

Guide to using the Consolidated Costings Report Macro

EPM Connect Guide



Document Control

Document Overview: This document outlines the step-by-step process for managing the Consolidated Costing Report Macro, alongside the Payroll Analysis Report in EPM Connect.

Classification: Public

Document ID: EPMC057

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Version: 1.1

Date of Last Review: 2nd July 2026

Last Reviewed by: Keren Prior, Director of Operational Excellence

Date of Next Review: 2nd July 2027

Document Approval

The Director of Operational Excellence shall review this guide annually and shall determine whether any further changes need to be made prior to approval.

This document was approved by Keren Prior, Director of Operational Excellence on 2nd July 2026 and is issued on a version-controlled basis under her signature.

Document History

Date of Change	2 nd July 2026
Summary of Change	Entire document updated to improve clarity.
New Version Number	1.1
Changes to be notified to	Keren Prior, Director of Operational Excellence

Safely opening the Excel file with the Macro

The **Payroll Analysis Report** provides a detailed breakdown of costings. The **Consolidated** Costings Report Macro is designed to consolidate the costings within the Payroll Analysis Report into a standardised columns which can be used to provide consistent reporting.

To safely open and use the **Payroll Analysis Report** with the **Macro**:

1. Download the file and save the attached **Excel** file to your **Desktop** or **Documents**.
2. Double click the file to open the file.
3. If a yellow **Protected View** banner is displayed at the top of the screen, click **Enable Editing**.
4. If a security warning such as **Macros have been disabled**, click **Enable Content** to allow the macro to run.

Important:

Only enable macros if you trust the source of the file (which in this case is safe).

If you have any issues or the macro doesn't run as expected, please reach out the Connect Support Team.

Using the Macro to consolidate costings

Step 1: Paste/refresh your payroll extract

1. Open the workbook.
2. Copy / refresh your payroll extract from the Payroll Analysis Report.
3. Paste this data within the sheet named **Employee-Breakdown-Analysis...** in the Consolidated Costings Report (the sheet name can vary each period, but it must start with: **Employee-Breakdown-Analysis**).
4. Ensure the first row contains the column headers from the payroll extract (from the Payroll Analysis Report).

Step 2: Complete the Data Input fields

1. Complete / check the following cells:

- School Name (C3)
- Tax Year (C4)
- Period (C5)
- Include totals for Cost Centre? (C6)

	
School Name	ABC Academy
Tax year	2026
Period	2
Include totals for Cost Centre?	Yes

2. Select **Yes** to include **TOTAL** lines per **Cost Centre** on the **EE Summary Report** sheet.

3. Complete the following fields within the **Consolidated Costings Report**:

- Apprenticeship Levy in period (C8)
- Leave Rebate % (C9) e.g. 92% (or 109% for small Employer)
- Total Statutory reclaim (input) (D9) (Any line within the NI section of the report with the term **Recovered** within it).

Apprentice levy in period (Located In P30 Report)	495
Total Statutory reclaim (Located In P30 Report)	791.72
LeaveRebate	0.92

The above fields can be found within the P30 Report.

Apprenticeship Levy

In the **Apprenticeship levy in period (Located in P30 report)** field, enter the figure in the **Apprenticeship Levy** column of the **P30** report.

Apprenticeship Levy:	495.00
Net National Insurance Contributions:	15,876.34

Total Statutory Reclaim

In the **Total Statutory Reclaim** box enter the total amount of all **Statutory...Recovered** lines within the P30 report.

Employee National Insurance Contributions:
Employer National Insurance Contributions:
Statutory Maternity Pay Recovered:
Statutory Maternity Pay NIC Compensation:
Statutory Paternity Pay Recovered:
Statutory Paternity Pay NIC Compensation:
Statutory Adoption Pay Recovered:
Statutory Adoption Pay NIC Compensation:
Statutory Shared Parental Pay Recovered:
Statutory Shared Parental Pay NIC Compensation:
Statutory Parental Bereavement Pay Recovered:
Statutory Parental Bereavement Pay NIC Compensation:
Statutory Parental Bereavement Pay (NIRE) Recovered:
Statutory Parental Bereavement Pay (NIRE) NIC Compensation:
Statutory Neonatal Care Pay Recovered:
Statutory Neonatal Care Pay NIC Compensation:
Received from HMRC to pay Statutory Pay:
Employment Allowance Claim:
Apprenticeship Levy:

This is used for the reclaim check shown at the bottom of the **Summary Report** and located in the **P30 Report**.

