

FMS6 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.

Alison York
ICT & Digital
Systems Team

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
- ▶ Same order as it appears in your booklet
- ▶ 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



**SIMS FMS6 YEAR END
AND
CONSISTENT FINANCIAL
REPORTING
BOOKLET**

Booklet

https://www.coventry.gov.uk/downloads/file/14549/fms6_year_end_booklet

Slides and Recording

<https://www.schoolsict.digital/sims/>

STAGES TO YEAR END



- ▶ 2 Stages
 - ▶ Preliminary
 - ▶ Final

Preparing



- ▶ Checks
- ▶ New year Chart of Account
- ▶ Updating Structures

Updating Structures

Tools > Define Financial Years > Update Next Year's Structures

Year End Structure Update

3: Groups/Templates 4: Invoiced Income
1: Ledger Codes 2: Cost Centres

Ledger Codes Available for Copying to Next Year

Type	Code	Description
FD	FD03	Pupil Premium Fund

Selection Tag All Un-Tag All Processing Copy Tagged

Close

Year End Structure Update

3: Groups/Templates 4: Invoiced Income
1: Ledger Codes 2: Cost Centres

Cost Centres Available for Copying to Next Year

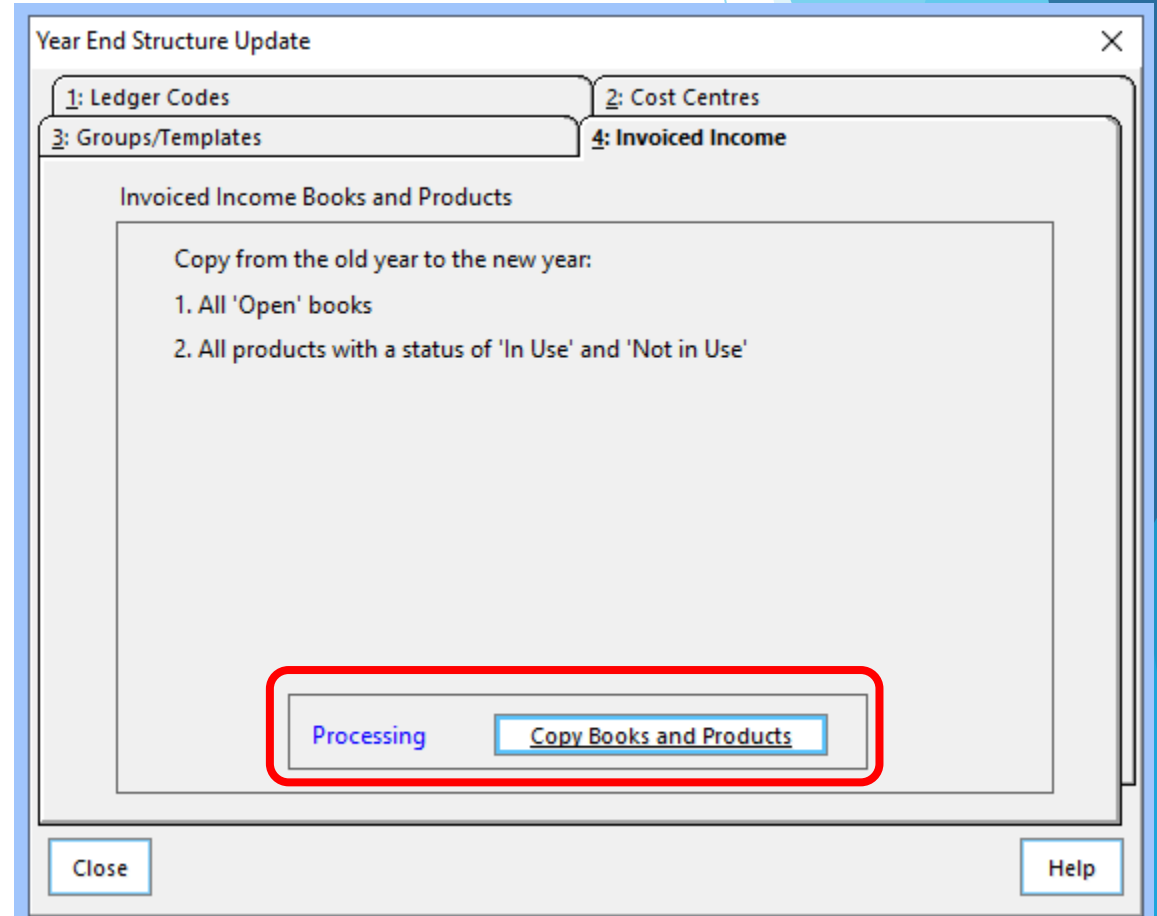
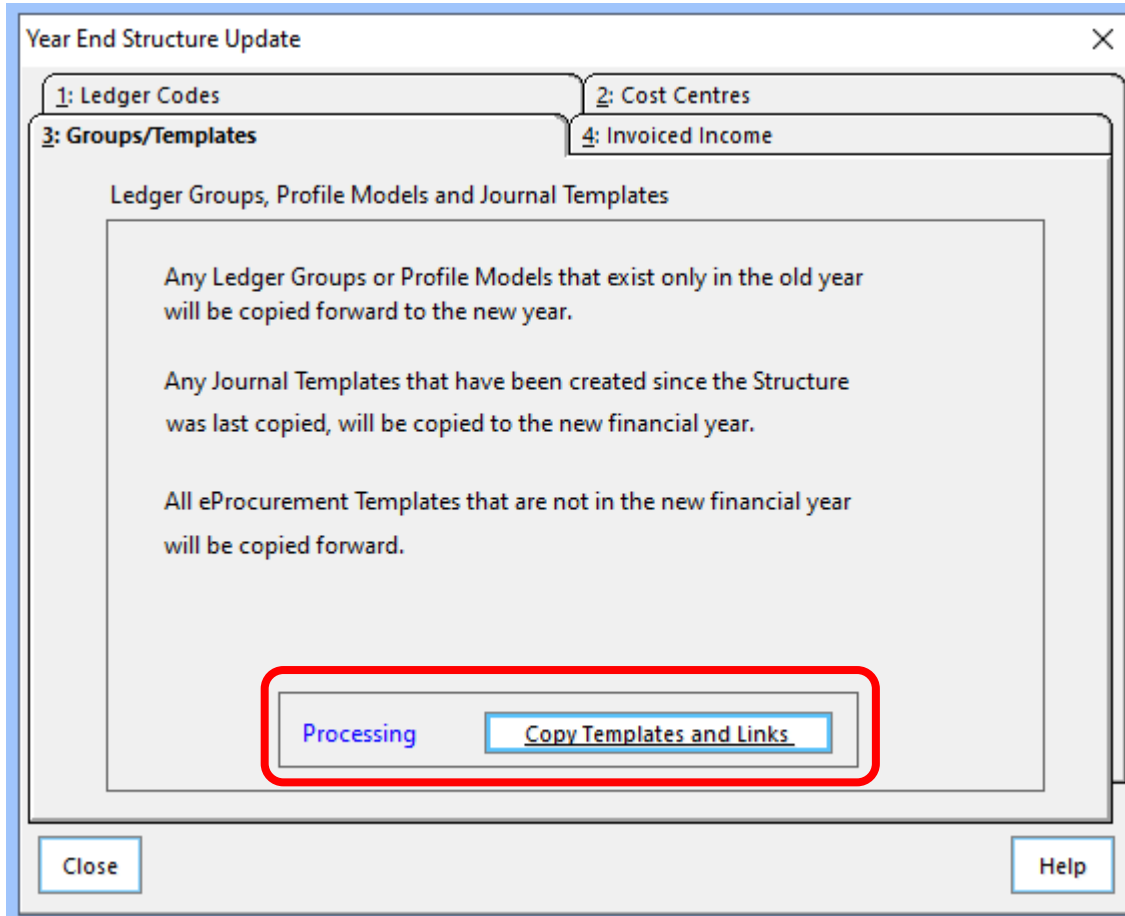
Code	Description
601	Pupil Premium Expenditure

Selection Tag All Un-Tag All Processing Copy Tagged

Close Help

Updating Structures

Tools > Define Financial Years > Update Next Year's Structures



Year End Checks

Reports > Year End > System Checks

Report Criteria - Year End System Checks

View

Financial Year 🔍

Transaction Type 🔍

Include Transferable Transactions

Include Support Items

Sequence

◆ Transaction No ◆ Transaction Date

OK Cancel Help

Year End Checks

Reports > Year End > System Checks

Year End System Check Report



Selection:

Financial Year - 2020
 Transaction Type - All
 Include Transferable Transactions - No
 Include Support Items - No
 Print Order - Transaction No
 User: SYS Establishment: Green Abbey School

PO Outstanding

Order No	Date	Supplier	Original Amount	Commitment	Status
#00077302 (BANK)	26/03/2021	CCF Fabrics	20.00	20.00	Not authorised
#00077304 (BANK)	26/03/2021	The Printer Store	899.80	899.80	Not authorised
#00077305 (BANK)	26/03/2021	Equipment for Learning	56.00	56.00	Not authorised

