

Updating VAT codes for Swindon Schools

Two patches have been provided for Swindon schools to facilitate the recent changes in the standard VAT rate from 17.5% to 20%. These patches may be used with all versions of FMS from 6.136 and make the following changes to your FMS system:

- Two new VAT codes (In and Out) at 20% using new Ledger and VAT Codes
- The default rate of VAT is adjusted from 17.5% to 20% on Ledger Codes attracting the standard VAT rate

It is essential that:

- This upgrade is carried out on the SIMS File Server or, in the case of peer to peer installation, on the computer hosting the SIMS FMS database.
- The user carrying out the upgrade must be logged in as Administrator (or with full Administrator rights).
- The SIMS FMS database(s) has been migrated to SQL 2008 (either full product or SQL Express).

This document is intended to support the application of the VAT related patches on your main FMS database, before proceeding, if you have more than one FMS database, please log into the main database on the server to ensure that the correct database is selected and then log out.

MAKE SURE ALL FMS USERS ARE LOGGED OUT BEFORE APPLYING THE PATCHES

Stage 1 – Checks in FMS

Before the patches are applied, two checks need to be made in FMS to ensure successful application

- It is assumed that the name of the financial year is 2010, if this is not the case, the description of the year will need to be changed.
- The patches add Ledger Codes which cannot be duplicated. A check must be made that the new codes do not already exist.

Checking the name of the financial year

When in FMS, the name of the current financial year is shown in the bottom right of the screen. If this name is not 2010, for example 2010/11, then proceed as follows:

- Select **Tools | Define Financial Years | Define/Edit Years |**
- Scroll down to 2010/2011 year and open by double clicking or use of the pencil edit icon
- In the Edit Financial Year dialogue box, change the description to 2010 and **Save**

Year	State	Periods	Lowest Open	Archived
04/05	Finalized	12	13	No
05/06	Finalized	12	13	No
06/07	Finalized	12	13	No
07/08	Started	12	1	No
2008/09	Not started	12	1	No

Checking the Ledger Codes

- In **Tools | General Ledger Setup | Ledger Codes**, scroll down the ledger code list ensuring that ledger codes **V0000** and **V0011** do not exist otherwise the patch will fail.
- If these codes are already present, contact the service desk on **0844 893 8000** for assistance

Stage 2 – Backups

As a precaution users should make a backup of their SIMS.net database before proceeding.

To backup your version of SIMS.net, proceed as follows:

- Ensure that there are no other users logged into SIMS .net in your school.
- Log into SIMS .net on the main machine and open System Manager. Close the Welcome Screen and go to **Tools | Create Backup**. Call the backup *Pre SOLUS VAT patches* and add the current date, create the backup.

A backup copy of FMS should also be taken at this point. Schools with more than one FMS database need only backup the one linked to SIMS for salary commitments, this will be your main FMS database.

- An option has been provided within FMS 6.136 to carry out a backup of the FMS transactions.
- A user with FMS Access Rights levels 4 or 5 can carry out the backup. The backup is created on the Server, not the workstation, unless these are one and the same.
- Select **Tools | FMS Transactions Backup**.
- A confirmation dialogue is displayed. Click the **Yes** button to continue. The backup is then carried out.
- Ensure that you have a current backup of your MIS system on your backup media, usually a tape.

Stage 3 – Launching the SOLUS application

The VAT patches will be made using the special upgrade user known as SA (short for System Administrator). Files will be downloaded via SOLUS in the same way as SIMS.net upgrades, but the patches will be applied using the SA user and the appropriate password.

The upgrade must be carried out on the server hosting the SIMS FMS database while logged on as Administrator. These requirements are detailed on the first page of this document.

Do not attempt to run SOLUS directly from SIMS.net, from the SIMS Applications menu or from any short cuts that you may have created for the process.

Proceed as follows:

- To facilitate the process it is necessary to download and run a file available on www.capitaess.co.uk . In Internet Explorer, navigate to this site.
- Scroll down the web page to the section allocated to the Swindon VAT patches
- Identify an icon entitled “ESS Upgrade Utility” and double click on it
- Internet Explorer security is likely to activate a warning. If this is the case, confirm that you wish to run the file and then Add the site to a list of your trusted sites for downloads
- In the dialogue box that appears, confirm that you wish to Run (or Open) the file

