

# CAPITA | FMS 6.142

Including Accounts Receivable, Budget Planning and Equipment Register

## Contents

<b>Revision History .....</b>	<b>2</b>
<b>New and Updated Functionality in FMS 6.142 .....</b>	<b>2</b>
<b>Enhancements in FMS 6.142 .....</b>	<b>11</b>
<b>Issues Resolved in FMS 6.142.....</b>	<b>11</b>
<b>Essential Information .....</b>	<b>12</b>
<b>Modules Included in this Release.....</b>	<b>13</b>
<b>Restoring Databases – FMS and SIMS .....</b>	<b>13</b>
<b>FMS in a Hosted Environment – Additional Setup Advice</b>	<b>14</b>
<b>SIMS Modules and Data .....</b>	<b>14</b>
<b>Setup Information for Windows Vista, Windows 7 and Hosted Environments.....</b>	<b>14</b>
<b>System Requirements .....</b>	<b>16</b>
<b>Documentation.....</b>	<b>17</b>
<b>Appendix A - FMS New User Interface.....</b>	<b>18</b>
<b>Appendix B - FMS User Interface Areas Updated.....</b>	<b>25</b>

**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.**

**Capita SIMS has made this release note available in both Microsoft® Word format (available from SupportNet) and PDF format to enable Local Authorities to edit the information supplied herein. Capita SIMS cannot be held responsible for any changes, errors or omissions resulting from the subsequent editing of this supplied document.**

## Revision History

Version	Change Description	Date
6.142 - 1.1	Initial Release	10/11/2011

## New and Updated Functionality in FMS 6.142

This release includes a large amount of new functionality which is detailed within this Release Note. As a consequence, the upgrade may take longer than previous upgrades.

### New User Interface

A new user interface was introduced into the FMS Summer 2011 Release (6.140). As you may not have upgraded to that version, this may be the first time that you will have seen the new User Interface. It has been initially applied to FMS excluding Account Receivable and Equipment Register. In summary the changes are:

- Icons have been redesigned. For more information, please see [Appendix A - FMS New User Interface](#) on page 18.
- The 'Module' icons remain displayed across the screen whilst the 'Processing' icons are displayed down the left hand side of the screen.
- Use of the standard Windows 7 font which is similar to the font used in SIMS. This font has been deployed with this release even if FMS is running on other alternative operating systems to Windows 7.



**NOTE:** SIMS uses the default Windows XP font.

- Modified colour scheme with the removal of the bold colours and text.
- The row height within the grids has been increased providing improved legibility.
- The ability to resize more screens. For more information, please see [Appendix B - FMS User Interface Areas Updated](#) on page 25.
- Certain field labels have been modified as follows:

- LEA has been updated to be LA
- Facsimile has been updated to be Fax

All existing data and functionality has been maintained although modifications have been made to the order of the icons in **Accounts Payable** together with the **Bank Claim Report** now appears under the Reports menu as illustrated in the following table.

Spring 2011	Summer 2011
<b>Accounts Payable</b>	<b>Accounts Payable</b>
Suppliers	Suppliers
Purchase Orders	Purchase Orders
Invoices/Credit Notes	Deliveries
Cheque Processing	Invoices/Credit Notes
BACS Processing	Cheque Processing
Deliveries	BACS Processing
Import Transactions	Import Transactions
<b>Focus   General Ledger   Bank Claim</b>	<b>Reports   General Ledger   Bank   Bank Claim</b>

No modifications have been made to any report and consequently the reports still display the old FMS icon.

For more information on the new user interface, please refer to [Appendix B - FMS User Interface Areas Updated](#).

### Tools | User Options

The ability to select an alternative **Grid Background Colour** on transaction screens has been provided. These grids can be configured to have the same background colour as in the FMS Spring 2011 Release as follows:

Red	240
Green	240
Blue	240



**NOTE:** When creating or reviewing transactions, the background colour for lookups, browses and pop-ups remain white.



**IMPORTANT NOTE:** FMS is best viewed using your monitor's native resolution and employing ClearType<sup>1</sup> font technology. For more information on how to setup your monitor correctly, please refer to the *Configuring Monitors for FMS User Guide (Resource number 16061)*.

