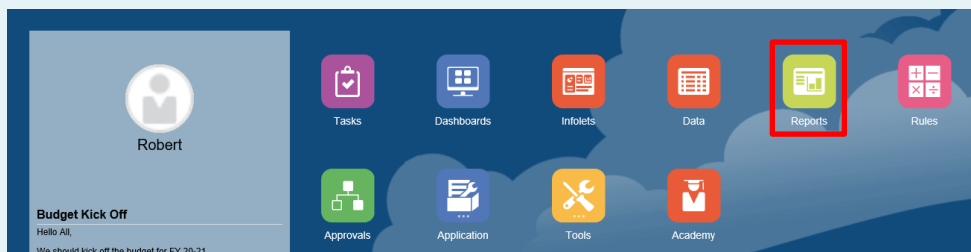


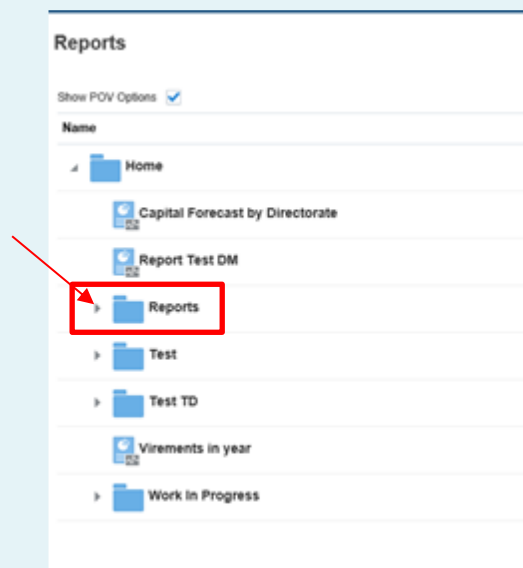
PBCS Reports

1

1. To access reports on PBCS on the PBCS homepage select reports.



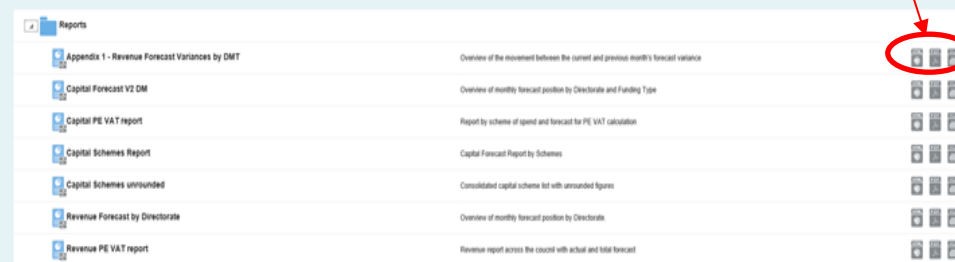
2. Select the arrow at the side of the reports folder. This will open up the list of reports that have been prepared for users in PBCS.



2

3. To access a report click on the relevant output for the report required (html, pdf or excel).

Report format
selection



4. You will then be requested to enter parameters to run the report. These will usually be to do with the financial code. These will be based on cost centre parents so it is important to know how these work. A brief overview of this can be found as appendix 1.

5. You can run the reports at any parent level and then the results will depend on how the report has been set up.

6. For revenue forecasting the reports service accountants require are Appendix 1 – Revenue Forecast Variances by DMT and Revenue Forecast by Directorate.

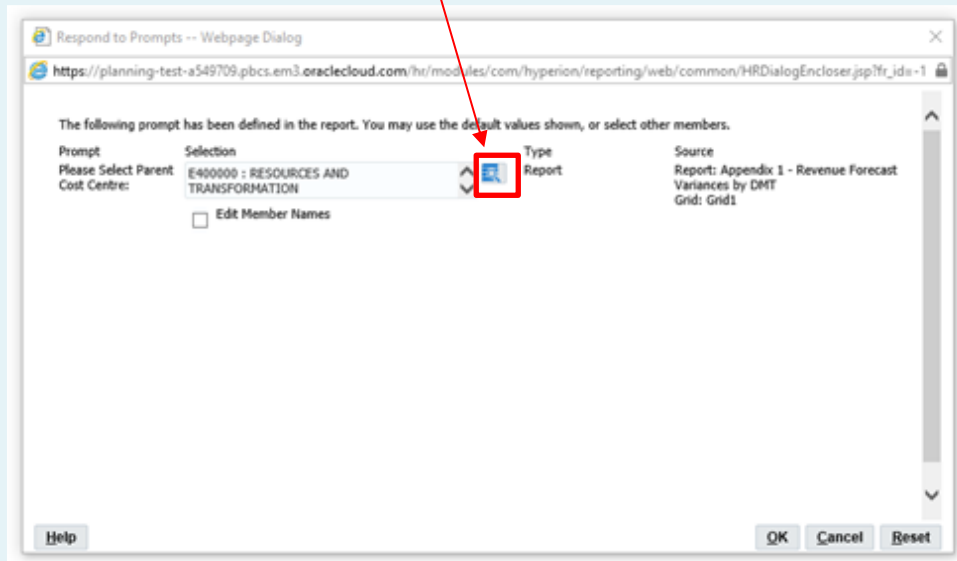
7. For capital forecasting Service Accountants will be using the Capital Forecast V2 DM and Capital Schemes Report.

