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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Available online** | **No.** | **Title** | **Type** | **Short Summary** |
| Yes | 05 | E-Mailing/Exporting SIMS FMS6 Reports | R | Sending FMS6 reports electronically |
| Yes | 06 | Corporate Cards | P | Processing corporate card transactions on FMS6 |
| No | 07 | Transfer of Deficit Rollovers | Y | Transfer deficit balances to ROVERDEF-01 |
| No | 09 | Devolved Formula Capital | P | Processing Devolved Capital on FMS6 |
| Yes | 11c | Adding New Ledger Codes to the KCC Reconciliation Report | R | Updating KCC Reconciliation Reports |
| Yes | 12b | Adding New Ledger Codes to the KCC Income/Expenditure Report | R | Updating Income & Expenditure reports |
| Yes | 13 | Capital Loans | P | Processing Capital Loans on FMS6 |
| Yes | 16 | To Add Ledger Code ROVERDEF-62 | A | Adding Ledger Codes for deficit capital rollovers |
| Yes | 17 | To Add Ledger Code ROVERDEF-01 | A | Adding Ledger Codes for deficit revenue rollovers |
| Yes | 18 | To Add Ledger Code UNADEF-01 | A | Adding Ledger Codes for an intended deficit revenue carry forward |
| No | 19 | To Add Control Code PAYCO | A | Schools with external payroll providers only |
| No | 20 | Advance Salary Payments | P | Payments to employees who will not receive monthly salary via payroll |
| Yes | 23 | To Add Ledger Code UNADEF-62 | A | Adding Ledger Codes for an intended deficit capital carry forward |
| No | 33 | CFR Ledger Codes to include Extended School Activities | P | Setting up Ledger Codes I14, I17, E31 & E32 |
| No | 35 | Adding a New Bank Account | A | Setting up separate Bank Account Ledger Codes on FMS6 |
| No | 35a | Adding a New Bank Account – Voluntary Aided Schools | A | Setting up separate Bank Account Ledger Codes on FMS6 - Voluntary Aided (VA) Schools only |
| No | 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 |
| No | 37 | To Add Ledger Code ROVER-63 | A | Adding Ledger Codes for capital rollovers (VA Schools only) |
| No | 38 | Voluntary Aided Capital Funds  (Setting up Funds 63 and 64) | P | Recording VA Capital on FMS6 |
| No | 39 | KCC Income & Expenditure Report for  Voluntary Aided Schools 2006/07 | R | Creating an Income and Expenditure report on FMS6 – VA Schools only |
| No | 41 | Reconciliation Report for Voluntary Aided Schools 2006/07 | R | Creating a KCC Reconciliation report on FMS6 – VA Schools only |
| Yes | 42 | VAT Returns – VAT Automation for FMS6 Schools | V | Submitting a monthly VAT return to the Local Authority – VA Schools Only |
| Yes | 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 |
| Yes | 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 |
| No | 44 | To Add Signature and Date Fields to an existing Reconciliation Report | R | Adding a signature field to a KCC Reconciliation Report |
| No | 45 | Writing off Historic VAT balances | V | Resolving outstanding VAT balances more than 3 years old |
| No | 46 | Pro-forma Invoices | P | Processing proforma invoices on FMS6 |
| No | 48 | To Change Default VAT Codes on Ledger Codes | V | Checking VAT codes assigned to Ledger Codes |
| No | 49 | Change in the Standard Rate of VAT  Adding new VAT Ledger codes (15%) | V | No longer applicable |
| No | 50 | To edit the description of Code YECREDIT  and add Ledger Code YECAPCRE | Y | Editing Ledger Code descriptions |
| No | 51 | Printing the VAT Short Summary Report and Reconciling  VAT Control Codes on FMS6 | R | Reconciling VAT on FMS6 and procedure for resolving discrepancies |
| No | 55 | VAT Indicators on Cash Book Journals since the upgrade to  FMS version 6.128 | V | VAT indicator change error resolution |
| No | 56 | To Change Default VAT Codes on Delegated Budget Income Codes | V | Changing default VAT codes on FMS6 |
| No | 57 | Adding new VAT Ledger Codes for EU Acquisitions & Despatches  SERVICES only | V | EU acquisitions and dispatches only |
