CIVICA

RM Finance Year End Training

Document Control

Ver	Reason	Name	Date
D240 51.0	Document re-vamp to align with DET(WA) policy changes	RMA / DET(WA)	03/07/03
2.0	Added Footers, Headers & Document Control	Adam Catterall (RMA-WA)	08/07/03
2.1	Additional changes following review meeting	Fiona Brooks (RMA-WA) & Robyn West (DET-WA)	10/07/03
2.2	Fixed Page Size – Some were set to Letter	Adam Catterall (RMA-WA)	10/07/03
2.3	Small change to Page 10 – FB	Adam Catterall (RMA-WA)	14/07/03
2.4	Fixed Footer	Adam Catterall (RMA-WA)	06/10/03
2.5	Minor formating	Adam Catterall (RMA-WA)	16/02/03
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2.7	Changes as per DET Review	Nancy Hourani (RMA-WA)	13/04/04
2.8	Changes incorporating the New Year	Nancy Hourani (RMA-WA)	05/01/05
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3.6	Updated with new Safeback up and additional activity	Kerry Dickinson (RMA-WA)	26/07/2007
3.7	Updated with changes from DET	Kerry Dickinson (RMA-WA)	05/09/2007
3.8	Updated for V7.51 and 2008	Kerry Dickinson (RMA-WA)	18/12/2007
3.9	Updated following proofing	Megan Capicchiano (RMA-WA)	24/01/2008
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4.1	Minor editing	Kerry Dickinson (RMA-WA)	23/09/2008
4.2	Update for 7.6 and 2009	Kerry Dickinson (RMA-WA)	16/12/2008
4.3	Minor editing after proofing	Kerry Dickinson (RMA-WA)	17/12/2008
4.4	Updated after DET Review	Kerry Dickinson (RMA-WA)	07/01/2009
4.5	Minor editing after DET Review	Kerry Dickinson (RMA-WA)	14/01/2009

Ver	Reason	Name	Date
4.6	Minor editing after DET Review	Kerry Dickinson (RMA-WA)	30/01/19
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5.0	Updated for 7.7	Kerry Dickinson (RMA-WA)	22/06/2009
5.1	Updated for 2010	Kerry Dickinson (RMA-WA)	11/12/2009
6.0	Proofed with minor corrections	Shauna Henry (RMA-WA)	17/12/2009
7.0	Minor Corrections	Kerry Dickinson (RMA-WA)	04/01/2010
8.0	Minor Corrections after training	Kerry Dickinson (RMA-WA)	06/04/2010
8.1	Updated for 7.81	Kerry Dickinson (RMA-WA)	02/07/2010
9.0	Updated after DoE review	Kerry Dickinson (RMA-WA)	12/07/2010
10.0	Updated for 7.82	Kerry Dickinson (RM-Ed)	16/09/2010
10.1	Updated for 2011	Shauna Henry (RM-Ed)	11/01/2011
10.2	Proofed and ammended	Nancy Hourani (RM-Ed)	24/01/2011
11.0	Final Check	Shauna Henry (RM Ed)	31/01/2011
12.0	Minor corrections after training	Shauna Henry (RM Ed)	15/04/2011
12.1	Updated for 2012 with introduction and minor formatting	Shauna Henry (Civica Education)	06/01/2012
12.2	Proofed with minor corrections	Steven Payne (Civica Education)	06/01/2012
12.3	Changes as requested by DoE	Shauna Henry (Civica Education)	06/02/2012
13.0	Minor changes requested by DoE	Shauna Henry (Civica Education)	07/02/2012
14.0	Updated for 2013 and v8.00	Shauna Henry (Civica Education)	03/12/2012
15.0	Copyright updated	Shauna Henry (Civica Education)	10/12/2012
16.0	Updated for v8.22 and 2014	Shauna Henry (Civica Education)	11/12/2013
17.0	Updated for v8.25 and 2015	Shauna Henry (Civica Education)	28/01/2015
18.0	Ammended activity after training	Shauna Henry (Civica Education)	29/08/2015
19.0	Minor corrections after training	Shauna Henry (Civica Education)	21/09/2015
20.0	Updated for v8.27 and 2016	Shauna Henry (Civica Education)	16/12/2015
21.0	Changes as requested by DoE	Shauna Henry (Civica Education)	18/02/2016
22.0	Updated for 2017 with changes requested by DoE	Shauna Henry (Civica Education)	06/01/2017
23.0	Updated for 2018	Shauna Henry (Civica Education)	03/02/2018
24.0	Updated with minor corrections	Shauna Henry (Civica Education)	11/07/2018
25.0	Updated for 2019 and v8.40	Shauna Henry (Civica Education)	07/12/2018

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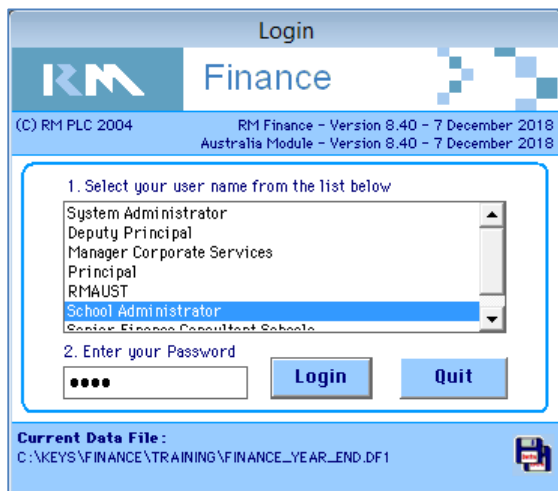# Contents

Training Outcomes

At the end of this training course participants should be able to:

- Prepare for Automatic Accrual of N Accounts
- Understand the process for reviewing N account balances
- Perform Internal Charges from D Accounts to N Accounts
- Perform the Year End and Automatic Accruals procedure in RM Finance
- Create Budget Excel Spreadsheet
- Create a new budget account
- Import budgets from an MS Excel spreadsheet
- Update new budget details
- View last year's data
- Operate the N Reserves to the C Transfer from Reserves Account
- Perform Budget Allocations to C and D accounts

Activity: Logging On
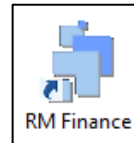
- Double click on the **RM Finance** Icon on the desktop
- Select **School Administrator** from the list
- Enter the password of **KEYS**

- Click **Login**

1 End of Year Processes

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When running the period end routine in period 12, RM Finance will automatically change the period end into a year-end routine and advance the period to period 1 for the New Year. The previous year's data is preserved and can be used until the year is finally closed whereupon it is available as Read Only, to allow viewing but not editing of information.

A full Year End function will have the following implications:

- All budget code balances are set to zero (C, D and N accounts), if not using automatic accruals
- All supplier turnover figures (period and year to date) are set to zero.
- All analysis code turnover figures (period and year to date) are set to zero.
- All unreconciled transactions are retained and labelled as transactions of type URC.
- All outstanding commitments (purchase orders) are retained on the system.
- The carry forward figures on each of the financial summaries become the opening balance figures for the New Year.

Once the **Year End** is initiated, the system copies all the present transaction information into an archive file and then removes this same information from the present data file.

1.1 Review N Account Balances:

As part of month end procedures and before closing the December accounts, the N account balances must be reviewed in order to decide which amounts are to be accrued into the New Year. The Comparative Budget will display the current budget figures in the C, D and N accounts.

2 Review of N Accounts

Activity: View The Comparative Budget Report

Reporting > Custom > Comparative Budget Report

Before the End of Year rollover, it is important to review the D Reserve Transfer accounts which hold budgeted funds to be transferred to the N Reserve accounts for future purchases.

The Comparative Budget Report is useful in determining which **'N'** accounts should be accrued into the new year and also which **'D'** Reserve Transfer accounts still have large amounts of money against them. This money would have initially been transferred from the **'N'** Reserve accounts for future purchases which may not have occurred, therefore it would be necessary to move the money from the **'D'** Reserve Transfer accounts back into the **'N'** Reserve accounts in order for them to be accrued into the new year.

Using the Comparative Budget Report, examine which amounts are to be accrued into the New Year.

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
30RES	**Reserve Account Transfers**				
D9005	Admin Server Reserve Transfer	5,000	5,000	0.00	5,000
D9105	Admin Furniture Reserve Transfer			0.00	
D9505	Building Fund Reserve Transfer	130,000	130,000	120,000.00	10,000
D9605	Computer Equipment Resource Reserve	18,182	18,182	18,181.82	0
D9615	Office Equipment Resource Res Trans			0.00	
D9905	Admin Photocopier Reserve Transfer	15,000	15,000	0.00	15,000
Balance for Reserve Account Transfers		**168,182**	**168,182**	**138,181.82**	**30,000**
50RES1	**Reserve Accounts**				
N1005	Administration Server Reserve			0.00	
N1105	Admin Furn and Fittings Res			0.00	
N1205	Administration Office Equipment Res			0.00	
N1305	Plant and Equip Replacement Reserve			0.00	
N1535	Building Fund Reserve			(120,000.00)	120,000
N1755	Photocopier Replacement Reserve			(2,000.00)	2,000
Balance for Reserve Accounts				**(122,000.00)**	**122,000**

3 Internal Charges

Activity: Processing Internal Charges

Once the 30Res accounts have been reviewed and approval has been received, an Internal Charge may be used to move the amounts from the D Res to the N Res accounts. We will move 5,000 from the D9005 Admin Server Reserve Transfer to the N1005 Administration Reserve Transfer and 15,000 from the D9905 Admin Photocopier Reserve Transfer to the N1755 the Photocopier Replacement Reserve.

Reports > Custom Tab > Comparative Budget

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
30RES	**Reserve Account Transfers**				
D9005	Admin Server Reserve Transfer	5,000	5,000	0.00	5,000
D9105	Admin Furniture Reserve Transfer			0.00	
D9505	Building Fund Reserve Transfer	130,000	130,000	120,000.00	10,000
D9605	Computer Equipment Resource Reserve	18,182	18,182	18,181.82	0
D9615	Office Equipment Resource Res Trans			0.00	
D9905	Admin Photocopier Reserve Transfer	15,000	15,000	0.00	15,000
Balance for Reserve Account Transfers		168,182	168,182	138,181.82	30,000
50RES1	**Reserve Accounts**				
N1005	Administration Server Reserve			0.00	
N1105	Admin Furn and Fittings Res			0.00	
N1205	Administration Office Equipment Res			0.00	
N1305	Plant and Equip Replacement Reserve			0.00	
N1535	Building Fund Reserve			(120,000.00)	120,000
N1755	Photocopier Replacement Reserve			(2,000.00)	2,000
Balance for Reserve Accounts				(122,000.00)	122,000

Note: Some of the Building Fund Reserve Transfer has already been moved, but we would still need to review the balance, however this will not be covered in training today.

Complete the Internal Charges form

DEPARTMENT OF EDUCATION

INTERNAL CHARGES

Transferring Expenditure:
- *An internal charge can be used for the correction of an expenditure posting error in D and N Accounts, and to transfer amounts from the D Reserve Transfer Account to the N Reserve Account*

Transferring Income:
- *An Internal Charge can also be used for the correction of an income posting error in C and N accounts or to transfer funds from N Reserves to the Mandatory C2405 (transferred from Reserve) account – System Manager Option change required – refer to separate documentation*

All Internal Charges:
- *If the Internal Charge relates to a prior transaction (current year) ensure the analysis and budget codes relate to the original transaction.*
- ***Do not** mix income and expenditure Analysis codes in the same Internal Charges transaction screen. Take extreme care when entering N Analysis codes to ensure Nxxx(I) is used when transferring income and Nxxx(E)is entered when transferring expenditure.*
- *Provide a brief explanation for the reason for each internal charge, and use a separate line for each budget code.*
- *Print Internal Charge transactions via Reports/All Transactions (Simple Search on the transaction date) and record on Batch Register.*

REFERENCE IC # _____

DATE	ACCOUNT DETAILS	TRANSFER TYPE INC/EXP	BUDGET CODE	ANALYSIS CODE	BUDGET TO TRANSFER FROM		BUDGET TO TRANSFER TO	
					$	c	$	c
	Admin Server Reserve	Exp	N1005	N1000E	5000	00		
	Admin Server Reserve Transfer	Exp	D9005	D9000			5000	00
	Photocopier Replacement Reserve	Exp	N1755	N1750E	15000	00		
	Photocopier Replacement Transfer	Exp	D9905	D9900			15000	00
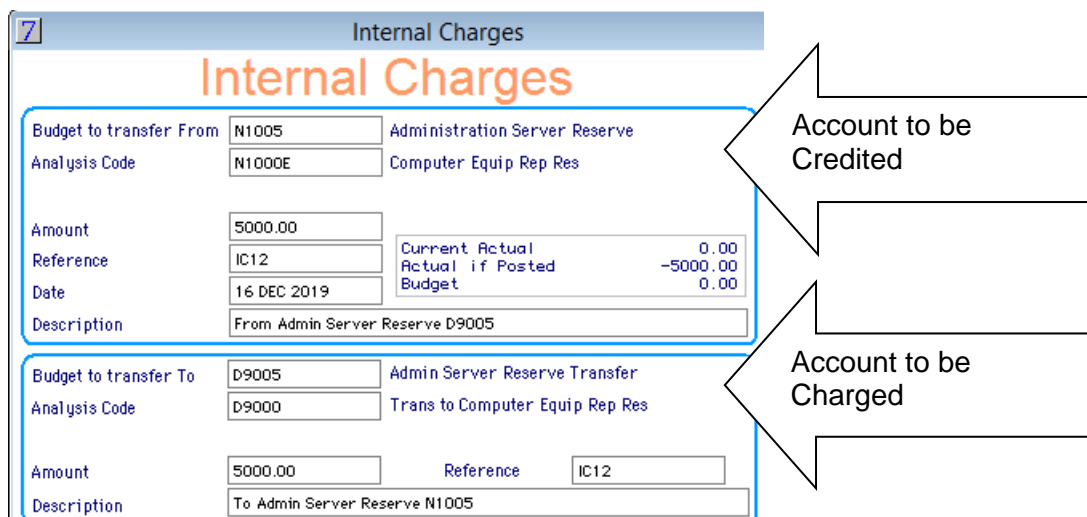
- Complete the Batch Register

Batch No	Date/Date Export	Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS				Adjustments/Reversals **		Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)				
		IC12	IC12								20000			

Note: Internal Charges should be processed before running year end.

Transactions > Internal Charges

- Click on **Transactions** [Transactions]
- Click on **Internal Charges**

- Enter Budget to Transfer from **N1005 <Tab>**
- **<Tab>** past the Analysis Code
- Insert Amount **$5 000 <**Tab>
- Insert Reference **IC12 <**Tab>
- Enter Description **From Admin Server Reserve Transfer D9005 <**Tab>
- Budget to Transfer to **D9005 <**Tab><Tab>
- Amount **$5 000 <**Tab>
- Enter Reference: **IC12** <Tab>
- Insert Description **To Admin Server Reserve N1005**

- **<Tab>** to drop the transaction into the bottom window

- Click OK ✓ OK

- Click **Yes**

- Complete the Internal Charge as shown below to move funds to the Photocopier Replacement Reserve

Transactions > Internal Charges

- Budget to Transfer from **N1755 <Tab>**
- **<Tab>** past the Analysis Code
- Insert Amount **$15 000 <**Tab>
- Insert Reference **IC12 <**Tab>
- Enter Description **From Photocopier Replacement Res D9905<**Tab>
- Budget to Transfer to **D9905 <**Tab><Tab>
- Amount **$15 000 <**Tab>
- Enter Reference: **IC12** <Tab>
- Insert Description **To Photocopier Replacement Res N1755**

- **<Tab>** to drop the transaction into the bottom window

- Click **OK** ✓ OK

- Click **Yes**

Activity: Print the Internal Charge Report

Reporting > Transactions

- From General Reports select **All Transactions**
- Deselect **Income**, **Expenditure and Budget Amendments**
- Check **Internal Charges**
- Deselect all **Bank Accounts**
- Click **Simple Search**

- Enter **Today's date** in the date range in the **From** and **To** fields

- Click ![Close] **Close**
- Click Print
- View and close

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
D9000	Trans to Computer Equip Rep Res						
D9005	Admin Server Reserve Transfer						
Invoice Number							
Order Number	n/a						
To Admin Server Reserve N1005							
Ref IC12		SCHAD CHG	16 DEC 2019	5000.00	8	5000.00	131
N1000E	Computer Equip Rep Res						
N1005	Administration Server Reserve						
Invoice Number							
Order Number	n/a						
From Admin Server Reserve D9005							
Ref IC12		SCHAD CHG	16 DEC 2019	-5000.00	8	-5000.00	132
D9900	Transfer to Photocopier Rep Res						
D9905	Admin Photocopier Reserve Transfer						
Invoice Number							
Order Number	n/a						
To Photocopier Replacement Res N1755							
Ref IC12		SCHAD CHG	16 DEC 2019	15000.00	8	15000.00	133
N1750E	Photocopier Replacement Reserve						
N1755	Photocopier Replacement Reserve						
Invoice Number							
Order Number	n/a						
From Photocopier Replacement Res D9905							
Ref IC12		SCHAD CHG	16 DEC 2019	-15000.00	8	-15000.00	134

Activity: Check the Comparative Budget Report

Reporting > Custom Tab > Comparative Budget Report

The D9005 an the D9905 should have nothing showing in the Variance column

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
D9005	Admin Server Reserve Transfer	5,000	5,000	5,000.00	
D9105	Admin Furniture Reserve Transfer			0.00	
D9505	Building Fund Reserve Transfer	130,000	130,000	120,000.00	10,000
D9605	Computer Equipment Resource Reserve	18,182	18,182	18,181.82	0
D9615	Office Equipment Resource Res Trans			0.00	
D9905	Admin Photocopier Reserve Transfer	15,000	15,000	15,000.00	

The N1005 should now show 5,000 in the Actual YTD column and the N1755 17,000 in the Actual YTD column with both showing the Variance.

BALANCE ACCOUNTS			
50RES1	**Reserve Accounts**		
N1005	Administration Server Reserve	(5,000.00)	5,000
N1105	Admin Furn and Fittings Res	0.00	
N1205	Administration Office Equipment Res	0.00	
N1305	Plant and Equip Replacement Reserve	0.00	
N1535	Building Fund Reserve	(120,000.00)	120,000
N1755	Photocopier Replacement Reserve	(17,000.00)	17,000
Balance for Reserve Accounts		**(142,000.00)**	**142,000**

Reconciliation

At this stage, a full bank reconciliation should be perfomed on all bank accounts, however as we have not entered any transactions, we will reconcile the 0.00 amounts after the completion of the BAS a little later in training.
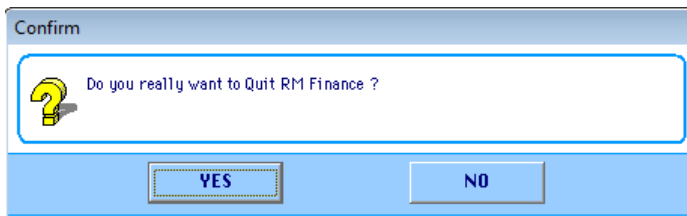
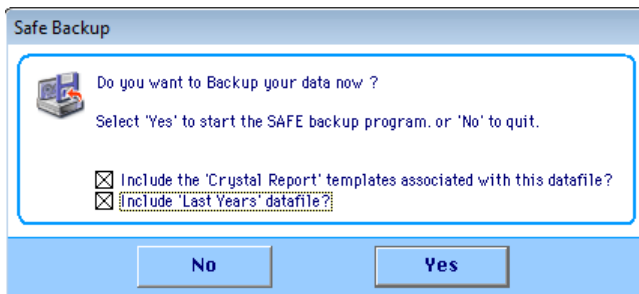# 4   Back up the Datafile

Activity: Back up the Datafile

A back up of the datafile must be taken before finalising the BAS and again after the BAS and before initiating Year End.
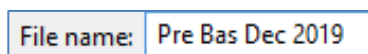
Exit RM Finance

- Click on Exit RM Finance [icon] at the top right hand side of the screen

- Click on **Yes**

- Select to Include "Last Year's datafile
- Click on **Yes**
- In the file name enter: **Pre Bas Dec 2019**

- Navigate to the External USB Drive (In training we will navigate to the Desktop)

(You may need to create a folder and name it Pre Bas Dec 2019)

- Select the appropriate folder and click **Save**

Note: Refer to the RM Finance New Safe Backup notes for more information regarding back up routines.

Note: Removable USB drives can be damaged by electrical currents, refer to the manufacturer's instructions regarding the safe removal and storage.

5 GST Rounding

Activity: Checking the GST Rounding

Reporting > Custom tab > Business Activity Statement

- Choose Period **12** to Period **12**
- Ensure the **Screen** is selected as the Destination

- Click on Print
- Scroll to the bottom of the page and examine the GST rounding difference

The value of your obligations as calculated on a transaction by transaction basis	26.06
The value of your obligations as calculated on the BAS	26.00
This differs by	0.06

- Close the report

In order to be able to post this transactional difference, the print destination must be changed to select the printer.
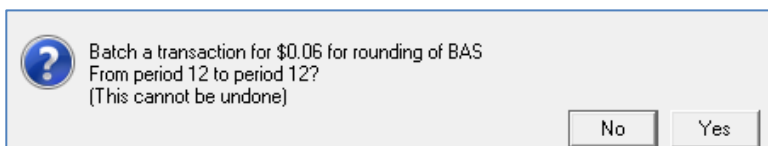
DESTINATION ...
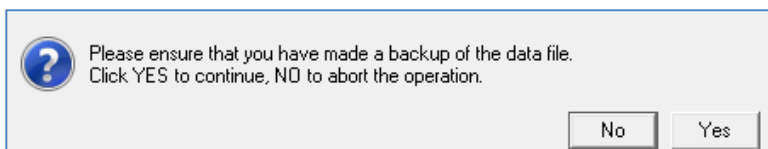- ⦿ Printer
- ○ Screen

- Click on Print

BAS Post Options

The value of GST as calculated in system	26.06
Rounding Difference	0.06

☒ Post Transactional Difference

OK   Cancel
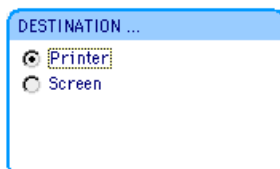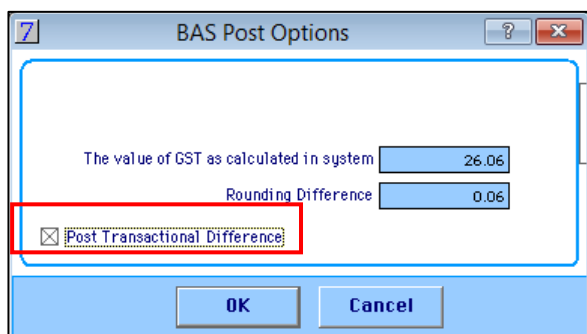
- Check the box – **Post Transactional Difference**
- Click **OK**

The following message will be displayed at the top of the screen:

Batch a transaction for $0.06 for rounding of BAS
From period 12 to period 12?
(This cannot be undone)

No   Yes

- Click **Yes** and the following message will be displayed:

Please ensure that you have made a backup of the data file.
Click YES to continue, NO to abort the operation.

No   Yes

- Click **Yes** and the BAS will be sent to the printer and the rounding difference will be posted to an income corrections batch

After finalising the GST rounding and prior to rolling over, whenever the user clicks on Transactions, the following message will be displayed to remind the user not to enter any transactions until a period end has been completed.

⚠️ Reminder: The GST rounding for this month has been finalised.
Do not enter income or expenditure transactions until a period end has been completed.

OK
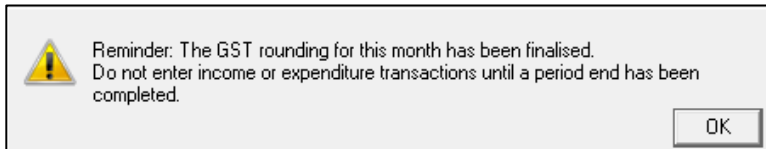
5.1.1   Check the Batched Transaction Report

Transactions > Reports > Batched Transactions

- Check the box next to **Income**
- Select the **Cheque account**
- Keep **Gross Totals** on

- Click on **Print**
- View and check the report

Note: The batched transaction report must be printed and filed with the monthly reports

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
GST								
ATOI	Australian Taxation Office							
C5000	Miscellaneous Revenue							
C5999	GST Rounding							
Cheque Account								
GST Rounding difference								
Ref GST		I/C	16 DEC 2019	-0.06	0.06	1	0.00	C12

- Close the report and update the batch

Transactions > View/Post Batch

Reminder: The GST rounding for this month has been finalised.
Do not enter income or expenditure transactions until a period end has been completed.

OK
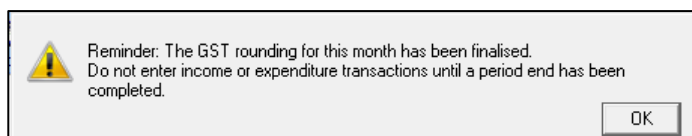
- Click **OK** to the Reminder message

- Click on **Income**

Note: The rounding difference can be an Income or an Expenditure amount

- Click in the Batch Ref field and enter the batch ref **GST**

Find Batch

Find Batched Income
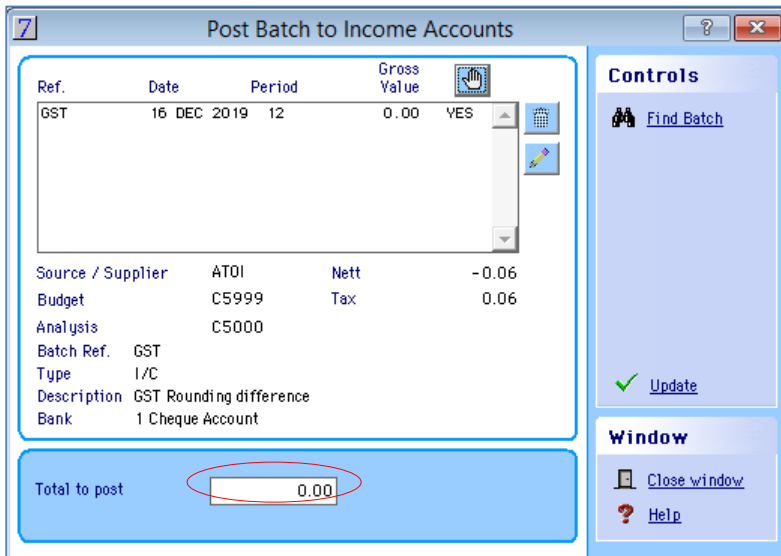
		Controls
Batch Ref	GST	Display
Reference		
Date Range from		
to		
User Name		Window
		Close window
		Help

- Click on **Display** or press **<Enter>**

- Click on to change **No** to **Yes**

- The total to post appears in the lower window. Ensure this is **$0**.00 (this is a rounding batch so the total will always be $0.00)
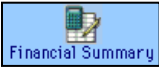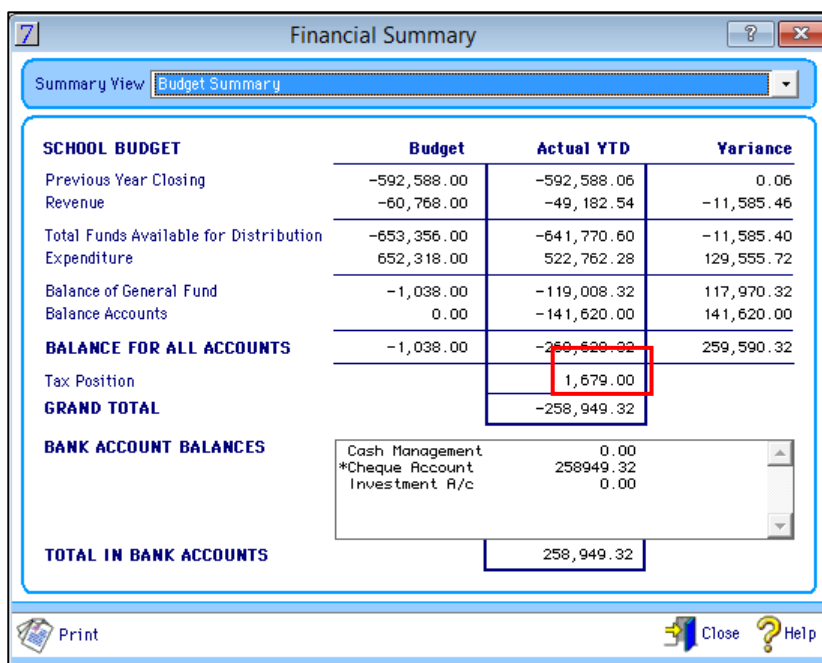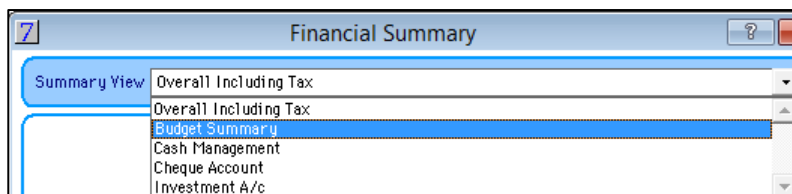
- Click

- Click **Yes** to batch the transaction

Note: This could also be an Expense transaction

Activity: Checking the Tax Position

Once the BAS has been finalised and the rounding difference posted, the tax position on the Budget Summary should now appear as a whole figure.

Financial Summary > Budget Summary

- Click on [Financial Summary]
- Select Budget Summary from the drop down menu at the top of the screen

---

IMPORTANT

The Tax Position should be in whole dollars indicating that the rounding difference has been posted

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5.1.2 Reconciliation

The BAS rounding difference has been posted and however the transactions equalling 0.00 must be reconciled before initiating the Year End rollover.

Activity: Reconcile 0.00 amount transactions

Transactions > Reconciliation

- Click on Transactions

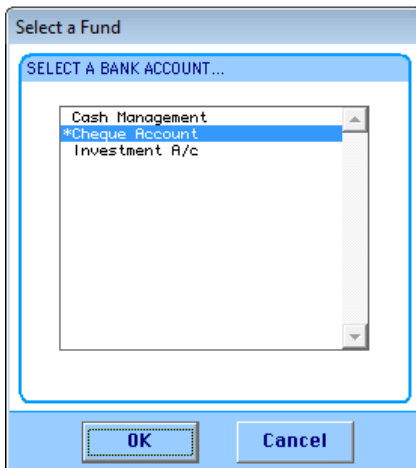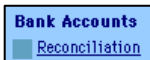<div style="background-color:red; color:white;">

After finalising the GST rounding and prior to rolling over, whenever the user clicks on Transactions the following message will be displayed to remind the user not to enter any transactions until a period end has been completed.

</div>

> ⚠ Reminder: The GST rounding for this month has been finalised.
> Do not enter income or expenditure transactions until a period end has been completed.
>
> OK

- Click **OK**

- Click on **Reconciliation** Bank Accounts / Reconciliation
- Select the **Cheque Account**

Select a Fund

SELECT A BANK ACCOUNT...

```
Cash Management
*Cheque Account
Investment A/c
```

OK   Cancel

- Click **OK**
- The Reconciliation window opens

- Scroll down and select the GST transaction with a 0.00 value
- Double click on the transaction to change the word **NO** to **YES**

- In the details section on the bottom left hand side enter **12** as the Reference
- In the Date field enter **161219** (16th December 2019)

Note: The date is always the day you perform your reconciliation

- Click

The 0.00 transaction will be removed from the list.

- Click on

- Click **Yes** to close the window

5.2 Print End of Month Reports

Report	Path
Bank Statements for each Bank Account (to be checked and endorsed by the Principal)	From your Bank
Bank Balance Report (Account Balance Statement for each bank account)	Reporting > Transactions > Bank Reports > Bank Balance
Unreconciled Transactions Report (for each bank account)	Reporting > Transactions > Bank Reports > Unreconciled Transactions
Comparative Budget Report	Reporting > Custom > GST Reporting > Comparative Budget Report
Financial Summary	Financial Summary > Budget Summary
Income and Expenditure Analysis Listing	Reporting > Records > Income & Expenditure > Leave radio button in Analysis Listing > Check all three options (Check C, D & N balances agree with FS Budget Summary)
Budget Analysis Reports (for cost centre managers)	Reporting > Records > Budgets > Budget Analysis > Enter the budget codes > Print
Schools Using EFT/BPay Certification Log	Reporting > Transactions > Audit Reports > EFT/BPay Certification Log > Click on N/S under the Select Certified By heading > Print
Schools Using RM Billing **Transaction Summary Reports** **Export Report**	1. RM Billing>Reports>Transactional Reports>Transaction Summary>Select all students and all customers>enter date range>adjustments reversals and refunds with original Tx. 2. RM Billing>Reports>Transactional Reports>Transaction Summary>delete dates>show discount items with containing month and year. 3. Utilities>Export to RM Finance. Export Report- Nil Report.

5.3 Send FREDA reports

Report	Path
FREDA Ledger Report	Reporting > Custom Tab > FREDA Ledger
FREDA Bank Reconciliation Report	Reporting > Custom Tab > FREDA Bank Reconciliation
FREDA BAS *(June and December only)*	Reporting Custom Tab > FREDA BAS
FREDA Supplementary Data Form *(June and December only)*	Reporting > Custom Tab > FREDA Supplementary Data
FREDA Balance Account Analysis	Reporting>Custom Tab> FREDA Balance Account Analysis

5.4 Check the Automatic Accrual Settings

Before initiating the Year End Rollover, it is important to check all the End of Year settings are in order. The following is a recommended Health Check of the Period End and Accrual settings.

Activity: Check Period End Settings

System Manager > Options > Period End

- Ensure settings match those shown in the screen shot below
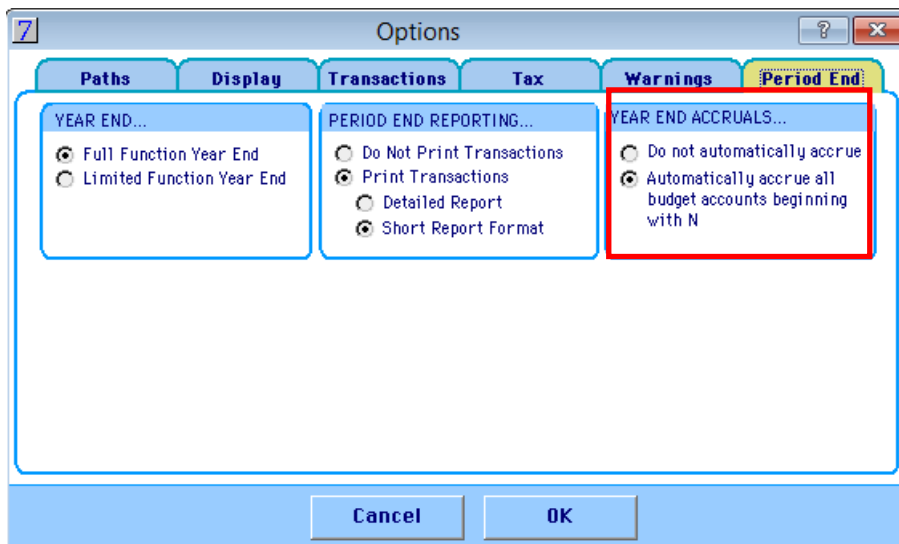
- Click **Cancel** if the settings are correct

5.5 Accruals

As part of the Year End Process, RM Finance will automatically create an accrual transaction to carry forward remaining balances in the 'N' accounts and the General Fund YYYY (ie the previous year closing balance)

The final December Comparative Budget Report details the remaining 'N' accounts that will be accrued into the New Year.

The YYYY to be accrued is the figure on the Comparative Budget Report and is shown in brackets at the BALANCE OF GENERAL FUND in the Actual YTD Column.

5.5.1 Year End Analysis Codes

Year End Accruals will need to use the Analysis Codes - YYYYI and YYYYE

5.6 Prepare for Automatic Accruals

5.6.1 Checking for X1 and X2 Supplier codes.
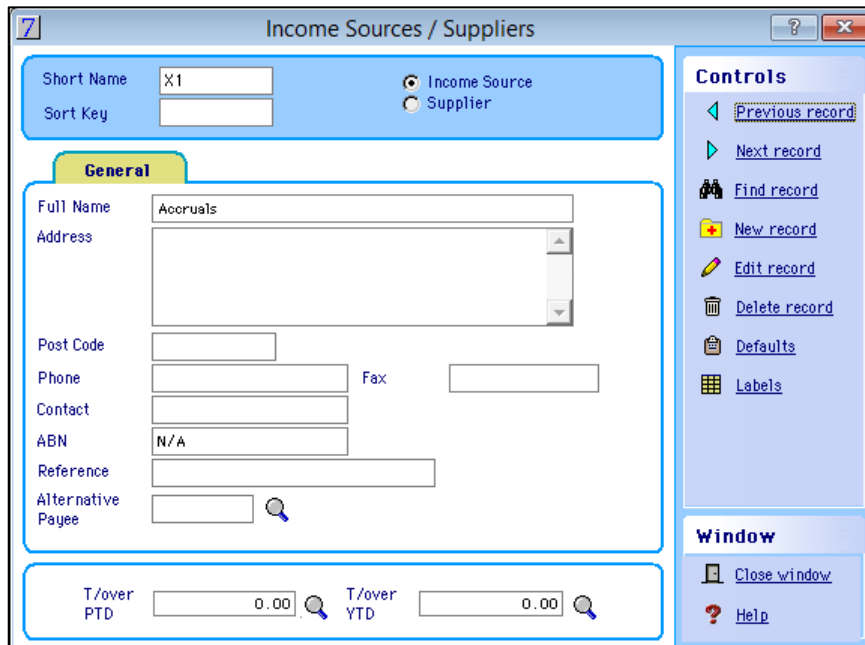
N accounts with a debit balance are processed using a Supplier code X1, whereas N accounts with a credit balance are processed using a Supplier code X2.
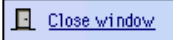
Activity: Checking X1 and X2 Accrual codes

Records > Income Sources & Suppliers

- Click 🔍 Find record
- Type X on the **Short Name** field and press **<Enter>**
- X1 – Accruals – Income Source should be displayed

- Scroll forward one record using the blue chevron pointing to the right

- Check that X2 – Accruals – Supplier is displayed

- Click
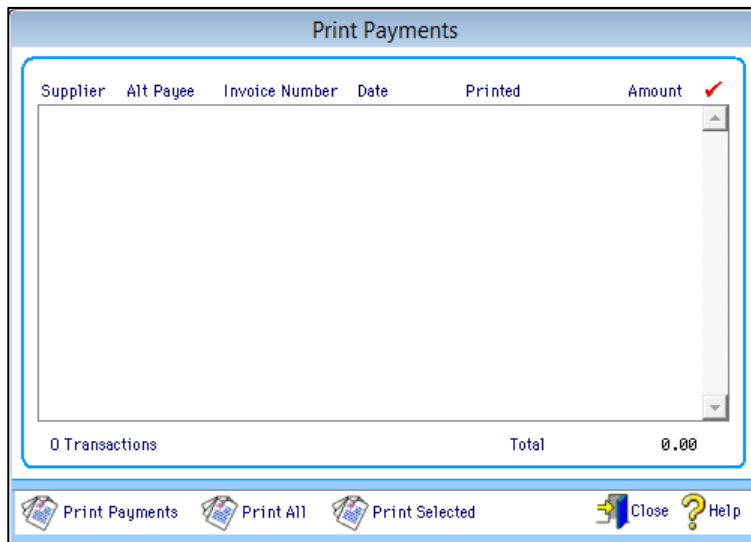
Note: Both these accounts should exist in your school's datafile. Should either of them not exist, then please contact your Senior Finance Consultant.

5.6.2   Clearing Negative Amounts

Prior to initiating Year End, it is important to ensure that the Print Payments screen has no cheques pending, so any negative or zero amounts must be cleared from the print payments screen.

Activity: Check for zero amounts in Print Payments

Transactions > Payments > Print Payments

Note: the screen should not display any negative transactions.

- Click [Close icon] to close the window

Contact your SFC if you have any queries with regards to the above

Activity: Check Reporting Parameters

Reporting > Customs > Reporting Parameters

- View Settings to ensure that they match those shown below.

- Click **Cancel** if the settings are correct

6 Take a Backup of your data

This should be done using the New Safe Backup utility. This backup should be clearly labelled "**RM Finance Pre Period End Dec 2019** " and stored in a safe place and never overwritten.

At this stage of the training we have now completed all processing for the current month. We have performed bank reconciliation on the main operating account and have ensured that this is correct. We have viewed the month end reports so we can now perform a backup.
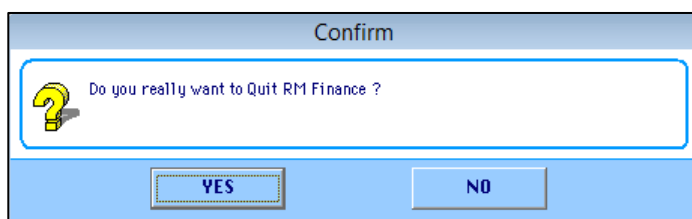

Activity. Backing up with the SAFE Backup Program

Exit RM Finance

- Click on Exit RM Finance [icon] at the top right hand side of the screen

```
                Confirm
  ?   Do you really want to Quit RM Finance ?

        YES              NO
```

- Click on **Yes**

```
                Safe Backup
      Do you want to Backup your data now ?
      Select 'Yes' to start the SAFE backup program. or 'No' to quit.

      ☒ Include the 'Crystal Report' templates associated with this datafile?
      ☒ Include 'Last Years' datafile?

        No              Yes
```
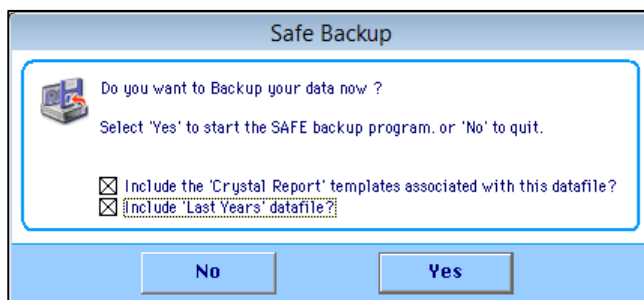
- Select to Include "Last Year's datafile'

Note: Select to include Last Year's datafile when backing up at school

- Click on **Yes**
- Navigate to the External USB Drive. (In training we will navigate to the Desktop)

Look in: 🖴 Removable Disk (E:) ▼
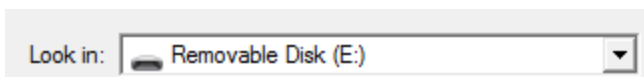
- Select the Pre Period End folder
- Select the appropriate Period
- Open the Folder: **Pre Period End 2019**
- Open the Period 12 Folder
- Name the backup **Pre Period End- Period 12 2019**

- Click **Save**

Safe Backup

Archive successfully created at C:\keys\Safe Backup\RM Finance Pre Period End Dec 2017.zip.

OK

- Click **OK**

Note: Refer to the RM Finance New Safe Backup notes for more information regarding backing up routines.

Note: Removable USB drives can be damaged by electrical current, refer to the manufacturer's instructions regarding safe removal and storage.

Note: The End of Year rollover is a Single User task. If other users are logged on, the following warning message will show.

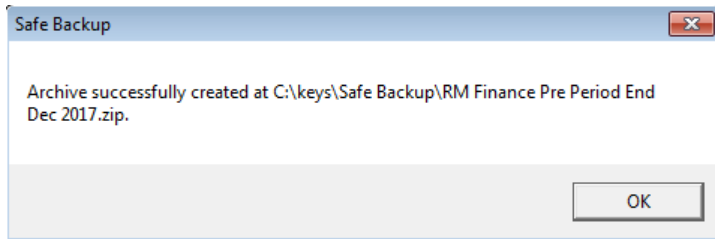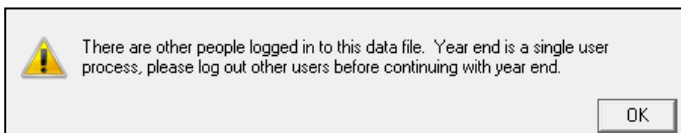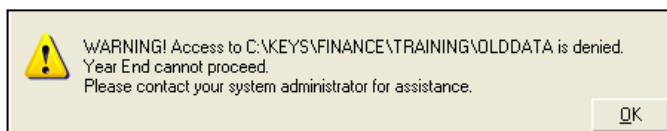There are other people logged in to this data file. Year end is a single user process, please log out other users before continuing with year end.

