Budget Reports on Sussex Direct

If you are a Mac user - please logon via Firefox

1   **Login to Sussex Direct**

Username:	
Password:	
Now click here:	Login to Sussex Direct

or

Sussex Direct login

Username   Password   Go

SUSSEX Direct

Sussex Direct (Home) > Home

2   **Select Admin, Budgets**

Admin »   Searches »
Procurement »
Budgets

3   **View your Budget Summary**

Your Budgets

Page Contents: Reporting Budgets

Reporting Budgets 07/08   Help

Budget Code	Budget Description	Budget	Cumulative	Commitments	Available
8X09	Admin/Central Office	£26,500	£8,217	£487	£17,796
8X07	Central Staff Recruit	£200	£229	£0	£-29
BC01 STAT	Financial Accs. Stationery	£2,665	£849	£434	£1,383
BC02 PHOTO	Man. Accs. Photocopying	£1,538	£300	£0	£1,238
		A	**B**	**C**	**D**

This table shows you Year to Date figures:

- **Budget Code**
  All budget codes you can run budget reports for.

- **Budget Description**
  Description for your budget codes.

A
- **Budget**
  Budget amount set for current year, plus any brought forward budget amount.
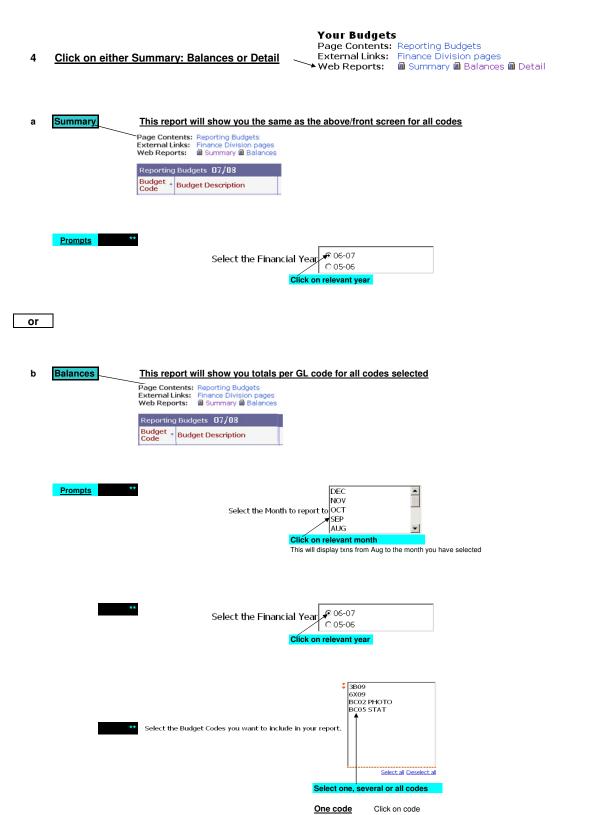
B
- **Cumulative**
  Expenditure / income to date (as at last night)

C
- **Commitments**
  Outstanding commitments (entered on finance system, awaiting invoice) plus
  Pending requisitions (awaiting authorisation on Sussex Direct ePO to become commitments)

D
- **Available**
  Budget amount remaining. Calculated = Budget **(A)** less Cumulative **(B)** less Commitments **(C)**

If you are missing any budget codes on this page, please contact your Finance Manager

Your Budgets
Page Contents: Reporting Budgets
External Links: Finance Division pages
Web Reports: ▢ Summary ▢ Balances ▢ Detail

4 Click on either Summary: Balances or Detail

a **Summary** **This report will show you the same as the above/front screen for all codes**

Page Contents: Reporting Budgets
External Links: Finance Division pages
Web Reports: ▢ Summary ▢ Balances

Reporting Budgets **07/08**

Budget Code ▲	Budget Description

Prompts ******

Select the Financial Year ○ 06-07
○ 05-06

Click on relevant year

or

b **Balances** **This report will show you totals per GL code for all codes selected**

Page Contents: Reporting Budgets
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Reporting Budgets **07/08**

Budget Code ▲	Budget Description

Prompts ******

Select the Month to report to | DEC
NOV
OCT
SEP
AUG

Click on relevant month
This will display txns from Aug to the month you have selected

**

Select the Financial Year ○ 06-07
○ 05-06

Click on relevant year

3B09
6X09
BC02 PHOTO
BC05 STAT

** Select the Budget Codes you want to include in your report.

Select all Deselect all

Select one, several or all codes

One code Click on code
Several Whilst holding Ctrl click on relevant codes, or drag the cursor
All Click on "Select all" Select all

Once complete Click on ⟶ Finish at the bottom left of screen

Finish

Your report is now running

Budget Balance Statement

To : NOV - 06-07

Example of Balances report

BC02 - Man. Accs.

