

Creating and Uploading an Annual Budget Virement

(Use for your annual budget split virement and also for other in-year budget virement adjustments)

DO NOT use this guide for uploading budgets to SIOs.

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Introduction

General Ledger (GL) Code Budget Virements

A virement is the movement of budget from one code to another. It could be necessary for a number of reasons:

- **Splitting your budget** - moving the single line budget from code 190000 (unallocated budget) into your chosen GL codes, using the information on the Annex 1
- **Deadlines** - The budget should be uploaded into SAP within 14 days of it being signed by the Chair of Governors or other **delegated person**.
- The second Friday in May is the deadline to submit the Annex 1 and 5 budget plans to the Local Authority to ensure that the information transfers into all SAP reports.
- **Changing priorities** within the budget – moving budget from one code to another.
- **Income received** into budget – moving this into a corresponding expenditure code.

Please note you do not have to wait to upload your new financial year budget **before** coding invoices, creating shopping carts, invoices or negotiated journals for the new financial year.

Section 1 - Preparing the budget virement spreadsheet

- Firstly, download the **current BUDGET UPLOAD MASTER SCHOOLS 2025 SPREADSHEET** from our **SAP Finance page on SchoolsNet**. Do not use a previously used file/spreadsheet.
- **Open the spreadsheet and save to your desktop**

	A	B	C	D	E	F	G	H	I	J	
1	Version			T		Note:	Increase in Income is minus against the incc				
2	From period			1			Decrease in costs is minus against the exper				
3	To period			12			Ensure that you overtype the example (in r				
4	Fiscal Year			2025			DO NOT USE THIS SPREADSHEET FOR SIO's!				
5											
6	Virement Description	Cost Centre	Order	Cost Element o	Total Amount	Distributio	Period 1	Period 2	Period 3	Period 4	Per
7	reason text	costcentre		140210	99999	1					

- **Have a copy of your signed Annex 1 to hand**
- **Do not copy and paste the figures from your School Support Budget monitoring spreadsheet**

You are now ready to enter the details of the budget virement

Notes on completing the spreadsheet:

- **Ensure you overtype the first 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 not £16,000.00.**
- **Do not insert or delete lines.**

This table shows the required inputs for 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 eg 2025/26 is 2025
<i>For each line you enter, you must enter details into the following columns:</i>			
Virement Description	A7 to Axx	Required	Enter a description for example 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 for example, 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, or commas). The virement total must equal zero .
Distribution Key	F7 to Fxx	Required: 1 or blank	A distribution key of 1 splits your budget amount equally over the 12 periods of the financial year (1-12). Leaving this blank allows you to input the profile split. See Section 1b.
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 into the relevant cells, ensuring the sum total of the breakdown amounts are equal to the Total amount column figure. See Section 1b.

Section 1a - Balancing the budget virement spreadsheet to zero - GL 190000

The spreadsheet values in Column E have to balance to zero to allow the file to be uploaded into SAP.

- After entering all the GL codes and values from your Annex 1, the last line of the spreadsheet uses the GL code of **190000**
- Complete this line as the above lines with Columns A, B, D, E and F populated.
- The value in column E should be the **Sub Total - net expenditure** figure on the Annex 1. **Enter this figure with a minus as shown below.**

	A	B	C	D	E	F	G
1	Version			T		Note:	Increase i
2	From period			1			Decrease
3	To period			12			Ensure th
4	Fiscal Year			2025			DO NOT U
5							
6	Virement Description	Cost Centre	Order	Cost Element o	Total Amount	Distributio	Period 1
7	Type your Governors minute number here	CIP1234		111800	195500	1	
8	Type your Governors minute number here	CIP1234		111801	45785	1	
9	Type your Governors minute number here	CIP1234		111802	2677	1	
10	Type your Governors minute number here	CIP1234		140210	15500	1	
11	Type your Governors minute number here	CIP1234		222000	-17500	1	
12	Type your Governors minute number here	CIP1234		313390	-1250	1	
13	Type your Governors minute number here	CIP1234		190000	-240712	1	

Annex 1 screenshot:

222000	Contributions	-17,500
313200	Traded services - fixed arrangement, fix	-1,250
	Sub Total - net expenditure	240,712

- Now to check the budget virement spreadsheet balances to zero, highlight the values in **Column E** (click on the column heading to highlight the column) and check the **Sum** total in the summary bar; this should display as zero.