OK

Note: Users undertaking the End of Year rollover must have 'Write Access' to the Old Data folder. If a user attempts to undertake the End of Year rollover without sufficient access, the following message will show.

WARNING! Access to C:\KEYS\FINANCE\TRAINING\OLDDATA is denied.
Year End cannot proceed.
Please contact your system administrator for assistance.

OK

7 Year End and Automatic Accruals

The End of Year rollover is usually performed using an administrator log on.   At your school this could be either School Administrator or System Administrator depending on when your conversion was completed. The Manager Corporate Services log on can be used if the user has sufficient access rights to perform this task.

Activity: Processing Year End

Note: Only the School Administrator or Manager Corporate Services should be logged on to RM Finance during the End of Year Rollover.

- Open RM Finance
- Log in as School Administrator and password Keys
- Click on Period End **Period End**
- Click **Run Year End**
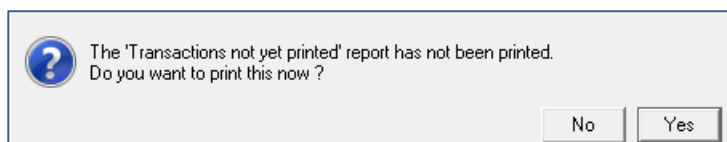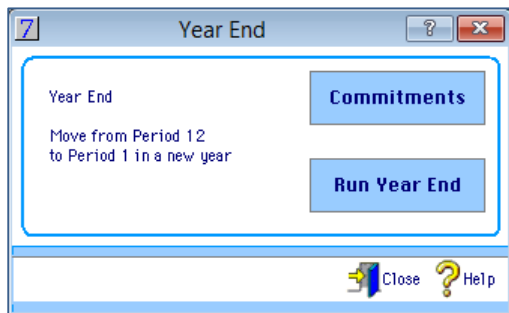
- Click Yes

- Follow the printer prompts to change the page orientation from portrait to landscape and back
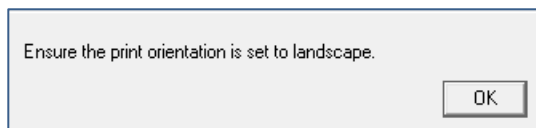
- Click OK
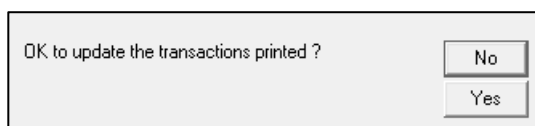
- Click Yes and the following message will display
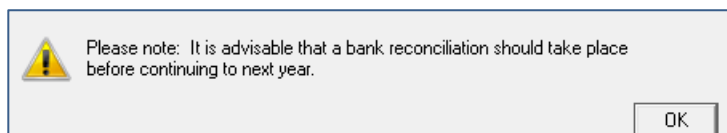
- Click OK

The following message will be displayed:

This process will automatically accrue the balances of all budget accounts beginning with N.

Do you wish to continue?   No   Yes

- Click **Yes**

The following message will be displayed:

Backup Warning

Last year's data is about to be closed. The data will be available for reporting only. No further changes can be made to the data.

YOU MUST TAKE A BACKUP OF YOUR DATA AND CONFIRM THE BACKUP WAS SUCCESSFUL.

Have you taken a successful backup of your data?

No   Yes
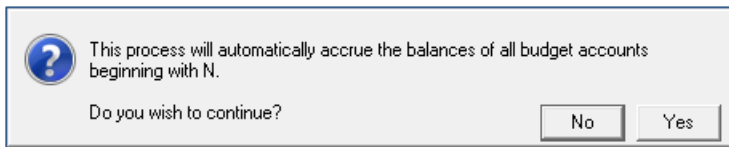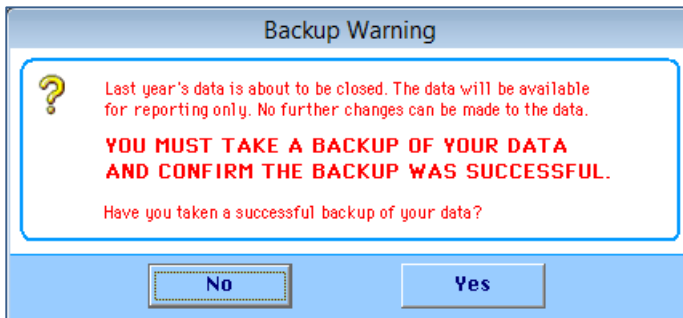
Note: It is essential that this back up is completed successfully

- Click **Yes**

The following message will be displayed:

Are you sure you wish to proceed with the chosen period end ?   No   Yes

- Click **Yes**

The accrual transactions will now be printed to the default printer.
Please check the printer and click OK when you are ready to print the report.   OK
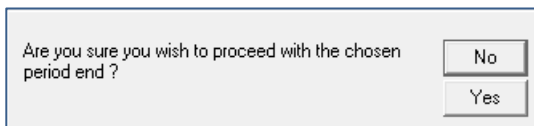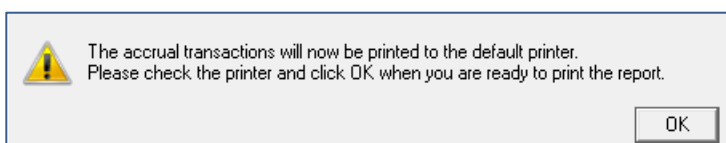
- Click **OK**

Note: the transaction report will be sent straight to the default printer. We are unable to print this to the screen to view.

- Follow the printer prompts to change the page orientation from portrait to landscape and back

The following window will open:

Save Last Year Archive as...

File Name: 311219

Archive Notes:
Year End 2019
Manager Corporate Services – Stella de Mornay
Principal – Wanda Cash

MCS to 02/06/19 – Em Bezell

Save

Enter the Year End date 311219 (no spaces)

Enter a brief description and add any notes about special circumstances at school.

- Enter the date as **311219** without any spaces in the **File Name**

- Click **Save**

Updating Income and Expense analysis turnover.

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On Completion of the Year End Process

'Year' Complete.
You are now in period 1.

OK

- Click **OK**

8 The New Year

Activity: Checking the Current Year

System Manager > Organisation Details

Ensure the year is 2020

- View and close

8.1 Print the Comparative Budget Report

Activity: Checking the Comparative Budget Report

Reporting > Custom tab > Comparative Budget Report

Examine the Comparative Budget and check
- All C and D accounts are 0.00
- Accruals are recorded accurately
- Credits and Debits are in the appropriate accounts

Check the Grand Total on the Comparative Budget Report equals the total in bank accounts on the Budget Summary

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
Tax Position				(1,679.00)	
GRAND TOTAL				(258,949.32)	

Important: Contact your SFC for assistance with making any corrections.

Financial Summary > Budget Summary

The Budget Summary must agree with the Comparative Budget Report

8.2 Take a Backup of your data – New Year 2020

This should be done by using the Safe Backup method. This backup should be clearly labelled (New Year) and stored in a safe place. We will not do this in training

9   Making Adjustments to the Analysis and Budget Codes –

Discussion Only

- Make adjustments to the school's Chart of Accounts as per DoE 2020 requirements.
- Print a copy of the current Chart of Accounts (obtained from the Finance Web)
- Compare the Level 1 Code (Analysis Code) and Title on the current Chart of Accounts with the codes and titles on your school's Full Analysis Listing.

(Records/Reports/Income & Expenditure – Analysis Listing, ☒ Sort & Subtotal by Analysis sort key,☒ Show Full Details, ☒ Start new page for Income & Expenditure).

- Create new Analysis Codes required (as indicated in the Chart of Accounts)
- Delete any Analysis Codes that are no longer required (as indicated in the Chart of Accounts)
- Edit Analysis Codes - (Records/Inc & Exp Analysis/Edit – Edit Description)

- Compare the Budget Headings, Codes and Titles on the current Chart of Accounts with the school's Comparative Budget Report.
- Make the necessary corrections (ie add, edit or delete) to the school's budget accounts.

Note: Budget codes with outstanding cheques against them at the end of the year cannot be deleted when rolled over to the New Year. If there is an account with an outstanding cheque against it, which will not be used in 2020, please label the account "Closed".
(Records/Budget Accounts/Find - Edit)

Note: Budget codes must NOT be deleted in RM Finance if they are being used in RM Billing. Ensure that any budget codes being deleted in RM Finance are NOT being used in RM Billing or have an outstanding debt

9.1 Make any required adjustments to Supplier Codes

Discussion Only

- Delete any codes which are not needed and have not been used for 2 years.

Note: A Crystal Report is available to assist schools to identify suppliers without any transactions over the past two years.

- Add any new codes required. Note: As you are unable to make these adjustments once transactions have been processed, it is imperative that this task is completed at this time.

9.2 EFT/EBR Folders

Discussion Only

Schools using Electronic Funds Transfer and/or Electronic Bank Reconciliation must archive 2019 records.

Electronic Funds Transfer

Create a new folder in K:\RMDB\Finance\Electronic Funds Transfer. Name this folder **2019 EFT Archive**. Highlight items to be archived and drag into the Archive Folder.

Note: do not archive the "Blank" document.

Electronic Bank Reconciliation

Create a new folder in K:\RMDB\Finance\Electronic Bank Reconciliation. Name this folder **2019 EBR Archive**. Highlight items to be archived and drag into the Archive Folder.

Note: do not archive the "Blank" document.

---

10 Creating and Importing the Budget into RM Finance

10.1 Excel CSV Spreadsheet


Activity: Creating the Budget for 2020

There are two options for consideration when preparing the budget for the up and coming year.

Option 1:

Importing the budget into RM Finance using the 'School Student-centred funding Preliminary Cash Budget Autoload' spreadsheet.

This spreadsheet is available from the **Finance for School's** website and is used to prepare the school's cash budget. It has an optional feature that can be used to import the budgets entered into the spreadsheet into RM Finance.

Budgets entered in the various tabs of the downloaded spreadsheet will automatically transfer to **the 'RM Draft Budget Tab'** and can then subsequently be used to create a .csv file for importing into RM Finance.

| Instructions | COA | Charts | **RM Finance Draft Budget** |
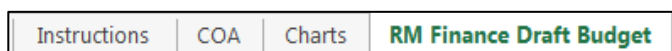
All the information and instructions are available for this option by clicking on the Instructions tab.

As we do not have an internet connection in training, we will select Option 2, which is to copy the accounts from the Comparative Budget and paste them into an Excel spreadsheet.

Option 2:

It is possible to create an excel spreadsheet by using the Comparative Budget report, which is the basis for the .csv file that is used to import the budget transactions. Users can enter the budget amounts and save the spreadsheet ready for importing into RM Finance.

The Excel Spreadsheet should be setup as shown below and saved as a CSV file. At School save this file in a convenient location on your computer.

Note: It is essential that the spreadsheet is setup exactly as shown and saved in a .CSV format. Refer to the 'Importing Budgets into RM Finance' for more details.

Note: Take a backup of the data file before running the Finance Planning Import.

Activity: Create an Excel Spreadsheet using the Comparative Budget

Start Menu > Excel

- Open a new blank Excel spreadsheet
- Enter the header information for each column exactly as shown below in the table

(You may wish to expand the cells in order to fit the text as shown below)

- Enter in cell 1A – **Type (Inc/Exp)**

Note: Ensure there is a space between 'Type' and (Inc/Exp). If there is no space, the Excel spreadsheet will not Import.

- Enter in cell 1B – **Budget Account**
- Enter in cell 1C – **Description**

	A	B	C
1	Type (Inc/Exp)	Budget Account	Description
2			

- In cell A2 type **Inc** (Type Inc exactly as shown. **DO NOT** enter in capitals
- In cell B2 type YYYY
- In cell C2 type Previous Year Closing Balance

	A	B	C
1	Type (Inc/Exp)	Budget Account	Description
2	Inc	YYYY	Previous Year Closing Balance
3			

Note: Exp would only be entered if a deficit is being carried forward. If this is the case, contact the Senior Finance Consultant Schools (SFCS)

RM Finance > Reporting > Comparative Budget

- Maximise RM Finance
- Open the Comparative Budget
- Use the mouse to click and drag to form a box around the 'C' accounts (Do not include the heading of 10 Rev or Revenue Accounts or the amounts)

```
10REV          Revenue Accounts
C1001    Secondary Vol Contributions 7-10
C1002    Primary Voluntary Contributions
C1003    Pre-Primary Voluntary Contributions
C1004    Kindergarten Voluntary Contribution
C1005    SIDE - Post/Telco costs
C1042    Secondary Assistance Scheme
C1555    Donations
C1710    Hire of Facilities
C1810    Bank Interest
C2005    Do Not Use
C2905    Canteen Sales
C3005    Bookshop
C3205    Student-centred Funding
C5005    Commissions
C5025    ATO Interest
C5998    BAS ATO Correction
C5999    GST Rounding
```

- Press **Ctrl+C** to copy the selected information

- Maximise the Excel spreadsheet
- In the Excel spreadsheet, click in the cell **B3**
- Press **Ctrl+V** to paste the accounts from the Comparative Budget Report

	A	B	C
1	Type (Inc/Exp)	Budget Account	Description
2	Inc	YYYY	Previous Year Closing Balance
3		C1001	Secondary Vol Contributions 7-10
4		C1002	Primary Voluntary Contributions
5		C1003	Pre-Primary Voluntary Contributions
6		C1004	Kindergarten Voluntary Contribution
7		C1005	SIDE - Post/Telco costs
8		C1042	Secondary Assistance Scheme
9		C1555	Donations
10		C1710	Hire of Facilities
11		C1810	Bank Interest
12		C2005	Do Not Use
13		C2905	Canteen Sales
14		C3005	Bookshop
15		C3205	Student-centred Funding
16		C5005	Commissions
17		C5025	ATO Interest
18		C5998	BAS ATO Correction
19		C5999	GST Rounding

- Click on the square in the bottom right hand corner and drag down to the last budget account

```
Type (Inc/Exp)
Inc
```

This will apply **Inc** against all the Income Budget Accounts

	A	B	C
1	Type (Inc/Exp)	Budget Account	Description
2	Inc	YYYY	Previous Year Closing Balance
3	Inc	C1001	Secondary Voluntary Contributions 8
4	Inc	C1002	Primary Voluntary Contributions
5	Inc	C1003	Pre-Primary Voluntary Contributions
6	Inc	C1004	Kindergarten Voluntary Contribution
7	Inc	C1005	SIDE - Post/Telco costs
8	Inc	C1042	Secondary Assistance Scheme
9	Inc	C1555	Donations
10	Inc	C1710	Hire of Facilities
11	Inc	C1810	Bank Interest
12	Inc	C2005	Do Not Use
13	Inc	C2905	Canteen Sales
14	Inc	C3005	Bookshop
15	Inc	C3205	Student-centred Funding
16	Inc	C5005	Commissions
17	Inc	C5025	ATO Interest
18	Inc	C5998	BAS ATO Correction
19	Inc	C5999	GST Rounding

- Return to the Comparative budget
- For training purposes, only highlight down to **D5415 Design and Technology**

20EXP	Expenditure Accounts
D1020	Photocopier Consumable
D1025	Stationery & Office Supplies
D1085	Entertainment (FBT)-Employees
D1086	Entertainment-Non Employees
D1087	Bank Fees and Charges
D1088	BAS ATO Correction
D1089	Purchasing Card (Surcharge)
D1455	Water
D1635	Minor Works
D1805	Purchase of Computer Equipment
D1810	Purchase of Computers - Maths
D1910	Office Equipment - Learning Areas
D2010	Furniture - Learning Areas
D2305	Purchase of Artworks-Admin
D2355	Purchase of Communication Equip
D2405	Purchase of Admin Photocopiers
D2705	Staff Development - Teachers
D2710	Staff Development - Admin
D2905	Canteen Purchases
D3005	Bookshop - Books
D4999	GST Rounding
D5005	English
D5110	Numeracy
D5305	Science Consumables
D5415	Design Technology

- Press **Ctrl+C** to copy
- Paste in B column under the last C budget account

A portion of the Comparative budget is shown below

B	C
C5999	GST Rounding
D1020	Photocopier Consumable
D1025	Stationery & Office Supplies
D1085	Entertainment (FBT)-Employees
D1086	Entertainment-Non Employees
D1087	Bank Fees and Charges
D1088	BAS ATO Correction
D1089	Purchasing Card (Surcharge)
D1455	Water
D1635	Minor Works
D1805	Purchase of Computer Equipment
D1810	Purchase of Computers - Maths
D1910	Office Equipment - Learning Areas
D2010	Furniture - Learning Areas
D2305	Purchase of Artworks-Admin

Once the 'D' accounts have been copied, **Exp** must be entered.

