

Cambridgeshire Education ICT Service Financial Year End 2009-10 January 2010



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Introduction

The Process of Year End actually covers almost half the year from the start of preparation to Final Close. It usually starts shortly after Christmas and continues until around Mid-June. It is not continuous and can be done in small segments throughout this period.

As far as possible the manual has been set out in the same sequence as the Year End process, starting with Setup and Preparation, through Housekeeping to Reporting and Closedown. Experienced Users will have already carried out some of the processes and can ignore those sections. The aim of the manual is to provide a full picture for all users whatever their experience.

1. Set Up

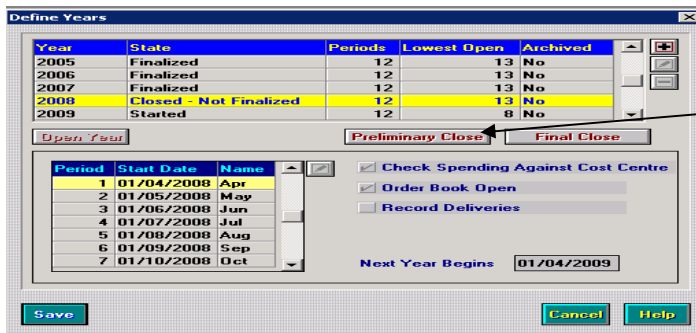
All processes in Section 1 are carried out in the CURRENT year except where stated

1.A. Before setting up the new financial year

1.A.1. Close previous year

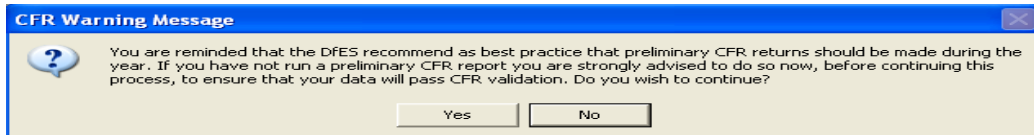
Ensure the previous financial year is closed e.g. close **2008** before setting up **2010**. Even though a new year can be created it cannot be either opened or worked on whilst two previous years are open. If you still have **2008** open please close to a **Finalized** status.

Select **Tools | Define Financial Years | Define Edit Years**

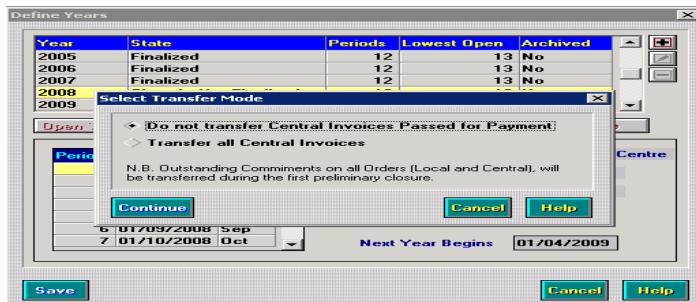


Highlight **2008** and click on **Preliminary Close**

The following warning will appear. Click **Yes** to continue. You **DO NOT** have to run the CFR report. The School Corporate Team take responsibility for this on behalf of the schools



The following screen will appear



Click on **Continue**. When all checks are completed click on the **Perform Close** Button and then click on the **Final Close** Button

The status will change from **Closed – Not Finalized** to **Finalized**.

1.A.2. Deleting Structure

Take the opportunity of having just one year open to delete redundant structure because once the new year is opened there will be no possibility of deleting any structure.

Remember: It is better not to delete any ledger codes, - detach them from Cost Centres.

Once 2008 is Finalised you are free to set up 2010

1.A.3. Creating the New Financial Year

Select: Tools | Define Financial Years | Define Edit Years

Year	State	Periods	Lowest Open	Archived
2005	Finalized	12	13	No
2006	Finalized	12	13	No
2007	Finalized	12	13	No
2008	Finalized	12	13	No
2009	Started	12	8	No

Click on the + Button

Year Description: 2010 Start Date: 1/04/2010

Number of Periods: 12

- User Defined
- Calendar Month
- 28 Day
- Copy From Previous Year

Days per Period: 0

Next Year Begins: 1/04/2011

Check Spending Against C.C.
 Order Book Open
 Record Deliveries
 Copy Service Term Mappings

Save Cancel Help

Your screen should replicate the one as shown above. Click on **Save**

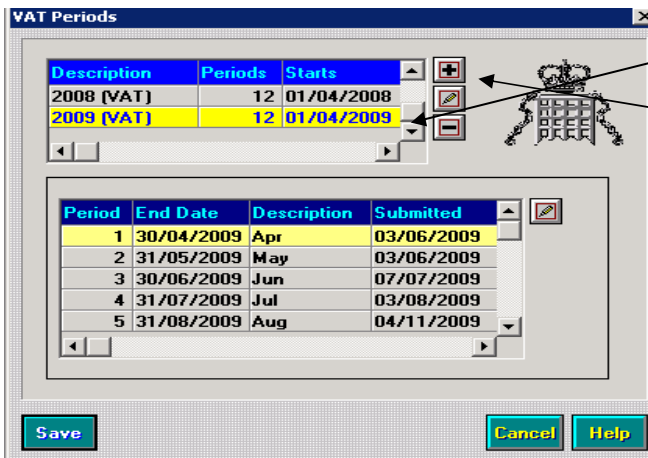
The system will copy your structure and could take some time

Please be patient!

2010 will now be in your list with a status of - **Not Started**. It is recommended that you do not open the new financial year until you are ready.

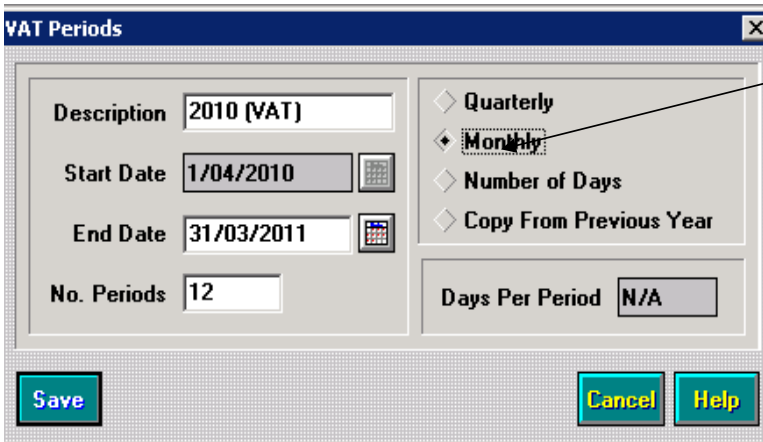
1.A.4 Create the VAT Period for 2010

Select: **Tools | Define VAT Period**



You will have to move the slide bar down to show 2009.

Click on the + plus button

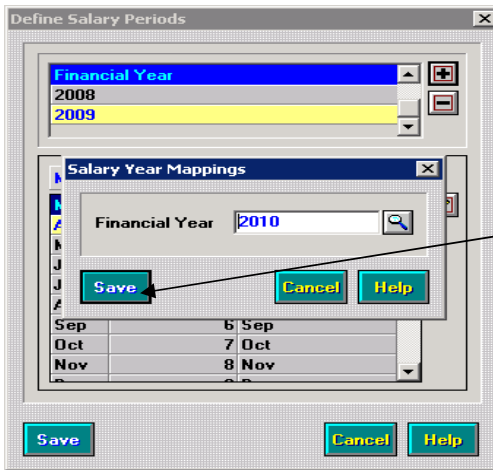
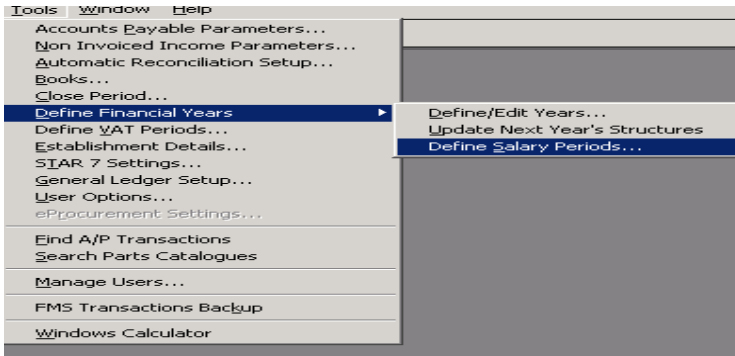


Ensure that the bullet point is in **Monthly** and the Start and End dates are as shown

