Data Migration Instructions

Import Template Version: Budget and Analysis Level Reporting

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## Introduction

As part of the migration to Arbor Finance schools are required to collate and check their data before it is uploaded to the new Finance system.

This document will guide you through each stage of collating the data, highlighting areas where the data can be cleansed and made ready for final upload to Arbor Finance.

Tasks to perform prior to Migration:

1. There should be no unprinted CHQS/BACS which would show on the Balance and Reserves as Creditors. Before migrating you should process these. Where these cannot be processed, the expense must be reversed and then manually re-posted in Arbor Finance. **We advise you to process all payments prior to migration.**
2. Check suppliers and delete any old or unused ones
3. Make sure that where possible any unreconciled items are reconciled, bank reconciliation is as up to date as possible.
4. Balance & Reserves - if you have any debtors or accruals, these need to be posted as **accruals** at the point of migration. Speak to your finance team



## Stage 1 - Generate data from your current system

There are 7 reports which need to be run in FMS to pull all the data from the database. These are:

1. Balances and Reserves Report
2. Bank Reconciliation
3. Chart of Accounts Listing
4. Chart of Accounts Review – Cost Centres
5. Cumulative Expense Analysis – Cost Centre
6. Summary Trial Balance
7. Suppliers

Work through each of the following sections to complete the migration template

Before you start please create a folder to store the FMS reports and the Arbor Finance migration templates.

1. ArborFinance\_Data Preparation Template.xlsm
2. ArborFinance.xlsx

### Balances and Reserves Report

Balance & Reserves - if you have any debtors or accruals, these need to be posted as accruals at the point of migration. Speak to your support team if you are unsure how to do this.

The Creditors Control account balance should be ZERO.  
If it is not Zero then, do not proceed - return to process your payments and/or reverse transactions.  
The Creditors Control Balance must be zero.

1. Go to Reports > General Ledger > Balances/Reserves
2. Apply the following parameter:

| Financial Year | <Select the current FY> |
| --- | --- |

1. Click OK
2. Export the file to CSV format
3. Navigate to your storage folder to store the report CSV file.
4. Click Save

### 

### Bank Reconciliation report

1. Go to Reports > General Ledger > Bank > Unreconciled Transaction Listing…
2. Apply the following parameters:

| **Bank Account** | **Choose your** **Bank Account** |
| --- | --- |

1. Click **OK**
2. Export to disk
3. Apply the following parameters:

|  | **Full Report** |
| --- | --- |
| **Format** | **Comma Separated Values Format (CSV)** |
| **Save in** | Navigate to your folder to store all the files. |
| **File name** | **Bank Reconciliation** |

1. Click **Save**

**Repeat these steps for each bank account**

### Chart of Accounts Review report

Depending on your preference, run the Chart of Accounts review by Ledger Code OR Cost Centre. This information will form the detail of what will become your budget allocation in Arbor Finance. Note only your current budget allocations will be imported (not your fixed budget)  
  
You should export the report for EITHER Ledger Code **OR** COST CENTRE

1. Focus > General Ledger > Chart of Accounts Review
2. Click the search button next to **All Cost Centres**
3. Place a tick in the check box to **Exclude Cost Centres with Zero Value** and click **Preview**.
4. Export the file to **CSV** format
5. Navigate to your folder to store all the files.
6. Click **Save.**

## 

### Chart of Accounts Listing report

1. Go to Reports > General Ledger Setup > Chart of accounts Listing
2. Apply the following parameters:

| **Financial Year** | **<Select the current FY>** |
| --- | --- |
| **Sequence** | **Cost Centre Code** |

1. Click **OK.**
2. Export the file to **CSV format**
3. Navigate to your folder to store all the files.
4. Click **Save.**

### Cumulative Expense Analysis – Cost Centre report

1. Go to Reports > General Ledger > Analysis > Cumulative Expense Analysis…
2. Apply the following parameters:

| **View** | **Cost Centre** |
| --- | --- |
| **Financial Year** | **<Select the current FY>** |
| **Cost Centre Group** | **All Cost Centres** |
| **Fund** | **LEAVE THE FILTER BLANK TO INCLUDE ALL FUNDS** |
| **Exclude Ledger Codes with Zero Value** | ✓ |
| **Period** | **13** |

