

SIO Budget Virement Upload – Create and Upload

This guidance shows SAP Fiori Inputters or Approvers how to create a SIO (Statistical Internal Order) budget file and upload this into SAP Fiori.

DO NOT use this guidance for uploading your annual budget or for normal budget virements between GL codes.

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Introduction

If you already use SIOs (Statistical Internal Orders) to code your expenditure and income to, you may also wish to set budgets for the SIOs to help further monitor your specific funding or budget.

- You need to decide which GL code you will attribute the SIO budget to.
- You can use the same GL code for one or more of your SIOs.
- Setting budgets to SIOs does not remove the original budget out of the GL codes. (SIOs are memo items only so they do not affect the budget of the GL codes).
- When you run SAP Fiori reports, the budget shows against the SIO.

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

Step 1: Create the SIO budget file

Step 2: Upload into SAP Fiori

Before you start, you need:

- **A list of the budgets for your SIOs**
- **The current SIO Budget upload master schools spreadsheet**

Section 1 - Preparing the SIO Budget Virement spreadsheet

- First, download the **current SIO BUDGET UPLOAD MASTER SCHOOLS current SPREADSHEET** from our SAP Fiori **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			C		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 COSTCENTRES!					
5												
6	Virement Description	Cost C	Order	Cost Element	Total Amount	Distributic	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
7	reason text		sio number (5.....)	140210	99999	1						
8												
9												

Things to note about using the spreadsheet:

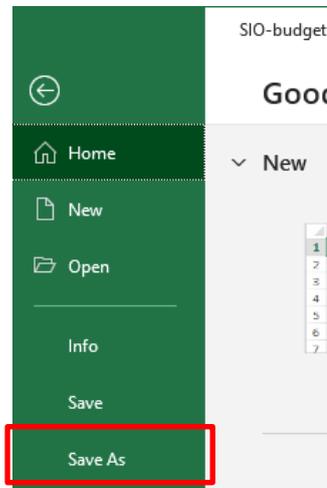
- **Always overtype the first example line displayed in red** (do not try to change the colour or delete the line).
- **When entering figures do not use commas, pound signs or full stops for example, enter as 16000 not £16,000.00.**
- **You can allocate the same SIO number to different GL codes.**
-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

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

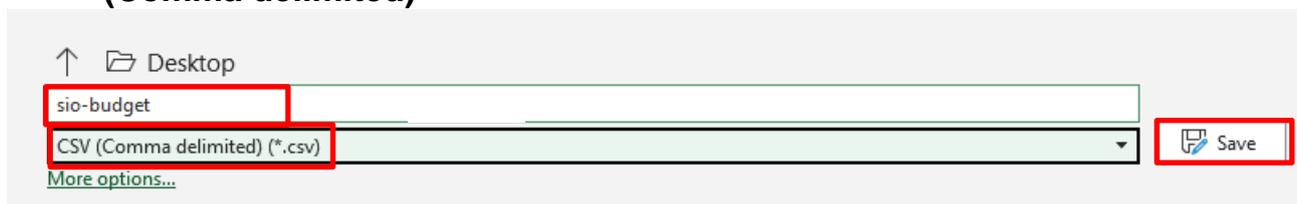
Description	Cell Reference	Required Input	Notes
Do not edit the first four rows or the titles of the columns, leave as shown:			
Version	D1	C	This cell is protected and can only have the value 'C'.
From Period	D2	Required	1
To Period	D3	Required	12
Fiscal Year	D4	Required	The current financial year eg current for current/24.
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.
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 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 'SIO BUDGET UPLOAD MASTER SCHOOLS current SPREADSHEET' with a short file name (no spaces) eg **SIOBudgetcurrent**
- Before clicking **Save**, click into the **Save as type** field and select **CSV (Comma delimited)**



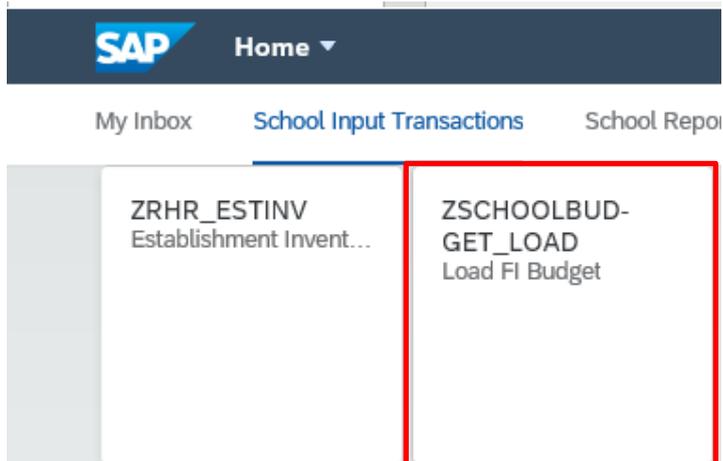
- Now click **Save**
- If** you see a message advising that “**some features in your workbook might be lost if you save it as a CSV (Comma delimited). Do you want to keep using that format**” – click Yes
- Or** a **Compatibility Checker** message – click **Continue**
- Close the spreadsheet by clicking 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 3 - Uploading the SIO 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 Fiori dashboard screen, click on the **ZSCHOOLBUDGET_LOAD** app

