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## Alternative Admin Forum **Week Five 1<sup>st</sup> June 2020**

Your Online Presenters are:

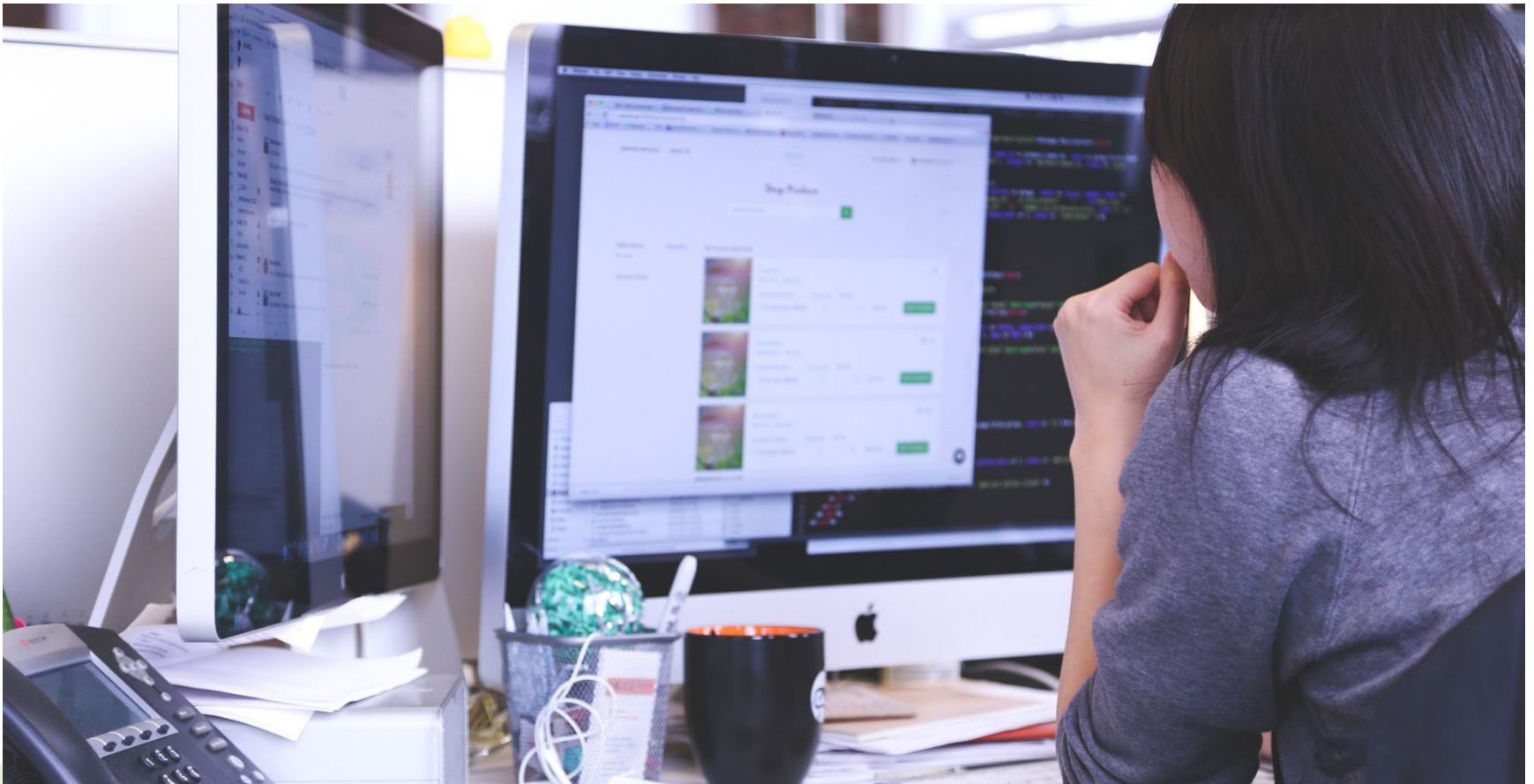
**Donna Flynn & Kath Ryans**

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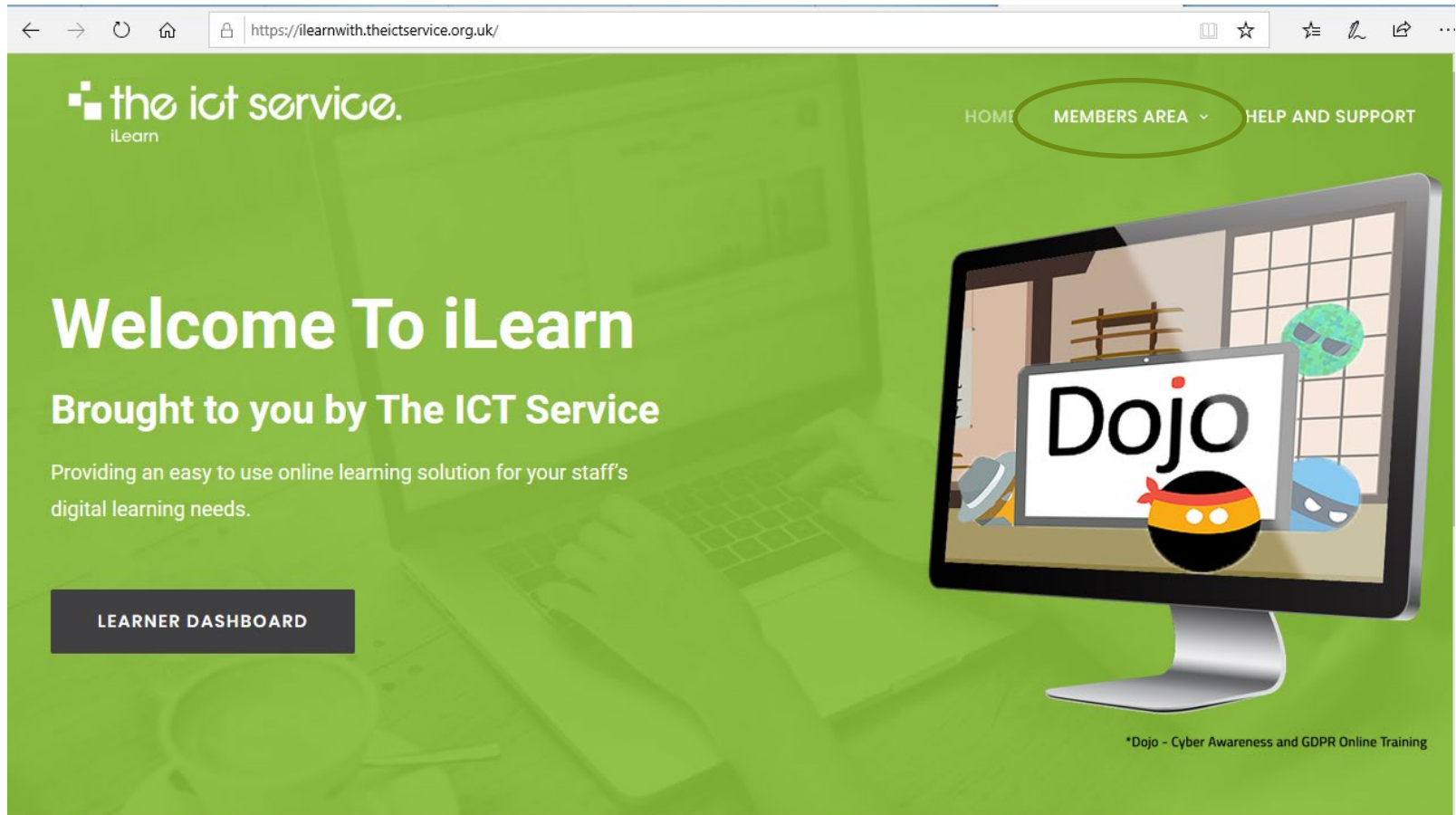
- This will be a live presentation.
- If you would like to ask questions during the presentation or in the Q&A, please type them in the Q&A section. When asking a question, please start with your name and school.
- There is no microphone required for this presentation. To hear us, please make sure your speakers are turned up or headphones are plugged in.
- We don't recommend viewing this presentation inside Central Hosting.

# For those of you who missed weeks one - four

These are now available for ALL delegates who have signed up to the Alternative Admin Forum to watch at your leisure!



