

FMS – Top Tips and Techniques



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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
6.142 – 1.0	Updated to 6.142	21/08/2012
6.146 – 2.0	Updated to 6.146	10/09/2012

This booklet is designed for use with FMS software version 6.146

CLE Print code: FMSTTT-05-v30

FMS

Top Tips and Techniques

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Introduction

This chapter contains:

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Introduction

This course covers things you do not do every day, things you may have forgotten and things that should make your school life easier.

Course Objectives

By the end of the course you will have learnt things that will help during your day to day usage of FMS.

Overview

The course includes

- General Information
- Accounts Payable
- General Ledger
- Tools
- Non-Invoiced Income
- Personnel Links
- New Year/Year End
- CFR
- Reports – User Defined Reports
- Reports – Useful Reports
- Reports – General Information
- Accounts Receivable – Invoiced Income
- Equipment Register.

Course Requirements

Some previous knowledge of FMS is required for this course.

01

General Information

This chapter contains:

Chapter Introduction	3
Export to Excel.....	3
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Chapter Introduction

Some general information is covered in this chapter.

Export to Excel

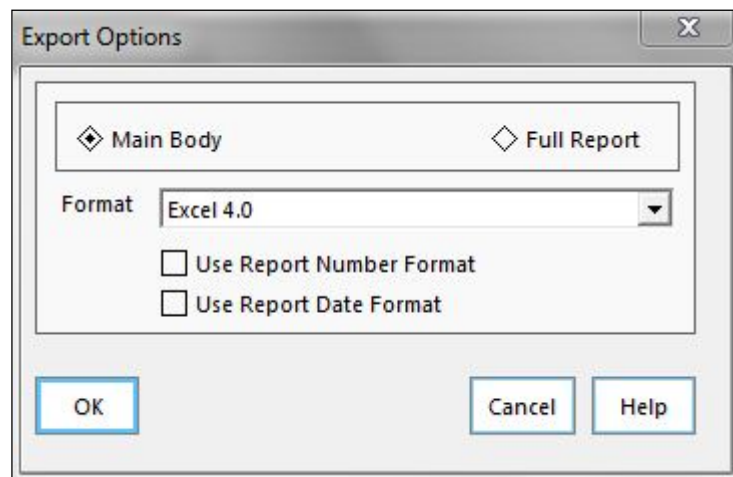
Reports

It is possible to export almost all reports to Excel. Open the report, then click the **Disk Drive** icon at the top-right.



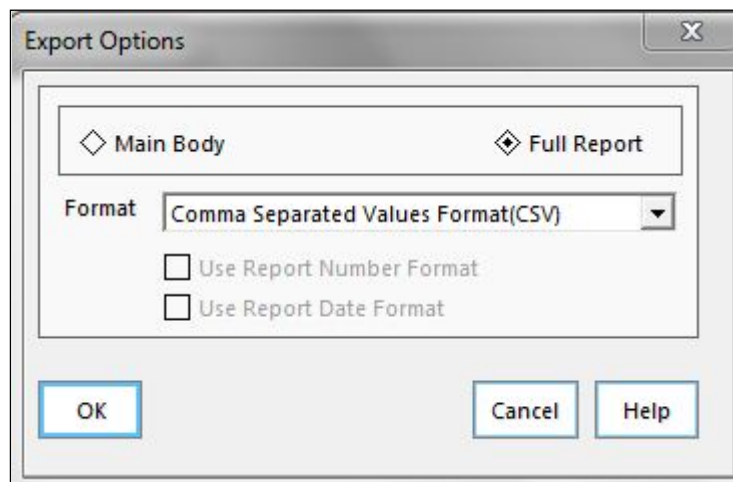
Export to Disk button

Select the format, either Microsoft® Excel or Microsoft® Word and other details if appropriate. Select where you want to save the report.



With certain reports you may find it useful to export the report as a comma separated values format (CSV). To do this select the **Full Report** radio button.

Select **Comma Separated Values Format (CSV)** from the **Format** drop-down.



When opening the report in Excel or Word it may be necessary to change the **File Type** to **All** at the bottom. Remember when a report is exported to Excel the formula is not exported, i.e. the totals appear as a number and not a formula - if you change any figures then you should make the total a formula.

To change a number to a formula:

1. Highlight the **Total** cell.
2. Type `=sum ((location of first cell:location of last cell))`, e.g. `=sum (A1:A8)`.
3. Highlight the **Total** cell and hover in the bottom right-hand corner until you see a **black plus** sign. Click and drag along the **Total** cells. This will copy the formula in column **A** across the report.

Copy and Paste

This option is the same as in Word. It is particularly useful when entering the cost centre allocation, as each one has to have a narrative or when you are tidying up at the end of the year.

Backups

Ensure that regular backups are made and that they are satisfactory. If FMS and SIMS are linked and one needs to be restored from backup then both databases must be restored. A quick backup of FMS can be achieved through **Tools | FMS Transaction Backup** (this should not be relied on as the primary means of backup).

System Date

FMS will warn you if it has not been used for more than a week. If there is the slightest doubt please check that the date on the machine is correct. It is not possible to get into FMS if the system date is put back and the only option is to restore from backup.

Moving Around the Screen

Press the **Tab** key to move forward one field and use the **Shift** and **Tab** keys to move backward one field.

On each screen one button is highlighted, for example the **Save** button and if you press **Enter** that key is activated.

Close the window by clicking the **Close** button on the left-hand side instead of the cross on the right, which can easily close FMS6 completely.



Close Window button

Back to Complete the View

You can click the **red handled** browser button to return to the initial screen chosen.



Browser button

Selecting Items

Double-click an item to be selected instead of highlighting and clicking edit, select or choose.

Drill Down to Look at More Detail

In many places you can double-click an item (or highlight and click the **Glasses** button) and see more detail.

02

Accounts Payable

This chapter contains:

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Accounts Payable	7

Chapter Introduction

This chapter provides some useful tips regarding the Accounts Payable functionality.

Accounts Payable

Add Orders and Invoices etc. Through Supplier

Accessed through: **Accounts Payable | Supplier | Tab 4.**

Providing the **Allow Full AP Processing in Supplier Review** check box has been selected under **Tools | Users Options**, it is possible to work directly from **Supplier Review**. Change the view to the option required, for example **Invoices**, then click the **Add** button.



