



SIMS

helping
schools
inspire



**Central Processing
and Non-Invoiced
Income in FMS**

Applicable to 6.158 onwards

Revision History

Version	Change Description	Date
6.158 - 1.0	Initial release.	03/06/2014
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Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

C / Contents

01/ Introduction and Setup Routines.....	1
Introduction	1
What's New in This Release	1
Where to Find More Information.....	1
Access Rights for Central Processing and Non-Invoiced Income	2
Defining Authorisation Slips for Central Authorisation.....	3
Automatic Reconciliation Setup	6
Import File Definition.....	6
Manual Definition.....	6
Importing Agency Definition.....	7
Filenames and the Import File	7
Testing the Import File Structure.....	8
Header Definition.....	9
General Parameters	10
Non-Invoiced Income Parameters	12
Non-Invoiced Income Defaults	12
02/ Central Authorisation	13
Introduction	13
Selecting Invoices for Central Authorisation.....	13
Printing Authorisation Slips	14
Exporting Authorisation Slips	14
Structure of the Authorisation File.....	15
03/ Reconciliation.....	19
Manual Reconciliation	19
Manual Reconciliation Transaction Details	19
Transaction Details for Manual Reconciliation	21
Complete Reconciliation Details.....	22
Viewing/Editing Transaction Details.....	22
Automatic Reconciliation	22
Accessing Automatic Reconciliation	24
Filenames and the Import File	24
Importing the Reconciliation File	25
Selecting the Report Parameters	26
Defining the Reconciliation View Criteria.....	27
Reconciling Unreconciled Items.....	30
Data Type Codes	30
Applying Corrective Action.....	31

Payroll Number Not Found	32
Ambiguous Payroll Number.....	33
Salary Payments	33
Error Types and How to Deal With Them.....	34
Deleting and Recording Contra Entries	39
Delete Entries	39
Recording Contra-Entries	40
Automatic Reconciliation and Rejected Transactions	41
04/ Central Payment and Central Reports.....	43
Central Payment	43
Viewing Payments and Receipts	44
Adding a Payment.....	45
Adding a Receipt.....	46
Central Reports.....	47
Producing the Automatic Reconciliation Imported Files Report	48
Producing the Automatic Reconciliation Status Report	48
05/ Non-Invoiced Income	51
Processing Non-Invoiced Income	51
Central Processing of Non-Invoiced Income	51
Receipt Processing – Browser	52
Adding a Receipt	54
Completing the Receipt Details	55
Adding More Non-Invoiced Income Receipts.....	55
Selecting New Cost Centre/Ledger Code.....	55
Editing a Receipt for Non-Invoiced Income.....	56
Deleting Receipt Details.....	57
Selecting and Tagging Entries.....	57
Processing Cash and Cheque Receipts	58
Central Non-Invoiced Income and Automatic Reconciliation	58
What to do if Central Ledger Links Remain	59
Local Processing of Non-Invoiced Income	59
Receipt Processing – Browser	60
Adding a Receipt	61
Completing the Receipt Details	62
Adding More Non-Invoiced Income Receipts.....	63
Selecting New Cost Centre/Ledger Code.....	63
Editing a Receipt for Non-Invoiced Income.....	63
Deleting Receipt Details.....	64
Selecting and Tagging Entries.....	65
Posting Direct Bank Transfer Receipts	65

Processing Cash and Cheque Receipts	66
Cancelling Posted Receipts	67
Paying In Slips.....	67
Browse Paying In Slips	67
Processing a Central Payment.....	68
Posting and Printing Central Paying In Slips.....	69
Printing Central Details	69
Processing a Local Payment.....	70
Selecting Receipts for Pay In Slip	71
Posting and Printing Local Paying In Slips.....	71
Non-Invoiced Income Reports	71
Non-Invoiced Income Listing Report	72
Paying In Slips Report	72
06/ Additional Information	73
Searching for an Item within a Browser	73
Using the Calendar.....	73
Producing a Report	74
Buttons	75
Central Processing	75
Other Buttons for Central Processing.....	76
Non-Invoiced Income	76
Non-Invoiced Income Focus Bar Buttons	77
Index	79

01/ Introduction and Setup Routines

Introduction	1
What's New in This Release	1
Where to Find More Information.....	1
Access Rights for Central Processing and Non-Invoiced Income	2
Defining Authorisation Slips for Central Authorisation.....	3
Automatic Reconciliation Setup	6
Non-Invoiced Income Parameters	12

Introduction

This handbook forms part of the FMS 6.142 series of handbooks. This first chapter of the handbook deals with how to define the parameters required for Central Processing and Non-Invoiced Income, with the next four chapters describing central authorisation of invoices, manual and automatic reconciliation, central receipts and payments, non-invoiced income for local and central transactions. The last chapter provides general information associated with the topics in this handbook.

What's New in This Release

Ability to Set Up an Alternative Control Account

Tools | Automatic Reconciliation - General Parameters

The facility to set up an alternative control account has been provided. This can be used if, for example, you are a non-centrally funded school and want to use a PY ledger code.



More Information:

General Parameters on page 10

Where to Find More Information

The FMS documentation is available from within FMS via the **FMS Documentation Centre**, unless otherwise specified. This can be accessed by selecting **Help | FMS Documentation**. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

Additional supporting documentation can also be found on our SupportNet website (<http://support.capitaes.co.uk>) by clicking the **Documentation** button on the SupportNet home page.

Access Rights for Central Processing and Non-Invoiced Income

Access Rights for Central Processing

Area	Function	View	Enter	Authorise	Enter and Authorise	Supervisor
Authorisation Slips	View	Yes	Yes	Yes	Yes	Yes
	Edit					Yes
Central Authorisation	View	Yes	Yes	Yes	Yes	Yes
	Print		Yes	Yes	Yes	Yes
	Export		Yes	Yes	Yes	Yes
Manual Reconciliation	View		Yes	Yes	Yes	Yes
	Match Invoices				Yes	Yes
	Amend Invoices				Yes	Yes
	Print				Yes	Yes
Central Payment	View	Yes	Yes	Yes	Yes	Yes
	Add Central Income				Yes	Yes
	Add Central Expenditure				Yes	Yes
Automatic Reconciliation	View		Yes	Yes	Yes	Yes
	Add				Yes	Yes

Access Rights for Non-Invoiced Income

Area	Function	View	Enter	Authorise	Enter and Authorise	Supervisor
Receipts	Add		Yes		Yes	Yes
	Edit		Yes		Yes	Yes
	View	Yes	Yes	Yes	Yes	Yes
	Delete			Yes	Yes	Yes
	Print		Yes	Yes	Yes	Yes
	Pay In			Yes	Yes	Yes
	Post		Yes	Yes	Yes	Yes
	Contra		Yes	Yes	Yes	Yes
Paying In Slips	Add		Yes		Yes	Yes
	Edit		Yes		Yes	Yes
	View	Yes	Yes	Yes	Yes	Yes
	Delete			Yes	Yes	Yes
	Central Authorisation			Yes	Yes	Yes
	Print		Yes	Yes	Yes	Yes

Defining Authorisation Slips for Central Authorisation

If your accounts are centrally processed, e.g. by the LA, you will need to define an authorisation slip which will accompany Invoices despatched for authorisation and subsequent payment. The information you enter here is not mandatory and offers a degree of flexibility for customising the slip you send.

NOTE: Any changes made to the default settings will not be recorded in the Audit Trail.

The screenshot shows the 'Accounts Payable Parameters' dialog box with the 'Authorisation Slips' tab selected. The 'Authorisation Slip Layout' is set to 'Standard'. The 'VAT Description Line' is 'VAT'. The 'Order Prefix' is empty. There are fields for 'Expenditure Code Prefix' and 'Expenditure Code Suffix'. The 'VAT Lines' section has radio buttons for 'Single' and 'Multiple'. The 'Output Method' has radio buttons for 'Print' and 'Export'. The 'Date' section has radio buttons for 'Use Invoice Pay By Date' and 'Use Invoice Date'. There are checkboxes for 'Include Transaction ID in Export File' and 'Validate Supplier's LA Reference'. A preview window shows an invoice for 'SIMS County Establishment' with a table of VAT amounts.

Account	Fund	VAT Code	Amount
5008	LA	1	112.50
5010	LA	2	3.00
		VAT	115.52
		Total Inc. VAT	135.43

1. Select **Tools | Accounts Payable Parameters** and click on page **3: Authorisation Slips**.
2. The first thing you will need to decide, when you first access this option, is the layout for the slips you send. You are able to choose a pre-defined slip by clicking the **Field Browser** button or by pressing the **F3** key for a slip layout list.



Field Browser button

3. Highlight the layout of your choice and click the **Select** button.
4. In the **VAT Description Line** field enter a brief description of the type of VAT levied, e.g. standard rate, zero rate, etc.
5. If you have assigned a **General Order Prefix**, enter it in this field.
6. The following fields, **Expenditure Code Prefix**, **Expenditure Code Suffix** and **Authorisation Slip Header**, will largely be determined by the LEA. The detail you are given for these sections should be entered in these fields.
7. The **VAT Lines** section contains two radio buttons enabling single or multiple VAT rates to be processed. To process a single rate of VAT, select **Single**; to process multiple VAT rates, select **Multiple**.

NOTE: In both cases zero-rated VAT transactions are automatically included.

8. You may also select the method for transferring the Authorisation Slips in the **Output Method** section. Click the **Print** radio button to send a printed version; select the **Export** radio button to send a version on disk.
9. In the **Slips per Page** section you are able to decide how many slips you would like printed on each page. Choose whether you want 1, 2 or 4 slips to be printed, by selecting the appropriate radio button.
10. The **Date** option enables you to select whether to use the **Use Invoice Pay By Date**, the default option, or the **Use Invoice Date**, on authorisation slips. Select the appropriate radio button. When this option is changed, you are asked to confirm your choice. Once you have selected the preferred date option, the system will retain this setting, so that you will not need to re-select for each new session.
11. **Include Transaction ID in Export File.** If you have selected to export authorisation slips, you have the option to include the Transaction ID. By default, the check box will not be selected and may only be selected by users with the highest level access right. Extreme caution is advised, as selecting this option will change the file structure.

WARNING: *If this field is selected by selecting the check box, you should be aware that all fields, except the flag field, will move one place to the right, which may affect the operation of any special software you may use to read the export file.*

12. **Validate Supplier's LEA Reference.** By default this check box will not be selected. If you decide that you want all suppliers who have invoices included on the authorisation slip checked, select the check box. You will receive a warning which will ask you to confirm your selection.

NOTE: *If the Supplier uses a factoring agent for receiving payments and you have entered the details into the **Payee** section of the **Additional** page in **Accounts Payable | Suppliers**, you must ensure that a valid reference number is entered for both the Supplier and the Payee. The system validates both the Supplier and LEA Reference. Should either reference number fail validation, you will receive a list of Suppliers and their corresponding Payees. You should check each in turn to ascertain whether the missing LEA Reference is for the Supplier and/or their nominated Payee.*

13. Underneath the preview of your authorisation slip you will see two buttons. Clicking the **Free Text** button activates the **Authorisation Slip Free Text** section which enables you to enter three lines of text consisting of approximately 150 characters which you would like inserted at the top and bottom of the page. Each line may be no more than approximately 150 characters. Either click the **Cancel** button to abandon entering free text or click the **Save** button to record the text entered.
14. Clicking the **Test Print** button enables you to print a preview of your authorisation slips.
15. Finally, once you are satisfied with your setup, click the **Save** button to keep the data you have entered. If you decide not to proceed with this option, click the **Cancel** button.



More Information:

Structure of the Authorisation File on page 15

Automatic Reconciliation Setup

Automatic Reconciliation is a facility that is used by establishments operating a central payments system. This may be a centrally funded LEA school or any other establishment using an external Agency for handling funds. To access this setup routine select **Tools | Automatic Reconciliation Setup**.

Transactions (salaries, invoices etc.) are paid by the Agency, who receives a list of authorised transactions from the local establishment. This list may be either a printed copy of transactions that have taken place, or a file saved to disk.

The establishment accumulates commitments which have to be reconciled with the payments made by the LEA or Agency. This is accomplished by the Agency computer generating a file which can be read by the establishment computer. Where a match is found between the establishment commitment and the agency file, the commitment is reconciled. Where a transaction fails to reconcile, this is saved to an unreconciled/suspense account, so that attempts may be made to reconcile it at a later date.

Import File Definition

Description		Pos.	Len.
Data Type Flag	Base Data	1	1
Treasurers Reference	Base Data	3	10
Week Number	Base Data	14	2
Period Number	Base Data	17	2
Amount	Base Data	19	10
Fund Identifier	Base Data	30	3
Ledger Code	Base Data	34	4
Narrative	Base Data	54	50
Invoice Number	Invoice Information	39	10
Order Prefix	Invoice Information	50	5
Order Number	Invoice Information	56	6
LA Supplier Reference	Invoice Information	63	10
Type of Payment	Central Payments (incl. Fuel)	35	1

Buttons: Save, Test, Import, Export, Print, Cancel, Help

The structure of the import file must be agreed between the establishment and the agency. There are two ways of setting up the import file definition:

- Manually
- Importing the definition as set up by the agency.

Manual Definition

1. Enter the length and start position of each of the required items of data. If you try to enter a value or length greater than the permitted range, a message reminds you of the maximum allowed, e.g. exceeding **nine** for the **Fund Identifier** results in a message stating that the maximum length for the item is nine.

You could complete the page using the maximum permitted length and position the items so that they appear in the order that they appear in the definition. This would make for a very long file and waste space. It is therefore possible to overlap items as they do not have to be in strict order. Items that do not require the same reference may use the same start position.

2. Once you have entered all the information required, click the **Save** button.
3. If you now wish to export the file to disk, click the **Export** button and this will create a file, RECONWIN.MEM in the \SIMS directory.
4. You may also print a report of the definition saved, by clicking the **Print** button.

Importing Agency Definition

1. If you have a disk from the agency with the definitions already set up, click the **Import** button.
2. Select the drive letter for the disk containing the file. The file name, with the extension **.mem**, should appear in the large panel under **File name**. Click the relevant file then click the **OK** button.

The file is imported and the definition set up to receive the reconciliation files.

3. If you wish to print a report of the item definitions, click the **Print** button. Click the **Save** button to record the information to your system. If you click the **Cancel** button all changes are lost and you are returned to the main SIMS page.

Filenames and the Import File

The information in the following sections details how to test the import file structure that may have been sent to you and the criteria for defining the structure. Before proceeding to the next sections, it is recommended that you read the information given here carefully, in order to minimise problems when importing reconciliation files.

FMS expects that file names is constructed to contain no more than 12 characters.

NOTE: The 12 characters are made up of the filename, the point separating the filename from the extension and the extension itself, e.g. <filename.ext> contains 12 characters.

However, where files have been created with filenames, including the LA defined extension, containing more than 12 characters, the following circumstances will occur:

File	Header Information	Import Result
filename+extension > 12 characters	The header in the reconciliation file does not contain the filename.	Reconciliation files of this type can be imported any number of times. To avoid the same reconciliation file importing more than once, it is recommended that file names, including the file extension, should not exceed 12 characters.
filename+extension > 12 characters	The header in the reconciliation file includes the filename.	Attempting to import a reconciliation file of this type results in an error message and the file is not imported.

It is recommended that you should adopt one of the following options when creating the reconciliation file.

File	Header Information	Import Result
filename <= 12 characters	The header in the reconciliation file does not contain the filename.	Reconciliation files can only be imported ONCE.
Filename <= 12 characters	The header in the reconciliation file includes the filename.	Reconciliation files can only be imported ONCE.

Testing the Import File Structure

1. Click the **Test** button from the **Import File Definition** page. Ideally, the test file should be created by the agency's mainframe and should contain all the various record types.
2. You are asked to enter the file name. If you do not know the name of the file, click the **File Import Browser** button.



File Import Browser button

3. In the **Drives** section ensure that the drive containing the test file is selected.
4. If you need to select the directory which contains the file, highlight and click the relevant one to open it.
5. The file should now be listed in the **File Name list** field. Highlight and click the file to transfer it to the **File Name** box.

6. Either click the **OK** button to proceed, or click the **Cancel** button to abandon testing the file structure.
 7. Once the file name has been recorded, either click the **Test Import** button to continue or click the **Cancel** button to abandon testing the file structure.
- A message will notify you whether the test file import was successful or not.

