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Bromcom

End of Financial Year

2025-26

Working in Partnership with

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

Change Description	Date
Buckinghamshire Council ICT Schools Team New Training Manual	December 2025

Bromcom End of Financial Year 2025-26

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 17
Procedure 3 – Reconciliation (Old Financial Year)..... 19
Procedure 4 – Petty Cash, Income and Manual Journal Processing (Old Financial Year).... 21
Procedure 5 – Chequebook Schools Only – Monthly Returns (Old Financial Year) 23
Procedure 6 – Adding the New Financial Year 24
Procedure 7 – Opening the new Financial Year..... 25
Procedure 8 – Defining Salary Periods – If Salary Projections in Use 26
Procedure 9 – Chequebook Schools Only – Adding a New VAT Year..... 27
Procedure 10 – Making Alterations to the New Structure (New Financial Year) 27
Procedure 11 – At the Year End (Old Financial Year)..... 29
Procedure 12 – Year End System Checks (Old Financial Year)..... 30
Procedure 13 – Clearing Salary Commitments (Old Financial Year) 32
Procedure 14 – Debtor and Creditor List 33
Procedure 15 – Housekeeping..... 34
Procedure 16 – Preliminary Close..... 35
Procedure 17 – After the Year End (Old Financial Year) 39
Procedure 18 – Adjusting the Fund Figure 39
Procedure 19 – Final Closure (Old Financial Year)..... 40
Procedure 20 – Entering The Budget 2026/2027..... 43
Procedure 21 – Global Spending Check 46
Appendix 1 – Chequebook Schools ONLY – What to do on 1st April..... 48
Appendix 2 – Entering a Petty Cash Reimbursement in the New Year 49

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. 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 functionalities 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 several 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 several areas that need consideration 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 Bromcom Finance, 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 #2 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 12th March 2026	

Date	Procedure	CB/ NCB	Procedure	Check
Ongoing	**1**	**All**	Clear outstanding orders – 25/26	
Ongoing	**2**	**CB**	Review Unpresented Cheques and cancel if necessary – 25/26	
Ongoing		**All**	Ensure that Reconciliation Files have been processed when received and all queries submitted in following month	

Date	Procedure	CB/ NCB	Procedure	Check
9th January		**All**	Forms for the Lease Returns to be sent to schools via AnyComms.	
20th /21st January		**All**	Salary Modeller Training (20th and 21st Jan). Salary Modeller issued to schools not on training courses (provisional date w/c 26th Jan)	

Date	Procedure	CB/ NCB	Procedure	Check
Feb/Mar	6	**All**	Add the new Financial Year 26/27	
Feb/Mar	7	**All**	Open the new Financial Year 26/27	
Feb/Mar	8	**All using Personnel Links**	Add Salary periods for 26/27	
Feb/Mar	9	**CB**	Add VAT Year 26/27	
Feb/Mar	10	**All**	Make alterations to new structure – 26/27	
Feb/Mar	11	**All**	Order books – Close 25/26 and open 26/27	
Feb/Mar	12	**All**	Year End system checks – 25/26	
Feb/Mar	13	**All using Personnel Links**	Clear outstanding salary commitments – 25/26	

Date	Procedure	CB/ NCB	Procedure	Check
13th 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.**	
13th 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 16th to Friday 20th February 2026

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
27th February		**All**	Last day for invoices to be raised for payment by CB schools (e.g. for Meals).	
27th February		**All**	Final SBS for 26/27 issued via AnyComms.	

Date	Procedure	CB/ NCB	Procedure	Check
27th February		**All**	**Deadline for submission of Provisional Budget 26/27**	
5th March		**All**	Date for SAST Year End Training (free)	

Date	Procedure	CB/ NCB	Procedure	Check
6th March		**All**	February Monthly Summary, Transaction reports and reconciliation file to be issued by SAST. Import and reconcile all reconciliation files up to date – 25/26.	
6th March		**CB**	If you are expecting income from LA, ensure the payer is aware that you need to receive it by 16th March.	

Date	Procedure	CB/ NCB	Procedure	Check
12th 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.**	
12th 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.	
12th March		**All**	Ensure that Revenue to Capital account balances to zero. Process journal if necessary.	
12th 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
13th March		**NCB**	**Last date to log into Barclaycard Spend Management (BSM) to ensure that all transactions from 4th February – 3rd March have been approved and coded.**	
Up to 16th March	**2**	**CB**	Authorise and pay outstanding invoices – 25/26 ready for **VAT Claim on 17th March 2026.**	
16th March	**2**	**CB**	Last day to cancel Unpresented Cheques if necessary.	
16th March	**4**	**CB**	Last day for Petty Cash and Income to be entered and posted on FMS – 25/26 – Also, **last date for banking Income at the bank.**	
16th March		**CB**	Schools using outside payroll provider should enter the data in FMS if available. Otherwise, please estimate on DR/CR list.	
16th 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**	
16th 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 2026.**	
16th March	**4**	**CB**	Ensure all budget share income allocations are recorded on FMS system.	
16th March	**4**	**CB**	Miscoded DFCG – ensure corrections are entered on Bromcom Finance to appear on final VAT Claim.	

Date	Procedure	CB/ NCB	Procedure	Check
17th March		**NCB**	Final day for inter-school journals to be posted.	
17th March		**NCB**	Last day for submitting e-form journals for in-school GL adjustments.	

Date	Procedure	CB/ NCB	Procedure	Check
17th 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 **17th March** for income to be coded. If RACL not received by this date, all income banked will be coded to 943700/943750.	
17th March	**14**	**NCB**	**All DR/CR lists to be returned to SAST electronically including nil returns (excluding accruals for external outstanding income- see 24th March).**	
17th March	**14**	**CB**	**All DR/CR lists to be returned to SAST electronically including nil returns.**	
17th March	**2**	**NCB**	Last day to authorise and pay outstanding invoices – 25/26. Last day for invoice batches to be sent electronically and originals scanned and submitted.	
17th 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.**	
17th March		**CB**	Once VAT claim has been produced **DO NOT USE FMS/Arbor/Bromcom AGAIN IN CURRENT FINANCIAL YEAR – DO NOT BACK DATE TRANSACTIONS IF ENTERED ON 1st APRIL OR AFTER.**	
17th 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.	
17th March		**NCB**	**Last day to submit VAT reclaim template for income provider charges (exc. ParentPay).**	

Date	Procedure	CB/ NCB	Procedure	Check
From 17th March to 31st March Inclusive		**CB**	**DO NOT ENTER ANY INVOICES, INCOME, JOURNALS, PETTY CASH OR BANK STATEMENT ITEMS ONTO BROMCOM FINANCE IN THE CURRENT YEAR** or enter any new year items until the 1st April 2026.	
From 17th March to 31st March Inclusive		**NCB**	**DO NOT ENTER ANY INVOICES OR INCOME ONTO BROMCOM FINANCE IN THE CURRENT YEAR or enter any new year items until the 1st April 2026.**	
17th March		**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.	

Date	Procedure	CB/ NCB	Procedure	Check
23rd March		**ALL**	Part Transaction report to be published – to allow checking transactions for NCB schools – **queries/corrections to be notified to SAST by 5pm on 24th March 2026**	
23rd March		**NCB**	Additional report for code 943750 to be issued covering the period from 1 April to date to ensure no income remains on this code (CB schools do not use this code but a zero report may be produced)	
From 23rd March to 7th April inclusive			Purchase Cards should not be used to ensure all transactions due in 25/26 are on the March statement/BSM file	
24th March		**NCB**	**Last day for queries/corrections to be notified to the SAST by 5pm**	
24th March		**NCB**	BSAD form will be available for re-coding of income on code 943750 – all other coding will be rejected and BSYE will be available for year end accruals of income not received – both must be created and approved by **5pm on 24 March to be posted into SAP**	
24th March		**NCB**	Last date to submit & approve DR/CR accruals for external outstanding income & BSAD forms for GL943750	
25th March		**NCB**	**Last day for coding/Approving in BSM for all transactions to 23rd March – file will be processed on 7th April 2026**	
27th March		**All**	**Deadline for submission of SFVS (using outturn for Provisional Budget in dashboard).**	
31st March		**All**	**Any Draft/Submitted/Outstanding BSAD (Journal) and BSYE (Dr/Cr) forms will be cancelled to prevent posting into new Financial Year.**	

Easter Holidays 27th March – 13th April 2026

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 17/3/26 to 31/3/26 – 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).**	

Date	Procedure	CB/ NCB	Procedure	Check
April	**17**	**All**	Import and process 25/26 final Reconciliation Files.	
April	**18**	**All**	Adjust fund figures after preliminary close – 25/26.	

Date	Procedure	CB/ NCB	Procedure	Check
24th April	**3**	**CB**	Last day to receive 2-way reconciliations.	
24th April	**3**	**CB**	Final 3-way reconciliation (to 31st March) to SAST for schools submitting their own.	
24th April	**Appendix 1**	**CB**	Final date for VAT Submittal Forms and other required reports (Hard Copy) to be received.	
30th April		**ALL**	Final reports for 25/26 published on SchoolsWeb with final balances.	
15th 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 – 26/27	

Half Term Monday 25th to Friday 29th May 2026

Date	Procedure	CB/ NCB	Procedure	Check
Summer Term		**All**	Parent & Governors report on SchoolsWeb.	
From May	**19**	**All**	Final Closure of Previous Financial Year – 25/26	

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

Procedure 1 – Orders and Commitments (Old Financial Year)

Before a Financial Year can be closed, all unauthorised orders should 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 31st March 2026.

Go through all outstanding Purchase Orders and ensure that they are still valid. Some Purchase Orders could have been raised several months ago with only a few items outstanding which may never be delivered.

ALL SCHOOLS

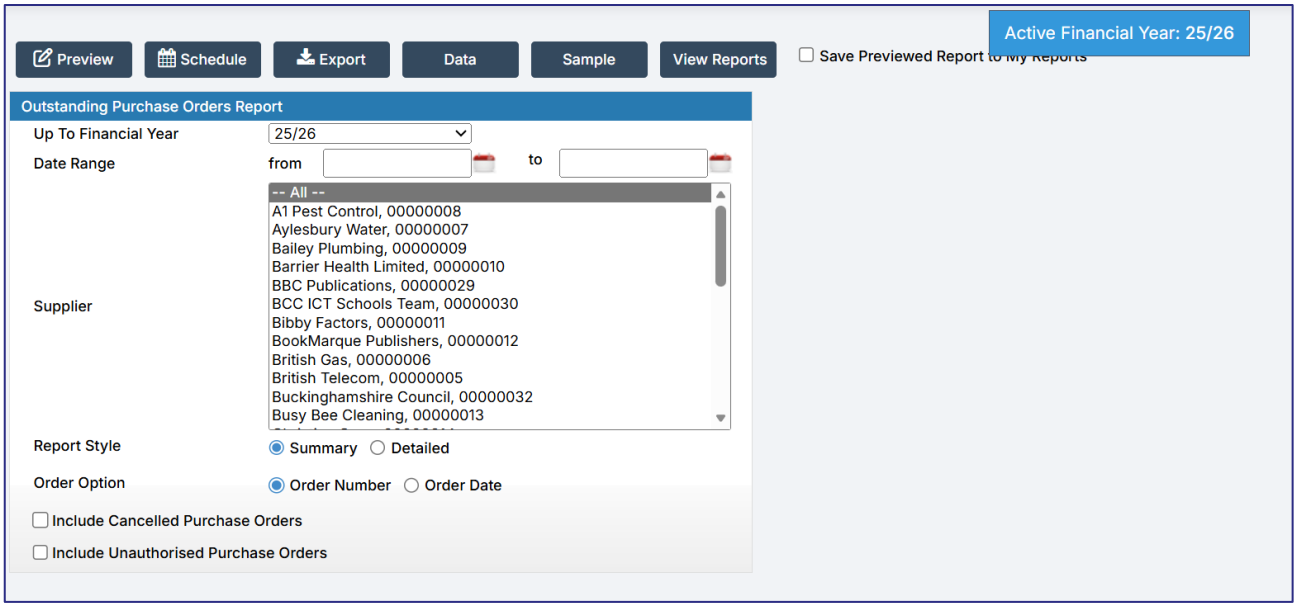
- It will be necessary to check whether orders should be cancelled or carried across to the new Financial Year. If goods are received after 31st March 2026, orders should be transferred via the first Preliminary Closure. **Please note the Preliminary Close cannot be run until after the import and processing 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 2026 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 Items

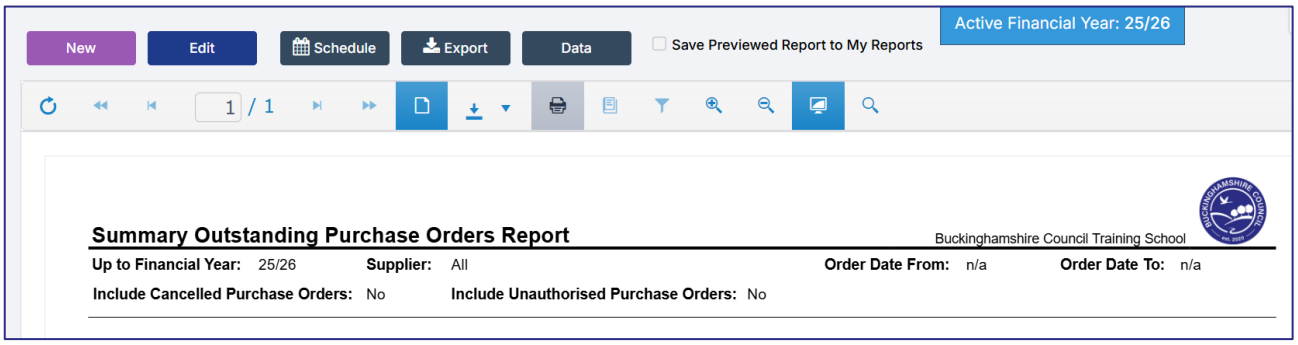
Modules |Finance |Finance Home Page

- Reports Section select Outstanding Purchase Order Report.

