



SBS Budgets

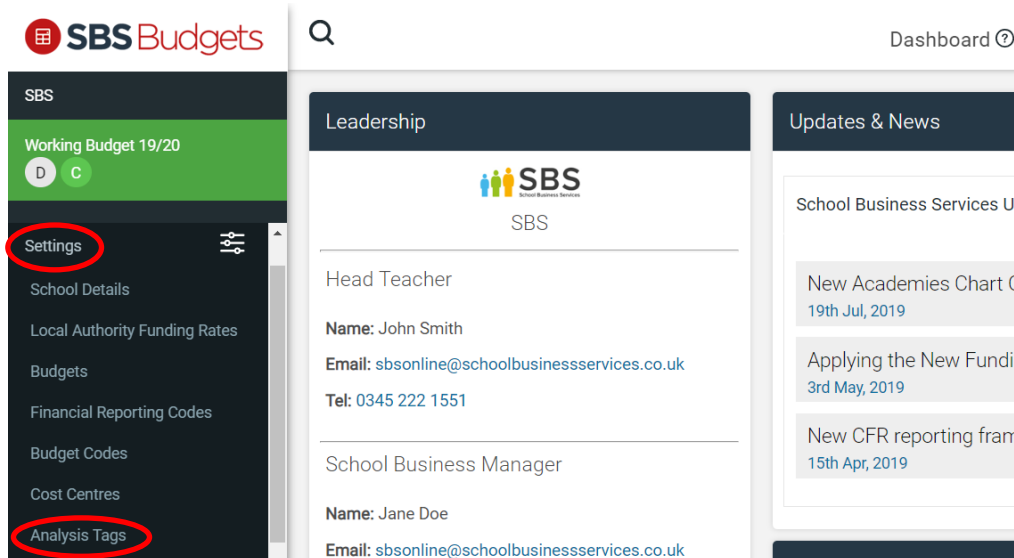
Analysis tags and Fund codes

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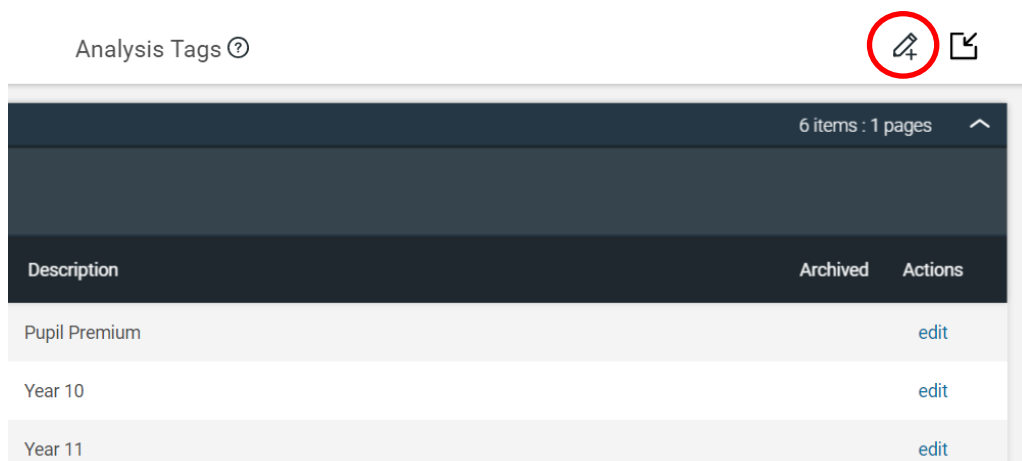
Creating Analysis Tags

1. Follow the path [Settings > Analysis Tags](#)



The screenshot shows the SBS Budgets dashboard. On the left, the 'Settings' menu is open, with 'Settings' and 'Analysis Tags' highlighted by red circles. The main content area shows the 'Leadership' section with details for the Head Teacher (John Smith) and School Business Manager (Jane Doe). The right sidebar contains 'Updates & News' with several articles.

2. Select the create sign in the top right (the pen with a plus)



The screenshot shows the 'Analysis Tags' page. At the top right, there is a red circle around a 'create' icon (a pen with a plus). Below this is a table with 6 items. The table has columns for 'Description', 'Archived', and 'Actions'.