Leave Rebate

In the **Leave Rebate** field select 92% or 109% from the drop down menu.

Apprentice levy in period (Located In P30 Report)	495
Total Statutory reclaim (Located In P30 Report)	791.72
LeaveRebate	0.92

Step 3: Run the report build

1. Click the **Build Simplified Costings** button within the **Consolidated Costing Report**.

Build Simplified Costings

This creates / refreshes:

- **EE Summary Report** (employee level, grouped by **Cost Centre**)
- **Summary Report** (cost centre totals + checks and levy totals at the bottom)

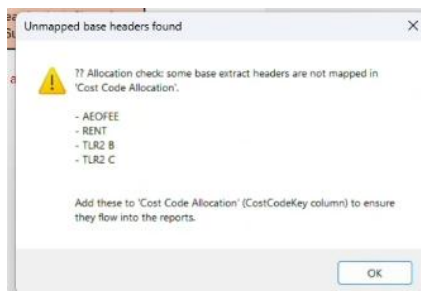
Note:

Total Cost already includes the **Leave Rebate** deduction

The **Summary Report** includes a **Reclaim Check** comparing: 92%/109% with the value entered in C9.

If it differs by more than £0.05, it flags a mismatch.

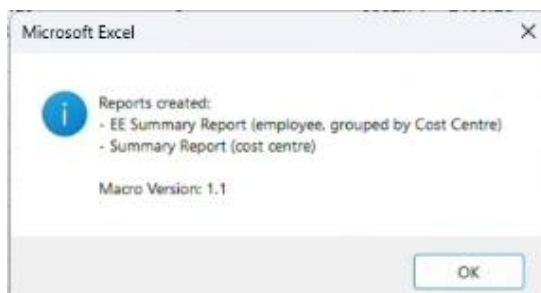
If the message below appears, there are missing cost codes and you will need to add them manually to the **Cost Code Allocation Sheet** within the **Consolidated Costings Report** and assign a Grouping Column (Column C).



2. Once all cost code fields are complete. Re-click **Build Simplified Costings**.

Build Simplified Costings

The following window is displayed:



The report is displayed with summarised totals for each **Cost Centre**.

