

Using Automatic Reconciliation in Bromcom

Welcome to the Webinar. The session will begin shortly.

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.

This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

Introductions & Welcome

Alison York
ICT & Digital

Julie Snow
Bromcom



Welcome

Feel free to ask questions throughout either in the chat or put your hand up.

We will share these slides and the recording after the session. They are designed to also give guidance

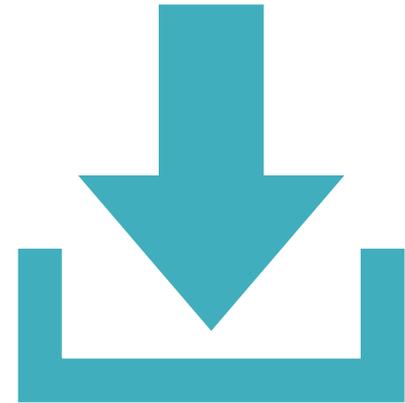
There will be time to ask questions at the end of the session.

Background Information

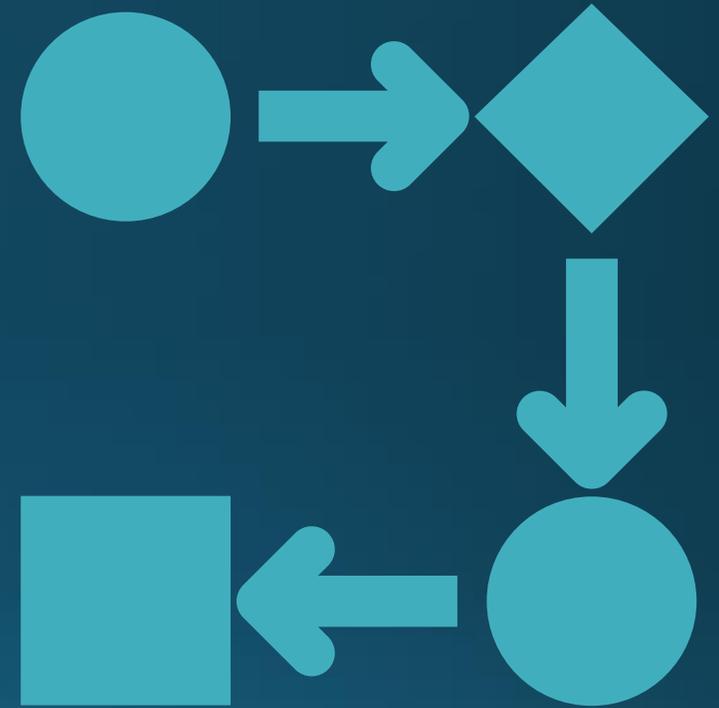
- Mapping between Staff Information and Finance is on a different basis to SIMS/FMS
- The BaseMap that you imported at set up was generic
- Schools have worked with Alison to tailor it to school requirements
- If you still have staff missing from Salary Projections, it is important to let us know before the Download is run
- We hope that we have got it right but some further tweaking may be required
- Don't worry, I expect items to go into suspense the first time!

