

Financial Reporting Suite User Guide

Version 1.1.1



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Welcome to FRS

The Financial Reporting Suite (FRS) is a SIMS FMS module that, using data from FMS, enables the user to produce high quality financial management reports suitable for presentation to school leaders and governors. Effective reports can be produced very quickly and efficiently in colour with both tabular and graphical representation.

The guidance that follows will assist you in maximising the potential of FRS.

Access to FRS

FRS is a stand-alone module that is accessible through FMS. FRS opens up in a new window, enabling the user to work in FMS and FRS simultaneously. To access FRS, select the following route in FMS:

Reports | Financial Reporting Suite

You will then get the following log-in screen and be prompted to enter your FMS User Name and Password. After entering your credentials, click **Login** and then select the Year from the FMS database that you would like to work with.

The screenshot shows a login window titled "FMS Financial Reporting Suite Login". It has a standard Windows window border with a close button in the top right. The window is divided into several sections:

- SIM FMS Database Details:** Includes a label "FMS Import Link file found here:" followed by a "Select File Location" button. Below this is the file path "C:\Program Files\SIMS\FMSSQL\FMSThirdPartyReporting.dll".
- Server Name:** A text box containing "HCCS-DY-LAPTOP\SIMS2008".
- Database:** A text box containing "CCSFMS136".
- SIMS FMS Login Credentials:** Includes a "User name:" label with an empty text box, a "Password:" label with an empty text box, and a "Login" button.
- Select Year:** Includes a "Year:" label with a dropdown menu and a "Select" button.
- Exit:** A button at the bottom left of the window.

Login to FRS

Set-up Options

Once logged into FRS you have the option to change the financial year that you would like to work with. Click the **Change** button, select the desired year and then click the **Select** button.

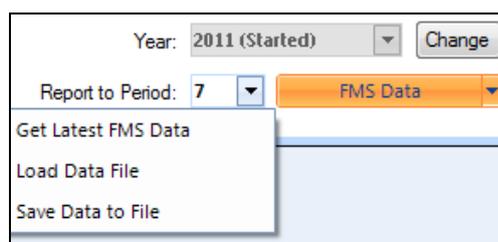
The **Report to Period** browser allows you to define the period for the budget and actuals to period. Simply click on the browser and select the desired period.

The **FMS Data** browser facilitates your management of the FMS data.

Whilst working in FRS you have the option to refresh the data from FMS at any time by simply clicking on the **FMS Data** browser and selecting **Get Latest FMS Data**. This option will ensure that you are always working with current data in FMS.

Conversely, you can 'freeze' the FMS data in FRS by clicking on the **FMS Data** browser and selecting **Save Data to File**. FRS will automatically entitle the file name with your School's DfE number, together with the time and date. Select the file destination and click **Save**.

To retrieve previously saved FMS data, click on the **FMS Data** browser and select **Load Data File**. Browse to your file destination, select the required file and click **Open**. Once the saved data has been loaded the **Data retrieved** time and date will be updated accordingly.

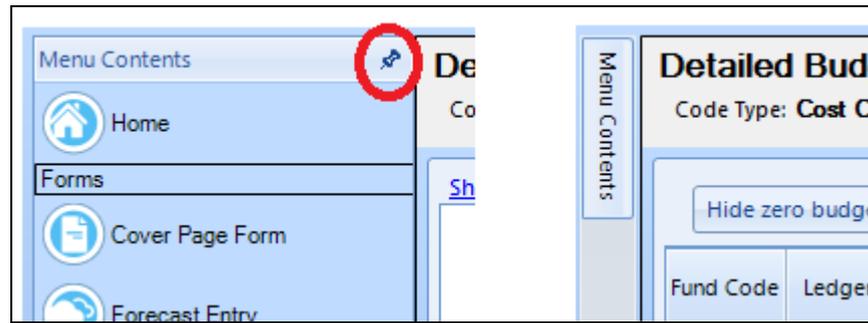


Selecting the FMS data options

Home Page

Entering a form or report can be done in one of two ways:

- You can either click on the directional arrows to turn the carousel until the desired form or report appears in the centre and click **Select**. As you 'rotate' the carousel the form/report name and description at the bottom of the page is refreshed. Or;
- You can select the desired form or report name in the **Menu Contents**. To access the **Menu Contents**, place your pointer over the **Menu Contents** tab at the left-hand side of the screen and click. To 'pin' the **Menu Contents** to the screen click the pin icon in the top right hand corner of the **Menu Contents**. Click the pin icon again to hide the **Menu Contents**.