Example Report

Employee-Breakdown Analysis before using Consolidated Costings Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Code	First Name	Last Name	Department	Department Name	Cost Centre	Cost Centre Name	ACTING UP ALLOW	AEO	AEO FEE	BASIC ANNUAL CONT	C FIRST AD	ALLO GMB	HEAD ALLOWANCE	HEALTH - PB	NET DEEDU	OCCS BCK	PBK	POLAR	RENT	SAL	SAC CV	SMP
E430096	Amy	Lee		STNU	Teacher		0	0	0	8005.6	0	0	0	0	0	0	0	0	0	0	0	0
E330027	Bethany	Turner		STAS	Teaching Asst		0	0	0	596.27	0	525.34	0	0	0	0	0	0	0	0	0	0
E330034	Denise	Ali		STAS	Teaching Asst		500.01	0	0	3750	0	0	0	0	0	0	0	0	0	0	0	0
E330042	Duncan	Norton		STAS	Teaching Asst		0	0	0	893.6	0	0	0	0	0	0	0	0	0	0	0	0
E330033	Eleanor	Saunders		STEA	Teacher		0	0	0	1177.17	0	0	0	0	0	0	0	0	0	0	0	0
E400098	Ellen	Wright		STLNU	Midday Supervisor		0	0	0	1480.95	0	0	0	0	0	0	0	0	0	0	0	0
E330039	Gail	Matthews		STEA	Teacher		0	0	0	3961	0	0	0	0	0	0	0	0	0	0	0	0
E330058	Geoff	Williams		STEA	Teacher		0	0	0	4489.5	0	0	0	0	0	0	0	0	0	0	0	0
E427088	Georgia	Gillies		STLNU	Midday Supervisor		0	0	0	574.58	0	0	0	0	0	0	0	0	0	0	0	0
E330033	Grace	Henderson		STEA	Teacher		0	0	0	4239	0	0	0	0	0	0	0	0	0	0	0	0
E330033	Hazel	Waller		STADM	Administrative St		0	0	0	2462.67	0	0	0	0	0	0	0	0	0	0	0	0
E330034	Hilary	Morris		STEA	Teacher		0	0	0	4489.5	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Holly	Dunn		STAS	Teaching Asst		0	0	0	2076.98	0	0	0	0	0	0	0	0	0	0	0	0
E330037	Ian	Owen		STAS	Teaching Asst		0	0	0	1770.65	0	0	0	0	0	0	0	0	0	0	0	0
E330033	Jacqueline	Dale		STEA	Teacher		0	0	0	567.58	0	0	0	0	0	0	0	0	0	0	0	0
E420048	Jane	Jones		STEA	Teacher		0	0	0	3034.42	0	0	0	0	0	0	0	0	0	0	0	0
E420021	Jemma	Davies		STEA	Teacher		0	0	0	3034.42	0	0	0	0	0	0	0	0	0	0	0	0
E430030	Jemma	Williams		STADM	Administrative St		0	0	0	2509.3	247.65	0	0	0	0	0	0	0	0	0	0	0
E330039	Kayleigh	Davson		STAS	Teaching Asst		0	0	0	1248.38	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Leigh	Evans		STEA	Teacher		0	0	0	2057.63	0	0	0	0	0	0	0	0	0	0	0	0
E400088	Lindsey	Watson		STAS	Teaching Asst		0	0	0	934	0	0	0	0	0	0	0	0	0	0	0	0
E330081	Megan	Sheppard		STPRE	Site Staff		0	0	0	1723.98	0	0	0	0	0	0	0	0	0	0	0	0
E418033	Naomi	Watson		STPRE	Site Staff		0	0	0	871.82	0	0	0	0	0	0	0	0	0	0	0	0
E425439	Nicola	Sharp		STEA	Teacher		0	0	0	4264.41	0	0	0	0	0	0	0	0	0	0	0	0
E406039	Nicola	McDonald		STAS	Teaching Asst		0	0	0	1795.74	0	0	0	0	0	0	0	0	0	0	0	0
E330037	Pamela	Ellis		STEA	Teacher		0	0	0	2915.88	0	0	0	0	0	0	306.18	0	0	0	0	0
E330034	Rachael	Norris		STLNU	Midday Supervisor		0	0	0	574.58	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Rachael	Jackson		STEA	Teacher		0	0	0	3750	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Ruth	Williams		STLNU	Midday Supervisor		0	0	0	587.58	0	0	0	0	0	0	0	0	0	0	0	0
E400038	Shelia	O'Brien		STAS	Teaching Asst		0	0	0	1795.74	0	0	0	0	0	0	0	0	0	0	0	0
E400081	Stephen	Smith		STAS	Teaching Asst		0	0	0	1722.16	0	0	0	0	0	0	0	0	0	0	0	0
E330031	Shelvi	Turner		STCOU	Counsel		0	0	0	567.58	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Sylvia	Evans		STADM	Administrative St		0	0	0	2094.47	0	0	0	0	0	0	0	375	0	0	0	0
E330038	Victoria	Garner		STEA	Teacher		0	0	0	1796.33	0	0	0	333.33	0	0	0	0	0	0	0	0
E330035	Vincent	Lambert		STADM	Administrative St		0	0	0	2038.03	0	0	0	0	0	0	0	0	0	0	0	0
E330035	Wayne	Williams		STAS	Teaching Asst		0	0	0	1762.74	0	0	0	0	0	0	0	0	0	0	0	0
E420033	Wendy	Thompson		STEA	Teacher		0	0	0	3302.61	0	0	0	0	0	0	0	0	0	0	0	0
E330048	Yvonne	Hilton		STLNU	Midday Supervisor		0	0	0	1580.22	0	0	0	0	0	0	0	0	0	0	0	0
E330035	Debra	Fletcher		STAS	Teaching Asst		0	0	0	1668.38	0	0	0	0	0	0	0	0	0	0	0	0
E430038	Lynn	Khan		STPRE	Site Staff		-186.71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Tina	Parker		STPRE	Site Staff		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Teri	North		STPRE	Site Staff		-180.54	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E330038	Blair	Abbott	ADMIN	Trust Admin			0	0	0	1735.13	0	0	0	0	0	0	0	0	0	0	0	0

