



VERSION 14.2

October 2022



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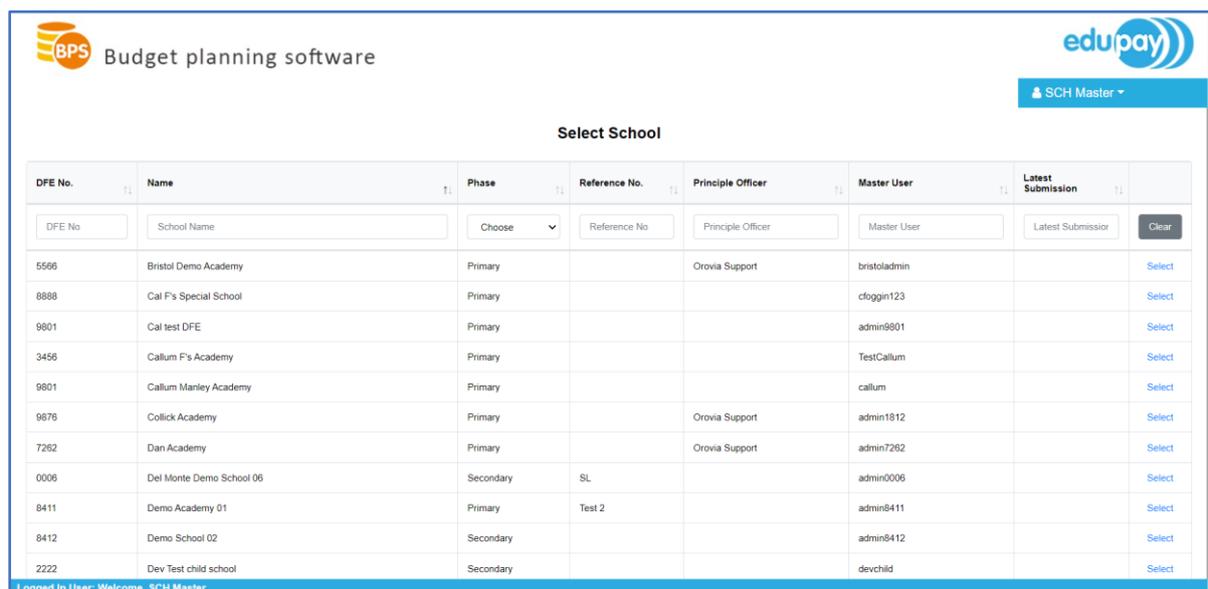
User Interface

We have redesigned the user interface for BPS, bringing a more modern feel and look to the system as well as making many enhancements to functionality.

School Side

Select School

When selecting a school now, all schools will appear by default. We have brought in filter options to allow you to search (e.g., for a specific school).



DFE No.	Name	Phase	Reference No.	Principle Officer	Master User	Latest Submission	
<input type="text" value="DFE No"/>	<input type="text" value="School Name"/>	<input type="text" value="Choose"/>	<input type="text" value="Reference No"/>	<input type="text" value="Principle Officer"/>	<input type="text" value="Master User"/>	<input type="text" value="Latest Submission"/>	<input type="button" value="Clear"/>
5566	Bristol Demo Academy	Primary		Orovia Support	bristoladmin		Select
8888	Cal F's Special School	Primary			cfoggin123		Select
9801	Cal test DFE	Primary			admin9801		Select
3456	Callum F's Academy	Primary			TestCallum		Select
9801	Callum Manley Academy	Primary			callum		Select
9876	Collick Academy	Primary		Orovia Support	admin1812		Select
7262	Dan Academy	Primary		Orovia Support	admin7262		Select
0006	Del Monte Demo School 06	Secondary	SL		admin0006		Select
8411	Demo Academy 01	Primary	Test 2		admin8411		Select
8412	Demo School 02	Secondary			admin8412		Select
2222	Dev Test child school	Secondary			devchild		Select

