



**Buckinghamshire
Council**

ICT SCHOOLS TEAM
MIS, Financial Systems and Technical Support
01296 383500
ictschools@buckinghamshire.gov.uk

FMS

End of Financial Year

2024-25

Working In partnership with

ESS

Education
Software
Solutions

SIMS



PS Financials
Accredited Support
& Training Partner 2018



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 6.218	Buckinghamshire Council ICT Schools Team edit	October 2024



FMS End of Financial Year 2024/25

Contents

Preparing for Year End – Understanding What Happens at Year End	5
End of Year Checklist	7
Procedure 1 – Orders and Commitments (Old Financial Year)	13
Procedure 2 – Invoices and Credit Notes	14
Procedure 3 – Reconciliation (Old Financial Year)	16
Procedure 4 – Petty Cash, Income and Manual Journal Processing (Old Financial Year)	19
Procedure 5 – Chequebook Schools Only – Monthly Returns (Old Financial Year)	22
Procedure 6 – Adding the New Financial Year	23
Procedure 7 – Opening the New Financial Year	24
Procedure 8 – Defining Salary Periods – If Personnel Links in Use	24
Procedure 9 – Chequebook Schools Only – Adding a New VAT Year	25
Procedure 10 – Making Alterations to the New Structure (New Financial Year)	26
Procedure 11 – At the Year End (Old Financial Year)	29
Procedure 12 – Year End System Checks (Old Financial Year)	30
Procedure 13 – Clearing Commitments in Personnel Links (Old Financial Year)	30
Procedure 14 – Debtor and Creditor List	31
Procedure 15 - Housekeeping	32
Procedure 16 – Preliminary Close	33
Procedure 17 – After the Year End (Old Financial Year)	34
Procedure 18 – Adjusting the Fund Figure	35
Procedure 19 – Final Closure – Old Year	36
Procedure 20 – Entering the Budget 2025/2026	37
Procedure 21 – Global Spending Check	40
Appendix 1 – Chequebook Schools ONLY – What to do on 1 st April	43
Appendix 2 – Entering a Petty Cash Reimbursement in the New Year	44

Preparing for Year End – Understanding What Happens at Year End

As the end of the Financial Year grows closer, it is essential to carry out procedures to ensure the smooth transition of accounts from the current year into the new Financial Year. This will involve the processing of orders, invoices, income and petty cash, etc. In order to move on to the new Financial Year, the system will require a Preliminary Close to be carried out and eventually a Final Close.

The system consists of three ledgers – income, expenditure and the general or nominal ledger, which will be checked and closed, and any outstanding transactions carried over to the new Financial Year. Balances from the income and expenditure ledgers are netted to form the 'surplus' or 'deficit' for the year, and for Non-Chequebook schools this amount is then passed to a control account.

Structures are then copied across to the new Financial Year, and transactions can then commence with all functionality available with one exception - no Cost Centres may be deleted until the final close of the previous year has been completed.

A Preliminary Closure performs a number of checks on Purchase Orders, Accounts Payable, Non-Invoiced Income, Invoiced Income, Bank Suspense File and Un-posted Journals. All being well, it will then attempt to close any period that has not already been closed, starting with the lowest open period and finishing at the final period. If any problems are encountered the closure can be re-attempted when any problems have been resolved.

Prior to the Year End there are a number of areas that need consideration in order to assist with the smooth transition of the accounts. These include:

- Orders and commitments
- Invoices (Accounts Payable)
- Reconciliation
- House keeping
- Petty Cash, Income, Journals
- Debtor/Creditor Lists
- Fund Balances and Carry Forward figures
- The New Year Chart of Accounts
- Year End Balances
- Personnel Issues

Checks on these should be started before period 12 (March) to give time to chase up invoices and payments and so ensure that the minimum number of transactions are outstanding at the end of the Financial Year.

Once all year-end checks have been carried out a Preliminary Closure should take place. A Preliminary Closure will carry forward balances from the previous year e.g. fund and petty cash in hand balances.

In addition to carrying out Year End procedures on FMS, Schools Accountancy Support Team (SAST) will require creditor and debtor journals to be completed. This list enables income and expenditure to be posted into the correct Financial Year.



Please note: For those schools who have not upgraded to the most recent CFR structure and wish to upgrade for the new financial year, please contact the Finance Systems Support Team (FSST) on 01296 383500 before carrying out the procedures in this booklet.

As Financial Procedures change from year to year, please discard any previous End of Year documents and use the following manual, which will supersede them.



End of Year Checklist

Date	Procedure	CB/ NCB	Procedure	Check
Ongoing		All	Download and process reconciliation files as soon as possible after receiving them and query any discrepancies by end of month – queries that relate to periods prior to March may not be investigated and corrected after 12 th March 2025	

Date	Procedure	CB/ NCB	Procedure	Check
Ongoing	1	All	Clear outstanding orders – 24/25	
Ongoing	2	CB	Review Unpresented Cheques and cancel if necessary – 24/25.	
Ongoing		NCB	Review Unpresented Imprest Cheques and cancel if necessary – 24/25.	
Ongoing		All	Ensure that Reconciliation Files have been processed when received and all queries submitted in following month	

Date	Procedure	CB/ NCB	Procedure	Check
Mid- January		All	Forms for the Lease Returns to be sent to schools via AnyComms.	
15 January 2025			Provisional Date for SAST Year End Training (free).	
January 2025		All	Salary Modeller Training provisional dates 23 rd and 29 th Jan. Salary Modeller issued to schools not on training courses (prov date w/c 3 Feb)	

Date	Procedure	CB/ NCB	Procedure	Check
Feb/Mar	6	All	Add the new Financial Year 25/26	
Feb/Mar	7	All	Open the new Financial Year 25/26	
Feb/Mar	8	All using Personnel Links	Add Salary periods for 25/26	
Feb/Mar	9	CB	Add VAT Year 25/26	
Feb/Mar	10	All	Make alterations to new structure – 25/26.	
Feb/Mar	11	All	Order books – Close 24/25 and open 25/26	
Feb/Mar	12	All	Year End system checks – 24/25	
Feb/Mar	13	All using Personnel Links	Clear outstanding salary commitments – 24/25	



Date	Procedure	CB/ NCB	Procedure	Check
1 st February		NCB	Last date to request copy of Imprest Statement from SAST, for January, for reconciliation.	
14 th February		All	Provisional last date for the lease return to be submitted to County via AnyComms.	
14 th February	4	NCB	Last date for imprest reconciliation up to end of January bank statement to be received by Corporate Finance Team.	
14 th February		All	Last orders to be placed with Suppliers – NB this is important as it will allow goods/services to be received and invoiced before year end and will reduce the need for accruals.	
14 th February		All	Ensure that at least two people have access to the FLM portal – this is required for journals and DR/CR forms – especially important for schools using External Payroll Providers – no late DR/CR will be posted.	

Half Term Monday 17th to Friday 21st February 2025

Date	Procedure	CB/ NCB	Procedure	Check
Available from Mid-February	2	All	Check internal recharges – raise queries with BC Providers by 25th February. All recharges from the LA will be raised by 28th February and invoices sent to CB schools.	

Date	Procedure	CB/ NCB	Procedure	Check
28 th February		All	Last day for invoices to be raised for payment by CB schools (e.g. for Meals).	
28 th February		All	Final SBS issued via AnyComms.	

Date	Procedure	CB/ NCB	Procedure	Check
28 th February		All	Deadline for submission of SFVS (using outturn for Provisional Budget in dashboard).	
5 th March		All	Deadline for submission of Provisional Budget 25/26	

Date	Procedure	CB/ NCB	Procedure	Check
6 th March		All	SAST Finance Year End Workshop (free)	
6 th March		All	February Monthly Summary, Transaction reports and reconciliation file to be issued by SAST. Import and reconcile all reconciliation files up to date – 24/25.	
6 th March		CB	If you are expecting income from LA, ensure the payer is aware that you need to receive it by 17 th March.	



Date	Procedure	CB/ NCB	Procedure	Check
12 th March		All	Last date for checking transactions/coding to end of February – errors identified by the school after this date which relate to before the end of February will not be changed on SAP.	
12 th March		All	Last date for submitting e-forms for Supply and Overtime Claims – any supply/overtime claims after this are entered on to the DR/CR list.	
12 th March		All	Ensure that Revenue to Capital account balances to zero. Process journal if necessary.	
12 th March		NCB	Ensure that, if code 943750 has been used, all amounts have been journaled to the correct income code (for all transactions to end of Feb).	

Date	Procedure	CB/ NCB	Procedure	Check
13 th March		NCB	Last date to log into Barclaycard Spend Management (BSM) to ensure that all transactions to 3rd March have been approved and coded.	
Up to 17 th March	2	CB	Authorise and pay outstanding invoices – 24/25 ready for VAT Claim on 18 th March 2025.	
17 th March	2	CB	Last day to cancel Unpresented Cheques if necessary.	
17 th March	4	CB	Last day for Petty Cash and Income to be entered and posted on FMS – 24/25 – Also, last date for banking Income at the bank.	
17 th March		CB	Schools using outside payroll provider should enter the data in FMS if available. Otherwise, please estimate on DR/CR list.	
17 th March		CB	Ensure all Cash advance payments have been recorded (e.g. 12x SBS, all grant payments, etc) on bank history – take info from Remittance advice even if not reached bank by today	NEW
17 th March		NCB	Schools using outside payroll provider should estimate March payroll on DR/CR list. Please do not submit journal for actual costs until after 1st April 2025.	
17 th March	4	CB	Ensure all budget share income allocations are recorded on FMS system.	
17 th March	4	CB	Miscoded DFCG – ensure corrections are entered on FMS to appear on final VAT Claim.	

Date	Procedure	CB/ NCB	Procedure	Check
18 th March		NCB	Final day for inter-school journals to be posted.	
18 th March		NCB	Last day for submitting e-form journals for in-school GL adjustments.	



18th March	4	NCB	Last date for NCB schools to bank income. Ensure Receipt Authorisation Control Listing (RACL) is sent to Accounts Receivable. RACLs need to be received by 22nd March for income to be coded. If RACL not received by this date, all income banked will be coded to 943700/943750.	
18th March	14	All	All DR/CR lists to be returned to SAST electronically including nil returns.	
18th March	2	NCB	Last day to authorise and pay outstanding invoices – 24/25. Last day for invoice batches to be sent electronically and originals scanned and submitted.	
18th March	5	CB	Last day for Final VAT reimbursement claim and supporting documentation to be sent electronically to SAST. NB: DO NOT POST DATE YOUR VAT RETURN. Please note the VAT Submittal cannot be produced until after 31st March. See Procedure 5, for detailed instructions.	
18th March		CB	Once VAT claim has been produced DO NOT USE FMS AGAIN IN CURRENT FINANCIAL YEAR – DO NOT BACK DATE TRANSACTIONS IF ENTERED ON 1st APRIL OR AFTER.	
18th March	4	NCB	Final imprest claim to Accounts Payable – 24/25.	
18th March	4	NCB	Last day for Accounts Receivable to receive income cheques from NCB schools (deadline is 12 noon). NB. This service is <u>only</u> for schools that have this banking arrangement with Accounts Receivable.	
18th March		NCB	Last day to submit VAT reclaim template for income provider charges (exc. ParentPay).	

Date	Procedure	CB/ NCB	Procedure	Check
From 18th March to 31st March Inclusive		CB	DO NOT ENTER ANY INVOICES, INCOME, JOURNALS, PETTY CASH OR BANK STATEMENT ITEMS ONTO FMS IN THE CURRENT YEAR or enter any new year items until the 1st April 2025.	
From 18th March to 31st March Inclusive		NCB	DO NOT ENTER ANY INVOICES, INCOME, OR PETTY CASH ONTO FMS IN THE CURRENT YEAR or enter any new year items until the 1st April 2025 . NCB schools can record final imprest reimbursement for 2024/25.	

Date	Procedure	CB/ NCB	Procedure	Check
From 24th March to 7th April inclusive		All	Schools Purchasing Cards (Barclaycard) must not be used to allow transactions made in March to be processed in the correct financial year.	
22nd March	4	NCB	Last day for receipt of Receipt Authorisation Control Listing for income to be coded. Income banked for which a RACL has not been received will be coded to 943700/943750.	



25th March		NCB	Last day for coding/Approving in BSM for all transactions to 23rd March – file will be processed on 4th April 2025	New
24th March		All	Transaction report for code 943750 only to be published (all usual reports and rec file for March to be issued as soon as possible in April) – to be checked income allocated on BSAD eform by no later than Noon 27th March Full Transaction report and rec file to be issued on 2nd April	New
25th/27th March		NCB	BSAD form will be available for recoding of income in code 943750 – all other coding will be rejected.	
27th March Noon		All	All queries relating to the March Transaction Report to be sent to SAST using Service Now Portal.	
28th March		All	Any Draft/Submitted/Outstanding BSAD (Journal) and BSYE (Dr/Cr) forms will be cancelled to prevent posting into new Financial Year.	

Date	Procedure	CB/ NCB	Procedure	Check
1st April or first working day in April	5 and Appendix 1	CB	Run the VAT submittal (hard copy report) for March before any new year transactions are processed and send to SAST along with all other required reports for period 19/3/25 to 31/3/25 – which should all be zeros. DO NOT UPLOAD ELECTRONIC FILES. (Check figures match previous VAT Full Report submitted to SAST and that no transactions have been carried out during this period).	

Easter Holidays 7th – 21st April 2025

Date	Procedure	CB/ NCB	Procedure	Check
April	17	All	Import and process 24/25 final Reconciliation Files.	
April	18	All	Adjust fund figures after preliminary close – 24/25.	
25th April	3	CB	Last day to receive 2 way reconciliations.	
25th April	3	CB	Final 3 way reconciliation (to 31 st March) to SAST for schools submitting their own.	
25th April		All	Final reports for 24/25 published on SchoolsWeb with final balances.	
25th April	Appendix 1	CB	Final date for VAT Submittal Forms and other required reports (Hard Copy) to be received.	
16th May	20	All	Final day for submitting the Final Annual Budget Listing (electronic file) to SAST. Final day for electronic submission of final 3 year plan . Signed hard copies of these returns should be retained at the school.	
May	21	All	Global Spending Check – 25/26	



May Half Term – Monday 26th – Friday 30th May 2025

Date	Procedure	CB/ NCB	Procedure	Check
Summer Term		All	Parent & Governors report on SchoolsWeb.	
From May	19	All	Final Closure of Previous Financial Year – 24/25	

End of Year Procedures fully completed:

Signed _____ Date _____

ALL – All Schools CB – Chequebook Schools NCB – Non-Chequebook Schools

Please check the bulletin and the Finance Zone for any updates to the Year End Timetable

Procedure 1 – Orders and Commitments (Old Financial Year)

Before a Financial Year can be closed, all unauthorised orders must be authorised or cancelled. It may be prudent to order goods in the new Financial Year if they are not going to be received until after the 31st March 2025.

