



How to run reports in SBS Budgets

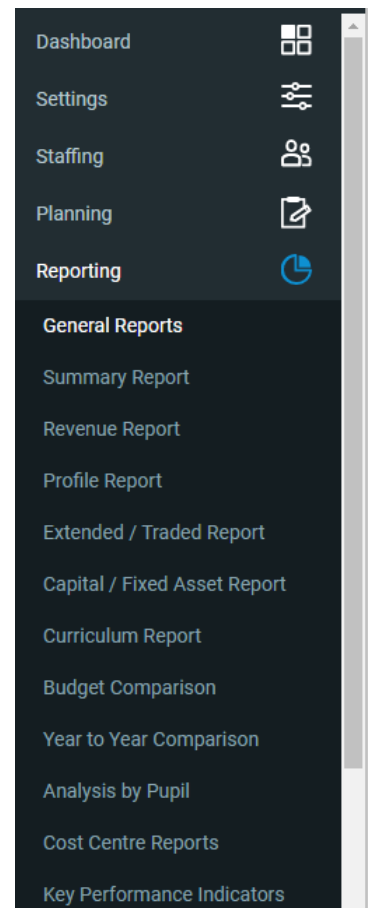
How to run different reports in SBS Budgets

To do this, begin by going to the **Reporting** option on the left-hand side. This will show the reporting options available to your currently selected budget (in green in the top left corner), see below

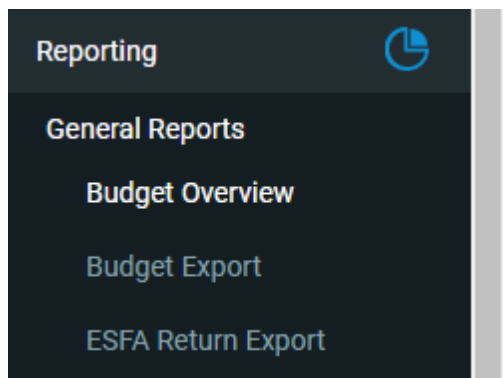


The reporting options listed on the right each expand to allow for the specific report to be ran in each reporting structure you have set, see left.

Depending on the reporting types you have set on your schools budget, you can choose from CFR, GAG, ACOA or custom.



General Reports:



General Reports doesn't specify a reporting type, instead shows an overview of the budget in its entirety. The Budget overview offers insight by giving a full scope of the current budget settings via the **Details** tab, outlining the elements which may not be up to date with red text messages.

Additionally, you can see a snapshot view of your entire budget via the **Rates, FTE Service Term, Revenue Income and Expenditure** and **End of Year Balance** tabs.

You can also see which users have access to the budget planner via the **Users** tab.

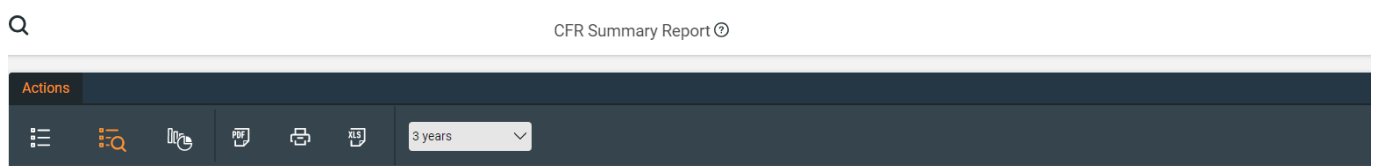
From this submenu you can also export your budget into excel via **Budget Export** and run your **ESFA Return Export**, see right.

Summary Reports



The summary reports offer an overview specific to each reporting type, see left. The summary report is made up of the total school spending. This is broken down into revenue, extend, capital and unallocated spend.

You can choose for the report to show between 1 and 5 years of comparison.



Once a reporting type has been selected you will see the above options, from the left, allowing you to collapse the individual lines giving you a clearer overview, expand the information out giving a line by line breakdown of each reporting type header and an option to view data in chart or table format accordingly.

The next three icons relate to exporting data out of the system. The **PDF** icon will export to PDF, the printer icon open a printable version of the report in your browser and the **XLS** will download an export of the report to Excel format.

These options are consistent throughout all the different reporting types.

