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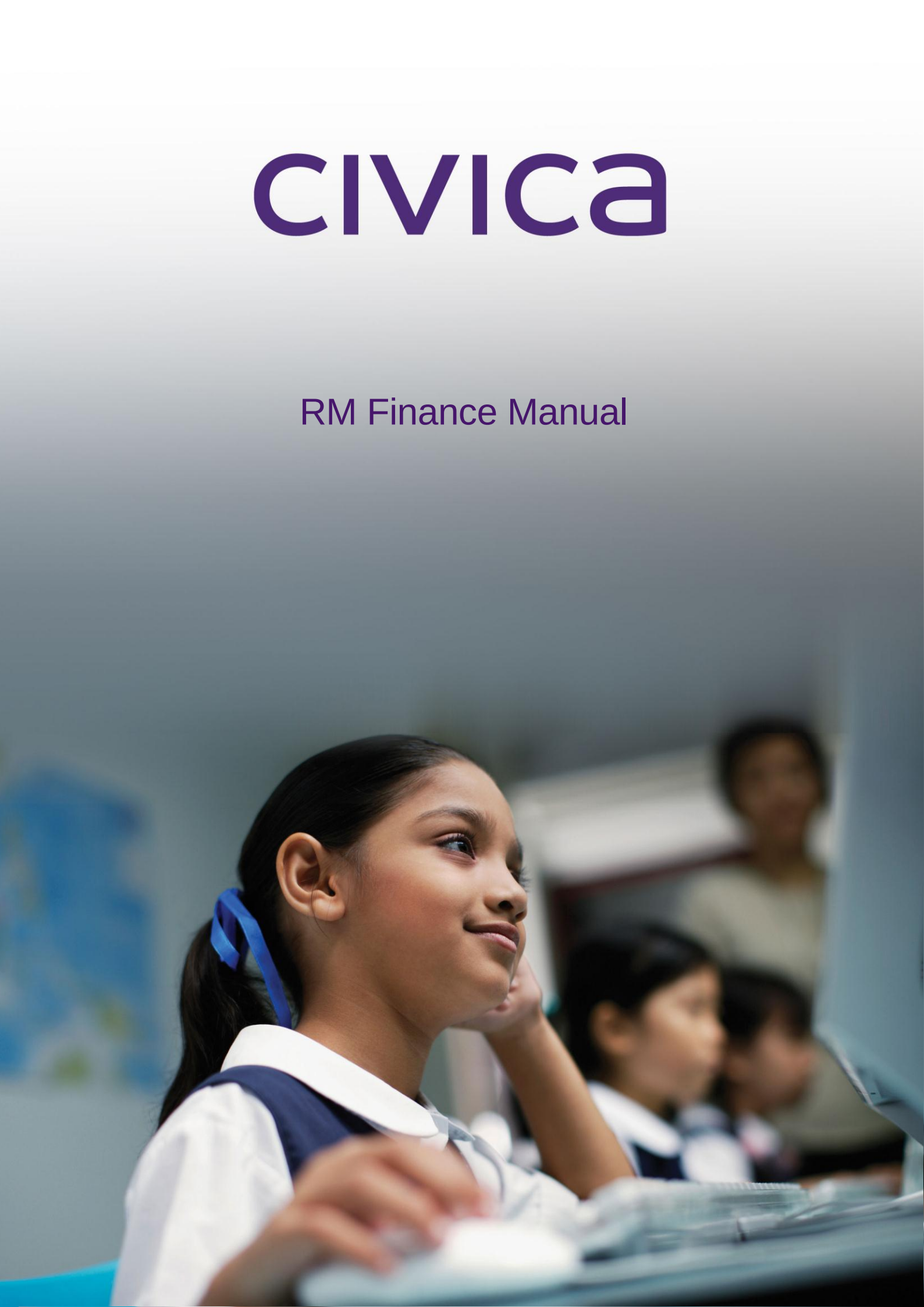
RM Finance Manual



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RM Finance Manual

Introduction

1

1 Introduction

The school has invested in the finest accounting software available for schools. It has been developed specifically to meet schools' requirements.

RM Finance is designed to help schools that do not need the complexity of a ledger accounts system. Because it has its origins in commercial accounting systems, it has full audit and reconciliation facilities, together with the ability to monitor and report on income and expenditure in a variety of ways. Transactions are analysed under income and expenditure headings. Records are maintained for income sources and suppliers with a note of turnover for the current period and year to date. Petty cash, cash floats and multiple bank accounts are all handled within RM Finance and the current bank balances can be displayed instantly.

There is provision within RM Finance for capturing Goods and Services Tax (GST) and Pay As You Go (PAYG) Withholding Tax transactions and producing reports required by the Australian Taxation Office (ATO). This manual does not purport to be a guide to GST; it is a guide to processing GST within RM Finance. All examples and screen shots shown throughout this manual are for illustrative purposes only and in no way do they interpret the GST legislation. If more information is required on GST, schools should contact either the Senior Finance Consultant (Schools) or the ATO depending on the type of information required.

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RM Finance Manual

Getting Started

2

2 Getting Started

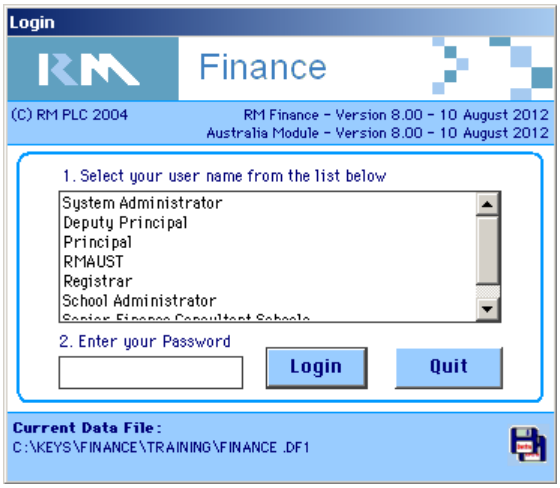
2.1 Installation of RM Finance Software

Before using the RM Finance package, the software will have been installed on the system. In most cases the RM Finance software is stored on the hard drive of each individual workstation. The school's data file (which needs to be shared by all users) will reside on the server.

2.2 Starting Up

To start the RM Finance program:

- Double click the RM Finance icon on the desktop. If the data file has been linked to the RM Finance software the following login screen is displayed:



Note: The version numbers and dates displayed on this screen will be that of the current release to schools and may be different from the above illustration.

Users can now log in to the system - please go to Section 2.4 'Logging In' for details.

Change Data File

Note: If the user wishes to change to a different data file before logging in click the Change Data File icon as displayed above. This displays the Change data file screen as illustrated in the following section. It should not be necessary for WA Department of Education schools to use this feature. Refer to Section 21 'Changing the Datafile' for further information.

Current Data File

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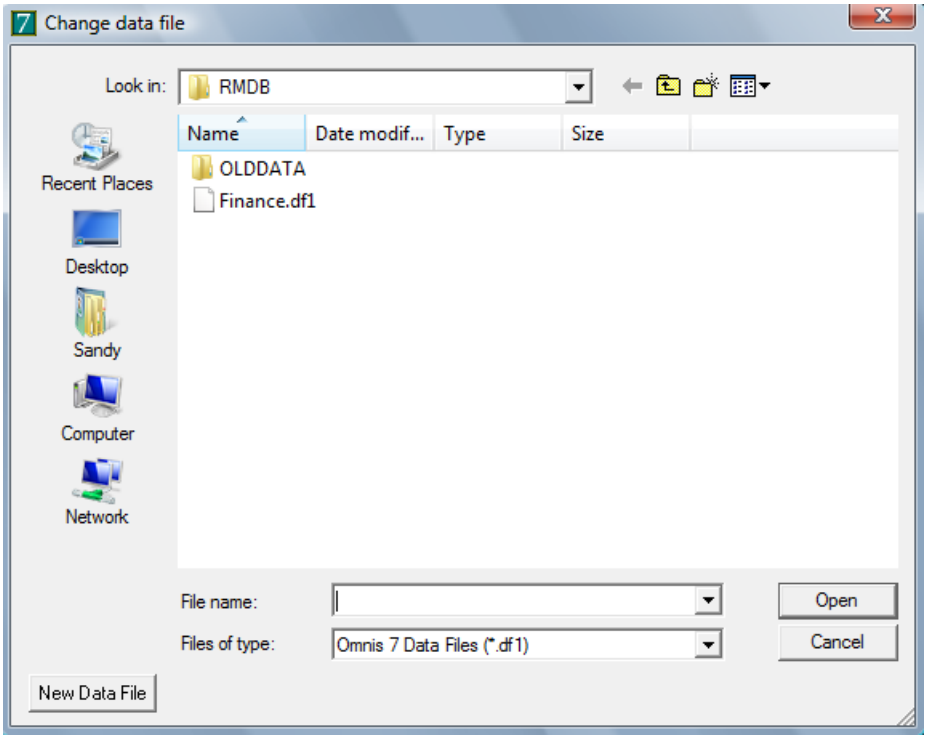
The location and file name of the current datafile is displayed on the Login screen.

2.3 Selecting the Data File

If the data file has not previously been linked to RM Finance the Change data file screen is displayed:



Users will need to navigate to the correct drive, folder and file. Generally this is as follows:

K:\RMDB\Finance.df1	Where
K:\	K: Drive on server
RMDB	RMDB folder
Finance.df1	RM Finance data file

- Once the correct file has been located, double click the filename.

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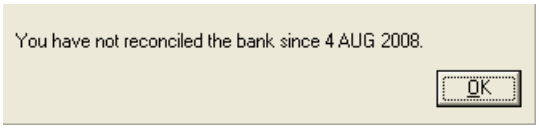
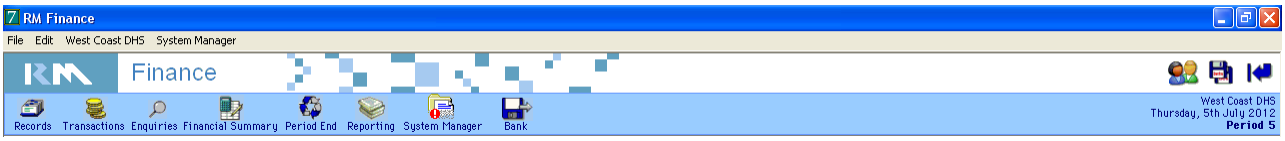
2.4 Logging In

Perform the following steps the first time logging in to RM Finance.

- Click **School Administrator** from the registered users list.
- Enter '**keys'** (without the quotation marks) in the **Password** field.
- Click **Login** or press **<Enter>.** A message may be displayed depending on when the last Bank Reconciliation was carried out:



- Click **OK** to acknowledge receipt of the message. The main screen of RM Finance is then displayed with the following located at the top of the screen:

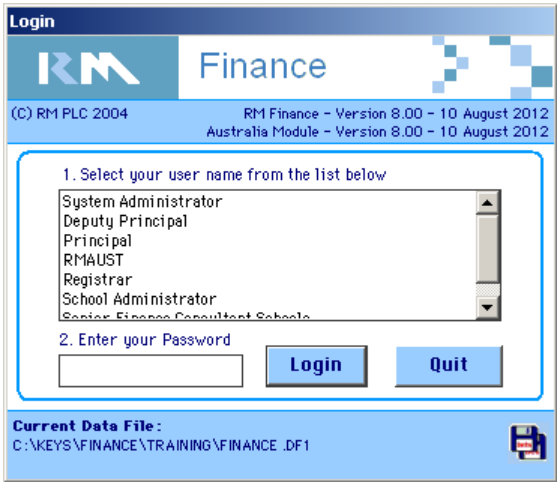


Each section of the RM Finance module (eg. Records, Transactions, etc.) is documented in a separate section of this manual.

The following additional icons are available from this window.

Change User

Selecting this option will log the current user out of RM Finance and display the login screen where an alternative user name can be selected.



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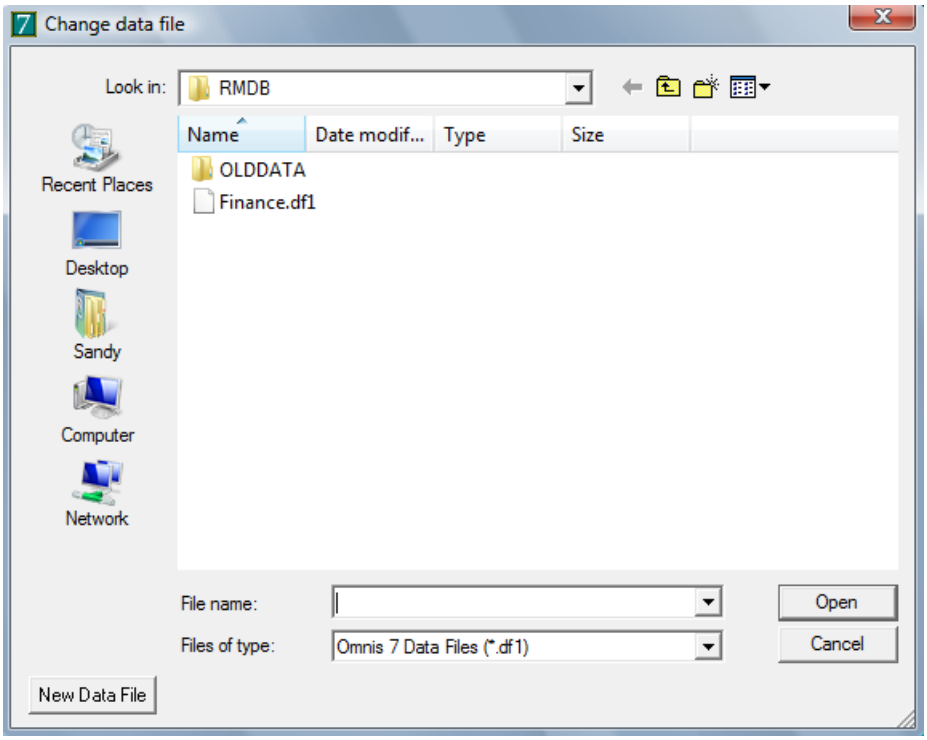
Note: The version numbers and dates displayed on this screen will be that of the current release to schools and may be different from the above illustration.

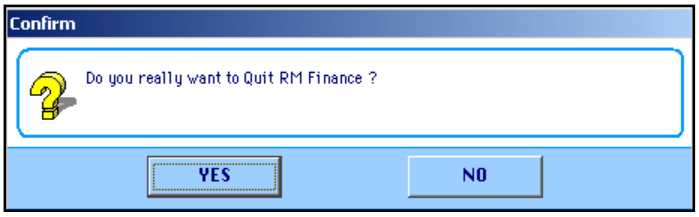
Change Datafile

Selecting this option displays the Change data file screen from where a different datafile may be chosen. Refer to Section 21 'Changing the Datafile' for further information.



Quit RM Finance

Selecting this option displays the following confirmation message; the user can then exit the RM Finance application.



If enabled the Safe Backup for the logged in user the Safe Back up window will open. A user may back up at this point or exit. Refer to 'Backing up the DataFile' Section 20 for more information.

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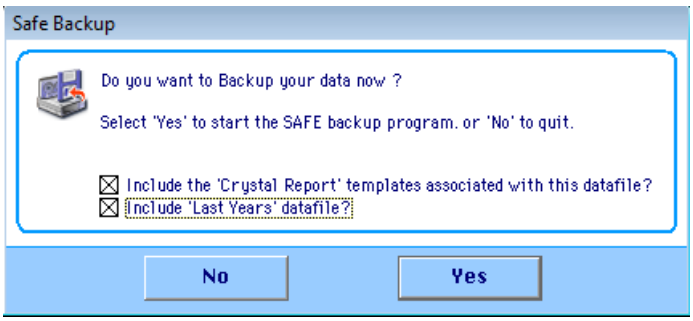


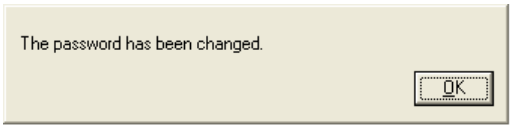
The following information is also displayed in the main window of RM Finance.

School Name – As entered in System Manager > Organisation Details > Organisation.
Today's Date – Taken from the system date at the workstation.
Period – Current period of this RM Finance datafile.

2.4.1 Changing the Password for the First Time

After logging on for the first time it is important to change the password immediately by performing the following steps:

- Click the **File** Menu.
- Click the **Change Password** option. The Change Password screen is displayed.
- Enter **keys.**
- Click **OK** or press **<Enter>.**
- Enter the new password.
- Click **OK** or press **<Enter>.**
- Enter the new password again.
- Click **OK** or press **<Enter>.** The following message is displayed when the password has been changed:



- Click **OK** or press **<Enter>.**

Note: For security purposes it is extremely important that this password is changed immediately. The system will allow three attempts to log on successfully. If this number is exceeded RM Finance displays a message informing the user that there have been three unsuccessful log in attempts. Double-click the RM Finance icon to try again.

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RM Finance Manual

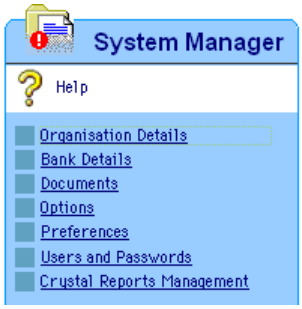
System Manager

3

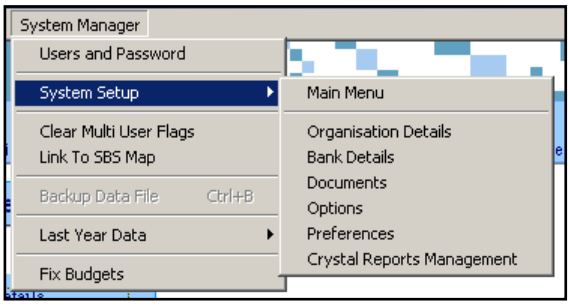
3 System Manager

Generally only one person in a school is allocated system manager's access rights. This will usually be the registrar.

If the currently logged in user has been allocated these access rights System Manager is available from the toolbar via the icon. Clicking System Manager displays the following menu:



The System Manager menu is also displayed at the top of the screen from the menu bar:



Access to System Manager allows the logged in user to access areas of the software that enable the user to perform certain tasks that will allow other users to use the system, and allow the logged in user to determine certain system settings. These include creating user accounts, entering bank details and setting options.

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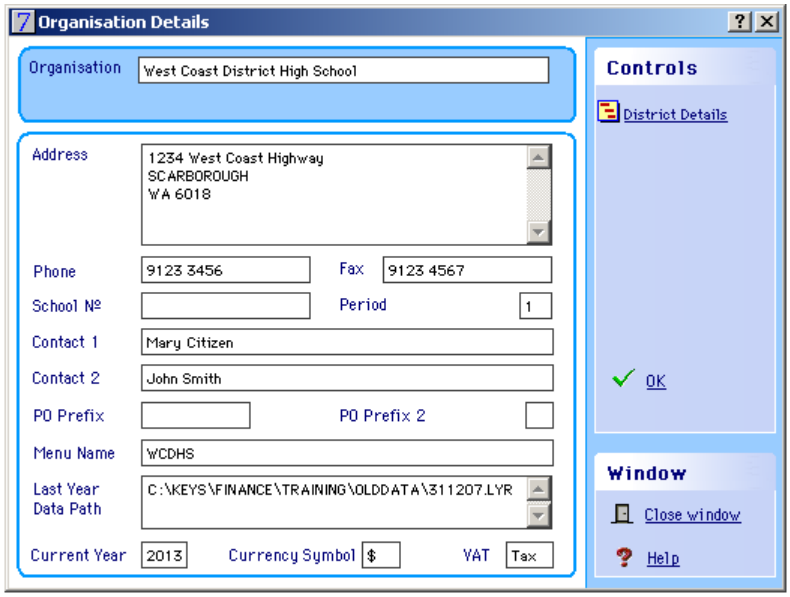
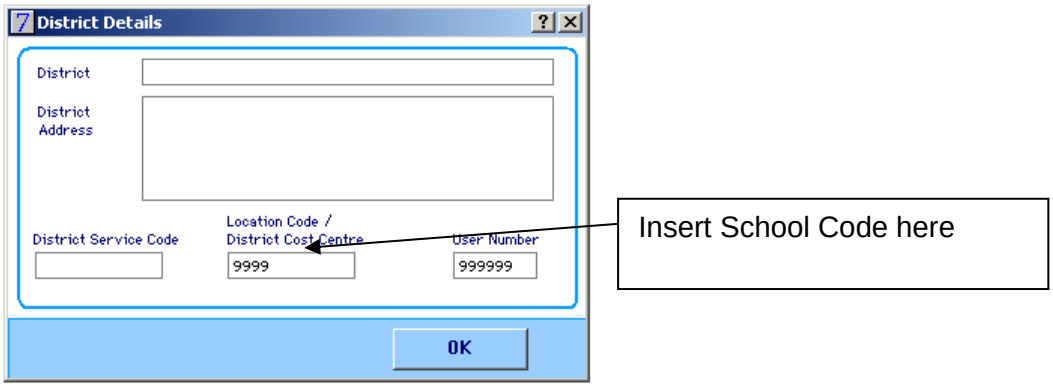
3.1 Organisation Details: Setting Up School Details

- Click the **System Manager** menu.
- Choose **System Setup.**
- Click the Organisation Details button. The system displays the Organisation Details screen:



- Move between the fields using **<Tab>** entering the appropriate details.
- Click District Details. The following is displayed:



- Move between the fields using **<Tab>** entering the appropriate details. In the Location Code field enter the school's code. This is a mandatory field and is required for FREDA reports.
- In the User Number field enter a user number issued by the bank holding the account held by the school. This is only necessary if using the Electronic Funds Transfer and/or Automatic Bank Reconciliation facilities. See Section 17 ' Electronic Funds Transfer Set-up and Use' and Section 18 ' Bank Reconciliation Set-up & Use' for detailed information on these functions.

- Click **OK.**
- Click **OK.**

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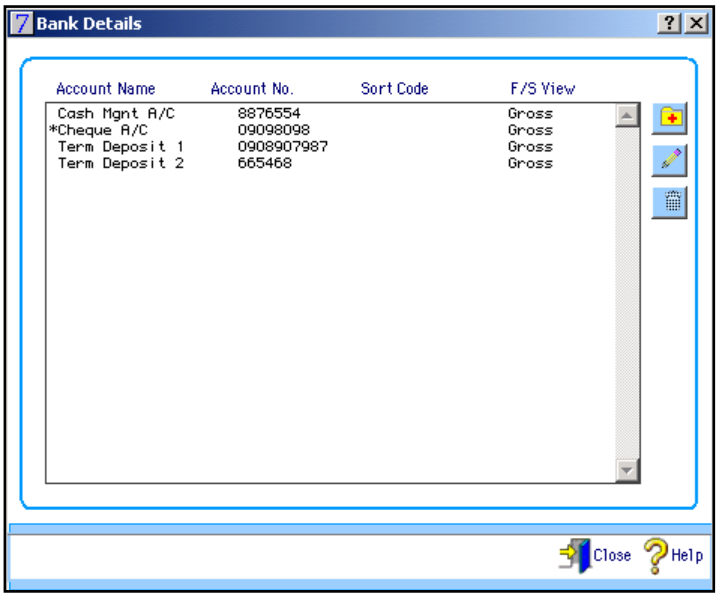
Note: If a user number is not issued DOEWA schools may enter 999999.

3.2 Bank Account Details Set-up

The bank details option allows the school to set the account names and numbers for as many bank accounts as required. One of these bank accounts can be labelled as the 'default' bank account.

For WA Department of Education schools, each bank account must have an **identifier**. This is used for FREDA reporting.

- Click the **System Manager** icon.
- Click the **Bank Details** button. The system displays the Bank Details screen.



Each bank account can have the following information attached to it:

3.2.1 Account Name

Name of the bank account. This is determined by the user and must be entered.

3.2.2 Account No.

The bank account number. It is highly recommended that this is entered.

3.2.3 Sort Code

A sort code can be attached to the bank account if required. (Not necessary for WA Department of Education schools.)

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3.2.4 Identifier

This is an important field for WA schools. Each bank account must have an identifier (either 1, 2 or 3) to specify the type of account. This is used for FREDA reporting. The identifiers have the following meanings.

Identifier	Meaning
1	Cheque Account (Main operating account)
2	Investment/Term Deposit Account
3	Building, Library or Gift Fund Account

There should only be one bank account tagged with 1. As many accounts as necessary (but not more than 13) can be tagged with 2. If the school has a Building Fund, a Library Fund and/or Gift Fund then these accounts must be tagged with 3.

3.2.5 Financial Summary View

The user can choose whether the financial summary figures displayed are inclusive of tax (Gross) or not (Nett).

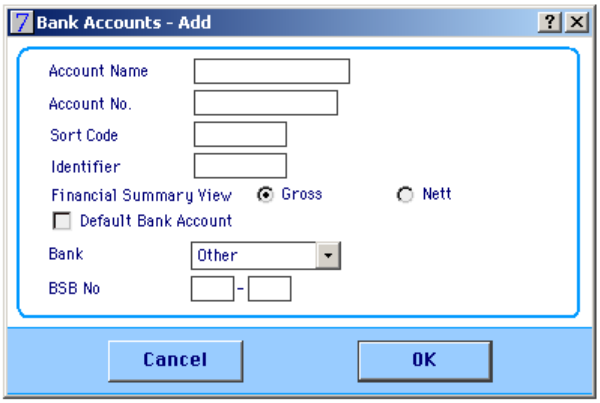
Note: This must be selected when the bank account is created and once transactions have been entered against this account the selection cannot be changed. WA schools should choose the Gross view.

3.2.6 Default Bank Account

One bank account may be labelled as the default bank account. For WA schools this should be the main operating account. See Section 3.2.9 for details.

3.2.7 Adding a New Bank Account

- Click the Add button . The Add Bank Account screen is displayed:



- Enter the Account Name, Account No. and Identifier.
- Select the Financial Summary View.
- Check the Default Bank Account, if appropriate.
- Select the bank from the drop-down list, as follows:

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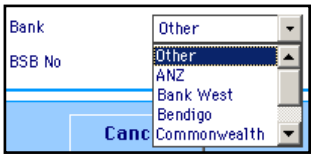
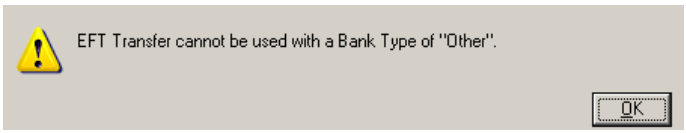


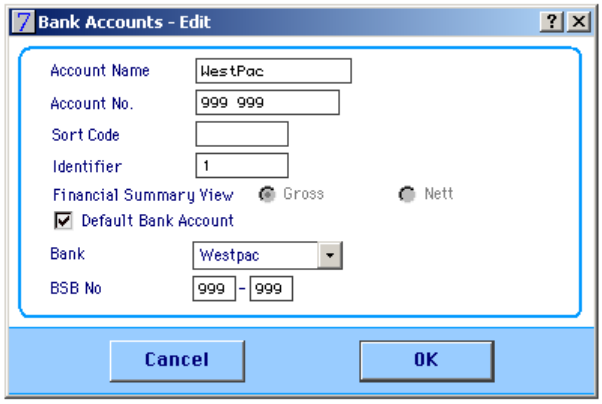
Note: If 'Other' is selected as the bank, and 'Enable EFT/BPAY' has been selected via System Manager > Options > Paths, the following message is displayed:



- Enter the bank's BSB, which is necessary if the school wishes to utilise EFT/BPAY functionality. See Section 17 ' Electronic Funds Transfer Set-up and Use' and Section 18 ' Bank Reconciliation Set-up & Use' for detailed information on this functionality.
- Click **OK** to save.

3.2.8 Editing Account Details

- Click the Account to edit.
- Click Edit . The Edit Bank Account screen is displayed:



- Edit the details as required. The Identifier is a mandatory field.
- Click **OK** to save.

3.2.9 The Default Bank Account

Having an account labelled as the default bank account can save time when entering transactions into RM Finance. If there is one particular bank account that is used for processing above all others, then this account should be marked as the default account. This means that when asked for the bank account to select, the bank account when processing income and expenditure transactions, the default bank account is automatically marked for selection. Clicking on OK will then select this account. Note that the selected account can be changed before clicking on OK if required.

In the example below, where the user is entering an Expenditure transaction, the default account is marked with an asterisk and is selected when **OK** is clicked to enter the transaction into the system:

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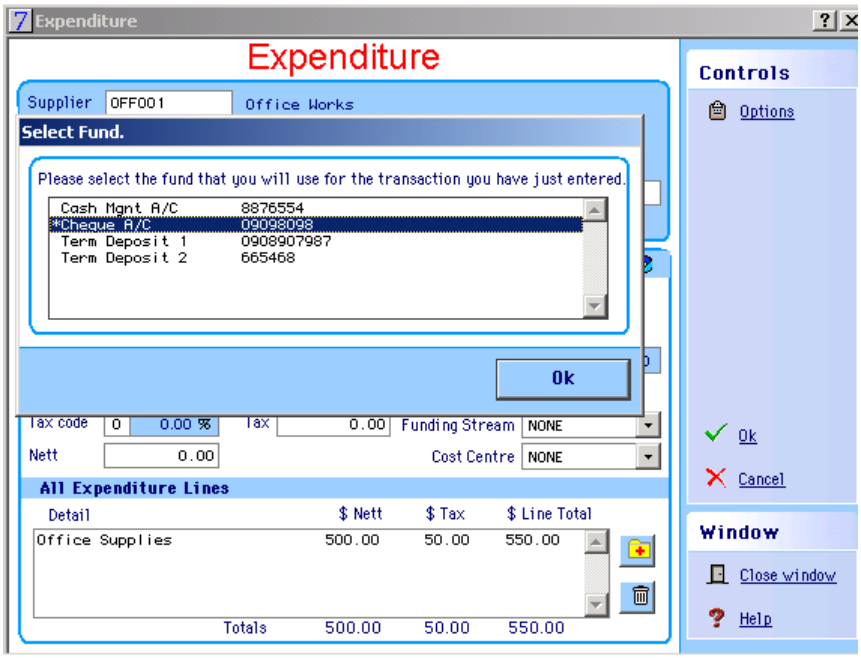
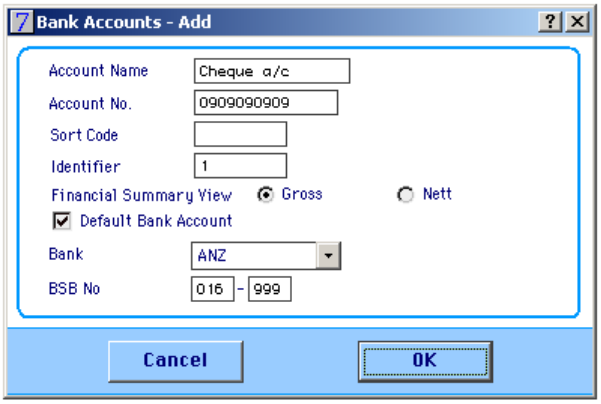


If the school does not have a default account, then the user is required to select a bank account each time they enter a bank related transaction.

3.2.10 Setting the Default Bank Account

- Click the account to set as the default.
- Click Edit .
- Click the **Default Bank Account** tick box.



- Click **OK** to save. The selected account is now marked as the default. An asterisk (*) is displayed next to the default bank account whenever the bank accounts are displayed in RM Finance.

Note: If another account has previously been set as the default account, the default setting is automatically removed from this account when an alternative account is marked as the default.

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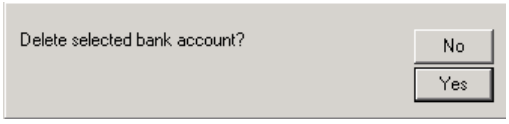
IMPORTANT
WA Department of Education schools should have their main operating account (cheque account) marked as the default bank account.

3.2.11 Deleting a Bank Account

- Click the account to be deleted.
- Click the delete button . If it is possible for the system to delete this bank account, the following message is displayed:



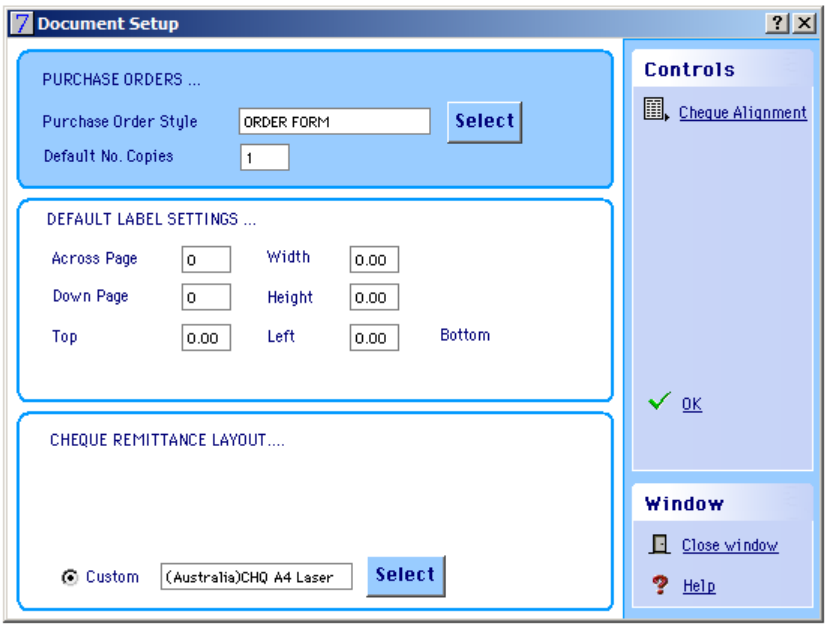
- Click **Yes** to delete the account.

Note: Bank accounts cannot be deleted if they have transactions against them.

3.3 Documents

The Documents section allows the user to define the style of documents.

- Click the **System Manager** menu.
- Click **Documents**. The system displays the Documents screen:



3.3.1 Order Form

Clicking on the **Select** button allows the user to choose the style of purchase order form from a number of layouts. The correct choice for Western Australian schools is **Order Form**. The default number of copies to be printed can also be set.

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3.3.2 Default Label Settings

This section is also where the user can specify the size of labels, if the school wishes to print address labels for suppliers (all measurements should be specified in centimetres).

3.3.3 Cheque Remittance Layout

RM Finance supports a number of different cheque layouts. The correct choice for Western Australian schools is the custom setting of **(Australia) CHQ A4 Laser**. Before printing cheques the school may need to do a test print to ensure that the pre-printed cheques match the layout. This cannot be done from this section. Refer to Section 10.13 'Cheque Layout' for further information.

3.3.4 Cheque Alignment

Should Cheque print settings require adjusting refer to section 10.13 Cheque Layout

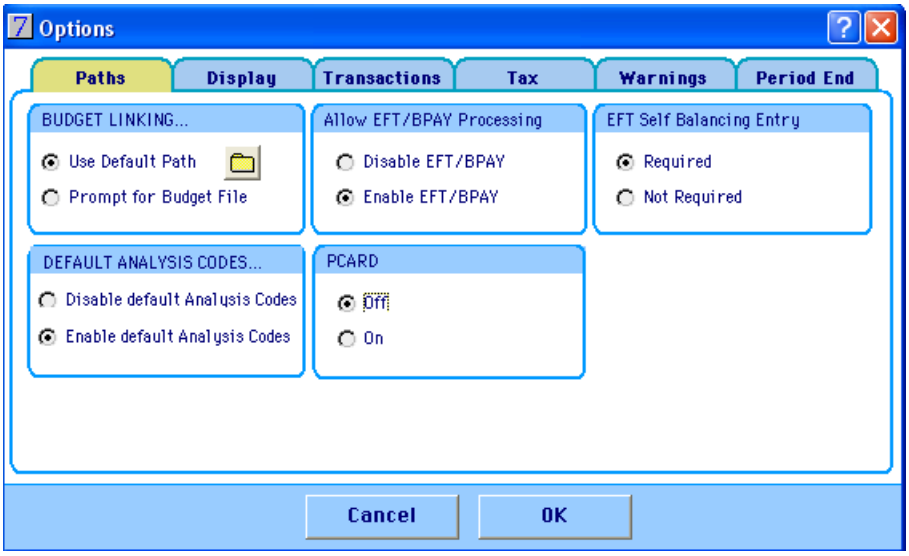
Note: This option is not applicable to WA Department of Education schools. It cannot be used in conjunction with the Australian Cheque Layout.

- Click **OK** to save the settings

3.4 Options

- Click the **System Manager** icon.
- Click **Options.** RM Finance displays the Options screen. The following screen shots show the suggested settings for Department of Education schools.

3.4.1 Paths



3.4.2 Budget Linking Options

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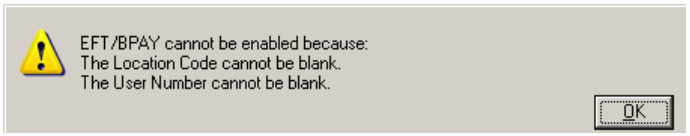
This is for use with the RMMS budgeting module and the **Use Default Path** should be selected.

3.4.3 Allow EFT/BPAY Processing

If this option is checked and the School's Location Code and User Number have not been entered the following is displayed:



- Enter this information via System Manager > Organisation Details > District Details.

3.4.4 EFT Self Balancing Entry

Select the option for whether this is required or not required. This is a required option for some banks such as the Commonwealth Bank.

3.4.5 Default Analysis Codes

The Budget and Analysis codes have been linked in such a way that when the user enters the budget code for a transaction, a default analysis code is displayed in the analysis code field. This setting is enabled by default.

3.4.6 PCARD

When this option is set to 'On', schools have the ability to import a file downloaded from the ANZ Bank's Expense Manager application into RM Finance. This will allow the details of Purchasing Card transactions which have been entered on-line to be transferred to RM Finance directly.

When the button is set to 'Off' the Purchasing Card functionality is disabled.

See section 19 on page 19-2 for further details on PCARD processing.

3.4.7 Display

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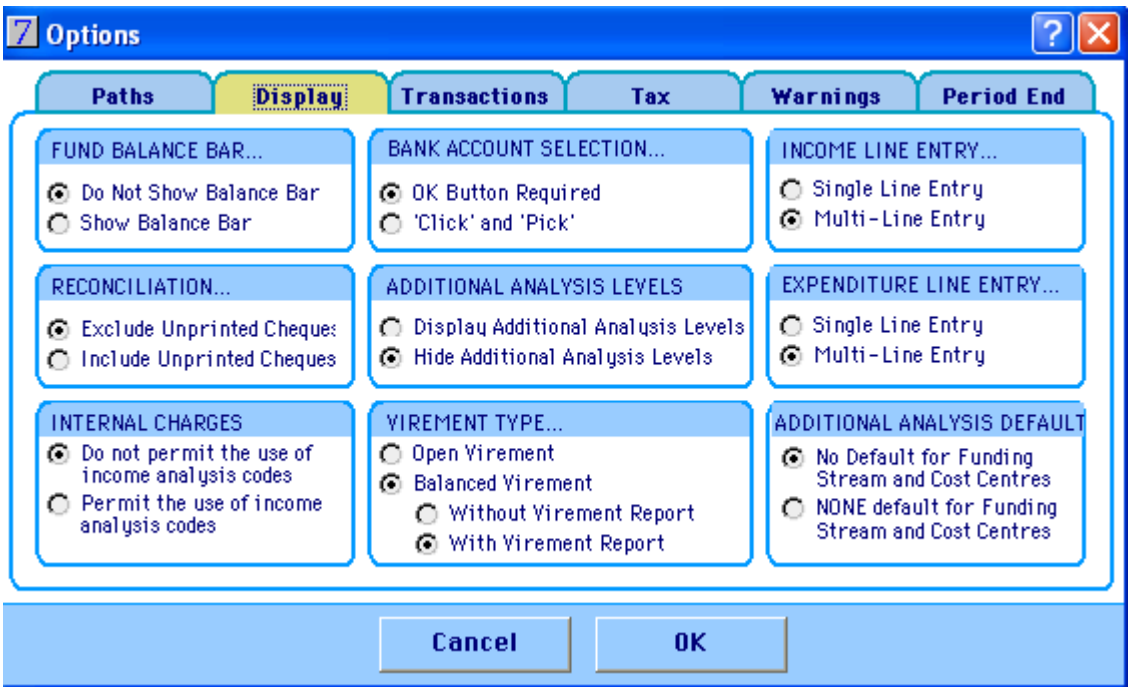

3.4.8 Fund Balance Bar

If this option is turned on then the system displays the current balance of all bank accounts alongside the processing screen when processing income or expenditure transactions. WA Department of Education schools should select **Do Not Show Balance Bar**.

3.4.9 Reconciliation

This allows the user to specify whether to include un-printed cheques on the reconciliation screen. WA Department of Education schools should select **Exclude Unprinted Cheques**.

3.4.10 Internal Charges

This option allows the user to specify whether income type analysis codes can be used in the Internal Charges screen. The recommended setting for WA Department of Education schools is "**Do not permit the use of income analysis codes**.'

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3.4.11 Bank Account Selection

If set to "**Click and Pick**", the user does not have to click the **OK** button after selecting a different account during transaction entry. It is, however, safer to select **OK Button Required.**

3.4.12 Additional Analysis Levels

The user has the choice whether or not to display the additional analysis levels (Funding Stream and Cost Centre) throughout RM Finance. If these are not displayed, then they will not appear on any of the processing screens, and therefore cannot be used. This function is not used in WA DOE schools.

3.4.13 Virement Type

WA Department of Education schools should operate with a Balanced Virement, and print a Virement Report giving a summary of the virement on completion of the transaction.

3.4.14 Income Line Entry

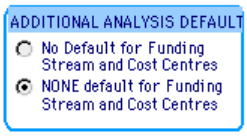
If Multi-Line entry is selected, the user may split one income transaction amongst a number of different budget codes. Each split line can have its own amount, analysis and budget codes, detail, receipt number and tax code. The header record will contain the income source, total amount and reference. It is recommended that WA Department of Education schools select this option.

3.4.15 Expenditure Line Entry

If Multi-Line entry is selected, the user may split one expenditure transaction amongst a number of different budget codes. Each split line can have its own amount, analysis and budget codes, detail, invoice number and tax code. The header record will contain the supplier, total amount and cheque number. It is recommended that WA Department of Education schools select this option.

3.4.16 Additional Analysis Default

Note: This Function is not used in DOEWA schools



The first option allows the user to set 'No Default' values for Cost Centres and Funding Streams in transaction entry windows. The user is then required to enter Cost Centre and Funding Stream information.

The second option allows the user to set 'None' as the default values for Cost Centres and Funding Streams in transaction entry windows. The word 'None' is displayed in these fields, as in the following:

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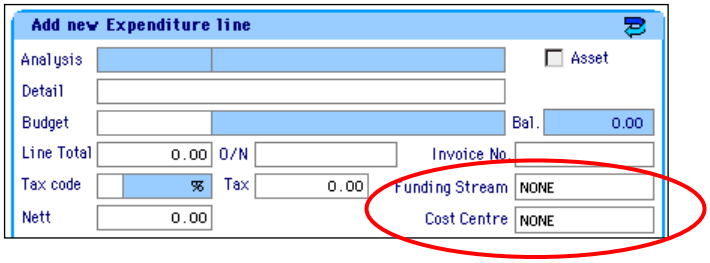
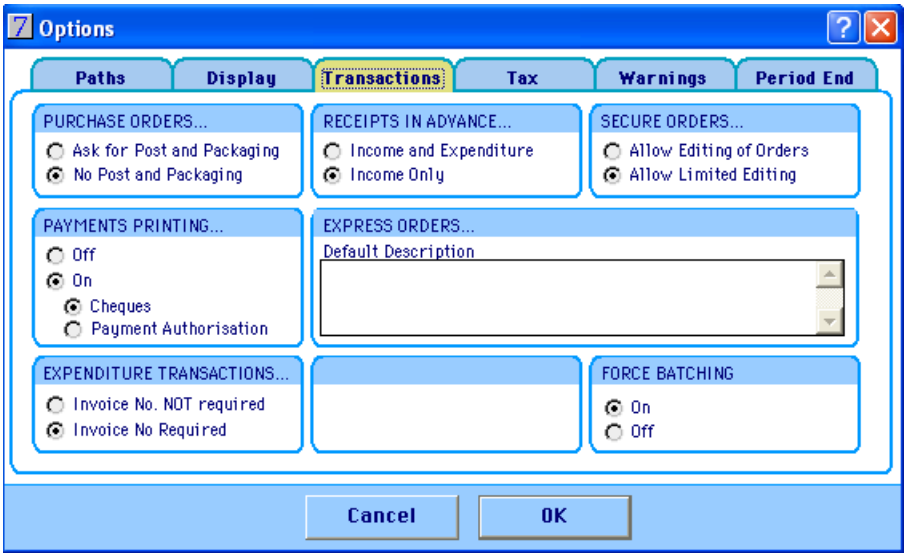


3.4.17 Transactions



3.4.18 Purchase Order Options

Note: This Function is not used in DOEWA schools

These options specify as to whether the system will prompt for Post & Packaging. Post and Packaging can still be added to the purchase order even if it is turned off here as the default.

3.4.19 Payments Printing

Note: This Function is not used in DOEWA schools

If the school wishes to print cheques from the system set Payments Printing to **On** and select Cheques. Do not select Payments Authorisation as this is specific to the UK .

3.4.20 Expenditure Transactions

It is possible to make the invoice field mandatory when entering expenditure transactions. WA Department of Education schools should have **Invoice No Required** selected.

3.4.21 Receipts in Advance Options

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Note: This Function is not used in DOEWA schools

WA Department of Education schools do not use Receipts in Advance. However, it should be set to **Income Only**.

3.4.22 Express Orders

Note: This Function is not used in DOEWA schools

This option allows the user to enter a default message which is displayed when an Express Order is entered. WA Department of Education schools do not currently use purchase orders, so this window can be left blank.

3.4.23 Secure Orders

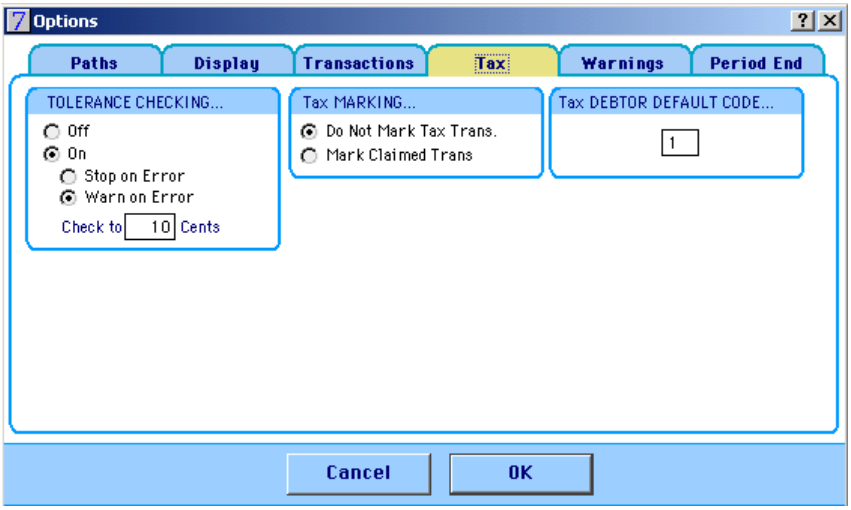
Note: This Function is not used in DOEWA schools

This option controls how editing of orders may be processed.

3.4.24 Force Batching

If this option is on, then batching is automatically turned on when the user enters a transaction processing screen in which entries can be batched. WA Department of Education schools should have this option set to **On**.

3.4.25 Tax



3.4.26 Tolerance Checking

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If this option is turned on, then a message is received if the value of the tax field is greater than the standard amount of tax (i.e. 10%) by the limit entered above when processing transactions. WA Department of Education schools should have this option **on**. **Warn on Error** should be selected and **Check to 10** cents entered.

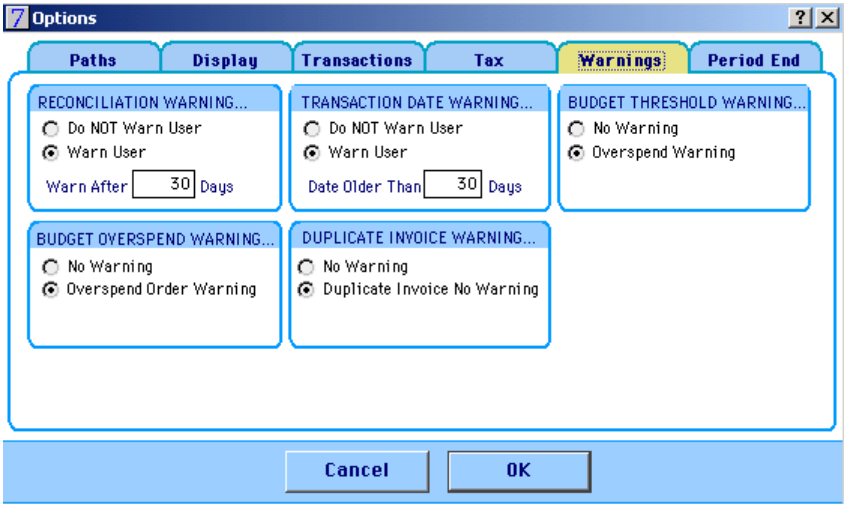
3.4.27 Tax Marking

This option is not applicable to Australian schools. It should be set to **Do Not Mark Tax Trans**.

3.4.28 Tax Debtor Default Code

This option is not applicable to Australian schools. It should be set to 1.

3.4.29 Warnings



3.4.30 Reconciliation Warning

This should be set to **Warn User after 30 days**. A message regarding reconciliation will then appear when logging on if the 30 day warning period has expired as a reminder of the last date when a reconciliation was performed.

3.4.31 Budget Overspend Warning

This allows the school to indicate whether they want to be warned if an allocated budget has been over spent. WA Department of Education schools should select **Overspend Order Warning.**

3.4.32 Transaction Date Warning

This allows the school to specify whether or not to warn users if a transaction being entered is older than the system date by the specified number of days. WA Department of Education schools should select **Warn User** and **Date Older than 30 days** should be entered.

3.4.33 Duplicate Invoice Warning

If this option is set, then a warning message is displayed if the same invoice number is entered more than once for the same supplier. WA Department of Education schools should have **Duplicate Invoice Number Warning** set on.

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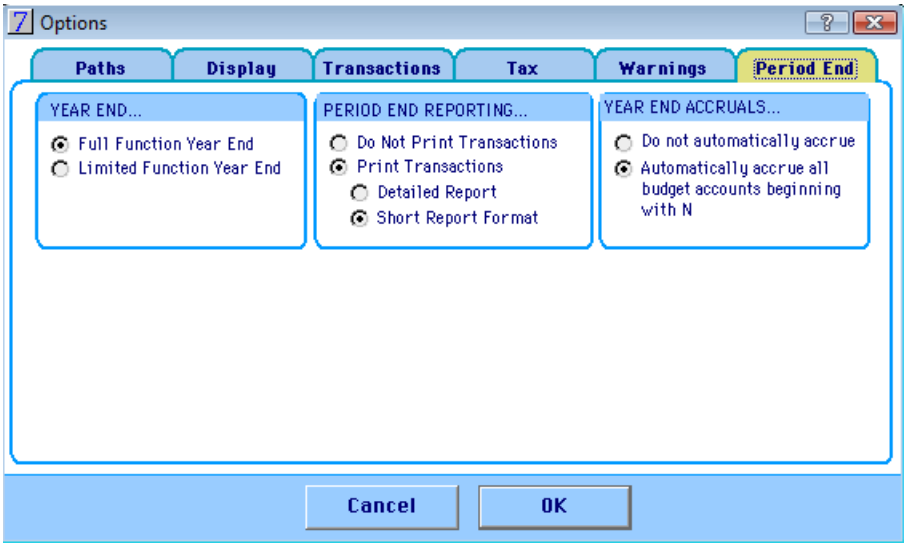
3.4.34 Budget Threshold Warning

This allows the user to indicate whether they want to be warned if a certain budget threshold has been reached (i.e. % of budget) as set by the user. WA Department of Education schools should select **Overspend Warning.**

3.4.35 Period End



3.4.36 Year End

WA Department of Education schools should select Full Function Year End. The differences are as follows:

Full Function Year End

Leaves all the current processing at year-end intact, commitments are carried through to the New Year. Last Year's data is closed on Year End Roll Over and is available for reporting purposes only.

Limited Function Year End

Note: This Function is not used in DOEWA schools

Selecting this option forces the system to display a further two radio buttons. Selecting either of these options will force the system to create an empty data file in the New Year with only commitments carried forward (no balances or un-reconciled transactions). Where an order is part-paid and there is some remaining commitment, a copy of the whole order is taken into the New Year for information, but only the outstanding commitment is registered in the New Year.

- **Allow Prior Year Transactions** - This option will allow continued processing in the old year. The school is able to enter only orders in the New Year up until the commencement of the year. Thereafter all transaction processing is available. The reason for this is that in accounting terms, actual figures (invoices, expenditure items etc.) may only be posted in arrears, so cannot be entered into the New Year until the date of processing falls after the start.

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- **Prior Look Only** - Selection of this option will create an empty data file as previously described, but will effectively close Year 1 and will allow only enquiries and reporting functions. If the user does not select this function they are able to close the year as normal.

Notes: Any transaction posting in the old year will have no carry forward effect in the New Year.

Opening balances for the New Year will have to be reviewed and updated until the old year has been closed.

3.4.37 Period End Reporting

Select whether or not users are forced to print transactions (i.e. transaction log) when performing a period end. WA Department of Education schools should select **Print Transactions.**

3.4.38 Do Not Print Transactions

If this option is selected the 'Transactions not yet printed' report will not be printed before rolling into the new period.

3.4.39 Print Transactions

If Print Transactions is selected there is a choice of either a detailed report (8 lines per transaction and all information displayed), or a Short Report Format (one line per transaction). Short Report Format should be selected for WA schools. The 'Transactions not yet printed' report will be printed before rolling into the new period.

3.4.40 Year End Accruals

This option allows the user to select whether or not any budget account balances should be automatically accrued (carried forward into the new year) at year end. WA Department of Education Schools should select **Automatically accrue**.

3.4.41 Do not automatically accrue

If this option is selected no automatic accruals will be posted. The balances of all budget accounts will be reset to zero for the new year when year end is performed (unless accrual transactions are entered manually by the user).

3.4.42 Automatically accrue all budget accounts beginning with ..

This setting allows the user to nominate a range of budget accounts for which the current balances will be automatically carried forward into the new year. The user is able to nominate a range of accounts which begin with a single character for automatic accruals. This single character can be set within the software in Reporting > Custom > Reporting Parameters (see section 10.11 on page 10-14 for further information).

For WA schools the character will be set to 'N'.

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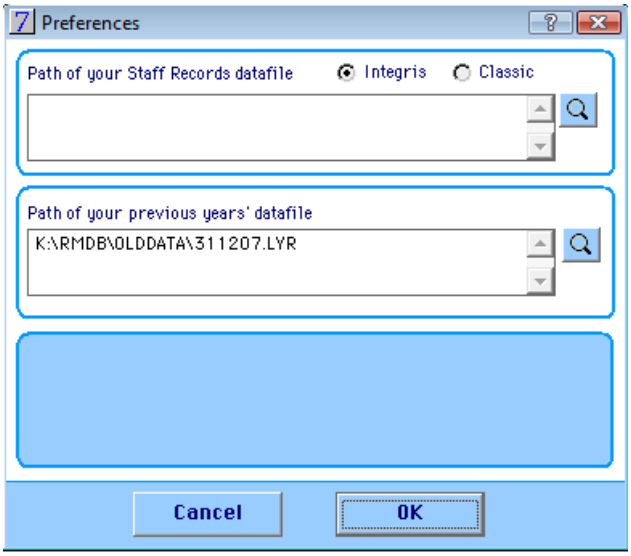
This means that, on performing the year end process, the balances of all ‘N’ accounts will automatically be retained and carried forward into the new year, without the need for the user to create manual accrual transactions.

Note: The above options are preset in the school’s data file and should not be changed by users unless notified by the WA Department of Education.

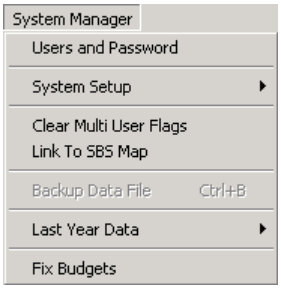
3.5 Preferences

The Preferences menu allows the user to specify where the Staff Records data file (not applicable to WA Department of Education schools) and last year’s RM Finance data file are located.



3.5.1 Further System Manager Options

The screenshot below shows further functions that are available via the System Manager menu from the menu bar:



3.5.2 Clear Multi-user Flags

This option would normally be used following consultation with RMA Technical Support.

3.5.3 Link to SBS Map

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This section is for use with the RMMS Budgeting System and is not applicable to DOEWA schools.

3.5.4 Last Year's Data

This option allows the user to change to last year's data file. See Section 16.7 'Using Last Year's Data' for further information.

3.5.5 Fix Budgets

This facility allows the user to take snap-shots of budgets at significant points in the year and analyse the data via the Comparative Budget Report. When this routine is performed the system copies the Current Budget figures at this point in time to be the Fixed Budget figures.

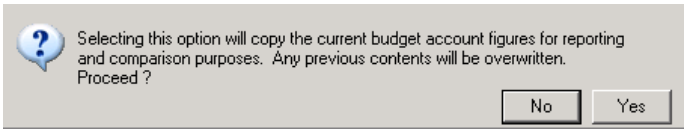
Other reports will also offer the choice of reporting against the fixed budget or the current budget.

Note: Budgets would probably be fixed once the annual budgets have been set at the beginning of the year. Do not refix budgets during the year.

3.5.5.1 Fixing Budgets

Once the school has decided on the Budget Accounts for the year, the Budgets can be fixed.

- Click **System Manager.**
- Choose **Fix Budgets.** The system displays a message warning that if proceeding the last snap-shot taken with the new data will be overwritten:



- Click **Yes.** The system will record the data and return the user to the main RM Finance screen.

The following reports can now be run to display either the current budget, the fixed (snapshot) budgets, or both budgets combined:

- List of Budget Accounts.
- Budget vs. Actual vs. Committed.
- Budget Profiles.
- Comparative Budget Report.

3.6 Users and Passwords

This option allows the logged in user to set up new users, create and change their passwords and determine which areas of the software they are permitted to access.

3.6.1 Setting Up a New User

- Click the **System Manager** Menu.
- Click the **Users and Password** option.

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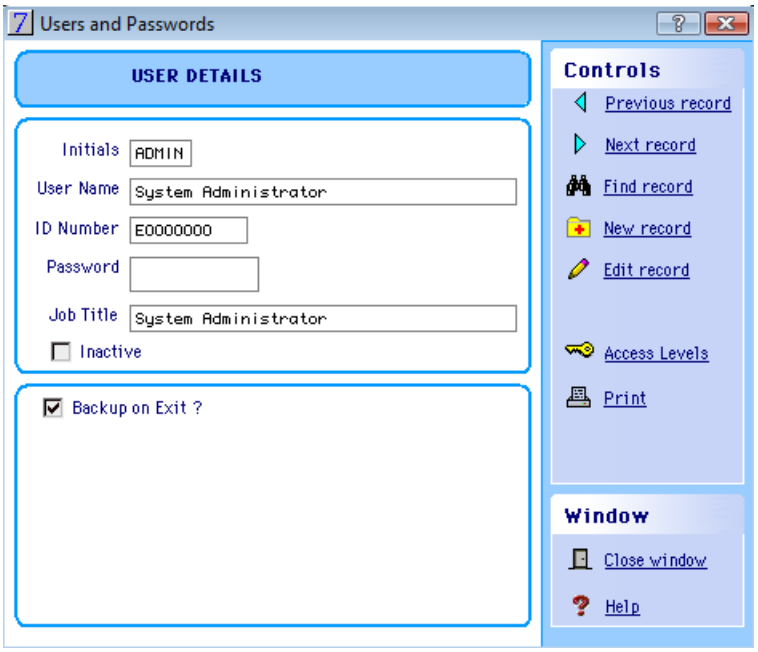
The system displays the Users and Passwords screen:



- Click New record.

The system clears any displayed information and the cursor flashes in the initials field.

- Enter the user's initials (up to 5 characters) then press **<Tab>.**
- Enter the user's name then press **<Tab>.**
- Enter the user's ID Number then press **<Tab>.**
- Enter the user's password then press **<Tab>.**

Note: The School Administrator can initially allocate a password for each user. The user can change this later if they wish to do so.

- Enter the user's job title.
- Do not click the 'Inactive' tick box (this will make a user inactive and they will not be able to log in).
- Click the **Backup on Exit** box if the user is to be prompted to backup the data each time he/she quits the system.

3.6.2 Setting User Access Rights

- Click Access Levels.

Note: The user needs to be in 'add' or 'edit' mode in order to set the access levels. If the settings cannot be changed in the Access Levels screen, click the Edit button and then try again.

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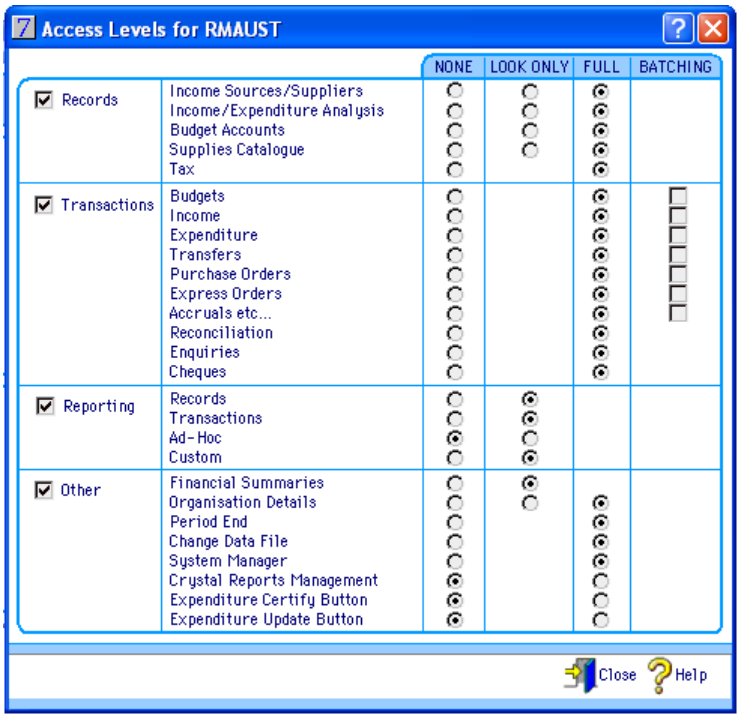
The system displays the Access Levels screen for this user:



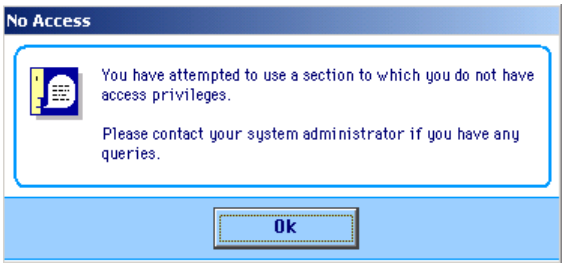
The four check boxes on the left hand side determine whether the user will have access to each of the main sections – Records, Transactions, Reporting and Other.

If the user is to access the Records section the Records box must first be checked, access can then be set to this area.

Access Rights: Records

The Records section has three levels of access: None, Look Only and Full. Clicking **None** will lock the user out of this section completely. Choosing **Look Only** will enable the user to view the information only. They are unable to add, edit or delete. **Full** allows access to all Records as listed.

If the user does not have rights to a particular section the following screen is displayed if the user tries to access that section.



Access Rights: Transactions

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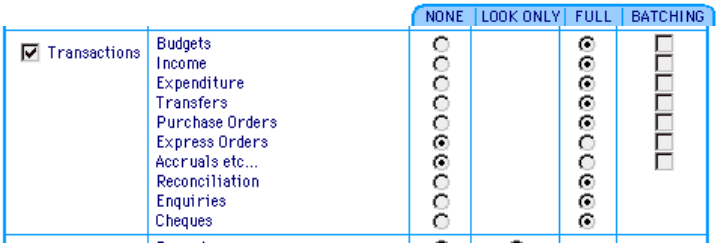


In the Transactions section another option - **Batching -** is available. If this box is checked, the user is able to enter transactions in a batch, but is unable to update/post the batch. This is useful if there is a staff member who is responsible for data entry only. Note that choosing full rights for these sections will include the ability to batch.

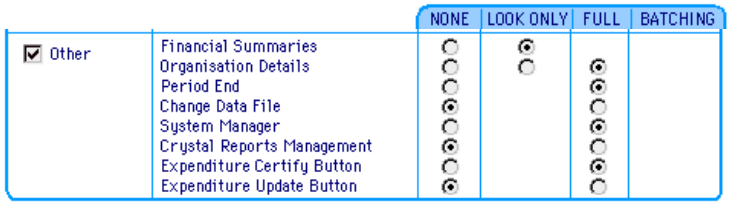
- Click the appropriate check boxes on the left to determine access to this section.

Access Rights: Reporting

The Records section includes access to the Ad-hoc section of Reporting where the Crystal Reports are accessed. The default setting here is None. The Custom section in Reporting is where the Australian Reporting Module reports are accessed.

- Click the appropriate check boxes on the left to determine access to this section.

Access Rights: Other



In this section access can be set for management of Crystal Reports. The Expenditure Certify Button (for EFT transactions only) and Expenditure Update Button are important for users who are responsible for updating batches. Apart from the Administrator, it is not possible for a user to have full access to both the Certify and Update buttons.

- Click the appropriate check boxes on the left to determine access to this section.

Note: Generally, users would not be allocated System Manager access rights.

When the data has been entered:

- Click

. The Users and Passwords screen is displayed.
- Click **OK** to save. This user will now be added to the list of users on the Login screen.

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3.6.3 Deleting User Records

User records cannot be deleted.

User records may be made ‘inactive’ in the case where a user will no longer be using the RM Finance system (see below).

3.6.4 Making User Records Inactive

If a user will no longer need to log in to RM Finance, their user record may be flagged as ‘inactive’. Users whose records have been made inactive will not appear on the login screen.

3.6.4.1 To make a user record ‘inactive’

- **Find** the user record
- Click Edit record
- **Tick** the ‘Inactive’ tick box’ Inactive
- Click OK to save

3.6.5 Printing User Records

A list of user records can be printed by clicking Print on the Users and Passwords screen.

A sample report is illustrated below.

RM Finance - West Coast District High School Page 1

User Records Report Printed Wednesday, 7 April 2010 @ 11:35 AM - Period 4 (33.3 %)
Data for 2010

Initials	User Name	ID Number	Job Title	Inactive
ADMIN	System Administrator	E0000000	System Administrator	
DFAO	DFAO		DFAO	Inactive
DPRIN	Deputy Principal		Deputy Principal	
PRIN	Principal		Principal	
REG	Registrar		Registrar	
RM	RMAUST		RM ADMIN	
SCHAD	School Administrator		School Administrator	
SFCS	Senior Finance Consultant Schools	E0000001	Senior Finance Consultant Schools	
SM	Susan Murray	E0000011	School Officer	

Total number of records = 9

System Manager > Users and Passwords > Print

3.7 Crystal Reports Management

The Crystal Reports Management functionality enables users to register and organise Crystal Reports, also known as ad-hoc reports.

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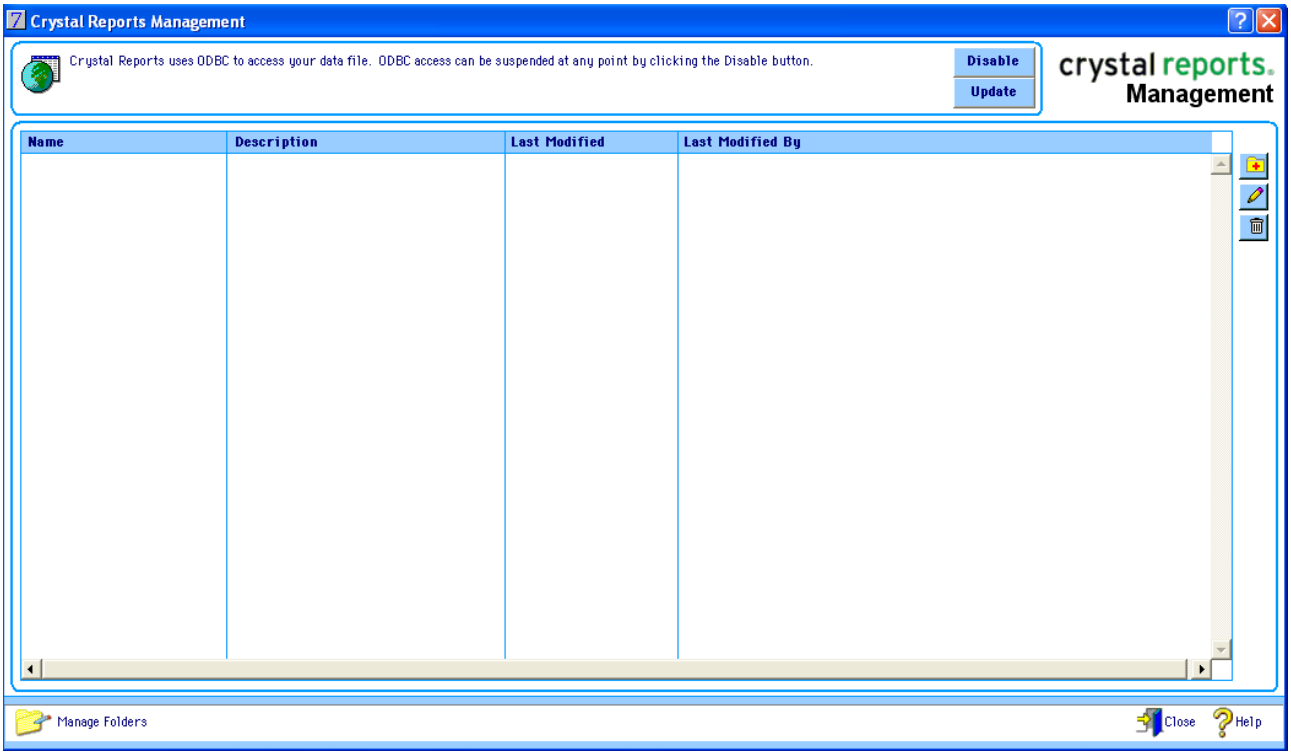
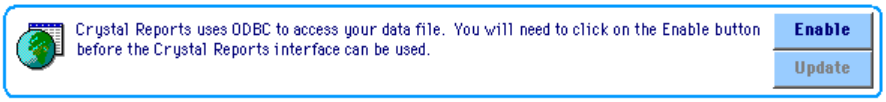
- Click Crystal Reports Management. The following is displayed:



3.7.1 Enable/Disable ODBC Access

Crystal Reports accesses the RM Finance data file through an ODBC driver. By default RM Finance data files do not allow access to its data via ODBC, therefore it is necessary to Enable ODBC access before the crystal reports interface is fully functional.



- Click **Enable**.

Once enabled, ODBC access can be suspended at any point, by clicking on the 'Disable' button, or updated using the 'Update' button:

3.7.2 Registering a Crystal Report

Crystal reports must be registered before they are accessible to users of RM Finance.

- Click to the right of the current reports list on the Crystal Reports Management window. The following is displayed:

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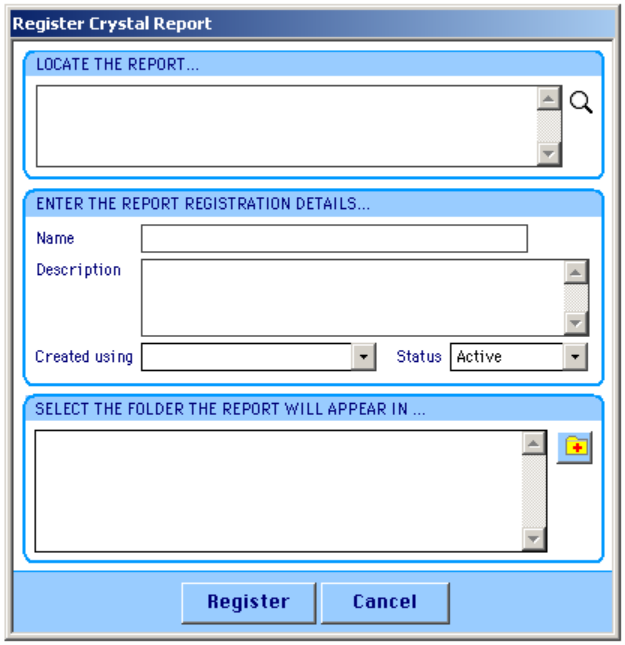
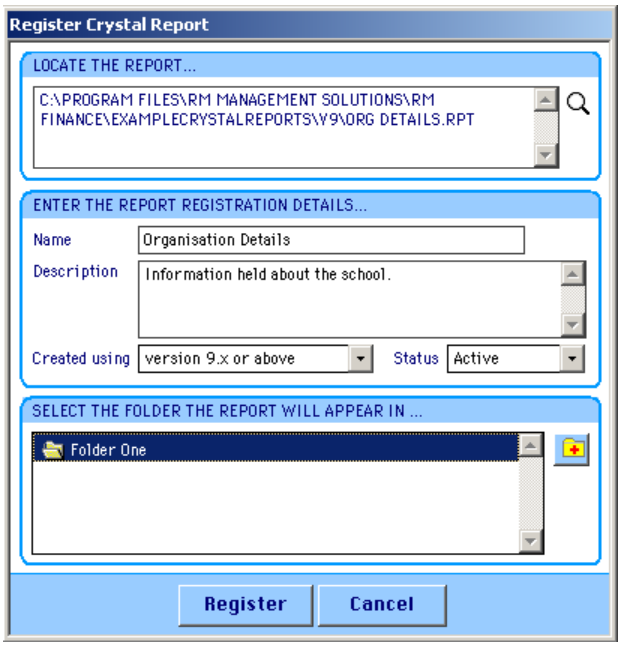
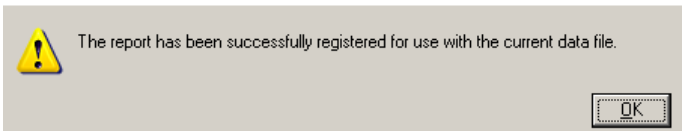


Enter data for the report, similar to the following:



- Click **Register**. The following is displayed:



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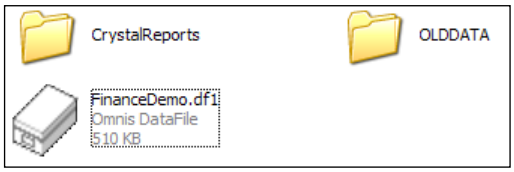
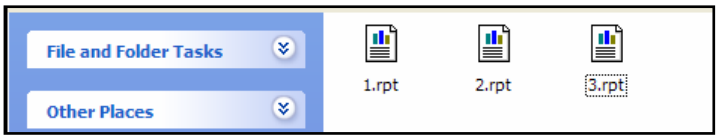
Note: Once a report has been registered, a copy of the original report is placed in the 'Crystal Reports' folder in the same location as the current datafile, as shown below.



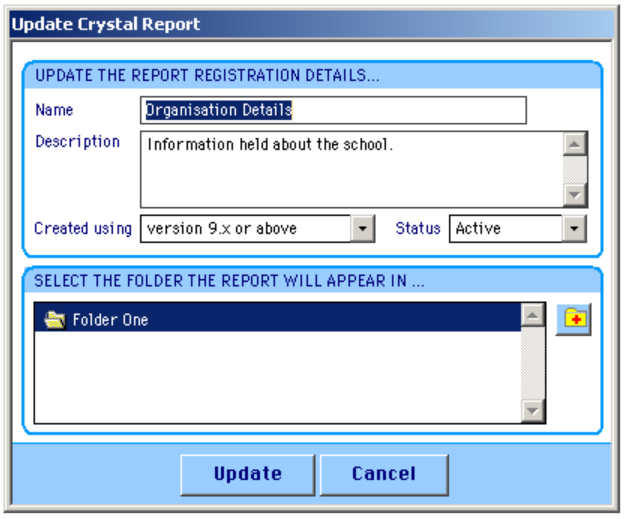
All registered reports are physically named using a sequential counter (i.e. 1.rpt, 2.rpt) to ensure uniqueness as shown below:



3.7.3 Editing a Registered Crystal Report

Once registered, a report's details can be edited.

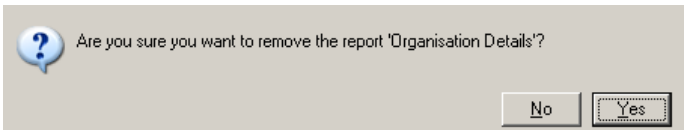
- Click Edit to the right of the current reports list on the Crystal Reports Management window. The Update window is displayed:



3.7.4 Removing a Registered Crystal Report

As registered reports become redundant (either no longer needed or superseded by another report), they can be removed.

- Click Delete to the right of the current reports list. The following is displayed:



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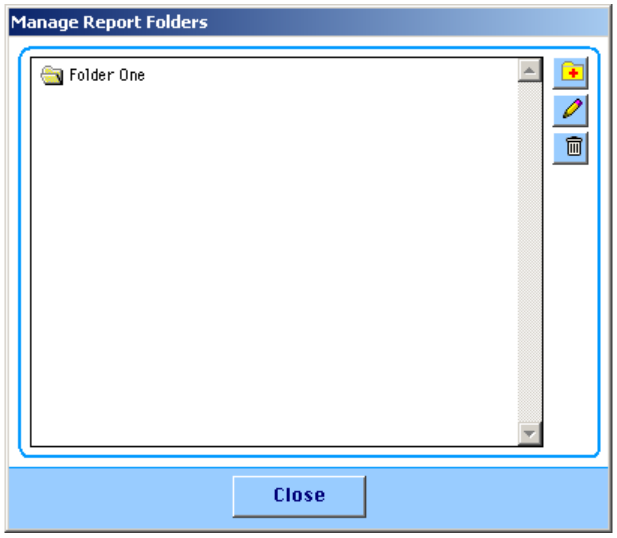
- Click **Yes**. The report is unregistered.

Note: The associated file (e.g. '1.rpt', located in the Crystal Report folder is retained for archive purposes, as it may still be needed for use with a previous year's date file.

3.7.5 Managing Crystal Report Folders

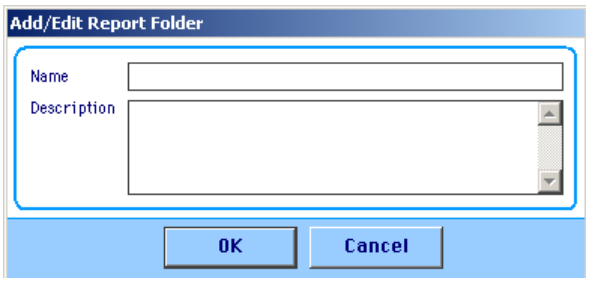
- Click the Manage Folders option at the bottom left hand corner of the Crystal Reports Management window, as shown below:

The following window is then displayed:



Adding/Editing a Report Folder

- Click **Add**. The following is displayed:



A folder must have a unique name and may contain a description if required.

Removing a Report Folder

Report folders may only be removed if they contain no reports.

- Click **Delete**. The following message is displayed if the folder has associated reports.

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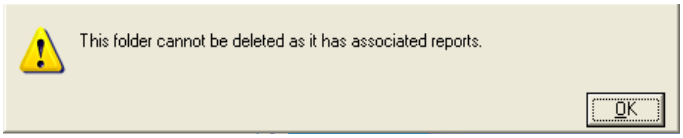
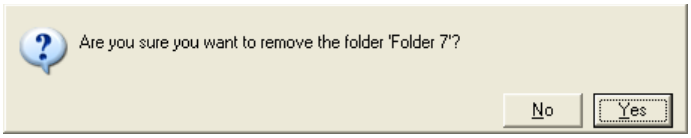


If the report folder does not have any associated reports, the user is prompted to confirm that they want to remove the selected folder, as shown below:



- Click **Yes**. The folder is removed.

See Section 11 on page 11-2 for detailed information on the use of Crystal Reports.

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RM Finance Manual

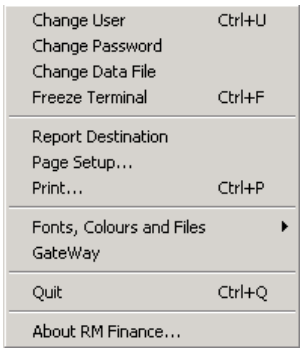
Menu Bar Options

4

4 Menu Bar Options

4.1 File Menu Options

The file menu allows the user to perform operations as shown in the screenshot below:



4.1.1 Change User

This option allows a different user to log on. The previous user does not need to exit RM Finance. Clicking on this option displays the logon screen.

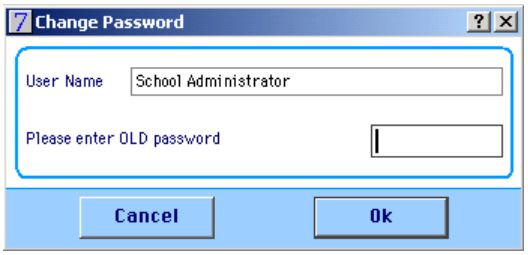
Note that the Change User icon in the top right corner of the screen can also be used.

4.1.2 Change Password

This option allows the password for the currently logged in user to be changed. This can be used to change the School Administrator's password.

Changing the Currently Logged in User's Password

- Log in as usual.
- Click the **File** Menu.
- Click the **Change Password** option. The Change Password screen is displayed:



- Enter the old password.
- Click **OK.**
- Enter the new password.
- Click **OK.**
- Enter the new password again.
- Click **OK.** The following message is displayed when the password has been changed:

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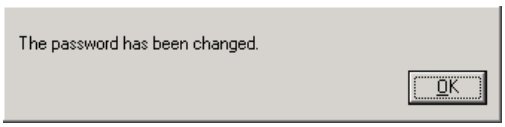


- Click **OK.**

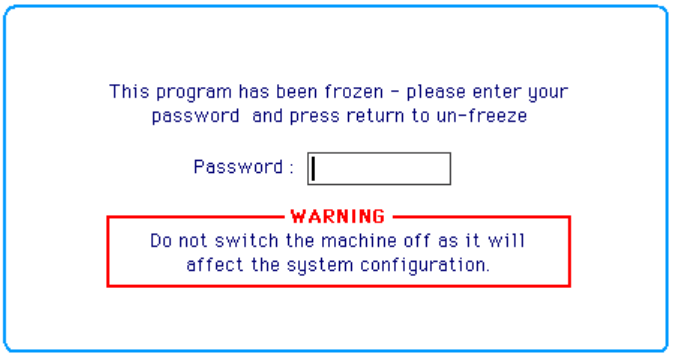
4.1.3 Changing the Data File

This performs the same function as clicking on the Change Data file icon in the top right hand corner of the screen. Refer to Section 21 ‘Changing the Datafile’ for further details.

4.1.4 Freeze Terminal

The Freeze Terminal function is found with the file menu. It allows the user to return the terminal to a state whereby no further processing is possible until the password has been re-entered.

- Click the **File** menu.
- Click the **Freeze Terminal** option. The system displays a message warning that the terminal has been frozen:



To un-freeze the machine.

- Enter the password and press **<Enter>.**

The user is returned to the screen to the same point before freezing the terminal.

Note: Do NOT switch off the machine whilst in frozen mode as this may interfere with the system configuration.

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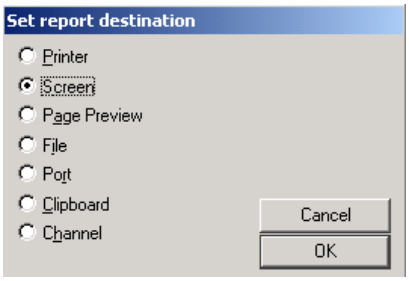
4.1.5 Report Destination

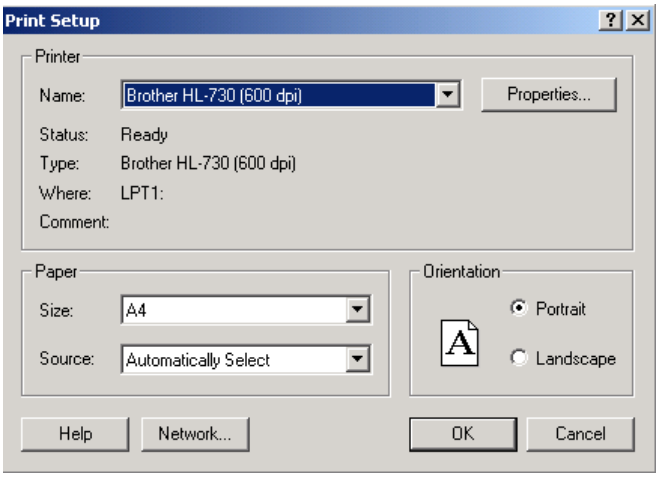
This allows the user to specify the default destination for reports as shown in the following figure:



Note: The selection can be changed at any time when printing reports.

4.1.6 Page Setup

Clicking on this option displays the Print Setup screen:



This dialog box will enable the user to select printer, paper size, source and orientation etc, from within RM Finance.

4.1.7 Fonts, Colours and Files

This section is designed for technical support and should only be used under instruction from RM staff.

4.1.8 Gateway

This is for use by RM technical support staff.

4.1.9 Quit

This is another way to exit RM Finance.

4.1.10 About RM Finance

This screen displays some information about RM Finance as illustrated below:

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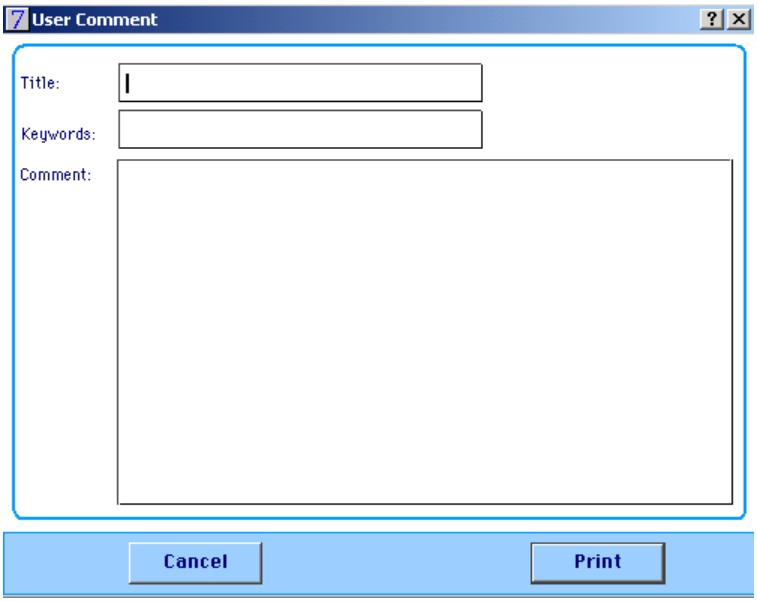
Note: The version numbers and dates displayed on this screen will be that of the current release to schools and may be different from the above illustration

Printing a Technical Fax Report

- Click Print in the About RM Finance window. The following message is displayed:

- Click **Yes** if comments are to be added to the following screen:



- Add any necessary comments.

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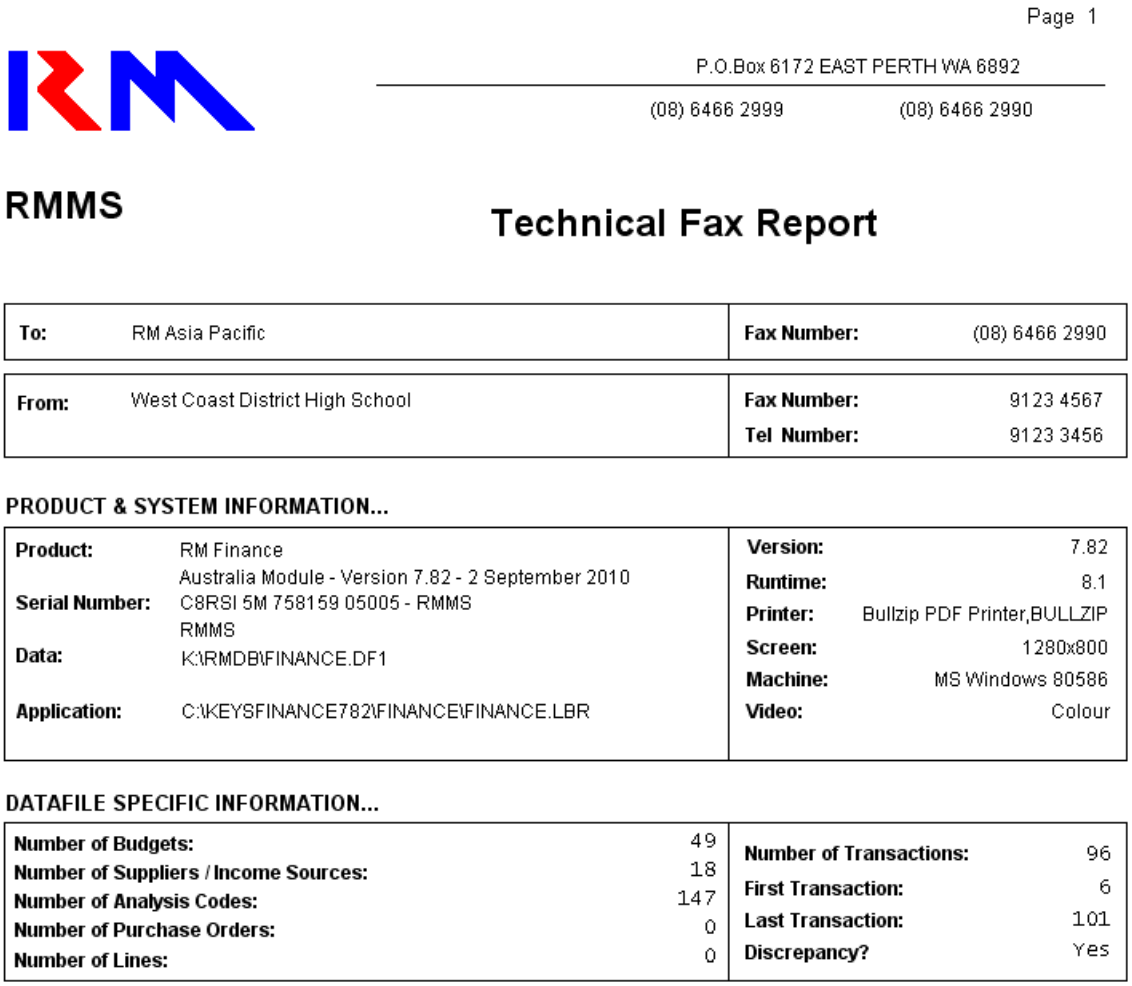
- Click **Print.**

A technical fax report is produced. This displays system and product information along with some system settings. A section of the report is displayed below:



Page 1

P.O.Box 6172 EAST PERTH WA 6892

(08) 6466 2999 (08) 6466 2990

RMMS

Technical Fax Report

To:	RM Asia Pacific	**Fax Number:**	(08) 6466 2990
From:	West Coast District High School	**Fax Number:**	9123 4567
		Tel Number:	9123 3456

PRODUCT & SYSTEM INFORMATION...

Product:	RM Finance Australia Module - Version 7.82 - 2 September 2010	**Version:**	7.82
Serial Number:	C8RSI 5M 758159 05005 - RMMS RMMS	**Runtime:**	8.1
Data:	K:\RMDB\FINANCE.DF1	**Printer:**	Bullzip PDF Printer,BULLZIP
Application:	C:\KEYSFINANCE782\FINANCE\FINANCE.LBR	**Screen:**	1280x800
		Machine:	MS Windows 80586
		Video:	Colour

DATAFILE SPECIFIC INFORMATION...

Number of Budgets:	49	**Number of Transactions:**	96
Number of Suppliers / Income Sources:	18	**First Transaction:**	6
Number of Analysis Codes:	147	**Last Transaction:**	101
Number of Purchase Orders:	0	**Discrepancy?**	Yes
Number of Lines:	0		

Note: The version numbers and dates displayed on this screen will be that of the current release to schools and may be different from the above illustration

4.2 Edit Menu Options

- Clicking on the Edit menu on the top menu bar displays the following pull down menu:

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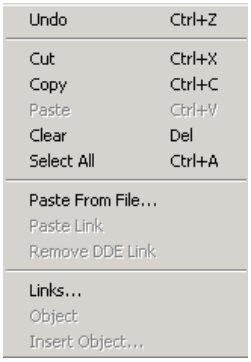


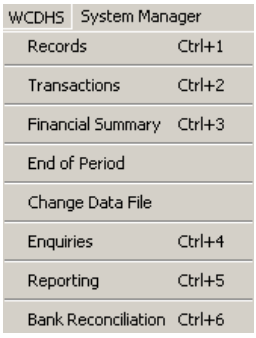
This will enable the user to use some of the standard Windows editing features within RM Finance.

Note: Edit menu options are only available whilst on input/editing screens

4.3 RM Finance Menu Options

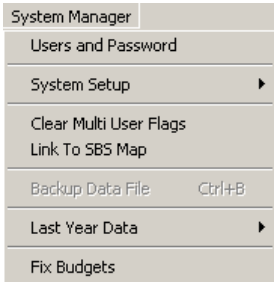
The RM Finance pull down menu (usually labelled as the name of the school) will allow the user to access the same options as those appearing elsewhere in RM Finance.

The shortcut or 'hot' keys are listed next to the relevant sections. These may be used if there is a preference for using the keyboard.



4.4 System Manager Options

Click System Manager in the menu bar. The following menu is displayed:



Note: These functions are also accessed from the System Manager icon in the toolbar.

Users and Passwords

See Section 3.6 'Users and Passwords'

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System Setup

See Section 0 ‘
System Manager’

Clear Multi User Flags

See Section 3.5.2 ‘Clear Multi-user Flags’

Link to SBS Map

See Section 3.5.3 ‘Link to SBS Map’

Last Year Data

See Section 3.5.4 ‘Last Year’s Data’

Fix Budgets

See Section 3.5.5 ‘Fix Budgets’

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civica

RM Finance Manual

Records

5

5 Records

RM Finance allows the school to analyse income and expenditure by income source or supplier as appropriate. A record is entered for each company and the system keeps track of the transactions on that account. A simple way to think of records is as a series of card index boxes, one for each type of record, with a separate card for each record stored.

- Click **Records**.

The system displays the following menu:

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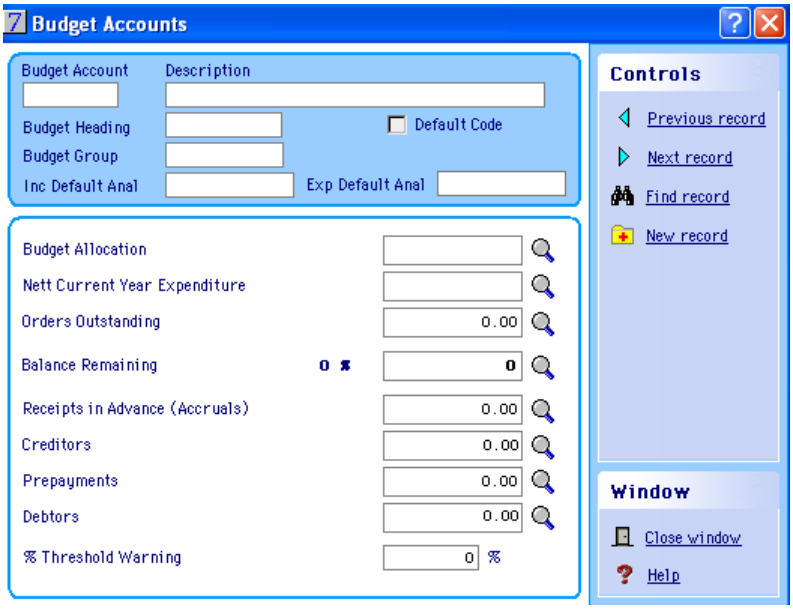
5.1 Budget Accounts

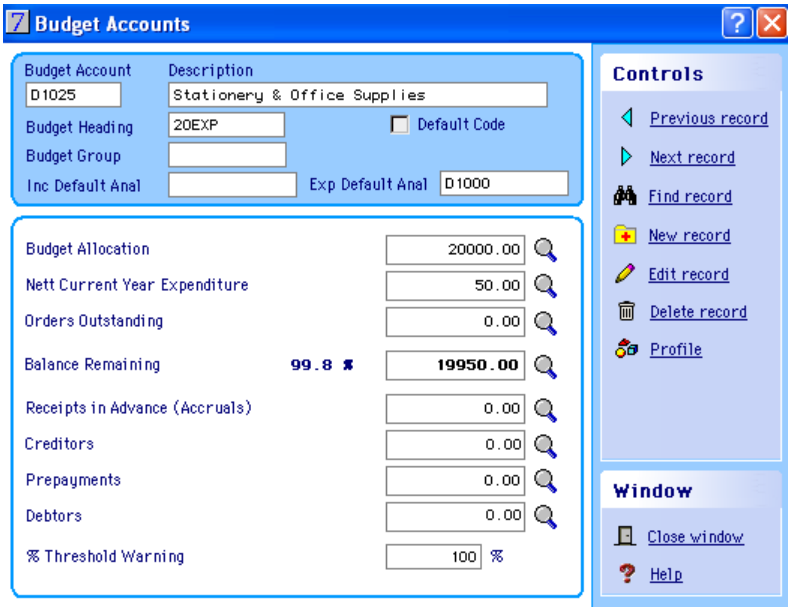
By creating budget accounts the user is able to monitor commitments (orders) and actual expenditure (payments) against the budget originally set to see if the school is under or over-spending.

