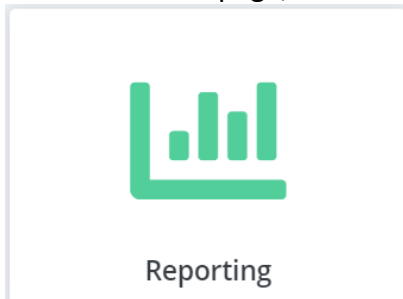


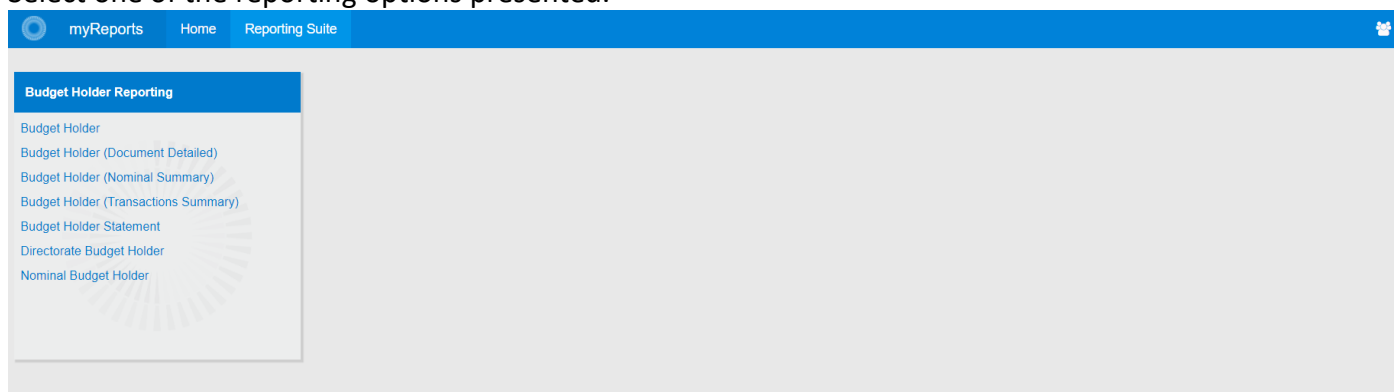
Producing Budget Reports

You can produce various reports for budgets from the selection available in the Reporting Suite. When selecting the relevant filters on the report page, we would always suggest changing the period to the last academic/financial month (August).

From the **Home** page, click on the **Reporting** icon.



Select one of the reporting options presented.

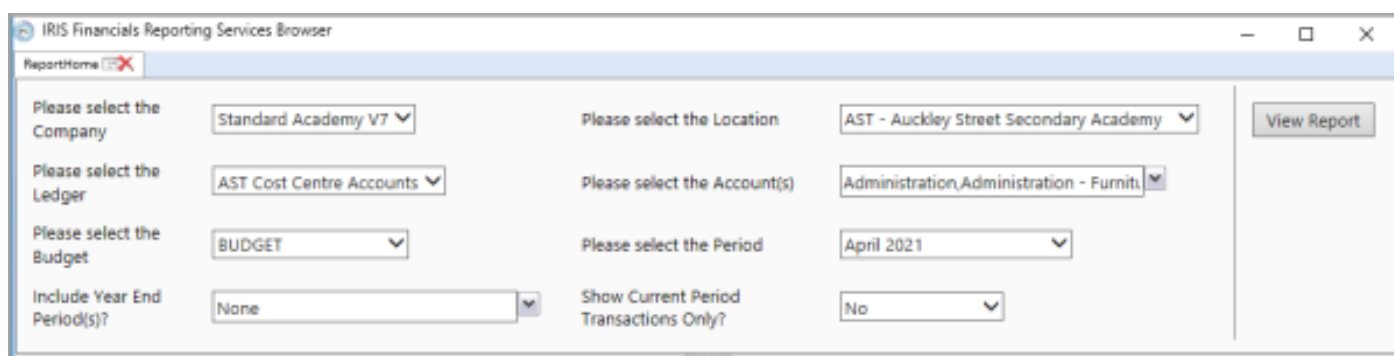


Budget Holder Report

The Budget Holder report shows the spend against a specified account for the current period, year to date and annually.

The report shows all individual transactions against the nominal that was used for the posting together with the supplier account (if one was used)

The following graphic shows the applicable criteria to be selected in order to run the report:



Please select the Company - Select the company to run the report for. Only one company can be selected at a time.

