



Case study 22: How to enter NHS income (MSD budget guidance)

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Background;

For externally funded members of staff departments are required to budget for the matching income received for the pay costs incurred under the HEFCE and Other Grants' under the natural account code 41310.

It is expected that the income entered will match the costs pulled through from the payroll planning with the exception of departments that receive other NHS income and is included on this line in which case this will exceed the pay costs.

Assumption;

All externally funded Academic and Support members of staff have been budgeted for on the appropriate sources of funds in the payroll planning.

The payroll data has been exported to the Income and Expenditure.

Screen set-up;

In order to achieve this below are a series of steps that will enable you to get to the appropriate screen on your Income and Expenditure Planning for you to enter the matching income for costs pulled through from the Payroll Planning.

Please note that the income can only be entered cost centre by cost centre.

1. In the I&E planning select the appropriate cost centre groups (in most cases Recharges) and enter the planning screen at the group level and take ownership at this level. This will enable you to easily work through multiple cost centres.





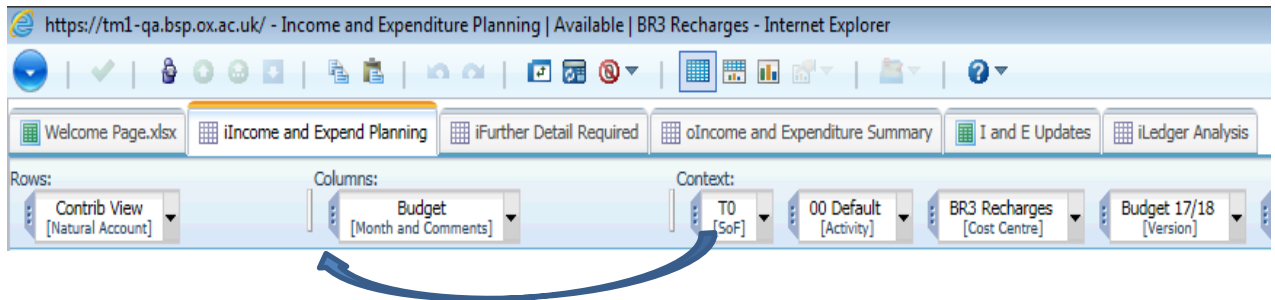
You are a reviewer or contributor for:

Name	State	Permissions	Owner	Ownership Node	Reviewer	Last Data Commit	Commentary Status
BR3 Recharges	Available		None	None	V011 - I and E Planner	Never committed	

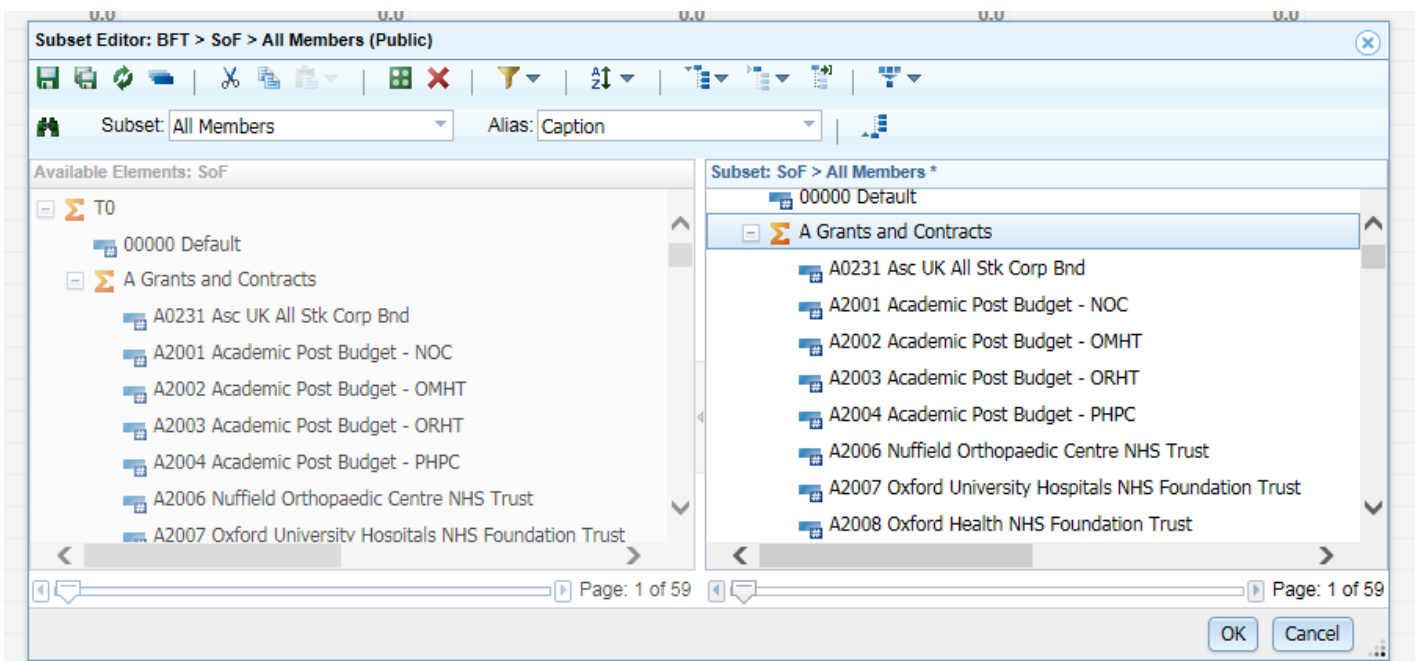
Which consists: [Open BR3 Recharges in TM1 Application Web](#)

