

RM Finance

USER BULLETIN No. 228

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Introduction

Financial Services for Schools has recognised that the processing of invoices is taking longer. We have been working with RM Finance to change the software to make this easier for schools. There is now an upgrade available which will reduce the processing time.

The software, once upgraded, has a function called Duplicate Batch.



The new function can be used for re-occurring invoices and income so that they can be stored as master batches to be updated and changed each month with the latest figures.

We see that this will be most useful for

- Hertfordshire Catering Ltd
- Herts for Learning Ltd
- Payroll

You may find this function beneficial for other suppliers and income sources too.

This bulletin will take you through the

- upgrade process
- how to use the new batching function
- what to do with batches at year end

Upgrade

Before you begin the upgrade process please;

- Back up your data
 - To take a backup, log into RM Finance and then quit the software. When asked whether you wish to quit, say Yes and then say Yes when asked if you wish to take a backup. Save the back up in K:\Safe Backup and call it B4Upgrade, you may save to a memory stick instead.
- Ensure that you have administrative permissions

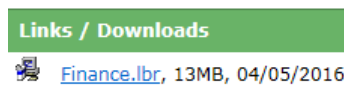
- The only way to ensure that you have administrative permissions is to contact your IT provider who will be able to confirm your access rights or perform the upgrade for you.

Ensure RM Finance is closed before completing the next process.

The upgrade can be found at the address below.

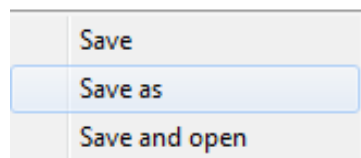
http://www.intra.thegrid.org.uk/info/traded/financial/manuals/rm_upgrades/

Left click the Finance.lbr file.



Click on the **arrow** next to Save

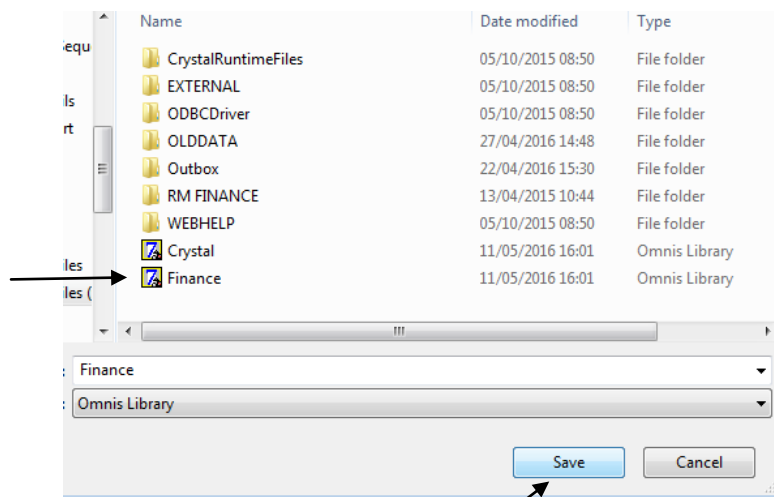
Select **Save As**



This will open the drives.

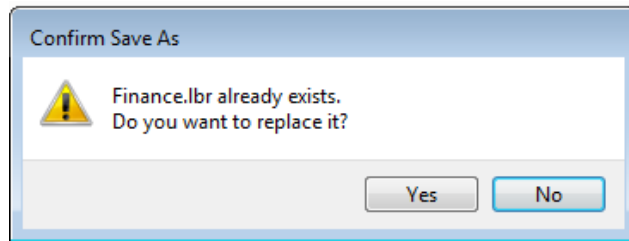
Ensure that you select the appropriate drive, usually the K Drive.

Open the RM Finance folder.



You will see the old Library file.

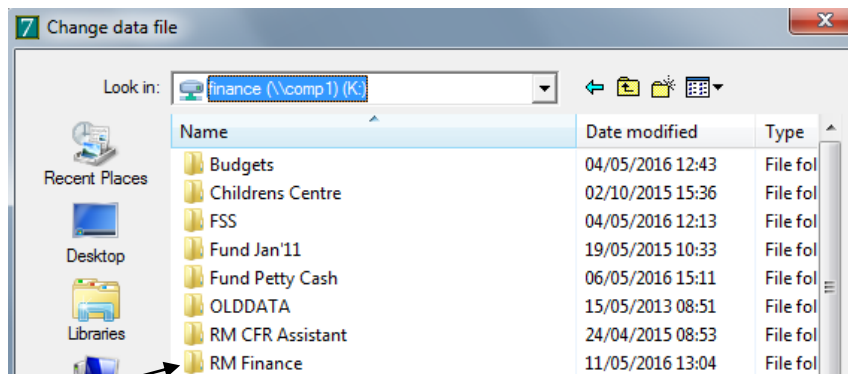
Click on Save



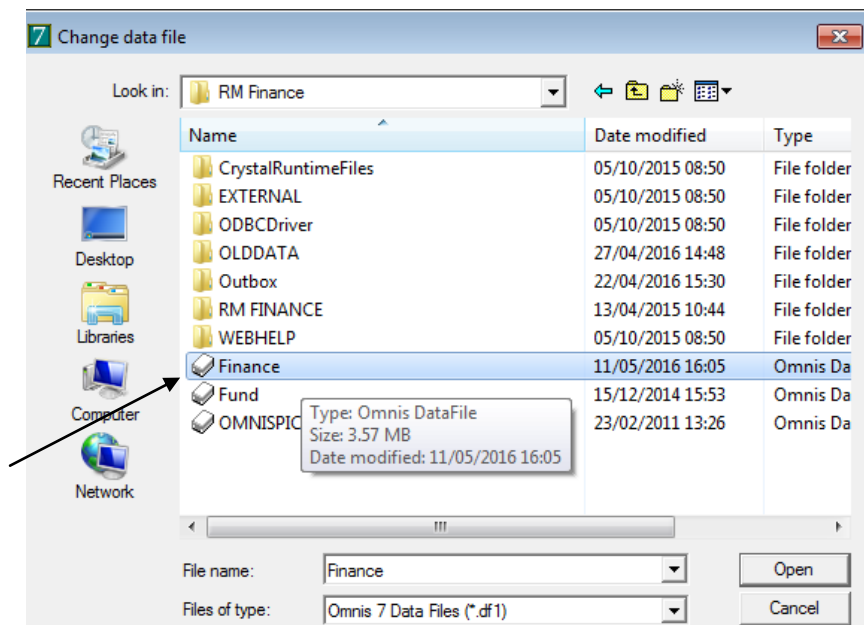
You will see the message click on Yes to replace the old Library file.