Posting Code	Description	Actual for NOV	Total Budget	Cumulative to NOV-06-07	Outstanding Commitment	Pending Requisitions	(Overspend)/ Underspend
BC02 3200 *	Man. Accs. - Postages	1,035		1,677	0	0	
Total: Man. Accs. Postages - BC02 POST *		1,035	4,123	1,677	0	0	2,446
BC02 3300 *	Man. Accs. - Stationery	110		536	96	1	
BC02 3300 G137	Man. Accs. - Stationery Cheques etc	0		0	0	0	
Total: Man. Accs. Stationery - BC02 STAT *		110	6,845	536	96	1	6,212

GL codes

Totals

You can drill down to a Detailed report by clicking on blue codes

<u>**Mac users can not perform this function**</u>

But the detail report can be run separately

Please see procedures below - section c

Total Budget for BC02	10,968
Total Actual	2,310
(Overspend)/Underspend	8,658

Summary
of Budget code 1

x 11.69 in ◀

|◀ ◀   1 of 3   ▶ ▶| ○ ⊕

To go to next page

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or

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c   **Detail** ~   <u>**This report will show you transaction detail on all codes selected**</u>

Your Budgets
Page Contents: Reporting Budgets
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Prompts   **

Select year

⦿ 06-07
○ 05-06

Click on relevant year

Prompts   **

Select from and to Months (or select all)

AUG
SEP
OCT
NOV
DEC

Click on relevant month/s

e.g This will show you txns from Aug to Oct

<u>**One month**</u>	Click on month
<u>**Several**</u>	Whilst holding Ctrl click on relevant months, or drag the cursor
<u>**All**</u>	Click on "Select all" Select all

**

Select the Budget Codes you want to include in your report.

* 3B09
6X09
BC02 PHOTO
BC05 STAT

Select all Deselect all

Select one, several or all codes

One code	Click on code
Several	Whilst holding Ctrl click on relevant codes, or drag the cursor
All	Click on "Select all" Select all

Once complete Click on ⟶ ▶ | Finish | at the bottom left of screen

Your report is now running

Your report is running.

Please wait…

Example of Detail report

GL code →

Month	Document Name	Supplier's Reference	Supplier Account	Document Date	Description	Amount
Posting Code: - BC02 3300 * - Stationery						
NOV	JNMAN/160575	2449952		07/11/2006	ENVV RECH RE EPO LETTERS	-45.36
	PISCTCH/166677	85059488	NI0004	14/11/2006	FIN/100069 OFFICE DEPOT STAT	44.90
	PISCTCH/166677	85059488	NI0004	14/11/2006	FIN/100073 OFFICE DEPOT STAT	110.90
					Total for: NOV	**110.44**
DEC	CNSCTCH/150548	88343846	NI0004	14/12/2006	FIN/100081 OFFICE DEPOT INV85079067	-102.50
	JNEST/155794	2476300		19/12/2006	801863 LETTERHEADS AND COMP SLIPS	442.10
	PISCTCH/166805	8465276	OS0036	27/11/2006	FIN/100087 SUPPLIES TEAM TONER	61.04
	PISCTCH/167030	85079067	NI0004	19/12/2006	FIN/100080 OFFICE DEPOT	11.46
	PISCTCH/167030	85079067	NI0004	19/12/2006	FIN/100078 OFFICE DEPOT	17.43
	PISCTCH/167030	85079067	NI0004	19/12/2006	FIN/100079 OFFICE DEPOT	69.17
	PISCTCH/167030	85079067	NI0004	19/12/2006	FIN/100081 OFFICE DEPOT	175.13
					Total for: DEC	673.83
					Total for : BC02 3300 *	**784.27**

→ Total for month

→ Total for selected period

Other functions

Print do not use File:Print

View / Save in Excel

Save
Saves a PDF copy

Email
Do not use

Email report

Untick → □ Include a link to the report

Tick → ☑ Attach the report

Re-run report
Back to prompts

OK   Cancel