

Section 4: Creating and Uploading Budget Virements for the annual (single line) budget split and other in-year budget adjustments

DO NOT use this section for uploading budgets to SIO's.

4.1 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 eg

- 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. This should be completed by **May 10th 2019** to ensure that the information transfers into all reports.
- Changing priorities within the budget – moving budget from one code to another.
- Income received into budget – moving this into a corresponding expenditure code.

4.2 Preparing a Budget Virement Adjustment Upload

- Firstly, (outside of SAP) enter the details from your Annex 1 into the [BUDGET UPLOAD MASTER SCHOOLS SPREADSHEET](#) . Always use the latest version of (the blank) spreadsheet which can be found on SchoolsNet.
- **Open** the spreadsheet and **save** to the desktop
- You are now ready to enter the relevant details for the budget virement

Note: Ensure you overtype the first line displayed in red.

When entering figures do not use commas or full stops eg 16000 not 16,000

	A	B	C	D	E	F	G	H	I	J	K
1	Version			T		Note:	Increase in Income is minus against the incom				
2	From period			1			Decrease in costs is minus against the expend				
3	To period			12			Ensure that you overtype the example (in red)				
4	Fiscal Year			2019			DO NOT USE THIS SPREADSHEET FOR SIO's!				
5											
6	Virement Description	Cost Centre	Order	Cost Element	Total Amount	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5
7	reason text	costcentre		140210	99999	1					
8											

The following table shows the required inputs for the spreadsheet:

Description	Cell Reference	Required Input	Notes
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 2019/20 is 2019.
<i>The above four rows must not be edited</i>			
Virement Description	A7 to Axx	Required	A description is required for <u>each line</u> entered. If the virement is above the Governors limit then a minute number must be entered here.
Cost centre	B7 to Bxx	Required	Enter your cost centre in CAPITALS on each line of the virement eg CIP1234.
Order	C7 to Cxx	BLANK	These cells are protected and must be left blank.
Cost Element (GL code)	D7 to Dxx	Required	For each line of the virement a GL code (cost element) is required. You can only use a GL code once in each spreadsheet.
Total Amount	E7 to Exx	Required	For each line entered a value is required. Note that the virement must equal zero in total.
Distribution Key	F7 to Fxx	Required: blank or 1	A distribution key of 1 allows you to profile (split) the budget equally over the remaining periods (1-12). A blank Distribution key allows the user to manually input the profile split. See Section 4.6
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 setting the budget profile, populate the relevant cells. Note: ensure the sum of the period breakdown is equal to the total amount column for each line. See Section 4.6

4.3 Balancing the Virement to Zero

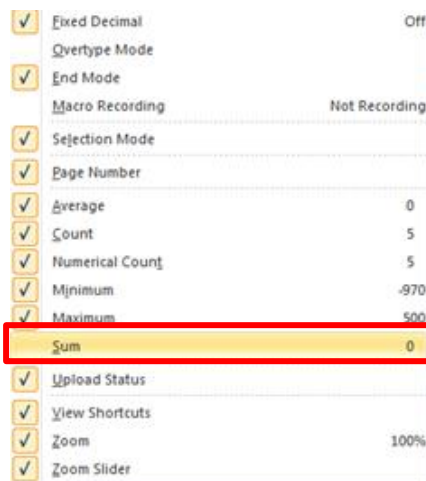
The spreadsheet values have to balance to zero so the file can be uploaded into SAP. To double check this, highlight the values in Column E and view the total in the summary bar eg Sum:0.

