

# Bromcom Financial Year End Processes Webinar

*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

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# AIMS



- ▶ Go through the year end tasks as well as how to do the year end close on the system
- ▶ Quick look at Consistent Financial Reporting
- ▶ Not be looking aspects of year end pertinent to Finance Team
- ▶ To be able to be confident about what you need to do to prepare for year end

# Documentation

## Bromcom Guidance

- ▶ <https://docs.bromcom.com/knowledge-base/bromcom-finance-end-of-year/>

## Checklist

- <https://www.coventry.gov.uk/downloads/download/7501/bromcom>

## Slides and Recording

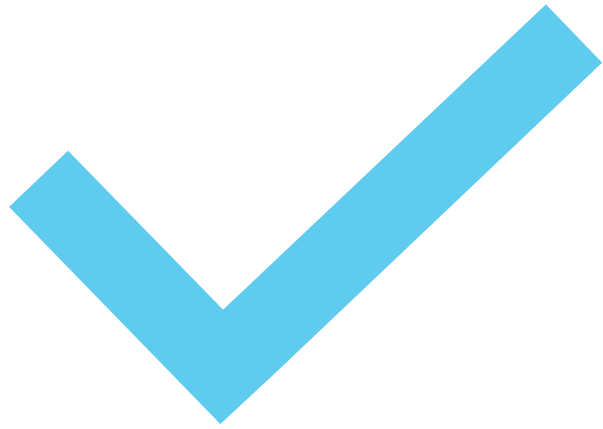
- ▶ <https://www.schoolsict.digital/bromcom/>

# Preparing for Year End

**When completing your year-end tasks please ensure that no one else is using the Finance Module**

- ▶ Before the Preliminary Close button is activated you will need to have carried out the following processes:
  - ❖ The next Financial Year will need to have been added to the system (your SFO has done this)
  - ❖ Click the Open Year button to start the new Financial Year. Unless the New Year is open you will not be able to close the previous year or perform certain procedure in the new year

# STAGES TO YEAR END



There are two types of end of year closedown: **Preliminary** and **Final**.

- Preliminary Closedown - Any number of Preliminary closedowns can be done
- Final Close - Only one Final closedown can be done

# Preparing



- ▶ Prior to Year End, there are several areas that should be checked:
  - ▶ Purchase Orders and Commitments
  - ▶ Invoices (Accounts Payable)
  - ▶ Bank Reconciliation
  - ▶ Petty Cash Journals
  - ▶ Non-Invoiced Income
  - ▶ Automatic Reconciliation
  - ▶ Journal Browser

# Systems Check Reports

Reports > Finance > System Checks

AP Invoice List	Asset Allocation	Asset Disposals	Asset Inspection Report
Asset Stock Take	Assets grouped by Category	Audit Trail	Automatic Reconciliation Status
Bank Claim	Bank History Report	Bank Reconciliation Report	Budget Holders Cost Centre and Ledgers List
Budget Monitoring by Cost Centre/Holder	Budget Profile	Cash Flow Statement	Cost Centre Linked Ledgers Budgets
Cost Centre Transactions	Cumulative Expense Analysis	Customer List	Debit Card Payments
Income and Expenditure Source Analysis	Invoice Income	Journal Audit Trail	Ledger Code Transactions
Paying in Slip	Petty Cash Reimbursement	Petty Cash Reports	Purchase Order Summary by Order number
Staff Contracts List	supplier details	Supplier List	<b>System Checks</b>
Unreconciled Bank Transactions	VAT Reporting		

Year End Checklist Document available

<https://www.coventry.gov.uk/downloads/download/7501/bromcom>



# System Checks

Reports > Finance > System Checks

Save Previewed Report to My Reports

System Checks Report Parameter

Financial Year:

Transaction Type:

Sequence:  Transaction Number  Transaction Date

## System Checks Report



Financial Year: 2020/21      Transaction Type: All

Print Order: Transaction No

### PO Outstanding

Order No.	Date	Supplier	Original Amount	Commitment	Status
#03042 (PO2)	16/12/20	Eastern Shires Purchasing Organisation (ESPO)	83.94	83.94	Not authorised
CARD00001	02/06/20	AMAZON	31.96	31.96	Part Invoiced

### AP Outstanding

Invoice/Credit Note No.	Type	Date	Order No.	Supplier	Original Amount	Status
11111	PI	18/10/20		3Simple Software Ltd (NC)	532.80	Awaiting Central Authorisation
7101251	PI	16/10/20	PO203036	Eastern Shires Purchasing Organisation (ESPO)	69.00	Awaiting Central Authorisation

### Invoiced Income - Inv./Cr. Notes Outstanding

Trans. ID	Type	Date	Customer	Amount	Status
0000002	RC	18/10/20	Kim Fox		Created
0000003	RC	10/11/20	Parent of Tom Abdullah		Created
000015	RI	14/09/20	Prosser, Alexis	0.00	Created
000016	RI	08/10/20	Kim Fox	0.00	Created
000017	RI	18/10/20	Aisha Khan	1,160.00	Authorised
000018	RI	10/11/20	Parent of Tom Abdullah	90.00	Created
000020	RI	10/11/20	Aisha Khan	0.00	Created
000021	RI	10/11/20	Anderson, Julie	40.00	Authorised
000023	RI	17/11/20	Football Club	290.00	Authorised

# System Checks

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

# Accounts Payable



# Accounts Payable

## Outstanding Orders

- Is the delivery still expected?
- Can the Commitment be cleared?
- Chase the supplier if the goods are still due

# Accounts Payable

## Outstanding Orders

- Have the goods been delivered on the system?
  - Finance > Accounts Payable > Purchase Orders
  - Deliveries Not Invoiced - check lines of orders for commitment. Trying to create a report for you to be able to download from repository

**Filters** ←

**Reset**

Supplier  
Select a Supplier... ▾

Order Status

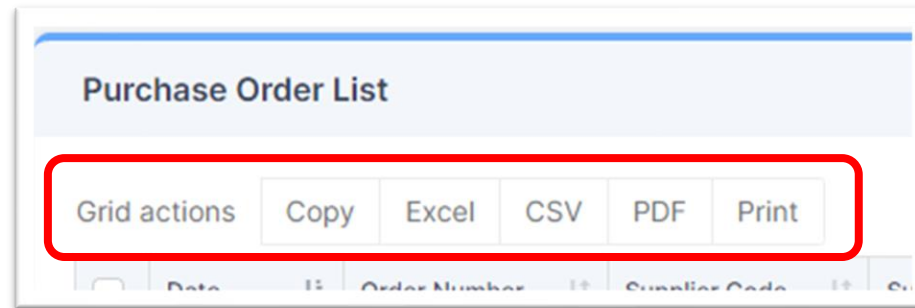
- Outstanding Group
- Not Yet Authorised
- Authorised
- Printed
- Partly Delivered
- Fully Delivered
- Partly Invoiced
- Fully Invoiced
- On Hold
- Cancelled
- Rejected
- Write Off

Year(s)

- Active yr only
- Active yr & other outstanding
- All

# Show outstanding orders for all Suppliers

► Finance > Accounts Payable > Purchase Orders



View onscreen or use Grid to export

**Filters** ←

**Reset**

Supplier  
Select a Supplier... ▾

Order Status

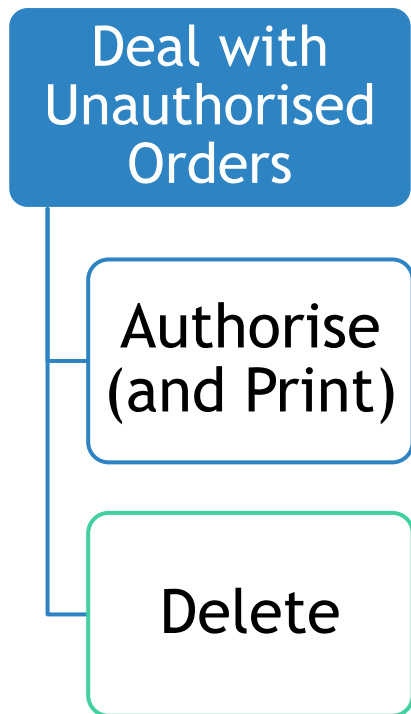
- Outstanding Group
- Not Yet Authorised
- Authorised
- Printed
- Partly Delivered
- Fully Delivered
- Partly Invoiced
- Fully Invoiced
- On Hold
- Cancelled
- Rejected
- Write Off

Year(s)

- Active yr only
- Active yr & other outstanding
- All

# Outstanding orders for all Suppliers

► Finance > Accounts Payable > Purchase Orders



# 1

Add an order for items already known - authorise and print this (adds commitment in). These items can also be delivered.

