Final FMS Close & Final CFR Upload Guidance Year End 2023-24

Step 1 – Balance Check on new financial year in FMS

Before performing the final close you **must** check that the balances brought forward into 2024-25 are correct.

To do this select page 6 of your **2024-25 FMS Income & Expenditure report** (in the current year) and compare it to the brought forward balances as shown on the Cash Advance Summary for May 2024.

- The I&E report will show the total of your revenue and capital balances added together.
- The Cash Advance Summary gives the total for revenue and capital separately, please check that the revenue and capital balances are correct as per your year-end statement and together they reconcile to the I&E Total Balances B/Fwd.

	Orig, Budget	Curr. Budget	Actual	Variance	<u>% Spent</u>	
lssets						
DebtorControl			9,021.25			
Other Assets			0.00			
VATImput			7,109.08			
Bank Accounts			96,915.68			
Central Funding			0.00			
Petty Cash			100.00			
lotal Assets			113,146,01			
Labilities						
CreditorControl			7,166.12			
PaynollControl			0.00			
Short TermLiabilities			0.00			Total balances
VAT Output			979.89			i otal balances
Total Liabilities			8,146.01			brought
Net Assets						brought
Total Assets			113,146.01			forward must
Total Liab lities			8,146.01			iorwaru musi
Net Assets			105,000.00			bo within £5
Represented by						De within £5.1
Total Balances B/Fund			summ#			this is not the
In Year Sumbs			51,000,00			this is not the
			105.000.00			aaaa nlaaaa
						case, please
						contact vour
						school finance
						3011001 111101
						link officar
						IIIIK UIICEI.

If the I&E 'Total Balance B/Fwd' matches the balance brought forward on the Cash Advance Summary, you are ready to complete the final close. If they <u>do not</u> match, please contact your Schools Finance link officer.

PLEASE DO NOT PROCEED IF THE TWO BALANCES DO NOT MATCH.

Step 2 – Closing Balances Check on CFR Report

This is to double check that nothing has changed since you submitted your Preliminary Report.

In FMS select:

- The last financial year 2023-24.
- o Reports
- CFR
- CFR Report
- The warning in red can be ignored because the Unallocated ledger code is not mapped.
- Please ensure this screen is populated with your contact name and e-mail fields and the boxes are ticked appropriately
- Schools should tick that they have been involved in the preparation.
- Special schools will be required to tick the rates exempt box.
- Click on Preliminary button.
- Select Tab 5 -Balances

Report Parameters					
	Warning: Not all Led	ger Codes are mappe	d to CFR Heading	js	
School Type	Primary or Secondary	/ School			
Contact Name	S Brown				
Contact e-mail	sbrown1234@hgfl.o	rg.uk			
Contact Telephøne Number	01234 838080				
	Complete Financi	al Year			
	If your school is r	ates exempt, please ti	ck this box		
_	Has the school be	en involved in the pr	eparation of the	CFR return?	1
	If your schools in centrally, at no co	surance policies/prem ost to the school, plea	iums have been se tick this box	purchased	
	🗌 Is your school the	hub school of a Fed	eration?		
Opening Balances from the A	tuals for the previous y	ear			
OB01 Pupil Focused Revenue	Balance (B01 + B02)		0.00		
OB03 Capital Balance (B03 + E	05)		0.00		
OB02 Community Focused Re	enue Balance B06		0.00		
Total			0.00		
L					
Preliminary Final				Cancel	Help

Carlo	U an alla a		D /Frind	Calmilated	Annesting	A started	Charles
Code	neading		D/FW0	Calculated	Apportioned	Actual	statu
801	Committed Revenue i	Balances	0.00	0.00	0.00	0.00	 ✓
B02	Uncommitted Revenu	ie Balances	0.00	74020.00	74020.00	74020.00	-
B03	Devolved formula cap	oital balance	0.00	0.00	0.00	0.00	✓
B05	Other capital balance	5	0.00	50000.00	50000.00	50000.00	\checkmark
B06	Community Focused	School Revenue Bals	0.00	0.00	0.00	0.00	 ✓
	Validation for check 9	93				74020.00	\checkmark
	Validation for check	95				0.00	-
	Validation for check 9	97				50000.00	~
CFR	Code Issues	Totals	0.00	124020.00	124020.00	124020.00	
CFR	Code Issues Iber Message	Totals	0.00	124020.00	124020.00	124020.00	
CFR	Code Issues ber Message	Totals	0.00	124020.00	124020.00	124020.00	
CFR	Code Issues Iber Message	Totals	0.00	124020.00	124020.00	124020.00	
CFR Num Num Prin	Code Issues ber Message	Totals	0.00 oot	124020.00	124020.00	124020.00	

- Check that the figures the Actual column for B01 + B02 + B06 = revenue balance at year end
- \circ Check that the actual figures for B03 + B05 = capital balances at year end

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NB. This year BO6 and BO5 balances have been set to zero, except for one school (Ruislip Gardens). Before proceeding to the next step please be certain that the closing balances reconcile to that submitted at year end and to those shown on the Cash Advance Summary. Once the final close is performed you will not be able to make any changes to the previous financial year.

