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| **Schools Data Sheet Reconciliation 2023/24 - Frequently Asked Questions** |

**A copy of the generic electronic Data Sheet can be downloaded from Suffolk Learning Website by clicking** [HERE](https://suffolklearning.com/finance/schools-accountancy/year-end/data-sheets/)

*Or by visiting -* [*https://suffolklearning.com/finance/schools-accountancy*](https://suffolklearning.com/finance/schools-accountancy) *- Year End > Data Sheets*

**Schools must only send their completed Data Sheets via e-mail to** [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) **by the appropriate deadlines below:**

**2023/24 deadlines including the submission of your schools electronic Data Sheets are:**

**Step 1 of your Data Sheet must be completed as per deadlines below**; no further Petty Cash entries are permitted until after your fully completed Step 2 has been reconciled and submitted, **as transactions processed may conflict with reports in Step 2**

* **28th March**
* Deadline for completing Step 1 with **ALL** requested reports having also been **sent via Anycomms as appropriate**
* **Step 1: ONLY your FMS exported reports should be sent via Anycomms as appropriate and by no later than the 31st March.**

**Please Note: There is no requirement for schools to submit their Data Sheet until Step 2 has been completed.**

*As a number of schools arrange for their post to be re-directed over school holidays, the Schools Accountancy team will again arrange for an electronic copy of each schools* ***March bank statement*** *to be sent via your Schools Anycomms, CSDfinance folder by* ***1st April 2024***

* **22ND April**
* Deadline for completing Step 2 and e-mailing your authorised Data Sheet, with Steps 1 and 2 fully completed. These are to be sent to

[sat@suffolk.gov.uk](mailto:finance.monitoring@csduk.com) with **ALL** requested reports having also been **posted and/or sent via Anycomms as appropriate**

* **30th April**
* Deadline for completing Step 3 and e-mailing your fully authorised Data Sheet, with Step 3 completed. Again, this is to be sent to [sat@suffolk.gov.uk](mailto:schoolsaccountancyteam@csduk.com) with **ALL** requested reports having also been **sent via Anycomms as appropriate**

**Posting Documentation:** **Preferred method will be by email** however if you need to send in any hard copy documentation (Bank Reconciliations) please submit them to the Schools Accountancy Team, Gold Floor 3, Endeavour House, Russell Road, Ipswich, IP1 2BX and **by 30th April 2024**

**Important:** From 1st April – Schools **MUST NOT** make any local entries on FMS6 (in either financial year, except those that are essential for the reconciliation of the bank account) and until after the March VAT Long Summary has also been exported, as well as the End-of-Year reports run and submitted to the Schools Accountancy Team

Since 2009/10 the Schools Accountancy Team have provided schools with an electronic Data Sheet return, on which they are to submit their year-end data. This is required for reconciling the schools bank account to SCC prime record (Oracle) for external Audit. This system both satisfies those audit requirements and increases speed of reconciliation for all schools, thereby allowing closure (‘rollover’) of their FMS6 systems earlier than the previous methods. Alongside this, additional benefits such as reduced printing and postage costs, whilst also supporting the SCC ‘Greenest County’ policy.

The Reconciliation Data Sheet contains supporting guidance on how to run and save your reports, deadlines and submission instructions

| Importance / **Area affected** | Question | Answer |
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| **High**  **General** | Will the electronic Data Sheet be issued by the Schools Accountancy Team for reconciliation of schools FMS accounting year 2023/24 | Yes – The Data sheet will again be used this year and all schools should download their 2023/24 electronic Data Sheet from the address/link given on page 1, to familiarise themselves ahead of the required deadlines for completion |
| **High**  **General** | Will there be additional guidance available again this year to help me complete the Data Sheet | Yes – there is additional guidance within the Data Sheet and can be easily accessed by clicking on the help buttons provided throughout all sections of the Data Sheet |
| **High**  **General** | I have opened my Data Sheet, and can’t see all of the columns on my screen at once? | This will be due to the scale and resolution each individual school may use. You should go to: View > Zoom, then adjust in the custom field to which percentage fits best |
| **High**  **STEP 1** | When should I run and submit my Aged Debtor report and Petty Cash report? | It is essential that all schools run, export and submit their reports by the **31st** March 2024.  **No further Petty Cash claims or re-imbursements should be made by the school until steps 1 and 2 have been fully reconciled and submitted.**  **Guidance on exporting FMS files and sending via Anycomms can be found on pages 4 and 5 below**  Deadlines for completing and exporting your reports are included in the individual Steps of the Data Sheet |
| **High**  **STEP 1** | What do I do if I don’t use Petty Cash or Accounts Receivable with in my school? The Data Sheet anticipates I use them and suggests we run them? | **If your school does not use these modules, then please still complete the Data Sheet as per Step 1 instructions and by sending a confirmation email to** [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) outlining they are not used in school. |
| **High**  **General** | It seems the majority of the Data Sheet cells keep coming up with a message indicating they are protected, is this correct, or is my file corrupt? | Your file is not corrupt. Your school should only be inputting data into the blue cells. All other cells have been locked to avoid any essential formula’s being inadvertently deleted |
| **High**  **General** | Now I have completed Step 1 of my schools Data Sheet, should I send it in to the Schools Accountancy Team?  If not, when? | **No – But you will need to send your exported Petty Cash & Aged Debtor reports via Anycomms by the 31st March as appropriate**  **First Submission**: Once Step 2 has been fully completed, with all control boxes indicating YES that it is reconciled, following your Headteacher’s authorisation, and by no later than the 22nd April 2024  **Second Submission:** Once Step 3 has been fully populated, the control box is indicated as YES as per guidance, and again your Headteacher has authorised your submission, and by no later than 30th April 2024 |
| **High**  **STEP 2** | Now I have completed Step 2 of my schools Data Sheet, I need to send it to the Schools Accountancy Team, how do I do this  Which documents, and files do they require? | Once your Step 1 and 2 have been completed and authorised, schools should **e-mail your Data Sheet** **only**, and by no later than 22nd April 2024 to: [sat@suffolk.gov.uk](mailto:schoolsaccountancyteam@csduk.com) **in the format of your 3 digit school number and the Data Sheet, e.g.: xxx Data Sheet**  **ALL schools are to submit their end of March bank reconciliation as hard copy for audit purposes, as instructed in Step 2.** These should be posted to the address given on page 1, and only once fully reconciled with in your Data Sheet and by no later than 22nd April  ALL exported FMS reports/files as per instructed with in the Data Sheet for Step 2 must also be submitted via Anycomms by 22nd April 2024. Failure to submit the appropriate reports and documents and by the deadlines suggested could significantly delay your 2023/24 FMS closure authorisation |
| **High**  **General** | How do I export my files from FMS and then send them to the Schools Accountancy Team?  Where should I save my files when exporting them? | Each export requirement with in the Data Sheet has supporting guidance as to how and where to find the reports in question  As instructed in the Data Sheet guidance, schools should have set up a folder on their computer, ensuring this machine also has access to FMS and Anycomms, and label it: **FMS Year End Reconciliation 2023-24.** If you have yet to do this, we would recommend this is done now, ensuring all previously saved and exported files are moved to this folder ready for transfer to LA via Anycomms  ALL files exported from FMS and including your schools Data Sheet should be stored in this folder/location for ease of access for validation and audit purposes  **Do not use punctuation marks, such as commas, /’s etc. when saving your files as this can result in problems when transferring files through Anycomms**  Saxon Primary School for example, school number 600 will be sending files through Anycomms as:   * **600 Petty Cash 2023** * **600 Aged Debtor 2023** * **600 Bank History 2023** * **600 Bank History 2023** * **600 YESC 2023** * **600 Fund Review 2023** |
| **High**  **General**  **High**  **General** | How do I now send my exported FMS files via Anycomms to the Schools Accountancy Team?  How do I now send my exported FMS files via Anycomms to the Schools Accountancy Team? | Files should be submitted as per format guidance and **as individual files, not in a folder. Anycomms will need to be run to ensure the files arrive with the team**  **Copying & Pasting to Anycomms - Hints & Tips:**   * Double click My Computer icon on your desktop (or right click your mouse on your Windows Start button and select Explore if this Icon is not present) * Open folder where exported/saved files are located - **FMS Year End Reconciliation 2023-24** * Right click on file to be copied > Select Copy * - or - Highlight file  >  Edit  >  Copy * Double click My Computer icon again on desktop (or right click your mouse on your Windows Start button and select Explore if this Icon is not present) – This should mean you now have two windows open * Find your Anycomms drive/data (This is usually the S drive/data store for many schools) * Then select folder path Other  >  Out  >  CSDFinance * Right click in your open CSDFinance window > Paste * - or - Click in CSD folder  >  Edit  >  Paste * Your copied file should now appear   Once all your required/selected files have been Copied & Pasted to your Other  >  Out  >  CSDFinance folder, you will need to run your Anycomms for the files to appear at County for further validation |
| **High**  **General** | I don’t seem to be able to export and save my files correctly, what should I do now? | If you are having problems with exporting and saving your files to the appropriate locations or in the requested formats, then contact the Schools’ Choice Finance Helpline on: 0300 1231 420 option1 |
| **High**  **STEP 2** | I have been working on Step 2 of the Data Sheet and am unable to reconcile my accounts, what should I do now as the guidance indicates I can’t send my Data Sheet and supporting documents/files until all my control boxes indicate my accounts reconcile? | Initially schools should work through each of the stages with in Step 2 again, repopulating all cells, whilst ensuring they are the only Finance staff member using the system. Further support and tips can be found in the guidance tab with in the Data Sheet as to which figures should be selected from each specific report once re-run  **Particular attention should be paid to:**   * Report dates are as per guidance * Reports have been run in the order instructed * Correct figures used as per guidance given   If you are still unable to reconcile your system, then contact the Schools Finance Helpline: 0300 1231 420 option 1 where further advice and guidance may be given |
| **General**  **STEP 2** | Your Data Sheet provides a line for the Headteacher’s signature in cell A41 on Step 2 and again in cell A17 in Step 3, but the cell is protected, why? | The provision of the line in those cells is for a physical signature on your reconciled Data Sheet, providing hard copy evidence filed in school for audit purposes  Schools should therefore only include the Headteacher’s name in cell B41 Step 2 and B17 in Step 3 for authorisation of their electronic submission, ensuring both date fields are completed in both Steps |
| **High**  **STEP 2** | What if I haven’t received my end of March bank statement in time to complete my reconciliation and Data Sheet by the deadline of the 22nd April? | We are aware that some schools arrange for their post during holiday periods to be re-directed, therefore we have also made arrangements for the team to send schools an electronic copy of your bank statement via Anycomms, and in your CSDfinance folder by 1st April |
| **High**  **STEP 2** | My electronic bank statement does not have a statement number, what do I do? | It is not part of the reconciliation process to check or validate statement numbers  Schools should use their next FMS statement number against their electronic bank statement |
| **High**  **STEP 2** | It is now the 23rd April, I cannot get my Data Sheet to reconcile, should I send it and the files in anyway? | No – Our records will only record the date of which a fully reconciled and authorised Data Sheet is received, and would thereby be of no advantage to either the school, or the Schools Accountancy Team to receive your unreconciled Data Sheet and associated files prior to completion |
| **High**  **General** | I have submitted my Data Sheet which was reconciled and authorised. In addition, I have submitted all the requested exported files which relate to my submission, what will the team do now? | Ongoing background work will be undertaken by the team to prepare for reconciling your accounts to Oracle (SCC prime record)  The team will then need to validate all schools submitted Anycomms files, and hard copy bank reconciliations posted to the team, thereby meeting our audit requirements  The data for all schools will then be extracted alongside Oracle data to form the first part of all Suffolk’s schools reconciliation for year 2023/24 |
| **High**  **STEP 3** | What will the school need to do next? | Once the schools’ period 13 Oracle Management Report has been received, it will be necessary to complete the usual monthly reconciliation to FMS6, where best practise would result in both FMS and Oracle agreeing on total income, and total expenditure, with only a NET income/expenditure difference of pence  **Please note: It is essential that your Period 13 Oracle Management print is reconciled prior to attempting Step 3 of your schools Data Sheet** |
| **High**  **STEP 3** | I have completed my P13 Oracle to FMS reconciliation, and not sure what it means on the Data Sheet when it asks me to confirm I have a ‘Clear’ Year End System Check Report (YESC)? | The YESC forms a vital part of the schools closure process, as FMS will only allow those items on your system which are ‘In Support’ ie, have had a cheque processed against an entry, and would be moved from old year to the new year when the finalisation and closure routine is run.  **Any items not deemed as ‘In Support’ will cause FMS closure routine to fail, and thereby not allow the closure of the old financial year**  The guidance tab within the Data Sheet gives diagrams clearly identifying what would constitute a ‘clear’ report.  Schools are also able to access additional guidance by clicking [HERE](https://suffolklearning.com/finance/schools-accountancy/year-end/), or by going to:  [https://suffolklearning.com/finance/schools-accountancy](https://suffolklearning.com/finance/schools-accountancy%20) *> Year End >* and accessing the Clearing Your YESC Report  This will aid you where is required to remove any items causing an issue prior to re-running, exporting and submitting your reports. Where additional technical support is required, schools are advised to contact the Schools’ Choice Finance Helpline: 0300 1231 420 option 1 where further advice and technical guidance will be given |
| **High**  **STEP 3** | Will I need to report on my Revenue and Capital allocations separately in the Data Sheet? | Yes – Now that schools have had their Capital allowances spilt out (F02) from their Revenue Allocations (F01), this will form a crucial part of the carryforward calculations for schools requiring Central Payment adjustments during their closure (Roll Over) process  **It is essential that schools closely follow the guidance provided to ensure the correct figures are populated with in Step 3, and also to ensure the correct report is exported and submitted to the team via Anycomms as requested** |
| **High**  **STEP 3** | My Fund Review is showing values under the ‘Commitments’ column and/or the ‘Cent Inv’ column – **Is this ok?** | **No** – These items will need to be identified and cleared prior to completing the Fund review section in Step 3 of the Data Sheet. Once these items have been cleared, a re-run of your Fund Review will be required, as well as your YESC to ensure this has not changed |
| **High**  **STEP 3** | The Data Sheet provides a line for the Headteacher’s signature in cell A17 on Step 3, but the cell is protected, why? | This is for a physical signature on your printed reconciled Data Sheet, thereby providing hard copy evidence for audit purposes confirming the schools ‘Clear’ system, as well as the Allocated and Actual funds to date  If you are having problems with clearing these items, then please contact the Schools’ Choice Finance Helpline on : 0300 1231 420 option 1 for further technical support, while still ensuring your completed Data Sheet and supporting files are submitted by the 30th April deadline and as per Data Sheet guidance  **Schools are reminded that they should include the Headteacher’s name in cell B17 in Step 3 for electronic authorisation of their submission, ensuring both date fields are again completed** |
| **High**  **General** | I have submitted my fully authorised Data Sheet which was completed as requested, and have also submitted the requested exported files which relate to my submission, what happens next? | Ongoing background work will now be undertaken by the team to prepare for the closure authorisation of your accounts for year 2023 on FMS  The team will then need to validate all schools submitted Anycomms files, ensuring the files are correct and correspond to the details completed in the Data Sheet  The data will then be extracted for all Suffolk’s schools, and FMS Closure (Roll Over) authorisation letters will be issued to those schools which meet the closure criteria  **This authorisation will be sent as an e-mail to your schools generic e-mail account as an attached letter**  **Please note:** Schools are not permitted to close their 2022 financial year on FMS until formal authorisation has been given by the Schools Accountancy Team |
| **High**  **Closure of FMS**  **‘Roll Over’** | I can’t exactly recall the processes I need to follow to complete my FMS financial year 2023 closure – Is there any additional guidance to support me through this? | Yes – Schools are able to access additional Roll Over guidance by clicking [HERE](https://suffolklearning.com/finance/schools-accountancy/year-end/) or by going to:  [https://suffolklearning.com/finance/schools-accountancy](https://suffolklearning.com/finance/schools-accountancy%20) *> Year End >* Closure of Year 2023 on FMS Guidance  **Note:** Special attention should be paid to the removal of previously estimated F01 and F02 carry forwards, while ensuring your F01 and F02 Allocations are correctly loaded for 2023 as indicated in your schools closure authorisation letter. **Schools should pay particular attention to points 4 and 5 of this guidance during this process** |
| **High**  **Closure of FMS**  **‘Roll Over’** | I have run my Fund Allocation Audit Trail Summary Report and am about to export and save it, but have noticed my reserve figure is larger than the ‘Pence’ limit allowed, is this still ok to send in? | **No – All schools should correctly allocate all funds, thereby ensuring the remaining reserves figure is no greater than the agreed ‘Pence’ limit**  Again particular attention should be paid whilst allocating both the F01 and F02 allocations, further guidance to support this activity can be found by visiting point 5 of:  [Closure of Year 2023 on FMS Guidance](https://suffolklearning.com/finance/schools-accountancy/year-end/) |
| **High**  **Closure of FMS**  **‘Roll Over’** | **My FMS closure authorisation letter outlines that I now need to submit my Fund Allocation Audit Trail Summary Report to the Schools Accountancy Team?** | **All schools** are required to submit their 2022 file via e-mail to: [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) to clarify the correct allocations and budgets have been loaded to your FMS systems for financial year 2022  Additional guidance to support this activity can again be found by visiting point 6 of:  [Closure of Year 2023 on FMS Guidance](https://suffolklearning.com/finance/schools-accountancy/year-end/) |

* Further reports may be requested from individual schools by the Schools Accountancy Team before the ‘roll-over’ of FMS6 financial year 2022 can be authorised. Those schools will be contacted and advised on this where required
* Following your FMS Closure and submission of your Fund Allocation Audit Trail, the Schools Accountancy Team may still need to contact your school for further reports as part of reconciling your accounts to Oracle (SCC prime record) Again, those schools will be contacted and advised on this where required
* If you have any technical difficulties, you should contact [finance.schools@schoolschoice.org](mailto:finance.schools@schoolschoice.org) for further support in the first instance, or for further advice on understanding the reconciliation process please contact [sat@suffolk.gov.uk](mailto:schoolsaccountancyteam@csduk.com)