

Education Financial & ICT Services

BUDGET PLAN UPGRADE INSTRUCTIONS

It has come to light that there is a problem with the forecaster tool within the budget plan spreadsheet. It is currently miscalculating the projection of Infant Class Size Grant due in financial years 05/06 and 06/07.

It is at present calculating funding based on 7/12 of the Summer term phantom pupils plus 7/12 of the Autumn term phantom pupils instead of 5/12 plus 7/12 for future years, which could have a significant impact on budget share projections for schools with large numbers of phantom pupils.

Colleagues in the Computer Accounting section have produced a fix for this problem, which has been attached to a revised EFS data file. This has been issued to all primary phase schools with instructions on the process to follow to load the new EFS data file into the 2004/05 Budget Planner folder and to ensure that the forecaster is producing the correct information.

1. LOADING THE BUDGET PLAN UPGRADE

1.1 Double Click on **Anycomms Client** on the desktop.

1.2 Click **Start Call**.

If you get any error messages please check the ICT Solutions AVCO Troubleshooting page at:

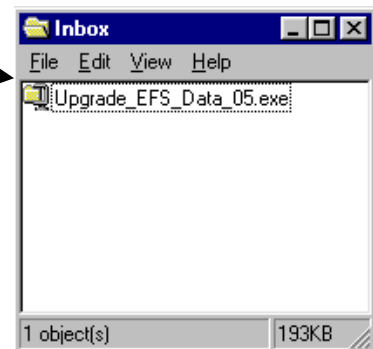
<http://ictsolutions.norfolk.gov.uk/avco/troubleshooter.asp>

A text message will be shown when the call is complete.

1.3 From the Desktop open the **Inbox** Folder

1.4 To install, **double click** on **'Upgrade_EFS_Data_05.exe'**
(Note: the .exe may not be visible on your machine).

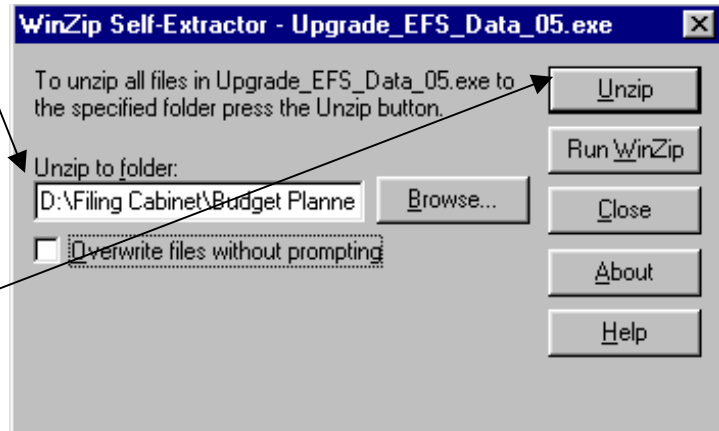
If you wish to install the budget plan onto a different machine, copy 'Upgrade_EFS_Data_05.exe' on to a floppy disk. On the machine you wish to install the budget plan, open the floppy disk and double click on 'Upgrade_EFS_Data_05.exe' then continue with the instructions below.



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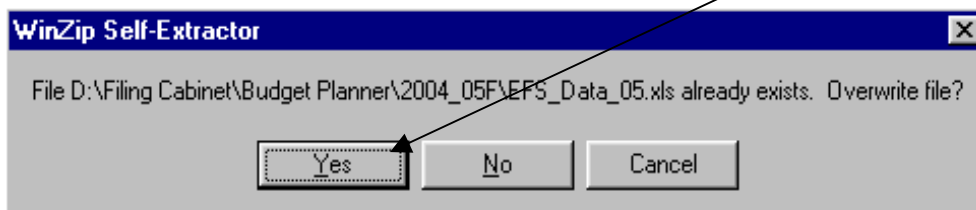
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- 1.5 Ensure that this path name is to where the budget plan has been installed and the correct name; browse the path name in, if necessary.



- 1.6 Click **Unzip**.

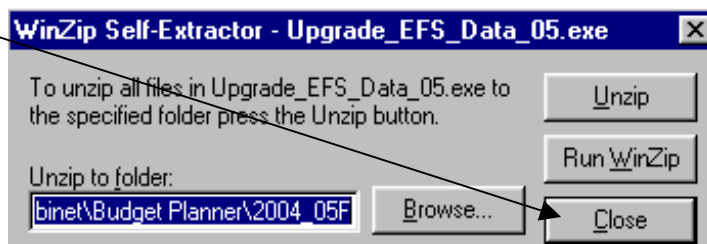
- 1.7 Ensure that the following message appears. Click **Yes** to continue.



- 1.8 Click **OK**.



- 1.9 Click **Close**.



- 2.0 Open the Budget Plan in the usual way.

If prompted click **Enable Macros**.

If prompted always click **No** to Update links.

- 2.1 Click on the '**Update Pupil Forecasts**' button on the Main Menu.



Update Pupil Forecasts

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This will ensure that changes have taken place. Return to the Main Menu.