# Follow the link in your email



The screenshot shows a web browser window with the URL <https://ilearnwith.theictservice.org.uk/>. The page features the logo for 'the ict service. iLearn' in the top left. A navigation menu in the top right includes 'HOME', 'MEMBERS AREA' (which is circled in green), and 'HELP AND SUPPORT'. The main content area has a green background with the text 'Welcome To iLearn' and 'Brought to you by The ICT Service'. Below this, it states 'Providing an easy to use online learning solution for your staff's digital learning needs.' A dark grey button labeled 'LEARNER DASHBOARD' is positioned on the left. On the right, there is an illustration of a computer monitor displaying the 'Dojo' logo, surrounded by various colorful icons representing different aspects of digital learning and security. At the bottom right of the monitor illustration, there is a small text note: '\*Dojo - Cyber Awareness and GDPR Online Training'.

There will be a certificate presented to **all** delegates upon successful completion of these forums. However, you will be required to participate in a quick survey / questionnaire which will be sent out after this last presentation

# Feedback from Week Four



Many thanks to all who have signed up and are actively participating.



A huge thank you from me for all the lovely Birthday wishes, both via the Q&A and email! A birthday in lockdown was interesting.



Lots of requests for guidance notes – there is to be an update on the Attendance guidance is included as part of this presentation.



Some interesting Finance enquiries.



Is there going to be a week 6?

## Reminders (again)

- **SIMS GDPR Tidy Up Sessions** – Wednesday 24th June am & pm
- **SIMS NEW User Workshop** – Days 1 & 2 June 3<sup>rd</sup> and 9<sup>th</sup>
- **SIMS End of Year workshops** – SOLD OUT!!!! If you require support with this, please contact me via our normal channels (see next slide)!
- **Budget Input** – please ensure you are familiar with the joining instructions as these are on a 1-2-1 basis - miss it lose it!
- **Barclays Three Day Payments** - On hold due to Audit queries
- **Paperless Office** workshops Now Available

<https://theictservice.org.uk/services-solutions/training/>

# Don't Forget



If you cannot find a workshop that is relevant or would like some support with something not listed on the website; please do get in touch direct:

[donna.flynn@theictservice.org.uk](mailto:donna.flynn@theictservice.org.uk) Tel: 01223 772917

[kath.ryans@theictservice.org.uk](mailto:kath.ryans@theictservice.org.uk) Tel: 01223 772934

All pre-booked and pre-agreed remote consultancies will be charged at the rate of £75 per hour or as advertised on the website.



# June 1<sup>st</sup> 2020 - *will this date go down in history?*

**What are the current arrangements at your school?**



**Are you open for business as usual?**

- Please do add something in the Q & A and let us know how it's going!
- What is wrong with this picture?

# Week Five (final?) – Agenda



Where to find things (again)



Sick of clutter, dust, dirt and germs (that must be Kath)!



GDPR – back to school dilemmas



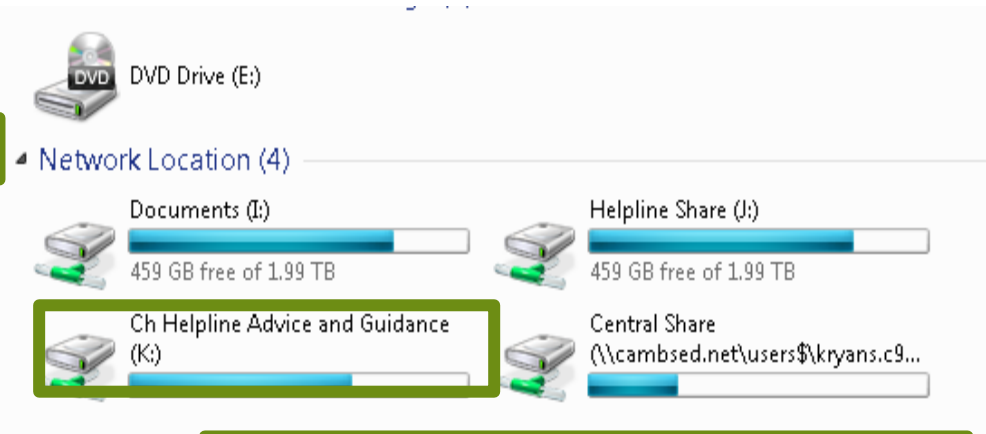
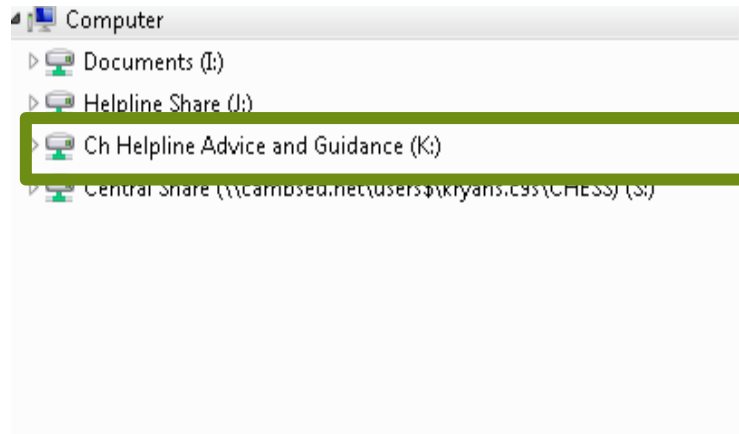
Paperless – making better use of your MIS systems



