

ANNEX B

YEAR END 2019-20 - FMS PROCEDURES**Index**

DEFINING AND OPENING 2020-2021	3
YEAR END HOUSEKEEPING ON FMS	6
ACCRUALS ON FMS	8
UPDATING ERP GOLD WITH YEAR END ACCRUALS	11
CLOSING THE FINANCIAL YEAR.....	12
BALANCES CARRIED FORWARD	15
USER DEFINED REPORTS	16
FINANCIAL SUB GROUPS.....	18
YEAR END CHECKLIST	18
HELP AND ADVICE	18

If you have any queries regarding Year End FMS procedures, please contact the FMS6 Helpdesk by email FMS6Helpdesk@northamptonshire.gov.uk

LOCAL BANK ACCOUNT GUIDELINES

REMEMBER: ALWAYS CHECK WHICH FINANCIAL YEAR YOU ARE WORKING IN BEFORE COMMENCING ANY OF THE FOLLOWING STEPS

SUPPLIER INVOICES The last date for recording invoices in the old financial year is the **22nd March 2020**. Under no circumstances should any invoices be recorded in the financial year 2019-20 after this date.

Under no circumstances should any invoices recorded in the 2019-20 financial year be cancelled after 22nd March 2020. Invoices MUST be carried forward into 2020-21 and then cancelled.

DEBTOR INVOICES The last date for recording debtor invoices in the old financial year is **22nd March 2020**.

Under no circumstances should invoices or credit notes against invoices already raised be recorded in 2019-20 after this date (see Section 4).

PETTY CASH Ensure that all petty cash transactions have **been recorded and posted** before **22nd March 2020**.

Under no circumstances should any petty cash transactions be recorded or posted in the financial year 2019-20 after this date.

DIRECT DEBITS Any direct debits on the March bank statement **MUST NOT** be recorded in the 2019-20 financial year after **22nd March 2020**. These transactions should be treated as accruals of expenditure and recorded in FMS accordingly (see Section 4).

INCOME All income received during March must be accounted for and posted on FMS by **22nd March 2020**.

Under no circumstances should any income be recorded in the financial year 2019-20 after this date (see Section 4).

Under no circumstances should non-invoiced income recorded in 2019-20 be cancelled after 22nd March 2020. The income MUST be carried forward to 2020-21 and then cancelled.

GENERAL These instructions are necessary because we are using FMS generated VAT returns to update the statutory accounts. The last VAT return for the financial year 2019-20 is for the quarter **1st January 2020 to 22nd March 2020**. If any invoices or income are recorded after the last date of this quarter (22nd March 2020) they will not be reflected on the VAT return that is submitted. This would result in a mismatch between the FMS and ERP Gold accounts.

The **final VAT return (LB4)** for the quarter 1st January 2020 to 22nd March 2020 should be printed and submitted to LGSS Schools Finance **by 12.00 on 23rd March 2020**, together with submission of the AVCO electronic return by the same deadline.

DEFINING AND OPENING 2020-2021

2. You are strongly advised to make a backup of your data before creating a new year. File integrity checking means you will have to restore from backup if there is a failure in building the new financial year.
3. There are effectively 5 procedures to setting up the new financial year. These are:

1. DEFINE THE NEW FINANCIAL YEAR

This process requires exclusive use of FMS.

Route: **Tools**

Define Financial Years
Define/Edit Years

- 1 Click on the '+' button to **Add**.
- 2 Edit the Year Description to **20/21**. **N.B.** If this item is incorrect Automatic Reconciliation will not work.
- 3 Check that there is a ✓ against Check Spending against C.C. and Order Book Open. **DO NOT** record anything in the Days per Period field.
Also check that there is a ✓ against Copy Service Term Mapping.
- 4 The following checks should be made for the 2020-21 financial year:

That the next financial year (2020-21) begins on **1st April 2020**.
That the year is displayed as 20/21.

Click on **Save**.

The message "Please wait copying structures from previous years" will be displayed.

- 5 Highlight the 20/21 financial year.
- 6 Click on **Open Year**. If the year is not opened you will not be able to record any transactions in it.
- 7 Click on the **Save** button.