# 2

Any additional items purchased before the next statement need to be added to a new order in the new year (24/25)

# 3


When the statement is received, add it as two invoices across the two orders and process as usual

## Purchasing Card Orders



# Accounts Payable

► Finance > Accounts Payable > Purchase Orders



### Confirmation

This process is irreversible.  
Are you sure you want to cancel the following Purchase Orders?

CPPO0007

Reason\*

No Yes

Cancelling  
an Order

- Where a complete order needs cancelling - nothing is delivered or invoiced

New Standard New Free Text Clone View/Edit **Cancel** Authorise Print/Dispatch Add Delivery Add Invoice Close

Filters

Purchase Order List

# Accounts Payable

Clear  
Commitments

- Clear commitment on a single line

Order lines

+ Add View/Edit Remove **Cancel Remainder** Clone Find Invoices

Grid actions Copy Excel CSV PDF Print

<input type="checkbox"/>	Line No. ↓↑	Description	Status ↓↑	Unit Cost (£) ↓↑	Disc. % ↓↑	Line
<input checked="" type="checkbox"/>	1	Green reading set	Ordered	89.99	0.00	
<input type="checkbox"/>	2	Red reading set	Ordered	59.99	0.00	
<input type="checkbox"/>	3	Picture book set	Ordered	61.10	0.00	

**NOTE:** If an item has been delivered, you cannot clear the commitment until the delivery note has been adjusted to reflect that it has not actually been received.

Guidance note available : **Cancel Remaining Items on a Purchase Order**  
<https://www.coventry.gov.uk/downloads/download/7501/bromcom>

# Accounts Payable

## Deliveries

- All deliveries received on or before 31<sup>st</sup> March should be input before the preliminary close is run

# Accounts Payable

## Housekeeping

- This may also be a good time to review your list of suppliers and whilst you cannot delete suppliers they can be marked on hold

# Accounts Payable

## Invoices and Credit Notes

- **Not Yet Authorised** should be **Authorised** or **Cancelled**
- Payment due have been made
- Allow time for payments to clear
- All invoices relating to external goods and services received on or before 31<sup>st</sup> March should be input before the preliminary close is run
- Any associated orders relating to outstanding invoices will be transferred to the New Year.
- Manual cheques are entered on system including Petty Cash reimbursements

# Accounts Payable

- ▶ Invoices and Credit notes that show as Authorised but need clearing from the system



In Bromcom, once an invoice has been authorised, if the posting period that it refers to has been closed, it cannot be edited or cancelled. Therefore, the advice from Bromcom is to raise a credit note to clear it.



These invoices and credit notes then sit as Outstanding in the Invoices and Credit Note screen. Guidance is available to show how they can be moved on to show as paid.



The Invoice less the Credit Note must total zero for this to be carried out.

Guidance note available : **Clearing Invoices and Credit notes that show Authorised**  
<https://www.coventry.gov.uk/downloads/download/7501/bromcom>

# Petty Cash

Finance > General Ledger  
> Petty Cash Processing



All transactions (Expenditure and Reimbursement) must be posted



Cash in Hand figure must match the actual amount in tin!

## Petty Cash Processing

Petty Cash Account

Petty Cash

Cash in Hand

50.00

Unposted Expenditure

3.99

## Petty Cash Transactions

+ Add Reimbursement

+ Add Expenditure

Grid actions

Copy

CSV

PDF

Print

Search:

Date	Transaction Number	Value	Description	Posted
14/02/2024	EX00000005	3.99	January	No
14/02/2024	RB00000003	-50.00	Top up	Yes

# Journals

Cash Book Journals for direct debits etc. that will be processed through the bank on or before 31<sup>st</sup> March should be entered

Review any unposted Journals that need to be dealt with, these can either be **Posted or Deleted.**



# Posting Unposted Journals

Finance > General Ledger > Journals

Journals

Grid actions: Copy CSV PDF Print **Post** View/Edit Copy Contra/Del Search:

J.V. No	Status	Date	Narrative	Type	Period	CR/DR Value
	Unposted		Bank Interest	CB	Feb	28.84

To post a journal highlight and POST

To remove a journal added in error highlight and Contra/Del

GREEN are ready to be posted  
RED have an error and cannot be posted

# Accounts Receivable

## Non-Invoiced Income

- All income received on or before 31<sup>st</sup> March must be entered
- All receipts and paying in slips must be posted

# Accounts Receivable

- ▶ Finance > Accounts Receivable > Invoices & Credit Notes
- ▶ Finance > Accounts Receivable > Receipts
- ▶ Finance > Accounts Receivable > Pay In Slips

## Invoiced Income

Invoices for goods and services provided on or before 31<sup>st</sup> March must be raised  
All invoices must be authorised and printed  
All receipts and pay in slips must be posted  
All receipts should be matched to invoices

# Accounts Receivable

Finance > Accounts Receivable > Receipts

## Accounts Receivable Receipts

Grid actions

Copy

Excel

CSV

PDF

Print

Search:

<input type="checkbox"/>	Type	Customer Name	Cust. Code	Receipt No	Receipt ID	Date	Status	Payment Type	Value (£)
<input type="checkbox"/>	Invoice	Football Club	FC01	CPR000001	0000006	14/03/2023	Posted	Cheque	90.00
<input type="checkbox"/>	Invoice	School Primary A	SPA01	CPR000003	0000008	27/03/2023	Posted	Cheque	250.00
<input type="checkbox"/>	Non Inv	Brownies		CPR000002	0000007	14/03/2023	Posted	Direct (Bank Transfer)	3.00
<input type="checkbox"/>	Non Inv	Primary School B		CPR000004	0000009	27/03/2023	Posted	Cash	150.00

# Accounts Receivable

Finance > Accounts Receivable > Pay In Slips

## Accounts Receivable Paying In Slips

Paying In Slip Number	Transaction ID	Date	Bank Account	Value (£)	Status	Paying In Type
00001	00000002	14/03/2023	Bank Account - Current	90.00	Posted	Invoiced
00002	00000003	27/03/2023	Bank Account - Current	400.00	Posted	Combination

# Debtor Review

Reports > Finance > Aged Debtor

It is recommended that the Aged Debtor Report is reviewed and any debts that are considered unrecoverable are written off with correct authorisation.

Please note that the Aged Debtor report is defined by financial year and will not identify outstanding transactions brought forward from a previous financial year

# Creditor Review

Reports > Finance > Aged Creditor

It is recommended that the Aged Creditor Report is reviewed to check all outstanding invoices are paid.

Aged Creditor	
Financial Year	23/24
Report Style	<input checked="" type="radio"/> Detailed <input type="radio"/> Summary
Sort Order	<input checked="" type="radio"/> Supplier <input type="radio"/> Supplier Code & <input checked="" type="radio"/> Date <input type="radio"/> Inv/Credit Num
Supplier	-- All --
Transaction Date	from <input type="text"/> to <input type="text"/>
Up To Financial Period	<input type="text"/>
As At Date	14/02/2024

# Bank Reconciliation

Keep up to date

Check for unreconciled expenditure

Check for unreconciled receipts

Don't forget the Investment Account  
if you have one

*Useful - Reports > Finance > Unreconciled Bank Transactions*



# Bank Reconciliation

► The actual Bank Statement balance should match the statement balance within the Bank Reconciliation screen in Bromcom.

