New and Updated Functionality in FMS 6.142

Introduction

The Autumn Release of FMS version 6.142 is now available.

This upgrade to your SIMS finance system contains some new features in addition to enhancements and fixes. The most significant of which are in the following areas: (in all cases more detailed information is available later in these notes)

- **When recording Petty Cash Expenditure Folio**, where an element of VAT is being entered and reclaimed, the VAT Number from the supporting VAT receipt must be entered in the new VAT Registration No. Field. **This is a change which will now require a VAT number to be entered before the record can be saved.**
- **Enhancements have been made to the Manage Users** functionality to enable the creation of Restricted Users within FMS. Restricted Users can be assigned access to specific cost centres or a collection of cost centres and a spending threshold can be set on individual cost centres to further restrict their spending capabilities within FMS.
- **Scanned Documents**. There is now the ability to attach a scanned document to an Invoice or Credit Note. An entry is recorded when a scanned image is added, edited or deleted from an invoice or credit note. Note that a database patch is required to activate this facility.
- **Historical Analysis Reports** A new menu route has been provided to enable access to Historical Analysis Report outputs. t either summary or transactional data can be selected.
- **Improvements to the recording of deliveries**, additional functionality has been provided
- **Enhancements to the Chart of Accounts Review Screen**
- **For Academies** The inclusion of the FMS VAT 126 transaction extract has been provided which will enable non registered VAT Academies to review this prior to submission to HMRC
- **Enhancements to the BACS Run Report.** Additional data fields have been included in this report to improve the security of the report output.

Modules Included in this Release

- FMS 6.142
- Accounts Receivable 6.142
- Budget Planning 6.142
- Equipment Register 6.142
- Finance Database Selector (FDS) 6.142

Petty Cash Expenditure Folio

When recording Petty Cash Expenditure Folio, where an element of VAT is being entered and reclaimed, the VAT Number from the supporting VAT receipt must be entered in the new VAT Registration No. field.

Restricted Users

Enhancements have been made to the **Manage Users** functionality to enable Restricted Users to be created within FMS. Restricted Users can be assigned access to specific cost centre(s) or a collection of cost centres and a spending threshold can be set on individual cost centres to further restrict their spending capabilities within FMS.

As a result of these restrictions, Restricted Users can only place orders, net of VAT, that do not exceed their spending threshold from within the cost centres or cost centre collection to which they have been granted access rights. Restricted Users have no access to other cost centres and they are also prevented from viewing an order if a least one line on the **order** has been charged to a cost centre which they do not have permission to view. These orders will not appear for selection by the restricted user in the **Purchase Order** browse.

To support Restricted Users, the following functionality has been provided:-

Tools | Manage Users – Restricted Users

An additional panel has been incorporated into the Access Level dialog available via **Tools | Manage Users | Cost Centre Access**. The Cost Centre Access panel enables you to restrict a user's access to particular cost centre or a collection of cost centres (Cost Centre Collection) and to specify a monetary value in the Order Threshold field.

The Order Threshold ensures that the user is prevented to save orders that exceed this figure, which has been raised against the cost centre(s) or collection of cost centres to which they have been granted access.

Restricted Users can only access the following menu routes and carry out the following activities:
Tools | Define Financial Years | Define/Edit Years

To enable Restricted Users to raise and save Purchase Orders in any financial year, the Order Book Open – Restricted Users check box must have been selected.

NOTE: When a new financial year is defined, the check box will not be selected as we feel that it is an establishment decision on when Restricted Users should be able to create Purchase Orders in the new financial year. This may depend whether the budgets have been entered appropriately.

Focus | Accounts Payable | Purchase Orders

Restricted Users are able to create and save Purchase Orders up to the value of their defined Order Threshold. They are unable to authorise or print Purchase Orders.

Focus | Accounts Payable | Deliveries

Restricted Users are able to enter and save Delivery Notes.

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Focus | Accounts Payable | Invoices/Credit Notes

Restricted Users are able to authorise Invoices, Credit Notes, Non-Order Invoices and Sundry Invoices. They are unable to enter and save Invoices, Credit Notes, Non-Order Invoices and Sundry Invoices.

