



# Bromcom User Group

Thursday 8<sup>th</sup> May 2025



[coventry.gov.uk](http://coventry.gov.uk)

# Data Protection Disclaimer

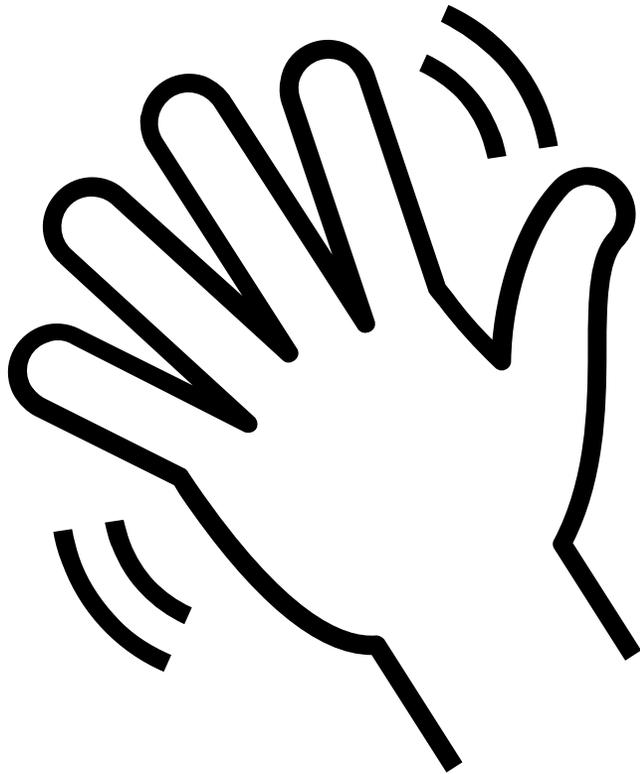
Screenshots used in this presentation and access to bromcom has been performed from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.



# Mission Statement



- “The aim of these user groups is to give schools a forum to discuss their use of MIS products within schools, to get feedback, to share good practice, to network and to learn about new features and functionality coming up.”



# Agenda

- Contracts
  - MIS What's New
  - Finance What's New
  - Finance Hints and Tips
  - End of Year
    - CTFs and ATFs
    - Reporting Home to Parents
    - MCAS for New Students
    - Preparation for year end
  - Census Update
  - Sharing of good practice
  - Up coming events
- 

# Bromcom Contracts



You may be contacted by Everything ICT.



Your existing agreement runs until 31 March 2026.



You should have option to extend.



We will be in touch to discuss your plans.



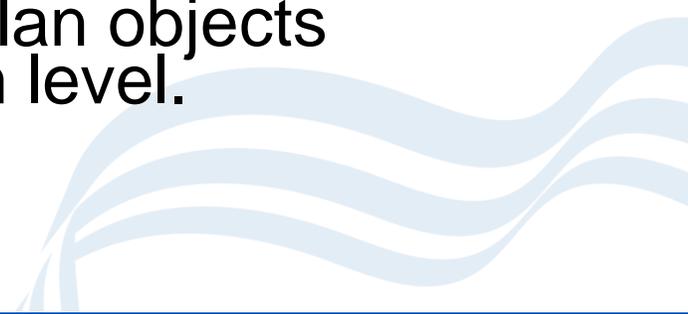
Please reach out to Ollie if you have any concerns or questions [ollie.burnett@coventry.gov.uk](mailto:ollie.burnett@coventry.gov.uk)

# MIS What's New

A brief look at some new MIS features that have been introduced recently.

