



## Budget Planning Software - Release Version 12.0.0.0

### Document History

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## Introduction to R.V.12.0

The latest release of BPS is R.V.12.0. This document will take you through all the new functionality, along with a collection of system enhancements and bug fixes. As always, we value your input on how we can develop BPS to continue providing industry leading budgeting and forecasting solutions. If you wish to discuss any of the functionality contained within this document, please do not hesitate to contact the Support Team either by email ([support@orovia.com](mailto:support@orovia.com)) or by phone (01138 800 999)

## BPS Central Enhancements

### MAT Budget Forecast Reports - Employee Cluster Report

Within this release we have included MAT-wide employee reports. We have taken the reports you are familiar with at school level and produced consolidated data sets for Trust wide analysis with a similar structure. The reports assist in taking another step forward towards fully integrated MAT controls within the BPS system.

Within central view, head to 'SIS' then select 'Budget Forecast Reports'. Choose one of the clusters you have available, then select the relevant financial year.

**Forecast Cluster Report**

Search

Cluster: Test with all schools

Financial Year: 2019 Show

☐ Include All ☒ Submit Budget Forecast


	OFE No.	School	Principal Officer	Submission Date
<input type="checkbox"/>	9901	Cofam Manley Academy	Orovia Support	
<input checked="" type="checkbox"/>	4581	JB's	Orovia Support	04/09/2019

**Consolidated Reports**

Modules	Reports	Version
<input checked="" type="radio"/> Budget Forecast	<input type="radio"/> Summary	<input type="radio"/> Submit <input checked="" type="radio"/> Current
<input checked="" type="radio"/> Employees	<input checked="" type="radio"/> Summary Details	Financial Year: <span>2020</span> <span>Show</span>
	<input type="radio"/> Detailed FTE Summary	

Now select the schools you wish to include by selecting the 'Submitted' or 'Current' column, if you do not wish to include a school leave both fields blank.

If you select the 'Employees' module, the type will show you 'Summary', 'Summary Details' and 'Detailed FTE Summary'.

Reports		
Modules	Type	Version
<input type="radio"/> Budget Forecast <input checked="" type="radio"/> Employees	<input type="radio"/> Summary <input type="radio"/> Summary Details <input checked="" type="radio"/> Detailed FTE Summary	<input type="radio"/> Submit <input checked="" type="radio"/> Current <input checked="" type="checkbox"/> Include On Cost (NI and SA) 

You will be asked to select 'Submit' or 'Current', ensure you are selecting the same option as the ticks you provided above.

At this level, the reports are available in .csv format. This provides a fully formattable file in which you can run a myriad of calculations.

*A fantastic new feature in these reports is that you can now see the post description. This is extremely useful for categorizing employees by subject, contract type etc. Simply change this on the employee record and see it within the report, an example would be 'Music – Fixed Term'. This can assist with curriculum planning.*

Test with all schools

MAT Employee Detailed FTE Summary

DfE No.	School Na Code	Description	Gender	Chg	Surname	First Nam	Teaching Staff	Post Description
4563 JB's	2000	Teachers - Salaries/Allowances	Y	Adkins	Jennifer	Teacher (Main Scale	English- Contracted	
4563 JB's	2000	Teachers - Salaries/Allowances	Y	Bliss	Jacob	Teacher (Main Scale	Year 6 Teacher-Contracted	
9801 Callum M	2000	Teachers - Salaries/Allowances	Y	Bloggs	Jo	Teacher (Main Scale	Teacher of PE-Fixed	
9801 Callum M	2000	Teachers - Salaries/Allowances	Y	Bolton	Sara	Teacher (Main Scale	Maths-contracted	
4563 JB's	2000	Teachers - Salaries/Allowances	Y	Carter	Sam	Teacher (Main Scale	Year 2- Contracted	
9801 Callum M	2000	Teachers - Salaries/Allowances	Y	Cuffetall	Sofia	Teacher (Main Scale	PSHE- Contracted	
9801 Callum M	2000	Teachers - Salaries/Allowances	Y	Coverdale	Andy	Headteacher	Headteacher-Contracted	
9801 Callum M	2000	Teachers - Salaries/Allowances	Y	Curnow	Rachel	Teacher (Main Scale	Year 1-Contracted	
9801 Callum M	2000	Teachers - Salaries/Allowances	N	Daniels	Mary	Teacher (Unqualified	Teacher of PE-Contracted	
4563 JB's	2000	Teachers - Salaries/Allowances	Y	Doe	John	Headteacher	Headteacher-Contracted	
9801 Callum M	2000	Teachers - Salaries/Allowances	Y	Hartley	Jim	Teacher (Upper Scale	Year 3-Contracted	
4563 JB's	2000	Teachers - Salaries/Allowances	Y	Hewitt	Scarlette	Teacher (Upper Scale	Year 4 -Contracted	

## MAT Budget Monitoring Reports-Cluster Report

For customers who use cost centre budget monitoring within their database, we have now provided the ability to consolidate the school's data into a Trust report. As cost centres are often school specific, this report will only pull through the ledger code/line number values.