Name	State	Permissions	Owner	Ownership Node	Reviewer	Last Data Commit	Commentary Status
BR31 GL recharges	Available		None	None	V011 - I and E Planner	Never committed	
BR32 Building recharges	Available		None	None	V011 - I and E Planner	Never committed	

2. Select the income and Expenditure planning tab;

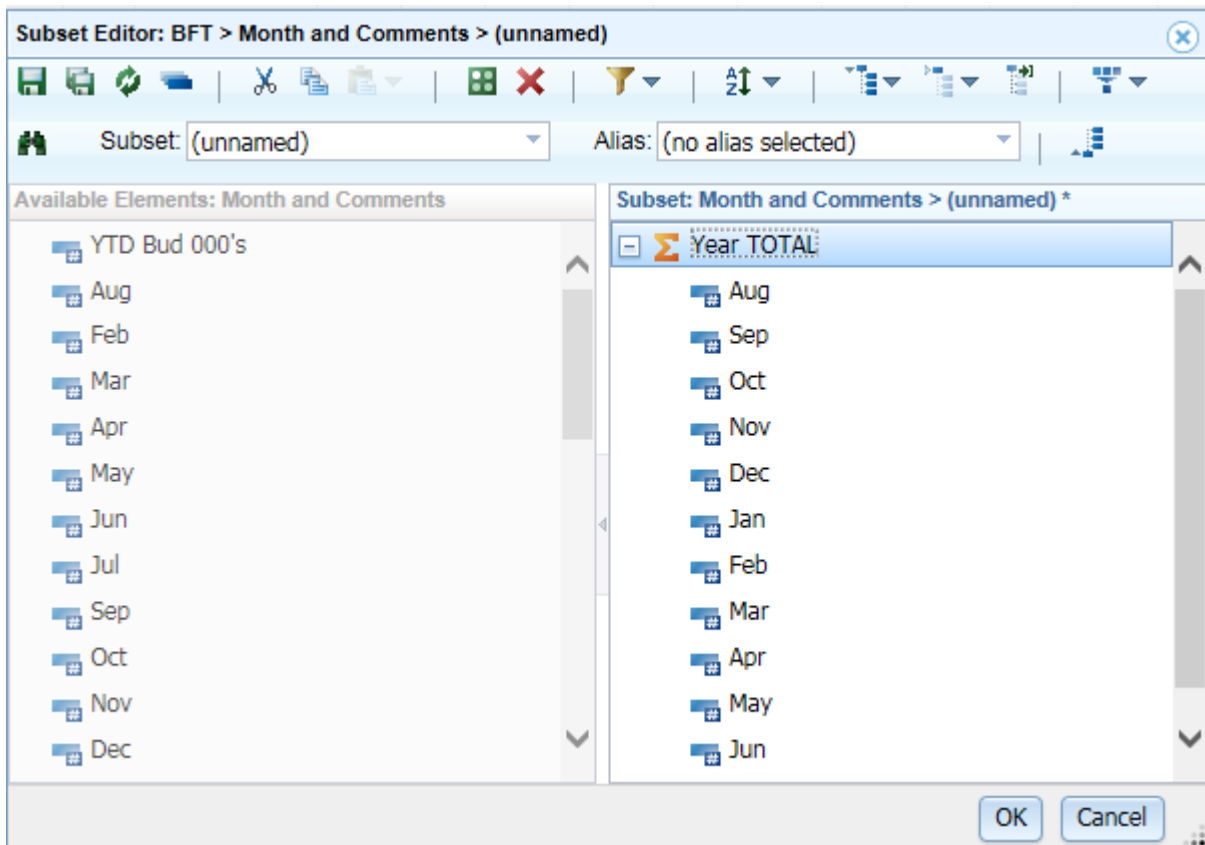


3. Move the SoF box to the columns by clicking on the three dots on the left hand side of the box and dragging it to the columns section on the left hand side of the budget box.
4. On the SoF box click on the arrow pointing down on the right hand side of the box to bring up the sub set editor and select the A Grants and Contracts group only (highlighted); This will enable you to only have this set of sources of funds displayed on the planning screen.





5. Click on the arrow pointing down on the right hand side of the budget box to bring up the subset editor, select the 'Sigma Year Total' – highlighted and click ok. This will enable you to enter the matching income month by month on the planning screen.

