

Linking FMS and/or Personnel with Third Party Budgeting Tools

Applicable to FMS 6.124 and
SIMS 7.124 Onwards

Mini Guide



Revision History

Version	Change Description	Date
6.124 - 1.0	New version to describe different methods of import and export.	24/09/09
6.124 – 1.1	Details about the link between Personnel and third party budgeting tools has been added in <i>Chapter 2</i> . A checklist of activities has been added as an appendix.	04/12/09

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 Using the Interface Between FMS and Budgeting Tools

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Introduction

This handbook is designed to provide guidance on linking FMS and/or Personnel with third party budgeting tools. It is not intended as a guide to using FMS, SIMS or any third party system. These systems have their own help file system and associated documents that provide more details.

Licensing Requirements

A licence patch must be applied in order to use the interface. This patch can be obtained from Capita Children's Services. Applying the licence patch disables the **Focus | Budget Planning** menu route in FMS.



IMPORTANT NOTE: If you are using FMS to create your CFR return, it is essential that you ensure all Fund Allocations are up-to-date and have been fully apportioned for CFR before applying the Budget Interface Licence patch.

Importing the Chart of Accounts and the Ledger Code to CFR Relationships into the Budgeting Tool

There are two methods of importing the Chart of Accounts and the ledger code to CFR mapping relationships into a budgeting tool. The method that is appropriate for your school depends on the budgeting tool in use and how the systems are set up in the school. For example, the direct transfer method is not appropriate if the budgeting tool and FMS are not on the same physical machine.

Direct Transfer

Some budgeting tools utilise the `CSFMSBudgetInterface.dll` file to bring the data from FMS into the budgeting tool. To use this option, refer to the documentation provided with the budgeting tool. The process involves setting a link in the import dialog to this file, typically located in `X:\Program Files\SIMS\Finance\CSFMSBudgetInterface.dll` (where X:\ denotes the location of your Program Files folder). In addition, you will need to enter an FMS username and password to enable access to the FMS database.

When this method is used, the budgeting tool extracts the data directly from FMS into the budgeting tool when the import menu route is used.

Manual Transfer using Files

Some budgeting tools require the CFR mappings and Chart of Accounts to be exported from FMS and then imported using the budgeting tool. This may also be necessary if your budgeting tool and FMS do not reside on the same physical machine. Please see *Manually Exporting CFR Mappings and Chart of Accounts from FMS* on page 2 for more information on exporting the files from FMS. Please refer to the documentation provided by the budgeting tool for instructions on importing these files.

Manually Exporting CFR Mappings and Chart of Accounts from FMS

Exporting CFR Mappings from FMS

The CFR mappings must first be created in FMS and then exported ready for import into the budgeting tool, even if you do not create your own CFR return.



NOTE: Full details on mapping Ledger Code/Fund Combinations to CFR Headings can be found in the online help and the Consistent Financial Reporting in FMS handbook (CFR.PDF).

1. Select **Tools | General Ledger Setup** and select tab **8: CFR Mappings**.

General Ledger Setup

1: Fund Codes 2: Cost Centres 3: Profile Models 4: Ledger Groups 5: Ledger Codes
6: C/Centre Ledger Links 7: Central Ledger Links 8: CFR Mappings 9: eProcurement Templates

CFR Headings

Table: Expenditure **Clear Table**

Code	Heading
E01	Teaching staff
E02	Supply teaching staff
E03	Education support staff
E04	Premises staff
E05	Administrative & clerical staff
E06	Catering staff
E07	Cost of other staff
E08	Indirect employee expenses

Mapped Ledger Codes

Sequence	Code	Description
	01011-01	Teachers Basic Pay
	01012-01	Teachers NI
	01013-01	Teachers Super
	01051-02	Teachers GEST Basic
	01052-02	Teachers GEST N.I.
	01053-02	Teachers GEST Super

Validation Report **Copy Last Year's Mappings** **Import** **Export**

Save **Cancel** **Help**

- Click the **Validation Report** button to display the **Report Criteria – CFR Ledger Links** dialog, select the **All Ledger Codes Not Mapped** radio button and click the **OK** button. This provides a report enabling you to review any unmapped ledger codes before proceeding.
- Once you are satisfied that all the ledger codes have been mapped to CFR headings, click the **Export** button to create the export file.



