Are you Short of Time?

Tips for Users for Planning and Entering Data

Please submit your scheme and annual data by 31 July for the year ending 31 March. If this presents problems, please contact SDS.

Data is submitted in 2 areas – Scheme Data and Annual Data.

Scheme Data

- Set up all Project/Development Officers as Users on the system and ask them to submit the data for their schemes. There is no limit to the number of users you can have.

- Only enter relevant schemes. E.g. for the benchmarking year 2006/07 enter data for schemes where unit completions occurred in the year ending 31 March 2006. Ignore schemes which were fully completed at 31 March 2005 and schemes where the first completions occur after 1 April 2006.

- Only enter *Standard Schemes*. These are defined in the User Guide.

- Submit schemes as soon as the data is 95% accurate, typically *Start on Site*, or *Practical Completion* at latest. You can always amend data, even if it has already been validated.

- We can provide you with an Excel template in which you can summarise all scheme data (perhaps taken from an internal database). We will then enter the data for you automatically and you will only have to check and submit the data.

- Pay attention to the data validation checks as you enter data. Anything which does not have a green line around it may indicate that the data is incorrect. The validation limits are however fairly broad.

Annual Data

- Set up Finance staff as Users on the system so that they can enter relevant overhead data directly.

- We recommend that you start preparing this submission after 1 April and after your Finance Dept have completed the basic Annual Accounts.

- Submit the data when you have completed all your scheme data. This will give you a more accurate self-validation report. We cannot validate the Annual data until the scheme submissions are completed and also validated. However, there is quite a lot of information which can be entered in advance of the scheme submissions.

- It is likely that you will need assistance from Finance, so get the questions and guidance notes to them in good time.

- For the Staff Schedule, we only need broad percentages for the allocation of the time spent. Ask the relevant staff groups to use their best view.