When you open the software after the upgrade you will have to change datafile.

Drop the Look In arrow and navigate to the correct drive, usually the K Drive.

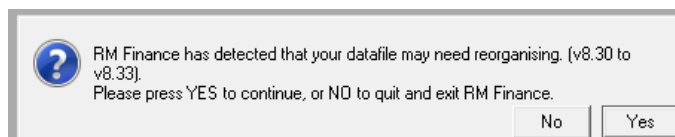


Select RM Finance Folder



Select the Finance datafile and click on Open

You will see the message
Click on Yes



Log in as usual
You will be using version 8.33



The upgrade message will also appear when using the fund for the first time.

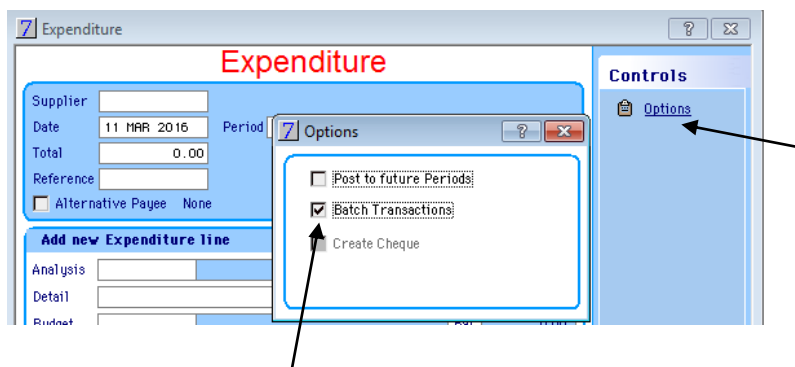
Duplicate Batch Function

Master Batches

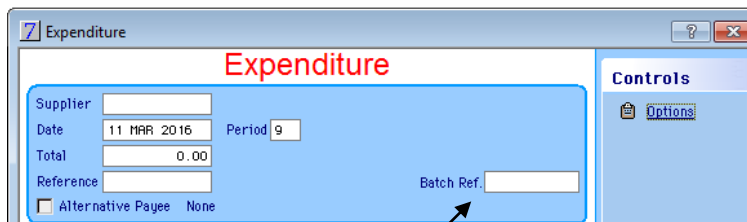
Initially you should set up master batches for the re-occurring transactions.

Example of a Hertfordshire Catering Invoice and Income Batch In RM Finance navigate to Transactions

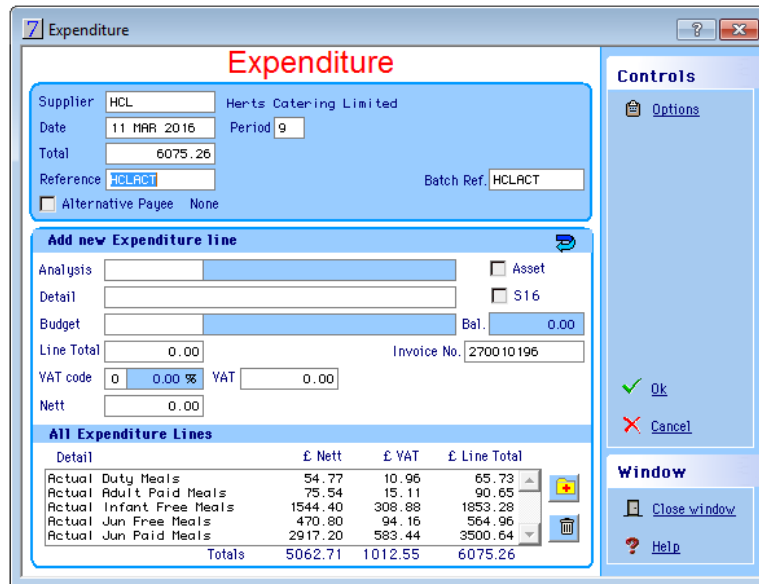
Navigate to Expenditure



Once in the expenditure screen, click on Options and place a tick in the Batch Transactions box. Please do not use Post to Future Periods.



Click anywhere on the screen and you will now see the batch box.

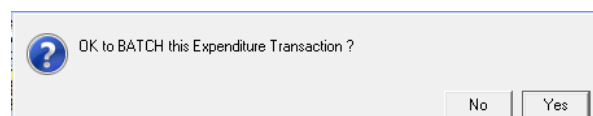


Batch the expenditure from the Trading Statement. Ensure that you enter the same reference in the Reference and Batch Ref boxes, in this case **HCLACT**.

Enter the detail remembering that this will become a generic batch that will be changed and updated each month.

