

## **RM CFR Assistant**

### **USER BULLETIN No. 219 October 2015**

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### **Included in this Bulletin:**

- **Back Up Your Datafiles**
- **Archiving 2014/2015 Financial year**
- **Set-up procedures for 2015/2016**
- **New CFR Map**
- **Importing Interim 2015/2016 data**

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## Quick List

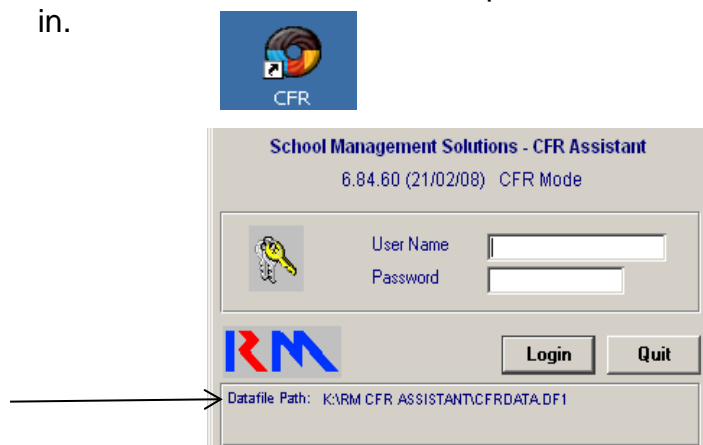
- Back up CFRDATA.DF1 and CFRDATA.DEF
- Log into CFR Assistant
- Check Balances in Manual Entry against Year End LMSFR4
- If balances agree archive and roll over
- Enter set up information
- Check file path of RM Finance to import
- Import data
- Do messages make sense?
- Check Balances

## Back Up Your Datafiles

The 2014/2015 CFR Return has been validated centrally and can now be archived.

Before Archiving your data please take a backup of the files.

Double click on the CFR desktop Icon and look at the path of your files, do not log in.



The example above shows that the data is held in the K Drive. Your data may be held on another drive. Once you have noted the file path, quit CFR Assistant log in screen.

### In the example that follows the CFR is on the K Drive

Go to My Computer

Double click on K Drive

Double click on RM CFR Assistant folder

The back up consists of 2 files, both files that MUST be copied.

CFRDATA.DEF  CFRDATA.DEF  
cfrdata.df1  cfrdata

The file extension may not show on the DF1 file, as shown above. The picture above shows the CFRDATA.DEF (.DEF is an example of a file extension)

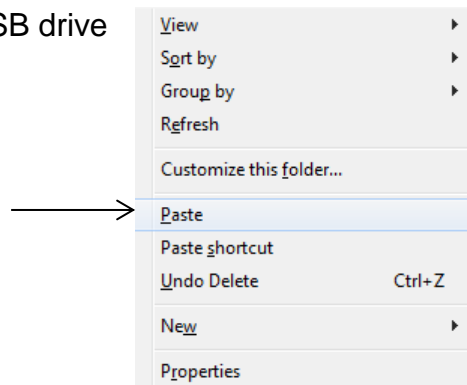
Right click on **CFRDATA.DEF**

Select Copy

Select your USB drive

Right click

Select Paste



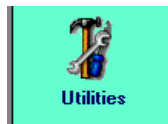
Repeat for **cfrdata.df1**

**Log into CFR**

User name Admin

Password Keys

Click on Utilities

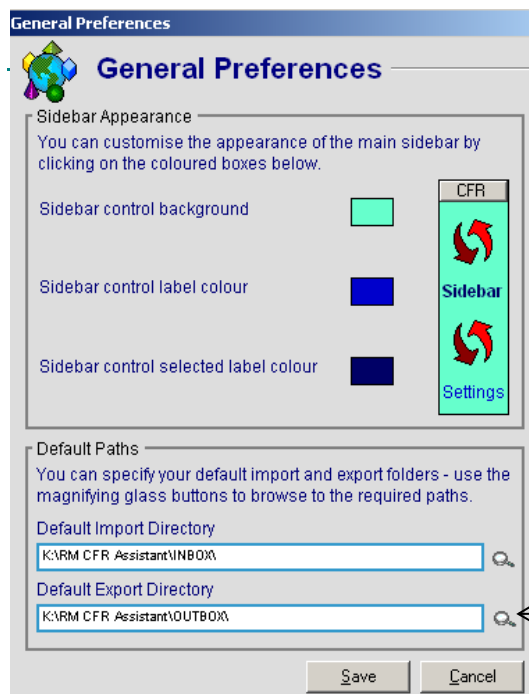


Click on General Preferences



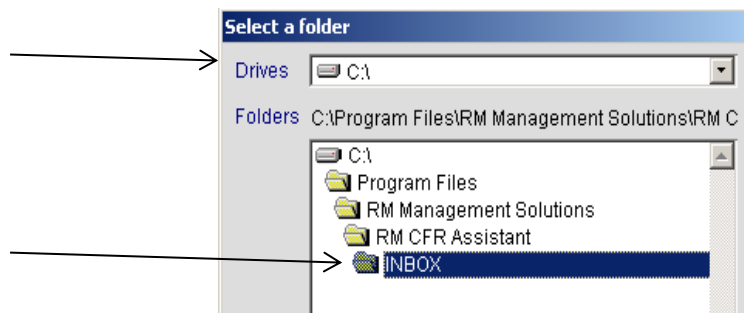
[General Preferences](#)

