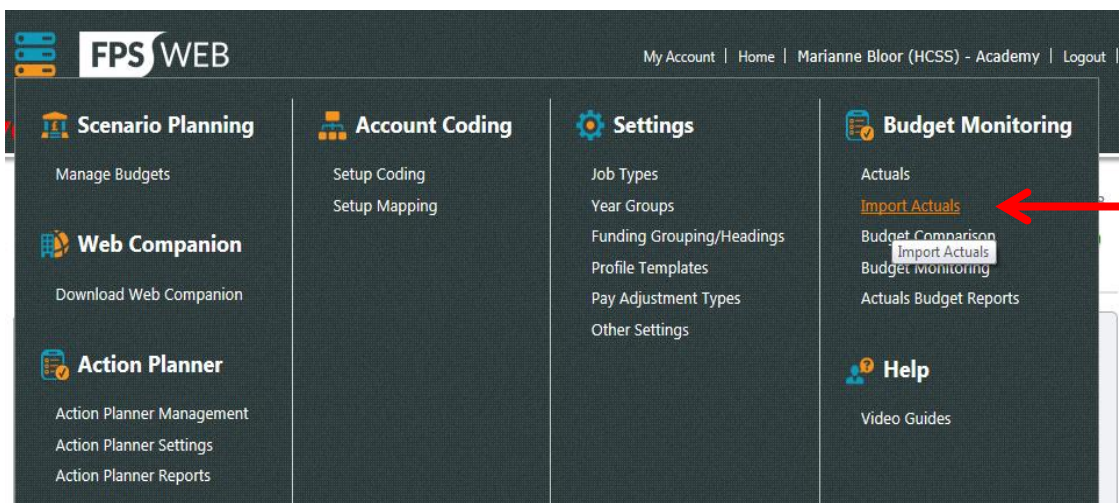


## FPS Web V4.0.3 - Enhancements

The new functionality in the FPS web budget vs actuals section of our software gives you the ability to upload your actuals using an excel template. This functionality will make completing your actuals quicker and easier as you can use a report template which has been specifically designed to work for any finance software.

Below you will find a short summary of how the upload works:

You can find the Import Actuals page under the Budget Monitoring section on the main menu as shown below.



You will be presented with the following screen where you can:

- Review the guidance which offers support in completing the template and the upload
- Download your blank actuals template
- Upload your completed template into your actuals

Need support with this step?  
Please call our helpdesk on 0844 2490997

## Actuals Import

### User Guidance Notes

- Data imported will overwrite ALL existing data
- Data may only be imported in the specific format shown in the template
- Template files exported will include data already held on the Actuals page. This data can be overtyped if required.
- In order for the data to successfully upload, please ensure that you complete the following fields as a minimum:
  - Income and Expenditure
  - Cost Centre
- Lines on the template may not be deleted. To exclude a line please select "Yes" in the 'Ignore' column at the end of the table. Please note that if you 'Ignore' all lines and import the template, all your previous data will be deleted and you will have no actuals data.

### Download Template

Budget Year:



### Upload File



## Update to the salary figure in pay adjustments

This has now been updated so that the salary used to calculate the figure is based on the salary from the day before the new pay adjustment. This is to ensure that the adjustment is calculated accurately.

**Add Pay Adjustment:** ✕

|     | Type                            | Salary  | Start Date   | End Date     |  |
|-----|---------------------------------|---------|--------------|--------------|--|
| ✓ ✕ | Maternity - Teaching Staff el ▾ | 35513.6 | 06/04/2015 ▾ | 01/09/2015 ▾ |  |

The pay adjustment will replace the contract salary which will be suspended for the above date range(s). If you wish for the pay adjustment to be added to the contract salary please edit the salary end date.

Need support with this step?  
Please call our helpdesk on 0844 2490997