

Creating and Uploading SIO Budget Virements

(Use for uploading budgets for your SIOs and also for moving budget between SIO codes)

DO NOT use this guide for uploading your annual budget split or for in-year budget virements between GL codes.

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Introduction

Statistical Internal Order (SIO) Budget Virements

You can set budgets for your SIOs to enable accurate monitoring at a school level.

Please note that the budgets remain on the General Ledger (GL) codes as you have uploaded in your annual budget. SIOs are memo items only so they do not affect the budget for the GL codes

Use the SIO virement spreadsheet to upload your SIO budgets into SAP.

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

Section 1 - 1 Preparing the SIO budget virement spreadsheet

- Firstly, download the current **SIO BUDGET UPLOAD MASTER SCHOOLS 2025 SPREADSHEET** from our **SAP Finance** page of **SchoolsNet**.
- **Open** the spreadsheet and **save** to your desktop

	A	B	C	D	E	F	G	H	I	J
1	Version			C		Note:	Increase in Income is minus against the inc			
2	From period			1			Decrease in costs is minus against the exp			
3	To period			12			Ensure that you overtype the example (in			
4	Fiscal Year			2025			DO NOT USE THIS SPREADSHEET FOR COST			
5										
6	Virement Description	Cost Ce	Order	Cost Element c	Total Amount	Distributio	Period 1	Period 2	Period 3	Period 4
7	reason text		sio number (5.....)	140210	99999	1				
8										

- You are now ready to enter the details of your virement

Have your list of SIOs and budgets ready to input into the spreadsheet.

Notes on completing the spreadsheet:

- **Ensure you overtype the first line displayed in red (do not change the text colour or delete the line)**
- **When entering figures, do not use commas, pound signs or full stops for example, 16000 not £16,000.00**
- **You can allocate the same SIO number to different GL codes**
- **The SIO spreadsheet should not balance to zero.**
 SIOs are memo items only so they do not affect the budget for the GL codes.

This table shows the required inputs for the spreadsheet:

Description	Cell Reference	Required Input	Notes
Do not edit the first four rows or the titles of the columns, leave as shown:			
Version	D1	C	This cell is protected and can only have the value 'C'.
From Period	D2	Required	1
To Period	D3	Required	12
Fiscal Year	D4	Required	The current financial year eg, 2025 for 2025/26.
For each line you enter, you must enter details in the following columns:			
Virement Description	A7 to Axx	Required	A description is required for <u>each line</u> entered. If the virement is above the Governors Limit , a minute number must be entered here.
Cost centre	B7 to Bxx	BLANK	These cells are protected and must be left blank.
Order	C7 to Cxx	Required	Enter your SIO number
Cost Element (GL code)	D7 to Dxx	Required	Enter the GL code
Total Amount	E7 to Exx	Required	Enter the value
Distribution Key	F7 to Fxx	Required: blank or 1	Enter 1 on each line of data

Section 2 - Saving the SIO virement spreadsheet as a csv file for upload

- Once you have entered all the virement details into the spreadsheet, click **File, Save as** and navigate to **your Desktop**

	A	B	C	D	E	F	G	H
1	Version			C		Note:	Increase in Income is	
2	From period			1			Decrease in costs is n	
3	To period			12			Ensure that you over	
4	Fiscal Year			2025			DO NOT USE THIS SPI	
5								
6	Virement Description	Cost Ce	Order	Cost Element c	Total Amount	Distributio	Period 1	Period 2
7	Governors minute number here		5001001	140210	2500	1		
8	Governors minute number here		5001001	143000	1500	1		
9	Governors minute number here		5001003	140210	1425	1		
10	Governors minute number here		5001010	144180	775	1		
11	Governors minute number here		5001012	145500	2500	1		
12								

- Overtyp**e the existing file name ‘SIO BUDGET UPLOAD MASTER SCHOOLS 2025 SPREADSHEET’ with a short file name eg **SIObudget2025**
- Before clicking on Save, change the file type in **Save as type** to **CSV (Comma Delimited)**

File name:	SIO-budget2025
Save as type:	CSV (Comma delimited)

- 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 it 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 has closed and is ready for upload

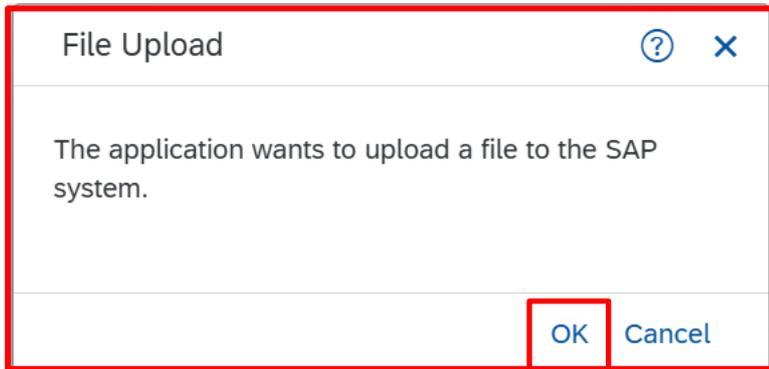
Section 3 - Uploading the SIO budget virement csv file into SAP

For the SIO virement to appear in SAP you must upload the completed spreadsheet into SAP.