Description	Archived	Actions
Pupil Premium		edit
Year 10		edit
Year 11		edit

3. Name the Analysis Tag

Create Analysis Tag ?

Name: ?

Description: ?

Text colour: ?

Background colour: ?

The description is optional.

4. Choose a test and background colour

Create Analysis Tag ?

Name: ?

Description: ?

Text colour: ?

Background colour: ?

5. Select the save and new icon if you have more Analysis Tags to create (the black tick with a plus)

Create Analysis Tag ? ✓ ⊕ ✕

:

:

:

:

6. Select the save icon when this is the last Analysis Tag to create

Create Analysis Tag ? ⊕ ✓ ✕

:

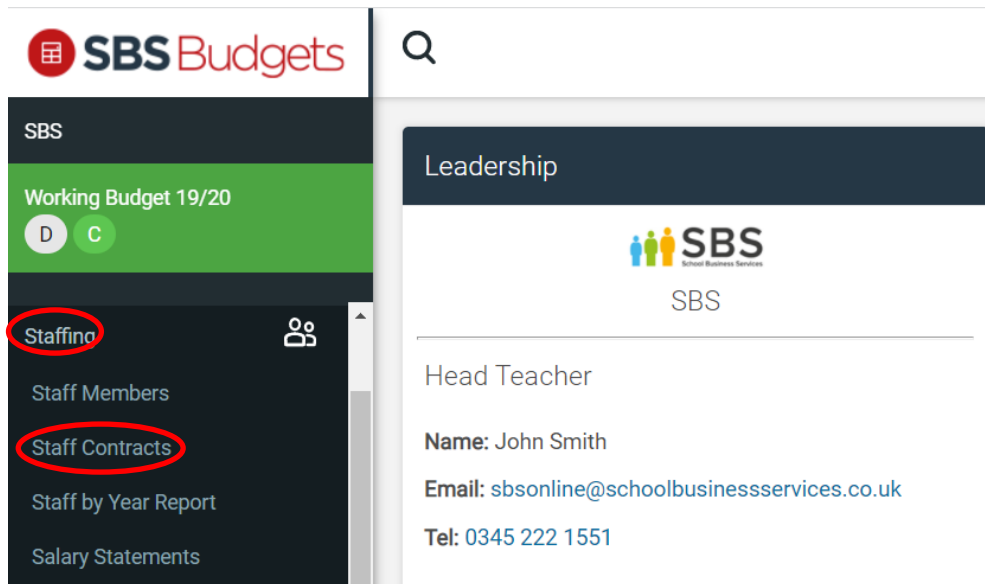
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Adding Analysis Tags to Contracts

1. Follow the path Staffing > Staff Contracts



SBS Budgets

SBS

Working Budget 19/20

D C

Staffing

- Staff Members
- Staff Contracts**
- Staff by Year Report
- Salary Statements

Leadership

SBS
School Business Services

SBS

Head Teacher

Name: John Smith

Email: sbsonline@schoolbusinessservices.co.uk

Tel: 0345 222 1551

2. Select edit the by contract you wish to add a Tag to

Staff Contracts ?

78 items : 1 pages

Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
New TA Scenario				Support	TA					1	edit
Contract 1	34785	John	Adams	Teacher	TEACH			1st July, 2017		5	edit
TA Scenario	34785	John	Adams	Teacher	TEACH			1st July, 2017		1	edit
Contract 1	157912	Rocky	Balboa	Support	PREM			19th September, 2014		6	edit

3. Select the Analysis Tag you wish to add to the contract

Edit Contract ?

Contract name:	Contract 1	?
Contract type:	Teacher	▼
Service term:	TEACH	▼ ?
Maximum salary scale:		▼
Tags:	Add Tags...	▼ ?
Fund Codes:	PP	
Start:	Year 10	
End:	Year 11	
Maternity leave start date:	Year 7	?
Return to work date:	Year 8	?

4. Use the save icon to save the contract (the green tick)

Edit Contract ?