Please select the Location - Select a location to report on. Only one location can be selected at a time. The locations visible are dependent on your security settings.

Please select the Ledger - Select a ledger to report on by clicking the drop-down arrow and select the required options. Multiple ledgers can be selected at once and only those related to the location selected are available for selection. The ledger list is also dependent on your security settings.

Please select the Account(s) - Select an account to report on. Multiple accounts can be selected at once by clicking on the drop-down arrow and select the required options. Only those linked to the selected ledgers selected are available.

Please select the Budget - Select a budget to compare the report against. Only one budget can be selected at a time.

Please select the Period - Select the period to report against. This controls the Current Period and Year to Date columns in the report. For example, if Period 5 is selected, the Current Period shows period 5 data and the Year to Date shows periods 1 to 5.

Include Year End Period(s)? - This allows the year end period transactions to be included in the report. These are usually adjustments rather than in-year transactions so are generally not required.

Show Current Period Transactions Only? - Selecting **Yes** displays only individual transactions in the selected period. Selecting **No** displays all transactions for the selected account up to and including the specified period.

What Data is in the Report

The Budget Holder report contains a header summarising the data and a transaction list showing the individual transactions.

The Header is split into **Current Period**, **Year to Date** and **Annual**, as shown in the following graphic:

CURRENT PERIOD				YEAR TO DATE				ANNUAL	
Actual	Commitments	Budget	Left to spend	Actual	Commitments	Budget	Left to spend	Budget	Left to spend
-	-	(100.00)	(100.00)	3,661.82	-	(800.00)	(4,461.82)	(1,100.00)	(4,761.82)

For an explanation of the headings, please select the applicable option from the following:

Current Period

Actual: This is the total actual spend for the chosen period. The transactions are shown on the detail lines on the report.

Commitments: This shows any purchase orders that have not been invoiced for the current period. The transactions are shown in the transaction list section of the report.

Budget: This shows the chosen budget for the period for the selected account.

Left to spend: This sums the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the chosen period.

Year to Date

Actual: This is the total actual spend from the start of the financial year to the chosen period. The transactions are shown on the transaction list section of the report.

Commitments: This shows any purchase orders that have not been invoiced for the current financial year up to the chosen period. These transactions are shown at the bottom of the report.

Budget: This shows the chosen budget from the start of the financial year, up to and including the period for the selected account.

Left to spend: This sums the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the financial year, up to the chosen period.

Annual

Budget: This shows the chosen budget for the entire financial year.

Left to spend: This sums the **Year to Date**, **Actual**, and **Commitment** values and subtracts them from the annual **Budget** value. This shows the amount left to spend against budget for the financial year.

The individual transactions are split into two sections: **Actual** and **Commitments**.

For an explanation of the report sections, please select the applicable option from the following:

Actual

The data in the actual section is dependent on what has been selected in the **Show Current Period Transactions Only?** criteria. If **Yes** is selected, the transaction list shows only the transactions related to the selected period. If **No** is selected, the transaction list is populated with all actual spend for the financial year up to and including the selected period.

The transaction section itself is broken down as follows:

Date: The document date of the transaction.

Document: The document type and number of the transaction.

Nominal: The nominal code used in the transaction.

Supplier: The name of the supplier used if applicable.

Attachments: Any attachments saved against the transaction.

Description: The description used when the transaction was posted.

Balance: The value of the transaction. Any credit values are shown in brackets.

Commitments

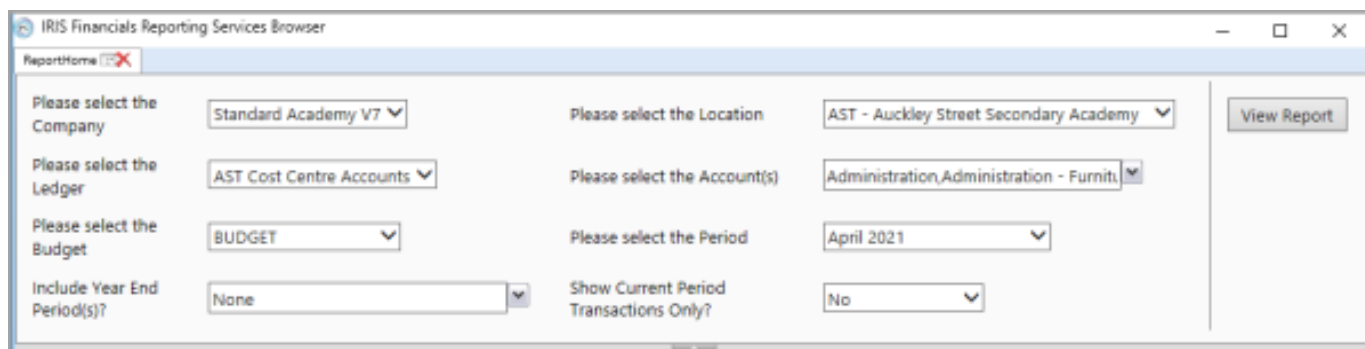
This section shows any purchase orders that have not been invoiced.