- Make sure you are in Financial Year 2025/26
- Leave all fields blank



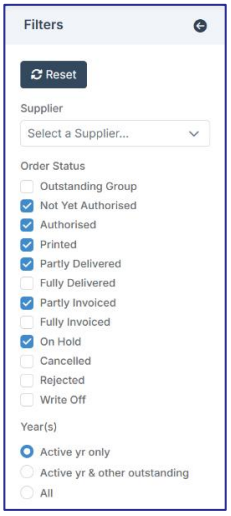
- You can then Export the report or, if you choose Preview Reports, you can then print from here.



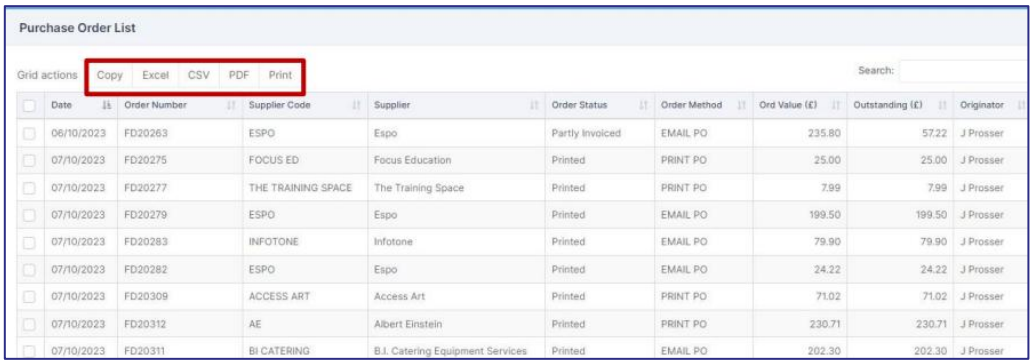
Additionally, for a quick view of the orders:

Modules | Finance | Finance Home Page

- In the Accounts Payable Section select Purchase Orders
- Deselect everything except Not Yet Authorised, Authorised, Printed, Partly Delivered, Partly Invoiced and On Hold to display a list of outstanding and partly invoiced Purchase Orders



- This grid can be printed or exported to work from using the Grid Actions at the top of the page



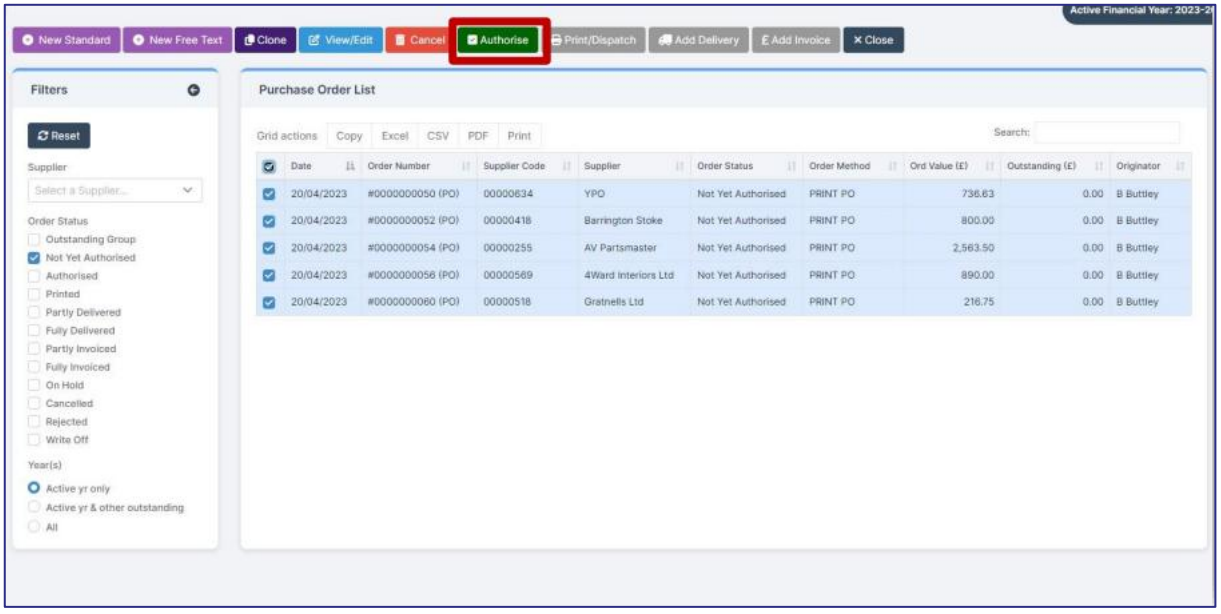
Date	Order Number	Supplier Code	Supplier	Order Status	Order Method	Ord Value (£)	Outstanding (£)	Originator
06/10/2023	FD20263	ESPO	Espo	Partly Invoiced	EMAIL PO	235.80	57.22	J Prosser
07/10/2023	FD20275	FOCUS ED	Focus Education	Printed	PRINT PO	25.00	25.00	J Prosser
07/10/2023	FD20277	THE TRAINING SPACE	The Training Space	Printed	PRINT PO	7.99	7.99	J Prosser
07/10/2023	FD20279	ESPO	Espo	Printed	EMAIL PO	199.50	199.50	J Prosser
07/10/2023	FD20283	INFOTONE	Infotone	Printed	EMAIL PO	79.90	79.90	J Prosser
07/10/2023	FD20282	ESPO	Espo	Printed	EMAIL PO	24.22	24.22	J Prosser
07/10/2023	FD20309	ACCESS ART	Access Art	Printed	PRINT PO	71.02	71.02	J Prosser
07/10/2023	FD20312	AE	Albert Einstein	Printed	PRINT PO	230.71	230.71	J Prosser
07/10/2023	FD20311	BI CATERING	B.I. Catering Equipment Services	Printed	EMAIL PO	202.30	202.30	J Prosser

Authorising Orders

If there are any Unauthorised Orders these will need to be resolved. The options available are to Authorise (and Print) the order or to Delete it.

Modules |Finance |Finance Home Page

- Accounts Payable Section select Purchase Order
- Using the Filters on the left of the screen select **Not Yet Authorised**
- Select all the items you wish to authorise and select the Authorise option at the top of the screen. Alternatively, you can go into each Purchase Order and authorise them individually



Date	Order Number	Supplier Code	Supplier	Order Status	Order Method	Ord Value (£)	Outstanding (£)	Originator
20/04/2023	#0000000050 (PO)	00000634	YPO	Not Yet Authorised	PRINT PO	736.63	0.00	B Buttley
20/04/2023	#0000000052 (PO)	00000418	Barrington Stoke	Not Yet Authorised	PRINT PO	800.00	0.00	B Buttley
20/04/2023	#0000000054 (PO)	00000255	AV Partsmaster	Not Yet Authorised	PRINT PO	2,563.50	0.00	B Buttley
20/04/2023	#0000000056 (PO)	00000569	4Ward Interiors Ltd	Not Yet Authorised	PRINT PO	890.00	0.00	B Buttley
20/04/2023	#0000000060 (PO)	00000518	Gratnells Ltd	Not Yet Authorised	PRINT PO	216.75	0.00	B Buttley

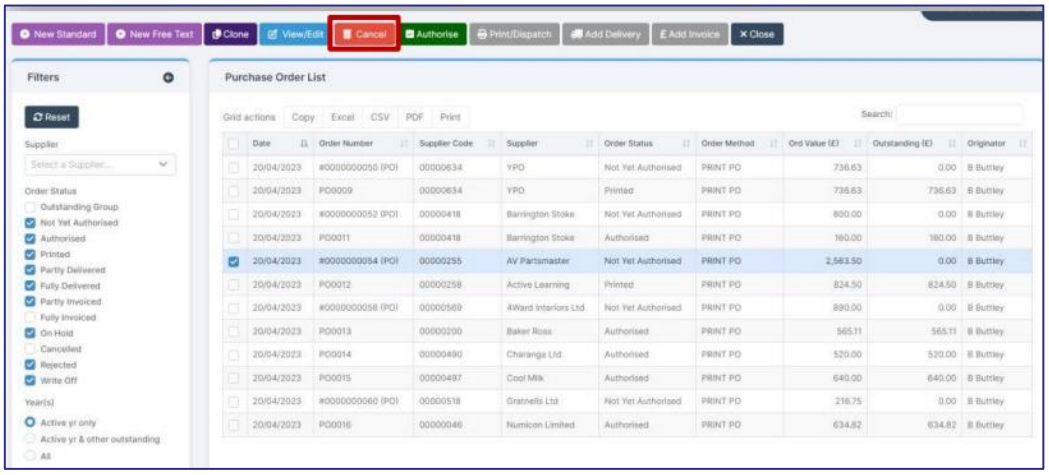
PLEASE NOTE: ORDERS THAT ARE NOT CANCELLED WILL BE CARRIED FORWARD INTO 2026/27 WHEN THE PRELIMINARY CLOSE IS RUN **AFTER** COMPLETION OF THE WEEK 52 RECONCILIATION FILE.

Cancelling an Order

Modules |Finance |Finance Home Page

- In the Accounts Payable Section select Purchase Orders
  Change the Order Status to select everything except Fully Invoiced, On Hold and Cancelled

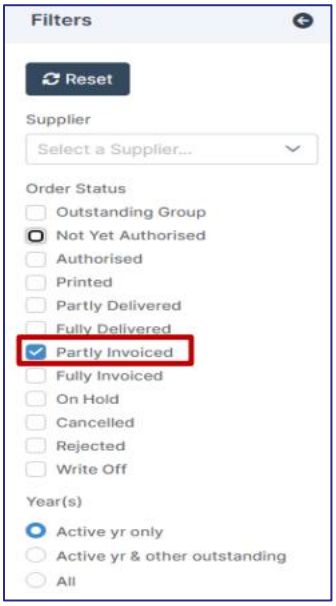
- Using the Cancel button at the top right of the screen you can cancel any outstanding orders you no longer need
- It may be worth viewing each order individually before cancelling



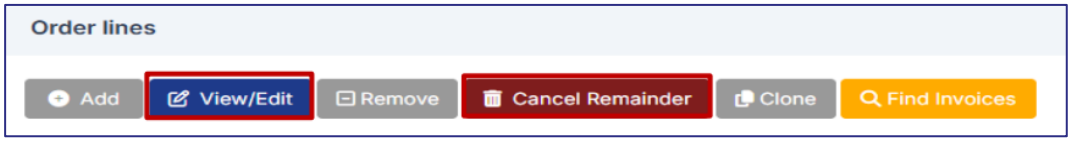
In some cases, it may be necessary to only Clear the Commitment on a single line of a Purchase Order. This could occur where one item on the order is no longer available. If this is the last remaining item or commitment on a partially invoiced order, then the status of the order will be changed to fully invoiced.

Modules |Finance |Finance Home Page

- In the Accounts Payable Section select Purchase Orders
- Deselect everything in the Filter except for Partly Invoiced



From the list of outstanding items select the Line you wish to edit by double clicking or selecting View/Edit at the top of the screen. Go down to the Order line and select either View/Edit or Cancel Remainder.



Procedure 2 – Invoices and Credit Notes

There may be several Invoices and Credit Notes at various stages of processing. Any Invoices entered but Not Yet Authorised should be Authorised or Cancelled.

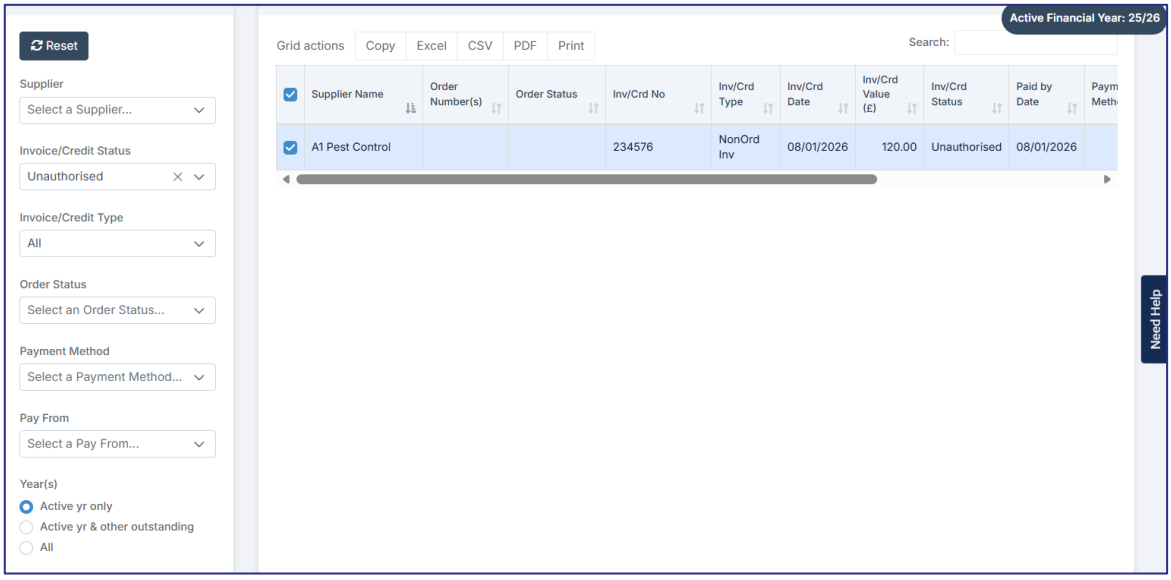
Where possible, invoices received before the processing deadline should be entered on the system and passed for payment or cheques raised/BACS runs processed as appropriate. The last possible date for processing is as follows:

- **Cheque book** schools – **Monday 16th March 2026**
- **Non-Cheque book** schools – **Tuesday 17th March 2026**

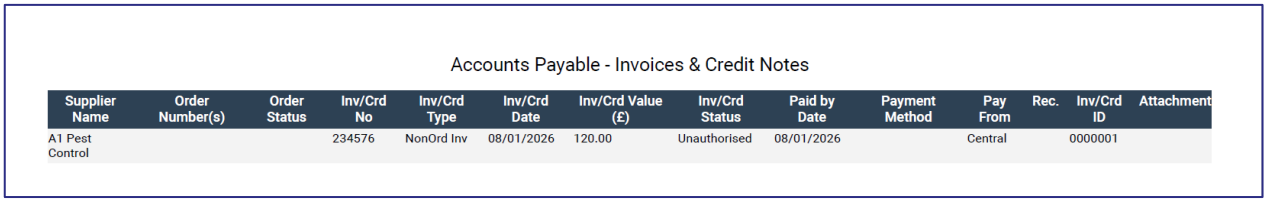
Any Goods and Services received or expected before the 31st March without invoices must be entered on the DR/CR list.

