

NEW BOOKS ON FMS DUE TO A CHANGE OF BANK ACCOUNT

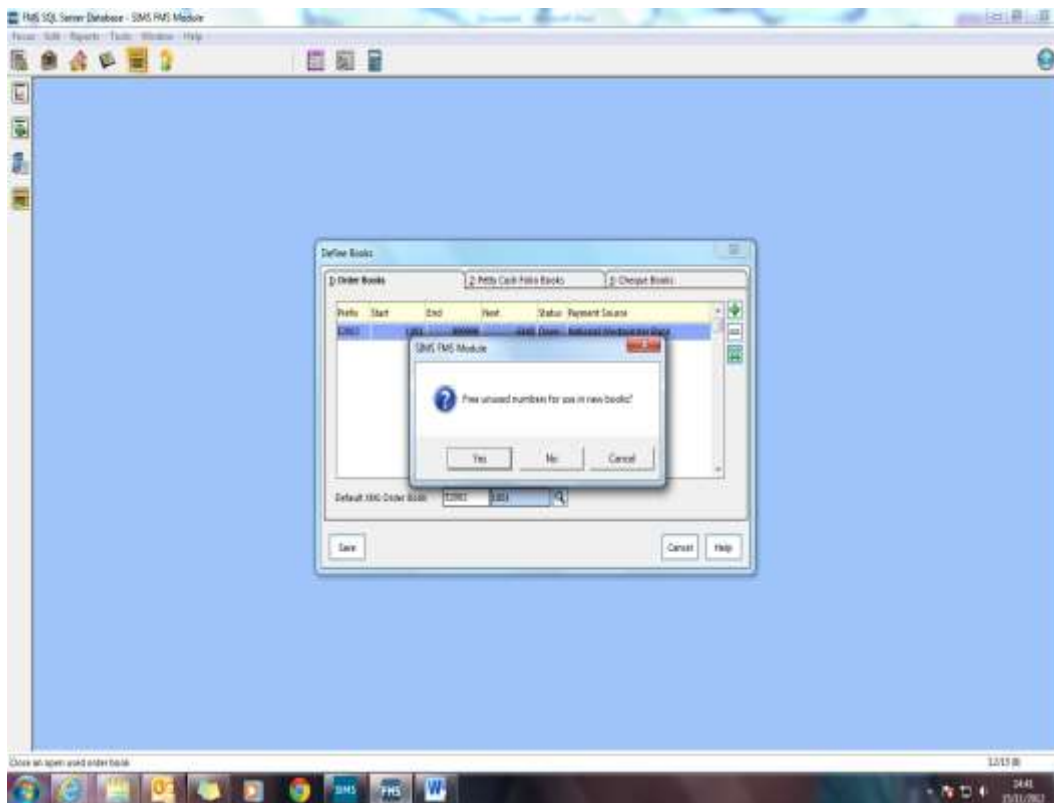
For schools that have changed bank accounts the following procedures need to be followed on FMS6 in order to create an order, cheque books and paying in books.

