

**Subject:** SEEMiS Finance & Budget Project - Back Up Data for Schools

**Date Issued:** 04/03/21

### **What is changing?**

SEEMiS have made a decision to retire a number of modules within the system and the existing finance & budgeting modules, currently used across Schools, Early Years and Finance HQ will retire in July 2021.

### **Why is the change happening?**

SEEMiS is developing the Next Generation Application to be the single solution for Local Authorities in Scotland. The current SEEMiS system has grown organically over the last 17 years and has now become complex and cumbersome to navigate and use.

As the single national solution, SEEMiS needs to ensure that all applications are aligned for use across all 32 Local Authorities. A detailed review of its existing modules was carried out and the decision was taken by SEEMiS to retire those modules which are used the least across all Local Authorities or will be superseded with newer applications.

### **How will this impact Schools?**

From July 2021, alternative processes will be in place to replace the functions currently managed within the finance & budgeting modules and more information will be provided about this, over the coming months.

### **What do we need from School Support Co-Ordinators now?**

To ensure access to historical finance information is available to manage queries in future and to meet the Financial Regulations, the reports listed below must be extracted from SEEMiS **before 31 May 2021** to cover the previous 6 years (i.e. 2015/16 through to 2020/21) for each establishment. A reminder will be issued in June to extract the reports for 21/22.

- Full Cost Centre Statement Report (Excel) - a record of all the transactions within each school which provides an audit trail of individual transactions
- Budget Records (Excel) - shows if transactions are Virements, Budget Journals (with numbers) or internal transfers
- Daily Rate Teachers Report (PDF only) - all PYOL payments, employee details, reason code, hours worked and amounts
- Staff Cost Detailed Report (PDF only) - work records detailing employees, date range, grades and amount committed
- Overall Budget Report (PDF only) - summary of the full year budget and commitments

**It is essential that establishments follow the same process to ensure that the storing of these reports is standardised and accessible in future**

There will be a folder created titled "**SEEMiS Archive Files - Year 2015 to 2022**" in the SSC's shared area.

Within this folder there will be an additional folder for each year.

To ensure we have a standard approach, when naming the report, begin with the Cost Centre, followed by establishment name, year and then report name.

e.g. EC080 Lenzie Meadow Primary 2015/16 Full Cost Centre Statement Report

### **What next?**

Within the attached checklist, copy the tab set up for you onto a new worksheet and use the checklist to record details of each report saved. This spreadsheet also includes screenshots of how to run these reports.

**Once reports for 2015/16 through to 2020/21 have been extracted from SEEMiS, please forward the completed checklist to [education.virements@eastdunbarton.gov.uk](mailto:education.virements@eastdunbarton.gov.uk). Finance HQ will then make arrangements to transfer a copy of all reports to their central file.**