

Access Education Budgets Release Notes



About these Release Notes

Welcome to the Access Education Budgets Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a brief summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access Education Budgets

Access Education Budgets has been exclusively designed by education finance specialists and helps schools and academies plan how to use their money. It can be used to forecast budgets up to five years in advance and allows schools to plan for changing circumstances, such as funding cuts or staffing cost increases.

Schools and academies can use the software for day-to-day budget management but it can also help with deficit recovery.

Access Education Finance also links seamlessly with our accounting package, Access Education Finance, to allow finance teams to track real-time spending against planned expenditure.

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Release Summary

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Ledger Groups

Create Ledger Groups for better reporting

The facility to create groups and map your ledger codes has now been made available to all schools. This functionality was previously only available to schools that purchased both Access Education Budgets and Access Education Finance. With this feature now released we have allowed the Income & Expenditure Detailed report to be grouped via ledger groups allowing you to create your own report.

[Read more about this feature](#)

Grouped Consolidated Budget Report

New Report for users who have access to more than 1 establishment

With the introduction of Ledger Groups a new Report has been added to the consolidated Reporting module.

[Read more about this feature](#)

Workspace Key Performance Indicator App

A new Workspace app to display you're staffing KPI's

For users who have already migrated over to Access Workspace you'll find a new Access Education Budgets app

[Read more about this feature](#)

Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Ledger Groups

Enabling Ledger Groups - Access Education Budgets users only

Previously Ledger Groups were only available for users with both Education Budgets and Education Finance products. We have now made the feature available to all users of Education Budgets. To use this feature you will need to firstly turn it on. For users of just Budgets this can be done by logging into the software then accessing 'Other Settings' from the menu:

▼ School Settings

Scenario Settings

Negative Income ⓘ

Account Coding

Account Coding Enabled? ⓘ

Ledger Code Groups Enabled? ⓘ

Once this settings has been enabled, this will create an additional tab on the Setup Coding Page, it's here where you will create the ledger groups by adding a Group Code, description and type.

+ Setup Coding (Ledger Code Groups)

Ref 1 | Ledger Code | Ledger Code Groups

Search for a record 🔍

CODE	DESCRIPTION	TYPE	ACTIONS
STAFF	Staffing Expense	Staffing Expenditure	✕ Save

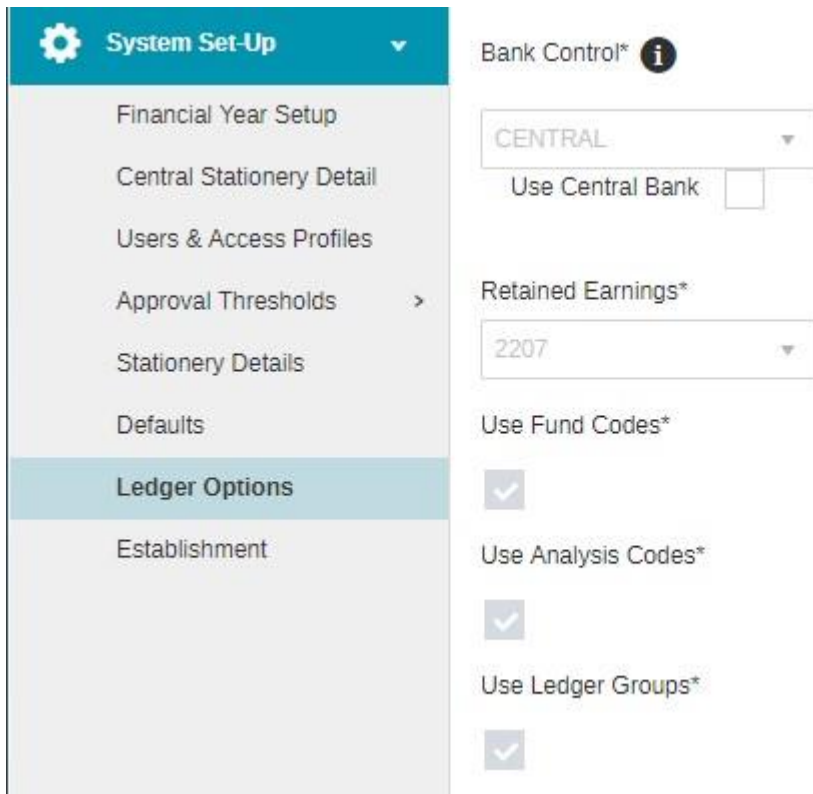
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Ledger Groups

