



Approved
Support
Unit

Finance End of Year 2024-2025 Using FMS



Coventry City Council

coventry.gov.uk

Data Protection Disclaimer

Screenshots used in this presentation have been taken from a test system.

People & Financial Data depicted is fabricated for the purposes of training. Any resemblance to real people or situations is co-incidental.

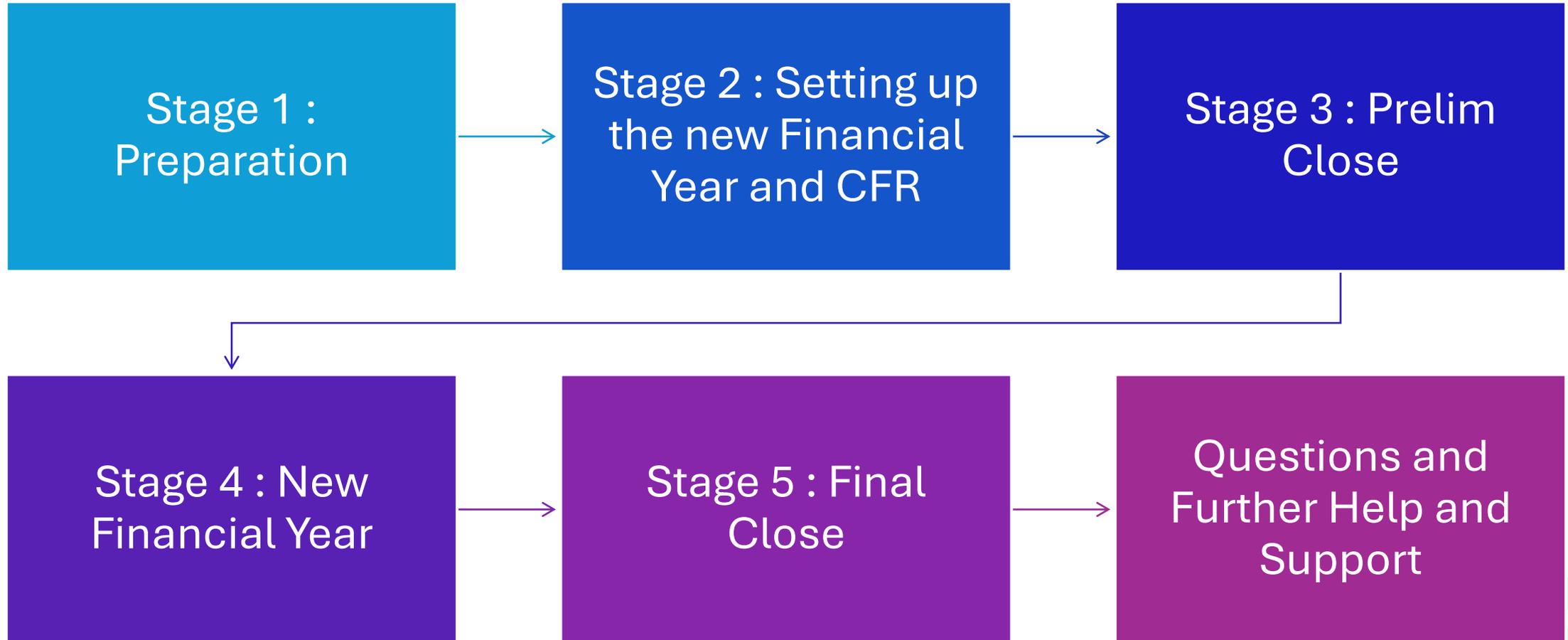
Screen shots are used for illustrative purposes only.



Aims & Objectives

- By the end of today's session, you will:
 - Understand which year end tasks need to be completed.
 - How to do the prelim close and final closedown.
 - Have had a quick look at consistent financial reporting.
 - Be confident about what you need to do to prepare for year end.
 - Understand where to go for help and support.
 - We will not
 - Be covering aspects of year end which are pertinent to the finance team.
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Agenda



Stages

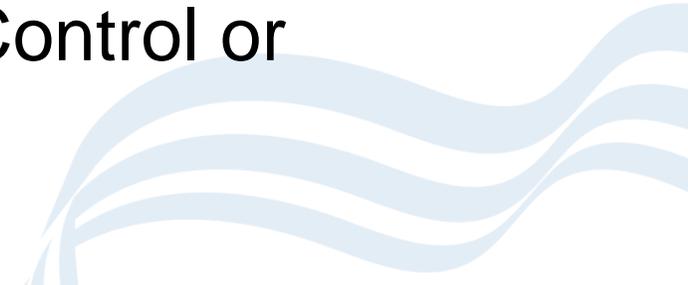
- There are two main stages to of end of year closedown: Preliminary and Final.
 - Schools should aim to do a **Preliminary Closedown** of a Financial Year **as soon as possible** in the new Financial year to ensure transactions fall into the correct year.
 - Once preliminary close has been completed the only options available are Generation of reports and the processing of closing balance journals.
 - **Final Close** – Only **one** final closedown can be done – SFOs will advise you when to carry out this process.
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Stage 1: Preparation

Start these tasks as soon as possible.



Initial Tasks

- Payroll – ensure that you have processed all salary download files, and relevant journals entered and posted (where necessary) and all suspense items have been cleared.
 - All AR invoices have been raised
 - All Invoices have been entered
 - Bank Reconciliation is up to date
 - Coding amendments are entered and posted
 - The amount of your Aged Creditor and Aged Debtor matches the amounts in the relevant ledgers for Creditor Control or Debtor Control ledgers in the Chart of Accounts.
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Updating the Structure/Chart of Accounts

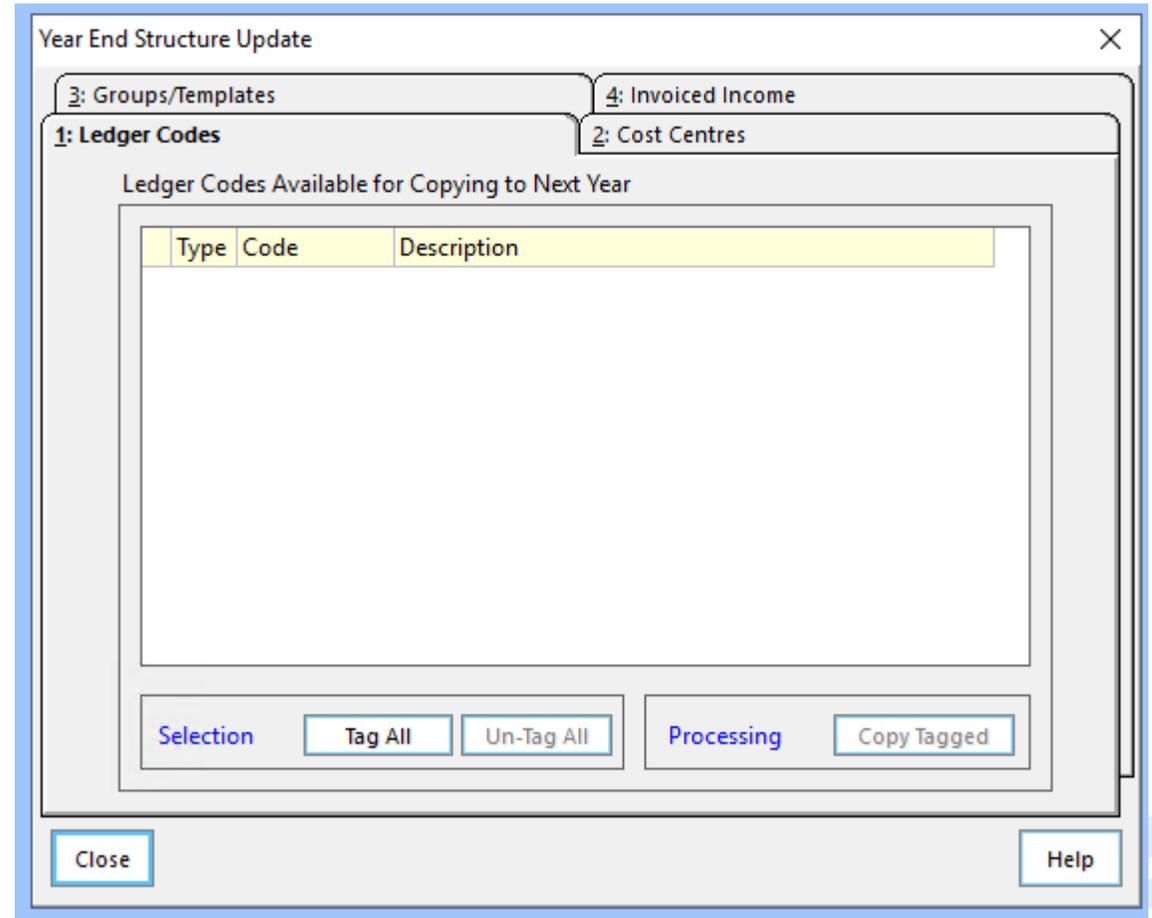


Updating the structure

- You may need to update the new financial year.
 - The new year is based on the current year structure.
 - Your SFO has already created the new year.
 - You may need to update the new structure. This will be relevant if you have made changes in the old (current) year which have not been reflected in the new year. For example: new cost centres, ledger codes, etc
- 