✓ ✕ 🗑️

Contract 1	?
Teacher	▼
TEACH	▼ ?
	▼
Add Tags...	▼ ?
PP x	
Add Fund Codes...	▼
2017-07-01	

5. Once the contract is saved, you will then be able to adjust the percentage by selecting the 'adjust' in blue

View Contract ?



Details:

Staff member: [John Adams](#)

Contract name: Contract 1

Service term: [TEACH](#) - Teaching Staff

Tags:

PP [100.00 % - [adjust](#)]



6. Manually overtype the percentage

Adjust Tag Percentage

Percentage: 100

7. Select the save icon in the top right (the green tick)

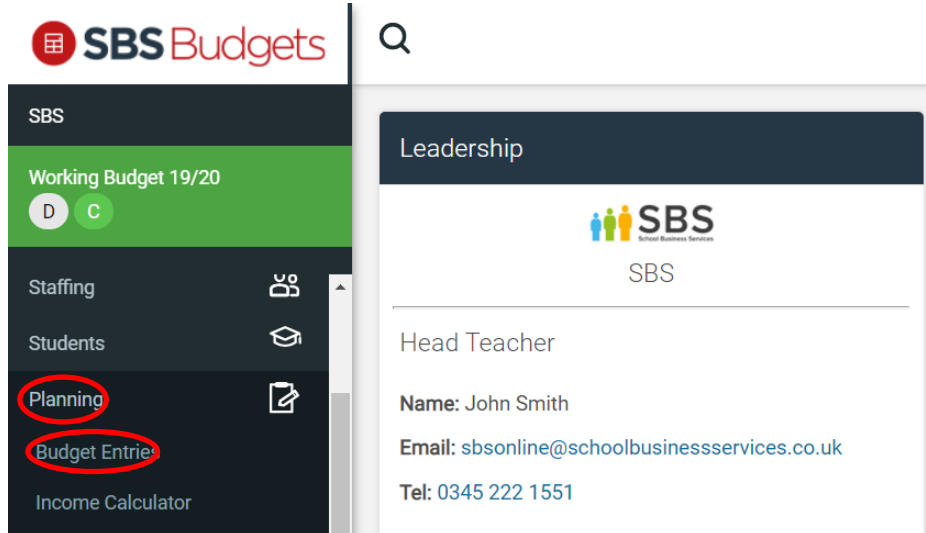
Adjust Tag Percentage

Percentage: 50

Adding Analysis Tags to Budget Entries

1. Follow the path [Planning > Budget Entries](#)



2. Select edit on the Budget Entry you wish to add the Tag to

Budget Entries ⓘ

71 items : 1 pages

Description	Tags	Fund Codes	2019/20	2020/21	2021/22	2022/23	2023/24	Notes	Actions
Balance BF									edit
Furniture			2,040.00	2,080.80	2,122.42	2,164.86	2,164.86		edit
General Rates			70,615.13	74,145.88	74,145.88	74,145.88	74,145.88		edit
Hygiene Requisites			7,177.28	7,536.14	7,536.14	7,536.14	7,536.14		edit

3. Add the Tag you need onto the Budget Entry

Edit Budget Entry ?

Description: Furniture ?

Budget code: ACA5200 - Furniture/Equipment ?

Cost centre: ?

Tags: Add Tags... ?

Fund codes: PP

Year 10

Year 11

Year 7

Year 8

Year 9

4. Save the Budget Entry

Edit Budget Entry ?

✓ ✕ 🗑

Description: Furniture ?

Budget code: ACA5200 - Furniture/Equipment ?

Cost centre: ?

Tags: Add Tags... ?

PP | x

Fund codes: Add Fund codes...

