## Guidance – Opening Access Education Budgeting Tool for Hackney Schools

2020-21





Log into Access Education Budgeting.

The tool will now open directly into 2020/21.

Click "Upgrade Scenario" and select the scenario from the list of 2019/20 scenario's that you would like to bring into 2020/21

| $\  \   \leftarrow \  \   \rightarrow \  \   G$ | ₿ go.    | education.accessacloud.com/FPSWeb/budget | ts/managebudgets.aspx      |                   |              |          |                | ☆ <b>⊖</b> :     |  |  |  |
|-------------------------------------------------|----------|------------------------------------------|----------------------------|-------------------|--------------|----------|----------------|------------------|--|--|--|
|                                                 |          |                                          |                            |                   |              |          |                | ? 👗              |  |  |  |
|                                                 | A        | 204 - Hackney                            | 1071 - Hackney Test School | Scenario Upgrade  | ×            |          |                | 2020-21 (OPEN) * |  |  |  |
| Local Authority                                 | <b>1</b> |                                          |                            | Select Scenario * |              |          |                |                  |  |  |  |
| School                                          |          | + Manage Budgets (Working)               |                            | Select a Scenario | Working      |          |                |                  |  |  |  |
| Help                                            | 0        |                                          |                            | Cancel            | Submit       |          |                |                  |  |  |  |
|                                                 |          |                                          |                            |                   |              |          |                |                  |  |  |  |
|                                                 |          |                                          |                            | NOTES LAST ACCE   | SSED BY LAST | ACCESSED | PRIVATE LINKED | ACTIONS          |  |  |  |
|                                                 |          | Yes herein any scenario yet              |                            |                   |              |          |                |                  |  |  |  |
|                                                 |          | 0 of 0 item(s)                           |                            |                   |              |          |                |                  |  |  |  |
|                                                 |          |                                          |                            |                   |              |          |                |                  |  |  |  |
|                                                 |          |                                          |                            |                   |              |          |                |                  |  |  |  |

The following message will appear, please allow few minutes as per message.

| ← → C                     |                                                | education.accessacloud.com/FPSWeb/budge | ts/managebudgets.aspx |                                                                                                                                                                                                                                                                                                                                                          |       |                                                            |     |           |                |        | ★ <b>0</b> : |
|---------------------------|------------------------------------------------|-----------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------------------------|-----|-----------|----------------|--------|--------------|
| Local Authority<br>School | Manage Budgets (Working)      Upgrade Scenaria |                                         | 0                     | Please note your scenario has been queued and will be processed shorthy. This could<br>bala a few minutus, dispending on current demand, please periodically refersh your<br>screen will the new scenario a viable (FS). If you have used the appretication layer feature, you will need to re-add it from the<br>staffing page on your upgraded screen. |       | ×                                                          |     | (         | 2020-21 (OPEN) |        |              |
| Help                      |                                                |                                         | L                     | Close                                                                                                                                                                                                                                                                                                                                                    |       |                                                            |     |           |                |        |              |
|                           |                                                | SCENARIO NAME                           |                       |                                                                                                                                                                                                                                                                                                                                                          | NOTES | LAST ACCESSED BY<br>You haven't created any scenarios yet. | LAS | TACCESSED | PRIVATE        | LINKED | ACTIONS      |
|                           |                                                |                                         |                       |                                                                                                                                                                                                                                                                                                                                                          |       |                                                            |     |           |                |        |              |

Once the screen has refreshed. The following screen will appear with the scenario that you have chosen with "upgraded" and scenario name.

| Local Authority | 盦 |                                              |       |                  |                     |         |        |         |   |
|-----------------|---|----------------------------------------------|-------|------------------|---------------------|---------|--------|---------|---|
| School          | P | <ul> <li>Manage Budgets (Working)</li> </ul> |       |                  |                     |         |        | Working | ٦ |
| Help            | 0 |                                              |       |                  |                     |         |        |         | _ |
|                 |   | Upgrade Scenario                             |       |                  |                     |         |        |         |   |
|                 |   | SCENARIO NAME                                | NOTES | LAST ACCESSED BY | LAST ACCESSED       | PRIVATE | LINKED | ACTIONS |   |
|                 |   | Upgraded Upgraded Draft 2019/20 budget ★     |       | Asha Tailor      | 20/02/2020 12:10:00 | â       |        | Select  | • |
|                 |   | 1 of 1 item(s)                               |       |                  |                     |         |        |         |   |

You can now select edit at the Action drop-down and rename the scenario as appropriate.

| Local Authority | 盦 | _                                            |       |                  |   |               |  |         |        |         |
|-----------------|---|----------------------------------------------|-------|------------------|---|---------------|--|---------|--------|---------|
| School          |   | <ul> <li>Manage Budgets (Working)</li> </ul> |       |                  |   |               |  |         |        | Working |
| Help            | 0 |                                              |       |                  |   |               |  |         |        |         |
|                 |   | Upgrade Scenario                             |       |                  |   |               |  |         |        |         |
|                 |   | SCENARIO NAME                                | NOTES | LAST ACCESSED BY |   | LAST ACCESSED |  | PRIVATE | LINKED | ACTIONS |
|                 |   | Draft Budget 2020/21                         |       |                  | 0 |               |  |         |        | × Save  |
|                 |   | 1 of 1 item(s)                               |       |                  |   |               |  |         |        |         |
|                 |   |                                              |       |                  |   |               |  |         |        |         |

Access Budgeting is now ready for you to proceed with building your 2020/21 budget.

If you require further assistance please contact your Business Analyst or email <u>Schools.Finance@learningtrust.co.uk</u>