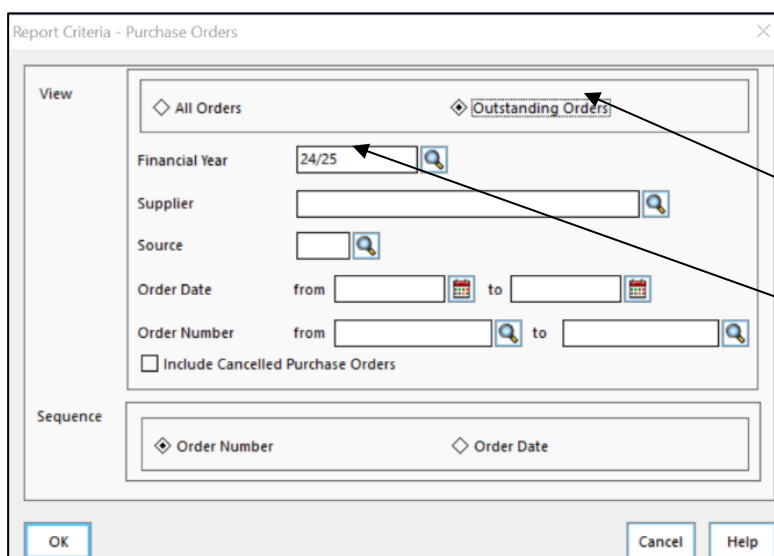
All Schools

- It will be necessary to check whether orders should be cancelled or carried across to the new Financial Year. If goods are received after 31st March 2025, orders should be transferred via the first Preliminary Closure. **Please note the Preliminary Close cannot be run until after the import and processing of the Week 52 Reconciliation File**
- Print an outstanding orders report as below and identify orders to be carried forward. For each outstanding order check whether the outstanding commitment should be retained and take the appropriate action, **e.g. authorise, print, cancel**
- Any orders remaining on this list will be transferred and a commitment created against the corresponding Cost Centre/Ledger Code in the new Financial Year.
- For any new orders where goods are to be received after 31st March 2025 an order should be entered on the system in the New Financial Year.
- This allows the processing of invoices against an existing order in the new Financial Year immediately after the preliminary close has been completed.

Printing a List of Outstanding Orders

Reports | Accounts Payable | Purchase Order Reports | Purchase Orders

- Choose **Outstanding Orders**
- Highlight current **Financial Year 24/25** and click **Select**
- Leave all other fields blank
- Click **OK**



Select **Outstanding Orders**

Highlight current Financial Year **24/25**



Additionally, for a quick view of the orders:

Focus | Accounts Payable | Purchase Order

- Click into the **view browser** on the right-hand side of the screen and select **Outstanding** – this should list all orders that are not yet fully invoiced
- Decide whether to authorise, print, invoice or cancel at this point

PLEASE NOTE: ORDERS THAT ARE NOT CANCELLED WILL BE CARRIED FORWARD INTO 2025/26 WHEN THE PRELIMINARY CLOSE IS RUN **AFTER** COMPLETION OF THE WEEK 52 RECONCILIATION FILE.

Cancelling Orders

- Highlight an outstanding order, please check date is historic and that goods will no longer be delivered
- Select **Purchase order | Cancel** or click the **red cross** on **top right-hand corner** of the screen
- Click **Yes** to cancel order if the order is printed only, if orders are partly invoiced answer **Yes** to question asking to cancel remaining commitments, this action cannot be undone
- Enter a narrative for the Audit Log to explain why the order is being cancelled
- Click **Save**
- Click **OK** to acknowledge that the order will no longer be in the view selected (Outstanding Orders)

Procedure 2 – Invoices and Credit Notes

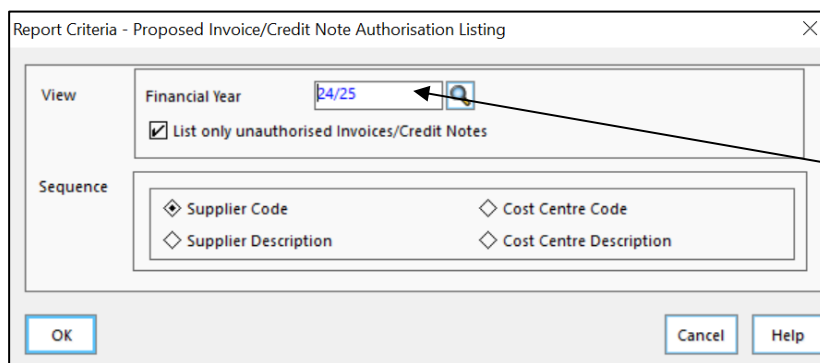
There may be a number of invoices and credit notes at various stages of processing. Invoices entered but not yet authorised should be authorised or cancelled.

Where possible, invoices received before the processing deadline should be entered on the system and passed for payment or cheques raised/BACS runs processed as appropriate. The last possible date for processing is as follows:

- **Cheque book schools – Monday 17th March 2025**
- **Non-Cheque book schools – Tuesday 18th March 2025**

Any Goods and Services received or expected before the 31st March without invoices must be entered on the DR/CR list.

Reports | Accounts Payable | Invoices | Proposed Invoice/Credit Note Authorisation



Choose correct
Financial Year
24/25

- Select the correct **Financial Year**
- Click **OK** – once the report has been printed. Authorise or cancel these invoices

Additionally, for a quick view of the Invoices

Focus | Accounts Payable | Invoice/Credit Note

- Click the **Status browser** on the right-hand side of the screen and select **Unauthorised**
- Once the view has changed, decide whether to authorise, or cancel at this point

Cancelling Invoices

If an error has occurred in processing an invoice, the invoice may be cancelled. It can only be cancelled while the invoice has the status of unauthorised or authorised but not once it has been passed for payment, paid, or reconciled.

Focus | Accounts Payable | Invoice/Credit Note

- Highlight the **invoice**
- Select **Invoice/Cr. Note | Cancel** or click the **Cancel Invoice/Credit Note icon** in the top right-hand corner of the screen (big red cross)

Non-Chequebook Schools

- **Central Authorisation** – Pay invoices and print any required authorisation slips. The last invoices should be transferred electronically on **Tuesday 18th March 2025** and the batch of scanned invoices and PACL should follow immediately through Service Now.
- After the deadline you are unable to process any invoices in 24/25. Invoices must be entered in the new Financial Year 25/26. Please note that invoice files for 25/26 cannot be created and sent to Accounts Payable (AP) until on or after **1st April 2025**.



Chequebook Schools

- Cheques and BACS should be processed for authorised invoices and despatched within that Financial Year and before the final VAT Claim. In order to update SAP in the correct year, the last day for payment should be **17th March 2025** to allow VAT claim reports to be produced on **18th March 2025**.
- *Please note that no transactions dated after 31st March, relating to goods or services supplied on or before 31st March, will be processed in the old year. These items must be included on the Debtor/Creditor lists and entered on the April 2025 claim in the new Financial Year.*

SAST Guidance – Internal Recharges

Invoice/charges for internal recharges – 28th February 2025

- LA service providers have been advised to raise internal recharges no later than **28th February 2025**.
All charges can be viewed in Shop4Support – if you do not have a password or have forgotten what it is please contact Amy Impey on 01296 382413.
- **Non-Chequebook schools only** – Journal charges will appear on the March Transaction Report.
- **Chequebook schools only** – The final invoice should be sent out in time for schools to raise cheques or BACS and therefore be included in the final VAT claim.
- **Chequebook schools only** can enter unpaid invoices on the creditors list.

Procedure 3 – Reconciliation (Old Financial Year)

It is necessary to complete all reconciliation files up to and including week 52 (for salary information) before a Preliminary Closure is carried out.

1. **Non-Chequebook schools** should **identify** any old **invoices** dating back to the early part of the year, which have not been reconciled. It is important to investigate why these invoices have not been reconciled and it is worth checking the SAP Transaction Report for the relevant period to see if the charge has gone through and then **reconciling manually** (good housekeeping). A report is available to identify any unreconciled invoices, **PLEASE** check against the relevant SAP Transaction Report.

Reports | Accounts Payable | Invoices | Invoice & Credit notes

- a) Click **Summary**
- b) Leave **Supplier** and **Type** blank
- c) Click into the status browser and select **Passed for Payment (Non-Chequebook schools)**. This will identify old invoices that are not yet reconciled and record details
- d) Click **OK**



Check to see if any invoices detailed on the report appear on the relevant SAP Transaction Report and if they do, process in FMS as follows:

Focus | Central | Manual Reconciliation (to manually reconcile)

- e) Highlight the **invoice** and double click
- f) In **Treasurers Reference** box type in a **brief narrative**
- g) Click the **Save** icon at the top and click **Yes** to keep changes
- h) Click **Reconcile Tagged**

2. **Non-Chequebook** schools should, additionally, identify if any invoices were brought forward from previous years that are not yet reconciled (i.e. **FS** or **F** in the cross-year column). If previous EOY procedures were carried out correctly, the following procedure will not be necessary. However, if there are any corrections to be made follow the instructions below:

Report | Accounts Payable | Invoices | Invoice & Credit Note

- a) Click **Status** browser and select **Passed for Payment**
- b) Click **OK**. This will show a **Record** of **invoice number** and **amount** against each **Ledger Code** and **Cost Centre**

Focus | Central | Manual Reconciliation

- c) Highlight the **Invoice** and double click
- d) In **Treasurers Reference** box type a **brief narrative**
- e) Click the **Blue** disk icon to **Save** and click **Yes** to keep changes
- f) Click **Reconcile Tagged** button at the bottom of the screen

Focus | Central | Payments to place a contra entry on the system

- g) Click + (add) and select **Payment**
- h) Type in the **Ledger Code/Cost Centre** from original invoice
- i) In the **Amount** field type in a **minus sign (-)** then the actual amount
- j) **Accept** the warning **"Warning you are reducing your expenditure"** or **"Warning you are reducing your income"**. If you do not get this message a minus sign has been omitted from the amount field.
- k) In **Treasurers Reference** box type a **brief description**
- l) In the **Narrative** box type the **Invoice number**
- m) Click the Blue disk icon to **Save** and **Post** the **Central Payment**

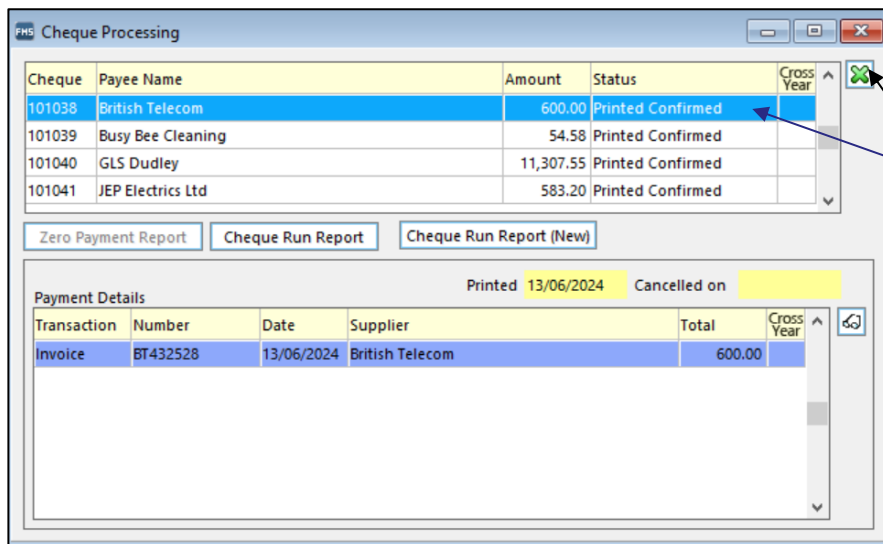
3. **Reconciliation items** in **suspense** should be processed as per instructions in the reconciliation booklet.
4. **Non-Chequebook Schools** – After completing the reconciliation files for Week 52 and Week 56, it is good housekeeping to check there are no invoices outstanding as unreconciled since **invoices should not be taken forward to the New Year**. This can be done by repeating Step 1 above.
5. Any future reconciliation relating to the current year can be done after Period 12. These will usually relate to the Weeks 53 to 56 and will be the last reconciliation file to be sent to schools for **24/25**.
6. **Rates** – Please note that rates are to be handled centrally as last year.
7. **Chequebook Schools – Bank Reconciliation** should be manually reconciled up to **31st March** via the 2-way Reconciliation. The actual bank statement balance should match the statement balance on the system by the end of March. Any outstanding cheques/BACS or income will be carried forward to the New Year for reconciliation purposes in the new Financial Year.

Chequebook Schools – Cancelling Unpresented Cheques

If a cheque has not been presented at the bank and needs to be cancelled, carry out the following, and then subsequently cancel invoices and related orders. This will reduce commitment in that Financial Year.

Focus | Accounts Payable | Cheque Processing

- Click **Find Cheque Number** button on the bottom of the screen to locate the cheque to be cancelled. Once found click **OK** and the cheque run will be highlighted
- Double click the **Cheque Run** that contains the cheque
- Highlight the **cheque** to cancel
- Click the **Cancel Cheque** button (a little green cross on the right-hand side of the cheques)
- Click **Yes** to the warning message to confirm which cheque you wish to cancel
- Enter the **Narrative** of why the cheque is to be cancelled for audit purposes
- Click **Save**
- It may now be appropriate to take further action by **cancelling** the related **invoice** and **order**



Cheque	Payee Name	Amount	Status	Cross Year
101038	British Telecom	600.00	Printed Confirmed	
101039	Busy Bee Cleaning	54.58	Printed Confirmed	
101040	GLS Dudley	11,307.55	Printed Confirmed	
101041	JEP Electrics Ltd	583.20	Printed Confirmed	

Buttons: Zero Payment Report, Cheque Run Report, Cheque Run Report (New)

Payment Details: Printed 13/06/2024, Cancelled on

Transaction	Number	Date	Supplier	Total	Cross Year
Invoice	BT432528	13/06/2024	British Telecom	600.00	

Highlight the cheque to be cancelled then click on the green cross

SAST Guidance – Bank Reconciliation

Chequebook Schools – 2-Way Reconciliation

Our external auditors require schools with Local Bank Accounts to provide additional details on their bank reconciliation. Evidence must be provided by the school that the bank account has been fully reconciled with the cash ledger on FMS as at 31st March 2025. This must include all outstanding cheques, cash in hand, etc.

A copy of a blank reconciliation template can be found in the End of Year Section on the Finance Zone on SchoolsWeb. This will contain an example of the layout required, plus a list of attachments, and needs to be completed and returned to Schools Accountancy Support Team by 25th April 2025. Any queries should be directed to Schools Accountancy Support Team 01296 382222 opt 3.

Chequebook Schools – 3-Way Reconciliation.

All schools operating a local bank account will need to undertake a **3-way reconciliation** as at **31st March 2025**. If you purchase the Local Bank Account package you will be asked to supply the appropriate paperwork for SAST to undertake the work on your behalf. As the last VAT claim will be submitted before the end of March additional bank history information will need to be provided from the date of the last VAT claim to 31st March 2025.

Schools completing their own 3-way reconciliation need to send the **completed documentation** to the Schools Accountancy Support Team no later than **25th April 2025**.