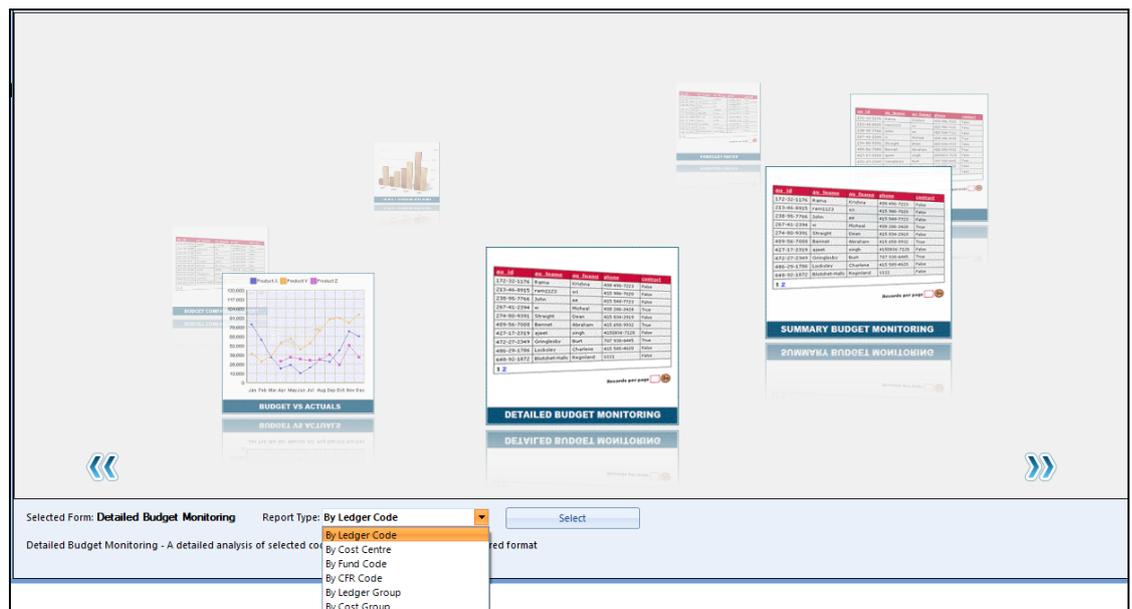


Displayed Menu

Hidden Menu

From within a form or report you can navigate back to the **Home Page** or another form or report by simply clicking on the required page name in the **Menu Contents**.

When selecting a report from the carousel, you are given the opportunity to select how you would like your report data to be grouped. Click on the **Report Type** browser, select the desired option and then click **Select**.



Selecting a report using the carousel

Note on CFR

In order to produce reports at CFR level, ledger codes must be mapped to the correct CFR codes in FMS. A warning will be displayed at the bottom of the **Home Page** and all other forms and reports if there are any ledger codes that have not been mapped.

Warning - Not all Ledger Codes are mapped to a CFR Code in FMS

Warning Message

Cover Page Form

The **Cover Page Form** enables you to create a customised front cover sheet with an analysis of yearend balances.

There are three sections to the **Cover Page Form**:

- Main Logo
- Yearend Balances
- Report Contents.

Main Logo

Here, you have the option of either displaying the standard FRS logo on the **Cover Page** or displaying the school logo. If no school logo has been imported FRS will default to the standard logo.

In order to display a school logo, you must first ensure that a logo has been imported into FMS as this is where FRS will import the school logo from. To check if a logo has been imported into FMS, select the following route in FMS:

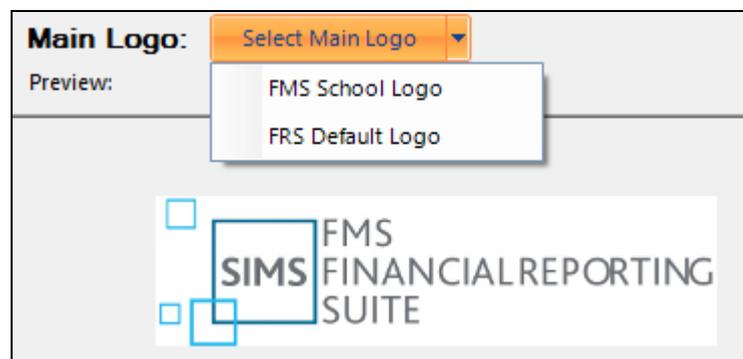
Tools | Establishment Details

Click on the **Logo** tab. If a logo has been imported it will be displayed in the box to the left of the school address. If a logo has not been imported, click on the icon to the right of the address box. A browser will open up for you to select a file.



NOTE: The logo file needs to have a suffix of "bmp" to be imported successfully.

Once a logo has been imported into FMS, FRS will automatically select the imported logo and it will be displayed on screen in the **Cover Page Form** and in the **Cover Page**. Use the **Select Main Logo** browser to toggle between the standard FRS logo and the imported school logo.



Selecting the logo to use for the Cover Page

Yearend Balances

This section provides a summary of the school's overall planned and forecast financial position.

As FRS is unable to separately identify revenue and capital you are required to apportion the revenue and capital **B/Fwd** and **In Year** values. FRS will initially assign the school's total B/Fwd and In Year balances to **Planned Revenue** and **Forecast Revenue**. Enter the required capital values in the blue input boxes and FRS will automatically reapportion the revenue allocation accordingly.

You have the option of not displaying the Forecast balances by clicking the **Show Forecasts** box. It may be advisable to hide the Forecast Balances if not producing and presenting forecast outturn figures in your reports.

To save Yearend Balances capital allocations and **Show Forecasts** formatting, click on the **Save Changes** button.



Saving changes in the Cover Page Form



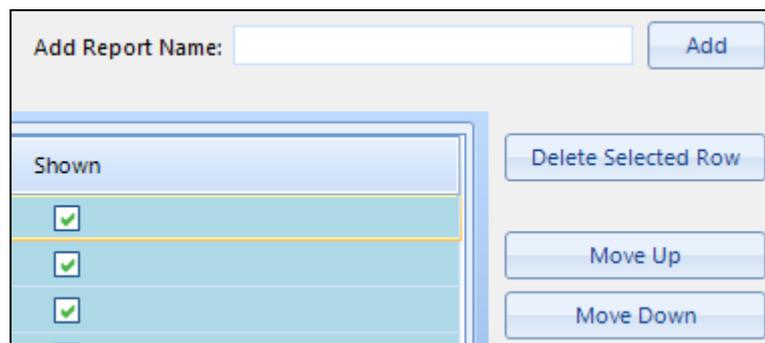
*NOTE: If Fund Allocation is used in FMS to record budget share income, then the total Fund Allocation in FMS will be added to the **In Year** figures. Therefore, in order to ensure accurate planned and forecast yearend balances, you must ensure that Fund Allocation in FMS accurately reflects budget share income received and anticipated.*

Report Contents

Here you can customise the report contents section of the **Cover Page**. The FRS default setting is to display and include all of the FRS reports. However, this can be changed by the user. Click the tick from the **Shown** box against the desired report to remove.