*If required* – Agenda for week six (Q&A); would you still participate if these forums were chargeable?



# Did you know? Yes AGAIN!!!!



Name	Created	Type	Size
Central Hosting	12/02/2020 10:21	File folder	
<b>FINANCE</b>	23/04/2020 13:24	File folder	
SAVING	23/04/2020 12:55	File folder	
Advice and Guidance Documentation	14/01/2020 11:40	Text Document	1 KB
Remote Support	24/04/2020 13:55	Internet Shortcut	1 KB

Name	Created	Type
<b>FMS</b>	27/04/2020 12:36	File folder
<b>HINTS AND TIPS</b>	13/03/2020 12:23	File folder
<b>SIMSPAY</b>	24/03/2020 09:20	File folder
<b>SSCT - BANK ACCOUNT TEAMS</b>	10/03/2020 15:37	File folder

<b>BUDGET INTO FMS 2020</b>	05/05/2020 15:29	File folder
<b>COST CENTRE LEDGER CODE LINKS</b>	14/05/2020 15:49	File folder
<b>ESPO CATALOGUE 2020</b>	27/04/2020 14:40	File folder
Finance Matters - Sep 2019 (2) VAT Reco...	27/04/2020 12:36	File folder
Financial Regulations and Requirements	19/11/2019 14:30	File folder
Month End Check lists	09/11/2019 15:09	File folder
Paperless and Electronic PO's	14/05/2020 15:54	File folder

Make the most of these - only short shelf life!

# Sick of the Clutter | Dust | Lack of Space



You can start and reduce the clutter, and free up space..... It's up to you

# Sick of the Clutter | Dust | Lack of Space

Invoice/Credit Note Processing

Supplier: **Bond Recruitment Services Ltd**  
Unit 1  
Hersham Farm Business Park  
Longcross Road  
Longcross  
Surrey  
KT16 6DN

Invoice Number: 01023823 Invoice Date: 14/06/2019  
Source: FMS  
Invoice Total: 1200.00 Paid By Date: 14/07/2019  
Pay From: Main school bank account Posting Period: Jun

Status: Reconciled

Narrative:

Line No	Ref Line	Ledger	Ledger Description	Cost Centre	Cost Centre Description	Net Amount	VAT
1		02001120	Supply Teacher - pay	111GEN	111GEN	1,000.00	
		VEXPT	Expanded VAT rate (Exp)			200.00	

Ledger Code: 02001120 Supply Teacher - pay Cost Centre: 111GEN 111GEN  
Trans ID: 00004995 Total VAT: 200.00 Invoice Total Including VAT: 1,200.00


Supporting Documents (4)

FMS - Supporting Documents for Invoice No. 01023823

Original Filename: S:\Office Share\Allis school docs\\_BUDGET MONITORING\\_Paperless FMS\2019-20\Non-order Invoice\Bond Educ\_01  
Last Modified: 22/06/2019 15:42:20 Image Type: PDF Image Location: Database

Buttons: Add From Scanner, Add From File, Delete Image, Delete All, Replace Image

