



## 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		
<input type="checkbox"/> Include All <input checked="" type="checkbox"/> Submit Budget Forecast				
<input type="checkbox"/>	SFE No.	School	Principle Officer	Submission Date
<input checked="" type="checkbox"/>	0001	Cafan Manley Academy	Orovia Support	04/09/2019
<input checked="" type="checkbox"/>	0001	BPS	Orovia Support	04/09/2019

**Consolidated Reports**

Modules	Type	Version
<input type="radio"/> Budget Forecast <input checked="" type="radio"/> Employees	<input type="radio"/> Summary <input checked="" type="radio"/> Summary Details <input type="radio"/> Detailed FTE Summary	<input type="radio"/> Submit <input checked="" type="radio"/> Current Financial Year: 2020 <input type="button" value="CSV"/>

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 Name Job Role	Teaching Staff
4561 JB's	2000	Teachers - Salaries/Allowances	Y		Adkins	Jennifer	Teacher (Main Scale)
4562 JB's	2000	Teachers - Salaries/Allowances	Y		Bliss	Jacob	Teacher (Main Scale)
9801 Callam M	2000	Teachers - Salaries/Allowances	Y		Blaggs	Jo	Teacher (Main Scale)
9802 Callam M	2000	Teachers - Salaries/Allowances	Y		Bolton	Sara	Teacher (Main Scale)
4563 JB's	2000	Teachers - Salaries/Allowances	Y		Carter	Sam	Teacher (Main Scale)
9803 Callam M	2000	Teachers - Salaries/Allowances	Y		Ciuffetelli	Sofia	Teacher (Main Scale)
9804 Callam M	2000	Teachers - Salaries/Allowances	Y		Coverdale	Andy	Headteacher
9805 Callam M	2000	Teachers - Salaries/Allowances	Y		Curnow	Rachel	Teacher (Main Scale)
9806 Callam M	2000	Teachers - Salaries/Allowances	N		Daniels	Mary	Teacher (Unqualified)
4562 JB's	2000	Teachers - Salaries/Allowances	Y		Due	John	Headteacher
9807 Callam M	2000	Teachers - Salaries/Allowances	Y		Hartley	Jim	Teacher (Upper Staff)
4561 JB's	2000	Teachers - Salaries/Allowances	Y		Hewitt	Starlette	Teacher (Upper Staff)

Post Description
English- Contracted
Year 6 Teacher-Contracted
Teacher of PE-Fixed
Maths- contracted
Year 3- Contracted
PEM- Contracted
Headteacher-Contracted
Year 1-Contracted
Teacher of PE-Contracted
Headteacher-Contracted
Year 3-Contracted
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**

Cluster	BM Cluster	Search	
Module	<input checked="" type="radio"/> Budget Monitoring <input type="radio"/> Cost Centres Budget Monitoring	Financial Year	2019
Period	<input type="button" value="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

Save Cancel

Pay Scale Value Adjustment For SMP

Adjust pay value All year values ▾

Percentage(%) Adjustment

Update values for

Actuals  Round Off

Calculate

i 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	Profile
Line Numbers	Manual
	Manual
	Monthly
	Termly Split
	Rates
	Winter Weighting Monthly
	June
	Sept, Jan
	Quarterly
	May, July 80/20
	Even 6 Month split

No records to display

## 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
<input checked="" type="checkbox"/> Locked <input checked="" type="checkbox"/> 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	
<a href="#">Update</a> <a href="#">Cancel</a> <input checked="" type="checkbox"/> <a href="#">Update Future Year</a> <a href="#">Back To Ledger Code</a>	

## 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	Un-Appraised	Achieved	Above Achieved	Outstanding
0.00%	0.00%	0.00%	0.00%	0.00%

**Non-teaching**

PIR	Un-Appraised	Achieved	Above Achieved	Outstanding
10.00%	20.00%	30.00%	40.00%	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  Job Role    
Gender  Cost Centre    
[Show All](#)

