

MAT Finance Guide

For the MAT Finance Module of the Bromcom MIS



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Introduction

Bromcom MAT Finance is a single database supporting multiple entities consolidating information organically on the go. You don't have to go out of your way to combine everything, it is done for you. Each user will have their own log in with their own configurable access permissions.

In a MAT, there are varying structures in place and we recognise there will be a requirement for the Trust to maintain oversight of the financial affairs of all the sites in the MAT as well as in some structures where a central team manages many or all of the financial activities for all their schools.

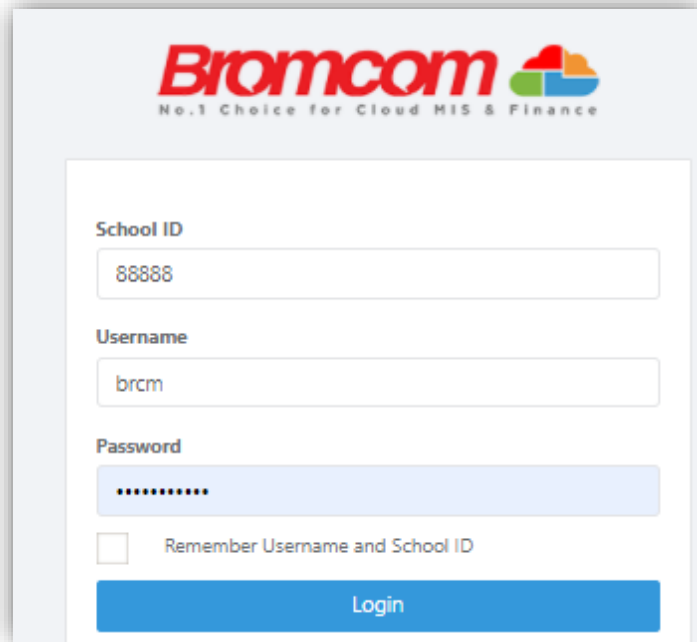
There will be a single database for all sites and their finance users to log onto using the MAT Finance School ID that is provided. Additional academies can be created and configured by Bromcom once a licence key is acquired to unlock an academy slot within the database.

Logging into Bromcom MAT Finance

Bromcom MAT Finance is cloud based and can be accessed from a Desktop, Laptop, Tablet or Smart Phone.

Use route <https://cloudmis.bromcom.com> to access the Bromcom Cloud site.

To login, enter your unique Bromcom MAT Finance School ID and your Username and Password.

The image shows a login form for Bromcom MAT Finance. At the top, the Bromcom logo is displayed in red, with the tagline "No.1 Choice for Cloud MIS & Finance" below it. The form itself is a white box with a light blue border. It contains three input fields: "School ID" with the value "88888", "Username" with the value "brcm", and "Password" with a masked password represented by dots. Below the password field is a checkbox labeled "Remember Username and School ID". At the bottom of the form is a blue button labeled "Login".

Bromcom
No.1 Choice for Cloud MIS & Finance

School ID
88888

Username
brcm

Password
.....

☐ Remember Username and School ID

Login

Setup and Configuration

Financial Years and Periods

The Bromcom MAT Finance database will be setup with the current Financial Year (which will be the year in which you are transferring across to Bromcom MAT Finance) plus an additional 3 future Financial Years. All document entry forms will be defaulted to the current Financial Year and current Financial Year Period based on the Current Date. This can be changed to any open Financial Year Periods.

In addition to this, each Financial Year that exists will have Salary Period Mappings automatically allocated to allow for the import and reconciliation of Payroll files across the MAT/Trust.

Note: If you are transferring mid-way through your Financial Year, we will ensure all previous periods of the existing Financial Year are closed and assist you in getting your closing balances from your previous Financial Management System into your Bromcom MAT Finance system.

VAT Rates and Periods

Config > Finance > VAT Rates and Periods

The Bromcom MAT Finance database will be setup with the current VAT Year (which will be the year in which you are transferring across to Bromcom MAT Finance) plus an additional 3 future VAT Years. This will be setup with monthly VAT Periods as a standard but can be configured when adding future VAT Years. When clicking the New button under VAT Years, it will be possible to add a new VAT Year, at which point you are given the option to set the Periods as Quarterly, Monthly or by a specific Number of Days per Period.

The screenshot displays two sections of the Bromcom MAT Finance configuration interface. The top section, titled 'VAT Rates', features a table with columns for VAT Ledger Code, Description, Type, Ledger Group, VAT Rate, and VAT Code. It lists various output and input rates (e.g., 20%, 5%, 0%) and includes action buttons (New, Edit, Delete) and a search bar. The bottom section, titled 'VAT Years', contains a table with columns for VAT Year Name, Start Date, End Date, Number Of Periods, and Periods Type. It shows the current VAT year (2021-2022) with a start date of 01/09/2021, an end date of 31/08/2022, 12 periods, and a monthly period type. Similar to the VAT Rates section, it includes action buttons and a search bar.

VAT Ledger Code	Description	Type	Ledger Group	VAT Rate	VAT Code
240351	VAT Output Standard 20%	VAT Output	Current Assets	20	T
240352	VAT Output Reduced 5%	VAT Output	Current Assets	5	Y
240353	VAT Output Out of Scope	VAT Output	Current Assets	0	U
240354	VAT Output Exempt	VAT Output	Current Assets	0	P
240355	VAT Output Zero	VAT Output	Current Assets	0	O
310251	VAT Input Standard 20%	VAT Input	Liabilities	20	S
310252	VAT Input Reduced 5%	VAT Input	Liabilities	5	R
310253	VAT Input Out of Scope	VAT Input	Liabilities	0	X
310254	VAT Input Exempt	VAT Input	Liabilities	0	F

VAT Year Name	Start Date	End Date	Number Of Periods	Periods Type
2021-2022	01/09/2021	31/08/2022	12	Monthly

You can double click on any of the existing VAT Years from this page to view the submission dates for the VAT Submittal and VAT 126 Returns for each of the VAT periods in that VAT Year.

VAT Rates will be provided as a standard with all Bromcom MAT Finance systems. From here you are also able to add any additional VAT Input or VAT Output codes.

Please note: When adding a new VAT Year, the start date of the VAT Year will automatically be set as the day after the end date of the latest VAT Year in your system to ensure there are no gaps for VAT Returns.

Profile Models

Config > Finance > Profile Models

The Bromcom MAT Finance database will be configured with an Equal Twelfths profile model which can be used when setting up your Budgets. You can go to Config -> Profile Models to create different Profile Models which can be used immediately in the Budget Maintenance area of the system to setup your Budgets.

Profile Models

Grid actions: Copy, Excel, CSV, PDF, Print

Description	Total Periods
Equal Twelfths	12

Periods in Profile Model

Description*: Equal Twelfths Total Periods*: 12

Even Spread Selected Spread Remainder Clear Allocations

Period Number	Allocation Value (%)
1	8.33
2	8.33
3	8.33
4	8.33
5	8.33
6	8.33

It will be possible to add a description and enter the percentage breakdown for each period you create. Various periods can be highlighted and the Even Spread Selected button clicked to even spread the percentage amongst the highlighted periods.

Bank Accounts

Config > Finance > Bank Accounts

A default Bank Account and Savings Account option will be created on your Bromcom MAT Finance system, which can be amended to be available for all Sites as a Central Bank or a specific Site within the MAT. You will be able to add any additional Bank or Savings Accounts that can also be configured to be used centrally or specific to a Site.

