

A man in a light-colored suit and dark tie is shown in profile, looking at a tablet computer held by a young woman with long dark hair. She is smiling and looking up at him. Another young woman is visible in the background, also looking towards the man. The scene is set in a bright room with large windows in the background.

**SIMS** INDEPENDENT

Manage school  
finances *with ease*

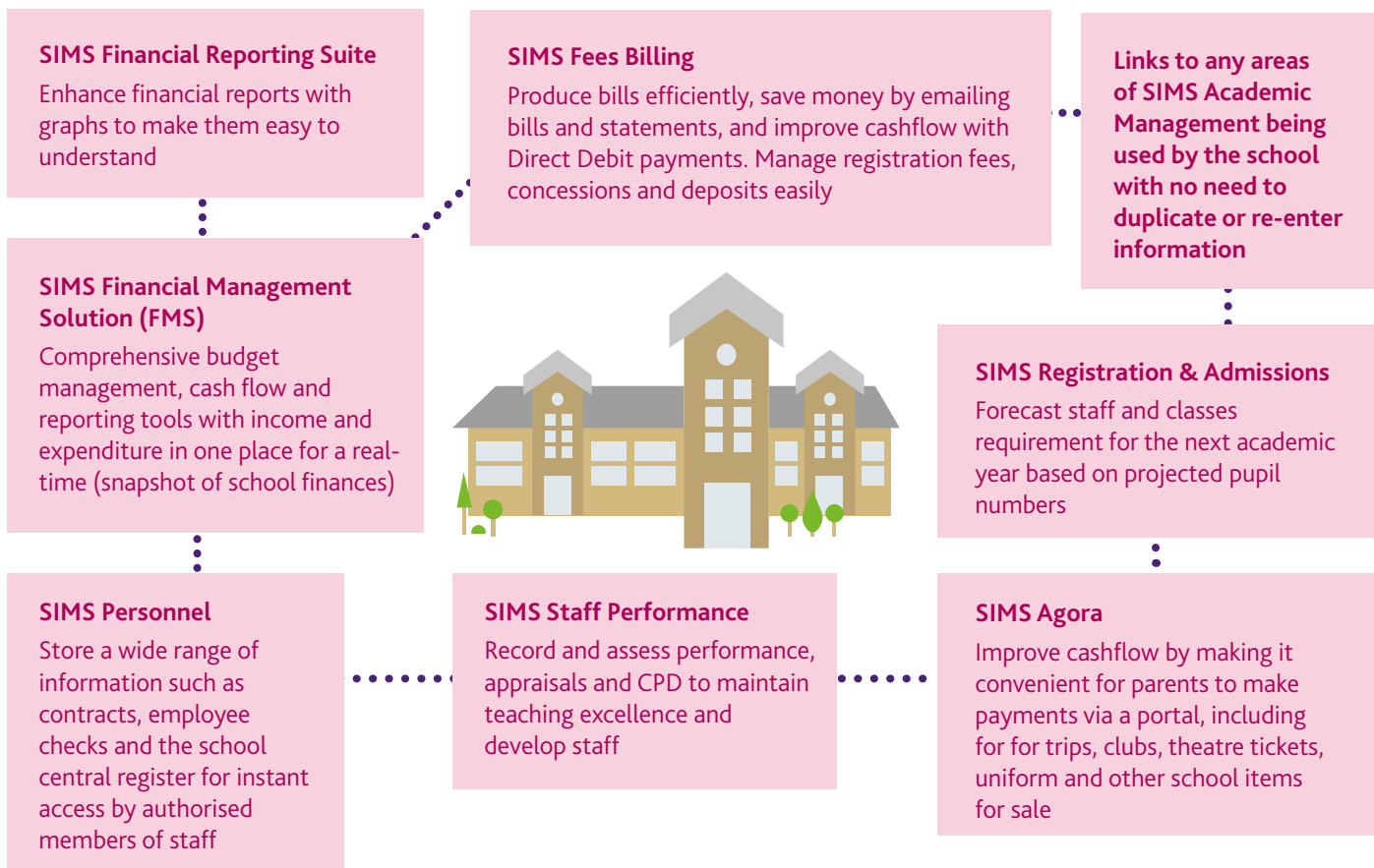
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Nick Arkell, Headmaster,  
Hoe Bridge School

# Manage school finances with ease

SIMS provides a seamless financial and academic solution with the flexibility to support the individual commercial needs of independent schools.

With an instant view of revenue and cash flow, and all other financial data, you have the tools you need for efficient and effective financial management in your school.



## Case study: Hoe Bridge School

“Where it really comes into its own is the flexibility to produce reports specific to our needs.”

Headmaster Nick Arkell explains why Hoe Bridge School uses SIMS Fees Billing and SIMS Financial Management System (FMS): “Because it’s education-centric, SIMS is working brilliantly for our finance department – we value using a system specifically designed for schools.”

Bursar Clive Abbott likes being able to use one system throughout the school: “We need to know we’re working from accurate pupil records, which is why it’s so valuable to have a fully integrated system - pupil data needs inputting just once for it to be available to other departments. We simply pull that information across and set up the parameters for billing each pupil.”

