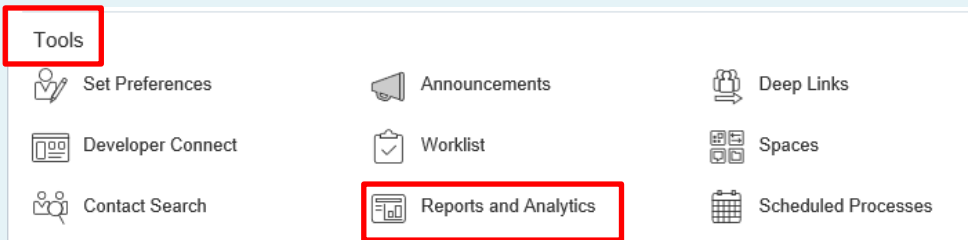


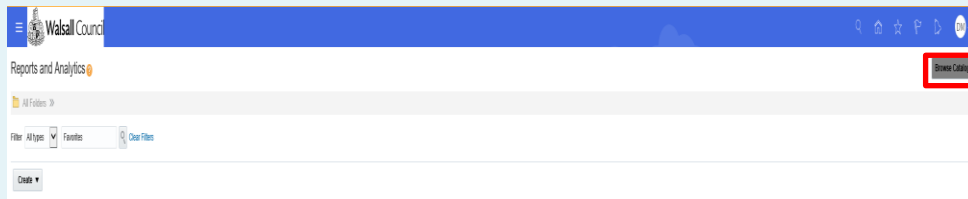
Accessing School Reports

1 Select from the Navigator

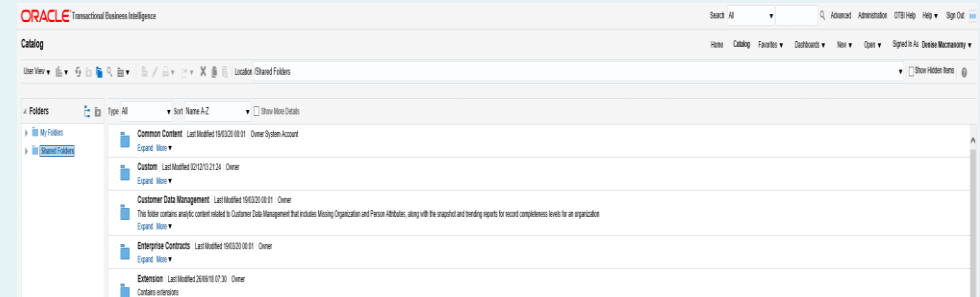
Click on the **Navigator** Icon, select **Tools, Reports and Analytics**



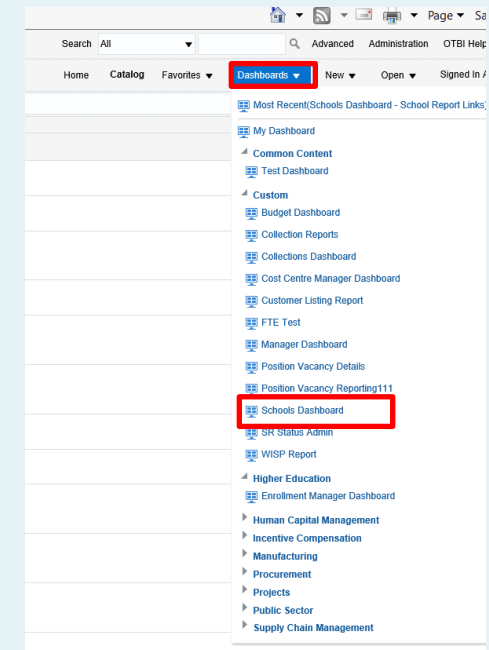
Click **Browse Catalogue** icon on the top right of the screen



