

Section 5: Creating and Uploading SIO Budget Virements

This guide is for creating budgets for your SIOs and for moving budget between SIO codes.

DO NOT use this guide for uploading your annual (single line) budget split or normal budget virements between GL codes.

5.1 Preparing a SIO Budget virement for upload

- The preparation of the SIO virement is completed outside of SAP using the [SAP SIO Budget upload master spreadsheet](#). Always use a fresh spreadsheet template from this link – do not use a previously uploaded file.
- **Open** the spreadsheet and **save** to the desktop
- You are now ready to enter the details of your virement

Note:

- **Ensure you overtype the first line displayed in red (don't change text colour)**
- **When entering figures do not use commas or full stops eg 16000 not 16,000**
- **The SIO spreadsheet does not have to balance to zero.** SIOs are memo items only so they do not affect the budget for the GL codes.

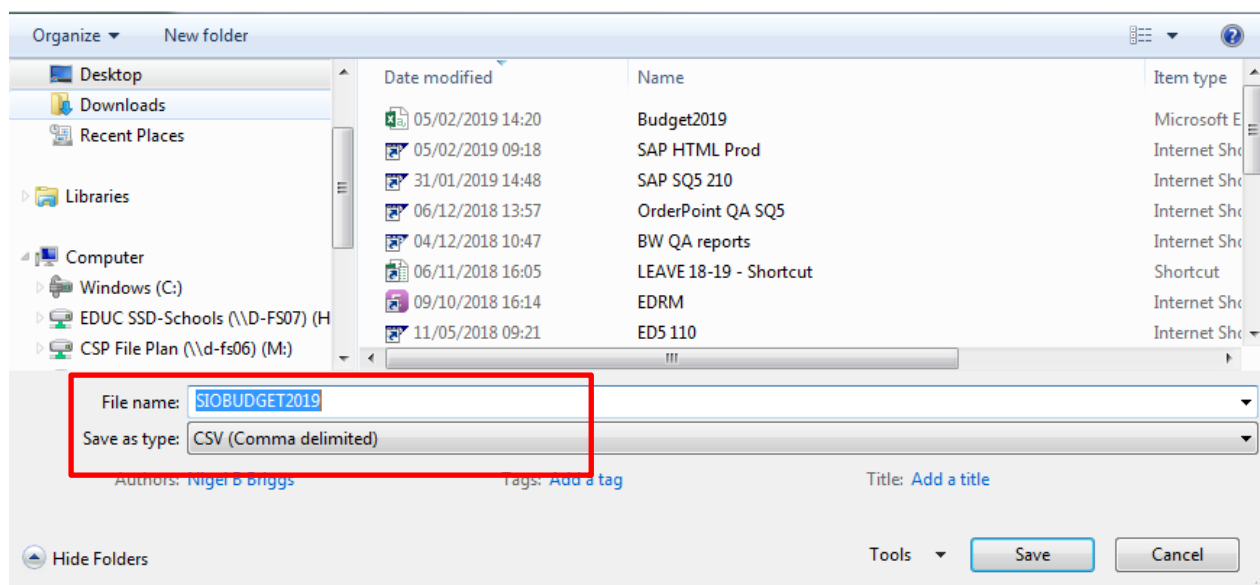
	A	B	C	D	E	F	G	H	I	J	K
1	Version			C		Note:	Increase in Income is minus against the income code				
2	From period			1			Decrease in costs is minus against the expenses code				
3	To period			12			Ensure that you overtype the example (in red below)				
4	Fiscal Year			2019			DO NOT USE THIS SPREADSHEET FOR COSTCENTRES!				
5											
6	Virement Description	Cost C	Order	Cost Element	Total Amount	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5
7	reason text		sio number (5.....)	140210	99999	1					

The following table shows the required inputs for the spreadsheet:

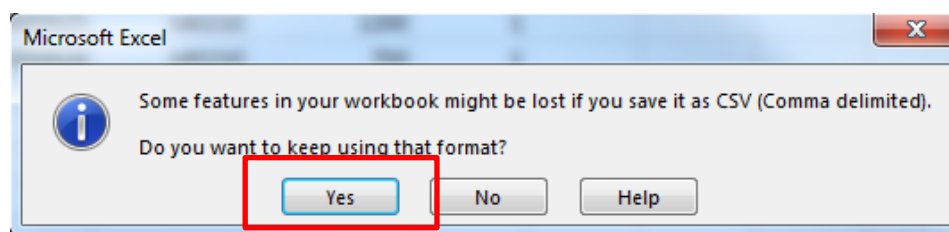
Description	Cell Reference	Required Input	Notes
Version	D1	C	This cell is protected and can only have the value 'C'.
From Period	D2	Required	1
To Period	D3	Required	12
Fiscal Year	D4	Required	The current financial year eg, 2019 for 2019/20.
Virement Description	A7 to Axx	Required	A description is required 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 relevant 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

