Business World User Guide
Budget Managers for Schools

Shropshire Council

Embridge Consulting
Driving value from your business systems

Contents

1. General Information

1.1. Introduction

This manual has been written to help you work with the Training Administration element of Business World. As several services will be using Business World, this user guide is specific to the area for which it is written.

You must also be familiar with Microsoft Windows and understand workflow (which is covered in the E-Learning introduction courses).

1.2. Conventions in this document:

This manual uses icons to illustrate comments with the following purposes

Warning

Useful tips

Best Practice

Navigate to:

Personnel → Work schedule → Day type master file

[***] Key from the PC keyboard e.g. Press **[Tab]**

This User Guide covers:

- Navigation in Business World Web
- Uploading budgets using Excelerator
- How to do virements
- How to do budget management and forecasting
- Budget reporting

2. Introduction

2.1. Aim of the Manual

The Budget Manager Manual covers the responsibilities and tasks that you will have to perform in your new role in Business World.

This covers all the Approval tasks and the Reports and Forecast Postback.

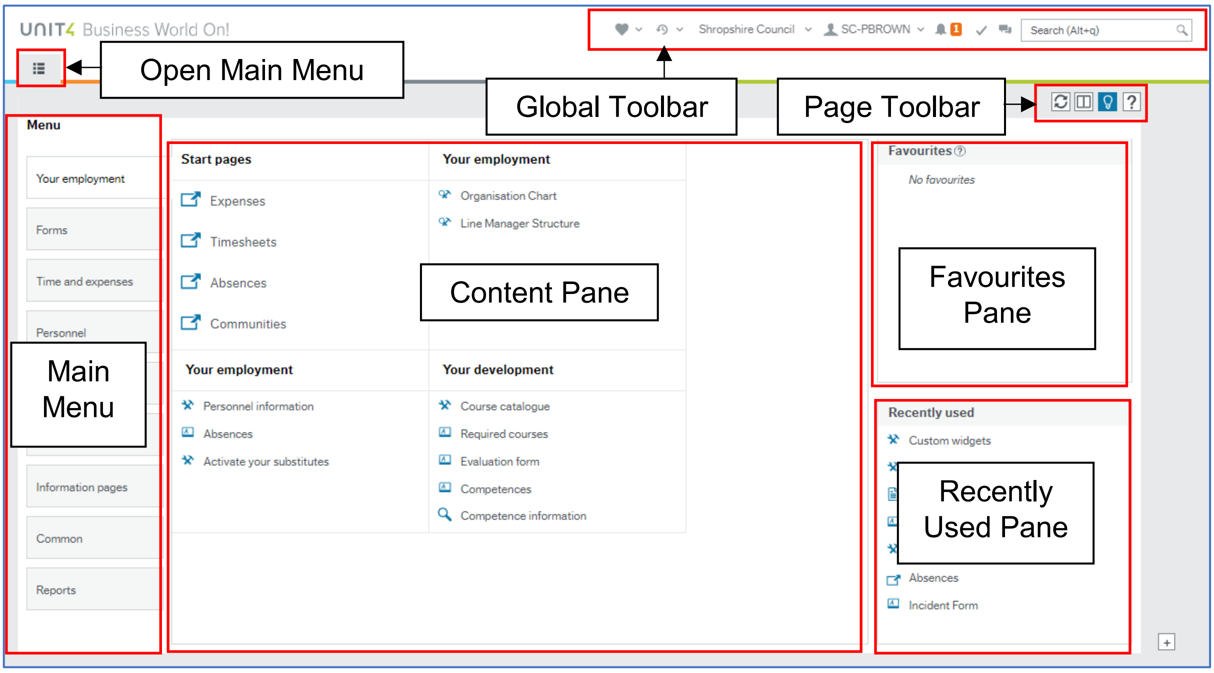
It is your responsibility to agree annual budgets and monitor them. Each month you will be asked to update your forecast.

In addition, you will sometimes need to enter a General Ledger journal to make corrections between Cost Centres, Account Codes etc. or a Virement to move budget.

3. Navigation in Business World Web

3.1. The Employee Dashboard

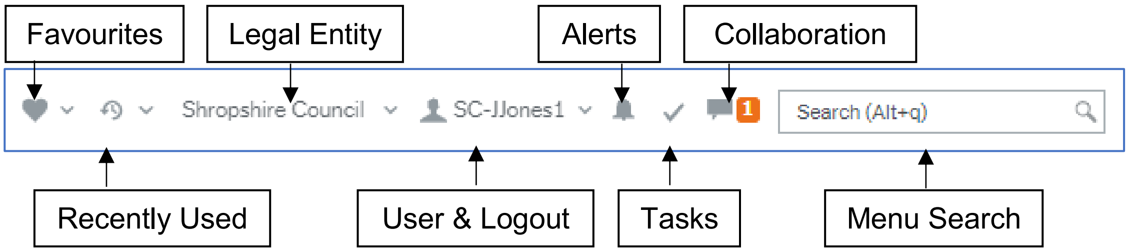
When you log on Business World Web you will ‘land’ on the Employee Dashboard.



- **Open Main Menu** – opens the main menu from any page you are working in
- **Main Menu** – opens navigation options for the module selected
- **Content Pane** – is where the contents specific pages are opened and worked in
- **Favourites Pane** – contains shortcuts to any page you add to it
- **Recently Used Pane** - contains shortcuts to recently opened and closed pages

a. Global Toolbar

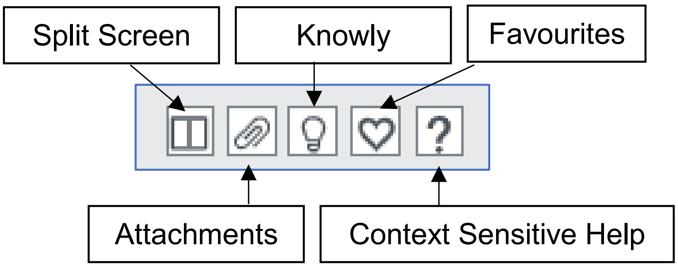
The Global Toolbar is visible from everywhere in Business World.



- **Favourites** – opens the list of favourite shortcuts
- **Recently Used** - opens the list of recently used pages
- **Legal Entity** – displays the organisation you are logged in to
- **User & Logout** – displays your user name and the drop down contains options, including Logout
- **Alerts** – is where your alerts are accessed from. A white number on an orange background indicates how many alerts you have
- **Tasks** - is where your tasks are accessed from. A white number on an orange background indicates how many alerts you have
- **Collaboration** – is a messaging function for Business World users that allows you to add screenshots and Business World links
- **Menu Search** – allows you to search for, then open screens

b. Page Toolbar

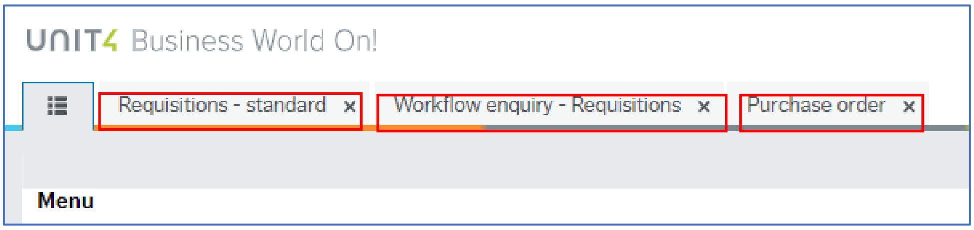
The Page Toolbar icons will change to reflect the open screen.



- **Split Screen** – allows two screens to be open at the same time
- **Attachments** – allows files to be added to records
- **Knowly** – is a means of sharing knowledge with other users or recording notes for yourself
- **Favourites** – opens the list of favourite shortcuts
- **Context Sensitive Help** – opens help for the screen that is active

3.2. Screen Tabs

It is possible to have multiple screens opened in Business World and each will open in its own tab.



Click on a screen tab to make it the active screen or click on its cross to close it.

3.3. Searching / Value Lookup

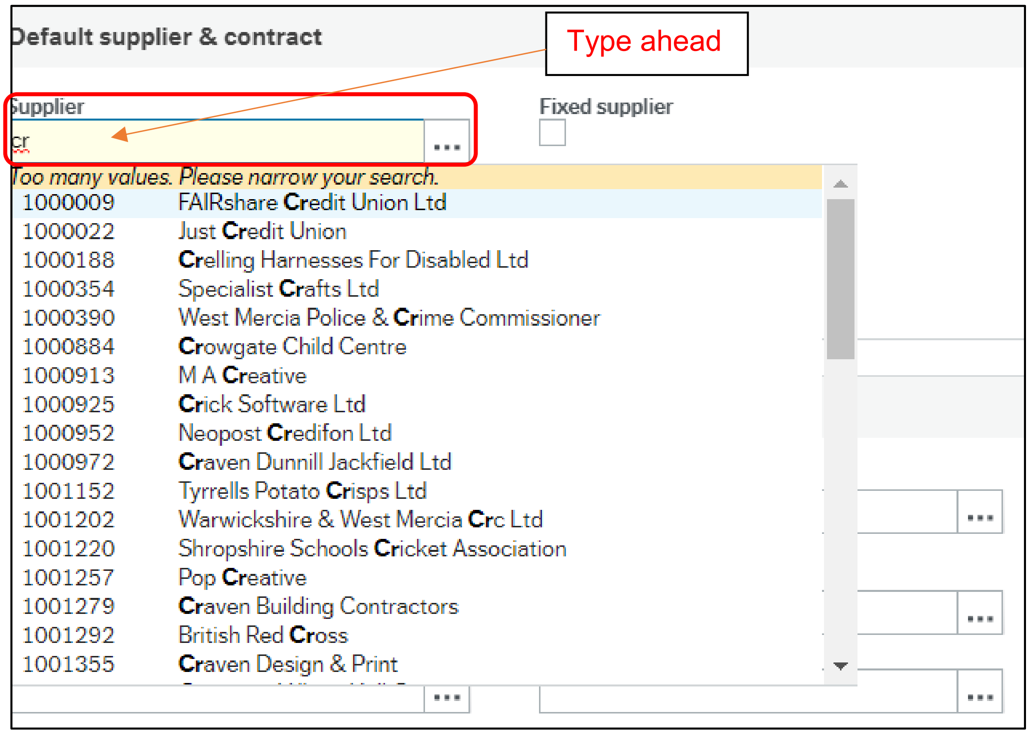
In the Business World Web environment there will be many screens where you will need to enter system data to either complete transactions or run enquiries/ reports. This data is held in numeric format but will be associated with a text description. Most, but not all, screens allow you to use all options but there are some that won't. There are four main ways to use to look up the data. You must be in an active field before you do this.

1. If you know the code, you can enter it in the appropriate field and press **[Tab]**. Tabbing out of a field firstly validates your entry to see if it is correct and secondly it moves the cursor to the next field. Sometimes you will forget to tab out of a field and then click on **[Save]**. Clicking on **[Save]** will only move the cursor to the next field, it will not perform a save.
2. Use type ahead. Entering any part of the name or number will reveal possible options that match what you have entered. This is the quickest and most effect way of entering data.
3. Press the **[Spacebar]**. This will display a short list of the first potential choices but be aware that this this will not always show all the data. It is effective where the list is short but not when the list is extensive.
4. Use what is called Value Lookup. This lets you search using multiple fields at the same time using what are known as Wildcards.

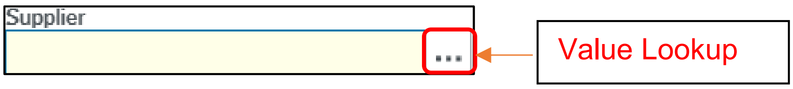
The wildcards you can use are * and ?. The * represents one or more characters and the ? represents a single character.

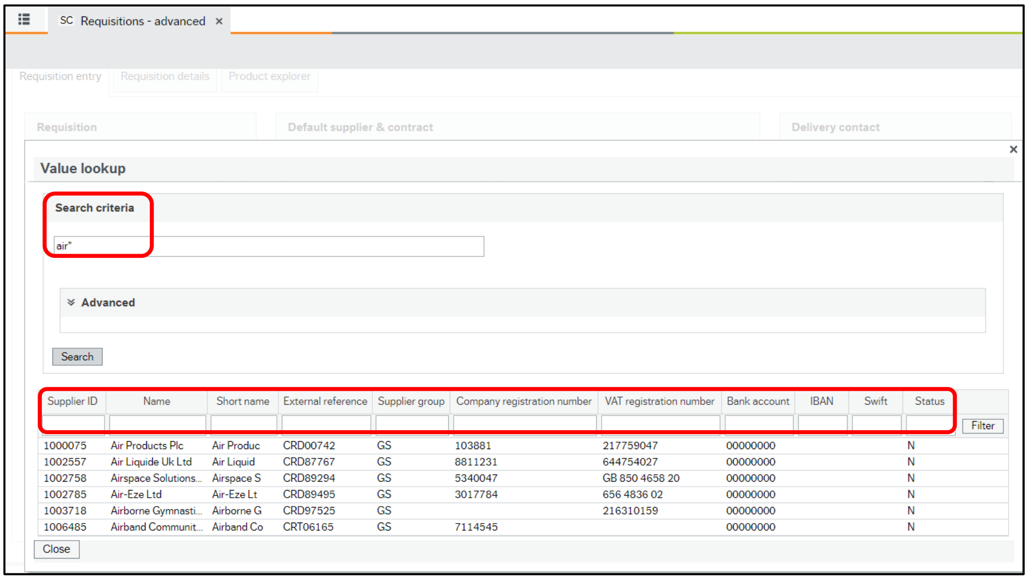
Examples:

- Station* will find all words that begin with the word station.
- *station will find all words that end with station.
- *station* will find all words that contain station anywhere in the name.
- *sm?th will find all names that end in smith, smyth.



In the example above, typing cr in the Supplier field has found many suppliers with cr somewhere in their name





By clicking on the Value Lookup button (…), you activate the Value Lookup screen. In the above example by entering air* in the **Search** Criteria field, all suppliers with the letters air at the beginning of their name will be listed when you click on **Search.** Click on the one you want, and it will be brought back to the original screen.

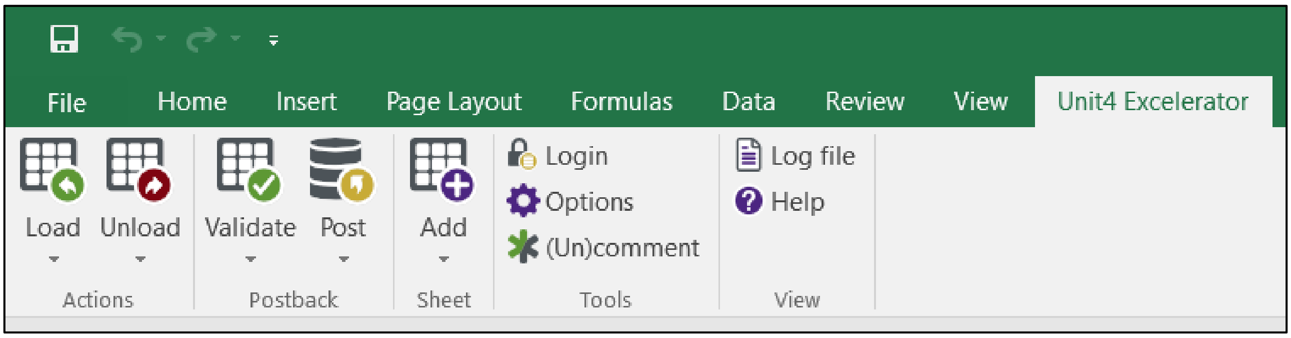
4. Uploading budgets using Excelerator

Information regarding uploading and setting original budgets are shown below for reference only – this is performed by the Finance teams.

