Education Financial and ICT Services - User Guides

LM ACCOUNT

2003/2004 Year End User Guide

INTRODUCTION
This user guide takes you through all stages required to close the accounts at the end of the financial year. The key events are listed below, with the dates that they need completing by. You will need to plan carefully how you will meet the various deadlines. Please read the notes carefully before proceeding. If you are unsure about any of the tasks please contact your **Finance Support Officer**.

Key Dates

19th March	**Post Supply Claims for the period upto 19th March to Education Personnel Services (for schools using Charles House Services (NCC)**
By 1st April	**Return Sickness Insurance Claims to Education Financial & ICT Services, Room 047, County Hall.**
By 1st April	**Return Subsidised Lettings Form to Central Administration, Room 19 at County Hall.**

Key Dates — *Year End User Guide Section*

Key Dates		*Year End User Guide Section*
A.S.A.P.	1.	**Request Early Bank Statement** *(if required)*
on/by 26th March	2.	**Review Purchase Orders**
on/by 26th March	3.	**Enter Accruals (Sundry Creditors & Sundry Debtors)**
on/by 26th March	4.	**Check the Budget Control Reports**
Available 30th March	6.	**Period 12 Download**
on/by 30th March	5.	**Final Bank Reconciliation** *(using latest available bank statement)*
on/by 30th March	7.	**Print All Reports**
on/by 30th March	8.	**Backing Up the LM Account**
on/by 31st March	9.	**Rollover – Running the Year End**
on/by 31st March	10.	**Information Required by Education Financial & ICT Services**
	11.	**Backing-up the LM Account**
Available 27th April	12.	**Period 13 Download**
	13.	**Final Budget Share Received**
	14.	**Backing-up the LM Account**
on/by 28th April	15.	**Information Required by Education Financial & ICT Services**
	16.	**Amendments Required in the 2004/05 Financial Year**
	17.	**Enter 2004/05 Budgets into the LM Account**

Appendices:
Forms to List Sundry Creditors and Sundry Debtors *(Pages 12-13).*

<u>ALL SCHOOLS</u>
You will need to complete the Final Reconciliation, send the file via AVCO, (or disk or e-mail if agreed by Computer Accounting) and post all documentation to E.F.S. <u>on/by the 31st March 2004</u>.

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As soon as possible

1. REQUEST AN EARLY BANK STATEMENT
As the final reconciliation paperwork has to be sent to Education Financial & ICT Services by/on **31st March**, the normal bank statement may not have been received prior to this date. Schools have three options:-
 i)   Request an early bank statement from the bank – this will need to done as soon as possible.
 ii)   Complete a reconciliation using the previous months closing bank balance, if the bank statement hasn't been received.
 iii) Use the February bank statement.
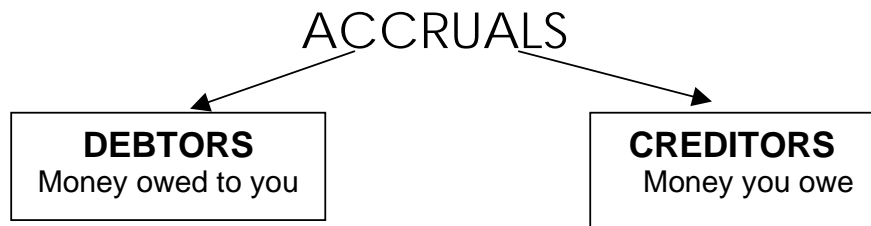
26th March

2. REVIEW PURCHASE ORDERS.
2.1 Reviewing outstanding orders is useful when compiling a list of sundry creditors *(See User Guide – Order Reports for further details).*
2.2 Any orders that are no longer needed should be deleted. If you have any problems or queries relating to this please contact your Finance Support Officer.

26th March

3. ACCRUALS (SUNDRY CREDITORS AND SUNDRY DEBTORS)
It is recommended that these are only done if failure to do so would have a material effect on the final outturn figures for the school.

3.1 An accrual is an accounting transaction for any goods or services that **are supplied on or before 31 March** where the invoice has **not** yet been paid, or where income due has **not** yet been received.