5.1.1 Viewing Budget Accounts

- Select **Records.**
- Click **Budget Accounts.** The system displays the Budget Accounts screen:



Click Previous Record until a ‘D’ account is displayed, as in the following:



Controls Available

The following controls are available on this window. The icons used have similar functions in other areas of the software and therefore will not be documented in every section of this manual.

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Previous record Clicking on this option displays the previous record in the list.

Next record Clicking on this option displays the next record in the list.

Find record Clicking on this option will allow a record to be located by entering search text in either the Budget Account, Description, Budget Heading or Budget Group fields.

New record Clicking on this option will allow a new budget account to be created.

Edit record If a budget account is displayed on the screen, this option allows editing of the detail in accordance with specified rules.

Delete record If a budget account is displayed on the screen, this option allows the deletion of the account in accordance with specified rules.

Profile Selecting this option will allow the user to assign a profile to this account.

The Budget Accounts screen contains the following information:

Budget Account

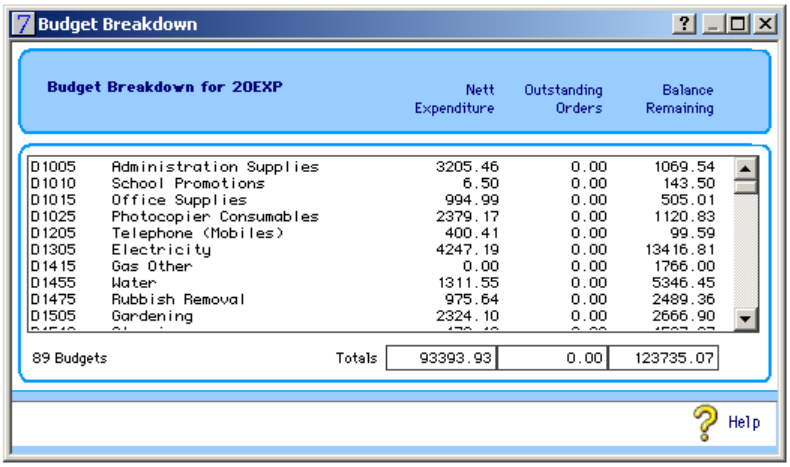
This field displays the school's budget account code.

Description

This field displays the description corresponding to the account code.

Budget Heading

The Budget Heading field can be used to group budget accounts for reporting and searching. In the example below 20EXP has been used as a budget heading to group the entire expenditure budget accounts. Refer to Section 5.2 'Budget Headings' for more detail. Clicking on this field displays a budget breakdown for the displayed heading as illustrated below:



Double-clicking on a budget account in the list above will return the user to the budget accounts screen with the selected budget displayed.

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Budget Group

The Budget Group field is an optional field and will allow users to group their total income/expenditure and view the balance of all the Budget Accounts that are grouped together. Budget groupings may be used to view the 'C' and 'D' accounts that are related or were previously 'N' accounts.

Default Code

The Default Code box is used to make entering transactions faster. If this box is checked then when entering transactions (e.g. income, expenditure etc.), this code will automatically appear as the budget code to be used unless something different is specified.

Note: Use this feature only if there is one code used far more often than any of the others e.g. D1010. If this is not the case then do not make any code the default.

Inc Default Anal

An income default analysis code can be associated with each income budget code. For example budget code C1001 should have a default income analysis code of C1000 associated with it on this screen. When processing income transactions, the income default analysis code will be automatically entered into the analysis code field by the system, thus making processing faster and eliminating the need for the user to decide which analysis code should be used. All income budget codes should have an income default analysis code entered on this window.

Exp Default Anal

An expenditure default analysis code can be associated with each expenditure budget code. For example budget code D1010 should have a default expenditure analysis code of D1000 associated with it on this screen. When processing expenditure transactions, the expenditure default analysis code will be automatically entered into the analysis code field by the system, thus making processing faster and eliminating the need for the user to decide which analysis code should be used. All expenditure budget codes should have an expenditure default analysis code entered on this window.

Note: Budget accounts which may have both income and expenditure transactions posted against them (e.g. 'N' accounts) should have both an income default analysis code and an expenditure default analysis code associated with them on this screen.

Budget Account Information

The following eight fields display information about the budget account - the current budget allocation, the current year's expenditure/income received to date, details of any outstanding orders, and the remaining account balance. If any accruals have been made (receipts in advance, creditors, prepayments, debtors) these will also appear. These fields are calculated by the system and cannot be edited.

Further information about any of these fields can be obtained by clicking on the spyglass to the right of the field.

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% Threshold Warning

Entering a % Threshold (limit) will force the system to prompt the user if the threshold for a particular budget has been reached when entering transactions. The user will then have the option to review the situation or continue.

5.1.2 Creating a New Budget Account

- Select **Records.**
- Select **Budget Accounts.**
- Click

.
- Enter the new budget account code and press <**Tab**>.
- Enter the description and press <**Tab**>.
- Click the drop down box, select the correct budget heading and press <**Tab**>.
- Enter a Default Analysis Code (income and/or expenditure) and press <**Tab**>.
- Enter a % Threshold if desired (Optional).
- Click

.

Example: To create a new budget account code e.g. D1010 Stationery & Office Supplies.

- Select **Records.**
- Select **Budget Accounts.**
- Click **New record.**
- Type D1010 and press <**Tab**>.
- Type Stationery & Office Supplies and press <**Tab**>.
- Click the drop down box, click 20EXP and press <**Tab**>.
- Enter a Default Expenditure Analysis Code and press <**Tab**>.
- Leave the Budget Group field blank.
- Click **OK.**

5.1.3 Finding a Particular Budget Account

- Click **Find record.**
- Click the search field (Budget Account, Description or Budget Heading).
- Enter the information on which the system is to base a search.
- Click **OK.**

5.1.4 Deleting a Budget Account

- Find the appropriate account as previously described.
- Click **Delete record.**
- Confirm to delete this account.

Note: It is NOT possible to delete accounts that have transactions against them until the Year End procedure is run and there are no outstanding cheques or deposits.

5.1.5 Editing a Budget Account

- **Find** the appropriate account as previously described.
- Click **Edit record.**

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- Change any details as required (Description, Budget Heading or % Threshold).
- Click **OK**.

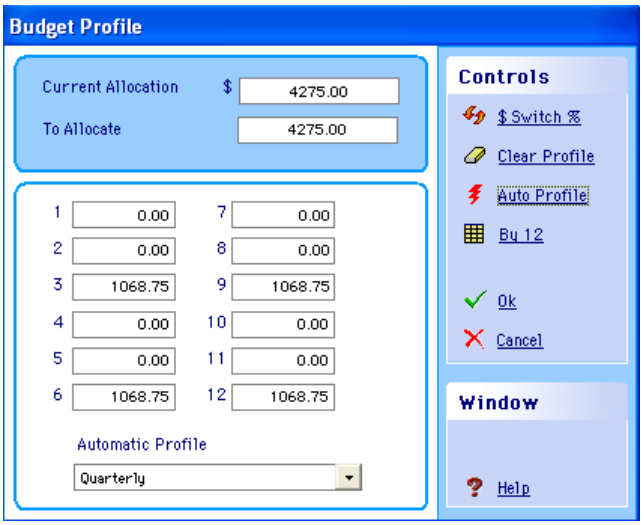
Note: It is NOT possible to edit a budget account code if transactions have been entered against that code until the Year End procedure is run.

5.1.6 Profiling

Profiling is a valuable means of monitoring expenditure on a month-by-month basis. When a budget allocation to a particular budget account in the Transactions section is made (see Section 6.1.2 'Making a Budget Allocation'), the user is prompted to profile the amount over the year. That is to say the user will have the opportunity to split up the annual amount over 12 monthly periods to reflect the way in which the school expects the actual expenditure to be made.

For example, the school may receive a telephone account every three months with payments due in March, June, September and December. The budget could therefore be profiled to reflect the expected timing of this expenditure as follows:

Navigate to Records > Budget Accounts > Profile. The following is displayed:



The above profile (by $) shows that there would be no expected expenditure in January or February (Months 1 and 2); it would be envisaged to spend $ 1068.75 of the budget in March (Month 3), and so on. Translating these dollar amounts to percentages would produce the following:

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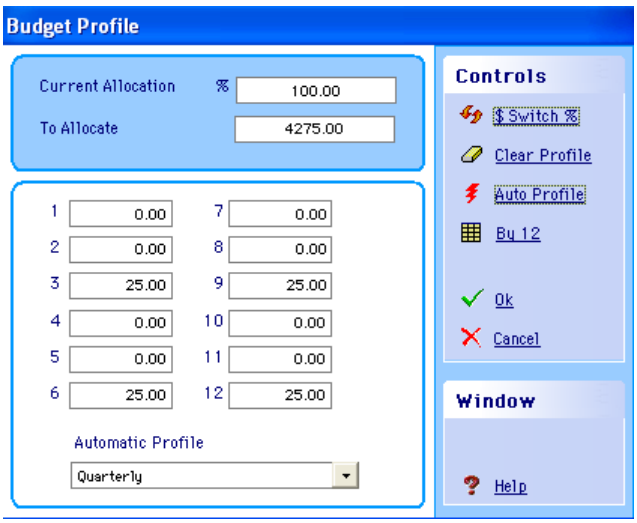

The above figure shows how the user expects to spend the total budget figure of $4275 over the year–$1068.75 in each of the months of March, June, September and December.

It is then possible to obtain reports to see how the budget is performing in relation to its profile. For example, the figure below shows that there was less expenditure than expected in March, but more than expected in June. This information can be found at the bottom of the Budget Analysis Report. See Section 9.1.5 'Budget Reports' for further information on this report.

Allocation profile by period

	Allocation	Actual	Variance		Allocation	Actual	Variance
1	0.00	0.00	0.00	7	0.00	0.00	0.00
2	0.00	0.00	0.00	8	0.00	0.00	0.00
3	1068.75	0.00	1068.75	9	1068.75	0.00	1068.75
4	0.00	0.00	0.00	10	0.00	0.00	0.00
5	0.00	0.00	0.00	11	0.00	0.00	0.00
6	1068.75	3000.00	-1931.25	12	1068.75	0.00	1068.75

Note: The profile for a budget does not affect the actual expenditure. It is purely a tool that can be used for planning and reporting purposes.

5.1.7 Entering a Profile for a Selected Account

- Find the appropriate account as previously described in Section 5.1.3 'Finding a Particular Budget Account'.
- Click the **Profile** button.

The system displays the Budget Profile screen for the selected account.

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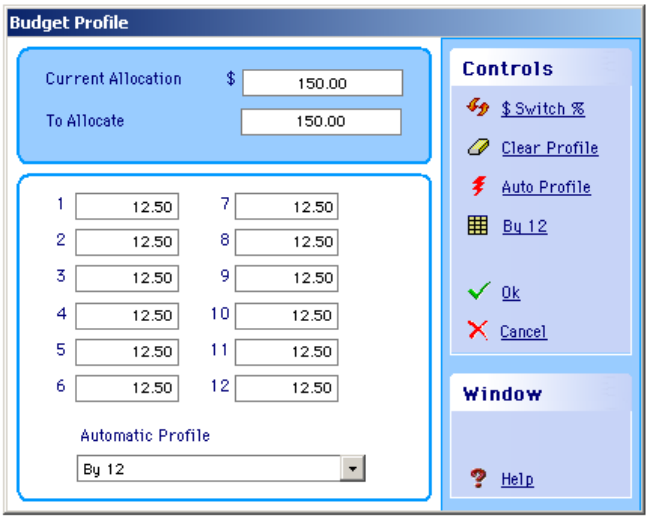
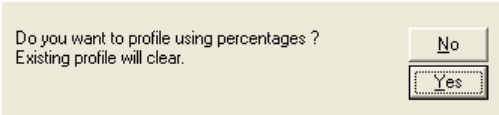


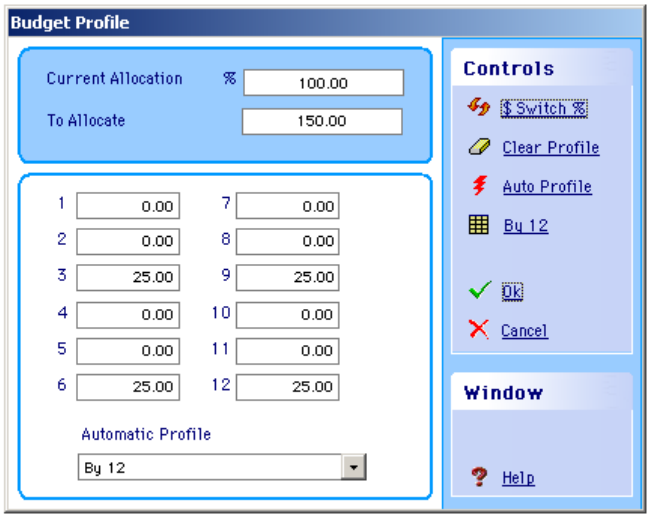
To represent the figures as percentages rather than in dollars:

- Click

. The following is displayed:



- Click **Yes.**
- Enter the amounts as percentages, as in the following:



The percentages must be converted to dollar amounts using the following steps:

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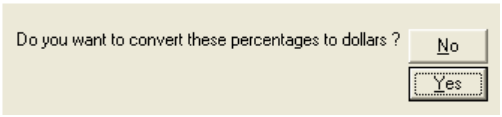
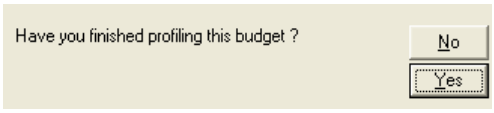
- Click $ Switch % . The following is displayed:



- Click **Yes**.
- Click **OK**.



- Click **Yes**.

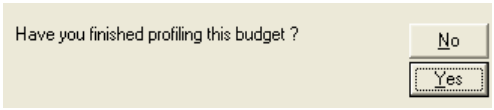
Note: When profiling a 'C' budget account with dollar amounts the amount per period must be a negative figure, i.e. written with a '-' as in '-450.00'

5.1.8 Clear Any Existing Profile Details for this Account

- Click Clear Profile .
- Click **Yes.** Enter details of the new profile.

5.1.9 Dividing the Allocation Evenly Between the 12 Periods

- Click By 12 .
- Click **OK**.

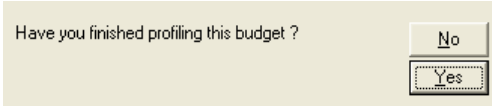


- Click **Yes**.

5.1.10 Using a Previously Created Profile

Refer to Section 5.1.6 'Profiling' for more details on how to define a profile.

- Click the Automatic Profile drop down box.
- Click the appropriate profile to select it.
- Click Auto Profile .
- Click **OK**.



- Click **Yes**.

5.1.11 Exiting Budget Accounts

- Click Close window .

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5.2 Budget Headings

Budget headings are used to group budget accounts for reporting and searching purposes. Examples of budget headings could be:

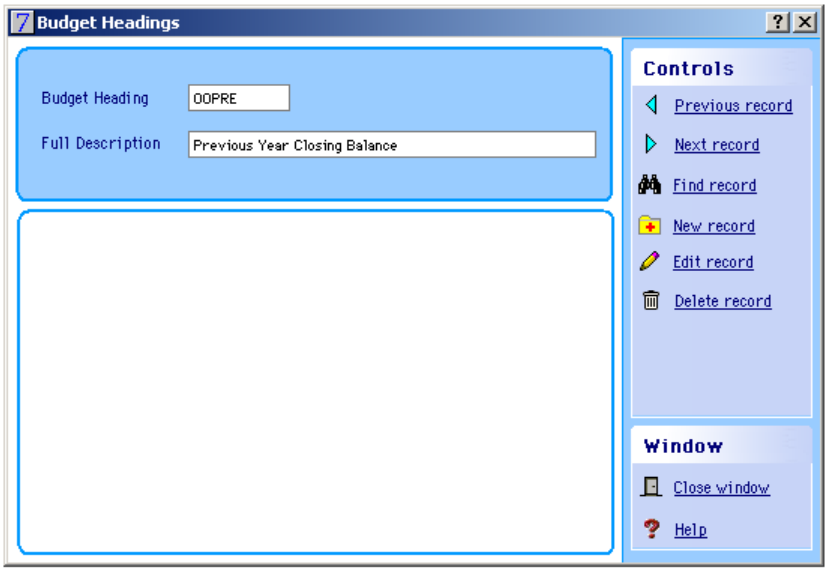
Heading	Description	Relates To
00PRE	Previous Year's Closing Balance	YYYY account.
10REV	Revenue Accounts	Income accounts ('C' accounts)
20EXP	Expenditure Accounts	Expenditure accounts ('D' accounts)
30RES	Reserve Account Transfers	Reserve transfer accounts ('N' accounts)
40UNA	Unallocated Budget	ZZZZ account
50RES1	Reserve Accounts	Reserve accounts ('N' accounts)
60ADV	Advance Accounts	Reserve accounts ('N' accounts)
70TRV	Trust and Suspense Accounts	Reserve accounts ('N' accounts)
80SFA	Non-Curriculum Student Funded Activities	Used to group non-curriculum based student funded activity accounts ('N' accounts)
90GST	GST Clearing Accounts	Reserve accounts ('N' accounts)

Having these headings set up will influence the way reports are set out and will allow the system to calculate and print subtotals on these categories. Some searches can also be made on budget headings.

Note: Budget headings to be used in Western Australian schools have been determined by the Department of Education. These are pre-set in the school's Data file and should not be altered without consultation with the school's Senior Finance Consultant (Schools).

5.2.1 The Budget Headings Screen

- Select **Records**.
- Click **Budget Headings**. The system displays the Budget Headings screen.



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5.2.2 Creating a New Budget Heading

- Click **New record**.
- Enter a heading (short code) then press **<Tab>**.
- Enter a full description (this is printed in place of the short code on certain reports).
- Click **OK**.

5.2.3 Finding a Budget Heading

- Click **Find record**.
- Enter the name of the heading.
- Click **OK**.

5.2.4 Deleting a Budget Heading

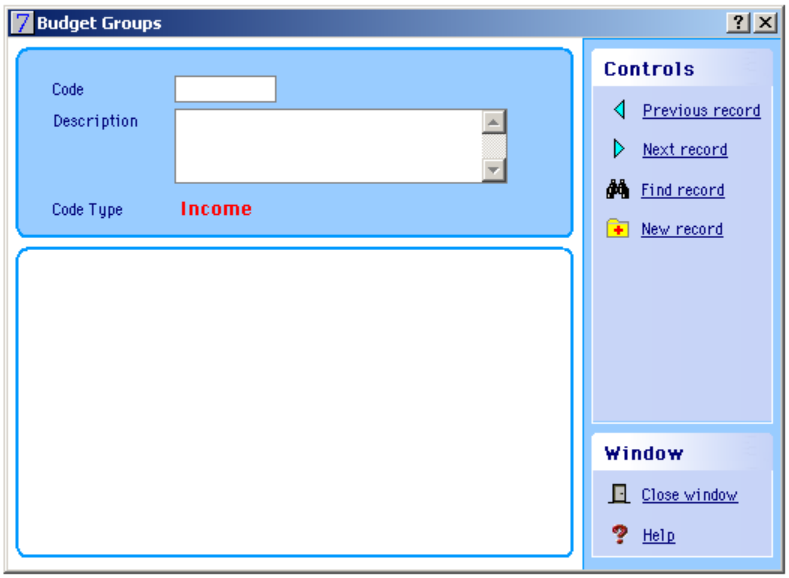
- Find the appropriate heading as described above.
- Click **Delete record** & confirm selection.

5.3 Budget Groups

Budget groups can be used as a top-level grouping and allow the user to view the total income, expenditure and balance of all Budget Accounts that are grouped.

5.3.1 Creating a Budget Group

- Select **Records**.
- Select **Budget Groups**.
- Click **New record**.



- Enter a Code, e.g. CAMP7.
- Enter a Description, e.g. Yr 7 Camp 2007. Accept the default Code Type 'Income' for grouping 'C' and 'D' accounts, or if grouping on 'D' accounts change income to expenditure by clicking on the red field.
- Click **OK**.

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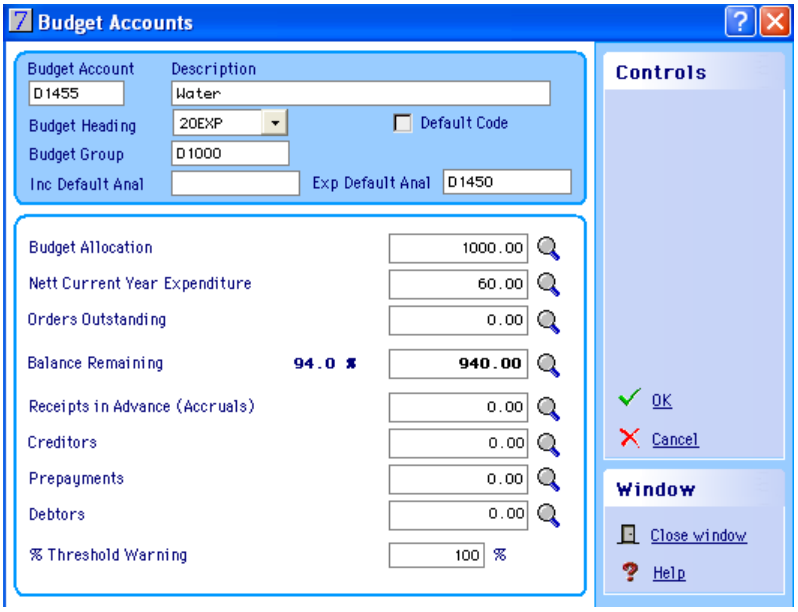
5.3.2 Attaching a Budget Group to a Budget Account

- Select **Records**.
- Select **Budget Accounts**.

Find or create a new Budget Account for the accounts to 'Group'. For existing accounts click **'Edit record'**.



- Type in the full code of the group or type in part of the code and press **<Tab>** to select from the list of Budget Groups.
- Once correct group is selected click **OK** to save.
- Repeat above steps for all Budget Accounts required to be grouped together irrespective of whether they are income or expenditure accounts.

5.4 Profile Types

Use the Profile Types section to set up pre-defined profiles. These can then be used when profiling accounts and save the user from having to enter the profile amounts individually for each account. Refer to Section 5.1.6 'Profiling' for general information on profiling.

5.4.1 Viewing Profile Types

- Select **Records**.
- Click **Profile Types**. The system displays the Profile Types screen.

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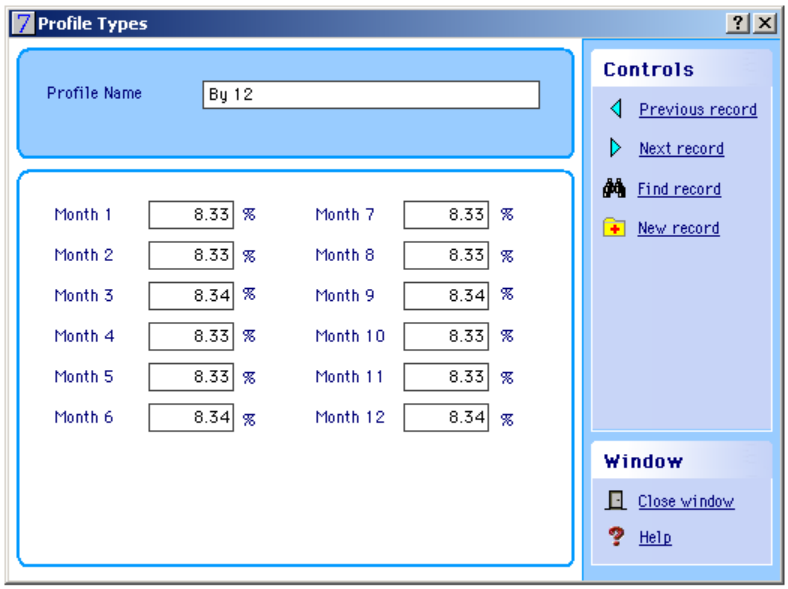

5.4.2 Defining a Profile

- Click **New record**.
- Enter a name for the profile then press **<Tab>**.
- Use **<Tab>** to move between the accounting periods entering the percentage amount of the total allocation to allocate to each month.
- Click **OK**

5.4.3 Finding a Profile

- Click **Find record**.
- Enter the name of the profile.
- Click **OK**.

5.4.4 Editing a Profile

- Find the appropriate profile.
- Click **Edit record**.
- Make the appropriate changes.
- Click **OK**.

Note: If a profile is edited or deleted the changes do not automatically flow through to budget accounts with that profile.

5.4.5 Deleting a Profile

- Find the appropriate profile.
- Click **Delete record**.
- Confirm choice

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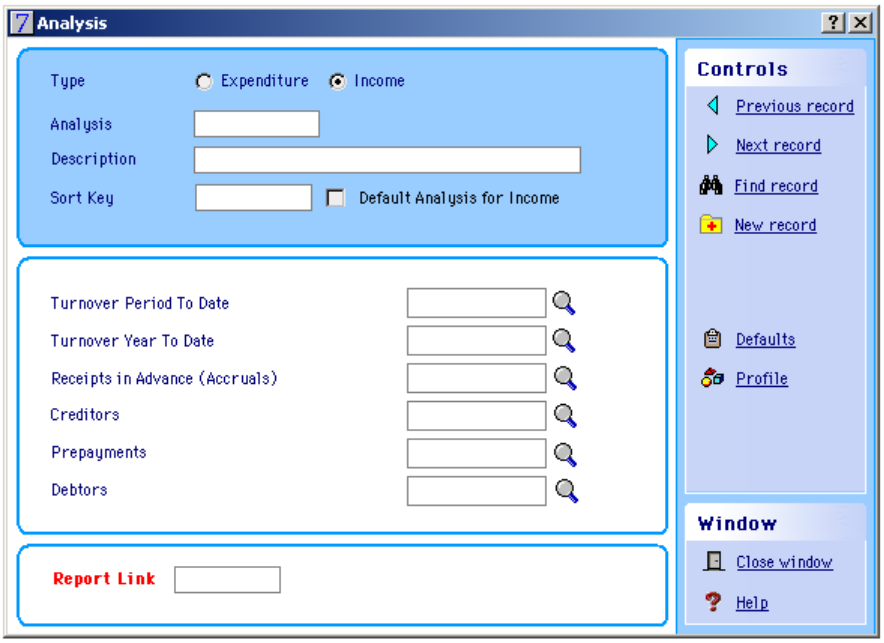
5.5 Income/Expenditure Analysis Records

RM Finance allows the school to analyse income and expenditure through any number of analysis headings. Enter a record for each heading and the system keeps track of the turnover. These analysis codes are set up in accordance with the Department of Education's Chart of Accounts.

- Select **Records**.
- Click **Income/Expenditure Analysis** under the **Analysis Records** heading. The system displays the Analysis screen:



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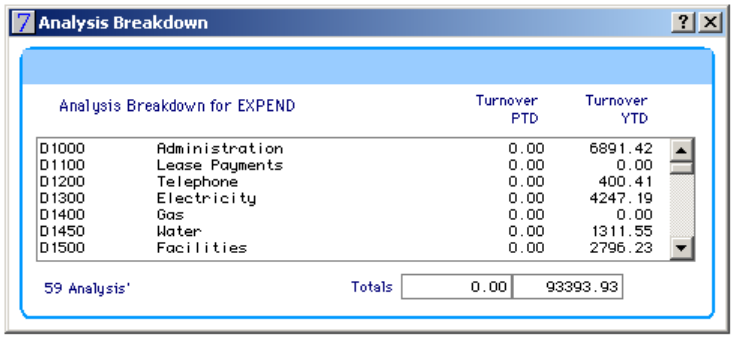
5.5.1 Creating a New Analysis Code

- Click the **New record** button.
- Choose the correct radio button to make the account either income or expenditure.
- Enter the new code and press **<Tab>**.
- Enter a description and press **<Tab>**.
- Enter a Report Link (if applicable) and press **<Tab>**.
- Enter a Sort Key. The options here are Expend, Revenue or Balance. The Sort Key can be used for search purposes and also to make analysis records print out on reports in the order selected.
- Click **OK**.

Note: If the Default Analysis for Income/Expenditure box is checked, this analysis code is used as the default when entering transactions. Only do this if there is one analysis code that is used more than all others.

Note: New analysis codes should only be created if advised by the WA Department of Education.

When viewing this screen (but not in “New” or “Edit” mode) clicking on the contents of the Sort key field brings up an Analysis Breakdown screen showing other analysis codes with the same sort key. Double-clicking on any of these items returns the user to the Analysis window where the selected analysis code is displayed.



5.5.2 Setting Analysis Code Defaults

Setting the system defaults in this section allows the user to define the defaults that are used when adding new analysis records. The type of analysis, either income or expenditure, and the sort key can be set up as defaults.

Note: The defaults only apply to those new records set up following the creation of the defaults and they can be over typed during record set up. These defaults may also be changed prior to setting up further records.

- Click Defaults. The system displays the Analysis Defaults screen:

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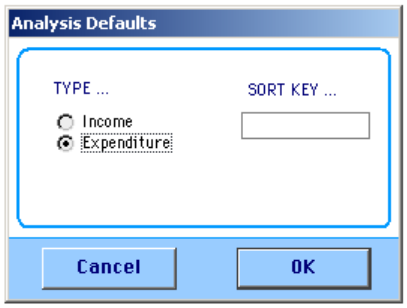

- Specify the type as Income or Expenditure.
- Enter a Sort Key.
- Click **OK**.

5.6 Analysis Reporting Links

The analysis reporting links section is an advanced tool used by RM Asia-Pacific for producing specialised reports. The user should ignore this button unless otherwise instructed.

5.7 Extended Analysis Levels

Note: This Function is not used in DOEWA schools

Two coding structures - 'Funding Streams' and 'Cost Centres' – are available from the Records section of RM Finance to accommodate two further degrees of reporting analysis. Once created these may be assigned to Income, Expenditure, Budget and Purchase Order (full and express) transaction types.

A Funding Stream may be linked to (i.e. associated with) one or more Cost Centres. A Cost Centre can be associated with more than one Funding Stream. This is done via Records > Cost Centres; see Section 5.7.1 'Funding Streams' below. When processing either income or expenditure, a Funding Stream can be selected if required. Once a Funding Steam has been selected, one of the Cost Centres which has been associated with that Funding Steam can be chosen. This enables either income or expenditure transactions to be grouped and linked to special projects and analysed in ways other than already provided by the analysis code grouping. For example, transactions across a range of analysis codes may be linked to one Cost Centre to enable reporting across this range.

Relationship Between Funding Streams and Cost Centres

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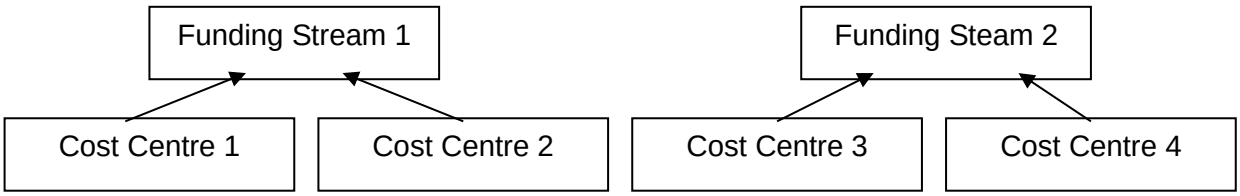
As noted above, a Funding Stream can be linked to many Cost Centres. A Cost Centre can also be linked to more than one Funding Stream.

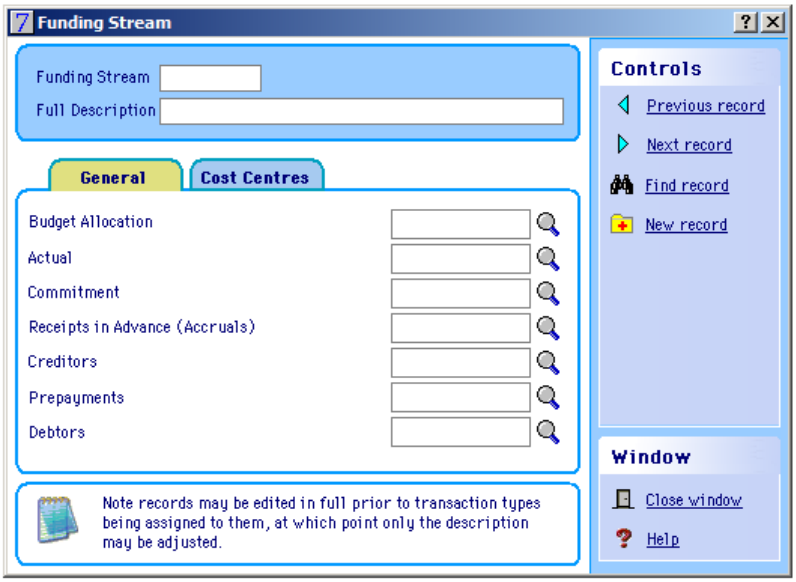


It is left to the discretion of the user when processing to choose the Funding Stream and associated Cost Centre as applicable.

Note: These additional analysis levels are displayed on all relevant processing screens. If the school does not wish to use them go to System Manager > Options > Display tab, and choose to Hide Additional Analysis Levels. See Section 3.4.7 'Display' for further details.

5.7.1 Funding Streams

The Funding Stream window appears as shown below. The standard controls are available for scrolling, searching, adding, editing and deleting.



Creating a Funding Stream

- Click **Records**.
- Click **Funding Stream**.
- Click **New Record**.
- Enter a short name for the Funding Stream.
- Enter a description.
- The Cost Centres tab is displayed by default, as follows:

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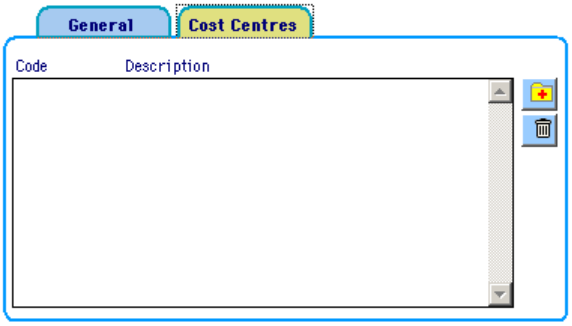
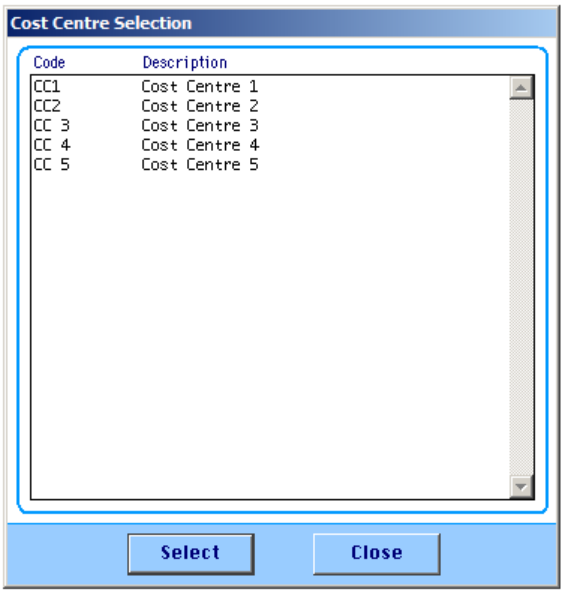
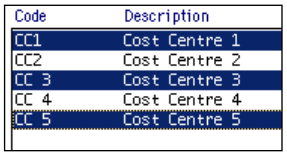


- Click the **Add** icon. A list of Cost Centres already set up is displayed:



- Highlight the Cost Centres to associate with the Funding Stream. More than one can be selected and CTRL + click can be used, such as in the following:



- Click **Select**. The Cost Centres are added to the list.
- Click **OK** to save.

Editing a Funding Stream

- Click **Records**.
- Click **Funding Stream**.
- Find the Funding Stream to be edited.
- Click **Edit Record**.
- Make any required changes.
- Click **OK** to save.

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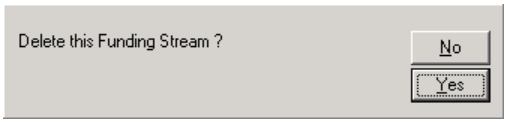
Note: If the Funding Stream has not been associated with any transactions then both the name and the description can be edited. If the Funding Stream has associated transactions then only the description can be edited.

Deleting a Funding Stream

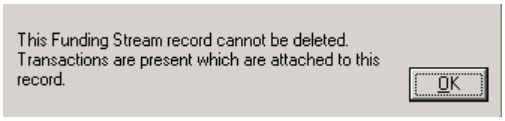
- Click **Records**.
- Click **Funding Stream**.
- Find the Funding Stream to be deleted.
- Click **Delete Record**.

If there are no transactions associated with this Funding Stream the following message is displayed.



- Click **Yes**

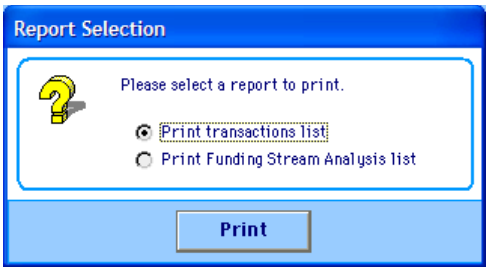
If the Funding Stream does have associated transactions then the following message is received.



Reporting on Funding Streams
Information may be obtained by drilling down on the spy glasses shown on the Funding Streams screen.

To print the Funding Streams Analysis Report:

- Locate the required Funding Stream using the Next, Previous of Find controls.
- Click on the spyglass next to the 'Actual' field to display the following window:



- Select the 'Print Funding Stream Analysis' radio option.
- Click the **Print** button.
- Select the required report destination.
- To include Transactions for the current Period only click 'Yes' to the message shown below. Clicking 'No' will include all transactions for the year to date.

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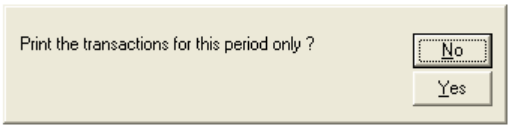
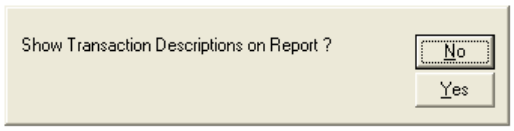


- To display Transaction Descriptions on the report, click 'Yes' to the message shown below. Clicking 'No' will display the Analysis Code and Reference in place of the description.



The report will include a single Funding Stream, which may have multiple Cost Centres. For each Cost Centre, 'Cash Transactions Detail', 'Accrual Transactions Detail' and 'Outstanding Orders Detail (Committed)' sections are printed.
Where transactions have been posted against the Funding Stream but no Cost Centre has been specified, an additional 'NONE – Non-specified' Cost Centre section will be included.
As Cost Centres can be associated with many Funding Streams, the Cost Centre totals shown on the report below will represent the transaction posted against the specific Funding Stream/Cost Centre combination.

The following is an example of the Funding Stream Analysis report:

RM Finance — *RMMS* — Page 1

Funding Stream Analysis — Report Printed at 11:15 on Monday 23rd January 2006 - Period 12 — **Data for 2006**

Funding Stream	Description	Allocated	Spent	Committed	Total	Difference
FUND 1	Funding Stream 1	-111.11	-1416.07	899.76	-516.31	405.20

Cost Centre Details (Year to Date)

Cost Centre	Description	Allocated	Spent	Committed	Total	Difference
COST 1	Cost centre 1	0.00	-208.51	22.00	-186.51	186.51

Cash Transactions Details (Year to Date)

Account	Description		Date	Nett	Tax	Gross	Voucher
INC1	Hall Rental	INC	19 JAN 2006	-200.00	0.00	-200.00	6
INC1	with VAT	INC	20 JAN 2006	-8.51	-1.49	-10.00	14
	Expenditure			**0.00**	**0.00**	**0.00**	
	Income			**-208.51**	**-1.49**	**-210.00**	
	Internal Charges			**0.00**	**0.00**	**0.00**	
	Totals			**-208.51**	**-1.49**	**-210.00**	

Accrual Transactions Details (Year to Date)

Account	Description		Date	Nett	Tax	Gross	Voucher
	Receipt in advance	ACR	19 JAN 2006	88.88	0.00	88.88	7
	Totals			**88.88**	**0.00**	**88.88**	

Outstanding Orders Detail (Committed)

Account	Analysis	Code	Desc	Ordered	Rec'd	Paid	Nett	To Pay	Order No.
SUP Q	ANAL1	CAT1	CAT ITEM 1	1.00	0.00	0.00	10.00	10.00	1
SUP Q	ANAL1	1	1	1.00	0.00	0.00	12.00	12.00	5
	Totals						**22.00**	**22.00**	

5.7.2 Cost Centres

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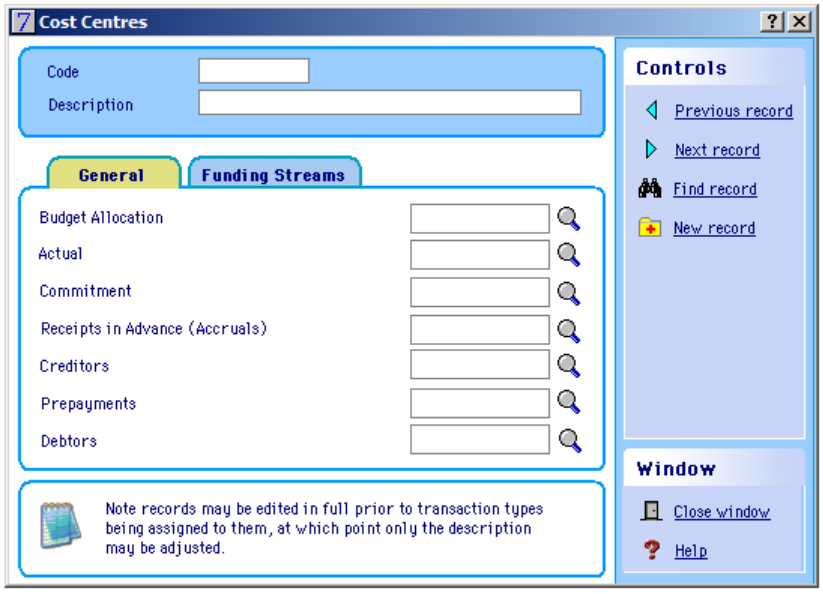
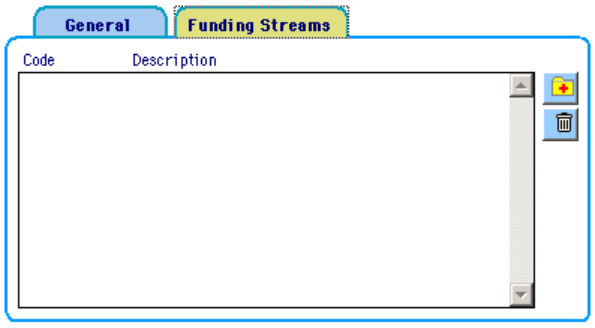
Cost Centres also provide an additional degree of reporting analysis. Cost Centres may have a single or multiple Funding Streams attached to them. As Cost Centres are associated with transactions, the budget allocation, actual, commitment and accrual fields for the Cost Centre is updated (exclusive of GST). Further information can be obtained on the figures reported on this screen by drilling down on the appropriate spy glass.



Creating a Cost Centre

- Click **Records**.
- Click **Cost Centres**.
- Click **New Record**.
- Enter a code for the Cost Centre and <**Tab**>.
- Enter a description for the Cost Centre <**Tab**>.
- Click the Funding Streams tab. The following is displayed:



- Click the **Add** icon. A window displaying Funding Streams previously set up is displayed:

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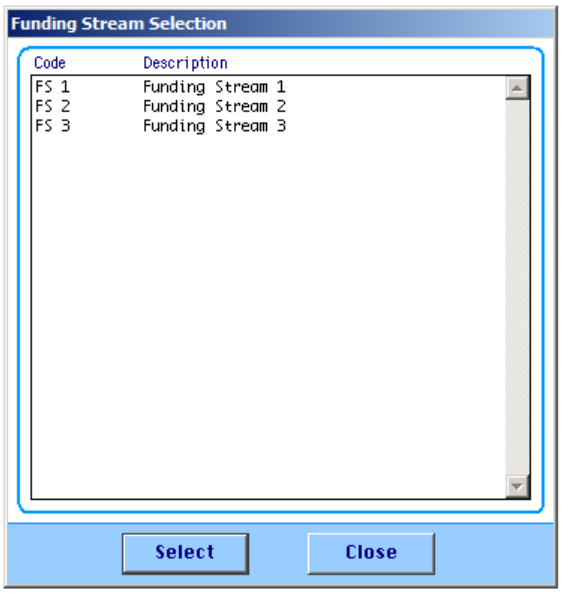
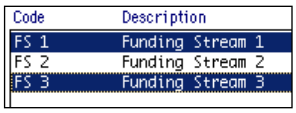


- Highlight one or more Funding Streams to add. CTRL + click can also be used, similar to the following example:



- Click **Select**. The Funding Streams are added to the list.
- Click **OK** to save.

Note: Funding Streams need to be created before the Cost Centres can be linked to them. See Section 5.7.1 'Funding Streams' for details.

Editing a Cost Centre

- Click **Records**.
- Click **Cost Centres**.
- Find the Cost Centre to be edited.
- Click **Edit Record**.
- Make any required changes.
- Click **OK** to save.

Note: If the Cost Centre has not been associated with any transactions then the name, description and Funding Stream can be edited. If the Cost Centre has associated transactions then only the description and the Funding Stream can be edited.

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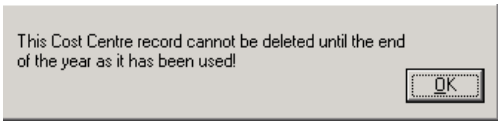
Deleting a Cost Centre

- Click **Records**.
- Click **Cost Centres**.
- Find the Cost Centre to be deleted.
- Click **Delete Record**.

If there are no transactions associated with this Cost Centre the following message is displayed.

- Click **Yes**

If the Cost Centre does have associated transactions then the following message is received.

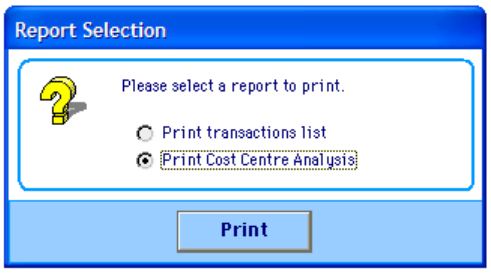


Reporting on Cost Centres

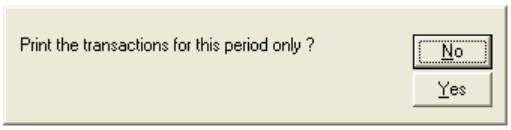
Information may be obtained by drilling down on the spy glasses shown on the Cost Centres screen.

To print the Cost Centre Analysis Report for a single Cost Centre:

- Locate the required cost centre using the Next, Previous or Find controls.
- Click on the spyglass next to the 'Actual' field to display the following window:



- Select the 'Print Cost Centre Analysis' radio option
- Click the Print button
- Select the required report destination
- To include Transactions for the current Period only, click 'Yes' to the message shown below. Clicking 'No' will include all transactions.



- To display Transaction Descriptions on the report, click 'Yes' to the message shown below. Clicking 'No' will display the Analysis Code and Reference in place of the description.

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The report will include a single Cost Centre, which may have multiple Funding Streams. For each Funding Stream, 'Cash Transactions Detail', 'Accrual Transactions Detail' and 'Outstanding Orders Detail (Committed)' sections are printed.
Where transactions have been posted against the Cost Centre but no Funding Stream has been specified, an additional 'NONE – Non-specified' Funding Stream section will be included.
As Funding Streams can be associated with many Cost Centres, the totals shown on the report below will represent the transaction posted against the specific Cost Centre/Funding Stream combination.

The following is an example of the Cost Centre Analysis Report:

RM Finance *Fin_713* Page 1

Cost Centre Analysis Report Printed at 11:13 on Thursday 26th January 2006 - Period 12
Data for

Cost Centre	Description	Allocated	Spent	Committed	Total	Difference
COST 1	COST 1	1000.00	-100.00	200.00	100.00	900.00

Funding Stream Details (Year to Date)

Funding Stream	Description	Allocated	Spent	Committed	Total	Difference
FUND 1	FUND 1	1000.00	-100.00	200.00	100.00	900.00

Cash Transactions Details (Year to Date)

Account	Description		Date	Nett	Tax	Gross	Voucher
1	AAAAA	INC	25 JAN 2006	-100.00	0.00	-100.00	8
	Expenditure			**0.00**	**0.00**	**0.00**	
	Income			**-100.00**	**0.00**	**-100.00**	
	Internal Charges			**0.00**	**0.00**	**0.00**	
	Totals			**-100.00**	**0.00**	**-100.00**	

Accrual Transactions Details (Year to Date)

Account	Description	Date	Nett	Tax	Gross	Voucher
	Totals		**0.00**	**0.00**	**0.00**	

Outstanding Orders Detail (Committed)

Account	Analysis	Code	Desc	Ordered	Rec'd	Paid	Nett	To Pay	Order No.
S1	ANAL 1		HHFHFHGF	Express Order Line			200.00	200.00	1
	Totals						**200.00**	**200.00**	

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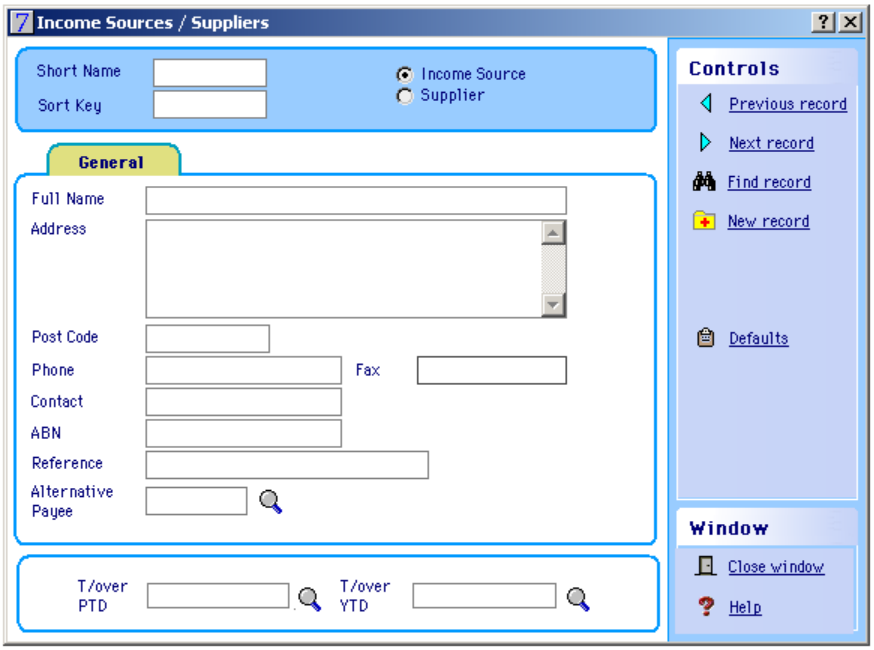
5.8 Income Sources and Suppliers

Income Sources are those people/companies etc. from whom the school receives income. Suppliers are those who supply goods and/or services to the school. RM Finance allows the school to analyse income and expenditure by source or supplier.

Note: Department of Education schools should create two income sources, one with a code of INC001, the other ATOI. All income should then be allocated to INC001 unless there is a particular reason to do otherwise. If receiving a GST refund from the ATO then the code ATOI should be used.

5.8.1 Income Sources/Suppliers Records

- Select **Records**.
- Under the Account Records heading click Income Sources / Suppliers. The system displays the Income Sources/Suppliers screen:



Short Name

This should be a six-character code. It should be comprised of the first three letters of the Source/Suppliers name, followed by a three-digit number. For example Telstra could be represented by TEL001. This system should be adhered to for **all** Income Sources/Suppliers.

Sort Key

As with all Sort Keys, this can be used to group suppliers and income sources into convenient categories to facilitate searching and reporting. For example the user may wish to group all book suppliers together under the sort key of BOOK. The school could then report on this as a group. The contents of the Sort Key field will bring up a list of accounts with the same sort key. Double-clicking on any of these items will take the user to that account.

General Tab and EFT Tab

The introduction of Electronic Funds Transfer functionality (See Section 17 ‘ Electronic Funds Transfer’) to RM Finance has necessitated the introduction of these two tabs. By default each

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supplier's general tab displays the information outlined under the headings below. However, if the user elects to make use of the EFT/BPAY functionality for the particular supplier, the EFT tab is used to record this information. If the EFT/BPAY functionality is not used for a supplier, the only EFT information that needs to be recorded is Payment Method (Cheque) and Remittance Method (which can be set to 'None').

For detailed information on Suppliers and EFT/BPAY see Section 17
Electronic Funds Transfer'.

Income Source/Supplier
Clicking on the correct radio button will allow the user to label this account as either an Income Source or a Supplier as appropriate.

Full Name, Address and Post Code
If the school prints system cheques then the details entered in these three fields is displayed as entered on the cheques.

Contact
The Contact field can be used for recording the name of the person with whom the school usually deals with in relation to each account.

ABN

The ABN field is used to store the Australian Business Number of the supplier. If the supplier has not supplied an ABN or it has not been entered in the ABN field the user is prompted to take out withholding tax when making a payment. From 1 July 2007 there is a legal requirement to have withholding tax withheld from payments over $82.50 (inc GST) if the supplier has not supplied the school with an ABN.

Note: WA Department of Education schools have been advised to refrain from dealing with suppliers that do not advise the school of their ABN.

Reference

The reference field is for recording the supplier reference. The reference is printed on the standard purchase order next to the date on the purchase order.

Alternative Payee

This facility is designed to handle the situation where the supplier wishes the school to pay another organisation, which is collecting payments on its behalf. If the supplier has an Alternative Payee, then the Alternative Payee must be linked to the supplier in this screen. This is further explained in the following section.

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Turnover PTD and YTD
As transactions are entered against each account the system keeps track of the turnover for both the current period and the year to date. These fields cannot be edited.

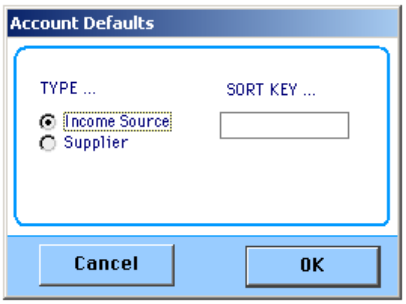
Clicking on the appropriate spyglass to the right hand side of the field will allow the user to see the transactions that make up these figures.

5.8.2 Setting Income Source/Supplier Defaults

Setting the system defaults allows the school to define the defaults that are used when adding new records. The type of account, either income source or supplier, and the sort key can be set as defaults.

Note: The defaults only apply to those new records set up following the creation of the defaults and they can be over typed during record set up. These defaults can also be changed prior to setting up further records.

- Click the **Defaults** button. The system displays the Account Defaults screen:



- Specify the type as **Income Source or Supplier**.
- Enter a Sort Key if required.
- Click **OK**.

5.8.3 Creating New Income Sources

- Click **Records**.
- Click **Income Sources / Suppliers**.
- Click **New record**.
- Check that the Income Source radio button has been selected.
- Move from field to field using **<Tab>** entering the appropriate details.
- Click **OK**.

5.8.4 Creating New Suppliers

- Click **Records**.
- Click **Income Sources / Suppliers**.
- Click **New record**.
- Check that the **Supplier** radio button has been selected.
- Move from field to field using **<Tab>** entering the appropriate details.

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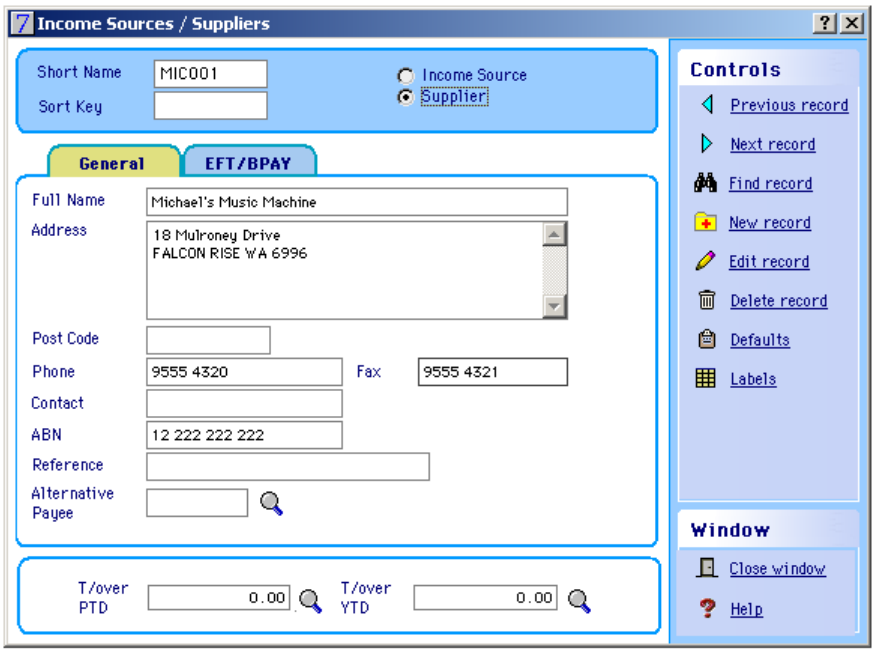
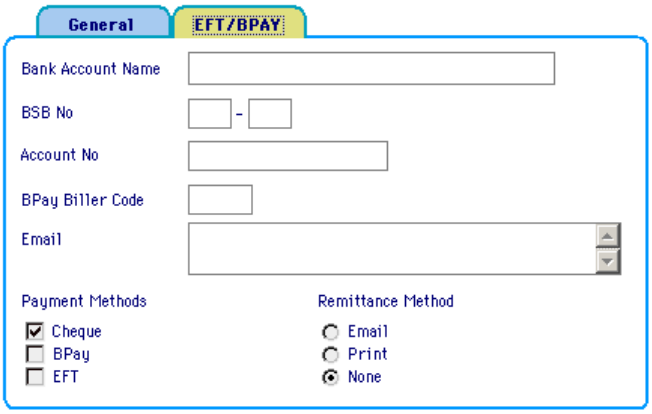
- Click **OK**.

The following is an example of supplier information:



- On the **General** tab check that a fax number has been entered; this is a mandatory field if using EFT functionality.
- Click the **EFT/BPAY** tab. The following is displayed:



- Enter the **Bank Account** name.
- Enter the **BSB** for this account.
- Enter the **Account number**.
- Enter the **BPay Biller Code** if BPAY is to be used, maximum of 7 digits.
- Enter the supplier's **Email** address.
- Select the correct **Payment Method**.

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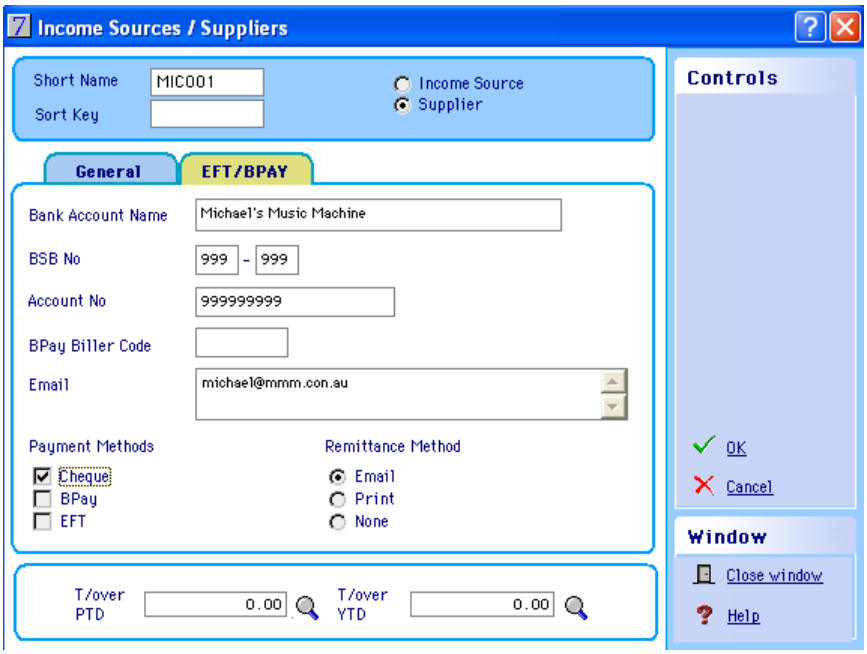
Note: If Cheque is selected then the Address field must contain information. If EFT is selected then the following fields must contain data: Bank Account Name, BSB Number and Account Number. If BPAY has been selected the BPAY Biller Code Must be entered.

- Select the **Remittance Method**.

Note: If email is selected an appropriate email address must be entered for the supplier. If Print is selected the Address field must contain data.

The following is an example of possible information to enter:



Suppliers can also be entered and edited on the fly.

Note: It is not necessary to include information for Income Sources.

5.9 Alternative Payees

The alternative payee facility is designed to handle the situation where the supplier wishes the school to pay another organisation, which is collecting payments on its behalf. To use this facility an alternative payee record must be created for the other organisation and then linked to the supplier for whom it is collecting money. When an expenditure transaction is entered the alternative payee check box is selected so the cheque is issued with the alternative payee's name and address.

5.9.1 Creating an Alternative Payee

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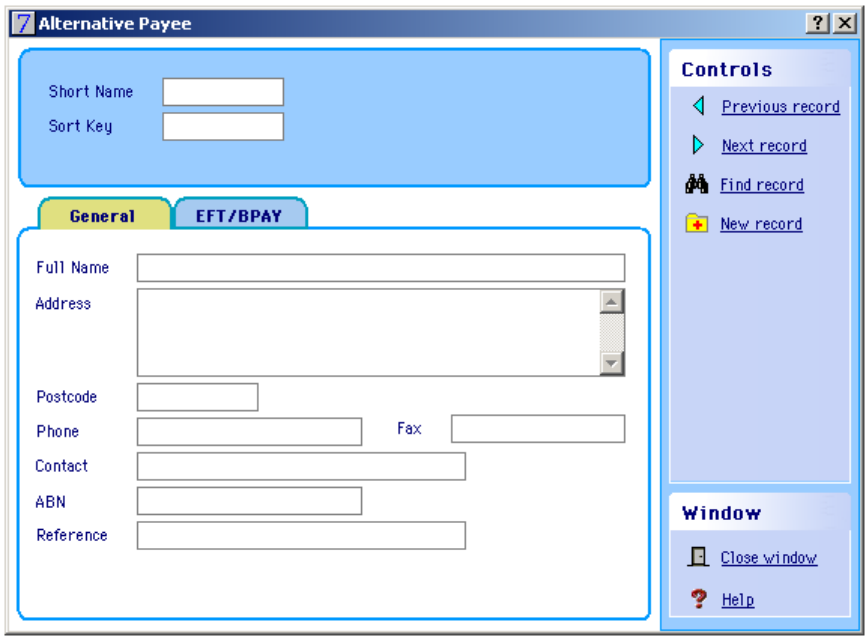
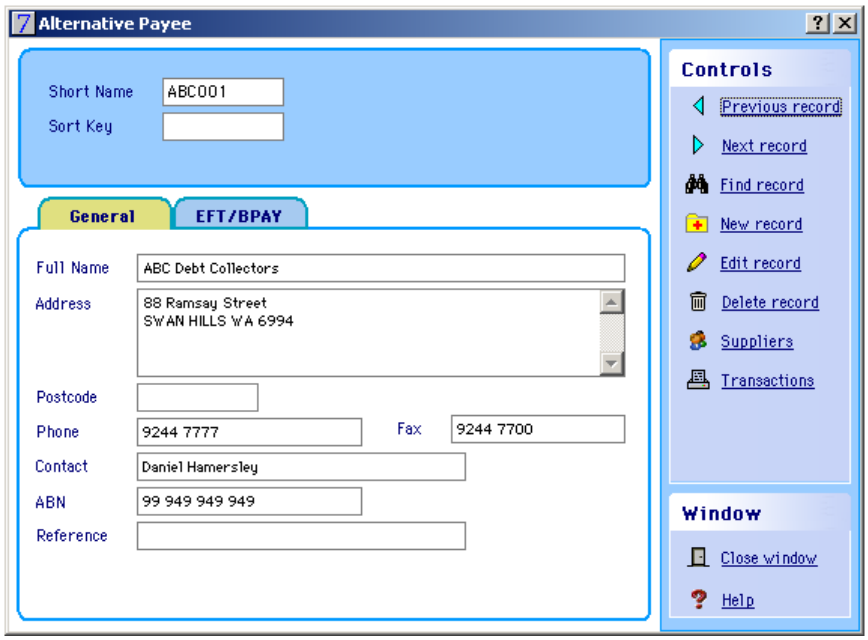
- Select **Records.**
- Under the Account Records heading, select Alternative Payees. The following is displayed:



- Select **New record**.
- Enter the details of the Alternative Payee.

If EFT/BPAY functionality is to be used with this Alternative Payee add this information by first clicking on the EFT/BPAY tab. It is necessary to select at least one Payment Method. For detailed information on this functionality see Section 17 ' Electronic Funds Transfer'.

- Select **OK**. The following is displayed:



5.9.2 Linking an Alternative Payee to a Supplier

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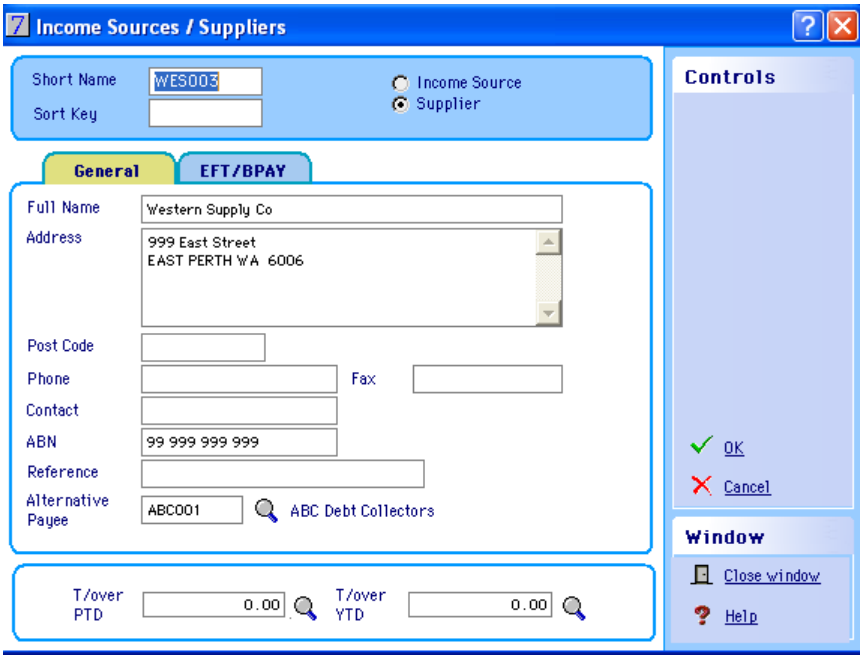
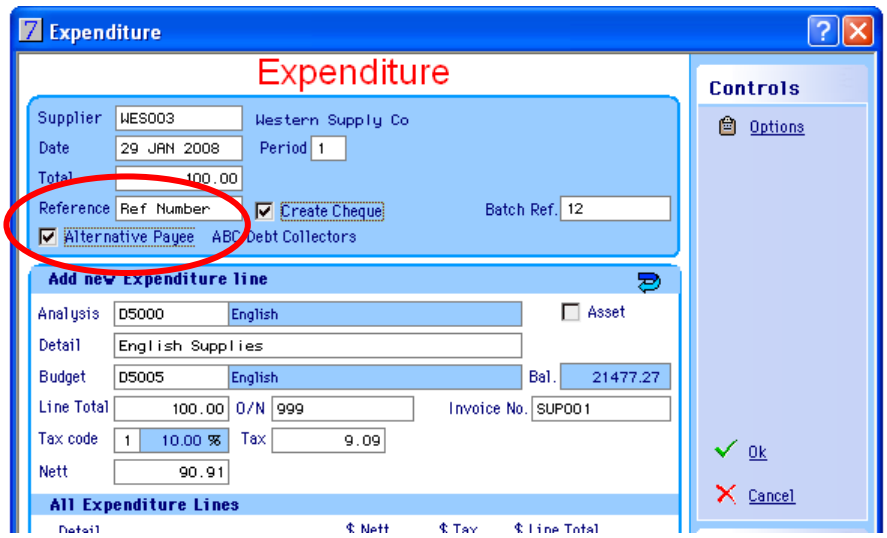
- Select **Records**.
- Select **Income Sources & Suppliers**.
- Select **Find record** to locate the Supplier record.
- Select **Edit record**.
- Click in **Alternative Payee field** and press **<Tab>**.
- Select **Alternative Payee** from list (or add a new payee by selecting New Payee button).
- Select **OK**.



5.9.3 Using an Alternative Payee

- Select **Transactions**.
- Select **Expenditure**.
- Enter Batch Number and payment details as per normal.
- Click **Alternative Payee** check box.
- Select **OK**. The Alternative can be seen in the following:



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5.9.4 Alternative Payee Reports

This report shows all the transactions that used the alternative payee. Both the supplier with whom the procurement was taken out and the alternative payee are shown for each transaction.

- Select

.
- Select the **Transactions** tab.
- Select **Alternative Payee Transactions**.
- Select the required report options.
- Click **Print**.

A sample report is illustrated below:

RM Finance - West Coast District High School Page 1

All Transactions Report printed on 29 JAN 2008 at 09:18 - Period 1
Data for 2008

Selected Transactions:All Transactions Report

Posting Detail			Type	Date	Nett	Tax	Total	Voucher
WES003	Western Supply Co							
ABC001	ABC Debt Collectors							
D5000	English							
D5005	English							
Cheque Account								
Invoice Number	SUP001							
Order Number	n/a							
User Order Number	99							
Batch Ref	12							
English Supplies								
Ref 123456		SCHAD	ESP	29 JAN 2008	90.91	9.09 1	100.00	73
Total for Supplier	WES003				90.91	9.09	100.00	
Total for Alt. Payee	ABC001				90.91	9.09	100.00	

Note: If the Short Report Format is selected Alternative Payee details are not included.

5.9.5 Alternative Payee's Linked Suppliers

This report lists the alternative payees and shows the suppliers that are linked to each alternative payee.

- Select **Records**.
- Select **Alternative Payees**.
- **Find** the Alternative Payee record to report on.
- Click

.
- Select the report destination.
- Click **OK**.

A sample of the report is illustrated below:

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RM Finance - West Coast District High School

Page 1
Report printed Tuesday, 29 January 2008 @ 9:19 AM - Period 1 (8.3 %)

Alternative Payee: ABC001 ABC Debt Collectors
Selected Transactions:

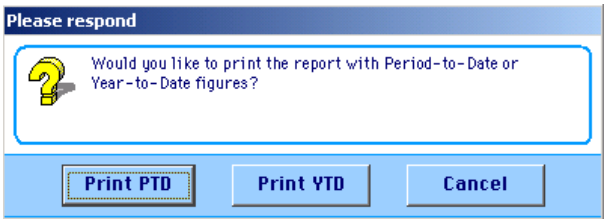
Account	Analysis	Budget	Ref	Type	Date	Nett	Tax	Total	Voucher
WES003	D5000	D5005	123456	SCHAD ESP	29 JAN 2008	90.91	9.09	100.00	73

5.9.6 Alternative Payee's Transaction Report

This report lists all the transactions against a selected Alternative Payee.

- Select **Records**.
- Select **Alternative Payees**.
- **Find** the Alternative Payee record to report on.
- Click

.
- Select either period transactions (**Print PTD** button) or year transactions (**Print YTD** button).



- Select the report destination.

A sample of the report is illustrated below:

RM Finance - West Coast District High School

Page 1
Report printed Monday, 14 January 2008 @ 3:26 PM - Period 1 (8.3 %)

Alternative Payee: ABC001 ABC Debt Collectors
Selected Transactions:

Account	Analysis	Budget	Ref	Type	Date	Nett	Tax	Total	Voucher
WES003	D5000	D5005	123456	SCHAD ESP	29 JAN 2008	90.91	9.09	100.00	73

5.10 Tax Table

The Tax table stores the appropriate rates for GST and PAYG withholding tax. These rates are pre-set in the school's datafile. The rates should not be changed without advice from the Australian Taxation Office. The Tax table also allows the school to view running totals of tax paid (inputs) or collected (outputs) during the tax period. It is also possible to view or print a summary of the Tax Return. Please note that the Tax Return is not the Business Activity Statement (BAS) required by the ATO.

5.10.1 Tax Table Screen

- Click **Records**.
- Click

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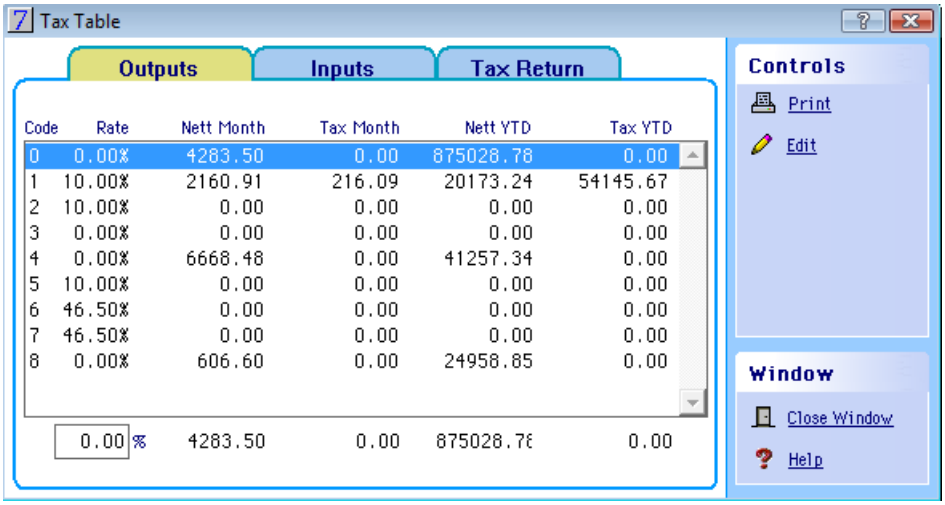
The system displays the Tax table that shows the tax codes and the relevant rates that are being charged. Only the Tax rate maybe edited by the user and editing should only be carried out under advice from the ATO.



Code	Description	Rate (%)
0	GST free supplies or acquisitions	0.00
1	Taxed supplies or acquisitions	10.00
2	Capital Acquisitions which include GST	10.00
3	Capital Acquisitions with no GST included in the price	0.00
4	Input taxed supplies or acquisitions	0.00
5	Adjustments	10.00
7	Withholding Tax	46.50
8	Outside scope	0.00

Note: Tax Code 6 is redundant. Use Tax Code 7 for suppliers with no ABN.

It is very important that the **Tax code** is correctly chosen when processing transactions as the Tax code is directly linked to the BAS report required by the ATO. See 'Appendix A – Tax Codes for WA Department of Education' for more information.

Nett Month shows the Nett amount of all transactions that have been processed using that code for the current month. **Tax Month** is the total amount of all Tax charged for that Tax code for the current month. These figures are cleared and added to the YTD figures during end of month processing. **Nett YTD** is the same as Nett Month but a total for the year to date. **Tax YTD** is the same as Tax Month but a total for the year to date.

5.10.2 Inputs/Outputs

The Tax table automatically opens in Output view showing a summary of all income/sales transactions received by the school. Clicking on the Inputs tab allows the user to view a summary of all expenditure transactions paid by the school.

5.10.3 Tax Return

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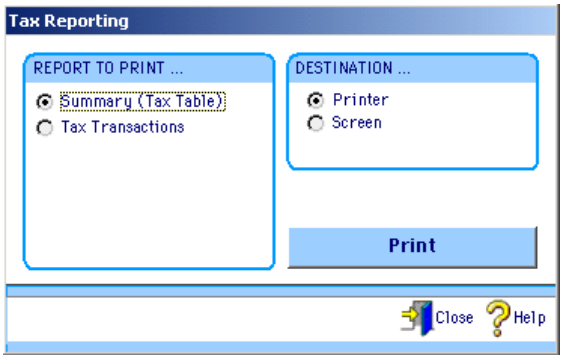
- Click the **Tax Return** tab. The system displays the Tax Return screen:

Tax Reimbursed & Output Tax for the Period	1	1918.18
Tax reclaimed in this period on **Purchases** and other inputs	2	1139.45
Net Tax to be paid to Customs or reclaimed by you **(Difference between boxes 1 and 2)**	3	778.73
Value of **outputs** ($ only) excluding any Tax	4	19422.00
Value of **inputs** ($ only) excluding any Tax	5	11465.00

5.10.4 Printing the Tax Table Summary

The user is able to print a summary of the Tax Table or a summary of Tax Transactions for each Tax code.

- Click Print. The following screen is displayed:



- Click Summary (Tax Table).
- Click either Printer or Screen.
- Click **OK**.

The following report is produced:

RM Finance - 29 JAN 2008 - Period 1

Tax Analysis

Code	Rate	Nett PTD	Tax PTD	Nett QTD	Tax QTD
Sales Tax					
0	0.00 %	200.00		200.00	
1	10.00 %	19181.82	1918.18	19181.82	1918.18
2	10.00 %				
3	0.00 %				

Note: The above figure shows a section of the report.

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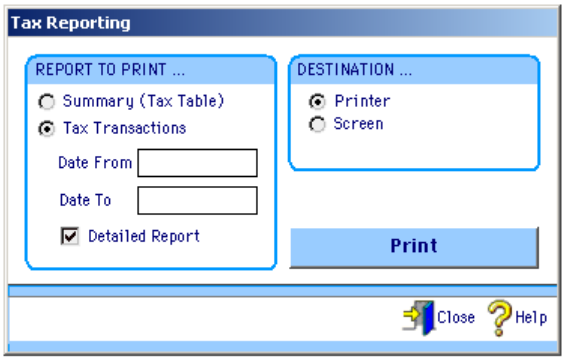
An alternative is to:

- Click **Tax Transactions**. The screen will change to include a date range.



- Enter the appropriate dates.
- Click **OK.**

This report is used to produce a list of transactions that will support the figure in the BAS compiled by the system. The transactions are selected using the same criteria as for the BAS.

RM Finance - West Coast District High School Page 1

Tax transaction List - Report printed at 11:31 on the 29 JAN 2008 Period 1

Account	Analysis	Budget		Type	Date	Nett	Tax	Total	Voucher
WAT001	D1450	D1455	2233	ESP	29 JAN 2008	60.00		60.00	40
Total for Tax code 0						60.00		60.00	
SCI001	D2700	D2705	2236	ESP	29 JAN 2008	50.00	5.00	55.00	41
BOO001	D3000	D3005	2237	ESP	29 JAN 2008	500.00	50.00	550.00	42
A&M001	D2480	D5005	2238	ESP	29 JAN 2008	200.00	20.00	220.00	43
SUP001	D1000	D1025	012350	ESP	29 JAN 2008	50.00	5.00	55.00	46
SUP001	D5000	D5005	012350	ESP	29 JAN 2008	22.73	2.27	25.00	47
SUP001	D5100	D5110	012350	ESP	29 JAN 2008	27.27	2.73	30.00	48
ANY001	D1600	D1615	012348	ESP	29 JAN 2008	200.00	20.00	220.00	50
BOO001	D3000	D3005	2237	ESC	29 JAN 2008	-40.00	-4.00	-44.00	61
A&M001	D2480	D5005	2238	ESC	29 JAN 2008	-200.00	-20.00	-220.00	64
A&M001	D3000	D3005	2238	ESP	29 JAN 2008	200.00	20.00	220.00	65
SCI001	D2700	D2705	2236	ESC	29 JAN 2008	-50.00	-5.00	-55.00	66
A&M001	D3000	D3005	2238	ESC	29 JAN 2008	-20.00	-2.00	-22.00	69
Total for Tax code 1						940.00	94.00	1034.00	

Note: This is a summary of Tax Transactions and is not the report required by the ATO. It is a useful report to check transactions have the correct Tax code applied. A similar report can also be accessed in the Australian Reporting Module under GST Transactions. Refer to Section 10.2 'GST Transactions Report' for more information.

5.10.5 Editing Tax Code Rates

Allows the user to edit the rate only for each code. The other columns **Nett Month, Tax Month, Nett YTD** and **Tax YTD** are system-generated figures and can only be viewed.

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Note: Editing the tax rate for the codes is not recommended unless acting on advice from the WA Department of Education or the ATO.

5.11 Supplies Catalogue

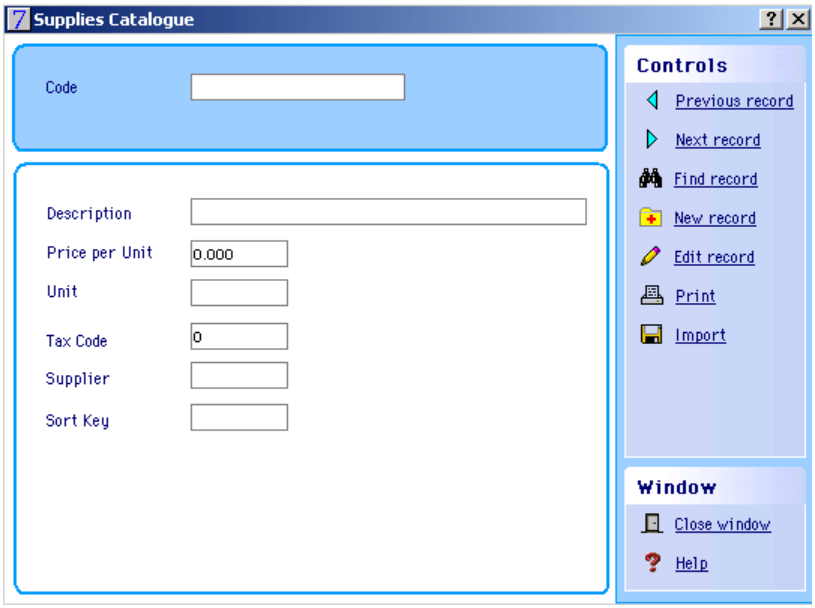
Note: This Function is not used in DOEWA schools

The Supplies Catalogue is used in conjunction with Purchase Order Processing to enable details of goods and services regularly ordered by the school to be set up in a "catalogue" to save repeated entry of details, and help eliminate mistakes. It is also possible to have catalogues issued by suppliers on disk to be loaded into the system. Please contact RM Asia-Pacific for further details.

5.11.1 Viewing the Supplies Catalogue

- Click **Records**.
- Click Supplies Catalogue.

The system displays the Supplies Catalogue screen.



5.11.2 Entering a New Catalogue Item

- Click **New record** button.
- Enter a code for this item (this is the number or letters used to identify items).
- Press **<Tab>.**
- Enter a full description of the item then press **<Tab>.**
- Enter a price per unit then press **<Tab>.**
- Enter a unit (each, gross etc.) then press **<Tab>.**
- Enter a Tax code then press **<Tab>.**
- Enter a Supplier to indicate from whom the item is supplied then press **<Tab>.**

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The Supplier field is linked to the Suppliers file set up within the Income Sources and Suppliers section (see Section 5.8 'Income Sources and Suppliers' for details).

- Enter a Sort Key (optional) then press **<Tab>.**

The Sort Key offers a means of grouping suppliers together for reporting purposes. Thus the school may decide to have a Sort Key of ADMIN for all items relating to administration, COMPUTERS to indicate computer suppliers and so on.

Note: We suggest that, whether intending to use the catalogue facility or not, set up a code 0 for items which are specified individually in the order. This will avoid the need to call up the whole catalogue each time entering a line of an order for a non-catalogue item. To do this insert a new item in the catalogue with the code 0 and leave the remaining fields blank.

5.11.3 Printing a Catalogue

- Click the **Print** button
- Select report destination
- Click **OK**

5.12 Records Reporting

Reports which relate to the Records section of RM Finance can be accessed in two ways.

1. Click

within the Records section or

2. Click

on the top menu bar and then selecting the

tab.

For details of the reports held within this section please refer to Section 9.1 Records Reporting of this manual.

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RM Finance Manual

Transactions

6

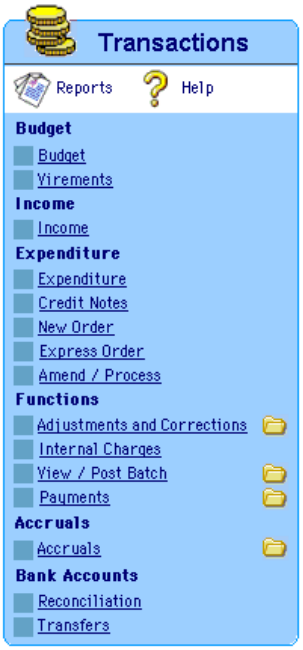
6 Transactions

All transactions (cash, cheques, bank transfers etc.) should be recorded through one of the transactions options. The main advantage of any computerised accounts system is the way in which a single entry on a screen will update every relevant area where the data entered is required. Transactions update accounts, analysis records, and the financial summary.

- Click

.

The system displays the Transactions menu.



Note: If the option to 'Automatically accrue' has been selected in System Manager > Options > Period End, then the accruals section will not be displayed on the above menu.

Budget transactions enable the school to allocate budgeted expenditure figures to the budget accounts that were set up in the Records section. The system also enables income budgets to be established through allocation, and predicted income amounts to be entered.

The **Virements** routine enables amounts to be deducted from the original allocations. These amounts should then be reallocated to other budget accounts.

Income and Expenditure transactions work in an identical manner to each other, except that RM Finance ensures that income transactions are only allocated to income sources and income analysis headings, and expenditure transactions are only allocated to suppliers and expenditure analysis headings. This section is particularly useful if continuing to use a manual ordering system and only need to enter totals into the computer system.

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Credit Notes allow the user to process credit notes from suppliers to reduce the amount owing.

Purchase Orders (New Order, Express Order and Amend/Process) offer a complete processing system for items that the school buys from suppliers. Orders can be raised and printed, and deliveries recorded against these orders. Payments made to suppliers are then entered against appropriate orders. This part of the system is where commitments are created and subsequently transferred into actual payments.

Adjustments and Corrections screens operate in the same manner as income and expenditure entries, except the amounts entered will **decrease** the appropriate accounts. There is no need to enter negative figures. RM Finance makes sure turnover figures and the bank accounts are adjusted correctly.

Internal Charges can be used for moving actual expenditure between accounts. This is useful when an expense incurred by one department needs to be charged to another, or if an error has been made. Internal charges are also used to transfer budget reserves from the D reserve transfer account to the corresponding N reserve account.

The **Batching (View/Post Batch)** facility enables any kind of transaction to be entered onto the system as a batch. At this stage it has the status of an unauthorised transaction, and does not appear in the accounts. Subsequently the batch can be processed which includes editing, deleting and authorisation after which it is entered into accounts as a normal transaction.

This process is particularly useful to ensure that transactions are correct before posting, and to allow staff to enter transactions **onto** the system but for the transactions not to be posted **into** the accounts until they have been authorised.

Payments allows cheques to be printed on pre-printed cheque stationery. The cheques may be reprinted if necessary. Using this facility eliminates mistakes and saves time.

Accruals provide a facility to enter an adjustment in cases where goods and services have been used but not paid for in the current financial year. An accrual or a prepayment can be posted to reflect the organisation's true financial state.

The **Reconciliation** facility flags transactions as reconciled to the bank statement. The reconciliation flag on transactions can be reversed through the adjust/correct facility.

Transfers allows for funds to be moved between school bank accounts. Such transfers are automatically shown on the two accounts concerned, as a credit and a debit respectively.

The **Reports** section provides a menu of the various transaction reports available.

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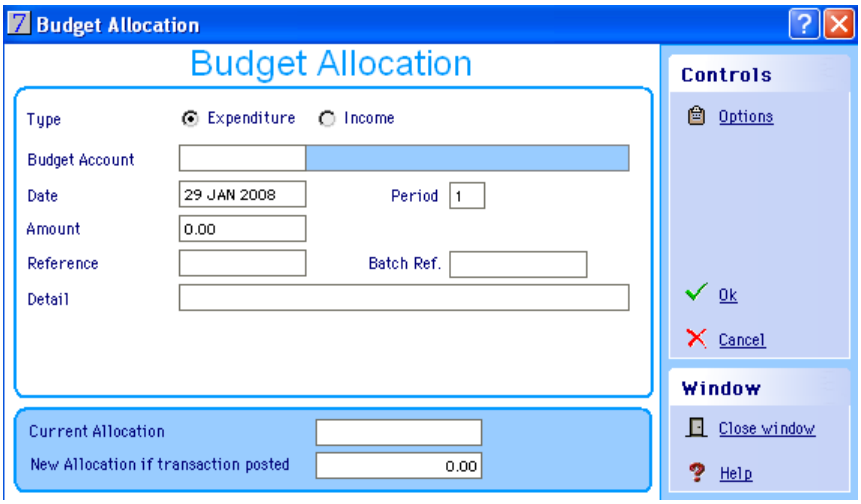
6.1 Budgets

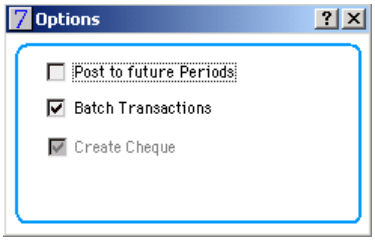
RM Finance enables the school to record not only initial budget account allocations, but also all subsequent additional allocations and movements (Virements). The system will record all such changes as individual transactions so that they can be seen on individual budget history reports.

6.1.1 Viewing Budget Allocations

- Select **Transactions**.
- Click Budget. The system displays the Budget Allocation screen:



- Click Options. The following window is displayed:



Post to Future Periods
This feature allows the user to post transactions to future periods. It cannot be selected if the option to Batch Transactions is selected. WA Department of Education schools should not post transactions to future periods.

Batch Transactions

For Western Australian Department of Education schools, this option is automatically set on and cannot be turned off unless the system setting is adjusted via System Manager > Options > Transactions.

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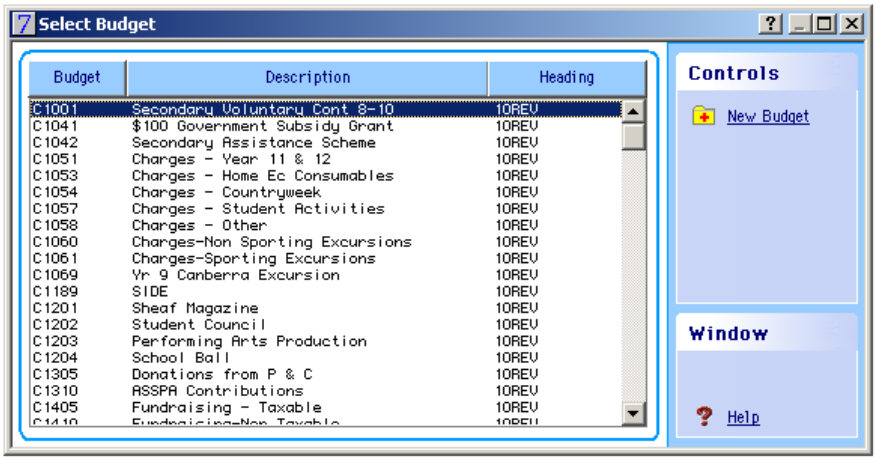
Budget Allocation Fields

Type
Click the correct radio button to reflect either an income or an expenditure budget allocation.

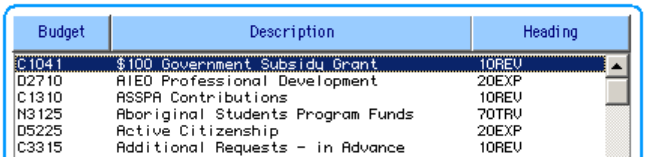
Budget Account

Either enter the school's budget account code into this field (e.g. D1010, C1002, etc.) or press the <Tab> key in this field to display the list of codes held on the system.



The list can be sorted by budget code, description or heading:

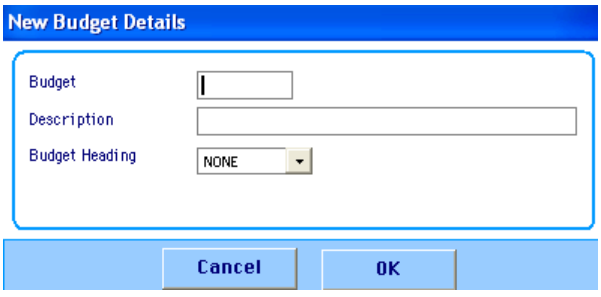
- Click the Description column header. The list is sorted by the description entered for the budget accounts as in the following:



If a Budget Code does not exist on the system and it needs to be added.

- Click

.
- Enter the Budget Account details and continue processing the Budget Allocation.



The following fields are available:

Date

The date of making the budget allocation. The system will default to today's date.

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Amount

Enter the amount of the budget allocation as a positive figure. Note that budget allocations can be reduced or increased by selecting either the expenditure or income radio button at the top of screen as appropriate. Press the <Tab> key and check the bottom window to ensure that the allocation is correct.

Reference

Enter a short reference code (e.g. AB2008)

Detail

Enter the details surrounding this allocation (e.g. Annual budget 2008)

Funding Stream

Select a funding stream if appropriate (optional).

Cost Centre

Once a Funding Stream has been chosen, the list of Cost Centres associated with the selected Funding Stream (as entered in the Records section) is available. The entered budget will then be applied to the Cost Centre. Note that this item is also optional.

6.1.2 Making a Budget Allocation

- Select **Transactions.**
- Click **Budget.**
- Click the correct radio button for either Income or Expenditure.
- Enter the batch number in to the Batch Ref field.
- Enter the school's budget account number.
- Enter the budget allocation amount.
- Enter the reference (e.g. AB2008).
- Enter the detail (e.g. Annual Budget 2008).
- Select a Funding Stream (if appropriate).
- Select a Cost Centre (if appropriate).

Check that the amount allocated is correct in the bottom window

- Click **OK**.
- Click **Yes** (to batch the transaction).

6.1.3 Budget Allocation Examples

1. Allocation of expected income of $100,000 to budget code C1001.

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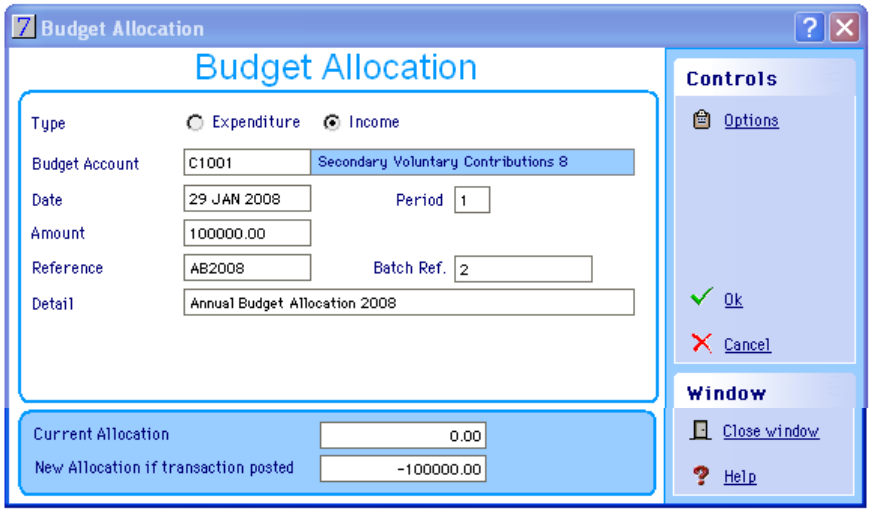
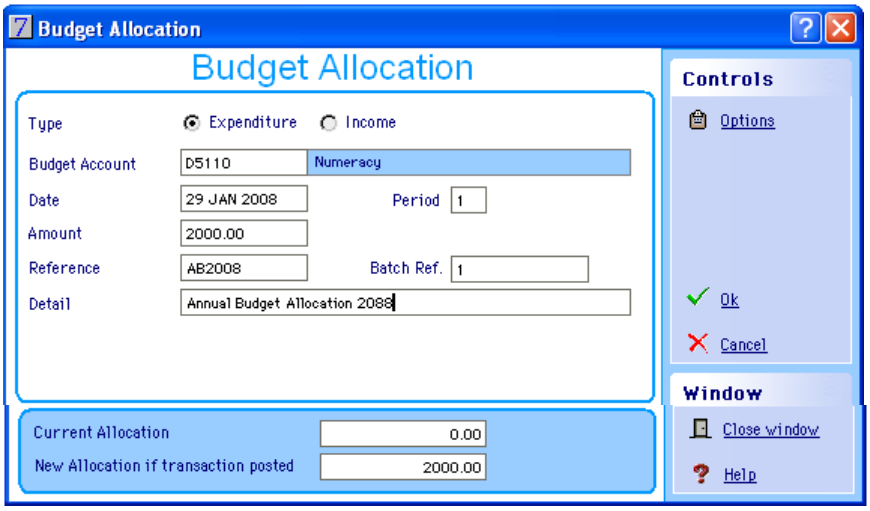


2. Allocation of an expenditure budget of $20,000 to budget account D5110.



6.1.4 Correcting Errors in Budget Allocations

If errors are made when making budget allocations the only way to correct these is by a further income or expenditure allocation. If the allocations have been batched but not yet posted, edit the transactions in the batch.