Click on Ok

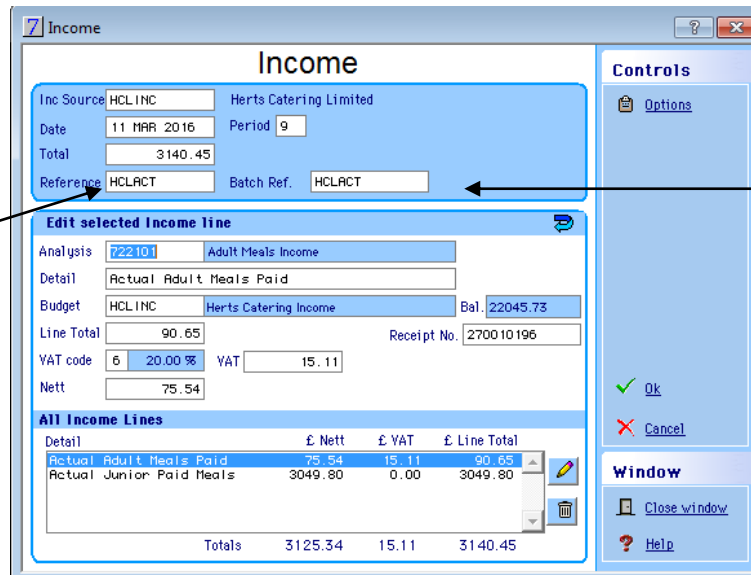
Click on Ok to School Bank



Click on Yes to batch these entries.

Navigate to Income

Click on Options and tick Batch Transactions



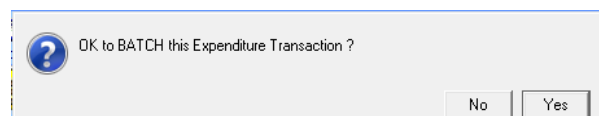
In the same way, batch the income using the same Reference and Batch Ref.

Enter the detail remembering that this will become a generic batch that will be changed and updated each month.

Click on Ok

Click on Ok to School Bank

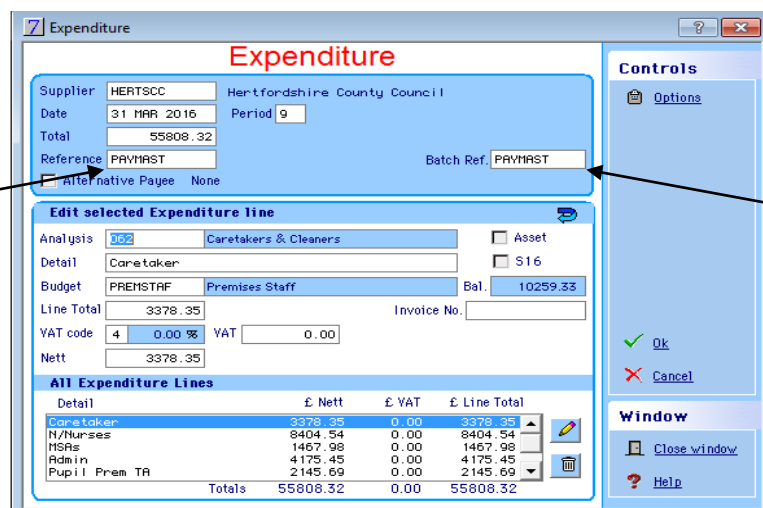
Click on Yes to batch the income entries.



Example of a Payroll Batch

Navigate to Expenditure

Click on Options and tick Batch Transactions

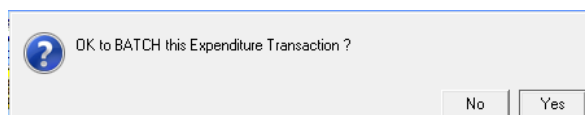


Ensure that you enter same Reference and Batch Ref, in this case **PAYMAST**.

Click on Ok

Click on Ok to School Bank

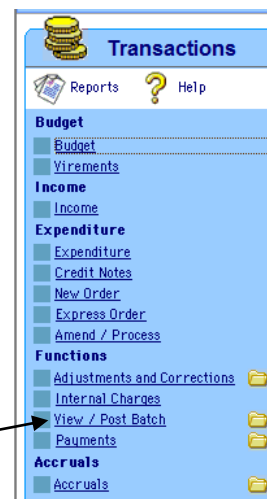
Click on Yes to batch these entries.



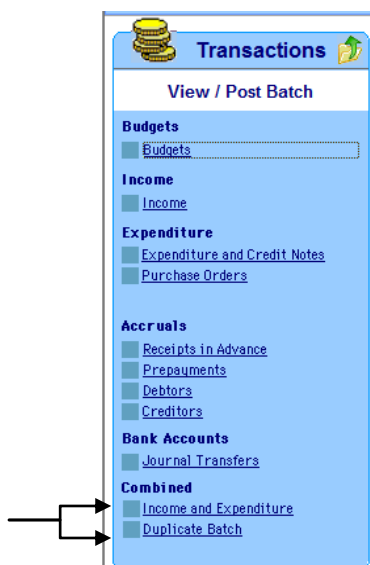
Please be aware that the software retains the previous batch reference when duplicating one batch from another. Please make sure you change the batch to match the reference as appropriate.

View / Post Batch

The new functions are shown under View /Post Batch



Click on View / Post Batch



The two new functions are available under the new heading **Combined**.

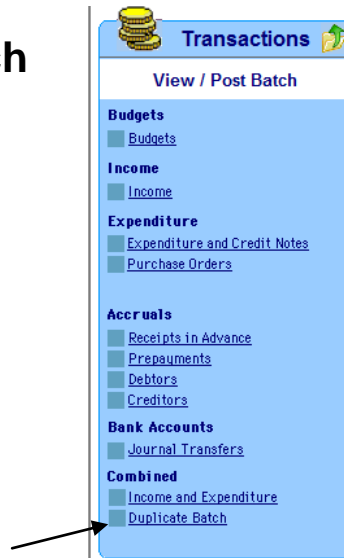
- **Income and Expenditure**

This is where both income and expenditure batches are visible.

- **Duplicate Batch**

This is where you can duplicate the batches and update with current figures.

Duplicate the Batch



Click on Duplicate Batch to update the master batch with current figures, invoice numbers etc.

You must know the Batch Reference of the batch to be duplicated, in this case **PAYMAST**.

You must now enter the

New Batch Reference

PAYDEC, for instance

New Date

31/12/2016

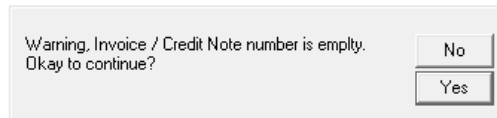
New Invoice/Credit number

For payroll you would not enter an invoice number, but for HFL, HCL etc you would.