ACCRUALS

DEBTORS	**CREDITORS**
Money owed to you	Money you owe

3.2   Use the attached appendices to help you list these items (pages 12-13).

(a)   *Schools using NCC Payroll* **– Supply claims for the period upto 19th March must be sent to Education Personnel Services on the 19th March, for those schools using Charles House Services (NCC) for Payroll.**
Supply claims for the period *22nd to 31st March* will be paid in the new financial year. Schools should only make creditor provision for this if they are for a material amount.
***Please note:* Creditors will be entered at County Hall for supply work done by teachers on contracts at your school or another school between 20th February and 19th March and included on the Period 13 Download.**

(b)   *Schools using NCC Payroll* **- Do not include any lettings subsidy claims or sickness insurance claims that have been sent to County Hall by the *1st April*, as these will be included on the Period 13 download.**

(c)   *Schools using NCC Payroll* **- Do not include any Creditors/Debtors for NCC transactions, as these will be included automatically on either the period 12 or period 13 download. Creditors/Debtors are allowed for Norfolk County Services (NCS) and NPS as they are private companies.**

(d)   **No Creditor provision is allowed for Capital Allocations (Project Codes ECAP??). This is due to Government Capital controls imposed by the Office of the Deputy Prime Minister. Any under/overspends against these allocations will be shown in the new year as under or overspends b/fwd against the project codes.**

(d)   **Please do not send the appendices (pages 12-13) to County Hall. They are for your use only.**

3.3   BEFORE ENTERING THE ACCRUALS

(a)   Check that you are in **March**. If not, run **Period End(s)** until you are in March.

(b)   Produce **Budget Control Report** for the School Budget (EB). You can use this report to check the effect of the accruals later.

3.4 **ENTERING CREDITORS**
Click the Creditor/Debtor button.
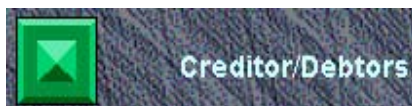
Enter the transactions listed on the **Creditor** sheet (page 12) on to this page; please see the example below. *Please note*: if the entry requires a Department Code this is entered with the Subjective Code e.g. 4085ART.

LM CHEQUE BOOK - CREDITOR/DEBTORS

SCHOOL NAME : Norfolk Primary School

Order Details		Nett Amount 550.00	Internal/ External I or E	Coding		
Supplier	Description			Cost Centre Suffix	Subj-ective	Project Code
Mrs Smith	Supply days x2 Days	300.00	E	B	485	
Norfolk County Services	Ground Maintenance Charges - March	250.00	E	B	2250	

3.5 **ENTERING DEBTORS**

Enter the transactions listed on the **Debtor** sheets (page 13) on to this page; please see the example below. Remember to enter the Nett Amount as a **negative** figure.
Please note: if the entry requires a Department Code this is entered with the Subjective Code e.g. 9708MATHS.

LM CHEQUE BOOK - CREDITOR/DEBTORS

SCHOOL NAME : Norfolk Primary School

Order Details		Nett Amount -250.00	Internal/ External I or E	Coding		
Supplier	Description			Cost Centre Suffix	Subj-ective	Project Code
Karate Club	Lettings due for Spring Term	-250.00	E	B	9508	

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3.6   PRINTING DETAILS OF ACCRUALS.

It is important to keep a list of all the accruals entered. Produce the report as detailed below. A copy of this report must be retained by the school*.*

Select Reports from the Main Menu.
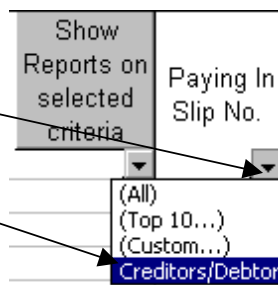

Select **'Various Detailed Reports'**.

Click **'Advanced Reports'**.
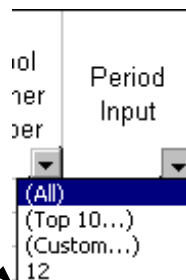

Click **OK** to continue

Click and hold down on the pull down triangle **against Paying in Slip No.** select **Creditors/Debtors**. *(Note: you may need to scroll down the pick list to find Creditors/Debtors).*

Using your arrow keys move to the right. Under Period Input click on the down arrow and select **12** (for period 12).

Move back to the left and click **Show Reports on Selected Criteria**.

Click Print Report

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4.   CHECK THE BUDGET CONTROL REPORTS

4.1   **MAIN SCHOOL BCR (EB)**

4.1.1 Print a **School Budget Control Report**. Make any coding corrections that are required.

4.2   CAPITAL & IT BCR

4.2.1 The Budget Allocations in the Capital & IT BCR should all be zero. If they aren't , please overtype the budget. (***Note***: Please ensure that you are in EDIT to do this).

5.   PERIOD 12 DOWNLOAD.

> ***Available on 30th March***

5.1   Collect and process the Period 12 Download as normal. *(See User Guide – Download for further details).*

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ALL SCHOOLS

You will need to complete the Final Reconciliation, send the file via AVCO, (or disk or e-mail if agreed by Computer Accounting) and post all documentation to Education Financial Services on/by the 31st March.