Procedure 4 – Petty Cash, Income and Manual Journal Processing (Old Financial Year)

Petty Cash

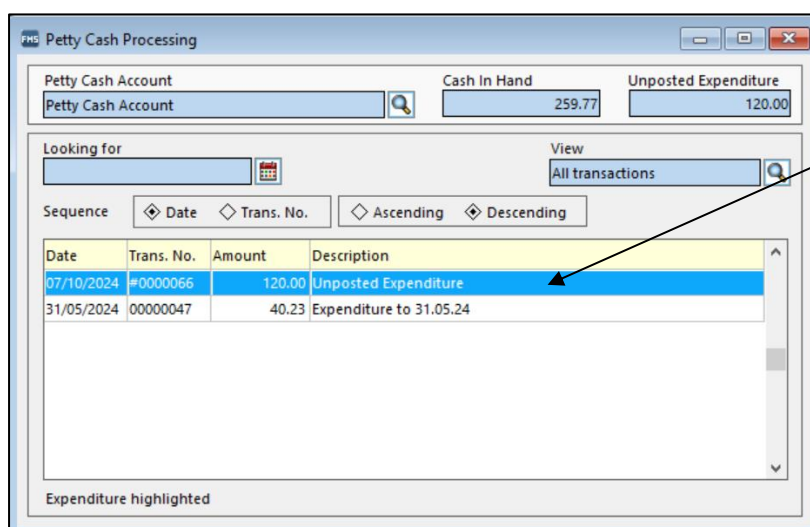
All Petty Cash transactions relating to the old year should be posted by **17th March 2025** for **chequebook** schools and **non-chequebook** schools. Preliminary Closure of a Financial Year cannot be carried out if there are unposted petty cash items. In addition, the Cash In Hand figure on the system should match the actual value of the petty cash held in school. **(Note: This amount will be included in the calculation of the balances at the end of the year and the reimbursement, when received, can be put into the New Year).**

Focus | General Ledger | Petty Cash

- Check whether there are any Petty Cash transactions awaiting posting. Decide whether to Delete or Post
- **Petty Cash | Post** to post the highlighted transaction or click on the red post box in the top right-hand corner

OR

- **Petty Cash | Delete** to cancel a highlighted transaction



Check transactions are posted, highlight and post using the red post box in top right-hand corner, or if necessary, cancel



- **Non-Chequebook Schools** – the final Imprest claim should be made by **17th March 2025** and electronically transferred by **18th March 2025**. No further Imprest claims should be made until after **1st April 2025** in the new Financial Year
- **Chequebook Schools** – the final petty cash claim should be processed in FMS by **17th March 2025** and electronically transferred by **18th March 2025** along with the other Monthly Returns. No further petty cash claims should be made until after **1st April 2025** in the new Financial Year.

AP Guidance – Imprest Reconciliation

The account should be reconciled and balanced as at **31st January 2025 (using the latest bank statement)** and you are required to provide written confirmation of the level of the Imprest Balance. A form will be provided on SchoolsWeb that should be **completed and returned** to Corporate Finance Team by **14th February 2025**. Any queries with imprest, please contact Corporate Finance Team on 01296 382222 opt 2.

- The reconciliation form for completion and an example of reconciliation is available on the Finance Zone of SchoolsWeb
- The completed form needs to be printed, signed and returned with a **copy of the bank statement**, no later than **14th February 2025**. – Schools that do not send in the required information by the deadline will be charged for reminders
- If you require a bank statement (statements are now not routinely issued to schools), please request one, no later than 1st February from SAST – Service Now Schools Finance General Query request form
- Please notify the Corporate Finance Team 01296 382222 option 2 of any changes to the Imprest Advance between the February reconciliation and 31st March 2025. This provides the Auditors with a statement confirming the actual Imprest Advance position at the year end. A further reconciliation should be submitted.

Income

AR Guidance – Income

All income due to a school relating to 2024/25 must be recorded in the correct financial year.

Non-Chequebook Schools

- Income due to be credited to the School Budget Share in 24/25 accounts, including lettings and School Fund contributions, must be banked by the school by **18th March 2025**. Receipt Authorisation Control Listings (RACLs) must also be sent to the Accounts Receivable Team by **22nd March 2025**.
- Schools that have an established banking arrangement with the Accounts Receivable Team to bank cheques on their behalf must ensure that cheques are received **by 12.00 noon on 18th March 2025** to ensure receipt in the correct year.
- Any income which has not been received by this deadline should be added to the debtor list. (N.B. income that has not been transferred from the School Fund cannot be included on the debtor list). It is recommended that Schools do not accept income after the last banking date, but, if this is necessary, hold this income securely in school to process in the new Financial Year – **do not** process before **1st April 2025**.

Chequebook Schools

- Income due to be credited to the School Budget Share in 24/25 accounts, including lettings and School Fund contributions, should be banked by the school by **17th March 2025**.
- All income taken to the bank by the above deadline must be reflected on FMS (see below) by **17th March 2025** in order for the income to be included in the final VAT Claim.
- Any income from 3rd parties (not LA schools, the LA, school fund or PTA) which has not been received by this deadline should be added to the debtor list.

Processing Receipts

Check there are no outstanding unposted receipts by going to:

Focus | Non Invoiced Income | Receipts

Processing Paying In Slips

Once the receipts have been recorded it is necessary to include these receipts on a Paying In Slip (to match the paying in slip taken to the bank, or a description if cheques are being sent directly to Accounts Receivable to post) and post them on FMS. This can be done via:

Focus | Non-Invoiced Income | Paying In Slips

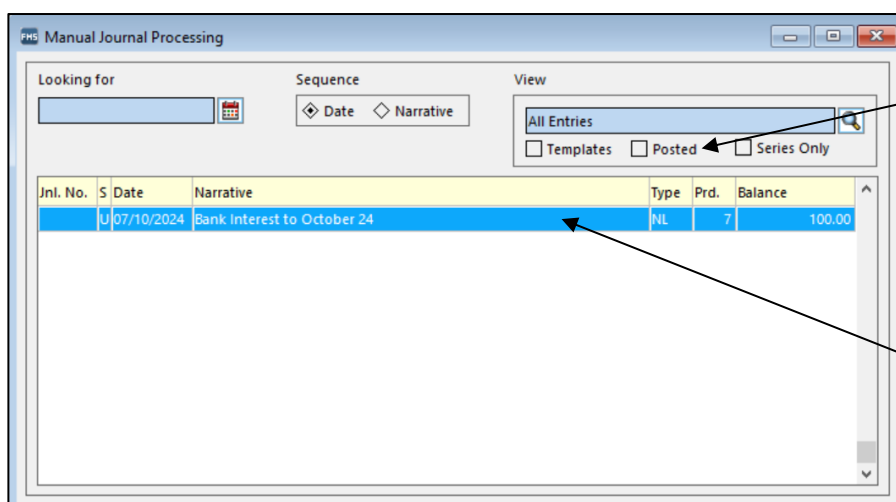
- Click **+ Add** at the top of the screen to add record
- Enter an appropriate **Reference**
- **Chequebook schools** – click into the **Destination** browser to select **Bank Account**
- **Non-Chequebook schools** – **Destination** will default to **Central**
- Complete the control totals or leave blank and these will be updated once the receipts have been chosen
- Click the **browser** on the right-hand side highlight the **receipts** to choose items to be included on **Paying In Slip**
- Click **Save**
- Click the **blue disk** at the top to update the control totals
- When **control totals** agree with items chosen, **Print** the paying in slip by clicking on the print icon at the top of the screen
- Highlight the relevant paying in slip, then either select **Paying in Slips | Post** from the file menu or click on the **Red Post Box** at the top right-hand corner of the screen

Manual Journals – Chequebook Schools Only

Before the Preliminary Close can be performed, all Manual Journals on the system must be Posted or Deleted.

Focus | General Ledger | Manual Journal Processing

- Highlight journal, either click on **Manual Journal | Post Journal** on top tool bar or **Manual Journal | Delete** to cancel



Note: If the Radio button for "posted" is left unticked, the browser will only show unposted journals

Highlight journal to either post or delete



Procedure 5 – Chequebook Schools Only – Monthly Returns (Old Financial Year)

For the Financial Year 24/25 the final VAT return reports should be produced by all Chequebook schools by the deadline of **18th March 2025**. This should include transactions processed in FMS up to and including **17th March 2025 at the latest**. This will enable the files to be transferred to SAST on **18th March 2025 at the latest**.

YOU MUST ENSURE THAT NO FURTHER TRANSACTIONS ARE PROCESSED IN 24/25 ONCE YOU HAVE SENT THE FINAL MONTHLY RETURNS OF THE YEAR.

DO NOT PROCESS ANY INVOICES OR INCOME TRANSACTIONS (INCLUDING CASH BOOK JOURNALS) IN THE NEW FINANCIAL YEAR UNTIL AFTER THE VAT SUBMITTAL IS PRODUCED (TO 31/03/2025) ON 1st APRIL 2025 OR EARLIEST WORKING DAY.

The **date ranges must be the same for all reports** except for the **VAT Full Report** which will end **31st March 2025** and cannot be changed. Please note that external invoices for goods or services supplied on or before **31st March** in the old financial year, not processed by the 17th March 2025, must be included on the Debtor/Creditor lists. This will ensure that expenditure relating to 24/25 will be included in the 24/25 accounts. Suppliers should be encouraged to submit invoices as quickly as possible for goods and services supplied on or before 31st March 2025 to minimise the Debtor/Creditor list.

N.B. The 'VAT Submittal' cannot be produced until after 31st March 2025. It should be produced on 1st April 2025 or earliest working day BEFORE any transactions are carried out in the new Financial Year. It should confirm that no transactions have been entered between the date of the last VAT return and 31st March.

The hard copy of the VAT Submittal should be scanned to Schools Accountancy Support Team in the normal way to arrive no later than 25th April 2025.

Please refer to Appendix 1 – CHEQUE BOOK SCHOOLS – WHAT TO DO ON 1ST APRIL 2025 for details of additional reports to be produced and make a diary note to this effect for all FMS users.

VAT Claim

Tools | Define VAT Period

Check date range is correct (i.e. end date **31/03/25**)

Reports | General Ledger | VAT Reports

VAT Full Report

VAT Submittal Report – **Not available until 01/04/25**

Bank Account Claim

Reports | General Ledger | Bank | Bank Claim

Enter date range (to yesterday)

Bank History

Reports | General Ledger | Bank | Bank History

Enter same date range as Bank Claim (to yesterday)

Petty Cash Expenditure Report

Reports | General Ledger | Petty Cash | Ledger Code Expenditure

Enter same date range as Bank Claim (to yesterday)

Should any problems arise with transferring files, please immediately scan and attach the return to a call in Service Now for the SAST.

If the final VAT Claim is **NOT** received by the specified date, the late claim will have to be entered in SAP manually. This is time consuming and therefore a **CHARGE** will be made for this work.

Procedure 6 – Adding the New Financial Year

VERY IMPORTANT – PLEASE ENSURE THAT A BACKUP COPY IS CREATED BEFORE PROCEEDING:

Tools | FMS Transactions Backup and click Yes to create a Backup of the FMS database.

Only **two** Financial Years can be open at any given time. Before a new Financial Year can be opened it is essential that the old Financial Year **(2023/24)** is **Finalised** (see Procedure 19). You may choose to make changes to your cost centre structure but please note it is not possible to delete old cost centres until the previous year has been Finalised.

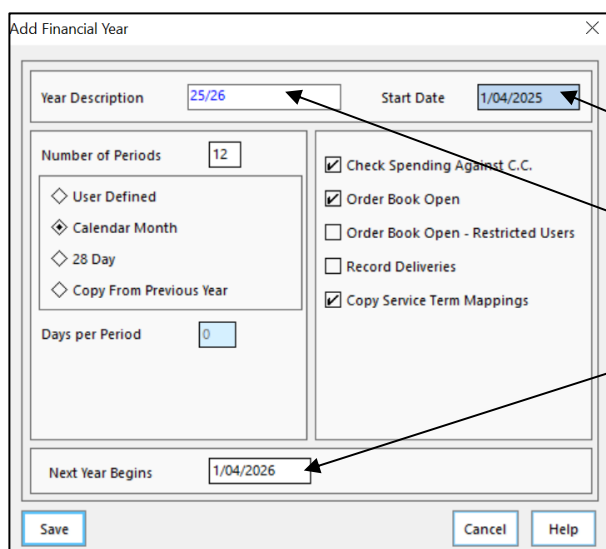
If you wish to amend your structure to the new CFR Structure for FMS in the new Financial Year please contact the Finance Systems Support Team on 01296 383500 #2 before proceeding.

A Financial Year can be created at any time (but not necessarily opened) to allow for adjustments to be made in the new Financial Year. During creation of the New Year, the structure is copied from the previous year.

Tools | Define Financial Years | Define/Edit Years

- Click + on the right-hand side to add a new Financial Year
- Amend the **Year Description** from **2025** to read **25/26**
- Click next to **Check Spending Against CC** to **remove** the tick so that orders can be input in the new year in the short term without an initial budget on the system
- For schools using **Personnel Links** for reconciling salaries, ensure there is a tick against **Copy Service Term Mappings**. (If the school has opted to move to the new CFR Structure in the next Financial Year it is possible at this point to **remove** the tick from **Copy Service Term Mappings** to enable the Ledger Codes to be mapped to the new Cost Centres). If the school opted to move to the new CFR structure in the last financial year **tick** next to **Copy Service Term Mappings**.
- **Next Year Begins** should read **1/04/2026**
- Click **Save**

Note: This may take a few minutes – a message will appear “Please Wait – Copying Structures from Previous Year”



Start Date should read
1/04/2025

Change year description
from 2025 to 25/26

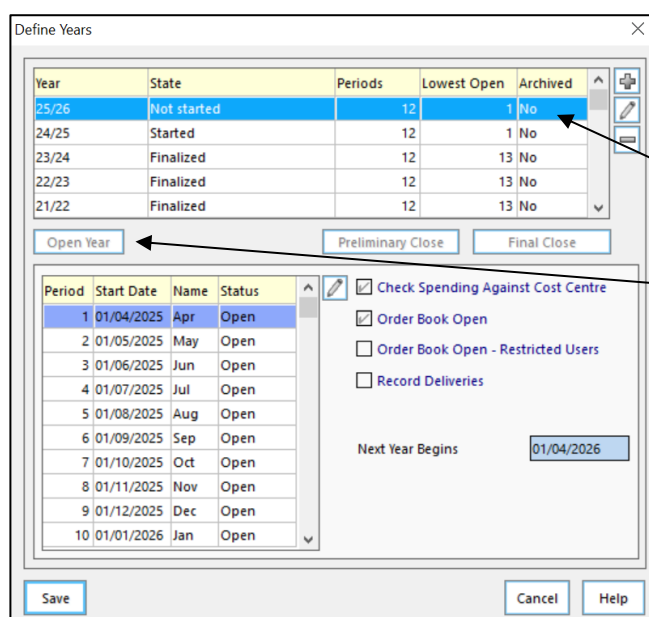
Next Year Begins should
read **1/04/2026**

Procedure 7 – Opening the New Financial Year

Once you are ready to start working in the new Financial Year 25/26 it should be opened. Please note only two Financial Years can be open at a time.

