

Financial Year End 24-25

Setting up the New Year – April 2025



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Overview

This guide covers **Financial Year** End procedures, which include closing a **Financial Year**. This guide assumes that all previous **Financial Years** have been closed. When completing your year-end tasks please ensure **that no one else is using the Finance Module**.

Note: All pages below are subject to having relevant **Roles and Permissions**.

Prepare for Year End Closure

Before the **Preliminary Close** button is activated you will need to have carried out the following processes:

- The next **Financial Year** will need to have been added to the system.
- Click the **Open Year** button to start the new **Financial Year**. Unless the New Year is open you will not be able to close the previous year or perform certain procedures in the new year.

Types of Closedown

There are two types of end of year closedown: **Preliminary** and **Final**. Schools should aim to do a **Preliminary Closedown** of a **Financial Year** as soon as possible in the new **Financial Year**, to ensure transactions fall into the correct year.

- Preliminary Closedown – Any number of **Preliminary closedowns** can be done.
- Final Close - Only one **Final closedown** can be done.

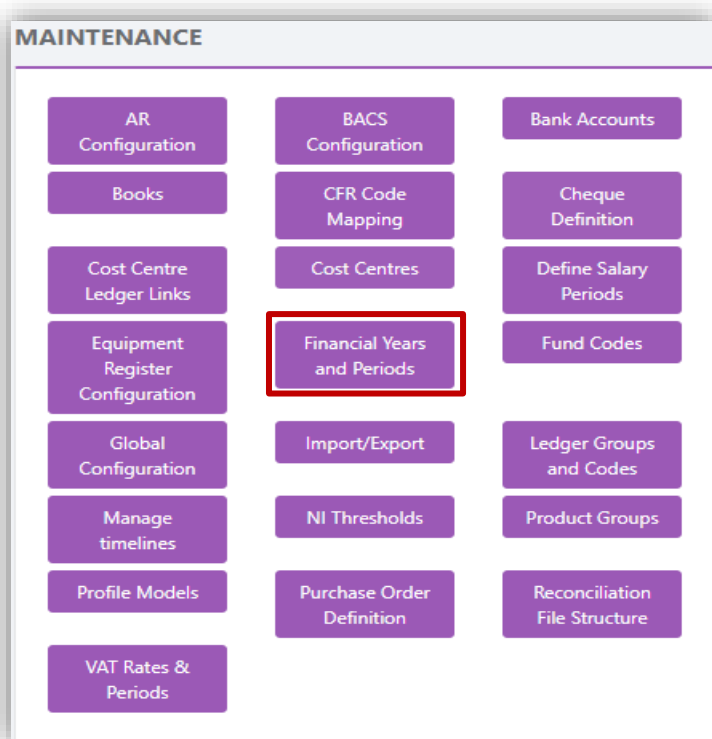


Create a New Financial Year

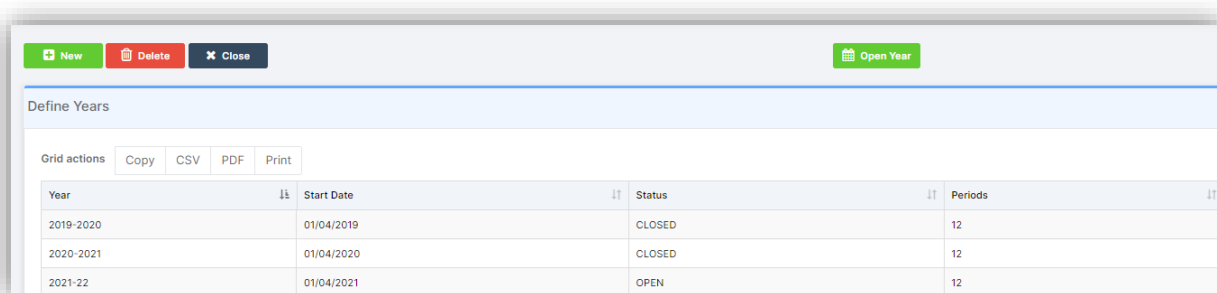
Before you close an old **Financial Year**, the **New Year** needs to be defined. A new **Financial Year** can be edited before the year is open but cannot be edited once the setup is completed.

Schools can create the new **Financial Year**, any time before the start of the new **Financial Year**.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Financial Years and Periods**.



Select **New** to create a **New Year**.



Enter the **Year** details, check **Start Date** of year and **Start Date** of next year. The system will assume that it will be the same as last year, check that the next year **Start Date** is correct.



You can choose at this point whether you **Open the Order Book** (or come back to this after the start of the **New Year**) Make sure you click on the **monitor spend against cost centre**(if

New Year

Year

24/25

Start Date

01/04/2024

Number of periods

12

assumes same as last year / months

Next year begins

01/04/2025

☐

Monitor Spend against cost centres

☐

Order Book open (all users)

Save

Close

needed) and **click on order book open (all users)**. Click **Save**.

Click on the newly created year and check the **Start Date** for each month is correct and that the next year begins on the correct **Start Date**.

Periods and year Configuration

☐

Monitor Spend against cost centres

☐

Order Book open (all users)

Search:

Period	Start Date	Name	Status
1	01/04/2024	P1	OPEN
2	01/05/2024	P2	OPEN
3	01/06/2024	P3	OPEN
4	01/07/2024	P4	OPEN
5	01/08/2024	P5	OPEN
6	01/09/2024	P6	OPEN
7	01/10/2024	P7	OPEN
8	01/11/2024	P8	OPEN
9	01/12/2024	P9	OPEN
10	01/01/2025	P10	OPEN
11	01/02/2025	P11	OPEN
12	01/03/2025	P12	OPEN

Next year begins

01/04/2025

When you are satisfied that the information on this screen is correct, click on the **Close** button.



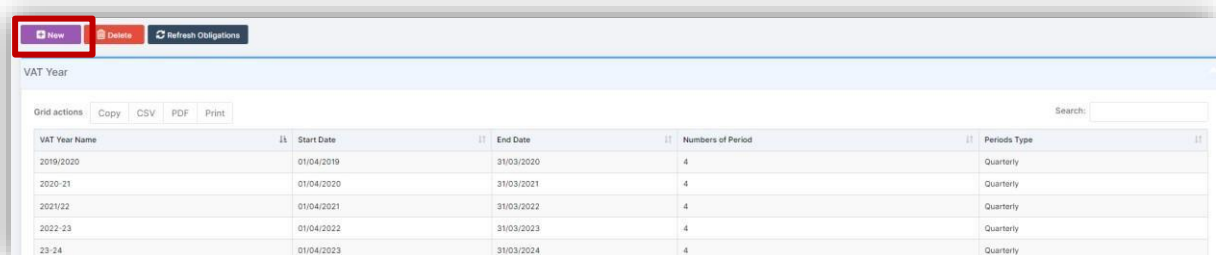
Creating VAT Periods

Ensure that you are in the **New Year** that you wish to define the **VAT Periods** for.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section select **VAT Rates & Periods**.



Go to the bottom of the screen and select **New** to create a new **VAT** year.



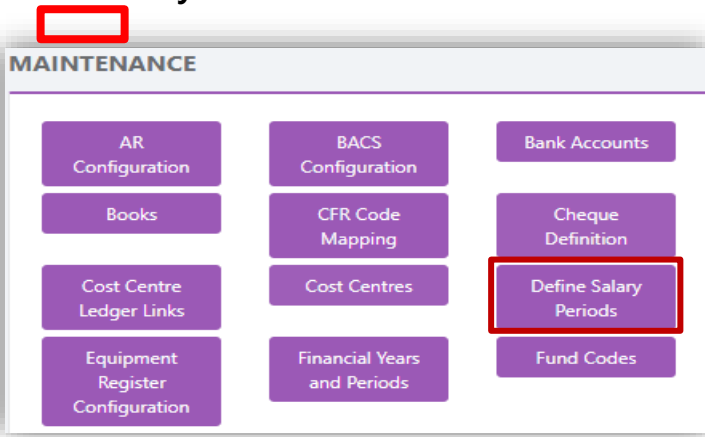
Enter the **VAT Year Name** and **Start Date**, select periods of monthly/quarterly/number of days depending on how you report your VAT.

