

SchoolsBPS

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 PCC 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)

Pay Group: 020 TEACHERS MONTHL (CHEQUE BOOK)		NTHLY	THLY				Period and Tax Year	nd Tax 201503		
Total number of school post records							Pay Date	30/06/2015		
Surname	Initials	<u>Cost</u> Code	Account	Employee <u>No</u>	Post	Gross Cost	<u>Ers Ni</u>	ER Pension	<u>Total</u> Costs	<u>Overtime</u>
Name	Initials	СХХХХ	00010	00000	ABCDE	944.08	21.42	203.92	1,169.42	0.00
Name	Initials	схххх	00010	00000	ABCDE	1,535.62	82.94	331.69	1,950.25	0.00
Name	Initials	CXXXX	00010	00000	ABCDE	1,152.06	43.05	248.84	1,443.95	0.00
Name	Initials	CXXXX	00010	00000	ABCDE	726.07	-1.25	156.83	881.65	0.00
Name	Initials	CXXXX	00010	00000	ABCDE	141.66	6.02	30.60	178.28	0.00
Name	Initials	CXXXX	00010	00000	ABCDE	412.57	0.00	89.12	501.69	0.00
									6,125.24	
Name	Initials	CXXXX	00010	00000	ABCDE	333.10	0.00	71.95	405.05	0.00
Name	Initials	схххх	00041	00000	ABCDE	144.81	1.11	0.00	145.92	0.00
Name	Initials	схххх	00103	00000	ABCDE	218.16	1.66	0.00	219.82	0.00
Name	Initials	схххх	00010	00000	ABCDE	861.76	12.86	186.14	1,060.76	79.34
Name	Initials	схххх	00010	00000	ABCDE	1,259.07	54.18	271.96	1,585.21	0.00
Name	Initials	CXXXX	00103	00000	ABCDE	64.38	0.00	13.91	78.29	0.00
Name	Initials	CXXXX	00010	00000	ABCDE	355.64	0.00	76.82	432.46	0.00
Name	Initials	схххх	00103	00000	ABCDE	109.58	0.00	23.67	133.25	102.47
Name	Initials	CXXXX	00010	00000	ABCDE	141.68	0.00	30.60	172.28	0.00
Name	Initials	CXXXX	00103	00000	ABCDE	189.64	0.00	40.96	230.60	11.82
			00010 Total			8,400.24	221.99	1,736.05	4,463.64	193.63
									4,463.64	
Name	Initials	CXXXX	00041	00000	ABCDE	304.86	0.00	65.85	370.71	0.00
Name	Initials	CXXXX	-	00000	ABCDE	596.44	7.36	128.83	732.63	0.00
Name	Initials	CXXXX	-	00000	ABCDE	596.58	5.80	128.86	731.24	0.00
Name	Initials	CXXXX	-	00000	ABCDE	4.28	0.04	0.92	5.24	0.00
Name	Initials	CXXXX	-	00000	ABCDE	612.47	24.66	0.00	637.13	0.00
			00041 Total						2,476.95	1

Open an excel version of your monthly payroll report.

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

	Name	Date modified	туре
Recent Places	BPS May	27/05/2015 12:18	Microsoft Ex
	Payroll template - BPS May	15/06/2015 16:04	Microsoft Ex
Libraries	PCC payroll Apr	29/04/2015 16:25	Microsoft Ex
Documents	PCC payroll May no password	28/05/2015 10:09	Microsoft Ex
Music	E PCC payroll May	27/05/2015 12:02	Microsoft Ex
Pictures			
Videos			
Computer			
AAA265 (\\cor	rn i		
education (\\t	hrs		
			P
File name:	PCC payroll May - csv		•
Save as type:	Excel Workbook		•
Authors	Excel Workbook		
	Excel Macro-Enabled Workbook Excel Binary Workbook		
	Excel 97-2003 Workbook		
	XML Data Single File Web Page		
	Web Page		
	Excel Template Excel Macro-Enabled Template		
	Excel 97-2003 Template		
	Text (Tab delimited) Unicode Text		
	XML Spreadsheet 2003		
	Microsoft Excel 5.0/95 Workbook		
	CSV (Comma delimited) Formatted Text (Space delimited)		

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

A	В	с		D	E	F	G	н	I	J	к	L
5	School:	Abbotsmede Communit	ty Primary School									
		September	., ,									
	Form	at EPM Payroll Report	Format PCC Payroll Repo									

Choose School from dropdown list

Choose Month from dropdown list

Click Format PCC Payroll Report

Please select a file - OK

Α	В		С		D	Е	F	G	н	I	J	К	L	N -
	School	Dummy												
	301001.	Dunniny												
	Month:	August			¥									
	Form	at EPM Payrol		Format PC	с									
	-	Report		Payroll Rep										
				Microsoft Exc										
				Please selec	t a file.									
					ОК									
		-					-							

Browse your PC and choose the saved CSV file.