Add button

FMS Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

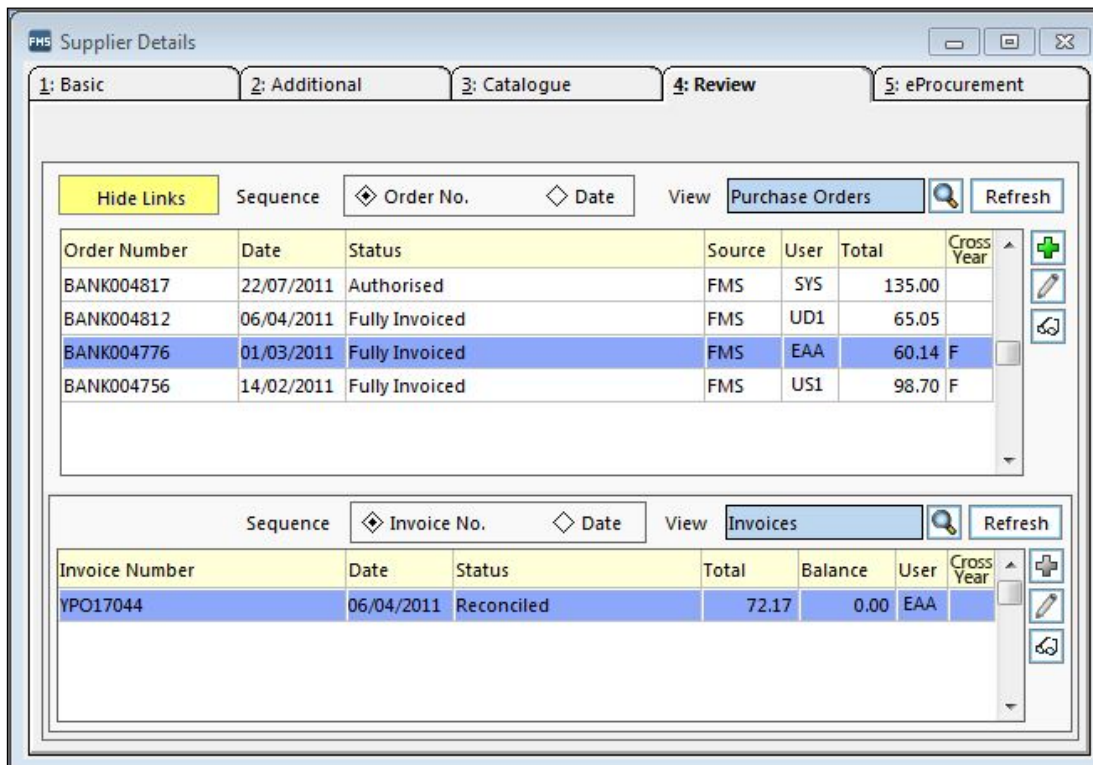
View Links Sequence Order No. Date View Purchase Orders Refresh

Order Number	Date	Status	Source	User	Total	Cross Year
BANK004817	22/07/2011	Authorised	FMS	SYS	135.00	
BANK004812	06/04/2011	Fully Invoiced	FMS	UD1	65.05	
BANK004776	01/03/2011	Fully Invoiced	FMS	EAA	60.14	F
BANK004756	14/02/2011	Fully Invoiced	FMS	US1	98.70	F

Review all Entries for Supplier

Accessed through: **Accounts Payable | Supplier | Tab 4.**

Click the **View Links** button to enable other views to be selected at the bottom. You can then select connected information, that is to say look at invoices at the top and the corresponding cheques at the bottom.



Supplier Details

1: Basic 2: Additional 3: Catalogue **4: Review** 5: eProcurement

Purchase Orders

Order Number	Date	Status	Source	User	Total	Cross Year
BANK004817	22/07/2011	Authorised	FMS	SYS	135.00	
BANK004812	06/04/2011	Fully Invoiced	FMS	UD1	65.05	
BANK004776	01/03/2011	Fully Invoiced	FMS	EAA	60.14	F
BANK004756	14/02/2011	Fully Invoiced	FMS	US1	98.70	F

Invoices

Invoice Number	Date	Status	Total	Balance	User	Cross Year
YPO17044	06/04/2011	Reconciled	72.17	0.00	EAA	

Invoice all Items on an Order

Accessed through: **Accounts Payable | Invoice.**

Once you have opened an Order Invoice, under the words Invoice/Cr Note on the menu bar you will see **Invoice All - F7**. This pays each item at the price ordered. It is possible to go into individual items to amend prices if necessary or change the quantity invoiced, back to nil if required.

Manual Cheque Processing

Accessed through: **Accounts Payable | Invoices.**

You can issue a cheque for a single invoice (you cannot use one cheque to pay several invoices through this route) by clicking the **Manual Cheque Processing** button on the top right.



Manual Cheque Processing button

You can still only use a cheque that has been recorded on the system and you have to enter a narrative. Ensure that you do not have to skip a cheque number as you will not be able to go back to use that cheque number in the future.

Re-issuing a Cheque

If you need to use a cheque number again the only way is to add a new cheque book with a similar number, for example 100453 could be 000453 but beware - the cheque number will not be able to be used in a cheque book in the future.

Alternatively you can enter a Cash Book Journal which you can now assign to a supplier to show against their history.

Cancel Cheque

Accessed through: **Accounts Payable | Cheque Processing.**

To cancel a cheque you need to find the cheque run containing that cheque. Click the **Find Cheque Number** button, select the cheque and the machine will highlight the cheque run containing that cheque number. Double-click the appropriate cheque run, highlight the cheque and click the **red cross** button on the right.



Cancel button

Cancel an Invoice

Accessed through: **Accounts Payable | Invoices.**

An invoice is not cancelled when a cheque is cancelled. If an invoice is to be cancelled then click the **Invoices** button, highlight the invoice and click the **Cancel Invoice** button on the top right-hand side.



Cancel Invoice button

Cancel an Order

Accessed through: **Accounts Payable | Orders.**

An order is not cancelled when an invoice is cancelled. If an order is to be cancelled, click the **Orders** button, highlight the order and click the **Cancel Order** button on the top right-hand side.



Cancel Order button

If an individual item needs to be cancelled from an order, double-click the order, highlight the line and click the **small red cross** button near the bottom at the side. If all the remaining commitments need to be cleared you should click the **Cancel Order** button on the top-right.

Debit and Credit Cards

If your school uses a debit and/or credit card you will need to enter the payment as a cash book journal.

If you want to record a commitment for items purchased on one of these cards, you could enter an order and when the entry appears on the bank statement you could enter an invoice and use a separate dummy cheque book. Enter an appropriate narrative in the **Cheque Processing** screen and a corresponding note on the bank statement.