2 Open Schools Dashboard



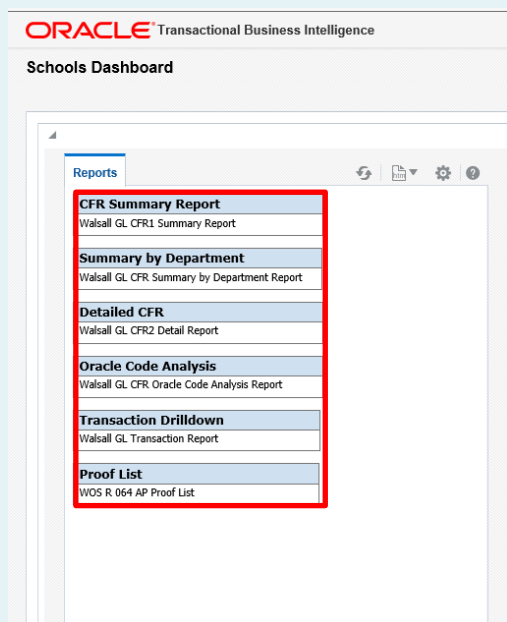
Open **Dashboards** drop down list and select **Schools Dashboard**



Accessing School Reports

3 Open Reports

Click on the links to open each report, each report opens in a new window



Walsall GL CFR1 Summary Report

4 Open Reports

Report parameters will appear



Open each drop-down list and select your parameters, and period, use the search if your school is not visible

Click on apply to run the report. You should see the following.

Processing..... To cancel, click [here](#)

Accessing School Reports

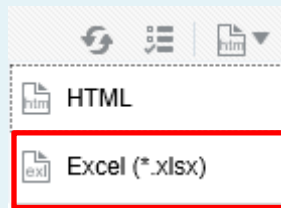
5 Export to Excel

Your report will then populate on the screen, to export to excel, on the right, you

can see this symbol view report

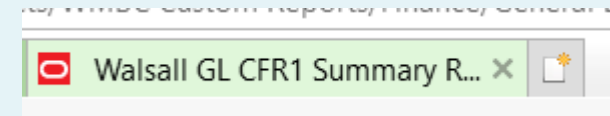


Open the view report Html drop down and select excel



6 GL Transaction Report

To close the report and return to the dashboard close the report tab only at the top of the web browser you are using.



All the CFR reports you enter the same parameters

The GL transaction report is slightly different,



Walsall GL Transaction Report

Directorate	All	▼
Head of Services	All	▼
Division	All	▼
Service Type From	All	▼
Service Type To	All	▼
Cost Center From	All	▼
Cost Center To	All	▼
Subjective From	All	▼
Subjective To	All	▼
Additional From	All	▼
Additional To	All	▼
Period From*	Apr-2018-19	▼
Period To *	Apr-2018-19	▼
Journal Source	All	▼

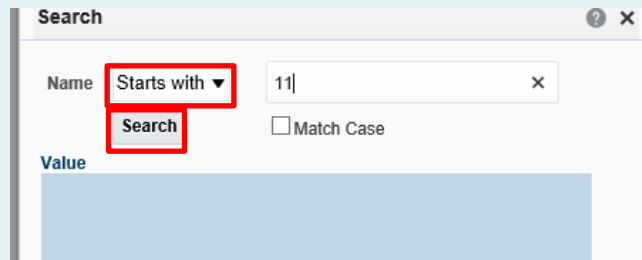
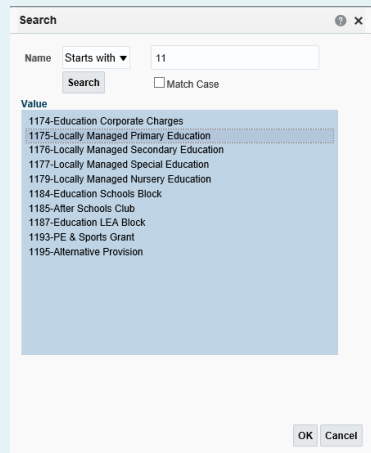
Apply

Accessing School Reports

7 Enter Parameters

The more parameters you put in the faster the report will run, as a minimum enter your **code range**, **service type** from and to, **cost centre** from and to and period from and to