Click on **Save**

1.A.5 Define the Salary Periods

Select: **Tools | Define Financial Years | Define Salary Periods**



Click on the + plus button and select 2010
Save

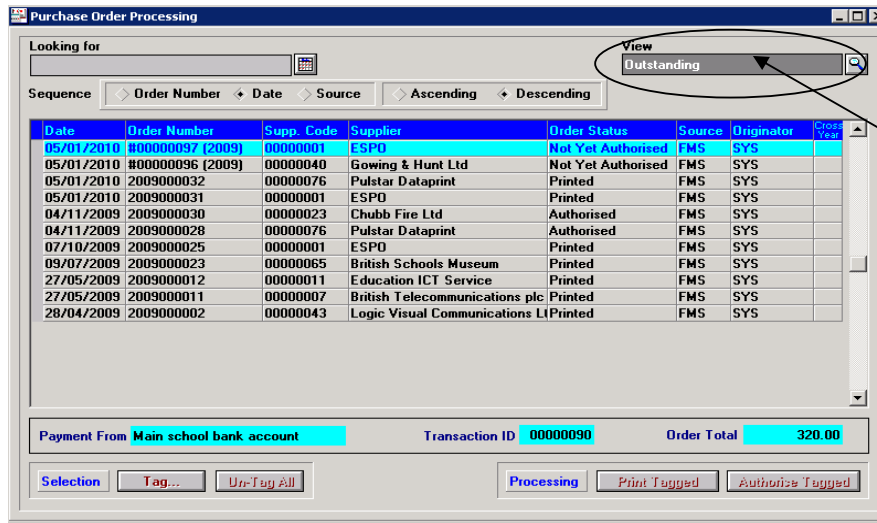
2 Preparing for Closedown

All processes in Section 2 are carried out in the CURRENT year except where stated

2.A. To View outstanding order reports

To identify orders which can be cancelled or need querying.

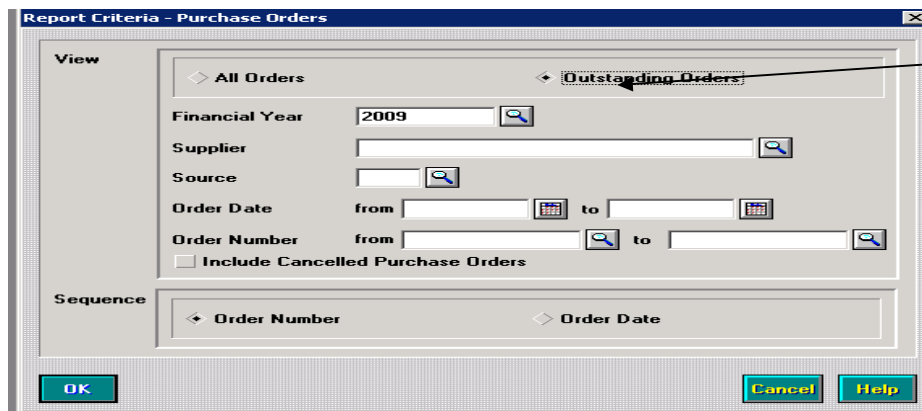
Select **Focus |Accounts Payable | Purchase Orders**



Change the view to Outstanding to restrict the list to the order's that will be affected by Year End

A print of these orders can be obtained using **Reports | Accounts Payable | Purchase Order Reports | Purchase Orders**.

Click in Outstanding orders and leave everything else blank.



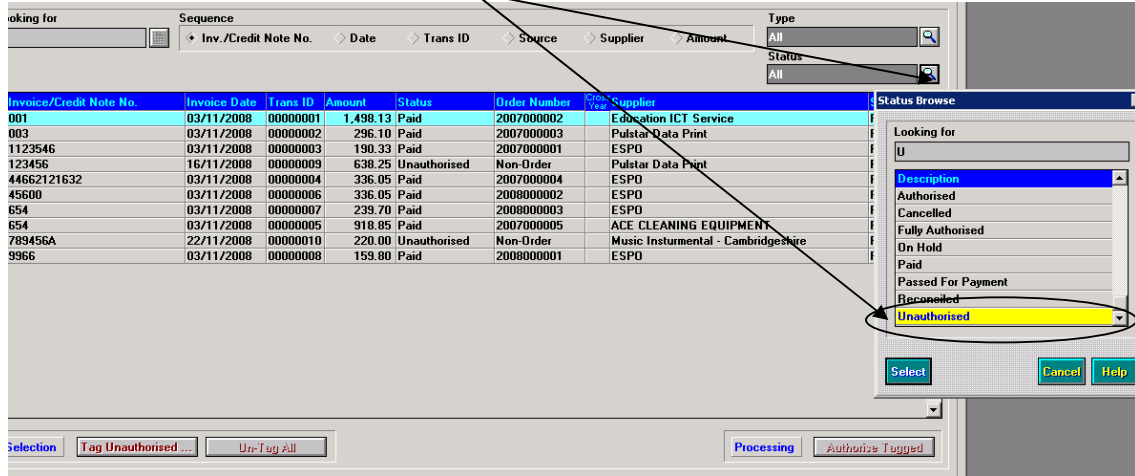
Put the bullet into Outstanding Orders

2.B. To view details of outstanding invoices

To check whether there are any double entries, etc; which require deletion,

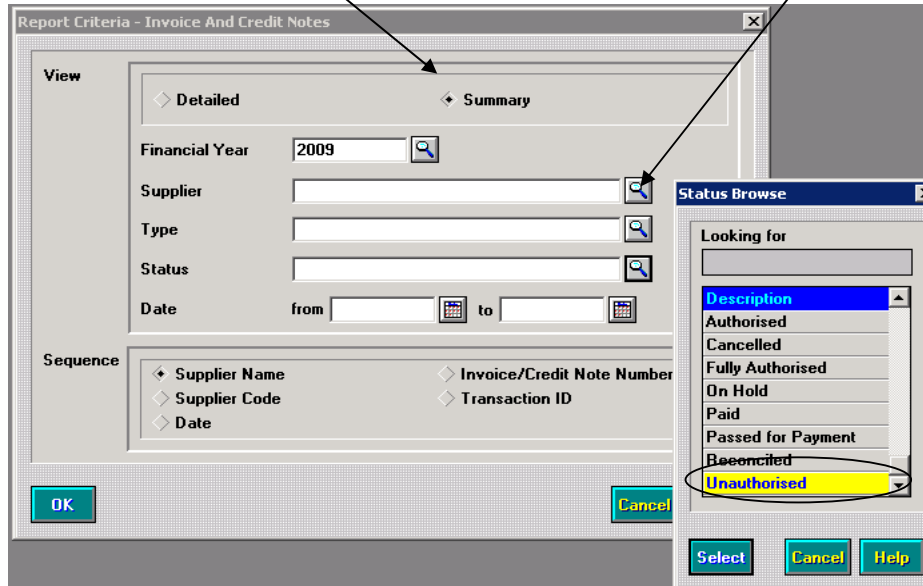
Select **Focus |Accounts Payable | Invoices/Credit Notes**

Change Status to **Unauthorised** and then **On Hold**



Some Printouts are available using **Reports | Accounts Payable | Invoices | Invoice & Credit Note**.

Selecting **Summary** will limit the print to a line per invoice. Click on the **Status Browser** and select **Unauthorised**



2.C. Print details of Accounts Receivable invoices

YOU ONLY NEED TO CARRY OUT THIS EXERCISE
IF YOU RUN ACCOUNTS RECEIVABLE

To check for problems select **Focus | Accounts Receivable (Invoiced Income)**

This will open the program for AR Invoiced Income

Click on **Reports | Transaction Report**

It may take some cross-checking to identify who owes what

Select **Report | Aged Debtor Report**


Leave Debtor blank to print all debtors

It is possible to review each Debtor in turn from the Debtors screen

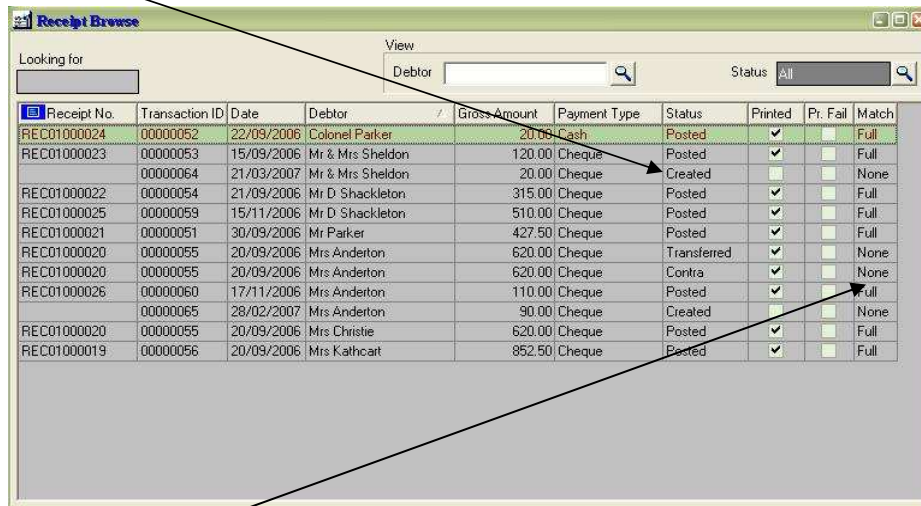
* If you know of any Aged Debtors on your system it is advisable to write them off in the current year if you know you will never receive payments before the end of the financial year. Contact ICT Helpline if you do not have a Write Off code set-up.

