

Access Education Finance Release Notes



About these Release Notes

Welcome to the Access Education Finance Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a brief summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access Education Finance

Access Education Finance is the UK's first completely online accounting package designed exclusively for the education sector. It supports schools, academies and Multi Academy Trusts.

Integration with our budgeting & forecasting tool: Access Education Budgets is seamless and provides a detailed insight into the financial performance of each establishment. Access Education Finance helps schools to manage budgeting and accounting processes in line with the DfE and ESFA requirements and specifically supports the completion of CFR and SOFA Returns.

Table of Contents

Release Summary	4
Release Contents.....	5
Rebrand of HCSS Accounting to Access Education Finance.....	5
Management Report	7
Consolidated Management Report	11
Cashflow Report	17
Consolidated Cashflow Report	21
How to Contact Us.....	22

Release Summary

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Rebrand

Rebrand of HCSS Accounting to Access Education Finance

HCSS Accounting has been rebranded to Access Education Finance along with the other Access Education products as part of the move to Access Workspace.

[Read more about this feature](#)

Management Reports

Management Report

A new Management Report is now available at both Establishment and Consolidated level

[Read more about this feature](#)

Cashflow Report

A new Cashflow Report is now available at both Establishment and Consolidated level

[Read more about this feature](#)

Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Rebrand

Rebrand of HCSS Accounting to Access Education Finance

As part of the planned move to Access Workspace we have taken the opportunity to rename HCSS Accounting to Access Education Finance.

The screenshot displays the 'access Education Finance' interface for 'Access Academy 1'. The top navigation bar includes a search field, the user name 'Access Academy 1', and a dropdown for the year '2018' and period '- Period 01'. The left sidebar contains a 'Dashboard' menu and a list of navigation options: Codes, Transactions, Budgets, Payments, Receipts, Bank Reconciliation, Period End, Reports, and System Set-Up. The main content area features five KPI cards: 'Actual Spend vs Budget (€0.00/€0.00)', 'Actual Income vs Budget (€0.00/€0.00)', 'Staffing Costs vs Total Costs (€0.00/€0.00)', 'Purchase Invoices Overdue (Total Value: €0.00)', and 'Sales Invoices Overdue (Total Value: €0.00)'. Below these are two report widgets: 'Bank Reconciliation Report for Access Academy 1' with a dropdown showing 'No active Bank Accounts', and 'Supplier Turnover for 2018 (Year to Date)'. A 'Key Balances (Year to Date)' table is also present, with columns for Code, Description, and Balance. The table shows one entry: 'CBK01 Central Bank - Current Account' with a balance of '€0.00'. Below this, there is a section for 'Control Accounts' which currently shows 'No data to display'.

Note: As part of this release the whole of the HCSS product suite has been rebranded, please see below

Previous	New
HCSS Accounting	Access Education Finance
HCSS Budgeting	Access Education Budgets
HCSS People	Access Education People
Assets	Access Education Assets
HCSS Curriculum RP	Access Education Curriculum
HCSS SEND	Access Education SEND

HCSS Web Companion	Access Education Links
FMS Multiview	No Change

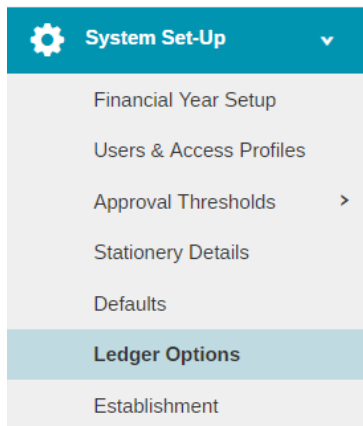
Management Reports

Management Report

In this release the reporting options in Access Education Finance have been enhanced with the addition of a Management Report. This report shows current period, year to date and full year information. It can be found in Reports > Management.

In order to use this report you must set up Ledger Groups. To do this you must first turn on the option for Ledger Groups in the Ledger options menu.

Go to System Setup > Ledger Options



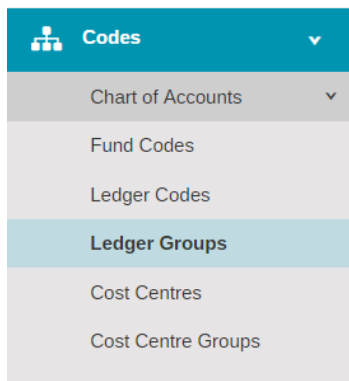
When in this menu check the Use Ledger Groups option and click Save.

Use Ledger Groups*



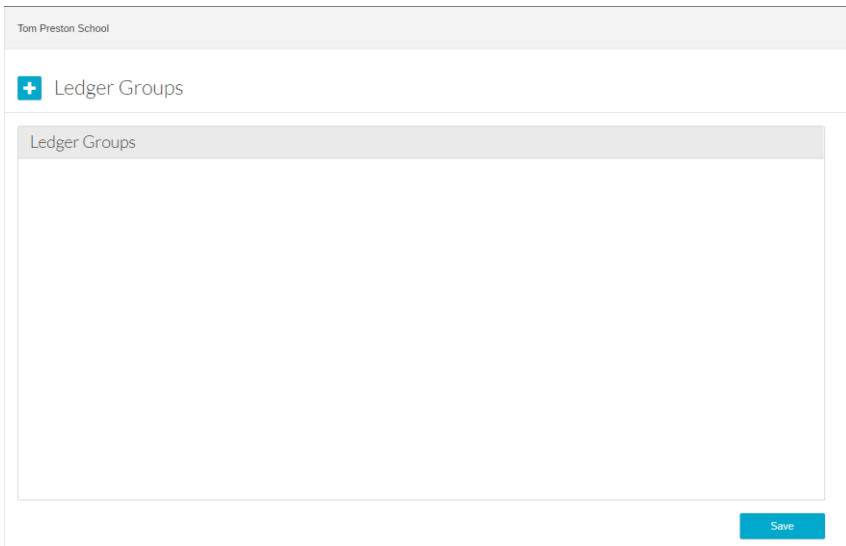
A new option will appear in the Chart of Accounts menu.