Change the appearance of the sidebar, and specify your default import and export paths.



Check the import and export directories, the Outbox is where the year end file will be exported to.

The example shows the paths for the K Drive. If your datafile is on a different path click on the spyglass and select the drive and folder to change the file path for the Inbox and then the Outbox.



If you have made changes click on Save and Yes.

### Check the Carry Forward Balances

Check that the CFR balances agree with the balances on the LMSFR4 that was created at the Year End.


### In RM Finance

Click on Reporting

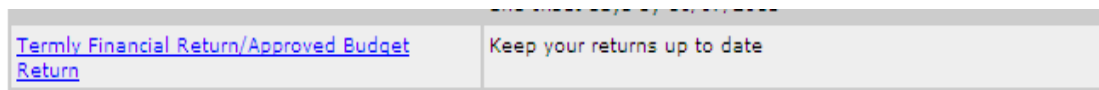


Click on the Custom Tab

Click on Report Setup

LMSFR 4 Information		£
(B01) Committed Revenue Balances		12472.85
(B02) Uncommitted Revenue Balances		70221.94
(B03) Devolved Formula Capital Balance		0.00
(B04) Other Standards Fund Capital Balances		0.00
(B05) Other Capital Balances		0.00
(B06) Extended School Balances		0.00
Accrued Balance Brought Forward		75768.99 

The LMSFR4 balances should also agree with the brought forward balances that were entered on the Solero system when submitting the approved budget return.



### In CFR Assistant

Click on CFR Manual Entry



Click on Balance Tab  
Scroll Down

B01 - Committed Revenue Balances	£	12472.85
B02 - Uncommitted Revenue Balances	£	70221.94
B03 - Devolved Formula Capital Balance	£	0.00
B05 - Other Capital Balances	£	0.00
B06 - Community focused school revenue balances	£	0.00

If there is a difference it will mean that your opening balance for 2015/2016 will be incorrect. Please call the helpline for further advice.

Click on close

If any changes are made the datafiles must be backed up again.

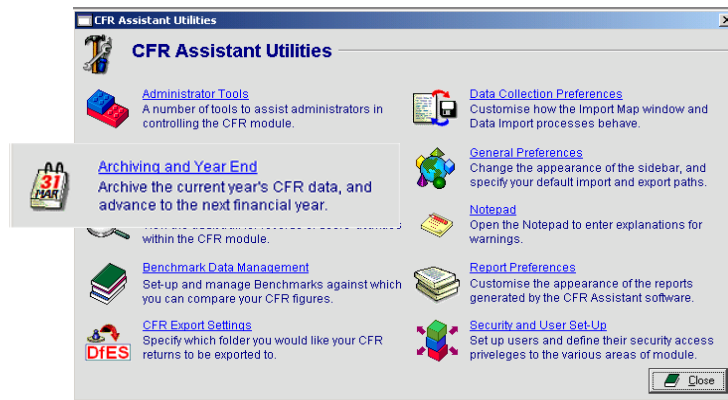
## Archiving 2014/15 Financial Year Data

CFR now needs to be archived to take you into the 2015/2016 financial year.