- Type **Exp** under the last **Inc** cell then click and drag downwards on the bottom right hand square. This will automatically enter **Exp** into all the cells.

19	Inc		C5999
20	Exp		D1020

19	Inc	C5999	GST Rounding
20	Exp	D1020	Photocopier Consumable
21	Exp	D1025	Stationery & Office Supplies
22	Exp	D1085	Entertainment (FBT)-Employees
23	Exp	D1086	Entertainment-Non Employees
24	Exp	D1087	Bank Fees and Charges
25	Exp	D1088	BAS ATO Correction
26	Exp	D1089	Purchasing Card (Surcharge)
27	Exp	D1455	Water
28	Exp	D1635	Minor Works
29	Exp	D1805	Purchase of Computer Equipment
30	Exp	D1810	Purchase of Computers - Maths
31	Exp	D1910	Office Equipment - Learning Areas
32	Exp	D2010	Furniture - Learning Areas
33	Exp	D2305	Purchase of Artworks-Admin
34	Exp	D2355	Purchase of Communication Equip
35	Exp	D2405	Purchase of Admin PHotocopiers
36	Exp	D2705	Staff Development - Teachers
37	Exp	D2710	Staff Development - Admin

Once **Exp** has been entered for the 'D' accounts, two more columns need to be added to specify the **Amount** of the budget and a **Description**. These will be entered after column B.

- Click on the label column C

- Right click and select Insert
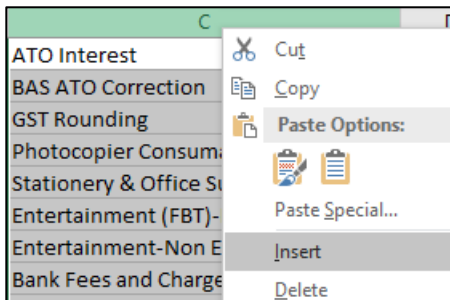

This will create a new column

- Repeat to create another colum

- Label Column C '**Amount**' and Column D '**Reference**' as shown below

1	Type (Inc/Exp)	Budget Account	Amount	Reference	Description
2	Inc	YYYY			Previous Year Closing Balance

- Enter **119008** against the **YYYY Previous Year Closing Balance** and **BA2020** under **Reference**

1	Type (Inc/Exp)	Budget Account	Amount	Reference	Description
2	Inc	YYYY	119008	BA2020	Previous Year Closing Balance

- Re-type BA2020 in the Reference column

- Highlight both BA2020 dates and drag down on the bottom right hand corner cross
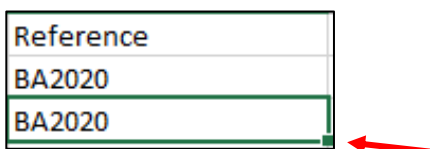
This will copy BA2020 against all the Budget Codes

Note: Enter all amounts as positive numbers and do not include cents, commas or the $ sign

Reference	Description
BA2020	Previous Year Closing Balance
BA2020	Secondary Vol Contributions 7-10
BA2020	Primary Voluntary Contributions
BA2020	Pre-Primary Voluntary Contributions
BA2020	Kindergarten Voluntary Contribution
BA2020	SIDE - Post/Telco costs
BA2020	Secondary Assistance Scheme
BA2020	Donations
BA2020	Hire of Facilities
BA2020	Bank Interest
BA2020	Do Not Use
BA2020	Canteen Sales

Note: Any row containing a zero amount or a' Do Not Use' for either 'C' or 'D' accounts may be deleted.

- Delete the following Budget Accounts – **C2005** 'Do Not Use', **D1085** Entertainment (FBT)-Employees and **D1086** Entertainment-Non Employees.

The Finance Committee will decide on the budgets for each C and D accounts, however for training purposes, we will apply the same amount to most budget accounts due to time constraints.

- Enter 30000 against Secondary Voluntary Contributions 7-10

1	Type (Inc/Exp)	Budget Account	Amount	Reference	Description
2	Inc	YYYY	119008	BA2020	Previous Year Closing Balance
3	Inc	C1001	30000	BA2020	Secondary Vol Contributions 7-10
4	Inc	C1002		BA2020	Primary Voluntary Contributions

- Click on the square in the bottom right hand corner and drag down to the last C account

1	Type (Inc/Exp)	Budget Account	Amount	Reference	Description
2	Inc	YYYY	119008	BA2020	Previous Year Closing Balance
3	Inc	C1001	30000	BA2020	Secondary Vol Contributions 7-10
4	Inc	C1002	30000	BA2020	Primary Voluntary Contributions
5	Inc	C1003	30000	BA2020	Pre-Primary Voluntary Contributions
6	Inc	C1004	30000	BA2020	Kindergarten Voluntary Contribution
7	Inc	C1005	30000	BA2020	SIDE - Post/Telco costs
8	Inc	C1042	30000	BA2020	Secondary Assistance Scheme
9	Inc	C1555	30000	BA2020	Donations
10	Inc	C1710	30000	BA2020	Hire of Facilities
11	Inc	C1810	30000	BA2020	Bank Interest
12	Inc	C2905	30000	BA2020	Canteen Sales
13	Inc	C3005	30000	BA2020	Bookshop
14	Inc	C3205	30000	BA2020	Student-centred Funding
15	Inc	C5005	30000	BA2020	Commissions
16	Inc	C5025	30000	BA2020	ATO Interest
17	Inc	C5998	30000	BA2020	BAS ATO Correction
18	Inc	C5999	30000	BA2020	GST Rounding
19	Exp	D1025		2020	Stationery & Office Supplies

- You may wish to amend the amounts for GST Rounding, ATO Interest and any other budget accounts that would not be receiving such a large income amounts

- Enter 20000 against the first D account

19	Exp	D1025	20000	BA2020	Stationery & Office Supplies

- Click on the square in the bottom right hand corner and drag down to the last D budget account

19	Exp	D1025	20000	BA2020	Stationery & Office Supplies
20	Exp	D1087	20000	BA2020	Bank Fees and Charges
21	Exp	D1088	20000	BA2020	BAS ATO Correction
22	Exp	D1089	20000	BA2020	Purchasing Card (Surcharge)
23	Exp	D1455	20000	BA2020	Water
24	Exp	D1635	20000	BA2020	Minor Works
25	Exp	D1805	20000	BA2020	Purchase of Computer Equipment
26	Exp	D1810	20000	BA2020	Purchase of Computers - Maths
27	Exp	D1910	20000	BA2020	Office Equipment - Learning Areas
28	Exp	D2010	20000	BA2020	Furniture - Learning Areas
29	Exp	D2305	20000	BA2020	Purchase of Artworks-Admin
30	Exp	D2355	20000	BA2020	Purchase of Communication Equip
31	Exp	D2405	20000	BA2020	Purchase of Admin Photocopiers
32	Exp	D2705	20000	BA2020	Staff Development - Teachers
33	Exp	D2710	20000	BA2020	Staff Development - Admin
34	Exp	D2905	20000	BA2020	Canteen Purchases
35	Exp	D3005	20000	BA2020	Bookshop - Books
36	Exp	D4999	20000	BA2020	GST Rounding
37	Exp	D5005	20000	BA2020	English
38	Exp	D5110	20000	BA2020	Numeracy
39	Exp	D5305	20000	BA2020	Science Consumables
40	Exp	D5415	20000	2020	Design Technology

For training purposes, do not add amounts next to Budget Codes D1805 and D2405

- Delete the amounts next to **D1805** and **D2405** (These will be used in a later activity)

24	Exp	D1805		BA2019
25	Exp	D1810	20000	BA2019
26	Exp	D1910	20000	BA2019
27	Exp	D2010	20000	BA2019
28	Exp	D2305	20000	BA2019
29	Exp	D2355	20000	BA2019
30	Exp	D2405		BA2019

10.1.1 Creating a New Budget Code using Import from Financial Planning

Users can enter any new Budget Codes and relevant allocations directly into the excel spreadsheet. This will record the budget code details and allocations in RM Finance. It is essential to note, that only details of the budget code, name and allocation will be imported and users must later enter the Analysis code, Budget Heading and attach a budget profile.
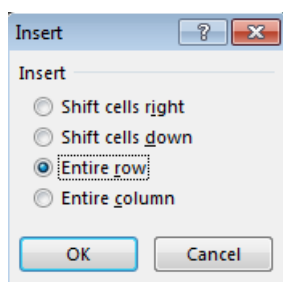

Activity: Adding a New Budget Code using the Excel Spreadsheet

The Finance Committee has agreed to create a new expenditure budget to allow for Resources the school may require. It has been decided to allocate a budget of $20,000.00

- Click into Budget Code **D2705**

Exp	D2705

- Right click and select **Insert**
- Select to add an entire row and **OK**

- Enter budget details (as shown below).

32	Exp	D2505	20000	BA2020	Resources

Note: Once the newly created budget(s) have been imported into RM Finance, users must complete the budget account records to include the analysis code, budget heading and budget profile for any new accounts.

Once all the budgets have been entered, the spreadsheet must be saved in a .csv format

- **Click on File > Save As**

- Navigate to **C:\Keys\Finance\2020 RM Finance Budget Import – folder**
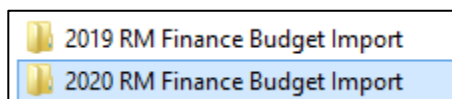
- Name the file: **2020 RM Finance Budget Import File**
- Select **CSV (Comma Delimited) (*.csv)** from the **Save as type:**

File name:	2020 RM Finance Budget Import File
Save as type:	CSV (Comma delimited)

- Click [Save]

Microsoft Excel

Some features in your workbook might be lost if you save it as CSV (Comma delimited).

Do you want to keep using that format?

[Yes] [No] [Help]
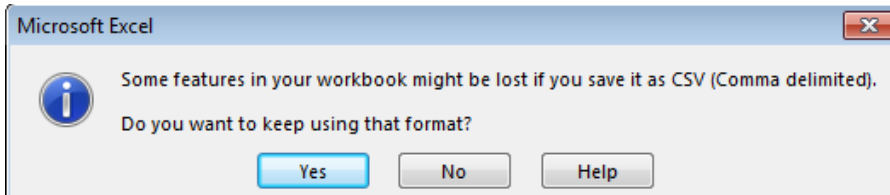
- Click Yes
- Click Save 💾
- Click No to save any changes and close the worksheet

Before competing the import routine, ensure a backup of the datafile has been taken. This can be done using the SAFE backup on exit process. Save the backup to a pendrive and label the file **Pre Budget Import 2020**

- **Maximise RM Finance**

10.2 Importing the .csv file into RM Finance

Activity: Importing the Budget
IMPORTANT   *The import routine should only be completed when the datafile has been rolled over into Period 1 of the New Year and the budget transactions are ready to be processed. The budget import routine can only be run once.*
System Manager > Import from Financial Planning   • Click on System Manager   • Click on **Import from Financial Planning**   • Ensure **Automatically create new Budget Accounts if needed** is selected
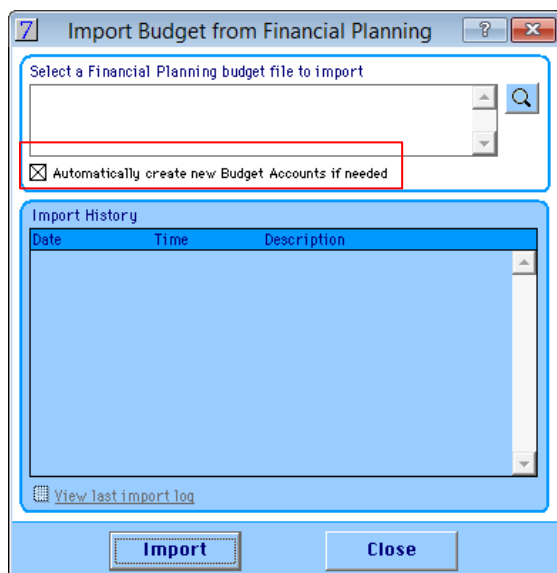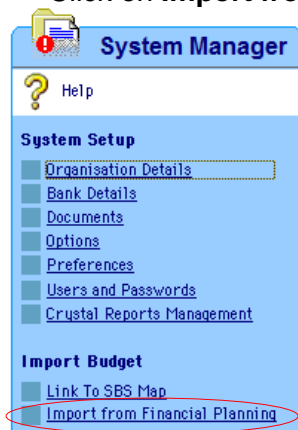
- Click on
- Navigate to **C:\keys\Finance\2020 RM Finance Budget Import\2020 RM Finance Budget Import.csv and double click or click Open.**

At School navigate to where you have saved the file.

Import Budget from Financial Planning

Select a Financial Planning budget file to import

C:\keys\Finance\2020 RM Finance Budget Import\2020 RM Finance Budget Import File.csv

☒ Automatically create new Budget Accounts if needed

Import History

Date	Time	Description

View last import log

Import   Close

- Click **Import**

Are you sure you wish to import the specified import file?

No   Yes

- Click **Yes**

Import completed successfully.