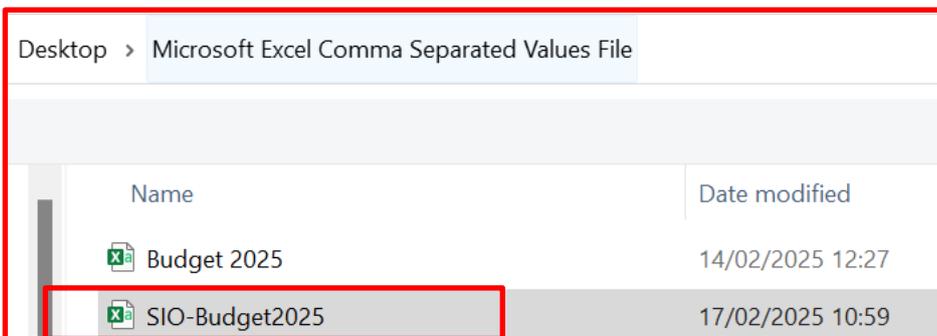
- In **SAP**, in the transaction bar, type in **ZSCHOOLBUDGET_LOAD** then click **Enter** on your keyboard
- In **Presentation Server Filename**, click on the **search squares** to navigate to your saved csv file



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



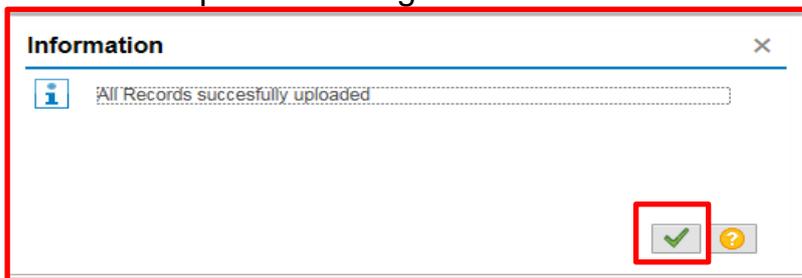
- **Navigate** to your file's saved location and **double click on the csv file to Open**



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



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



However, you must now look at the next screen to see if your SIO budget upload was successful. A successful upload would show as below:

The screenshot shows the SAP 'Load FI Budget' screen with a table of upload results. The table has four columns: 'Cost Element', 'Cost Center', 'Order', and 'Message text'. The first row is highlighted with a red box.

Cost Element	Cost Center	Order	Message text
140210		5001001	Successfully uploaded
143000		5001001	Successfully uploaded
140210		5001003	Successfully uploaded
144180		5001010	Successfully uploaded
145500		5001012	Successfully uploaded

If your 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 have been successfully uploaded here before exiting.

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

Section 4 - Check the SIO virement has successfully uploaded

We recommend you check that your SIO virement has successfully uploaded.

- Type transaction code **S_ALR_87013000** into the **Menu** transaction field and press **Enter** on your keyboard
- Enter the following on screen:
 - **Fiscal Year** - current financial year eg **2025**
 - **Period** - **1** to **12**
 - **Plan Version** - type **C**
 - In **Order Group** - your **cost centre** eg **CIP1234**
- Click **Execute**

The screenshot shows the SAP selection screen for transaction code S_ALR_87013000. The title bar reads 'List: Actual/Plan/Commitments: Selection'. Below the title bar, there are buttons for 'Menu', 'Get Variant...', 'Data Source...', and a three-dot menu. The main area is divided into 'Selection values' and 'Selection groups'. The 'Selection values' section is highlighted with a red box and contains the following fields: Controlling Area (1000), Fiscal Year (2025), From Period (1), To Period (12), and Plan Version (C). The 'Selection groups' section contains fields for Order Group, Or value(s) (CIP1234), Cost Element Group, and Or value(s). There are also 'to:' fields and copy icons. An 'Execute' button is located in the bottom right corner, also highlighted with a red box.

- Your SIO budgets are listed in the **Plan** column

Orders	Actual	Commitment	Assigned	Plan
5001001 Pupil Premium				4,000.00
5001003 CPD				1,425.00
5001010 Key Stage 1				775.00
5001012 Key Stage 2				2,500.00
* Total				8,700.00

Section 4a - Delete your spreadsheet

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