## **ELECTRONIC REPORTING IN SCHOOLS (FMS)**

**A Quick Guide – How the process works at schools, monthly**

At month end once all the final reconciliations have been done, follow the following steps:

1. **Run the Income and Expenditure report for the “Year to Reporting Period”:**
   1. Select “Reports/CFR/IE Report” then:
   2. Select **“Year to Period”** and select period to (Relevant Reporting Period number)
   3. “Export to XML”
2. **Run the Income and Expenditure report for the “Year to Period 13”:**
   1. Select “Reports/CFR/IE Report” then:
   2. Select **“Year to Period 13”**
   3. Then click on “Export to XML”
   4. Close the report
3. **Run and save the Trial Balance:**
   1. Select “Reports/General Ledger/Trial Balance/Trial Balance: By I & E and Balance Sheet/Detail"
   2. Enter the reporting period and click “OK”
   3. When the Trial Balance appears, click on the dark green "XLS" Excel icon in the top left margin.
   4. Save the file in your "Export Files" folder, (Usually **S:\FMS REPORTS\Transfer\Export Files\** Using the following naming convention:

(Example, your school DfE number is, say, "1234" and reporting period is Period 2), then write the File name as **2041234-TB-P02**

* 1. Close the report

1. **Make sure you first print the VAT Submittal**
2. Select Reports | General Ledger | VAT | VAT Reports. The screen displayed will show all the previous VAT claims that have been created.

1. A new claim needs to be created so **click the + Icon** on the right-hand side. Check that the VAT Year and VAT Period are correct.
2. Click the Print button, and then **you MUST ensure you confirm that the report has printed**
3. **Run and save the VAT Full Report (MTD):**
   1. Select “Reports/General Ledger/VAT/VAT Reports”
   2. Select the relevant month’s report and click on the blue, Print Icon
   3. Ensure the VAT and year and periods are correct
   4. Select Report **“VAT Full Report MTD”**
   5. Select “Preview”
   6. When the VAT report appears, Select the green  icon on the top left-hand side of the screen
   7. Save the file in your "Export Files" folder, (Usually **S:\FMS REPORTS\Transfer\Export Files\** Using the following naming convention:

(Example, your school DfE number is, say, "1234" and reporting period is Period 2), then write the File name as **2041234-** **VAT Full Report (MTD)-P02**

* 1. Click OK, then OK again
  2. Close the report

1. **Run and save the Unreconciled Items report:**
   1. Select “Reports/General Ledger/Bank/Unreconciled Transactions Listing”
   2. On the “Transaction Date” line, select only the to date (the relevant month end) from the date picker
   3. Select “OK”
   4. When the Unreconciled items report appears, click on the export icon in the top right (looks like a save button with a green arrow at the bottom)
   5. Select “Main Body”
   6. Select “Excel 4.0” from the format drop down
   7. Click OK
   8. Save the file in the “Export Files” folder (in 3d above). Use the naming convention (Example, your school DfE number is, say, “1234” and P02 = Period 2): **2041234-UI-P02**
   9. Close the report
2. **Scan to email the following documents after they have been signed by the Head Teacher:**
   1. Bank Reconciliation
   2. VAT Submittal
   3. Bank Statement
3. **Save these files/pdf documents in the “Export Files” folder using the following naming convention:**
   1. **2041234-BR-P02** for Bank Reconciliation
   2. **2041234-VAT-P02** for VAT (it does not matter that it has the same name as the Excel version because this is a PDF)
   3. **2041234-BS-P02** for Bank Statement (you can use BS2 or BS3 etc. for more than one statement)
4. **Now open the “Utility for emailing reports” file**
   1. From the “Home” page, select from the menu on the left, **“Control - to Submit Files”**
   2. Change the “**Period Number”** to the relevant reporting period
   3. Click on the “Submit Files” button and select the “Allow” button if prompted to do so
   4. Ensure the “Income and Expenditure” period number is selected for the latest reporting period
5. **That is, it for the month!!**

**NOTE**

**IF THE UTILITY IS NOT WORKING, OR NOT BEING USED, THEN:**

1. **Export both Income & Expenditure reports as in steps 1 and 2 above**
2. **Locate the reports where saved (usually in S:\FMS REPORTS\Transfer\Out\**
3. **Attach in an email to Schools Finance, and**
4. **Save all export files as in steps 3 to 7 above, and**
5. **Attach each in the same email and Send**