

Synchronise PS Financials & IRIS Financial Planner Data

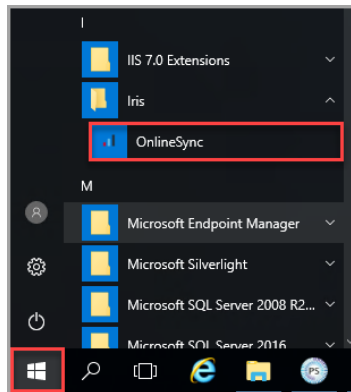
The IRIS Sync tool will have been installed as part of your migration/installation set up. The IRIS Sync application transfers key information between PS Accounting and IRIS Financial Planner.

How to access IRIS Sync

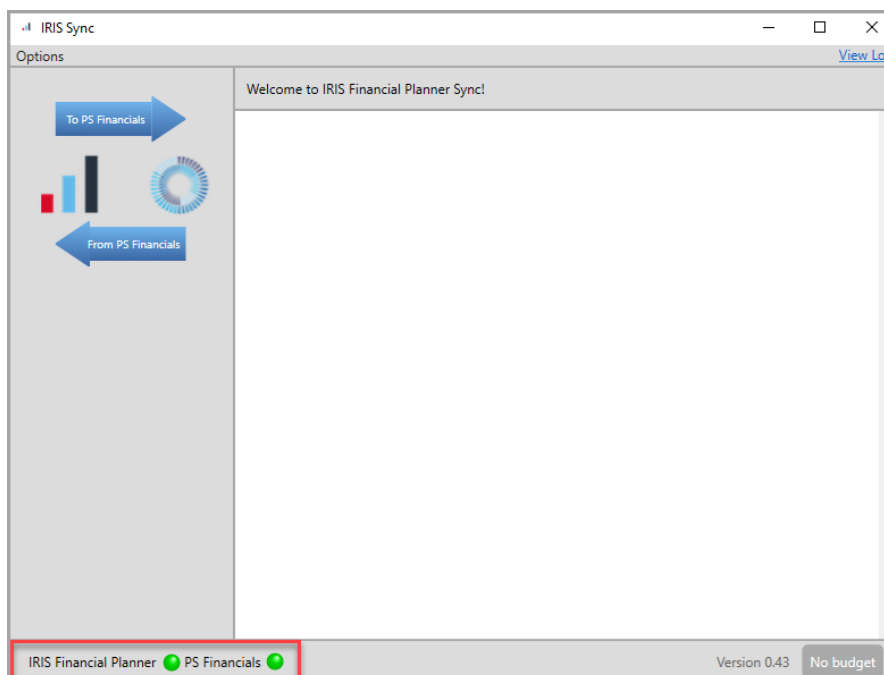
The following guide shows you how to set up and run IRIS Sync from a PS Cloud server. If you are not a PS Cloud customer, please speak to your IT Department or Administrator who installed IRIS Sync if you cannot find the application.

To access IRIS Sync:

1. Log in to PS Cloud and select **Start > Iris > OnlineSync**.



2. IRIS Sync will open. There should be a green light next to both IRIS Financial Planner and PS Financials at the bottom of the window.

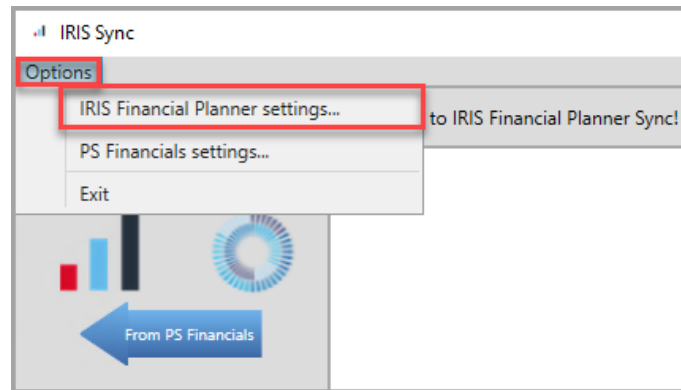


3. If either of these are grey, amber or red, then please refer to the next section to ensure that they are configured correctly.