Copy Image To File



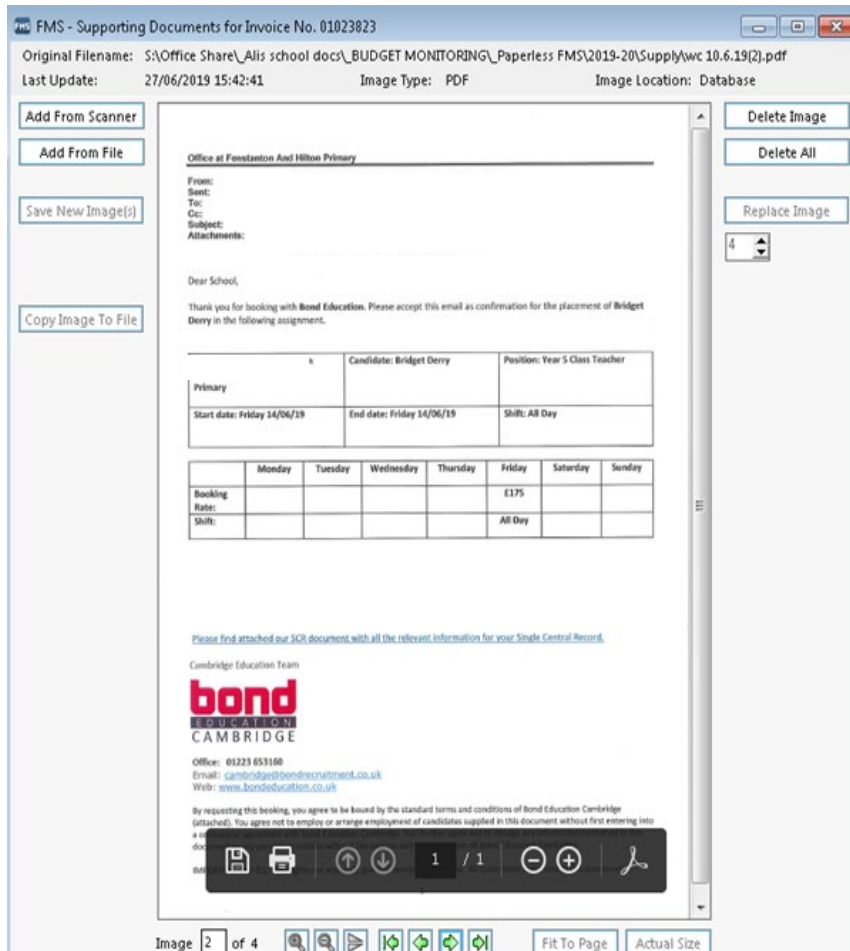
PDF invoice from bond recruitment showing supplier details, invoice number, and a table of items.

Item	Qty	Unit Price	Amount	Tax	Total
Supply Teacher - pay	1	1,000.00	1,000.00		1,000.00
Expanded VAT rate (Exp)	1	200.00	200.00		200.00
<b>Total</b>			<b>1,200.00</b>		<b>1,200.00</b>

Page 1 of 4

So, simply ask for electronic invoices in PDF format and pull in from your email

# As much or as little as you want



Start small one step at a time

## Step One

E Ordering = Orders  
emailed directly from FMS  
Commitment and  
Compliance ✓

## Step Two

Drag PDF invoices directly  
into the system

# Tidy desk helps a tidy mind

- Have we touched a nerve?
- Interested?
- Then simply fingers to the keyboard and ask for more information
- The pre-requisite form is in the **Finance | FMS** folder
- Save the paper and recycle



# GDPR back to school – things for all staff to start to consider

## Transportation

- Remember boot of car!
- Supermarkets!
- Public Transport
- Walking & Cycling
- Meeting in parks

## On site

- Check displays
- Continue to bcc
- Continue to be extra vigilant to scammers
- Talk!
- School Reports
- Book Bags
- Post
- Data everywhere

# Better use of MIS systems for retention – consider germs - think paperless



- Achievement & Behaviour

Attachment	Summary	Owner	Last Modified On
	Sickness and diarrah	Grosvenor Gillian	03/07/2019
	Doctors appointment leaving ...	Grosvenor Gillian	28/11/2016

- Medical Notes (attachments)



- SEN (Reviews, Reports, Plans, Interventions)

***If you would like support in making better use of these areas in SIMS, please get in touch to book an on-line consultancy. Or have a look at the workshops on offer***