Go to Codes > Chart of Accounts > Ledger Groups

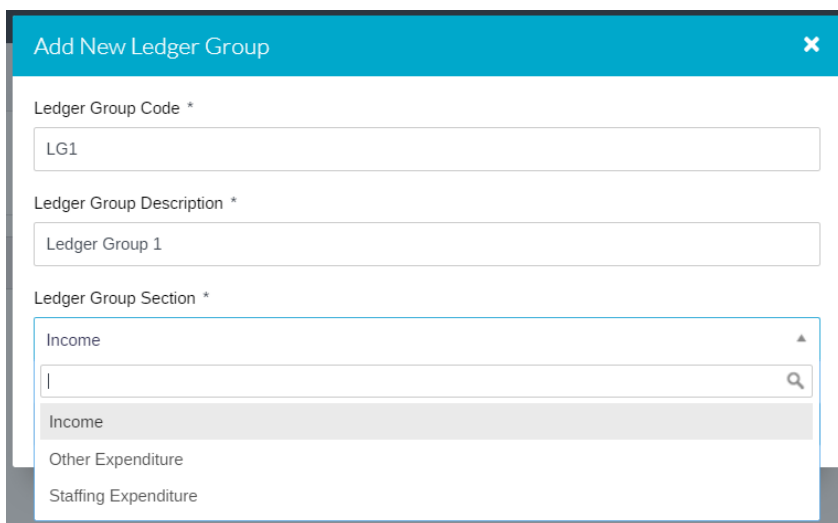


Note: If you want a non-master user to access this menu you will need to assign them the Access profile for Ledger Groups, this can be found in the usual place, System Setup > Users & Access Profiles

When you have selected Ledger Groups you will see the following screen.




Click on the + icon to add a Ledger Groups, this will show the following popup screen.



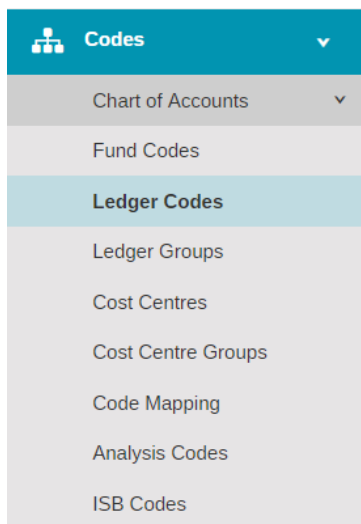
Enter a Code, Description and select the Section, this will display where the Ledger Group will appear on the report.

You can then Cancel, Submit or Submit and add another Ledger Group. Once Submitted the Ledger Group will be saved.

You can now re-order the Ledger Groups by clicking and dragging the  icon.

Re-ordering the Ledger groups will also dictate the order of the Ledger Groups on the report. When you click Save the order will be Saved.

Go to Codes > Chart of Accounts > Ledger Codes



You will now see that the Ledger Codes screen has an additional column for Ledger Group.

+ Ledger Codes

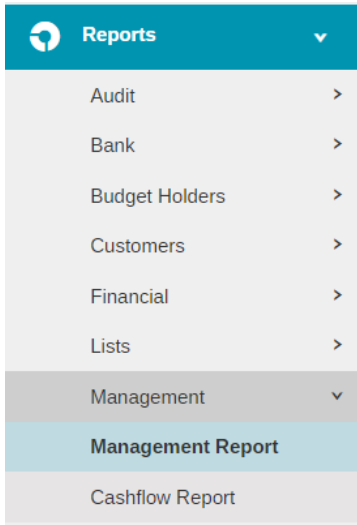
Code	Description	Ledger Type	Ledger Group	Report Code
<input type="checkbox"/> 1000	School Budget Share	INC	MISC - Unmapped codes	400
<input type="checkbox"/> 1005	Minimum Funding Guarantee	INC	Code LG1 LG2 LG3	Description Ledger Group 1 Ledger Group 2 Ledger Group 3
<input type="checkbox"/> 1010	Education Services Grant	INC		
<input type="checkbox"/> 1015	ESG Protection	INC		
<input type="checkbox"/> 1020	Start Up Grant / Post Opening Grant	INC	MISC - Unmapped codes	400

To assign a Ledger Code to a Group click in the Ledger Group column for the desired code and you will see a dropdown with the list of Ledger Groups.

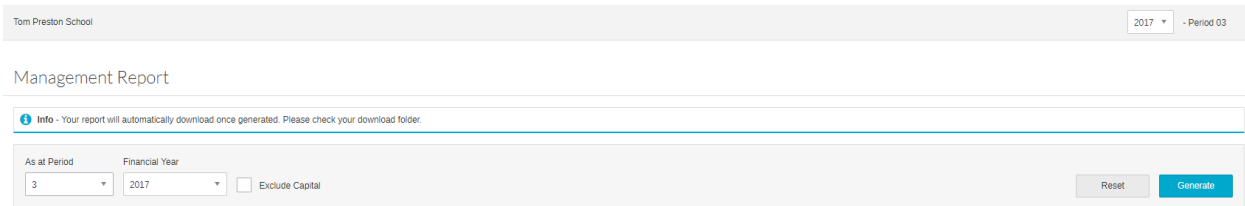
Any Ledger Codes not assigned to a Ledger Group will default to a holding group called "MISC – Unmapped codes".

Go to Reports > Management > Management Report

Note: If you want a non-master user to access this menu you will need to assign them the Access profile for the Management Report, this can be found in the usual place, System Setup > Users & Access Profiles



The following screen will appear



Enter the period you wish to run the report for along with the correct financial year. You also have the options to exclude Ledger Codes with the capital ledger type, tick the Exclude Capital checkbox to do this.

When you select Generate the report will be downloaded by your internet browser.

You will need to go to Downloads to view this. The location of the Downloads menu will depend on your chosen internet browser.

When you open the file you will need to click Enable Editing which will allow you to use the file.

Management Report


The Aylestone Village Primary Academy (DEMO)

Date: 19 October 2018 02:04

Financial year: 2017

Selection Criteria: Period 4, Exclude capital [n]

	Period			YTD Totals			Full Year		
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Forecast	Variance
Income									
LGInc - Income	-168,756	-206,245	-37,488	-746,568	-824,978	-78,410	-2,474,935	-2,474,935	0
MISC - Unmapped Codes	0	-752	-752	-79,402	-3,009	76,393	-9,027	-9,027	0
Total Income	-168,756	-206,997	-38,241	-825,970	-827,987	-2,017	-2,483,962	-2,483,962	0
Expenditure									
Staffing Expenditure									
LGStaffing - Staffing	53,908	53,980	72	182,737	223,918	41,182	654,176	662,176	-8,000
LGSTAFFING2 - Staffing 2	34,177	32,785	-1,392	134,294	136,183	1,890	386,058	392,058	-6,000
MISC - Unmapped Codes	0	0	0	0	0	0	0	0	0
Total Staffing Expenditure	88,085	86,765	-1,320	317,030	360,102	43,072	1,040,234	1,054,234	-14,000
Other Expenditure									
LGEXP - Expenditure	122,415	135,796	13,381	482,139	539,411	57,271	1,593,869	1,593,869	0
LGEXP2 - Expenditure 2	0	17	17	55	67	12	200	200	0
MISC - Unmapped Codes	0	794	794	0	3,176	3,176	9,527	9,527	0
Total Other Expenditure	122,415	136,607	14,192	482,194	542,653	60,459	1,603,596	1,603,596	0
Total Expenditure	210,500	223,372	12,871	799,225	902,755	103,530	2,643,830	2,657,830	-14,000
Surplus / Deficit	41,744	16,375	-25,369	-26,745	74,768	101,513	159,869	173,869	-14,000

When you select the  icons on the Ledger Groups this will expand and show the information for the individual Ledger Codes in the groups.

The Period Section displays the Actual, Budget and Variance the period selected only. The YTD Section displays the Actual, Budget and Variance for all periods up to the period selected. The Full Year Section displays the Budget, Forecast and Variance for the Full Year.

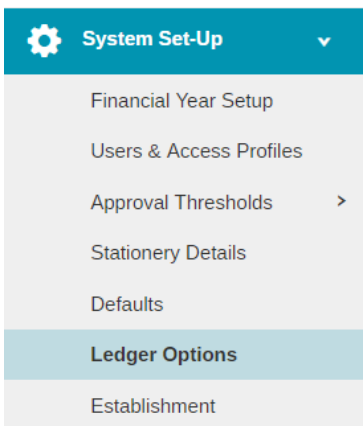
Consolidated Management Report

In this release the reporting options in Access Education Finance have been enhanced with the addition of a Consolidated Management Report. This report shows current period, year to date and full year information. It can be found in the consolidated layer under Reports > Consolidated Management Report.

In order to use this report you must set up Ledger Groups in all establishments. To do this you must first turn on the option for Ledger Groups in the Ledger options menu.

Go to System Setup > Ledger Options

Note: If you want a non-master user to access this menu you will need to assign them the Access profile for Ledger Groups, this can be found in the usual place, System Setup > Users & Access Profiles



When in this menu check the Use Ledger Groups option and click Save.

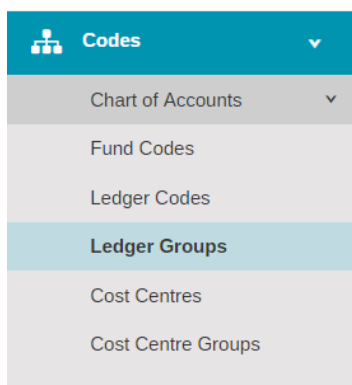
Use Ledger Groups*



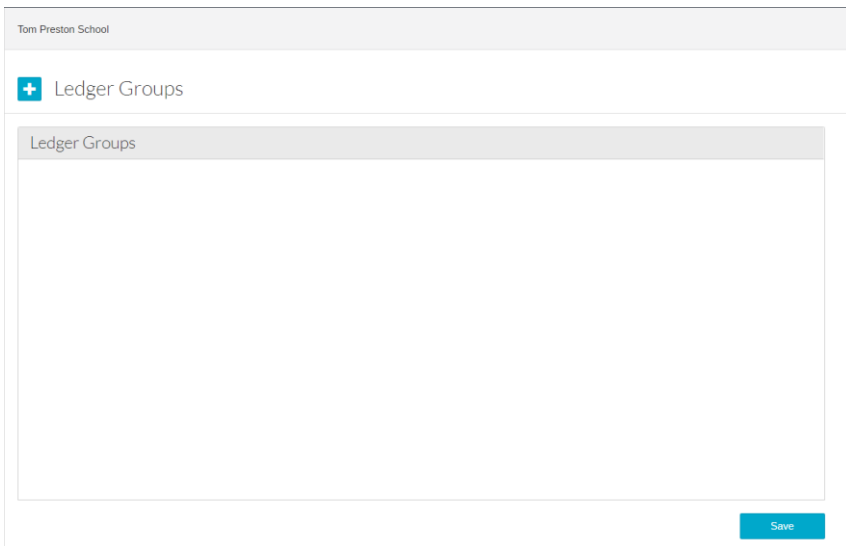
A new option will appear in the Chart of Accounts menu.

Go to Codes > Chart of Accounts > Ledger Groups

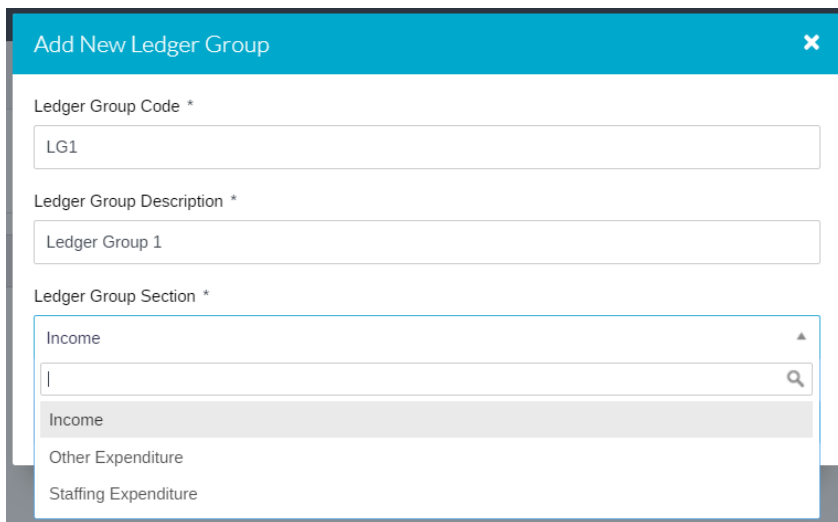
Note: If you want a non-master user to access this menu you will need to assign them the Access profile for Ledger Groups, this can be found in the usual place, System Setup > Users & Access Profiles



When you have selected Ledger Groups you will see the following screen.