	A	B	C	D	E	F	G	H	I	J	K
1	Version			T		Note:	Increase in Income is minus against the income				
2	From period			1			Decrease in costs is minus against the expense				
3	To period			12			Ensure that you overtype the example (in red)				
4	Fiscal Year			2019			DO NOT USE THIS SPREADSHEET FOR SIO's!				
5											
6	Virement Description	Cost Centre	Order	Cost Element	Total Amount	Distribution	Period 1	Period 2	Period 3	Period 4	Period 5
7	GovMin Number	CIP1234		111800	150000	1					
8	GovMin Number	CIP1234		111801	25000	1					
9	GovMin Number	CIP1234		111802	3250	1					
10	GovMin Number	CIP1234		140210	17500	1					
11	GovMin Number	CIP1234		222000	-8500	1					
12	GovMin Number	CIP1234		190000	-187250	1					
13											
14											
15											
16											
17											
18											
19											
20											
21											

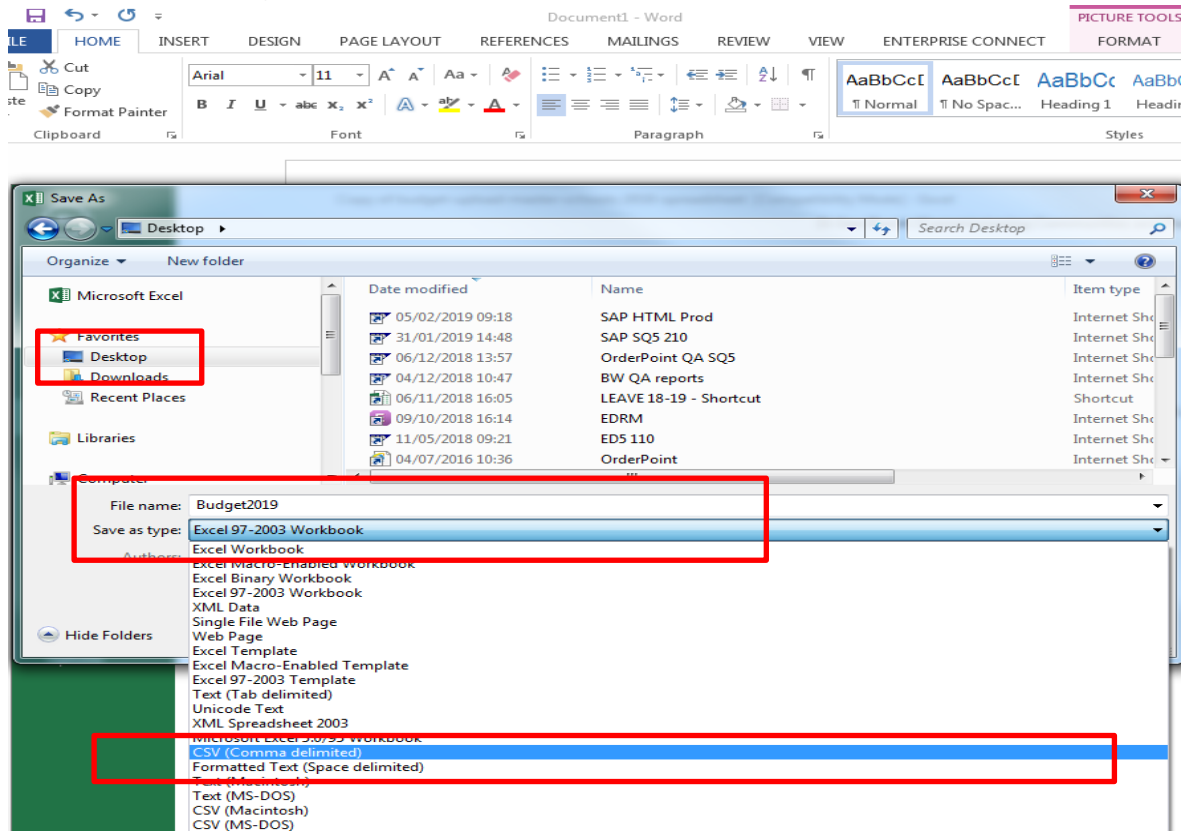
SAP SCHOOL BUDGET UPLOAD MASTER

READY AVERAGE: 0 COUNT: 7 SUM: 0 100%

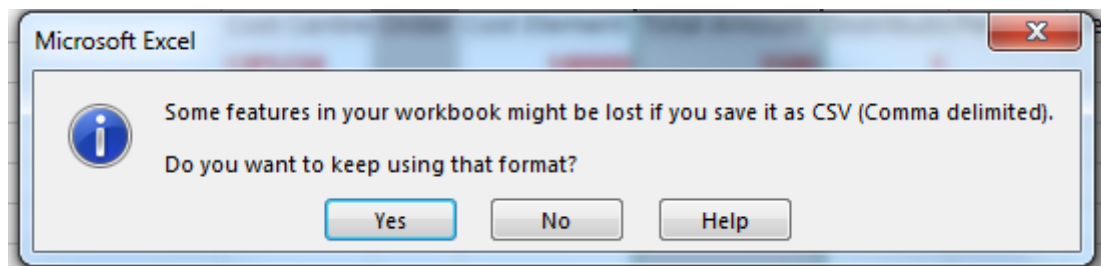