Catalogues

Accessed through: **Supplier | Tab 3** to set up.

If you order items regularly from one supplier you can set up a catalogue within the system. When ordering type in the part name or number and the other information is completed automatically. The first item in a catalogue must be entered through **Supplier: Tab 3** and the **Catalogue in Use** check box must be selected.



Catalogue in Use check box

Finding an Item from a Catalogue and Ordering

Accessed through: **Tools | Search Parts Catalogue**.

Type in the **Description**, then highlight the item required and click the **Order This Part Now** button.

Finding an Item Previously Bought

Accessed through: **Tools | Search A/P Transactions**.

Type in the item to be found, then click the **Search** button.

BACS Payments

FMS contains a facility to use BACS for payments. You will need to contact your supplier and bank before setting up the system.

*NOTE: FMS produces a **BACS** file in the 12th Edition format, APACS Standard 18. This is currently accepted by a number of High Street Banks. Regrettably, if a bank cannot accept the APACS file and require a .csv file, FMS is incapable of producing this.*

Deliveries

Accessed through: **Tools | Define Financial Year | Define/Edit Year**.

This facility is used to record the fact that you have received goods from a supplier. If this facility has been activated you will not be able to enter an invoice until goods have been identified as received. You will also not be able to deactivate the option until the next financial year.

Transfer Orders to New Year

Accessed through: **Accounts Payable | Orders**.

An unauthorised order can be transferred to the new year by highlighting the order and clicking the **Move current order to next/previous year** button at the top-right.

NOTE: Orders will also be transferred when a preliminary close is undertaken.



Move current order to next/previous year button

03

General Ledger

This chapter contains:

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General Ledger	11

Chapter Introduction

This chapter provides information regarding the General Ledger area within FMS.

General Ledger

General Ledger Chart of Accounts Review

This is a good place to look for or check things. By default you can see all the actual expenditure that has gone through the system month by month. You can double-click each month and drill down to see more details. To view several periods together you can click the **View Transactions** button and select a range of periods.

At the top of the screen you will see the following:

Cost	All Cost Centres		Ledger	All Ledger Codes		Fund	All Funds		Reset All	
------	---	--	--------	---	--	------	--	--	-----------	--

By choosing various combinations of funds, cost centres and ledger codes via the appropriate **magnifying glasses** you will be able to view different information.

You will be able to see the expenditure on either a complete cost centre:

Cost	English		Ledger	All Ledger Codes		Fund	All Funds		Reset All	
------	--------------------------------------	--	--------	---	--	------	--	--	-----------	--

You will be able to see one ledger code within a cost centre:

Cost	English		Ledger	Materials		Fund	All Funds		Reset All	
------	--------------------------------------	--	--------	--	--	------	--	--	-----------	--

You will be able to see all the entries on one ledger code for all the cost centres:

Cost	All Cost Centres		Ledger	Materials		Fund	All Funds		Reset All	
------	---	--	--------	--	--	------	--	--	-----------	--

It may be necessary to click the **Reset All** button to change the combinations.

This is also a useful screen to see, quickly, the Allocation, Committed, Invoices (central invoices) Actual, Total and Remaining Budget highlighted in blue on any of the combinations shown in the preceding graphics.

Cost Ledger Fund Reset All

FMS Chart of Accounts Review

Period		Actual	Budget	Variance	Orig. Budg.	Variance
0	O/B	0.00	0	0.00	0	0.00
1	Apr	749.42	1101	351.58	0	-749.42
2	May	716.00	1540	824.00	0	-716.00
3	Jun	1526.30	2639	1112.70	0	-1526.30
4	Jul	391.59	1760	1368.41	0	-391.59
5	Aug	144.20	1101	956.80	0	-144.20
6	Sep	983.45	2199	1215.55	0	-983.45
7	Oct	370.12	1981	1610.88	0	-370.12
8	Nov	332.60	1981	1648.40	0	-332.60
9	Dec	425.76	2639	2213.24	0	-425.76
10	Jan	363.52	1981	1617.48	0	-363.52
11	Feb	1026.02	1540	513.98	0	-1026.02
12	Mar	639.42	10383	9743.58	0	-639.42
13	Y/E	0.00	0	0.00	0	0.00

[View Transactions](#) [Print...](#)

Budget	Commitment	Invoiced	Actual	Total	Remaining
30845	0.00	0.00	7668.40	7668.40	23176.60

Contra Journals

Accessed through: **General Ledger | Manual Journal Processing.**

It is possible to contra normal, cash and VAT journals if they have been entered incorrectly, provided they have not been reconciled on the bank where appropriate. Ensure that the **Posted** check box is selected. Highlight the journal and click the **red cross** towards the top on the right.



Cancel Journal Button

The journals will still show on the screen but the second column (**Status**) will show C for contra/cancelled. If a journal has been reconciled on a bank statement you will need to unreconcile it before doing a contra journal.

Copy Journals

Accessed through: **General Ledger | Manual Journal Processing.**

It is possible to copy journals by using the copy journal button towards the top right.



Copy Journal Button

This will enable you to use the same cost centres/ledger codes, but you must enter the period and can change the description or detail. Contra journals can also be copied.

Bank Balances

Accessed through: **General Ledger | Bank Reconciliation.**

Check that the bank opening and closing balances on your FMS bank statements correspond with your actual bank statement.

Bank Statement Balances

Accessed through: **General Ledger | Bank Reconciliation | Bank Reconciliation (F7).**

If there is a problem with the closing balance on a bank statement which may have been caused by editing old statements or getting an error message when reconciling your bank statements, there is a **Verify Balances** option under **Bank Reconciliation** (at the top-left) or by pressing the **F7** key. To apply this option you must be on the front screen of **Bank Reconciliation** where the list of statements is shown.

Bank Statements

Accessed through: **General Ledger | Bank Reconciliation.**

Always reconcile statements on the system with the same items as shown on the corresponding real statement. Enter a separate statement sheet on FMS for each separate real bank statement.

Bank Reconciliation

Accessed through: **General Ledger | Bank Reconciliation.**

The Bank Reference entered when completing a cash journal will show under the **Reference** column, the description entered will show under the **Description** column.

Bank Corrections

Accessed through: **General Ledger | Manual Journal Processing | Cash Journal.**

If errors are made on the bank statement, i.e. incorrect amounts on cheques, use the **Cash Book Journals** option to correct these. Consider the real bank as correct. Debit Code and credit bank to reduce the FMS6 bank balance (extra expenditure). Credit Code and debit bank to increase (extra income). If you are correcting a cheque you should enter the cheque number followed by cor for correction in the **Reference** box so the correcting entry should appear just under the incorrect entry on the bank statement.