Statement		
*Bank	Bank Account - Current, 99991	
	12345678	12-34-56
*Statement No.	2	
*Statement Date		
	Opening Balance	
Calculated	59,184.61	
From Statement	59,184.61	
	Closing Balance	
From Statement	57,730.25	Running 57,730.25
Difference	-1,454.36	0.00
Reconciled Total	-1,454.36	Count
Payments	1,779.80	2
Receipts	325.44	1
Current Ledger Bal.	57,868.70	

- **Statement No** = System Calculated Number
- **Statement Date** = Enter Statement Date from the Bank Statement
- **From Statement** = Enter the Opening Balance from the Bank Statement
- **From Statement** = Enter the Closing Balance from the Bank Statement
- **Difference** = Difference Shown (this should be 0.00)

# Bank Reconciliation

If you have cancelled items e.g. cheques, BACS, contra journals etc, you need to select both entries and clear these from the Bank Reconciliation. These should have a nil effect on the statement balance

000002	GLS Educational Supplies	Chq Run: C00001 Chq 000002 Jn No. 1105	AP	40.49		<input checked="" type="checkbox"/>
000002	GLS Educational Supplies	Cancelled Chq: 000002 Cheque Number 000002 for supplier GLS Educational Supplies with status Printed Confirmed cancelled. Spoiled Jn No. 1106	AP		40.49	<input checked="" type="checkbox"/>

# Bank Reconciliation

Any unreconciled  
items will be  
carried forward  
to the New Year

*Useful - Reports > Finance > Unreconciled Bank Transactions*

# Cancelling Unwanted Cheques

- ▶ Do not cancel a Cheque from a previous Financial Year, in this instance a Journal should be added to make up the difference, as it will affect your opening balances.
- ▶ Remember to cancel the **Invoice** and **Purchase Order** if the commitment is no longer required, or raise a **Credit Note** as appropriate.
- ▶ Remember to cancel the **Cheque** with your **Bank**



# Salary Commitments

## Automatic Reconciliation - Suspense File

- Must be clear

## Personnel Links - Salary Commitments

- All commitments must be cleared

# Salary Commitments

Finance > Salary Projections

### Salary Projections - Totals

Annual Cost (£)	Cost to the end of April		Pay to Date		Other Cost (£)
	Estimate (£)	Commitment (£)	Actual (£)	Variation (£)	
1,254,178.68	104,514.89	0.00	0.00	0.00	0.00

### Salary Projections by Base Pay Structures

Grid actions: Copy Excel CSV PDF Print Search:

Period	Basic (£)	NI (£)	Super (£)	Total (£)	Commitments (£)	Salary Pd (£)	Variation (£)
April 2023	79,624.48	6,624.34	18,266.07	104,514.89	0.00	0.00	-104,514.89
May 2023	79,624.48	6,624.34	18,266.07	104,514.89	104,514.89	0.00	-104,514.89
June 2023	79,624.48	6,624.34	18,266.07	104,514.89	104,514.89	0.00	-104,514.89

# Salary Commitments

Finance > Salary Projections >  
Actions > Amend Commitments

### Amend Commitment

Commitments for Period: April 2023 Base Pay Filter: Select a Base Pay Structure...

With Commitment  With Zero Commitment

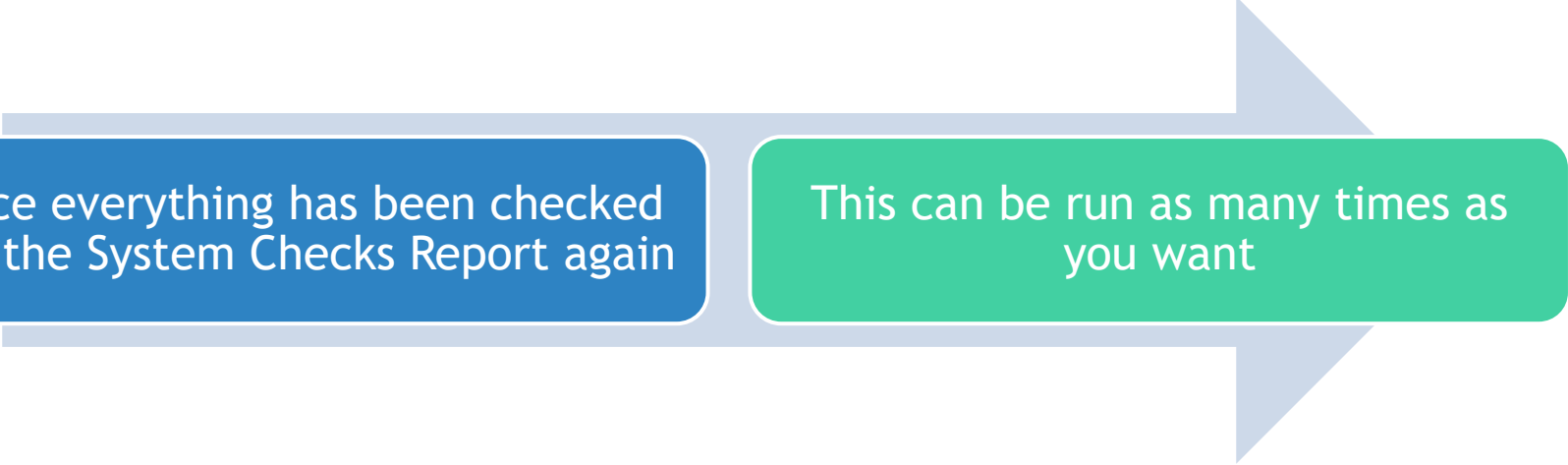
Grid actions: Copy Excel CSV PDF Print Search:

<input checked="" type="checkbox"/>	Name	Base Pay	Payroll/Contract No	F.T.E.	Commitment (£)
<input checked="" type="checkbox"/>	Abram, Sarah	Leadership	30122826	1.0000	3,274.64
<input checked="" type="checkbox"/>	Akkers, Gertie	(S) Local Authority Staff	15987462	0.2027	417.56
<input checked="" type="checkbox"/>	Arya, Michelle	Teacher - Upper	27193746	0.4615	2,122.93
<input checked="" type="checkbox"/>	Atherton, Hafsa	(S) Local Authority Staff	984258	0.2027	417.56
<input checked="" type="checkbox"/>	Aziz, Andrea	(S) Local Authority Staff	45987598	0.8108	1,869.49
<input checked="" type="checkbox"/>	Barrett, Stephanie	Teacher - Main	65159754	1.0000	3,221.17
<input checked="" type="checkbox"/>	Bond, James	(S) Local Authority Staff	12657894	0.1351	405.06
<input checked="" type="checkbox"/>	Bond, James	Teacher - Main	15875987	0.8462	2,915.01
<input checked="" type="checkbox"/>	Bradley, Doug	Teacher - Main	76381576	1.0000	3,042.50
<input checked="" type="checkbox"/>	Bretherton, Matthew	(S) Local Authority Staff	75981234	0.8649	1,677.34
<input checked="" type="checkbox"/>	Broachi, Robert	(S) Local Authority Staff	12587459	0.3243	649.37
<input checked="" type="checkbox"/>	Bunting, Kerry	(S) Local Authority Staff	612344	1.0000	3,725.44
<input checked="" type="checkbox"/>	Cheema, Navina	Teacher - Main	349754578	1.0000	3,215.54
<input checked="" type="checkbox"/>	Cleary, Tariq	(S) Local Authority Staff	110424	1.0000	1,955.69
<input checked="" type="checkbox"/>	Condon, John	Leadership	43597158	1.0000	4,750.96
<input checked="" type="checkbox"/>	Craven, Cameron	(S) Local Authority Staff	73491587	0.9459	1,768.54
<input checked="" type="checkbox"/>	Crew, Sally	Teacher - Main	75156987	1.0000	3,718.12
<input checked="" type="checkbox"/>	Haveliwala, Caitlin	(S) Local Authority Staff	45319765	0.1351	278.31
<input checked="" type="checkbox"/>	Heal, Tom	(S) Local Authority Staff	56971345	0.6757	1,402.23

Clear Commitments Reinstate Commitments Save

# System Checks

**Reports > Finance > System Checks**



Once everything has been checked  
run the System Checks Report again

This can be run as many times as  
you want



# Salary File for March



This will be sent to schools in the normal way via FTP



This should be on Tuesday 2nd April



As the school is closed for the Easter holiday, your SFO will run the file

# VAT Return

This cannot be produced until the beginning of April, so this will be run  
by your SFO

# Setting Up the New Year

- ▶ The new year has already been set up in your system by your SFO





# Creating VAT Periods

- ▶ The VAT periods have already been set up in your system by your SFO when defining the New Financial Year

# Define Salary Periods

- ▶ The salary periods have already been set up in your system by your SFO when defining the New Financial Year



# CFR - Consistent Financial Reporting

Statutory Return

The CFR Mapping has already been setup

As part of the preparation for Year End, need to look at CFR and check if any amendments are required. Your SFO will check this.