IRIS Financial Planner settings

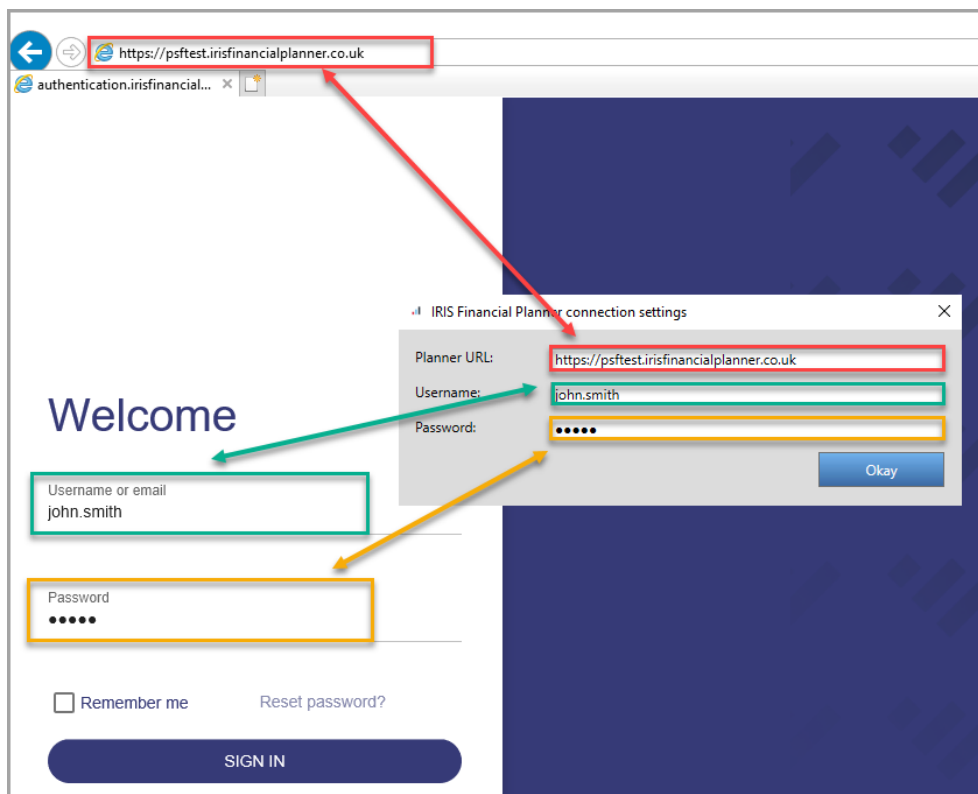
IRIS Sync requires your username and password in order to send information to IRIS Financials Planner. To enter these credentials:

1. Select **Options > IRIS Financial Planner settings** from the top menu in IRIS Sync.

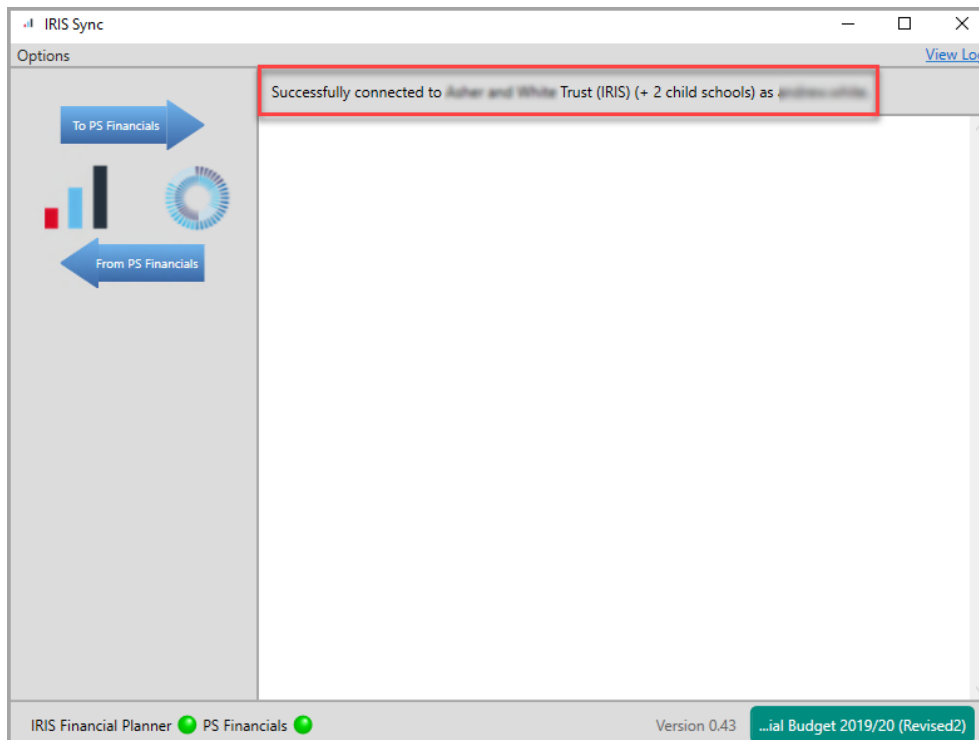


2. The **IRIS Financial Planner connection settings** dialog is displayed. Please enter the following information, if it is not already present:

- **Planner URL** - This is the website address which you access IRIS Financial Planner.
- **Username** - Username you use to log in to IRIS Financial Planner (this cannot be your email address).
- **Password** - Password you use to log in to IRIS Financial Planner.



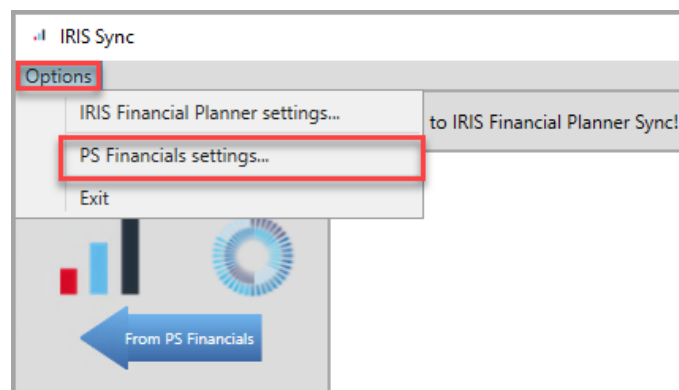
- Click the **Okay** button. If an error message displays, please check your credentials are correct. If the connection is successful, you will see a message at the top of the window.



