**Processing of School journals:**

Schools are now expected to process miscoding journals internally on FMS via a cash book journal 0% VAT, rather than using the journal template and submitting them directly to SAT, except for journals regarding miscoding salaries. This will enable schools to control the process and ensure journals are processed in a quick time frame.

Cost sharing, movement of grants, internal recharges and miscoding salary journals should be emailed to sat@suffolk.gov.uk for uploading. Before sending your journal always check that your journal is miscoding salaries, cost sharing, movement of grants or an internal recharge:

* Cost sharing journals are used for sharing staff salary costs between schools & when an internal recharge does not apply. The same ledger codes for both the debit and credit side should be used.
* Movement of grants journals are used to move funds received from the main school of a dual placed pupil to another school. The same grant ledger code should be used for both the debit & credit side. If you receive a grant on the incorrect ledger code, please raise this with us via email sat@suffolk.gov.uk, so a correction journal can be processed by the relevant department.
* Internal recharges are used when a school has paid the full cost for a course attended by staff from another school. The school that has paid the original cost will process an internal recharge charging the other schools. The valid codes for Internal recharges between LA schools are 38896 Payments to Other Schools and 81221 Income from Services Provided.

**Any journals that do not comply with the above will be returned and not processed.**

Movement of budgets should continue to be reflected in your termly virements emailed to sat@suffolk.gov.uk.

**VAT codes in Fusion have been updated:**

The following VAT codes are currently available for use B, C, M, N, P, W, X, Y, F, D, H, G. Please ensure to not use any other VAT codes as the file will reject

As you will be aware there are two new vat rates 12.5% and 8%, we now have some guidance from Schools Choice to help with adding these vat rates within FMS and it is important that the guidance is followed. Please find a link to that guidance below:

<https://www.schoolschoice.org/?q=How-to-add-new-VAT-codes>

**Please ensure to only use these tax codes and avoid setting up new tax codes without SAT’s approval.**

**Invoices without LEA references cancelled:**

School invoices received via invoice integration without an LEA reference will be deleted going forward. It is the school’s responsibility to ensure invoices have the correct LEA reference to pay suppliers. If your invoice is deleted due to not providing an LEA reference, you will need to reconcile the original invoice and process a negative central payment to reverse it on FMS. Ensuring to add the LEA reference before reprocessing the invoice, and altering the invoice number slightly, to avoid invoice references being duplicated.

Please contact the Schools Accountancy Team sat@suffolk.gov.uk with any queries.

**Schools depositing cash at the Post Office into Suffolk County Council account and sending in paying in slips to our Suffolk County Council Income team.**

Any school who are depositing cash with the post office and sending paying in slips to our Income team will need to start using our new Dynamics system for coding rather than sending in the paying in slips going forward.

You will still need to complete the front of the paying in slip for the Post Office, but the coding will have to be entered via the Dynamics system.

In order to get you setup on the Dynamics system we will need the below details emailed to sat@suffolk.gov.uk:

Name of School user:

Email address of the school user:

School name and EE number of school:

School phone number:

Once we have this information, we will then place a request with our IT team who will set you up to use the Dynamics system.  You will then receive an automated email with confirmation along with further details.

Guidance on how to use Dynamics system please click [here](file:///%5C%5Ceuser.eroot.eadidom.com%5Ccsd%5Cdata%5CFinance%5CAccounting%20Services%5CSchools%20Accountancy%20Team%5CBanking%5CBanking%20Forms%5CDynamics%20system%20Online%20Banking%20guidance.docx).

If you have any questions, please let us know.