Budget Virement Upload – Create and Upload ZSCHOOLBUDGET_LOAD

This guidance shows SAP Fiori Inputters or Approvers how to create a budget file and upload this into SAP Fiori. <mark>**Use for your Annual budget upload and for in year budget virements.**</mark> **DO NOT use this guidance for uploading budgets to SIO's.**

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Introduction

A virement is the movement of budget from one General Ledger (GL) code to another. It is necessary for a number of reasons:

- **Splitting your Annual budget** - moving the (single line) budget from code 190000 (unallocated budget) into your chosen GL codes, using the information on the Annex 1.
  This should be completed as requested to ensure that the information transfers into all SAP Fiori reports.

- **Changing priorities** within the budget – moving budget from one code to another.

- **Income received** into budget – moving this into a corresponding expenditure code.

There are two parts to the process of uploading your budget into SAP:

Step 1: Create the budget file
Step 2: Upload into SAP

Before you start, you need:
- **A signed copy of your Annex 1**
- **The Current Budget upload master school's spreadsheet**

Section 1 - Preparing the Budget Virement spreadsheet

- First, download the **Current BUDGET UPLOAD MASTER SCHOOLS SPREADSHEET** from our **SAP Financial Adjustments page on SchoolsNet**.
  Do not use a previously used file or an old spreadsheet.

- **Open** the spreadsheet and **save** to your desktop

	A	B	C	D	E	F	G	H	I	J	K	L
1	Version			T		Note:	Increase in Income is minus against the income code					
2	From period			1			Decrease in costs is minus against the expenses codes					
3	To period			12			Ensure that you overtype the example (in red below)					
4	Fiscal Year			current			DO NOT USE THIS SPREADSHEET FOR SIO's!					
5												
6	Virement Description	Cost Cent	Order	Cost Elem	Total Amc	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5	Period
7	reason text	costcentre		140210	99999	1						
8												

- **With a copy of your signed Annex 1 to hand,** you are ready to enter the details of the budget virement

Things to note about using the spreadsheet:

- **Always overtype the first example line displayed in red (**do not try to change the colour or delete the line).

- **When entering figures do not use commas, pound signs or full stops for example, enter as 16000 <u>not</u> £16,000.00.**

- **Enter figures exactly as are shown on the Annex ie income figures will have a minus in front "-1650".**

- **Do not insert or delete lines.**

- **Your cost centre prefix <u>must</u> be in capital letters eg CIP1234 not cip1234**

- **Please use the following table to ensure your input is correct in each column in the spreadsheet.**

Description	Cell Ref.	Required Input	Notes
Do not edit the first four rows in the spreadsheet or the titles of the column, leave them as shown:			
Version	D1	T	This cell is protected and only accepts the value 'T'.
From Period	D2	Required	1
To Period	D3	Required	12
Fiscal Year	D4	Required	The current financial year
For each line you enter, you must enter details into the following columns:			
Virement Description	A7 to Axx	Required	Enter a description, eg if the virement is above the **Governors limit**, a **minute number** must be entered here.
Cost centre	B7 to Bxx	Required	Enter your cost centre using **CAPITAL** letters for the prefix, eg CIP1234.
Order	C7 to Cxx	BLANK	These cells are protected and **must** be left blank.
Cost Element (GL code)	D7 to Dxx	Required	Enter a GL code. **You can use a GL code once only in the spreadsheet.**
Total Amount	E7 to Exx	Required	Enter the value (no £ pounds signs, no commas, no decimal places).
Distribution Key	F7 to Fxx	Required: 1 or blank	Having the distribution key of 1 splits your total budget amount equally over the 12 periods of the financial year (1-12). If you want to enter your own profile split, see *Section 1.3*
Period cells:1 to 12	Columns G to R	Only required if Distribution key is blank	**Leave blank if the Distribution key is set to '1'.** If manually entering the budget profile, type the amounts into the relevant Period cells, ensure the sum total of these amounts equal the Total amount column figure, see *Section 1.3*