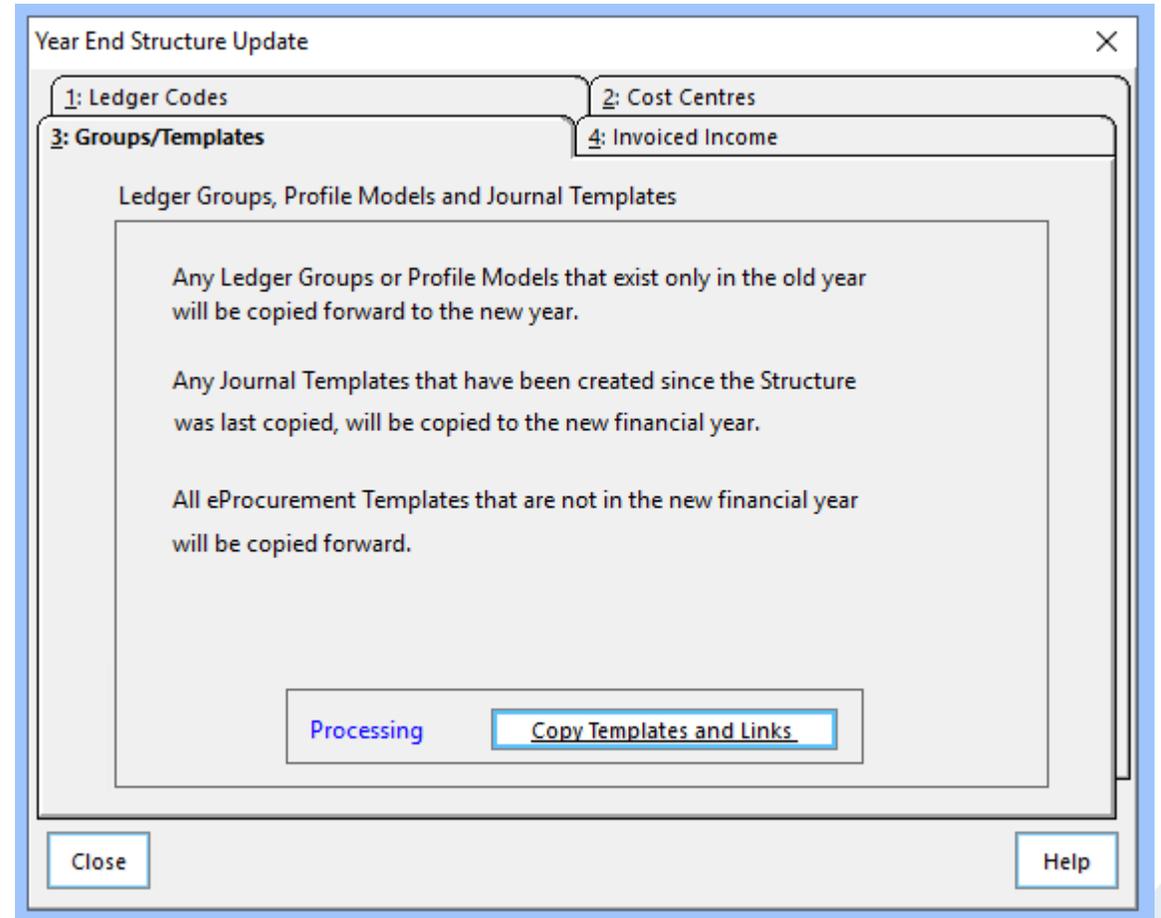
Updating Structures

- **Tools > Define Financial Years > Update Next Year's Structure**
- Check each of the four tabs for anything that may need copying.
- If you don't have anything to copy these will be blank.
- On tabs 1 and 2 you will need to tag everything that you want to copy.



Updating Structures

- On tabs 3 and 4 you have the option to:
- Tab 3 – Copy Templates and Links
- Tab 4 – Copy Books and Products
- You won't see any message on screen while copying is taking place.



System Check Reports



System Check Report



Run this report as often as you want.

- **Reports > Year End > System Checks**
- This will identify any areas you need to look at.
- We recommend you run this frequently during the end of year process.
- When you run the report for the first time, leave the
 - **‘Include Transferable Transactions’**
 - & **‘Include Support Items’** unticked.

System Checks Report Output

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

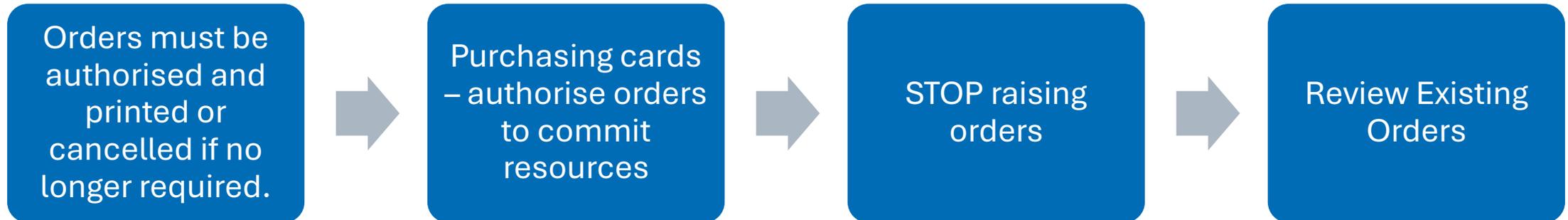
Please Note - Order Original Amount Excludes Discount
Legend: T - Transferable ; TS - Transferable in Support

Accounts Payable

Also known as AP



AP : Orders and Commitments



AP : Invoices and Credit Notes

- **Not yet authorised** should be **Authorised** or **Cancelled**
 - Payments due have been made
 - Allow time for payments to clear
 - All invoices relating to external goods and services received **on or before 31 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 reimbursement.
- 

Outstanding Orders

- Is the delivery still expected?
 - Can the commitment be cleared?
 - Chase the supplier if the goods are still due
 - Have the goods been delivered on FMS?
 - Reports > Accounts Payable > Purchase Order Reports > Purchase Orders > Outstanding Orders
 - Reports > Accounts Payable > Deliveries > Deliveries Not Included > Detailed
- 

AP: Clear Commitments

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

Purchase Order Processing

Book WE Number 7262 Pay From Bank Account Date 22/10/2024

Supplier: Science Advisory Service
3rd Floor
County Hall
Beckford
Eastshire

Delivery Address: Havelock Road
Wolverton
East Town
Eastshire
S13 7ND

Status: Printed
Source: FMS First Output Method: Print
Delivery Instruction: A.S.A.P.
On Hold:
Order Method: Print

Contact Name: Special Instructions:

Line No.	Part No.	Description	Qty	Unit Cost	Disc%	Line Net Total	I	S
1	WASHCONCENTRATE	Concentrated Washing Un-liquid				4.45		
2	BEANSHOOTGROW	Beans Shoot Growing				11.98		
3	CRESSGROW	Cress Grow Kit x 50				5.98		
4	CRESSGROW	Cress Grow Kit x 50				5.98		
5	FOURSEASONSPOST	Four Seasons Poster				3.98		
6	GLASSMIX	Long Stem clear plasti				7.50		
7	GLASSMIX	Long Stem clear plasti				7.50		

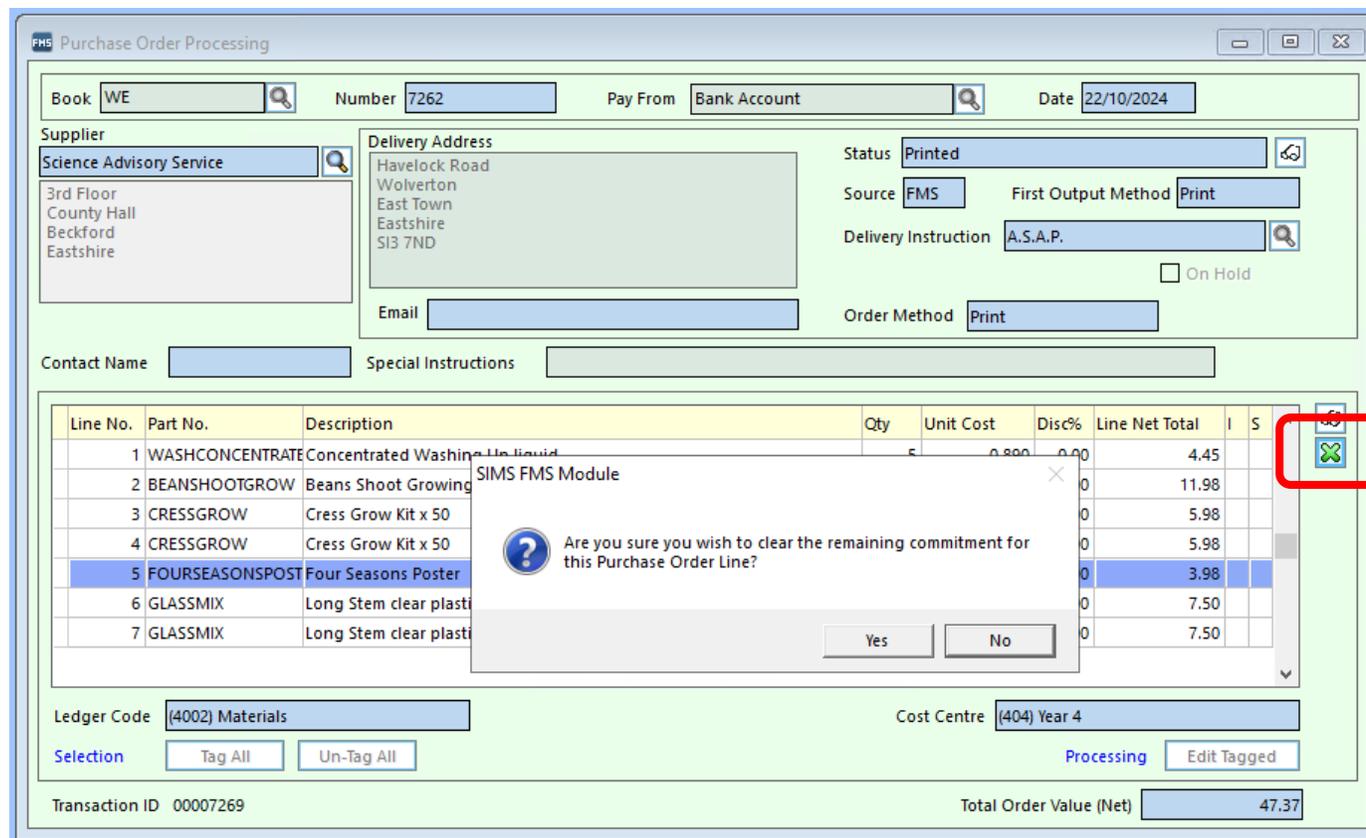
Ledger Code: (4002) Materials Cost Centre: (404) Year 4

Selection: Tag All Un-Tag All Processing Edit Tagged

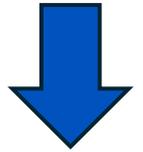
Transaction ID: 00007269 Total Order Value (Net): 47.37

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

Yes No



AP: Cancelling an Order



- When a complete order needs cancelling.
- Cancelling a purchase order is irreversible. Please check to make sure you have opened the correct order.

