Educator Solutions Budget Planner Salary Costs Update

To update the salary costs held within your Budget Planner Software select the '**Salary Costs**' option within the "**Upgrades**" dropdown of the toolbar:
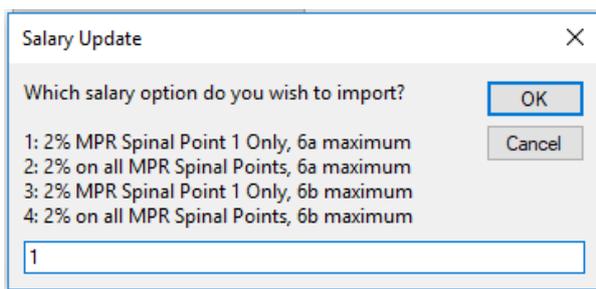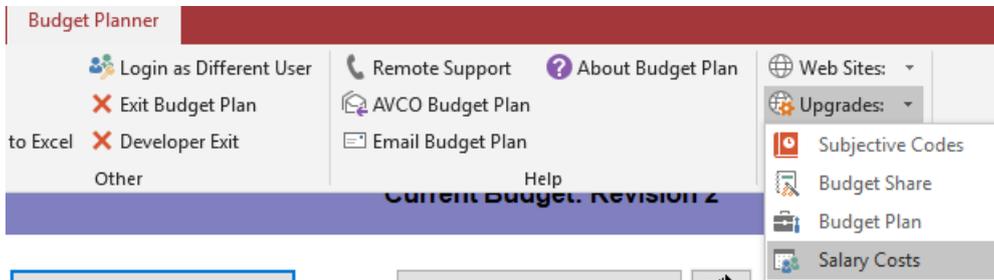
Enter the Option Number you wish to import, and then click '**OK**'.

Most establishments will choose Option 1, however, if you are unsure of the option to choose please contact your Finance Support Officer.

1:   ESOPS 2018-19 6a
2:   Those schools that adopted 2% across all MPR in 2017-18 6a (3.5% for 2018/19)
3:   ESOPS 2018-19 6b
4:   Those schools that adopted 2% across all MPR in 2017-18 6b (3.5% for 2018/19)

This message will appear once the salary costs have been downloaded. Click '**Yes**' if you wish to recalculate your salary costs immediately, or '**No**' to manually recalculate them at a later point.
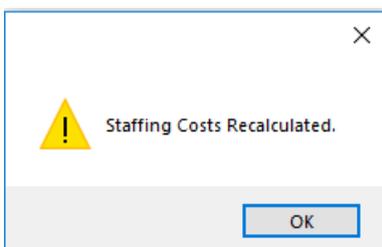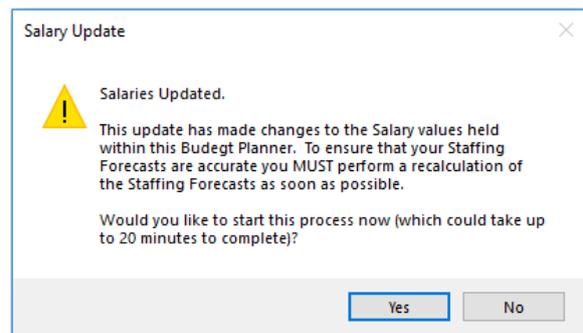
If '**Yes**' was clicked, please wait for the confirmation message (which may take some time depending on how many staff members and staffing forecasts that the Budget Planner holds).

Click '**OK**'. The staffing forecasts should then be checked, and the detailed budget updated with the new figures: