

Enhanced Spend Summary: Funds Report Example

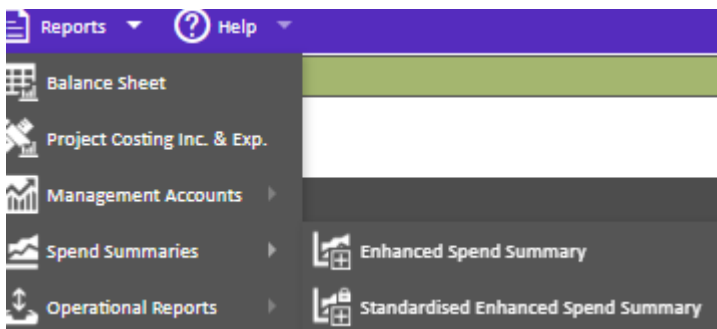
Overview

An illustration of a report that has funds as the top layer.

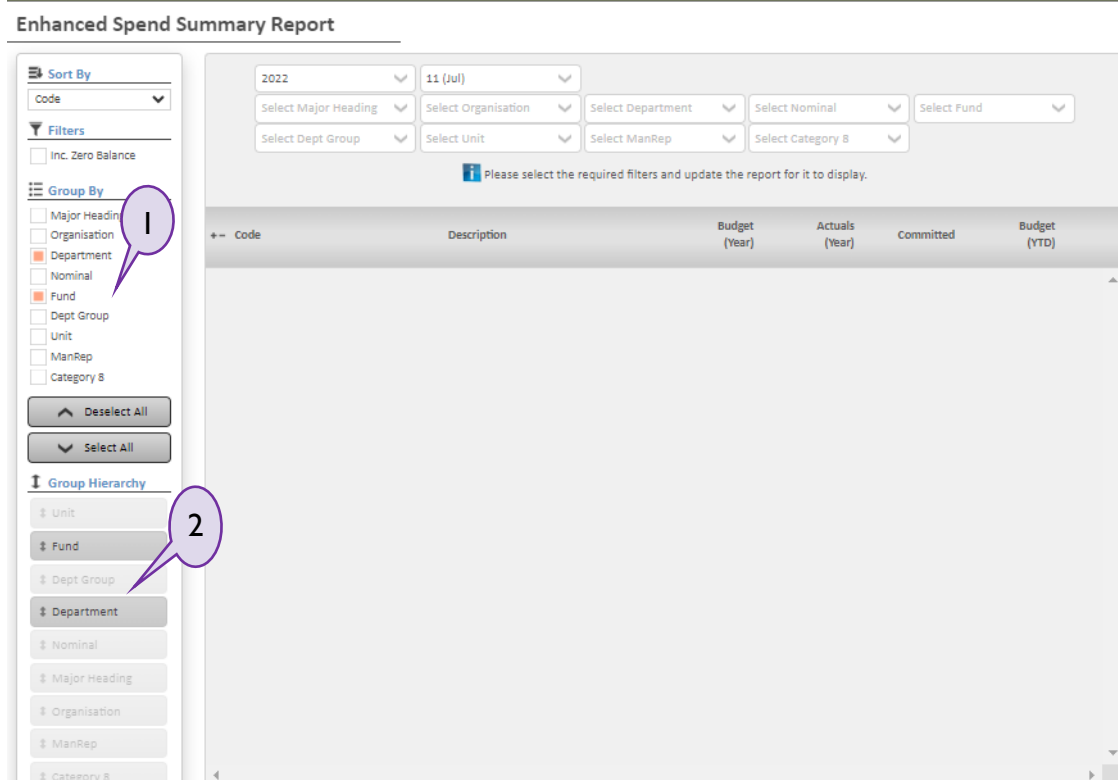
This report will have totals by department or cost centre within funds.

