

# IRIS User Guide: Overview of IRIS Reports



## **SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022**

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# Overview of IRIS Reports

A number of standard reports can be run from IRIS.

The following provides an outline of each report and its primary use.

Name of Report	Primary use and benefits
Payments Report	For use by LCDCs to run a report of SICAP payments made to LDCs, which includes VAT payments. This report must be run and submitted to the DRCD when requested.
Lot Cost Charged Report	<p>This brings together all of the cost charged items input on IRIS into one report. This report is printed, signed and uploaded onto IRIS for the Mid Year and End of Year review process, for use by both LDCs and LCDCs.</p> <p>This report acts as a useful management tool to identify potential under and overspends, particularly at the Mid Year period.</p>
Annual Plan Report	This report provides detail on the Annual Lot KPI targets, Budgets and specific Action Detail.
Action Progress Report	<p>This report provides quantitative and qualitative detail on the progress of each action. It shows progress against KPI 1 and 2 targets set for each action, as well as progress against the Thematic Outcomes selected for each action. In order to roll up to the actuals for action targets set, an individual or LCG must receive at least two interventions, with one being from the particular action.</p> <p>Narrative detail on the action progress as recorded by the LDC against each action is provided in the Update on Action Progress section. This report is a useful tool for both LDCs and LCDCs to monitor and assess the progress of each action, while also getting a thorough understanding of the impact of the action from the narrative piece.</p>
Goal 1 and Goal 2 Outcome Reports	This provides detail on progress against each of the thematic areas named in the Annual Plan, including the number of beneficiaries, number of interventions SICAP staff time allocated and grants. This report is printed from and uploaded on IRIS as part of the Mid and End of Year reporting processes. It is used by Pobal to monitor the impact of the programme nationally.
Individual Caseload by Target Group Report.	This provides a summary of individuals, who are on the caseload, by SICAP target group breakdown, including the emerging needs target group where relevant. It is useful for both LDCs and LCDCs to monitor the impact of SICAP at Lot level across the target groups within the Lot.
Individual Report	This report is for LDCs only, and can only be run from the individual beneficiary record. The LDC can run a report on individuals, which collates their registration details, profile progression, interventions and outputs. For individuals who have not completed the registration process (e.g. those who have transferred over from SICAP 2015), the registration detail can be directly input into IRIS and this report can be run and signed by the individual and then saved on the beneficiary file.

Lot Summary Report	This report is of use for both LDCS and LCDCs to monitor the impact of SICAP at a local level. It displays key performance information and allows for a centralised review of IRIS data across Goals 1 and 2. It also offers a national comparison, where appropriate.
VAT Charged Report	For use by LCDCs to run a report when completing a VAT Drawdown Request. This report must be run and submitted to the DRCD when requested.