

FIMS News

FIMS Hints and Tips

We are all gradually becoming more familiar with the Oracle system but there is always something new to learn. Below are some hints and tips that you can pull out and save.

General Ledger

Viewing Period Balances and Transactions from Funds Available

Responsibility: NCC/PEN/PRO General Ledger Journal Entry
NCC/PEN/PRO General Ledger Enquiry Only

Navigation Inquiry>>Funds

It is possible to view period balances and transactions from within the Funds Available Inquiry - this means you don't have to run a separate Accounts Inquiry to find the information you are looking for.

To view period balances, select the account code combination you are interested in, then click the Tools menu, and select Period Balances. The period balances for the account code combination are displayed.

You can then view any transactions for a period by clicking the Tools menu, selecting

Actual Lines to view actual income and expenditure, Budget Lines to view budget transactions, or Encumbrance Lines to view encumbrance (commitment) details.

Further information on the types of questions, answers and issues raised about General Ledger can be found at the following URLs:

http://intranet.norfolk.gov.uk/new_fims/content/word FAQs_from_FIMS_Clinics_NOML_Reporting.doc

http://intranet.norfolk.gov.uk/new_fims/content/top_tips_general_ledger.asp

- Invoicing, Income Collection and Debt Management
- Reporting
- Reporting workshops
- Access to FIMS
- FIMS Clinics Questions and Answers

Hints and Tips for Purchasing, Accounts Payable and Grants will appear in the next edition of Finance News.

Invoicing, Income Collection and Debt Management

Querying Customers

Responsibility: NCC Receivables Enquiry Only
NCC Receivables Invoice Entry Only

Did you know that by using the Customer Summary screen (Navigate to **Customers >> Summary**) you can enquire by using the **ISSIS** number (Social Services – Client Unique Number) within the Alternate Name field.

To activate the query – Press the **F11** key and then tab across until you reach the Alternate Name field. Enter the ISSIS number and then press the shortcut keys **Ctrl Key and F11**. The customer details will now appear on the screen.

Querying Invoices

Responsibility: NCC/PEN/PRO Receivables Enquiry Only
NCC/PEN/PRO Receivables Invoice Entry Only

Did you know that you could query the following:

- ◆ All your incomplete or complete invoices.
- ◆ Invoices raised using your transaction types for your department.
- ◆ Query all types of invoicing information.

Navigate to **Receivables >> Transactions >> Transactions**:

Click directly on the torch function on the toolbar.

A grey screen appears that allows users to enter search criteria such as transaction numbers, transaction dates, and invoice transaction types. Use the MORE tab to refine your search further - query invoices raised by salesperson or customer details. Don't forget to click on the Complete TAB if you want to view your completed or incomplete transaction details.

Entering Invoices

Responsibility: NCC/PEN/PRO Receivables Enquiry Only
NCC/PEN/PRO Receivables Invoice Entry Only

Before completing invoices there are various areas that you should be sure to have checked. These can be found on the FIMS website on the following URL link:

http://intranet.norfolk.gov.uk/new_fims/content/IICD_updates.asp

Reports

If you navigate to **View >> Requests** you can:

- ◆ **Schedule** your reports to run whenever they are required by clicking on the **Schedule** button.

- ◆ **Send electronic versions** of your reports to various personnel within NCC by clicking on the **Options** button.

For more information about these functions please contact your local reporting champion (see page 4).

FIMS Clinics questions and answers



Over the last few months FIMS Clinics have been run at various sites. Below are a few of the Receivables questions that were raised at these workshops:

Question: *I've entered an invoice but need to attach paperwork to a printed invoice – how?*

Answer: Currently we are asking users to email DF (Department of Finance) Admin Support with their invoice attachments and quote the invoice number. If your attachment is sensitive, i.e. payroll or employee information, you are required to send it in the internal post and not via email unless the file is encrypted (Protected).

Question: *How do I raise invoices for overseas customers?*

Answer: If you are invoicing overseas customers, you need to email the DF Admin Support. They will need the invoice number and customer name plus the reason you are emailing them (alerting them to overseas address). We are only using one format (UAA) at present for UK address style.

Further questions and answers relating to Receivables can be found on the following URL:

http://intranet.norfolk.gov.uk/new_fims/content/word/FAQs_from_FIMS_Clinics_IICD.doc

Reporting

Financial Statement Generator

Did you know that the Financial Statement Generator Reports could now be accessed within the standard range of Oracle Reports?

Users can navigate to General Ledger>>**Reports>>Request>>Standard**

Choose the report called **Program - Run Financial Statement Generator** and select from the range of available NCC reports.

The benefits of using this feature are that these types of reports can be:

Scheduled – By using the scheduling option you can choose when you would like to run the reports.

Options – By using this function you can send electronic copies of reports to fellow Oracle users.

Reporting Workshops

Over the last two months 4 reporting workshops were held with representative reporting champions from within NCC and covered the following areas:

- ◆ The scheduling of reports
- ◆ Copying reports
- ◆ Sending reports to members of staff
- ◆ Using enquiry functions within NCC Oracle
- ◆ Using Discoverer Viewer
- ◆ Working through the standard range of General Ledger reports

If you would like to know how to perform the reporting functions please contact your representative reporting champion below.

Education	Bruce Connors, James Stanford
Social Services	Kevin Burleigh, Alexis Wright
Fire	Alison Watts, Amanda Bailey
Probation	Belinda Wade
P & T	Lester Allinson, Mervyn Spinks, Andrew Skiggs
Cultural Services	Richard Chapman, Robert Testro
Chief Execs	Julie Berry, Cindy Burrows, Linda Farrow
Finance	Helen Fleming, Steve Aspin
NPS	John Childs, Beverley Elmer



Further information about reporting can be found on the following URL.

http://intranet.norfolk.gov.uk/new_fims/content/fims_project_reporting.asp

Access to FIMS

The electronic CAR form process has been updated to include a new page for requesting access to FIMS (Oracle Financials). Requests for new user access or additional responsibilities should now be raised using the e-Car form process. Help pages are available to provide more detail where required, and further help can be obtained from the Systems Support team (ext 2159).

Two important points to note when raising a request:

1. Training is required for any “update” responsibility e.g. Journal Entry, Invoice Entry. Access to the update functions will not be granted until this training has been undertaken. Please remember to request training by either calling the Service Desk on ext 5800, or by emailing your request to the Service Desk.
2. FIMS is a complex system and access can be granted on a number of levels. To help the administrators please provide as much information about the person and role requested as possible. This information can be included on the “Other” page of the e-Car form.

For example if you are requesting access for a user of i-Procurement it is important to include detail of:

- ◆ The department and section the user will be in
- ◆ The manager they will report to
- ◆ Their Norfolk E-mail address (if available) as this will be used by the procurement system for sending notifications.

Reminder. The e-Car form should also be used to let us know of any staff who have left or moved to a different role.

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