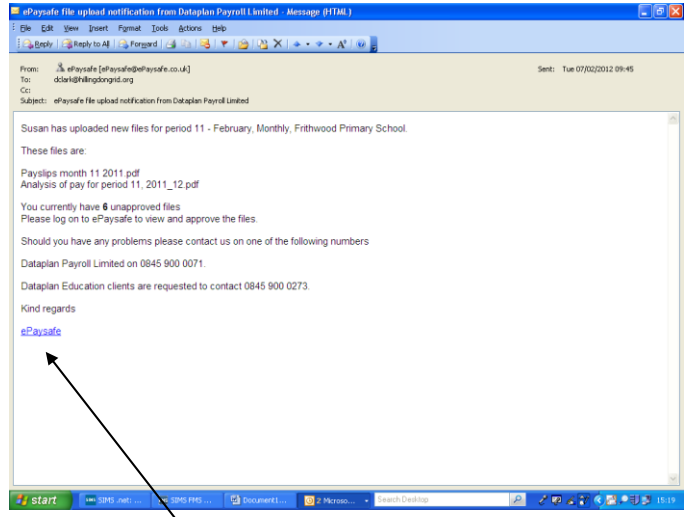


GUIDANCE FOR POSTING OF SALARIES ON FMS FROM DATAPLAN REPORTS

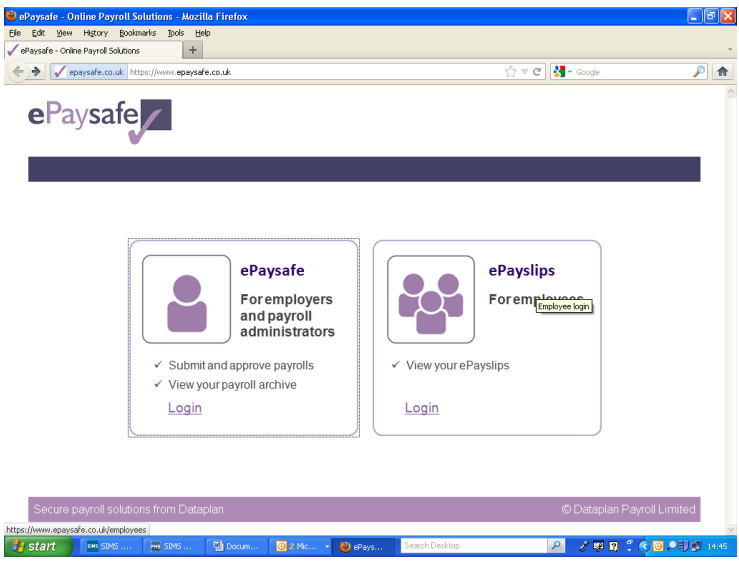
This guidance is designed to assist schools in posting salaries and associated elements correctly on SIMS FMS6.

STEP 1 – Approval and checking of payroll

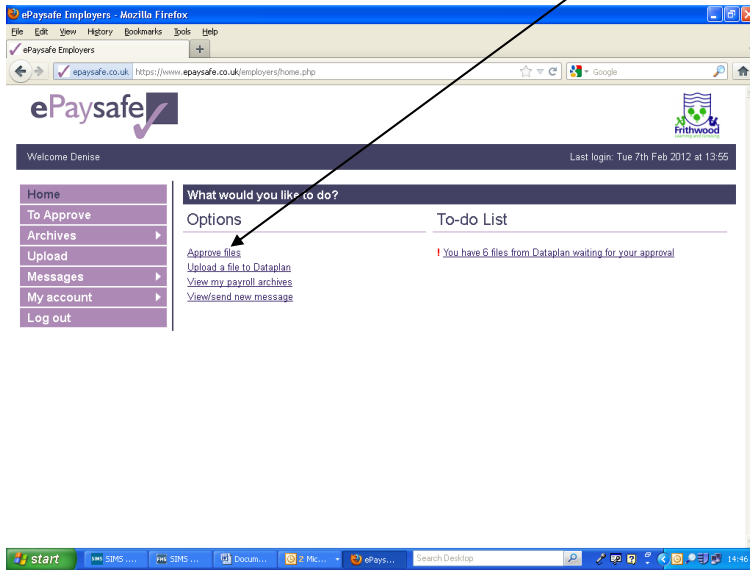
Initially Data Plan will email requesting that the payslips and payroll analysis are approved.