AP Outstanding

Invoice/Credit Note No	Type	Date	Order No	Supplier	Amount	Status
0116606	PI	22/03/2021	BANK010994	O'Neil's Landscapes	483.98	Not fully authorised
21BID130467	PI	19/03/2021	BANK010851	Bidvest Foodservice	67.67	Not fully authorised
21BID130468	PI	19/03/2021	BANK010851	Bidvest Foodservice	72.68	Not fully authorised
21BID130533	PI	22/03/2021	BANK010851	Bidvest Foodservice	80.33	Not fully authorised
21BID130534	PI	22/03/2021	BANK010851	Bidvest Foodservice	84.34	Not fully authorised
21BID130610	PI	23/03/2021	BANK010851	Bidvest Foodservice	79.10	Not fully authorised
21BID130611	PI	23/03/2021	BANK010851	Bidvest Foodservice	71.11	Not fully authorised
21BID130676	PI	24/03/2021	BANK010851	Bidvest Foodservice	79.76	Not fully authorised
21BID130677	PI	24/03/2021	BANK010851	Bidvest Foodservice	82.77	Not fully authorised
21BID130745	PI	25/03/2021	BANK010851	Bidvest Foodservice	80.45	Not fully authorised
21BID130746	PI	25/03/2021	BANK010851	Bidvest Foodservice	70.46	Not fully authorised
21BID130819	PI	26/03/2021	BANK010851	Bidvest Foodservice	62.19	Not fully authorised
21BID130820	PI	26/03/2021	BANK010851	Bidvest Foodservice	50.20	Not fully authorised
21BID17154CN	PC	24/03/2021		Bidvest Foodservice	2.54	Not fully authorised
CCF15590	PI	18/03/2021	BANK010985	CCF Fabrics	38.04	Not fully authorised
DG879513	PI	18/03/2021	BANK010950	Digicom Computers	407.76	Invoice on hold
ELF92683	PI	22/03/2021	BANK010971	Equipment for Learning	7.19	Not fully authorised
FFP76721	PI	26/03/2021	BANK010852	Fresh Farm Produce	90.21	Not fully authorised
YPO46673	PI	22/03/2021	BANK010984	YPO	38.40	Not fully authorised

Non Invoiced Income Outstanding

Please Note : Order Original Amount Excludes Discount
 Legend: T - Transferable ; TS - Transferable in Support

Year End Checks

Reports > Year End > System Checks

Year End System Check Report

Non Invoiced Income Outstanding

<u>Receipt No</u>	<u>Date</u>	<u>Received From</u>	<u>Slip No</u>	<u>Amount</u>	<u>Status</u>
S 00000911	26/03/2021	Canteen	N/A	569.21	Unposted

Petty Cash Outstanding

<u>PC Trans No</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Status</u>
#0001296	26/03/2021	Unposted Expenditure	60.00	Unposted

Journals Outstanding

<u>Voucher No</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Status</u>
#03565	26/03/2021	Photocopying Recharge - Spring Term 2021	1,200.00	Unposted
#03566	26/03/2021	Stationery Recharge - Spring Term 2021	700.00	Unposted

Invoiced Income - Receipts Outstanding

<u>Trans. ID</u>	<u>Date</u>	<u>Debtor</u>	<u>Amount</u>	<u>Status</u>
00004033	26/03/2021	Crafts & Pastimes	690.00	Created & Printed
00004034	26/03/2021	Salsa Dance	250.00	Created & Printed
00004035	26/03/2021	Judo Club	250.00	Created & Printed

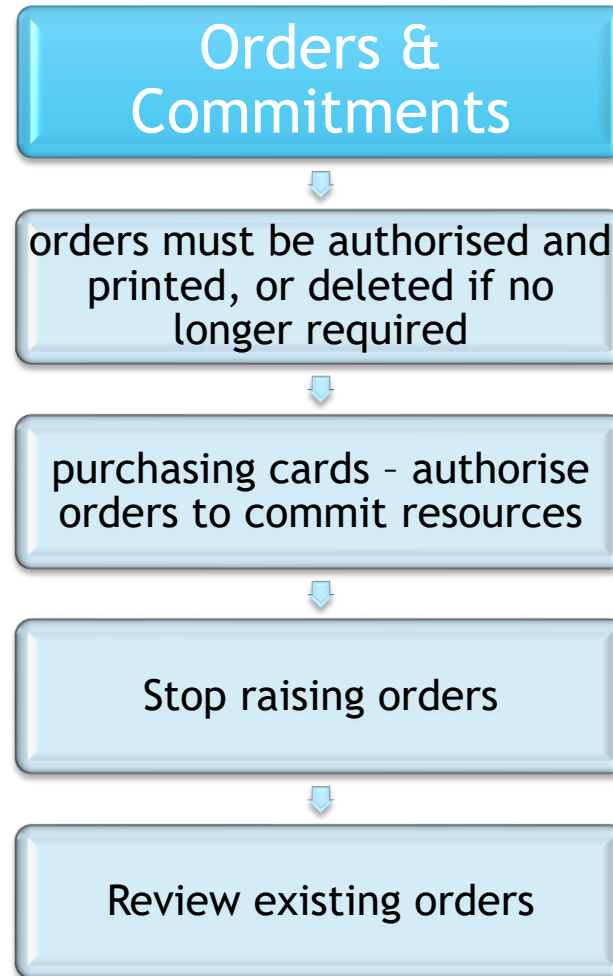
Non transaction reasons why preliminary/final close cannot be run and Warnings

Description

- Next year must be started
- The date today must be in the new year

Please Note : Order Original Amount Excludes Discount
Legend: T - Transferable : TS - Transferable in Support

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?
 - Reports > Accounts Payable > Purchase Order Reports > Purchase Orders > Outstanding Orders
 - Reports > Accounts Payable > Deliveries > Deliveries Not Invoiced > Detailed

Accounts Payable

Clear
Commitments

- Orders with an outstanding commitment that will never be delivered (eg item discontinued) will need that **order line cancelling**.

FMS Purchase Order Processing

Book Number Pay From Date

Supplier Delivery Address Status Source First Output Method Delivery Instruction On Hold Order Method

Contact Name Special Instructions

Line No.	Description	Qty	Unit Cost	Disc%	Line Net Total	I	S
9	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
10	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
11	BIC CRISTAL FINE BLACK X20			0.00	10.56		
12	BIC CRISTAL FINE BLACK X20			0.00	10.56		
13	BIC CRISTAL FINE BLACK X20			0.00	10.56		
14	BIC CRISTAL FINE BLACK X20			0.00	10.56		

Ledger Code Selection

Transaction ID 00011453

Processing r Value (Net)

SIMS FMS Module

Are you sure you wish to clear the remaining commitment for this Purchase Order Line?

Accounts Payable



Cancel Order / Clear Remaining Order Commitment

FMS Purchase Order Processing

Book: BANK Number: 11191 Pay From: Bank Account Date: 09/07/2021

Supplier: ESPO
Barnsdale Way
Grove Park
Enderby
Leicester
LE19 1ES

Delivery Address: Green Abbey School
Monkmoor Road

Status: Printed

First Output Method: Print

Contact Name: [Empty]

On Hold:

SIMS FMS Module

Can'telling a Purchase Order is an operation which cannot be undone. Are you sure you wish to cancel this Purchase Order?

Yes No

Line No.	Description			%	Line Net Total	I	S
9	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
10	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
11	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
12	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
13	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
14	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		

Ledger Code: (4002) Materials Cost Centre: (408) History

Selection: Tag All Un-Tag All Processing Edit Tagged

Transaction ID: 00011453 Total Order Value (Net): 158.40

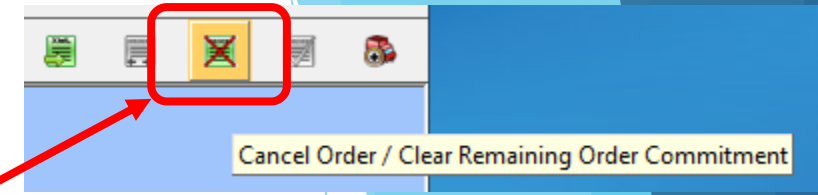
Clear Commitments

- Where a complete order needs cancelling

Accounts Payable

Clear Commitments

- Note If an order has lines on it that have been delivered and invoiced, you should always use the line (green) button not the top button, as the top button has the effect of cancelling the order and thus it will not show on any order reports unless the include cancelled orders option has been selected.