5. This will lead back to the main Budget Entries screen, select the description of the Budget Entry for the Tag's percentage you wish to adjust

Budget Entries ②

Description	Tags	Fund Codes	2019/20	2020/21	2021/22	2022/23
Balance BF						
Furniture	PP [100%]		2,040.00	2,080.80	2,122.42	2,164.86
General Rates			70,615.13	74,145.88	74,145.88	74,145.88

6. You will then be able to select 'adjust' in blue to tweak the percentage

View Budget Entry

Description: Furniture

Budget Code: ACA5200 - Furniture/Equipment

CFR : E22

GAG : Furniture/Equip (Not Cap)

Analysis Tags: PP [100.00 % - adjust]

Amounts by date:

Date	Amount
2019/20	2,040.00
1st Sep, 2019	170.00

7. Manually enter the percentage

Adjust Tag Percentage

Percentage: 100

8. Select the save icon (the green tick)

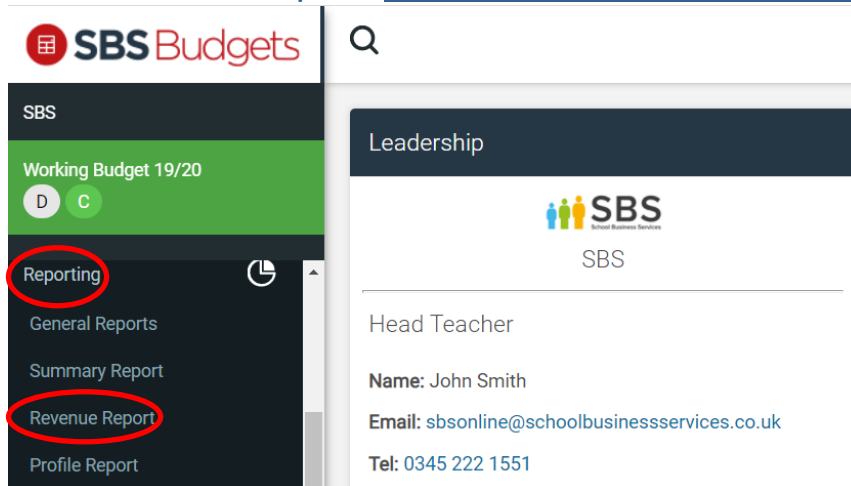
Adjust Tag Percentage



50

Viewing Analysis Tag Reports – Revenue Report Example

1. Follow the path Reporting > Revenue Report



2. Once the report loads, select the analysis tag you wish to see a report based on from the drop-down menu

GAG Revenue Report ?

Code	Description	2020/21
Revenue Brought Forward		
Balance Brought Forward	Brought Forward forecast	42,791.54
BBF	Balance BF	0.00
Balance Brought Forward		42,791.54
Total		42,791.54
Revenue Income		

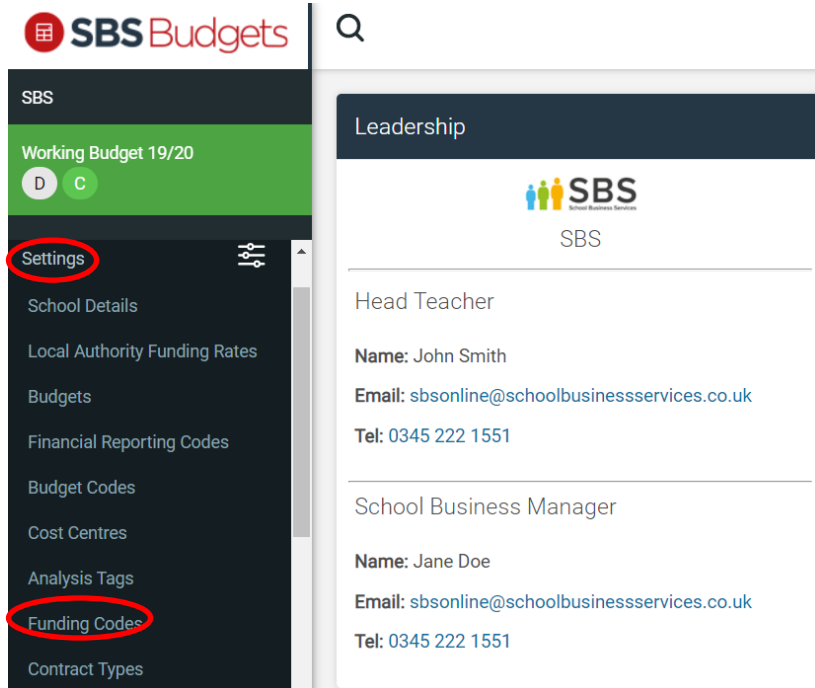
3. The report will regenerate based on this analysis tag with the percentages replicated