2. DEFINE SALARY PERIODS

Route **Tools**

Define Financial Year
Define Salary Periods

- 1 Click on the '+' button to **Add**.
- 2 Click on the **Financial Year Focus Button**.
- 3 Highlight **20/21**.
- 4 Click on the **Select** button.
- 5 Click on the **Save** button.
- 6 The Month to Period mappings should be displayed.
- 7 Click on the **Save** Button.
- 8 A window will then open displaying that it is Recalculating Commitments

3. DEFINE VAT PERIODS

Route **Tools**

Define VAT Periods

You should find that the VAT quarters for the 2020-21 financial year have automatically been created - if they have not, follow the steps below. If the quarters have been created you **MUST** check the end dates for the quarters.

They should all be for the last day of the month for the appropriate quarter. These must be amended if they are incorrect (see 3 below).

- 1 Click on the **Add** Button. The descriptions will be correct but the end dates displayed will be incorrect. You need to amend the end date to read **21/03/2021**.
DO NOT enter anything in the Days per Period box.
- 2 The default option is Copy from Previous Year. This is incorrect. You **MUST** click on the quarterly option.

- 3 Check that the end dates of the VAT quarters are correct:

Period 1 – 30/06/2020

Period 2 – 30/09/2020

Period 3 – 31/12/2020

Period 4 – 21/03/2021

If the dates are incorrect they **MUST** be amended.

To amend the end date:

Highlight the quarter to be amended

Click on the **Edit** Button

Amend the end date to the last date as above

Click on **Save**.

- 4 Click on the **Save** button

- 5 Click on the **Save** button

4. **INVOICED INCOME PARAMETERS**

Route: **Accounts Receivable (Invoiced Income)**

Tools

Accounts Receivable Parameters

In the Write Off Code box:

- 1 Click on the Cost Centre browse.
- 2 Select the cost centre that the Bad Debt code (BAD1) has been linked to).
- 3 Click on the Ledger Code browse.
- 4 Select ledger code **BAD1**.
- 5 Click on **Save**.

NB If you are not sure which ledger the BAD1 code has been linked to use the route:

Tools

General Ledger Setup

Tab 6 C/Centre Ledger Links

Enter BAD1 - FMS will search for the code and highlight it. You will be able to see which cost centre it has been linked to.

5. UPDATE NEXT YEAR'S STRUCTURE

This process requires exclusive use of FMS.

This facility would only need to be used if you make any changes to your structure in the old financial year after you have set up the new financial year. If you then want to reflect these changes in the new financial year using this option will copy the changes into the new year structure.

Route **Tools**

Define Financial Years

Update Next Year's Structure

- 1 The first tab displayed is Ledger Codes.
- 2 Any changes made to Ledger Codes will be listed on screen.
- 3 If these are required in the new financial year, either tag individually or click on the **Tag All** button.
- 4 Click on the **Copy Tagged** button.
- 5 Click on the **Cost Centre** tab.
- 6 Again any changes made to Cost Centres will be listed on screen.
- 7 If these are required in the new financial year, either tag individually or click on the **Tag All** button.
- 8 Click on the **Copy Tagged** button.

YEAR END HOUSEKEEPING ON FMS

4. Before preliminary closure of the 2019-20 accounts is implemented all outstanding transactions should be checked to identify whether or not you wish to transfer this information to the new financial year (2020-21). Such transactions include:

Outstanding Orders

Unreconciled Cheques/Receipts

Outstanding Invoices

This check must be carried out before 22nd March 2020 to ensure that if any invoices are cancelled they are taken account of in the final VAT claim (1st January 2020 to 22nd March 2020). You **MUST NOT** cancel any invoices from the 2019-20 financial year after 22nd March 2020. If invoices need to be cancelled after this date they must be carried forward into 2020-21 and then cancelled.

Outstanding Debts

You should make a check of your outstanding Accounts Receivable invoices and decide (according to your income policy) whether any old invoices need to be written off or whether any other action regarding old debts needs to be taken. **You should process any write offs, including penny write offs, before 22nd March 2020.**

If you need to raise credit notes against any debtor's invoices these **MUST** be recorded before 22nd March 2020.

These can all be checked using the year-end System Checks as follows.

Route: **Reports**
Year End
System Checks

- 1 Leave the Transaction Type blank to select all
- 2 Tick **Include Transferable Items**
- 3 Click **OK**
- 4 Click the **Print** button

Salary Commitments

5. All outstanding salary commitments **MUST** be cleared before a final closure can be run as follows:

Route: **Personnel Links**

- 1 Click on the **Salary Projections** button
- 2 Click on the **Clear commitment** button (found on the far right hand side of the tool bar)
- 3 Click on the **Commitment for Period** focus button.
- 4 Highlight the period to be cleared and click on the **Select** button.
- 5 The outstanding commitments for the period selected will be displayed on screen.
- 6 Either tag individually or click on the **Tag All** button
- 7 Click on the **Clear Commitment** button
- 8 Click on **Yes** to clear the commitments
- 9 Continue steps 3 to 8 above until commitments for all periods have been cleared
- 10 Click on the **Save** button

Match Receipts to Invoices

6. In Accounts Receivable Invoiced Income you should check the **Browse list of receipts** to ensure that they have all been fully matched to invoices.