Click on the + icon to add a Ledger Groups, this will show the following popup screen.



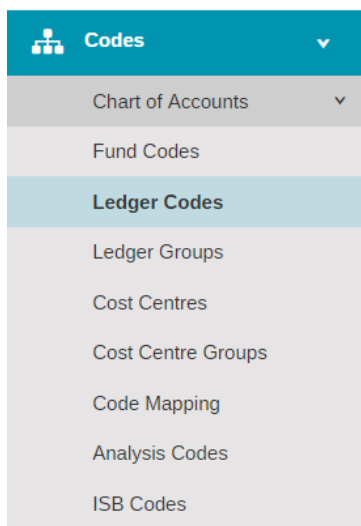
Enter a Code, Description and select the Section, this will display where the Ledger Group will appear on the report.

You can then Cancel, Submit or Submit and add another Ledger Group. Once Submitted the Ledger Group will be saved.

You can now re-order the Ledger Groups by clicking and dragging the  icon.

Re-ordering the Ledger groups will also dictate the order of the Ledger Groups on the report. When you click Save the order will be Saved.

Go to Codes > Chart of Accounts > Ledger Codes



You will now see that the Ledger Codes screen has an additional column for Ledger Group.

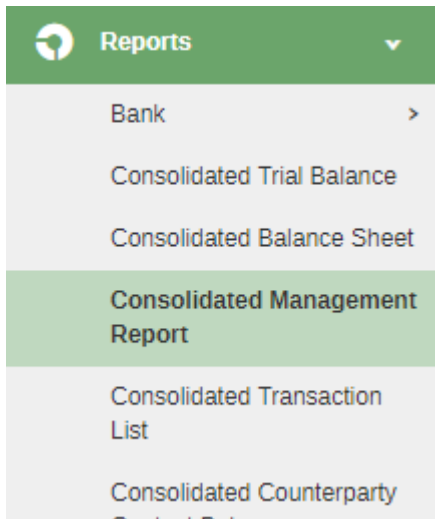
Ledger Codes

Actions													
Search for a record													
<input type="checkbox"/>	Code	Description	Ledger Type	Ledger Group	Report Code								
<input type="checkbox"/>	o 1000	School Budget Share	INC	MISC - Unmapped codes	400								
<input type="checkbox"/>	o 1005	Minimum Funding Guarantee	INC	<div style="border: 1px solid black; padding: 2px;"><table><thead><tr><th>Code</th><th>Description</th></tr></thead><tbody><tr><td>LG1</td><td>Ledger Group 1</td></tr><tr><td>LG2</td><td>Ledger Group 2</td></tr><tr><td>LG3</td><td>Ledger Group 3</td></tr></tbody></table></div>	Code	Description	LG1	Ledger Group 1	LG2	Ledger Group 2	LG3	Ledger Group 3	
Code	Description												
LG1	Ledger Group 1												
LG2	Ledger Group 2												
LG3	Ledger Group 3												
<input type="checkbox"/>	o 1010	Education Services Grant	INC										
<input type="checkbox"/>	o 1015	ESG Protection	INC										
<input type="checkbox"/>	o 1020	Start Up Grant / Post Opening Grant	INC	MISC - Unmapped codes	400								

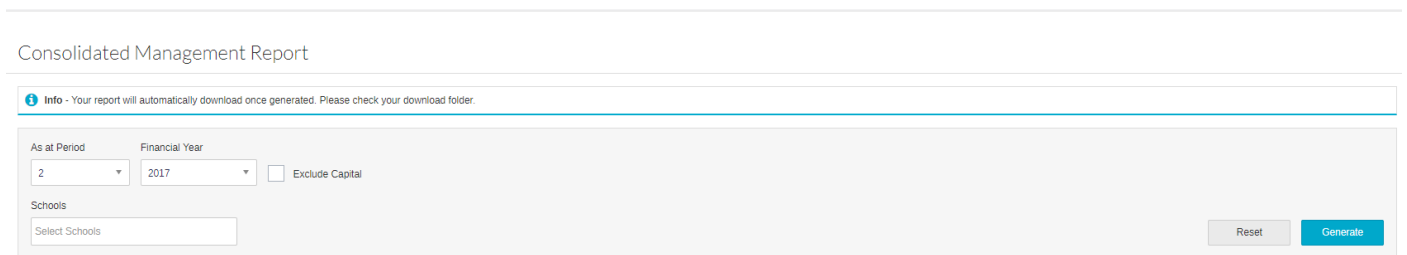
To assign a Ledger Code to a Group click in the Ledger Group column for the desired code and you will see a dropdown with the list of Ledger Groups.

Any Ledger Codes not assigned to a Ledger Group will default to a holding group called "MISC – Unmapped codes".

When you have all the Ledger Groups set up that you need go to the consolidated layer and go to Reports > Consolidated Management Report



The following screen will now appear



Enter the period you wish to run the report for along with the correct financial year and the schools you wish to include in the report. You also have the options to exclude Ledger Codes with the capital ledger type, tick the Exclude Capital checkbox to do this.

When you select Generate the report will be downloaded by your internet browser.

You will need to go to Downloads to view this. The location of the Downloads menu will depend on your chosen internet browser.

When you open the file you will need to click Enable Editing which will allow you to use the file.