Q GAG Revenue Report : PP ©

Total		131,308.91
Revenue Expenditure		
ACA2000	Salary forecast - Teaching Staff - Basic Salary	20,382.15
ACA2005	Salary forecast - Teaching Staff - National Insurance	2,231.48
ACA2010	Salary forecast - Teaching Staff - Superannuation	4,826.49
Staff Costs: Teaching Staff		27,440.12
Staff Costs: Education Support		119,667.80
ACA4005	Books	156.85
ACA4010	Clothing & Uniform	811.29
ACA4150	Exam Fees	6,002.28
Supplies and Services: Educational other (exclude IT)		6,970.42
ACA5200	Furniture	1,020.00
Furniture/Equip (Not Cap)		1,020.00
Total		155,098.34
In-year Balance		-23,789.43
Overall Balance		-23,789.43

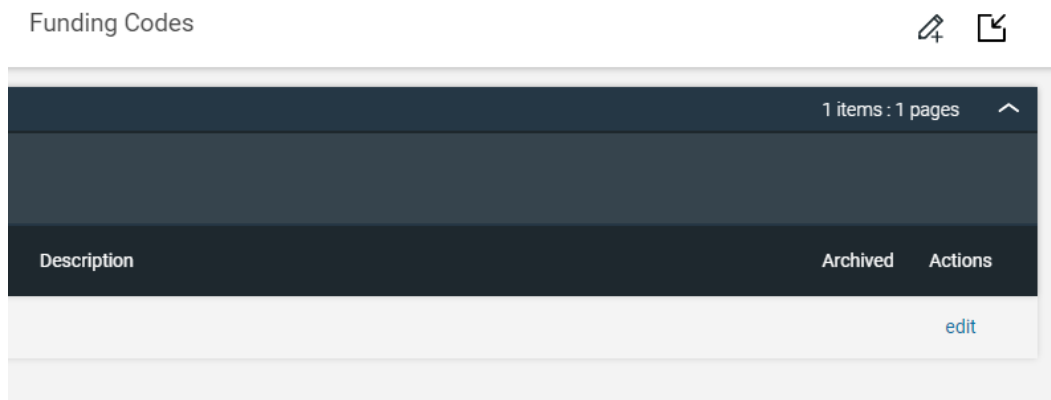
Creating Fund Codes

1. Follow the path Settings > Funding Codes



The screenshot shows the SBS Budgets web application. On the left is a dark navigation menu with the following items: SBS, Working Budget 19/20 (with 'D' and 'C' buttons), Settings (highlighted with a red circle), School Details, Local Authority Funding Rates, Budgets, Financial Reporting Codes, Budget Codes, Cost Centres, Analysis Tags, Funding Codes (highlighted with a red circle), and Contract Types. The main content area on the right is titled 'Leadership' and displays the SBS logo. Below the logo, it lists contact information for the Head Teacher (John Smith) and the School Business Manager (Jane Doe), including their names, emails (sbsonline@schoolbusinessservices.co.uk), and telephone numbers (0345 222 1551).

2. Select the create icon in the top right (the pen with a plus)



The screenshot shows the 'Funding Codes' page. At the top right, there are two icons: a pen with a plus sign (the create icon) and a document icon. Below the icons, a table displays the funding codes. The table has a header row with 'Description', 'Archived', and 'Actions'. There is one row in the table with a description and an 'edit' link in the 'Actions' column. The top right of the table area indicates '1 items : 1 pages'.

