**Preparing your CFR not using FMS**

If your school has moved away from FMS for 2022/23, you will not be entitled to the latest upgrade of FMS and therefore will not be able to use FMS to produce your CFR xml file for upload to collect.

Before attempting to create your xml file, please ensure that you have read and completed section 10 of the ‘Year End Guidance 21/22’ published on BSO in January 2022 and that you have balanced your SAP report to FMS using the instructions contained within the ‘CFR guide 2021/22’ published by EICT.

Once you have balanced your final SAP report to your FMS System, you can move on to create your xml. Even though you will no longer be using FMS, it is imperative for audit purposes that your FMS system matches the final SAP reports. This includes posting any YE Reversing Journals and other adjustments from your SAP reports. If you cannot reconcile your report after following the YE & CFR Guidance, please contact Jonty Holden on 01274 43 1927.

To create an xml you will need to download the template provided by the DfE from the GOV.UK website [here](https://www.gov.uk/guidance/consistent-financial-reporting-framework-2021-to-2022/consistent-financial-reporting-framework-xml-generator-2021-to-2022). Open the file and click ‘enable editing’ and ‘enable macros’ on the yellow banner at the top of the spreadsheet.

You are now ready to use your CFR report from FMS to prepare an xml.

Enter ‘380’ in the LA number box

* On the first available blank row (7), fill in your school details working from left to right.
The contact name should be the Headteacher or Business Manager.
* If your School is part of a federation, enter ‘Y’ in the federated flag column and then proceed to enter the full DfE number of all school in your federation (380xxxx). If your school is not part of a federation, choose ‘N’ and ignore the ‘FederationEstab’ boxes
* Choose ‘Y’ in Data Preparation as all of the data has been prepared by the school.
* Choose ‘Final’ in Data Version as the data is finalised at the Year end.
* Choose ‘Y’ in Complete as the data is for a full financial year.
* Choose ‘Accruals’ in Cash or Accruals as the accounts are prepared on the accruals concept.
* All Schools should choose ‘N’ in the Rates Exempt box unless your school is a Special School.
* All schools should choose ‘N’ in Insurance.

In each of the CFR code headings, enter the corresponding figures from your final CFR reports from FMS to two decimal places. This includes items with no values. You must enter 0.00 and not leave the cell blank.



In the Capital Expenditure section, enter ‘10000.00’ as the De-minimis.

Once you have entered all values from your CFR report, you should be left with B07 to complete. This field should only be populated with a figure where your school has an outstanding capital loan at 31/03/2022. Otherwise, you should enter 0.00. More information can be found in the YE guidance and CFR guide mentioned above.

Please take care to double check that all of the values you have entered are correct, as an unbalanced xml file will not be accepted by COLLECT.

Once you are happy that all fields have been completed and all values are correct, click the ‘Generate XML’ button and note the location specified in the dialogue box.

Log into the COLLECT portal and upload your xml file in the normal way as in previous years picking up your xml file from the location specified earlier.

The COLLECT portal will carry out some checks to your data and flag any queries or errors. Errors must be rectified in FMS and a new xml file prepared from a new CFR report; an explanatory note in COLLECT must accompany queries.

Common queries and errors and their resolutions can be found at the end of the CFR Guidance.

If you have any questions or queries with this guide, please contact Jonty Holden on the number provided above.