4.1. Excelerator Overview

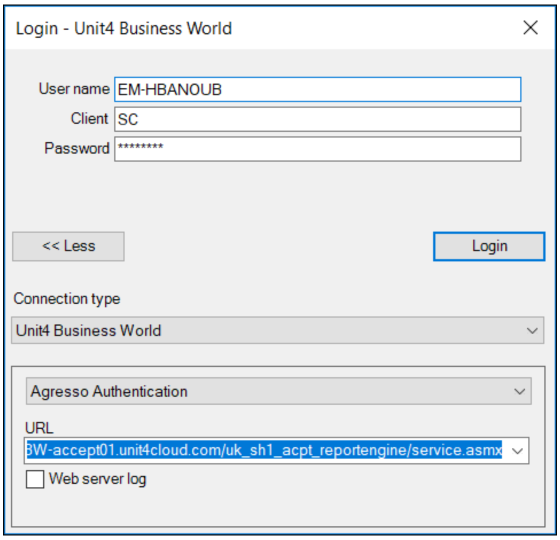
Excelerator is Unit4 add-on to Excel that allows us to use Excel to enter a large volume of transactions, such as budgets (other examples include journals etc). Excelerator is also used for reporting.

After installation, the Unit4 add-on will be shown at the top of Excel – labelled **Unit4 Excelerator** as below.



After entering transactions in the spreadsheet (next page), you use the tools above to:

- **Load/Unload** – Transactions for reporting
- **Validate** – Validate transactions before posting
- **Post** – Transactions (budgets, journals etc – next page).
- **Add** – used when firstly creating Excelerator sheets
- **Login** – Login to BW – You will need to enter your **username**, **SC** (client), and **password**.
  - **IMPORTANT**: You must enter the **URL** path as shown below (Note you only have to do this once)

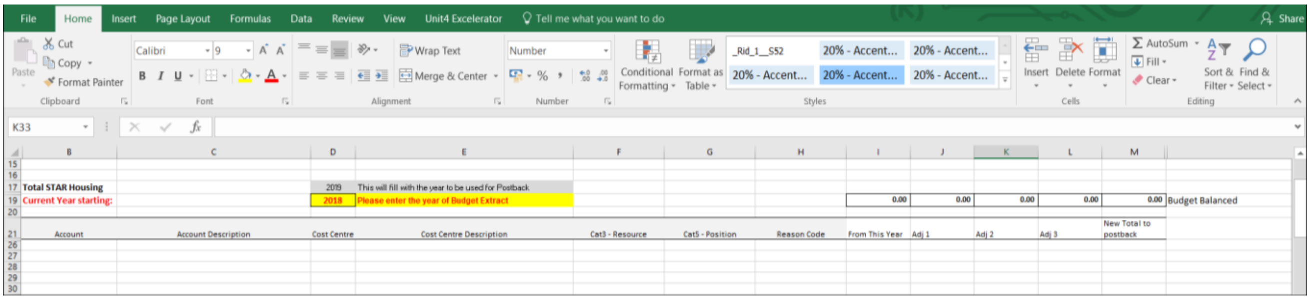


4.2. Budget Setting – Excelerator

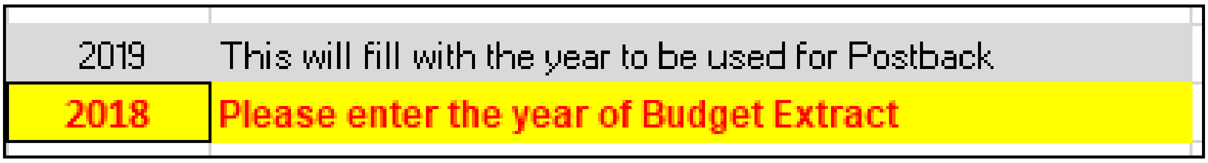
Finance will receive an allocation budget from the council which they can amend. The information below and spreadsheet used is provided as an example only.

1. Open the spreadsheet template in Excel: **TY extract to CORP0 Postback**

   NOTE: This will be the allocated budget from the council – based on this year – which we will now review and modify for next year's budget.
2. **Login**. A message is only displayed if there is an error with the login process.
3. Initially the sheet is empty as below:



4. Enter the relevant budget year in **Year of data extract** as below – this is the year we wish to extract from:



   NOTE: The spreadsheet will automatically add the next year in **Year of data postback**.
5. Click **Load > Current sheet**.

The spreadsheet loads with the current year's budget ready to amend for next year (partially shown below due to size)

Total STAR Housing		2019	This will fill with the year to be used for Postback									
Current Year starting:		2018	Please enter the year of Budget Extract				0.00	0.00	0.00	0.00	0.00	Budget Balanced
Account	Account Description	Cost Centre	Cost Centre Description	Cat3 - Resource	Cat5 - Position	Reason Code	From This Year	Adj 1	Adj 2	Adj 3	New Total to postback	
A16010	Staff Training Expense	T0000	Community Support Services				2,800					
A33010	Staff Mileage	T0000	Community Support Services				16,000					
A42000	Clothing & Uniforms	T0000	Community Support Services				500					
A43000	Photocopying & Printi	T0000	Community Support Services				1,750					
A44000	Publicity, Marketing &	T0000	Community Support Services				23,270					
A44005	Translating & Interpre	T0000	Community Support Services				350					
A45000	IT Hardware Purchase	T0000	Community Support Services				1,500					
A45040	Telephones	T0000	Community Support Services				10,450					
A45055	Postages	T0000	Community Support Services				140					
A93007	Rechargeable Expens	T0000	Community Support Services				-383,850					
A94025	Rent Income - Discret	T0000	Community Support Services				-183,000					
A33010	Staff Mileage	T0001	Community Alarms				2,500					
A40000	Equipment Purchase	T0001	Community Alarms				7,730					
A40013	Furniture	T0001	Community Alarms				29,000					
A44000	Publicity, Marketing &	T0001	Community Alarms				3,340					
A45040	Telephones	T0001	Community Alarms				4,500					
A57000	Payments to Private C	T0001	Community Alarms				14,500					
A93007	Rechargeable Expens	T0001	Community Alarms				-59,000					
A94025	Rent Income - Discret	T0001	Community Alarms				-39,000					
A10000	Salaries	T0002	New Century Court				9,440					
A11015	Other Agency Staff	T0002	New Century Court				67,570					
A21000	Electricity	T0002	New Century Court				5,000					
A21005	Gas	T0002	New Century Court				6,000					

The fields loaded are:

- **Account code** and **description**
- **Cost Centre** and **description**
- **Cat3-Resource** & **Cat5-Position** (if applicable for resource/payroll related accounts)
- **From This Year** – this is budget allocated from this year which we start from
- **Adj1 – Adj3** – Adjustments are made here (note you can amend the column name – for example inflation, and add new columns as required)
- **New Total to Postback** – this will be updated to reflect the changes

6. As an example, amend the budget as shown below by adding adjustments in the columns and renaming each column as required:

Total STAR Housing		2019	This will fill with the year to be used for Postback										
Current Year starting:		2018	Please enter the year of Budget Extract				0.00		200.00	-100.00	-100.00	0.00	Budget Balanced
Account	Account Description	Cost Centre	Cost Centre Description	Cat3 - Resource	Cat5 - Position	Reason Code	From This Year	Adj 1		Adj 2	Adj 3	New Total to postback	
A16010	Staff Training Expense	T0000	Community Support Services				2,800		200				
A33010	Staff Mileage	T0000	Community Support Services				16,000			-100			
A42000	Clothing & Uniforms	T0000	Community Support Services				500				-100		
A43000	Photocopying & Printi	T0000	Community Support Services				1,750						
A44000	Publicity, Marketing &	T0000	Community Support Services				23,270						

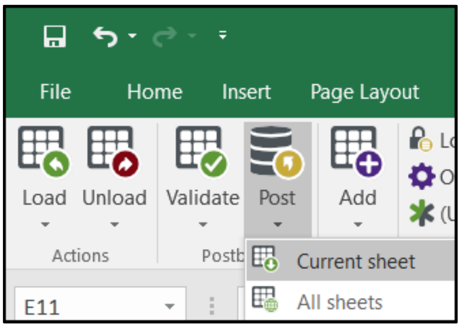
NOTE: The columns at the top will reflect the changes and a warning – on the right - that budgets need to balance if they do not:

BUDGET TRANSACTION IS OUT OF BALANCE - PLEASE CORRECT

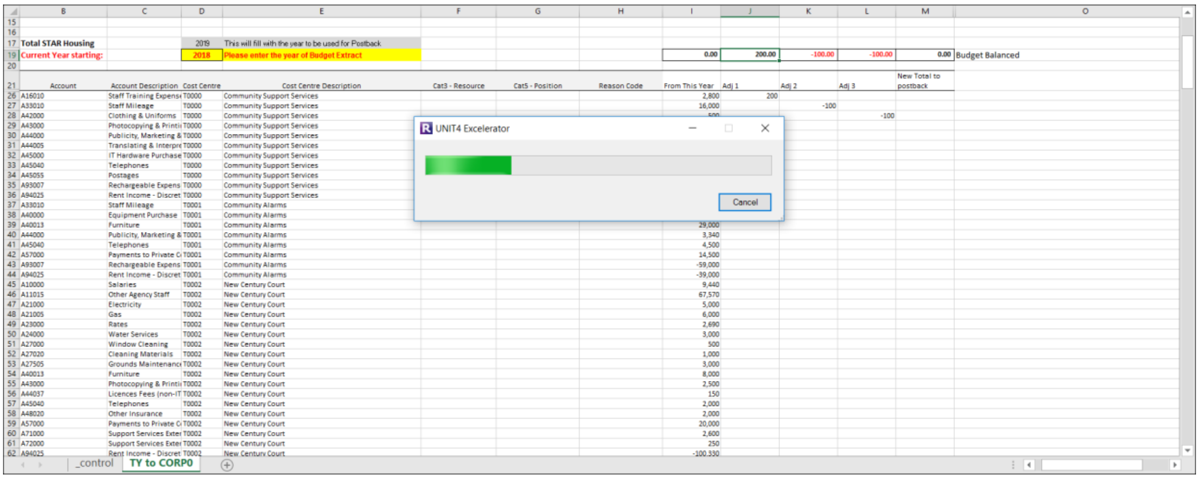
NOTE: The **New Total to Postback** column at the top will show zero when balanced.

0.00
New Total to postback

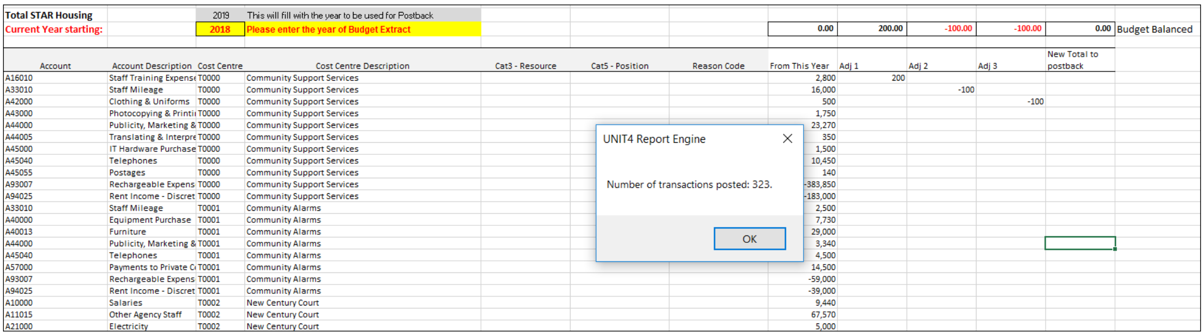
7. Repeat these steps as necessary and ensure all lines balance.
8. When ready to post the budget, click **Post > Current sheet**:



UNIT4 Excelerator loads as shown below:



After the Unit4 Excelerator load has completed (time dependent on transactions), a pop-up appears displaying the number of transactions posted.



IMPORTANT: The transactions posted here are entered in the **CORP0** version.

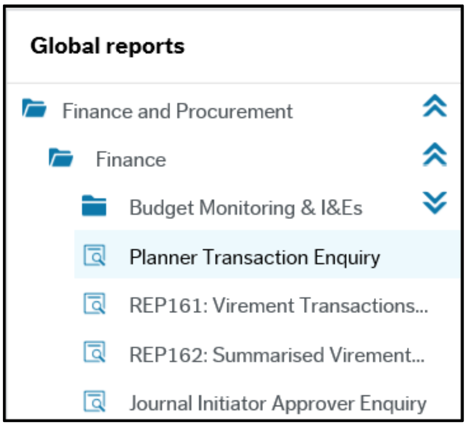
4.3. Budget enquiry

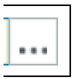
There will be a number of enquiries available for Budget reporting. One of them can be used to confirm correct posting as performed using Excelerator for **CORP0.**

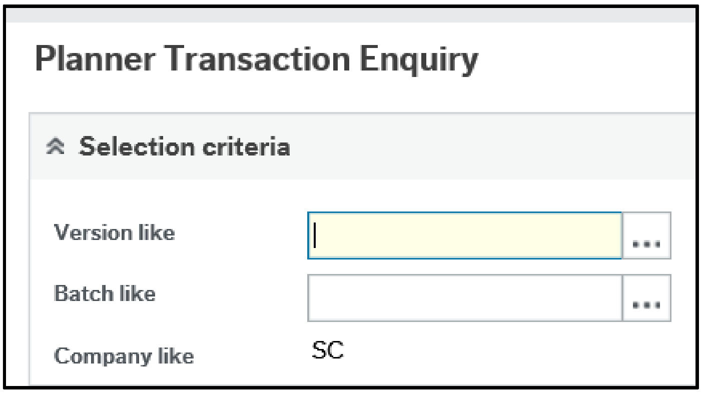
NOTE: This follows from our example earlier from budget uploading/setting.

In BW Web:

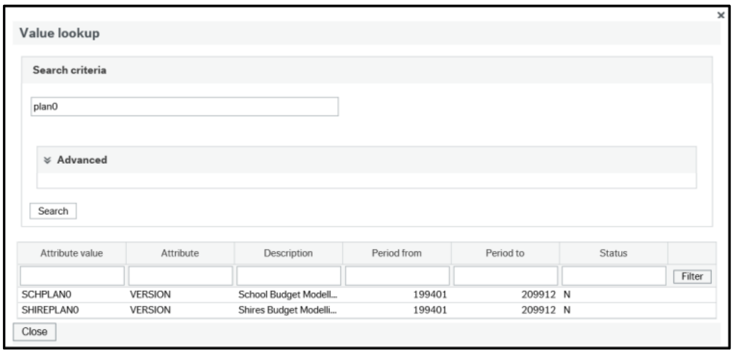
1. Navigate to **Global Reports > Finance > Planner Transaction Enquiry**



2. Next to Version like, you can enter **CORP0** or use value lookup  to search



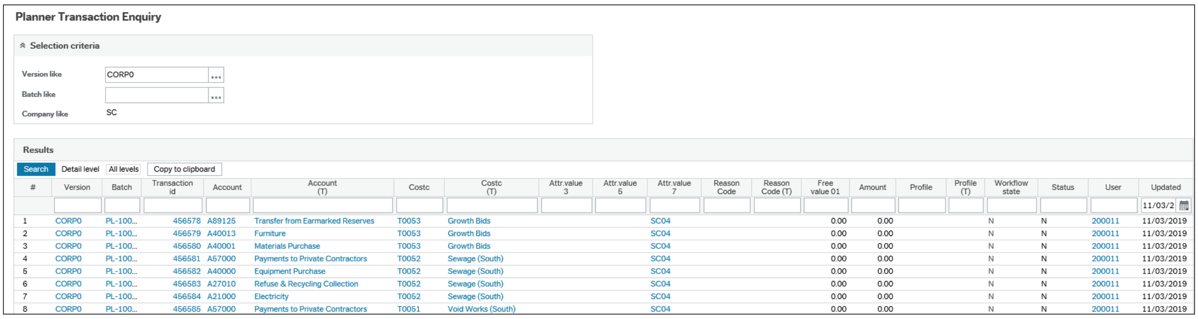
NOTE: If you use value lookup to search, you can enter a part of what you are looking for – such as the example **plan0** below and click **search** (or you can enter the version exactly as it is if you know it).



