

Bromcom Finance Routines

Welcome to the session. We 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

Welcome

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

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

Agenda

Staffing

Bank Reconciliation

On-line payment

Reporting

Period End

ROUTINES

Automatic
Reconciliation

Bank Reconciliation

~~Central Authorisation~~

~~Central Manual
Reconciliation~~

~~Central Payments &
Receipts~~

CFR Returns

Close Financial
Period Process

Close Financial Year
Process

Online Payment
Mappings

~~Third Party Exports~~

Third Party Exports

Period Process

Process

Mappings

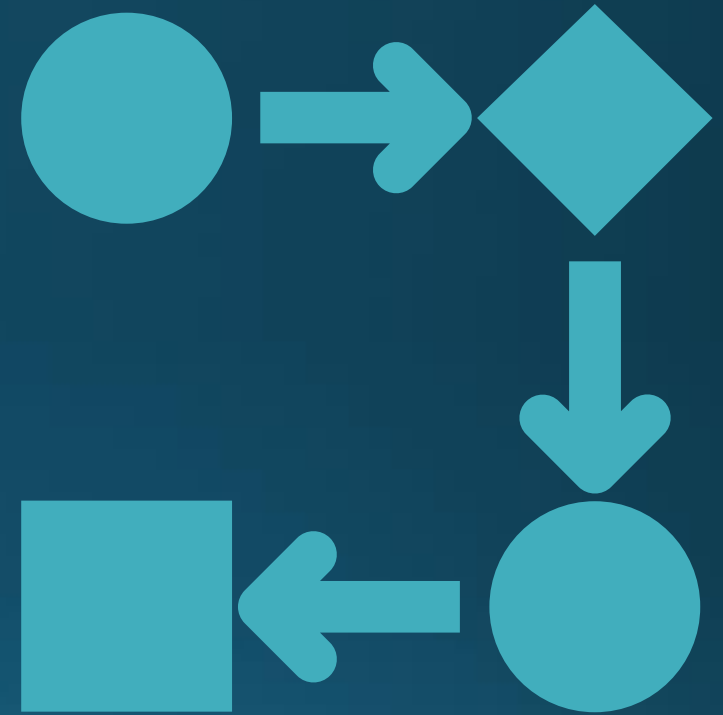
Salary Download File

FTP

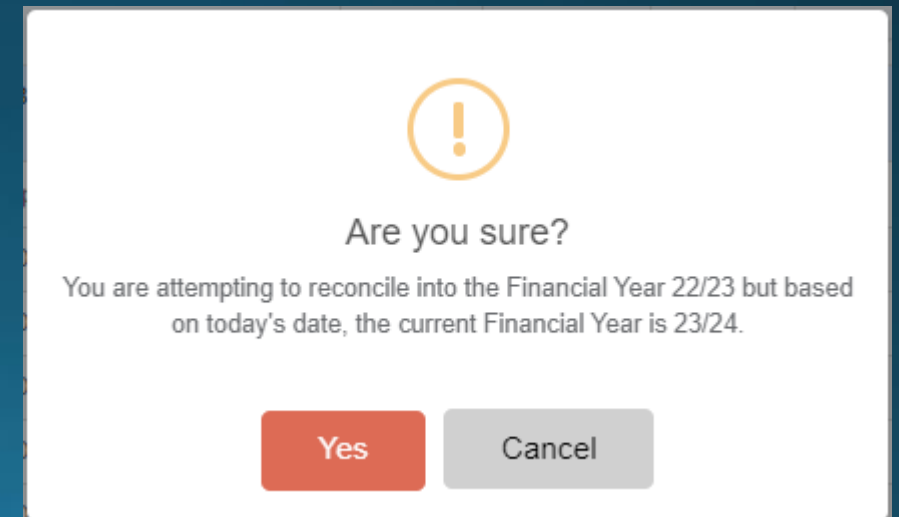
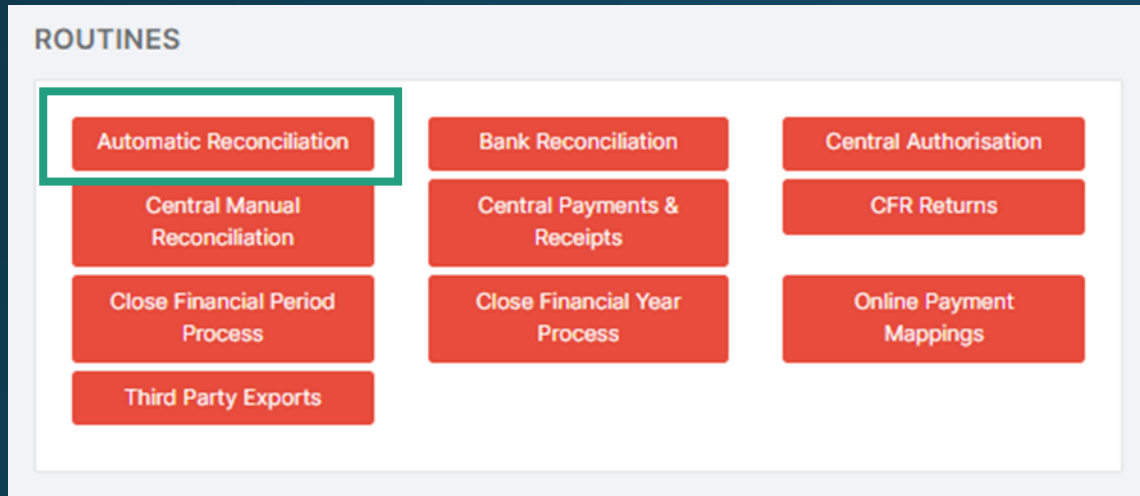
- The file is sent to schools by Digital Services at the start of each month using FTP. This means that the file is ready in Bromcom for you to select for import.
- Once a file has been processed it is removed. Unprocessed files are automatically removed after 50 days. These can be re-sent upon a request sent to schoolsict@coventry.gov.uk





