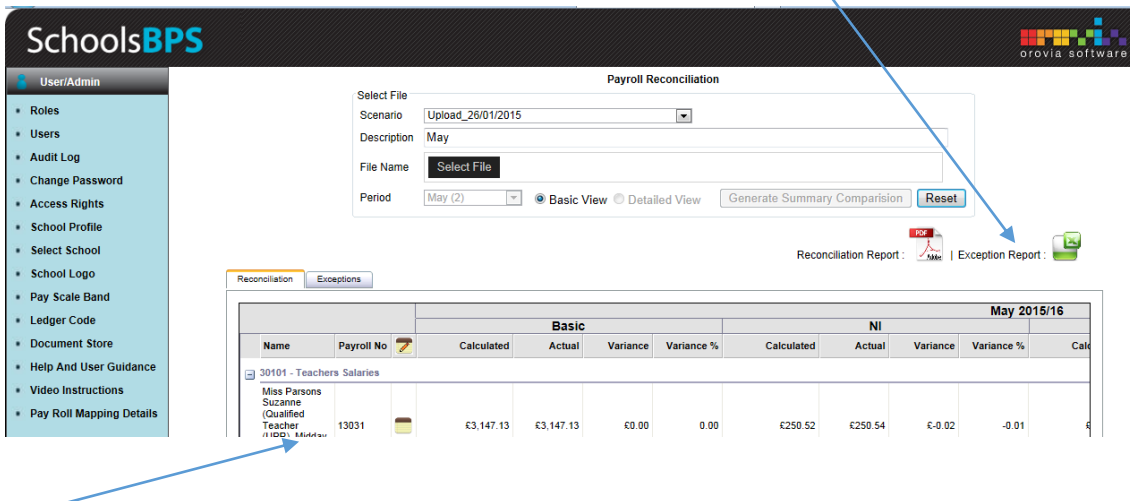
A Reconciliation Report will appear on the screen with the option to save in PDF format only.

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

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

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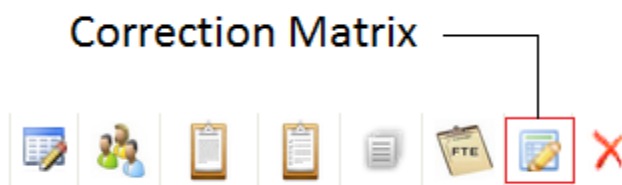
To enter a correcting figure, click on the desired cell and type in the numbers. You can also enter comments in the boxes on the right of the screen (these will appear in Account code level reports in Budget Forecasts).

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 Superanuation	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

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)

Once·export·appears·on·screen—·Save·as··in·folder·created·on·yo
choose·File·type·CSV¶
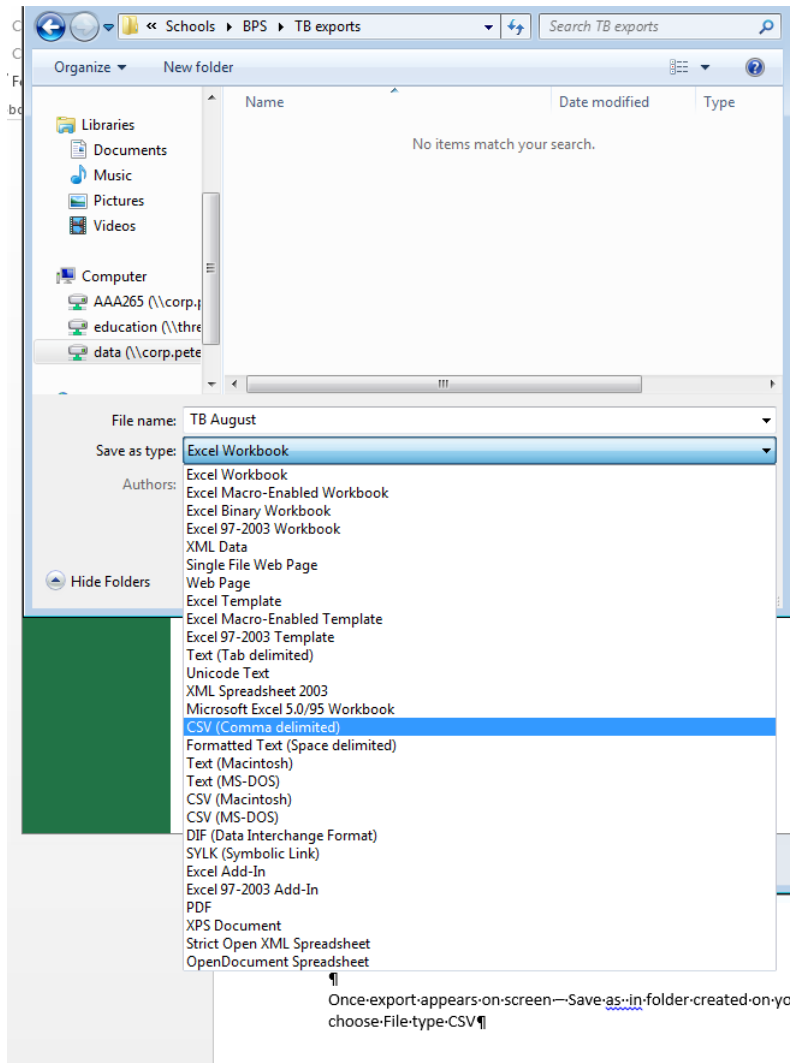
Create a file name which includes month.

