
FMS 6.106

Including Accounts Receivable, Budget Planning, Equipment Register and Financial Database Selector (FDS)

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Please read this release note carefully before installing or upgrading your software. Do not attempt any installation or upgrade without first making a fully restorable, validated backup of your FMS system.

Essential Information

In order to upgrade to FMS 6.106, your FMS system must satisfy the following criteria:

- FMS must be at a minimum version of FMS 6.91.
- Your finance data must have been migrated from FMS 6.85 to FMS 6.91 (or, for new customers, a new database installed from the FMS 6.91 installation DVD).
- If you use FDS, all of your FMS databases must be upgraded to a minimum version of FMS 6.91.
- FMS 6.106 should only be applied to existing installations by running SOLUS on the SQL Server. If users try to apply the upgrade by running SOLUS on an FMS workstation, the upgrade will fail and the database will be rolled back to the previous version. FMS must have been accessed on the Server at least once in order to create the `FMSSConnect.ini` file required by the upgrade.
- This release is compatible with Microsoft SQL Server 2005/SQL Express only and must not be applied to SQL Server 2000/MSDE.

IMPORTANT NOTE: *The FMS SQL Server Migration can only be carried out between FMS 6.85 and FMS 6.91. Until this migration has been carried out, it is not possible to upgrade to FMS 6.106.*

Access Rights Required to run the Upgrade

The upgrade to FMS 6.106 can be undertaken from FMS 6.100 and FMS 6.104 by FMS users with Level 5 Access Rights, who have been given the right to add new users.

The upgrade to FMS 6.106 from FMS 6.91 must be carried out by the SQL System Administrator (sa). Subsequent upgrades after upgrading to 6.106 can be carried out by users with Level 5 access rights who have been given the right to add new users.

Because it is not possible to log into SOLUS directly with the SQL System Administrator details, the following activities must be carried out. If these changes are not made, the upgrade will fail.

NOTE: If the SIMS .net upgrade is run at the same time, it will also be run as the SQL Administrator. Running the SIMS .net upgrade as the SQL Administrator will enable you to use the new Dynazip functionality to improve the zipping times of SIMS and FMS backups.

If you are using a Shortcut, commandline call or Scheduled Task to run your SOLUS upgrade, you must add the following parameters into the command:

```
/FORCEUPGRADE /SAUSER=<sa user> /SAPASSWORD=<sa password>
```

For example, the command would now read:

```
"C:\Program Files\SIMS\SIMS .net\SOLUS.exe" /FORCEUPGRADE /SAUSER=sa /SAPASSWORD=Vanessa_12
```

When SOLUS is then run using this, the SOLUS login procedure will be run as normal, i.e. do not login to SOLUS using the SQL System Administrator username and password. The DBUpgrade part of the process will automatically be carried out using the SQL System Administrator details.

The added text must be removed following the upgrade as it contains the SQL System Administrator details.

Version Support

IMPORTANT NOTE: FMS 6.85 will continue to be supported until August 2008, by which time all migrations to FMS SQL Server should have been carried out. No earlier versions of FMS are supported.

The FMS Migration Utility (which migrates data from version 6.85 to 6.91 only) will be supported until August 2008.

Once the migration has been carried out and the data verified, users are expected to upgrade to the most recent version of FMS available in order to benefit from the latest functionality enhancements and fixes.

Introduction

This release of FMS includes the following new and updated functionality:

- The ability to generate Salary Commitments from contracts held in Personnel 7 where an allowance has been defined with a zero value on the Service Term and a value entered on the contract.
- The ability to enter details for more than one Portal so that electronic transactions can be exchanged.

Further details are available in *New and Updated Functionality in FMS 6.106* on page 4.

Modules Included in this Release

- FMS 6.106
- Accounts Receivable 6.106
- Budget Planning 6.106
- Equipment Register 6.106
- Finance Database Selector (FDS) 6.106

Restoring Databases – FMS and SIMS .net/Personnel 7

If you are using Personnel (version 7.100 onwards) to generate Salary Projections in FMS and you need to restore your SIMS .net database, you must restore your FMS system to the same point. This will ensure that Salary Projections are calculated accurately and consistently. You are strongly advised to always take a backup of both databases at the same time to facilitate this.

In the event that this advice is not followed and a subsequent case is raised with the Service Desk, we reserve the right to charge a fee for any corrective work to resolve the issue.

SIMS Modules and Data

From 1st January 2008, the support for Personnel 5.10 ceased and consequently Finance Integrator will not run with this release.

In order to allow for Rooms, Students and Personnel Details (contractual details from Personnel 7.100 onwards) to be available in FMS, the location of CommandPulsar must be defined in **Tools | STAR 7 Settings** in FMS.