Modules | Finance Homepage | Accounts Payable | Invoices & Credit Notes

- Select **Unauthorised** on the left hand side in Invoice/Credit Status



- To create the report, select PDF in the Grid Actions.



Accounts Payable - Invoices & Credit Notes

Supplier Name	Order Number(s)	Order Status	Inv/Crd No	Inv/Crd Type	Inv/Crd Date	Inv/Crd Value (£)	Inv/Crd Status	Paid by Date	Payment Method	Pay From	Rec.	Inv/Crd ID	Attachment
A1 Pest Control			234576	NonOrd Inv	08/01/2026	120.00	Unauthorised	08/01/2026		Central		0000001	

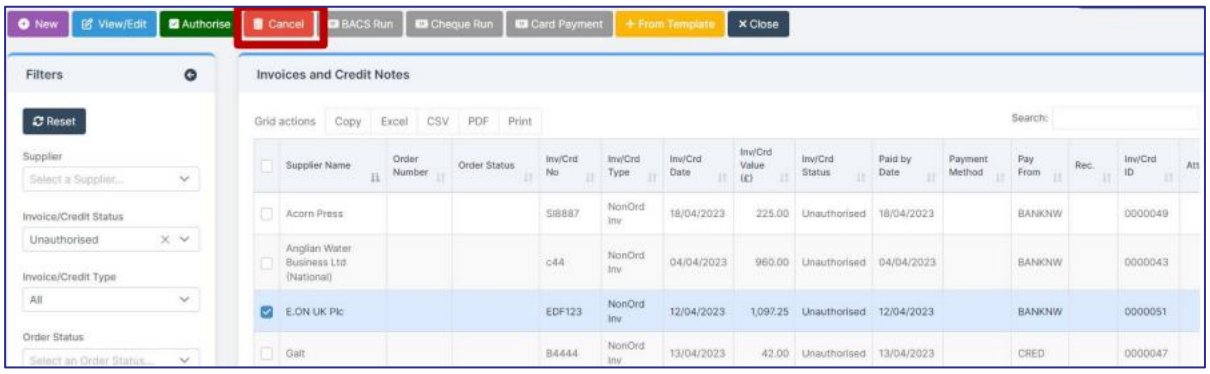
- Decide whether to authorise or cancel at this point.

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.

Modules |Finance |Finance Home Page

- In the Accounts Payable Section select Invoice and Credit Notes
- In the filter, select a status of Unauthorised in Invoice/Credit Status
- Select Cancel



Non-Chequebook Schools

- **Central Authorisation** – Pay invoices and print any required authorisation slips. The last invoices should be transferred electronically on **Tuesday 17th March 2026** 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 25/26. Invoices must be entered in the new Financial Year 26/27. Please note that invoice files for 26/27 cannot be created and sent to Accounts Payable (AP) until on or after **1st April 2026**

Chequebook Schools

- Cheques and BACS should be processed for authorised invoices and despatched within that Financial Year and before the final VAT Claim. To update SAP in the correct year, the last day for payment should be **16th March 2026** to allow VAT claim reports to be produced on **17th March 2026**

- *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 2026 claim in the new Financial Year*

SAST Guidance – Internal Recharges

Invoice/charges for internal recharges – 27th February 2026

- LA service providers have been advised to raise internal recharges no later than **27th February 2026.** 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.

   Modules |Finance |Finance Home Page | Accounts Payable | Invoices & Credit Notes
   a) Leave Supplier and Type All
   b) Select All Invoices in Invoice/Credit Type
   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) Select Central in Pay From

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

   Modules |Finance |Finance Home Page | Routines | Central Manual Reconciliation
   a) Highlight the **invoice** to be reconciled
   b) Select Reconcile in the top right hand box
   c) Repeat for all items to be reconciled

2. **Non-Chequebook** schools should, additionally, identify if any invoices were brought forward from previous years that are not yet. 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:

   Modules |Finance |Finance Home Page | Accounts Payable | Invoices & Credit Notes
   a) Leave Supplier and Type All
   b) Select **All Invoices** in Invoice/Credit Type
   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) Select Central in Pay From
   e) In **Year (s)** choose **Active yr & other outstanding**

   Modules |Finance |Finance Home Page | Routines | Central Manual Reconciliation
   a) Highlight the invoice to be reconciled
   b) Select Reconcile in the top right hand box
   c) Repeat for all items to be reconciled

   Modules |Finance |Finance Home Page | Routines | Central Payments & Receipts
   a) Click **+Payment** (add) to record a reversal of a central payment
   b) Complete the details of the Payment, noting that a reversal would use a negative expenditure amount for example -500.00 to reverse a central payment of 500.00 * fields are mandatory
   c) Save

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 52 to 56 and will be the last reconciliation file to be sent to schools for **25/26**.

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.

Modules |Finance |Finance Home Page | Accounts Payable | Payment Processing

- Select the relevant cheque from the **Payment Processing** screen
- Highlight the specific **Cheque** within the run you with to cancel and select **Cancel Selected Cheque**
- Complete the **Audit Log** and **Continue**
- The **Cheque** will the show as **Cancelled**
- It may now be appropriate to take further action by **cancelling** the related **invoice** and **order**

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 Bromcom Finance as at 31st March 2026. 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 24th April 2026. 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 2026**. 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 2026.

Schools completing their own 3-way reconciliation need to send the **completed documentation** to the Schools Accountancy Support Team no later than **24th April 2026.**

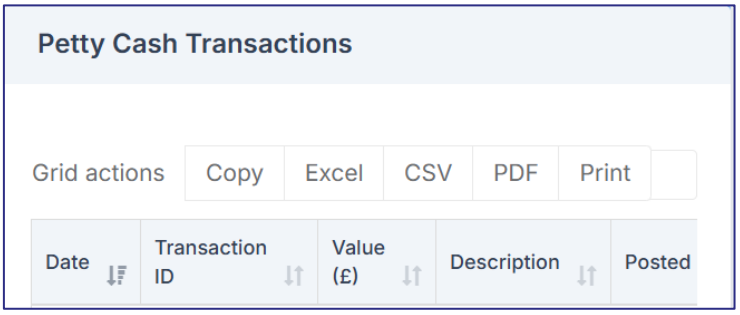
Procedure 4 – Petty Cash, Income and Manual Journal Processing (Old Financial Year)

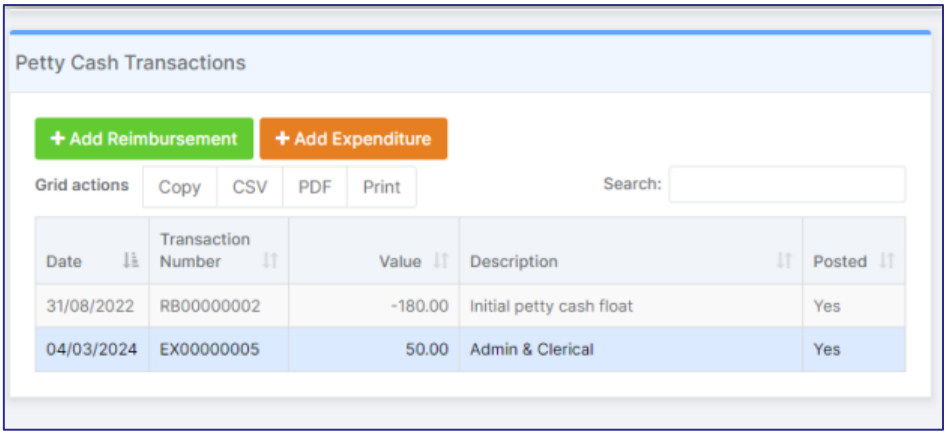
Petty Cash

All Petty Cash transactions relating to the old year should be posted by **16th March 2026** for **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).**

Modules |Finance | Finance Home Page

- General Ledger | Petty Cash Processing
- A list of transactions will be displayed
- Select Print for all types of transactions





- **Non-Chequebook Schools** – the final Imprest claim should be made by **16th March 2026** and electronically transferred by **17th March 2026**. No further Imprest claims should be made until after **1st April 2026** in the new Financial Year
- **Chequebook Schools** – the final petty cash claim should be processed in FMS by **16th March 2026** and electronically transferred by **17th March 2026** along with the other Monthly Returns. No further petty cash claims should be made until after **1st April 2026** in the new Financial Year.

AR Guidance – Income

All income due to a school relating to 2025/26 must be recorded in the correct financial year.

Non-Chequebook Schools

- Income due to be credited to the School Budget Share in 25/26 accounts, including lettings and School Fund contributions, must be banked by the school by **17th March 2026**. Receipt Authorisation Control Listings (RACLs) must also be sent to the Accounts Receivable Team by **17th March 2026.**
- 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 **17th March 2026** 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 2026**.

Chequebook Schools

- Income due to be credited to the School Budget Share in 25/26 accounts, including lettings and School Fund contributions, should be banked by the school by **16th March 2026**.
- All income taken to the bank by the above deadline must be reflected on FMS (see below) by **16th March 2026** 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.

Non-Invoiced Income

Processing Receipts

Check there are no outstanding unposted receipts by going to:
Modules | Finance Homepage | Accounts Receivable | 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:

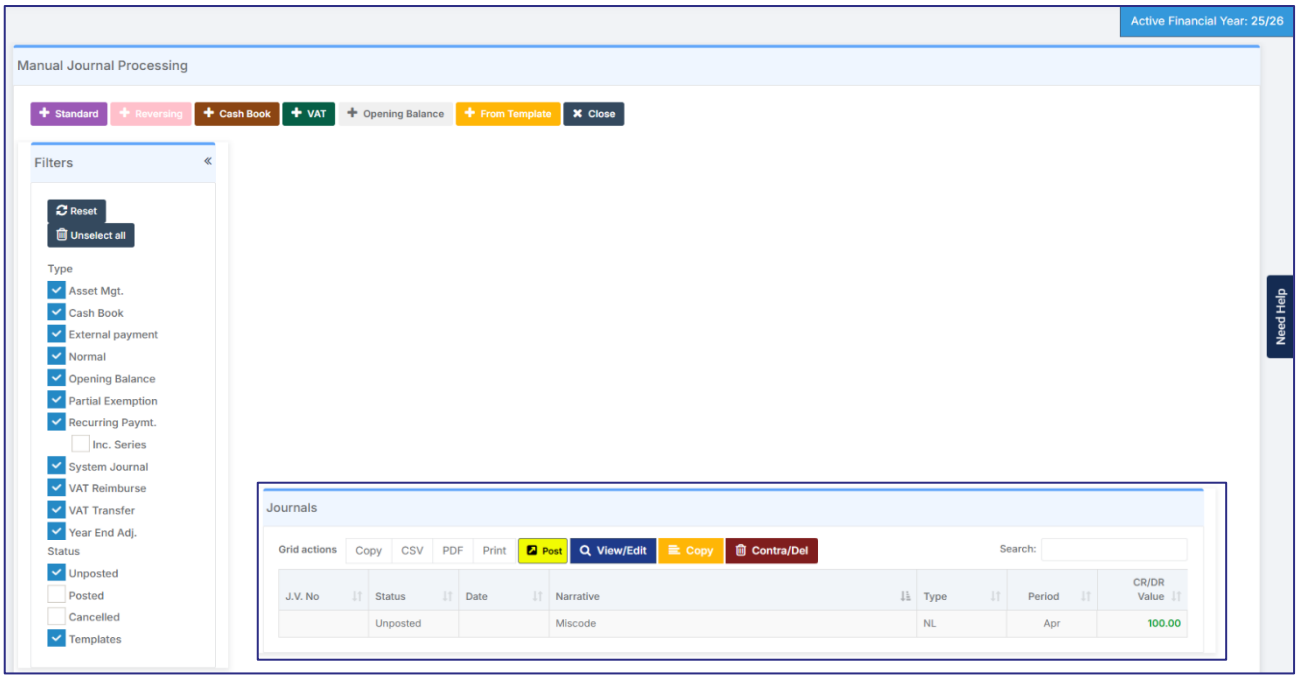
Modules | Finance Homepage | Accounts Receivable | Paying In Slips

- Select Add
- Complete the details, including the **Control Total** and then highlight the relevant transactions and select **Pay In**.
- Confirm to Posting

Manual Journals – Chequebook Schools Only

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

Modules | Finance Homepage | General Ledger | Journals



- Highlight journal, either select **Post**, or **Contra/Delete** to cancel

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

For the Financial Year 25/26 the final VAT return reports should be produced by all Chequebook schools by the deadline of **17th March 2026. This should include transactions processed in Bromcom Finance up to and including 16th March 2026 at the latest.** This will enable the files to be transferred to SAST on **17th March 2026 at the latest.**

YOU MUST ENSURE THAT NO FURTHER TRANSACTIONS ARE PROCESSED IN 25/26 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 31/03/2026) ON 1st APRIL 2026 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 2026** 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 16th March 2026, must be included on the Debtor/Creditor lists. This will ensure that expenditure relating to 25/26 will be included in the 25/26 accounts. Suppliers should be encouraged to submit invoices as quickly as possible for goods and services supplied on or before 31st March 2026 to minimise the Debtor/Creditor list.

N.B. The 'VAT Submittal' cannot be produced until after 31st March 2026. It should be produced on 1st April 2026 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 24th April 2026.

Please refer to Appendix 1 – CHEQUE BOOK SCHOOLS – WHAT TO DO ON 1ST APRIL 2026 for details of additional reports to be produced and make a diary note to this effect for all FMS users.

