

SEEMiS: Finance & Budgeting Help Guide for Schools

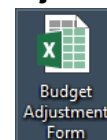
Budget Journals, Virements and Internal Transfers

Introduction


This guide will take you through the steps to follow when carrying out different types of transfer; Budget Journals, Virements and Internal Transfers. This process replaces these activities, which were previously done through the SEEMiS Finance Module.

How to complete Budget Adjustment Form

To make Budget Journal, Virement or Internal Transfer, first open the **Budget Adjustment Form** excel sheet. Please note that you will need a sheet for each type of adjustment, you cannot put all three on the one sheet.



- From the **Type of fund transfer** dropdown, select which type of transfer you would like to make from the list of three
- In the yellow box, type in the **date you plan to send notice** of this transfer to Finance as this will dictate the ledger period, in the format DD/MM/YYYY



Once you have selected the type of transfer you are making and when you are going to send it, next you need to provide the relevant information for the adjustment. In the table provided, the column for **Cost Centre**, **Subjective** and **Department Code** are all dropdowns, clicking on the cell will reveal the options to choose from:

Cost Centre	Subjective	Department Code	Department Code Description
Select from List	Select from List	Select from List	Formulae
Cost Centre	Select the correct Cost Centre for your establishment		
Subjective	Select the correct Subjective code for the transfer (please refer to master list if you do not know this information)		
Department Code	Select the correct Department Code for the transfer (please refer to master list if you do not know this information). Column E will show a description of the Department Code		
Department Code Description	Name of Department you have chosen from the list of codes in column D		

(Columns **H** and **I** - asking for Start/End date information - are only to be used if you are raising a **Staffing Virement**. More information about this can be found below).

In the **Upload Amount** column, enter the amount being transfer:
- **negative** amount to **deduct** funds and a **positive** amount to **increase** funds

Upload Amount

***Please Note*:** You **must** ensure that your **journal must balance and equal back to zero** once you have finished documenting the adjustments that need made. If you do not then Finance will be unable to action your adjustment request. The **Check Total** section in column **I** must show **OK** before you can submit, if your adjustments do not equal zero you will see a message that reads **Journals DOES NOT balance – Please check** for you to amend before submitting.

Balanced Journal – can be submitted to Finance			Journal not balanced – needs amending before submission		
<div>Check total OK</div>			<div>Check total journal DOES NOT Balance - Please check</div>		
Staffing Virement the range below	Upload Amount		Staffing Virement the range below	Upload Amount	
End Date			End Date		
	100			100	
	-100				


Please Note There is an exception for Income Codes:

- If you want to **increase** the amount of income then it should be a negative amount, and to reduce it should be a positive amount
- E.g. Original Income amount of -£40,000 to be increased to -£45,000, then the amount entered into the **Upload Amount** column would be -£5,000

In column **K**, give a **full description** of why you are making the transfer.

Staffing Virements

Please note that if you are doing a Staffing Virement on this sheet, then you will need to do the following:

1. Include the **Start date** and **End Date** of the staffing contract in columns **H** and **I**
2. Using the Mock Staffing Calculator, input all the correct information for the post and then using the **Snipping Tool** () take a snip of the whole calculation ensuring the date and amount is included, and then copy and paste this snip in to Cell **L**
3. Any salary movement will need to be **split** over three lines for **Basic Pay**, **Super**

Annuation and **National Insurance Contributions** for a post (this information can be found on the Mock Staffing Calculator). When putting through this transfers put each figure on its own line and specify in the description which figure relates to Basic Pay, Super Ann and NI contributions, information in the first four columns will be the same for all three figures

How to authorise Budget Adjustment Form

When you have completed inputting the information for your transfer, please save this sheet and e-mail a copy to your Head Teacher/Budget holder for authorisation. The Head Teacher can authorise by (electronically) signing the Budget Adjustment Form in column K and send it back to you. Alternatively, an e-mail confirmation from the Head Teacher that they are happy for the transfer to take place will be fine. Please save a copy of this email and enter their name in the authorised box.

Once the Transfer has been authorised by the Head Teacher and sent back to you, e-mail the Budget Adjustment Form to the Education Virements E-mail drop box at Education.Virements@eastdunbarton.gov.uk

***Please note*:** You can only have a total of **36 Lines** on any given Budget Adjustment Form if you have more transfers to make than this at any one time, you will need to submit these transfers over another sheet.