Tools | Define Financial Years | Define/Edit Years

- Highlight the **New Financial Year 25/26** and click **Open Year** – the status will change from **Not Started** to **Started**
- Click **Save**



Highlight the New Financial Year 25/26

Click **Open Year**

The status will change to **Started**

Save

Once the new Financial Year has been opened the Budget can be entered and ordering and invoicing can take place. To enter the budget, follow the guidelines in Procedure 20, **FMS Entering the Budget 2025/2026**.

Procedure 8 – Defining Salary Periods – If Personnel Links in Use

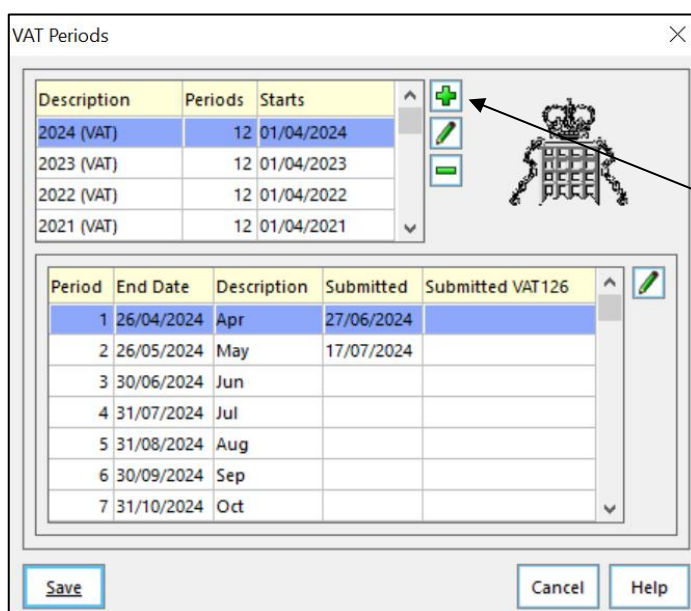
Tools | Define Financial Years | Define Salary Periods

- Click + (Add) to add a Financial Year on the right-hand side
- Click into the Salary Mapping Browser and select the new Financial Year **25/26**
- Click **Save**, then **Save** again. This will create the mappings in Personnel Links and creates the commitments for salaries in the Chart of Accounts area

Procedure 9 – Chequebook Schools Only – Adding a New VAT Year

Tools | Define VAT Periods

- Click + on the right-hand side of the screen to add a year
- Check the **Description** of the year is the new Financial Year – **2025 (VAT)**
- The **Start date** should be **1st April 2025** and the **End date** should be the **31st March 2026** (the following year)
- Either click on **Monthly** on the right-hand side or **Copy From Previous Year**; this should change the **No. Periods** to **12**, if not change manually
- Click **Save**
- Click **Save** again



VAT Periods

Description	Periods	Starts
2024 (VAT)	12	01/04/2024
2023 (VAT)	12	01/04/2023
2022 (VAT)	12	01/04/2022
2021 (VAT)	12	01/04/2021

Click + to add a VAT Year

Period	End Date	Description	Submitted	Submitted VAT 126
1	26/04/2024	Apr	27/06/2024	
2	26/05/2024	May	17/07/2024	
3	30/06/2024	Jun		
4	31/07/2024	Jul		
5	31/08/2024	Aug		
6	30/09/2024	Sep		
7	31/10/2024	Oct		

Save Cancel Help

Description **2025 (VAT)**

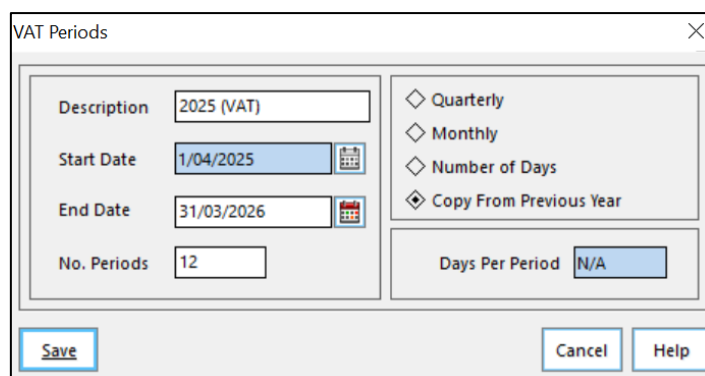
Start Date **01/04/2025**

End Date **31/03/2026**

No. Periods **12**

Ensure **Monthly** or **Copy From Previous Year** is chosen

Click **Save**



VAT Periods

Description: 2025 (VAT)

Start Date: 1/04/2025

End Date: 31/03/2026

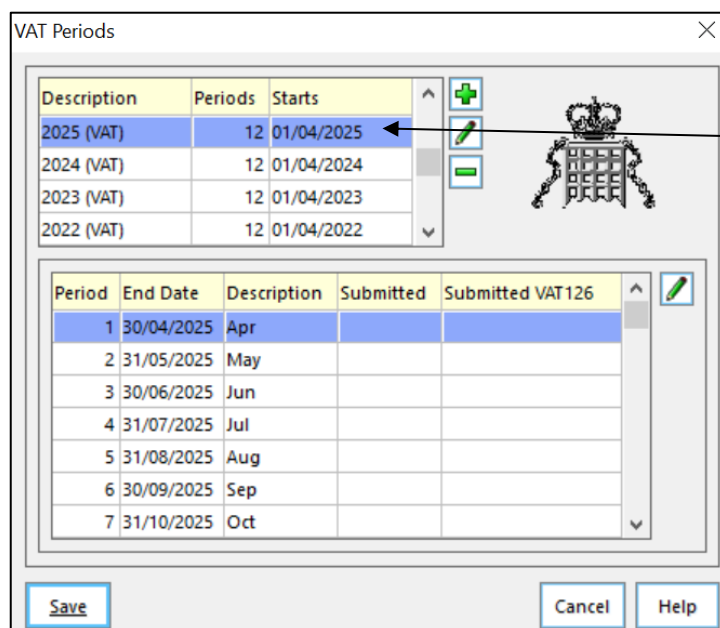
No. Periods: 12

Frequency: ☒ Monthly

Copy From Previous Year: ☐

Days Per Period: N/A

Save Cancel Help



Description	Periods	Starts
2025 (VAT)	12	01/04/2025
2024 (VAT)	12	01/04/2024
2023 (VAT)	12	01/04/2023
2022 (VAT)	12	01/04/2022

Period	End Date	Description	Submitted	Submitted VAT126
1	30/04/2025	Apr		
2	31/05/2025	May		
3	30/06/2025	Jun		
4	31/07/2025	Jul		
5	31/08/2025	Aug		
6	30/09/2025	Sep		
7	31/10/2025	Oct		

The new VAT year 2025 now shows on the list with 12 VAT periods

Procedure 10 – Making Alterations to the New Structure (New Financial Year)

Editing Cost Centre Descriptions

Tools | General Ledger Setup | 2. Cost Centre

- If the message **You do not have access rights to do this function** is displayed, click **OK**
- Double click on **Revenue Expenditure | Supplies & Services** Ledger group (**yellow folder**)
- Click once on the **cost centre required to highlight**
- Click **edit** (pencil button)
- Change the **Description**
- Click **Save**
- Click **Save** to exit **General Ledger Setup**

Setting up New Cost Centres (New Year)

To determine the next Cost Centre to be used, go to the Chart of Accounts Review area:

Focus | General Ledger | Chart of Accounts Review | All Cost Centres browser

- Scroll down to see the last number used in the required area and make a note of the last number in the sequence
- Close the Chart of Accounts Review area

To add additional Cost Centres:

Tools | General Ledger Set up | 2. Cost Centres

- Double click on **appropriate Ledger Group (yellow folder)**, e.g. **Revenue Expenditure | Supplies & Services**
- Click + (this is the **second + icon** in the **middle** of the **screen**), enter in the **next sequential number** found from the Chart of Accounts Review
- Add the **relevant details**
- Click **Save**
- Click **Save** to exit **General Ledger Setup**

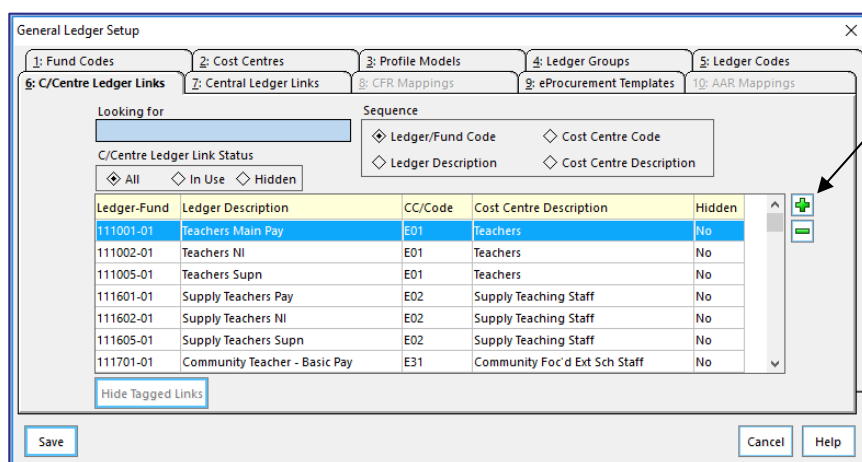


Linking Ledger Codes to Cost Centres

In order to use the new Cost Centres, they will need to be linked to Ledger Codes.

Tools | General Ledger Setup | 6. Cost Centre Ledger Links

- Click **+** on the right-hand side
- Click once to highlight the **Cost Centre** (under **Available Cost Centres**) and click the **Choose** button (the top thinner arrow).
- Move down to **Available Ledger Codes**, click once to highlight a **Ledger Code**, then you may **type** in the **Ledger Code** needed (see 'Looking for' box), or scroll down for the appropriate one, then click the **Choose** arrow.
- Click **Create Links** once the choice has been made
- **OK** to confirm
- **Save**



General Ledger Setup

1: Fund Codes 2: Cost Centres 3: Profile Models 4: Ledger Groups 5: Ledger Codes

6: C/Centre Ledger Links 7: Central Ledger Links 8: CFR Mappings 9: eProcurement Templates 10: AAR Mappings

Looking for: [] Sequence: []

C/Centre Ledger Link Status: [All] [In Use] [Hidden]

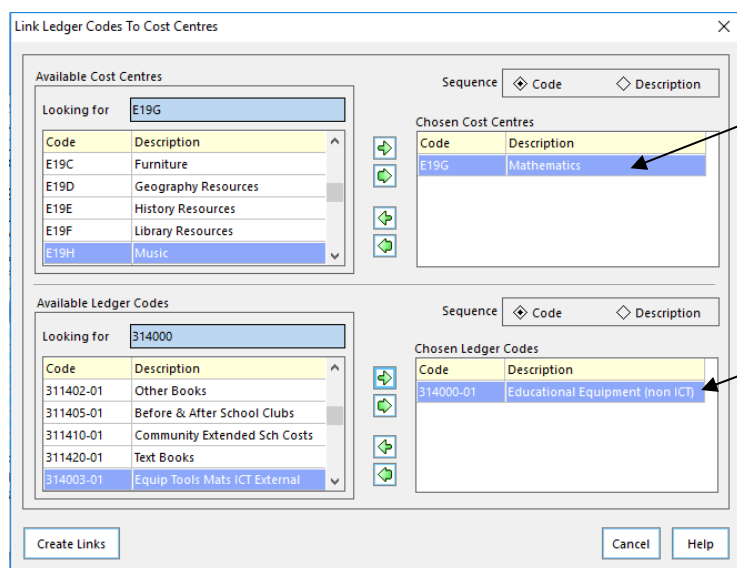
Ledger-Fund	Ledger Description	CC/Code	Cost Centre Description	Hidden
111001-01	Teachers Main Pay	E01	Teachers	No
111002-01	Teachers NI	E01	Teachers	No
111005-01	Teachers Supn	E01	Teachers	No
111601-01	Supply Teachers Pay	E02	Supply Teaching Staff	No
111602-01	Supply Teachers NI	E02	Supply Teaching Staff	No
111605-01	Supply Teachers Supn	E02	Supply Teaching Staff	No
111701-01	Community Teacher - Basic Pay	E31	Community Foc'd Ext Sch Staff	No

Hide Tagged Links

Save Cancel Help

The initial screen will show all the links that have already been created.

To add a new link, click on + on the right-hand side.



Choose the appropriate Cost Centre(s) to attach Ledger Code(s) to; it is possible to choose more than one Cost Centre if attaching same Ledger Codes

Choose across the appropriate Ledger Code(s)

Please Note:

You can make use of the sequence buttons to find the items you want quickly. Also, if mistakes are made during the selection process, Ledger Codes and Cost Centre links can be removed. Additionally, it is possible to link the same Ledger Codes to several Cost Centres in one operation.

Copying Alterations made into 25/26

If alterations are made to the current year's structure (24/25), and you wish the changes to be carried forward to the New Year (25/26) it is necessary to update via:

Tools | Define Financial Years | Update Next Year's Structures

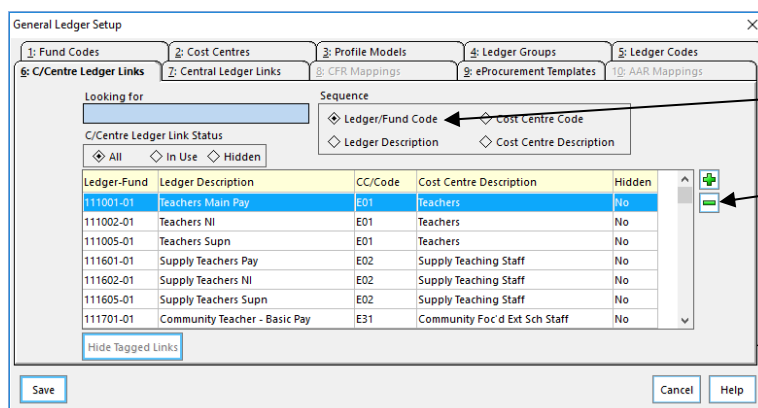
- Make sure that you **tag** all relevant **Ledger codes, Cost Centres, Groups and Templates**
- Return to **Tab1** and click **Copy Tagged**.

Amendments to New Structure - Unlinking Codes – New Year

This procedure can be used to unlink any Ledger Codes you may not wish to use in the New Year's structure.