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

А	В	c		D	E	F	G	н	I	J	к	L	N
		_											
		Dummy											
	Month:	August		-									
	Form	at EPM Payroll	Format PC	-									
	FOIT												
		Report	Payroll Repo	ort									
			Microsoft Excel			×							
			Your BPS payroll file has been cre	ated and cav	ed to: H-\ BD	<u>م</u>							
					cu to. 11.(bi	~ _							
					O								
					0								

Click OK

Close the Format Payroll Report. Click Save on exit.

Payroll Reconciliation

Go to User/Admin>Pay Roll Mapping Details

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

SchoolsB	PS
🚦 User/Admin	Pay Roll Mapping Details
Roles	Select Pay Roll File
Users	Select File
Audit Log	File Name Payroll template - BPS May.csv (Uploaded)
Change Password	Upload
Access Rights	File Delimiter Comma Heading Line Number 1 Skip Number 01 Lines 1 Preview
School Profile	
Select School	
School Logo	
Pay Scale Band	
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	

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

User/Admin	Self	ect Pay Roll Fil	le			n mapping becaus				
bles	,	File Name	Select File							
sers		le runne	Selection							
udit Log	F	File Delimiter	Comma	~	Heading Line Numbe	я 1	Skip Number Of	/Lines 1	Preview	
hange Password	Surname	10	itials	Cost Code	Account	Employee No	Post	Gross Cost	Ers Ni	ER Pens
cess Rights	Name	F F	lais	CXXXX		00000	ABCDE	944.08	21.42	203.92
nool Profile	Name	ĸ		CXXXX	10	00000	ABCDE	1,535.62	82.94	331.69
	Name	D		CXXXX		00000	ABCDE	1,152.06	43.05	248.84
lect School	Name	A		CXXXX		00000	ABCDE	726.07	-1.25	156.83
hool Logo	Name	LE		CXXXX	10	00000	ABCDE	141.66	6.02	30.6
y Scale	Name	с		CXXXX	10	00000	ABCDE	412.57	0	89.12
lger Code	Name	s		CXXXX	10	00000	ABCDE	333.1	0	71.95
-	Name	S		CXXXX	41	00000	ABCDE	144.81	1.11	0
cument Store	Name	S		CXXXX		00000	ABCDE	218.16	1.66	0
Ip And User Guidance	Name	L		CXXXX	10	00000	ABCDE	861.76	12.86	186.14
leo Instructions	12									
y Roll Mapping Details	· · · · · · · · · · · · · · · · · · ·				m			T		
y Kon Mapping Details	Map Column	.1S								
	Job Role N	Number	Employee No	• •	Title	Ignore	-	Surname	Surname	2
Cost Centre	First Name	/e	Initials	-	Gross	Gross Cost	-	National Insurance	Ers Ni	
mployees	Super Ann	nuation	ER Pension		Total Salary	Total Costs	-	YTD Gross	Ignore	Ē
unding Allocation	YTD Nati	onal Insurance	e Ignore			Ignore	-	YTD Total	Ignore	
	File Delim		Comma	-	Heading Line Number	1		Skip No Of Lines	1	
udget Forecast	The Domin	.161	Comma		-			SKIP NO OF LINES	•	
Budget Monitoring					Sav	ve Cancel				
Prev Budget Forecast										
Reports										

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.

					Staff Deta	ils		
	Personal Job Role - Admin ar	nd Clerical staff - Grade 11	Honorary	Summary				
	Title	None 🔻						
word	Sumame	Admin						
a	First Name	A						
	Post Description							
	Notes							*
								-
	Pay Roll Number	123456						
Guidance	Joining Date							
ns	Created User Created Date	Margaret 21/09/2015 16:25:10						
Details	Cleated Date	Job Roles		End Date	Auto	Super Spot	Cost Centre	Job Pay Roll Number
	Admin and Clerical st		•	210 0010	Increment	Annuation Salary		
	Numin and Olencars							
tion								
st								
oring								
orecast				Bad	k To Emp	loyees		
						/		

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.

chools <mark>BPS</mark>				
er/Admin		Select Scenario Scenario 1	•	
Roles	Description	File Name	Period	
Users		No records to display		
Audit Log				No data
Change Password		Add		
Access Rights		7100		
School Profile				
Select School				
School Logo				
Pay Scale Band				
Ledger Code				
Document Store				
Help And User Guidance				
Video Instructions				
Pay Roll Mapping Details				
Cost Centre				
- Employees				
Employee Scenarios				
Payroll Reconciliation				
Export Employees				
LR Rates				
Funding Allocation				