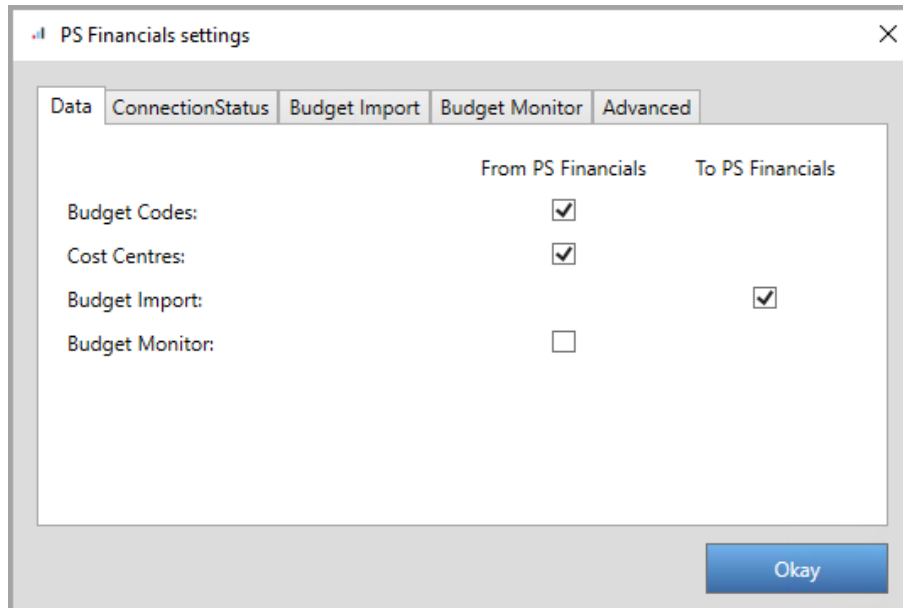
PS Financials settings – Data tab

The PS Financials settings determine the specific budget information that is transferred to IRIS Financial Planner. To configure the PS Financials settings:

- Select **Options > PS Financials settings** from the top menu in IRIS Sync.



2. The **Data** tab is displayed. It is recommended you select the following check boxes as shown in the following graphic.



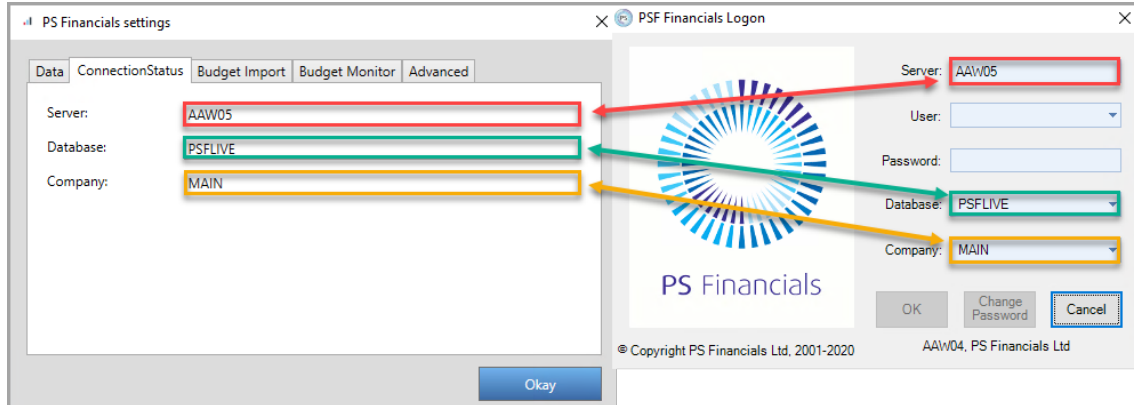
	From PS Financials	To PS Financials
Budget Codes:	<input checked="" type="checkbox"/>	
Cost Centres:	<input checked="" type="checkbox"/>	
Budget Import:		<input checked="" type="checkbox"/>
Budget Monitor:	<input type="checkbox"/>	

The following table explains the function of each check box.

CHECK BOX	DESCRIPTION
Budget Codes	Synchronise nominal codes from PS Accounting with IRIS Financial Planner.
Cost Centres	Synchronise cost centre information from PS Accounting with IRIS Financial Planner.
Budget Import	Enables the budget from IRIS Financial Planner to be transferred to PS Accounting.
Budget Monitor	The Budget Monitor allows you to predict your school's year-end financial position, based on combining actuals with anticipated income and expenditure. It works by taking an upload from PS Accounting and merging it with the future staffing costs held within IRIS Financial Planner. Manual adjustments can also be added, resulting in a projected year-end out-turn. Select this check box if you wish to turn this on.

PS Financials settings – ConnectionStatus tab

The **Connection Status** tab holds your PS Accounting connection information. You can find this information on your PS Accounting login window.