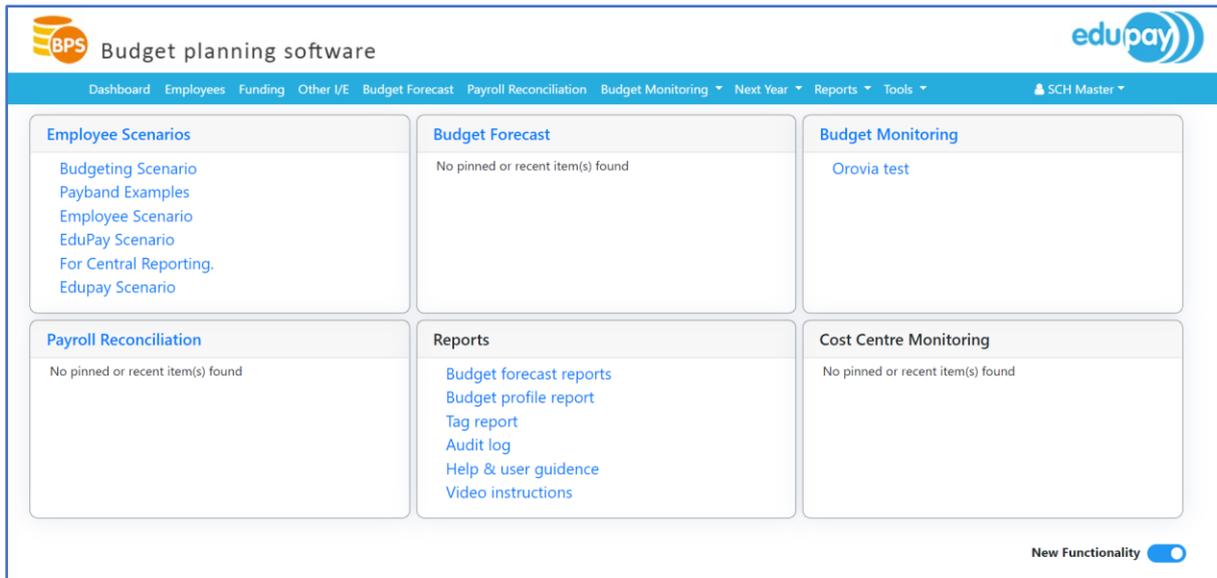
Logged In User: Welcome, SCH Master

You can click into the school by clicking anywhere along the line or into the 'Select' button on the right-hand side.

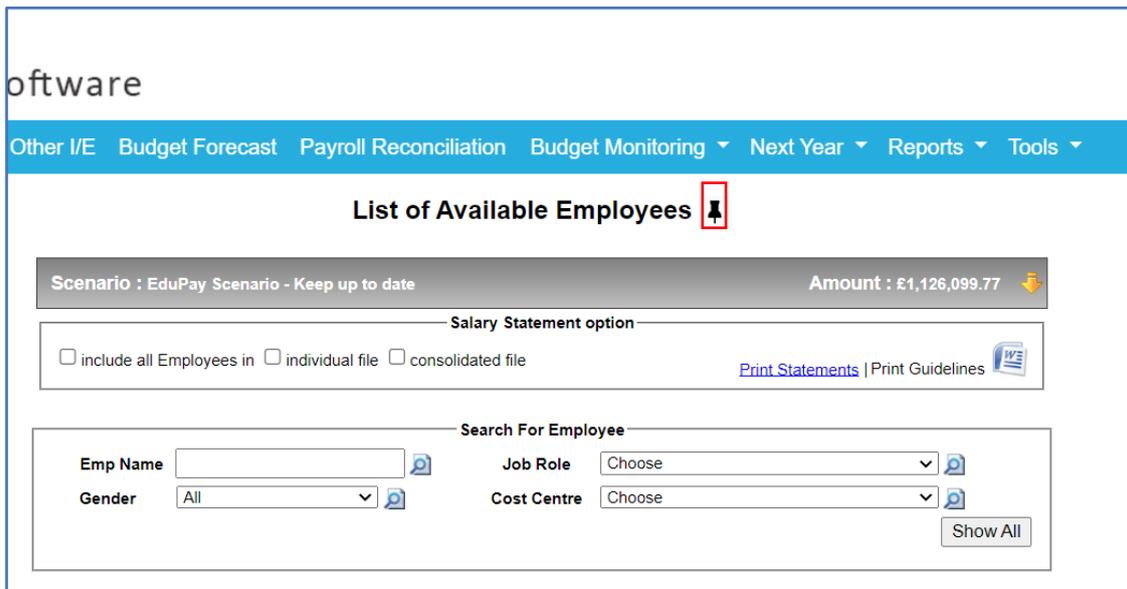
Dashboard

Once you have selected a school you will be taken to the new dashboard functionality. This will allow you to pin specific elements or will display 'recent' areas of the system you have been working on. The current cards we have are:

- Employee Scenarios
- Budget Forecast
- Budget Monitoring
- Payroll Reconciliation
- Report
- Cost Centre Budget Monitoring



To pin a scenario, click the pin icon while in the desired scenario.



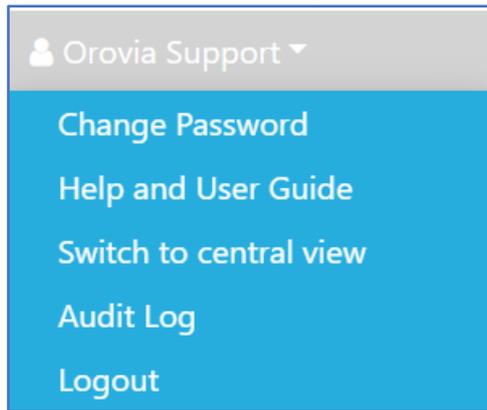
Menu

We have made a big change to the layout of the menu options, now displaying these across the top of the screen to allow for a less cramped feel. We have also rearranged the location of the options within the menus.



Username

There is now a name drop down on the right hand-side with the following options under (the same as within Edupay) –



Dashboard



This will take you back to the dashboard you see when you are first logging in.

Employees, Funding & Other I/E



When clicking into these options now you are taken directly to the list of scenarios for each area.

Other I/E – List

Along with the changes to how the Other I/E now looks we have also improved the functionality within here too.



To add a scenario, you now have the option of creating a new blank scenario or copying from an existing scenario and working from there.

Add Scenario ✕

Scenario Name

Copy From

To create a blank scenario, enter a scenario name and click 'Save'. Alternatively, if you are copying from an existing scenario choose the scenario during the creation of the new scenario.

Once the scenario is created, you will then have the option of going into ledger codes or cost centre level (depending on which way you prefer to work). These are the same options as before, but the icons have been removed for clarity.

Other I&E (2021/22)											
Search <input style="width: 80%;" type="text" value="Scenario Name"/>									<input type="button" value="Add Scenario"/>		
Scenario Name	Date	Created By	Income (£)	Expenditure (£)	Balance (£)		Ledger Codes	Cost Centres	Budget Builder	Sensitive Profile	Delete
Testing	29-06-2022	SCH Master	235,484.00	1209550.00	30000.00		<input type="button" value="Ledger Codes"/>	<input type="button" value="Cost Centres"/>	<input type="button" value="Budget Builder"/>	<input type="button" value="Sensitive Profile"/>	<input type="button" value="Delete"/>
TEST	05-04-2022	SCH Master	0.00	0.00	0.00		<input type="button" value="Ledger Codes"/>	<input type="button" value="Cost Centres"/>	<input type="button" value="Budget Builder"/>	<input type="button" value="Sensitive Profile"/>	<input type="button" value="Delete"/>

Other I/E – Ledger Code

Dashboard Employees Funding Other I/E Budget Forecast Payroll Reconciliation Budget Monitoring Next Year Reports Tools

SCH Master

Other I&E (2021/22) Testing

[Report with Cost Centres](#) | [Report without Cost Centres](#)

Auto Fill

		Totals								
		Income	Expenditure	Balance	£235484	£237594	£240106	£243100	£246672	
Ledger Codes	Line Number	Cost Centre	Profile	Tagging	2021/22 (£)	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	Notes
1011 - Pupil Premium	A2	Cost Centres	Manual	Tagging	10000	12000	14400	17280	20736	✓
1075 - Other YPLA Grants - excluding Capital	A2		May, July 80/20	Tagging	5484	5594	5706	5820	5936	+

We have removed the line number as a filter option and brought it into its own column, with ledger codes in numerical order (these can be sorted using the headings at the top).