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

Schools	PS or via softw
User/Admin	Payroll Reconciliation
	Select File
Roles	Scenario 1
 Users 	Description May reconciliation
Audit Log	File Name Select File
 Change Password 	
 Access Rights 	Period Choose> Basic View Detailed View Generate Summary Comparision Reset
 School Profile 	April (1) May (2)
Select School	Reconciliation Exceptions June (3) June (3)
 School Logo 	August (5)
 Pay Scale Band 	September (6) Basic NI October (7)
Ledger Code	Name Payroll No 7 November (8) Actual Variance Variance % Calculated Actual Variance % Calculated Actual Variance Variance % Calculated % C
 Document Store 	January (10) No records to display February (11)
Help And User Guidance	< March (12) >
Video Instructions	
Pay Roll Mapping Details	Save
	Back To Payroll Reconciliation
Cost Centre	
Employees	
Employee Scenarios	
Payroll Reconciliation	
 Export Employees 	
TLR Rates	
Funding Allocation	
Budget Forecast	

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

SchoolsBP	PS orderation of the solution
5 User/Admin	Payroll Reconciliation
Roles	Select File Scenario Upload_26/01/2015
Users	Description May
Audit Log	
Change Password	Select File
Access Rights	File Name May PCC payroll csv.csv (Uploaded)
School Profile	Upload
Select School	Period May (2) 💌 🖲 Basic View 🗇 Detailed View Generate Summary Comparision Reset
School Logo	
Pay Scale Band	Reconciliation
Ledger Code	
Document Store	Basic Ni
Help And User Guidance	Name Payroll No 🔽 Calculated Actual Variance Variance Calculated Actual Variance Variance Calculated Actual Variance Variance Calculated Calcu
Video Instructions	No records to display
Pay Roll Mapping Details	· · · · · · · · · · · · · · · · · · ·
Cost Centre	Save
Employees	Back To Payroll Reconciliation
Employee Scenarios	
Payroll Reconciliation	
Export Employees	
TLR Rates	
Funding Allocation	
Budget Forecast	
Dudent Manitarian	

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.

Schools BPS										oro	via so
5 User/Admin					Payroll R	econciliation					
Roles		Select F Scenari		15		•					
Users		Descrip		15							
Audit Log											
Change Password		File Nar	me Select File								
Access Rights		Period	May (2)	 Basic V 	/iew 🔘 Deta	iled View	Generate Summa	ry Comparisio	n Reset]	
School Profile									PDF		_
							Reco	nciliation Repo	rt:	Exception Report	. 🗳
Select School	Reconciliation	eptions					Reco	nciliation Repo	rt: 🛵 E	Exception Report	: 🗳
Select School School Logo	Reconciliation Exc	eptions					Reco	nciliation Repo	rt : Adde E		_
Select School School Logo Pay Scale Band	Reconciliation Exc	eptions		Basic			Reco		rt: Make E	Exception Report	_
Select School School Logo Pay Scale Band Ledger Code	Reconciliation Exc	Payroll No	Calculated	Basic	Variance	Variance %	Reco	nciliation Repo	rt : Make E		_
Select School School Logo Pay Scale Band Ledger Code Document Store	Name	Payroll No	Calculated		Variance	Variance %		NI		May 201	5/16
School Profile Select School School Logo Pay Scale Band Ledger Code Document Store Help And User Guidance Video Instructions		Payroll No	7 Calculated		Variance	Variance %		NI		May 201	5/16

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

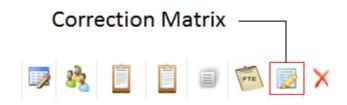
£759,360.21	🗋 🛃	8	105	â	a	N.	0£)	
					-		Ψ.	J
£475,837.12		*	151		٦	N.	99	Z
£271,292.94		82	155	â	٦	N.	99	ø