# Budget Monitoring by CFR

Reports > Finance > Budget Monitoring by CFR

REPORTS

Aged Creditor	Aged Debtor	Audit Trail	Automatic Reconciliation Status
Bank Claim	Bank History Report	Bank Reconciliation Report	<b>Budget Monitoring by CFR</b>
Cash Flow Statement	Cash Flow Summary	Cost Centre Summary by Cost Centre	Cost Centre Transactions
Detailed Cost Centre Transactions	Fund to Bank Journals	Income and Expenditure Source Analysis	Invoice Income
Non Invoiced Income	Paying in Slip	Petty Cash Reports	Salary Calculations
Trial Balance By Ledger Code	Unreconciled Bank Transactions	VAT Reporting	

**Budget Monitoring Report**

Financial Year: 23/24

Show percentages for (EX/IN):  Spend/Received  Remaining/Due

Comparison to Budget:  Original  Revised  Revised & Profiled

Include comparison up to Period

# Budget Monitoring by CFR

## Reports > Finance > Budget Monitoring by CFR



### Budget Monitoring by CFR

Coventry Primary School

	<u>Original Budget</u>	<u>Virement</u>	<u>Revised Budget</u>	<u>Committed Expenditure</u>	<u>Central Invoices</u>	<u>Actual</u>	<u>Committed +Inv+Actual</u>	<u>Year Budget Remaining</u>	<u>Year % Spend</u>
<b>Expenditure</b>									
E01 Teaching staff	1,398,651.00	0.00	1,398,651.00	776,004.12	0.00	0.00	776,004.12	622,646.88	55%
E02 Supply teaching staff	59,224.00	0.00	59,224.00	0.00	0.00	0.00	0.00	59,224.00	n/a
E03 Education support staff	505,291.00	0.00	505,291.00	228,300.12	0.00	0.00	228,300.12	276,990.88	45%
E04 Premises staff	87,460.00	0.00	87,460.00	28,128.48	0.00	0.00	28,128.48	59,331.52	32%
E05 Administrative & clerical staff	134,888.00	0.00	134,888.00	56,383.56	0.00	0.00	56,383.56	78,504.44	42%
E06 Catering staff	39,146.00	0.00	39,146.00	34,167.24	0.00	0.00	34,167.24	4,978.76	87%
E07 Cost of other staff	83,330.00	0.00	83,330.00	12,299.76	0.00	0.00	12,299.76	71,030.24	15%
E08 Indirect employee expenses	10,900.00	0.00	10,900.00	0.00	0.00	0.00	0.00	10,900.00	n/a
E09 Staff development and training	4,800.00	0.00	4,800.00	0.00	0.00	0.00	0.00	4,800.00	n/a
E10 Supply teacher insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
E11 Staff related insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
E26 Agency supply teaching staff	15,399.00	0.00	15,399.00	0.00	0.00	0.00	0.00	15,399.00	n/a
E31 Community focussed school staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
<b>Total Employee Costs</b>	<b>2,339,089.00</b>	<b>0.00</b>	<b>2,339,089.00</b>	<b>1,135,283.28</b>	<b>0.00</b>	<b>0.00</b>	<b>1,135,283.28</b>	<b>1,203,805.72</b>	<b>49%</b>
E19 Learning Resources	120,852.00	0.00	120,852.00	1,483.92	0.00	552.00	2,035.92	118,816.08	2%
E20 ICT learning resources	400.00	0.00	400.00	0.00	0.00	0.00	0.00	400.00	n/a
<b>Total Curriculum Costs</b>	<b>121,252.00</b>	<b>0.00</b>	<b>121,252.00</b>	<b>1,483.92</b>	<b>0.00</b>	<b>552.00</b>	<b>2,035.92</b>	<b>119,216.08</b>	<b>2%</b>
E12 Building maintenance and improvement	33,927.00	0.00	33,927.00	0.00	0.00	0.00	0.00	33,927.00	n/a
E13 Grounds maintenance and improvement	7,600.00	0.00	7,600.00	0.00	0.00	0.00	0.00	7,600.00	n/a
E14 Cleaning and caretaking	2,600.00	0.00	2,600.00	0.00	0.00	0.00	0.00	2,600.00	n/a
E15 Water & sewerage	13,400.00	0.00	13,400.00	0.00	0.00	0.00	0.00	13,400.00	n/a
E16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a

York, Alison (inayo021@coventry.gov.uk) is signed in



# CFR - Consistent Financial Reporting

CFR Mappings are already done for you

The system will carry forward ledger code/fund combination mapped to a CFR Code and heading from the previous Financial Year. Any new Ledger Codes will need to be mapped (your SFO will do this).

To run a CFR return, select **Modules > Finance > Routines > CFR Returns**

# CFR - Consistent Financial Reporting

Modules > Finance > Routines > CFR Returns

ROUTINES

Automatic Reconciliation	Bank Reconciliation	Central Authorisation
Central Manual Reconciliation	Central Payments & Receipts	<b>CFR Returns</b>
Close Financial Period Process	Close Financial Year Process	Online Payment Mappings
Third Party Exports		

CFR Defaults   + Preliminary CFR   + Final CFR   Validation Report   CFR Mapping   Close

Add in Default settings

Add Preliminary CFR

Add Final CFR

Link to CFR Mapping page

Validation Report

Financial Year: 22/23

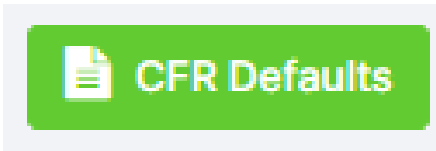
Mapping type:  CFR Codes    DfE CoA Codes

Report type:  Unmapped Ledger Codes    Mapped Ledger Codes

Sort order:  Ledger Code    CFR code

# CFR - Consistent Financial Reporting

Modules > Finance >  
Routines > CFR Returns



- ▶ Fill in the relevant parameters and select Save.

### CFR Defaults

CFR Contact Information

Name

Email

Telephone

CFR Configuration

School Type

Complete Financial Year

Is this school rates exempt?

Has the school been involved in the preparation of CFR return?

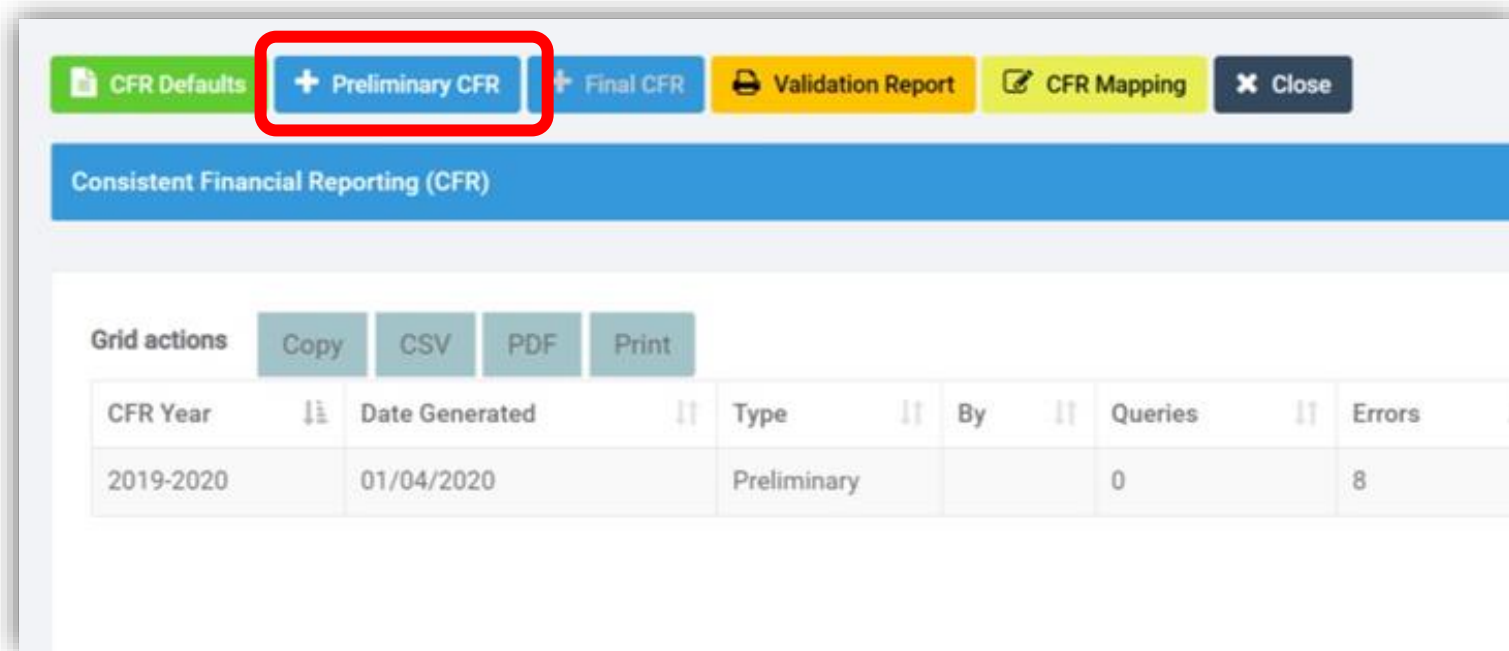
Have the school's insurances policies/premiums been purchased centrally at no cost to the school?