Section 1.2 Balancing the Virement spreadsheet to Zero
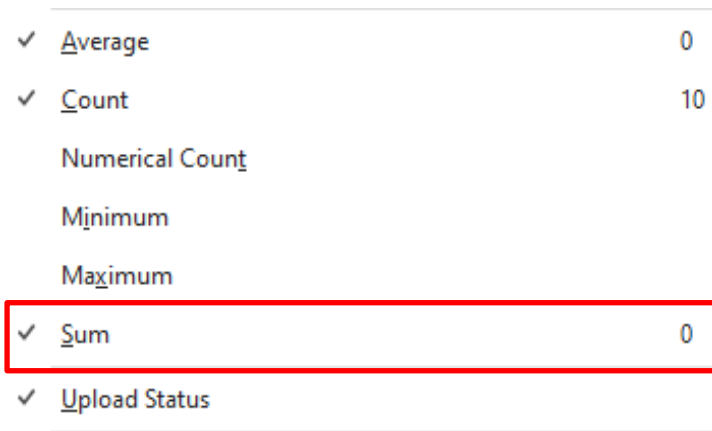
The spreadsheet values in Column E have to balance to zero so the file can be uploaded into SAP (a file which doesn't balance to zero will not upload).
To check this, highlight the values in **Column E** and view the **Sum** total in the summary bar at the bottom of the worksheet; this should display as zero.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Version			T		Note:	Increase in Income is minus against the income code							
2	From period			1			Decrease in costs is minus against the expenses codes							
3	To period			12			Ensure that you overtype the example (in red below)							
4	Fiscal Year			2024			DO NOT USE THIS SPREADSHEET FOR SIO's!							
5														
6	Virement I	Cost Cent	Order	Cost Elem	Total Amc	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Peri
7	Minute No	CIP1234		111900	200000	1								
8	Minute No	CIP1234		111901	40000	1								
9	Minute No	CIP1234		111902	30000	1								
10	Minute No	CIP1234		118300	15000	1								
11	Minute No	CIP1234		140210	25000	1								
12	Minute No	CIP1234		145010	500	1								
13	Minute No	CIP1234		222040	-3000	1								
14	Minute No	CIP1234		222050	-62000	1								
15	Minute No	CIP2265		190000	-245500	1								

E15 = -245500

Budget 1

Ready   Accessibility: Unavailable   Average: 0   Count: 9   Sum: 0

Annex 1 screenshot

Sub Total – net expenditure	245500	

If your summary bar does not show Sum, right click on the summary bar and select Sum from the menu:

✓	A̲verage	0
✓	C̲ount	10
	Numerical Coun̲t	
	Mi̲nimum	
	Ma̲ximum	
✓	S̲um	0
✓	U̲pload Status	

Section 1.3 Setting budget profiles manually

If you <u>do not wish</u> the budget amount to be split equally across the (monthly) periods 1 to 12, you can manually enter figures, (known as profiling the budget). You can do this for one or more GL codes, as you require.

So for these particular GL code lines:

- **Do not type** a "1" in **Distribution Key** column, then:

- Enter the total budget for that GL code in **Total Amount**

- Enter the budget split in the **Period** fields as required. (Period 1 is April, Period 2 is May and so on). These amounts must equal the total budget for that GL code.
  See screen shot below:

Cost Elem	Total Amc	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	P
111900	25000	1											
111901	179064	1											
111902	3750	1											
118300	10860	1											
145010	288	1											
222040	3000		750			750			750			750	