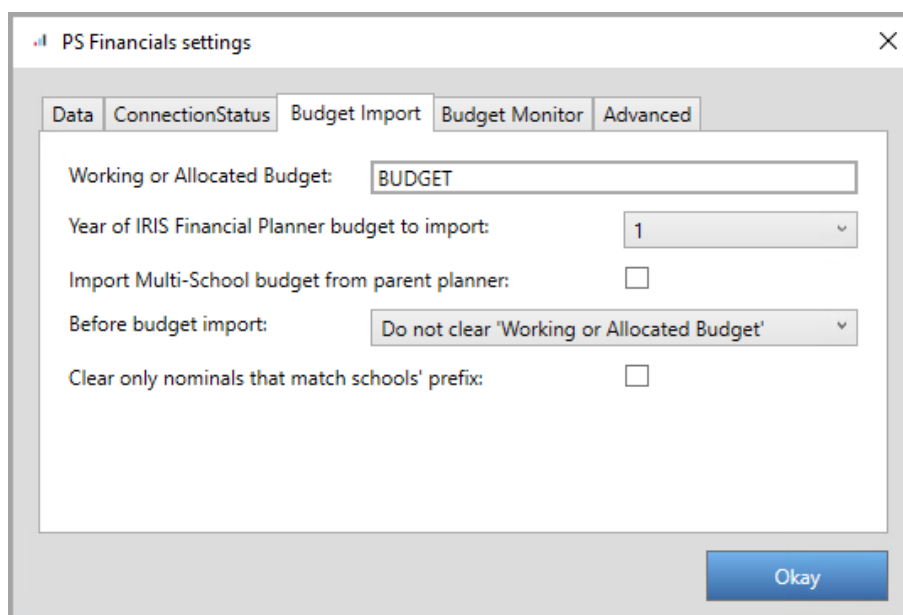
Server - Server your PS Accounting database is stored. You can find this on your PS Accounting login window.

Database - PS Accounting database you wish to sync with IRIS Financial Planner. You can view a list of applicable databases on your PS Accounting login window, by selecting the **Database** drop-down list.

Company - Company you wish to sync with IRIS Financial Planner. You can view a list of applicable companies on your PS Accounting login window, by selecting the **Companies** drop-down list.

PS Financials settings - Budget Import tab

The **Budget Import** tab determines which budget code from PS Accounting will be synchronised with IRIS Financial Planner. It also contains settings which determine how an import will impact any existing data in IRIS Financial Planner.



Working or Allocated Budget

IRIS Financial Planner budget code you are synchronising with PS Accounting. This code must be in all caps and not contain any spaces or special characters. You must ensure this budget code exists in PS Financials. It will be this budget code that is updated with the information from your working budget in IRIS Financial Planner.

Year of IRIS Financial Planner budget to import

Number of budgeted years to transfer from IRIS Financial Planner into PS Accounting.

Import Multi-School budget from parent planner

If selected, the consolidated Multi-School budget – including data from all child schools – will be copied into PS Accounting. Leave this check box deselected if you only want to update budget information relating to your own school and not the entire Trust.

Before budget import

Determines the treatment of the existing budget in PS Accounting when it is synchronised with IRIS Financial Planner. Choose from:

Do not clear "Working or Allocated Budget" - If selected, IRIS Sync will not clear any existing PS Accounting budget data. This option will combine your budget from IRIS Financial Planner with any data that currently exists in your PS Accounting budget. You would typically select this option if you only want to make a few changes to your existing budget without clearing out the rest of the data.

Clear appropriate year of 'Working or Allocated Budget' - If selected, only budget data relating to the year being imported will be cleared. Budget data for other periods will be left intact. For example, if you are importing a budget for 2019/20, only data relating to this year will be cleared out and updated. No other years will be affected.

Clear entire 'Working or Allocated Budget' - If selected, the entire PS Accounting budget will be cleared prior to import for the applicable budget code.

Clear only nominals that match schools' prefix - If selected, only PS Accounting budget information relating to nominals for your own location will be cleared. For example, if the location you are currently connected to has the nominal prefix 'ABC', only information with nominal's starting with 'ABC' will be cleared before importing the budget.



Note: If Do not clear 'Working or Allocated Budget' is selected, it will have no effect.

PS Financials Settings - Budget Monitor

This section defines adding Budget Monitor data to IRIS Financial Planner, including year-to-date actuals, commitments and budget data from PS Accounting.

Budget Monitor allows you to predict your school's year-end financial position, based on combining actuals with anticipated income and expenditure. It works by uploading data from PS Accounting and merging it with the future staffing costs held within IRIS Financial Planner. Manual adjustments can also be added, resulting in a projected year end out-turn.

The screenshot shows the 'PS Financials settings' dialog box with the 'Budget Monitor' tab selected. The 'Working or Allocated Budget' field contains 'REVBUDGET' and the 'Original or Fixed Budget' field contains 'BUDGET'. Under 'Budget Monitor date', the 'Current month' radio button is selected. Below these are two empty dropdown menus.

Working or Allocated Budget

This should be the name of your PS Accounting budget that you are updating. Please ensure you type the Budget Code exactly as it is displayed in PS Accounting. You can find the budget codes by selecting **Masters > Budgets** from the PS Accounting top menu.

The screenshot shows the 'Budget Maintenance' dialog box. It features a table with two columns: 'Budget' and 'Title'. The 'Budget' column contains the codes BUDGET, EFATEST, JATEST, PYACTUALS, and STAGE1. The 'Title' column contains the corresponding names: BUDGET, EFATEST, TEST, Previous Year Actuals, and Stage One. A red box highlights the first five rows of the table. To the right of the table are buttons for 'Add', 'Delete', and 'Details...'. At the bottom, there is an 'Access Level' dropdown set to '3', a 'Transactional' checkbox, and a 'Close' button.