FMS Purchase Order Processing

Book Number Pay From Date

Supplier Delivery Address Status Source First Output Method Delivery Instruction On Hold

Contact Name Special Instructions

Line No.	Description	Qty	Unit Cost	Disc%	Line Net Total	I	S
9	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
10	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
11	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
12	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
13	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		
14	BIC CRISTAL FINE BLACK X20	3	3.520	0.00	10.56		

Ledger Code Cost Centre

Selection

Transaction ID 00011453 Total Order Value (Net)

Accounts Payable

Deliveries

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

Accounts Payable

Order Books

- The Order facility can be switched off
Tools > Define Financial Years >
Define/Edit Years - Remove the ✓
against Order Book Open
- The Book can be reopened if necessary
to allow urgent orders to be placed

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 taken out of use

Accounts Payable

Invoices and Credit Notes

- Must be authorised
- Payment due have been made
- Allow time for payments to clear
- All invoices relating to external goods and services received on or before 31st 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

Bank Reconciliation

Keep up to date

Check for old unreconciled
cheques

Check for unreconciled
receipts

Useful - Reports > General Ledger > Bank > Unreconciled Transaction Listing

Bank Reconciliation

Any unreconciled bank transactions (excluding BACS Transactions) will be carried forward to the New Year

Cheques drawn in the old year can be cancelled in the new one, because orders, deliveries and invoices are all pulled forward in support of the unreconciled cheque

BACS Payments



NOT TRANSFERRED FROM ONE YEAR
TO THE NEXT



ESSENTIAL THAT ALL TRANSACTIONS
ARE RECONCILED BEFORE RUNNING
THE PRELIMINARY CLOSE



ONCE PRELIMINARY CLOSE HAS
BEEN RUN, ONLY ABLE TO VIEW
PAYMENTS

Petty Cash



All transactions (Expenditure and Reimbursement) must be posted



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

Useful - Reports>General Ledger>Petty Cash>Unposted Folio Listing

Journals

Cash Book Journals for direct debits and BACS transfers processed through the bank on or before 31st March should be entered

Check in General Ledger; Manual Journals that all journals are posted. Delete any that are unposted and no longer required

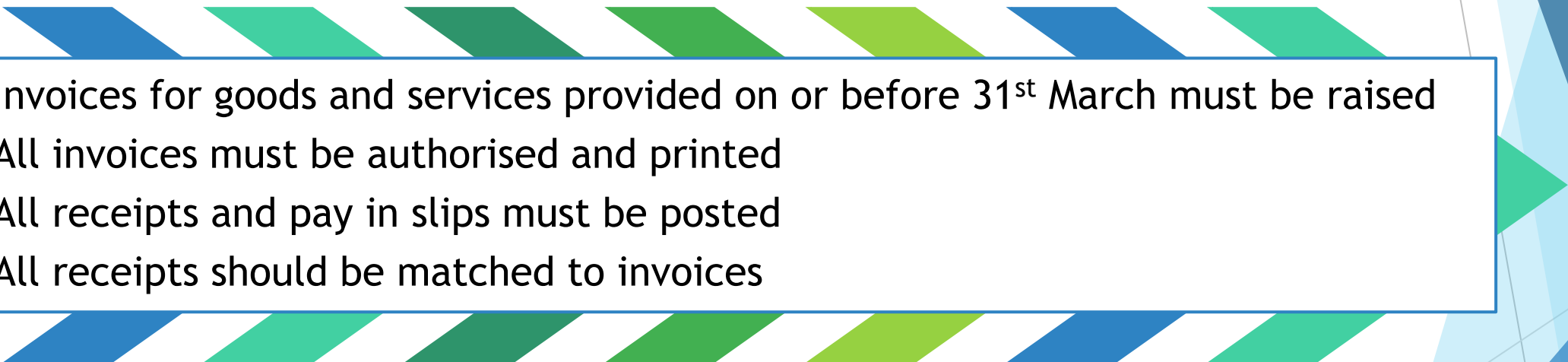
Accounts Receivable

Non-Invoiced Income

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

Accounts Receivable

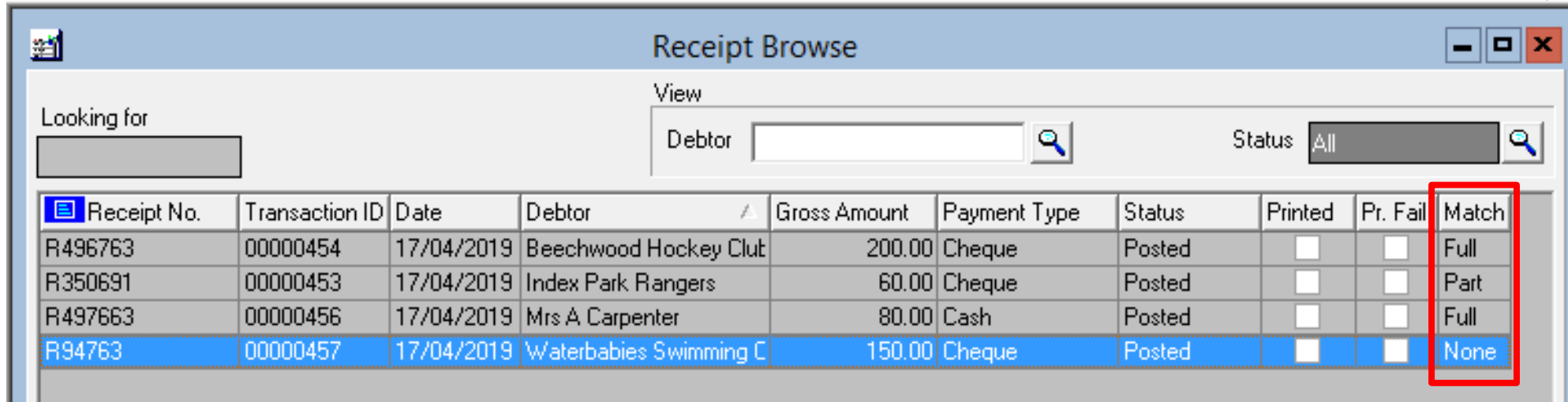
Invoiced Income



Invoices for goods and services provided on or before 31st 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

Accounts Receivable > Focus > Receipt



Receipt Browse

Looking for:

View: Debtor Status: All

Receipt No.	Transaction ID	Date	Debtor	Gross Amount	Payment Type	Status	Printed	Pr. Fail	Match
R496763	00000454	17/04/2019	Beechwood Hockey Clut	200.00	Cheque	Posted	<input type="checkbox"/>	<input type="checkbox"/>	Full
R350691	00000453	17/04/2019	Index Park Rangers	60.00	Cheque	Posted	<input type="checkbox"/>	<input type="checkbox"/>	Part
R497663	00000456	17/04/2019	Mrs A Carpenter	80.00	Cash	Posted	<input type="checkbox"/>	<input type="checkbox"/>	Full
R94763	00000457	17/04/2019	Waterbabies Swimming C	150.00	Cheque	Posted	<input type="checkbox"/>	<input type="checkbox"/>	None

Salary Commitments

Automatic Reconciliation - Suspense File

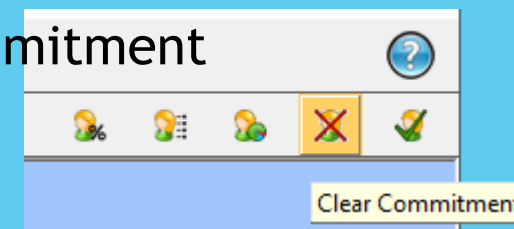
- Must be clear

Personnel Links - Salary Commitments

- All commitments must be cleared

Salary Commitments

Personnel Links > Salary Projection > Clear Commitment



Clear Commitment

Commitments for Period: 6 Sep

View: Service Term, Sub Group

Name	Service Term	Sub Group	Payroll No	FTE	Commitment
Abdullah, Saadaa	Teachers		PR135790	1.0000	3601
Abell, Anita	Teachers Upper		PR323232	1.0000	3567
Anderson, Mary	Leadership		PR987687	1.0000	7247
Andrews, Selina	Teachers		PR888888	1.0000	5083
Ansar, Zaidan	Teachers Upper		PR332265	0.5846	2123
Asher, Dawn	NJC - APT & C Staff	Midday Staff	PR372576	0.5405	888
Asif, Mina	NJC - APT & C Staff	Midday Staff	PR912345	0.2703	490
Atkinson, John	Teachers		PR010869	1.0000	4133
Batchley, Andrea	NJC - APT & C Staff	Administration/F	PR577326	1.0000	2459
Blacker, Adrian	Leadership		PR122277	1.0000	9059

Selection: Un-Tag All, Tag All, Processing, Clear Commitment

Save, Cancel, Help

SIMS FMS Module

Are you sure you want to clear commitment for all the tagged records?

Yes No

Year End Checks

Reports > Year End > System Checks

Once everything has been checked run the Year End System Check again

This can be run as many times as you want

Include Transferable Transactions' and 'Include Support Items

Note the transfer symbols shown against the transactions

T = Transferred

TS = Transferred in Support i.e. an unreconciled cheque has been transferred with its supporting invoice(s), delivery(ies) and order(s)

Report Criteria - Year End System Checks

View

Financial Year 🔍

Transaction Type 🔍

Include Transferable Transactions

Include Support Items

Sequence

◆ Transaction No ◆ Transaction Date

OK Cancel Help

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.

CFR - Consistent Financial Reporting

Reports; CFR; IE Report



Reports; CFR; CFR Report



SIMS FMS6 Year End And Consistent Financial Reporting
Booklet - more information

Budget Share Apportionment

Budget Management > Fund Allocation

The screenshot shows a software window titled "Fund Allocation Details" with a search bar and a table of budget data. The search bar contains "01" and "Delegated Budget". The table has columns for Code, Description, Allocation, CFR Apportioned, Budgeted, and Reserves. A single row is visible with the following values: Code: 01, Description: Delegated Budget, Allocation: 950410.80, CFR Apportioned: 950410.80, Budgeted: 950411.00, Reserves: -0.20.