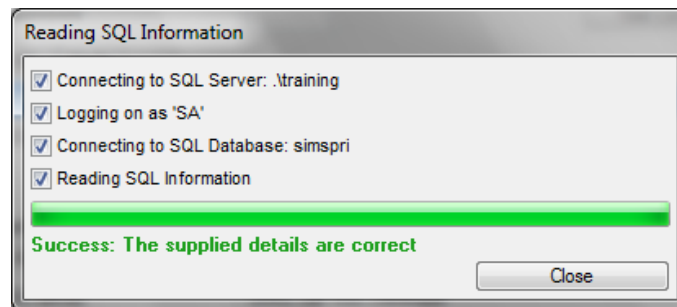
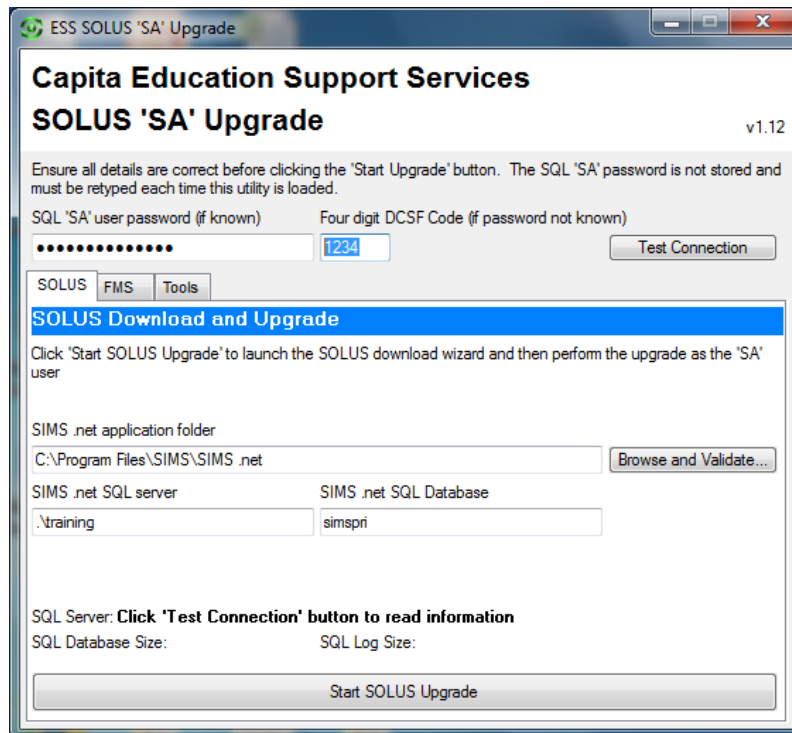


Confirm again by clicking Run (or Open) at the next dialogue box



The application to launch SOLUS requires a special password, this password is already entered into the dialogue box. For the vast majority of sites the pre-entered password will be appropriate.

However, if you know the password for your site as you have performed the SQL 2008 migration yourself or it have been communicated to you by ESS, replace with the appropriate password for the SA user.



Before proceeding with the SOLUS upgrade, check the password is correct by clicking on Test Connection. If the password and other details are correct a confirmation dialogue will appear, click Ok to clear.

If the connection test fails, information is given in a dialogue box. If the SA password fails, correct and re-enter, capitalisation is important, you may want to re-start the utility and try by entering your school number in the 'four digit DCSF Code' box before testing connection. If the password cannot be verified as correct by this test, contact the Helpdesk.

When informed that the supplied details are correct, click Start SOLUS Upgrade to launch the SOLUS application

Stage 4 – The SOLUS upgrade

The SOLUS application will be launched,

There is no need to make an entry in the SIMS boxes. In the FMS section, enter a FMS user ID and password, this should be a high level FMS user used for the SQL 2008 migration.

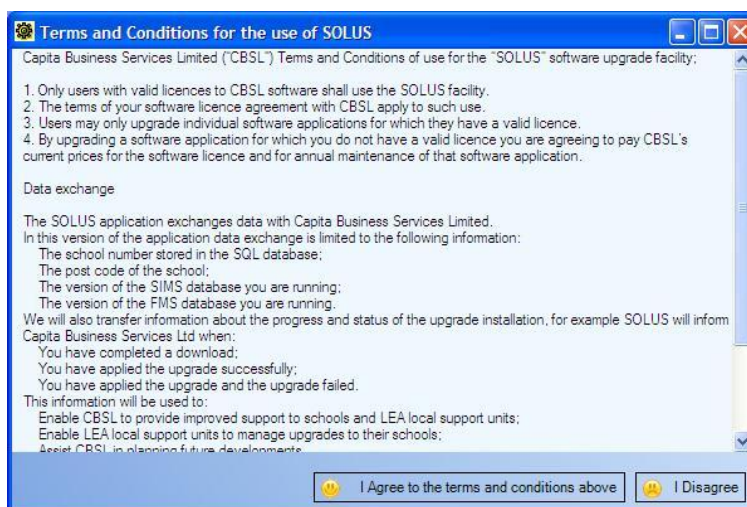
Click **Login** to proceed.

If a warning that the FMS user entered does not have level 5 access appears, try entering the FMS user SYSMAN and the appropriate password. If the SYSMAN password is not known, contact the ESS Helpdesk on 0844 893 8000 for assistance.