3. When you run the enquiry, you should see the transactions entered earlier to confirm posting. The key columns (Left side) are:

    - **Version**
    - **Batch** – Make a note of this for any online adjustments (next section)
    - **Transaction ID** – Every line has a transaction number
    - **Account** code and description
    - **CostC** and description

    Note: To see the entire fields you can drag to resize the truncated columns or hover your mouse over the value.



- Attr.value 7 – The legal entity
- **Amount**
- Workflow State and Status
- **User** – Name of user who uploaded this. Make a note of this for adjustments later online if required
- **Updated** – When updated

5. Entering Virements using Planner

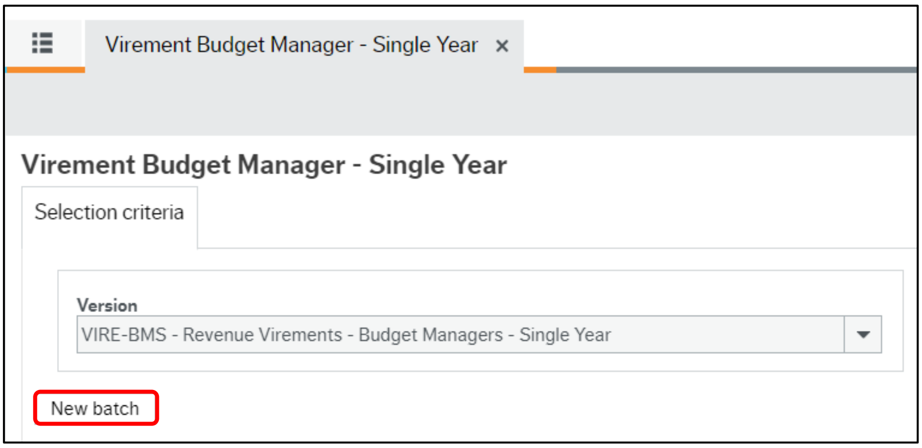
There are two ways to enter a virement in Business World.

One is to enter the virement in the Business World Planner module (mainly used for transaction with a few lines).

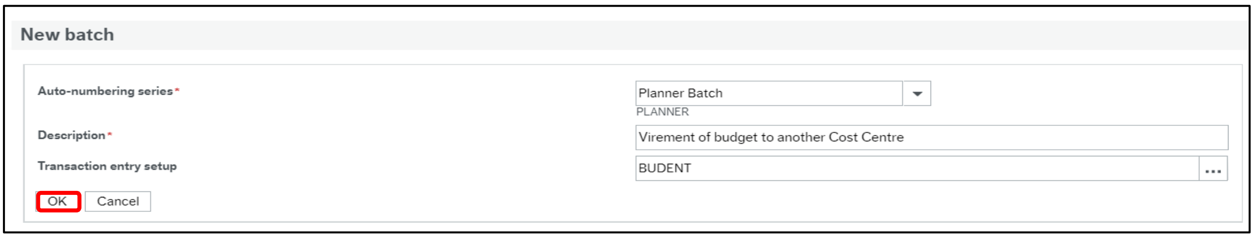
The other is to use Business World Excelerator (used for multiple lines).

Using Planner:

1. Navigate to **Planner → Your budgets**.
2. Click on **Virement Budget Manager – Single Year** or **Virement Budget Manager – Multi Year** depending on the type of virement you are carrying out.
3. Click **New Batch**.

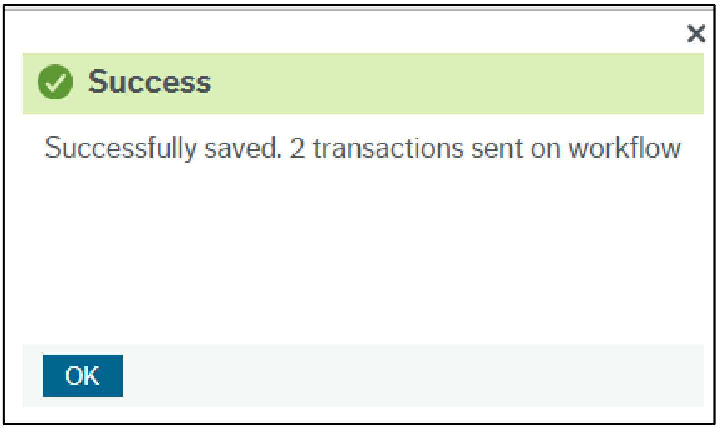


4. Enter a **Description** to indicate what this virement is for and click **OK**.



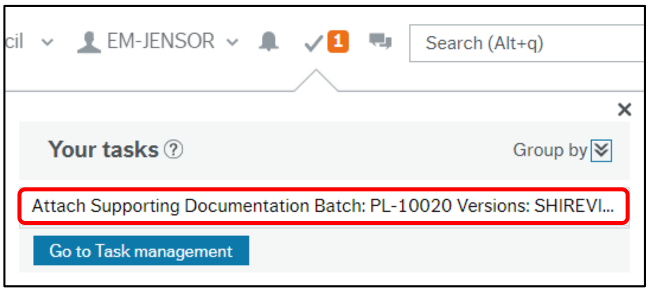
Click on the first blank row and enter in the transaction lines for the virement.

5. **Account**: enter the account or use type ahead to enter the correct Account Code and press **[Tab]**.
6. **Cost Centre**: enter the cost centre or use type ahead to enter the correct cost centre.
7. **Resource**: enter the name of the person responsible or use type ahead to find them (Resource may not be required depending on the Account Code used).
8. **Position**: only used when Resource is required.
9. **Legal Entity**: defaults based on the cost centre entered.
10. **Budget**: enter the amount of budget to vire (plus or minus depending on where the budget is coming from and going to).
11. **Profile**: enter the profile required (entering no profile will default to E12 (equal twelfths).
12. **Reason Code**: enter the code required.
13. **Comments**: enter comments as required
14. Click on the next blank row
15. Repeat the steps above to complete the remainder of the entries.
16. Click **Save**.

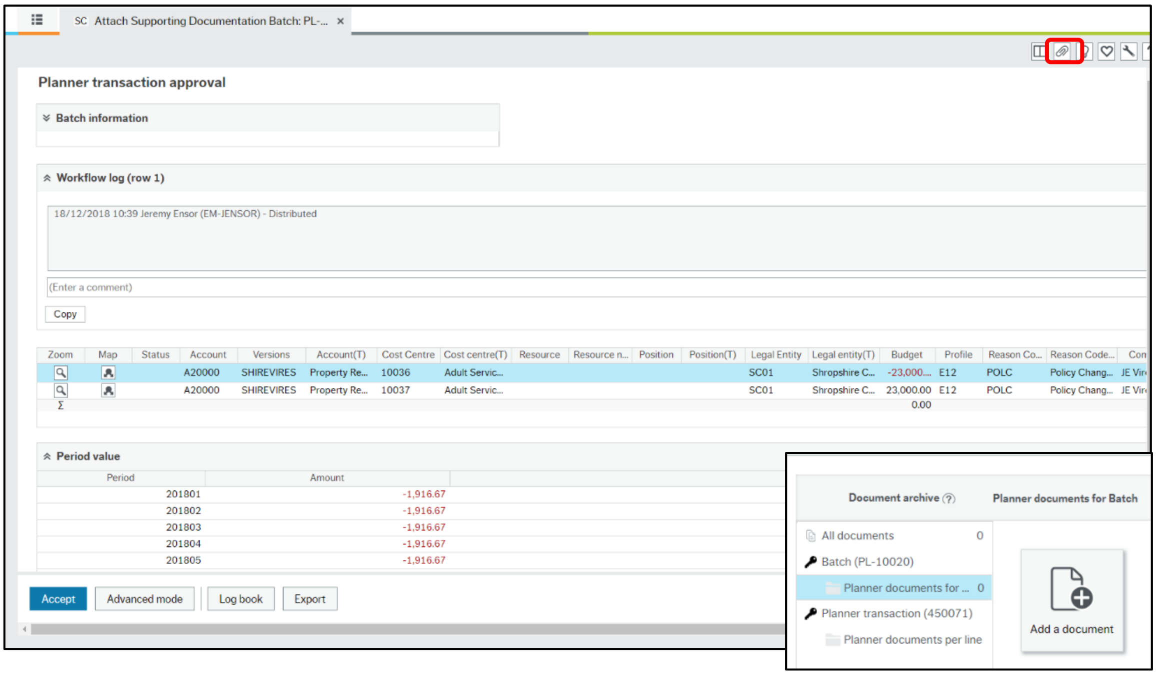


You will immediately receive a task asking you to attach a document (you will receive this even if you have added a document before saving).

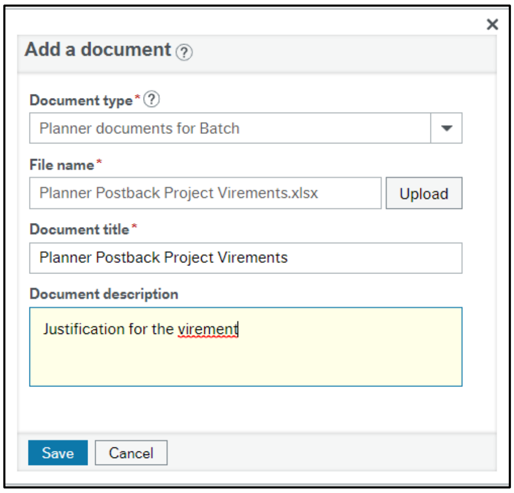
1. Click on your **Tasks** ✓
2. Click on the **Attach Supporting Documentation Batch PL…**task



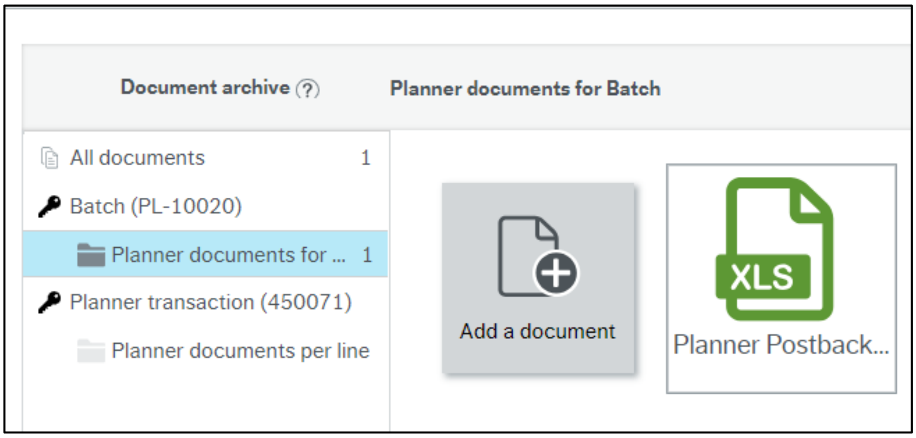
The full Virement screen opens:



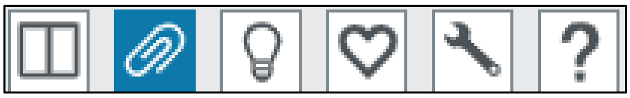
3. Click on the paper clip
4. Click on the Planner documents for… folder
5. Click on Add a document
6. Navigate to the file on your system
7. Click on Open
8. Add a Document description
9. Click on **Save**
10. Close the window
11. Click on **Accept**



After attaching documents, they will appear as an icon.

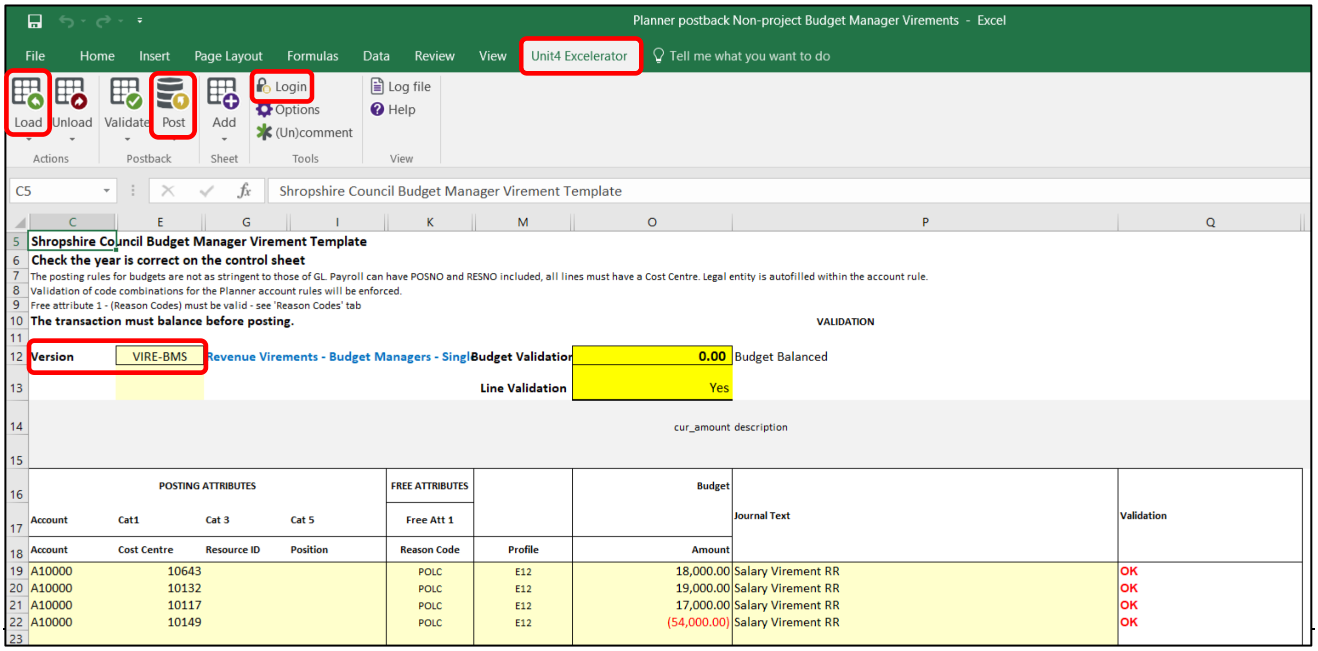


When you close the pop-up attachment window, the paperclip icon will turn blue indicating you have attached a document.