Salary Download File

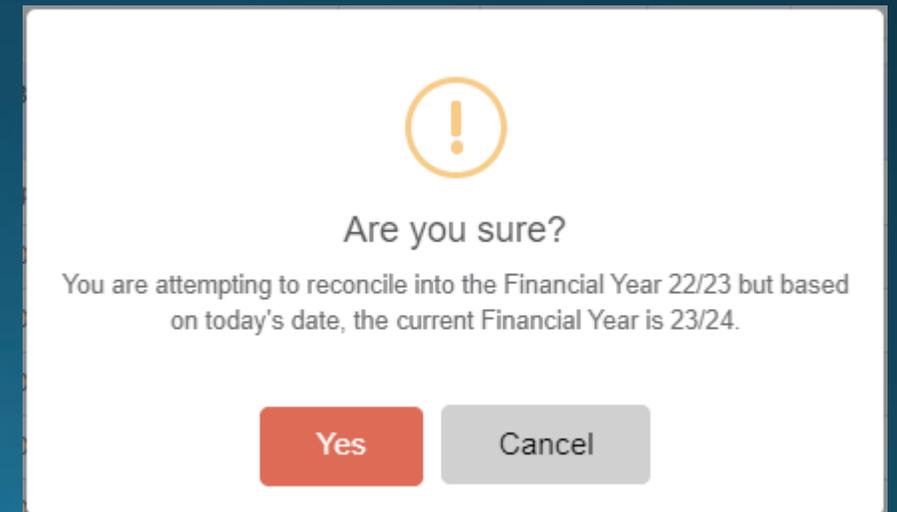
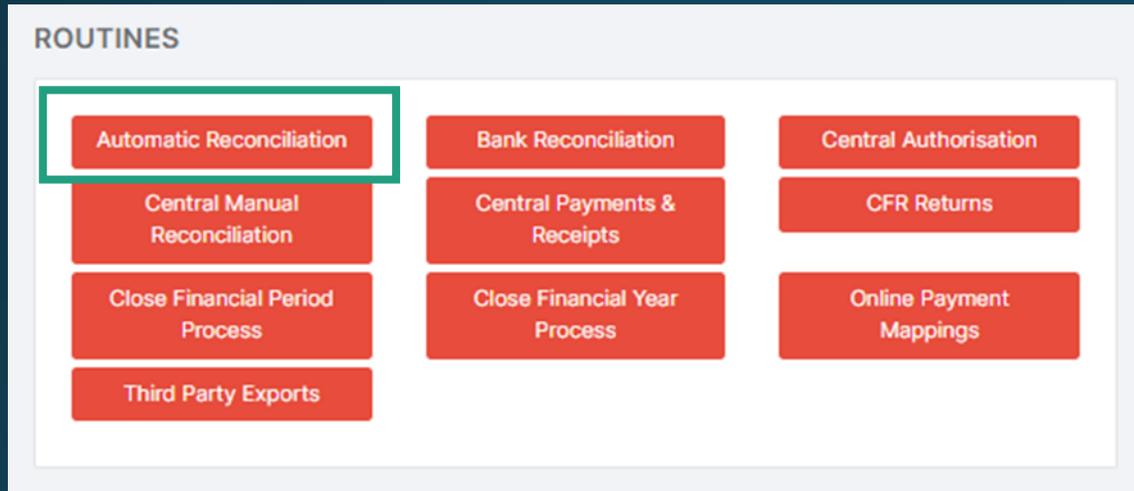
- FTP
- April file will be released to you after this training
- May file will be released when we are happy we have got it right



Import Process



Ensure 23/24 financial year is selected



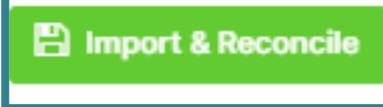
 

Reconciliation Details (Using Central)

Import File ✕

Manual Import Import from FTP

File name 

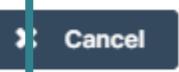
Reconciliation Details (Using Central)

Import File ✕

Manual Import Import from FTP



File
SAL202301_SAPBROM_████.Apr

Click to highlight the file and this will activate the Import & Reconcile button





3 Journal row(s), 200 Salary row(s) were found.
150 row(s) are reconciled.
53 row(s) are not reconciled.

OK



Journal Rows are for items such as Apprentice Levy, Childcare Vouchers, SSO Rent etc



Salary Rows are the items attached to staff e.g. Basic, NI, Superannuation, Allowances etc

Suspense Items

Reconciliation Details (Using Central)

Filters

Reconciliation File
<All Files> ▼

Data Type
<All Data Types> ▼

Status
Unreconciled ▼

Period
<All Periods> ▼

Reconciliation Detail

Grid actions: Copy, **CSV**, PDF, Print, Reprocess, Delete Search:

Identifier	Ledger Code	Narrative	Period	Payment	CR/DR	Adj	Rej
	04581E	Childcare132380A Voucher NI Aug 19 R MU	01	26.82	DR	No	No
	01410E	Salaries Apprenticeship Levy	01	205.71	DR	No	No
018745A	01011E	SALARIES 018745A E GREEN	01	110.00	DR	No	No
019967A	00611E	SALARIES 019967A P KING	01	38.99	DR	No	No
026894A	00611E	SALARIES 026894A S NEEDSON	01	38.99	DR	No	No

Take a CSV copy at this point. This will help us to understand what is going into suspense at your school and assist us with sorting out queries

Other Payments

- CCC have 6 ledger codes for each type of payment
 - The 'standard' codes
 - xxx01 = Basic
 - Xxx81 = National Insurance
 - Xxx91 = Superannuation
 - The 'additional' codes
 - Xxx11 = Allowances
 - Xxx12 = SSP/SMP
 - Xxx13 = Overtime
- Bromcom currently is only set up to accept one 'additional' code
- In mapping we have chosen to use SSP/SMP as the additional code
- Therefore any payments for staff against the xxx11 Allowances or xxx13 Overtime, will currently go into suspense
- Bromcom are working on a development that will enable up to map all 3 'additional' ledger codes
- This development is scheduled to take place approximately late June
- Until this is in place, any items for Allowances and Overtime will have to remain in Suspense