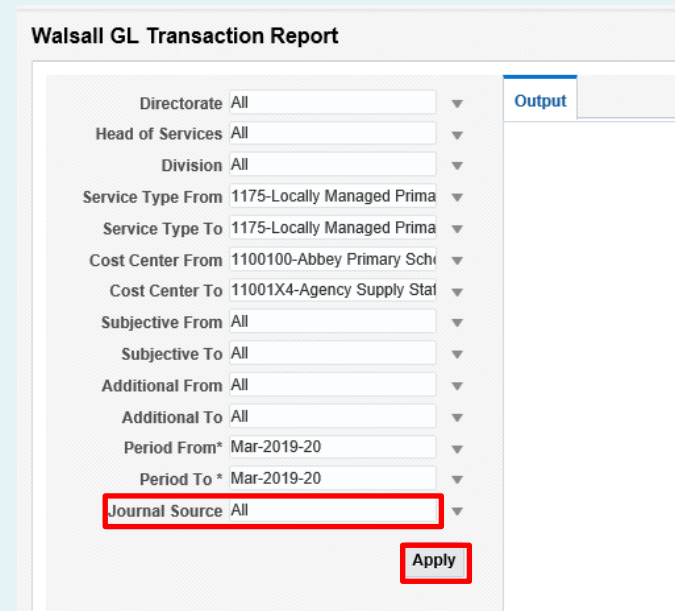
To enter parameters open each drop-down box, search, in the starts with box enter part of the code, Click **Search**



8 GL Transaction Report

The matches to your search appear, click on the one you want and OK

For example: This would return all transactions for Abbey School for March 1920



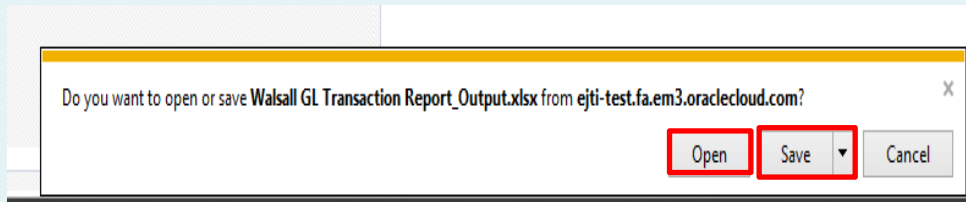
You can filter on **Journal source**, say you are only looking for payables transactions

Click on **Apply** to run the report. This report will automatically be opened as an excel spreadsheet.

Accessing School Reports

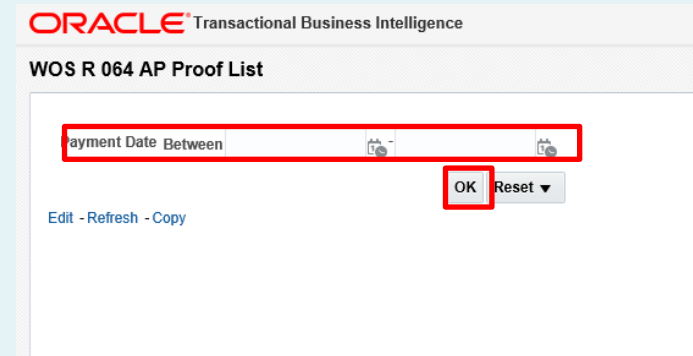
9 Saving Report

When the report is ready you will have the following appear on screen. Click on either **Save** to save the excel file to your computer or **Open** to directly open the file straight into excel before saving it.



10 Proof List

For Proof List you need to enter **Payment Date** parameters, this would return all payables transactions that have been paid between dates entered.



The dates can be entered either directly into the search boxes in the format dd/mm/yyyy (e.g. 01/02/2020) or through use of the calendar buttons at the side of

each input field .

To run the Report click **OK**.

Further Support If you have any further queries, please contact the **One Source helpdesk** on **01922 654320**.