**Clearing Your Year End System Check Report**

**To print your 2020 report on FMS: Reports > Year End > System Checks > Including transferable transactions & support items**

**In the table below are a number of scenario’s with suggested options for clearing items from your FMS6 system:**

| **Item** | **Year End System Check Report** | **Corrective action** |
| --- | --- | --- |
| **Outstanding orders** | If you report has entries:  **PO Transferable** | **Cancel order through:**   * *Focus > Accounts Payable > Purchase Order* * Highlight the order * Click on the *“Cancel Order/Clear Remaining Order Commitment*” button on the top right hand corner of the focus bar: |
| **Outstanding invoices** | If your report has entries:  **AP Transferable** | **Invoice to be cancelled or a credit note raised:**  A fully authorised central invoice should be cleared by raising a matching credit note.  **Then reconcile them against each other** (*Focus > Central > Manual Reconciliation*) **to clear them from your system**  **If you are on invoice integration, please remember to inform Payments team if a credit note has been raised on your system for an external supplier that you do not want them to pay** |
| **Acceptable Cheque, Invoice and Order** | If your report has entries:  PO Transferable **in Support**  AP Transferable **in Support**  Cheques Transferable **in Support** | **No action required:**  Once a cheque has been reconciled to Bank Statement in the new financial year, the Cheque, Invoice and Order will then clear from the Year End System Check Report |
| **Cancel cheque from old financial year in new year** |  | **NB - Old financial year cheques must be cancelled after 31st March in new year in FMS by doing the following: -**   * Process a Cash Book Journal in the new year to credit the amount of the cheque payment (cross reference it to the original cheque number) * *Focus > General Ledger > Manual Journal Processing*   *Click on the button and select Cash Book*   * This credit and the original cheque payment contra each other and will be available to reconcile on your next bank statement * Make appropriate narration on the cheque stub and other documentation to provide a good audit trail * Clip the returned/spoilt cheque in the cheque book, **do not destroy it, or contact the bank to cancel it if you do not have it in your possession** |
| **Receipt outstanding** | If your report has entries:  **Non Invoiced Income Outstanding**  **Status: Un-posted** | If you have carried out your Bank Reconciliation and your Oracle Period 13 Management Print Reconciliation you should be unlikely to have any outstanding receipts in the old financial year. If you find you do have outstanding receipts in the old financial year after successfully carrying out these reconciliations, **they must be deleted:**   * *Focus > Non-Invoiced Income > Receipts* * Click on “–“ (minus) button at top of screen   If the receipt is still required, this should then be added in the new financial year |
| **Un-posted journals** | If your report has entries:  **Journal Outstanding** | Careful consideration should be given whether to delete or post each journal and it is advisable to investigate each in turn before making this decision   * Focus > General Ledger > Manual Journal Processing   Please note that if your Bank Reconciles and your Oracle Period 13 print reconciliation balances, then posting journals will alter the values used in these reconciliations and you may need to perform those reconciliations again  **If your journal is not required…To delete journals:**   * Highlight journal and click on the “minus” button on the focus bar   **If journal is required…Post journal:**   * Highlight journal and post * Review your P13 reconciliation again |
| **Items held on automatic reconciliation suspense** | If your report has entries:  **Suspense Outstanding** | These are items which may have been held on your Automatic Reconciliation possibly because of a query?   * **They must now be taken on in the old financial year or deleted** * Then corrected in new financial year. This again may affect results of your Oracle P13 reconciliation |
| **Un-posted individual salary payments** | If your report has entries:  **Salary Outstanding** | * **These need to be investigated then either posted or deleted in the normal way through:** * Focus > Personnel Links > Individual payments |
| **Message** | If your report displays the following message:  **All Fund Allocations must be fully apportioned for CFR before FINAL close can take place** | **All fund allocations need to be CFR apportioned:**   * *Focus > Budget Management > Fund Allocation* * Double click on fund allocation line (Pale blue line) * Then click into the History tab * Double click F*unds Delegated by the LA* * Match to the amount in allocation by over typing the current figures > Save |
| **Message** | If your report displays the following message:  **No CFR mappings have been created** | **CFR mapping must be created:**   * *Tools > General Ledger Setup > Tab 8 CFR Mappings* * Select “Copy Last Year’s Mappings” button * Save |
| **Message** | If your report displays the following message:  **Update Product structure** | * Tools > define financial year > update next years structures * Copy Books & products |
| **Message** | If your report displays the following message:  **Structures need updating** | * This message will disappear when the new financial year is set up |
| **Message** | If your report displays the following message:  **Salary commitment must be cleared before FINAL close can take place** | **Salary commitments in the old financial year need to be cleared:**   * Focus > Personnel Links > Salary Projections * Click on ‘all cost centres’ * Click on ‘red cross’ top right hand corner of screen * Click on ‘commitment period’ (magnifying glass) * Select each month in old year in turn by double clicking to open, ‘tag all’ then ‘clear commitment’ |

* **If you have any difficulties in clearing your YESC, then please contact** [**finance.schools@schoolschoice.org**](mailto:finance.schools@schoolschoice.org) **for further FMS support or call 08456 037 684**