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FMS 6.116

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 2009 March Release	

Essential Information

In order to upgrade to FMS 6.116, your FMS system must satisfy the following criteria:

- Where Personnel Links are in use, SIMS must already be upgraded to a minimum of SIMS 2008 November Main Release (version 7.116) to allow Salary Projections to be generated.



IMPORTANT NOTE: In the event that SIMS is not upgraded to 7.112 but FMS is upgraded to 6.116, then Salary Commitments will not be recalculated.

- FMS must be at a minimum version of 6.100
- If you use FDS, all of your FMS databases must be upgraded to a minimum version of FMS 6.100.
- FMS 6.116 should only be applied to existing installations by running SOLUS on the SQL Server. Applying the upgrade by running SOLUS on an FMS workstation will cause the upgrade to 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.

Access Rights Required to Run the Upgrade

The upgrade to FMS 6.116 can be undertaken from FMS 6.100, FMS 6.104, FMS 6.106 and FMS 6.112 by FMS users with Level 5 Access Rights, who have been given the access right to add new users.

As 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 upgrade is run at the same time, it will also be run as the SQL Administrator. Running the SIMS upgrade as the SQL Administrator enables 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 subsequently run with the amended parameters, the SOLUS login procedure runs 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 because 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

The focus of this release is to include the functionality required to undertake Consistent Financial Reporting (CFR) 2008/2009 for Maintained Schools in England. Schools must upgrade to this version in order to generate their Final CFR XML in the 2008/2009 format to ensure that it can be loaded into DAZ.

In addition, a number of enhancements have also been included.

Modules Included in this Release

- FMS 6.116
- Accounts Receivable 6.116
- Budget Planning 6.116
- Equipment Register 6.116
- Finance Database Selector (FDS) 6.116

Restoring Databases – FMS and SIMS

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

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 is not compatible 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 must be defined in **Tools | STAR 7 Settings** in FMS.



NOTES: SIMS 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 6.116

CFR Changes

- The Validation 450 error message has been amended.
- The Proposed CFR report has been updated to include the Current Budget and Variation figures.
- The CFR Final XML file for DCSF purposes has remained unchanged and only contains Actuals for each CFR Heading. It does not contain Current Budget or Variations.

FMS Login Screen

A **Change Password** check box has been added to the login screen, enabling a user to go directly to the change password functionality within FMS.



NOTE: Since the migration to FMS SQL Server 6.91, FMS users' passwords have adhered to the Domain Security Policy in place on your SQL Server. This can affect factors such as minimum password length, complexity and maximum password age. For details of the Security Policy in place at your site, please contact your Database/Network Administrator.

eProcurement Settings

Additional functionality has been added to support the DCSF OPEN Portal when an "invalid" Content Order is generated from OPEN.

Cheque Processing

BACS enabled suppliers are no longer displayed by default in the **Cheque Processing** browser. Check boxes are available to display BACS enabled suppliers and sundry invoices.

Supplier Review

Transactions will be displayed so that the most recent transaction is at the top of the screen.

Automatic Reconciliation

- Accounts Payable transactions that have fallen into suspense will be displayed in Invoice/Credit Note number order.
- Enhancements have been made to the speed in which the initial screen is displayed.

Petty Cash Transaction Listing Report

The brought forward balance of the Petty Cash ledger code has been included within the transaction element of the report for the previous financial year.

Petty Cash Expenditure

Only open petty cash books are now available when adding petty cash expenditure. If only one open petty cash book exists, this will be displayed by default.

Purchase Order Processing Browser

The **Purchase Order Processing** browser now displays the Originator's name on imported Content Orders from the DCSF OPEN Portal.

Equipment Register Category Report

In the report criteria for this report, you can now include either the Holder or Invoice Date of the transaction.

Issues Resolved in FMS 6.116

Personnel Links

The member of staff's Preferred Forename and Preferred Surname will be displayed rather than Preferred Forename and Legal Surname.

Detailed Ledger Code Transaction Report

This report now displays transactions when the value of the transactions equals zero.

Equipment Register

Disposed items can no longer be selected in either Stock Takes or Inspections.

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 run FMS.

Installing the NETUI2.DLL

When running FMS on a workstation where Microsoft Vista has been installed, you might 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 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 Borland's 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 **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 because 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 there.

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 **BDE Administrator** to display the **BDE Administrator** dialog.
4. Select the **Configuration** tab.
5. By expanding the appropriate trees, navigate to **Configuration | Drivers | Native**.
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 **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 **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, 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 6.116* (GSFIN.PDF)
- *SIMS Accounts Payable in FMS 6.116* (ACCPAY.PDF)
- *SIMS eProcurement using Web Services in FMS 6.116* (EPROC_WS.PDF)
- *SIMS eProcurement using Email in FMS 6.116* (EPROC.PDF)
- *SIMS Central Processing and Non-Invoiced Income in FMS 6.116* (CPANDNI.PDF)
- *SIMS General Ledger in FMS 6.116* (GLEDGER.PDF)

- *SIMS Budget Management and Personnel Links in FMS 6. 116* (BMANDPL.PDF)
- *SIMS Year End Procedures and Additional Information in FMS 6.116* (FINYEAR.PDF)
- *SIMS Consistent Financial Reporting in FMS 6. 116* (CFR.PDF)
- *SIMS Accounts Receivable 6. 116* (ARW.PDF)
- *SIMS Budget Planning 6. 116* (BUDPLAN.PDF)
- *SIMS Equipment Register 6. 116* (ERW.PDF)
- *Linking FMS and FPSadvance.Net* (LinkingFMSandFPS.PDF)
- *Financial Database Selector* (FDS.PDF)

Handbooks are viewed and printed using Adobe® Acrobat Reader.