# Linked documents are not only limited to student data

Personal Details | Professional Details | Employment Details

**Employee Details : Sarah Boston**

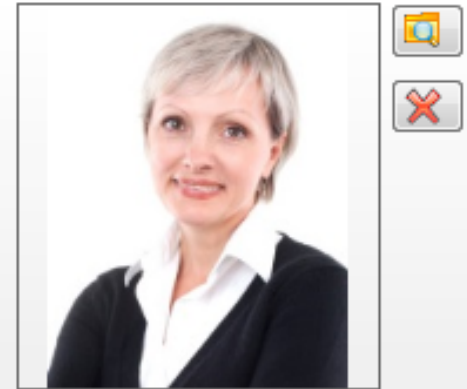
Save | Undo | Print | Suspend

1 Basic Details | 2 Personal Information | 3 Absences | 4 Addresses | 5 Contact Information | 6 Next of Kin | **7 Documents** | 8 User Defined Fields

## 1 Basic Details

Title: Mrs  
Legal Forename: Sarah  
Middle Name(s):  
Legal Surname: Boston

Photograph



SIMS Add Note/Document

**Add note/document**

Type: Not Specified | Status: **Public**

Summary:  
Note:

**Attachment**

Attachment: | View | Open

Last uploaded:

OK | Cancel

You can determine who sees what; and the type of information you might consider uploading is unlimited!



# Recording Attendance – An update

student	points	%	grade	late	abs
> <a href="#">Argus, Ellen</a>		0.0%		0	1
> <a href="#">Bing, Rachel</a>		0.0%		0	0
> <a href="#">Brown, Buster</a>		0.0%		1	0



Check the SIMS Folder in the Helpline Guidance – as detailed on slide 9.  
Look out for a Helplines Extra! (Updated as at 1<sup>st</sup> June 2020)

# Chart of Accounts Review and Payroll Control

Focus | General  
Ledger | Chart  
of Accounts  
Review

Can I have a 'P'  
please

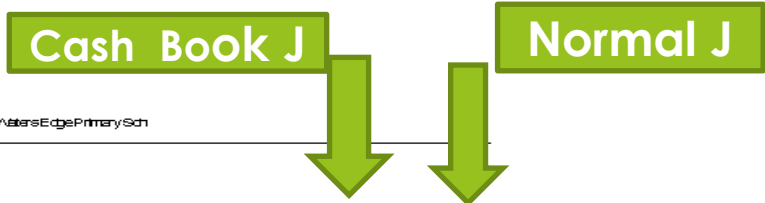
# Chart of Accounts Review

## Chart of Accounts Review- Transactions



### Selection

Financial year - 2019  
 From Period - 1 Apr  
 To Period - 12 Mar  
 Fund - All Funds  
 Cost Centre - All Cost Centres  
 Ledger Code - PAYROL Payroll Control Account