Tip: If the summary bar does not show Sum, right click on the summary bar and select Sum from the menu:



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

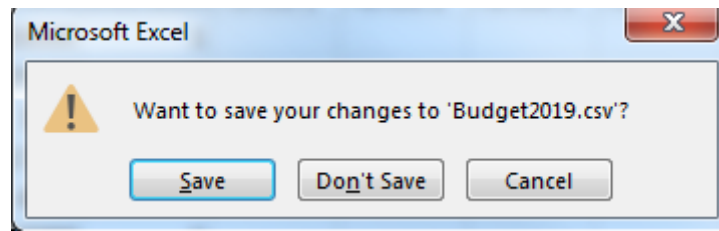


- Ensure you overwrite the file name 'BUDGET UPLOAD MASTER SCHOOLS 2019 SPREADSHEET V9' with a short file name (no spaces) eg **Budget2019**
- Before clicking **Save**, change the file type in **Save as type** to **CSV (Comma delimited)**
- Click **Save**
- Click **Yes** to this message:

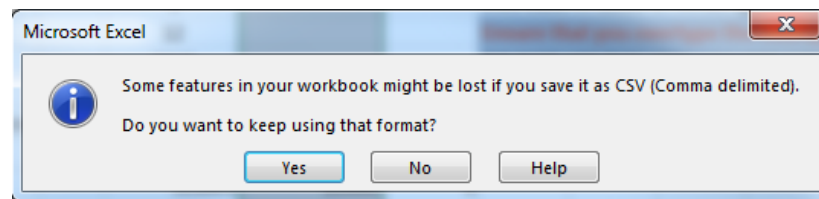


- Close the spreadsheet by the red cross (top right) before uploading – the upload will not work if it is left open

- When closing the file, you will be asked again to save changes, click **Save**



- If you have a message like the one below, click **Yes**

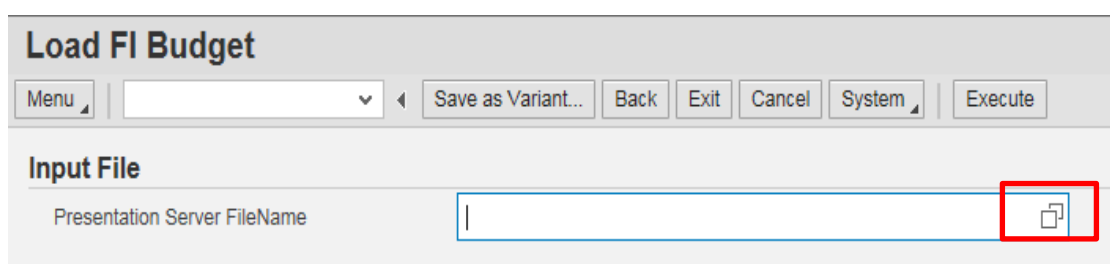


- If you see a message about replacing the file, click **Yes**
- The spreadsheet will close and is ready for upload