Click the **Close** button to complete the process.

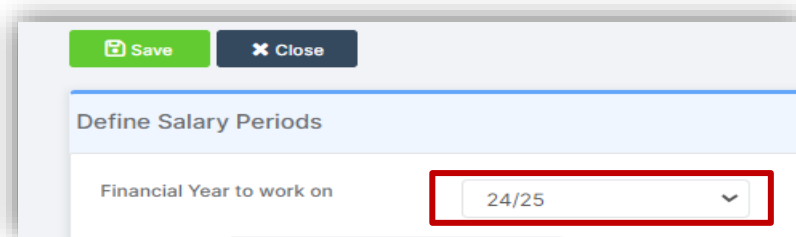


Define Salary Periods

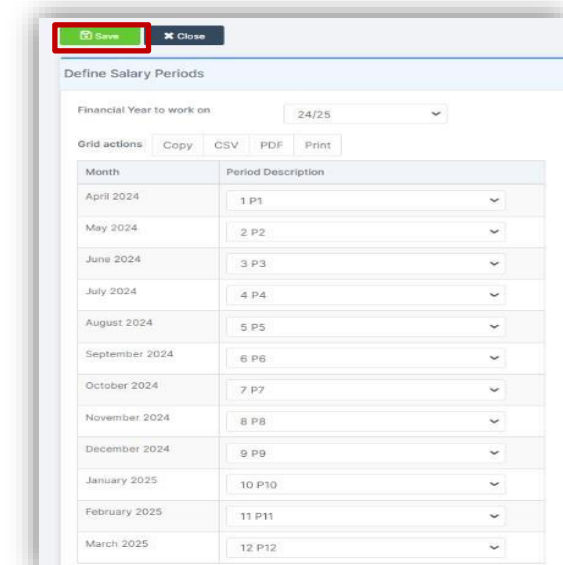
Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Define Salary Periods**.



To add the new **Financial Year**, select the Year from the drop-down menu and select the **Auto Allocate** option to allocate periods.



Click **Save** to save year mapping details and **Close**.



Base Pay Mapping and Salary Projections

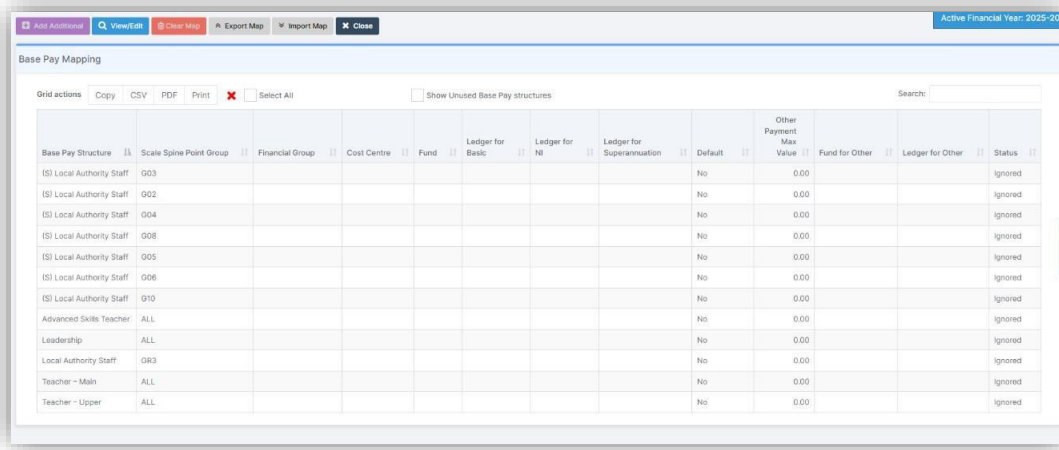
Note: If you do not use this part of the Module, please move on to the next section.

For salary projections to be viewed and edited, salary periods must be defined. This will allow you to display commitments and pass actuals in periods in line with the salary periods defined.

Note: Make sure the new financial year is open- Finance>maintenance>financial years & periods.

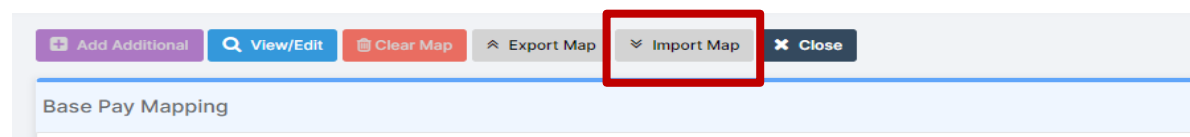
Base Pay Mapping

For Salary projections to correctly show the Base Pay Mapping will need to be remapped. Select **Modules > Finance > Finance Home Page**, then in the **Staffing** section, select **Base Pay Mapping**.

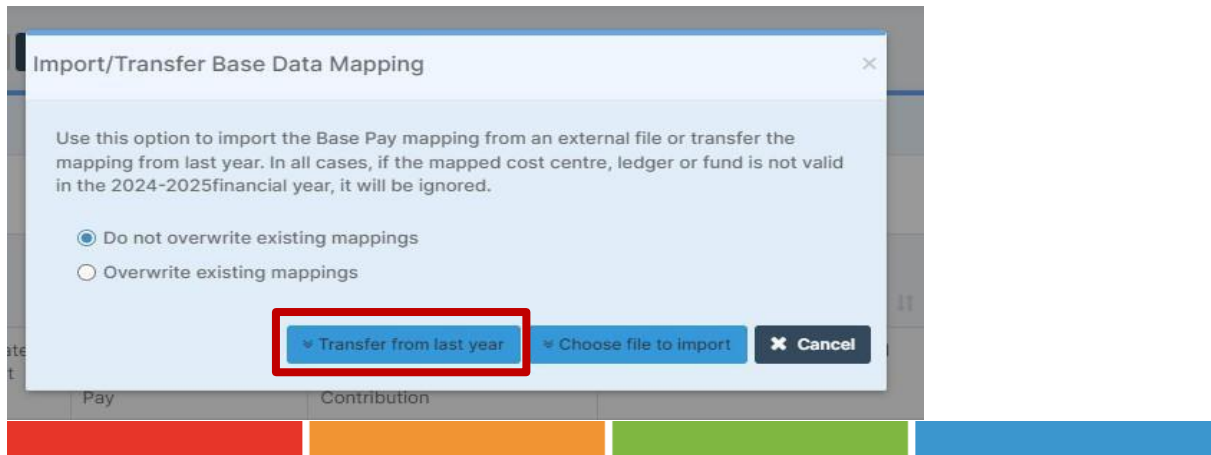


Base Pay Structure	Scale Spine Point Group	Financial Group	Cost Centre	Fund	Ledger for Basic	Ledger for NI	Ledger for Superannuation	Default	Other Payment Max Value	Fund for Other	Ledger for Other	Status
(S) Local Authority Staff	G03							No	0.00			Ignored
(S) Local Authority Staff	G02							No	0.00			Ignored
(S) Local Authority Staff	G04							No	0.00			Ignored
(S) Local Authority Staff	G08							No	0.00			Ignored
(S) Local Authority Staff	G05							No	0.00			Ignored
(S) Local Authority Staff	G06							No	0.00			Ignored
(S) Local Authority Staff	G10							No	0.00			Ignored
Advanced Skills Teacher	ALL							No	0.00			Ignored
Leadership	ALL							No	0.00			Ignored
Local Authority Staff	GR3							No	0.00			Ignored
Teacher - Main	ALL							No	0.00			Ignored
Teacher - Upper	ALL							No	0.00			Ignored

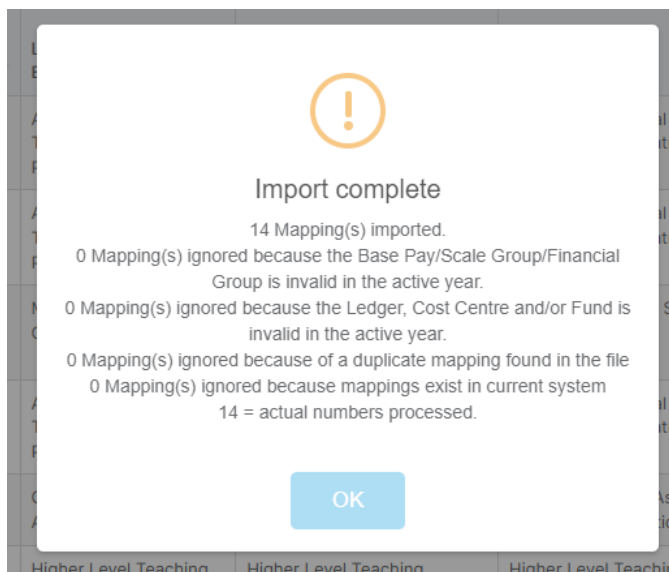
Select **Import Map**



Select **Transfer from last year**



Once the import is complete confirmation will be generated



Click **OK** to complete the process.