Bank Accounts

Grid actions: Copy, Excel, CSV, PDF, Print Search:

Site	Ledger Code	Bank Name (Description)	Ledger Group	Account Name	BACS	Expiry Date
All	260100	CA: Bank Accounts: Bank Account 1	Current Assets	Lloyds	Yes	
All	270100	CA: Savings Accounts: Savings Account 1	Current Assets	Savings	No	

It will also be possible to configure the BACS settings for each Bank Account, which can be used for Batch BACS Payments in order to generate the correct type of BACS file to upload to the bank.

Cards linked to the bank can also be added from here, which can then be used later in Documents such as New Entry > Credit Card Expense.

Note: Remove the tick from the Active box if the card is no longer in use. The search facility can be used if there are a number of cards against the bank.

Ledger Codes

Config > Finance > Ledger Codes

The Bromcom MAT Finance solution has been designed to work with the DfE Chart of Accounts and will be populated with all of the latest DfE Chart of Account codes as a default, these can be found by going to Config-> Finance -> Ledger Codes.

Ledger Code	Ledger Description	DfE Account Code	Active	Ledger Type	Ledger Group	L1 Description	L2 Description	L3
1350	Intra-Company		Yes	IC	Control Accounts			
9996	Capital Projects		Yes	CP	ASSET			
110100	FA: Fhold Land: Cost brought ...	110100	Yes	AO	Fixed Assets	Fixed Assets	Freehold Land	
110101	testy mctest	110100	Yes	AO	Fixed Assets	Fixed Assets	Freehold Land	
110200	FA: Fhold Land: Additons Free ...	110200	Yes	AO	Fixed Assets	Fixed Assets	Freehold Land	
110210	FA: Fhold Land: Additons DfE ...	110210	Yes	AO	Fixed Assets	Fixed Assets	Freehold Land	
110220	FA: Fhold Land: Additons othe ...	110220	Yes	AO	Fixed Assets	Fixed Assets	Freehold Land	

As this is an extensive list, you will have the ability to toggle all Ledger Codes as Active or InActive in bulk. This stops those Ledger Codes from being available in any New Entry or Procurement Documents raised from that point onwards. This process works both ways and can be just as easily switched back to Active if required.

The Ledger Code page is designed for you to be able to see the full DfE Chart of Accounts with the ability to add additional columns to the grid to see and set the mappings for Management Accounting codes, SoFA Codes, Benchmarking, Accounts Returns and Budget Forecasting. It will also be possible to amend certain mappings in bulk by using the Actions > Set Mappings option at the top of the page. As with all almost all the grids across the Bromcom MAT Finance system you will be able to export the full Ledger Code list with additional columns to Excel with a click of a button.

You can also add additional Ledger Codes using the Add option, this can done by either selecting a Ledger Code from the list which will then be linked as the DfE Account Code to that new ledger code and for all returns, the codes will be “rolled up” to the linked DfE Account Code to give a consolidated total for all the linked Ledger Codes. It will be possible to choose your DfE Account Code from the dropdown menu on the pop up window, which will list only the latest codes as provided by the DfE. Once selected, the Ledger Code will increment up by 1 automatically to fit in with the DfE’s Chart of Accounts structure. In order to create a new Ledger Code, you must first select a DfE Account code that the new Ledger Code will be created from (this allows for the transactions under those Ledger Codes to be rolled-up to the DfE Account code for the Accounts Returns) and set a Ledger Description of your choice, all other fields are automatically filled in for you once you have chosen a DfE Account code.

Ledger Code Details

Mappings

DfE Account Code*110100

Ledger Code*110100

Ledger Group*Fixed Assets

Ledger Type*Asset

Ledger Description*FA: Fhold Land: Cost brought forward

Start Date01/09/2020

End Date

Active

Save

Within the Ledger Codes page, you will notice the list of Ledger Groups on the right hand side (this panel can be hidden using the arrow icon to give more space to the Ledger Code list. The Ledger Groups are system defined and cannot be added or removed.

Note: Ledger Types are defined by Bromcom and cannot be amended.

Cost Centres

Config > Finance > Cost Centres

Cost Centres							Cost Centre Groups	
New Edit Delete History Grid actions Copy Excel CSV PDF Print Search:							All Cost Centres Curriculum	
Code	Description	Abbreviation	Holder	Threshold	Check Spending	Cost Centre Group		
CAPITAL	Capital	CAPITAL		100%	No	All Cost Centres		
EXP	Expenditure	Exp		100%	No	All Cost Centres		
FA	Fixed Assets	Fixed Assets		100%	No	All Cost Centres		
INCOME	Income	INCOME		100%	No	All Cost Centres		

Cost Centre Groups

You will be able to create new, rename or remove Cost Centre Groups that have been created for you prior to getting your Bromcom MAT Finance system. You can highlight an existing Cost Centre Group and right click so that you can add a further Cost Centre Group layer to your Cost Centre Groups.

Create a Cost Centre

Clicking New gives the ability to create new Cost Centres. You can configure a unique Cost Centre Code for each Cost Centre created and enter a description which will be visible to all users who raise New Entry and Procurement Documents within the Bromcom MAT Finance system.

Cost Centre Details

Code*

FA

Description*

Fixed Assets

Abbreviation*

Fixed Assets

Holder

Select a Holder...

Threshold (%)*

100

☐ Check Spending

Cost Centre Group*

All Cost Centres

Curriculum

Save

Close

It will also be possible to assign the Cost Centre Holder from here, this list is populated from the list of staff in the system so if the correct person is not listed here, they should be added to the system before trying to add them as a Holder. There is also a Threshold percentage that is used to control the expenditure for that Cost Centre when it exceeds the defined threshold.

Note: The Holder can be added or amended at a later date.

Cost Centre - Ledger Code Links

Config > Finance > Cost Centre Ledger Links

Going to the Cost Centre Ledger Links, you will be able to view all the links that already exist on your Bromcom MAT Finance system and will be able to add or remove these links at any point. You can also filter to any Cost Centre in the dropdown and this will filter to allow you to see all the existing links between that Cost Centre and the Ledger Codes in the system.

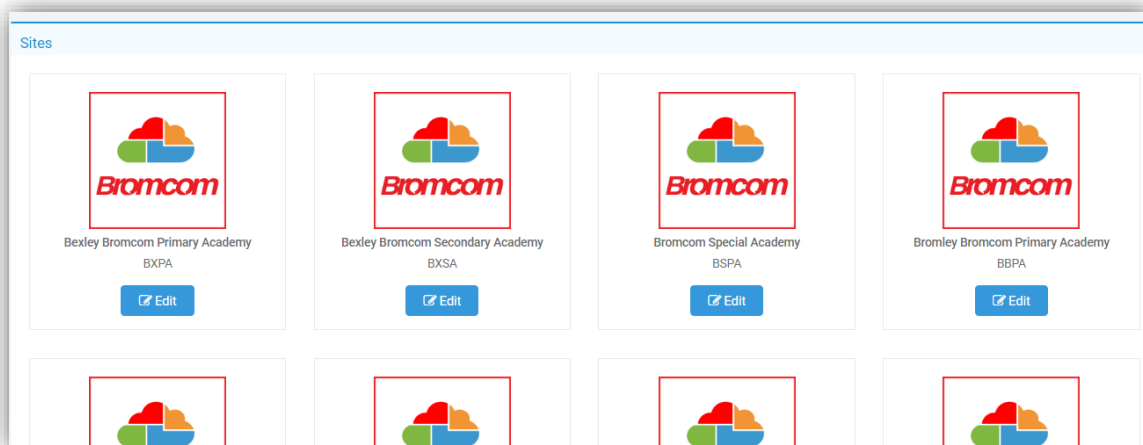
	Cost Centre Code	Cost Centre Description	Ledger Code	Ledger Description	Status
☐	CAPITAL	Capital	550100	IN: DfE Capital Grants: Condition Improvement Fund	In Use
☐	CAPITAL	Capital	550150	IN: DfE Capital Grants: MAT Condition Allowance	In Use
☐	CAPITAL	Capital	550200	IN: DfE Capital Grants: Priority School Building Prog	In Use
☐	CAPITAL	Capital	550250	IN: DfE Capital Grants: Devolved Formula Capital	In Use
☐	CAPITAL	Capital	550300	IN: DfE Capital Grants: DfE Managed Free Schools	In Use

Note: Relevant checks are in place to stop links that are used in transactions being removed, these are instead hidden from use in any further New Entry and Procurement Documents within the Bromcom MAT Finance system.