***All schools who use Accounts Receivable MUST run the Aged Debtor Report. You should print copies as the School Corporate Team and also AUDIT may need to see these reports to verify the debtor balances on the school balance sheet.**

2.D. Print details of un-banked receipts for both processes

In **Accounts Receivable** (Invoiced Income) click on the Receipt button  to view the list of receipts.

Created means the receipt has been recorded but not printed – note the absence of a receipt number



Receipt No.	Transaction ID	Date	Debtor	Gross Amount	Payment Type	Status	Printed	Pr. Fail	Match
REC01000024	00000052	22/09/2006	Colonel Parker	20.00	Cash	Posted	✓		Full
REC01000023	00000053	15/09/2006	Mr & Mrs Sheldon	120.00	Cheque	Posted	✓		Full
	00000054	21/03/2007	Mr & Mrs Sheldon	20.00	Cheque	Created			None
REC01000022	00000054	21/09/2006	Mr D Shackleton	315.00	Cheque	Posted	✓		Full
REC01000025	00000059	15/11/2006	Mr D Shackleton	510.00	Cheque	Posted	✓		Full
REC01000021	00000051	30/09/2006	Mr Parker	427.50	Cheque	Posted	✓		Full
REC01000020	00000055	20/09/2006	Mrs Anderton	620.00	Cheque	Transferred	✓		None
REC01000020	00000055	20/09/2006	Mrs Anderton	620.00	Cheque	Contra	✓		None
REC01000026	00000060	17/11/2006	Mrs Anderton	110.00	Cheque	Posted	✓		Full
	00000065	28/02/2007	Mrs Anderton	90.00	Cheque	Created			None
REC01000020	00000055	20/09/2006	Mrs Christie	620.00	Cheque	Posted	✓		Full
REC01000019	00000056	20/09/2006	Mrs Kathcart	852.50	Cheque	Posted	✓		Full

Full means the receipt has been matched against an invoice

Double click to select a receipt for editing

Receipt Details

Debtor: Mr D. Shackleton

Address: Village Players, c/o 18th Silver Street, Westbury

Postcode: , Email: , Telephone: , Fax: , Mobile:

Notes:

Amount: 510.00

Book: REC01 000001

Receipt Number: REC01000025

Payment Type: Cheque

Cheque Number: 003921

Receipt Date: 15/11/2006

Bank Account:

Payers Name: Mr D. Shackleton

Period: 8 Nov

Payers Ref:

Account Ref:

Notes:

Transaction ID: 00000059

Status: Posted

Printed: Print Failed:

Pay In Slip No: PAY01000012

Outstanding Balance: 0.00

Invoices and Refund Cheques	Type	Reference	Transaction ID	Date	Original Amount	Outstanding Balance	Matched Amount
	Inv	INV01000017	00000058	07/09/2006	510.00	0.00	510.00

Narrative:

Annotation:

2.E. Non Invoiced Income

Non-Invoiced Income within FMS6 also uses receipts

Select: Focus | Non-Invoiced Income | Receipts

Receipt Details

Looking for:

Sequence: Receipt No. Date Received From Amount

View: Not Paid In All Non Direct

Receipt No	Date	Rec'd From	Gross Amt	Method	Process	Slip No	Status	Cross Year
00000005	05/01/2010	W1 September 2009	45.00	CA			Unposted	
00000004	05/01/2010	MG OWNERS CLUB SE	350.00	CQ			Unposted	

Year To Date Totals: Paid In 0.00 Not Paid In 395.00

Selection:

The screen automatically shows the unposted amounts

Double clicking on a receipt will open it for editing

Unposted transactions need to be either deleted or paid in

2.F. Year End Checks

Run the **Year End System Checks** to see what the system identifies as potential problems.

Use **Reports | Year End | System Checks**

See the examples at the end of the booklet for likely problems and resolutions

NOTE

You may be prompted to update structures. Go to Page **18** for instructions on carrying this process out

2.G. Accruals

This section relates to two types of transaction that the 'cross the years'

These are known as Reserved Creditors and Receipts in Advance.

Reserved Creditors - where goods or services have been supplied by midnight on the **31st March** and **no invoice has been received** it is possible to declare an accrual or **Reserved Creditor charge**. The school should only enter an Accrual if the total value of the goods or services related to the **supplier** is over £1000.

Receipts in Advance - where a school has received income in advance outside of the relevant accounting period e.g. income paid to school in February, but relates to a letting or trip etc happening in the new financial year (after 1st April), then the school should enter **all** of this income as a **Receipts in Advance** utilising the accrual process.

Schools must ensure that all school trips /educational visit income that relates to the next financial year is reserved.

All such transactions are managed using a special journal - **Year End Reversing Journal** that lodges the true transaction in the 'old' year and simultaneously raises another journal in the 'new' year for the same but opposite value.

Thus the Reserved Creditors are debited against the codes in the 'old' year and credited against precisely the same Ledger Codes and Cost Centres in the 'new'.

Similarly the income paid in advance will be **debited** in the 'old' year and **credited** in the new. The effect is to adjust the apparent Actual in the old year and to 'correct' them in the 'new'.

Thus a Reserved Creditor of £1001 for Rattee & Kett will appear to increase the amount paid in the 'old' year against Building Alterations but a credit for £1001 will appear in the 'new' year against that same code. Thus when the invoice is actually paid in April it will not appear to exist for the BCR reports for the 'new' Year. **NOTE** that this has the effect of reducing the value of the Carry Forward from the 'old' year. Also the accrual value is usually an estimate and if the invoice when presented is larger than the estimate then that difference will become a charge on the 'new' year.

See Example 1 – pages 14/ 15

Receipts in Advance - work in a similar but opposite way. The income amounts will be **DEBITTED** from the 'old' year so that the apparent income is **reduced** (as is the Carry Forward) but the second journal makes this income appear in the 'new' year instead. This has the added advantage of passing the balances in Trip Cost Centres from Year to Year.

See **Example 2** – pages 16/17

Accrual journals should only be raised **after** the Preliminary Close using a **Year End Reversing Journal**. This special journal raises journals in both Financial Years with the amounts in the 'new' year being the direct opposite of the 'old' Once the journal is posted both journals are activated and transactions appear in both Years.

EXAMPLE 1.

Rattee & Kett have carried out some building alterations in the school to the value of £1001. No invoice has been presented to the school by 31st March therefore we need to declare this as a Reserved Creditor and raise an Accrual Journal in Period 13. The effect will appear to increase the amount paid in the 'old' year against the Building Alterations Ledger Code but a Credit for £1001 will appear in the 'new' year against the same ledger code. When Rattee & Kett's invoice is actually paid in April it will not appear to exist for the BCR reports in the 'new' year.

NOTE the effect of carrying out this journal is the value of the Carry Forward in the 'old' year will reduce but the same amount. Also the accrual value is usually only an estimate and if the invoice is larger than the estimate then the difference will become a charge in the 'new' year.

How to create a Year End Reversing Journal

It should be remembered that Accrual Journals must only be raised **after** the Preliminary Close down has been run. Accrual journals are raised by using a **Year End Reversing Journal in Period 13**. This special journal raises journals in both Financial Years with the amounts in the 'new' year being the direct opposite in the 'old' year. Once the journal is posted both the journals are activated and transactions appear in **both** Years.

You may find it beneficial for audit purposes to create individual journals for each of your accruals. This would make tracking easier for you.

