Report: On School Budgets
S_ALR_87013620 – Cost Centres: Actual/Plan/Commitments

This guidance shows how to run this report which displays actual expenditure and income, commitments and plan (budget) for your school's cost centre budget and listed by General Ledger (GL) code.
The report is a real time report.
Use this report for monitoring your budget, reporting to Governors and for viewing available budget at any time.

Contents

Introduction
There are various reports in SAP which you should run on your **cost centres** to assist in monitoring and forecasting your budgets.

Your Cost Centres:
- **Main cost centre** has the **prefix** (CIP for Primary/Infant/Junior; CIN for Nursery; CIS for Secondary; CIX for Special) plus your **school's DfE number**, eg CIP1234.
- **Devolved Formula Capital (DFC) cost centre** has the prefix of CHD plus your school's DfE number eg **CHD1234**. (Not all schools have this cost centre).
- **General Capital Reserve cost centre** has the prefix of CHG plus your school's DfE number eg **CHG1234.**
- **Property Services cost centre** has the prefix LY0 eg **LY0XXXX** (not your DfE number). Not all schools will have this cost centre.
- Some schools have other cost centres eg for a teaching school eg CHA1234.

You should regularly monitor each cost centre by running the reports available in SAP. You can drill down into the reports for more information as required.

1 Running the report

Log into SAP Fiori.

- This loads the Fiori Dashboard

- Scroll down the page and click on the **S_ALR_87013620 Park G/L Account Items app**.
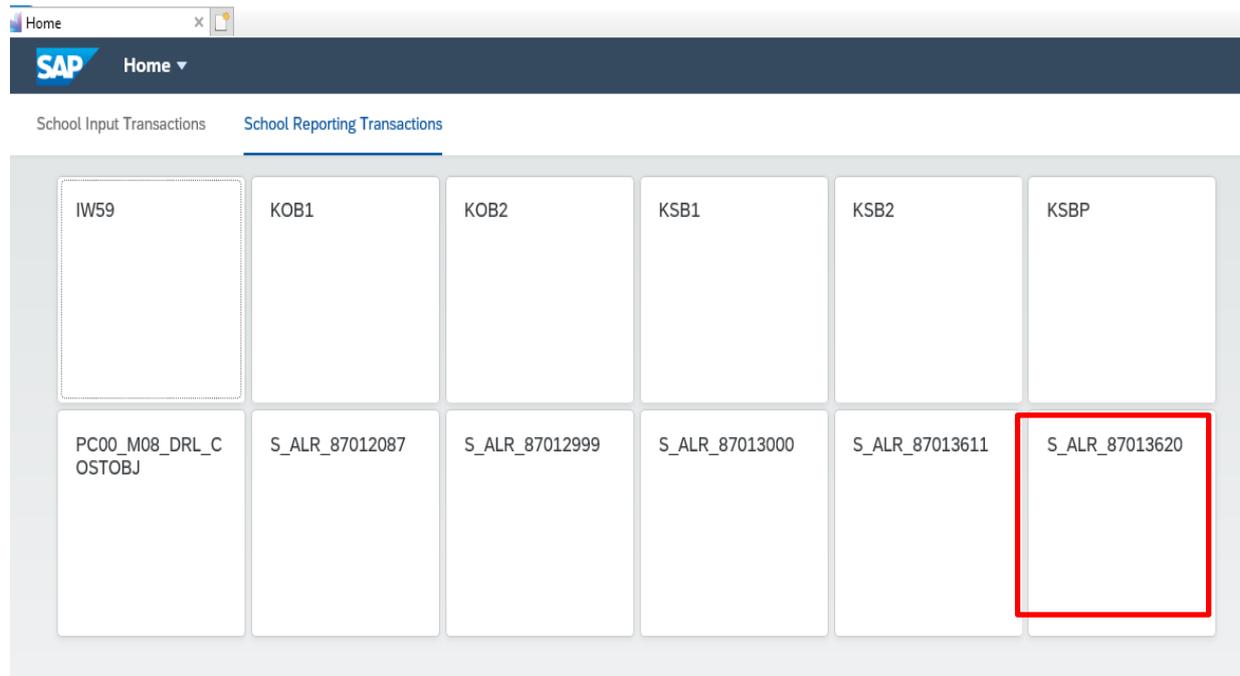
- You will now be in the S_ALR_87013620 report screen.