Management Report

Consolidated


Date: 19 October 2018 02:04

Financial year: 2017

Selection Criteria: Period 4, Exclude capital [n]

	Period			YTD Totals			Full Year		
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Forecast	Variance
Income									
LGInc - Income	-544,032	-646,342	-102,309	-2,493,011	-2,585,371	-92,361	-7,756,106	-7,756,106	0
LGINC - Income 1	-283,180	-329,805	-46,625	-1,276,099	-1,319,220	-43,121	-3,957,659	-3,957,659	0
MISC - Unmapped Codes	0	-1,511	-1,511	-66,202	-6,042	60,160	-18,127	-18,127	0
Total Income	-827,213	-977,657	-150,445	-3,835,312	-3,910,633	-75,322	-11,731,892	-11,731,892	0
Expenditure									
Staffing Expenditure									
LGStaffing - Staffing	621,778	619,349	-2,429	2,377,039	2,492,442	115,404	7,632,696	7,640,696	-8,000
LGSTAFFING2 - Staffing 2	34,177	32,785	-1,392	134,294	136,183	1,890	386,058	392,058	-6,000
MISC - Unmapped Codes	0	0	0	0	0	0	0	0	0
Total Staffing Expenditure	655,955	652,134	-3,821	2,511,332	2,628,626	117,294	8,018,754	8,032,754	-14,000
Other Expenditure									
LGEXP - Expenditure	346,566	273,464	-73,102	855,106	1,090,081	234,975	3,852,910	3,852,910	0
LGEXP2 - Expenditure 2	0	17	17	55	67	12	200	200	0
MISC - Unmapped Codes	0	2,239	2,239	23,967	8,961	-15,007	26,872	26,872	0
Total Other Expenditure	346,566	275,719	-70,847	879,128	1,099,109	219,981	3,879,982	3,879,982	0
Total Expenditure	1,002,521	927,854	-74,668	3,390,460	3,727,735	337,274	11,898,735	11,912,735	-14,000
Surplus / Deficit	175,309	-49,804	-225,112	-444,851	-182,899	261,953	166,843	180,843	-14,000

The first sheet will show the report consolidated using information from all of the schools you have selected. There will be an individual sheet for each school as well.

When you select the  icons on the Ledger Groups this will expand and show the information for the individual Ledger Codes in the groups.

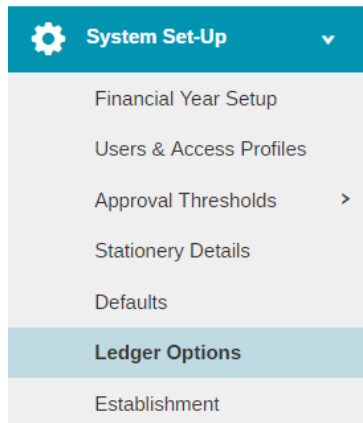
The Period Section displays the Actual, Budget and Variance the period selected only. The YTD Section displays the Actual, Budget and Variance for all periods up to the period selected. The Full Year Section displays the Budget, Forecast and Variance for the Full Year.

Cashflow Report

In this release the reporting options in Access Education Finance have been enhanced with the addition of a Cashflow Report. This report shows Actuals up the period selected and Budgeted values to the end of the year. These are compared to the cashbook balance providing a predicted balance to the end of the year. It can be found in Reports > Management.

In order to use this report you must set up Ledger Groups. To do this you must first turn on the option for Ledger Groups in the Ledger options menu.

Go to System Setup > Ledger Options



When in this menu check the Use Ledger Groups option and click Save.

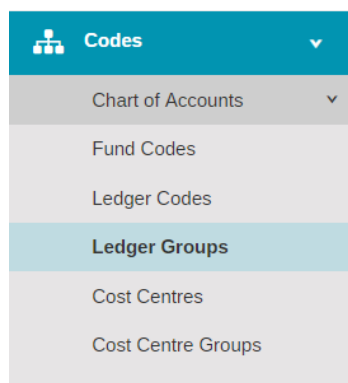
Use Ledger Groups*



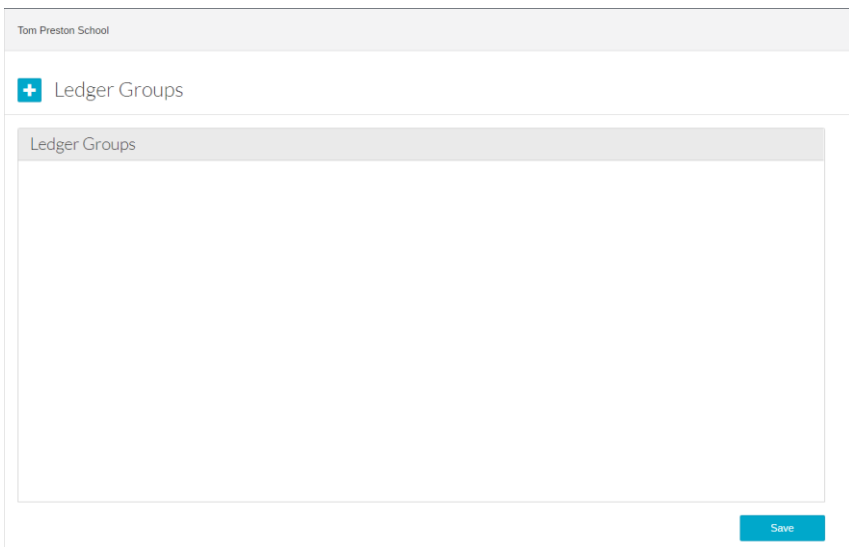
A new option will appear in the Chart of Accounts menu.

Go to Codes > Chart of Accounts > Ledger Groups

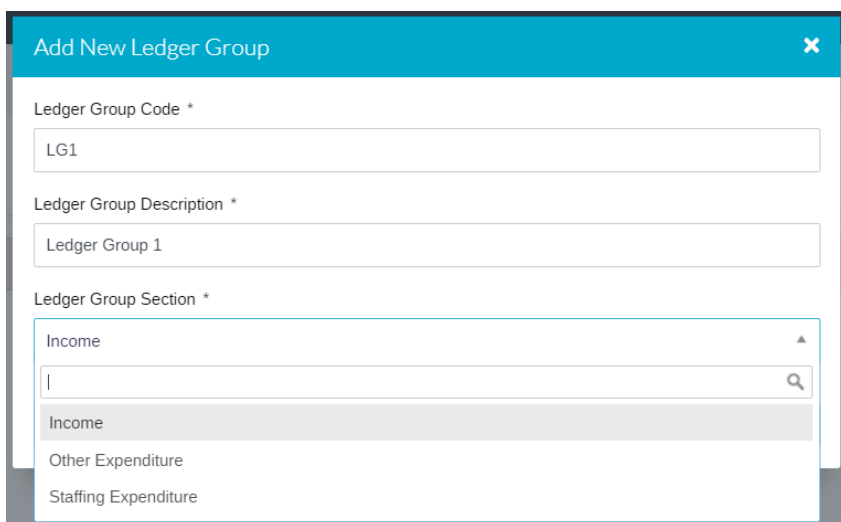
Note: If you want a non-master user to access this menu you will need to assign them the Access profile for Ledger Groups, this can be found in the usual place, System Setup > Users & Access Profiles.