FMS Purchase Order Processing

Book: WE Number: 7262 Pay From: Bank Account Date: 22/10/2024

Supplier: Science Advisory Service
3rd Floor
County Hall
Beckford
Eastshire

Delivery Address: Havelock Road
Wolverton
East Town
Eastshire
SI3 7ND

Status: Printed
Source: FMS First Output Method: Print
Delivery Instruction: A.S.A.P.

Contact Name: [] Sp: []

Ledger Code: (4002) Materials Cost Centre: (404) Year 4

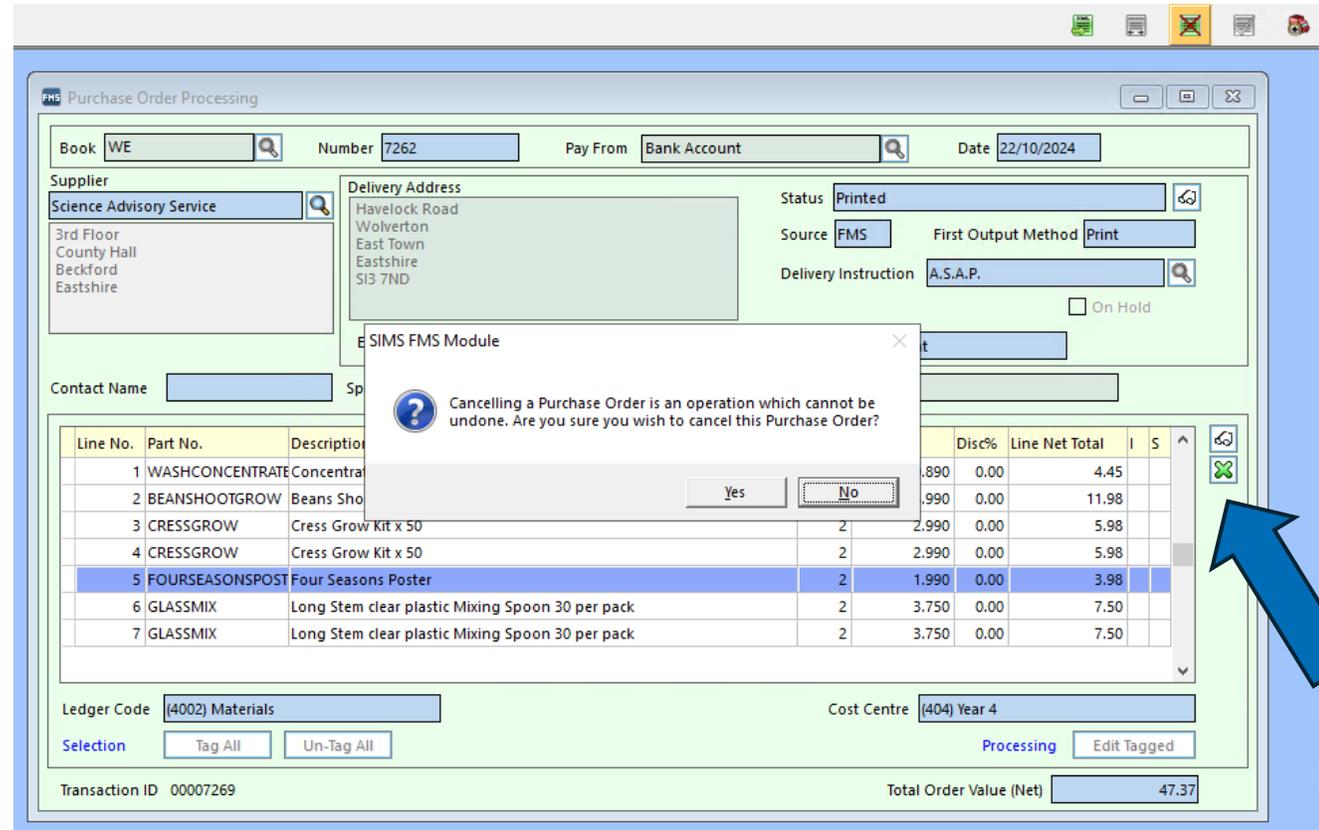
Selection: Tag All Un-Tag All Processing Edit Tagged

Transaction ID: 00007269 Total Order Value (Net): 47.37

Line No.	Part No.	Description	Disc%	Line Net Total	I	S
1	WASHCONCENTRATE	Concentra	0.00	4.45		
2	BEANSHOOTGROW	Beans Sho	0.00	11.98		
3	CRESSGROW	Cress Grow Kit x 50	0.00	5.98		
4	CRESSGROW	Cress Grow Kit x 50	0.00	5.98		
5	FOURSEASONSPOST	Four Seasons Poster	0.00	3.98		
6	GLASSMIX	Long Stem clear plastic Mixing Spoon 30 per pack	0.00	7.50		
7	GLASSMIX	Long Stem clear plastic Mixing Spoon 30 per pack	0.00	7.50		

AP : Clear Commitments or Cancel Order

- **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.



The screenshot shows the 'FMS Purchase Order Processing' window. The main window displays the following information:

- Book: WE, Number: 7262, Pay From: Bank Account, Date: 22/10/2024
- Supplier: Science Advisory Service (3rd Floor, County Hall, Beckford, Eastshire)
- Delivery Address: Havelock Road, Wolverton, East Town, Eastshire, SI3 7ND
- Status: Printed, Source: FMS, First Output Method: Print, Delivery Instruction: A.S.A.P.
- Contact Name: [Empty], Sp: [Empty]
- Ledger Code: (4002) Materials, Cost Centre: (404) Year 4
- Selection: Tag All, Un-Tag All, Processing, Edit Tagged
- Transaction ID: 00007269, Total Order Value (Net): 47.37

A dialog box titled 'SIMS FMS Module' is open in the center, asking: 'Cancelling a Purchase Order is an operation which cannot be undone. Are you sure you wish to cancel this Purchase Order?' with 'Yes' and 'No' buttons.

The purchase order lines are as follows:

Line No.	Part No.	Description	QTY	Disc%	Line Net Total	I	S
1	WASHCONCENTRATE	Concentra		0.00	4.45		
2	BEANSHOOTGROW	Beans Sho		0.00	11.98		
3	CRESSGROW	Cress Grow Kit x 50	2	0.00	5.98		
4	CRESSGROW	Cress Grow Kit x 50	2	0.00	5.98		
5	FOURSEASONSPOST	Four Seasons Poster	2	0.00	3.98		
6	GLASSMIX	Long Stem clear plastic Mixing Spoon 30 per pack	2	0.00	7.50		
7	GLASSMIX	Long Stem clear plastic Mixing Spoon 30 per pack	2	0.00	7.50		

A blue arrow points to the 'Line (green) button' in the top right corner of the window, and another blue arrow points to the 'No' button in the dialog box.

Accounts Payable

Deliveries

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

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.



Invoices and Credit Notes

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

Turning off Ordering



Turning off Ordering

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

Define Years

Year	State	Periods	Lowest Open	Archived
2025	Not started	12	1	No
2024	Started	12	1	No
2023	Closed - Not Finalized	12	13	No
2022	Finalized	12	13	No
2021	Finalized	12	13	No

Open Year Preliminary Close Final Close

Period	Start Date	Name	Status
1	01/09/2024	Oct	Open
2	01/10/2024	Nov	Open
3	01/11/2024	Dec	Open
4	01/12/2024	Jan	Open
5	01/01/2025	Feb	Open
6	01/02/2025	Mar	Open
7	01/03/2025	Apr	Open
8	01/04/2025	May	Open
9	01/05/2025	Jun	Open
10	01/06/2025		

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

Next Year Begins 01/09/2025

Save Cancel Help

Bank Reconciliation, BACS & Petty Cash



Bank Reconciliation

- Keep up to date
- Check for old unreconciled cheques
- Check for unreconciled expenditure & unreconciled receipts
- Don't forget your investment account
- 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 year, because orders, deliveries and invoices are all pulled forward in support of the unreconciled cheque.
- Useful Report **Reports > General Ledger > Bank > Unreconciled Transaction Listing**

Unreconciled Transaction Listing

- You may find this report Useful
- **Reports > General Ledger > Bank > Unreconciled Transaction Listing**



BACS Payments



BACS Payments are not transferred from one year to the next.



It is **essential** that all BACS transactions are **reconciled before** running the **preliminary close**.



One preliminary close has been run, you are only able to view payments.

Petty Cash



Useful Report -> **Reports > General Ledger > Petty Cash – Unposted Folio Listing**



All transactions (Expenditure and Reimbursements) must be posted.



Cash in hand figure **MUST** match the actual amount in the tin!

Journals

- Cash book journals for direct debits and bank transfers processed through the bank on or before 31 March should be entered on the system.
- Check in **General Ledger | Manual Journals** that all journals are posted. Delete any that are unposted and no longer required. The screen should be empty if all have been processed.



