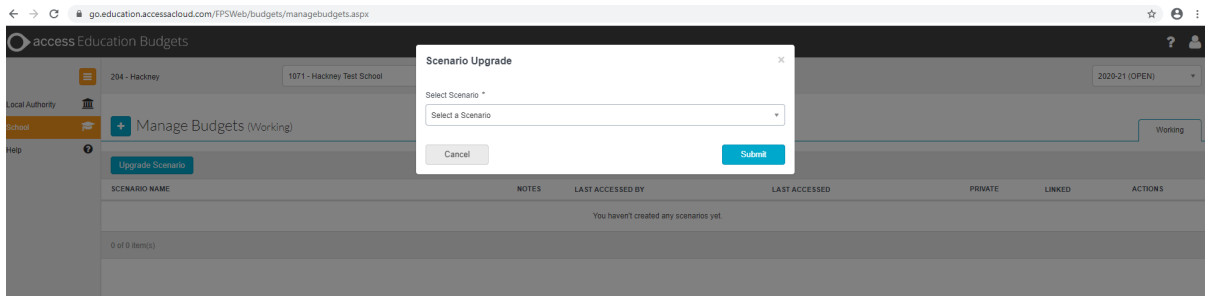


Guidance – Opening Access Education Budgeting Tool for Hackney Schools

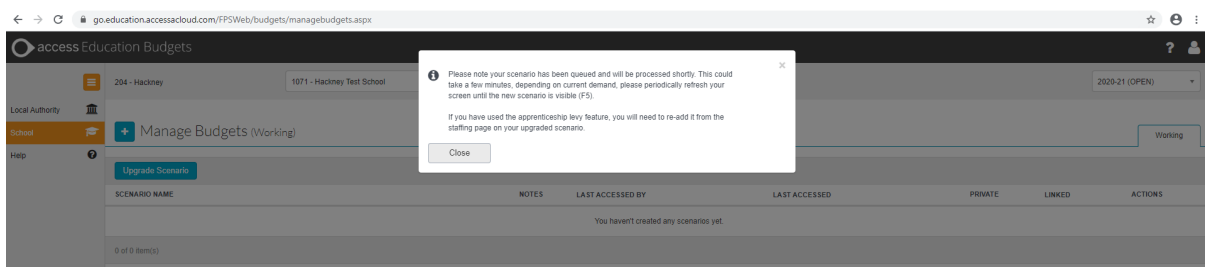
2020-21

Log into Access Education Budgeting.
The tool will now open directly into 2020/21.

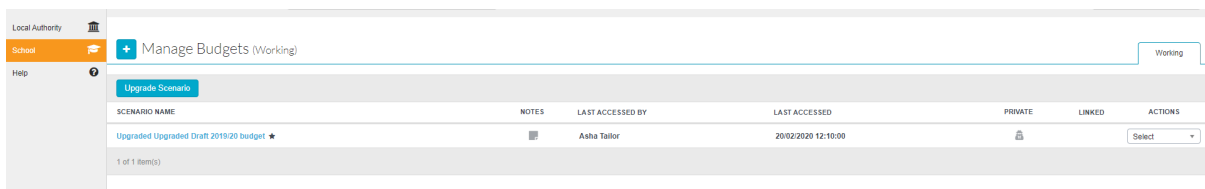
Click “Upgrade Scenario” and select the scenario from the list of 2019/20 scenario’s that you would like to bring into 2020/21



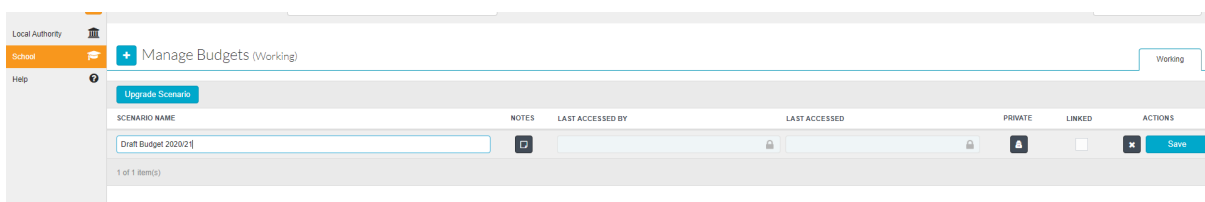
The following message will appear, please allow few minutes as per message.



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



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



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 Schools.Finance@learningtrust.co.uk