Data Migration Instructions

For schools NOT using SIMS FMS

Import Template Version: Budget and Analysis Level Reporting

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1. Introduction

As part of the migration to Arbor Finance schools are required to collate and check their data before it is uploaded to the migration portal.
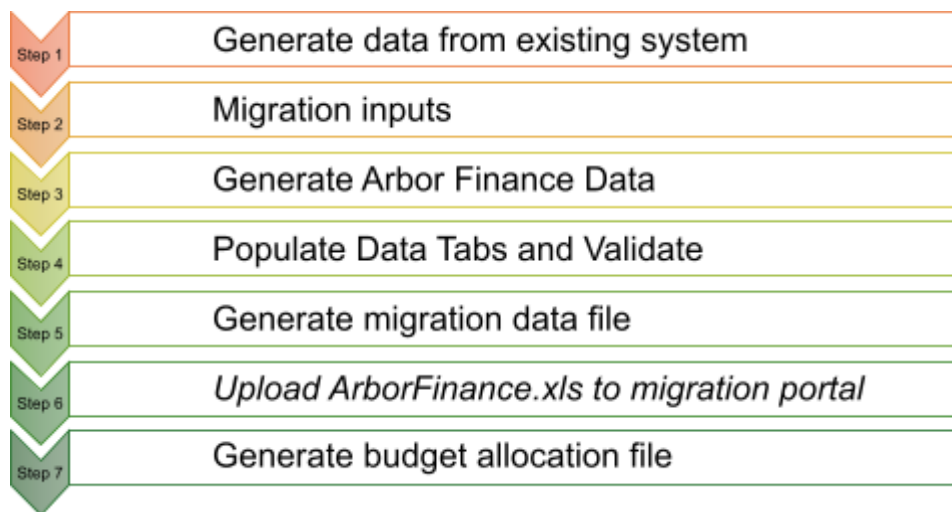
This document will guide you through each stage of collating the data, highlighting areas where the data can be cleansed and made ready for final upload to Arbor Finance.

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. There should be no balance showing on the centrally invoiced column of the balance and reserves report. Ensure all centrally invoiced items are fully reconciled before migrating.

3. Make sure that where possible any unreconciled items are reconciled, bank reconciliation is as up to date as possible.

4. Accruals will not be migrated and you must ensure you have no accruals in your system when generating the reports for migration. Accruals will need to be entered into Arbor Finance post migration. Speak to your school finance team/support partner.

5. All VAT should have been claimed. Nett year to date figures plus your VAT debtor will be migrated.

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Step 1 - Generate data from your current system

Before you begin you should ensure your data balances. The total amount across your bank accounts including VAT amounts, should be equal to the total of your year to date transactions. You may need to include amounts showing in your funds (FD) with your year to date totals in order to balance your data. If your data does not balance you should not continue and should seek advice from your support partner or local authority.

Eg. The total in the bank accounts including VAT equals £200,000. The year to date transactions should also equal £200,000
Make a note of this figure. In my example above this would be £200,000

You will need the following information for the migration. Where possible download any reports in excel format as this will make it easier to transfer the information to the migration template.

1. Chart of accounts - the coding structure you would like to migrate to Arbor.
2. Reconciled and cash book balances for all bank accounts. Including VAT input and Output totals (these will form your VAT debtor).
3. A list of year to date transactions.
4. A list of any unreconciled transactions.
5. A list of budget allocations

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

1. ArborFinance_Data Preparation Template.xlsm
2. ArborFinance.xlsx

Chart of accounts

Your chart of accounts is the current coding structure you use to allocate income and expenditure. This is most commonly Leger codes and cost centres. You will need a list of all of these.

Do you have any old codes that are no longer used? These do not have to be migrated and can be deleted from your list before transferring to the migration template. **Make sure you do not have any transactional activity on these codes if you do decide not to migrate them.**

Reconciled and cash book balances for all bank accounts

A balance and reserves report if available should give you this information. Ensure all accounts listed are accounts that you want created in Arbor Finance. It is not possible to migrate with creditor or debtor control accounts as these do not exist in Arbor Finance. Any balances for these accounts will need to be investigated and reversed to ensure they have a zero balance. You will also need your VAT input and output totals.