Budget Holder (Document Detailed) Report

The Budget Holder (Document Detailed) report shows the spend against a specified account for the current period, year to date and annually broken down by each individual document.

The report shows a summary of each document and includes nominal that was used for the posting together with the supplier account (if one was used).

The following graphic shows the applicable criteria to be selected in order to run the report:



The screenshot shows a web browser window titled "IRIS Financials Reporting Services Browser". The main content area contains several selection criteria, each with a label and a dropdown menu. The criteria are:

- Please select the Company:** Standard Academy V7
- Please select the Location:** AST - Auckland Street Secondary Academy
- Please select the Ledger:** AST Cost Centre Accounts
- Please select the Account(s):** Administration, Administration - Furnit.
- Please select the Budget:** BUDGET
- Please select the Period:** April 2021
- Include Year End Period(s)?** None
- Show Current Period Transactions Only?** No

A "View Report" button is located on the right side of the form.

Please select the Company - Select the company to run the report for. Only one company can be selected at a time.

Please select the Location - Select a location to report on. Only one location can be selected at a time. The locations visible are dependent on your security settings.

Please select the Ledger - Select a ledger to report on by clicking the drop-down arrow and select the required options. Multiple ledgers can be selected at once and only those related to the location selected are available for selection. The ledger list is dependent on your security settings.

Please select the Account - Select an account to report on. Multiple accounts can be selected at once by clicking on the drop-down arrow and select the required options. Only those linked to the selected ledgers selected are available.

Please select the Budget - Select a budget to compare the report against. Only one budget can be selected at a time.

Please select the Period - Select the period to report against. This controls the Current Period and Year to Date columns in the report. For example, if Period 5 is selected, the Current Period shows period 5 data and the Year to Date shows periods 1 to 5.

Include Year End Period(s)? - This allows the year end period transactions to be included in the report. These are usually adjustments rather than in-year transactions so are generally not required.

Show Current Period Transactions Only? - Selecting **Yes** shows only individual transactions in the selected period. Selecting **No** shows all transactions for the selected account up to and including the specified period.

What Data is in the Report

The Budget Holder (Document Detailed) report contains a summary of the account and a transaction list showing the individual documents.

The Header is split into **Current Period**, **Year to Date**, and **Annual** as shown in the following graphic:

Budget Holder (Document Detailed)

Selection Criteria: Company - Standard Academy V7 ; Location - AST - Auckland Street Secondary Academy ; Ledger - AST Cost Centre Accounts ; Account(s) - As Selected ; Budget - BUDGET ; Period - April 2021 ; Year End Period(s) - None ; Show Current Period Transactions - Yes ; Show Commitments - Up to current data [Click to return](#)

ADMIN - Administration Percentage of Full Year Budget spent (333) %

CURRENT PERIOD				YEAR TO DATE				ANNUAL	
Actual	Commitments	Budget	Left to spend	Actual	Commitments	Budget	Left to spend	Budget	Left to spend
-	-	(100.00)	(100.00)	3,661.82	-	(800.00)	(4,461.82)	(1,100.00)	(4,761.82)

For an explanation of the headings, please select the applicable option from the following:

Current Period

Actual: This is the total actual spend for the chosen period. The transactions are shown on the detail lines on the report.

Commitments: This shows any purchase orders that have not been invoiced for the current period. The transactions are shown in the transaction list section of the report.

Budget: This shows the chosen budget for the period for the selected account.

Left to spend: This sums the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the chosen period.

Year to Date

Actual: This is the total actual spend from the start of the financial year to the chosen period. The transactions are shown on the transaction list section of the report.

Commitments: This shows any purchase orders that have not been invoiced for the current financial year up to the chosen period. These transactions are shown at the bottom of the report.

Budget: This shows the chosen budget from the start of the financial year, up to and including the period for the selected account.