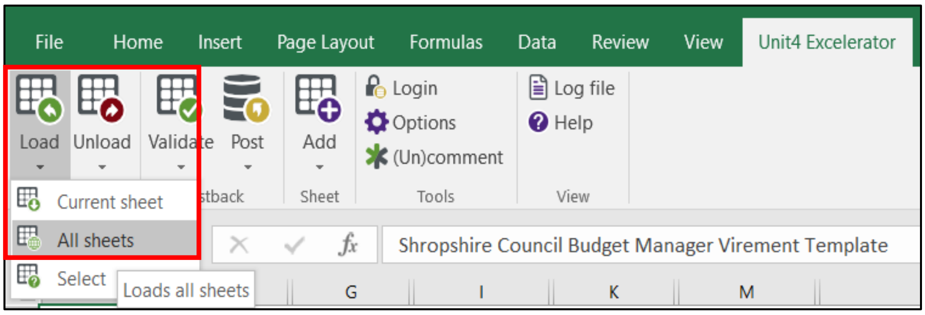
NOTE: If you have already added a document on first entry then click on **Accept** in this workflow task.

5.1. Entering Virements using Excelerator



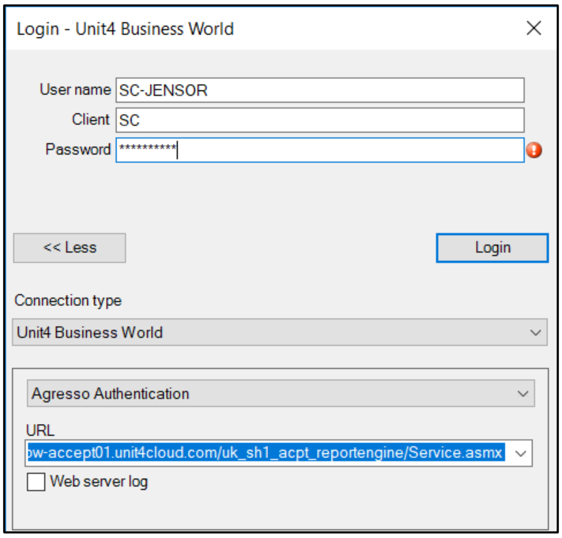
To upload a virement

1. Open the **Planner Postback Non-project Budget Manager Virements** template.
2. Click the **Unit 4 Excelerator** tab.
3. Select the Version:
    a. VIRE-BMS (**Virement Budget Manager – Single Year**)
    b. VIRE-BMM (**Virement Budget Manager – Multi Year**)
4. Click **Load → All Sheets**.



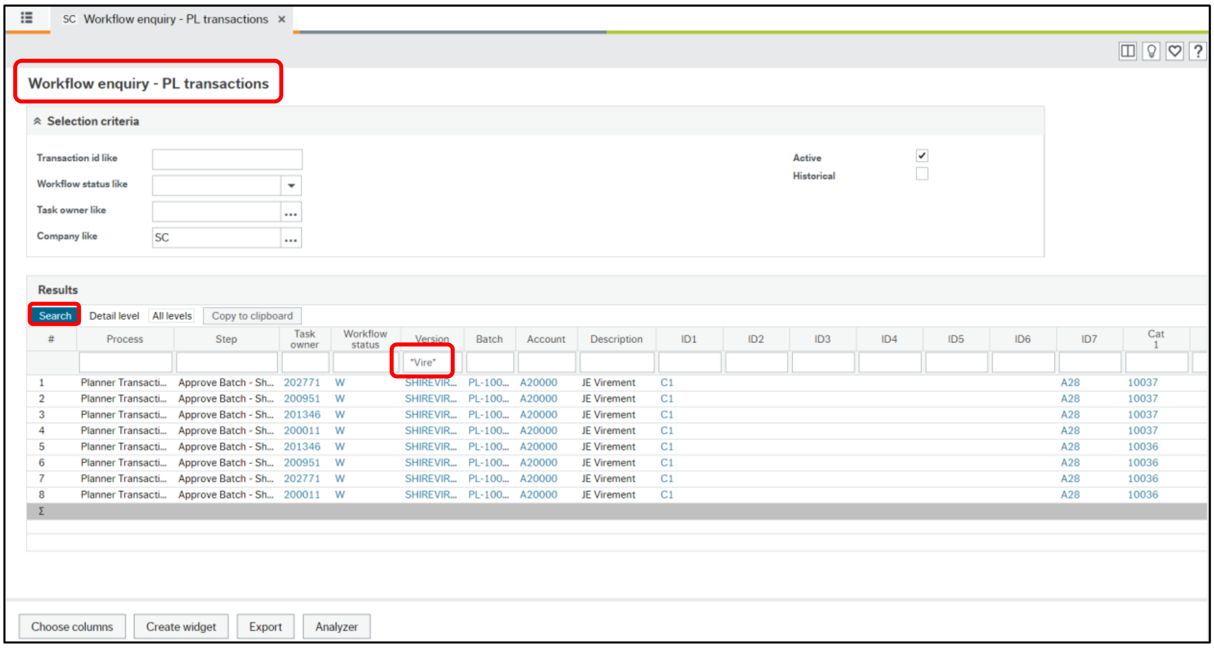
The template is loaded with the most current validated data from Business World.

5. Enter the transaction lines or use **Copy → Paste Special → Values** if you have the information in another spreadsheet.
6. Click **Login** – the **Unit4 Business World** login screen is displayed.



7. **User name**: enter your details.
8. **Client**: SC.
9. **Password**: enter your Business World password.
10. Click **More>>** and enter the URL for Unit 4 Authentication (you will only have to do this once)
11. Click **Login**; if no message is displayed, then you have logged in successfully.
12. Complete the transaction lines for the virement and ensure that they balance; validation has been built-in to the template which displays a message if:
    a. The incorrect account code and cost centre combinations are used.
    b. The transaction lines do not balance.
    c. Data such as Reason Code is not entered and is required for the transaction.
13. Click **Post → Current Sheet**.
14. A message is displayed informing you of the number of lines that have been posted.

5.2. Virement Workflow

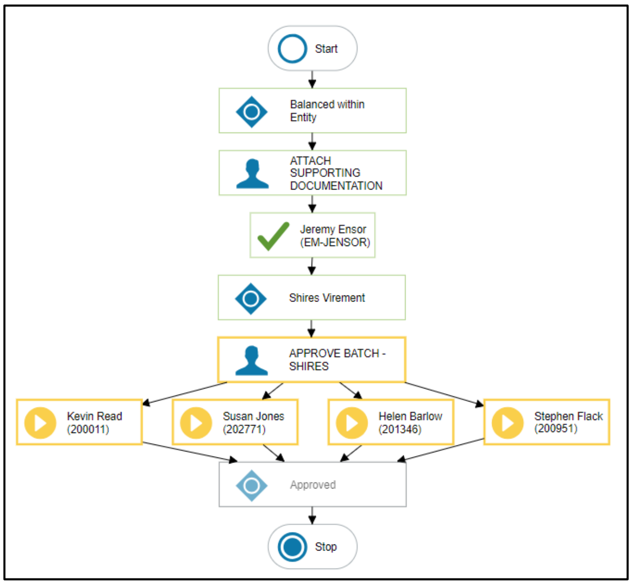


To view the workflow map in web:

1. Navigate to **Planner → Transactions → Workflow enquiry PL transaction**
2. Click on **Planner transaction**
3. Enter the version in **Version** field
4. Click on **Search**

Your list of transactions will appear

5. To view the map, click on the **W** workflow symbol



7. Budget Management and Forecasting

7.1. Overview

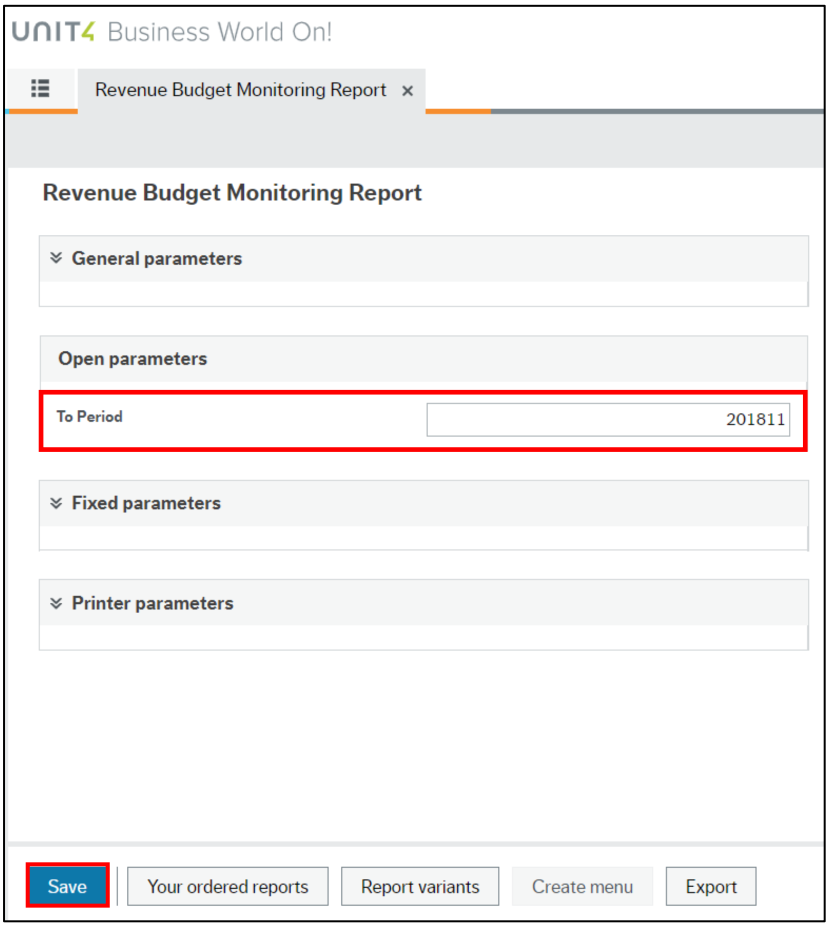
On the first day of the new calendar month, you will receive an e-mail asking you to download your Budget Manager report. You will then have ten working days to review it, amend it (if required) and upload it back to Business World.

It is now your responsibility to review each Cost Centre and its Actuals against the budget plus last month's Forecast. If anything has changed from the last month, you should update any line that has changed and upload it back into Business World for review and ultimate consolidation.

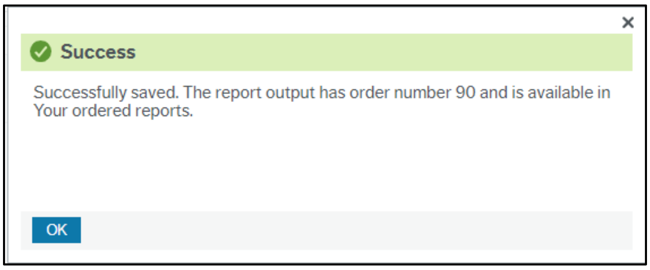
You will be using a tool called Excelerator which is a Microsoft Excel Add-In with specially designed add in templates that let you communicate with Business World without actually logging into it. Some items in the report will be hidden and / or protected to prevent you amending actual data.

There will be two tabs for each Cost Centre you have responsibility for; one for the financial information such as Income, Expenditure, Budget YTD, Variance and Commitments. The other will contain Payroll information.

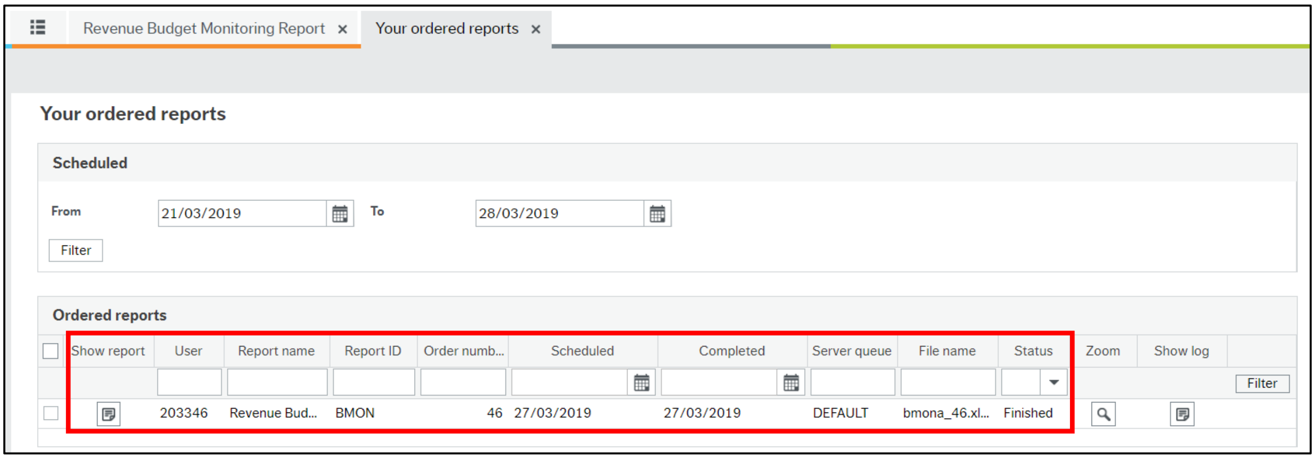
7.2. Budget Monitoring & Forecasting Report



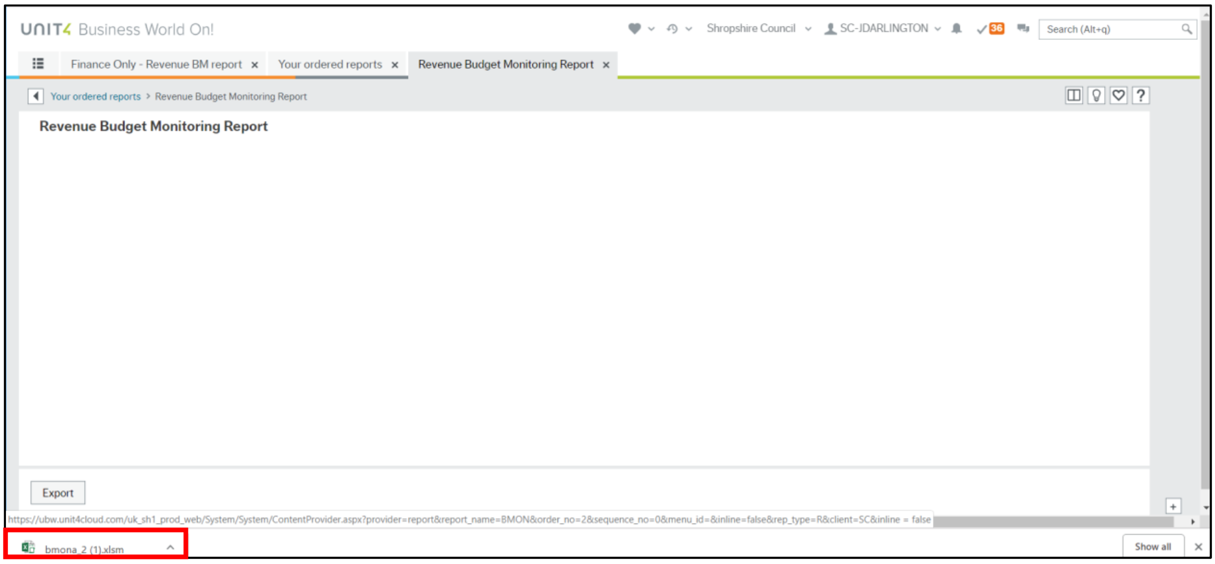
1. Navigate to **Accounting → General Ledger → Revenue Budget Monitoring Report**.
2. Enter the period in the **Period** field and press **[TAB]**.
3. Click **Save**; a **Success** message is displayed; click **OK**.



