

# RM Finance Online

## Old Year Data Bulletin

**BULLETIN No. 003**

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**Financial Services**

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## Introduction

The Financial Handbook for Schools states that,

“The Governing Body **must** ensure that security arrangements for financial records will safeguard the documents against loss, destruction or unauthorised alteration. This will apply to documents that are paper based, held on computer files or other non-paper media.”

The migration process for RM Finance Online does not include migration of old year data.

RM Finance will no longer be supported from 1<sup>st</sup> September 2017 and so it has become necessary to retrieve the information from the old datafiles and save the data in another way. RM Finance can be used for interrogation in the shorter term but it will be prudent to perform these tasks now.

This bulletin gives you guidance about how complete this process.

## Considerations

The process described will take a short while to complete. To be able to complete this bulletin you will need to have

- access to RM Finance and the ability to switch to last year’s data
- awareness of where the old year datafiles are
- access to a flash drive and a backed up drive on the server to save the resultant data.

All transacting must cease whilst this is completed and all other users should log out of the system.

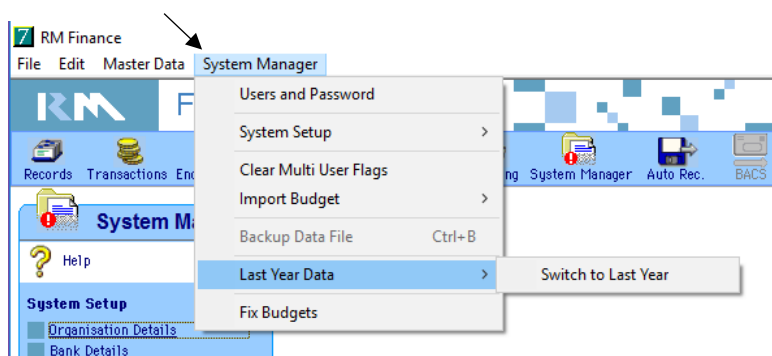
The backups are in two parts. Both backups show slightly different information.

Once the school general account data has been archived in this way, the same process should be employed for the Fund account old year data.

## Access and Data Paths

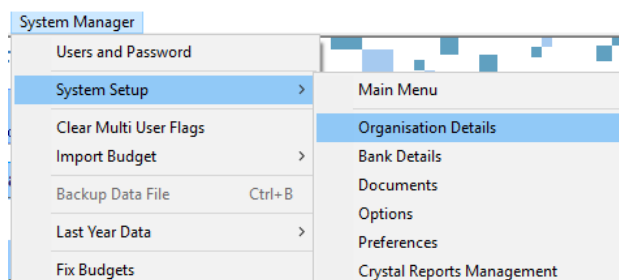
Log into RM Finance in the usual way.

From the upper menu, select System Manager.

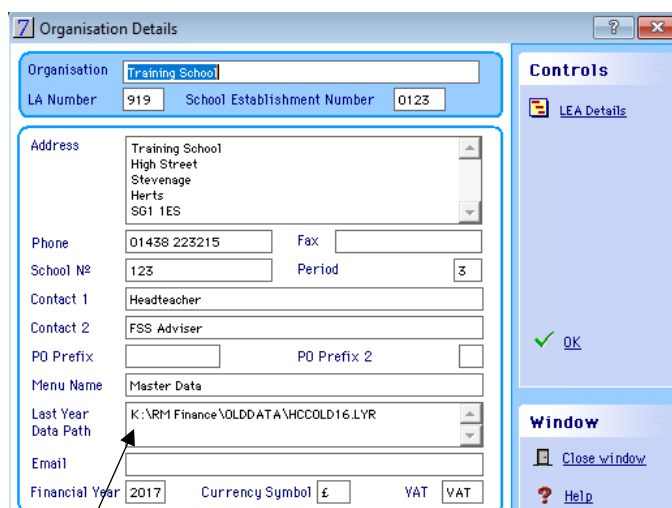


If you can see the option to select **Last Year Data** you will be able to complete the processes described.