The user also has the option to add other report names to the **Cover Page**. These may be reports that have been produced outside of FRS that you wish to include with FRS generated reports. To add additional report names, simply type the report name into the **Add Report Name** box and click the **Add** button.

The presentation of the report contents can be further tailored by using the formatting boxes as shown in the following graphic.



Setting up the Report Contents

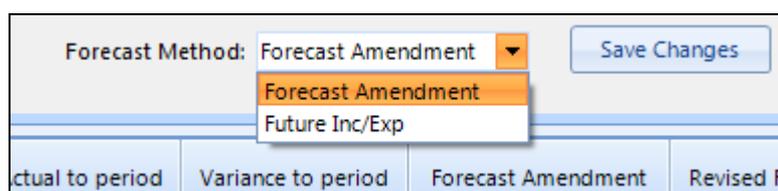
On completion of the **Cover Page Form** the results can be displayed on screen and printed from the **Cover Page** (see *Cover Page* on page 9).

Forecast Entry

The **Forecast Entry** form displays relevant data from FMS for all fund/ledger code/cost centre combinations (the Centrally Invoiced transactions column is hidden from view by default; however, it can be unhidden by using the column chooser functionality (see *Formatting and Printing* on page 19). This form has been designed to facilitate comprehensive budget monitoring and includes functionality to produce a revised forecast for each individual combination.

Budget remaining and **Variance to period** figures are highlighted in red if they are negative, however, conditional formatting can be changed by the user (see *Formatting and Printing* on page 19).

The **Forecast Entry** form functionality allows for two different methods of producing a forecast outturn. Click on the **Forecast Method** browser to select the desired forecast method.



Selecting the Forecast Method to use for forecasting

The default forecast method is **Forecast Amendment**. In this method the **Revised Forecast** column defaults to the same value as the **Current Budget**. To amend the revised forecast, simply enter a positive or negative value into the **Forecast Amendment** column and press return on your keyboard.



NOTE: On income a positive value means that you believe that the budgeted income will not be achieved, a negative value suggests that you believe the level of income in the budget will be exceeded.

On expenditure a positive value entered suggests that the budget will be overspent and a negative value suggests that the budget will be underspent by the yearend.

Ledger Code Description	Cost Centre Description	Current Budget	Commitment	Actual	Centrally Invoiced	Total	Budget remaining	Budget to date	Actual to date	Variance to date	Forecast Amendment	Revised Forecast
Servicing	Catering Costs	0	0	274	0	274	-274	0	274	-274	0	0
Glazing	Building Maintenance	6,310	360	6,826	0	7,186	-876	3,345	4,897	-1,552	1,000	7,310
Repair materials	Building Maintenance	0	160	417	0	577	-577	0	413	-413	0	0
Establishment Runnin...	Building Maintenance	2,210	1,759	5,993	0	7,752	-5,542	1,172	5,993	-4,821	2,000	4,210
Maintenance tools	Building Maintenance	0	0	32	0	32	-32	0	32	-32	0	0
Refurbishments	Building Maintenance	480,000	160,000	294,119	40,000	494,119	-14,119	280,000	283,180	-3,180	20,000	500,000

Entering forecast amendments to update the Revised Forecast

The optional forecast method is **Future Inc/Exp**. When this method is selected the **Forecast Amendment** column changes to **Estimated Future Inc/Exp**. The **Revised Forecast** column then becomes the sum of the following:

"Commitment" + "Actual" + "Estimated Future Inc/Exp"



NOTE: Future income should be entered as a **negative** value and future expenditure should be entered as a **positive** value.



TIPS: When completing the **Forecast Entry** form it may be more convenient to unhide the Ledger or Cost Centre Codes and reorganise the data into Ledger or Cost Centre Code ascending order. See Formatting and Printing on page 19 for guidance on formatting.

FRS is dynamically linked to FMS and therefore data will be updated whenever you log in to FRS. If it is anticipated that you will not complete the **Forecast Entry** form in one session, particularly if using the **Future Inc/Exp** forecast method, it may be advisable to 'freeze' the FMS data (see Set-up Options on page 2).

Any data that is entered into the **Forecast Entry** form, together with the forecast method selection, can be saved by clicking on the **Save Changes** button. If, at any time, an attempt is made to switch to another form or report FRS will prompt you to save any changes. The data is saved to FMS although it will not appear in any reports within the core FMS module. The data will be retrieved each time you log in to FRS.

Forecast Entry	
Enter Forecast Amendments as required for each fund/ledger code/cost centre combination	Forecast Method: Forecast Amendment <input type="button" value="Save Changes"/> <input type="button" value="Export"/>

Saving changes in the Forecast Entry

Forecast Notes Entry

The **Forecast Notes Entry** form gives you the option to enter notes against the same fund/ledger code/cost centre combinations as those that are presented in the **Forecast Entry** form. For ease of reference, all of the variance columns are repeated in the form.

As required, enter a **Variance Reason** and/or **Action Required** against the fund/ledger code/cost centre combinations by typing the text into the corresponding cell and press the return key.

Any data that is entered into the **Forecast Notes Entry** form can be saved by clicking on the **Save Changes** button. If, at any time, you attempt to switch to another form or report FRS will prompt you to save any changes. The data is saved to FMS although it will not appear in any reports within the core FMS module. The data will be retrieved each time you log in to FRS.



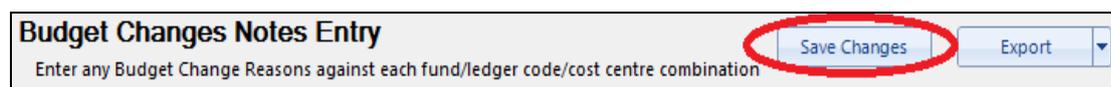
Saving changes in the Forecast Notes Entry

Budget Changes Notes Entry

The **Budget Changes Notes Entry** form gives you the option to enter notes against budget changes identified in the **Budget Comparison Report** (see *Budget Comparison Report* on page 10). For ease of reference, the **Original Budget**, **Current Budget** and **Budget change in year** columns are repeated in the form.

