



PS Financials

Reconciling Trust Reports with PSF Accounting

Balance Sheet

- Open a Trial Balance in accounting.
- Change the period selection criteria to be between and select the dates to match the report.
- Click ok, to run the trial balance and add the location, Management Reporting and Value columns.
- Remove the credit, debit and commitment columns
- Group the trial balance by location, then by Management Reporting column.

Location	Management Reporting	Type	Value	Trade Debits	Trade Credits	B/S Debits	B/S Credits	Commitment
Location - PSF - PSF Demo Academy 2 (41 items)			0.00	0.00	0.00	0.00	0.00	0.00
Location - LLL (41 items)			0.00	7,850.00	-1,450.00	2,980.00	-9,380.00	0.00
Location - PSF - PSF Demo Academy Trust (41 items)								
Management Reporting - AD - GAG funding (18 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - A2 - Other Govt Grants (2 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - A3 - Private Sector Funding (3 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - A4 - Other Income (17 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - B0 - Teaching Staff (5 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - B1 - Educational Support Staff (36 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - B2 - Premises Staffing (8 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - B3 - Admin Staffing (4 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - B4 - Other Staff (8 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - B5 - Agency Staff (4 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - C0 - Maintenance of Premises (4 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - C1 - Other Occupational Costs (18 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - D0 - Educational Supplies and Services (23 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - E0 - Other Supplies and Services (26 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - F0 - ICT Costs (Non Capital) (3 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - G0 - Staff Development (5 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - H0 - Other GAG Expenses (5 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - I0 - Depreciation (5 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - L0 - Direct Revenue Financing (2 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - V0 - Capital Income (6 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - V1 - Capital Expenditure (4 items)			0.00	0.00	0.00	0.00	0.00	0.00
Management Reporting - ZB900 - Land & Buildings (2 items)			0.00	0.00	0.00	0.00	0.00	0.00
Grand Summaries				7,850.00	-1,450.00	2,980.00	-9,380.00	0.00
Excluded Nominals=0.00								

CFR

- Open an Account Enquiry in accounting.
- Change the Nominal selection to be "Analysis Code", select CFR from the list and exclude any values which are ZZZ (Balance Sheet).
- Change the account selection to be group by "Account Index" and select FUNDTYPE.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Location, Core Nominal and CFR.
- In the account indexes tab, Include FUNDTYPE.
- Click ok, to run the account enquiry and group by Location, CFR and Core Nominal
- Apply filters to location and FUNDTYPE if required.

Location	CFR	COSTTYPE	CoreNominal	Type	Number	Date	Period	Nominal	Ledger	Account	Value	Description	Input Date	Input Time	Status	Pay List	Allocation	Due Date	Discount	High Date	High
Location - AGA - Academy One (34 items)											7,438.54										
Location - CEA - Head Office (13 items)																					
CFR - CE04 - ICT (1 item)											2,658.32										
CFR - E05 - Admin and Clerical Staff (1 item)											181,718.87										
CFR - E08 - Indirect Employee Expenses (1 item)											13,928.75										
CFR - E12 - Building Maintenance and Improvement (2 items)											8,726.12										
CFR - E14 - Cleaning and Caretaking (2 items)											2,087.85										
CFR - E17 - Rates (1 item)											6,527.66										
CFR - E18 - Other Occupational Costs (1 item)											17,902.22										
CFR - E19 - Learning Resources (non ICT) (1 item)											12,215.22										
CFR - E22 - Administration Supply (1 item)											16,832.66										
CFR - E23 - Other Insurance Premiums (1 item)											3,000.00										
Grand Summaries											-1,071,166.00										



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Management Report

- Open an Account Enquiry in accounting.
- Change the Nominal selection to be “Analysis Code”, select Management Reporting from the list
- Change the Values selection to be “One of” and highlight all the Management account values (A0 – W2).
- Change the account selection to be group by “Account Index” and select FUNDTYPE.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Location, Core Nominal and Management Reporting.
- In the account indexes tab, Include FUNDTYPE.
- Click ok, to run the account enquiry and group by Location, Management Reporting and Core Nominal
- Apply filters to location and FUNDTYPE if required.

Location	Value
AGA - Academy One (19 items)	7,438.54
CEA - Head Office (9 items)	
Management Reporting: A3 - Private Sector Funding (1 item)	-105,024.43
Management Reporting: A4 - Other Income (1 item)	-262,975.44
Management Reporting: B3 - Admin Staffing (1 item)	181,718.87
Management Reporting: B4 - Other Staff (1 item)	13,928.75
Management Reporting: C0 - Maintenance of Premises (2 items)	19,364.94
Management Reporting: C1 - Other Occupational Costs (2 items)	11,728.17
Management Reporting: D0 - Educational Supplies and Services (1 item)	12,215.22
Management Reporting: E0 - Other Supplies and Services (1 item)	120,128.05
Management Reporting: F0 - ICT Costs (Non Capital) (1 item)	1,338.04
Grand Summaries	-1,071,166.00

SoFA Report

- Open an Account Enquiry in accounting.
- Change the Nominal selection to be “Analysis Code”, select SoFA from the list and only include the income and expenditure analysis code values.
- Change the account selection to be group by “Account Index” and select FUNDTYPE.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Location and SOFA
- In the account indexes tab, Include FUNDTYPE.
- Click ok, to run the account enquiry and group by Location, then by SOFA.
- Apply filters to location and FUNDTYPE if required.