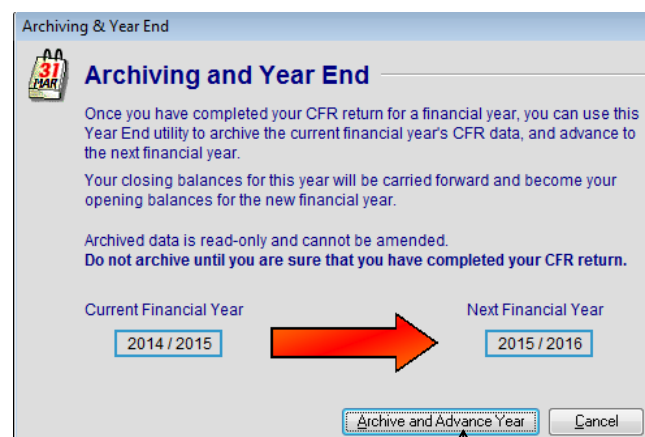
To do this



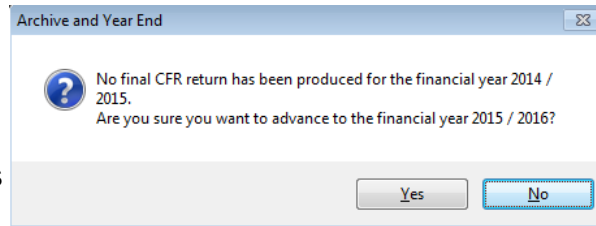
Click on Utilities



Click on Archive and Year End

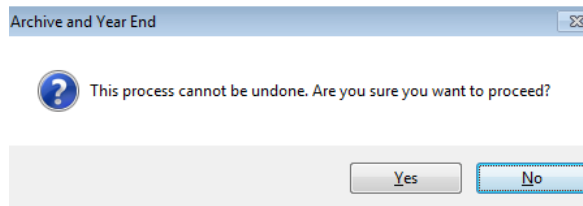


Click on Archive and Advance Year

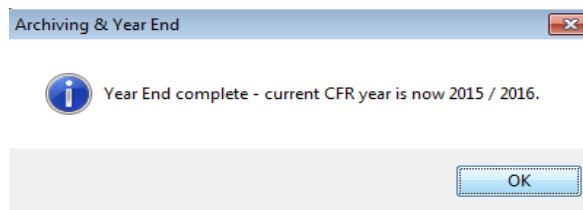


Click on Yes

(The returns are finalised by Hertfordshire County Council on your behalf.)



Click on Yes



Click on OK

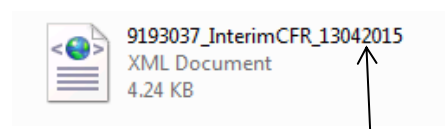
You have now completed the 2014/2015 Year End process for CFR.

### Deleting the Old Year Export

The AnyComms system changed for this last year end to AnyComms Plus. The new system makes the user search for the correct file to be uploaded to Hertfordshire County Council. To avoid the risk of uploading the old year file instead of the current one it is recommended that schools still delete the old year import.

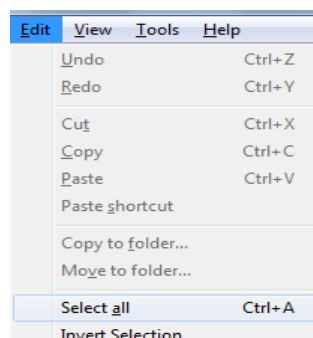
Using the path information already noted  
Go to My Computer  
Navigate to **K:/RM CFR Assistant/Outbox**  
(remember that your data path may be different)

The old CFR export will look similar to this



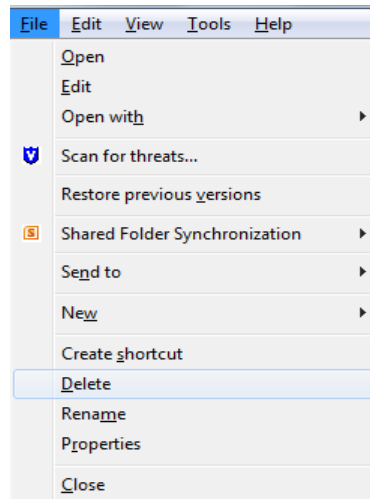
The example shows the date the file was created.

Click on Edit



Click on Select All

Click on File (do not click on Open)



Click on Delete

Confirm File delete  
Click on Yes  
Close the folder

## Set up Procedures for 2014/2015

Within CFR there are some details that need to be re-entered.

Click on CFR Manual Entry



Click on the **General Details Tab**

A screenshot of the 'General Details' tab in the CFR software. The form contains the following fields and options:

- LEA No.: 919
- DfE Establishment No.: 1111
- School Name: My School
- Contact Name: Headteacher
- Email Address: head@myschool.herts.sch.uk
- Phone Number: 01992 300000
- Year: 2015 / 2016
- Is this data for a full financial year?: Yes
- Accounting Method: Accruals
- Has the school been involved in the preparation of the CFR return?: Yes

At the bottom, there are tabs for General Details, Income, Expenditure, Capital, and Balances. Below the tabs are 'Save' and 'Close' buttons.

The following fields are mandatory:-

Contact Name

Do **NOT** use full stops, dashes or commas in the name field, the exports will be rejected by the DfE system.

Email Address

Phone Number

Accounting Method

This must be set to **ACCRUALS**

If your school is exempt from Rates please tick the box

Federated Flag

Do not tick this box. No schools in Hertfordshire are considered to be federated schools.

If your school does not pay for its own insurance because the policies have been purchased centrally, please tick the box

Has the school been involved in the preparation of the CFR return?