List of year to date transactions

These do not have to be individual transactions. Only total nett amounts across your coding structure will be migrated. A cumulative expense analysis or summary trial balance should provide this information.

List of unreconciled transactions

Do you have any transactions that have not yet been reconciled through a bank account? Make a list of all of these.

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List of budget allocations

This may already be included on one of the reports generated for the year to date transactions. If not you will need a list of all your current budget allocations.

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Step 2 – Migration Inputs

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.
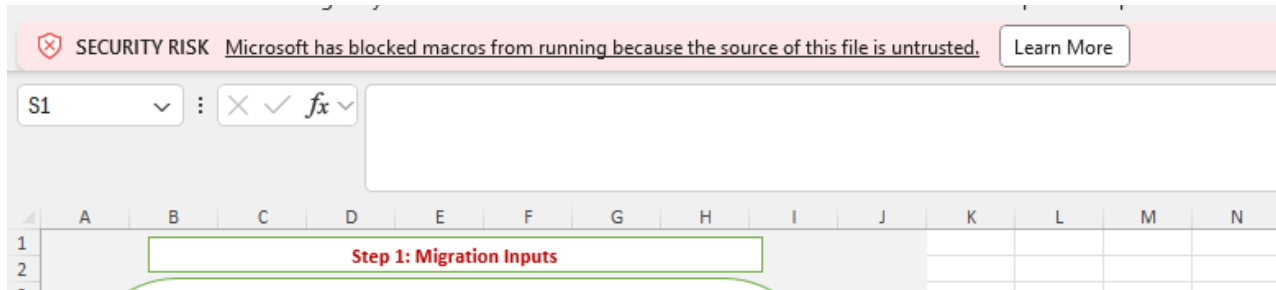
To unblock the macros, close the sheet. Navigate to the folder where the sheet is stored and right click on the file. Select properties. On the general tab at the bottom tick unblock and OK.
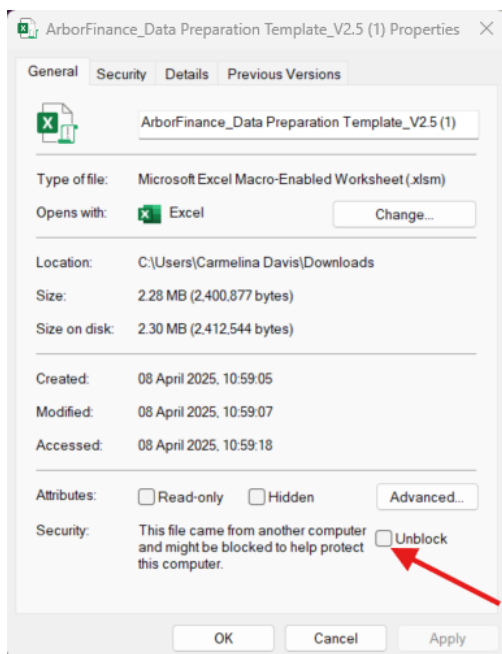
The spreadsheet contains 15 sheets;