Version	From period	To period	Fiscal Year	Total Amount	Distributive	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1		12	2025										
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

SAP SCHOOL BUDGET UPLOAD MASTER

Average: 0 Count: 8 Sum: 0 Display Settings

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

- ✓ Average 0
- ✓ Count 10
- Numerical Count
- Minimum
- Maximum
- ✓ Sum 0
- ✓ Upload Status

Section 1b - Optional: Setting profiles from automatic to manual

Follow this section only if you **do not wish** to split the budget amount equally across the (monthly) periods 1 to 12 as shown above.

If you wish to manually profile the budget on some or all the GL codes in your budget, do the following:

- **Do not type** a "1" in **Distribution Key** column
- 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.

Cost Elem	Total Amc	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
111800	85050	1						
111801	17250	1						
111802	12000	1						
121020	5650				2650			3000
121030	5000	1						

Section 1c - Saving the budget 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**
- Overtyping the file name 'BUDGET UPLOAD MASTER SCHOOLS 2025 SPREADSHEET' with a short file name (no spaces) eg **Budget2025**
- Before clicking **Save**, click into the **Save as type** field and select **CSV (Comma delimited)**

File name:

Save as type:

- 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**

- **Close the spreadsheet by clicking on the red cross (top right)**
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.

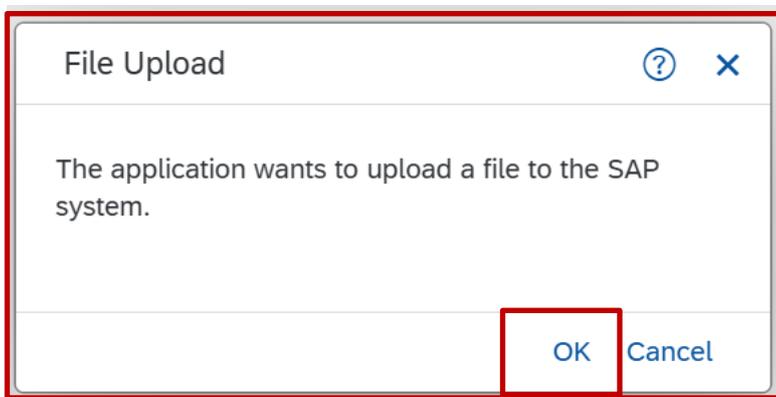
Section 2 - Uploading the budget virement csv file into SAP

For the virement to appear in SAP you must upload the completed csv budget file into SAP.