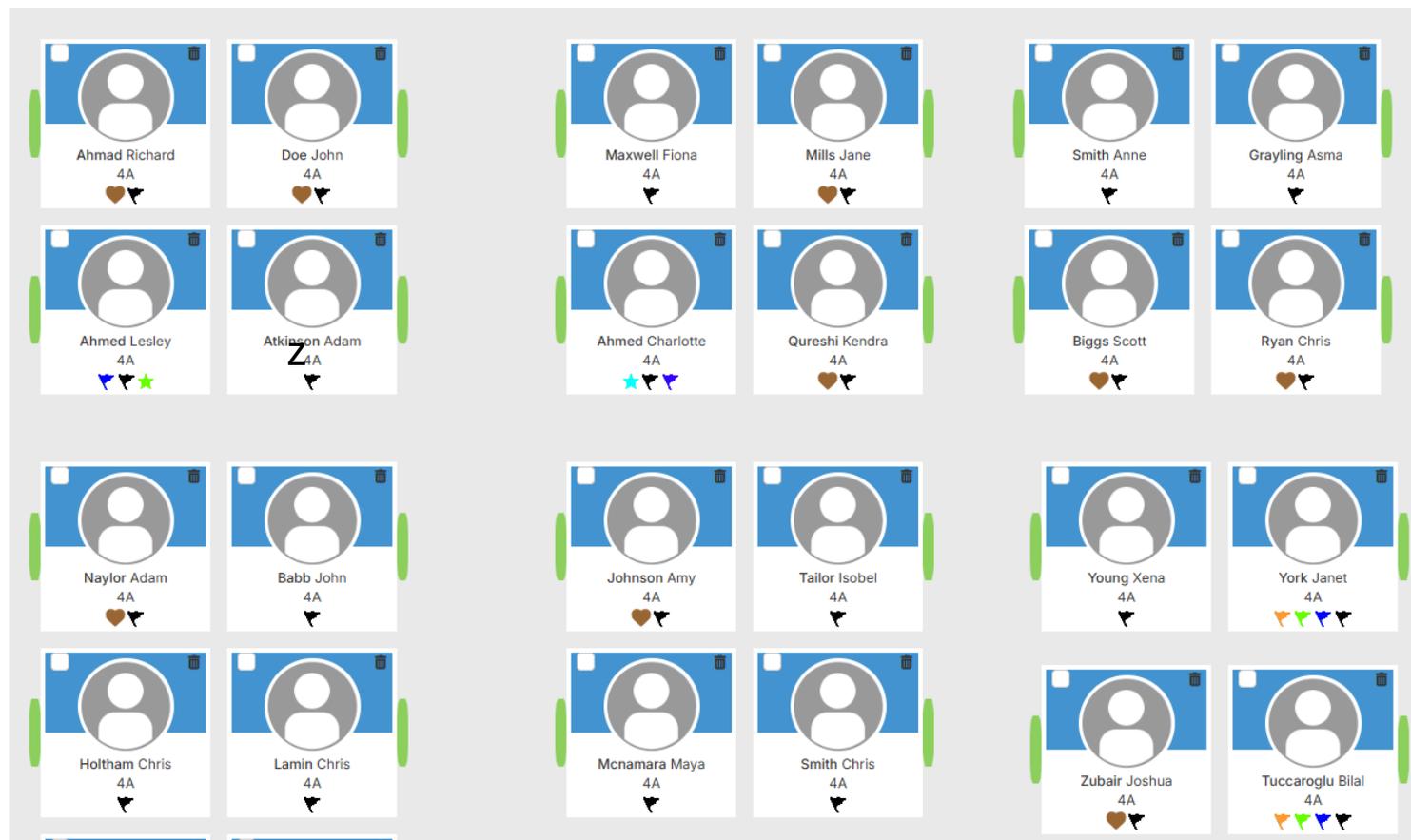
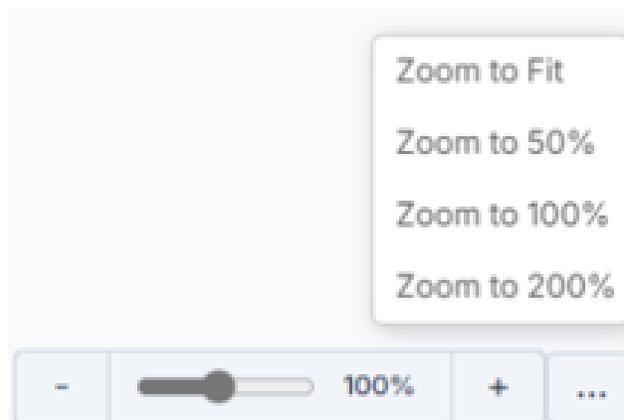


# Seating Plans

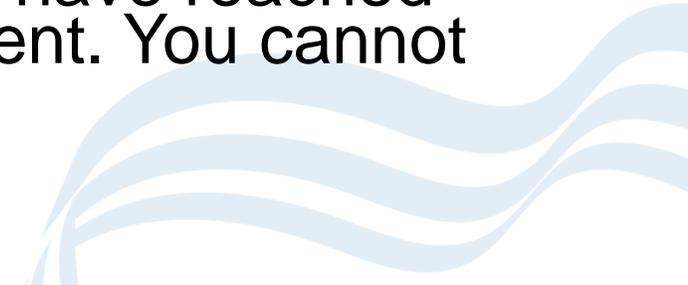
- Improvements have been made to the Seating Plan canvas to enhance usability, zooming, panning, and performance, providing users with greater control and flexibility.
  - A zoom to fit functionality has been added in the new predefined drop down list, adjusting the canvas to fit the contents.
  - New zoom controls added to the toolbar, including "+" and "-" buttons and predefined zoom levels (50%, 100%, 150%, 200%).
  - CTRL + Mouse Scroll can be used to zoom smoothly, with transitions preventing distortion or misalignment.
  - A visible Zoom Percentage Indicator shows the current zoom level on the toolbar. Dynamic scaling ensures all seating plan objects (desks, students, labels) adjust correctly at any zoom level.
- 

# Accessing the Seating Plan

- From the Register, click **Seating Plan**



# MCAS Online Payment Issue Fixed

- **Modules > MyChildAtSchool > Products**
  - This update addresses an issue where Account Limits were being applied per parent account, rather than per student. With this change, Account Limits will now be correctly attached to students, ensuring that the purchase limit is enforced per student rather than per parent.
  - The Account Limit (when Limited) for each product will now indicate that the limit applies "PER Student" to avoid confusion.
  - If a parent tries to purchase more than the allowed quantity for a student, the error message will now be updated to reflect the "per student" limit. The new error message will read: "You have reached the maximum amount you can purchase for this student. You cannot add any more items for this student."
- 

# MCAS Limit per student

- The highlighted area indicates that the limits are applied per student rather than per parent.