Manage Sites

Config > Finance > Manage Sites

This page will give you visibility of all the Sites that exist within your MAT. You can see the school logo (if provided) and also the Site Code that is assigned to each of the Sites.



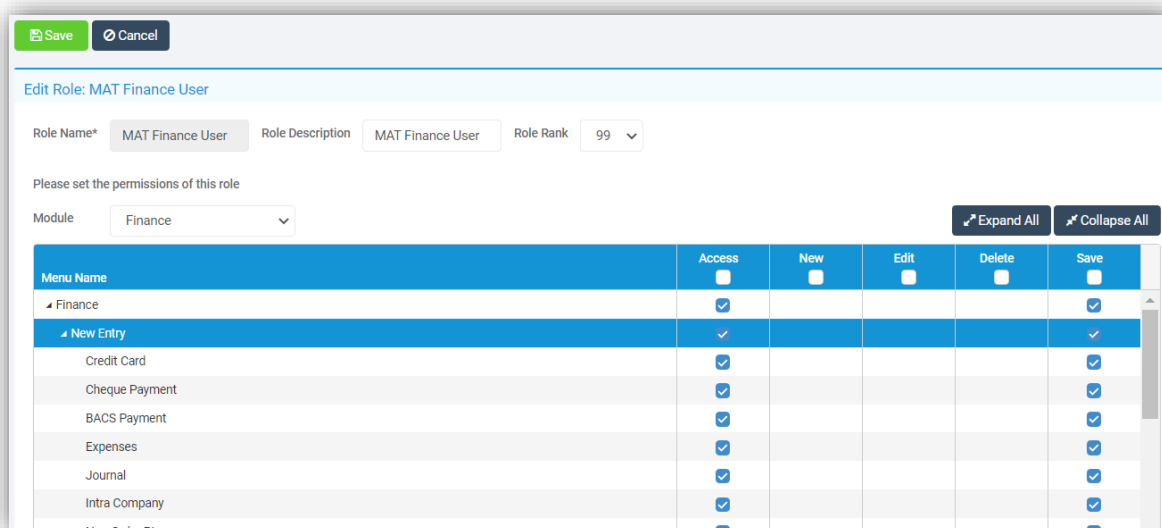
There is also an option to add and manage Cluster Codes within each Site record. This allows you to arrange the Sites in groupings that are specific to your MAT. This can be achieved by clicking on the Cluster Code dropdown and choosing **Edit Cluster Codes** where you will see all existing Cluster Codes that have been created, which can be amended/deleted or added to.

An example of how this could be used is to assign Clusters based on region, North/South/East/West, which can then be used later on in the Enquiries screens to focus on transactions specific to a Cluster of Sites.

Roles & Permissions

Config > Setup > Roles & Permissions

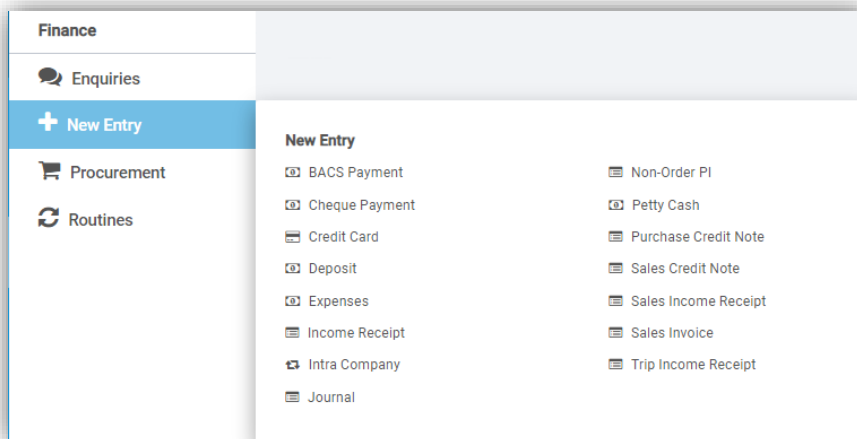
Access for the **Bromcom MAT Finance** system for the **MAT Finance** pages can be set under **Roles & Permissions** from within the **Finance** module.



New Entry

Finance > New Entry

New Entry documents all follow a very similar format, which can be controlled by permissions to determine what documents a specific user or role has access to. All documents support cross site postings and features an automatic Intra Company posting to ensure that the Trial Balance remains balanced across all Sites in the MAT. The document types available are:



BACS Payment – It will be possible to raise a Supplier BACS Payment which can then be allocated off against posted supplier invoices or raise a General BACS Payment for a bank account using this New Entry form.

The screenshot shows the 'BACS Payment' form. It has tabs for 'Supplier Payment' and 'General Payment'. The 'Supplier Payment' tab is active. The form includes fields for Site*, Supplier*, BACS Date* (29/10/2021), Posting Period* (2, Oct), and Document Control (£)*. There is a Notes field and a table with columns: Site Code, Bank Account, Description, Gross (£), and Actions. The table has an 'Add New Record' button. The total amount is 0.00.

Cheque Payment – It will be possible to raise a Supplier Cheque Payment which can then be allocated off against posted supplier invoices. You can also raise a Cheque Payment to top up Petty Cash Tins or raise an Other Cheque Payment for a bank account using this New Entry form.

The screenshot shows the 'Cheque Payment' form. It has tabs for 'Supplier Payment', 'Petty Cash Top Up', and 'Other Payment'. The 'Supplier Payment' tab is active. The form includes fields for Site*, Supplier*, Cheque Date* (29/10/2021), Posting Period* (2, Oct), and Document Control (£)*. There is a Notes field and a table with columns: Site Code, Bank Account, Cheque Number, Description, Gross (£), and Actions. The table has an 'Add New Record' button. The total amount is 0.00.

Credit Card – It will be possible to raise a Credit Card Expense for a Card Holder or a Credit Card Payment for a bank account using this New Entry form.

Save Draft Post Document Number

Credit Card

Expense Payment

Site* Select a Site... Card Holder* Select a Card Holder...

Reference* Posting Period* 2 Oct Document Control (£)*

Attachments 0 file(s) attached Notes

The Document must be saved or posted before adding an attachment

Site Code	Cost Centre	Ledger Code	Description	VAT Number	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record								
Total:					0.00	0.00	0.00	

Deposit – It will be possible to enter Deposit money to a bank account received in cash using this New Entry form.

Save Draft Post Document Number

Deposit

Site* Select a Site... Bank Account* Select a Bank...

Date* 29/10/2021 Posting Period* 2 Oct Document Control (£)*

Attachments 0 file(s) attached Notes

The Document must be saved or posted before adding an attachment

Site Code	Paying-in Slip	Description	Gross (£)	Actions
Add New Record				
Total:			0.00	

Expenses – It will be possible to raise a Staff Expense claim for a member of Staff using this New Entry form.

Save Draft Post Document Number

Staff Expenses

Staff Name* Select a Staff member... Site* Select a Site...

Reference* Posting Period* 2 Oct Document Control (£)*

Attachments 0 file(s) attached Notes

The Document must be saved or posted before adding an attachment

Site Code	Cost Centre	Ledger Code	Description	VAT Number	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record								
Total:					0.00	0.00	0.00	

Income Receipt – It will be possible to raise an Income Receipt for a bank account using this New Entry form.