Save

Budget Monitoring

In SchoolsBPS – go to Budget Monitoring > Budget Profile
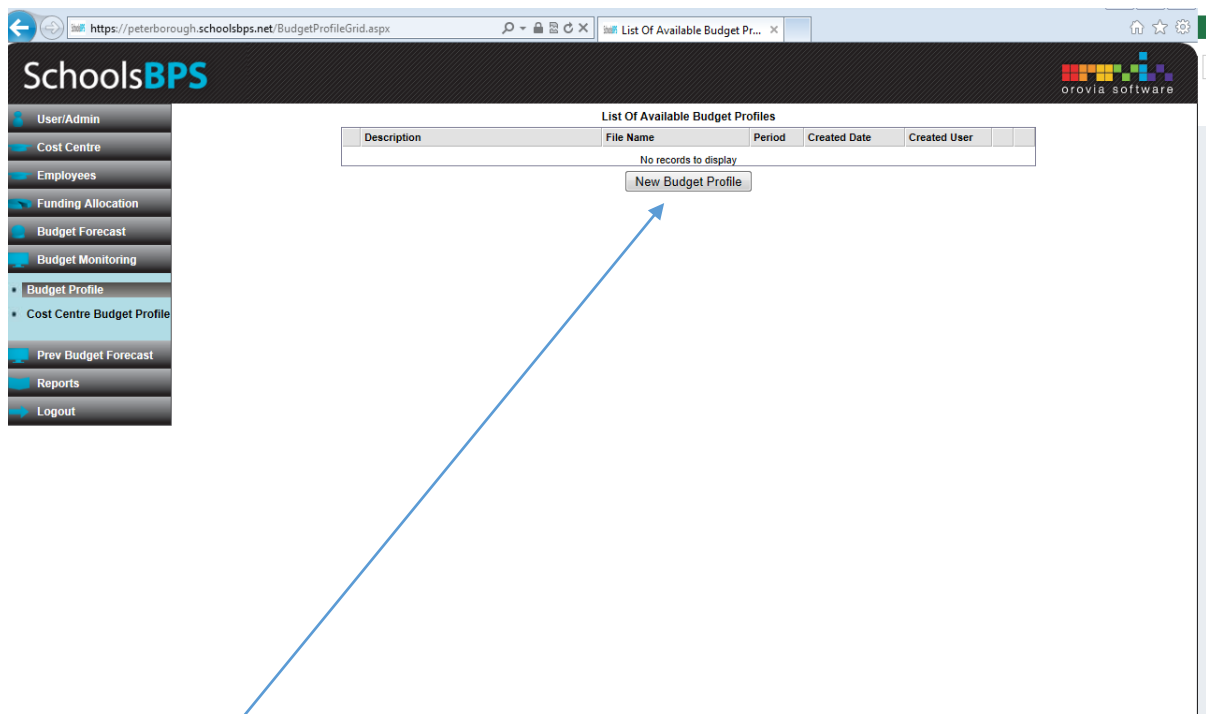
Click > New Budget Profile

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)