1. Click **OK.**
2. Export the file to **CSV format**
3. Navigate to your folder to store all the files.
4. Click **Save.**

## 

### Summary Trial Balance report

1. Go to Reports > General Ledger > Trial Balance > Summary Trial Balance > By Ledger Code
2. Apply the following parameters:

| **Financial Year** | **<Select the current FY>** |
| --- | --- |
| **Period** | **13** |

1. Click **OK.**
2. **Export** to disk
3. Apply the following parameters:

|  | **Full Report** |
| --- | --- |
| **Format** | **Comma Separated Values Format(CSV)** |
| **Save in:** | Navigate to your folder to store all the files. |
| **File name** | **Summary Trial Balance** |

1. Click **Save.**

## 

### Supplier Information report

Go to Select Reports > Accounts Payable > Supplier Analysis > Supplier Information.

1. Select Detailed Report and click **OK**.
2. Export the file as a **CSV.**
3. Navigate to your folder to store the file.
4. Click **Save.**

Note that supplier information is not used during the Arbor Finance Data Preparation process and contacts will be imported into Arbor Finance following your migration, however you can still begin to prepare the data/tidy any obsolete records in preparation for uploading after you have completed migration.

**You should now have 7 reports listed in your storage folder.**

## Stage 2 – Upload current system data

In Excel select **File** > **Open** and navigate to **your storage folder** and open **Arbor Finance Data Preparation Template.** This file extension is **.xlsm** and this format is specifically for Excel files that contain macros. This file contains macros, you may see a security warning when you open it:

* Look for a yellow bar at the top of the Excel window with a button labelled "**Enable Content.**"
* Click **"Enable Content"** to allow the macros to run.

The spreadsheet contains 14 sheets;

Data input guidelines - This sheet contains guidelines for completing the workbook.

Data preparation - This is the sheet where you will upload the reports generated from your current system.

The remaining 12 sheets will be worked through one by one to populate the data into the correct format ready to be copied into the Arbor Finance Template.

**PLEASE DO NOT RENAME ANY OF THE EXISTING TABS and COLUMNS OF THE WORKBOOK AS THIS WILL IMPACT THE UPLOAD**

Please open the Migration Template file in the Data Preparation Template on the primary monitor of your laptop or desktop. Using an additional monitor or extended display may cause the template file to function incorrectly.

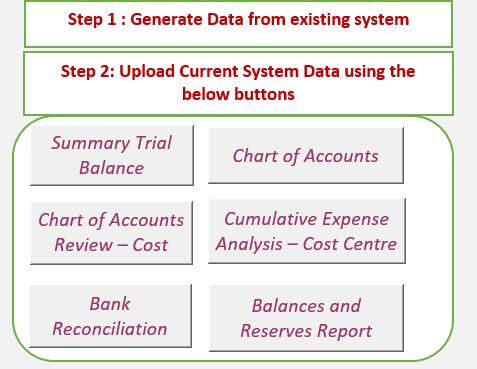
This stage involves uploading the contents of the reports you have generated in FMS.

**Note**: the supplier information will not be populated as part of the migration. The supplier report you have generated can be used post migration to aid you with uploading your contacts.

## 

### Upload FMS Reports

* Click on the Data Preparation sheet. On the left under Upload current system data you will see six buttons named after each report you have downloaded from FMS.
* Click on summary trial balance and navigate to your folder where you stored the reports. Select the report and click open. Repeat for remaining reports.