Tools | General Ledger Setup | Cost Centre Ledger Links (Tab 6)

- Sequence in **Ledger Fund Code**



Sequence in Ledger/Fund Code

Highlight the link. Click on the minus key to delete links to highlighted cost centres

Save

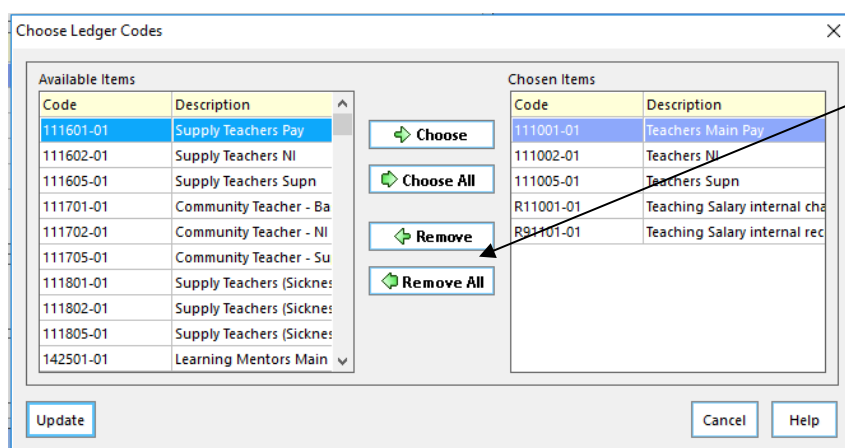
The following procedure can also be used to remove multiple links between Cost Centres and Ledger Codes:

Focus | Change Financial Year

- Highlight year **25/26** and click **Select**

Focus | Budget Management | Cost Centre Allocation

- Highlight **Cost Centre** and double click down to **Ledger Code** level
- Click into the **browser** on the right-hand side of the screen
- Highlight **codes** in the **Chosen Items** column you wish to unlink
- Click **Remove** button or **Remove All** which is in the middle of the screen – this should remove codes from the **Chosen Items** back to the **Available Items** column
- Click **Update**
- Click the **blue disk** to **Save**
- Enter a **narrative** for the **Audit Trail**



Choose Ledger Codes

Code	Description
111601-01	Supply Teachers Pay
111602-01	Supply Teachers NI
111605-01	Supply Teachers Supn
111701-01	Community Teacher - Ba
111702-01	Community Teacher - NI
111705-01	Community Teacher - Su
111801-01	Supply Teachers (Sickne:
111802-01	Supply Teachers (Sickne:
111805-01	Supply Teachers (Sickne:
142501-01	Learning Mentors Main

Buttons: Choose, Choose All, Remove, Remove All

Chosen Items

Code	Description
111001-01	Teachers Main Pay
111002-01	Teachers NI
111005-01	Teachers Supn
R11001-01	Teaching Salary internal cha
R91101-01	Teaching Salary internal rec

Buttons: Update, Cancel, Help

Click **Remove** or **Remove All** to unlink Ledger Codes

- Please note that Cost Centres can be added in the new Financial Year as soon as the year is started. However, Cost Centres cannot be deleted in the New Structure until the old Financial Year has been closed and Finalized e.g. for cost centres that are no longer required. Please note that if transactions have been accidentally processed against these cost centres, they cannot then be deleted until the next Financial Year. Please see separate instruction for amendments to your Ledger Codes

Procedure 11 – At the Year End (Old Financial Year)

When the year-end actually arrives, it will be necessary to switch off Order Processing in the old Financial Year and ensure it is enabled in the new Financial Year.

Tools | Define Financial Years | Define/Edit Years

- Highlight **old year 24/25** and click the **edit** button (pencil key on the right-hand side of the screen)
- Click **Order Book Open** to remove the tick to disable **ordering** facilities in the **old year 24/25**
- Click **Save**
- Highlight **new year 25/26** and click the **edit** button (pencil key on the right-hand side of the screen)
- Click **Order Book Open** to insert a tick to enable **ordering** facilities in the **new year 25/26**
- Click **Save**



Procedure 12 – Year End System Checks (Old Financial Year)

Even though various areas of the system have been checked it is very useful to use the System Checks to provide a number of reports that are very helpful. They can be run off individually or all at the same time.

Reports | Year End | System Checks

- Highlight the old Financial Year **24/25** then click **Select**
- Choose **All** from the **browser** on the **Transactions Type**
- Tick both **Include Transferable Transactions & Include Support items**
- Look at the report to see if further changes can be identified, e.g. unauthorised orders, reconciliation, journals etc.
- Make appropriate changes

(Note: Chequebook Schools Only – Invoices that have been paid are shown as transferred. They are not “physically” transferred, only marked as transferred so that it is possible to cancel the cheque if necessary.)

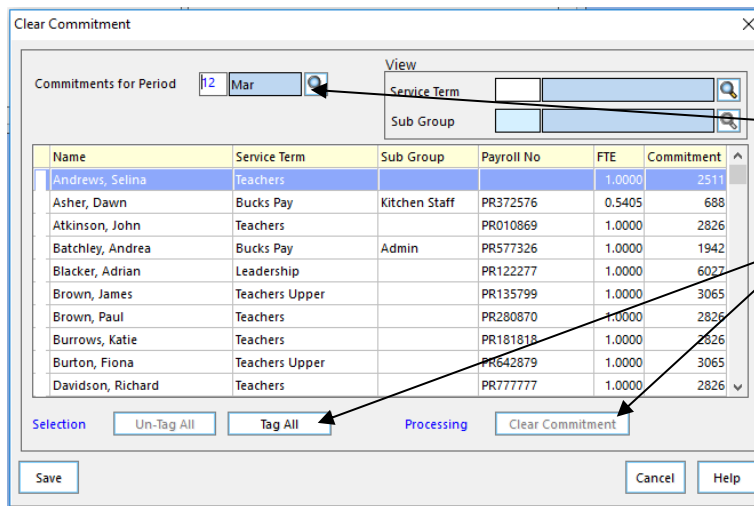
Procedure 13 – Clearing Commitments in Personnel Links (Old Financial Year)

If Salary Projections have been run for reconciliation purposes, it may be necessary to check that there are no outstanding commitments in Personnel Links. This will be essential **once Week 52 reconciliation file has been run and completed. PLEASE NOTE the final reports and Reconciliation Files for 24/25 will be available on SchoolsWeb by 25th April 2025.** Outstanding commitments will appear on the Systems Check Report. Additionally, it will not be possible to carry out a Preliminary Closure unless any outstanding commitments have been cleared.

Ensure the Financial Year is set to 24/25

Focus | Personnel Links | Salary Projection

- Click **Salary Projection | Clear Commitment** on the top tool bar or click the **Clear Commitment icon** in the top right-hand corner
- Click into the **Commitments For Period Browser** and choose a **period** (start with 1)
- Leave the **Service Term blank**
- If there are any commitments left for the period chosen, they will appear on the screen
- Click the **Tag All button** at the bottom of the screen, **flags will appear** beside each commitment
- Click **Clear Commitment button** at the bottom of the screen left-hand side
- Repeat this procedure until all commitments up to Period 12 have been cleared
- Click **Save**
- Click **Yes** to the message **Are you sure you want to clear commitments for all tagged records**



Click into the browser and select appropriate period

If any commitments are still outstanding, click the **Tag All** button, then click **Clear Commitment**

Procedure 14 – Debtor and Creditor List

All Goods and Services received within the Financial Year 24/25 must be charged to that Financial Year. Where **GOODS** have been received but **NOT THE INVOICE**, a charge will be made to 24/25 and a credit made to 25/26, therefore making funds available to pay the invoice when it arrives in the new Financial Year. These transactions take place by Journal Entry on Reconciliation Files in both 24/25 and 25/26.

Note: Before completing the Debtor and Creditor list, please check the schools bulletin, as Schools Accountancy Support Team (SAST) will advise on form completion and transfer method nearer the time.

SAST Guidance – Payroll

Supply Claim forms (schools using SAP payroll) –

- The last date for submitting supply claim **e-forms** to HR/Payroll for inclusion in the old Financial Year is **12th March 2025**.

SAST Guidance – Reports and Returns

A March Part-Transaction Report **only** will be issued on Your School Data area of the Finance Zone on SchoolsWeb by **25th March 2025**. (other reports and rec file will be produced as soon as possible after this date)

PLEASE CHECK ALL ENTRIES CAREFULLY, YOU WILL ONLY HAVE UNTIL Noon on 27th March 2025 TO QUERY THE INFORMATION. However, unless the transaction is considered to be material, it will not be changed.

The information on the final Monthly Summary Report will be used for the DfE CFR return.

Parent & Governors Report – will be available in the Your School Data area towards the end of the Summer Term.

Procedure 15 - Housekeeping

It is a requirement for all schools to reconcile Ledger Code balances on FMS with balances on the SAP Transaction Reports (SchoolsWeb – Finance Zone | Your School Data) on a monthly basis after each reconciliation file has been imported to avoid problems at year-end.

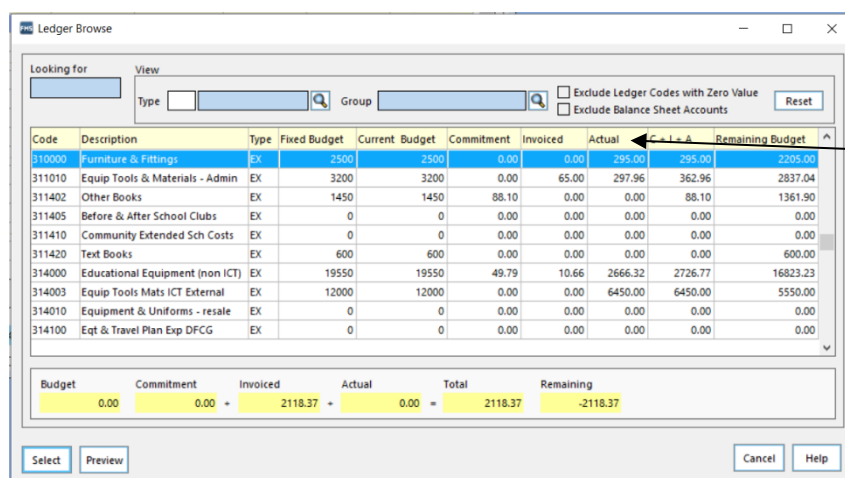
A Part-Transaction Report **only** will be produced for March transactions on **25th March 2025**. This will enable you to check **manually** that the transactions have been entered correctly. If there are any discrepancies, please **inform the Schools Finance Team** by telephone or email no later than **Noon 27th March 2025**.

The Week 52 Transaction Report and Reconciliation File will be available on 2 April (Monthly Summary later in the month) – queries to be with SAST by **Noon on 3rd April 2025** (bear in mind that most schools break for Easter on 4th April). Final reports and rec files will be released on **25th April 2025**. These will include all carry forward balances.

Please do final reconciliation of ledger code balances on FMS with balances on SAP after these files have been imported and processed.

Focus | General Ledger | Chart of Accounts Review | Ledger Code Browse

- Maximise the screen



Code	Description	Type	Fixed Budget	Current Budget	Commitment	Invoiced	Actual	Remaining Budget
310000	Furniture & Fittings	EX	2500	2500	0.00	0.00	295.00	2205.00
311010	Equip Tools & Materials - Admin	EX	3200	3200	0.00	65.00	297.96	2837.04
311402	Other Books	EX	1450	1450	88.10	0.00	0.00	1361.90
311405	Before & After School Clubs	EX	0	0	0.00	0.00	0.00	0.00
311410	Community Extended Sch Costs	EX	0	0	0.00	0.00	0.00	0.00
311420	Text Books	EX	600	600	0.00	0.00	0.00	600.00
314000	Educational Equipment (non ICT)	EX	19550	19550	49.79	10.66	2666.32	16823.23
314003	Equip Tools Mats ICT External	EX	12000	12000	0.00	0.00	6450.00	5550.00
314010	Equipment & Uniforms - resale	EX	0	0	0.00	0.00	0.00	0.00
314100	Eq & Travel Plan Exp DFCG	EX	0	0	0.00	0.00	0.00	0.00

Check **Ledger Code Balances (Actual)** against the SAP Transaction Report closing balances

- Check the figures in the **Actuals** column and check against the **closing balances** on the **SAP Transactions Report** on SchoolsWeb
- Ensure that the latest reconciliation file has been reconciled and matched against the SAP Transactions Report
- If figures do not match, it will be necessary to investigate with the relevant department at county and carry out corrections

If items have been reconciled twice in error, enter a contra entry i.e. Central Credit, Central Debit:

Focus | Central | Payment

- Click + (add) and select **Payment**
- Type in the **Ledger Code/Cost Centre** from original invoice
- In the **amount** type in a **minus sign (-)** then the actual amount

- **Accept** the warning '**Warning you are reducing your expenditure**' or '**Warning you are reducing your income**'. If you do not get this message a minus sign has been omitted from the amount field
- In **Treasurer Reference** type in a **brief description**
- In the **Narrative** type in the **invoice number**
- Click the **Blue disk** to **Save** and **Post** the **central credit**

Procedure 16 – Preliminary Close

Log in as **Supervisor**.

After the week 52 and 56 reconciliation files have been completed it is advisable to run a **Preliminary Closure**. A Preliminary Closure will carry forward any outstanding orders, the Petty Cash in Hand Balance and the Bank Balance into the new year. The system will move into period 13 in the old year. It is important to open the new Financial Year before a Prelim can be run.

This operation will close up to, and including, the last period. No further financial transactions can take place in the old year except for Closing Balance Journals (to make adjustments) and Reconciliation.

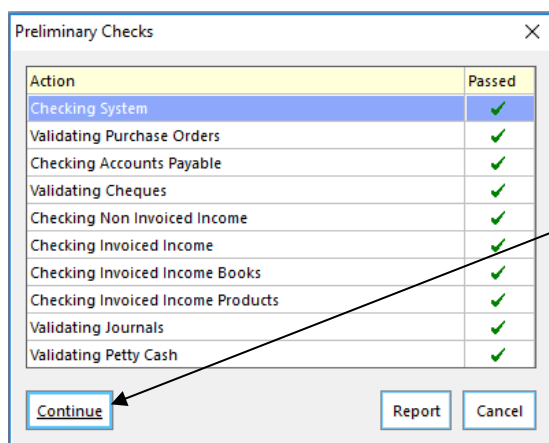
VERY IMPORTANT – PLEASE ENSURE THAT A BACKUP COPY IS CREATED BEFORE PROCEEDING:

Tools | FMS Transactions Backup and click Yes to create a Backup of the FMS database.

Preliminary Closure of the Old Financial Year

Tools | Define Financial Years | Define/Edit Years

Highlight old Financial Year **24/25** and click **Preliminary Close**.



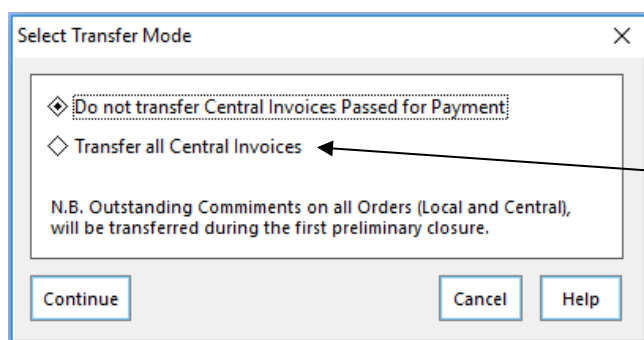
Action	Passed
Checking System	✓
Validating Purchase Orders	✓
Checking Accounts Payable	✓
Validating Cheques	✓
Checking Non Invoiced Income	✓
Checking Invoiced Income	✓
Checking Invoiced Income Books	✓
Checking Invoiced Income Products	✓
Validating Journals	✓
Validating Petty Cash	✓

Buttons: Continue, Report, Cancel

Look out for red crosses and investigate further.