Budget	Title
BUDGET	BUDGET
EFATEST	EFATEST
JATEST	TEST
PYACTUALS	Previous Year Actuals
STAGE1	Stage One

The data from this budget will display in the **Allocated Budget** column in your IRIS Financial Planner Budget Monitor.

The screenshot shows the IRIS Financial Planner interface. The left sidebar contains navigation options: Dashboard, Settings, Staffing, Planning, Reporting, Monitoring, Payroll Reconciliation, Non-Salary Payroll Entries, Salary Monitor, and GAG Budget Monitor. The main content area displays a table with the following data:

Code	Description	Fund Code	Fixed Budget	Allocated Budget	Actuals
Revenue					
	Revenue Brought Forward		0.00	0.00	0.00
	Revenue Income		0.00	0.00	0.00
ASHE2010	Teachers - Supn		0.00	0.00	0.00
Staff Costs: Teaching Staff					
			0.00	0.00	0.00
ASHE2200	Teaching Assistants - Salaries		0.00	0.00	0.00
ASHE2205	Teaching Assistants - NI		0.00	0.00	0.00

Original or Fixed Budget

This setting is optional. Entering a budget code here will allow you to track your performance against your original budget at the start of the year. It will display in the **Fixed Budget** column in your IRIS Financial Planner Budget Monitor.

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Revenue					
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	Revenue Income		0.00	0.00	0.00
ASHE2010	Teachers - Supn		0.00	0.00	0.00
Staff Costs: Teaching Staff					
			0.00	0.00	0.00
ASHE2200	Teaching Assistants - Salaries		0.00	0.00	0.00
ASHE2205	Teaching Assistants - NI		0.00	0.00	0.00

If you do not want to monitor against a fixed budget, leave this field blank.

Budget Monitor date

The Budget Monitor date allows you to configure the month for which you are performing a budget monitor. You have the following options:

Current month - Monitor the budget for the current month: for example, if you click the synchronise button on the 20th of March 2020, the Budget Monitor for March 2020 will be uploaded.

Last month - The previous month's data will be uploaded: for example, if you click the synchronise button on the 20th of March 2020, the Budget Monitor for February 2020 will be uploaded.

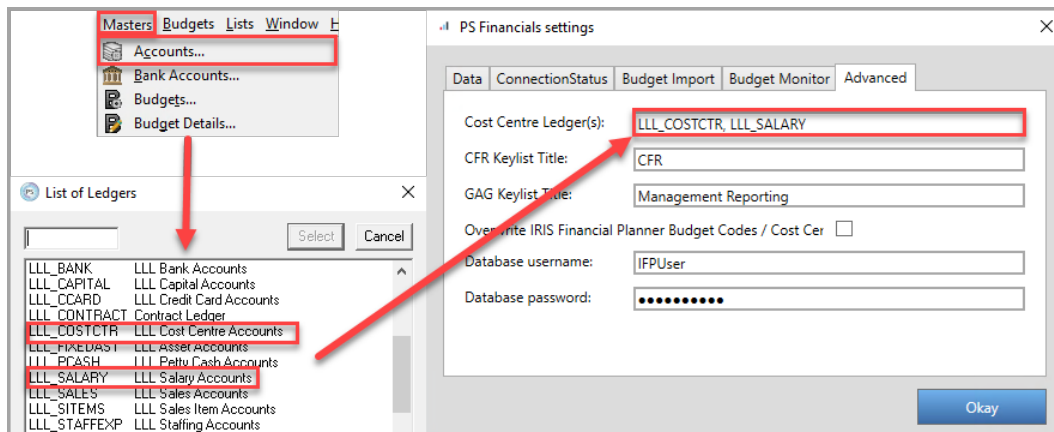
Specific month - Select a month and year for the Budget Monitor using the drop-down lists provided. This allows you to select a specific year and period to use for budget monitoring. This is recommended if you allocate all of your budget in period one of each financial year.

PS Financials settings – Advanced tab

The **Advanced** tab determines which accounts and analysis codes are synchronised from PS Accounting with IRIS Financial Planner.

Cost Centre Ledger(s)

In PS Accounting, accounts are stored on Ledgers. The **Cost Centre Ledger(s)** field determines which accounts will sync with IRIS Financial Planner as cost centres. You can enter multiple ledgers separated by commas.



CFR Keylist Title

This is typically used by maintained schools only. If you do not use CFR reporting, you can leave this field blank.

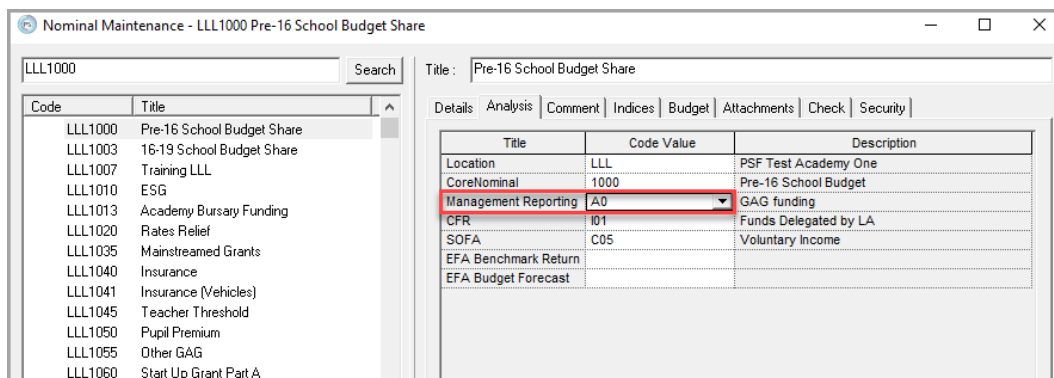
If you have configured IRIS Financial Planner to use CFR (Consistent Financial Reporting) analysis codes, IRIS Sync must determine which CFR code each nominal is mapped against. It does this by examining the Analysis Code for each nominal in PS Accounting.