Header Definition

Automatic Reconciliation: Setup

1: Import File Definition 2: Header Definition 3: General Parameters

Header Specific Information

The layout of the Header Record must be defined here.
The Year Identifier and the Line Count are mandatory in the header.
The Trailer Indicator and File Name are optional.

Description		Pos.	Len.
Year Identifier	Header	34	4
Line Count	Header	39	3
Trailer Indicator	Header	50	1
File Name	Header	52	11

Save Test Import Export Print Cancel Help

As well as defining the position and length of the data types, it is also necessary to ensure that the header has the position and length defined.

As with Import File Definition, this may be done manually, or when the structure is imported via the Central Agency handling your financial management.

1. Once you have defined the position and length for each header, click the **Save** button. The numbers shown in the diagram are the maximum lengths permitted for each header.
2. To import the agency structure, click the **Import** button.
3. To test the structure, you will need a test file to import. Once you have this, click the **Test** button.
4. If you wish to print a record of the defined import file structure, click the **Print** button.
5. Clicking the **Cancel** button abandons the procedure.

NOTE: Although the file name is optional, it is recommended that it should be included.

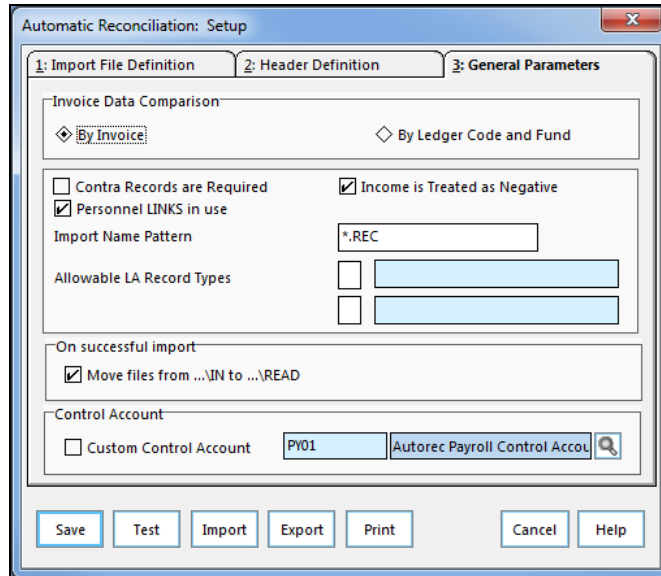


More Information:

Testing the Import File Structure on page 8

General Parameters

In this section, you can choose the final parameters in the setup process, provided these have been agreed between you and the LA or Agency.



1. In the **Invoice Data Comparison** section, click either the **By Invoice** radio button or the **By Ledger Code and Fund** radio button, in order to set up how the invoice reconciliation items will compare with those entered into your system.
2. If any unreconciled items are found in your reconciliation file it is normally impossible to delete them. This can, however, pose a problem, particularly where it has been impossible for the agency to create a contra-entry, enabling unreconciled items to be removed.
 - If you choose the **Contra Records are Required** box to remain blank, then it is possible to remove unreconciled items. The system will record them as deleted.
 - Selecting the **Contra Records are Required** check box means that any unreconciled item removed are recorded as a contra entry.
3. If you wish income to be treated as a negative amount, then select the **Income is Treated as Negative** check box.
4. To include salary information from the Personnel module for automatic reconciliation, ensure that the **Personnel LINKS in use** check box is selected. This is selected by default.
5. Should you decide not to use the Personnel information for the automatic reconciliation of salaries, a warning is displayed advising you of this and asking if you wish to continue. Select the **Yes** button for the box to be deselected or select the **No** button for the box to remain selected.
6. The **Import Name Pattern** section will contain the file extension for the import file. This may be changed to one agreed between you and the agency. If a name pattern is already recorded there, highlight and delete it. Enter the agreed file name pattern instead.

7. You are permitted to enter up to two **Allowable LA Record Types**, enabling items not fitting into a specific data type to be processed, either by altering them to a recognised type or by deleting them from the system.

The system provides eight valid data types.

I	Invoice
S	Salary Payment
F	Fuel
O	Other Central Payment
M	Income
R	Departmental Recoupment
U	Supply Staff Payments
C	Supply Staff Payments

8. Select the small box and enter a type code. In the panel next to the code you have just entered, enter a description.
9. If required, repeat the process to enter another LA record type.
10. Once a reconciliation file has been successfully imported the reconciliation file may be moved from the Transfer\In folder to a Transfer\Read folder, by selecting the check box provided.
- If you wish an imported file to be transferred, ensure the check box is selected. Should the file be imported to any other location, then no move will take place even if the check box has been selected.
11. If you want to set up an alternative control account, for example if you are a non-centrally funded school and want to use a PY or LS ledger code, select the **Custom Control Account** check box.

*NOTES: The **Custom Control Account** check box can only be selected if you are in the lowest open year. The check box cannot be selected if there are any items in suspense in Reconciliation.*

12. If the **Custom Control Account** check box is selected, click the **Field Browser** button (or press **F3**) and select an Autorec Control Account.
13. Click the **Save** button to record the parameters set up to your system.
14. The parameters may also be exported to disk by clicking the **Export** button or printed by clicking the **Print** button.
15. Finally, you may import the structure, as defined by the LA or Agency, by clicking the **Import** button. To test the file structure, click the **Test** button.



More Information:

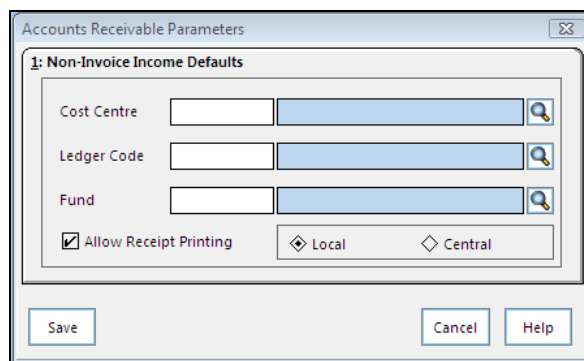
Testing the Import File Structure on page 8

Non-Invoiced Income Parameters

Non-Invoiced Income Defaults

This enables you to set up general default parameters for receiving income which has not been invoiced for, e.g. contributions or donations. You are able to decide whether Non-Invoiced Income is to be paid into a local bank account or direct to a central source designated by the Local Education Authority.

*NOTE: The parameters entered are selected automatically when any Non-Invoiced Income is entered as having been received in **Non-Invoiced Income | Receipts**.*



The screenshot shows a window titled "Accounts Receivable Parameters" with a sub-section "1: Non-Invoice Income Defaults". It contains three rows of input fields: "Cost Centre", "Ledger Code", and "Fund". Each field has a small magnifying glass icon (Field Browser) to its right. Below these fields is a checked checkbox labeled "Allow Receipt Printing" and two radio buttons labeled "Local" and "Central". At the bottom of the window are three buttons: "Save", "Cancel", and "Help".

1. First of all you will need to set up relevant cost centres and ledger codes in **General Ledger Setup** to handle non-invoiced income.
2. In **Tools | Non-Invoiced Income Parameters**, select a default cost centre by clicking on the **Field Browser** button and selecting from the list of defined cost centres.



Field Browser button

3. Any cost centre linked to a ledger code and fund, is automatically recorded on the parameters page. You may, however, select a different ledger code or fund (if more than one fund has been defined) by choosing the relevant **Field Browser** button.
4. If you wish to print receipts, check the box marked **Allow Receipt Printing**.
5. The next two radio buttons, **Local** and **Central**, enables you to select the type of account you use to handle income. Select the **Local** radio button (selected by default) if you wish to use a local bank account; select **Central** if your local authority will be handling any income you receive.
6. To record the parameters, select the **Save** button.

02/ Central Authorisation

Introduction	13
Selecting Invoices for Central Authorisation.....	13
Printing Authorisation Slips	14
Exporting Authorisation Slips	14
Structure of the Authorisation File.....	15

Introduction

This section deals with operating a central payments system, currently for invoice authorisation only. It is this method of payment which requires the printing of authorisation slips for invoice authorisation.

Before you access this facility, please ensure that you have set up authorisation slips in **Tools | Accounts Payable Parameters | Authorisation Slips**.

1. To access Central Authorisation click the **Central** button from the Application Bar.



Central button

2. Click the **Central Authorisation** button or select **Focus | Central | Authorisation**.



Central Authorisation button

Once you have selected this option you are presented with a browser of invoices that have been authorised internally but need central authorisation to enable payment to be made by the LEA/Central Agency.



More Information:

Defining Authorisation Slips for Central Authorisation on page 3

Structure of the Authorisation File on page 15

Selecting Invoices for Central Authorisation

1. First of all tag the invoices either by clicking in the space next to the relevant invoice or by clicking the **Tag All** button. Keyboard users need to ensure the browser or **Tag All** button has the focus and press the **Spacebar**. If you need to scroll through the browser, use the **Up** and **Down** arrow keys or click the relevant arrows in the scroll bar area.
2. If you decide not to continue once you have tagged your invoices, you may de-select by clicking the **Un-tag All** button. Individual invoices may be de-selected by clicking next to the relevant invoice to remove the tag.

Printing Authorisation Slips

If you wish your authorisation slips to be printed you will need to have selected the **Print** option when setting up the authorisation slip parameters.

1. To continue with the process of central authorisation click the **Print Tagged** button or select **Authorisation | Batch Processing | Print Tagged**.

NOTE: When defining the parameters for your authorisation slips, you may have selected to validate the Supplier's LEA Reference. If the Invoices requiring authorisation are found to have no valid LEA Reference for the Supplier or the Supplier's nominated Payee, a list is produced showing the Supplier and/or the attached Payee. It is recommended that you print this list and check the Suppliers and Payees listed, adding or editing the LEA Reference as required.

2. You will now be given the opportunity to change the printing order of the authorisation slips. The default setting is **Invoice Number**. Click the **Field Browser** button or press the **F3** key to access the browser displaying the order.



Field Browser button

3. Highlight the printing order you wish to be displayed first and choose the **Select** button. To cancel this process, click the **Cancel** button.
4. Click the **Print** button to continue with the process. Notice that the **Print Reference Number**, the number of printed copies produced so far, is detailed in the box above.
5. As the slips are printed you are able to view the progress on a progress bar and how many pages are printed.
6. If you decide not to print the authorisation slips at this point, click the **Cancel** button.
7. You are asked to confirm whether the slips printed successfully or not. If the print run was not successful the status remains the same, but if printing was successful, the status of tagged invoices becomes 'passed for payment'.
For each invoice you will receive two slips. The first is the slip you send to the LA.
8. The second one, **Payment Authorisation Control Listing**, is the slip you will keep for your own records. If you wish, you may send a duplicate copy with the authorisation slip.



More Information:

Defining Authorisation Slips for Central Authorisation on page 3

Exporting Authorisation Slips

If you wish to export your authorisation slips to disk you will need to have selected the **Export** option when setting up the system.

1. To continue with the process of central authorisation click the **Export Tagged** button or select **Authorisation | Batch Processing | Export Tagged**.

NOTE: When defining the parameters for your authorisation slips, you may have selected to validate the Supplier's LEA Reference. If the Invoices requiring authorisation are found to have no valid LEA Reference for the Supplier or the Supplier's nominated Payee, a list is produced showing the Supplier and/or the attached Payee. It is recommended that you print this list and check the Suppliers and Payees listed, adding or editing the LEA Reference as required.

2. You will now be given the opportunity to change the export order of the authorisation slip. The default setting is **Invoice Number**. Click the **Field Browser** button or press the **F3** key to access the browser displaying the order.



Field Browser button

3. Highlight the export order to be displayed first and click the **Select** button. The file name for transferring slips is set up automatically and you will not be able to edit this.
4. Click the **Export** button to continue with the process. You are asked if you wish to continue with the process. Opting to continue will transfer your slip for central processing and produce a printed copy of the **Payment Authorisation Control Listing** for your own records.
5. You are asked to confirm whether your authorisations were successful or not. If the export routine was not successful, then the status of the items requiring authorisation remains the same; if the export routine was successful then the status of tagged invoices becomes 'passed for payment'.
6. If you decide not to export the authorisation slips at this point, click the **Cancel** button.



More Information:

Defining Authorisation Slips for Central Authorisation on page 3

Structure of the Authorisation File

The Authorisation File is generated by the school through FMS. It is an alternative to a printed authorisation listing.

The name of the file is generated by FMS and consists of the financial year, followed by an underscore, then the school number. The extension is an incremental number supplied by the system and beginning at **001**. Thus the first authorisation file generated by school number 1001 in financial year 2011 would be **11_1001.001**, the second, **11_1001.002**, etc.

Authorisation files are standard comma delimited files (CSV) that can be read by most software packages. Each file consists of a header record, a trailer record and a variable number of data items.

The Header Record

Example:

"H", "LRM003", "1", "10_1001.001","10/11", "30/04/2010","1001"," "

Explanation:

Item	Example	Description
1	"H"	Denotes Header record.
2	"LRM003"	Structure reference.
3	"1"	Version number of this file structure: for future reference in case file must be read after the structure has changed.
4	"10_1001.001"	The filename.
5	"10/11"	The financial year
6	"30/04/2010"	The date the file was produced.
7	"1001"	The school code.
8	" "	Redundant field and will not be populated.

Data Items

Example:

"I","Cred_ref","Payee","Address1","Address2","Address3","Address4","Address5",
 "Postcode","ORD01234","INVNUM54321","10.00","12/04/2010","N","CIT_RE
 F", " / / ", "1", "3450", "01", "N", "", "", "75.00"

Explanation:

Item	Example	Description	Configured
1	"I"	I denotes I nvoice. C denotes C redit note.	
2	"Cred_ref"	Creditor Reference.	
3	"Payee"	Either creditor name or name of alternative payment agency. The alternative is used if one exists.	
4	"Address1"	The address and postcode for payment	
5	"Address2"		
6	"Address3"		

Item	Example	Description	Configured
7	"Address4"		
8	"Address5"		
9	"Postcode"		
10	"ORD01234"	Order prefix and order number. NOTE: This will not be populated for a non-order invoice.	
11	"INVNUM54321"	Invoice number.	
12	"10.00"	VAT total.	
13	"12/04/2010"	Invoice date/credit note date <u>Or</u> Pay by date of invoice/pay by date of credit note.	Tools Accounts Payable Parameters - Tab 3: Authorisation Slips
14	"N"	Y or N indicating whether in construction industry.	
15	"CIT_REF"	CIT reference if in construction industry. Null string if item 14 is N .	
16	" / / "	CIT expiry date.	
17	"1"	Number of unique ledger codes for the invoice/credit note. Maximum number 999.	
18	"3450"	Ledger code with potential Prefix/Suffix. Maximum length of Prefix and Suffix are both 5 characters.	Tools Accounts Payable Parameters - Tab 3: Authorisation Slips
19	"01"	Fund Code.	Tools General Ledger Setup Fund Codes - LA Code field.
20	"N"	VAT code.	
21	" "	Redundant field and will not be populated.	
22	" "	Redundant field and will not be populated.	

Item	Example	Description	Configured
23	"75.00"	Net amount.	

Items 18 - 23 are repeated as many times as item 17 indicates.

The Trailer Record

Example:

"T","2","1","85.00"

Explanation:

Item	Example	Description
1	"T"	Denotes T railer record.
2	"2"	Number of invoices in this file. This field will not be validated.
3	"1"	Number of credit notes in this file. This field will not be validated
4	"85.00"	Total gross amount for the file.

NOTE: Fields 2 and 3 will not be validated.

When saved to disk, the file is normally placed in the \SIMS\TRANSFER\OUT sub-folder. From there, it can either be transmitted electronically or copied to disk. A paper listing of the file is automatically supplied when saving it.

03/ Reconciliation

Manual Reconciliation	19
Manual Reconciliation Transaction Details	19
Transaction Details for Manual Reconciliation	21
Viewing/Editing Transaction Details	22
Automatic Reconciliation	22
Applying Corrective Action.....	31
Error Types and How to Deal With Them.....	34
Deleting and Recording Contra Entries	39

Manual Reconciliation

If automatic reconciliation is not available to you, then all payments and income must be reconciled manually. In the case of central payments, no record of the transaction exists on the local system prior to notification by the LEA or Agency that a payment has been made or credited. The reconciliation process is then a matter of recording, rather than matching, as is the case with Automatic Reconciliation.