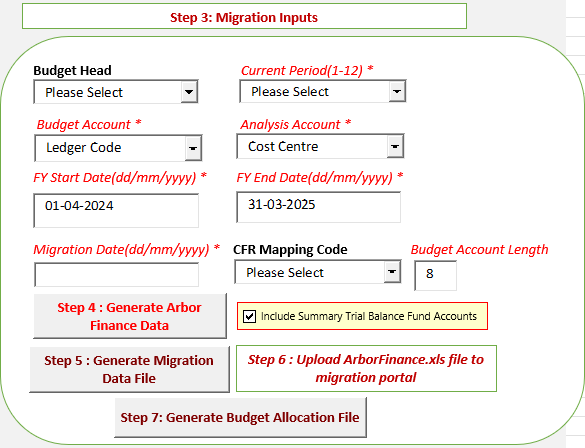


* The following data will be added to the data preparation template as new sheets.

| **FMS Report** | **Template Tab** |
| --- | --- |
| Summary Trial Balance | **Sum Trial Balance** |
| Chart of Accounts Listing | **Chart of Accounts\_Listing** |
| Chart of Accounts Review – Cost Centres | **Chart of Accounts Review** |
| Cumulative Expense Analysis – Cost Centre | **CEA CC FD FC and CEACC** |
| Bank Reconciliation | **BankRec** |
| Balances and Reserves Report | **Balances and Reserves Report** |

## Stage 3 – Migration Inputs

We will now complete the Migration Inputs section.



Before beginning, you will have considered your **chart of accounts** and what reporting structure you need in Arbor Finance.

In Arbor Finance, your chart of Accounts is defined with   
**Budget Accounts** – where allocations are defined  
**Budget Headings** – defining how Budget Accounts will be displayed on Budget Vs Actual. Note that Budget Headings are not mandatory, but generally Budget Headings are used to group information together when viewing Budget Vs Actual Vs Committed report.   
**Budget Groups** – allowing an alternative way to group budget accounts for reporting. Budget groups are not mandatory.  
**Analysis Accounts** – used when posting income/expenditure transactions and allow a further level of reporting.

Please follow the steps below to complete the migration inputs section.

1. **Budget Head (List: CFR Code, Ledger Group, and Cost Centre Group):**
   * If you wish to have budget headings you can select the appropriate **Budget Head** from the list options: **CFR Code**, **Ledger Group**, or **Cost Centre Group**. If your option is none of these leave the tab as “please select”
2. **Budget Account (Mandatory) (List: Ledger Code , Cost Centre):**
   * Choose the **Budget Account** from the available list. The default selection is **Ledger Code**, but you can also choose **Cost Centre** if budget account is **Cost Centre**.
3. **Analysis Account (Mandatory) (List: Ledger Code, Cost Centre):**
   * Select the **Analysis Account** from the list. The default option is **Cost Centre**, but **Ledger Code** can also be selected if analysis account is **Ledger Code**.
4. **Current Period (1-12) (Mandatory):**
   * Enter the **Current Period** as a number between 1 and 12, corresponding to the current financial month.
5. **FY Start Date (dd/mm/yyyy) (Mandatory):**
   * Input the **Fiscal Year Start Date** in the format dd/mm/yyyy.
6. **FY End Date (dd/mm/yyyy) (Mandatory):**
   * Input the **Fiscal Year End Date** in the format dd/mm/yyyy.
7. **Migration Date (dd/mm/yyyy) (Mandatory):**
   * Enter the **Migration Date** in the format dd/mm/yyyy.
8. Please select the Include **Summary Trial Balance Fund Accounts** tick box to include the fund account details from Summary Trial Balance data.
9. **CFR Mapping Code (List: Budget Code, Analysis Code):**
   * If you wish to have CFR Mapping data you can select the appropriate **code** from the list options: **Budget Code, Analysis Code**. If your option is none of these leave the tab as “please select”
10. The default and maximum length of the Budget Account (Ledger Code) is 8 characters. You can adjust the length as needed, provided it does not exceed the 8-character limit.
11. After confirming that all mandatory fields are completed, click the **"Step 4: Generate Arbor Finance Data"** button. The spreadsheet will now check the data balances.
12. If the data balances you will be shown a summary of the totals and asked to confirm you wish to generate the data into Arbor Finance format. Click Yes and move to stage 4
13. If the data does not balance you will be shown a summary and will not be able to proceed with generating the data. Make a note of the figures on this summary (taking a screenshot will be helpful)