Focus | General Ledger | Chart of Accounts Review

Restricted Users are able to review the details of the cost centre(s) or cost centre collection that they have been assigned access to.

Reports | General Ledger | Transactions | Detailed Transactions | Cost Centre Transactions

Restricted Users are able to generate reports for the cost centre(s) or cost centre collection that they have been assigned access to.

Attaching Supporting Documents to Accounts Payable Transactions

Functionality has been provided to enable supporting documents to be associated with Accounts Payable transactions in the Invoice/Credit Note screen. These documents can be stored in the FMS database and/or on a network scanner.

Documents that can be stored in the FMS database must be of pdf, jpg or bitmap format. This will allow either a scanned image of the supplier's invoice/credit note, a pdf version of the invoice or any other pertinent documents to be attached to the FMS record and viewed. Documents stored on a network scanner of other formats such as xps or tif, can be attached to an invoice but will be displayed outside of FMS, e.g. in Internet Explorer.

The scanning interface that has been adopted is the WIA interface. We are aware that there are other scanning interfaces, such as TWAIN, but this is dependent on the individual scanner. Consequently, if any issues emerge we will recommend that you switch to the WIA interface as we will not be supporting the TWAIN interface.

This functionality is activated by applying a licence patch 16361. Available via our support desk

Tools | Establishment Details – NEW tab 7. Scanned Documents

A new tab 7.Scanned Documents has been provided to enable you to enter the necessary parameters that will enable scanned images to be attached to Invoices and Credit Notes in Accounts Payable.

NOTE: Once Scanned Documents has been activated and any Supporting Document has been saved into the FMS database, the manner in which the FMS database is backed up and subsequently restored is modified. It is critical that the System Manager understands this modification which is detailed within this Release Note.

Important Note for Users Intending to use Scanned Documents in FMS

If you are using Scanned Documents in FMS, have already applied **Patch 16361** and you are planning to move your FMS database to a new server (i.e. in the case of a server rebuild), you must carry out the steps in the prescribed order:

1. Take a backup of FMS.

2. Install a new SQL Server using the FMS installation media.
3. Apply Patch **16361** to the new/blank FMS database and SQL Server.
4. Restore the FMS backup taken in Step 1.

If you restore the FMS backup to a SQL server that has not had **Patch 16361** applied, the dbAttach utility will display a message informing you that the FILESTREAM functionality is not enabled.

Enabling Purchase Orders to be placed On Hold

It is possible to place a purchase order 'On Hold', in a similar way to Accounts Payable Invoices and Credit notes. Purchase Orders with the status of 'On Hold' cannot be authorised until the status is changed.

This functionality has been introduced to allow an "incomplete" Purchase Order to be placed On Hold rather than Unauthorised where it can be authorised, printed and dispatched to the supplier.

Enhancements to the Chart of Accounts Review Screen

The Chart of **Accounts Review** screen has a number of modifications:

An additional check box has been added to enable you to filter out the Balance Sheet accounts from the Chart of Accounts Review Ledger Code browse. This allows you to view and print totals that reflect your net Income and Expenditure figures. This check box is unchecked by default and the setting remains active whilst you are in the Chart of Accounts Review area. Once you close the Chart of Accounts Review screen, the setting reverts to all ledger codes.
Focus | General Ledger | Chart of Accounts Review

The Chart of Accounts Review screen has a number of modifications:

- Two additional columns have been incorporated into the Chart of Accounts Review screen, Prev.Year Actual and Variance (Actuals). The Previous Year Actual column is populated with data up to the current accounting period together with a comparison between the current years actual and the previous year's actual in the Variance (Actuals) column.
- A check box above the screen Show All Prev Yr. Movement has been provided. When selected, the two additional columns Prev.Year Actual and Variance (Actuals) are populated with data for all periods from the previous year together with a comparison between the current years actual and the previous year's actual in the Variance (Actuals) column.
- When clicking the Cost Centre browse, selecting an individual Cost Centre followed by clicking the Ledger Code browse, only ledger codes that are linked to the selected cost centre are available for selection. This ensures that the totals displayed reflect the selected cost centre/ledger code combinations.
- When searching for a cost centre in the Cost Centre browse, the cost centre that was selected most recently remains highlighted instead of the highlight returning to the top of the list in the Cost Centre browse. This continues during your current session in the Cost Centre browse.
- When clicking the Ledger Code browse, selecting an individual Ledger Code followed by clicking the Cost Centre browse, only cost centres that are linked to the selected ledger code are available for selection. This ensures that the totals displayed reflect the selected ledger code/cost centre.