Select Yes

Remember save the information

Click on Yes

Save CFR Data



Are you sure you want to save the CFR data?

Yes

No

Click on the **Capital Tab**

General Details Income Expenditure **Capital** Balances

Save Close

What is your de minimis level for capitalising expenditure? —>Enter £2000.00

Click on Save

**Capital Income**

CI01 - Capital income £ 0.00

CI03 - Voluntary income £ 0.00

CI04 - Direct revenue financing £ 0.00

**Capital Expenditure**

What is your de minimis level for capitalising expenditure? £ 2000.00

CE01 - Acquisition of land and existing buildings £ 0.00

CE02 - New construction, conversion and renovation £ 0.00

CE03 - Vehicles, plant, equipment and machinery £ 0.00

CE04 - Information and communication technology £ 0.00

General Details Income Expenditure **Capital** Balances

Save Close

Save CFR Data

Click on Yes



Are you sure you want to save the CFR data?

Yes

No

Click on the Balances Tab

Please check the balances carefully

General Details Income Expenditure Capital **Balances**

Save Close



Look at the balances at the bottom of the screen

The total of B02 + B05 + B06

B01 - Committed Revenue Balances	£	0.00
B02 - Uncommitted Revenue Balances	£	37489.88
B03 - Devolved Formula Capital Balance	£	0.00
B04 - Other Standards Fund Capital Balances	£	0.00
B05 - Other Capital Balances	£	75816.72
B06 - Community focused extended school revenue balances	£	0.00

They should be the same as the Accrued Brought Forward on your RM Finance Budget Summary and the carry forwards at year end.

**Please note**

The figures in the Balances breakdown will always default to B02, B05 and B06.

Leave them here until the year end when they should be allocated appropriately.

When you Import the current 2015/2016 data the figures will be updated.

Click on Close



**The CFR Return should NOT be submitted until the end of the financial year 2015/2016**

**Import Routine for the 2015/2016 Data**

Double click on your RM Finance Icon

You do not need to log in



Take note of the File Path which is displayed under Current Data File

Within CFR

Click on Data Collection

Click on Data Bank



File Label	File Path	File Type
1 Main Cash File	K:\RM Finance\Finance.dfl	RM Finance

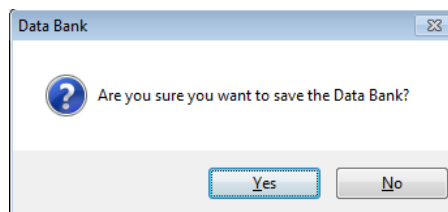
Buttons: Add File, Remove File, OK, Cancel

Check that the File Path agrees with the RM Finance path

If the RM Finance data path is in a different location to the one shown in CFR Assistant, click on the Spyglass

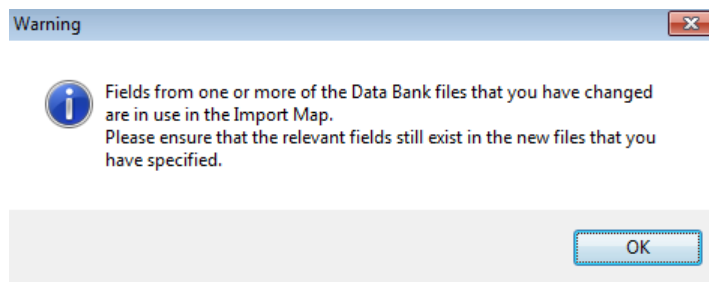
Search for the appropriate location as noted, Click on Open

Click on OK



Click on Yes to the first message

You may get the following Warning



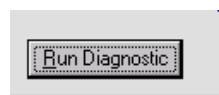
Click on OK

Import the data for the year so far.

Click on Import Data Now



Click on Run Diagnostics



A report will print to screen showing 3 sections.

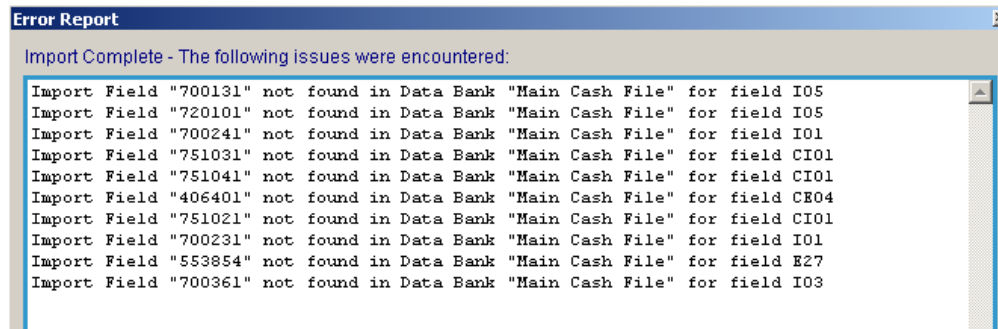
You should ignore the bottom section.