1.1. Step 1: Menu

Reports – Spend Summaries – Enhanced Spend Summary

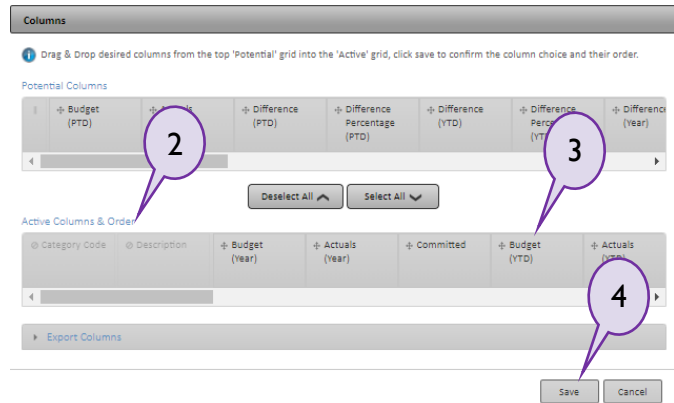
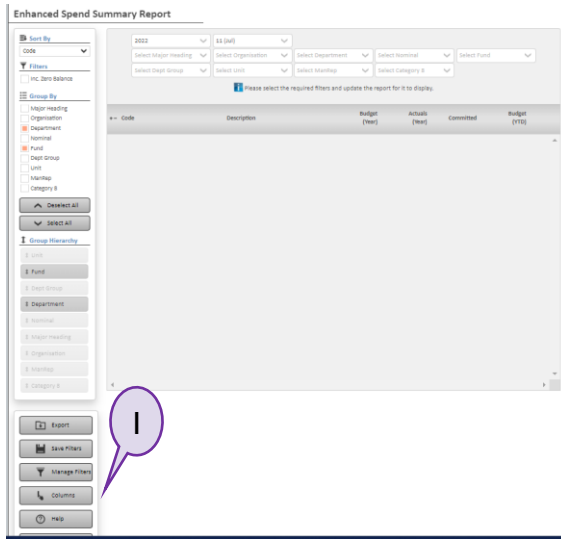


1.2. Step 2: Change the Reporting Hierarchy.



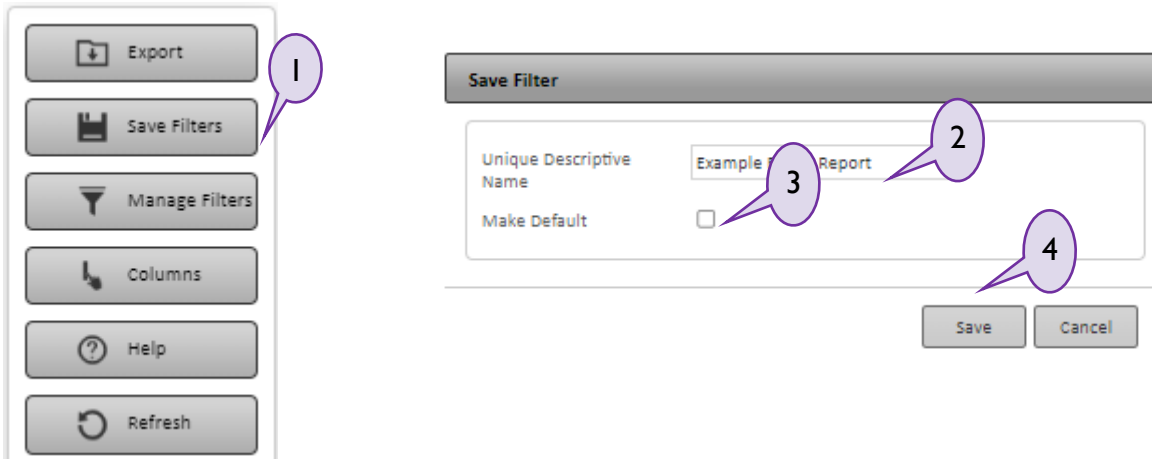
Step	Description
1	Check or uncheck the group by boxes to only show department and fund.
2	Drag the fund heading to be above the department heading.

1.3. Step 3: Change the Report Headings.



Step	Description
1	Click on the Columns box
2	Move the column heading that you would like in the report to the 'Active Columns & Order'. This can be done by dragging the heading from the 'Potential' area in the top to the bottom. Columns can be moved from the Active Columns & Order' out of the report to the top area, by dragging them from one box to the other.
3	Move the order of the columns in the report by dragging the heading in the 'Active Columns & Order' to be in the order you would like to see them.
4	Save the columns. This will return you to the main report and the screen will be refreshed with data.