Save Draft Post Document Number

Income Receipt

Bank Account* Select a Bank... Site* Select a Site...

Income Date* 29/10/2021 Posting Period* 2 Oct Document Control (£)*

Reference* Payment Type* BACS

Attachments 0 file(s) attached Notes

The Document must be saved or posted before adding an attachment

Site Code	Cost Centre	Ledger Code	Description	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record							
Total:				0.00	0.00	0.00	

Intra Company – It will be possible to raise an Intra Company Journal using different Site codes to assign income and expenditure MAT wide without unbalancing the Trial Balance using this New Entry form.

Intra Company

Master Site* Date* 29/10/2021 Posting Period* 2 Oct

Notes

Please first select Master Site to add entry lines

Site Code	Cost Centre	Ledger Code	Description	Debit (£)	Credit (£)	Actions
Debits & Credits Total:				0.00	0.00	
Total:					0.00	

Automatic Intra Company Posting

Site Code	Cost Centre	Ledger Code	Description	Debit (£)	Credit (£)	Actions
Debits & Credits Total:				0.00	0.00	
Total:					0.00	

Journal – It will be possible to enter a variety of different journal types directly into the system, the journal types available are:

- General Journal
- Payroll Journal
- Prepayment Journal
- Accrual Journal
- Deferred Income Journal
- Opening Balance Journal
- Write Off Journal
- Fixed Asset Journal
- Depreciation Journal
- Capital Journal

General Journal

Journal Type* General Site* Total Debits (£) 0.00

Posting Period* 2 Oct Total Credits (£) 0.00

Attachments 0 file(s) attached Balance (£) *No Values*

Notes

The Document must be saved or posted before adding an attachment

Cost Centre	Ledger Code	Description	Debit (£)	Credit (£)	Actions
Add New Record					

Non-Order PI – It will be possible to raise a Non-Order Purchase Invoice against a Supplier using this New Entry form.

Non-Order PI

Supplier* Select a Supplier... Site* Select a Site...

Invoice Date* 29/10/2021 Posting Period* 2, Oct Document Control (£)*

Invoice Number*

Attachments 0 file(s) attached

Notes

Site Code	Cost Centre	Ledger Code	Description	Discount (£)	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record								
Total:					0.00	0.00	0.00	

Petty Cash – It will be possible to raise a Petty Cash Expenditure against a Petty Cash Tin using this New Entry form.

Petty Cash

Petty Cash* Select a Ledger Control Account... Site* Select a Site...

Reference* Posting Period* 2, Oct Document Control (£)*

Attachments 0 file(s) attached

Notes

Site Code	Cost Centre	Ledger Code	Description	VAT Number	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record								
Total:					0.00	0.00	0.00	

Purchase Credit Note – It will be possible to raise a Purchase Credit Note against a Supplier which can then be allocated off against posted supplier invoices using this New Entry form.

Purchase Credit Note

Supplier* Select a Supplier... Site* Select a Site...

Credit Date* 29/10/2021 Posting Period* 2, Oct Document Control (£)*

Attachments 0 file(s) attached

Credit Note*

Notes

Site Code	Cost Centre	Ledger Code	Description	Qty	Unit Cost (£)	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record									
Total:						0.00	0.00	0.00	

Sales Credit Note – It will be possible to raise a Sales Credit Note against a Customer which can then be allocated off against posted Sales Invoices using this New Entry form.

The screenshot shows the 'Sales Credit Note' form. At the top, there are buttons for 'Save Draft', 'Post & Allocate', and 'Post'. A 'Document Number' field is on the right. The form includes fields for 'Customer*' (a dropdown), 'Site*' (a dropdown), 'Credit Date*' (29/10/2021), 'Posting Period*' (2, Oct), 'Credit Total (£)*' (empty), and 'Attachments' (0 file(s) attached). Below these is a 'Notes' text area. At the bottom, there is a table with columns: Site Code, Cost Centre, Ledger Code, Description, Qty, Unit Cost (£), Net (£), Tax (£), Gross (£), and Actions. A 'Total' row shows 0.00 for Net, Tax, and Gross.

Sales Income Receipt – It will be possible to raise a Sales Income Receipt against a Customer which can then be allocated off against posted Sales Invoices using this New Entry form.

The screenshot shows the 'Sales Income Receipt' form. It has buttons for 'Save Draft', 'Post & Allocate', and 'Post', and a 'Document Number' field. Fields include 'Customer*' (dropdown), 'Site*' (dropdown), 'Receipt Date*' (29/10/2021), 'Posting Period*' (2, Oct), 'Receipt Total (£)*' (empty), 'Reference*' (empty), 'Payment Type*' (BACS), 'Bank*' (Select a Bank...), and 'Attachments' (0 file(s) attached). There is a 'Notes' text area. The bottom table has columns: Site Code, Cost Centre, Ledger Code, Description, Gross (£), and Actions. The 'Total' row shows 0.00 for Gross.

Sales Invoice – It will be possible to raise a Sales Invoice for a Customer using this New Entry form.

The screenshot shows the 'Sales Invoice' form. It has buttons for 'Save Draft' and 'Post', and a 'Document Number' field. Fields include 'Customer*' (dropdown), 'Site*' (dropdown), 'Invoice Date*' (29/10/2021), 'Posting Period*' (2, Oct), 'Document Control (£)*' (0.00), 'Invoice Number' (empty), 'Running Account Total (£)' (0.00), 'Attachments' (0 file(s) attached), and 'Notes' (empty). The bottom table has columns: Site Code, Product, Cost Centre, Ledger Code, Discount (£), Qty, Unit Cost (£), Net (£), Tax (£), Gross (£), and Actions. The 'Total' row shows 0.00 for Net, Tax, and Gross.

Trip Income Receipt – It will be possible to raise a Trip Income Receipt against a Trip using this New Entry form.

Save DraftPost

Document Number

Trip Income Receipt

Bank Account*

Select a Bank...

Income Date*

29/10/2021

Reference*

Attachments

0 file(s) attached

Site*

Select a Site...

Posting Period*

2, Oct

Document Control (£)*

Payment Type*

BACS

Notes

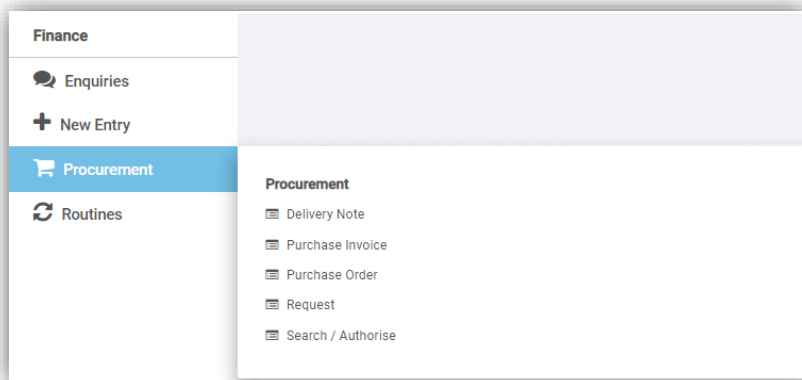
The Document must be saved or posted before adding an attachment

Site Code	Ledger Code	Trip	Description	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record							
Total:				0.00	0.00	0.00	

Procurement

Finance > Procurement

Procurement documents will also follow a very similar format, which can be controlled by permissions to determine what procurement documents a specific user or role has access to. The procurement document types available are:



Request

It will be possible to raise a Request for anything required for Sites across the MAT using this Procurement document.