4.5 Uploading a Budget Virement Adjustment

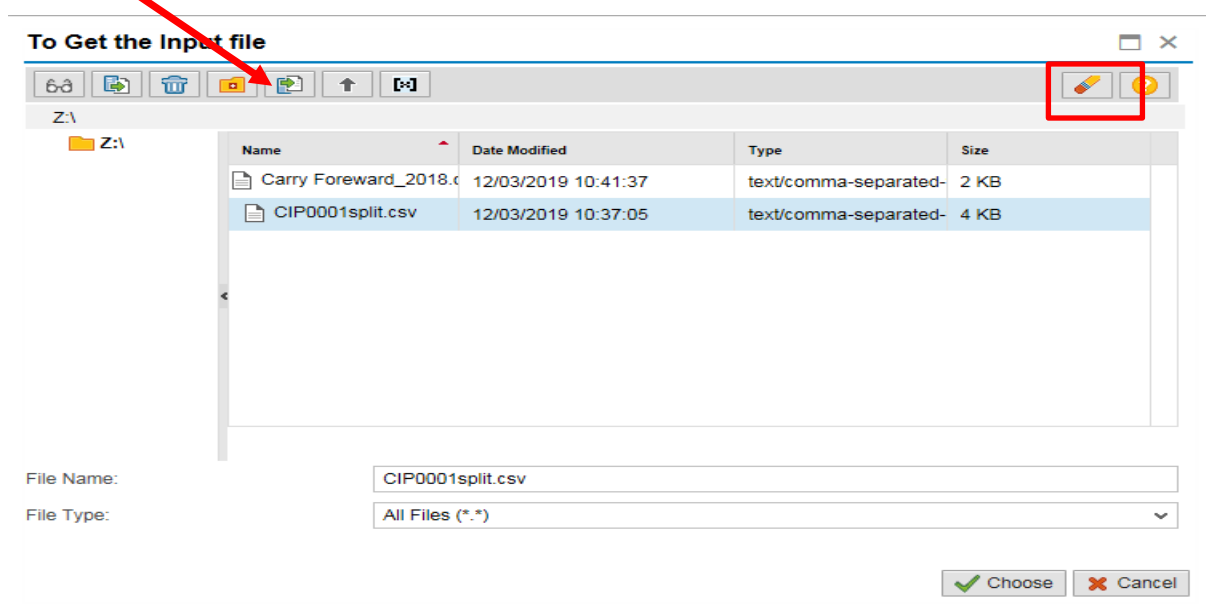
For the virement to appear in SAP you must upload the completed spreadsheet into SAP.

- Log onto 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



Note: Previously uploaded files will show in this screen. To clear any files showing highlight a file in the box then click on the **clear browser's file system** icon a pop up box will appear asking if you wish to clear all the history select yes

- When the box is empty of files navigate to the location of your csv file eg Desktop by clicking on the **green arrow Import icon** in the screen shown below:

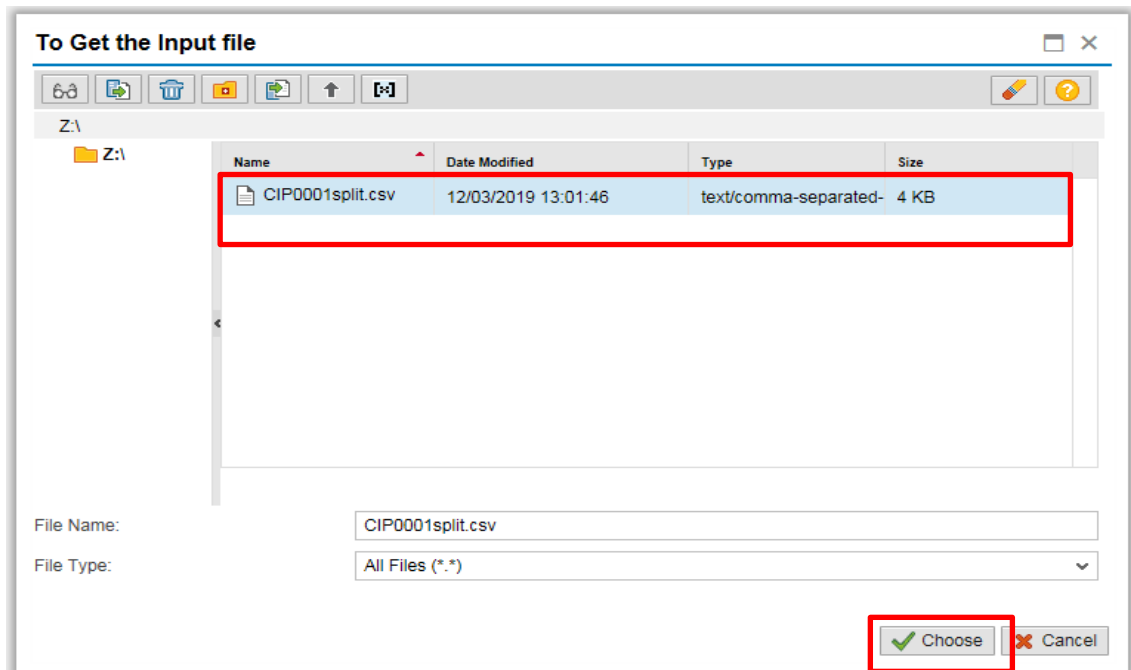


Name	Date Modified	Type	Size
Carry Forward_2018.c	12/03/2019 10:41:37	text/comma-separated-	2 KB
CIP0001split.csv	12/03/2019 10:37:05	text/comma-separated-	4 KB

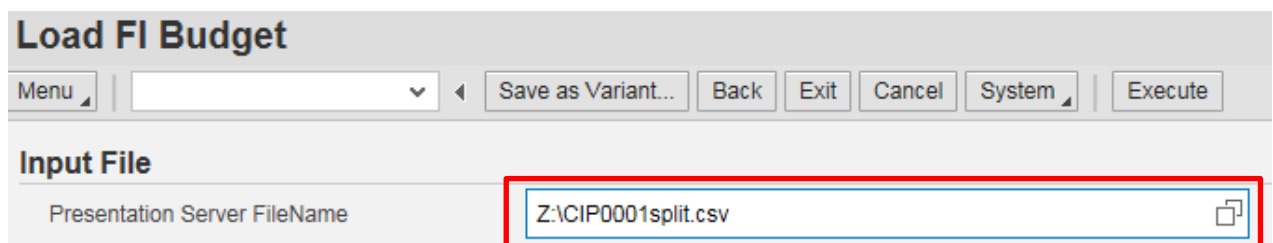
- **Click** on your csv file eg “Budget2019” and click **Open**

- Back in the **Input file** screen, your Budget2019 file shows. **Click** into the **grey cell** of your budget csv file to highlight the file line, then click **Choose**

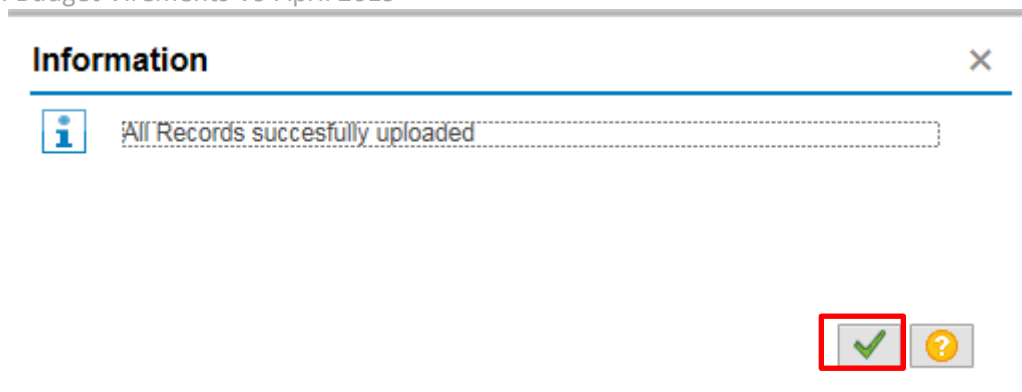
Note: Previously uploaded files will show in this screen. Select only the relevant file to upload.