Code	Description	Allocation	CFR Apportioned	Budgeted	Reserves
01	Delegated Budget	950410.80	950410.80	950411.00	-0.20

Budget Share Apportionment

Budget Management > Fund Allocation

The screenshot displays a software interface for budget management. It features two overlapping windows. The background window, titled 'Fund Alloc', shows a search bar labeled 'Looking for' and a table with the following data:

Code	Description	Allocation
01	Delegated Budget	950410.80

The foreground window, titled 'Fund Allocation Details', shows the following information:

- Fund Description:** Delegated Budget
- Fund Code:** 01
- Fund Allocation:** 950410.80 (with an 'Increase Allocation...' button)
- Total Budgeted against Fund:** 950411.00 (with a 'Decrease Allocation...' button)
- Reserves:** -0.20
- CFR Apportioned:** 950410.80

Budget Share Apportionment

Budget Management > Fund Allocation

The screenshot displays the 'Fund Allocation Details' window for Fund Code 01. The window is divided into two tabs: '1: Basic' and '2: History'. The 'Basic' tab is active, showing a table of allocation entries. The 'Allocation' row is highlighted in blue. The table includes columns for Narrative, User ID, Journal, Date, Amount, and CFR Apportioned. To the right of the table, there are two buttons: 'Increase Allocation...' and 'Decrease Allocation...'. The 'View Type' section shows both 'Increase' and 'Decrease' checkboxes checked.

Narrative	User ID	Journal	Date	Amount	CFR Apportioned
Opening balance journal	TRN	021482	16/04/2018	950410.86	950410.86
Opening balance journal	TRN	021482	16/04/2018	-930960.06	-930960.06
Allocation	TRN	022672	19/02/2019	858276.00	858276.00
Over allocated	TRN	022676	19/02/2019	-72684.00	-72684.00
Under allocated	TRN	022677	19/02/2019	145368.00	145368.00
Reversal of previous Opening Balance Journal	TRN	022700	19/02/2019	-19450.80	-19450.80
Opening balance journal	TRN	022701	19/02/2019	950410.86	950410.86
Opening balance journal	TRN	022701	19/02/2019	-930960.06	-930960.06

Budget Share Apportionment

Budget Management > Fund Allocation

The screenshot displays a software interface for budget management. The main window shows 'Fund Allocation Details' with a table of transactions. A modal dialog titled 'Fund Allocation' is open, showing the 'CFR Apportioned' section with a table of codes and values.

Fund Allocation Details Table:

Narrative	User ID	Journal	Date	Amo
Opening balance journal	TRN	021482	16/04/2018	
Opening balance journal	TRN	021482	16/04/2018	
Allocation	TRN	022672	19/02/2019	
Over allocated	TRN	022676	19/02/2019	
Under allocated	TRN	022677	19/02/2019	
Reversal of previous Opening Balance Journal	TRN	022700	19/02/2019	
Opening balance journal	TRN	022701	19/02/2019	
Opening balance journal	TRN	022701	19/02/2019	

Fund Allocation Modal Dialog:

Increase Allocation by: 858276.00
Period: 1 Apr
Narrative: Allocation

CFR Apportioned Table:

Code	Heading	Value
I01	Funds delegated by the LA	850276.00
I02	Funding for sixth form students	0.00
I03	High needs top-up funding	0.00
I04	Funding for minority ethnic pupils	0.00
I05	Pupil Premium	8000.00

Reducing Balance: 0.00

Buttons: Save, Cancel, Help

Books



1. ORDER BOOK



2. PETTY CASH BOOK

Tools > Books

Define Books

1: Order Books 2: Petty Cash Folio Books 3: Cheque Books

Prefix	Start	End	Next	Status	Payment Source
IND19	1	100	19	Open	Bank Account Current
IND01	1	19	20	Closed	Bank Account Current
IND02	1	76	77	Closed	Bank Account Current
IND03	1	100	55	Closed	Bank Account Current
IND04	1	42	43	Closed	Bank Account Current
IND05	1	47	48	Closed	Bank Account Current
IND06	1	61	62	Closed	Bank Account Current
IND07	1	67	68	Closed	Bank Account Current

Default XML Order Book

Save Cancel Help

Books

Define Books

1: Order Books 2: Petty Cash Folio Books 3: Cheque Books

Prefix	Start	End	Next	Status	Payment Source
IND19	1	100	19	Open	Bank Account Current
IND01	1	19	20	Closed	Bank Account Current
IND02	1	76	77	Closed	Bank Account Current
IND03	1	100	55	Closed	Bank Account Current
IND04	1	42	43	Closed	Bank Account Current
IND05	1	47	48	Closed	Bank Account Current
IND06	1	61	62	Closed	Bank Account Current
IND07	1	67	68	Closed	Bank Account Current

Default XML Order Book

Save Cancel Help

+ Add Book

✖ Close Book

“Free unused numbers for use in new books?”

DO NOT CLOSE THE CHEQUE BOOKS

Books - Accounts Receivable

INV01 (000001) 🔍 ▲ ▼ + - ✓ ✗ ☰

Looking for Type

Type	Prefix	Start	End	Next	Account	Oper
Invoice/Credit Note	INV13	000001	000012	000013		<input type="checkbox"/>
Invoice/Credit Note	CR13	000001	000002	000003		<input type="checkbox"/>
Invoice/Credit Note	INV14	000001	000013	000014		<input type="checkbox"/>
Invoice/Credit Note	CR14	000001	000000	000001		<input type="checkbox"/>
Invoice/Credit Note	INV15	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR15	000001	000000	000001		<input type="checkbox"/>
Invoice/Credit Note	INV16	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR16	000001	000001	000002		<input type="checkbox"/>
Invoice/Credit Note	INV17	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR17	000001	000001	000002		<input type="checkbox"/>
Invoice/Credit Note	INV18	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR18	000001	000002	000003		<input type="checkbox"/>
Invoice/Credit Note	INV19	000001	000100	000006		<input checked="" type="checkbox"/>
Invoice/Credit Note	CR19	000001	000050	000001		<input checked="" type="checkbox"/>
Pay In Slip	PI18	000001	000006	000007	Bank Account Current	<input type="checkbox"/>
Pay In Slip	PI19	000001	000050	000003	Bank Account Current	<input checked="" type="checkbox"/>



Invoice
Book



Credit
Note Book



Paying In
Book

Books - Accounts Receivable



INV01 (000001) 🔍 ▲ ▼ + - | ✓ ✗ ☰



Looking for Type

Type	Prefix	Start	End	Next	Account	Oper
Invoice/Credit Note	INV13	000001	000012	000013		<input type="checkbox"/>
Invoice/Credit Note	CR13	000001	000002	000003		<input type="checkbox"/>
Invoice/Credit Note	INV14	000001	000013	000014		<input type="checkbox"/>
Invoice/Credit Note	CR14	000001	000000	000001		<input type="checkbox"/>
Invoice/Credit Note	INV15	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR15	000001	000000	000001		<input type="checkbox"/>
Invoice/Credit Note	INV16	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR16	000001	000001	000002		<input type="checkbox"/>
Invoice/Credit Note	INV17	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR17	000001	000001	000002		<input type="checkbox"/>
Invoice/Credit Note	INV18	000001	000014	000015		<input type="checkbox"/>
Invoice/Credit Note	CR18	000001	000002	000003		<input type="checkbox"/>
Invoice/Credit Note	INV19	000001	000100	000006		<input checked="" type="checkbox"/>
Invoice/Credit Note	CR19	000001	000050	000001		<input checked="" type="checkbox"/>
Pay In Slip	PI18	000001	000006	000007	Bank Account Current	<input type="checkbox"/>
Pay In Slip	PI19	000001	000050	000003	Bank Account Current	<input checked="" type="checkbox"/>

[-] [Maximize] [Close]

?

Close Book  

Close Book and Reuse Numbers  

Books - Accounts Receivable

Add Book

The screenshot displays a software interface for managing accounts receivable books. At the top, a search bar contains 'INV01 (000001)'. Below it, a table lists existing books with columns for Type, Prefix, Start, End, Next, and Account. A modal dialog titled 'Add Book' is open, allowing the user to define a new book's parameters. The dialog includes fields for Type, Bank Account, Prefix, Start Number, End Number, Next Number, and an Open checkbox. A dropdown menu for the Type field is currently open, showing options: Invoice/Credit Note, Pay In Slip, and Receipt.