As required, enter a **Budget Change Reason** against the fund/ledger code/cost centre combinations by typing the text into the corresponding cell and hit the return key.

Any data that is entered into the **Budget Changes Notes Entry** form can be saved by clicking on the **Save Changes** button. If, at any time, you attempt to switch to another form or report FRS will prompt you to save any changes. The data is saved to FMS although it will not appear in any reports within the core FMS module. The data will be retrieved each time you log in to FRS.



Saving changes in the Budget Changes Notes Entry

Cover Page

The **Cover Page** report allows you to display and print the desired cover page layout as defined in the **Cover Page Form** (see *Cover Page Form* on page 5).

In addition to the formatting defined in the **Cover Page Form**, the **Cover Page** also displays the following information:

- School name
- Cover page title
- Today's date
- A signature strip that can be used to obtain documentary evidence that the recipient of the reports has acknowledged the content.

Budget Comparison Report

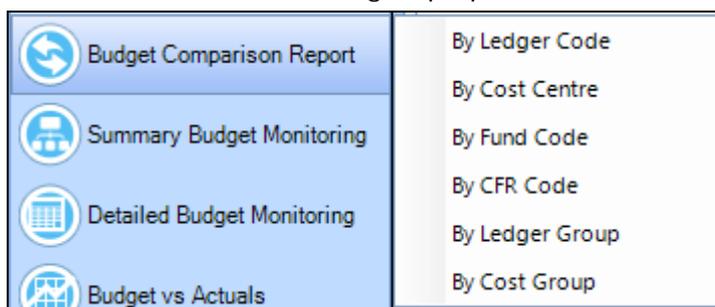
For any code combinations selected, this report allows you to present analytical and comparative budget information. A significant feature of this report is the ability to identify and track cumulative changes to the current year budget. However, this particular functionality requires the budget to be **Fixed** in FMS following governor approval.

In order to 'fix' the budget following governor approval, select the following route in FMS:

Focus | Budget Management | Cost Centre Allocation

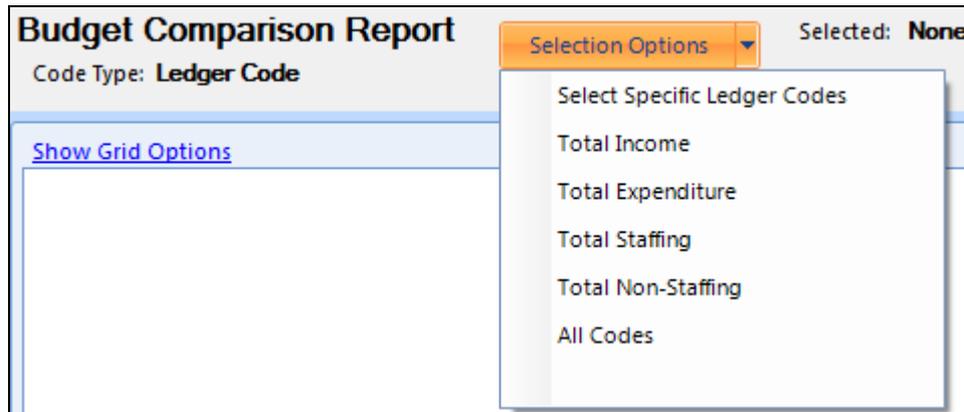
Click on the **Fix the Budget** icon in the top right hand corner of the screen and follow the instructions.

Select the **Budget Comparison Report** either from the carousel (see *Home Page* on page 3) or from the **Menu Contents**. Upon selection from the **Menu Contents**, you will be presented with a drop-down menu inviting you to define how you would like your data to be grouped, i.e. ledger code, cost centre, CFR, etc. Click on the desired group option.



Selecting group option for a report

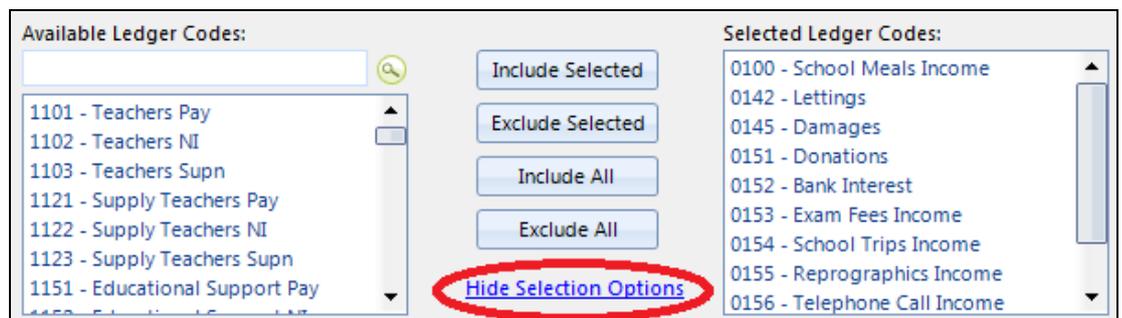
If either **Ledger Code** or **CFR** are selected, you will be presented with a blank screen and a **Selection Options** browser at the top of the page which allows you to select either specific or all ledger/CFR codes or choose alternative options to group your data.



Selection options for a report grouped by Ledger code or CFR code

If any of the other group options are selected, you will be presented with a list of all the codes/groups in your selection for you to further define the content of your report. To select a code or group to be included in your report, either double-click the description or use the appropriate buttons to select/deselect.

Once you are happy with your selection you can hide the option selection area by clicking on **Hide Selection Options**.



Selecting codes to display in the report

An additional column appears at the end of the report entitled **Notes Reference**. Each line in the report is allocated a unique reference number which corresponds with the notes that were entered in the **Budget Changes Notes Entry** form (see *Budget Changes Notes Entry* on page 9).