NOTE: Central Non-Invoiced Income are included on reconciliation import files, but must not be processed using Automatic Reconciliation. This type of transaction has been specifically designed to reconcile through Manual Reconciliation. Therefore, you are advised to unlink all Central Ledger links involving income and to delete Central Non-Invoiced Income transactions from the resulting suspense file (please see Central Non-Invoiced Income and Automatic Reconciliation on page 58).



More Information:

Transaction Details for Manual Reconciliation on page 21

Manual Reconciliation Transaction Details

When an Invoice or Non-Invoiced Income Receipt has been recorded, marked for central payment or authorisation and an authorisation slip printed, both documents become available for reconciliation. Notification that an Invoice payment has been made and/or a Receipt payment has been received means that the relevant documents can now be reconciled.

To access manual reconciliation, either select **Focus | Central | Manual Reconciliation**, or click the **Central** button followed by the **Manual Reconciliation** button from the Application Bar.

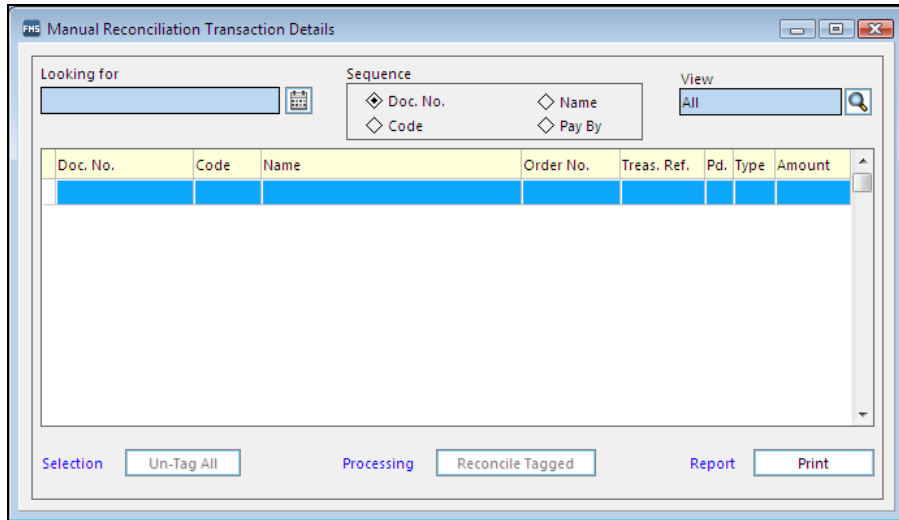


Central button



Manual Reconciliation button

Manual Reconciliation Transaction Details Browser



1. Enter the first part of the item code or description in the **Looking for** field for the nearest match to be made.
2. Selecting the **Pay By** radio button in the Sequence section, accesses the system calendar. Click the **Calendar** button to locate the date.



Calendar button

3. Click one of the four following radio buttons to order the browser display:
 - **Document No.**
 - **Code**
 - **Name**
 - **Pay By** (places all Receipts at the top of the browser)
4. To select a specific type of transaction to appear in the browser, click the **Field Browser** button adjacent to the **View** field. Select one of the following:
 - **All**
 - **AP** (Accounts Payable Transactions)
 - **NII** (Non-Invoiced Income Transactions)



Field Browser button

5. To edit a transaction, highlight and click the **Focus Browser** button or select **Reconciliation | Browser**.



Focus Browser button

**More Information:**

Searching for an Item within a Browser on page 73
Using the Calendar on page 73

Transaction Details for Manual Reconciliation

Having selected a transaction requiring reconciliation the following dialog details the document number, date of transaction and the name of the person or company relevant to the type of document selected.

Ledger Code	Ledger Description	Fund Code	Fund Description	Amount
EC	Electricity	01	School Budget Share	10.00

Total: 10.00

Period: 7 Oct Tag for Reconciliation

1. If you wish to view or edit the document listed, click the **Edit Document** button adjacent to the **Document No.** field.



Edit Document button

2. If you need to change the **Period** for a particular transaction during the Manual Reconciliation process, click the **Field Browser** button or press the **F3** key for access to a browser listing the defined financial periods.
3. Highlight the relevant period and choose the **Select** button. If you decide that the default period was the correct one after all, click the **Cancel** button.
4. Next, if you have been assigned a specific reference for the transaction from the treasurer's department, enter the reference into the **Treasurer's Reference** field.
5. Before proceeding, ensure that the **Tag for Reconciliation** check box is selected.
6. To return to the browser, either click the **Focus Browser** button from the Focus Bar, press **Ctrl+F3** or select **Reconciliation | Browser**.

**More Information:**

Viewing/Editing Transaction Details on page 22
Searching for an Item within a Browser on page 73

Complete Reconciliation Details

Select, Process and Report

1. Notice that the transaction is now tagged in the **Manual Transaction Details** browser and may be reconciled by clicking the **Reconcile Tagged** button or selecting **Reconciliation | Batch Processing | Reconcile Tagged**.
2. Individual transactions may also be tagged by clicking in the space next to each transaction in the browser.
3. Click the **Reconcile Tagged** button and you are asked if you would like the tagged records to be reconciled. If you select **Yes** and all the information for the transaction is correctly entered the chosen record are reconciled automatically. If your reconciliation fails, you are given a message stating the reason for failure and it may be possible to take corrective action.
4. If you change your mind about tagging any of the invoices, click the **Un-tag All** button.
5. Once you have tagged the items for reconciliation and clicked the **Reconcile Tagged** button, you are asked if you wish to proceed and should you decide to do so, all invoices that have been tagged in this way are reconciled.
6. To select a report to be printed detailing the transactions for reconciliation, click the **Print** button.

Viewing/Editing Transaction Details

Before manually reconciling transactions, you may wish to review the document. If information is found to be incorrect, some fields are available and may be edited.

Receipts

Clicking the relevant **Field Browser** button enables you to change the cost centre, ledger code, fund code and VAT code. You may also change the description recorded in the **Narrative** field.

Invoices/Credit Notes

By clicking the **Field Browser** button, you are able to review the details entered for the supplier, but you will not be able to select a different supplier. The invoice/credit note total and the line details may be edited, but not added to or deleted, and you may add post and packing details to invoices, if appropriate.

When reviewing Credit Notes, line details may added, edited or deleted.

Automatic Reconciliation

Automatic Reconciliation may be used by any establishment operating a central payments system, i.e. a centrally funded LEA school or any establishment using an external Agency.

In such establishments, transactions, e.g. salaries and/or invoices are paid by the agency. The agency receives a list of authorised transactions to be paid, which may be either on paper or in the form of a disk file.

Commitments are accumulated on the company system which have to be reconciled with the payments made by the agency. This reconciliation is accomplished by generating a file on the agency computer which can be read by FMS in the establishment concerned. Where a match is found between a commitment and an agency, the transaction is reconciled automatically. Where an item in the agency file fails to find a match on the company system, it is recorded as unreconciled and falls into suspense.

Before automatic reconciliation can take place, the establishment and the agency must agree the structure of the file and certain procedures must be undertaken within FMS. These are as follows:

- The automatic reconciliation file name must not exceed 12 characters including the full stop and extension, i.e. AAAAAAAA.AAA. The reason for this is that FMS checks the first 12 characters of the file name to ensure that it has not previously been imported. If a file with the same name has been imported previously, a message is displayed and the file is prevented from being imported. File names that do not follow this format will not be checked in this manner.
- Financial years must be set up in an agreed format, e.g. 10/11.

NOTE: To avoid potential problems that could occur, it is recommended that the date should be recorded in four digit format. However, you should note that the maximum number of characters allowed for the year header is five.

- If your agency supplies the structure parameters, (the length of the various items, the order in which the items are organised) use the import facility in **Automatic Reconciliation Setup**. It is also possible to set up the structure yourself.
- Set up central ledger links in **General Ledger Setup**.

WARNING: Before attempting Automatic Reconciliation you should be aware that any multiple payments made to the ledger code defined for **basic** payments, are placed in suspense. This is because of the way FMS has currently been designed to handle basic payments. Only one payment for the **basic payment** ledger code are reconciled. Where further multiple payments are found, these must be reconciled manually as extra payments.



Additional Resources:

Defining Financial Years in the *Getting Started with FMS* chapter in the *Getting Started with FMS* handbook
 Central Ledger Links in the *General Ledger Setup* chapter in the *Getting Started with FMS* handbook



More Information:

Automatic Reconciliation Setup on page 6

Accessing Automatic Reconciliation

1. To access Automatic Reconciliation, click the **Central** button from the Application Bar.



Central button

2. Click the **Automatic Reconciliation** button from the Application Bar. You may, if you prefer, select **Focus | Central | Automatic Reconciliation**.



Automatic Reconciliation button

Filenames and the Import File

The information in the following sections details how to import a reconciliation file. Before proceeding to the next section, however, it is recommended that you read the information given here carefully, in order to minimise problems when importing reconciliation files.

FMS expects that filenames are constructed to contain no more than 12 characters.

NOTE: The 12 characters are made up of the filename, the point separating the filename from the extension and the extension itself, e.g. <filename.ext> contains 12 characters.

However, where files have been created with filenames, including the LEA defined extension, containing more than 12 characters, the following circumstances will occur:

File	Header Information	Import Result
filename+extension > 12 characters	The header in the reconciliation file does not contain the filename.	Reconciliation files of this type can be imported any number of times. To avoid the same reconciliation file importing more than once, it is recommended that file names, including the extension, should not exceed 12 characters.
filename+extension > 12 characters	The header in the reconciliation file includes the filename.	Attempting to import a reconciliation file of this type results in an error message and the file is not imported.

It is recommended that you should adopt one of the following options when creating the reconciliation file.

File	Header Information	Import Result
filename <= 12 characters	The header in the reconciliation file does not contain the filename.	Reconciliation files can only be imported once.
Filename <= 12 characters	The header in the reconciliation file includes the filename.	Reconciliation files can only be imported once.

Importing the Reconciliation File

The first thing that you will need to do upon accessing Automatic Reconciliation is to import the reconciliation file as supplied to you by your LA or Central Agency.

1. Click the **Import Reconciliation File** button from the Focus Bar. Alternatively, select **Reconciliation | Import**.



Import Reconciliation File button

2. The **File Import** dialog is displayed. If you know the name of the file, enter it into the **File Name** section and click the **Import & Reconcile** button and go to step 6.
3. If you need to search for the name of the reconciliation file click the **File Import Browser** button.



File Import Browser button

4. The **Select Import File** dialog is displayed. In the **Drives** section, select the drive that contains the reconciliation file.
5. Highlight the name of the file and select it to record the name in the **File Name** field of the **File Import** dialog. Click the **Import & Reconcile** button.
6. You are able to watch the reconciliation progress as it occurs. Once the file has been imported you are advised which types and how many items belonging to each type were accepted for reconciliation and how many items were rejected. Click the **OK** button once you have finished viewing the results.
7. The **Import and Reconciliation** page is displayed. Clicking the **OK** button will transfer the imported items into the browser displayed when this option was first accessed.
8. Clicking the **Report Parameters** button enables you to set up the reporting parameters you wish to use for displaying information about the reconciliation file results.

Selecting the Report Parameters

Once the reconciliation file has imported, you may decide to report on the results of the various items imported, e.g. whether reconciled, failed, etc. The report parameters page enables you to choose options which permit various reports to be produced according to the criteria selected.

Radio buttons may be selected by using the mouse to move around the screen and clicking on the chosen button to select it. If you prefer to use the keyboard, use the **Tab** key to move between the various sections; the arrow keys to move between the radio buttons and check boxes and the **Spacebar** to select or deselect check boxes.

When you are ready to produce the report, click the **Report** button. Alternatively, if you decide not to continue at this stage, click the **Cancel** button.

Level

1. Select the **Summary** radio button for a less detailed description regarding reconciliation results.
2. For a more detailed report concerning the results of the imported reconciliation file, select the **Detailed** radio button. This type of report will also give reasons for any failures in the reconciliation of individual items.

Grouping Parameters

Select one of the following radio buttons to decide how the report should be ordered:

- **Type & Status.** Orders the report according to the transaction type and current status, e.g. failed.
- **Proc. Date & Status.** Orders the report according to the processing date and the current status.
- **Period & Type & Status.** Orders the report according to the financial period for reconciliation, the transaction type and the current status.
- **Import File & Status.** Orders the report according to the import file name and the current status.
- **Status & Proc. Date.** Orders the report according to the current status and the date items were processed.

Reconciliation Status Parameters

From the following group of radio buttons select the status of items you want included in the report:

- **All.** Every item imported in the reconciliation file is included in the report, regardless of status.
- **Unreconciled.** The report only shows items which have failed.
- **Reconciled.** Only items which have reconciled are shown in the report.
- **Deleted & Contra'd.** Items which have been deleted or recorded as a contra entry from the reconciliation file are included in the report.

Type Selection Parameters

A list of check boxes are displayed, enabling you to decide types you wish included in the report.

The default setting will show all boxes selected. Click the **Clear Selections** button to empty the boxes, thus enabling you to select the boxes you want included in the report.

Defining the Reconciliation View Criteria

To define the reconciliation view criteria, click the **Define** button, located on the main browser page, displayed when the Automatic Reconciliation option is first selected.

This displays the **Reconciliation View Criteria** dialog enabling you to define the reconciliation file to be viewed, select the data type and status and place a restriction on the financial period.

An option is also provided to restrict the number of items to be processed from the suspense file at any one time. For example, limiting the number of items to be processed, particularly from a large suspense file, will result in speeding up the Automatic Reconciliation process.

To move between the individual sections, either use the mouse and make selections of radio buttons and check boxes by clicking with the left mouse button, or by using the **Tab** key and the arrow keys to select radio buttons or the spacebar to select check boxes.

Once you have made your selections, click the **OK** button. If you decide not to proceed at present, click the **Cancel** button.

Reconciliation File

Select one of the two radio buttons listed:

- **All.** This is the default selection and it enables you to view every reconciliation file that has been imported.

- **Existing.** Clicking the **Field Browser** button enables you to choose a reconciliation file to view from the **Reconciliation Log** browser displayed. Highlight the file you wish to view and choose the **Select** button.



Field Browser button

Data Type

This page enables you to choose which particular data types you wish to view, by selecting specific check boxes.

By default, all the boxes are checked. If you wish to make your own selection, click the **Clear Selections** button and select the data types you wish to view in the reconciliation file.



More Information:

Information Required For Each Data Type Record on page 29

Item Status

Select one of the three radio buttons listed:

- **Unreconciled.** Select this radio button to view unreconciled item(s).
- **Reconciled.** Select this radio button to view reconciled items.
- **Deleted.** To view items which have been deleted, select this radio button.

Period To View

1. Click the **Field Browser** button to select the financial period for viewing reconciliation files.



Field Browser button

2. From the list of periods displayed in the **Period** browser, highlight the required period and click the **Select** button.

Records in Browser

This section contains two radio buttons:

- **All.** Select this radio button to work through the entire suspense file, applying appropriate corrections and then reprocessing the reconciliation file. If a large number of items have been placed in suspense, reprocessing will be slow.
- **Limit To.** Select this radio button to specify the number of items in suspense to be reprocessed, e.g. this could be in batches of ten. Any corrections could be applied to each transaction item or the transaction rejected and the ten items reprocessed. This would enable for faster system processing, particularly on a network, as it reduces the network traffic.

*NOTE: The maximum number you can enter in the **Limit To** field is 99. It is recommended that you limit the amount to be reprocessed to no more than the number that can be currently viewed in the browser without scrolling through the list. You should also note that limiting the suspense items to one at a time is not recommended.*

Information Required For Each Data Type Record

Each data type record will not require the same information transmitted to the reconciliation file, e.g. a record relating to salary payment will not require the same information as a record relating to an invoice. The following table summarises the information required for each data type record and is followed by some important considerations regarding the data in reconciliation files. The corresponding note number is placed in the relevant data information box.

It is worth noting that should data errors occur then the amounts concerned will be placed in suspense until either the error is corrected or the item is deleted/recorded as a contra record.

Data Types: Fuel, Invoice, IncoMe, Other Central Payment, Supply, Salary, Recoupment, LEA Items* (see note).

	F	I	M	O	U	S	R
Data Type	✓	✓	✓	✓	✓	✓	✓
Treasurer's Reference	O	O	O	O	O	O	O
Week Number (1)	O	O	O	O	O	O	O
Period Number	✓	✓	✓	✓	✓	✓	✓
Amount	✓	✓	✓	✓	✓	✓	✓
Fund Identifier (2)	✓	✓	✓	✓	✓	✓	✓
Ledger Code	✓	✓	✓	✓	✓	✓	✓
Narrative (3)	R	R	R	R	R	R	R
Invoice Number (4)		✓					
Order Prefix		✓					
Order Number (5)		✓					
Creditor Number (6)		✓					
Central Payment Type	O			✓			
Payroll Number						✓	

	F	I	M	O	U	S	R
(7)							
Income Reference			O				O
✓ = mandatory	R = recommended but not essential			O = optional			
Data type boxes left blank do not require the specified information in order to reconcile.							