Sequence in Cheque Processing

Accessed through: **Accounts Payable | Cheque Processing.**

The cheque run is now printed in alphabetical order.

Cashbook Journals

These are used to create any manual journal that includes a bank account.

- You can record Fund Income where recommended by the LA
- Record other income, instead of using non-invoice income, where recommended by the LA
- Record any payroll transactions from the local bank account
- Perform transfers between two bank accounts
- Record refund cheques and direct debits/standing orders (recurring payments).

Recurring Journals

Recurring Payment Journals are used to record regular payments that are made for items such as electricity and gas. A recurring payment pattern can be set up for a fixed or open period of time.

If the **Post Automatically** check box has been selected in the **System Parameters** page (**Tools | Establishment Details**), these journals will be posted automatically on their due date when FMS is first accessed on that date. An additional setting, **Warn when Automatically Posting**, is available in **System Parameters**. This prompts FMS to issue a message when FMS is first accessed on a date when any recurring payments are due. Confirmation is then required for FMS to post the journals.

04

Tools

This chapter contains:

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Chapter Introduction

This chapter investigates some of the lesser used areas under the **Tools** menu.

Tools

Windows Calculator

Accessed through: **Tools | Windows Calculator**.

This can be minimised and used even when FMS is not open.

Automatic Increase/Decrease Allocations

Accessed through: **Tools | User Options**.

When the second check box is selected it saves typing in the expenditure or income limit, before splitting it down to ledger codes when entering cost centre allocations. It is not possible to fix the budget if the limit and the allocation are not the same.

Import Logo to Appear on Orders

Accessed through: **Tools | Establishment Details**.

The logo needs to be a small .bmp file. Select tab **2**, click the **Picture** icon at the side and find the **.bmp** file and click the **Select** button. To delete a logo click the icon **Picture** icon with a **red cross**.



Import Logo Button



Delete Logo Button

New Year

Set up the new year in FMS. The Status can be left as **Not Started** and changed to **Started on 1st April** to avoid entries being made in the wrong year.

Accessed through: **Tools | Define Financial Year | Define/Edit Year**.

- Define salary periods
- Define VAT periods via **Tools | Define VAT Periods**.

Closing Periods

Accessed through: **Tools | Close Periods**.

Close periods on a regular basis. This prevents items being put back to the wrong period.

Star Settings

Accessed through: **Tools | Star 7 Settings**.

This path is the link between FMS and the personnel information in SIMS. The **SIMS** folder must be in the same place on all machines.

FMS Transaction Backup

Accessed through: **Tools | FMS Transaction Backup**.

There is a facility within FMS now to do a backup. This should be used prior to doing a preliminary close or upgrade. This should not, however, replace the normal daily backup.

05

Non-Invoiced Income

This chapter contains:

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Chapter Introduction

This chapter contains some reminders regarding the functionality in Non-Invoiced Income.

Non-Invoiced Income

Print Receipts

Accessed through: **Tools | Non-Invoiced Income Parameters | Print Receipt.**

To allow printing of receipts for income you must ensure the **Print Receipt** check box is selected.

When you pay in a receipt you can flag at the left and print receipt. Several receipts will print on one page if all tagged and printed at once.

NOTE: Once a receipt has been printed it cannot be deleted.

Paying in Receipts

Accessed through: **Focus | Non-Invoiced Income | Receipts.**

It is possible (and perhaps easier) to pay in from the **Receipts** page. Flag the item or items to pay in and select the **Pay in** check box, bottom-right.

06

Personnel Links

This chapter contains:

Chapter Introduction	19
Personnel Links	19

Chapter Introduction

This chapter provides some information regarding salary projections and calculations.

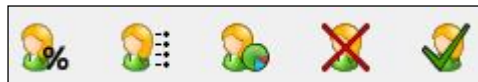
Personnel Links

No Cost Centres Showing Under Salary Projections

Define salary periods by selecting **Tools | Define Financial Years | Define Salary Periods**.

Clear Salary Commitment

Accessed through: **Personnel Links | Salary Projection**.



Click the **Red cross** button on the top-right. Select the period. Only members of staff with outstanding commitment for the period will appear. Several members of staff can be flagged in one go. Remember to click the **Save** button.

Wrong Amounts Pulling Through on Salary Projections

Accessed through: **Personnel Links | Salary Projection**.

If the Service Term is set for annual increment FMS will automatically assume that a member of staff will be incremented unless they are top of the scale. For example, it may say in Personnel that someone is on a Point 3, but in FMS the commitment will be Point 4 if the Increment month for that year has been passed.

If no salary is coming through from Personnel:

- Check the **Service Term** is mapped
- Check the **Salary Information** Report in Personnel to see if any money is showing in the final column
- If the member of staff is not there it may be that they do not have an **Employment Start Date** on their record under the **Employment Details** panel
- If not you will need to look at the pay related definitions and probably add an amount against a point
- If a salary is showing, look at the contract and check they are in a financial sub-group if any have been set up
- If the Service Term is hourly paid ensure there are working patterns for the correct number of weeks entered against the Service Term.

Review Pay Info

Accessed through: **Personnel Links | Salary Projection.**

Highlight a member of staff and click the **View Detail** button, then view the **Pay** information. This will show what details the system is using from Personnel.

Annual Salaries

Accessed through: **Personnel Links | Salary Projection.**

1. Highlight all the cost centres and click the **View Details** button.

Full Year Breakdown

All Cost Centres Fund: All Funds

Service Term: ProRata:

Pd	Scale	Basic	NI	Super	Total	Commit	Sal Paid	Variation	Exp Pd
Apr		199595	14694	29525	243814	243814	0	0	0
May		199595	14694	29525	243814	243814	0	0	0
Jun		199595	14694	29525	243814	243814	0	0	0
Jul		196965	14589	29082	240636	240636	0	0	0
Aug		192340	14583	28222	235145	235145	0	0	0
Sep		199788	14713	29552	244053	244053	0	0	0
Oct		199788	14713	29552	244053	244053	0	0	0
Nov		199788	14713	29552	244053	244053	0	0	0
Dec		197685	14656	29220	241561	241561	0	0	0
Jan		197685	14656	29220	241561	241561	0	0	0
Feb		199788	14713	29552	244053	244053	0	0	0
		2382400	176129	352083	2910612	2910612	0	0	0