5.2 Saving the Virement for Upload

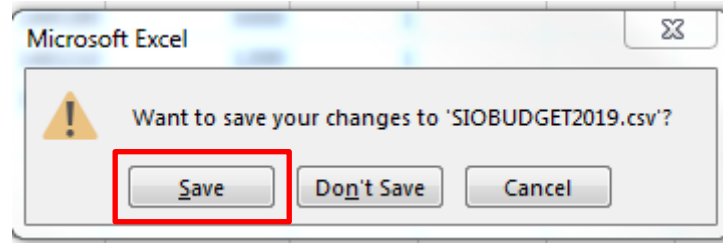
- Once the spreadsheet has been populated with the virement details, click **File, Save as** and navigate to **save to your desktop**
- Ensure you **overtyp**e the existing file name 'SAP SIO BUDGET UPLOAD MASTER' with a different file name eg "SIObudget2019"
- Change the file type in **Save as type** to **CSV (Comma Delimited)**



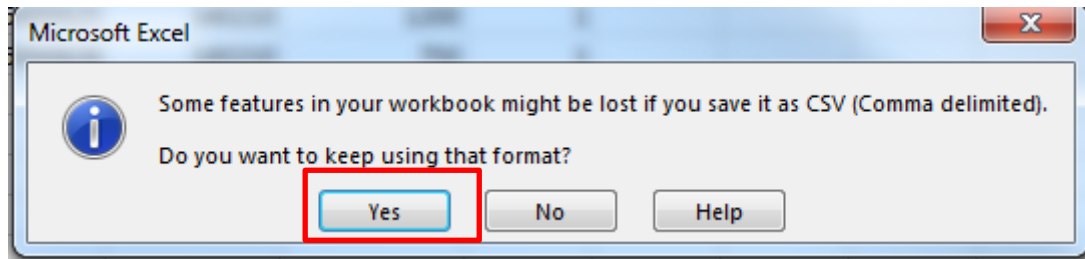
- Click **Save**
- Click **Yes** to the next message



- **You now have to close the spreadsheet before uploading - the upload will not work if it is left open**
- Click on the **red x** in the top right corner to close the spreadsheet then click **Save** in the following message