Whilst using this menu, select System Setup.



Select Organisational Details.



The screen will show you where the old data is found.

## Old Year Datafiles

Schools should keep 6 years of financial records plus the current year.

Navigate to the path shown by your system in the example above.

You should be able to see all the old year datafiles.

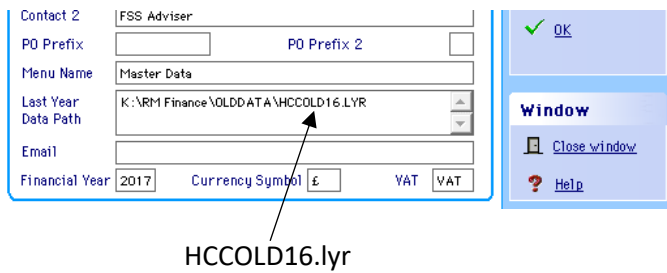
The files that you need to locate will, in most cases be called,

- HCCOLD16.lyr
- HCCOLD15.lyr
- HCCOLD14.lyr
- HCCOLD13.lyr
- HCCOLD12.lyr
- HCCOLD11.lyr

In the same way schools that use RM Finance to process their Fund account transactions should locate the old data for this account,

- FUNOLD16.lyr
- FUNOLD15.lyr
- FUNOLD14.lyr
- FUNOLD13.lyr
- FUNOLD12.lyr
- FUNOLD11.lyr

The above names are the recommended names however you may have called your old year data files something different. The naming convention can be found in the above picture.

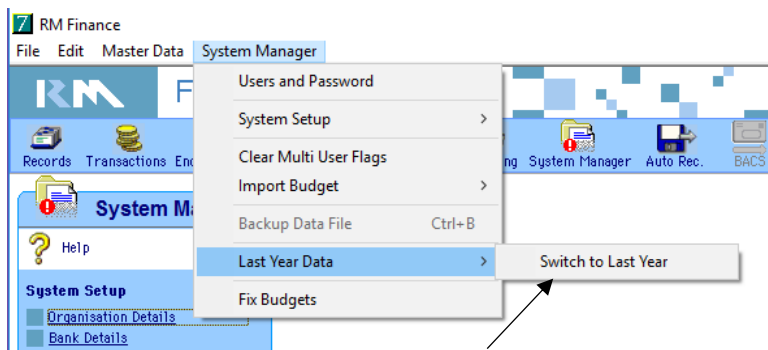


This section of the screen shows that name of the file and where it is located.

If you are unable to see all of the old year data files, the path where the data is stored may have changed over the years. Checking the organisation details in each year as you go back, as described above, should help you to locate the files. Equally, you may have had a new machine during that period of time. You may have to contact your IT technician for advice on where the data would be stored if transferred from an old machine.

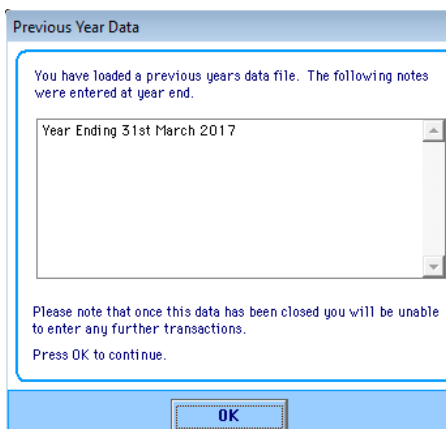
## Switch to Last Year

From the upper menu, select System Manager.



Select Switch to Last Year.

Say Yes to the message.