Adding a New Order Book

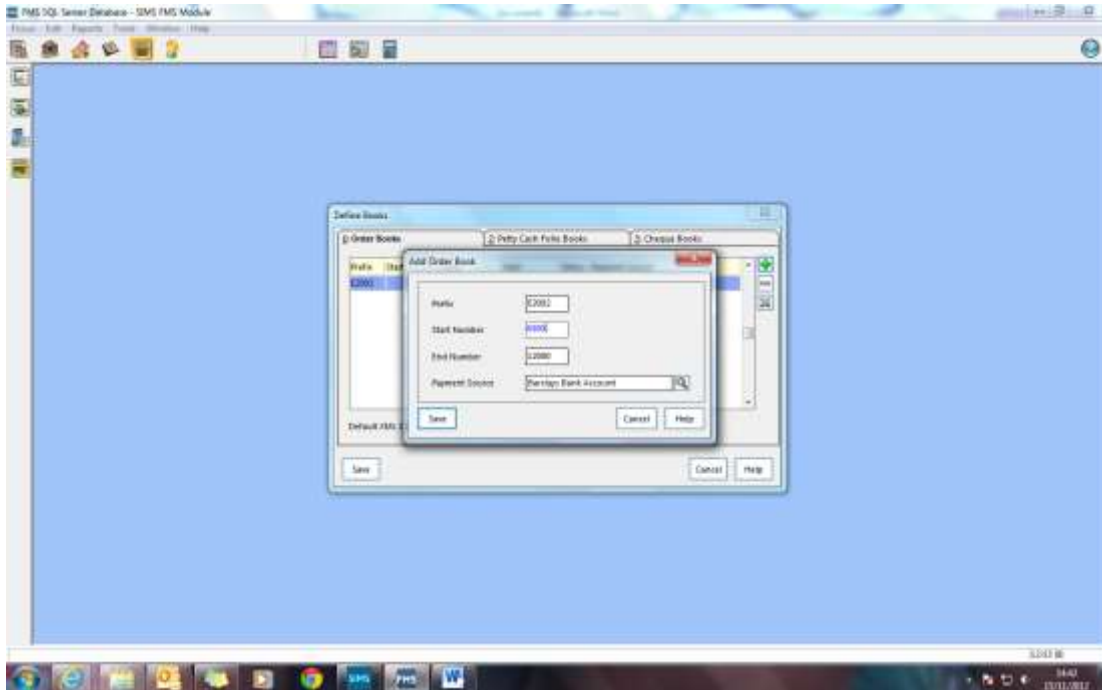
Route: Tools
Books

- 1) Highlight the open order book and click on the 'X' key to the right hand side.
- 2) You will then be asked the following question, "Free unused numbers for use in new books?" At which point say 'Yes'. This will enable you to continue with the next number which we suggest you make a note of as you will need to enter it later.

3)



- 3) Click on the '+' key (add) to the right hand side.
- 4) Type in the prefix which should be "E" followed by the DfE number.
- 5) Enter the next order number that you identified previously.
- 6) Click on payment source and select the new bank account.



- 7) Click on Save.

Please note:

If you have outstanding orders pertaining to the old bank account (i.e. NatWest (you have two options:

- 1) Cancel the outstanding orders and raise them again with(i.e. Barclays) as the "Pay From"

OR

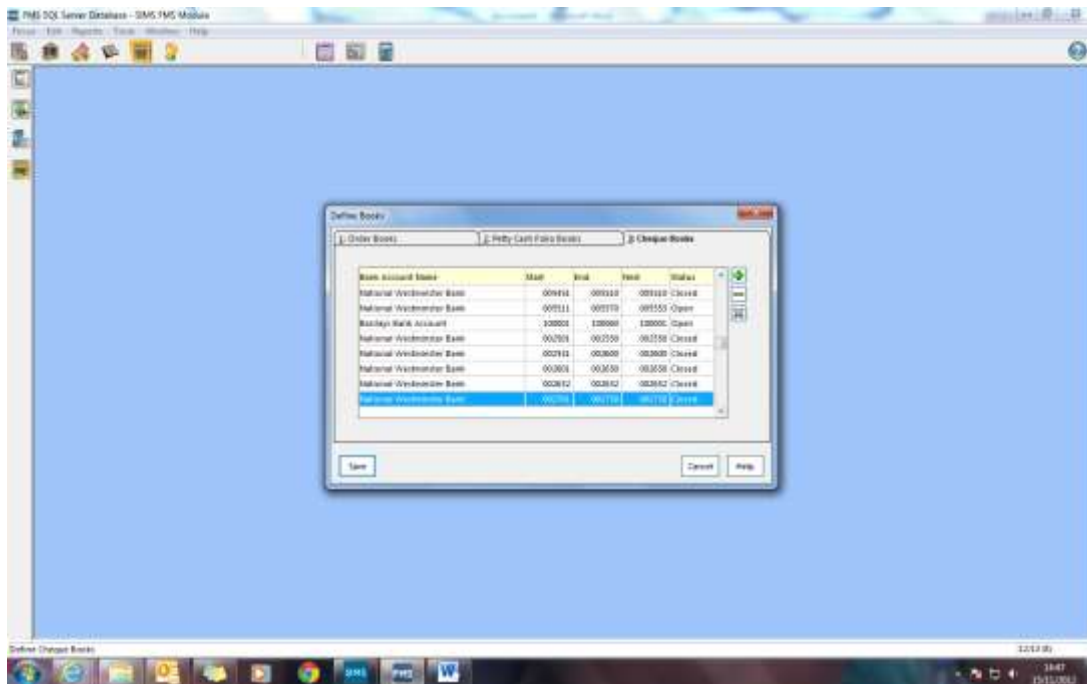
- 2) When you come to invoice the orders that were generated from the old bank account (i.e. NatWest,) use the new bank account i.e. Barclays as the "Pay From"

Adding New Cheque Books

New cheque books will need to be added to reflect the new bank account.