### 

### What to do if your data does not balance

* Your data not balancing could indicate there is transactional information missing from the FMS reports. First, re-check that you have run the reports correctly. If necessary re import the new reports by following from stage 2 again.
* If your reports were run correctly, double check your totals from your reports match to the summary message that you took a screenshot of.
* Please verify the values in the following tabs and the sum of the values matches:
  + On the cumulative expense analysis report (sheet:CEACC) make a note of the total of column J (Actual).
  + On the summary trial balance report sheet and filter the column B (By Ledger Code) to locate your FD fund accounts and make a note of the total of these.
  + On the balance and reserves report check the total of column B matches the screenshot amount.
  + Verify the above 3 steps balance match the first figure on the screenshot error message. *(Sum of Actual column J in Cumulative Expense Analysis Report)+(Sum of Fund Accounts in Summary Trial Balance)= (Sum of Current Balances in Balances and Reserves Report)*.
* If these figures all match then you have an imbalance in your system and you will need to investigate this with your school finance team.
* If any of these figures do not match the screenshot try re importing the reports again. If this fails to solve the issue please contact your support partner.

## Stage 4 - Data Check and Cleanse

The data from your reports along with your choices on the migration inputs have now been populated into the 12 original sheets of the workbook. There are still some manual tasks to complete on each sheet before the file is ready.

We will work through each sheet in turn.

**Note:** Do not add any additional columns blank or otherwise to these tabs as this will impact the logic calculations.

### Summary

This sheet shows you a summary of your financial data that will be migrated to Arbor Finance. There is no action to complete on this sheet. Move on to the BudgetGroups sheet.

**Note: On the remaining 11 sheets you will see a validate data button. Ensure you validate your data on each sheet. make any corrections as directed and validate data again before moving to the next sheet**

### Budget groups

Note that Budget Groups are not mandatory – if you do not require this for your chart of accounts, this tab can be left blank. Move on to the BudgetHeads sheet.  
  
If required, details should be populated manually, noting the field requirements:

Column A is the group code (mandatory). Max length 10 characters  
Column B is the budget group description. Max length 255 characters  
Column C is the transaction type (mandatory). Income or expenditure.

**Note:** If you plan to use the budget group for both income and expenditure budgets make the type expenditure.

Once you have entered all of the required data click on the Validate Data button. Any errors will be highlighted for you to amend. Once validation is successful you can save your progress and move to the BudgetHeads sheet.

### Budget Headings

If your chart of accounts does not include budget headings please move onto the BudgetAccounts sheet.

If you selected an option from the drop down menu on “step 3 migration inputs” this section will automatically be filled in for you. Check the headings look correct and click on the Validate Data button. Any errors will be highlighted for you to amend. Once validation is successful you can move to the BudgetAccounts sheet.

If your required budget headings were not available from the drop down on the step 3 migration inputs area you will need to manually complete this section.

Column A is the budget head code (mandatory). Max length 10 characters  
Column B is the budget head description. Max length 255 characters

Once you have entered all of the required data click on the Validate Data button. Any errors will be highlighted for you to amend. Once validation is successful you can save your progress and move to the BudgetAccounts sheet.

### Budget Accounts

**Note:** The maximum length for a budget account code is 8 characters. Codes exceeding this limit have been adjusted automatically and will be highlighted in **red** in column A (the original code is shown in column G). Please check if you have any cells in column A which are highlighted in **red,** review these changes and make any necessary adjustments in column A.

Columns A,B, G and H will be auto populated based on your selection in the “step 3 migration inputs” on the data preparation sheet.

Columns C and D will need to be populated manually depending on what you selected to be your budget headings and budget groups.

Column C is the budget heading code  
Column D is the budget group code

Once you have entered all of the required data click on the Validate Data button. Any errors will be highlighted for you to amend. Once validation is successful you can save your progress and move to the Analysis sheet.

