

The 2025 Budget spreadsheet and guidance are available on our [SchoolsNet SAP Finance page](#)

You will need:

- **Budget Upload Master Schools 2025 spreadsheet.**
- **Please ensure you use this 2025 spreadsheet and not an old budget spreadsheet.**
- **Creating and uploading an Annual Budget Virement** guidance on uploading your budget and checking that it is successful**
- **Approved Annex 1**

*** On checking, if any figures are incorrect, please do not upload an amended budget file – this will duplicate your budget figures. Instead, please email the **Budget Manager Support team** at CST.budgetsupport@derbyshire.gov.uk*

Budget Upload 2025/26 mini guide

| Checklist: | (Tick) ✓ |
|---|-------------|
| Annex 1 approved by Governors | |
| Use Budget Upload Master Schools 2025 spreadsheet from SchoolsNet (Do not use any other version) | |
| Uploaded into SAP within 14 days of it being signed by the Chair of Governors | |

| Column | Complete on each row of spreadsheet | (Tick) ✓ |
|--------------------------------|---|-------------|
| 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 using transaction S_ALR_87013620 and change the plan version to T | |

Please note that you must use the Budget Upload Master Schools 2025 spreadsheet

- 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)
- **Overtyping 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. |
| Example: | | | | | | |
| FG 05/04.04.2025 | CIPXXXX | | 121020 | 10000 | 1 | |
| FG 05/04.04.2025 | CIPXXXX | | 140210 | 2000 | 1 | |
| FG 05/04.04.2025 | CIPXXXX | | 222000 | -1500 | 1 | |
| FG 05/04.04.2025 | CIPXXXX | | 190000 | -10500 | 1 | |

Once all the amounts from your Annex 1 have been entered, click on the **Column E (Total Amount)** heading to view **Sum** Count: 7 Sum: 191452  at the bottom right of the screen. This figure should match the Sub total net expenditure figure on your Annex 1. **Now enter the final line with GL code 190000, completing the same columns as the lines above.** The Total amount field in this line (will be a minus amount) balances the spreadsheet to zero, (it must equal zero for a successful upload into SAP). Click on Column E heading again to check the sum equals zero. Average: 0 Count: 8 Sum: 0