Close View Actuals View Pay Information Print Help

2. Highlight individual cost centres and click the **View Details** button.

Full Year Breakdown

Admin & Clerical Fund: All Funds

Service Term: ProRata:

Pd	Scale	Basic	NI	Super	Total	Commit	Sal Paid	Variation	Exp Pd
Apr		7550	460	1578	9589	9589	0	0	0
May		7550	460	1578	9589	9589	0	0	0
Jun		7550	460	1578	9589	9589	0	0	0
Jul		7550	460	1578	9589	9589	0	0	0
Aug		7550	460	1578	9589	9589	0	0	0
Sep		7550	460	1578	9589	9589	0	0	0
Oct		7550	460	1578	9589	9589	0	0	0
Nov		7550	460	1578	9589	9589	0	0	0
Dec		7550	460	1578	9589	9589	0	0	0
Jan		7550	460	1578	9589	9589	0	0	0
Feb		7550	460	1578	9589	9589	0	0	0
		90605	5524	18937	115066	115066	0	0	0

Close View Actuals View Pay Information Print Help

Service Term mappings are carried forward year on year.

Salary Calculator

Accessed through: **Personnel Links | Salary Calculator** or click the **Salary Calculator** icon.



Salary Calculation icon

It is possible to use this facility to work out accurate what if scenarios. This will use information held in Personnel to predict salary costs for new staff or changes to existing staff. The changes will not be written back to the Personnel part of SIMS nor will it permanently affect FMS commitments.

FMS Salary Calculator Details

Description: Salary Calculations Last Edited:

Looking for: View: All Staff New/Edited

Staff Surname	Staff Forename	Edit Status	Current Cost	Proposed Cost	Variance
Abell	Anita	Existing	63,472.32	63,472.32	0.00
Anderson	Mary	Existing	70,243.56	70,243.56	0.00
Andrews	Selina	Existing	38,327.88	38,327.88	0.00
Asher	Dawn	Existing	6,455.99	6,455.99	0.00
Atkinson	John	Existing	38,327.88	38,327.88	0.00
Batchley	Andrea	Existing	19,533.00	19,533.00	0.00
Blackler	Adrian	Existing	88,061.64	88,061.64	0.00
Brown	James	Existing	38,327.88	38,327.88	0.00
Brown	Paul	Existing	38,327.88	38,327.88	0.00
Burrows	Katie	Existing	38,327.88	38,327.88	0.00
Burton	Fiona	Existing	38,327.88	38,327.88	0.00
Buxton	Abigail	Existing	1,263.20	1,263.20	0.00
Chase	Lynn	Existing	38,327.88	38,327.88	0.00
Totals			2,910,612.32	2,910,612.32	0.00

Save Report Cancel Help

If you are ending or editing an existing member of staff's contract, remember to put an end date on the current scale and/or an end date on the contract.

07

New Year/Year End

This chapter contains:

Chapter Introduction	23
Year End Procedures.....	23

Chapter Introduction

This chapter contains some reminders for end of year processes.

Year End Procedures

Open Financial Year

Accessed through: **Tools | Define Financial Year | Define/Edit Years.**

Once the year has been defined, it must have a **Status** of **Open** to have all functionality.

Status of Financial Years

Accessed through: **Tools | Define Financial Year | Define/Edit Years.**

Only two financial years can be open at one time plus a **Not Started** year.

Define Years

Year	State	Periods	Lowest Open	Archived
2012	Not started	12	1	No
2011	Started	12	1	No
2010	Closed - Not Finalized	12	13	No
2009	Finalized	12	13	No
2008	Finalized	12	13	No

Period	Start Date	Name
1	01/04/2012	Apr
2	01/05/2012	May
3	01/06/2012	Jun
4	01/07/2012	Jul
5	01/08/2012	Aug
6	01/09/2012	Sep
7	01/10/2012	Oct

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

Next Year Begins

VAT Periods

Accessed through: **Tools | Define VAT Period.**

When setting up the new financial year ensure VAT periods are defined.

Description	Periods	Starts
2011 (VAT)	12	01/04/2011
2010 (VAT)	12	01/04/2010
2009 (VAT)	12	01/04/2009
2008 (VAT)	12	01/04/2008

Period	End Date	Description	Submitted
1	30/04/2011	Apr	22/07/2011
2	31/05/2011	May	
3	30/06/2011	Jun	
4	31/07/2011	Jul	
5	31/08/2011	Aug	
6	30/09/2011	Sep	
7	31/10/2011	Oct	

Buttons: Save, Cancel, Help

Define Salary Periods

Accessed through: **Tools | Define Financial Years | Define Salary Periods.**

Ensure **Salary Periods** are defined. If not, no salary projections will show in the new year.

Financial Year
2011
2010
2009

Month	Period Number	Period Description
Apr	1	Apr
May	2	May
Jun	3	Jun
Jul	4	Jul
Aug	5	Aug
Sep	6	Sep
Oct	7	Oct
Nov	8	Nov

Buttons: Save, Cancel, Help

Open Order Books

Accessed through: **Tools | Define Financial Year | Define/Edit Years.**

1. Edit appropriate year.
2. Ensure **Order books** are open.
3. **CFR** – Carry forward balances.
4. Check **Fund Review** carry forward and CFR carry forward are the same.

Final Close

The red cross against **System Check** means that some of the fund allocation has not been apportioned.

The red cross against **Summary Totals** means that you will need to contact your support team.

Cross Year Symbols

When items are transferred at the end of the financial year the following symbols will appear.

Shown in old year:

T - items transferred to next financial year.

TS - item transferred in support, e.g. an order relating to an invoice.

TR - item transferred as above then invoice cancelled.

Shown in new year:

F - item transferred from previous year and needs further processing.

FS - item transferred from previous year in support, e.g. order relating to an invoice.

FR - item transferred in support as above and then invoice cancelled.

Further Detail

Amend the structure where possible. You will not be able to delete ledger codes, cost centres and funds in the new year until the old year has been finalised.

Deselect the **Check Spending** check box on individual cost centres in **Tools | General Ledger Setup: tab 2**, if you want to order before entering the budget.

Alternatively, when defining the new year, deselect the **Check Spending** check box to allow all cost centres to have orders placed before a budget is allocated.

Remember to deselect the **Check Spending** check box when the budget has been allocated to help prevent cost centres going overspent.

Set up new books if required.

Old Year

Once the new year has been defined/opened you can start to prepare for the year end.