Data input guidelines - This sheet contains guidelines for completing the workbook.
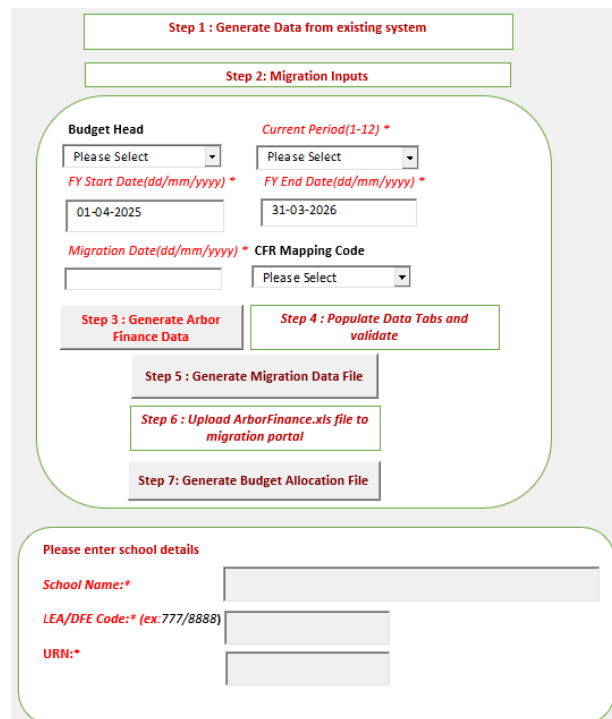Data preparation (SIMS FMS) - Not to be used by non SIMS FMS schools.
Data preparation (Other FMS) - This is the sheet where you enter input information and generate the file needed for migration.
The remaining 12 sheets will be worked through one by one to populate the data into the correct format ready 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.

Enter Migration Inputs

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Please follow the steps below to complete the migration inputs section. Ensure you are working on the tab labeled Data Preparation (Other FMS)

1. **Budget Head (CFR Code):**
   If you wish to have budget headings as CFR you can select this from the drop down. If you would like to enter your own budget headings, leave the tab as "please select"

2. **Current Period (1-12) (Mandatory):**
   Enter the **Current Period** as a number between 1 and 12, corresponding to the current financial month. This is the period you have just completed in your current system.

3. **FY Start Date (dd/mm/yyyy) (Mandatory):**
   Input the **Fiscal Year Start Date** in the format dd/mm/yyyy.

4. **FY End Date (dd/mm/yyyy) (Mandatory):**
   Input the **Fiscal Year End Date** in the format dd/mm/yyyy.

5. **Migration Date (dd/mm/yyyy) (Mandatory):**
   Enter the **Migration Date** in the format dd/mm/yyyy.

6. **CFR Mapping Code:** If you are mapping to CFR choose if this will be budget or analysis. If not mapping to CFR, leave as please select.

7. **Please enter school details:** Enter the school name, LEA/DFE code and URN.

8. After confirming that all mandatory fields are completed, click the **"Step 3: Generate Arbor Finance Data"** button.

Step 3 – Generate Arbor Finance data

After clicking the button move on to step 4

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Step 4 – Populate data tabs and validate

Before beginning, you will have considered your **chart of accounts** and what reporting structure you need in Arbor Finance. Your local authority or support partner may have defined this structure, check with them if unsure.

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.

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. This will be blank until all the other sheets are completed. We will return to this sheet at the end to check the data balances. 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:

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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 CFR from the drop down menu on "step 2 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 you wish to use your own budget headings 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. You should have decided which codes from your current system will become budget accounts in Arbor Finance. If any of your current codes are longer than 8 characters these will need to be renamed.
Column A is the budget code - enter the codes from your current system here. Remember to rename any that are longer than 8 characters
Column B is the budget code description. Maximum 35 Characters, no special characters allowed

Column C is the budget heading code. If budget headings were entered into the budget headings tab these will be available to select from a drop down within the cells.

Column D is the budget group code. If budget groups were entered into the budget groups tab these will be available to select from a drop down within the cells.
The message underneath the validate data button and Columns G and H are not relevant to non FMS schools.
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.

Analysis

Note: The maximum length for an analysis code is 10 characters. You should have decided which codes from your current system will become analysis codes in Arbor Finance. If any of your current codes are longer than 10 characters these will need to be renamed.
Column A is the analysis code - enter the codes from your current system here. Remember to rename any that are longer than 10 characters
Column B is the analysis type - enter either expenditure EXP or income INC
Column C is the analysis code description. Maximum 35 Characters, no special characters allowed
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 E is the Report Link - Report links are only used by a select number of local authorities for custom reports. Max length 8 characters.
The message underneath the validate data button and Columns H and I are not relevant to non FMS schools.
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 FinancialYearDetails sheet.