OK

- Click **OK**

The date and time of Import are recorded in the Import History window

- Close the Import screen

Note: 'Importing the Budget' can also be accessed through System Manager > Import Budget > Import from Financial Planning located on the top toolbar.
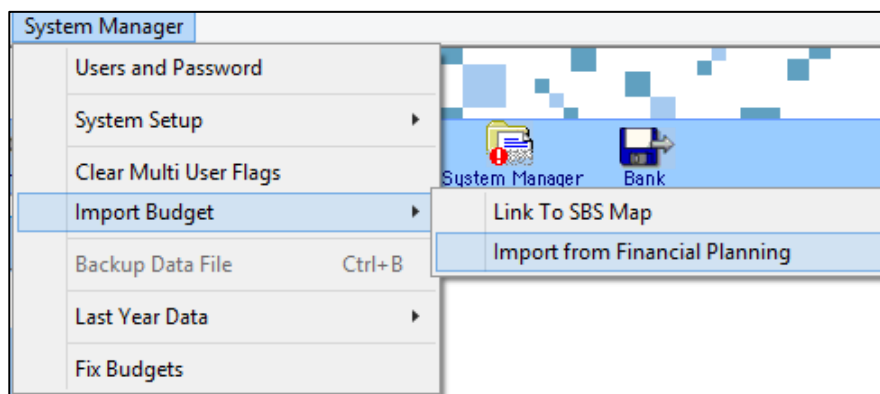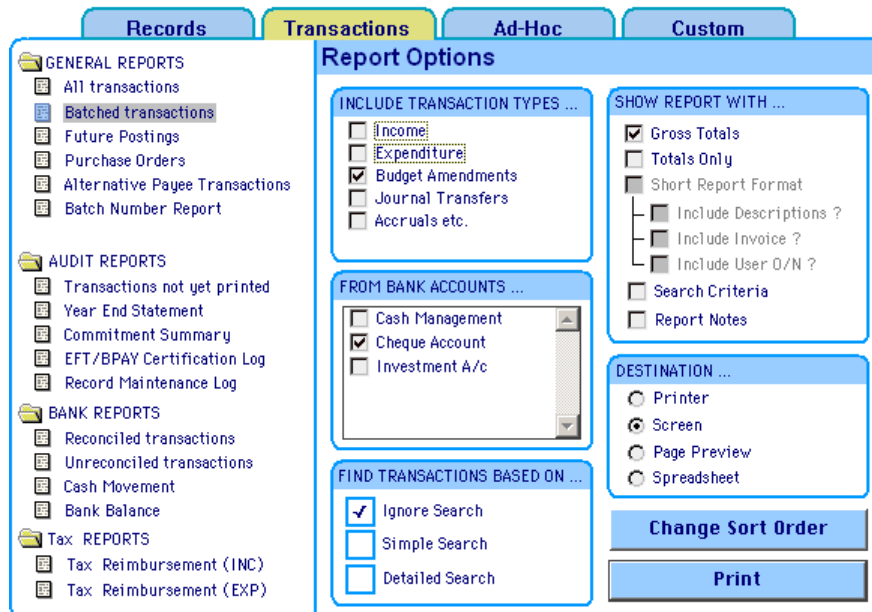
IMPORTANT

The import routine should only be completed when the datafile is in Period 1 and can only be run once.

Activity: View the Batched Transaction Report

Transactions > Reports

- Click [Reports]
- Select **Batched Transactions**
- Select Transaction type **Budget Amendments**

- Click Print

- Check the Batched Transaction Report carefully to ensure that all budgets have been allocated as required and that the new budget for Resources has imported successfully.
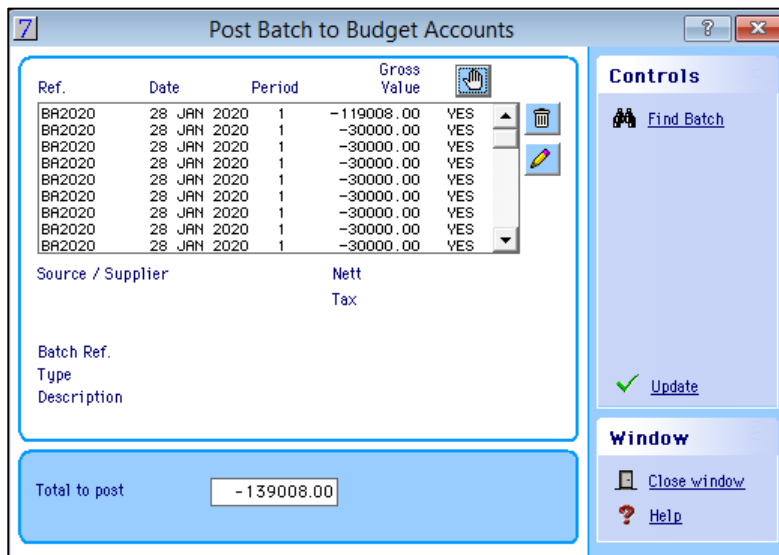
A portion of the Batched Transaction report is shown below

Budget-Fin D1910 Initial Budget Ref BA2020	Office Equipment - Learning Areas	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2010 Initial Budget Ref BA2020	Furniture - Learning Areas	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2305 Initial Budget Ref BA2020	Purchase of Artworks-Admin	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2355 Initial Budget Ref BA2020	Purchase of Communication Equip	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2405 Initial Budget Ref BA2020	Purchase of Admin Photocopiers	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2505 Initial Budget Ref BA2020	Resources	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2705 Initial Budget Ref BA2020	Staff Development - Teachers	ALL	28 JAN 2020	20000.00	C1
Budget-Fin D2710 Initial Budget Ref BA2020	Staff Development - Admin	ALL	28 JAN 2020	20000.00	C1

Activity: Update the Batch

Transactions > View/Post Batch > Budgets

- Click on **Display**
- Click [hand icon] to change the **No** to a **Yes**

- Click [✓ Update]
- Click **Yes** to batch the transaction

Note: The new Budget Accounts will require Profiles to be attached to them.

- Click [By 12] in the Profile Window

- Click **OK**
- Select **Yes**
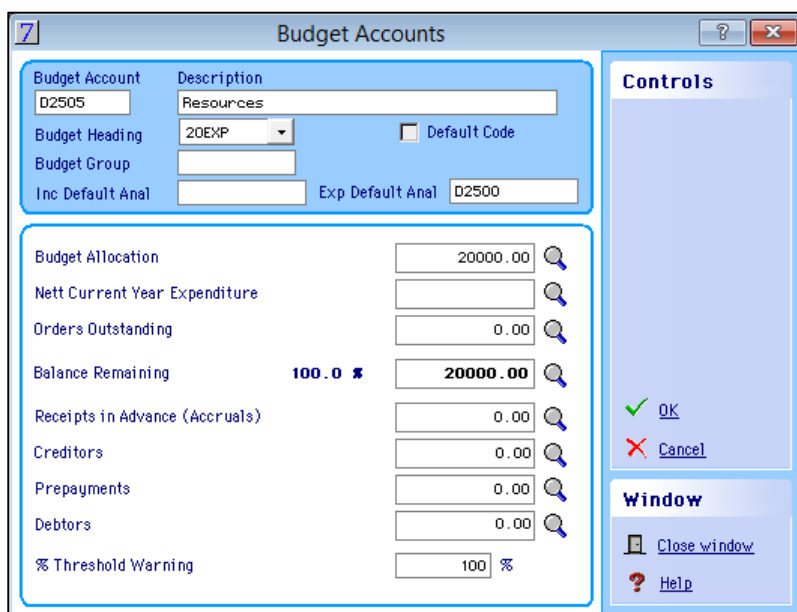- Continue [By 12] until all budgets presented are profiled

10.2.1 Completing Budget Account Details

Activity: Complete New Budget Account Details

Complete the details of the new budget account for **Resources** created in the csv. spreadsheet.

Records > Budget Accounts

- Click on **Find record**
- Enter Budget code **D2505 <Enter>**
- Click on **Edit record**
- Select the Budget Heading **20 Exp**
- Enter Exp Default Analysis code **D2500**

- Click **OK**

Note: Budget account details must be completed for any new budgets created via the import process before any money is allocated.

10.2.2 Check the Budget Analysis Report

Activity: Check the Budget Analysis Report

- Click on the Magnifying Glass to the right of Balance Remaining

Balance Remaining	100.0 %	20000.00 🔍

- Select **Full Budget Analysis**

Report Selection

Please select a report to print.

- ⦿ Full Budget Analysis
- ○ Expenditure Breakdown

Print

- Click **Print**
- Select the **Screen** and **OK**
- **Yes** to this Print the transactions for this period only

Print the transactions for this period only ?   No   Yes

- **Yes** to Show Transaction Descriptions on Report

Show Transaction Descriptions on Report ?   No   Yes

Budget Details (Year to Date)

Account	Description	Heading	Allocated	Spent	Committed	Total	Difference
D2505	Resources	20EXP	20000.00	0.00	0.00	0.00	20000.00

Budget Adjustments (Month to Date)

Description	Date	Type	Allocation	Current Allocated
Initial Budget	28 JAN 2020	ALL	20000.00	20000.00

- View and close the report
- Follow the printer prompts back

10.2.3 Review the Comparative Budget

Activity: View the Comparative Budget

Reporting > Custom > Comparative Budget Report

| Comparative Budget Report		Report printed at 11:30 on the 21 JAN 2019			Period 1 (8.3 %)
Account	**Description**	**Fixed Budget**	**Current Budget**	**Actual YTD**	**Variance**
20EXP	**Expenditure Accounts**				
D1020	Photocopier Consumable		20,000	0.00	20,000
D1025	Stationery & Office Supplies		20,000	0.00	20,000
D1085	Entertainment (FBT)-Employees			0.00	
D1086	Entertainment-Non Employees			0.00	
D1087	Bank Fees and Charges		20,000	0.00	20,000
D1088	BAS ATO Correction		20,000	0.00	20,000
D1089	Purchasing Card (Surcharge)			0.00	
D1455	Water		20,000	0.00	20,000
D1635	Minor Works		20,000	0.00	20,000
D1805	Purchase of Computer Equipment			0.00	
D1810	Purchase of Computers - Maths		20,000	0.00	20,000
D1910	Office Equipment - Learning Areas		20,000	0.00	20,000
D2010	Furniture - Learning Areas		20,000	0.00	20,000
D2305	Purchase of Artworks-Admin		20,000	0.00	20,000
D2355	Purchase of Communication Equip		20,000	0.00	20,000
D2405	Purchase of Admin PHotocopiers			0.00	
D2505	Resources		20,000	0.00	20,000
D2705	Staff Development - Teachers		20,000	0.00	20,000
D2710	Staff Development - Admin		20,000	0.00	20,000
D2905	Canteen Purchases		20,000	0.00	20,000
D3005	Bookshop - Books		20,000	0.00	20,000
D4999	GST Rounding		20,000	0.00	20,000
D5005	English		20,000	0.00	20,000
D5110	Numeracy		20,000	0.00	20,000
D5305	Science Consumables		20,000	0.00	20,000
D5415	Design Technology		20,000	0.00	20,000
D7901	Integration Teaching/Learning			0.00	
D7902	Teacher Development - L/Tech			0.00	
D7903	Electronic Edu Resrce - L/Tech			0.00	
Balance for Expenditure Accounts			420,000	0.00	420,000

- A portion of the Comparative Budget is displayed
- View Budget Allocations to ensure they have been imported correctly.
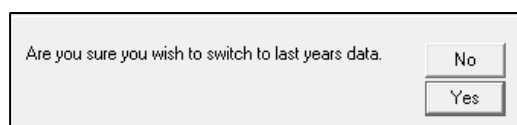- Close the report

11 Accessing Last Year's Data

Activity: Accessing Last Year's Data

System Manager (top toolbar) > Last Year Data

- Hover over **Last Year Data** and choose **Switch to Last Year**
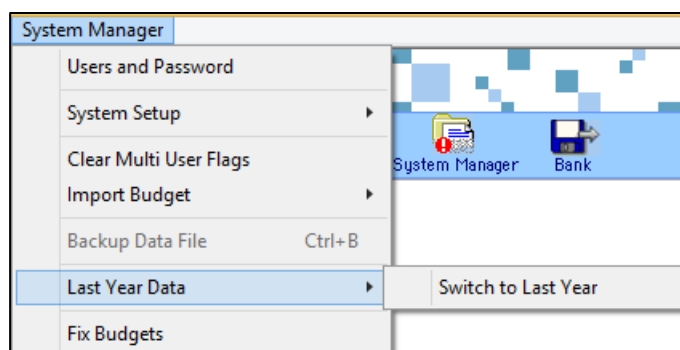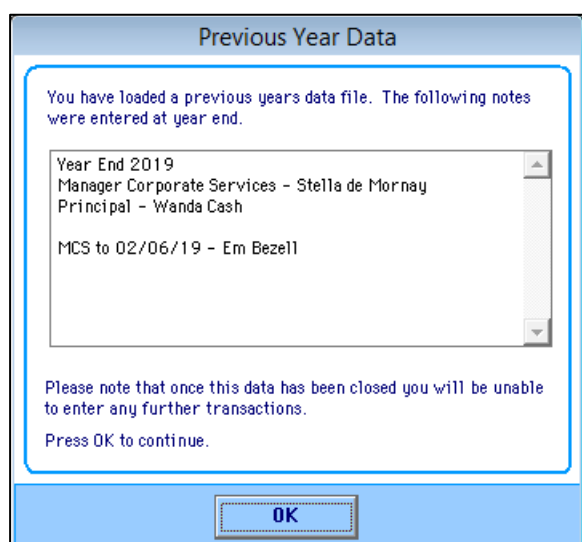

The following message will be displayed:

- Click **Yes**

The following message will be displayed:

- Click **OK**

The screen now shows the following message:

| File | Edit | CLOSED DATA | System Manager |

RM Finance   LAST YEAR'S DATA

Records Transactions Enquiries Financial Summary Period End Reporting System Manager Bank

Last year's data can be accessed at any time to check reports, transactions and financial summaries. It is not possible to perform transactions in last year's data. Contact your SFC if you have any queries.

Activity: Viewing Reports Available for Last Year's Data

Reporting > Custom

- Select Comparative Budget Report
- Click **Print**

| Records | Transactions | Ad-Hoc | Custom |

Report Options

GST REPORTING
- Business Activity Statement
- GST Transactions
- GST Inquiry
- GST Summary
- Comparative Budget Report

A portion of the report is shown below

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE	**Previous Year Closing Balance**				
YYYY	Previous Year Closing Balance	(592,588)	(592,588)	(592,588.06)	0
Balance for Previous Year Closing Balance		**(592,588)**	**(592,588)**	**(592,588.06)**	**0**
10REV	**Revenue Accounts**				
C1001	Secondary Voluntary Contributions 8	(29,000)	(29,000)	(20,390.60)	(8,609)
C1002	Primary Voluntary Contributions	(1,000)	(1,000)	(1,000.00)	
C1003	Pre-Primary Voluntary Contributions			0.00	
C1004	Kindergarten Voluntary Contribution			0.00	
C1005	SIDE - Post/Telco costs			0.00	
C1042	Secondary Assistance Scheme			0.00	
C1555	Donations	(50)	(50)	(22.86)	(27)
C1710	Hire of Facilities	(6,000)	(6,000)	(5,955.23)	(45)
C1810	Bank Interest	(100)	(100)	(55.00)	(45)

- View and Close the report

Activity: Return to the current year

System Manager (top toolbar) > Last Year Data

- Click on **Return to Following Year**
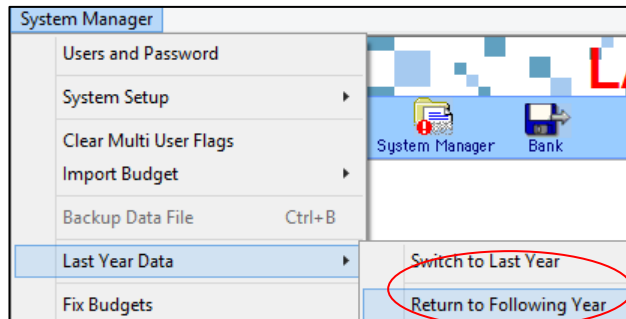
12 Operating the Reserve Accounts

Schools will continue to accrue funds to the N Reserve for planned future expenditure.