- The file path and file name will show in the **Presentation Server** field (in the **Load FI Budget** screen)



- Click on **Execute**
- Once the spreadsheet has uploaded, a successful upload message will appear, so click on the green tick



- A further confirmation message will show on screen.
Note: if your upload has failed, the details will show here.

If you have errors you cannot resolve, please contact the Core Business Systems Support team.

- Please check that all records are successfully uploaded here before exiting

The screenshot shows the "Load FI Budget" screen. At the top, there is a "Menu" dropdown and a search field. Below these are navigation buttons: "Back", "Exit" (highlighted with a red box), "Cancel", and "System". The main content area displays the following information:

Version: T
From: 1 To: 12
Year: 2018

Cost Element	Cost Center	Order	Message text
111100	CIP0001		Successfully uploaded
111102	CIP0001		Successfully uploaded
111700	CIP0001		Successfully uploaded
111701	CIP0001		Successfully uploaded
111702	CIP0001		Successfully uploaded
111800	CIP0001		Successfully uploaded
111801	CIP0001		Successfully uploaded
111802	CIP0001		Successfully uploaded
111900	CIP0001		Successfully uploaded

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

4.6 Advice on setting profiles from automatic to manual

- If you wish to manually profile the budget (split the budget amount across periods 1 – 12), ensure the **Distribution Key** is blank
- Enter the total budget for that GL code in **Total Amount**
- Manually enter the budget split in the Period fields as required. These amounts must equal the total budget for that GL code

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
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			2019			DO NOT USE THIS SPREADSHEET FOR SIO's!										
5																	
6	Virement	Cost Cent	Order	Cost Elem	Total Amc	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9		
7	GovMin N	CIP1234		111800	150000	1											
8	GovMin N	CIP1234		111801	25000	1											
9	GovMin N	CIP1234		111802	3250	1											
10	GovMin N	CIP1234		140210	17500			5000			5000			7500			
11	GovMin N	CIP1234		222000	-8500	1											
12	GovMin N	CIP1234		190000	-187250	1											
13																	

4.7 Checking the Virement has successfully uploaded (KSBP report)

We recommend you check that your virement has successfully uploaded.

- Type **KSBP** into the **Menu** transaction field on the SAP home screen and press **Enter** on your keyboard
- In the next screen enter the following
 - **Cost Center** - type in your cost centre eg CIPxxxx
 - **Version** - type **T**
 - **Period** - **1 to 12**
 - **Fiscal Year** - the current year eg 2019 is 2019/20 financial year
 - **Layout** -click on the search squares and select **/SCHOOLS: Cost Element Planning** from the list, click on the **green tick**
- Click **Execute**

Display Plan Cost Line Items for Cost Centers : Initial Screen

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | **Execute**

Controlling Area: 1000

Cost Center: **cip0001** to []

or

Cost Center Group: []

Cost Element: [] to []

or

Cost Element Group: []

Planning Data

Version: t

Period: 01 to 12

Fiscal Year: 2019

Settings

Layout: /SCHOOLS Cost element planning

- A list of virements subtalled by the date uploaded will show on screen
- Note: Virements do not appear in the **S_ALR_87013620** (report of accounts), Plan version **C** on the day they are entered as they are consolidated overnight. They will appear in this report the following day.

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