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

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

Variances 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

Ledger Co	Ledger Co	Cost Centr	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
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
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
10501	Pupil Premium		125	125	125	125	125	125	125	125	125	125	125	125	1500
10601	Othe Government G		125	125	125	125	125	125	125	125	125	125	125	125	1500
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
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
11805	Primary School PE ar		4796.4	0	0	0	0	0	0	7203.6	0	0	0	0	12000
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
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
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
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
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
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
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
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
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
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
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
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
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
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
30402	Caretakers/Site Offi		2381	1381	1681	1681	1381	1381	1381	1381	1381	1381	1381	1381.01	18172
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
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
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
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
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
30801	DBS checks		0	0	0	0	0	0	32000	0	0	0	0	0	32000
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
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
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
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
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

Single click on the account and new screen will open

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

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.

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
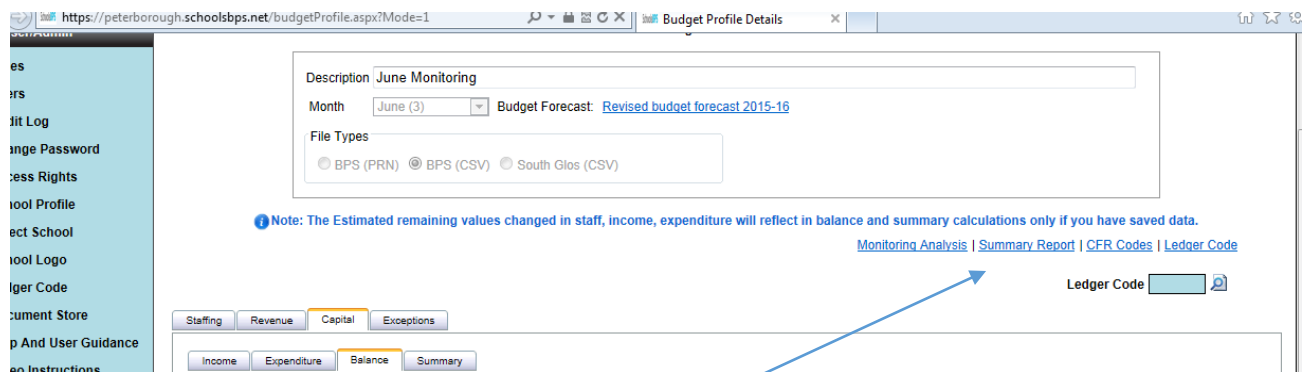
New report options will appear

Monitoring Analysis creates Charts – Budgets vs Actuals
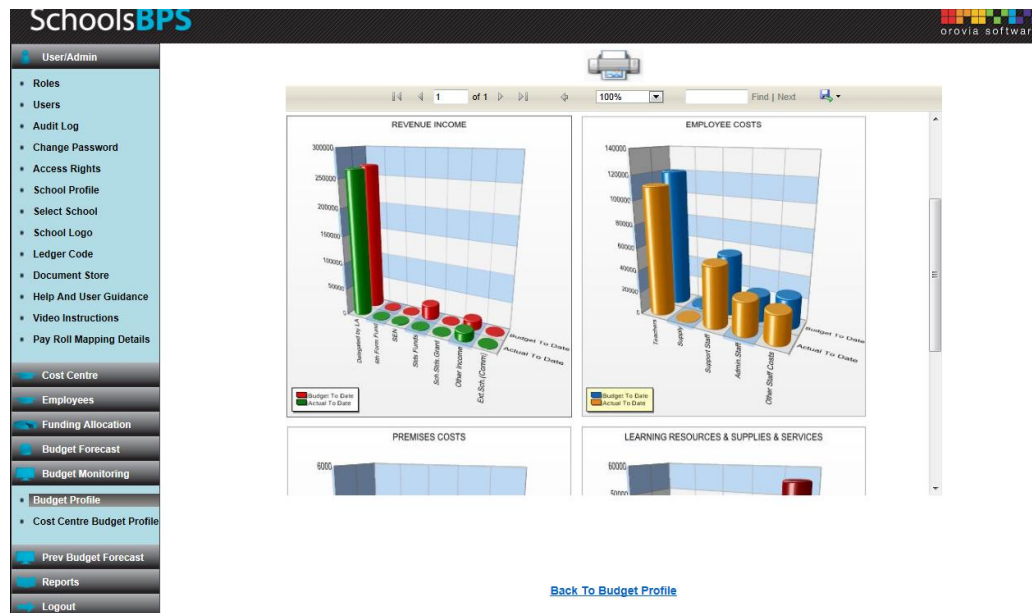
Summary Report – Income and Expenditure summarised to CIPFA groupings.