VAT Claim	**Maintenance | VAT Rates & Periods** Check date range is correct (i.e. end date **31/03/26**) **Reports | VAT Reporting | +Create** VAT Full Report VAT Submittal Report – **Not available until 01/04/26**
Bank Account Claim	**Reports | Bank Claim | +Create | Select Bank Account** Enter date range (to yesterday)
Bank History	**Reports | Bank History Report | Select Bank Account** Enter same date range as Bank Claim (to yesterday)
Petty Cash Expenditure Report	**Reports | Petty Cash Report | Expenditure Ledger (detail)** 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 <u>NOT</u> received by the specified date, the late claim will have to be entered in SAP manually. This is time consuming and therefore a <u>CHARGE</u> will be made for this work.

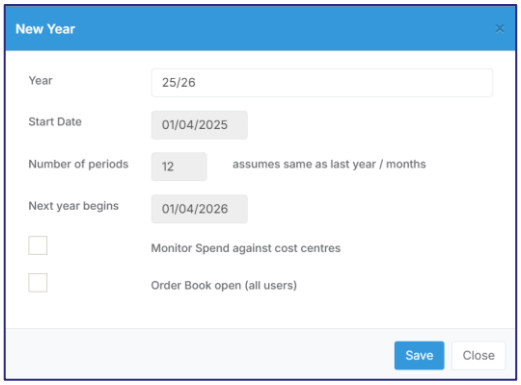
Procedure 6 – Adding the New Financial Year

Before you close an old Financial Year, the New Year needs to be defined. A new Financial Year can be edited before the year is open but cannot be edited once the setup is completed.

Schools can create the new Financial Year, any time before the start of the new Financial Year.

Modules |Finance | Finance Home Page

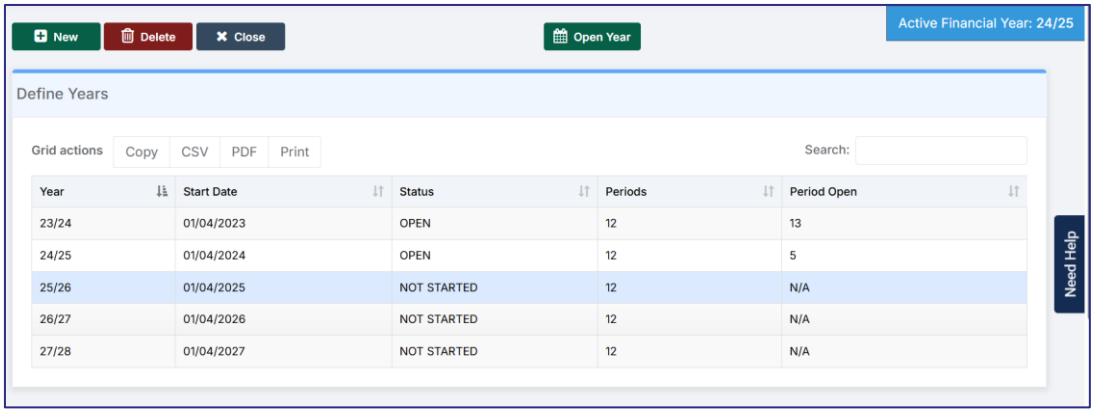
- Maintenance | Financial Years and Period
- Select **New** to create a New Year
- Enter the Year description 26/27
- Check **Start Date** of year and **Start Date** of next year. The system will assume that it will be the same as last year, check that the next year **Start Date** is correct
- Leave blank the **Monitor Spend against cost centres** box so that orders can be input in the new year in the short term without an initial budget on the system



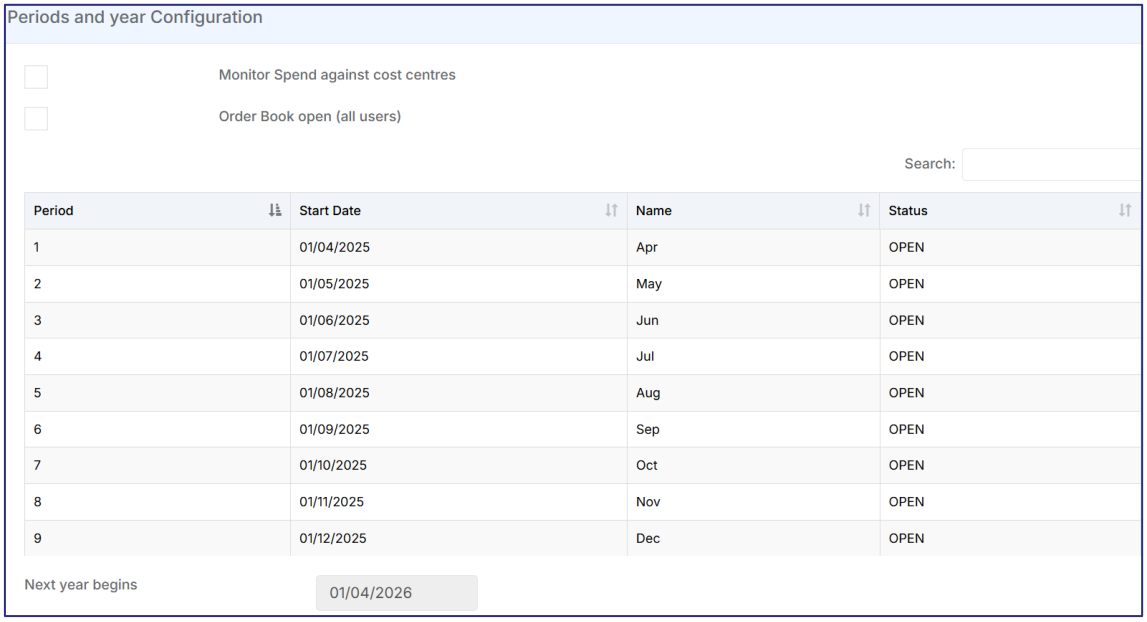
Procedure 7 – Opening the new Financial Year

Once you are ready to start working in the new Financial Year 26/27 it should be opened.

- Highlight the newly created year and check the Start Date for each month is correct and that the next year begins on the correct Start Date



Year	Start Date	Status	Periods	Period Open
23/24	01/04/2023	OPEN	12	13
24/25	01/04/2024	OPEN	12	5
25/26	01/04/2025	NOT STARTED	12	N/A
26/27	01/04/2026	NOT STARTED	12	N/A
27/28	01/04/2027	NOT STARTED	12	N/A



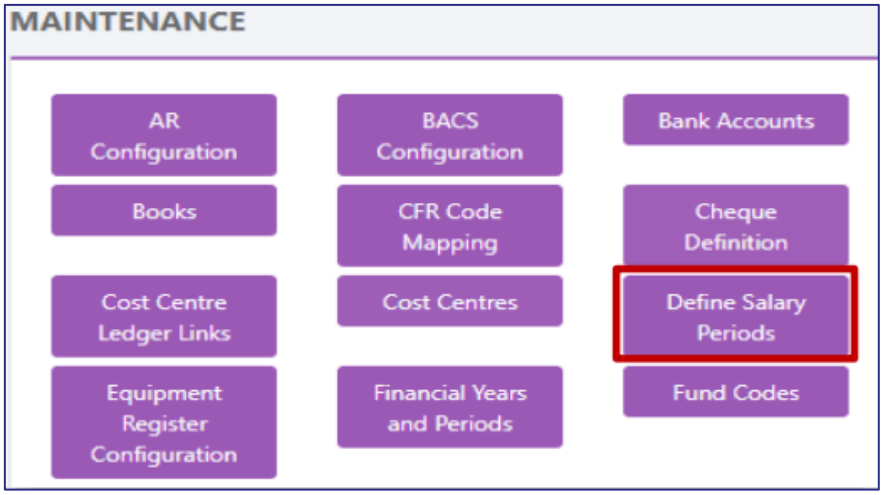
Period	Start Date	Name	Status
1	01/04/2025	Apr	OPEN
2	01/05/2025	May	OPEN
3	01/06/2025	Jun	OPEN
4	01/07/2025	Jul	OPEN
5	01/08/2025	Aug	OPEN
6	01/09/2025	Sep	OPEN
7	01/10/2025	Oct	OPEN
8	01/11/2025	Nov	OPEN
9	01/12/2025	Dec	OPEN

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, **Entering the Budget 2026/2027**.

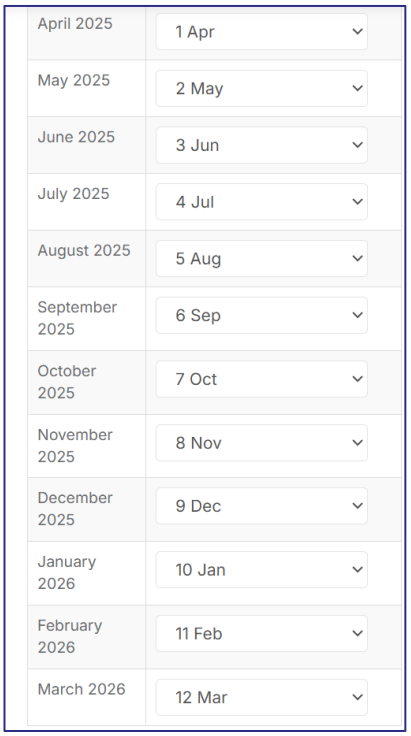
Procedure 8 – Defining Salary Periods – If Salary Projections in Use

Modules | Finance | Finance Home Page

- Maintenance | Define Salary Periods



- To add the new Financial Year, select the Year from the drop-down menu and select the Auto Allocate option to allocate periods.



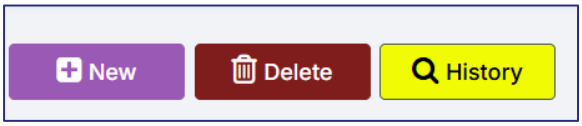
- Click **Save** to save year mapping details and **Close**

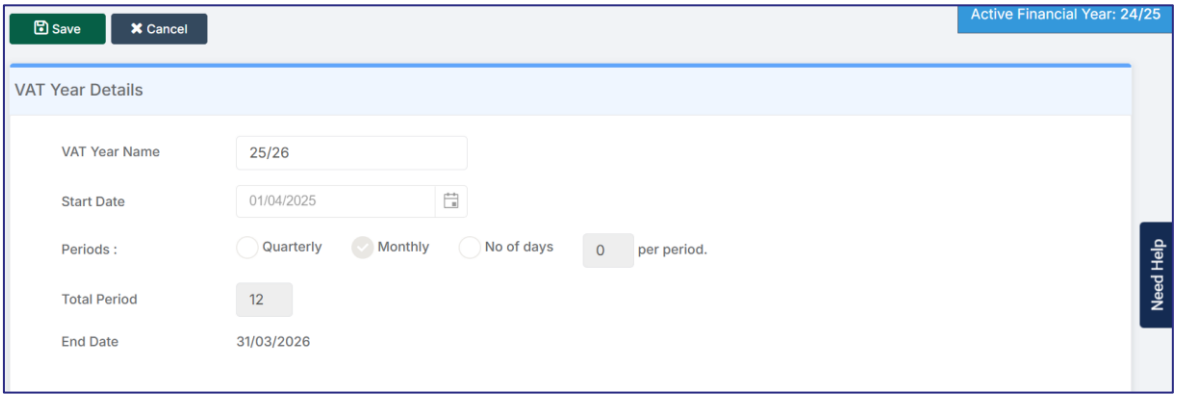
Procedure 9 – Chequebook Schools Only – Adding a New VAT Year

Ensure that you are in the New Year that you wish to define the VAT Periods for.

Modules | Finance | Finance Home Page | Maintenance | VAT Rates & Periods

- Go to the bottom of the screen and select New to create a new VAT year





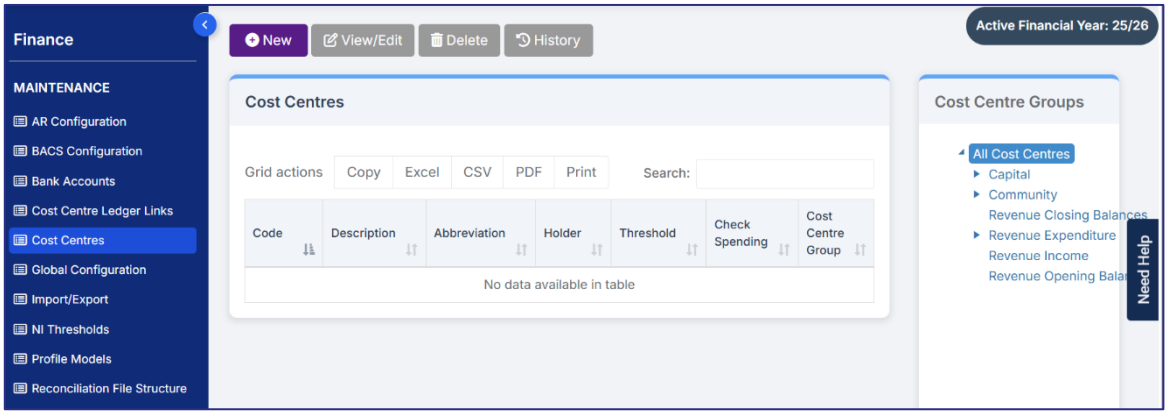
- Enter the VAT Year Name and Start Date, select periods of monthly/quarterly/number of days depending on how you report your VAT

- Click the Close button at the top of the screen to complete the process

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

Editing Cost Centre Descriptions

Modules | Finance | Finance Home Page | Maintenance | Cost Centres



- Click on Revenue Expenditure
- Click on the cost centre required to highlight
- Select View/Edit at the top of the screen
- Change the Description
- Click Save

Setting up New Cost Centres (New Year)

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

Modules | Finance | Finance Home Page | General Ledger | Cost Centre Enquiry

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

To add additional Cost Centres:

Modules | Finance | Finance Home Page | Maintenance | Cost Centres

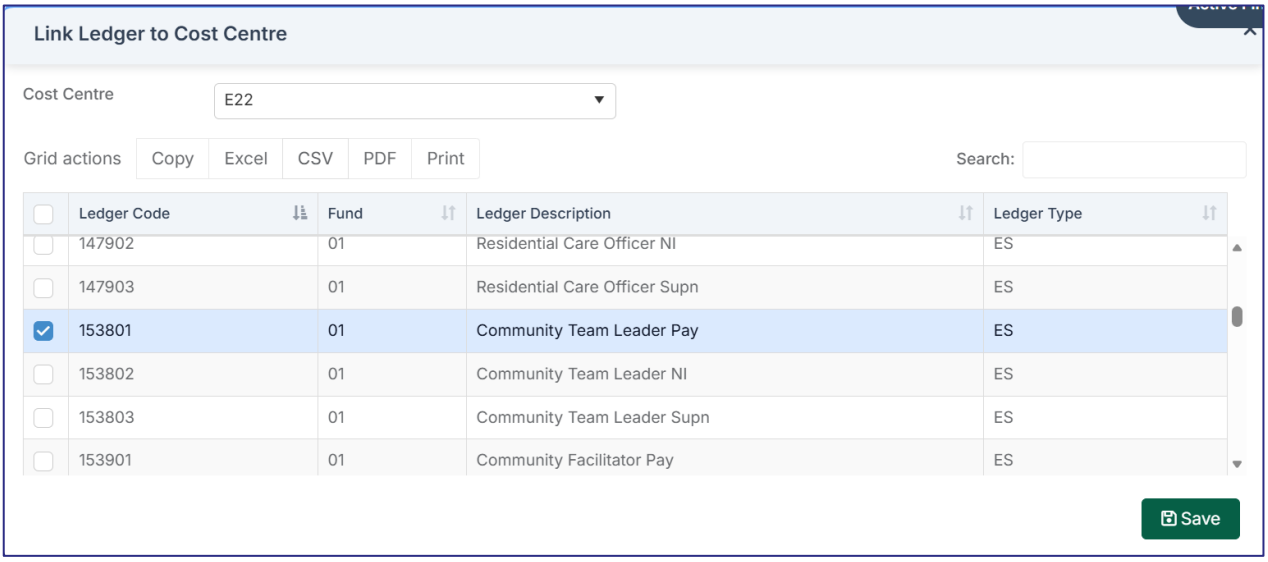
- Select New at the top of the screen
- Add the **relevant details**
- Click **Save**

Linking Ledger Codes to Cost Centres

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

Modules | Finance | Finance Home Page | Maintenance | Cost Centres Ledger Links

- Select Links and Unlinked Cost Centres
- Click Add at the top of the screen
- In Cost Centre drop select the relevant Cost Centre
- Click **Create Links** once the choice has been made
- **OK** to confirm
- **Save**

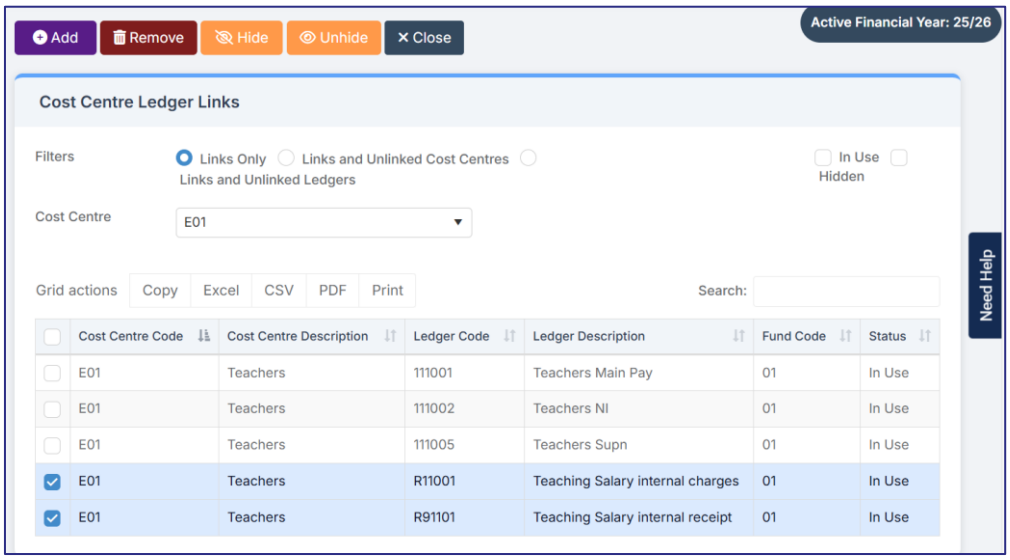


Amendments to New Structure - Unlinking Codes – New Year

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

Modules | Finance | Finance Home Page | Maintenance | Cost Centres Ledger Links

- Select Links and Unlinked Cost Centres
- In Cost Centre drop select the relevant Cost Centre
- Highlight the relevant Ledger Code
- Click **Remove** once the choice has been made
- **OK** to confirm
- **Save**

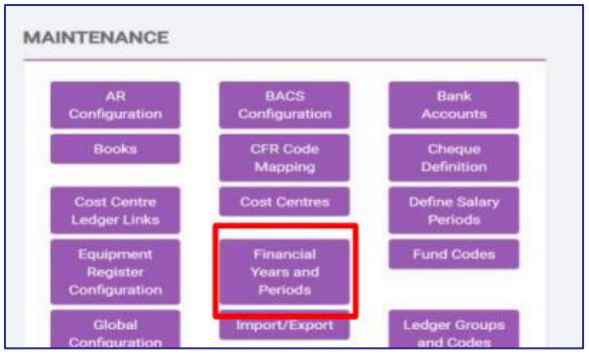


- Please note that Cost Centres can be added in the new Financial Year as soon as the year is started. However, Cost Centres cannot be deleted in the New Structure until the old Financial Year has been closed and Finalized e.g. for cost centres that are no longer required. Please note that if transactions 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

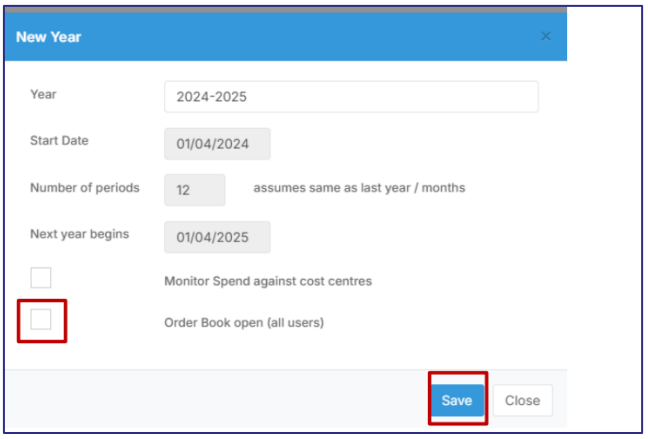
Procedure 11 – At the Year End (Old Financial Year)

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.

Modules | Finance | Finance Home Page | Maintenance | Financial Years and Periods



- Double click to edit the old year and switch off the ordering facilities be de-selecting the Order Book Open tick box

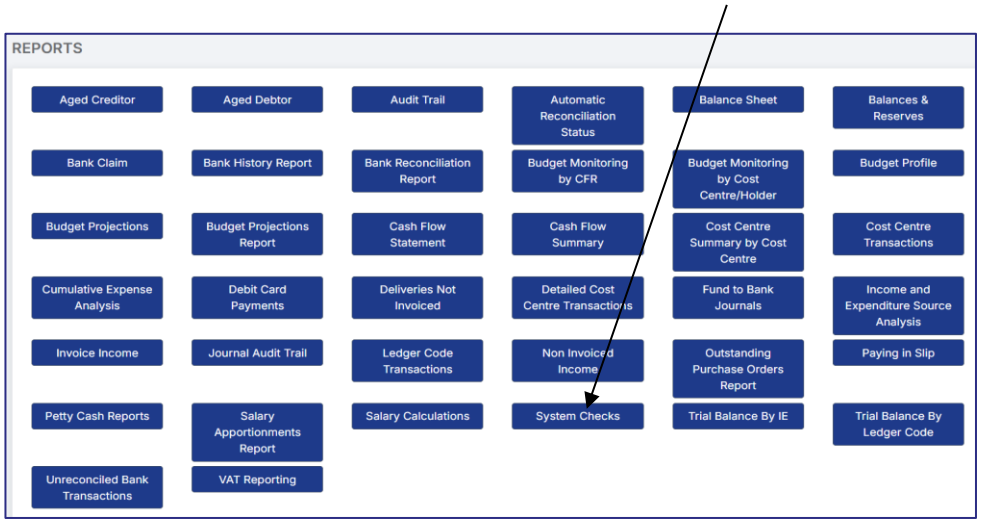


- Now Save and Close

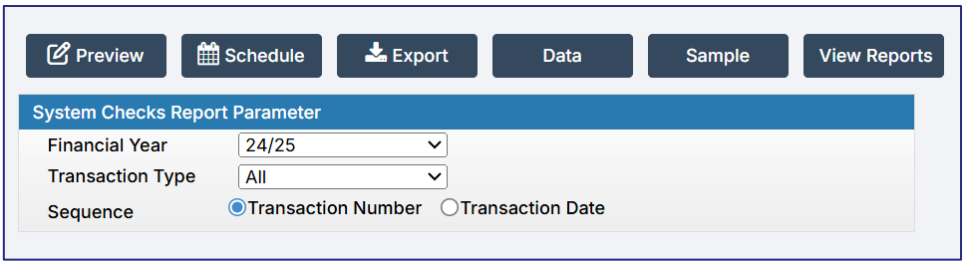
Procedure 12 – Year End System Checks (Old Financial Year)

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.

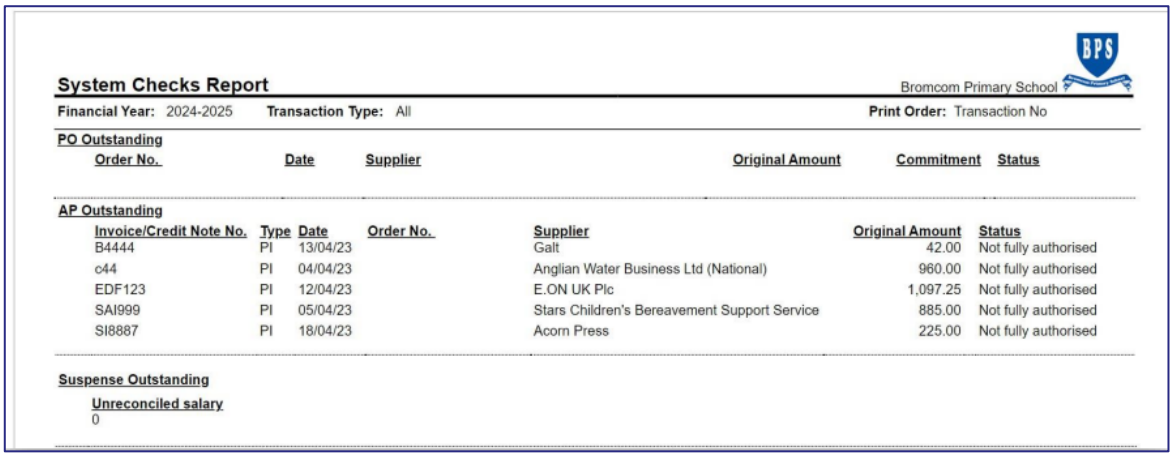
Modules | Finance | Finance Home Page | Reports | Finance | Systems Checks



- Select Preview



- This report gives a list of items that should be reviewed before completing Year End



System Checks Report — Bromcom Primary School

Financial Year: 2024-2025 **Transaction Type:** All **Print Order:** Transaction No

PO Outstanding

Order No.	Date	Supplier	Original Amount	Commitment	Status

AP Outstanding

Invoice/Credit Note No.	Type	Date	Order No.	Supplier	Original Amount	Status
B4444	PI	13/04/23		Galt	42.00	Not fully authorised
c44	PI	04/04/23		Anglian Water Business Ltd (National)	960.00	Not fully authorised
EDF123	PI	12/04/23		E.ON UK Plc	1,097.25	Not fully authorised
SAI999	PI	05/04/23		Stars Children's Bereavement Support Service	885.00	Not fully authorised
SI8887	PI	18/04/23		Acorn Press	225.00	Not fully authorised

Suspense Outstanding

Unreconciled salary
0

Actions to be Taken

Transaction Type	Status on Report	Action Before Year End
Order	Not authorised	Delete or authorise
AP invoice	Not fully authorised	Cancel or authorise
AP invoice	On hold	Change status or cancel commitment.
Credit notes.	Not authorised	Cancel or authorise.
Non-invoiced income	Created	Delete or post
AR (invoiced income)	Created or authorised	Authorise and print, print or cancel
Petty cash	Unposted	Delete or post
All journals	Unposted	Delete or post
Suspense Outstanding	Unreconciled salary	Clear unreconciled items
Salary Commitments	Salary commitment must be cleared before FINAL close can take place	Clear salary commitments

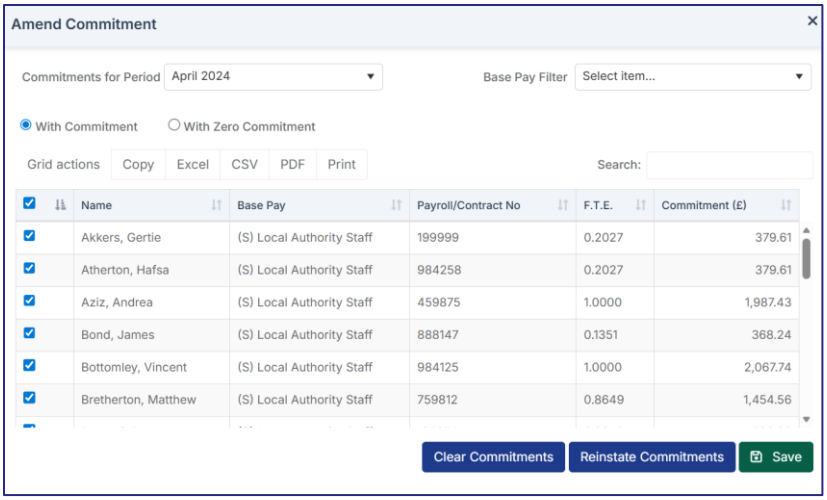
- Make appropriate changes

Procedure 13 – Clearing Salary Commitments (Old Financial Year)

If Salary Projections have been run for reconciliation purposes, it may be necessary to check that there are no outstanding commitments. This will be essential **once Week 52 reconciliation file has been run and completed. PLEASE NOTE the final reports and Reconciliation Files for 25/26 will be available on SchoolsWeb by 24th April 2026**. 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.