6. FINAL RECONCILIATION

6.1 Complete a Bank Reconciliation to the latest bank statement that you have received *(see Section 1 of this Guide).*
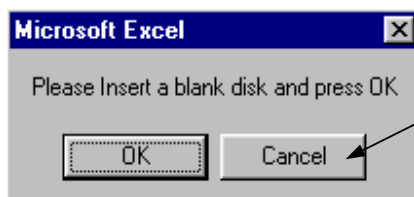
Before Printing All Reports ensure you have: -

➢ Paid as many **Invoices** as possible relating to 2003/2004.

➢ Banked all **Income** relating to 2003/2004.

➢ Entered all **Accruals** (Debtors/Creditors).

➢ Entered any required **Journal Corrections**.

➢ **Loaded** the Period 12 Download.

➢ **Reconciled** the Bank Account (to the latest bank statement received).

➢ Finally, the Headteacher must **examine and approve all budget control reports** and be satisfied with the current position. *(Note: Period 13 Download still to come).*

7. PRINT ALL REPORTS
Once you are happy that all the above has been completed; run all the reports by clicking the **'Print All Reports'** button from the Main Menu.

During this routine you will asked to insert a blank floppy disk. Click **Cancel**.

S:\Sgos\SectionFiles\CentralAdmin\MI Database\MI 2004\MI 51-60\MI 59\LMYEAll2004.doc3/10/2004

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8. BACKING UP THE LM ACCOUNT

8.1 Backup the **LM Account folder** (not the shortcut!) onto a zip disk. Label this back-up as *Post Period 12 Download*. **This back up must be retained for a minimum of three months.**
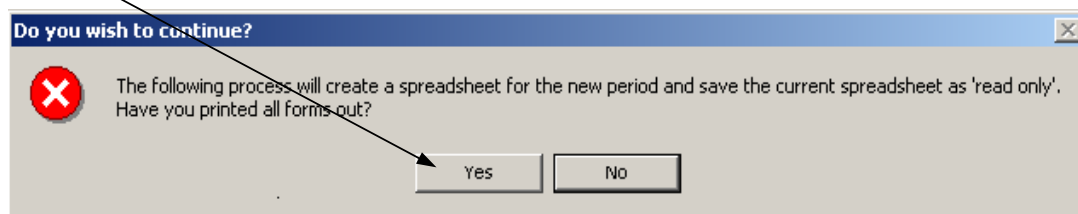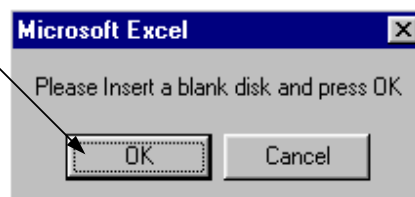
9. ROLLOVER – RUNNING THE YEAR END
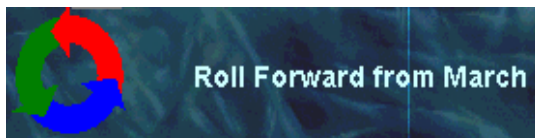
Click the **Roll Forward from March** button.

The Year End will now run.

Click **Yes** to the message below.

Insert a blank disk as normal to create the file required by Education Financial & ICT Services.

Please Note: if the path is set directly to the Outbox in the Output data box this screen will not appear.

10. INFORMATION REQUIRED TO BE SENT TO EDUCATION FINANCIAL SERVICES ON/*BY 31st MARCH 2004.*

10.1 Please send the file created on disk via AVCO Anycomms Client, (or by e-mail or disk if agreed by Computer Accounting) as usual.

10.2 Please also send the paper work as listed on the month end front page.

> **THE LM ACCOUNT IS NOW IN THE 2004/05 FINANCIAL YEAR -**
> **NEW YEAR DATA CAN NOW BE ENTERED**
> **Before entering data please check on the Main Menu that the LM Account is in APRIL**

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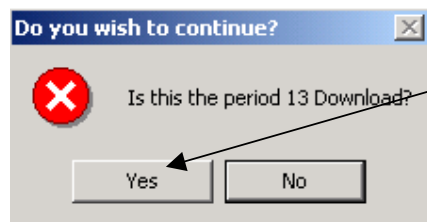**11.   BACK-UP DATA FILES.**

11.1 Repeat the instructions for **BACKING UP LM ACCOUNT FOLDER**

   Label the backup _2004/2005 POST PERIOD 12 DOWNLOAD_ and retain for a minimum of three months.

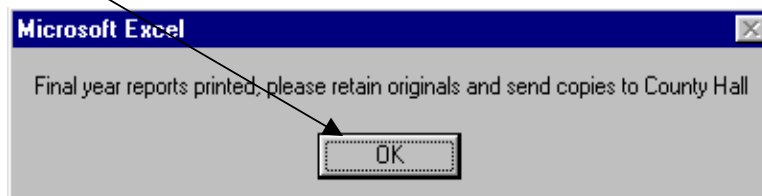**12.   PERIOD 13 DOWNLOAD.**

> ## *Available from 27th April*

12.1 Collect the Period 13 Download as normal and process. *(See User Guide – Download for further details).* Click Yes to the following question.