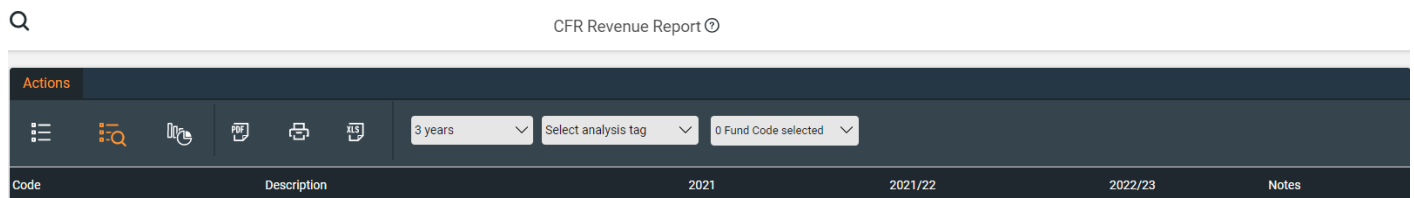
Revenue Report



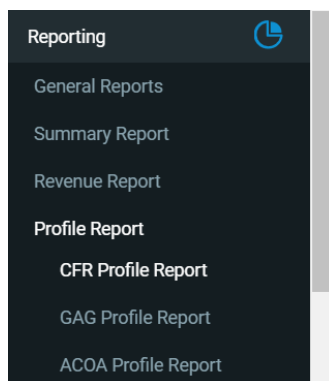
The Revenue report will offer a full break down of revenue income and expenditure so far throughout the financial year.

Unlike the summary report, the revenue report is broken down into budget code (ledger code/nominal) level, the data can be viewed from 1 year up to 5 years.

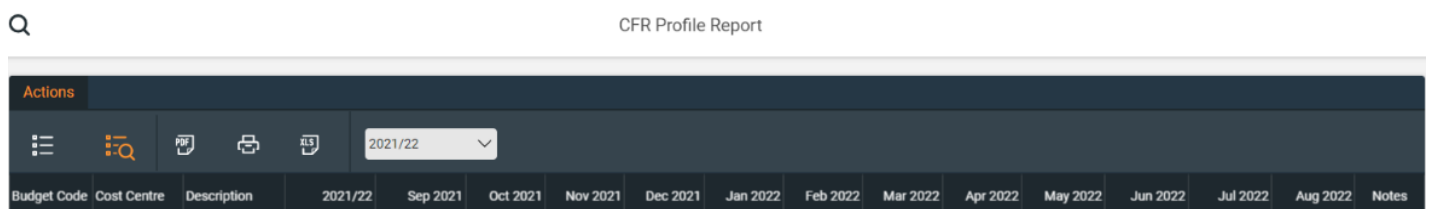
Again, this report can be printed, converted to PDF or exported to excel.



Profile Report



The profile report is almost identical the revenue report, but with each component being profiled as a monthly amount. This report will also reference the cost centre each expenditure type is associated with.









Extended/Traded Report

Summary Report
Revenue Report
Profile Report
Extended / Traded Report
CFR Extended Report
GAG Traded Report
ACOA Traded Report

Much like the revenue report, this report will allow you to drill into budget code level detail regarding any extended school/traded income and expenditure.



CFR Extended Report ?

Actions					
					3 years 
Code	Description	2022/23	2023/24	2024/25	Notes







Capital/Fixed Asset Report

Profile Report
Extended / Traded Report
Capital / Fixed Asset Report
CFR Capital Report
GAG Fixed Asset Report
ACOA Fixed Asset Report
Curriculum Report

This report will give a rundown of the capital/fixed assets associated with the school. Again, much like the revenue report, this will be displayed at budget code level.



CFR Capital Report ?

Actions					
					3 years 
Code	Description	2022/23	2023/24	2024/25	Notes

Curriculum Report

- Extended / Traded Report
- Capital / Fixed Asset Report
- Curriculum Report**
 - CFR Curriculum Report
 - GAG Curriculum Report
 - ACOA Curriculum Report
 - Budget Comparison

This report will show any lines in the budget against curriculum spends/income.

Q CFR Curriculum Report ?

Actions

3 years

Code	Description	2022/23	2023/24	2024/25	Notes
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Budget Comparison Report

- Curriculum Report
- Budget Comparison**
 - CFR Budget Comparison
 - GAG Budget Comparison
 - ACOA Budget Comparison
 - Year to Year Comparison

The budget comparison report allows you to choose two budgets to be compared side by side by reporting codes.

This is a very handy report when it comes to comparing scenario budgets to your working budget. Additionally, you may want to compare your fixed budget from the beginning of the financial year against your working budget to see the size of the difference between then and now.

Q CFR Budget Comparison ?

