|  |  |  |  |
| --- | --- | --- | --- |
| R | Reports | B | Budgets |
| P | Processing | A | Admin |
| Y | Year End | V | VAT |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Title** | **Type** | **Short Summary** |
| 05 | E-Mailing/Exporting SIMS FMS6 Reports | R | Sending FMS6 reports electronically |
| 06 | Corporate Cards | P | Processing corporate card transactions on FMS6 |
| 07 | Transfer of Deficit Rollovers | Y | Transfer deficit balances to ROVERDEF-01 |
| 09 | Devolved Formula Capital | P | Processing Devolved Capital on FMS6 |
| 11c | Adding New Ledger Codes to the KCC Reconciliation Report | R | Updating KCC Reconciliation Reports |
| 12b | Adding New Ledger Codes to the KCC Income/Expenditure Report | R | Updating Income & Expenditure reports |
| 13 | Capital Loans | P | Processing Capital Loans on FMS6 |
| 16 | To Add Ledger Code ROVERDEF-62 | A | Adding Ledger Codes for deficit capital rollovers |
| 17 | To Add Ledger Code ROVERDEF-01 | A | Adding Ledger Codes for deficit revenue rollovers |
| 18 | To Add Ledger Code UNADEF-01 | A | Adding Ledger Codes for an intended deficit revenue carry forward |
| 19 | To Add Control Code PAYCO | A | Schools with external payroll providers only |
| 20 | Advance Salary Payments | P | Payments to employees who will not receive monthly salary via payroll |
| 23 | To Add Ledger Code UNADEF-62 | A | Adding Ledger Codes for an intended deficit capital carry forward |
| 33 | CFR Ledger Codes to include Extended School Activities | P | Setting up Ledger Codes I14, I17, E31 & E32 |
| 35 | Adding a New Bank Account | A | Setting up separate Bank Account Ledger Codes on FMS6 |
| 35a | Adding a New Bank Account – Voluntary Aided Schools | A | Setting up separate Bank Account Ledger Codes on FMS6 - Voluntary Aided (VA) Schools only |
| 36 | Voluntary Aided Schools - Users of Formula Capital bank accounts not linked to FMS6 Year End Procedure (commencing year end 2006/07) | Y | Year end procedure for unlinking capital bank accounts on FMS6 |
| 37 | To Add Ledger Code ROVER-63 | A | Adding Ledger Codes for capital rollovers (VA Schools only) |
| 38 | Voluntary Aided Capital Funds  (Setting up Funds 63 and 64) | P | Recording VA Capital on FMS6 |
| 39 | KCC Income & Expenditure Report for  Voluntary Aided Schools 2006/07 | R | Creating an Income and Expenditure report on FMS6 – VA Schools only |
| 41 | Reconciliation Report for Voluntary Aided Schools 2006/07 | R | Creating a KCC Reconciliation report on FMS6 – VA Schools only |
| 42 | VAT Returns – VAT Automation for FMS6 Schools | V | Submitting a monthly VAT return to the Local Authority – VA Schools Only |
| 43 | VAT Returns – VAT Tolerances Correction Before  the VAT Submittal Report has been printed | V | Resolving VAT discrepancies before creating a submittal report – VA schools only |
| 43a | VAT Returns – VAT Tolerances Correction After  the VAT Submittal Report has been printed | V | Resolving VAT discrepancies after creating a submittal report – VA schools only |
| 44 | To Add Signature and Date Fields to an existing Reconciliation Report | R | Adding a signature field to a KCC Reconciliation Report |
| 45 | Writing off Historic VAT balances | V | Resolving outstanding VAT balances more than 3 years old |
| 46 | Pro-forma Invoices | P | Processing proforma invoices on FMS6 |
| 48 | To Change Default VAT Codes on Ledger Codes | V | Checking VAT codes assigned to Ledger Codes |
| 49 | Change in the Standard Rate of VAT  Adding new VAT Ledger codes (15%) | V | No longer applicable |
| 50 | To edit the description of Code YECREDIT  and add Ledger Code YECAPCRE | Y | Editing Ledger Code descriptions |
| 51 | Printing the VAT Short Summary Report and Reconciling  VAT Control Codes on FMS6 | R | Reconciling VAT on FMS6 and procedure for resolving discrepancies |