Salary Projections

To ensure the Base Pay Mapping is mapped correctly we can look at the **Salary Projections**. Select **Modules > Finance > Finance Home Page**, then **Staffing** section, select **Salary Projections**. All mapping completed will be displayed.

The screenshot shows the "Salary Projections" interface. On the left is a sidebar for "Base Pay Structures" with a tree view showing "All Base Pay Structures" expanded, including "Local Authority Staff", "Leadership", "Teacher - Main", and "Teacher - Upper". The main area is titled "Salary Projections - Totals" and contains a summary table and a detailed table below.

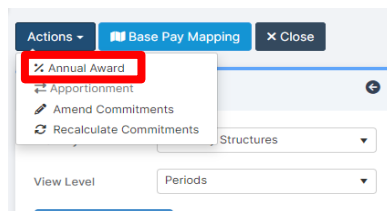
Annual Cost (£)	Cost to the end of March		Pay to Date	
	Estimate (£)	Commitment (£)	Actual (£)	Variation (£)
1,321,203.93	1,321,203.93	1,038,939.84	342,542.06	-978,66

Period	Basic (£)	NI (£)	Super (£)	Total (£)	Commitments (£)	Salary Ptd (£)
April 2023	75,058.68	5,991.67	16,963.90	98,014.25	3,926.22	111
May 2023	75,058.68	5,991.67	16,963.90	98,014.25	3,926.22	1
June 2023	75,058.68	5,991.67	16,963.90	98,014.25	3,926.22	10
July 2023	75,058.68	5,991.67	16,963.90	98,014.25	98,014.25	
August 2023	75,058.68	5,991.67	16,963.90	98,014.25	98,014.25	
September 2023	90,362.23	7,783.24	20,587.77	118,733.24	118,733.24	

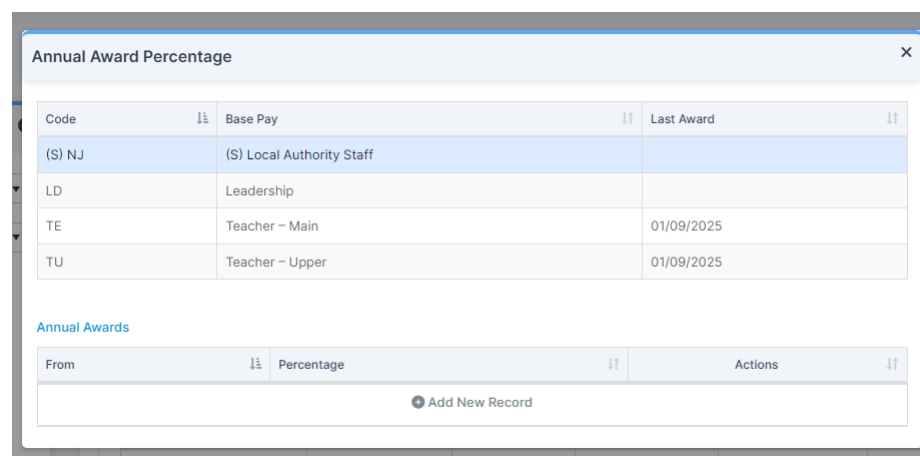
Annual Award/Percentage Increase

Apply the relevant pay increase for teaching staff and support staff for the relevant dates for budgeting purposes. This can be amended at a later stage.

Select **Modules > Finance > Finance Home Page**, then in the **Staffing** section select **Actions > %Annual Award**



Click in the **Last Award** box and select **Add New Record**



Support staff will usually get any increase from 1st April and Teachers from 1st September. Enter the **Date** for the **Annual Award Percentage** adjustment to be applied in the **From Date** field. In the **Percentage** field add the expected **Percentage** amount. Use the **tick** to save the award.

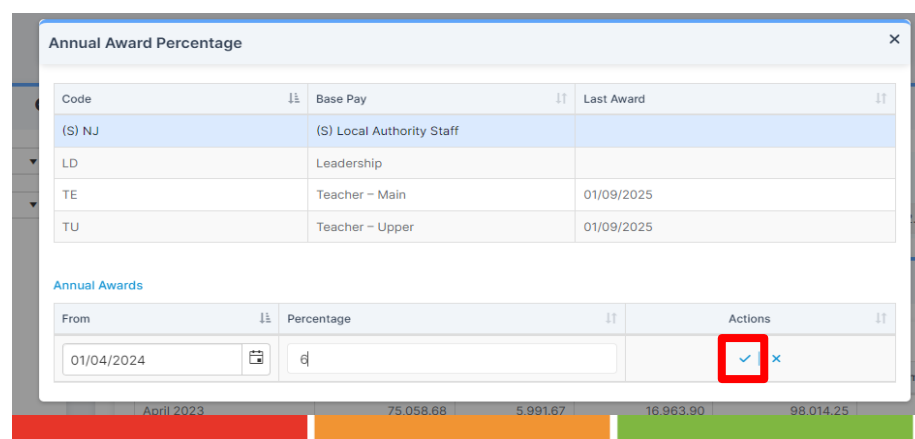


Chart of Accounts Modifications

This is a good opportunity to look at the structure in place and seeing if any modifications are required.

For **Cost Centres** that are no longer required, removing the **Cost Centre/Ledger Code Link** is the first step in the process. As no transactions have been passed against them at this stage of the new year, deleting the links should be possible.

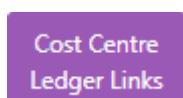
The process of modifying the **Chart of Accounts** can be completed before the **Financial Year** has been started.

To process **Reversing Journals**, it is necessary to ensure that all the required **Cost Centres** and **Ledger Links** are in place in both **Financial Years**.

Removing Cost Centres

The new **Financial Year** may be an opportunity to start the process of removing unwanted **Cost Centres**. It will not be possible to delete the **Cost Centres** until the old year has been finalised. However, it may be possible to delete the links between **Cost Centres** and the **Ledger Codes**. To enable the modification for the new **Financial Year**, all **Cost Centres** no longer required will need to be unlinked.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Cost Centre Ledger Links**



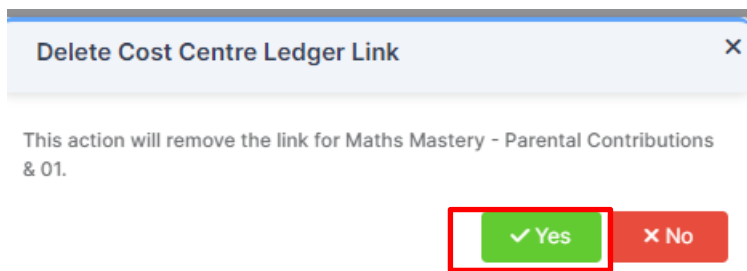
This will display a list of the existing links.