I.4. Step 4: Saving the Report

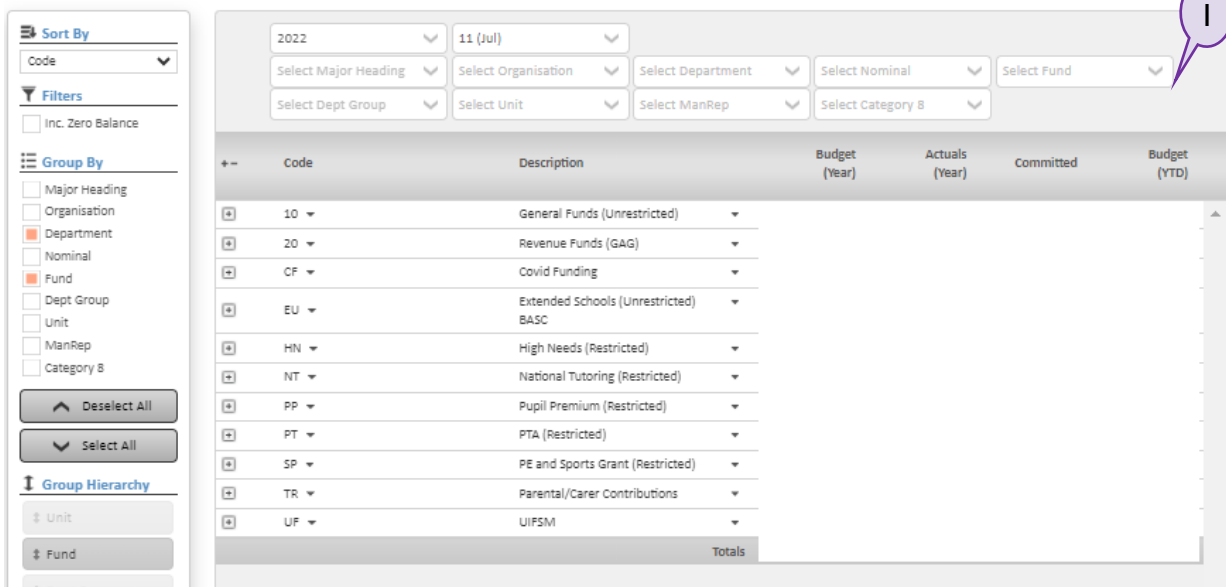


Step	Description
1	Save the report using the Save Filers option.
2	Provide a unique report description.
3	If this report is to be your default report in this report option, then check the box.
4	Save the report template

I.5. Step 5: Running the Report

Selecting a single or limited number of funds to report on.

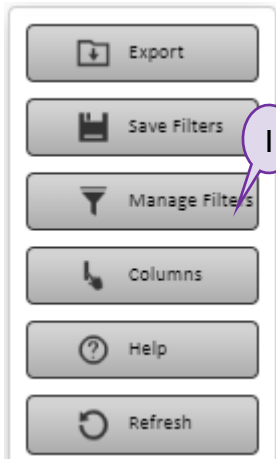
Enhanced Spend Summary Report



Code	Description	Budget (Year)	Actuals (Year)	Committed	Budget (YTD)
10	General Funds (Unrestricted)				
20	Revenue Funds (GAG)				
CF	Covid Funding				
EU	Extended Schools (Unrestricted) BASC				
HN	High Needs (Restricted)				
NT	National Tutoring (Restricted)				
PP	Pupil Premium (Restricted)				
PT	PTA (Restricted)				
SP	PE and Sports Grant (Restricted)				
TR	Parental/Carer Contributions				
UF	UIFSM				
Totals					

Step	Description
1	The report will default to showing all funds that have been used. If you would like to review one fund only, use the 'Select Fund' to reduce the list.
2	Refresh the report with the button that is at the bottom of the options on the left hand side of the screen.

1.6. Step 6: Running the Report in the future



Step	Description
1	Use the Manage Filters button to select the report that you would like to run.