Consider the following examples:

- An income budget allocation of $10000 was made to C1051 when it should have been $12000.
  Solution: Post a further income allocation of $2000 to C1051.

- An income budget allocation of $5000 was made to C1310 when it should have been $2000.
  Solution: Post an expenditure allocation of $3000 to C1310.

- An expenditure budget allocation of $9000 was made to D6010 when it should have been $13000.
  Solution: Post a further expenditure allocation of $4000 to D6010.

- An expenditure budget allocation of $8000 was made to D5050 when it should have been $2000.

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Solution: Post an income budget allocation of $6000 to D5050.

Note: Always check the information given at the bottom of the budget allocation screen before clicking on OK. This allows the user to check that the allocation is correct before posting.

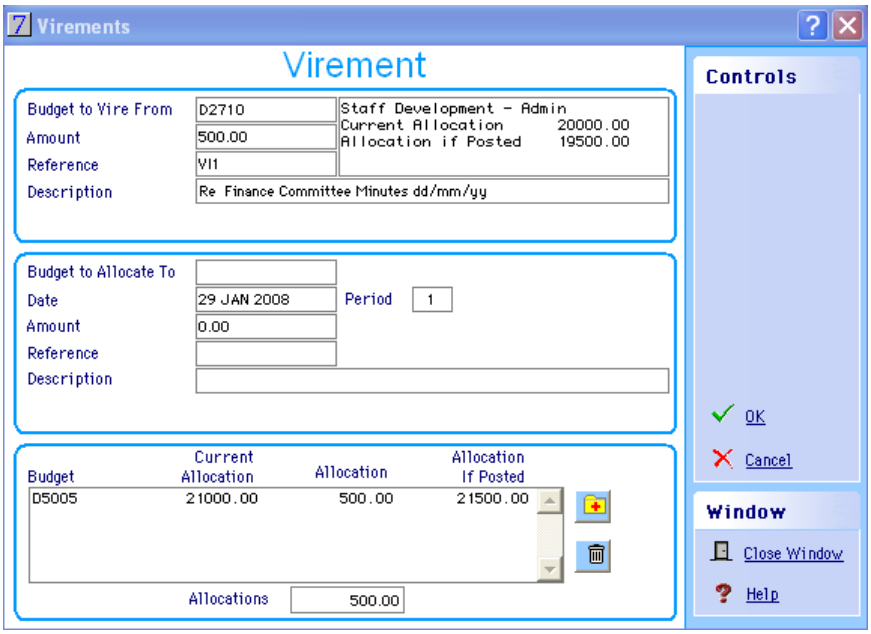
6.2 Virements

Virements are used for re-allocating budget amounts from one expenditure account to another.

6.2.1 Performing a Budget Virement

- Select **Transactions**.
- Click Virements.

The first stage is to select the expenditure budget from which to vire. In the same way as for budget allocations, the user must enter the amount, reference and description. This money can now be allocated to one or more budgets. Some examples of virements would be transferring from one expenditure budget account to another or transferring from unallocated funds to several expenditure budget accounts.



When tabbing into the second set of entry boxes the user can enter details of one account at a time. After entering the account details either Press **<Tab>** or Click .

The details are displayed in the lower window. The cursor will return to the top of the **Budget to Allocate to** section of the screen to continue entering further account details if necessary.

When all data has been entered:

- Click **OK**. The following is displayed:

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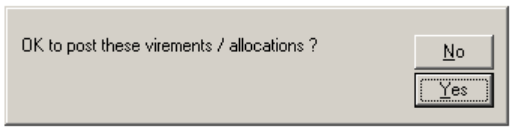


- Click **Yes**.
- Each budget will now have to be profiled. See Section 5.1.6 ‘Profiling’ for further details.

Note: It is a WA Department of Education requirement that virements are recorded on the appropriate form before they are processed.

Note: The Request for Virement form is automatically sent to the printer and needs to be signed.

Important:
Virements Should Not Be Performed On C Accounts

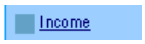
6.3 Income

6.3.1 The Income Screen – Single Line Entry

Users have a choice of displaying the income screen in either one of two ways – either single line entry or multi-line entry. This choice is available from System Manager > Options > Display tab.

Note: The recommended setting for WA Department of Education schools is Multi-Line Entry. Please refer to Section 6.3.2 ‘The Income Screen – Multi-Line Entry’ for further information.

Single line entry displays the income screen as shown in the illustration below. This means that one transaction containing all details can be entered on the screen at a time and then saved.

- Select **Transactions**.
- Click 

. The system displays the single line entry Income screen:

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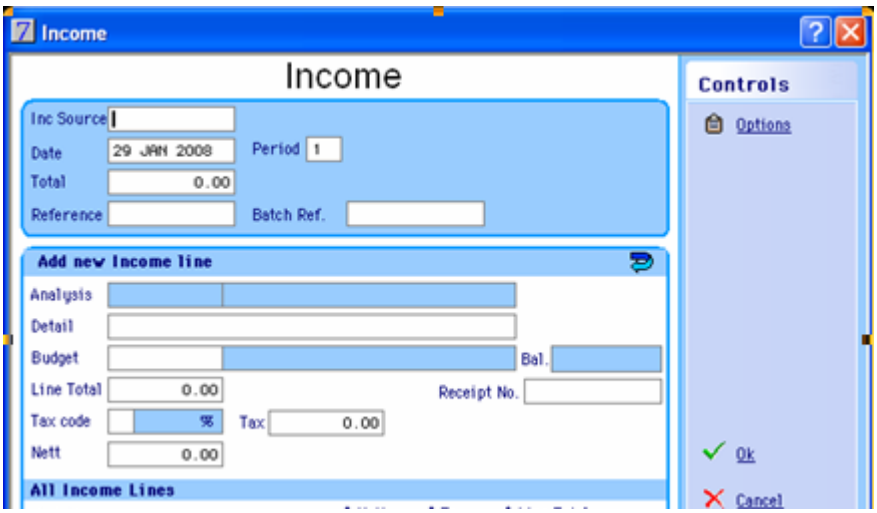
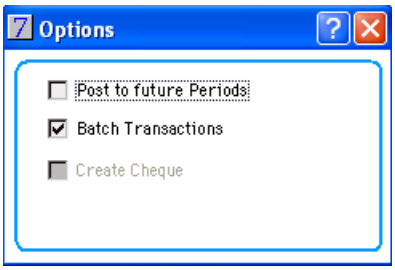


- Click Options to display the following:



Post to Future Periods

Note: This Function is not used in DOEWA schools

If this option is selected, posting to a period in advance of the current one is allowed. This option cannot be selected if the Batch Transactions option is turned on.

Batch Transactions

If this option is selected the transactions are held in a batch and not posted directly into the accounts. This box is automatically checked on for WA schools due to the recommended settings made via System Manager > Options > Transactions.

Income Entry Fields

Income Source

The income source (represented by the first three characters of the name followed by a three-digit code). Press **<Tab>** in this field to see the list of income sources. New accounts can be created from this screen by clicking on the **New Account** button.

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Note: Western Australian Department of Education schools will use INC001 for all income except refunds from the ATO.

Total
The total amount of the income transaction.

Date
The processing date of the transaction. The system will default to today's date.

Analysis
This field is initially greyed out. The user must first enter a Budget Code into this field; by doing so the default Analysis Code is then displayed in this field as set up when the Budget information was entered (i.e. a default Analysis Code entered). Pressing <**Tab**> out of the Budget Code field then makes the Analysis Code field editable. The analysis code from the Chart of Accounts (e.g. C1000 for a Contributions income item).

Reference
A short code to match this receipt to its banking. For example, secondary schools could use a Z tape number from the cash register. Primary schools could use the last receipt number in the group of receipts banked or the posting summary reference. If this is an item that has appeared on the bank statement a reference to the bank statement number could be used.

Note: It is important to use a reference such as the posting summary reference that relates to the total banked. Otherwise the receipts will not be grouped for easy reconciliation.

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Batch Ref.
The number for this batch.

Detail
A short description of the nature of the income.

Nett
The system will automatically fill this field calculating the value entered in the **Total** field above less any tax.

Tax Code
Enter the appropriate Tax code (see Appendix A for further information) for the transaction. The **Tax** field will automatically be calculated depending on the **Tax code** chosen and the **Total** entered.

Budget
The school's budget code (e.g. C1001) for the income item.

Funding Stream

Note: This Function is not used in DOEWA schools

Choose a Funding Stream if appropriate (optional).

Cost Centre

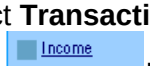
Note: This Function is not used in DOEWA schools

If a Funding Stream has been chosen, the list of Cost Centres associated with the selected Funding Stream is available for selection. This will have the effect of updating the income figures for the chosen Cost Centre with this transaction. This item is also optional.

6.3.2 The Income Screen – Multi-Line Entry

The Multi-Line option for entering income is selected via System Manager > Options > Display tab.

Note: This is the recommended setting for WA Department of Education schools.

- Select **Transactions.**
- Click 

. The system displays the multi-line entry Income screen:

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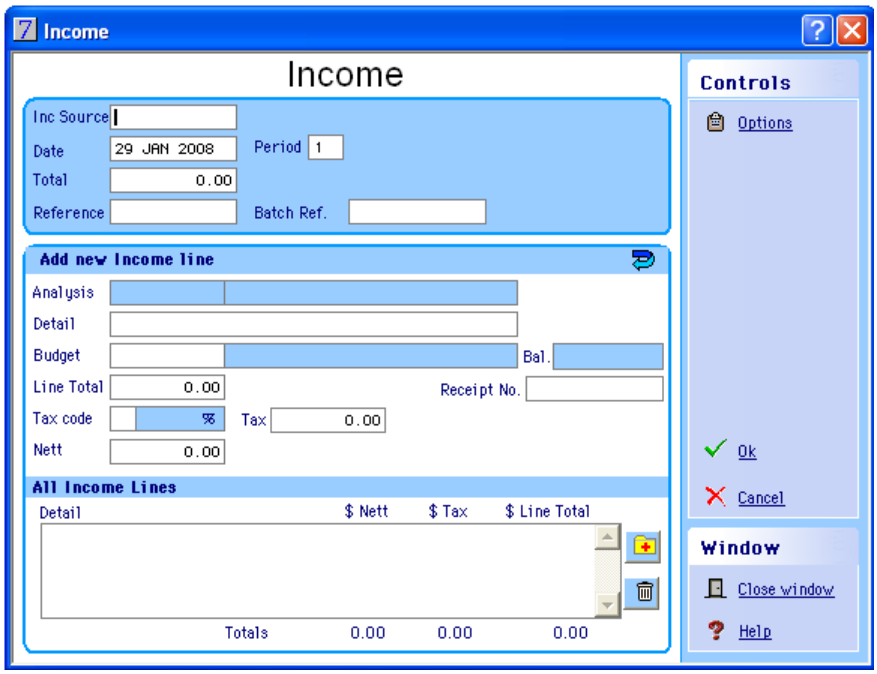
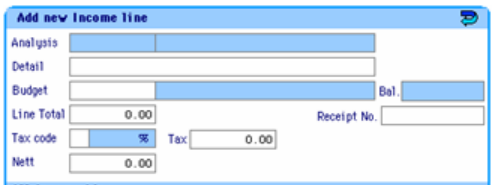


Please refer to the preceding section for general information about the fields displayed on this screen. This section will outline the differences applicable to multi-line entry.

Multi-line entry is useful where it is necessary to break one receipt amount into portions, where each portion may need to be allocated to a different budget code.

The top section of the screen will enable the user to enter a 'header' record for the transaction. The header record will contain the following fields: Income Source, Date, Total, Reference and Batch Reference. This information needs to be entered once for the overall amount.

The middle section of the screen enables the total receipt amount to be split into multiple smaller amounts which can each be assigned to different budget codes. Note that the total of the smaller amounts must equal the overall total entered in the header record. This section of the screen can be completed several times until the overall total is reached.



There are two additional fields present on this screen, which do not appear on the single line entry window.

Line Total

This represents the individual amount for this line. The sum of the line totals must match the overall total entered in the header section of this window.

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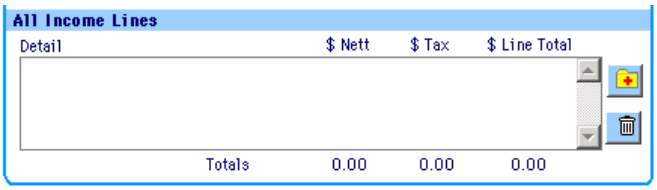
Receipt number

This field can be up to 15 characters in length. It represents the individual receipt number for this line. It is not used for grouping in the reconciliation screen. Whilst multiple lines are being added using the 'Add new income line section', this field will not be cleared. The value first entered by the user is retained for each of the multiple lines. This facilitates easy editing of the receipt number rather than re-entering the full number each time. This field is cleared when the OK button is clicked and the entire transaction is saved.

The lower section of the Income multi-line window will list all multiple lines associated with this transaction, enabling the middle section to be cleared ready for each new entry.



Additional Icons Available on the Multi-Line window

Clear button

This will clear any data from the 'Add new income line' section and place the cursor in the Analysis code field. It will not clear the header information.

Add button

Once the 'Add new income line' section has been completed, clicking on this button will move the transaction to the lower 'All Income Lines' section. (Alternatively, the **<Tab>** key can be used to achieve this.)

Delete button

This button can be used to delete a line from the 'All Income Lines' section.

Edit button

Lines which have been added to the 'All Income Lines' section may be edited by clicking on them. In this case the Add button is replaced by the Edit button and the line to be edited is re-displayed in the 'Add new income line' section.

Note that the Income Multi-Line entry screen can also be used for entering single lines.

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6.3.3 Entering a Batch of Receipts (Multi-Line entry)

- Select **Transactions.**
- Click **Income.**

Entering the header information

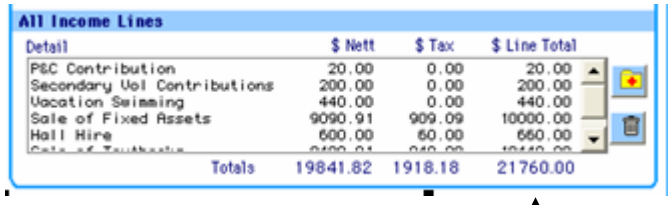
- Enter the Income Source and <**Tab**>.
- Enter the date (or accept the default) and <**Tab**>.
- Enter the total amount and <**Tab**>.
- Enter the reference (Be careful – this reference is used for grouping on the reconciliation screen) and <**Tab**>.
- Enter the batch number in the Batch Ref field and <**Tab**>.

Entering the Line details

- Enter the Analysis Code and <**Tab**> or press **<Tab>** wait until the field is populated with the default code (if the default option is set).
- Enter the Detail and <**Tab**>.
- Enter the Budget Code and <**Tab**>.
- Enter the Line total (this is the individual total for this portion of the transaction) and <**Tab**>.
- Enter the tax code and <**Tab**>.
- Enter a receipt number (this can be the actual receipt number for this entry) and <**Tab**>.
- Select a Funding Stream (if appropriate) and <**Tab**>.
- Select a Cost Centre (if appropriate) and <**Tab**>.
- Press **<Tab>** to move the transaction to the lower window and the Line details are cleared (or alternatively use the Add button).

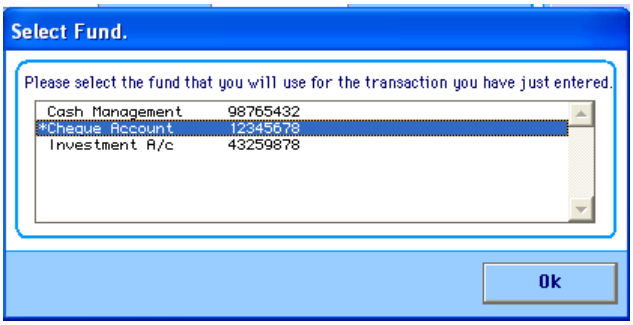
Repeat entering the line details as described above until each line has been entered.

When all lines have been entered and are displayed in the lower window, check that the Total at the bottom of the window matches the Total entered in the header.



Check this figure matches the header total

- Click **OK.**



- Select the correct school bank account.

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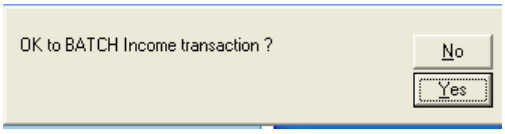
- Click **OK.**



- Click **Yes.**
- Enter the income details for each remaining receipt as described above.

When all receipts have been entered:

- Print a **Batched Transactions Report** showing income (Transactions > Reports).
- Check that the individual entries are correct, especially the tax codes.
- Check that the total at the bottom of the report matches the total obtained from the adding machine tape or Z tape.
- File this report for record purposes.

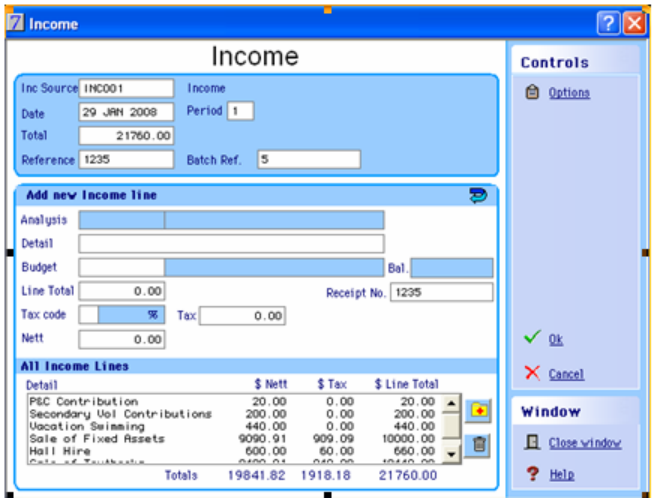
- Go to View/Post Batch.
- Display the relevant batch.
- Click to display the total at the bottom of the screen.
- If no corrections are required click Update.
- Click **Yes**. The batch is posted.

Example of Multi-Line Income

$21 760 has been received. This has come through on the bank statement and needs to be entered against three different budget accounts as follows:

$10,440	C3000	Bookshop - books
$660	C1700	Hall hire
$10,000	C1900	Sale of Assets
$440	N3100I	Vac Swim
$200	C1000	Secondary Vols – C Smith
$20	N3000I	P&C Contribs – C Smith

The illustration below shows how this has been entered:



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Note: It is a Department of Education requirement that batched transactions are recorded on the appropriate form before they are processed.

Income entries, as with all transactions in RM Finance, cannot be changed once posted. This is a deliberate feature, and is part of any true accounting system, to prevent fraud. If a mistake was made this transaction should be reversed and re-entered with the correct amount or process a correction transaction. Refer to Section 6.9.3 'Income Reversals' for more information.

Each of these transactions is given a voucher number and will show on every printed transaction list as part of the system's audit trail.

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6.4 Expenditure

There are several sections under the title of expenditure. Expenditure and Credit Notes are to be used under circumstances in which a detailed copy of the purchase order is not required within the computer system. This might happen, for example, if the school decides to continue to use paper order forms and simply enter the totals of the orders into the computer system. It can also be used for posting expenditure in cases where no order is raised (e.g. electricity, telephone, etc).

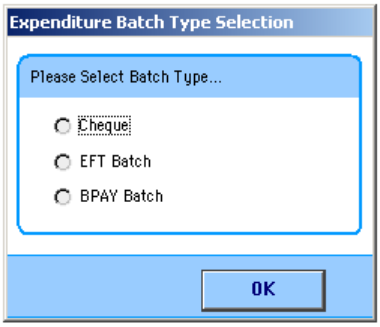
However, if the system is to analyse individual lines of orders under expenditure and budget codes and keep track of their status, including part deliveries and part payments etc., the purchase orders sections (New Orders, Express Orders and Amend/Process) should be used instead. Using purchase orders will also enable the school to keep track of commitments, since it is from purchase orders that the system records transactions as commitments. The system will increase the record of turnover with suppliers and increase the analysis of expenditure on analysis and budget records once payment has been processed.

Users have a choice of displaying the expenditure screen in either one of two ways – either single line entry or multi-line entry. This choice is available from System Manager > Options > Display tab.

Note: The recommended setting for WA Department of Education schools is Multi-Line Entry. Please refer to Section 6.4.2 'The Expenditure Screen – Multi-Line Entry' for further information.

Single line entry displays the expenditure screen as shown in the illustration below. This means that one transaction containing all details can be entered on the screen at a time and then saved.

- Select **Transactions.**
- Click Expenditure. The following is displayed:



- Select the Expenditure Batch Type.
- Click **OK**. The system displays the single line entry Expenditure screen.

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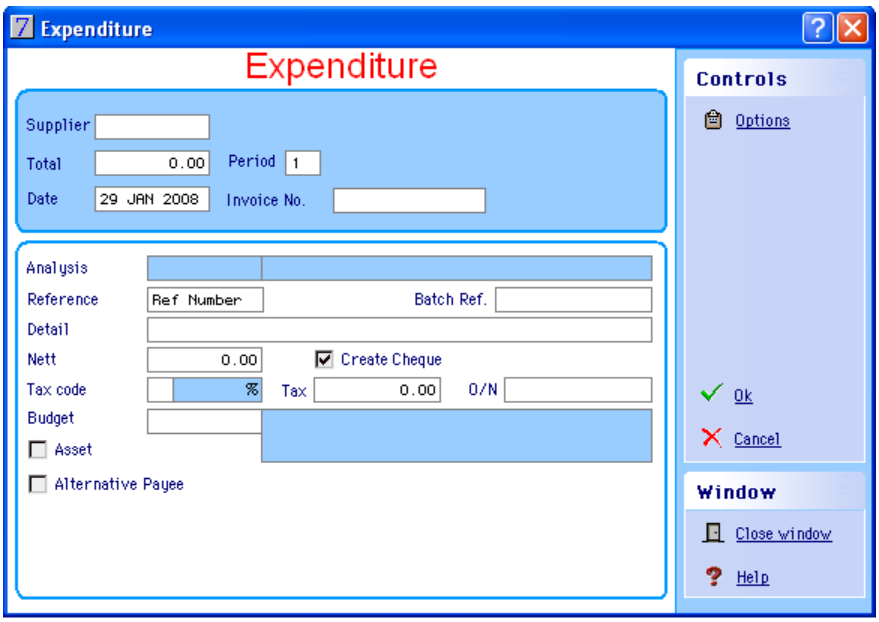
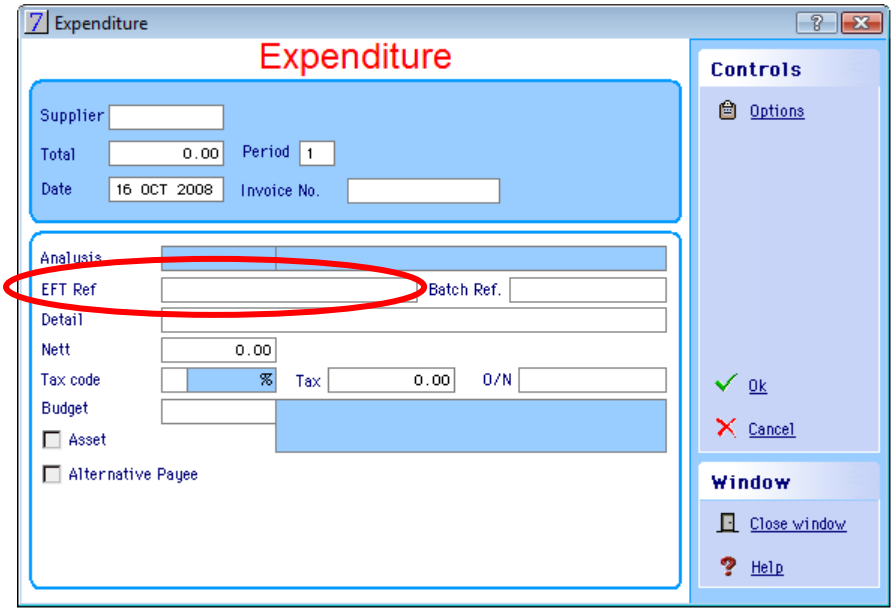
6.4.1 The Expenditure Screen - Single-Line Entry

The following is the Expenditure screen for Cheque expenditure batches:



The expenditure screen for EFT batches is as illustrated below.



The expenditure screen for BPAY batches is as illustrated below.

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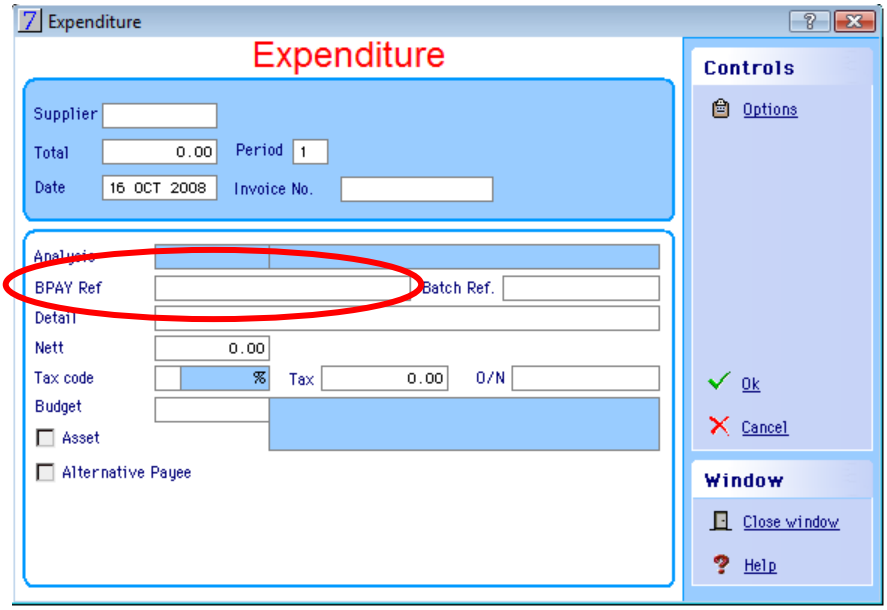
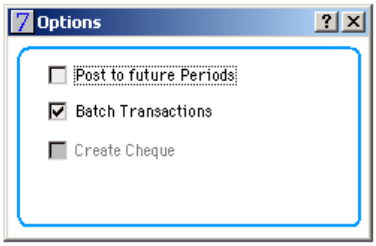


- In the Expenditure screen click

. The following is displayed:



Post to Future Periods

Note: This Function is not used in DOEWA schools

If this box is checked it will allow the user to post transactions to a period in advance of the current period. It cannot be selected if the Batch Transactions option is set. Post to Future Periods option should not be used by WA Department of Education schools.

Batch Transactions
If this option is selected, the transactions are placed into a batch rather than posted directly into the accounts. For WA schools this option is automatically turned on.

Create Cheque
Check this box only if the system is to generate cheques. Clear it for handwritten cheques. This can be set as a default via System Manager > Options > Transactions > Payments Printing.

Expenditure Entry Fields

Supplier

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The organisation from which the goods/services have been purchased. This is represented by the first three characters of the supplier's name followed by a three-digit code (e.g. TEL001 could be Telstra). Press **<Tab>** in this field to see the list of suppliers. New accounts can be created from this screen by clicking on the **New Account** button.

Total
The dollar amount of the expense.

Date
The processing date of the transaction. The system will default to today's date.

Invoice Number
Supplier's invoice number.

Analysis
The analysis code from the Department of Education's Chart of Accounts (e.g. D1000 for an Administration expenditure item). This is entered by default when the Budget Code is entered, if a default code has been set up at the time of creating the Budget Code.

Reference
For system-generated cheques, the system will automatically fill this field with the text 'Ref Number'. Once cheques have been printed the system will automatically replace this with the actual cheque number. For handwritten cheques, the cheque number should be entered into this field. For other items (such as bank fees etc.) a reference to the bank statement could be used.

EFT Ref (EFT transactions only)
When entering EFT expenditure transactions the EFT Ref can be a maximum of 12 characters; this is particularly relevant for multi-line transactions so that the export file produced includes a description as individual detail lines are not sufficient.

BPAY Ref (BPAY transactions only)
When entering BPAY expenditure transactions the BPAY reference can be a maximum of 25 characters.

Automatic Increment of Reference Numbers
If Create Cheque is not selected, then the reference field will operate as follows. On entry to the screen it is blank. It is up to the user to enter the first cheque number for the batch (eg. 123456). When OK is clicked the transaction is saved and the details cleared from the screen. However, the reference number field will not be cleared. The number previously entered in this field is automatically incremented by one (eg. 123457). When the Expenditure screen is closed the field is cleared.

Batch Ref.
The number for this batch.

Detail
A short description of the nature of the expenditure.

Nett
The system will automatically fill this field with the value entered in the **Total** field above less any tax.

Tax fields
Enter the appropriate **tax code** for the transaction. The **Tax** field will automatically be calculated

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depending on the **tax code** chosen and the **Total** entered.

Budget
The school's budget code (e.g. D1010) for the expenditure item.

Asset
Check this box if the item purchased is an asset or a resource and it is to be transferred to Asset Manager.

Alternative Payee
Check this box if the system is to generate the cheque to an alternative payee (as set up in the records section) rather than the original supplier. If the supplier has an alternative payee, their name is displayed on this screen adjacent to the Alternative Payee box.

Funding Stream

Note: This Function is not used in DOEWA schools

A Funding Stream may be selected for this transaction (optional).

Cost Centre

Note: This Function is not used in DOEWA schools

Once a Funding Stream has been selected, the list of Cost Centres linked to that Funding Stream is available for selection (also optional). This will have the effect of updating the expenditure figures for the chosen Cost Centre with this transaction.

6.4.2 The Expenditure Screen – Multi-Line Entry

The Multi-Line option for entering expenditure is selected via System Manager > Options > Display tab.

Note: This is the recommended setting for WA Department of Education schools.

- Select **Transactions.**
- Click Expenditure.

The system displays the multi-line entry Expenditure screen:

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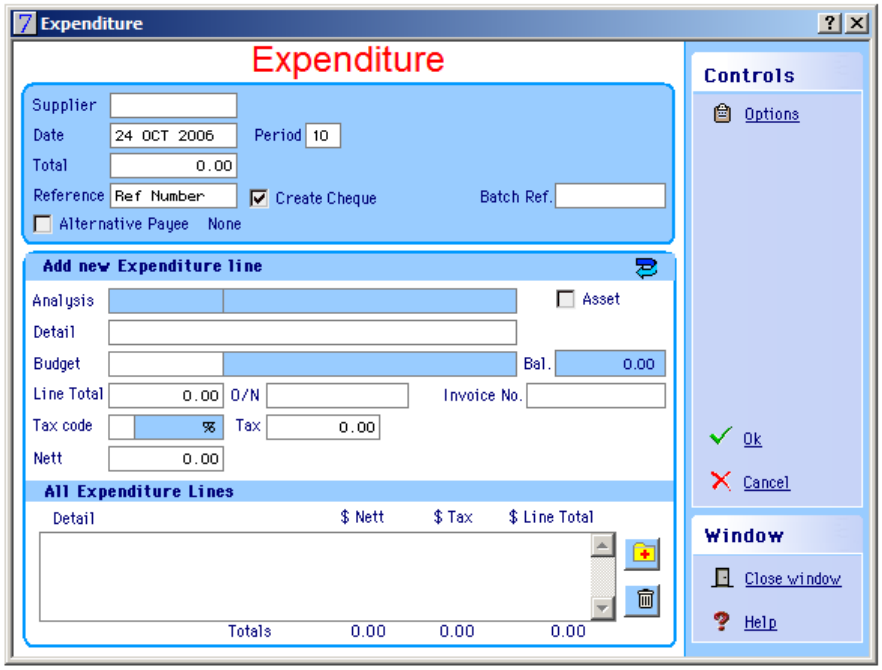
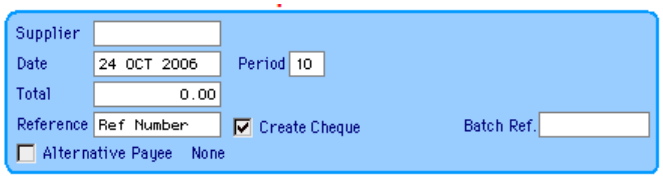


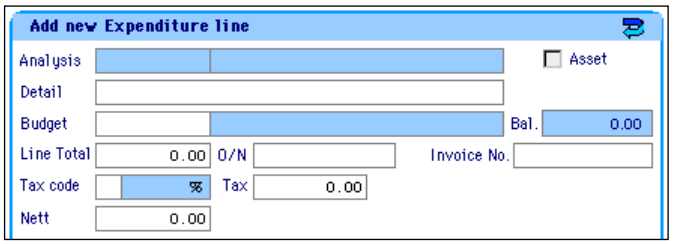
Please refer to the preceding section for general information about the fields displayed on this screen. This section will outline the differences applicable to multi-line entry.

Multi-line entry is useful where it is necessary to break one expenditure amount into portions, where each portion may need to be allocated to a different budget code.

The top section of the screen will enable the user to enter a 'header' record for the transaction. The header record will contain the following fields: Supplier, Date, Total, Reference, Batch Reference and Alternative Payee check box. This information needs to be entered once for the overall amount.



The middle section of the screen enables the total expenditure amount to be split into multiple smaller amounts which can each be assigned to different budget codes. Note that the total of the smaller amounts must equal the overall total entered in the header record. This section of the screen can be completed several times until the overall total is reached.



There is one additional field present on this screen, which does not appear on the single line entry window.

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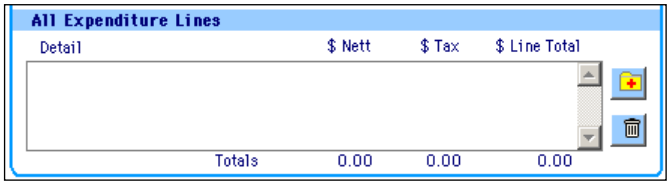
Line Total

This represents the individual amount for this line. The sum of the line totals must match the overall total entered in the header section of this window.

The lower section of the window will list all multiple lines associated with this transaction, enabling the middle section to be cleared ready for each new entry.



O/N
Enter the Order Number for these transactions.

Additional Icons Available on the Multi-Line window

Clear button
This will clear any data from the 'Add new Expenditure line' section and place the cursor in the Analysis code field. It will not clear the header information.

Add button
Once the 'Add new Expenditure line' section has been completed, clicking on this button will move the transaction to the lower 'All Expenditure Lines' section. (Alternatively, the <Tab> key can be used to achieve this.)

Delete button
This button can be used to delete a line from the 'All Expenditure Lines' section.

Edit button
Lines which have been added to the 'All Expenditure Lines' section may be edited by clicking on them. In this case the Add button is replaced by the Edit button and the line to be edited is re-displayed in the 'Add new Expenditure line' section.

Note that the Expenditure Multi-Line entry screen can also be used for single line entry.

6.4.3 Entering a Batch of Invoices – Multi-line Entry

- Select **Transactions.**
- Click **Expenditure.**

Enter the header information

- Enter the Supplier and <**Tab**>.
- Enter the Date (or accept the default) and <**Tab**>.
- Enter the Total amount and <**Tab**>.
- Enter the Reference (cheque number) or click 'Create Cheque' for a system generated cheque or press the space bar to Create Cheque) and <**Tab**>.

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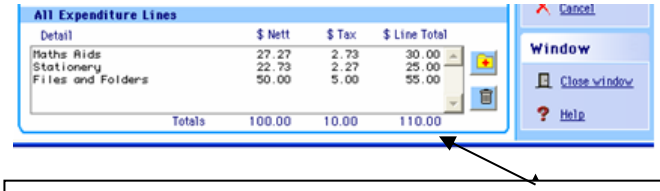
- Tick the Alternative Payee box if required and <**Tab**>.
- Enter the batch number in the Batch Ref field and <**Tab**>.

Enter the Line details

- Enter the Detail and <**Tab**>.
- Enter the Budget Code and <**Tab**>. The default Analysis Code, as set up when the Budget Account was set up, will now populate the Analysis Code field.
- Enter the Line total (this is the individual total for this portion of the transaction) and <**Tab**>.
- Enter the Tax code and <**Tab**>.
- Tick the asset box if this item represents an asset to be transferred to the Asset Manager software and <**Tab**>.
- Enter an Invoice number and <**Tab**>.
- Select a Funding Stream (if appropriate) and <**Tab**>.
- Select a Cost Centre (if appropriate) and <**Tab**>.
- Press **<Tab>** to move the transaction to the lower window and the Line details are cleared (or alternatively use the Add button) and <**Tab**>.

Repeat entering the line details as described above until each line has been entered.

When all lines have been entered and are displayed in the lower window, check that the Total at the bottom of the window matches the Total entered in the header.



Check this figure matches the header total

- Click **OK.**
- Select the correct school bank account.
- Click **OK.**
- Click **Yes.**
- Enter the expenditure details for each remaining invoice as described above.

When all invoices have been entered:

- Print a **Batched Transactions Report** showing expenditure (Transactions/Reports).
- Check that the individual entries are correct, especially the tax codes.
- Check that the total at the bottom of the report is correct and matches the adding machine tape total.
- File this report for record purposes.
- Go to View/Post Batch.
- Display the relevant batch.
- Click to select all transactions for updating and to display the total at the bottom of the screen.
- If no corrections are required click Update. The batch is posted.

Multi-Line Expenditure Example

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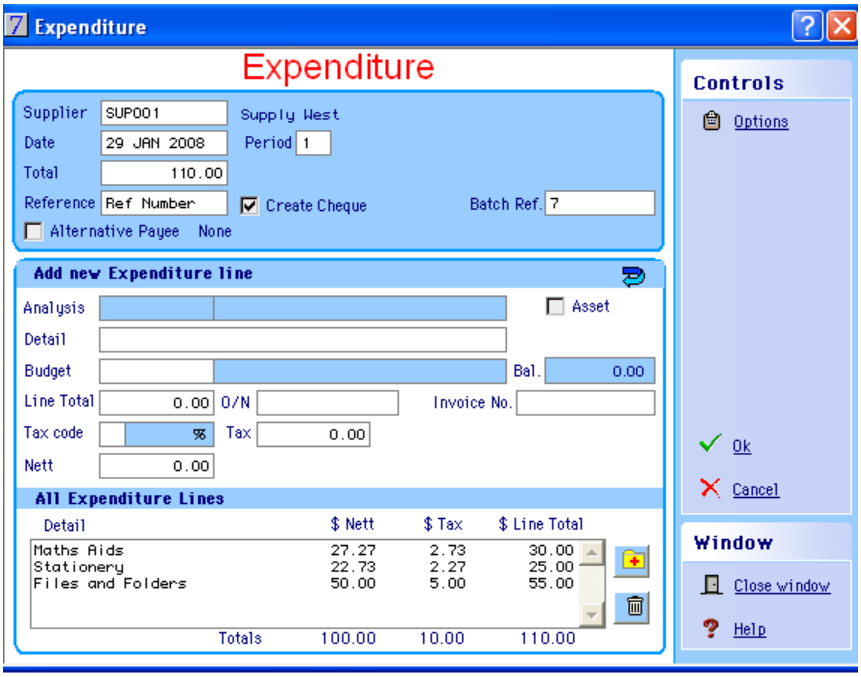
An invoice for $385 has been received from a stationery supplier. The items appearing on this invoice need to be allocated to three different budget codes as follows:

D5110 Mathematics	$30.00
D5310 Science	$25.00
D5005 English	$55.00

The illustration below shows how this has been entered:



Note: It is a Department of Education requirement that batched transactions are recorded on the appropriate form before they are processed.

Expenditure entries, as with all transactions in RM Finance, cannot be changed once posted. This is a deliberate feature, part of any true accounting system, to prevent fraud. If a mistake is made the transaction should be reversed and re-entered with the correct amount or process a correction transaction. Refer to Section 6.9.5 'Expenditure Reversals' for more information.

Each of these transactions is given a voucher number and will show on every printed transaction list as part of the system's audit trail.

If printing cheques from the system, the next step is to print the payments. See Section 6.12 'Payments (Cheque Printing)' for further details.

6.4.4 Processing Invoices for Suppliers with No ABN

It is highly recommended that **schools refrain from dealing with suppliers who do not have an ABN** unless they can provide written evidence that their services are classified as a hobby. If the school deals with a supplier who has not supplied the school with an Australian Business Number (ABN) and does not fall into the category mentioned above, the school is obliged to deduct 46.5% of the amount (only if it is over $75.00) from the payment and submit it to the ATO.

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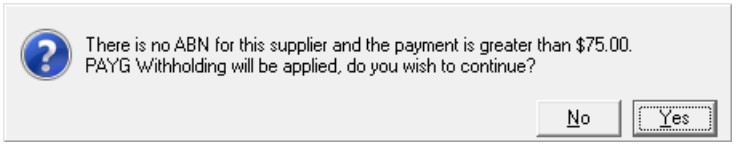
6.4.5 Entering an Invoice for a Supplier with No ABN

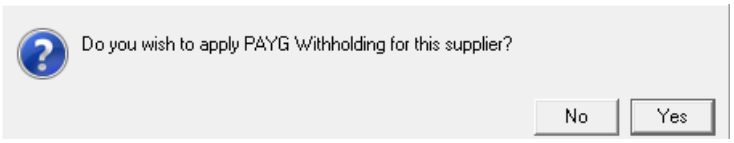
Processing payments to suppliers with no ABN are handled in the same way as other expenditure transactions and can be included in the same batch as suppliers who do have an ABN; there is no need to process them in a separate batch.

- Select **Transactions.**
- Click **Expenditure.**
- If cheques are to be printed by the system check the box next to Create Cheque.
- Enter the batch number in the Batch Ref field.
- Enter the Supplier and Total.

If the supplier does not have an ABN recorded in the system and the total amount is greater than $75.00, the following message is displayed:



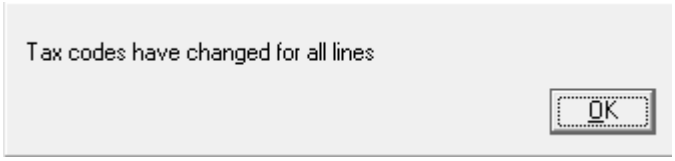
- Click Yes (If selecting No, the transaction is aborted.). The following message is displayed:



- Click **Yes** to apply the tax, or No if the supplier's services are considered a hobby and the school has been provided with written evidence that the transaction can continue as usual.

If 'Yes' is selected the tax code defaults to **7 (Withholding Tax)**. Please refer to 'Appendix A – Tax Codes for WA Department of Education' for further information. This must be done to ensure that the BAS report is correct.

The following message may then be displayed.



Note: A tax code of 7 will now apply to each multiple line entered for this supplier.

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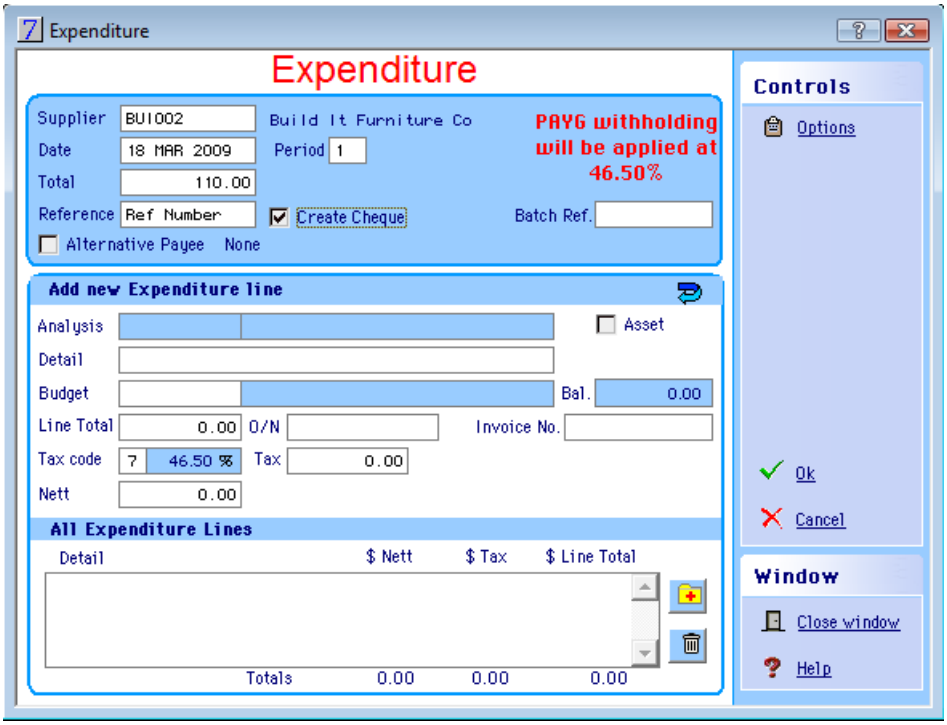

- Enter the expenditure details as described above.
- Click **OK.**
- Select the correct school bank account.
- Click **OK.**
- Click **Yes.**

Update the batch as usual. See Section 6.11 ‘View/Post Batch’ for more information.

If the cheque is printed from the system the following statement is displayed on all suppliers’ remittance advices that have had withholding tax applied:
 # PAYG Withholding at 46.50% applied.

6.4.6 Posting PAYG withholding transactions

If a supplier does not have an ABN the school is required to withhold 46.5% of the payment and remit it to the ATO. The supplier will therefore only be paid 53.5% of the invoice amount. However the total payment will still be recorded against the appropriate budget.

6.5 Credit Notes

The Credit Notes feature can be used to enter credit notes against accounts. If the credit note is received in a later period than the invoice, and includes tax, it may need to be processed in a different way. Refer to Section 15.2 ‘Decreasing Adjustments’ for more information if this situation arises.

6.5.1 The Credit Note Screen – Single Line Entry

Credit Notes can either be displayed in single line entry or multi-line entry, depending on the option chosen for expenditure transactions. This option is available from System Manager > Options > Display tab.

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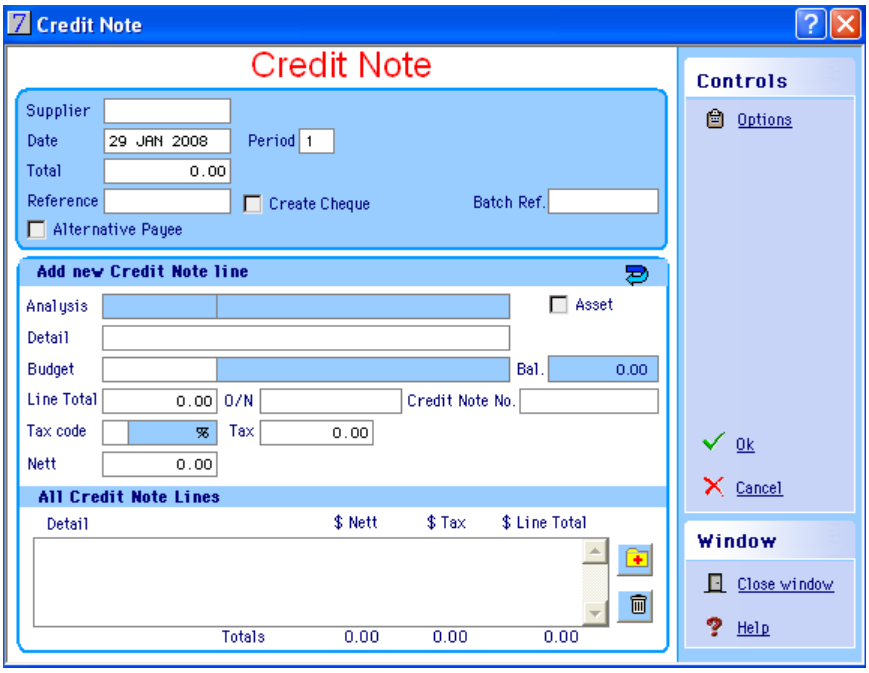
Single line entry displays the credit note screen as shown below. This means that one transaction containing all details can be entered on the screen at a time and then saved.

- Select **Transactions.**
- Click

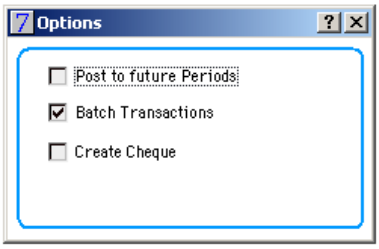
.

The system displays the single line entry Credit Note screen:



- Click

. The following is displayed:



Post to Future Periods

Note: This Function is not used in DOEWA schools

If this box is checked it will allow the user to post transactions to a period in advance of the current period. It cannot be selected if the Batch Transactions option is set. Post to Future Periods option should not be used by WA Department of Education schools.

Batch Transactions

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If this option is selected, the transactions are placed into a batch rather than posted directly into the accounts. For WA schools this option is automatically turned on.

Create Cheque
Check this box only if the user wants the system to reduce the amount on a system generated cheque to this supplier.

Credit Note Entry Fields

Supplier
The organisation from which the school has received the credit note. This is represented by the first three characters of the supplier's name followed by a three-digit code (e.g. TEL001 could be Telstra). Press **<Tab>** in this field to see the list of suppliers. New accounts can be created from this screen by clicking on the **New Account** button.

Total
The dollar amount of the credit note.

Date
The processing date of the transaction. The system will default to today's date.

Credit Note Number
Supplier's credit note number.

Analysis
The analysis code from the Department of Education's Chart of Accounts (e.g. D1000 for an administration expenditure item). The Analysis Code is entered by default when the Budget Code is entered, if a default Analysis Code has been set up when creating the budget.

Reference
For system-generated cheques, the system will automatically fill this field with the text 'Ref Number'. This credit note will then be linked to a system generated cheque to this supplier. For handwritten cheques, the cheque number should be entered into this field.

Batch Ref.
The number for this batch.

Detail
A short description of the nature of the credit note.

Nett
This will represent the total amount less any tax.

Tax fields
Enter the appropriate **tax code** for the transaction. The **Tax** field will automatically be calculated depending on the **tax code** chosen and the **Total** entered. The Nett field will also be updated.

Budget
The school's budget code (e.g. D1010) for the credit amount.

Asset
WA schools should not check this box unless instructed to do so by the Department of Education.

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Alternative Payee
Check this box for system generated cheques for an alternative payee (as set up in the records section) rather than the original supplier. If the supplier has an alternative payee, their name is displayed on this screen adjacent to the Alternative Payee box.

Funding Stream

Note: This Function is not used in DOEWA schools

A Funding Stream may be selected for this transaction (optional).

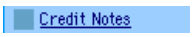
Cost Centre

Note: This Function is not used in DOEWA schools

Once a Funding Stream has been selected, the list of Cost Centres linked to that Funding Stream is available for selection (also optional). This will have the effect of updating the expenditure figures for the chosen Cost Centre with this transaction.

6.5.2 The Credit Note Screen – Multi-Line Entry

The Multi-Line option for entering credit notes is selected via System Manager > System Setup > Options > Display tab.

- Select **Transactions.**
- Click 

. The system displays the multi-line Credit Note screen.

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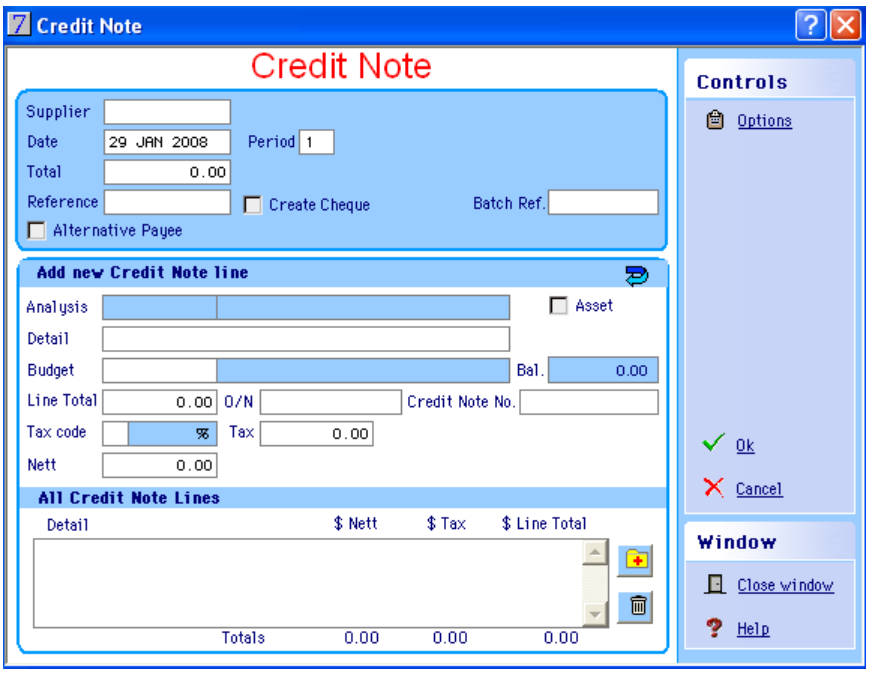

This window operates in a similar way to the Multi-Line Expenditure screen. Refer to Section 6.4.2 'The Expenditure Screen – Multi-Line Entry' for further information.

6.5.3 Entering a Batch of Credit Notes – Multi-line Entry

- Select **Transactions.**
- Click **Credit Notes.**

Entering Header Information

- If cheques are to be printed by the system check the box next to Create Cheque and <**Tab**>.
- Enter the relevant supplier code and <**Tab**>.
- Enter the date or accept the default and <**Tab**>.
- Enter the total amount of the credit note and <**Tab**>.
- Select an Alternative Payee if required and <**Tab**>.
- Click in the Batch Ref field and enter the batch number and <**Tab**>.

Entering Line Details

- Enter the Detail and <**Tab**>.
- Enter the Budget Code and <**Tab**>. The default Analysis Code is entered.
- Enter the Line total (this is the individual total for this portion of the transaction) and <**Tab**>.
- Enter the Order Number in the O/N field and <**Tab**>.
- Enter the Tax code and <**Tab**>.
- Enter the Credit note number and <**Tab**>.
- Select a Funding Stream (if appropriate) and <**Tab**>.
- Select a Cost Centre (if appropriate) and <**Tab**>.
- Press **<Tab>** to move the transaction to the lower window.

Repeat entering the line details as described above until each line has been entered.

When all lines have been entered and displayed in the lower window, check that the Total at the bottom of the window matches the Total entered in the header.

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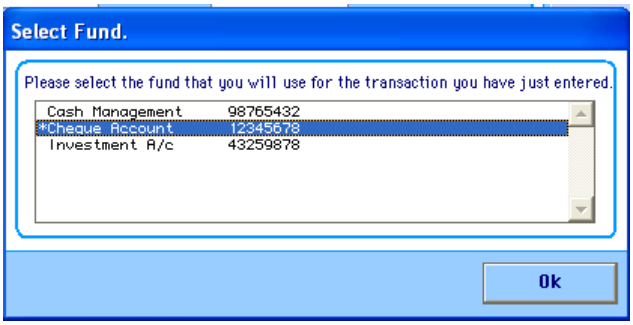
- Click **OK.**



- Select the correct school bank account.
- Click **OK.**

- Click **Yes.**

Enter the credit note details for each remaining credit note as described above.

When all credit notes have been entered update the batch as usual. See Section 6.11 'View/Post Batch' for more information if required.

Note: It is a Department of Education requirement that batched transactions are recorded on the appropriate form before they are processed.

6.6 New Orders (Purchase Orders)

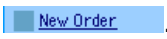
Note: This Function is not used in DOEWA schools

This section of the program is designed for use in circumstances in which a detailed copy of the order is required within the computer system. It will analyse individual lines of orders under analysis and budget account codes, and keep track of their status, including part deliveries and part payments.

RM Finance aids in distinguishing between the **Goods and Services** element of the expenditure and the **tax** element (if any). The system will increase the record of turnover with suppliers and increase analysis of expenditure on analysis and budget records. The orders entered are recorded in the system as commitments against the appropriate budget accounts.

Orders can be entered either directly into the accounts, or into a **batch** for future processing. If the user has been given only **batching** access, the system will switch automatically to this mode. If the user has full posting privileges **batching** can be turned on when appropriate.

6.6.1 New Purchase Order Entry

- Select **Transactions.**
- Click 

. The system displays the Purchase Order Information screen:

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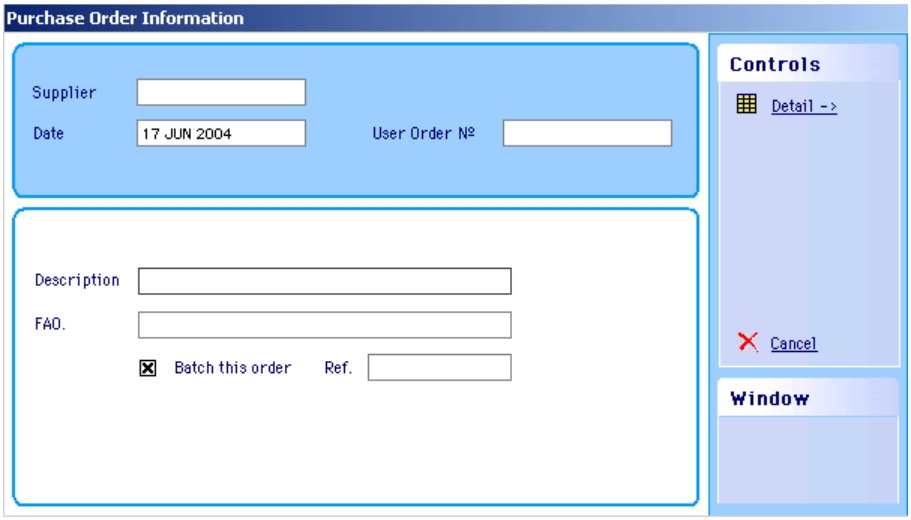
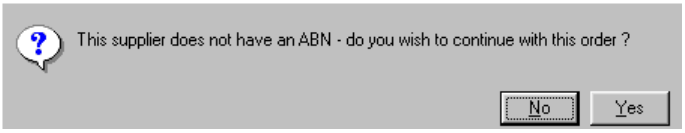


Entering a New Purchase Order

- Enter supplier code then press **<Tab>.** If the supplier does not have an ABN recorded in the system, the following message is displayed:



- Click **Yes** to continue. Otherwise click No and the Order is aborted.
- Amend the date if appropriate then press **<Tab>.**
- Enter an order number if using manual orders then press **<Tab>.**
- Enter a description of the order then press **<Tab>.**
- Enter the name of the person to whom the order should be delivered (FAO – For the Attention Of).
- Click the Batch this Order field if appropriate.
- Enter a reference for the batch if batching the order (batch number).
- Click the

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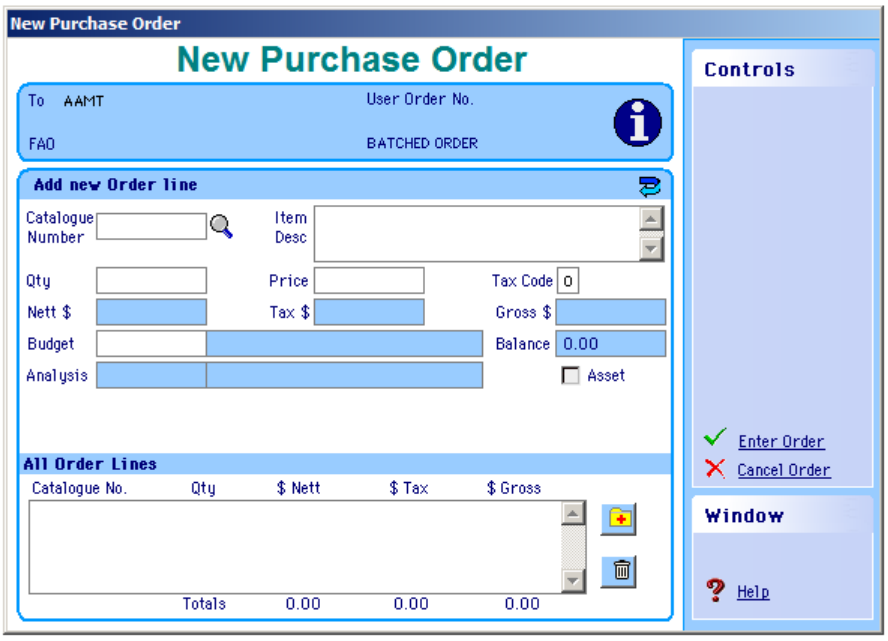
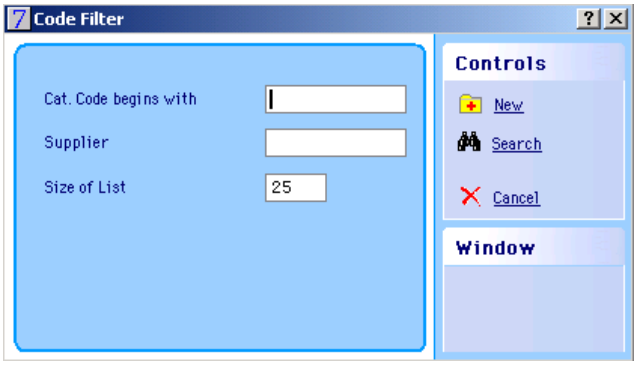
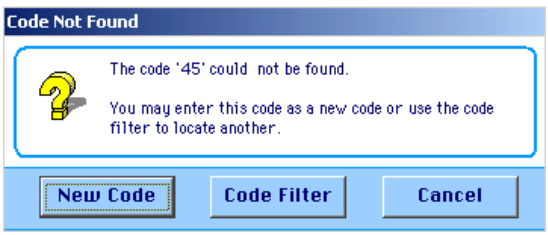


- Enter the code from the supplier's catalogue the school is ordering from (or **0** if not wanting to enter a code—this is a mandatory field).
- Press **<Tab>** if the code is not known and the following screen is displayed.



- Enter the code number and supplier information or leave these fields blank.
- If the item to order is not in the supplies catalogue then it can be entered from this screen.
- Click **Search.**
- Double click the correct code. The system will transfer the details from the catalogue into the appropriate fields on the screen.

If an incorrect code is entered the system displays a message telling the user that the code could not be found and giving the user the chance to add it to the catalogue or to search for a correct code.



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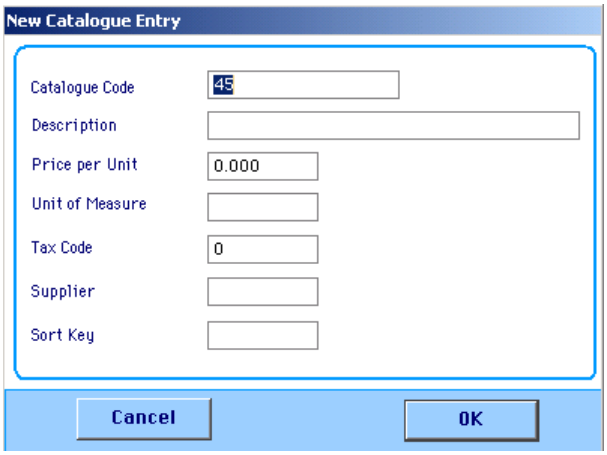
6.6.2 Entering a New Catalogue Code

- Click the New Code button from the above screen or choose New from the Code Filter screen. The system displays the New Catalogue Entry screen:



- Enter the relevant details into the fields on this screen using **<Tab>** to move between the fields.
- When the details of the new item have been entered click **OK.** The system will transfer the details to the order screen.
- Use **<Tab>** to move between the fields amending any of the details that become highlighted.
- When all the details for this item have been entered click the **Add** button (or use the **<Tab>** key).
- Continue to add further items as described. When the order is complete Click **Enter Order.**

If the Postage and Packing option is selected within the **Options** section (see Section 3.4 Options for more information) the system displays the Postage and Packing screen asking if a postage and packing line should be entered on this order.

- Confirm postage and packing choice as appropriate.
- Enter the postage and packing details as though it were any other line on the order.
- Click the **Enter Order** button.

If choosing to batch this order on the Purchase Order Information screen, the system displays a message asking if it is OK to do so:

- Click **Yes**
- Select the correct school bank account. The following message will then be displayed:

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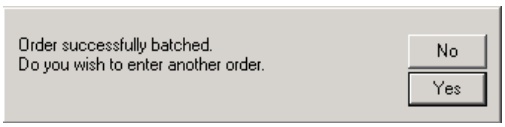
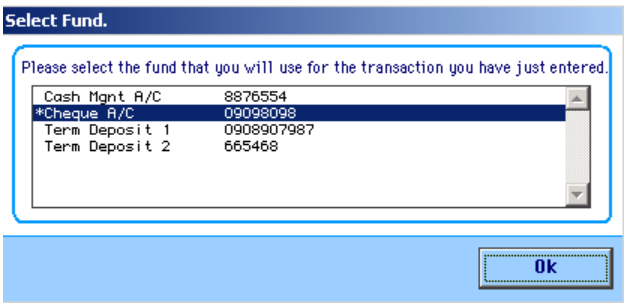
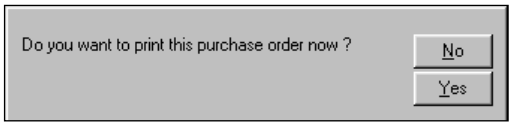


- Answer as appropriate. If this order was not marked to be batched the system displays the following message:

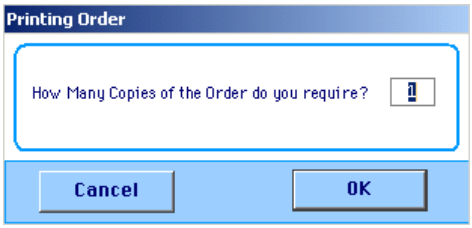
- Click **Yes**



- Click the appropriate bank account or accept the default.
- Click **OK.** The system will ask if the user wishes to print the purchase order now:



- Answer as appropriate. If the answer is **Yes** to the above question the system displays a message asking how many copies of the order to print:



- Enter the appropriate number.
- Click **OK.** The system will send the order(s) directly to the printer connected to the machine and will then ask if the user wishes to enter another purchase order:

- Answer as appropriate.

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6.6.3 Removing a Line from an Order

- Click the line to remove.
- Click the **Remove** button. The system displays a message asking to confirm the removal of the line:

- Answer as appropriate.

6.6.4 Cancelling the Whole Order

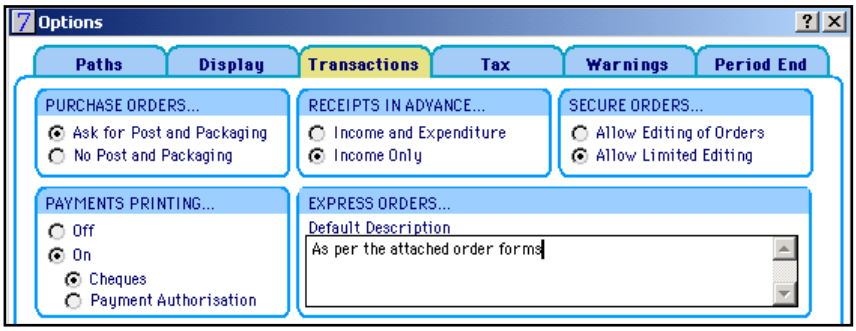
- Click the **Cancel Order** button. The system displays a message asking to confirm the order cancellation:

- Answer as appropriate.

6.7 Express Orders

This facility has been designed to cope with the situation where a large number of orders are hand written for a department and the user wishes to handle these through the system as a single line order.

A default description can be entered for express orders. This can be done via System Manager > Options > Transactions tab.



6.7.1 Entering an Express Order

- Select **Transactions.**
- Click Express Order .

The following screen is displayed:

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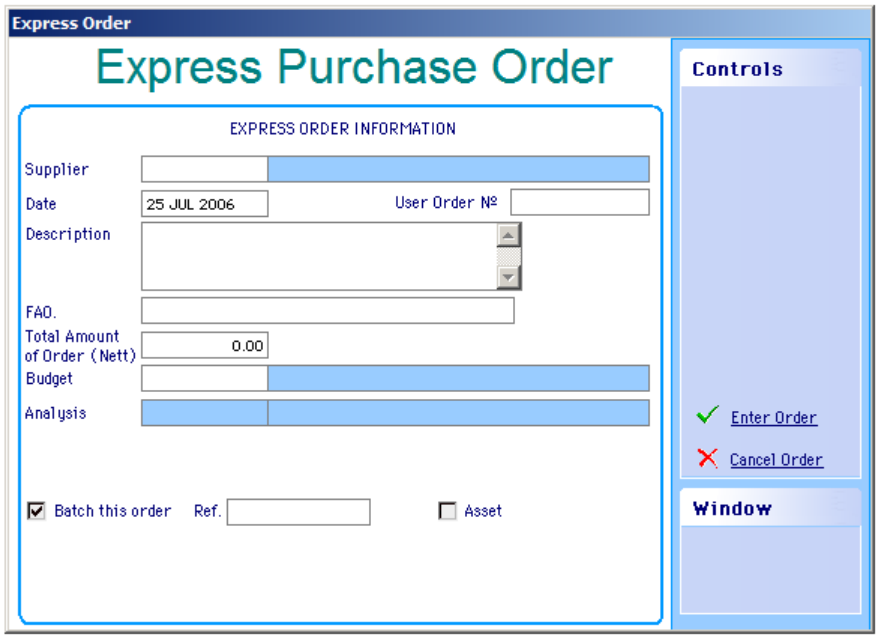
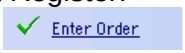
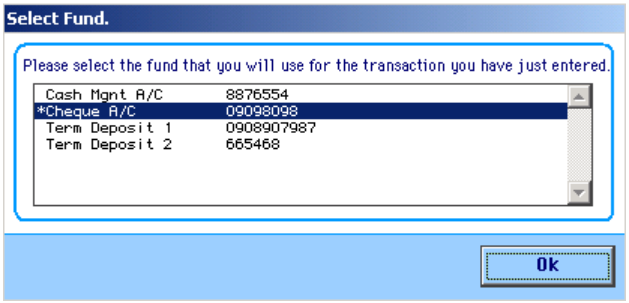


- Enter a supplier code and press **<Tab>** (or press **<Tab>** for a list).
- Enter the date and press **<Tab>** (or accept the default of today's date).
- Enter a User Order Number (if applicable) and press **<Tab>.**
- Enter a description if necessary or accept the default and press **<Tab>.**
- In the FAO field enter the name of the person who will receive the order (if applicable) and press **<Tab>.**
- Enter the Nett total amount of the order and press **<Tab>.**
- Enter a budget code and press **<Tab>** (or press **<Tab>** for a list). The default Analysis Code is entered.
- Select a Funding Stream (if appropriate) and press **<Tab>** (Funding Stream is Optional).
- Once a Funding Stream has been selected a list of Cost Centres associated with that Funding Stream is available for selection (optional).
- If the order is to be batched, enter the batch number in the Ref field.
- If this order represents an asset, check the asset box to have the details transferred to the Asset Register.
- Click 

. The following message is displayed if batching is on:

- Click **Yes** to batch the order. The Select Fund screen will then appear:



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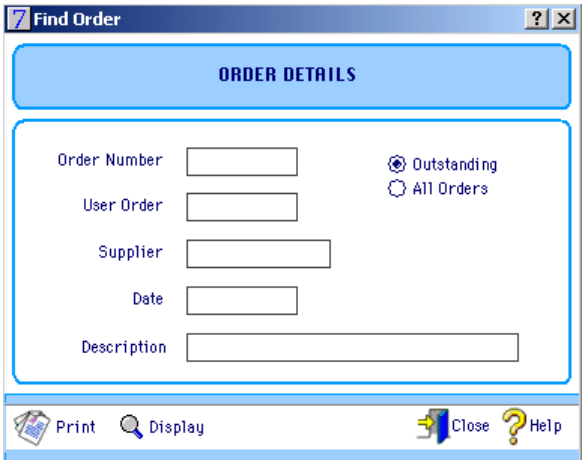
- Choose the appropriate bank account or accept the default.
- Click **OK.**

6.8 Amend/Process (Purchase orders)

Purchase orders can be edited and/or received in part or in full and payment made against the relevant purchase order(s).

6.8.1 Finding the Appropriate Order

- Select **Transactions.**
- Click Amend / Process. The system displays the Find Order screen:



6.8.2 Displaying the Order

- Enter the Order Number.
- Click **Display**.

OR

- Click the Outstanding or All Orders radio button as appropriate.

Outstanding orders displays only those not yet completed whilst All Orders displays a full list of both completed and outstanding orders.

- Click Display. The system displays the Purchase Order List screen:

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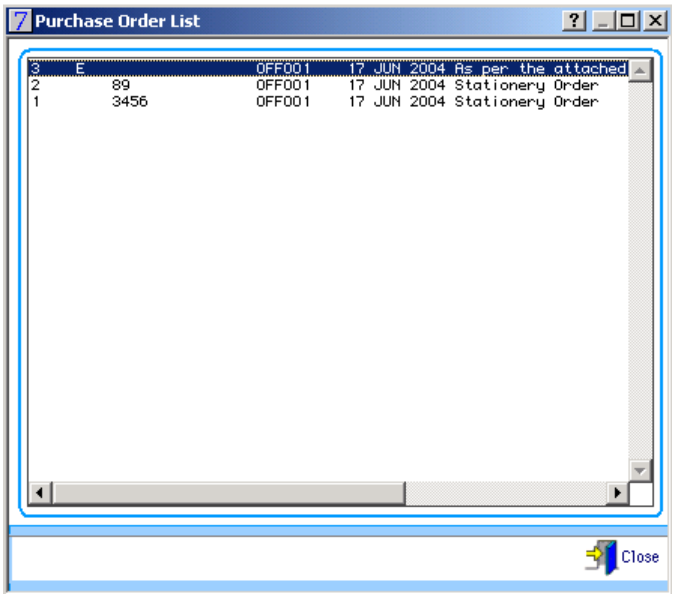
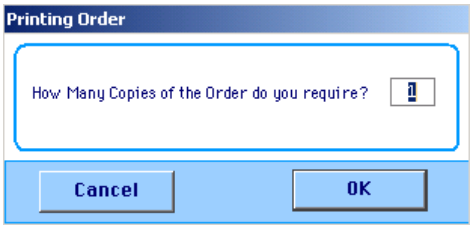


Note: Express Orders are identified on this screen by the letter "E" appearing before the order number.

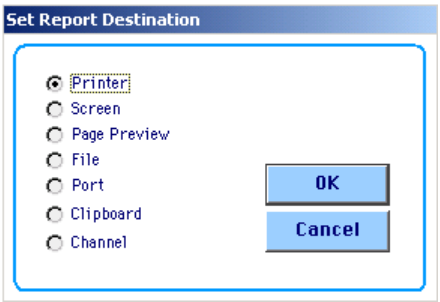
- Double-click the appropriate order. The system will transfer the details to the Find Order screen.

6.8.3 Printing the Order

- Click **Print**. The system displays the following message:



- Enter the number of copies required.
- Click **OK.** The system displays the Set Report Destination screen:



- Set the report destination
- Click **OK.** The system will compile the report and send it to the selected destination.

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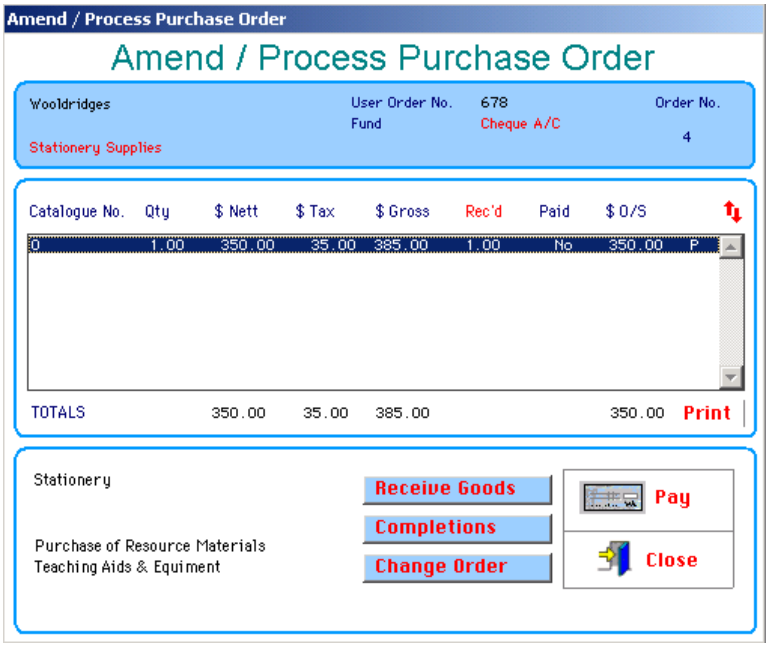
6.8.4 Process/Amend a Standard Order (Not an Express Order)

- Display the appropriate order in the Find Order screen as described previously in Section 6.8.1 'Finding the Appropriate Order'.
- Click **Display**. The system displays the Amend/Process Purchase Order screen:

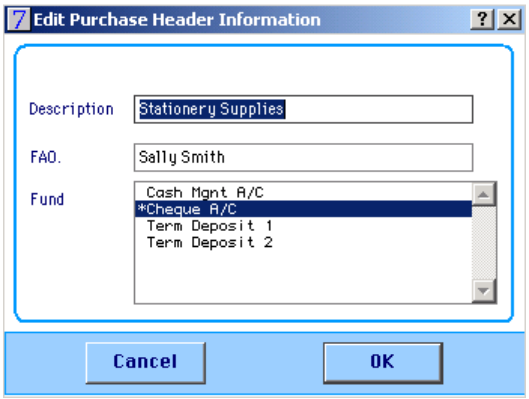


Note: Any item displayed in red on the screen can be "clicked on" and amended

6.8.5 Editing the Header Information

- Click either the name, description or funding source as is displayed in red:

The system displays the Edit Purchase Header Information screen:



- Amend the information as appropriate using **<Tab>** to move between the fields.

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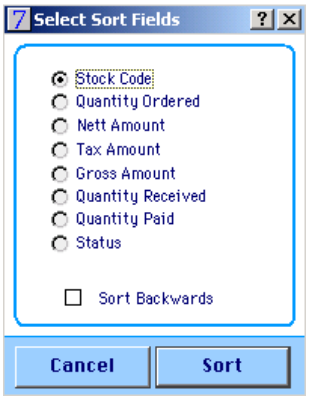
- Click **OK.**

6.8.6 Receiving all Goods on the Order

- Click Rec'd. The system will change the **No** in the column to a number equal to that of the quantity of items ordered on the selected line.

To change the order of the displayed lines:

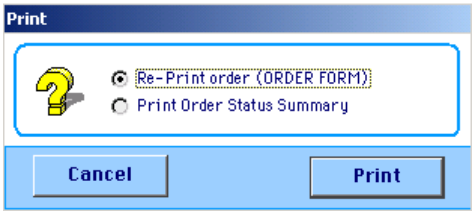
- Click . The system displays the Select Sort Fields screen:



- Click the appropriate radio button for the sort.
- Specify whether the system should sort in ascending (the default) or descending (sort backwards) order.
- Click the Sort button. The system will sort the lines of the order from the choices made.

6.8.7 Printing the Order

- Click Print. The system displays the Purchase Order Print screen:



- Click the appropriate radio button for the report to print.
- Click the **Print** button.
- Select the Report destination.
- Click **OK.** The system will compile the report and send it to the appropriate destination.

The Re-Print order facility will just print an order form in the selected format.
A sample Order Status Summary report is shown below:

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RM Finance - West Coast District High School
Order Status Summary Report

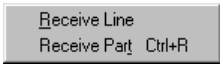
Printed 3 AUG 2004 @ 11:33
Page 1

Order No.	4
Order Date	2 JUL 2004
Supplier Name	Wooldridges
FAO	Sally Smith
Description	Stationery Supplies

Stock	Qty				Qty	Qty	O/S	
0	1.00	350.00	35.00	385.00	1.00	No	350.00	P
Totals		**350.00**	**35.00**	**385.00**			**350.00**	

6.8.8 Receiving Goods by Line

- Click the appropriate line of the order.
- Click Receive Goods. The system displays a menu offering two choices:



- Click the Receive Line option. The whole line of the order is received.

OR

- Click the Receive Part option. The system displays the Receive Goods screen:

This screen displays the quantity ordered, the quantity already paid for and the total quantity received.

- Enter a figure for the quantity received.
- Click **OK.** The system will return the user to the Amend/Process Purchase Order screen and update the selected line.

6.8.9 Completing an Order

Note: An order should only be completed if outstanding commitments are not going to be honoured. The effect of this is to firstly remove associated outstanding figures from Budget Records/Financial Summaries and secondly, to prevent further access to the order.

- Click Completions. The system displays a short menu offering two choices:

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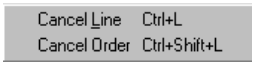
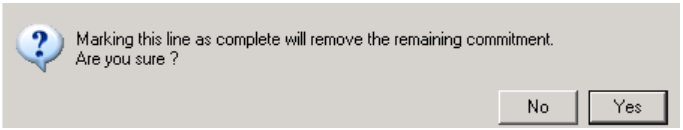


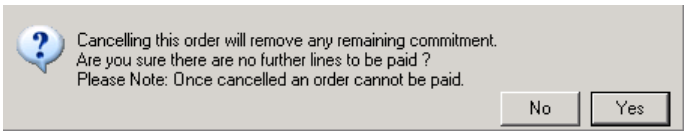
- Click the **Cancel Line** option. The following message is displayed:



- Confirm the selection. The line of the order is completed and marked as such at the end of the line.

OR

- Click the **Cancel Order** option. In this case the following message is displayed:



- Click **Yes** to continue

The following confirmation message is then displayed:

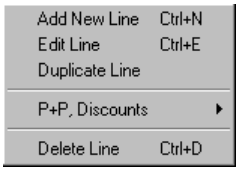
- Click **OK.** The system will return the user to the Find Order screen.

Note: Completed orders cannot be changed.

6.8.10 Changing an Order

- Click

. The system displays a menu offering five choices:



6.8.11 Adding a Line

- Click the **Add New Line** option. The system displays the Add New Line screen:

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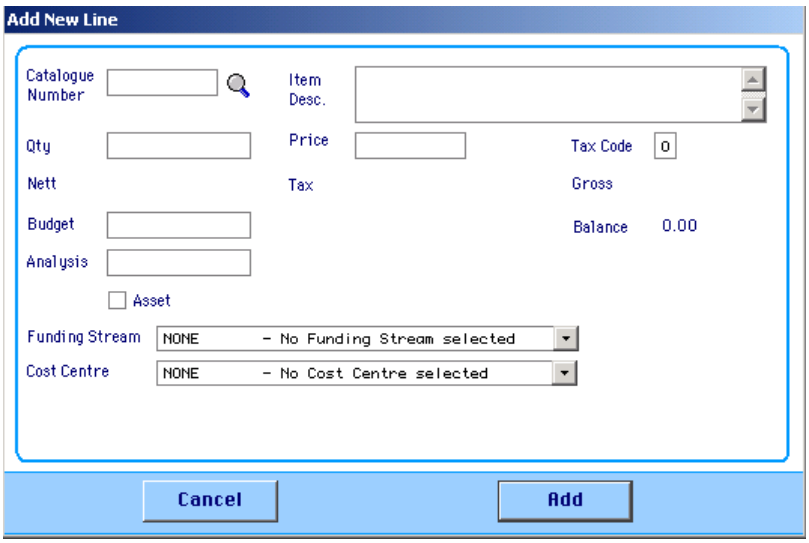
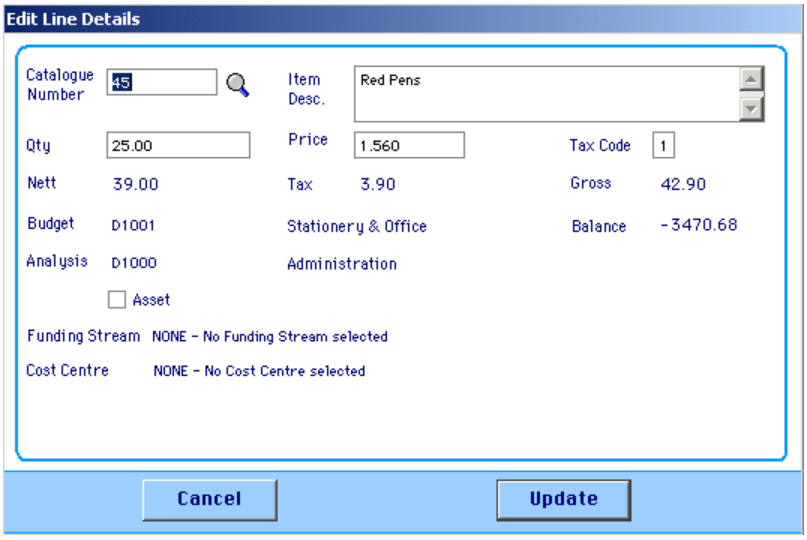


- Enter the data into the displayed fields pressing **<Tab>** to move between the fields.
- When data has been entered click the **Add** button. The system will save the order with the new line added.

6.8.12 Editing a Line

- Click the line of the order to edit.
- Click Change Order.
- Click the **Edit Line** option. The system displays the Edit Line Details screen with the details of the line being edited:



- Move between the fields using **<Tab>** and editing the fields.
- Click the **Update** button to save the changes.

6.8.13 Duplicating a Line

- Click the line to duplicate.
- Click Change Order.
- Click the **Duplicate Line** option. The following message is displayed.

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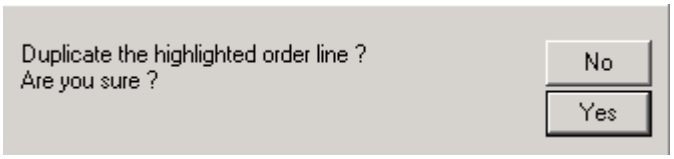


- Confirm to duplicate this line. The system will duplicate the line and add it to the order.

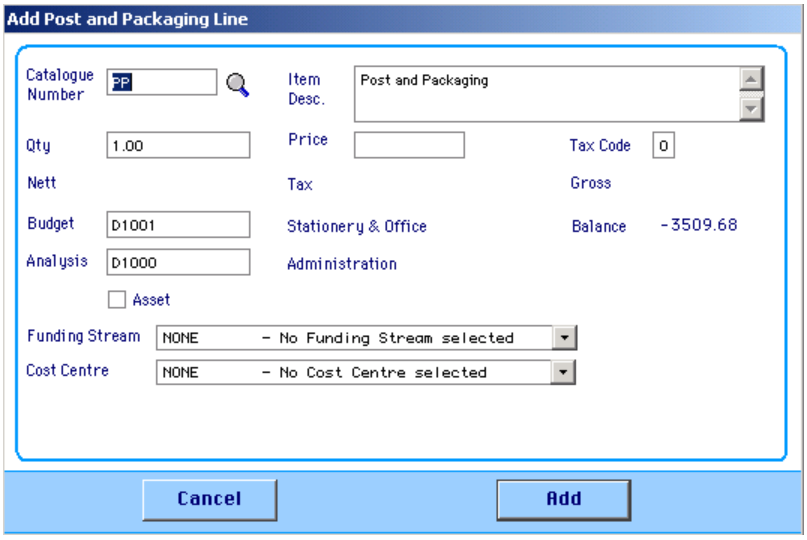
6.8.14 Adding Postage and Packing or Discounts

- Click

.
- Click the P & P, Discounts option. The system displays a further menu offering two choices:

6.8.15 Adding P and P

- Click the **Add P and P Line** option. The system displays the Add Post and Packaging Line screen:



- Move between the fields using **<Tab>** entering P & P details.
- Click the **Add** button to save the data. The user is returned to the Amend/Process Purchase Order screen and the Post and Packaging will have been added.

6.8.16 Adding a Discount Line

- Click the **Add a Discount Line** option. The system displays the Add discount line screen:

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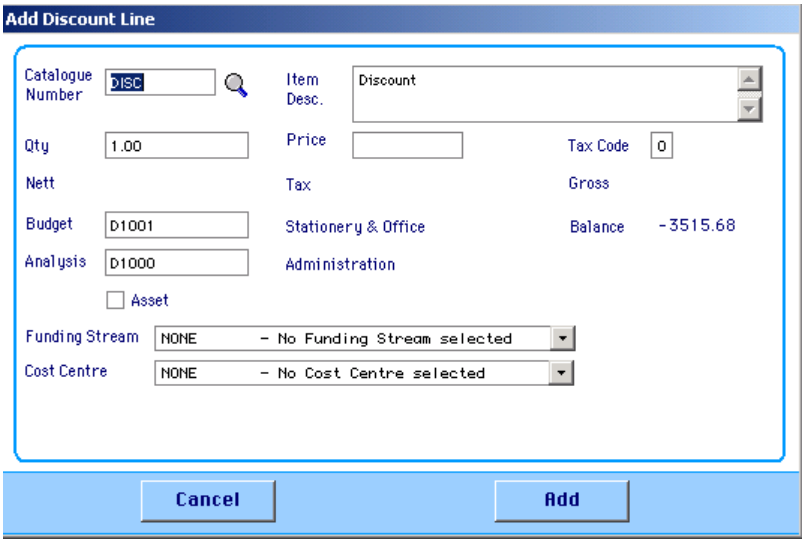


- Move between the fields using **<Tab>** editing the discount information.
- Click the **Add** button to save the discount line. The user is returned to the Amend/Process Purchase Order screen and the discount line will have been added.

6.8.17 Deleting a Line

- Click the line to delete.
- Click

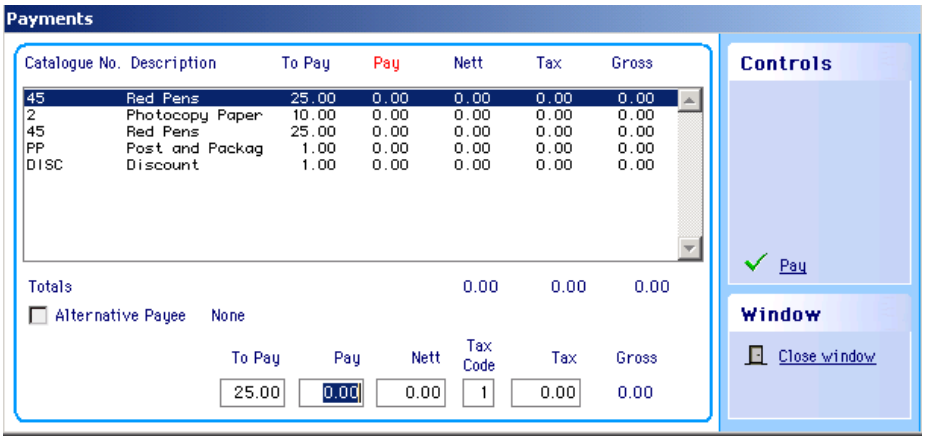
.
- Click the **Delete Line** option. The selected line is deleted from the order.

Note: Lines that have been processed, either partially or in full, cannot be deleted

6.8.18 Paying an Order

- Click

. The system will calculate the payments and display the Payments screen:



6.8.19 Paying a Line

- Click the line to pay.

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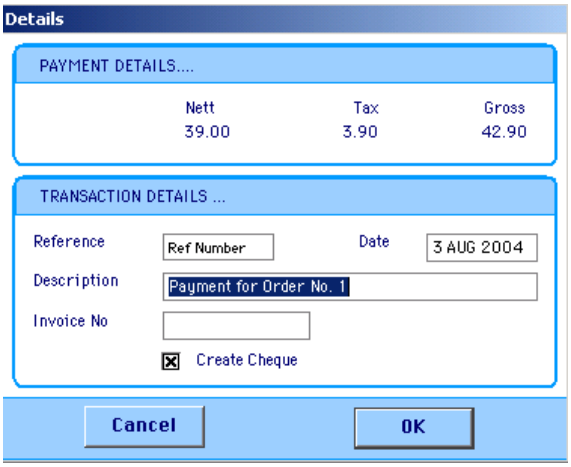
- Enter the number of items to pay for in the **Pay** field.
- Click Pay. The system displays the Payment Details screen – see below.

6.8.20 Paying Part of a Line

- Click the line to part pay.
- Enter the amount to pay in the **Nett** field. If tax is to be included in the payment ensure that amount of tax is manually calculated and enter it in the **Tax** field.
- Click Pay. The system displays the Payment Details screen:



- Use the **<Tab>** key to move between the fields entering the relevant details.
- To print a cheque click Create Cheque (refer to Section 6.12 Payments (Cheque Printing) for information on printing cheques).

Note: If using hand written cheques enter the cheque number in the reference field.

- Click **OK** to save the data.
- When finished processing this order click **Close**.

6.8.21 Process/Amend an Express Order

Display the appropriate order in the Find Order screen as described previously in Section 6.8.1 'Finding the Appropriate Order'

- Click **Display**. The system displays the Amend/Process Express Purchase Order screen:

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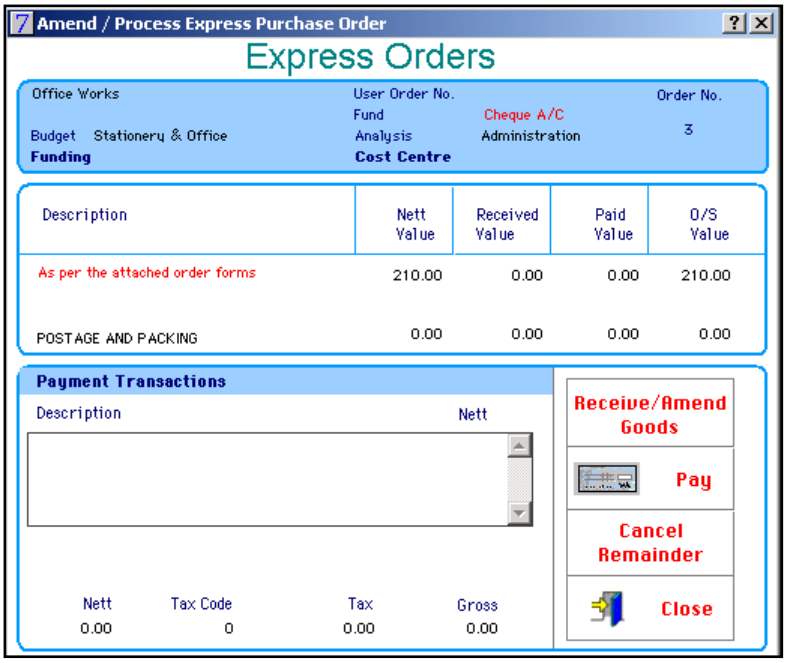
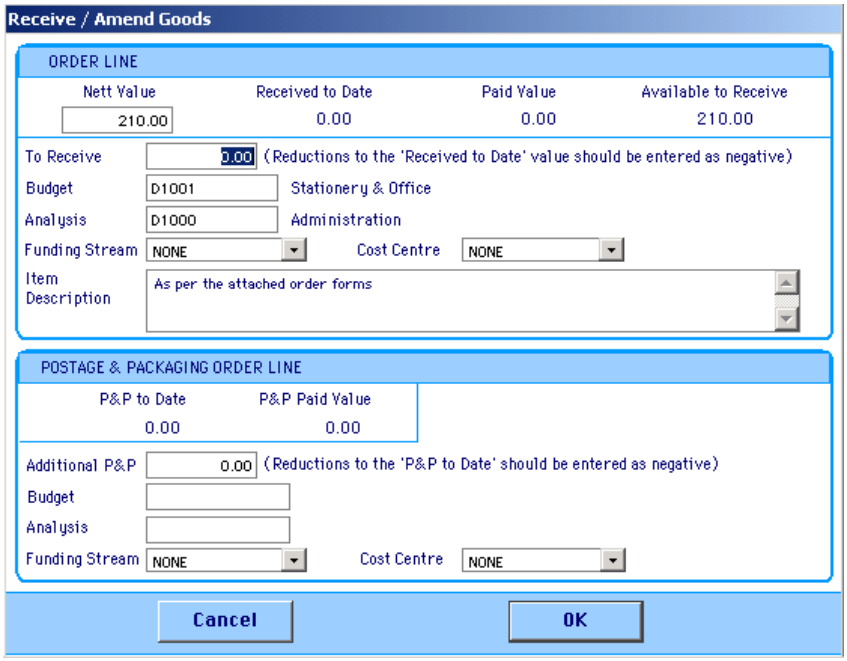


Receive/Amend Goods

Use this option to receive the order by the value of the goods. At this stage it is possible to change the analysis and the budget codes, however, once a payment has been made these fields are fixed.