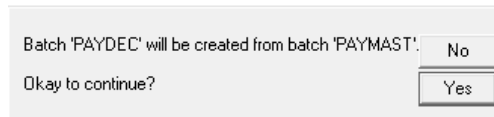
New Reference

PAYDEC, for instance (this field will show on the bank reconciliation)

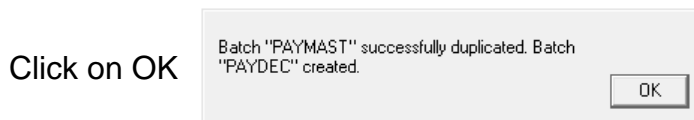
Click on Update to duplicate the master batch whilst retaining the original master batch.



This message means that you have not entered an invoice number but in this instance it is correct. If you see this message either click on No and enter the invoice number on duplicate batch screen or click on Yes to accept.

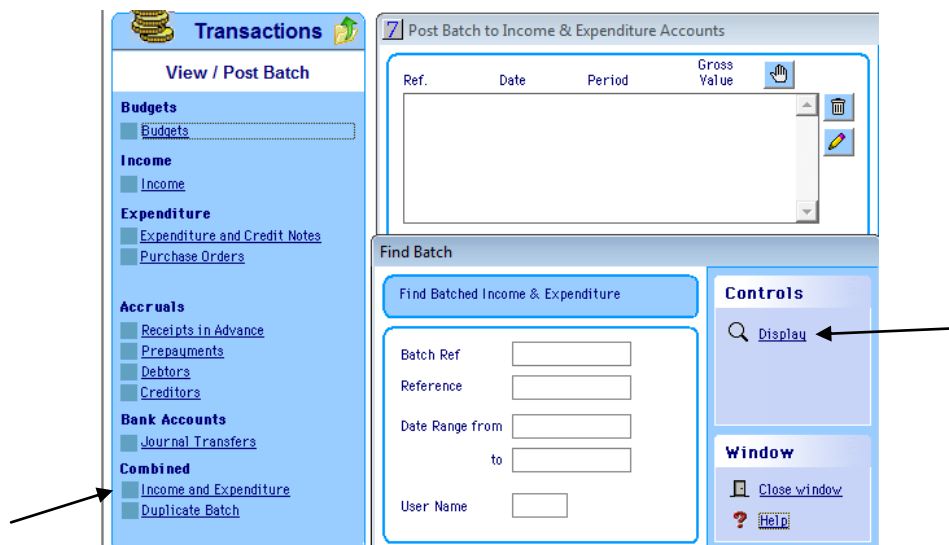


You will see the next message, as above confirming that the new batch has been created. Click on Yes.



Edit the New Batch

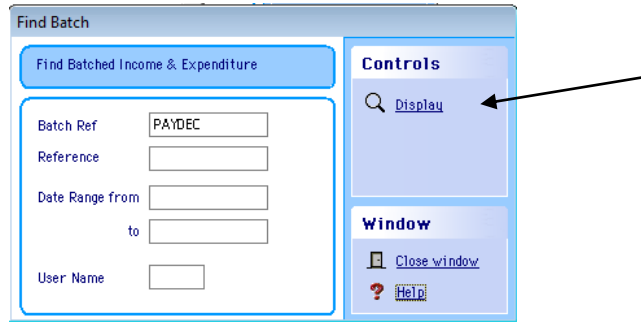
You will now have to edit the new batch with the current months figures etc.



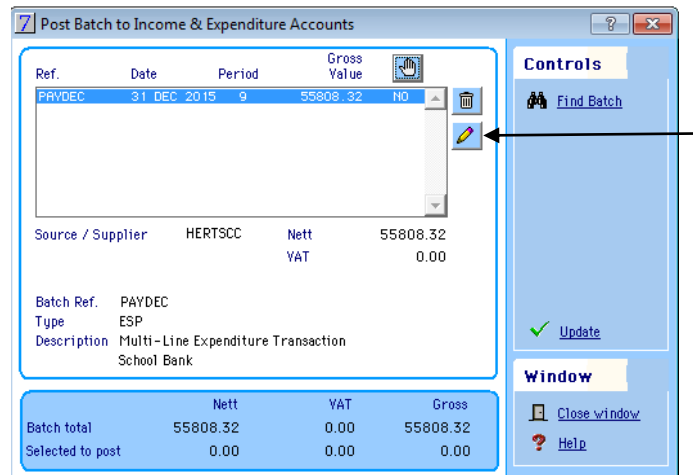
Click on Income and Expenditure and click on Display

The screen can show a list of all income and expenditure master batches and, once duplicated, the updated ones ready for posting.

It is also possible to enter a batch reference, for instance, in the Find Batch box to look for a specific batch.



Enter the search reference and click on Display



Highlight the batch to be amended and click on the Edit button

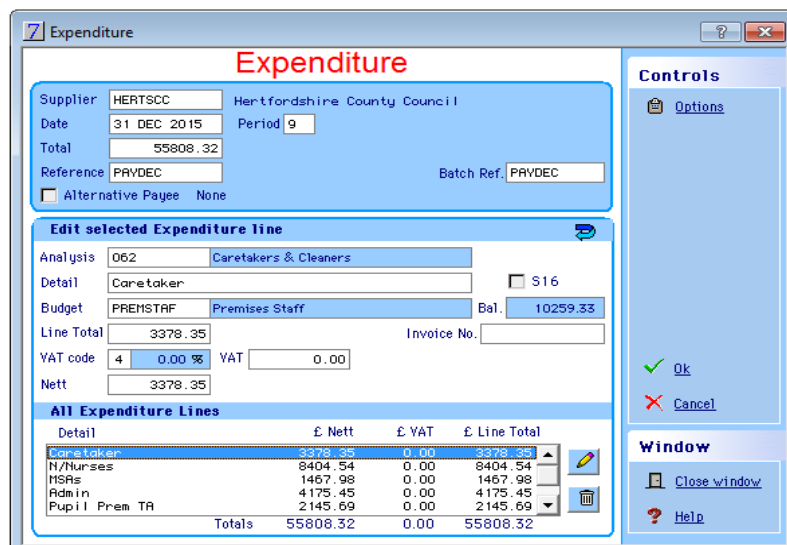
This will bring up the list of entries to be updated with the current months figures.

