

**Subject:** Finance & Budgeting – Checklist Prior to Retiral 03/07/21

**To:** All School Support Managers and Co-ordinators

**Cc:** Gail Morrison, Lynne Turner, Karen Glennie, Clare Harrold, Natalie McCabe, Linda Law

Hi all,

Thank you all again for attending the session last week to view the first batch of new processes developed to replace SEEMiS Finance and Budgeting. In preparation for the switch off on **3rd of July 2021** with read-only access available until the 19<sup>th</sup> July. There are a number of final procedures to be carried out prior to the switch off date. Below is a checklist of these tasks along with the date each task will need to be done by:

***Action with immediate effect, to be completed by 03/07/21***

- Run all Data Back-up Reports from 2015/16 through to 2020/21 as per communication issued 04/03/21
- Test run Salary Calculator to compare to SEEMiS Virement
- Test run the new General Ledger Finance Report using user guide
- Compare General Ledger Report to Overall Budget Report/Cost Centre Statement in SEEMiS
- Complete Budget Adjustment Form for the initial transfers of Materials Budgets to Departments using user guide and e-mail to Education Virements to be processed (SSM's Only)
- Replicate initial transfers of Material Budgets to Departments on SEEMiS as you would have previously to enable comparisons between SEEMiS and Oracle (SSM's Only)
- Compare Budget Adjustment New Process to SEEMiS (SSM'S Only)

***Action with immediate effect, to be completed before 22/06/21***

- Process final virements through SEEMiS (specifically PEF). After this date DO NOT raise any virements through SEEMiS

***Action on 23/06/21***

- Final SEEMiS Export

***Action on 25/06/21***

- PYOL Final Run for June

***Action on 28/06/21***

- Run your Staff Cost Detailed reports AND Staff Commitment Reports for June, July and August to enable completion of Staff Reconciliation from April – 9<sup>th</sup> August 2021
- Run all Data Back-up Reports from 2021/22 as per communication issued 04/03/21
- PYOL Import for June 2021
- Run PYOL Report from April to June 2021 (Final Report 2021/22)
- Download Final Budget Records from SEEMiS for 2021/22

If you have any questions about any of the tasks please don't hesitate to contact:

- Barbara Friel (SSM's)
- Janice Semple (SSC's)
- Lynne Turner and Karen Glennie (Finance)
- Clare Harrold and Natalie McCabe (Business & Digital Change)

**All user guides and templates are now available on the Hub under Business > Education Processes (SEEMIS Replacement) > Finance, or at the following link: <http://thehub.eastdunbarton.gov.uk/business/education-processes-seemis-replacementnext-generation/finance> . Please always refer to the Hub for the latest version of these documents.**