



# **SCHOOLS FINANCE TEAM**

## **ELECTRONIC RETURNS GUIDANCE School Based Spreadsheet**

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## 1 Introduction

The Utility for Emailing Electronic Returns (ERU) is installed at **schools which are using FMS** and when used in conjunction with Microsoft Outlook, will perform the dual function of (1) populating the monitoring statements and (2) electronically emailing the monthly reports required by Hackney Education. The sheet contains a Quick Guide tab to assist the users (Finance/Business Managers). There are also further configuration notes on the Control tab, which will enable populating reports and sending of files.

## 2 Loading the Utility Spreadsheet at a School

**It is now best practice to save to the Sims drive which is usually S.**

- **Create a folder named FMS REPORTS\Transfer, and save the Utility in this folder**
- Right click on the utility name
- Click send to, then click Desktop (create shortcut)
- Create a folder named Export Files in the Transfer folder

**Note:** *In previous practice the spreadsheet may have been saved on the user's Desktop. However, by now using the SIMS drive on the school's server, this allows the process to be undertaken from another computer on the network. This is useful when the responsible member of staff leaves, for the new member to find the folder and continue with the process, as usually the profile of the leaving staff member will be deleted from the C drive, along with the folder. This also apply to where the Export Files folder is created. The SIMS folder is usually copied across to a new or upgraded computer which better enables continuity.*

- Create a folder in the Transfer folder named Export Files **IE S:\FMS REPORTS\Transfer\Export Files**
- **Only if not already stated on the ERU:** From the location where the Export Files folder was created, right click on the Export Files folder, and click on Properties
- Copy the location
- **Only if not already stated on the ERU:** Paste the location on the utility spreadsheet (Control to Submit tab), in the white box right of the description: "File path for other files:"
- Extend the description of the copied location by adding a back-slash \ (e.g. Export Files\ **so the path should now read S:\FMS REPORTS\Transfer\Export Files\**
- The other "File Path" towards the top of the white box on the Control to Submit tab, under the description "Sent Files" must show the location where FMS indicates that the Income and Expenditure Reports are exported. In most previous cases this was: **C:\Program Files\SIMS\FMSSQL\Transfer\out\**
- **However, this should now be changed to the SIMS drive as stated above by creating a folder named Out in the Transfer folder followed by a folder in the Out folder named**

**Sent Files ((this is where all sent files are saved after each monthly submission process)).**

**The new path should now read S:\SIMS REPORTS\Transfer\Out\**

Where this change has been made at a school, ensure that FMS is remapped to ensure that the Income and Expenditure reports are exported to the new path above. In FMS, go to Tools/Establishment Details/Tab 3 (System Parameters)/Then the Browse Icon, to then locate the SIMS drive **S:\FMS REPORTS\Transfer**

*Note however, that some schools use a different location. To find the alternative location, export an income & expenditure report and make a note of the .XML file name, where FMS states that the file is sent. Go to "Computer" or "File Explorer" and write the XML file name in the search box.*

*When the XML file is located, right click, and copy the location. Paste the location in the other "File Path" towards the top of the white box on the Control or Control to Submit tab, under the description "Sent Files" on the utility spreadsheet.*

*Make sure that a Backslash (\) is at the end of the field after "out"*

- Ensure that the "Email To" space on the utility spreadsheet, shows the School Finance old Outlook email address: [schools.finance@learningtrust.co.uk](mailto:schools.finance@learningtrust.co.uk)
- Check the following configurations on the utility spreadsheet, before attempting to submit:
  - 1 Click on File/Options/Trust Centre/Trust Centre Settings
  - 2 Click **Active X Settings** and **select Prompt me** before enabling all controls with minimal restrictions and, also **select Safe mode**
  - 3 Click on **Macro Settings** and **select Enable all Macros** and, also **select Trust access to the VBA project object model**
  - 4 Click on **File block settings** and ensure **all Excel 4 items are unticked**
  - 5 Click **OK**
  - 6 Click on **Customise Ribbon** and ensure Developer is ticked
  - 7 Click **OK** and **Save**.
  - 8 Select **Control to Submit** on the Home page of the Utility
  - 9 Click **Developer** then **Visual Basic**
  - 10 Double click the **VBA Project (School Name) Utility**
  - 11 Enter password **C0ll33n** (where 0 is zero and ll is lower case ll)
  - 12 Click **Tools/References**
  - 13 Untick anything showing which starts with the word **Missing**
  - 14 Scroll down and **tick Microsoft Outlook 14, 15 Or 16 Object Library** (sometimes shown at the top if already ticked)
  - 15 **Save**
  - 16 Close the VB window
  - 17 **Save** the worksheet