Some lines may change month on month but others may not.

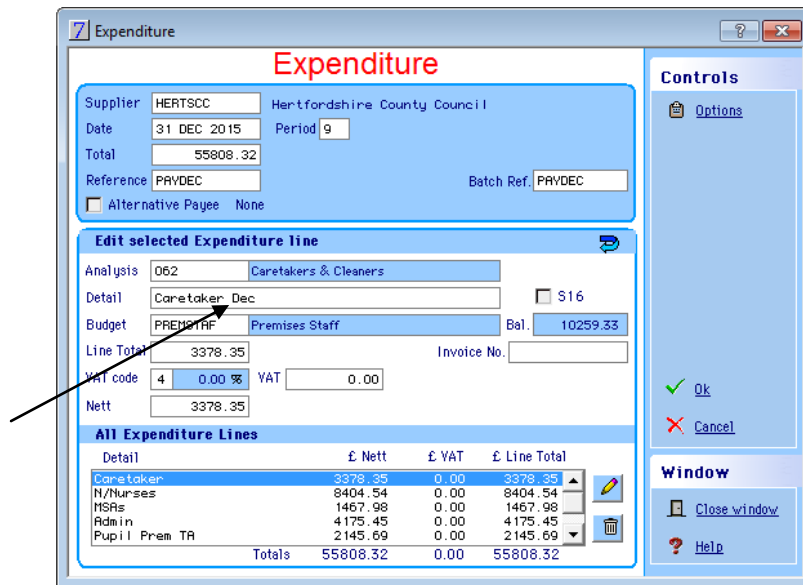
When duplicating the batch you will have already entered the current invoice number, if appropriate, current date and reference.

The duplication process enters this information on all lines of the new batch. You may still have to consider changing the

- Description
- Analysis
- Budget



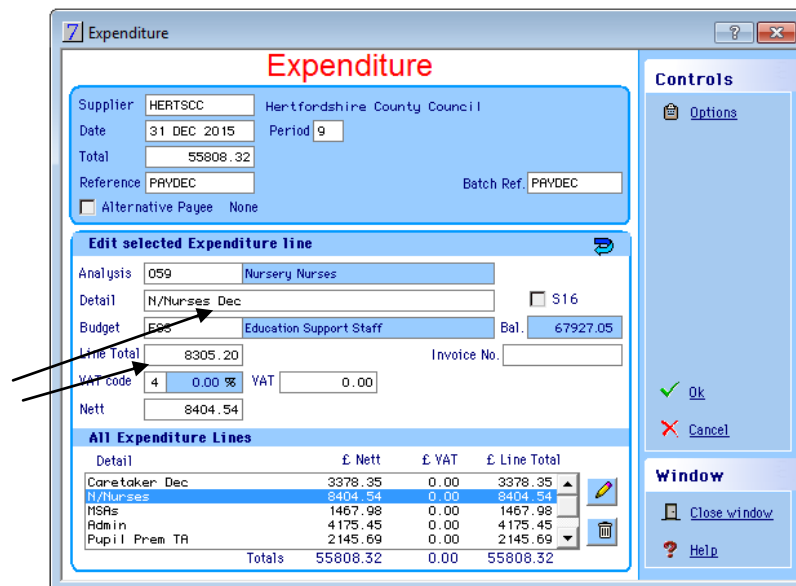
From the bottom box, highlight the first line to be changed



In this line the month has been added.

Once the line has been amended, tab through until it returns to the bottom box.

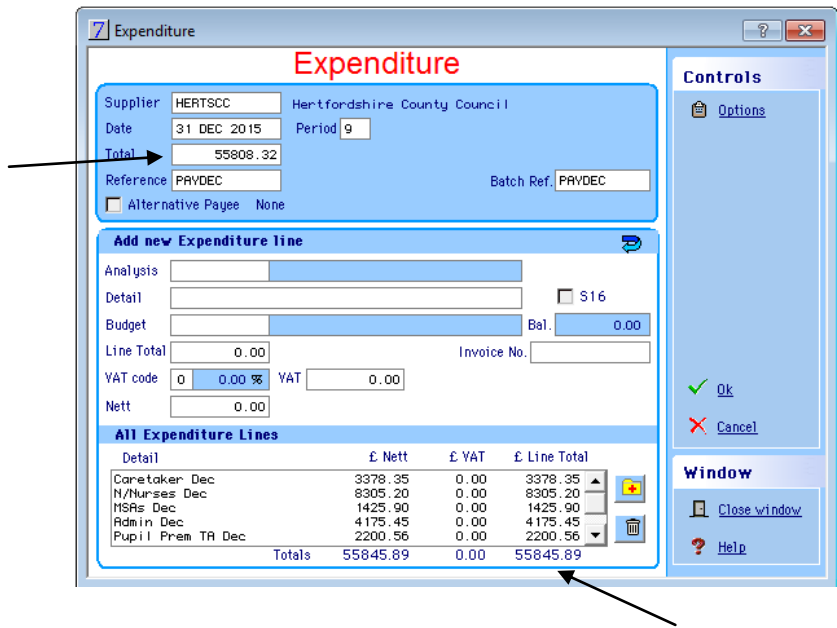
Select the next line to be amended.



In this line the month has been added and the Line Total changed.