3. Name the Fund Code

Create Fund Code Tag

Name:

Description:

Text colour:

Background colour:

The description, text colour and background colour are optional fields

Create Fund Code Tag




Name:

Description:

Text colour:

Background colour:

4. Select the save and new (black tick with a plus) if there is another Fund Code you would like to create, if not, select the save icon (green tick)

Create Fund Code Tag




: SEN

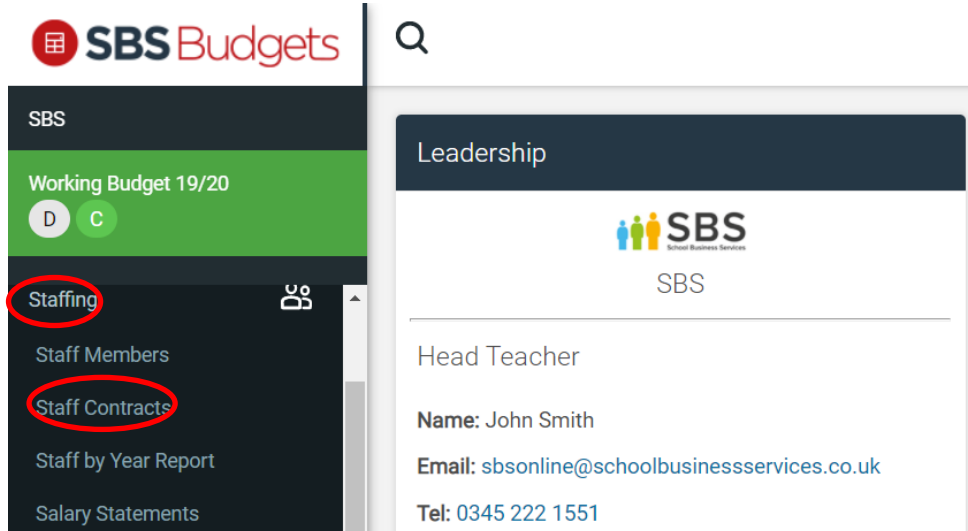
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Applying Fund Codes to Contracts

1. Follow the path Staffing > Staff Contracts



2. Edit the contract you wish to add the Fund Code to

Staff Contracts ?  

78 items : 1 pages

Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
	Support	TA					1	edit
Adams	Teacher	TEACH	PP [50%]		1st July, 2017		5	edit
Adams	Teacher	TEACH			1st July, 2017		1	edit
Balboa	Support	PREM			19th September, 2014		6	edit
Bale	Teacher	TEACH			1st September, 2016		6	edit

3. Select the Fund Code from the drop-down options

Edit Contract ?

Contract type:	Teacher	▼
Service term:	TEACH	▼ ?
Maximum salary scale:		▼
Tags:	Add Tags...	▼ ?
	PP x	
Fund Codes:	Add Fund Codes...	▼
	Add Fund Codes...	
Start:	Non SEN	
	SEN	
End:		
aternity leave start date:		?

This will prompt you to enter the percentage of the contract this Fund code is relevant for. When using Fund Codes, the value of the Fund Codes combined must equal 100%.

Edit Contract ?

Contract type: Teacher ▼

Add fund code percentage ✓ ✕

Percentage:

PP | x

Fund Codes: Add Fund Codes... ▼

4. Manually enter the relevant percentage

Edit Contract ?

Contract type: Teacher


Add fund code percentage

Percentage:

5. Select the save icon (the green tick)

Edit Contract ?

Teacher

Add fund code percentage 

If the Fund Code does not equal 100%, add more relevant Fund Codes so for the remaining percentages.

6. Save the contract

Edit Contract ?
✓
✕
🗑

Contract 1	?
Teacher	▼
TEACH	▼ ?
	▼
Add Tags...	▼ ?
PP x	
Add Fund Codes...	▼
SEN [50%] x Non-SEN [50%] x	
2017-07-01	

Adding Fund Codes to Budget Entries

1. Follow the path [Planning > Budget Entries](#)



2. Edit the entry you wish to add the Fund Code to

Budget Entries ⓘ



71 items : 1 pages							
Tags	Fund Codes	2019/20	2020/21	2021/22	2022/23	2023/24	Notes
							edit
PP [50%]		2,040.00	2,080.80	2,122.42	2,164.86	2,164.86	edit
es		70,615.13	74,145.88	74,145.88	74,145.88	74,145.88	edit

3. Select the relevant Fund Code from the drop-down options

Edit Budget Entry ?