*LEA Reference. The information required for this data type will depend on whether data types were specified for **Allowable LEA Record Types** in Automatic Reconciliation Setup.

Notes on Data in Reconciliation Files

1. **Week Number.** This type of information is optional but where it is included, it must fall between 1 and 99.
2. **Fund Identifier.** This refers to Central/LEA fund codes defined in General Ledger Setup. If only one fund has been set up then this section may be left blank.
3. **Narrative.** Although this is an optional item, it is desirable that a suitable description of the transaction should be entered, as this will form the journal details.
4. **Invoice Number.** Please note that this is mandatory for all invoice type records.
5. **Order Number.** This is not required for non-order invoices.
6. **Creditor Number.** This is the agency or LEA creditor reference and is mandatory in the case of all non-order invoices and credit notes.
7. **Payroll Number.** Where salary payments are expected in the reconciliation file, then a payroll number must be recorded. If no payroll number is found then the amounts involved are automatically placed in suspense.



More Information:

Salary Payments on page 33

Reconciling Unreconciled Items

The browser will contain a complete list of unreconciled items that have been imported in the reconciliation file. The **View** section will contain the name of the file, the status of imported items, the data type codes and the selected financial period.

Data Type Codes

The Data Type Codes represent the following:

C	Supply Staff Payment
F	Fuel
I	Invoice
M	Income

O	Other Central Payment
R	Departmental Recoupment
S	Salary Payment
U	Supply Staff Payment
X	LEA Code
Z	LEA Code

To select an unreconciled item for reconciliation either, highlight and double-click the relevant one in the list, or select **Reconciliation | Browser**. You may also click the **Focus Browser** button from the Focus Bar or press **Ctrl+F3**.



Focus Browser button

The section where any necessary corrective action needs to take place are displayed.

Applying Corrective Action

There are many reasons why an item may have failed to reconcile, e.g. the ledger code is not centrally linked, the fund code may not have been recognised or the reconciliation type is not known. Let us say that we have an unreconciled item where the ledger code has not been found. At the bottom of the processing page you will see that this is the reason given for failure and you are advised to select a cost centre, or to delete/contra the reconciliation item.

1. To select a cost centre, click the **Field Browser** button in the **Corrective Actions** section.



Field Browser button

2. From the list displayed, choose a cost centre to link to the ledger code, by highlighting the most appropriate one and clicking the **Select** button.
3. Once you have done this, click the **Apply Correction** button which is now activated. As a permanent link was not established in **General Ledger | Central Ledger Links**, you are asked if you wish to make the link permanent. If you select **No** a temporary link is created, enabling this particular item to be reprocessed.

If no further action is required, you are advised of the fact and you will see a message telling you that the item will now reconcile upon reprocessing.

4. To save the changes that you have made, click the **Save Record Changes** button from the Focus Bar. If you prefer you may select **Reconciliation | Save** instead, or press the **F9** key.



Save Record Changes button

5. If you decide that you do not want to keep the changes that you have made, click the **Undo Record Changes** button from the Focus Bar or select **Reconciliation | Undo Changes**. Pressing the **Esc** key will have the same effect.



Undo Record Changes button

6. To return to the main browser, either click the **Focus Browser** button, press **Ctrl+F3** or select **Reconciliation | Browser**.
7. If you now wish to reprocess the item, click the **Reprocess Unreconciled** button. You are asked to confirm whether you wish to proceed or not. Opting to continue will enable you to view reconciliation progress and to see which items remain unreconciled after the process has been completed.
8. To produce a printed report detailing further items that remain unreconciled, click the **Print** button.

The following sections give other examples of how to apply corrections for items failing to reconcile.



More Information:

Error Types and How to Deal With Them on page 34

Payroll Number Not Found

You will only receive information about unreconciled staff salary payments if you have selected the **Personnel links in use** check box on the **General Parameters** page of **Automatic Reconciliation Setup**. This error code is found when a check has been performed in Personnel and no contract has been found with a matching payroll number.

The reason the item failed to reconcile is displayed in the bottom section of the screen. Suggestions for any action that may be taken to enable the item to be reconciled are shown, e.g. select the relevant contract for the item. You also have the option to delete or contra the reconciliation item.

1. Click the **Field Browser** button situated in the **Corrective Actions** section. A browser of contracts is displayed.



Field Browser button

2. Highlight the relevant contract, and click the **Select** button to record the information in the **Corrective Actions** section.
3. Click the **Apply Correction** button. If no further action is required, you are advised that the item will now reconcile upon being reprocessed.
4. Click the **Save Record Changes** button from the Focus Bar or select **Reconciliation | Save** in order to proceed.



Save Record Changes button

5. If you wish to reprocess unreconciled items at this point, click the **Reprocess Unreconciled** button from the **Automatic Reconciliation** browser screen. You are asked whether you wish to proceed with reprocessing the unreconciled items. Select **Yes** to continue or **No** to return to the browser screen.

6. Once reprocessing is completed, click the **Print** report button to view the status of the reconciliation file.

Ambiguous Payroll Number

When running Automatic Reconciliation some payments may fall into the suspense file with the failure code **Ambiguous Payroll Number**. This message can have several meanings and is not just concerned with duplicate payroll numbers. The following check list may help you identify the reasons for items being placed in suspense.

- Check that the financial period is valid.
- Check the week number.
- Check that the mainframe fund code has the correct school name.
- Check that a ledger code exists for the fund.
- Check that the amount is valid. A maximum number of 12 digits including the decimal point is allowed.
- Check that the payroll number exists.
- Check that the mapping exists for the Service Term.
- Check that the ledger code is mapped.
- Check that all the Salary Periods have been defined.
- Check that the contract is valid for the period.
- Check that the payment is expected for the period.

The **Ambiguous Payroll Number** message is also received when the payroll number and the ledger code cannot be used to identify the correct contract in Personnel. The check is performed if the number of contracts in Personnel with the same payroll number is greater than one. For each contract which matches, link to Service Term mapping and try to locate the passed ledger. The result are as follows:

- If the mapping is identified for only one of the contracts then it will be selected.
- If the mapping is identified for several contracts then a failure code is raised.
- If the mapping is not identified for any of the contracts then check the expense code mappings.
- If an expense code mapping is identified for only one of the contracts then it will be selected.
- If an expense code mapping is not identified then a failure code is raised.

Salary Payments

Salary payments will reconcile without manual intervention, providing:

- The payroll number can be located in Personnel.
- The payment was expected, i.e., the contract was valid for the period in question.
- An expense payment is not in excess of any limit set for Other Payments.

03/ Reconciliation

- There is a service term mapping to basic salary, national insurance and superannuation ledger codes.
- The payroll number is not ambiguous.
- The ledger code is expected for the service term.

It is also worth noting here, that if you decide to use this route for reconciling Individual Salary Payments, batch numbers are automatically generated when automatic reconciliation is carried out by the system. You will not be able to see this number, as currently it will not be displayed on the page.

Error Types and How to Deal With Them

A list describing reasons for failure to reconcile and how to correct them is provided below.

Reason for rejection	Transactions Affected	Checks made on data	Corrective Options Available
Amount Does Not Match	Invoices/Credit Notes	An Invoice or Credit Note has been transmitted whose invoice matches an invoice on the local system, but the amounts are different.	Select the correct Invoice/Credit Note from the browser. If necessary, edit Invoice to match Import file.
Amount Does Not Match	Invoices/Credit Notes	Original Invoice/Credit Note has more than one Ledger Code.	Select Automatic Reconciliation Parameters and click General Parameters. Change By Invoice to By Ledger Code . Re-process the Import File.
Ambiguous Payroll Number (1)	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	More than one person in this school has the same Payroll Number within a Ledger Code mapping.	Select correct employee from the Contract Browser provided. Only contracts with matching payroll numbers are listed.
Ambiguous Payroll Number (2)	Salaries (only applies if Personnel Links in use box selected in Automatic Reconciliation Setup)	Employee has two contracts, one of which has closed within the eight week period before the reconciliation file is imported. Import file includes payments for old and new contract.	Select the correct employee from the Contract Browser.

Reason for rejection	Transactions Affected	Checks made on data	Corrective Options Available
Ambiguous Payroll Number (3)	Salaries (applies if Personnel Links in use box selected in Automatic Reconciliation Setup)	Employee has more than one active contract, each with a different service term but mapped to the same Ledger Code. The payroll number is the same for each contract.	Select the correct employee from the Contract Browser.
Cannot reconcile a zero amount		Zero amount field found on reconciliation file.	Delete entry or wait for contra in a new import file.
Contract Not Valid for Period	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	An employee contract is in the import file, that either does not start until after the reconciliation period, or has been suspended for the reconciliation period.	Select employee from the Contract Browser provided or delete/contra the entry.
Cost Centre Unknown	Salaries	Salary payments as Block Payments on the import file.	Select the Cost Centre linked from the browser provided. The selected Cost Centre may be permanently or temporarily linked.
Credit Note already reconciled	Credit Notes	Credit Note already reconciled via Manual Reconciliation.	Delete entry or wait for contra in a new import file.
Credit Note not found	Credit Notes	The Credit Note details on the import file do not match any in the establishment's system/or the wrong Credit Note number is in the import file.	Select the correct Credit Note from the browser provided or delete/contra the entry.
Credit Note not passed for payment	Credit Notes	The Credit Note either reconciled in a previous import file or through Manual Reconciliation.	Delete entry or wait for contra in a new import file.

03/ Reconciliation

Reason for rejection	Transactions Affected	Checks made on data	Corrective Options Available
Excess of Expense Code Limit	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	The import file has a greater payment value than the Service Term – Other Payments maximum field.	You may choose to accept this, in which case the item are processed as an expense, regardless of the maximum value set.
Invoice Already Reconciled	Invoices	The Invoice has either already reconciled in a previous import file or through Manual Reconciliation.	Delete entry or wait for contra in a new import file.
Invoice not found	Invoices	The Invoice details on the import file do not match any in the establishment's system/or the wrong Invoice number is in the import file.	Select the correct Invoice from the Invoice browser provided.
Invoice not passed for payment	Invoices	The Invoice has not been centrally authorised.	Delete entry or wait for contra in a new import file.
Invoice Transferred to Next Year	Invoices		Reprocess in the next financial year.
Ledger Code Not Central	Central Payments, Supply, Income, Departmental Recoupment, Fuel	The ledger code has not been centrally linked in General Ledger Setup.	Select the correct Cost Centre and either permanently or temporarily link.
Ledger Code Not Found	Central Payment, Supply, Income, Departmental Recoupment, Fuel	The ledger code in the import file could not be found on your system.	Delete entry or wait for contra in a new import file.
Ledger Not Mapped for Service Term	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	Service term mapping cannot be found for the ledger code associated with current reconciliation item in Personnel Links.	Add service term/ledger code mapping required or delete/contra the entry.

Reason for rejection	Transactions Affected	Checks made on data	Corrective Options Available
Mainframe Fund Invalid	Central Payments, Supply, Income, Departmental Recoupment, Fuel	The fund code in the import file could not be matched up to the LEA fund code in General Ledger Setup.	Delete entry or wait for contra in a new import file.
Order Number Not Found	Purchase Orders/Invoices, etc.	The Purchase Order number in the import file incorrect.	Convert to central payment or select the correct invoice from the browser provided.
Order Number Not Sent	Purchase Orders/Invoices, etc.	No Purchase Order number in the import file.	Select correct Supplier and then select the correct Purchase Order.
Period Invalid	All types	Period numbers must be between 01 and the maximum defined on your system.	Delete entry or wait for contra in a new import file.
Pay Not Expected for Period (1)	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	The employee has already had Basic Pay reconciled for this period.	Accept payment or delete/contra the entry.
Pay Not Expected for Period (2)	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	The employee contract details in Personnel have a work pattern defined for monthly reconciliation. The import file is attempting to pay the employee weekly.	Accept payment or delete/contra the entry.
Pay Not Expected for Period (3)	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	Employee contract details in Personnel have a working pattern which is weekly, i.e. four payments per month. Four basic payments have already been reconciled for this period.	Accept payment or delete/contra the entry.

03/ Reconciliation

Reason for rejection	Transactions Affected	Checks made on data	Corrective Options Available
Payroll Number Not Found	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	Payment has been received but no matching payroll number has been found in Personnel.	Select an employee contract from the browser provided or delete/contra the entry.
Payroll number not sent	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	The Payroll number not included in the import file.	Delete entry or wait for contra in new import file.
Reconciliation Type Not Recognised	LEA user defined types set up in Automatic Reconciliation Setup.	The LEA reference in the import file does not match the Automatic Reconciliation Parameters for Tab 3.	Delete entry or wait for contra in a new import file.
Salary Periods Not Defined	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	Salary Period definition could not be found.	Define salary periods and re-run reconciliation file.
Supplier Not Found	Invoices	The supplier listed in the import file could not be found on your system.	Select the supplier from the browser provided.
Service Term Mapping Missing	Salaries (only applies if Personnel Links in use check box selected in Automatic Reconciliation Setup)	Service Term not mapped to any ledger codes in Personnel Links.	Link the Service Term to the correct ledger code and re-process the import file.

Reason for rejection	Transactions Affected	Checks made on data	Corrective Options Available
Week Number Invalid	All types	The week number held in the reconciliation file must be between 01 and 99, or it can be blank. A number outside this range has been sent.	Delete entry or wait for contra in a new import file.

Deleting and Recording Contra Entries

Whether you delete items that have not been reconciled or enter them as contra entries will depend on the choice made in Automatic Reconciliation Setup.

Items to be deleted or recorded as contra entries are selected by means of a chooser. Individual items may be transferred from the **Available** list to the **Chosen** list by highlighting the selected items and clicking the **Choose** button.

To remove individual items from the **Chosen** list click the **Remove** button.

It is also possible to transfer all the items in the **Available** list by clicking the **Choose All** button. Similarly, all the items may be removed from the **Chosen** list by clicking the **Remove All** button.



More Information:

General Parameters on page 10

Delete Entries

1. You are able to delete entries by clicking the **Delete Reconciliation Items** button from the Focus Bar or by selecting **Reconciliation | Delete**.



Delete Reconciliation Items button

2. Before attempting to delete items, ensure that the **Contra Records are Required** check box has not been selected in **Tools | Automatic Reconciliation Setup | General Parameters**.
3. There are two ways in which items may be deleted.
4. Highlight the item to be deleted and click the **Delete Reconciliation Items** button from the Focus Bar or select **Reconciliation | Delete**.
5. The **Choose Item** dialog is displayed, with the selected item already highlighted. Click the **Choose** button to transfer the item from the **Available** list to the **Chosen** list.
6. Click the **Delete** button and the item is removed. This action is recorded in the Audit Trail, which may be accessed through **Reports | General Ledger | Audit | Audit Trail**.

7. Before deleting an item you may wish to check the action that may be required to reconcile the item. Either double-click on the selected item, or click the **Focus Browser** button from the Focus Bar. Alternatively, select **Reconciliation | Browser** or press **Ctrl+F3**.
8. If you decide not to proceed with trying to correct the entry for the item, click the **Delete Reconciliation Items** button from the Focus Bar or select **Reconciliation | Delete**.
9. The **Choose Item** dialog is displayed. Proceed in exactly the same way as detailed above.



More Information:

Applying Corrective Action on page 31

Recording Contra-Entries

When contra-entries are read in from an import file, they are placed in suspense. The original item is also placed in suspense and can be reconciled by matching it with the contra-entry. One or more items can be matched with one or more contra-entries, but the balance must be zero before the transaction is successfully recorded.

Before processing contra-entries, ensure that the **Contra Records are Required** check box has been selected in **Tools | Automatic Reconciliation Setup | General Parameters**.

There are two ways in which you may process contra-entries.