**Add / Edit Product**

Product Code\*

Product Name\*

Product Category\* <NOT SELECTED>

Product Description\* 

**B** *I* U abc      

Published

**Account Limit**  Unlimited  Limited Limit PER Student : 1

Quantity Options  Unlimited  Limited

Display To  Everyone  Selective Groups

Requires Parental Responsibility for Purchase

Display Between    

External Ledger Code

External Cost Centre Code

External Analysis Code

Consent Required

IMAGE NOT AVAILABLE

# Reporting Intervals

- **Reports > Adhoc > Quick Report > Advanced Mode > Add Attendance Summary & Add Behaviour Summary & Add Other Summary Columns**
  - A new "Last X Academic Days" option has been added to the Interval dropdown in Advanced Mode when adding Attendance Summary, Behaviour Summary, or Other Summary columns within Quick Reports. This enhancement allows users to define a custom number of academic days for reporting, providing greater flexibility in data selection.
- 

# Reporting intervals continued

- For example: You may use this to look at a student's attendance history over a set number of days.
- You could setup multiple columns to look at over the last 30 days, the last 60 days, last 90 days for example (can use up to 100 days)

The screenshot shows a configuration interface for an attendance report. The 'Column Label\*' is set to 'Attendance Summary'. The 'Attendance Result' is set to 'Meaning'. The 'Att. Meaning\*' field contains four items: 'Present', 'Authorised Absent', 'Unauthorised Absent', and 'Educational Activity'. The 'Period Type\*' is set to 'AM' and 'PM'. The 'Display Result' is set to 'Percentage'. The 'Interval' dropdown menu is open, showing options: 'Last X Academic Days', 'Academic Year (YTD)', 'Today', 'Yesterday', 'This Term', 'This Week', 'Last Term', 'Last Week', 'Last X Academic Days', and 'Custom Date Range'. The 'Last X Academic Days' option is highlighted. There are 'Add' and 'Close' buttons at the bottom.

Column Label\* Attendance Summary

Attendance Result  Meaning  Mark

Att. Meaning\* Present X Authorised Absent X  
Unauthorised Absent X Educational Activity X

Period Type\* AM X PM X

Display Result  Percentage  Count

Interval Last X Academic Days

Number of Days

Include Today

Date Range\*

Academic Year (YTD)  
Today  
Yesterday  
This Term  
This Week  
Last Term  
Last Week  
Last X Academic Days  
Custom Date Range

# Finance What's New

A brief look at some new finance features that have been introduced recently.



# Budget Scenarios

- **Modules > Finance > Budgeting > Scenarios**
  - A new enhancement has been introduced to Budget Planning, allowing users to copy an existing Budget or Forecast scenario. This feature provides greater flexibility in scenario management by enabling users to create multiple versions of a budget or forecast without the need for manual export and re-import.
  - A new "Copy" button has been added to the Scenarios page.
  - The button appears only when a scenario is selected in the scenario table.
- 

# Copying Budget Scenarios



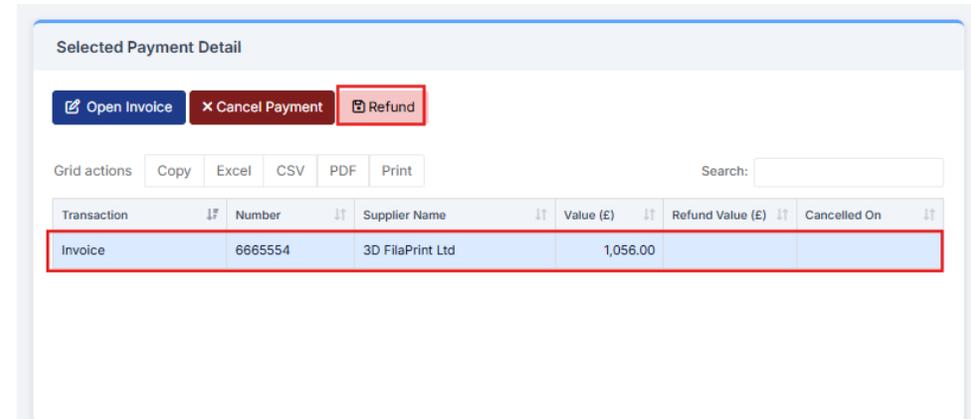
Application interface showing a table of budget scenarios. The 'Copy' button in the top toolbar is highlighted with a red box. The 'Budget 24/25' row in the table is also highlighted with a red box. A blue arrow points to the 'Copy' button in the table's grid actions.

Grid actions: Copy, Excel, CSV, PDF, Print

Scenario Name	Scenario Code	Financial Year	Budget Fixed?	Original?	Type
23/24	FY20232024	23/24	Yes	Yes	Budget
24/25	FY2425	24/25	No	No	Budget
atest	2425	24/25	No	No	Budget
Ayten	Ayten	24/25	No	No	Budget
b12	24251	24/25	No	No	Budget
Budget 22/23	FY20222023	22/23	Yes	Yes	Budget
<b>Budget 24/25</b>	<b>FY20242025</b>	<b>24/25</b>	<b>Yes</b>	<b>No</b>	<b>Budget</b>
Budget 24/25-1	FY24251	24/25	No	Yes	Budget

# AP Card Payment Refunds

- **Modules > Finance > AP Payment Processing**
- A new update enhances the refund process for supplier card payments by allowing finance users to view and refund against specific invoice rows. This ensures accurate reversal of expenses and VAT reporting, aligning refunded amounts with the original expenditure.