- Click **Yes** to confirm CSV format

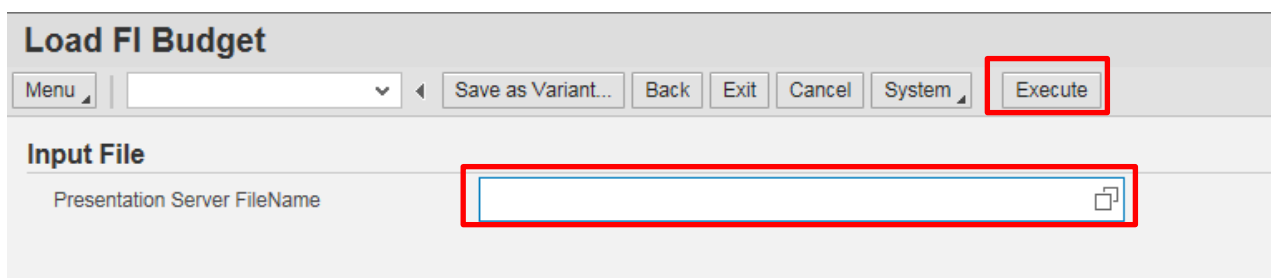


- The spreadsheet has closed and is ready for upload

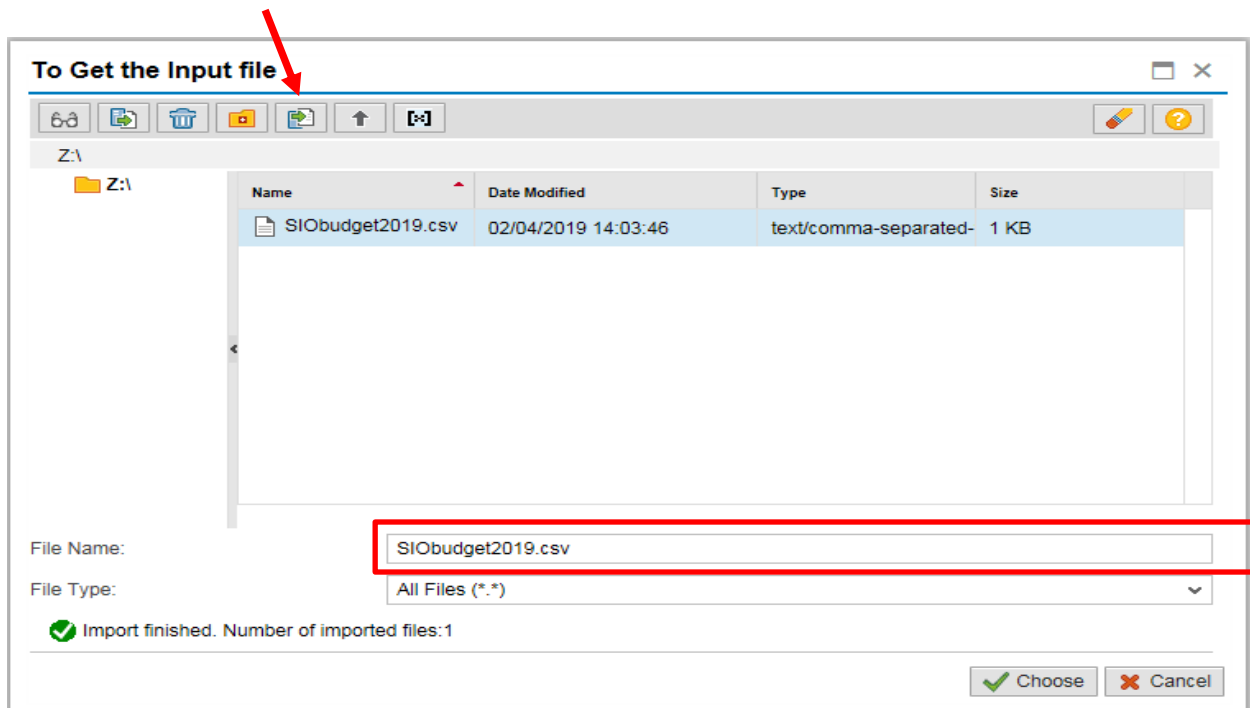
5.3 Uploading an SIO virement

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

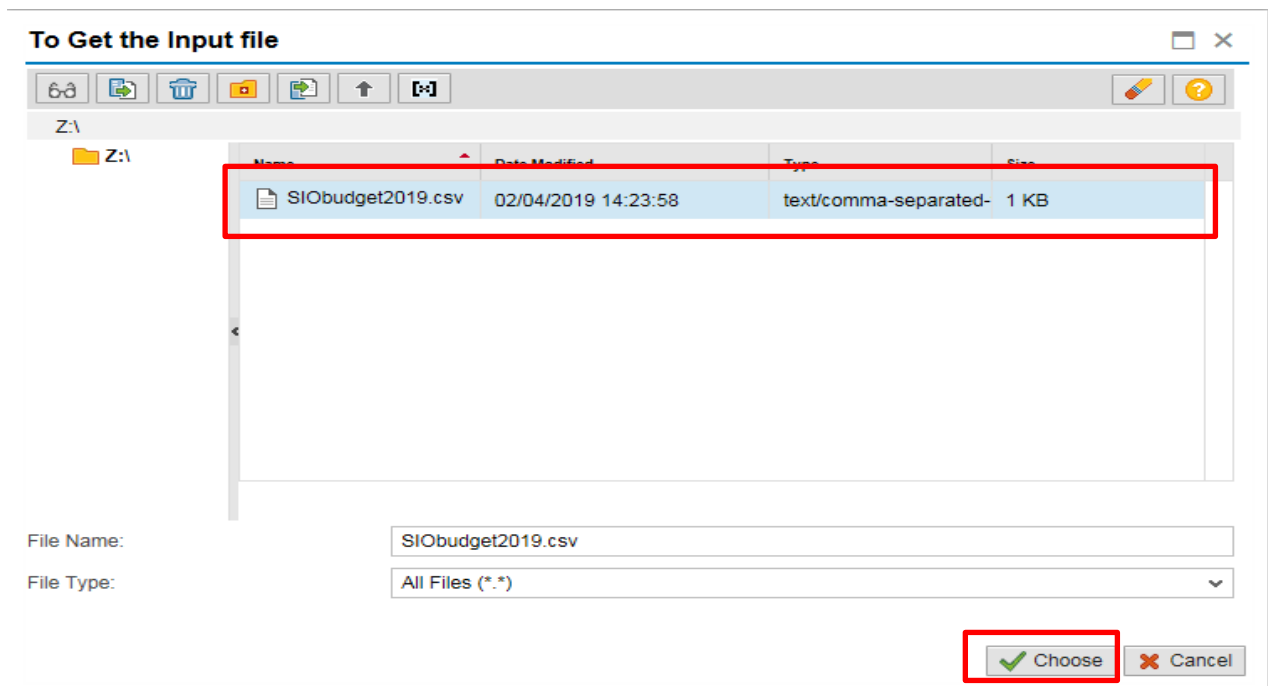
- Log onto **SAP**
- In the transaction bar, type in **ZSCHOOLBUDGET_LOAD** then click **Enter** on your keyboard
- In **Presentation Server Filename**, click on the **search squares** to navigate to your saved csv file