NOTE: SIMS .net must be installed in the same location on each workstation where FMS will be used to generate Salary Projections from contracts held in Personnel (7.100 onwards).

*A **DataExportsUser** must exist in System Manager for staff details to be available in FMS.*

New and Updated Functionality in FMS 6.106

Ability to Generate Salary Commitments from 'Zero Value Allowances'

Allowances can now be defined where a generic allowance is created on a Service Term and then a unique value is applied to an individual member or group of staff, i.e. Teaching and Learning allowances. In these circumstances, the allowance is defined with a zero amount on the Service Term and unique values entered on the member of staff's contract.

New Functionality

- **Focus | Personnel Links | Salary Projections** – salary commitments are generated for allowances defined with a zero amount on a Service Term but a value entered on the contract.

Ability to Enter Details for More than One Portal

In FMS 6.104, the ability to exchange electronic transactions using web services was introduced. A number of schools already receive Content Orders from more than one supplier via email and so functionality has been included to allow for electronic transactions to be exchanged by web services with more than one Portal.

New Functionality

- **Tools | eProcurement Settings** – the ability to enter the details of more than one Portal has been provided.

FMS Version of DBAttach and DBUpgrade

Since the SIMS 2008 February Main Release, separate versions of the SIMS Database Management Utility and DBUpgrade are provided where both SIMS and FMS are in use.

- The SIMS version can still be accessed through **Start | All Programs | SIMS Applications | DbAttach** (or **DBUpgrade**).
- The FMS version can be accessed through **Start | All Programs | SIMS Applications | FMSSQL | DbAttach** (or **DBUpgrade**).

IMPORTANT NOTE: Although the versions look similar, the SIMS version must only be used with SIMS databases, the FMS version only with FMS databases. This is because the two versions will be updated at different times, depending on when the two systems are upgraded.

Issues Resolved in FMS 6.106

Tools | Accounts Payable | Invoices and Credit Notes – Authorisation of Invoices

A message relating to any discrepancies between the purchase order and the invoice will no longer be displayed when authorising invoices that have been entered manually.

This message will continue to be displayed for electronic invoices where there are discrepancies between the purchase order and the imported invoice.

Tools | Accounts Payable | Invoices and Credit Notes – VAT Registration Number now displayed on printed Invoices and Credit Notes

When printing an invoice or credit note, the VAT Registration number for the supplier will now be displayed. The displayed VAT Registration No. will be obtained as follows:

| Invoice/Credit Note | Obtained from |
|---|--|
| Entered manually | Focus Accounts Payable Supplier Details Tab 1 – VAT Reg |
| Electronic Invoice/Credit Note imported | XML invoice file provided from supplier Portal |

Additional Information for Workstations Running Microsoft Vista

This section provides details of the activities that must be carried out on workstations running Microsoft® Vista in order to be able to run FMS.

Installing the NETUI2.DLL

When running FMS on a workstation where Microsoft Vista has been installed, you may receive the following message: XP Machine- Server Client - This application has failed to start because netui2.dll was not found. Reinstalling the application may fix this problem.

The required files to resolve this issue can be downloaded from:

<http://dl.capitasolus.co.uk/utilities/FMSVistaFix001.zip>

Once downloaded and saved, unzip the file and click on the FMSVistaFix001.exe to install the files.

The Borland Database Engine (BDE)

The Borland Database Engine (required for FMS) will only run when two settings have been changed:

1. Permission must be given in the Windows Registry Database.
2. NET DIR must be moved using Borlands BDE Administrator.

Both actions must be carried out in the described order.

Giving Appropriate Permissions

1. Log in as Administrator.
2. Select **Start** | **Run** and enter **regedit** to open the **Registry Editor**.
3. Expand the HKEY_LOCAL_MACHINE tree.
4. Expand the SOFTWARE branch.
5. Right-click on **Borland** and select **Permissions** from the pop-up menu.
6. Highlight **Users**.
7. Select **Full Control** and click the **OK** button.
8. Exit the **Registry Editor** window.

Moving the NET DIR Location

In the BDE, sharing of data between more than one workstation is controlled by the Pdoxusrs.net file. The location of this file is important as all workstations operating on the same data must refer to the same file. The default setting is in the root file of the C: drive, which will fail under Vista because this does not allow new files to be created here. Instead, a new folder needs to be created on the drive and the file can be stored here.

1. Create a new folder in C: e.g. C:\BDEShare, and copy the Pdoxusrs.net file into it.
2. Open the **Windows Control Panel** from the **Start** menu.
3. Double-click on **BDE Administrator** to open the **BDE Administrator** dialog.
4. Select the **Configuration** tab.

5. Expand the **Configuration** tree, then the **Drivers** tree, then the **Native** tree.
6. Highlight PARADOX and edit the NET DIR setting. Enter the path of the newly created folder, e.g. C:\BDEShare.
7. Close the **BDE Administrator** window.

