> Education Financial and ICT Services - User Guides
>
> # *CASH ACCOUNTS*
>
> ## 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.  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, County Hall.

---

## *Year End User Guide Section*

|     |                                                                                  | *Key Dates*               |
| --- | -------------------------------------------------------------------------------- | ------------------------- |
| 1.  | Request an Early Bank Statement (if required)                                     | A.S.A.P.                  |
| 2.  | Review Purchase Orders                                                            | on/by 26th March          |
| 3.  | Checking the VAT & Exceptions on the Main School BCR                             | on/by 26th March          |
| 4.  | Checking the Standards Fund BCR                                                   | on/by 26th March          |
| 5.  | Enter Accruals  (Sundry Creditors & Sundry Debtors)                              | on/by 26th March          |
| 6.  | Future Year Transactions *(Secondary & Foundation Schools Only)*                 | on/by 30th March          |
| 7.  | Payroll Oncosts *(Non NCC Payroll Foundation Schools Only)*                      | on/by 30th March          |
| 8.  | Period 12 Download                                                               | Available 30th March      |
| 9.  | Backing-up the Data Files                                                         |                           |
| 10. | Running Year-End                                                                 | on/by 31st March          |
| 11. | Period end file to Education Financial & ICT Services                           | on/by 31st March          |
| 12. | Rename the Current Year Data File                                               |                           |
| 13. | Backing-up the Data Files for Both Years                                         |                           |
| 14. | Checking the 2004/2005 Data File                                               |                           |
| 15. | Checking Analysis Codes                                                           |                           |
| 16. | Review Income Sources and Suppliers                                              |                           |
| 17. | Review Budget Headings & Budget Accounts                                         |                           |
| 18. | Future Year Transactions *(Secondary & Foundation Schools Only)*                |                           |
| 19. | Period 13 Download                                                               | Available 27th April      |
| 20. | Final Budget Shares Received                                                     |                           |
| 21. | Backing-up the Data Files                                                         |                           |
| 22. | Calculate Final 2003/04 Balances and Cash Settlement                            | on/by 28th April          |

Forms to List Sundry Creditors and Sundry Debtors. *(Pages 34-35).*

**Appendices:**      **Appendix 1** – List of Analysis Codes

Education Financial and ICT Services - User Guides

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

**ALL SCHOOLS** need to complete the Final Reconciliation & Year-end, send the file and post all the documentation to Education Financial & ICT Services on/by 31<sup>st</sup> March 2004.

*As soon as possible*

## 1.   REQUEST AN EARLY BANK STATEMENT

1.1   As the final reconciliation paperwork has to be sent to Education Financial & ICT Services by/on **31<sup>st</sup>  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, to enable a bank reconciliation to be completed.

 ii)     Complete the Year End without having completed a Bank Reconciliation, if the bank statement hasn't been received.

 iii)    Use the February bank statement.

*26<sup>th</sup> March*

## 2.   REVIEW PURCHASE ORDERS

2.1   Reviewing outstanding orders is useful when compiling a list of sundry creditors (see later).  The year-end procedure will automatically roll forward **all** outstanding orders from the current year to next year.

2.2   You can print a list of outstanding orders by selecting the  button

 then select

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

**Financial Summary (2)**

Financial Summary : Budget Summary (Period 9)

| | |
|---|---|
| **Total Expenditure Allocations** | 790951.00 🔍 |
| **Actual Expenditure To Date** | 534131.53 🔍 |
| **Orders Outstanding** | 7222.13 🔍 |
| **Balance** | 249597.34 |
| **Total Income Allocations** | 27273.00 🔍 |
| **Actual Income to Date** | 541980.66 🔍 |
| **Balance** | -514707.66 |
| **SCHOOL LM A/C + PETTY CASH A/C** | 44179.43 |
| **IMPREST ADVANCE** | -58000.00 |
| **Total Funds Available** | -13820.57 |

Click this button to print, or review on screen, a list of outstanding orders.

2.3    Any orders that are no longer needed should be marked as completed.

*NOTE*:  This report does not show Budget Account codes. If you wish for a more detailed report, including the Budget Account Code, run the Purchase Orders report from Transactions Reports.   Leave selection as it is and click the Printer icon.

*26th March*

### 3.    CHECKING THE VAT AND EXCEPTIONS ON THE MAIN SCHOOL BCR

3.1    The **VAT Control Checks** line in the Income Section of the BCR must show zero in all columns.  If there are figures present, it is likely that a VAT Reimbursement has been entered incorrectly.  Go into **Records, Budget Accounts** and **Find** the **VAT** Budget Account. Click the magnifying glass next to any amount in the Nett Current Year Expenditure to display details.  All income should appear in the VAT column only.  If any figures are in the Nett column the transaction(s) must be reversed and re-entered correctly. Check the Budget Control report again to make sure all columns for **VAT** are **zero**.

3.2    Any **Exceptions** that appear on the BCR must be cleared.  **If any exceptions are on Analysis Code '0000' please contact your Finance Support Officer** – *DO NOT CORRECT THESE*.

**4.** **CHECK THE STANDARDS FUND BUDGET CONTROL REPORT**

4.1 **STANDARDS FUND**
Run a Standards Fund BCR; if there are any EG Project Codes still in the system these should be zero – and they need to be deleted.  All the Budget Accounts that should be shown are Capital codes.  If you need any advice please contact your Finance Support Officer.  The Budget figures against the Capital codes should be zero, if any aren't please enter Budget Transactions to ensure they are zero *(see the User Guide).*  Make any coding corrections required.

---

**IF YOU HAVE PROBLEMS WITH ANY OF THE ABOVE TASKS, PLEASE CONTACT YOUR FINANCE SUPPORT OFFICER FOR ASSISTANCE.**

---

**30$^{th}$ March**

**5.** **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.**

5.1 An accrual is an accounting transaction for any goods or services that **will be supplied on or before 31$^{st}$ March** where the invoice has **not** yet been paid, or where income due has **not** yet been received, to the best of your knowledge.

## ACCRUALS

| **DEBTORS** | **CREDITORS** |
|---|---|
| Money owed to you | Money you owe |
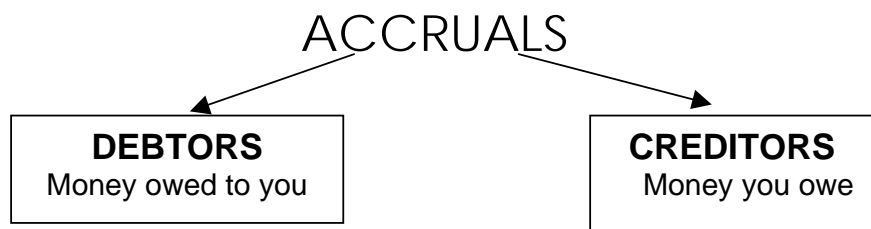
5.2 Use the attached appendices to help you list these items (pages 34-35).