Cost Centre Ledger Links							
Filters: <input checked="" type="radio"/> Links Only <input type="radio"/> Links and Unlinked Cost Centres <input type="radio"/> Links and Unlinked Ledgers <input type="checkbox"/> In Use <input type="checkbox"/> Hidden							
Cost Centre: <input type="text" value="Select a Cost Centre..."/>							
Grid actions: <input type="button" value="Copy"/> <input type="button" value="Excel"/> <input type="button" value="CSV"/> <input type="button" value="PDF"/> <input type="button" value="Print"/> <input type="text" value="Search:"/>							
<input type="checkbox"/>	Cost Centre Code	Cost Centre Description	Ledger Code	Ledger Description	Fund Code	Status	
<input type="checkbox"/>	1110EN	1110EN	01000100	Teaching Staff - Pension	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	01001100	Teaching Staff - Pay	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	01002100	Teaching Staff - Nil	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	01060003	DEDEL Union/Maternity	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	02000120	Supply Teaching Staff - Pension	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	02001120	Supply Teacher - Pay	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	02002120	Supply Teacher - Nil	01	In Use	
<input type="checkbox"/>	1110EN	1110EN	02838900	Consultancy Non Curriculum	01	In Use	
<input type="checkbox"/>	1110FN	1110FN	01001460	Education Support Staff Pay	01	In Use	

Locate the first link against that **Cost Centre** and click the **Remove** button. The system prevents users from deleting links if they have been used during that **Financial Year**.

Cost Centre Code	Cost Centre Description	Ledger Code	Ledger Description	Fund Code	Status
MATHS	Maths Mastery	01001100	Teaching Staff - Pay	01	In Use
MATHS	Maths Mastery	09500130	INSET Supply Pensions	01	In Use
MATHS	Maths Mastery	09501130	INSET Supply Pay	01	In Use
MATHS	Maths Mastery	09502130	INSET Supply Nil	01	In Use
MATHS	Maths Mastery	09508000	Staff Training and Development	01	In Use
MATHS	Maths Mastery	20336000	Mathematics	01	In Use
MATHS	Maths Mastery	33036150	Education Visits	01	In Use
MATHS	Maths Mastery	33036200	Education Visits Transport	01	In Use
MATHS	Maths Mastery	33436150	Education Visits Insurance	01	In Use
MATHS	Maths Mastery	40030000	General Office Expenses	01	In Use
MATHS	Maths Mastery	40030001	Paper	01	In Use
MATHS	Maths Mastery	65080700	Other Grants	01	In Use
MATHS	Maths Mastery	65086238	Parental Contributions	01	In Use

Before a **Cost Centre Ledger Link** is removed a warning message is displayed.



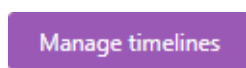
Select **Yes** if you are happy for the code to be unlinked.

Once all the links with that **Cost Centre** are removed, an end date can be entered to hide **Cost Centre** from view.

How to add an end date to Cost Centre / Ledger Codes

A **Ledger Code** or **Cost Centre** can have an end date entered at any time.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Manage Timelines**



Select **Timeline for** and select the area that you wish to enter an end date from the drop down.



Timeline

Timeline For

Cost Centres

Search for the item you wish to enter an end date for.

Maintaining timelines

Grid actions

Copy

CSV

PDF

Print

Search: tri

Code	Description	Opening	Closing	First Used	Last Used
DAYTRIPS	daytrips	02/04/2019		2019-2020	23/24
GRAFHAM	Residential Trips	02/04/2019		2019-2020	23/24
RES2020	Residential Trips	20/05/2019	31/03/2021	2019-2020	2020-2021
TRIP2021	trip 2021	01/04/2020		2020-2021	23/24

Select the item and double click on the **Closing** column.

Set start and end financial years

Start financial year

<Not Selected>

Set

End financial year

23/24

Cancel

Grid actions

Copy

CSV

PDF

Print

Code	Description
TRIP2021	trip 2021

Enter the **End Financial Year**, this will enter a closing date for the selected item.

SPORTS	sports premium	02/04/2019		2019-2020	23/24
TRIP2021	trip 2021	01/04/2020	31/03/2024	2020-2021	23/24

Select **Close**. The selected item should not now appear in your **Chart of Account** for the new year.



Creating a New Cost Centre

Select **Modules > Finance > Finance Home Page**, then select the new **Financial Year** as your **Active Year**.

Select the financial year you wish to make your active financial year

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section select **Cost Centres**.

NewView/EditDeleteHistory

Cost Centres

Grid actionsCopyExcelCSVPDFPrintSearch:

Code	Description	Abbreviation	Holder	Threshold	Check Spending	Cost Centre Group
111GEN	111GEN	111GEN	S Abram	99%	Yes	All Cost Centres
CATERING	CATERING	CATERING	M Barlow	99%	Yes	All Cost Centres

Click **New** to add a new **Cost Centre**.

Enter new **Cost Centre Code** and a **Description** and add an **Abbreviation**, the **Holder** can be left blank. If the **Check Spending** box is selected then a **Threshold** must be entered, the maximum is 99%.

Double click **Cost Centre Group** and select the **Group** you wish to allocate the **Cost Centre** to.

Cost Centre Details

Code*

CLUBS

Description*

clubs

Abbreviation*

Clubs

Holder

Andrews, Christine

Threshold (%)*

99

☒ Check Spending

Cost Centre Group*

All Cost Centres

CAPITAL COST CENTRES

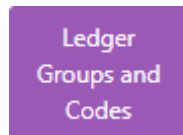
TRIPS AND ACTIVITIES

Save

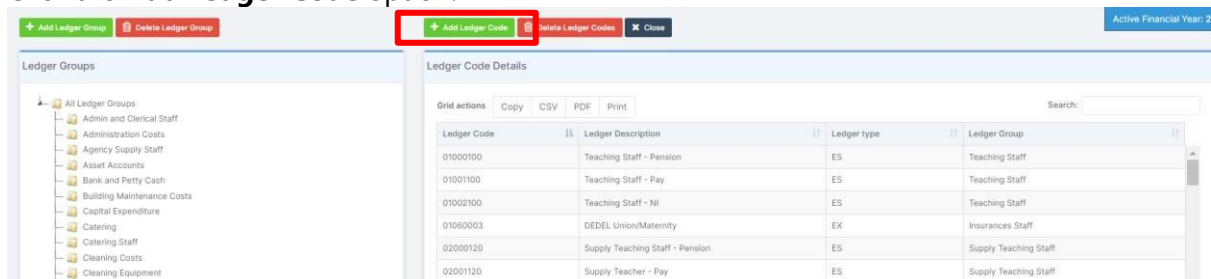
Click the **Save** button to add the **Cost Centre**.

Creating a Ledger Code

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Ledger Groups and Codes**

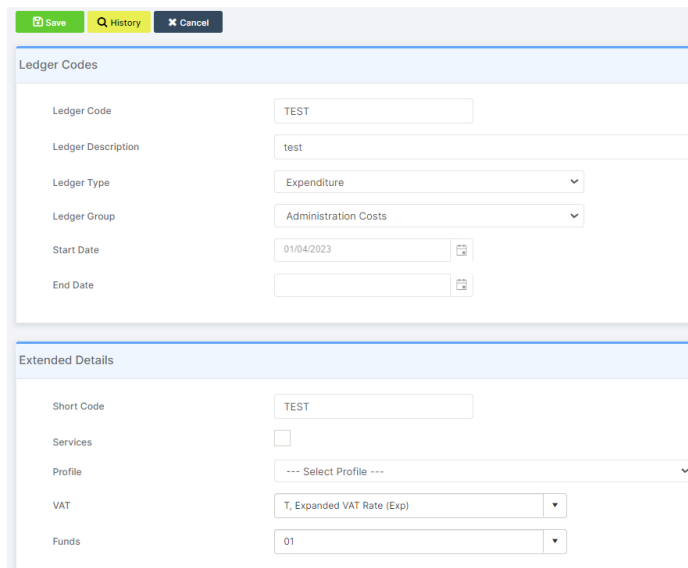


Click the **Add Ledger Code** option.