Import Process



Ensure 23/24 financial year is selected




Reconciliation Details (Using Central)

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





Import File ✕

Manual Import Import from FTP



File
SAL202301_SAPBROM_████.Apr



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> ▼

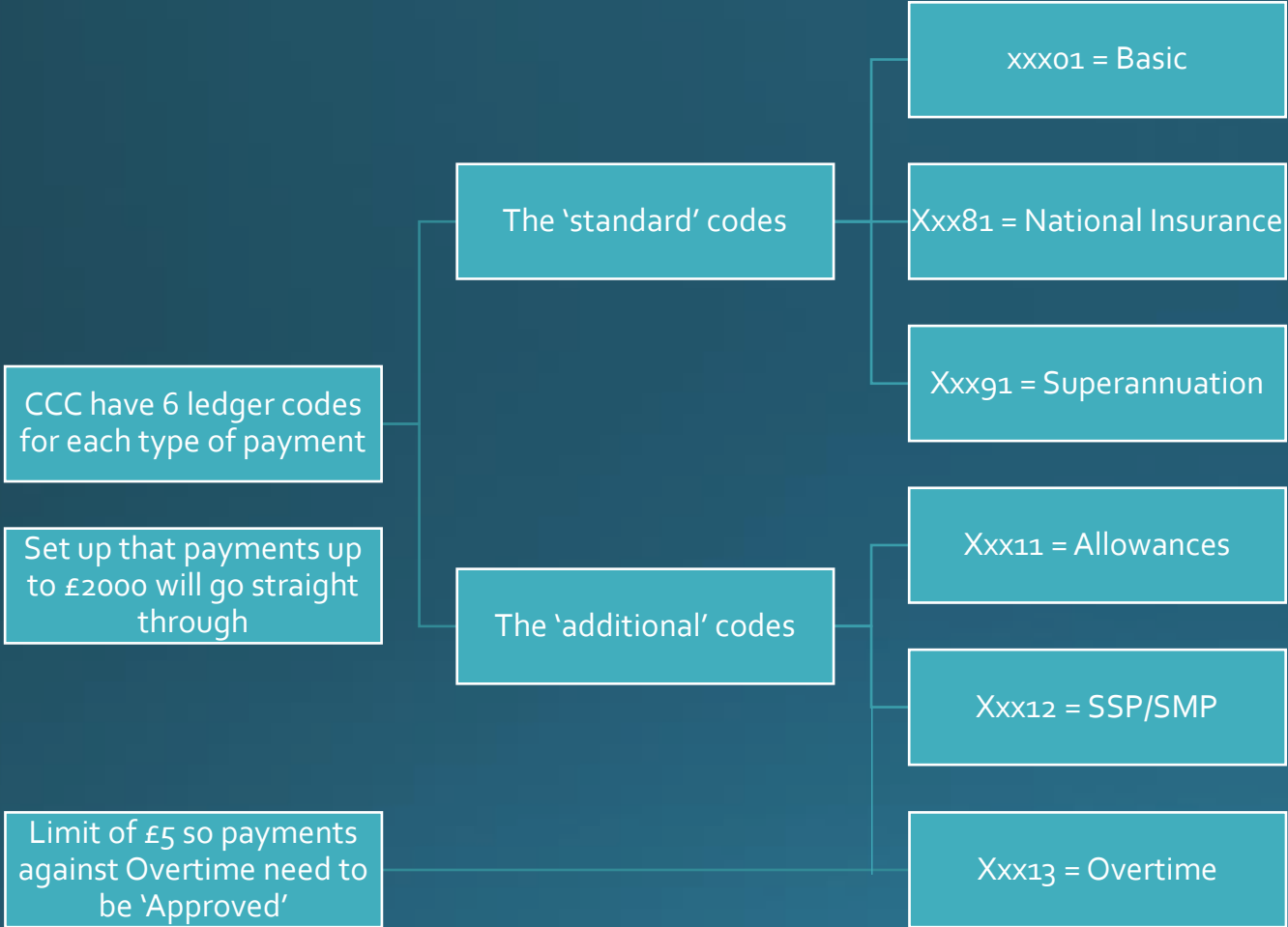
Reconciliation Detail