- Enter the details as appropriate:



- Click **OK** to save.

Pay

Once the goods have been received, use this option to make the payment. The Express Payment screen is displayed as shown below:

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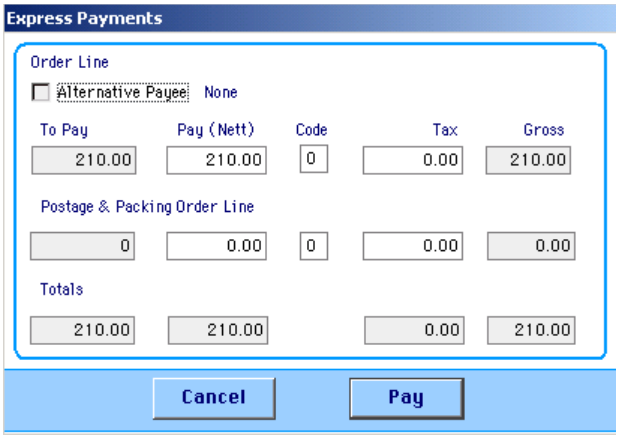
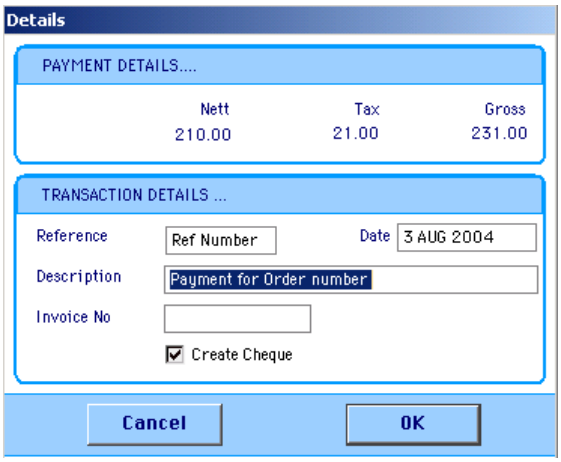
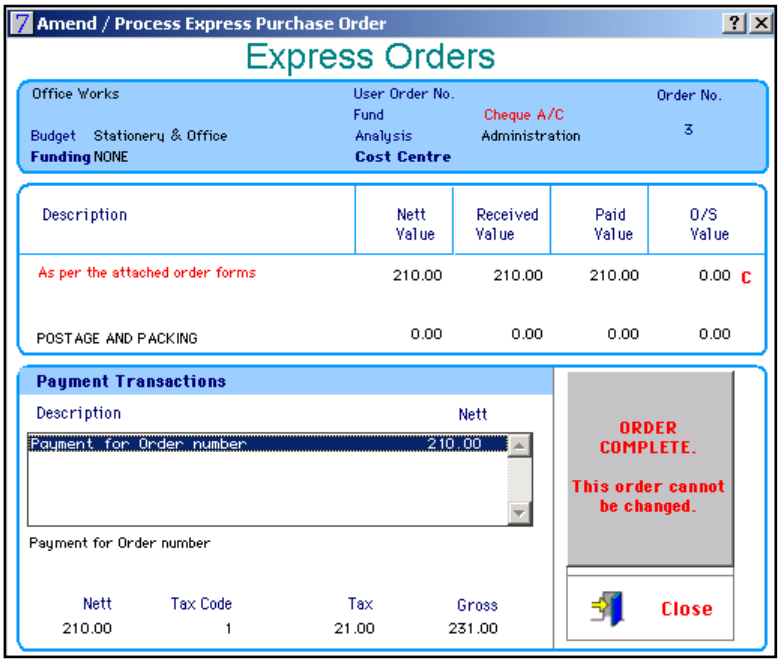


If Tax needs to be applied from the supplier invoice it should be entered at this point. Click the **Pay** button to proceed. The Details window will then be displayed as follows:



- Enter the details as appropriate.
- Click **OK** to save. The Express Order screen is now updated as shown below:



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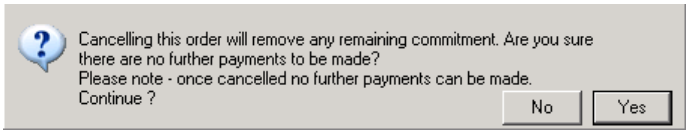
Cancel Remainder
This option can be used to cancel the remainder of an order. If selected the following message is received:



- Click **Yes.** The remainder of the order is cancelled.

Close
Use this option to exit the Amend/Process Express Purchase Orders screen.

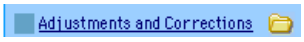
6.9 Adjustments and Corrections

The options offered here will enable the user to reverse or adjust any income/expenditure entries that have been made, perform debtors and creditors reversals and reverse virements. There is also an unreconcile facility which can be used to unreconcile a transaction which has been reconciled in error.

The Adjust/Correct function is also used to correct errors found in the BAS. If an error is made in the current tax-reporting period (before period end has been undertaken or the BAS submitted), it can be corrected by one of the following methods.

Note: If the error is discovered after a return (BAS) has been submitted to the ATO, contact the ATO for help.

6.9.1 Adjustments and Corrections Menu

- Select **Transactions.**
- Click 

. The yellow folder on the right of this option signifies that a sub-menu exits.

The Adjustments and Corrections sub-menu is displayed:

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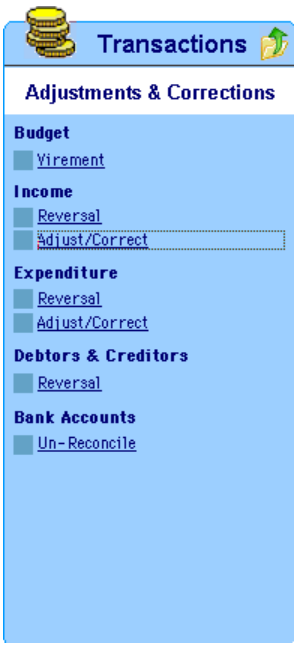
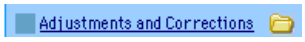


- Click to return to the main Transactions menu.

6.9.2 Correcting a Budget Virement

- Select **Transactions.**
- Click 

.
- Click the **Virement** button below the Budget heading.

The budget virement screen is displayed. To correct a virement, another virement must be done to reverse/correct the original. Refer to Section 6.2 'Virements' if further instructions are required.

6.9.3 Income Reversals

An income reversal will essentially cancel the transaction and remove it from the system. (Note that the audit trail will show that the transaction has been entered and reversed.)

This facility could be used if:

- An error had been made and it was necessary to remove the entire transaction. (The transaction could then be entered correctly if need be.)
- An error had been made in the type of Tax code entered. The transaction could then be entered with the correct Tax code. (This type of error could be discovered when reconciling to the BAS.)
- A cheque had been dishonoured by the organisation's bank. (The transaction would be re-entered only if another cheque or cash was received at a later date. Any associated bank charges would have to be processed using a normal expenditure transaction.)

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Notes: An income reversal is the Department of Education's preferred method of correcting errors in income transactions. However income reversals should only be performed in the current period due to tax implications.

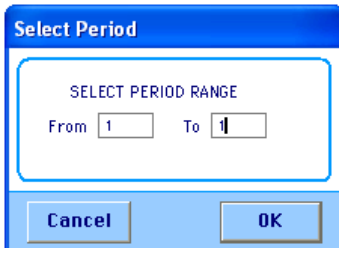
It is a Department of Education requirement that reversals are recorded on the appropriate form before they are processed.

Performing an Income Reversal

- Select **Transactions.**
- Click Adjustments and Corrections.
- Click the **Reversal** button below the Income heading.

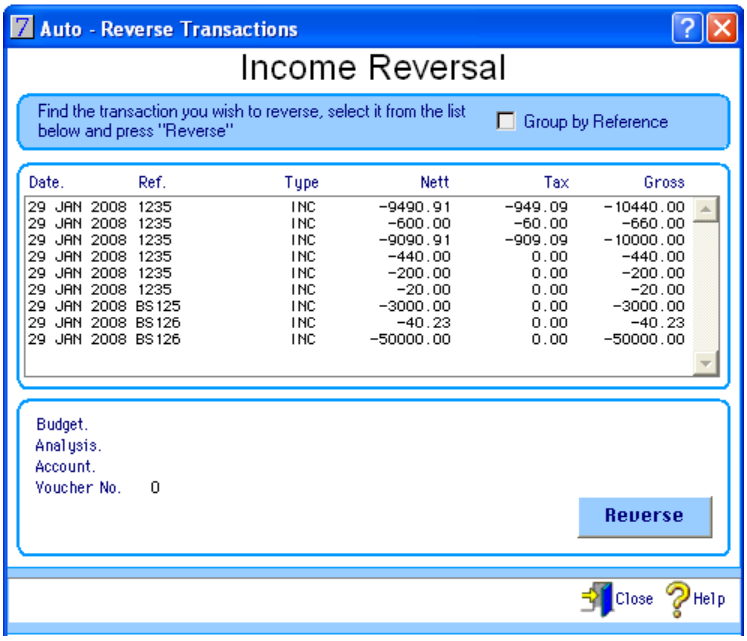
The system will then prompt the user to select the period in which the transaction to be corrected was originally made. A range can be entered here (e.g. from 1 to 3), but as noted above, only transactions in the current period should be reversed.

- Enter the **From** and **To** range, pressing **<Tab>** to move between the fields



- Click **OK.**

The system displays the appropriate transactions in the Auto-Reverse Transactions screen.



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- Click the transaction that is to be reversed. The system displays the full details of the transaction in the lower window.
- Click the **Reverse** button.
- Confirm to reverse this transaction. The system displays the Select Date screen.

- Enter an appropriate date or accept the default.
- Click **OK.** The system will re-display the transactions for the selected period.

- To leave this screen Click

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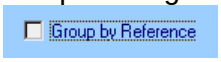
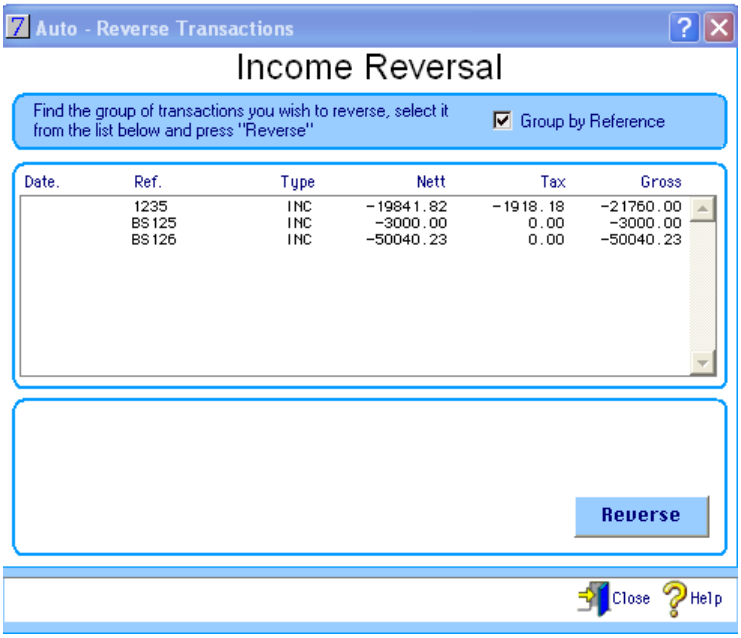
Grouping by Reference

An option to group the transactions by reference is available on this screen.



If this option is clicked, then all transactions on the screen which have the same reference are displayed as a one-line entry. In the example below all transactions with the reference 1235 have now been grouped (compare this to the previous income reversal screen shot).



Once the option to group by reference has been selected, the transaction date will not be displayed as this could differ for each grouped transaction. Also, it is not possible to display the details of the transactions in the lower window.

When a line which is grouped by reference is reversed, a reversal transaction is posted for each transaction within that group.

6.9.4 Income Adjustment/Corrections

This feature can be used to make corrections to the money moving into the school's bank account. An income correction is used when the school wishes to deduct income from an account - possibly because of an incorrect posting. This is similar to the income entry screen but will record a debit against the appropriate account(s).

This facility could be used if:

- An error had been made in an income entry and it was necessary to decrease the amount of income received. (This type of error could be discovered when reconciling to the bank statement.)

Note: It is a Department of Education requirement that adjustments are recorded on the appropriate form before they are processed.

Making an Income Adjustment

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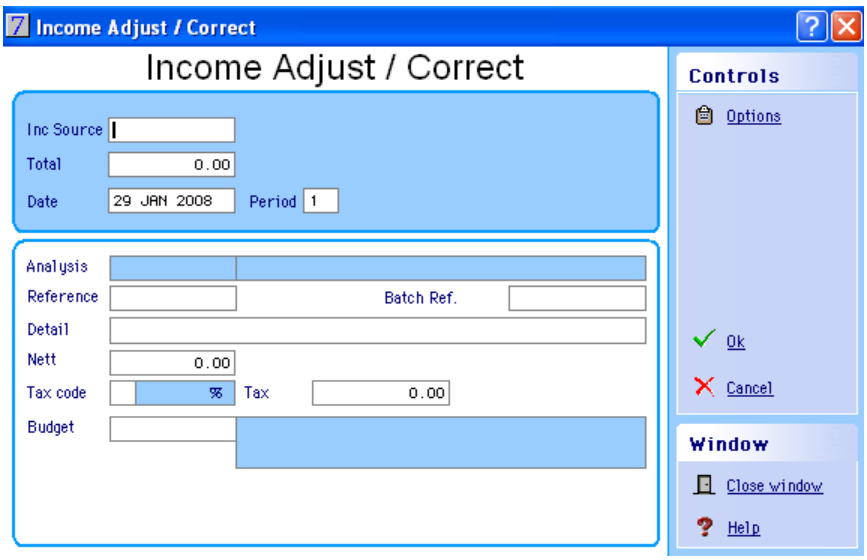
- Select **Transactions.**
- Click Adjustments and Corrections.
- Click the **Adjust/Correct** button below the Income heading. The system displays the Income Adjust/Correct screen:



- Enter the Income Source and <**Tab**>.
- Enter the total amount for the correction (including Tax if appropriate) as a positive amount and <**Tab**>.
- Amend the Date as appropriate and <**Tab**>.
- Enter the Reference (this must be the same as original reference) and <**Tab**>.
- Click in the Batch Ref field and enter the batch number and <**Tab**>.
- Enter the appropriate Detail and <**Tab**>.
- Enter the Tax code and <**Tab**>.

Note: The Nett amount is automatically calculated by the system based on the total entered above and the tax rate.

- Enter the Budget code and <**Tab**>.
- Select a Funding Stream if appropriate (optional) and <**Tab**>.
- If a Funding Stream has been selected the list of Cost Centres linked to that Funding Stream is available for selection (also optional) and <**Tab**>.
- Click **OK.** The system displays the Select Fund screen and <**Tab**>.
- Click the appropriate bank account or accept the default and <**Tab**>.
- Click **OK.**
- Confirm selection.
- Update the batch as usual. See Section 6.11 ‘View/Post Batch’ for more information.
- Re-enter the transaction.

6.9.5 Expenditure Reversals

An expenditure reversal will essentially cancel the transaction and remove it from the system. (Note that the audit trail will show that the transaction has been entered and reversed.)

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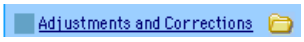
This facility could be used if:

- An error had been made and it was necessary to remove the entire transaction. (The transaction could then be entered correctly if need be.)
- An error had been made in the type of Tax code entered. The transaction could then be entered with the correct Tax code (This type of error could be discovered when reconciling to the BAS).
- It was necessary to cancel the cheque associated with the transaction.

Notes: Expenditure reversals should only be performed in the current period due to tax implications.

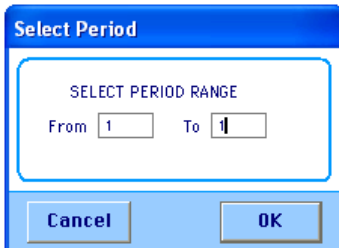
It is a Department of Education requirement that adjustments are recorded on the appropriate form before they are processed.

Making an Expenditure Reversal

- Select **Transactions.**
- Click 

.
- Click the **Reversal** button below the Expenditure heading.

The system will then prompt to select the period in which the transaction to be corrected was originally made. A range can be entered here (e.g. 1 to 6) but, as noted above, only transactions in the current period should be reversed.



- Enter the **From** and **To** range pressing **<Tab>** to move between the fields. The system displays the appropriate transactions in the Auto-Reverse Transactions screen.

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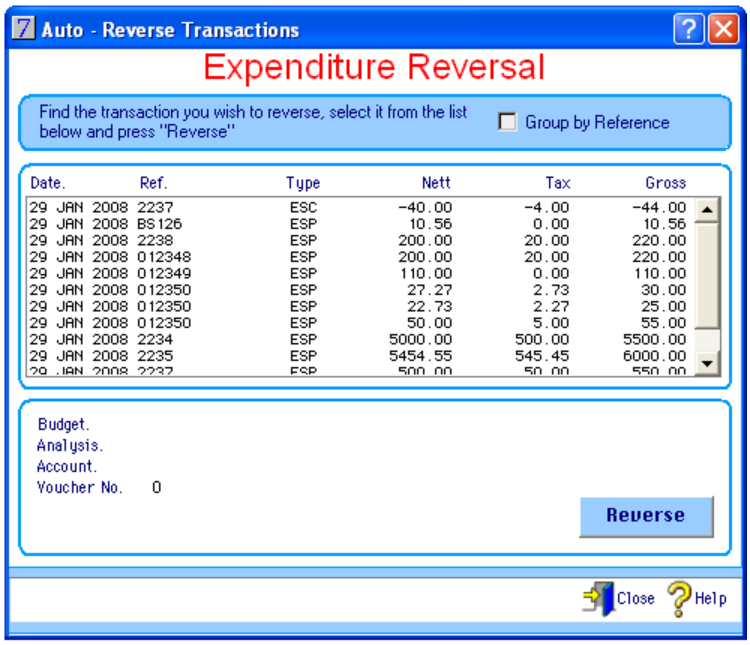
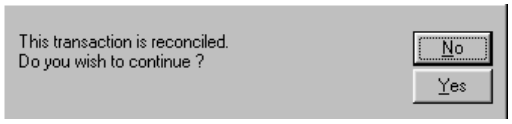


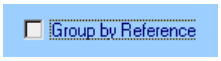
- Click the transaction that is to be reversed. The system displays the full details of the transaction in the lower window.
- Click the **Reverse** button. If there is a cheque associated with this transaction or it has been reconciled the system displays a warning message:



- Confirm that you wish to reverse this transaction. The system displays the Select Date screen:

- Enter an appropriate date or accept the default.
- Click **OK.** The system will re-display the transactions for the selected period.

Grouping by Reference
An option to group the transactions by reference is available on this screen.



If this option is clicked, then all transactions on the screen which have the same reference are displayed as a one-line entry. In the example below all transactions with the reference 012350 have now been grouped (compare this to the previous screen shot).

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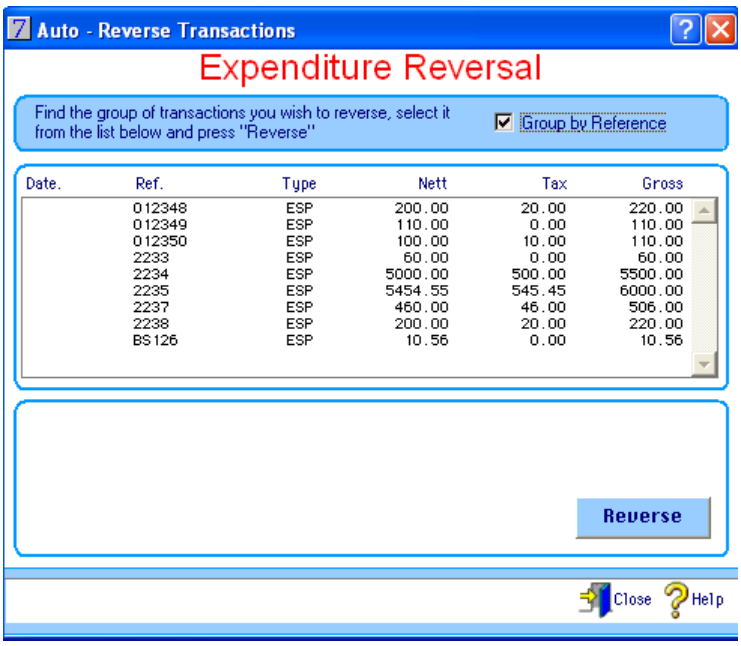


Once the option to group by reference has been selected, the transaction date will not be displayed as this could differ for each grouped transaction. Also, it is not possible to display the details of the transactions in the lower window.

When a line which is grouped by reference is reversed, a reversal transaction is posted for each transaction within that group.

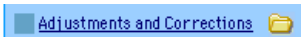
6.9.6 Expenditure Adjust/Correct

This feature can be used to make corrections to the money moving out of the school's bank account. An expenditure correction is used when the school wishes to reduce expenditure from an account - possibly because of an incorrect posting. This is similar to the expenditure entry screen but will record a credit against the appropriate accounts.

This facility could be used if:

- An error had been made in an expenditure entry and it was necessary to decrease the amount of expenditure. (This type of error could be discovered when reconciling to the bank statement.)

Making an Expenditure Adjustment

- Select **Transactions.**
- Click 

.
- Click the **Adjust/Correct** button below the Expenditure heading. The system displays the Expense Correction screen:

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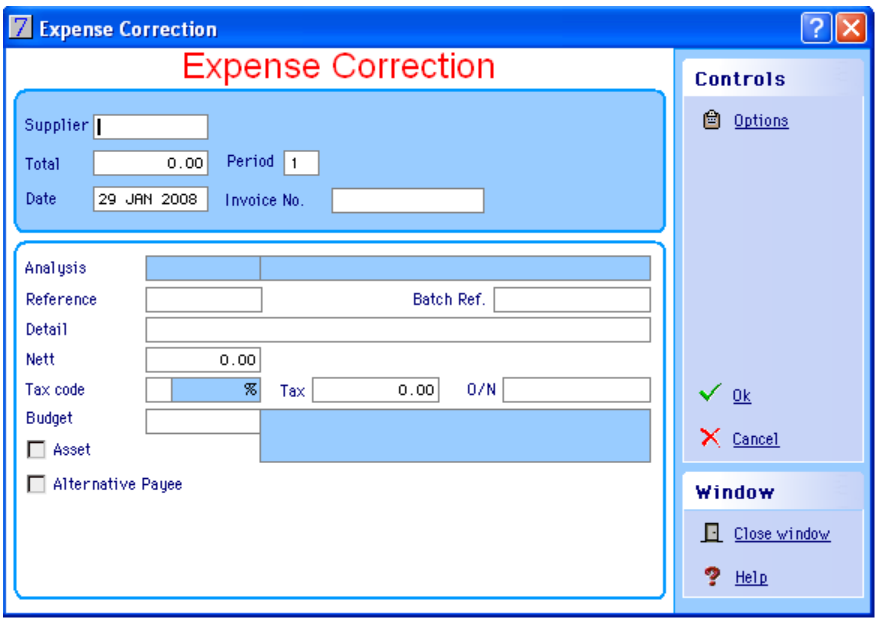

- Enter the Supplier and <**Tab**>.
- Enter the total amount for the correction (including Tax if appropriate) as a positive amount and <**Tab**>.
- Amend the Date as appropriate and <**Tab**>.
- Enter the invoice number of the original transaction and <**Tab**>.
- Enter the Reference (this should be exactly the same as the original transaction) and <**Tab**>.
- Click in the Batch Ref field and enter the batch number and <**Tab**>.
- Enter the appropriate Detail and <**Tab**>.
- Enter the Tax code and <**Tab**>.

Note: The Nett amount is automatically calculated by the system based on the total and the Tax code entered above.

- Enter the Budget code and <**Tab**>. The default Analysis Code is entered.

Note: WA schools should not check the Asset box unless instructed to do so by the Department of Education.

- Select an Alternative Payee (if applicable) and <**Tab**>.
- Select a Funding Stream if applicable (optional) and <**Tab**>.
- If a Funding Stream has been selected then the list of Cost Centres linked to that Funding Stream is available for selection (also optional) and <**Tab**>.
- Click **OK.** The system will then display the Select Fund screen and <**Tab**>.
- Click the appropriate bank account or accept the default and <**Tab**>.
- Click **OK.**
- Confirm selection.
- Update the batch as usual. See Section 6.11 ‘View/Post Batch’ for more information if required.

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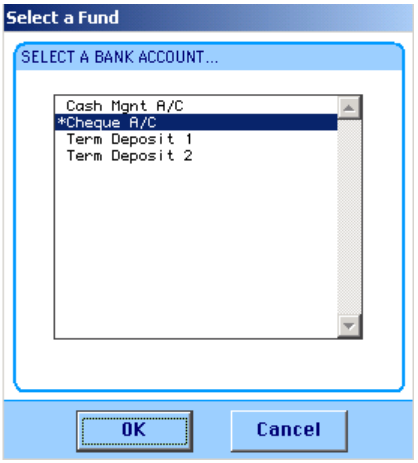
6.9.7 Debtors and Creditors Reversal

This section works in the same way as the income and expenditure reversals. Refer to Section 6.9.3 ‘Income Reversals’ or Section 6.9.5 ‘Expenditure Reversals’ for further information.

6.9.8 Un-reconciling Bank Accounts

This section enables the user to un-reconcile a transaction that has been reconciled in error. When this option is chosen the following screen is displayed:



- Select the appropriate bank account and click **OK**. The Un-Reconcile screen is then displayed for the selected bank account:

- Enter the Reference (e.g. the Bank statement number or month) of the Bank Reconciliation to adjust.
- Click **Display.**

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Note: Clicking on the display icon without entering a reference displays all the transactions which have been reconciled.

The system will then display all the transactions reconciled in this bank reconciliation.

Use this screen in the usual manner (i.e. to unreconcile the transaction double click it and the **Yes** will change to a **No,** then click **OK**). See Section 6.14 'Bank Reconciliation' for more details.

6.10 Internal Charges

Internal charges can be used to correct posting errors in the D & N accounts. Internal charges are also used to transfer budget reserves from the D reserve transfer account to the corresponding N reserve account. Internal charges should not be used in the C accounts.

Notes: Internal Charge transactions do not carry any tax codes. Therefore extreme caution should be exercised when using this method to transfer money from one code to another to ensure that there are no tax implications (the nett amount can be transferred). Internal charges are not reflected on the BAS.

If an error has been made when entering a transaction, the preferred method of correction is to reverse the transaction and re-enter it correctly. However if the transaction was for a previous month, and it is only after the month end that the error is noticed, an internal charge should be used to transfer the nett amount to the correct account.

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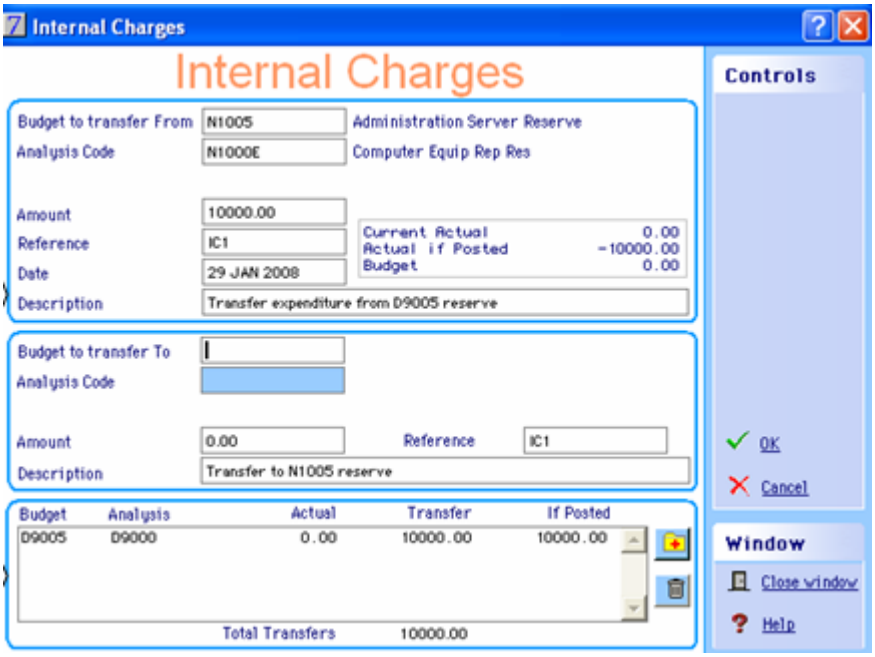
6.10.1 Posting an Internal Charge

- Select **Transactions.**
- Click Internal Charges. The system displays the Internal Charges screen:



Entering Details of the Account to be Credited

- Enter the Budget code of the account to be credited and press **<Tab>**. The default Analysis Code is also entered.
- Choose a Funding Steam and Cost Centre (if applicable).
- Enter the total nett amount to be credited and press **<Tab>.**
- Enter a reference such as IC102 (refers to Internal Charge form #1 of 2002) and press **<Tab>.**
- Amend the date if appropriate then press **<Tab>.**
- Enter any detail about the transaction then press **<Tab>.**

Entering Details of the Account to be Debited

- Enter the Budget code of the account and press **<Tab>**. The default Analysis Code is also entered.
- Choose a Funding Steam and Cost Centre (if applicable).
- Enter the amount to be transferred to this account and press **<Tab>.**
- Enter a reference such as IC102 (refers to Internal Charge form #1 of 2002) and press **<Tab>.**
- Enter any detail about the transaction then press **<Tab>.**

This transaction now moves to the lower window.

If the Internal Charge is to be allocated to more than one account the 'Budget to Transfer to' section can be completed as many times as necessary.

When all account details have been entered, check that the Total Transfers amount (displayed at the bottom of the screen) equals the amount entered in upper window.

- Click **OK**. A message similar to the following is displayed:

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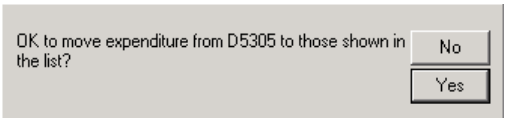

- Click **Yes** to post the transaction.

The top section of this screen allows the user to select the budget account and analysis code of the department being credited and the lower half of the screen will allow the user to enter the Budget and Analysis codes of the department to be charged.

The screenshot above shows that the Science department was incorrectly charged instead of the Maths department. This transaction will correct the posting error.

Internal charges can be checked before posting by looking at the 'Current Actual' and 'Actual if Posted' balances which are displayed in both the upper and lower windows.

Notes: If unsure of the budget and analysis codes pressing <Tab> on an empty field displays the list. Double-click the appropriate code to have the system transfer it to the Internal Charges screen.

It is a Department of Education requirement that Internal Charges are recorded on the appropriate form before they are processed.

Note: Internal Charges cannot be batched.

6.10.2 Printing an Internal Charges Report

As Internal Charges cannot be batched, an All Transactions report can be printed to list all Internal Charge transactions.

- Select **Transactions.**
- Select Reports.
- Choose All Transactions.
- Choose Internal Charges.
- Choose other report options as required.
- Click the print button. The following shows an example report:

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All Transactions Report printed on 29 JAN 2008 at 12:55 - Period 1
Data for 2008

Selected Transactions:All Transactions Report

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							
Transfer to N1005 Reserve								
Ref IC1		REG	CHG	29 JAN 2008	10000.00	8	10000.00	62
N1000E	Computer Equip Rep Res							
N1005	Administration Server Reserve							
Invoice Number								
Order Number	n/a							
Transfer Expenditure from D9005 reserve								
Ref IC1		REG	CHG	29 JAN 2008	-10000.00	8	-10000.00	63

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6.11 View/Post Batch

Batching is the recommended way of entering transactions into RM Finance. Once a batch has been entered it needs to be checked, corrections made if necessary and the Batched Transactions Report printed. The batch can then be updated (posted into the accounts).

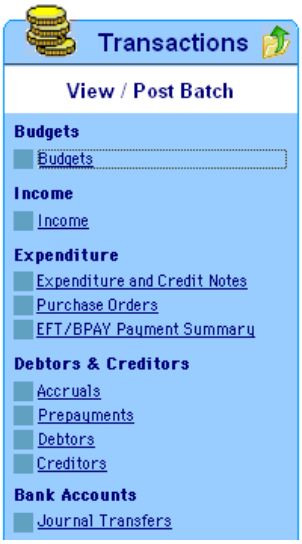
6.11.1 Viewing/Posting Batches

This function is used for all types of transactions which can be entered in a batch.

- Select **Transactions.**
- Click

.

The yellow folder to the right of this option indicates it has a View/Post batch sub-menu which is now displayed.



Click the to return to the main Transactions window.

6.11.2 Displaying a Batch

- Click the appropriate button for the transaction type (Income, Expenditure). The Post Batch screen for the selected transaction type is displayed:

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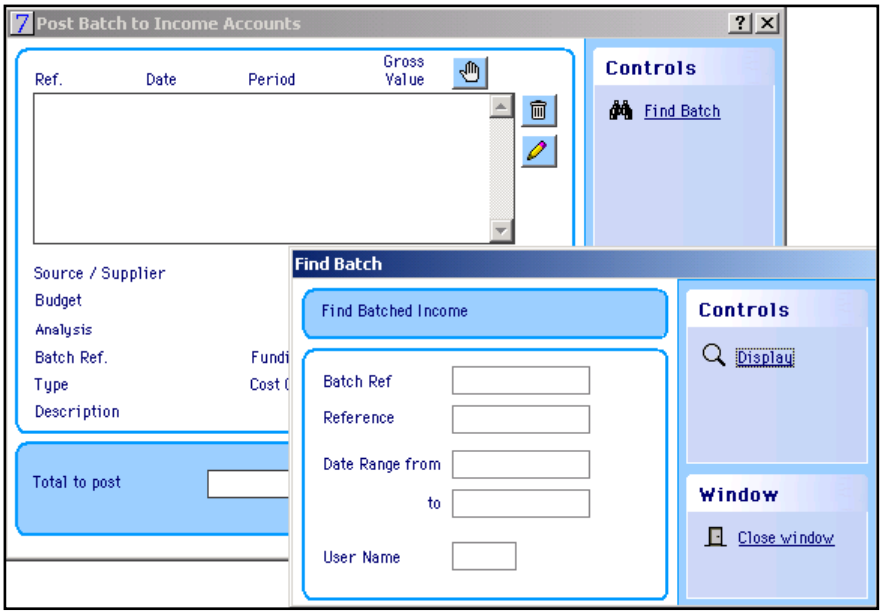
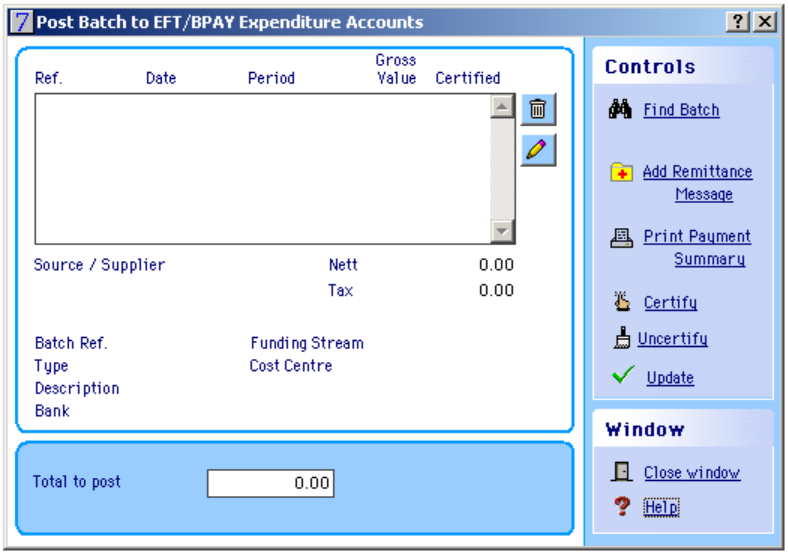
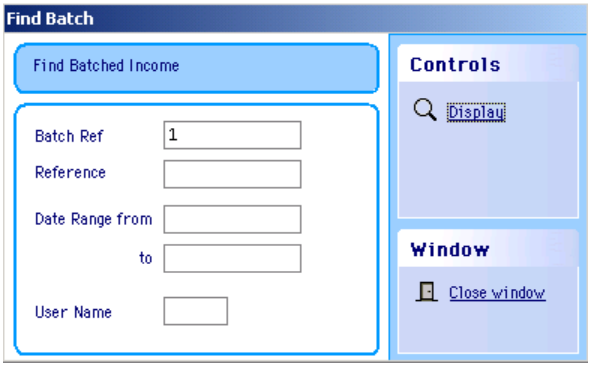


- For EFT transactions click **EFT/BPAY Payment Summary**. The Find Batch screen is displayed as well as the following:



- To find the desired batch, enter the search details into the smaller 'Find Batch' window (i.e. enter the batch number in the Batch Ref field):



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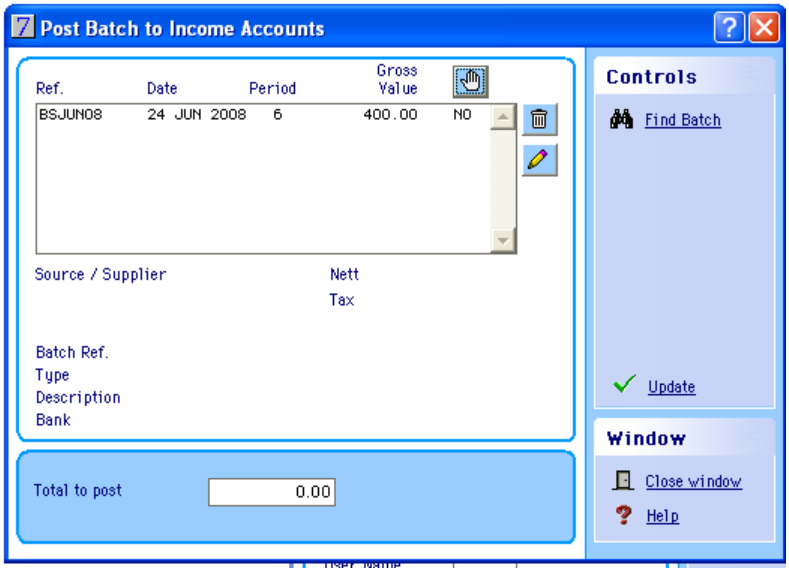
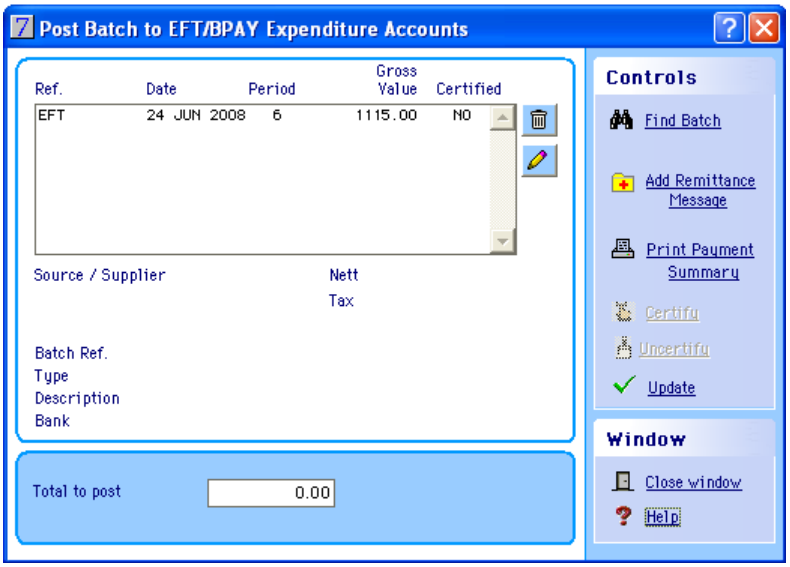
- Click **Display.** The details of the batch is displayed for Income and Expenditure transactions:



The following is displayed for EFT/BPAY transactions:



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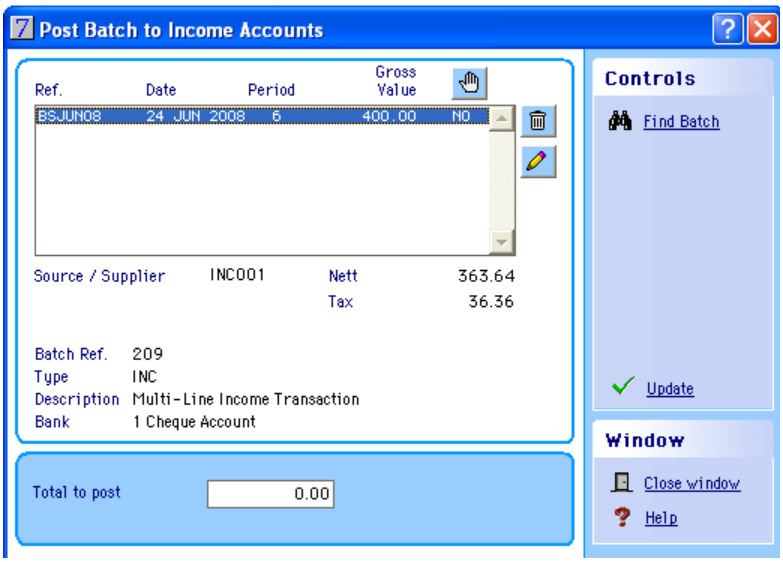
6.11.3 Viewing the Details of an Item in a Batch

- Click the item to view. The details of this transaction are displayed in the lower window:



6.11.4 Editing an Item in a Batch

- Click the transaction to edit.
- Click Edit .
- Make any changes as necessary.
- Click **OK.**
- Select the bank account.
- Click **OK.**
- Click **Yes.** The transaction is returned to the batch, with the corrections made.

6.11.5 Deleting an Item in a Batch

- Click the transaction to delete.
- Click Delete .
- Click **Yes.** The transaction is deleted.

6.11.6 Adding an Item to a Batch

This cannot be done from this screen. If the user wishes to add an item to a batch go to the appropriate section where the batch is entered (e.g. income, expenditure, etc.).Enter the same batch number into the batch reference field. Input the details of the transaction in the usual manner. When the user clicks OK this item is added to the batch.

6.11.7 Checking the batch total

- Click at the top of the screen.

This will change each **No** at the right of the transactions to a **Yes** in preparation for updating. The total amount is displayed in the window at the bottom of this screen. Clicking on again will change each **Yes** back to a **No**.

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6.11.8 Updating an Entire Batch

- Click at the top of the screen to change every **No** to a **Yes**. The total to post appears in the lower window.
- Click Update.
- Click **Yes.**

6.11.9 Updating an EFT/BPAY Batch

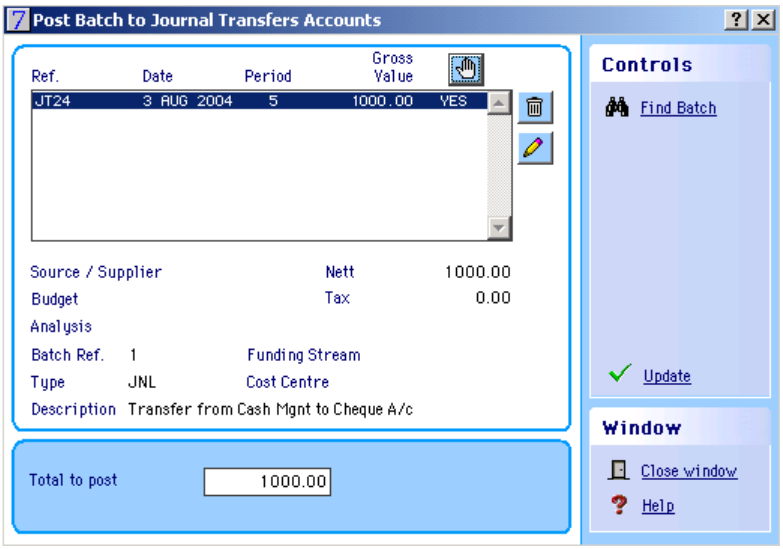
See Section 17.10 ‘Updating EFT/BPAY Batches: Payment Summary Screen’.

6.11.10 Updating Selected Items in a Batch

- Double click (or highlight and press **<enter>**) on each transaction to update. The **No** will change to a **Yes.**
- Click Update.
- Click **Yes.**

6.11.11 Updating Journal Transfer Batches

- Select **Transactions.**
- Click View / Post Batch.
- Click the appropriate button for the transaction type (e.g. Journal Transfers).
- Enter the search details into the top screen (e.g. Batch reference number).
- Click the **Display** button. The following screen is displayed:



Note: There will only be one entry displayed per journal transfer in this window. Two transactions - a debit and a credit - are posted.

The gross value of the transaction and the total to post is shown as $1000.00 even though you may expect to see $0.00 to post as the two sides of the transaction balance out. As the system is displaying one entry here it will show the amount being transferred rather than a zero value. In the reports it does list two separate transactions and the amounts post correctly.

Journal transfer transactions can be edited or deleted as required.

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6.12 Payments (Cheque Printing)

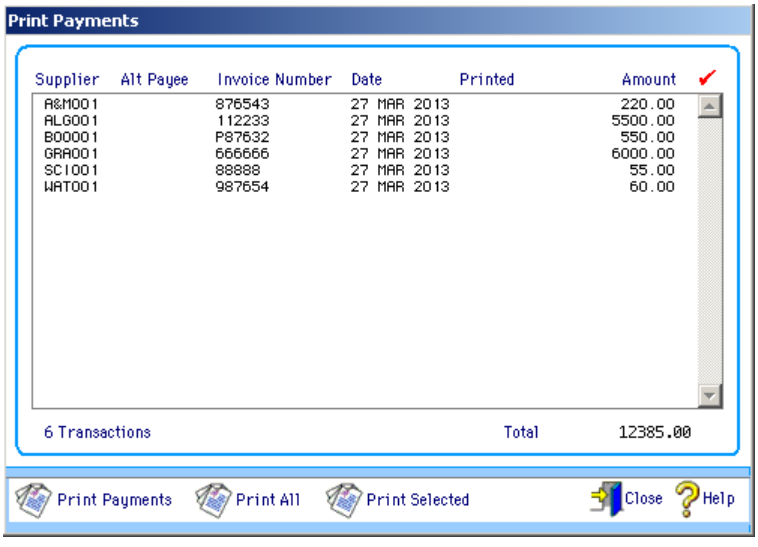
Clicking on payments displays the facility to print or reprint cheques or print a remittance report.

6.12.1 Making Payments

- Select **Transactions.**
- Click Payments. The yellow folder to the right of this option indicates that there is a Payments sub-menu which is now displayed.

6.12.2 Cheque Printing

- Select **Transactions.**
- Click Payments.
- Click Print Payments. The system displays the Print Payments screen:



This screen displays the items for which cheques are to be printed. The invoices are grouped by supplier, and only one cheque is printed for each supplier (even if there are several invoices). These are arranged in alphabetical order and sorted by supplier code.

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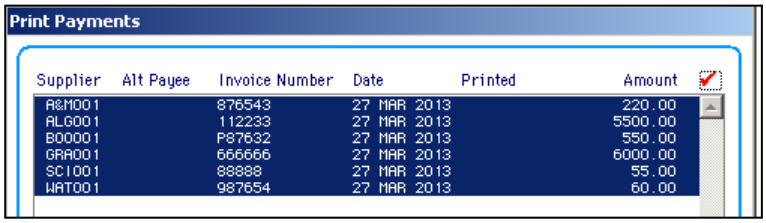
There are two options for printing cheques. Selecting all items for printing will print all the cheques. Selecting individual items will print the **selected** items only.

6.12.3 Selecting All Items for Printing

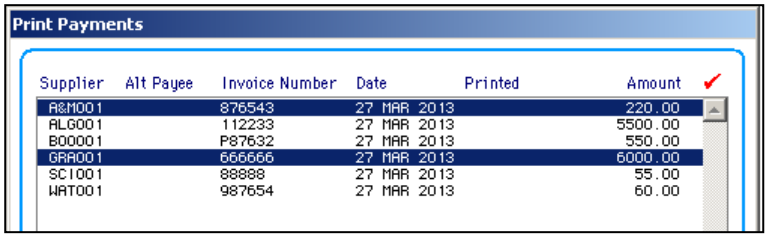
- Click the ✔. This will select all the cheques for printing



- Click Print Payments

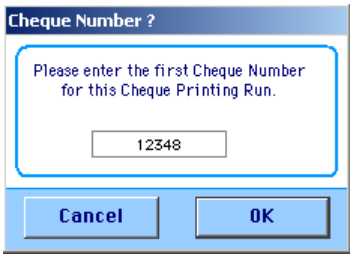
6.12.4 Selecting Individual Items for Printing

- Click the first payment to be made.
- Hold the **<Ctrl>** key.
- Click the next item.
- Repeat the above process to select further payments



- Click **Print Payments** to print the selected items

The system displays the Cheque Number screen:



- Enter the number of the first cheque to be printed in this run (or accept the default).
- Click **OK.** The system will print the cheques and then ask if they printed OK:

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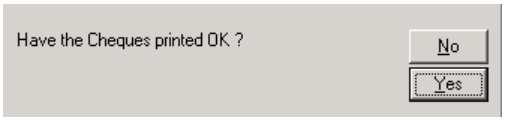

- Answer as appropriate.

Note: It is important to check the printer at this stage and make sure that all cheques have printed correctly before clicking Yes.

If the answer is **No** the user will need to reprint all the cheques using the above steps. If the answer is **Yes** (because most cheques printed correctly) and the user needs to reprint one or more cheques the user must use the **Re-print Payments** option detailed in Section 6.12.6 'Re-printing Payments'.

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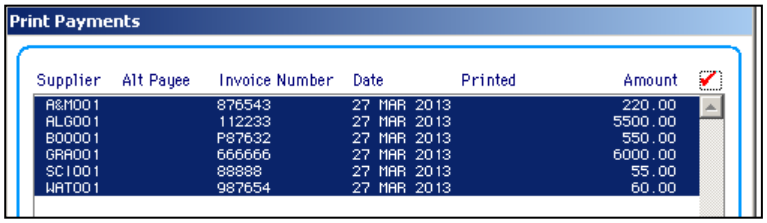
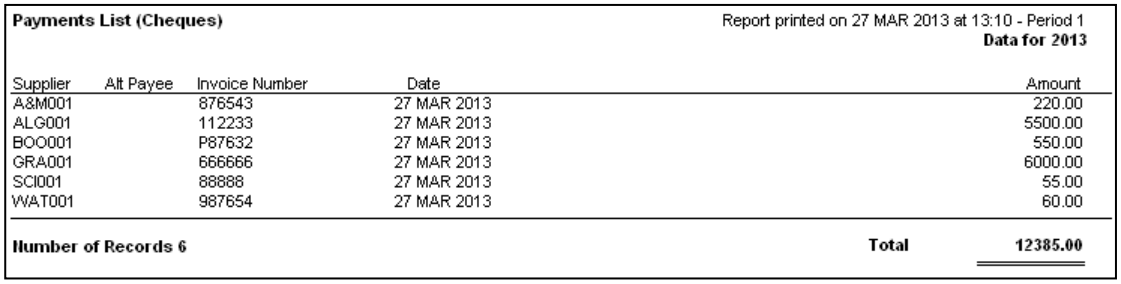
6.12.5 Printing a Payment List

There are two options that will allow the user to print payment lists or reports that will display details of the cheques.

- Click **Print All**

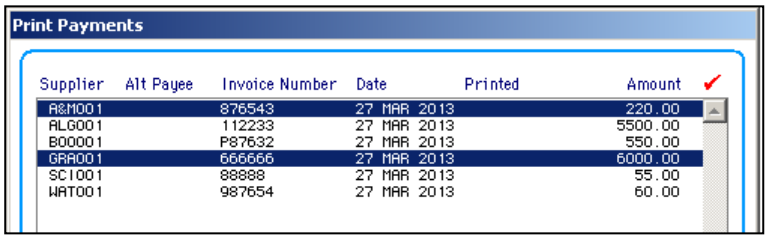
to print a Payments List with **Supplier Name**, **Invoice Number**, **Date** and **Amount**

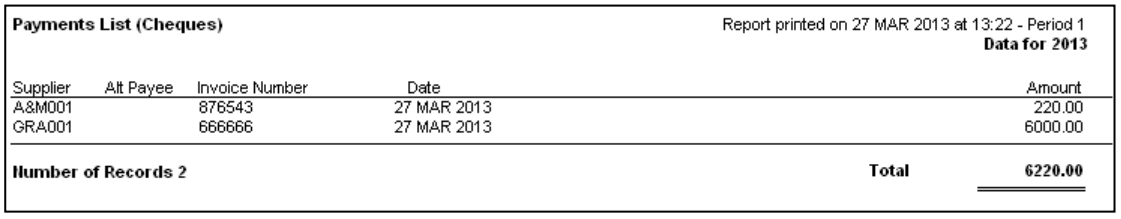




- Click **Print Selected**

to print a list of selected cheques.





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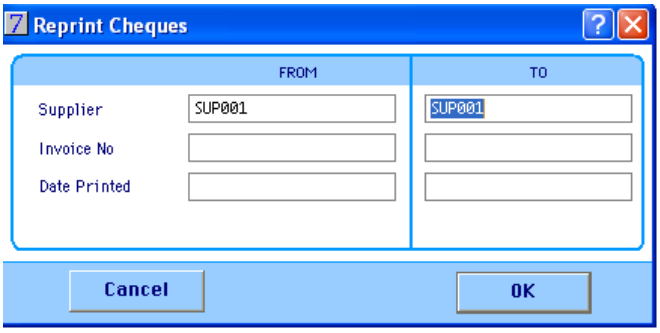
6.12.6 Re-printing Payments

If one or more cheques have not printed correctly, those items can be selected for re-printing.

- Click Re-Print Payments. The system displays the Re-print Cheques screen:



- Enter relevant selection criteria for the re-print.

This is most likely to be a supplier code, a range of codes or a series of dates. The example above will reprint the cheque to Supply West (SUP001) originally printed on 29/01/2008.

- Click **OK.**
- Enter the next cheque number.
- Click **OK.**

If a number is entered that may have been used before the system will prompt the user to confirm that this is OK.

- Confirm as appropriate. The cheque is reprinted.

Note: If the printer jams part way through the print run the user could choose to re-print cheques from a particular stage through to the end. To do this enter the supplier code for the supplier to start with into the FROM field and leave the TO field blank. This will print all cheques starting from this supplier to the end. (Recall that cheques are sorted by supplier code.)

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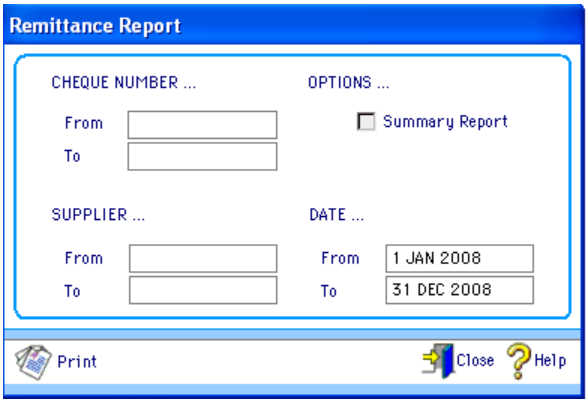
6.12.7 Printing a Remittance Report

- Click Remittance Report. The system displays the Remittance Report selection window:



- Enter relevant selection criteria. If none are entered a complete list of all payments ever printed by the system is displayed.

- Click Print
- Select report destination.
- Click **OK.** The system will compile the report and send it to the selected destination, as in the following:

RM Finance - West Coast District High School — Printed 29 JAN 2008, at 16:15
Remittance Report — Page 1

Date	Invoice No.		Detail	Total
29 JAN 2008	12542		Service of Computer Equip by Mr Fix IT	220.00
Chq Number 012348		**29 JAN 2008**	**Anytime Computer Repair Services**	**220.00**
29 JAN 2008	98756T		Cleaning of Gutters	110.00
Chq Number 012349		**29 JAN 2008**	**Marty's**	**110.00**
29 JAN 2008	1287S		Files and Folders	55.00
29 JAN 2008	1287S		Stationery	25.00
29 JAN 2008	1287S		Maths Aids	30.00
Chq Number 012350		**29 JAN 2008**	**Supply West**	**110.00**
3 Payments Printed			**Total**	**440.00**

This report can also be displayed in summary format. The summary report shows cheque number, date, supplier and amount only as illustrated below:

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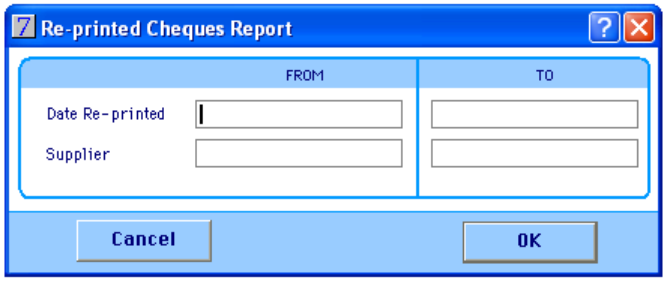
RM Finance - West Coast District High School
Remittance Report

Printed 29 JAN 2008, at 14:15
Page 1

Cheque No.	Date	Supplier		Total
Chq Number 012348	29 JAN 2008	Anytime Computer Repair Services		220.00
Chq Number 012349	29 JAN 2008	Marty's		110.00
Chq Number 012350	29 JAN 2008	Supply West		110.00
3 Payments Printed			Total	440.00

6.12.8 Reprint Cheques Report

Re-printed Cheques Report The system displays the



A report of reprinted cheques for the supplier or date range selected with print

RM Finance - Demonstration School
Log of Reprinted Cheques/Payments

Page 1
Printed Thursday, 30 August 2007 @ 9:49 AM

Date & Time	User-Id	Supplier Name		Value	Cheque Numbers Original	Reprint
30 AUG 2007 09:49:36	SCHAD	A&M Bookshop		2000.00	44455766	44455880
1 entries listed			Total	2000.00		

6.13 Accruals

6.13.1 Automatic Accruals

IMPORTANT

If the option to 'Automatically accrue' has been selected in System Manager > Options > Period End then the Accruals section will not be displayed on the Transactions menu.

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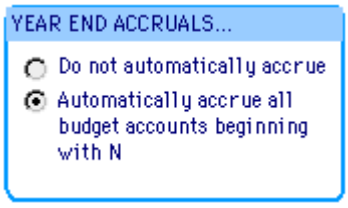
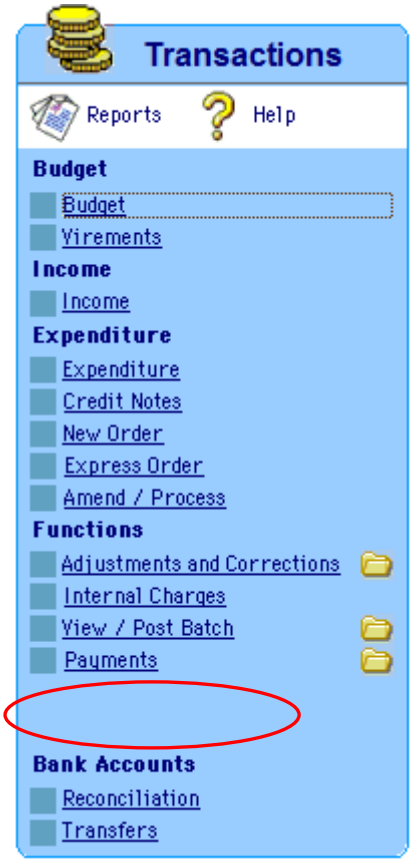


System Manager > Options > Period End

This is the recommended setting for WA Department of Education schools. When this option is set, the Transactions > Accruals section is not visible.



Transactions menu with Accruals section not visible

The closing balances of all 'N' accounts will be automatically accrued by the system when the year end process is carried out. Refer to section 16 on page 16-2 for further details on the year end process.

In this case manual accrual transactions cannot be posted by the user.

6.13.2 Manual Accruals

IMPORTANT

Manual accrual transactions should only be used if advised to do so by the WA Department of Education.

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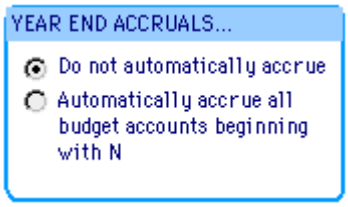
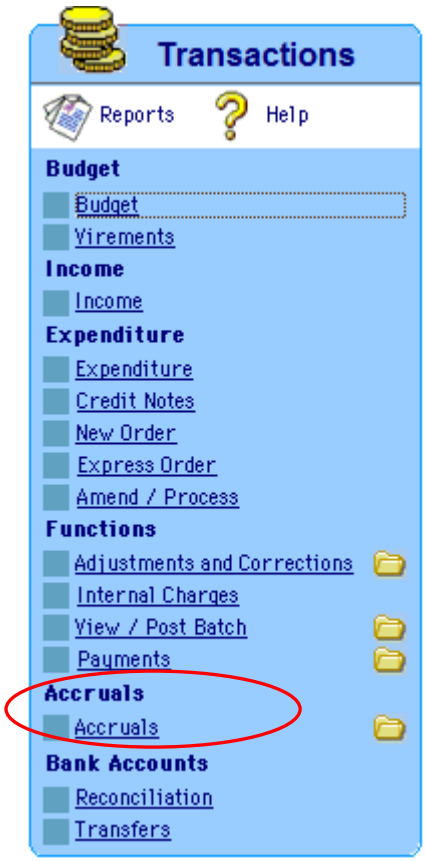
If ‘Do not automatically accrue’ has been selected in System Manager > Options > Period End, then the Accruals section will be displayed on the Transactions menu as illustrated below.



System Manager > Options > Period End



Transactions menu showing Accruals

6.13.3 Types of Accruals

Where goods and services have been used but not paid for, then an adjustment is necessary in respect of this overpayment or underpayment to reflect an organisation’s true financial state. This adjustment is called an accrual or, in the case of payment before the goods and services are used, a prepayment.

These accruals are of the following types:

- Receipts in advance
- Prepayments
- Debtors
- Creditors

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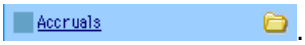
These screens are all similar in appearance but each type of accrual is processed slightly differently by the system.

Notes: If manual accruals are being used, it is a Department of Education requirement that they are recorded on the appropriate form before they are processed.

Manual Accruals should only be made in period 12 if advised to do so.

Click 

. The system displays the Accruals sub-menu.

6.13.4 Receipts in Advance

RM Finance allows the user to enter the details of any transaction that has already been committed to the current financial year and has not yet been paid for. By entering the details of the transaction here the user can accurately take into account these monies when performing their accrual at the end of the year.

WA Department of Education schools should not need to use this feature. Contact the Department of Education for further information on the operation of receipts in advance.

6.13.5 Prepayments

RM Finance allows the user to enter details of any transaction that has been pre-paid prior to receiving the goods or services. By entering the details at this stage RM Finance correctly accrues the amount at the time the user performs the Year End operation.

Department of Education schools should not need to use this feature. Contact the Department of Education for further information on the operation of prepayments.

6.13.6 Debtors

The debtors facility may need to be used at Year End when it is necessary to carry forward the balances on the '**N'** accounts into the new year. Debtors can be used to carry forward any account balances that are in debit.

- Click

. The system displays the Debtors screen:

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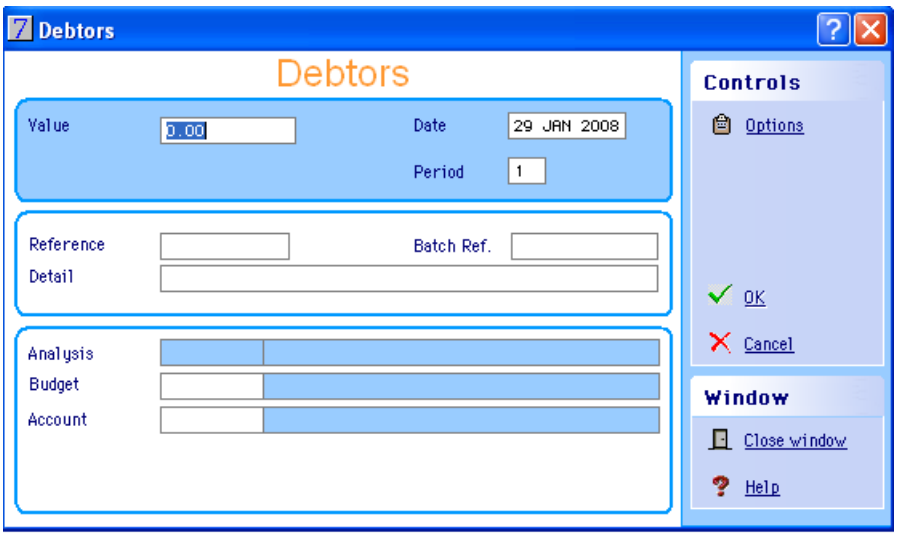
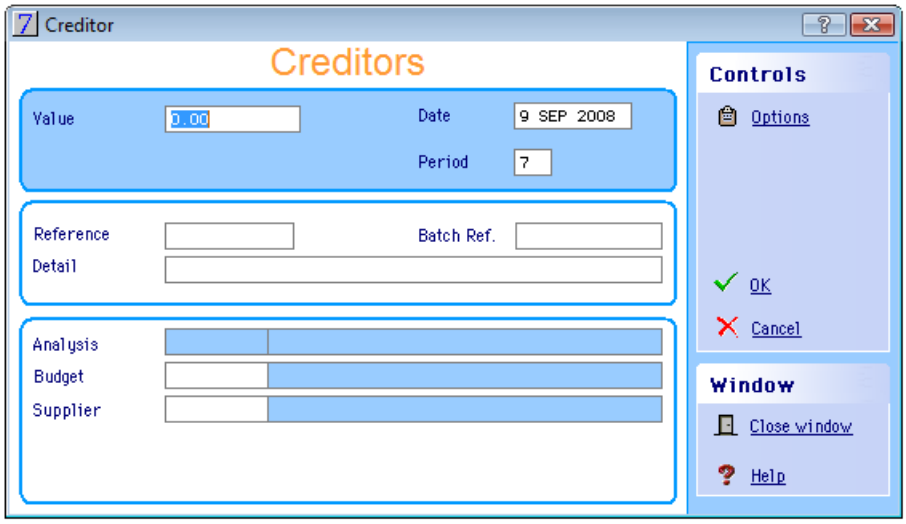


- Move between the fields using **<Tab>** entering the details.
- Click **OK.**
- Update the batch as usual. See Section 6.11 'View/Post Batch' for more information.

6.13.7 Creditors

The creditors facility may need to be used at year end when it is necessary to carry forward the balances on the '**N**' accounts into the new year. Creditors can be used to carry forward any account balances that are in credit.

- Click Credit Accruals. The system displays the Creditors screen:



- Move between the fields using **<Tab>** entering the details.
- Click **OK.**

Update the batch as usual. See Section 6.11 'View/Post Batch' for more information if required.

6.13.8 Manual Accruals for N accounts and Closing Balance YYYY

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Note: This section should be read in conjunction with the Year End Procedures guidelines that are distributed to all schools by the Department at the appropriate time.

The advice below refers to manual accruals only. It is recommended that WA schools use the option to automatically accrue unless otherwise advised.

If the school has money remaining in an '**N'** account at the end of the year, this balance will automatically be cleared to zero at year end. If this amount is to be carried forward into the new year, then the necessary accrual transactions must be performed in order to do this.

The school may have a number of '**N'** accounts for which the balances are to be accrued. Some of these accounts may be in debit and others in credit. All debit balances should be entered in one batch, and all credit balances in another.

Note: It is a Department of Education requirement that manuals accruals are recorded on the appropriate form before they are processed.

Use the following procedure for manually accruing the balances in N accounts into the following year:

- Select **Transactions.**
- Click **Accruals.**
- Select Debit Accruals for the debit batch (all accounts with debit balances) or Credit Accruals. for the credit batch (all accounts with credit balances).
- Enter the value to be carried forward (as a positive number).
- Enter the Reference (e.g. Accrual form no.).
- Enter the Batch Reference number.
- Enter any Detail (e.g. to be carried forward from the current year).
- Enter the Budget account code to accrue this amount to in the new year. The default Analysis Code is entered.
- In the Account field (for Debit Accruals) use the account X1 or if entering credit amounts in the Supplier field (for Creditors) use X2.
- Select a Funding Stream and Cost Centre if appropriate.
- Click **OK.** A message asking if it is OK to batch this transaction is displayed.
- Click **Yes.**
- Update the batch as usual. See Section 6.11 'View/Post Batch' for more information if required

6.14 Bank Reconciliation

For each bank account that the school holds, the bank statement must be reconciled to the system balance on a monthly basis. This is performed by matching transactions on the bank statement with the transactions held in RM Finance. This process can also be carried out electronically using Automatic Bank Reconciliation.

6.14.1 The Bank Reconciliation

- Select **Transactions.**
- Click

below the Bank Accounts heading. The system displays the bank account selection screen with the default account highlighted:

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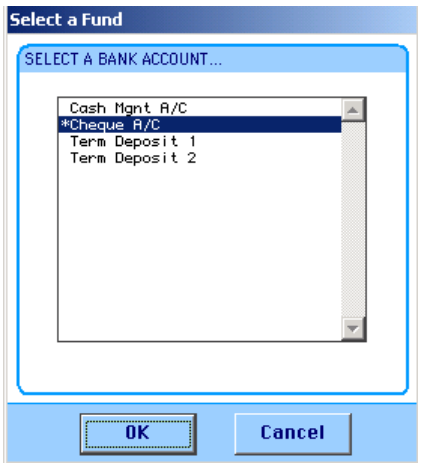
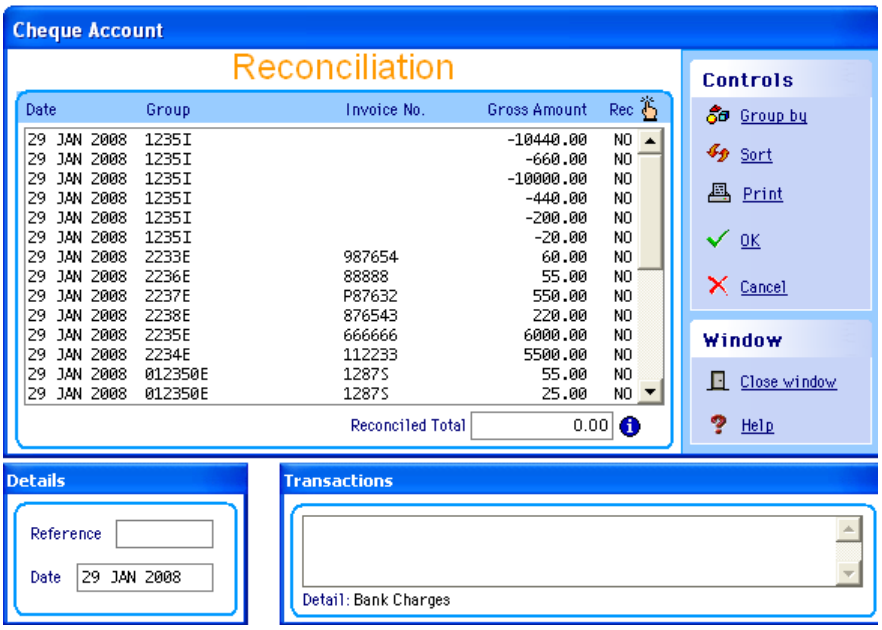


- Select the appropriate bank account or accept the default.
- Click **OK.** The system displays the reconciliation screen for the selected bank account.



6.14.2 Grouping Transactions

It is usually advisable to begin by grouping the transactions by reference in order to match the amounts as they appear on the bank statement.

- Click

. The system will show the following warning screen:

- Click **Yes.** The system displays the Group Options screen for the selected account:

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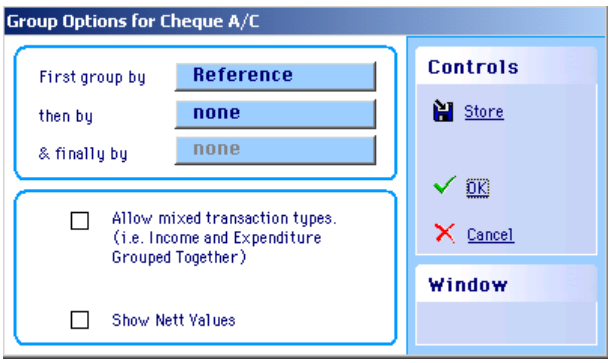
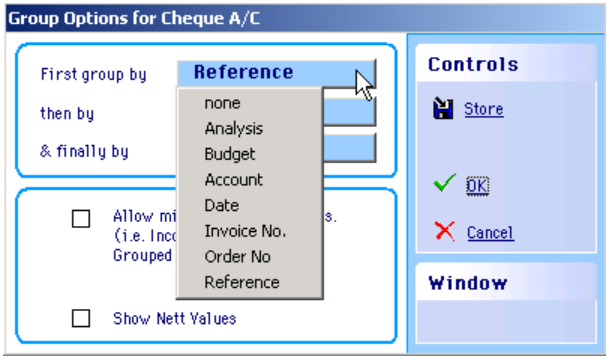


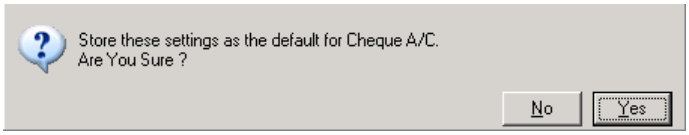
- Click the box next to First group by.
- Click the option required – usually this is Reference:



To set these values as default for this account (recommended):

- Click

. The following warning screen appears:



- Click **Yes** to confirm.
- Click **OK.** The system will group all the displayed transactions by the criteria entered.

Displaying a Group of Individual Transactions

- Click the appropriate entry in the upper window. The transactions that comprise it are displayed in the transactions window below:

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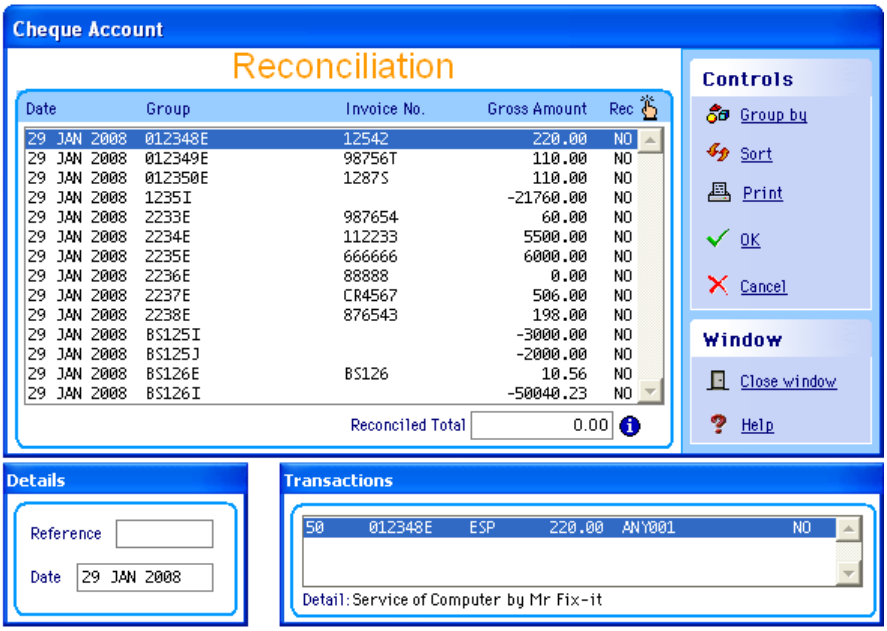

- Click the individual lines to display the description of the transaction in the Transactions window below the list.

6.14.3 Sorting the Displayed Transactions

- Click Sort. The system displays the Sort By screen:

- Click the appropriate Sort category (date is often useful).
- Click **OK.** The system will sort the transactions by the selected category. The Sort category cannot be saved and must be selected each time the Bank Reconciliation screen is opened.

6.14.4 Finding a Transaction

- Click the transaction at the top of the list.
- Type *****
- Type the amount or the cheque number of the transaction to find (e.g. 150.25 or 001127). The system will display the first occurrence of that amount or the cheque number in the list.

Note: The + and – keys can then be used to find further or previous occurrences of the same amount.

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6.14.5 Reconciling Transactions Individually

- Click the transaction to reconcile by highlighting it.
- Press **<enter>.**

OR

- Double click the transaction to reconcile. The system will reconcile the selected transaction changing the **No** to a **Yes**. If a mistake is made, repeat this process to reverse the effect.

When all the transactions to be reconciled have been selected:

- Enter a reconciliation reference – the period number eg 4 for April.
- Enter the date as **last date of period** (i.e. DDMMYY).
- Click **OK**.

The system will reconcile the selected transactions.

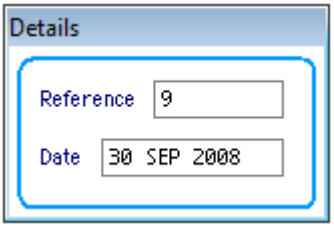
Note: Clicking on the Rec button will select ALL of the displayed transactions for reconciliation and change the No to a Yes for each of them. Clicking on this button again will have the reverse effect.

6.14.6 Reconciling Term Deposits and Investment Accounts

It is a requirement that WA schools show evidence that all bank accounts have been 'reconciled' each month. This includes term deposits and investment accounts. In some months these types of accounts may not have any transactions against them to be reconciled. However, it is still necessary to show that these accounts have been checked as part of the end of month processes.

This means that each month it is necessary to carry out the following process for each bank account where there are no transactions to be reconciled.

- Go to Transactions > Reconciliation > Select the bank account
- Enter the reconciliation reference (the period number)
- Enter the reconciliation date (the last day of the month being reconciled)
- Click on OK to save



When the Bank Balance report is printed it will indicate that this bank account has been reconciled to the date entered (e.g. 30 Sep 2008) as illustrated below. This report should be printed for each bank account at the end of each month.

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ACCOUNT BALANCE STATEMENT for Demonstration School Investment A/c Tuesday, 30th September 2008		Period 9
Balance shown on actual statement @ 30 SEP 2008		121322.55
Add cash (if any) paid into the account,not recorded on statement		0.00
	Total	121322.55
Deduct cheques (if any) drawn, not recorded on statement		0.00
	Total	**121322.55**
Journal Transfers		0.00
Cash Book Balance @ Period 9		**121322.55**

6.14.7 Printing the Displayed Transactions

Sometimes it may be easier to print a paper copy of the unreconciled transactions and work with it when locating transactions to reconcile.

- Click

to print a list of the displayed transactions. A report similar to the following is produced:

RM Finance - West Coast District High School

Reconciliation Report Cheque Account

Report printed at 09:13 on 29 JAN 2008, Period 1
Page 1

Account	Invoice No	Date	Order No.	Analysis	Budget	Reference	Total		
ANY001	12542	29 JAN 2008	n/a	D1600	D1615	012348	220.00	☐	☐
MAR001	98756T	29 JAN 2008	n/a	D1500	D1510	012349	110.00	☐	☐
SUP001	1287S	29 JAN 2008	n/a	D1000	D1025	012350	110.00	☐	☐
INC001		29 JAN 2008	n/a	N3000I	N3005	1235	-21760.00	☐	☐
WAT001	987654	29 JAN 2008	n/a	D1450	D1455	2233	60.00	☐	☐
ALG001	112233	29 JAN 2008	n/a	D1800	D1810	2234	5500.00	☐	☐
GRA001	666666	29 JAN 2008	n/a	D2000	D2005	2235	6000.00	☐	☐
SCI001	88888	29 JAN 2008	n/a	D2700	D2705	2236	0.00	☐	☐
BOO001	CR4567	29 JAN 2008	n/a	D3000	D3005	2237	506.00	☐	☐
A&M001	876543	29 JAN 2008	n/a	D3000	D3005	2238	198.00	☐	☐
INC001		29 JAN 2008	n/a	C2000	C2035	BS125	-3000.00	☐	☐
		29 JAN 2008	n/a			BS125	-2000.00	☐	☐
BAN001	BS126	29 JAN 2008	n/a	D1000	D1087	BS126	10.56	☐	☐
INC001		29 JAN 2008	n/a	C1800	C1805	BS126	-50040.23	☐	☐

6.14.8 Reconciled Total

The current total of all reconciled transactions is displayed on this window.

This can be used as an aid when reconciling, as the aim is to match this total to the Closing Balance on the bank statement.

Clicking on the information symbol will show the current reconciled total, the total of the transactions remaining in the reconciliation window (unreconciled), and a projected reconciled total (if all remaining transactions were reconciled):

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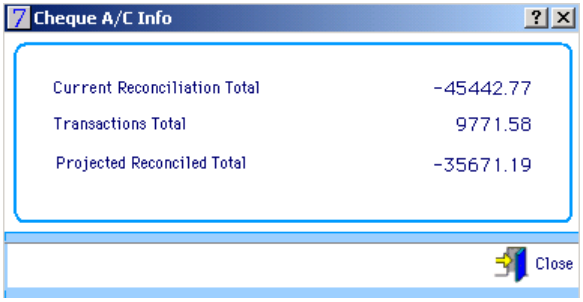
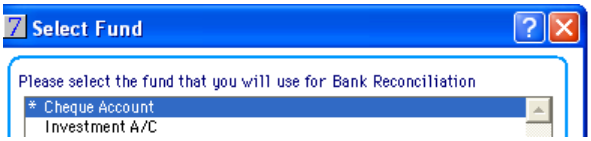


6.15 Automatic Bank Reconciliation: Importing and Processing

- Click **Bank**
- Click **Bank Reconciliation**. The following is displayed:

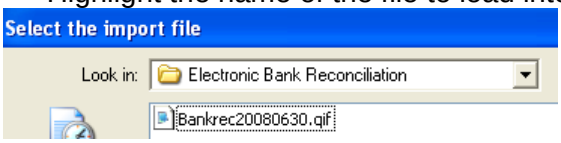


The accounts listed are those previously set up for use with the Bank Reconciliation function. The default bank is highlighted.

- Highlight the bank account to reconcile.
- Click **OK**. There are two possible scenarios at this point:

- If this is the first time the reconciliation has been run for that bank or if a previous import (for the bank in question) has been cleared (the Finish button clicked and transactions reconciled) then a new import file from the bank will need selecting for reconciliation.

- Highlight the name of the file to load into RM Finance, as in the following:



- Click **Open**. The Bank Reconciliation Matching Screen is displayed: The file is imported and processed before the matching window is displayed, as in the following:

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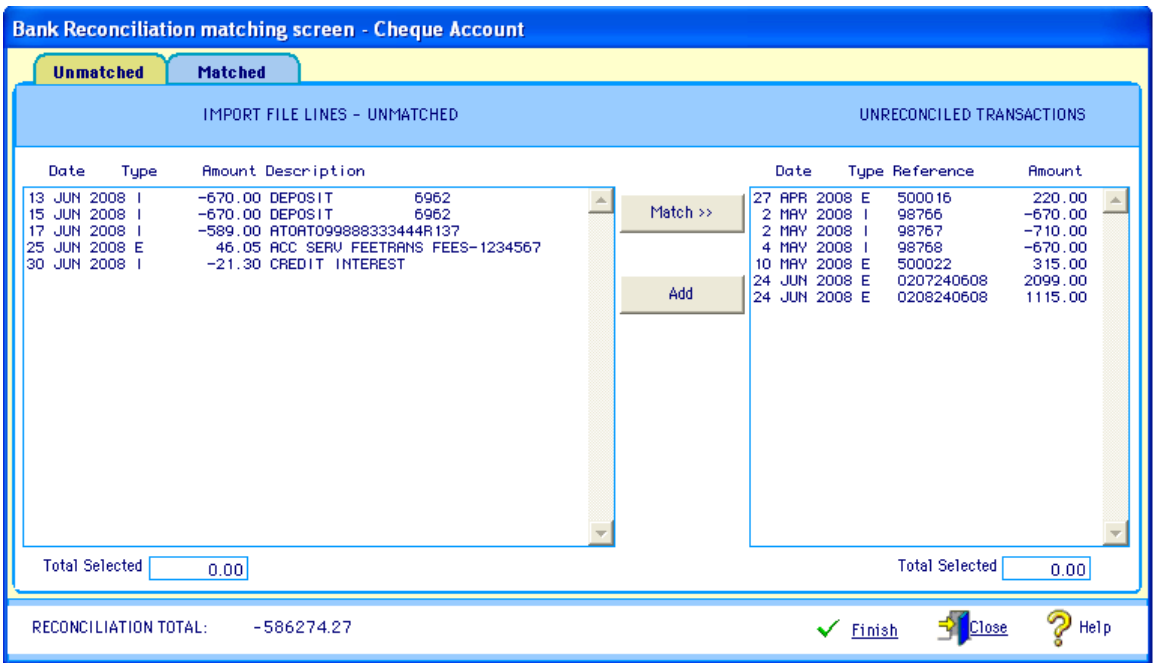

- If the user is still working on a previously imported file from the bank, then until this is dealt with, in that the user has reconciled all the transactions they wish to reconcile, it is not possible to import a new file for that bank; RM Finance immediately begins loading the data.

- The following two messages are displayed as the file downloaded from the bank, saved to the K:\ drive and already worked with, is loaded into RM Finance.

- The Bank Reconciliation Matching Screen is displayed:

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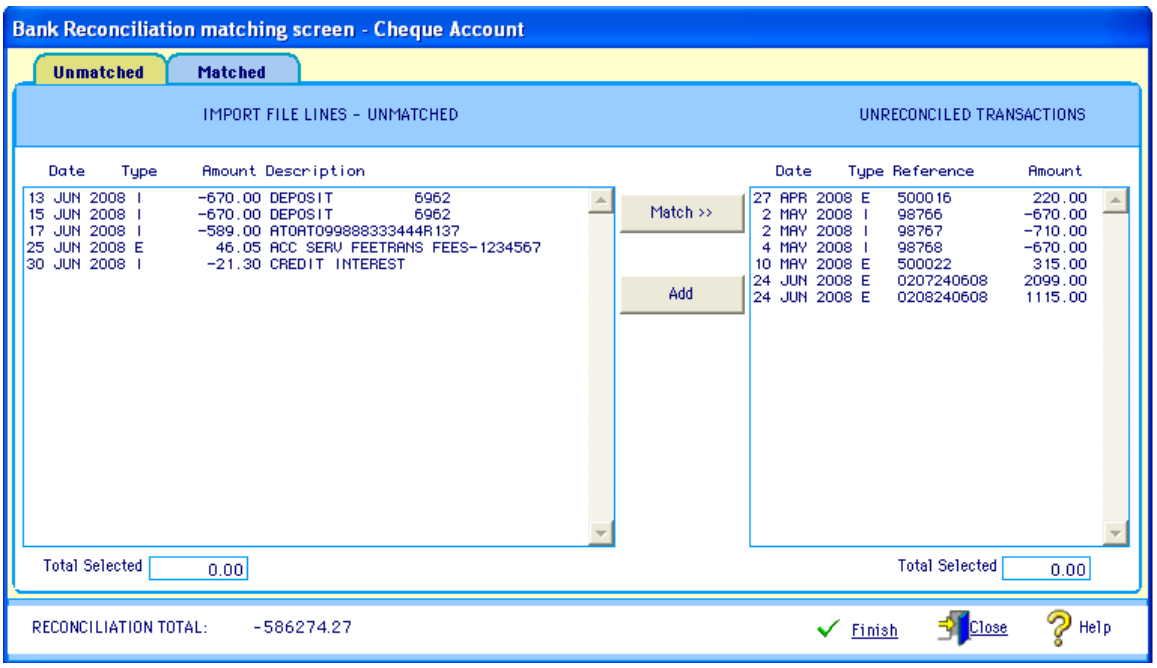
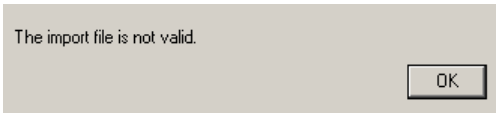
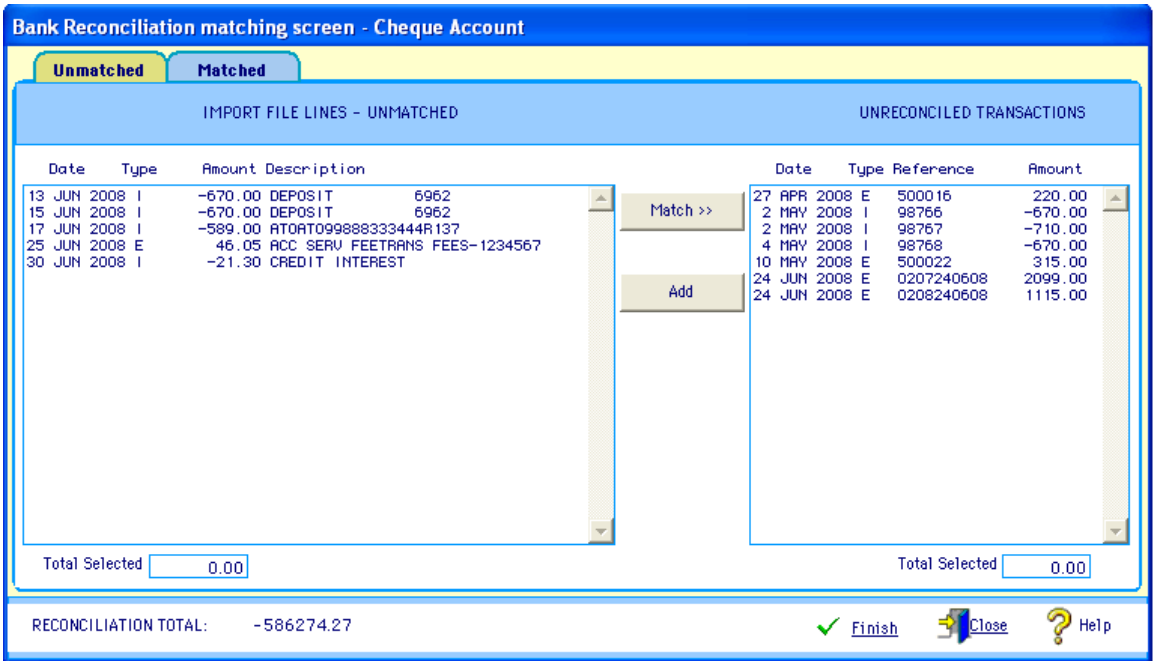


If the user attempts to import an invalid file (a file from another bank, for example) the following is displayed and the import halted:



6.16 The Matching Screen

On the successful import of the transaction file downloaded from the bank the Bank Reconciliation Matching Screen is displayed:



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The Unmatched tab is displayed by default. The left hand side of this tab lists all the import lines that have not been matched sorted in date order. The right hand side shows all unreconciled transactions for the bank account grouped by reference and income/expenditure type. Therefore, one line can represent a number of transactions including credit notes and corrections.

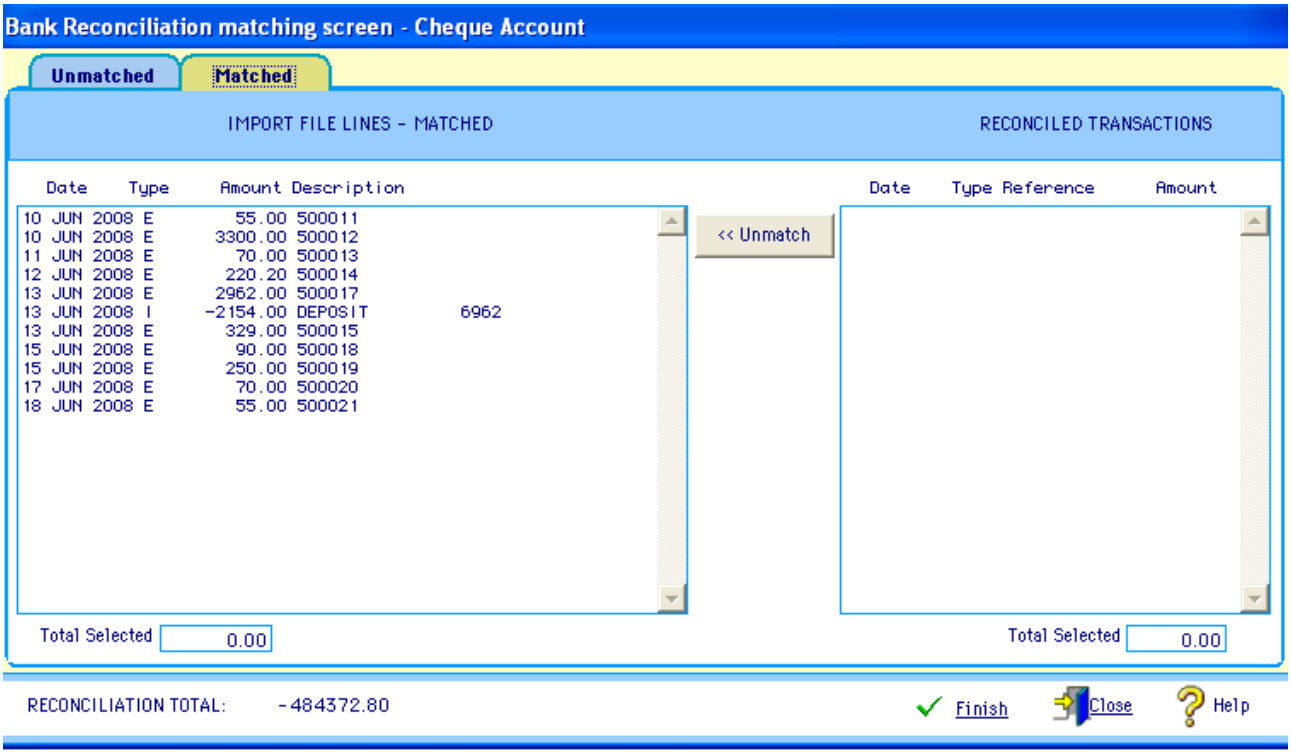
- Double click a transaction line in the right hand pane. A report is displayed similar to the following:

RM Finance - Training School

Unreconciled Transactions Report printed at 10:37 on the 24 JUN 2008 Page 1 Period 6 (50.0 %)

Date	Type	Reference	Description	Amount
24 JUN 08	ESP	0207240608	Printer HP	449.00
24 JUN 08	ESP	0207240608	English Supplies	220.00
24 JUN 08	ESP	0207240608	Maths Supplies	330.00
24 JUN 08	ESP	0207240608	Science Supplies	550.00
24 JUN 08	ESP	0207240608	Building Repairs	250.00
24 JUN 08	ESP	0207240608	Music Equipment Repairs	300.00

Click the **Matched** tab. The following is displayed:



The left hand side shows all the import lines which have been matched sorted according to date.