Actions

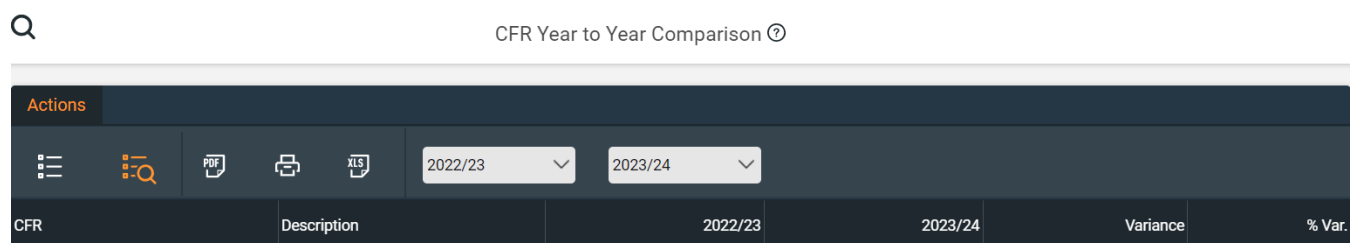
Working Budget 2 2022/23

CFR	Description	2022/23 - Initial Budget 22/23	2022/23 - Working Budget 22/23	Variance	% Var.
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Year to Year Comparison report



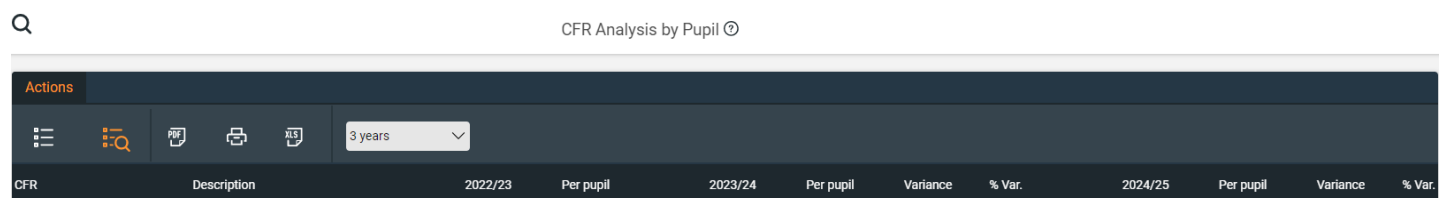
The year-to-year comparison allows you to select two years from your budget and compare the data side by side.



Analysis by Pupil report



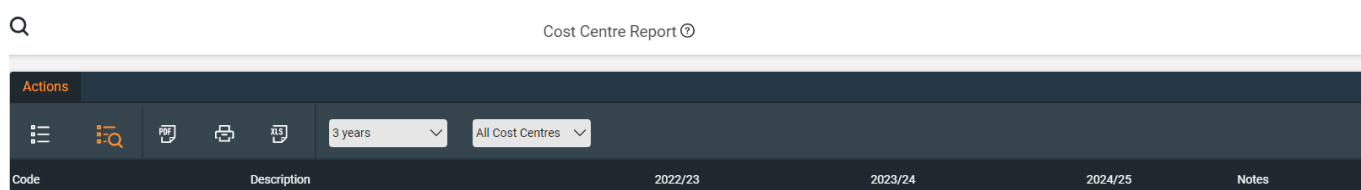
The analysis by pupil is a report will give you a breakdown of staffing costs on a per-pupil basis.



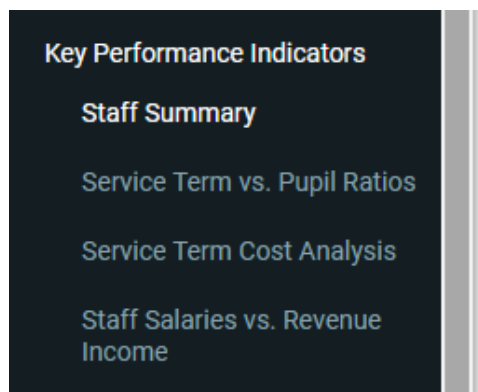
Cost centre report



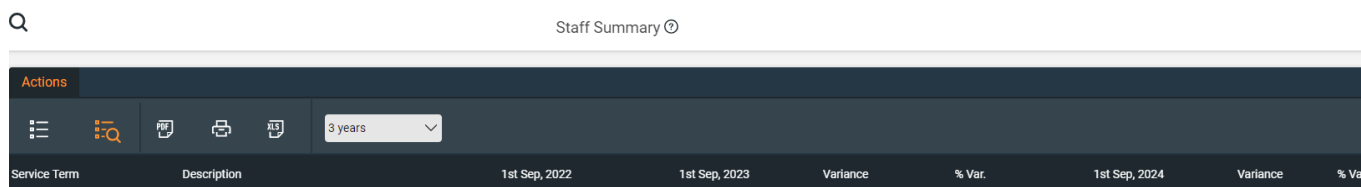
The cost centre report provides a breakdown line by line of the income and expenditure by the associated cost centre. This report can also be run in a profiled format.



Key Performance Indicators report



The key performance indicator report offers an overview on how each department is working and then as well as a specific comparison of service terms vs pupil ratios, service term cost analysis and staff salaries vs revenue income.



If you're still unclear or have any suggestions, please contact the service desk either via sbsonline@schoolbusinessservices.co.uk or 0345 222 1551 option 8 and we will be able to assist.