Schools access reports/menus on ERP Summary

	Use		Report Name	Report Description	Available to	Filepath
REPORTS	View Account Codes	1	**Account Code List**	Allows user to view all account codes and their CFR relation	School Heads, School Admin Staff	Reports>Global reports>Finance and Procurement>Finance>Account Code List
	Revenue transaction monitoring	2	**GL Enquiry School Budget Holder**	Allows user to do a General Ledger enquiry for all Cost Centres that they are responsible for	School Heads	Reports>Finance&Procurement>Finance
			Cost Centre Subscriber GL Enquiry	Allows user to do a General Ledger enquiry for all Cost Centres that they have been given access as a subscriber to	School Admin Staff	Reports>Finance&Procurement>Finance
	Revenue budget monitoring	3	**Service Area I&E**	Allows user to type in a Service Area or Cost Centre & see the Budget, Commitments, Goods Received, Registered Invoices, YTD Actuals against each Account Code as well as the Cost Centre & Hierarchy via links on the right hand side.	School Heads, School Admin Staff	Reports>Finance&Procurement>Finance>Budget Monitoring & I&Es>Service Area Reports
	Revenue budget monitoring & payroll monitoring	4	**School Budget Monitoring Report**	Allows user to view the monitoring position of the cost centres they are responsible for, view payroll data and post projections	School Heads	Accounting>General Ledger
			School Subscriber Budget Monitoring Report	Allows user to view the monitoring position of the cost centres they are have been given access to, view payroll data and post projections (work in progress)	School Admin Staff where form has been returned confirming access can be granted from the School Head	Accounting>General Ledger
	Housekeeping	5	**Outstanding Orders**	Allows the user to see any Orders that are outstanding and have not been Goods Receipted or Cancelled	School Heads, School Admin Staff	Reports>Finance&Procurement>Finance>Budget Monitoring & I&Es>Orders / Requisitions> Outstanding Orders
		6	**Goods Received Outstanding**	Allows the user to see any Goods Received Accruals where a goods receipt has been made but an invoice has not yet been received in relation to this receipt	School Heads, School Admin Staff	Reports>Finance&Procurement>Finance>Budget Monitoring & I&Es>Orders / Requisitions> Outstanding Goods Receipts
	Capital budget monitoring	7	**Cost Centre Enquiry** - can be used to view Capital budget/s and spend including Devolved Formula Capital & Energy Efficiency Grant	Allows user to type in the Cost Centre & see the Budget, Commitments, Goods Received, Registered Invoices, YTD Actuals against each Account Code as well as the Cost Centre & Hierarchy. User can then drill into these details via links on the right hand side. This report can be used to access the DFC & other Capital balance/s	School Heads, School Admin Staff	Reports>Finance&Procurement>Finance>Budget Monitoring & I&Es>Cost Centre Enquiry. To view DFC only - enter the DFC Subproject code in this column or *DFC* in Subproject (T) column if Subproject code unknown. Click on Search
	Other reports which school users may find useful	8	**Account Code Enquiry**	Allows user to type in the Account Code & see the Budget, Commitments, Goods Received, Registered Invoices, YTD Actuals as well as the Cost Centre & Hierarchy. User can then drill into these details via links on the right hand side.	School Heads, School Admin Staff	Reports>Finance&Procurement>Finance>Budget Monitoring & I&Es>Account Code Enquiry
		9	**All Orders/Requisitions Report**	Allows the user to see any Orders & Requisition that have been placed in the system	School Heads, School Admin Staff	Reports>Finance&Procurement>Finance>Budget Monitoring & I&Es>Orders / Requisitions> All Orders / Requisitions
		10	**P2P Invoice Status Enquiry**	Allows user to view the status of an invoice in the system and view the payment date via the Open and Historic Items link	School Heads, School Admin Staff	Reports>Finance&Procurement>P2P
		11	**General S2C enquiry**	Allows user to view the status of a sales invoice in the system and view the payment date via the Open and Historic Items link	School Heads, School Admin Staff	Reports>Finance&Procurement>S2C
DATA ENTRY	Entering an online JT	1	**Registration of GL transactions**	Allows the user to enter an online journal transfer	Schools Finance Officers, School Heads/Admin - may need system admin request. Bronze schools will need this	Accounting>General Ledger>Registration of GL transactions
	Entering a spreadsheet JT	2	**Journal Templates**	Allows the user to complete a spreadsheet template journal transfer and upload this to ERP via Excelerator	Schools Finance Officers, School Heads & Admins have their own Devolved School Users template - may need system admin request	Accounting>General Ledger>Journal postback Templates>Journal Template Schools Finance Staff
	Entering a BV online	3	**Transaction entry**	Allows the user to enter an online budget virement	Schools Finance Officers, School Heads/Admin - may need system admin request. Bronze schools will need this	Planner>Transactions>Transaction entry
	Entering a spreadsheet BV	4	**Virement Template**	Allows the user to complete a spreadsheet template budget virement and upload this to ERP via Excelerator	Schools Finance Officers, School Heads & Admins have their own Devolved School Users template - may need system admin request	Planner>Transactions>Transaction entry>Viremen Postback Templates>Virement Template Schools Finance

Remember to add the reports you use to your Favourites