As a chartered accountant, Clive values the user-defined reports facility: “SIMS FMS works well in terms of the general trading operations and expense accounts, but where it really comes into its own is the flexibility to produce reports specific to our needs - the only limit seems to be our imagination!”

Each month Clive generates financial reports for the budget holders: “I can make these simple for non-accountants to understand – feedback from around the school is that it’s the clearest information they’ve ever had in terms of how much budget they have left.”



# A real-time picture of school finances in one place

With the SIMS Financial Management Solution (FMS) you have a comprehensive, real-time picture of school finances. You can manage day-to-day tasks more easily, and have the information you need for informed decision-making. From being able to monitor commitments and track expenditure and revenue, to managing scholarships and bursaries more efficiently, everything is in one place.

Accredited by the Institute of Chartered Accountants in England and Wales, our finance system has been developed specifically for the education sector and is fully integrated with SIMS, including SIMS Fees Billing, EARNIE payroll and SIMS academic management solutions.

## Manage financial tasks efficiently

SIMS FMS provides you with all the financial information you need in one place including general ledger, accounts payable, accounts receivable, budget planning and asset management. You can save time on your financial processes by being able to attach supporting documents to accounts payable transactions. SIMS FMS also supports the production of monthly management and SORP reports.



## Self-service options for budget holders for controlled cost centre management

Allow budget holders to access FMS for only their cost centres to raise their order requests electronically and to review their balances. Bursars can track spending and commitments.



## Save time and money by ordering and trading electronically

The electronic accounts payable workflow enables you to pay suppliers via BACS and email remittances. With portals linked electronically, you can trade with leading e-marketplaces - users can search supplier catalogues and create electronic requisitions for approval. Purchase orders are encrypted and transferred to the supplier, with electronic invoices and supplier credit notes matched automatically.



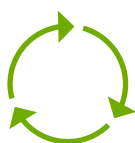
# Streamline pupil fees management

SIMS Fees Billing is a secure electronic billing system to help you manage, and keep track of, school fees income, giving you greater control of your cash flow. You can use data already in the system to generate customised invoices, receipts and reminders, with email invoices and electronic payment options to make it easier for parents to pay their bills on time.

Whilst fully integrated with SIMS FMS, SIMS Fees Billing also has the flexibility to integrate with other accounting systems.

## Automate the fees process

Save time spent managing bill runs by generating invoices automatically. SIMS Fees Billing allows you to email invoices and offers payment options for added convenience, such as direct debits, helping your school stay in greater control of cash flow. It also offers the convenience of refunding deposits via BACS.



## Flexible billing

Produce bills monthly, termly, annually and on an ad hoc basis, including fees, credits, bursaries, scholarships, sibling discounts and extras. Automatically recurring fees, credits and extras save time and guarantee the majority of charges are already applied to your next bill run. You have the option to import charges for non-standard amounts such as music lessons or after-school clubs early to prepare for next term's bills. Comprehensive reports help you quickly identify any potential billing errors such as duplicated charges or unusual values.



## Protect your school's finances more easily

Collecting outstanding fees is more efficient with easy access to detailed historical records of overdue payments. Calculate interest and manage debtors, including recording special arrangements for payers which can be shown on the aged debtor reports. Set up SIMS homepage alerts to display outstanding debts over a pre-set limit.





## Enhance your finance monitoring and reporting

SIMS Financial Reporting Suite (FRS) further enhances FMS by enabling you to present financial information in an easily understandable, graphical way to non-financial staff. Dynamic links mean the current position (budget, actual and commitments) can be extracted and updated with projected forecast figures against cost centre and ledger code combinations. You can make year-on-year comparisons, spot trends and compile benchmark data, with reports available in PDF and Excel.



## A secure, easily integrated system where you're in complete control

You have complete control over who sees your financial information - access to any fees billing information or financial data and correspondence is only allowed if you give the user the appropriate permissions.

SIMS Fees Billing integrates seamlessly with SIMS and SIMS Financial Management System (FMS) but it can also operate as a stand-alone module, or link to other general ledger products.

## Manage your staff budget

SIMS Financial Management System can draw on contractual information in SIMS to generate salary projections without the need to re-enter contracts. If you wish to manage your own payroll, our partner, EARNIE, links to our finance system for reconciliation of salary payments.



### Bursars

With an instant and complete picture of cash, profit and revenue positions in one place, Bursars can review budgets and monitor commitments more easily, including being able to track spending, staff costs and assets. The comprehensive view available in FMS helps bursars plan for the future more effectively, showing at a glance the financial impact of, say, an investment in a new computer suite or an additional music teacher. Different budget scenarios can be tested, based on expected pupil numbers and staff levels, so you can see what combination works best for your school.

### Administrators

The integration of FMS within SIMS means that administrators are saved from having to make duplicate entries – when any changes are made to contact details, this information is updated throughout SIMS academic and financial management in real-time.

With automated recurring charges in SIMS Fees Billing, administrators can manage income and payments more efficiently.

## Save time and money with Capita BACS Bureau

Our BACS Bureau service ensures accurate, quick payments and cash collection. In addition to SIMS, we can also process from other financial packages.

### Cost centre managers and heads of departments

Clear reports ensure that commitments and expenditure are monitored, helping the school to manage its budgets in the most effective way.

## Want to know more?

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