The top section should say “No errors found” but may instead shows the analysis records that have been mapped in the CFR system but no longer have a corresponding record in RM Finance.

This can be solved by using a new CFR Map, please see below.

If your report shows “No errors found”, please go to page 13 for the next step.

## Importing New CFR Map



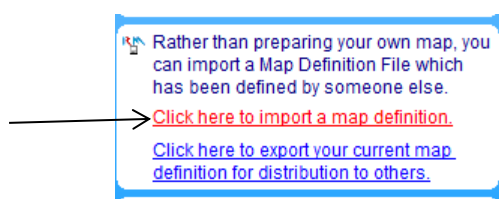
The new CFR map can be found at the address below.

[http://www.intra.thegrid.org.uk/info/traded/financial/manuals/rm\\_upgrades/](http://www.intra.thegrid.org.uk/info/traded/financial/manuals/rm_upgrades/)

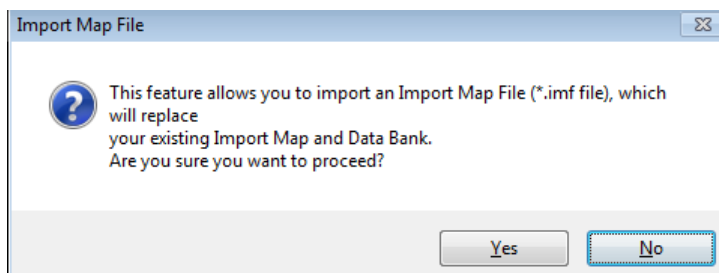
	soon. Do not roll into Period 1 yet.		
<b>RM CFR Assistant Upgrade 2013</b>	<b>RM CFR Assistant 2013 Upgrade</b> This must be completed before processing the year end on RM Finance. <b>Instructions are contained in Bulletin 186</b>		RM CFR Assistant 2013, RMCF
<b>RM Finance Fonts</b>	Following computer changes the RM Finance fonts are sometimes missing. This become obvious when trying to complete a bank reconciliation. To load the new fonts, create a new folder called Fonts on your system. Unzip the file to the new folder. Either install or copy the fonts from the Fonts folder into control panel > appearances and themes > fonts, depending on access rights.		fonts.
<b>Finance.lbr</b>	This <b>Finance.lbr</b> file is needed to fix the problem of the LMSFR4 report. Please read Bulletin 179 before you begin.		finance
<b>RM Finance Upgrade to 7.97</b>	This is a complete installation of RM Finance. Please refer to bulletin 174 for instructions. The 7.98 library file should then be applied.		rm fin
<b>RM CFR Assistant Import</b>	An updated map for the CFR Assistant which includes the		CFRM

**Right click** the link (do not left click) and Save Target as..... to the import path that was checked earlier, in this case K:\RM CFR Assistant\Inbox (your path may be different)

In the CFR Assistant  
Click on Data Collection

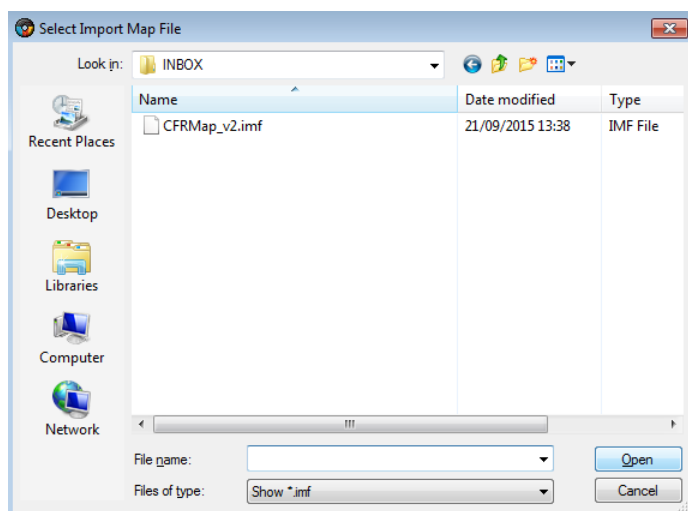


Click on **Click here to Import a map definition.**



Click on Yes

Navigate to where the downloaded map has been saved, in this case K:\RM CFR Assistant\Inbox



Highlight the new **CFRMap\_v2.imf**

**If the download does not have the file extension of .imf, cancel the operation and delete the map. Re-download the map using the instructions on page 11.**