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

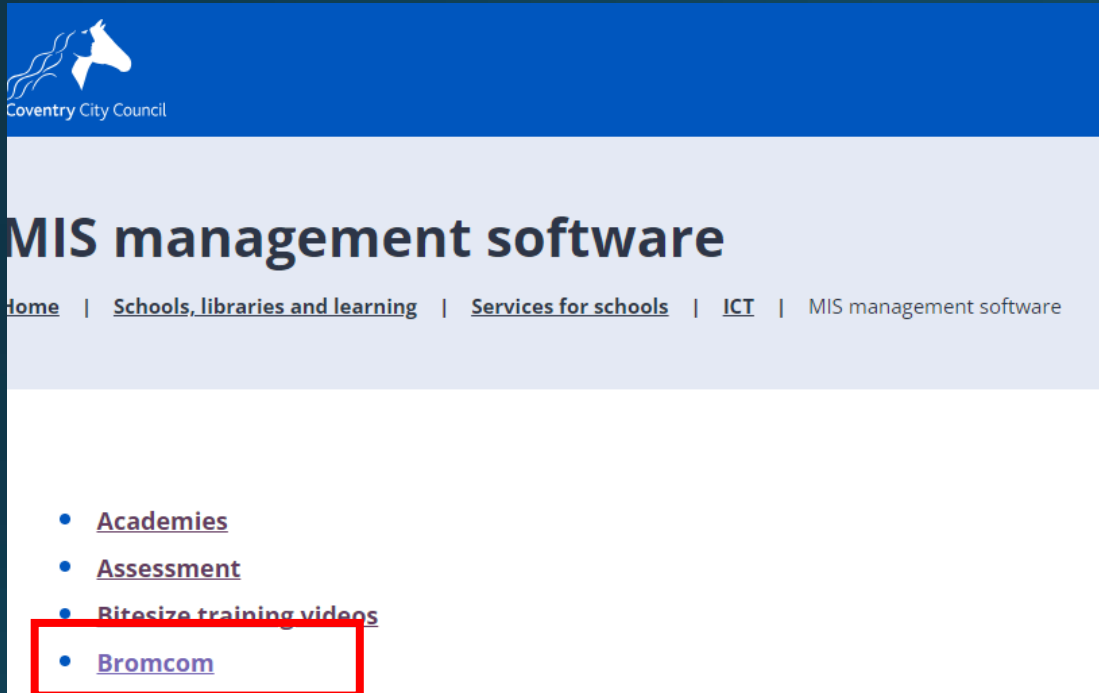


Clearing Items in Suspense



Salary Download Guidance Note

www.coventry.gov.uk/schoolsict



Coventry City Council

MIS management software

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- [Academies](#)
- [Assessment](#)
- [Bitesize training videos](#)
- [Bromcom](#)