When you have selected Ledger Groups you will see the following screen.




Click on the + icon to add a Ledger Groups, this will show the following popup screen.



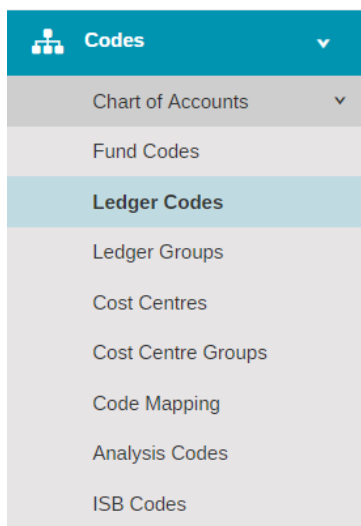
Enter a Code, Description and select the Section, this will display where the Ledger Group will appear on the report.

You can then Cancel, Submit or Submit and add another Ledger Group. Once Submitted the Ledger Group will be saved.

You can now re-order the Ledger Groups by clicking and dragging the  icon.

Re-ordering the Ledger groups will also dictate the order of the Ledger Groups on the report. When you click Save the order will be Saved.

Go to Codes > Chart of Accounts > Ledger Codes



You will now see that the Ledger Codes screen has an additional column for Ledger Group.

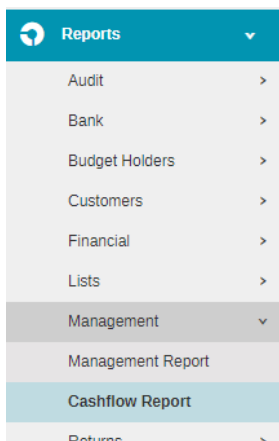
Ledger Codes

Code	Description	Ledger Type	Ledger Group	Report Code
<input type="checkbox"/> 1000	School Budget Share	INC	MISC - Unmapped codes	400
<input type="checkbox"/> 1005	Minimum Funding Guarantee	INC	Code LG1	Description Ledger Group 1
<input type="checkbox"/> 1010	Education Services Grant	INC	LG2	Ledger Group 2
<input type="checkbox"/> 1015	ESG Protection	INC	LG3	Ledger Group 3
<input type="checkbox"/> 1020	Start Up Grant / Post Opening Grant	INC	MISC - Unmapped codes	400
<input type="checkbox"/>

To assign a Ledger Code to a Group click in the Ledger Group column for the desired code and you will see a dropdown with the list of Ledger Groups.

Any Ledger Codes not assigned to a Ledger Group will default to a holding group called “MISC – Unmapped codes”.

Go to Reports > Management > Cashflow Report



The following screen will appear

Tom Preston School 2017 - Period 03

Cashflow Report

As at Period: Financial Year:

Exclude Capital Use Cashbook Balance

Enter the period you wish to run the report for along with the correct financial year. It is possible to exclude Ledger Codes with the capital ledger type, tick the Exclude Capital checkbox to do this. The system can generate the Cashbook balance from all of the bank accounts or this value can be manually entered into the report by unticking cashbook balance.

When you select Generate the report will be downloaded by your internet browser.

You will need to go to Downloads to view this. The location of the Downloads menu will depend on your chosen internet browser.


When you open the file you will need to click Enable Editing which will allow you to use the file.

Cashflow Report

The Aylestone Village Primary Academy (DEMO) Date: 19 October 2018 11:25

Financial year: 2017
Selection Criteria: Period 4, Exclude Capital [N], Use Cashbook Balance [Y]

	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
Budget or Actual:	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Income												
LGINC - Income 1	-315,624	-370,557	-306,738	-283,180	-936,955	-1,503,248	-343,847	-950,247	-972,170	-943,295	-374,930	-329,805
MISC - Unmapped Codes	0	0	0	0	-375	-375	-375	-375	-375	-375	-375	-375
Total Income	-315,624	-370,557	-306,738	-283,180	-937,330	-1,503,623	-344,222	-950,622	-972,545	-943,670	-375,305	-330,180
Staffing Expenditure												
LGEXP - Staffing	445,991	9,108	220,424	239,061	472,946	474,485	469,600	248,454	707,509	475,456	246,332	246,276
MISC - Unmapped Codes	0	0	0	0	0	0	0	0	0	0	0	0
Total Staffing Expenditure	445,991	9,108	220,424	239,061	472,946	474,485	469,600	248,454	707,509	475,456	246,332	246,276
Other Expenditure												
LGEXP - Expenditure	-172,624	71,538	60,118	153,216	481,032	587,308	112,055	184,791	391,631	228,979	168,470	102,874
MISC - Unmapped Codes	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Expenditure	-172,624	71,538	60,118	153,216	481,032	587,308	112,055	184,791	391,631	228,979	168,470	102,874
Total Expenditure	273,367	80,647	280,542	392,277	953,978	1,061,793	581,655	433,245	1,099,139	704,436	414,802	349,150
Cashflow												
Bank balance b/f	-585,589	-627,846	-917,757	-943,952	-834,856	-818,208	-1,260,037	-1,022,604	-1,539,981	-1,413,387	-1,652,622	-1,613,125
Net Income/Expenditure	-42,257	-289,911	-26,196	109,097	16,948	-441,830	237,433	-517,377	126,594	-239,235	39,497	18,970
Bank balance c/f	-627,846	-917,757	-943,952	-834,856	-818,208	-1,260,037	-1,022,604	-1,539,981	-1,413,387	-1,652,622	-1,613,125	-1,594,155

When you select  the icons on the Ledger Groups this will expand and show the information for the individual Ledger Codes in the groups.