Selected Payment Detail

Open Invoice Cancel Payment Refund

Grid actions Copy Excel CSV PDF Print Search:

Transaction	Number	Supplier Name	Value (£)	Refund Value (£)	Cancelled On
Invoice	6665554	3D FilePrint Ltd	1,056.00		

# Processing a Refund

- When issuing a card payment refund, users can now view and select specific invoice rows tied to the original payment.

Refund Card Payment - Invoice Number: 6665554

Original Amount (£) 1,056.00 Refundable Amount (£) 1,056.00 Amount to Refund (£) 0.00

Reason for Refund\*

Refund Invoice Rows

Grid actions Copy Excel CSV PDF Print Search:

Seq	Description	Cost Centre	Ledger Code	Fund	Supplier Name	Invoice Date	Original Amount (£)	Remaining Amount (£)	Amount to Refund (£)
1	test	16-19 Bursar	ICT Hard/Software-Curr Non Capit	01	3D FilaPrint Ltd	29/04/2025	330.00	330.00	0.00
2	test	16-19 Bursar	ICT Hard/Software-Curr Non Capit	01	3D FilaPrint Ltd	29/04/2025	0.00	0.00	0.00
3	test	16-19 Bursar	ICT Hard/Software-Curr Non Capit	01	3D FilaPrint Ltd	29/04/2025	660.00	660.00	0.00
4	VAT (W)				3D FilaPrint Ltd	29/04/2025	66.00	66.00	0.00

Save Close

# BACS Run Report

- **Modules > Finance > Routines > Batch Payment Runs Payments**
- A new update improves the accessibility of the BACS Run Report, allowing users to generate the report earlier in the process for better visibility before submission.

## Preliminary BACS Run Report -

Establishment: 827862960

User: brcm

Bank for Proposed BACS Run - bankacctest1

Period: Mar

Creation Date: 13/03/2025

Processing Date: 13/03/2025

<u>Payee Name</u>	<u>Supplier Name</u>	<u>Site</u>	<u>Inv./Cre. No.</u>	<u>Tran No</u>	<u>Pay By</u>	<u>Amount</u>
Amazon Business - HPS	Amazon Business - HPS	HPS	2023-23479	0004588	28/02/2023	10.20
		HPS	2023-2361	0000139		-10.20

Payee Bank Details Updated on 21/05/2024 By BromcomUser

Payment Total: 0.00

Number of payments in Run: 1

Total Value of BACS Run: 0.00

Optimized by gameloop

Authorised By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorised By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Finance Budget Projections Report

- **Reports > Finance > Budget Projections**
- A new Budget Projections Report has been introduced, allowing users to report on projected financial data based on Budget Variance values.



