

The **current** Budget spreadsheet and guidance are available on our SchoolsNet SAP Fiori Finance page

You will need:

- **current** Budget Upload Master Schools spreadsheet.
- Please ensure you use this **current** spreadsheet and not an old budget spreadsheet.
- **Budget virement upload - Create** 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 another amended budget file – this will duplicate your budget figures.

For assistance, please email the **Budget Manager Support team** at cst.budgetsupport@derbyshire.gov.uk

Budget Virement Upload Quick Guide

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

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 Fiori using ZSCHOOLBUDGET_LOAD	
Check successful upload using S_ALR_87013620 report and change the plan version to T	

Please note that you must use current Budget Upload Master Schools 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)
- **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.
Example:						
FG 05/04.04.2024	CIPXXXX		121020	10000	1	
FG 05/04.04.2024	CIPXXXX		140210	2000	1	
FG 05/04.04.2024	CIPXXXX		222000	-1500	1	
FG 05/04.04.2024	CIPXXXX		190000	-10500	1	

Once all the amounts from your Annex 1 have been entered, click on the **Column E (Total Amount)** column 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