Accounts Receivable

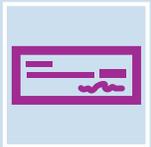
Also known as AR



Non-Invoiced Income



All income received on or before 31 March must be entered.



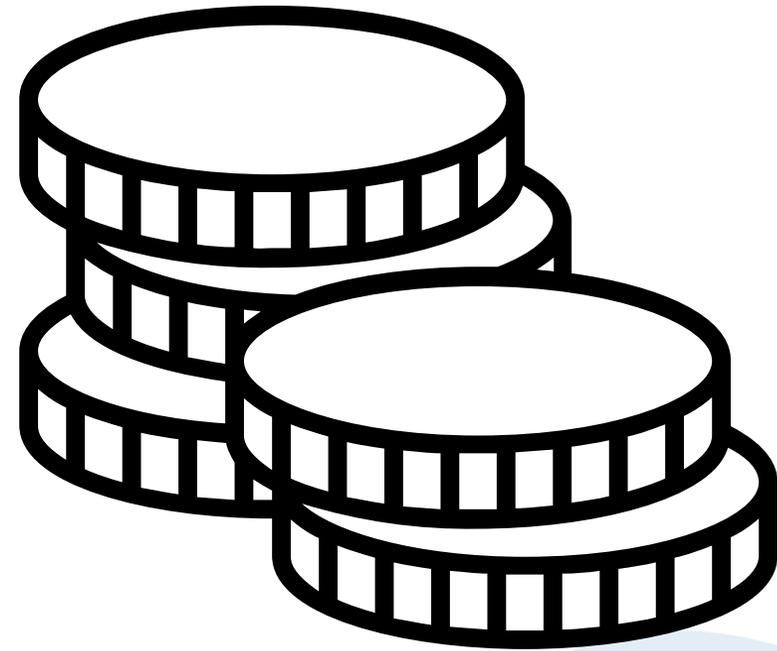
All receipts and paying in slips must be posted. Check why and post or delete.



Any money received after your collection; you will have to bank it in the following week; but you can add it to the system.

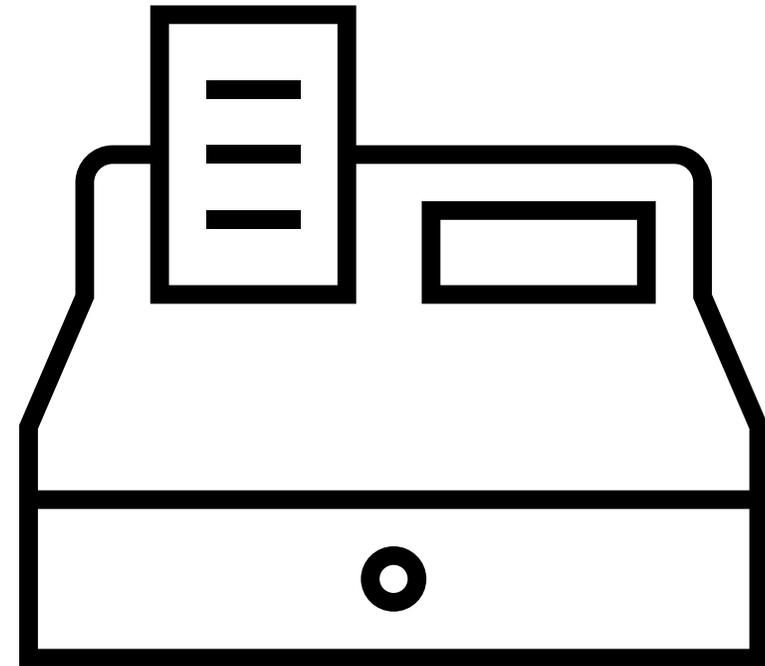
Invoiced Income

- Invoices for goods and services provided **on or before 31 March** must be raised.
- All invoices must be authorised and printed.
- All Receipts and pay in slips must be posted. If not posted -check why and post or deleted as necessary
- Receipts for cash or cheques cannot be posted unless they are included on a paying in slip.
- All receipts should be matched to invoices.



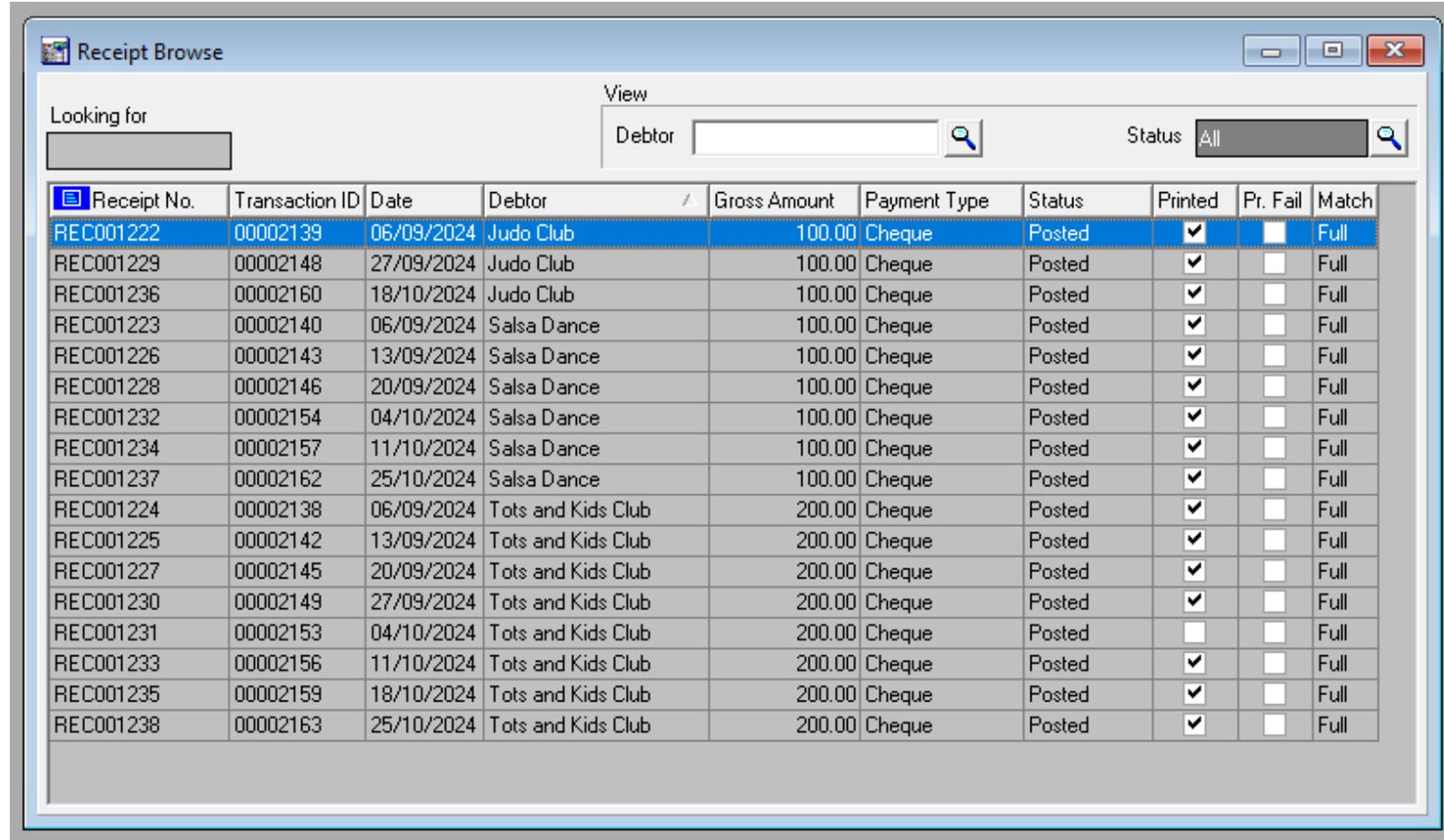
Receipts

- **Accounts Receivable > Focus > Receipt**
- Match receipts to invoices.
- Clear any that need refunds or are no longer required.
- Make sure any receipts added via bank transfer have been posted in the above screen.
- You must post bank transfers.
- Cash or cheque receipts are added to paying in slips.



Receipts continued

Accounts
Receivable >
Focus >
Receipt



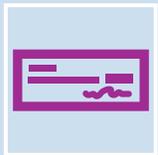
The screenshot shows a software window titled "Receipt Browse". At the top, there are search filters: "Looking for" (empty), "View" (set to "Debtor"), and "Status" (set to "All"). Below these filters is a table with 11 columns: Receipt No., Transaction ID, Date, Debtor, Gross Amount, Payment Type, Status, Printed, Pr. Fail, and Match. The table contains 20 rows of receipt data. The first row is highlighted in blue.

Receipt No.	Transaction ID	Date	Debtor	Gross Amount	Payment Type	Status	Printed	Pr. Fail	Match
REC001222	00002139	06/09/2024	Judo Club	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001229	00002148	27/09/2024	Judo Club	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001236	00002160	18/10/2024	Judo Club	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001223	00002140	06/09/2024	Salsa Dance	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001226	00002143	13/09/2024	Salsa Dance	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001228	00002146	20/09/2024	Salsa Dance	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001232	00002154	04/10/2024	Salsa Dance	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001234	00002157	11/10/2024	Salsa Dance	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001237	00002162	25/10/2024	Salsa Dance	100.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001224	00002138	06/09/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001225	00002142	13/09/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001227	00002145	20/09/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001230	00002149	27/09/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001231	00002153	04/10/2024	Tots and Kids Club	200.00	Cheque	Posted	<input type="checkbox"/>	<input type="checkbox"/>	Full
REC001233	00002156	11/10/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001235	00002159	18/10/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full
REC001238	00002163	25/10/2024	Tots and Kids Club	200.00	Cheque	Posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full

Paying In Slips



Finance > Accounts Receivable > Pay In Slips



Check the above screen to ensure that all paying in slips have been posted.