Issues When Running DBAttach

When running DbAttach on Vista, it has to be run as Administrator. If you do not run DbAttach as Administrator, the following error message is displayed when attempting to attach a database:

An unhandled exception has occurred in your application. If you click continue, the application will ignore this error and attempt to continue. If you quit, the application will be shut down immediately. Access to the path "C:\Program Files\Microsoft SQL Server\MSSQL.1\DATA\ccsfms.mdf" is denied.

To run DbAttach as an Administrator:

1. Select **Start | All Programs | SIMS Applications | FMSSQL**.
2. Right-click on **DbAttach** and select **Run as Administrator** from the pop-up menu.

The shortcut to DbAttach can be set up to permanently run as Administrator, if preferred:

1. Select **Start | All Programs | SIMS Applications | FMSSQL**.
2. Right-click on **DbAttach** and select **Properties** from the drop-down list.
3. In the **DbAttach Properties** dialog, select the **Compatibility** tab.
4. Select the **Run the Program as Administrator** check box.
5. Click the **Apply** button and then the **OK** button.

System Requirements

Hardware Considerations

NOTE: Before upgrading to this release, you are advised to refer to the recommended hardware requirements that are available from SupportNet.

The current hardware specification takes into account the latest advice from Microsoft® and is based on the recommended specification to run SQL based software.

Details of recommended hardware and specifications for new equipment required for running your SIMS system effectively can be found on the Capita Children's Services Internet site:

<http://www.sims.co.uk/hardware>

Documentation

NOTE: In order to minimise the amount of storage space (and SOLUS download time) taken up by our user documentation, we are now providing PDF files that can be read using the Adobe Acrobat Reader version 6 or above only. This affects all user handbooks installed with SIMS .net and posted to SupportNet.

An electronic version of all the handbooks (.PDF files) associated with this release can be obtained:

- From the FMS helpfile by clicking **View FMS Handbooks** in the **Contents** and selecting from the list displayed.
- By downloading the file from our SupportNet web site: <http://support.capitaes.co.uk>.
- Through Windows Explorer, by opening the relevant file located in the \SIMS folder on your machine.
- By emailing publications@capita.co.uk and requesting the required handbook.

Handbooks provided with this release are as follows:

- *SIMS Getting Started with FMS 6.106* (GSFIN.PDF)
- *SIMS Accounts Payable in FMS 6.106* (ACCPAY.PDF)
- *SIMS eProcurement using Web Services in FMS 6.106* (EPROC_WS.PDF)
- *SIMS eProcurement using Email in FMS 6.106* (EPROC.PDF)
- *SIMS Central Processing and Non-Invoiced Income in FMS 6.106* (CPANDNI.PDF)
- *SIMS General Ledger in FMS 6.106* (GLEDGER.PDF)
- *SIMS Budget Management and Personnel Links in FMS 6.106* (BMANDPL.PDF)
- *SIMS Year End Procedures and Additional Information in FMS 6.106* (FINYEAR.PDF)
- *SIMS Consistent Financial Reporting in FMS 6.106* (CFR.PDF)
- *SIMS Accounts Receivable 6.106* (ARW.PDF)
- *SIMS Budget Planning 6.106* (BUDPLAN.PDF)
- *SIMS Equipment Register 6.106* (ERW.PDF)
- *Linking FMS and FPSadvance.Net* (LinkingFMSandFPS.PDF)
- *Financial Database Selector* (FDS.PDF)

Handbooks are viewed and printed using Adobe® Acrobat Reader.

Financial Database Selector 6.106

FDS Introduction

This is an update release of FDS 6.106 and is automatically upgraded when FMS 6.106 is upgraded.

Before You Install FDS

It is recommended that you set up a root folder in Windows® Explorer which will contain:

- your `FMS_Companies.ini` file
- the companies themselves.

However, if the `FMS_Companies.ini` file and the folders specified do not exist when running FDS, FDS will define the file and create the folders automatically.

NOTES: FDS amends the local `FMSConnect.ini` file to point to the correct database. Therefore, when FDS is run on a workstation over a network, the `FMSConnect.ini` must not be a redirect type and must contain the full information, i.e. server and database name.