Section 1.4 Saving the Virement spreadsheet as a csv file for Upload

- Once you have entered all the virement details into the spreadsheet and it balances to zero, click on **File**, **Save as** and navigate to your **Desktop**
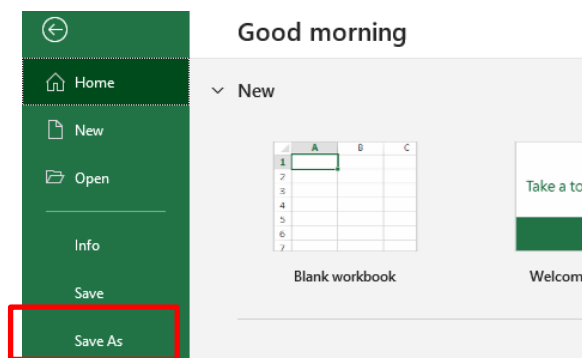
- Overtype the file name 'BUDGET UPLOAD MASTER SCHOOLS SPREADSHEET' with a short file name (no spaces) eg **Budget**

- Before clicking **Save**, click into the **Save as type** field and select **CSV (Comma delimited)**

- Now click **Save**

- **If** you see a message advising that "**some features in your workbook might be lost if you save it as a CSV (Comma delimited). Do you want to keep using that format**" – click Yes
- **Or** a **Compatibility Checker message** – click **Continue**

- **Close the spreadsheet by clicking on the cross in the top right of the spreadsheet.**
  The upload will not work if the file is left open.

- If you are asked again to save changes, click **Save** and click **Yes** to any message about replacing the file

- The spreadsheet will close and is ready for upload.

Section 2 Uploading the Virement csv file into SAP Fiori

For the virement to appear in SAP Fiori, you must upload the completed Virement csv file into SAP Fiori.