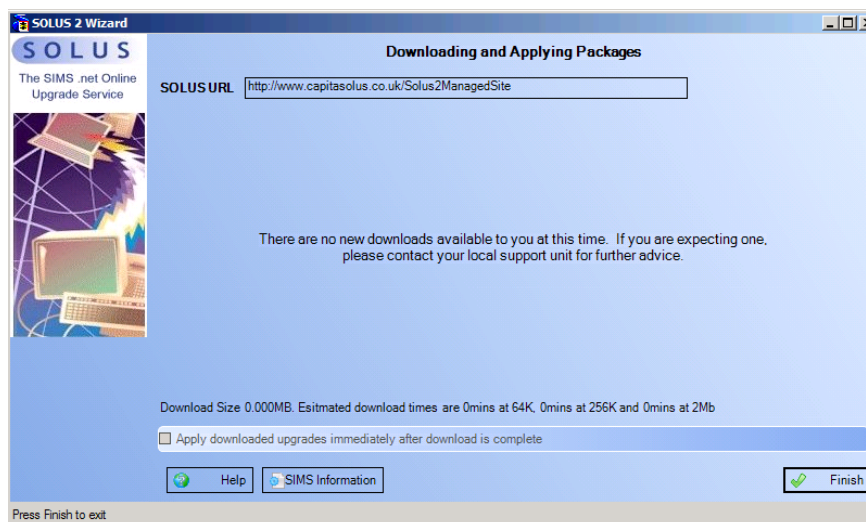
As only the FMS upgrade is being taken, a warning that SIMS.net information has not been entered will appear, Click **OK**



Click on **I Agree** on the Terms and Conditions screen.



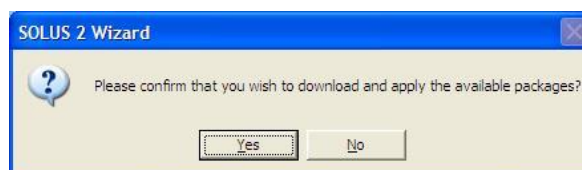
If you then see the following screen, indicating that there are no new downloads available, please contact the Help Desk.



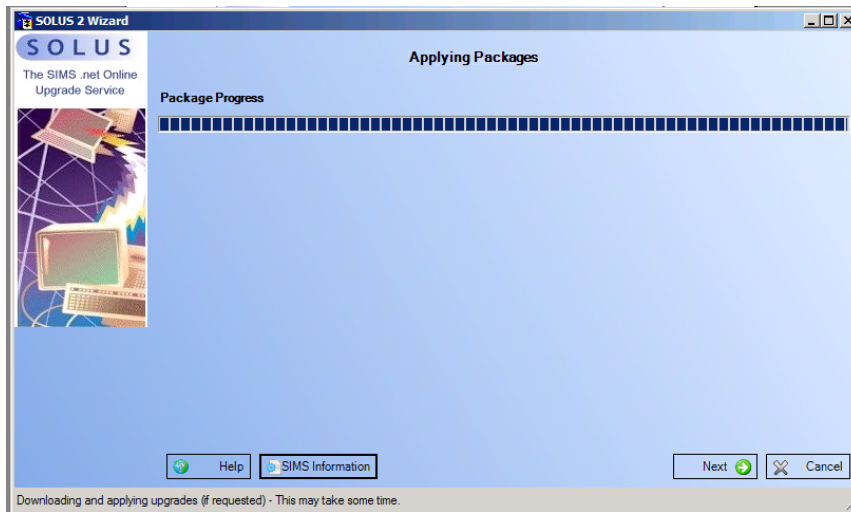
The next screen will show the patches available for download, these will be Patch **15284** and Patch **15285**, if these are unavailable, please contact the helpdesk.

Ensure there is a tick in the Apply downloaded upgrades immediately after download is complete box. Click on **Next**

Click **Yes** to confirm that you wish to download and apply the available packages.