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

			///////////////////////////////////////					FTE Summ						11/11/11/11/11	
User/Admin						Sele		Year 2015/	-	-					
Roles								2010					Include On (
Users												đ	_	Jost (INFand	. SF
Audit Log											1	Raw Excel 昌	Generate FTE	Summary Re	epo
Change Password	Scenario Nam	e: Revise d	l staffing								Back	To Scenario	s Back To Sce	enario Det	ail
Access Rights			Ledger	Code Filter:	Choose								•		
School Profile						AS	AT 1ST	SEPTEN	IBER						
Select School	LE		SEN Value	R&R+ SP+ OT	Total			Total			WEEKS	SALARY	SCALE	TLR Value	Sf
School Logo	NT	(Pro-Rata) (€)	(Pro-Rata) (€)	+OA +TLR3(£)	Salary (£)	NI (£)	SA (£)	Salary (£)	FTE	HOURS	PAID	Value (Pro-Rata) (£)		(Pro-Rata) (€)	
Pay Scale															
Ledger Code		0	0	0	0	0.00	0.00	0	0.00	0.00		0		0	
Document Store															
Help And User Guidance	ified Teachers-	3000	0	0	25,023	1680.95	3528.24	30,232	1.00	32.50		24,001	Qualified Teachers- 2	5000	
Video Instructions	ified Teachers-	0	0	0	29,829	2180.77	4205.89	36,215	1.00	32.50		32,508	Qualified Teachers-	0	
Pay Roll Mapping Details		0	0	0	0	0.00	0.00	0	1.00	32.50				0	
Cost Centre	lership Staff-8	0	0	0	45,421	3985.16	6404.36	55,810	1.00	32.50		47,020	Leadership Staff-9	0	
	lership Staff-15	0	0	0	53,963	5163.96	7608.78	66,735	1.00	32.50			Leadership Staff-16	0	
Employees	ified Teachers-	2068.8	0	0	25,932	1775.49	3656.41	31,363	0.80	26.00		26,007	Qualified Teachers- 6	2089.6	
Funding Allocation	ified Teachers-	0	0	0	32,187	2426.01	4538.37	39,151	1.00	32.50		32,508	Qualified Teachers-	0	
Budget Forecast	ified Teachers-	0	0	0	23,764	1550.01	3350.72	28,664	1.00	32.50			- -	0	
Budget Monitoring	ified Teachers-	0		0		1748.76	3620.18			32.50		27,926	-	0	
Prev Budget Forecast	Ford Tonation	-	-	-	25,675	1740.76		31,043	1.00						
Reports	lified Teachers-	0	0	0	14,258	561.43	2010.43	16,830	0.60	19.50			Qualified Teachers- 3	0	
Logout	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 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.

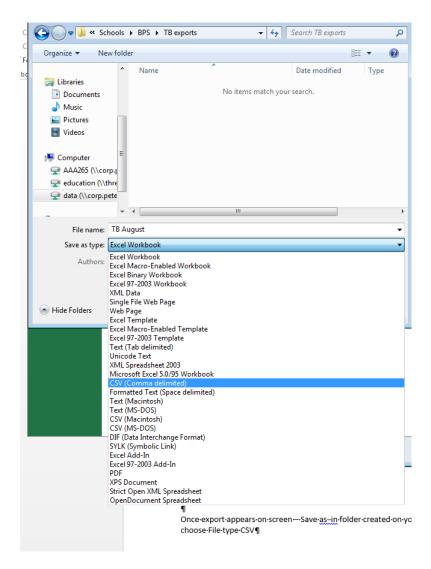
In e1 finance – Go to Module> Nominal Ledger> Reports > Trial Balance

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

File Edit Record Window	
	Run
Only with Balance	Currency 1 Currency 2
Screen Pdf Printer Html as Attachment File Excel Clipboard Print Dialog Fax 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)

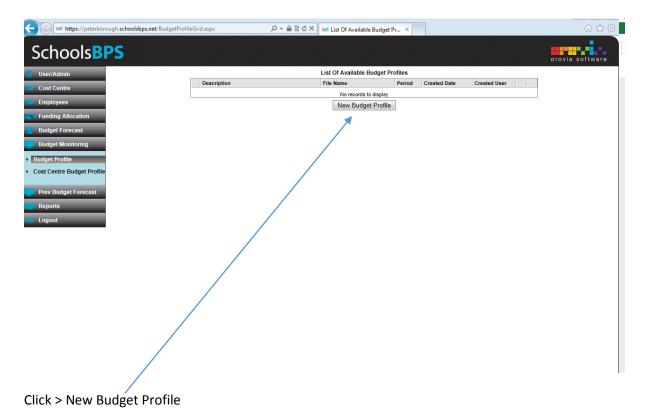


Create a file name which includes month.

Save

Budget Monitoring

In SchoolsBPS – go to Budget Monitoring > Budget Profile



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)

Schools	PS	orovia software
User/Admin	Budget Profile Details	
toles	Description June Monitoring	
Isers	Month June (3) Budget Forecast: Revised budget forecast 2015-16	
udit Log		
hange Password	File Name X:\Finance\Shared\Schools\BPS\TB exports\TB June.csv Browse File Types	
ccess Rights		
chool Profile	BPS (PRN) BPS (CSV) South Glos (CSV)	
elect School	Generate Budget Profile	
chool Logo		
edger Code	*	
ocument Store	Back To Budget Profile	
lelp And User Guidance		
lideo Instructions		
ay Roll Mapping Details		
Cost Centre		
Employees		
Funding Allocation		
Budget Forecast		
Budget Monitoring		
udget Profile		
ost Centre Budget Profile		
Prev Budget Forecast		
Reports		