List of available employees      Page size: 20

Initials	Name	Job Role	Actions
	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](#)

Ledger Codes Filter: Choose...												
Totals (£)	£212,320.17	£210,804.76	£210,159.40	£210,070.39	£209,665.47	£211,751.98	£211,703.29	£213,300.60	£213,277.44	£213,201.72	£215,924.91	£215,621.12
Name	Sep/19 (£)	Oct/19 (£)	Nov/19 (£)	Dec/19 (£)	Jan/20 (£)	Feb/20 (£)	Mar/20 (£)	Apr/20 (£)	May/20 (£)	Jun/20 (£)	Jul/20 (£)	Aug/20 (£)
<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	£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	£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
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	£37,226.00
Thomas Battson(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	£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 (E)	Oct/19 (E)	Nov/19 (E)	Dec/19 (E)	Jan/20 (E)	Feb/20 (E)	Mar/20 (E)	Apr/20 (E)	May/20 (E)	Jun/20 (E)	Jul/20 (E)	Aug/20 (E)	Totals (E)	
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 Roles		Pay Scale	Authorities
Name	Deputy Head		
Gross Ledger Codes	2000	Teachers - Salaries/Allowances	<a href="#">Edit</a>
Super Annuation Ledger Codes	2010	Teachers - Sups	<a href="#">Edit</a>
National Insurance Ledger Codes	2005	Teachers - NI	<a href="#">Edit</a>
<input type="checkbox"/> Weeks Paid Applies <input type="checkbox"/> If TLR Apply <input type="checkbox"/> SEN Funding <input type="checkbox"/> MSA <input type="checkbox"/> Quick Calculator <input type="checkbox"/> Other Fixed Allowances			
FTE factor 5 year values		Pre	Post
Increment Cycle	Yearly	September	1
Award Month	September		
FTE	32.50000	Hours	
Type	Teaching Staff	Pay Band	<input type="button" value="Edit"/>
Spot Salary % Increment	0.00%		
<input type="button" value="Save"/> <input type="button" value="New"/>			
<a href="#">Back To School Job Roles</a>			

## 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	
<a href="#">View / Edit Remarks</a>   <a href="#">Change Log</a>		
Pay Roll Number	0058	
Gender	Male	
Joining Date	01/09/2018	
Created By	schmaster on 14/01/2020 14:34:55	
Job Roles	End Date	
Teacher (Main Scale)	10/12/2020	
<input checked="" type="checkbox"/> Auto Increment	<input checked="" type="checkbox"/> Super Annuation	<input type="checkbox"/> Spot Salary
<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"/>
<a href="#">Save</a>		
<span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 20px;"><a href="#">← Bealey Ally</a></span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 20px;"><a href="#">Bowers Harry →</a></span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: #e6f2ff;"><a href="#">☰</a></span>		

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	
<input type="text" value="Name"/>	<input type="text" value="Payroll Number"/>	<a href="#">View</a>
Brent Sarah		<a href="#">Select</a>
Brigg Sandra		<a href="#">Select</a>
Clarke Ellen		<a href="#">Select</a>
Davison Bradley		<a href="#">Select</a>
Hanson Julie		<a href="#">Select</a>
Holland Amy		<a href="#">Select</a>
Total employee(s) : 50		
		<a href="#">Close</a>

## 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.



Academy**BPS**

Employee: Mr Blevins Buddy

### Salary Statement

Nene Park - Orovio 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:



Academy**BPS**

Employee: Mr Blevins Buddy

### Salary Statement

Nene Park - Orovio 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 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			
<a href="#">Generate summary statement</a>					
Job Role	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)
Headteacher	£109,999.57	£117,087.52	£119,465.82	£120,672.40	£121,891.03