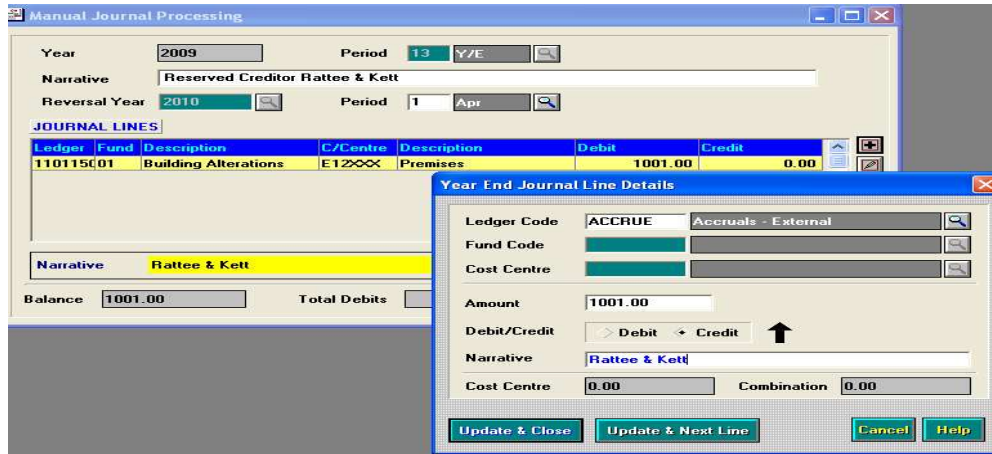
As soon as possible after the Preliminary Close (Period 13) start to enter the Reversing Journal for Accruals.

Select: **Focus | General Ledger | Manual Journal Processing**

Click on the **+ plus** to add a journal

Select **Year End Reversing Journal**

Fill in the details like any other journal but this one will have the year and period that it is to be **created** in, then the year and period it is to be **'unpacked'** in.



NOTE

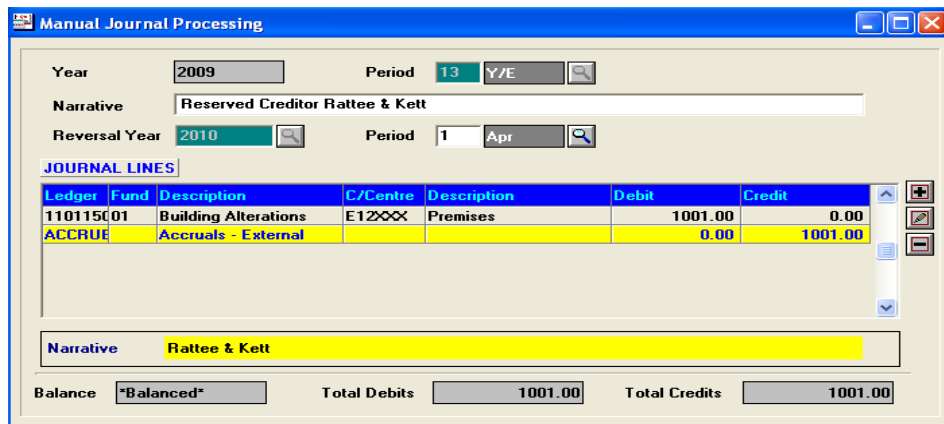
If this takes some time the period in the new year will be lowest OPEN period and may not always allow you to use '1' April.

Select the Ledger Code, Fund and Cost Centre to be charged. Ideally you should be working from a list of reserved Creditors and Advanced Payments that you have prepared in advance.

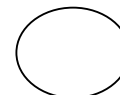
Fill in the **Debit** amount

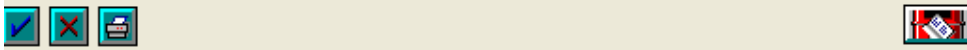
Fill in the narrative of each line with details of the supplier (or if a receipt in advance note the club/trip details etc) and anything else significant.

The final line of the journal will always be against the relevant **Accrual Code** and will be a **Credit** of the net value of the Reserved Creditors.



Blue Tick to Save and then Post the journal in the normal way by clicking on the Post Box on the far right of your screen.





2.H. Prepayments

This section relates to two types of transactions that ‘cross the years’ in the opposite way. These are known as Reserved Debtors and Payments in Advance.

Reserved Debtors – is where goods or services have been provided by the school, but will not be invoiced until the next financial year (e.g. School Hall hired out in March but invoice raised in April).

Payment in Advance – is where the school have been invoiced in advance and paid the invoice, but the goods or services will not be supplied/delivered, such as School Trips where parents have paid in advance or Exam Fees where payment to the board is often made in February but the exams will not take place until May.

In this case the process is similar to that above but has an opposite effect. It reduces the apparent expenditure in the ‘old’ year (which also increases the apparent Carry Forward) then records that expenditure in the ‘new’ year.

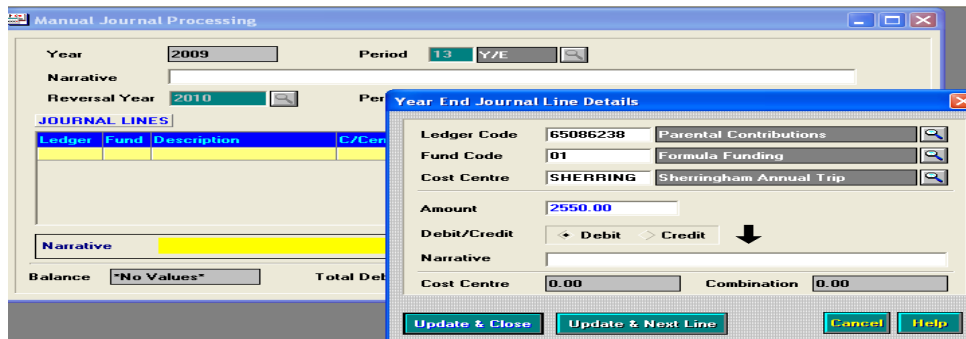
NOTE the actual invoice and the real charge against the Bank remain correctly in the ‘old’ year.

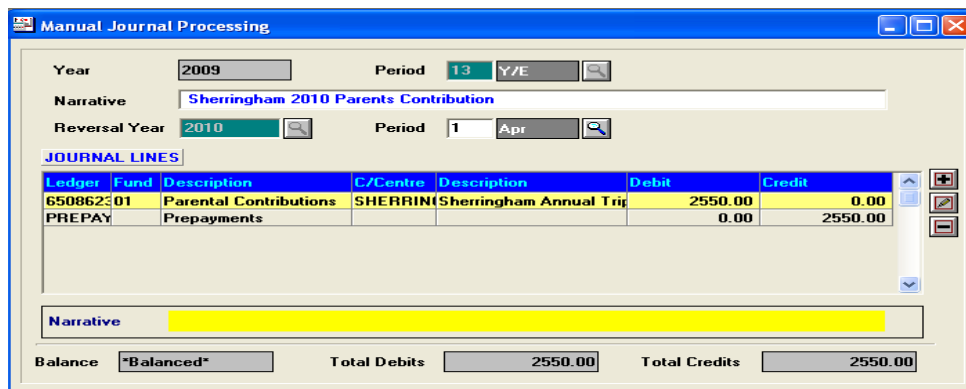
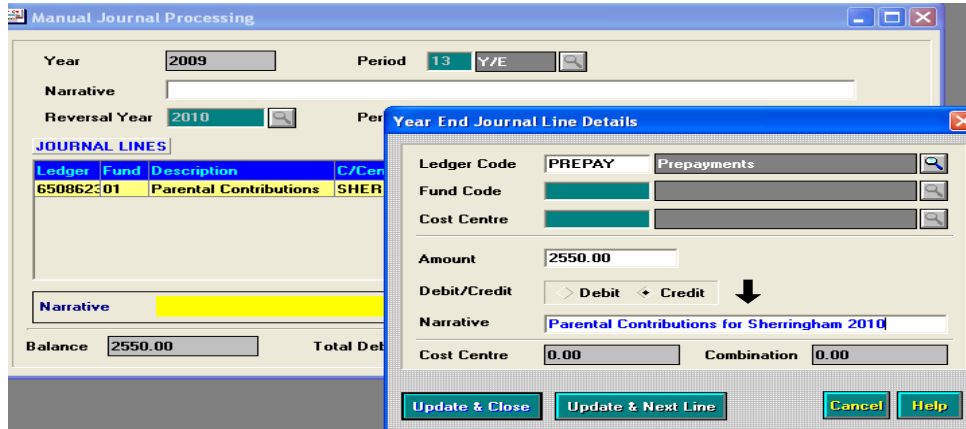
In the case of income it lodges apparent income into the ‘old’ year and enters a debit in the new so that when the invoice is raised or receipt lodged it has no apparent effect on the reports for the new year.