## Restricted Users

Enhancements have been made to the **Manage Users** functionality to enable Restricted Users to be created within FMS. Restricted Users can be assigned access to specific cost centre(s) or a collection of cost centres and a spending threshold can be set on individual cost centres to further restrict their spending capabilities within FMS.

As a result of these restrictions, Restricted Users can only place orders, net of VAT, that do not exceed their spending threshold from within the cost centres or cost centre collection to which they have been granted access rights. Restricted Users have no access to other cost centres and they are also prevented from viewing an order if a least one line on the order has been charged to a cost centre which they do not have permission to view. These orders will not appear for selection by the restricted user in the **Purchase Order** browse.

To support Restricted Users, the following functionality has been provided:-

### Tools | Manage Users – Restricted Users

An additional panel has been incorporated into the **Access Level** dialog available via **Tools | Manage Users | Cost Centre Access**. The **Cost Centre Access** panel enables you to restrict a user's access to particular cost centre or a collection of cost centres (Cost Centre field Collection) and to specify a monetary value in the **Order Threshold** field.

The **Order Threshold** ensures that the user is prevented to save orders that exceed this figure, which has been raised against the cost centre(s) or collection of cost centres to which they have been granted access.

For more information, please refer to the *Getting Started in FMS* handbook.

**Restricted Users** can only access the following menu routes and carry out the following activities:

### Tools | Define Financial Years | Define/Edit Years

To enable Restricted Users to raise and save Purchase Orders in any financial year, the **Order Book Open – Restricted Users** check box must have been selected.



*NOTE: When a new financial year is defined, the check box will not be selected as we feel that it is an establishment decision on when Restricted Users should be able to create Purchase Orders in the new financial year. This may depend whether the budgets have been entered appropriately.*

---

### Focus | Accounts Payable | Purchase Orders

Restricted Users are able to create and save Purchase Orders up to the value of their defined Order Threshold. They are unable to authorise or print Purchase Orders.

### Focus | Accounts Payable | Deliveries

Restricted Users are able to enter and save Delivery Notes.

### **Focus | Accounts Payable | Invoices/Credit Notes**

Restricted Users are able to authorise Invoices, Credit Notes, Non-Order Invoices and Sundry Invoices. They are unable to enter and save Invoices, Credit Notes, Non-Order Invoices and Sundry Invoices.

### **Focus | General Ledger | Chart of Accounts Review**

Restricted Users are able to review the details of the cost centre(s) or cost centre collection that they have been assigned access to.

### **Reports | General Ledger | Transactions | Detailed Transactions | Cost Centre Transactions**

Restricted Users are able to generate reports for the cost centre(s) or cost centre collection that they have been assigned access to.

### **Ability to Attach Supporting Documents to Accounts Payable Transactions**

Functionality has been provided to enable supporting documents to be associated with Accounts Payable transactions in the Invoice/Credit Note screen. These documents can be stored in the FMS database and/or on a network scanner.

Documents that can be stored in the FMS database must be of pdf, jpg or bitmap format. This will allow either a scanned image of the supplier's invoice/credit note, a pdf version of the invoice or any other pertinent documents to be attached to the FMS record and viewed. Documents stored on a network scanner of other formats such as xps or tif, can be attached to an invoice but will be displayed outside of FMS, e.g. in Internet Explorer.

The scanning interface that has been adopted is the WIA interface. We are aware that there are other scanning interfaces, such as TWAIN, but this is dependent on the individual scanner. Consequently, if any issues emerge we will recommend that you switch to the WIA interface as we will not be supporting the TWAIN interface.

This functionality is activated by applying a licence which is available from your SIMS Support Unit.

For more information, please refer to the *Accounts Payable in SIMS* handbook.

### **Tools | Establishment Details – NEW tab 7. Scanned Documents**

A new tab **7.Scanned Documents** has been provided to enable you to enter the necessary parameters that will enable scanned images to be attached to Invoices and Credit Notes in Accounts Payable.

For more information, please refer to the *Getting Started in FMS* handbook.