For user convenience, clicking on the desired line in the report will display any corresponding notes at the bottom of the screen that were entered in the **Budget Changes Notes Entry** form.

114	Cleaners	30,125	0
115	Catering Staff	45,824	0
116	Technicians	52,972	0
		4,242,694	0
Budget Change Reason: 2 extra Cleaners hired			
Notes			

Clicking on a row will display corresponding notes at the bottom of the report

To view all of the corresponding notes to the report in detail, hover your pointer over the **Notes** button at the bottom of the report.

116	Technicians	52,972	0
		4,242,694	0
Budget Change Reason: 2 extra Cleaners hired			
Notes			

Selecting to view the notes for the report

To display the notes permanently on the page, click on the pin. Click on the pin again to hide the notes.

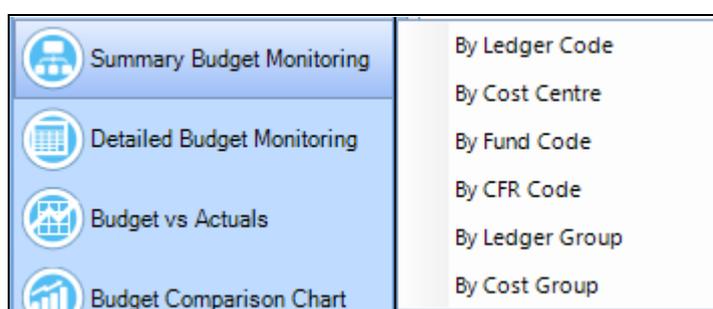
	2,505,768	2,506,489	721	1
staff	36,000	39,000	3,000	2
port staff	76,968	76,968	0	3
Reason: TLR wef 1st January 2012 for N Collard.				
Description				
Budget Change Reason				
g staff	TLR wef 1st January 2012 for N Collard.			
eaching staff	Allocation of NQT Funding.			
on support staff				
s staff				
trative & clerical staff				
y staff				

Clicking on the pin on the top right of the notes window

Summary Budget Monitoring

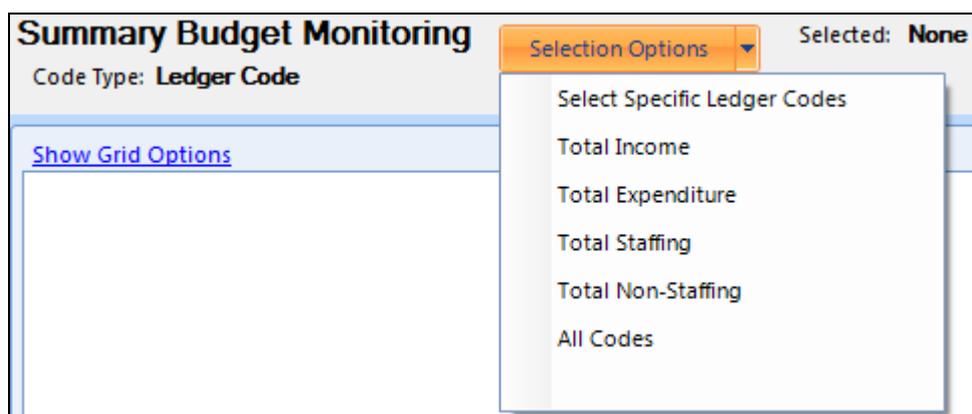
This report allows you to create a tailored monitoring report from the data that was collected in, and added to the **Forecast Entry** and **Forecast Notes Entry** forms. The Centrally Invoiced transactions column is hidden from view by default; however, it can be unhidden by using the column chooser functionality (see *Formatting and Printing* on page 19).

Select the **Summary Budget Monitoring** report either from the carousel (see *Home Page* on page 3) or from the **Menu Contents**. Upon selection from the **Menu Contents**, you will be presented with a drop-down menu inviting you to define how you would like your data to be grouped, i.e. ledger code, cost centre, CFR, etc. Click on the desired group option.



Selecting group option for a report

If either **Ledger Code** or **CFR** are selected, you will be presented with a blank screen and a **Selection Options** browser at the top of the page which allows you to select either specific or all ledger/CFR codes or choose alternative options to group your data.



Selection options for a report grouped by Ledger code or CFR code

If any of the other group options are selected, you will be presented with a list of all the codes/groups in your selection for you to further define the content of your report. To select a code or group to be included in your report, either double-click the description or use the appropriate buttons to select/deselect.

Once you are happy with your selection you can hide the option selection area by clicking on **Hide Selection Options**.

Available Ledger Codes:

Selected Ledger Codes:

Hide Selection Options

Selecting codes to display in the report

An additional column appears at the end of the report entitled **Notes Reference**. Each line in the report is allocated a unique reference number which corresponds with the notes that were entered in the **Forecast Entry Notes** form (see *Forecast Entry* on page 7).

For user convenience, clicking on the desired line in the report will display any corresponding notes at the bottom of the screen that were entered in the **Forecast Entry Notes** form.

0157	Misc Income	0	0
0158	Sale of Materials	0	0
0200	School Budget Share Funding	-4,298,893	0
		0	799,034

Variance Reason: None
Action Required: Training on FRS required

Notes

Clicking on a row will display corresponding notes at the bottom of the report

To view all of the corresponding notes to the report in detail, hover your pointer over the **Notes** button at the bottom of the report.

0158	Sale of Materials	0	0
0200	School Budget Share Funding	-4,298,893	0
		0	799,034

Variance Reason: None
Action Required: Training on FRS required

Notes

Selecting to view the notes for the report

To display the notes permanently on the page, click on the pin. Click on the pin again to hide the notes.