**Monitoring Cluster Report**

Search

Cluster	BM Cluster	Financial Year	2019
Module	<input checked="" type="radio"/> Budget Monitoring <input type="radio"/> Cost Centres Budget Monitoring	Period	April (8)
		Show	

## Pay Scales

### Pay Scale Bulk Upload

We have added functionality to the pay scale screen which will provide all our customers with the ability to easily and efficiently update their own pay scales. Click on 'Bulk Entry' to open the new options shown below.

**Pay Scale Bulk Details**

Select SMP

Point Id	Point Name	Description	Value 1 Applies From 01-04-2019 (£)	Value 2 Applies From 01-04-2020 (£)	Value 3 Applies From 01-04-2021 (£)	Value 4 Applies From 01-04-2022 (£)	Value 5 Applies From 01-04-2023 (£)
1	1		18032.50	20737.38	23847.98	27425.18	31538.96

Pay Scale Value Adjustment For SMP

Adjust pay value All year values

☒ **Percentage(%) Adjustment**

☐ Update values for All points with

☒ **Actuals** ☐ Round Off

Note: Adjusted pay scale values will not be saved until save performed

[Back To Pay Scale](#)

**Round Off** – This will provide the calculated values as whole integers

**Actuals** – This will provide the resulting values with two decimal places.

**Percentage (%) Adjustment** – This now allows the user to increase the values on the pay scale in relation to the column to the left. So if a decision is made that a specific pay scale will see an increase of 2.75%, you just need to type that in to the field, leave the default option of 'Future Year Values' above, and click 'Calculate'. These increases can also be applied to each year individually, providing flexibility to accommodate any 5-year structure required.

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*THIS FEATURE IS AVAILABLE IN BOTH CURRENT AND FUTURE YEAR DATA AND WILL HEAVILY  
REDUCE THE USERS RELIANCE ON CONTACTING SUPPORT FOR CHANGES.*

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## Funding Allocation

It is now possible to make modifications to the funding allocation rates whilst the year end process is in place. There is now an option to 'Update Future Year'. If you are in the future data tab, you will have the option to 'Update Current Year'.

Key Stage	2018 (£)	2019 (£)	2020 (£)	2021 (£)	2022 (£)
Nursery	0.00000	0.00000	0.00000	0.00000	0.00000
▶ Foundation	2771.75000	2771.75000	2771.75000	2771.75000	2771.75000
Key Stage 1	2771.75000	2771.75000	2771.75000	2771.75000	2771.75000
Key Stage 2	2771.75000	2771.75000	2771.75000	2771.75000	2771.75000

☒ Update Future Year Data

## Central & School Enhancements

### Pay Elements Notification

We have now tailored the pay elements notification to display only in schools which have been affected by the change. So, if a pay scale that you are not using is amended, you won't be requested to regenerate your employee scenarios.

### Ledger Codes

Another search parameter has been provided in both the school and central tables. You can now search by the ledger code profile.

#### List of Available Ledger Codes

Search

Ledger Codes/Description

Line Numbers  -----Choose-----

Profile  Manual

Manual

Monthly

Termly Split

Rates

Winter Weighting Monthly

June

Sept, Jan

Quarterly

May, July 80/20

Even 6 Month split

Code Description

No records to display

Add Ledger Codes

## List of Available Ledger Codes

Ledger codes can now be freely updated within both 'Central Data' and 'Future Data'. This is available in both the central and school side views.

**Ledger Code Details**

**E03 - EDUCATION SUPPORT STAFF**

Ledger Code

1060

Description

Technicians / Nursery Assistant Gross Pay

Profile

Termly Equal

☒ Locked

☒ Exclude from Other Income & Expenditure

☐ Inflation Amended

2019/20 0.000

2020/21 0.000

2021/22 0.000

2022/23 0.000

2023/24 0.000

Created User:

system On 18/06/2019 11:10:16

Update

Cancel

☒ Update Future Year

[Back To Ledger Code](#)

## Performance Pay

This release brings the new functionality of pay bands for teaching roles. As part of this development, we have implemented a new 'Performance Pay' option for teaching, as seen below.

