**Private Funds Manager Academic Year End**

Use part A for SIMS, B for INTEGRIS or PROGRESSO. If you have SIMS but have never setup or used the automatic link, please use part C.

1. **SIMS.net**
2. **Check for students without an admission number**

Check that no one has been entered onto PFM manually using the SETUP tab, without an admission number being added. Go to SETUP – click on STUDENT WITHOUT AN ADMISSION NUMBER. If there are any showing, close the report, find the admission numbers on SIMS then use VIEW/AMEND/ADD STUDENTS button to enter their admission numbers.

1. **Run the SIMS LINK**

Once you are sure there are no students without an admission number, go into PFM – FILE – SIMS.net autolink.

If there is NOT a name and password showing, please enter it and tick SAVE PASSWORD. Click on daily or weekly update option.

Click on UPDATE NOW – after a short time, all the names should whizz by on screen.

Everyone has now moved class and the new ones are added.

1. **Delete Leavers**

Leavers are never just removed from PFM (in case they own money / are due a refund etc)

You have to manually delete the leavers. Do this when you are ready, and happy that no further financial transactions will occur with these pupils.

In PFM – SETUP tab – click on CLEAN OUT at the very bottom.

CHANGE the class in the top right and just look at one class at a time. Scroll right to the end – anyone you DO NOT want to delete, simply UNTICK. This could include teachers, shop users etc. CHECK THE LIST!!!!!!

IF you are ABSOLUTELY SURE you want to, click on Delete Ticked. Repeat for the rest of the classes with leavers.

1. **OTHER PUPIL RECORDS**
2. **Check for students without an admission number**

Check that no one has been entered onto PFM manually using the SETUP tab, without an admission number being added. Go to SETUP – click on STUDENT WITHOUT AN ADMISSION NUMBER. If there are any showing, close the report, find the admission numbers on SIMS then use VIEW/AMEND/ADD STUDENTS button to enter their admission numbers.

1. **Run the Integris/Progresso/CMIS report**

Run the report that extracts pupil info for PFM and SAVE the report in a folder / name of your choice.

1. **Import the report into PFM**

Go to FILE – Integris or Progresso – click BROWSE and select the file created above – click on IMPORT

1. **Delete Leavers**

Leavers are never just removed from PFM (in case they own money / are due a refund etc)

You have to manually say YES to delete the leavers. Do this when you are ready, and happy that no further financial transactions will occur with these pupils.

In PFM – SETUP tab – click on CLEAN OUT at the very bottom. CHECK THE LIST!!!!!!

We advise you CHANGE the class in the top right and just look at one class at a time. Scroll right to the end – anyone you DO NOT want to delete, simply UNTICK. This could include teachers, shop users etc.

IF you are ABSOLUTELY SURE you want to, click on Delete Ticked. Repeat for the rest of the classes with leavers.

1. **SETTING UP THE SIMS LINK**

This feature automatically updates PFM with student information from Sims on a daily, weekly or monthly basis.

Private Funds Manager needs to extract certain bits of information from Sims, and add it into PFM in a format PFM can recognise.

How to set it up -

1. **LOAD the files into Sims.net**

The SIMS reports can be downloaded from PFM. They are called PFM2015 (for legal names on roll) PFM2015familiar (for familiar names on roll) PFM2015Pre (pre admissions) and PFM2015FamiliarPre (Familiar names, pre admissions)

Go to FILE - SIMS.NET autolink – click on DOWNLOAD SIMS REPORTS at the bottom. Once downloaded, go into Sims and up to REPORTS – IMPORT. Click on OPEN and browse to your chosen folder, then choose each one in turn – clicking on OK and then IMPORT at the bottom.

1. **Setup the link In PFM**

Go to FILE -  Sims.net Auto Link

Now, click on browse, and browse to your LOCAL SIMS.net folder. Click on the file called PULSAR – OPEN. *If you are not sure which folder to choose, go to your desktop, locate the Sims.net icon, right click and go down to Properties - this will tell you the folder needed - 99% of the time it is C:\Program Files\Sims\Sims.net*

Enter your SIMS.net username and password.

Tick to remember password

Choose if you want Legal or Familiar name imported.

Tick how often to update

Tick the pink box to indicate you have already loaded the Sims reports.

Click on Save and Close.

Now test it – back into FILE - Sims.net Auto Link

Click on UPDATE NOW to test the link.