The 'Request' form includes the following fields and sections:

- Buttons: Budget Check, Save Draft, Post.
- Document Number field.
- Supplier*: Select a Supplier...
- Delivery Address*: Select a Site...
- Date*: 29/10/2021, Required By*: 29/10/2021, Notes.
- Attachments: 0 file(s) attached.
- Table with columns: Site Code, Cost Centre, Ledger Code, Description, Unit Cost (£), Qty, Net (£), Tax (£), Gross (£), Actions.
- Total: 0.00, 0.00, 0.00.

Purchase Order

It will be possible to raise a Purchase Order, which will list any Request lines that are posted from a Request document for the same Site and Supplier. These can be removed if required as well as having the ability to add additional Purchase Order lines using this Procurement document.

The 'Purchase Order' form includes the following fields and sections:

- Buttons: Budget Check, Save Draft, Post.
- Document Number field.
- Supplier*: Select a Supplier...
- Delivery Address*: Select a Site...
- Date*: 29/10/2021, Required By*: 29/10/2021, Notes.
- Attachments: 0 file(s) attached.
- Message: Please first select Supplier and Delivery Address to add entry lines.
- Table with columns: Site Code, Cost Centre, Ledger Code, Description, Discount (£), Unit Cost (£), Qty, Net (£), Tax (£), Gross (£), Actions.
- Total: 0.00, 0.00, 0.00.

Delivery Note

It will be possible to raise a Delivery Note, which will list any authorised Purchase Order lines for the same Site and Supplier. It will be possible to remove lines if required before posting using this Procurement document.

Save Draft

Post

Document Number

Delivery Note

Supplier*

Select a Supplier...

Delivery Address*

Select a Site...

Reference*

Required By*

29/10/2021

Notes

Attachments

0 file(s) attached

The Document must be saved or posted before adding an attachment

Site Code	Cost Centre	Ledger Code	Description	Unit Cost (£)	Qty	Net (£)	Tax (£)	Gross (£)	Actions
Total:						0.00	0.00	0.00	

Purchase Invoice

It will be possible to raise a Purchase Invoice, which will list any Delivery lines that are posted from a Delivery document for the same Site and Supplier. These can be removed if required as well as having the ability to add additional Purchase Invoice lines using this Procurement document.

Save Draft

Post

Document Number

Purchase Invoice

Supplier*

Select a Supplier...

Delivery Address*

Select a Site...

Order Date*

29/10/2021

Invoice Number*

Invoice Total (£)*

On Hold

Invoice Date*

29/10/2021

Posting Period*

2, Oct

Invoice Notes

Attachments

0 file(s) attached

The Document must be saved or posted before adding an attachment

Please first select Supplier and Delivery Address to add entry lines

Site Code	Cost Centre	Ledger Code	Description	Unit Cost (£)	Qty	Net (£)	Tax (£)	Gross (£)	Actions
Add New Record									
Total:						0.00	0.00	0.00	

Search/Authorise

It will be possible to search all Procurement documents from this screen and authorise documents in bulk based on the Workflow Profiles that have been setup. This page will support the ability to drill down into all document types to view the details within that document as well as providing export functionality to a variety of different formats including Excel.

Authorise

Parameters

Supplier

Choose an option

Site

Choose an option

Doc Type

Choose an option

Raised By

Choose an option

Authorised By

Choose an option

Date Range

Select

Approval Status

Choose an option

Status

Choose an option

Reset

Save Parameters

Apply

Grid actions

Copy

Excel

CSV

PDF

Print

Search:

	Site	Doc Type	Doc Number	Description	Gross (£)	Supplier	Status	Approval Status	Is Clone?	Actions
No data available in table										

Authorise

Parameters

Supplier

Choose an option

Site

BBPA × BBSA × BSPA × + 9 items selected ×

Doc Type

Choose an option

Raised By

Choose an option

Authorised By

Choose an option

Date Range

Select

Approval Status

Choose an option

Status

Choose an option

Reset

Save Parameters

Apply

Grid actions

Copy

Excel

CSV

PDF

Print

Search:

	Site	Doc Type	Doc Number	Description	Gross (£)	Supplier	Status	Approval Status	Is Clone?	Raised By	Authorised By	Date	Actions
☐	BBPA	Purchase Invoice	0001035		720.00	Amwell	Posted	-	No	Sankpal	Sankpal	25/10/2021	
☐	BBPA	Purchase Invoice	0001036		1,428.00	Amwell	Posted	-	No	Sankpal	Sankpal	25/10/2021	
☐		Purchase											

Budget Check

Document Number 0000002

Request

Supplier*

Amazon

Delivery Address*

BBPA - Bromley Bromcom Primary Academy, Masons Hill, T...

Date*

25/10/2021

Required By*

25/10/2021

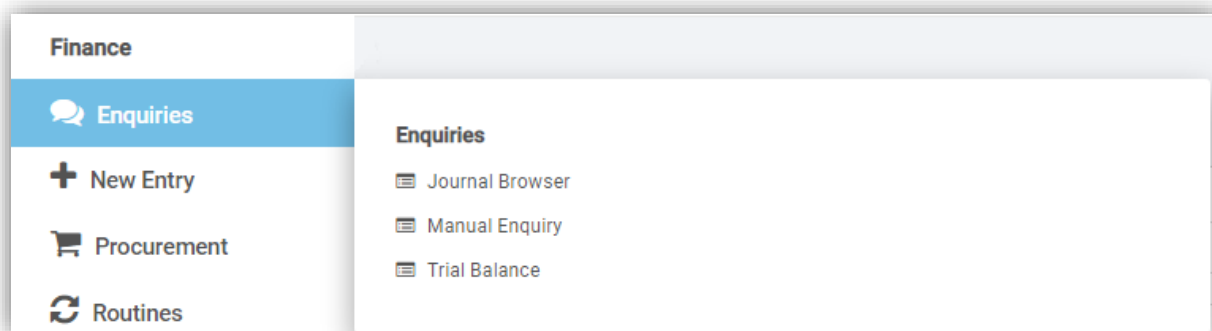
Notes

Attachments

0 file(s) attached

Site Code	Cost Centre	Ledger Code	Description	Unit Cost (£)	Qty	Net (£)	Tax (£)	Gross (£)
BBPA	EXP	750150	Footballs	100.00	5	500.00	100.00	600.00
Total:						500.00	100.00	600.00

Enquiries



Manual Enquiry

Finance > Enquiries > Manual Enquiry

This page allows you to perform enquires across the MAT Finance system for different Enquiry Types:

Manual Reporting

This Enquiry type gives the ability to view all the individual document lines entered into the MAT Finance system with various different parameter options available. This page will support the ability to drill into the document that the line comes from as well as providing export functionality to a variety of different formats including Excel at all points.

A screenshot of the 'Manual Reporting' enquiry interface. At the top, there's a 'View' button and a dropdown for 'Enquiry Type' set to 'Manual Reporting'. Below this are filter sections: 'Site Filter' with radio buttons for 'Sites' (selected), 'Phases', and 'Cluster Codes'; 'Year' set to '2021/2022'; 'Cost Centre' and 'Period' both set to 'Choose an option'; 'Status' set to 'Choose an option'; and a 'Commitments' checkbox. Action buttons at the bottom right include 'Reset', 'Save Parameters', and 'Apply'. Below the filters is a table with columns: Site, Doc Type, Doc No., Ledger Code, Cost Centre, Spend (£), CR/DR Type, Commitments (£), True Total (£), Budget (£), Variance (£), Status, and Approval Status. The table currently shows 'No data available in table'. At the bottom, a 'Total' row shows values of 0.00 for several columns. A search bar is located on the right side of the table.

Site

This Enquiry type gives the ability to view all the documents entered into the MAT Finance system with various different parameter options available. This page will support the ability to drill into the document to view all of the document details as well as providing export functionality to a variety of different formats including Excel at all points.