Click **Continue** when all green ticks

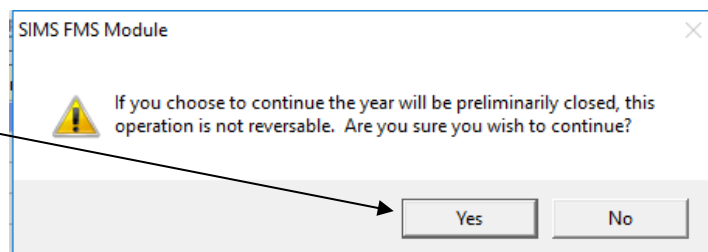
- The process will run system checks and indicates the status of transactions.
- Only click **Report** if all checks have **not** passed, otherwise click **Continue**
- Click **Perform Close** to carry out Preliminary Closure
- The following screen dictates whether invoices are transferred to the new Financial Year and depends how invoices are paid on your system. **All schools** please ensure you select '**Do Not Transfer Central Invoices Passed for Payment**' before clicking **Continue**.
- Click **Perform Close** to carry out Preliminary Closure



All schools please choose:

Do not transfer Central Invoices Passed for Payment

Click **Yes** to complete the Preliminary Closure



Important Notes:

Non-Chequebook Schools

- As your invoices are paid centrally, **DO NOT TRANSFER CENTRAL INVOICES PASSED FOR PAYMENT AT ANY POINT**. Under **NO** circumstances should old year invoices be transferred to the new Financial Year.

Chequebook Schools

- As your invoices are paid by local bank account, the choice selected does not affect transfer of your invoices.
- The Preliminary Closure will carry forward all unreconciled bank transactions. Therefore, it is important that you reconcile your bank balance on an ongoing basis up to and including the 31st March.

Procedure 17 – After the Year End (Old Financial Year)

Once the Preliminary Closure has been run, the system moves into Period 13 therefore any reconciliation files processed after this will be posted to Period 13.

If any changes are made in the old Financial Year, the Preliminary Closure should be re-run to update the balances brought forward. The Preliminary Close can be run as many times as is required and will reverse out the effects of the previous closure before writing in new opening balances. After each Preliminary Closure, Procedure 18 must be followed.

Non-Chequebook Schools

Once all files and Debtor/Creditor lists have been processed, the final school balances will be calculated and rolled forward by SAST. These balances will be included on the transaction reports and reconciliation file for

weeks 53-56. These figures will supersede figures calculated on the FMS system and should be accepted off the reconciliation file.

Chequebook Schools

Once all VAT Claim files and Debtor/Creditor lists have been processed the final school balances will be calculated and rolled forward by SAST. These balances will be included on the transaction reports and reconciliation file for weeks 53-56. These figures will supersede figures calculated on the FMS system and should be accepted off the reconciliation file.

Procedure 18 – Adjusting the Fund Figure

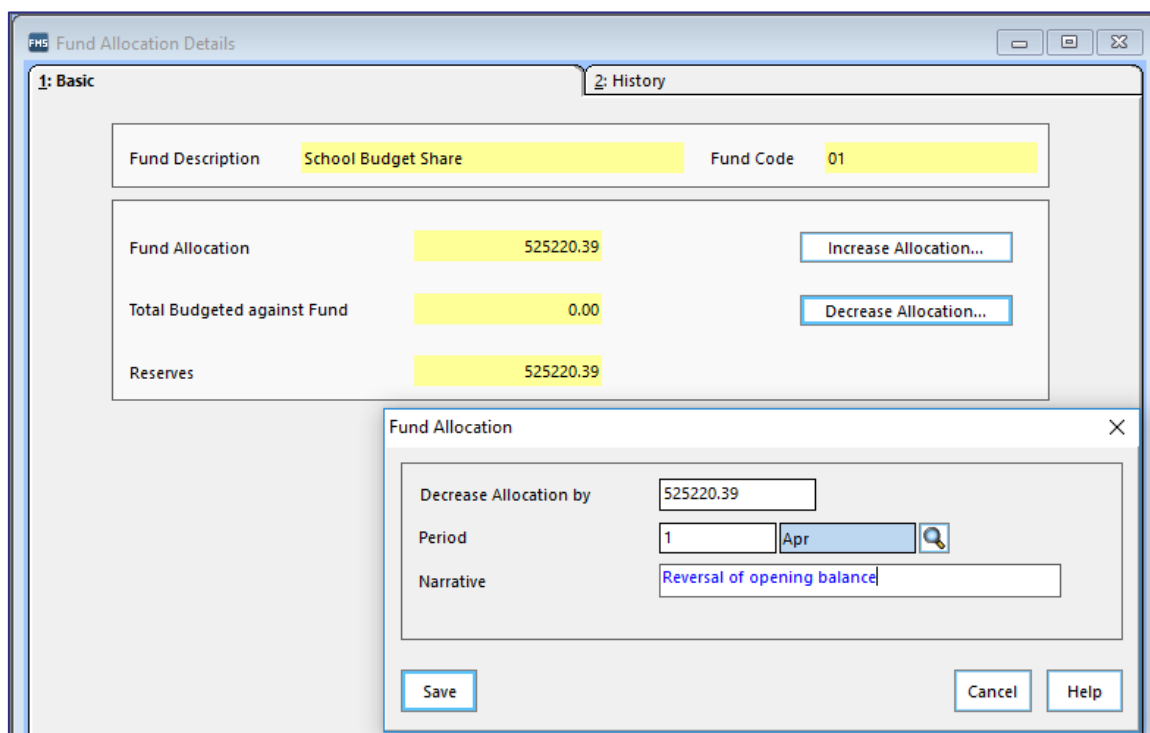
After each Preliminary Closure has been run, it is most important that the Fund figure is checked and, if necessary, adjusted in the new Financial Year. Please ensure that the Fund is adjusted back to zero after each Preliminary Close.

Fund 01 - School Budget Share – Should always have a zero budget

In Financial Year 25/26

Focus | Budget Management | Fund Allocation

- Double click on **School Budget Share - Code 01**
- **Increase** or **Decrease** to Zero
- **Confirm** and **Save**



FMS Fund Allocation Details

1: Basic | 2: History

Fund Description	School Budget Share	Fund Code	01
Fund Allocation	525220.39	Increase Allocation...	
Total Budgeted against Fund	0.00	Decrease Allocation...	
Reserves	525220.39		

Fund Allocation

Decrease Allocation by: 525220.39

Period: 1 Apr

Narrative: Reversal of opening balance

[Save](#) [Cancel](#) [Help](#)

Procedure 19 – Final Closure – Old Year

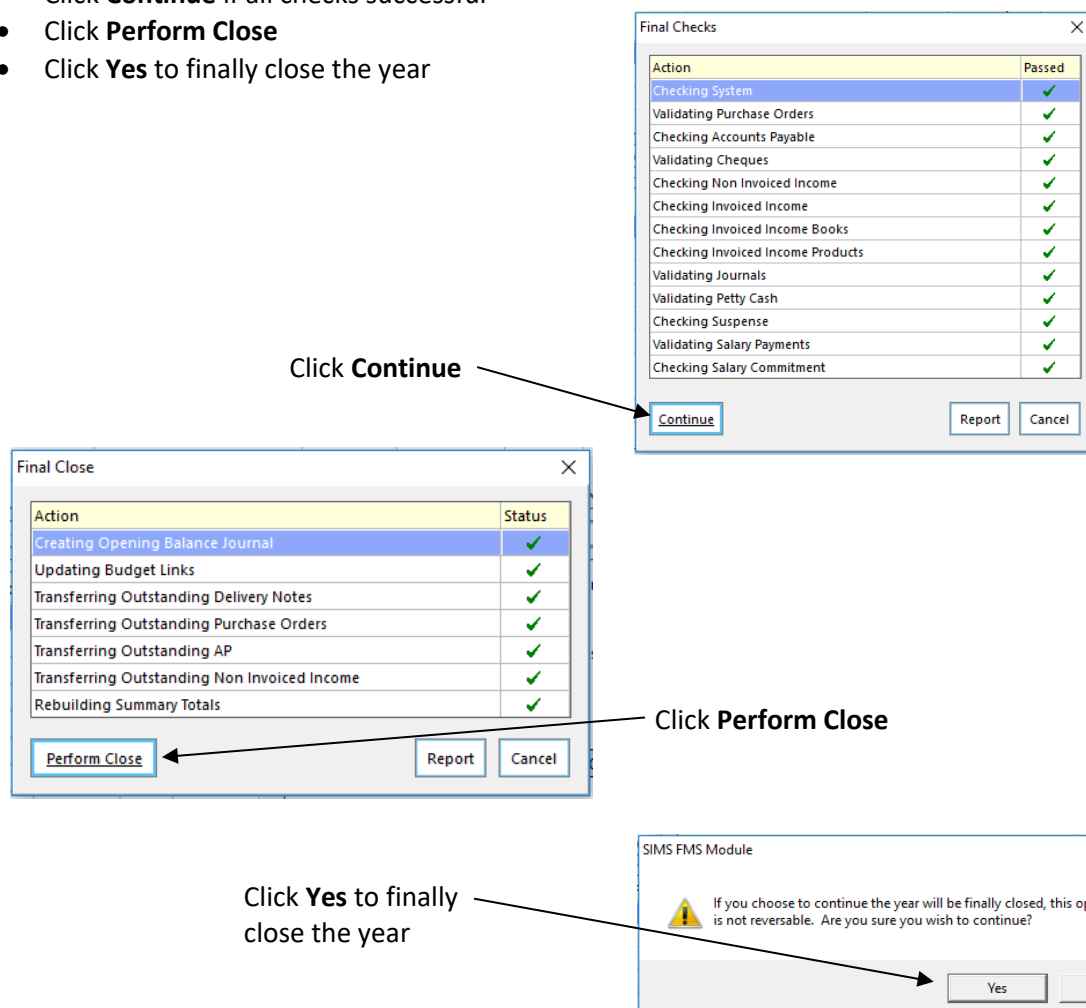
Once the FMS system ledger code balances are reconciled to the SAP ledger code balances, as at week 56, the old Financial Year can be finally closed. This will probably be later in the year once the last Reconciliation File for 23/24 has been processed and cleared and any queries have been clarified with SAST.

VERY IMPORTANT – PLEASE ENSURE THAT A BACKUP COPY IS CREATED BEFORE PROCEEDING:

Tools | FMS Transactions Backup and click Yes to create a Backup of the FMS database.

Tools | Define Financial Years | Define/Edit Years

- Highlight the old Financial Year **24/25**
- Click **Final Close** button – system checks will be performed
- Click **Continue** if all checks successful
- Click **Perform Close**
- Click **Yes** to finally close the year



The screenshots illustrate the steps for final closure:

- Final Checks:** A window showing a list of checks that have all passed. The **Continue** button is highlighted with the annotation "Click Continue".
- Final Close:** A window showing a list of actions to be performed, all with a status of "✓". The **Perform Close** button is highlighted with the annotation "Click Perform Close".
- Confirmation:** A window titled "SIMS FMS Module" with a warning icon and the text: "If you choose to continue the year will be finally closed, this operation is not reversible. Are you sure you wish to continue?". The **Yes** button is highlighted with the annotation "Click Yes to finally close the year".

Note: The Final Closure is permanent! No financial transactions of any type can take place after the year has been finally closed. Only reports can be printed.

Remember to check the Fund figure in 25/26 and adjust back to zero if necessary – see Procedure 18.

Procedure 20 – Entering the Budget 2025/2026

Fund Allocation

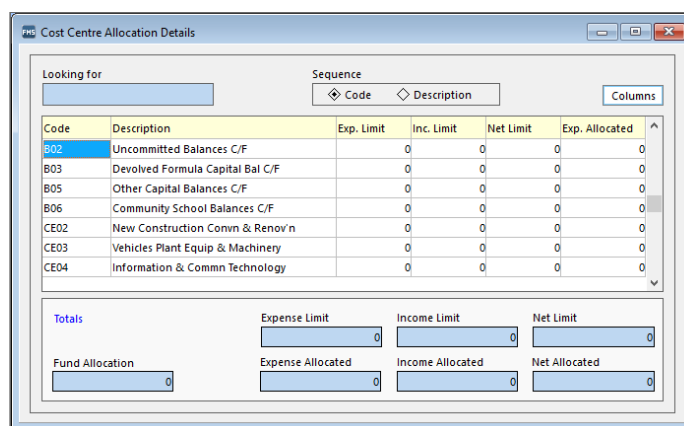
In the **Financial Year 25/26** the **School Budget Share** will appear on the first Reconciliation File as an item on Income Ledger Code (992335). This must be accepted from the suspense area.

The Fund Allocation figure for Fund 01 should always remain at zero. If the balance is not at zero, please refer to Procedure 18.

Please remember to check after each Preliminary Close and the Final Close and adjust back to zero as necessary.

Setting Income/Expenditure Limit

Focus | Budget Management | Cost Centre Allocation

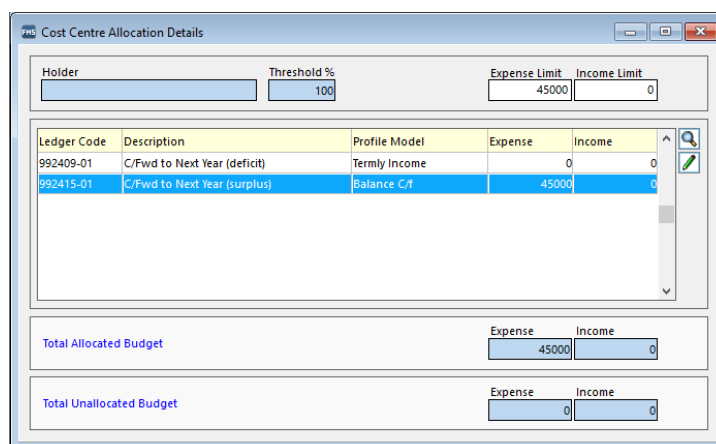


Code	Description	Exp. Limit	Inc. Limit	Net Limit	Exp. Allocated
B02	Uncommitted Balances C/F	0	0	0	0
B03	Devolved Formula Capital Bal C/F	0	0	0	0
B05	Other Capital Balances C/F	0	0	0	0
B06	Community School Balances C/F	0	0	0	0
CE02	New Construction Convn & Renov'n	0	0	0	0
CE03	Vehicles Plant Equip & Machinery	0	0	0	0
CE04	Information & Commn Technology	0	0	0	0

Totals: Expense Limit: 0, Income Limit: 0, Net Limit: 0

Fund Allocation: 0, Expense Allocated: 0, Income Allocated: 0, Net Allocated: 0

- Double-click the first Cost Centre where funds are to be allocated (as per budget setting spreadsheet). You will see a list of ledger codes attached to this cost centre

