

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.
- BR Medical Sciences Divisional Office
 BRA Medical Sciences Divisional Office Departmental
 BRA1 Medical Sciences Divisional Office Departmental Other
 BR1 Business operating activities
 BR2 PI Funds
 BR3 Recharges
 BR4 Research Facilities
 BR5 Other
 BR60 Awards
 BR70 Nuffield Benefaction
 BRA2 Medical Sciences Divisional Office Fully Funded Depart



Name	ne State		Permissions		Owner	Ownership Node	Reviewer	Last Data Commit	Commentary Status			
BR3 Recharges	Available	•	m (0 🖪	None 🤜	None	V011 - I and E Planner 🔻	Never committed 🛛 🔻				
0 000 0	1											
Which consist Open BR3 Re Name	echarges in TML Applicat State	tion We	Permissi	ions	Owner	Ownership Node	Reviewer	Last Data Commit	Commentary Status			
		tion We	Permissi		Owner None	•	Reviewer		Commentary Status			

2. Select the income and Expenditure planning tab;

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🥝 https://tm1-qa.bsj	p.ox.ac.uk/ - Income and Expendi	ture Planning Available B	R3 Recharges - Internet Explorer	
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Welcome Page.xlsx	iIncome and Expend Planning	iFurther Detail Required	i oIncome and Expenditure Summary	I and E Updates
Rows: Contrib View [Natural Account]	Columns: Budge [Month and Co	st mments]	Context: T0 [SoF] V 00 Default [Activity] V	BR3 Recharges [Cost Centre]

- 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 won 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

Subset Editor: BFT > Natural Account > Contrib View (Public)	(x
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Subset: Contrib View Alias: Caption	
Available Elements: Natural Account	Subset: Natural Account > Contrib View *
E ≥ 50	2 498 Net Expenditure No Bfwd Budget
CA001 FTE Headcount	
CA002 FTE Academic - University Funded	🗉 ∑ 40 JRAM and Other Funding
CA003 FTE Non Academic - University Funded	2 41 HEFCE and Other Grants
CA004 FTE Academic - Externally Funded	🗉 ∑ 410 HEFCE and Other Grants
CA005 FTE Non Academic - Externally Funded	🗉 ∑ 42 Home/EU Student Fees
🖃 🚬 ТО	\pm ∑ 43 O/seas Student and Other Fees
	🖅 \Sigma 45 Research Income
🖃 ∑ 10 Tangible Fixed Assets	🗉 ∑ 46 Trust and Investment Income
I00 Tangible Assets	🖅 \Sigma 47 Donation and Other Grant Income
📷 10000 Land	표 ∑ 48 Sales, Services and Trading
ng 10001 Buildings Freehold	🖃 ∑ 49 Other Income
ng 10002 Buildings Leasehold	🗄 🚬 490 Other Income
ng 10003 Buildings Land Agents	- 🚬 5 Pav
ng 10004 Asset Clearing Land	🗉 ∑ 50 Payroll Costs
🖏 10005 Asset Clearing Buildings FH 🛛 🗸	🖃 ∑ 51 Casual & Agency Staff
KOODE Asset Classical Ruddiese (1)	🗉 🚬 510 Casual and Agency Staff
Page: 1 of 4	
	OK Cancel



7. 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.



8. To make the screens more managable supress the zeros on the culumns in order to get rid of unwanted columns.

Natural Account	Columns: SoF [SoF]	[Month	Budget and Com	ments]						t:) Default [Activity]	• (BR5000		nd Banding Recharg ist Centre]	yes 🔻		et 17/18 ersion]		2017- (Financial) Ledger inancial Le		10	Universit (Organi	y of Oxfor isation]
	⊖ 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	lut
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												
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																										



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