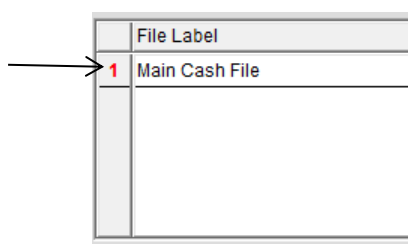


Click on Open

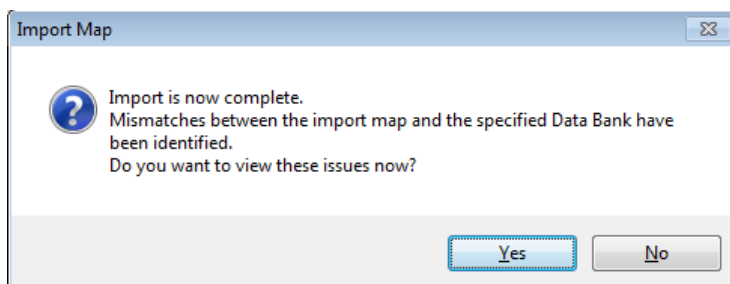
This will bring up the Data Bank screen.

There should only one file in the data bank called "Main Cash File", click on OK.

If there is more than one data bank present, select the Main Cash File and click on OK.



You will see the system saving the new map and deleting the old map. This may take a few seconds.

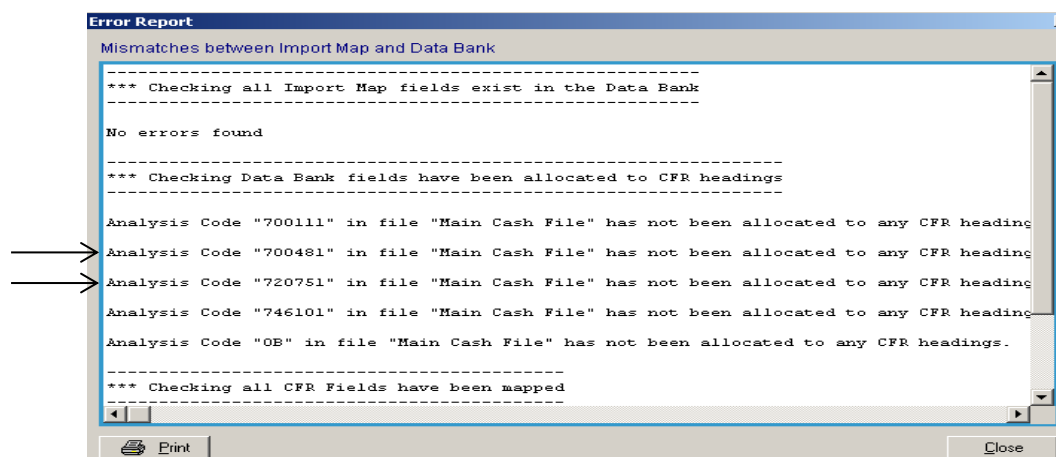


Say Yes to the next message.

The mapping report will print again to screen.

The middle section must only show **OB, 746101 and 700111**

Should your data shows other codes in the middle section, below is an example of how to map them. There are two codes to be mapped in the example.



If the report is only showing **OB / 746101 / 700111**

Click on Close to close the report

Click on Proceed

Click on Yes

You will get a message saying that the Data Import is Complete.

Please refer to page 15 for the next step.

If the report is showing codes other than **OB / 746101 / 700111**

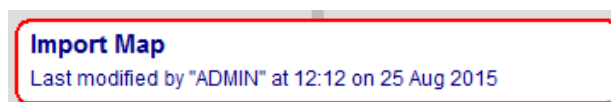
Click on Close

Click on Cancel to cancel the import.

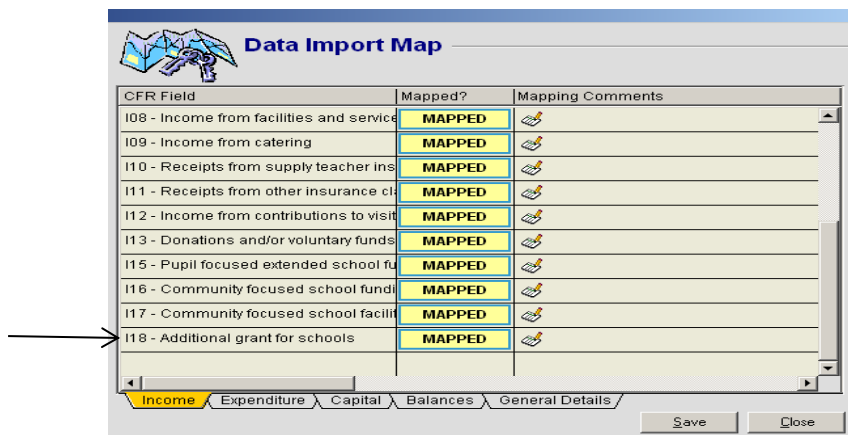
### Mapping Codes

All codes apart from OB, 746101 and 700111 must be mapped.