Salaries

Ensure you have up to date salary information in your system. You should have imported your salary downloads, cleared commitments and updated budgets.



Staff Salaries



Automatic Reconciliation – Suspense File MUST BE CLEAR



Salary Projections – ALL commitments MUST BE CLEAR

Clearing Salary Commitments

- Personnel Links – Salary Projection – Clear Commitment
- All commitments should be cleared in months where you have already run the salary download.

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

Salary File for March



This will be sent to schools in the normal way via SFTP.



This should be in schools by first week of April.



Please run this as soon as possible

System Check Report



Run this report as often as you want.

- **Reports > Year End > System Checks**
- This will identify any areas you need to look at.
- We recommend you run this frequently during the end of year process.
- Now turn on these two options
 - **'Include Transferable Transactions'**
 - **& 'Include Support Items'**
- **This will check that everything that is going to be transferred to the new year can be.**

Symbols used on the report

- 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)



System Checks Report Output

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

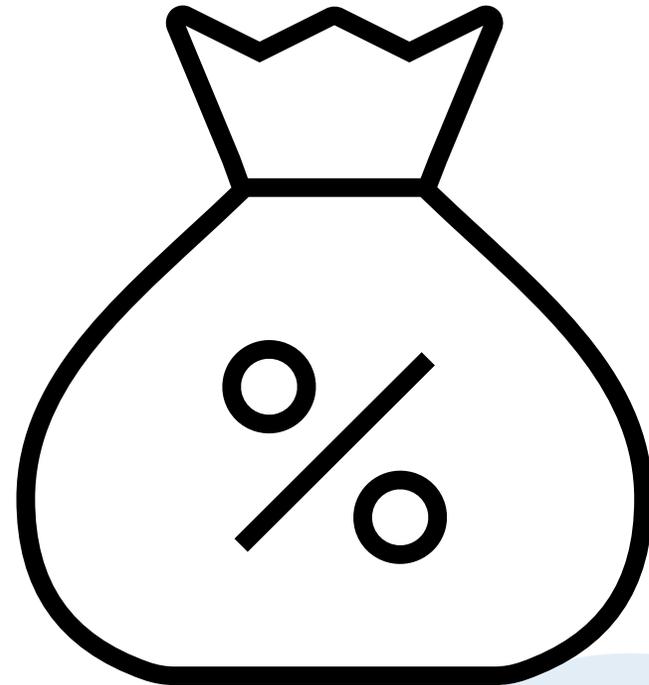
Invoice/Credit Note No	Type	Date	Order No	Supplier	Amount	Status
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21BID130467	PI	19/03/2021	BANK010851	Bidvest Foodservice	67.67	Not fully authorised
21BID130468	PI	19/03/2021	BANK010851	Bidvest Foodservice	72.68	Not fully authorised
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21BID130534	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

VAT Returns

- These cannot be done until the start of April.
- Please complete your return as soon as possible and submit to the VAT Team.



Stage 2: Setting Up the New Year and Consistent Financial Reporting (CFR)

Most of these tasks are checking tasks as some of this work will have been done for you by your school's finance officer.



Consistent Financial Reporting

This is a statutory return which is generated from your finance data.



CFR – Consistent Financial Reporting

- Statutory Return to the DfE
 - The CFR Mapping has already been setup
 - As part of the preparation for Year End, we need to look at CFR and check if any amendments are required. Your SFO will check this.
 - The system will carry forward ledger code/fund combination mapped to a CFR code and heading from the previous financial year. If any new Ledger codes are required, then your SFO will set these up for you.
 - Look in the booklet for the CFR flow chart etc.
 - There are some reports available **Reports > CFR**
- 

Budget Share Apportionment

- **Budget Management > Fund Allocation**
- Check that your budget share has been apportioned for CFR, you will have been notified what your apportionments are. SFO will have probably entered this for you.

The screenshot displays a software interface for budget management. The main window is titled "Fund Allocation Details" and shows the following information:

Fund Description		Fund Code
Delegated Budget		01
Fund Allocation	950410.80	Increase Allocation...
Total Budgeted against Fund	950411.00	Decrease Allocation...
Reserves	-0.20	
CFR Apportioned	950410.80	

The interface also includes a search bar labeled "Looking for" and a table with columns "Code", "Description", and "Allocation". The table contains one entry: Code 01, Description Delegated Budget, Allocation 950410.80.

Order Books

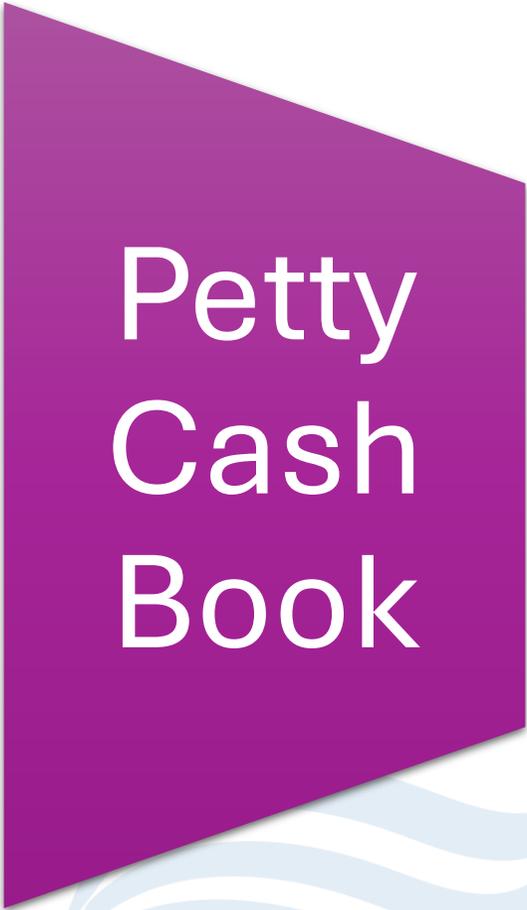


Books

- **Tools > Books**
- Click **Add Book** or **Close Book**
- Create your books with the new prefix.
- Free Unused numbers to enable unused numbers to be used if necessary.
- **DO NOT CLOSE THE CHEQUE BOOK**



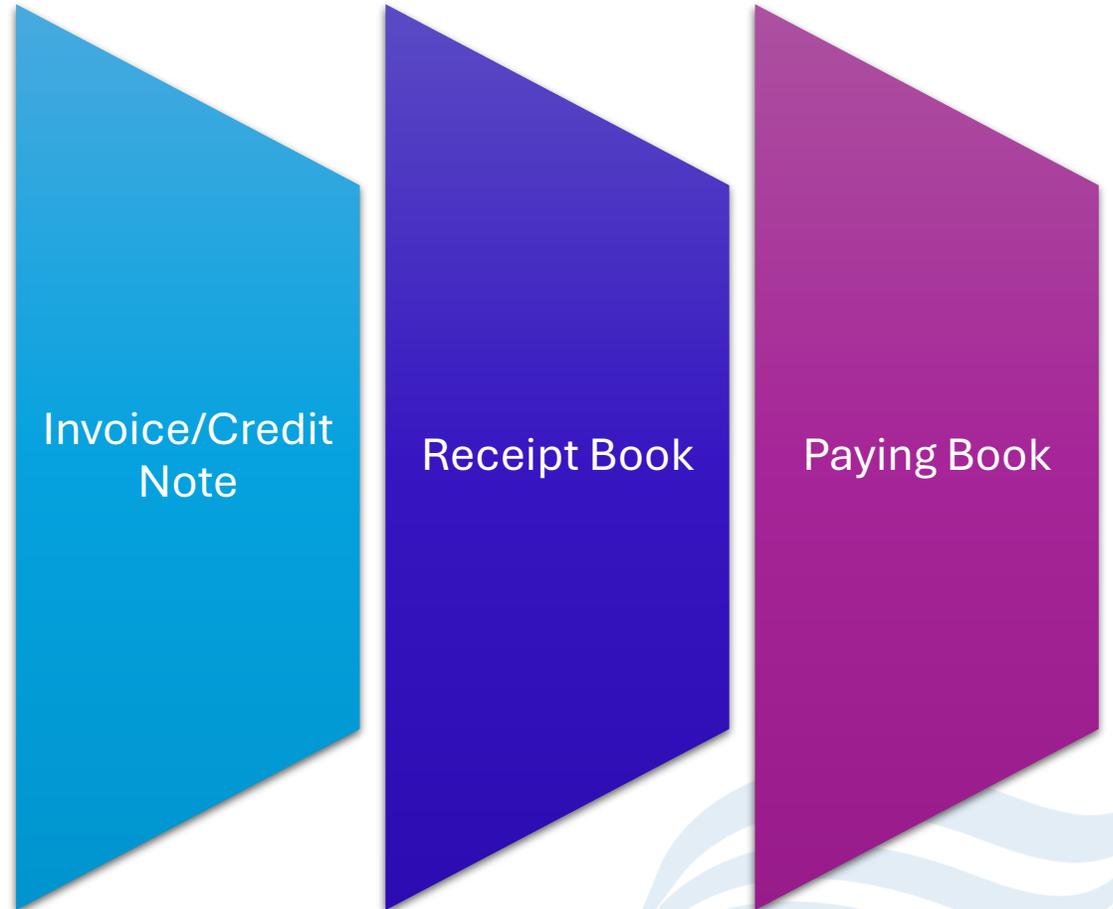
Order
Books



Petty
Cash
Book

Accounts Receivable Books

- **AR > Tools > Manage Books**
- Click **Add Book** or **Close Book & Re Use numbers** as necessary
- Create your books with the new prefix.
- Free Unused numbers to enable unused numbers to be used if necessary.