Demo

- File Import

Processing Journal Lines

- Highlight the line to be processed – more detail will appear on the right

Grid actions: Copy CSV PDF Print **Reprocess** Delete Search:

Identifier	Ledger Code	Narrative	Period	Payment	CR/DR	Adj
	04581E	Childcare132380A Voucher NI Aug 19 R MU	01	26.82	DR	No
	01410E	Salaries Apprenticeship Levy	01	205.71	DR	No
018745A	01011E	SALARIES 018745A E GREEN	01	110.00	DR	No

- Click in the Cost Centre box and a pop up will appear showing the cost centres with this ledger code linked.
- Select the relevant Cost Centre and the boxes will turn Amber

Item Details

Import Details: Unreconciled

Import History

Imported From: 23271 P1.g20

Imported On: 20/03/2023

Narrative: Salaries Apprenticeship Levy

Period: 01 Week

Amount: 205.71

Other

Journal Number: CREATE NEW JOURNAL

Cost Centre:

Ledger Code: 01410E -

Fund Code: KA23271

Reject

Item Details

Import Details: Unreconciled

Import History

Imported From: 2146_sal.202301.Apr

Imported On: 22/05/2023

Narrative: Salaries Apprenticeship Levy

Period: 01 Week

Amount: 651.75

Other

Journal Number: CREATE NEW JOURNAL

Cost Centre: 1011

Ledger Code: 09410E - Apprenticeship Levy

Fund Code: KA22862

Reject



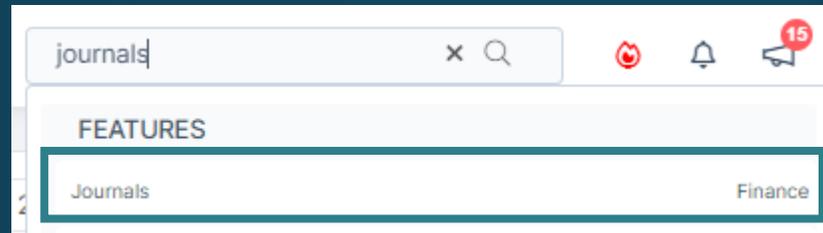
IMPORTANT

- Processing Journal Lines creates Journals that have to be posted
- Clicking Reprocess after adding each cost centre to each journal will create a journal for each line
- Adding the Cost Centres to each line and then Reprocessing will create one journal to post

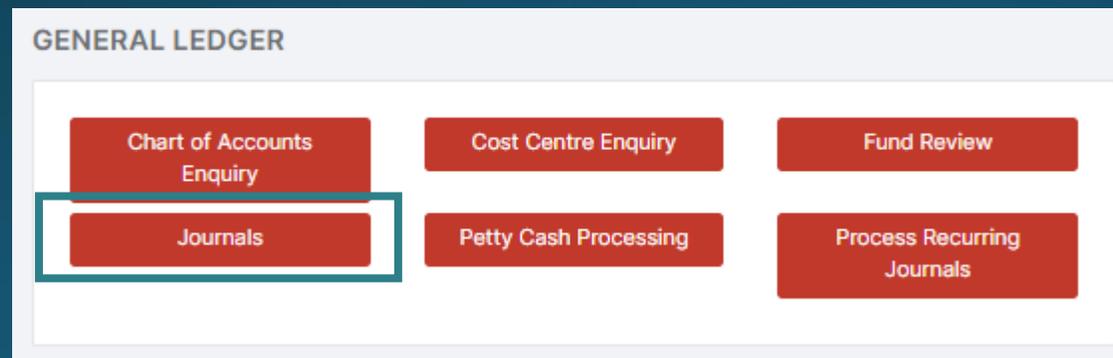
THE JOURNALS FOR THESE LINES ARE NOT POSTED AUTOMATICALLY

Posting the Journal(s)