View Enquiry Type Site Parameters

Site Filter ☒ Sites ☐ Phases ☐ Cluster Codes Year Choose an option

Sites Choose an option Doc Types Choose an option

Period Choose an option Status Choose an option

Approval Status Choose an option

Reset Save Parameters Apply

Grid actions Copy Excel CSV PDF Print Search:

Site	Doc Type	Doc No	Bank Account	Ledger Control Account	Account	Period	Financial Year	Reference	Doc Control	Status	Approval Status	
No data available in table												
Total:										0.00		

Ledger Code

This Enquiry type gives the ability to view all the posted Ledger Code transactions in a consolidated view by Ledger Code and Site across the MAT Finance system with various different parameter options available. This page will support the ability to drill down further to view all of the individual Ledger Code transactions and further drills down into the related document where the transaction originates from as well as providing export functionality to a variety of different formats including Excel at all points.

View Enquiry Type Ledger Code Parameters

Site Filter ☒ Sites ☐ Phases ☐ Cluster Codes Year 2021/2022 X

Sites Choose an option Ledger Code Choose an option

Period Choose an option ☐ Commitments

Reset Save Parameters Apply

Grid actions Copy Excel CSV PDF Print Search:

Site	Ledger Code	Spend (£)	Commitments (£)	True Total (£)	Budget (£)	Variance (£)
No data available in table						
Total:		0.00	0.00	0.00	0.00	

Cost Centre

This Enquiry type gives the ability to view all the posted Cost Centre transactions in a consolidated view by Cost Centre and Site across the MAT Finance system with various different parameter options available. This page will support the ability to drill down further to view all of the individual Ledger Code transactions related to that Cost Centre and Site. It is possible to drill down further to get to the related document where the transaction originates from as well as providing export functionality to a variety of different formats including Excel at all points.

View

Enquiry Type

Cost Centre

Parameters

Site Filter

☒ Sites ☐ Phases ☐ Cluster Codes

Year

2021/2022

Sites

Choose an option

Cost Centre

Choose an option

Period

Choose an option

☐ Commitments

Reset

Save parameters

Apply

Grid actions

Copy

Excel

CSV

PDF

Print

Search:

Site	Cost Centre	Spend (£)	Commitments (£)	True Total (£)	Budget (£)	Variance (£)
No data available in table						
Total:		0.00	0.00	0.00	0.00	

Trial Balance

Finance > Enquiries > Trial Balance

This page will give the ability to view the Trial Balance across the entire MAT with parameters provided to be able to filter to a specific Site and Financial Period. This page provides export functionality to a variety of different formats including Excel.

Parameters

Site Filter

☒ Sites ☐ Phases ☐ Cluster Codes

Year

Choose an option

Sites

Choose an option

Periods

Choose an option

☐ Commitments

Reset

Save Parameters

Apply

Grid actions

Copy

Excel

CSV

PDF

Print

Search:

Site	Ledger Code	Debit (£)	Credit (£)	Balance (£)	Commitments (£)	True Total (£)	Budget (£)	Variance (£)
No data available in table								
Total:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Journal Browser

Finance > Enquiries > Journal Browser

This page will give the ability to view all Journals posted and unposted that exist within the MAT Finance system, various parameters will be available including Journal Types and Financial Periods to help filter down the Journals that appear here. This page will support the ability to drill down into all Journals and further to any related documents that those Journals were created from to view the details within that document as well as providing export functionality to a variety of different formats including Excel at all points.

View

Parameters

Site Filter

☒ Sites

☐ Phases

☐ Cluster Codes

Year

Choose an option

Sites

Choose an option

Journal Type

Choose an option

Period

Choose an option

CR/DR Value (£)

From:

To:

Reset

Save Parameters

Apply

Grid actions

Copy

Excel

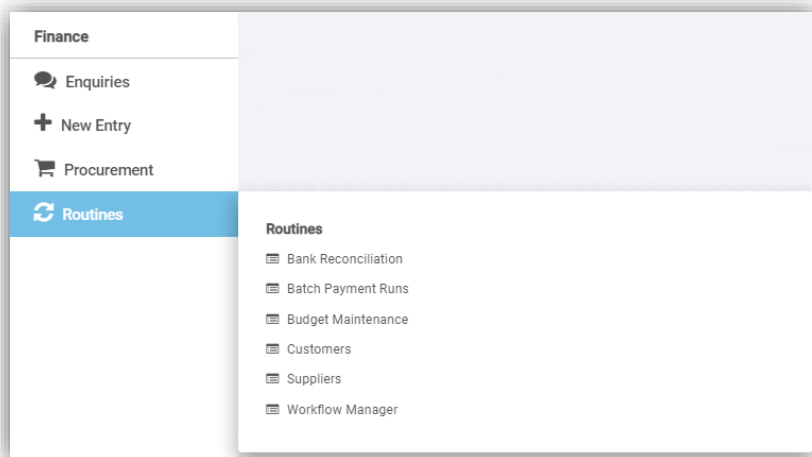
CSV

PDF

Print

Search:

Routines



Batch Payment Runs

Finance > Routines > Batch Payment Runs

This page will give the ability to make Batch Payment Runs using BACS for all authorised Non-Order PI and Purchase Invoices. The Batch payment process has 3 stages and also includes the creation of a BACS Run Report which can be re-downloaded at any point if required after the payment has been posted:

Prepared – Once Invoices have been selected for payment, it will be possible to generate the BACS file to upload to the bank.

Cleared – When the BACS file has cleared at the bank, this can be marked on the payment run before remittance advice can be printed and/or dispatched to the relevant Suppliers in the payment run (this step can be skipped by ticking the Bank Cleared box within the Batch Payment run details).

Posted – The final step is to Post the payment, which will generate the relevant payment journal that will then be available to be reconciled against a bank statement.

A screenshot of a web application interface for 'Batch Payment Runs'. At the top, there are three buttons: 'New' (purple), 'View/Edit' (grey), and 'Confirm Cheque Printing' (grey). On the right, there is a 'Parameters' link with an upward arrow. Below these are two dropdown menus: 'Process' (set to 'BACS') and 'Status' (set to 'Choose an option'). Below these is a 'Year' dropdown menu (set to 'Choose an option'). To the right of these are three buttons: 'Reset' (dark grey), 'Save Parameters' (dark grey), and 'Apply' (blue). Below this section is a 'Payment Enquiry' section with a search bar and a table. The table has columns: 'Run Number', 'Process Date', 'Status', 'Report', 'Narrative', 'No. Payments', 'Bank Reconcile', 'No. Invoices', 'User', and 'Bank'. The table is currently empty, with the text 'No data available in table' at the bottom.

Bank Reconciliation

Finance > Routines > Bank Reconciliation

This page will give the ability to create Bank Statements for all the Banks associated with the MAT for all bank related postings. When creating new Bank Statements, the opening balance from the previous statement will be carried through and the closing balance will be updated based on the reconciled transactions against the Bank Statement that have selected by the user.

The screenshot shows the 'Bank Reconciliation - Statement List' interface. At the top, there are buttons for 'Add Statement', 'Print', 'Adjust', and 'Delete'. Below this is a search bar with a 'Bank' dropdown and a 'Search:' input. A table with columns 'Date', 'St.No.', 'Adj', 'Bank', and 'Activity (£)' is shown, with a message 'No data available in table'. To the right, an 'Overview' section contains fields for 'Bank', 'Account No.', 'St.No.', 'Opening Balance (£)', 'Payments (£)', 'Bank Ledger Balance (£)', 'Sort Code', 'Date', 'Closing Balance (£)', and 'Receipts (£)'. Below the overview is a 'Transactions' section with a 'Grid actions' bar (Copy, Excel, CSV, PDF, Print, Site) and a 'View' button. A table with columns 'Site', 'Posted', 'Reference', 'Description', 'Comment', 'Doc Type', 'Payment (£)', and 'Receipt (£)' is shown, with a message 'No data available in table'.