85 %	152,579	130,528	22,051	158,760	-5,000	15
87 %	85,711	75,703	10,008	89,730	0	16
95 %	3,824,903	2,747,017	1,077,886	4,961,728	-153,434	

Action Required	
Training on FRS Required	
Training on FRS Required	
Training on FRS Required	
Improve absenteeism management	
Increase Supply Budget	
Increase Supply Budget	

Clicking on the pin on the top right of the notes window

Detailed Budget Monitoring

The group selection, presentation and functionality of the **Detailed Budget Monitoring** report are almost identical to the **Summary Budget Monitoring** report. The key difference is that this report, as its name suggests, provides more detailed information for each group selection.

For example; if the user selects **Cost Centre** as the group option/s then data will be presented in the report for each ledger code that is linked to the cost centre.

Once the data for the selected options is displayed on screen the data presented can be sub-grouped with a heading and sub-totaled. In order to use this functionality, hover over the desired column to sub-group, click and drag the column heading and release in the area entitled **Drag a column here to group by this column** here to group by this column. FRS will prevent you from 'dropping' a column that cannot be used for sub-grouping.

CFR Code	Fund Code	Ledger Code Description	Cost Centre Description	Current Budget	Commitment	Actual	Total	Budget remaining	% Budget spent	Budget to p
109	01	School Meals Income	School Meals Income	-20,900	0	-14,116	-14,116	-6,784	68 %	-
108	01	Lettings	Lettings Income	-42,000	0	-33,205	-33,205	-8,795	79 %	-
113	01	Damages	Miscellaneous Income	0	0	0	0	0	0 %	-
113	01	Donations	Library	0	0	0	0	0	0 %	-
113	01	Donations	Information Technology	0	0	0	0	0	0 %	-
113	01	Donations	Physical Education	0	0	0	0	0	0 %	-
113	01	Donations	Miscellaneous Income	-7,500	0	-7,500	-7,500	0	100 %	-

Dragging a column to the section above grid to group by this column

Individual sub-groups can be hidden or unhidden from display by clicking the ↑ and ↓ symbols in the far left-hand column of the data.

Show Grid Options

Group by: CFR Code

CFR Code	Fund Code	Ledger Code Description	Cost Centre Description	Current Budget	Commitment	Actual
^ CFR Code: E01						
E01	01	Teachers Pay	Teachers	2,052,446	515,635	1,536,8...
E01	01	Teachers NI	Teachers	163,927	41,239	122,678
E01	01	Teachers Supn	Teachers	289,395	72,705	216,687
				2,505,768	629,578	1,876,177
v CFR Code: E02						
^ CFR Code: E03						
E03	01	Educational Support Pay	Educational Support	19,126	4,782	14,344

Selecting to make a group hidden or unhidden

To remove the sub-grouping and return to the default display, click the small cross in the **Group by** description box.

Show Grid Options

Group by: CFR Code

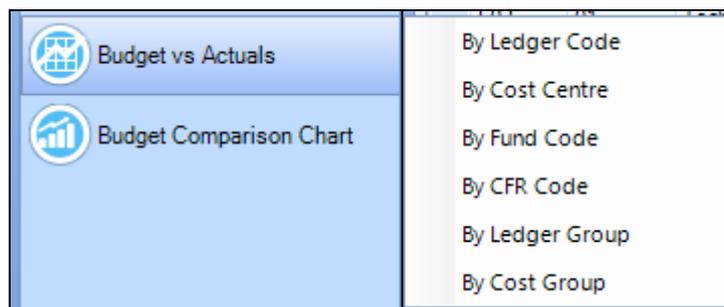
CFR Code	Fund Code	Ledger Code Description	Cost Centre Description	Current Budget	Commitment
^ CFR Code: E01					
E01	01	Teachers Pay	Teachers	2,052,446	515,635
E01	01	Teachers NI	Teachers	163,927	41,239
E01	01	Teachers Supn	Teachers	289,395	72,705

Removing the sub-group

Budget vs Actuals

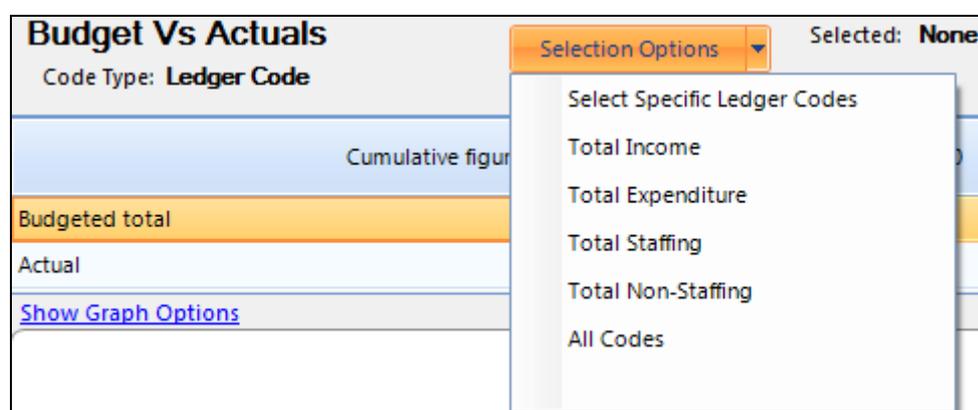
This report enables you to illustrate financial trends by comparing cumulative budget and actuals to date for any combination of codes. The data is presented in both tabular and graphical form.

Select the **Budget vs. Actuals** report either from the carousel (see *Home Page* on page 3) or from the **Menu Contents**. Upon selection from the **Menu Contents**, you will be presented with a drop-down menu inviting you to define how you would like your data to be grouped, i.e. ledger code, cost centre, CFR, etc. Click on the desired group option.



Selecting group option for a report

If either **Ledger Code** or **CFR** are selected, you will be presented with a blank screen and a **Selection Options** browser at the top of the page which allows you to select either specific or all ledger/CFR codes or choose alternative options to group your data.