VAT Reimbursements

7. The balance on the VAT Ledger Codes at the end of the financial year should equal the amount reflected on the final quarter's VAT return (i.e. 1st January 2020 to 22nd March 2020). Please check to confirm this through:

Route: **General Ledger - Chart of Accounts Review**

- 1 Click on the **All Expenditure Ledger** focus button
- 2 Select each of the VAT codes listed below in turn and check the balance against the final claim.

VI00	Zero Rate Income	VE00	Zero Rate Expenditure
VI01	Standard Rate Income	VE01	Standard Rate Expenditure
VI02	Exempt Income	VE02	Exempt Expenditure
VI03	Energy Rate Income	VE03	Energy Rate Expenditure
VI09	Beyond the Scope Income	VE09	Beyond the Scope Expenditure
VI04	Standard Rated Inc 20%	VE04	Standard Rated Exp 20%

8. Any imbalances will need to be investigated. Please contact your area finance team.

2019-20 Final VAT Reimbursement

9. Any balances held on VAT codes for 2019-20 will be automatically carried forward to 2020-21 when the Preliminary Closure is run. This balance represents the amount due from your final claim for 2019-20. The VAT will be reimbursed in 2020-21 with instructions on how to account for this transaction.

ACCRUALS ON FMS

10. As the final VAT report will only account for transactions recorded up to and including 22nd March 2020, it is necessary to accrue for any remaining transactions that relate to 2019-20 to ensure that your accounts are a true reflection of the year's income/expenditure and that the carry forward figure is correct.

Route: **General Ledger**
Manual Journal Processing

11. Any outstanding invoices relating to the financial year 2019-20 (i.e. invoices received in respect of goods or services delivered in 2019-20 but not processed in FMS before 22nd March 2020) will have to be accrued to ensure that these transactions are recorded in the correct accounting year. This will require reversing journals to be posted to the Period 12 accounts through the above route.

12. If goods or services were received before 22nd March 2020 but invoices have not been received you should estimate the amount of the invoice for accrual purposes in 2019-20 as follows.
- 1 Click on the **Add** Button
 - 2 Click the **Reversing Journal** option
 - 3 Click on **Next**
 - 4 The period for the journal will automatically be recorded as 12.
 - 5 Enter a narrative for the journal
 - 6 Enter the reversal period – click on the focus button and highlight Period 01 i.e. April 2020 and click on the **Select** button
 - 7 Click on **Next**
 - 8 Click on **Finish**
 - 9 Click on the **Add** button to record the line details
 - 10 Enter the Ledger Code the accrual is to be recorded against – click on the focus button for the list of Ledger Codes to select from
 - 11 Enter the Cost Centre for the accrual – click on the focus button for the list to select from
 - 12 Enter the amount of the accrual
 - 13 Make sure that the debit option has been selected.
 - 14 You may enter a narrative for the line if you wish.
 - 15 Click on the **Update and Next Line** button
 - 16 Enter the Ledger Code ACR1 for the second line of the journal
 - 17 Enter the amount
 - 18 Make sure that the credit option has been selected
 - 19 Click on the **Update and Close** button if the journal is complete or the **Update and Next Line** button to continue adding lines to the journal.
 - 20 When the journal is complete click on the **Save** button
 - 21 Click on the **Post** button
13. When raising these journals remember that it is the total excluding VAT that should be debited to the relevant expenditure code (e.g. D4005) and credited to the Accruals code (ACR1). Setting up a reversing journal in this way will result in the correct accounting year being charged with the expenditure i.e. Period 12 in the old financial year (2019-20). Once that year is closed a credit will be posted to Period 1 of the new financial year (2020-21) to the same Ledger Code/Cost Centre that the debit was posted to in the old year. The credit in 2020-21 will offset the expenditure when the invoice is processed in the new financial year.
14. The invoices should then be recorded on FMS in the 2020-21 financial year in the normal way, however you will need to wait until a preliminary closure has been effected which will bring the orders forward into 2020-21 for the invoices to be recorded against.