PBCS Reports

3

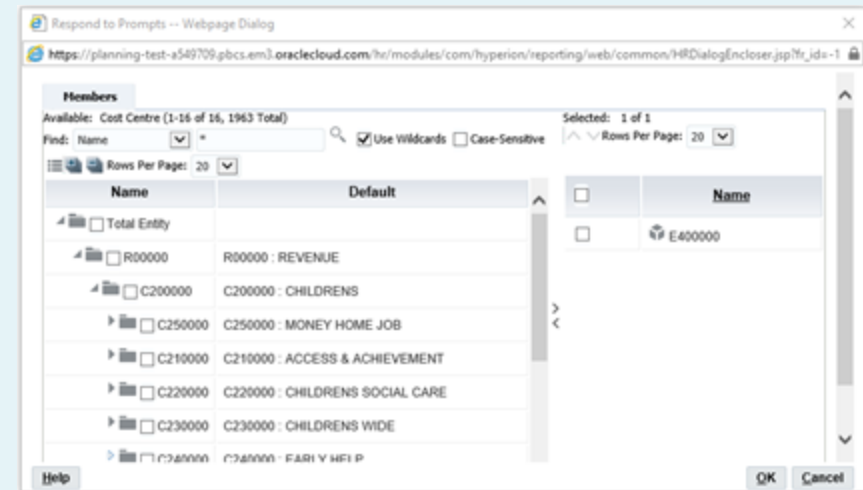
Revenue reports

8. The Revenue Forecast Variances by DMT report will provide the movement in under/overspend between the current month and prior month for reporting purposes.
9. The revenue forecast by directorate report provides the summarised monitoring position for reporting purposes.
10. Both of these reports will show the results for the next parent level down from that you choose (e.g. if you select an item at the parent 3 level (Directorate) it will show the results at parent 2 level (Head of Service)).
11. When you run either report you will be prompted to put in a parent cost centre. To do this click on the **search** icon at the side of the selection box.



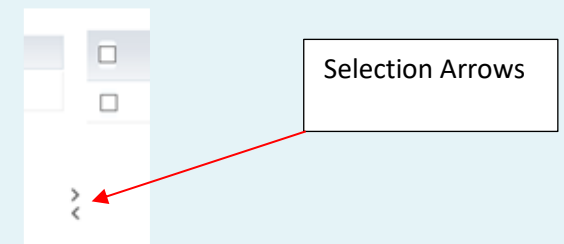
4

12. This will then open a box as below. From here you can select whichever parent level you wish to report at below Parent 4 (which is R00000: Revenue).



13. To move between parent levels click on the arrow at the side of the parent this will either open or close the next level.

14. To select the parent you want to run the report on click in the box so that there is a tick. Then use the right facing arrow between the left and right lists to move the parent over to the list on the right hand side.



PBCS Reports

5

15. If there is a parent on the right-hand side that you do not want to report on then use the left facing arrow between the left and right lists. This will remove it from the right-hand list.

16. Once you have selected the parent you wish to report on click on OK and the report will run in whatever format you selected.

Capital Reports

17. The Capital Forecast DM V2 report will provide accountants with a summarised capital forecast for the year split into funding sources for reporting purposes.

18. The Capital Schemes report will provide accountants with a capital forecast by scheme for the year split into funding sources for reporting purposes.

19. Both of these reports will show the results for the next parent level down from that you choose (e.g. if you select an item at the parent 3 level (Directorate) it will show the results at parent 2 level (Head of Service).

20. When you run either report you will open a screen as shown below where you are able to select you cost centre parent. To change the parent cost centre click on the tree icon at the side of the cost centre field. This will then open the selection box for cost centres.

6



Tree Icon

21. If you are at total entity you will need to open at least the next two levels down so that you are at directorate (Parent 3 level). For capital Parent 3 is for directorate, Parent 2 Head of Service and Parent 1 Capital Scheme.

22. If you only see the cost centre parent codes with no text click on the settings button (the cog like icon). This will open up a menu. On this menu select show alias. This will then put the cost centre name next to the code.

23. If you cannot see the parent level you require (e.g. as above you cannot see the parent 2 level then use the scroll bar underneath to move along.

24. To select the parent level you require click on it and it will display in bold and have a tick next to it. Also, in the audit trail bar at the bottom it should show as the last item showing.

PBCS Reports

7

Xxxx

Parent
Selected

Settings
Icon

Select a Member

Cost Centre
K300000 : ECONOMY & ENVIRONMENT CAPITAL

Search Cost Centre

Cost Centre	Total Entity	
Default Entity	R00000 : REVENUE	
Total Entity	B00000 : BALANCE SHEET	
	H00000 : HOLDING ACCOUNTS	
	K00000 : CAPITAL	

- K00000 : CAPITAL
 - K200000 : CHILDRENS CAPITAL
 - K300000 : ECONOMY & ENVIRON...**
 - K400000 : RESOURCES AND TRA...
 - K500000 : ADULT SOCIAL CARE...
 - K600000 : CAPITAL LEASING
 - K900000 : CENTRAL FINANCE C...

Members: Cost Centre > Total Entity > K00000 : CAPITAL > K300000 : ECONOMY & ENVIRONMENT CAPITAL

Audit Trail

Scroll bar

8

25. Once you have selected you cost centre parent click on ok. This will take you back to the previous screen. On this screen click ok and the report will run in whatever format you have requested it.