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- When searching for a ledger code in the Ledger Code browse, the ledger code that was selected most recently remains highlighted instead of the highlight returning to the top of the list of ledger codes in the browse. This continues during your current session in the Ledger Code browse.
- When clicking the Ledger Code browse, a new check box Exclude Balance Sheet Accounts has been provided. When the check box is selected the report will only include Expenditure (EX), Salary Expenditure (ES) and Income (IN) ledger code types. The totals within the report now appear at the bottom of the columns rather than within the report criteria.

NEW Historical Analysis Reports

Reports | General Ledger | Analysis | Historical Expense Analysis.

A new historical analysis report has been provided with the following features:

- The report contains the following data, Allocated (Current Budget), Actual (Current Actual), Variance (Current Budget less Current Actual), Previous Year Actuals and Variation between Current Year and Previous Actuals.
- An option to produce the report for ledger codes in either summary or detail has been provided.
- If you do not want to report on balance sheet or ledger codes with a zero value, select the Exclude Balance Sheet and Exclude Ledger codes with Zero Value check boxes.
- The report output is divided into two distinct sections that display sub totals and grand totals for the following:
  - Ledger Codes Linked to Cost Centres
  - Balance Sheet Ledger Codes.

Enhancements to the Cumulative Expense Analysis Report

The following improvements have been made to the existing Cumulative Expense Analysis report:

- If you do not want to report on balance sheet or ledger codes with a zero value, select the Exclude Balance Sheet and Exclude Ledger codes with Zero Value check boxes.
- The report output is now divided into two distinct sections that display sub totals and grand totals for the following:

  Ledger Codes Linked to Cost Centres
  Balance Sheet Ledger Codes.
- Totals for commitment have been modified to two decimal places, in line with the Chart of Accounts Review reports.

Improvements to the Recording of Deliveries

Tools | Accounts Payable Parameters | Enhanced Deliveries

Additional functionality has been provided to improve the efficiency of recording of deliveries as summarised as follows:

- A new check box has been provided named Delivery Note Number is Mandatory, which will ensure that delivery note must be entered.
- A new check box has been provided named **Prevent Over Delivery**, which will ensure that the quantity of delivered items cannot exceed the quantity on the purchase order. If the **Prevent Over Delivery** check box is selected, when adding or editing a delivery note, the total number of delivered items is calculated and the **Quantity Delivered** field turns red if the number of items entered exceeds the number of items in the original purchase order line.

- These check boxes are unchecked by default. When the check boxes are selected, an entry is written to the audit trail and the **Delivery Note Number** field on the **Deliveries** page is mandatory until such time as the check box is deselected.

Focus | Accounts Payable | Deliveries

You have the ability to **Hide/Reveal** lines that appeared on the original purchase order that have been fully delivered to enable you to locate the required order line more easily when recording a new delivery note.
It is possible to change the presentation display of purchase orders in the **Delivery Note** page so that you can search for the required purchase order by the date of raising or by the purchase order number.

Enhancements to the BACS Run Report

Additional data fields have been included in this report to improve the visibility of when a supplier/payee bank details have been modified within FMS.

- The **Creation Date** of the BACS run is displayed together with the **Processing Date** in the header section once the file has been created.
- The Payee Bank Account Details updated on and **By User** are displayed against each payment. If the bank details have never been updated then the date that the supplier was created will be displayed.
- Two lines are available for the use by authorised signatories.
- The first column within the BACS Processing screen within the grid has been relabelled to be Processing Date for consistency purposes

Tools | Accounts Payable Parameters | Cheque Layout BACS Parameters

A new check box was has been introduced Mask Bank Account that will mask the first four characters of the bank account on the printed BACS Remittance. The Sort Code will still be displayed in full.