Salary download Guidance Note

PDF 1.25MB



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



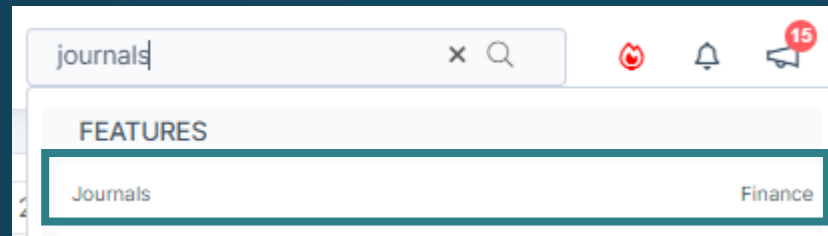
IMPORTANT

- 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

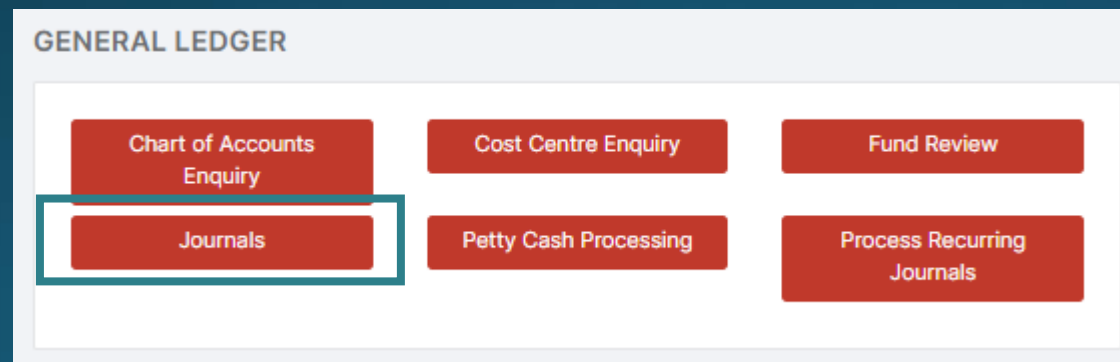
THE JOURNALS FOR THESE LINES ARE NOT POSTED AUTOMATICALLY

Posting the Journal(s)

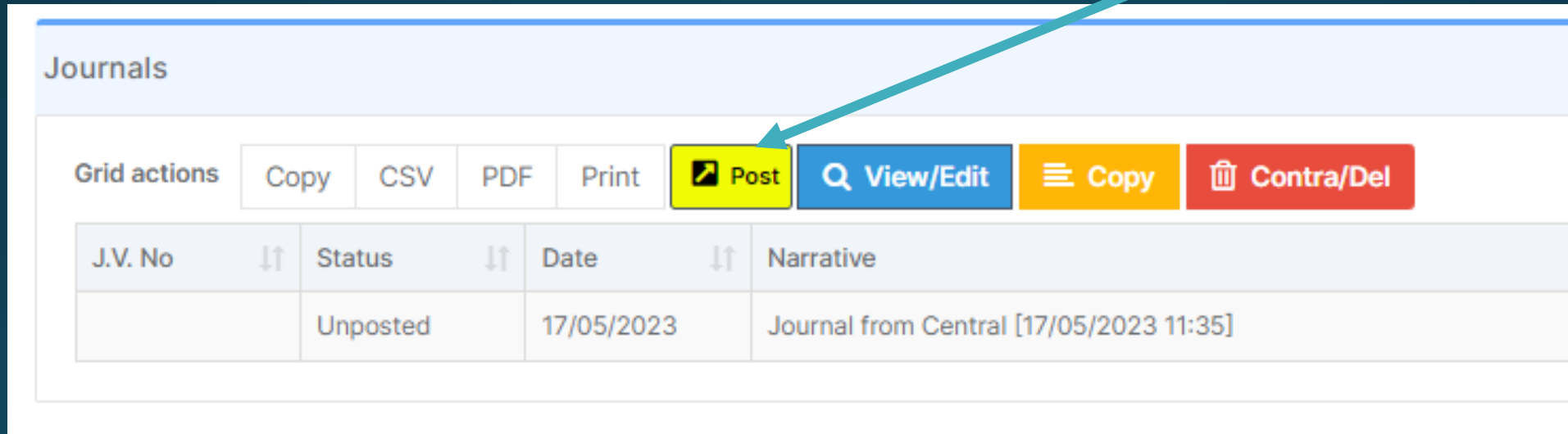
- From the main search type 'Journals' (open in a new tab)



- 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, there is a row of action buttons: 'Grid actions', 'Copy', 'CSV', 'PDF', 'Print', 'Post', 'View/Edit', 'Copy', and 'Contra/Del'. The 'Post' button is highlighted in yellow and has a red arrow pointing to it. Below the buttons is a table with the following columns: 'J.V. No', 'Status', 'Date', and 'Narrative'. The table contains one row with the following data: 'Unposted', '17/05/2023', and 'Journal from Central [17/05/2023 11:35]'. The 'J.V. No' column is empty.