In addition to this we are now displaying the profile of the ledger code. As part of our enhancement to this section you can click on the profile link; this will then allow the user to manually control the budget spend. If manually amended, this will override the existing profile and saves a 'manual profile'.

1011 - Pupil Premium

Current Profile: Manual

2021/22 (£) 2022/23 (£) 2023/24 (£) 2024/25 (£) 2025/26 (£)

Currently Allocated £ 10000

		Months												
Values	September	October	November	December	January	February	March	April	May	June	July	August	Total	
£	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10000	
%	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	100.00	

Note: Total months percentage should be 100

Save

N.B. The percentage should equal back to 100 if profiling manually. When cost centres are full allocated the wording 'Cost centre' will go green

All changes in your Other I/E scenario will now automatically save however when amending a phasing profile, the save button will still be required.

Auto Fill

In the top right-hand side of the page the above options are available.

Auto Fill - We have renamed the inflation tick box to be 'Auto Fill'. This means it will automatically fill the future years when entering a value.

Save As – Renamed from new version, this allows you to save a new scenario by copying from this one under a new name.

Refresh – Another new piece of functionality; when inflation for ledger codes is changed within the background you can now refresh the scenario and pull these changes into it rather than having to manually update lines.

Clear Comments – A small bug fix, this option will now clear comments from cost centre level too.

Other I/E – Cost Centre

The cost centre view has changed too –

Again, we have brought the line number into its own column rather than a filter option (you can search at the top if needed) we are also now displaying the budget builder via the cost centre view.

BPS Budget planning software edupay

Dashboard Employees Funding Other I/E Budget Forecast Payroll Reconciliation Budget Monitoring Next Year Reports Tools SCH Master

Other I&E (2021/22) Testing

Search: Cost Centres Save As Refresh

Cost Centres			2021/22 (£)	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)
EDU - SUPPORT STAFF	Budget Builder	Ledger Codes	50550	50551	50552	50553	50554
ENG - ENGLISH	Budget Builder	Ledger Codes	550	551	552	553	554
FIN - FINANCE	Budget Builder	Ledger Codes	10700	10900	11104	11312	11524

Using the cost centre view, you are able to allocate this back to the ledger codes by selecting the ledger codes options.

Other I&E (2021/22) Testing

			20
	Budget Builder	Ledger Codes	
	Budget Builder	Ledger Codes	
	Budget Builder	Ledger Codes	

We are again now displaying the profile and the tagging option here too.

EDU - SUPPORT STAFF

Search Ledger Code

Ledger Codes	Line Number	Profiling	Tagging	2021/22 (£)	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	Notes
Total Allocated (£)				50550	50551	50552	50553	50554	
1011 - Pupil Premium	A2	Manual	Tagging	0	0	0	0	0	+
2295 - Technicians - Overtime	B1	Monthly	Tagging	0	0	0	0	0	+
2300 - Premises Staff - Salaries	B2	Monthly	Tagging	0	0	0	0	0	+
3000 - Building Projects/Maintenance	C0	Monthly	Tagging	0	0	0	0	0	+
3220 - Rent	C1	Monthly	Tagging	0	0	0	0	0	+
4757 - 16/9/19	E04	Monthly	Tagging	500	500	500	500	500	✓

Total Ledger Codes : 8 Save Cancel

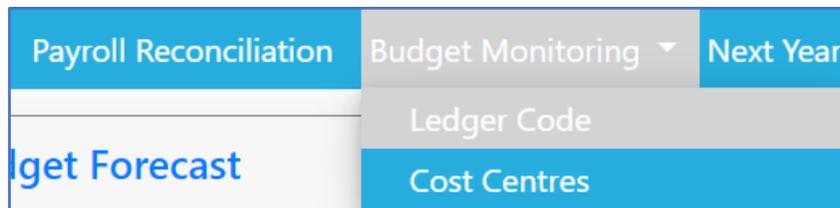
When you select 'Tagging' you can apply the percentage you would like to go to each tag.

Fixed Percentage Inflation None Amount allocated to Ledger Code (£) 0

Tag Name	2021/22 (£)		2022/23 (£)		2023/24 (£)		2024/25 (£)		2025/26 (£)		Notes
	%	£	%	£	%	£	%	£	%	£	
Pupil Premium	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
Sport Grant	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
Maths	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
School A	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
School B	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
English	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
Trips	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+
Teaching School	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	+

Total Tag Allocation: 8

Payroll Reconciliation & Budget Monitoring



We are now displaying payroll reconciliation as its own tab across the top.