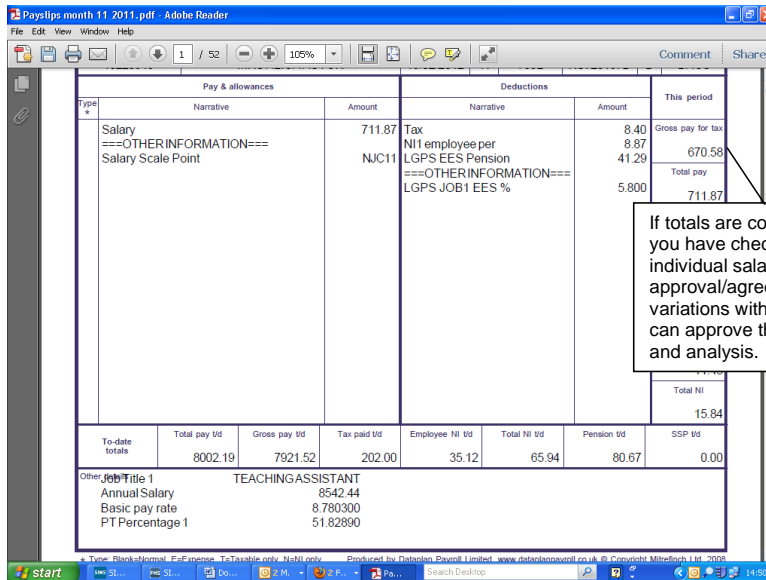
Login to ePaysafe from the link as shown above, using your username and password. Then answer the security question that you have already set up.



This will bring up the welcome screen. Click on the link to 'Approve files'.



This leads to the files requiring approval, analysis and payslips for the current month. Click on the payslips and the following will open in PDF. You will be able to check each staff member's payslip. Remember to check additional hours, absence and any other variations to pay have been recorded correctly.



STEP 2 – Completing School Payroll Reconciliation Spreadsheet

Once salaries have been approved, we recommend that you use the School Payroll Reconciliation spreadsheet (example on page 6) to calculate the required salary journals to be posted onto SIMS FMS6. This spreadsheet will also ensure that these journals balance with the total cost of salaries to the school.

Information can be extracted from the printout that is sent from Dataplan called “Analysis of Pay” (usually page 1). This information is used to complete the lefthandside of the School Payroll Reconciliation.

DATAPLAN SCHOOLHILLINGDON
 Analysis of pay for period 11, 2011/12 printed at 11:52 on 10/02/2012
 Period values

Pay group:

Total gross pay	72228.04	
Employer's NI	4786.77	←
Employees paid	51	
Employees not paid	1	
LGPS ERS Pension	3442.40	←
TCHS ERS Pension	5958.31	←
Nett pay	54428.89	←
Hours-Basic (np)	27.50	
Hours-Basic 3 (np)	4.00	
Hours-O/T 1.50 (np)	11.00	
Supply Hours (p)	12.00	
Salary	85104.13	
Salary 2	3373.27	
Salary 3	740.97	
TLR 2	563.33	
First Aid (p)	41.86	
First Aid (np)	11.00	
Basic Pay (np)	251.85	
Basic Pay 3 (np)	34.11	
O/T 1.50 Pay (np)	217.21	
Other Payments (np)	1500.00	
Supply Pay (p)	720.28	
Tax	8090.00	
NI1 employee per	3380.59	
TCHS EES Pension	2704.51	
TCHS AVC Pension	581.44	
LGPS EES Pension	1135.60	
LGPS AVC	34.72	
Student Loan period	361.00	
GMIU	60.28	
Credit Union	151.23	
Service Tenancy	320.00	
Childcare Voucher	330.00	

Page 1 School summary sheet
 “Analysis of Pay”

Use figures from this report to
 complete the left hand side of
 the reconciliation.