Selection options for a report grouped by Ledger code or CFR code

If any of the other group options are selected, you will be presented with a list of all the codes/groups in your selection for you to further define the content of your report. To select a code or group to be included in your report, either double-click the description or use the appropriate buttons to select/deselect.

Once you are happy with your selection you can hide the option selection area by clicking on **Hide Selection Options**.



Selecting codes to display in the report

Budget Comparison Chart

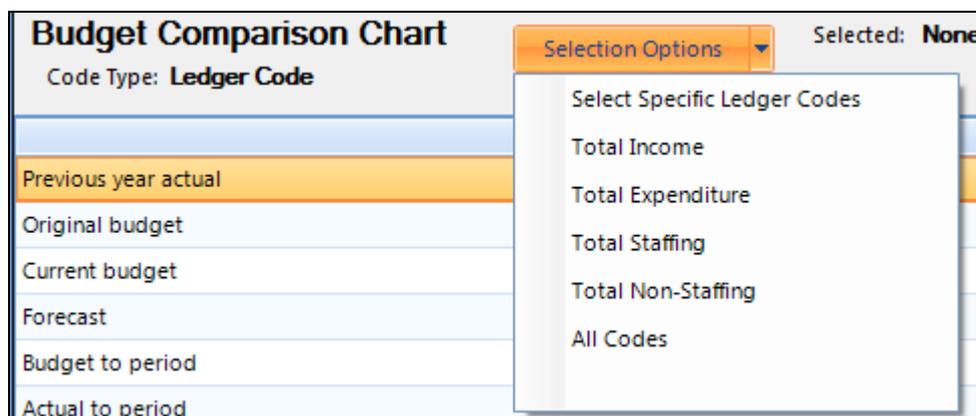
For any code combinations selected, this report allows you to present comparative budget, actual and forecast information in both tabular and graphical form.

Select the **Budget Comparison Chart** either from the carousel (see *Home Page* on page 3) or from the **Menu Contents**. Upon selection from the **Menu Contents**, you will be presented with a drop-down menu inviting you to define how you would like your data to be grouped, i.e. ledger code, cost centre, CFR, etc. Click on the desired group option.



Selecting group option for a report

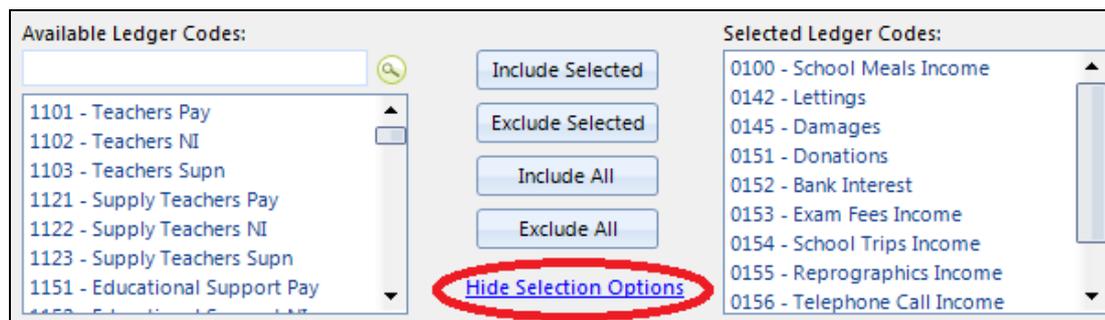
If either **Ledger Code** or **CFR** are selected, you will be presented with a blank screen and a **Selection Options** browser at the top of the page which allows you to select either specific or all ledger/CFR codes or choose alternative options to group your data.



Selection options for a report grouped by Ledger code or CFR code

If any of the other group options are selected, you will be presented with a list of all the codes/groups in your selection for you to further define the content of your report. To select a code or group to be included in your report, either double-click the description or use the appropriate buttons to select/deselect.

Once you are happy with your selection you can hide the option selection area by clicking on **Hide Selection Options**.



Selecting codes to display in the report

Formatting and Printing

FRS recognises that you may wish to produce reports for a variety of uses and for a number of different target readers. FRS includes a number of formatting and printing options designed to allow you to quickly and efficiently tailor each report to your own requirements.

Formatting

Column Options

There are a number of available options to format the columns of the forms and reports:

- Hover the pointer over any column edge to reveal a two directional arrow. Either double-click or click and drag to increase/decrease the column width.
- Click in the centre of any column and drag to change the position of the column heading.
- By right-clicking on any column heading, you will be presented with a range of additional formatting options including sorting options, Conditional Formatting and column hide options.

Column Options functionality is available in all forms and reports with the exception of the **Cover Page Form**, **Cover Page** and the **Budget Comparison Chart**.

In the **Forecast Entry** form, the **Summary Budget Monitoring** report and the **Detailed Budget Monitoring** report a number of columns are hidden as a default setting. These can be unhidden by selecting **Column Chooser** from the additional formatting options. Click and drag any hidden column to the desired location in the form/report.

Fund Code	Ledger Code Description	Cost Centre Description	Current	Commitme	al
01	Staff Travel	Admin			0
01	Travel - School Trips	Admin			0
01	Newspapers/Magaz...	Admin			56
01	Travel - Sports Trips	Admin			0
01	Telephones	Admin			74
01	First Aid	Admin			40
01	Advertising	Admin			48
01	Reprographics - Ad...	Admin			90
01	Licences & Member...	Admin			0
01	Stationery - Admin	Admin	2,644	293	2,514

Right-clicking on a column header to show formatting options

Layout

Once a desired layout has been defined you have the option to save the layout for repeated use. The option to save a layout is available in the following reports:

- Budget Comparison Report
- Summary Budget Monitoring
- Detailed Budget Monitoring.