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

Total allocated amount : £109,999.567

2000 - Teachers - Salaries/Allowances Totals		£109799.567	£117087.516	£119465.820	£120672.400	£121891.032
Tag Name	Perc (%)	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)
Leadership	80	87839.654	80	93670.013	80	95572.656
Contract Time	15	16469.935	14,066	16469.935	13,786	16469.935
SEN Funding	5	5489.978	0	0	0	0

[Save](#) | [Cancel](#) | [Close](#)

□ Fixed Percentage □ Inflation □ None

**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](#)

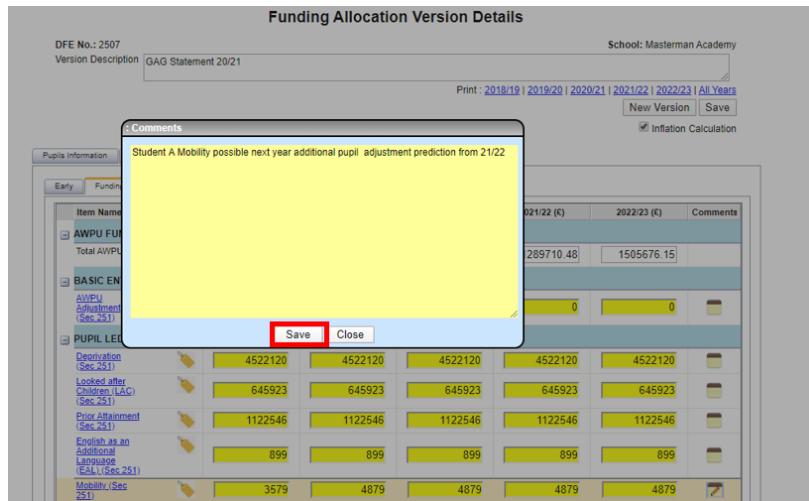
**Reconciliation** **Exception** [Save](#)

[Reconciliation](#) [Exceptions](#)

1 2		Filter : Choose...	Page 1 of 2 (12 items)		
			December 2019/20		
Name	Job Pay Roll Number	Calculated	Actual	Variance	Variance %
1100 - Gross Pay		Calculated	Actual	Variance	Variance %

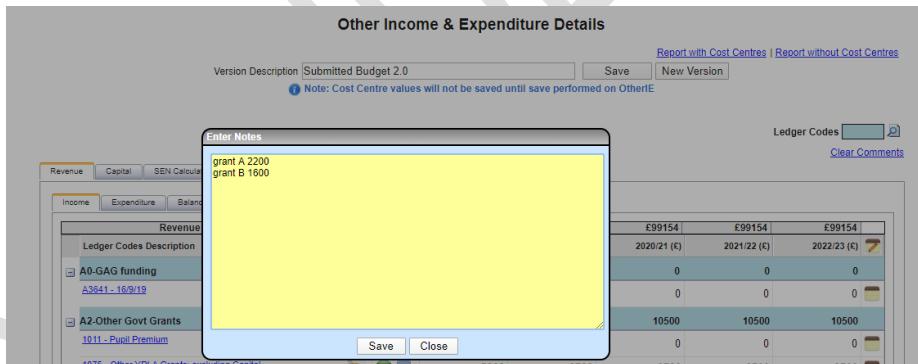
## Funding Allocation

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

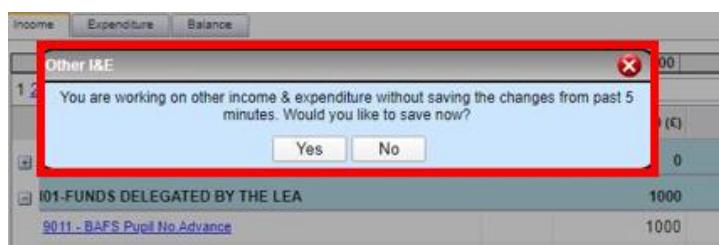


## Other Income and Expenditure

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



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.