If Budget Account description length exceeds, decide on any changes in new budget description (You may choose to remove characters from the end of the description to satisfy the character limit, or may choose to create a new description entirely) Enter the new description in column B.

### Analysis

**Note:** The maximum length for an analysis code is 10 characters. Codes exceeding this limit have been adjusted automatically and will be highlighted in **red** in column A (the original code is shown in column H). Please check if you have any cells in column A which are highlighted in **red,** review these changes and make any necessary adjustments in column A.

Columns A,B,C, H and I will be auto populated based on your selection in the “step 3 migration inputs” on the data preparation sheet.

Columns D and E will need to be populated manually.

Column D is the Sort Key - Sort Keys are a way of organising your analysis codes for reporting purposes. They work in a similar way to budget headings. Max length 10 characters.  
Column D is the Report Link - Report links are only used by a select number of local authorities for custom reports. Max length 8 characters.

Once you have entered all of the required data click on the Validate Data button. Any errors will be highlighted for you to amend. Once validation is successful you can save your progress and move to the BudgetAllocations sheet.

If analysis description length exceeds, decide on any changes in new analysis description (You may choose to remove characters from the end of the description to satisfy the character limit, or may choose to create a new description entirely) Enter the new description in column C.

NOTE - At the point of migration Arbor Finance will need each analysis code to be defined as income or expenditure. As you are making use of linked budget and analysis code functionality, the analysis type is not required post migration, therefore for the purpose of migrating ONLY, all analysis codes should have type EXP.

### Budget Allocation

Here we can link the budget and analysis accounts you have defined in the earlier steps.  
This prevents mis-postings when posting transactions in Arbor Finance.

**NOTE:** As you are using the functionality to display allocations at both budget and analysis level, budget allocations will be imported post-migration.

This sheet is automatically populated from your reports .There is no manual input needed.

Validate the data, save your progress and move to the Bank Balances sheet.

### Bank Balances

This sheet defines the bank accounts that will be created in Arbor Finance and migrates your reconciled balances. If you would like to add any new bank accounts eg. control accounts. They should be added on the next available line.

**The Central Fund Bank account will be used to post the opening balances, and should remain on the first row of the tab.**

**It is important to leave Central Fund in line 2 at this stage as this is required for posting of opening balances.**  
Columns A + G are filled in automatically. If you want to change the name of any of the accounts do this in column A. **Reminder - Do not rename or delete the central fund account in line 2**

Column D - Default Bank Y/N - choose one bank account as your default account (Y). Mark the remaining accounts with N.  
Column H - Reconciled date - Enter the date of the last reconciliation mm/dd/yyyy

Columns B,C,E and F are only relevant if using BACS  
Column B - Account number - complete for the account you are using for BACS  
Column C - Sort code - complete for the account you are using for BACS  
Column E - BACS Y/N - if using BACS define the required account with Y the rest with N  
Column F - BACS file format - choice of:: Lloyds, HSBC, RBS, Barclays, Natwest, Yorkshire, Cooperative Bank, Yorkshire EFT, Lloyds Cooperative, Yorkshire Bank 2020, Natwest Standard Domestic Payment, Virgin Money  
  
**Note:** Only 1 bank account can be defined for use with BACS  
  
Confirm the reconciled balance in column G matches with your most recent bank statement/reconciliation document.

Validate the data, save your progress and move to the VAT sheet

### VAT

Here we define the VAT rates, codes and descriptions to be included in Arbor Finance.   
  
Review/update VAT rates, code and descriptions as required.   
**NOTE:** While you can edit the Output Codes, rates and descriptions do not change the fields highlighted in RED as these are required for calculations on other tabs of the workbook.

You can define a maximum of 9 VAT codes  
Maximum Input/Output Code length – 2 characters  
Maximum Input/Output Code description length – 50 characters

Validate the data, save your progress and move to the FinancialYearDetails sheet.

### Financial Year Details

This sheet will be automatically filled in based on the details you entered on the data preparation sheet.  
  
Validate the data, save your progress and move to the UnreconciledTransactions sheet.