If you did not select Use Cashbook Balance then you can manually enter your Bank Balance into the yellow highlighted cell, this will predict the Cashflow based on the Net Income/Expenditure.

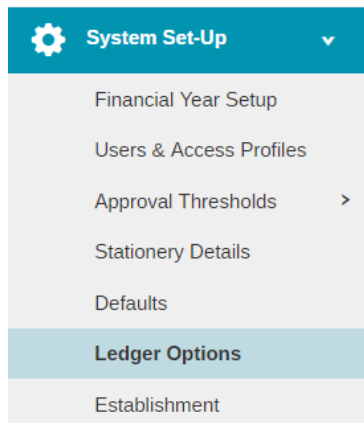
Note: You may wish to include the VAT Debtor on the Cashflow Report to provide more rounded information. The option to include this as part of the report will be included in a future release.

Consolidated Cashflow Report

In this release the reporting options in Access Education Finance have been enhanced with the addition of a Consolidated Cashflow Report. This report shows Actuals up the period selected and Budgeted values to the end of the year. These are compared to the cashbook balance providing a predicted balance to the end of the year. It can be found on the consolidated layer in Reports > Consolidated Cashflow Report.

In order to use this report you must set up Ledger Groups. To do this you must first turn on the option for Ledger Groups in the Ledger options menu.

Go to System Setup > Ledger Options



When in this menu check the Use Ledger Groups option and click Save.

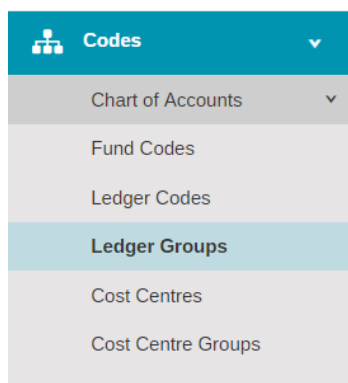
Use Ledger Groups*



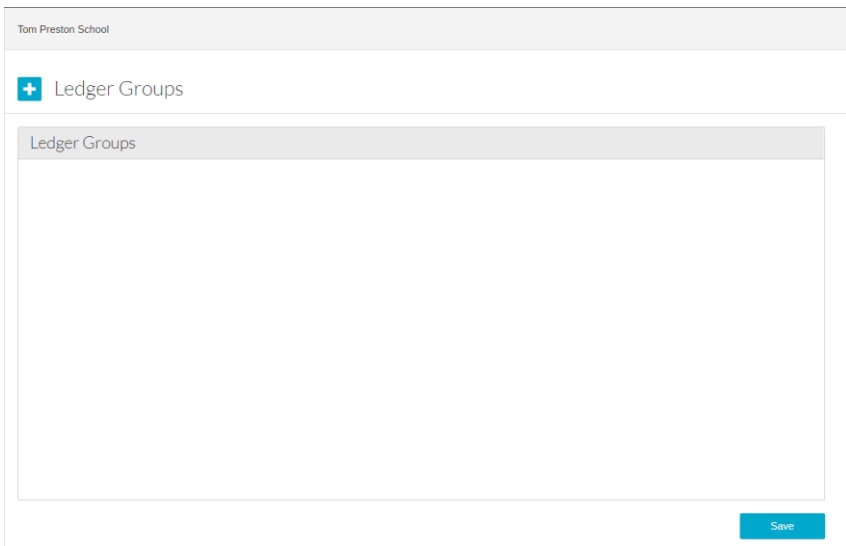
A new option will appear in the Chart of Accounts menu.

Go to Codes > Chart of Accounts > Ledger Groups

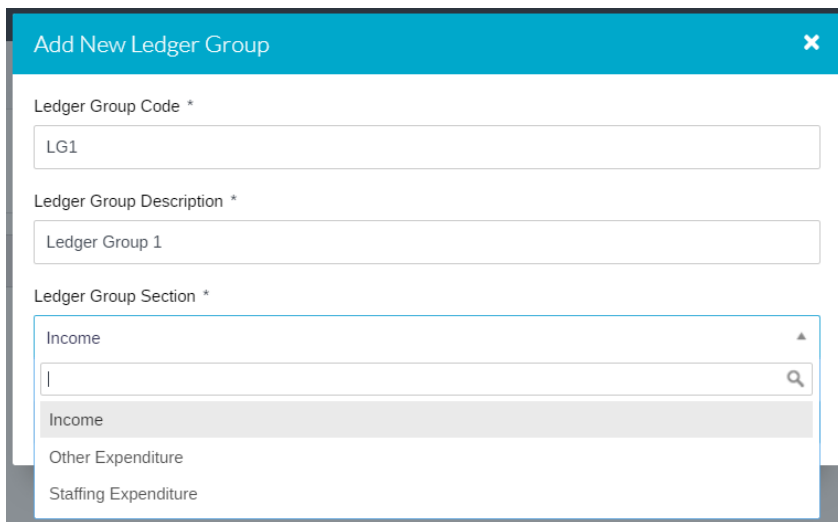
Note: If you want a non-master user to access this menu you will need to assign them the Access profile for Ledger Groups, this can be found in the usual place, System Setup > Users & Access Profiles



When you have selected Ledger Groups you will see the following screen.




Click on the + icon to add a Ledger Groups, this will show the following popup screen.



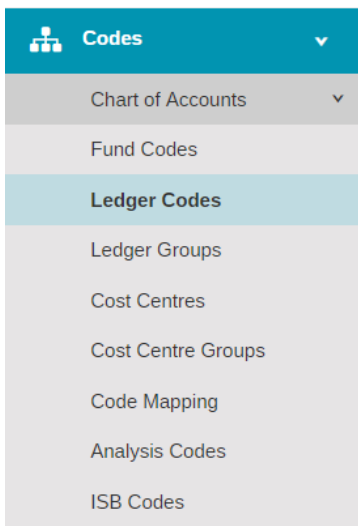
Enter a Code, Description and select the Section, this will display where the Ledger Group will appear on the report.

You can then Cancel, Submit or Submit and add another Ledger Group. Once Submitted the Ledger Group will be saved.