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

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	<input type="text"/>
Payroll No.	183808A
Base Pay Structure	<input type="text"/>
Ledger Code	04501E - Teachers Salaries Basic
Fund Code	01
FTE	<input type="text"/>
<input type="checkbox"/> Reject	<input type="text"/>
	<input type="button" value="Save"/>

Mr J Bond

Gender: Male, Preferred: N/A, Email: 007@bond.co.uk, Address: 3, Mill Close, Marshct

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:

Look at
someone
with the
same job



Payroll
number



Valid
contract



Valid role

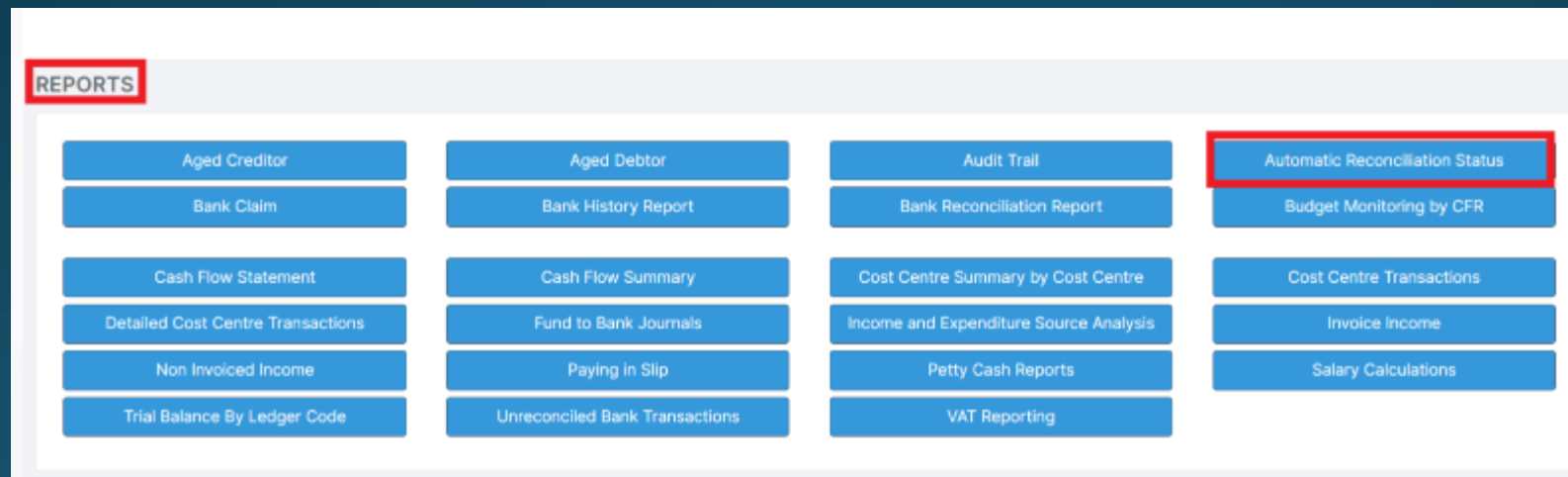


Things to
check for:

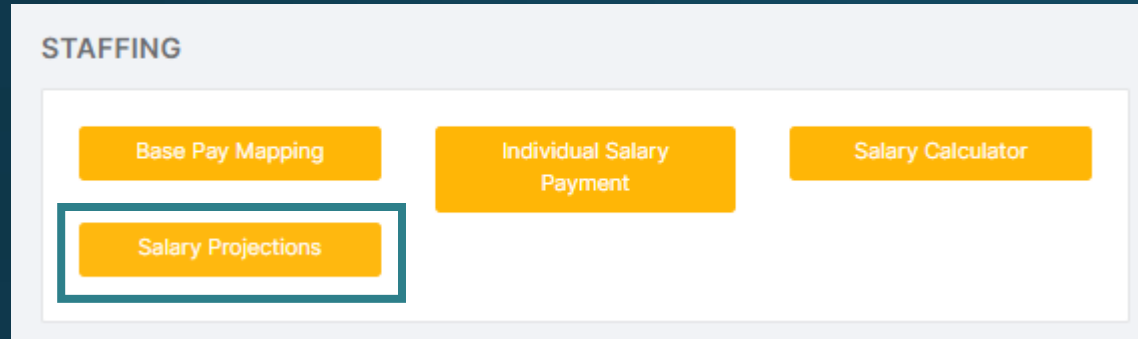
Automatic Reconciliation Status Report

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

Reports > Finance > Automatic Reconciliation Status



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 (£)