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



User/Admin					Budge	t Profile Details			
Roles		Description June Mor	nitoring						
Users		Month June (3)		t Forecast: Rev	rised budget f	orecast 2015-16			
Audit Log		File Name	Dudge	TT OFCOUST. Iter	nocu budger i	01000312010 10		Brow	
Change Password		File Types						0.00	
Access Rights		O BPS (PRN) O E	PS (CSV) 🔍 So	uth Glos (CSV)					
chool Profile							ſ	Concents Budget	Desfle
elect School							I	Generate Budget	Profile
chool Logo	0	Note: The Estimated remain	ning values chan	ged in staff, in	come, expen	diture will reflect in ba	lance and summary cal	culations only if you	ı have saved data.
edger Code									
ocument Store								Led	ger Code 📃 🔎
lelp And User Guidance	Staffing Re	venue Capital Exception	15						
/ideo Instructions									
Pay Roll Mapping Details	Code	Description	Current Budget (£)	Actual To Date (£)	% Spent (£)	Calculated Remaining From Budget Months	Estimated Expect Remaining Out T (£) (£)		Comments
Cost Centre			(~)	(~)		(£)	(~) (~)		
Employees	E01-TEAC	HING STAFF							
Funding Allocation	30101	Teachers Salaries	482,460	111,977	28	370,713	0 44	-229	
Budget Forecast	E03-EDUC	CATION SUPPORT STAFF							
Budget Monitoring	30301	Teaching assistants	173,168	42,442	28	128,173	0 1	70,616 2,551	
udget Profile	30302	HL Teaching assistants	45,568	12,511	34	33,691	. .	46,202 -634	
ost Centre Budget Profile	E04-PREM	IISES STAFF							
Prev Budget Forecast		Cleaners - payroll charge	3,551	950	32	2,663	C	3,614 -63	
Reports		Caretakers/Site Officers - payroll charge	29,355	7,242	31	22,016	0	29,259 95	
Logout		INISTRATIVE & CLERICAL ST	AFF						
	30501	Admin and Clerical staff	93,801	30,927	41	62,944	0	93,871 -69	
	E07-COST	OF OTHER STAFF							
		Midday supervisors	19,369	5,022	29	14,527	o -	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	C	8,636 289	
	50/05								

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

User/Admin	Search		Budget F	orecast List						
Cost Centre	Funding Choose	- 🥥	OIE Choose		- <u>></u>	Group Choose			Þ	
Employees	Name	ø	Type Choose		 D 			Show All	Reset	
Funding Allocation			List of Bu	dget Forecast						_
Budget Forecast	Name	Employee Scenario Value	Funding Value	Income Value	Expense Value	Balance	Approved / Submitted to LA	Current Forecast		
udget Forecast	Spring revision	£761,579.21	£1,031,545.75	£27,133.00	£129,208.00	£167,891.54			JI 🔟 📁	×
uick Calculator	Revised 29-09-2015	£761,579.21	£1,031,545.75	£27,133.00	£129,208.00	£167,891.54	5	Generate I	Finanacial Re	port
compare Budget Forecast	Autumn revised	£761,579.21	£1,031,545.75	£27,133.00	£129,208.00	£167,891.54			11 😂	Τ
	Revised Budget Forecast 2015-16	£361,846.54	£1,365,829.75	£382,833.00	£107,208.00	£1,279,608.21			🛄 🔯	
Budget Monitoring	test	£350,583.06	£1,365,829.75	£382,833.00	£107,208.00	£1,290,871.69	1		🛍 🔯	
Prev Budget Forecast	12							Pag	e 1 of 2 (6 iter	ms)
Reports		Set Submit V	ersion Set Curre	ent Version	dd Budget Foreca	ist				

	А	ВС	D	E	F	G	н	I	J	К		М	N	0	Р
1		Ledger Co Cost Centi	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	-
2		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			2381	1381	1681	1681	1381	1381	1381	1381	1381	1381	1381	1381.01	18172
24	30402NI	Caretakers/Site Office	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 Office	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		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		DBS checks	0	0	0	0	0	0	32000	0	0	0	0	0	32000
30		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		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		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		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
	• •	Financial Report	÷								÷ 4				