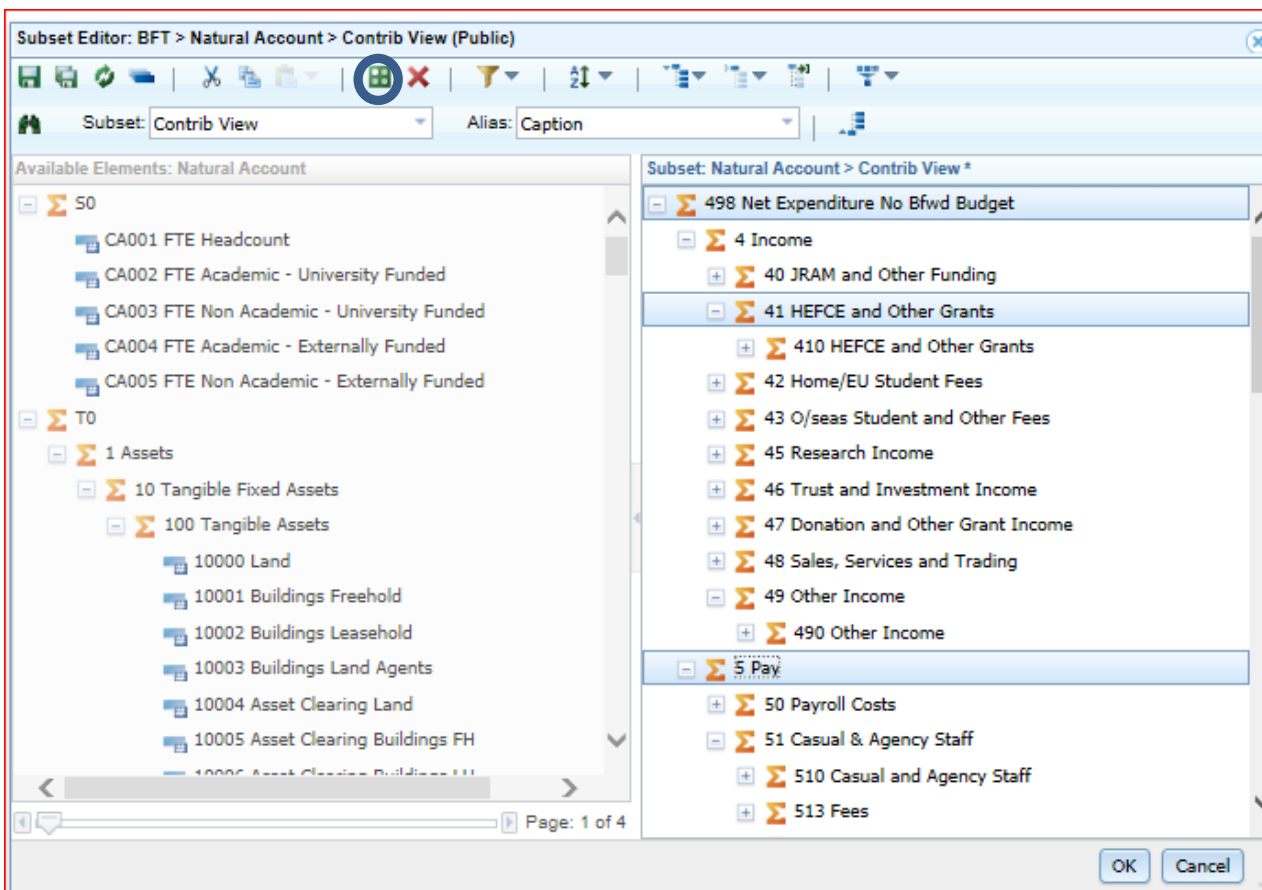




6. On the Natural account box in the rows section, click on the arrow pointing downwards on the right hand side of the box to bring up the subset editor, select the
- Sigma 498 Net Expenditure No Bfwd Budget (the net surplus/deficit)
 - Sigma 41 HEFCE and Other Grants and
 - Sigma 5 Pay' natural account series – see below highlighted;

To make the selection hold down the Ctrl key and click on the required rows, then click OK. (you can also select the FTE values if that is of interest for review)

This should manipulate the view only to show these three natural account codes in the planning screen which makes the data entry easier





- In order to get yellow cells on the planning screen select a cost centre at leaf level in the cost centre box in the context section.

- To make the screens more manageable suppress the zeros on the columns in order to get rid of unwanted columns.

	A Grants and Contracts												A2007 Oxford University Hospitals NHS Foundation Trust													
	Year TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Year TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
498 Net Expenditure No Bfwd Budget	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	39.4	39.4	37.5	37.5	37.5	37.5	37.5	36.9	36.8	36.8	35.4	35.4