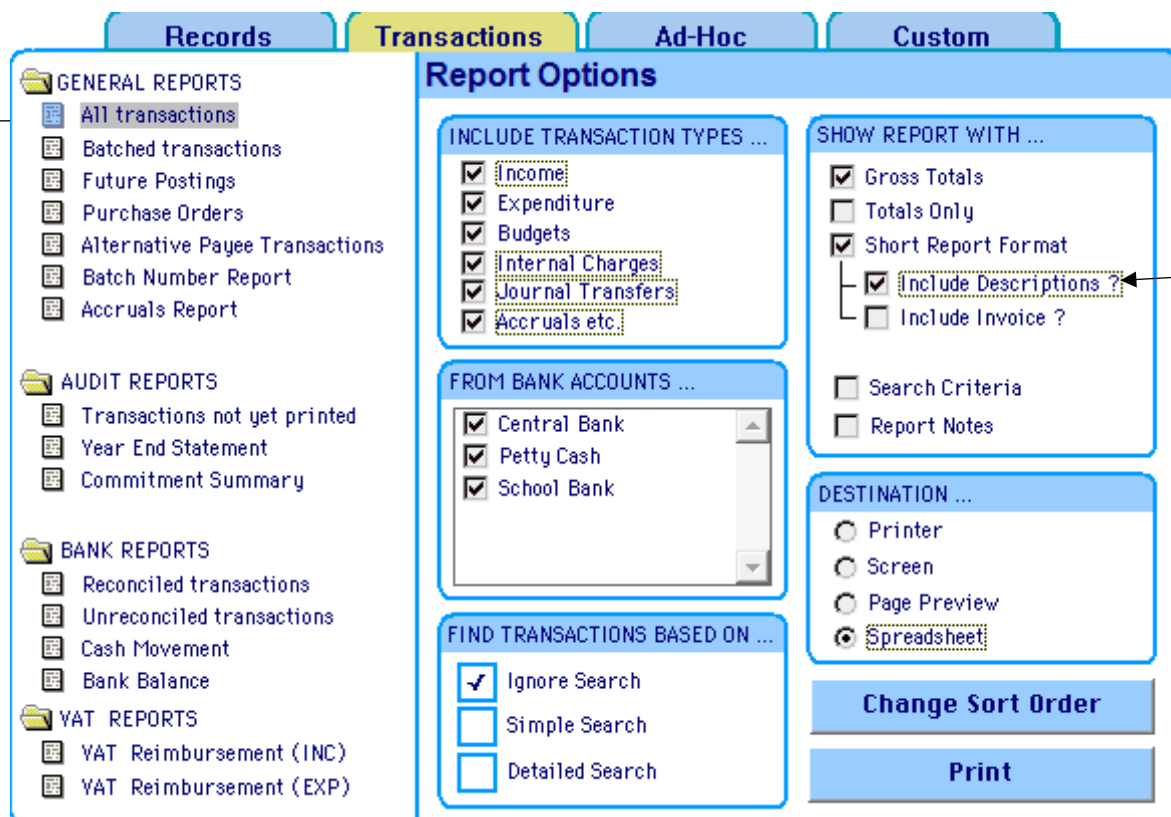
You will see the screen confirming which year you are reverting to, click on OK.



The screen will clearly show that you are in an old year.