Employee-Breakdown Analysis after using Consolidated Costings Report

This report consolidates and standardises the format, grouping by cost centre

School Name	Cost Centre	Employee Name	Employee Number	Period	Salary	Statutory Parental Pay	Statutory Sick Pay (SSP)	Additional Payments	Other Deductions	Expenses Reimbursed	PAYE Tax	Employee NI	Employee Pension	Student Loan	Net Pay	Nilable Pay	Taxable Pay	Pensionable Earnings	Employer NI	Employer Pension	Statutory Rebate	Employer Cost
ABC Academy	[Blank]	TOTAL		2																		
ABC Academy	STADM	Hazel Warner	E330013	2	2462.67	0	0	0	0	0	251	113.17	169.08	0	1938.42	2462.67	2302.59	2462.67	306.85	522.09	0	3291.61
ABC Academy	STADM	Jemma Williams	E430010	2	2753.18	0	0	0	0	0	305.2	136.41	178.97	0	2132.6	2753.18	2574.21	2753.18	350.43	583.69	0	3687.3
ABC Academy	STADM	Vincent Lambert	E330025	2	2038.03	0	0	0	0	0	174.4	79.2	117.99	0	1668.44	2038.03	1920.84	2038.03	243.15	432.08	0	2713.23
ABC Academy	STADM	TOTAL		2	7253.88						730.6	328.78	457.04		5737.46	7253.88	6796.84	7253.88	900.43	1537.86		9692.17
ABC Academy	STAS	Amy Lee	E330034	2	944.47	0	0	0	0	0	0	0	51.96	0	892.51	944.47	892.51	944.47	79.12	208.24	0	1223.83
ABC Academy	STAS	Holly Dunn	E330018	2	2076.98	0	0	0	-14	0	190.2	82.32	77.85	0	1712.61	2076.98	1998.13	2076.98	249	46.71	0	2372.69
ABC Academy	STAS	Ian Owen	E330027	2	1770.65	0	0	0	0	0	125.4	58.45	102.98	0	1491.82	1770.65	1675.67	1770.65	204.25	377.08	0	2359.98
ABC Academy	STAS	Kayleigh Dawson	E330019	2	1248.38	0	0	0	0	0	26.4	10.63	68.67	0	1137.28	1248.38	1179.71	1248.38	124.71	264.67	0	1537.76
ABC Academy	STAS	Lindsey Watson	E400666R1	2	1494	0	0	0	0	0	88.6	35.68	3.05	0	1366.67	1494	1490.95	1494	161.55	11.73	0	1667.28
ABC Academy	STAS	Nicola McDonald	E400609	2	1795.74	0	0	0	0	0	128.6	59.82	103.96	0	1503.36	1795.74	1691.78	1795.74	208.81	389.71	0	2383.26
ABC Academy	STAS	Shelia O'Brien	E400696	2	1795.74	0	0	0	0	0	149.4	59.82	99.7	0	1506.52	1795.74	1795.74	1795.74	208.81	0	0	2002.55
ABC Academy	STAS	Stephen Smith	E400961	2	1722.16	0	0	0	0	0	163.4	53.93	102.98	0	1405.13	1722.16	1622.45	1722.16	195.77	365.11	0	2283.34
ABC Academy	STAS	Wayne Williams	E330035	2	1762.74	0	0	0	0	0	122.4	57.38	102.06	0	1481.1	1762.74	1660.68	1762.74	201.86	373.71	0	2338.31
ABC Academy	STAS	Debra Fletcher	E308955	2	332	0	368.75	327.44	-136.71	0	0	0	56.61	0	855.87	1029.19	972.58	1029.19	91.83	218.19	0	1339.21
ABC Academy	STAS	TOTAL		2	14950.86		368.75	327.44	-136.71		994.4	423.23	666.64		13432.87	15648.95	14881.21	15648.95	1721.71	2238.15		19607.91