Reports\Year End\System Check

Run the **System Check** Reports entering no details on the initial screen. This will show you what is stopping you doing a preliminary/final close.

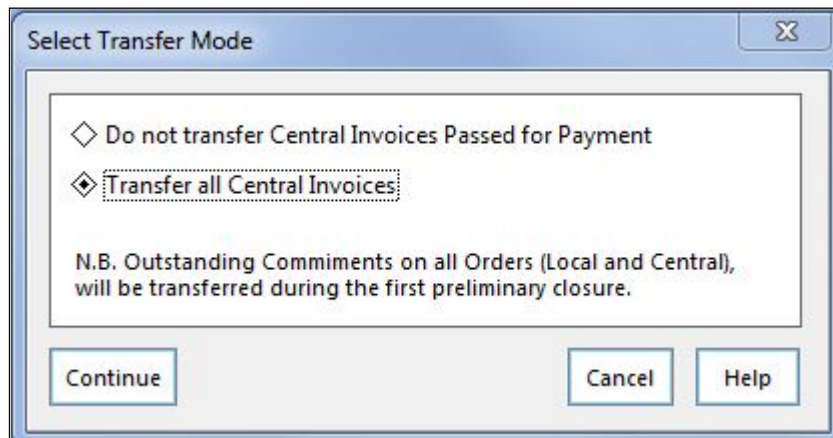
Select the **Include Transferable Items** radio button to see what outstanding orders and invoices etc. will be transferred. You may find that you want to cancel some of these.

Select the **Transferred in Support** radio button to see what items are being transferred that do not require further attention from you. These are transferred because if a cheque has not been reconciled you may want to cancel that cheque after the close; in that case you will need to use the invoice again to issue another cheque or cancel it and may need to cancel any related order.

Accessed through: **Tools | Define Financial Year | Define/Edit Year**.

Once a preliminary close has been carried out you will not be able to enter any orders or invoices or pay cheques from the bank.

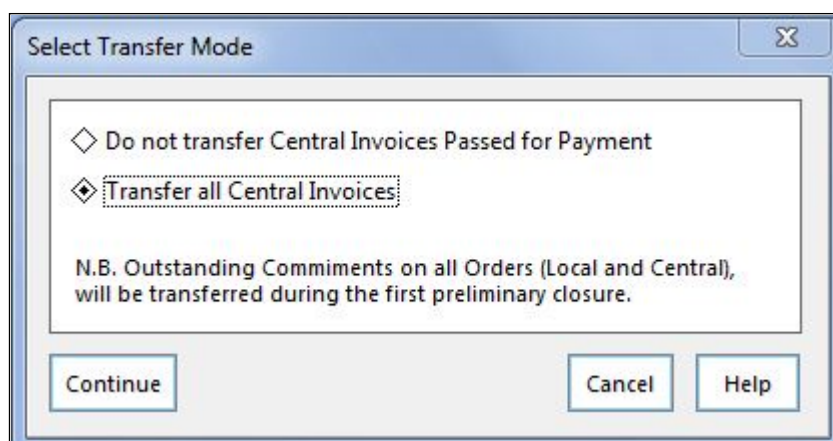
Depending on the selection made during the preliminary close you may be able to enter central payments once a preliminary close is completed.



NOTE: For more flexibility you should select the **Do not Transfer Central Transactions** radio button.

NOTE: Outstanding orders are transferred automatically on first preliminary closedown.

By choosing the default option (shown in the following graphic) you will not be able to reconcile centrally paid items in the old year.



1. Select **Reports | General Ledger | Year End | System Check** and deal with items as necessary.
2. Check **Orders** and **Invoices** - all must be authorised or cancelled.

3. You will need to do some work checking the **Consistent Financial Reporting (CFR)** Reports and liaising with your Local Authority (LA) prior to any final year end procedures.

Open New Year and Order Books

Accessed through: **Tools | Define Financial Year | Define/Edit Year.**

1. To open a new year click the **Open Year** button.
2. To open an order book, highlight the **Year** and click the **Edit pencil**. Ensure the **Order Book Open** check box is selected.

The screenshot shows the 'Edit Financial Year' dialog box. It has a title bar with a close button (X). The main area contains several fields and checkboxes:

- Year Description:** A text box containing '2011'.
- Start Date:** A date box containing '1/04/2011'.
- Number of Periods:** A spin box set to '12'.
- Period Selection:** A list box with three options: 'User Defined', 'Calendar Month', and '28 Day'. 'User Defined' is selected.
- Checkboxes:**
 - ☒ Check Spending Against C.C.
 - ☒ Order Book Open
 - ☐ Record Deliveries
- Next Year Begins:** A date box containing '1/04/2012'.

At the bottom, there are three buttons: 'Save', 'Cancel', and 'Help'.

It is only possible to have a maximum of two years with the **Status** of **Open** or **Closed** – not finalised, plus one year not started.

08

Consistent Financial Reporting

This chapter contains:

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Consistent Financial Reporting	29

Chapter Introduction

This chapter provides some additional information for help when completing the CFR.

Consistent Financial Reporting

Error Messages

Accessed through: **Reports | CFR | CFR Report.**



Red crosses indicate critical errors and must be sorted prior to final export.



Yellow triangles indicate non-critical errors but must have a notation against the row.

Carry Forward Balances

The carry forward balances shown on the Fund Review Report and the CFR Report should be the same.

If different:

- Check unmapped ledger codes through **Tools | General Ledger Setup | Tab 8**
- Check the carry forward from previous year on the CFR is the same as the carry forward shown in **Fund Review**
- If no carry forward is shown and it is not your first year using FMS, you will need to go into last year and export the final **CFR Report**
- Check the **Additional** column. The **Additional** column is normally used to move expenditure or income from one **CFR** heading to another. As a general rule the balance at the bottom on the column should still be zero
- Check all funds entered through **Focus | Budget Management | Fund Allocation** have been apportioned to a **CFR** heading.

Additional Column

Accessed through: **Reports | CFR | CFR Report.**

You can type any figure in the **Additional** column but it should usually only be used for moving income or expenditure from one **CFR** heading to another. Most entries should be made in FMS so they automatically feed through to the **CFR** Report. As a general rule the balance at the bottom of the **Additional** column should still be zero.

Academies

Academies are not required to complete the CFR. Academies will be required to report to the DfE and these reports are continuously under review. Currently academies will be expected to produce the following financial reports for the DfE.

