**Private Funds Manager Academic Year End**

The Academic Year End for PFM is an important time, where we need to make sure that all new starters are correctly added, existing students moved up and leavers removed.

There are a few tasks to compete ideally before the end of the summer term, and then a few that can only be done AFTER the new term starts.

BEFORE THE END OF TERM (or when you come back in early September)

1. Take a backup – preferably an external one onto a thumb drive / data stick or if not, into your personal documents folder. Use PERIOD END – ARCHIVES – BACKUP – click on BROWSE and choose the folder, enter a name and press CREATE BACKUP.
2. Check that there are no students WITHOUT an admission number who ARE on roll at your school. SETUP – STUDENTS – click on the button ‘STUDENTS WITHOUT AN ADMISSION NUMBER’

Check this list carefully – it is fine if it shows teachers, external students, pre-admissions etc., but any current students that are on roll should not be showing here.

1. If there were any students without an admission number, go onto your MIS system and locate the number – copy CTRL C then into PFM - SETUP – STUDENTS – click on the button ‘VIEW/AMEND/ADD STUDENTS’ and use SEARCH at the top to find this student. Paste their admission number into that field at the top right.
2. If you want to, you might delete old suppliers and teachers that are no longer used or in school. Use PERIOD END – DELETE – say YES to continue.

Click on the responsible persons name in the 4th list – click the DELETE button at the bottom. It may tell you this supplier is linked to a shortcode – if so, go to ACCOUNTS MAINTENANCE – click Supplier/Responsible Person button and remove from the code, then return to Delete them.

IN SEPTEMBER – IMPORT / UPDATE CURRENT STUDENTS

1. SIMS:

At soon as **SIMS has been moved up to the new year**, make sure your new students are on PFM. (Because SIMS automatically syncs with PFM it is just a case of checking it has happened)

Go to SETUP – STUDENTS – VIEW/AMEND/ADD STUDENTS. Use the SEARCH box at the top and look for a new student. If they are there, with the correct class, it has updated correctly.

If they are not there, try FILE - SIMS.net AUTOLINK – click UPDATE NOW. If this says UPDATING STUDENTS COMPLETE check again in the SETUP tab. If they are still not there, check the password in FILE – SIMS.net AUTOLINK and check with the SIMS administrator that the year has been moved on.

BROMCOM:

At soon as **Bromcom has been moved up to the new year**, make sure your new students are on PFM. (Because Bromcom automatically syncs with PFM it is just a case of checking it has happened)

Go to SETUP – STUDENTS – VIEW/AMEND/ADD STUDENTS. Use the SEARCH box at the top and look for a new student. If they are there, with the correct class, it has updated correctly.

If they are not there, try FILE - BROMCOM STUDENT IMPORT – click SABE ND IMPORT STUDENTS If this says UPDATING STUDENTS COMPLETE check again in the SETUP tab. If they are **still** not there, check the password in FILE – BROMCOM STUDENTIMPORT and check with the Bromcom administrator that the year has been moved on.

ARBOR:

Arbor does not automatically update PFM with the new students / new years and classes so we need to do this ourselves.

**Export from Arbor**

In Arbor, you can create a downloadable CSV export by gong to :

SCHOOL – DATA – EXPORT – PARENTPAY EXPORT

(sometimes REPORTS – EXPORT – PARENTPAY EXPORT)

Click the DOWNLOAD button and save it to a folder and name of your choice – please save it as an Excel spreadsheet rather than the CSV it will default to.

**Import into PFM**

FILE – ARBOR STUDENT IMPORT

The information on screen tells you how to generate this report.

Click the BROWSE button and browse to the Excel spreadsheet you have just downloaded and saved.

Click on IMPORT STUDENTS

Then screen will show the progress and declare when the students are successfully imported.

ALL OTHER MIS

Use the Global Student Import to import the new /. Amended student information.

The first step is to create & export a report from your MIS – in any way possible! Save it as an Excel spreadsheet.

The we use the GLOBAL STUDENT IMPORT option from the FILE menu.

Click BROWSE and find the excel spreadsheet that you have created. Give it a moment! It will load the column names and letters in the bottom right.

As you will see, you will need to tell the PFM screen the COLUMN LETTERS for each of the fields you have exported. Use the box at the bottom right to find the column letters. Leave it blank if not on your spreadsheet.

In addition, confirm, in the top right hand corner – where the titles are and where the data starts.

When all required fields are filled in, click IMPORT STUDENTS.

When complete, click CLOSE. PFM will remember the report layout so if you produce the same report again you will just have to click 'Import Students'

Once you have finished this process with ANY of the MIS system, check the data looks right in the SETUP - STUDENTS tab – click VIEW/AMEND/ADD STUDENTS. Use the SEARCH box at the top and look at an existing student to check the class has changed, and a new one.

UPDATING STUDENT LINK FOR ONLINE PAYMENT SYSTEMS.

1. If you use PARENTPAY or SCHOOLCOMMS your students will automatically be recognised when you download payments, because they use the students Admission Number as an identifier, as does PFM
2. If you use PARENTMAIL, PFM may not recognise new students because they have their own special ID for pupils. In Parentmail use REPORTS - GENERAL REPORTS – PARENT/STUDENT EXPORT – create and save the file then in PFM use TOOLS – PMX – and browse to the file just created – press IMPORT.
3. If you use Wisepay and do not identify students by UPN extract a list of students with their UPN and Admission number and use TOOLS – WISEPAY to update PFM

CHECK FOR DUPLICATES

1. If you have ended up with duplicates it will probably be because one has an admission number and one does not. You will need to MERGE them together into one. Go to SETUP – click on CLEAN OUT underneath of the STUDENTS WITH NO ADMISSION NUMBER button.

Locate the student by CLASS using the pull down arrow in the top right hand corner.

Make sure everyone else is unticked, then click on MERGE TICKED STUDENT

Now, select the student that does have an admission number by typing in the first few letters of the surname – click the right one and click on MERGE

LATER IN SEPTEMBER –DELETE LEAVERS

1. Don’t delete leavers too soon! You need to be SURE there will be no further transactions such as refunds or money they might owe you. Don’t do it if you are not fully up to date with downloading online payments.
2. When you are ready delete students in the SETUP TAB – **very bottom button** marked CLEAN OUT.
3. DON’T try to do everyone at once – pick one class at a time using the pull down arrow in the top right hand corner.
4. A list appears of people who WERE NOT ON THE DOWNLOADfrom your MIS system on the latest download. Check a few to be sure. When you are sure click the button DELETE TICKED STUDENTS.
5. Repeat for all classes by changing the class in the top right corner pull down.