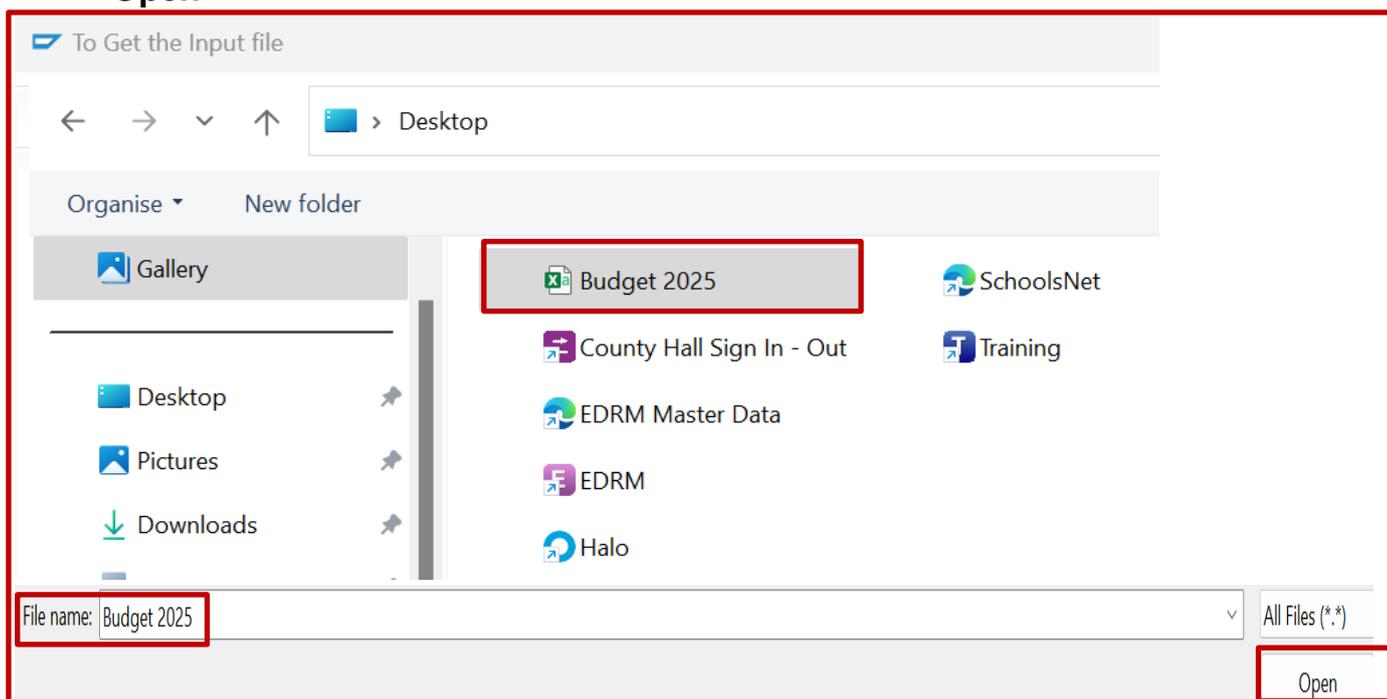
- In SAP, in the transaction bar, type in **ZSCHOOLBUDGET_LOAD** then click **Enter** on your keyboard
- In **Presentation Server Filename**, click on the search squares to navigate to your saved csv file



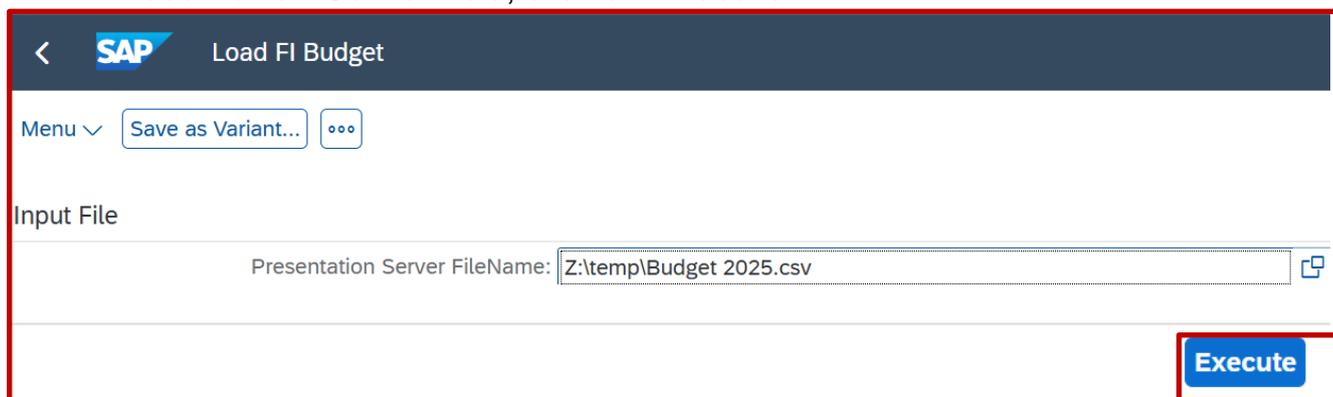
- Click **Ok** to the file upload message