## Reports to Be Downloaded

To create the reports to be saved navigate to Reporting

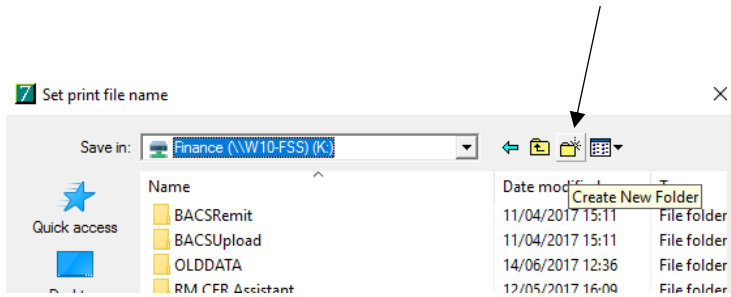


Please ensure that you replicate the above screen in your own system,

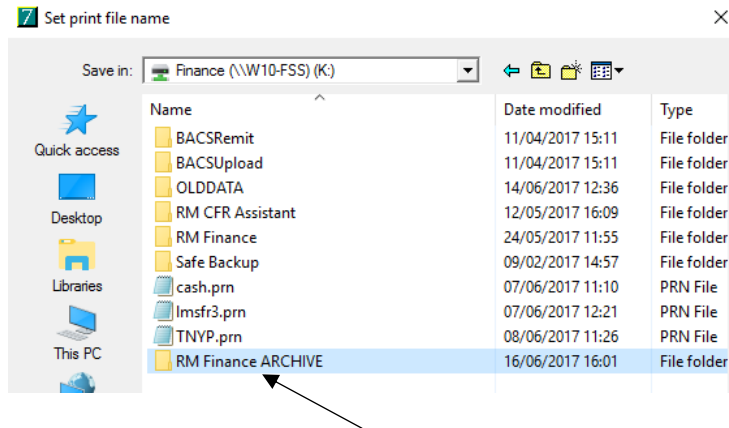
### All Transactions

- Include all transaction types
- Include all banks
- Short report format
- Include descriptions
- Destination >> Spreadsheet

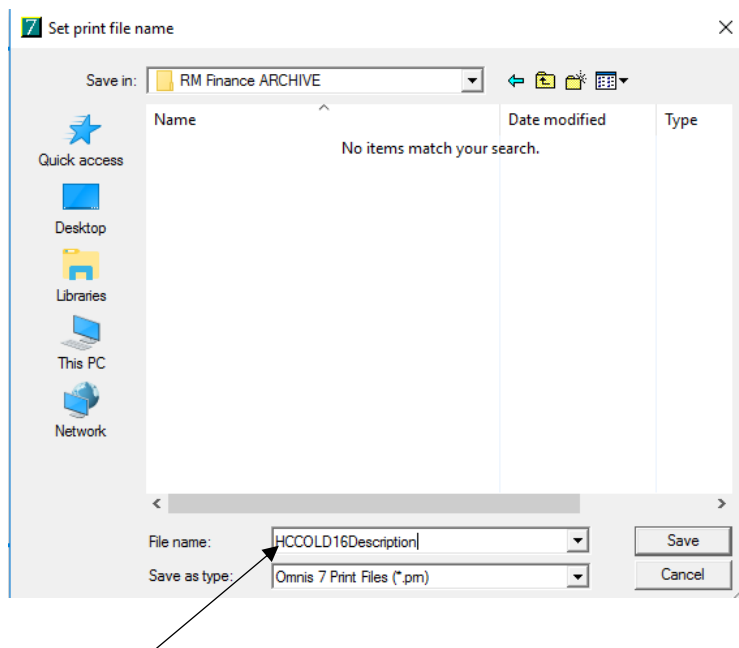
Click on print



Select the K Drive, or the schools backed up drive and click on Create New Folder