Left to spend: This sums the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the financial year, up to the chosen period.

Annual

Budget: This shows the chosen budget for the entire financial year.

Left to spend: This sums the **Year to Date**, **Actual** and **Commitment** values and subtracts them from the annual **Budget** value. This shows the amount left to spend against budget for the financial year.

The individual transactions are split into two sections: **Actual** and **Commitments**.

For an explanation of the report sections, please select the applicable option from the following:

Actual

The data in the actual section is dependent on what has been selected in the **Show Current Period Transactions Only?** criteria. If **Yes** is selected, the transaction list shows only the transactions related to the selected period. If **No** is selected, the transaction list is populated with all actual spend for the financial year up to and including the selected period.

The transaction section itself is broken down as follows:

Document: The document type and number of the transaction.

Nominal: The nominal code used in the transaction.

Supplier: The name of the supplier used if applicable. The date of the document is also displayed.

Description: The description used when the transaction was posted.

Balance: The value of the transactions for each document. Any credit values are shown in brackets. A total of the document is also displayed.

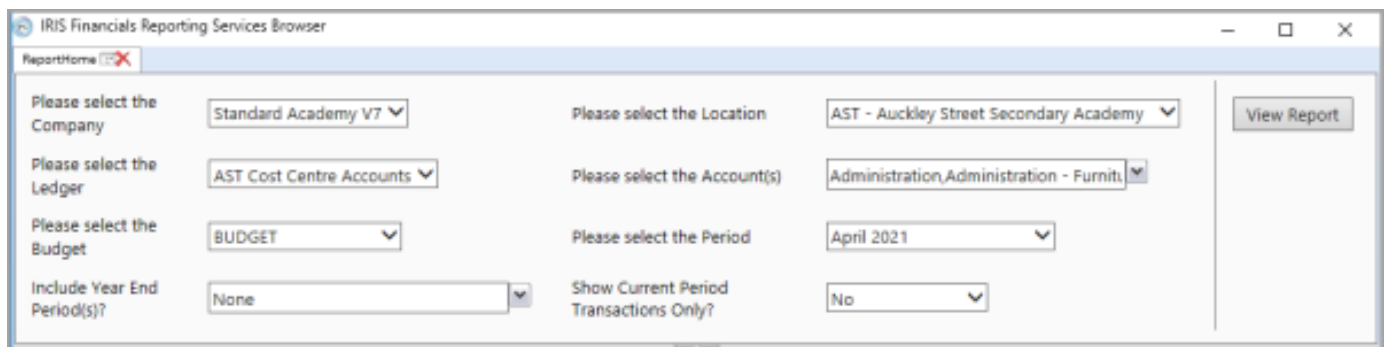
Commitments

This section shows any purchase orders that have not been invoiced.

Budget Holder (Nominal Summary) Report

The Budget Holder (Nominal Summary) report shows the spend against a specified account for the current period, year to date, and annually broken down by nominal.

The following graphic shows the applicable criteria to be selected in order to run the report:



The screenshot shows a web browser window titled "IRIS Financials Reporting Services Browser". The page contains several dropdown menus for selecting report parameters. The selected values are: Company: Standard Academy V7; Location: AST - Auckley Street Secondary Academy; Ledger: AST Cost Centre Accounts; Account(s): Administration, Administration - Furnit; Budget: BUDGET; Period: April 2021; Include Year End Period(s): None; Show Current Period Transactions Only?: No. A "View Report" button is visible on the right side of the form.

Please select the Company - Select the company to run the report for. Only one company can be selected at a time.

Please select the Location - Select a location to report on. Only one location can be selected at a time. The locations visible are dependent on your security settings.

Please select the Ledger - Select a ledger to report on by clicking the drop-down arrow and select the required options. Multiple ledgers can be selected at once and only those related to the location selected are available for selection. The ledger list is also dependent on your security settings.

Please select the Account(s) - Select an account to report on. Multiple accounts can be selected at once by clicking on the drop-down arrow and select the required options. Only those linked to the selected ledgers selected are available.

Please select the Budget - Select a budget to compare the report against. Only one budget can be selected at a time.

Please select the Period - Select the period to report against. This controls the Current Period and Year to Date columns in the report. For example, if Period 5 is selected, the Current Period shows period 5 data and the Year to Date shows periods 1 to 5.

Include Year End Period(s)? - This allows the year end period transactions to be included in the report. These are usually adjustments rather than in-year transactions so are generally not required.