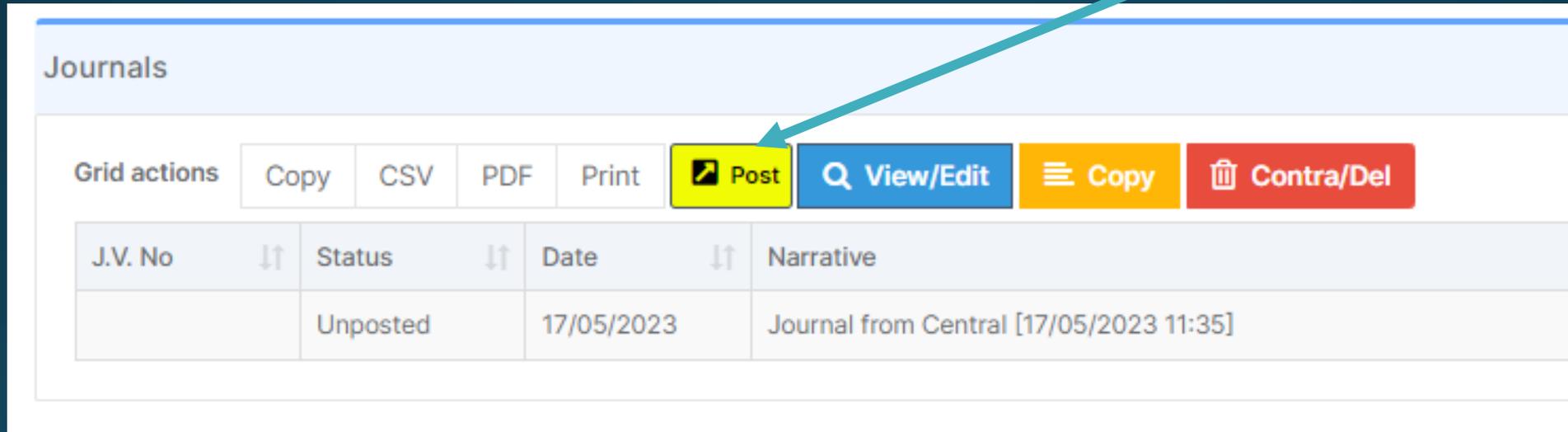
- From the main search type 'Journals' (open in a new tab)



- Or from the Home Page select Journals



Highlight the unposted Central journal(s) and select **Post**



The screenshot displays a 'Journals' interface. At the top, the title 'Journals' is visible. Below it is a row of 'Grid actions' buttons: Copy, CSV, PDF, Print, Post, View/Edit, Copy, and Contra/Del. The 'Post' button is highlighted in yellow. Below the buttons is a table with columns: J.V. No, Status, Date, and Narrative. The table contains one row with the following data: J.V. No (empty), Status (Unposted), Date (17/05/2023), and Narrative (Journal from Central [17/05/2023 11:35]).

J.V. No	Status	Date	Narrative
	Unposted	17/05/2023	Journal from Central [17/05/2023 11:35]

Demo

- Journal Lines

Salary Lines in Suspense

If there is no Name showing, this is the equivalent of 'Payroll Number not Found' – go to the persons Staff Record, into their contract and under Payroll Information add the number in NOTE: In Bromcom this is called the Contract Number

Staff Salary

Name

Payroll No. 183808A

Base Pay Structure

Ledger Code 04501E - Teachers Salaries Basic

Fund Code 01

FTE

Reject

Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions Working Hours

Post Reason <NOT SELECTED>

Contract Termination Reason <NOT SELECTED>

Contract Number 026695A

Post Offered Date

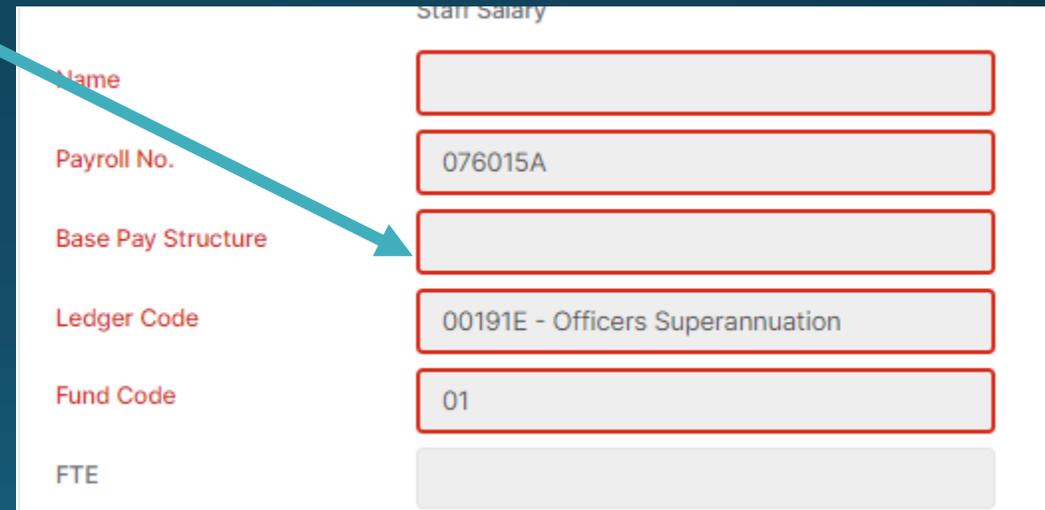
Post Accepted Date

Contract Issue Date

Salary Lines in Suspense

If Base Pay Structure is blank,
this is the equivalent of 'Ledger
not Mapped'