Financial Year Details

This sheet will be automatically filled in based on the details you entered on the data preparation sheet. Check the data looks correct.

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

Budget Allocations

Here we can enter budget allocation amounts and also link the budget and analysis accounts you have defined in the earlier steps.

This prevents mis-postings when posting transactions in Arbor Finance. You should enter all possible combinations of codes in order to link them, even if you are not allocating an amount to the combination.

NOTE: Budget allocations will be imported post-migration.

Column A - Type - Enter the type of allocation. Either income or expenditure.

Column B - Account - Enter the budget account. Ensure this is identical to the code on the budget accounts tab.

Column C - Description - Enter the description for the budget code.

Column D - Amount - Enter the amount - if there is no allocation but you want to link the codes you should enter 0 (zero).

Column E - Reference - Enter a reference. A common one to use is the financial year eg FY25.

Column F - Voucher description - Enter a voucher description this can be the same as column E.

Column G - Budget heading - This can be left blank or selected from the drop down.

Column H - Date - Enter the date - this can be your migration date but please ensure it is within the same financial year that you are migrating into.

Column I - Analysis code - Enter the analysis code - ensure this is identical to the code on the analysis tab.

Column J - Analysis description - Enter the analysis code description.

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. Ensure you are only creating bank accounts that you wish to use in Arbor finance. If your current system contains accounts no longer used these do not need to be migrated.

Ensure you do not create bank accounts for creditor or debtor control accounts or any other accounts which are for holding balances. You should investigate these types of accounts to reduce the amounts to zero before migrating. Contact your support partner if you need help with this.

If you have balances on accounts which you will not be migrating, these amounts will need to be moved to another account to ensure the system balances.

Bank accounts do not need to be created for VAT input and output. VAT will be dealt with on the VAT tab.

Please ensure you do not delete the bank account named Central Fund on line 2. This is used by Arbor to migrate your year to date balances.

Column A - Account name - Enter the name of the bank as you would like it to appear in Arbor.

Column B - Account No. - If using BACS enter the account number for the account you want set up as your BACS account

Column C - Sort code - If using BACS enter the sort code for the account you want set up as your BACS account.

Column D - Default bank Y/N - Use the drop down to select Y for the account you want to use as your default bank account. Enter N for the remainder.

Column E - BACS Y/N - Use the drop down to select Y for the account you want to use for BACS. Enter N for the remainder. Leave blank if not using BACS.

Column F - BACS file format - If using BACS, choose from the drop down.

Column G - Reconciled balance - Enter the **reconciled balance** for each account. **Make sure you enter the signage for accounts with a credit balance.**

Column H - Reconciled date - Enter the date you last reconciled the accounts to.

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 light green in columns A, C and F as these are required for
calculations on other tabs of the workbook.
Enter the balances for your VAT accounts into columns D and G overwriting #REF! . You
do not need to enter signage.

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 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.
Column A - Type - Specify ESP for expenditure and INC for income transaction types.
ESC for expenditure corrections and I/C for income corrections.
Column B - Transaction date - Mandatory field.
Column C - Contact - Enter OB.
Column D - Alternate Payee - Leave blank.
Column E - Analysis code - Specify OB EXP for expenditure and OB INC for income.
Column F - Budget code - Enter OB.
Column G - Payment type - Enter NONE.
Column H - Gross - Enter the amount. **Ensure you do not enter any signage.**
Column I - Nett -Copy the same amount from column H.
Column J - VAT - Enter 0 (zero).
Column K - Reference - This is the reference you would use to match the transaction to
your bank statement/reconciliation report for reconciling.

Column L - Batch Reference - Enter OB URC.

Column M - Bank account - Enter the name of the bank account. Ensure the spelling is identical to the bank account on the bank balances tab.

Column N - Details - Enter the details of the transaction.

Column O - VAT code - Specify 8 for expenditure and O for income unless you have changed these codes on the VAT tab. If so, enter the relevant code.