Show Current Period Transactions Only? - Selecting **Yes** shows only individual transactions in the selected period. Selecting **No** shows all transactions for the selected account up to and including the specified period.

What Data is in the Report

The Budget Holder (Nominal Summary) report contains a summary of the account expenditure by nominal code.

The Header is split into **Current Period**, **Year to Date**, and **Annual** as shown in the following graphic:

Selection Criteria [Click to return](#)
 Company - Standard Academy V7 ; Location - AST - Auckland Street Secondary Academy ; Ledger - AST Cost Centre Accounts ; Account(s) - As Selected ; Budget - BUDGET ; Period - January 2021 ; Year End Period(s) - None ; Show Current Period Items - No ; Show Commitments - Up to current data

ADMIN - Administration

Percentage of Full Year Budget spent: 2%

CURRENT PERIOD				YEAR TO DATE				ANNUAL	
Actual	Commitments	Budget	Left to spend	Actual	Commitments	Budget	Left to spend	Budget	Left to spend
(533.34)	-	(100.00)	433.34	(26.51)	-	(500.00)	(473.49)	(1,100.00)	(1,073.49)

For an explanation of the headings, please select the applicable option from the following:

Current Period

Actual: This is the total actual spend for the chosen period. The transactions are shown on the detail lines on the report.

Commitments: This shows any purchase orders that have not been invoiced for the current period. The transactions are shown in the transaction list section of the report.

Budget: This shows the chosen budget for the period for the selected account.

Left to spend: This sums the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the chosen period.

Year to Date

Actual: This is the total actual spend from the start of the financial year to the chosen period. The transactions will be shown on the transaction list section of the report.

Commitments: This shows any purchase orders that have not been invoiced for the current financial year up to the chosen period. These transactions are shown at the bottom of the report.

Budget: This shows the chosen budget from the start of the financial year, up to and including the period for the selected account.

Left to spend: This sums the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the financial year, up to the chosen period.

Annual

The individual transactions display **Actual** and **Commitments** values.

The data in the actual section is dependent on what has been selected in the **Show Current Period Transactions Only?** criteria. If **Yes** is selected, the transaction list will show only the transactions related to the selected period. If **No** is selected, the transaction list will be populated with all actual spend for the financial year up to and including the selected period.

The transaction section itself is broken down as follows:

Nominal: Nominal code used in the transactions for the nominated account.

Actual: Actual spend against each nominal for the chosen account.

Commitments: Shows any purchase orders which have not been invoiced

Budget: Budget allocated against each nominal for the chosen account.

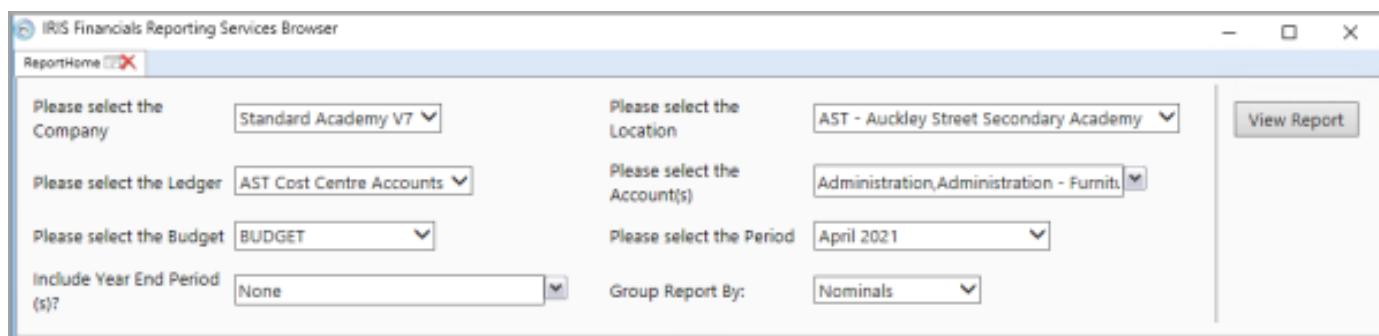
Left to Spend: Budget Value minus Actual and Commitment values.

Budget Holder Statement Report

The Budget Holder Statement report shows the spend against a specified account for each period grouped by nominal or period. This report allows you to expand the initial results to see the transactions making up the amounts.

The report can be grouped by Nominal or Period.

