North
Yorkshire County Council
Children and Young People's Service

NYCC Budget Planning Software

BPS

User Guidance Notes – March 2016

Committing Year End

Web site address: https://www.nyccfms.net

FMS Team

Helpline Number 01609 798838

NYCC Budget Planning Software

User Guidance Notes

Commit Year End

The BPS software needs to be moved forward into the new financial year by the User.

You choose when the roll forward takes place. The Year End process must be completed to enable you to submit your Budget Forecast Report, and to access the full range of reports relating to your Start Budget.

You can roll the software forward on any date to suit you up to **30/04/2016** when it is expected that all users will move into the new financial year.

Your FMS Officer is available to assist you with this process.

Before you roll forward please check you have completed the following tasks:

- Go to **Employees** / **Employee Scenarios** and select the **current** version of your staffing. Print out an employee summary and FTE Summary for your current employee scenario for 2015/16 (you will be unable to print out the report for 2015/16 once you have rolled forward)

- Go to **Next Year** / **Other Income and Expenditure** and click on the '**generate next year' button** for any scenarios you will wish to use for your Start Budget 2016/17 (if you haven't already done so).

Once complete, go to **Next Year / Commit Year End Process**

Commit Year End Process

Note: By committing the year end process you will not be able to rollback. Are you sure you wish to proceed?

Master / Officer

User

Password

Commit   Cancel

N.B. To carry out the Year End processes you will need to be logged onto the BPS as the Master User. If you have forgotten your 'Master' password contact the FMS Helpline on 01609 798838 and they can reset and generate an email with a new password.

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Enter the master user ID and password.

Press commit

You will receive a meesage to say the process has been successful. **Please log out and then log back in again.**

You are now in the new financial year 2016/17.

The Next Year menu option is no longer available. All previously submitted budget forecasts are archived to **Previous Budget Forecast / Budget Forecast**.

To complete Period 12 and Year End Monitoring Reports use the option within **Previous Budget Forecast / Budget Profile / New budget profile**. Complete the monitoring report as usual.

All funding scenarios which were created in the **Next Year** module will have rolled forward and will show in the Funding Allocations module / funding scenarios.

All Budget Forecasts and other income and expenditure versions created in the Next Year module will have rolled forward and can be found in Budget Forecasts / Budget Forecasts or Other income and exp.

Please ring the helpline if you need any assistance on **01609 798838,** alternatively you can contact your FMS Officer for support.