You can now re-order the Ledger Groups by clicking and dragging the  icon.

Re-ordering the Ledger groups will also dictate the order of the Ledger Groups on the report. When you click Save the order will be Saved.

Go to Codes > Chart of Accounts > Ledger Codes



You will now see that the Ledger Codes screen has an additional column for Ledger Group.

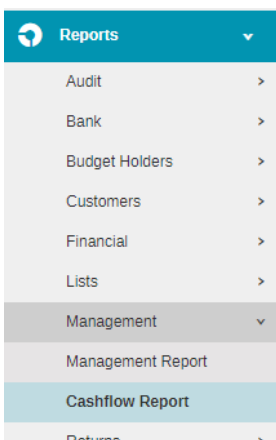
Ledger Codes

Code	Description	Ledger Type	Ledger Group	Report Code
<input type="checkbox"/> 1000	School Budget Share	INC	MISC - Unmapped codes	400
<input type="checkbox"/> 1005	Minimum Funding Guarantee	INC	Code	Description
<input type="checkbox"/> 1010	Education Services Grant	INC	LG1	Ledger Group 1
<input type="checkbox"/> 1015	ESG Protection	INC	LG2	Ledger Group 2
<input type="checkbox"/> 1020	Start Up Grant / Post Opening Grant	INC	LG3	Ledger Group 3
<input type="checkbox"/> 1025	MISC - Unmapped codes	400

To assign a Ledger Code to a Group click in the Ledger Group column for the desired code and you will see a dropdown with the list of Ledger Groups.

Any Ledger Codes not assigned to a Ledger Group will default to a holding group called "MISC – Unmapped codes".

Go to Reports > Management > Cashflow Report



The following screen will now appear

Cashflow Report

i Info - Your report will automatically download once generated. Please check your download folder.

As at Period: Financial Year:

Exclude Capital Use Cashbook Balance

Enter the period you wish to run the report for along with the correct financial year. It is possible to exclude Ledger Codes with the capital ledger type, tick the Exclude Capital checkbox to do this. The system can generate the Cashbook balance from all of the bank accounts for all establishments or this value can be manually entered into the report by unticking Use Cashbook Balance.

When you select Generate the report will be downloaded by your internet browser.


You will need to go to Downloads to view this. The location of the Downloads menu will depend on your chosen internet browser.

When you open the file you will need to click Enable Editing which will allow you to use the file.

Cashflow Report

Date: 19 October 2018 11:25												
Consolidated												
Financial year: 2017												
Selection Criteria: Period 4, Exclude Capital [N], Use Cashbook Balance [Y]												
Budget or Actual:	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Income												
LGinc - Income	-743,147	-682,687	-523,145	-544,032	-2,155,865	-1,963,606	-1,948,055	-1,972,381	-2,340,535	-1,796,847	-977,214	-646,342
LGINC - Income 1	-315,624	-370,557	-306,738	-283,180	-936,955	-1,503,248	-343,847	-950,247	-972,170	-943,295	-374,930	-329,805
MISC - Unmapped Codes	-70,462	0	4,260	0	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511
Total Income	-1,129,233	-1,053,244	-825,623	-827,213	-3,094,331	-3,468,364	-2,293,412	-2,924,139	-3,314,216	-2,741,653	-1,353,655	-977,657
Staffing Expenditure												
LGStaffing - Staffing	763,663	363,405	628,193	621,778	1,221,183	1,234,636	1,217,837	1,016,165	1,479,190	927,923	701,014	645,237
LGSTAFFING2 - Staffing 2	0	32,423	67,694	34,177	63,497	63,497	63,497	64,895	64,895	64,895	64,895	32,126
MISC - Unmapped Codes	0	0	0	0	0	0	0	0	0	0	0	0
Total Staffing Expenditure	763,663	395,827	695,887	655,955	1,284,680	1,298,133	1,281,333	1,081,060	1,544,086	992,818	765,910	677,363
Other Expenditure												
LGEXP - Expenditure	-296,834	334,720	223,475	258,048	881,797	916,220	599,256	524,289	799,642	609,182	481,333	259,259
LGEXP - Expenditure	0	81,838	165,342	88,518	166,156	166,156	166,156	166,156	166,156	166,156	166,156	83,078
LGEXP2 - Expenditure 2	0	0	55	0	33	17	17	17	17	33	17	17
MISC - Unmapped Codes	-46,350	84,523	-14,206	0	2,239	2,239	2,239	2,239	5,481	2,239	4,401	2,239
Total Other Expenditure	-343,183	501,080	374,665	346,566	1,050,225	1,084,632	767,667	692,701	971,296	777,610	651,907	344,593
Total Expenditure	420,479	896,907	1,070,553	1,002,521	2,334,905	2,382,765	2,049,001	1,773,761	2,515,382	1,770,428	1,417,816	1,021,956
Cashflow												
Bank balance b/f	-2,599,789	-3,308,542	-3,464,879	-3,219,949	-3,044,640	-3,804,066	-4,889,666	-5,134,077	-6,284,454	-7,083,289	-8,054,514	-7,990,352
Net Income/Expenditure	-708,754	-156,337	244,930	175,309	-759,426	-1,085,600	-244,411	-1,150,377	-798,835	-971,226	64,162	44,299
Bank balance c/f	-3,308,542	-3,464,879	-3,219,949	-3,044,640	-3,804,066	-4,889,666	-5,134,077	-6,284,454	-7,083,289	-8,054,514	-7,990,352	-7,946,054

The first sheet will show the report consolidated using information from all of the schools you have selected. There will be an individual sheet for each school as well.

When you select the  icons on the Ledger Groups this will expand and show the information for the individual Ledger Codes in the groups.

If you did not select Use Cashbook Balance then you can manually enter your Bank Balance into the yellow highlighted cell, this will predict the Cashflow based on the Net Income/Expenditure.

Note: You may wish to include the VAT Debtor on the Cashflow Report to provide more rounded information. The option to include this as part of the report will be included in a future release.

How to Contact Us

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Support Portal <https://access-support.force.com/Support/s/>
- Tel 0845 340 4547

General Website:

<https://www.theaccessgroup.com/>