Turning On Ordering



Turning On Ordering

The Order facility can be switched off

- **Tools > Define Financial Years > Define/Edit Years**
- Add the ✓ against Order Book Open

Year	State	Periods	Lowest Open	Archived
2025	Not started	12	1	No
2024	Started	12	1	No
2023	Closed - Not Finalized	12	13	No
2022	Finalized	12	13	No
2021	Finalized	12	13	No

Period	Start Date	Name	Status
1	01/09/2024	Oct	Open
2	01/10/2024	Nov	Open
3	01/11/2024	Dec	Open
4	01/12/2024	Jan	Open
5	01/01/2025	Feb	Open
6	01/02/2025	Mar	Open
7	01/03/2025	Apr	Open
8	01/04/2025	May	Open
9	01/05/2025	Jun	Open
10	01/06/2025		

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

Next Year Begins: 01/09/2025

Final Checks



System Check Report



Run this report as often as you want.

- **Reports > Year End > System Checks**
- This will identify any areas you need to look at.
- We recommend you run this frequently during the end of year process.
- Now turn on these two options
 - **'Include Transferable Transactions'**
 - **& 'Include Support Items'**
- **This will check that everything that is going to be transferred to the new year can be.**

After 31st March and before Preliminary Close



Print Outstanding Purchase Order Report



Run VAT Report for March P12



Salary Download for March



Equipment Register Import (if necessary)



Bank Reconciliation



CFR Reports



Print Reports as Requested by School Finance

Stage 3: Preliminary Close



Final Checks

- Run **System Check Report** again and check everything is dealt with and deal with anything outstanding.
 - **Automatic Reconciliation** (salary download) has **no unreconciled** items
 - **Salary Commitments** are **clear**
 - **Bank Reconciliations** are **up to date**
- 

Preliminary Close

- Before starting, ensure that you have carried out all previous steps and you are happy to close. Check with your SFO. They may undertake this process for you.
 - **Do not close period 12** this is automatically closed for you as part of the year end process.
 - **Ensure that you take a successful FMS backup before you start.**
 - Earliest time you can do a preliminary close is 1 April 2025
- 

Preliminary Close

- Prelim close will close all existing periods except period 12
 - When period 12 is closed on final close, the system will create p13 and balances are calculated and transferred to period 0 in the new year.
 - You cannot do any bank rec in the old year after prelim close has taken place – as all outstanding items are transferred to the new year. Make sure your bank rec reconciles to the actual bank statement **BEFORE** you close.
 - Don't forget your investment account.
- 

Performing a Preliminary Close

- **Tools > Define Financial Years > Define/Edit Years**
- If the Preliminary Close button is not active, this is usually because the previous year is still open.

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

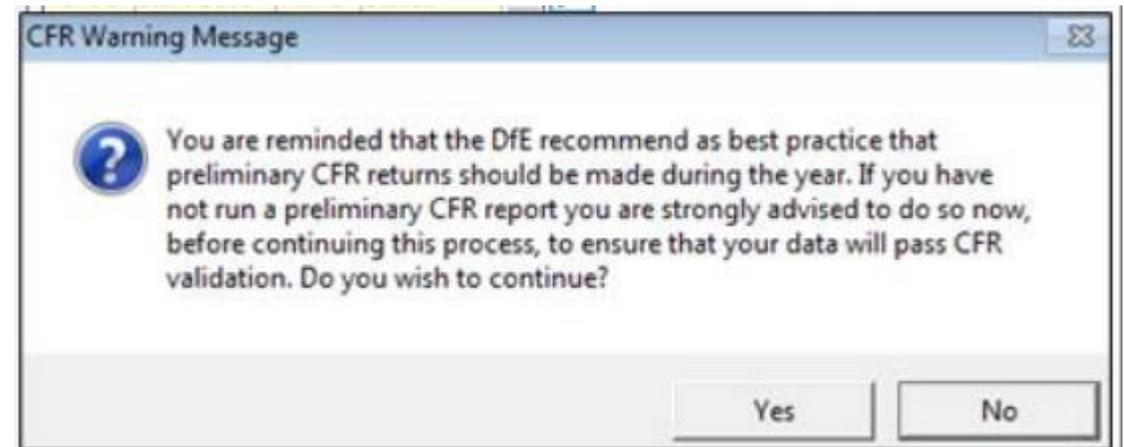
Check Spending Against Cost Centre
 Order Book Open
 Order Book Open - Restricted Users
 Record Deliveries

Next Year Begins 01/04/2021

Save Cancel Help

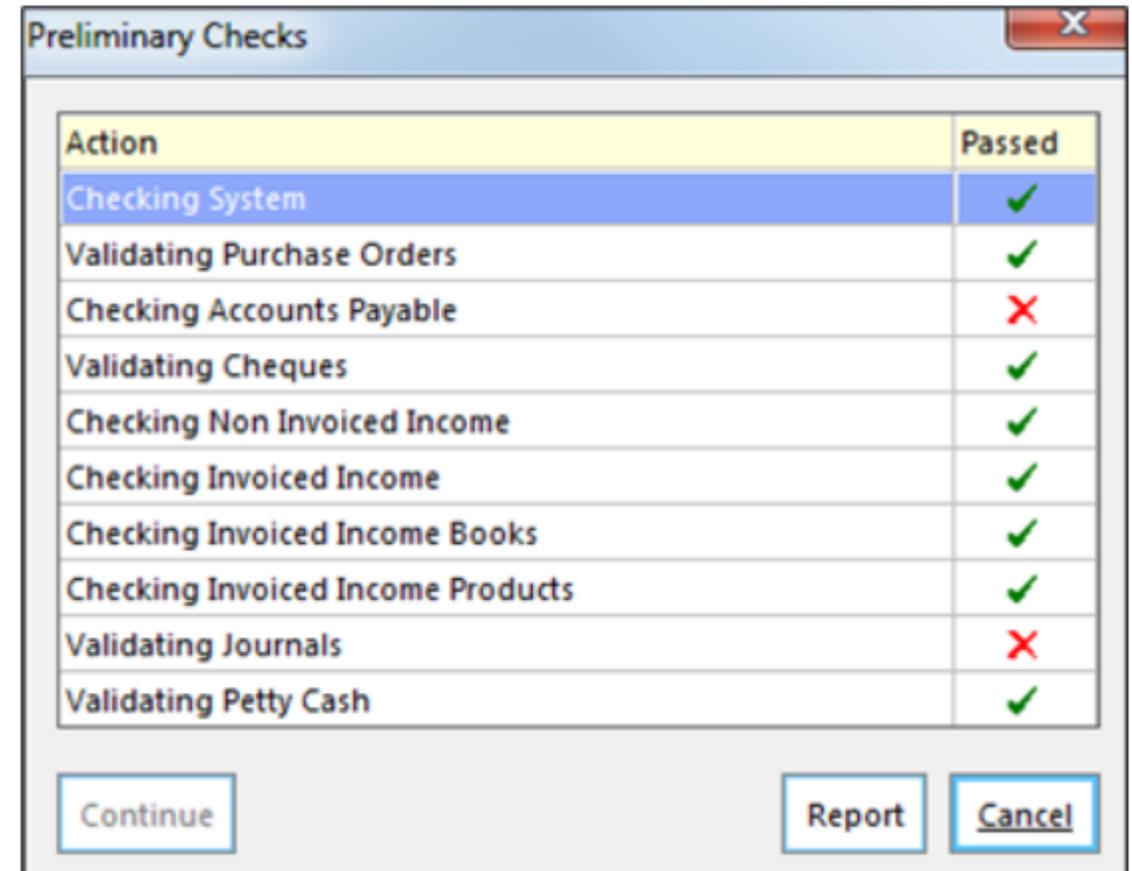
Check CFR before you continue

- Before prelim close, you are warned to check your CFR reports.
- Do this before running the close



Checks

- The system will run some checks.
- If any check shown, then you must review the issues before you can continue.
- If all green ticks are shown then the system is ready to do the preliminary close.

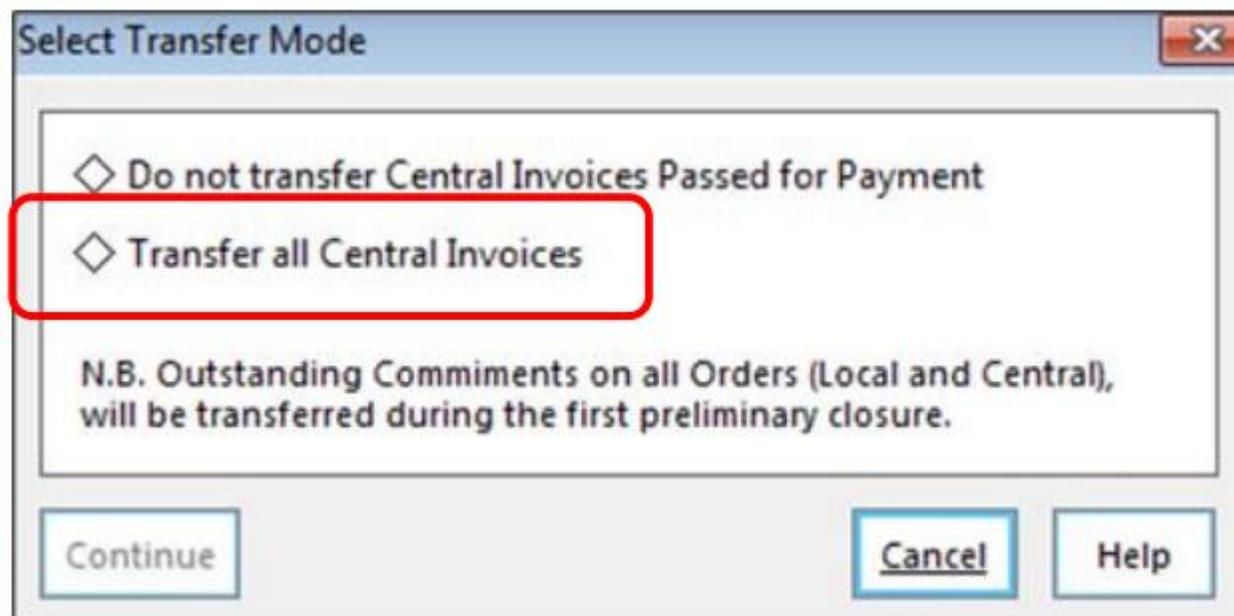


The screenshot shows a window titled "Preliminary Checks" with a table of checks and their status. The table has two columns: "Action" and "Passed". The "Passed" column contains green checkmarks for successful checks and red 'X' marks for failed checks. At the bottom of the window are three buttons: "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	✓