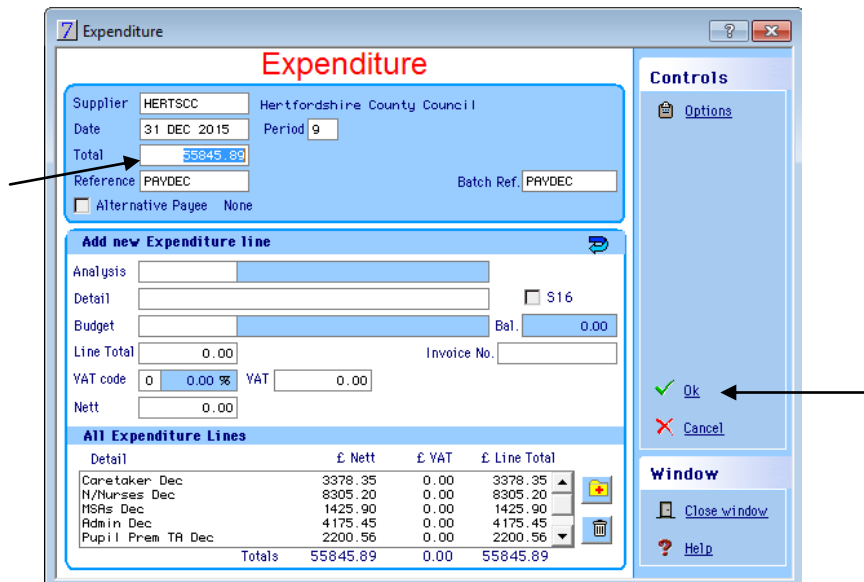
Once the line has been amended, tab through until it returns to the bottom box.

Continue in this fashion until all appropriate lines have been amended.



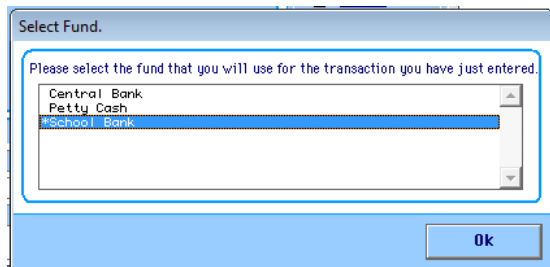
Finally you will see that the totals no longer match.

The total for the bottom box should agree, in this case, to your payroll report.



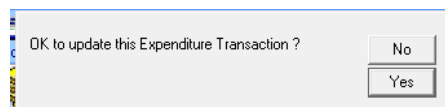
The total in the header record must be changed to match the total for the bottom box.

Click on OK.



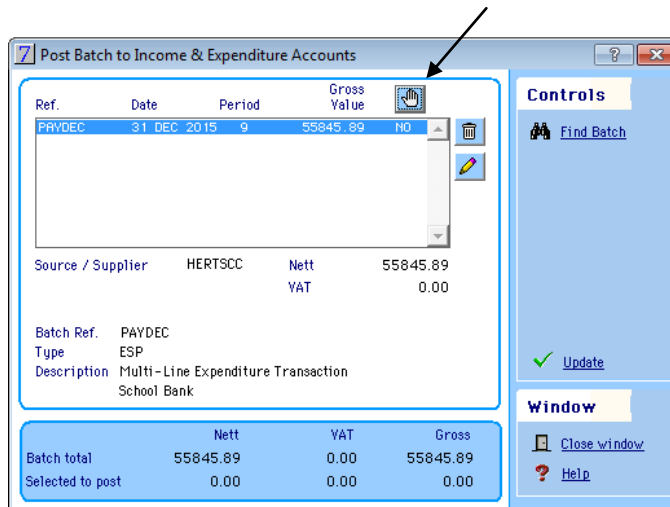
Ensure that the Fund is still the correct one, in this case School Bank.

Click Yes to the message.

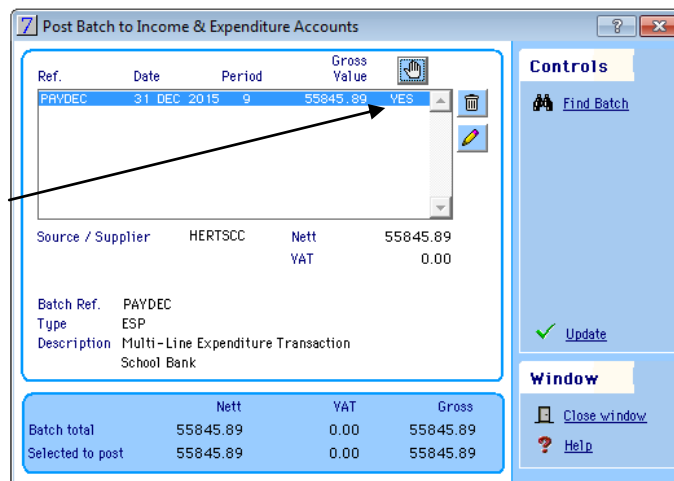


The system will return you to the Batch screen.

Check again to make sure that totals agree to the report/invoice.



Click on the hand to prepare the batch for update.