This functionality will save the following formatting changes:

- Sort columns ascending/descending
- Conditional formatting
- Column hide/unhide
- Sub-grouping/sub-totalling (Detailed Budget Monitoring).

To save a desired layout in the above mentioned reports click on the **Layout** browser and select **Save**. Select the file destination and choose a suitable name.



TIP: When choosing a file name ensure that the name includes the report type, i.e. Summary Budget Monitoring, Detailed Budget Monitoring, etc, as FRS will only allow you to load a layout from a corresponding report type.

To load a pre-saved report layout click on the **Layout** browser and select **Load**. Browse to the file location and select the desired file.

To reset the layout of a report to the default setting select **Reset** from the **Layout** browser.

2011 Original Budget	Increase on 2010 Actual	% Increase on 2010 Actual	2011 Current Budget	Budget Year	Notes Reference
0	-2,549,654	-100 %	2,505,768	2,505,768	1
0	-33,609	-100 %	36,000	36,000	2
0	-77,295	-100 %	76,968	76,968	3
0	-89,012	-100 %	89,236	89,236	4
0	-115,063	-100 %	114,797	114,797	5
0	-45,824	-100 %	45,454	45,454	6
0	-11,239	-100 %	11,234	11,234	7

Selecting Layout options

Grid Options

Click **Show Grid Options** in the following reports to display **Hide zero budget rows** and **Auto-size column widths** buttons:

- Summary Budget Monitoring
- Detailed Budget Monitoring
- Budget Comparison Report

Grid options can be hidden by clicking **Hide Grid Options**.

Fund Code	Ledger Code Description	Cost Centre Description	Current Budget	Commitment	Actual
01	Staff Travel	Admin	312	0	0
01	Travel - School Trips	Admin	1,561	0	0

Selecting Show Grid Options for a report

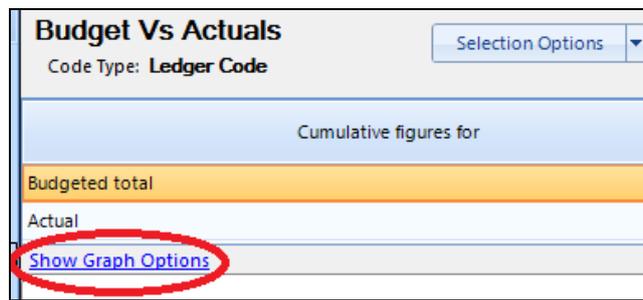
Selecting Hide Grid Options

Graph Options

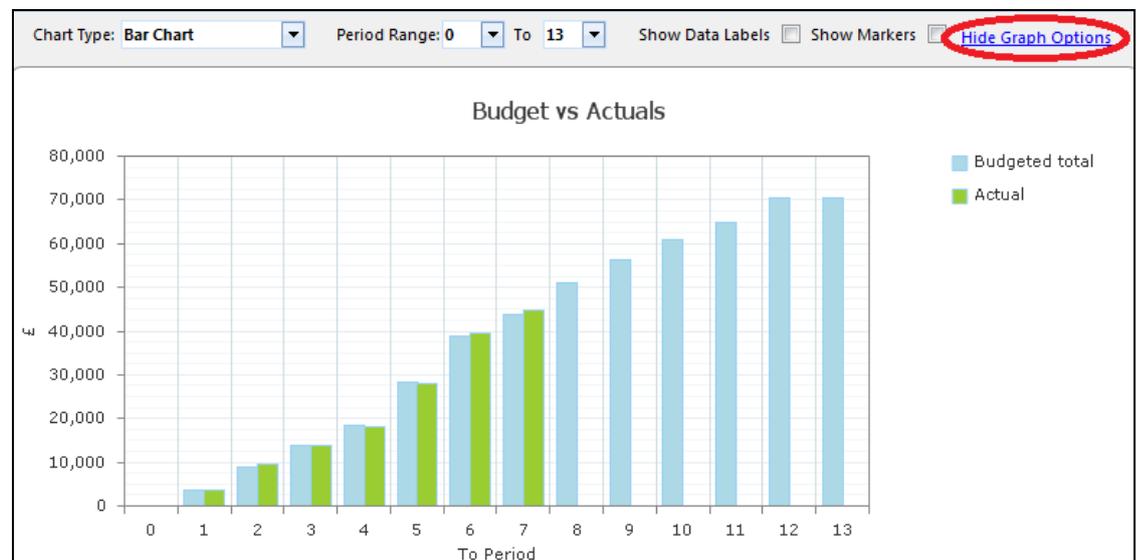
In the **Budget vs Actuals** report click **Show Graph Options** to reveal a number of options for changing the format and presentation of your graph:

- Click on the **Chart Type** browser to select Area, Line or Bar chart.
- Click on the **Period Range** browser to amend the month range covered by the chart.
- Click boxes to **Show Data Labels** and **Show Markers**.

Graph options can be hidden by clicking **Hide Graph Options**.



Selecting Show Graph Options



Selecting Hide Graph Options

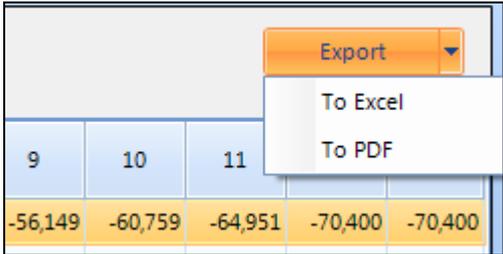
Printing

All forms (except for the **Cover Page Form**) and reports in FRS can be exported to either a Microsoft Excel file or to a PDF file by clicking the **Export** button.



The main benefits of being able to export reports to PDF files are the excellent formatting and automatic scaling to page size, and also the ability to easily email a PDF report which the recipient cannot amend, therefore protecting the integrity of the data.

Select the desired option from the **Export** browser and browse to your desired file location. Enter a file name and click **Save**.



Selecting to export a report to a chosen format