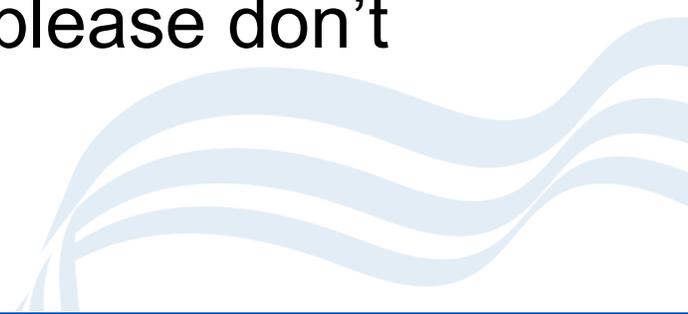
# Budget Projections Report example

Budget Projections Report									
									
882412									
Financial Year: 24/25		Budget Scenario: Budget 24/25 (Default)		Cost Centre Group: 01Administration		Cost Centre : All			
Projection Based On: Estimated Actuals				Include Ledger Types: All					
Cost Centre Group	Cost Centre	Ledger Type	Budget (£)	Commitment (£)	Centrally Invoiced (£)	Actual (£)	Estimated Future Inc/Exp (£)	Projection (£)	Projection Variance (£)
<b>01Administration</b>									
01Administration	01ACCFUN - Accumulating Fund	IN	0.00	0.00	0.00	0.00	951.00	951.00	951.00
01Administration	01ACCFUN - Accumulating Fund	EX	0.00	132.00	0.00	-27.50	-852.00	-747.50	747.50
01Administration	01APPRENT - Apprenticeship Levy	ES	0.00	0.00	0.00	28,142.00	-4,568.00	23,574.00	-23,574.00
01Administration	01APPRENT - Apprenticeship Levy	EX	30,177.00	0.00	0.00	0.00	741.00	741.00	29,436.00
01Administration	01CLERSTF - Clerical Staff	IN	245.00	0.00	0.00	0.00	0.00	0.00	-245.00
01Administration	01CLERSTF - Clerical Staff	ES	479,825.00	190,131.89	0.00	242,734.19	0.00	432,866.08	46,958.92
01Administration	01CLERSTF - Clerical Staff	EX	0.00	0.00	0.00	0.00	789.00	789.00	-789.00
01Administration	01GOVERN - Governors	EX	500.00	0.00	0.00	187.53	0.00	187.53	312.47
01Administration	01MDMS - Mid-day Meal Supervisors	ES	80,000.00	1,161.77	0.00	39,207.74	0.00	40,369.51	39,630.49
01Administration	01OFFEX - Office Expenditure	EX	85,001.48	574.45	0.00	39,367.62	0.00	39,942.07	45,059.41
01Administration	01PHONES - Telephones	EX	8,000.00	934.10	0.00	4,774.01	0.00	5,708.11	291.89
01Administration	01RECRUIT - Recruitment	IN	72,000.00	0.00	0.00	5,200.00	0.00	5,200.00	-66,800.00
01Administration	01RECRUIT - Recruitment	EX	47,000.00	0.00	0.00	29,944.31	0.00	29,944.31	17,055.69
01Administration	01SUPSTF - Support Staff	ES	487,578.00	179,220.72	0.00	188,847.84	0.00	368,068.56	119,509.44
01Administration	01TRAININ - Staff Training	EX	20,000.00	0.00	0.00	9,324.83	0.00	9,324.83	10,675.17
01Administration	01TRAVEL - Staff Travel	EX	800.00	0.00	0.00	500.08	0.00	500.08	299.92
01Administration	01VEHICLE - School Vehicles	EX	7,000.00	0.00	0.00	1,843.06	0.00	1,843.06	5,156.94
01Administration	03COUNSEL - Counselling	EX	105,000.00	0.00	0.00	36,550.00	0.00	36,550.00	68,450.00
<b>01Administration Total:</b>			<b>-1,276,636.48</b>	<b>-372,154.93</b>	<b>0.00</b>	<b>-616,195.71</b>	<b>4,841.00</b>	<b>-983,509.64</b>	<b>293,126.84</b>

# Finance Hints and Tips



# General Tips

- **Online Payment Mapping** – this needs to be updated each financial year.
  - Please **don't "deliver all"** unless that is what you intend to do. Only delivery what you have received. This can cause issues later.
  - **Take care when using the invoice all button** – it can cause issues if you want to clear the commitment later on.
  - **Run your salary download as soon as you receive it.**
  - **Reconcile your bank statements frequently** – please don't leave them to the last minute.
- 

# Year End

- The experience of year end has been improved on last year however several issues have been identified and some remain. Thank you for your patience while we have worked through these.
- We have issued previously **Month End Checklist** – doing these processes each month will improve your experience of year end and by spotting and preventing a lot of problems at year end.



# Month End Checks



Guide  
available!

- **System Checks** - Run and respond to the errors
- **Journal Browser** - check for errors and report these.
- **Accounts Receivable** – check invoice receipts have been matched to invoices.
- **Creditor Control Accounts** – ensure this matches aged creditor and outstanding invoices/credit notes.
- **Debtor Control Accounts** – Ensure your debtor control matches your aged debtor report and outstanding invoices /credits.
- **VAT Reports and VAT Control** – run, submit and check the VAT control ledger.
- **Back Reconciliation** – do this monthly.
- **Chart of Accounts** – Check that COA matches the Cost Centre Enquiry
- **Trial Balance** – Check your trial balance is £0.00
- **Online Payment Mapping** – Complete any outstanding ones.

# End Of Year Activities



# Preparation

- Create pre-admission groups.
- Make a decision to import ATFs or not
- Start Entering your new students now.
- Setup your new academic year dates now.
- Create CTFs for leavers and new intake for secondary schools. Remember you don't have to wait for students to leave to create CTFs.
- Book onto our end of academic year session:-
  - <https://events.teams.microsoft.com/event/5e96300c-4c3e-43f3-8e30-9af16afa2ba5@71fcfa65-0746-4ec8-9b16-ad92fb2de102>
- Book a place at our Drop-in Sessions (dates to be announced)

# ATFs (Admissions and Transfer File)

- Provided by the LAs system and can be used to populate your system with your new intake.
    1. Create a Pre-Admission Group
    2. Import the ATF via the Student's List. Actions > ATF Import
    3. Choose the required options (screen shot next slide)
    4. Select the pre-admission group to place the students into.
    5. Turn off the options that you don't require.
    6. Complete the Import
- 

## ATF Import

Select the file that you want to import from and then complete the choices below

 **Browse** Choose a file

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Student Basic Details        | <input checked="" type="checkbox"/> Student Contacts      | <input checked="" type="checkbox"/> Student Addresses |
| <input checked="" type="checkbox"/> SEN Information              | <input checked="" type="checkbox"/> Looked After          | <input checked="" type="checkbox"/> School History    |
| <input checked="" type="checkbox"/> Student Optional Identifiers | <input checked="" type="checkbox"/> FSM History           | <input checked="" type="checkbox"/> NAW Details       |
| <input checked="" type="checkbox"/> Early Years Foundation Stage | <input checked="" type="checkbox"/> Y1 Phonics Check Data | <input checked="" type="checkbox"/> Student Siblings  |
| <input checked="" type="checkbox"/> Key Stage 1                  | <input checked="" type="checkbox"/> Key Stage 2           | <input checked="" type="checkbox"/> Key Stage 3       |