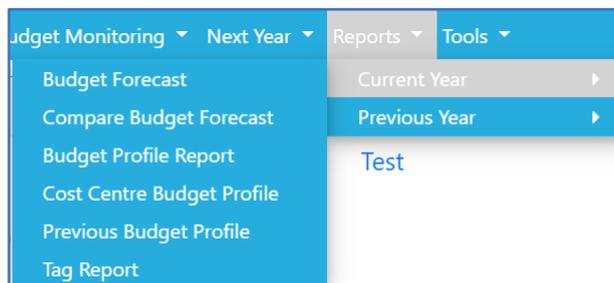
Budget Monitoring now has the options of Ledger Code (Budget Profile) and Cost Centres (Cost Centres Budget Profile)

Next Year

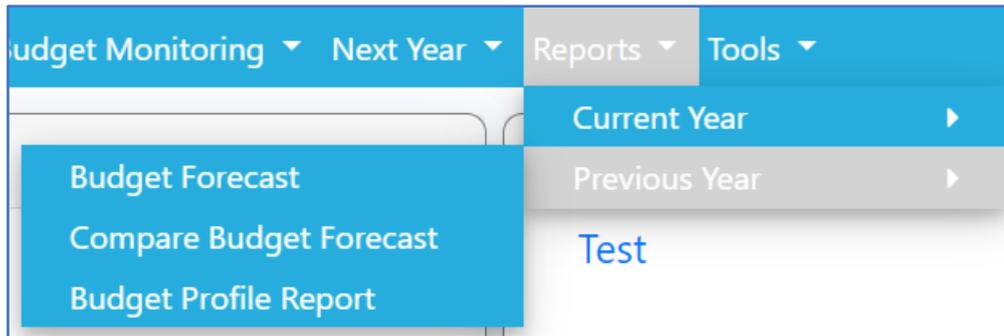
Employees, Funding and Other I/E again will take you directly into those scenarios.

The main change to the next year area is the pay elements option. Under here we are displaying the systems pay elements -

Reports

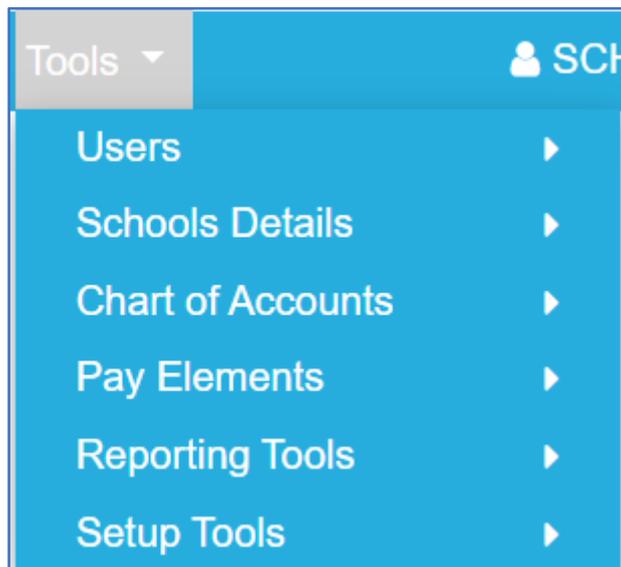


If you click into previous year > Budget forecast, this is where your previous budget forecasts can be found.



Tools

Tools, this is a new menu option added where we have the following



Users – This is where new accounts can be created. Roles, user, and access rights.

School Details – We have school logo and school profile under here.