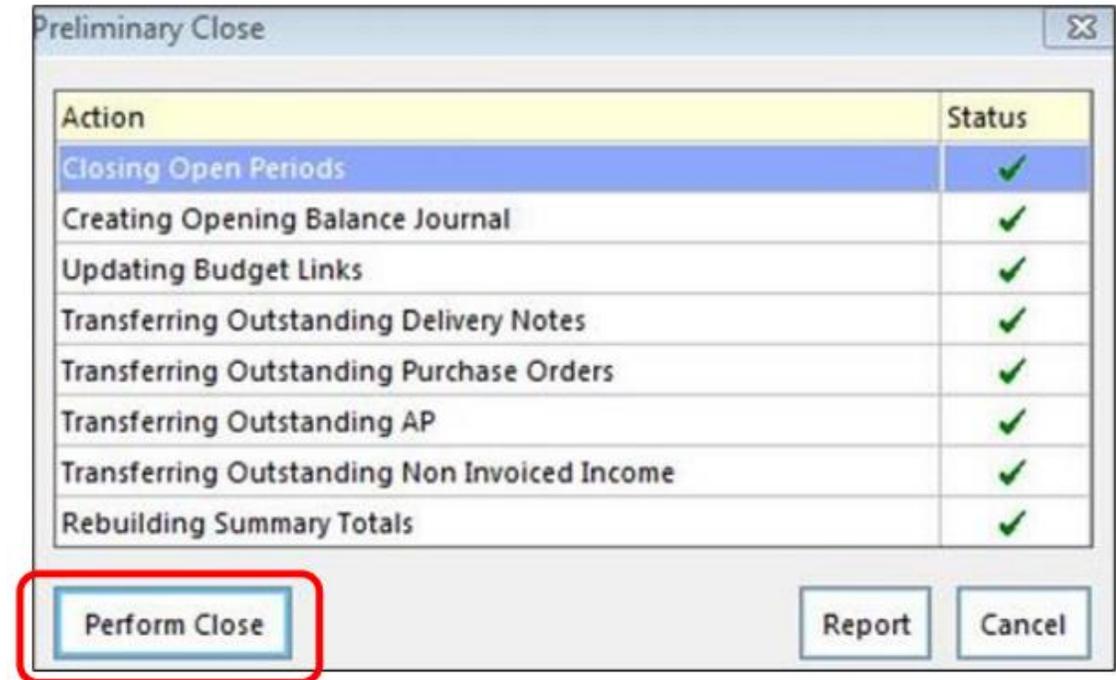
Select Transfer Mode

- Not completely relevant to CCC schools.
- Select **Transfer all Central Invoices**



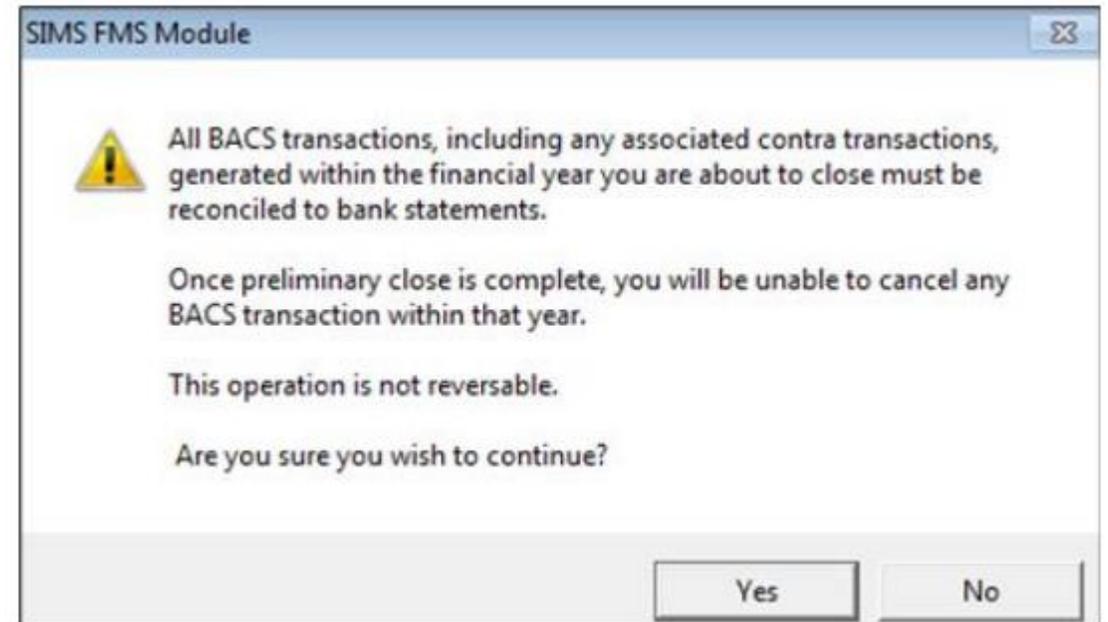
Further Checks

- Once all checks have been run through, you will get a series of green ticks.
- Once finished you will be able to click **Perform Close** this will run the preliminary close.
- The operation is not reversible, so please be sure you want to continue.



Final Warning

- Review the Warning on screen.
- Ensure your SFO is happy for you to perform the prelim close.
- Pay particular attention to the warning regarding BACS transactions.
- This operation is irreversible.
- If you are happy click Yes.
- Once closed the year will be marked as '**Closed**' not 'Finalised'.



Transferred Transaction

- **Reports > Year End > Transferred Transactions**
- This will show you all items which have been transferred into the new year.



Stage 4: New Financial Year

Checks that you should undertake.



The New 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.

Opening Balance Journal

- **General Ledger > Journal Review**
- Review this to check what has been transferred into the new year.

Period	O/B	Date	Debit	Credit
0	O/B	12/04/2021	115871.00	115871.00

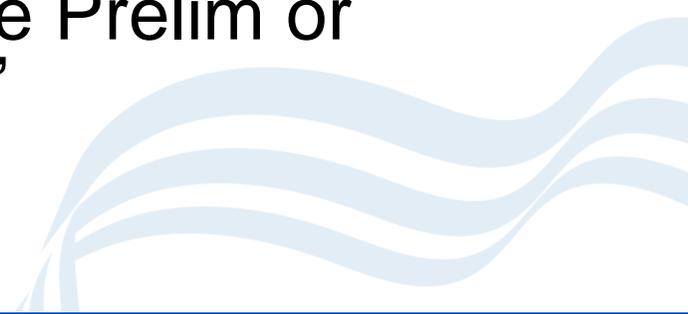
Type	User	Journal No.
GL	US1	118488

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

- To view the items 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.
- 

Reminders

- 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.”
- 

Stage 5: Final Close

This process is reversible and must only be completed once you and your Finance Officer are happy you are ready to do so.



Final Close - Warnings

The Final Close should only be carried out when you have been advised by School's Finance

CFR must be reported to the Government mid July.

The Final Close cannot be reversed.

No financial transaction of any type can take place after the year has been finally closed.

Supervisor level access can do the final year end

Final Close is irreversible

- Makes sure that your SFO has given the go ahead.
- You will receive other documentation on how to perform the final close.



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

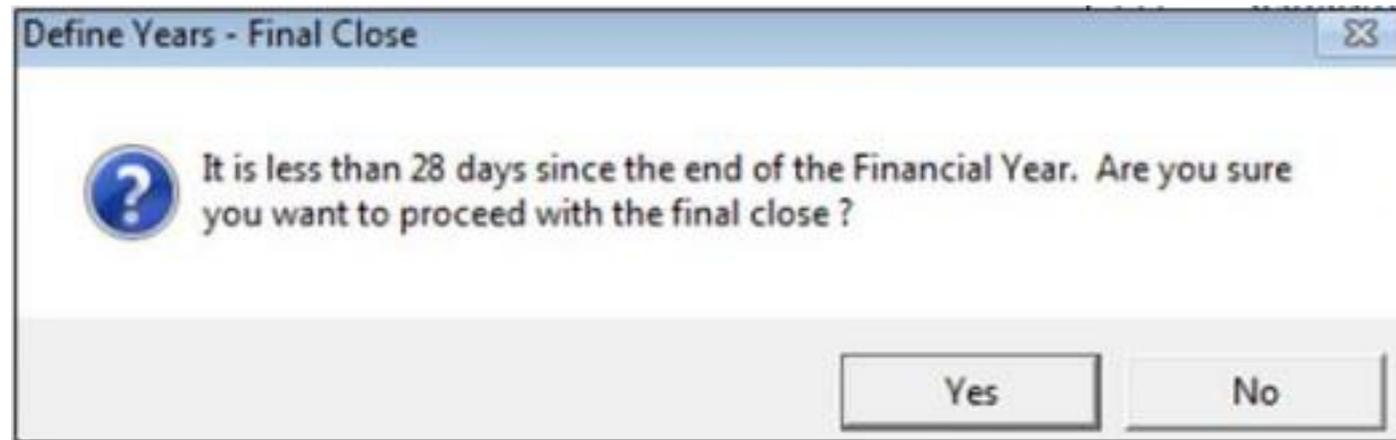
Check Spending Against Cost Centre
 Order Book Open
 Order Book Open - Restricted Users
 Record Deliveries