- Highlight a transaction line in the left hand pane. All matched transaction lines relating to that line are displayed, such as in the following:

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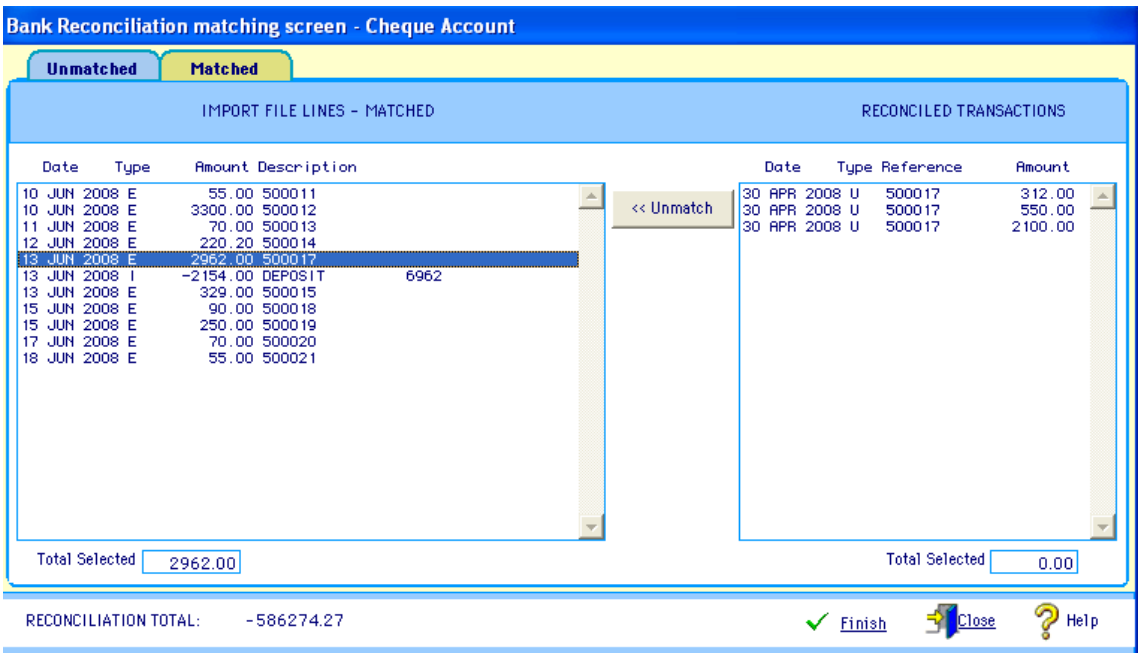
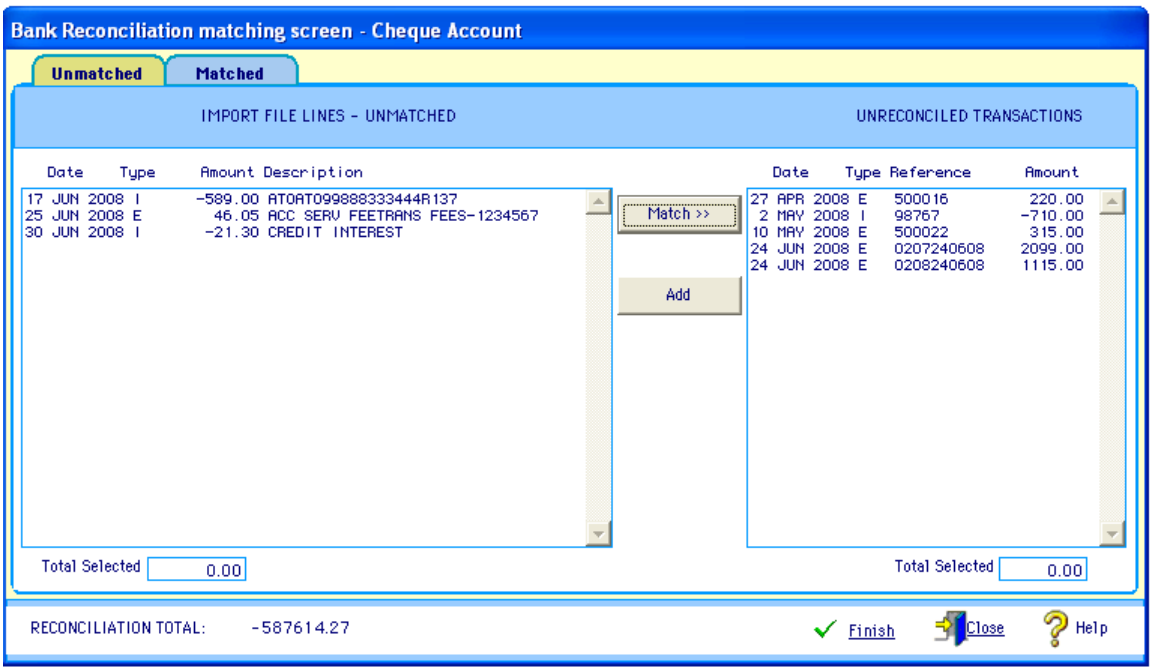


- Click the **Unmatched** tab to return to the unmatched transactions.

6.16.1 Matching Transactions

- Select a single line in the left hand pane.
- Select an unreconciled transaction from RM Finance on the right hand side, as in the following:



- Click **Match**. In this example the lines selected disappear from the screen.
- Click the **Matched Transactions** tab. These transactions now appear in this list and also on the Reconciliation window:

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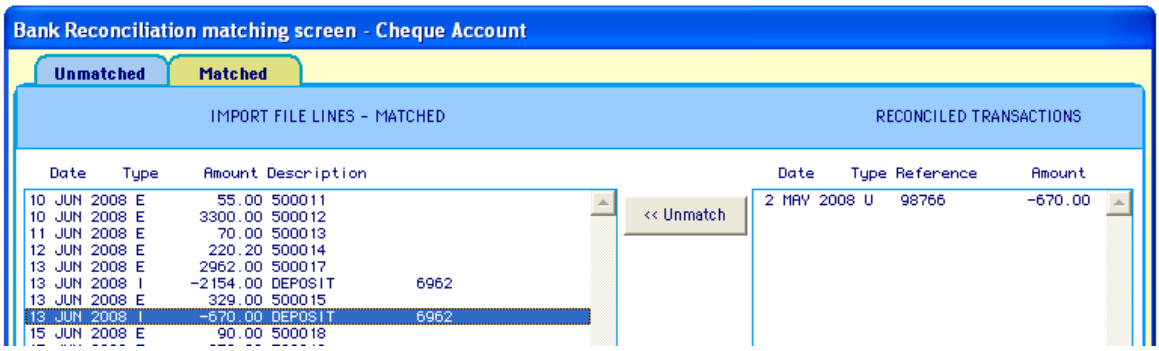
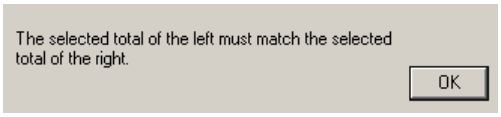
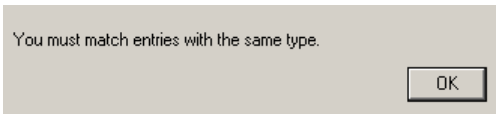


Note: If the user attempts to match transactions with different totals the following is displayed:



Also, if the user attempts to match transactions of different type, e.g. an income and an expenditure transaction, an error message is also displayed such as in the following:

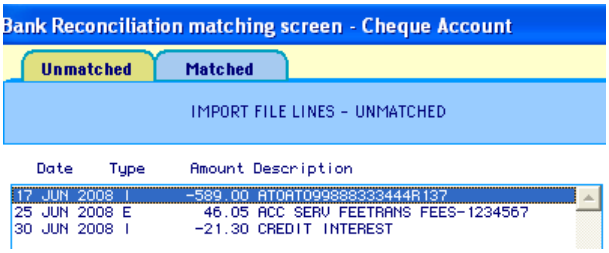


6.16.2 Bank Rec. Matching Screen: Creating New Transactions

It may be that transactions appear in the import file from the bank that do not appear in the list of RM Finance unreconciled transactions.

This option allows the user to create a batched transaction from an import file.

- Click the Unmatched tab.
- Select a single line transaction in the left hand pane, as in the following:



- Click **Add**. The Expenditure screen is displayed, as in the following:

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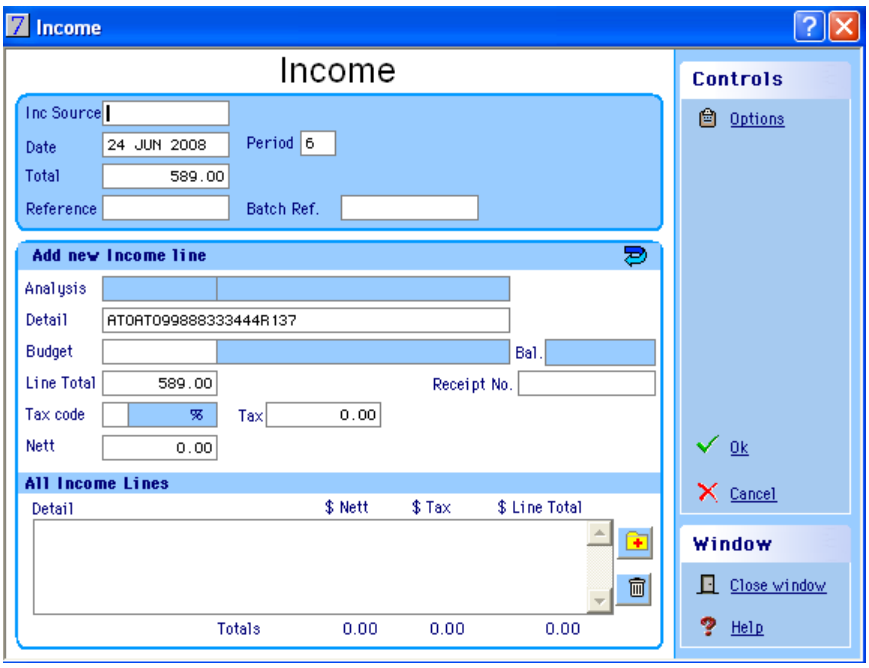
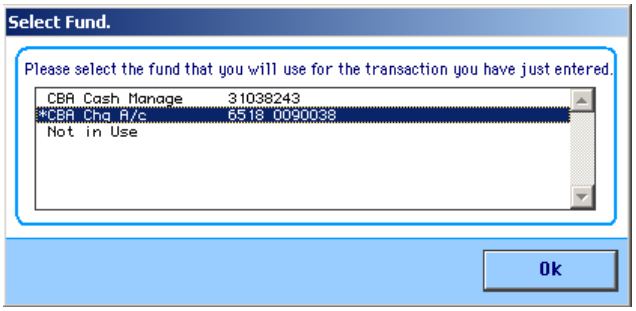
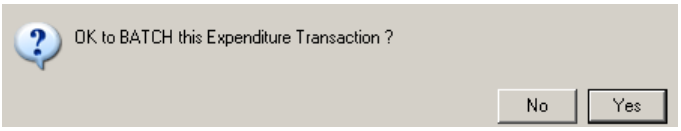


- Enter the additional information required for this transaction: budget, account, analysis code etc. The date, total and reference fields are already populated with information.
- Click **OK**.



- Select the appropriate account.
- Click **OK**.



- Click **Yes**.

Update the batch as usual (see Section 6.11 View/Post Batch); in this example:

- Click **Transactions**.
- Click **View/Post Batch**.
- Select the type of batch – in this example Expenditure and Credit Notes.
- Enter the Batch Reference.
- Click **Display**. A window similar to the following is displayed:

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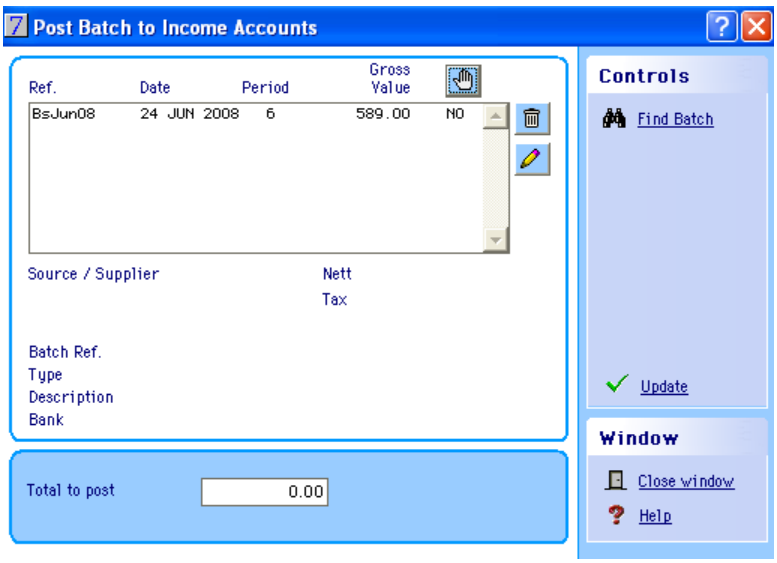
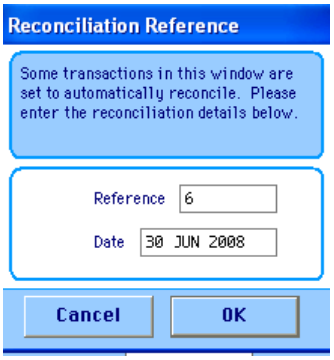


- Highlight the transaction.
- Click , changing the No to a Yes.
- Click **Update**.
- Click **Yes**. The following is displayed:



- Enter a Reconciliation Reference.
- Click **OK**. The transaction is updated.

Note: This transaction is then marked as reconciled as the details have come directly from the bank to say this money has been received. This line is also removed from the Bank Rec Matching window. This process is NOT reversible.

6.16.3 Unmatching Transactions

- If necessary navigate to Bank > Bank Reconciliation > Matched. A list of transactions similar to the following is displayed:

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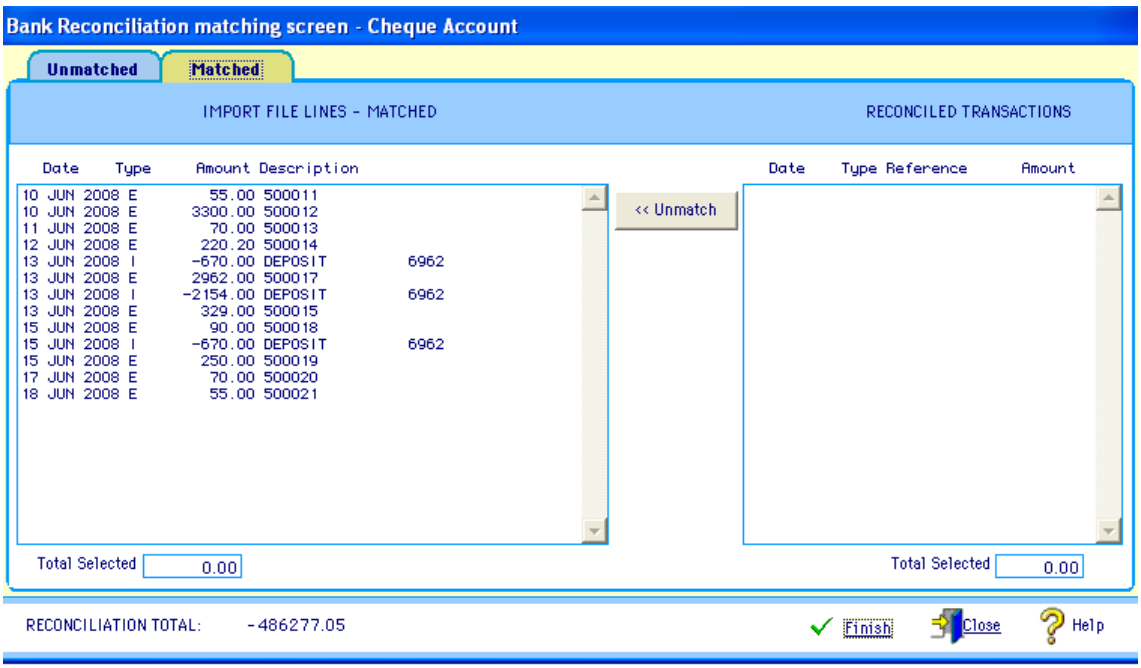
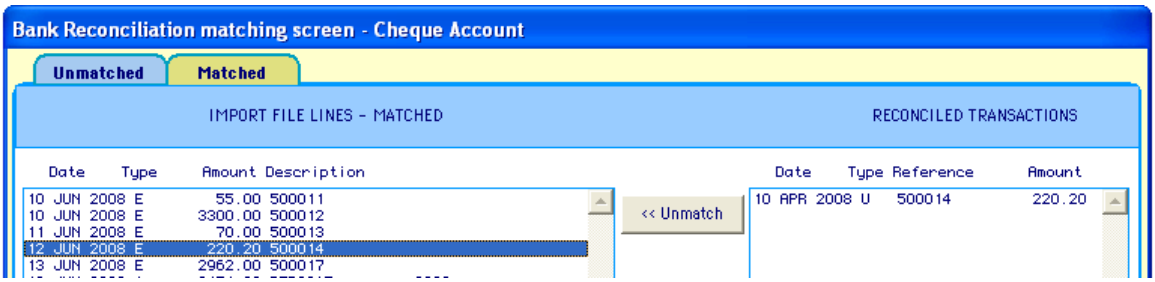


Matched transactions are listed in the left hand pane.

- Click a matched transaction. The associated transactions are listed on the right, as in the following example:

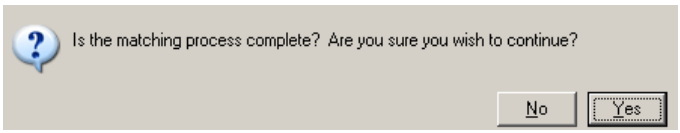


- Click **Unmatch**. The lines are unmatched; the transactions disappear from the matched screen and are added to the Unmatched screen.

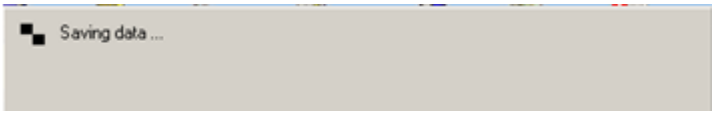
6.16.4 Finishing the Electronic Bank Reconciliation

Once the user is satisfied with all the matching of transactions that can be carried out, the user can now complete the reconciliation process.

- Click **Finish** in the matching screen. The following is displayed:



- Click **Yes**. This process cannot be undone after clicking Yes. The following is displayed:



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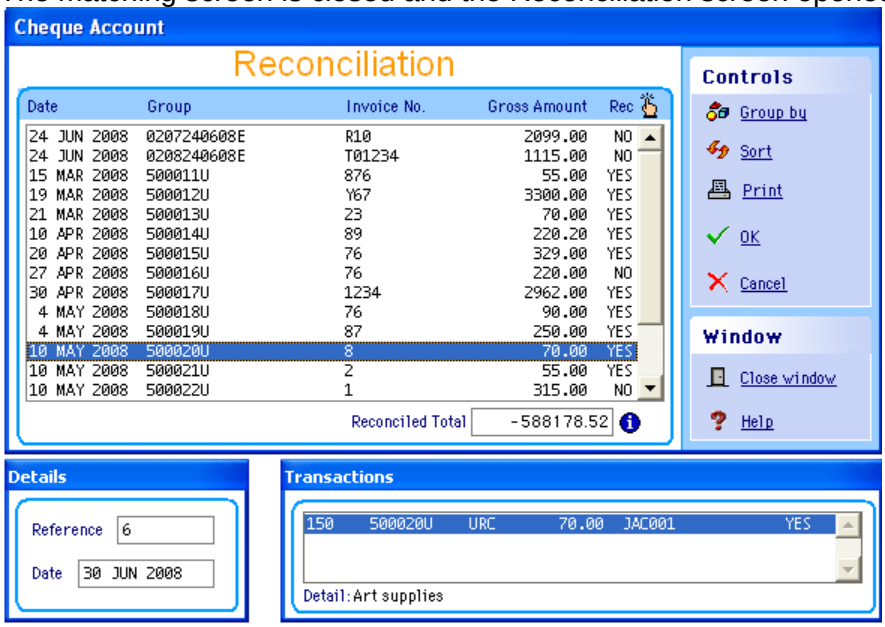
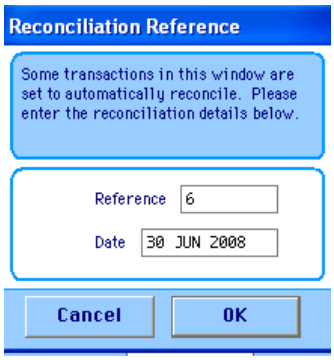
Note: Any unmatched import lines still present are deleted.

The matching screen is closed and the Reconciliation screen opened, as in the following:



All unreconciled transactions for the selected bank account are displayed with matched transactions marked as YES, ready for reconciliation.

- Enter a Reference, as in the following:



- Click **OK**. The following is displayed:

All the transactions that had been marked as reconciled are removed from the Reconciliation screen. See the following screen shot and compare with the previous screen shot for this window:

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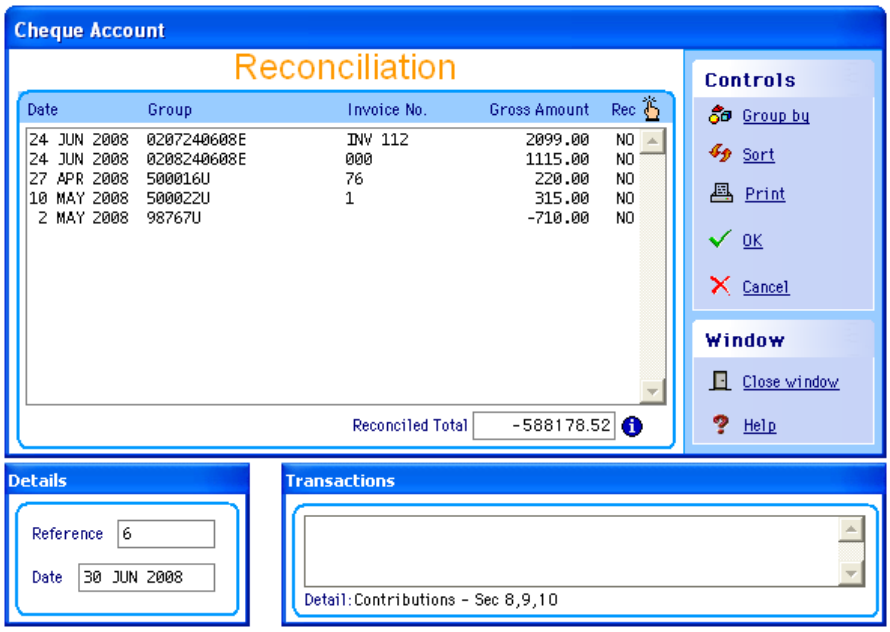
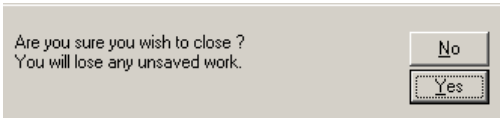


Note: If the user clicks Cancel instead of OK, the user is unable to return to the same point and has to start from the beginning and re-import the data again.

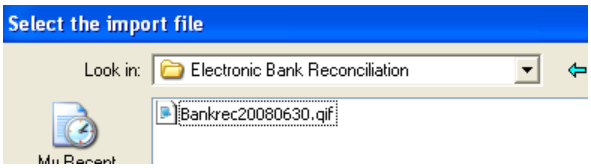
- Click **Close Window**. The following is displayed:



- Click **Yes**.

6.16.5 The Matching Screen: The Difference Between Finish and Close

- Click Bank
- Click Bank Reconciliation.
- Click **OK**.
- If necessary select the appropriate bank account. If in the middle of doing a bank reconciliation, it will jump straight to the matching window. If starting a bank reconciliation, then the Select Import file is displayed as shown below.
- If necessary select the appropriate file in the Select Import File window, as in the following:



- Click **Open**.

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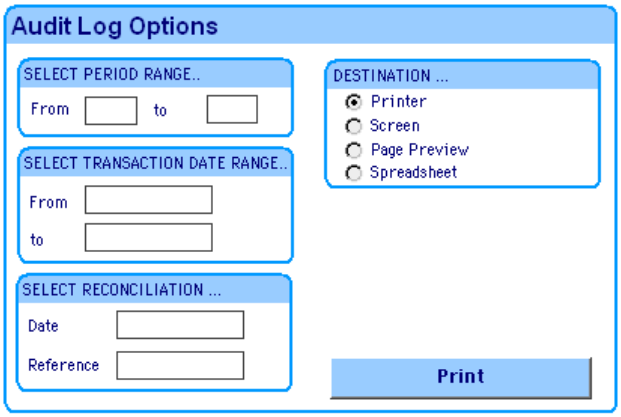
The following appear along the bottom of the window:

Clicking **Close** means any matched transactions are saved as such but no items are deleted from the Matching screen. When the user returns to the Matching screen it is not necessary to reimport the transaction file supplied by the bank as this file has not been finalised, i.e. the user has not 'finished' matching the transactions. There are still transactions to reconcile.

Clicking **Finish** means any unmatched lines still present are deleted from the Matching window. The Matching window is closed and the Reconciliation window opened ready for reconciliation of the matched transactions. If the user wishes to then return to the Matching window, the appropriate transaction file supplied by the bank will have to be reimported before further matching and then reconciliation can be undertaken.

6.17 The Audit Log

- Click Bank
- Click Audit Log. The following is displayed:



- Enter search criteria such as Period Range, Transaction Date Range or Reconciliation Date/Reference.
- Select a Destination.
- Click **Print**. In this example the criterion was Reconciliation Date:

RM Finance - Training School Page 1

Report printed Monday, 30 June 2008 @ 10:38 AM - Period 6 (50.0 %)
Data for 2008

Criteria (Reconciliation Reference is "6")

Account	Analysis	Budget	Ref	Type	Date	Nett	Tax		Total	Voucher
ABA001	D5100	D5105	500011	SCHAD URC	15 MAR 2008	50.00	5.00	1	55.00	135
BER001	D5400	D5405	500012	SCHAD URC	19 MAR 2008	3000.00	300.00	1	3300.00	136
CAK001	D5400	D5405	500013	SCHAD URC	21 MAR 2008	63.64	6.36	1	70.00	137
DAZ001	D5700	D5710	500014	SCHAD URC	10 APR 2008	200.18	20.02	1	220.20	138
DIC001	D5400	D5415	500015	SCHAD URC	20 APR 2008	299.09	29.91	1	329.00	139
INC001	C1050	C1051	98765	SCHAD URC	29 APR 2008	-2154.00			-2154.00	141
GOO001	D5000	D5005	500017	SCHAD URC	30 APR 2008	283.64	28.36	1	312.00	142
GOO001	D5400	D5405	500017	SCHAD URC	30 APR 2008	500.00	50.00	1	550.00	143
GOO001	D5400	D5425	500017	SCHAD URC	30 APR 2008	1909.09	190.91	1	2100.00	144
INC001	C1000	C1002	98766	SCHAD URC	2 MAY 2008	-670.00			-670.00	145
HOT001	D1000	D1020	500018	SCHAD URC	4 MAY 2008	81.82	8.18	1	90.00	147
IIN001	D5400	D5420	500019	SCHAD URC	4 MAY 2008	227.27	22.73	1	250.00	148

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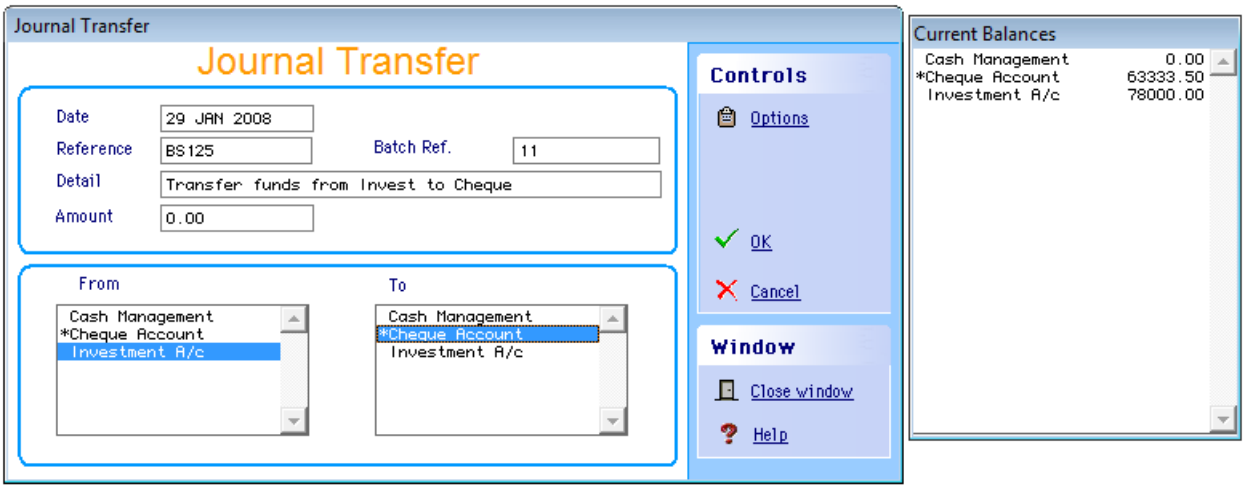
6.18 Bank Transfers

In the RM Finance system a journal transfer refers to transferring money from one bank account to another. For example, a school may wish to transfer money from their investment account to their cheque account.

Note: To make adjustments and/or corrections to budget accounts (journal entries) refer to the sections on Internal Charges or Reversals as appropriate.

6.18.1 Journal Transfers Screen

- Select **Transactions.**
- Click the Transfers button under the Bank Accounts heading. The system displays the Journal Transfer screen:



The current balances of all bank accounts are listed on the right hand side for ease of reference.

6.18.2 Making a Bank Transfer

- Click in the Batch Ref field and enter the batch number.
- Amend the date if appropriate.
- Enter a reference for the transfer.
- Enter a short description in the detail field.
- Enter the amount.
- Click the appropriate 'From' bank account.
- Click the appropriate 'To' bank account.
- Click **OK.** The system displays a message asking to confirm the batching of the transfer of funds from account **A** to account **B**.
- Click **OK**
- Update the batch as usual. See Section 6.11 'View/Post Batch' for more information if required. Once the batch has been updated the system will transfer the amounts between the selected accounts.

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6.19 Transaction Reporting

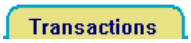
Reports which relate to the Transactions section of RM Finance can be accessed by either:

Clicking

within the Transactions section

or

Clicking

on the top menu bar and select the 

tab.

For details of the reports held within this section please refer to Section 9.2 on page 9-20 for further information.

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7

7 Enquiries

In the same way the FIND is used to locate a

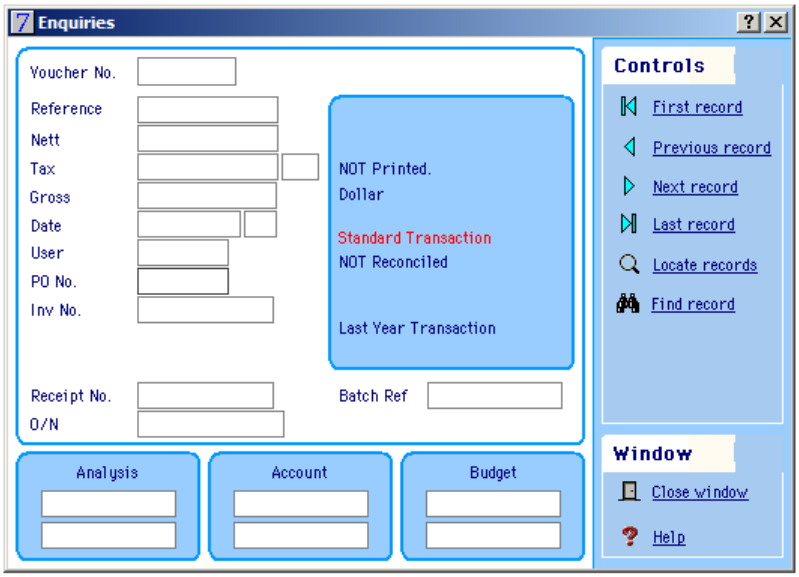
record (e.g. Supplier), using a small amount of known information ENQUIRIES can be used to locate particular transactions either when not all the details are known or when it would be time consuming to enter all the details.

7.1 The Enquiries Screen

- Click the

button on the top menu bar.

The system displays the Enquiries screen:



Voucher Number
This is a number that is generated in sequence by the system for every transaction that is entered.

Transaction Type
The code for the transaction type is displayed on the same line as the voucher number, e.g. ESP–Expenditure, i.e. it only appears once the screen is populated with information about a transaction.

Reference
This field displays whatever the user typed in the reference field when the transaction was entered. For expenditure it will usually be the cheque number, and for income a receipt number or Z tape number etc.

Nett
This shows the Nett value of the transaction (without Tax).

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Tax
This field displays the amount of Tax (if any) and the Tax code.

Gross
The Gross field shows the total value (including Tax if any) of the transaction.

Date
This displays the date that the transaction was entered into the system. The period in which the transaction was entered is displayed alongside the date.

User
The initials of the user who entered the transaction is displayed here.

PO No.
If the transaction is a purchase order the purchase order number is displayed. This is not used in WA DOE schools.

Inv No.
If an invoice number has been entered it is displayed here.

Funding Stream

Note: This Function is not used in DOEWA schools

If a Funding Stream has been linked to the transaction it is displayed here.

Cost Centre

Note: This Function is not used in DOEWA schools

If a Cost Centre has been linked to the transaction it is displayed here.

Receipt No.
Receipt numbers entered in RM Finance are displayed here.

O/N
Enter Order Numbers into this field.

Batch Ref.
Batch numbers entered in RM Finance are displayed here.

Other details
The box on the right hand side of the screen will show the description of the transaction, whether the transaction has been printed or not, the currency for the relevant country, if the transaction has been reconciled, the bank account nominated for the transaction and whether the transaction is from the current or previous year.

At the bottom of the screen the corresponding analysis code, account code (income source or supplier) and budget code is displayed. The sort codes for the analysis code and account code and the budget heading are displayed underneath.

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Note: Any item displayed in RED is available for further interrogation.

'Red' Fields

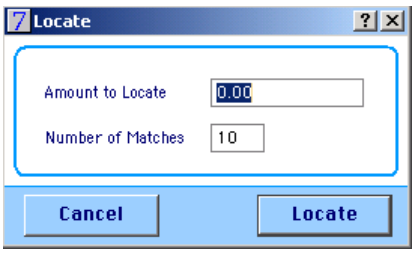
- Click a "red" item. The system will present a screen report relating to that item.
- Clicking on the gross field displays the Locate Results screen.

7.2 Scrolling through the Transactions

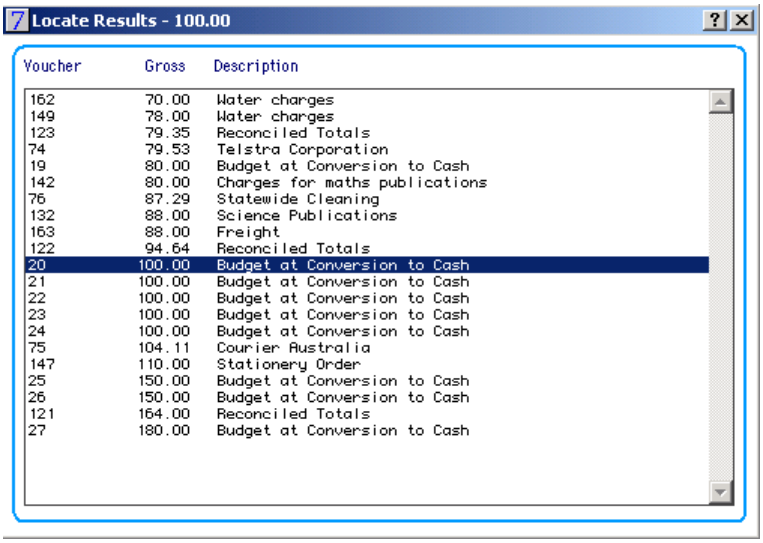
- Click the Previous record and Next record buttons to view the transactions.
- Click First record to move to the first transaction on file.
- Click Last record to move to the last transaction on file. The system will prompt to say whether to move to the last transaction entered or the last transaction of the previous year.
- Answer as appropriate.

7.3 Finding a Transaction with a Particular Value

- Click Locate records. The system displays the Locate screen:



- Enter an amount to locate (+ve for expenditure, -ve for Income) then press **<Tab>.**
- Enter the number of matches the system is to locate.
- Click the **Locate** button. The system displays the Locate Results screen:



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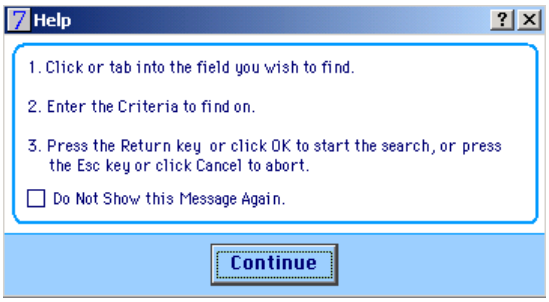
In this example the system has displayed the requested amount ($100) and ten transactions either side of this amount. If there is no exact match, the closest value to the locate amount is automatically highlighted.

- Double-click any transaction in the list to transfer its full details to the Enquiries screen.

7.4 Finding a Specific Transaction

- Click Find record. The following message appears:



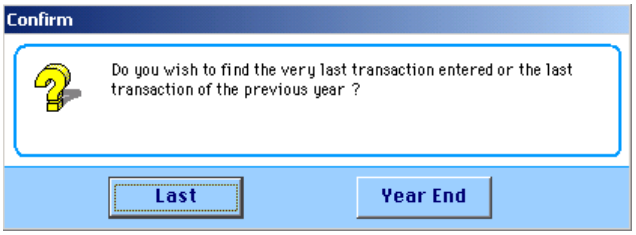
- Click **Continue.**
- Press **<Tab>** to go to the field to search by.
- Enter the search criteria.
- Click **OK.**

For example: To find a particular cheque number:

- Press **<Tab>** to go to the reference field.
- Enter the cheque number.
- Click **OK.**

7.5 Finding Recently Entered Transactions

- Click Last record. RM Finance will prompt as follows:



- Click Last to display the last transaction posted.

OR

- Click Year End to display the last transaction posted in the previous year.

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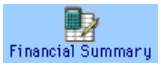
RM Finance Manual

Financial Summary

8

8 Financial Summary

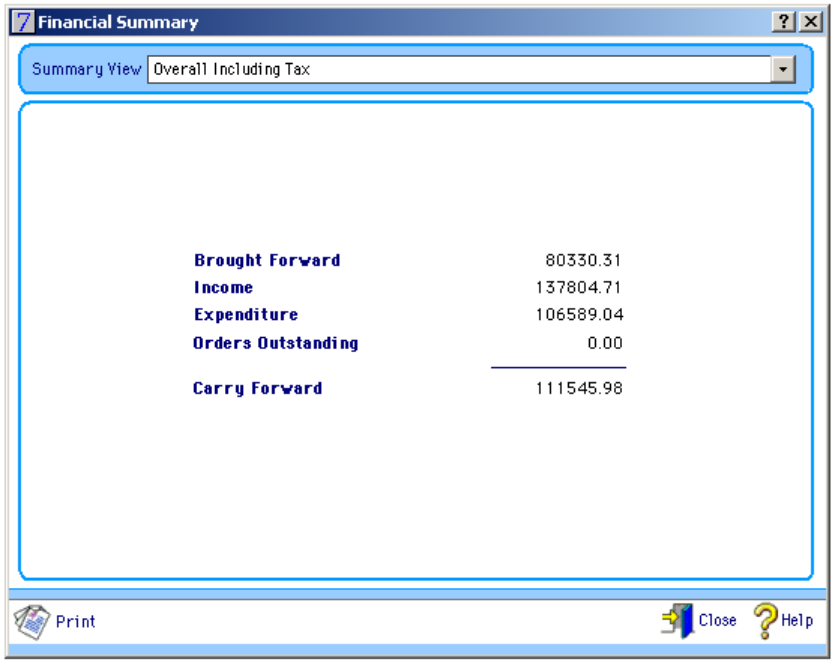
The Financial Summary screen can display instantly the system balance of the bank accounts, based on the transactions entered. It is always up to date and there is no delay in viewing the information.

- Click 

on the top menu bar.

8.1 Overall View

The system displays the overall financial position of the school:



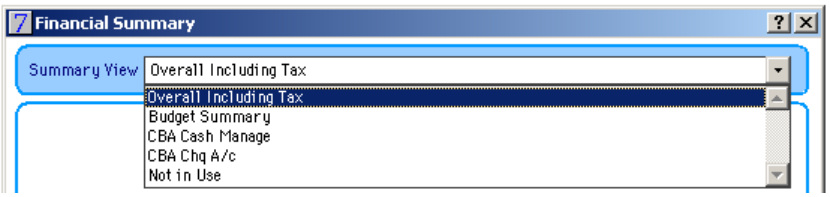
Brought Forward
The combined totals of all bank accounts brought forward from last year.

Income
The total income received for the year to date.

Expenditure
The total expenditure for the year to date.

Carry Forward
Combined totals of all bank accounts.

- Click the drop down list to view other financial summary details.



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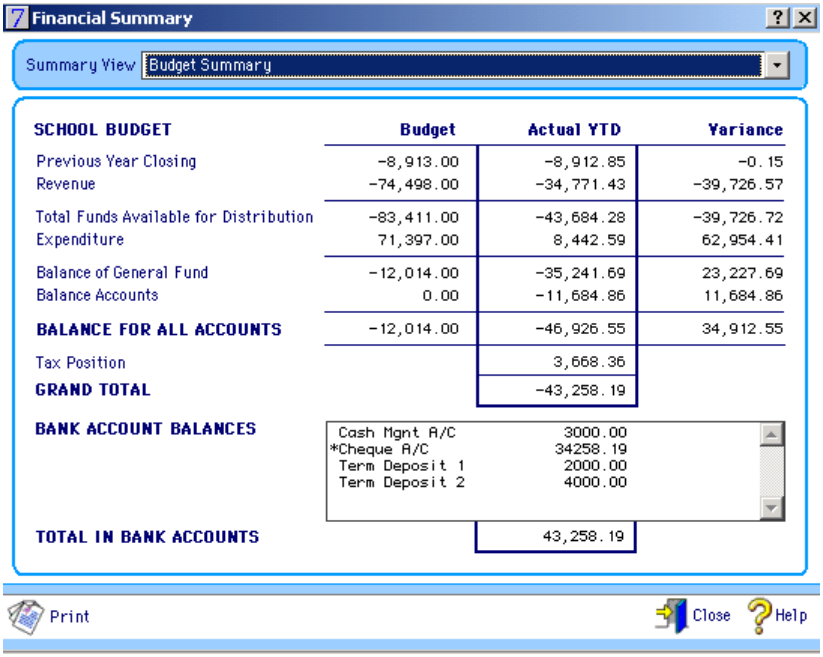
8.2 Budget Summary

This screen gives an overview of budget allocations, actual figures and the difference between the two:



Budget Column
Refers to the current or revised budget.

Actual YTD Column
Shows the actual income/expenditure this year.

Variance Column

Displays the difference between the budget and the actual.

This report was designed by the Department of Education and as such should be printed as part of the month and year-end reports.

8.3 Other Financial Summary Views

By selecting any of the bank accounts displayed in the drop down list, a summary is displayed for the selected account in the format illustrated below:

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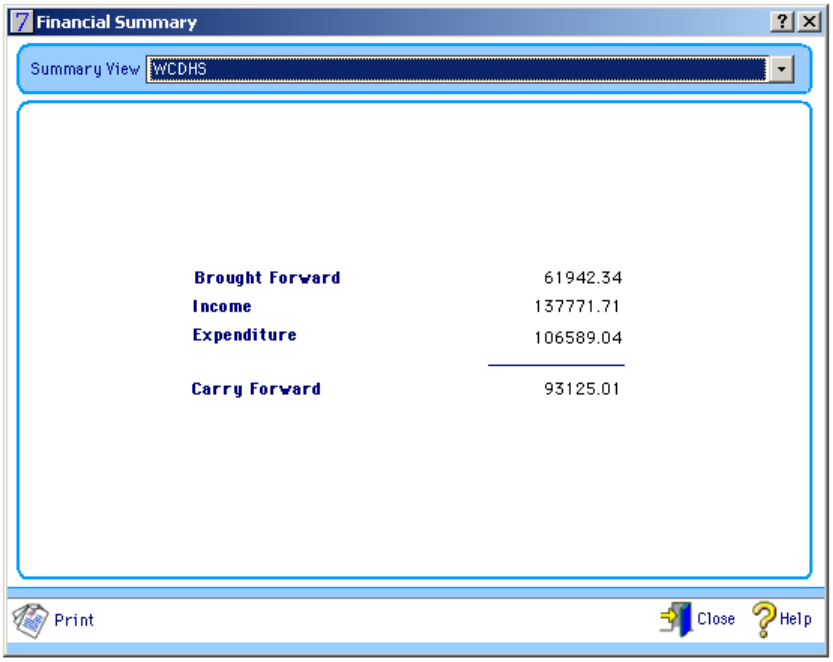


This example shows specific information for the school's main operating bank account – brought forward figures, income and expenditure figures and the balance for this account (carry forward).

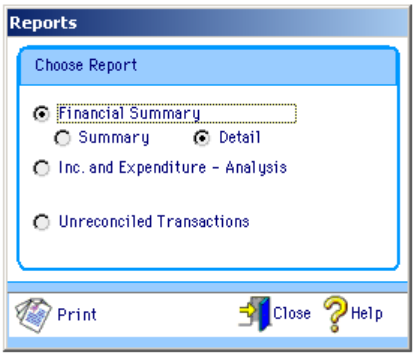
Note: The School Administrator sets the account name and details.

8.4 Financial Summary Reports

Each financial summary has a set of reports associated with it that enable the user to expand upon the summary provided on screen and to produce either a summary or detailed report to screen, printer or spreadsheet.

- Click

For the Overall Position and the Budget Summary, the summary displayed on the screen is printed. For any selected bank account, the system displays the report selection screen shown below.



8.4.1 Financial Summary Report Options

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Choosing the **Summary** Report displays the report as shown on the financial summary screen. Choosing the **Detail** option will show full details of all the transactions associated with this bank account – each transaction is displayed over 8 lines.

8.4.2 Inc. and Expenditure/Analysis

This report separates income from expenditure, shows a total for each and lists the transactions with the analysis code first. It will list transactions for the current period only.

8.4.3 Unreconciled Transactions

Choosing **Unreconciled Transactions** will print a list of unreconciled transactions associated with the selected account. This prints a summary style report with one transaction per line.

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RM Finance Manual

Reporting

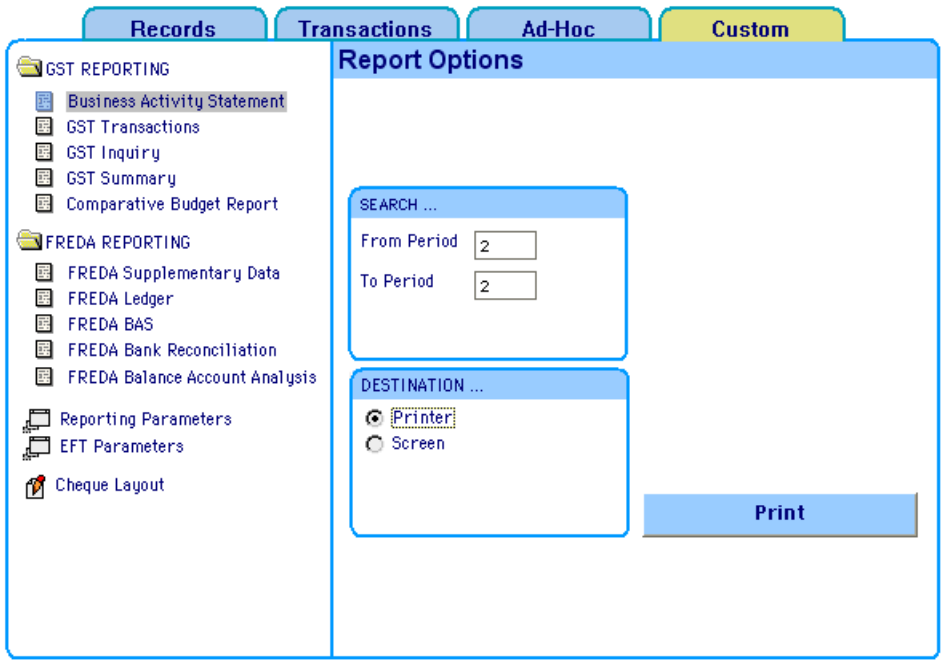
9

9 Reporting

Reports are accessed by means of the reporting button

on the top menu bar. When this option is selected the following screen is displayed.

The reports are organised into four sections – Records, Transactions, Ad-hoc and Custom (contains reports specific to Australia and previously contained in SIS Cash Accounts 'Australian Reporting Module').



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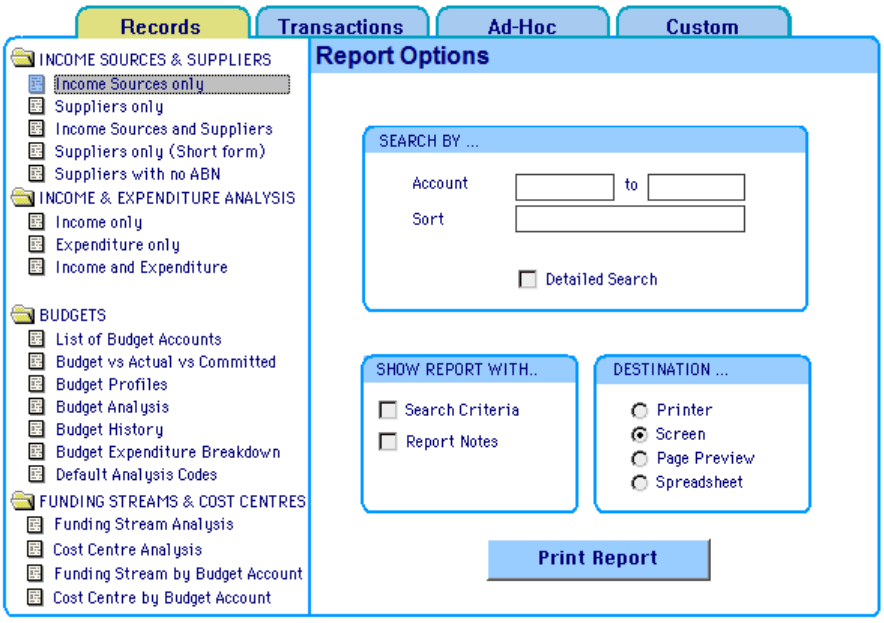
9.1 Records Reporting

The following section is designed to give an overview of the standard reports available within the Records section of **Reporting**.

To access these reports, click the Records tab. The following screen is displayed:



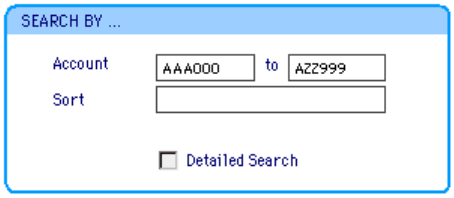
9.1.1 Method for Printing a Report

- Select the report by clicking on the appropriate button.
- Enter the required report options – see guidelines below.

Report Options

Search By…

This section allows the user to enter search criteria specific to the type of report chosen. This will enable the user to report on selected items only. It can be left blank if no search criteria are to be applied.



Note: The detailed search requires specific knowledge of the database and is not designed for general use.

Show Report With…

This section allows the user to specify whether certain information is displayed on the report:

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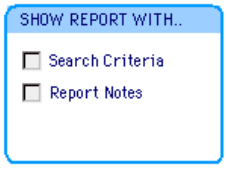
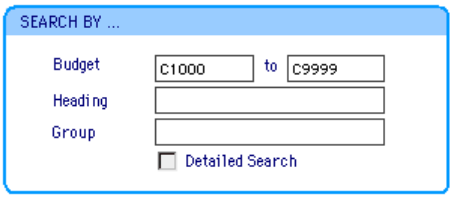


Search Criteria

If the user enters some search criteria in the **Search By** section, and the user would like those criteria to be included on the actual report, tick the **Search Criteria** box. The example below shows how this would be displayed for a List of Budget Accounts report.

Criteria Entered:



Header of the report showing criteria:

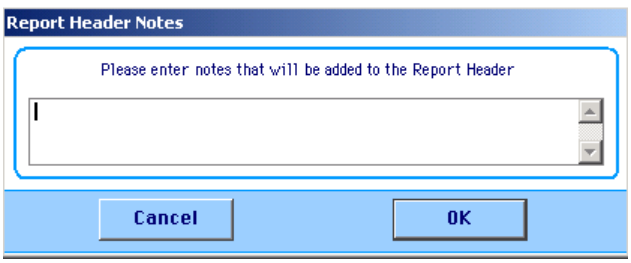
RM Finance - West Coast District High School Page 1

List of Budget Accounts Report Printed Tuesday, 29 January 2008 @ 2:31 PM - Period 1 (8.3 %)
Data for 2008

Account	Description	Heading	Actual Spent/Rec'd	Budget Allocated	Balance
C1001	Secondary Voluntary Contributions 8	10REV	-200.00	-50000.00	-49800.00
C1305	P&C Donations	10REV	0.00	-2000.00	-2000.00
C1705	Hire of Facilities	10REV	-600.00	-4000.00	-3400.00
C1805	Bank Interest	10REV	-40.23	-1000.00	-959.77
C1905	Sale of Assets	10REV	-9090.91	-10000.00	-909.09
Balance for Revenue Accounts			**-9931.14**	**-67000.00**	**-57068.86**

Report Notes

If the user would like to enter some notes of their own to be displayed on the report, select this option. The following screen is displayed:



Enter notes (up to 2 lines of notes can be displayed on the report) and click **OK**.
A pencil will now appear next to the Report Notes option to show that notes have been entered:

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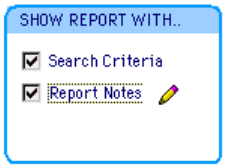
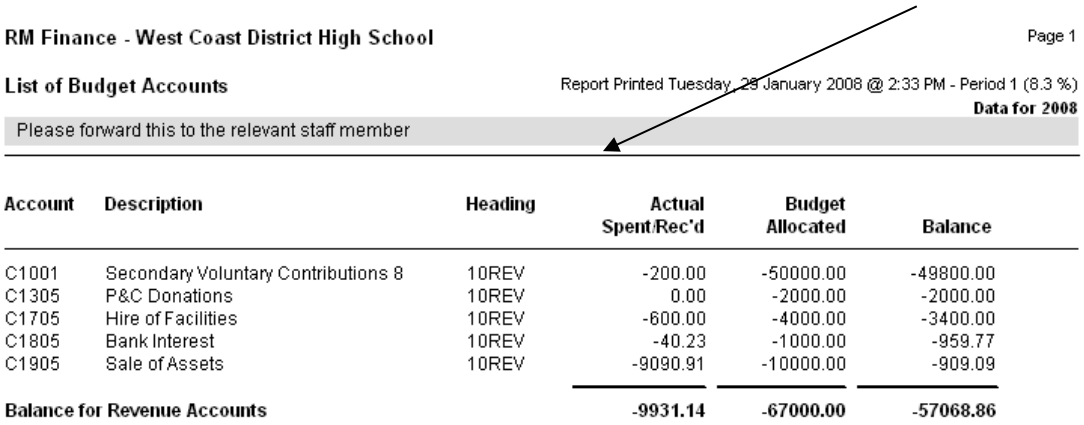


When the report is printed, the notes are included in the shaded box as shown below:



RM Finance - West Coast District High School — Page 1

List of Budget Accounts — Report Printed Tuesday, 29 January 2008 @ 2:33 PM - Period 1 (8.3 %)
Data for 2008

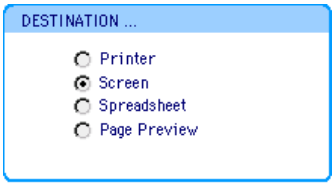
Please forward this to the relevant staff member

Account	Description	Heading	Actual Spent/Rec'd	Budget Allocated	Balance
C1001	Secondary Voluntary Contributions 8	10REV	-200.00	-50000.00	-49800.00
C1305	P&C Donations	10REV	0.00	-2000.00	-2000.00
C1705	Hire of Facilities	10REV	-600.00	-4000.00	-3400.00
C1805	Bank Interest	10REV	-40.23	-1000.00	-959.77
C1905	Sale of Assets	10REV	-9090.91	-10000.00	-909.09
Balance for Revenue Accounts			**-9931.14**	**-67000.00**	**-57068.86**

The notes are retained whilst this reporting window is open (eg. Until the user leaves the Records > Reporting window). Once this window is closed the notes are lost.

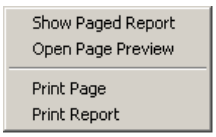
Destination

This section allows the user to select the destination for the report:



Printing a Report

- Click the Print Report button.
- If the user has displayed the report on the screen and wish to send it to the printer click in the top right hand corner. A menu box appears:



- Select **Print Report** to print the entire report, or other options as required.

9.1.2 Income Sources and Suppliers Reports

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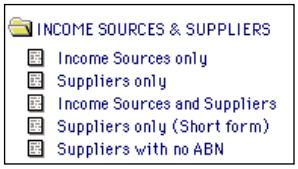

These reports show details on Income Sources and Suppliers.

Income Sources Only

This will give a list of income sources used by the school and show total turnover for period to date and year to date. A portion of this report appears below; optional Report Notes have also been entered.

RM Finance - West Coast District High School

List of Income Sources — Report printed at 14:55 on the 29 JAN

ATOI	**Australian Taxation Office**	Contact	
		Fax	
		Sort	
		T/O PTD	0.00
		T/O YTD	0.00
	Phone	ABN 51 824 753 556	
INC001	**Income**	Contact	
		Fax	
		Sort	
		T/O PTD	72882.05
		T/O YTD	72882.05
	Phone	ABN	

Suppliers Only

This displays the same information as above but shows details for suppliers.

Income Sources and Suppliers

This report combines income sources and suppliers on the same report.

Suppliers Only (Short form)

This displays only the code, name and address details for suppliers as illustrated below; note the optional Report Notes entered.

RM Finance - West Coast District High School

List of Suppliers (Short) — Report printed at 14:58 on the 29 JAN

			Payment Method	Account Details	BPAY Biller Code	Phone	Fax
A&M001	**A&M Bookshop**	12 Kembla Way WILLETTON WA 6154	Chq	**Name** **BSB** **A/c No**			
ALG001	**Algar Burns Computing**	277 Albany Highway PERTH WA 6012	Chq	**Name** **BSB** **A/c No**			
ANY001	**Anytime Computer Repair Services**	120 High Street FREMANTLE WA 6160	Chq	**Name** **BSB** **A/c No**			

Suppliers with No ABN

This displays the same information as above but only for those suppliers without an ABN entered onto the system.

9.1.3 Examples of Income Sources/Suppliers Reports

Suppliers Only Report

1. To display a Suppliers Only report for turnover for Office Works (OFF001):

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RM Finance - West Coast District High School Page 1

List of Suppliers Report printed at 12:49 on the 16 OCT 2008 - Period 1
Data for 2008

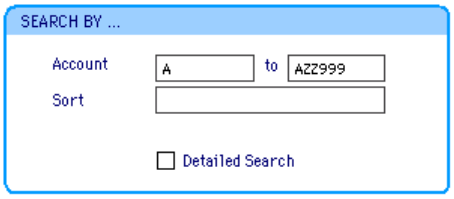
OFF001 **Office Works**
1122 Hay Street
SUBIACO WA 6008

Contact
Fax
Sort
T/O PTD 543.64
T/O YTD 543.64

Phone

ABN 11 123 123 123

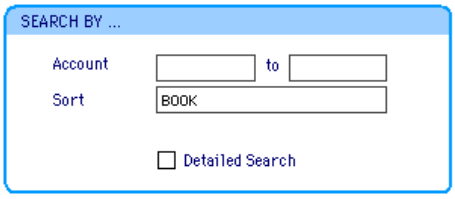
2. To display a Suppliers Only report for all suppliers whose names begin with A:



RM Finance will search from the first code to the last code inclusive. AZZ999 will ensure that all codes beginning with A are found.

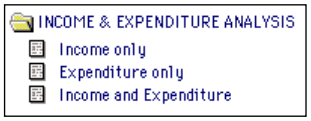
3. To display a Suppliers Only report showing turnover for all book suppliers:

If the user wishes to produce a report on all book suppliers they have to firstly ensure that all these suppliers were grouped under the same sort key (BOOK in the example below). This would need to be set up in the Income Sources/Suppliers section of records. See Section 5.8 Income Sources and Suppliers. A search could be carried out as follows:



9.1.4 Income and Expenditure Analysis Reports

The next group of Records reports are based on analysis codes (that allow state-wide analysis of accounts rather than the school's codes). The following reports are available:



Income analysis codes and expenditure analysis codes can be reported on separately or both together. When any of these reports are sent to the screen/printer the following screen is displayed:

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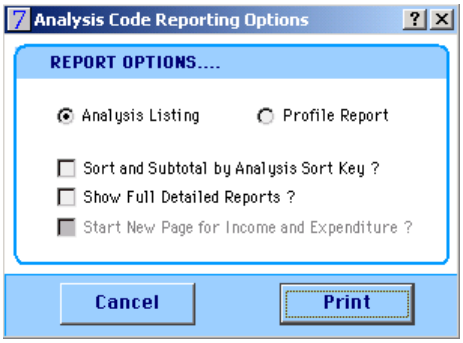
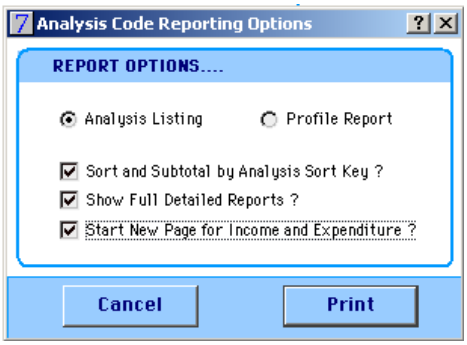


Analysis Listing

If the Analysis listing is chosen the recommended settings are as follows:



Note: The 'Start New Page for Income and Expenditure' option is only available when selecting the 'Income and Expenditure' report.

This will produce a report similar to the following:

RM Finance - West Coast District High School Page 1

Full Analysis Listing Report printed at 10:53 on the 14 JUN 2010 - Period 12
Data for 2010

Analysis	Description	Sort Key	Turnover PTD	Turnover YTD	Type	Link
YYYYI	Previous Year Closing Balance		0.00	0.00	I	
Turnover for No Sort Key			**0.00**	**0.00**		
N1000I	Computer Rep Res	BALANCE	0.00	0.00	I	
N1100I	Furn & Fittings Rep Res	BALANCE	0.00	0.00	I	
N1200I	Office Equip Rep Res	BALANCE	0.00	0.00	I	
N1300I	Plant & Equip Rep Res	BALANCE	0.00	0.00	I	
N1400I	Vehicle Rep Res	BALANCE	0.00	0.00	I	
N1450I	Bus Replacement Reserve	BALANCE	0.00	0.00	I	
N1500I	Capital Works Reserve	BALANCE	0.00	0.00	I	
N1600I	Resource Replacement Reserve	BALANCE	0.00	0.00	I	
N1750I	Photocopier Replacement Reserve	BALANCE	0.00	0.00	I	
N1800I	Artworks Replacement Reserve	BALANCE	0.00	0.00	I	
N1850I	Software Replacement Reserve	BALANCE	0.00	0.00	I	
N1900I	Library Reference Rep Reserve	BALANCE	0.00	0.00	I	
N1960I	General Reserve	BALANCE	0.00	0.00	I	
N2500I	Cash Advances	BALANCE	0.00	0.00	I	
N2600I	Unclaimed Money Account	BALANCE	0.00	0.00	I	

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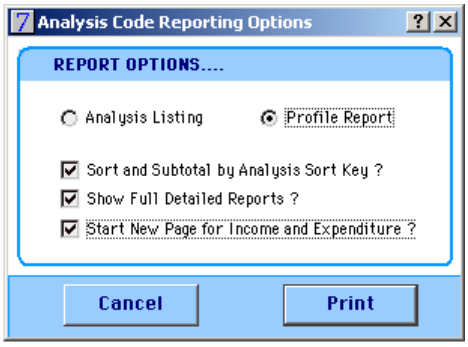
Profile Report

If a Profile Report is chosen, as shown below, then the profile and actual figures are compared month by month for each Analysis code.



9.1.5 Budget Reports

This section of reports provides different ways to report on budget codes (the school's codes).

List of Budget Accounts

This report will list the budget account codes together with the Actual Spent/Rec'd, the Budget Allocated figures and the balance.

Budget vs. Actual vs. Committed

This is a very useful report. Schools can choose to view the report with six different options as shown below:

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The last option (Comparative Budget vs. Actual vs. Committed) will probably be the most useful one for schools. A section of a sample report appears below:

RM Finance - West Coast District High School — Page 1

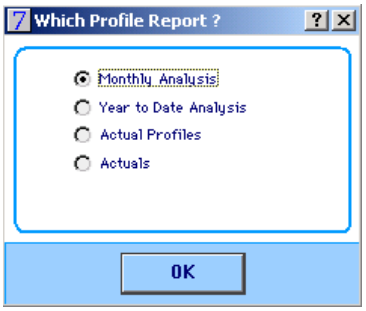
Comparative Budget vs Actual vs Committed — Report printed Tuesday, 24 June 2008 @ 1:06 PM - Period 1 (8.3 %)
Data for 2008

Account	Description	Fixed Budget as at 29 JAN 08	Current Budget	Actual Comm.	Difference
00PRE					
YYYY	Previous Year Closing Balance	-94000.00	-94000.00	-94000.00	0.00
Balance for Previous Year Closing Balance		**-94000.00**	**-94000.00**	**-94000.00**	**0.00**
10REV					
C1001	Secondary Voluntary Contributions 8	-50000.00	-50000.00	-200.00	-49800.00
C1305	P&C Donations	-2000.00	-2000.00	0.00	-2000.00
C1705	Hire of Facilities	-4000.00	-4000.00	-600.00	-3400.00
C1805	Bank Interest	-1000.00	-1000.00	-40.23	-959.77
C1905	Sale of Assets	-10000.00	-10000.00	-9090.91	-909.09
C2005	School Grant	-50000.00	-50000.00	-50000.00	0.00
C2035	Commonwealth Literacy Program	-50000.00	-53000.00	-3000.00	-50000.00
C3005	Bookshop - Books	-12000.00	-12000.00	-9490.91	-2509.09
C5015	Miscellaneous Revenue	-2988.00	-2988.00	0.00	-2988.00
C5999	GST Rounding	-12.00	-12.00	0.00	-12.00
Balance for Revenue Accounts		**-182000.00**	**-185000.00**	**-72422.05**	**-112577.95**

Note: The figure shows only a section of the report.

Budget Profiles Report

These reports allow the user to analyse how the actual expenditure/income compares to the profile for each budget. Four different options are available as follows.



Budget Profile Report Options

Monthly Analysis
This reports on the budget profile for the current month in either the current or fixed budgets.

Year to Date Analysis
This is the same report as the Monthly Analysis report but figures for the current year to date are displayed.

Actual Profiles
This report prints a list of all budget accounts in either current budget allocations or fixed budgets and how this has been profiled.

Actuals

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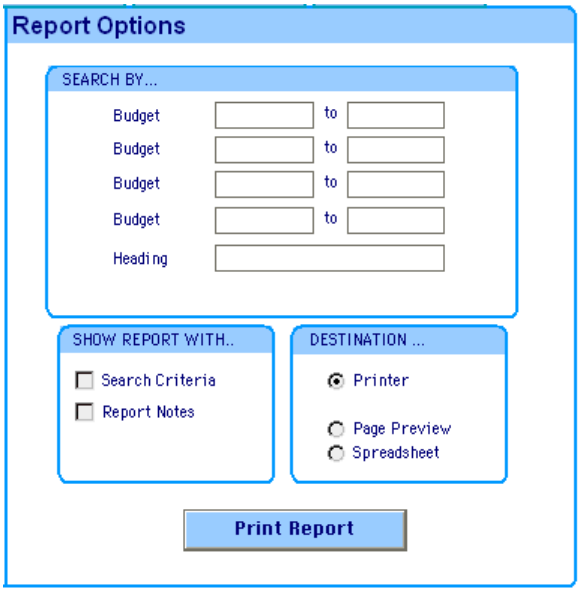
This report displays the list of budget accounts and the actual expenditure per month in either the current or the fixed budget.

Budget Analysis Report

Users are able to filter reports by 4 Budget Groupings, on selecting print the report will spool to the Printer.



Note: This report cannot be viewed on the screen - it is sent directly to the printer.

This produces the following report that should be very useful to schools' Cost Centre managers:

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RM Finance | *West Coast District High School* | Page 1

Budget Analysis | Report Printed at 13:10 on Tuesday 24th June 2008 - Period 1
Data for 2008

Budget Details (Year to Date)

Account	Description	Heading	Allocated	Spent	Committed	Total	Difference
D6005	English	20EXP	21500.00	22.73	0.00	22.73	21477.27

Budget Adjustments (Month to Date)

Description	Date	Type	Allocation	Current Allocated
Annual Budget Allocation 2008	29 JAN 2008	ALL	21000.00	21000.00
Re Finance Committe Minutes dd/mm/yy	29 JAN 2008	VIR	500.00	21500.00

Cash Transactions Details (Month to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross	Voucher
A&M Bookshop	Books	005	876543	2238	ESP	29 JAN 2008	200.00	20.00	220.00	43
Supply West	Stationery	006	1287S	012350	ESP	29 JAN 2008	22.73	2.27	25.00	47
A&M Bookshop	Books - CORRECTED	005	876543	2238	ESC	29 JAN 2008	-200.00	-20.00	-220.00	64
	Expenditure						22.73	2.27	25.00	
	Income						0.00	0.00	0.00	
	Internal Charges						0.00	0.00	0.00	
	Totals						22.73	2.27	25.00	

Accrual Transactions Details (Month to Date)

Account	Description	Reference	Type	Date	Nett	Tax	Gross	Voucher
Totals					0.00	0.00	0.00	

Outstanding Orders Detail (Committed)

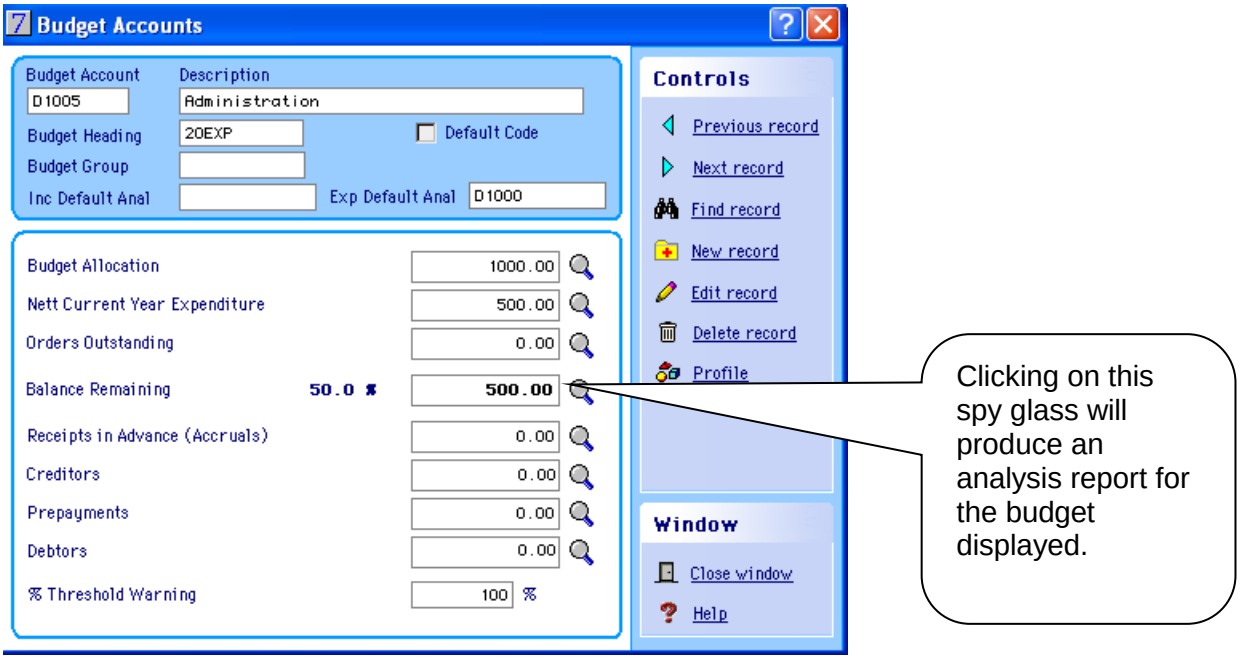
Account	Analysis	Code	Desc	Ordered	Rec'd	Paid	Nett	To Pay	Order No.
Totals							0.00	0.00	

Allocation profile by period

	Allocation	Actual	Variance		Allocation	Actual	Variance
1	0.00	22.73	-22.73	7	0.00	0.00	0.00
2	0.00	0.00	0.00	8	0.00	0.00	0.00
3	0.00	0.00	0.00	9	0.00	0.00	0.00
4	0.00	0.00	0.00	10	8600.00	0.00	8600.00
5	0.00	0.00	0.00	11	0.00	0.00	0.00
6	12900.00	0.00	12900.00	12	0.00	0.00	0.00

The Budget Analysis report also displays the profile allocation and actual spending per period at the bottom of the report.

If a report is required for one budget only this can be done by clicking on the spyglass next to the balance remaining field in the Budget Accounts screen.



Drilling down on the spyglass produces the following prompt:

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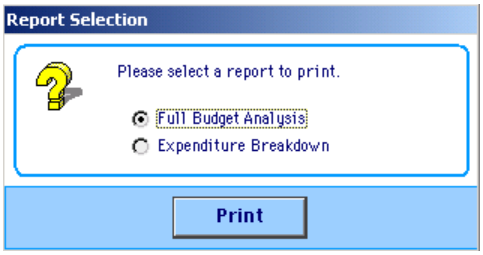
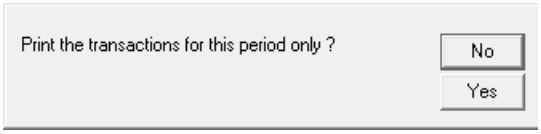


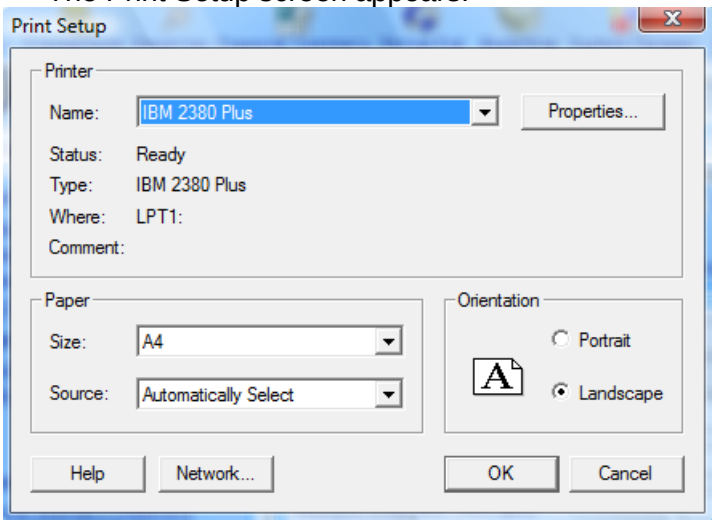
- Click Full Budget Analysis
- Click **Print**
- Select the report destination. The following message is displayed:



- Click **No** where the report should show the year to date situation. The following message is displayed:

- Click **Yes.**
- The following message is then displayed.

- Click OK.
- The Print Setup screen appears.



- Choose Landscape and click OK
- The report is displayed

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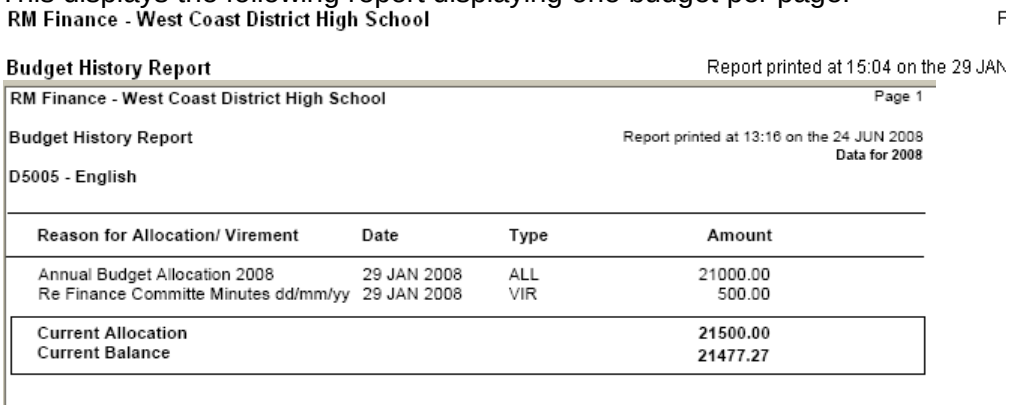
Budget History Report

This displays the following report displaying one budget per page:



RM Finance - West Coast District High School F

Budget History Report Report printed at 15:04 on the 29 JAN

RM Finance - West Coast District High School Page 1

Budget History Report Report printed at 13:16 on the 24 JUN 2008
Data for 2008

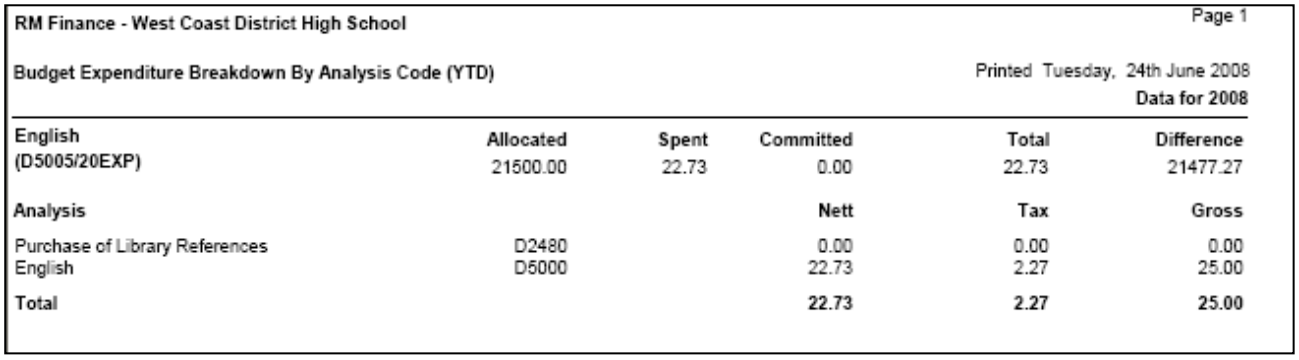
D5005 - English

Reason for Allocation/ Virement	Date	Type	Amount
Annual Budget Allocation 2008	29 JAN 2008	ALL	21000.00
Re Finance Committe Minutes dd/mm/yy	29 JAN 2008	VIR	500.00
Current Allocation			**21500.00**
Current Balance			**21477.27**

The searching facility can be used to select a range of budgets, as described in Section 9.1.5 'Budget Reports'.

Budget Expenditure Breakdown Report

This report shows budget expenditure breakdown by analysis code.



RM Finance - West Coast District High School Page 1

Budget Expenditure Breakdown By Analysis Code (YTD) Printed Tuesday, 24th June 2008
Data for 2008

English (D5005/20EXP)	Allocated	Spent	Committed	Total	Difference
	21500.00	22.73	0.00	22.73	21477.27

Analysis		Nett	Tax	Gross
Purchase of Library References	D2480	0.00	0.00	0.00
English	D5000	22.73	2.27	25.00
Total		**22.73**	**2.27**	**25.00**

Default Analysis Codes

Note: This report is only available if the default analysis code functionality is enabled via System Manager > Options > Paths.

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RM Finance - West Coast District High School

Default Analysis Codes

Report Printed Tuesday, 24 June 2008 @ 1:20 PM - Period 1 (8.3 %)
Data for 2008

Account	Description	Income Default Analysis	Expenditure Default Analysis
00PRE	**Previous Year Closing Balance**		
YYYY	Previous Year Closing Balance	YYYYI	YYYYE
10REV	**Revenue Accounts**		
C1001	Secondary Voluntary Contributions 8	C1000	
C1305	P&C Donations	C1300	
C1705	Hire of Facilities	C1700	
C1805	Bank Interest	C1800	
C1905	Sale of Assets	C1900	
C2005	School Grant	C2000	
C2035	Commonwealth Literacy Program	C2000	
C3005	Bookshop - Books	C3000	
C5015	Miscellaneous Revenue	C5000	
C5999	GST Rounding	C5000	

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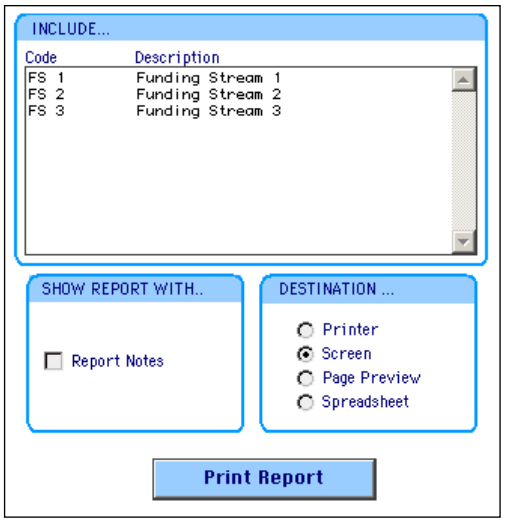
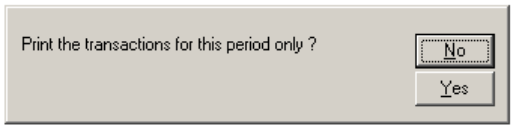
9.1.6 Funding Streams & Cost Centres

Note: These reports are not used in DOEWA schools

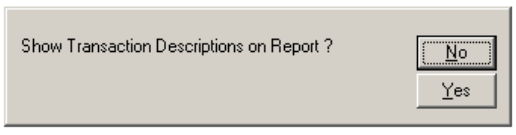
Funding Stream Analysis Report



- Select the Funding Stream to report on.
- Enter any notes to include on the report.
- Click **Print Report**. The following message is displayed:



- Click as appropriate. The following is displayed:



- Click as appropriate. The following shows a portion of the report:

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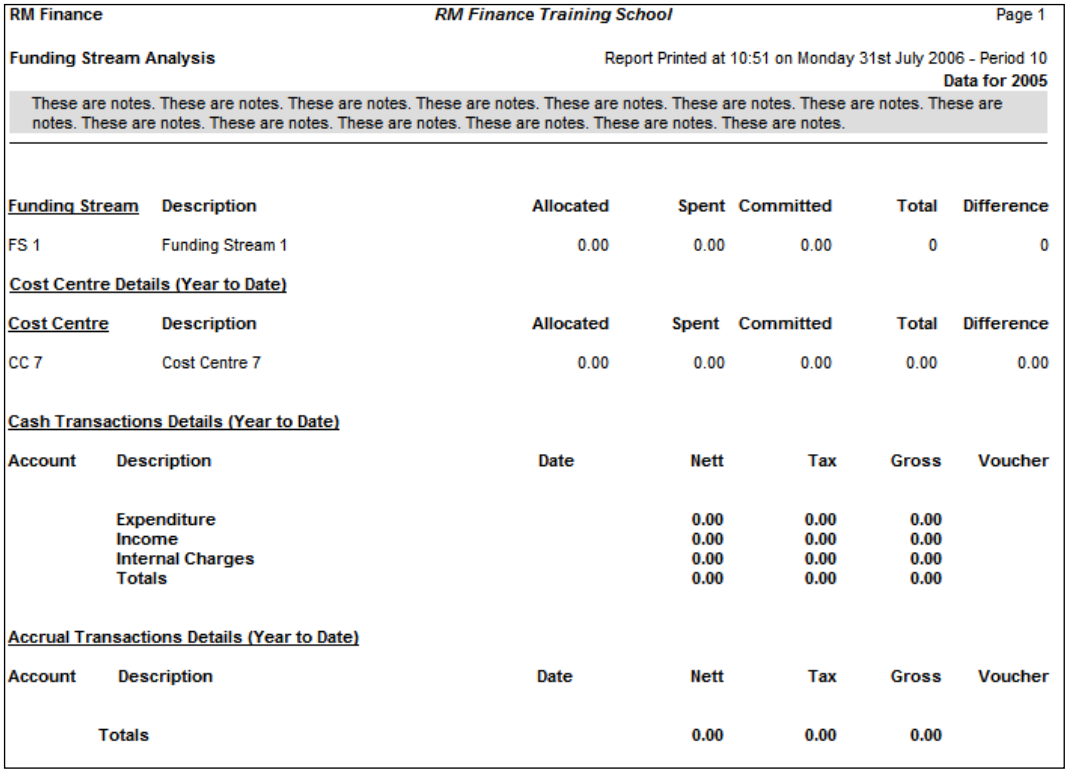


RM Finance — *RM Finance Training School* — Page 1

Funding Stream Analysis — Report Printed at 10:51 on Monday 31st July 2006 - Period 10

Data for 2005

These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes.

Funding Stream	Description	Allocated	Spent	Committed	Total	Difference
FS 1	Funding Stream 1	0.00	0.00	0.00	0	0

Cost Centre Details (Year to Date)

Cost Centre	Description	Allocated	Spent	Committed	Total	Difference
CC 7	Cost Centre 7	0.00	0.00	0.00	0.00	0.00

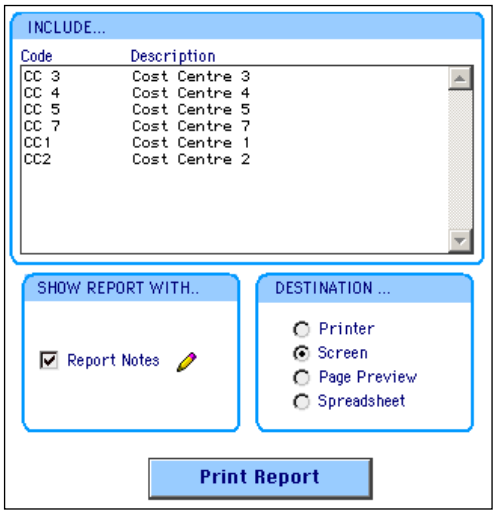
Cash Transactions Details (Year to Date)

Account	Description	Date	Nett	Tax	Gross	Voucher
	Expenditure		0.00	0.00	0.00	
	Income		0.00	0.00	0.00	
	Internal Charges		0.00	0.00	0.00	
	Totals		0.00	0.00	0.00	

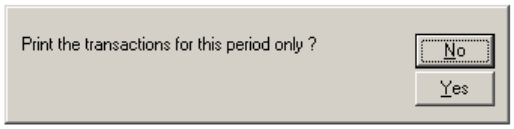
Accrual Transactions Details (Year to Date)

Account	Description	Date	Nett	Tax	Gross	Voucher
	Totals		0.00	0.00	0.00	

Cost Centre Analysis Report

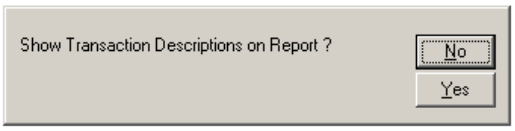


- Select the Cost Centre(s) to report on.
- Click **Print Report**. The following message is displayed:

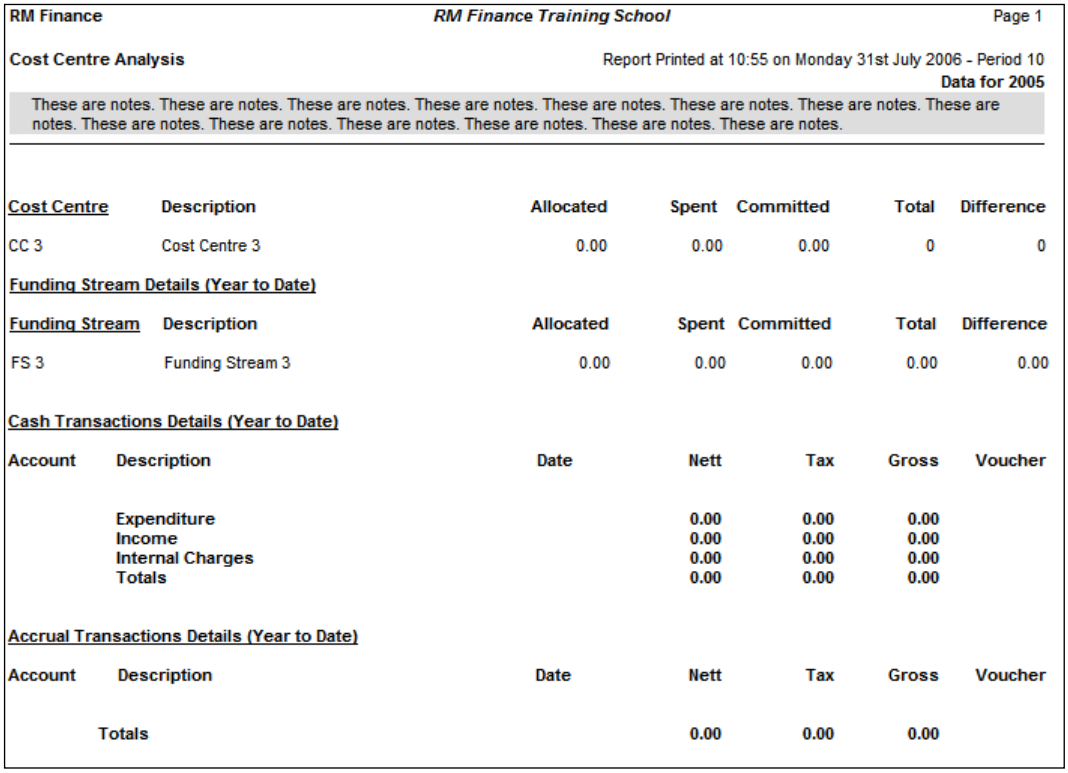


- Click as appropriate. The following is displayed:

© 2013 Civica Pty Ltd



- Click as appropriate. The following shows a portion of the report:



RM Finance — *RM Finance Training School* — Page 1

Cost Centre Analysis — Report Printed at 10:55 on Monday 31st July 2006 - Period 10

Data for 2005

These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes. These are notes.

Cost Centre	Description	Allocated	Spent	Committed	Total	Difference
CC 3	Cost Centre 3	0.00	0.00	0.00	0	0

Funding Stream Details (Year to Date)

Funding Stream	Description	Allocated	Spent	Committed	Total	Difference
FS 3	Funding Stream 3	0.00	0.00	0.00	0.00	0.00

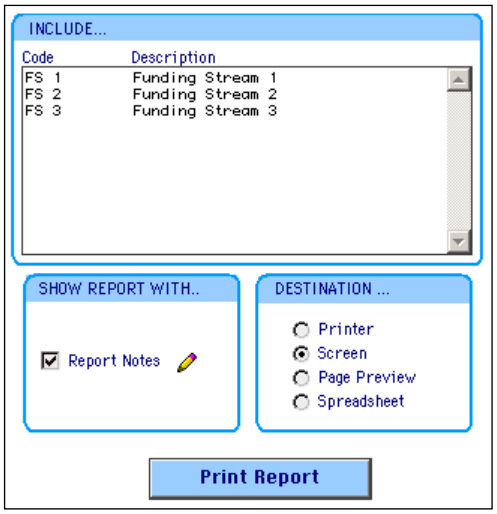
Cash Transactions Details (Year to Date)

Account	Description	Date	Nett	Tax	Gross	Voucher
	Expenditure		0.00	0.00	0.00	
	Income		0.00	0.00	0.00	
	Internal Charges		0.00	0.00	0.00	
	Totals		0.00	0.00	0.00	

Accrual Transactions Details (Year to Date)

Account	Description	Date	Nett	Tax	Gross	Voucher
	Totals		0.00	0.00	0.00	

Funding Stream by Budget Account



- Select a Funding Stream(s).
- Click **Print Report**. The report is displayed on the screen, subtotalled by Budget Heading:

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RM Finance - St Janets' School for Girls

Page 1

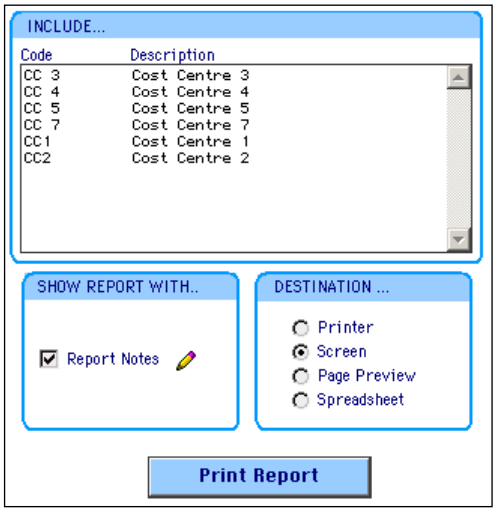
Funding Stream by Budget Account Report

Printed Wednesday, 1st February 2006
Data for 2006

Funding Stream 1

Budget Name	Code	Budget	Actual	Committed	Spend	Difference
Admin	ADMIN	0.00	1099.99	0.00	1099.99	-1099.99
	EXP	**0.00**	**1099.99**	**0.00**	**1099.99**	**-1099.99**
income	INCOME	0.00	-200.00	0.00	-200.00	200.00
	INC	**0.00**	**-200.00**	**0.00**	**-200.00**	**200.00**
	Total	**0.00**	**899.99**	**0.00**	**899.99**	**-899.99**

Cost Centre by Budget Account Report



- Select the Cost Centre(s) to report on.
- Click **Print Report**. The report is sent to the screen as follows subtotalled by Budget Heading:

RM Finance - St Janets' School for Girls

Page 1

Cost Centre by Budget Account Report

Printed Wednesday, 1st February 2006
Data for 2006

Cost centre 1

Budget Name	Code	Budget	Actual	Committed	Spend	Difference
Admin	ADMIN	0.00	1099.99	0.00	1099.99	-1099.99
	EXP	**0.00**	**1099.99**	**0.00**	**1099.99**	**-1099.99**
income	INCOME	0.00	-200.00	0.00	-200.00	200.00
	INC	**0.00**	**-200.00**	**0.00**	**-200.00**	**200.00**
	Total	**0.00**	**899.99**	**0.00**	**899.99**	**-899.99**

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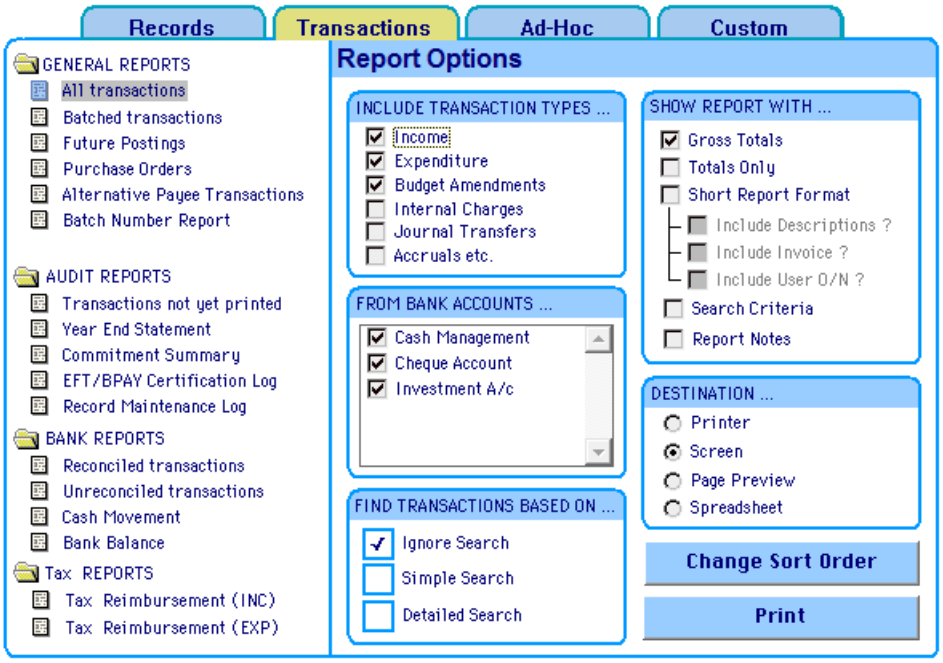
9.2 Transactions Reporting

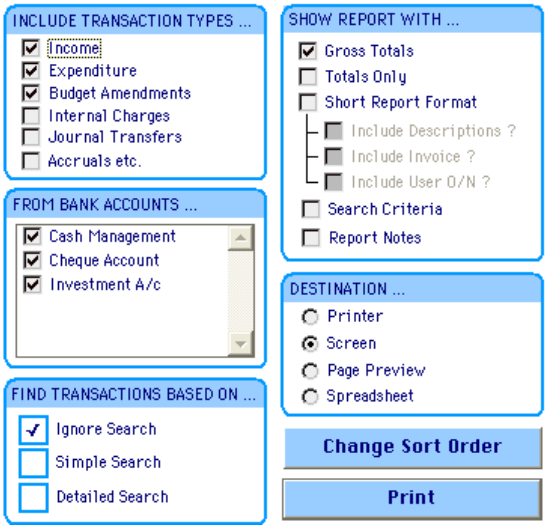
The following section is designed to give an overview of the standard reports available within the Transactions section of reporting. To access these reports, click the Transactions tab. The following screen will then be displayed.



9.2.1 Report Options

All of the reports have different Report Options depending on the type of report being accessed. Clicking on each report heading in the list displays the Report Options on the right.

- Click All Transactions under the heading General Reports. The following options are displayed:



- Click **Transactions** not yet printed under the heading Audit Reports. The following is displayed:

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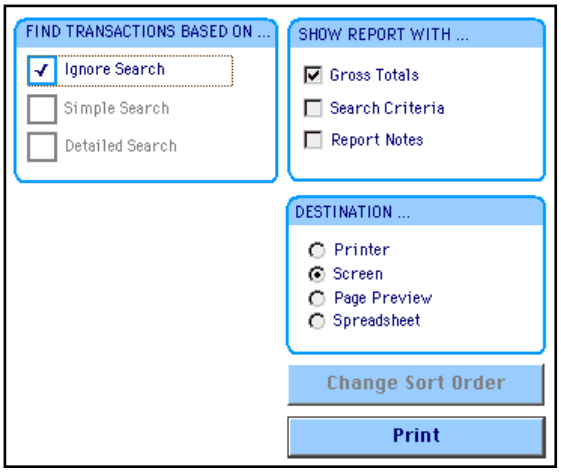
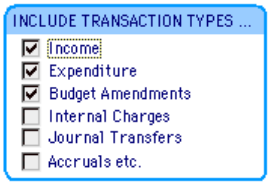


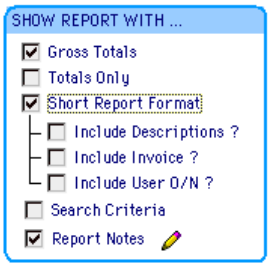
The following outlines some of the common options that are available:

Include Transaction Types…
Check the boxes to display the required transaction type or types (e.g. Income, Expenditure etc.) At least one transaction type should be checked.