## 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:			
<input checked="" type="checkbox"/> Auto Cost Centres Allocation			
<input type="button" value="Save"/> <input type="button" value="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 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 type="checkbox"/>
Balance B/Fwd	£150,000.00	£150,000.00	£0.00	<input type="checkbox"/>
Balance C/Fwd	£322,756.83	£322,730.10	£-26.73	<input type="checkbox"/>

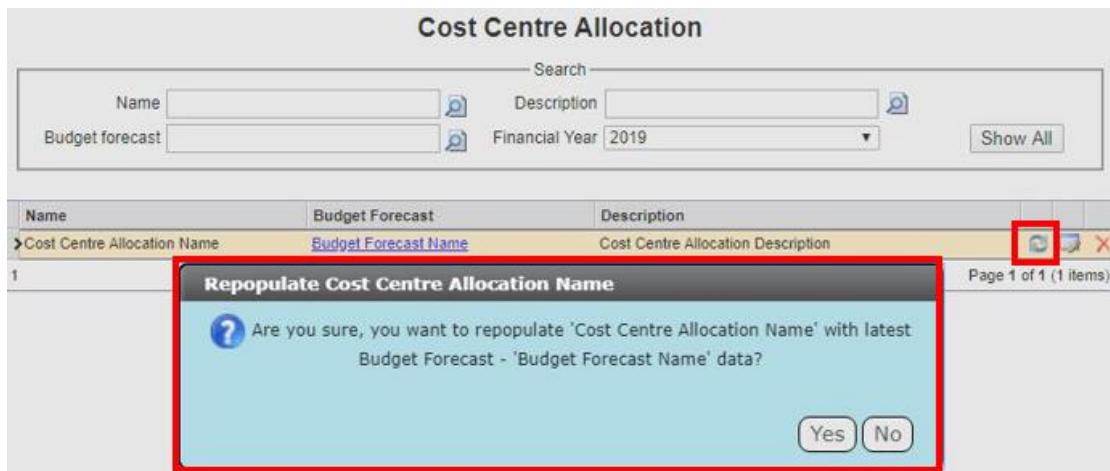
Staffing Assumptions  Cost Centre Allocation

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

'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.



## 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' settings page. At the top, there are two tabs: 'Details' and 'Options', with 'Options' being the active tab and highlighted with a red box. Below the tabs are various configuration options. One option, 'Allow SCH TLR', is highlighted with a red box. Other visible options include 'School Phase' (set to 'Special'), 'Full-Time Weeks Paid' (set to '52.1430000'), 'Non-Grammar' (dropdown menu), 'Default Cost Centre' (dropdown menu), 'Sub Phase' (dropdown menu set to 'Primary'), 'Funding Type' (dropdown menu set to 'Government'), 'Specialist School' (checkbox), 'Exceptional Site' (checkbox), 'Hide Central TLR's' (checkbox), 'Allow SEN' (checkbox), 'Early Years Funding Type' (dropdown menu), 'Non-Single Status' (checkbox), 'Area Course' (checkbox), 'Allow FTE Zero' (checkbox), 'Consider Weekdays Salary Calculations' (checkbox), 'Split Site' (checkbox), 'Allow Employee SA Override' (checkbox), 'Allow Defining Salary Data' (checkbox), and 'Edupay' (checkbox). 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
1	5159 - Ext. sch. facilities income (community)	---Choose---
3	9601 - Devolved Capital Allocation	---Choose---

## 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	Percentage: -3.0 %	Type: Funding Income
Description: 24/9/19	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	Non Teaching	Funding	Income	Expenditure
September - 2018 2.75 <input checked="" type="checkbox"/> <input type="checkbox"/>	September - 2018 2.75 <input checked="" type="checkbox"/> <input type="checkbox"/>	September - 2018 2.75 <input checked="" type="checkbox"/> <input type="checkbox"/>	September - 2018 2.75 <input checked="" type="checkbox"/> <input type="checkbox"/>	September - 2018 2.75 <input checked="" type="checkbox"/> <input type="checkbox"/>
<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"/>				