In case of existing students, use ATF to:

Complete Missing Data

Select the text format to apply to names:

Use Initial Capital Letters for all

Pre-Admission Groups\*

<NOT SELECTED>



Enter Admission Date

11/02/2025



 Cancel

Next 

# Notes About ATFs

- Can be useful for populating your system with the new students.
  - ATF will contain all applications that have been awarded a place. You will need to delete those that don't take up their place.
  - ATFs will contain the information used by the parent when applying for a school place. This can create some duplicate contact details.
  - Use with Caution.
- 

# Reports Home to Parents

- Bromcom can be used to create reports home to parents which are distributed to parents automatically via MCAS as PDFs.
- Bromcom can also be used to distribute reports to parents which you have created in another product.
- More information email [ollie.burnett@coventry.gov.uk](mailto:ollie.burnett@coventry.gov.uk) or view our webinar here: <https://www.schoolsict.digital/bromcom/#reportingtoparents>

**Faketown Primary School**  
End of Year Report  
2023-2024

For: <name><age>  
Class Teacher: <teacher>  
Headteacher: Mr S Skinner

**Dear Parents / Carers,**

We are pleased that you have received your child's report. This report is a summary of your child's progress in school over the last year. It is a record of your child's achievements and progress. It is also a record of your child's learning and progress. It is a record of your child's learning and progress. It is a record of your child's learning and progress.

If you have any questions about the report, please do not hesitate to contact your class teacher or the school office.

Headteacher  
Mr S Skinner

**Attendance**

Regular attendance is an essential part of a child's education. It is important that your child attends school regularly. Regular attendance is an essential part of a child's education. It is important that your child attends school regularly. Regular attendance is an essential part of a child's education. It is important that your child attends school regularly.

Period	Present	Absent
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

**Subject Attainment**

**Core Subjects**

Subject	Attainment	Mark
English and Writing		
Reading		
Maths		
Science		

**Foundation Subjects**

Subject	Attainment	Mark
Art		
Computing		
Design & Technology		
Geography		
History		
Music		
Physical Education		
Religious Education		
Spanish		

**Targets for the year ahead**

Target	Mark

**Class Teacher's Comment**

<comment>

Class Teacher: <teacher>

Date: <date>

**Headteacher's comment**

<comment>

Headteacher: Mr S Skinner

# MCAS for New Students

- We recommend giving your new parents access to MCAS as soon as possible.
  - It's a great way to get parent's using MCAS early.
  - With self registration enabled (not turned on by default) parent's can register themselves (if you have their email address on your system).
  - You can give your new parents access to complete a data collection form rather than sending them paper copies.
  - You can also share home to school agreements too.
- 

