

PERSONNEL MODULE

UPDATE NOTE No 77

30th January 2015

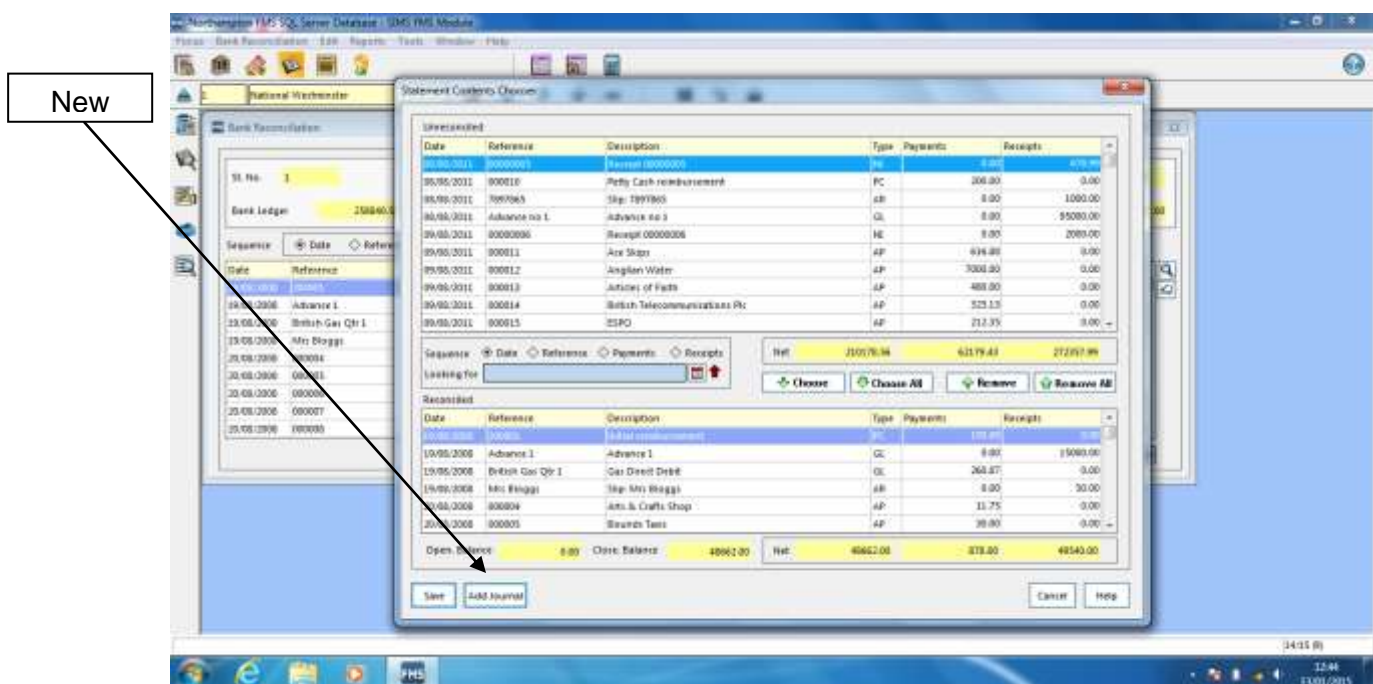
UPDATE TO FMS FOLLOWING LAST UPGRADE

Following the recent upgrade there has been a change within FMS as follows.

Add journal within Bank Reconciliation

1. The school can now add either a Cash Book Journal or VAT Reimbursement journal from within the bank reconciliation screen. This prevents having to save what you had already completed come out and then go into a different screen.
2. Focus, General Ledger, Bank Reconciliation, click on the '+' to add as normal..

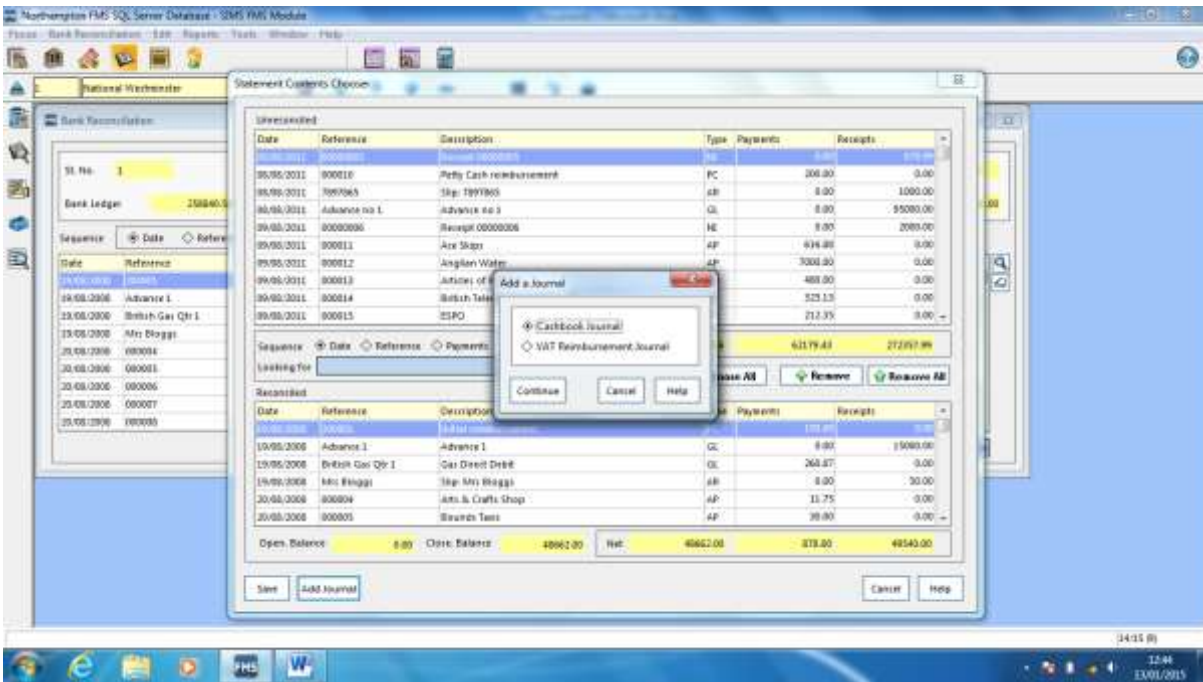
When you are in the screen 'Statement Contents Chooser' where you select the items that appear on the bank statement you now have an additional functionality of adding a journal as you can see from the screen shot below.



For example this option could be used for either Direct Debits that have not yet been recorded on FMS or bank interest. It can also be used for entering the VAT reimbursement from County.

When the button is selected you then get two options

- 1) Cashbook Journal
- 2) VAT Reimbursement Journal



3. If you select the cash book journal option you then are presented with the following screen which is the same as you would see if using the other route for Cashbook journals.
4. You then just need to populate as normal, save and post and then it will be available to select from the contents chooser screen from point 2 above.