**(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 of 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.**

**(e)** **Please do not send the appendices (pages 34-35) to County Hall. They are for your use only.**

5.3 **BEFORE ENTERING THE ACCRUALS**
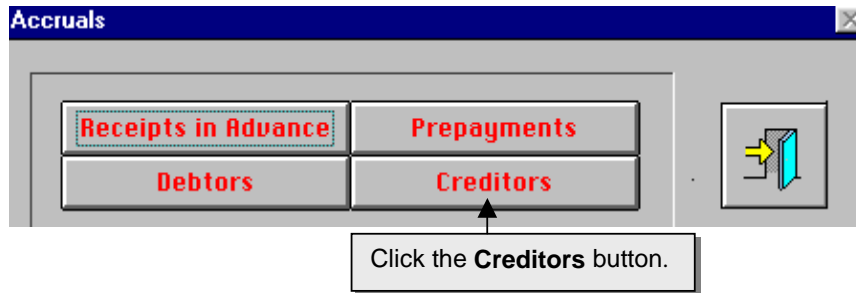
(a) Check that you are in **Period 12**. If not, run **Period End(s)** until you are in period 12.
(b) Produce a detailed **BCR** for the School Budget (EB). You can use this report to check the effect of the accruals later.
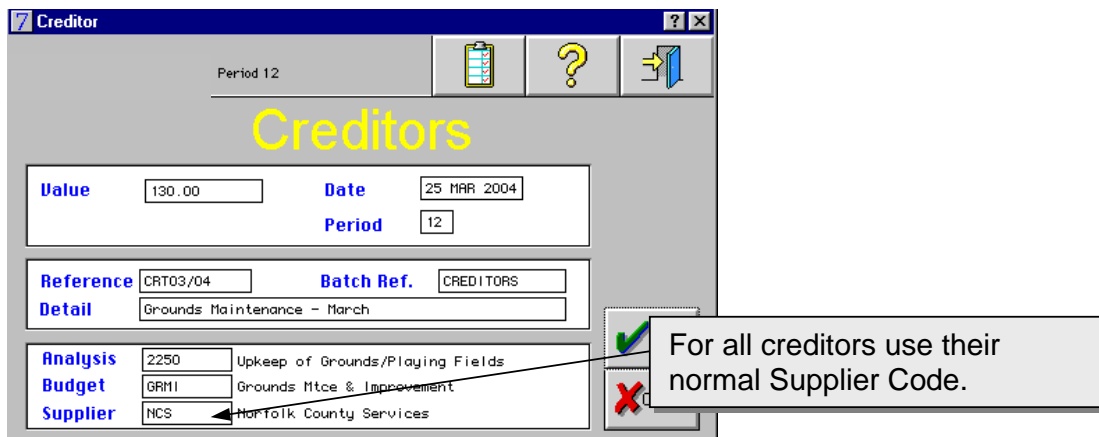
# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

5.4   **ENTERING CREDITORS**

Click the [**Transactions** button icon] button followed by the [**Accruals**] button.

**Accruals**

| | |
|---|---|
| **Receipts in Advance** | **Prepayments** |
| **Debtors** | **Creditors** |

Click the **Creditors** button.

Click the [clipboard button] button and select the **Batch Transactions** option.

Enter the transactions listed on the creditor sheet (page 34).

**Creditor**

Period 12

## Creditors

| Value | 130.00 | Date | 25 MAR 2004 |
|---|---|---|---|
| | | Period | 12 |

| Reference | CRT03/04 | Batch Ref. | CREDITORS |
|---|---|---|---|
| Detail | Grounds Maintenance - March | | |

| Analysis | 2250 | Upkeep of Grounds/Playing Fields |
|---|---|---|
| Budget | GRMI | Grounds Mtce & Improvement |
| Supplier | NCS | Norfolk County Services |

For all creditors use their normal Supplier Code.
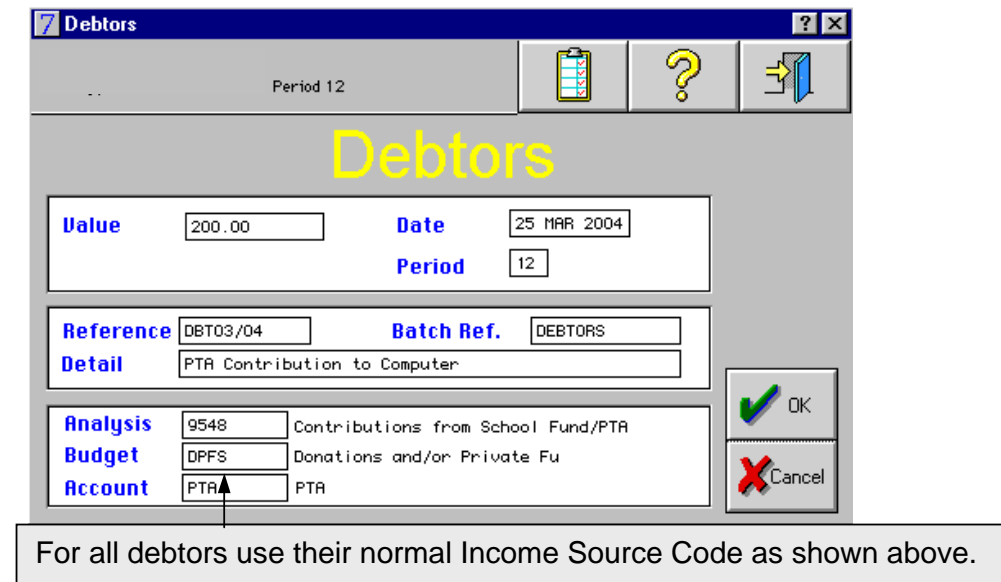
5.5    **ENTERING DEBTORS**

Click the [Transactions] button followed by the **Accruals** button.

**Accruals**

| Receipts in Advance | Prepayments |
| Debtors | Creditors |

Click the **Debtors** button
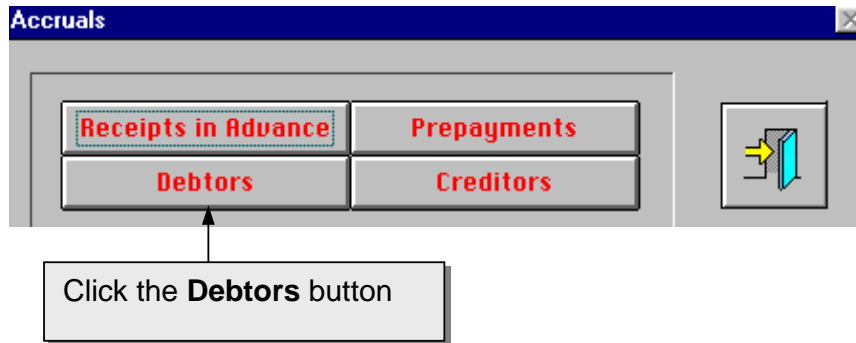
Click the button and select the **Batch Transactions** option.

Enter the transactions listed on the debtor sheet (pages 35).

**Debtors**

| Value | 200.00 | Date | 25 MAR 2004 |
| | | Period | 12 |

| Reference | DBT03/04 | Batch Ref. | DEBTORS |
| Detail | PTA Contribution to Computer | | |

| Analysis | 9548 | Contributions from School Fund/PTA |
| Budget | DPFS | Donations and/or Private Fu |
| Account | PTA | PTA |

OK    Cancel

For all debtors use their normal Income Source Code as shown above.

5.6   **POSTING THE BATCHES**

Select the **View / Post Batch** option in **Transactions**.

Click the **Creditors** button.

**Find Batched Creditors**

Batch Ref     CREDITORS

Reference

Date Range from

to

User Name

Enter the Batch Reference used when entering the transactions. If you cannot remember what you used click **Display** without entering anything in this box.

**Display**

Click here to display batch details

**7 Post Batch to Creditors Accounts**

| Ref. | Date | Period | Gross Value | **All** |
|---|---|---|---|---|
| CRT03/04 | 25 MAR 2004 | 12 | 130.00 YES | |

Click the **All** button to select the creditors to be posted.

**Edit**

Source / Supplier        Nett
Budget                   VAT
Analysis
Batch Ref.
Type
Description

Check that the **Total to post** agrees with the total on your creditors list.

If the data is correct click **Update**.

