College Financial Reporting (CFR) FAQ v1.2

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Question 01  What is CFR?
Answer 01 CFR stands for College Financial Reporting. It is an application which sits within The Gateway which provides Colleges with individualised reports regarding their payment data. There are 5 reports within CFR, which update each evening.

Question 02  What are the 5 reports within CFR?
Answer 02 The first report is the **Statement of Payments Made**. This report provides a detailed summary of all funding payments made to the College by the LSC during the period 1st August to date for the current Academic Year. The report sets out mainstream programme payments (including reconciliations and capping if appropriate) as well as non-mainstream funding payments and recoveries and invoices.

The second report is the **Incremental Statement of Account - By Pay Date**. This report provides a transactional, cumulative analysis of all payments and recoveries made to and from the College by the LSC during the period 1st August to date for the current Academic Year, by payment date.

The third report is the **Incremental Statement of Account - By Funding Stream**. This report provides a transactional, analysis of all payments and recoveries made to and from the College by the LSC during the period 1st August to date for the current Academic Year, by each funding stream the College engages with the LSC.

The fourth report is **Planned Payments**. This report provides details of all payments or recoveries due to or from the College from the LSC at the time the report was run. The report will identify the amount due, the funding stream it relates to, the Local LSC office that has generated the payment and the date the payment is due to be released.

The final report is **Incremental Statement of Accounts – Previous Year by Funding Stream**. This lists all payments and recoveries during the previous academic year (running 31 July to 1 August). The transactions are grouped into funding streams.

Question 03  How do I access CFR?
Answer 03 You will need to speak to your College Gateway User Approver. They will be able to add CFR privileges to your existing Gateway account, or create a new account for you. The account will be linked to your college UPIN. Once access has been granted, you will need to go to the LSC Gateway website [http://thegateway.lsc.gov.uk/](http://thegateway.lsc.gov.uk/). Log in and select College Financial Reporting from the menu list. You then simply select which of the five reports you wish to view.
Question 04 What are the benefits of using CFR?

Answer 04 The reports will return all payment data for the current Academic Year, so each Remittance Advice received can be summarised, thus supporting your Financial and Academic Year end accounts. The reports will include data for all main Programme Funding (such as DLF Learner Responsive, Employer Responsive, S6F, ESF etc), Supplementary Grants (such as LID, GLASS), and Invoices. The data shown on each report will be as at close of business the previous evening.

Question 05 Will the reports be editable?

Answer 05 The reports themselves are read-only. However, the data included on each report can be exported into various formats for manipulation, analysis, or use within your own systems. Microsoft Excel is one such format available.

Question 06 The details on the Remittance Advices are generally non specific/confusing. Will CFR be any clearer?

Answer 06 As CFR and the Remittance Advices use the same data source, the description will be the same.

Question 07 Will the Planned Payments Report show the amounts due for the rest of the year?

Answer 07 The Planned Payments Report will show the amounts which have been entered onto the LSC’s Accounting system, which are due for payment in typically the next 5 days. The report is to be used as an advance warning of the amounts which will be on your Remittance Advice. If the amounts shown are not what you expected to see, then there may be an opportunity to amend them. Currently, the Accounting System the LSC uses does not have the ability to hold all profiled payments (such as DLF). This request has been noted as a possible future enhancement.

Question 08 Will I be able to view data for previous Academic Years?

Answer 08 Yes, on the report: Incremental Statement of Accounts – Previous Year by Funding Stream.

Question 09 Who do I contact if the data on the reports is incorrect?

Answer 09 If you can see payment data which does not relate to your college, or data on a Remittance Advice you have received is not being displayed, please note the supplier reference relating to the amount, and e-mail CFRqueries@lsc.gov.uk. We will try to rectify any queries raised before the close of business, to ensure that the correct data is shown the next day.

Question 10 Who do I contact with regard to expressing my views about CFR?

Answer 10 Any comments regarding the ease of use, possible improvements for future releases, need for further training materials, etc need to be e-mailed to CFRcomments@lsc.gov.uk

Question 11 What will happen if the data does not refresh one evening?

Answer 11 If for any reason the data does not automatically update, the data for the previous day will still be available, and the ‘As at’ date will be two days behind the current date, instead of one day.
Question 12  Will I be able to access CFR if The Gateway website is down?
Answer 12  As the CFR application sits within The Gateway, it will also be unavailable. Any periods of planned maintenance to The Gateway will be communicated to users via The Gateway Notice Board.

Question 13  Who else can see the data for my college?
Answer 13  Only individuals in your college who also have been given access to the CFR application will be able to see your college’s data. Staff in other Colleges will not be able to access your College’s data. In addition, there will be a number of LSC staff in your Region and at National Office who will be able to access the exact same reports.

Question 14  If CFR is in year reporting only, won’t all of the 2008/09 data be overwritten on 02 August 2009 with zero data for 2009/10?
Answer 14  The first 3 reports will. However, the 2008/09 information will become available in the Incremental Statement of Accounts – Previous Year by Funding Stream report. Making the data available after the academic year end effectively removes the need for the LSC to issue each college with a FE Statement as in previous years.

Question 15  Will I be able to view data on a report as it was, for example, at last week?
Answer 15  As each report refreshes each evening, the data as it was at last week will be lost, unless you saved the report at the time by exporting to Microsoft Excel or PDF. You will however, be able to run the reports, export the data, and manually exclude the data which has recently been processed.

Question 16  There are some non-LSC Office’s in the LSC Office column on the Incremental Statement of Account – By Pay Date & By Funding Stream Reports, and on Planned Payments report. They read either ‘Skills Group / Balance Sheet / Learner Support DfES’. What do they mean?
Answer 16  These payments or recoveries will have been generated from the LSC National Office. They will generally be for nationally held budgets, or to accommodate transfers between accounts.

Question 17  What does each Supplier Reference (or Provider Account Code) relate to?
Answer 17  Each Supplier Reference is allocated to certain funding streams.

- Q accounts mainly relate to Demand-Led Funding – Youth and Adult Learner Responsive, as well as other programmes such as Learner Support, Increased Flexibility, FE Participation, LiDs, and Golden Hellos.
- F accounts relate to European Social Funding (ESF) payments.
- P accounts mainly relate to Demand-Led Funding – Employer Responsive, as well as programmes such as OLASS, YJB, Skills 4 Jobs, WBL and TTG.
- O accounts relate to Adult Community Learning (ACL) funds.
- O7 accounts relate to Education Maintenance Allowance (EMA) Admin Payments which is usually annual.
- S accounts mainly relate to supplier/provider invoices received.
- C accounts are debtor accounts.
Question 18  Why are the transaction values stored as text when I export my report to Excel?
Answer 18  This is the result of showing the negative values in brackets, and is planned to be fixed in a future version. In the meantime, Excel allows you convert them to the number format after you export the report.

Question 19  Why does the Provider Name shown in CFR not match my college’s name exactly?
Answer 19  The name is taken from the data we have listed in our finance systems, which may be inaccurate or out of date on one or more of the accounts you have with us. If would like this corrected/updated, please contact CFRqueries@lsc.gov.uk.

Question 20  What should I do if I have forgotten my log in details for The Gateway?
Answer 20  If you have forgotten your username, please contact your college’s user/approver role who will be able to advise. If you have forgotten your password, enter your username in the log-in page and then click on the link “Forgotten Password” and your password will be emailed to you. If this does not resolve your query then please contact The Gateway Helpdesk on 024 7682 3569.