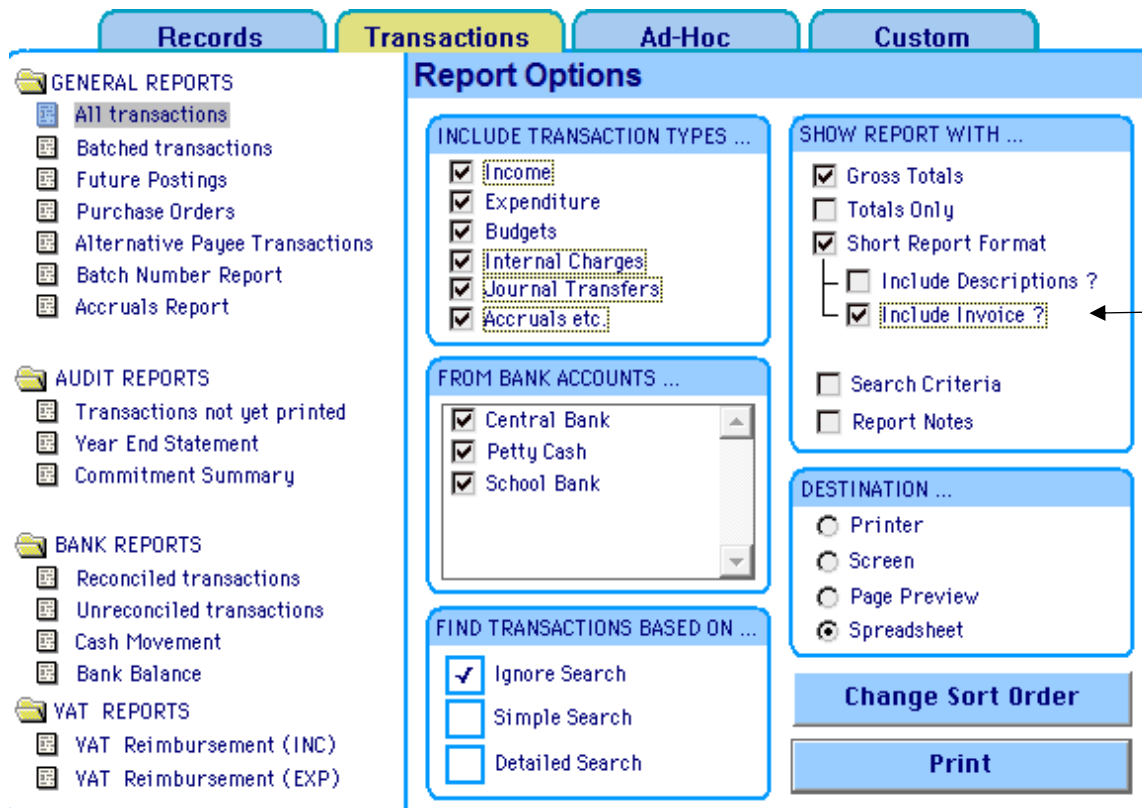
Call the new folder RM Finance ARCHIVE and click on Open



Call the prn file HCCOLD16Description.

You will see that the file type is a PRN, click on Save.

Now create the other report



Take the tick out of Include Description and place it in Include Invoice.

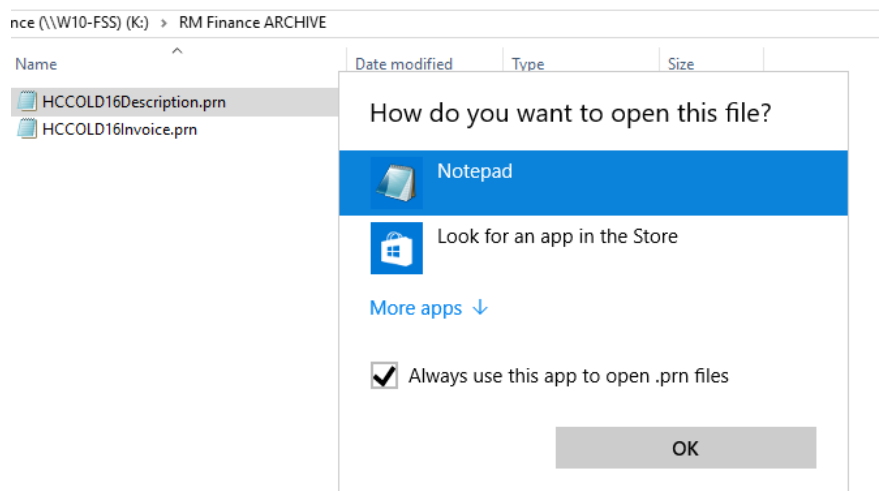
Click on Print

Call the prn file HCCOLD16Invoice and click on Save.