**Total to post**                    130.00     **Update**

***Note:*** *For more information about selecting and posting batches, please refer to the User Guide.*

**5.7   POSTING DEBTORS BATCHES.**

Select the [ **Debtors** ] button and follow the same procedure as described above for posting creditors batches.


**5.8   PRINTING DETAILS OF ACCRUALS.**

It is important to keep a list of all the accruals entered.  Produce the report as detailed below.

From **Transactions, Reports,** Select **All Transactions**

*Mark this box only* → Accruals etc. (marked box)

*Mark this box only* → Current A/C (marked box)

*Mark this box only* → Gross Totals (marked box)

**All Transactions**

INCLUDE TRANSACTION TYPES ...
- ☐ Income
- ☐ Expenditure
- ☐ Budget Amendments
- ☐ Internal Charges
- ☐ Journal Transfers
- ☒ Accruals etc.

FROM BANK ACCOUNTS ...
- ☒ Current A/C
- ☐ Deposit A/c
- ☐ Petty Cash A/c

SHOW REPORT WITH ...
- ☒ Gross Totals
- ☐ Totals Only
- ☐ Short Report Format
  - ☐ Include Descriptions ?
  - ☐ Include Invoice ?

FIND TRANSACTIONS BASED ON ...
- ☐ Ignore Search
- ✓ Simple Search
- ☐ Detailed Search

Click the ***Simple Search*** option

**Change Sort Order**

**Simple Search**

| | From | To |
|---|---|---|
| Budgets | | |
| Supplier / Source | | |
| Analyses | | |
| Periods | 12 | 12 |
| Date | | |
| Rec. Ref | | |
| Voucher | | |

It is important to select Periods **12** to **12**.

If period 12 is not specifically selected the report will also include all the accruals for the previous year.
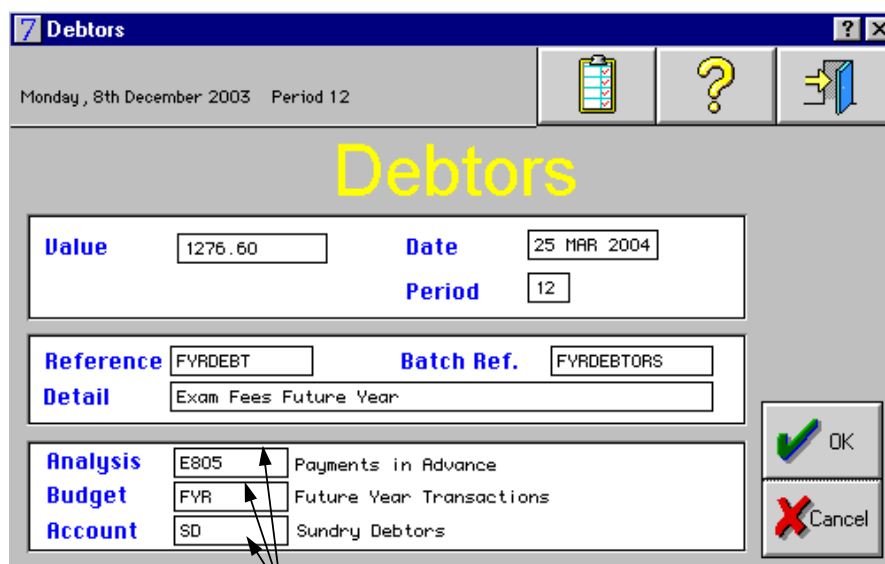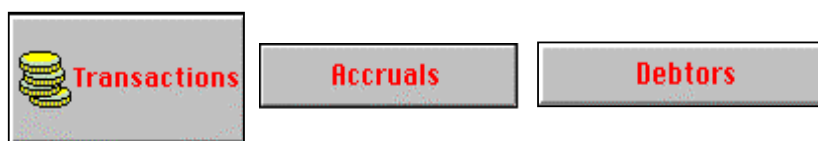
# CASH ACCOUNTS

## 2003/2004 Year End User Guide

> **SECONDARY and FOUNDATION SCHOOLS ONLY**
>
> **Required by: 26th March**

## 6.    FUTURE YEAR TRANSACTIONS

6.1    You will need to clear Budget Account **FYR** by entering accruals (creditors/debtors) so that any expenditure/income in this account is rolled forward to next year.  Check Budget Account **FYR** in **Records, Budget Accounts**.  Instructions on how to clear the reversals of these accruals in next year to the correct Budget Accounts are dealt with in section 17.  For detailed instructions on entering debtors and creditors please refer to the previous section.