NOTE: It may not be necessary for all ledger codes to be mapped if the third party budgeting tool can handle and display unmapped ledger codes.

A message is displayed informing you of the filename and location (e.g. \SIMS\Transfer\Out).

- Click the **OK** button.



NOTE: The filename format is: AA_LLL_YYDDD.MAP, where:

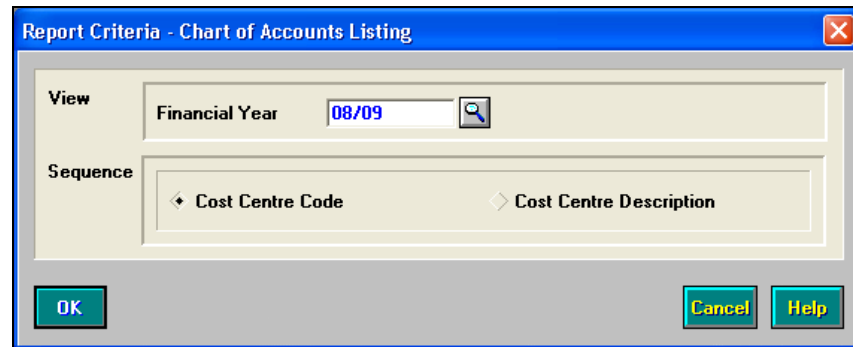
AA = the two digit year of the start date of the FMS year from which the file is exported, e.g. 09.

LLL = the **LEA Code** in **Establishment Details**, e.g. 301.


YYDDD = the system date in Julian format. For example, the 24th August 2009 is stored as 09236, since the 24th August is the 236th day of the year.

Exporting the Chart of Accounts from FMS

1. Select **Reports | General Ledger Setup | Chart of Accounts Listing** to display the **Report Criteria - Chart of Accounts Listing** dialog.



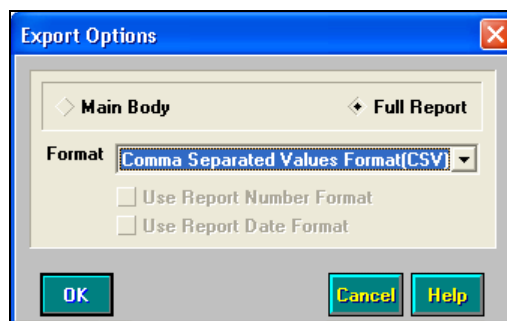
2. Check that the **Financial Year** is correct and that you are sorting by **Cost Centre Code**, then click the **OK** button. The system displays a preview of the report.

 **NOTE:** If there are any applications using a version of Crystal Reports later than V5, the **Enter Parameter Values** window is displayed. This can be ignored by clicking the **OK** button.


3. Click the **Export to disk** button on the **Preview** toolbar to display the **Export Options** dialog.



Export to Disk button



4. Select the **Full Report** radio button.
5. Select **Comma Separated Values Format (CSV)** from the **Format** drop-down list.
6. Click the **OK** button to display a standard Windows® **Save As** dialog.
7. Navigate to the \SIMS\Transfer\Out folder.

 **NOTE:** This should be the same location as the CFR mappings have been saved.

8. Enter the filename for the Chart of Accounts Listing Report that is being exported, e.g. FMS.CSV.



NOTE: The .CSV file extension is added automatically.

9. Click the **Save** button.
10. Click the **Close Window** button to close the report.



Close Window button

Importing the Budget into FMS

The import back into FMS can be carried out in two ways. Either the budget can be exported to a file from the budgeting tool and imported into FMS, or it can be imported directly without saving to a file first.

Selecting the Type of Import into FMS

1. To define the method of importing into FMS, within FMS select **Tools | Establishment Details | Interfaces**.

2. In the **Budget Import** section, select one of the following radio buttons:
 - **Dynamic Link Library (DLL)** - to automatically populate FMS with the budget.
 - **File** - to import a file from the budgeting tool into FMS.
3. Click the **Save** button.

Performing an Automatic Import from a Budgeting Tool into FMS

1. In the budgeting tool, carry out the appropriate actions to prepare the budget for export. Please refer to the appropriate documentation for instruction.
2. In FMS, ensure that the appropriate financial year has been defined and opened.
3. Select **Focus | Budget Management | Import Budget** to display the **Budget Import Parameters** dialog.

