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FMS 6.112

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 verified backup of your SIMS system.

Revision History

Version	Change Description	Date
1.0	FMS 2008 November Release	28/10/08
1.1	Important Note added to Essential Information	14/11/08

Essential Information

In order to upgrade to FMS 6.112, your FMS system must satisfy the following criteria:

- Where Personnel Links are in use, SIMS .net must already be upgraded to the SIMS 2008 November Main Release (version 7.112) to allow Salary Projections to be generated.




IMPORTANT NOTE: In the event that SIMS .net is not upgraded to 7.112 but FMS is upgraded to 6.112, then Salary Commitments will not be re-calculated.

- FMS must be at a minimum version of FMS 6.91.
- If you use FDS, all of your FMS databases must be upgraded to a minimum version of FMS 6.91.
- FMS 6.112 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 FMSConnect.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.

Salary Commitments Generated from Contracts held in Personnel 7

Modifications have been made for consistency purposes in both FMS and Personnel 7 for generating salary commitments for allowances. This change applies specifically to allowances which have been awarded partially for less than the whole allowance, i.e. 0.6. The change made is to include the 'Pay Factor' into the salary calculation.

The consequence of this change is that it is strongly recommended that both FMS and SIMS .net be upgraded to the November 2008 release at the same time.


 *NOTE: For schools who transfer Personnel data to their Local Authority via B2B:P, it is critical that the upgrade to SIMS .net 7.112 and FMS 6.112 is coordinated with the upgrade to the November 2008 release of B2B:P.*

Access Rights Required to run the Upgrade

The upgrade to FMS 6.112 can be undertaken from FMS 6.100, FMS 6.104 and FMS 6.106 by FMS users with Level 5 Access Rights, who have been given the right to add new users.

The upgrade to FMS 6.112 from FMS 6.91 must be carried out by the SQL System Administrator (sa). Subsequent upgrades after upgrading to 6.112 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

Support for FMS SQL Anywhere ceased on the 31/08/2008. FMS SQL Server is now the only version that is supported.

Introduction

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

- Removal of the Financial Year selector when first entering FMS.

- Selected screens have been modified so that the most recent transaction appears at the top of the screen.
- The Year End process for Central transactions has been modified to enable the remaining commitment on all outstanding central orders to be carried forward at the first Preliminary closure.
- Enhancements have been made to the **General Ledger | Chart of Accounts Review** screen and reports.
- When reducing budget allocation the Expense and Income limits will be automatically adjusted.
- The ability to enter the value of an allowance within Salary Calculator which has been defined as a zero allowance on the Service Term in Personnel. These circumstances arise when the school has determined their own allowance values.
- Additional check to ensure that the correct version of FMS is being used when submitting the CFR Return. Please note that the CFR changes for 2008/2009 will be incorporated in the March 2009 release.

Further details are available in *New and Updated Functionality in FMS 6.112* on page 6.

Modules Included in this Release

- FMS 6.112
- Accounts Receivable 6.112
- Budget Planning 6.112
- Equipment Register 6.112
- Finance Database Selector (FDS) 6.112

Restoring Databases – FMS and SIMS .net

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 for Rooms, Students and Personnel Details (contractual details from Personnel 7.100 onwards) to be available in FMS, the link to SIMS .net 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 6.112

Removal of the Financial Year Selector when First Entering FMS

When entering FMS for the first time FMS will default to the financial year in which the current date falls. A different financial year can be selected via **Focus | Change Financial Year** or by clicking the **Change Financial Year** button.

Modification of Screens to Display Most Recent Transaction First

The following table details the screens that have been modified so that the most recent transaction(s) appears at the top of the screen. Additionally, some screens have been further enhanced to allow the transactions to be sorted in either Descending or Ascending order.