1. Highlight one of the items to be matched and either click the **Contra Reconciliation Items** button from the Focus Bar or select **Reconciliation | Contra**.
2. A **Choose Item** dialog is displayed with the selected item already highlighted. Click the **Choose** button to transfer the item from the **Available** list to the **Chosen** list.
3. Highlight the matching item and again click the **Choose** button to transfer the item to the **Chosen** list.
4. Click the **Contra** button to remove the matching items. You are asked if you are sure you want to proceed. Selecting **Yes** will delete the items and record the action in the Audit Trail. This may be accessed through **Reports | General Ledger | Audit | Audit Trail**.
5. Before processing contra-entries you may wish to check the action that may be required to reconcile the item. Either double-click on the selected item, or click the **Focus Browser** button on the Focus Bar. Alternatively, select **Reconciliation | Browser** or press **Ctrl+F3**.
6. If you decide not to proceed with trying to correct the entry for the item, click the **Contra Reconciliation Items** button from the Focus Bar or select **Reconciliation | Contra**.

The **Choose Item** dialog is displayed. Proceed in exactly the same way as detailed above.



More Information:

Applying Corrective Action on page 31

Automatic Reconciliation and Rejected Transactions

Having imported a reconciliation file into your system, there may be occasions where a particular transaction cannot be reconciled, either by taking the corrective actions suggested, processing as a contra entry or deleting the reconciliation item. This section deals with the reporting process to the LEA for outstanding transactions.

The following information details the process that should be worked through before such a report is generated.

1. Once a reconciliation file has been successfully imported, any unreconciled items are displayed automatically in the **Automatic Reconciliation** browser.
2. If you need to select unreconciled items, particularly for further processing, click the **Define** button and select the **Unreconciled** check box from the **Status** section of **Reconciliation View Criteria**. Any unreconciled items will now be displayed in the **Automatic Reconciliation** browser.
3. If more than one item remains unreconciled, highlight each item in turn. Either double-click on the selected item or click the **Focus Browser** button.
4. The details of the transaction are now displayed, along with any recommended corrective actions. Applying correction will, in most cases, solve problems encountered and enable the item to be reconciled.
5. Should suggested corrective actions fail, e.g. you are unable to find a relevant ledger code, etc. then select the **Reject** check box.
6. Next, click the **Rejection Text** button and review the recorded reason for rejection. If the reason in the text box is incorrect, or you wish to add more detail, either replace or add an annotation to the existing text in the text box. Click the **Save** button.

NOTE: Information recorded here is saved to the Audit Trail. However, as the Audit Trail will only record the first 60 characters, it is recommended that you should keep all export files to provide full historical details of any transaction which fails to reconcile. This will enable you to produce full information for more detailed audit queries.

7. Click the **Save Record Changes** button to record the action you have taken and then click the **Focus Browser** button to return to the **Automatic Reconciliation** browser.
8. To generate the export file, click the **Export** button, to place the rejected transaction in **Transfer/Out/Arec_Rej/Outtray**.

04 / Central Payment and Central Reports

- Central Payment 43
- Viewing Payments and Receipts 44
- Adding a Payment 45
- Adding a Receipt 46
- Central Reports 47

Central Payment

When payments are made by a Central Agency, no record will exist of any payments having been made prior to you being notified by the LEA/Agency that a payment has been made from or credited to your account. You will simply need to enter the details; no matching needs to take place.

1. To access this facility, click the **Central** button from the Application Bar.



Central button

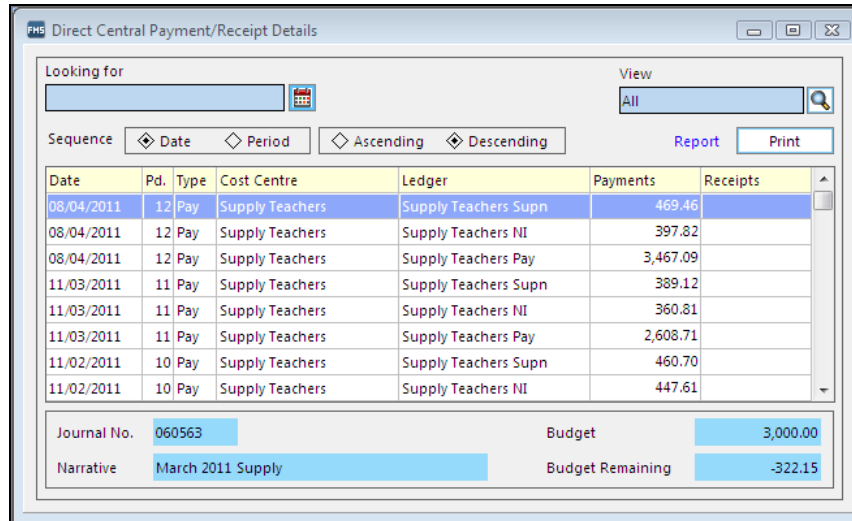
2. Click the **Central Payment** button from the Application Bar. Alternatively select **Focus | Central | Central Payment**.



Central Payment button

Viewing Payments and Receipts

The **Direct Central Payment/Receipt Details** browser displays the payments and receipts entered into your system.



Date	Pd.	Type	Cost Centre	Ledger	Payments	Receipts
08/04/2011	12	Pay	Supply Teachers	Supply Teachers Supn	469.46	
08/04/2011	12	Pay	Supply Teachers	Supply Teachers NI	397.82	
08/04/2011	12	Pay	Supply Teachers	Supply Teachers Pay	3,467.09	
11/03/2011	11	Pay	Supply Teachers	Supply Teachers Supn	389.12	
11/03/2011	11	Pay	Supply Teachers	Supply Teachers NI	360.81	
11/03/2011	11	Pay	Supply Teachers	Supply Teachers Pay	2,608.71	
11/02/2011	10	Pay	Supply Teachers	Supply Teachers Supn	460.70	
11/02/2011	10	Pay	Supply Teachers	Supply Teachers NI	447.61	

Journal No.	060563	Budget	3,000.00
Narrative	March 2011 Supply	Budget Remaining	-322.15

- To restrict the view to just payments or receipts, click the **View** Field Browser button and select the appropriate option, then click the **Select** button.
- The list can be ordered by selecting the **Date** or **Period** radio button, and then sequenced in **Ascending** or **Descending** order by selecting the appropriate radio button.
- To find a specific date for a payment or receipt:
 - a. Select the **Date** radio button.
 - b. Click the **Calendar** button adjacent to the **Looking for** field.



Calendar button

- c. Select the required date.

- To find a specific period an entry was made:
 - a. Select the **Period** radio button.
 - b. In the **Looking for** panel, enter the period you are looking for.
- To view the details entered for a specific payment or receipt, either double-click the required entry or click the **Focus Browser** button on the Focus Bar.



Focus Browser button

Either the payment or receipt details screen is displayed, depending on which option was selected. To return to the browser screen, either click the **Focus Browser** button on the Focus Bar or select **Central Payments | Browser**. You can also press **Ctrl+F3** to perform the same action.

- To print or export the contents of the browser, click the **Print** button. The report is displayed on screen and can be printed, if required.
 - To export the report in CSV format, e.g. for import into Excel, click the **Export to Disk** button to display the **Export Options** dialog.
 - Select the **Full Report** radio button and select **Comma Separated Values Format (CSV)** from the **Format** drop-down list.
 - Click the **OK** button and select the location to save the file.
 - The file can then be imported into Excel for further manipulation.

Adding a Payment

1. Either click the **Add Record** button from the Focus Bar, press **Ctrl+F2** or select **Central Payment | Add**.



Add Record button

2. Select the **Payment** radio button on the **Payment/Receipt** dialog and click the **Select** button.

The **Budget Details** section is for your information only. As soon as you have selected the cost centre, the allocated budget is displayed, along with any amounts that have already been committed, invoiced for and reconciled. Finally, the budget remaining is displayed.

3. To select the cost centre, click the **Field Browser** button or press **F3**. From the **Cost Centre Browse**, highlight the required cost centre and click the **Select** button.



Field Browser button

4. To select the ledger code, click the **Field Browser** button or press the **F3** key. In the **Ledger Code Browse**, highlight the required ledger code and click the **Select** button.

As this is a central payment, you do not need to choose a fund code because payment is automatically withdrawn from the current budget set by the LA for the school. In this case the fund code is entered automatically.

5. Enter the amount of the payment made in the **Amount** field.
6. The current financial **Period** is displayed by default. To change the financial period, click the **Field Browser** button or press **F3**. From the **Period Browse**, highlight the correct period and click the **Select** button.
7. Enter the reference number assigned by the treasurer for the transaction in the **Treasurer's Reference** field.
8. Enter a short narrative describing the transaction in the **Narrative** field.
9. To save the payment record, click the **Save Record Changes** button or press **F9**. Alternatively, select **Central Payment | Save**.



Save Record Changes button

10. On the confirmation dialog, click the **Yes** button to post the payment.
If, at any point before saving the changes, you want to cancel the information you have just entered, click the **Undo Record Changes** button or press **Esc**.



Undo Record Changes button

Adding a Receipt

1. Click the **Add Record** button from the Focus Bar, or press **Ctrl+F2**, or select **Central Payment | Add**.



Add Record button

2. Select the **Receipt** radio button on the **Payment/Receipt** dialog and click the **Select** button.

RECEIPT DETAILS		BUDGET DETAILS	
Cost Centre	<input type="text"/>	Budget	<input type="text"/>
Ledger Code	<input type="text"/>	Commitment	<input type="text"/>
Fund Code	<input type="text"/>	Invoiced	<input type="text"/>
Amount	<input type="text" value="0.00"/>	Reconciled	<input type="text"/>
Period	<input type="text" value="13"/>	Budget Remaining	<input type="text"/>
Treasurer's Ref.	<input type="text"/>		
Narrative	<input type="text"/>		

The **Budget Details** section is for your information only. As soon as you have selected the cost centre, the allocated budget is displayed, along with any amounts that have already been committed, invoiced for and reconciled. Finally, the budget remaining in the cost centre is displayed.

3. To select the cost centre, click the **Field Browser** button or press **F3**. From the **Cost Centre Browse**, highlight the cost centre and click the **Select** button.



Field Browser button

4. To select the ledger code, click the **Field Browser** button or press **F3**. In the **Ledger Code Browse**, highlight the required ledger code and click the **Select** button.

The default setting for the fund code is the one set up to handle the budget allocated by the LA.

5. Enter the amount received in the **Amount** field.
6. The current financial **Period** is displayed by default. To change the financial period, click the **Field Browser** button or press the **F3** key. From the **Period Browse**, highlight the correct period and click the **Select** button.
7. Enter the reference number assigned by the treasurer for the transaction in the **Treasurer's Reference** field.
8. Enter a short narrative describing the transaction in the **Narrative** field.
9. To save the receipt record, click the **Save Record Changes** button or press **F9**. Alternatively, select **Central Payment | Save**.



Save Record Changes button

10. On the confirmation dialog, click the **Yes** button to post the receipt.
If, at any point before saving the changes, you want to cancel the information you have just entered, click the **Undo Record Changes** button or press **Esc**.



Undo Record Changes button

Central Reports

To access the reports generated by FMS concerning the payment and reconciliation of accounts, select **Reports | Central**. The following reports are available:

- **Automatic Reconciliation Imported Files**
- **Automatic Reconciliation Status**

*NOTE: In addition, you can produce a report of the central payments and receipts listed in the **Direct Central Payment/Receipt Details** browser by clicking the **Print** button (please see Viewing Payments and Receipts on page 44).*

The **Automatic Reconciliation Status** report has a criteria list which you will need to complete before a report can be produced for review. The criteria selections made are recorded on the top left-hand side of the report.

Producing the Automatic Reconciliation Imported Files Report

Select **Reports | Central | Automatic Reconciliation Imported Files** to display the report.

The report provides a detailed list of all reconciliation files imported on to the system, along with the date they were imported, the file name, the date the file was prepared and the user identification of the person importing the file.

Producing the Automatic Reconciliation Status Report

Select **Reports | Central | Automatic Reconciliation Status** to display the report criteria dialog.

The screenshot shows a dialog box titled "Automatic Reconciliation - Reconciliation Status". It contains several sections for configuring the report:

- Level:** Radio buttons for "Summary" (selected) and "Detailed".
- Import File Selection Parameters:** Radio buttons for "All Import Files in the Current Financial Year", "Import Files within a Date Range" (with "From" and "To" date pickers), and "A Single Import File" (with a search field).
- Reconciliation Status Parameters:** Radio buttons for "All Statuses", "Unreconciled", "Reconciled", and "Deleted & Contra'd".
- Grouping Parameters:** Radio buttons for "Type & Status", "Import File & Status", "Proc. Date & Status", "Status & Proc. Date", and "Period & Type & Status".
- Period Range Parameters:** Radio buttons for "No Restriction" and "Within a Period Range" (with "From" and "To" date pickers).
- Type Selection Parameters:** A "Clear Selections" button and checkboxes for "Fuel", "Income", "Invoice", "Payment", "Supply", "Salary", "Departmental Recoupment", and "LA Items".

Buttons at the bottom include "OK", "Cancel", and "Help".

The criteria selection for this report is a series of radio buttons and check boxes, enabling you to refine the report to suit your own requirements.

Once you have completed the criteria selection for this report, you are able to review the result on-screen. Once produced on-screen, the report can be saved or printed.

Level

Your choice of radio button in this section will decide whether a full, detailed report is produced or whether the information presented is summarised.

- **Summary** - select this radio button for a summarised report detailing the status of imported reconciliation items.
- **Detailed** - for more information about the current status of the reconciliation file(s), select this radio button.

Grouping Parameters

This selection of radio buttons enables you to decide how the report should be ordered.

- **Type & Status** - orders the report according to the transaction type and current status, e.g. failed.
- **Proc. Date & Status** - orders the report according to the processing date and the current status.
- **Period & Type & Status** - orders the report according to the financial period for reconciliation, the transaction type and the current status.
- **Import File & Status** - orders the report according to the import file and the current status.
- **Status & Proc. Date** - orders the report according to the current status and the date items were processed.

Import File Selection Parameters

This section enables you to specify the import files you wish to report on.

- **All Import Files in the Current Financial Year** – when this radio button is selected, your report will take into account all the reconciliation files imported into your system since the start of the financial year.
- **Import Files within a Date Range** - select this radio button to specify the dates between which you want to view the reconciliation file. Click the first **Calendar** button to select the start date.



Calendar button

Repeat this process to locate the end date.

- **A Single Import File** - to find a single reconciliation file for your report, click the **Field Browser** button. Highlight the file you require and click the **Select** button.



Field Browser button

Period Range Parameters

The two radio buttons enable you to either select a report with no restrictions on the financial periods, or to place restrictions on the reconciliation files by selecting a start and end period.

- **No Restrictions** - select this radio button to report on the status of the transactions in imported reconciliation files for all periods within the current financial year.
- **Within a Period Range** - to restrict the range of periods that transactions may be viewed within the financial year, click the first **Field Browser** button to locate the start period. Highlight the period you require and click the **Select** button. Click the second **Field Browser** button to locate the end period. Highlight the period and click the **Select** button.



Field Browser button

Reconciliation Status Parameters

This group of radio buttons enables you to select the status of items you want included in the report.

- **All** - every item imported in the reconciliation file is included in the report, regardless of status.
- **Unreconciled** - the report will only show items which have failed.
- **Reconciled** - only items which have reconciled are shown in the report.
- **Deleted & Contra'd** - items which have been deleted or recorded as a contra entry from the reconciliation file are included in the report.

Type Selection Parameters

Eight data type check boxes are displayed, enabling you to decide the data types you wish to include in the report.

The default setting will show all boxes selected. Click the **Clear Selections** button to empty the boxes, thus enabling you to select the boxes you want included in the report.



More Information:

Producing a Report on page 74

05/ Non-Invoiced Income

Processing Non-Invoiced Income	51
Central Processing of Non-Invoiced Income	51
Central Non-Invoiced Income and Automatic Reconciliation	58
Local Processing of Non-Invoiced Income	59
Paying In Slips.....	67
Non-Invoiced Income Reports	71

Processing Non-Invoiced Income

Non-Invoiced Income is designed to record contributions, donations, etc. which will either be paid direct to a local bank account, or LEA designated central source. You can switch from a Central Account to a Local Account at any time during the financial year, with the exception of Year End. Before switching from **local** to **central** and vice versa, you should be aware of the following:

- You will not be able to pay receipts into both a local bank account and a centrally held account at the same time.
- It is not possible for schools to change from **local** to **central** when there are unposted receipts on the system. However, once posted, the setting can be changed before the local receipt is reconciled in the bank.
- Similarly, it is not possible for schools to change from **local** to **central** when there are unposted receipts on the system. In this instance, the setting cannot be changed until the central receipt has been reconciled via manual reconciliation.