ABC Academy	STCOU	Sylvia Evans	E330008	2	2469.47	0	0	0	-50	0	250	79.72	121.48	0	1968.27	2469.47	2287.99	2469.47	244.12	444.03	0	3107.62
ABC Academy	STCOU	TOTAL		2	2469.47				-50		250	79.72	121.48		1968.27	2469.47	2287.99	2469.47	244.12	444.03		3107.62
ABC Academy	STLNU	Elliot Wright	E400966	2	648.99	0	0	0	0	0	0	0	35.7	0	613.29	648.99	613.29	648.99	34.8	137.59	0	821.38
ABC Academy	STLNU	Georgina Griffiths	E427089	2	574.58	0	0	0	0	0	0	0	31.62	0	542.96	574.58	542.96	574.58	35.58	121.62	0	634.58
ABC Academy	STLNU	Rachael Norris	E330038	2	574.58	0	0	0	0	0	0	0	31.62	0	542.96	574.58	542.96	574.58	35.58	121.62	0	634.58
ABC Academy	STLNU	Ruth Williams	E330028	2	587.58	0	0	0	0	0	170.8	0	32.33	0	384.45	587.58	555.25	587.58	25.59	124.58	0	737.75
ABC Academy	STLNU	Yvonne Hilton	E330048	2	590.23	0	0	0	0	0	0	0	0	0	590.23	590.23	590.23	590.23	25.98	0	0	616.21
ABC Academy	STLNU	TOTAL		2	3075.86						170.8		99.65		2808.11	3075.86	2975.91	3075.86	145.59	383.99		3608.14
ABC Academy	STNU	Almea Smith	E430096	2	1509.6	0	0	0	0	0	93.6	44.93	93.36	0	1377.71	1509.6	1516.24	1509.6	178.89	341.24	0	2129.73
ABC Academy	STNU	TOTAL		2	1509.6						93.6	44.93	93.36		1377.71	1509.6	1516.24	1509.6	178.89	341.24		2129.73
ABC Academy	STPIRE	Naomi Watson	E418163	2	871.82	0	0	0	0	0	104.2	0	47.36	0	719.66	871.82	823.86	871.82	69.22	184.84	0	1124.98
ABC Academy	STPIRE	Lynne Khan	E430138	2	668.98	0	0	0	0	0	133.8	0	0	0	535.18	668.98	668.98	668.98	37.8	0	0	706.78
ABC Academy	STPIRE	TOTAL		2	1540.8						238		47.96		1254.84	1540.8	1492.84	1540.8	106.02	184.84		1831.66
ABC Academy	STIFA	Eleanor Saunders	E330030	2	1177.17	0	0	0	0	0	8.4	10.33	67.12	0	1071.32	1177.17	1090.85	1177.17	134.02	337.62	0	1526.81
ABC Academy	STIFA	Gail Matthews	E330029	2	3101	0	0	0	0	0	422.6	169.04	0	0	2659.36	3161	3161	3161	411.6	0	0	3872.6
ABC Academy	STIFA	Gareth Williams	E330058	2	4069.92	0	0	0	0	0	731.67	266.9	521.85	0	3449.5	4069.92	4446.07	4069.92	682.94	1425.38	0	7078.24
ABC Academy	STIFA	Grace Henderson	E330203	2	4339	0	0	0	0	0	626.2	254.28	0	0	3426.52	4339	4339	4339	588.3	0	0	4927.3
ABC Academy	STIFA	Hilary Morris	E330094	2	5189.42	0	0	0	0	0	803.67	271.29	544.89	246	3232.57	5189.42	4644.53	5189.42	735.95	1408.33	0	7393.61
ABC Academy	STIFA	James Jones	E429546	2	3034.42	0	0	0	0	0	241.3	159.91	279.07	71	2191.24	3034.42	2794.35	3034.42	392.61	878.78	0	4297.31
ABC Academy	STIFA	Henry Davies	E425821	2	3034.42	0	0	0	0	0	343.4	159.91	279.07	0	2282.94	3034.42	2794.35	3034.42	392.61	878.78	0	4297.31