  - **Fiscal year** will be populated with the current year
  - **From Period – 1** (April)
  - **To Period – 12*** (March)
    If you want to look at previous years, type in the fiscal year required and change the 'To period' to 16.
  - **Plan Version - C**.
  - **Or value(s)** - enter your school's cost centre number

  - Click the **Execute** button

- The report shows all **Cost Elements** (GL codes) relating to your cost centre, listed in numerical order and giving the total figures in columns of Actual, Commitment, Allotted (Actual + Commitment), Plan (budget) and Available

- **Person responsible** – check that this name is correct.
  The Person responsible is the person to whom any negotiated journals from schools or DCC departments will go to for approval (in their SAP Business Workplace Inbox)

- Use the scroll bar at the right-hand side to move up and down the report
- Scrolling to the bottom of the report shows overall totals

| ‹ SAP | Act/Plan/Commit |

Menu ⌄ | Print page formatting on/off | Column freeze on/off | Options / Office Integration | Send report | Select | Call up report | Sort in ascendin

Act/Plan/Commit   Page: 2 / 2

Cost Center/Group   CIP1234   Anytown Primary   Column: 1 / 2
Person responsible   Alan Sugar
Reporting period   1 to   12 2023

Cost Elements	Actual	Commitment	Allotted	Plan	Available
121020 Gas	120.00-		120.00-		120.00
121030 Electricity	120.00		120.00		120.00-
230020 Book Sales	55.00-		55.00-		55.00
230070 Mid Morning Break In	320.00-		320.00-		320.00
230080 Vending Machine Inc	200.00-		200.00-		200.00
230130 Mls & Ref Non VAT	31.50-		31.50-		31.50
230150 Food Stf Mls&Ref VAT	15.62-		15.62-		15.62
232020 Rents	1,750.00-		1,750.00-		1,750.00
232030 Lettings	800.00-		800.00-		800.00
* Over/Underabsorption	3,172.12-		3,172.12-		3,172.12

2 Viewing more information

- You can drill down on the figures to view the individual items of that cost element (GL) code amounts.

  You can view:
  - **Actual Line Items** (actual expenditure/income and see eg invoice payments, copy invoices)
  - **Commitment Line Items** (any Procurement orders not yet received, or goods receipted)
  - **Plan Line Items** (your budget set)

- Double click on the **Actual** amount of the code you wish to view (to view Commitments, click on the Committed amount, for Budget, click on the Plan figure)

| 121030 Electricity | 120.00 | 120.00 | 120.00- |

- From the pop-up window, **double click** on your chosen type eg Actual line items (or highlight and click Choose)
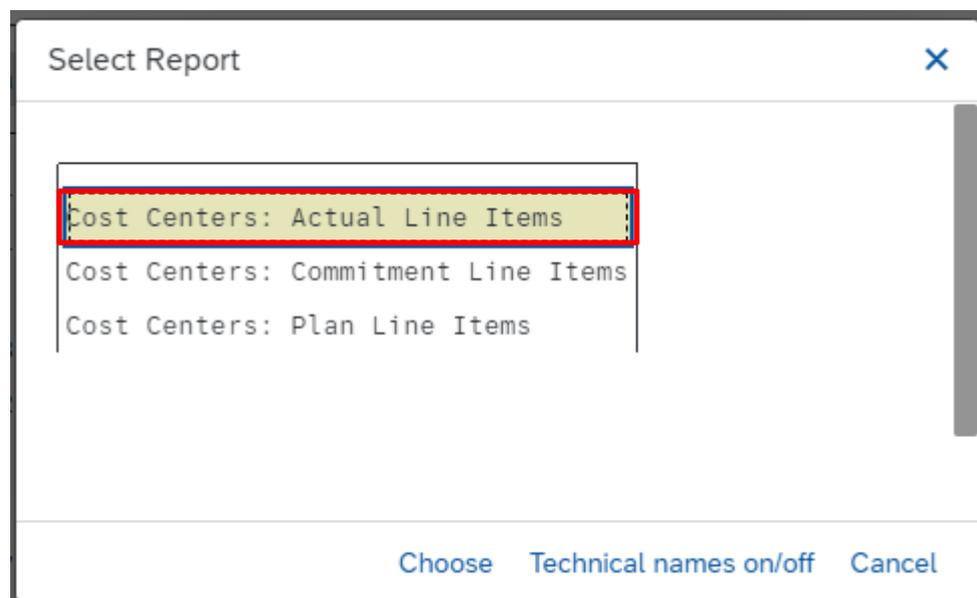
- You then see the individual postings line items that make up that total amount

- To view more detail, you can **double click** on a line e.g., to view a payment

To exit, click on the grey cross in the top right corner of the screen.