Ledger Code	Ledger Description	Ledger type	Ledger Group
01000100	Teaching Staff - Pension	ES	Teaching Staff
01001100	Teaching Staff - Pay	ES	Teaching Staff
01002100	Teaching Staff - Nil	ES	Teaching Staff
01060003	DEDEL Union/Maternity	EX	Insurances Staff
02000120	Supply Teaching Staff - Pension	ES	Supply Teaching Staff
02001120	Supply Teacher - Pay	ES	Supply Teaching Staff

Enter **Ledger Code**, **Description** and select **Ledger Type** and **Ledger Group** from the drop-down lists and select a **Start Date**.



Ledger Codes

Ledger Code: TEST

Ledger Description: test

Ledger Type: Expenditure

Ledger Group: Administration Costs

Start Date: 01/04/2023

End Date:

Extended Details

Short Code: TEST

Services: ☐

Profile: --- Select Profile ---

VAT: T, Expanded VAT Rate (Exp)

Funds: 01

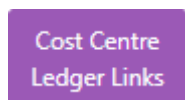
At the bottom of the screen the **Extended Details** can be entered for certain types of codes (**Income**, **Expenditure**, and **Salary**) The **Extended Details** include **Short Code**, **Service check box**, **Profile** to be used, **VAT** to be applied and **Fund Code**.

Click the **Save** button.

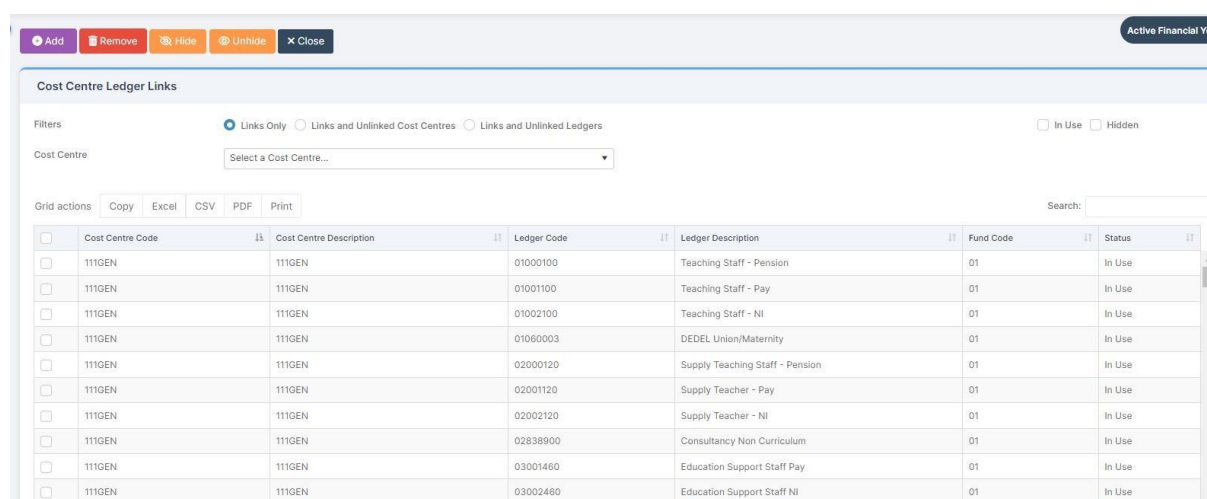


Creating the Cost Centre/Ledger Links

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Cost Centre Ledger Links**



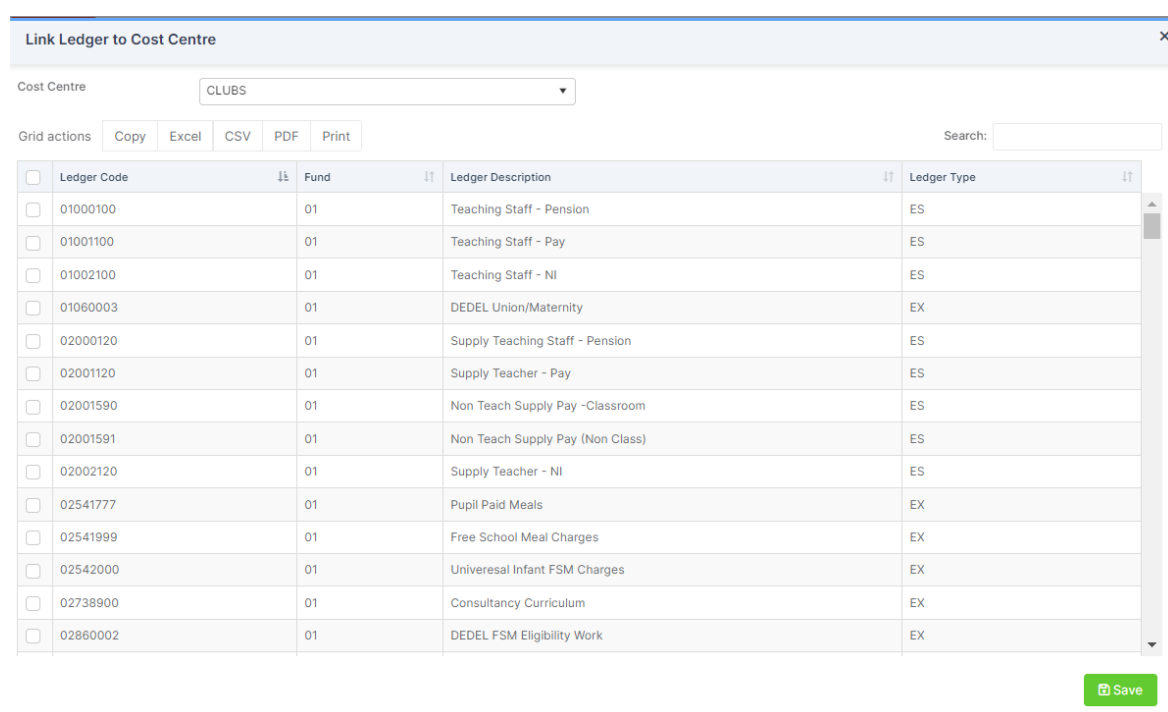
Click **Add**.



The screenshot shows the "Cost Centre Ledger Links" window. At the top, there are buttons for "Add", "Remove", "Hide", "Unhide", and "Close". A tab "Active Financial Year" is visible on the right. Below the buttons, there are filters: "Links Only" (selected), "Links and Unlinked Cost Centres", and "Links and Unlinked Ledgers". There are also checkboxes for "In Use" and "Hidden". A "Cost Centre" dropdown menu is set to "Select a Cost Centre...". Below the filters, there are "Grid actions" (Copy, Excel, CSV, PDF, Print) and a "Search:" field. The main table has columns: Cost Centre Code, Cost Centre Description, Ledger Code, Ledger Description, Fund Code, and Status. The table contains 10 rows of data, all with "In Use" status.

<input type="checkbox"/>	Cost Centre Code	Cost Centre Description	Ledger Code	Ledger Description	Fund Code	Status
<input type="checkbox"/>	111GEN	111GEN	01000100	Teaching Staff - Pension	01	In Use
<input type="checkbox"/>	111GEN	111GEN	01001100	Teaching Staff - Pay	01	In Use
<input type="checkbox"/>	111GEN	111GEN	01002100	Teaching Staff - NI	01	In Use
<input type="checkbox"/>	111GEN	111GEN	01060003	DEDEL Union/Maternity	01	In Use
<input type="checkbox"/>	111GEN	111GEN	02000120	Supply Teaching Staff - Pension	01	In Use
<input type="checkbox"/>	111GEN	111GEN	02001120	Supply Teacher - Pay	01	In Use
<input type="checkbox"/>	111GEN	111GEN	02002120	Supply Teacher - NI	01	In Use
<input type="checkbox"/>	111GEN	111GEN	02838900	Consultancy Non Curriculum	01	In Use
<input type="checkbox"/>	111GEN	111GEN	03001460	Education Support Staff Pay	01	In Use
<input type="checkbox"/>	111GEN	111GEN	03002460	Education Support Staff NI	01	In Use

Select the required **Cost Centre** at the top of the screen. Select **Add** to add **Ledger Code**.