NOTE – as mentioned above this process does not affect the Bank Balance, the apparent Income may appear in the ‘old’ year but the Bank Account will only record it when the receipt is actually banked.

Use a Reversing journal after the Preliminary Close just as for 2G but the final line should utilise the Ledger Code **Prepay** rather than **Accrue**.

EXAMPLE 2.





Blue Tick to Save and then Post the journal in the normal way by clicking on the Post Box on the far right of your screen.



3. Closedown

All processes in this Section are carried out in the Current Year (2009)

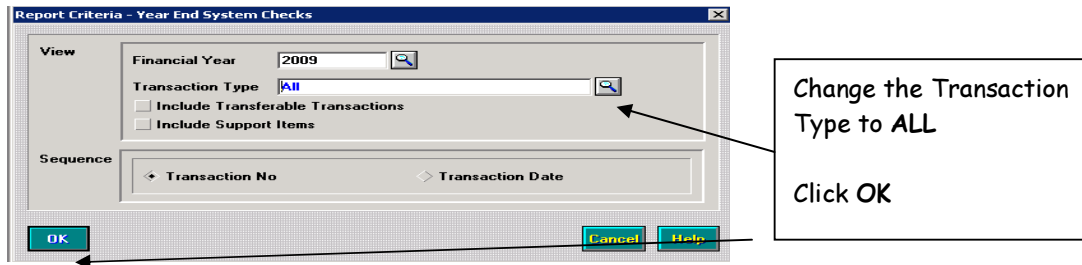
3.A. Month End- Beginning of April

Carry out the Month End process as **NORMAL** up to the production of the BCR report and submit the BCR to County as **NORMAL**.

3.B. Year End Checks

Run the Year End System Checks and deal with any problems that are revealed

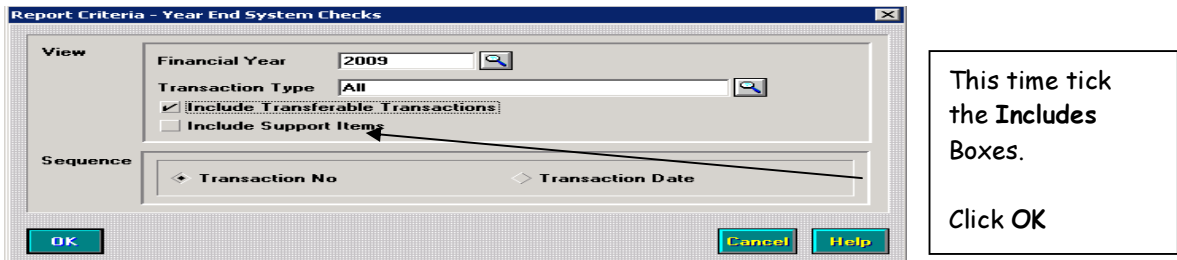
Use **Reports | Year End | System Checks**



This produces a report of all the areas of the system that might have a problem or stop year end running. It consists of the name of the process, list of the transactions and what it considers wrong with them. Work through the list either processing or cancelling the transactions.

This Check must be re-run as above until there are no transactions to report on – until then the Closedown cannot be performed.

Run the report again.



This will provide a report of all the transactions that will be transferred into the **New Year**.

They fall into two categories – ‘transferable’ and ‘transferable in support’.

This means that either the item will be a charge against the new budget (transferable) or it is simply for reference and will not affect the budget (transferable in support).

- See Appendix B at the back of this guide

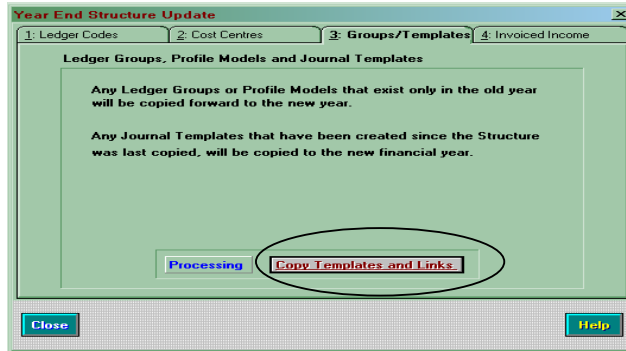
3.C. Updating the Structure

It may be necessary to update the structure from time to time if new structure is added to the closing year once the New Year has been created. This should certainly be run before every close

Select **Tools | Define Years | Update Next Years Structure**

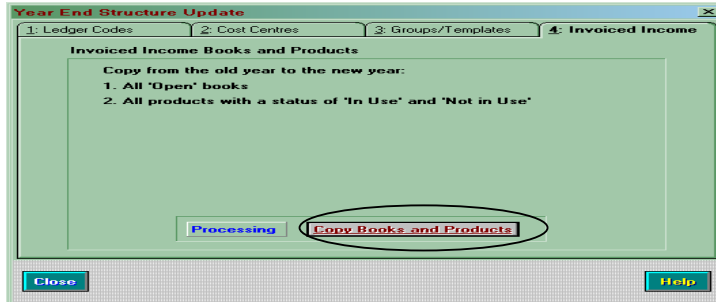
There are four tabs showing – **always complete** Tabs 3 and 4 **BEFORE** Tabs 1 and 2

Select Tab 3



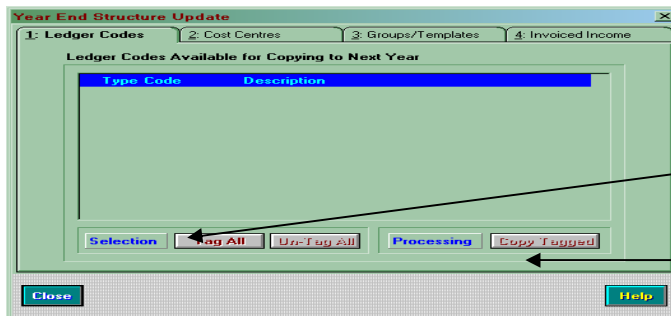
Click on **Copy Templates and Links**

Select Tab 4



Click on **Copy Books and Products**

Select Tab 1

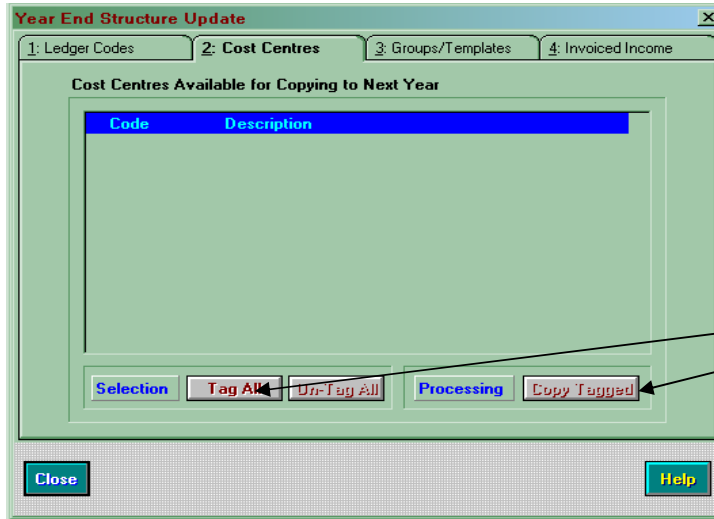


If there are any new codes they will show in the screen.

If codes are showing then click the **Tag All** button

Click **Copy Tagged** Button

Finally select Tab 2



If new structure exists it will appear in the screen.