## Budget Monitoring

### Budget Profile and Cost Centre Budget Profile

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

Revenue Summary								
Budget Monitoring Report for Month Ended 30th November 2019								
Revenue Budget		Original Budget (Current) (£)	Actual To Date (£)	Calculated Remaining From Budget Months (£)	Adjustments (£)	Expected Out Turn (£)	Variance (£)	Comments
Income	Funds Delegated by The LEA	12,507,658	594,754	4,169,186	70	4,764,010	-7,743,648	
	Funding for 6th Form Students	0	0	0	0	0	0	
	SEN Funding	0	35,400	0	0	35,400	35,400	
	Standard Funds	0	36,629	0	0	36,629	36,629	
	School Standards Grant(Pupil focused)	0	29,000	0	0	29,000	29,000	
	Other Income	0	12,198	0	0	12,198	12,198	
	Community Focused Extended School Income	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	Teaching Staff	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 -	<b>BUDGET PROFILE - 6 - REVENUE INCOME SUMMARY KEY VARIANCES COMMENTS</b>	
06-01-2020 - Retaining Hold Key Variance & 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.		
Expenditure -	<b>BUDGET PROFILE - 6 - REVENUE EXPENDITURE SUMMARY KEY VARIANCES COMMENTS</b>	
06-01-2020 - Retaining Hold Key Variance & 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.		
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>	<b>BUDGET PROFILE - 6 - REVENUE INCOME AND EXPENDITURE SUMMARY REASONS FOR VARIANCES COMMENTS</b>	
06-01-2020 - Retaining Hold Key Variance & 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.		

Staffing								
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						
Budget Forecast	Budget Forecast Name	February (11)						
Other I/E Calculated Remaining	Budget Forecast Name							
File Types	<input checked="" type="radio"/> BPS (PRN) <input type="radio"/> BPS (CSV) <input type="radio"/> 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. <a href="#">Clear Comments</a>   <a href="#">Monitoring Analysis</a>   <a href="#">Summary Report</a>   <a href="#">CFR Codes</a>   <a href="#">Ledger Code</a>								
Ledger Code	Save	Save Summary						
Staffing								
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 (£)

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

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

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.

The screenshot shows a budget profile for 'E03-EDUCATION SUPPORT STAFF'. The grid displays various ledger codes and their corresponding values. A red box highlights the 'CFR Codes Filter' dropdown and the 'Page 1 of 2 (22 items)' indicator. Below the grid, there is a 'Comments' section containing a yellow box with detailed scenarios and a list of actions (a, b, c). At the bottom right are 'Save' and 'Save Summary' buttons, and a 'Back To Budget Profile' link.

Code	Description	Value	Value	Value	Value	Value	Value
1060	Technicians / Nursery Assistant Gross Pay	0	14,738	0	0	0	14,738
1064	Technicians / Nursery Assistants National Insurance	0	807	0	0	0	807
1065	Technicians / Nursery Assistants Superannuation	0	1,960	0	0	0	1,960
1260	ATA Gross Pay	0	3,373	0	0	0	3,373
1264	ATA National Insurance	0	100	0	0	0	100
1265	ATA Superannuation	0	164	0	0	0	164

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.  
c. Retain Adjustments (E) 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'.

The screenshot shows a report selection interface for 'Cost Centre'. It includes a 'Type' column with options like 'Cost Centre' (selected), 'Ledger Code', 'Ledger Code With Cost Centre', 'CFR Codes', and 'CFR Codes With Cost Centre'. The 'Sub Type' column includes 'All', 'Staff Report', 'Income Report', 'Expense Report', 'Cost Centres Balance Details' (selected), and 'Cost Centres Balance'. On the right, there is a 'Node Report' checkbox, a 'Ledger Code Suffix' dropdown, and icons for PDF and XLSX file exports.

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