**SAP Financial Reports**

SAP is the Financial Ledger system used by Bradford Council.

Every month 3 reports are prepared for each school detailing the financial transactions that have been processed on SAP.

**The 3 Reports Are:**

**1) Consolidated Financial Report** (also known as the CPE (Cost per Employee) Report)

This report is a detailed payroll report for all staff for the calendar period. You must check that the charges on this report are correct by comparing them to the salary details you have recorded at the school (including staff contracts and your HCSS software). You must alert your HR Officer and Payroll Officer if any of the charges are incorrect or missing.

Please note that those schools who do not subscribe to Bradford Council Payroll Services will not receive details of their payroll costs in this way. Your payroll costs will be issued by your payroll provider.

**2) Actual/Plan/Variance Report** (also known as the S11 Report)

This report is a summary of expenditure items, income and funding posted on SAP to date for each CFR code. Schools must regularly check this Report against the actual to date position on the school’s finance system (by printing a ‘Proposed CFR Report’), to ensure that these match.

**3) Display Actual Cost Line Items for Cost Centres** (also known as the KSB1 Report)

This report shows all the transactions posted on SAP for the period. It includes subtotal for payroll costs, bank reconciliation return postings from the previous month and any journals processed by the Council. The payroll sub totals on this report should match those contained on the Consolidated Financial Report.

**How do schools receive the Reports?**

Reports are sent to schools through the Bradford Schools Online website ‘File Dropbox’ file transfer facility in the secure utilities menu.

Where this system is unavailable, individual reports will be sent out via email through the secure Galaxkey encrypted software system. Schools are required to follow a simple online procedure to register with Galaxkey and retrieve the emails.

**What next?**

a) Once you have checked the payroll costs and are satisfied that they are correct, these should be input into the school’s finance system against the relevant ledger code and cost centre.

b) Any journals detailed on your SAP report should be checked and then also entered onto the school’s finance system. The Council may post school meal fees, swimming transport and rates as journals, although other costs may also posted as journals. Schools should receive notification of journals prior to them being posted on SAP. Apart from Rates and specific de-delegated items, Full Budget Share Schools should not have any journals posted onto SAP as all transactions are processed through the school’s bank account. If a journal appears on a SAP report please notify the relevant Council Department, or call School Funding Team.

c) Entries marked as ‘Bank reconciliation’ e.g. Apr-Jun Bank reconciliation, should be checked against the bank reconciliation return submitted by the school, to ensure that the correct amounts have been posted to SAP, and to the correct code. These entries **should not** be entered onto the school’s finance system.