**Performance Pay**

Teaching

PIR

0.00%

Un-Appraised

0.00%

Achieved

0.00%

Above Achieved

0.00%

Outstanding

0.00%

Non-teaching

PIR

10.00%

Un-Appraised

20.00%

Achieved

30.00%

Above Achieved

40.00%

Outstanding

50.00%

Save

Cancel

☒ Update Future Year

## Contracts

### List of Available Employees

Any employee who has a paternity/maternity contract allocated to them will now be highlighted within the employee list of a scenario. This provides easier navigation when investigating any calculations.

**List of Available Employees**

Scenario : Working Budget 19/20

Amount : £936,194.41

Salary Statement option

☐ include all Employees in ☐ individual file ☐ consolidated file

[Print Statements](#) | [Print Guidelines](#)

Search For Employee

Emp Name

Gender

Job Role

Cost Centre

[Show All](#)

**List of available employees**

Page size: 20

Initials	Name	Job Role				
	Hartley Jim	Teacher (Upper Scale)				
	Harvey Acey	Teacher (Main Scale)				
	Hewson Jack	Admin Assistant Grade 2 (9-13)				

### Employee Scenario Reports

‘Summary’, ‘Summary Details’, ‘Cost Centres Summary’ and ‘Cost Centres Summary Details’ report previews will also show the highlighted entries as seen on the previous screen.

**Scenarios Summary**

Select Financial Year | 2019/20

☒ Summary Report ☐ Summary Details Report

Scenario Name Working Budget 19/20

[Back To Scenarios](#) | [Back To Scenario Details](#)

Totals(£)	£212,320.17	£210,804.76	£210,159.40	£210,070.39	£209,665.47	£211,751.90	£211,703.29	£213,300.60	£213,277.44	£215,201.72	£215,924.91	£215,621.12	Totals (£)
Name	Sep19 (£)	Oct19 (£)	Nov19 (£)	Dec19 (£)	Jan20 (£)	Feb20 (£)	Mar20 (£)	Apr20 (£)	May20 (£)	Jun20 (£)	Jul20 (£)	Aug20 (£)	
<b>2000 - Teachers - Salaries/Allowances</b>													
Bealey Ally(Teacher (Main Scale) )	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£2,638.83	£31,666.00
Bowers Harry(Teacher (Upper Scale) )	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£8,333.33	£100,000.00
Harvey Acey(Teacher (Main Scale) )	£1,863.13	£531.47	£19.11	£-21.27	£-21.27	£48.57	£-13.08	£6.90	£-13.08	£6.90	£2,118.85	£1,863.13	£6,389.38
Pickering Beth(Teacher (Main Scale) )	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£3,102.17	£37,226.00
Thomas Bailson(Teacher (Upper Scale) )	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£3,054.08	£36,649.00

We have also adjusted the value present within the employee reports. Previously, the system only displayed the cost out and held the rebate off until the budget was created. The employee reports will now show as cost minus rebate. This ensures there will be no difference between the calculations shown in these reports, and the ‘Budget/Forecast’ screen.



Further to this, we have provided a new ‘Contract Details’ table at the bottom of the reports. This lays out everyone’s contract cost and rebate, month by month.

Contract Details													
Total Contract Costs	£1,533.70	£1,575.56	£1,321.05	£48.52	£48.52	£48.52	£48.52	£32.35	£0.00	£0.00	£0.00	£0.00	£4,656.73
Contract Analysis	Sep/19 (£)	Oct/19 (£)	Nov/19 (£)	Dec/19 (£)	Jan/20 (£)	Feb/20 (£)	Mar/20 (£)	Apr/20 (£)	May/20 (£)	Jun/20 (£)	Jul/20 (£)	Aug/20 (£)	Totals (£)
2000 - Teachers - Salaries/Allowances	£32.35	£0.00	£0.00	£0.00	£0.00	£1,533.70	£1,575.56	£1,321.05	£48.52	£48.52	£48.52	£48.52	£4,656.73
Jackson Jackie (Teacher (Upper Scale))	£1,485.18	£1,575.56	£1,321.05	£48.52	£48.52	£48.52	£48.52	£32.35	£0.00	£0.00	£0.00	£0.00	£4,608.21
Teaching Maternity (National Scheme) - Cost (2000)	£2,174.53	£2,133.52	£1,879.01	£606.48	£606.48	£606.48	£606.48	£404.32	£0.00	£0.00	£0.00	£0.00	£9,017.27
Teaching Maternity (National Scheme) - Rebate (2000)	£689.35	£557.96	£557.96	£557.96	£557.96	£557.96	£557.96	£371.97	£0.00	£0.00	£0.00	£0.00	£4,409.06

## Pay Bands

### Job Roles

As mentioned above, we have now provided the option to apply pay bands to job roles allocated to the ‘Teaching Staff’ type.