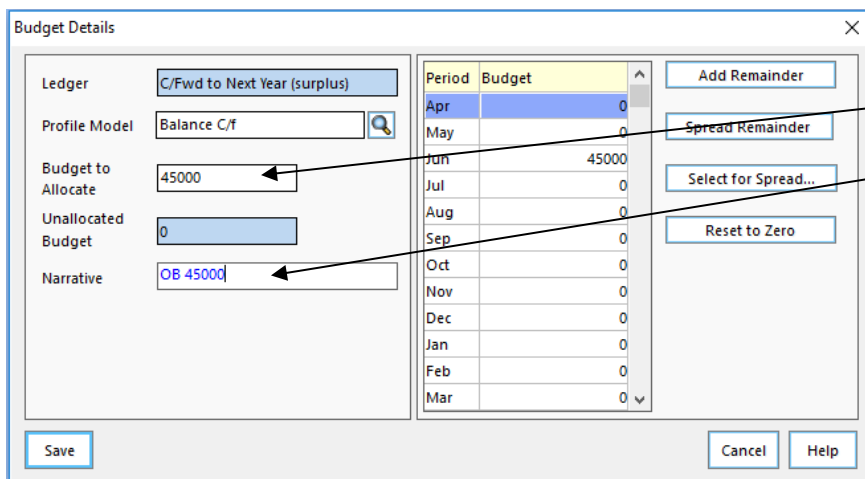


Ledger Code	Description	Profile Model	Expense	Income
992409-01	C/Fwd to Next Year (deficit)	Termly Income	0	0
992415-01	C/Fwd to Next Year (surplus)	Balance C/f	45000	0

Total Allocated Budget: Expense: 45000, Income: 0

Total Unallocated Budget: Expense: 0, Income: 0

- The budget to be allocated to this cost centre should then be split across the relevant ledger codes. Double-click a ledger code to display the Budget Details screen



Budget Details

Ledger: C/Fwd to Next Year (surplus)

Profile Model: Balance C/f

Budget to Allocate: 45000

Unallocated Budget: 0

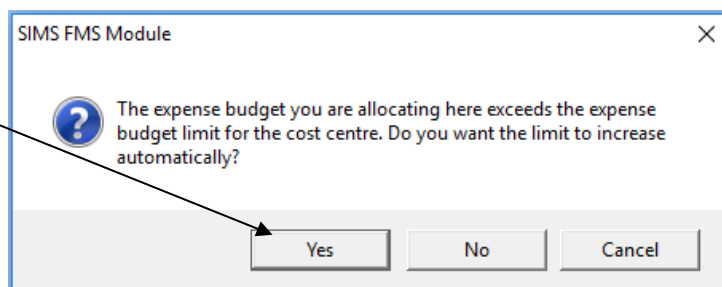
Narrative: OB 45000

Period Budget

Period	Budget
Apr	0
May	0
Jun	45000
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0

Buttons: Add Remainder, Spread Remainder, Select for Spread..., Reset to Zero, Save, Cancel, Help

Enter the budget

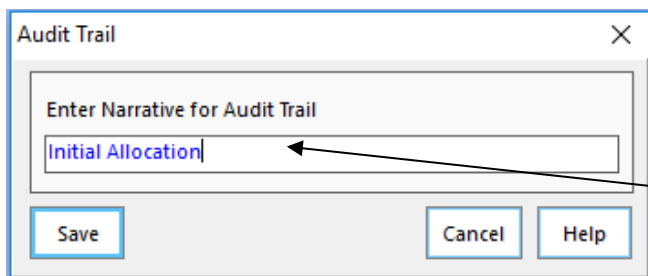
In the Narrative box type **OB** being Original Budget and then the **amount**Click **Save**Say **Yes** to the message to increase the expense budget limit for this cost centre


SIMS FMS Module

The expense budget you are allocating here exceeds the expense budget limit for the cost centre. Do you want the limit to increase automatically?

Buttons: Yes, No, Cancel

- Repeat this procedure for all ledger codes in this cost centre
- Save** the details by clicking on the  at the top of the page or  to undo changes



Audit Trail

Enter Narrative for Audit Trail

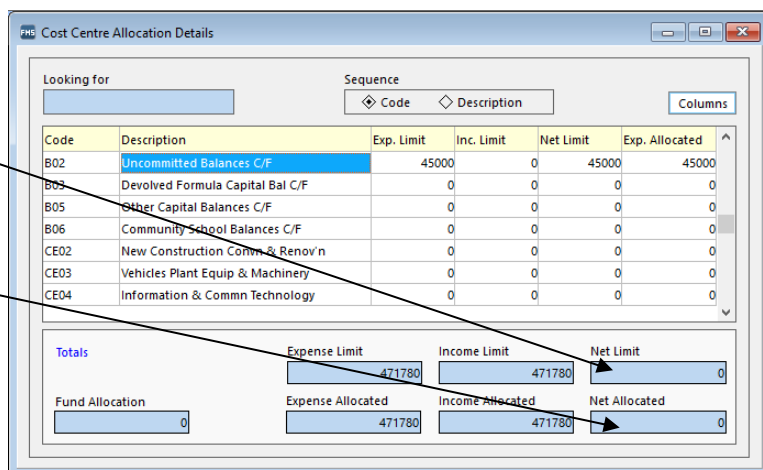
Initial Allocation

Buttons: Save, Cancel, Help

Click on the  to **Save**. Add an audit narrative e.g. **Initial Allocation**

Copy narrative to paste in the future

- Repeat for all relevant Cost Centres until the Net Limit and Net Allocated equal zero

Expense Limit MINUS
Income Limit = ZEROExpense Allocated
MINUS Income
Allocated = ZERO


Cost Centre Allocation Details

Looking for:

Sequence: ☐ Code ☐ Description

Code	Description	Exp. Limit	Inc. Limit	Net Limit	Exp. Allocated
B02	Uncommitted Balances C/F	45000	0	45000	45000
B03	Devolved Formula Capital Bal C/F	0	0	0	0
B05	Other Capital Balances C/F	0	0	0	0
B06	Community School Balances C/F	0	0	0	0
CE02	New Construction Comm & Renov'n	0	0	0	0
CE03	Vehicles Plant Equip & Machinery	0	0	0	0
CE04	Information & Commn Technology	0	0	0	0
Totals					
		Expense Limit	Income Limit	Net Limit	
		471780	471780	0	
Fund Allocation		Expense Allocated	Income Allocated	Net Allocated	
		0	471780	0	

Send Budget Figures to the School Accountancy Support Team (SAST)

Please refer to the guidance on the Finance Zone in SchoolsWeb for the current procedures for submitting the budget to SAST.

Subsequently, each time the budget figures are adjusted, it is necessary to repeat this procedure.

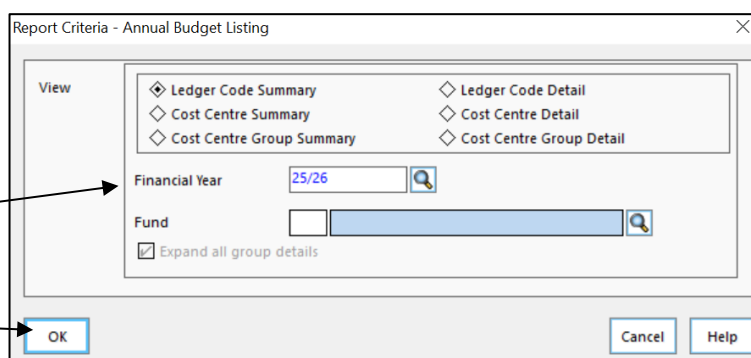
The final date for submitting the Annual Budget Listing (electronic file) to SAST is **16th May 2025**.

Reports | Budget Maintenance | Annual Budget Listing

Leave the selection criteria as default and print the **Ledger Code Summary**

Ensure the Financial Year is **25/26**

Click **OK**



Report Criteria - Annual Budget Listing

View

- ☒ Ledger Code Summary
- ☐ Ledger Code Detail
- ☐ Cost Centre Summary
- ☐ Cost Centre Detail
- ☐ Cost Centre Group Summary
- ☐ Cost Centre Group Detail

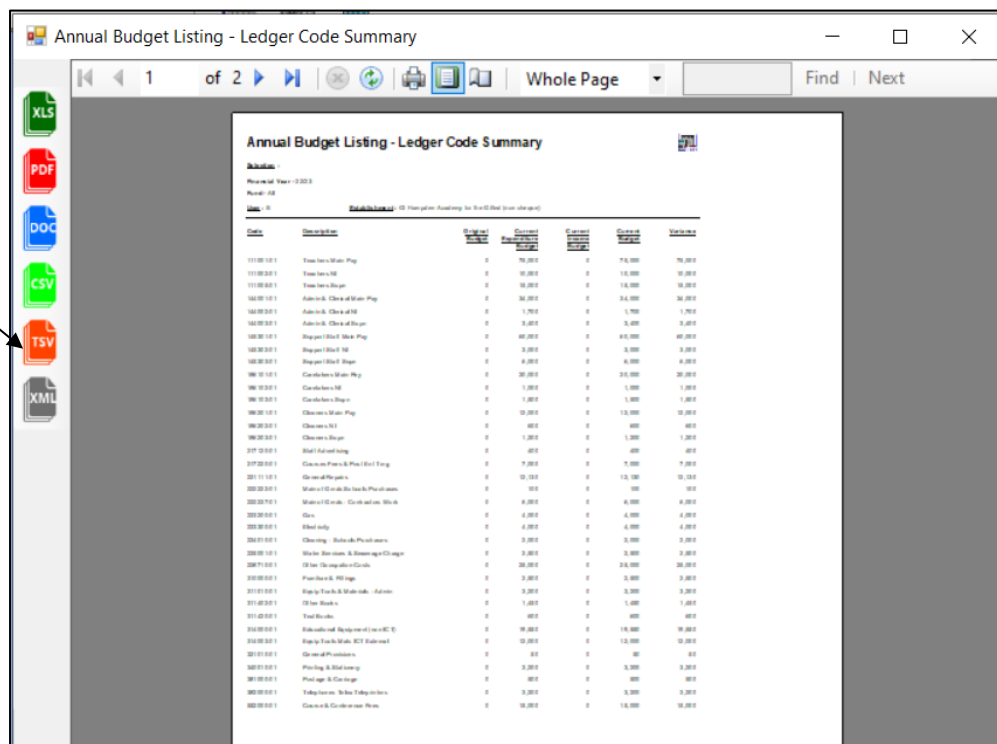
Financial Year:

Fund:

☒ Expand all group details

OK Cancel Help

Select **Tab Separated Values Format (TSV)**

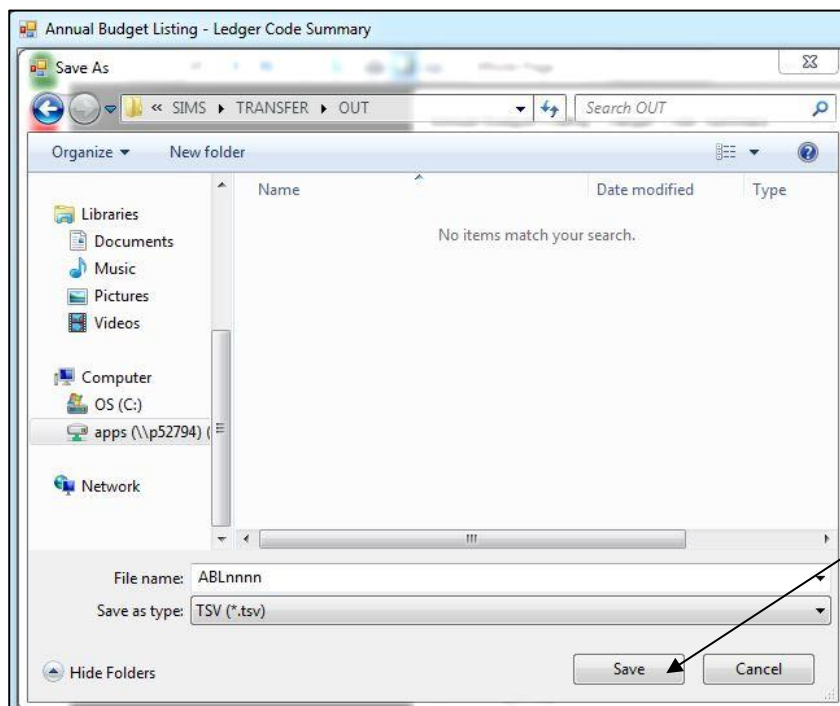


Annual Budget Listing - Ledger Code Summary

Navigation: 1 of 2 | Whole Page | Find | Next

File Format Selection: XLS, PDF, DOC, CSV, **TSV**, XML

Code	Description	Current Budget	Current Budget	Current Budget	Current Budget	Current Budget
11100101	Teachers Main Pay	0	75,000	0	75,000	75,000
11100102	Teachers NI	0	10,000	0	10,000	10,000
11100103	Teachers Payroll	0	10,000	0	10,000	10,000
11100104	Teachers Other Pay	0	30,000	0	30,000	30,000
11100105	Teachers Other NI	0	1,000	0	1,000	1,000
11100106	Teachers Other Payroll	0	5,000	0	5,000	5,000
11100107	Teachers Other Payroll NI	0	40,000	0	40,000	40,000
11100108	Teachers Other Payroll NI	0	5,000	0	5,000	5,000
11100109	Teachers Other Payroll NI	0	4,000	0	4,000	4,000
11100110	Teachers Other Payroll NI	0	20,000	0	20,000	20,000
11100111	Teachers Other Payroll NI	0	1,000	0	1,000	1,000
11100112	Teachers Other Payroll NI	0	1,000	0	1,000	1,000
11100113	Teachers Other Payroll NI	0	10,000	0	10,000	10,000
11100114	Teachers Other Payroll NI	0	400	0	400	400
11100115	Teachers Other Payroll NI	0	1,000	0	1,000	1,000
11100116	Teachers Other Payroll NI	0	1,000	0	1,000	1,000
11100117	Teachers Other Payroll NI	0	400	0	400	400
11100118	Teachers Other Payroll NI	0	7,000	0	7,000	7,000
11100119	Teachers Other Payroll NI	0	10,000	0	10,000	10,000
11100120	Teachers Other Payroll NI	0	100	0	100	100
11100121	Teachers Other Payroll NI	0	4,000	0	4,000	4,000
11100122	Teachers Other Payroll NI	0	4,000	0	4,000	4,000
11100123	Teachers Other Payroll NI	0	4,000	0	4,000	4,000
11100124	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100125	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100126	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100127	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100128	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100129	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100130	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100131	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100132	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100133	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100134	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100135	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100136	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100137	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100138	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100139	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100140	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100141	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100142	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100143	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100144	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100145	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100146	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100147	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100148	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100149	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100150	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100151	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100152	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100153	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100154	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100155	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100156	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100157	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100158	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100159	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100160	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100161	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100162	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100163	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100164	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100165	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100166	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100167	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100168	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100169	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100170	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100171	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100172	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100173	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100174	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100175	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100176	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100177	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100178	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100179	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100180	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100181	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100182	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100183	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100184	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100185	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100186	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100187	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100188	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100189	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100190	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100191	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100192	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100193	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100194	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100195	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100196	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100197	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100198	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100199	Teachers Other Payroll NI	0	3,000	0	3,000	3,000
11100200	Teachers Other Payroll NI	0	3,000	0	3,000	3,000



Select **relevant directory** i.e.
S:\SIMS\Transfer\Out

Type in the name of the file
that is to be saved **ABLxxxx**
where **xxxx** is the school's **4**
digit DfE Number

Click **Save** – this will save
ABLxxxx.tsv to your chosen
directory

THIS PROCEDURE SHOULD BE REPEATED EACH TIME ANY LEDGER CODE BUDGET ADJUSTMENTS ARE MADE

Fixing the Budget

Once the Budget has been approved by the Governors it should be fixed. This will result in an 'Original Budget' being recorded in the system and any future budget changes will be reflected in the 'Current Budget'.