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

Roles	Version Description Revised 2015/16				t with Cost Centre F	teport without Cost C
Users		, e values will not be saved ur	ntil save performed		Version	
Audit Log			in our o portorinou	on outone		
Change Password					Ledger C	ode 📃 🔎
Access Rights	Revenue Capital SEN Calculator					
School Profile						
Select School	Income Expenditure Balance					
School Logo	Revenue Expenditure Totals	£119208	£120868	£119520	£119675	£119831
Pay Scale	1 <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>></u> <u>Last</u> » CFR Codes Filter: E10 - SUPPLY 1	EACHER INSURANCE			▼ Page	1 of 6 (254 items)
Ledger Code	Ledger Code Description	2015/16 (€)	2016/17 (£)	2017/18 (€)	2018/19 (£)	2019/20 (£) 🍞
Document Store	E10-SUPPLY TEACHER INSURANCE	12000	12120	12241	12364	12487
Help And User Guidance	31001 - Teacher absence Insurance costs	12000	12120	12241	12364	12487 📒
Video Instructions	31002 - De-delegated facilities time costs	0	0	0	0	0 🚍
Pay Roll Mapping Details	E11-STAFF RELATED INSURANCE	0	0	0	0	0
		0	0	0	0	0
Cost Centre	E13 GROUNDS MAINT.& IMPROVEMENTS	0	0	0	0	0
Employees	E14 CLEANING AND CARETAKING	0	0	0	0	0
Funding Allocation						
Budget Forecast						
Budget Monitoring						
Prev Budget Forecast						
Reports						
Logout						

Single click on the account and new screen will open

		·
oolsB	' S	
nin		School Ledger Codes
	Details Cost Cen	tre
	E10 - SUPPL	Y TEACHER INSURANCE
word	Ledger Code	31001
ts	Description	Teacher absence insurance costs
		v .
	Profile	Manual
	Inflation	Amended
	2015/16 (0.000 2016/17 0.000 2017/18 0.000 2018/19 0.000 2019/20 0.000
e	Created User:	Margaret On 21/09/2015 16:28:50
ser Guidance		Update
ions		
oing Details		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	9094	93102
Balance		
Community Revenue	9098	93106
Balance		
DFC Balance	9095	93103
Standards Fund Capital	9096	N/A
Balance		
Other Capital Balances	9097	93105,93112,93113,93114,93115

taffing Revenue Capital Exceptions

Income	Expenditure	Balance	Summary								
											Revenue Balance Calculation
REVENUE	BALANCE CAL	CULATION									
			Bu	rrent dget (£)	Actual To Date (£)	% Spent	Calculated Remaining From Budget Months (£)	Estimated Remaining (£)	Expected Out Turn (£)	Variance (£)	Comments
REVENUE	BALANCES										
TOTAL RE	VENUE INCOM	E	1,	323,211	308,980	23	995,673	27,983	1,332,636	9,424	
LESS:TOT	AL REVENUE	EXPENDITUR	RE 1,	350,915	319,849	24	1,011,234	0	1,331,083	19,832	
REVENUE	BALANCE THI	S YEAR		-27,704					1,553	29,257	
REVENUE	BALANCES FR	OM LAST Y	EAR								
9093 - Cor	nmitted Revenu	e Balance		0	0	0	0	0	0	0	0
9094 - Uno	committed Reve	nue Balance	•	40,074	0	0	30,056	0	30,056	-10,019	0
9098 - Cor School Ba	nmunity Focus lances	ed Extended		0	0 [0	0	0	0	0	0
REVENUE	BALANCE FRO	M LAST YE	AR	40,074	0	0	30,056	0	30,056	-10,019	
REVENUE	BALANCES C/	F INFORMAT	TION								
B01 COM	MITTED REVEN	UE BALANC	E	0					0	0	
B02 UNCC	MMITTED REV	NUE BALAN	CE	12,370					31,608	19,238	
B06 EXTE	NDED 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.

ang coopies coopies								
ncome Expenditure Balance Sum	mary							
								Revenue Balance Calculation
EVENUE BALANCE CALCULATION								Nevenue Bulance Calculation
	Current	Actual		Calculated	Estimated	Expected	Madanaa	
	Budget (£)	To Date (£)	% Spent	Remaining From Budget Months (£)	Remaining (£)	Out Turn (£)	Variance (£)	Comments
EVENUE BALANCES								
DTAL REVENUE INCOME	1,323,211	308,980	23	995,673	27,983	1,332,636	9,424	
ESS:TOTAL REVENUE EXPENDITURE	1,350,915	319,849	24	1,011,234	0	1,331,083	19,832	
EVENUE BALANCE THIS YEAR	-27,704					1,553	29,257	
EVENUE BALANCES FROM LAST YEAR								
093 - Committed Revenue Balance	0	0	0	0	0	0	0	A
								\checkmark
94 - Uncommitted Revenue Balance	40,074	0	0	30,056	10,019	40,075	1	0
98 - Community Focused Extended		0	0	0	0	0	0	~
chool Balances	U	U L	U	U U	U	U	U	0
EVENUE BALANCE FROM LAST YEAR	40,074	0	0	30,056	10,019	40,075	1	
EVENUE BALANCES C/F INFORMATION								
01 COMMITTED REVENUE BALANCE	0				[0	0	
02 UNCOMMITTED REVNUE BALANCE	12,370					41,627	29,257	
06 EXTENDED SCHOOL BALANCE						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