Budget Import Parameters

SCENARIO DETAILS

Name: FILE8.XXX

Available Years:

☒ 10/11 (01/04/2010) ☐ Not Defined

AUDIT NARRATIVES

Year 1 Narrative

Year 1 Funding Allocation Narrative

Year 2 Narrative

Year 2 Funding Allocation Narrative

BUDGETING MODULE CREDENTIALS

Username

Password

OK Cancel Help

4. Select the correct **Available Years** (if more than one is displayed) by selecting the relevant check box.
5. Enter a narrative for the audit trail in the **Year 1 Narrative** field.

6. Enter a funding allocation narrative for the audit trail in the **Year 1 Funding Allocation Narrative** field.
7. If applicable, enter a **Year 2 Narrative** and **Year 2 Funding Allocation Narrative** in the appropriate fields.
8. Enter a **Username** and **Password** for the budgeting tool in the fields provided in the **Budgeting Module Credentials** area.



*NOTE: The **Username** and **Password** entered will be retained and populated by FMS for future imports on the same machine.*

9. Click the **OK** button. A message confirms the successful import of the budget.
10. Click the **OK** button to close the dialog.



NOTE: Once the file has been imported into FMS, the appropriate narratives will be written to the respective financial year's audit trail.

Performing a Manual Export from a Budgeting Tool into FMS

1. In the budgeting tool, create the export file.
2. In FMS, select **Focus | Budget Management | Import Budget**. Alternatively, click the **Budget Management** button then click the **Import Budget** button.



Budget Management button



Import Budget button

A confirmation dialog is displayed, informing you that any manual profiling will be lost when the budget file is imported.

3. Click the **Yes** button to continue.

A standard Windows® **Open** dialog is displayed. The location defaults to the \SIMS\Transfer\In folder or the last import file location, but you can navigate to a different location, if required.

4. Highlight the budget file and click the **Open** button.

The budget is imported into FMS. A confirmation is then displayed.

5. Click the **OK** button.



NOTE: Once the file has been imported into FMS, the appropriate narratives will be written to the respective financial year's audit trail.

02 Using the Interface Between Personnel 7 and Budgeting Tools

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Licensing Requirements

A licence patch must be applied in order to use the interface. This patch can be obtained from Capita Children's Services.

Checking that the Licence has been Applied

To check that the licence has been applied:

1. In SIMS, select **Focus | Person | Staff**.
2. Select a member of staff and open their record.
3. Navigate to the **Employment Details** panel and open a **Contract**. If the licence has been applied, the **Budget to CFR** field is displayed.

Mapping Staff to CFR Codes in Personnel 7

Some third party budgeting tools use the CFR framework to create the budget, so each member of staff must be mapped to the correct CFR code. When the licence is applied, staff recorded as teachers will be mapped to E01 automatically. This can be edited, if required. Other members of staff will need to be mapped manually.



NOTE: When new members of staff are added, they will also need to be mapped manually.

1. In SIMS, select **Focus | Person | Staff** to display the **Find Employee** browser.
2. Search for and select the required member of staff and then click the **Open** button to display their details.
3. Click the **Employment Details** hyperlink to display the **Employment Details** panel.
4. Highlight the appropriate **Contract** and click the **Open** button to display it.

1 Contract Details

Service Term	Teachers	Employment Type	Permanent												
Post Reference	Teacher	Post Category	QT Qualified Teacher												
Post Reason		SWC Post	Unassigned												
Contract Start Date	01/09/2002	Financial Subgroup													
Superannuation	Teachers	Contract/Payroll Number	PR234123												
Increment Date	01/09	NI Contracted	In <input type="checkbox"/> Out <input checked="" type="checkbox"/>												
Contract End Date		Leave Entitlement	0.0000												
Post Offered Date		Contract Termination Reason													
Contract Issued Date		Post Accepted Date													
Service Term Hours/Week	26.2500	Service Term Weeks/Year	52.1430												
Hours/Week	26.2500	Weeks/Year	52.1430												
Pay Factor	1.0000	Pro Rata	1.0000												
Safeguarded Salary	<input type="checkbox"/>	Pay Factor	1.0000												
Destination		Budget to CFR	Teaching Staff - E01												
Origin	Not known														
Pay Scale	<table border="1"> <thead> <tr> <th>Scale</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Teachers Main Scale</td> <td>01/09/2005</td> <td></td> </tr> <tr> <td>Teachers Main Scale</td> <td>01/09/2004</td> <td>31/08/2005</td> </tr> <tr> <td>Teachers Main Scale</td> <td>01/09/2003</td> <td>31/08/2004</td> </tr> </tbody> </table>			Scale	Start Date	End Date	Teachers Main Scale	01/09/2005		Teachers Main Scale	01/09/2004	31/08/2005	Teachers Main Scale	01/09/2003	31/08/2004
Scale	Start Date	End Date													
Teachers Main Scale	01/09/2005														
Teachers Main Scale	01/09/2004	31/08/2005													
Teachers Main Scale	01/09/2003	31/08/2004													