Step 3 - FMS Final Close 2023-24

Once the above checks have been carried out you are ready to perform the final close. Select the Financial Year 2023-24.

Select:

 \cap

• Tools • Define Financial Years X Define Years • Define Edit Years ÷ Lowest Open Archived Year State Select '2023-24' Periods 0 2015/16 Started 1 No 12 Ó Closed – Not 2013 Finalized 12 13 No Finalized' 2012 Finalized 12 13 No (Double check the 2011 Finalized 12 13 No correct year is Open Year Preliminary Close Final Close selected) Period Start Date Name Status Check Spending Against Cost Centre Click on the 'Final 0 1 01/04/2014 Apr Closed V Order Book Open Close'. 2 01/05/2014 May Closed Order Book Open - Restricted Users 3 01/06/2014 Jun Closed Record Deliveries 4 01/07/2014 Jul Closed 5 01/08/2014 Aug Closed 6 01/09/2014 Sep Closed 01/04/2015 Next Year Begins 7 01/10/2014 Oct Closed 8 01/11/2014 Nov Closed 9 01/12/2014 Dec Closed 10 01/01/2015 Jan Closed Save Cancel Help When this CFR Warning Message message appears press Yes You are reminded that the DfE recommend as best practice that preliminary CFR returns should be made during the year. If you have not run a preliminary CFR report you are strongly advised to do so now, before continuing this process, to ensure that your data will pass CFR validation. Do you wish to continue? Yes No

The system will now go through its end of year checks. If the final close fails, and a red cross should appear, click on the report button to identify the areas that need reviewing. If this happens, please contact your Schools Finance link officer.



A successful close will proceed as follows:

Final Checks...

• Click on Continue

Action	Passe
Checking System	
Validating Purchase Orders	
Checking Accounts Payable	
Validating Cheques	
Checking Non Invoiced Income	
Checking Invoiced Income	
Checking Invoiced Income Books	
Checking Invoiced Income Products	
Validating Journals	
Validating Petty Cash	
Checking Suspense	
Validating Salary Payments	
Checking Salary Commitment	

Final Close Checks...

 Click on <u>Perform Close</u> - a warning comes up that this is not reversible.

When asked to confirm close.

- o Click on Yes
- o Save



Step 4 - Final CFR Return

Once you have completed the Final FMS Closure you will need to run the final CFR Report. This report must be run in order to generate the brought forward balances in your 2024-25 CFR report.

- Select the Financial Year 2023-24
- o Reports
- CFR
- o CFR Report

When the screen opens both the Preliminary and the Final buttons will be live.

• Click on the 'Final' button

You will receive the following message

Report Parameters		
	Warning: Not all Ledg	ger Codes are mapped to CFR Headings
School Type	Primary or Secondary	School
Contact Name	J Rees	
Contact e-mail		
Contact Telephone Number	01895 250111	
	🖌 Complete Financia	al Year
	If your school is ra	ates exempt, please tick this box
	🖌 Has the school be	en involved in the preparation of the CFR return?
	If your schools ins centrally, at no co	urance policies/premiums have been purchased st to the school, please tick this box
Opening Balances from the A	ctuals for the previous ye	ar
OB01 Pupil Focused Revenue	Balance (B01 + B02)	0.00
OB03 Capital Balance (B03 + B	304 + B05)	0.00
OB02 Community Focused Re	venue Balance B06	0.00
Total		0.00

	Report Criteria - CFR Report
	Report Parameters Warnings Michael Ladger Codes are manual to CER Mandings
	School Type Primary or Secondary School
	Contact Name Anna Mtynarczyk
	Contact s-mail office@mail.drbipletts.co.uk
	Contact Telephone Number 020 8573 1617
	The outstanding value within the B07 Capital Loans Balance return? Please confirm that this is correct as it cannot be changed after production of the Final CPR file.
	B07 Capital Loans Yes No Opening Balances from the Actuals Fig Use previous year
	0/801 Pupil Electred Revenue Balance (801 + 802) 616508.57
 Click on Yes 	OBD3 Capital Balance (803 + 805) 0.01
	OBD2 Community Focused Revenue Balance BD5 5622.77
	Preliminary Final Cancel Help