Log into **SAP Fiori.**

- This loads the Fiori Dashboard

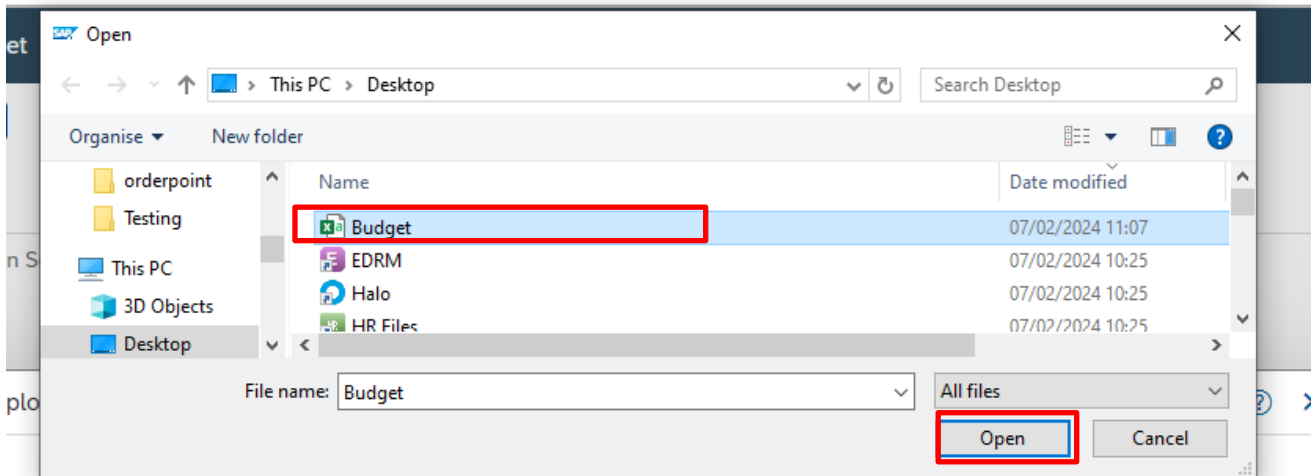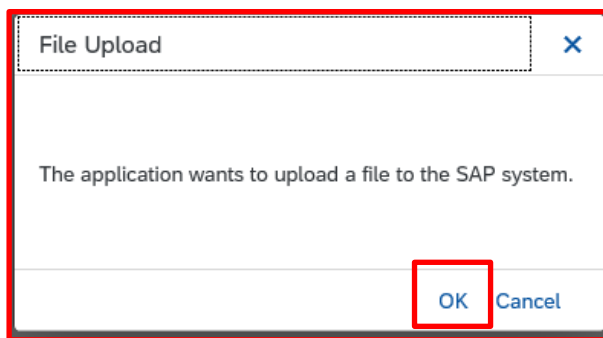- In the app screen, click on the **ZSCHOOLBUDGET_LOAD** app
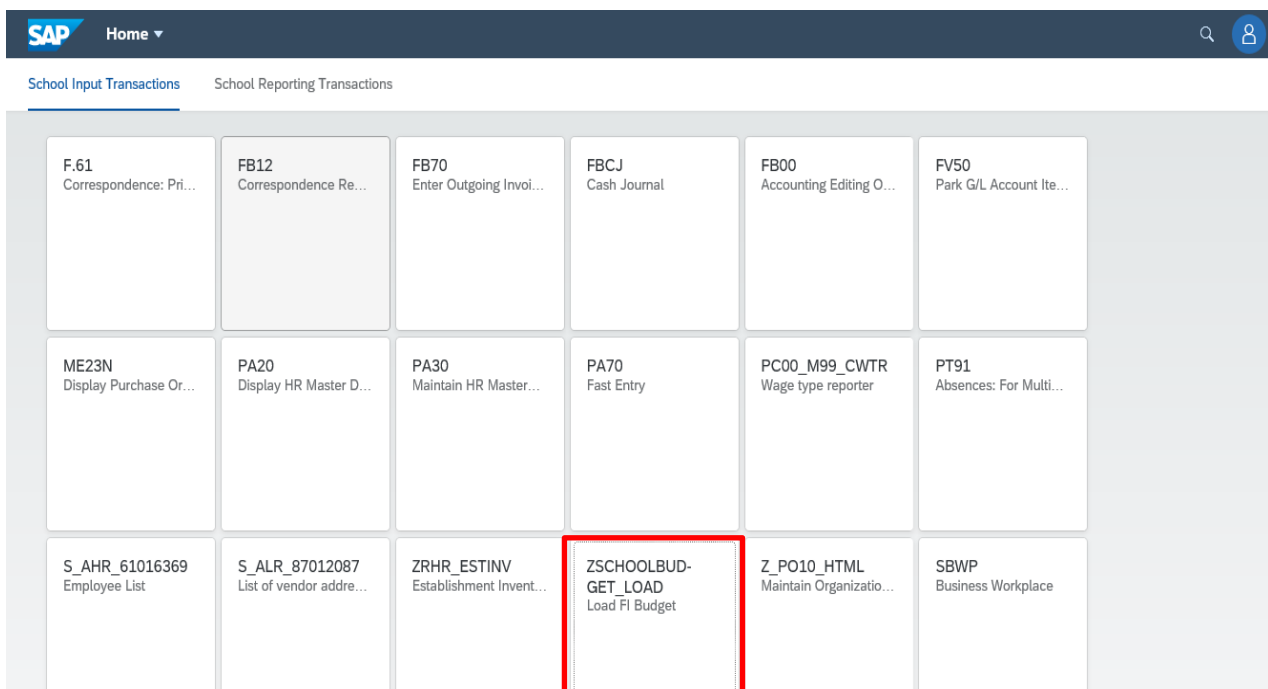
You will now be in the **ZSCHOOLBUDGET_LOAD** screen.