**Once the spreadsheet has been loaded and configured, follow the notes on the Quick Guide tab on how to save and submit your monthly returns:**

**Note also that it is being recommended that the file path in FMS for BACS transfer files be remapped to the SIMS drive, for the reasons stated in (2) above. To do this:**

- **Create a folder in the above Out folder named Bacs so that the file path now reads: S:\FMS REPORTS\Transfer\Out\Bacs**
- **In FMS, click on Tools/Accounts Payable Parameters and select Tab 4 (Cheque Layout, Bacs Parameters)**
- **In the Out Directory, click on the Browse Icon and find the folder S:\FMS REPORTS\Transfer\Out\Bacs**
- **Then Save**

### 3 Using the Income Statement and Governors Report for Monitoring

The Income Statement is designed to be used to monitor the school's monthly income and expenditure. Any changes to this report will be reflected on the Governors Report. The reports are populated after each monthly submission of both Income & Expenditure Reports, exported from FMS. The Year to Period I&E, populates the Year-to-Date columns on the Income Statement. The Year to Period 13 I&E, populates the Budget columns (Original and Current). **Original is only populated, after fixing the budget in FMS.** To use for monthly monitoring:

- **Save a copy of the report** to your preferred **budget monitoring folder** to avoid any changes being made to the master file
- The income statement calculates the **Projected Year-End Balance** for each CFR heading, based on a straight twelve-monthly average (year to date actual divided by the period to date, times 12)
- **Central income (I01-I05 and I18)** are projected at the full year's approved budget, but all other income & expenditure codes are based on (3) above.
- The **Forecast Commitment column** is to be used to adjust projected year-end balances, based on your estimation (plus to increase the balance or minus to reduce it)
- Changes made will increase or decrease the Projected Year-End Balance, Surplus or Deficit for the year (including any brought forward balance)
- These changes will be reflected on the Governors Report to which brief notes can be added to explain variances
- Ensure that the **Previous Year** tab is correctly populated with the figures from your **previous Year-End Statement**. This will make sure that Column B shows the correct opening, closing and ledger/CFR code balances
- The exported and submitted I&E reports also populates the Cash Flow Report which provides an estimate of the school's cash position. Figures in black reflects periods submitted, while figures in red profiled budgetary estimate for remaining months
- The **Adjustment to budget** column can be used to enter increases or decreases to amend projections

#### 4 Other Useful Tabs

- **Previous Year-end tab:** to enter figures from the school's Year-end Statement for the previous year.
- **Year-end Statement:** populated from submission of the final period (12) after the final transaction is completed. Accruals will need to be entered manually. Otherwise **use the Year-End Statement template** which will be provided by HE as this may contain updates not reflected on the ERU spreadsheet
- **All other tabs** are optional and will require additional updating

#### New Year Spreadsheet Update Procedure

- 1 Click on the Control to Submit menu item
- 2 Click on new year (**this should roll-over the ERU to the new year**) **and Save** (if successfully rolled over)
- 3 Click on Hide All Sheets
- 4 Click on the "**Control to Submit**" tab from the home page and take a note of the **file path** stated at the top of the white box, then go to this path on your computer
- 5 Rename the "Sent Files" folder to say "Sent Files 2019-20" and then create a new **Sent Files** folder or alternatively just move the files to an archive folder, leaving Sent Files empty

#### ***If 1-2 above fails:***

To reset the ERU, do the following:

1. On the **Home tab**, click on **Show All Sheets**
2. Then select **Control – To Submit Files**
3. Right click the "**New Year**" button and select "**Assign Macro**"
4. Look for the macro "**Module8.New\_Year**" in the list of macros
5. Select it and click "**OK**"
6. Click on the **New-Year** button again. (The sheet should now change to the new-year, set to Period 1 April)
7. Click on "**Hide All Sheets**" then **Save**
8. Click on the "**Control to Submit**" tab on the home page and take a note of the file path stated at the top of the white

- box, then go to this path on your computer
- 9 Rename the “Sent Files” folder as “Sent Files 2019-20” and then create a new Sent Files folder or alternatively just move the files to an archive folder, leaving Sent Files empty

**Go to the Previous Year tab with the figures from your closing Year-end spreadsheet.**

### **Schools using Gmail**

Ensure that Outlook is also installed on the computer which holds the ERU and, if desired, ask your IT provider to sync the two. The following (Method 2) may be useful, as a guide:

#### **[How to Sync Gmail with Outlook](https://www.remsoftware.com/info/how-to-sync-gmail-with-outlook)**

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Many corporate environments use Microsoft Outlook as email client due to its easy-to-use interface. People who need to use both Gmail mailbox and Outlook, do not need to tolerate the inconvenience of checking emails in two places. Because the technology has developed in such a way that, from taking backup of outlook settings to syncing Gmail to Outlook you can do anything. Here, I explain you the complete steps to sync Gmail with Outlook:

### **Method 2: Procedures to Sync Gmail with Outlook**

#### **Step 1: Enable IMAP in Gmail**

- Login to your Gmail account
- Click on the Gear button and select Settings.
- From the top Menu bar select “Forwarding and POP/IMAP” tab.
- From the IMAP Access section, click on Enable IMAP and enter Save Changes

#### **Step 2:**

- Open Outlook and click on File Tab> Account Settings -> Account Settings
- From the Email tab click on **new** button

- On the Auto Account Setup page enter your name, email address and password select Manually configure server settings or additional server types and click Next
- Then click the option Internet E-mail then hit Next
- Add your name and email address in Add New Account page
- Change the Account Type pull down menu to *IMAP* and in the Incoming Mail Server field enter *imap.gmail.com* and in the Outgoing mail server (SMTP) field enter *smtp.gmail.com*
- Enter the username and password as there in your full email address
- Select More Settings button
- Hit the Advanced tab
- Change Incoming Server (IMAP) port number to 993 (or check with your IT person if there is a different number) and set the drop-down menu labeled Use the following type of encrypted connection: to SSL.
- Then in the same way change Outgoing Server (SMTP) port number to 587 ((or check with your IT person if there is a different number) and use the following type of encrypted connection: to TLS
- Then hit the Outgoing Server tab
- Mark the check box next to My outgoing server (SMTP) requires authentication and choose the option to the left of Use same settings as my incoming mail server
- Then click OK > Next > Finish > OK (Here you complete setting up your account)

**For schools using Office 365:** Ensure that Outlook is also installed on the computer which holds the utility and ask your IT provider to sync the two, if desired.

## 8 **Staffing Budgets**

Click on the **Staffing Budgets** menu tab to show instructions on how to use the template.

### a) **Staff Cost Planner**

- **Access Budget Tool:** Download the **Teaching Staff Detailed Budget**, then the **Support Staff Detailed Budget** and save in a relevant folder
- Set the cursor/click at the point to start in the **Record Number** column

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- Click on Import Staff
- Navigate to the folder where the detailed staff budgets are saved
- Select the **Teachers Budget** file and import it
- Then Set the cursor/click at the point to start (below where the last teacher row was stated)
- Navigate to the folder where the detailed staff budgets are saved and select the **Support Staff Budget** file and import it

### b) **Pay Scales**

Update the pay-scales tab with the latest pay details. Don't delete any rows or columns but update salaries as necessary.

### c) **Funding Statement**

Copy relevant figures from the Funding Statement provided by the Council to update the tab on the ERU.

### d) **Roll** – Roll numbers can be obtained from the Schools Finance Team (funding personnel), to update this tab