Chart of Accounts – Under this menu option we have the previous menus, Ledger Codes, Cost Centres, Unassigned ledger codes, Cost Centres > Ledger Codes, Cost Centres vs Funding, Nodes, Nodes vs Cost Centres

Pay Elements – Pay Scales, Pay scale Timelines, TLR Rates, SEN Payments, Superannuation, Performance Pay, Contract,

Reporting Tools – Sensitive Profiles, Tagging, Quick Calculator, Cost Centre Allocation

Setup Tools – Move Employees, Payroll Mapping Details

Central Side

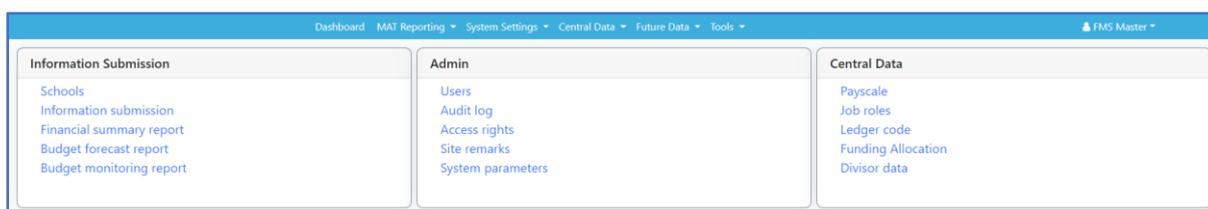
Menu

We have also made the same change to central side menus. These are mainly changes to the layout of the menu items.



Dashboard

You will also see the dashboard central side too which shows commonly used items.



MAT Reporting



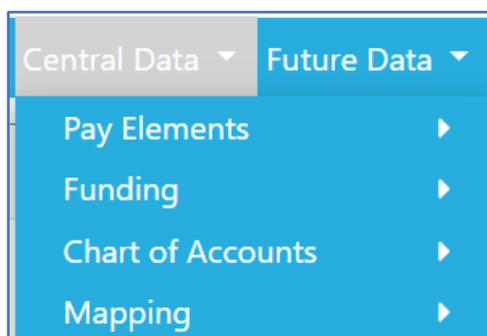
If you are not an academy this will be referred to as 'Consolidated Reporting'

Under this menu, we have the options of Central Employees (v12.2) along with our budget reporting.

This central reporting area is being used as what will work towards enhanced functionality for a 'MAT Level' in future releases.

Central Data

We have made some changes to the central data/Future data layouts a shown below



Pay Elements

Central Data ▾ Future Data ▾ Tools ▾

- Pay Elements ▸
- Funding ▸
- Chart of Accounts ▸
- Mapping ▸

- Pay Scales
- Pay Scale Approvals
- Pay Scale Bands
- Pay Scale Timelines
- Performance Pay
- School Job Roles
- TLR Rates
- SEN Payments
- Superannuation
- Divisor Data
- Divisor Payband Data
- Divisor Year Range
- Contract

School Job Roles

We now have the option of assigning school job roles to an individual schools or an authority.

Job Role Details

Job Roles | Pay Scale | Authorities

Name: Access to Learning (29-37)

Gross Ledger Codes: 2630 Finance & Admin - Salaries

Super Annuation Ledger Codes: 2640 Finance & Admin - Supn

National Insurance Ledger Codes: 2635 Finance & Admin - NI

Weeks Paid Applies FTE Factor

Has Divisor

TLR Apply SEN Funding

MSA Quick Calculator

Other Fixed Allowances

Increment Cycle: Yearly | April | 1

Award Month: April

FTE: 36.50000 Hours

Type: Non-Teaching Staff | Pay Band

WFC - Post Description: [Dropdown]

WFC - Role ID: [Dropdown]

Spot Salary % Increment: 0.00%

Assign Jobrole: Authority Schools

Save | New

[Back To School Job Roles](#)

Funding

Central Data ▾	Future Data ▾	Tools ▾
Pay Elements ▶		
Funding ▶		Budget Sections
Chart of Accounts ▶		Funding Allocation
Mapping ▶		Funding Simple Entries

COA

Central Data ▾	Future Data ▾	Tools ▾
Pay Elements ▶		
Funding ▶		Central Data
Chart of Accounts ▶		Line Numbers
Mapping ▶		Ledger Codes

Mapping

Central Data ▾	Future Data ▾	Tools ▾
Pay Elements ▶		
Funding ▶		Central Data
Chart of Accounts ▶		Payscale
Mapping ▶		Payroll Mapping Details
		Budget Monitoring Details
		Profile Details
		Code Mapping
		Budget Output File Mappings
		Clusters

Tools