35,260.17

Cost to the end of March

Estimate (£)	Commitment (£)
35,260.17	32,450.27

Pay to Date

Actual (£)	Variation (£)
3,821.00	-31,439.17

Other Cost (£)

0.00

Salary Projections by Cost Centres

View Actuals
Staff Contract

Barrett, Stephanie - TE - 1.0000

Teachers Salaries

Includes Additional Allowance

Pro Rata 0.7480

Pay date range 01/09/2010 to

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: Fund:
Period: FTE: Pay Factor:

Grid actions: 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

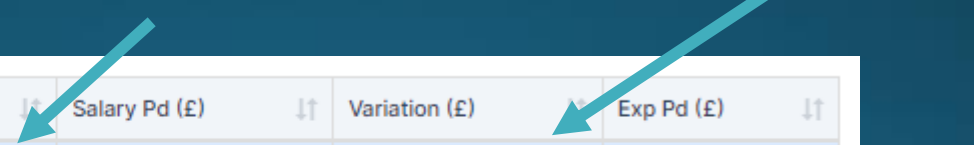
Grid actions: Copy Excel CSV PDF Print Search:

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 the 'Amend Commitment' dialog box. The title bar reads 'Amend Commitment' with a close button (X) on the right. The main area contains several controls:

- Commitments for Period:** A dropdown menu currently showing '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 showing 'Select a Base Pay Structure...'.
- Radio Buttons:** A radio button labeled 'With Commitment' is selected.
- Grid actions:** A 'Copy' button is visible.
- Table:** A table with a 'Name' column and a 'Commitment (£)' column. The 'Commitment (£)' column has a double-headed arrow icon next to it.
- Buttons:** A 'Reinstate Commitments' button and a green 'Save' button with a floppy disk icon.
- Search:** A search input field with the label 'Search:'.

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:

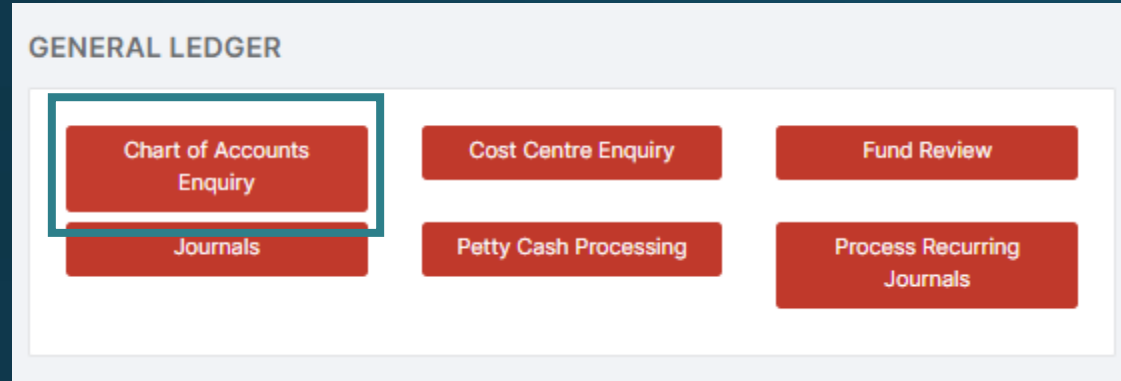
With Commitment With Zero Commitment

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'

Chart of Account Checking



Click on **Journal Browser**

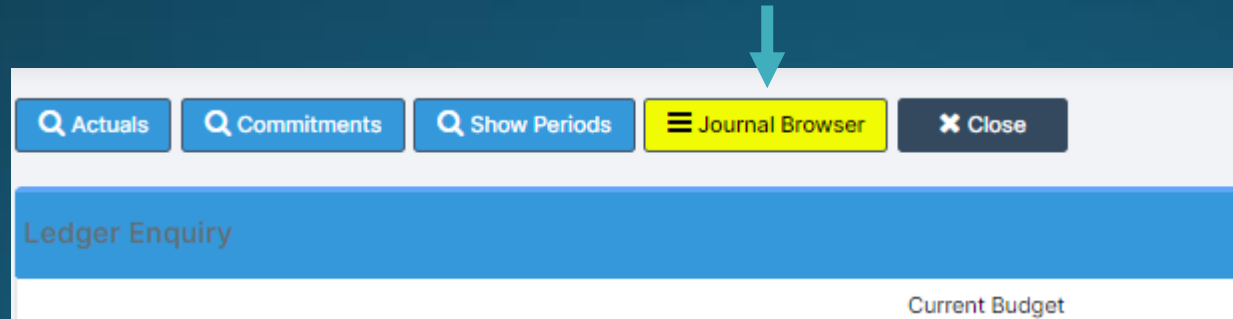


Chart of Account Checking

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:

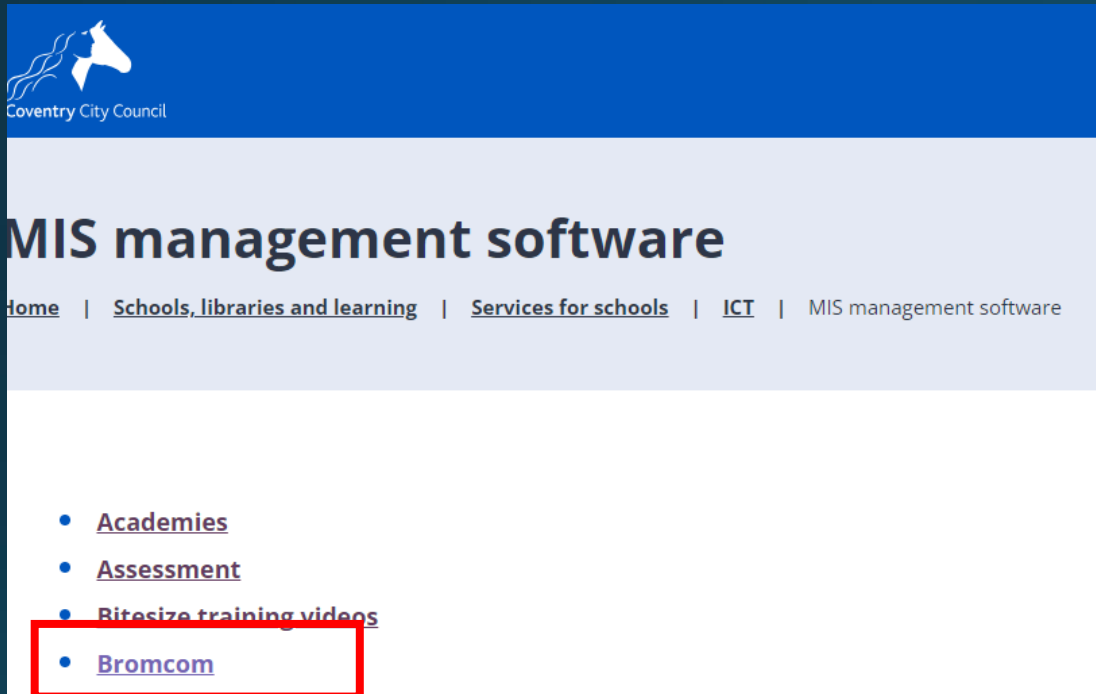
Type	Period	CR/DR	Note
SI	01 - Apr	2,828.65	
SI	01 - Apr	4,030.09	
SI	01 - Apr	373.66	



Demo

Online Payments linking and the BACS transactions

www.coventry.gov.uk/schoolsict



Coventry City Council

MIS management software

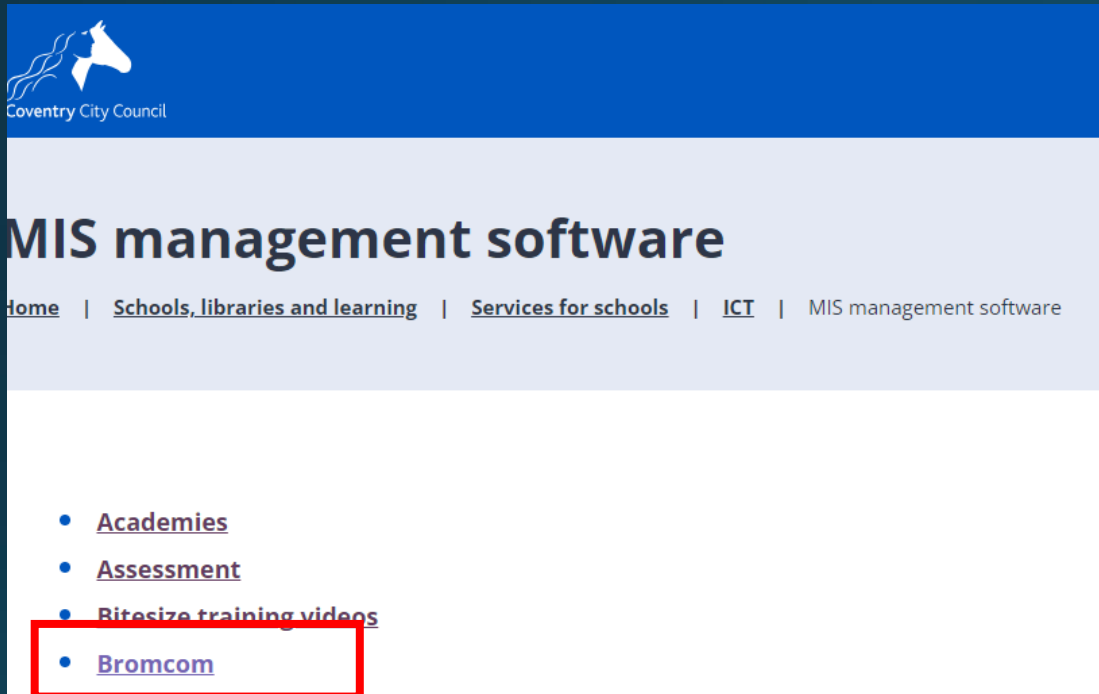
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- [Academies](#)
- [Assessment](#)
- [Bitesize training videos](#)
- [Bromcom](#)