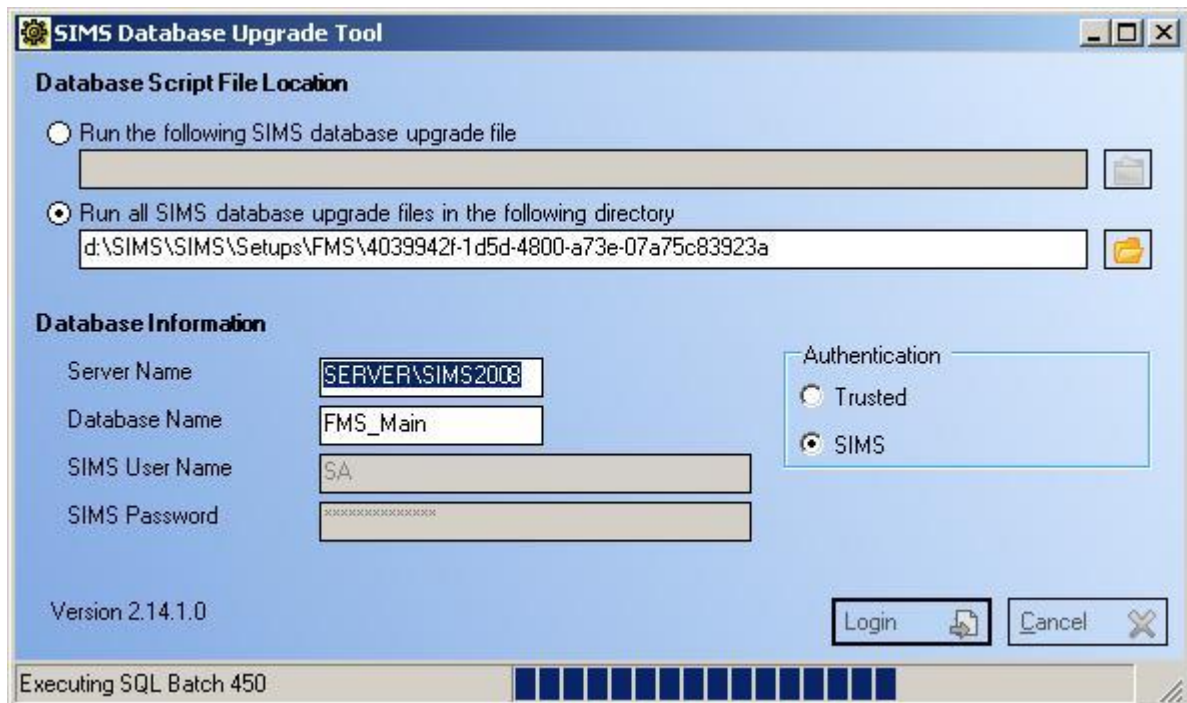
The download will now start.



Once the download is complete, the patches are applied.

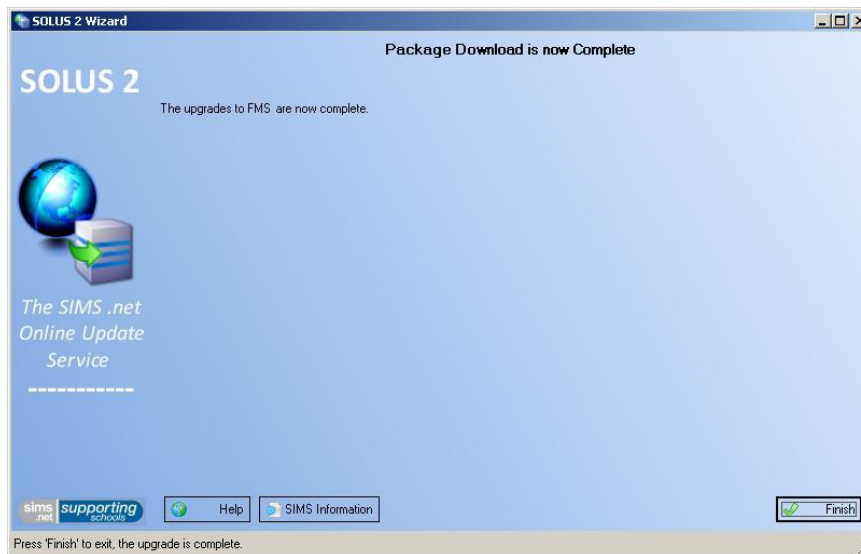
Note: If at any time during this process an error message is received, please contact the Help Desk. Where possible, leave all error messages on the screen to assist support.

The fully automated upgrade will continue, as shown on the following screens, first carrying out a backup, and then executing the upgrade files.



The following screen indicates that the upgrade has been completed.

Click on **Finish**.



Any problems with the upgrade process should be reported to the helpdesk on 0844 893 8000 for assistance

Stage 5 – Checking that the upgrade has been successful

The Input VAT Ledger Code will now be V0000 with a description of “**VAT (Exp) Standard Rate 20%**” using VAT Code “**R**” at 20%. This new VAT and Ledger Code will appear in General Ledger Code Setup. In addition, the default standard VAT rate has been changed to 20%. Consequently, when processing orders where the VAT rate is automatically inserted, the new 20% rate will be entered.

The Output VAT Ledger Code will be V0011 with a description of “**VAT (Inc) Standard Rate 20%**” using VAT code “**L**” at 20%. Again this new VAT and Ledger Code will appear in General Ledger Code Setup.

Important information for schools with more than one FMS database.

These notes are intended to advise on the application of the VAT patches to the main FMS database. If you have a second database, which also needs these VAT patches applied, please contact the helpdesk after you have successfully applied the patches to the first database as the patches will need to be re-authorised for a second download to your school.