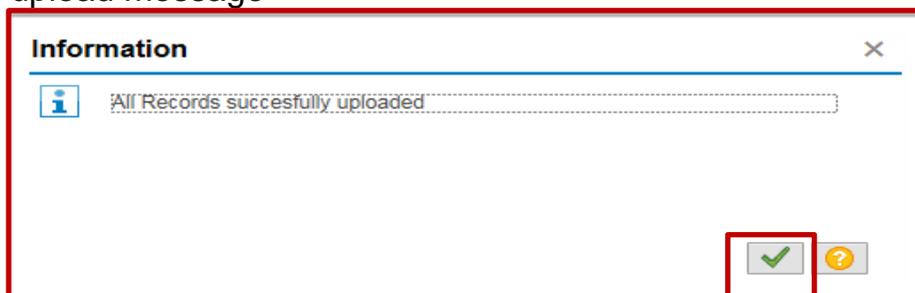
- **Navigate** to your file's saved location and **double click on the csv file to Open**



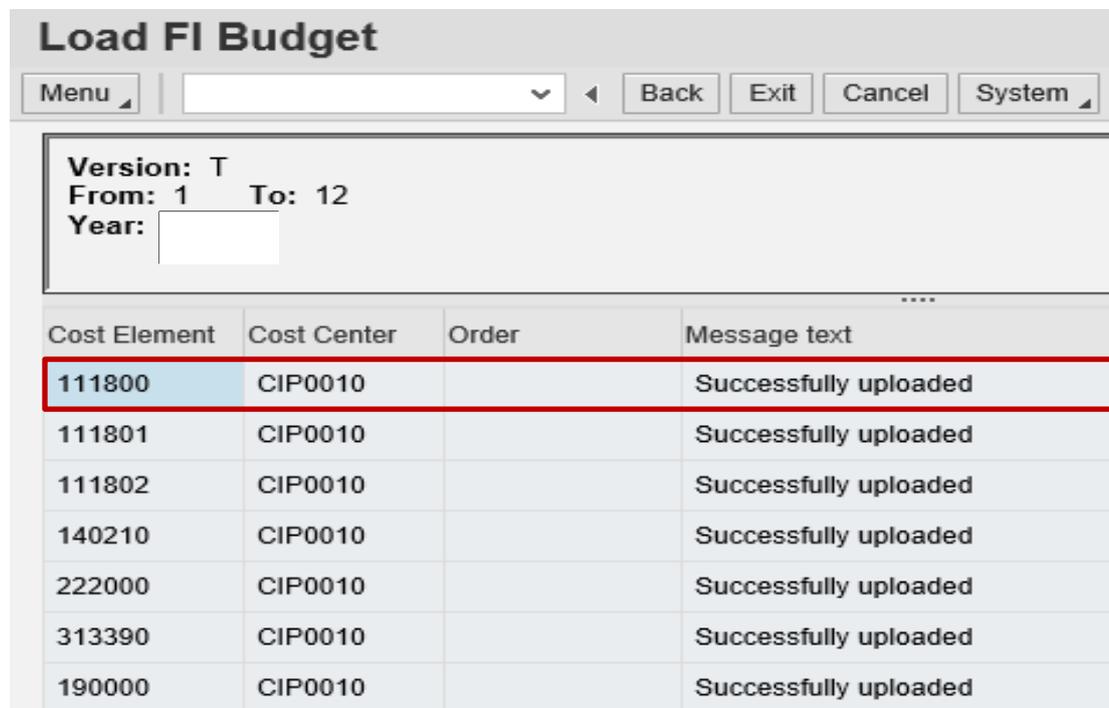
- Back in the **Load FI Budget** screen, the file name and file path show in the **Presentation Server** field, click on **Execute**



- Once the spreadsheet has uploaded, click on the **green tick icon** on the successful upload message



However, you must now look at the next screen to see if the budget was successfully uploaded. A successful upload shows as below, with all of the GL codes, cost centre and the words "**successfully uploaded**" in each line.