3 Printing the report

Your SAP access is set up to print to your default printer.
- From the full report screen, click on the **Print** button
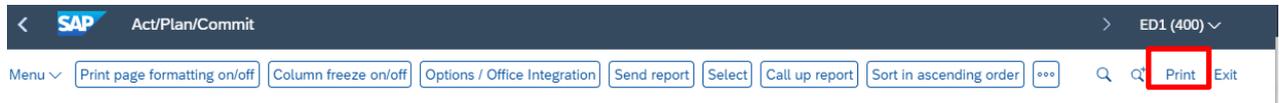
- Click Continue in this screen
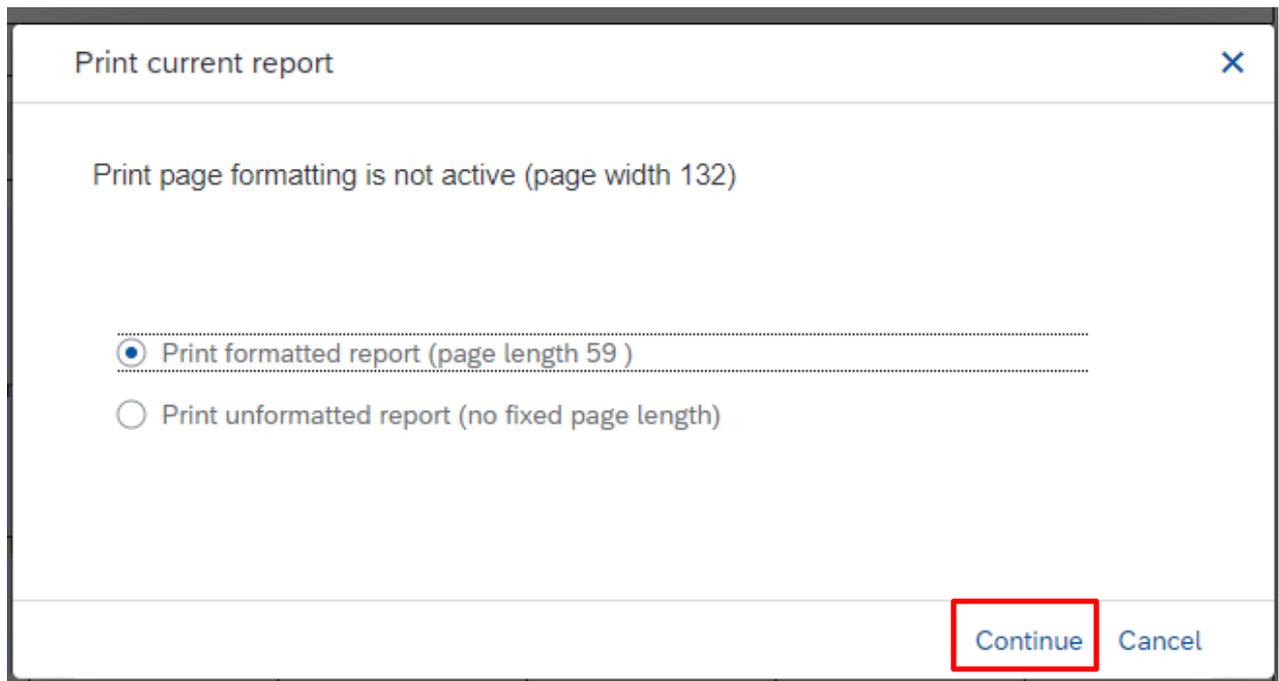
- Click the green tick in this screen.

The formatted data message might display and report Preview will appear, click on Print icon to print this report to your default printer

4 Exporting to a Spreadsheet

If you wish to export the report into a spreadsheet, please contact the Budget Manager Support team at cst.budgetsupport@derbyshire.gov.uk **for advice.**

Note: Please be aware that this report could contain sensitive data and should be saved securely. **Reports presented for budgeting and monitoring purposes should include <u>all</u> the information held on SAP for the codes and period selected.**

When you have finished using SAP, please ensure you log off the system and close out of all windows.