Is the school the hub school of Federation?

# CFR - Consistent Financial Reporting

Modules > Finance > Routines > CFR Returns

▶ Select + **Preliminary CFR Return**





The screenshot displays the 'Consistent Financial Reporting (CFR)' interface. At the top, there is a navigation bar with several buttons: 'CFR Defaults', '+ Preliminary CFR' (highlighted with a red box), '+ Final CFR', 'Validation Report', 'CFR Mapping', and 'Close'. Below the navigation bar, the title 'Consistent Financial Reporting (CFR)' is displayed. Underneath, there are 'Grid actions' buttons for 'Copy', 'CSV', 'PDF', and 'Print'. The main data area contains a table with the following columns: 'CFR Year', 'Date Generated', 'Type', 'By', 'Queries', and 'Errors'. The table has one data row for the year 2019-2020, with a date of 01/04/2020, a type of Preliminary, 0 queries, and 8 errors.

CFR Year	Date Generated	Type	By	Queries	Errors
2019-2020	01/04/2020	Preliminary		0	8

# CFR - Consistent Financial Reporting

- ▶ The information entered in the Defaults is automatically populated

 Save & Continue

 Save & Continue  Cancel

### New Consistent Financial Reporting (CFR) - Preliminary

CFR Contact Information

Name

Email

Telephone

CFR Configuration

School Type

Complete Financial Year

Is this school rates exempt?

Has the school been involved in the preparation of CFR return?

Have the school's insurances policies/premiums been purchased centrally at no cost to the school?

Is the school the hub school of Federation?

# CFR - Consistent Financial Reporting

- ▶ This will then show you any Errors or Queries

← Back Regenerate × Cancel Active Financial Year

Consistent Financial Reporting (CFR)

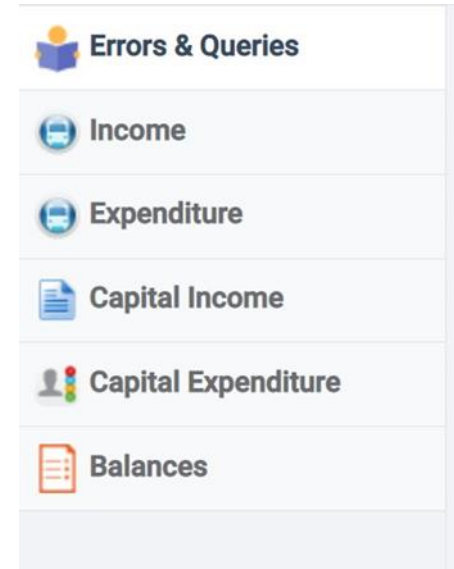
CFR Financial Year 23/24

Grid actions Copy CSV PDF Print Search:

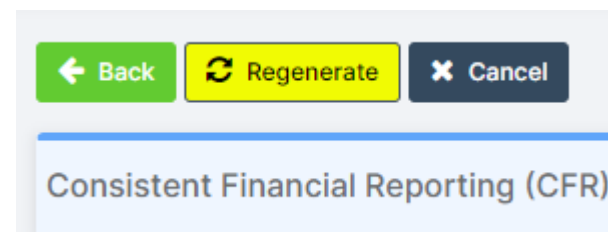
Reference Number	Field	Error/Query	Description
100	I01	Error	Funds delegated by the LA cannot be zero or negative
110	I01	Query	Funds delegated by the LA should normally be greater than or equal to £1,000 and less than or equal to £10,000,000.
200	I05	Query	Pupil Premium should not normally be zero.
380	E01	Error	Expenditure on teaching staff cannot be zero or negative.
390	E01	Query	Expenditure on teaching staff should normally be greater than or equal to £1,000 and less than or equal to £10,000,000.
880	E22	Error	Administrative supplies cannot be zero or negative
890	E22	Query	Administrative supplies should normally be less than or equal to £1,000,000
910	E23	Error	Other insurance can only be zero if it is bought centrally by your LA at no cost to the school. Please enter £Y£ in the Insurance value on the Source School screen if this is true.

# CFR - Consistent Financial Reporting

- You can then resolve these issues in the database as instructed
- You can check all of the figures by going through the tabs on the left-hand side.



- When complete select **Regenerate**



# CFR - Consistent Financial Reporting

- Your SFO will advise and make the necessary adjustments
- Guidance on creating the Final CFR return will be issued

The screenshot shows the 'Consistent Financial Reporting (CFR)' interface. At the top, there is a navigation bar with buttons for 'CFR Defaults', '+ Preliminary CFR', '+ Final CFR', 'Validation Report', 'CFR Mapping', and 'Close'. Below this is a header for 'Consistent Financial Reporting (CFR)'. The main area contains a table with columns: CFR Year, Date Generated, Type, By, Queries, Errors, Authorised, and Date Authorised. A single row of data is visible for the year 23/24, dated 14/02/2024, with a preliminary type, generated by financeadmin, 4 queries, 4 errors, and no authorisation. To the right of the table is a sidebar with several action buttons: 'Remove Selected', 'View Errors', 'View Queries', 'View Balances', 'CFR Report', 'IE Report', 'Authorise Return', and 'View File'. A search box is located above the table.

CFR Year	Date Generated	Type	By	Queries	Errors	Authorised	Date Authorised
23/24	14/02/2024	Preliminary	financeadmin	4	4	n/a	n/a

To view CFR Report and IE Report

To authorise the return

To create file for uploading



# Switch OFF Ordering - Old Financial Year

Finance > Maintenance > Financial Years and Periods

- ▶ **Orders** can be switched off in the old year, to stop orders being placed in the wrong year. Any outstanding **Orders** will be carried forward into the new year.
- ▶ Double click on the required year
- ▶ Remove the tick against Order Book Open

New Year

Year: 23/24

Start Date: 01/04/2023

Number of periods: 12 (assumes same as last year / months)

Next year begins: 01/04/2024

Monitor Spend against cost centres

Order Book open (all users)

Save Close

# Switch ON Ordering - New Financial Year

Finance > Maintenance > Financial Years and Periods

- ▶ Ordering for the new **Financial Year**, should be switched on
- ▶ Double click on the required year
- ▶ Add a tick against Order Book Open

**New Year**

Year: 23/24

Start Date: 01/04/2023

Number of periods: 12 (assumes same as last year / months)

Next year begins: 01/04/2024

Monitor Spend against cost centres

Order Book open (all users)