From Bank Accounts…
Check the box for the bank account for the transactions to display. At least one bank account should be selected unless displaying non-bank transactions such as budget allocations.

Show Report With…
This section enables the user to select how they wish the report to be displayed.



Selecting **Gross Totals** will have the report calculate the sum of all like transactions and display these at the bottom of the report. Recommended for Department of Education schools.

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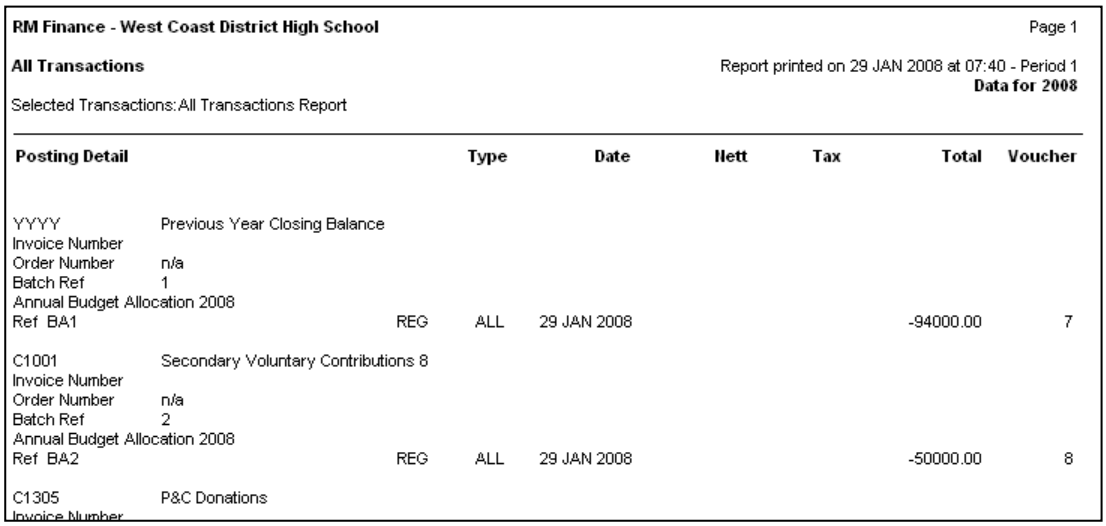
Selecting **Totals Only** displays, at the bottom of the report, the gross totals only (as above) with no details of the individual transactions.

Choosing the **Short Report Format** option displays one transaction per line with details on Account, Budget, Description, User, Transaction Type, Date, Nett Amount (if this box is checked), Description (if this box is checked), Invoice Number (if this box is checked), Tax, Total and Voucher Number. If the short report format is not selected full detailed reports are produced including details of Invoice Number, Order Number and Reference and displays these details using 8 lines per transaction.

Search Criteria

If some search criteria is entered into the **Search By** section, and these criteria are to be included on the actual report, tick the **Search Criteria** box. The sample report below shows both the search criteria and report notes for an All Transactions report.



RM Finance - West Coast District High School Page 1

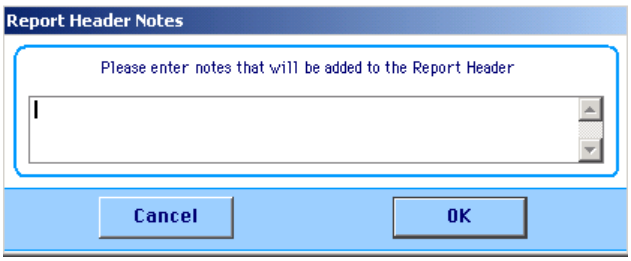
All Transactions Report printed on 29 JAN 2008 at 07:40 - Period 1
Data for 2008

Selected Transactions:All Transactions Report

Posting Detail			Type	Date	Nett	Tax	Total	Voucher
YYYY	Previous Year Closing Balance							
Invoice Number								
Order Number	n/a							
Batch Ref	1							
Annual Budget Allocation 2008								
Ref BA1		REG	ALL	29 JAN 2008			-94000.00	7
C1001	Secondary Voluntary Contributions 8							
Invoice Number								
Order Number	n/a							
Batch Ref	2							
Annual Budget Allocation 2008								
Ref BA2		REG	ALL	29 JAN 2008			-50000.00	8
C1305	P&C Donations							
Invoice Number								

Report Notes

If notes are to be entered and displayed on the report, select this option. The following screen is displayed:



Enter notes (up to 2 lines of notes can be displayed on the report; see the screenshot of the report above) and click **OK**.

A pencil will now appear next to the Report Notes option to show that notes have been entered.

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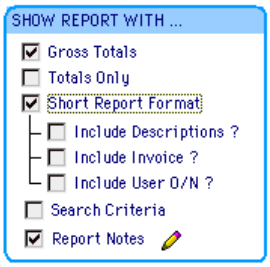


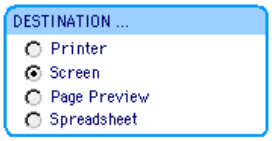
Note: It is not possible to select 'Include Descriptions' and 'Include User O/N' without also selecting to include the Invoice.

When the report is printed, the notes are included in the shaded box as shown in the sample report above.

The notes are retained whilst this reporting window is open (eg. Until the user leaves the Transactions > Reporting window). Once this window is closed the notes are lost.

Destination…

This section enables the user to select the destination for the report (eg. screen, printer).



To produce the report in a spreadsheet format **Spreadsheet** can be selected as the destination for the report. The system will create the report as a document on the school's disk with the extension **.PRN**. This document can then be used with another program such as Microsoft Excel or Word.

Alternatively, for quick copying and pasting into Excel or Word, hold down the left mouse button and drag a box around the section of the report to copy (or the entire report if desired). From the top line edit menu choose **Copy**. Then switch to the desired application (e.g. Excel) and choose **Paste**. The document is displayed.

Find Transactions Based On…

This section enables the user to enter search criteria to find particular transactions. If Ignore Search is ticked as illustrated below, then no search criteria are applied. If Simple Search is ticked, search options can be chosen as outlined in Section 9.2.2 'Simple Search' below. The Detailed Search is only designed to be used by operators who have a comprehensive knowledge of the database structure and is not intended for general use.

9.2.2 Simple Search

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Choosing this option displays the following choice of search criteria:

The example below displays the chosen report listing transactions relating to all budgets from D5010 to D7010 (inclusive):

Note: Some fields may not appear as displayed above, depending on options selected in System Manager.

9.2.3 Change Sort Order

This section allows the user to select the field(s) to sort the report. There is also the option to subtotal these fields.

- Click Change Sort Order.

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The example below will sort the report first by budget codes and then by supplier and will provide a sub-total for each budget.

Placing additional numbers next to fields will allow the user to further define the sorting hierarchy.

9.2.4 All Transactions Report

This report will allow the user to display transactions that have been posted. A sample section of an All Transactions report appears below:

RM Finance - West Coast District High School Page 1

All Transactions Report printed on 24 JUN 2008 at 13:27 - Period 1
Data for 2008

Selected Transactions:All Transactions Report

Posting Detail			Type	Date	Nett	Tax		Total	Voucher
INC001	Income								
C3000	Bookshop								
C3005	Bookshop - Books								
Cheque Account									
Invoice Number									
Order Number	n/a								
Receipt Number	1231								
Batch Ref	5								
Book shop books									
Ref 1235		REG	INC	29 JAN 2008	-9490.91	-949.09	1	-10440.00	34
INC001	Income								
C1700	Fees from Facilities Hire								
C1705	Hire of Facilities								
Cheque Account									
Invoice Number									
Order Number	n/a								
Receipt Number	1232								
Batch Ref	5								
Hall Hire									
Ref 1235		REG	INC	29 JAN 2008	-600.00	-60.00	1	-660.00	35

If Short Report Format (including descriptions) is chosen, the report would appear as follows.

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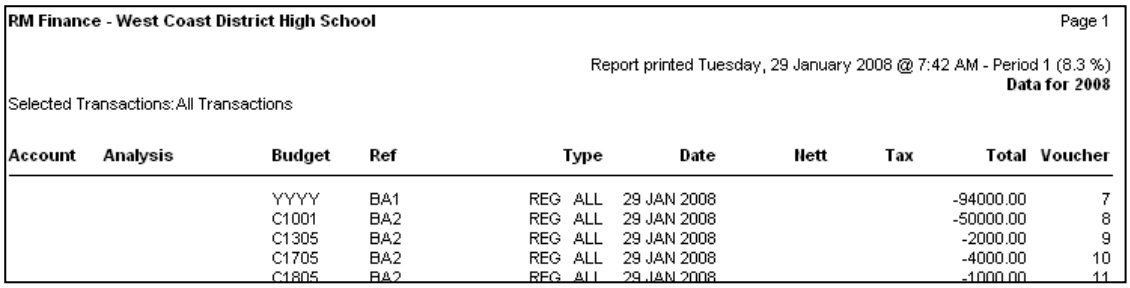


RM Finance - West Coast District High School — Page 1

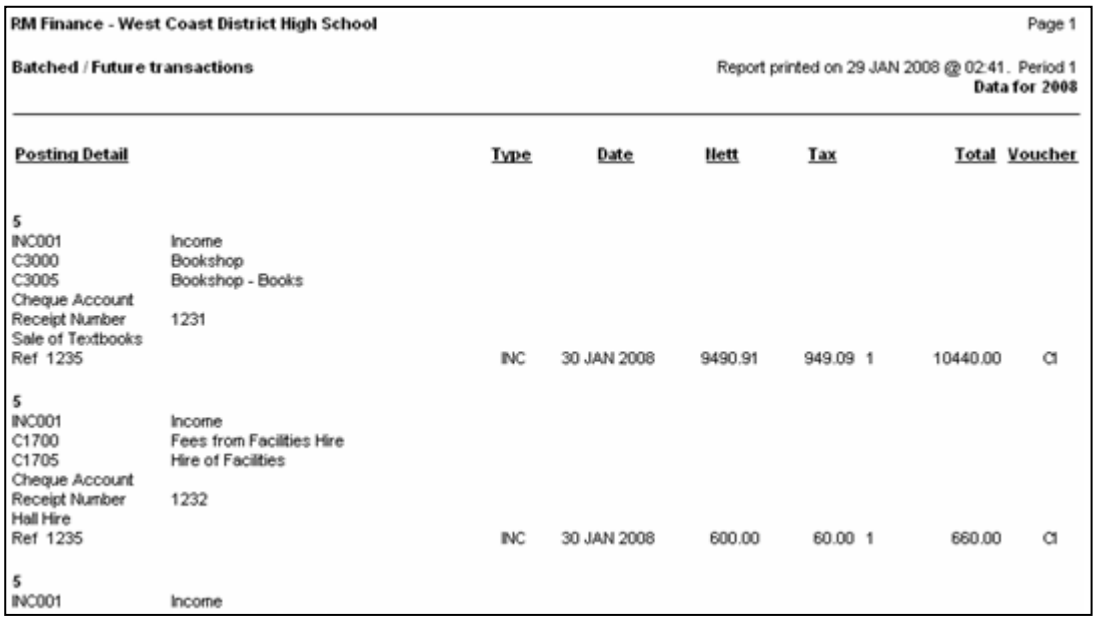
Report printed Tuesday, 29 January 2008 @ 7:42 AM - Period 1 (8.3 %)
Data for 2008

Selected Transactions:All Transactions

Account	Analysis	Budget	Ref	Type	Date	Nett	Tax	Total	Voucher
		YYYY	BA1	REG ALL	29 JAN 2008			-94000.00	7
		C1001	BA2	REG ALL	29 JAN 2008			-50000.00	8
		C1305	BA2	REG ALL	29 JAN 2008			-2000.00	9
		C1705	BA2	REG ALL	29 JAN 2008			-4000.00	10
		C1805	BA2	REG ALL	29 JAN 2008			-1000.00	11

9.2.5 Batched Transactions Report

This will allow the user to report on any transactions that are held in a batch. This report should be printed and checked before updating a batch. Once the batch has been updated this report cannot be used to display the transactions — they can be viewed via an All Transactions report.



RM Finance - West Coast District High School — Page 1

Batched / Future transactions

Report printed on 29 JAN 2008 @ 02:41. Period 1
Data for 2008

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
5								
INC001	Income							
C3000	Bookshop							
C3005	Bookshop - Books							
Cheque Account								
Receipt Number	1231							
Sale of Textbooks								
Ref 1235		INC	30 JAN 2008	9490.91	949.09	1	10440.00	CI
5								
INC001	Income							
C1700	Fees from Facilities Hire							
C1705	Hire of Facilities							
Cheque Account								
Receipt Number	1232							
Hall Hire								
Ref 1235		INC	30 JAN 2008	600.00	60.00	1	660.00	CI
5								
INC001	Income							

9.2.6 Future Postings

This displays a report on any transactions that have been posted to a future period. This report is not in use.

9.2.7 Purchase Orders

This will produce a report on all purchase orders currently in the system. There is the option to display outstanding orders, completed orders or both. This report is not in use.

9.2.8 Alternative Payee Transactions

This will produce a report allowing the user to analyse by payee those transactions that have been flagged to use an alternative payee.

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RM Finance - West Coast District High School — Page 1

All Transactions — Report printed on 29 JAN 2008 at 09:53 - Period 1
Data for 2008

Selected Transactions: All Transactions Report

Posting Detail			Type	Date	Nett	Tax	Total	Voucher
WES003	Western Supply Co							
ABC001	ABC Debt Collectors							
D5000	English							
D5005	English							
Cheque Account								
Invoice Number	SUP001							
Order Number	n/a							
User Order Number	99							
Batch Ref	12							
English Supplies								
Ref 123456		SCHAD	ESP	29 JAN 2008	90.91	9.09 1	100.00	73
Total for Supplier	WES003				90.91	9.09	100.00	
Total for Alt. Payee	ABC001				90.91	9.09	100.00	

9.2.9 Governors Report

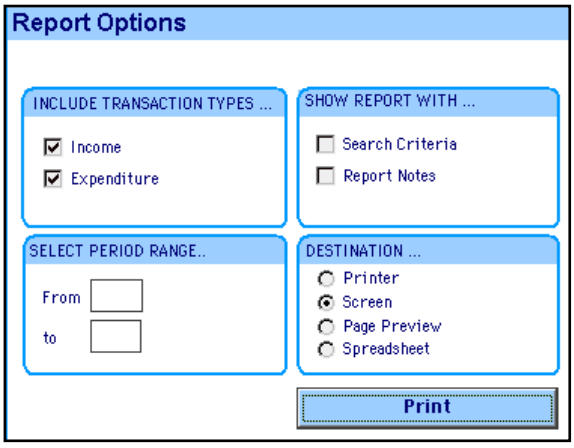
Note: This Function is not used in DOEWA schools

The Governors report allows the school to obtain a report which analyses transactions against their allocated Funding Stream and Cost Centre. This report is activated when Show Additional Analysis Levels is selected in System Manager>Options>Display>Additional Analysis levels.

9.2.10 Batch Number Report

This report will produce a list of income and/or expenditure batches which have been posted.

The following report options are available with this report:



Either income or expenditure type batches can be selected (or both) to appear on the report. A period range can be selected to display batches posted within that range.

The report shows the following information:

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Batch Number

The number entered in the batch ref field when entering transactions.

Type

The type of the batch (INC=Income, ESP=Expenditure).

Last Processing Date

The latest date entered in the date field for all transactions belonging to that batch.

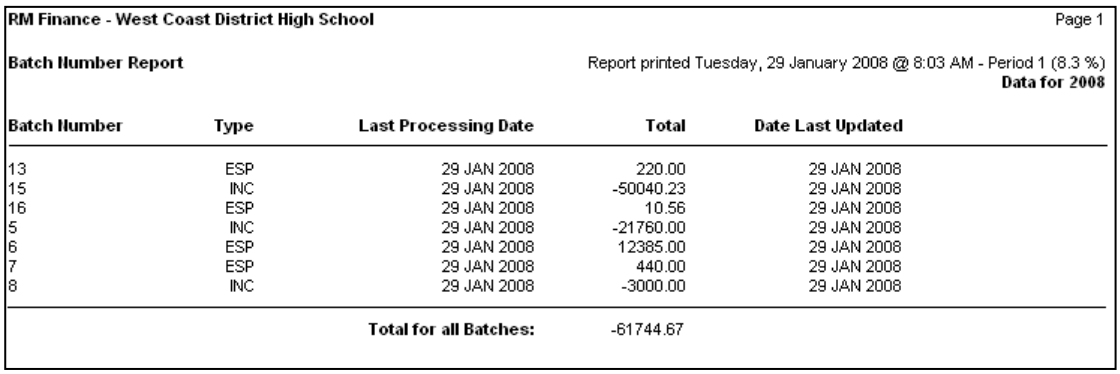
Total

The total for the batch.

Date Last Updated

The date the batch was posted.

A sample report appears below:



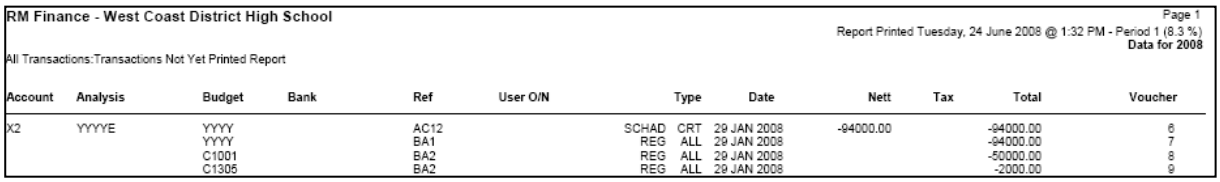
RM Finance - West Coast District High School Page 1

Batch Number Report Report printed Tuesday, 29 January 2008 @ 8:03 AM - Period 1 (8.3 %)
Data for 2008

Batch Number	Type	Last Processing Date	Total	Date Last Updated
13	ESP	29 JAN 2008	220.00	29 JAN 2008
15	INC	29 JAN 2008	-50040.23	29 JAN 2008
16	ESP	29 JAN 2008	10.56	29 JAN 2008
5	INC	29 JAN 2008	-21760.00	29 JAN 2008
6	ESP	29 JAN 2008	12385.00	29 JAN 2008
7	ESP	29 JAN 2008	440.00	29 JAN 2008
8	INC	29 JAN 2008	-3000.00	29 JAN 2008
		Total for all Batches:	-61744.67	

9.2.11 Transactions Not Yet Printed

This is essentially a list of all transactions. This report is printed automatically when completing a period or year-end and filed for audit purposes. Once the transactions for the current month have been printed, they will not appear on the printout for the following month's transactions:



RM Finance - West Coast District High School Page 1

Report Printed Tuesday, 24 June 2008 @ 1:32 PM - Period 1 (8.3 %)
Data for 2008

All Transactions:Transactions Not Yet Printed Report

Account	Analysis	Budget	Bank	Ref	User O/N	Type		Date	Nett	Tax	Total	Voucher
X2	YYYYE	YYYY		AC12		SCHAD	CRT	29 JAN 2008	-94000.00		-94000.00	6
		YYYY		BA1		REG	ALL	29 JAN 2008			-94000.00	7
		C1001		BA2		REG	ALL	29 JAN 2008			-50000.00	8
		C1305		BA2		REG	ALL	29 JAN 2008			-2000.00	9

Note that a short report format is available for this report. This option is available from System Manager > Options > Period End > Period End Reporting > Print Transactions > Short Report Format. See Section 3.4 'Options' for further information.

9.2.12 Year End Statement

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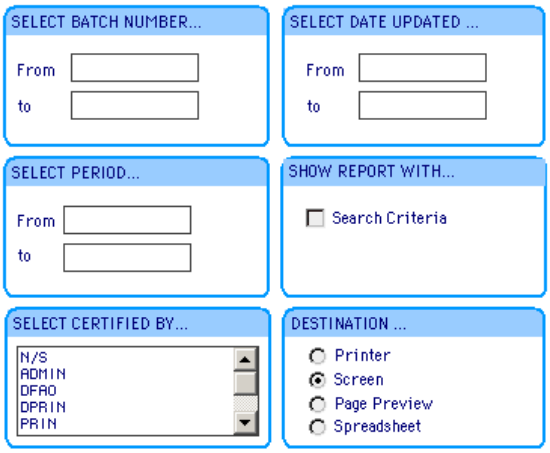
This report will print a summary showing funds brought forward from last year, total payments made and total income received this year, and the final balance for the current year.

9.2.13 Commitment Summary

This report prints a summary of all outstanding commitments (purchase orders) on the system. It will give a breakdown of the amount against each analysis and budget code, but will not show the actual details of the orders. This report is not in use in WA schools.

9.2.14 EFT/BPAY Certification Log

The following screenshot shows the options for this report:



At least one user must be selected from the 'Select Certified By..' drop-down list for the report to print. (Select N/S – Not Specified to display all users).

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RM Finance - Training School

Page 1

EFT/BPAY Certification Log - Audit Report

Report printed Tuesday, 24 June 2008 @ 10:51 AM - Period 6 (50.0 %)

Data for 2008

Criteria Period from 6 to 6
Certified by N/S

Batch No	Batch Total	Certified By	Date Certified	Time Certified	Updated By
For batches of type	**EFT**				
207	2099.00	PRIN	24 JUN 2008	10:23:55	REG
Total:	**2099.00**				
For batches of type	**BPAY**				
208	1115.00	PRIN	24 JUN 2008	10:37:35	REG
Total:	**1115.00**				
Total:	**3214.00**				

Approved by:

Principal's name

Principal's signature

Date

9.2.15 Record Maintenance Log

This report will print a list of any changes made to User records and/or Income Source/Supplier records.

A sample report appears below.

RM Finance - West Coast District High School

Record Mainenance Log

Page 1

User SCHAD

Report Printed Wednesday, 7 April 2010 @ 11:59 AM - Period 4 (33.3 %)

Data for 2010

Table Name	Record ID	Field Name	Action	Old Value	New Value	Date/Time	User
Inc Source/Supplier	WES002		Add			7 APR 2010 11:58:12	SCHAD
Inc Source/Supplier	ALG001	Bank Account Name	Edit		Algar Burns Computing	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	BSB 1	Edit		306	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	BSB 2	Edit		999	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	Account No	Edit		876543212	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	BPAY Biller Code	Edit		6555	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	E-mail	Edit		Alg@alg.com.au	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	Payment method BPAY	Edit	No	Yes	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	Payment method EFT	Edit	No	Yes	7 APR 2010 11:58:56	SCHAD
Inc Source/Supplier	ALG001	Remittance Type	Edit	None	E-mail	7 APR 2010 11:58:56	SCHAD
Users	FRB		Add			7 APR 2010 11:59:33	SCHAD

Total number of records = 11

Transactions >Reports > Audit Reports > Record Maintenance Log

9.2.16 Reconciled Transactions

This will produce a list of transactions that have been reconciled.

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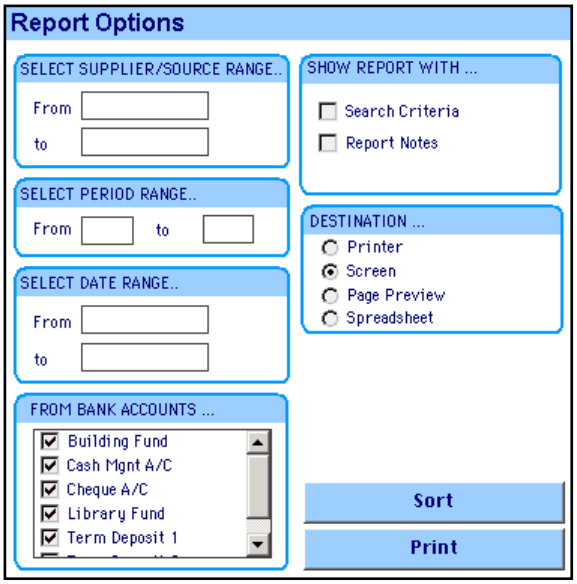
9.2.17 Unreconciled Transactions

This report lists the unreconciled transactions that are currently held in the system. This report should be printed after completing bank reconciliation. The totals of this report should match the totals of income and cheques not recorded on the statement, listed on the Account Balance Statement.

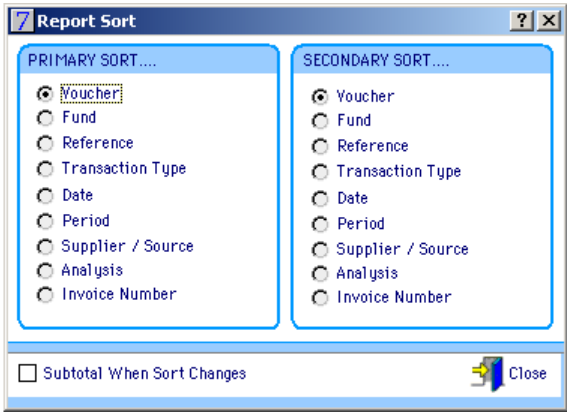
Note: The box for Last Year Transactions should be checked on, to ensure that any unreconciled amounts from last year are displayed on the report.

9.2.18 Cash Movement Report

This report summarises all income and expenditure transactions. The following report options are available.



Click **Sort**. The following sort options are displayed:



A sample report appears below:

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RM Finance - West Coast District High School — Page 1

Cash Movement — Printed 29 JAN 2008 - Period 1
Data for 2008

Cheque Account only

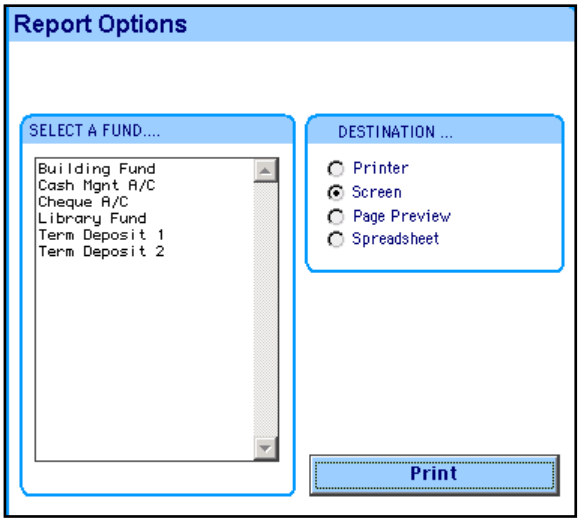
This years transactions only.

Supplier / Source	Reference	Type	Date	Nett	Tax		Total	Voucher
INC001	1235	INC	29 JAN 2008	-9490.91	-949.09	1	-10440.00	34
INC001	1235	INC	29 JAN 2008	-600.00	-60.00	1	-660.00	35
INC001	1235	INC	29 JAN 2008	-9090.91	-909.09	1	-10000.00	36
INC001	1235	INC	29 JAN 2008	-440.00	0.00	8	-440.00	37
INC001	1235	INC	29 JAN 2008	-200.00	0.00	0	-200.00	38
INC001	1235	INC	29 JAN 2008	-20.00	0.00	8	-20.00	39
WAT001	2233	ESP	29 JAN 2008	60.00	0.00	0	60.00	40

When the report is closed the following is displayed, depending on the number of transactions printed:

9.2.19 Bank Balance Report

The Bank Balance report can be used to show proof of balance after reconciliation. The following report options are available:



- Select the bank account and report destination.
- Click

to produce the following report:

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ACCOUNT BALANCE STATEMENT for West Coast District High School
Cheque Account
Wednesday, 7th April 2010 — Period 4

Balance shown on actual statement @ 31 MAR 2010		94182.40
Add cash (if any) paid into the account,not recorded on statement		78324.73
	Total	172507.13
Deduct cheques (if any) drawn, not recorded on statement		31605.73
	Total	**140901.40**
Journal Transfers		-78000.00
Cash Book Balance @ Period 4		**62901.40**

Please contact ..... in the event of any query on the above figures

Certified that this summary is correct, has been completed and checked in accordance with the instructions issued and that all sales money has been paid into the bank and duly accounted for above

Signed .....

Date .....

9.2.20 Tax Reports

Tax Reimbursement (INC) and (EXP) reports are summary reports that can be used at critical times such as mid-year and year-end to confirm tax transaction performed over a number of financial periods. Tax reports required by the Australian Taxation Office (ATO) are outlined in the Australian Reporting Module section of this manual.

WA Department of Education schools do not use the Tax reports in the Transactions section.

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RM Finance Manual

Australia Reporting Module

10

10 Australia Reporting Module

The Australia Reporting Module has been added to RM Finance to fulfil the reporting requirements of the Goods and Services Tax (GST) and Pay as You Go Withholding tax (PAYG) for the Australian Taxation Office (ATO). The module consists mainly of the report required by the ATO and reports to check the validity of the required report.

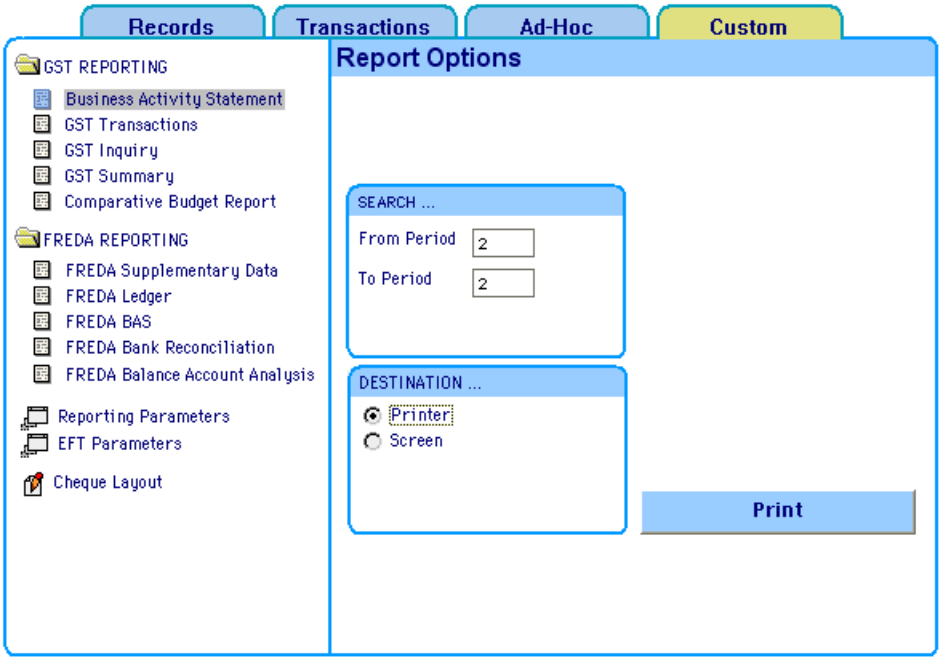
It also addresses the requirements for FREDA reporting.

The Australia Reporting Menu can be accessed in the following way:

- Click the

button on the top menu bar.
- Choose the

tab. The following screen is displayed:



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10.1 Business Activity Statement

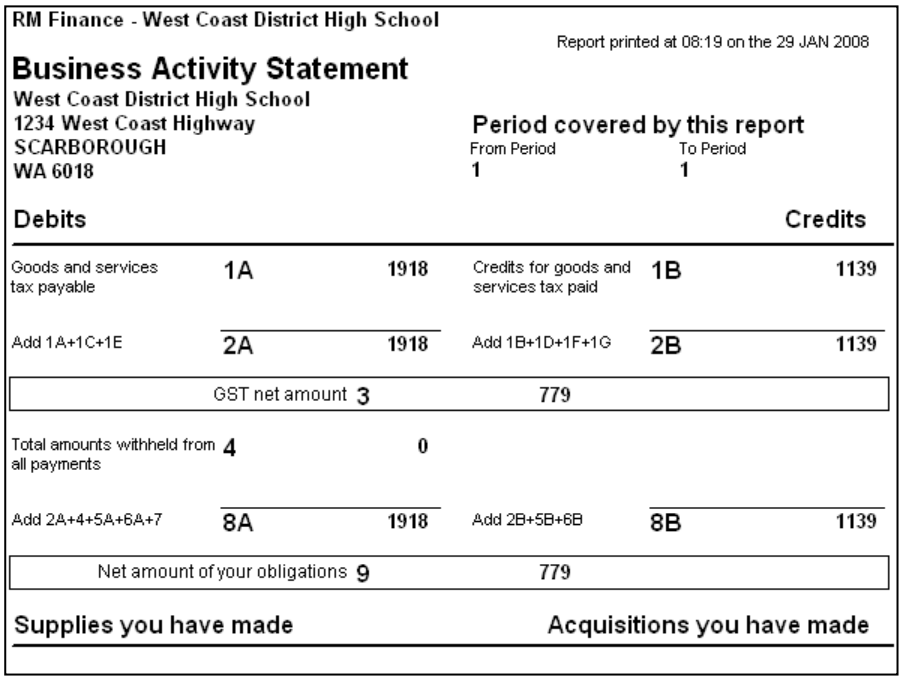
The Business Activity Statement (BAS) Report is required by the ATO to claim Tax refunds or make Tax payments. RM Finance will calculate the required figures. The user has to check they are correct and copy the figures onto the BAS supplied by the ATO. Currently there is no provision by the ATO to accept the BAS Report generated by RM Finance. The report can be printed for the current or previous periods.

Printing the BAS

- Click **Reporting.**
- Click **Custom.**
- Click **Business Activity Statement.**
- Enter the required period(s) in the Search Options displayed on the right hand side.
- Click Printer or Screen as required.
- Click Print.

The following report is produced, however it is suggested that Section 10.1 'Business Activity Statement' be read before printing the BAS.

Note: Using the direct print facility automatically generates a rounding transaction which should not be processed other than as part of the end of month process.



RM Finance - West Coast District High School

Report printed at 08:19 on the 29 JAN 2008

Business Activity Statement

West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

Period covered by this report
From Period 1 To Period 1

Debits			Credits		
Goods and services tax payable	1A	1918	Credits for goods and services tax paid	1B	1139
Add 1A+1C+1E	2A	1918	Add 1B+1D+1F+1G	2B	1139
GST net amount	3		779		
Total amounts withheld from all payments	4	0			
Add 2A+4+5A+6A+7	8A	1918	Add 2B+5B+6B	8B	1139
Net amount of your obligations	9		779		

Supplies you have made — Acquisitions you have made

Note: The above shows only a section of the report.

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Tax Codes

RM Finance relies solely on the user to select the correct Tax Codes to compile the Business Activity Statement.

Transactions should be double checked to ensure the right Tax code has been chosen using information supplied by the Department of Education and the ATO.

The user can verify that the codes are correct by carefully checking the batched transactions report at the time of updating the batch, or by checking the **GST Transactions** report or the **GST Inquiry** report. The last two reports display the same information, but the GST Inquiry Report allows the user to check transactions using specific Tax Codes.

10.2 GST Transactions Report

- Click **GST Transactions.**
- Enter the required period(s) and sort order if required.
- Click Printer or Screen as required.
- Click Print.

The following report is displayed:

RM Finance - West Coast District High School Page 1
Australian Reporting Module Report printed at 08:46 on the 29 JAN 2008 - Period 1
GST Transactions From Period 1 To Period 1

Account	Analysis	Budget		Type	Date	Nett	GST	Total	Voucher
WAT001	D1450	D1455	2233	ESP	29 JAN 2008	60.00		60.00	40
Total for GST code 0						60.00		60.00	
A&M001	D2480	D5005	2238	ESC	29 JAN 2008	-200.00	-20.00	-220.00	64
A&M001	D2480	D5005	2238	ESP	29 JAN 2008	200.00	20.00	220.00	43
A&M001	D3000	D3005	2238	ESP	29 JAN 2008	200.00	20.00	220.00	65
A&M001	D3000	D3005	2238	ESC	29 JAN 2008	-20.00	-2.00	-22.00	69
ANY001	D1600	D1615	012348	ESP	29 JAN 2008	200.00	20.00	220.00	50

Note: The above figure only shows a section of the report.

The detail for each transaction can be checked to ensure it is correct. Each GST code is grouped together and totalled as in the example above. This type of report can also be printed from the Tax Table; see Section 5.10 ‘Tax Table’ for further information.

10.3 GST Inquiry Report

This report allows the user to select a particular GST code. The report will then list the transactions associated with that code in accordance with the selected sort order.

- Click **GST Inquiry.**
- Enter the required period(s), sort order (if required) and tax code.
- Click Printer or Screen as required.
- Click Print.

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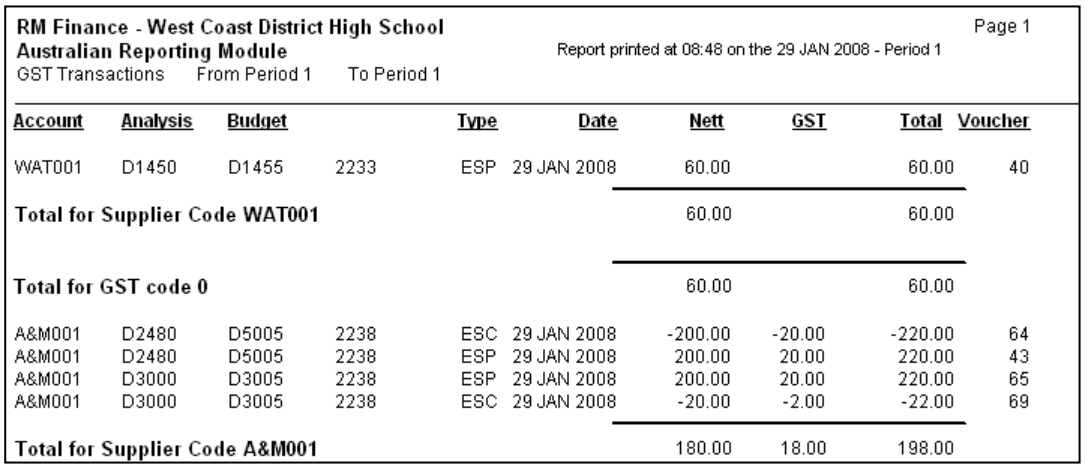
The following report has the GST Code search set to 1 and the sort order set to subtotal on supplier:



RM Finance - West Coast District High School
Australian Reporting Module
GST Transactions From Period 1 To Period 1

Report printed at 08:48 on the 29 JAN 2008 - Period 1

Page 1

Account	Analysis	Budget		Type	Date	Nett	GST	Total	Voucher
WAT001	D1450	D1455	2233	ESP	29 JAN 2008	60.00		60.00	40
Total for Supplier Code WAT001						60.00		60.00	
Total for GST code 0						60.00		60.00	
A&M001	D2480	D5005	2238	ESC	29 JAN 2008	-200.00	-20.00	-220.00	64
A&M001	D2480	D5005	2238	ESP	29 JAN 2008	200.00	20.00	220.00	43
A&M001	D3000	D3005	2238	ESP	29 JAN 2008	200.00	20.00	220.00	65
A&M001	D3000	D3005	2238	ESC	29 JAN 2008	-20.00	-2.00	-22.00	69
Total for Supplier Code A&M001						180.00	18.00	198.00	

Note: The above is only a sample of the report.

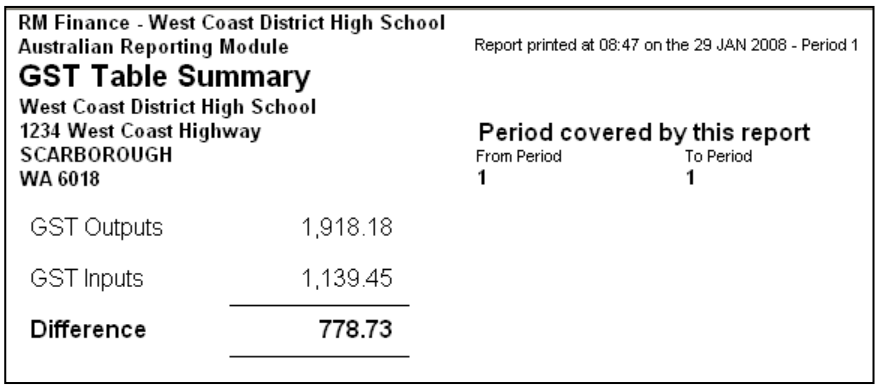
The detail of each transaction for a specific GST code can be checked to ensure it has been entered correctly.

10.4 GST Summary

The GST Summary prints a summary figure for Inputs and Outputs.

- Click **GST Summary.**

The following report is displayed:



RM Finance - West Coast District High School
Australian Reporting Module

Report printed at 08:47 on the 29 JAN 2008 - Period 1

GST Table Summary

West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

Period covered by this report

From Period	To Period
1	1

GST Outputs	1,918.18
GST Inputs	1,139.45
Difference	**778.73**

Note: If the difference is a negative figure the school is currently entitled to a refund from the ATO. A positive difference indicates a payment to the ATO.

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10.5 Comparative Budget Report

The Comparative Budget Report is a mandatory report that compares the current budget with what has been actually spent and reports variances (if any).

- Click **Comparative Budget Report.**
- Select the report destination (Printer or Screen).
- Click Print.

The following report is displayed:

RM Finance - West Coast District High School

Comparative Budget Report — Report printed at 08:49 on the 29 JAN 2008 — Page 1 — Period 1 (8.3 %)

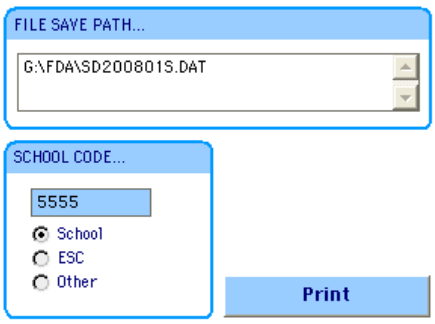
Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE	Previous Year Closing Balance				
YYYY	Previous Year Closing Balance	(94,000)	(94,000)	(94,000.00)	
Balance for Previous Year Closing Balance		**(94,000)**	**(94,000)**	**(94,000.00)**	
10REV	Revenue Accounts				
C1001	Secondary Voluntary Contributions 8	(50,000)	(50,000)	(200.00)	(49,800)

Note: The above shows only a section of the report.

10.6 FREDA Supplementary Data Report

The FREDA Supplementary Data report must be completed twice a year before period end and year end, in June and December. The report enables the school to provide summary information about Creditors, Debtors, Leases, Bank Balances etc., electronically to the Department of Education.

- Click **FREDA Supplementary Data**. The Report options are displayed as follows:



10.6.1 File Save Path

This field will default to G:\FDA\SDyearmonthS.DAT. This may be changed but should not be done so without advice from the WA Department of Education.

10.6.2 School Code

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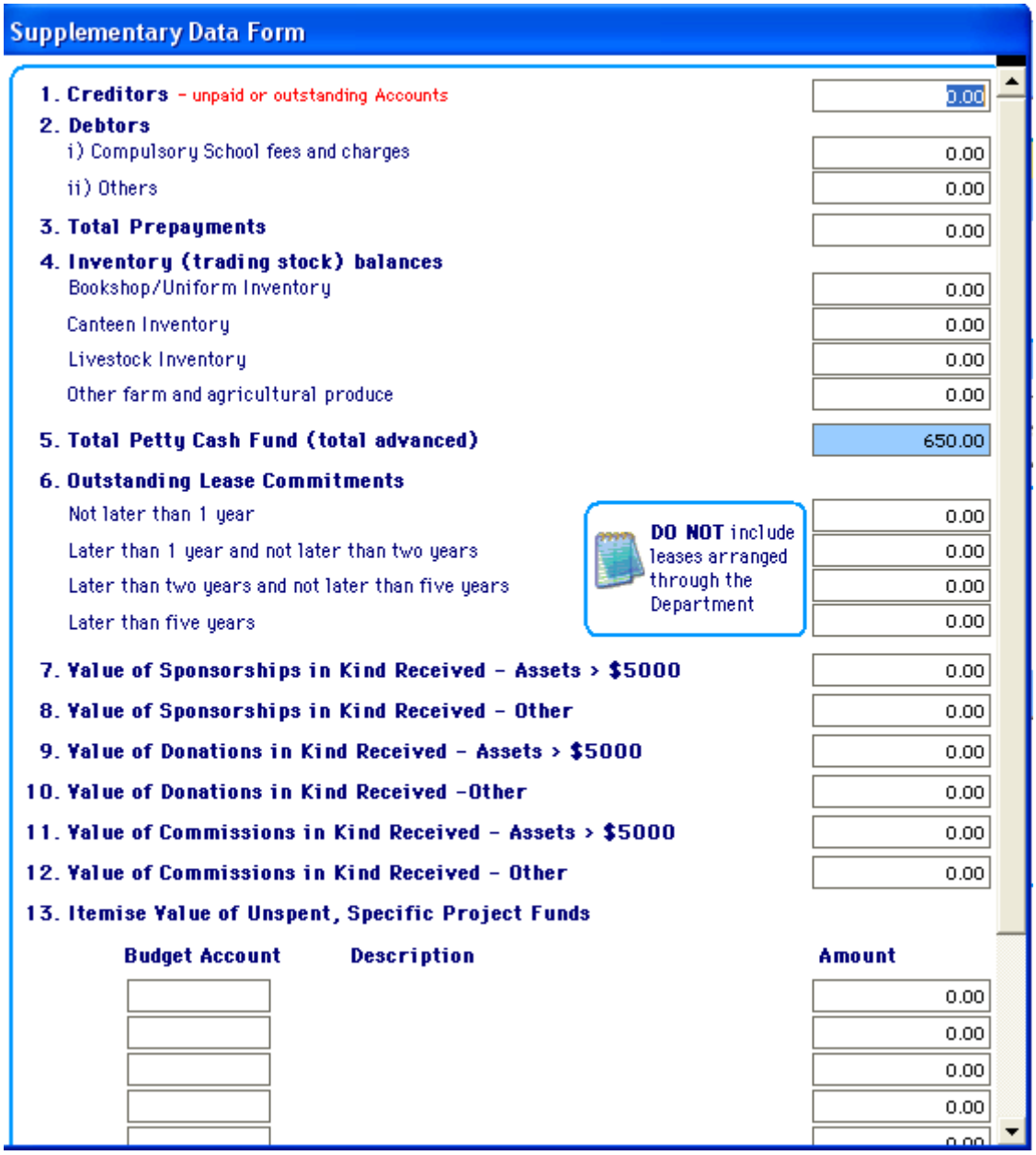
This field is populated automatically by the system. If the school code is incorrect or blank it cannot be edited here. It must be corrected in Organisation Details - for more information refer to Section 3.1 ‘Organisation Details: Setting Up School Details’.

- Click the appropriate description for organisation: School, ESC or Other

10.6.3 Print

- If all information is correct click on Print.
- The following screen is displayed:



A full picture of all fields is displayed below.

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This form must be completed by the user, in conjunction with the guidelines provided by the Department of Education.

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Note: When the window opens for the first time, no user-entered data is displayed. The only fields which contain data are those which are populated by the system.

Most of this data will need to be entered by the user. However, the blue shaded fields are populated by the system as follows:

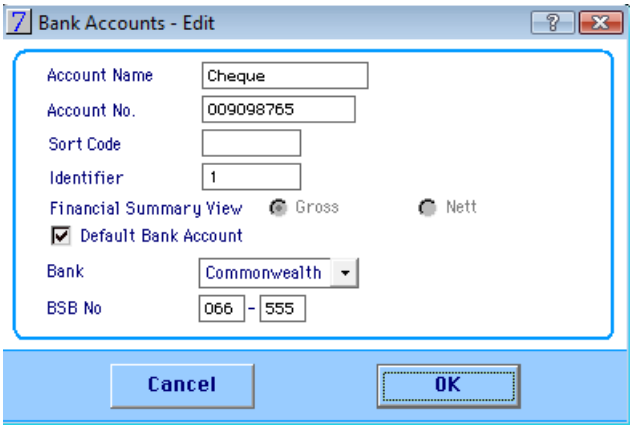
Item 5: Total Petty Cash Fund

The system will populate this field based on the figures entered against the appropriate analysis codes for Petty Cash.

Item 14: Cheque Account Balance

The system displays the balance of the school's main operating account in this field. The main operating account **must have the bank identifier set to 1** in order for the balance to be displayed in this field. This identifier is set via System Manager > System Setup > Bank Details as shown below. See Section 3.2 'Bank Account Details Set-up' for further details.

The system will also display the name of the bank for this account (e.g. Commonwealth).



Item 15: Investment Accounts

All investment accounts and term deposits **must have the bank identifier set to 2**. This will enable the system to display the balance of one of the investment accounts at line 15 on the Supplementary Data screen. The balances of any further investment accounts/term deposits are displayed in the section below this labelled 'Other Investment Accounts'.

The bank name (e.g. Commonwealth) for each non-zero investment account will also be displayed.

Note: A school must not have more than 13 'type 2' (Investment Accounts/Term Deposits) accounts in order for this report to function correctly.

Item 16: Deductible Gift Recipient Fund(s)
Any deductible gift recipient funds including building funds and library funds **must have the bank identifier for the account set to 3**.

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If a school has four accounts of type 3 or less, then all accounts with bank balances will be reported separately. If there are more than four bank accounts of type 3 which have non-zero balances then the balances of the first three accounts will be reported separately. The balances of the fourth and subsequent accounts will be combined and reported at line 4 of this section.

Bank names for non-zero accounts will also be displayed.

Item 20: Itemise Value of Transferred from Reserves
Up to eight budget accounts can be entered in this section. Once the budget account code has been entered by the user, the budget description and the 'spent' figure for the budget will be automatically displayed by the system.

10.6.4 Save and Close button

The **Save and Close** button can be used when it is necessary to save the user data already entered on the screen, whilst the user needs to perform some other task. Pressing **Save and Close** will retain the user data and close the screen. The next time the screen is opened the previously entered data will be displayed along with all fields populated by the system.

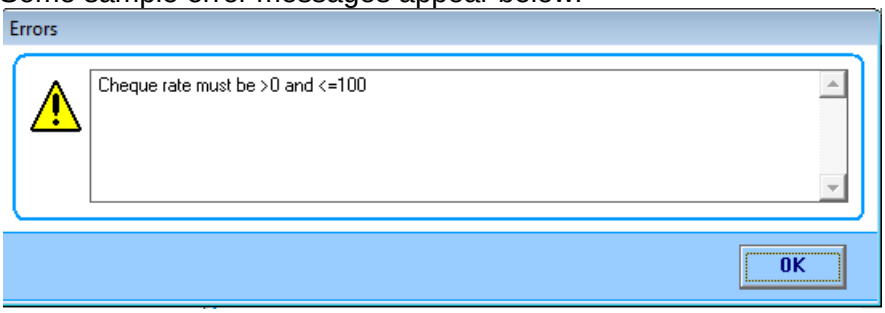
10.6.5 Cancel button

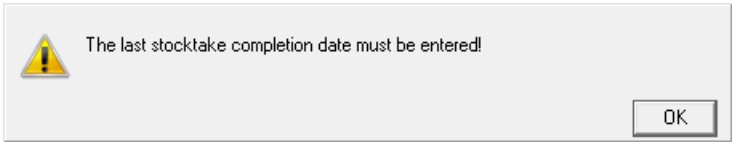
Pressing the **Cancel** button will clear all the user-entered data and close the screen. All user data will be lost. The next time the screen is opened the only fields which will be populated are the system generated fields.

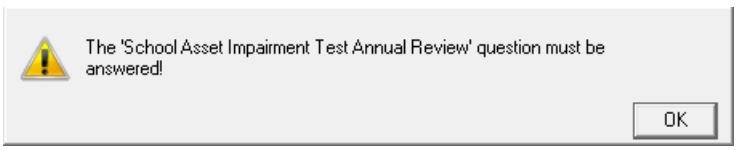
10.6.6 Print button

When all information has been completely and correctly entered the **Print** button should be used. The system will then check that all required data has been entered. It is at this point that error messages may be displayed if there are any problems with the data which has been entered.

Some sample error messages appear below.







Click **OK** to the message and correct the reported problem on the data entry window.

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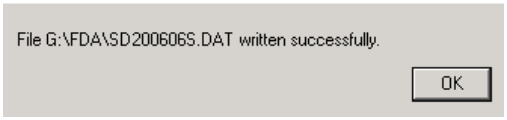
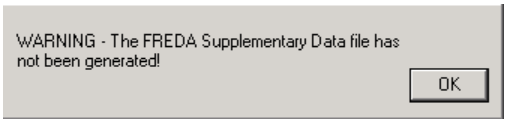
When all information has been corrected click on the **Print** button again. If everything is correct a report showing the data which has been entered will be printed to the default printer and the following message will be displayed:

If 'Yes' is selected the FREDA file will be generated to disk and the following message received:



If the user selects 'No' the form will remain on the screen and the following message displayed:



Note: Once the FREDA file has been generated to disk, all user-entered data will be cleared. The next time the FREDA supplementary data window is opened, the only fields containing data are those populated by the system.

IMPORTANT

It is vital that all bank accounts within RM Finance are correctly tagged with their identifier (1, 2 or 3) in order for this report to be generated correctly.

10.7 FREDA Ledger

The FREDA Ledger report must be completed on a monthly basis before Period End. It is saved on G:\FDA\GLYYYYMMS.DAT (e.g. GL200801S.DAT for period 1 2008) and retrieved by the Department of Education when required. The report consists of a list of budget codes along with the relevant actual and budget figures for those codes. Bank Balances are also reported on this report. The sum of all bank accounts tagged with '1' will be reported, the sum of all bank accounts tagged with '2' will be reported and similarly the sum of all bank accounts tagged with '3' will be reported.

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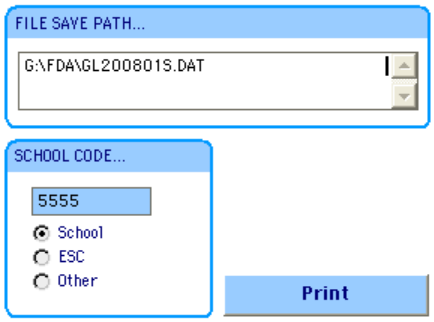
Note: It is vital to this report that each bank account is correctly tagged with either 1, 2 or 3 via System Manager > Bank Details, as described above.

- Click **FREDA Ledger**

The Report options are displayed as follows:



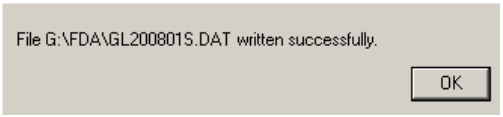
File Save Path

This field will default to G:\FDA\GLyearmonth.DAT. This may be changed but should not be done so without advice from the Department of Education.

School Code

The field is populated automatically by the system. If the school code is incorrect or blank it cannot be edited here. It must be corrected in Organisation Details. See Section 3.1 Organisation Details: Setting Up School Details for further details.

- Click the appropriate organisation description: School, ESC or Other.
- If all information is correct click Print. If the report was processed correctly the following message is displayed:



- Click **OK**

10.8 FREDA BAS

The FREDA BAS report will create an electronic version of the BAS report for a particular period. It is saved on G:\FDA\ BSYYYYMM.DAT eg BS200801.DAT for period 1 2008 and retrieved by the Department of Education when required.

- Click **FREDA BAS.** The Report options are displayed as follows:

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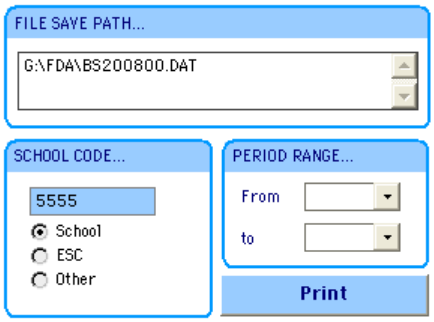


File Save Path
The field will default to G:\FDA\BSYYYYMM.DAT. This may be changed but should not be done so without advice from the Department of Education.

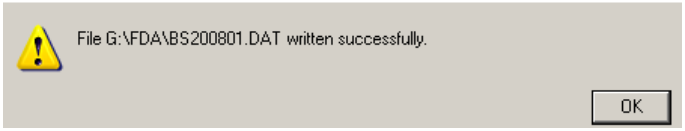
School Code
The field is populated automatically by the system. If the school code is incorrect or blank it cannot be edited here. It must be corrected in Organisation Details. See Section 3.1 'Organisation Details: Setting Up School Details' for further details.

Period Range
Choose the period for which to generate the BAS report. For example, to generate the report for period 3, set both the From and To periods to 3.

If all information is correct:

- Click Print

If the report was processed correctly the following message is displayed:



- Click **OK**

10.9 FREDA Bank Reconciliation

The FREDA Bank Reconciliation report will report bank reconciliation data in an electronic format for a particular period. It is saved on G:\ and retrieved by the Department of Education when required.

Click **FREDA Bank Reconciliation**

File Save Path
The field will default to G:\FDA\RCYYYYMM.DAT. This may be changed but should not be done so without advice from the Department of Education.

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School Code
The field is populated automatically by the system. If the school code is incorrect or blank it cannot be edited here. It must be corrected in Organisation Details. See Section 3.1 'Organisation Details: Setting Up School Details' for further details.

10.10 FREDA Balance Account Analysis

This report collects data related to 'N' accounts (Balance accounts) only. It provides information about transactions and account balances associated with 'N' analysis codes. It is saved on G:\ and retrieved by the Department of Education when required.

Click **FREDA Balance Account Analysis**

File Save Path
The field will default to G:\FDA\ANYYYYMM.DAT. This may be changed but should not be done so without advice from the Department of Education.

School Code
The field is populated automatically by the system. If the school code is incorrect or blank it cannot be edited here. It must be corrected in Organisation Details. See Section 3.1 'Organisation Details: Setting Up School Details' for further details.

10.11 Reporting Parameters

The Reporting Parameters store the school's ABN, requirements of the lower limit for PAYG (i.e. the amount paid before withholding tax is required to be withheld), and Tax codes for withholding tax. The Capital Acquisitions Minimum and the accounts required for automatic accruals are also recorded here.

- Click

. The following screen is displayed:

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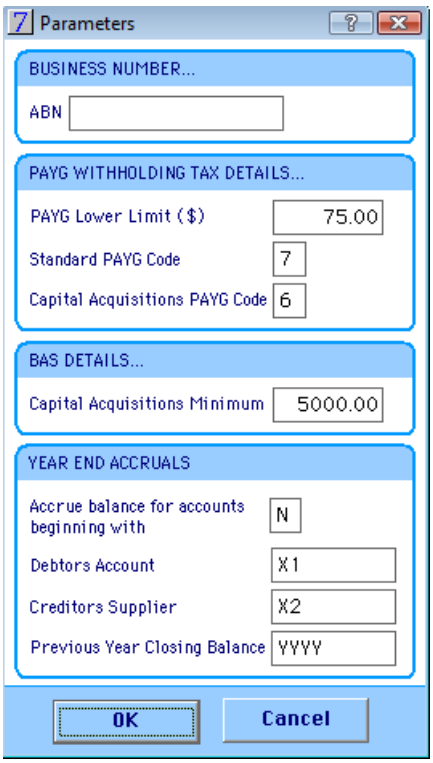

- Enter the school's ABN.
- Check that all other values are correct
- Click **OK**

Note: Other fields should not be edited without advice from the Department of Education or the ATO.

Year End Accruals
These values are automatically set by the software. Users should ensure that these accounts exist in the datafile.

Accrue balance for accounts beginning with
If the option to 'automatically accrue' has been selected in System Manager > Options > Period End, then the balances of all budget accounts which begin with the character entered in this field will be automatically carried forward into the new year when the year end process is run.

Debtors Account
The income source account code to be used for the automatic debit accruals should appear here.

Creditors Supplier
The supplier account code to be used for the automatic credit accruals should appear here.

Previous Year Closing Balance
The budget account code which records the previous year closing balance figure should appear here.

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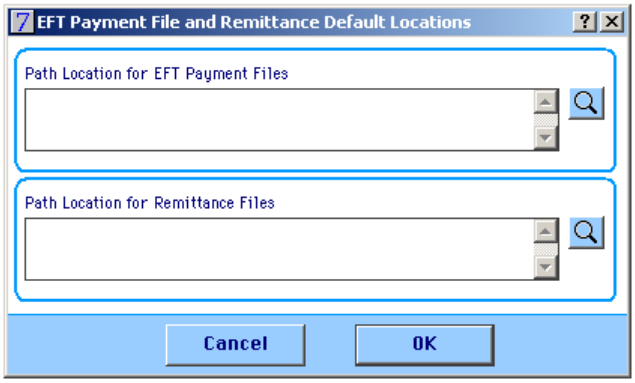
10.12 EFT Parameters

These parameters are required if the school is planning to make use of the Electronic Funds Transfer functionality within RM Finance. For detailed information on EFT functionality see Section 17 Electronic Funds Transfer.

- Click **EFT Parameters**. The following is displayed:



EFT Payment Files

These files are provided by the bank and downloaded to the school's K drive.

- Click on the magnifying glass at the end of the first field.
- Navigate to a location where the files are saved to.
- Highlight one of the files already saved to this location.
- Click Open. The path is then set to this folder, as in the following:

Remittance Files

These files are created when RM Finance has been set to send a supplier an email in regards to payment when using Electronic Funds Transfer.

- Click the magnifying glass at the end of the second field.
- Navigate to a location where the files are saved to.
- Highlight one of the files already saved to this location.
- Click Open. The path is then set to this folder, as in the following:

10.13 Cheque Layout

Schools that use pre-printed cheque stationery may find that the cheque layout on RM Finance does not match their stationery exactly. Before printing the first cheque, a test print should be performed and if necessary the settings adjusted for the school's layout.

- Click

. The following screen is displayed with default settings:

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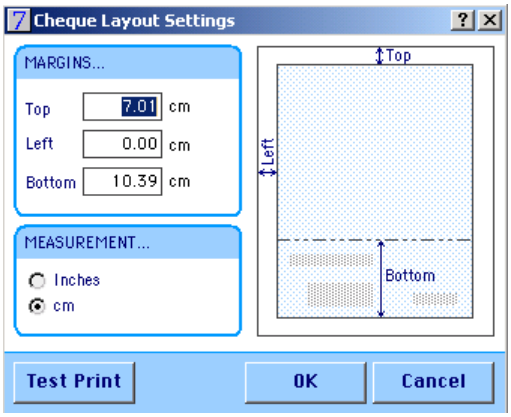

- Click Test Print

Compare the test print with the pre-printed cheque stationery. If the test print does not conform to the school's stationery, the settings must be altered.

Top
Top refers to the reference line that is printed at the top of the remittance advice. This line can be moved up or down the page depending on the size of the school's logo etc.

Left
Left refers to the data actually printed on the cheque i.e. the amount, date etc. This may only be moved to the right.

Bottom
Bottom refers to the same data as Left but this may be moved up or down, depending on the school's requirements.

The movements can be made in inches or centimetres. Once the numbers have been moved up or down as required, perform another test print and compare to the school's stationery. This may have to be repeated a number of times to align the fields exactly.

- Click **OK** to save the settings.

Cheque settings must be set on each work station producing system cheques using RM Finance.

Cheque settings are saved as a text document located in the C:\keys\Finance\PLUGINS folder on each work station or K:\keys\Finance\PLUGINS folder for schools using the Terminal Server.

Note: Each cheque will print up to 25 transactions per page. If any one supplier has more than 25 transactions to be printed it is best to print two cheques.

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RM Finance Manual

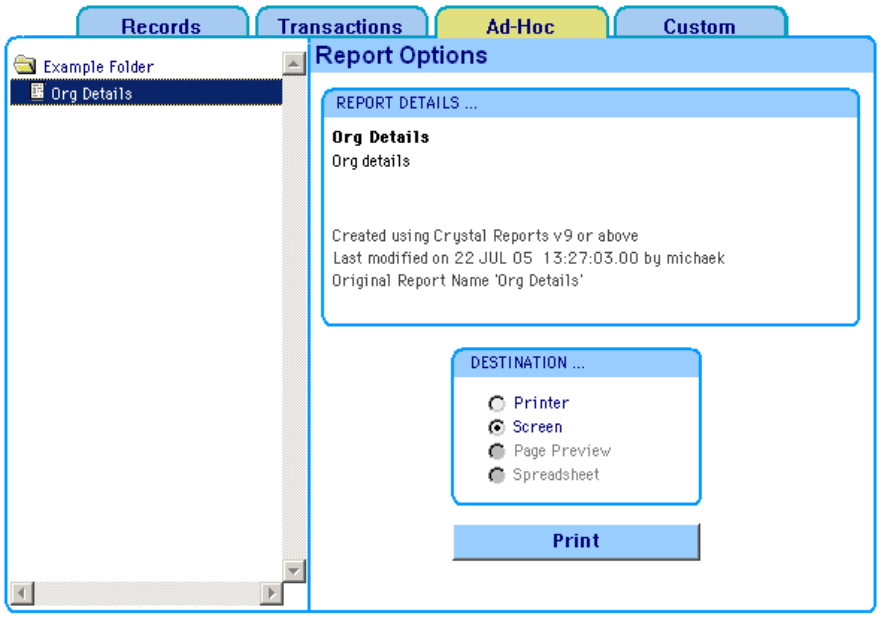
Ad-hoc Reports

11

11 Ad-hoc Reports (Crystal Reports)

The ad-hoc report functionality is made available through Crystal Reports. Crystal Reports is separate software to RM Finance which links with the data held within the finance module. It is possible for users with experience with Crystal Reports to create reports that report on information held in the school's data file.

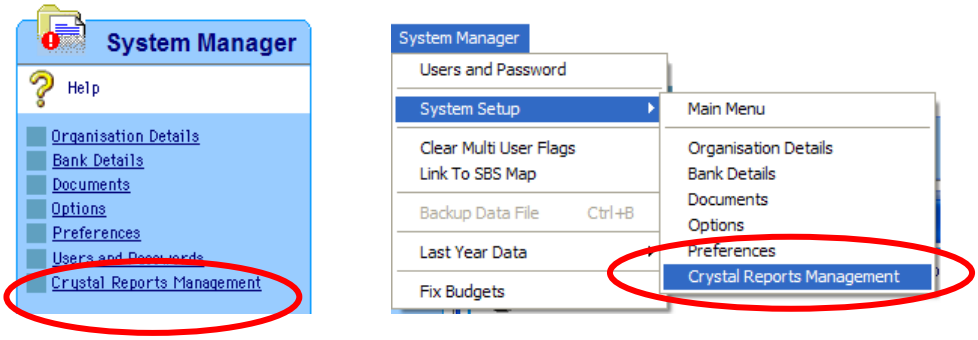
- Click **Reporting**.
- Click **Ad-hoc**. The following is displayed. In this example one report has been made available called 'Org Details'.



11.1 Crystal Reports Set Up

11.1.1 Crystal Reports Management

The Crystal Reports Management functionality, which is accessible from the 'System Manager' menu (as shown below), enables users to register and organise the Crystal Reports, being made available to RM Finance users.



The Crystal Reports Management screen is described in summary below:

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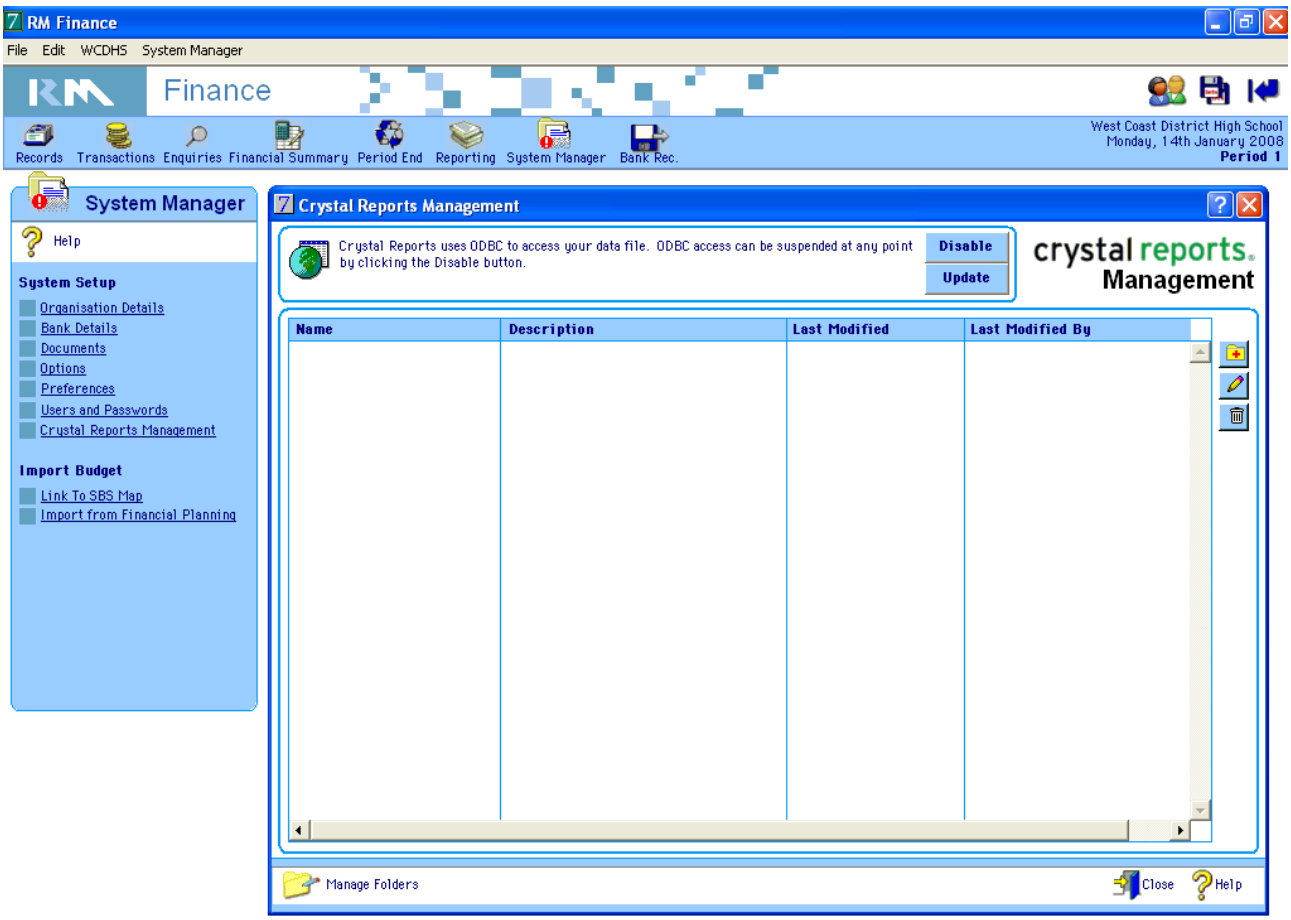
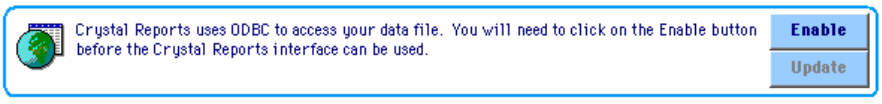


11.1.2 Enable/Disable ODBC Access

Crystal Reports accesses the RM Finance data file through an ODBC driver. By default RM Finance data files do not allow access to its data via ODBC, therefore it is necessary to Enable ODBC access before the crystal reports interface is fully functional.

- Click **System Manager**.
- Click **Crystal Reports Management**. The following is displayed:



- Click **Enable**.

Once enabled, ODBC access can be suspended at any point, by clicking on the 'Disable' button, or updated using the 'Update' button:

11.1.3 Registering a Crystal Report

Crystal reports must be registered before they are accessible to users of RM Finance.

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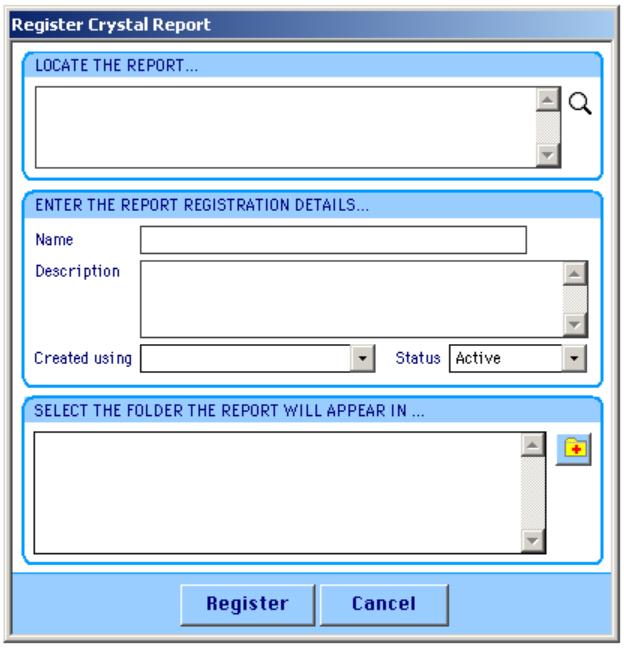
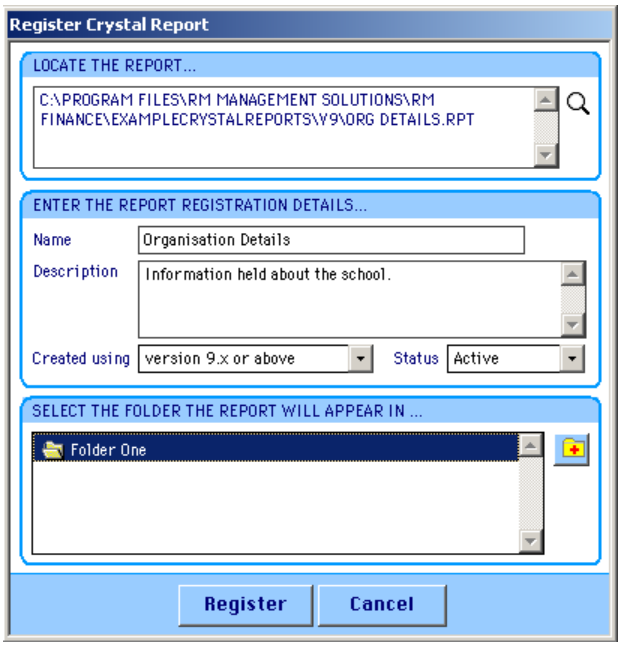
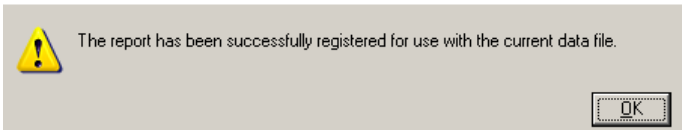
- Click to the right of the current reports list on the Crystal Reports Management window. The following is displayed:



Enter data for the report, similar to the following:



- Click **Register**. The following is displayed:



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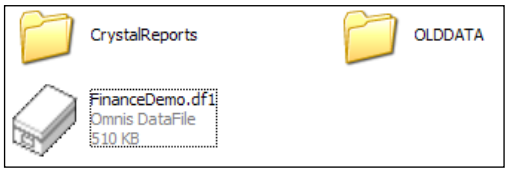
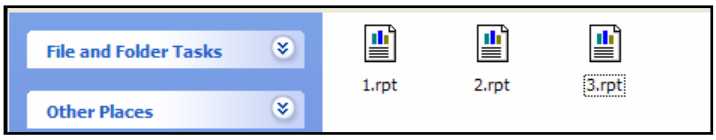
Note: Once a report has been registered, a copy of the original report is placed in the 'Crystal Reports' folder in the same location as the current datafile, as shown below.



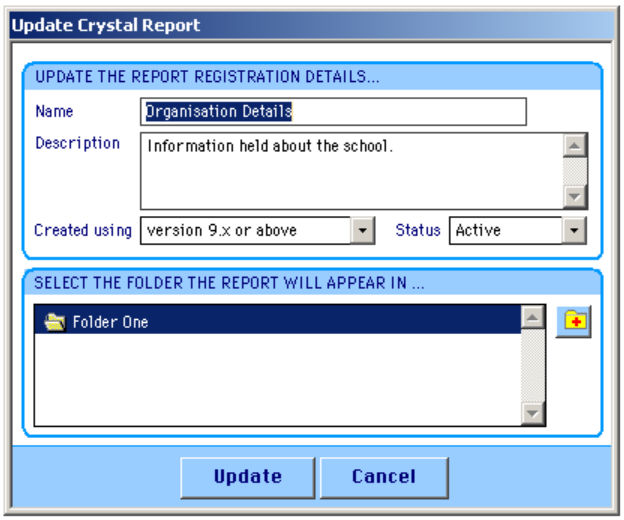
All registered reports are physically named using a sequential counter (i.e. 1.rpt, 2.rpt) to ensure uniqueness as shown below:



11.1.4 Updating a Registered Report

Once registered, a report's details can be updated.

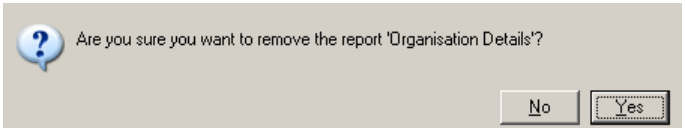
- Click Edit to the right of the current reports list on the Crystal Reports Management window. The Update window is described below:



11.1.5 Removing a Registered Report

As registered reports become redundant (either no longer needed or superseded by another report), they can be removed.

- Click Delete to the right of the current reports list. The following is displayed:



- Click **Yes**. The report is unregistered.

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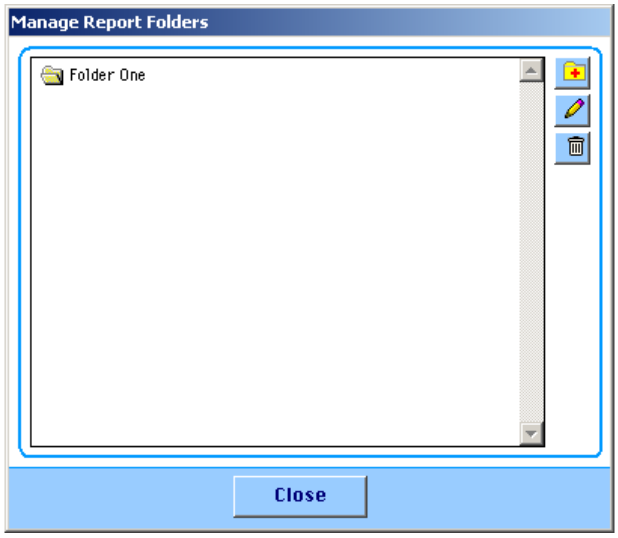
Note: The associated file (e.g. '1.rpt', located in the Crystal Report folder is retained for archive purposes, as it may still be needed for use with a previous year's date file.

11.1.6 Managing Report Folders

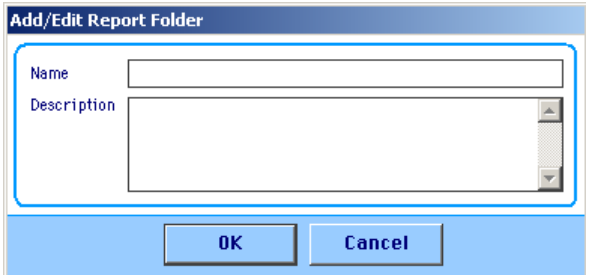
- Click the Manage Folders option at the bottom left hand corner of the Crystal Reports Management window, as shown below:

The following window is then displayed:



Adding/Editing a Report Folder

- Click **Add**. The following is displayed:



A folder must have a unique name and may contain a description if required.

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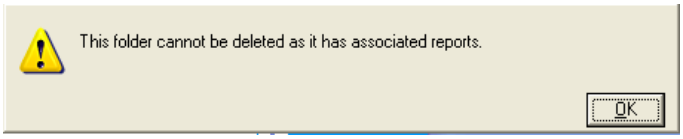
Removing a Report Folder
Report folders may only be removed if they do not contain reports.

- Click **Delete**. The following message is displayed if the folder has associated reports.



If the report folder does not have any associated reports, the user is prompted to confirm that they want to remove the selected folder, as shown below:

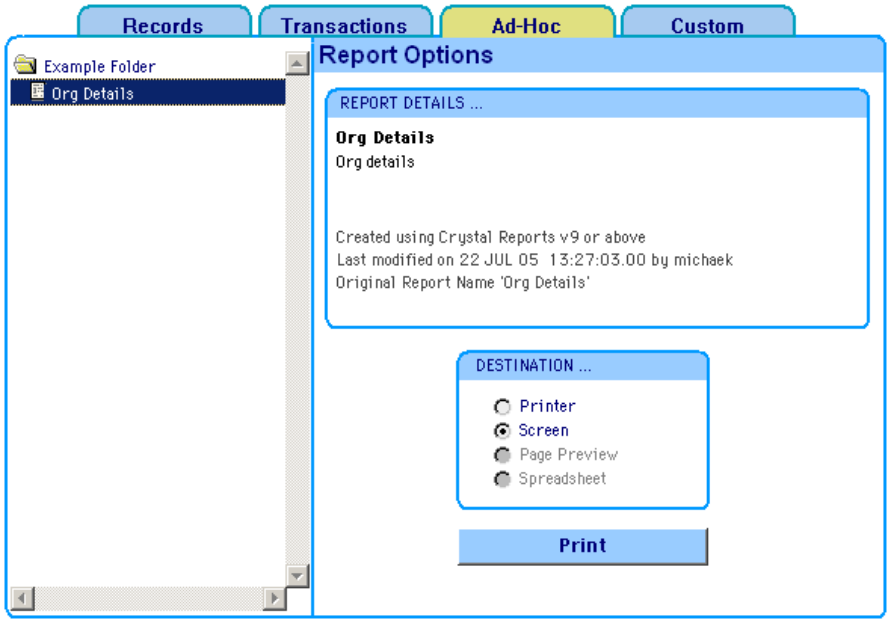
- Click **Yes**. The folder is removed.

11.2 Using Registered Crystal Reports

Once registered, active Crystal Reports are accessible from the Ad-Hoc tab of the RM Finance reporting function.

Note: If ODBC access is not enabled access to the Ad-hoc tab is disabled.

The ad-hoc window operates in a similar manner to the existing reporting functions, and is described below:



- Open a folder.

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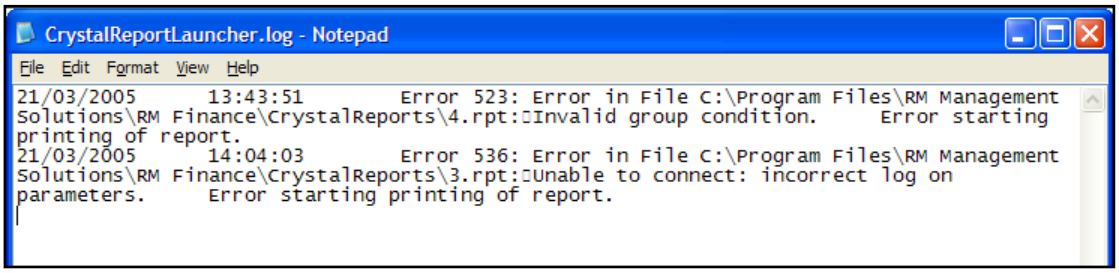
- Select a report.
- Select a destination.
- Click **Print**.

11.3 Printing Errors

Where RM Finance cannot find the master template associated with the report, the following message is displayed:

Where RM Finance encounters a problem printing a Crystal Report, the following message is displayed:

The error log can be viewed using Windows Notepad as shown below.



Note: Contact Customer Support for assistance in resolving such issues.

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RM Finance Manual

Business Activity Statement

12

12 Business Activity Statement (BAS)

A Business Activity Statement should be printed at the end of every month and checked to ensure that all transactions are posted to the correct Tax codes. The ATO Business Activity Statement should then be filled out and sent to the ATO by the 21st of the following month.

At the end of the month, and only after all reports have been printed and checked, the BAS report should be printed directly to the printer (the BAS may be printed to the screen at any time) only after:

- All transactions have been entered for the period.
- A bank reconciliation has been done.
- All reports have been printed and checked.
- All corrections have been made (and reports re-printed if appropriate).
- A back-up of the data has been made.

12.1 Backing up the Datafile

It is imperative that a back up of the RM Finance data file is made at this stage - after the usual end of month processing has been completed and before posting the rounding difference. Refer to Section 0 ‘
Backing up the Datafile’ for further instructions on backups.

12.2 Understanding the BAS

The Business Activity Statement contains two sections – the calculation section and the summary section. The reports in RM Finance have been designed around the actual BAS statement – showing the fields relevant to schools.

12.2.1 Viewing the BAS

- Click

.
- Click

.
- Click

.
- Enter the **From period** (as the current period).
- Enter the **To period** (as the current period).
- Click Screen as the destination.
- Click **Print.**

The Business Activity Statement is printed to the screen.

- Click the in the top right hand corner of the screen to print the BAS.

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The Calculation Section
The calculation section shows the figures that are reported in each area according to ATO defined calculations:

Supplies you have made			Acquisitions you have made		
Total sales & income & other supplies	G1	21340	Capital acquisitions	G10	11500
Exports	G2	0	Other acquisitions	G11	1104
Other GST free supplies	G3	200	This is the total of your acquisitions	G12	12604
Input taxed sales & income & other supplies	G4	40	Acquisitions for making input taxed sales	G13	10
Total of GST free and input taxed supplies	G5	240	Acquisitions with no GST in the price	G14	60
This is the total of your taxable supplies	G6	21100	Total estimated private use	G15	0
Adjustments	G7	0	This is the total of your non-creditable acquisitions	G16	70
This is the total of your taxable supplies after adjustments	G8	21100	This is the total of your creditable acquisitions	G17	12534
Divide G8 by 11	G9	1918	Adjustments	G18	0
			The is the total of your creditable acquisitions after adjustments	G19	12534
			Divide G19 by 11	G20	1139
			Amounts withheld from invoices with no ABN	W4	0

The Summary Section
Amounts from the calculation sheet are automatically transferred to the summary section. The amount shown at box 9 will indicate the total amount of your obligations.

If the amount at box 9 is **negative** the school is entitled to a **refund** of the amount shown.
If the amount at box 9 is **positive** the school is obliged to **remit** the amount to the ATO.

West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

Period covered by this report
From Period 1 To Period 1

Debits			Credits		
Goods and services tax payable	1A	1918	Credits for goods and services tax paid	1B	1139
Add 1A+1C+1E	2A	1918	Add 1B+1D+1F+1G	2B	1139
GST net amount	3		779		
Total amounts withheld from all payments	4	0			
Add 2A+4+5A+6A+7	8A	1918	Add 2B+5B+6B	8B	1139
Net amount of your obligations	9		779		

The report above shows the school paying an amount of $779.00

The RM Finance report includes an additional statement check to confirm that the user has processed all transactions correctly. This is displayed as follows:

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The value of your obligations as calculated on a transaction by transaction basis	778.73
The value of your obligations as calculated on the BAS	779.00
This differs by	-0.27

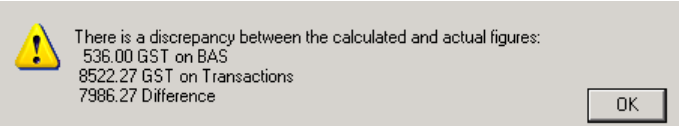
Note: The difference displayed should never be more than one dollar. If the difference is significantly greater, then an error has been made in the processing of transactions and must be corrected before proceeding.

12.2.2 Processing Errors — BAS

If an error has occurred when processing a situation may arise where there is a discrepancy on the BAS as shown below:

The value of your obligations as calculated on a transaction by transaction basis	8522.27
The value of your obligations as calculated on the BAS	536.00
This differs by	7986.27

If the discrepancy is more than $10 a warning message is displayed as follows:



This must be corrected before any further processing is carried out.

12.3 BAS Troubleshooting Guide

If there is a significant discrepancy on the BAS it could be due to one of the following:

1) Incorrect processing of ATO refunds or payments

To locate an incorrect posting:

- Obtain a budget analysis report on the GST Clearing Account.
- Check that the account name is Australian Taxation Office for income and expenditure transactions.
- Check that the nett amount of each ATO transaction is zero.
- Check that the tax and gross amount equal the amount of the refund/payment.

If any of the above details are incorrect, the transaction(s) should be reversed and re-entered correctly.

2) User error in entering an income transaction against tax codes 2 or 3

To locate an incorrect transaction:

- Go to Reporting > Custom.
- Print a GST Transactions report.
- Check the Income section of the report.
- Check that there are no income transactions listed for tax codes 2 or 3.

If any such transactions exist they will need to be reversed and re-entered correctly.

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3) Adjusting the tax component of a transaction, so that it is not calculated by the system as 1/11th

It is unlikely that this would occur in error, as a deliberate decision must be made to alter the tax field. It would not occur due to incorrect key strokes. It is more difficult to track this type of error. Individual transactions may need to be scrutinised via the GST Transactions report.

4) The ATO deducts $50.00 from the GST refund as a penalty for a late return.

a) Process the **original expected** GST refund from the ATO in the usual process using the information below:

i) Income Source ATOI
ii) Analysis Code N3500I
iii) Nett 0.00
iv) Tax Expected GST Refund
v) Tax Code 1
vi) Budget Code N3505

b) Perform an Expenditure transaction against D10xx (Miscellaneous Expenditure) for $50.00

i) Supplier ATOE
ii) Tax Code 0
iii) Analysis Code D1000

Use the same Reference for both transactions so that they appear next to each other on the Bank Reconciliation.

5) The ATO increases the GST refund by $50.00 due to interest added.

a) Post the **original expected amount** of GST claimed by the usual process (see above)
b) Post the additional amount received ($50.00) to C50xx (Miscellaneous Revenue)

i) Income Source ATOI
ii) Tax Code 4
iii) Analysis Code C5000

Use the same Reference for both transactions so that they appear next to each other on the Bank Reconciliation.

Once the BAS has been checked using the GST Transactions report and the BAS Troubleshooting Guide and necessary corrections made, the transactional difference can be posted.

12.4 Completing the BAS

Once the final end of month reconciliation has been performed and a backup taken, the Business Activity Statement should be completed. The BAS statement may be checked several times during the month to view the school's current tax position, so now the final statement can be produced.

IMPORTANT
This final correct statement must be sent to the printer.

12.4.1 Posting the Rounding Difference

The GST refund from (or payment to) the ATO is in whole dollars only (no cents). However, the amount of tax calculated by the system will have been calculated including cents. Hence there will

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usually be a difference of less than a dollar between the GST recorded in the system and the amount of GST paid. If the Rounding Difference is more than $1.00 do not proceed. Contact Customer Support or the Senior Finance Consultant (Schools) for assistance.

IMPORTANT
Posting of the Rounding Difference must be done in the current period, before period end.

Based on advice from the ATO, the system will round up or down depending on whether the amount is above or below 50 cents. For example, if the system calculated a refund of $200.45, it will round this down to $200.00. A refund of $200.00 will be received. This will cause a rounding difference of $0.45 that should be posted to the GST Rounding expenditure account. If a refund of $200.55 were calculated this would be rounded up to $201.00 and a refund of $201.00 would be received. The rounding difference of $0.55 should be posted to the GST Rounding income account.

IMPORTANT
Once the rounding difference has been posted the transaction cannot be reversed or corrected. It is therefore vital that a backup of the RM Finance data file be taken before posting this transaction.

In order to clear this rounding difference and so that it does not carry over into the next period, there is an Automatic Posting to the school's GST Rounding income or expenditure account when the BAS is sent directly to the printer. Once the GST Rounding batch is updated it is vital that a safe backup is performed. See Section0 '
Backing up the Datafile'.

This should be done immediately after the final BAS for the month has been printed.

12.4.2 Posting the Rounding Difference

- Click **Reporting.**
- Click **Custom.**
- Click **Business Activity Statement.**
- Enter the **From period** (as the current period).
- Enter the **To period** (as the current period).
- Click the radio button to make **Printer** the destination (if the GST Rounding posting option is chosen).
- Click **Print.**

The Business Activity Statement is printed.

One of the two following screens is displayed (but only if the report has been sent directly to the printer). The first message is displayed when there is no Rounding Difference to post.

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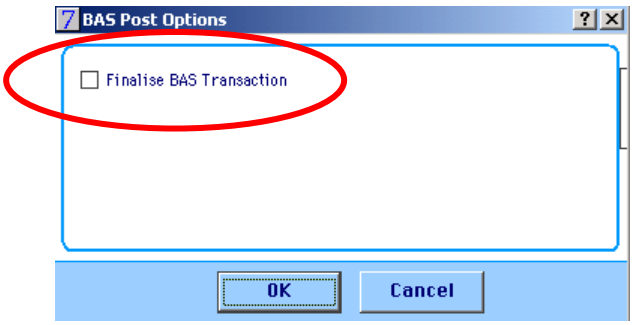
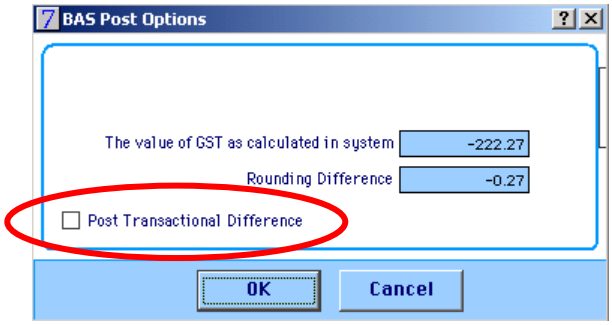


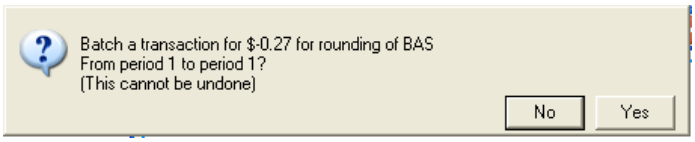
Note: It is vital that a cross be placed in the "Finalise BAS Transaction" box.

The following is displayed when there is a Rounding Difference to post:



Note: It is vital that a cross be placed in the "Post Transactional Difference" box.

- Check the appropriate box, either **Finalise BAS** or **Post Transactional Difference** depending on which screen is displayed.
- Click **OK.** The following message is displayed if there is a Transactional Difference to post:



- Click **Yes** if sure of wanting to post.

Note: As the response to this message defaults to No, if the user presses the <Enter> key they will be selecting No. This is to ensure that Yes is not selected in error, as there is no way to reverse this transaction. If No is selected for any of the messages the posting of the rounding difference is aborted. To post the rounding difference the BAS report must be sent directly to the printer following the above steps.

A final reminder to ensure a backup has been taken is displayed as follows:

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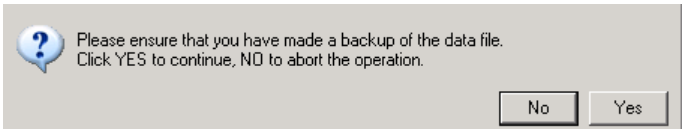
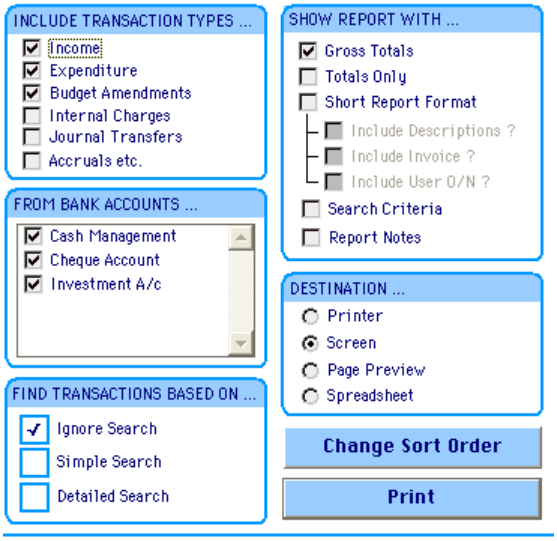


- If a backup has not been made, click No and take one before proceeding.
- If a back-up has been taken, click **Yes**. The GST Rounding transaction has now been placed into a batch and must be updated in the usual manner.

12.4.3 Updating the Rounding Difference Batch

Whilst still in the Reporting section, obtain a printout of the batch.

- Click **Transactions.**
- Click **Batched Transactions.**
- Select the following settings if unsure as to whether it is an income or expenditure batch:



- Click . The report is then printed. It should be filed for reference.

RM Finance - West Coast District High School Page 1

Batched / Future transactions - Expenditure Report printed on 31 JAN 2008 @ 12:20. Period 1
Data for 2008

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
GST							
ATOE	Australian Taxation Office						
D4900	Other Expenditure						
D4999	GST Rounding						
Cheque Account							
GST Rounding difference							
Ref GST		ESC	29 JAN 2008	-0.27	0.27 1	0.00	C1

Now update the batch as follows.

- Click **Transactions.** The following message is displayed.