Please note:
 Not all figures are required and
 some are for information only.

Each school's listing will vary
 according to elements in
 payroll.

The School Payroll Reconciliation spreadsheet will calculate from the amounts entered, the journals required to be posted on FMS6.

Also required is the total cost of salaries to the school. This can be found on the report named “Build up to Gross Pay” as shown below.

PAYROLL NUMBER	TITLE	SURNAME	SALARY	BASIC	O/T	O/T	SUPPLY	ACTING	UP	BACK	TAX	FIRST	TU	RECRUIT	SEN	SSA	MIDDAY	SMP	SSP	GROSS	ERS	TOTAL COST
2234.27			5.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2234.27	227.04	2465.71
Report			69219.37	285.96	217.21	0.00	720.20	0.00	0.00	0.00	52.89	563.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71228.04	4766.77	86395.52

Enter the total cost of salaries from this report into the yellow cell at the bottom right-hand side of the School Payroll Reconciliation spreadsheet.

Variances will show as red in the cell underneath. Certain elements of the payroll will cause an imbalance - these include cycle scheme and childcare vouchers. The way to deal with these imbalances is identified in STEP 4 – posting individual salaries.

STEP 3 – Posting Payroll Journals on SIMS FMS6

Once the information from the Analysis of Pay has been entered on the lefthand side of the School Payroll Reconciliation sheet the amount to be journalled will be automatically calculated on the righthand side of the spreadsheet. Post the journals listed separately so they show as individual items on your bank ready for reconciliation. Ensure the journals are posted to the correct month.

Method for Cash Book Journals

Post a cash book journal for each of the journals listed. They will show as individual items on the bank to enable each item to be reconciled separately.

- Focus
- General Ledger
- Manual Journal Processing
- Plus to add a new journal
- Select **Cash Book** Journal
- Next
- Enter correct period and narrative (e.g. June Teachers Pensions/June Cycle Scheme)
- Next

- Chose Bank Account and enter reference
- Finish

Then add journal line

- Select Ledger code PY01 (Debit to PY01 and Credit to Bank)
- Update and close
- Save
- Post

Method for Normal Journals

- Focus
- General Ledger
- Manual Journal Processing
- Plus to add a new journal
- Select **Normal** Journal
- Next
- Enter correct period and narrative (e.g. June Rent)
- Next
- Finish

Then add journal lines

- Select appropriate cost centre
- Enter details and Debit/Credit as shown on School Payroll Reconciliation spreadsheet
- Select Payroll Control PY01 and enter Debit/Credit as shown on School Payroll Reconciliation spreadsheet
- Update and close
- Save
- Post

DEBITS ON BANK ACCOUNT

Cash book journals will now be ready for reconciliation. The table below shows typical dates for when payments are taken from the bank.

Nett Pay	Debited 15th	DR PY01	CR Bank
Teachers Pension	Debited 20th	DR PY01	CR Bank
Teachers AVC's	Debited 20th	DR PY01	CR Bank
LGPS Pension	Debited 20th	DR PY01	CR Bank
LGPS AVC's	Debited 20th	DR PY01	CR Bank
Credit Union	Debited 20th	DR PY01	CR Bank
GMB Fees	Debited 20th	DR PY01	CR Bank
Cycle Scheme	Debited 20th	DR PY01	CR Bank
HMRC	Debited 19 th of following month	DR PY01	CR Bank

STEP 4 – Posting Individual Salaries on SIMS FMS6


Posting of all individual salaries will create a CREDIT on payroll control (PY01) and a debit on Teaching / Education Staff / Admin / Premises or Other Staff cost centres. Ensure individual salaries are posted to the correct month.