| No | 58 | To Change Default VAT Codes on Rollover (ROVER) Codes | V | Amending default code assigned to ROVERDEF Ledger Code |
| No | 59 | To edit the description of Code YEDEBTOR and add  Ledger Code YECAPDEB | Y | Editing Ledger Code description and adding new debtor Ledger Code |
| No | 60 | Manual Journal Processing of Recurring Payments | P | Create journals for ongoing payments (e.g. utilities/rates) |
| No | 62 | To change the description of Ledger Codes for CFR changes | A | Amending Ledger Code descriptions in line with Consistent Financial Reporting (CFR) structure |
| No | 63 | Tidy up of FMS6 Structure and KCC User Defined Reports | R | Removing unused funds and codes from FMS6 and reports. |
| No | 64 | Cashback Scheme | P | Applying a supplier cashback amount to a purchase on FMS6 |
| Yes | 65 | Cycle to Work Scheme | P | Salary sacrifice agreements and the treatment of VAT on the supply of bikes and safety equipment |
| No | 66 | Accounting for ‘The London 2012 Games’ Funding | P | No longer applicable |
| No | 67 | Adding Ledger Code I18 - Additional Grant for Schools | A | How to add a new Ledger Code |
| No | 68 | Accounting for Year 7 Catch-up Premium | P | Accounting for Year 7 catch up funding on FMS6 |
| No | 69 | To add Ledger Code YEINCPRE | Y | Processing income received in previous financial year for goods/services receipted in new year. |
| No | 70 | To add Ledger Code YEEXPPRE | Y | Processing invoices paid in previous financial year for goods/services receipted in new year. |
| No | 71 | Accounting for Devolved Specialist Teaching and  Learning Service (SLTS) Funding - Fund 50 | P | Accounting for Developed Specialist Teaching & Learning Specialist (STLS) Funding |
| Yes | 73 | Exporting the Cumulative Expense Analysis (CEA) for Monitoring using  the KCC Financial Planning Tool | R | Exporting the Cumulative Expense Analysis (CEA) from FMS6 |
| No | 74a | Salix Loans – Applied for through KCC | P | Accounting for Salix loans obtained via KCC |
| No | 74b | Salix Loans – New loans applied for direct from Salix | P | Accounting for Salix loans obtained direct from Salix |
| No | 74c | Salix Loans – Existing Salix Loans | P | Accounting for existing Salix loans obtained direct from Salix |
| No | 74d | Salix Loans – Applied for through Salix via Laser | P | Accounting for Salix loans obtained via LASER |
| No | 76 | Exporting and Importing User Defined Reports | R | Importing an FMS6 report from one system to another |
| No | 77 | Accounting for Universal Infant Free School Meals (UIFSM) | A | Overview of how to deal with UIFSM funding |
| Yes | 78 | Creating and Linking a New Cost Centre | A | Adding a new Cost Centre and linking it to a Cost Centre |
| Yes | 80 | Budget Input and Fixing Budget | B | Inputting an approved budget and fixing it as the Original Budget on FMS6 |
| Yes | 81 | Hide and Unhide Cost Centre Ledger Code Combinations | A | Hiding Cost Centre and Ledger Code combinations that are no longer required |
| Yes | 82 | Definition of Capital | A | Summary of what constitutes capital expenditure in a school |
| Yes | 83 | Academy Only - VAT Processing on FMS | V | VAT processing on FMS6 for Academies |
| Yes | 84 | Guidance for schools on spending public money appropriately | A | Summary from Scheme for Financing Schools relating to procurement |
| Yes | 85 | CFR coding changes relating to I08 & I8B inclusion from April 2019 | A | Adding a new Ledger Code to FMS6 |
| No | A | ACCOUNTING FOR VOLUNTARY AIDED CAPITAL 2006/07 - A | P | Accounting for Voluntary Aided Capital on FMS6 |
| No | 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. Those listed as available online can be accessed from The Education People website*

*Any not available online 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.*