

CASH ACCOUNTS

PRODUCING AN INCOME-EXPENDITURE CAPITAL REPORT

The instructions below show how to produce an Income & Expenditure Report for the Capital Budget. This report may be useful to the School/Governors for monitoring purposes. This report is **not** required by Education Financial Services as part of the month end process.



Select **Records**.



Select the **Reports** icon.

Select **Budget Expenditure Breakdown**.

Enter **ECAAAA & ECZZZZ** in the *Search by ... Budget*.

Example of the Report Produced -

RMMS Cash Accounts - Norfolk School					Page 1
Budget Expenditure Breakdown By Analysis Code (YTD)					Printed Thursday, 30th October 2003
Capital Formula Funding (ECAPFM/612)	Allocated	Spent	Committed	Total	Difference
	0.00	-14787.23	1500.00	-13287.23	13287.23
Analysis			Nett	VAT	Gross
Capital Construction	2350		6808.51	1191.49	8000.00
Capital Furniture	2351		3404.26	595.74	4000.00
Standards Fund Funding	9897		-25000.00	0.00	-25000.00
Total			-14787.23	1787.23	-13000.00