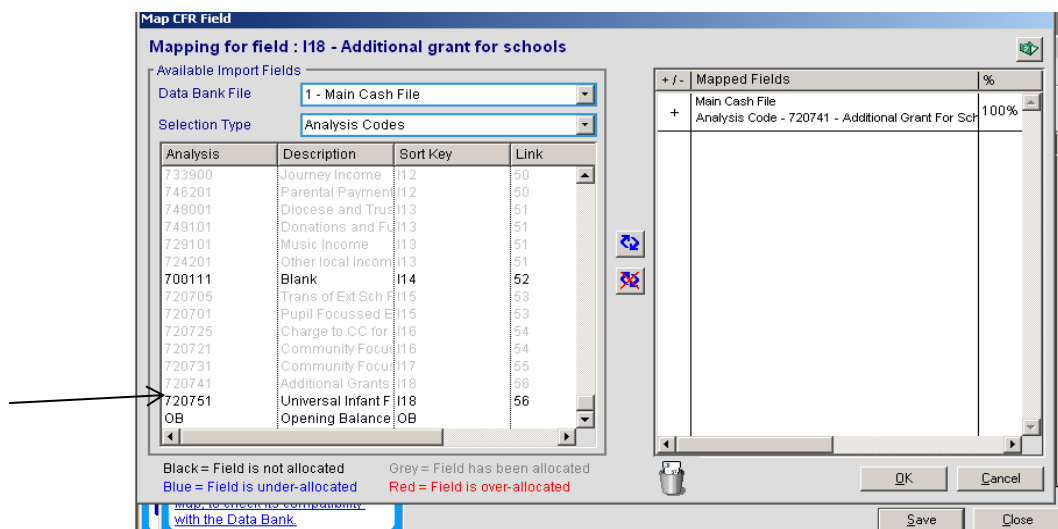
Click on Import Map



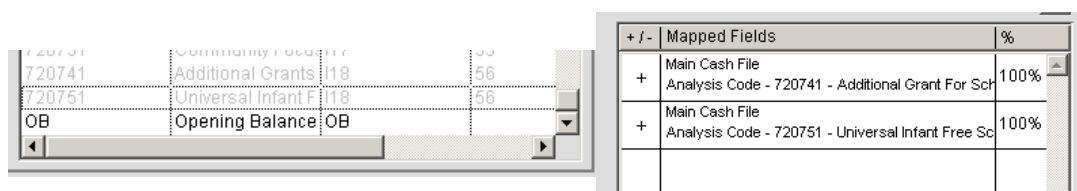
Click on the yellow MAPPED button next to the CFR area where the code is to be mapped, in this case I18 to map 720751.



Any unmapped codes will show in the section on the left, in black



Highlight code 720751 and double click – this will then copy the code over to the Mapped Fields on the right of your screen. 720751 will now turn grey on the left hand side.



Click on OK

If you see other analysis codes that should be mapped,

Click on the yellow MAPPED button next to the CFR area where the code is to be mapped, in this case I03 to map 700481.

Highlight code 700481 and double click – this will then copy the code over to the Mapped Fields on the right of your screen. 700481 will now turn grey on the left hand side.

Click on OK.

Map any other codes that should be mapped in the same way.

Remember to select the correct CFR Mapping button.

Highlight the code in black on the left screen and double click to move it to the right screen.

## Remember - OB, 746101 and 700111 should not be mapped

Click on Save

Click on Yes and OK

## Importing the New Year Data

Click on Data Collection

Click on Import Data Now

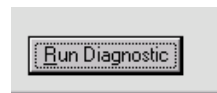


Click on Run Diagnostics

Click on Close

Click on Proceed

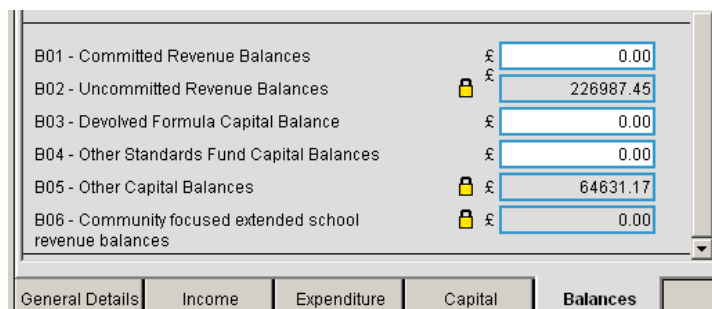
Click on Yes



## In CFR Manual Entry



Click on Balances Tab



B01 - Committed Revenue Balances	£	0.00
B02 - Uncommitted Revenue Balances	£	226987.45
B03 - Devolved Formula Capital Balance	£	0.00
B04 - Other Standards Fund Capital Balances	£	0.00
B05 - Other Capital Balances	£	64631.17
B06 - Community focused extended school revenue balances	£	0.00