Save Close

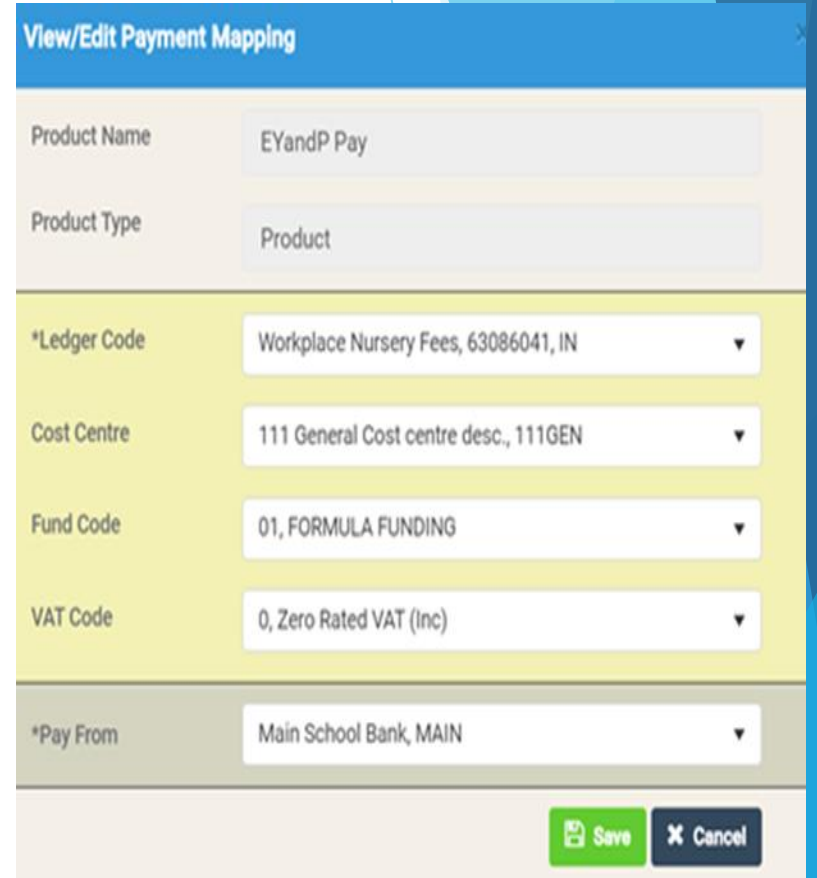
A red flag pin is stuck into a map of a city street grid. The flag is bright red and the pin is silver. The map shows a network of streets in light brown and grey, with some green areas representing parks or fields. The background of the slide features abstract blue geometric shapes on the right side.

# Base Pay Mapping

- ▶ Already copied into the new year by your SFO when the year was created
- ▶ **Note:** if any new mappings were created after the new year was opened, they will need to be copied or created in the new year.

# Online Payment Mappings

- ▶ Online payment mappings need to be re-entered in the New Year
- ▶ Your current **Products** should show
- ▶ Fill in the relevant details and select the correct Bank Account then select Save.
- ▶ Complete for all other **Products, Running Balance Clubs** and **Dinner**



The screenshot shows a 'View/Edit Payment Mapping' window with the following fields:

Product Name	EYandP Pay
Product Type	Product
*Ledger Code	Workplace Nursery Fees, 63086041, IN
Cost Centre	111 General Cost centre desc., 111GEN
Fund Code	01, FORMULA FUNDING
VAT Code	0, Zero Rated VAT (Inc)
*Pay From	Main School Bank, MAIN

At the bottom right, there are two buttons: a green 'Save' button and a dark blue 'Cancel' button.

# Books



1. ORDER BOOK



2. PETTY CASH  
BOOK



3. AR  
INVOICE/CREDIT  
NOTE BOOKS



4. PAY IN BOOK

## Finance > Maintenance > Books

Create new books with the new year prefix



When you are absolutely sure that you no longer need the 2023 books, don't forget to 'Finish' them

**DO NOT CLOSE THE CHEQUE BOOKS**

**Run System Check Report** again  
check everything  
is dealt with

**Automatic Reconciliation** has  
no unreconciled  
items

**Salary Commitments** are  
clear

**Bank Reconciliations**  
are up to date

**Year Close Final Checks**





# Year End Processes

- ▶ Before the Preliminary Close button is activated you will need to have carried out the following processes:
  - ▶ The next Financial Year will need to have been added to the system.
  - ▶ Click the Open Year button to start the new Financial Year. Unless the New Year is open you will not be able to close the previous year or perform certain procedure in the new year.

# Closing the Year

## Finance > Routines > Close Financial Year Process

 **Confirm readiness**

 **Confirm readiness**  **Preliminary Year End Close**  **Final Year End Close**  **Close page**

### CLOSE FINANCIAL YEAR

Financial Year: 23/24

Year Status: Period 1 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 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.



## Confirm readiness for Close Year

Financial Year: 23/24

Periods still open: 12 Mar, 13 Y/E

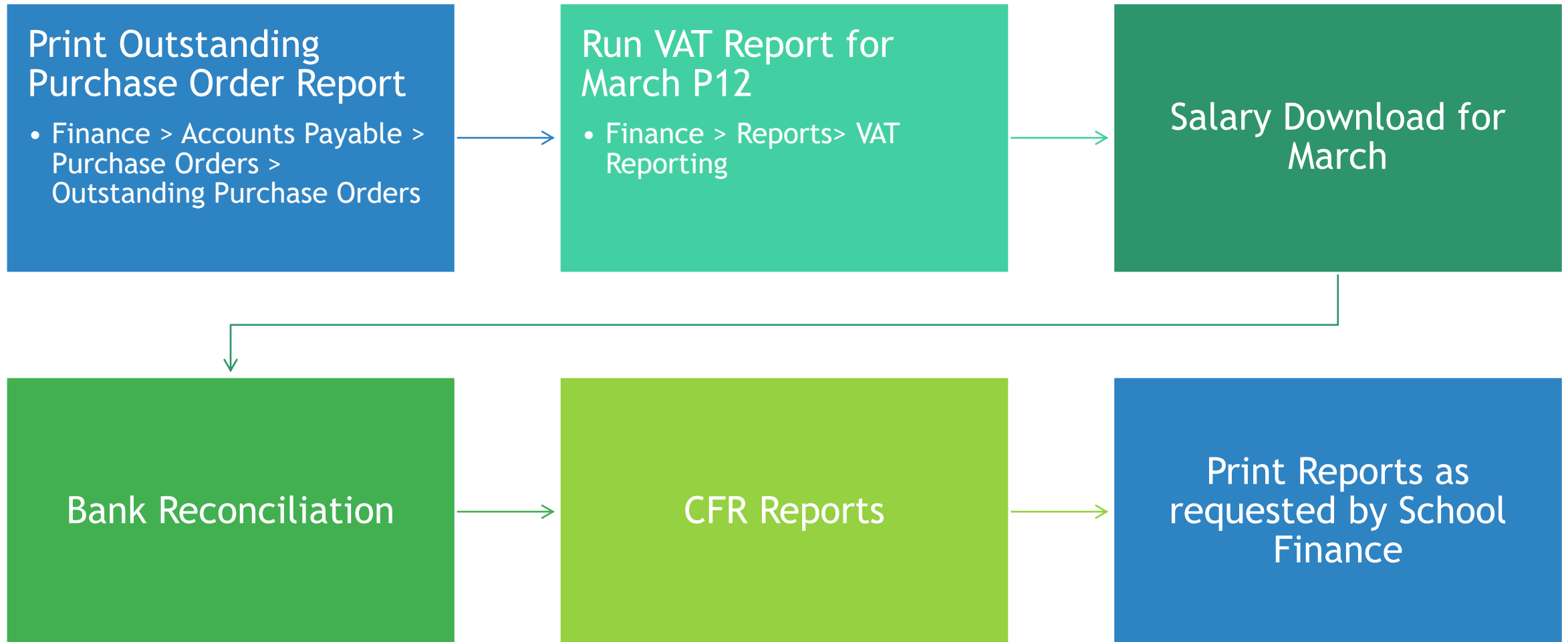
The following "error" issues will need to be addressed before a year end can take place:

Severity	Item	Link
<b>Error</b>	Open the next Financial Year	<a href="#">Link to Define Years</a>
<b>Error</b>	Close all periods apart from the last period of year	<a href="#">Link to Period Close</a>
<b>Error</b>	Cancel or authorise AP invoice "Anglian Water Business Ltd (National) 44444 458.00"	<a href="#">Link to Edit of AP Invoice</a>
<b>Error</b>	Cancel or authorise AP invoice "Anglian Water Business Ltd (National) B4444 458.00"	<a href="#">Link to Edit of AP Invoice</a>
<b>Error</b>	Cancel or Print Sales Invoice "Football Club "	<a href="#">Link to Edit of AR Invoice</a>
<b>Error</b>	You must create a Retained Earnings ledger that can be used in 24/25	<a href="#">Link to Ledger Groups and Codes</a>
<b>Attention</b>	You still have outstanding commitment balances	<a href="#">Link to CoA Enquiry</a>
<b>Attention</b>	You still have open purchase orders	<a href="#">Link to Purchase Order List</a>
<b>Attention</b>	You have not created a preliminary CFR Return	<a href="#">Link to CFR Return</a>
<b>Advice</b>	Please run a system check report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
<b>Advice</b>	Please run a Trial Balance report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
<b>Advice</b>	Please run an Aged Creditor report if you have not done so already before proceeding further	<a href="#">Link to the report</a>

# Confirm Readiness - Step 1 Preliminary Year End Close

- 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.