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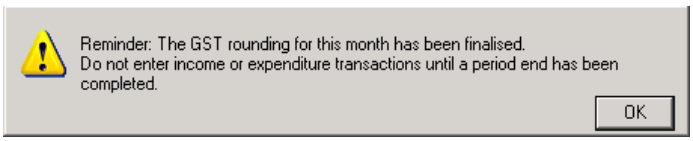
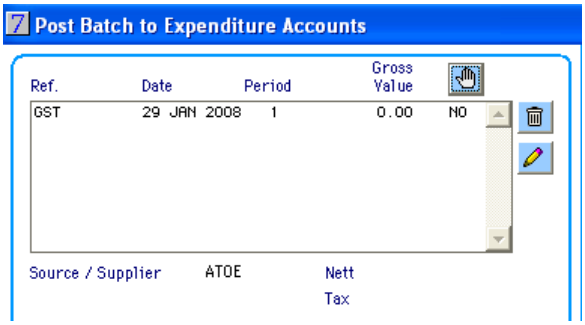


- Click **OK.**
- Click **View/Post Batch.**
- Click Income or Expenditure as appropriate.
- Enter **GST** as the batch reference.
- Click **Display**. The following is displayed:



- Highlight the GST line entry. The details for this transaction are displayed in the lower half of the screen as follows:

- Click or double click the line entry.

Note: The batch total to post is zero for this special GST transaction.

- Click **Update.**
- Click **Yes.** The transaction is now posted to the GST Rounding Income Account C5999 or GST Rounding Expenditure Account D4999.

IMPORTANT
Go to the Reconciliation screen and reconcile the 0.00 amount of this BAS rounding transaction. This will clear the transaction prior to the printing of the Account Balance Statement.

Once the GST Rounding Transaction has been posted it is vitally important that no further transactions are entered in the current period.

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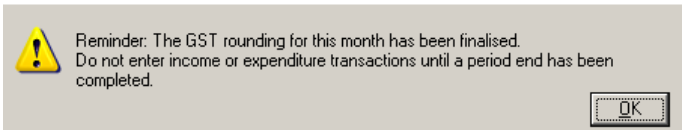
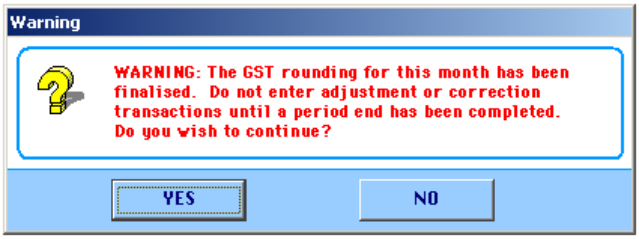
If an attempt to enter a transaction is made the following reminder message is displayed:



If an attempt is made to enter an adjustment or correction the following reminder message is displayed:



12.5 Completing the BAS Issued by the ATO

Once confident that the BAS report is correct, it should be used to complete the Business Activity Statement sent by the ATO. This will involve transferring the amounts displayed on the report to the corresponding boxes on the actual statement.

The BAS needs to be submitted by the 21st day of the following month (i.e. the BAS for July will need to be submitted by 21st August).

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RM Finance Manual

Tax Refunds and Payments

13

13 Tax Refunds and Payments

When submitting the Business Activity Statement the school may be entitled to a refund, in which case the school should receive payment, usually electronically, within 14 days of lodgement of the BAS. However if the school owes the ATO, a cheque for the amount owing should be submitted along with the BAS.

13.1 Tax Refunds and Payments

Tax refunds and payments must be processed in a special way. A special 'tax only' transaction must be performed, as the amount that the school is receiving or paying is purely a refund or payment of tax. This means that both the total and tax amounts are equal to the refund/payment amount and the nett amount of the transaction is zero.

The method of performing this transaction will vary depending upon whether a Multi or single line entry is selected for Income and Expenditure transactions.

13.2 Tax Refund from the ATO

IMPORTANT
If this transaction is not processed correctly it will corrupt the tax figures and this could cause a significant discrepancy on the BAS.

A **Multi Line Entry** refund cheque should be processed as follows:

- Click **Transactions.**
- Click **Income.**
- Enter ATOI as the Income Source (must be **ATOI** – do not use any other code).
- Enter the Date (or accept the default).
- Enter the amount of the refund.
- Enter the Reference (bank statement etc).
- Enter the batch number in to the Batch Ref field.
- Enter the Detail (e.g. GST reimbursed for January YYYY).
- Enter the budget code (N3505).
- The default Analysis Code should appear. If not enter N3500I.
- Do not enter the Line Total.
- Enter **1** as the Tax code.
- Now **click** with the mouse into the Tax field and enter the total amount and **<Tab>** (when leaving this field the software copies the amount into the Line Total field automatically).

Check that the Line Total and Tax fields equal and the **net amount is zero** as shown in the following screen shot:

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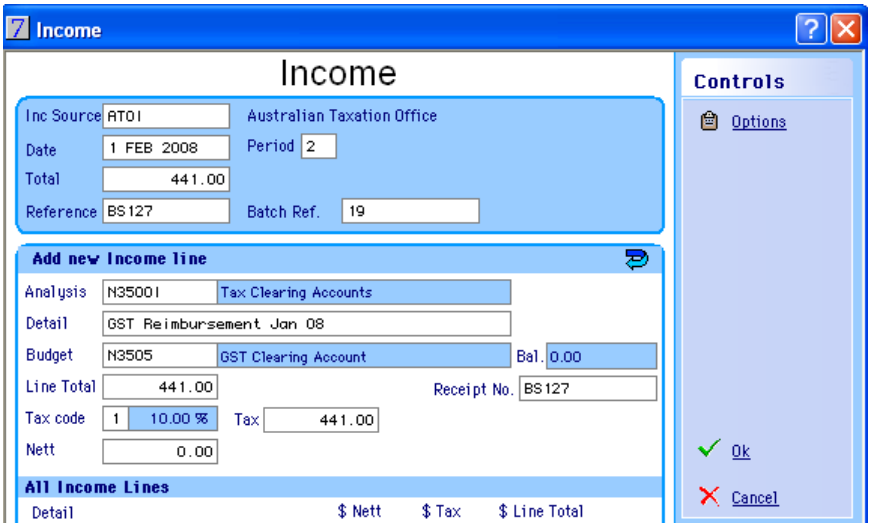
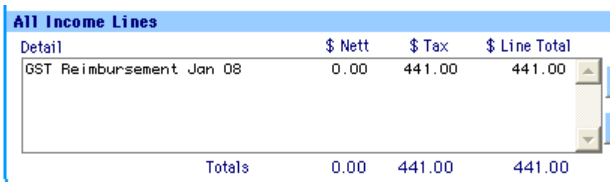


Press the **<Tab>** key until the detail line moves to the lower window as illustrated below:



Click **OK** to save.

- Select the school's cheque account and click **OK.**
- Click **Yes** to batch the transaction.

Now update the batch as usual. Refer to Section 6.11 'View/Post Batch' for further information.

A **Single Line Entry** refund cheque should be processed as follows:

- Click **Transactions.**
- Click **Income.**
- Enter ATOI as the Income Source (must be **ATOI** – do not use any other code).
- Do not enter a total.
- Enter the Date (or accept the default).
- Enter the Reference (bank statement etc).
- Enter the batch number in to the Batch Ref field.
- Enter the Detail (e.g. GST reimbursed for Jan YYYY.
- Enter **1** as the Tax code.
- Now **click** with the mouse into the Tax field and enter the total amount and **<Tab>** (when leaving this field the software copies the amount into the Total field automatically).
- Enter the budget code (N3505).
- The default analysis code should appear. If not enter N3500I.

Check that the Total and Tax fields equal and the **nett amount is zero** as shown in the following screen shot:

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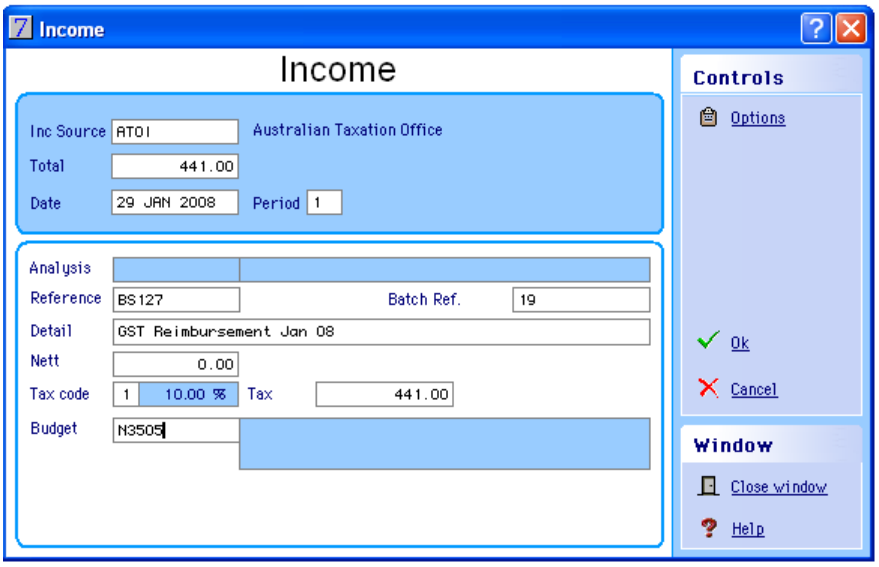

- Click **OK** to save.
- Select the school's cheque account and click **OK.**
- Click **Yes** to batch the transaction.

Now update the batch as usual. Refer to Section 6.11 'View/Post Batch' for further information.

13.3 Tax Payment to the ATO

A **Multi Line Entry** payment cheque should be processed as follows:

- Click **Transactions.**
- Click **Expenditure.**
- Select Cheque.
- Enter ATOE as the Supplier (must be **ATOE** – do not use any other code).
- Enter the Date (or accept the default).
- Enter the amount of the payment.
- Enter the Reference (cheque number or turn 'Create Cheque' on).
- Enter the batch number in to the Batch Ref field.
- Enter N3500E as the Analysis Code.
- Enter the Detail (e.g. GST payment to ATO – Jan YYYY).
- Enter the budget code (N3505).
- The default analysis code should appear. If not enter N3500E.
- Do not enter the Line Total.
- Enter **1** as the Tax code.
- Now **click** with the mouse into the Tax field and enter the total amount and **<Tab>** (when leaving this field the software copies the amount into the Line Total field automatically).

Check that the Line Total and Tax fields equal and the **nett amount is zero** as shown in the following screen shot:

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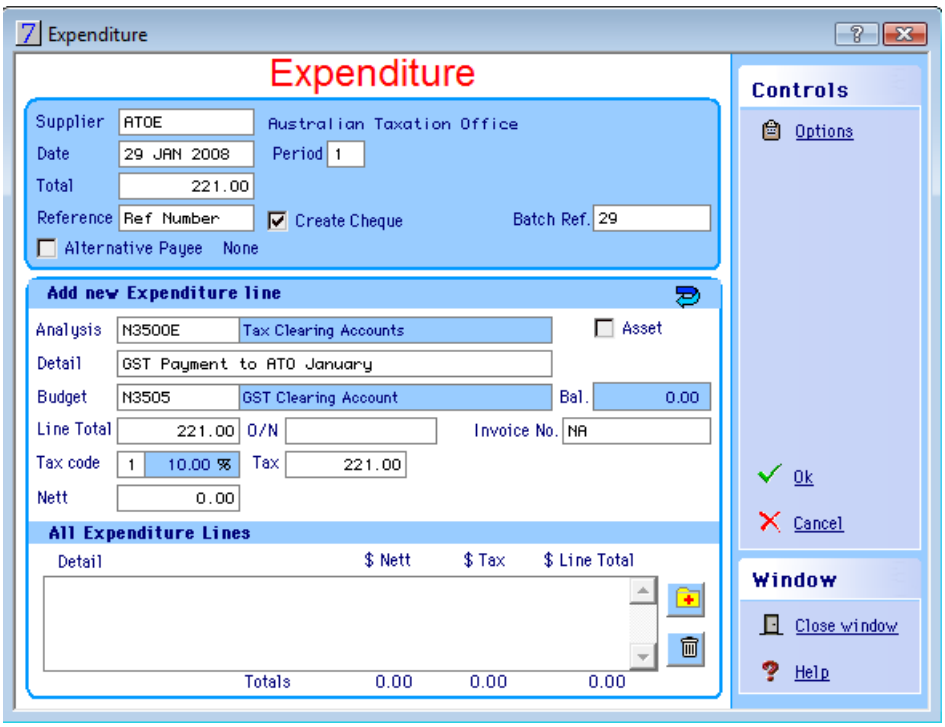
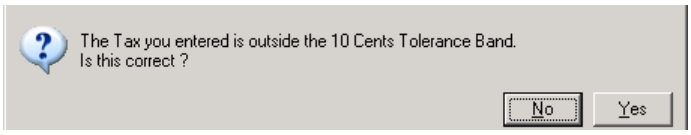
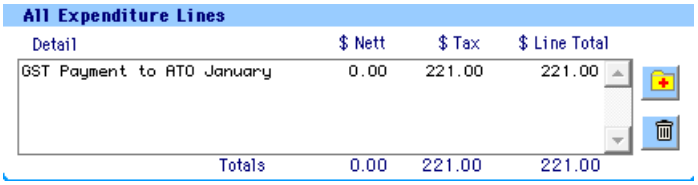


- Enter the Invoice number as NA (Not applicable).
- Press the **<Tab>** key until the following message is displayed:



- Click **Yes.** The detail line moves to the lower window as illustrated below:



- Click **OK** to save.
- Select the school's cheque account and click **OK**.
- Click **Yes** to batch the transaction.

Now update the batch as usual. Refer to Section 6.11 'View/Post Batch' for further information.

A **Single Line Entry** payment should be processed as follows:

- Click **Transactions.**
- Click **Expenditure.**
- Select Cheque.
- Enter ATOE as the Supplier (must be **ATOE** – do not use any other code).
- Do not enter a total.
- Enter the Date (or accept the default).
- Enter the Invoice number as NA (Not applicable).

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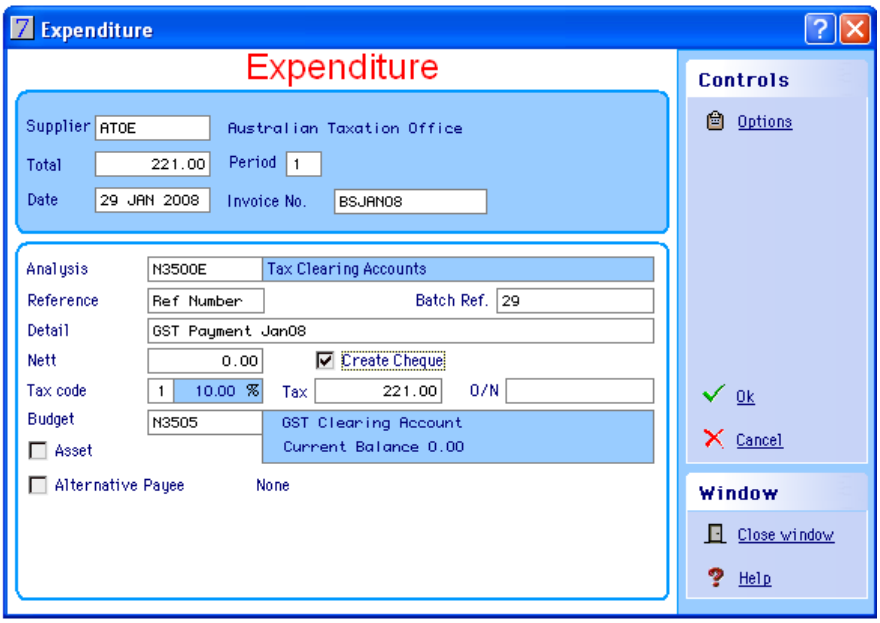
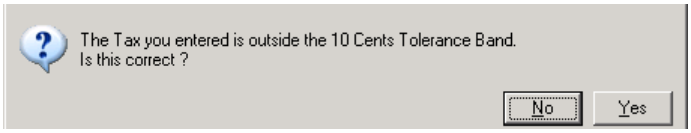
- Enter N3500E as the Analysis Code.
- Enter the Reference (cheque number or turn ‘Create Cheque’ on).
- Enter the batch number in to the Batch Ref field.
- Enter the Detail (e.g. GST payment to ATO – Jan YYYY).
- Enter **1** as the Tax code.
- Now **click** with the mouse into the Tax field and enter the total amount and **<Tab>** (when leaving this field the software copies the amount into the Total field automatically).
- Enter the budget code (N3505).
- The default analysis code should appear. If not enter N3500E.

Check that the Total and Tax fields equal and the **nett amount is zero** as shown in the following screen shot:



- Click **OK** to save.
- The following message is displayed:



- Click **Yes.**
- Select the school’s cheque account and click **OK**.
- Click **Yes** to batch the transaction.

Now update the batch as usual. Refer to Section 6.11 ‘View/Post Batch’ for further information.

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RM Finance Manual

Period End

14

14 Period End

A Period End routine should be carried out at the end of every month. Running the Period End routine ensures that the system flags future transactions with the correct period number and it zeros the period to date figure on records.

The Period End should only be run after:

- All transactions have been entered for the period.
- A bank reconciliation has been done.
- All reports have been printed and checked.
- All corrections have been made (and reports re-printed if appropriate).
- The BAS report has been checked, printed and transactional difference posted.
- The transactional rounding difference has been reconciled.
- A backup of the school's data file has been performed.

14.1 Backing up the datafile

It is imperative that a back-up of the RM Finance data file be taken at this stage - after the usual end of month processing has been completed and before posting the rounding difference. Refer to Section 0 ‘
Backing up the Datafile’ for further instructions on backups.

14.2 Period End

Once another back up of the data file has been taken and all period end requirements have been fulfilled, a Period End can now be performed.

Note: Once the period end routine has been completed no further transactions can be entered for this period, and it is not possible to reverse the period end or to ‘roll backwards’. If further transactions are required to be entered in a previous period the user must restore to the relevant back up.

- Click

. The system displays the Period End screen:

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14.2.1 Commitments

Note: This Function is not used in DOEWA schools

If the school is not using Purchase Orders, this function will not need to be used at period end.

14.2.2 Removing/Reinstating Commitments

At period end, the facility exists to remove commitments (i.e. purchase orders) from the system. This will have the effect of removing the committed amounts from the associated budgets and from Financial Summary 2. In effect, they are removed from the system, but in actual fact, they are placed in an **inactive commitments** area, so the details are not actually deleted. If the order becomes active at a later date, then it can be reinstated, and the details do not have to be re-entered.
To remove/reinstate commitments

- Click the Commitments button. The system displays the Remove/Reinstate Commitments screen:

Removing Commitments
Select the order(s) to be removed in one of the following ways:

To select all orders:

- Click the .

OR

Select those to be removed by:

- Clicking on the first order to be removed.
- Hold down the **<Ctrl>** key.
- Click the next order to be removed, and so on.
- Click the Remove Commitments button. The following message appears:

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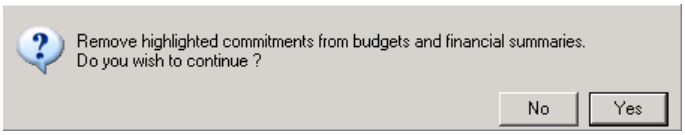
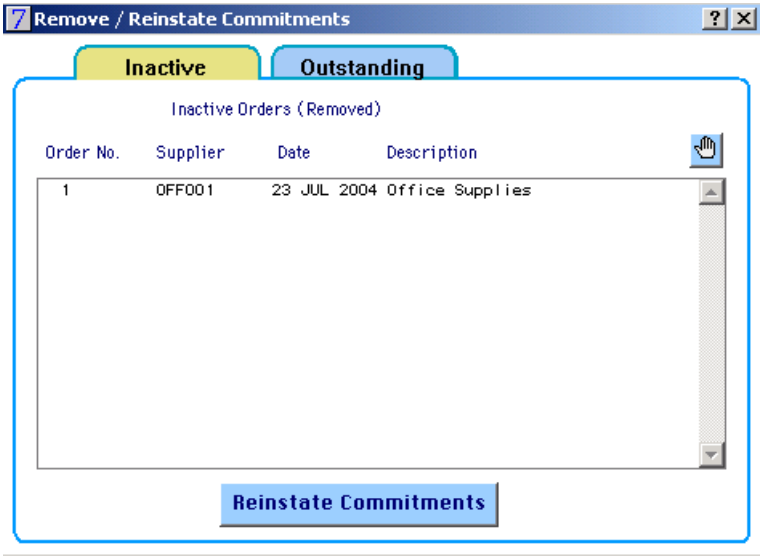
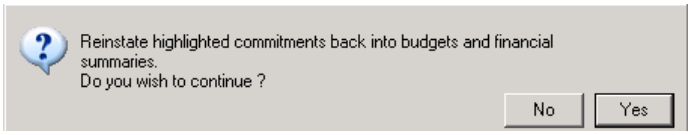


- Click **Yes.** The system will transfer the commitments to the Inactive Orders screen.
- To view this screen click the Inactive tab. The system displays the Inactive Orders (Removed) screen:



Reinstating Commitments
Select the order(s) to be reinstated by one of the methods previously described.

- Click the Reinstate Commitments button. The following message appears:

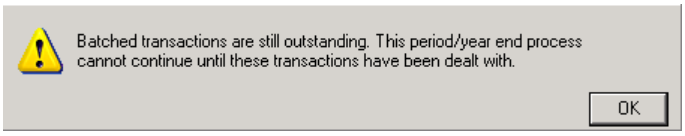


- Click **Yes.**
- Click the ☒ at the top right hand corner of the Remove/Reinstate Commitments screen.

The user is returned to the Period End screen.

14.3 Running Period End

- Select Period End.
- Click Run Period End. If all batches have not been posted for this period the following message is displayed:



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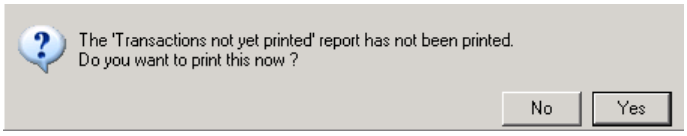
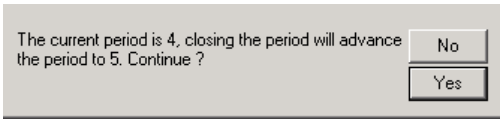
Click **OK** and then close the period end screen.

Note: All batches must be posted before the roll over into the next period can occur.

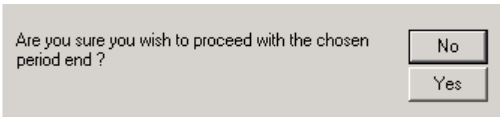
If there are no outstanding batches, the system displays a series of questions as follows:



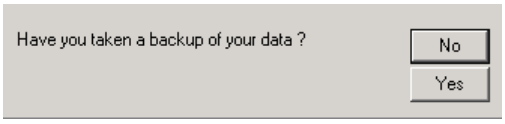
- Click **Yes** and this report is sent to the printer. The following message is displayed:



- Click **Yes** to continue. The following is then displayed:



- Click **Yes** to continue. The following is displayed:



- Click **Yes** if a backup has been taken.

The period end will now be performed. This process should not be interrupted whilst this is occurring. When complete, the following message is displayed:

- Click **OK**.

Note: If NO is selected to any of the above questions, the Period End is aborted.

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RM Finance Manual

Tax Adjustments

15

15 Tax Adjustments

An Adjustment will need to be performed if advised by the ATO or by Central Office. There are two types of adjustments — increasing adjustments and decreasing adjustments.

15.1 Increasing Adjustments

An increasing adjustment would have the effect of increasing the net amount of obligations to the ATO. An increasing adjustment will usually be performed by use of the Credit Note or Expense correction facility, or possibly by an income transaction.

15.2 Decreasing Adjustments

A decreasing adjustment would have the effect of decreasing the net amount of obligations to the ATO. A decreasing adjustment will usually be performed by use of the Income correction facility or possibly by an expenditure transaction.

Note: A worksheet will need to be prepared to determine the adjustment amount. This is not within the scope of this manual. See Chapter 13 of the Department of Education GST Training Manual for details.

Increasing adjustment — an example

Last month, the school purchased a computer. This was recorded on last month's BAS. However, the computer is now found to be unsatisfactory and is returned for a full refund. An adjustment will now need to be performed as the school claimed $500 of GST to which it is no longer entitled.

The details of the **original transaction** were as follows:

Supplier	Total	Includes GST?	Inv. No.	Analysis	Ref	Detail	Tax Code	Budget
Algar Burns Computing	$5500	Yes	112233	D1800	002236	Computer	2	D1810

In the above case, assume a **credit note** has been received from the supplier indicating a full refund has been given.

Enter the following adjustment in a batch:

- Click **Transactions.**
- Click **Credit Notes.**
- Enter the batch number in the **Batch Ref** field.
- Enter the following details:

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Adjustment Transaction

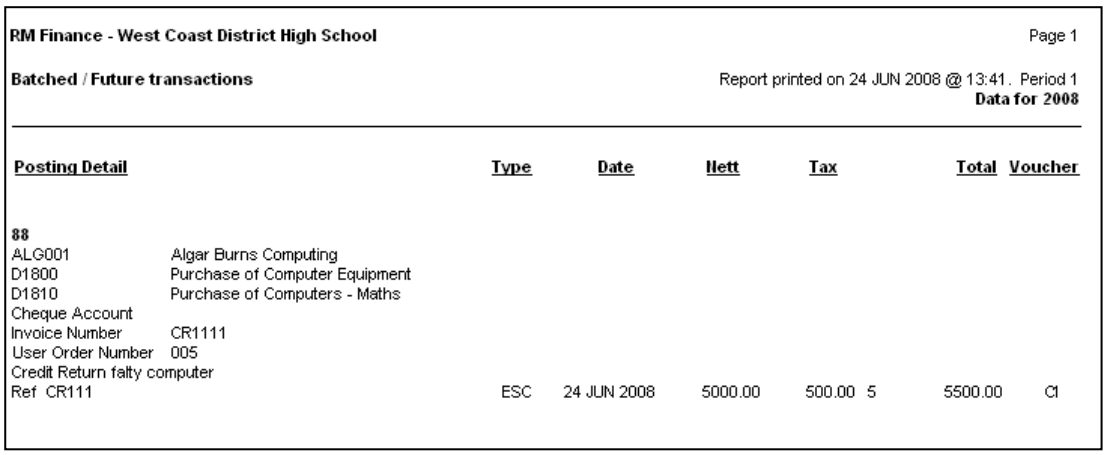
Supplier	Total	Ref	Analysis	Detail	Budget	Tax Code	Cr Note. No.
Algar Burns Computing	$5500	CR111	D1800	Credit for computer returned	D1810	5	CR111

Note: Create Cheque should only be turned on if system generated cheques are being printed and this amount is to be automatically deducted from the next payment to this supplier. If the supplier has sent a refund cheque, do not turn on Create Cheque.

Tax code 5 should be used for all tax adjustments!

Note: Credit Notes are grouped with Expenditure.

- Print the Batched Transactions report. It should appear as follows:



RM Finance - West Coast District High School Page 1

Batched / Future transactions Report printed on 24 JUN 2008 @ 13:41. Period 1
Data for 2008

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
88							
ALG001	Algar Burns Computing						
D1800	Purchase of Computer Equipment						
D1810	Purchase of Computers - Maths						
Cheque Account							
Invoice Number	CR1111						
User Order Number	005						
Credit Return falty computer							
Ref CR111		ESC	24 JUN 2008	5000.00	500.00 5	5500.00	CI

- Update the batch as usual. Refer to Section 6.11 'View/Post Batch' for further information if required.

Check the Business Activity Statement. It should appear as follows. This adjustment should now appear at G7, and the overall position is that the school owes $500.

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RM Finance - West Coast District High School

Report printed at 15:58 on the 3 NOV 2005

Business Activity Statement

West Coast District High School
West Coast Boulevard
West Coast
WA 6210

Period covered by this report

From Period	To Period
11	11

Debits			Credits		
Goods and services tax payable	1A	500	Credits for goods and services tax paid	1B	0
Add 1A+1C+1E	2A	500	Add 1B+1D+1F+1G	2B	0
GST net amount	3	500			
Total amounts withheld from all payments	4	0			
Add 2A+4+5A+6A+7	8A	500	Add 2B+5B+6B	8B	0
Net amount of your obligations	9	500			

Supplies you have made			Acquisitions you have made		
Total sales & income & other supplies	G1	0	Capital acquisitions	G10	0
Exports	G2	0	Other acquisitions	G11	0
Other GST free supplies	G3	0	This is the total of your acquisitions	G12	0
Input taxed sales & income & other supplies	G4	0	Acquisitions for making input taxed sales	G13	0
Total of GST free and input taxed supplies	G5	0	Acquisitions with no GST in the price	G14	0
This is the total of your taxable supplies	G6	0	Total estimated private use	G15	0
Adjustments	G7	5500	This is the total of your non-creditable acquisitions	G16	0
This is the total of your taxable supplies after adjustments	G8	5500	This is the total of your creditable acquisitions	G17	0
Divide G8 by 11	G9	500	Adjustments	G18	0
			The is the total of your creditable acquisitions after adjustments	G19	0
			Divide G19 by 11	G20	0
			Amounts withheld from invoices with no ABN	W4	0

The value of your obligations as calculated on a transaction by transaction basis	500.00
The value of your obligations as calculated on the BAS	500.00
This differs by	0.00

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Decreasing Adjustment – An Example

The school hired out the hall to a gymnastics group, who paid the school in advance. The gymnastics group have now determined that the hall is unsuitable and the school agrees to refund the total amount. An adjustment will need to be performed, as this item was included in last month's BAS.

The details of the **original transaction** were as follows:

Total	Analysis	Ref	Detail	Tax Code	Budget
$550	C1700	1236	1232 – Hall Hire	1	C1710

As the school is going to issue a cheque, we will perform this adjustment as an Expenditure transaction.

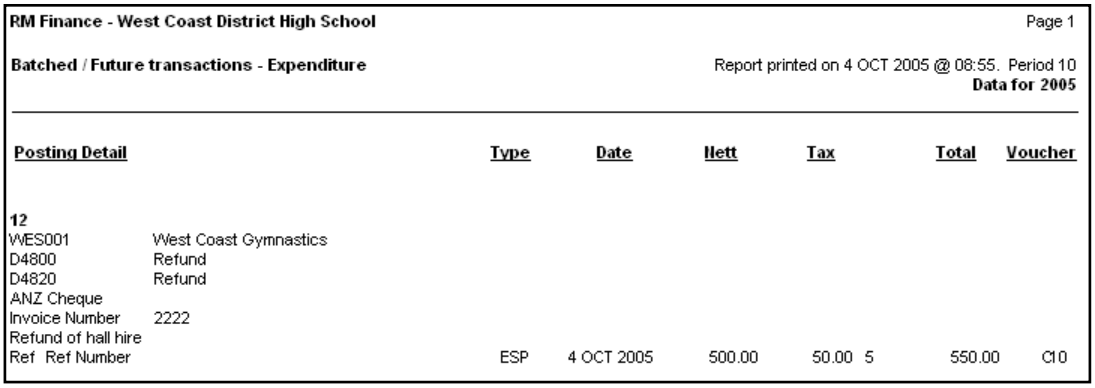
Enter the adjustment transaction as follows.

- Click **Transactions.**
- Click **Expenditure.**
- Check the box next to Create Cheque if printing system cheques.
- Enter the batch number in the Batch Ref field.
- Enter the following details:

Adjustment Transaction

Supplier	Total	Ref	Analysis	Detail	Budget	Tax Code
West Coast Gymnastics	$550	002242	D4800	Refund of hall hire	D4820	5

- Print the Batched Transactions report. It should appear as follows:



RM Finance - West Coast District High School — Page 1

Batched / Future transactions - Expenditure — Report printed on 4 OCT 2005 @ 08:55. Period 10 Data for 2005

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
12							
WES001	West Coast Gymnastics						
D4800	Refund						
D4820	Refund						
ANZ Cheque							
Invoice Number	2222						
Refund of hall hire							
Ref Ref Number		ESP	4 OCT 2005	500.00	50.00 5	550.00	C10

- Update the batch as usual. Refer to Section 6.11'View/Post Batch' for more information.

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15.3 How Adjustments are Reported on the BAS

Adjustments are recorded on the BAS at either G7 or G18. All adjustments made during a period are grouped together and one overall adjustment figure is calculated. For example in our exercise the first (increasing) adjustment meant the school owed $500. The second (decreasing) adjustment means the school can claim back $50. The overall position therefore is that the school owes $450. This is displayed in box 9 on the BAS. Box G7 will show the adjustment total (before dividing by 11) as in this case the overall position is an increasing adjustment.

The BAS should appear as follows, if no other transactions including GST have been processed.

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RM Finance - Cash Training School

Report printed at 12:13 on the 30 SEP 2005

Business Activity Statement

Cash Training School

Period covered by this report

From Period	To Period
9	9

Debits			Credits		
Goods and services tax payable	1A	450	Credits for goods and services tax paid	1B	0
Add 1A+1C+1E	2A	450	Add 1B+1D+1F+1G	2B	0
GST net amount	3	450			
Total amounts withheld from all payments	4	0			
Add 2A+4+5A+6A+7	8A	450	Add 2B+5B+6B	8B	0
Net amount of your obligations	9	450			

Supplies you have made			Acquisitions you have made		
Total sales & income & other supplies	G1	0	Capital acquisitions	G10	0
Exports	G2	0	Other acquisitions	G11	0
Other GST free supplies	G3	0	This is the total of your acquisitions	G12	0
Input taxed sales & income & other supplies	G4	0	Acquisitions for making input taxed sales	G13	0
Total of GST free and input taxed supplies	G5	0	Acquisitions with no GST in the price	G14	0
This is the total of your taxable supplies	G6	0	Total estimated private use	G15	0
Adjustments	G7	4950	This is the total of your non-creditable acquisitions	G16	0
This is the total of your taxable supplies after adjustments	G8	4950	This is the total of your creditable acquisitions	G17	0
Divide G8 by 11	G9	450	Adjustments	G18	0
			The is the total of your creditable acquisitions after adjustments	G19	0
			Divide G19 by 11	G20	0
			Amounts withheld from invoices with no ABN	W4	0

The value of your obligations as calculated on a transaction by transaction basis	450.00
The value of your obligations as calculated on the BAS	450.00
This differs by	0.00

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RM Finance Manual

Year End

16

16 Year End

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.

16.1 Full Function Year End

WA Department of Education schools perform a full function Year End.

This will have the following implications:

- All budget code balances are set to zero (C, D and N accounts), if not using automatic accruals

Note: If the school requires the balances in the N accounts to be carried forward they will need to be accrued whilst still in period 12. Accruals can be posted manually by the user, or there is an option which can be set to accrue certain account balances automatically. DOE schools are advised to automatically accrue the balances of the N accounts (see following section).

- 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.

16.1.1 Month End Procedures

The following month end procedures should be carried out as usual:

- All batched transactions should be posted.
- A final reconciliation should be performed on all bank accounts.
- A backup of the data file should be completed.
- BAS report should be checked, printed and transactional difference posted.
- Reconcile the rounding difference.
- Complete the BAS issued by the ATO.
- Final reports should be printed.

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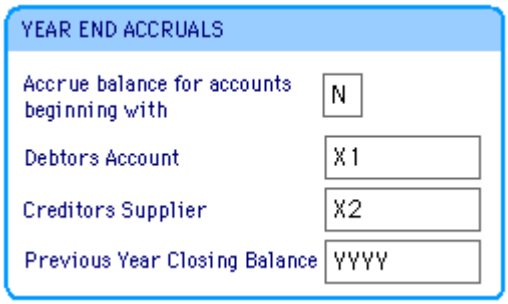
16.2 Automatic Accruals

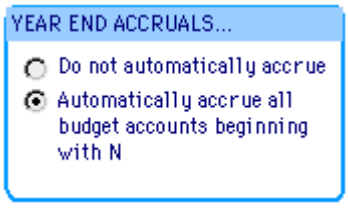
To automatically accrue the balances of the 'N' accounts the following options should be set.

- Go to Reporting > Custom > Reporting Parameters
- Check that the values for year end accruals are set as follows



- Ensure that all of the above accounts exist in the datafile
- Ensure that all N account budget codes have both an income default analysis code and an expenditure default analysis code.
- Ensure that the YYYY budget code has both an income default analysis code and an expenditure default analysis code.

- Go to System Manager > Options > Period End
- Ensure the following option is set



- N account balances will now be automatically accrued when the year end process is run

16.3 Manual Accruals

IMPORTANT

Do not follow the steps listed below if you are using Automatic Accruals.

- Using the Comparative Budget Report, examine all N accounts carefully and decide which amounts are to be accrued into the New Year (remember any amounts not accrued must be cleared down to zero).
- Accruals of debit amounts need to be entered in one batch and accruals of credit amounts need to be handled in another. Group all the positive amounts (debits) together and all the negative amounts (credits) together.

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- Calculate the amount to be accrued into the YYYY account using the following formula: YYYY accrual = Total in Bank Accounts (from FS2) – N Account Credit Accruals + N Account Debit Accruals +/- Tax Position (add if in a refund situation or minus if in a payment situation).

- Use the Accruals form to write up the details of each accrual (including the reason for making the accrual) for all chosen N accounts and the YYYY account.
  a) Calculate and record on the batch register the total of the balances of all accounts to be accrued which are in credit (negative amounts) including the YYYY account.
  b) Calculate and record on the batch register the total of the balances of all accounts to be accrued which are in debit (positive amounts).

- Use Transactions >Accruals > Creditors to enter the batch of accounts that are in credit. Refer to Section 6.13.7 ‘Creditors’ for more information if required.

- Print the Batched Transactions report for the credit accruals batch and check all details carefully.

- If editing is required go to View/Post Batch > Creditors and make any corrections. Re-print the batched transactions report.

- When all entries are correct, go to View/Post Batch/Creditors and update the batch.

- Use Transactions > Accruals > Debtors to enter the batch of N accounts that are in debit. Refer to Section 6.13.6Debtors for further information if necessary.

- Print the Batched Transactions report for accruals and check all details carefully.

- If editing is required go to View/Post Batch > Debtors and make any corrections. Re-print the batched transactions report.

- When all entries are correct, go to View/Post Batch > Debtors and update the batch.

- Print the Budget vs. Actual vs. Committed report showing Accruals instead of Commitments and check that all accruals have been processed correctly.

- Take a backup of the data file. This backup should be stored in a safe place and should never be overwritten. It is preferable that the backup is performed using the **SAFE** backup program. Refer to Section 20.1.1 ‘Using the Safe Backup Program’ for further information if required.

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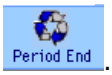
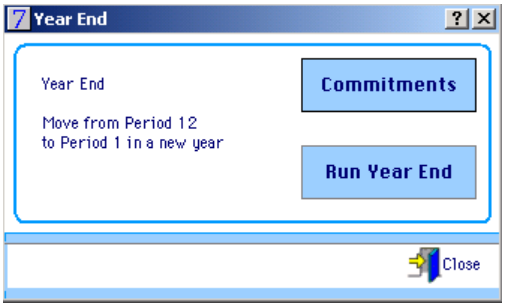
16.4 Performing a Year End (Automatic Accruals)

Note: Year End must be performed in single user mode. Please ensure that all other users are logged out of the datafile before this process is commenced.

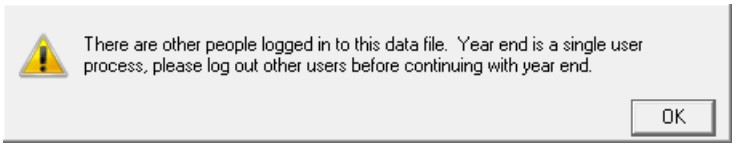
- Click 

. If RM Finance is currently in Period 12 the Year End screen is displayed:



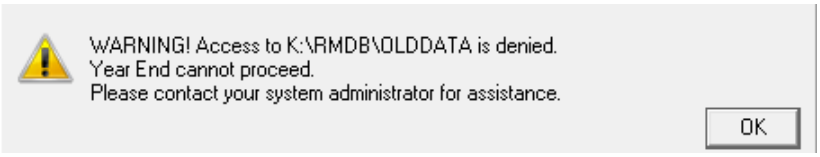
- Click

If there are any other users logged onto the datafile the following message will be displayed.



Click **OK** and ensure all other users are logged out before restarting the process.

If the currently logged in user does not have Windows write permissions to the relevant OLDDATA folder then a message similar to the following will be displayed.



Click on OK and contact the system administrator at your school to ensure that users who are authorised to run the year end process have the correct Windows permissions. Once this has been rectified the year end process can be re-started.

It is possible (but unlikely) that the following message could be displayed whilst attempting to run the year end process.

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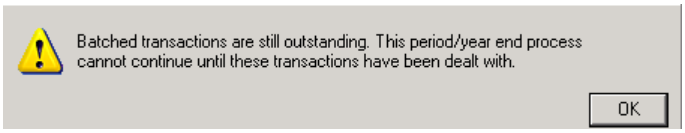
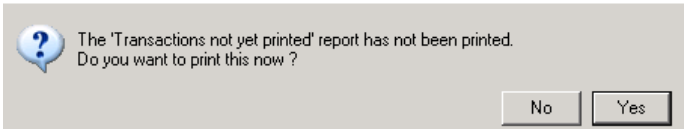
If you see this message, close RM Finance and log in again. This should rectify the problem. If it does not, contact the system administrator at your school to have the Windows login permissions checked.

If there are any batches which have not been posted the following message is displayed:

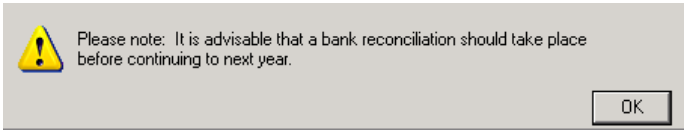


Click **OK** and close the Period End window. These batches must be updated before proceeding with the Year End process.

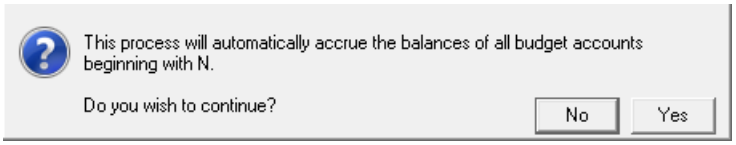
Once all batches have been dealt with along with any other necessary processing, the Year End process can continue. The following message will then be displayed:



- Click **Yes** and the report is sent to the printer.

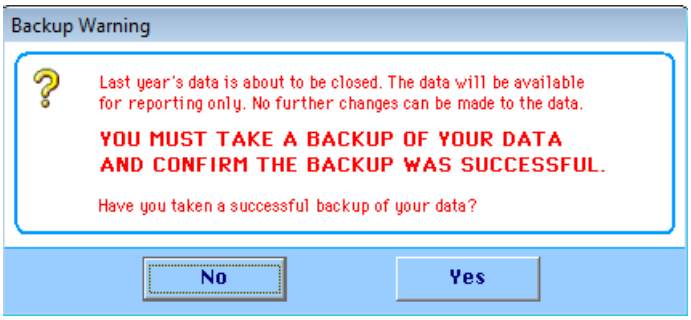


- Click **OK.**



- Click **Yes** to continue

The Backup Warning now appears



- Click **Yes** if a backup of the datafile has been taken

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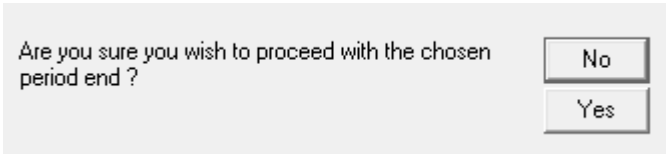
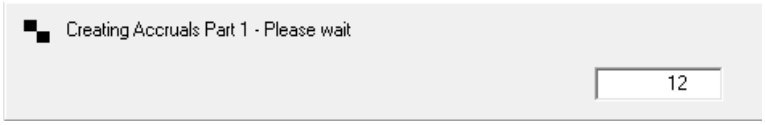


- Click **Yes** to continue (this is the final warning message)

Note: If answering No to any of the above questions, the year end is aborted.

The system will now check that all accounts which are necessary for automatic accruals exist. If no problems are found, the year end process continues. However, if there are problems with any of the required accounts, one or more error messages may be displayed. Refer to section 16.5 below for an explanation of these messages.

If there are no problems found the system will create the accrual transactions. Working messages similar to the following may be displayed whilst this is occurring.



- Check that the printer is connected and working and then click **OK**.

- Click **OK**

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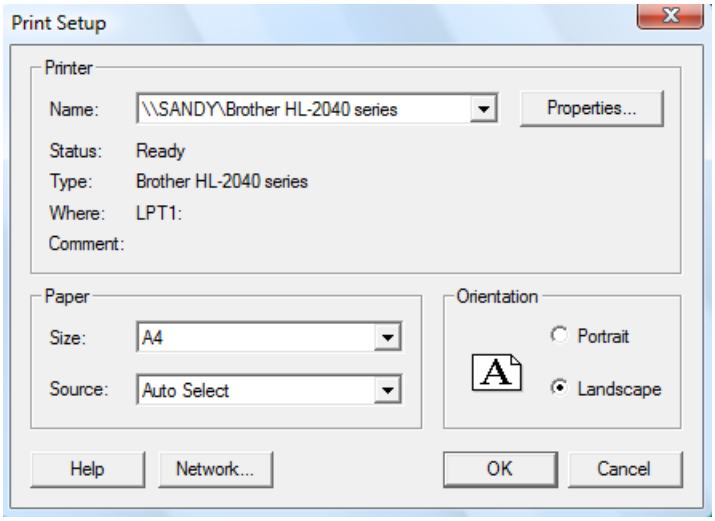
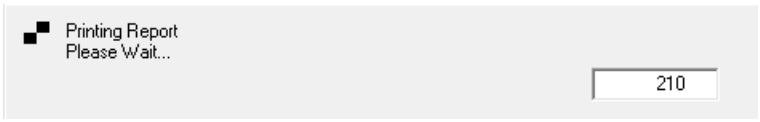
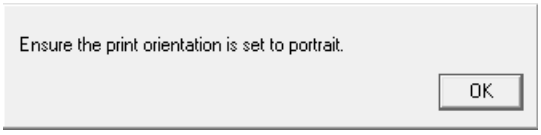


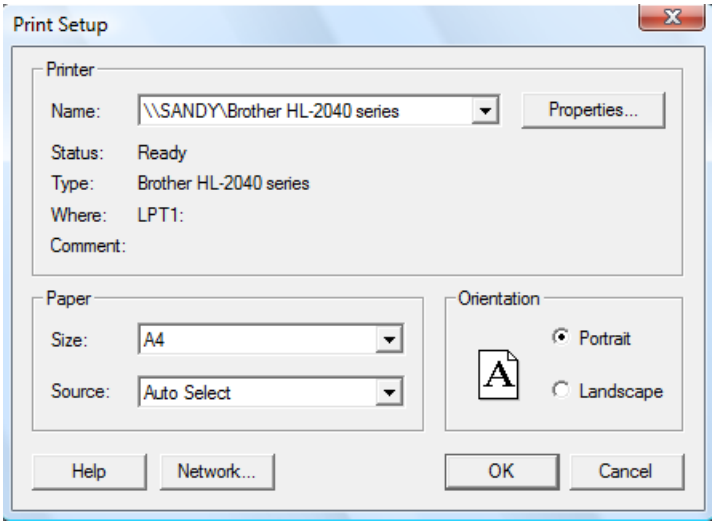
- Select **Landscape** and click **OK**

The accrual transactions are printed to the printer. This report needs to be filed with the 'Transactions not yet printed' end of year report.





- Click **OK**



- Select **Portrait** and click **OK**

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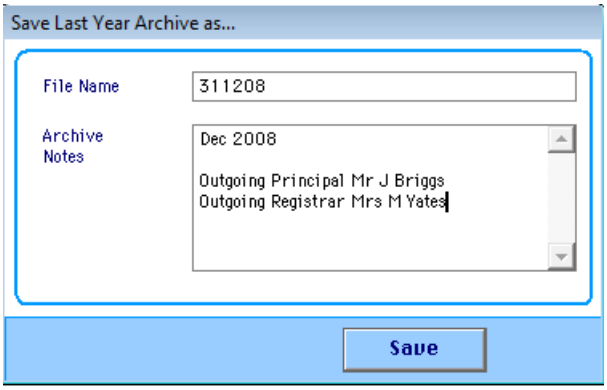
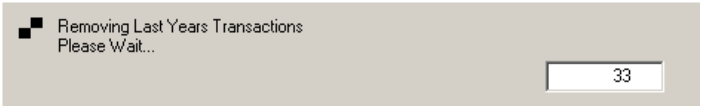
The Save Last Year Archive As…. Screen is then displayed:



- Enter a name, for example, DDMMYY (up to 8 characters) for the archive then press **<Tab>.**
- Enter any notes (e.g. the year).
- Click **Save.**

The system will run the Year End process.



The following message is displayed when the Year End procedure is complete.

- Click **OK.**

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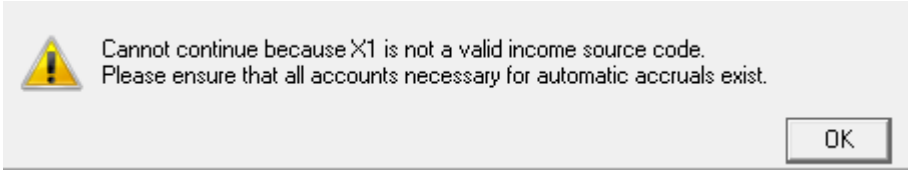
Note: The data is automatically closed as part of the Year End process.

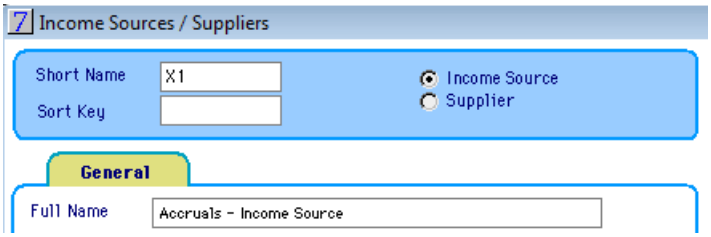
16.5 Possible Error Messages

One or more of the following error messages may be displayed during the year end process if any problems are encountered with the automatic accruals.

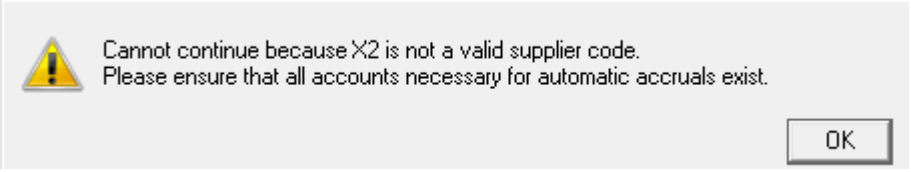
16.5.1 Income Source X1 does not exist



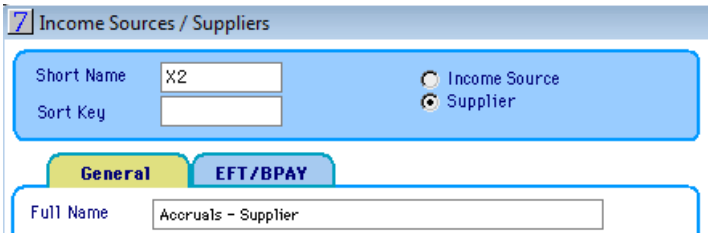
To fix this problem X1 must be created as an income source as illustrated below (via Records > Income Sources / Suppliers).



16.5.2 Supplier X2 does not exist



To fix this problem X2 must be created as a supplier as illustrated below (via Records > Income Sources / Suppliers).



16.5.3 Budget Account YYYY does not have default analysis codes

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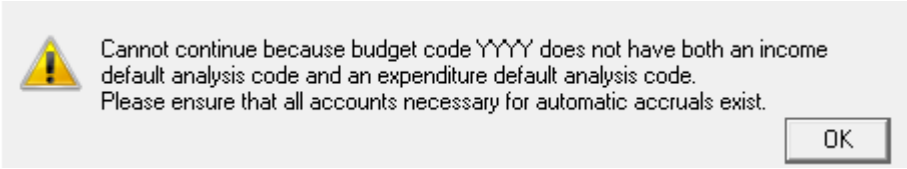
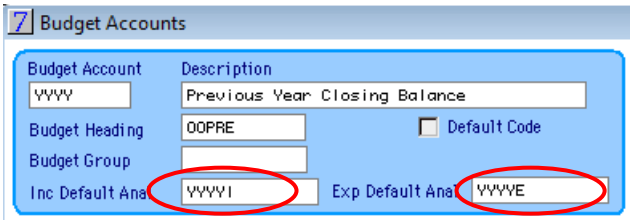
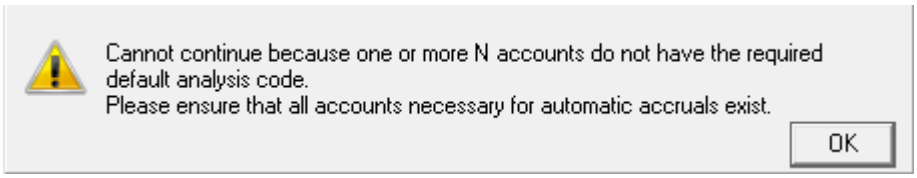


To fix this problem both an income default analysis code and an expenditure default analysis code must be created for budget account YYYY (via Records > Budget Accounts).



16.5.4 N accounts missing default analysis codes



To find out which account/s is/are causing the problem go to Reporting > Records and print the Default Analysis Codes report.

It is recommended that both an income default analysis code and an expenditure default analysis code are created for each N account. Check the list of N accounts to see which ones do not have both default codes set up.

The necessary default codes can then be set up via Records > Budget Accounts.

16.6 Performing a Year End (Manual Accruals)

If manual accruals are the chosen option, the year end process will run in a very similar manner to that described above, except that the messages and actions associated with automatic accruals will not be displayed/performed.

All other components of the year end process will operate in the same manner.

16.7 Using Last Year's Data

RM Finance allows the school to maintain the data from a previous year after the Year End routine has been run. Data can be entered up to the point of closing the data after which no further changes can be made. If transactions are entered into the old year the system will update the financial summary opening balance figures in the current year automatically.

16.7.1 Switching to Last Year's Data

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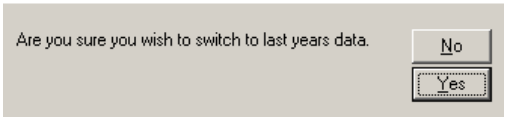
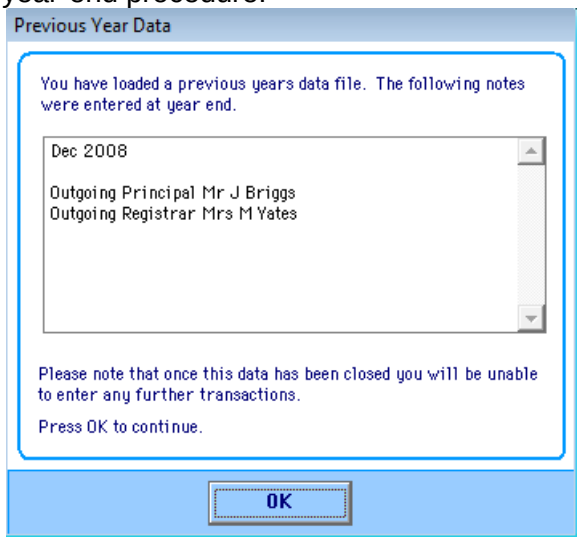
- Click the **System Manager** menu at the top of the screen.
- Click the **Last Year Data** option.
- Click **Switch To Last Year.** The following is displayed:

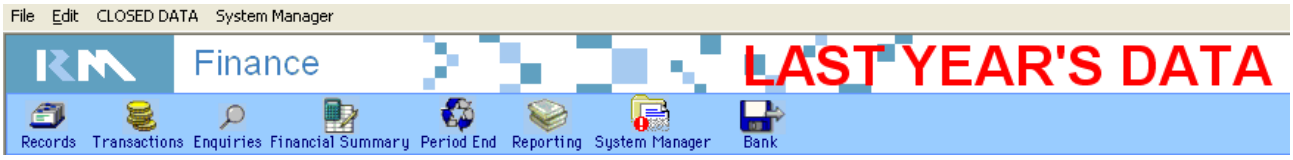


- Click **Yes.**

RM Finance displays the Previous Year Data screen showing any notes entered when running the year-end procedure:



- Click **OK.** The system switches to the previous year's data file.
- Check the display on the top menu bar to see that it is last year's data:



Note: The data is in read only mode.

16.7.2 Switching Back to the Current Year

- Click the **System Manager** menu.
- Click the **Last Year Data** option.
- Click **Return to Following Year**.

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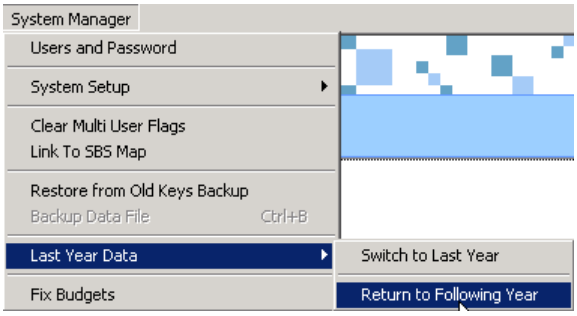

The system will switch back to the current year's data.

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16.8 In Period 1 (After Year End)

- Print the **Comparative Budget Report** and check that all accruals are correct.
- Enter a payment for the ATO if necessary.
- Make any required adjustments to the analysis codes (if changes have been made to the Department of Education's Chart of Accounts).
- Make any necessary adjustments to budget headings. (These should be checked against the headings listed in the Department's latest Chart of Accounts.)
- Make any required adjustments to budget account codes (i.e. delete any codes which will not be used) before any operations are performed in the New Year.
- Delete any unused suppliers if necessary.
- Transactions can now be entered for the New Year.

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RM Finance Manual

Electronic Funds Transfer

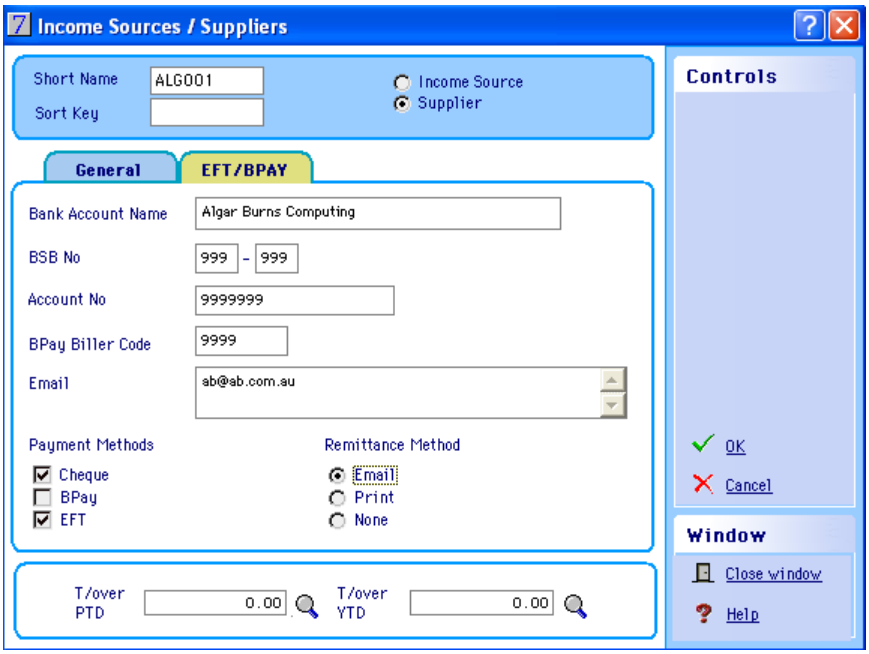
17

17 Electronic Funds Transfer Set-up and Use

17.1 EFT Set Up

The following information is specific to the set up of RM Finance for use with EFT functionality. For general information on setting up RM Finance see Section 2 'Getting Started'.

Expenditure transactions identified as of type EFT are exported into an EFT Payment file for a particular bank. These files can then be sent to the bank. Payment Files are files which instruct the bank to pay particular suppliers. Remittance Files are created for a supplier where the school has indicated that the said supplier is sent remittance advices via email, as in the following:



Note: It is necessary to first obtain a six digit User Number from the bank.

It may also be necessary to check the Location Code Number as this number is also a requirement when using the EFT/BPAY functionality. Refer to 17.3 for further details

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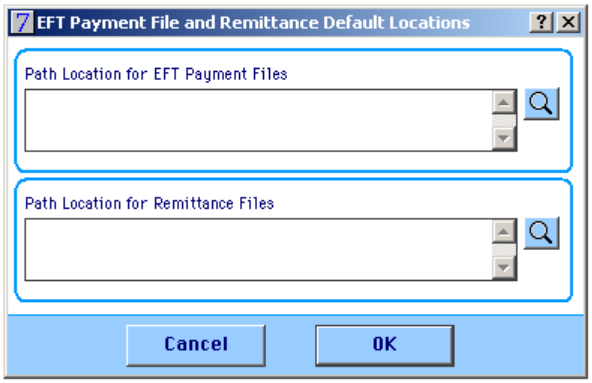
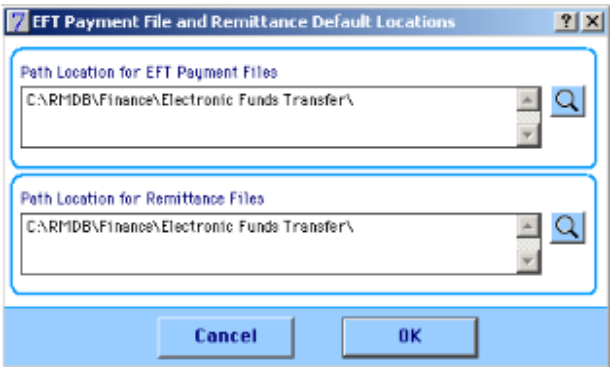
17.2 EFT Payment File and Remittance File Location

Entering the default location for where EFT Payment files are placed (not required for BPAY transactions).

- Click **Reporting**.
- Click **EFT Parameters**. The following is displayed:



- To enter the path for the Payment files, click the magnifying glass at the end of this field.
- Navigate to a Bank Rec file.
- Click **Open**.
- Repeat for the path for the Remittance Files. The following screenshot shows a possible example:



Note: These folders will be automatically created during the installation process. If they do not appear contact the Customer Service Centre for advice.

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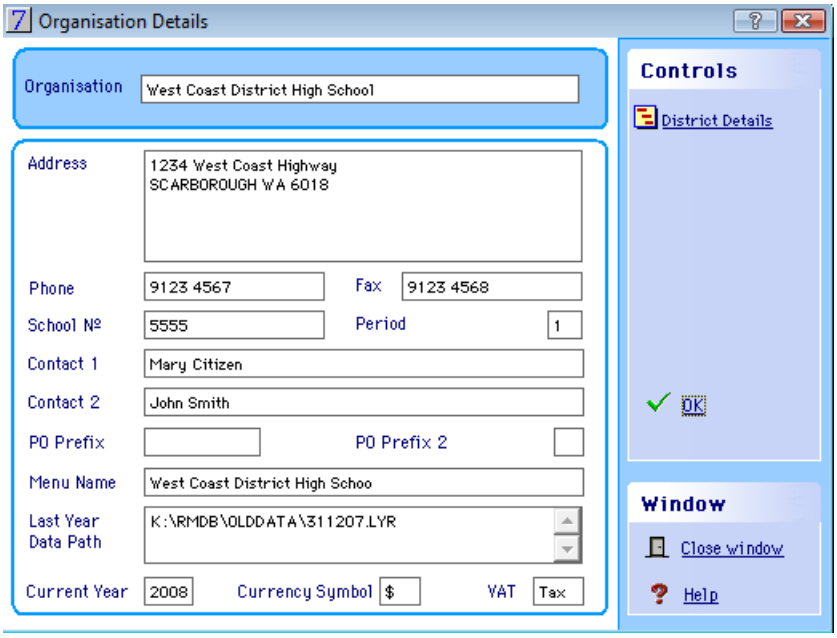
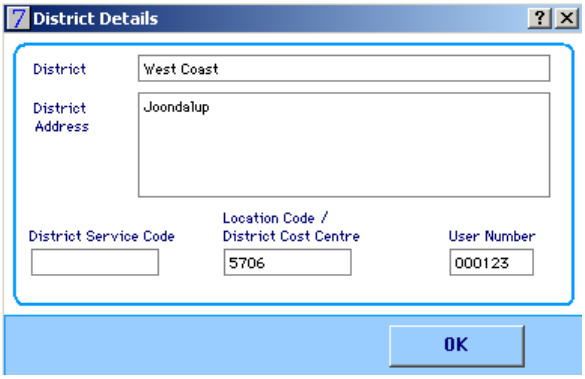
17.3 Organisation Details

Setting up the System Ready for EFT/BPAY Functionality

- Click **System Manager**.
- Click **Organisation Details**. Information has probably already been entered similar to what is shown in the following:



- Click District Details . The following is displayed:



- Enter the Location Code / District Cost Centre number (school code).
- Enter the User Number provided by the school's bank.
- Click **OK** in the District Details window.
- Click **OK** to save.

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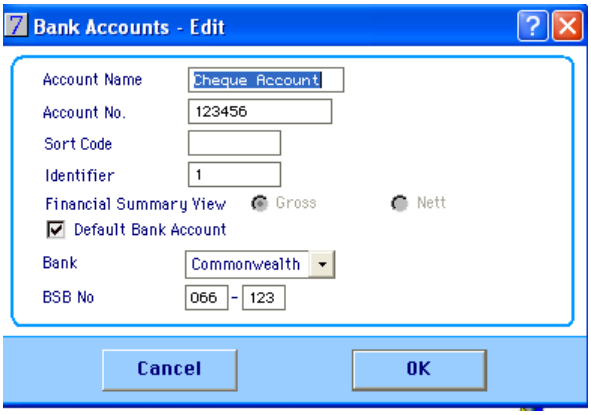
17.4 Bank Details

- Click System Manager.
- Click Bank Details.
- Select the appropriate bank account.
- Click **Edit**. The following is displayed:



- There is no need to enter a **Sort Code**.
- Enter the bank **Identifier**. See the following table:

Account	Identifier
Main operating cheque account	1
Investment and term deposit accounts	2
Building and library fund accounts	3

- Select the bank from the drop-down menu. The list of banks available is pre-set and cannot be altered. The list of banks is:
    - Other (default value)
    - ANZ
    - Bank West
    - Bendigo
    - Commonwealth
    - NAB
    - Westpac

Note: Electronic Bank Reconciliation is not available if Other is selected.

- Enter the bank's **BSB**.
- Click **OK**.
- Close the Bank Details window.

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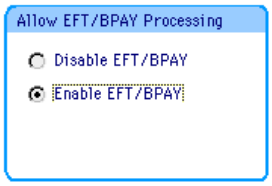
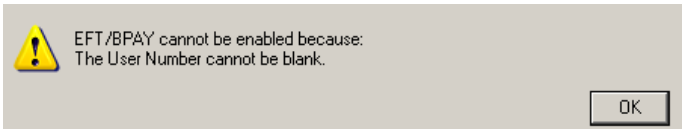
17.5 Options

- Click System Manager.
- Click Options.
- Click Paths.
- Under ‘Allow EFT/BPAY’ shift the radio button to Enable as in the following:

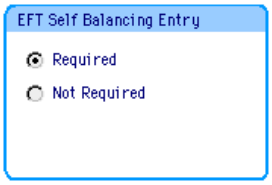


- Click **OK**.

Note: If the User Number has not already been entered the following is displayed:



- Under ‘EFT Self Balancing Entry’ shift the radio button to ‘Required’ as in the following:



This is mandatory for some banks e.g. Commonwealth Bank.

17.6 Users and Passwords

Access will need to be set for those users using EFT/BPAY.

- Click **System Manager**.
- Click **Users and Passwords**.
- Navigate to an appropriate user.
- Click **Edit Record**.
- Click **Access Levels**.
- Give access to Expenditure Certify Button to the principal and deputy principal only (if they are signatories to the cheque account).

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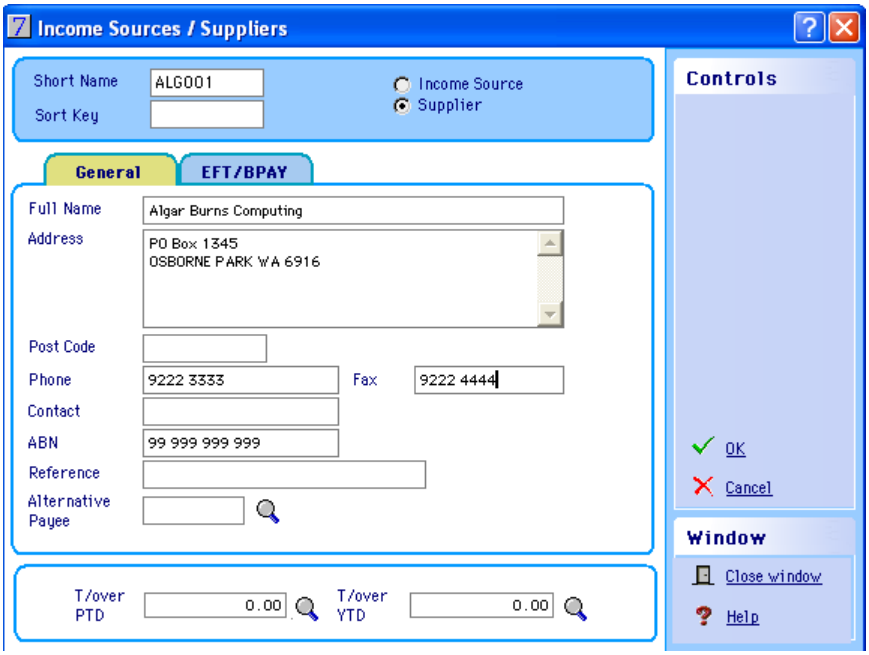
Note: An EFT batch must be certified by a principal or deputy principal. Access to Expenditure Certify should only be given to such people.

- Give access to the Expenditure Update button to the registrar.
- Click **Close**.
- Click **OK**.
- Close the Users and Passwords window.

17.7 Suppliers

- Click **Records**.
- Click **Income Sources and Suppliers**. The following is an example of supplier information:



- Click the **EFT/BPAY** tab.
- Click **Edit Record**.
- Enter the Bank Account name.
- Enter the BSB for this account.
- Enter the Account number.
- Enter the Bpay Biller Code if BPAY is to be used, maximum of 7 digits.
- Enter the supplier's email address.
- Select the correct payment method; 'Cheque' is set by default.

Note: If Cheque is selected then the Address field must contain information. If EFT is selected then the following fields must contain data: Bank Account Name, BSB Number and Account Number. If BPAY has been selected the BPAY Biller Code Must be entered.

- Select the Remittance Method; 'None' is set as the default here.

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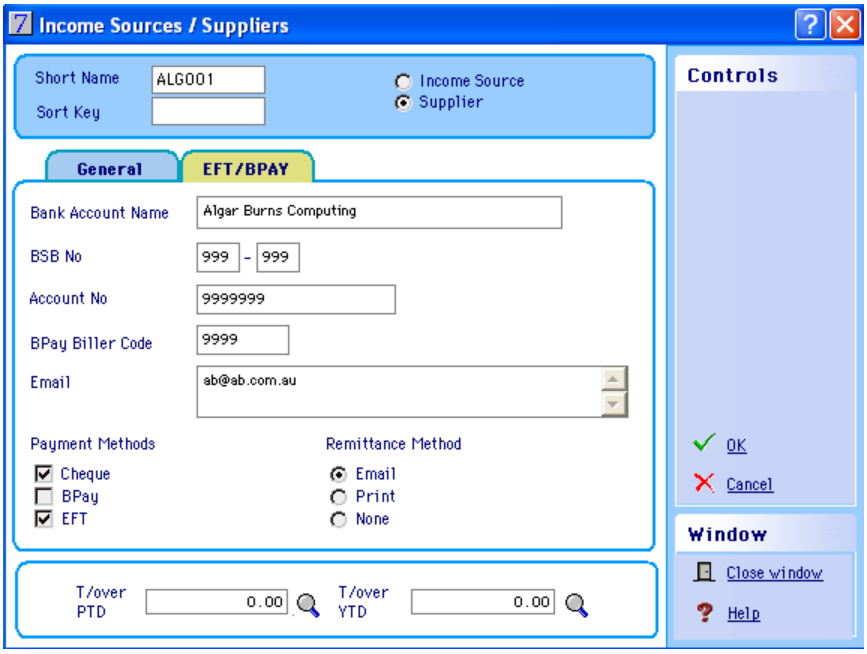
Note: If email is selected an appropriate email address must be entered for the supplier. If Print is selected the Address field must contain data.

The following is an example of possible information to enter:



Suppliers can also be entered and edited on the fly.

Note: It is not necessary to include EFT information for Income Sources.

17.8 Alternative Payees

- Click **Records**.
- Click **Alternative Payees**. Information to add here is the same as outlined above for Suppliers.

As with Suppliers, Alternative Payees can be created and edited on the fly.

17.9 Entering an EFT or BPAY Expenditure Transaction

Note: 'Allow EFT/BPAY Processing' must be set within System Options.

- Click **Transactions**.
- Click **Expenditure**. The following is displayed:

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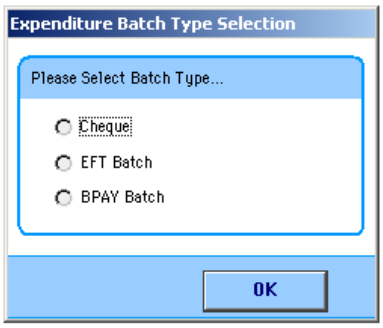
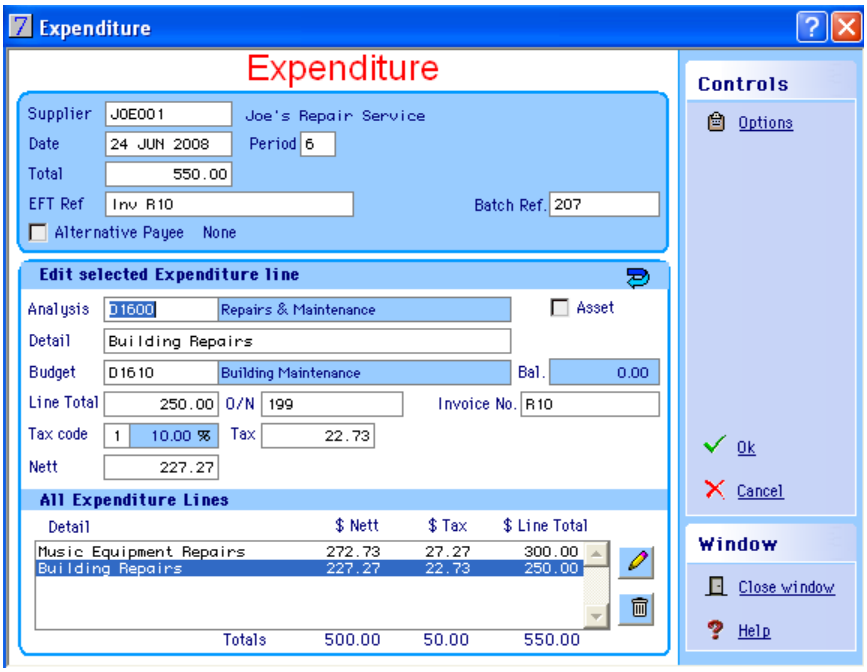
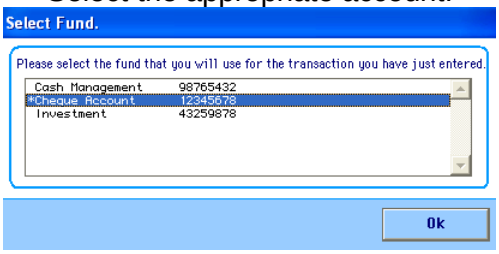


- Select the batch type Cheque, EFT or BPAY. All subsequent transactions that are entered whilst the Expenditure window remains open will be the batch type selected here.
- Click **OK**.
- Enter details for the transaction (s).
- If an EFT transaction enter an EFT reference maximum of 12 characters; this is particularly relevant for multi-line transactions so that the export file produced includes a description as individual detail lines are not sufficient. Conversely, enter a BPAY reference maximum of 25 characters if the transaction is of type BPAY.
- Enter all other relevant details.



- Click **OK**.

- Select the appropriate account.



- Click **OK**.

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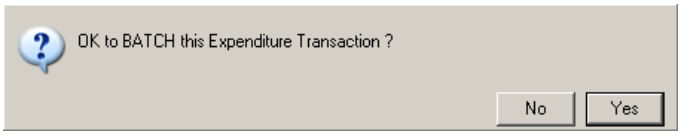
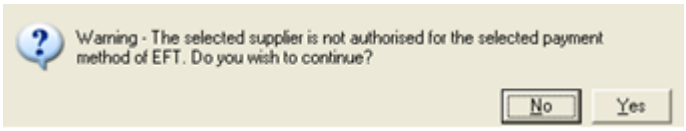


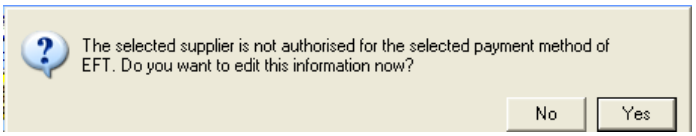
- Click **Yes**.

The Batched Transaction Report should then be printed.

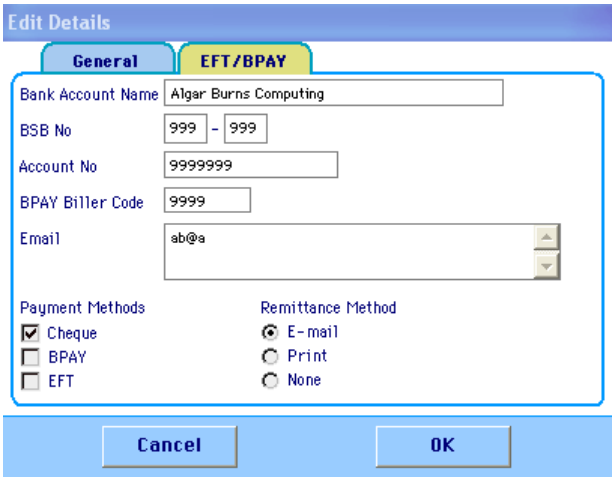
Note: If the selected supplier or alternative payee isn't approved for the batch method a warning message is displayed as in the following:



Select No to discontinue. Select Yes to continue processing the payment. On clicking OK at the end of the data entry process the following message will appear:



Select No to discontinue select Yes to enter Supplier bank and reconciliations details



17.10 Updating EFT/BPAY Batches: Payment Summary Screen

- Click **Transactions**.
- Click **View / Post Batch**.
- Click **EFT/BPAY Payment Summary**.

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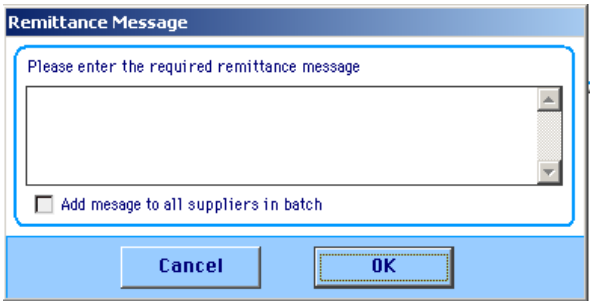
Note: Expenditure Cheque Type batches are displayed via Transactions > View / Post Batch > Expenditure and Credit Notes.

- Type the Batch Reference.
- Click **Display**.

17.10.1 Adding a Remittance Message

- Click Add Remittance Message. The following is displayed:

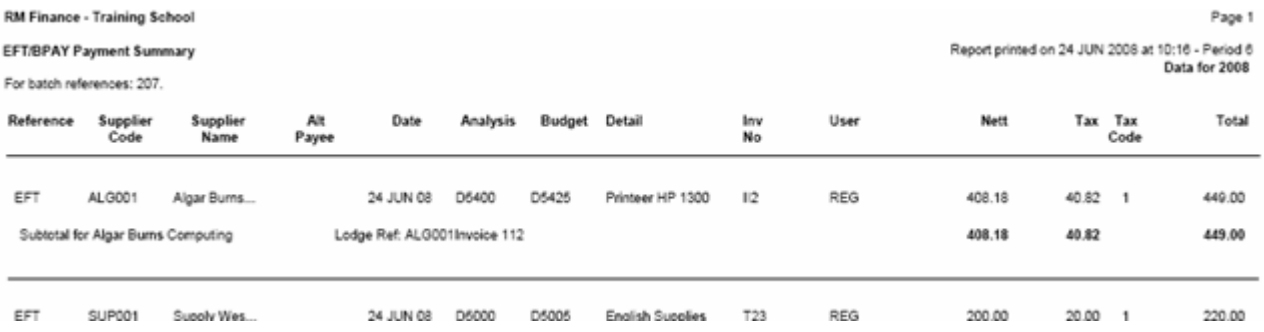


Note: It is possible to add five lines of text.

- Tick the 'Add message to all suppliers in batch' to apply the message to all batch transaction lines in the current batch.
- Click **OK**.

17.10.2 Print Payment Summary Report

- Click the **Print Payment** icon.
- Select the Report Destination.
- Select **Yes** to display the Remittance Message.
- Click **OK** to set the orientation to landscape.
- Select landscape.
- Click **OK**. The following shows a portion of the report:



RM Finance - Training School — Page 1

EFT/BPAY Payment Summary — Report printed on 24 JUN 2008 at 10:16 - Period 6 Data for 2008

For batch references: 207.

Reference	Supplier Code	Supplier Name	Alt Payee	Date	Analysis	Budget	Detail	Inv No	User	Nett	Tax	Tax Code	Total
EFT	ALG001	Algar Burns...		24 JUN 08	D6400	D5425	Printeer HP 1300	I12	REG	408.18	40.82	1	449.00
Subtotal for Algar Burns Computing			Lodge Ref: ALG001Invoice 112							**408.18**	**40.82**		**449.00**
EFT	SUP001	Supply Wes...		24 JUN 08	D6000	D5005	English Supplies	T23	REG	200.00	20.00	1	220.00

- Close the report.
- Click **OK** to set the orientation to portrait.

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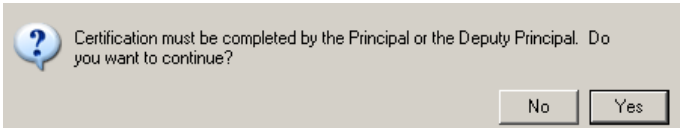
- Select **Portrait**.
- Click **OK** to return to the post batch screen.

17.10.3 Certifying

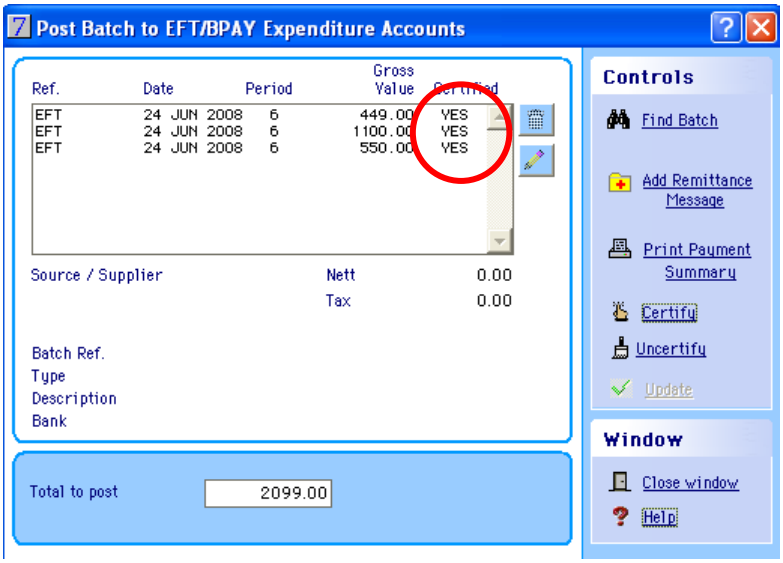
Transactions need to be certified, in other words, authorised for updating. They cannot be certified individually, only as a group.

Note: The Certify button is only available to the principal and/or deputy principal, i.e. a cheque signatory other than the registrar.

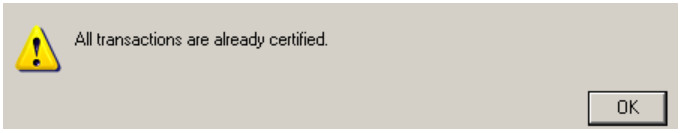
- Click **Certify**. The following is displayed:



- Click **Yes**. The certified flag is set to 'Yes' for all transactions as in the following:



Note: If the user clicks the certify icon again, the following is displayed:



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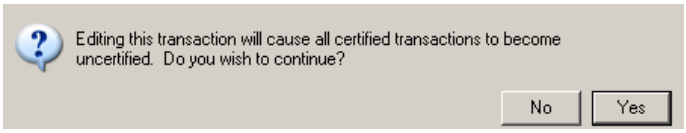
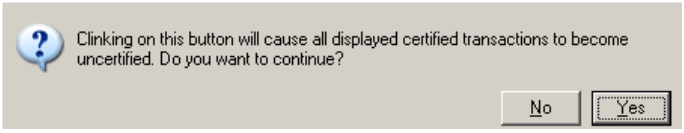
Note: If a certified transaction is selected and then either edit or delete selected the following is displayed:



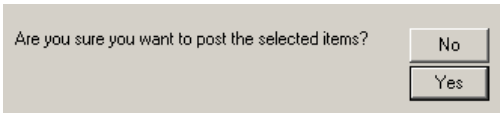
- Click Uncertify to uncertify transactions. The following is displayed:



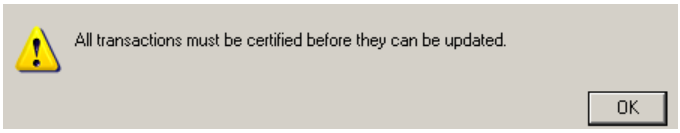
17.10.4 Updating an EFT Batch

The Update button is only available to the registrar.

- Click **Update**. The following is displayed:

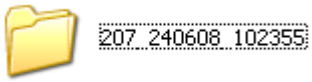


Note: If all transactions have not been certified the following is displayed:



- Click **Yes**. The following is displayed:

- Enter a bank processing date. An EFT Payment file is automatically generated and named:



where 207 represents the batch number, 240608 represents the date the folder was created (ddmmyy) and 102355 represents the time the file was created (hhmmss)

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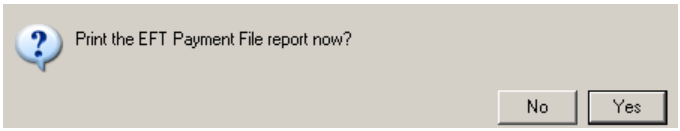
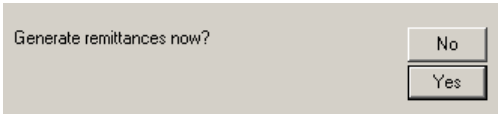
Note: Navigate to Reporting > EFT Parameters to see the location of this save location.

- Click **Save**, retaining the location specified. The following is displayed:



- Click **Yes**. If the user selects No, the report can be created later. This is covered in section 17.11 EFT/BPAY Reports.
- Click **OK** to set the orientation to landscape.
- Select landscape.
- Click **OK**. There is no option to print to screen, i.e. the report is sent directly to the default printer.
- Click **OK** to reset the orientation back to portrait.
- Select portrait.
- Click **OK**. The following is displayed:



- Click **Yes**. If the user selects No, the remittances can be created later.

Note: If the remittance method selected for the supplier via Records > Income Sources and Suppliers > Supplier > EFT/BPAY tab is 'print', remittances are printed. If set to email, the user is prompted to save the file as an RTF document (which can be opened in MS Word) in the location specified via Reporting > EFT Parameters. If set to none, then nothing is produced.

The following is an example of a remittance for sending via email:

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Training School

ABN

(Our ref: ALG001)

Algar Burns Computing
PO Box 1345
OSBORNE PARK WA 6916

ABN 86 096 949 138
Ph: 9201 0011
Fax: 9201 0087
Email: ab@ab.com.au

24 JUN 2008

The following payment has been credited to bank account number 9999999.

Lodgement Reference	Invoice Number(s)	Amount
ALG001Inv 112	112	449.00

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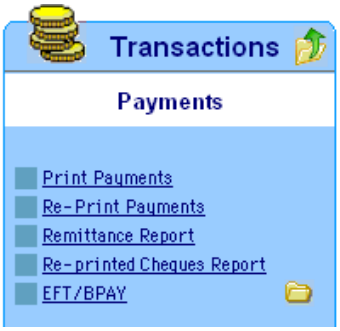
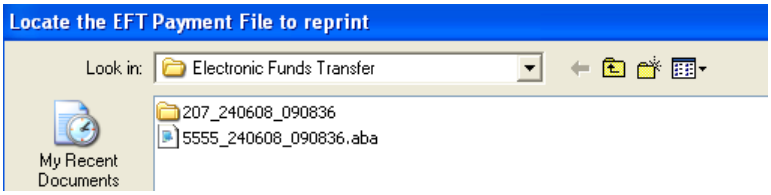
17.11EFT/BPAY Reports

- Click **Transactions**.
- Click **Payments**.
- Click **EFT/BPAY**. The following is displayed:



Re-printing the EFT Payment File

- Click **Re-print EFT Payment File**. The default location is that specified via Reporting > EFT Parameters.
- Select the file to be re-printed, as in the following:



- Click **Open**.
- Click **OK** to set the orientation to landscape.
- Select landscape.
- Click **OK**. The report is sent directly to the printer.
- Click **OK** to set the orientation back to portrait.
- Select portrait.
- Click **OK**.

Re-print EFT Remittance Advice

- Click **Transactions**.
- Click **Payments**.
- Click **EFT/BPAY**.
- Select Re-print EFT Remittance Advice. The following is displayed:

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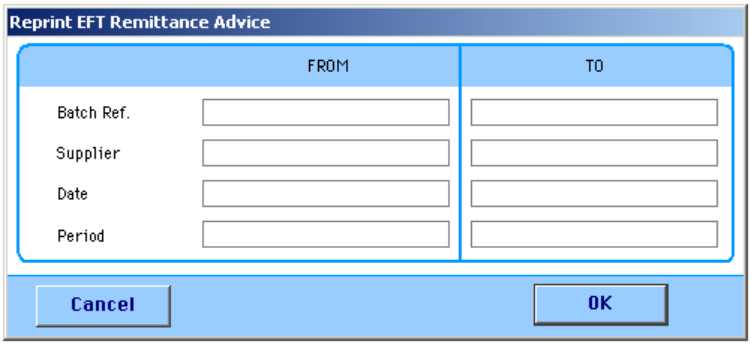
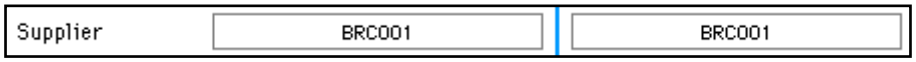
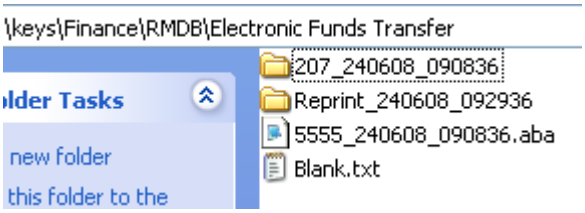


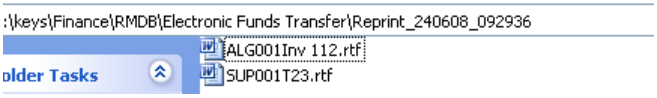
- Enter relevant data such as in the following:



- Click **OK**. The Save Directory is displayed as set via Reporting > EFT Parameters, similar to the following:



A folder is created prefixed with 'Reprint' with the file saved inside, as in the following:



Re-printing an EFT/BPAY Payment Summary

- Click **Transactions**.
- Click **Payments**.
- Click **EFT/BPAY**.

Note: This is not a true re-printing of the Payment Summary as this report will only display updated transactions.

The following is displayed:

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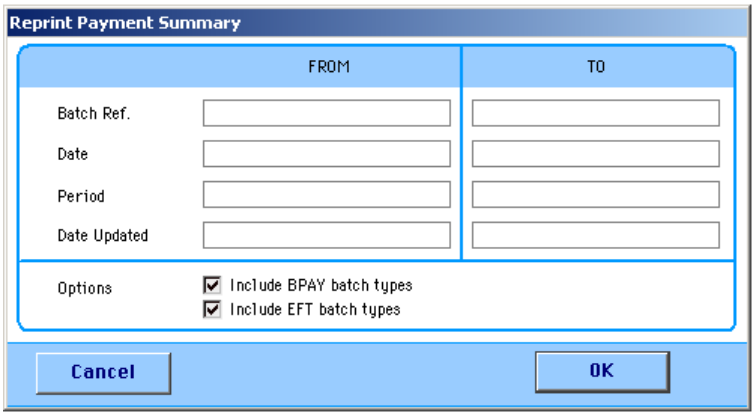
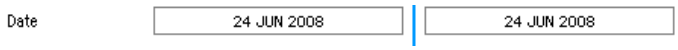


- Enter relevant data, as in the following example:

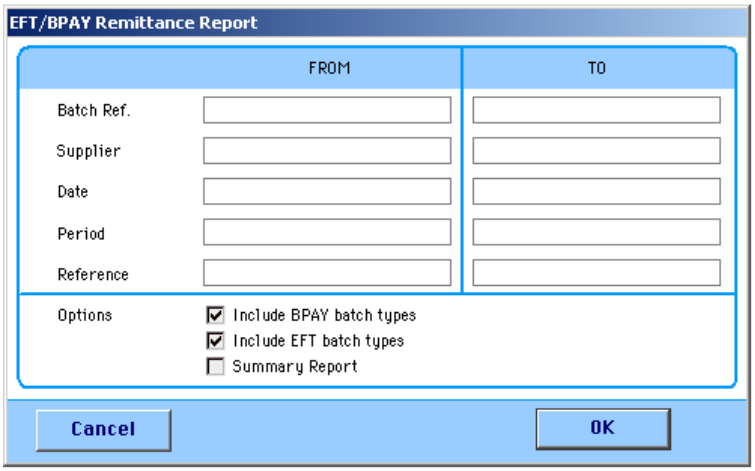


- Click **OK**.
- Select the report destination.
- Click **OK**.
- Click **Yes** to include the Remittance Message.

EFT/BPAY Remittance Report

This report is similar to the usual Remittance Report but reporting on EFT and BPAY transactions only.

- Click **Transactions**.
- Click **Payments**.
- Click **EFT/BPAY**. The following is displayed:



- Enter the relevant data.
- Click **OK**.