Click **Yes**

12.2 The final year-end reports for 2004 will be printed automatically.
    Click **OK** to the following question.

12.2 A final copy of the Budget Control Reports (BCR's) will be archived within the LM Account folder, called **2004-BCR.xls**.

12.3 To print a copy of a BCR from 2003/04 at anytime, double click on **2004-BCR.xls**, click **Read Only**, select the required BCR from the tabs at the bottom left of the screen, highlight the BCR, go to File, select print, select Selection in Select What, click OK

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13. FINAL BUDGET SHARE RECEIVED.

13.1 CHECK THE MAIN SCHOOL BUDGET CONTROL REPORT

You should have received notification of your final Budget Share (LMSB2-3(Final)) for 2003/04 financial year. Make any amendments to the Budget in the BCR as necessary. Re-print the Budget Control Report to check that the amendments have been made correctly.

14. BACKUP DATA FILES.

13.1 Repeat the instructions for **BACKING UP LM ACCOUNT FOLDER**

Label the backup *2004/2005 POST PERIOD 13 DOWNLOAD* and retain indefinitely.

15. INFORMATION REQUIRED BY EDUCATION FINANCIAL & ICT SERVICES.

> *Date Required by: 28th April*

Please send a copy of the following to Kim Robertson, Principal Finance Officer, Education Financial & ICT Services, Room 063, County Hall.   Fax: 01603 222505, **by 28th April.**

> *a) School BCR*
> *b) Capital & IT BCR*
> *c)* **A copy of the two following files on a floppy disk (if they will not fit on to a floppy please copy onto a zip disk). (Zip disks will be returned to schools)**
>
> **See below how to copy them.**
> - **2004-BCR.xls**
> - **2004-Reports.xls**

15.1 <u>**Copying the required files onto floppy disk.**</u>

     a. Insert a blank formatted Floppy Disk into the machine.
     b. Open **My Computer**.
     c. Open the **LM Account folder**.
     d. Right click on file called **2004-BCR.xls**
     e. Select **Send to**.
     f. Select **3½ Floppy (A)**.
     g. Insert a new blank formatted Floppy Disk into the machine.
     h. Right click on the file called **2004-Reports.xls**.
     i. Select **Send to**.
     j. Select **3½ Floppy (A)**.
     k. Label the floppy disks with the school name & location code.

16. <u>**Amendments Required in the 2004/05 Financial Year**</u>

There are a few changes to the coding in 2004/05 financial year, these will be included on an upgrade. We also recommend that the codes set up on the Department BCR & Capital & IT BCR are reviewed and any codes that are no longer used can be deleted. Before codes can be deleted any budget figure needs to be removed.

On the **Departmental Budget BCR** any code that begins with **E2** can be deleted. Review the other codes and delete any that are no longer required.
On the **Capital & IT Fund BCR** review the codes, and delete any that are no longer required.

17. <u>**Enter 2004/05 Budgets into the LM Account**</u>

The **approved** 2004/05 Budget Plan needs to be entered into the LM Account. From the Main Menu select Reports, **EDIT** **BCR** and then overtype any figures with the new budgets.

Any changes in **Departmental** Budgets will also need to be entered into the LM Account. From the Main Menu select **Reports**, then **EDIT** **Departmental Budget** and then overtype any figures with the new budgets. Any new codes will need to be set up.

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NON-NCC SUNDRY CREDITOR LIST

(*DO NOT* INCLUDE ANY ITEMS FOR NCC)
(*INCLUDE* SUPPLY OR TRAVEL/SUBSISTENCE CLAIMS, NORFOLK COUNTY
SERVICES (NCS), NPS & OTHER COMPANIES)

Order Number	Details	Value (Ex VAT)	External	Subjective Code + Dept Code
			E	

Total

I certify that all the goods and services listed above will be provided on or before 31st March 2004 to the best of my knowledge and are not Capital expenditure.

Signed: _____ **Date:** _____

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NON-NCC SUNDRY DEBTOR LIST

(***DO NOT*** INCLUDE ITEMS ANY ITEMS FOR NCC)
(INCLUDE NORFOLK COUNTY SERVICES (NCS), NPS & OTHER COMPANIES)

Details	Value (Ex VAT)	External	Subjective Code + Dept Code
		E ↓	

Total [   ]

I certify that all the goods and services listed above will be provided on or before 31st March 2004 to the best of my knowledge and are not Capital income.

Signed: _____   **Date:** _____