When approval is given through the school governance process (e.g. Finance Committee) for the expenditure of funds from the reserves, these funds must be transferred to a mandatory C2405 – Transferred from Reserve Account and then budgeted to the D account for expenditure.

> *Note: It is recommended that this process is undertaken at the beginning of each year for the total of all planned purchases for the year.*

A Budget Adjustment is also made to the C2405 (Mandatory) – Transferred from Reserve Accounts – (Assets) to reflect this transfer and a corresponding budget allocation is then made to the appropriate D account in the D1800 – D2500 range.

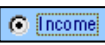## 12.1 Using Internal Charges to Transfer from Reserve Accounts

Internal Charges are typically used to correct expenditure posting errors or transfer funds from the D Reserve Transfer account to the respective N Reserve Account. If the appropriate System Option is selected, Internal Charges can also be used to transfer income between C accounts or between C and N accounts, therefore we can use an Internal Charge to move the money from the N Reserve accounts to the relevant D Accounts, through the mandatory C2405 account using the four steps outlined below.
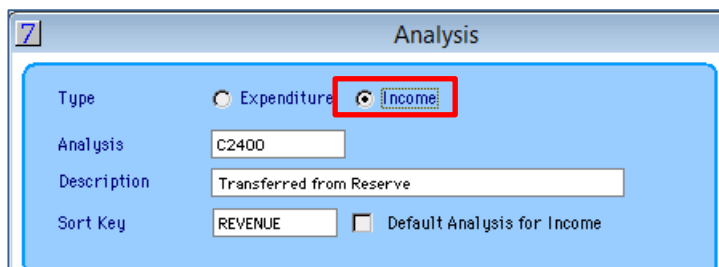
1. Setting up the New 'Transferred from Reserve Accounts'

    (a) Creating the Analysis Code
    (b) Creating the Budget Code

2. Processing the transfer from Reserve Account by

    (a) Performing an Internal Charge

3. A budget adjustment is made to the C account and the D account which is appropriate for the Expenditure, (ie the D1800 range through to D2500 range of accounts)

4. The expenditure for the purchase is posted to the D account.

Activity: Set up new 'Transferred from Reserve Account'

In order to perform an Internal Charge from the N Reserve Account to the D Expenditure Account, the funds must be transferred to the relevant and mandatory C24XX -Transferred from Reserve Account. If this is not already in place, the account must be created. The Analysis Code must be created, followed by the Budget Code.

Records > Income/Expenditure Analysis

- Click [New record]
- Ensure the [Income] button is selected
- Enter the Analysis Code **C2400**
- Enter the Description **Transferred from Reserve**
- In the Sort Key, type **Revenue**

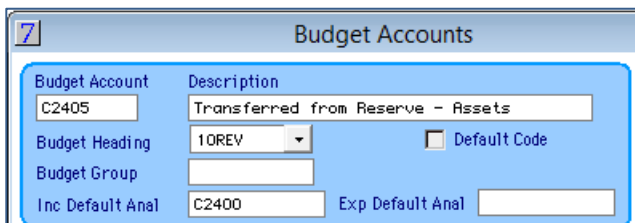- Click **OK**

Once the Analysis Code has been created, but Budget Code must also be set up.

Records > Budget Accounts

- Click [New record]
- Enter the Budget Code - **C2405**
- Enter the Description – **Transferred from Reserve - Assets**
- Enter the Budget Heading – **10 Rev**
- Enter the Analysis Code – **C2400**

- Click **OK**

Activity: Set System Options to Transfer Between 'C' and 'N' Accounts

System Manager > Options

- Select the *Display* tab
- Click in the radio button to *Permit the use of income analysis codes*

- Click *OK*

<table>
<tr><td colspan="1" align="center">IMPORTANT</td></tr>
<tr><td align="center">Once this option feature is activated, the Internal Charges transaction screen is opened up to move both Income and Expenditure and the default analysis codes will no longer appear automatically, therefore the correct analysis code must be entered by the user.</td></tr>
</table>

It is very important that Income and Expenditure analysis codes are not mixed in the same section of the transaction window. Imbalances will occur if the incorrect analysis codes are selected. Ensure the following codes are used:

When moving:	Budget Code	Analysis Code
Income	Cxxxx	Cxxxx
	Nxxxx	NxxxxI
Expenditure	Dxxxx	Dxxxx
	Nxxxx	NxxxxE

Activity: Process the Transfer using an Internal Charge

Approval has been received from the School Finance Committee to transfer $5,000 of funds from N1005 Administration Server Reserve and $17,000 from the N1755 Photocopier Replacement Reserve for the purchase of these items during the year.

These funds must be transferred from the N Reserve Accounts to the C2405 Transfer from Reserve Account.

BALANCE ACCOUNTS

N1905	Library Books Replacement Reserve	0.00	
N1005	Administration Server Reserve	(5,000.00)	5,000
N1105	Admin Furn and Fittings Res	0.00	
N1205	Administration Office Equipment Res	0.00	
N1305	Plant and Equip Replacement Reserve	0.00	
N1535	Building Fund Reserve	(120,000.00)	120,000
N1755	Photocopier Replacement Reserve	(17,000.00)	17,000
Balance for Reserve Accounts		**(142,000.00)**	**142,000**

- Complete the Batch Register

BATCH REGISTER

For the month of _____ Period _____

Batch No	Date/Date Export	Reference No From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
		IC1	IC1								22000			

*BANK RELATED TRANSACTIONS; Adjustments/Reversals ** over Income/Expend columns.

- Complete the Internal Charge form

INTERNAL CHARGES

Transferring Expenditure:
- *An internal charge can be used for the correction of an expenditure posting error in D and N Accounts,   and to transfer amounts from the D Reserve Transfer Account to the N Reserve Account*

Transferring Income:
- *An Internal Charge can also be used for the correction of an income posting error in C and N accounts or to transfer funds from N Reserves to the Mandatory C2405 (transferred from Reserve) account – System Manager Option change required – refer to separate documentation*

All Internal Charges:
- *If the Internal Charge relates to a prior transaction (current year) ensure the analysis and budget codes relate to the original transaction.*
- ***Do not*** *mix income and expenditure Analysis codes in the same Internal Charges transaction screen. Take extreme care when entering N Analysis codes to ensure Nxxx(I) is used when transferring income and Nxxx(E)is entered when transferring expenditure.*
- *Provide a brief explanation for the reason for each internal charge, and use a separate line for each budget code.*
- *Print Internal Charge transactions via Reports/All Transactions (Simple Search on the transaction date) and record on Batch Register.*

DATE	ACCOUNT DETAILS	TRANSFER TYPE INC/EXP	BUDGET CODE	ANALYSIS CODE	BUDGET TO TRANSFER FROM		BUDGET TO TRANSFER TO	
					$	c	$	c
	Admin Server Reserve	Inc	N1005	N1000I	5000			
	Transfer From Reserve-Assets	Inc	C2405	C2400			5000	
	Photocopier Replacement Res	Inc	N1755	N1750I	17000			
	Transfer from Reserve-Assets	Inc	C2405	C2400			17000	

Process the Internal Charge to move funds from the Admin Server Reserve to the Transfer from Reserve Account C2405

DO NOT ADJUST THE DATE

Transactions > Internal Charges

- Enter Budget to Transfer from **N1005** <Tab>
- Add the Analysis Code **N1000I**
- <Tab> Insert Amount **$5 000** <Tab>
- Insert Reference **IC1** <Tab>
- Enter Description **Transfer to C2405 – Transfer from Reserve** <Tab>
- Budget to Transfer to **C2405** <Tab> <Tab>
- Amount **$5 000** <Tab>
- Enter Reference **IC1** <Tab>
- Enter Description **Transfer to C2405 from N1005**

Account to be Charged. Nett amount is transferred **FROM** the appropriate N Res account. Note use of N1000I

Account to be Credited. Income is Transferred **TO** the C2405 account

- **<Tab>** to drop the transaction into the bottom window

- Click [✓ OK]

OK to move income from N1005 to those shown in the list?   No   Yes

- Click **Yes**

- **Complete the Internal Charge as shown below to move the funds from the Photocopier Replacement Reserve to the Transfer from Reserve Account C2405**

Transactions > Internal Charges

- Budget to Transfer from **N1755** <Tab>
- Enter the Analysis Code **N1750I** <Tab>
- Insert Amount **$17 000** <Tab>
- Insert Reference **IC1** <Tab>
- Enter Description **Transfer to C2405 – Transferred from Reserve** <Tab>
- Budget to Transfer to **C2405** <Tab> <Tab>
- Amount **$17 000** <Tab>
- Enter Reference **IC1** <Tab>
- Enter Description **Transfer to C2405 from N1755**

- **<Tab>** to drop the transaction into the bottom window

- Click OK

OK to move income from N1755 to those shown in the list?

- Click **Yes**

Activity: Print the Internal Charge Report

Transactions > Reports   Reports

- From the General Reports select **All Transactions**
- Deselect **Income, Expenditure and Budget Amendments**
- Check **Internal Charges**
- Deselect all **Bank Accounts**
- Click **Simple Search**

Enter **Today's date** in the date range in the **From** and **To** fields

- Click   Close
- Click Print
- View and close

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
C2400	Transferred from Reserve						
C2405	Transferred from Reserve - Assets						
Invoice Number							
Order Number	n/a						
Transfer to C2405 from N1005							
Ref IC1		SCHAD CHG	28 JAN 2020	-5000.00	8	-5000.00	187
N1000I	Computer Equip Rep Res						
N1005	Administration Server Reserve						
Invoice Number							
Order Number	n/a						
Transfer to C2405/Transfer from Reserve							
Ref IC1		SCHAD CHG	28 JAN 2020	5000.00	8	5000.00	188
C2400	Transferred from Reserve						
C2405	Transferred from Reserve - Assets						
Invoice Number							
Order Number	n/a						
Transfer to C2405 from N1755							
Ref IC1		SCHAD CHG	28 JAN 2020	-17000.00	8	-17000.00	189
N1750I	Photocopier Replacement Reserve						
N1755	Photocopier Replacement Reserve						
Invoice Number							
Order Number	n/a						
Transfer to C2405/Transfer from Reserve							
Ref IC1		SCHAD CHG	28 JAN 2020	17000.00	8	17000.00	190

View the Comparative Budget report to check the effect of the Internal Charge

Reporting > Comparative Budget

- Click Print

BALANCE ACCOUNTS

N1905	Library Books Replacement Reserve	0.00	
N1005	Administration Server Reserve	0.00	
N1105	Admin Furn and Fittings Res	0.00	
N1205	Administration Office Equipment Res	0.00	
N1305	Plant and Equip Replacement Reserve	0.00	
N1535	Building Fund Reserve	(120,000.00)	120,000
N1755	Photocopier Replacement Reserve	0.00	

The **N1005** and **N1755** now have a zero balance as the money has been moved out of the suspense accounts.

The **C2405** now has **$22000** as a result of the funds being moved from the N accounts to the Transfer from Reserve Account

C2405	Transferred from Reserve	(22,000.00)	22,000
C2410	Transferred from Reserve-Other	0.00	

- View and close

Activity: Process the Budget Allocations to reflect the transfer of funds
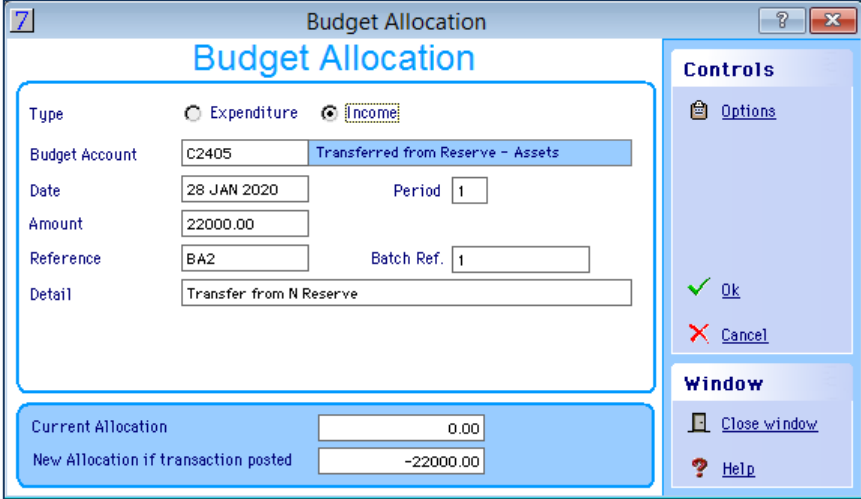
A budget allocation to the C2405 Transfer from Reserve must be performed in order to reflect the transfer of funds from the N Reserves.

- Complete the Batch Register

BATCH REGISTER

Batch No	Date/Date Export	Reference No From	Reference No To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals ** Income (I/C)	Adjustments/Reversals ** Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
		IC1	IC1								22000			
1		BA2	BA2										22000I	

For the month of _____ **Period** _____
BANK RELATED TRANSACTIONS

Transactions > Budget

- Select the ⦿ Income button
- Enter Budget Account: **C2405**
- Enter Amount: **22 000**
- Enter Reference **BA2**
- Enter Batch Reference: **1**
- Enter detail: **Transfer from N Reserve**

Budget Allocation	
Budget Allocation	**Controls**
Type: ○ Expenditure ⦿ Income	📋 Options
Budget Account: C2405 Transferred from Reserve – Assets	
Date: 28 JAN 2020 Period: 1	
Amount: 22000.00	
Reference: BA2 Batch Ref.: 1	✔ Ok
Detail: Transfer from N Reserve	✖ Cancel
Current Allocation: 0.00	**Window**
New Allocation if transaction posted: -22000.00	🗔 Close window
	❓ Help

- Click ✔ Ok
- Click **Yes** to Batch the transaction

Print the Batch Transaction Report

- Click [Reports]
- Select **Batched Transactions**
- Select ☑ Budget Amendments

- Click [Print]

Posting Detail	Type	Date	Nett	Tax	Total	Voucher
1						
C2405 Transferred from Reserve - Assets						
Transfer from N Reserve						
Ref BA2	ALL	28 JAN 2020			22000.00	C1

Update the Batch

Transactions > View Post Batch

- Select **Budgets**
- Enter Batch Number **1 and** Display

- Click [hand icon] to change **No** to **Yes**

- Click **Update**

- Click **Yes** to update the batch

The Profiling screen will appear as we have made adjustments to the budgets.