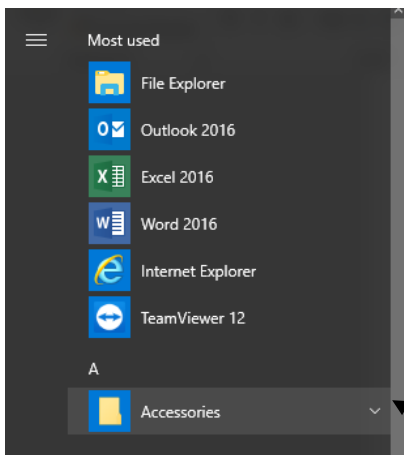
The two files show slightly different information.

## Opening the PRN Files

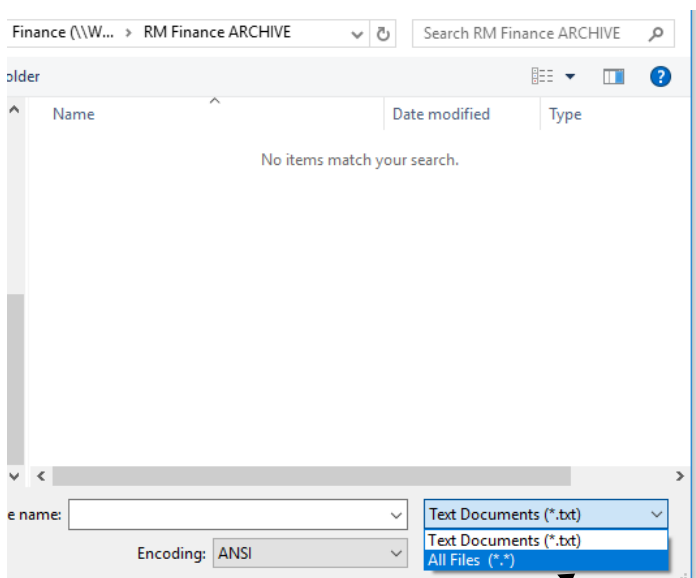
It is possible to open the files using Notepad.



Right click the file and select notepad.



Alternatively open notepad from accessories



Navigate to the folder and change the file type to All Files

Select the file you wish to open

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 Report printed Friday, 16 June 2017 @ 4:05 PM - Period 12 (100.0 %) Data for 2016