Modules | Finance | Finance Homepage | Staffing | Salary Projections

- Select Actions | Amend Commitments
- Select the Period where commitments remain
- Use the multi select tool in the grid to select all



- Select Clear Commitments and save
- Repeat the above for all Periods that are showing Commitments

Procedure 14 – Debtor and Creditor List

All Goods and Services received within the Financial Year 25/26 must be charged to that Financial Year. Where **GOODS** have been received but **NOT THE INVOICE**, a charge will be made to 25/26 and a credit made to 26/27, 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 25/26 and 26/27.

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 2026**.

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 **23rd March 2026**. (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 5pm on 24th March 2026 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 Bromcom Finance 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.

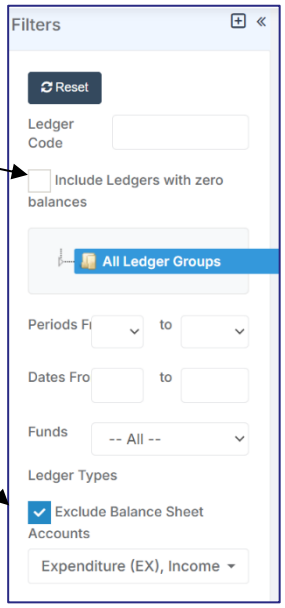
A Part-Transaction Report **only** will be produced for March transactions on **23rd March 2026**. This will enable you to check **manually** that the transactions have been entered correctly. If there are any discrepancies, please **inform the Schools Finance Team** by telephone or email no later than **5pm 24th March 2026.**

The March Transaction Reports and Reconciliation File will be available in **April** (Monthly Summary later in the month) – as most schools are on their Easter break there will be little or no opportunity to request any corrections be made. The balances are due to be rolled into the new year before the return to school on 13th April. Final reports and rec files will be released on **30th April 2026**. These will include all carry forward balances.

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

Modules | Finance | Finance Homepage | General Ledger | Chart of Accounts Enquiry

- Remove the tick to Include Ledgers with zero balances
- Select Exclude Balance Sheet Accounts



- 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

Modules |Finance |Finance Home Page | Routines | Central Payments & Receipts

- Click **+Payment** (add) to record a reversal of a central payment
- Complete the details of the Payment, noting that a reversal would use a negative expenditure amount for example -500.00 to reverse a central payment of 500.00

- * fields are mandatory
- Save

Procedure 16 – Preliminary Close

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.

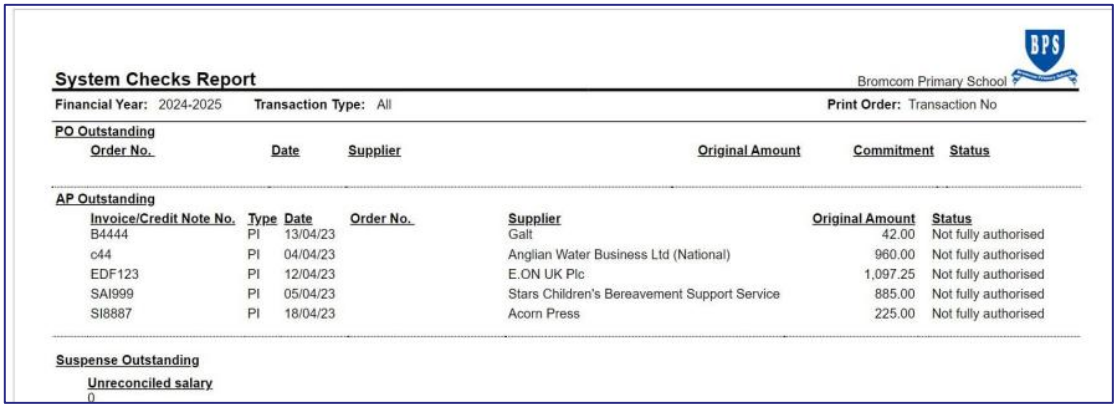
This operation will close up to, and including, the last period. No further financial transactions can take place in the old year except for Closing Balance Journals (to make adjustments) and Reconciliation.

Preliminary Close

Step 1 – Confirm Readiness

- The first Preliminary Year End will automatically, close all periods and automatically create a Period 12 if you have not been closing down on a monthly basis

  An example of what may be reported in this section is shown in the graphic displayed below



System Checks Report — Bromcom Primary School

Financial Year: 2024-2025 Transaction Type: All Print Order: Transaction No

PO Outstanding

Order No.	Date	Supplier	Original Amount	Commitment	Status

AP Outstanding

Invoice/Credit Note No.	Type	Date	Order No.	Supplier	Original Amount	Status
B4444	PI	13/04/23		Galt	42.00	Not fully authorised
c44	PI	04/04/23		Anglian Water Business Ltd (National)	960.00	Not fully authorised
EDF123	PI	12/04/23		E.ON UK Plc	1,097.25	Not fully authorised
SAI999	PI	05/04/23		Stars Children's Bereavement Support Service	885.00	Not fully authorised
SI8887	PI	18/04/23		Acorn Press	225.00	Not fully authorised

Suspense Outstanding

Unreconciled salary

0

- When you have completed the necessary reconciliations to SAP, you will be able to complete the first Preliminary Close

Modules |Finance |Finance Home Page |Routines | Close Financial Year Process

CLOSE FINANCIAL YEAR

Financial Year: 24/25

Year Status: Period 5 Open

Closing a financial year is a two to four step process:

Step 1: Confirm Readiness
Step 2: Preliminary Year End Close
Step 3: Preliminary Year End Close and Closing the period 12
Step 4: Final Year End Close

You can run **Confirm Readiness** at any time but you cannot progress to **Step 2** until the final period of your year and after opening the next financial year. **Step 2** will also confirm readiness and therefore you can in skip **Step 1**.

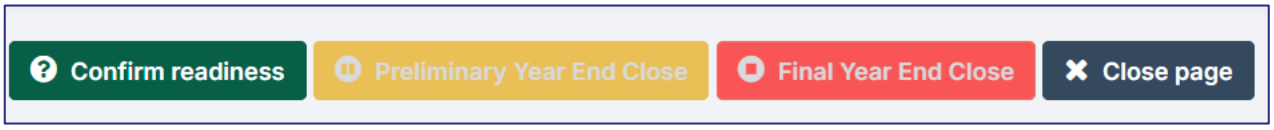
Steps 2 and 3 are in most respects identical. However, in **Step 3** you have the option to close period 12 (or the last defined period of your year, if different) if the system is ready to close the year. Any subsequent adjustments will have to be posted to period "13" using a special journal, which is enabled after closing period 12. You can run the **Preliminary Year End Close** as many times as you wish before closing period 12.

Step 4 is the **Final Year End Close** and no further adjustments can be made to the year.

The **Confirm Readiness** carries out various checks on the data and provides feedback in terms of any issues that would prevent a year end.

The **Preliminary Year End Close** button is only enabled after the last day of a financial year and after the next financial year has been opened. You must also run it at least once before selecting the **Final Year End Close** and close period 12. Therefore at a minimum, you need to run **Steps 3 and 4** to close a year.

- After this first Preliminary Close, Year End Adjustment transactions can still be completed
- Select **Confirm readiness**



- Where any errors are displayed, they must be resolved before the old year can be closed. When dealing with errors, the Confirm readiness process can be run as many times as required until all errors are resolved. Once there are no errors there will still be items that require attention. It is recommended that all items requiring attention are also resolved or dealt with before proceeding further through the process

  Where the system is reporting advice, this is a reminder to run reports, but as with all other readiness checks it is recommended that if these reports are part of the school normal year end process that they are run and saved or printed as required

Confirm readiness for Close Year

Financial Year: 24/25

Periods still open: 12 Mar, 13 Y/E

The following "error" issues will need to be addressed before a year end can take place:

Severity	Item	Link
Error	Open the next Financial Year	Link to Define Years
Error	Close all prior Financial Years before proceeding	Link to Define Years
Error	Close all periods apart from the last period of year	Link to Period Close
Attention	You still have outstanding commitment balances	Link to CoA Enquiry
Attention	You have not created a preliminary CFR Return	Link to CFR Return
Advice	Please run a system check report if you have not done so already before proceeding further	Link to the report
Advice	Please run a Trial Balance report if you have not done so already before proceeding further	Link to the report
Advice	Please run an Aged Creditor report if you have not done so already before proceeding further	Link to the report

Confirm readiness for Close Year

Financial Year: 24/25

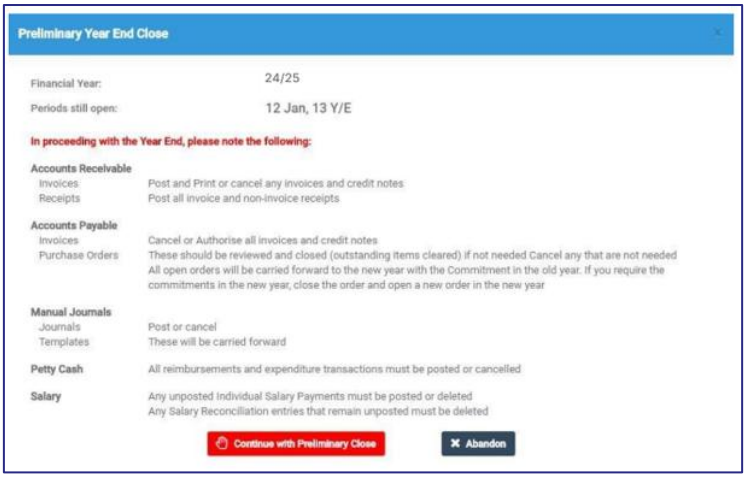
Periods still open: 12 Mar, 13 Y/E

The following "error" issues will need to be addressed before a year end can take place:

Severity	Item	Link
Error	Close all prior Financial Years before proceeding	Link to Define Years
Error	Close all periods apart from the last period of year	Link to Period Close
Attention	You still have outstanding commitment balances	Link to CoA Enquiry
Attention	You have not created a preliminary CFR Return	Link to CFR Return
Advice	Please run a system check report if you have not done so already before proceeding further	Link to the report
Advice	Please run a Trial Balance report if you have not done so already before proceeding further	Link to the report
Advice	Please run an Aged Creditor report if you have not done so already before proceeding further	Link to the report
Advice	Please run an Aged Debtors report if you have not done so already before proceeding	Link to the report

Step 2 – Confirm Readiness

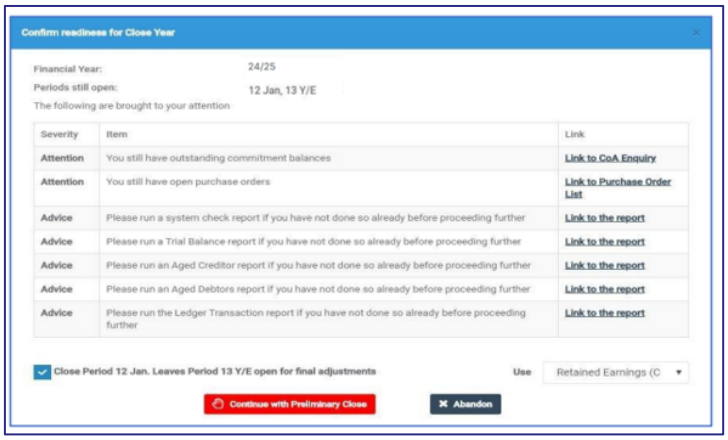
- When required Errors have been resolved, Attention tasks have been dealt with and Advice items accepted, then the next stage is to run the Preliminary Year End
- Note that when doing so you will be presented with another screen that reminds users of the tasks that may still need to be done

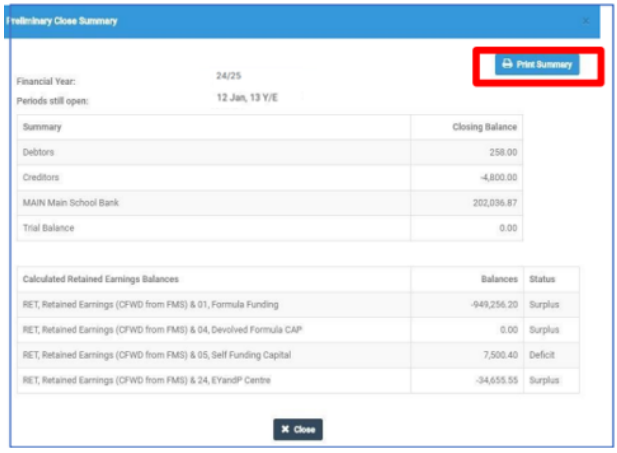


- If you need to undertake some of the tasks, then the process can be abandoned via the Abandon button. If you are confident that all tasks have been done, you can continue by selecting the Continue with Preliminary Close button

Step 3 – Preliminary Year End Close and Closing Period 12

- Following step 2, the system will then ask you if you need to Close Period 12 and leave Period 13 open for further adjustments. Adjustments may be required if transactions have been missed or if there are any post close changes to be made





- Close the window

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 Bromcom 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 Bromcom Finance system and should be accepted off the reconciliation file.