- Whole Government Accounts Return – there are two versions of this report – large and small – depending on the total annual income of the academy. The small version is required where total annual income is less than £4million.
- Budget Forecast for 2012/13 – a budget forecast for the year 2012/13 and a report on actual for the year 2011/12.
- Abbreviated Accounts Return – an income & expenditure and balance sheet return to the end of the financial year. This has been introduced into FMS from Summer 2012, however it requires a licence to activate it.

09

Reports – User Defined Reports

This chapter contains:

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User Defined Reports.....	31

Chapter Introduction

This chapter provides some reminders for when constructing user defined reports.

User Defined Reports

Accessed through: **Reports | General Ledger | User Defined Reports.**

It is like setting up a spreadsheet, you must define each row, that is to say whether it is a text line, an underline or a total of ledger code and so on.

To insert a line within the rows already defined, highlight where you want the new line to go and press the **Insert** key on keyboard or click the **Insert** button.



Insert Button

Moving Rows

Rows can be moved up and down by highlighting the row and clicking the **Up** and **Down** arrows at the side.

Reports can be exported to Excel.

Click the **Export to Disk** icon and choose **Comma Separated Value (CSV)**. Open Excel, open the folder the report was saved in, change **Files of Type** to **Show All**. Double-click the file. To save, you should select **File | Save As** and change the **Save as File Type** to **Microsoft Excel Workbook**.



Export to Disk Button

Error when Printing User Defined Reports

Accessed through: **Reports | General Ledger | User Defined Reports.**

If you get the following message when trying to print a *UDR: Access violation at address 002E5A14 in module Finance.exe. Read of address 00000020*, it is because there are more than 23 columns on the report. Remove some columns or export to Excel.

Final Column Only Showing Heading on Report

Accessed through: **Reports | General Ledger | User Defined Reports.**

If you have five columns on a portrait report, the heading on the final column will show but any calculation or information will not. You should change the orientation to landscape or export to Excel.

A maximum of eight columns will show when printed through FMS in landscape, however when exported to Excel all defined columns will appear.

10

Reports – Useful Reports

This chapter contains:

Chapter Introduction	33
Useful Reports	33

Chapter Introduction

This chapter provides some information on useful reports.

Useful Reports

Ledger Code List

Accessed through: **Reports | General Ledger | Analysis | Cumulative Expense Analysis**.

It is possible to show totals to date and totals to the end of a certain period. You will need to deselect the **Movement up to Period** check box or add a period.

Cost Centre List

Accessed through: **Reports | General Ledger | Transactions | Cost Centre Summary Transaction** or **Cost Centre Summary Transactions by Cost Centre**.

Cost Centre\Ledger Code List

Select **Reports | General Ledger | Analysis | Cumulative Expense Analysis** and select the **Cost Centre** check box.

This will show a cost centre with ledger code details, that is to say on what ledger codes have English spent their money.

Trial Balance

Accessed through: **Reports | General Ledger | Trial Balance | Trial Balance by Ledger Code**.

VAT Reports

Once a report has been submitted the period selected cannot be changed, for example if you submit a report defined as monthly you cannot change to number of days or quarterly.

Print and submit **VAT** Reports prior to doing a preliminary close.

Customs and Excise rules state that VAT is due from the date the invoice is issued. Therefore if an invoice is dated July and paid in December the payment will appear on the VAT Report, if possible, covering the period of July. However, if that report has been submitted the payment will be shown in the next period, if that has been submitted it will be included in the next and so on. It is vital, therefore, particularly if you still use the VAT Report for returns to the LA, that you submit VAT Reports as soon as the return has been completed.

Bank Reports - **Reports | General Ledger | Bank**.

Unreconciled Transactions

Leave dates blank so all items are included.

Cheque Number Report

Select **Cheque Book** and the report will show which statement the cheque has been reconciled on.

Income and Expenditure Report

Accessed through: **Reports | CFR | IE Report.**

This report is a full balance sheet of the school including VAT, Assets and Liabilities set out under **CFR** headings.

11

Reports – General Information

This chapter contains:

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Running, Exporting and Printing Reports	35

Chapter Introduction

This chapter provides some general information regarding the running, printing and exporting of reports.

Running, Exporting and Printing Reports

Export Reports

All reports can be exported to Excel. Open the appropriate report, then click the **Disk** icon and choose **Comma Separated Value (CSV)**. Name and save the report. Open Excel, open the folder the report was saved in, change **Files of Type** to **Show all**. Double-click the file. To save, you should select **File | Save As** and change the **Save as File Type** to **Microsoft Excel Workbook**.



Export to Disk button

Reports View

The **Zoom** button allows you three views of the report on screen including **Page Preview**.



Zoom button

Print One Page

To print only one page of a long report, you can get the report on screen. Click the **Printer** icon and enter the page numbers in the **From** and **To** box or range of numbers you want to print.



Printer icon

12

Accounts Receivable – Invoiced Income

This chapter contains:

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Accounts Receivable	37

Chapter Introduction

This will indicate to users the additional functionality in FMS to record invoices sent out from the school. A bank account is required for this functionality.

Accounts Receivable

Accessed through: **Focus | Accounts Receivable** (Invoiced Income)

It is possible to enter invoices for hirers of your facilities.

Payee Details

Accessed through: **Tools | Establishment Details** (in FMS).

If you are going to use the **Accounts Receivable** option you should enter the name you want entered on cheques payable to you in the **Payable To** check box.

Ledger Code and Cost Centre Entries

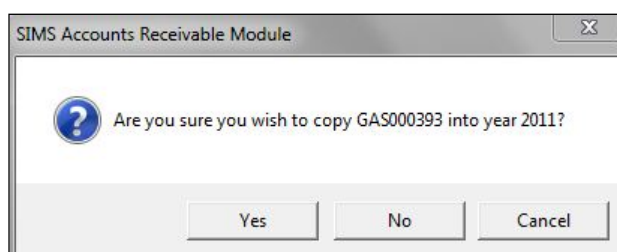
Ledger codes and cost centres are credited on issue of invoice. Paying in money only affects the bank.

Bring Invoice Forward to New Year

To match a receipt or enter a credit note against an Accounts Receivable invoice from the previous year, you have to go into the previous year and check that the write off details under **Accounts Receivable | Tools | Accounts Receivable Parameters** have been completed. You also have to check that next year's structure has been updated, if necessary, through **FMS | Tools | Define Financial Years | Update Next Year's Structure | Invoiced Income**. In the old year in Accounts Receivable open the invoice and click the **Write-Off** icon and you will get a message asking *Do you want to take this into the next year*. Click the **Yes** button. You will then be able to see that invoice in the new year.



