

**Subject: RETIREMENT OF EDUCATION HQ SEEMIS CODES****Date Issued: 25/03/21**

Please see the below update from the Business & Digital Change Team with regards to changes to Seemis Finance & Budget codes:

**What is changing?**

The Headquarters' SEEMIS codes (ie 000A01) currently in use will be retired from **1 April 2021** and these SEEMIS codes should **not** be used after this date.

SEEMIS codes used in Schools have been streamlined and will be replaced by new department codes, which have already been issued.

**Why is this changing?**

The SEEMIS Finance and Budgeting modules will be retired in June 2021.

SEEMIS is developing the Next Generation Application to be the single solution for Local Authorities in Scotland. 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decision was taken by SEEMiS to retire those modules which are used the least across all Local Authorities or will be superseded with newer applications. The retirement of the SEEMiS finance & budgeting modules prompted the review the SEEMiS codes.

**How will this impact non-School budget holders?**

From April 2021, SEEMiS codes or revised department codes (as they will now be referred to) are not required by non-School Education budget holders.

All current processes for ordering should still be followed and all goods and services should still be ordered via Iproc – from 1 April 2021, the SEEMiS code (department code) field in IProc should be left blank.

**Please pass this information on to anyone within your teams who will require this information (ie anyone who places Iproc orders or completes finance journals). If Iproc orders are placed from out with your teams (ie within Shared services please make sure the relevant employees are made aware of the changes to the coding).**

Where possible the old seemis codes will be retired in Oracle (and Iproc) therefore will not be available to choose, however due to year end processes and open orders it may take some time to retire all codes - this does not mean that these codes should still be used after 1st April just because they are still available, we will be continually working over the next few months to retire all the headquarters seemis codes.