GAG Keylist Title

GAG Reporting will typically be used by most academies. If you have configured IRIS Financial Planner to use GAG (Government Annual Grant) codes, IRIS Online Sync must determine which GAG code each nominal is mapped. It does this by examining the Analysis Code for each nominal in PS Accounting. This is the **Management Reporting** Analysis Code which is stored in the **Analysis** tab against each nominal.

To view or amend the GAG Analysis Code in PS Accounting:

1. Select **Masters > Nominals** from the top menu.
2. Select the applicable nominal from the list and select the **Analysis** tab.
3. The current GAG Analysis Code is displayed in the **Management Reporting** field. To change this to another category, click the drop-down menu and select the applicable entry and click the **Apply** button.



Overwrite IRIS Financial Planner Online Budget Codes / Cost Centres

This setting determines whether or not to overwrite existing information when you are copying your nominals and/or cost centres from PS Accounting to IRIS Financial Planner.

If this is unchecked, only new codes will be added to your IRIS Invoice Planner. Nominal/cost centre information that already exists will not be modified.

If this setting is selected, information in IRIS Financial Planner will be overwritten with any new information and mappings from PS Accounting.

For example, nominal code LLL1000 in IRIS Financial Planner has the description **GAG Funding**.

In PS Accounting, nominal code LLL1000 has the title **Pre-16 School Budget Share**. If you synchronise IRIS Sync with this setting selected, the Title of nominal code LLL1000 will have its description changed to **Pre-16 School Budget Share** in IRIS Financial Planner.

If this setting is not selected, the nominal code LLL1000 will not be modified.

Database username

This setting should only be changed by your System Administrator.

If you are a PS Cloud customer, please contact the PS Financials Support Team who will enter this for you.

Database password

This setting should only be changed by your System Administrator.

If you are a PS Cloud customer, please contact the PS Financials Support Team who will enter this for you.

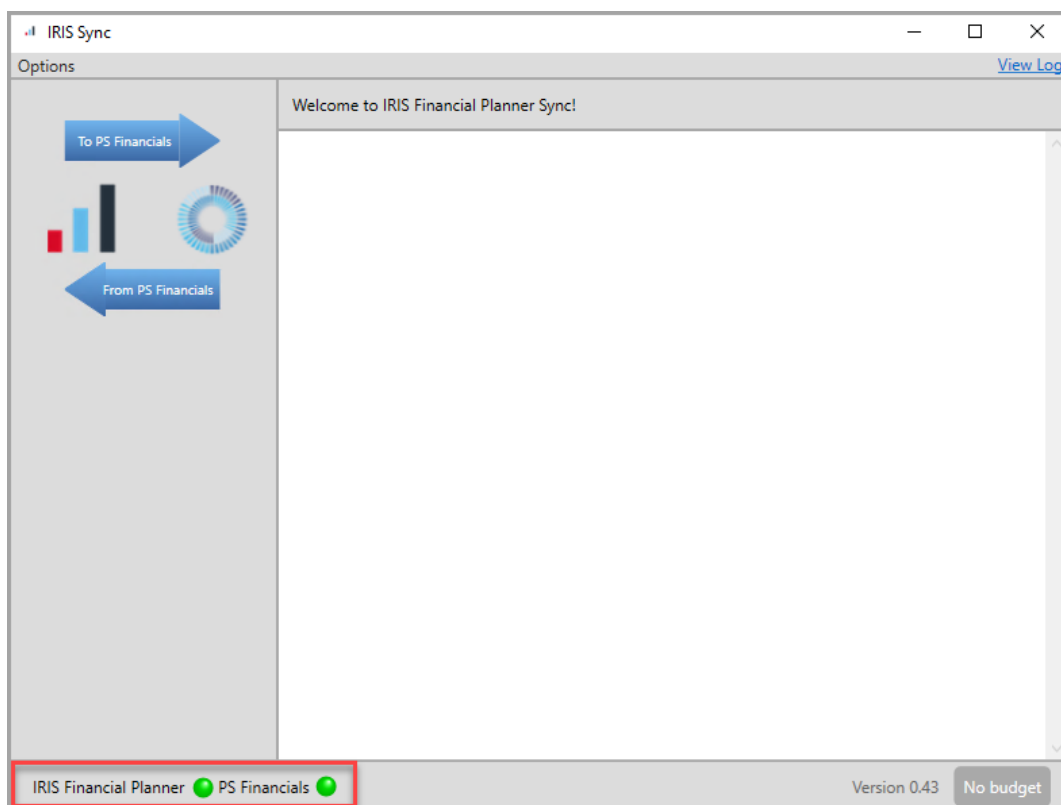
Synchronising PS Accounting with IRIS Financial Planner

When IRIS Sync has been configured, you can synchronise PS Accounting with data from IRIS Financial Planner.



