

The 2019 Budget spreadsheet and guidance are available on SchoolsNet:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/sap-for-schools/sap-finance-reporting.aspx>

- **Budget Upload Master Schools 2019 spreadsheet V9**
- **Section 4: Budget Virements**
full guidance on uploading your budget and checking that it is successful

Our SchoolsNet SAP in Schools home page web address:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/sap-for-schools/sap-for-schools.aspx>



Home > Administration services and support > SAP for schools

Useful contacts:

For all other budget upload advice, please contact the Core Business Systems Support team on **01629 538088**.

Annual Budget Upload 2019/20 mini guide

Checklist:	✓
Annex 1 approved by Governors	
Use Budget Upload Master Schools 2019 spreadsheet from SchoolsNet (Do not use any other version)	
Upload onto SAP date (by Friday, 10th May 2019)	

Column	Complete on each row of spreadsheet	✓
Description	Governors min no.	
Cost Centre	Use capital letters	
Order	Leave blank	
Cost Element	Use each GL code once only	
Total amount	No commas or £ signs	
Distribution or Periods 1 - 12	1 Or enter amount by relevant periods	
Final line entry	GL code 190000 with amount to balance spreadsheet to zero	

Then:

Name spreadsheet	
Save as CSV (Comma delimited)	
Close spreadsheet	
Upload budget in SAP using transaction ZSCHOOLBUDGET_LOAD	
Check successful upload, transaction S_ALR_87013620 plan version T	

Please note that you must use the Budget Upload Master Schools 2019 spreadsheet V9

- Do not edit any column in the top 4 lines of the spreadsheet ie Version, From and To periods, Fiscal Year
- Populate the spreadsheet with the information in your Annex 1 (signed by your Chair of Governors)
- **Overtyp**e the example line (this is in red, no need to change text colour)
- **Do not** copy and paste from other documents or spreadsheets, **insert or delete lines** or use **commas** and **£ signs**

Virement Description column	Cost Centre column	Order column	Cost Element or GL column	Total Amount column	Distribution Key column	Periods 1 to 12 columns
Governor minute number must be input in each line you enter.	School Cost Centre must be entered on each line. Cost Centre letters must be capital letters.	This column is protected and must be left blank.	Enter each GL code from the Annex 1. Only use each GL code once.	Enter the budget amount for the GL code. Ensure the values are whole numbers, without commas, full stops, £ signs or punctuation.	Enter a '1' to split the GL code amount equally over the 12 periods – on each line. Leave column blank if splitting GL code amount by period.	Leave blank if entered '1' in Distribution Key. Alternatively, enter the amount in the periods you expect to spend/ receive income. Ensure the sum total of all periods equals the figure in the Total Amount line.
eg:						
FG 05/04.04.2019	CIPXXXX		121020	10000	1	
FG 05/04.04.2019	CIPXXXX		140210	2000	1	
FG 05/04.04.2019	CIPXXXX		222000	-1500	1	
FG 05/04.04.2019	CIPXXXX		190000	-10500	1	

To balance the spreadsheet to zero for upload, click on **Column E (Total Amount)** heading to view **Sum** Count: 7 Sum: 191452  at the bottom of the screen.

The final line on your spreadsheet must be GL code 190000 (your unallocated budget) with the Total Amount figure balancing the spreadsheet to zero, ie this should be a minus figure (the sum total of all lines above).

Ensure all columns in this line are completed, as before in the lines above.

To check this, click on Column E heading again and view Sum = 0 Average: 0 Count: 8 Sum: 0 .