Write Off button



13

Equipment Register

This chapter contains:

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Equipment Register	39

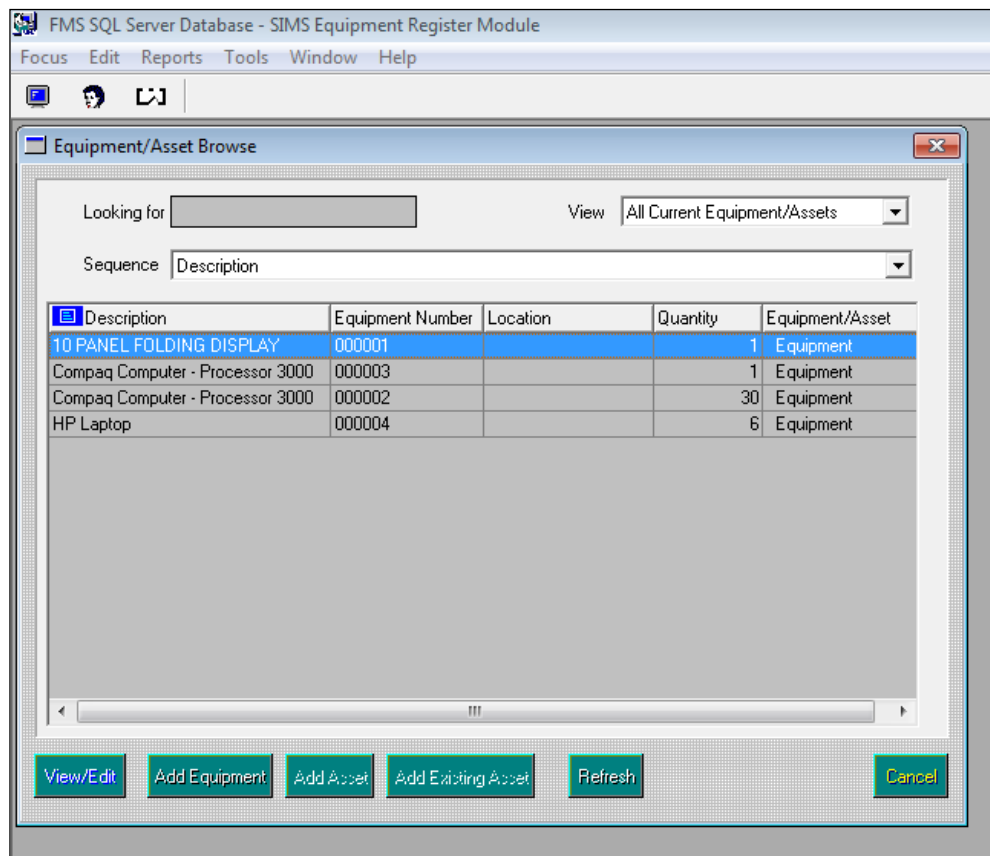
Chapter Introduction

This will indicate to users the additional functionality in FMS to record equipment details.

Equipment Register

Accessed through: **Focus | Equipment Register.**

Computerised inventory that can import items from Excel and FMS, keeping a log of where items are kept and who is responsible.



Equipment Register Reports

Lists can be printed for rooms, departments, categories for example electrical checks and stock takes.

Equipment by Room Report

Equipment By Room

Selection:
The report shows selected rooms. For each room the report displays all equipment records excluding disposals. Sequenced by room and then description.

User: SYS **Establishment:** Green Abbey School

Room	Description	Qty.	Holder	Equip. No.	Serial No.
Art Room 1	HP Laptop	6	A Abell	000004	

Annual Inspection Check List

Inspection List

Selection:
The report shows selected inspections. For each inspection the report displays all equipment records including disposals. In addition equipment has been limited by the following inspection result selections: Passed - Yes, Failed - Yes, Unknown - Yes. Sequenced by inspection, room and then description.

User: SYS **Establishment:** Green Abbey School

Inspection: Annual inspection **Date:** 11/07/2011

Room:

Description	Equip. No.	Serial No.	Qty.	Holder	Passed	Failed	Comments
10 PANEL FOLDING	000001		1				
Compaq Computer -	000002		30				
Compaq Computer -	000003		1				
HP Laptop	000004		6				

NOTE: Note: Academies have additional functionality to Equipment Register called Asset Management. This requires a licence to activate and has been available since the Spring 2012 release.

14

eProcurement

This chapter contains:

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Chapter Introduction

The facility to manage ordering online from within FMS has been expanded. Content orders, invoices and credit notes can all be managed electronically. Content orders can still be managed using email, if preferred. However, invoices and credit notes cannot be managed using email and require Web Services to be set up. It is anticipated that users will complete their existing emailed orders and then begin using Web Services to manage new content orders.

eProcurement using Web Services enables schools to download content orders, invoices and credit notes that were generated on supplier portals (such as the DfE OPEN portal) or directly from suppliers' websites via Web Services on the internet. Once downloaded, the transactions are verified and, if appropriate, are imported into FMS.

Once an order has been authorised it will be sent via Web Services back to the supplier/portal.

On import, invoices are automatically matched to purchase orders and credit notes are matched to invoices. Should FMS be unable to find a match, an import failure will be recorded.

15

Supporting Documents

This chapter contains:

Chapter Introduction 43

Chapter Introduction

It is now possible to attach supporting documents to invoices within FMS. This may be a scanned image of the original paper invoice, requisition form, credit note and so on. An activation licence will be required from the SIMS support team to use this functionality.

The screenshot displays the 'Invoice/Credit Note Processing' window. It includes fields for Supplier (Beckford Council), Invoice Number (005204), Invoice Date (3/05/2011), Order Number (BANK004832), Invoice Total (180.00), Pay From (Bank Account), and Status (Reconciled). A table lists line items for 'Hire of skips over Easter weekend' and 'VAT Standard Rate 20%'. At the bottom, there are fields for Ledger Code, Cost Centre, Trans ID, Total VAT, and Invoice Total Including VAT, along with a 'Supporting Documents (0)' button.

Line No	Ref Line	Part No	Description	Qty Out	Qty Inv.	Unit Cost	Disc %	Net Amount	VAT
1	1		Hire of skips over Easter weekend	0	1	150.00	0.00	150.00	T
			VAT Standard Rate 20%				0.00	30.00	

On the invoice screen there is now a Supporting Documents button that enables users access to the screen for attaching or scanning images/documents.