Next Year Begins 01/04/2021

Save Cancel Help

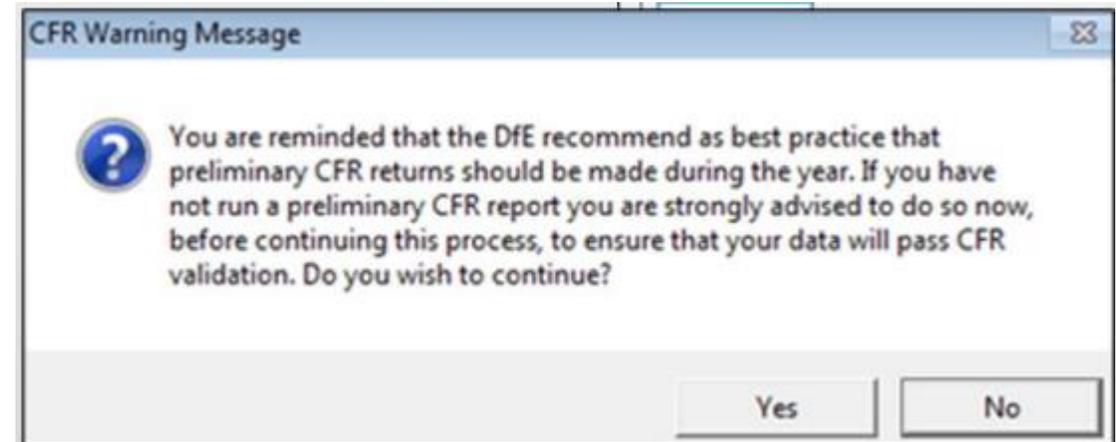
Less than 28 days

- If the final close is being performed within 28 days of the end of the financial year, you will get a message asking you to confirm this.



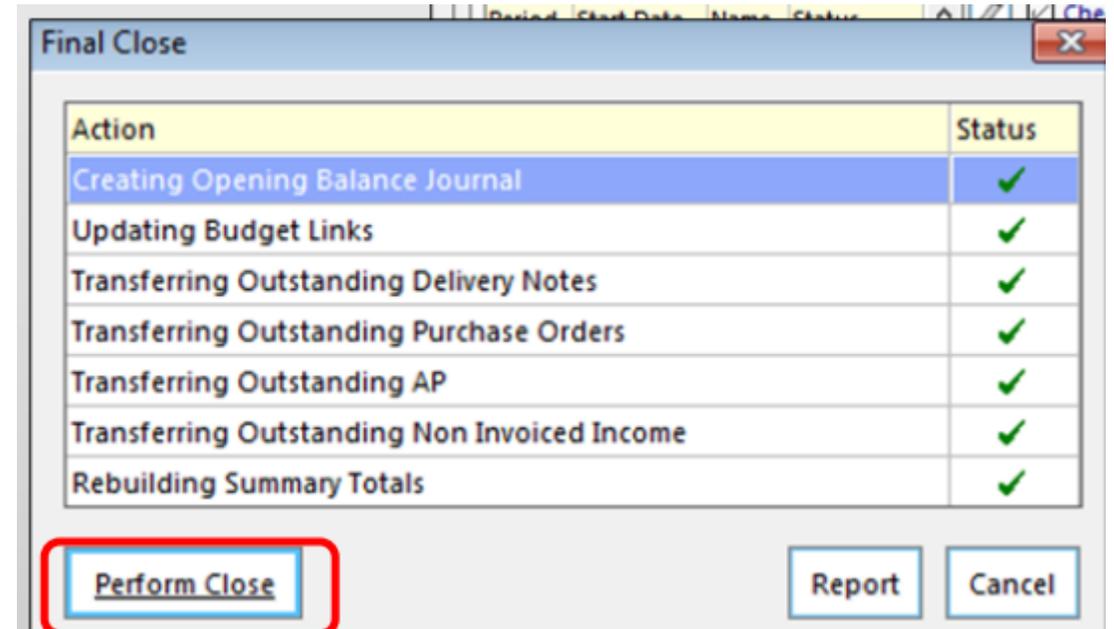
CFR Warning

- Make sure you have run a preliminary return during the financial year.
- If you have not already done so run your CFR now.



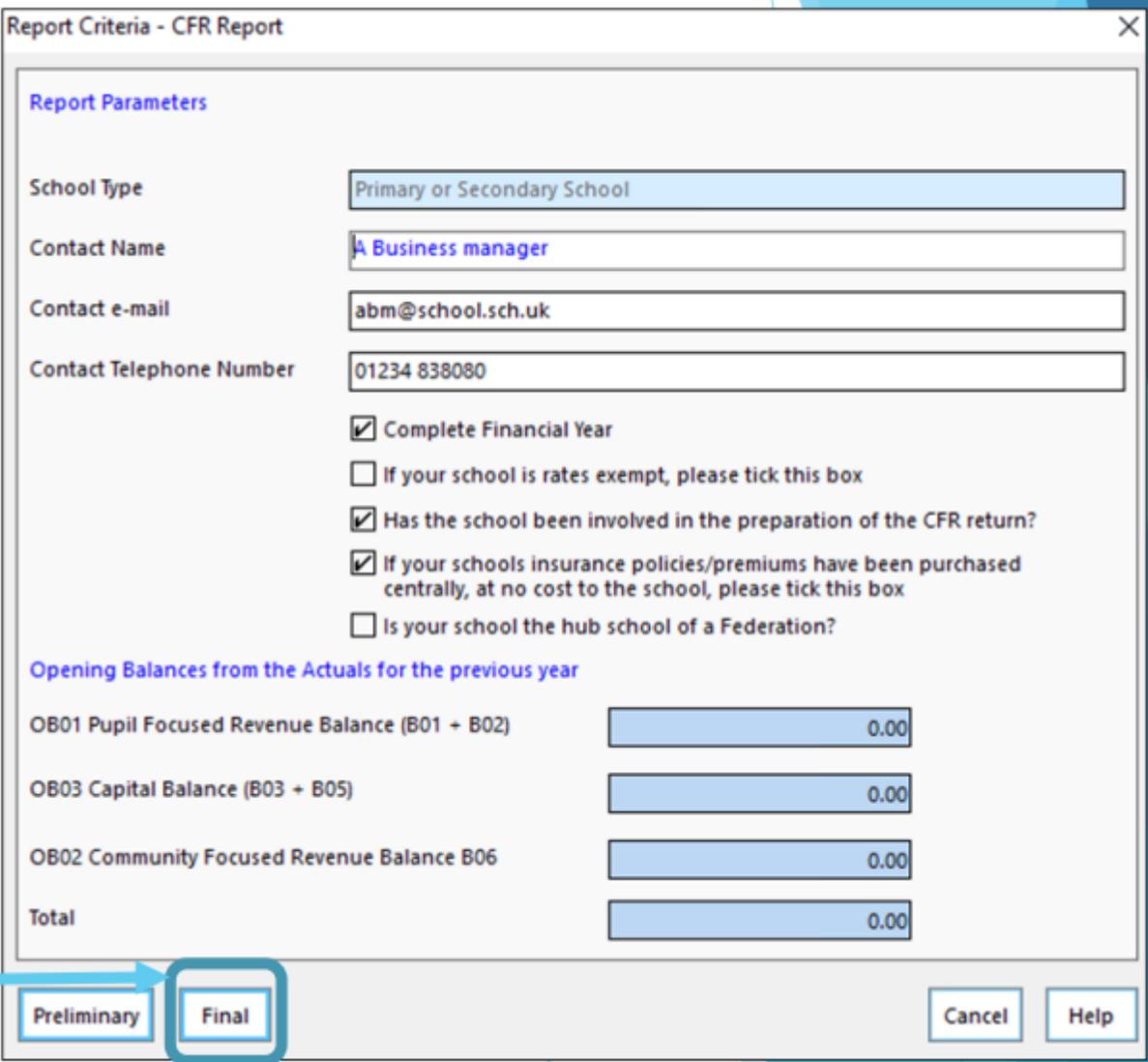
Finally closed

- Final checks are run through, some additional warnings maybe displayed.
- This process is irreversible, so please make sure everything is complete before you do this.
- Click **Perform Close**



After Final Close

- Reports > CFR > CFR Report
- The Final button.
- This will only show after the 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

Final CFR Report

- Click **Export to XML** to produce your file.
- Take a note of where the file is saved as this where you will need to upload it from to collect.

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 100000.00 -34000.00 -34000.00 66000.00

CFR Code Issues

Number	Message

Print Table DfE Reports Validation Report

Save Print CFR Report **Export to XML** Cancel Help

Any Questions?

Feel free to turn on your camera and/or microphone or ask questions in the chat.



Documentation

- **Our Guidance Booklet**

- www.Coventry.gov.uk/schoolsict

- **End of Year Check list**

- <https://www.schoolsict.digital/guides>

- **Slides and Recordings**

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



Help and Support

Digital Services

- For issues relating to Software faults, bugs, 'how do I?' queries, anything that needs to be escalated to FMS
- Email
 - schoolsict@coventry.gov.uk
- Phone
 - [024 7678 6620](tel:02476786620)

Schools Finance Officer

- Queries relating to how to handle specific financial situations, budgeting advice, financial procedures advice
- Contact your individual school's finance officer





Approved
Support
Unit

Thank you for your time



Coventry City Council

coventry.gov.uk