Procedure 18 – Adjusting the Fund Figure

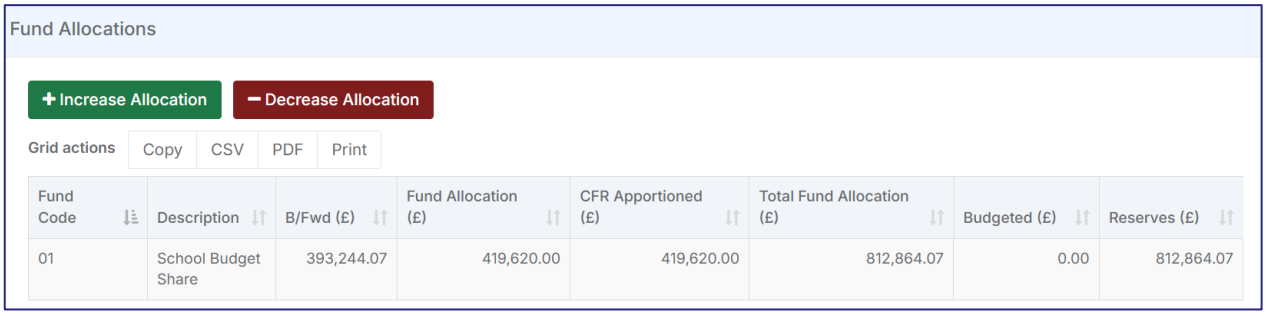
After each Preliminary Closure has been run, it is most important that the Fund figure is checked and, if necessary, adjusted in the new Financial Year. Please ensure that the Fund is adjusted back to zero after each Preliminary Close.

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

In Financial Year 26/27

Modules |Finance |Finance Home Page | Budgeting | Fund Allocation

- Highlight School Budget Share – 01



Fund Code	Description	B/Fwd (£)	Fund Allocation (£)	CFR Apportioned (£)	Total Fund Allocation (£)	Budgeted (£)	Reserves (£)
01	School Budget Share	393,244.07	419,620.00	419,620.00	812,864.07	0.00	812,864.07

- Increase or decrease to zero

Fund Allocations

Active Financial Year: 24/25

+ Increase Allocation | − Decrease Allocation

Grid actions: Copy | CSV | PDF | Print

Fund Code	Description	B/Fwd (£)	Fund Allocation (£)	CFR Apportioned (£)	Total Fund Allocation (£)	Budgeted (£)	Reserves (£)
01	School Budget Share	393,244.07	0.00	419,620.00	393,244.07	0.00	393,244.07

Need Help

History

Review

Grid actions: Copy | CSV | PDF | Print

Date	Narrative	Who	Type	Amount (£)	CFR Apportioned (£)
08/12/2025	Reversal of opening Balance	S Finance	Decrease	-419,620.00	0.00
03/02/2025	Initial Allocation	B Buttley	Increase	419,620.00	419,620.00

- Save

Procedure 19 – Final Closure (Old Financial Year)

Once the Bromcom Finance 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 25/26 has been processed and cleared and any queries have been clarified with SAST.

Modules | Finance | Finance Home Page | Routines |Close Financial Year

- Make sure you are in the correct year to be closed and select the Final Year End Close option

Final Year End Close

Financial Year: 23/24

Periods still open: 13 Y/E

In proceeding with the Year End, please note the following:

Accounts Receivable
- Invoices: Post and Print or cancel any invoices and credit notes
- Receipts: Post all invoice and non-invoice receipts

Accounts Payable
- Invoices: Cancel or Authorise all invoices and credit notes
- Purchase Orders: These should be reviewed and closed (outstanding items cleared) if not needed Cancel any that are not needed. All open orders and Commitments will be carried forward to the new year.

Manual Journals
- Journals: Post or cancel
- Templates: These will be carried forward

Petty Cash: All reimbursements and expenditure transactions must be posted or cancelled

Salary: Any unposted Individual Salary Payments must be posted or deleted
Any Salary Reconciliation entries that remain unposted must be deleted

Continue with Final Close | Abandon

- Select Continue with Final Close – note the second chance to abandon the process

Final Year End Close

Financial Year: 23/24

Periods still open: 13 Y/E

The following are brought to your attention

Severity	Item	Link
Attention	You still have outstanding commitment balances	Link to CoA Enquiry
Attention	You have not created a preliminary CFR Return	Link to CFR Return
Advice	Please run a system check report if you have not done so already before proceeding further	Link to the report
Advice	Please run a Trial Balance report if you have not done so already before proceeding further	Link to the report
Advice	Please run an Aged Creditor report if you have not done so already before proceeding further	Link to the report
Advice	Please run an Aged Debtors report if you have not done so already before proceeding further	Link to the report
Advice	Please run the Ledger Transaction report if you have not done so already before proceeding further	Link to the report

Continue with Final Year End Close Abandon

- Select the red Continue with Final Year End Close button. The system will confirm the entries to be made in the new year Period 0 and confirm that the old Financial Year has been closed. This cannot be undone

Final Year End Close

Print Summary

Financial Year: 23/24 CLOSED

Summary	Closing Balance
Debtors	0.00
Creditors	0.00
BK02 Lloyds TSB Bank plc	705,284.13
BK03 2021 Barclays	0.00
Trial Balance	0.00

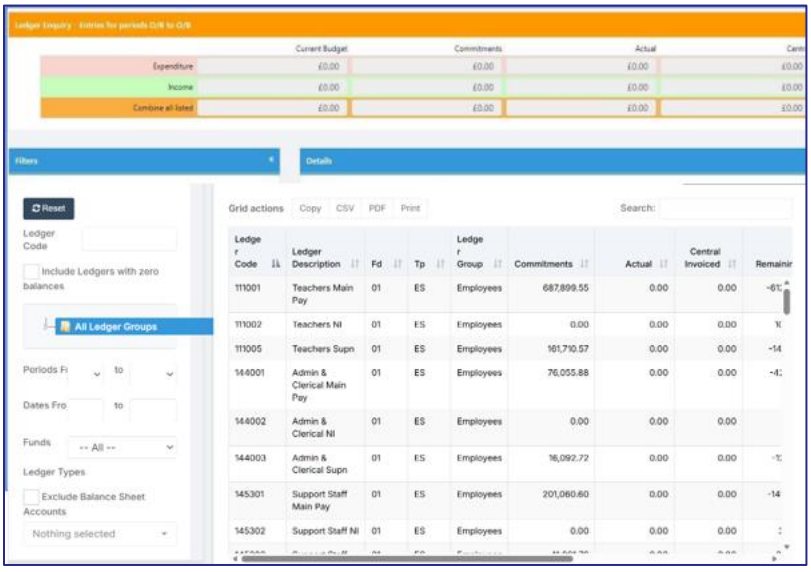
Calculated Fund Balances	Balances	Status
FD01, School Budget Share	393,244.07	Surplus

Close

- At this point there will be an Opening Balance Sheet in Period 0 (O/B) of the new year. At the end of the process, a Chart of Accounts Enquiry can be run for the new year this should balance to zero

Modules | Finance | Home Page | General Ledger | The Chart of Accounts

- Select the Opening Balance period from the filters on the left



- As a further check, the Balance Sheet Report can be run which will demonstrate that for the New Year in Period 0 the system correctly balances

Balance Sheet as at 08 December 2025 — Buckinghamshire Council Training School

Financial Year: 23/24 **Sequence:** Group & Description **Year Status:** Closed

Type	Ledger Code	Description	Opening Balance	23/24 Current Year	Closing Balance
Assets:					
		Group: Bank			
BK	BK03	2021 Barclays	-	-	-
BK	BK02	Lloyds TSB Bank plc	705,284.13	0.00	705,284.13
PC	PC01-01	Petty Cash - Central	200.00	0.00	200.00
PC	PC02	Petty Cash Account - Bank Accoun	-	-	-
PC	PC04	Petty Cash Bank	300.00	0.00	300.00
		Group: Control Account			
DC	DC01	Debtor Control Account	-	-	-
		Group: VAT Input			
VI	AN	15% Taxable Expenditure	2,781.56	0.00	2,781.56
VI	AS	17.5% Taxable Expenditure	-1,769.85	0.00	-1,769.85
VI	AX	20% Taxable Expenditure	16,282.17	2,342.62	18,624.79
VI	AT	4% Taxable Expenditure	-	-	-
VI	AV	4.57% Taxable Expenditure	-	-	-
VI	AL	5% Taxable Expenditure	-	-	-
VI	AZ	Zero Rated Expenditure	-	-	-
		Total Assets	**723,078.01**	**2,342.62**	**725,420.63**
Liabilities:					
		Group: Bank			
LS	LS	Short Term Liability	-	-	-
		Group: Control Account			
CC	CC	Creditor Control	-	-	-
PY	OPY1	OP Provider BCC Payroll	-	-	-
PY	PY01	Payroll Control Account	-155,786.00	0.00	-155,786.00
		Group: VAT Output			
VO	VN	15% Taxable Income	1.98	0.00	1.98
VO	VS	17.5% Taxable Income	56.69	0.00	56.69
VO	VX	20% Taxable Income	15.30	0.00	15.30
VO	VL	5% Taxable Income	-	-	-
VO	VE	Exempt Income	-	-	-
VO	VZ	Zero Rated Income	-	-	-
		Total Liabilities	**-155,712.03**	**0.00**	**-155,712.03**
		Total Assets less Total Liabilities	**878,790.04**	**2,342.62**	**881,132.66**
Capital:					
		Group: Fund			
FD	FD01	School Budget Share	-28,718.55	419,620.00	390,901.45
FC	FC01	School Budget Share (Control)	907,508.59	-419,620.00	487,888.59
		I&E Account for current year	0.00	2,342.62	2,342.62
		Total Capital	**878,790.04**	**2,342.62**	**881,132.66**
		Balance	**0.00**	**0.00**	**0.00**

Bromcom — Produced by S.Finance 13:16:34 08/12/2025 — Page 1 of 1

Procedure 20 – Entering The Budget 2026/2027

Fund Allocation

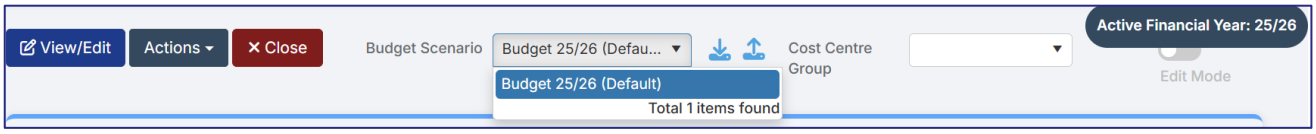
In the **Financial Year 26/27** the **School Budget Share transaction for Non Cheque Book Schools** will appear on the first Reconciliation File as an item coded to Income Ledger Code (992335). <u>This must be accepted from the suspense area</u>. **Cheque Book Schools** receive their monthly cash advance which is added to Bromcom Finance as a cash book journal.

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

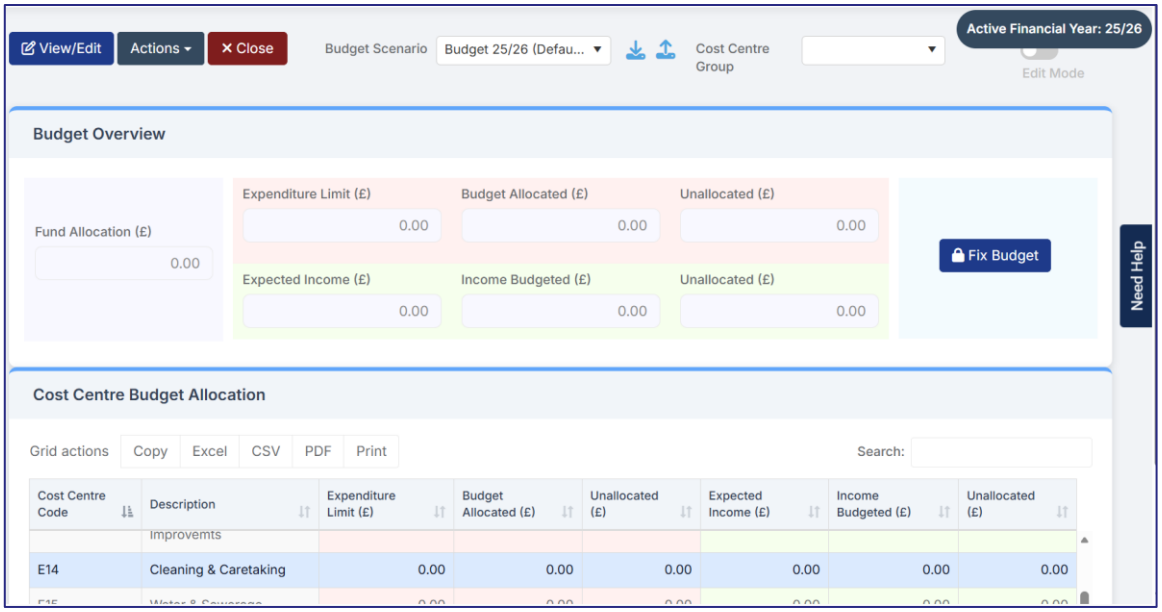
Please remember to check after each Preliminary Close and the Final Close and adjust back to zero as necessary.