Please raise a ticket and we will
investigate and resolve. It will
help us if you can provide the
Name and the position they
hold in your school



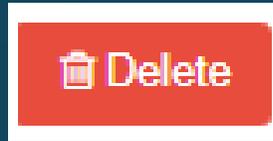
The screenshot shows a 'Staff Salary' form with the following fields:

Staff Salary	
Name	<input type="text"/>
Payroll No.	076015A
Base Pay Structure	<input type="text"/>
Ledger Code	00191E - Officers Superannuation
Fund Code	01
FTE	<input type="text"/>

A red arrow points from the text 'Base Pay Structure is blank' to the empty 'Base Pay Structure' field.

Salary Lines in Suspense - Contra

If you have contra items –
Highlight both lines and click



Deleted items still show by changing the status to deleted

Filters

Reconciliation File
<All Files> ▼

Data Type
<All Data Types> ▼

Status
Deleted ▼

Period
<All Periods> ▼

Things to check for:

- Valid contract
- Valid role
- Payroll number
- Look at someone with the same job

Mapping

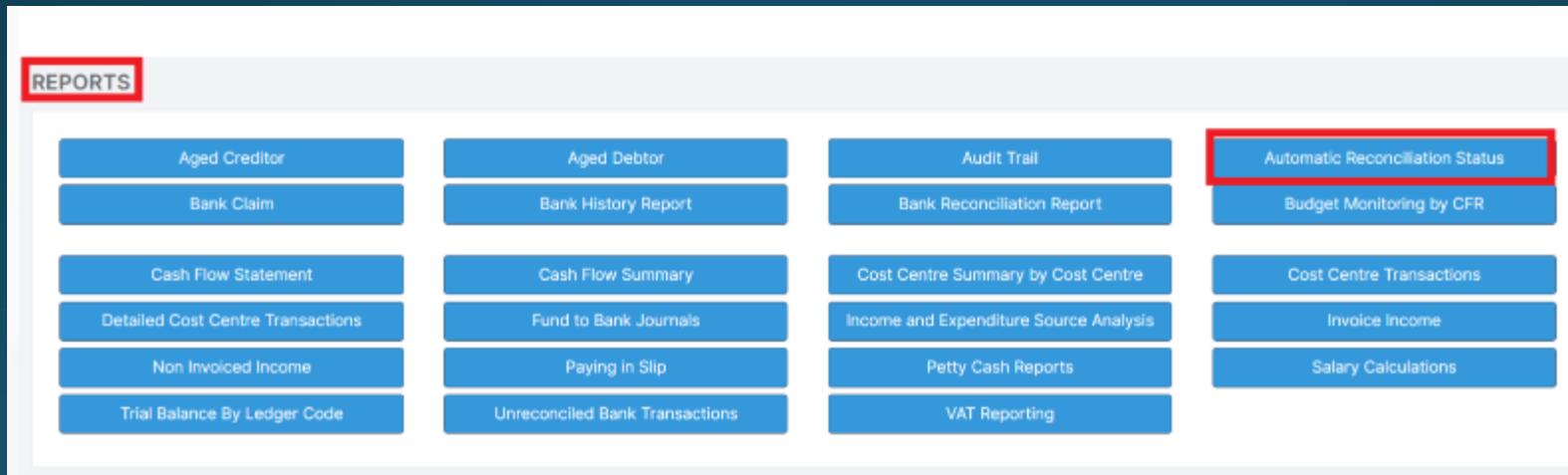


- May not be absolutely correct to start with
- Do not change anything
- Log a ticket
- Implications of changing mapping

Automatic Reconciliation Status Report

- <https://docs.bromcom.com/knowledge-base/automatic-reconciliation-status-report/>