Use the Build up to Gross Pay report supplied by Dataplan. An example of this report appears on page 6 of this guidance. Each member of staff is listed on this report and their Total Cost as shown on the last column on the right and these amounts are used for posting for all staff except those in the cycle and childcare voucher schemes.


Cycle Scheme and Childcare vouchers: Please note for those members of staff who have cycle scheme or childcare voucher deductions the Total Cost column does not include these amounts so these need to be added to the Total Cost amount. Examples are given on separate tabs on the School Payroll Reconciliation spreadsheet.

Once the Total Costs for each member of staff are known select:

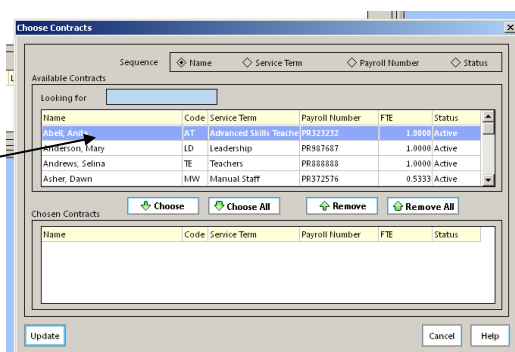
- Focus
- Personnel Links
- Individual Payments
- Plus
- Amend period no if necessary

- Paid from: click 

- Select **Payroll Control**

- Click on  to the right of contract details and a list of your staff will appear

Highlight and chose the first staff member on your payroll breakdown sheet – highlight the remainder one by one as they appear on your breakdown.



- Click update

Individual Salary Payment



Date: 10/04/2002 Period: 1 Apr Week No: Total: 0.00

Paid From: Payroll Control Posted: Total: 0.00

Name	Code	Service Term	Payroll Number	FTE	Status
ADMIN, Sally	NJ	NJC - AP1 & C. Cleri	43623	0.9583	Active



Led. Code	Fund	Ledger Description	Commitment	Amount
A007	01	Administration/Finance Staff	1406.56	0.00
A007	01	Administration/Finance Staff	88.51	0.00
A007	01	Administration/Finance Staff	149.56	0.00

Note: Make sure that the salary is entered on the first line – otherwise the commitment will not clear. Delete the bottom two lines.

Click  to edit the **top line**, enter amount and 

Highlight and delete the remaining two lines

Highlight the next member of staff from the list above and repeat.

Note: If you wish to add schoolkeeper overtime, click  instead of  and enter code A033

When all contract salaries have been entered ensure that the total shown agrees to your payroll analysis.

- Save
- Post

Remaining Items - These could be items for anyone without a contract on Sims Personnel 7 for instance supply/casual payments. In these cases a Normal Journal would need to be completed.

Method for Normal Journals

- Focus
- General Ledger
- Manual Journal Processing
- Plus to add a new journal
- Select **Normal** Journal
- Enter correct period and narrative (e.g. A Smith Supply cover)
- Next
- Finish

Then add journal lines

- Select appropriate cost centre
- Enter details
 - DEBIT** for charges e.g. supply and casual payments
 - CREDIT** if the total posted to the codes is an overall debit
- Select Payroll Control PY01 and enter Debit/Credit as appropriate to balance journal
- Update and close
- Save
- Post

STEP 5 – Checking Payroll Control Balances

Providing you have entered all salary payments and your salary cheque, the Payroll Control Account should be balanced. To check this:

- Focus
- General Ledger
- Chart of Accounts Review

Select All Ledger Codes

Type **PY01** and select

Prd.	Actual £	Budget £	Variance £	Orig. Budg. £	Variance £
0 D/B	0.00	0	0.00	0	0.00
1 Apr	-86.00	0	86.00	0	86.00
2 May	0.00	0	0.00	0	0.00
3 Jun	0.00	0	0.00	0	0.00
4 Jul	0.00	0	0.00	0	0.00
5 Aug	0.00	0	0.00	0	0.00
6 Sep	0.00	0	0.00	0	0.00
7 Oct	0.00	0	0.00	0	0.00
8 Nov	0.00	0	0.00	0	0.00
9 Dec	0.00	0	0.00	0	0.00
10 Jan	0.00	0	0.00	0	0.00
11 Feb	0.00	0	0.00	0	0.00
12 Mar	0.00	0	0.00	0	0.00
13 Y/E	0.00	0	0.00	0	0.00