Location	Value
AGA - Academy One (19 items)	
SOFA: C05 - Voluntary Income (2 items)	-9,581.00
SOFA: C25 - Incoming Resources from Charitable Activ (116 items)	-1,564,975.08
SOFA: D20 - Academies Education Operations (1079 items)	1,491,837.25
SOFA: D25 - Governance (74 items)	69,360.48
Summaries for AGA	
Location: CEA - Head Office (4 items)	-13,358.35
Grand Summaries	-1,113,446.52



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Reconciling Trust Reports with PSF Accounting

Current commitments

- Run a Trial Balance in accounting without any search criteria.
- Add the location and core nominal columns
- Remove the credit, debit and value columns
- Group the trial balance by location, then by core nominal

The screenshot shows the 'Trial Balance' window with the 'Selection Criteria' tab active. The 'Location' and 'CoreNominal' columns are selected. The table displays the following data:

Location / CoreNominal	Commitment
Location : AGA - Academy One (243 items)	36,616.87
Location : CEA - Head Office (237 items)	0.00
Location : FOA - Academy Two (243 items)	44,422.49
Location : HPA - Academy Three (244 items)	
CoreNominal : 1000 - GAG - School Budget Share (excl FSM) (1 item)	0.00
CoreNominal : 1005 - GAG - Free School Meals (1 item)	0.00
CoreNominal : 1010 - GAG - LACSEG (1 item)	0.00
CoreNominal : 1015 - GAG - Pupil Premium (1 item)	0.00
CoreNominal : 1020 - GAG - Specialised School Funding - Prede (1 item)	0.00
Grand Summaries	131,085.23
Excluded Nominals=0.00	

Budget Matrix Report

- Run a Trial Balance in accounting.
- Change the period selection criteria to be between and select the dates to match the report.
- Select the budget that has been selected on the report.
- Click ok, to run the trial balance and add the location and core nominal columns
- Remove the credit, debit, value and commitment columns
- Group the trial balance by core nominal, then by location

The screenshot shows the 'Trial Balance' window with the 'Selection Criteria' tab active. The 'CoreNominal' and 'Location' columns are selected. The table displays the following data:

CoreNominal / Location	Budget
CoreNominal : 1000 - GAG - School Budget Share (excl FSM) (5 items)	-6,078,420
CoreNominal : 1005 - GAG - Free School Meals (5 items)	0
CoreNominal : 1010 - GAG - LACSEG (5 items)	
Location : AGA - Academy One (1 item)	0
Location : CEA - Head Office (1 item)	0
Location : FOA - Academy Two (1 item)	-240,077
Location : HPA - Academy Three (1 item)	-254,088
Location : RSF - Academy Four (1 item)	0
Summaries for 1010	
Grand Summaries	56,364,429
Excluded Nominals=0.00	



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Nominal Summary Report

- Open an Account Enquiry in accounting.
- Change the Nominal selection to be “Analysis Code” and select “Location” from the list.
- In the criteria tab, change period to be between and select the dates to match the report.
- In the nominal analysis tab, Include Core Nominal.
- Click ok, to run the account enquiry and group by Core Nominal.

The screenshot shows the 'Account Enquiry' window with the 'CoreNominal' selection criteria. The table displays various nominal accounts and their values.

	Value
CoreNominal : 1035 - GAG - Mainstreamed Grants (1 item)	-50,000.00
CoreNominal : 2000 - Teachers - Salaries/Allowances (1 item)	10,000.00
CoreNominal : 2005 - Teachers - N.I. (1 item)	1,000.00
CoreNominal : 3005 - Repairs & Maintenance (2 items)	1,510.47
CoreNominal : 3100 - Caretaker Supplies (1 item)	-100.00
CoreNominal : 4005 - Books (6 items)	182.08
CoreNominal : 4010 - Equipment (Not IT) (6 items)	566.13
CoreNominal : 4020 - Stationery (1 item)	500.00
CoreNominal : 4125 - Minibus Costs (1 item)	1,500.00
CoreNominal : 4160 - Reprographic (1 item)	100.00
CoreNominal : 4200 - Fixed Asset Acquisitions (>Ex) (2 items)	0.00
CoreNominal : 5115 - Postage (1 item)	6.44
CoreNominal : 5120 - Photocopying / Printing (1 item)	5.00
Grand Summaries	0.00