**SBS ONLINE NEW PORTAL GUIDANCE - 2025-26 BUDGETS – Part 3**

**REPORTS**

There are several Reports available in this section

Main Staffing Report:

* Once Staffing contracts have been entered, it is highly recommended that schools should check all the staffing data has been correctly captured. This report allows that by showing salary information at contract-level including Contract Type, Service Terms, Position, Start & End Dates, Cost Centre Codes, Scale Points, FTEs and a breakdown of monthly costs, Net, NI, Pension and Total Costs. This is very similar to Staff by Year Report in the old Portal.
* Click Reports > Listed here are All Reports available currently > Select Staffing > Staff Costings > Select Budget Year > Run Report
* There are Several Icons in the top right corner that allow you to select how you would like to display this report;
	+ Subtotals
	+ Selecting the columns that you would like to view
	+ Filters on Staff Type, Contract Type, Analysis Tag , Service Term and Gender
	+ An Arrow (download), that allows the report to be saved in Excel

Budget Analysis Report:

* REPORT 1: This is the main Budget Report.
* Click Reports > Listed here are All Reports available currently > Select Budget Analysis > Select Financial Code Type – CFR > Click – Include Balance Brought Forward > De-Select Extended > Run Report
* There are Several Icons in the top right corner that allow you to select how you would like to display this report;



 1 2 3 4 5 6 7

* + Icon 3, to Expand – Opens up all the data in order CFR Codes, Ledger Codes, Cost Centres and with notes. This allows schools to have a complete set of data regarding the budget lines and useful to be saved as an Excel Export (Tree). Can be used for referencing back – REPORT 1.
	+ Icon 4, to Collapse – This takes you back to the main highlight figures only.
	+ Icon 5, for Columns – Columns can be hidden to streamline the data when presenting to Governors.
	+ Icon 6, Filters on Ledger Code, Cost Centre or Analysis Tag
	+ Icon 7, a bold Arrow, that allows the report to be saved as
		- Excel Export (Table)
		- Excel Export (Tree)
		- CSV Export
		- PDF Export
* REPORT 2: This is the main report in PDF version that should be presented to the Governors for ratification, to be signed by the Headteacher and the Chair of Governors. A copy of the signed report needs to also be submitted to the LA.
* From the collapsed version of data > Expand the left-hand side arrows as shown below by clicking on each of the six arrows once in turn..

 

* These will open up the relevant Income and Expenditure CFR codes as per an I&E Report > Click on the Icon 5, for Columns > Untick the ‘Budget Codes and Cost Centre, to hide these columns > Click on Icon 7, the bold Arrow > Select PDF Export

Trustee/Governors Snapshot Report:

* REPORT 3: Highly recommended report to present statistical and analytical data to the Governors. This includes;
	+ Summary highlight totals of income, staffing costs, Non-staffing costs and other expenditure
	+ Pupil Numbers
	+ Staffing FTE
	+ Pupil Ratios
	+ Staff Costs KPIs
	+ Staff Averages
* Click Reports > Slide mouse over to the right > Select ‘Trustee/Governors Snapshot’ > Click ‘Include Balance Brought Forward > De-Select Extended > Run Report > Click on Icon 7, a bold Arrow > Select to save as Excel Export (Table)

Budget Export Report:

* REPORT 4: Once the Budget is agreed by the Governing Body, this report will aid to add the Budgets onto FMS in Cost Centre order. This a simplified export of budget data that can be used to identify figures to enter into FMS. Please note that Cash Advance allocations are also included in these figures (towards the end rows) and should not be included in Cost Centre Allocations but entered as Fund Allocation in FMS.
* Click Reports > Slide mouse over to the right > Select ‘Budget Export’ > Under Budget Year, select 2025/26 > Under Export Type, Select Standard > Click to Include Cost Centres > Export Report
* This produces a CSV File that can be saved as an Excel File
* Only columns A to D are required > the rest can be deleted
* Sort into Cost Centre Order and delete entries that relate to Cash Advance (see above)
* This then shows budgets in Cost Centre order split into Ledger Codes
* Add in a separate line for your budget surplus against A999 CC999
* Enter these in FMS under > Focus > Budget Management > Cost Centre Allocation