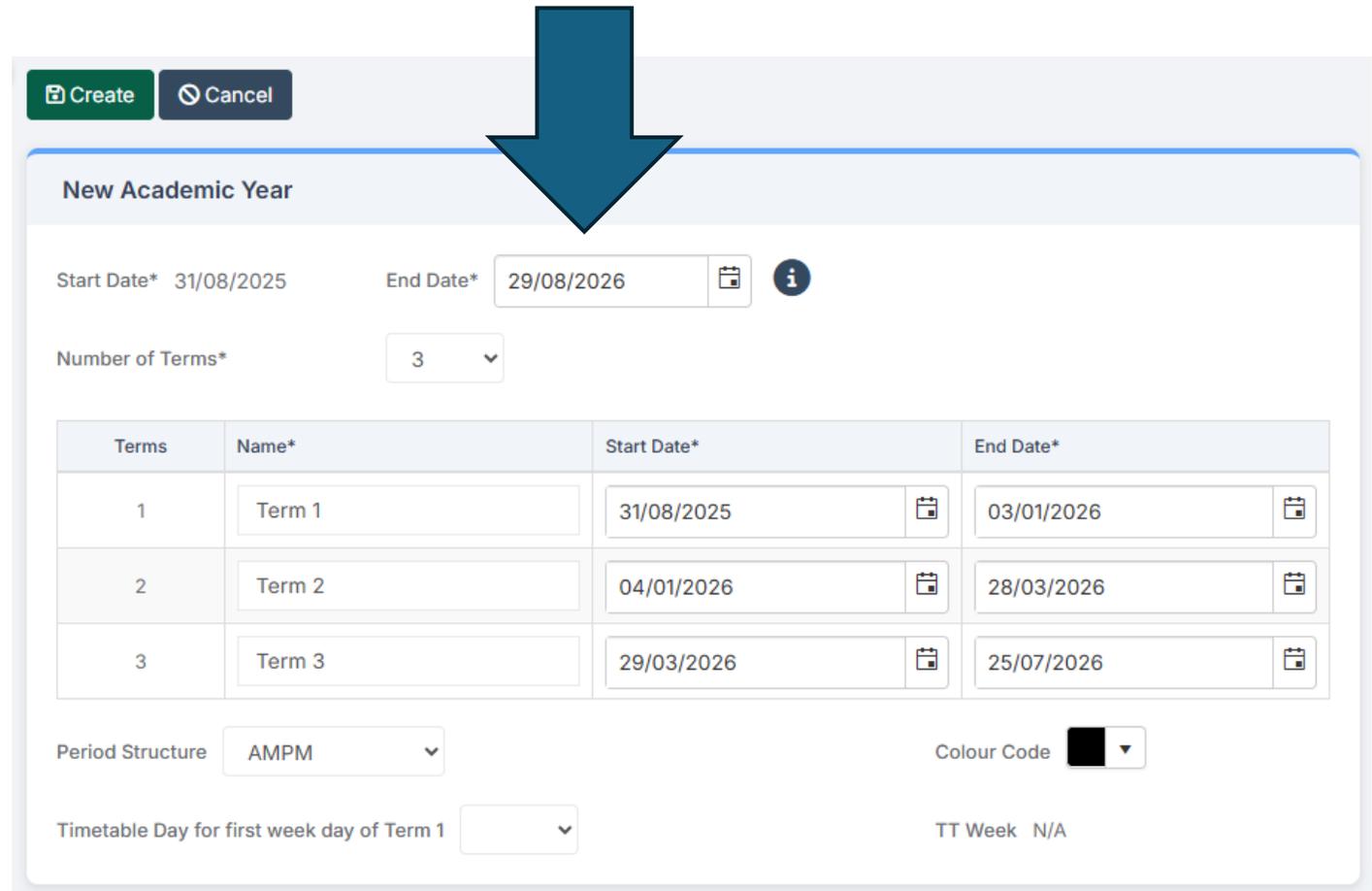
# Create your new academic year

- Not necessary yet – but can be helpful to get a head start, especially if you have clubs and trips that are running next year but you want to start selling places for now.
1. **Config > Curriculum > Academic Years**
  2. Check that it doesn't already exist
  3. Click New



# Create new academic year (continued)

- Enter the dates.
- End date is the last day of august.
- Start date is always a Sunday and the end is always a Saturday
- Name the terms as you desire.



The screenshot shows a web form titled "New Academic Year". At the top left, there are "Create" and "Cancel" buttons. The form contains the following fields and a table:

- Start Date\***: 31/08/2025
- End Date\***: 29/08/2026 (highlighted by a large blue arrow)
- Number of Terms\***: 3
- Table of Terms:**

Terms	Name*	Start Date*	End Date*
1	Term 1	31/08/2025	03/01/2026
2	Term 2	04/01/2026	28/03/2026
3	Term 3	29/03/2026	25/07/2026

Below the table, there are additional fields:

- Period Structure**: AMPM
- Colour Code**: [Black square]
- Timetable Day for first week day of Term 1**: [Dropdown menu]
- TT Week**: N/A

# Academic Year Setup : Enter Holidays and Inset Days

1. **Config > Curriculum > Academic Days**
2. Choose the academic year from the drop down
3. Expand each term
4. Click the Edit button next to the week in which you want to add a closure.
5. Enter the correct code for the specific day of the week. E.g. \$ for inset day or # for holiday.

Week 4, Term 1 25/26

Day Status:  
(-) Normal School Day; (\$) Staff Only; (!) Enforced Closure; (#) Holiday; (\*) Not part of Term

Day	Date	AM	PM	TT Day	Lock
Sun	21/09/2025	*	*	-	<input type="checkbox"/>
Mon	22/09/2025	\$	\$	-	<input type="checkbox"/>
Tue	23/09/2025	-	-	2	<input type="checkbox"/>
Wed	24/09/2025	-	-	3	<input type="checkbox"/>
Thu	25/09/2025	-	-	4	<input type="checkbox"/>
Fri	26/09/2025	-	-	5	<input type="checkbox"/>
Sat	27/09/2025	*	*	-	<input type="checkbox"/>

Cascade Timetable on Save

Cascade changes only within this term  Cascade changes in this term and all subsequent terms

Treat designated Holidays, Staff Only Days etc as part of the timetable sequence

Skip Non-Academic Weeks

# Census



# Census

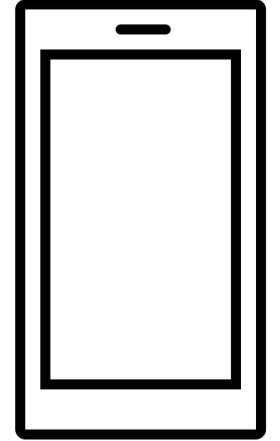
- Census takes place on **15 May 2025**
  - Must be returned to the LA by **23 May 2025**
  - Academy schools must upload to collect by **12 June 2025**
  - Webinar held recently –  
<https://www.schoolsict.digital/bromcom/#censussum2025>
  - You can do a dry run now.
  - Reminder: You need to create a new census file each time you fix errors/queries. You can copy manually entered data from old census files to your new one.
- 