Enabling Ledger Groups - Access Education Budgets & Finance users

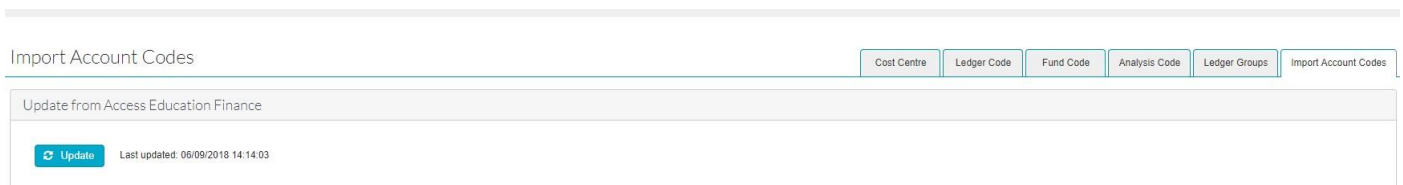
For users who have both Education Budgets and Education Finance products you will enable (and manage) the Ledger Groups feature inside the Finance product.

You need to firstly activate the feature by launching Finance then navigating to System Setup> Ledger Options



The screenshot shows the 'System Set-Up' menu on the left with 'Ledger Options' highlighted. The main content area displays the 'Bank Control*' configuration with a dropdown menu set to 'CENTRAL' and an unchecked 'Use Central Bank' checkbox. Below this is the 'Retained Earnings*' dropdown menu set to '2207'. Further down are three checked checkboxes for 'Use Fund Codes*', 'Use Analysis Codes*', and 'Use Ledger Groups*'. An information icon is visible next to the 'Bank Control*' label.

Once activated, you will be able to import any groups and ledger mappings you have created in finance into Budgets by launching Budgets, then navigating to Setup Coding>Import Account codes



The screenshot shows the 'Import Account Codes' interface. At the top, there are tabs for 'Cost Centre', 'Ledger Code', 'Fund Code', 'Analysis Code', 'Ledger Groups', and 'Import Account Codes'. Below the tabs, there is a section titled 'Update from Access Education Finance' with an 'Update' button and the text 'Last updated: 06/09/2018 14:14:03'.

This will then populate the Ledger Group page with the groups you have created in Finance.

Ledger Groups

Mapping Ledger codes to Ledger Groups

Once you have created your Ledger Groups you will then need to map your Ledger codes to your chosen group.

Launch Budgets and navigate to Setup Mapping>Map tab.

On the left dropdown make sure Ledger Groups are selected, this will then populate your ledger groups in the right hand dropdown. A list of available ledger codes will be shown in the available codes box allowing you to select a code and then move it over to the selected code box by clicking on the > arrow.

Ledger Groups

Income and Expenditure Detailed Report

With the creation of ledger groups we have added the ability to use them in the Income & Expenditure Detailed Report.

If you load the report and navigate into the Account Code tab you will have the option to include Ledger Groups and Ledger Group Descriptions. As well as being able to see each ledger group against the budget lines you also have the ability to group this report based on the ledger groups as seen below:

The screenshot shows the 'Income/Expenditure Detailed Report' interface. The 'Account Code' tab is selected. In the filter section, 'Ledger Group' and 'Ledger Group Description' are checked. The table below shows data for two ledger groups: 'EFA Income' and 'Staffing'.