The screenshot shows the "Link Ledger to Cost Centre" window. At the top, there is a "Cost Centre" dropdown menu set to "CLUBS". Below it, there are "Grid actions" (Copy, Excel, CSV, PDF, Print) and a "Search:" field. The main table has columns: Ledger Code, Fund, Ledger Description, and Ledger Type. The table contains 16 rows of data, all with "ES" or "EX" ledger types.

<input type="checkbox"/>	Ledger Code	Fund	Ledger Description	Ledger Type
<input type="checkbox"/>	01000100	01	Teaching Staff - Pension	ES
<input type="checkbox"/>	01001100	01	Teaching Staff - Pay	ES
<input type="checkbox"/>	01002100	01	Teaching Staff - NI	ES
<input type="checkbox"/>	01060003	01	DEDEL Union/Maternity	EX
<input type="checkbox"/>	02000120	01	Supply Teaching Staff - Pension	ES
<input type="checkbox"/>	02001120	01	Supply Teacher - Pay	ES
<input type="checkbox"/>	02001590	01	Non Teach Supply Pay -Classroom	ES
<input type="checkbox"/>	02001591	01	Non Teach Supply Pay (Non Class)	ES
<input type="checkbox"/>	02002120	01	Supply Teacher - NI	ES
<input type="checkbox"/>	02541777	01	Pupil Paid Meals	EX
<input type="checkbox"/>	02541999	01	Free School Meal Charges	EX
<input type="checkbox"/>	02542000	01	Univeresal Infant FSM Charges	EX
<input type="checkbox"/>	02738900	01	Consultancy Curriculum	EX
<input type="checkbox"/>	02860002	01	DEDEL FSM Eligibility Work	EX

Save

Type the **Ledger Code** you wish to link in the search box at the top of the screen. Select the required **Ledger Code** and click **Save**.

Link Ledger to Cost Centre

Cost Centre

CLUBS

Grid actions

Copy

Excel

CSV

PDF

Print

Search: mil

	Ledger Code	Fund	Ledger Description	Ledger Type
<input checked="" type="checkbox"/>	41584330	01	Milk, Snacks and Fruit	IN

Save

Click the cross **Close**.

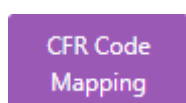


CFR Mappings (maintained schools)

Note: If you do not use **CFR Codes**, please move on to the next section.

When you create a new **Financial Year**, you should map **CFR Codes** and **Ledger Codes** to the LA structure.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **CFR Code Mapping**.



Select each **CFR code**, the middle column will display any linked **Ledger Codes**.

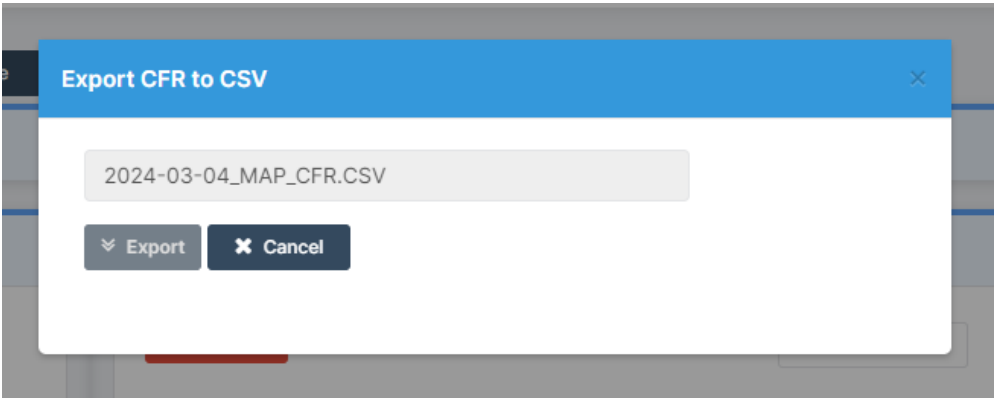
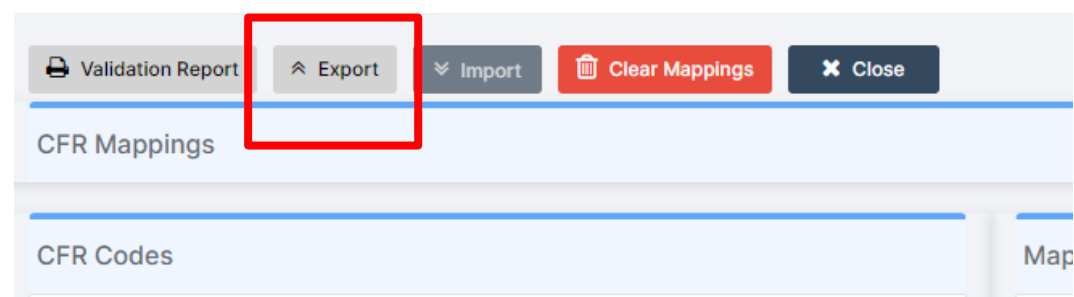
The screenshot shows the "CFR Mappings" interface. It has a top navigation bar with "Validation Report", "Export", "Import", "Clear Mappings", and "Close". The main area is divided into three columns. The left column, "CFR Codes", has a "Category" dropdown set to "Expenditure" and a table of codes (E01 to E17) with headings. The middle column, "Mapped Ledger Codes", has a "Remove" button, a search bar, and a table with columns "Code", "Fund", "Description", and "Type", currently showing "No data available in table". The right column, "Available Ledger Codes", has an "Add" button, a "Show Types" dropdown set to "Expenditure", a search bar, and a table of codes (01000100 to 02860002) with columns "Code", "Fund", "Description", and "Type".

To link **Ledger Codes** to a **CFR Code**, select the required **Ledger Codes** and click the **Add** option to move it to the middle column, several ledger codes can be selected at once. The **Validation Report** can be run to identify any unmapped/mapped ledger codes. The system will have carried forward any ledger code/fund combinations mapped to a **CFR Code** and heading from the previous **Financial Year**. Any new **Ledger Codes** will need to be mapped.

If you already have **CFR codes** mapped in your current financial year you can export those mappings into the new financial year.



In your current **Financial Year** (the year you are about to close) Select **Export**

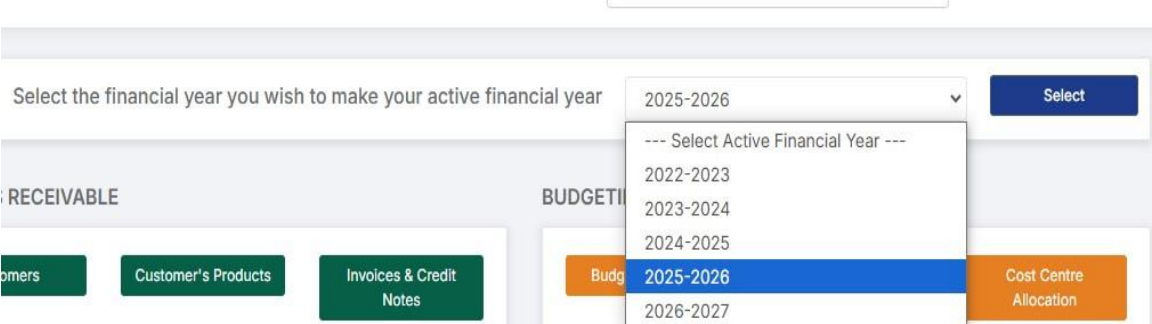


Select **Export**

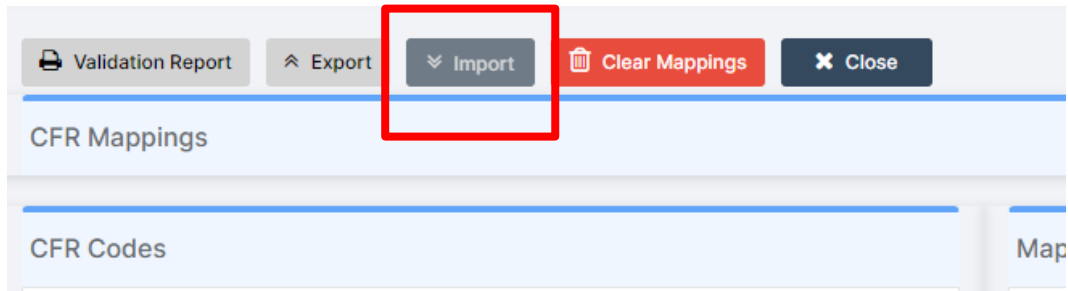
The **export** will be added to your downloads.