Running VAT Reports

www.coventry.gov.uk/schoolsict



The screenshot shows the Coventry City Council website. At the top left is the Coventry City Council logo. Below it, the text "MIS management software" is displayed. A navigation bar contains links for "Home", "Schools, libraries and learning", "Services for schools", "ICT", and "MIS management software". A list of links is shown below, with "Bromcom" highlighted by a red box. The other links in the list are "Academies", "Assessment", and "Bitesize training videos".

Coventry City Council

MIS management software

[Home](#) | [Schools, libraries and learning](#) | [Services for schools](#) | [ICT](#) | [MIS management software](#)

- [Academies](#)
- [Assessment](#)
- [Bitesize training videos](#)
- [Bromcom](#)

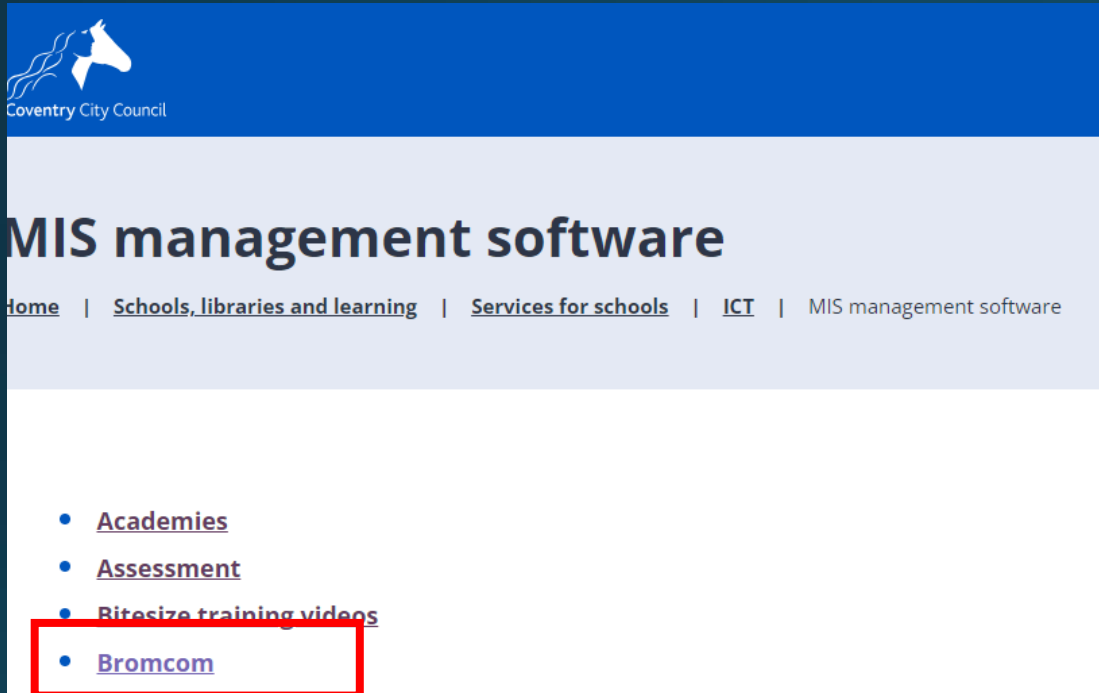
Running VAT Reports in Bromcom

PDF 278kB



Close Financial Period

www.coventry.gov.uk/schoolsict



Coventry City Council

MIS management software

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Close Financial Year Period

PDF 142kB



Questions



Thank you