WARNING: *It is vital that schools wishing to move to a local bank account have reconciled their central receipts before making the change.*

Central Processing of Non-Invoiced Income

Central processing of non-invoiced income enables you to record casual cash and cheque payments received, such as contributions and donations. However, you won't be able to record direct debits or standing orders.

Centrally processed receipts are only posted once each receipt has been reconciled through the Manual Reconciliation process. If you receive a reconciliation import file from the LA to be processed through Automatic Reconciliation, certain procedures need to be followed in order for Non-Invoiced Income not to be processed twice (please see *Central Non-Invoiced Income and Automatic Reconciliation* on page 58).

In **Tools | Non-Invoiced Income Parameters**, make sure that the **Central** radio button has been selected.

IMPORTANT NOTE: You will need to check this setting each time you upgrade to the latest version of FMS, as the upgrade process will re-set the parameters to default to **Local**.

1. To access Non-Invoiced Income, click the **Non-Invoiced Income** button from the Application Bar or select **Focus | Non-Invoiced Income**.



Non-Invoiced Income button

2. Next, click the **Receipts** button, or select **Focus | Non-Invoiced Income | Receipts**.



Receipts button



More Information:

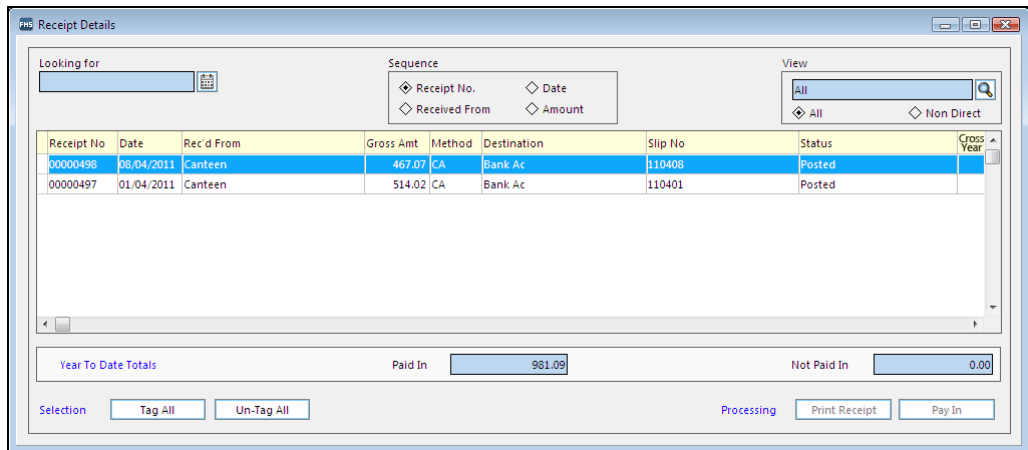
Non-Invoiced Income Parameters on page 12

Manual Reconciliation on page 19

Receipt Processing – Browser

The browser will display all Non-Invoiced Income Receipts, including those issued to a Central Account and a Local Account. You may have Receipts entered on your system in both types of account as a result of changing accounts during the year.

NOTE: You will only be able to change from a local account to a central account and vice versa, after ensuring that all relevant transactions have been posted.



1. The entry made in the **Looking for** field will depend on the browser order selected in the **Sequence** section. Enter the characters for the selected Receipt according to the Sequence Heading and the nearest match is made. No cursor appears in this field, but the text appears automatically as you type.
2. Click one of the following radio buttons to determine the browser sequence order:

- **Receipt No.**
- **Date** (selecting this radio button activates the **Calendar** button in the **Looking for** field)
- **Received From**
- **Amount**



Field Browser button

3. If you wish to change the type of receipt displayed, click the **Field Browser** button situated in the **View** panel. Select from the following:
 - **All**
 - **Not Paid In** (the default option)
 - **Paid In**
 - **Printed**

The **Status** of each Receipt is **Unposted** or **Posted**.

4. The **Process** column distinguishes between **central** and **local** transactions. **Local** transactions display the first seven characters of the Bank Account. However, this will only apply to Receipts that have been allocated to a Pay In, otherwise the column entries are blank.
5. To add a new Receipt, click the **Add Record** button or select **Receipt | Add**.



Add Record button

6. To view a specific Receipt entry, either highlight and double-click on it, or click the **Focus Browser** button from the Focus Bar. You may also select **Receipts | Browser** or press **Ctrl+F3**.

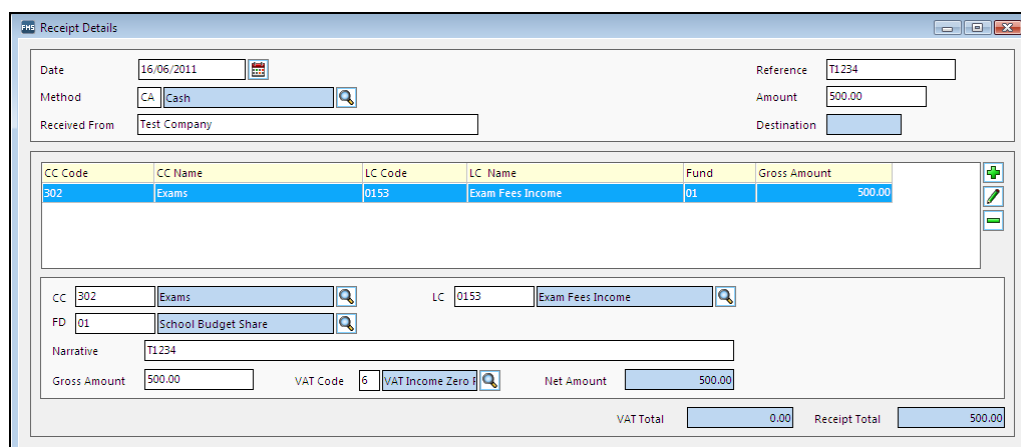


Focus Browser button

This will enable you to view and edit the Receipt details, providing the entry has not already been entered on to a paying in slip, or posted, i.e. paid into your local bank.

Adding a Receipt

When adding a Receipt to your system it is worth noting that you are permitted to enter more than one line of detail. This facility is provided to account for any non-invoiced income received which affects more than one cost centre or ledger code.



CC Code	CC Name	LC Code	LC Name	Fund	Gross Amount
302	Exams	0153	Exam Fees Income	01	500.00

1. Once you have decided to add a new Receipt, you will need to enter the details. The current day's date is entered by default. If you wish to change the date, click the **Calendar** button.



Calendar button

2. In the **Reference** field enter a unique reference for this transaction. This could reflect the type of income received, e.g. a contribution or donation.
3. To select the payment method, e.g. cash, cheque, etc., click the **Field Browser** button or press the **F3** key. Highlight the payment method from the browser and click the **Select** button.



Field Browser button

4. Enter the sum received in the **Amount** field. When more than one Receipt of Non-Invoiced Income is being entered, this total should reflect the total for all Receipts and should match the amount entered in **Receipt Total**. If a mis-match occurs you are asked if you wish an automatic adjustment to be made.
5. In the **Received From** field, enter the source of the payment received.
6. When a new Receipt is added to the system, the cost centre, ledger code and fund code defined in Non-Invoiced Income Parameters are automatically entered.
7. If you wish to add or change the cost centre, ledger code or fund code, click the relevant **Field Browser** button, highlight the correct code and click the **Select** button.



More Information:

Non-Invoiced Income Parameters on page 12

Selecting New Cost Centre/Ledger Code on page 55

Completing the Receipt Details

1. Enter a brief description of the transaction in the **Narrative** field. This is a required element and the section must be completed.
2. Enter the **Gross Amount** which should equal the sum of the amounts entered for the current Receipt.
3. The **VAT code, Net Amount, VAT Total** and **Receipt Total** are entered and calculated automatically, according to the type of transaction. If you wish to change the VAT code, click the **Field Browser** button, highlight the new code and click the **Select** button. Amounts will still be calculated automatically.
4. Click the **Save Record Changes** button to record the Receipt information. You may also save the information by selecting **Receipts | Save** or by pressing **F9**.



Save Record Changes button

5. If you do not wish to proceed, click the **Undo Record Changes** button from the Focus Bar or select **Receipts | Undo Changes**. Alternatively, press the **Esc** key.



Undo Record Changes button

Adding More Non-Invoiced Income Receipts

1. To add more than one line to a Non-Invoiced Income Receipt, click the **Add Item** button. The default parameter settings as set up in Non-Invoiced Income Parameters are automatically entered.



Add Item button

2. To change the cost centre, ledger code and/or fund code, click the **Field Browser** button, highlight the relevant code and choose the **Select** button.
3. Enter the **Date, Reference, Method of Payment**, new total **Amount** (if not already entered), and the **Received from** source for this transaction.
4. Complete the details for this transaction by entering a brief description in the **Narrative** section entering the **Gross Amount** received and selecting a new VAT code if applicable. The **Net Amount, VAT Total** and **Receipt Total** are entered automatically.



More Information:

Adding a Receipt on page 54

Completing the Receipt Details on page 55

Selecting New Cost Centre/Ledger Code

1. To locate a new cost centre or ledger code, click the relevant **Field Browser** button or press **F3** when the required section has the focus.



Field Browser button

2. A browser of cost centres or ledger codes is activated. You have a choice of viewing the default cost centre/ledger code link or the complete list of income cost centres or ledger codes set up for Non-Invoiced Income.
3. Click the **Field Browser** button in the **View** section and highlight the required view - **All, Linked**.
4. Click the **Select** button to proceed with your choice.
5. Highlight the cost centre or ledger code for the receipt being entered and click the **Select** button.

Editing a Receipt for Non-Invoiced Income

1. From the browser displayed when **Non-Invoiced Income | Receipts** is accessed, highlight the Receipt to be edited and click the **Focus Browser** button from the Focus Bar. Another way to select the Receipt to be edited is to select **Receipts | Browser** or press **Ctrl+F3**.



Focus Browser button

2. You may edit any of the following information: the date, the reference, the payment method, the amount and source for the money received.
3. To edit the cost centre, ledger code and fund, click the **Edit Item** button or press **F5**. This will make the cost centre section active.



Edit Item button

4. If you now wish to change the cost centre, click the **Field Browser** button or press the **F3** key.
5. If you change the cost centre, a linked ledger code and fund is entered automatically, but may be changed by clicking the **Field Browser** button. If you need to select a different linked ledger code, follow the same procedure as detailed for cost centres.



Field Browser button

6. Finally, you may change the **Gross Amount** entered and the **VAT code**. The **Net Amount**, **VAT Total** and **Receipt Total** are re-calculated automatically.
7. Please note that the Receipt total must match the amount entered into the **Amount** section. If a mis-match does occur you are asked whether you wish an adjustment to be made automatically.
8. To save your changes, click the **Save Record Changes** button from the Focus Bar or select **Receipts | Save**. Alternatively, press the **F9** key to save your changes.



Save Record Changes button

9. If you change your mind and decide not to save the alterations you have made, click the **Undo Record Changes** button from the Focus Bar or select **Receipts | Undo**. You may also select the **Esc** key to abandon any changes made.



Undo Record Changes button



More Information:

Selecting New Cost Centre/Ledger Code on page 55

Deleting Receipt Details

Before a Receipt has been centrally authorised it is possible to delete the entire Receipt from the browser.

1. To delete the entire Receipt from the browser, highlight the one to be deleted and click the **Delete Record** button from the Focus Bar. Alternatively, select **Receipts | Delete**.



Delete Record button

2. A message is displayed asking you if you are sure you wish the entry to be deleted. To proceed, select **Yes** and the entry is removed from the browser.
3. If you wish to delete part of a Receipt, highlight the relevant Receipt and click the **Focus Browser** button from the Focus Bar or press **Ctrl+F3**. Alternatively, select **Receipts | Browser**.



Focus Browser button

4. Highlight the part of the Receipt to be deleted and from the processing screen, click the **Delete Item** button or press **F4**. The cost centre/ledger code information is deleted immediately. In order to be able to save the Receipt information, however, you will need to re-enter the amount in the **Amount** field and the Receipt total.



Delete Item button

5. If you have deleted this information by accident it is possible to retrieve it by clicking the **Undo Record Changes** button from the Focus Bar or select **Receipts | Undo**.



Undo Record Changes button

6. You are asked if you are sure you wish to clear your changes. To continue, click the **Yes** button.

Selecting and Tagging Entries

Once you have entered any payments you have received into your system, you will need to select the entries to be paid to the local bank account.

Method 1

1. Tag individual entries by positioning the mouse pointer next to the entry to be tagged and click.
2. To remove the tag, click next to the entry.

Method 2

1. If you wish, you may tag all the entries by clicking the **Tag All** button.
2. To remove the tags, click the **Un-tag All** button.

Processing Cash and Cheque Receipts

This section applies to any tagged **cash amounts** or **cheques** received, using the receipt **Pay In** option.

Click the **Pay In** button in the **Processing** section.

For central processing of Non-Invoiced Income, this will give direct access to **Paying In Processing**.



More Information:

Selecting and Tagging Entries on page 57

Processing a Central Payment on page 68

Central Non-Invoiced Income and Automatic Reconciliation

If you use Central processing for Non-Invoiced Income you should note that FMS has been designed for these transactions to be reconciled through the Manual Reconciliation process. However, if you also use the Automatic Reconciliation process, you will find that your import file also contains your Central Non-Invoiced Income transactions. Therefore, you are advised to carry out the following procedure:

1. Before running the import file, select **Tools | General Ledger Setup** and select the **Central Ledger Links** page.
2. Select each Income ledger code that has been linked, which will have Central Non-Invoiced Income attached to it within the reconciliation file, and click the **Link - Unlink** button. This action will ensure that the selected ledger codes are unlinked.
3. Run the Import file. This will result in all Income transactions falling into suspense.
4. From the **Automatic Reconciliation Browse**, select only the Income transactions that are not Central Non-Invoiced Income and apply the corrective action necessary to reconcile each transaction. You are asked if you wish to create a permanent ledger code link. Click the **No** button.

*NOTE: If you click **Yes**, you will have to carry out the procedure given in Paragraphs 1 and 2 again, prior to importing the next reconciliation file.*

5. Once you have processed these Income transactions, delete the Central Non-Invoiced Income transactions from the suspense file, as these must now be reconciled through Manual Reconciliation.



More Information:

Manual Reconciliation on page 19

Automatic Reconciliation on page 22

What to do if Central Ledger Links Remain

If the **Central Ledger Links** are left linked, then Central Non-Invoiced Income will reconcile when the import file from the LEA is run. As the same transactions are awaiting reconciliation in Manual Reconciliation, the only way to deal with this is as follows.

1. Click the **Central** button, followed by the **Manual Reconciliation** button, or select **Focus | Central | Manual Reconciliation**.
2. Double-click on each Central Non-Invoiced Income transaction, or highlight each transaction and click the **Field Browser** button. Note the cost centre, ledger code, fund code and amount. This information is required later.
3. Reconcile the Central Non-Invoiced Income transactions in Manual Reconciliation, entering an appropriate narrative.
4. Click the **Central** button, followed by the **Central Payment** button, or select **Focus | Central | Central Payment**. Add a receipt, entering the cost centre, ledger code and fund code to which the Central Non-Invoiced Income transactions have been previously reconciled.

NOTE: The cost centre, ledger code and fund code are those previously noted during Manual Reconciliation.

5. Enter the amount with a leading minus sign. When you leave this field you will receive the message, **Warning you are reducing your income**. Click the **OK** button, as this is correct.

IMPORTANT NOTE: *This will ensure that the Income you receive will not be accounted for twice. It is important that you remember Central Non-Invoiced Income must be reconciled through the Manual Reconciliation process in order for amounts received to be posted to the system correctly.*

Local Processing of Non-Invoiced Income

Before starting to use local processing of non-invoiced income you must have carried out the following procedures:

- Defined a creditor control ledger code in the **Ledger Codes** section of **Tools | General Ledger Setup**.
- Defined a local bank account ledger code in the **Ledger Codes** section of **Tools | General Ledger Setup**.

You may also wish to:

- Define cheque stationery on the **Cheque Layout/BACS Parameters** page of **Tools | Accounts Payable Parameters**.
- Define a cheque book on the **Cheque Book** page of **Tools | Books**.

This will enable you to record cash, cheque, direct debit and standing order payments.

Finally, before processing Non-Invoiced Income, check whether the **Local** radio button is selected in **Tools | Non-Invoiced Income Parameters**. This is the default option when FMS is first installed and for each upgrade to the latest version.