4. Click **Your ordered reports** at the bottom of the screen.

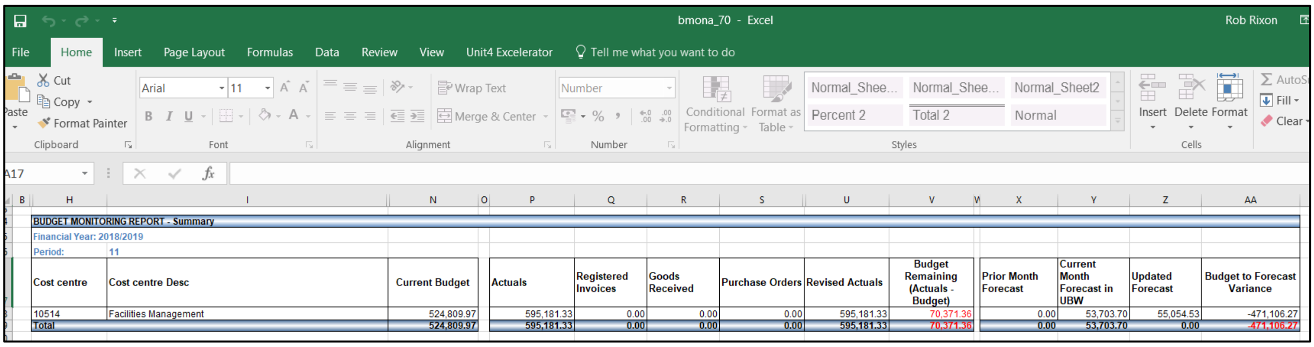


5. Click the **Refresh** button until the **Status** field displays **Finished**.
6. Click the icon underneath **Show Report**.
7. The Excel icon is displayed at the bottom of the screen.



8. Click the icon to open the file.

7.3. BMR Summary Tab



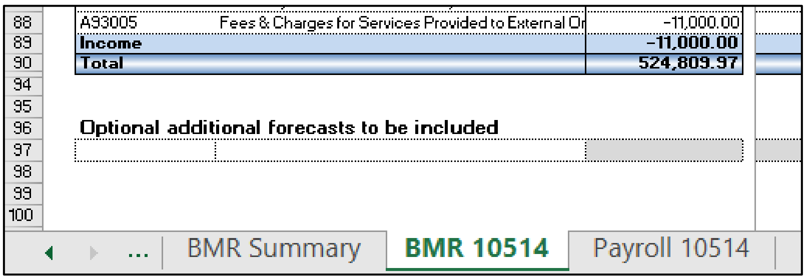
BUDGET MONITORING REPORT - Summary													
Financial Year: 2018/2019													
Period:	11												
Cost centre	Cost centre Desc	Current Budget	Actuals	Registered Invoices	Goods Received	Purchase Orders	Revised Actuals	Budget Remaining (Actuals - Budget)	Prior Month Forecast	Current Month Forecast in UBW	Updated Forecast	Budget to Forecast Variance
10514	Facilities Management	524,809.97	595,181.33	0.00	0.00	0.00	595,181.33	70,371.36	0.00	53,703.70	55,054.53	-471,106.27
Total		524,809.97	595,181.33	0.00	0.00	0.00	595,181.33	70,371.36	0.00	53,703.70	0.00	-471,106.27

This tab displays a summary of all the cost centres the Budget Manager has responsibility for.

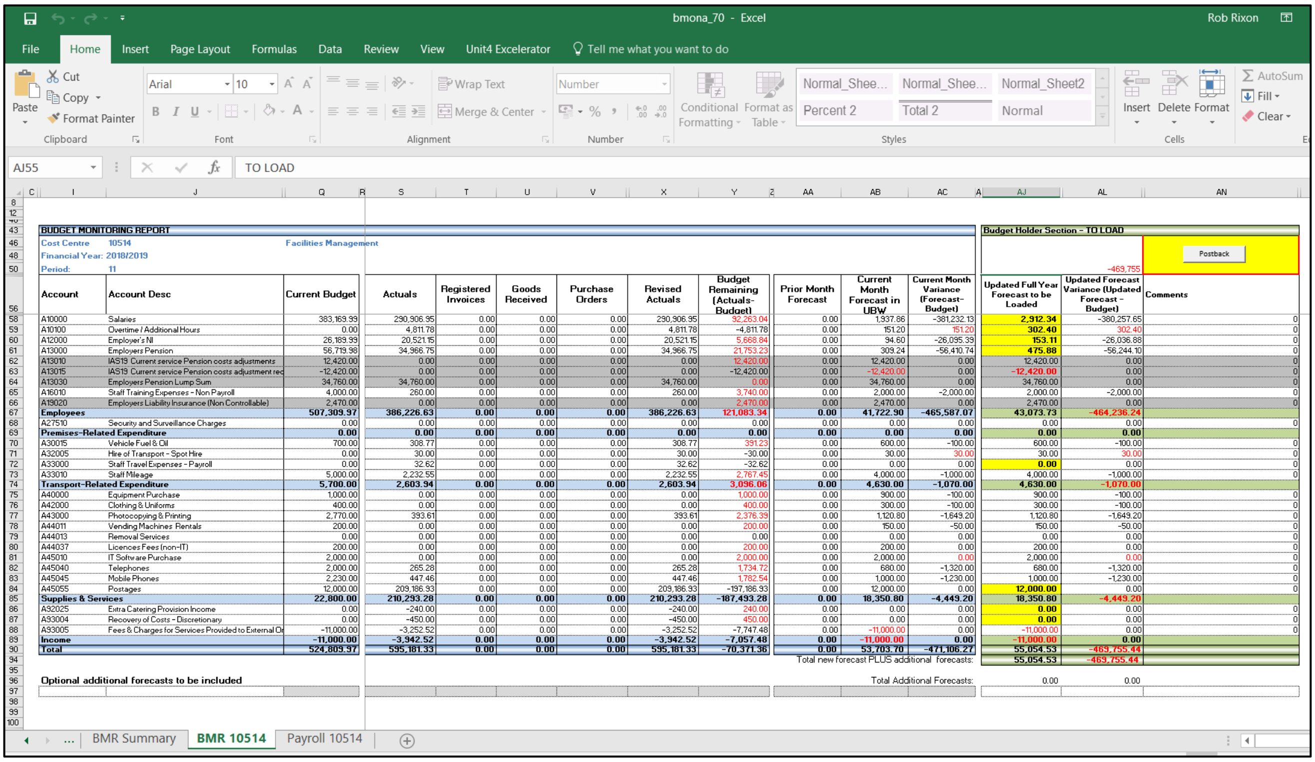
The column headings are:

- **Cost centre**: cost centre code
- **Cost centre Desc**: cost centre name
- **Current Budget**: current budget
- **Actuals**: orders paid for
- **Registered Invoices**: all registered but unpaid invoices
- **Goods received**: the amount authorised for payment
- **Purchase Orders**: all Purchase Orders raised
- **Revised Actuals**: any updates from Actuals
- **Budget Remaining (Actuals – Budget)**: budget remaining
- **Prior Month Forecast**: forecast for previous month
- **Current Month Forecast in UBW**: current month forecast

At the bottom are the tabs with your individual cost centres which you can review and amend – next page.



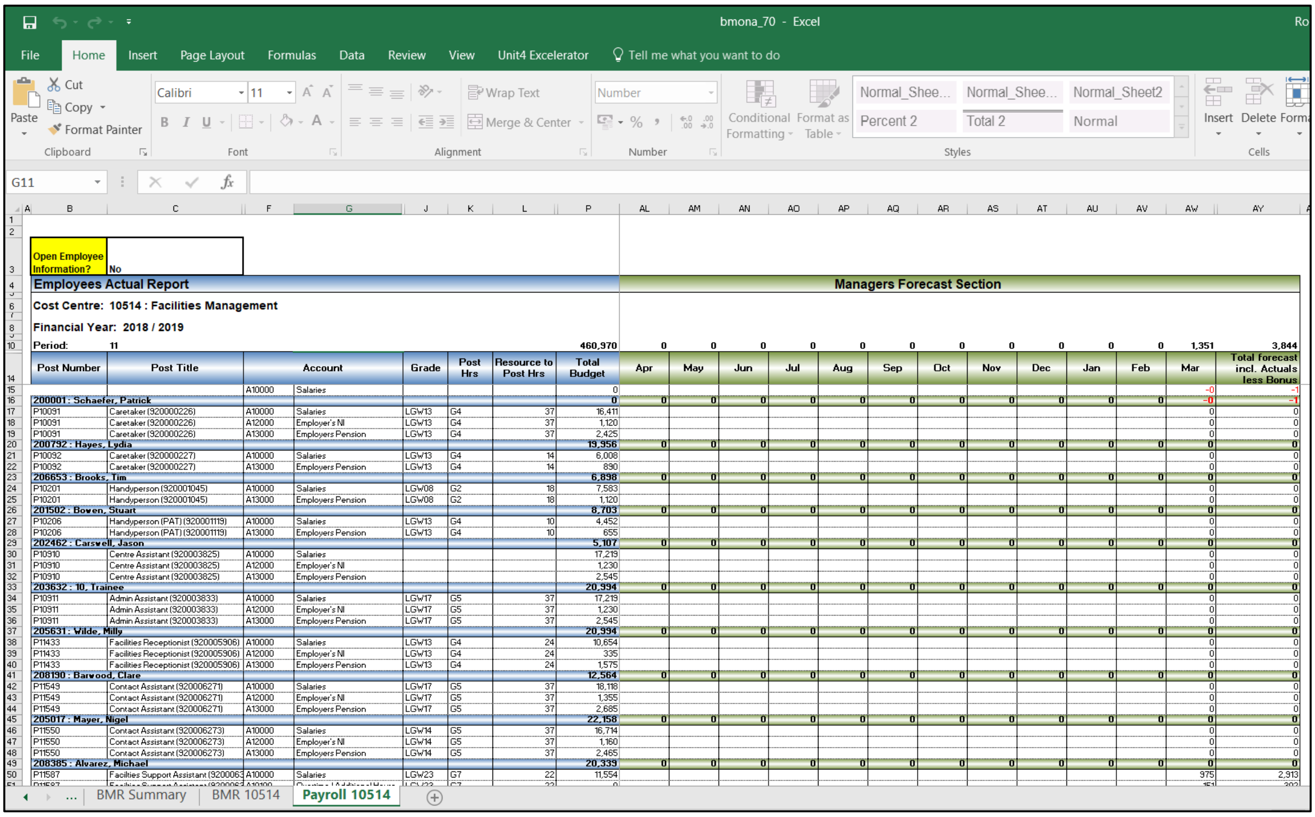
7.4. BMR Cost Centre Tab



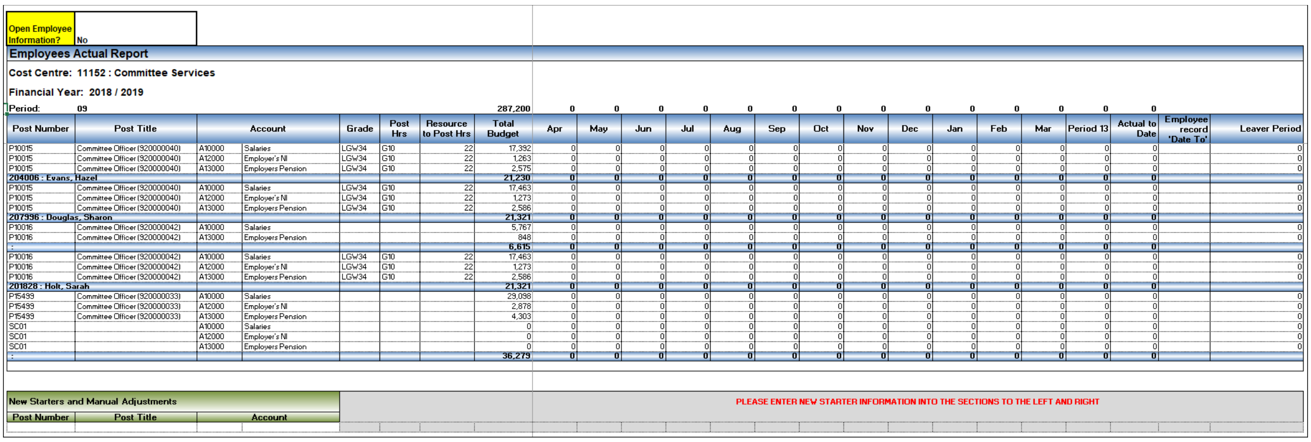
This tab displays a more detailed breakdown by Account Code for individual cost centres with the same headings as in the **BMR Summary** tab.

7.5. Payroll Sheet

This tab displays all payroll information to date for the individual Cost Centre.



Scroll down for new starters information, where you can enter the information on the **left bottom section**:

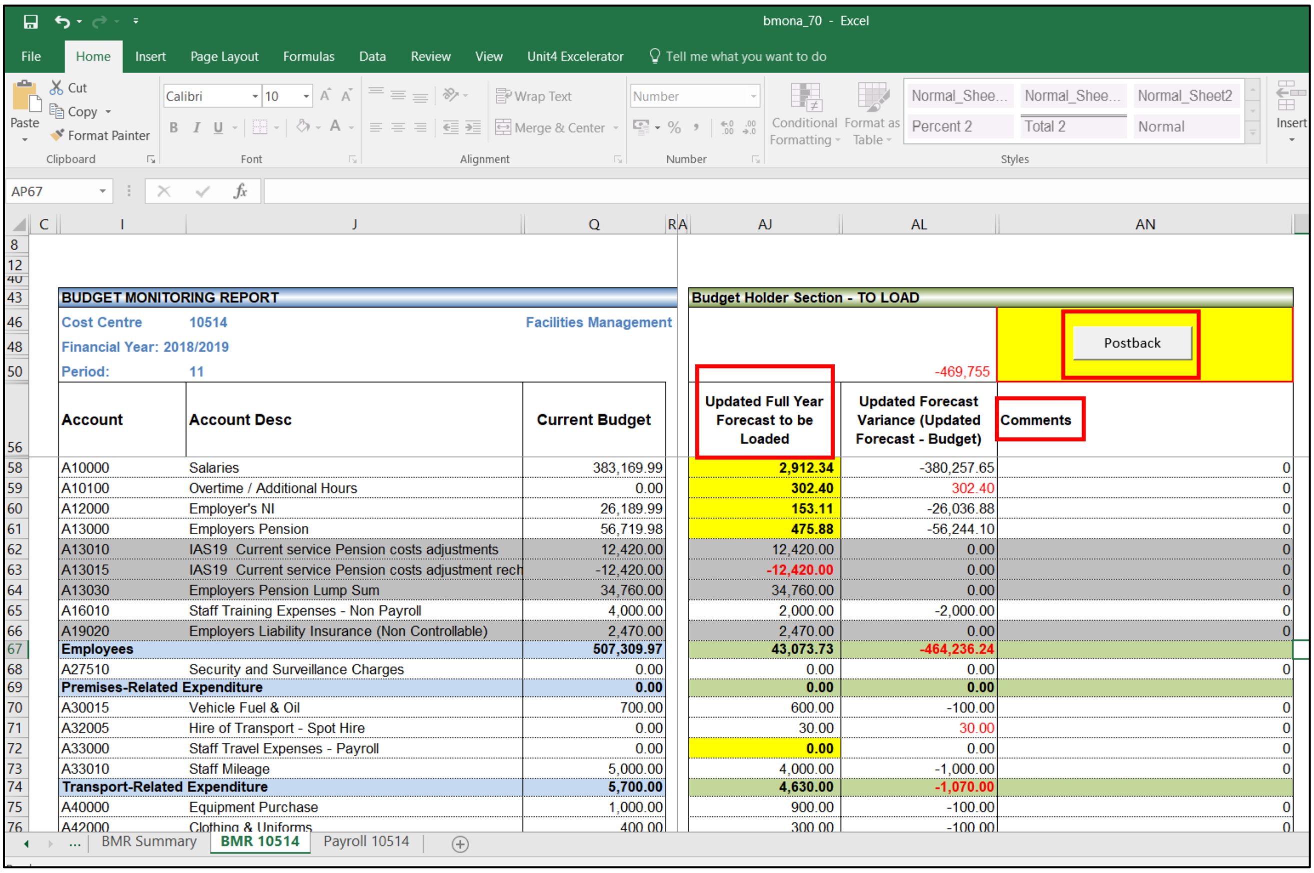


To make changes for the forecast, scroll to the right and amend details at the top – in **Green areas** – as well as new starter and manual adjustments **at the bottom**:

		Managers Forecast Section												
		0	0	0	0	0	0	0	0	0	0	0	0	0
Employee record 'Date To'	Leaver Period	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total forecast incl. Actuals less Bonus
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
	0										0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0	0

New Starter and Manual Adjustment Section												Total to Add to Forecast
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	

7.6. Completing the Forecast



BUDGET MONITORING REPORT | Budget Holder Section - TO LOAD

Cost Centre 10514 Facilities Management

Financial Year: 2018/2019

Period: 11

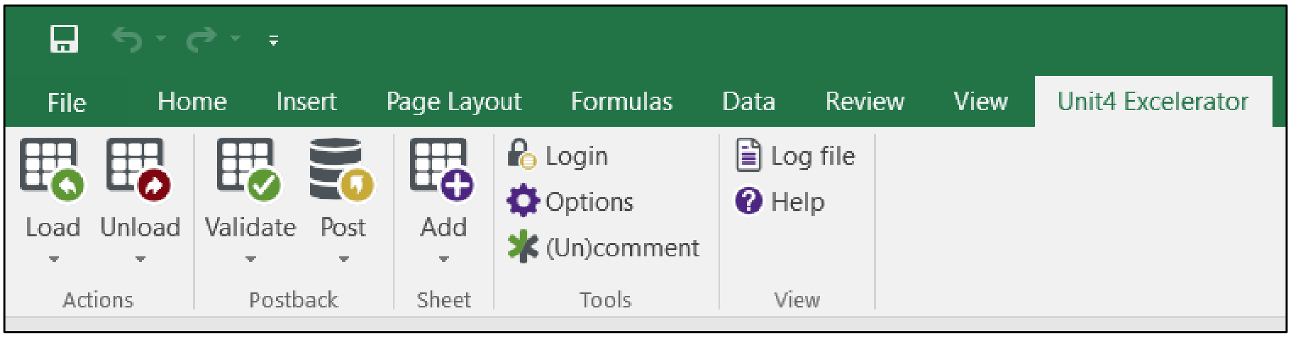
Account	Account Desc	Current Budget	Updated Full Year Forecast to be Loaded	Updated Forecast Variance (Updated Forecast - Budget)	Comments
				-469,755	Postback
A10000	Salaries	383,169.99	2,912.34	-380,257.65	0
A10100	Overtime / Additional Hours	0.00	302.40	302.40	0
A12000	Employer's NI	26,189.99	153.11	-26,036.88	0
A13000	Employers Pension	56,719.98	475.88	-56,244.10	0
A13010	IAS19 Current service Pension costs adjustments	12,420.00	12,420.00	0.00	0
A13015	IAS19 Current service Pension costs adjustment rech	-12,420.00	-12,420.00	0.00	0
A13030	Employers Pension Lump Sum	34,760.00	34,760.00	0.00	0
A16010	Staff Training Expenses - Non Payroll	4,000.00	2,000.00	-2,000.00	0
A19020	Employers Liability Insurance (Non Controllable)	2,470.00	2,470.00	0.00	0
Employees		507,309.97	43,073.73	-464,236.24	
A27510	Security and Surveillance Charges	0.00	0.00	0.00	0
Premises-Related Expenditure		0.00	0.00	0.00	
A30015	Vehicle Fuel & Oil	700.00	600.00	-100.00	0
A32005	Hire of Transport - Spot Hire	0.00	30.00	30.00	0
A33000	Staff Travel Expenses - Payroll	0.00	0.00	0.00	0
A33010	Staff Mileage	5,000.00	4,000.00	-1,000.00	0
Transport-Related Expenditure		5,700.00	4,630.00	-1,070.00	
A40000	Equipment Purchase	1,000.00	900.00	-100.00	0
A42000	Clothing & Uniforms	400.00	300.00	-100.00	0

The **Budget Holder Section – To Load** is the area where you complete your forecasting information. You are not able to change the data in any of the cells in left hand pane area as they have been locked. You will need to carry out forecasting for each of your Cost Centres.

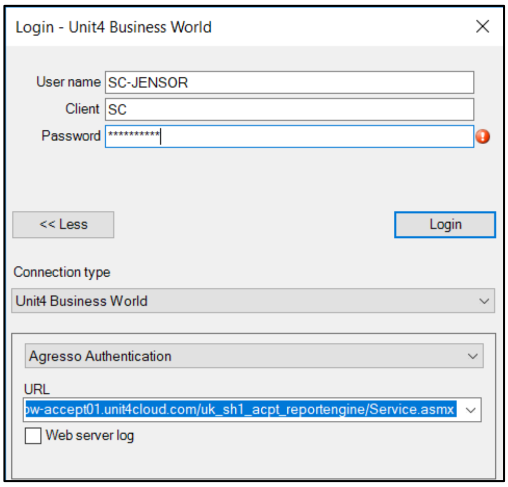
- **In Updated Full Year Forecast to be Loaded** - The yellow highlighted cells are when the actuals are greater than the current forecast (highlighting for Budget Managers to look at and take action).
  - **IMPORTANT**: If the change is greater than £1000, a warning appears on the right, and you MUST enter reason(s) under the **Comments** column.
- Rows in Grey are non-controllable therefore are not required to be updated by Budget Managers
- Salary cells (A1 account codes) are updated from the **Managers Forecast Section** in the **Payroll** tab.
- Other cells can be amended as required.
- Add comments to the end of each line.

When you have completed the forecasting for every cost centre, you must first **Login** and then click **Postback button at the top right.**

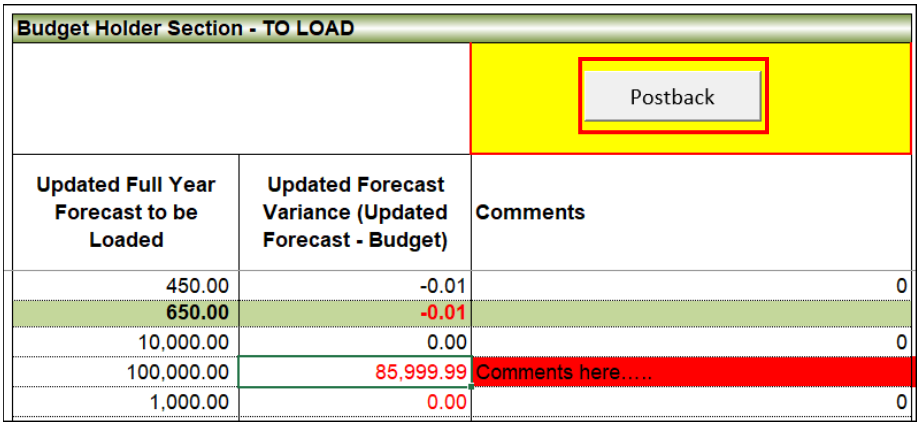
Click the **Unit 4 Excelerator** tab



1. Click **Login** – the **Unit4 Business World** login screen is displayed.

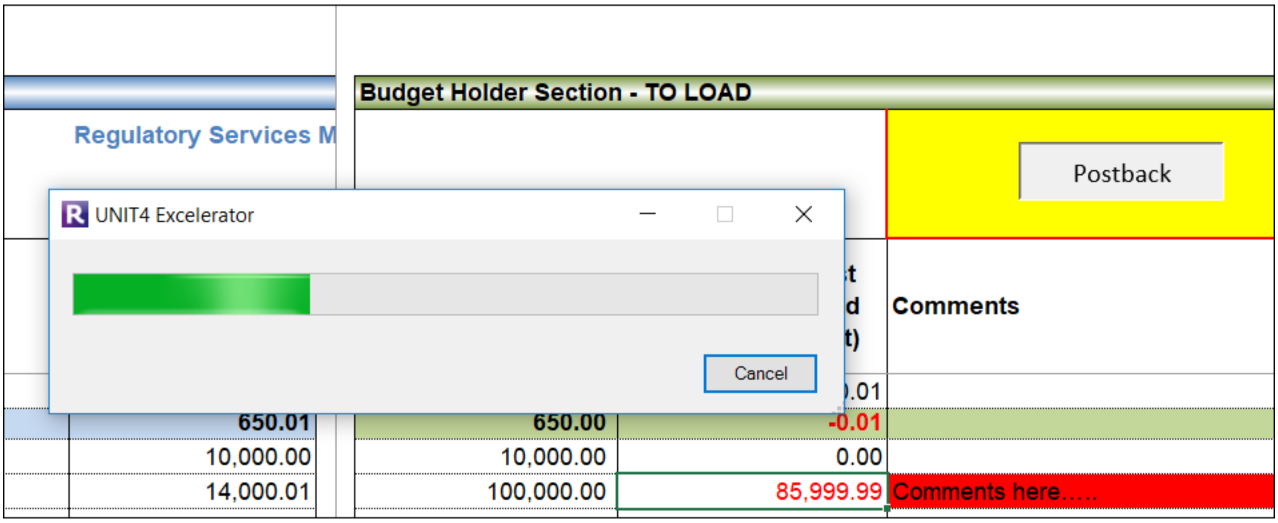


2. **User name**: enter your details.
3. **Client**: SC.
4. **Password**: enter your Business World password.
5. Click **More>>** and enter the URL for Unit 4 Authentication (you will only have to do this once)
6. Click **Login**; if no message is displayed, then you have logged in successfully.
7. Click on ***Postback Button*** – **NOTE YOU MUST DO THIS AGAINST EVERY TAB**

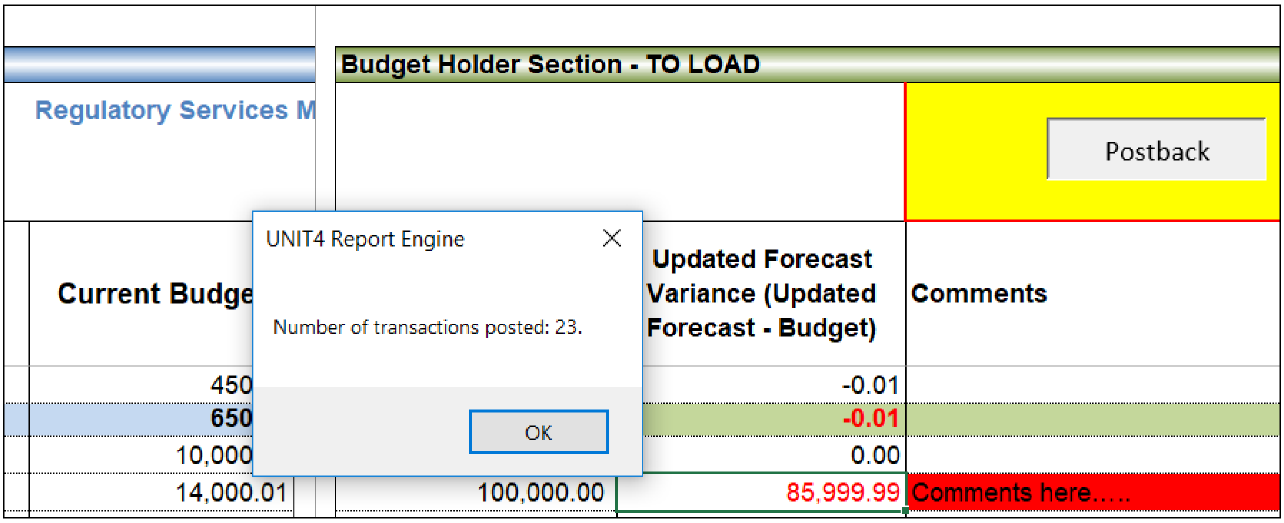


Budget Holder Section - TO LOAD		Postback
Updated Full Year Forecast to be Loaded	Updated Forecast Variance (Updated Forecast - Budget)	Comments
450.00	-0.01	0
650.00	-0.01	
10,000.00	0.00	0
100,000.00	85,999.99	Comments here.....
1,000.00	0.00	0

The Unit4 Excelerator report engine begins and displays its progress:



When finished, the total number of transactions posted will be displayed:



Remember: You MUST DO THIS for every worksheet.

If you don't login and click the **Postback** button, the spreadsheet will be locked, and you will need to contact the Triage Centre for them to unlock the worksheet.

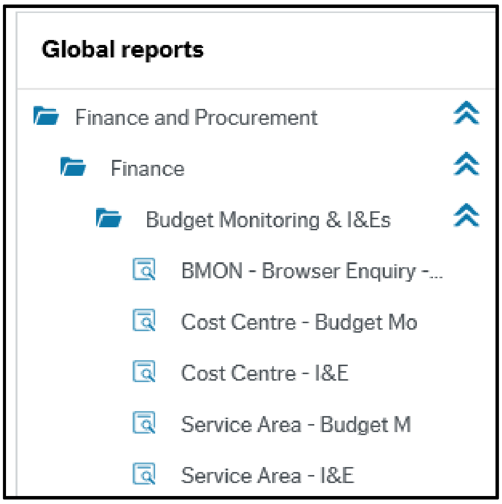
Once posted, a dialogue box is displayed indicating the number of rows you have posted; you will then receive a task to attach supporting documents to the transaction.