With all saved Bank Statements, it will be possible to filter the transactions by Site to see specific transactions for a specific Site and this page will support the ability to drill down into transactions listed in the Bank Statements. There is also export functionality to a variety of different formats including Excel.

The screenshot shows the 'Bank Reconciliation - Statement and Transactions' interface. On the left, the 'Statement' section includes fields for 'Bank*' (Lloyds), 'Statement No.*' (2), 'Date*' (29/10/2021), 'Opening Balance' (120,300.00), 'From Statement' (0.00), 'Closing Balance' (0.00), 'Running' (0.00), and 'Difference' (0.00). On the right, the 'Transactions' section includes a 'View' button, a 'Running Balance' field, a 'Grid actions' bar (Copy, Excel, CSV, PDF, Print, Show), and a table with columns 'Site', 'Posted', 'Reference', 'Description', 'Comment', 'Doc Type', 'Payment (£)', 'Receipt (£)', and 'Reconcile'. A message 'No data available in table' is displayed below the table.

Budget Maintenance

Finance > Routines > Budget Maintenance

All Financial Years will have their own default Budget Profile and you will have the ability to create additional Budget Profiles from here and choose which Budget Profile will be used for the Budget Check used when raising Procurement Documents, simply click on the dropdown and change to a different Budget Profile to see the Budgets allocated for that particular profile.

Once a Budget Profile is selected, you can either Import the Budget Allocations from a spreadsheet or csv (example template formats of both are available after clicking Import to be populated with data before importing). If you decide to manually enter or adjust the Budget, you can double click on a Cost Centre to then see all the Linked Ledgers for that Cost Centre.

Site Code	Ledger Code	Description	Type	Ledger Group	Profile Model	Budget Allocated (£)	Income Budgeted (£)
BBPA	642100	SF: Exam Invigilators: Wages and salaries	ES	Staff Costs	Equal Twelfths	50,000.00	0.00
BBPA	642150	SF: Exam Invigilators: Overtime	ES	Staff Costs		0.00	0.00
BBPA	642200	SF: Exam Invigilators: Employers national Insurance	ES	Staff Costs		0.00	0.00

You will see all the Ledger Codes for all Sites and be able to allocate the Budget separately for each Cost Centre – Ledger Code combination for each Site. You can double click or single click and press Add/Edit Budget to allocate the budget for a specific linked ledger for a site, you can choose to manually enter the budget allocation or change to Use Profile in order to use a Profile Model, which will list all the available Profile Models that were setup earlier.

Period Number	Budget
1	0.00
2	0.00
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	0.00
10	0.00
11	0.00

Customers

Finance > Routines > Customers

It will be possible to create new Customers in the system for use in Sales related documents such as Sales Invoices and Sales Income Receipts. From here it will also be possible to create and print statements for multiple Customers at the same time.

New

View/Edit

Actions

Customers

Grid actions

CopyExcelCSVPDFPrint

☐ Show Closed☒ Show On Hold

Search:

	Customer Name	Account No	Balance	Status	Customer Ref.	Oldest Debt Days	Credit Limit	Credit Days	Telephone	Status	Email	Address
☐	test	C00002	0.00	Active	1123	0	0.00	0		Active		

Suppliers

Finance > Routines > Suppliers

It will be possible to create new Suppliers in the system for use in Purchase related documents such as Purchase Orders and Purchase Invoices. From here it will also be possible to select multiple Suppliers to send an email to them with 1 click of a button.

There is also Import and Export functionality so you can export the list of suppliers with all details as well the support to import Suppliers into Bromcom MAT Finance from other Finance systems in XML format.

New

View/Edit

Actions

Suppliers

Grid actions

CopyExcelCSVPDFPrint

☐ Show Sundry☐ Show On Hold☐ Show Awaiting Approval

Search:

	Supplier Name	Account No	Balance	Hold	Supplier Code	Contact Name	Telephone	Credit Limit	Credit Terms	Address	
☐	Access UK Limited		0.00	No	00000012		01206 322575	0.00	0	The Old School,,C07 6LZ	
☐	Apple		0.00	No	00000022			0.00	30	X	
☐	Atera		0.00	No	00000020			0.00	30	MA 02453	
☐	Bromcom Computers plc		0.00	No	00000019		02082907100	0.00	0	Rutland House,,BR2 9JG	
☐	Browne						0115				

Workflow Manager

Finance > Routines > Workflow Manager

This page allows you to setup and manage different Workflow Profiles for these documents:

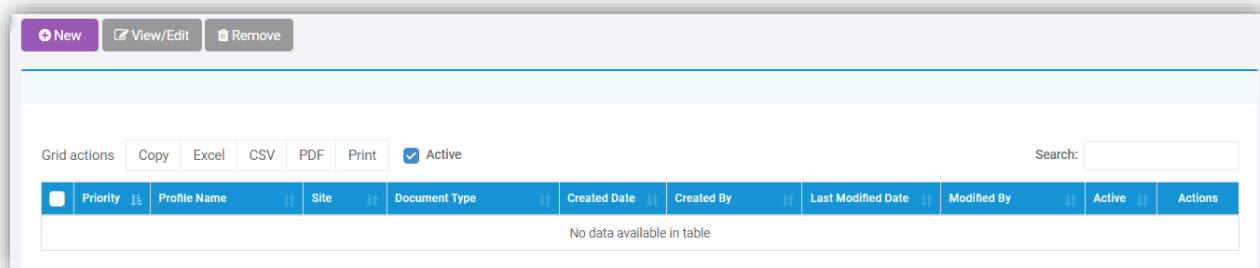
New Entry – Non-Order PI

New Entry – Sales Credit Note

Procurement – Request

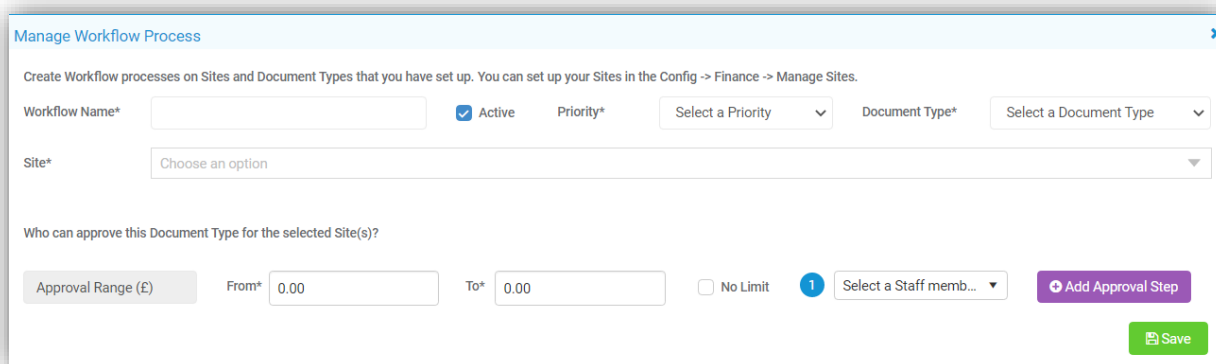
Procurement – Purchase Order

Procurement – Purchase Invoice



The screenshot shows the Workflow Manager interface. At the top, there are buttons for 'New', 'View/Edit', and 'Remove'. Below these is a search bar and a 'Grid actions' menu with options: Copy, Excel, CSV, PDF, Print, and a checked 'Active' checkbox. A table with the following columns is displayed: Priority, Profile Name, Site, Document Type, Created Date, Created By, Last Modified Date, Modified By, Active, and Actions. The table is currently empty, with a message 'No data available in table' at the bottom.