Job Role Details

Job Role

Pay Scale

Authorities

Name

Deputy Head

Gross Ledger Codes

2000 Teachers - Salaries/Allowances

Super Annuation Ledger Codes

2010 Teachers - Supn

National Insurance Ledger Codes

2005 Teachers - N.I.

☐ Weeks Paid Applies

☒ TLR Apply

☐ MBA

☐ Other Fixed Allowances

☐ SEN Funding

☐ Quick Calculator

FTE factor 5 year values

Pos

Post

Increment Cycle

Yearly

September

1

Award Month

September

FTE

32.50000

Hours

Type

Teaching Staff

Pay Band

Spot Salary % Increment

0.00%

Save

New

[Back To School Job Roles](#)

## School Side Enhancements

### Staff Details

BPS will no longer remove historic timelines when unselecting ‘Auto-Increment’ on the ‘Personal’ tab of an employee. This will ensure all current contracts remain when making changes to future projections.

We have also provided a new feature of a "Next" and "Previous" employee option within the individual ‘Staff Details’ screen. These navigation options will work based on the search conditions chosen in the ‘List of Available Employees’ page.

## Staff Details

Personal Job Role - Teacher (Main Scale) Honorary Summary

[Consolidated salary statement](#)

Title: Mr  
Surname: Bloggs  
First Name: Jo  
Post Description: Teacher of PE  
Notes: Employee basic information copied from [9801]-Callum Manley Academy to [2507]-Masterman Academy  
[View / Edit Remarks](#) | [Change Log](#)

Pay Roll Number: 0058  
Gender: Male ☐ Override SA  
Joining Date: 01/09/2018  
Created By: schmaster on 14/01/2020 14:34:55

Job Roles	End Date	Auto Increment	Super annuation	Spot Salary	Cost Centres	Job Pay Roll Number
Teacher (Main Scale)	10/12/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Save

Bealey Ally Bowers Harry

There is also now a small menu button in the bottom right corner. This produces a full list of employees in which you can quickly navigate to a different record without the need to head back to the original employee list screen.

List of available employees

Name	Payroll number
Brent Sarah	
Brigg Sandra	
Clarke Ellen	
Davison Bradley	
Hanson Julie	
Holland Amy	

Total employee(s) : 50

Close

## Salary Statements

BPS now holds a new salary statement template, for both teaching and non-teaching employees. An example of these new templates can be seen below. These can export either on an individual employee basis, or a bulk download of all statements in one.



AcademyBPS

### Salary Statement

Employee: Mr Blevins Buddy

Nene Park - Orovia Support UK  
7640

On the date of 01/09/2018, Mr Blevins Buddy is contracted to Upper Pay Range - 1 (£26,728.80) with an FTE of 0.80 Annual Salary - £33,776.80.

Description	Pay Point	Annual Salary
Teacher (Upper Scale)	Upper Pay Range - 1	£26,728.80
TLR	TLR 2.1	£3,200.00
SEN		£2,348.00
Other Allowance		£1,500.00
Total:		£33,776.80

Notes:

Signed:

Date:



AcademyBPS

### Salary Statement

Employee: Mr Blevins Buddy

Nene Park - Orovia Support UK  
7640

On the date of 01/04/2018, Mr Blevins Buddy is contracted to an annual salary of £11,468.11.

Job Role /Grade	Point	FTE Salary	Other Allowances	Hours per Week	Weeks Paid(inc. holidays)	Annual Salary
Admin (14-17)	UK Support - NJC - 15	£17,072.00		30	43.2	£11,468.11
Total						£11,468.11

Notes:

Signed:

Date:

## Tag Allocation

New options have now been provided within the employee tagging screen. You can now select any of the below options to dictate how you would like the future years' values to calculate.