The No will change to a Yes

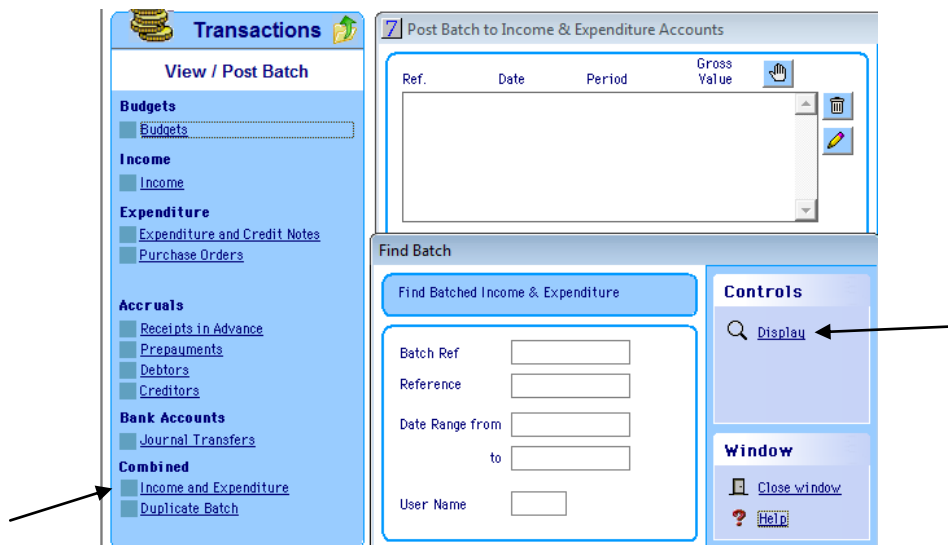
Click on the Update button

Click on Yes

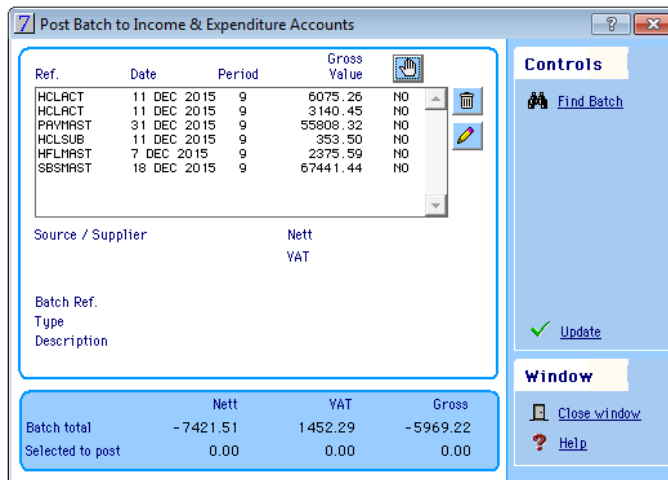


You will return to the Find Batch screen.

Close the window.



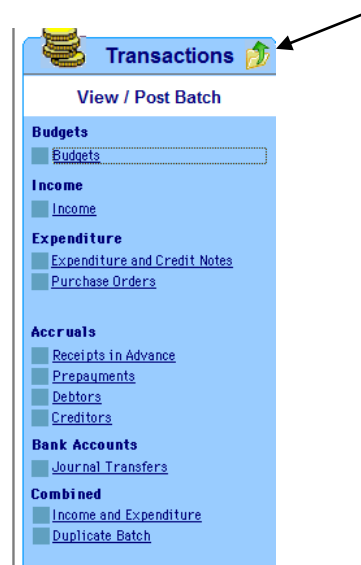
Click on Income and Expenditure and click on Display



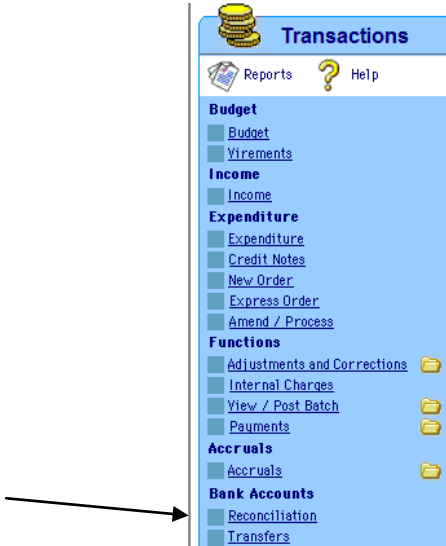
All the master batches are still visible.

Close the window.

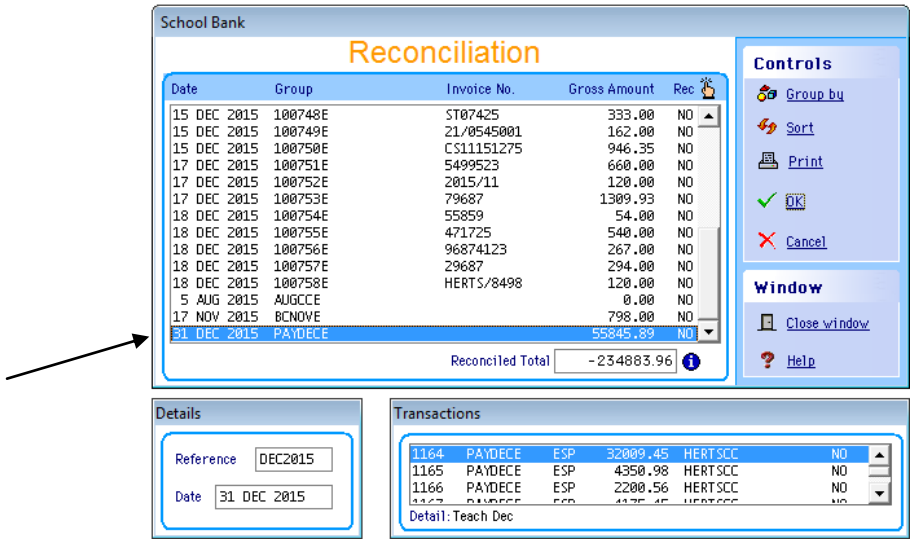
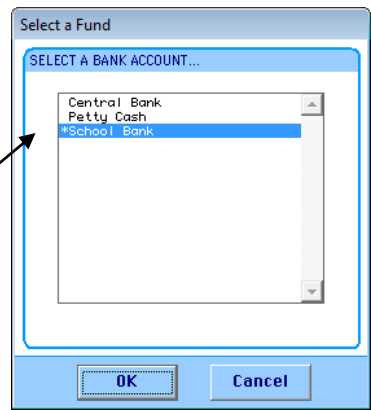
Click on the button shown to return to the Transaction area



Click on Reconciliation



Select School Bank and click on OK.



The indicated line is the updated batch.

Close the window.

You may now follow the same procedures to amend and update any other batches, which have been duplicated from the master batch, for the current month.