05/ Non-Invoiced Income

1. To access Non-Invoiced Income, click the **Non-Invoiced Income** button from the Application Bar or select **Focus | Non-Invoiced Income**.



Non-Invoiced Income button

2. Click the **Receipts** button, or select **Focus | Non-Invoiced Income | Receipts**.



Receipts button



More Information:

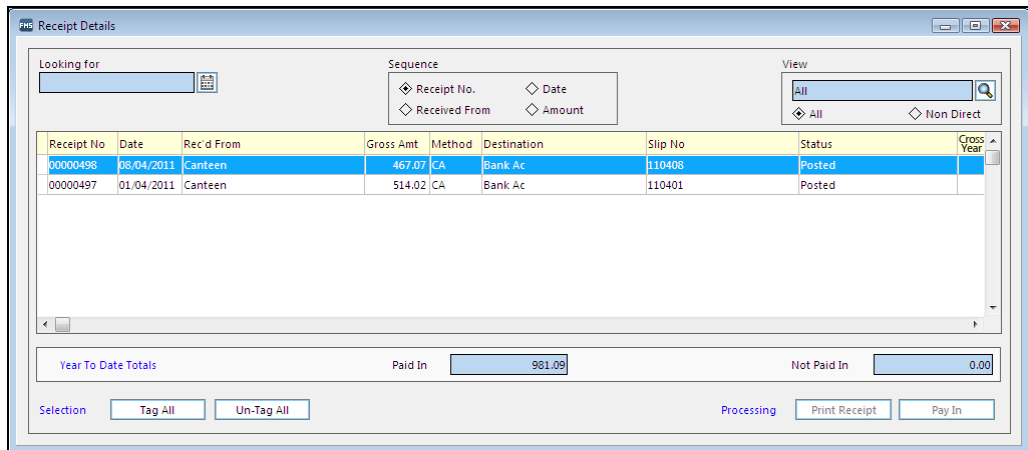
Non-Invoiced Income Parameters on page 12

Manual Reconciliation on page 19

Receipt Processing – Browser

The browser will display all Non-Invoiced Income Receipts, including those issued to a Central Account and a Local Account. You may have Receipts entered on your system in both types of account as a result of changing accounts during the year.

NOTE: You will only be able to change from a local account to a central account and vice versa, after ensuring that all relevant transactions have been posted.



1. The entry made in the **Looking for** field will depend on the browser order selected in the **Sequence** section. Enter the characters for the selected Receipt according to the Sequence Heading and the nearest match is made. No cursor appears in this field, but the text appears automatically as you type.
2. Click one of the following radio buttons to determine the browser sequence order:
 - **Receipt No.**
 - **Date** (selecting this radio button activates the **Calendar** button in the **Looking for** field)
 - **Received From**

- **Amount**



Field Browser button

3. If you wish to change the type of receipt displayed, click the **Field Browser** button situated in the **View** panel. Select from the following:

- **All**
- **Not Paid In** (the default option)
- **Paid In**
- **Printed**

The **Status** of each Receipt is **Unposted** or **Posted**.

4. The **Process** column distinguishes between **central** and **local** transactions. **Local** transactions display the first seven characters of the Bank Account. However, this will only apply to Receipts that have been allocated to a Pay In, otherwise the column entries are blank.
5. To add a new Receipt, click the **Add Record** button or select **Receipt | Add**.



Add Record button

6. To view a specific Receipt entry, either highlight and double-click on it, or click the **Focus Browser** button from the Focus Bar. You may also select **Receipts | Browser** or press **Ctrl+F3**.



Focus Browser button

This will enable you to view and edit the Receipt details, providing the entry has not already been entered on to a paying in slip, or posted, i.e. paid into your local bank.

Adding a Receipt

When adding a Receipt to your system it is worth noting that you are permitted to enter more than one line of detail. This facility is provided to account for any non-invoiced income received which affects more than one cost centre or ledger code.

The screenshot shows the 'Receipt Details' window with the following information:

- Date:** 16/06/2011
- Method:** CA Cash
- Received From:** Test Company
- Reference:** T1234
- Amount:** 500.00
- Destination:** (empty)

CC Code	CC Name	LC Code	LC Name	Fund	Gross Amount
302	Exams	0153	Exam Fees Income	01	500.00

Below the table, the following details are visible:

- CC:** 302 Exams
- LC:** 0153 Exam Fees Income
- FD:** 01 School Budget Share
- Narrative:** T1234
- Gross Amount:** 500.00
- VAT Code:** 6 VAT Income Zero
- Net Amount:** 500.00
- VAT Total:** 0.00
- Receipt Total:** 500.00

1. Once you have decided to add a new Receipt, you will need to enter the details. The current day's date is entered by default. If you wish to change the date, click the **Calendar** button.



Calendar button

2. In the **Reference** field enter a unique reference for this transaction. This could reflect the type of income received, e.g. a contribution or donation.
3. To select the payment method, e.g. cash, cheque, etc., click the **Field Browser** button or press the **F3** key. Highlight the payment method from the browser and click the **Select** button.



Field Browser button

4. Enter the sum received in the **Amount** field. When more than one Receipt of Non-Invoiced Income is being entered, this total should reflect the total for all Receipts and should match the amount entered in **Receipt Total**. If a mis-match occurs you are asked if you wish an automatic adjustment to be made.
5. In the **Received From** field, enter the source of the payment received.
6. When a new Receipt is added to the system, the cost centre, ledger code and fund code defined in Non-Invoiced Income Parameters are automatically entered.
7. If you wish to add or change the cost centre, ledger code or fund code, click the relevant **Field Browser** button, highlight the correct code and click the **Select** button.



More Information:

Non-Invoiced Income Parameters on page 12

Selecting New Cost Centre/Ledger Code on page 55

Completing the Receipt Details

1. Enter a brief description of the transaction in the **Narrative** field. This is a required element and the section must be completed.
2. Enter the **Gross Amount** which should equal the sum of the amounts entered for the current Receipt.
3. The **VAT code, Net Amount, VAT Total** and **Receipt Total** are entered and calculated automatically, according to the type of transaction. If you wish to change the VAT code, click the **Field Browser** button, highlight the new code and click the **Select** button. Amounts will still be calculated automatically.
4. Click the **Save Record Changes** button to record the Receipt information. You may also save the information by selecting **Receipts | Save** or by pressing **F9**.



Save Record Changes button

5. If you do not wish to proceed, click the **Undo Record Changes** button from the Focus Bar or select **Receipts | Undo Changes**. Alternatively, press the **Esc** key.



Undo Record Changes button

Adding More Non-Invoiced Income Receipts

1. To add more than one line to a Non-Invoiced Income Receipt, click the **Add Item** button. The default parameter settings as set up in Non-Invoiced Income Parameters are automatically entered.



Add Item button

2. To change the cost centre, ledger code and/or fund code, click the **Field Browser** button, highlight the relevant code and choose the **Select** button.
3. Enter the **Date**, **Reference**, **Method of Payment**, new total **Amount** (if not already entered), and the **Received from** source for this transaction.
4. Complete the details for this transaction by entering a brief description in the **Narrative** section entering the **Gross Amount** received and selecting a new VAT code if applicable. The **Net Amount**, **VAT Total** and **Receipt Total** are entered automatically.



More Information:

Adding a Receipt on page 54

Completing the Receipt Details on page 55

Selecting New Cost Centre/Ledger Code

1. To locate a new cost centre or ledger code, click the relevant **Field Browser** button or press **F3** when the required section has the focus.



Field Browser button

2. A browser of cost centres or ledger codes is activated. You have a choice of viewing the default cost centre/ledger code link or the complete list of income cost centres or ledger codes set up for Non-Invoiced Income.
3. Click the **Field Browser** button in the **View** section and highlight the required view - **All**, **Linked**.
4. Click the **Select** button to proceed with your choice.
5. Highlight the cost centre or ledger code for the receipt being entered and click the **Select** button.

Editing a Receipt for Non-Invoiced Income

1. From the browser displayed when **Non-Invoiced Income - Receipts** is accessed, highlight the Receipt to be edited and click the **Focus Browser** button from the Focus Bar. Another way to select the Receipt to be edited is to select **Receipts | Browser** or press **Ctrl+F3**.



Focus Browser button

2. You may edit any of the following information: the date, the reference, the payment method, the amount and source for the money received.
3. To edit the cost centre, ledger code and fund, click the **Edit Item** button or press **F5**. This will make the cost centre section active.



Edit Item button

4. If you now wish to change the cost centre, click the **Field Browser** button or press the **F3** key.



Field Browser button

5. If you change the cost centre, a linked ledger code and fund are entered automatically, but may be changed by clicking the **Field Browser** button. If you need to select a different linked ledger code, follow the same procedure as detailed for cost centres.
6. Finally, you may change the gross amount entered and the VAT code. The net amount, VAT total and Receipt total are re-calculated automatically.
7. Please note that the Receipt total must match the amount entered into the **Amount** section. If a mis-match does occur you are asked whether you wish an adjustment to be made automatically.
8. To save your changes, click the **Save Record Changes** button from the Focus Bar or select **Receipts | Save**. Alternatively, press the **F9** key to save your changes.



Save Record Changes button

9. If you change your mind and decide not to save the alterations you have made, click the **Undo Record Changes** button from the Focus Bar or select **Receipts | Undo**. Alternatively, press the **Esc** key to abandon any changes made.



Undo Record Changes button



More Information:

Selecting New Cost Centre/Ledger Code on page 55

Deleting Receipt Details

Before a Receipt has been posted it is possible to delete the entire Receipt from the browser.

NOTE: Only direct transactions are posted from the Receipt focus. All others are posted from the Paying In Slips focus.

1. To delete the entire Receipt from the browser, highlight the one to be deleted and click the **Delete Record** button from the Focus Bar. Alternatively, select **Receipts | Delete**.



Delete Record button

2. You will receive a message asking you if you are sure you wish the entry to be deleted. To proceed, click the **Yes** button and the entry is removed from the browser.

3. If you wish to delete part of a Receipt, highlight the relevant Receipt and click the **Focus Browser** button from the Focus Bar or press **Ctrl+F3**. Alternatively, select **Receipts | Browser**.



Focus Browser button

4. Highlight the part of the Receipt to be deleted and from the processing screen, click the **Delete Item** button or press **F4**. The cost centre/ledger code information is deleted immediately. In order to be able to save the Receipt information, however, you will need to re-enter the amount on the **Amount** section and the Receipt total.



Delete Item button

5. If you have deleted this information by accident it is possible to retrieve it by clicking the **Undo Record Changes** button from the Focus Bar or select **Receipts | Undo**.



Undo Record Changes button

6. You are asked if you are sure you wish to clear your changes. To continue, click the **Yes** button.

Selecting and Tagging Entries

Once you have entered any payments you have received into your system, you will need to select the entries to be paid to the local bank account.

Method 1

1. Tag individual entries by positioning the mouse pointer next to the entry to be tagged and click.
2. To remove the tag, click next to the entry.

Method 2

1. If you wish, you may tag all the entries by clicking the **Tag All** button.
2. To remove the tags, click the **Un-tag All** button.
3. Once the entries have been tagged, direct transfer payments and credit card transactions may be posted straight to the bank account. You do not need to complete a paying-in slip for these transactions.

Cash amounts and cheques received are paid into the bank account via a paying-in slip.

NOTE: It is not advisable to combine cash or cheque amounts with direct transfers and credit card payments on the same receipt, as these items will remain unposted and become detached from the original receipt.

Posting Direct Bank Transfer Receipts

This section applies to Direct Bank Transfers, Direct Debit and Standing Order payments, and Credit Card payments only.

1. To post the Receipts that have been tagged, click the **Post Receipt** button from the Focus Bar or alternatively select **Receipts | Post Receipts**.



Post Receipt button

2. This will activate the **Posting Details** pop-up. In the **Destination** section you will now need to decide the bank account for the amounts of money received, particularly if you have more than one account defined.
3. Click the **Field Browser** button to access the **Bank** browser. Highlight the bank account you wish to pay into and click the **Select** button.



Field Browser button

4. If you wish to change the posting period from the current period, click the **Field Browser** button. Highlight the relevant period in the **Period** browser and click the **Select** button.
5. Click the **Save** button to continue or click the **Cancel** button if you do not wish to proceed with the posting process for the moment.

Processing Cash and Cheque Receipts

This section applies to any individually tagged **cash amounts** or **cheques** received, as the Receipt focus also provides a direct link to the Pay In focus.

1. Tag the cheque and cash payments that need to be entered as having been paid into your bank account or centrally authorised.
2. Click the **Pay In** button in the **Processing** section.
3. Income destined to be paid into a local bank account, will need the **Receipt Destination** slip completed.



More Information:

Selecting and Tagging Entries on page 57

Receipt Destination

Once this slip has been completed, the next step is to complete the Receipt Destination and Paying In Slip, accessed automatically when the **Pay In** button is selected. Remember that this section only applies to cash and cheque transactions.

1. To enter the destination for the payment, select the **Field Browser** button or press **F3**. If you have only one bank account defined, this is selected automatically.
2. To continue, click the **Save** button.
3. Complete the Paying In Slip.



More Information:

Processing a Local Payment on page 70

Cancelling Posted Receipts

Only direct transfers, Direct Debit and Standing Order payments, and credit card transactions may be cancelled once they have been posted.

1. Working in the **Receipt Details** browser, highlight the relevant Receipt to be cancelled. Click the **Cancel Receipt** button from the Focus Bar or select **Receipt | Cancel Receipt**.
2. You are asked to enter an explanation for the audit trail giving a reason for cancelling the transaction. Click the **Save** button to continue or click the **Cancel** button.

The Receipt is recorded as **Cancelled** in the **Receipt Details** browser.

Paying In Slips

This section of Non-Invoiced Income enables you to pay received income into a bank account of your choice. The source of this income may be from fund raising events, contributions, donations, etc.

To access Paying In Slips, click the **Non-Invoiced Income | Paying In Slips** buttons on the Application Bar or select **Focus | Non-Invoiced Income | Paying In Slips**.



Non-Invoiced Income button

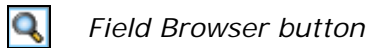


Paying In Slips button

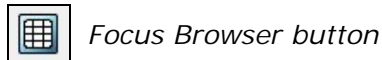
Browse Paying In Slips

1. The entry made in the **Looking for** field will depend on the browser order selected in the **Sequence** section. Enter the characters for the selected Pay In Slip according to the Sequence Heading, e.g. Amount, and the nearest match is made. No cursor appears in this field, but the text appears automatically as you type.
2. Click one of the following radio buttons to determine the browser sequence order:
 - **Reference**
 - **Date** (selecting this radio button activates the **Calendar** button in the **Looking for** field)
 - **Amount**
3. The browser can also be sequenced in **Ascending** or **Descending** order by selecting the appropriate radio button.
4. If you wish to change the type of Paying Slip displayed, click the **Field Browser** button situated in the **View** panel. By default, **All Paying In Slips** are displayed in the browser. Other options are:
 - **Centrally Authorised** - All Receipts centrally paid in will show this status even if the transaction has been reconciled.

- **Posted** - This only applies to local account transactions.
- **Unposted** - This applies to both central and local transactions.



5. To view/edit individual slips, either double-click on the slip to be reviewed, or click the **Focus Browser** button from the Focus Bar. Alternatively, select **Paying In Slips | Browser** or press **Ctrl+F3**.

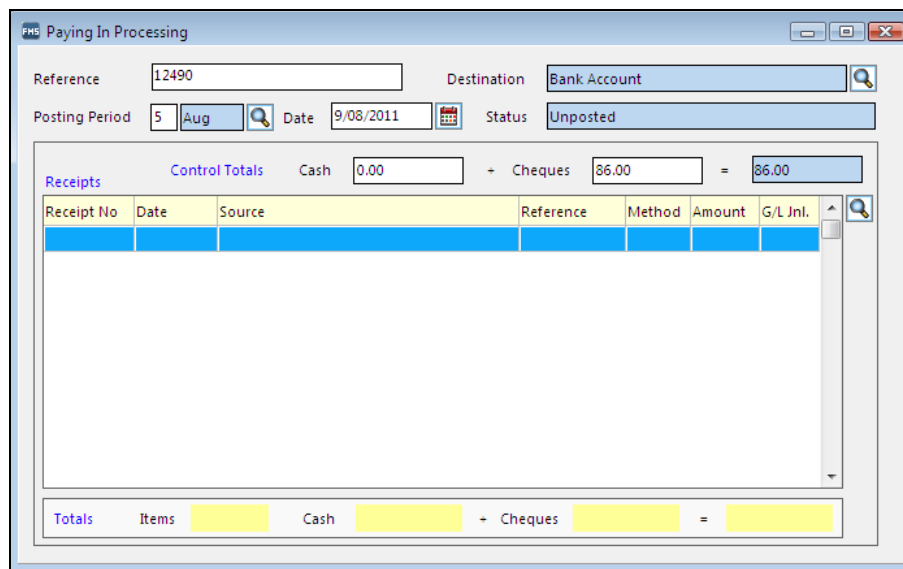


6. Unposted items that have already been processed through the **Receipts** section will have the details listed and may be posted/centrally authorised.
7. Selecting **Paying In Slips | Print Control Listing** or the **Print Record** button from the Focus Bar, enables you to print control slips without the payment having been posted/centrally authorised.