# Reminders

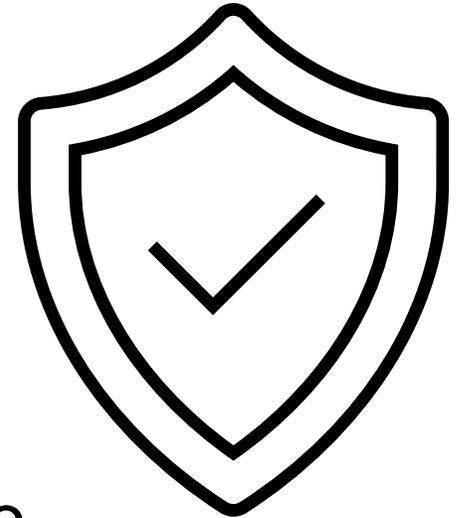


# Are you using MFA?

- Please talk to us if you are not using MFA.
- Recent high-profile attacks on retailers underscore the requirement to keep your systems safe.
- Data Protection Implications and GDPR issues



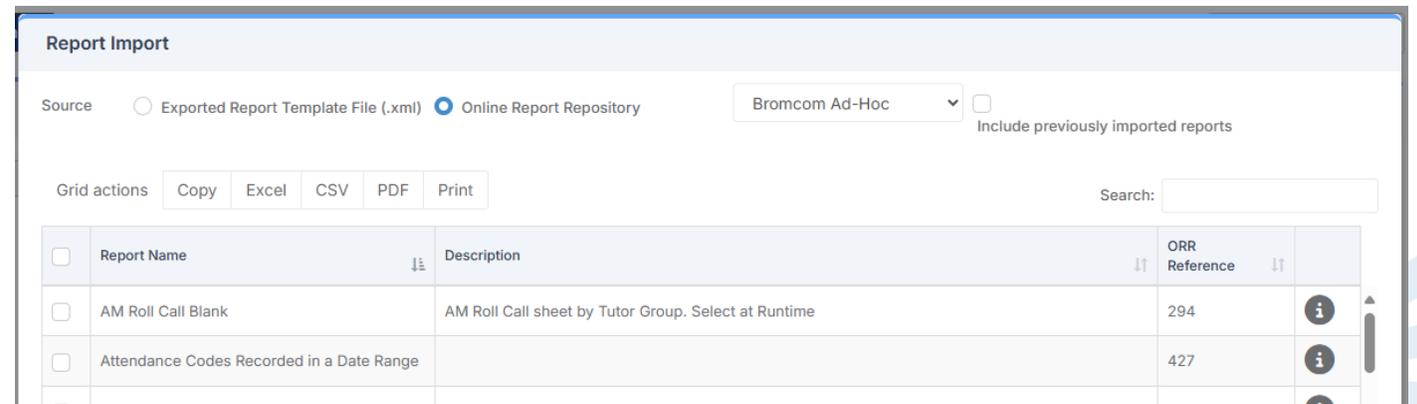
# Access Rights Audit



- Undertake an access rights audit
- **Modules > Setup > System Users**
- Have you had staff that have left? Or changed jobs?
- Have their accounts been disabled?
- Have new staff been added? Are they using MFA?
- Do you know everyone who has access to your system?

# Report Repository

- You can import report definitions from the report Repository
- From the Quick Reports Screen click **Actions > Import Report Definition**
- Select **Online Report Repository** – choose from the drop down, you can also choose – Coventry City Council. Tick a report and click Import to add it.
- If you have reports, you think would be useful for other schools we can upload these for you.



# Sharing Good Practice

Over to you, share your good practice or hints and tips with each other.

You can ask questions of each other or share things you have found useful.

Please feel free to come off mute or post in the chat.



# Dates for your Diary

End of Key Stage Processes – Thursday 5 June 2025

<https://events.teams.microsoft.com/event/37e8d444-50db-4e76-89b5-5d30a0e0970b@71fcfa65-0746-4ec8-9b16-ad92fb2de102>

End of Academic Year – Tuesday 10 June 2025

<https://events.teams.microsoft.com/event/5e96300c-4c3e-43f3-8e30-9af16afa2ba5@71fcfa65-0746-4ec8-9b16-ad92fb2de102>

End of Academic Year Drop ins:

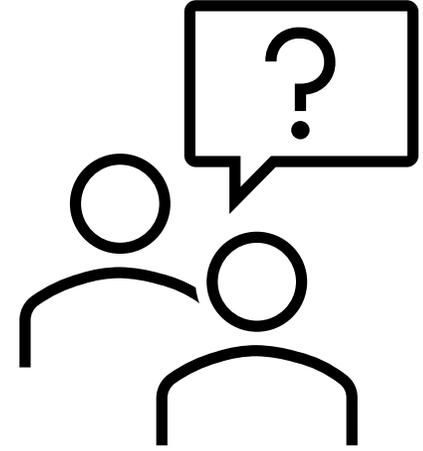
Dates to be confirmed but likely to be: 17 June and 1 July

Check out [www.bookwhen.com/schoolsict](http://www.bookwhen.com/schoolsict)

Coffee Morning – Autumn Term

We are planning an in-person coffee morning in the Autumn Term, look out for more information after the Summer Break.





# Your Questions



# Help and Support

## Digital Services

- For issues relating to Software faults, bugs, 'how do I?' queries, anything that needs to be escalated to Bromcom
- Email
  - [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk)
- Phone
  - [024 7678 6620](tel:02476786620)

## Online

- Our Bromcom Video library is available at [www.schoolsict.digital/bromcom](http://www.schoolsict.digital/bromcom)





Thank you  
for your time



[coventry.gov.uk](http://coventry.gov.uk)