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.

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)

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

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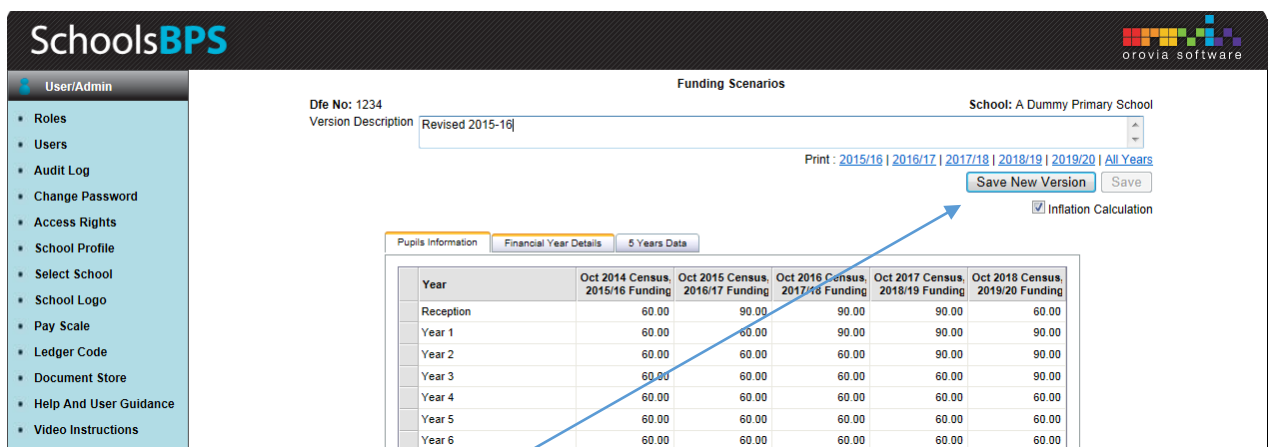Add Description – e.g. Autumn Revision
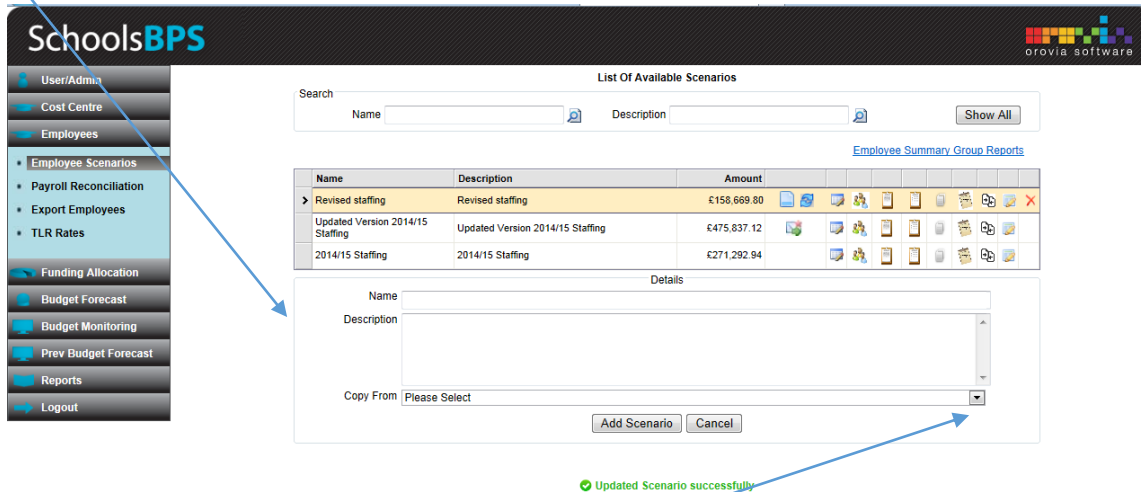
Copy From – Please Select from dropdown menu – last version e.g. Revised staffing
Add Scenario