If it does, click on Tag All

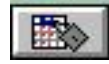
Click on Copy Tagged

Click on **Close** to complete the structure update

3.D. Preliminary Closedown

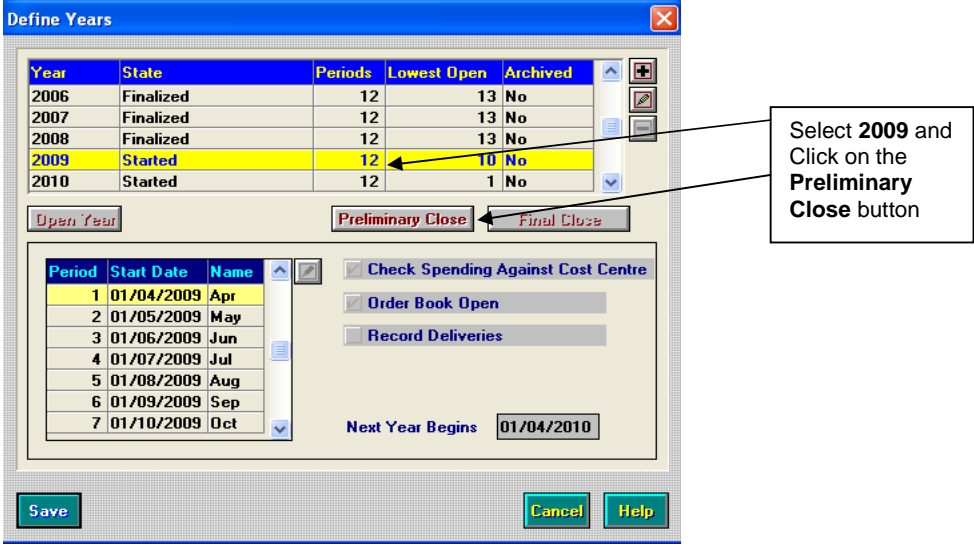
Carry out the **Preliminary Close** as soon as possible after the March Month End reports have been run. This closes most functions in the 'old' year, such as ordering, invoicing and cheque processing, and transfers all outstanding items into the 'new' year. It sets up **Period 13** so that amendments to the 'old' year are still possible but only via journals. It also transfers Bank Reconciliation and VAT return printing into the new financial year even if they relate to the old financial year.

Note: that closing the year also causes the balances in the Balance Sheet accounts together with a nominal Carry Forward amount for each fund to be entered into the 'New' Year.

Make sure the Open Period is 12. If it is not, use the **Close Period** button  to get to the correct period.

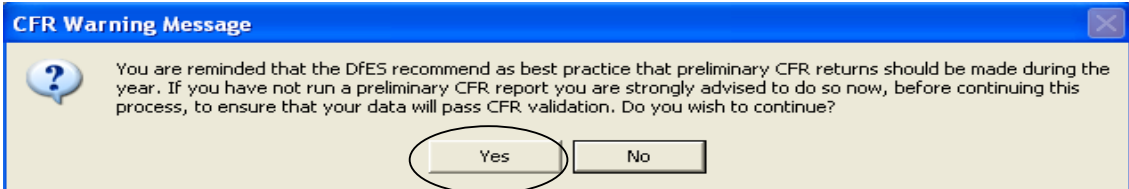
Running the Preliminary Close Down

Select Tools | Define Financial Year | Define Edit Years



Year	State	Periods	Lowest Open	Archived
2006	Finalized	12	13	No
2007	Finalized	12	13	No
2008	Finalized	12	13	No
2009	Started	12	10	No
2010	Started	12	1	No

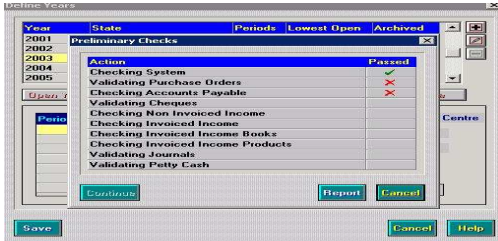
The following warning will appear. Click **Yes** to continue. You **Do NOT** have to run the CFR report. The School Corporate Team take responsibility for this on behalf of the schools.



CFR Warning Message

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

Yes No



Various checks will be carried out to ensure it is possible to close.

There **MUST** be **green ticks** ✓ in every box in which case click **Continue**.

If there are any **red crosses** ✗ some of the problems from the system check report remain unresolved.

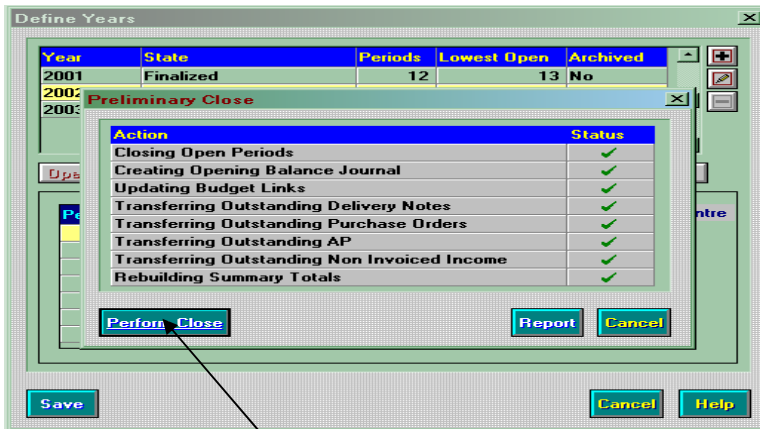
Print the report again and resolve the problem it presents then try the close again

After Clicking **Continue** the transfer screen appears



Leave it exactly as it is and click **Continue**

The Final Check screen appears. As before the sections should gradually be ticked off.



Once complete click on **Perform Close** button

This will close the overlay and reveal the Year Define screen but now the state of the 'old' year is **Closed not Finalised**.

Click on **Save** to save the close down process.

After the Preliminary Close has been successfully completed another set of reports must be run (the same as a Normal Month End) and a new BCR created which **MUST** be submitted to County.

3.E. Write Off Accounts Receivable Invoices (Invoiced Income)

This can only be done after a Preliminary Close has been carried out

This will transfer the outstanding invoices from the budget for the closing year and set them against the budget for the New Year. It will also make them available for normal processing in the New Year. It can only be done once the year is closed.

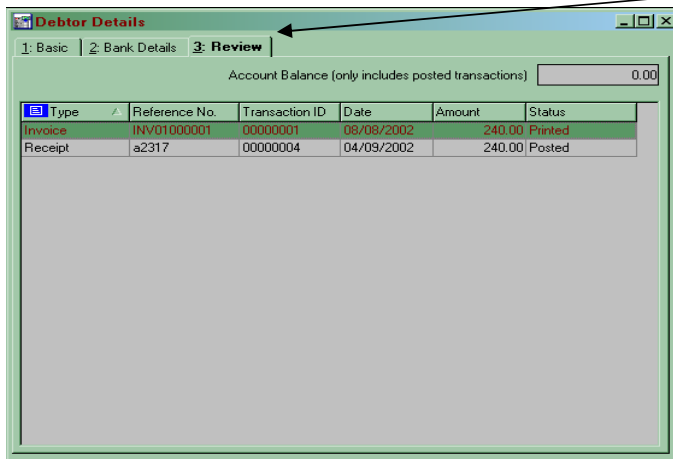
Open **Accounts Receivable**

Select: **Focus | Accounts Receivable**


3.E.1. Identify the Invoices to be transferred

Click on the Debtors button 

Double Click on the first debtor to reach the detail screens



Select **Tab3** to get to the **Review**

Use the down arrow  to move through the debtors list to identify those who have a balance and the invoices that make it up

Make notes of these invoices

Close this screen once completed

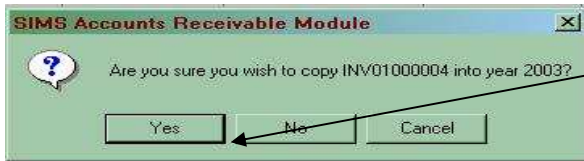
3.E.2. Transferring the invoices to the New Year

Click on the **Invoices** button 

Select one of the Invoices previously noted

Click on the **Write Off** button 

The following message will appear



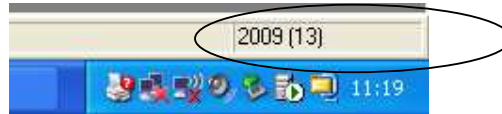
Click **Yes** to transfer the invoice. Repeat this process with all outstanding invoices