- In **Presentation Server Filename,** click on the search squares to navigate to the location of your saved csv file
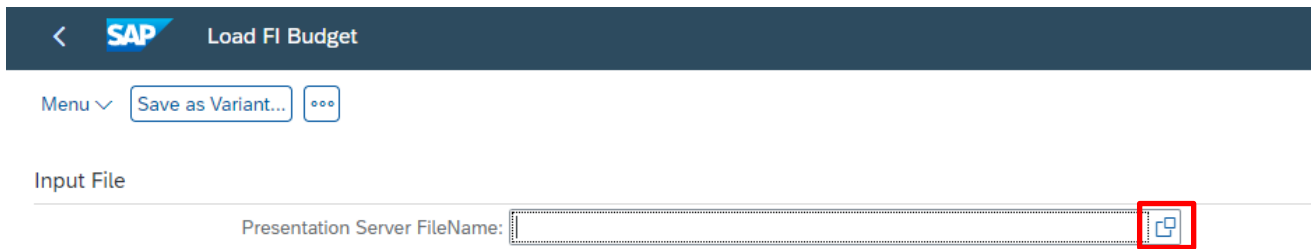
Click **Ok** to the file upload message

Navigate to your file's saved location, eg your Desktop and **double click on the csv file to Open**.

- Back in the **Load FI Budget** screen, the file name and file path show in the **Presentation Server** field.

- Click on the **Execute** button at the bottom right of the screen

- Once the spreadsheet has uploaded, click on **Continue** in the successful upload message which appears
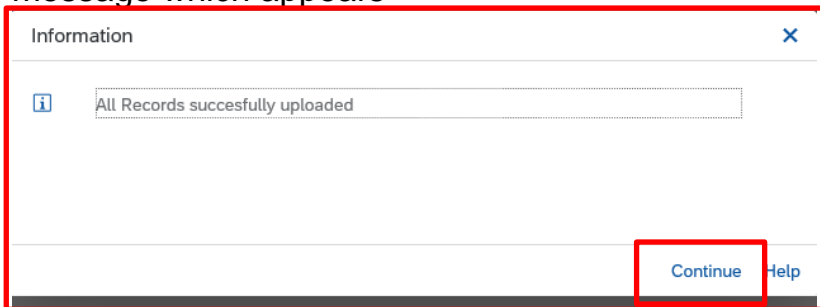
==However, you must now look at the next screen which appears to see if the budget was successfully uploaded.==
The screen below shows a successful upload with GL codes (cost elements), cost centre and the words "successfully uploaded" in **each line**.

Cost Element	Cost Center	Order	Message
111900	CIP1234		Successfully uploaded
111901	CIP1234		Successfully uploaded
111902	CIP1234		Successfully uploaded
118300	CIP1234		Successfully uploaded
145010	CIP1234		Successfully uploaded
222040	CIP1234		Successfully uploaded

==If your budget upload has failed, the details will show in the above screen.==

So please contact the Budget Manager Support team at
cst.budgetsupport@derbyshire.gov.uk for assistance.