**Employee Job Role Details**

Scenario : Working Budget 19/20

Amount : £2,221,296.69

Staff Name : Coverdale Andy

Pay Roll Number : 0007

[Generate summary statement](#)

Job Role	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)
Headteacher	£109,799.57	£117,087.52	£119,485.82	£120,672.40	£121,891.03

[Back To Employees](#) | [Back To Employees Details](#)

Total allocated amount : £109799.567

☒ Fixed Percentage ☐ Inflation ☐ None

2000 - Teachers - Salaries/Allowances Totals	£109799.567	£117087.516	£119465.820	£120672.400	£121891.032					
Tag Name	Perc (%)	2018/19 (£)	Perc (%)	2019/20 (£)	Perc (%)	2020/21 (£)	Perc (%)	2021/22 (£)	Perc (%)	2022/23 (£)
Leadership	80	87839.654	80	93670.013	80	95572.656	80	95537.917	80	97512.826
Contract Time	15	16469.935	14.066	16469.935	13.786	16469.935	13.648	16469.935	13.512	16469.935
SEN Funding	5	5489.978	0	0	0	0	0	0	0	0

Save Cancel Close

**Fixed Percentage** – This will keep the percentage rate entered in the first year and auto-populate this for the future years; see leadership example in the screenshot.

**Inflation** – This will lock the value that has been entered in the first year, and present the same in future years; see example contract time in the screenshot

**None** - Current year's modification will not carry to any future years.

*These settings are also available in Funding and Other Income and Expenditure.*

## Payroll Reconciliation

We have implemented another 'Save' button to show at the top of the reconciliation screen. Ledger code filtering is now also present, to quickly navigate to relevant employees.

Scenario

Employee Scenario Name

Description

Payroll Reconciliation Description

Period

March (12)

[Test PayRoll Reconciliation File.csv](#)

☒ Basic View ☐ Detailed View

[Generate Summary Comparison](#) [Reset](#)

Reconciliation

Exception

1 2

Filter : Choose...

Page 1 of 2 (12 items)

Basic					NI				
Name	Job Pay Roll Number	Calculated	Actual	Variance	Variance %	Calculated	Actual	Variance	Variance %
1100 - Gross Pay									

## Funding Allocation

Any comment will now save upon completion, the scenario does not need to be saved for the comment to hold.

The screenshot shows the 'Funding Allocation Version Details' window. At the top, it displays 'DFE No.: 2507' and 'Version Description: GAG Statement 20/21'. The 'School' is 'Masterman Academy'. A 'Print' button is available with options for '2018/19', '2019/20', '2020/21', '2021/22', '2022/23', and 'All Years'. There are 'New Version' and 'Save' buttons, and a checkbox for 'Inflation Calculation'. A 'Comments' dialog box is open in the center, containing the text 'Student A Mobility possible next year additional pupil adjustment prediction from 21/22'. The dialog has 'Save' and 'Close' buttons. The background shows a table with columns for 'Item Name', '2021/22 (£)', '2022/23 (£)', and 'Comments'. The table lists various funding items like 'AWPU FUND', 'BASIC EN', 'PUPIL LE', and 'English as an additional language'.

## Other Income and Expenditure

Any comment will now save upon completion, the scenario does not need to be saved for the comment to hold.

The screenshot shows the 'Other Income & Expenditure Details' window. It displays 'Version Description: Submitted Budget 2.0' and has 'Save' and 'New Version' buttons. A note states: 'Note: Cost Centre values will not be saved until save performed on OtherIE'. There are 'Report with Cost Centres' and 'Report without Cost Centres' links. An 'Enter Notes' dialog box is open, containing the text 'grant A 2200' and 'grant B 1600'. The dialog has 'Save' and 'Close' buttons. The background shows a table with columns for 'Revenue', 'Capital', 'SEN Capital', 'Income', 'Expenditure', and 'Balance'. The table lists various income and expenditure items like 'A0-GAG funding', 'A2-Other Govt Grants', and '1011 - Pupil Premium'.

We have also provided a 'Would you like to save now?' option within this screen when the time out limit is reached. This provides further opportunity to save your work when the system has been idle for a while.

The screenshot shows a warning dialog box titled 'Other I&E'. The message reads: 'You are working on other income & expenditure without saving the changes from past 5 minutes. Would you like to save now?'. There are 'Yes' and 'No' buttons. The dialog box is highlighted with a red border.

## Budget Forecast

We have completely changed the 'Cost Centre Allocation' process within this release. The system now provides an option to auto create an allocation when you bring the budget together.

Calculation Details

Employees:	Working 19/20	Emp Scenario Total	£305,388.94
Funding:	GAG Funding - 1	Funding Total	£571,314.38
Other I/E:	Other I/E 18/19 - 1	Income Total	£412,988.00
		Expense Total	£754,532.00
		Balance Total	£-75,618.56

Name: Approved Budget Forecast 20/21  
Description:  
Notes:

☒ Auto Cost Centres Allocation

Save Reset

When you choose to repopulate your budget, the cost centre allocation will now refresh alongside it. Ensure the below button is ticked when repopulating the budget. This alleviates the need to create multiple allocations for a budget, removing the risk of the system reading a historic version.