### Unreconciled Transactions

Here we capture the details of any unreconciled transactions. If you have no unreconciled transaction please move to the YearToDateTransactions sheet.  
  
Columns A,C,D,E,F,G,H,I,J,M,N and O will be populated automatically from your bank reconciliation report. You should only have unreconciled items for one bank account - where there are unreconciled items for more than one bank account, discuss with support. Complete the following columns as necessary:

Column B - (Mandatory) Transaction Date - this can be any date before the migration date

Column K – (Mandatory) Reference - this is the reference you would use to match the transaction to your bank statement/reconciliation report for reconciling.

Column L - Batch reference is not mandatory but can be entered if needed.

Column P - Invoice can be entered if known but is not mandatory.

Please check your unreconciled transactions are true income and expenditure transactions. On the bank reconciliation report INC was defined as DR and EXP was defined as CR. Are any of your INC transactions actually a reduction to expenditure? Are and of your expenditure transactions are reduction of income?

If this is the case you will need to change Columns A + E

For a transaction showing as INC which is actually a reduction of expenditure change column A to ESC and column E to OB EXP

For a transaction showing as EXP which is actually a reduction of income change column A to I/C and column E to OB INC  
  
Validate data, save your progress and move to the YearToDateTransactions sheet.

### Year To Date Transactions

Here we will define the nett YTD balances that will be migrated into Arbor Finance.  
**Note:** Individual transaction details will not be migrated. Ensure that you have saved a record of transactional information from your current system for audit purposes.

FUND transaction balances are included based on the Include Summary Trial Balance selection in the Data Preparation tab.

All columns except column P have been completed automatically. Column P is not mandatory but gives you the option to add invoice details if required.

Validate data, save your progress and move to the CFRMappings sheet.

### CFR Mappings

If your local authority produces your CFR skip this section. This section can take some time to complete and it is possible to do this later after migration if you want to skip this section and go to Stage 5.

Here we will define any mapping to be used with the CFR function in Arbor Finance.Columns B and C are automatically filled in based on your choice of mapping on the data preparation sheet.

Note: If you choose budget headers as CFR and mapping as budget, column A will also be auto populated.

All other choices, column A will need to be completed manually and is mandatory. There is a drop down selection on column A to allow you to choose the relevant CFR code for each line.  
  
Validate data, save your progress and return to the data preparation sheet.

## 

## Stage 5 - Generate Migration Template and Initiate migration

You have now completed the Arbor Finance Migration Data Template. You now need to transfer this data to the Arbor Finance file ready to upload to the migration portal.

Click on the Step 5 Generate Migration Data File Button. Click OK on the pop up and navigate to the folder where you saved the ArborFinance.xls file. Select the ArborFinance.xls file. The data will now be transferred.

A confirmation message will be shown after the successful data copy.

Open the **ArborFinance.xls** file and open the Summary tab, ensure the figures are balanced.

**You** **will not be able to upload the file to the migration portal unless the figures balance.**

## Stage 6 - Upload ArborFinance xls to migration portal

You can now upload the balanced ArborFinance.xls file to the migration portal. Should your migration fail for any reason you will be provided with a failed migration summary. This will detail the particular tab on your ArborFinance.xls file that contains an error - review, make any necessary corrections and re-upload to the portal.

**Note:** Once you have successfully uploaded data to Arbor Finance you cannot re-upload data in an effort to refresh the information. If you wish to import revised data speak to your support team.

## Stage 7 - Generate Budget Allocation File

One of the post migration tasks you will need to complete is to import your budget allocations. You can generate the file needed for this import using the Arbor Finance Data Preparation Template.

You can use this file to define the linking of budget and analysis codes and to post budget allocations.

These will be your current allocations, which can then be fixed in Arbor Finance

Open the Arbor Finance Data Preparation Template. Go to the data preparation sheet.

Click the **'Step 7 Generate Budget Allocation File'** button to export the data. Please select the folder where you would like to save the file. You will need this file when you complete your post-migration tasks.

***End of document***