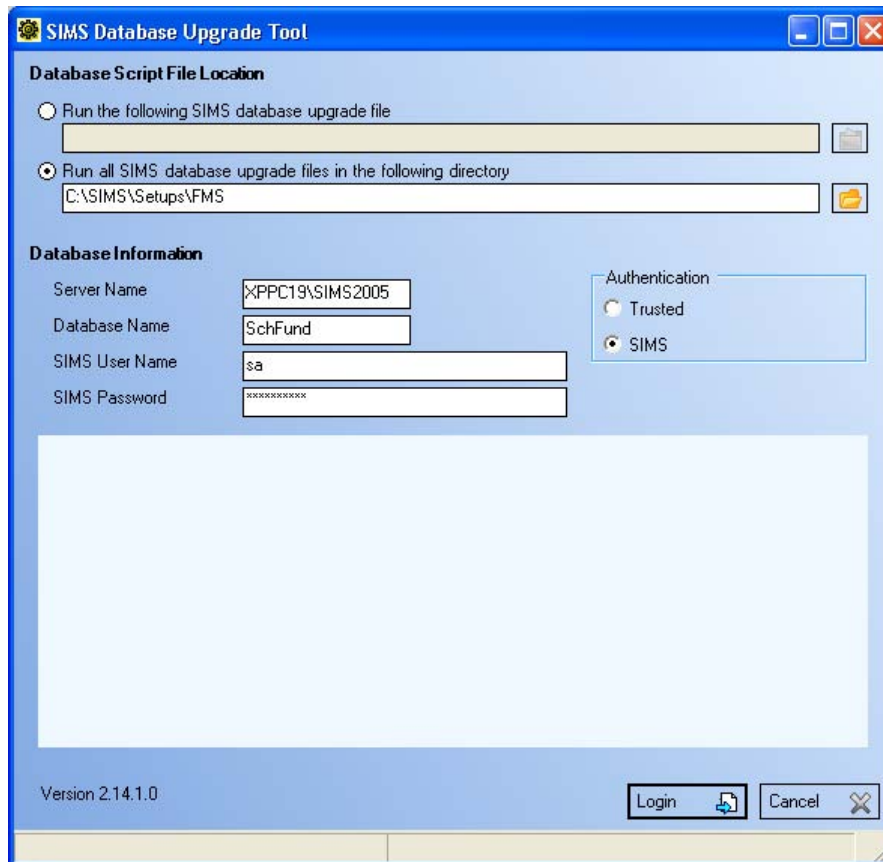
All users must have read/write access to the folder containing the `Finance.exe` file.

FDS and Upgrading FMS Database

The information given here applies to all users wishing to upgrade multiple databases from a single installation of FMS 6.106. The process only needs to be performed on one machine, but must be carried out on each database.

IMPORTANT: *Before upgrading any part of your FMS system to version 6.106, all FMS databases must be migrated to FMS 6.91 (SQL Server).*

1. Before upgrading any of the databases that you have set up, upgrade your version of FMS to 6.106.
2. Select **Start | All Programs | SIMS Applications | FMSSQL | DBUpgrade.**



3. Select the **Run all SIMS database upgrade files in the following directory** radio button.
4. Ensure the file path points to the X:\SIMS\Setups\FMS folder (where X:\ represents the drive that contains the SIMS\Setups folder).
5. Enter the **Server Name**.
6. Enter the **Database Name** of the appropriate FMS database to be upgraded.
7. Enter the SQL Administrator (sa) user name in the **SIMS User Name** field.
8. Enter the SQL Administrator (sa) password in the **SIMS Password** field.
9. Click the **Login** button to log into the database.

The system locates the upgrades that need to be applied to the database.

10. Click the **Install** button to back up your current database and apply the upgrade.

NOTE: The Database Upgrade Tool requires sole access to the database, so please ensure that all other users are logged off.

11. Repeat the process with each of the FMS databases.

FDS and Licensing

Although 99 companies may be set up using FDS, you will be limited to the number of companies that may be administered by the number of companies you are licensed to run.

By installing/upgrading FMS to the latest version, you will be automatically licensed to set up two companies to run from a single installation of FMS. If you require further companies to be set up, you will need to contact the Sales team at Capita Children's Services, who will be able to advise you on how to obtain a licence key allowing you to do this.

*NOTE: Once you have acquired a key to update the number of companies that may be defined, you should note that the key you will be given is case sensitive. Only **upper case** will be accepted.*

Running FDS 6.106

Once you have upgraded FMS, you can run FDS by selecting **Start | All Programs | SIMS Applications | FMSSQL | Finance Database Selector**. If you prefer you may create a shortcut to run the module.

Please refer to the help file and *Finance Database Selector* handbook (FDS.PDF) for information about how to use the module.

Setting Access Rights

Users and their passwords must be set up for access to the specific databases they are permitted to access. Therefore, the default user ID, **sysman**, and password, **finance**, must be changed in order to provide database security. This is carried out in FMS.

Network Security

If you are running FMS and FDS on a network, you might also like to consider restricting permissions on any root folder you may define to store all your company information, so that users have read-only access rights. This will ensure that only the System Manager or Network Administrator will have the right to add and delete companies.

How you share network drives and permissions will depend on your operating system. If you are not familiar with how this is done, please consult your operating system help file.