Message

Working Budget 19/20 Current

Variance

2018/19 2019/20 2020/21 2021/22 2022/23

Details	Saved	Actual	Variance	Apply
Employees	£457,040.26	£457,066.99	£26.73	<input checked="" type="checkbox"/>
Funding	£1,011,517.09	£1,011,517.09	£0.00	<input checked="" type="checkbox"/>
Other Income	£88,924.00	£88,924.00	£0.00	<input checked="" type="checkbox"/>
Other Expenditure	£470,644.00	£470,644.00	£0.00	<input checked="" type="checkbox"/>
Balance	£172,756.83	£172,730.10	£26.73	<input checked="" type="checkbox"/>
Balance B/Fwd	£150,000.00	£150,000.00	£0.00	<input checked="" type="checkbox"/>
Balance C/Fwd	£322,756.83	£322,730.10	£-26.73	<input checked="" type="checkbox"/>

☒ Staffing Assumptions ☒ Cost Centre Allocation

Notes : Employee salary calculations last updated on 13-03-2020 @13:16:27 by SCH Master

Re-check salary calculation Repopulate Undo Close

'GAG Report' has now been renamed to 'BFR Report'

## Cost Centre Allocation

You can also manually refresh the cost centre allocation by heading to the page and selecting the button show below.

The screenshot shows the 'Cost Centre Allocation' page. At the top, there is a search bar with fields for 'Name', 'Description', 'Budget forecast', and 'Financial Year' (set to 2019), and a 'Show All' button. Below this is a table with columns: 'Name', 'Budget Forecast', and 'Description'. The first row is highlighted in yellow and contains the text 'Cost Centre Allocation Name', 'Budget Forecast Name', and 'Cost Centre Allocation Description'. A red box highlights a button in the top right corner of the table. A modal dialog box is open in the center, titled 'Repopulate Cost Centre Allocation Name'. It contains a question mark icon and the text: 'Are you sure, you want to repopulate 'Cost Centre Allocation Name' with latest Budget Forecast - 'Budget Forecast Name' data?'. At the bottom of the dialog are 'Yes' and 'No' buttons.

## School Profile

We have now provided a new setting within the 'School Profile'. Until this is ticked, TLR rates will not be amendable at school level. If changes have been made previously, this will be ticked by default upon system update.

The screenshot shows the 'School Profile' page. At the top, there is a 'Details' tab and an 'Options' tab, which is selected and highlighted with a red box. Below the tabs is a form with various settings. On the left, there are dropdown menus for 'School Phase' (set to 'Special'), 'Non-Grammar', 'Sub Phase' (set to 'Primary'), and 'Funding Type' (set to 'Government'). In the center, there are checkboxes for 'Specialist School', 'Exceptional Site', 'Hide Central TLR's', and 'Allow SEN'. On the right, there are checkboxes for 'Non-Single Status', 'Area Course', 'Allow FTE Zero', 'Consider Weekdays Salary Calculations', 'Split Site', 'Allow Employee SA Override', 'Allow Defining Salary Data', and 'Edupay'. A red box highlights the 'Allow SCH TLR' checkbox, which is currently unchecked. At the bottom of the form is a 'Save' button.

## Cost Centre Vs Funding

Any allocations made within the 'Cost Centre vs Funding' page will now be held when the new year is opened within the system.

**Cost Centre Vs Funding Allocation**

**Financial Year** 2019

Cost Centre Vs Funding Allocation

Total Cost Centre vs Funding Allocations : 14

Default Cost Centre: Choose... Apply to All Save

Description	Ledger Code	Cost Centre
Orovia Test Budget Section		
0	9601 - Devolved Capital Allocation	Cost Centres - Cost Centre Name <span>×</span> <span>▼</span>
1	5159 - Ext. sch. facilities income (community)	Choose... <span>▼</span>
3	9601 - Devolved Capital Allocation	Choose... <span>▼</span>

## Sensitivity Profiling

Sensitivity profiles have now been developed to include negative percentage changes. Please be aware that any items entered within a profile will build on top of any other inflationary changes already present in the scenarios.