User: SYS Establishment: WatersEdgePrimarySch

Opening Balance	-26,548.41
Period Movement	-16,163.85
Closing Balance	-42,711.55

Journal	Pt	Narrative	From	User	Date	Debit	Credit
016148	12	Salaries to Bank MARCH 2020	GL	SYS	23/03/2020	40,068.47	0.00
016147	12	Pensions to Bank MARCH 20	GL	SYS	23/03/2020	12,927.47	0.00
016146	12	N I to Bank MARCH 20	GL	SYS	23/03/2020	13,662.69	0.00
016143	12	Payroll Control Part One Period March P12	GL	SYS	23/03/2020	0.00	66,894.96
016130	12	Contrato Journal 016129	GL	SYS	03/03/2020	0.00	40,068.47
016129	12	Salaries to Bank MARCH 2020	GL	SYS	03/03/2020	40,068.47	0.00
016115	11	Salaries to Bank FEB 2020	GL	SYS	26/02/2020	40,068.47	0.00
016114	11	Pensions to Bank FEB 20	GL	SYS	26/02/2020	12,927.47	0.00
016113	11	N I to Bank FEB 20	GL	SYS	26/02/2020	13,662.69	0.00
016104	11	Payroll Control Part One Period February 2020	GL	SYS	26/02/2020	0.00	66,894.96
016090	10	Salaries to Bank JAN 2020	GL	SYS	26/02/2020	40,068.47	0.00
016089	10	Pensions to Bank JAN 2020	GL	SYS	26/02/2020	12,927.47	0.00
016088	10	N I to Bank JAN 2020	GL	SYS	26/02/2020	13,662.69	0.00
016086	10	Payroll Control Part One Period January 2020	GL	SYS	26/02/2020	0.00	66,894.96
016078	9	N I to Bank DEC 19	GL	SYS	26/02/2020	13,662.69	0.00
016077	9	Salaries to Bank DEC 19	GL	SYS	26/02/2020	40,068.47	0.00
016076	9	Pensions to Bank DEC 19	GL	SYS	26/02/2020	12,927.47	0.00
016071	9	Payroll Control Part One Period 9 December	GL	SYS	24/12/2019	0.00	66,894.96
016054	8	N I to Bank NOV 2019	GL	SYS	26/11/2019	13,662.69	0.00
016053	8	Pensions to Bank NOV 19	GL	SYS	26/11/2019	12,927.47	0.00
016052	8	Salaries to Bank Nov 19	GL	SYS	26/11/2019	40,068.47	0.00
016057	8	Payroll Control Part One Period 8 November	GL	SYS	26/11/2019	0.00	66,894.96
016045	7	Salaries to Bank OCT 19	GL	SYS	31/10/2019	40,068.47	0.00
016044	7	Pensions to Bank OCT 19	GL	SYS	31/10/2019	12,927.47	0.00
016043	7	Payroll Control Part One Period October P6	GL	SYS	31/10/2019	0.00	66,894.96
016042	7	Payroll Control Part One Period September P7	GL	SYS	31/10/2019	0.00	66,894.96
016032	6	Salaries to Bank SEPT 19	GL	SYS	1/01/2019	40,068.47	0.00
016031	6	Pensions to Bank SEPT 19	GL	SYS	1/01/2019	12,927.47	0.00
016030	6	N I to Bank SEPT 2019	GL	SYS	1/01/2019	13,662.69	0.00
016018	5	Salaries to Bank AUGUST 19	GL	SYS	1/01/2019	40,068.47	0.00
016017	5	Pensions to Bank AUGUST 19	GL	SYS	1/01/2019	12,927.47	0.00
016015	5	N I to Bank AUGUST 2019	GL	SYS	1/01/2019	13,662.69	0.00
016007	5	Payroll Control Part One Period JAugust P5	GL	SYS	1/01/2019	0.00	66,894.96
015988	4	Salaries to Bank JULY 2019	GL	SYS	27/09/2019	40,068.47	0.00
015987	4	N I to Bank JULY 2019	GL	SYS	27/09/2019	13,662.69	0.00
015986	4	Payroll Control Part One Period July P04	GL	SYS	27/09/2019	0.00	66,894.96
015977	4	Pensions to Bank JULY 019	GL	SYS	27/09/2019	12,927.47	0.00
015972	3	N I to Bank JUNE 2019	GL	SYS	27/09/2019	13,662.69	0.00
015970	3	Pensions to Bank JUNE 2019	GL	SYS	27/09/2019	12,927.47	0.00