0	Select Tab 5	CFR Rep	oort - Preliminary							-l	×
0	Balances	<u>1</u> : Inco	me	2: Expenditure	3	: Capital Inco	ome <u>4</u> :	Capital Expenditure	5: Balances		
	Dalahees	Code	Heading		B/Fwd		Calculated	Apportioned	Actual	Status	
		B01	Committed Revenue B	alances		0.00	0.00	0.00	0.00	 Image: A start of the start of	
		B02	Uncommitted Revenue	Balances		0.00	74020.00	74020.00	74020.00	 Image: A start of the start of	
		B03	Devolved formula cap	tal balance		0.00	0.00	0.00	0.00	\checkmark	
		B05	Other capital balance			0.00	50000.00	50000.00	50000.00	\checkmark	
		B06	Community Focused S	chool Revenue Bals		0.00	0.00	0.00	0.00	\checkmark	
			Validation for check 9	3					74020.00	 Image: A start of the start of	
			Validation for check 9	5					0.00	\checkmark	
			Validation for check 9	7					50000.00	\checkmark	
0	Click on Export to XML	CFR C	ode Issues ber Message	Totals		0.00	124020.00	124020.00	124020.00		
		Print	Table DfE Repor	ts Validation Repor					Can	cel	Help

You will get a warning like this one ...

SIMS FM	5 Module
!	If you create the report in XML format the system will lock the report details and you will no longer be able to make changes to the report figures, CFR ledger code + fund mappings, or apportion the balances. Please check that B02 and B05 on tab 5 'Balances' have been correctly apportioned. Exporting to XML means that you will not be able to make any further changes for CFR. Are you sure you have agreed these figures and that you wish to continue
	Yes No

o Select Yes

This will generate the final CFR report; the next screen will show the report's location.

• Make a note of the filename/number and the folder the file is exported to. (Please note: it may be different to the one appearing on this screen print)

You will need this noted for the upload to Collect.

Informa	tion
٩	CFR Final Report 2014150_CFR_201LLLL_004.XML successfully exported to folder C:\SIMS\TRANSFER\out as XML
	ОК

 $\circ \quad \text{Click OK}$

Reports should then be uploaded onto the DfE's COLLECT website. A quick guide on accessing and loading the return onto COLLECT is available on Appendix A. Final reports should be uploaded by **Friday 5th July 2024.**

Please ensure that you take a printout of your Final CFR Report.

- o Reports
- CFR
- CFR Report
- Select Final
- o Tab 5
- Select Print CFR Report

This Report will need to be approved and included in the minutes of the next Governing Body meeting.

Should you have any queries please do not hesitate to contact you Schools Finance link Officer.

Greg Watson01895 250451Davinder Devgon01895 250458Steve Denbeigh01895 556107Geeta Chohan01895 556107

Thank you.

Schools Finance Team London Borough of Hillingdon

June 2024

QUICK GUIDE TO UPLOAD CFR TO COLLECT 2023-2024

Log onto DfE Sign-in: https://services.signin.education.gov.uk/

- 1) Enter → Username and Password (this should be the same as that used to upload School Census returns) and tick "I agree to terms of use" box. Sign In.
- 2) Under 'Your applications' click on \rightarrow COLLECT, on the next screen click on Continue button.
- 3) This leads to the Collect Portal and opens lines of all data collections the school will have access to.
- 4) Highlight → 'Consistent Financial Reporting 2023-2024'
- 5) Click on \rightarrow 'Select Data Collection'. The CFR Upload screen will appear.
- 6) Click on \rightarrow 'Upload Return from file'
- Use the Browse button to look for the XML file (pick the CFR XML file check that the correct file -CFR FINAL REPORT, will be correctly dated too- is selected as noted on Step 4 of main guidance)
- 8) Click on \rightarrow 'Upload'
- 9) A message will appear "Data Return already exists do you wish to overwrite it?" Select "YES"
- 10) The system will let you know when it has uploaded the data and returns to the "My Data Return" page
- 11) Click on \rightarrow 'Open Return'. Then and check for errors/queries by clicking on \rightarrow 'All Errors' button at the top of screen.
- 12) If no errors go straight to 16) below.
- 13) If there are errors a pencil will appear at the end of each row to enable you to write a note to explain the error.
- 14) Click on \rightarrow pencil icon for each row.
- 15) Click on \rightarrow 'Add New Note'. Fill in explanation, once finished click on \rightarrow 'Create' to save the note.
- 16) Once all errors have notes, click on \rightarrow 'Return'
- 17) At top of screen \rightarrow 'Back to my COLLECT page' at top of screen
- 18) Click on \rightarrow 'Submit Return' when happy with data.

19) This action will send the CFR to both the LA and the DfE 20) Log out.