Appendix A: National Insurance Tables 2009/2010

The table overleaf illustrates the figures that should be entered into Personnel 7 for employees with contracted in or contracted out salary related pension schemes and where the school will benefit from National Insurance rebates. The table is based on our interpretation of the Inland Revenue guidelines issued in December 2008. It is recommended that you liaise with your Local Authority/Payroll agency to ascertain how the National Insurance rebates are treated within your Local Authority.

Personnel 7

The table needs to be entered via **Tools | Staff | National Insurance Rates**. National Insurance projections will be calculated in FMS 6 once the financial year and salary periods have been defined for 2009/2010 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.

Importing National Insurance Tables

Support Units can define the National Insurance table in a copy of Personnel 7 that they are maintaining and then export the table via **Tools | Staff | Pay Related Export**. The XML file can be sent to schools that are using Personnel 7 within the LA, where it can be imported via **Tools | Staff | Pay Related Import**. National Insurance projections will be calculated in FMS 6 once the financial year and salary periods have been defined for 2009/2010 and Salary Projections have been refreshed via **Focus | Personnel Links | Salary Projections**.



Versions prior to 7.112

The National Insurance table must be entered and exported by the LA and imported by a school into the same version of Personnel 7.

Version 7.112 and later

The National Insurance table can be entered and exported by the LA and imported by a school into any version of Personnel that is 7.112 or later.

The import of National Insurance tables into schools will destroy all existing National Insurance definitions. Consequently, Support Units should provide (as a minimum) National Insurance rates for 2008/2009 (these can be found in the FMS 6.100 Release Note, which is available from SupportNet as Resource No. 13669) and 2009/2010. This will avoid any issues with the remaining Salary Projections for 2008/2009. Financial years prior to 2008/2009 should by now be closed and all Salary Projections replaced by salary payments. National Insurance rates for these years will therefore not be needed for system integrity.

HMRC have introduced a new tier called the "Upper Accruals Point" in their documentation. In our interpretation of that documentation, we have taken account of this new tier in our suggested figures for 2009/2010 even though there appears to be no change in the rate at this time.

Band	Monthly Earnings		Employers Contribution	
	Lower	Upper	Contracted In Rate 1	Contracted Out Rate 2
1	0.00	412	0.0	0.0
2	412.01	476.00	0.0	-3.7
3	476.01	3,337.00	12.8	9.1
4	3,337.01	3,656.00	12.8	12.8
5	3,656.01	0.00	12.8	12.8



NOTE: A 'rounding' difference may arise for some employees of approximately £1 - £2 per month.

If the above table is entered in Personnel with a Start Date of 06/04/2009, the April 2009 National Insurance projections will be slightly different to those in the following months. To avoid this situation, enter the table with a Start Date of 01/04/2009.

Financial Database Selector 6.116

FDS Introduction

This is an update release of FDS 6.116 and is automatically upgraded when FMS 6.116 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.

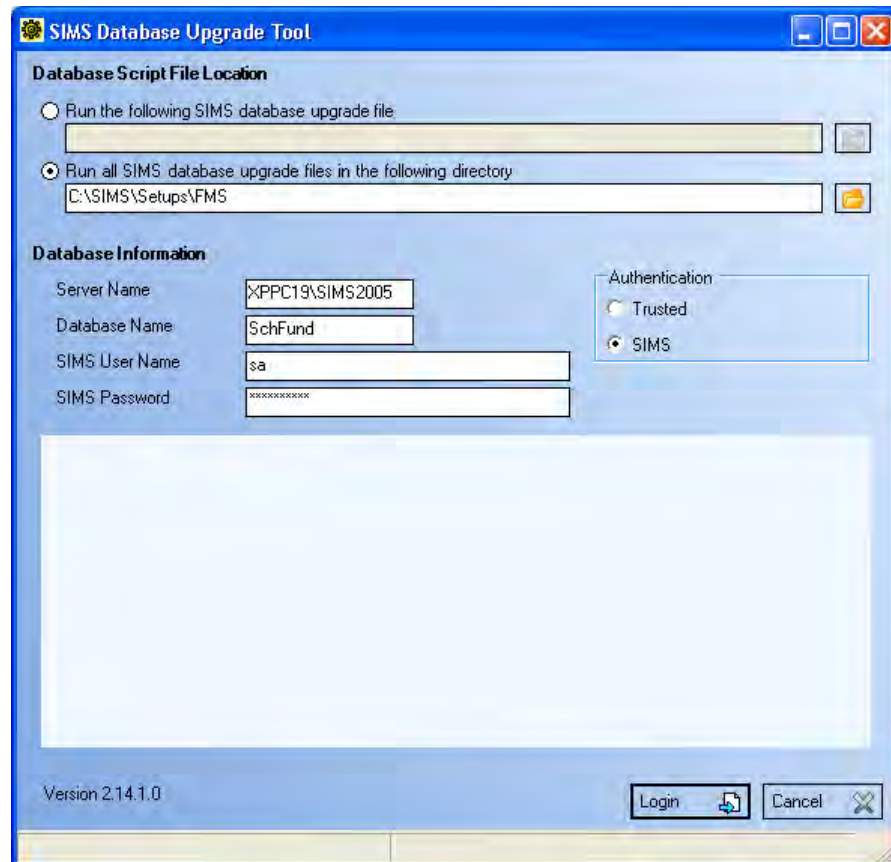
FDS and Upgrading FMS Database

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 6.116, 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 6.116.
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 6.116

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.