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

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

Click – New Version

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

Create a new Budget Forecast

Go to Budget Forecast > Budget Forecast

Click button – Add Budget Forecast
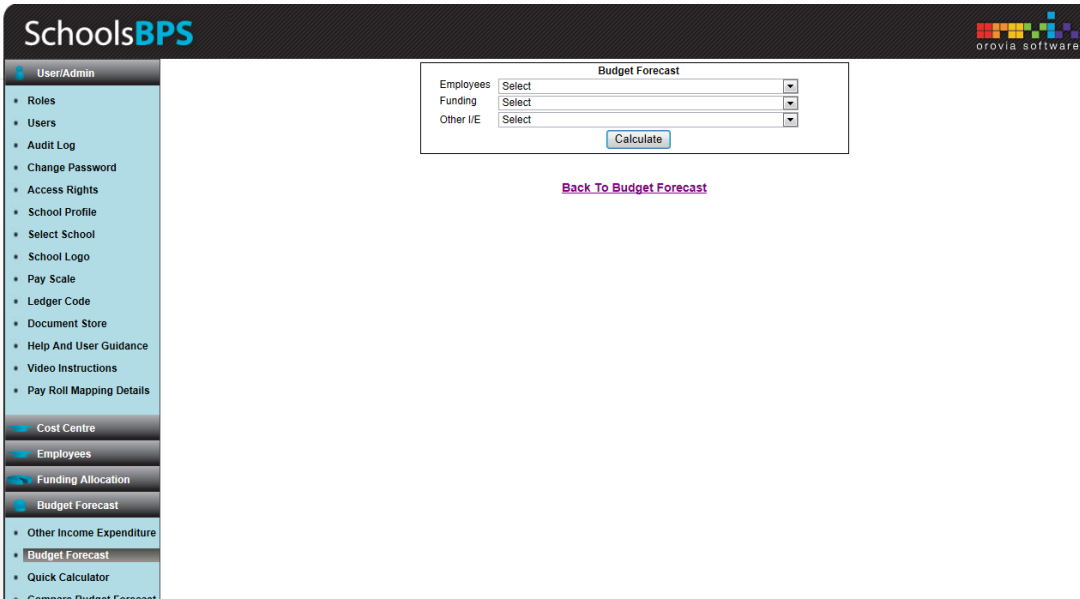
Choose new Scenarios > Employees > Funding > Other IE
Calculate
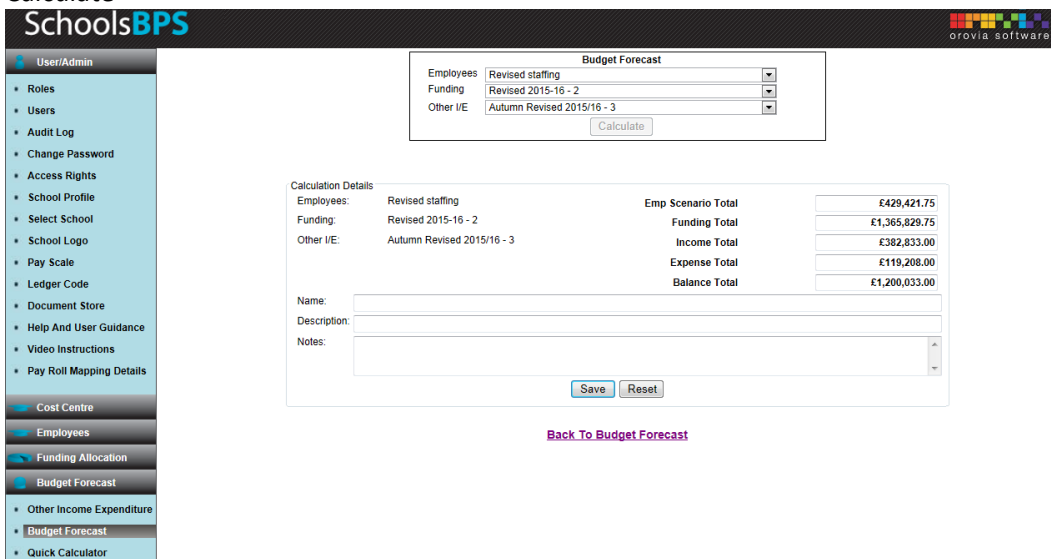
Name – e.g. Autumn Revised
Description e.g. Autumn Revised
Notes – you can add a note
Click – Save

Budget Forecast will be created – go back to Budget Forecast

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