Important: Please ensure that you have checked that the information and applicable budget you are synchronising is correct, as this process is irreversible.

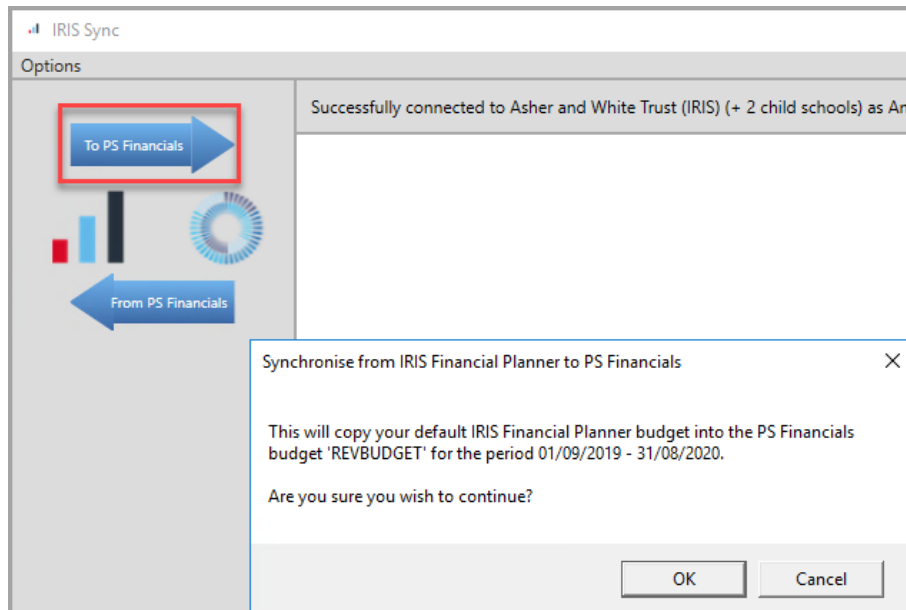
Before synchronising, please ensure that IRIS Sync is displaying two green lights at the bottom of the **Home** screen.



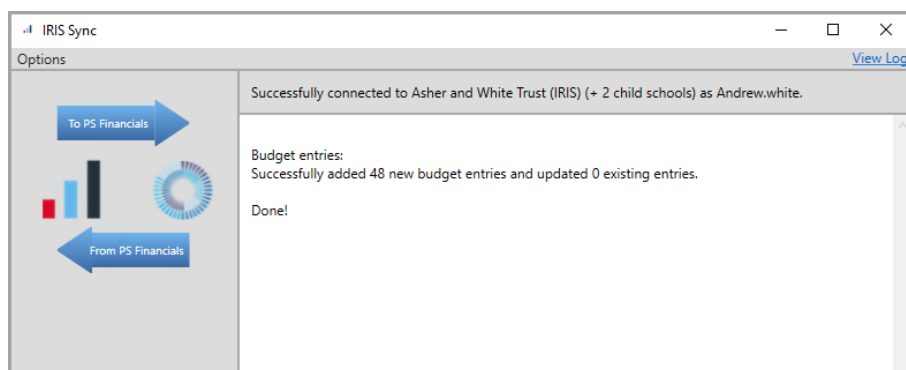
If either of these are grey, amber or red, then please refer to *IRIS Financial Planner settings* on page 2 to ensure they are configured.

To update your PS Accounting budget with IRIS Financial Planner information:

1. Click the **To PS Financials** icon on the IRIS Sync **Home** screen.



2. The **Synchronise from IRIS Financial Planner to PS Financials** window is displayed. This will display the IRIS Financial Planner budget that will be synchronised with PS Accounting. Click the **OK** button to proceed or **Cancel** to abort.
3. A message is displayed advising the import has been successful and the number of entries that have been added.



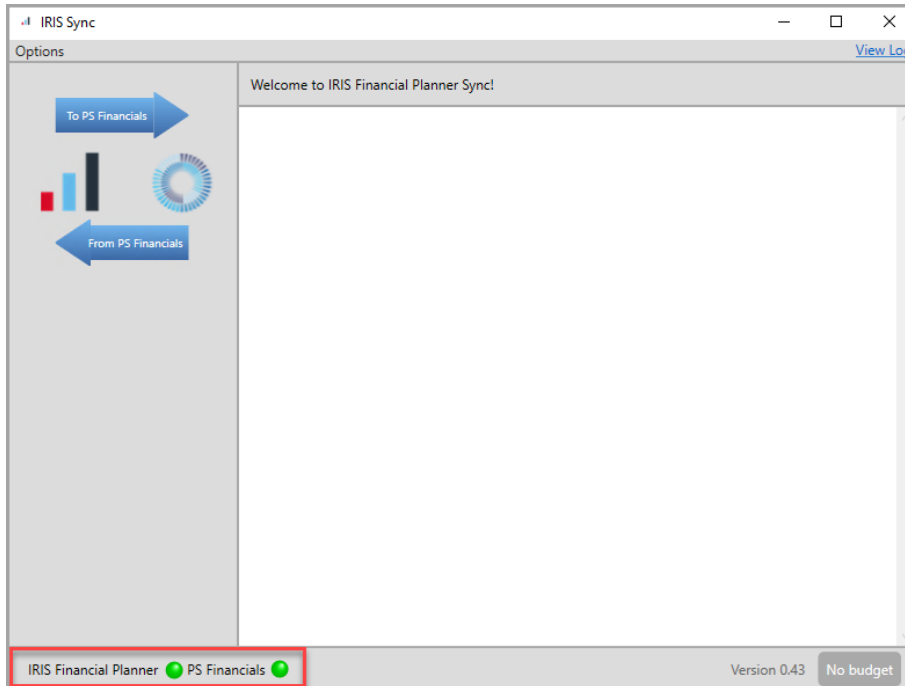
Synchronising IRIS Financial Planner with PS Accounting

When IRIS Sync has been configured, you can synchronise PS Accounting with data from IRIS Financial Planner.