https://peterbor	ough.schoolsbps.net/budgetProfile.aspx?Mode=1 🛛 🖌 🖬 Budget Profile Details 🗙 🚺 🕅 Details
Jen/Aumin	
es	Description June Monitoring
ers	Month June (3) VBudget Forecast: Revised budget forecast 2015-16
lit Log	
ange Password	File Types
ess Rights	BPS (PRN) BPS (CSV) South Glos (CSV)
lool Profile	
ect School	🕜 Note: The Estimated remaining values changed in staff, income, expenditure will reflect in balance and summary calculations only if you have saved data.
iool Logo	Monitoring Analysis Summary Report CFR Codes Ledger Code
lger Code	Ledger Code
ument Store	Staffing Revenue Capital Exceptions
p And User Guidance	samng kevenue Capital Exceptions
eo Instructions	Income Expenditure Balance Summary

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 F	orecast 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			5	1	>
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	🛯 🖓 🍰			0	
1							Page 1	of 1	(3 ite	ms
	Set Submit Ver	sion Set Curre	ent Version Ad	d Budget Forecast						

If Schools then-mail <u>school.returns@peterborough.gov.uk</u> 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

Adminication List Of Available Scenarios Centre Description oyees Description Scenarios Employees Summary Group Reports Resolution Persides taffing Eta Staffing Conty Crasino 2014/15 Updated Version 2014/15 Staffing 2014/15 Staffing 2014/15 Staffing Conversion Details Name Details Name Details Description Conversion Conversion Conversion Conversion Conversion Conversion Conversion Description Conversion Conversion Conversion
Search Name Name Description Details Name Details Name Description Details Details Details Details Details Des
Centre Name Description Show All cessenatios Employees Image: All and all all and all all all all all all all all all al
tes Scenarios Reconciliation Employees tes ing Allocation et Forecast et Mame Copy From Places Salert Copy From Places Salert Et Copy From
Tee Scenarios Reconciliation Employees tes ing Allocation et Forecast et Monitoring Budget Forecast rts Copy From Please Salect
Reconciliation Employees tes ing Allocation et Forecast et Monitoring Budget Forecast rts Copy From Please Select
Lep poyees tes ling Allocation et Forecast et Monitoring Budget Forecast rts Cory From Please Select
et Forecast et Montoring Budget Forecast rts
et Forecast et Manie Description Budget Forecast rts Copy From Please Select
et Monitoring Budget Forecast rts Copy From Please Select
et Monitoring Budget Forecast rts Copy From Please Select
rts Copy From Please Select
Copy From Please Select
Copy From Please Select
Add Scenario Cancel
C Updated Scenario successfully
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

User/Admin				Funding Scenari	os			
Roles	Dfe No: 1234						School: A Dummy F	rimary Schoo
	Version Description	Revised 2015-16						*
Users					Print : 2015/	16 2016/17 2017	7/18 2018/19 2019	/20 All Years
Audit Log						1	Save New Versio	
Change Password								on Calculation
Access Rights							🖭 midu	on calculation
School Profile	Pupi	Is Information Financial Ye	ar Details 5 Years D	ata				1
Select School		Year		Oct 2015 Census, 2016/17 Funding				
School Logo		Reception	60.00	90.00	90.00	90.00	60.00	
Pay Scale		Year 1	60.00	60.00	90.00	90.00	90.00	
Ledger Code		Year 2	60.00	60.00	60.00	90.00	90.00	
Document Store		Year 3	60.00	60.00	60.00	60.00	90.00	
Help And User Guidance		Year 4	60.00	60.00	60.00	60.00	60.00	
Video Instructions		Year 5	60.00	60.00	60.00	60.00	60.00	
video instructions		Year 6	60.00	60.00	60.00	60.00	60.00	

Click button – Save New Version

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

Add a new Other Income Expenditure

Open current version

Go to > Budget Forecast> Other Income Expenditure

Schools BPS Other Income And Expenditure Version Details User/Admin Search Cost Centre Version No Description \mathbf{P} Version Version Description Date Created User Ехр Funding Allocation Income Revised 2015/16 £11 2 21-09-2015 Margaret £382.833.00 Budget Forecast 2015/16 £382,833.00 £10 30-01-2015 schadmin 1 Other Income Expenditure Add New (Ledger Code) Add New (Cost Centre) Budget Forecast Quick Calculator