| 55 | VAT Indicators on Cash Book Journals since the upgrade to  FMS version 6.128 | V | VAT indicator change error resolution |
| 56 | To Change Default VAT Codes on Delegated Budget Income Codes | V | Changing default VAT codes on FMS6 |
| 57 | Adding new VAT Ledger Codes for EU Acquisitions & Despatches  SERVICES only | V | EU acquisitions and dispatches only |
| 58 | To Change Default VAT Codes on Rollover (ROVER) Codes | V | Amending default code assigned to ROVERDEF Ledger Code |
| 59 | To edit the description of Code YEDEBTOR and add  Ledger Code YECAPDEB | Y | Editing Ledger Code description and adding new debtor Ledger Code |
| 60 | Manual Journal Processing of Recurring Payments | P | Create journals for ongoing payments (e.g. utilities/rates) |
| 62 | To change the description of Ledger Codes for CFR changes | A | Amending Ledger Code descriptions in line with Consistent Financial Reporting (CFR) structure |
| 63 | Tidy up of FMS6 Structure and KCC User Defined Reports | R | Removing unused funds and codes from FMS6 and reports. |
| 64 | Cashback Scheme | P | Applying a supplier cashback amount to a purchase on FMS6 |
| 65 | Cycle to Work Scheme | P | Salary sacrifice agreements and the treatment of VAT on the supply of bikes and safety equipment |
| 66 | Accounting for ‘The London 2012 Games’ Funding | P | No longer applicable |
| 67 | Adding Ledger Code I18 - Additional Grant for Schools | A | How to add a new Ledger Code |
| 68 | Accounting for Year 7 Catch-up Premium | P | Accounting for Year 7 catch up funding on FMS6 |
| 69 | To add Ledger Code YEINCPRE | Y | Processing income received in previous financial year for goods/services receipted in new year. |
| 70 | To add Ledger Code YEEXPPRE | Y | Processing invoices paid in previous financial year for goods/services receipted in new year. |
| 71 | Accounting for Devolved Specialist Teaching and  Learning Service (SLTS) Funding - Fund 50 | P | Accounting for Developed Specialist Teaching & Learning Specialist (STLS) Funding |
| 73 | Exporting the Cumulative Expense Analysis (CEA) for Monitoring using  the KCC Financial Planning Tool | R | Exporting the Cumulative Expense Analysis (CEA) from FMS6 |
| 74a | Salix Loans – Applied for through KCC | P | Accounting for Salix loans obtained via KCC |
| 74b | Salix Loans – New loans applied for direct from Salix | P | Accounting for Salix loans obtained direct from Salix |
| 74c | Salix Loans – Existing Salix Loans | P | Accounting for existing Salix loans obtained direct from Salix |
| 74d | Salix Loans – Applied for through Salix via Laser | P | Accounting for Salix loans obtained via LASER |
| 76 | Exporting and Importing User Defined Reports | R | Importing an FMS6 report from one system to another |
| 78 | Creating and Linking a New Cost Centre | A | Adding a new Cost Centre and linking it to a Cost Centre |
| 80 | Budget Input and Fixing Budget | B | Inputting an approved budget and fixing it as the Original Budget on FMS6 |
| 81 | Hide and Unhide Cost Centre Ledger Code Combinations | A | Hiding Cost Centre and Ledger Code combinations that are no longer required |
| 83 | Academy Only - VAT Processing on FMS | V | VAT processing on FMS6 for Academies |
| A | ACCOUNTING FOR VOLUNTARY AIDED CAPITAL 2006/07 - A | P | Accounting for Voluntary Aided Capital on FMS6 |
| B | ACCOUNTING FOR VOLUNTARY AIDED CAPITAL 2006/07 - B | P | The Formula Capital Bank Account - Controls |

*Note: The Procedure Notes listed above are only available to schools and academies that have signed up to the Core Financial Package. These can be sent to you by e-mailing schoolsfinancialservices@theeducationpeople.org.*

*If you are interested in signing up to the Core Package, please contact us using the Contact menu on the website or calling 03000 415 415.*