Type	Prefix	Start	End	Next	Account
Invoice/Credit Note	INV13	000001	000012	000013	
Invoice/Credit Note	CR13	000001	000002	000003	
Invoice/Credit Note	INV14	000001	000013	000014	
Invoice/Credit Note	CR14	000001	000000	000001	
Invoice/Credit Note	INV15	000001	000014	000015	
Invoice/Credit Note	CR15	000001	000000	000001	
Invoice/Credit Note	INV16	000001	000014	000015	
Invoice/Credit Note	CR16	000001	000001	000002	
Invoice/Credit Note	INV17	000001	000014	000015	
Invoice/Credit Note	CR17	000001	000001	000002	
Invoice/Credit Note	INV18	000001	000014	000015	
Invoice/Credit Note	CR18	000001	000002	000003	
Invoice/Credit Note	INV19	000001	000100	000006	
Invoice/Credit Note	CR19	000001	000050	000001	
Pay In Slip	PI18	000001	000006	000007	Bank Account Current
Pay In Slip	PI19	000001	000050	000003	Bank Account Current

Modal Dialog Fields:

- Type: [Dropdown: Invoice/Credit Note]
- Bank Account: [Text Field]
- Prefix: [Text Field]
- Start Number: [Text Field]
- End Number: [Text Field]
- Next Number: [Text Field]
- Open:

Salary File for March



This will be sent to schools in the normal way

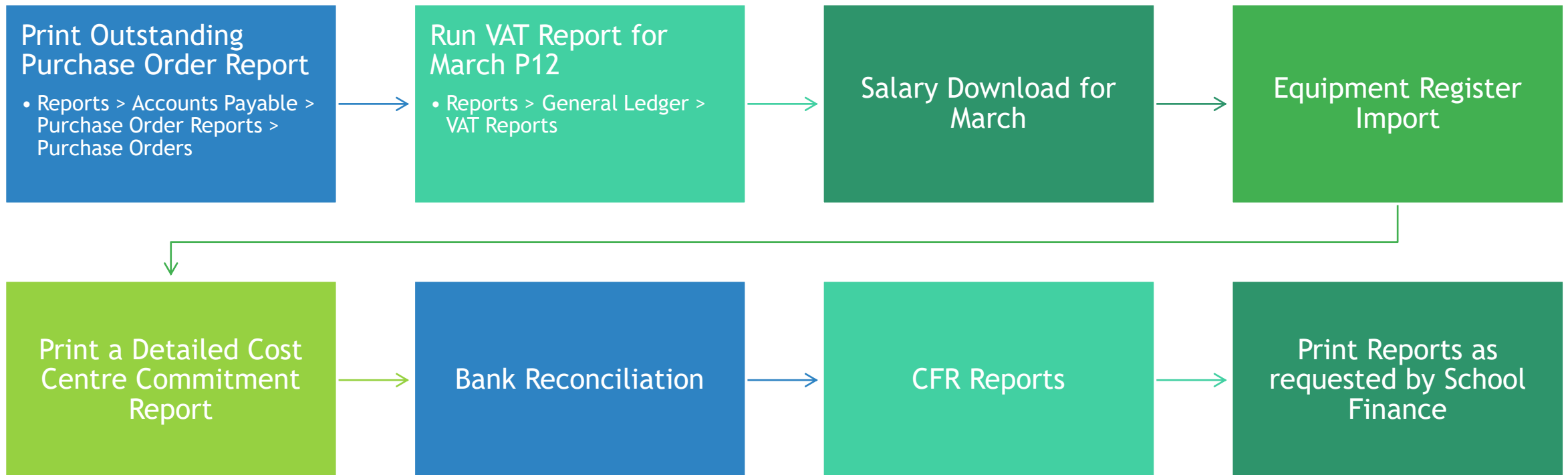


This should be on Tuesday 2nd April



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

After 31 March and before doing a preliminary close



THE PRELIMINARY CLOSE

Preliminary Close

▶ DO NOT CLOSE PERIOD 12

▶ Tools > Define Financial Years > Define/Edit Years

Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Started	12	1	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Open Year **Preliminary Close** Final Close

Period	Start Date	Name	Status
1	01/04/2020	Apr	Open
2	01/05/2020	May	Open
3	01/06/2020	Jun	Open
4	01/07/2020	Jul	Open
5	01/08/2020	Aug	Open
6	01/09/2020	Sep	Open
7	01/10/2020	Oct	Open
8	01/11/2020	Nov	Open
9	01/12/2020	Dec	Open
10	01/01/2021	Jan	Open

Check Spending Against Cost Centre
 Order Book Open
 Order Book Open - Restricted Users
 Record Deliveries

Next Year Begins 01/04/2021

Save Cancel Help

Preliminary Close

- ▶ Tools > Define Financial Years > Define/Edit Years

The screenshot shows the 'Define Years' window with a table of financial years. The 'Preliminary Close' button is highlighted with a red box. A 'CFR Warning Message' dialog box is open, asking for confirmation to continue.

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Started	12	1	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Buttons: Open Year, Preliminary Close, Final Close

Check Spending Against Cost Centre:

CFR Warning Message

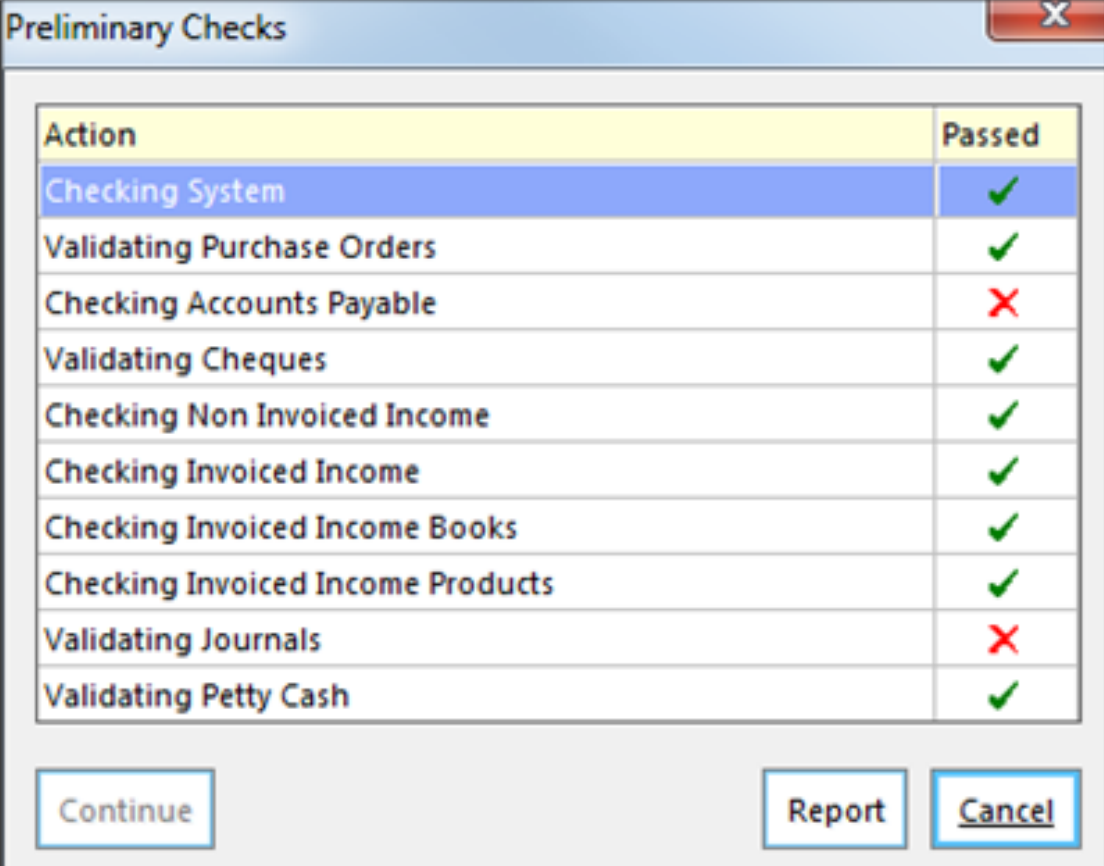
You are reminded that the DfE recommend as best practice that preliminary CFR returns should be made during the year. If you have not run a preliminary CFR report you are strongly advised to do so now, before continuing this process, to ensure that your data will pass CFR validation. Do you wish to continue?