---

**i** *NOTE: Once Scanned Documents has been activated and any Supporting Document has been saved into the FMS database, the manner in which the FMS database is backed up and subsequently restored is modified. It is critical that the System Manager understands this modification which is detailed within this Release Note ([Important Note for Users Intending to use Scanned Documents in FMS](#)~~Important Note for Users Intending to use Scanned Documents in FMS~~ on page 12) prior to using this functionality.*

---

## Enabling Purchase Orders to be placed on On Hold

It is possible to place a purchase order 'On Hold', in a similar way to Accounts Payable Invoices and Credit notes. Purchase Orders with the status of 'On Hold' cannot be authorised until the status is changed.

This functionality has been introduced to allow an "incomplete" Purchase Order to be placed On Hold rather than Unauthorised where it can be authorised, printed and dispatched to the supplier.

## Enhancements to the Chart of Accounts Review Screen

The **Chart of Accounts Review** screen has a number of modifications:

An additional check box has been added to enable you to filter out the Balance Sheet accounts from the Chart of Accounts Review Ledger Code browse. This allows you to view and print totals that reflect your net Income and Expenditure figures. This check box is unchecked by default and the setting remains active whilst you are in the Chart of Accounts Review area. Once you close the Chart of Accounts Review screen, the setting reverts to all ledger codes.

## Focus | General Ledger | Chart of Accounts Review

The **Chart of Accounts Review** screen has a number of modifications:

- Two additional columns have been incorporated into the Chart of Accounts Review screen, **Prev.Year Actual** and **Variance (Actuals)**. The **Previous Year Actual** column is populated with data up to the current accounting period together with a comparison between the current years actual and the previous year's actual in the **Variance (Actuals)** column.
- A check box above the screen **Show All Prev Yr. Movement** has been provided. When selected, the two additional columns **Prev.Year Actual** and **Variance (Actuals)** are populated with data for all periods from the previous year together with a comparison between the current years actual and the previous year's actual in the **Variance (Actuals)** column.
- When clicking the Cost Centre browse, selecting an individual Cost Centre followed by clicking the Ledger Code browse, only ledger codes that are linked to the selected cost centre are available for selection. This ensures that the totals displayed reflect the selected cost centre/ledger code combinations.

- When searching for a cost centre in the Cost Centre browse, the cost centre that was selected most recently remains highlighted instead of the highlight returning to the top of the list in the Cost Centre browse. This continues during your current session in the Cost Centre browse.
- When clicking the Ledger Code browse, selecting an individual Ledger Code followed by clicking the Cost Centre browse, only cost centres that are linked to the selected ledger code are available for selection. This ensures that the totals displayed reflect the selected ledger code/cost centre.
- When searching for a ledger code in the Ledger Code browse, the ledger code that was selected most recently remains highlighted instead of the highlight returning to the top of the list of ledger codes in the browse. This continues during your current session in the Ledger Code browse.
- When clicking the Ledger Code browse, a new check box **Exclude Balance Sheet Accounts** has been provided. When the check box is selected the report will only include Expenditure (EX), Salary Expenditure (ES) and Income (IN) ledger code types. The totals within the report now appear at the bottom of the columns rather than within the report criteria.

For more information, please refer to the *General Ledger FMS* handbook.

## NEW Historical Analysis Reports

### Reports | General Ledger | Analysis | Historical Expense Analysis.

A new historical analysis report has been provided with the following features:

- The report contains the following data, **Allocated (Current Budget), Actual (Current Actual), Variance (Current Budget less Current Actual), Previous Year Actuals** and **Variation between Current Year and Previous Actuals**.
- An option to produce the report for ledger codes in either summary or detail has been provided.
- If you do not want to report on balance sheet or ledger codes with a zero value, select the **Exclude Balance Sheet** and **Exclude Ledger codes with Zero Value** check boxes.
- The report output is divided into two distinct sections that display sub totals and grand totals for the following:
  - Ledger Codes Linked to Cost Centres
  - Balance Sheet Ledger Codes.

For more information, please refer to the *General Ledger FMS* handbook.