6.2    **Enter EXPENDITURE transactions as a DEBTOR. See example below: -**

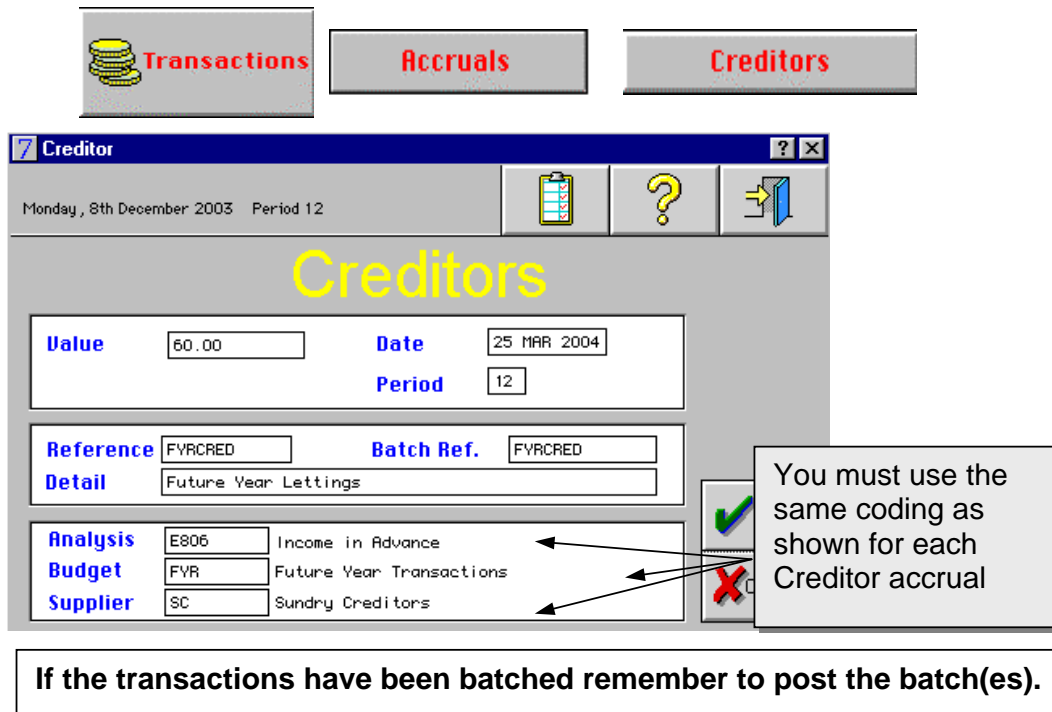

You must use the same coding as shown above for each Debtor accrual

# *CASH ACCOUNTS*

## **2003/2004 Year End User Guide**

**SECONDARY and FOUNDATION SCHOOLS ONLY**

6.3 **Enter INCOME transactions as a CREDITOR. See example below: -**



**Transactions**   **Accruals**   **Creditors**



**Creditor**

Monday, 8th December 2003   Period 12

Creditors

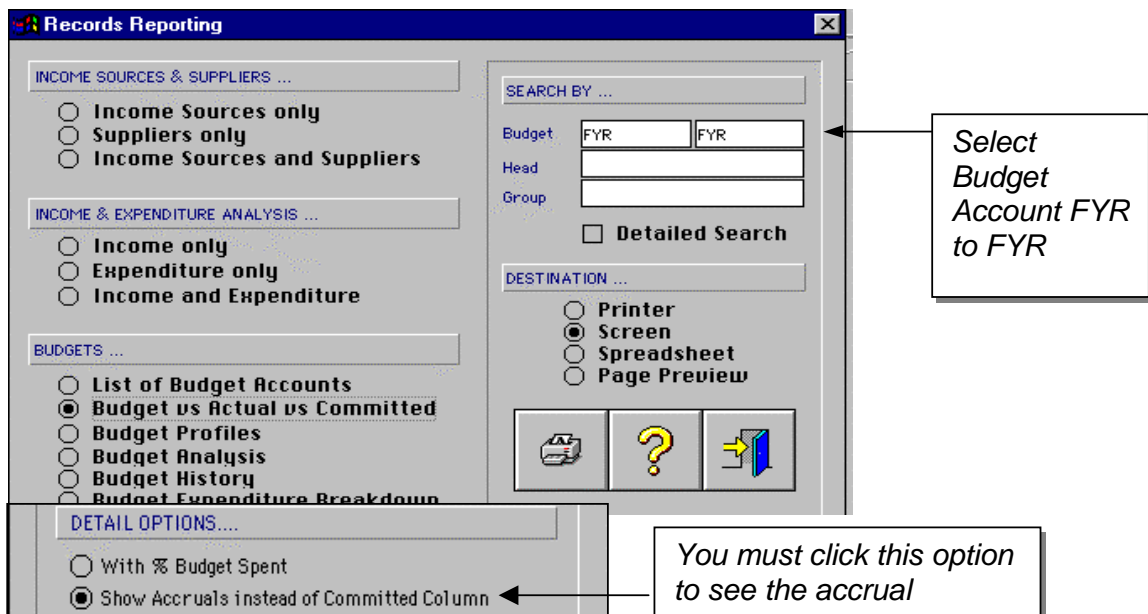| **Value** | 60.00 | **Date** | 25 MAR 2004 |
| | | **Period** | 12 |

**Reference** FYRCRED   **Batch Ref.** FYRCRED
**Detail** Future Year Lettings

**Analysis** E806   Income in Advance
**Budget** FYR   Future Year Transactions
**Supplier** SC   Sundry Creditors

You must use the same coding as shown for each Creditor accrual

**If the transactions have been batched remember to post the batch(es).**

6.4 After entering the accruals check the Budget Account **FYR**. From **Records, Transactions,** complete the screen as shown below. **The total must be zero.**



**Records Reporting**

INCOME SOURCES & SUPPLIERS ...
○ **Income Sources only**
○ **Suppliers only**
○ **Income Sources and Suppliers**

INCOME & EXPENDITURE ANALYSIS ...
○ **Income only**
○ **Expenditure only**
○ **Income and Expenditure**

BUDGETS ...
○ **List of Budget Accounts**
◉ **Budget vs Actual vs Committed**
○ **Budget Profiles**
○ **Budget Analysis**
○ **Budget History**
○ **Budget Expenditure Breakdown**

SEARCH BY ...
Budget FYR   FYR
Head
Group
☐ **Detailed Search**

DESTINATION ...
○ **Printer**
◉ **Screen**
○ **Spreadsheet**
○ **Page Preview**

*Select Budget Account FYR to FYR*

DETAIL OPTIONS....
○ With % Budget Spent
◉ Show Accruals instead of Committed Column

*You must click this option to see the accrual*

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

*FOUNDATION SCHOOLS*
*WHO DO NOT USE NCC PAYROLL ONLY*
*Required by: 26th March*

### 7.    PAYROLL ONCOSTS

7.1    Oncosts are always paid a month in arrears.  In order to transfer the March oncosts to the following year you must enter a creditor as detailed below.   For detailed instructions on entering creditors please refer to the previous section.

7.2    First of all check that the amount held in Budget Account ONCOSTS agrees with the figure on your final "Statement of Cash Advances" for 19-Mar Deductions. To check this look at the Budget Account **ONCOSTS** in **Records, Budget Accounts**. The Nett Current Year Expenditure should agree with the deductions for March.  If the figures do not agree please contact your Finance Support Officer for assistance.

Enter a **CREDITOR** as shown below: -



*Enter the value of you March Deductions.*

*Ensure the coding is **exactly** as shown above.*

# *CASH ACCOUNTS*

## **2003/2004 Year End User Guide**

> *FOUNDATION SCHOOLS*
> *WHO DO NOT USE NCC PAYROLL ONLY*
> *Required by: 26th March*

7.3 After entering the accrual, check Budget Account **ONCOSTS**. From **Records, Transactions,** complete the screen as shown below.



*Select Budget Account ONCOSTS to ONCOSTS*

*You must click this option to see the accrual*

**Budget vs Actual vs Committed including accruals**

| Account | Description | Budget Allocated | Actual Spent Received | Acr / Pre | Total | Difference |
|---------|-------------|-----------------:|----------------------:|----------:|------:|-----------:|
| **000** | | | | | | |
| ONCOSTS | PAYROLL ON COSTS | 0.00 | -41787.05 | 41787.05 | 0.00 | 0.00 |
| **Balance for Control Accounts** | | **0.00** | **-41787.05** | **41787.05** | **0.00** | **0.00** |

*This figure must be ZERO.*

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

**_Available on 30<sup>th</sup> March_**

**8.   PERIOD 12 DOWNLOAD**

8.1   Process the **Period 12 Download** as normal.

8.2   If there are any Exceptions please contact your Finance Support Officer.
      **DO NOT CORRECT THESE YOURSELF**.


**9.   BACKUP DATA FILES.**

Make a backup of your datafile.

**Label the backup 2003/2004 POST PERIOD 12 DOWNLOAD – PLEASE
COMPLETE AND RETAIN AT LEAST TWO SETS OF BACK-UPS.**

## *CASH ACCOUNTS*

### 2003/2004 Year End User Guide

# ALL SCHOOLS need to complete the Year-end, send the file and post all the documentation to Education Financial & ICT Services on/by 31ˢᵗ March 2004.

**10.  YEAR-END**

10.1 Before running the final Period-End (Year-end) ensure you have: -

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

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

* Entered and posted all **Accruals** (Debtors/Creditors)

* Entered any required **Internal Charges**.

* Posted all **Batches**.

* **Reconciled** the Current Account *(to the latest available bank statement).*

* **Reconciled** the Petty Cash Account as normal.

* **Loaded** the Period 12 Download.

* **Backed-up** the Datafile.

* 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)*

* **PLEASE ENSURE A VALID BACK UP HAS BEEN TAKEN PRIOR TO BEGINNING THE YEAR END ROLLOVER.**

Education Financial and ICT Services - User Guides

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

### SCHOOLS OPERATING CASH ACCOUNTS
### ON MORE THAN ONE PC
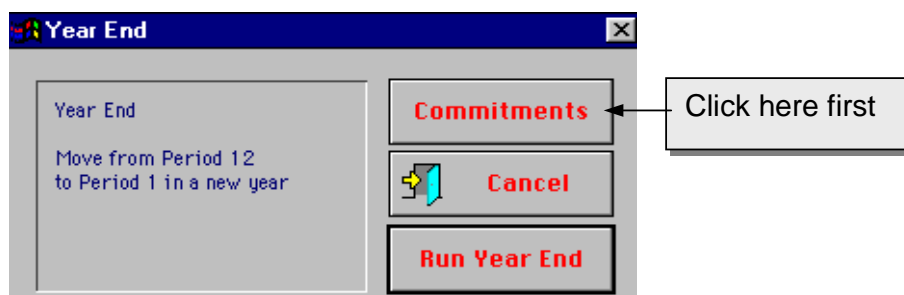
### PLEASE NOTE

1. Schools who operate a Peer-Peer network **must** run the year-end from the Server PC (i.e.: the PC which contains the Cash Accounts datafile) not the Client PC.

