

## Virements

Tips for completing your virement spreadsheets.

When completing the virement spreadsheet to **upload your school budget or move money around within your budget throughout the year**, follow the tips below to ensure it will upload successfully. **NB you have two master spreadsheets one is for your budget and the other for SIO's and has SIO in the title.** The spreadsheets need to be saved on your computer. Do not use them straight from the extranet or the e-mails sent to you.

1. The version of this spreadsheet is '**T**'. Make sure the **fiscal year is correct**. (The fiscal year is the first 4 digits of the financial year). Eg financial year 2014/2015 you will use 2014 for the fiscal year in the spreadsheet.
2. Ensure you **overtyp**e the detail on row 7 (This is purely an example as to what to put in the cells).
3. Enter the cost centre using **capital letters**.
4. **Use whole numbers**, no punctuation, commas or full stops
5. Make sure you either put a number 1 all the way down the 'distribution' column for every line you use or remove the number one and put figures in the periods you expect to spend or receive income.
6. The spreadsheet **must balance to zero**.
7. Only use each GL code **once**.
8. Save your spreadsheet with a **new name**.
9. Save the file type as a **CSV (Comma delimited) file Page 28 of new guide on extranet**. (you will be given a prompt 'do you really want to change the file type – click on YES).
- 10 Upload spreadsheet using the transaction **ZSCHOOLBUDGET\_LOAD** in SAP

## SIO Spreadsheet

1. The version of this spreadsheet is '**C**'. Make sure the **fiscal year is correct**. (The fiscal year is the first 4 digits of the financial year). Eg financial year 2014/2015 you will use 2014 for the fiscal year in the spreadsheet.
2. Ensure you **overtyp**e the detail on row 7 (This is purely an example as to what to put in the cells).
3. **Use whole numbers**, no punctuation, commas or full stops.
4. Make sure you either put a number 1 all the way down the 'distribution' column for every line you use or remove the number one and put figures in the periods you expect to spend or receive income.
5. The spreadsheet **does not have to balance to zero**

6. You can use **GL codes numerous times** (eg 140210) but each SIO can only be used once against each GL code.
7. Save the spreadsheet with a new name
8. Save the file type as a **CSV (Comma delimited) file page 37 of new guide on extranet.**(you will be given a prompt 'do you really want to change the file type – click on YES).
9. Upload the spreadsheet using the transaction **ZSCHOOLBUDGET\_LOAD** in SAP

Example of completed spreadsheet for a budget upload.

The screenshot shows an Excel spreadsheet with the following data:

Version	From period	To period	Fiscal Year	Note:
T	1	12	2013	Increase in Income is minus against the income code Decrease in costs is minus against the expenses codes

  

Virement	Cost Cent	Order	Cost Elem	Total Amc	Distributi	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Per
Governor	CIP0001		140210	2000	1							
Governor	CIP0001		121020	10000	1							
Governor	CIP0001		121030	12000	1							
Governor	CIP0001		121040	800	1							
Unall bud	CIP0001		190000	-24800	1							

Example of SIO budget upload spreadsheet

SAP SIO BUDGET UPLOAD MASTER [Compatibility Mode] - Microsoft Excel

	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) and s					
4	Fiscal Year			2013								
5												
6	Virement	Cost Cent	Order	Cost Elem	Total Amc	Distribut	Period 1	Period 2	Period 3	Period 4	Period 5	Period
7	Sio budget		5000001	140210	10000	1						
8	Sio budget		5000002	140210	1000	1						
9	Sio budget		5000003	140210	1500	1						
10	Sio budget		5000004	140210	500	1						
11	Sio budget		5000001	145550	2500	1						
12	Sio budget		5000002	145550	2000	1						
13	Sio budget		5000003	145550	1500	1						
14	Sio budget		5000004	145550	250	1						
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