Screen	Change Default	First sort order	Second sort order
Purchase Orders	Yes	Date	Order Number
Invoices / Credit Notes	Yes	Invoice Number	Date
Cheque Processing	Yes	Date	Cheque Run
BACS Run	Yes	Date	File Number
Central Payments	Yes	Date	Journal Number
Non-Invoiced Income Receipts	Yes	Receipt Number	Date
Paying In Slips	Yes	Date	Reference
Bank Reconciliation	Yes	Statement Number	Date
Petty Cash	Yes	Date	Transaction Number
Fund to Bank Journals	Yes	Date	Journal Number
Change Financial Year	No	Financial Year	N/A

Accounts Payable | Invoices and Credit Notes

This screen has been modified so that all unauthorised Invoices and Credit Notes will appear at the top of the screen in a similar manner to unauthorised orders. This will enable unauthorised invoices and credit notes to be authorised more easily rather than having to search for these transactions.

Year End – Central Orders and Comitments

The Year End process has been modified so that all central orders that have remaining commitments will be transferred at the first Preliminary closure. This will allow the processing of invoices that have been associated with a central order book to be made in the new financial year immediately after the Preliminary closure has been completed.

When undertaking the Year End process, invoices and credit notes that have been sent to the LA for central payment can be left in the old financial year for reconciliation purposes by either automatic reconciliation or manual reconciliation. Once they have been reconciled, the remaining transactions can be brought forward at the next Preliminary closure or will be transferred to the new financial year when the Final closure is undertaken.

All other aspects of the Year End process have remained the same.

General Ledger | Chart of Accounts Review Screen and Reports

The following enhancements have been made in both the **All Cost Centres** browser and the **All Ledger Codes** browser:

- A check box has been included so that cost centres that have zero balances in all columns can be excluded.
- The Fixed Budget has been included
- The report can now be printed
- The report can now be saved electronically.

Budget Allocations – Adjusting Expense and Income Limits

Tools | User Options | Auto Adjust Limits in Cost Centre Allocations has been modified so that the Expense and Income Limits will be adjusted automatically when budgets are reduced.

If this option is not selected, a message will appear when budgets are amended in **Budget Management | Cost Centre Allocation**.

Salary Calculator – Ability to Enter a Value for a 'Zero' Allowance

Enhancements have been made so that where an existing 'zero' allowance has been defined within Personnel 7, the zero allowance can be associated to a member of staff together with the appropriate value for the allowance.

Validation of the Correct Version for Consistent Financial Reporting

An additional check has been included that will ensure that the correct version of CFR in FMS is used to generate the Final CFR XML file.

Issues Resolved in FMS 6.112

Focus | Accounts Payable | Suppliers

The default view has been changed to 'In Use' rather than 'All'. The option to display all suppliers can be manually selected. Additionally, only suppliers that are 'In Use' will be available in other Accounts Payable screens.

Central | Manual Reconciliation

When transactions are viewed in 'Pay By' sequence, all the details are now displayed on the screen without having to use the scroll bar.

Personnel Links | Salary Calculator – Allowance Pay Awards

In the circumstances where more than one pay award falls into the same financial year, the value of the allowance will be calculated correctly.

General Ledger | Bank Reconciliation

Where Year End reversing journals are posted against a bank account, the narrative and journal number will be displayed in the bank reconciliation screen.

Reports | General Ledger | Manual Journals – Cash Book Journals

Where more than one bank ledger codes have been defined, the bank ledger code that appears first in the ledger code listing will default into the Bank Ledger Code field in a similar manner to FMS SQL Anywhere. If a different bank ledger code is required, it can be manually selected.

Reports | General Ledger | Bank | Unreconciled Transaction Listing

This report should generate more quickly, particularly where there are large numbers of unreconciled transactions.

Reports | General Ledger | Audit | Audit Trial

The correct value of a cancelled Accounts Receivable Credit Note will be recorded in the Audit Trail.

Equipment Register | Equipment

The default view has been changed to 'Current Equipment' rather than 'All'. The option to display "All" items can be manually selected.

Equipment Register - Serial Number

A serial number can be entered to a maximum of 32 characters and will be displayed and printed on all reports.