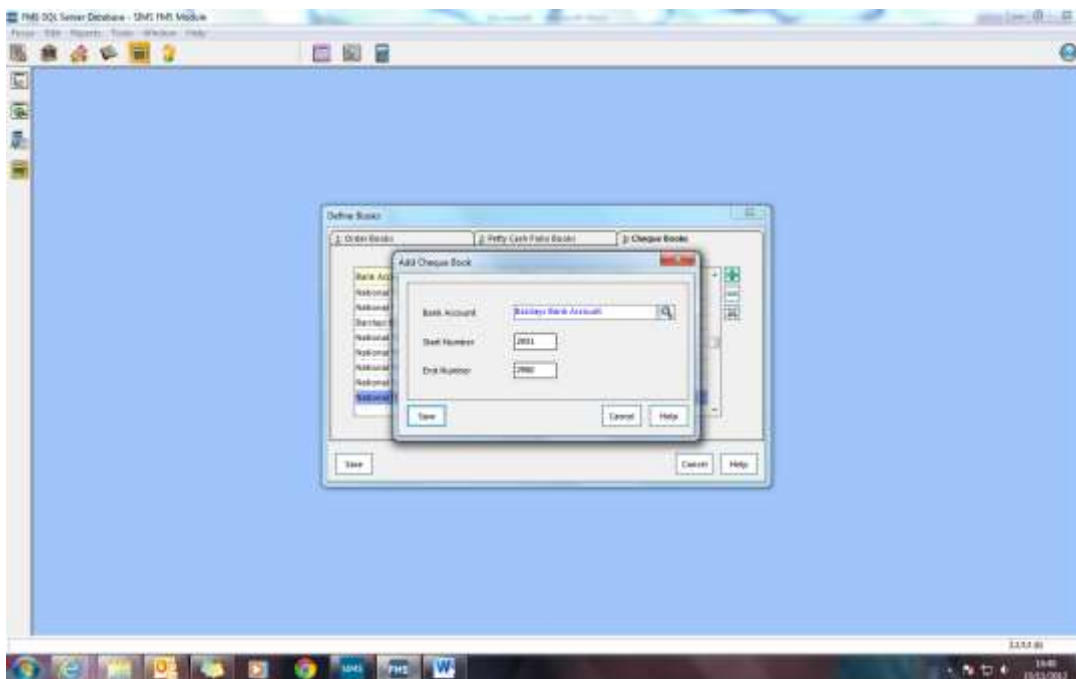
Route: Tools
 Books

1) Click on tab 3 Cheque Books



2) Click on the '+' button to 'Add a Cheque Book'

3) Click on the Focus icon (magnifying glass) and select new bank account



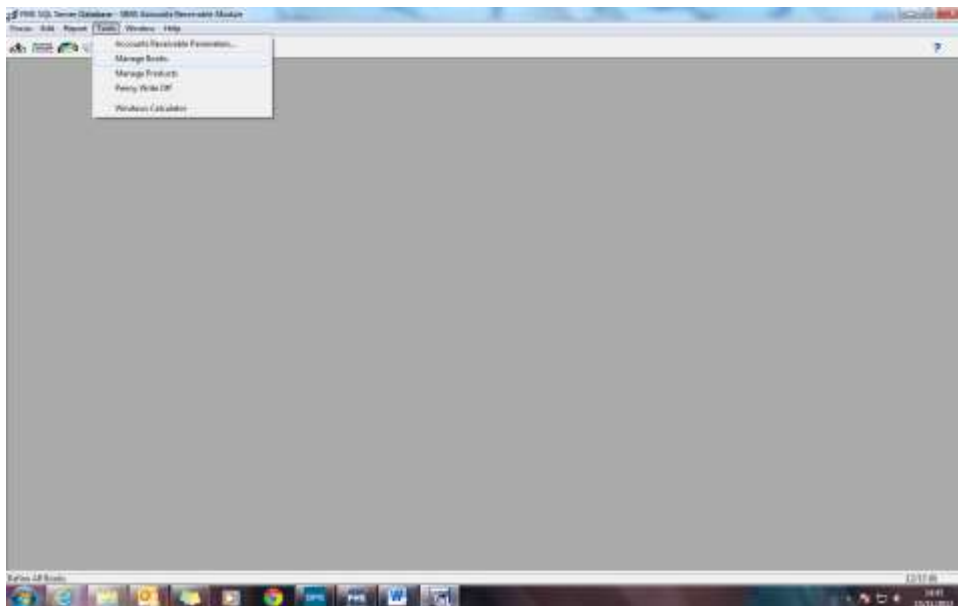
4) Enter start number and end number from the cheque book.