2. You must run the Year-end when operating Cash Accounts in what is termed "Single User Mode".  This ensures that the process is not interrupted.
   - From the desktop click **once** on the Cash Accounts icon.
   - Hold down the **Shift** key.
   - Keep holding down the **Shift** key while double clicking the icon.
   - Once the LOGO has appeared you can release the **Shift** key.

10.2  Logon to Cash Accounts as the **System Manager**.  When you select the Period-End button to rollover from period 12 to period 01 of the next year the system will perform a year-end instead of the usual Period-end.  This is essentially the same as a period-end as described in the User Guide with a few variations, which are detailed below.

10.3  From the main screen click the [Period End] button and follow the instructions below:


Click here first

S:\Sgos\SectionFiles\CentralAdmin\MI Database\MI 2004\MI 51-60\MI 57\YE Guide 2004.doc3/10/2004

Education Financial and ICT Services - User Guides

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

**Remove / Reinstate Commitments**

**Outstanding Orders**     **Remove Commitments**

| Order No. | Supplier | Date | Description | ✔ |
|---|---|---|---|---|
| 4 | ESPO | 25 JAN 2004 | | |
| 5 | HOPE | 25 FEB 2004 | | |

Click the **red tick** to highlight all the orders

Click the **Remove Commitments** button.

? Remove highlighted commitments from budgets and financial summaries.
Do you wish to continue ?

**No**     **Yes**

Click **Yes** to remove the commitments.

All outstanding commitments will be removed from the current year and copied to future year when year-end is run.

Close the window by clicking in the ☒ box.

## *PLEASE ENSURE THAT YOU HAVE A VALID BACK-UP BEFORE RUNNING THE YEAR END.*

**Year End**

Year End

Move from Period 12
to Period 1 in a new year

**Commitments**

**Cancel**

**Run Year End**

Now you can run Year-End

This stage follows the usual period end procedure.
If you cannot answer '**Yes**' to all the questions, go back and complete all unfinished work and start the Period-end process again.

10.4 The final stage of the Year End creates a copy of last year's data and changes the file extension from **.df1** to **.lyr** Last year's file is stored in a folder named **OLDDATA** within the **Cash Accounts** folder. Enter **Archive Notes** as per the example below: -

**Save Last Year Archive as...**

| | |
|---|---|
| **File Name** | 2222-04 |

Enter your **location code** plus -04

| | |
|---|---|
| **Archive Notes** | Norfolk School – 2003/04 Datafile |

Enter your **School name** plus **'- 2003/04 Datafile'**

**Save**    **Cancel**

Click **Save** to continue

A series of updates will now be performed. This may take between 5 and 60 minutes depending on the size of your data file and the speed of your computer!

10.5 **If during the roll forward a message appears asking whether you wish to convert the datafile, you must click NO.**

10.6 Once the **Year-End** is complete, the following message will appear.

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

**OK**

---

**FROM NOW ONWARDS, EVERY TIME YOU LOG-IN, YOU WILL AUTOMATICALLY BE IN THE NEW FINANCIAL YEAR.**
**YOU MUST NOT ENTER ANYMORE TRANSACTIONS IN LAST YEAR, APART FROM THE PERIOD 13 DOWNLOAD.**

---

# CASH ACCOUNTS

## 2003/2004 Year End User Guide

*On/By: 31<sup>st</sup> March*

**11. PERIOD END FILE TO SEND TO EDUCATION FINANCIAL & ICT SERVICES**

**The Period End file needs to be sent to County Hall in the normal way (via AVCO, e-mail or a disk).**
**To produce the file, please follow the instructions below:**

11.1 Login to Cash Accounts as usual. If you on a peer-peer network you may have problems switching back to last year. To avoid these always switch back to the last year from the **Server**.

11.2 **SWITCH TO LAST YEARS DATAFILE** by pulling down on the **System Manager** menu as shown below: -
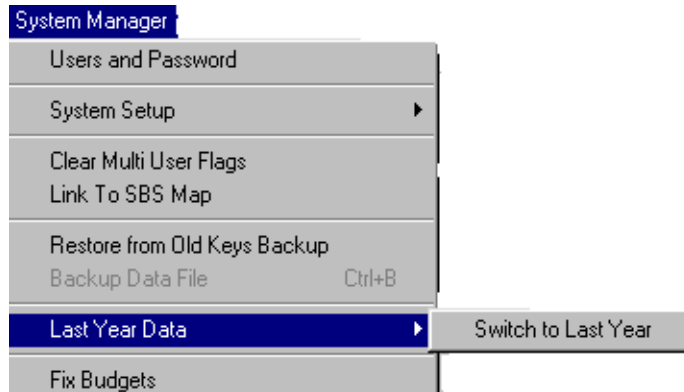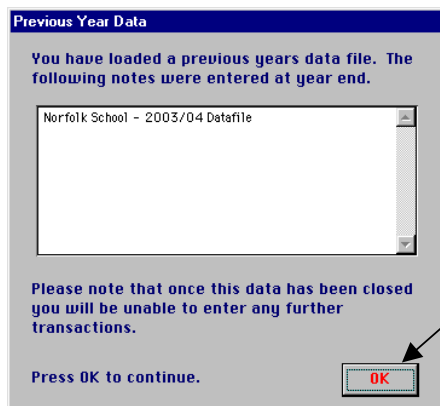


Click **Yes** to continue

Click **OK** to continue. The next screen should show **LAST YEAR'S DATA.**

11.3 Produce the coding form as normal.

11.4 Send the file to Education Financial Services in the normal way on/by
**31$^{ST}$ MARCH.** If you are sending the file via the AVCO AnyComms Client please
use the instructions below:

11.5 Copy the file from the diskette into the **Outbox**
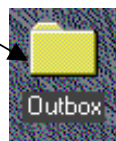


11.6 Double click on **AnyComms Client** on the desktop



11.7 Click **Start Call**. This will take two or three minutes to send the data to
Education Financial & ICT Services. If an error message please try again and if
it continues to fail please contact ICT at Heartsease on 0845 303 3003 for further
assistance. Please ensure that the file has been sent, by checking the Outbox is
empty.
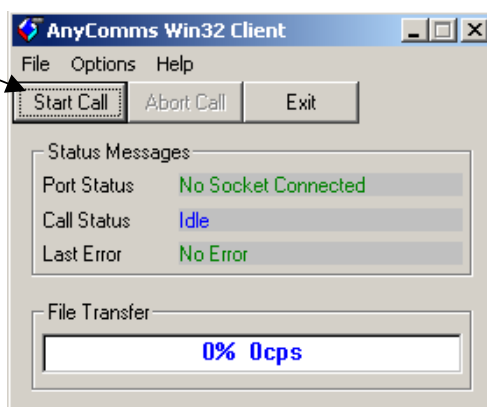


## ***PLEASE ALSO REMEMBER TO SEND THE PAPERWORK TO YOUR FINANCE SUPPORT OFFICER.***

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

### 12. RENAME THE CURRENT YEAR DATA FILE

12.1 The **Year-End** routine has created a new data file for the current year, which needs to be renamed. **Quit** Cash Accounts if you are already logged on.