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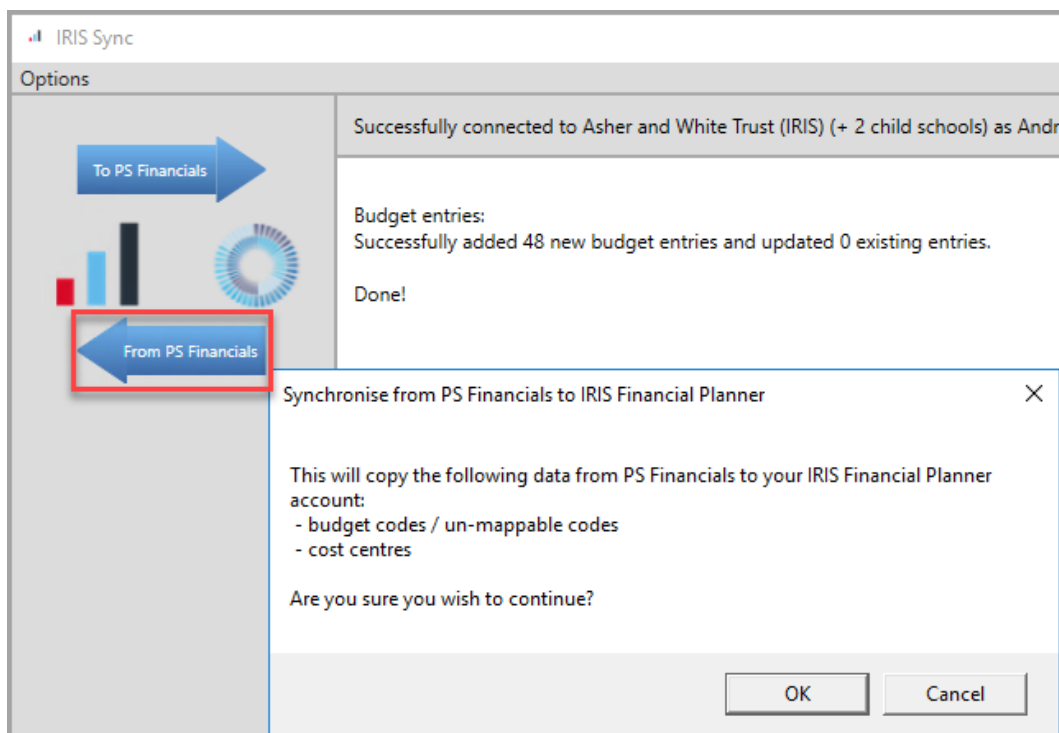
Before synchronising, please ensure that IRIS Sync is displaying two green lights at the bottom of the **Home** screen.



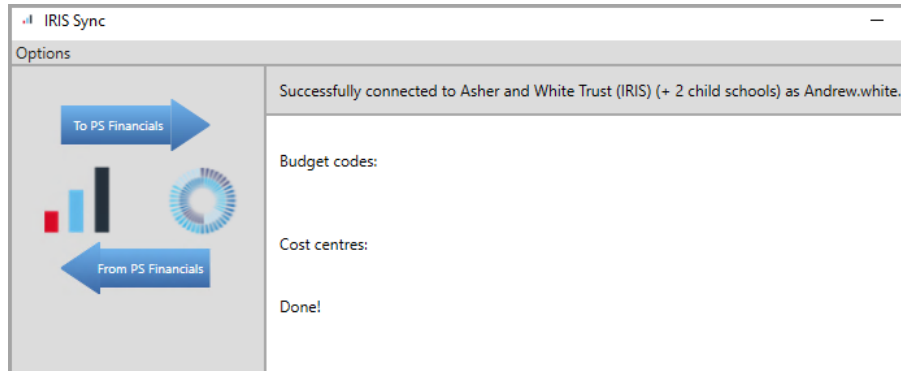
If either of these are grey, amber or red, then please refer to *IRIS Financial Planner settings* on page 2 to ensure they are configured.

To update your IRIS Financial Planner data with PS Accounting data:

1. Click the **From PS Financials** icon on the IRIS Sync **Home** screen.



- The **Synchronise from PS Financials to IRIS Financial Planner** window is displayed. Click the **OK** button to proceed or **Cancel** to abort.
- A message is displayed advising the import has been successful and the number of entries that have been added.



Where to Get More Help and Information



Our currently available documentation can be found at the following address:
<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:
<https://psfinancials.zendesk.com>

Providing Feedback on our Documentation

If you have any feedback, comments or suggestions regarding our documentation, please email:



documentation@psfinancials.com

DOCUMENT REFERENCE	DESCRIPTION
TM-171219-SDB-IFP-1.0	Initial release