Budget	Committed	Invoiced	Actual	Total	Remaining
£0	£405481.66	£0.00	£-86.00	£405395.66	£-405395.66

The actuals amount at the bottom should say **zero**

If you are not processing a journal for HMRC until the following month this will remain as a balance on PY01

STEP 6 – Checking Commitments

Once salaries have been they should be checked against the commitments raised from Personnel. There are a number of ways to do this and your link School Finance Officer can advise on the best method for your school.

To see individual variances on screen:

Select:

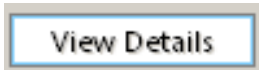
- Focus
- General Ledger
- Personnel Links
- Salary Projections

Staff are listed within cost centres.

Selecting a cost centre will show list of individual staff.

Prd.	Basic	NI	Super	Total	Comm	Sel Paid	Variations Exp Ed
Apr MPS 2.00	1815	130	245	2191	2191	0	0
May MPS 2.00	1815	130	245	2191	2191	0	0
Jun MPS 2.00	1815	130	245	2191	2191	0	0
Jul MPS 2.00	1815	130	245	2191	2191	0	0
Aug MPS 2.00	1815	130	245	2191	2191	0	0
Sep MPS 3.00	1946	143	263	2352	2352	0	0
Oct MPS 3.00	1946	143	263	2352	2352	0	0
Nov MPS 3.00	1946	143	263	2352	2352	0	0
Dec MPS 3.00	1946	143	263	2352	2352	0	0
Jan MPS 3.00	1946	143	263	2352	2352	0	0
Feb MPS 3.00	1946	143	263	2352	2352	0	0
Mar MPS 3.00	1946	143	263	2352	2352	0	0
Total	22700	1650	3065	27415	27415	0	0

Select



to view individual staff.


STEP 7 – Cancelling Commitments

Outstanding commitments for months to date should be checked and deleted if appropriate.

Select:

- Focus
- General Ledger
- Personnel Links
- Salary Projections

If a commitment is remaining for the current, or a previous month for which a payment is not due

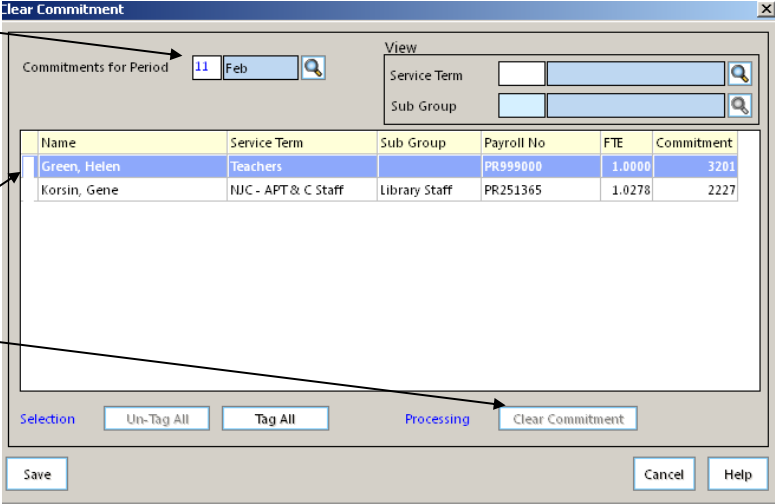
Select  to cancel commitment

Example
 An employee started on 1st February but received two months' salary in March. Once the March salary has been entered, the February commitment should be cleared.

Select Period

Click here to tag commitment to cancel

Click 'Clear Commitment'



School Finance Team
 | [November](#) 2012

Deleted: February