Income

Non Invoice Income

15. If you wish to take account in 2019-20 of any local bank account non-invoice income received after 22nd March 2020 which relates to the financial year 2019-20 e.g. parental contributions, it will be necessary to set up a reversing journal using the route and instructions given above. As these transactions relate to debtors, when raising the journal in Period 12, you should credit the income code (e.g. J2220) and debit the Sundry Debtor code (DEBT).
16. The Non Invoice Income should then be recorded in the 2020-21 financial year in the normal way.

Sundry Debtors

17. If invoices have not been raised on FMS before 22nd March 2020 for services supplied by the school during 2019-20, e.g. Lettings, it will also be necessary to set up a reversing journal using the route and instructions outlined above if you wish to take account of this income in 2019-20. As these transactions relate to debtors when raising the journal in Period 12 you should credit the relevant income code (e.g. J6405) and debit the Sundry Debtor's code (DEBT).
18. The debtors invoice should then be raised in the 2020-21 financial year in the normal way.

Income Received In Advance (School Trips)

19. Where schools are banking school trip income into the local bank account you could have a situation where income has been received before 22nd March 2020 for trips which will take place after 23rd March 2020. This would have the effect of artificially inflating your carry forward. This income should be treated as income received in advance and a reversing journal should be recorded using the route and instructions outlined above.
20. Debit the Ledger Code against which the income has been recorded with the amount of the income received in advance and credit the Income in Advance Code (INCA). The effect of this transaction will be to reduce the total amount of income recorded in the old financial year and to move this income to the following financial year to the same Ledger Code/Cost Centre that it was originally recorded against.

NCC Loans for Equipment Purchase

21. It is a requirement that payments in advance must be recorded to account for any Leasing Payments which fall due before 22nd March 2020 but which relate to all or part of the following financial year. Those schools affected will be notified separately of the action required by them.

UPDATING ORACLE WITH YEAR END ACCRUALS

22. Having raised accruals on FMS it is essential that this information is reported to Schools Finance. This will enable us to update ERP Gold to correspond with FMS. Details of these accruals should be notified on the electronic file (LB9) which is available on the LGSS Schools Finance website - **this must be returned by email to your School Financial Advisor by close of business on 23rd March 2020.**

- tking@northamptonshire.gov.uk
- callford@northamptonshire.gov.uk
- abotterill@northamptonshire.gov.uk

23. It is important that the accruals are recorded on the correct forms, as Schools Finance has to record the different types of accruals onto different control codes to ensure the accuracy of the NCC accounts.

Form LB9 C Accruals of expenditure (Creditors)
 “ LB9 D Accruals of income (Debtors)
 “ LB9 I Accruals for income received in advance
 “ LB9 P Accruals for payments in advance
 “ LBL S Accruals for Leasing
 “ LB9 Summary Sheet

24. **In the unlikely event that a school has no accruals to report they should submit a nil summary return to confirm this.**

25. Failure to submit these reports will result in a mismatch between FMS and ERP Gold on the final accounts for 2019-20.

26. The accruals that are notified will appear on the Period 12 detailed transaction report (MTD report) once they have been processed and it will be necessary to check these transactions to verify that they agree with your copy of the file that was submitted.

The reversal of the accruals will appear on the 2020-21 Period 1 ERP Gold report and it is also essential that you check this report to ensure that all the accruals recorded in 2019-20 have been reversed. Any discrepancies in either year must be reported to your finance team.

27. **Once verification is complete no further action is necessary, as these transactions have already been accounted for on FMS.**

CLOSING THE FINANCIAL YEAR

28. There are three stages to the closing down of a year in FMS:

- **Stage 1: Year End Checks**

This facility allows you to check the outstanding items remaining in FMS either before or after you have made your year end housekeeping checks. These are the transactions, which will be carried forward into the new financial year.

The Year End Reports will not become available until the Year End Checks have been run.

Route	Reports
	Year End
	System Checks

Leave the Transaction Type blank and click on **OK**. A report will be produced identifying which transactions will need some action taken before the preliminary closure can be run.

- **Stage 2: Preliminary Closure 21st April 2020**

Note: Before carrying out the Preliminary Closure you must print your VAT reports.

The preliminary closure enables all outstanding transactions to be transferred to the new financial year while still allowing any necessary final adjustments to be made in the old financial year. This is made possible by a Period 13 being created on FMS when a preliminary closure has been run.