5) Then click on Save

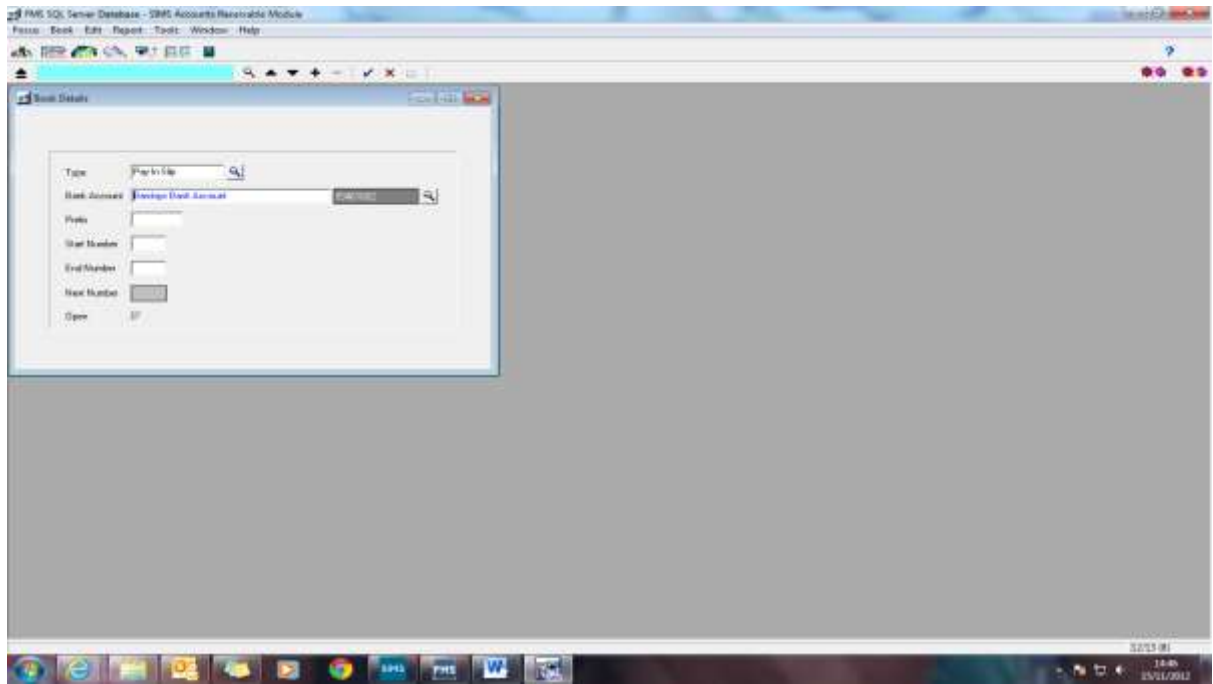
Adding New Paying Book in Accounts Receivable Invoiced Income

New and future Paying in books will need to reflect the new bank account.

Route: Focus
Accounts Receivable (Invoiced Income)



- 1) Click on Tools
- 2) Select manage books and you will be presented with book browse
- 3) Highlight any existing open Pay In Slip books that are linked to the old bank account (i.e. NatWest)
- 4) In the top right of the screen, click on the icon 'Close Book/Reuse Numbers' (This safeguards any overlap potential future numbers).
- 5) You will be asked "Are you sure you want to close the selected Book and reuse numbers?"
- 6) Click on yes.
- 7) Click on the '+' button



- 1) Select type and select 'Pay In slip'
- 2) Select or click on 'Bank Account' and highlight and select new bank account.
- 3) Enter Prefix 'E' and four digit DfE number.
- 4) Enter start number and end number
- 5) Then click on the tick to save.
- 6) (Below is a representation of the added Paying Book)