# After 31 March and before doing a preliminary close



# THE PRELIMINARY CLOSE

## Step 2 - Preliminary Close

- 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.
- When you have completed the necessary Reconciliations, VAT submittals and Reports you will be able to complete the first Preliminary Close down.
- After this first Preliminary Close, Year End Adjustment transactions can still be completed. This may involve audit/accounting adjustments where necessary.
- Note that when doing the Preliminary Close you will be presented with another screen that reminds users of the tasks that may still need to be done.

## Preliminary Year End Close



Financial Year: 22/23  
Periods still open: 12 Mar, 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 will be carried forward to the new year with the Commitment in the old year. If you require the commitments in the new year, close the order and open a new order in 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 Preliminary Close

 Abandon

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 audit changes to be made.

Note that transactions should only be posted to Period 13 if they are material. This means that only those transactions that are large values or where they will significantly impact the Balance Sheet or the Carried Forward items should be processed. Your SFO will advise on this.

When the required selections have been made, you can continue with the closure. Select the Continue with Preliminary Close option.

## Confirm readiness for Close Year



Financial Year: 22/23

Periods still open: 12 Mar, 13 Y/E

The following are brought to your attention

Severity	Item	Link
Attention	You still have outstanding commitment balances	<a href="#">Link to CoA Enquiry</a>
Attention	You still have open purchase orders	<a href="#">Link to Purchase Order List</a>
Attention	You have not created a preliminary CFR Return	<a href="#">Link to CFR Return</a>
Advice	Please run a system check report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run a Trial Balance report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run an Aged Creditor report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run an Aged Debtors report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run the Ledger Transaction report if you have not done so already before proceeding further	<a href="#">Link to the report</a>

Close Period 12 Mar. Leaves Period 13 Y/E open for final adjustments

Use

--- Select Ledger ---

Continue with Preliminary Close

Abandon



# Step 3 - Preliminary Year End Close and Closing Period 12

The system then presents you with a box showing the balances to be carried forward to the Balance Sheet in the new year together with the surplus and deficit by fund. This can be printed for your records.

### Preliminary Close Summary

Print Summary

Financial Year: 22/23  
Periods still open: 13 Y/E

Summary	Closing Balance
Debtors	200.40
Creditors	-35,863.95
99991 Bank Account - Current	57,194.25
99999 CCC Investment Account	318,069.29
Trial Balance	0.00

Calculated Retained Earnings Balances	Balances	Status
RETAIN, Retained Earnings & 01, Delegated Budget	41,289.71	Deficit
RETAIN, Retained Earnings & 02, Capital	0.00	Surplus
RETAIN, Retained Earnings & 03, School Fund	0.00	Surplus

Close

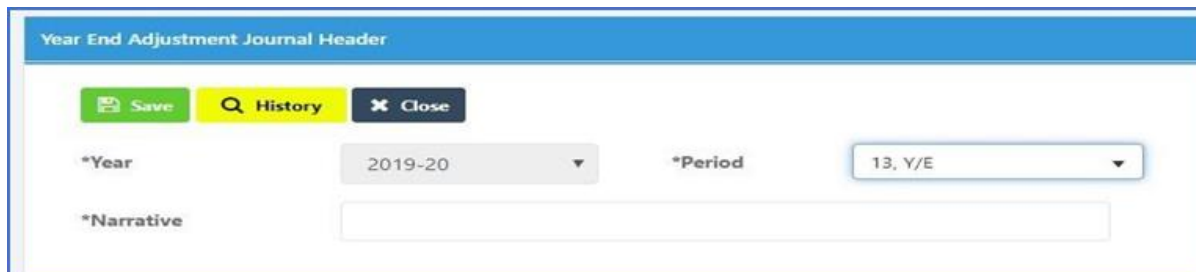
# Step 3 - Preliminary Year End Close and Closing Period 12

**Close** the window and you should now be able to post transactions to **Period 13**. There are two types of journal:

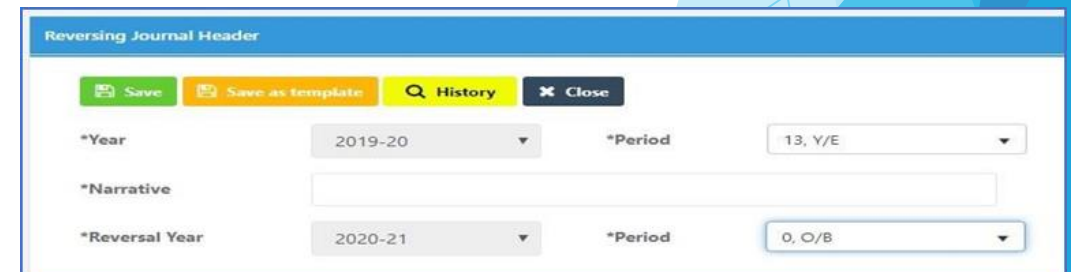
- **Y/E Adjustments** – can be used to process transactions that do not need to reverse.
- **Reversing** – this is the same as the standard reversing journal and remains available.



Each journal type can now only be posted to Period 13



A screenshot of the 'Year End Adjustment Journal Header' form. The title bar is blue with the text 'Year End Adjustment Journal Header'. Below the title bar, there are three buttons: a green 'Save' button, a yellow 'History' button, and a dark blue 'Close' button. Below the buttons, there are two dropdown menus: '\*Year' with the value '2019-20' and '\*Period' with the value '13, Y/E'. Below these, there is a text input field for '\*Narrative'.



A screenshot of the 'Reversing Journal Header' form. The title bar is blue with the text 'Reversing Journal Header'. Below the title bar, there are four buttons: a green 'Save' button, an orange 'Save as template' button, a yellow 'History' button, and a dark blue 'Close' button. Below the buttons, there are two dropdown menus: '\*Year' with the value '2019-20' and '\*Period' with the value '13, Y/E'. Below these, there is a text input field for '\*Narrative'. At the bottom, there are two more dropdown menus: '\*Reversal Year' with the value '2020-21' and '\*Period' with the value '0, O/B'.

# THE NEW FINANCIAL YEAR

# Post Preliminary Closure Checks

Once the Preliminary closure has been completed, check the results of the process e.g., Purchase Orders/Invoices carried forward. Investigate the **Opening Balance Journal** created.

Go to **Modules > Finance > Finance Home Page**.  
Select the new **Financial Year (2024-25)**

Check the results of the first year end, for example **Orders/Invoices** carried forward into the new year. The **Opening Balances** should be checked to reflect the financial statements.

Go to **Modules > Finance > Finance Homepage** and then **Journals in General Ledger** section to display a list of journals. Locate the **Opening Balance Journal** it will have a period of 00. Check this corresponds with your previous year's **Chart of Accounts** balances.

# Opening Balance Journal

Modules > Finance > Finance Homepage > General Ledger > Journals

Filters «

Type

- Asset Mgt.
- Cash Book
- External payment
- Normal
- Opening Balance

Journals

Grid actions         Search:

J.V. No	Status	Date	Narrative	Type	Period	CR/DR Value
001159	Posted	19/02/2024	Opening balances for 23/24	OP	O/B	3,113,676.35

Opening Balance Journal Header

- New
- Save
- Attachments
- Post Journal
- History
- Close

\*Year: 23/24      \*Period: 0, O/B

\*Narrative: Opening balances for 23/24

Journal Number: 001159

Posting Date: 19/02/2024

Status: Posted

Total Debits	3,113,676.35
Total Credits	3,113,676.35
Balance	Balanced

Journal Lines

- Grid actions
- Copy
- CSV
- PDF
- Print
- Add Lines
- View/Edit Selected
- Delete Selected

Search:

Ledger	Fund	Ledger Description	C/Centre	Cost Centre Description	Remark	Debit	Credit
40000		Debtor Control Account			C/F from 23/24	200.40	
50000		Creditor Control Account			C/F from 23/24		35,863.95
60000		Petty Cash			C/F from 23/24	114.00	
91001		VAT Standard Rate Expenditure			C/F from 23/24		7.81
91002		VAT 15% Standard Rate Expend			C/F from 23/24		1,054.52
91004		VAT Exempt Expenditure			C/F from 23/24	0.09	
9100C		VAT Lower Rate 5% Expenditure			C/F from 23/24		19.58
9100E		VAT Car Allowance 3% Expenditure			C/F from 23/24	0.27	
9100F		VAT 20% Standard Rate Expend			C/F from 23/24	14,772.88	
92006		VAT Standard Rated Income			C/F from 23/24		11.49
92009		VAT 20% Standard Rate Income			C/F from 23/24		246.22
99991		Bank Account - Current			C/F from 23/24	57,194.25	
99999		CCC Investment Account			C/F from 23/24	318,069.29	
FC01		Delegated Budget (Control)			C/F from 23/24	2,655,015.46	
FC02		Capital (Control)			C/F from 23/24	27,020.00	
FD01		Delegated Budget			C/F from 23/24		3,046,513.40
FD02		Capital			C/F from 23/24		29,959.38
RETAIN	01	Retained Earnings			C/F from 23/24 Deficit for Delegated Budget	41,289.71	

# Seeing orders carried forward

Finance > Accounts Payable > Purchase Orders

Change Year to All

### Filters

[Reset](#)

Supplier

Order Status

- Outstanding Group
- Not Yet Authorised
- Authorised
- Printed
- Partly Delivered
- Fully Delivered
- Partly Invoiced
- Fully Invoiced
- On Hold
- Cancelled
- Rejected
- Write Off

Year(s)

- Active yr only
- Active yr & other outstanding
- All

# Seeing deliveries carried forward

Finance > Accounts Payable > Deliveries

Change Year to All

Filters

Reset

Supplier

Select a Supplier..

Order Status

- Not Yet Authorised
- Authorised
- Printed
- Partly Delivered
- Fully Delivered
- Partly Invoiced
- Fully Invoiced
- On Hold
- Cancelled
- Rejected
- Write Off

Delivery Status

- New
- Confirmed
- Linked

Year(s)

- Active yr only
- Active yr & other outstanding
- All



# Seeing AP Invoices and Credit Notes carried forward

Finance > Accounts Payable > Invoices & Credit Notes

Change Year to All

**Filters**

**Reset**

Supplier  
Select a Supplier... ▾

Invoice/Credit Status  
Outstanding × ▾

Invoice/Credit Type  
All ▾

Order Status  
Select an Order Status... ▾

Payment Method  
Select a Payment Method... ▾

Pay From  
Select a Pay From... ▾

**Year(s)**

- Active yr only
- Active yr & other outstanding
- All

# Seeing AR Invoices and Credit Notes carried forward

Finance > Accounts Receivable > Invoices & Credit Notes

Change the date range

Filters

Reset

Customer  
Select a Customer... ▾

Invoice/Credit Status  
Select an Invoice Status... ▾

Invoice/Credit Type  
All × ▾

Invoice/Credit Date

From  
01/04/2022 📅

To  
31/03/2024 📅

# Chart of Accounts Modifications

- ▶ For **Cost Centres** that are no longer required, removing the **Cost Centre/Ledger Code Link** is the first step in the process. As no transactions have been passed against them at this stage of the new year, deleting the links should be possible.
- ▶ To process **Reversing Journals**, it is necessary to ensure that all the required **Cost Centres** and **Ledger Links** are in place in both **Financial Years**.
- ▶ The new **Financial Year** may be an opportunity to start the process of removing unwanted **Cost Centres**. It will not be possible to delete the **Cost Centres** until the old year has been finalised. However, it may be possible to delete the links between **Cost Centres** and the **Ledger Codes**. To enable the modification for the new **Financial Year** all **Cost Centres** no longer required will need to be unlinked.

# Cost Centre Ledger Links

► Finance > Maintenance > Cost Centre Ledger Links

Cost Centre Ledger Links

Active Financial

**+** Add **-** Remove **👁** Hide **👁** Unhide **✕** Close

### Cost Centre Ledger Links

Filters  Links Only  Links and Unlinked Cost Centres  Links and Unlinked Ledgers  In Use  Hidden

Cost Centre

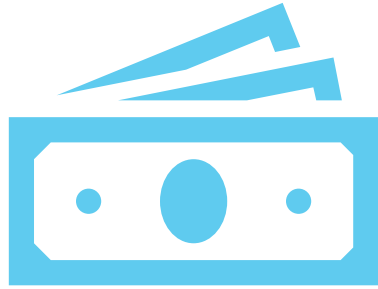
Grid actions      Search:

<input type="checkbox"/>	Cost Centre Code	Cost Centre Description	Ledger Code	Ledger Description	Fund Code	Status
<input type="checkbox"/>	4001	Administration	21101E	Equip/Mats - Non Curriculum	01	In Use
<input type="checkbox"/>	4001	Administration	21121E	Electrical Equip Non Curriculum	01	In Use
<input type="checkbox"/>	4001	Administration	21702E	Books/Pub'ns - Non Curriculum	01	In Use
<input type="checkbox"/>	4001	Administration	22901E	Provisions & Hospitality	01	In Use
<input type="checkbox"/>	4001	Administration	24101E	Printing & Stationery Non Curr	01	In Use
<input type="checkbox"/>	4001	Administration	24231E	Publicity/Promotional School	01	In Use

Once all the links with a **Cost Centre** are removed an end date can be entered to hide the **Cost Centre** from view.

Separate guidance will be issued for this

Add end date to Cost Centre /  
Ledger Codes



New Cost Centres can be added



Separate guidance will be issued for this

# Adding New Cost Centres

# THE FINAL CLOSE

# Final Close



- The Final Close should only be carried out when advised by Children's Finance
- CFR has to be reported to the Government mid July
- The Final Close cannot be reversed
- No financial transactions of any type can take place after the year has been finally closed
- Previous Opening Fund Balances are reversed out and replaced with final Fund Balance journals.



# Final Close

Finance > Routines > Close Financial Year Process

Make sure you are in the correct year to be closed



Navigation bar with four buttons: **Confirm readiness** (green), **Preliminary Year End Close** (yellow), **Final Year End Close** (red, highlighted with a red border), and **Close page** (dark blue).

Below the navigation bar, the text **CLOSE FINANCIAL YEAR** is displayed in a light blue box.

# Final Close

Finance > Routines > Close Financial Year Process

Make sure you are in the correct year to be closed



### Final Year End Close

Financial Year: 22/23  
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 will be carried forward to the new year with the Commitment in the old year. If you require the commitments in the new year, close the order and open a new order in 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](#)

# Final Close

## Finance > Routines > Close Financial Year Process

Make sure you are in the correct year to be closed



### Final Year End Close

Financial Year: 22/23  
Periods still open: 13 Y/E

The following are brought to your attention

Severity	Item	Link
Attention	You still have outstanding commitment balances	<a href="#">Link to CoA Enquiry</a>
Attention	You still have open purchase orders	<a href="#">Link to Purchase Order List</a>
Attention	You have not created a preliminary CFR Return	<a href="#">Link to CFR Return</a>
Advice	Please run a system check report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run a Trial Balance report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run an Aged Creditor report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run an Aged Debtors report if you have not done so already before proceeding further	<a href="#">Link to the report</a>
Advice	Please run the Ledger Transaction report if you have not done so already before proceeding further	<a href="#">Link to the report</a>

Use Retained Earnings

[Continue with Final Year End Close](#) [Abandon](#)

# Final Close

Finance > Routines > Close  
Financial Year Process

Make sure you are in  
the correct year to be  
closed



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: 22/23 CLOSED

Summary	Closing Balance
Debtors	200.40
Creditors	-35,863.95
99991 Bank Account - Current	57,194.25
99999 CCC Investment Account	318,069.29
Trial Balance	0.00

Calculated Retained Earnings Balances	Balances	Status
RETAIN, Retained Earnings & 01, Delegated Budget	41,289.71	Deficit
RETAIN, Retained Earnings & 02, Capital	0.00	Surplus
RETAIN, Retained Earnings & 03, School Fund	0.00	Surplus

[✕ Close](#)

# Final Close

At this point you can delete all Cost Centres and Ledger Codes no longer in use if required

Once the year has been finalised, it will only be possible to report on or archive the year

## After Final Close - CFR Report

Guidance will be issued when you are required to produce the Final CFR Return



Questions



Thank you