

New Sims Reports

Four new Sims reports are available which import additional information into PFM such as parents email addresses and pupil premium flags etc. These reports enable new functionality within PFM such as the generation of emails and letters for parents (see PFM Upgrade version 7.00.00 New Features).

The four new reports available are:

- PFM2014 – *this report uses the legal name*
- PFM2014 Familiar – *this report uses the familiar name*
- PFM2014 Pre - *this report uses the legal name and also imports Pre admissions*
- PFM2014 Familiar Pre – *this report uses the familiar name and also imports Pre admissions*

Download all the reports from the ICT Zone | Guidance Notes | Private Funds Manager

Save the files to a location of your choice on your system

Go to SIMS | Reports | Import

Click Open, locate the saved files, select one and click Open

Click Import

The status should now show as Imported

Repeat for all files

If you are running SIMS.net Auto Link go to Tools | SIMS.net Auto Link

Click legal surname or familiar surname as preferred.

Click Import Pre Admissions if required

Tick the Box to confirm that the 2014 reports have been imported. *Please note: your existing PFM2010 files will continue to update PFM until this box is ticked*

Click on Update Now