Closing Period 12 will initiate a preliminary closure therefore you **MUST NOT** attempt to close Period 12 until you are ready to do the preliminary closure.

Route	Tools
	Define Financial Years
	Define/Edit Years

- 1 Highlight the year to be closed
- 2 Click on the **Preliminary Close** button - this button is only available **after 31st March 2020.**
- 3 The system will perform checks to ensure that a preliminary closure can be run.

The checks performed will be displayed on screen. As the checks are completed either a tick or a cross will be entered into the Passed column. The preliminary closure will only be able to proceed if there are no crosses in the column. If there are crosses then action needs to be taken.

- (i) Click on the **Report** button. This will produce a report listing the failed transactions.
- (ii) You will need to exit the preliminary closure to work on the listed transactions. When these have been completed, return to the Preliminary Closure and start again from step 1.

- 4 Click the **Continue** button
- 5 Select **Transfer Mode** – The default setting for this item is “Transfer all Central Transactions”. This is correct and does not need changing.
- 6 Click the **Continue** button
- 7 Click the **Perform Close** button
- 8 Click Yes to close the year.
- 9 The Preliminary Closure will be completed and the year status will change to “Closed - not finalised”
- 10 Click on the **Save** button.

After a Preliminary Closure has been run you will still be able to record certain transactions in the 2019-20 financial year. These transactions are:

- Normal Year End Journal
- Reversing Year End Journals
- Automatic Reconciliation
- Direct Central Payments
- Increases/decreases to the Fund (but not allocated to the Cost Centre)

Once you have recorded any of these transactions in the old financial year the following message will be displayed when you log into the new financial year “*Journals have been passed in the closing period of year 19/20 that affect the selected year’s opening balances. It is advisable to re-run a Preliminary Closure for year 19/20*”.

This will be displayed each time you log in until such time as you run another preliminary closure.

- **Stage 3: Final Closure by 7th May 2020**

This procedure will close down the year completely. **Under no circumstances should the final closure be effected until after the final ERP Gold report has been received and reconciled.**

See the notes below before running the final closure.

Route **Tools**

Define Financial Years

Define Edit Years

- 1 Highlight the year to be closed.
- 2 Click on the **Final Close** button.
- 3 The system will perform checks to ensure that a final closure can be run.

The checks performed will be displayed on screen. As the checks are completed either a tick or a cross will be entered into the Passed column. The final closure will only be able to proceed if there are no crosses in the column. If there are crosses then action needs to be taken.

- (iii) Click on the **Report** button. This will produce a report listing the failed transactions.
- (iv) You will need to exit the Final Closure to work on the listed transactions. When these have been completed return to the Final Closure and start again from Step 1.

- 4 Click the **Continue** button.
- 5 Select **Transfer Mode**. The default setting for this item is "Transfer all Central Transactions". This is correct and does not need changing.
- 6 Click the **Continue** button.
- 7 Click the **Perform Close** button.
- 8 Click **Yes** to close the year.
- 9 The Final Closure will be completed and the year status will change to "Finalised".
- 10 Click on the **Save** button.

NOTES

1. A backup **MUST** be taken before either a preliminary or a final closure is attempted.
2. You **MUST** ensure that you have exclusive use of FMS before attempting either a preliminary or final closure. Some critical parts of the process will not be started if another user is accessing FMS and the closure will fail.
3. If you close Period 12 a preliminary closure will automatically be attempted. You **MUST NOT** therefore close this period unless you are sure you are in a position to perform a preliminary closure.
4. You will be unable to close Period 1 in the new financial year until a preliminary closure of the previous year has taken place.
5. Reconciliation of central transactions does not have to be completed for a preliminary closure but must be completed before a final closure.
6. A final closure will be unsuccessful if there are any items in the suspense file.
7. All outstanding orders in the old year must be authorised or they will not be transferred to the new financial year.
8. All petty cash folios must be posted.
9. There must be no unprinted Accounts Receivable invoices or credit notes and no un-posted income.
10. You can make as many preliminary closures as you wish but only one final closure. **The final closure is irreversible.**

BALANCES CARRIED FORWARD

Bank Balance

29. The bank balance will not be carried forward to the new financial year until after the preliminary closure has been run. However you will still be able to print cheques in the new financial year if necessary. The new year bank balance will show as overdrawn until the preliminary closure has been run, this is not a problem so long as you check that the bank balance in the old year is sufficient to cover your expenditure.