Check the Balances

In RM Finance



In Reporting, click on Custom Tab



Print LMSFR3 to screen

Take note of Line 64

Compare the LMSFR3 carry Forward with CFR balances B01 – B06

**LMSFR3**

**Line 64 Balance            291618.62**

<b>CFR Revenue</b>	<b>226987.45</b>
<b>CFR Capital</b>	<b>64631.17</b>
<b>Total</b>	<b><u>291618.62</u></b>

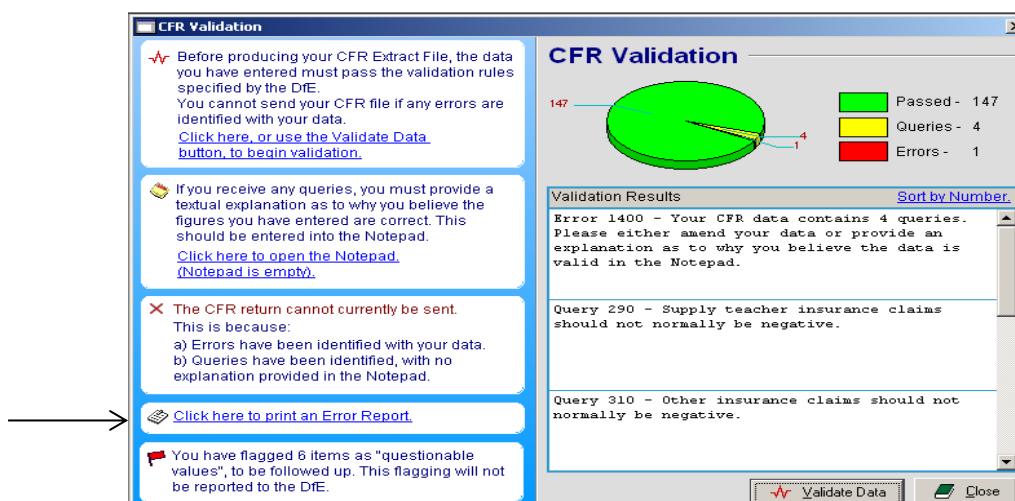
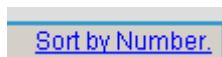
If these totals do not agree, check that all codes have been mapped  
If in any doubt please ring the helpline for assistance.

Click on CFR Validation



Click on Validate Data  
Click on Yes begin the process  
Click on OK

Click on Sort by Number



An error report is available if you prefer to have a printed copy of the queries and errors.

NB: All errors must be fixed prior to sending your CFR return. You must either fix all queries or provide a textual explanation as to why you believe the figures you have entered are correct.

Error Number	Field	Error / Query	Description
1400	Notepad	Error	Your CFR data contains 4 queries. Please either amend your data or provide an explanation as to why you believe the data is valid in the Notepad.
290	I10	Query	Supply teacher insurance claims should not normally be negative.
310	I11	Query	Other insurance claims should not normally be negative.
745	E15	Query	Water and sewerage should not normally be negative.
765	E16	Query	Expenditure on energy should not normally be negative.



## PLEASE NOTE

The data that has been imported into the CFR Assistant will be for a part year.

At this point in time it is unlikely that all charges will have come through and so there are likely to be errors and queries.

## Errors

Errors **must** be corrected by year end.

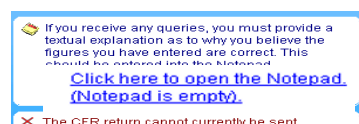
Some errors may be caused by incorrect posting and these should be investigated. While there are queries without notation in the Notepad there will always be one error.

## Queries

All Queries need to be explained in the Notepad but because the data is not for a full year you may choose not to update the Notepad at this point in time.

When you are ready to add notes;

Click on Click here to open notepad



Write a **brief** explanation

For example

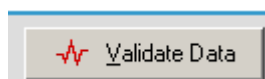
“Query NNNN – Gas charges are not yet up to date”

Click on Save

Click on Yes

Click on Close

When you have made notes about the **Queries** and corrected any **Errors** you should Validate the data.



Remember the queries will still be showing, but they will have an explanation in the Notepad if you have updated the notepad by this point.

**The Queries should be reviewed again at Year End and if appropriate updated but further guidance will be sent at the Year End.**

**If you are unsure of any of the above procedures please contact the Financial Services for Schools Helpdesk on**

**If you are unsure of any of the above procedures please contact the Financial Services for Schools**

**Helpline : 01992 555713**

**Or**

**email : [fss.helpdesk@hertsc.gov.uk](mailto:fss.helpdesk@hertsc.gov.uk)**