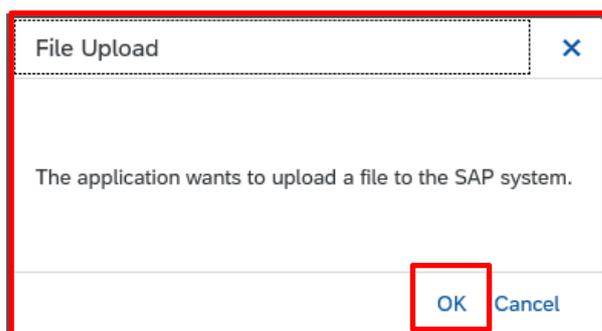


You will now be in the **ZSCHOOLBUDGET_LOAD** criteria screen.

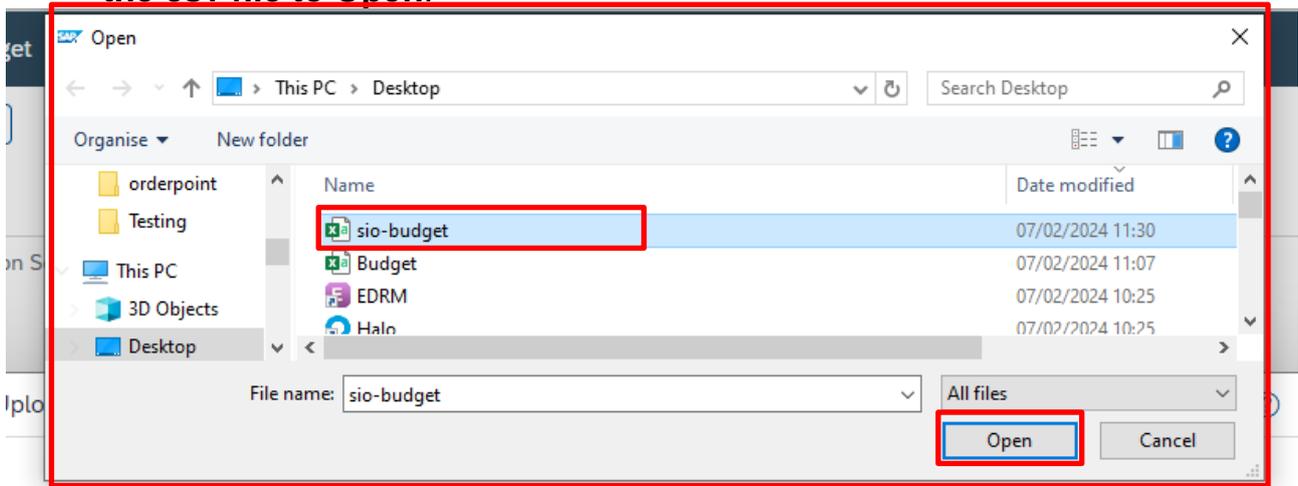
- In **Presentation Server Filename**, click on the search squares to navigate to the location of your saved csv file



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



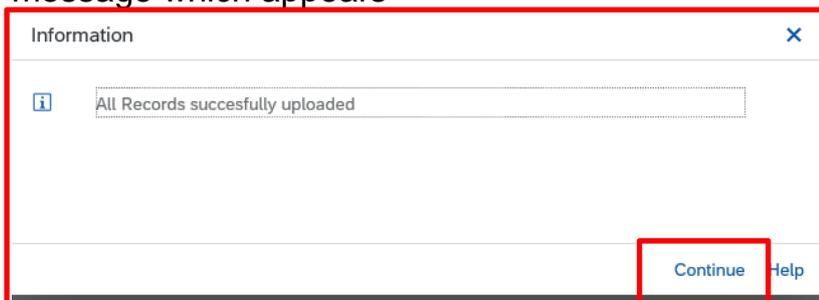
- **Navigate** to your file's saved location, eg your Desktop and **double click on the csv file to Open.**



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

Cost Elem.	Cost Ctr	Order	Message
140210		5001501	Successfully uploaded
140210		5001502	Successfully uploaded
143000		5001503	Successfully uploaded
140210		5001504	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.