41 HEFCE and Other Grants	499.5	43.8	43.8	41.9	41.9	41.9	41.9	41.9	41.2	41.0	41.0	39.7	39.7	447.8	39.4	39.4	37.5	37.5	37.5	37.5	37.5	36.9	36.8	36.8	35.4	35.4
410 HEFCE and Other Grants	499.5	43.8	43.8	41.9	41.9	41.9	41.9	41.9	41.2	41.0	41.0	39.7	39.7	447.8	39.4	39.4	37.5	37.5	37.5	37.5	37.5	36.9	36.8	36.8	35.4	35.4
41110 HEFCE Grant																										
41111 HEFCE Income - projects																										
41210 AHRC Grant																										
41220 NCTL Grant																										
41310 NHS Grant	499.5	43.8	43.8	41.9	41.9	41.9	41.9	41.9	41.2	41.0	41.0	39.7	39.7	447.8	39.4	39.4	37.5	37.5	37.5	37.5	37.5	36.9	36.8	36.8	35.4	35.4
5 Pay	-499.5	-43.8	-43.8	-41.9	-41.9	-41.9	-41.9	-41.9	-41.2	-41.0	-41.0	-39.7	-39.7	-447.8	-39.4	-39.4	-37.5	-37.5	-37.5	-37.5	-37.5	-36.9	-36.8	-36.8	-35.4	-35.4
50 Payroll Costs	-499.5	-43.8	-43.8	-41.9	-41.9	-41.9	-41.9	-41.9	-41.2	-41.0	-41.0	-39.7	-39.7	-447.8	-39.4	-39.4	-37.5	-37.5	-37.5	-37.5	-37.5	-36.9	-36.8	-36.8	-35.4	-35.4
501 Academic Staff	-499.5	-43.8	-43.8	-41.9	-41.9	-41.9	-41.9	-41.9	-41.2	-41.0	-41.0	-39.7	-39.7	-447.8	-39.4	-39.4	-37.5	-37.5	-37.5	-37.5	-37.5	-36.9	-36.8	-36.8	-35.4	-35.4
502 Support Staff																										
51 Casual & Agency Staff																										



9. Enter income amounts by SOF on the 41310 line and once complete save and reselect another cost centre if necessary.
Check that the row 498 (the "bottom line") is the desired zero