8. Budget Reporting

8.1. Cost Centre Budget Monitoring

To monitor budgets for individual Cost Centres:

1. Navigate to **Reports** → **Global reports** → **Finance** → **Budget Monitoring & I&Es** → **Cost Centre – Budget Monitoring**



2. **CostC like**: enter the Cost Centre you want to report on – for our example below we will continue with the **Costc 11040** that we entered forecasts against previously:
3. Enter the Periods between – for example **201801 – 201812** shown below:
4. Click on **Search**

Embridge Consulting

Driving value from your business systems

In the grid below, you will see the results of your report – partially shown below:

Results

Search | Detail level | All levels | Copy to clipboard

#	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	A10000	Salaries	38,806.66	61,690.00	62,909.99	38,806.66	38,806.66	57,727.00	57,727.00	0.00	57,727.00
2	A12000	Employer's NI	4,312.04	7,390.00	7,530.00	4,312.04	4,312.04	6,071.00	6,071.00	0.00	6,071.00
3	A13000	Employers Pension	5,743.41	9,130.00	9,310.00	5,743.41	5,743.41	8,544.00	8,544.00	0.00	8,544.00
4	A13010	IAS19 Current service Pension costs adjustments	0.00	2,440.00	2,440.00	0.00	0.00	2,440.00	2,440.00	0.00	2,440.00
5	A13030	Employers Pension Lump Sum	5,720.00	5,720.00	5,720.00	5,720.00	5,720.00	5,720.00	5,720.00	0.00	5,720.00
6	A16010	Staff Training Expenses - Non Payroll	2,354.30	1,000.00	1,000.00	2,354.30	2,354.30	1,000.00	1,000.00	0.00	1,000.00
7	A19020	Employers Liability Insurance (Non Controllable)	0.00	220.00	220.00	0.00	0.00	220.00	220.00	0.00	220.00
8	A33000	Staff Travel Expenses - Payroll	0.00	500.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00
9	A33010	Staff Mileage	8.63	500.00	450.01	8.63	8.63	450.00	450.00	0.00	450.00
10	A40000	Equipment Purchase	184.65	11,860.00	10,000.00	184.65	184.65	10,000.00	10,000.00	0.00	10,000.00
11	A43000	Photocopying & Printing	6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0.00	100,000.00
12	A44000	Publicity, Marketing & Advertising	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00
13	A44006	Consultancy Services	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00

Account	The Account Code
Account (T)	The account name
LY Actuals/Outturn	Last year's actuals and outturn
Initial Budget Total	This year's initial budget
Current Budget Total	This year's current budget if different from initial
YTD Actuals	Year to Date actuals
Revised Actuals	Revised actuals if different from YTD actuals
Current Final Projection	Projection from the forecast
Variance	Difference between Budget and Actual
Prior Month's Forecast	Last month's forecast
Difference	Difference between current final projection and prior month's forecasts

- At the top you can filter on a specific **Account** code and click **Search** to see the results:

Cost Centre - Budget Mo

Selection criteria

Costc like: 11040

Period between: 201801 and 201812

Company like: SC

Results

Search | Detail level | All levels | Copy to clipboard

#	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
	A43000										
1	A43000	Photocopying & Printing	6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0.00	100,000.00
Σ			6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0.00	100,000.00

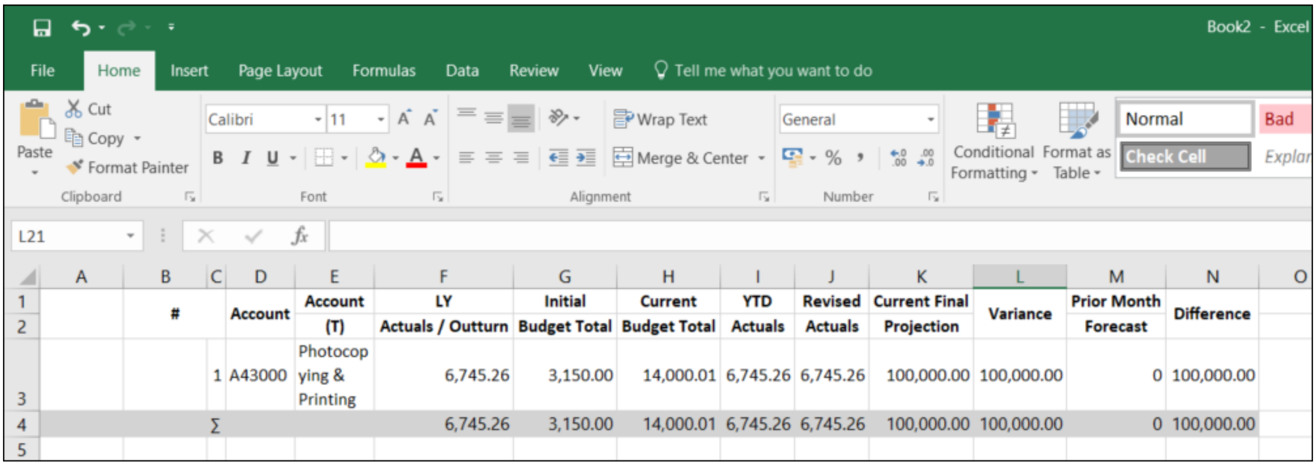
You will note that we can see the forecast changes we previously made reflected here in the report.

Results

Search | Detail level | All levels | Copy to clipboard

- You can export the report results to Excel.

Click **Copy to clipboard** and past the results in Excel (note you can also use the export button at the bottom – shown in the next section):

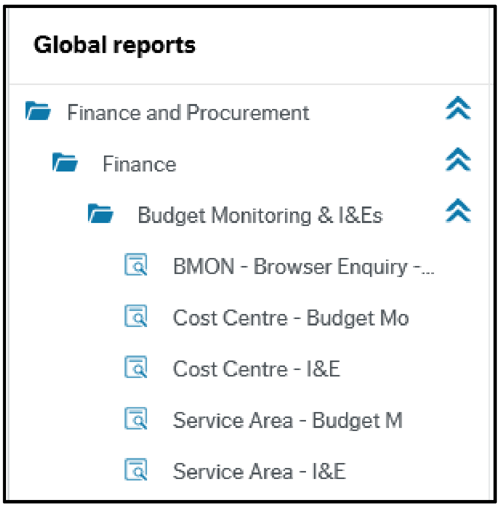


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1–2		#		Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference	
3			1	A43000	Photocopying & Printing	6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0	100,000.00	
4			Σ			6,745.26	3,150.00	14,000.01	6,745.26	6,745.26	100,000.00	100,000.00	0	100,000.00	
5															

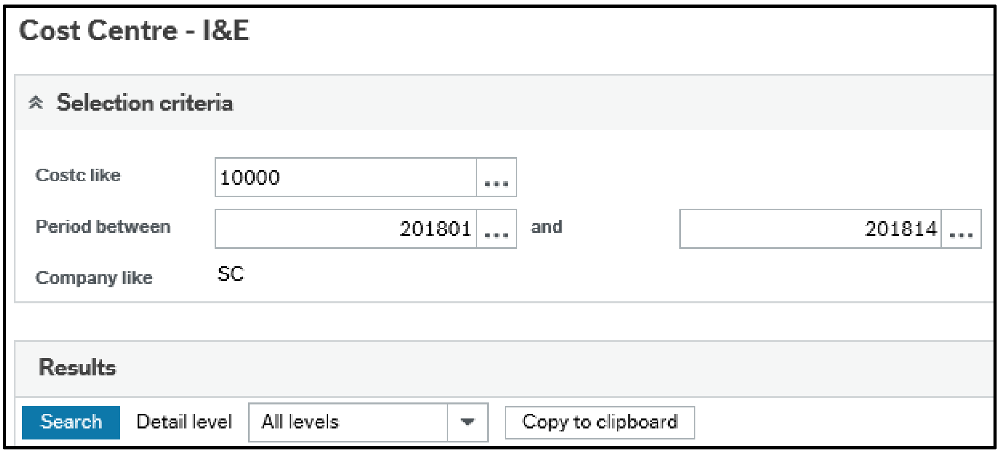
8.2. Cost Centre Income and Expenditure Reports

You can also run reports on Income and Expenditure for a Cost Centre.

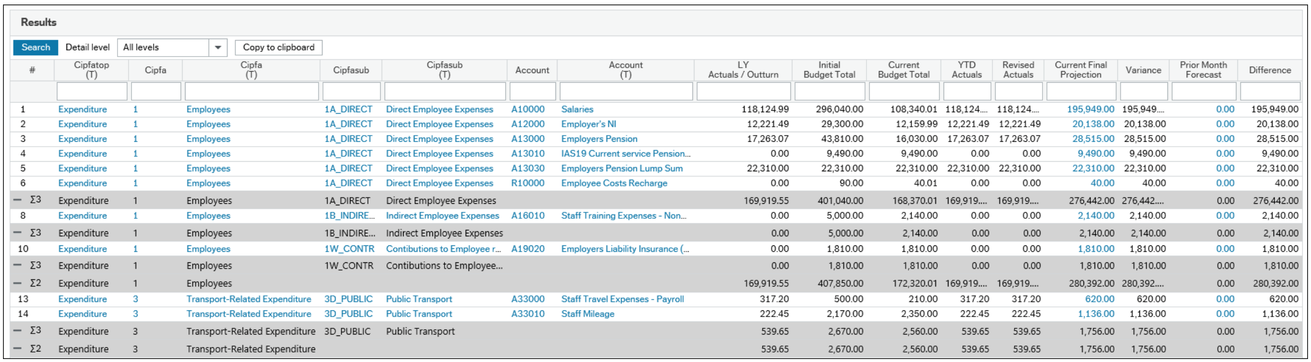
1. Navigate to **Reports → Global reports → Finance → Budget Monitoring & I&Es → Cost Centre – I&E**



2. Enter the **CostC** and **Periods** to run a report against and click **Search:**



In the grid below, you will see the results of your report in a CIPFA format:

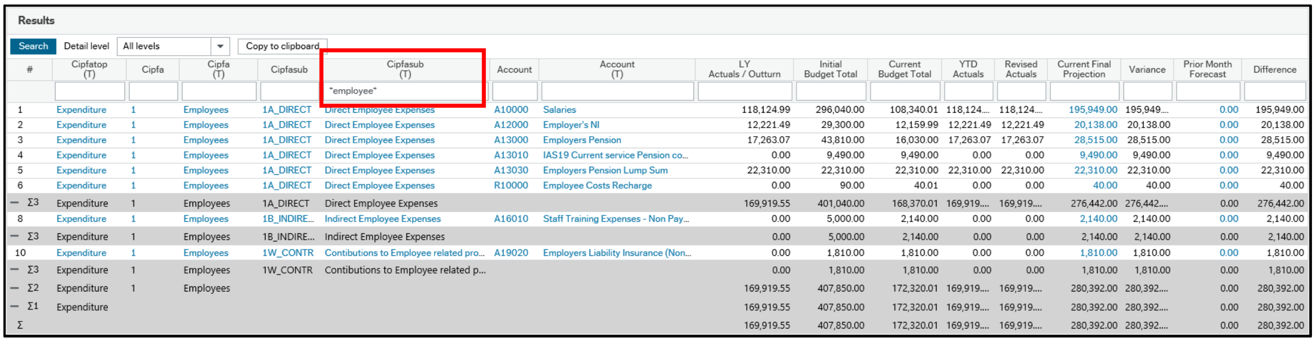

Results

Search | Detail level | All levels | Copy to clipboard

#	Cipfatop (T)	Cipfa	Cipfa (T)	Cipfasub	Cipfasub (T)	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A10000	Salaries	118,124.99	296,040.00	108,340.01	118,124....	118,124....	195,949.00	195,949....	0.00	195,949.00
2	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A12000	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13000	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13010	IAS19 Current service Pension...	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13030	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
— Σ3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses			169,919.55	401,040.00	168,370.01	169,919....	169,919....	276,442.00	276,442....	0.00	276,442.00
8	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses	A16010	Staff Training Expenses - Non...	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
— Σ3	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses			0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
10	Expenditure	1	Employees	1W_CONTR	Contibutions to Employee r...	A19020	Employers Liability Insurance (...	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Σ3	Expenditure	1	Employees	1W_CONTR	Contibutions to Employee...			0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Σ2	Expenditure	1	Employees					169,919.55	407,850.00	172,320.01	169,919....	169,919....	280,392.00	280,392....	0.00	280,392.00
13	Expenditure	3	Transport-Related Expenditure	3D_PUBLIC	Public Transport	A33000	Staff Travel Expenses - Payroll	317.20	500.00	210.00	317.20	317.20	620.00	620.00	0.00	620.00
14	Expenditure	3	Transport-Related Expenditure	3D_PUBLIC	Public Transport	A33010	Staff Mileage	222.45	2,170.00	2,350.00	222.45	222.45	1,136.00	1,136.00	0.00	1,136.00
— Σ3	Expenditure	3	Transport-Related Expenditure	3D_PUBLIC	Public Transport			539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
— Σ2	Expenditure	3	Transport-Related Expenditure					539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00

CIPFATOP	Cipfa top level name (text)
CIPFA	Cipfa code and name
CIPFASUB	Cipfa sub level code and name
Account	Account code and description
LY Actuals/Outturn	Last year's actuals and outturn
Initial Budget Total	This year's initial budget
Current Budget Total	This year's current budget if different from initial
YTD Actuals	Year to Date actuals
Revised Actuals	Revised actuals if different from YTD actuals
Current Final Projection	Projection from the forecast
Variance	Difference between Budget and Actual
Prior Month's Forecast	Last month's forecast
Difference	Difference between current final projection and prior month's forecasts

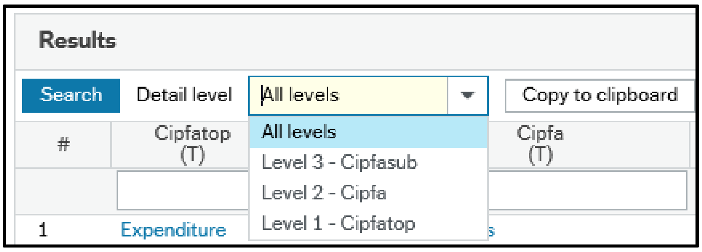
3. You can also filter at top – for example *employee* below – to narrow down against all employee related CIPFASUB level groupings:


Results

Search | Detail level | All levels | Copy to clipboard

#	Cipfatop (T)	Cipfa	Cipfa (T)	Cipfasub	Cipfasub (T)	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
					employee											
1	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A10000	Salaries	118,124.99	296,040.00	108,340.01	118,124....	118,124....	195,949.00	195,949....	0.00	195,949.00
2	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A12000	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13000	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13010	IAS19 Current service Pension co...	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	A13030	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
— Σ3	Expenditure	1	Employees	1A_DIRECT	Direct Employee Expenses			169,919.55	401,040.00	168,370.01	169,919....	169,919....	276,442.00	276,442....	0.00	276,442.00
8	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses	A16010	Staff Training Expenses - Non Pay...	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
— Σ3	Expenditure	1	Employees	1B_INDIRE...	Indirect Employee Expenses			0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
10	Expenditure	1	Employees	1W_CONTR	Contibutions to Employee related pro...	A19020	Employers Liability Insurance (Non...	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Σ3	Expenditure	1	Employees	1W_CONTR	Contibutions to Employee related p...			0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Σ2	Expenditure	1	Employees					169,919.55	407,850.00	172,320.01	169,919....	169,919....	280,392.00	280,392....	0.00	280,392.00
— Σ1	Expenditure							169,919.55	407,850.00	172,320.01	169,919....	169,919....	280,392.00	280,392....	0.00	280,392.00
Σ								169,919.55	407,850.00	172,320.01	169,919....	169,919....	280,392.00	280,392....	0.00	280,392.00

4. You can also show the summary per level grouping at the top - CIPFA Levels 1 → 3



- When you filter on CIPFA Level 2 as below, they are summarised:

Results

Search | Detail level: Level 2 - Cipfa | Copy to clipboard

#	Cipfatop (T)	Cipfa	Cipfa (T)	Cipfasub	Cipfasub (T)	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
+ Σ2	Expenditure	1	Employees					169,919.55	407,850.00	172,320.01	169,919.55	169,919.55	280,392.00	280,392.00	0.00	280,392.00
+ Σ2	Expenditure	3	Transport-Related Expenditure					539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
+ Σ2	Expenditure	4	Supplies & Services					2,744.61	88,370.00	10,020.01	2,744.61	2,744.61	4,354.00	4,354.00	0.00	4,354.00
+ Σ2	Expenditure	7	Support Services					0.00	41,060.00	41,060.00	0.00	0.00	41,060.00	41,060.00	0.00	41,060.00
+ Σ2	Expenditure	8	Depreciation and Impairmen...					0.00	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00	0.00	49,000.00
— Σ1	Expenditure							173,203.81	588,950.00	274,960.01	173,203.81	173,203.81	376,562.00	376,562.00	0.00	376,562.00
+ Σ2	Income	9	Income					0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
— Σ1	Income							0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
Σ								173,203.81	489,940.00	181,320.01	173,203.81	173,203.81	294,558.00	294,558.00	0.00	294,558.00

- At the bottom, you can also use **choose columns** to choose what you wish to see in the report:

Choose columns

For example, we will remove codes and just leave (T) – Text description/names:

Choose columns

Columns

Cipfatop (T)	✓	Cipfa	☐
Cipfa (T)	✓	Cipfasub	☐
Cipfasub (T)	✓	Account	☐
Account (T)	✓	LY Actuals / Outturn	✓
Initial Budget Total	✓	Current Budget Total	✓
YTD Actuals	✓	Revised Actuals	✓
Current Final Projection	✓	Variance	✓
Prior Month Forecast	✓	Difference	✓

OK

Note the results returned in the report accordingly:

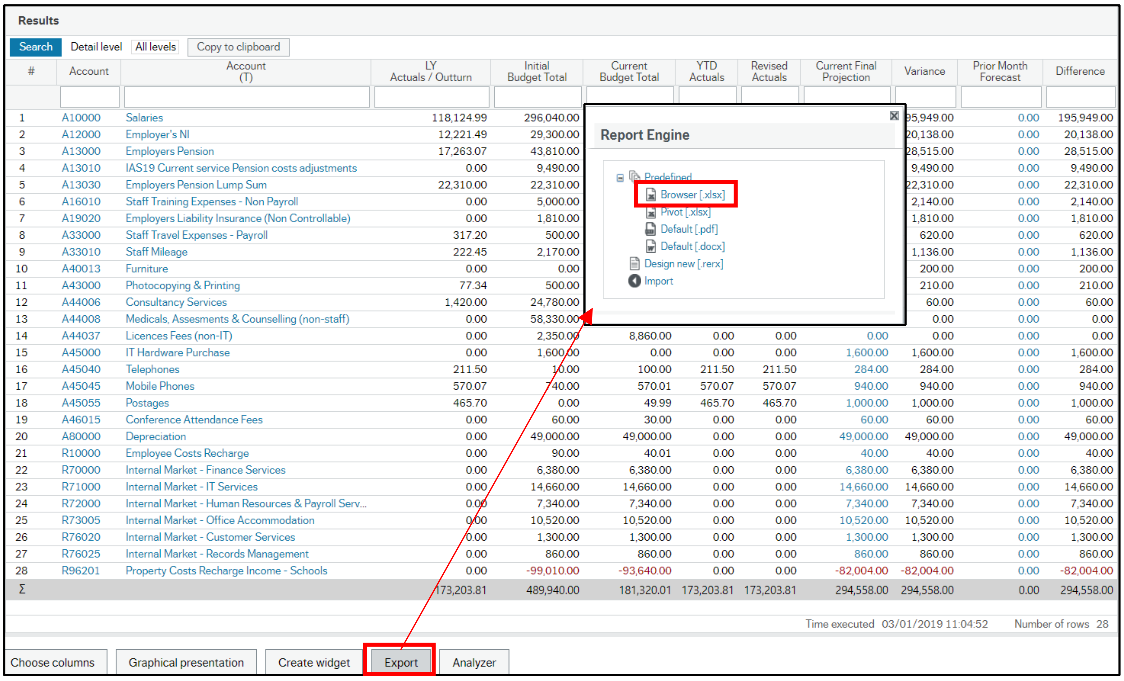
Results

Search | Detail level: All levels | Copy to clipboard

#	Cipfatop (T)	Cipfa (T)	Cipfasub (T)	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	Expenditure	Employees	Direct Employee Expenses	Salaries	118,124.99	296,040.00	108,340.01	118,124....	118,124....	195,949.00	195,949....	0.00	195,949.00
2	Expenditure	Employees	Direct Employee Expenses	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
3	Expenditure	Employees	Direct Employee Expenses	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
4	Expenditure	Employees	Direct Employee Expenses	IAS19 Current service Pension costs adjustments	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
5	Expenditure	Employees	Direct Employee Expenses	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
6	Expenditure	Employees	Direct Employee Expenses	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
— Σ3	Expenditure	Employees	Direct Employee Expenses		169,919.55	401,040.00	168,370.01	169,919.55	169,919.55	276,442.00	276,442.00	0.00	276,442.00
8	Expenditure	Employees	Indirect Employee Expenses	Staff Training Expenses - Non Payroll	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
— Σ3	Expenditure	Employees	Indirect Employee Expenses		0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
10	Expenditure	Employees	Contibutions to Employee related provisio...	Employers Liability Insurance (Non Controllable)	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Σ3	Expenditure	Employees	Contibutions to Employee related provi...		0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
— Σ2	Expenditure	Employees			169,919.55	407,850.00	172,320.01	169,919.55	169,919.55	280,392.00	280,392.00	0.00	280,392.00
13	Expenditure	Transport-Related Expenditure	Public Transport	Staff Travel Expenses - Payroll	317.20	500.00	210.00	317.20	317.20	620.00	620.00	0.00	620.00
14	Expenditure	Transport-Related Expenditure	Public Transport	Staff Mileage	222.45	2,170.00	2,350.00	222.45	222.45	1,136.00	1,136.00	0.00	1,136.00
— Σ3	Expenditure	Transport-Related Expenditure	Public Transport		539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
— Σ2	Expenditure	Transport-Related Expenditure			539.65	2,670.00	2,560.00	539.65	539.65	1,756.00	1,756.00	0.00	1,756.00
17	Expenditure	Supplies & Services	Equipment Furniture and Materials	Furniture	0.00	0.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00
— Σ3	Expenditure	Supplies & Services	Equipment Furniture and Materials		0.00	0.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00

You can then export the report results out to Excel as/if required.

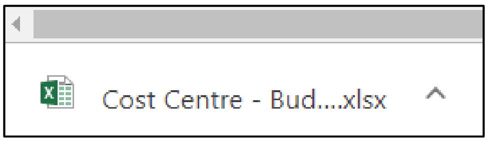
8.3. Exporting BW Reports to Excel



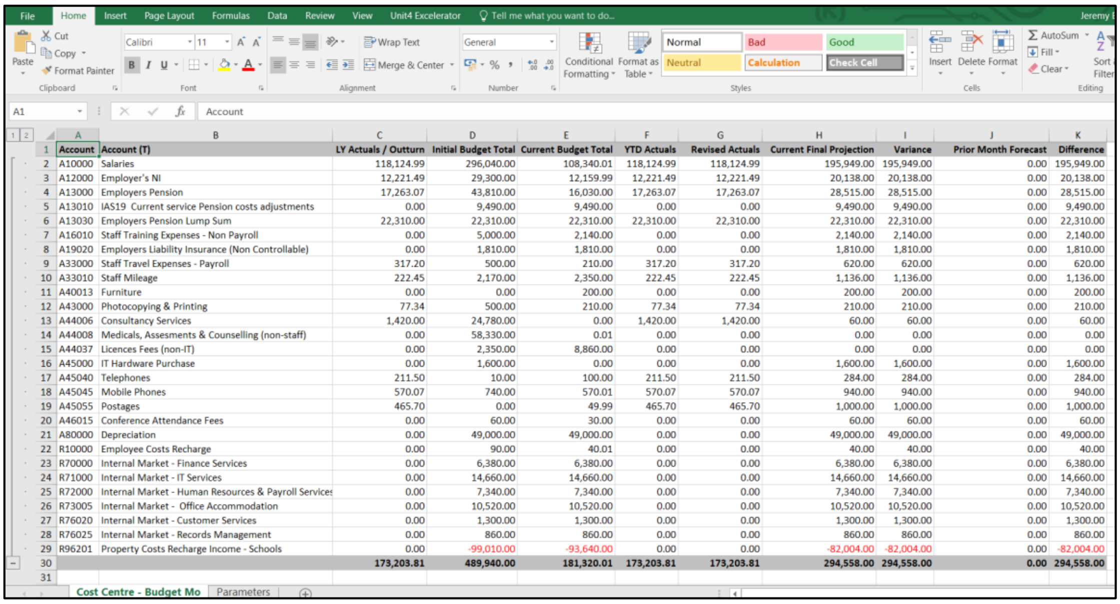
#	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
1	A10000	Salaries	118,124.99	296,040.00					95,949.00	0.00	195,949.00
2	A12000	Employer's NI	12,221.49	29,300.00					20,138.00	0.00	20,138.00
3	A13000	Employers Pension	17,263.07	43,810.00					28,515.00	0.00	28,515.00
4	A13010	IAS19 Current service Pension costs adjustments	0.00	9,490.00					9,490.00	0.00	9,490.00
5	A13030	Employers Pension Lump Sum	22,310.00	22,310.00					22,310.00	0.00	22,310.00
6	A16010	Staff Training Expenses - Non Payroll	0.00	5,000.00					2,140.00	0.00	2,140.00
7	A19020	Employers Liability Insurance (Non Controllable)	0.00	1,810.00					1,810.00	0.00	1,810.00
8	A33000	Staff Travel Expenses - Payroll	317.20	500.00					620.00	0.00	620.00
9	A33010	Staff Mileage	222.45	2,170.00					1,136.00	0.00	1,136.00
10	A40013	Furniture	0.00	0.00					200.00	0.00	200.00
11	A43000	Photocopying & Printing	77.34	500.00					210.00	0.00	210.00
12	A44006	Consultancy Services	1,420.00	24,780.00					60.00	0.00	60.00
13	A44008	Medicals, Assesments & Counselling (non-staff)	0.00	58,330.00					0.00	0.00	0.00
14	A44037	Licences Fees (non-IT)	0.00	2,350.00	8,860.00	0.00	0.00	0.00	0.00	0.00	0.00
15	A45000	IT Hardware Purchase	0.00	1,600.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00	1,600.00
16	A45040	Telephones	211.50	10.00	100.00	211.50	211.50	284.00	284.00	0.00	284.00
17	A45045	Mobile Phones	570.07	740.00	570.01	570.07	570.07	940.00	940.00	0.00	940.00
18	A45055	Postages	465.70	0.00	49.99	465.70	465.70	1,000.00	1,000.00	0.00	1,000.00
19	A46015	Conference Attendance Fees	0.00	60.00	30.00	0.00	0.00	60.00	60.00	0.00	60.00
20	A80000	Depreciation	0.00	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00	0.00	49,000.00
21	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
22	R70000	Internal Market - Finance Services	0.00	6,380.00	6,380.00	0.00	0.00	6,380.00	6,380.00	0.00	6,380.00
23	R71000	Internal Market - IT Services	0.00	14,660.00	14,660.00	0.00	0.00	14,660.00	14,660.00	0.00	14,660.00
24	R72000	Internal Market - Human Resources & Payroll Serv...	0.00	7,340.00	7,340.00	0.00	0.00	7,340.00	7,340.00	0.00	7,340.00
25	R73005	Internal Market - Office Accommodation	0.00	10,520.00	10,520.00	0.00	0.00	10,520.00	10,520.00	0.00	10,520.00
26	R76020	Internal Market - Customer Services	0.00	1,300.00	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	1,300.00
27	R76025	Internal Market - Records Management	0.00	860.00	860.00	0.00	0.00	860.00	860.00	0.00	860.00
28	R96201	Property Costs Recharge Income - Schools	0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
Σ			173,203.81	489,940.00	181,320.01	173,203.81	173,203.81	294,558.00	294,558.00	0.00	294,558.00

You can also export the results of your BW Web reports to Excel using the BW Web Export tool:

1. At the bottom of the enquiry, click **Export**
2. From the **Report Engine** window, click **Browser (xlsx)**
3. At the bottom left of the screen open your download when finished →



The output will appear in an Excel spreadsheet



	A	B	C	D	E	F	G	H	I	J	K
1	Account	Account (T)	LY Actuals / Outturn	Initial Budget Total	Current Budget Total	YTD Actuals	Revised Actuals	Current Final Projection	Variance	Prior Month Forecast	Difference
2	A10000	Salaries	118,124.99	296,040.00	108,340.01	118,124.99	118,124.99	195,949.00	195,949.00	0.00	195,949.00
3	A12000	Employer's NI	12,221.49	29,300.00	12,159.99	12,221.49	12,221.49	20,138.00	20,138.00	0.00	20,138.00
4	A13000	Employers Pension	17,263.07	43,810.00	16,030.00	17,263.07	17,263.07	28,515.00	28,515.00	0.00	28,515.00
5	A13010	IAS19 Current service Pension costs adjustments	0.00	9,490.00	9,490.00	0.00	0.00	9,490.00	9,490.00	0.00	9,490.00
6	A13030	Employers Pension Lump Sum	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	22,310.00	0.00	22,310.00
7	A16010	Staff Training Expenses - Non Payroll	0.00	5,000.00	2,140.00	0.00	0.00	2,140.00	2,140.00	0.00	2,140.00
8	A19020	Employers Liability Insurance (Non Controllable)	0.00	1,810.00	1,810.00	0.00	0.00	1,810.00	1,810.00	0.00	1,810.00
9	A33000	Staff Travel Expenses - Payroll	317.20	500.00	210.00	317.20	317.20	620.00	620.00	0.00	620.00
10	A33010	Staff Mileage	222.45	2,170.00	2,350.00	222.45	222.45	1,136.00	1,136.00	0.00	1,136.00
11	A40013	Furniture	0.00	0.00	200.00	0.00	0.00	200.00	200.00	0.00	200.00
12	A43000	Photocopying & Printing	77.34	500.00	210.00	77.34	77.34	210.00	210.00	0.00	210.00
13	A44006	Consultancy Services	1,420.00	24,780.00	0.00	1,420.00	1,420.00	60.00	60.00	0.00	60.00
14	A44008	Medicals, Assesments & Counselling (non-staff)	0.00	58,330.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
15	A44037	Licences Fees (non-IT)	0.00	2,350.00	8,860.00	0.00	0.00	0.00	0.00	0.00	0.00
16	A45000	IT Hardware Purchase	0.00	1,600.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00	1,600.00
17	A45040	Telephones	211.50	10.00	100.00	211.50	211.50	284.00	284.00	0.00	284.00
18	A45045	Mobile Phones	570.07	740.00	570.01	570.07	570.07	940.00	940.00	0.00	940.00
19	A45055	Postages	465.70	0.00	49.99	465.70	465.70	1,000.00	1,000.00	0.00	1,000.00
20	A46015	Conference Attendance Fees	0.00	60.00	30.00	0.00	0.00	60.00	60.00	0.00	60.00
21	A80000	Depreciation	0.00	49,000.00	49,000.00	0.00	0.00	49,000.00	49,000.00	0.00	49,000.00
22	R10000	Employee Costs Recharge	0.00	90.00	40.01	0.00	0.00	40.00	40.00	0.00	40.00
23	R70000	Internal Market - Finance Services	0.00	6,380.00	6,380.00	0.00	0.00	6,380.00	6,380.00	0.00	6,380.00
24	R71000	Internal Market - IT Services	0.00	14,660.00	14,660.00	0.00	0.00	14,660.00	14,660.00	0.00	14,660.00
25	R72000	Internal Market - Human Resources & Payroll Services	0.00	7,340.00	7,340.00	0.00	0.00	7,340.00	7,340.00	0.00	7,340.00
26	R73005	Internal Market - Office Accommodation	0.00	10,520.00	10,520.00	0.00	0.00	10,520.00	10,520.00	0.00	10,520.00
27	R76020	Internal Market - Customer Services	0.00	1,300.00	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	1,300.00
28	R76025	Internal Market - Records Management	0.00	860.00	860.00	0.00	0.00	860.00	860.00	0.00	860.00
29	R96201	Property Costs Recharge Income - Schools	0.00	-99,010.00	-93,640.00	0.00	0.00	-82,004.00	-82,004.00	0.00	-82,004.00
30			173,203.81	489,940.00	181,320.01	173,203.81	173,203.81	294,558.00	294,558.00	0.00	294,558.00
31											