12.2 Using Windows Explorer locate your data file. (Go to Start button (in the bottom left hand corner of the screen), select Programs and Windows Explorer). Open the drive Cash Accounts is stored on, double click on the Keys folder).

```
Keys
  Accounts
    External
    Olddata
  Loadfile
```

> Double-click on the **Accounts** folder to display the files. Follow the steps shown on the next page.
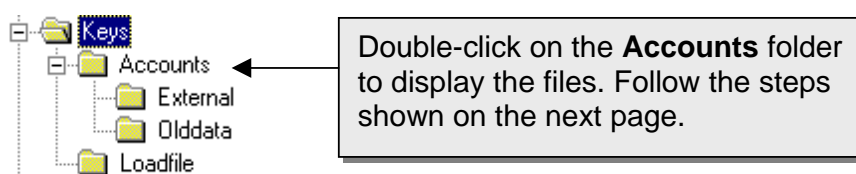
> *Note: -*
> *Primary Schools: - The data file will generally be located on the D: drive (Some Primary schools may have the datafile on the C: Drive).*
> *Peer-to-Peer: - The data file will be located on the C: or D: drive on the Server PC.*
>
> *Network: - The data file will be located in one of your network drives.*

*If you have problems finding the exact location, login to Cash Accounts and pull down on the **File** menu to **About Cash Accounts…** The path of your data file will be shown).* E.g.

| Version | 6.15 | D |
| | Norfolk Edition – Version 6.15 | |
| Serial No. | C7RSI 5M 454549 89952 | |
| Reg. | RMMS – RMMS | |
| Application | C:\KEYS\ACCOUNTS\CASH.LBR | |
| Data | C:\KEYS\ACCOUNTS\2222-04.DF1 | |

> The path of your data file is shown here.

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

12.3 Locate the datafile and right click on it, select **Rename** from the drop down menu that appears.  Change the **–04.df1** to **–05.df1**
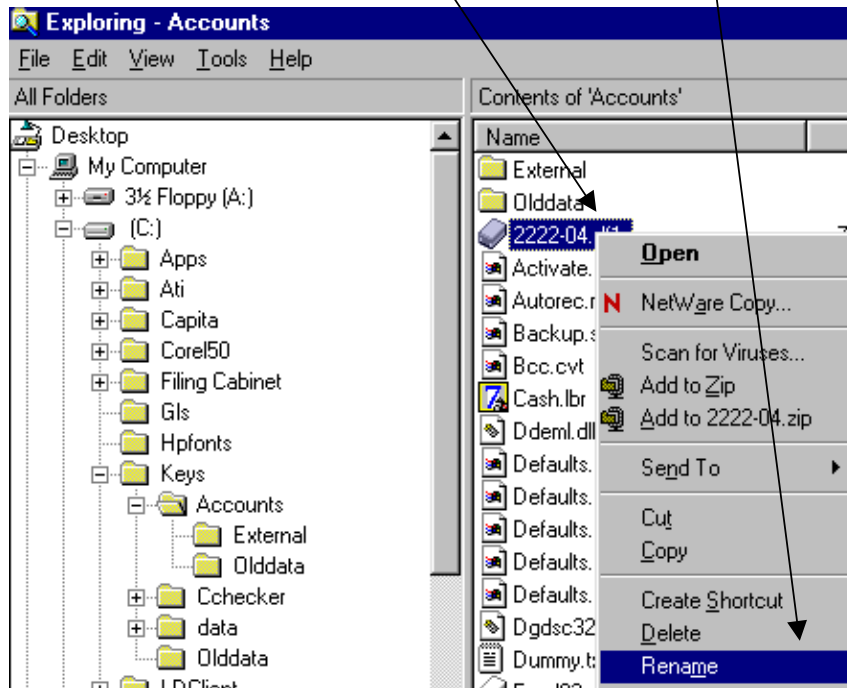


12.4 Click off the name to save the changes.

12.5 The first time you login after the change you will need to re-select the data file by highlighting the name.  Click OK or Open to proceed to the Cash Accounts login screen.
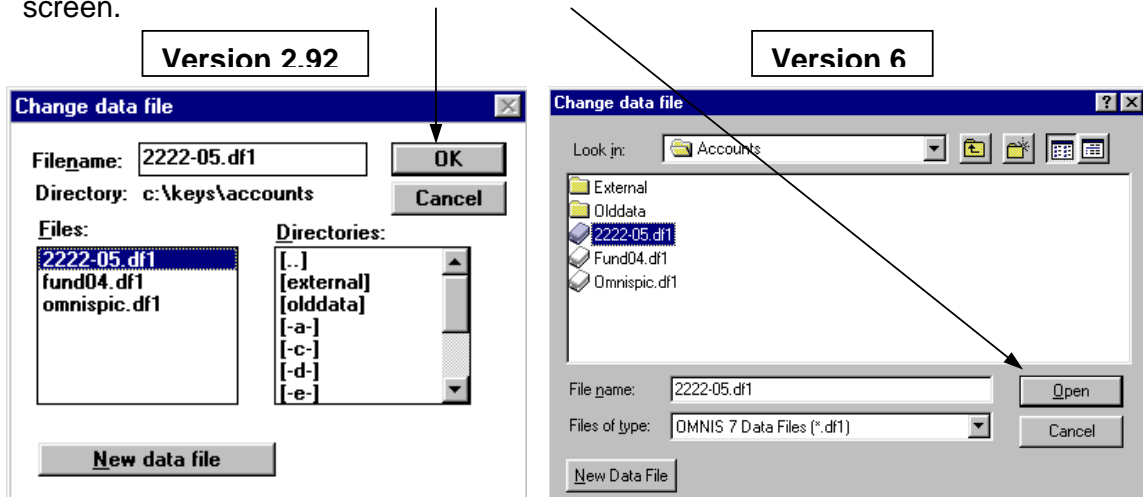
# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

### 13. BACKING UP DATA FILES FOR BOTH YEARS

13.1 If you use a zip drive to back up the **KEYS** folder, **all** data files will automatically be backed up.

13.2 If your data file is stored on a network the daily network back up should secure all of your data.

13.3 If you use the SAFE back-up procedure to back-up data files on diskette you must back up data files for **both** years. A backup must be taken of your old and new data files after completing the Year-End and after the Period 13 download. Last years data files will be found in the **OLDDATA** folder.

Note: It is strongly recommended that PC Users running standalone or Windows95 peer-to-peer use a Zip drive for back-ups. This method allows the complete KEYS folder to be backed up on a daily basis, rather than selecting individual data files.

### 14. CHECKING THE 2004/2005 DATA FILE

14.1 After running the year-end, it is advisable to print **School and Standards Fund Budget Control reports** and carry out the following checks.

(a) **Check the commitment figures.** Using the BCR produced before the year-end accruals were entered, check that the committed figures agree for all budget accounts. If there is a discrepancy, contact your Finance Support Officer for advice.

(b) **Check the Actual figures.** Check that the figures in the Actual column only contain the reversals of the accruals entered in period 12. If there is a discrepancy, contact your Finance Support Officer for assistance.

# *CASH ACCOUNTS*

## **2003/2004 Year End User Guide**

**14.** **ANALYSIS CODES – PLEASE COMPLETE BEFORE ENTERING ANY DATA – *MAKE SURE THAT YOU ARE IN THE CURRENT YEAR DATAFILE*.**

**14.1** **ENTERING NEW CODES, AMENDING DESCRIPTIONS & DELETING CODES**
There are a few amendments required to the 2004/05 datafile. These are listed below.