5. Select the appropriate code from the **Budget to CFR** drop-down list.
6. Save the record and repeat the process for other contracts for the same member of staff and for other members of staff, as required.

Additional Activities in SIMS

Permissions

Ensure that a user with Personnel Officer and Personnel Data Exporter permissions has been set up in System Manager. This user's **Username** and **Password** should be used to run the import from the budgeting tool.

Pay Scales

Ensure that the Pay Scale is defined for each Scale.

1. Select **Tools | Staff | Pay Related**.
2. Search for and open the appropriate Service Term.
3. In the **Pay Awards** panel, highlight a **Scale** and click the **Open** button.
4. Ensure that the correct **Pay Scale** is selected.

School Workforce Census Post

Check that the School Workforce Census post is defined on the Service Term.

1. Select **Tools | Staff | Pay Related**.
2. Search for and open the appropriate Service Term.
3. In the **Posts** panel, open the **Post** and ensure that the **SWC Post** is assigned.



More Information:

Managing Staff in SIMS handbook

National Insurance Rates

Ensure that the current National Insurance Rates are defined in **Tools | Staff | National Insurance**.

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Maintaining Budgets/Virements during the Financial Year

Whenever you wish to modify cost centre budgets or fund allocations, these must be carried out in the budgeting tool and re-imported into FMS as detailed in *Chapter 1: Using the Interface Between FMS and Budgeting Tools* on page 1.

Frequently Asked Questions

When using a manual import into FMS, where can I find the budget file?

This depends on the capabilities of the budgeting tool. If possible, it is recommended that files are saved to the \SIMS\Transfer\In folder. On a standalone PC, this would typically be located in C:\SIMS\Transfer\In. On a network, this would typically be located in S:\SIMS\Transfer\In.

Why is there a small difference between individual figures in FMS and the Budgeting Tool?

Any small disparity between figures displayed in FMS and the budgeting tool are generally due to differences in the way the two systems round pence.

Why do the budgets in FMS and the budgeting tool not match at all?

It may be that the version of the budget in FMS is not the latest version held in the budgeting tool. If there is any doubt, export the latest version from the budgeting tool and import it into FMS.

What are CFR mappings?

Ledger code/fund combinations are mapped to CFR codes and headings in order to create an association. Once the initial mapping process has taken place, mappings can be copied into future years where they may be modified.

Full details on mapping ledger code/fund combinations to CFR headings can be found in the online help and the *Consistent Financial Reporting in FMS* handbook (CFR.PDF).

Where do I make CFR mappings?

CFR mappings are carried out in FMS. Select **Tools | General Ledger Setup** and select **Tab 8: CFR Mappings** to begin.

Please refer to the *Consistent Financial Reporting in FMS* handbook (CFR.PDF) for more information.

How do I check I have mapped all ledger codes to CFR headings?

A validation report is provided in FMS, which displays all the ledger codes that have not been mapped.

1. Select **Tools | General Ledger Setup** and select **Tab 8: CFR Mappings**.
2. Click the **Validation Report** button on the bottom left-hand side of the dialog.
3. Ensure that the **All Ledger Codes Not Mapped** radio button is selected.
4. Click the **OK** button to produce the report on-screen. The report can also be printed.

What if my CFR mapping is not complete?

You will be unable to enter budgets in the budgeting tool for any Ledger Codes that are not mapped to a CFR code. You should complete the CFR mapping before creating budgets in the budgeting tool.