## Enhancements to the Cumulative Expense Analysis Report

The following improvements have been made to the existing Cumulative Expense Analysis report:

- If you do not want to report on balance sheet or ledger codes with a zero value, select the **Exclude Balance Sheet** and **Exclude Ledger codes with Zero Value** check boxes.
- The report output is now divided into two distinct sections that display sub totals and grand totals for the following:
  - Ledger Codes Linked to Cost Centres
  - Balance Sheet Ledger Codes.
- Totals for commitment have been modified to two decimal places, in line with the Chart of Accounts Review reports.

For more information, please refer to the *General Ledger FMS* handbook.

## Improvements to the Recording of Deliveries

### Tools | Accounts Payable Parameters | Enhanced Deliveries

Additional functionality has been provided to improve the efficiency of recording of deliveries as summarised as follows:

- A new check box has been provided named **Delivery Note Number is Mandatory**, which will ensure that delivery note must be entered.
- A new check box has been provided named **Prevent Over Delivery**, which will ensure that the quantity of delivered items cannot exceed the quantity on the purchase order. If the **Prevent Over Delivery** check box is selected, when adding or editing a delivery note, the total number of delivered items is calculated and the **Quantity Delivered** field turns red if the number of items entered exceeds the number of items in the original purchase order line.

These check boxes are unchecked by default. When the check boxes are selected, an entry is written to the audit trail and the **Delivery Note Number** field on the **Deliveries** page is mandatory until such time as the check box is deselected.

### Focus | Accounts Payable | Deliveries

- You have the ability to **Hide/Reveal** lines that appeared on the original purchase order that have been fully delivered to enable you to locate the required order line more easily when recording a new delivery note.
- It is possible to change the presentation display of purchase orders in the **Delivery Note** page so that you can search for the required purchase order by the date of raising or by the purchase order number.

### Petty Cash Expenditure Folio

When recording Petty Cash Expenditure Folio, where an element of VAT is being entered and reclaimed, the VAT Number from the supporting VAT receipt must be entered in the new **VAT Registration No.** field.

## Enhancements to the BACS Run Report

Additional data fields have been included in this report to improve the visibility of when a supplier/payee bank details have been modified within FMS.

- The **Creation Date** of the BACS run is displayed together with the **Processing Date** in the header section once the file has been created.
- The **Payee Bank Account Details updated on** and **By User** are displayed against each payment. If the bank details have never been updated then the date that the supplier was created will be displayed.
- Two lines are available for the use by authorised signatories.
- The first column within the BACS Processing screen within the grid has been relabelled to be **Processing Date** for consistency purposes

For more information, please refer to the *Accounts Payable in SIMS* handbook.

## Tools | Accounts Payable Parameters | Cheque Layout BACS Parameters

A new check box has been introduced **Mask Bank Account** that will mask the first four characters of the bank account on the printed BACS Remittance. The Sort Code will still be displayed in full.

This functionality was introduced into the FMS Spring 2011 Release (6.138).

## Focus | Central | Automatic Reconciliation

Enhancements to the Automatic Reconciliation suspense screen when matching Accounts Payable transactions. When Accounts Payable Invoice transactions have fallen into suspense and require matching, the transactions that are the most likely to provide a match are displayed at the top of the list.

## Focus | General Ledger | Manual Journal Processing | Opening Balance Journal

The ability to create Opening Balance Journals during the last accounting period of the first financial year (preliminary closure) - once the first financial year has been finalised, this functionality will not be available.

## Reports | General Ledger | VAT | VAT 126 Transaction extract

The accounting for VAT in non registered VAT Academies is complex and we strongly advise that you seek advice from your external financial / VAT advisor as we are unable to provide such advice. This is particularly important where there is a mixture of non-business and business activities and the consequential ability to reclaim VAT.

The inclusion of the FMS VAT 126 transaction extract has been provided which will enable non registered VAT Academies to review this prior to submission to HMRC. The VAT 126 transaction extraction will display data drawn from the FMS database, hence the manner in which transactions have been entered is critical. In some circumstances the extract can be printed and included in the VAT submittal, whilst in others the extract may need to be saved, manipulated and printed before submission. Knowledge Base number KB 114044 is available with further detail.