Finally, please check that all records are successfully uploaded here before exiting SAP Fiori.

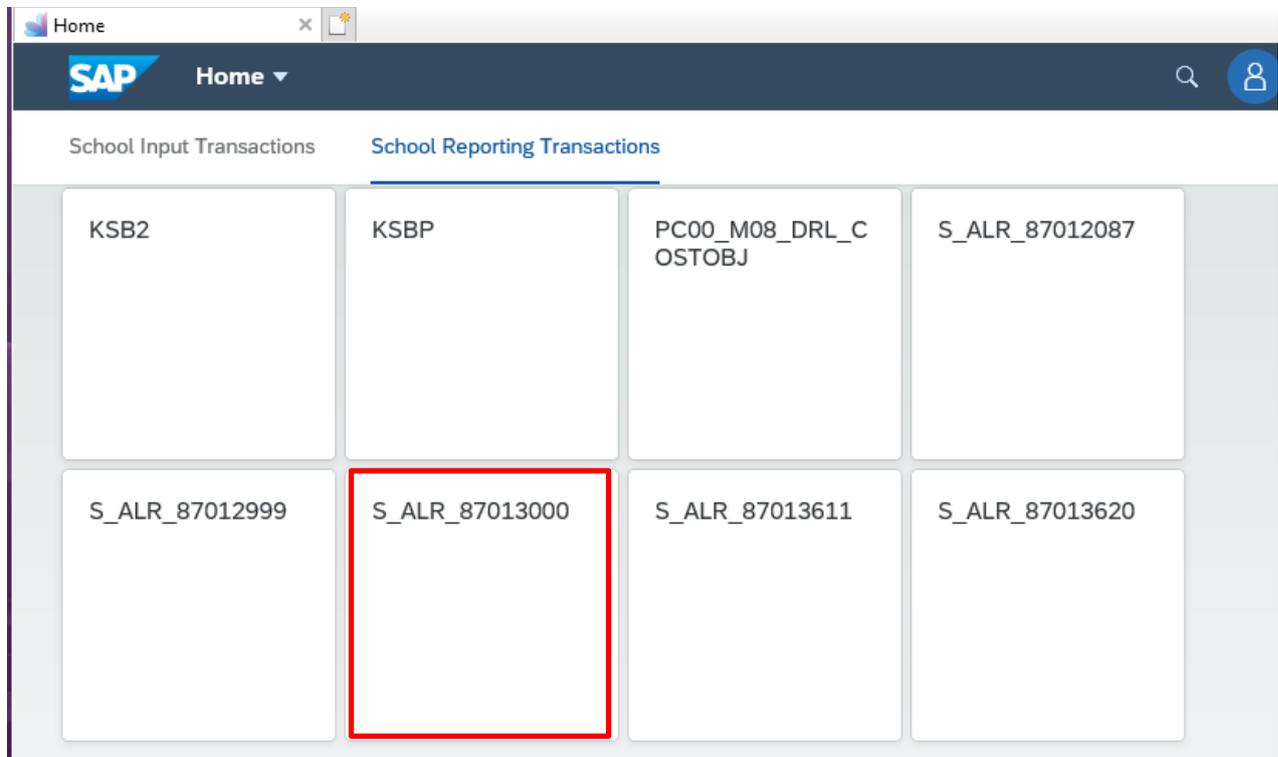
- To exit the ZSCHOOLBUDGET_LOAD screen, click on the **Back** arrow in this screen



Section 4 - Check the Virement has successfully uploaded

You must check that your virement has successfully uploaded by running the **S_ALR_87013000** report.

- From the Fiori dashboard, click on the **S_ALR_87013000** app



- In the next screen enter the following
 - **Fiscal Year** - the **current** year
 - **From Period** - 1
 - **To Period** - 12
 - **Plan Version** - C
 - **Order Group** - type in your cost centre
 - Click **Execute** to run the report

Menu v Get Variant... Data Source... ☰

Exit

Selection values

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

Selection groups

Order Group: CIP1234
 Or value(s): to:
 Cost Element Group:
 Or value(s): to:

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

Orders	Actual	Commitment	Assigned	Plan	Available
5001501 Breakfast Club				500.00	500.00
5001502 Afterschool Club				750.00	750.00
5001503 Early Years Pupil Premium				500.00	500.00
5001504 Childcare (Under 3's)				650.00	650.00
* Total				2,400.00	2,400.00

If after checking this report, your SIO 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 5 - Delete your SIO Virement csv file

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

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