Adding the Budget

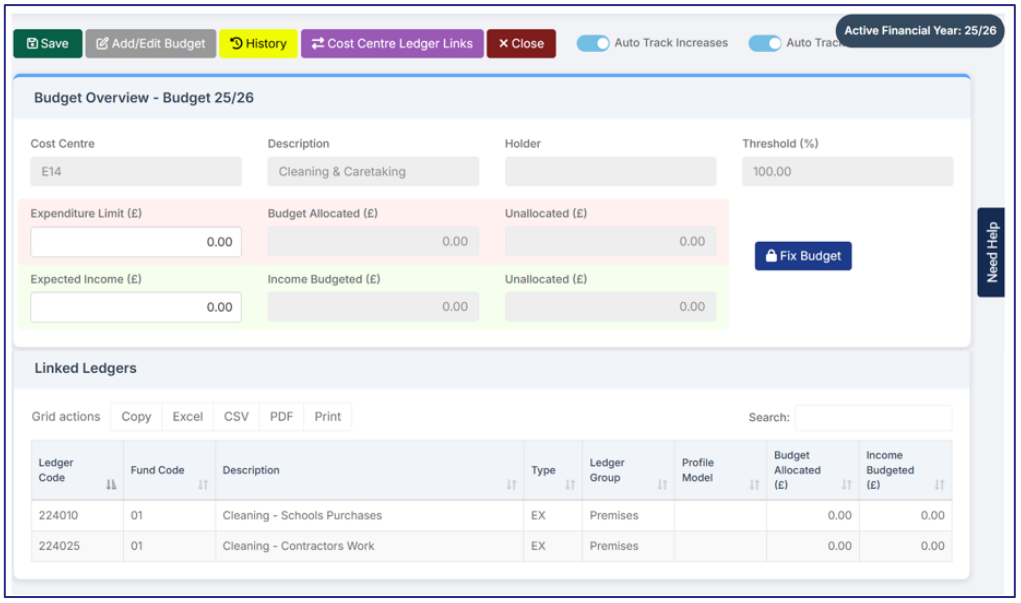
Module | Finance | Finance Home Page | Budgeting | Cost Centre Allocation



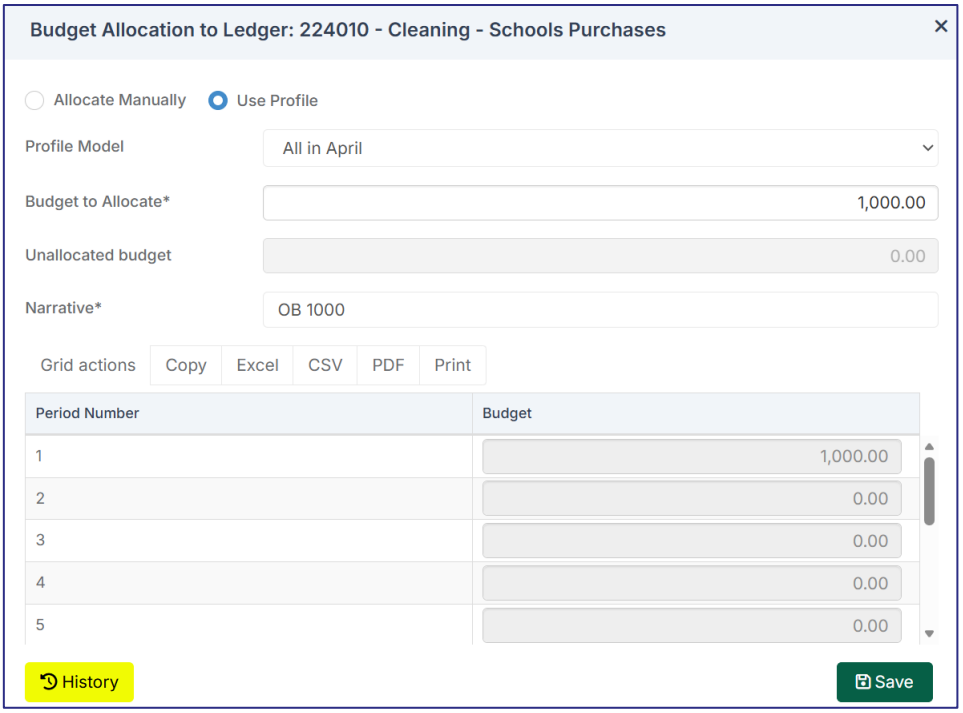
- Select the **Cost Centre** that you wish to allocate a **Budget** value to and click on **View/Edit**



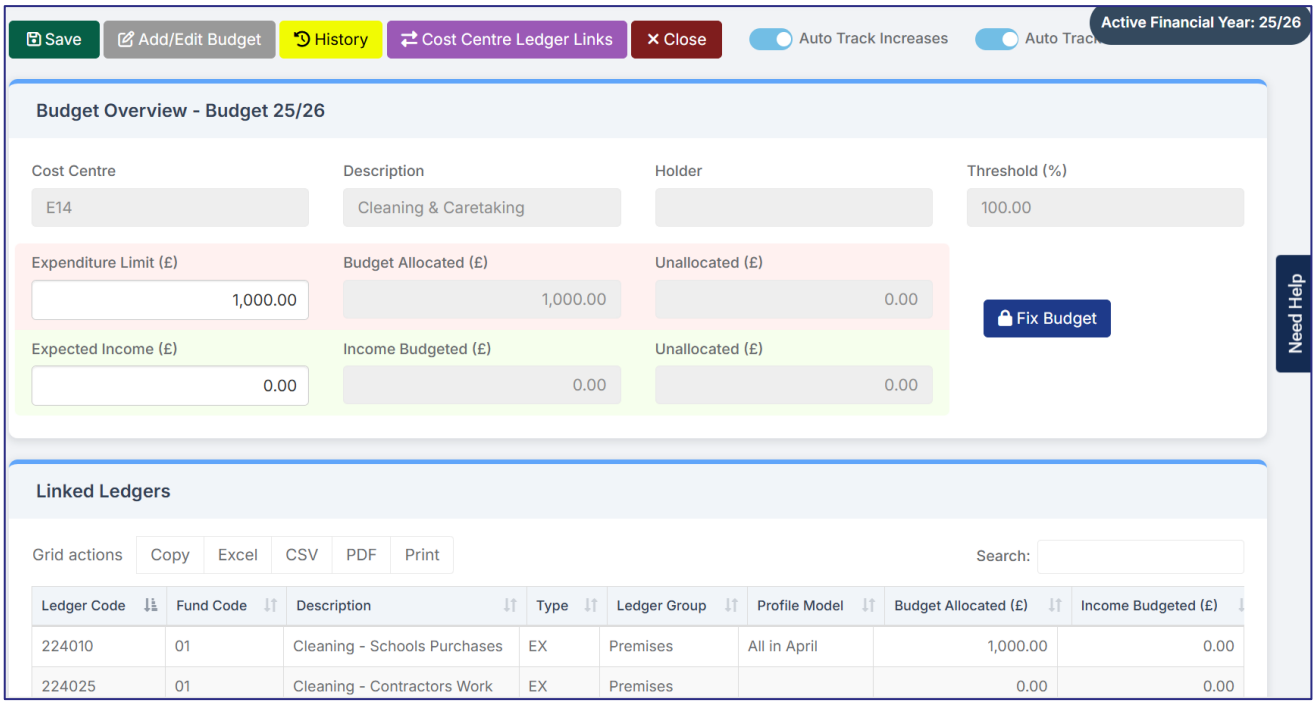
- The **Cost Centre** details will then open showing all **Linked Ledgers**



- Select the **Linked Ledger** you wish to allocate a **Budget** value to and click **Add/Edit Budget**
- Selecting **Use Profile,** complete the allocation grid with the required information (all fields marked with an asterisk are required as a minimum)



- Save



- Save
- Repeat until all allocations have been completed

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 **15th May 2026**.

Modules | Finance Homepage | Reporting | Annual Budget Listing (To be confirmed)

<u>THIS PROCEDURE SHOULD BE REPEATED EACH TIME ANY LEDGER CODE BUDGET ADJUSTMENTS ARE MADE</u>

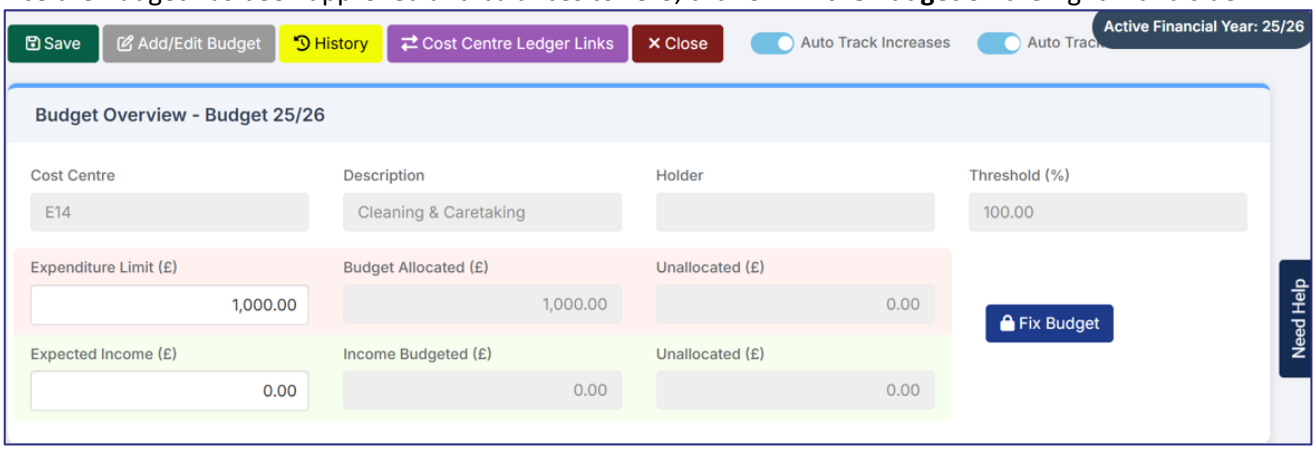
Run this file through the ABL Checker spreadsheet to check for errors before fixing the budget.

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'.

Module | Finance | Finance Home Page | Budgeting | Cost Centre Allocation

Once the Budget has been approved and balances to zero, click on **Fix the Budget** on the right- hand side.



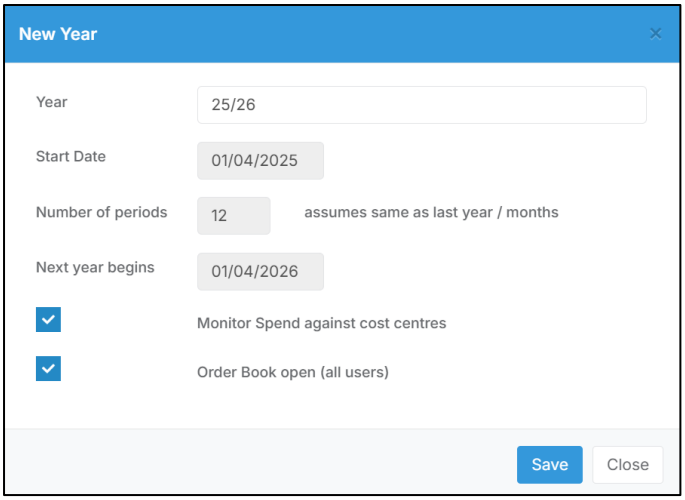
NB: Once a budget has been entered and ordering has started in the New Year the 'Check Spending Against Cost Centres' tick must be applied. Follow the instructions in Procedure 21 below.

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.

Modules | Finance | Finance Home Page | Maintenance section | Financial Years and Periods

- Highlight the year 26/27 and double click
- Click in the box to add the tick against Monitor Spend Against Cost Centres

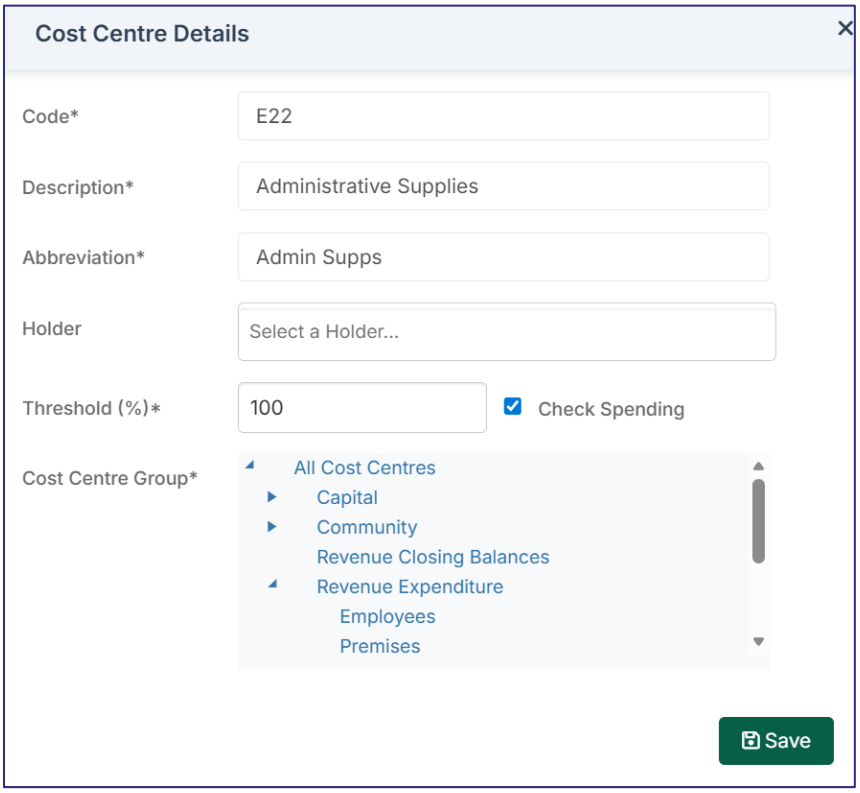


- Click Save

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)

Module | Finance | Finance Home Page | Maintenance | Cost Centres

- Select the relevant Cost Centre Group on the right hand side
- Highlight each **Cost Centre** in turn and click on **view/edit** at the top of the screen
- Ensure the tick is in **Check Spending**
- Click **Save**



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

On **1st April 2026 (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 Bromcom.

These procedures MUST be completed in the **Financial Year 25/26**. All reports should be **printed** but **NO** electronic files should be created or transferred via File Transfer.

VAT Claim	**Maintenance | VAT Rates & Periods** Check date range is correct (i.e. end date **31/03/26**) **Reports | VAT Reporting | +Create** VAT Full Report VAT Submittal Report
Bank Account Claim	**Reports | Bank Claim | +Create | Select Bank Account** Enter date range xx/03/26 to 31/03/26 (NB xx = the day after the end date of the last report)
Bank History	**Reports | Bank History Report | Select Bank Account** Enter same date range as Bank Claim
Petty Cash Expenditure Report	**Reports | Petty Cash Report | Expenditure Ledger (detail)** 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 **24th April 2026.**

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 contact us for guidance.