Select the Document Type from the dropdown list that will need Approval and select whether this Workflow Profile will be for a single or multiple sites. It is also possible to add a Priority to each Workflow Profile which checks based on Priority starting from 1, when a Workflow Profile is triggered by the document posting, it will stop processing further Workflow Profiles. If the document posting does not trigger the 1st priority Workflow Profile, it will continue to run through each of them until it triggers based on this priority.



The screenshot shows the 'Manage Workflow Process' form. It includes a header with a close button. The main content area has a description: 'Create Workflow processes on Sites and Document Types that you have set up. You can set up your Sites in the Config -> Finance -> Manage Sites.' Below this are fields for 'Workflow Name*', 'Active' (checked), 'Priority*' (a dropdown menu), 'Document Type*' (a dropdown menu), and 'Site*' (a dropdown menu). There is also a section for 'Who can approve this Document Type for the selected Site(s)?' with an 'Approval Range (£)' section containing 'From*' and 'To*' fields, both set to '0.00'. There is a 'No Limit' checkbox and a 'Select a Staff memb...' dropdown menu. At the bottom right, there are 'Add Approval Step' and 'Save' buttons.

Approval Alerts and e-mails will be sent to the Staff Work e-mail and a Bromcom System Alert to both the Approvers and the Requesters.

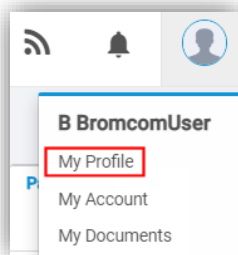
For a Workflow Profile, you can set multiple Approval Ranges by clicking on the Add Approval Step button and add additional Approval Ranges and set the Staff that is required to Approve at that range.

To Remove any of the steps added click on the X to the right.

My Profile

Click on Image top right of page > My Profile

This is where Staff can see information and view any submitted, received or completed requests related to the Workflow that has been setup on the Bromcom MAT Finance system.

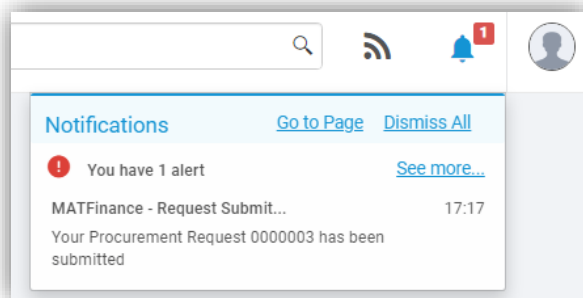


Requests

This is where Workflow Approval Requests can be viewed and managed by the Approver or Requester. It will be possible to see all outstanding Approvals awaiting action within the Inbox as an Approver and via the Sent section as a Requester. Once a Workflow Approval Request has been actioned with an Approval or Rejection, it will be possible to view these via the Completed section.

Request Alerts – Requester

When a Request has been made, an Alert and e-mail will be sent to you, confirming the type of Request you have sent.



When the Request has been completed an Alert and e-mail will be sent to you, confirming the outcome of the Request.

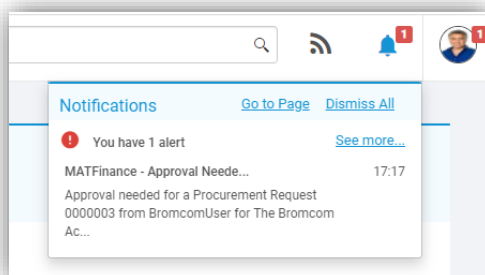
Requests Non-Approval

The Requests tab displays the Requests you have made, the results of the Requests. If you have not been assigned to any Workflow Profiles, the Inbox and the Completed sections will remain empty. By default the Requests page will open on the Inbox. The Sent section will display a list of Approval Requests for any Documents that you raised which are awaiting approval. You can click on a row to open it and view the Request details.

The status of the Requests will be updated here to show those Pending, Approved or Rejected.

Request Alerts – Approver

When a Request has been made, an Alert and e-mail will be sent to you, confirming the type of Request that has been made for Approval. There will also be a reminder on your Profile Image as to how many Requests you have outstanding under the My Profile section.

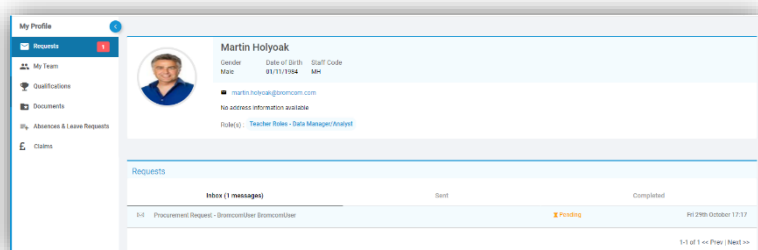


The number of Requests will also be displayed on the My Profile page.

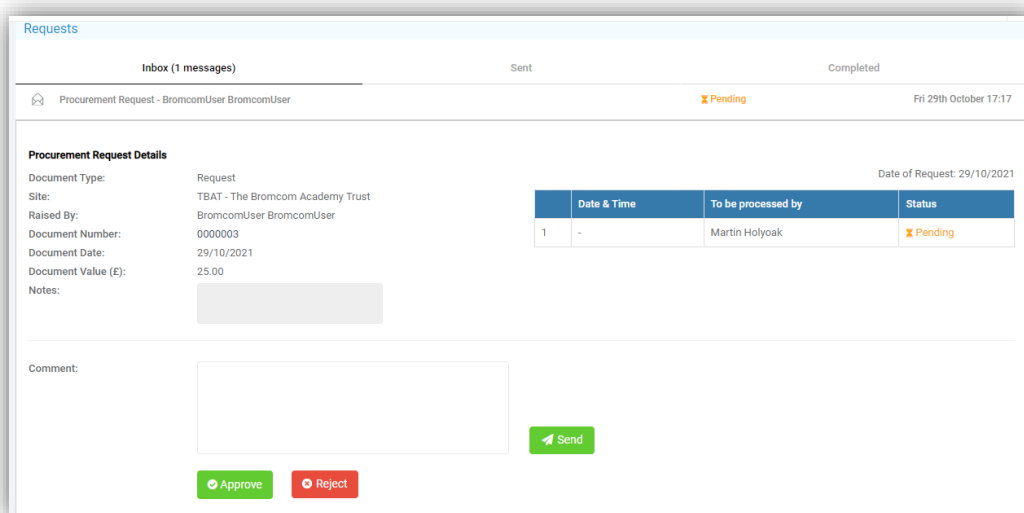
Note: The number of Requests shown will increase and decrease as they are received and completed.

Requests for Approval

If you are a one of the people listed to Approve Requests under the Workflow Manager section a list of Requests made by other members of Staff for Approval will be displayed under the Inbox section. Displaying the type of Request and the Name of the Staff member.



Click on the row to view the details of the Request and select the Approve or the Reject button. A Comment will have to be added if the Request is being Rejected.



Additional Messages can be added by typing in the Comment box and clicking the Send button, these will be visible to all those Approving and the Requester, these will display under the Approve and Reject buttons. Once completed, the Request will be moved from the Inbox section to the Completed section and the updated status will now be displayed. When clicking on the row, the table in the top right will also be updated. Once the Request has been approved, it will show as Approved.

Requests			
Inbox (0 messages)		Sent	Completed
	Procurement Request - BromcomUser BromcomUser	 Approved	Fri 29th October 17:48
	Procurement Request - Demo Admin	 Approved	Mon 25th October 15:09
1-2 of 2 << Prev Next >>			

Once the **Request** has been rejected, it will show as **Rejected** and this process cannot be undone.

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