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, FMS 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 6.112* (GSFIN.PDF)
- *SIMS Accounts Payable in FMS 6.112* (ACCPAY.PDF)
- *SIMS eProcurement using Web Services in FMS 6.112* (EPROC_WS.PDF)
- *SIMS eProcurement using Email in FMS 6.112* (EPROC.PDF)
- *SIMS Central Processing and Non-Invoiced Income in FMS 6.112* (CPANDNI.PDF)
- *SIMS General Ledger in FMS 6.112* (GLEDGER.PDF)

- *SIMS Budget Management and Personnel Links in FMS 6. 112* (BMANDPL.PDF)
- *SIMS Year End Procedures and Additional Information in FMS 6.112* (FINYEAR.PDF)
- *SIMS Consistent Financial Reporting in FMS 6. 112* (CFR.PDF)
- *SIMS Accounts Receivable 6. 112* (ARW.PDF)
- *SIMS Budget Planning 6. 112* (BUDPLAN.PDF)
- *SIMS Equipment Register 6. 112* (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 6.112

FDS Introduction

This is an update release of FDS 6.112 and is automatically upgraded when FMS 6.112 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 `FMSSConnect.ini` file to point to the correct database. Therefore, when FDS is run on a workstation over a network, the `FMSSConnect.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.

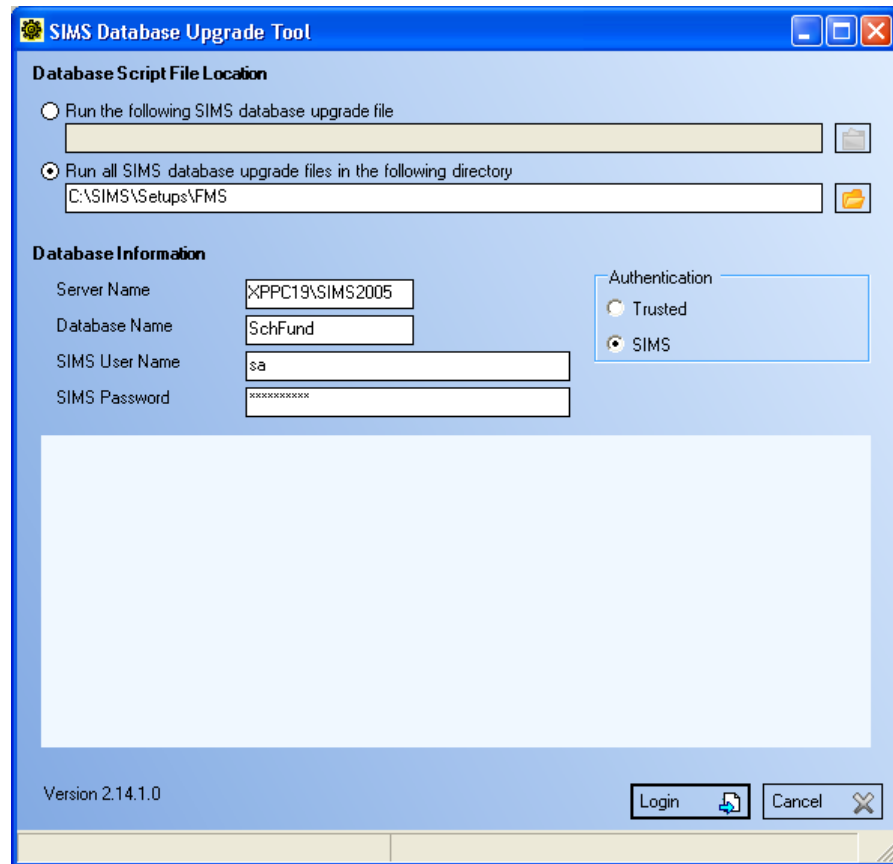
FDS and Upgrading FMS Database

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 6.112, 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 6.112.
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 6.112

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.