Column P - Invoice no - Invoice number can be entered but is not mandatory.

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.

Column A - Type - Specify ESP for expenditure and INC for income transaction types. ESC for expenditure corrections and I/C for income corrections.

Column B - Transaction date - Enter the migration date. Ensure this is within the same financial year that you are migrating into.

Column C - Contact - Enter OB.

Column D - Alternate payee - Leave blank.

Column E - Analysis code - Enter the analysis code. Ensure this is the same as the code used in the Analysis tab.

Column F - Budget code - Enter the budget code. Ensure this is the same as the code used in the budget accounts tab.

Column G - Payment type - Enter NONE

Column H - Gross - Enter the amount. Do not enter signage.

Column I - Nett - Copy the same totals as column H.

Column J - VAT - Enter 0 (zero).

Column K - Reference - Enter NETT YTD.

Column L - Batch reference - Enter NETT YTD.

Column M - Bank account - Enter Central Fund.

Column N - Details - Enter NETT YTD.

Column O - VAT code - Specify 8 for expenditure and O for income unless you have changed these codes on the VAT tab. If so, enter the relevant code.

Column P - Invoice no - These can be entered but are not mandatory.

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

CFR Mappings

If you want to complete your CFR mappings as part of the migration process complete this tab. CFR mapping can also be carried out manually in Arbor Finance if you do not want to migrate the mapping.

Here we will define any mapping to be used with the CFR function in Arbor Finance.

If you are mapping to budget, copy columns A and B from the budget accounts tab to columns B and C of CFR mappings tab.

You can then choose from the drop down in column A to map the budget to the correct CFR

Any budget codes not being mapped to CFR should be deleted from the CFR mappings tab after copying and pasting.

If you are mapping to analysis copy columns A and C from the analysis tab to columns B and C of the CFR mappings tab and map as above with the drop down selection on column A.

NOTE: please ensure where there is data in column B/C you must either choose the relevant CFR code in column A or delete the line from the sheet. There should be no codes left on the sheet which are not mapped to CFR as this will cause the migration to fail.

Validate data, save your progress and return to the Summary tab.

Summary tab

The summary tab should show a validation of perfect. You can move on to Step 5 below.

If the summary tab does not show a validation of perfect your data is not balanced. Please see below for troubleshooting.

What to do if your data does not balance

You should have ensured your data was balanced before you began filling in the migration template. If you did not do this go back to step 1 of this document and follow the instructions to check your data balances.

On the summary tab check the total in cell F28 and F31. Which of these totals is not the expected balancing figure?

If cell F28 is incorrect

check cell F25 first. Is this figure the expected VAT debtor amount? You should check this against your current system data. Go to the VAT tab to update the amounts if they are not correct. This will update the summary tab.

If cell F25 is correct, the error will be with your bank balances. Check the reconciled totals in column C against your current system data. Go to the Bankbalances tab to update the amounts if they are not correct. This will update the summary tab.

If the summary sheet is still not showing perfect you will need to check your unreconciled amounts. From your current data work out the total of unreconciled income and expenditure. Check these amounts against column D and E on the summary tab. If these amounts are not correct you will need to go back to the UnreconciledTransactions tab. On this tab check each transaction to make sure it has been entered correctly. Pay particular attention to the transaction type and ensure no signage has been entered. Make any amendments necessary. This will update the summary tab and it should now show a perfect validation.

If cell F31 is incorrect

There will be an error with the YeartoDateTransactions tab. Go back to this tab and carefully check the transactions. Ensure the correct transaction type has been entered for each transaction and there is no signage for any of the amounts. Make any amendments necessary. This will update the summary tab and it should now show a perfect validation.

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If you have checked everything and the summary tab still shows try again you will need to contact your support team for assistance.

Once the summary tab is displaying "perfect" move on to step 5 below.

Step 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.

Return to the Data preparation (Other FMS) tab.
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.

Step 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.

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Step 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