The FMS VAT 126 transaction extract will need to be generated for all VAT Periods defined although transactions will only be displayed on the reports after 31/03/2011.

The FMS VAT 126 transaction extract will include data where:

- VAT Periods have been defined within FMS
- The VAT element of transactions which have been accounted for against VAT Input (VI) ledger code(s).

The transactions that will be included are summarised as follows:

Transaction Type	Included in VAT 126 Report
Accounts Payable Order Invoice	When the initial cheque was confirmed as printed
Accounts Payable Non-Order Invoice	When the initial cheque was confirmed as printed
Accounts Payable Credit Note	When the initial cheque was confirmed as printed
Accounts Payable Sundry Invoice	When the initial cheque was confirmed as printed
Petty Cash Folio's	When the Petty Cash Folio was posted
Cash Book Journals linked to a supplier	When the Cash Book Journal was posted
Recurring Journals linked to a supplier	When the Recurring Journal was posted

### Enhancements to the Audit Trail

Additional entries are recorded in the Audit Trail when the following transactions are created in FMS:

#### Central Authorisation File

The location of the central authorisation file and all transactions contained within the file.

### Purchase Orders

- Additional information is recorded for unauthorised purchase orders including a record of any deleted unauthorised purchase orders.
- You can trace the progress of an authorised purchase order from its initial status of unauthorised purchase order.
- Additional information is recorded for printed purchase orders.

### Restricted User Records

The creation of:

- A Restricted User
- Cost Centre Collection
- Threshold and modification to threshold given to a Restricted User

### Supporting Documents Entries

An entry is recorded when a scanned image is added, edited or deleted from an invoice or credit note.

## Enhancements in FMS 6.142

### BACS Run Report

- Any modifications made to a supplier or payee bank details are displayed with the user initials and date.

### Enhancements to the Audit Trail

- All invoice/credit note details that have made up a BACS payment are recorded together with the bank details to which the payment has been made against in the BACS file.
- The location of where the BACS file was created.

## Issues Resolved in FMS 6.142

The following issues have been resolved in FMS 6.142:

- The Central Authorisation file cannot be created until confirmation that the Authorisation Slip has been printed successfully.
- It is now possible to log in to FMS even when a printer has not been installed and associated with FMS.
- Contracts for a member of staff with more than one contract can now be modified via **Budget Planning | Salary Calculation**.
- It is now possible to simultaneously post Fees transactions into FMS.
- It is now possible to post Fees Bills where the Fees and Extras elements of the Bills are to be accounted for in different financial years.

## Essential Information

---



**IMPORTANT NOTES:** *This release is supported on Windows 7.*

*This release is compatible with Microsoft SQL Server 2008/SQL Express 2008 only. SQL Server 2005/2000/MSDE are no longer supported and the system has not been tested against them.*

---

In order to upgrade to FMS 6.142, your FMS system must satisfy the following criteria:

- Where Personnel Links are in use, SIMS must already be upgraded to a minimum of the SIMS 2011 Summer Release (7.140) to allow Salary Projections to be generated.
- FMS must be at a minimum version of 6.140.
- If you use FDS, all of your FMS databases must be upgraded to a minimum version of FMS 6.140.
- FMS 6.142 should 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.

### Important Note for Users Intending to use Scanned Documents in FMS

If you are using Scanned Documents in FMS, have already applied Patch **16361** and you are planning to move your FMS database to a new server (i.e. in the case of a server rebuild), you must carry out the steps in the prescribed order:

1. Take a backup of FMS.
2. Install a new SQL Server using the FMS installation media.
3. Apply Patch **16361** to the new/blank FMS database and SQL Server.
4. Restore the FMS backup taken in Step 1.

If you restore the FMS backup to a SQL server that has not had Patch **16361** applied, the `dbAttach` utility will display a message informing you that the `FILESTREAM` functionality is not enabled.

