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

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

instructions below.

1.4 To install. **double click** on 🗟 Inbox - 🗆 × 'Upgrade EFS Data 05.exe' <u>File Edit View H</u>elp (Note: the .exe may not be visible on your machine). 💐 Upgrade_EFS_Data_05.exe 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

193KB

1 object(s)

Page 1 of 1

Education Financial & ICT Services BUDGET PLAN UPGRADE INSTRUCTIONS

- WinZip Self-Extractor Upgrade_EFS_Data_05.exe X 1.5 Ensure that this path name is to where the budget plan has To unzip all files in Upgrade_EFS_Data_05.exe to Unzip been installed and the correct the specified folder press the Unzip button, name; browse the path name Run <u>W</u>inZip Unzip to folder: in, if necessary. D:\Filing Cabinet\Budget Planne Browse... Close Deverwrite files without prompting About <u>H</u>elp 1.6 Click Unzip.
- 1.7 Ensure that the following message appears. Click **Yes** to continue.

 WinZip Self-Extractor

 File D:\Filing Cabinet\Budget Planner\2004_05F\EFS_Data_05.xls already exists. Overwrite file?

 Yes
 No

 Cancel

1.8	Click OK.	WinZip Self-Extractor 🛛 🕅
		1 file(s) unzipped successfully

- 1.9
 Click Close.
 WinZip Self-Extractor Upgrade_EFS_Data_05.exe
 Image: Comparison of the specified folder press the Unzip button.

 1.9
 To unzip all files in Upgrade_EFS_Data_05.exe to the specified folder press the Unzip button.
 Image: Comparison of the specified folder press the Unzip button.

 Unzip to folder:
 Unzip to folder:
 Image: Close

 Image: Dimet\Budget Planner\2004_05F
 Browse...
 Image: 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

Page 2 of 2

Education Financial & ICT Services

BUDGET PLAN UPGRADE INSTRUCTIONS

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

Page 3 of 3