All Transactions: All Transactions Report

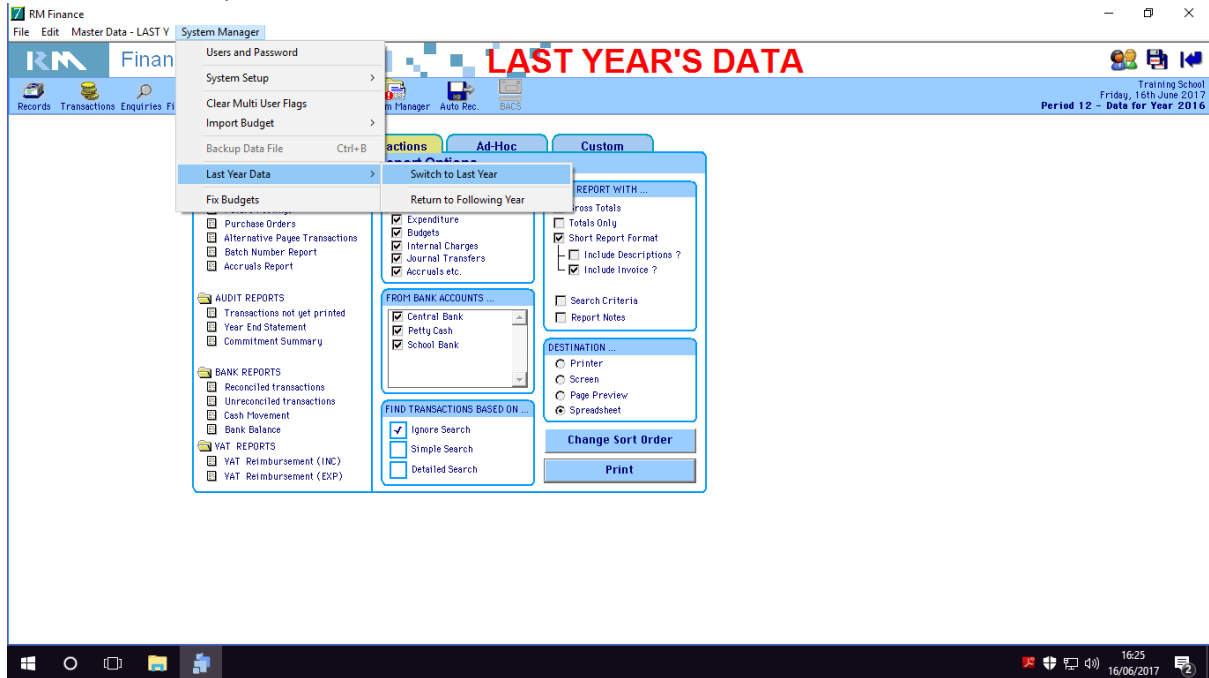
Account	Budget	Description	Type	Date	Nett	VAT	Total	Voucher
HERTSCC	TEACH	Creditor Reversal	oADMINCRT*31	MAR	2-4.00		-4.00	1484
HERTSCC	SUPPLY	Creditor Reversal	oADMINCRT*31	MAR	-180.00		-180.00	1485
HERTSCC	ESS	Creditor Reversal	oADMINCRT*31	MAR	-300.00		-300.00	1486
HERTSCC	OTHSTAF	Creditor Reversal	oADMINCRT*31	MAR	-225.00		-225.00	1487
HCL	MEALS	Creditor Reversal	oADMINCRT*31	MAR	-64.79		-64.79	1488
HFL	TRAININC	creditor Reversal	oADMINCRT*31	MAR	-74.00		-74.00	1489
HFL	TRAININC	creditor Reversal	oADMINCRT*31	MAR	-154.00		-154.00	1490
HFL	TRAININC	creditor Reversal	oADMINCRT*31	MAR	-325.00		-325.00	1491
BARCELECR&M		Creditor Reversal	oADMINCRT*31	MAR	-250.00		-250.00	1492
SCS	CONCLEA	creditor Reversal	oADMINCRT*31	MA	-1467.66		-1467.66	1493
AFFIN	WATER	Creditor Reversal	oADMINCRT*31	MAR	-350.00		-350.00	1494
HERTSCC	AMR	Creditor Reversal	oADMINCRT*31	MAR	-24.46		-24.46	1495
HERTSCC	AMR	Creditor Reversal	oADMINCRT*31	MAR	-14.29		-14.29	1496
HERTSCC	GAS	Creditor Reversal	oADMINCRT*31	MA	-1150.00		-1150.00	1497
HERTSCC	ELECTRIC	creditor Reversal	oADMINCRT*31	MAR	-900.00		-900.00	1498
HERTSCC	PREMISE	creditor Reversal	oADMINCRT*31	MAR	-78.50		-78.50	1499
CHUBB	SECURIT	creditor Reversal	oADMINCRT*31	MAR	-137.50		-137.50	1500
EDEN	WATERBO	creditor Reversal	oADMINCRT*31	MAR	-176.00		-176.00	1501
DUC	WATERBO	creditor Reversal	oADMINCRT*31	MAR	-176.00		-176.00	1502



The file can be searched by pressing Ctrl and F on your keyboard.

## Repeat the Process for Older Year Data

Go back a further year.



Click on System Manager >> Last Year Data >> Switch to Last Year.

Use the list of file names at the beginning of this bulletin to tick off the files as you collect the data.