---

### NEW ANALYSIS CODES

**EXPENDITURE CODES**
1745   Training
1815   NI Lease Car
4312   Broadband Charge
4462   PFI Contract
4999   Purchasing Card Charges (Recharge)
C512   Capital - Fees (inc. NPS Fees) *
C245   Capital - Construction (Building Work) *
C310   Capital - Furniture (Desks/Furniture/Equipment *
C320   Capital – ICT *
C540   Capital - Overspend Brought Forward *

**INCOME CODES**
9216   NOF Income
9444   Income from Services Provided
C861   Capital -Grant Funding & Sale of Assets *
C871   Capital - Loan Income *
C865   Capital - Voluntary or Private Income *
C870   Capital - Revenue Expenditure Applied to Capital Financing *

C545   Capital - Underspend B/Forward *



1. Select Records | 2. Select **Inc. & Exp Analysis** | 3. Select **New**



4. Enter the details, ensure that the **Type** is set correctly. Click **OK**.

5. Repeat steps 3 & 4 for each new code.

---

***Note -*** When using the Analysis Codes marked with a * they must be used with a ECAP?? Budget Account

Education Financial and ICT Services - User Guides

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

---

### NAME CHANGES

| | | | |
|---|---|---|---|
| 0620 | Peripatetic Contracted Teachers | 2400 | Trivia Building Repairs(BMPP Only) |
| 4309 | Repayment of loan for ICT Resources | 4550 | Other Professional Services - Music |
| 8319 | Revenue Contributions to Capital | 9320 | Meals - General |
| 9415 | Staff Accommodation Rent | 9730 | Rents (not Caretakers) |

**Records**

1. Select **Records**

**Inc. & Exp. Analysis**

2. Select **Inc. & Exp. Analysis**

**Find**

3. Select **Find**

**Analysis**

Analysis: 0620    Description:

Type:
○ Expenditure
● Income

4. Enter the Analysis code to be amended, do not tab out of the box, click **OK**.

**Edit**

5. Click **Edit**.

6. Amend the description & click **OK**.

7. Repeat steps 3 – 6 for each code.

---

### CODE TO BE DELETED

9208   NOF Income

1. Follow steps 1-4 of the above.

2. Click **Delete,** then **Yes**.

**Delete**

### 15.2 ANALYSIS CODES – CHECKING THE CODES IN THE SYSTEM

Once the changes above have been completed, please check the **Analysis Codes** in the system are only those on the attached **Appendix 1**, to ensure that you have no obsolete codes that could still be used. *Please Note:* codes that have outstanding orders or unpresented cheques against them will not be able to be deleted. If you do not wish to use an Analysis Code that cannot be deleted, edit the description to DO NOT USE.

**To run a report on the Analysis Codes follow the instructions below:**



Click on **Records** & then the **Reports** button. Select **Income & Expenditure Analysis.**

Select **Printer** & click the **Printer Icon.**

Click Show Full **Detailed Reports**. Click **Print**.

### 16. REVIEW INCOME SOURCES AND SUPPLIERS IN THE NEW YEAR DATAFILE

From **Records; Reports** look at a list of Income Sources and Suppliers and delete any that are no longer required. This review may also show that the same supplier record has been set up more than once with different codes. You cannot delete a record that has been used in the current year or has any outstanding orders or unpresented cheques against it. If you do not wish to use an Income Source or Supplier that cannot be deleted, edit the description to DO NOT USE.

Education Financial and ICT Services - User Guides

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

**17.** **REVIEW BUDGET HEADINGS & BUDGET ACCOUNTS IN THE NEW YEAR DATAFILE**

Check that the Income **Budget Headings** set up in the datafile are set up as;
0I01 etc.  These should be 0(zero) I(letter I for ice) 0(zero) etc.
If any are incorrect please edit, the Budget Accounts linked to these Budget
Headings will be updated automatically.  Delete any that are no longer required.

Please ensure also that you have no **Budget Accounts** in the system that you
no longer require.  Delete any that aren't required.  Please note that if there are
any unpresented cheques, outstanding orders or there is any
expenditure/income on the codes they cannot be deleted.   If you cannot delete a
Budget Account but do not wish to use it, edit the description to DO NOT USE.

# *CASH ACCOUNTS*

## **2003/2004 Year End User Guide**

## *SECONDARY and FOUNDATION SCHOOLS ONLY*

### 18. **FUTURE YEAR TRANSACTIONS B/FWD**

18.1  Future Year Expenditure/Income transactions were cleared as accruals in the old year. See section 6 of this guide. Reversals of the accruals will now appear in Budget Account **FYR** in the current year. You must now enter Internal Charges to transfer these reversals from **FYR** to the correct Budget Accounts so that income/expenditure will appear in the current year BCR.

18.2  Go into **Records, Budget Accounts** and **Find** Budget Account **FYR.**



Click this button to print or review a list of accruals reversed from Previous Year. **See example below.**

Selected Transactions:Net Current Year Expenditure

| Account | Analysis | Budget | Ref | Type | | Date | Nett | VAT | Total |
|---------|----------|--------|-----|------|---|------|------|-----|-------|
| SD | E805 | FYR | FYRDEBT | ADMIN | DBT | 25 MAR 2004 | 1276.60 | | 1276.60 |
| SC | E806 | FYR | FYRCRED | ADMIN | CRT | 25 MAR 2004 | -60.00 | | -60.00 |

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

18.3 Enter an Internal Charge for each transaction as per examples below. For more information on entering Internal Charges please refer to the *User Guide.*

---

### EXPENDITURE

*Example: Transfer Exam Fees from **FYR** to **EXAM***

---

**Internal Charges**

**Version 2.92**

| | |
|---|---|
| **Date** | 2 APR 04 |
| **Reference** | Future Yr |
| **Detail** | Clear Future Year Reversals |
| **Amount** | 1276.60 |

**Charge**

| | | |
|---|---|---|
| **Budget** | EXAM | Exam Fees |
| **Analysis** | 4630 | Examination Fees |

**Credit**

| | | |
|---|---|---|
| **Budget** | FYR | Future Year |
| **Analysis** | E805 | Payments in Advance |

✔ OK
✖ Cancel

---

**Internal Charges**

**Version 6**

## Internal Charges

| | | |
|---|---|---|
| **Budget to transfer From** | FYR | Future Year Transactions |
| **Analysis Code** | E805 | Payments in Advance |
| **Amount** | 1276.60 | |
| **Reference** | Future Yr | |
| **Date** | 2 APR 2004 | |
| **Description** | Clear Future Year Reversals | |

| | |
|---|---|
| Current Actual | 1216.60 |
| Actual if Posted | -60.00 |
| Budget | 0.00 |

| | | |
|---|---|---|
| **Budget to transfer To** | EXAM | Exam Fees |
| **Analysis Code** | 4630 | Examination Fees |
| **Reference** | Future Yr | |
| **Description** | Clear Future Year Reversals | |
| **Amount** | 1276.60 | |

| Budget | Analysis | Current Actual | Transfer Amount | Actual If Posted |
|---|---|---|---|---|

# *CASH ACCOUNTS*

## **2003/2004 Year End User Guide**

### **INCOME**

*Example: Transfer Lettings Income from **FYR** to **INFS***

---

**Internal Charges**

**Version 2.92**

| | |
|---|---|
| **Date** | 2 APR 04 |
| **Reference** | Future Yr |
| **Detail** | Clear Future Year Reversals |
| **Amount** | 60.00 |

**Charge**

| | | |
|---|---|---|
| **Budget** | FYR | Future Year |
| **Analysis** | E806 | Income in Advance |

**Credit**

| | | |
|---|---|---|
| **Budget** | INFS | Income from Facilities & Services |
| **Analysis** | 9508 | Lettings |