The following graphic shows the applicable criteria to be selected in order to run the report:



The screenshot shows a web browser window titled "IRIS Financials Reporting Services Browser". The page contains several dropdown menus for selecting report criteria. The selected values are: Company: Standard Academy V7; Location: AST - Auckland Street Secondary Academy; Ledger: AST Cost Centre Accounts; Account(s): Administration, Administration - Furnitu; Budget: BUDGET; Period: April 2021; Include Year End Period (s)? : None; Group Report By: Nominals. A "View Report" button is visible on the right side of the form.

Please select the Company - Select the company to run the report for. Only one company can be selected at a time.

Please select the Location - Select a location to report on. Only one location can be selected at a time. The locations visible are dependent on your security settings.

Please select the Ledger - Select a ledger to report on by clicking the drop-down arrow and select the required options. Multiple ledgers can be selected at once and only those related to the location selected are available for selection. The ledger list is also dependent on your security settings.

Please select the Account(s) - Select an account to report on. Multiple accounts can be selected at once by clicking on the drop-down arrow and select the required options. Only those linked to the selected ledgers selected are available.

Please select the Budget - Select a budget to compare the report against. Only one budget can be selected at a time.

Please select the Period - Select the period to report against. This controls the Current Period and Year to Date columns in the report. For example, if Period 5 is selected, the Current Period shows period 5 data and the Year to Date shows periods 1 to 5.

Include Year End Period(s)? - This allows the year end period transactions to be included in the report. These are usually adjustments rather than in-year transactions so is generally not required.

Group Report by - Two options - **Nominal** or **Period**. Grouping by nominal summarises the chosen account results by each nominal code. Grouping by period summarises the chosen account results by period.

What Data is in the Report

For an explanation of the report data, please select from the following:

Grouped by Nominal

The Budget Holder Statement contains a summary of the account expenditure by nominal code but allows you to expand each nominal to show the amount and further again to see the relevant documents.

An example of the report is shown in the following graphic:

ADMIN - Administration		Spent	Budget	Left to Spend	Percentage of Full Year Budget spent
		3,661.82	(1,100.00)	(4,761.82)	(333) %

NOMINAL	ACTUAL	COMMITMENTS	BUDGET	LEFT TO SPEND
AST1000 - Pre-16 School Budget Share	200.00	-	(1,100.00)	(1,300.00)
AST1003 - 16-19 School Budget Share	100.00	-	-	(100.00)
AST1010 - ESG	100.00	-	-	(100.00)

The Header is split into **Spent**, **Budget**, and **Left to Spend**.

Spent: This is the total actual spend for the chosen account. The transactions are shown on the detail lines on the report.

Budget: This shows the chosen budget for the period for the selected account.

Left to spend: This subtracts the **Actual** and **Commitment** values and subtracts them from the **Budget** value. This shows the amount left to spend against budget for the chosen period.

The individual transactions display **Nominal, Actual, Budget, and Left to Spend** values against each applicable nominal. The **Actual** column can be expanded to show further details applicable to the amounts.

Nominal: Nominal code used in the transactions for the nominated account.

Actual: Actual spend against each nominal for the chosen account. This column is expanded by clicking on the plus symbol next to each value. In addition, this shows the Supplier; Document Type & Number; Document Date; Status; Description and Value.

Commitments: Shows any purchase orders which have not been invoiced.


Budget: Budget allocated against each nominal for the chosen account.

Left to Spend: Budget Value minus Actual and Commitment values.

Grouped by Period

The details in the report can also be grouped by period. This is controlled in the criteria at the top of the report.

The report details the spend broken down by period:



Budget Holder Statement

Selection Criteria [Click to return](#)
 Company - Standard Academy V7 ; Location - AST - Auckland Street Secondary Academy ; Ledger - AST Cost Centre Accounts ; Account(s) - As Selected ; Budget - BUDGET ; Period - April 2021 ; Year End Period(s) - None ; Group by - Periods

ADMIN - Administration

Spent	Budget	Left to Spend	Percentage of Full Year Budget spent			
3,661.82	(1,100.00)	(4,761.82)				(333) %

PERIOD	ACTUAL	COMMITMENTS	BUDGET	LEFT TO SPEND
2020/21.01	-	-	(100.00)	(100.00)
2020/21.02	⊕ 100.00	-	(100.00)	(200.00)
2020/21.03	⊕ 233.34	-	(100.00)	(333.34)
2020/21.04	⊕ 173.49	-	(100.00)	(273.49)
2020/21.05	⊕ (533.34)	-	(100.00)	433.34