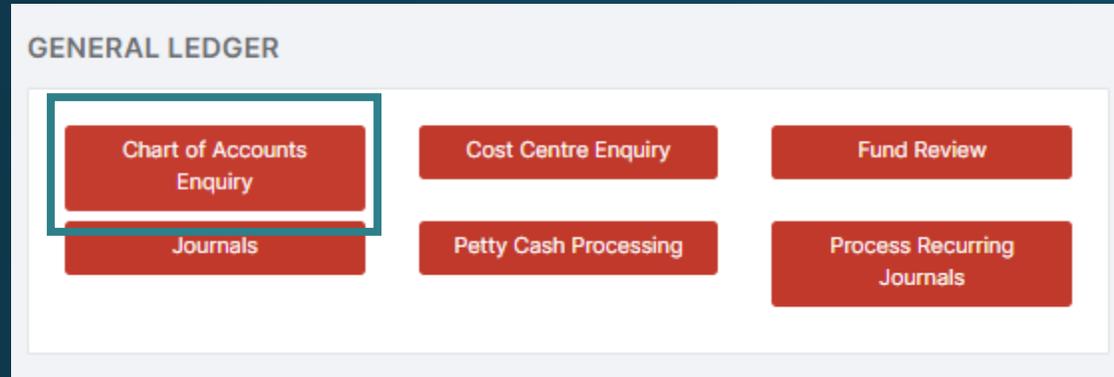
Reports > Finance > Automatic Reconciliation Status



Demo

- Salary Lines

Chart of Account Checking



Click on **Journal Browser**

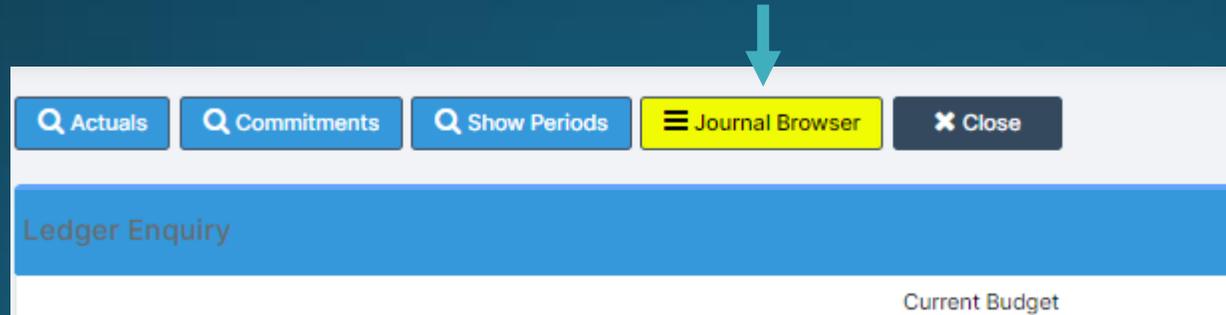


Chart of Account Checking

Filters

Reset

Select All

Apply Period & Date filters

Area Filtering

General Ledger

Accounts Payable

Accounts Receivable

Petty Cash

Staffing

Budgeting

Central

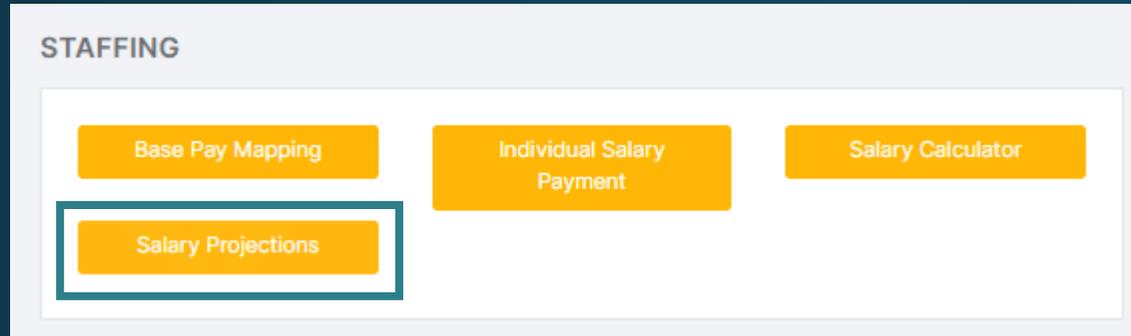
Filter to show Staffing

Check the column on the far right 'Note' . This will show any errors. Please log this as a ticket for us to investigate and include a screen shot

Search:

Type	Period	CR/DR	Note
SI	01 - Apr	2,828.65	
SI	01 - Apr	4,030.09	
SI	01 - Apr	373.66	

Salary Commitment Actuals



Check if actuals match projections

Note:

Bromcom does not automatically clear commitments if salary actual is below the projected amount