- Navigate to the location of your csv file eg Desktop by clicking on the **green arrow Import icon** in the screen shown below

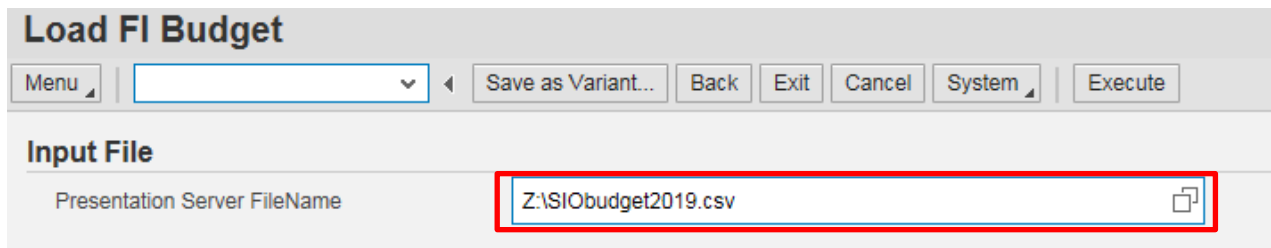


- **Click** on your csv file eg “SIOBudget2019” and click **Open**
- Back in the **Input file** screen, your SIOBudget file shows. Click into the **grey cell** of your budget csv file to highlight the file line, then click **Choose**

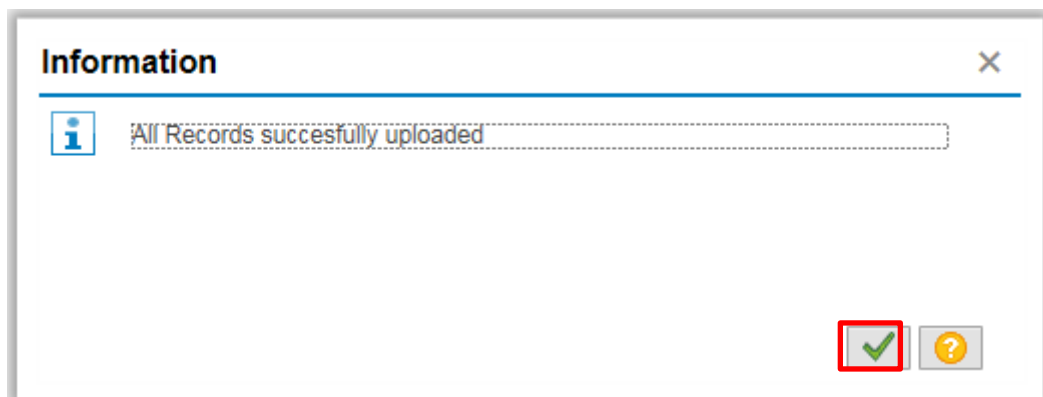


Note: Previously uploaded files will show in this screen. Select only the relevant file to upload.

- The file path and file name will now show in the **Presentation Server** field.
Click **Execute**



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



- A further confirmation message will show on screen, see below.
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 have been successfully uploaded here before exiting

Load FI Budget			
Menu [Dropdown] [Back] [Exit] [Cancel] [System] [Details] [S]			
Version: C From: 1 To: 12 Year: 2019			
Cost Element	Cost Center	Order	Message text
140210		V010000	Successfully uploaded
140210		V010001	Successfully uploaded
140210		V010002	Successfully uploaded
140210		V010003	Successfully uploaded
140210		V010004	Successfully uploaded

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

5.4 Checking the SIO Virement has successfully uploaded (S_ALR_87013000)

It is recommended that you check that your SIO virement has successfully uploaded.

- From the SAP main home screen, enter transaction code **S_ALR_87013000** into the transaction field, press **Enter** on your keyboard
- Enter the following on screen:
 - Fiscal Year** - current financial year eg **2019**
 - Period** - **1** to **12**
 - Plan Version** - type **C**
 - In **Order Group** - your **cost centre** eg CIP1234

- Click **Execute**

List: Actual/Plan/Commitments: Selection	
Menu [Dropdown] [Save as Variant...] [Back] [Exit] [Cancel] [System] [Execute] [Data Source...]	
Selection values	
Controlling Area	1000
Fiscal Year	2019
From Period	1
To Period	12
Plan Version	C
Selection groups	
Order Group	CIP0001
Or value(s)	[] to [] [Icon]
Cost Element Group	[] to [] [Icon]
Or value(s)	[] to [] [Icon]

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