4. Closed Year Transactions

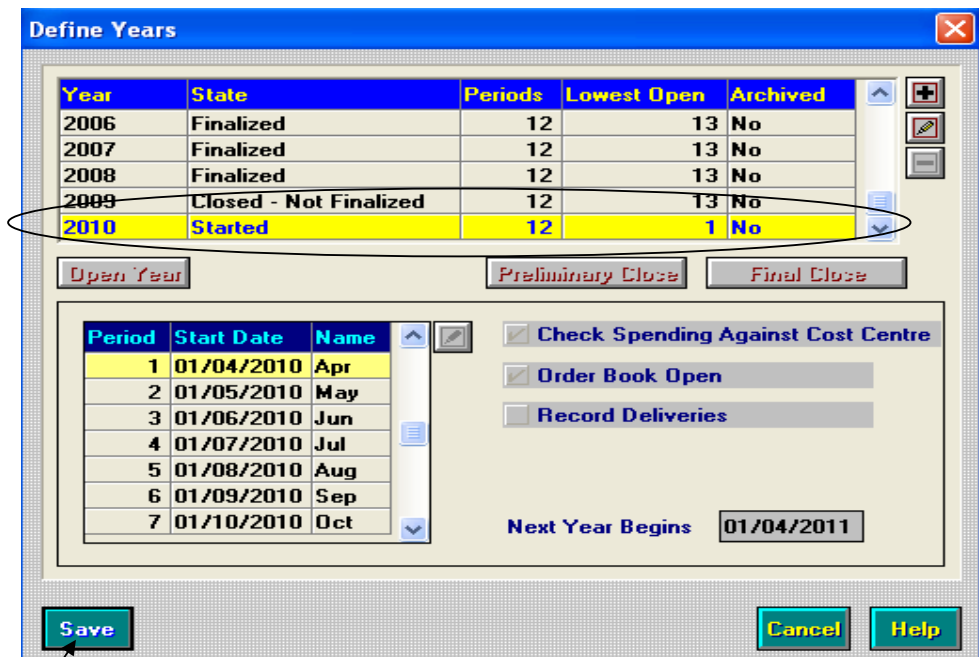
From now until Final Close there will be two operational Financial Years.

Be careful which year you are in when doing anything!

Check the bottom right of the screen frequently.



Check the new financial year status is showing as Started if not highlight it and click on the Open Year Button **Open Year** the status will change from **Not Started** to **Started**



Click **Save** to preserve your changes.

From 1st April, 2010

All normal processing will be taking place in the 'new' financial year:- **2010**

All Orders will be placed from the 'new' year

All Invoices must be processed in the 'new' year

All Cheques must be raised in the 'new' year

All Income will be processed in the 'new' year

April Funding Statements will be processed in the 'new' year

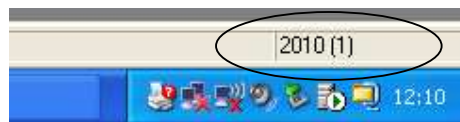
April Direct Debit Statements will be processed in the 'new' year

April Payroll will be processed in the 'new year'

No journals should be carried out in the 'old' year after the Year End has been submitted.

Should corrections need to be carried out the School Corporate Team will authorise the raising of the journals.

Always check which financial year you are working in by looking to the bottom right of the screen. The financial year and working period are always showing



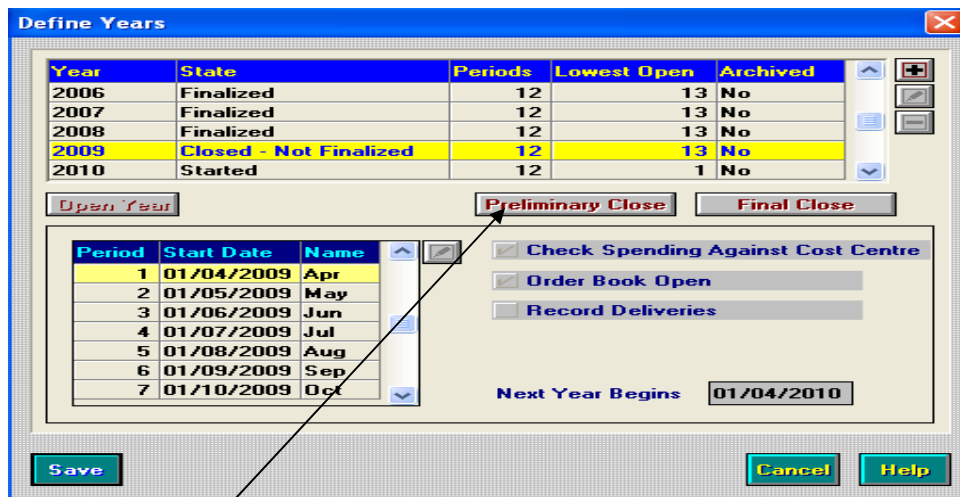
5. Closing the Old Financial Year - 2009

Do not close the old financial year until you have received clearance from the School Corporate Team

5.A. Close the 'old' year

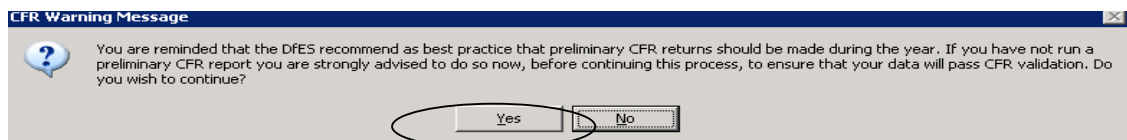
Select: **Tools | Define Financial Years | Define Edit Years**

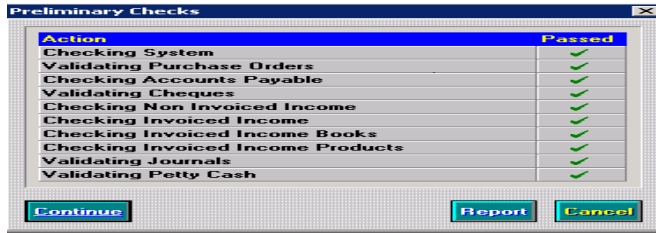
Select: **2009**



Click on the **Preliminary Close** button

The following warning message will come to screen. Click **Yes** to continue. You **DO NOT** have to run the CFR report. The School Corporate Team take responsibility for this on behalf of the schools

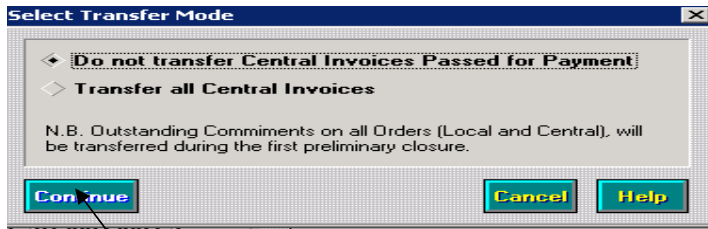




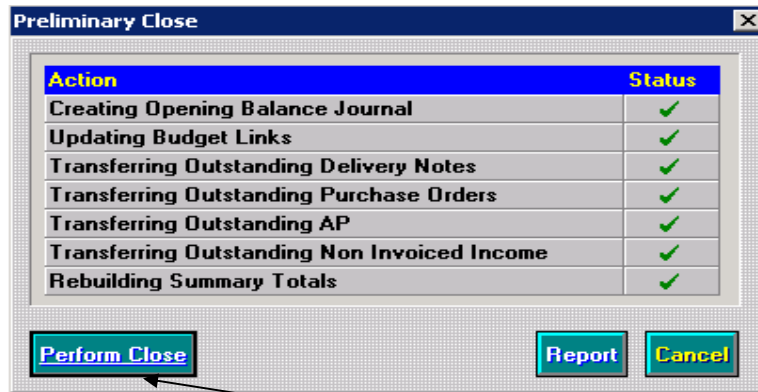
You will see a series of **green ticks ✓**. If **red crosses X** appear you click on the Report button which will give a printed report of the problems

Click on **Continue**

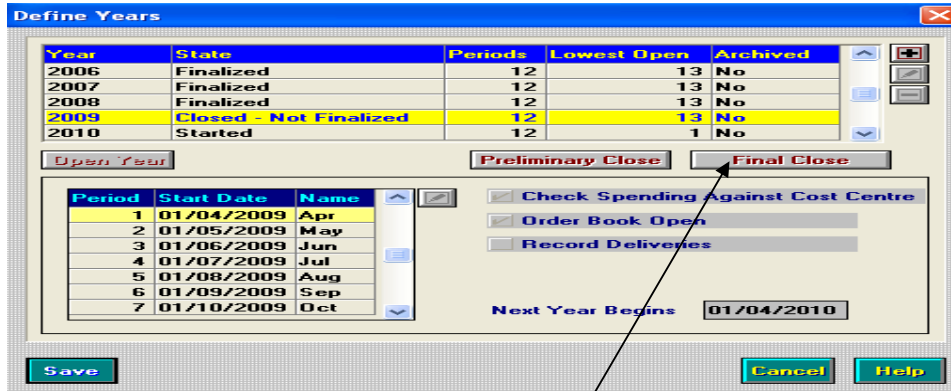
The **Select Transfer Mode** screen will appear



Click on the **Continue** button



Once all the checks have completed click on the **Perform Close** button.