Name	Date modified	Type	Size
HCCOLD11Description.prn	16/06/2017 16:05	PRN File	108 KB
HCCOLD11Invoice.prn	16/06/2017 16:08	PRN File	152 KB
HCCOLD12Description.prn	16/06/2017 16:05	PRN File	108 KB
HCCOLD12Invoice.prn	16/06/2017 16:08	PRN File	152 KB
HCCOLD13Description.prn	16/06/2017 16:05	PRN File	108 KB
HCCOLD13Invoice.prn	16/06/2017 16:08	PRN File	152 KB
HCCOLD14Description.prn	16/06/2017 16:05	PRN File	108 KB
HCCOLD14Invoice.prn	16/06/2017 16:08	PRN File	152 KB
HCCOLD15Description.prn	16/06/2017 16:05	PRN File	108 KB
HCCOLD15Invoice.prn	16/06/2017 16:08	PRN File	152 KB
HCCOLD16Description.prn	16/06/2017 16:05	PRN File	108 KB
HCCOLD16Invoice.prn	16/06/2017 16:08	PRN File	152 KB

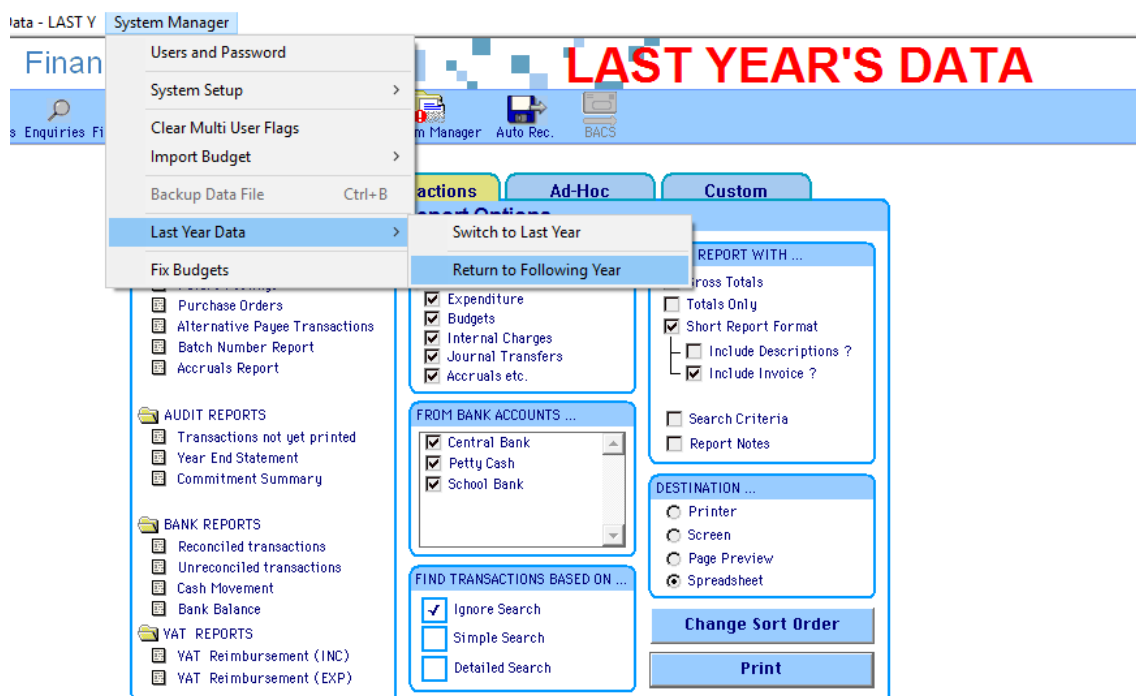
Once all of the data has been collected, your folder will look similar to the picture below.

You should now copy the folder onto a flash drive.

Remember to follow the same process for the Fund account old data.

## Switch Back to Current Year

Once you have collected the 6 years data you must switch back through the years to the current year.



From the upper menu, select System Manager.

Select Last Year Data but this time select Return to Following Year.

Repeat this process for each year until the Last Year's Data flash disappears and you have returned to the current year.

Remember do not be tempted to process transactions in the software if you have already migrated your data.

If you are unsure of any of the above procedures please contact the

Helpline on 01992 555713

Or

email : [fss.helpdesk@hertsforlearning.co.uk](mailto:fss.helpdesk@hertsforlearning.co.uk)