This functionality was introduced into the FMS Spring 2011 Release (6.138).
Focus | Central | Automatic Reconciliation

Enhancements to the Automatic Reconciliation suspense screen when matching Accounts Payable transactions.

When Accounts Payable Invoice transactions have fallen into suspense and require matching, the transactions that are the most likely to provide a match are displayed at the top of the list.
Focus | General Ledger | Manual Journal Processing | Opening Balance Journal

The ability to create Opening Balance Journals during the last accounting period of the first financial year (preliminary closure) - once the first financial year has been finalised, this functionality will not be available.

Reports | General Ledger | VAT | VAT 126 Transaction extract

The accounting for VAT in non registered VAT Academies is complex and we strongly advise that you seek advice from your external financial / VAT advisor as we are unable to provide such advice. This is particularly important where there is a mixture of non-business and business activities and the consequential ability to reclaim VAT.

The inclusion of the FMS VAT 126 transaction extract has been provided which will enable non registered VAT Academies to review this prior to submission to HMRC. The VAT 126 transaction extraction will display data drawn from the FMS database, hence the manner in which transactions have been entered is critical. In some circumstances the extract can be printed and included in the VAT submittal, whilst in others the extract may need to be saved, manipulated and printed before submission. Knowledge Base number KB 114044 is available with further detail.

The FMS VAT 126 transaction extract will need to be generated for all VAT Periods defined although transactions will only be displayed on the reports after 31/03/2011.

The FMS VAT 126 transaction extract will include data where:

- VAT Periods have been defined within FMS
- The VAT element of transactions which have been accounted for against VAT Input (VI) ledger code(s).

The transactions that will be included are summarised as follows:

Transaction Type	Included in VAT 126 Report
Accounts Payable Order Invoice	When the initial cheque was confirmed as printed
Accounts Payable Non-Order Invoice	When the initial cheque was confirmed as printed
Accounts Payable Credit Note	When the initial cheque was confirmed as printed
Accounts Payable Sundry Invoice	When the initial cheque was confirmed as printed
Petty Cash Folio's	When the Petty Cash Folio was posted
Cash Book Journals linked to a supplier	When the Cash Book Journal was posted
Recurring Journals linked to a supplier	When the Recurring Journal was posted

Enhancements to the Audit Trail

Additional entries are recorded in the Audit Trail when the following transactions are created in FMS:

Central Authorisation File

The location of the central authorisation file and all transactions contained within the file.

Purchase Orders

- Additional information is recorded for unauthorised purchase orders including a record of any deleted unauthorised purchase orders.
- You can trace the progress of an authorised purchase order from its initial status of unauthorised purchase order.
- Additional information is recorded for printed purchase orders.

Restricted User Records

The creation of:

- A Restricted User
- Cost Centre Collection

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- Threshold and modification to threshold given to a Restricted User

Supporting Documents Entries

- An entry is recorded when a scanned image is added, edited or deleted from an invoice or credit note.

Enhancements in FMS 6.142

BACS Run Report

Any modifications made to a supplier or payee bank details are displayed with the user initials and date.

Enhancements to the Audit Trail

All invoice/credit note details that have made up a BACS payment are recorded together with the bank details to which the payment has been made against in the BACS file.
The location of where the BACS file was created.

Issues Resolved in FMS 6.142

The following issues have been resolved in FMS 6.142:

- The Central Authorisation file cannot be created until confirmation that the Authorisation Slip has been printed successfully.
- It is now possible to log in to FMS even when a printer has not been installed and associated with FMS.
- Contracts for a member of staff with more than one contract can now be modified via **Budget Planning | Salary Calculation**.
- It is now possible to simultaneously post Fees transactions into FMS.
- It is now possible to post Fees Bills where the Fees and Extras elements of the Bills are to be accounted for in different financial years.