SECTION	DESCRIPTION	NOMINAL	LEDGER	ACCOUNT	LEDGER GROUP	LEDGER GROUP DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22
>	Ledger Group: EFA Income						3,873,431	3,600,810	3,360,437	3,251,082	3,120,653
>	Ledger Group: Staffing						-4,088,280	-3,802,414	-3,790,961	-3,837,008	-3,876,541

Grouped Consolidated Budget Report

Consolidated Reporting Module Update

For any users who have access to more than 1 establishment, we have now added a new report to the consolidated reporting module called the Grouped Consolidated Budget Report. This report can be found under the Financial Reports Tab. The report is built around the ledger groups feature mentioned above. Each school will need to create Ledger Groups, map Ledger codes to the groups and then this report will give all the values entered against each ledger code grouped by ledger groups.

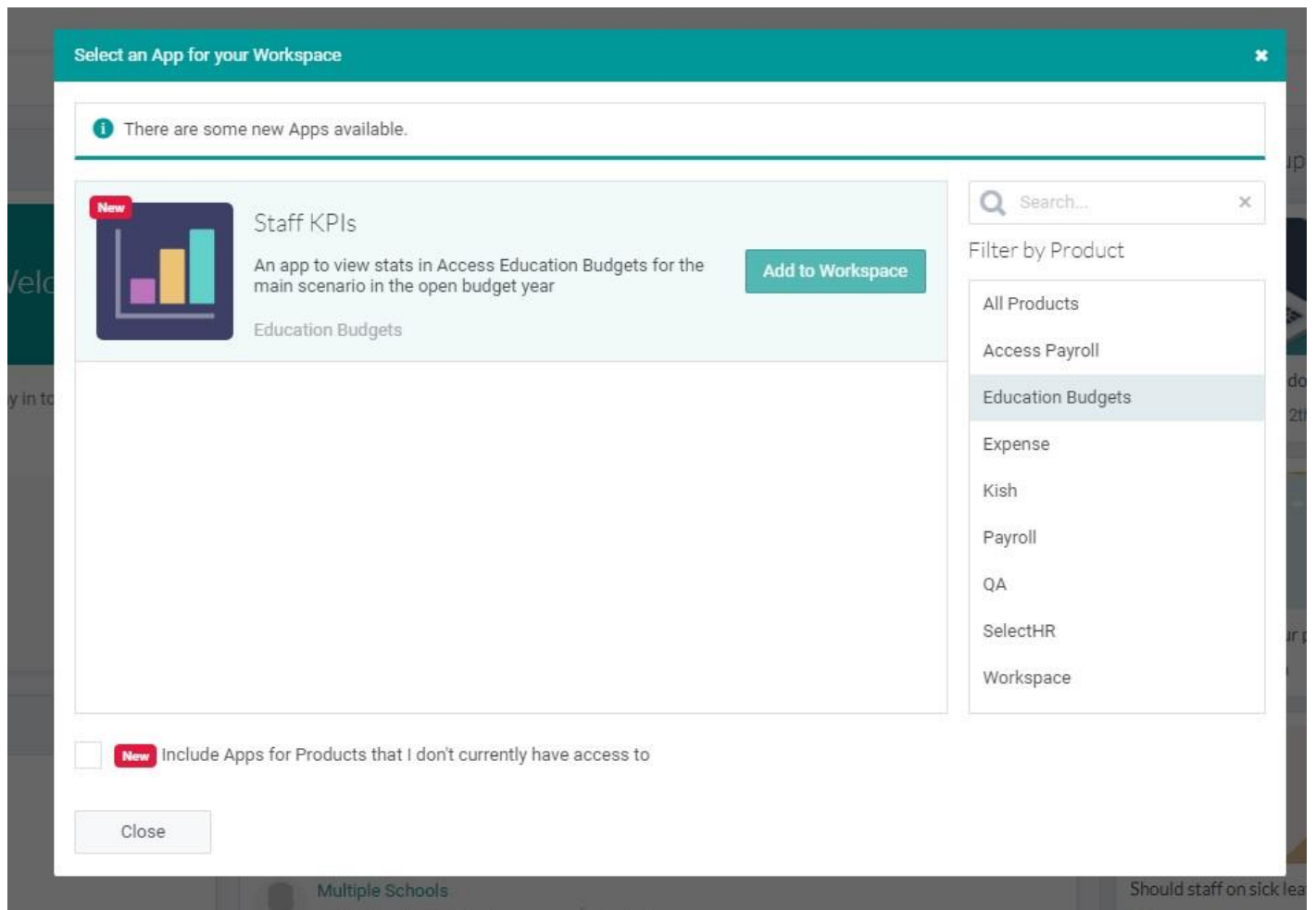
2018 Budget								
Description	School A	School B	School C	School D	School E	School F	School G	Consolidated
DFE Income								
1234 - Grant	150	1,000	(1,000)					150
5678 - Money	1,000	1,000	(1,000)					1,000
9101 - Other DfE/EFA grants								0
1213 - Local Authority Grants								0
1415 - DCSF - Start Up Grants								0
1617 - Capital Grants - (DFC)								0
1819 - Private Sector Sponsorships								0
Total DFE Income	1,150	2,000	(2,000)	0	0	0	0	1,150
Other Income								
1234 - 1234	(10,000)	(90,000)						(100,000)
5678 - Other Income and Music Lessons								0
9101 - Letting								0
1213 - Catering Income								0
1415 - Trip Income								0
1617 - Uniform Sales								0
1819 - Graduate Teacher Income								0
2021 - Intercompany Income Non-Payroll								0
2223 - Intergroup Income Non-Payroll								0
2425 - Private Sector Sponsorships								0
Total Other Income	(10,000)	(90,000)	0	0	0	0	0	(100,000)
Net Income	(8,850)	(88,000)	(2,000)	0	0	0	0	(98,850)
Employment Costs								
5678 - Teaching								0
9101 - Teaching Pupil Premium								0
1213 - Teacher - Graduate Programme								0
1415 - Supply Teaching								0

