

Looking at Brought Forward Reserves

Overview

This section explains how reserves can be viewed in the finance portal.

1.1. Menu

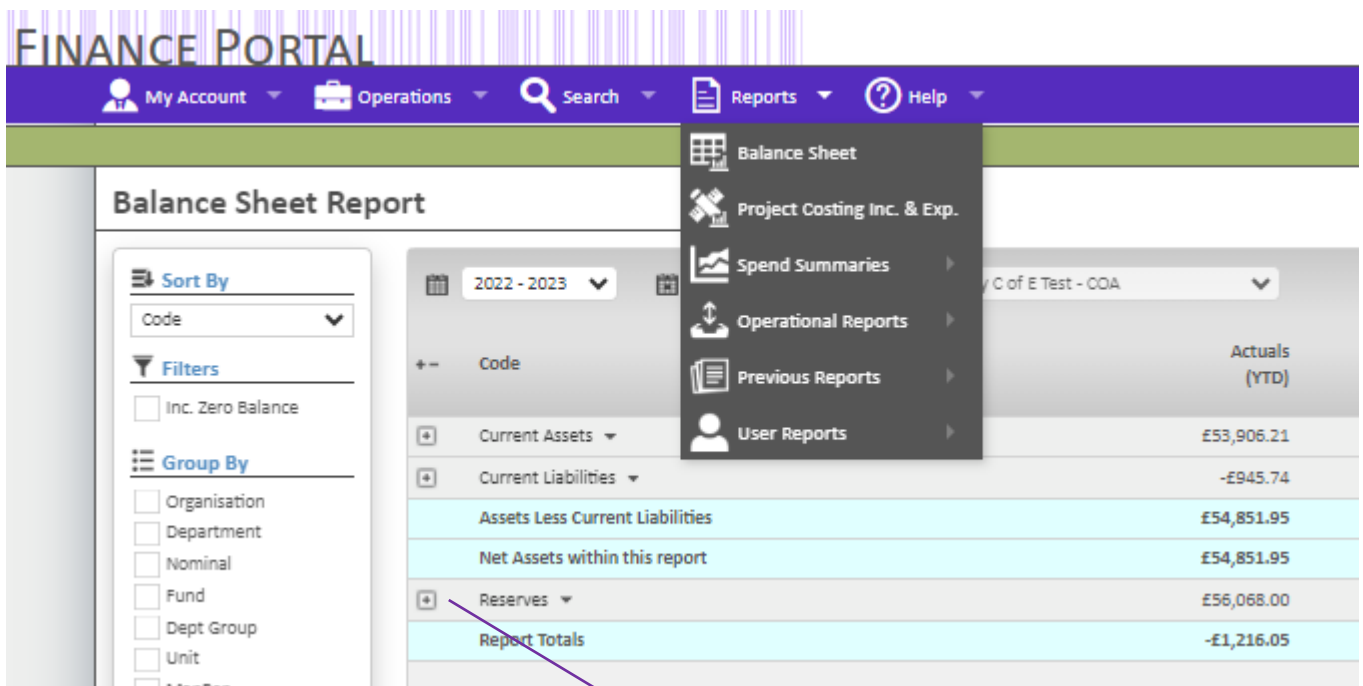
Reports – Balance Sheet

Credit card details can be viewed in the finance portal (Hoge) using the Report – Balance Sheet option.

2. Balance Sheet Report

2.1. Reserve Accounts

Reserve brought forward (b/f) data can be viewed in the portal using the *Report – Balance Sheet* option under the Reserves heading.

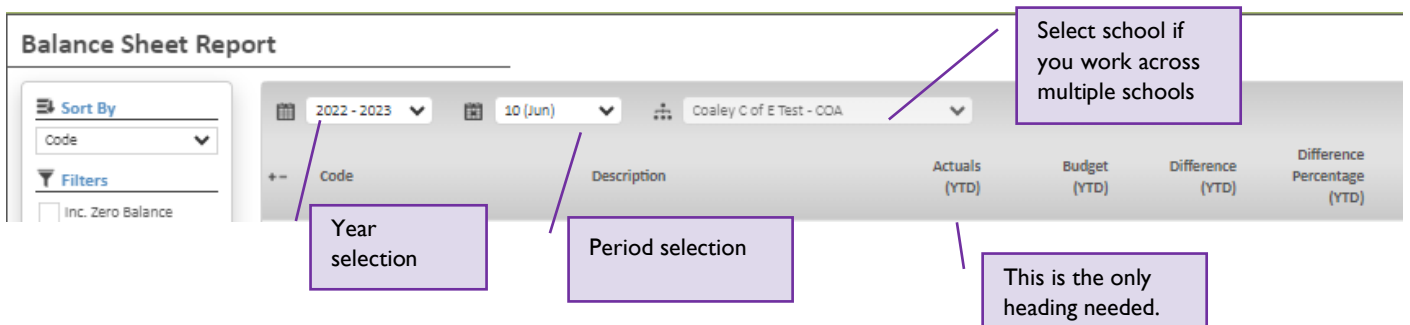


The screenshot shows the Finance Portal interface. At the top, there is a navigation bar with 'My Account', 'Operations', 'Search', 'Reports', and 'Help'. Below this, the 'Balance Sheet Report' page is displayed. On the left, there are options for 'Sort By' (Code) and 'Filters' (Inc. Zero Balance). The main area shows a table with columns for 'Code', 'Description', and 'Actuals (YTD)'. A dropdown menu is open over the 'Reports' button, listing options: 'Balance Sheet', 'Project Costing Inc. & Exp.', 'Spend Summaries', 'Operational Reports', 'Previous Reports', and 'User Reports'. The table data is as follows:

Code	Description	Actuals (YTD)
Current Assets		£53,906.21
Current Liabilities		-£945.74
Assets Less Current Liabilities		£54,851.95
Net Assets within this report		£54,851.95
Reserves		£56,068.00
Report Totals		-£1,216.05

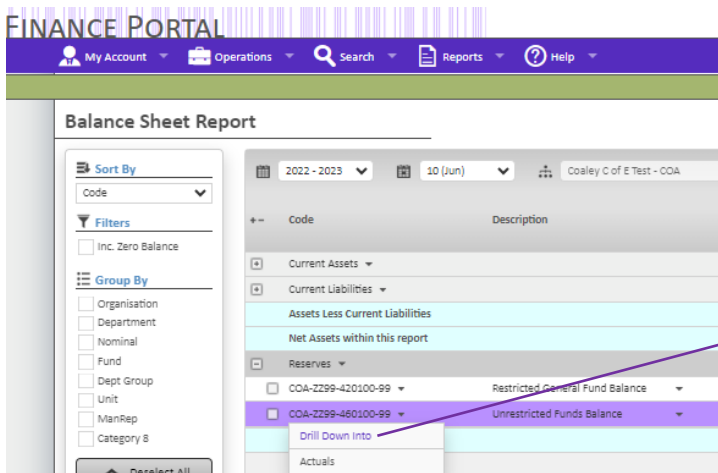
Click on the + to open the list

2.2. Select the year and period to view



The screenshot shows the 'Balance Sheet Report' table with callouts. The table has columns for 'Code', 'Description', 'Actuals (YTD)', 'Budget (YTD)', 'Difference (YTD)', and 'Difference Percentage (YTD)'. Callouts point to the '2022 - 2023' dropdown (Year selection), the '10 (Jun)' dropdown (Period selection), and the 'Coaley C of E Test - COA' dropdown (Select school if you work across multiple schools). A note states 'This is the only heading needed.' pointing to the 'Actuals (YTD)' column header.

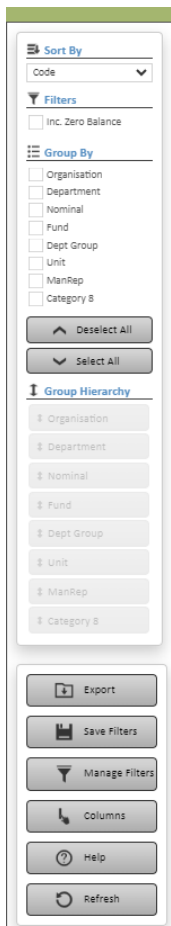
2.3. Drill down to the detail



Hover over the code to be able to select to drill down to the transactions.

3. Running the Report

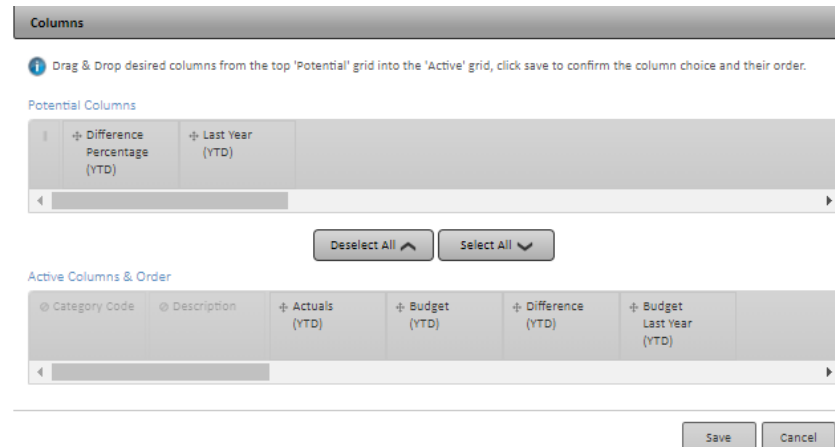
Select refresh which can be found at the bottom of the actions list on the left hand side. Each time a change is made you will need to refresh to update the results.



4. Remove unnecessary columns



Select the [columns] option, then move the columns not required to the potential columns box, using the “Deselect function or dragging them into the box.



[Save] when complete.

5. Save a template



Save the template using the [Save filters] option.



Enter a unique name and select as default for the enquiry report.