Buttons: Yes, No

Buttons: Save, Cancel, Help

Preliminary Close

- ▶ Tools > Define Financial Years > Define/Edit Years

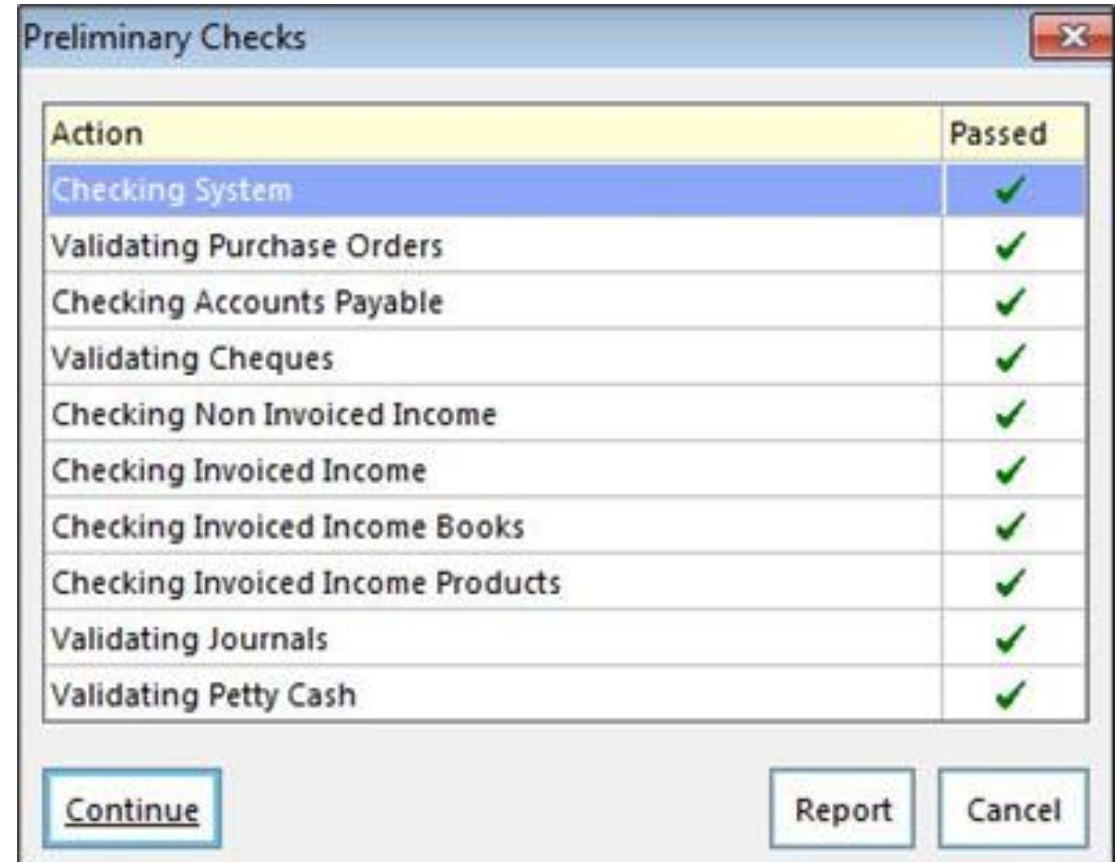


The screenshot shows a dialog box titled "Preliminary Checks" with a close button (X) in the top right corner. The dialog contains a table with two columns: "Action" and "Passed". The "Passed" column contains green checkmarks for successful actions and red X marks for failed actions. At the bottom of the dialog, there are three buttons: "Continue", "Report", and "Cancel".

Action	Passed
Checking System	✓
Validating Purchase Orders	✓
Checking Accounts Payable	✗
Validating Cheques	✓
Checking Non Invoiced Income	✓
Checking Invoiced Income	✓
Checking Invoiced Income Books	✓
Checking Invoiced Income Products	✓
Validating Journals	✗
Validating Petty Cash	✓

Preliminary Close

- ▶ Tools > Define Financial Years > Define/Edit Years

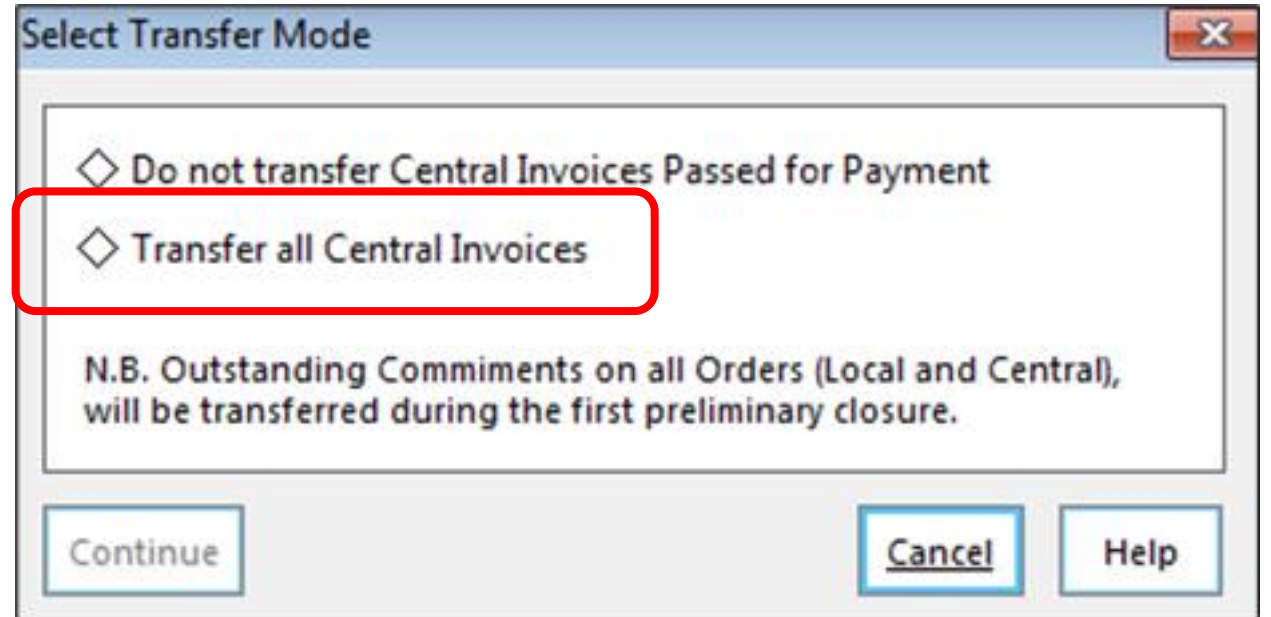


The screenshot shows a window titled "Preliminary Checks" with a table of checks and their status. The table has two columns: "Action" and "Passed". All checks listed are marked as "Passed" with a green checkmark. At the bottom of the window, there are three buttons: "Continue", "Report", and "Cancel".

Action	Passed
Checking System	✓
Validating Purchase Orders	✓
Checking Accounts Payable	✓
Validating Cheques	✓
Checking Non Invoiced Income	✓
Checking Invoiced Income	✓
Checking Invoiced Income Books	✓
Checking Invoiced Income Products	✓
Validating Journals	✓
Validating Petty Cash	✓

Preliminary Close

- ▶ Tools > Define Financial Years > Define/Edit Years



Preliminary Close

- ▶ Tools > Define Financial Years > Define/Edit Years

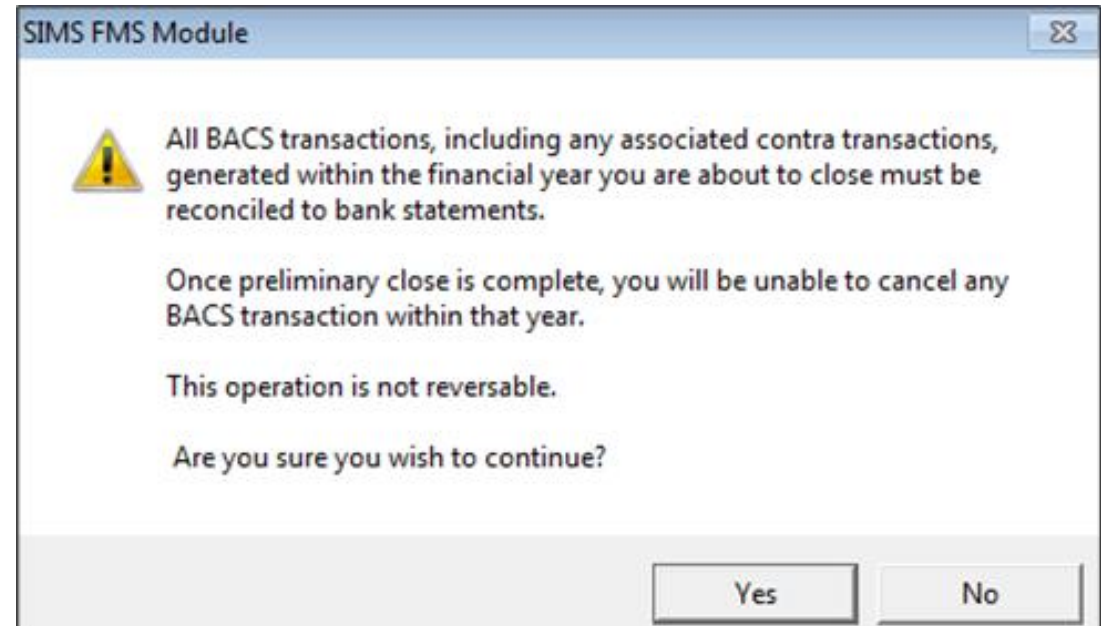
Preliminary Close

Action	Status
Closing Open Periods	✓
Creating Opening Balance Journal	✓
Updating Budget Links	✓
Transferring Outstanding Delivery Notes	✓
Transferring Outstanding Purchase Orders	✓
Transferring Outstanding AP	✓
Transferring Outstanding Non Invoiced Income	✓
Rebuilding Summary Totals	✓

Perform Close Report Cancel

Preliminary Close

- ▶ Tools > Define Financial Years > Define/Edit Years



The year will be preliminarily closed, and it will say Closed - not Finalised

Transferred Transactions

Reports; Year End; Transferred Transactions

Report Criteria - Year End Transferred Transactions

View

Financial Year 🔍

Transaction Type 🔍

Include Support Items

Sequence

◆ Transaction No ◆ Transaction Date

OK Cancel Help

Tick to Include Support Items (these are orders, deliveries, invoices associated with unreconciled cheques)

Transferred Transactions

Reports; Year End; Transferred Transactions

Year End Transferred Transactions Report



Selection:

Financial Year - 2019

Transaction Type - All

Include Support Items - No

Print Order - Transaction No

User: SYS Establishment: Green Abbey School

PO Transferred

	<u>Order No</u>	<u>Date</u>	<u>Supplier</u>	<u>Sup. Code</u>	<u>Original Amount</u>	<u>Remaining</u>
T	BANK010373	06/03/2020	Cedar Gallery	00000051	14.48	0.00
T	BANK010377	10/03/2020	Rank Xerox	00000017	25.00	0.00
T	BANK010387	13/03/2020	Sportscene Ltd	00000029	27.46	0.00
T	BANK010390	13/03/2020	Aqua-Pools Ltd	00000041	620.40	0.00
T	BANK010394	17/03/2020	Sportscene Ltd	00000029	24.45	0.00
T	BANK010400	19/03/2020	Buckwell Publishers	00000009	537.30	0.00
T	BANK010401	19/03/2020	Science Advisory Service	00000028	58.41	0.00
T	BANK010402	19/03/2020	Digicom Computers	00000008	508.99	0.00
T	BANK010403	20/03/2020	Station Timber Ltd	00000048	20.00	0.00
T	BANK010404	20/03/2020	Charles King Motors	00000004	200.00	0.00
T	BANK010405	20/03/2020	Harmony Music Supplies	00000027	18.96	0.00
T	BANK010407	23/03/2020	JB Mechanical Services	00000043	110.00	0.00
T	BANK010408	24/03/2020	Sportscene Ltd	00000029	162.96	0.00
T	BANK010409	24/03/2020	Equipment for Learning	00000025	178.00	0.00
T	BANK010410	25/03/2020	Cedar Gallery	00000051	59.96	0.00
T	BANK010411	25/03/2020	The Printer Store	00000055	899.80	0.00
T	BANK010412	26/03/2020	CCF Fabrics	00000038	45.00	0.00
T	BANK010413	26/03/2020	Station Timber Ltd	00000048	55.00	0.00
T	BANK010414	27/03/2020	Sportscene Ltd	00000029	49.90	0.00
T	BANK010415	27/03/2020	Equipment for Learning	00000025	58.78	0.00

AP Transferred

	<u>Invoice/Credit Note No</u>	<u>Type</u>	<u>Date</u>	<u>Order No</u>	<u>Payment ref</u>	<u>Supplier</u>	<u>Sup. Code</u>	<u>Amount</u>	<u>Remaining</u>
T	022222	PI	12/03/2020	BANK010367	N/A	Beckfordshire Newspapers	00000011	264.67	0.00
T	20BID112727	PI	02/03/2020	BANK010246	N/A	Bidvest Foodservice	00000034	77.27	0.00
T	20BID112728	PI	02/03/2020	BANK010246	N/A	Bidvest Foodservice	00000034	82.28	0.00
T	20BID112794	PI	03/03/2020	BANK010246	N/A	Bidvest Foodservice	00000034	81.94	0.00
T	20BID112795	PI	03/03/2020	BANK010246	N/A	Bidvest Foodservice	00000034	95.95	0.00
T	20BID112859	PI	04/03/2020	BANK010246	N/A	Bidvest Foodservice	00000034	89.59	0.00


Please Note : Order Original Amount Excludes Discount

Legend: T - Transferred ; TS - Transferred in Support

Printed on 29/03/2021 at 10:31

THE NEW FINANCIAL YEAR

No transactions can be entered now in the previous year



Accounts Payable Orders - All orders transferred are listed



Accounts Payable Invoices - All invoices transferred are listed



F or FS in the cross year column, which indicates that the orders/invoices have been carried forward to the New Year

No transactions can be entered now in the previous year

Accounts Payable Orders transferred are listed

Accounts Payable Invoices transferred are listed

F or FS in the cross year column, which indicates that the orders/invoices have been carried forward to the New Year

The screenshot shows the 'Purchase Order Processing' window. At the top, it says 'Looking for' with an empty search box and a calendar icon. To the right, the 'View' dropdown is set to 'Outstanding'. Below this, there are sorting options: 'Sequence' with 'Order Number', 'Date', and 'Source' as options, and 'Ascending' and 'Descending' as sort directions. The main part of the window is a table with the following columns: Date, Order Number, Supp. Code, Supplier, Order Status, Order Method, Source, Originator, and Cross Year. The 'Cross Year' column is highlighted with a red border. The table contains 15 rows of data, all with dates in 2021. The 'Cross Year' column contains 'F' for the first row and 'FS' for the second row, with empty cells for the rest. At the bottom of the window, there are fields for 'Payment From' (set to 'Bank Account'), 'Transaction ID' (00011281), and 'Order Total' (56.00). There are also buttons for 'Tag...', 'Un-Tag All', 'Print Tagged', and 'Authorise Tagged'.

Date	Order Number	Supp. Code	Supplier	Order Status	Order Method	Source	Originator	Cross Year
29/03/2021	BANK011007	00000025	Equipment for Learning	Authorised	Print	FMS	EAA	F
29/03/2021	BANK011006	00000055	The Printer Store	Authorised	Print	FMS	UD1	FS
29/03/2021	BANK011005	00000038	CCF Fabrics	Authorised	Print	FMS	ENT	
25/03/2021	BANK011004	00000028	Science Advisory Service	Printed	Print	FMS	EAA	
25/03/2021	BANK011003	00000037	The Consortium	Printed	Print	FMS	UD1	
24/03/2021	BANK011002	00000032	YPO	Printed	Print	FMS	ENT	
24/03/2021	BANK011001	00000041	Aqua-Pools Ltd	Printed	Print	FMS	EAA	
23/03/2021	BANK011000	00000029	Sportscene Ltd	Printed	Print	FMS	US1	
23/03/2021	BANK010999	00000043	JB Mechanical Services	Printed	Print	FMS	UD1	
23/03/2021	BANK010998	00000027	Harmony Music Supplies	Printed	Print	FMS	ENT	
22/03/2021	BANK010997	00000022	ESPO	Printed	Print	FMS	US1	
22/03/2021	BANK010996	00000051	Cedar Gallery	Printed	Print	FMS	EAA	
19/03/2021	BANK010995	00000029	Sportscene Ltd	Printed	Print	FMS	ENT	

Opening Balance Journal

General Ledger - Journal Review

Opening balance journal

FMS Journal Review

Period 0 O/B Date 12/04/2021 Debit 115871.00 Credit 115871.00
Type GL User US1 Journal No. 118488
Narrative Opening balance journal

Led. Code	Fd	Ledger Description	Cost Code	Cost Centre	Debit	Credit
RE01	01	Retained Earnings				100000.00
RE01	01	Retained Earnings			28621.00	
9010		VAT Standard Rate Income 20%				1646.00
9020		VAT Standard Rate 20%			6020.00	
BK01		Bank Account			66190.00	
CRED		Creditor Control				14225.00
DC01		Debtor Control			15000.00	
PC01		Petty Cash			40.00	

Transactions carried forward

Reports; General Ledger; Transactions; Cost Centre Summary
Transactions; Cost Centre Summary by Cost Centre

Shows commitments for
the individual Cost
Centres

Budgets should be
increased to take account
of the outstanding
commitment(s) that have
been bought forward
from the old year

If orders have been
bought forward
incorrectly, they can be
cancelled in the New Year

If orders have been
placed in the new
financial year then the
commitment figure will
include these

The commitment is bought forward automatically and so will affect the Cost Centre budgets immediately in the New Year when the Preliminary Close has been run. If you have entered temporary budgets and have commitments carried forward, the budget available will be after the commitment has been taken off it.

You will not be able to close Period 01 in the new financial year until the prelim close has been run.

If you try to, you will receive the following message -

“You cannot close Period 1 as the previous financial year is still open. Please run the Prelim or Final Close routine in the previous financial year.”

Reminders

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
- Only the person with Supervisor level access can do the Final Year End

Final Close

Tools; Define Financial Years; Define/Edit Years



Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Closed - Not Finalized	12	13	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Open Year Preliminary Close **Final Close**

Period	Start Date	Name	Status
1	01/04/2020	Apr	Closed
2	01/05/2020	May	Closed
3	01/06/2020	Jun	Closed
4	01/07/2020	Jul	Closed
5	01/08/2020	Aug	Closed
6	01/09/2020	Sep	Closed
7	01/10/2020	Oct	Closed
8	01/11/2020	Nov	Closed
9	01/12/2020	Dec	Closed
10	01/01/2021	Jan	Closed

Check Spending Against Cost Centre
 Order Book Open
 Order Book Open - Restricted Users
 Record Deliveries

Next Year Begins 01/04/2021

Save Cancel Help

Final Close

Tools; Define Financial Years; Define/Edit Years



If the date is within twenty-eight days of the financial year end you will receive a message

Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Closed - Not Finalized	12	13	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Open Year Preliminary Close Final Close

Period	Start Date	Name	Status
1	01/04/2020	Apr	Closed
2	01/05/2020	May	Closed
3	01/06/2020	Jun	Closed
4	01/07/2020	Jul	Closed
5	01/08/2020	Aug	Closed
6	01/09/2020	Sep	Closed
7	01/10/2020	Oct	Closed
8	01/11/2020	Nov	Closed
9	01/12/2020	Dec	Closed
10	01/01/2021	Jan	Closed

Check Spending Against Cost Centre
 Order Book Open
 Order Book Open - Restricted Users
 Record Deliveries

Next Year Begins: 01/04/2021

Cancel Help

Define Years - Final Close

It is less than 28 days since the end of the Financial Year. Are you sure you want to proceed with the final close?