- Click to split the budget into 12 equal parts

- Click **OK**

| Have you finished profiling this budget? | No |
| | Yes |

- Click **Yes**

Check the Comparative Budget Report

Reporting > Comparative Budget

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
C2405	Transferred from Reserve - Assets		(22,000)	(22,000.00)	

- View and Close
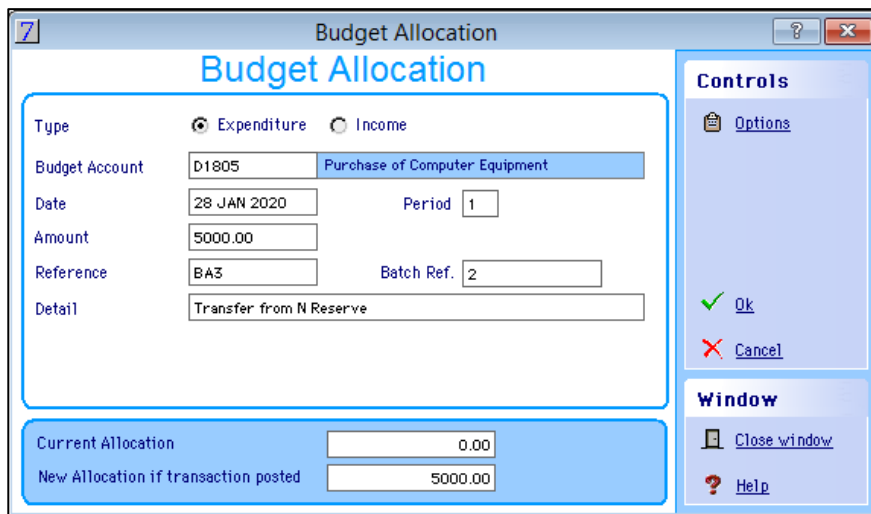
Complete the Budget Allocation(s) (Expenditure) to the appropriate D account(s) from which the Expenditure will be made.

Complete the Batch Register
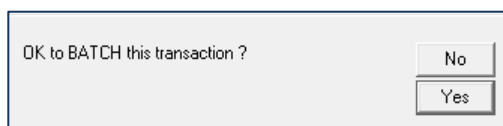
		BATCH REGISTER												
				For the month of					Period					
						BANK RELATED TRANSACTIONS								
		Reference No		Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **		Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
Batch No	Date/Date Export	From	To						Income (I/C)	Expend (ESC)				
		IC1	IC1								22000			
1		BA2	BA2										22000I	
2		BA3	BA3										22000E	

Transactions > Budget

- Select the [⊙ Expenditure] button
- Enter Budget Account: **D1805** <Tab>
- Enter Amount: **5 000**
- Enter Reference: **BA3**
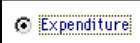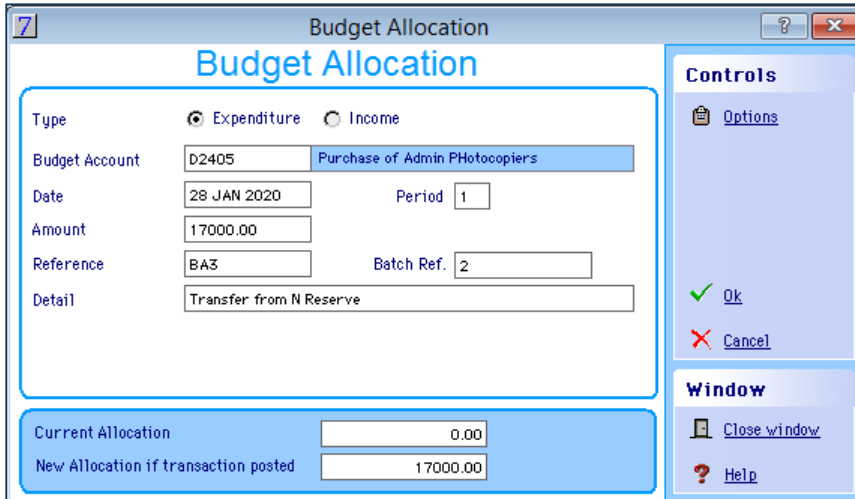- Enter Batch Number: **2**
- Enter Detail: **Transfer from N Reserve**

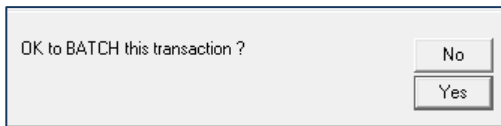

- Click [✓ Ok]

- Click **Yes** to batch the transaction

Complete the Budget Allocation for the Purchase of Photocopiers

- Select the [⊙ Expenditure] button
- Enter Budget Account: **D2405**
- Enter Amount: **17 000**
- Enter Reference: **BA3**
- Enter Batch Number: **2**
- Enter Detail: **Transfer from N Reserve**

- Click [✔ Ok]

- Click **Yes** to batch the transaction

Check the Batched Transaction Report

- Click [Reports]
- Select **Batched Transactions**

- Select ☑ Budget Amendments

- Click [Print]

Posting Detail	Type	Date	Nett	Tax	Total	Voucher
2						
D1805 Purchase of Computer Equipment						
Transfer from N Reserve						
Ref BA3	ALL	28 JAN 2020			5000.00	C1
2						
D2405 Purchase of Admin PHotocopiers						
Transfer from N Reserve						
Ref BA3	ALL	28 JAN 2020			17000.00	C1

- View and close the Report

Update the Batch

Transactions > View/Post Batch

- Select **Budgets**
- Enter Batch Number **2**
- Click **Display**

- Click to change **No** to **Yes**

- **Click** **Update**
- Click **Yes** to update the batch

The profiling screen will appear as we have made adjustments to the budgets

Click ▦ By 12 to split the budget in to 12 equal months

Budget Profile -D1805

1	416.67	7	416.67	Current Allocation ($)	5000.00
2	416.67	8	416.67		
3	416.67	9	416.67		
4	416.67	10	416.67	Total Budget	5000.00
5	416.67	11	416.67		
6	416.67	12	416.63		

Use Profile   No Profile

Controls
($) Switch (%)
Clear
▦ By 12
Profile
✓ Ok

Window
? Help

- Click ✓ Ok

Have you finished profiling this budget?   No   Yes

- Click **Yes**

Continue to profile ▦ By 12 until all budgets are profiled

Budget Profile -D2405

1	1416.67	7	1416.67	Current Allocation ($)	17000.00
2	1416.67	8	1416.67		
3	1416.67	9	1416.67		
4	1416.67	10	1416.67	Total Budget	17000.00
5	1416.67	11	1416.67		
6	1416.67	12	1416.63		

Use Profile   No Profile

Controls
($) Switch (%)
Clear
▦ By 12
Profile
✓ Ok

Window
? Help

- View the Comparative Budget Report

Reporting > Comparative Budget Report

- View the **D1805** and **D2405** accounts

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
D1805	Purchase of Computer Equipment		5,000	0.00	5,000
D1810	Purchase of Computers - Maths		20,000	0.00	20,000
D1910	Office Equipment - Learning Areas		20,000	0.00	20,000
D2010	Furniture - Learning Areas		20,000	0.00	20,000
D2305	Purchase of Artworks-Admin		20,000	0.00	20,000
D2355	Purchase of Communication Equip		20,000	0.00	20,000
D2405	Purchase of Admin PHotocopiers		17,000	0.00	17,000

- Close the report

Note: The purchase of Computer Equipment and the Photocopier would then be processed against the appropriate D accounts for the full price ie Nett plus GST

Index

12.2 END OF MONTH (DECEMBER) CHECKLIST

☐	**1. PROCESSING**
	
	• Complete all transactions.
	  (Check all batches are updated.)
	  (Check balance of N3505 is 0 – A balance in this account indicates a GST posting error.)
	• Perform reconciliation of all bank accounts. (Clear 0.00 transactions by reconciling them)

	Review Reports
	(Note – the reports printed at this time are for review only, they are not the 'final' reports. Please discard any printed reports after reviewing. The final reports are printed as part of the 'Print End of Month Reports" at Step 4.)
	(Grand total on Comparative Budget Report must equal the Total in Bank Accounts on the Budget Summary) (View the Budget Summary and Full Analysis Listing reports to screen to ensure C, D and N balances agree) (Print BAS to <u>Screen</u> to ensure there are no negative figures in the G1 – G20 boxes. Check the rounding difference is less than $1.00)
☐	**2. Backup RM Finance Datafile.** [Safe backup via Start/Programs/RMMS] (Label Pre-BAS) (Refer to RM Finance Manual for further information.)
☐	**3. BAS** • Print BAS report to printer. • Post rounding difference batch (if no rounding finalise BAS on system). • Print & Update rounding difference batch. (either income or expenditure) • Reconcile 0.00 from Reconciliation. • Verify school "Tax Position" is equal to current BAS plus outstanding ATO refunds. • * Complete manual BAS issued by ATO. **Principal to endorse.**

☐	**4. PRINT END OF MONTH REPORTS FOR RM FINANCE**
	• *Account Balance Statement (Reporting/Transactions/Bank Reports/Bank Balance), for all accounts-operating A/C, investment A/C's & building funds.
	• *Unreconciled Transactions report (unpresented cheques/deposits) (Reporting/Transactions/Bank Reports/Unreconciled Transactions). **Note: This report can be printed in short report format.**
	• *Comparative Budget Report (Reporting/Custom/GST Reporting/Comparative Budget Report). Comparative Budget Report – **FARM** (for Farm and Ag Schools - additional report for review) (Records / Reports / Budget vs Actual vs Committed / Enter Group = FARM/Comparative vs Actual vs Committed.
	• *Certification Log (for schools using EFT/BPay) (Reporting/Transactions/Audit Reports/EFT/BPAY Certification Log/Click on (N/S) under the Select Certified By heading and Print report). If nil report print screen dump – Shift>PrintScreen – paste into a word document.
	     *Principal and registrar to sign all the reports listed above.
	      Principal to sign bank statement.
	• Income and Expenditure Analysis Listing , detailed report (Reporting/Records/Income & Expenditure – Analysis/Income and Expenditure/Print Report/Tick the following ☑ Sort & Subtotal by Analysis sort key, ☑ Show Full Detailed Reports, ☑ Start new page for Income & Expenditure) and Print.
	
	Check C, D & N balances agree with FS Budget Summary
	• Financial Summary (Click on Financial Summary in the top menu and select Budget Summary from the summary view and print). It is recommended the principal signs and dates this report.
	• Budget Analysis Reports for cost centre managers (Reporting/Records/Budgets/Budget Analysis/Enter the budget codes/Print).
	
	Ensure all reports balance.

☐	**5. Run FREDA Reports** Refer to the Financial Reporting Information Package for December for SIS Users. (Do Not perform any further transactions (after sending your FREDA Reports) until advised by your SFC.)
☐	**6. Backup RM Finance Datafile again.** [Safe backup via Start/Programs/RMMS] (Refer to RM Finance Manual for further information.)
☐	**7.Complete Year End and Automatic Accrual Process** Once advised to do so by your SFC
☐	**8. Back up the New Year Datafile before doing any processing.**

13 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education and Training.

Contact details below:

13.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your ID number, contact details and a brief description of the problem.

13.2 Fax (CSC)

9264 4701

Please include your ID number, contact details and a brief description of the problem.

13.3 Email (CSC)

customer.service.centre@det.wa.edu.au

Please include your ID number, contact details and a brief description of the problem.

14 Online Manuals and Training Notes

14.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

http://www.civicaeducation.com.au/

Select *Integris Support.*
Log in to *Western Australian SIS Schools*.
Username: *school*
Password: *help*

14.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous fact sheets and support documents for all SIS Administration modules.

http://det.wa.edu.au/intranet/stims

Links to the RM manuals are also available from the STIMS website or by going to Help within Integris

DEPARTMENT OF EDUCATION

BATCH REGISTER

For the month of _____ **Period** _____

| Batch No | Date/Date Export | Reference No | | Type of Batch* [C] Cheque [E] EFT [B] BPay | BANK RELATED TRANSACTIONS | | | | Adjustments/Reversals ** | | Internal Charge** | Accruals (Manual Only) | BA/Vire Totals | Proc By |
		From	To		Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)				

*Reversals and internal charges are not batched but must be recorded. Billing batches are prefaced with a 'B'. Accruals are entered if manually processed.

INCOME
TRANSFER   -

INCOME ADJUSTMENT TRANSACTIONS

- Income Adjust/Correct transaction
- Income transaction

- This form can be used to record the transfer of income: - from a 'C' Account to a 'C' Account,- from an 'N' Account to an 'N' Account, and between N and C Accounts
- Process an 'Income – Adjust/Correct' transaction to the Account you want to decrease.
- Process an 'Income' transaction to the Account you want to increase.
- Care should be taken to use the appropriate tax code/s.
- Provide a brief explanation to describe the reason for each income transfer.

REFERENCE IT #_____

INCOME ADJUST/CORRECT TRANSACTION

INCOME TRANSACTION

(Mark "Not Required" if no transaction is necessary)

DATE	ACCOUNT TITLE	BATCH NO.	ANALYSIS CODE	BUDGET CODE	TAX CODE	'INC-ADJ/COR' AMOUNT		ACCOUNT TITLE	BATCH NO.	ANALYSIS CODE	BUDGET CODE	TAX CODE	AMOUNT	
						$	C						$	c

DEPARTMENT OF EDUCATION

<div style="border:2px solid black; background:#ffffcc;">

INTERNAL CHARGES

</div>

Transferring Expenditure:
- *An internal charge can be used for the correction of an expenditure posting error in D and N Accounts,   and to transfer amounts from the D Reserve Transfer Account to the N Reserve Account*

Transferring Income:
- *An Internal Charge can also be used for the correction of an income posting error in C and N accounts or to transfer funds from N Reserves to the Mandatory C2405 (transferred from Reserve) account – System Manager Option change required – refer to separate documentation*

All Internal Charges:
- *If the Internal Charge relates to a prior transaction (current year) ensure the analysis and budget codes relate to the original transaction.*
- ***Do not*** *mix income and expenditure Analysis codes in the same Internal Charges transaction screen. Take extreme care when entering N Analysis codes to ensure Nxxx(I) is used when transferring income and Nxxx(E)is entered when transferring expenditure.*
- *Provide a brief explanation for the reason for each internal charge, and use a separate line for each budget code.*
- *Print Internal Charge transactions via Reports/All Transactions (Simple Search on the transaction date) and record on Batch Register.*

REFERENCE IC #_____

DATE	ACCOUNT DETAILS	TRANSFER TYPE INC/EXP	BUDGET CODE	ANALYSIS CODE	BUDGET TO TRANSFER FROM		BUDGET TO TRANSFER TO	
					$	c	$	c