Select > **Modules > Finance > Finance Home Page**

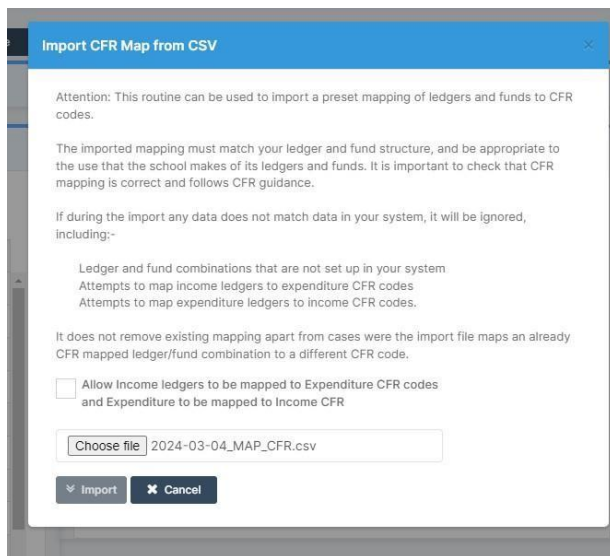
From here select the new financial year as the '**Active Financial Year**'



In the **Maintenance** section, select **CFR Code Mapping > Import**



Click **Choose File** and select your **export** from your downloads or the file where saved.



Click **Import**



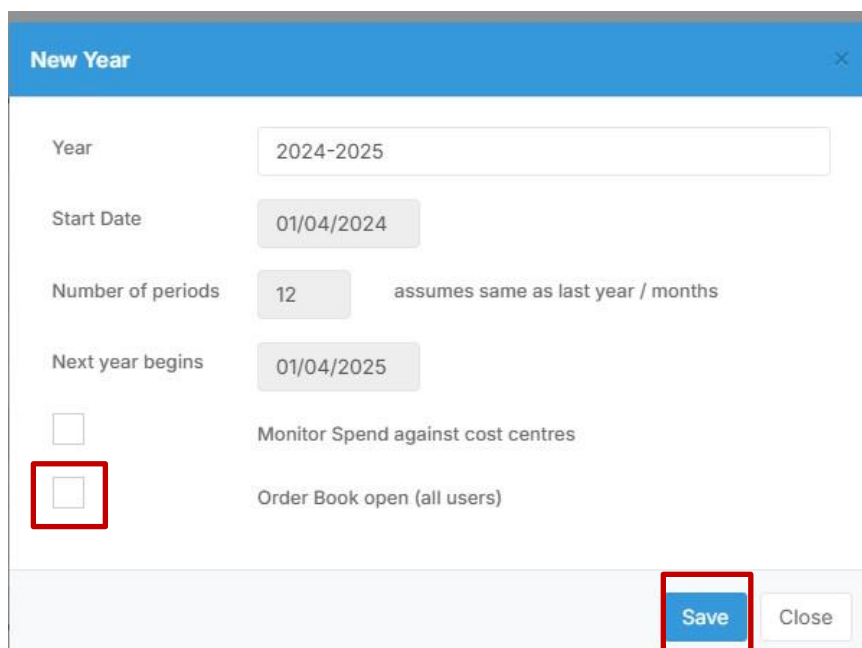
Switch off Ordering – Old Financial Year

Orders can be switched off in the old year, to stop orders being placed in the wrong year. Any outstanding **Orders** will be carried forward into the new year.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Financial Years and Periods**.



Double click to edit the old year and switch off the ordering facilities by de-selecting the **Order Book Open** tick box. Then click **save** and **close**.

A screenshot of a 'New Year' configuration window. It has a blue header bar with the title 'New Year' and a close button. The form contains several fields: 'Year' (2024-2025), 'Start Date' (01/04/2024), 'Number of periods' (12, with a note 'assumes same as last year / months'), and 'Next year begins' (01/04/2025). Below these are two checkboxes. The first checkbox is labeled 'Monitor Spend against cost centres'. The second checkbox, labeled 'Order Book open (all users)', is highlighted with a red rectangular box and is currently unchecked. At the bottom right, there are two buttons: 'Save' (highlighted with a red rectangular box) and 'Close'.

Switch on Ordering – New Financial Year

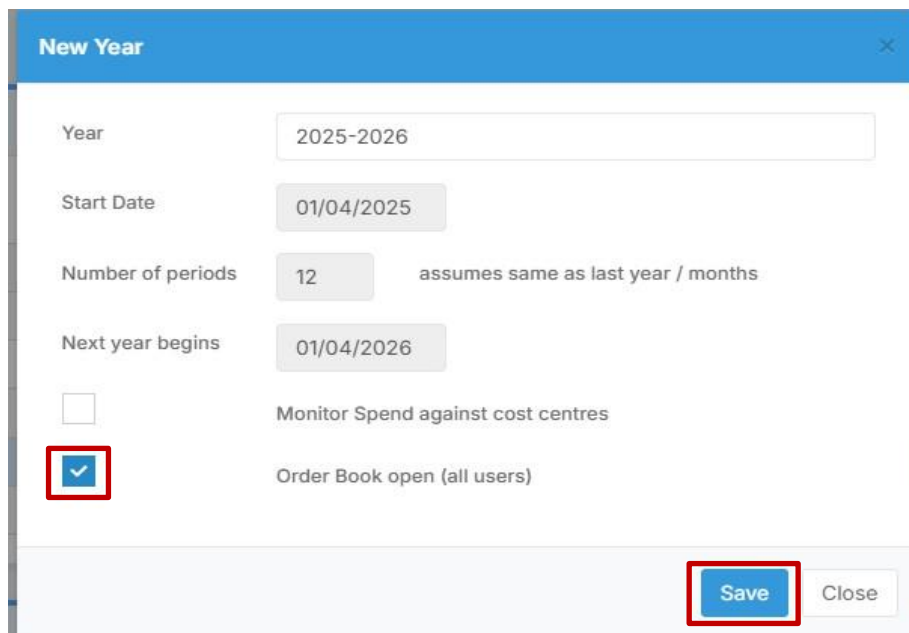
Ordering for the new **Financial Year**, should be switched on.

Select **Modules > Finance > Finance Home Page**, then in the **Maintenance** section, select **Financial Years and Periods**.



Select the new **Financial Year**.

Double click to edit the **New Financial Year** and switch on the Ordering Facilities in the new year by selecting the **Order Book Open** tick box.

A screenshot of a 'New Year' configuration window. It has a blue header bar with the title 'New Year' and a close button. The form contains several fields: 'Year' with the value '2025-2026', 'Start Date' with '01/04/2025', 'Number of periods' with '12' and a note 'assumes same as last year / months', and 'Next year begins' with '01/04/2026'. There are two checkboxes: 'Monitor Spend against cost centres' (unchecked) and 'Order Book open (all users)' (checked, highlighted with a red box). At the bottom right, there are 'Save' and 'Close' buttons, with the 'Save' button highlighted by a red box.

Click **Save** then **Close**.



Entering Cash Allocations

Note: If you do not use this part of the Module, please move on to the next section.

Select **Modules > Finance > Finance Home Page**, then in the **General Ledger** section, select **Journals**. Click **Cash Book**.

The screenshot shows the 'Cash Book Journal Header' form. It includes fields for Year (24/25), Period (1, P1), Bank (Main School Bank, MAIN), Tax Point date (05/03/2024), Narrative (Period 1 Advance), Supplier, A/c (1234567890), Sort (12-34-56), Journal Number (Post First), Posting Date (Post First), Status (Unposted), and Recurrence (Recurrence Pattern enabled, Frequency 1 months, Start Date 05/03/2024, End After). A summary table on the right shows Total Debits 0.00, Total Credits 0.00, and Balance *No Values*.