**Sensitive Profile Details**

[Back to Employee Sensitive data](#)

Name: Grant Funding Decrease

Description: 24/9/19

Percentage: -3.0 %

Type: Funding Income

Month: October Year: 2020/21

Amended By: SCH Master on 24-09-2019

Created by: SCH Master on 24-09-2019

Maximum 3 adjustment allowed for each Type

Add

**Teaching**

Month - Year	%		
September - 2018	2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Non Teaching**

Month - Year	%		
September - 2018	2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Funding**

Month - Year	%		
September - 2018	2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>
September - 2019	-2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
October - 2020	-3.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Income**

Month - Year	%		
September - 2018	2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Expenditure**

Month - Year	%		
September - 2018	2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## Budget Monitoring

### Budget Profile and Cost Centre Budget Profile

Comment boxes have been provided on the 'Revenue Summary' and 'Capital Summary' tabs.

Staffing

Revenue

Capital

Exceptions

Income

Expenditure

Balance

Summary

Revenue Budget

Budget Monitoring Report for Month Ended 30th November 2019

Revenue Summary

		Original Budget (Current) (£)	Actual To Date (£)	Calculated Remaining From Budget Months (£)	Adjustments (£)	Expected Out Turn (£)	Variance (£)	Comments
Income	<a href="#">Funds Delegated by The LEA</a>	12,507,658	594,754	4,169,186	70	4,764,010	-7,743,648	
	<a href="#">Funding for 6th Form Students</a>	0	0	0	0	0	0	
	<a href="#">SEN Funding</a>	0	35,400	0	0	35,400	35,400	
	<a href="#">Standard Funds</a>	0	36,629	0	0	36,629	36,629	
	<a href="#">School Standards Grant (Pupil focused)</a>	0	29,000	0	0	29,000	29,000	
	<a href="#">Other Income</a>	0	12,198	0	0	12,198	12,198	
	<a href="#">Community Focused Extended School Income</a>	0	2,295	0	0	2,295	2,295	
Total Income		12,507,658	710,276	4,169,186	70	4,879,531	-7,628,127	
Expenditure	<a href="#">Teaching Staff</a>	55,281	153,988	20,593	80	174,661	-119,380	

The system will now retain any "Key Variance & Reason for Variance Comments", "Revenue and Capital Summary Comments" and "Adjustments (£)" from previous version onto the latest version. These setting can be switched on/off. Please contact the Support Desk for these to be applied/removed.

<b>Key Variances:</b>	
Income -	<div>BUDGET PROFILE - 6 - REVENUE INCOME SUMMARY KEY VARIANCES COMMENTS</div> <div>06-01-2020 - Retaining Hold Key Variance &amp; Reason for Variance Comment. Retaining Revenue / Capital Summary Comments AND Retain Adjustments (£) Values From Previous Monitoring Version - TEST - CREATED IN BUDGET PROFILE DESCRIPTION - 8 - 6/1/2020.</div>
Expenditure -	<div>BUDGET PROFILE - 6 - REVENUE EXPENDITURE SUMMARY KEY VARIANCES COMMENTS</div> <div>06-01-2020 - Retaining Hold Key Variance &amp; Reason for Variance Comment. Retaining Revenue / Capital Summary Comments AND Retain Adjustments (£) Values From Previous Monitoring Version - TEST - CREATED IN BUDGET PROFILE DESCRIPTION - 8 - 6/1/2020.</div>
Expected Outturn as per previous monitoring report dated	(dd/mm/yyyy) 01/01/1900
Expected Outturn as per this monitoring report	4,549,487
Variance	4,549,487
<b>Reason for variance:</b>	<div>BUDGET PROFILE - 6 - REVENUE INCOME AND EXPENDITURE SUMMARY REASONS FOR VARIANCES COMMENTS</div> <div>06-01-2020 - Retaining Hold Key Variance &amp; Reason for Variance Comment. Retaining Revenue / Capital Summary Comments AND Retain Adjustments (£) Values From Previous Monitoring Version - TEST - CREATED IN BUDGET PROFILE DESCRIPTION - 8 - 6/1/2020.</div>

Staffing Revenue Capital Exceptions									
Note: Calculated Remaining From Budget Months (£) column value considered from Budget Forecast - Budget Forecast Name									
Code	Description	Original Budget (Current) (£)	Actual To Date (£)	% Spent/ Received	Calculated Remaining From Budget Months (£)	Adjustments (£)	Expected Out Turn (£)	Variance (£)	

We have also provided an option to select any budget forecast for the 'Calculated Remaining from Budget Months' calculations. This will continue to work the same within the staffing, by looking at the current version. The amendment is focused around the 'Revenue' tab.