Please Note

- Using the same Batch Ref for both the expenditure and income from the Hertfordshire Catering Trading invoice will allow you to search and find both sides of the master batch.
- You can use the same Batch Ref for both the expenditure and income lines from the Hertfordshire Catering Trading invoice when duplicating the master batches. Using the same reference will allow both sides to be duplicated simultaneously.
- Schools may wish to review and update the master batches periodically. You may find that you have to change more and more information each month as the year progresses. At which time it may be beneficial to review the batches and update.
- Schools should also amend the master batches if they contain coding errors. The errors would otherwise replicate month after month.

Using Batching for Non Master Batches

The way schools use the software for batching other income and expenditure may have changed.

Version 8.30 of RM Finance;

Allows the user to batch but where no batch name is supplied, groups those batches without a name together.

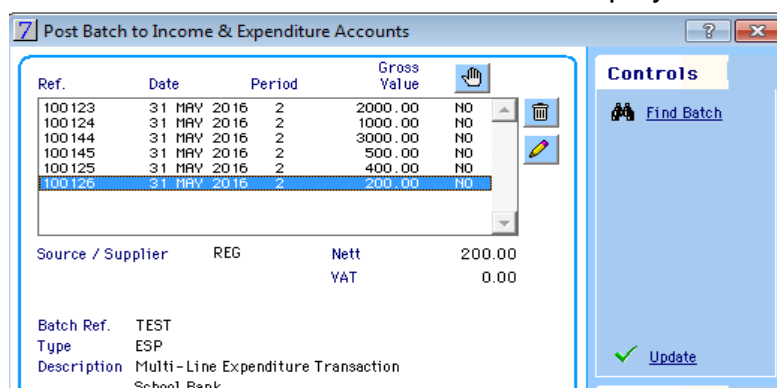
Version 8.33 of RM Finance (new);

Allows the user to batch but where no batch name is supplied, notes each line individually.

In Version 8.33 it is suggested that you should assign a name to each batch to be able to update more than one line at a time.

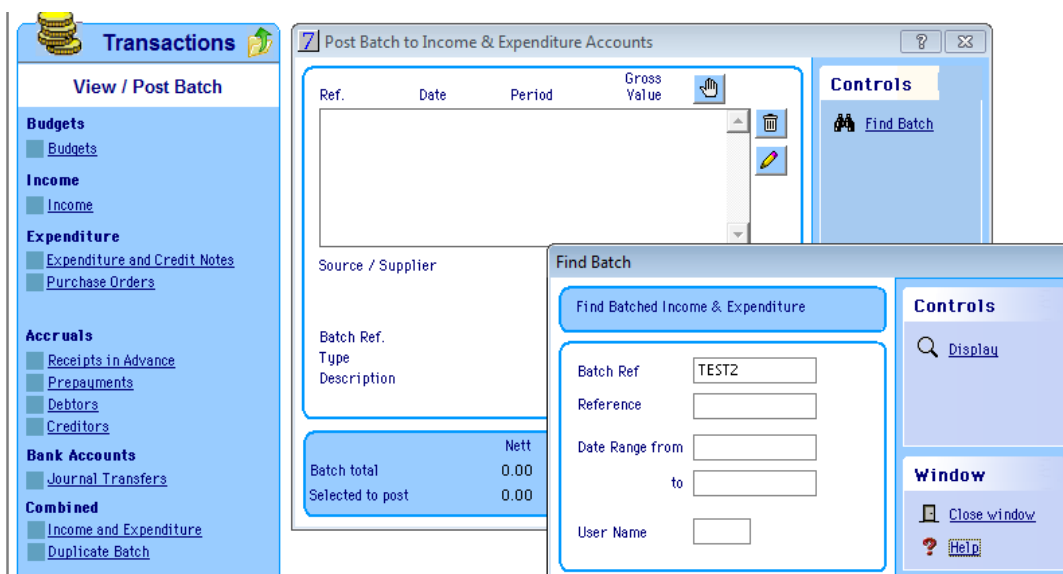
Example below

The **Post Batch to Income & Expenditure Accounts** screen shows individual references as separate lines. Two batches with Batch Ref **TEST** and **TEST2** are shown but each individual line is shown in the display.

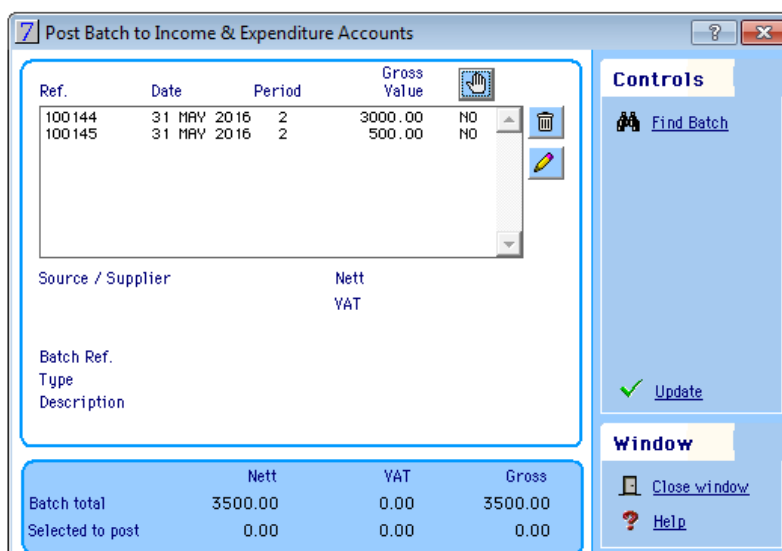


In this example, 100144 and 100145 belong to Batch Ref **TEST2**. The others belong to Batch Ref **TEST**.

However, the individual Batches can be displayed by going to Transactions - Income & Expenditure, then typing in the name of the batch into the Batch Ref box.



The screen will show only the lines relating to the chosen batch, as displayed below.



Batches at Year End

There is no requirement to remove the **master** batches at year end. This means that when a school has rolled from Period 12 to Period 1 the **master** batches will still be available to use in the new year.

If you are unsure of any of the above procedures please contact the Helpline on 01992 555713

Or

email : fss.helpdesk@hertsforlearning.co.uk