Focus | Budget Management | Cost Centre Allocation

Once the Budget has been approved and balances to zero, click on the **Fix the Budget** Icon in the top right-hand corner of the screen.



NB: Once a budget has been entered and ordering has started in the New Year the 'Check Spending Against Cost Centres' tick must be applied. Follow the instructions in Procedure 21 below.

Procedure 21 – Global Spending Check

Once a budget has been entered and ordering has started in the New Year the **Check Spending Against Cost Centres** tick must be applied.

Tools | Define Financial Years | Define/Edit Years

- Highlight Year **25/26** and click the **Pencil** key to edit
- Click in the box to add the tick against **Check Spending Against Cost Centre**
- Click **Save**
- Click **Save**

Define Years

Year	State	Periods	Lowest Open	Archived
25/26	Started	12	1	No
24/25	Started	12	1	No
23/24	Finalized	12	13	No
22/23	Finalized	12	13	No
21/22	Finalized	12	13	No

Open Year Preliminary Close Final Close

Period	Start Date	Name	Status
1	01/04/2025	Apr	Open
2	01/05/2025	May	Open
3	01/06/2025	Jun	Open
4	01/07/2025	Jul	Open
5	01/08/2025	Aug	Open
6	01/09/2025	Sep	Open
7	01/10/2025	Oct	Open
8	01/11/2025	Nov	Open
9	01/12/2025	Dec	Open
10	01/01/2026	Jan	Open

☒ Check Spending Against Cost Centre
☒ Order Book Open
☐ Order Book Open - Restricted Users
☐ Record Deliveries

Next Year Begins 01/04/2026

Save Cancel Help

Highlight Year
25/26

Click the **Pencil**
key to edit

Click in the box to add
the tick against **Check
Spending Against
Cost Centre**

Click **Save**

Edit Financial Year

Year Description 25/26 Start Date 1/04/2025

Number of Periods 12

☒ Check Spending Against C.C.
☒ Order Book Open
☐ Order Book Open - Restricted Users
☐ Record Deliveries

Next Year Begins 1/04/2026

Save Cancel Help

Define Years

Year	State	Periods	Lowest Open	Archived
25/26	Started	12	1	No
24/25	Started	12	1	No
23/24	Finalized	12	13	No
22/23	Finalized	12	13	No
21/22	Finalized	12	13	No

Open Year Preliminary Close Final Close

Period	Start Date	Name	Status
1	01/04/2025	Apr	Open
2	01/05/2025	May	Open
3	01/06/2025	Jun	Open
4	01/07/2025	Jul	Open
5	01/08/2025	Aug	Open
6	01/09/2025	Sep	Open
7	01/10/2025	Oct	Open
8	01/11/2025	Nov	Open
9	01/12/2025	Dec	Open
10	01/01/2026	Jan	Open

☒ Check Spending Against Cost Centre
☒ Order Book Open
☐ Order Book Open - Restricted Users
☐ Record Deliveries

Next Year Begins 01/04/2026

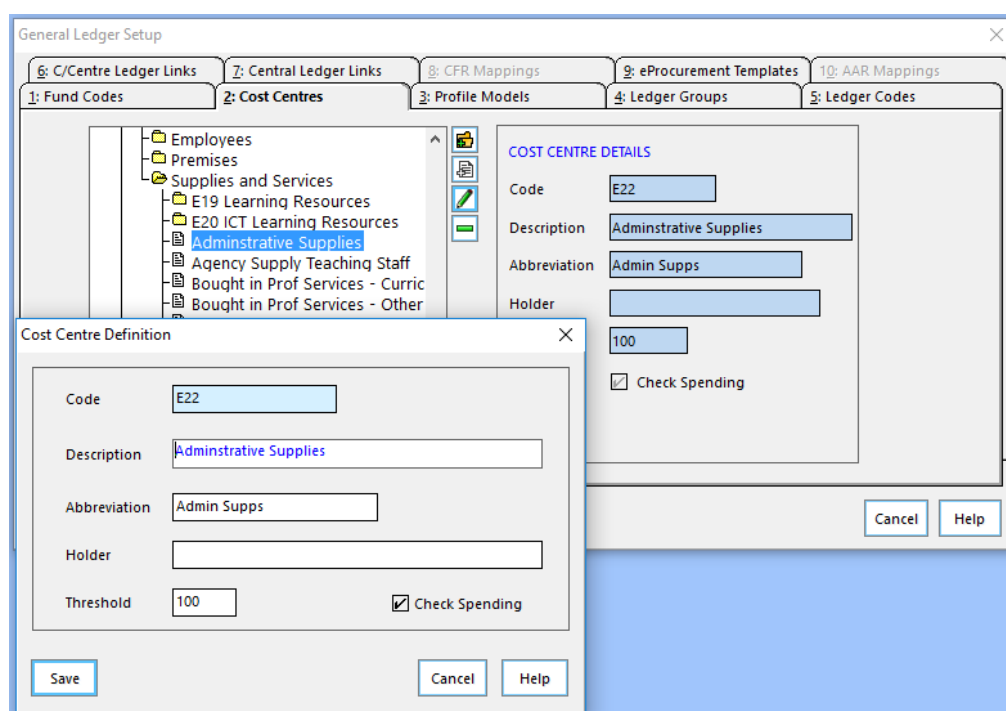
Save Cancel Help

Click **Save**

In addition, it may be necessary to double check that the check spending tick is on at individual Cost Centre level as well. (If you have administered a Cost Centre spending check during the year)

Tools | General Ledger Setup | Tab 2. Cost Centre

- If the message **You do not have access rights to do this function** is displayed, click **OK**
- Double click on a Cost Group i.e. **Revenue Expenditure**
- Select one of the next levels i.e. **Supplies and Service Group** (yellow Folder)
- Highlight each **Cost Centre detail** in turn and click on the **edit** key (pencil icon) on right-hand side
- Click **Check Spending** and ensure the tick is present
- Click **Save**
- Click **Save**



The screenshot shows the 'General Ledger Setup' window with the '2: Cost Centres' tab selected. The left pane displays a tree structure of cost centres, with 'Administrative Supplies' highlighted. The right pane shows the 'COST CENTRE DETAILS' for 'E22', including fields for Code, Description, Abbreviation, Holder, and Threshold, along with a 'Check Spending' checkbox. A 'Cost Centre Definition' dialog box is open in the foreground, mirroring the details for 'E22' and allowing for saving, canceling, or getting help.

Field	Value
Code	E22
Description	Administrative Supplies
Abbreviation	Admin Supps
Holder	
Threshold	100
Check Spending	☒



Appendix 1 – Chequebook Schools ONLY – What to do on 1st April

On **1st April 2025 (or first working day in April)**, at the **START of the Business Day**, it is **vital** that the **VAT Submittal** is run for the **March** period **BEFORE** any transactions are input on FMS.

These procedures **MUST** be completed in the **Financial Year 24/25**. All reports should be **printed** but **NO** electronic files should be created or transferred via File Transfer.

VAT Claim

Tools | Define VAT Period

Check date range is correct (i.e. end date **31/03/25**)

Reports | General Ledger | VAT Reports

VAT Full Report

VAT Submittal Report

Bank Account Claim

Reports | General Ledger | Bank | Bank Claim

Enter date range xx/03/25 to 31/03/25

(NB xx = the day after the end date of the last report)

Bank History

Reports | General Ledger | Bank | Bank History

Enter same date range as Bank Claim

Petty Cash Expenditure Report

Reports | General Ledger | Petty Cash | Ledger Code Expenditure

Enter same date range as Bank Claim

CHECK THE FIGURE EXACTLY MATCHES THE VAT FULL REPORT PRODUCED EARLIER – PLEASE NOTIFY SAST IF THIS IS NOT THE CASE.

The hard copy only of the VAT Submittal plus all other blank reports as per the timetable should be scanned to SAST to arrive no later than **25th April 2025**.

Please check:

- the Bank Claim Report, Bank History Report and Petty Cash Report dated using a date range as indicated above should contain no transactions
- the Full VAT Report totals match the totals on the report previously uploaded

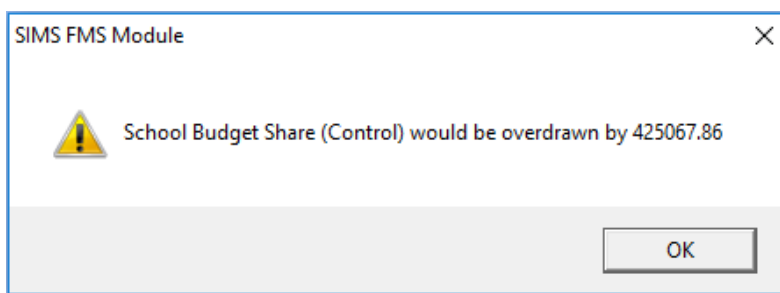
Appendix 2 – Entering a Petty Cash Reimbursement in the New Year

When processing a Petty Cash Reimbursement, if you see a message stating that your 'School Budget Share (Control)' would be overdrawn by £xxxxxxx' you will need to increase the SBS Control account before you can post the reimbursement. Once the reimbursement has been posted it will be necessary to decrease the SBS Control account back to the SBS figure.

Please follow the steps below to enable the reimbursement to be completed:

Step 1 – Increase School Budget Share

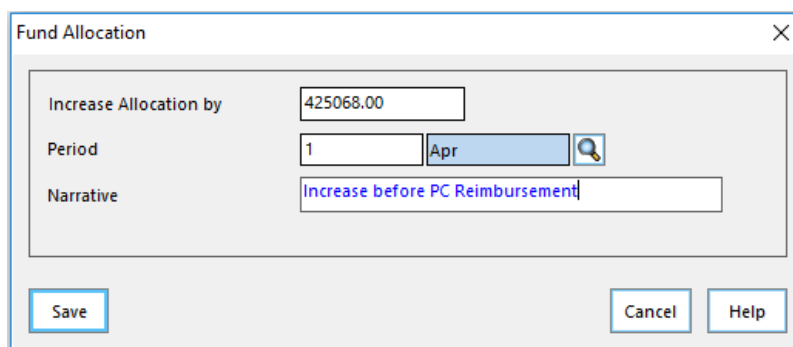
- **Make a note of the amount shown rounded up to the next pound.**
(in the example shown £425068)



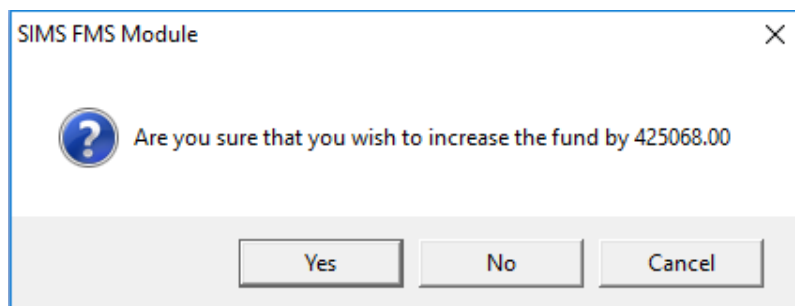
- Click **OK**
- Close Reimbursement – Choose **NO** when asked **Do you want to keep your changes?**

Focus | Budget Management | Fund Allocation

- Double Click on **Fund 01 – School Budget Share**
- Click **Increase Allocation**
- Enter the **amount noted above**, the **current period** and a **relevant narrative** (e.g. Increase prior to PC reimbursement)



- Click **Save**



- Check figure is correct and click **Yes**
- Close Fund Allocation screen

Step 2 – Re-enter the Petty Cash Reimbursement

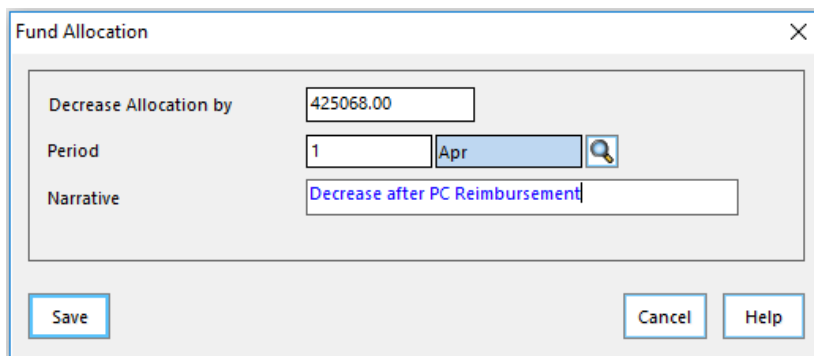
Focus | General Ledger | Petty Cash

- Click on +, choose **Reimbursement** and proceed as normal

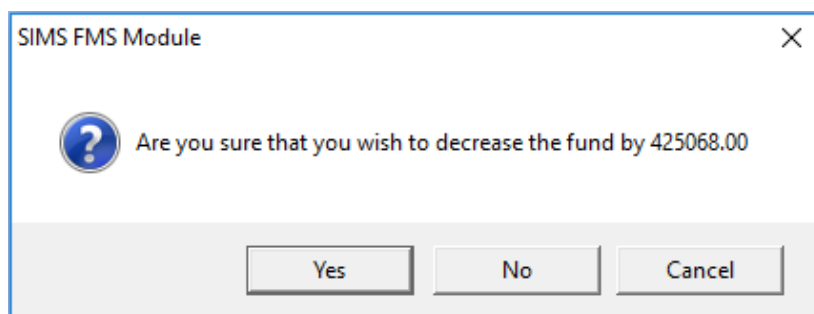
Step 3 – Decrease School Budget Share

Focus | Budget Management | Fund Allocation

- Double Click on **Fund 01 – School Budget Share**
- Click **Decrease Allocation**
- Enter the **same amount** used in Step 1, the **current period** and a **relevant narrative** (e.g. Decrease after PC reimbursement)

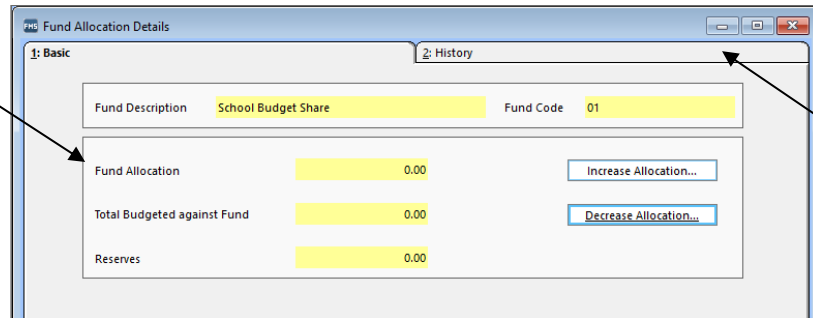


- Click **Save**



- Check figure is correct and click **Yes**

Check the
School Budget
Share is zero



Fund Allocation Details	
Fund Description	School Budget Share
Fund Code	01
Fund Allocation	0.00
Total Budgeted against Fund	0.00
Reserves	0.00

Review what
you have been
doing using the
History tab

- Check that the **Fund Allocation** for the **School Budget Share** is as **expected**. The steps taken can be reviewed by clicking on the History tab