### Backing up SIMS and FMS

Where SIMS Personnel is used to generate Salary Projections in FMS, SIMS and FMS backups should be carried out at the same time. If one of the databases needs to be restored, the other database must be restored to the same point, i.e. if you restore the SIMS database, you must restore the FMS database to the same point and vice versa.

## Access Rights Required to Run the Upgrade

The upgrade to FMS 6.142 can be undertaken from FMS 6.140 by FMS users with Level 5 Access Rights who have been given the access right to add new users.

Please refer to previous release notes when upgrading from any release earlier than 6.140 (Summer 2011).

## Version Support

The FMS support arrangements depend on the supported versions of SIMS where Personnel Links is being used. Support for FMS SQL Server is detailed in the following table.

Release	SIMS Version	FMS Version	FMS with Personnel Links	FMS without Personnel Links
Autumn 2011	7.142	6.142	Supported	Supported
Summer 2011	7.140	6.140	Supported	Supported
Spring 2011	7.138	6.138	Not Supported	Supported



*NOTE: FMS 6.142 Autumn 2011 has been tested against SQL 2008 only.*

## Modules Included in this Release

- FMS 6.142
- Accounts Receivable 6.142
- Budget Planning 6.142
- Equipment Register 6.142
- Finance Database Selector (FDS) 6.142

## Restoring Databases – FMS and SIMS

If you are using Personnel 7.140 (or later) to generate Salary Projections in FMS and you need to restore your SIMS database, you must restore the 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.

## FMS in a Hosted Environment – Additional Setup Advice

- The **Start In** field of the shortcut used to run FMS should be set to a per user location because users must have write permissions to this location.
- The **NET DIR** value of the Paradox Native Driver should be set to a per user location (i.e. a mapped drive) because users must have write permissions to this location. This value can be set via the BDE Administrator utility, available from the Control Panel.
- On the **System Parameters** tab of the **Establishment Details** dialog in FMS (via **Tools | Establishment Details**), the transfer **Folder** should be set to a per school location if multiple schools share the same Terminal Server, because users must have write permissions to this location.
- On the **Interfaces** tab of the **Establishment Details** dialog in FMS (via **Tools | Establishment Details**), the import and export locations should be set to a per user location if multiple schools share the same Terminal Server, because users must have write permissions to this location.

## SIMS Modules and Data

In order for rooms, pupil/students and personnel details (contractual details from Personnel 7.140 and 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 generates Salary Projections from contracts held in Personnel (7.140 and onwards).*

*In System Manager, a user must belong to the DataExportsUser group for staff details to be available in FMS.*

## Setup Information for Windows Vista, Windows 7 and Hosted Environments

This section provides details of the activities that must be carried out on workstations running Microsoft® Vista or Windows 7 and on Terminal Servers hosting FMS.

- The **NET DIR** value of the Paradox Native Driver should be set to a writable per user location (i.e. a mapped drive) because users must have write permissions to this location. This value can be set via the BDE Administrator utility, available from the **Control Panel**. This applies to Windows Vista, Windows 7 and to Terminal Server Environments. Please see [Moving the NET DIR Location](#) on page 15 for step by step instructions.

- **The Start In** field of the shortcut used to run FMS should be set to a writable per user location (i.e. %localappdata%\temp) because users must have write permissions to this location. This applies to Windows Vista, Windows 7 and to Terminal Server Environments. Please see [Setting the Start In Location](#) on page 15 for step by step instructions.
- On the **System Parameters** tab of the **Establishment Details** dialog in FMS (via **Tools | Establishment Details**), the transfer **Folder** should be set to a writable per school location if multiple schools share the same Terminal Server, because users must have write permissions to this location. This applies to Terminal Server Environments.
- On the **Interfaces** tab of the **Establishment Details** dialog in FMS (via **Tools | Establishment Details**), the import and export locations should be set to a writable per user location if multiple schools share the same Terminal Server, because users must have write permissions to this location. This applies to Terminal Server Environments.

## Moving the NET DIR Location

In the BDE, sharing of data between more than one workstation is controlled by the `Pdouxrs.net` file. All workstations operating on the same data should not point to the same file. The default setting is in the root folder of the `c:` drive on the workstation, which will fail under Vista because new files cannot 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 on `c:` (e.g. `C:\BDEShare`) and copy the `Pdouxrs.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. Expand the tree structure and 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.