Salary Commitment Actuals

View By Cost Centres

View Level Periods

- ▾ All Cost Centres
 - ▶ Catering Salaries
 - ▶ Cleaners
 - ▶ Curriculum Support Staff
 - ▶ Officers
 - ▶ Site Services Officer
 - ▶ Supervisory Assistants
 - ▾ Teachers Salaries
 - Abram, Sarah - LD - 1.0000
 - Andrews, Christine - TU - 0.0000
 - Arya, Michelle - TU - 0.4615
 - Barrett, Stephanie - TE - 1.0000**
 - Bond, James - TE - 0.8462
 - Bond, James - TE - 1.0000
 - Bradley, Doug - TE - 1.0000
 - Cheema, Navina - TE - 1.0000
 - Condon, John - LD - 1.0000
 - Crew, Sally - TE - 1.0000
 - Holland, Jaqueline - TE - 1.0000
 - Kurkowski, Lynett - TU - 1.0000
 - Lewin, Simon - TE - 1.0000
 - Middleton, Ruth - TU - 1.0000
 - Mihaelle, Rozanne - TE - 1.0000

Annual Cost (£)	Cost to the end of March		Pay to Date	
	Estimate (£)	Commitment (£)	Actual (£)	Variation (£)
35,260.17	35,260.17	32,450.27	3,821.00	-31,439.17
Other Cost (£)				
0.00				

Salary Projections by Cost Centres

[View Actuals](#)

[Staff Contract](#)

Includes Additional Allowance

Barrett, Stephanie - TE - 1.0000

Pro Rata 0.7480

Pay date range 01/09/2010 to

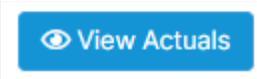
Cost Centre Teachers Salaries

Grid actions Copy Excel CSV PDF Print

Search:

Period	Base Pay/Spine	Basic (£)	NI (£)	Super (£)	Total (£)	Commitments (£)	Salary Pd (£)	Variation (£)	Exp Pd (£)
April 2022	TE ALL M6	2,303.90	0.00	545.56	2,849.46	39.56	3,821.00	971.54	0.00
May 2022	TE ALL M6	2,303.90	0.00	545.56	2,849.46	2,849.46	0.00	-2,849.46	0.00

Salary Commitment Actuals

- Highlight the line and click on 

View Actuals - Barrett, Stephanie - TE - 1.0000 ✕

Base Pay: Teacher – Main Fund: 01

Period: April 2022 FTE: 1.0000 Pay Factor: 0.7480

Grid actions: Copy Excel CSV PDF Print Search:

Ledger Code	Ledger Description	Cost Centre	Amount (£)
04501E	Teachers Salaries Basic	1001	3,072.00
04581E	Teachers Salaries National Ins	1001	243.00
04591E	Teachers Salaries Superannuation	1001	506.00
		Total:	3,821.00

You can compare the projected Basic, NI and Superannuation with the actuals

Salary Commitment Actuals

In this example (test data)-

Basic £ 768.10 over commitment
 NI £243.00 over commitment
 Super £ 39.56 under commitment

View Actuals - Barrett, Stephanie - TE - 1.0000

Base Pay: Teacher - Main Fund: 01
 Period: April 2022 FTE: 1.0000 Pay Factor: 0.7480

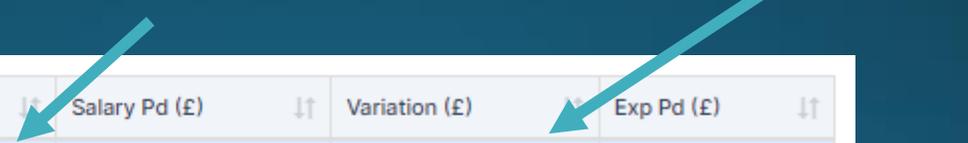
Grid actions: Copy Excel CSV PDF Print Search:

Ledger Code	Ledger Description	Cost Centre	Amount (£)
04501E	Teachers Salaries Basic	1001	3,072.00
04581E	Teachers Salaries National Ins	1001	243.00
04591E	Teachers Salaries Superannuation	1001	506.00
Total:			3,821.00

<u>Over</u>	<u>Over less under</u>
768.10	1,011.10
<u>243.00 +</u>	<u>39.56 -</u>
1,011.10	971.54

Superannuation underpayment shows in commitment

Basic (£)	NI (£)	Super (£)	Total (£)	Commitments (£)	Salary Pd (£)	Variation (£)	Exp Pd (£)
2,303.90	0.00	545.56	2,849.46	39.56	3,821.00	971.54	0.00



Clear Commitments

STAFFING

Base Pay Mapping Individual Salary Payment Salary Calculator

Salary Projections

Actions - Base Pay Mapping

- % Annual Award
- ⇄ Apportionment
- ✎ Amend Commitments
- ↻ Recalculate Commitments

Clear Commitments

The screenshot shows a software interface for managing commitments. The main window is titled "Amend Commitment" and contains several interactive elements:

- Commitments for Period:** A dropdown menu currently displaying "Select a Period...". A secondary dropdown menu is open below it, listing months from April 2023 to March 2024. The top item, "Select a Period...", is highlighted in blue.
- Base Pay Filter:** A dropdown menu displaying "Select a Base Pay Structure...".
- Radio Buttons:** A radio button labeled "With Commitment" is selected.
- Grid actions:** A button labeled "Copy" is visible.
- Table:** A table with a header row containing "Name", "F.T.E.", and "Commitment (£)".
- Buttons:** At the bottom right, there are buttons for "Reinstate Commitments" and a green "Save" button.