8. To add a new Pay In, either click the **Add Record** button from the Focus Bar, or select **Paying In Slips | Add** or **Ctrl+F2**.

Processing a Central Payment



1. In the **Reference** field enter a unique reference, e.g. assign a slip number.
2. If you are using a Central Non-Invoiced Income system, set up in Non-Invoiced Income Parameters, the **Destination** field will automatically default to Central.
As posting periods are not required for central payments, the **Posting Period** field is blank and disabled.
3. The **Date** and **Status** are entered automatically. You may change the date, if required, by clicking the **Calendar** button.



Calendar button

4. In the **Control Totals** section enter either the cash amount and/or the cheque amount to be processed.
5. To select the Receipt for payment, choose the **Field Browser** button or press the **F3** key. A message will appear asking you if you want to keep the changes you have made. Select **Yes** and a **Chooser** is displayed which enables you to select the Receipt(s) to be processed.



Field Browser button

*NOTE: This option applies to Receipts that have been entered and saved in the **Receipt** section. These Receipts will not have been tagged and the paying in option in Receipt Processing will not have been selected. Receipts processed through the **Pay In** button in the Receipt focus, are automatically selected and you do not need to access the Receipt Chooser.*



More Information:

Selecting Receipts for Pay In Slip on page 71

Posting and Printing Central Paying In Slips

1. To centrally authorise paying in slips, highlight the slip to be authorised and click the **Central Authorisation** button on the Focus Bar or select **Paying In Slips | Central Authorisation**.
2. A message is displayed asking you if you are sure you want to post/authorise this slip. Select **Yes** to proceed.

NOTE: The status of the Pay In for Central users is centrally authorised. Central Pay Ins will not be deemed to have been posted until the transaction has been reconciled through the Manual Reconciliation process.

3. If you are using a Central account, you must now complete the **Print Details** dialog.
4. If you want to print a control listing at a later date, either click the **Print Record** button from the Focus Bar or select **Paying In Slips | Print Control Listing**.



More Information:

Manual Reconciliation on page 19

Printing Central Details

1. Select the order for printing the Pay In Slips by clicking the **Field Browser** button. Options you are given to choose from are **Receipt Date** or **Receipt Number**.
2. Click the **Print** button. You are asked to confirm whether you wish the authorisation slips to be printed.
3. Click the **Yes** button to continue. You will then be asked to confirm if the authorisations printed successfully.

Processing a Local Payment

The screenshot shows the 'Paying In Processing' window in FMS. The 'Reference' field is set to 'Payinslip' and the 'Destination' is 'NatWest (Current a/c)'. The 'Posting Period' is '1 Apr' and the 'Date' is '27/05/2012'. The 'Status' is 'Posted'. A table of receipts is displayed with one entry: Receipt No 00000017, Date 27/04/2012, Source Rev Pew, Reference 87457, Method CQ, Amount 25.00, G/L Jnl 000833. The 'Totals' section at the bottom indicates 1 item, with a total of 25.00, consisting of 0.00 cash and 25.00 cheques.

Having selected to add a new Pay In, proceed as follows.

1. In the **Reference** section, enter a unique reference, e.g. assign a slip number.
2. If the bank account recorded needs to be changed or you need to locate the account, click the **Field Browser** button adjacent to the **Destination** field or press the **F3** key. Highlight the account you wish to use and click the **Select** button.



Field Browser button

3. If you wish to change the paying in period, click the **Field Browser** button or press the **F3** key. Highlight the relevant period and click the **Select** button.
4. The **Date** and **Status** are entered automatically. You may change the date, if required, by clicking the **Calendar** button.



Calendar button

5. In the **Control Totals** section enter either the cash amount and/or the cheque amount to be processed.
6. To select the Receipt for payment, click the **Field Browser** button or press the **F3** key. A message will appear asking you if you want to keep the changes you have made. Select **Yes** and you are presented with a **Chooser** which enables you to select the Receipt(s) to be processed.

*NOTE: This option applies to Receipts that have been entered and saved in the **Receipt** section. These Receipts will not have been tagged and the paying in option in Receipt Processing will not have been selected. Receipts processed through the **Pay In** button in the Receipt focus, are automatically selected and you do not need to access the Receipt Chooser.*

Selecting Receipts for Pay In Slip

1. To select an individual Receipt for processing, highlight the relevant one in the **Available** list. Click the **Choose** button to transfer to the **Chosen** list.
2. If you wish to select all the Receipts for processing, click the **Choose All** button to transfer the complete **Available** list to the **Chosen** list.
3. To remove individual Receipts from the **Chosen** list, click the **Remove** button. If you wish to remove the total number of Receipts from the **Chosen** list, click the **Remove All** button.

In the **Chosen Total** section you are able to see the selected cash and cheque totals and the total amount to be processed.

4. Any differences between the cash and cheque totals entered and the Chosen Total recorded are displayed in the **Difference** section.
5. To continue processing payments, click the **Save** button.

If any discrepancies were discovered between the Control Total and the Chosen Total, automatic adjustment will now have been made.

Posting and Printing Local Paying In Slips

1. To post paying in slips, highlight the slip to be posted and click the **Print & Post** button from the Focus Bar or select **Paying In Slips | Post Slip**.



Print & Post button

2. A message will appear asking you if you are sure you want to post this slip. Click the **Yes** button to proceed. A **Control Listing** is automatically printed at the time of posting and the status in the **Paying In Processing** browser will change to **Posted**.
3. If you want to print a control listing at a later date, either click the **Print Record** button from the Focus Bar or select **Paying In Slips | Print Control Listing**.



Print Record button

Non-Invoiced Income Reports

Select **Reports | Non-Invoiced Income** and you are presented with the report options. These are:

- **Non-Invoiced Income Listing**
- **Paying In Slips**

Select one of the above reports by choosing the one you want from the menus displayed.

Each of the above reports has a criteria list which you will need to complete before a report can be produced for review. The criteria selections made are recorded on the top left-hand side of the report.

View

05/ Non-Invoiced Income

1. This section deals with the appearance of the report. Decide exactly what you want included in your report, select radio buttons accordingly and ensure that any check boxes relevant to the report are selected, particularly when considering whether you wish for a detailed or summary report.
2. Various selections may be made by clicking the **Field Browser** button or pressing the **F3** key. By using this option, you select to produce reports from other financial years; choose accounts; select financial periods, etc. You may, however, still produce a report without making selections at all.

Non-Invoiced Income Listing Report

This report details any non-invoiced income that has been received within a specified period. An example of this might be selecting the cost centre for hiring out the school premises. Any income received for this purpose would then be listed in the report.

Paying In Slips Report

This report gives details of all payments made into the Local Bank Account or Central Account for a specified period.

06/ Additional Information

Searching for an Item within a Browser	73
Using the Calendar.....	73
Producing a Report	74
Buttons	75

Searching for an Item within a Browser

1. If you require a specific entry, use the **Looking for** field to help you locate the item. Either enter the first group of letters or numbers of a specific data entry and the browser will scroll until the relevant item is found or the nearest match has been made. The information you enter will depend on the order selected in the **Sequence** section for displaying the information.
2. If you are searching for a specific date, click the **Calendar** button to locate the date you are looking for.
3. In the **Sequence** section you are given a choice for displaying the order in which the information is shown. From a selection of two or more radio buttons, select the radio button indicating your preference for the display order of the information.

*NOTE: Some Lookup Browsers do not contain a **Sequence** section. The method of searching for a required field is still the same as described in **Looking for**.*

Using the Calendar

1. When the **Calendar** button is clicked the current date, month and year are displayed. To locate a different year, month or day, proceed as follows.



Calendar button

2. To change the year, simply click the left-hand **Year** button. The date and the month will remain the same, but the previous financial year is displayed.
3. When you want to return to the current year click the right-hand **Year** button.
4. To change the month, click the left-hand **Month** button. The date and year will remain the same but the previous month are displayed. You may continue scrolling back through the months until the one you require is displayed. The year will change automatically if you scroll back to December, for instance.
5. To return to the current month, click the right-hand **Month** button until the correct date is displayed.

6. To change the date, either click on the day's date you require, or **Tab** until the dates have the focus. Use the arrow keys to locate and highlight the date that you want.
7. When you have chosen the date, click the **Select** button to record it in the appropriate section. Clicking the **Cancel** button will abandon any choices you have made and return you to the original screen you have been working on.

Producing a Report

To produce one of the many reports in FMS, you will first need to select the criteria for the transactions you wish included in your report. This may be broken down as follows:

View

1. Either, click the **Summary** radio button for a summarised report, or the **Detail** radio button for more a report containing more detailed information.
2. If appropriate, select the financial year, the fund, financial period, cost centre, ledger code, date range, etc.
3. Where appropriate, select other check boxes or refine the report information.

Sequence

Select one of a series of radio buttons to determine the order in which the report is displayed.

Reviewing the Report

Once you have completed the criteria, the report will usually be produced on screen first.

If your report is more than one page long, you have several options as to how you switch between pages.

- Either click the **Focus Browser** button from the Focus Bar or select **Display Page (Ctrl+F3)** from the Page Menu. Highlight the page number you want next and choose the **Select** button.



Focus Browser button

- You may also click the **Previous Page** button from the Focus Bar to view the previous page, or select the equivalent option from the Page Menu.



Previous Page button

- To select the following page, click the **Next Page** button from the Focus Bar or the equivalent option from the Page Menu.



Next Page button

- If you wish to toggle between page view and screen view, click the **Zoom** button from the Focus Bar. Alternatively, select **Page | Zoom** or press **Ctrl+Z**.



Zoom button

Exporting and Printing a Report

1. To save your report to disk, click the **Export to Disk** button from the Focus Bar or press **Ctrl+E**. Alternatively, select **Page | Export to Disk**.



Export to Disk button

NOTE: When a CSV or TSV reported is exported, extra columns are added by the system automatically. It is recommended that you use Excel for viewing and editing CSV and TSV report formats, as it is easier and quicker to remove unwanted columns from your report. If you then wish to import the report into Word, only information you require is available.

2. Your report may be printed by clicking the **Print Report** button from the Focus Bar or by pressing **Ctrl+P**. Another option is to select **Page | Print**.



Print Report button

Buttons

Various buttons with menu equivalents for Central Processing and Non-Invoiced Income are available on the Application Bar.

Central Processing



Central Button

Opens the Central buttons, making four functions available for dealing with financial management operated by a Central Agency or LEA.



Central Authorisation Button

Switches to the browser showing central authorisation for payment from the LEA.



Manual Reconciliation Button

Clicking this button enables you to reconcile any transactions undertaken, manually.

06 | Additional Information



Automatic Reconciliation Button

When this button is clicked you may start the Automatic Reconciliation procedure, by importing files reconciled by a Central Agency/LEA and now needing reconciliation with your own records.



Central Payment Button

When this button is clicked you are able to add receipts and payments made and to review any that have been previously entered.

Other Buttons for Central Processing



Delete/Contra Reconciliation Items Button

When this button is clicked you can delete items that have failed to reconcile during the Automatic Reconciliation process.



Import Button

Select this option when you are ready to import a file into the system, e.g. file for automatic reconciliation.

Non-Invoiced Income



Non-Invoiced Income Button

Currently, this facility enables you to process amounts received through a local bank account.



Receipts Button

Selecting this option enables you to enter any amounts that the school receives directly, e.g. contributions, donations, etc.



Paying In Slips Button

When this button is clicked, you are able to process the paying in slips detailing actual amounts paid into your local bank account.

Non-Invoiced Income Focus Bar Buttons



Print & Post Button (Central Authorisation Button)

When this button is clicked you are able to print and post paying in slips for cash and cheque payments received. For central non-invoiced income, selecting this button centrally authorises the selected paying in slip.



Cancel Receipt Button

Highlight a posted receipt and click this button to cancel the selected receipt. You are asked to give a reason for cancellation which is recorded in the Audit Trail.



Post Receipt Button

This button is only available for posting payments made directly to a bank account, either by direct debit or standing order and enables this type of receipt to be posted from the receipt processing area.

Index

A

add

central payment	45
central receipt	46
central receipt details	46
local non-invoiced income receipts	54
manual reconciliation transaction details	21
more local non-invoiced income receipts	55
more non-invoiced income receipts	55
receipt for central processing	54
apply reconciliation corrections	31
authorisation file structure	15
authorisation slips	
date option	3
define	3
transaction ID	3
automatic reconciliation	
central non-invoiced income	58
data type codes	10
rejected transactions	41
setup	6
automatic reconciliation errors	34
automatic reconciliation imported files report	48

B

batch numbers

automatic reconciliation	19, 33
--------------------------------	--------

browse

central receipts	52
local non-invoiced income	52
local receipts	52

C

cancel

local posted receipts	67
-----------------------------	----

central

non-invoiced income	51
central authorisation	13
central non-invoiced income	
receipt details	55
select and tag receipts	57
central non-invoiced income and automatic reconciliation	58
central non-invoiced income receipts	
delete	64
central paying in slips	
print	69
central payments	43
add	45
central reports	47
complete	
central payment details	45
local non-invoiced income receipts	55
receipt details	55
contra	
reconciliation items	39
criteria for non-invoiced income reports .	71

D

data type codes	10
data type records	29
define	
authorisation slips	3
general parameters	10
header definition	9
non-invoiced income parameters	12
reconciliation view criteria	27

delete

central receipt details	57
local receipt details	64
reconciliation items	39

E

edit

local non-invoiced income receipts	63
manual reconciliation invoices/credit notes	22
manual reconciliation receipts	22

I | Index

non-invoiced income receipts	56
error types	
automatic reconciliation	34
export	
authorisation slips	14
F	
file definition	
import	6
H	
header definition	
define	9
I	
import	
file definition	6
reconciliation file	25
import file structure	
test	8
L	
LEA reference	
validate	3
local	
non-invoiced income	59
local non-invoiced income	
select and tag receipts	57
local non-invoiced income receipt	
details	
delete	57
N	
non-invoiced income	
central processing	51
local processing	59
paying in slips	67
process	51
process central payments	68
process local payment	70
reports	71
non-invoiced income listing report	72
non-invoiced income parameters	
define	12
non-invoiced income receipts	
edit	56
P	
paying in slips	67
post	
central paying in slips	69
local paying in slips	71
print	
authorisation slips	14
central paying in slips	69
local paying in slips	71
process	
cash and cheque central	
non-invoiced income	58
local cash and cheque receipts	66
local payment	70
non-invoiced income	51
produce	
central reports	47
R	
receipt destination	
local accounts	66
reconcile	
ambiguous payroll number	33
payroll number	32
salary payments	33
unreconciled items	30
reconciliation corrective actions	31
reconciliation data type codes	30
reconciliation data type records	29
reconciliation file	
import	25
reconciliation items	
contra entry	40
delete entry	39
reconciliation view criteria	
define	27
rejected transactions	

automatic reconciliation	41
report parameters	
select	26
reports	
automatic reconciliation imported	
files	48
non-invoiced income	71
non-invoiced income listing	72
select automatic reconciliation status ..	48
review, save and print a report	74

S

searching the browser	73
select	
automatic reconciliation status report	
criteria	48
cost centre	55
invoices to authorise	13
ledger code	55
receipts for pay-in slip	71
report parameters	26
select and tag receipt entries	57
select automatic reconciliation status	
report	48
set-up	
automatic reconciliation	6
suspense records	28

T

test	
import file structure	8

U

unreconciled items	
reconcile	30
using the calendar	73

V

validate LEA reference	3
view	
manual reconciliation invoices/credit	
notes	22
manual reconciliation receipts	22