The screenshot shows the 'Load FI Budget' screen in SAP. At the top, there is a title bar with 'Menu', a dropdown menu, and buttons for 'Back', 'Exit', 'Cancel', and 'System'. Below the title bar, there is a section for 'Version: T', 'From: 1 To: 12', and 'Year:'. The main part of the screen is a table with the following columns: 'Cost Element', 'Cost Center', 'Order', and 'Message text'. The table contains several rows, each with a cost element, a cost center, and the message 'Successfully uploaded'. The first row is highlighted with a red border.

Cost Element	Cost Center	Order	Message text
111800	CIP0010		Successfully uploaded
111801	CIP0010		Successfully uploaded
111802	CIP0010		Successfully uploaded
140210	CIP0010		Successfully uploaded
222000	CIP0010		Successfully uploaded
313390	CIP0010		Successfully uploaded
190000	CIP0010		Successfully uploaded

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

If you have errors you cannot resolve, please contact the Budget Manager Support team by email at CST.budgetsupport@derbyshire.gov.uk

Please check that all records are successfully uploaded here before exiting SAP.

- To exit the screen, click on the **Back** button, then click **Exit**

Section 3 - Check the budget virement has successfully uploaded

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

- Type **S_ALR_87013620** into the **Menu** transaction field and press **Enter** on your keyboard
- In the next screen enter the following
 - **Fiscal Year** - the current year **2025**
 - **From Period** - **1**
 - **To Period** - **12**
 - **Plan Version** - you must change the letter to a **T**
 - **Cost Center** - type in your cost centre for example CIPxxxx into **Or value(s)**
 - Click on the **Executive** button (in the bottom right of the screen)

SAP Cost Centers: Act./Plan/Commitments: Selection

Menu ▾ Get Variant... Data Source... Report Group Documentation ⋮

Selection values

Controlling Area: 1000
Fiscal Year: 2025
From Period: 1
To Period: 12
Plan Version: T

Selection groups

Cost Center Group:
Or value(s): CIP0010
Cost Element Group:
Or value(s):

to:

to:

Execute

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

Act/Plan/Commit

Menu

Act/Plan/Commit Page: 2 / 2

Cost Center/Group CIP0010 School 10 Column: 1 / 2

Person responsible TRAIN020

Reporting period 1 to 12

Cost Elements	Actual	Commitment	Allotted	Plan	Available
111800 Teachers Basic Pay				195,500.00	195,500.00
111801 Teachers NI				45,785.00	45,785.00
111802 Teachers Pension				2,677.00	2,677.00
140210 Lng Resource Not ICT				15,500.00	15,500.00
190000 Unallocated Budgets				240,712.00-	240,712.00-
222000 Contributions				17,500.00-	17,500.00-
313390 Tfr Between Schs				1,250.00-	1,250.00-
* over/Underabsorption					

Type **KSBP** into the **Menu** transaction field and press **Enter** on your keyboard.

- In the next screen enter the following
 - **Fiscal Year** - the current year **2025**
 - **From Period** - **1**
 - **To Period** - **12**
 - **Plan Version** - you must change the letter to a **T**
 - **Cost Center** - type in your cost centre
 - Click **Execute**

Display Plan Cost Line Items for Cost Centers

Menu

Layout /CAYA Virement analysis

Cost Center CIP0010 School 10

Report currency GBP Pound sterling

Cost Elem...	Cost element name	£	Total val. rep.crcy	£
<input type="checkbox"/> 1800	Teachers BP		195,500.00	
111801	Teachers NI		45,785.00	
111802	Teachers Pen		2,677.00	
111900	T Assists BP		48,000.00	
111901	T Assists NI		12,000.00	
111905	T Assists OT		2,000.00	
140210	Lng Resource Not ICT		15,500.00	

If your budget does not show on these reports, email CST.budgetsupport@derbyshire.gov.uk for assistance.

Or

If on checking your budget, there are incorrect GL codes or amounts, please do not upload your budget again – this duplicates the budget amounts.

Again, email CST.budgetsupport@derbyshire.gov.uk for assistance

Section 3a - Delete your spreadsheet

Once you have confirmed your virement has been uploaded successfully, locate your spreadsheet and delete it.

If it is your **annual budget upload**, delete it when it has been confirmed by School Support Finance.