

# FMS RESTRUCTURE GUIDANCE MARCH 16<sup>th</sup> 2010

To Head teachers & Financial Administrators of FMS (SIMS) schools.

Please ensure that these guidelines reach the person in your school responsible for maintaining your FMS structure.

The following instructions have now been tested on live school systems; following the guidance methodically will ensure that your new structure will be functional for the new financial year.

Please complete steps 1, 2 & 3 as soon as your new database has been installed. Complete Step 4, 5 and 6 in line with the dates specified in the guidance.

- Please note that under each step it tells you which year you are dealing with, [FMS \(SIMS\) - 2010/2011 Financial Year](#) or [FMS \(SIMS\) - 2009/2010 Financial Year](#)

## STEP 1. SETTING YOUR ESTABLISHMENT DETAILS

### [FMS \(SIMS\) - 2010/2011 Financial Year](#)

- \* In Tools select Establishment Details
- \* Select tab 4 eProcurement
- \* At the bottom of the window click into Import Folder field (*not on the Spyglass*) and type the following  
F:\sims\BuyerConnect\Import  
Then click into the Export Folder field (*not on the spyglass*) and type the following  
F:\sims\BuyerConnect\Export

#### **Stay in the same window and select tab 1**

Type in the following

- \* Your school name followed by your creditor reference (this can be found on your remittance advices from Belgrave House)
- \* Your DfES number in code (overtyping the 3931)
- \* The LEA code should be defaulting to 383 (if not type 383)
- \* Leave VAT registration No, Borough and Payable to BLANK

Type in

- \* Your school address
- \* Your telephone number
- \* Your fax number
- \* Your e-mail address

THEN SAVE

- \* **Go back into Tools select Accounts Payable Parameters (Tab 1 Order**

## **Header)**

Type your school name and delivery address in the Delivery Address Text box

**THEN SAVE**

## **STEP 2. SETTING UP YOUR ORDER BOOK**

### [FMS \(SIMS\) - 2010/2011 Financial Year](#)

- \* In Tools select Books and select tab 1 Books
- \* Click + to add a book
- \* Prefix should be your main a/c number followed by the next letter available on the order book sequence (only A,B,D,E) should be used
- \* Start number should be your main a/c number followed by 001 (e.g. 302001)
- \* End number should be your main a/c number followed by 999 (e.g. 302999)
- \* Click into payment source and click the spyglass and select central – THIS APPLIES TO ALL SCHOOLS INCLUDING THOSE WITH A CHEQUE BOOK THEN SAVE and SAVE AGAIN

## **STEP 3. Bank Imprest Accounts**

### [FMS \(SIMS\) - 2009/2010 Financial Year](#)

#### **Task(s) to be undertaken immediately**

Print out the report identifying all items that are unreconciled (Reports, General Ledger, Bank, Unreconciled Transaction Listings). Investigate these items to determine if any of the items are unlikely to be presented at the bank, particularly cheques raised in the system. If some of the unpresented cheques were raised more than 6 months ago, then it is unlikely that they will be presented and consideration should be given to cancelling the cheque(s). However, please be aware that the bank will process cheques whenever they are presented – there is no time limit to present cheques.

#### **Cancelling the cheques and any commitments is completed as follows :**

- (Route 1 – 4 Accounts Payable / Cheque Processing).
- (Route 1 – 3 Accounts Payable / Invoice / Credit Note Processing).
- (Route 1 – 2 Accounts Payable / Purchase Order Processing).

## **STEP 4. Task(s) to be undertaken at year end**

As at 31<sup>st</sup> March 2010, make sure all cheques written have been entered on to the system and produce the final bank and petty cash claims. Please remember that the final bank claim can only be printed the day after the last transaction was completed.

If the final bank claim produces a negative claim please do not forward to Creditors until such time as a positive claim for reimbursement exceeds this amount. Both claims should then be submitted and the net balance will be reimbursed.

Once this has been completed print out the unreconciled transactions listings again. This will effectively be a control document. It is suggested that when these cheques appear on subsequent bank statements, the statement number be noted against each cheque on this control document.

Also, print out the closing balances for the local bank account and petty cash (Reports, General Ledger, Balances / Reserves) – these balances will be the opening balances for 2010/2011.

## **STEP 5. Task(s) to be undertaken at beginning of the year**

### **FMS (SIMS) - 2010/2011 Financial Year**

A “new” cheque book needs to be created (Tools, Books, Cheque Book) – add a book. The cheque book details entered into the system should contain the same cheque numbers unused from the current cheque book in use.

The opening balances for the bank and petty cash accounts need entering (see the closing balances report identified above). These balances are entered as follows :

Focus, General Ledger, Manual Journal Processing.

+ add a record

Select Opening Balance, then click Next

Narrative – closing balances 2009-10, then click Next, then click Finish.

In the Manual Journal Processing window click + to add a record

In the Ledger Code field select Local Bank Account

In the amount field put the closing balance of the Local Bank Account (see report mentioned above) and this is a debit amount, then click Update and Next Line tab

In the Ledger Code field select Petty Cash

In the amount field put the closing balance of the Petty Cash Account (see report mentioned above) and this is a debit amount, then click Update and Next Line tab

In the Ledger Code field select LEA Reimbursements (Control)

In the amount field put the combined total of bank and petty cash amounts and ensure this is entered as a **credit amount**, then click the Update and Close tab and post the journal.

### **Bank Account Reconciliations**

When bank reconciliations are undertaken remember to include the unreconciled cheques from 2009-2010 (as per the control sheet mentioned in tasks to be undertaken at year end) and cheques raised in 2010-2011.

## **STEP 6. Old year commitments (orders, invoices, income)**

### **FMS (SIMS) - 2009/2010 Financial Year**

Following completion of your final reconciliation of 2009/10 you will have to decide which outstanding orders, invoices and income commitments need to be carried forward to the new year. Previously this would have been done automatically as part of the preliminary and final closedown procedures. This year this will have to be done manually as there are no links between the current and new system. You will have to consider all outstanding entries and as such this provides you with an opportunity to clear all unwanted historic commitments.

#### **ORDERS**

**Print a list of all outstanding orders through the following route**

**Reports / Accounts Payable / Purchase Order Reports / Purchase Orders**

Change “**All Orders**” to “**Outstanding Orders**”

Ensure the Financial year is 2009/10

Click “**Ok**” Then print

Decide which orders are genuinely outstanding and raise a new order in the new year (you can cross reference the new order to the old for audit purposes).

#### **INVOICES**

**Print a list of all outstanding invoices through the following route**

**Reports / Accounts Payable / Invoices / Invoice and Credit Note**

In the pop up screen:

Ensure the financial year is 2009/10

Leave “**Supplier**” blank

Leave “**Type**” blank

In “**Status**” choose “**Passed for Payment**”

Leave “**Date from**” blank

In “**Date to**” enter “**today’s date**”

Click “**Ok**” Then print

Decide which invoices are genuinely outstanding, raise an order in the new year and process an invoice against the order using the details from the list you have printed, (there

will be no physical invoices to process but you have to remember that you are expecting that charge to come through in the new year now).

## **INCOME**

Provided that you have authorised all income you will be able to identify outstanding/unreconciled income by selecting 2/2 (central/manual reconciliation), then print. This will show unreconciled invoices and income.

**Decide which income is genuinely outstanding and recommit in the new year.**

## **Extra Information & Amendments**

- These notes have been amended by Connect Up to make them a little easier to read.
- Please note that you will not be closing down **2009/2010 Financial Year.**