Enter a narrative i.e., **Period 1 advance**, select **Bank Account**, a reference must be entered, this can be a copy of the narrative. Select **Save**

The screenshot shows the 'Journal Lines' table. It has columns for Ledger, VAT, Fund, Ledger Description, C/Centre, Cost Centre Description, Remark, Debit, and Credit. The table is currently empty, showing 'No data available in table'.

The journal line will appear at the bottom of the screen. Click **Add Lines** to add journal details. The **Cash Book Line Details** screen will display.

The screenshot shows the 'Cash Book Line Details' form. It includes buttons for Save, Save & Next, and Close. A 'Budget Remaining' section shows Cost Centre 10,000.00 and Combination 10,000.00. The 'Journal line' section includes fields for Ledger Code (Funding Installments, FUND, IN), Cost Centre (Devolved Formula Capital, CEDEV), Fund Code (04, DEVOLVED FORMULA CAP), VAT Code (0, Zero Rated VAT (Inc)), Amount (100,000.00), Net/Gross selection (Net selected), Debit/Credit selection (Credit selected), and a Remark field.

Enter the required **Ledger Code**, the system may sometime automatically default **Cost Centre**, **Fund Code** and **VAT Code**. Enter amount as **Net**. The advance will be recorded as a **Credit**.

Enter a remark i.e., **Period 1 advance**. Click **Save**.

Cash Book Journal Header

New

Save

Attachments

Post Journal

History

Close

*Year

24/25

*Period

1, P1

*Bank

Main School Bank, MAIN

A/c

1234567890

Sort

12-34-56

*Reference

P1

Recurrence

Recurrence Pattern enabled

Frequency

1

months

Start Date

05/03/2024

End After

Tax Point date

05/03/2024

Journal Number

Post First

Posting Date

Post First

Status

Unposted

Total Debits

100,000.00

Total Credits

100,000.00

Balance

Balanced

*Narrative

Period 1 Advance

Supplier

Journal Lines

Grid actions

Copy

CSV

PDF

Print

Add Lines

View/Edit Selected

Delete Selected

Search:

Ledger	VAT	Fund	Ledger Description	C/Centre	Cost Centre Description	Remark	Debit	Credit
FUND	0	04	Funding Installments	CEDEV	Devolved Formula Capital			100,000.00
MAIN			Main School Bank				100,000.00	
VINCZ	0		Zero Rated VAT (Inc)					0.00

Record each sum against the specific code.

Version 1

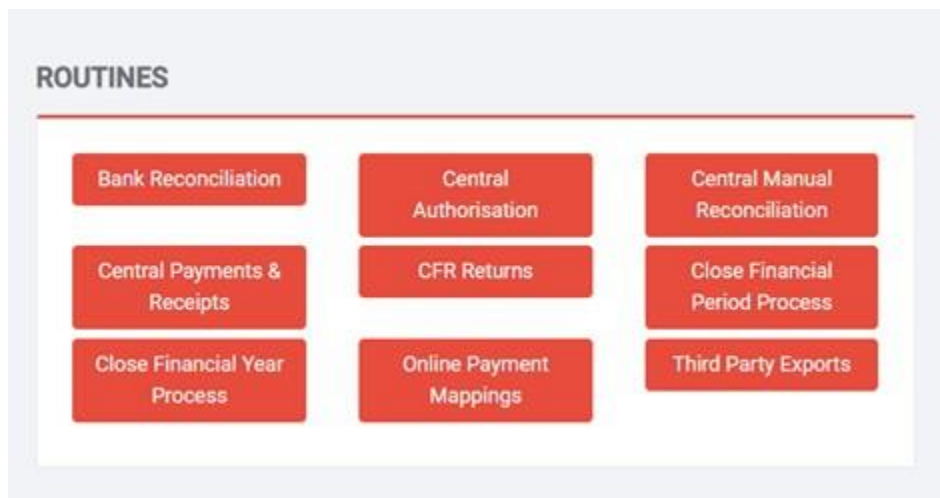
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Online Payment Mappings

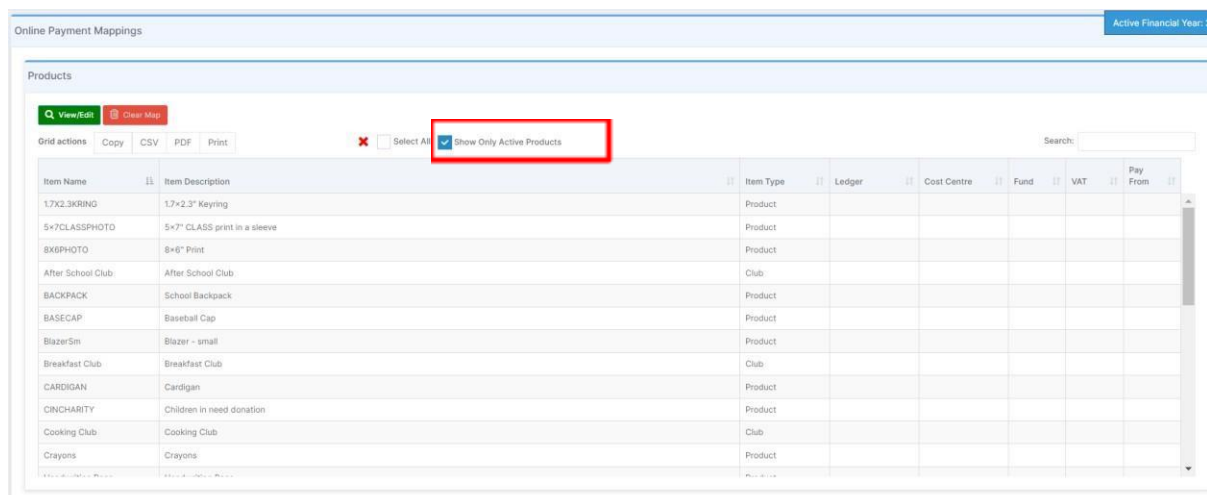
You will also need to complete your online payment mapping in the **New Year**.

First ensure you have **Products**, **Clubs** or **Dinner** set up (see [How to Configure Online Payments](#))

Go to **Modules > Finance > Finance Homepage** and Select **Online Payment Mappings** from the **Routines** section.



Your current **Products** should show (if any are missing you may need to add these – see [above](#)). If you need to map other products untick the **Show Only Active Products** box.



To add a **Mapping** highlight the **Product** and select **View/Edit**.



Products

View/Edit **Clear Map**

Grid actions Copy CSV PDF Print ☒ Select All ☒ Show Only Active Products Search:

Item Name	Item Description	Item Type	Ledger	Cost Centre	Fund	VAT	Pay From
1.7X2.3KRING	1.7x2.3" Keyring	Product					
5x7CLASSPHOTO	5x7" CLASS print in a sleeve	Product					

Fill in the relevant details and select the correct **Bank Account** and **VAT code** then select **Save**.

View/Edit Payment Mapping

Product Name: 1.7X2.3KRING

Product Type: Product

*Ledger Code: Self Funded Act Parent Contribut, 35086238, IN

Cost Centre: gardening club, GARDENING

Fund Code: 01, FORMULA FUNDING

VAT Code: 0, Zero Rated VAT (Inc)

*Pay From: Main School Bank, MAIN

Save **Cancel**

Complete for all other **Products, Running Balance Clubs** and **Dinner**

Online Payment Mappings **Active Financial**

Products

View/Edit **Clear Map**

Grid actions Copy CSV PDF Print ☒ Select All ☒ Show Only Active Products Search:

Item Name	Item Description	Item Type	Ledger	Cost Centre	Fund	VAT	Pay From
1.7X2.3KRING	1.7x2.3" Keyring	Product	Self Funded Act Parent Contribut	gardening club	FORMULA FUNDING	Zero Rated VAT (Inc)	Main School Bank
5x7CLASSPHOTO	5x7" CLASS print in a sleeve	Product					



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This is the last page of the doc.