A

Appendix

Checklist of Activities

The following activities should be carried out before creating budgets in your budgeting tool.



NOTE: Both FMS and Personnel steps are described but are only required if you have also applied the appropriate licence(s).

Area	Task	SIMS or FMS Navigation path	Notes
FMS	Create Financial Year for budget years.	In FMS, select Tools Define Financial Years Define Edit/Years .	
FMS	Define Salary Periods for all years.	In FMS, select Tools Define Financial Years Define Salary Periods .	
FMS	Update Next Year's structures.	In FMS, select Tools Define Financial Years Update Next Year's Structures .	This brings over any Cost Centres and Ledger Codes that have been created in the current year into the next year.
FMS	Apply the FMS and Third Party Budgeting Tools Interface Licence Activator.	In FMS, select Start All Programs SIMS Applications FMSSQL DBUpgrade .	This 'switches off' FMS Budget Planning. Once this licence has been applied, the Chart of Accounts and the CFR Mappings for the school can be exported to a third party budgeting tool to allow the budget to be created.
FMS	Export CFR Mappings.	In FMS, select Tools General Ledger Setup Tab 8: CFR Mappings .	FMS: Make a note of where the mapping export file is stored. <i>NOTE: In some budgeting tools, this may be an automatic process set up from within the budgeting tool.</i>

Area	Task	SIMS or FMS Navigation path	Notes
FMS	Export Chart of Accounts.	In FMS, select Reports General Ledger Setup Chart of Accounts Listing .	FMS: Note where the Chart of Account file is stored. <i>NOTE: In some budgeting tools, this may be an automatic process set up from within the budgeting tool.</i>
Personnel 7	Ensure that the Personnel 7 licence has been applied and that the Budget to CFR field appears on the Contract Details page.	In SIMS, select Focus Person Staff – select a member of staff’s details. On the Employee Details page, go to the Employment Details panel and open a Contract . If the licence has been applied, there should be a new field, Budget to CFR .	For teachers, the Budget to CFR field should be populated automatically with Teaching Staff - E01 . For all non-teaching staff, this field will be blank. Select the appropriate E03-E07 and E31 values from the drop-down list.
System Manager	Ensure that a user has been set up with Personnel Officer and Personnel Data Exporter permissions.	In System Manager, use the Assign User to a Group function on the Welcome Screen .	This should be carried out by your system administrator.
Personnel 7	Ensure that the CCS Baselookups file has been imported.	In SIMS, select Tools Lookups Import Lookups .	The latest <code>CCS_Base_Lookups.zip</code> file is located in the SIMS .net folder. The lookups enable you to import a set of standard and statutory data. <i>NOTE: When the import is successful, the SWC Post field (accessed via Tools Staff Pay Related and opening a post on a Service Term) defaults to unassigned. The SWC Post field needs to be defined for each Post, otherwise the members of staff on that Service Term will not import into the budgeting tool.</i>
Personnel 7	Ensure that the Pay Scale is defined for each Scale (this is a School Workforce Census requirement in England).	In SIMS, select Tools Staff Pay Related . Select the appropriate Service Term, highlight a Scale in the Pay Awards panel and then click the Open button. Ensure that the appropriate Pay Scale is selected from the drop-down list.	

Area	Task	SIMS or FMS Navigation path	Notes
Personnel 7	Check that the Scale Awards are identical in Personnel 7 and the budgeting tool.	In SIMS, select Tools Staff Pay Related . Select the appropriate Service Term and complete the Pay Awards panel.	The data in SIMS should replicate that held in the budgeting tool. If there is a mismatch, there will be a mismatch between FMS Salary Projections and the budget.
Personnel 7	Check that the School Workforce Census post is defined on the Service Term.	In SIMS, select Tools Staff Pay Related . Select the appropriate Service Term and ensure the SWC Post is assigned in the Edit Post dialog, accessible from the Posts panel.	
Personnel 7	Check that the Superannuation rates are identical in Personnel 7 and the budgeting tool	In SIMS, select Tools Staff Superannuation .	If these are not the same, there will be a mismatch between FMS Salary Projections and the budget.
Personnel 7	Check the the National Insurance rates are identical in Personnel 7 and the budgeting tool.	In SIMS, select Tools Staff National Insurance .	If these are not the same, there will be a mismatch between FMS Salary Projections and the budget.