Clear Commitments

Amend Commitment ✕

Commitments for Period: Base Pay Filter:

With Commitment With Zero Commitment

Grid actions: Search:

<input type="checkbox"/>	Name	Base Pay	Payroll/Contract No	F.T.E.	Commitment (£)
<input type="checkbox"/>	Abram, Sarah	Leadership	30122826	1.0000	3,040.04
<input type="checkbox"/>	Akkers, Gertie	(S) Local Authority Staff	15987462	0.2027	384.39
<input checked="" type="checkbox"/>	Barrett, Stephanie	Teacher – Main	026689A	1.0000	39.56
<input type="checkbox"/>	Bradley, Doug	Teacher – Main	070133A	1.0000	93.25
<input type="checkbox"/>	Broachi, Robert	(S) Local Authority Staff	12587459	0.3243	541.42
<input type="checkbox"/>	Brooker, Karen	(S) Local Authority Staff	0100111	1.0000	2,105.70

Select items to be cleared

Click 'Clear Commitments'
THEN 'Save'

Reinstate Commitments

Select 'With Zero Commitment'

Select items to be reinstated

Amend Commitment ✕

Commitments for Period: Base Pay Filter:

With Commitment With Zero Commitment

Grid actions: Search:

<input type="checkbox"/>	Name	Base Pay	Payroll/Contract No	F.T.E.	Commitment (£)
<input type="checkbox"/>	Atherton, Hafsa	(S) Local Authority Staff	100011A	0.2027	0.00
<input type="checkbox"/>	Aziz, Andrea	(S) Local Authority Staff	023574A	0.8108	0.00
<input checked="" type="checkbox"/>	Barrett, Stephanie	Teacher – Main	026689A	1.0000	0.00
<input type="checkbox"/>	Bond, James	Teacher – Main	026695A	1.0000	0.00
<input type="checkbox"/>	Bottomley, Vincent	(S) Local Authority Staff	060157A	0.7568	0.00
<input type="checkbox"/>	Bretherton, Matthew	(S) Local Authority Staff	023654A	0.8649	0.00
<input type="checkbox"/>	Mihaelle, Rozanne	Teacher – Main	026746A	1.0000	0.00
<input type="checkbox"/>	Pattinson, Jason	Teacher – Upper	026754A	0.1538	0.00

Click 'Reinstate Commitments'
THEN 'Save'

Demo

- Chart of Account
- Salary Actuals
- Clear Commitments

Remember -

- The April download may not be smooth and perfect
- Some of the mapping may need adjustment
- It is correct that all Allowances and Overtime will go to suspense and have to be left there
- Please log tickets for missing mappings or incorrect codes
- Please be patient while we get back to you
- You are not on your own



Next Finance Drop In Session

Tuesday 20th
June 1.30pm



Dates for your Diary - Webinars

Session	When	Notes
End of Key Stage in Bromcom	Monday 19 th June – 10am-12noon	How to do the Key Stage return in Bromcom.
Bromcom Finance Drop In Session	Tuesday 20 th June – 1.30pm – 3pm	An opportunity for you to drop in and ask any finance related questions you may have.
Bromcom Permissions	Friday 23 rd June – 10am – 11.30am	This session covers how to setup permissions in Bromcom.
End Of Year Webinar	Monday 26 th June – 1.30pm – 2.30pm	How to complete your end of year in Bromcom.
MyChildAtSchool New Features	Tuesday 27 th June – 2pm – 3pm	Bromcom are making some changes to MCAS, this session covers those changes.
Bromcom Attendance Tips and Tricks	Wednesday 28 th June – 10am – 11.30am	Covers some helpful ticks and tips in using Bromcom Attendance.
Bromcom Safeguarding	Thursday 29 th June – 11am – 12noon	A demo of the Safeguarding functions in Bromcom.
Bromcom MCAS Wraparound	Thursday 6 th July – 10am – 11am	Covers the best practice for setting up wraparound clubs in MCAS.

Questions



Thank you