## Setting the Start In Location

1. Locate the shortcut to FMS.
2. Right-click the shortcut and select **Properties** from the pop-up menu.
3. Select the **Shortcut** tab.
4. Amend the **Start In** field to a writable per user location, e.g. `%localappdata%\temp`.

## New Versions of DBUpgrade and DBAttach

To provide compatibility with SQL Server 2008, new versions of DBUpgrade and DBAttach will be installed as part of the SOLUS upgrade. It is imperative that copies of older versions are deleted. Any manual upgrades or database selection should be conducted using these new versions.

## 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 be run as Administrator permanently, if preferred:

1. Select **Start | All Programs | SIMS Applications | FMSSQL**.
2. Right-click **DbAttach** and select **Properties** from the pup-up menu to display the **DbAttach Properties** dialog.
3. Select the **Compatibility** tab.
4. Select the **Run the Program as Administrator** check box.
5. Click the **Apply** button then click 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 at <http://www.sims.co.uk/hardware>.

## Documentation

---



*NOTE: In order to minimise the amount of storage space (and SOLUS download time) taken up by user documentation, we now provide PDF files that can be read using the Adobe Acrobat Reader version 8 or above only. This affects all user handbooks installed with SIMS, FMS and those posted to SupportNet.*

---

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

- Via the **FMS Documentation Centre**. This can be accessed by selecting **Help | FMS Documentation**. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.
- Through Windows Explorer, by opening the relevant file located in the \FMSSQL folder on your machine.
- By downloading the file from our SupportNet web site: <http://support.capitaes.co.uk>.
- By emailing [publications@capita.co.uk](mailto:publications@capita.co.uk) and requesting the required handbook.

The following handbooks have been updated for this release:

- *Getting Started with FMS* (GSFIN.PDF)
- *General Ledger FMS* (GLedger.PDF)
- *Accounts Payable in FMS* (ACCPAY.PDF)
- *Accounts Payable in FMS for Academy Schools* (AcadACCPAY.PDF).

Handbooks are viewed and printed using Adobe® Reader version 8 or above.

## Appendix A - FMS New User Interface











### Introduction

A new user interface has been introduced for the FMS 2011 Summer Release 6.140 (excluding Account Receivable and Equipment Register). All existing dates and functionality are maintained, although modifications have been made to the display order of the icons in Accounts Payable.











### New FMS User Icons





























The following tables detail the new icons and the original icons they replace.

#### Menu Bar Icons

















Icon Name	Original Icon Image	New Icon Image
Change Financial Year		
Close Current Period		
Window Calculator		
Help		
Close Window		

#### Generic Icons











Icon Name	Original Icon Image	New Icon Image
Focus Mode		
Previous Mode		
Next Record		
Add Record		
Delete Record		

Icon Name	Original Icon Image	New Icon Image
Save Record Changes		
Undo Record Changes		
Print Order		
Export all Supplier Definitions to an XML File		
Import a Supplier Definition File		
Import XML Content Order		
Move Current Order to Next/Previous Year		
Cancel Order/Clear Remaining Order Commitment		
Authorise Current Order		
Deliveries		
Cancel Invoice/Credit Note		
Authorise Invoice/Credit Note		
Manual Cheque Processing		
Confirm Cheque Run		







**Accounts Payable**

Icon Name	Original Icon Image	New Icon Image
Accounts Payable		
Suppliers		
Purchase Order Processing		
Edit or View Deliveries		
Invoice/Credit Note Processing		
Cheque Processing		
BACS Processing		
Import Transition		













**Central**

Icon Name	Original Icon Image	New Icon Image
Central		
Central Authorisation		
Manual Reconciliation		
Automatic Reconciliation		
Central Payment		











**Non-Invoiced Income**

Icon Name	Original Icon Image	New Icon Image
Non-Invoiced Income		
Receipts		
Pay In Slips		