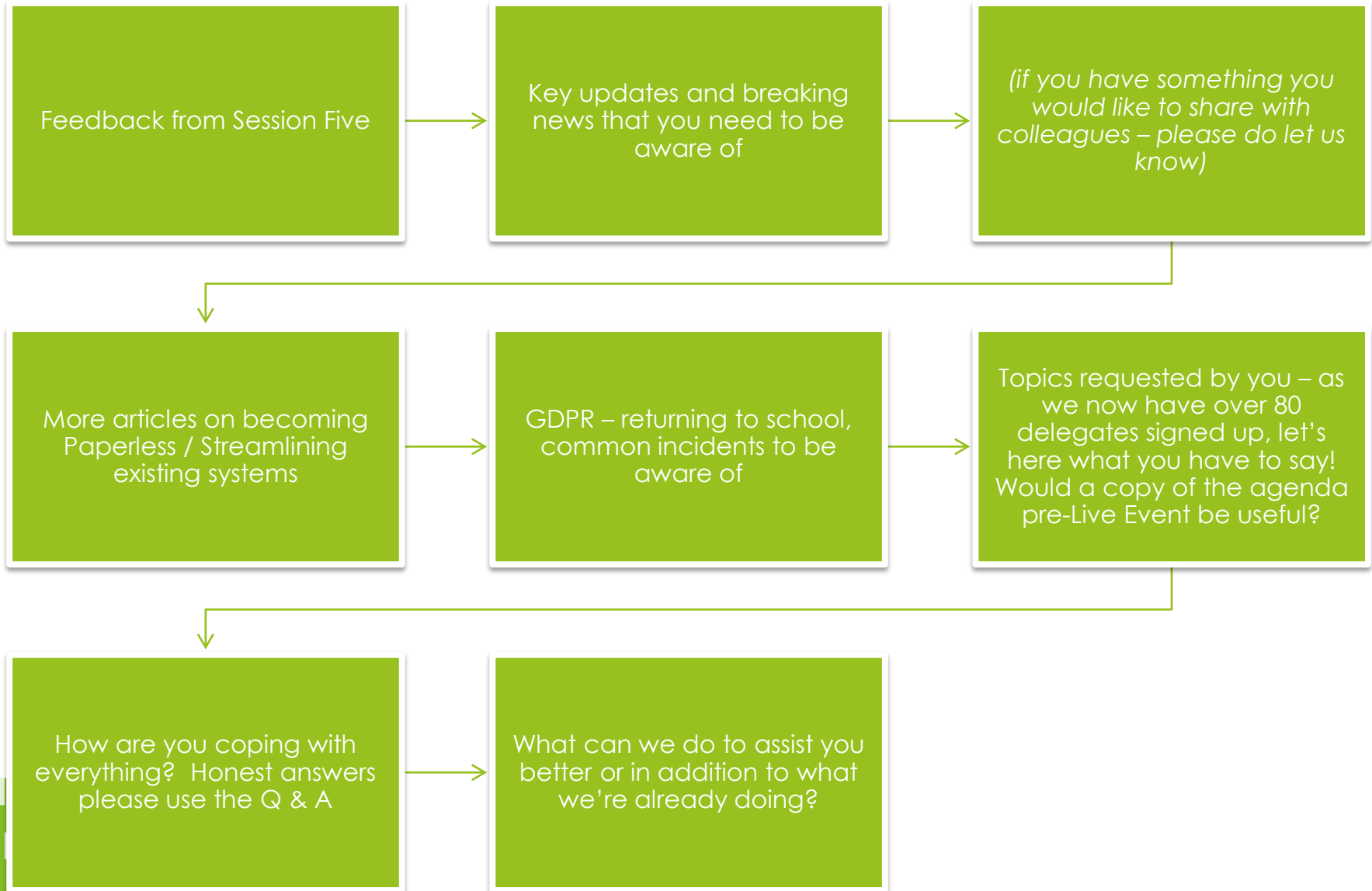
Journal	Pt	Narrative	From	User	Date	Debit	Credit
015966	2	Salaries to Bank JUNE 2019	GL	SYS	11/07/2019	40,068.47	0.00
015962	2	Payroll Control Part One Period June P3	GL	SYS	17/06/2019	0.00	66,894.96
015948	2	Salaries to Bank MAY 2019	GL	SYS	09/09/2019	40,068.47	0.00
015942	2	Pensions to Bank MAY 2019	GL	SYS	09/09/2019	12,927.47	0.00
015941	2	N I to Bank MAY 2019	GL	SYS	09/09/2019	13,662.69	0.00
015939	2	Payroll Control Part One Period MAY P2	GL	SYS	24/05/2019	0.00	66,800.82
015930	1	Salaries to Bank April 2019	GL	SYS	24/05/2019	40,068.47	0.00
015929	1	Pensions to Bank April 2019	GL	SYS	24/05/2019	12,927.47	0.00
015928	1	N I to Bank April 2019	GL	SYS	24/05/2019	13,662.69	0.00
015914	1	Payroll Control Part One Period April P1	GL	SYS	15/05/2019	0.00	66,663.76
						<b>826,303.34</b>	<b>842,472.82</b>

**Ideal World**

**12 Credits = Payroll Control Part 1 = Normal Journal**

**36 Debits = Payroll Control Part 2 = Cash Book Journals releasing the journals from the bank**

# Week Six – This is up to you?

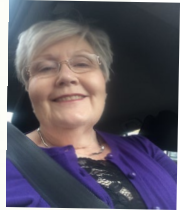




# Questions & Answers



With a Goodbye for now – stay safe



We look forward to welcoming you to the next instalment????????????