Yes No

Final Close

Tools; Define Financial Years; Define/Edit Years



Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Closed - Not Finalized	12	13	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

CFR Warning Message

You are reminded that the DfE recommend as best practice that preliminary CFR returns should be made during the year. If you have not run a preliminary CFR report you are strongly advised to do so now, before continuing this process, to ensure that your data will pass CFR validation. Do you wish to continue?

Yes No

Define Years (continued)

Preliminary Close Final Close

- Check Spending Against Cost Centre
- Order Book Open
- Order Book Open - Restricted Users
- Record Deliveries

Next Year Begins: 01/04/2021

Save Cancel Help

Final Close

Tools; Define Financial Years; Define/Edit Years



Final Checks

Action	Passed
Checking System	✓
Validating Purchase Orders	✓
Checking Accounts Payable	✓
Validating Cheques	✓
Checking Non Invoiced Income	✓
Checking Invoiced Income	✓
Checking Invoiced Income Books	✓
Checking Invoiced Income Products	✓
Validating Journals	✓
Validating Petty Cash	✓
Checking Suspense	✓
Validating Salary Payments	✓
Checking Salary Commitment	✓

Continue **Report** **Cancel**

Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Closed - Not Finalized	12	13	No
		12	13	No
		12	13	No
		12	13	No

Final Close

by Close

Check Spending Against Cost Centre

ter Book Open

ter Book Open - Restricted Users

ord Deliveries

Year Begins

Cancel **Help**

Final Close

Tools; Define Financial Years; Define/Edit Years



Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Closed - Not Finalized	12	13	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Open Year Preliminary Close Final Close

Final Close

Action	Status
Creating Opening Balance Journal	✓
Updating Budget Links	✓
Transferring Outstanding Delivery Notes	✓
Transferring Outstanding Purchase Orders	✓
Transferring Outstanding AP	✓
Transferring Outstanding Non Invoiced Income	✓
Rebuilding Summary Totals	✓

Perform Close Report Cancel

Cancel Help

Final Close

Tools; Define Financial Years; Define/Edit Years



The image shows two overlapping software dialog boxes. The background box is titled 'Define Years' and contains a table with the following data:

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Closed - Not Finalized	12	13	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Below the table are buttons for 'Open Year', 'Preliminary Close', and 'Final Close'. The foreground box is titled 'Final Close' and contains a table with the following data:

Action	Status
Creating Opening Balance Journal	✓
Updating Budget Links	✓
Transferring Outstanding Delivery Notes	✓
...	✓
...	✓
Income	✓

At the bottom of the 'Final Close' dialog are 'Report' and 'Cancel' buttons. The background dialog also has 'Cancel' and 'Help' buttons at the bottom right.

“If you choose to continue the year will be finally closed, this operation is not reversable. You are reminded that after final closure funds may not be edited and it will not be possible to change the exclusion or inclusion of funds for CFR Reports.

Are you sure you wish to continue?”

Final Close

Tools; Define Financial Years; Define/Edit Years



Define Years

Year	State	Periods	Lowest Open	Archived
2021	Started	12	1	No
2020	Finalized	12	13	No
2019	Finalized	12	13	No
2018	Finalized	12	13	No
2017	Finalized	12	13	No

Open Year Preliminary Close Final Close

Period	Start Date	Name	Status
1	01/04/2020	Apr	Closed
2	01/05/2020	May	Closed
3	01/06/2020	Jun	Closed
4	01/07/2020	Jul	Closed
5	01/08/2020	Aug	Closed
6	01/09/2020	Sep	Closed
7	01/10/2020	Oct	Closed
8	01/11/2020	Nov	Closed
9	01/12/2020	Dec	Closed
10	01/01/2021	Jan	Closed

- Check Spending Against Cost Centre
- Order Book Open
- Order Book Open - Restricted Users
- Record Deliveries

Next Year Begins 01/04/2021

Save Cancel Help

After Final Close CFR Report

Reports, CFR, CFR Report

This will only show
once the old year has
been closed

Report Criteria - CFR Report

Report Parameters

School Type: Primary or Secondary School

Contact Name: A Business manager

Contact e-mail: abm@school.sch.uk

Contact Telephone Number: 01234 838080

Complete Financial Year

If your school is rates exempt, please tick this box

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

If your schools insurance policies/premiums have been purchased centrally, at no cost to the school, please tick this box

Is your school the hub school of a Federation?

Opening Balances from the Actuals for the previous year

OB01 Pupil Focused Revenue Balance (B01 + B02)	0.00
OB03 Capital Balance (B03 + B05)	0.00
OB02 Community Focused Revenue Balance B06	0.00
Total	0.00

Preliminary Final Cancel Help

After Final Close CFR Report

Reports, CFR, CFR Report

CFR Report - Final

1: Income 2: Expenditure 3: Capital Income 4: Capital Expenditure 5: Balances

Code	Heading	B/Fwd	Calculated	Apportioned	Actual	Status
B01	Committed Revenue Balances	0.00	0.00	2750.00	2750.00	✓
B02	Uncommitted Revenue Balances	100000.00	-34000.00	-36750.00	63250.00	✓
B03	Devolved formula capital balance	0.00	0.00	0.00	0.00	✓
B05	Other capital balances	0.00	0.00	0.00	0.00	✓
B06	Community Focused School Revenue Balances	0.00	0.00	0.00	0.00	✓
	Validation for check 93				66000.00	✓
	Validation for check 95				0.00	✓
	Validation for check 97				0.00	✓

Totals B/Fwd: 100000.00 Calculated: -34000.00 Apportioned: -34000.00 Actual: 66000.00

CFR Code Issues

Number	Message

Print Table DFE Reports Validation Report

Save Print CFR Report Export to XML Cancel Help

After Final Close CFR Report

Reports, CFR, CFR Report

NB

It is vital that you are completely happy with the report before saying Yes to this prompt

Creating the report in XML format will lock the report and you will no longer be able to make any changes

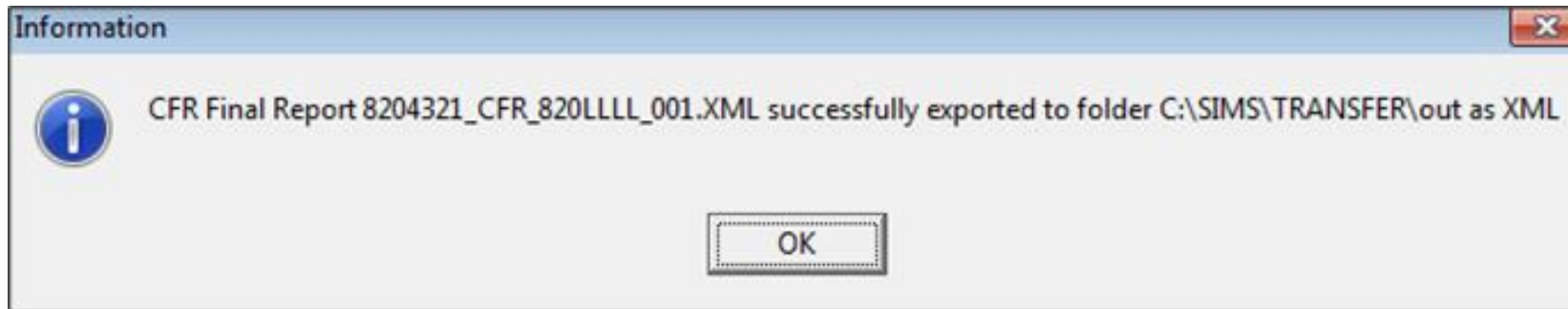
The screenshot shows the 'CFR Report - Final' window with a table of financial data. A dialog box titled 'SIMS FMS Module' is overlaid on the table, displaying a warning message. The dialog box text reads: 'If you create the report in XML format the system will lock the report details and you will no longer be able to make changes to the report figures, CFR ledger code + fund mappings, or apportion the balances. Please check that B02 and B05 on tab 5 'Balances' have been correctly apportioned. Exporting to XML means that you will not be able to make any further changes for CFR. Are you sure you have agreed these figures and that you wish to continue'. The dialog box has 'Yes' and 'No' buttons. The 'Export to XML' button in the main window is highlighted with a red box.

Code	Heading	B/Fwd	Calculated	Apportioned	Actual	Status
B01	Committed Revenue Balances	0.00	0.00	2750.00	2750.00	✓
B02	Uncommitted Revenue Balances	100000.00	-34000.00	-36750.00	63250.00	✓
B03	Devolved formula capital balance	0.00	0.00	0.00	0.00	✓
B05	Other capital balances	0.00	0.00	0.00	0.00	✓
B06	Comm					✓
	Validat					✓
	Validat					✓
	Validat					✓

Buttons: Save, Print CFR Report, Export to XML, Cancel, Help

After Final Close CFR Report

Reports, CFR, CFR Report



Click OK once you have made a note of the directory
where the report is saved



Questions



Thank you