Description: General Rates ?

Budget code: ACA3135 - Rates ?

Cost centre: RATES - Rates

Tags: Add Tags... ?

Fund codes: Add Fund codes...
 Add Fund codes...
 Non-SEN
SEN

This will prompt you to enter the percentage of the contract this Fund code is relevant for. When using Fund Codes, the value of the Fund Codes combined must equal 100%.

Edit Budget Entry ?

Add fund code percentage ✓ ✕

Percentage: suggestion: 100

Cost centre: RATES - Rates

4. Enter the percentage relevant to this tag

Edit Budget Entry ?

Add fund code percentage

Percentage:

Cost centre: RATES - Rates

Tags: Add Tags...

5. Save the percentage

Edit Budget Entry ?

Add fund code percentage 

If the Fund Code does not equal 100%, add more relevant Fund Codes so for the remaining percentages.

6. Once all fund codes are added, save the Budget Entry

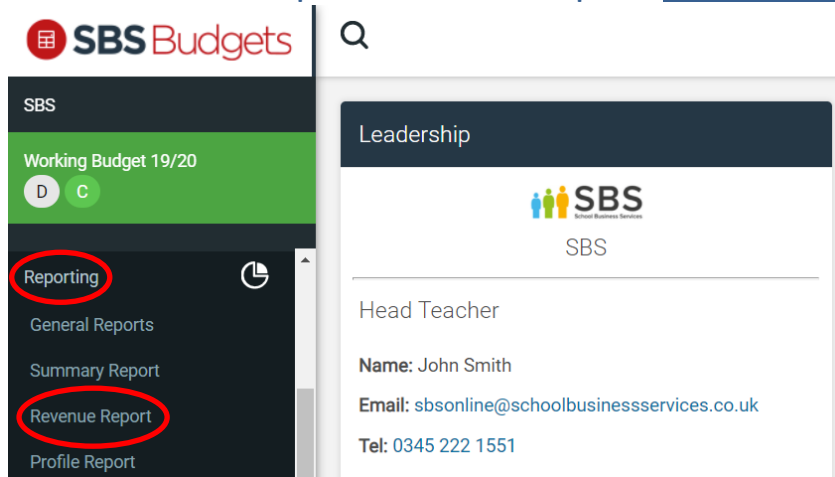
Edit Budget Entry ?   

1:	General Rates	?
2:	ACA3135 - Rates	?
3:	RATES - Rates	
4:	Add Tags...	?
5:	Add Fund codes...	

SEN [50%] | x Non-SEN [50%] | x

Viewing Fund Code Reports – Revenue Report example

1. Follow the path Follow the path Reports > Revenue Report



2. Via the drop-down at the top, select the Fund code you wish to view the report for



You can view the report for more than one Fund Code at a time by selecting all relevant Fund Codes from the drop down.

GAG Revenue Report ⓘ

3 years	Select analysis tag	0 Fund Code selected	
		<input type="checkbox"/> Non-SEN <input checked="" type="checkbox"/> SEN	
2019/20		2021/22	Notes
0.00	-3,164,552.55	-6,413,278.77	
0.00	0.00	0.00	
0.00	-3,164,552.55	-6,413,278.77	
0.00	-3,164,552.55	-6,413,278.77	

3. Select the save (green tick) icon to regenerate the report for your selected Fund Code



GAG Revenue Report ⓘ

Years	Select analysis tag	1 Fund Code selected		
2019/20	2020/21	2021/22	Notes	
0.00	-3,164,552.55	-6,413,278.77		
0.00	0.00	0.00		
0.00	-3,164,552.55	-6,413,278.77		
0.00	-3,164,552.55	-6,413,278.77		

Generated by the Income

4. The report will then regenerate for your chosen Fund Code

GAG Revenue Report : SEN ⓘ

		3 years	Select analysis tag	1 Fund Code selected
Description	2019/20	2020/21		
Brought Forward forecast	0.00	-27,440.12		
	0.00	-27,440.12		
	0.00	-27,440.12		
	0.00	0.00		