EE Summary Report

This report provides an overall breakdown per cost centre, not employee.

SchoolName	Cost Centre	Period	Salary	Statutory Parental Pay	Statutory Sick Pay (SSP)	Additional Payments	Other Deductions	Expenses Reimbursed	PAYE Tax	Employee NI	Employee Pension	Student Loan	Net Pay	Notable Pay	Taxable Pay	Pensionable Earnings	Employer NI	Employer Pension	Statutory Rebate	Employer Cost
ABC Academy	(Blank)	2	18875.57	860.56	0	0	-1513.54		2168.54	732.07	1569.62	225	13527.36	19074.04	17913.51	17880.06	2208.15	3702.56	791.7152	25035.1248
ABC Academy	STADM	2	7253.88	0	0	0	0		730.6	328.78	457.04	0	5737.46	7253.88	6796.54	7253.88	908.43	1537.86	0	9602.17
ABC Academy	STAST	2	14958.86	0	369.75	327.44	-130.71		904.4	423.23	666.84	0	13432.67	15648.05	14961.21	15648.05	1721.71	2238.15	0	19607.91
ABC Academy	STCOU	2	2409.47	0	0	0	-50	0	250	79.72	121.45	0	1868.27	2044.47	2297.99	2094.47	244.12	444.93	0	3107.52
ABC Academy	STLUN	2	3075.56	0	0	0	0	0	170.8	0	89.65	0	2805.11	3075.56	2975.91	2975.96	148.59	383.99	0	3608.14
ABC Academy	STNUR	2	1609.6	0	0	0	0	0	83.6	44.93	93.36	0	1377.71	1609.6	1516.24	1609.6	178.89	341.24	0	2129.73
ABC Academy	STPRE	2	1540.8	0	0	0	0	0	238	0	47.96	0	1264.84	1540.8	1492.84	1540.8	106.02	184.84	0	1831.66
ABC Academy	STTEA	2	44208.56	0	643.9	3016.18	0		6662.74	2466.25	3635.92	660	34530.73	48755.64	45119.72	43932.45	6500.17	10448.88	0	64904.69
	GRAND TOTAL		94078.3	869.56	1010.85	3293.62	-1644.25		11390.68	4874.98	6691.87	885	74634.35	99902.04	93984.26	92936.17	12098.08	19371.58	791.7152	129917.0489
Apprenticeship Levy 495.00 Statutory Reclaim (Input) 791.72 Statutory Reclaim (Calc @ 92%) 791.72 Total Cost + Levy 130,412.04 Reclaim check OK Leave rebate already considered in the Total Cost Apprenticeship Levy + Total Cost = Total Cost																				

The fields are created from the data you entered within the **Consolidated Costings Report**.

Apprenticeship Levy	495.00	
Statutory Reclaim (Input)	791.72	
Statutory Reclaim (Calc @ 92%)	791.72	Reclaim check OK
Total Cost + Levy	130,412.04	Leave rebate already considered in the Total Cost

This table provides a key to the **Payment Summary** and totals of all relevant cells.

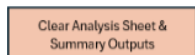
Payment Summary		
Payment Type	Amount	Description
Salaries	74,634.35	Net Pay Paid: Salary + Statutory Parental Leave + Statutory Sick Leave + Additions + Deductions + Expenses - Deductions - Employee Tax - Employee NI - Employee Pension - Employee Student Loan
HMRC	28,070.02	Employee Tax + Employee NI + Employer NI + Employee Student Loan + Levy - Statutory Rebate
Pensions	25,063.42	Employee Pension + Employer Pension
Third Party	1,644.25	Deductions
TOTAL	130,412.04	Total funding requirement: Salaries + HMRC + Pensions + Third Party

Step 4: Save your work

After running the macro, save the file to keep any changes.

Clear down ready for the next period (optional)

- Click the Clear Analysis Sheet & Summary Outputs button to clear previous results before loading a new period.



This clears:

Data below headers on the **Employee-Breakdown-Analysis...** sheet (keeping the headers).

Data below headers on **EE Summary Report** and **Summary Report**.

Cost Codes/headers are allocated via the **Cost Code** allocation sheet.

- Re-map any pay elements within this section.

There is also validation to pull the headers as required to where values should be mapped.

If a new **Pay Code** is present within the downloaded system **Analysis Report of Costing Breakdown** (within **Integrated Reports**), a flag will show to notify you of these pay codes.

3. After running the macro, save the file to keep any changes.

The best approach is to use the same mapped document month after month in order to build your own cost code allocation mapping, unique to your school. This will prevent the need to re-map existing cost codes each month.

Troubleshooting

If the message below appears, these cost codes are missing and you will need to add them manually to the **Consolidated Costings Report**.