Now carry the same process again but click on the **Final Close** Button

Once complete the status of the closed year will change from **Closed – Not Finalised** to **Finalised**

Appendix A – Clearing the FC Codes

Schools should have nothing in FC Codes. Please check your last Summary Trial Balance to see if you have any amounts in this group of Codes. If you have they must be cleared out before the year is Finally closed. NOTE Fund Allocations can be made in period 13 but Fund to Bank transfers cannot!

Please contact the School Corporate Team BEFORE attempting this exercise.

The recommended process to clear out the FC Code.

A. Fund to Bank Transfer

Use **Budget Management | Fund to Bank Transfer**

Click on the **plus** to add a journal

If the item against the **FC** code is a DR then select increase, if it is a CR select decrease

Select the **FC** code that needs amending

Enter the value lodged against the code (from the Summary Trial Balance)

Enter a narrative such as '*clearing FC amounts*'

Click the **Blue Tick** which will both save and post

Repeat for each FC code with a balance

This will have affected the Bank Balance and needs to be nullified

B. Adjusting the Bank Balance

Use **General Ledger | Manual Journal Processing**

Click on **plus** to add a journal

Select **Cash** to create a cash book journal

Select period and give a description such as '*transferring original balances from FC codes to FD's*'

Select the bank account

Type a ref such as '*FCCorr*'

Click on the **plus** and add a new line – use the **CFWD** code for each Fund involved (**FC01** is Formula Funding, **FC03** is Standards etc.)

Enter the amount

If the original FC value was DR then the amount will be a debit if CR it will be a credit.

Continue until you have a line for every **FC** code with a balance.

Click on the **Blue Tick** then **Post**

Now you need to return to the last Bank Reconciliation and select all of these journals (one for each **FC** plus the final one for the **CFWD** codes) which will have no effect on the Bank Balance but will get them out of the way.

Although this will clear the **FC** code from the moment the journals are posted it will only transfer into the **FD** codes when the current Financial Year is closed. However, by using the **CFWD** code which is a code not normally in use after the first year you will be able to clearly see the amounts to be counted as Carry Forward.

Appendix B – Dealing with the System check

Year End System Check Report



Selection:

Financial Year - 2005
 Transaction Type - All
 Include Transferable Transactions - No
 Include Support Rems - No
 Print Order Transactions - No
 User: SYS Establishment: St Elizabeths School (YE006)

PO Outstanding

Order No	Date	Supplier	Original Amount	Commitment	Status
#0000066 (0203)	28/03/2006	Helyston Paper Mill	118.35	118.35	Not authorised

All Orders must be authorised or deleted
Accounts Payable | Orders & Commitments

AP Outstanding

Invoice/Credit Note No	Type	Date	Order No	Supplier	Amount	Status
C367812b	PI	08/11/2005		Chubb Security	167.73	Not fully authorised

All Invoices must be authorised or deleted
Accounts Payable | Invoices/Credit Notes

Non Invoiced Income Outstanding

Receipt No	Date	Received From	Slip No	Amount	Status
S 0000008	28/02/2006	Mr Johnson	N/A	35.00	Unposted
S 0000009	17/03/2006	Class 6 fundraising	f100	12.75	Unposted

These receipts must be paid in.
Accounts Receivable | Receipts

Journals Outstanding

Voucher No	Date	Description	Amount	Status
#00371	29/03/2006	mar pension	0.00	Unposted
#00372	29/03/2006	mar inland Revenue	0.00	Unposted

Journals must be posted or deleted.
General Ledger | Manual Journal Processing

Invoiced Income - Inv./Cr. Notes Outstanding

Trans. ID	Type	Date	Debtor	Amount	Status
0000062	RI	28/03/2006	Mr & Mrs Sheldon	70.00	Created
0000063	RI	20/02/2006	Mrs Arderton	90.00	Authorised

All Invoices must be authorised and printed or deleted
AR Invoiced Income | Invoices

Invoiced Income - Receipts Outstanding

Trans. ID	Date	Debtor	Amount	Status
0000064	21/03/2006	Mr & Mrs Sheldon	20.00	Created & Printed
0000065	28/02/2006	Mrs Arderton	90.00	Created

All Receipts must be printed and paid in
AR Invoiced Income | Receipts

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

Year End System Check Report

Invoiced Income - Pay Ins Outstanding			Amount	Status
<u>Trans. ID</u>	<u>Date</u>			
00000066	28/03/2006	Paying in slip not posted AR Invoiced Income Pay In	90.00	Created

Invoiced Income - Books Structure Not Updated			
<u>Type</u>	<u>Prefix</u>	<u>Start No.</u>	<u>End No.</u>
Pay In Slip	PO906	000001	000100

Invoiced Income - Products Structure Not Updated	
<u>Code</u>	<u>Description</u>
GRND	hire of grounds for events
GRNDH	hire of grounds (hourly rate)

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

Description

Ledger code SCBANK must exist in the new year to write the opening balance journals. Please use the update structures tool.

Ledger code FD91 must exist in the new year to write the opening balance journals. Please use the update structures tool.

Paying in slip not posted
AR Invoiced Income | Pay In

Structure needs to be updated
Page 18.

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

Description

All Fund Allocations must be fully apportioned for CFR before FINAL close can take place.

Focus | Budget Management | Fund Allocation
 All funds must be CRF
 Apportioned within the Fund Allocation Screen - check all the funds
 Tab 2 History



To clear Fund Allocations error

Select : Focus | Budget Management| Fund Allocation

All Funds that have an allocation against them should have the same figures showing in the CFR AppORTioned.

In the example shown below **Fund 06** has £14000.00 against it but nothing showing in the CFR AppORTioned.

Fund Allocation Details

Looking for: Sequence: Code: Description:

Code	Description	Allocation	CFR AppORTioned	Budgeted	Reserves
01	Formula Funding	51463.80	51463.80	25001.00	36462.80
03	Standards Funds	51872.37	51872.37	-1.00	51873.37
04	Devolved Formula Capit	36701.00	36701.00	0.00	36701.00
05	Other SF Capital	0.00	0.00	0.00	0.00
06	Other Capital	14000.00	0.00	0.00	14000.00
21	SF Extended Schools	0.00	0.00	0.00	0.00
22	Childrens Centres	0.00	0.00	0.00	0.00
24	Comm Focused Activity	0.00	0.00	0.00	0.00
25	Dinner Money (Pupils)	0.00	0.00	-25000.00	25000.00
Totals		Allocation	CFR AppORTioned	Budgeted	Reserves
		164037.17	150037.17	0.00	164037.17

Double click on the Fund line
Select the History Tab

Fund Allocation Details

1: Basic 2: History

View Type: Increase Decrease

Narrative	User ID	Journal	Date	Amount	CFR AppORTioned
Opening balance journal	SYS	001422	30/05/2006	46500.00	46500.00
Opening balance journal	SYS	001422	30/05/2006	-52500.00	-52500.00
Reversal of previous Opening Balance Journal	SYS	001425	04/08/2006	6000.00	6000.00
Opening balance journal	SYS	001426	04/08/2006	46500.00	46500.00
Opening balance journal	SYS	001426	04/08/2006	-52500.00	-52500.00
Reversal of previous Opening Balance Journal	SYS	001428	04/08/2006	6000.00	6000.00
Opening balance journal	SYS	001429	04/08/2006	46500.00	46500.00
Opening balance journal	SYS	001429	04/08/2006	-46500.00	-46500.00
TESTING	SYS	001699	02/02/2009	14000.00	0.00
Total Amount				14000.00	

Double click on the relevant Fund
that has not been CFR
AppORTioned.

Fund Allocation

Increase Allocation by: 14000.00

Period: 12 Mar

Narrative: TESTING

CFR Apportioned View: Short Full

Code	Heading	Value
I07	Other grants and payments	0.00
I14	School Standard Grant - pupil focused	0.00
I15	Pupil focused extended school funding and/	0.00
C101	Capital income	14000.00

Reducing Balance: 0.00

Buttons: Save, Cancel, Help

Type in the funds to be apportioned into the correct area.

Click Save

Rerun the Year End Systems Check. Page Down to the bottom of Page 2

The following message should now be viewable and you should be able to proceed with your year-end

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

Description

No non transaction reasons to report on