<mark>**Finally, please check that all records are successfully uploaded here before exiting SAP Fiori using the S_ALR _87013620 report**</mark> (See Section 3.1)
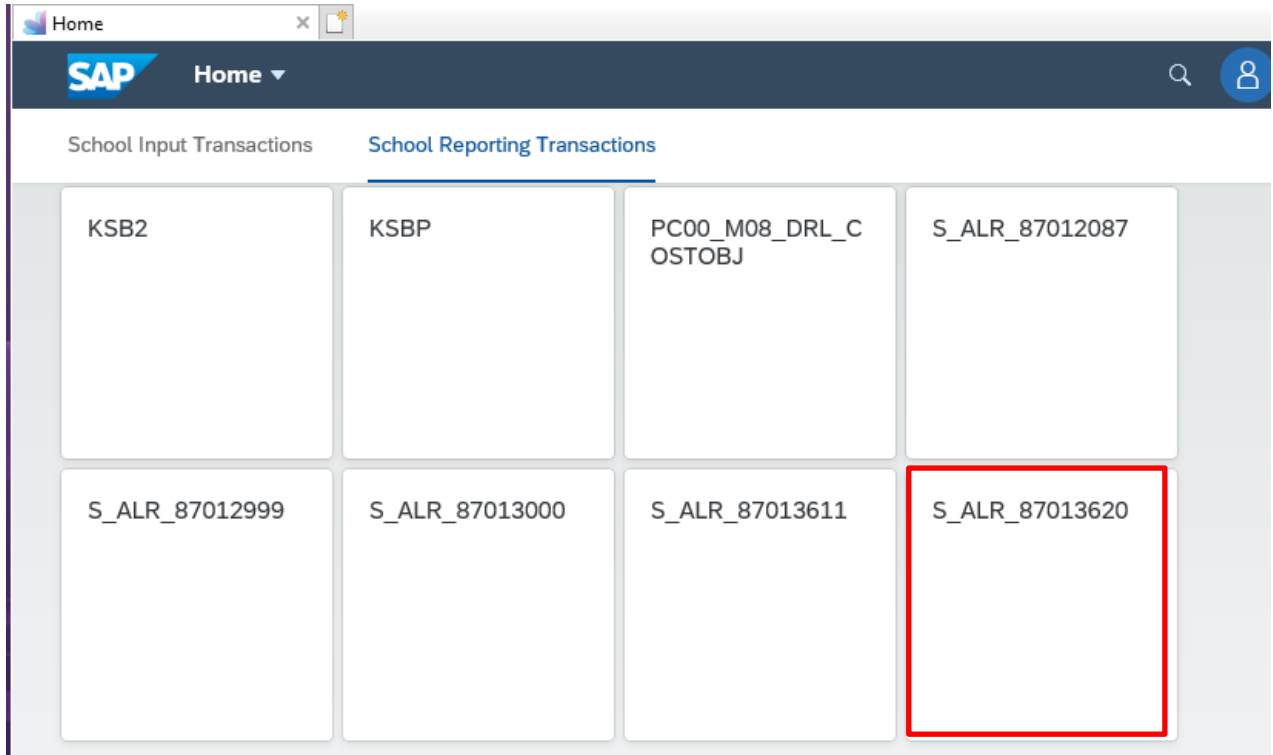
- To exit the ZSCHOOLBUDGET_LOAD screen, click on   [— □ ⊠]   .
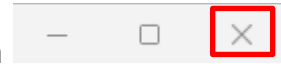
  (You will return to the Fiori Dashboard - please see SAP Navigation guide).

Section 3   Check the Virement has successfully uploaded

You must check that your virement has successfully uploaded by running the **S_ALR_87013620 report.**

- On the Fiori Dashboard **click** on the **S_ALR_87013620 app**

- In the next screen enter the following

    - **Fiscal Year** - the <mark>current</mark> year
    - **From Period** - 1
    - **To Period - 12**
    - **Plan Version - you must change the letter to a T**
    - **Cost Centre -** type in **your** cost centre into **Or value(s)**
    - Click **Execute**

Your budget figures will show in the **Plan** column:

Cost Elements	Actual	Commitment	Allotted	Plan	Available
111902 Tch Ass't Pension				30,000.00	30,000.00
118300 Training				15,000.00	15,000.00
140210 Learn resrce non ICT				25,000.00	25,000.00
145010 Telephones				500.00	500.00
190000 Unallocated Budgets					
222040 Prt Contribut'n Vis				3,000.00-	3,000.00-
222050 OLA top ups				62,000.00-	62,000.00-

If after checking this report, your budget does not show in the Plan column

or

if there are incorrect budget values or incorrect GL codes showing, email us at cst.budgetsupport@derbyshire.gov.uk for assistance.

Please do not upload the budget again. This will not overwrite what is in SAP Fiori, instead it will duplicate the figures.

Section 4 Delete your Virement csv file

Once you have confirmed your virement file has been uploaded successfully, locate it and delete it.
(If it is your **annual budget upload**, delete it when your budget has been confirmed by your School Support Finance patch officer.)

When you have finished using SAP Fiori, please ensure you log off from the system and close out of all windows.