**General Ledger**

Icon Name	Original Icon Image	New Icon Image
General Ledger		
Bank Reconciliation		
Chart of Accounts Review		
Manual Journal Processing		
Petty Cash Processing		
Journal Review		































### Budget Management

Icon Name	Original Icon Image	New Icon Image
Budget Management		
Fund Allocation		
Cost Centre Allocation		
Fund to Bank Journal		
Import Budget		

### Personnel Links

Icon Name	Original Icon Image	New Icon Image
Personnel Links		
Salary Projection		
Individual Payment		
Block Payment		
Salary Calculator		
Import Payroll File		

**Focus Bar**

Icon Name	Original Icon Image	New Icon Image
Print		
BACS Reprint		
Cancel BACS Run		
Delete Reconciliation Items		
Import Reconciliation File		
Cancel Receipt		
Post Receipt		
Print and Post		
Post Journal		
Post Transaction		
Post Individual Payment		
Contra Journal		
Copy Journal		
Adjust Transaction		
Cancel Transaction		
Fix Budget		
Annual Award Percentage		

Icon Name	Original Icon Image	New Icon Image
Service Team Mapping		
Apportionment		
Clear Commitment		
Reinstate Commitment		
Export Budget Plan		
Note		
Recalculate Projection	N/A	
Update	N/A	
Add Central Costs		
Add Group		

## Appendix B - FMS User Interface Areas Updated

Area	Functionality	New User Interface	Able to Resize
<b>Tools</b>	Accounts Payable Parameters	Yes	No
	Non Invoices Income	Yes	No
	Automatic Reconciliation Setup	Yes	No
	Books	Yes	No
	Close Period	Yes	No
	Define Financial Year	Yes	No
	Define VAT Periods	Yes	No
	Establishment Details	Yes	No
	STAR 7 Settings	Yes	No
	General Ledger Setup	Yes	No
	User Options	Yes	No
	eProcurement Settings	Yes	No
	Find A/P Transactions	Yes	No
	Search Parts catalogue	Yes	Yes
	Manage Users	Yes	No
	FMS Transaction Backup	Yes	No
	Windows Calculator	Yes	No
<b>Accounts Payable</b>	Suppliers	Yes	Yes
	Purchase Order Processing	Yes	Yes
	Deliveries	Yes	Yes
	Invoices/Credit Notes Processing	Yes	Yes
	Cheque Processing	Yes	Yes
	BACS Processing	Yes	Yes
	Import Transactions	Yes	No
<b>Central</b>	Central Authorisation	Yes	Yes
	Manual Reconciliation	Yes	Yes
	Automatic Reconciliation	Yes	Yes
	Central Payment	yes	Yes

Area	Functionality	New User Interface	Able to Resize
<b>Non-Invoiced Income</b>	Receipts	Yes	Yes
	Paying in slips	Yes	Vertical resize only
<b>General Ledger</b>	Bank Reconciliation	Yes	Yes
	Chart of Accounts Review	Yes	Vertical resize only
	Manual Journal Processing	Yes	Vertical resize only
	Petty Cash Processing	Yes	Vertical resize only
	Journal Review	Yes	Yes
<b>Budget Management</b>	Fund Allocation	Yes	Vertical resize only
	Cost Centre Allocation	Yes	Yes
	Fund to Bank Journals	Yes	Yes
	Import Budgets	Yes	No
<b>Personnel Links</b>	Salary Projections	Yes	Yes
	Individual Payments	Yes	Vertical resize only
	Block Payments	Yes	Vertical resize only
	Salary Calculator	Yes	No
	Import Payroll File	Yes	No
<b>Budget Planning</b>	Budget Plan	Yes	Yes
	Funding Plan	Yes	Yes
	Salary Plan	Yes	Yes
	Income and Expenditure Plan	Yes	Yes
<b>Accounts Receivable</b>	Debtors	No	No
	Invoices	No	No
	Receipts	No	No
	Paying in Slips	No	No
	Refunds	No	No
	Write Offs	No	No
<b>Equipment Register</b>	Equipment Details	No	No

Area	Functionality	New User Interface	Able to Resize
	Staff and their Equipment	No	No
	Rooms and their Equipment	No	No