### Budget Profile Details

Description: Budget Profile Description Month: February (11)

Budget Forecast: Budget Forecast Name

Other I/E Calculated Remaining: Budget Forecast Name

File Types

☒ BPS (PRN) ☐ BPS (CSV) ☐ South Glos (CSV)

Note: The Estimated remaining values changed in staff, income, expenditure will reflect in balance and summary calculations only if you have saved data.

[Clear Comments](#) [Monitoring Analysis](#) [Summary Report](#) [CFR Codes](#) [Ledger Code](#)

Ledger Code:

[Save](#) [Save Summary](#)

Staffing Revenue Capital Exceptions

Note: Calculated Remaining From Budget Months (£) column value considered from Budget Forecast - Budget Forecast Name

Code	Description	Original Budget (Current) (£)	Actual To Date (£)	% Spent/ Received	Calculated Remaining From Budget Months (£)	Adjustments (£)	Expected Out Turn (£)	Variance (£)	
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A new setting has been provided for monitoring scenarios, through which they can now be locked.

### List Of Available Budget Profiles (2019/20)

Description	Budget Forecast	File Name	Period	Created Date	Created User	
Budget Profile Description	Budget Forecast Name	prn Format prn	February (11)	28-02-2020	ADMIN BPS	<input checked="" type="checkbox"/>

[New Budget Profile](#) [Mark For Central Report](#) [Lock](#)

Note: Tick marked profiles are used for central reporting

Budget Profile

Are you sure you want to lock Budget Profile?

[Yes](#) [No](#)

This can be found in the 'List of Available Budget Profiles/Cost Centre Profiles' screen. On selecting a profile from within the table the button will be enabled. Scenarios cannot be unlocked by the school user once the setting has been applied. This right is held by the admin accounts on the database.

### List Of Available Budget Profiles (2019/20)

Description	Budget Forecast	File Name	Period	Created Date	Created User	
Budget Profile Description	Budget Forecast Name	prn Format prn	February (11)	28-02-2020	ADMIN BPS	<input checked="" type="checkbox"/>

[New Budget Profile](#) [Mark For Central Report](#) [Unlock](#)

Note: Tick marked profiles are used for central reporting

Successfully Locked budget profile

When the Budget Profile/Cost Centre Profile is 'Marked for Central Report' the record will automatically lock, and you will not be able to unlock it unless it has been deselected first. This ensures that any scenarios provided for a consolidated report cannot be amended further.

All reports will also now have a repeating page header. 'Save' buttons and page numbers are now present both the top and bottom of the Budget Profile/Cost Centre Profile details screen.

E03-EDUCATION SUPPORT STAFF		0	21,142	0	0	0	21,142	-21,142
1060	Technicians / Nursery Assistant Gross Pay	0	14,738	0	0	0	14,738	-14,738
1064	Technicians / Nursery Assistants National Insurance	0	807	0	0	0	807	-807
1065	Technicians / Nursery Assistants Superannuation	0	1,960	0	0	0	1,960	-1,960
1260	ATA Gross Pay	0	3,373	0	0	0	3,373	-3,373
1264	ATA National Insurance	0	100	0	0	0	100	-100
1265	ATA Superannuation	0	164	0	0	0	164	-164

12 CFR Codes Filter: Choose... Page 1 of 2 (22 items)

Ledger Code

Comments

DETAILED SCENARIOS WITH UPDATED COMMENTS IN ALL CODES WHICH ARE USED EITHER IN STAFFING - FUNDING - OIE SCENARIOS , EITHER CODES SHOW UP BASED SELECTED BF OR OIE OR CURRENT BF.

a. Retaining Hold Key Variance & Reason for Variance Comment from previous latest version to new version in CFR Budget Monitoring.  
b. Retaining Revenue/Capital Summary Comments previous latest version to new version in CFR Budget Monitoring.  
a. Retain Adjustments (X) Values From Previous Monitoring Version. (Others ☐ Budget Monitoring).

Save Save Summary

[Back To Budget Profile](#)

## Cost Centre Budget Profile

Cost Centre Budget Profiles have also been provided with some new report formats, 'Cost Centres Balance Details' and 'Cost Centres Balance'.

Reports

Type	Sub Type	
<input checked="" type="radio"/> Cost Centre <input type="radio"/> Ledger Code <input type="radio"/> Ledger Code With Cost Centre <input type="radio"/> CFR Codes <input type="radio"/> CFR Codes With Cost Centre	<input type="radio"/> All <input type="radio"/> Staff Report <input type="radio"/> Income Report <input type="radio"/> Expense Report <input checked="" type="radio"/> Cost Centres Balance Details <input type="radio"/> Cost Centres Balance	<input type="checkbox"/> Node Report Ledger Code Suffix : Choose... 