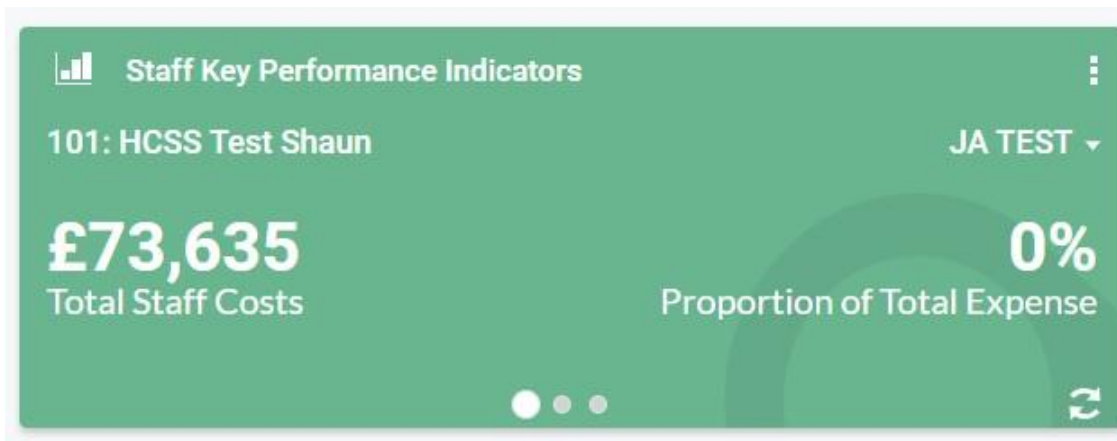
Workspace Key Performance Indicator App

Staffing KPI

For those users who have already been migrated over to Workspace, we have a new Budgets app.

This app will be added from the app store in the normal way:





Once you have added the new app, it will appear on your Workspace where you are then able to move it around like any other app. If you have access to more than 1 establishment you can use the left hand dropdown to change this and switching scenario is done on the right hand dropdown. You can click the 3 dots at the bottom to view the following information:

1. Total Staff Costs
2. Proportion of Total Expense
3. FTE Teaching Staff
4. FTE Support Staff
5. Average Teacher Cost
6. Proportion of budget spent on leadership team

How to Contact Us

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Support Portal <https://access-support.force.com/Support/s/>
- Tel 0845 340 4547

General Website:

<https://www.theaccessgroup.com/>