Petty Cash Balance

30. This will also not be carried forward to the new financial year until after the preliminary closure has been run. You will be unable to record any petty cash

expenditure in the new financial year until either the balance has been brought forward from the old year or a cheque is drawn for cash in the new year.

FMS Carried Forward Balance/Deficit

31. When a preliminary closure has been processed the FMS carry forward at that point in time will be carried forward into the new financial year and will increase the fund total. The carry forward is listed in the Fund History as Opening Balances. The actual amount of carry forward is the difference between the two opening balance figures.
32. **You must treat this figure with caution as you may still have central payments during the adjustment period (Period 13) which will need to be reconciled in the old financial year and which will reduce this figure.**
33. You can run another preliminary closure if you wish after the adjustment period (13) reconciliation has been recorded in FMS. The figure previously carried forward into 2020-21 will be reversed and the adjusted carry forward recorded.
34. Even this revised carry forward figure must be treated with caution - the FMS carry forward figure still has to be reconciled to the ERP Gold carry forward after closedown of ERP Gold. The ERP Gold carry forward is the official carry forward figure.
35. When the ERP Gold carry forward has been reported and reconciled you will then run the final closure of 2019-20. The amount carried forward into 2020-21 when the preliminary closure was run will be cancelled out and the revised figures recorded.
36. The FMS carry forward figure will need adjusting. Even if FMS and ERP Gold agree at the end of the year the carry forward will still need to be amended as ERP Gold is rounded to the nearest £1 whereas the FMS carry forward figure is exact to the penny.

Route: **Focus**
 Budget Management
 Fund Allocation
 Increase or Decrease the Fund Allocation as appropriate

NB: You should not allocate the carry forward to Ledger Codes and Cost Centres until the budget has been submitted to and agreed by Schools Finance, then fixed by the school.

USER DEFINED REPORTS

37. Once the new financial year has been opened all User Defined Reports will need to be copied and edited to reflect the correct year.

You will need to be working in the 2020-21 financial year.Route: **Reports****General Ledger****User Defined Reports**

- 1 At the list of reports highlight the report to be copied and click on the **Clone Button** on the top tool bar.

A box will be displayed headed Clone Report showing the name of the copied report i.e. Copy of ----- Report. You can edit this name if you wish, for example you may wish to differentiate this from the original report by incorporating the year in the title.

- 2 Click on **OK**.
- 3 Highlight the new report and double click.
- 4 Click on the **Column Set** Focus button.
- 5 Click on the **Clone** button at the side.
- 6 A box headed Clone Column Set will be displayed showing the name of the copied Column Set i.e. Copy of ----- Column Set. You can edit this name if you wish, for example you may wish to incorporate the year into the title.
- 7 Click on **OK**.
- 8 Highlight the new Column Set and click on the **Edit** button.
- 9 The columns for the report will be displayed.

The types of column which will need to be edited are:

CURRENT
COMMIT
ACTUAL
ORIGIN

- 10 Highlight the column to be edited and click on the **Edit** button.
- 11 Click on the **Year Browse**.
- 12 Highlight **20/21** and click on **Select**.
- 13 Click on **Save**.

A message relating to changes to the structure will be displayed. Click on **OK** then click on **Save** again

- 14 Repeat steps 10 to 13 until all of the appropriate columns have been edited.
- 15 At the list of columns click on **Save**.
- 16 Click on **Yes** to save the Column Set.
- 17 Click on **Select**.
- 18 You will now be back at the Report Details Page.
- 19 Click on the **Save** button on the top tool bar.

FINANCIAL SUB GROUPS

38. **Financial Sub Groups can now only be set up and assigned in the Personnel Module.**
39. If you are setting up financial sub groups for 2020-21 you **MUST NOT** create the sub groups before the March 2020 reconciliation file has been run, the suspense file cleared and any manual reconciliation on the MTD report have been completed.
40. The financial sub groups **MUST** be created before the first reconciliation file for 2020-21 is run.
41. When creating the sub groups you **MUST** ensure that they are assigned to all the staff for the service terms involved.
42. You **MUST** also **check** that the sub groups have been mapped to the correct cost centre.

YEAR END CHECKLIST

43. A checklist which outlines all the year end tasks which are to be carried out by both LGSS Schools Finance and schools is attached at Annex C.
44. Reminders will also be included in our monthly Finance Updates.

HELP AND ADVICE

45. If you have any difficulties with the above FMS procedures, please contact the FMS Helpdesk by phone or email FMS6Helpdesk@northamptonshire.gov.uk