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

Schools <mark>BPS</mark>					orovia softwa
User/Admin	Other Income And Expendit	ure Details			
			Report	with Cost Centre	Report without Cost Ce
oles Version Description Revis	sed 2015/16		Save New	Version	
	Cost Centre values will not be saved up	ntil save performed	on OtherIE		
udit Log					
hange Password				Ledger (Code 🦲 🔎
ccess Rights Revenue Capital SEN Calculator					
chool Profile					
elect School					
chool Logo Revenue Income Totals	£382833	£375833	£370833	£370833	£370833 e 1 of 4 (69 items)
ay Scale	2015/16 (£)	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£) 🍞
eager Loae					
ocument Store III1-FUNDS DELEGATED BY THE LEA	351200	351200 1200	351200	351200	351200
eip And User Guidance					
ideo Instructions	350000	350000	350000	350000	350000 🗾
ay Roll Mapping Details	0	0	0	0	0 🚍
Cost Centre 10301 - SEN Tonum Funding From Other LA's	5633	5633	5633	5633	5633
	3500	3500	3500	3500	3500 =
Employees 10302 - SEN High needs top up funding	2133	2133	2133	2133	2133 🗾
Funding Allocation 10303 - ERP top-up funding	0	0	0	0	0 🚍
Budget Forecast	0	0	0	0	0
Budget Monitoring	0	0	0	0	0 🚍
Prev Budget Forecast	1500	1500	1500	1500	1500
10501 - Pupil Premium	1500	1500	1500	1500	1500 🚍
Reports 10503 - PP Exclusions	0	0	0	0	0 🚍
Logout I06-OTHER GOVERNMENT GRANTS	2500	2500	2500	2500	2500
10601 - Othe Government Grants	1500	1500	1500	1500	1500 🚍
10602 - Graduate Training Grants	0	0	0	0	0 🚍
10603 - SALIX Ioan	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 🚍
1234 CFR Codes Filter: Choose			•	Pag	e 1 of 4 (69 items)
Revenue Income Totals	£382833	£375833	£370833	£370833	£370833

Click – New Version

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

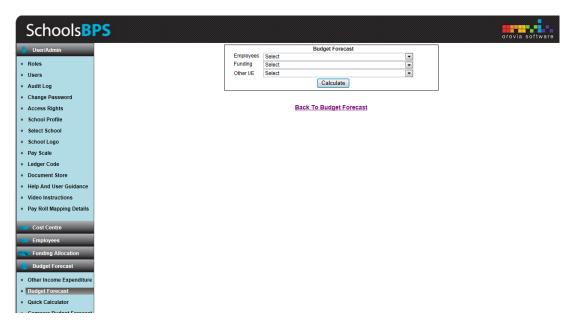
User/Admin		Search	Other I	ncome And Expen	diture Version Detail	s				
Cost Centre		Description		Versio	n No		D Show	All		
Employees	Version	Version Description	Date	Created User	Income	Expenditure	Balance			
Funding Allocation	3	Autumn Revised 2015/16	24-09-2015	Margaret	E382.833.00	£119,208.00	£25,000.00			×
Budget Forecast	2	Revised 2015/16	21-09-2015	Margaret	£382,833.00	£119,208.00	£25,000.00			
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Budget Forecast Quick Calculator Compare Budget Forecast			Add New	(Ledger Code)	Add New (Cost Ce	ntre)				
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Create a new Budget Forecast

Go to Budget Forecast > Budget Forecast

Employees List of Budget Forecast Expense Value Approved / Value Current for LA Approved / Forecast Current for LA Approved / Forecast Current for LA List of Budget Forecast Budget Forecast Basinge Budget Forecast Expense Scenario Funding Value Income Value Expense Value Basinge Approved / Forecast Current for Cast Income Forecast Income Value Expense Value Approved / Forecast Current for Cast Income Forecast Income Value Expense Value Approved / Forecast Current for Cast Income Forecast Income Value Income Value Expense Value Approved / Forecast Current for Cast Income Forecast Income Value Expense Value Income Forecast	Image: Semaric Allocation Name Type Choose Image: Semaric Allocation Budget Forecast Other Income Expenditure Employee Funding Allocation Balane Approved / Submit Allocation Current Forecast Image: Semaric Allocation Submit Allocation Image: Semaric Allocation Balane Approved / Submit Allocation Current Forecast Image: Semaric Allocation Image: Semaric Allocation	User/Admin	Search		Budget F	orecast List						
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Click button – Add Budget Forecast



Choose new Scenarios > Employees > Funding > Other IE

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Funding Allocation						
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Other Income Expenditure						
Budget Forecast						
Quick Calculator						

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

Jser/Admin	Search		Budget F	Forecast List						
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Budget Monitoring	1							Pag	je 1 of 1	(4 iter
Prev Budget Forecast		Set Submit V	ersion Set Curre	ent Version A	dd Budget Forec	ast				
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New Forecast will be on list – highlight row and Click Set Current Version.