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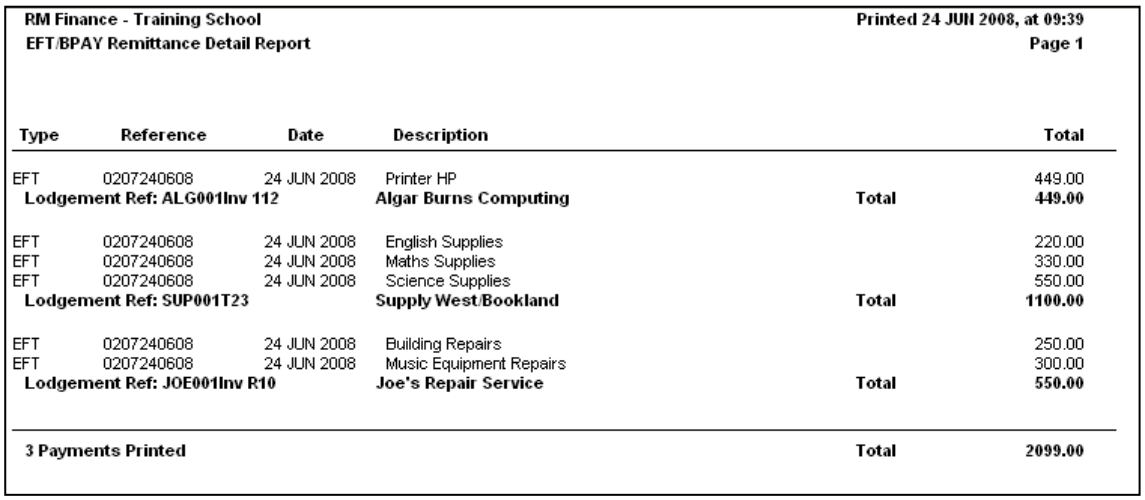
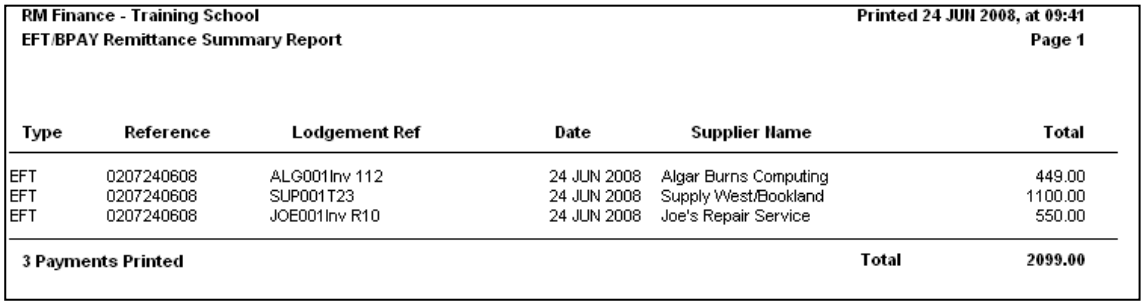
The report displays the following information:



RM Finance - Training School — Printed 24 JUN 2008, at 09:39
EFT/BPAY Remittance Detail Report — Page 1

Type	Reference	Date	Description		Total
EFT	0207240608	24 JUN 2008	Printer HP		449.00
Lodgement Ref: ALG001Inv 112			**Algar Burns Computing**	**Total**	**449.00**
EFT	0207240608	24 JUN 2008	English Supplies		220.00
EFT	0207240608	24 JUN 2008	Maths Supplies		330.00
EFT	0207240608	24 JUN 2008	Science Supplies		550.00
Lodgement Ref: SUP001T23			**Supply West/Bookland**	**Total**	**1100.00**
EFT	0207240608	24 JUN 2008	Building Repairs		250.00
EFT	0207240608	24 JUN 2008	Music Equipment Repairs		300.00
Lodgement Ref: JOE001Inv R10			**Joe's Repair Service**	**Total**	**550.00**
3 Payments Printed				**Total**	**2099.00**

The Summary Report option displays the following:



RM Finance - Training School — Printed 24 JUN 2008, at 09:41
EFT/BPAY Remittance Summary Report — Page 1

Type	Reference	Lodgement Ref	Date	Supplier Name		Total
EFT	0207240608	ALG001Inv 112	24 JUN 2008	Algar Burns Computing		449.00
EFT	0207240608	SUP001T23	24 JUN 2008	Supply West/Bookland		1100.00
EFT	0207240608	JOE001Inv R10	24 JUN 2008	Joe's Repair Service		550.00
3 Payments Printed					**Total**	**2099.00**

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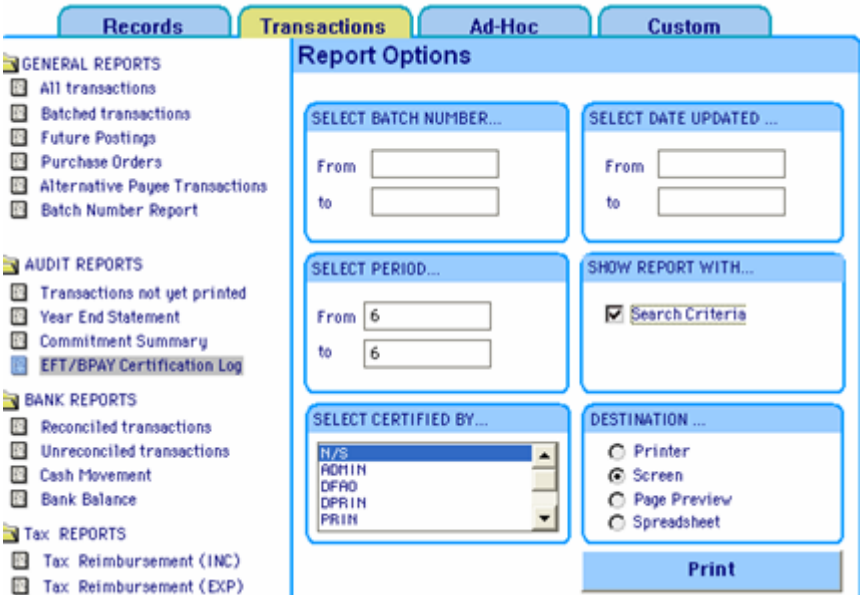
17.11.1 Certification Log: Audit Report

Users are required to print an audit report which tracks the certification of transactions. The Audit Report will only report on EFT and BPAY transactions. The report is based on the updated transactions file so that all transactions for the current year are available.

- Click **Transactions**.
- Click **Reports**.
- Click **Audit Reports>EFT/Bpay Certification Log**
- Enter data such as Date Updated, Period; a user must also be selected.
- Select a **Report Destination**.
- Click **Print**. The following is an example of some of the report:

Note: DOEWA schools must select certified by N/S (not specified) and show report with search criteria



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RM Finance - Training School Page 1

EFT/BPAY Certification Log - Audit Report Report printed Tuesday, 24 June 2008 @ 9:47 AM - Period 6 (50.0 %)

Data for 2008

Criteria Period from 6 to 6
Certified by N/S

Batch No	Batch Total	Certified By	Date Certified	Time Certified	Updated By
For batches of type	**EFT**				
207	2099.00	PRIN	24 JUN 2008	09:08:36	REG
Total:	**2099.00**				
Total:	**2099.00**				

Approved by:

Principal's name

Principal's signature

Date

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RM Finance Manual

Bank Reconciliation Setup and Use

18

The following information is specific to the set up of RM Finance for use with EFT functionality. For general information on setting up RM Finance set up see Section 2 ‘Getting Started’. For general information on Bank Reconciliation see Section 6.14 ‘Bank Reconciliation’.

For each bank account that the school holds, the bank statement must be reconciled to the system balance on a monthly basis. This is carried out by matching transactions on the bank statement with the transactions held in RM Finance.

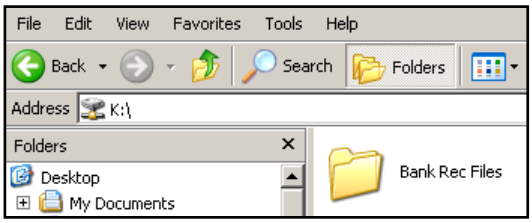
With the Electronic Bank Reconciliation it is possible to carry out the reconciliation electronically, in other words, rather than using a paper copy of the bank statement to reconcile against, the school downloads an electronic copy (an electronic file) of the statement using Internet Banking. This file is imported into RM Finance and used for reconciling instead.

18 Bank Reconciliation Set-up & Use

Prior to accessing the Bank Rec. facility within RM Finance it is worth setting up the following on the school’s K drive.

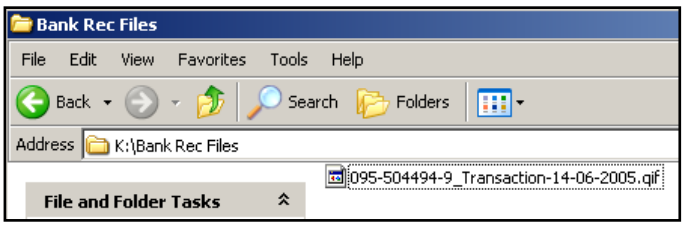
18.1 Bank Reconciliation Files Folder

- Set up a folder on the school’s K:\ drive which is used as the folder in which to store transaction files from the school’s bank as in the following example:



18.2 Downloading and Saving Bank Rec Files

- Log onto the bank’s website.
- Download the transaction files and save them to the folder created for this purpose as in the following example:



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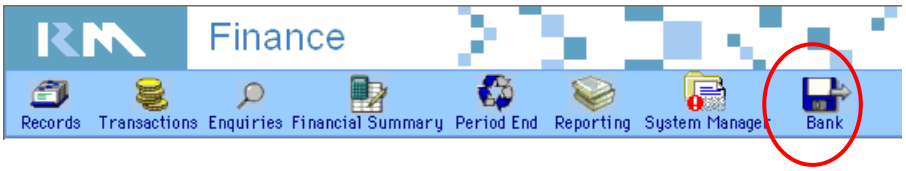
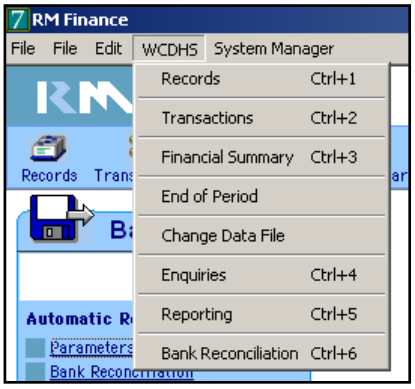
18.3 RM Finance Bank Reconciliation Set-up

The Bank Reconciliation option is accessed from the main toolbar.

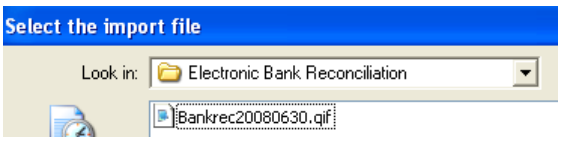


It is also available from the menu bar, as in the following:



- Click **Bank** and the following menu is displayed:

- Click **Parameters**. This option allows the user to enter the default location where the bank import files would be expected to be located.
- Click the magnifying glass at the end of this field.
- Navigate to the folder where the files are stored, in this example K:\Keys\Finance\RMDB\Electronic Bank Reconciliation
- Click the file downloaded and saved from the school's bank, as in the following:
- Click **Open**. The following is then displayed:



- Click **OK**.

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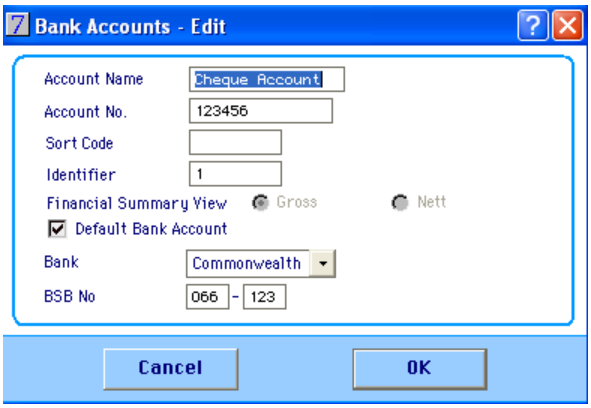
18.4 RM Finance Bank Details Set-up

The software needs to know from which bank an import file has come. These bank details may have already been set up in the software if RM Finance has been set up for Electronic Funds functionality.

- Click **System Manager**.
- Click **Bank Details**.
- In the bank details window highlight the main bank account.
- Click **Edit**. The following is displayed:



- Enter **Account Name**.
- Enter **Account Number**.
- There is no need to enter a **Sort Code**.
- Enter the bank **Identifier**. See the following table:

Account	Identifier
Main operating cheque account	1
Investment and term deposit accounts	2
Building and library fund accounts	3

- Select the bank from those in the drop-down list. The list of banks available is pre-set and cannot be altered. The list of banks is:
    - Other (default value)
    - ANZ
    - Bank West
    - Bendigo
    - Commonwealth
    - NAB
    - Westpac
- Click **OK**.
- Close the Bank Details window.

Note: Electronic Bank Reconciliation is not available if Other is selected.

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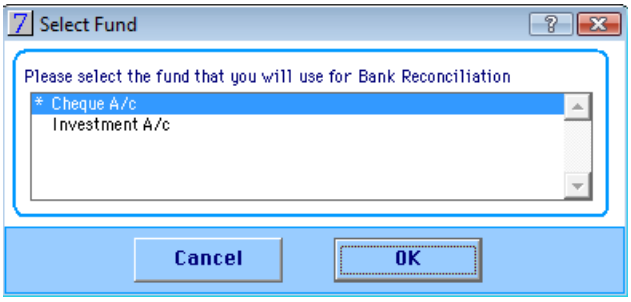
18.5 Bank Reconciliation: Importing and Processing

- Click **Bank**.
- Click **Bank Reconciliation**. The following is displayed:

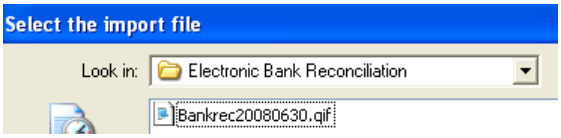


The accounts listed are those previously set up for use with the Bank Reconciliation function. The default bank is highlighted.

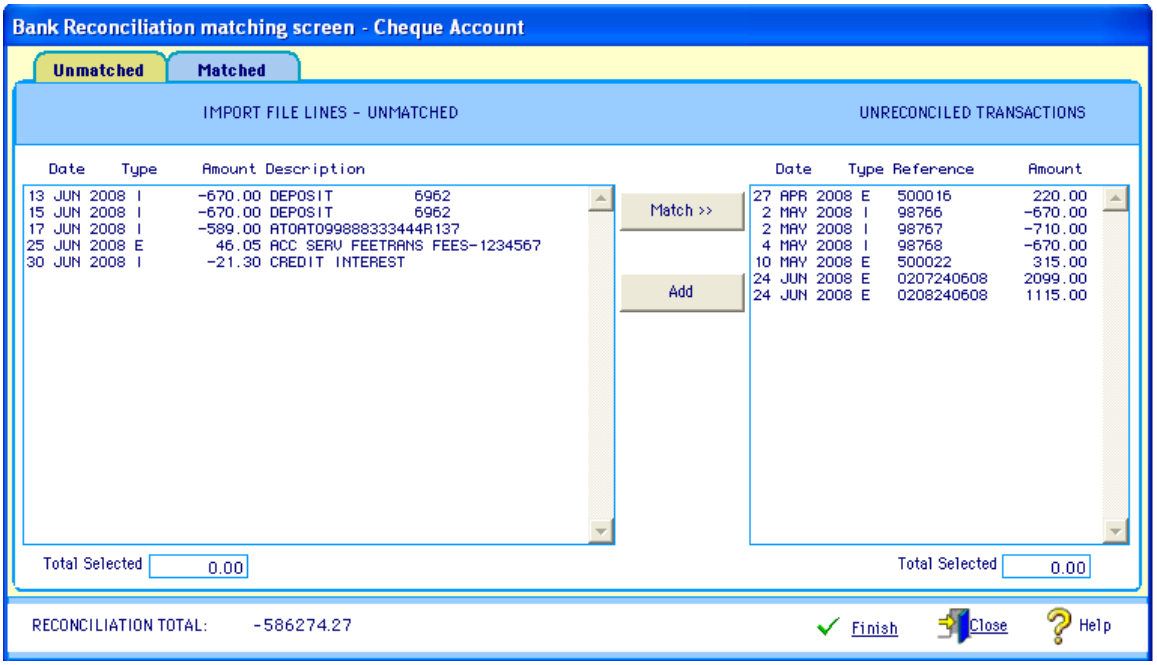
- Highlight the bank account to reconcile.
- Click **OK**. There are two possible scenarios at this point:

- If this is the first time the reconciliation has been run for that bank or if a previous import (for the bank in question) has been cleared (the Finish button clicked and transactions reconciled) then a new import file from the bank will need selecting for reconciliation.

- Highlight the name of the file to load into RM Finance, as in the following:



-
- Click **Open**. The Bank Reconciliation Matching Screen is displayed: The file is imported and processed before the matching window is displayed, as in the following:



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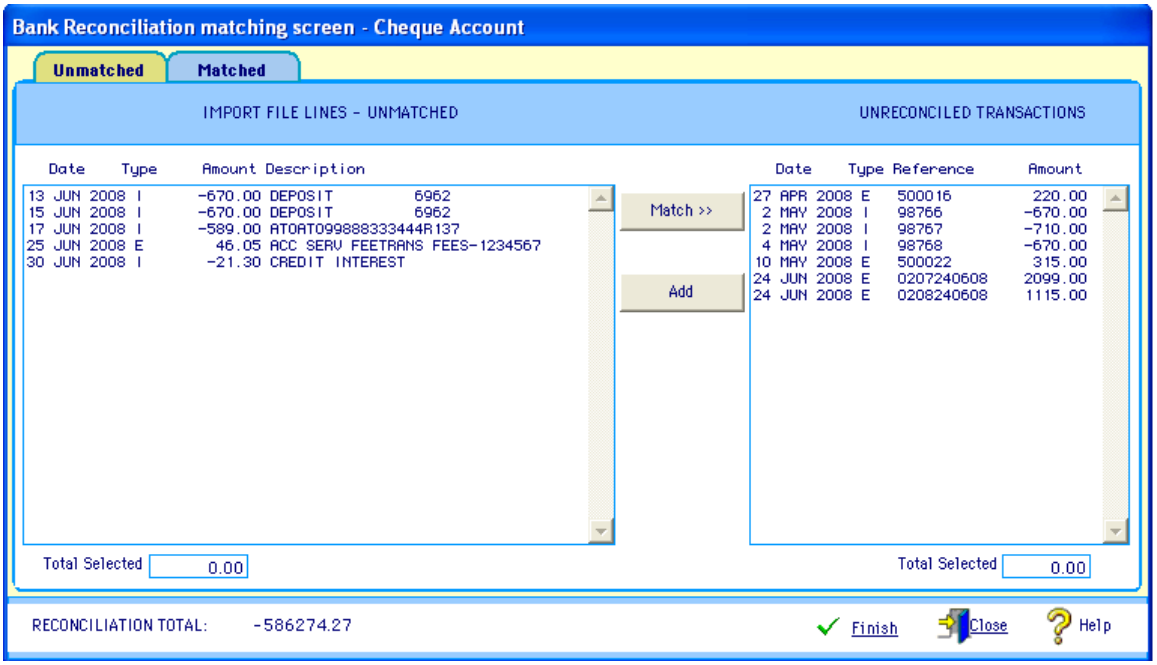
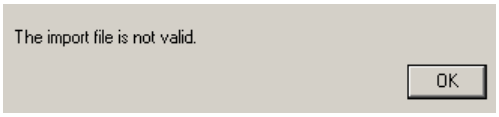
- If the user is still working on a previously imported file from the bank, then until this is dealt with, in that the user has reconciled all the transactions they wish to reconcile, it is not possible to import a new file for that bank; RM Finance immediately begins loading the data.

- The following two messages are displayed as the file downloaded from the bank, saved to the K drive and already worked with, is loaded into RM Finance.

- The Bank Reconciliation Matching Screen is displayed:



If the user attempts to import an invalid file (a file from another bank, for example) the following is displayed and the import halted:



18.6 The Matching Screen

On the successful import of the transaction file downloaded from the bank the Bank Reconciliation Matching Screen is displayed:

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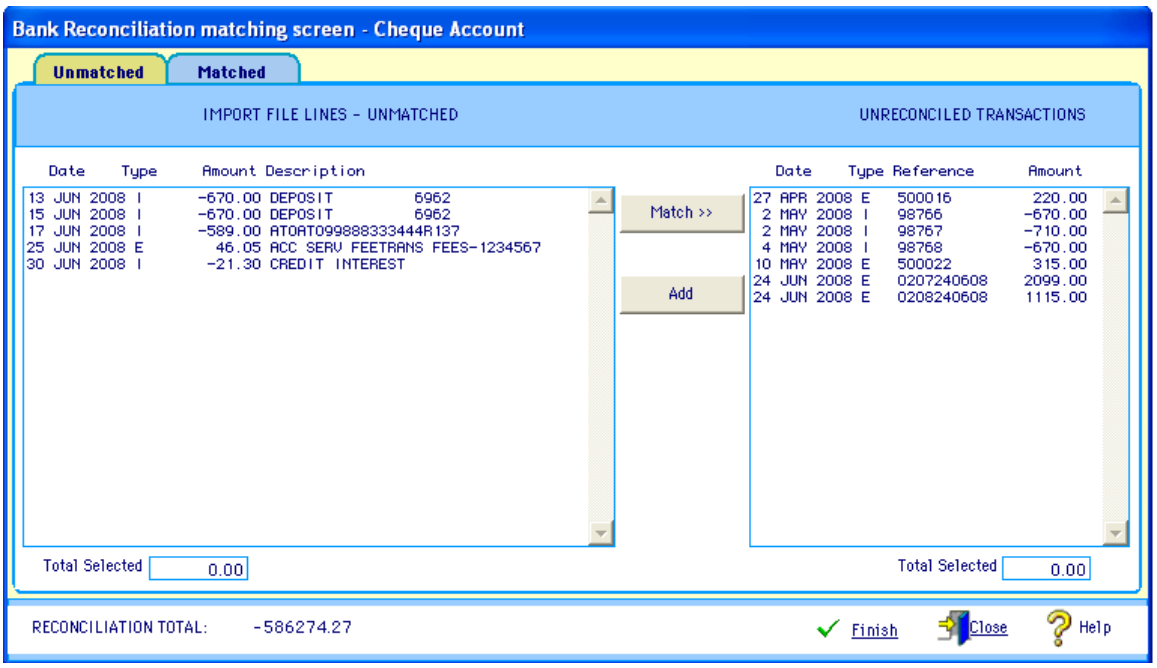

The Unmatched tab is displayed by default. The left hand side of this tab lists all the import lines that have not been matched sorted in date order. The right hand side shows all unreconciled transactions for the bank account grouped by reference and income/expenditure type. Therefore, one line can represent a number of transactions including credit notes and corrections.

- Double click a transaction line in the right hand pane. A report is displayed similar to the following:

RM Finance - Training School

Page 1

Unreconciled Transactions Report printed at 10:37 on the 24 JUN 2008 Period 6 (50.0 %)

Date	Type	Reference	Description	Amount
24 JUN 08	ESP	0207240608	Printer HP	449.00
24 JUN 08	ESP	0207240608	English Supplies	220.00
24 JUN 08	ESP	0207240608	Maths Supplies	330.00
24 JUN 08	ESP	0207240608	Science Supplies	550.00
24 JUN 08	ESP	0207240608	Building Repairs	250.00
24 JUN 08	ESP	0207240608	Music Equipment Repairs	300.00

Click the **Matched** tab. The following is displayed:

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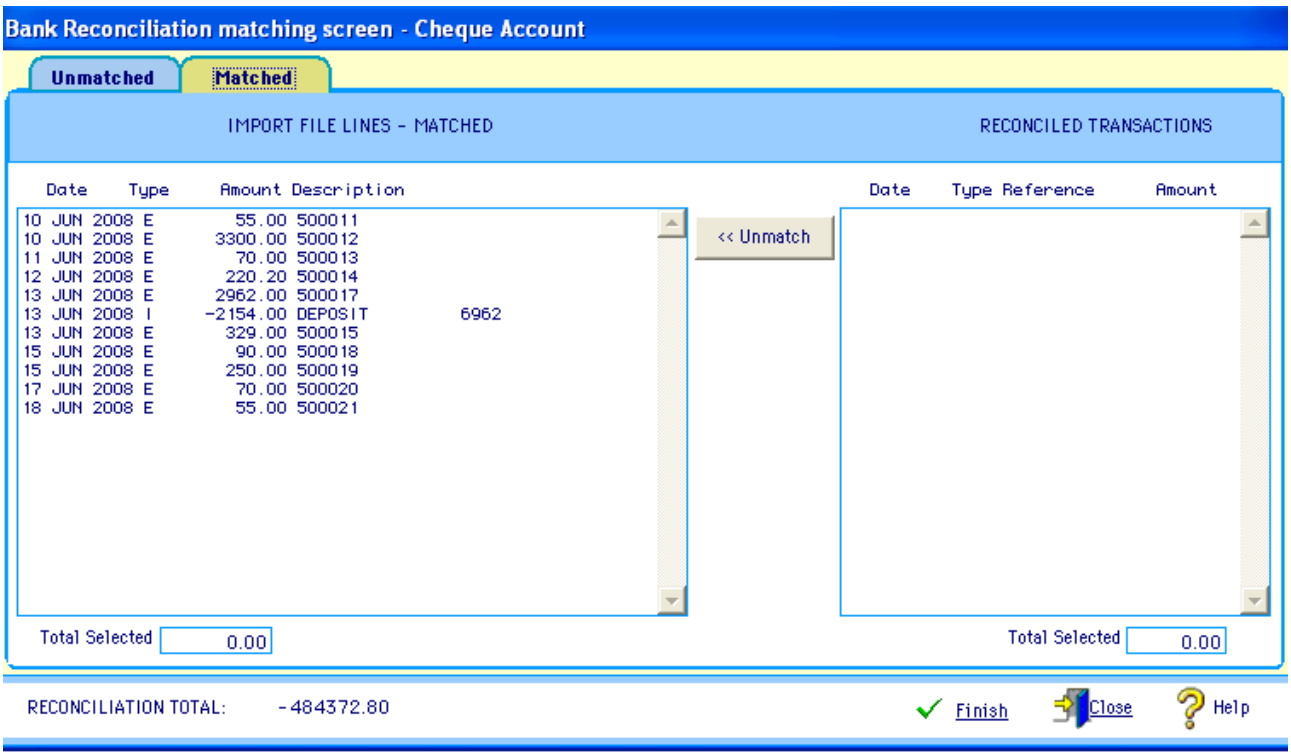
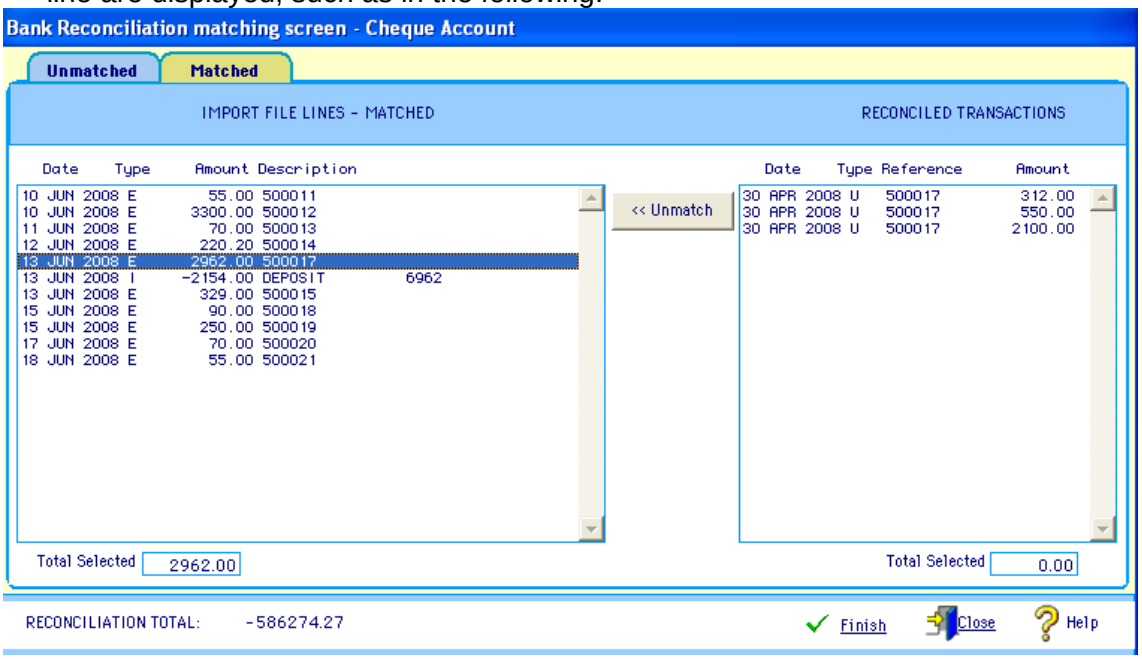


The left hand side shows all the import lines which have been matched sorted according to date.

- Highlight a transaction line in the left hand pane. All matched transaction lines relating to that line are displayed, such as in the following:



- Click the **Unmatched** tab to return to the unmatched transactions.

18.6.1 Matching Transactions

- Select a single line in the left hand pane.
- Select an unreconciled transaction from RM Finance on the right hand side, as in the following:

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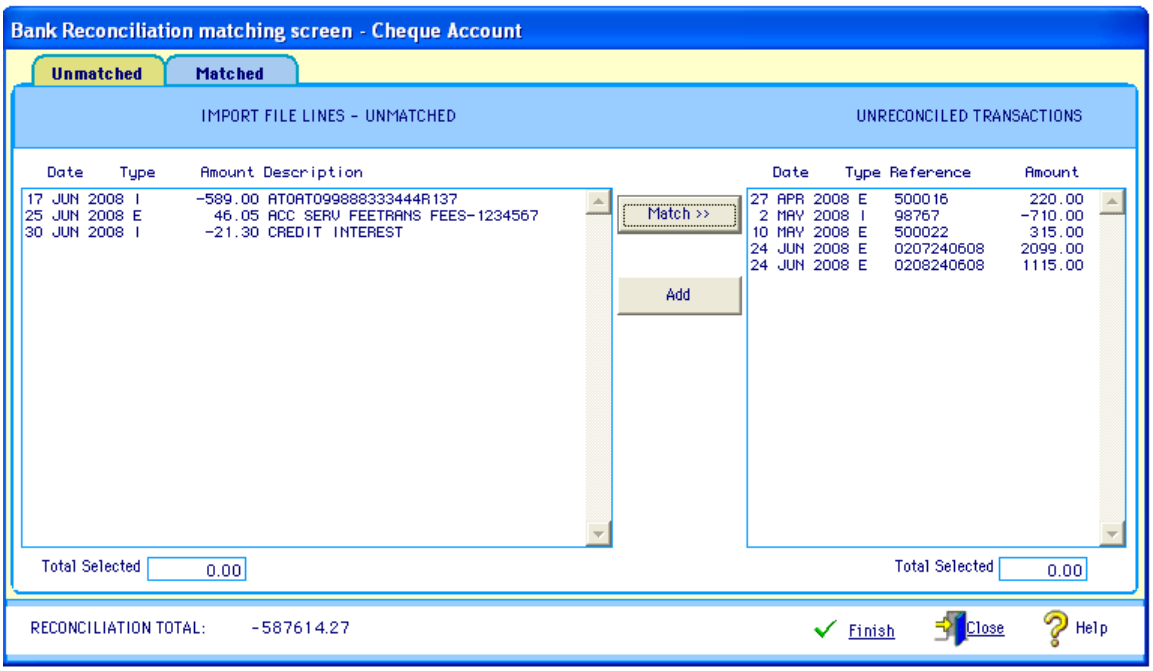
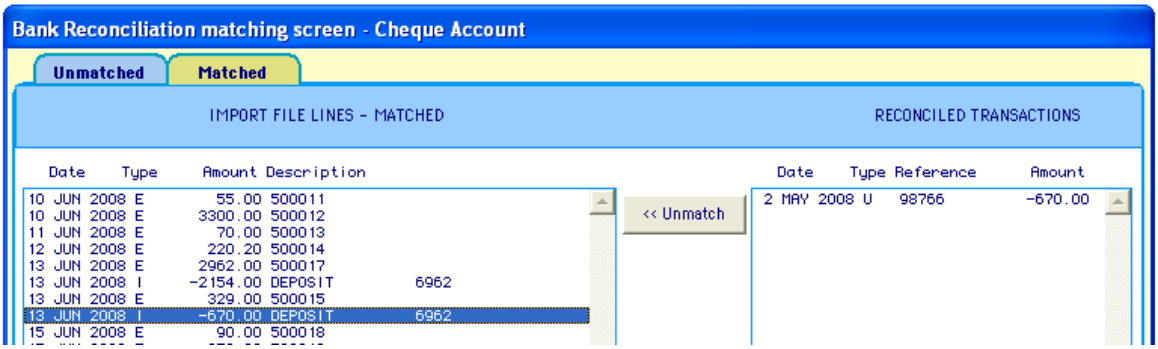
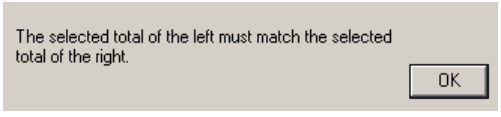


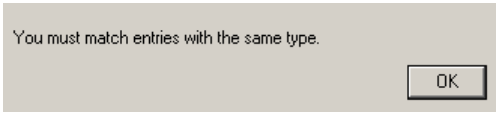
- Click **Match**. In this example the lines selected disappear from the screen.
- Click the **Matched Transactions** tab. These transactions now appear in this list and also on the Reconciliation window:



Note: If the user attempts to match transactions with different totals the following is displayed:



Also, if the user attempts to match transactions of different type, e.g. an income and an expenditure transaction, an error message is also displayed such as in the following:



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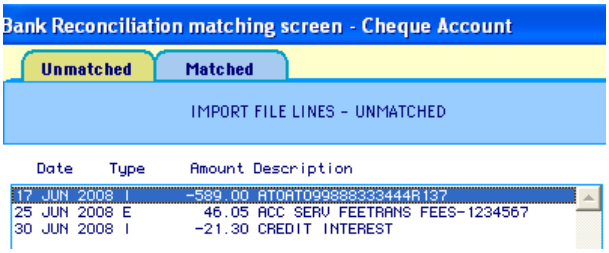
18.6.2 Bank Rec. Matching Screen: Creating New Transactions

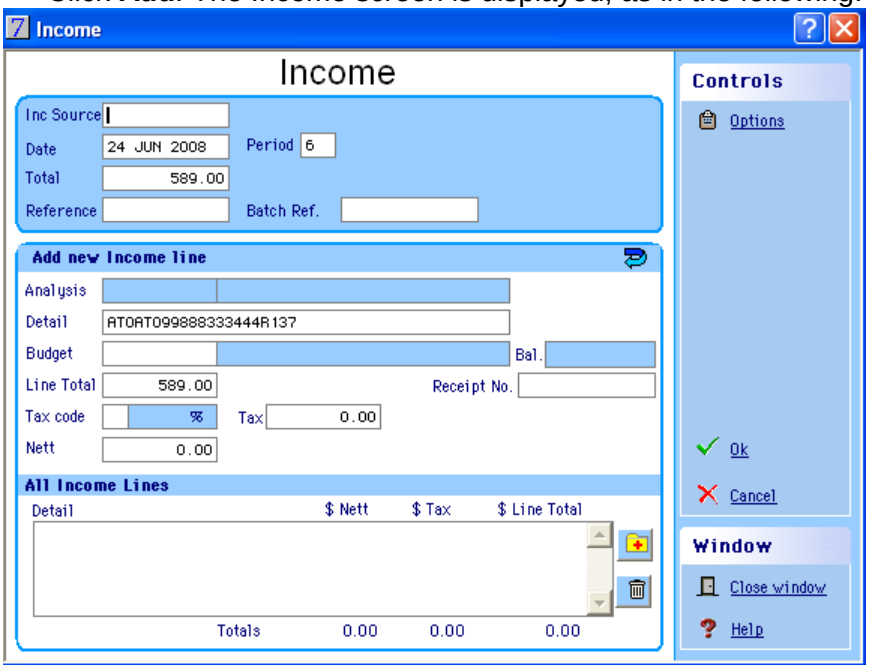
It may be that transactions appear in the import file from the bank that do not appear in the list of RM Finance unreconciled transactions.

This option allows the user to create a batched transaction from an import file.

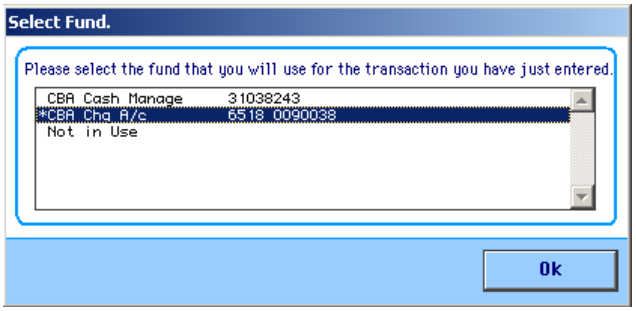
- Click the **Unmatched** tab.
- Select a single line transaction in the left hand pane, as in the following:



- Click **Add**. The Income screen is displayed, as in the following:



- Enter the additional information required for this transaction: budget, account, analysis code etc. The date, total and reference fields are already populated with information.
- Click **OK**.



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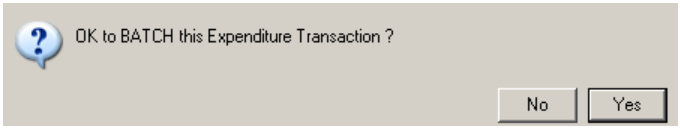
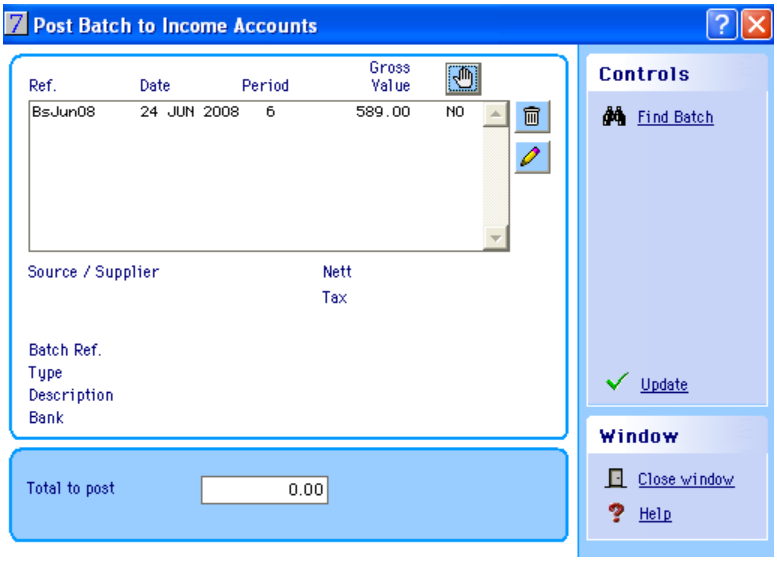
- Select the appropriate account.
- Click **OK**.



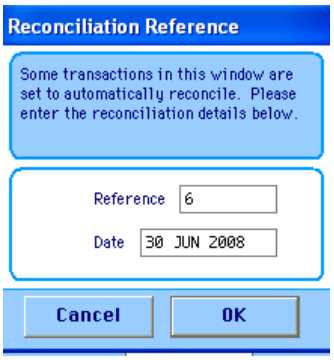
- Click **Yes**.
- Follow the Department's standard procedures involving printing the Batched Transactions report and entering the information on the Batch Register etc.

Update the batch as usual (see Section 6.11 View/Post Batch); in this example:

- Click **Transactions**.
- Click **View/Post Batch**.
- Select the type of batch – in this example Income.
- Enter the Batch Reference.
- Click **Display**. A window similar to the following is displayed:



- Highlight the transaction.
- Click , changing the No to a Yes.
- Click **Update**.
- Click **Yes**. The following is displayed:



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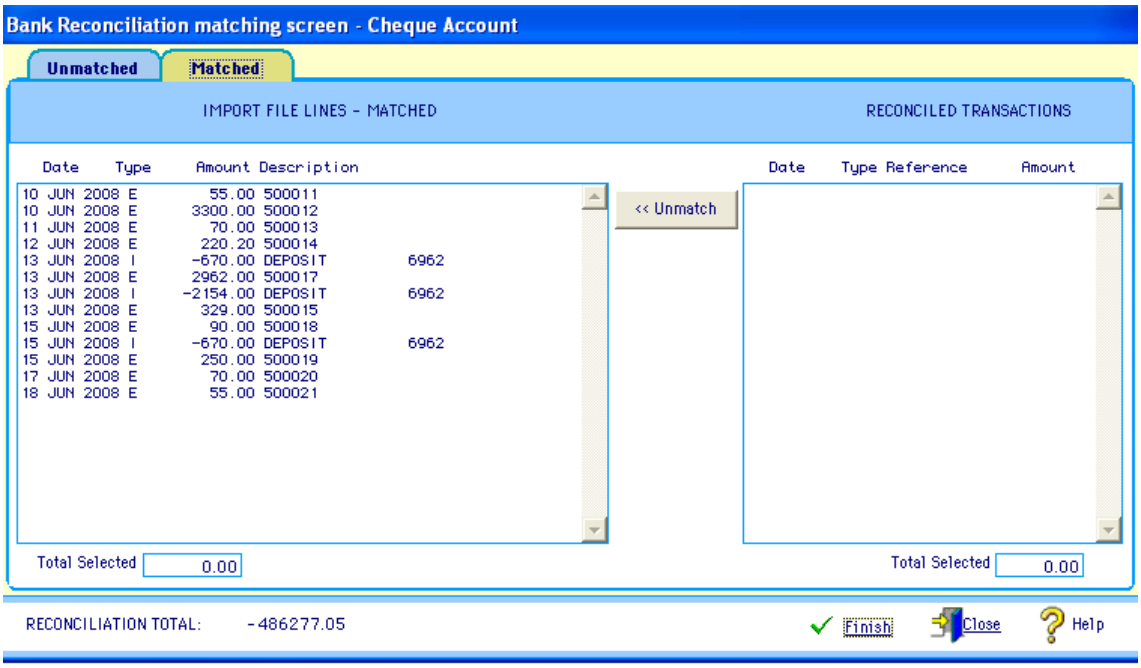
- Enter a Reconciliation Reference.
- Click **OK**. The transaction is updated.

Note: This transaction is then marked as reconciled as the details have come directly from the bank to say this money has been received. This line is also removed from the Bank Rec Matching window. This process is NOT reversible.

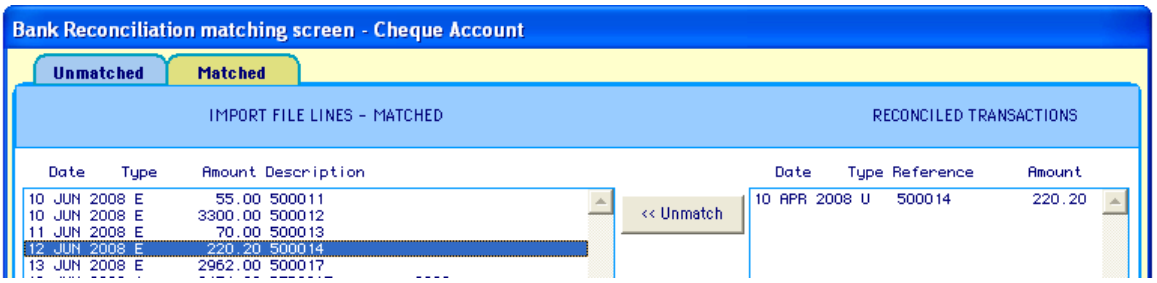
18.6.3 Unmatching Transactions

- If necessary navigate to Bank > Bank Reconciliation > Matched. A list of transactions similar to the following is displayed:



Matched transactions are listed in the left hand pane.

- Click a matched transaction. The associated transactions are listed on the right, as in the following example:



- Click **Unmatch**. The lines are unmatched; the transactions disappear from the matched screen and are added to the Unmatched screen.

18.6.4 Finishing the Electronic Bank Reconciliation

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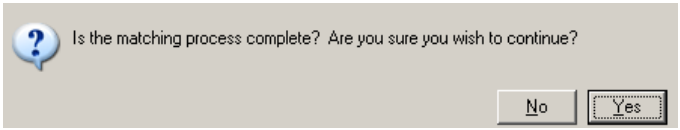
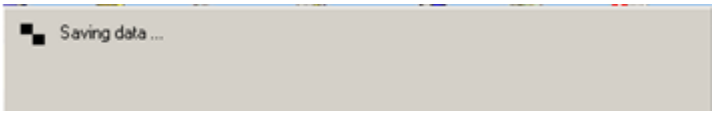
Once the user is happy with all the matching of transactions that can be carried out, the user can now complete the reconciliation process.

- Click **Finish** in the matching screen. The following is displayed:

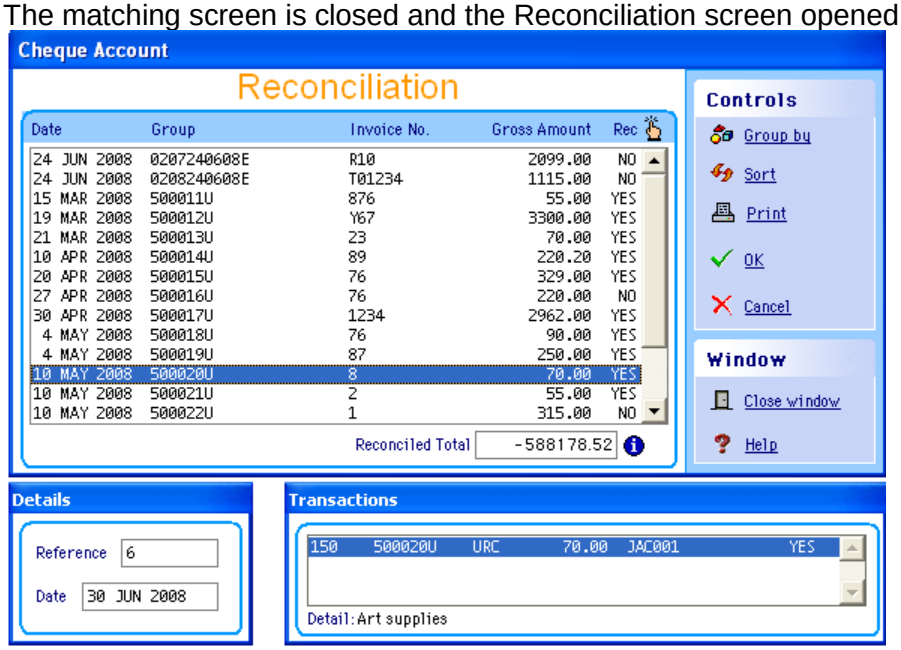


- Click **Yes**. This process cannot be undone after clicking Yes. The following is displayed:



Note: Any unmatched import lines still present are deleted.

The matching screen is closed and the Reconciliation screen opened, as in the following:



All unreconciled transactions for the selected bank account are displayed with matched transactions marked as YES, ready for reconciliation.

- Enter a Reference, as in the following:

- Click **OK**. The following is displayed:

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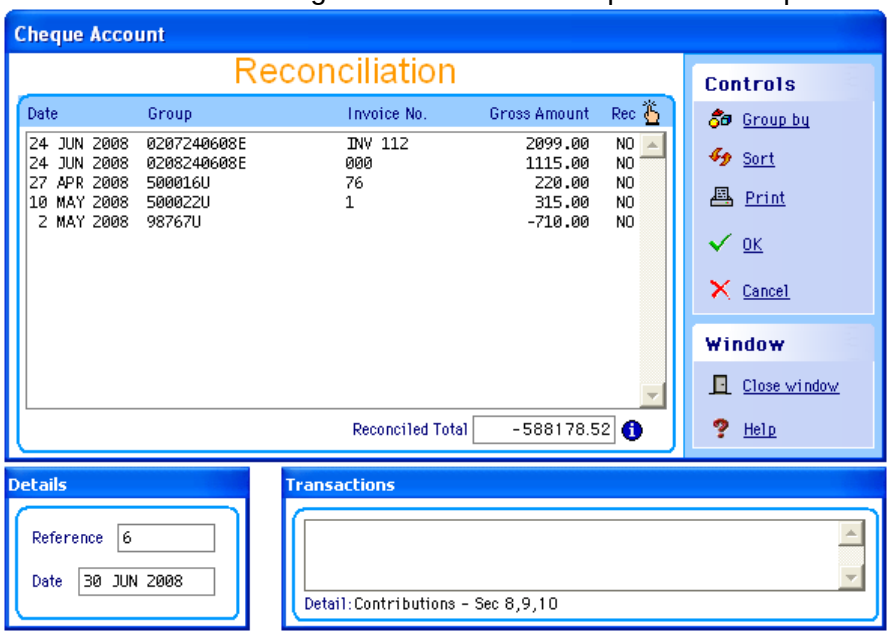
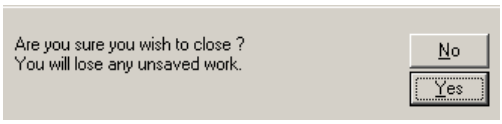
All the transactions that had been marked as reconciled are removed from the Reconciliation screen. See the following screen shot and compare with the previous screen shot for this window:



Note: If the user clicks Cancel instead of OK, the user is unable to return to the same point and has to start from the beginning and re-import the data again.

- Click **Close Window**. The following is displayed:



- Click **Yes**.

18.6.5 The Matching Screen: The Difference Between Finish and Close

- Click Bank.
- Click Bank Reconciliation.
- Click **OK**.
- If necessary select the appropriate bank account. If in the middle of doing a bank reconciliation, it will jump straight to the matching window. If starting a bank reconciliation, then the Select Import file is displayed as shown below.
- If necessary select the appropriate file in the Select Import File window, as in the following:

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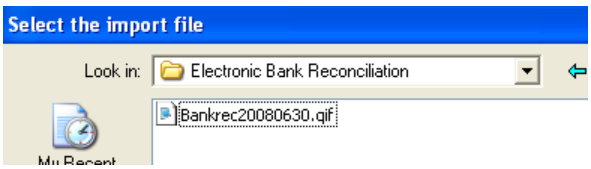


- Click **Open**.

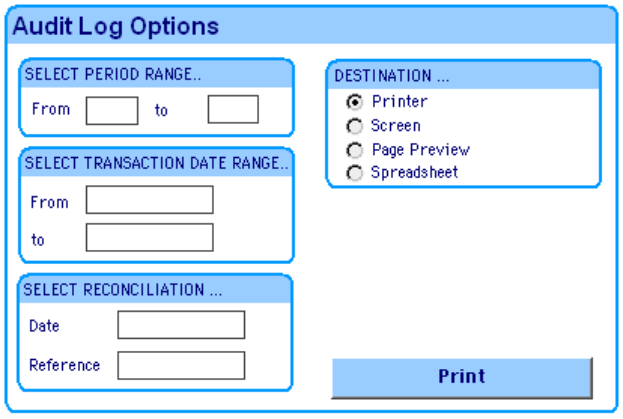
The following appear along the bottom of the window:

Clicking **Close** means any matched transactions are saved as such but no items are deleted from the Matching screen. When the user returns to the Matching screen it is not necessary to re-import the transaction file supplied by the bank as this file has not been finalised, i.e. the user has not 'finished' matching the transactions. There are still transactions to reconcile.

Clicking **Finish** means any unmatched lines still present are deleted from the Matching window. The Matching window is closed and the Reconciliation window opened ready for reconciliation of the matched transactions. If the user wishes to then return to the Matching window, the appropriate transaction file supplied by the bank will have to be re-imported before further matching and then reconciliation can be undertaken.

18.7 The Audit Log

- Click **Bank**.
- Click **Audit Log**. The following is displayed:



- Enter search criteria such as Period Range, Transaction Date Range or Reconciliation Date/Reference.
- Select a Destination.
- Click **Print**. In this example the criterion was Reconciliation Date:

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Report printed Tuesday, 24 June 2008 @ 11:17 AM - Period 6 (50.0 %)
Data for 2008

Criteria (Reconciliation Reference is "6")

Account	Analysis	Budget	Ref	Type	Date	Nett	Tax	Total	Voucher
INC001	C1000	C1002	98766	SCHAD URC	2 MAY 2007	-670.00		-670.00	145
HOT001	D1000	D1020	500018	SCHAD URC	4 MAY 2007	81.82	8.18 1	90.00	147
IIN001	D5400	D5420	500019	SCHAD URC	4 MAY 2007	227.27	22.73 1	250.00	148
INC001	C1000	C1002	98768	SCHAD URC	4 MAY 2007	-670.00		-670.00	149
JAC001	D5700	D5715	500020	SCHAD URC	10 MAY 2007	63.64	6.36 1	70.00	150
LEN001	D5400	D5405	500021	SCHAD URC	10 MAY 2007	50.00	5.00 1	55.00	151
ATOI	N3500I	N3505	BsJun08	REG INC	24 JUN 2008		-589.00 1	-589.00	180
BAN002	D1000	D1087	BSJUN08	REG ESP	24 JUN 2008	46.05	4	46.05	181
INC001	C1800	C1805	BSJun08	REG INC	24 JUN 2008	-21.30	4	-21.30	182

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RM Finance Manual

Purchasing Cards Interface

19

19 Purchasing Cards Interface (PCARDS)

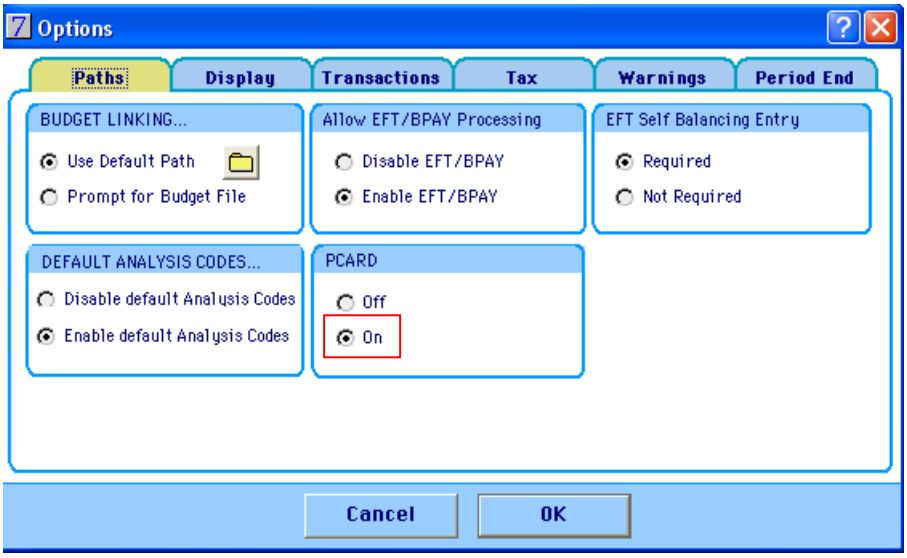
RM Finance contains an interface which allows files created from the ANZ Bank's Expense Manager application to be uploaded into RM Finance.

In order to use this interface the PCARD functionality must first be turned on in the RM Finance datafile.

19.1 Enabling the PCARD Functionality

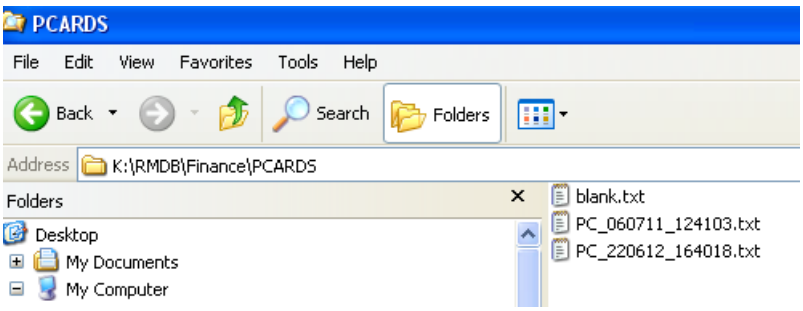
To enable the PCARD functionality

- Go to System Manager > System Setup > Options > Paths
- Set **PCARD** option to 'On'
- Click **OK** to save



19.2 Purchasing Cards Files Folder

- Set up a folder on the school's K:\ drive to store the PCARD transaction files downloaded from the ANZ bank as illustrated below.
- Save the files in this location once they are downloaded from the bank.



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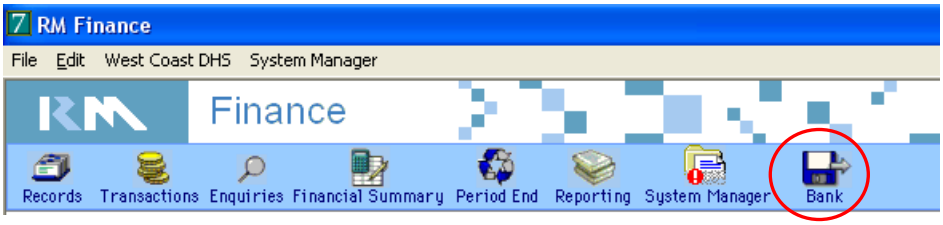
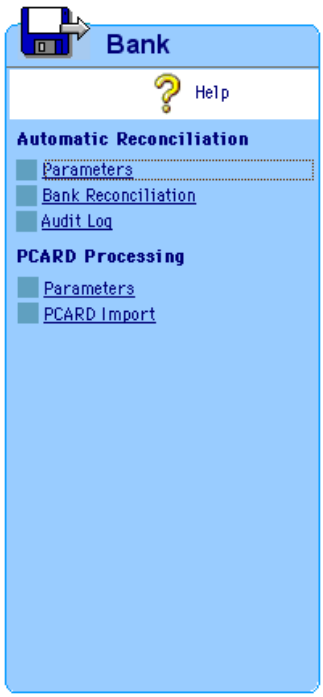
19.3 PCARD Functionality

The PCARD interface is accessed from the Bank menu on the top tool bar.



Once the PCARD functionality has been turned on in Options, the Bank menu will appear as shown below.



Note: Access Rights to the PCARD Processing options are the same as for the Automatic Reconciliation section. Users must have access to Transactions > Reconciliation. These Access Rights are set up via System Manager > Users and Passwords > Access Levels > Transactions > Reconciliation.

19.3.1 Setup the Default Location for PCARD files

- Click on **Parameters**
- The following window will open

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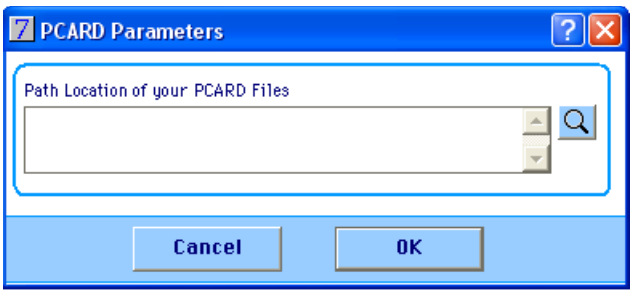
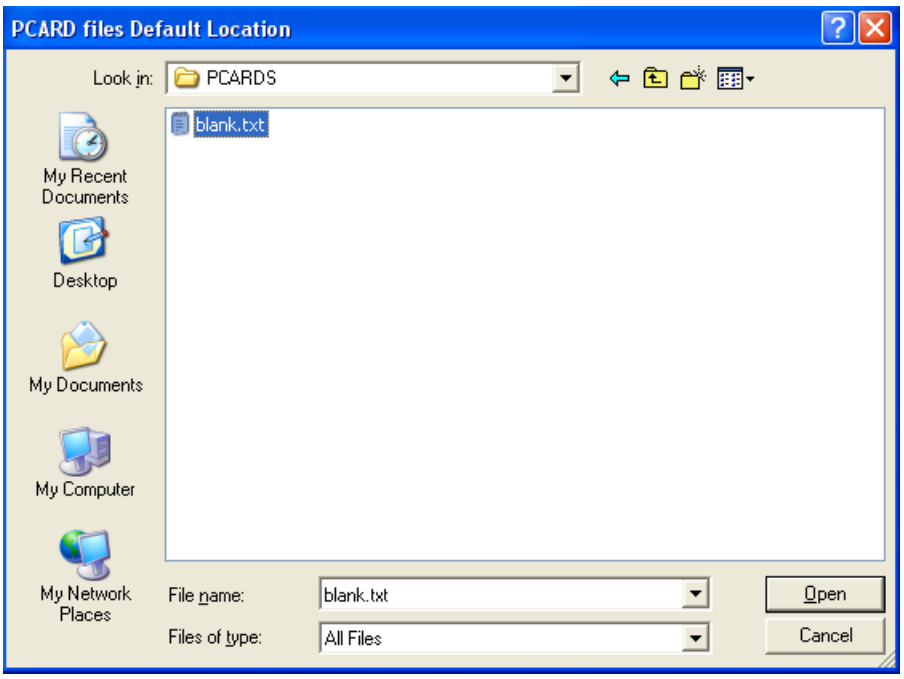
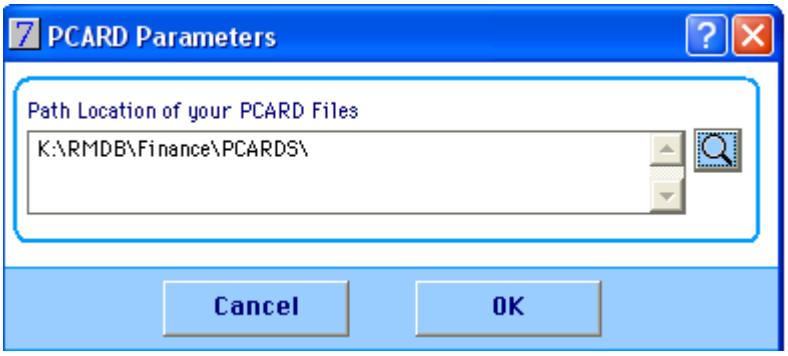


- Click on the **spyglass**
- Navigate to the **folder** created to hold the PCARD files



- **Double-click** the blank.txt file
- The path will appear in the Parameters window



- Click **OK** to save

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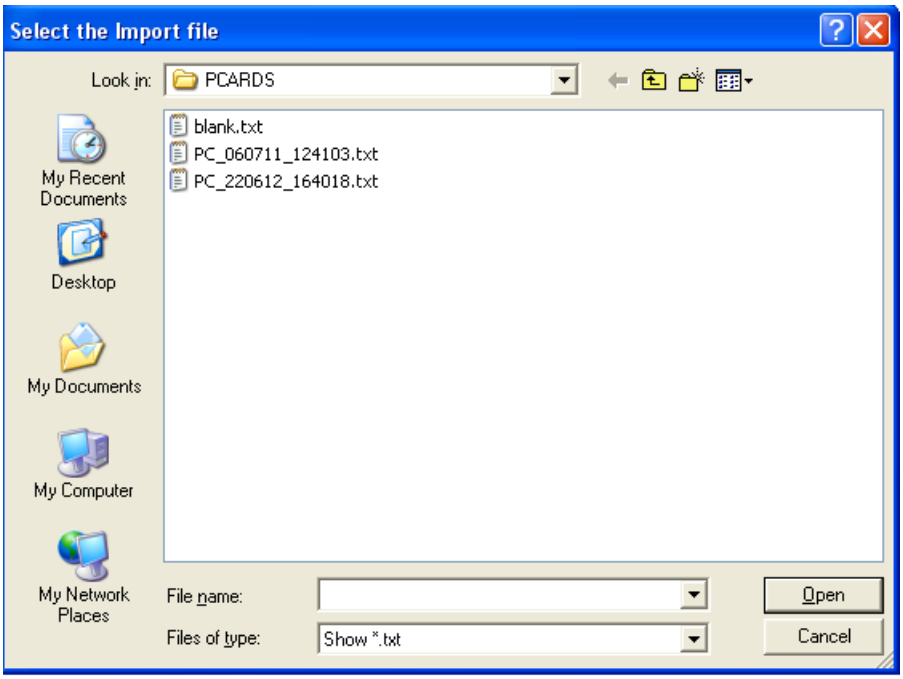
IMPORTANT

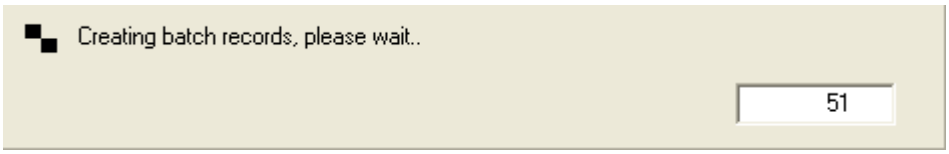
It is advisable that a pathway is set in PCARD Parameters before any PCARD processing is carried out. If no pathway is specified here the log file cannot be created (see section 19.3.3 below).

19.3.2 To Import a PCARD file

- Click on **PCARD Import**
- The **Select File** window will open in the default location



- Choose the file to be imported
- The following working messages may be displayed during the import



- If the import is successful, a message similar to the following will appear

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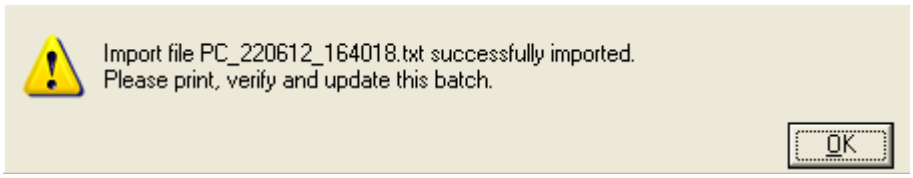


- Click **OK**
- Print and check the **Batched Transactions Report**
- **Update** the batch

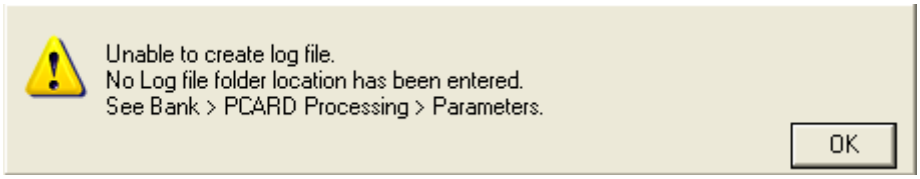
19.3.3 PCARD Import Log file

After an attempted import a log file will usually be created.

The name of the log file is in the format 'PClogddmmyy_hhmmss'.

This file will be saved in the location which is currently set in the new PCARD Parameters window, accessed via BANK > PCARD Processing > Parameters.

Note: If there is no location set in BANK > PCARD Processing > Parameters, the log file cannot be created and the following error message is displayed.



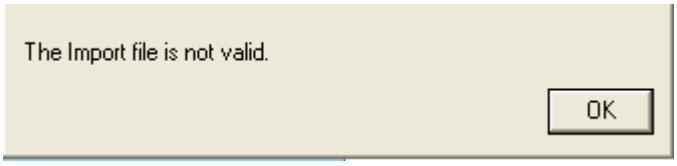
The log file will state whether the import was successful or not.

Some sample log files appear in the following sections.

19.3.4 PCARD Import Errors

The following errors may be received when attempting to import a PCARD file.

19.3.4.1 Import file is not Valid



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If this message is displayed it means that the name of the import file is not in the correct format. The format of the name should be 'PC_ddmmyy_hhmmss.txt'.

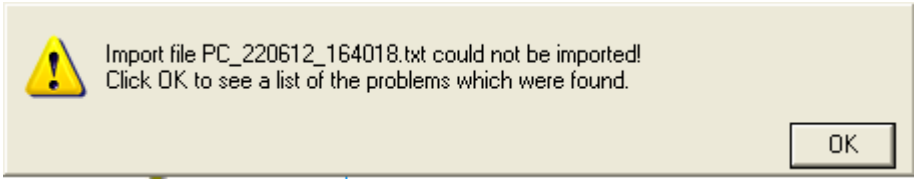
The import will not proceed unless the filename is in the correct format.

Check you have selected the correct file for import.

In this case no error log file will be created.

19.3.4.2 Import file contains problems with Budget/Analysis codes only

If the only problems with the import file are related to budget codes and/or analysis codes which are present in the import file but do not exist in the datafile then the following message will be displayed.



When OK is clicked a screen report will be displayed which lists the offending analysis/budget codes.

A sample report appears below.

RM Finance - West Coast District High

Page 1

PCARD Import Errors

Report printed on 20 JUL 2012 at 15:14 - Period 5 (41.7 %)
Data for 2012

Import File: PC_220612_164018.txt

The following codes in the import file do not exist in the RM Finance datafile. The import file cannot be imported.

Please create these codes in RM Finance and then try the import again.

Budget Codes	Analysis Codes
D3005	D6000

These codes can be created in the RM Finance datafile (if appropriate) and the import can be attempted again.

A sample log file for this scenario appears below.

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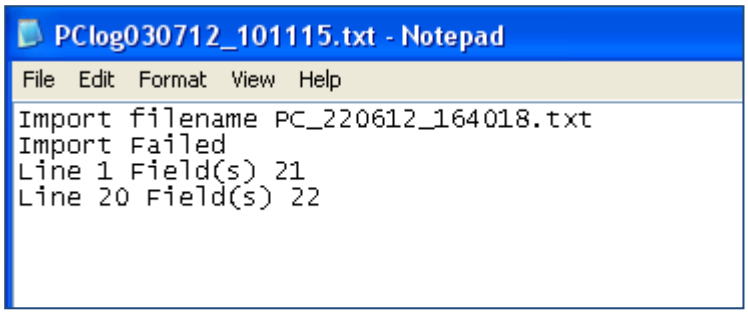
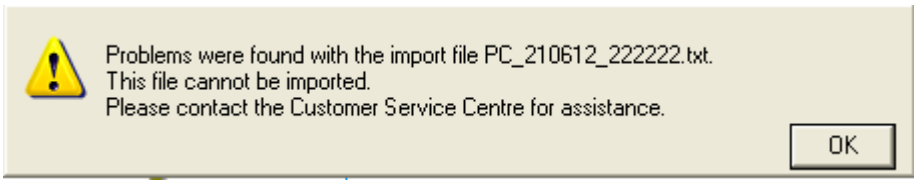


19.3.4.3 File cannot be imported

If there is data present in the import file which cannot be successfully imported then a message similar to the following will be displayed.



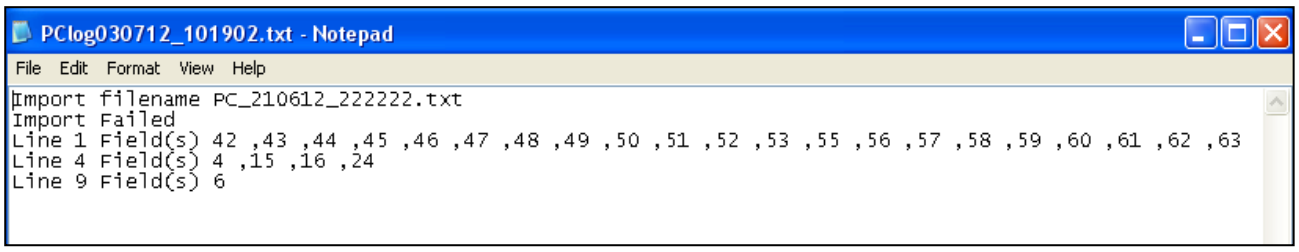
An error log file will be created and saved in the default location.

In this scenario the error log file will list the line and field numbers where a problem has been found.

The exact nature of the problem will not be reported. It is the responsibility of support staff to determine the cause of the issue.

Note: Please contact the Customer Service Centre for assistance with identifying any problems with the import file.

A sample log file for this scenario appears below.



19.3.5 Successful Import

If the file imports successfully, then a message similar to the following will be displayed.

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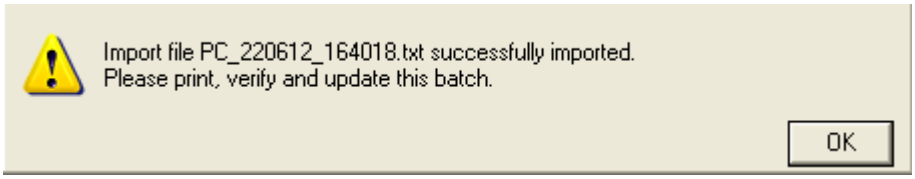
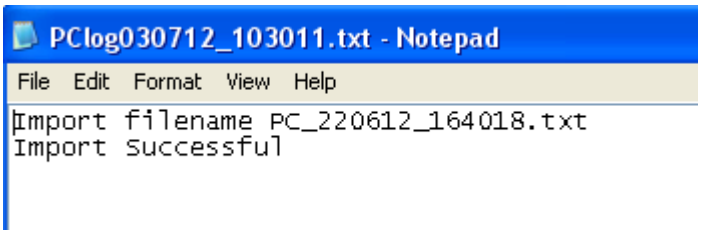


The Batched Transactions report can be printed in the usual manner and the batch can be updated from Transactions > View/Post Batch > Expenditure and Credit Notes.

A log file will be created under this scenario and saved to the default location.

A sample log file appears below.



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RM Finance Manual

Backing up the Datafile

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20 Backing up the Datafile

Schools are **strongly** advised to make regular backups of their data. Using the 'Backup on Exit' facility is the recommended method.

20.1.1 Using the Safe Backup Program

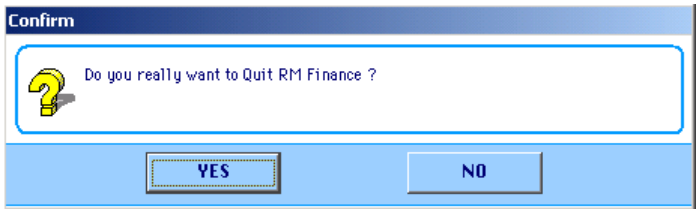
The Safe backup utility is provided with the RM Finance software to make a backup at any time and to any location. Ensure all users of RM Finance have logged out of the program.

Upon exiting RM Finance the following window will be displayed (if you have the appropriate access privileges). From this window you can select to backup your registered 'Crystal Report' templates (these are included by default) and your 'Last Years' data file.

20.2 Backup on Exit

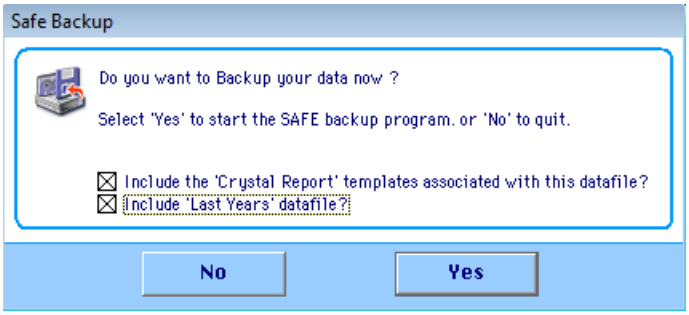
This will enable the user to make a copy of the data file onto pen drive or other drive when exiting from the RM Finance program. Ensure all other users of RM Finance have already logged out of the system.

- Click the **File** menu.
- Select **Quit.** The following message appears:



- Click **Yes**

If the **Back-up on Exit** option has been ticked for the currently logged in user, the system displays the following backup message:



- Select to Include the "Crystal Report" templates associated with the datafile
- Select to Include Last Year's datafile
- Click **Yes**

The Create Archive Screen will open

- Save in: navigate to the Removable USB Drive the back up is to be saved on.

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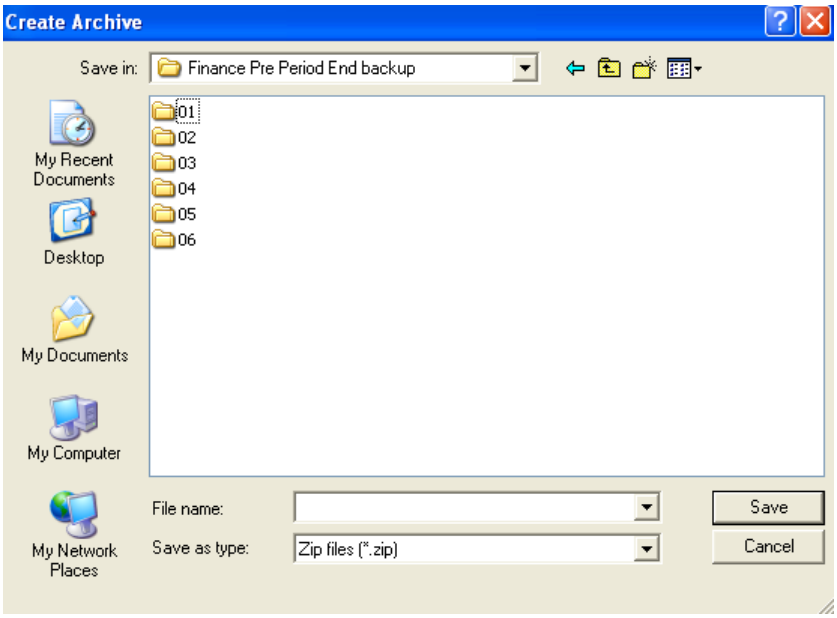
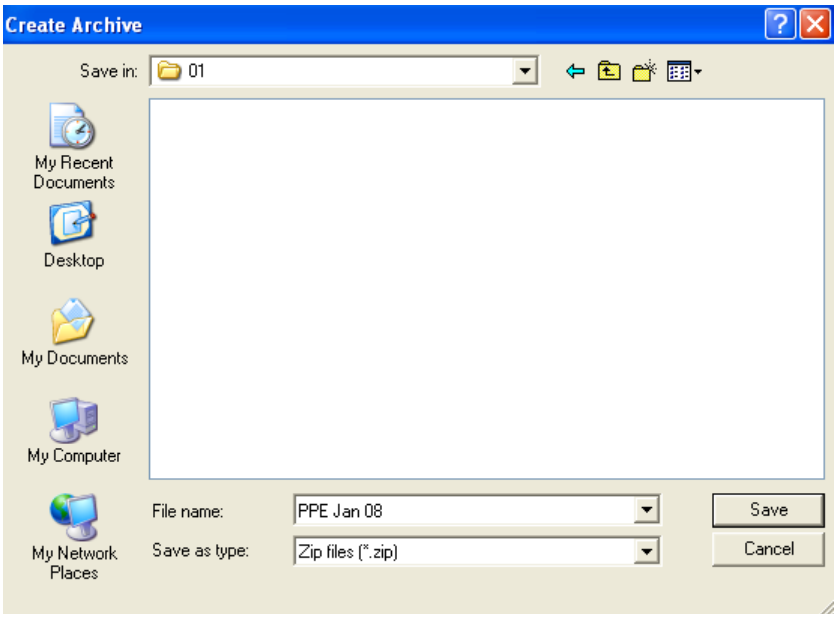
- Save within an appropriately labelled folder

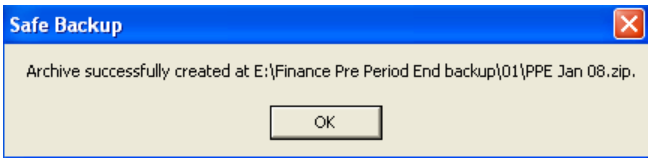
For Example:



- Open the appropriate folder



- Save



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Note: The actual file shown on the message above will depend upon the location of the removable USB drive.

IMPORTANT
When taking a backup ensure that all other users have logged out of RM Finance.

20.2.1 Restoring the Data from a Backup

IMPORTANT
Please contact the Customer Service Centre to restore data. Schools must not attempt to restore a file. Only Customer Service Centre staff or the Senior Finance Consultant (Schools) can restore data.

- Create a new folder called Datafile DDMMYY (today's date) on the K drive or elsewhere. Copy the original data file into this folder.
- Start up RM Finance and check that the restored data file is correct.

Note: <u>Extreme</u> caution should be exercised when restoring from a backup. The original data file should not be over-written.

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Changing the Datafile

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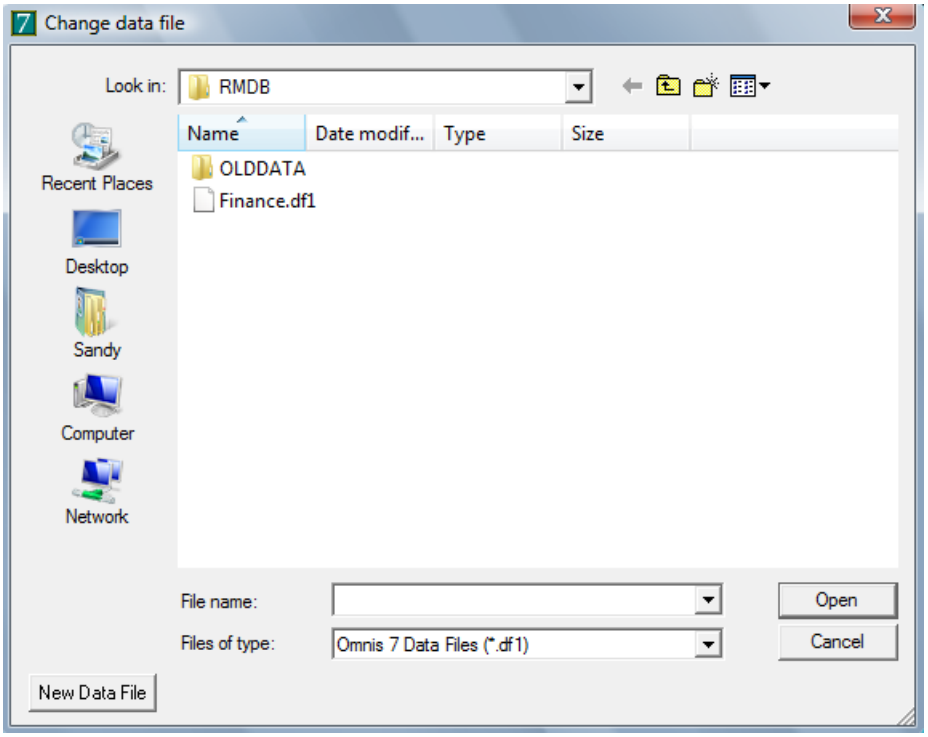
21 Changing the Datafile

The Change Data File option allows the school to create further empty data files ready for use and to switch between these data files. The school may wish to create separate data files for a number of reasons, say for the school canteen. There is no limit (other than disk space) to the number of data files that can be held on the system.

Note: Under normal circumstances Department of Education schools will only have one data file and users should not need to access this section.

- Click the **Change Datafile** icon displayed in the top right hand corner . The system displays the Change Data File screen:



21.1 Opening the School's Data File

- Navigate to the location of the school's file (usually this is K:\RMDB\Finance.df1).
- Select the file and click Open or double-click the file name.

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21.2 Opening Another Existing Data File

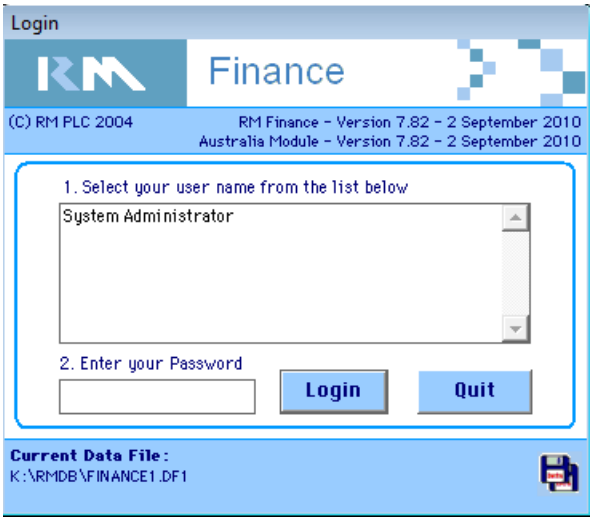
- Navigate to the correct drive and folder.
- Double-click the name of the data file.

Note: If an attempt is made to link to an incorrect data file corruption could occur to the RM Finance software requiring it to be re-installed.

21.3 Setting up a New Data File

- Click the **New Data File** button.
- Enter the name of the data file (up to 8 characters with the extension .DF1).
- Click **Save.**

The system will create an empty data file and display the log-on screen (see Section 2.4 'Logging In' for further information.):



Note: The version numbers and dates displayed on this screen will be that of the current release to schools and may be different from the above illustration

- Log into the system as the System Administrator with the password 'keys'. The following message is displayed:

- Click **Yes** to continue. The system will then display the Organisation Details screen. (See Section 3.1 'Organisation Details: Setting Up School Details' for more information on System Setup.)
- Set up the data file as required.

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Note: The Change Datafile option is also available from the Login screen.

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Version Upgrades

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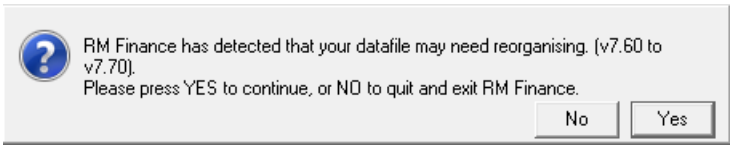
22 Version Upgrades

Periodically new versions of RM Finance are released with improved features and functions. The upgrades are often installed remotely for Schools by the Department of Education. Once an upgrade has been installed the user will notice the new version number and a message to reorganise the datafile if this has not already been undertaken.

22.1 Logging on as School Administrator

- Ensure a backup is taken of the datafile before reorganising the Datafile.
- On opening the upgraded version of RM Finance a message will appear detailing the upgrade.



Note: The version numbers and dates displayed on this screen will be that of the current/new versions and may be different from the above illustration

- Select **Yes** to reorganise the datafile

Opting for No will quit RM Finance.

Note: Check the version numbers carefully to ensure that the new version is a higher numbered version than the original it is replacing.

- Verify the upgraded version on the Login screen

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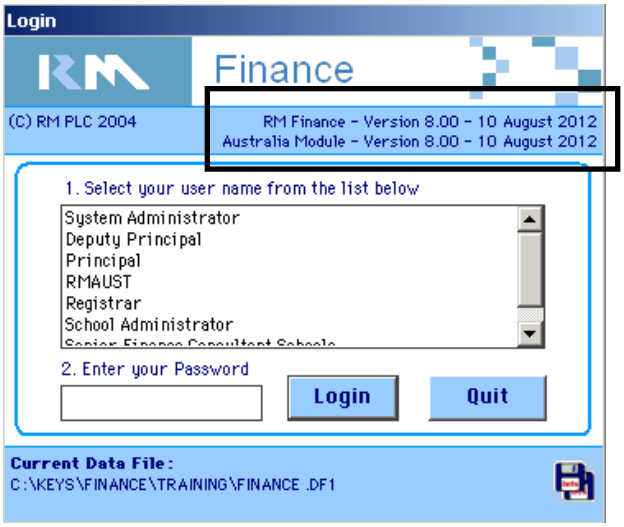

Note: The version numbers and dates displayed on this screen will be that of the current release to schools and may be different from the above illustration

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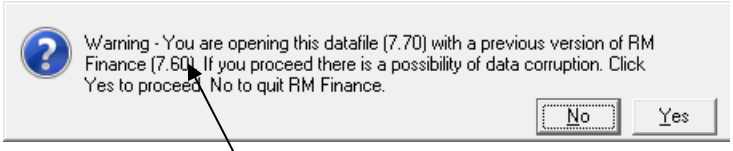
22.2 Opening an Upgraded Datafile with an older Version of RM Finance

It is strongly recommended that upgraded versions of a datafile are <u>not</u> opened with older versions of RM Finance. To do so could cause data corruption and the loss of data.

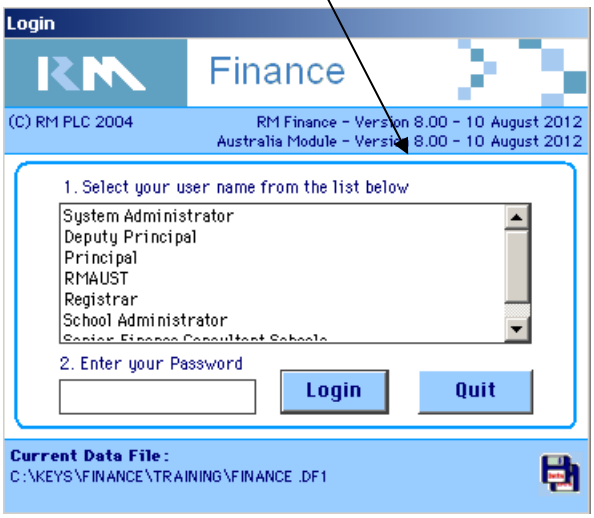
If you are the System Administrator user then if an attempt is made to open a datafile with an older version of RM Finance the following warning will appear.

Note: The version numbers in the screen shots below are only an illustration. Version numbers may differ depending on the current release to schools.



You should select **No** to quit the application.

If you select **Yes** the datafile will be reorganised to the lower version. On completion of the down grade the Login screen will appear. Details of the version downgraded to will appear.



22.3 Logging on as a User other than System Administrator

Should a user other than the Administrator log in after the datafile has been reorganised using an older version of RM Finance a warning message will appear. On clicking OK, RM Finance will close.

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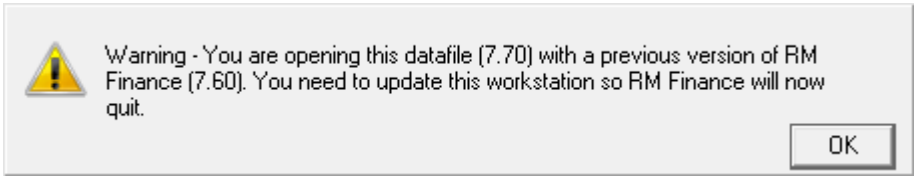

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Appendices

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23 Appendices

23.1 Appendix A – Tax Codes for WA Department of Education

Tax Code	Purpose
0	**GST Free supplies or acquisitions** Code 0 would be used when processing income or expenditure items which **do not** include GST
1	**Taxed supplies or acquisitions** Code 1 would be used for 'normal' income or expenditure transactions which include 10% GST
2	**Capital Acquisitions which include GST** Code 2 would be used for processing expenditure transactions for **capital acquisitions** which have GST included in the price
3	**Capital Acquisitions with no GST in the price** Code 3 would be used for processing expenditure transactions for **capital acquisitions which have no GST** included in the price
4	**Input-taxed supplies or acquisitions** Code 4 would be used for income or expenditure transactions in input-taxed situations (refer to the Department of Education GST Training Manual)
5	**Adjustments** Code 5 would be used to adjust the GST amount recorded in a **previous tax period** (see Section 15 Tax Adjustments)
7	**Withholding Tax** Code 7 would be used if withholding tax from a supplier who does not have an ABN
8	**Outside Scope** Code 8 would be used for processing transactions outside the scope of GST. Transactions recorded against Code 8 are **not included in the 'tax table' or** the **Business Activity Statement**

Note: Tax Code 6 is redundant.

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23.2 Appendix B – BAS Troubleshooting Guide

If there is a significant discrepancy on the BAS it could be due to one of the following:

Incorrect processing of ATO refunds or payments

To check:

- Obtain a budget analysis report for the GST Clearing Account.
- Check that the supplier code used for the ATO is ATOE.
- Check that the income source code used for the ATO is ATOI.
- Check that the nett amount of each ATO transaction is zero.
- Check that the tax and gross amount equal the amount of the refund/payment.

If any of the above details are incorrect, the transaction(s) should be reversed and re-entered correctly.

Operator error in entering an income transaction against tax codes 2 or 3

To check this:

- Go to the Australia Reporting module (Reporting>Custom tab).
- Print a GST Transactions report.
- Check the Income section of the report.
- Check that there are no income transactions listed for tax codes 2 or 3.

If any such transactions exist they will need to be reversed and re-enter correctly.

Operator adjusting the tax component of a transaction, so that it is not calculated by the system as 1/11th

It is unlikely that this would occur in error, as a deliberate decision must be made by the operator to alter the tax field. It would not occur due to incorrect key presses. It is more difficult to track this type of error. Individual transactions may need to be scrutinised via the GST Transactions report.

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23.3 APPENDIX C - Processing Summary

INCOME PROCESSING	EXPENDITURE PROCESSING
1. Run adding machine tape for all transactions to be processed. 2. Enter batch details on the Batch Register (numbering should be sequential). 3. Select **Transactions.** 4. Select **Income.** 5. Enter transaction details. Note: For receipt references use the last receipt number. 6. Select School Bank as the fund to use for the batched transactions. 7. OK to batch? Click **Yes.** 8. When transactions for this batch are completed, exit and print batched transactions report from Transactions/Reports and then Exit. Note: Operator must enter Budget code. 9. Go to **View/Post Batch**. 10. Select **Income**. 11. In answer to the prompt Find Batched Income? Enter the batch number. 12. Click **Display.** 13. Click the hand to display the batch total. 14. Check the balance matches the adding machine tape. 15. Check the transactions 16. If an error is noted click the transaction(s) with errors. 17. Click **Edit**. 18. <**Tab**> to the field or fields that require editing and amend. 19. Re-check totals. 20. Re-print the batch report if edited, step 6. 21. When correct, update the batch within the view/post batch screen 22. File printouts; attach tape to receipt book with batch number quoted.	1. Run adding machine tape for all transactions to be processed. 2. Prepare a Batch Header to go into the invoices file. 3. Enter batch details on the Batch Register (numbering should be sequential) 4. Select **Transactions**. 5. Select **Expenditure**. 6. Enter transaction details. 7. Select School Bank as the fund to use for the batched transactions 8. OK to batch? Click **Yes**. 9. When transactions for this batch are completed, exit and print batched transactions report from Transactions/Reports then Exit. 10. Go to **View/Post Batch**. 11. Select **Expd./Crd. Notes**. 12. In answer to the prompt Find Batched Expenditure? Enter the batch number. 13. Click **Display** 14. Click the hand to display the batch total. 15. Check the balance matches the adding machine tape. 16. Check the transactions. 17. If an error is noted click the transaction(s) with errors. 18. Click **Edit**. 19. <**Tab**> to the field or fields that require editing and amend. 20. Re-check totals. 21. Re-print the batch report if edited, step 6. 22. When correct, update the batch within the view/post batch screen. 23. File printouts; attach to Batch Header.

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23.4 Processing Summary—Reversals & Adjustments

REVERSALS	ADJUSTMENT PROCESSING
This is the recommended method to correct posting errors in the current period. **Stage 1** 1. Prepare a Transaction Reversal form with details of Reversal. 2. Select **Transactions.** 3. Select **Adjust/Correct.** 4. Select either **Income** or **Expenditure Reversal.** 5. Enter period range From and To. 6. Click **OK.** 7. Select from the list of transactions the transaction that needs to be reversed. 8. Click the **Reverse** button. 9. Confirm to reverse the transaction. 10. Click **OK.** **Stage 2** 11. It is recommended to reconcile reversals ASAP, before doing the correct posting transaction with the same reference number. 12. Go to **Transactions/Reconciliation** 13. Select **OK** for Cheque account 14. Find the transaction by reference; it will have a zero balance. 15. Click to reconcile. **Stage 3** 16. Post original transaction correctly.	1. Transcribe details of adjustment to be made on the Adjustment form. 2. Select **Transactions.** 3. Select **Adjustments &Corrections.** 4. Select either **Adjust/Correct** under **Income** or **Expenditure**, whichever is applicable. Note: Expenditure & revenue adjustments must be batched separately. 5. Enter transaction details. 6. Select School Bank or other account that is to be adjusted. 7. **OK to batch?** 8. Click **Yes.** 9. When transactions for this batch are completed, exit and print **batched transactions report** from **Transactions > Reports** then **Exit.** 10. Go to **View/Post Batch.** 11. Select either **Income** or **Expd./Crd. Notes** depending on the type of adjustment done. 12. In answer to the prompt **Find Batched Expenditure or Income,** enter the **batch number (batch ref).** Click **Display**. 13. Click the **hand** to display the batch total. Check the balance matches the total of the journals. Check the transactions. 14. If an error is noted, click the transaction(s) with errors then click **Edit.** 15. **<Tab>** to the field or fields that require editing and amend. 16. Re-check totals. 17. Re-print the batch if edited, step 9. 18. When correct, update the batch in the view/post batch screen and file printouts.

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23.5 Tips for Transaction Processing

Budgets	How to increase a budget allocation. Complete Budget Allocation Form.	• Go to Transactions/Budget. • Click Income radio button. • Enter the details. • Go to Transactions/Budget. • Click expenditure radio button. • Enter details.
	Revising budget allocations.	To revise expenditure budgets use **Virements** between D to D accounts and/or D to ZZZZ unallocated accounts.
	To correct a budget.	Budget allocation transactions cannot be reversed. An equal and opposite budget allocation needs to be made.
	Creating a new budget account.	Create and link to an Analysis Code and Heading, as per the RM Finance Manual section 5.1.2 and the DOE Chart of Accounts.
Cheques	If not printing system cheques.	It is advisable to disable the Create Cheque option in the System/Options menu.
	If printing system cheques.	Create Cheque option in System/Options menu must be turned on. Payments must be printed before doing the Bank Reconciliation.
	Unable to tab into the reference field to enter a cheque number when entering payments.	The Create Cheque option is clicked on. Turn off the Create Cheque option, to allow input of individual cheque numbers.
	Have entered two cheques using the same cheque number.	Reverse one of the entries and re-enter it with the correct cheque number.
	How to set up the printer for printing cheques.	See Manual section 10.13. Compare page 4 DOE guidelines for Cheque Layout.
	To print a list of un-presented cheques.	Go to Transactions/Reports Select Unreconciled Transactions Print

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Batching	Add a transaction to an existing batch, if having exited before completion.	• Go to Transactions / Expenditure or Income. • Enter the additional transactions using the existing batch number. It is added to the batch.
	Unable to view/post a batch on completion.	• Go to View/Post • Click display, without nominating a batch number. This displays on screen all transactions batched, regardless of number.
	How to print a batch after updating.	• Go to Transactions/Reports. • Select 'All transactions' – display the specific transactions to screen and pick out the voucher numbers. • Repeat the 'All Transactions' report with simple search using the voucher numbers and print.
Reconciliation	'Reconcile to' date shown on Bank Balance Report.	This can be achieved when completing the Bank Reconciliation by changing the date displayed to the last day of the month the school is reconciling.
	To find amounts in the Bank Reconciliation.	Go to the top of the list of transactions and use the '*****' Find function. This searches downwards.
	Entries that are corrections.	All corrections and reversals need to be reconciled as they are processed.

23.6 Department of Education Forms for Use with RM Finance

The forms, which are required to be completed as part of financial procedures, can be found in the Schools Information System section of the Finance Web:

http://det.wa.edu.au/finance/detcms/portal

Alternatively please refer to the Senior Finance Consultant (Schools).

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RM Finance Manual

Support

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25 Support

25.1 Support (WA)

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

Contact details below:

25.1.1 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.

25.1.2 Fax (CSC)

9264 4701

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

25.1.3 Email (CSC)

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

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

25.1.4 Online Manuals and Training Notes

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***

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