✔ OK
✗ Cancel

---

**Internal Charges**

**Version 6**

# Internal Charges

| | | |
|---|---|---|
| **Budget to transfer From** | INFS | Income from Facilities & Services |
| **Analysis Code** | 9508 | Lettings |
| **Amount** | 60.00 | |
| **Reference** | Future Yr | |
| **Date** | 2 APR 2004 | |
| **Description** | Clear Future Year Reversals | |

| | |
|---|---|
| Current Actual | 0.00 |
| Actual if Posted | -60.00 |
| Budget | 0.00 |

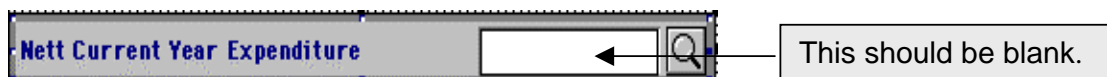| | | |
|---|---|---|
| **Budget to transfer To** | FYR | Future Year Transactions |
| **Analysis Code** | E806 | Income in Advance |
| **Reference** | Future Yr | |
| **Description** | Clear Future Year Reversals | |
| **Amount** | 60.00 | |

| Budget | Analysis | Current Actual | Transfer Amount | Actual If Posted |
|---|---|---|---|---|
| | | | | |

---

# *CASH ACCOUNTS*

## **2003/2004 Year End User Guide**

18.4 Go into **Records, Budget Accounts** and **Find** Budget Account **FYR** again**.** If your Internal Charges have been done correctly, the total for the **FYR** Budget Account must now be zero.
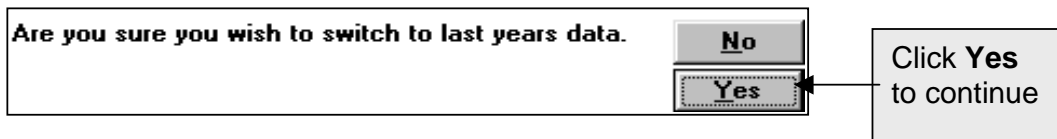
| Nett Current Year Expenditure | | 🔍 | This should be blank. |

*Available from 27<sup>th</sup> April*

---

*Available from 27$^{th}$ April*

### 19.   PERIOD 13 DOWNLOAD

**19.1 The period 13 Download must be entered in the 2003/2004 data file by following the instructions below: -**

(a)   Login to Cash Accounts as usual.  If you on a peer-peer network you may have problems switching back to last year.  To avoid these always switch back to the last year from the **Server**.

(b)   **SWITCH TO LAST YEARS DATAFILE** by pulling down on the **System Manager** menu as shown below: -

System Manager
Users and Password
System Setup            ▶
Clear Multi User Flags
Link To SBS Map
Restore from Old Keys Backup
Backup Data File         Ctrl+B
Last Year Data           ▶   Switch to Last Year
Fix Budgets

Are you sure you wish to switch to last years data.    **No**
**Yes**

Click **Yes** to continue

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

**Previous Year Data**

You have loaded a previous years data file. The
following notes were entered at year end.

Norfolk School - 2003/04 Datafile

Please note that once this data has been closed
you will be unable to enter any further
transactions.

Press OK to continue.          OK

> Click **OK** to continue. The next
> screen should show **LAST
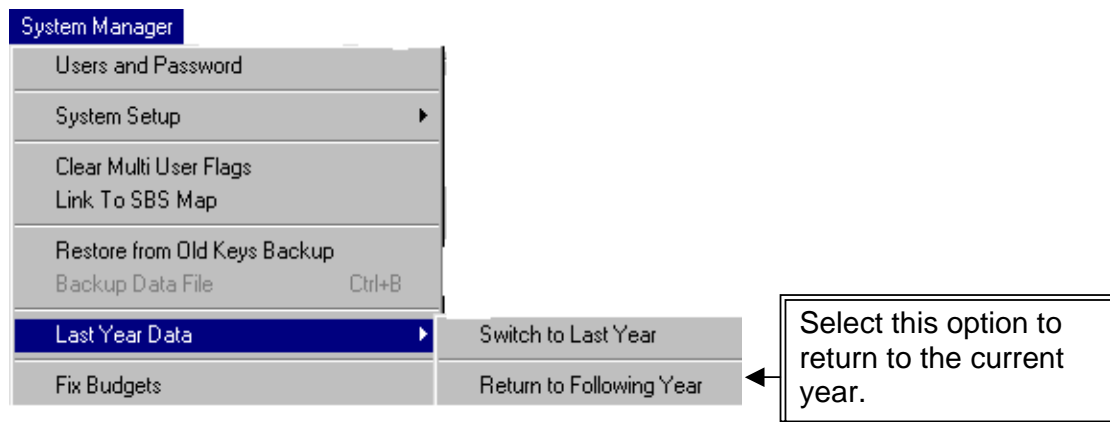> YEAR'S DATA.**

19.2  Process the **Period 13 Download** as normal.

19.3 If there are any Exceptions please contact your Finance Support Officer.
     **DO NOT** correct these yourself.

19.4  Select **System Manager** on the menu bar and follow the options below to return
      to the Current Year.

**System Manager**

| Users and Password |
| System Setup ▶ |
| Clear Multi User Flags |
| Link To SBS Map |
| Restore from Old Keys Backup |
| Backup Data File    Ctrl+B |
| Last Year Data ▶ | Switch to Last Year |
| Fix Budgets | Return to Following Year |

> Select this option to
> return to the current
> year.

**20. FINAL BUDGET SHARE RECEIVED.**

**20.1 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.  Switch back to last year and print a **School Budget Control Report**.  Check that the total of the **Budget Allocation** column agrees with the final allocation. Enter Budget Transactions if needed to balance*.*  Re-print the Budget Control Report to check that the amendments have been made correctly.

**21. BACKUP DATA FILES.**

Make a backup of both years datafiles.

**Label the backup 2003/2004 POST PERIOD 13 DOWNLOAD – PLEASE COMPLETE AND RETAIN AT LEAST TWO SETS OF BACK-UPS INDEFINATELY.**

*Date Required by: 28th April*

**22. CALCULATE FINAL BALANCES FOR 2003/2004**

**22.1**

**ALL SCHOOLS**

Please send or fax a copy of the following reports and send the disks to **Kim Robertson,** Principal Finance Officer, Education Financial & ICT Services, Room 047, County Hall.    Fax: 01603 222505, **by 28th April.**

> a) *School BCR – Summary View*
> b) *Standards Fund BCR – Detailed View*
> c) *A backup on either floppy disk or zip disk (please ensure that you have kept at least one set of backups at school) – zip disks will be returned to schools.*

**TYPE A SCHOOLS ONLY**

**22.2 CASH SETTLEMENT – Details of the Cash Settlement will be sent separately.**

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

## NON-NCC SUNDRY CREDITOR LIST

*DO NOT* INCLUDE ITEMS FOR NCC & ICT SOLUTIONS.   *INCLUDE* SUPPLY OR TRAVEL/SUBSISTENCE CLAIMS, NCS, NPS & ANY OTHER SUPPLIERS

| Value (Ex VAT) | Details | Analysis Code | Budget Account | Supplier | Order Number |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| | **Batch 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:** _____

Education Financial and ICT Services - User Guides

# *CASH ACCOUNTS*

## 2003/2004 Year End User Guide

## NON-NCC SUNDRY DEBTOR LIST

(*DO NOT* INCLUDE ITEMS FOR NCC & ICT SOLUTIONS)

| Value (Ex VAT) | Details | Analysis Code | Budget Account | Account *Income Source* |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | |
|---|---|
| | **Batch 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:** _____