



Did you know that video tutorials are available to assist administrators using the Single Scheme Databank?

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What data is used in the Databank Reports?

The data used in the reports is based on the Single Scheme Databank files that have been uploaded to the Single Scheme Databank by your organisation.

These files are:

Single Scheme Membership Data File	contains data on all active, deferred, and former members of the Scheme. It also includes information on refunds paid to non-vested leavers.
Single Scheme Benefit Payments Data File	which records details of any retirement or death benefits paid under the Single Scheme in that year, as well as details of pensions in payment

You should familiarise with the currency of the data uploaded to the Single Scheme Databank by your organisation before you run a report.

Note: You will not be able to run a report on data uploaded to the Single Scheme Databank by a different Relevant Authority.

What Databank Reports can I run?

A summary of the initial suite of BI Reports made available to Relevant Authorities and their intended purpose can be found in the BI Reports Index available at Page 3

It is recommended that you familiarise yourself with the different reports before running any of the reports.

How do I run a Databank Report?

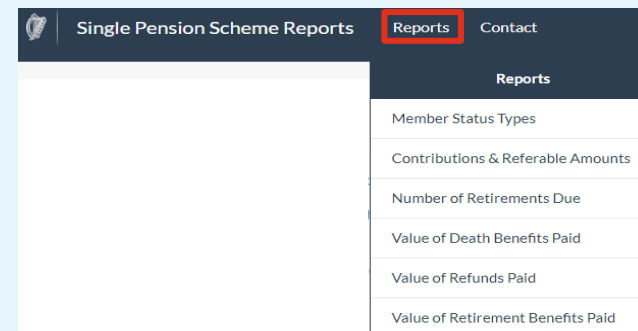
In order to access the suite of reports, you will first need to log into the **Databank BI Reports Tool** application by entering the relevant URL on your internet browser.

Depending on what IT network your organisation is affiliated with, the URL will be:

Government Network	https://spsreports.gov.ie/
HEAnet	https://hea.spsreports.gov.ie/
Neither	You will not be able to access the BI Reports Tool

If you are accessing the BI Report Tool for the first time, please see the Quick Reference Guide “*Accessing the Single Scheme Databank*” or watch the video tutorial titled “*Logging into the Databank for the first time*”.

Once you have logged on successfully, select “Reports” from the banner ribbon towards the top of your screen. A dropdown menu of available reports will be presented. Click on the name for one of the reports to launch a report:



After you have selected a report, a brief summary of the reports purpose will be displayed on the top of the screen under the name of the report.

Summary on value of contributions and referable amounts earned by all members in the Scheme

This report provides an annual summary of all contributions paid by members of an assigned Relevant Authority, and the corresponding referable amounts earned, for a particular calendar year based on submissions made to the Databank. No allowance is made in a particular calendar year for (i) refunds subsequently paid to members or (b) benefits earned or contributions paid by members in prior calendar years. This report does not represent an aggregate value of Scheme liabilities for assigned Relevant Authorities at a point in time and should not be used for financial estimates or actuarial costings

You should make sure that you understand the report assumptions noting that, ultimately, the aggregated report is based on the data that your organisation has previously uploaded.

Can I filter a report?

You can specify certain parameters for the report. The filters that you can apply may include selecting a specific:

- scheme year or years
- member status or statuses
- benefit type or benefit types
- member category or categories

The filters available will vary for the different types of reports.

By default, each of the filters will select “all” options.

Year	<input type="text" value="2018,2017,2016,2015,2014,2013"/>	Member Status	<input type="text" value="Active Member,Leaver not veste"/>
Relevant Authority	<input type="text" value="Relevant Authority ABC"/>	Membership Category	<input type="text" value="Standard,Uniformed,TD/Senator"/>

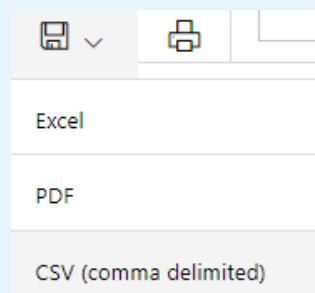
If you work in a Pensions Shared Service Centre, you can also apply a filter for a specific relevant authority or a selection of relevant authorities affiliated to your Shared Service Centre.

Can I export a report?

If you would like to save a report that you have run, you can do this by clicking on the floppy disk save icon located on the Report Toolbar.



This will allow you to export the copy of the data displayed on screen. You can choose to export to an excel, pdf or csv file which you can then save locally.



What if I run a report for which I have no data?

If you attempt to run a report for which there is no corresponding data held in the Databank, a message will be displayed notifying you that no data exists.

Sorry, there is no data to report

Summary Index of Databank BI Reports

Report Name	Report Purpose
Member Status Types	This report provides an annual summary of the status of the membership types for assigned Relevant Authorities for a <u>particular calendar year</u> based on submissions made to the Databank.
Contributions & Referable Amounts	This report provides an annual summary of all contributions paid by members of an assigned Relevant Authority, and the corresponding referable amounts earned, for a particular calendar year based on submissions made to the Databank.
Number of Retirements Due	This report will aid in the determination of future retirement profiles over different time periods for members of the Single Scheme in an RA.
Value of Death Benefits Paid	This report will show the value of death benefits that have been paid or are in payment to beneficiaries of members of the Single Scheme.
Value of Refunds Paid	This report will show the value of refunds that have been paid to non-vested members of the Single Scheme subsequent to ceasing pensionable employment.
Value of Retirement Benefits Paid	This report will return the value of all Retirement Benefits that have been paid or are in payment to Single Scheme members.
New Entrants	This report will return the number of new entrants into the Single Scheme over a period of time
Value of Refunds Unclaimed	This report will return the value of unclaimed refunds by non-vested members of the Single Scheme who have left pensionable employment under the Single Scheme but have not yet claimed a refund.

Please note: the reports available to a Relevant Authority/Shared Service Centre contain aggregate data submitted by that Relevant Authority/Shared Service Centre. These reports should not be used for financial or actuarial costings.