Bromcom
No.1 Choice for Cloud MIS & Finance

v5.2020 Update 2.1 – Release Notes

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Introduction

This document contains an **End User** version of the **Release Notes** for the **Bromcom MIS Software** for **Version 2**. The **Release Notes** contain details of the latest updates, fixes and new features that have been implemented in this release.

An enhancement is either an improvement we have added or a new feature. Some of these are user requested, but most are enhancements we make to improve the software.

This document contains the **Release Notes for v5.2020 Update 2.1**

What is an Update?
When an enhancement is requested or an issue is found, the details are sent to the Development Team. Once they have made the enhancement or fixed the issue an update is created. This update can contain one or many fixes, for one or many modules, it is then tested by the Testing team and released either to be included into the next Build, (if there is one imminent), or it is passed as an Update to be deployed by the Support Team who will contact you and arrange a mutually agreeable time to apply the Update. Each of the issues listed here has been fixed with the latest Update.

1. Server side Installers:
    a. MIS — v5.2020.2.1

2. Client side Installers:
    a. Alerts Application — v5.2018.3.28849
    b. Timetable — v1.15.66.27327
    c. Behaviour — v5.2017.6.1

New Features

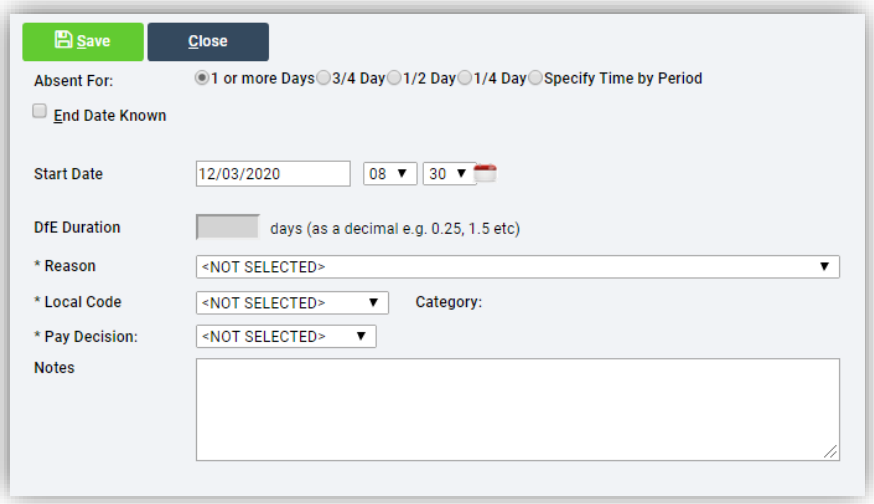
Note: All routes are based on the New Bromcom Menu

Administration

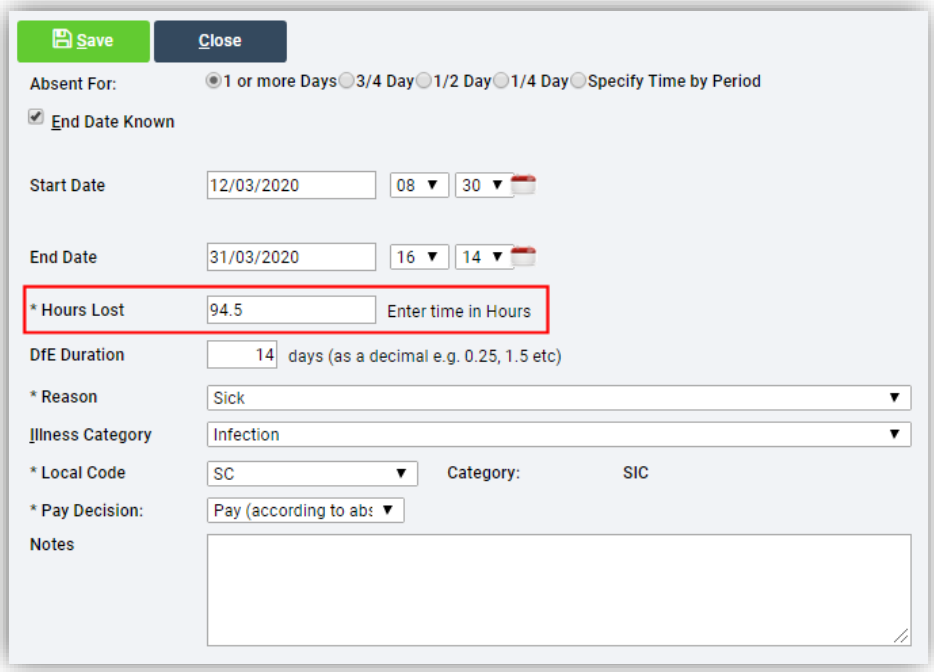
Staff Absence updated

Staff > View Staff Details > Absences

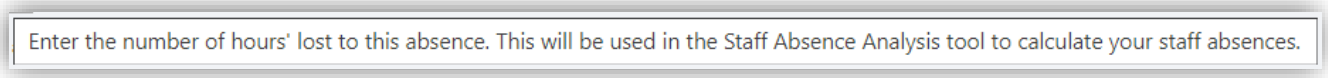
A new option has been added to the **Staff Absence** page allowing **Hours Lost** to be entered.



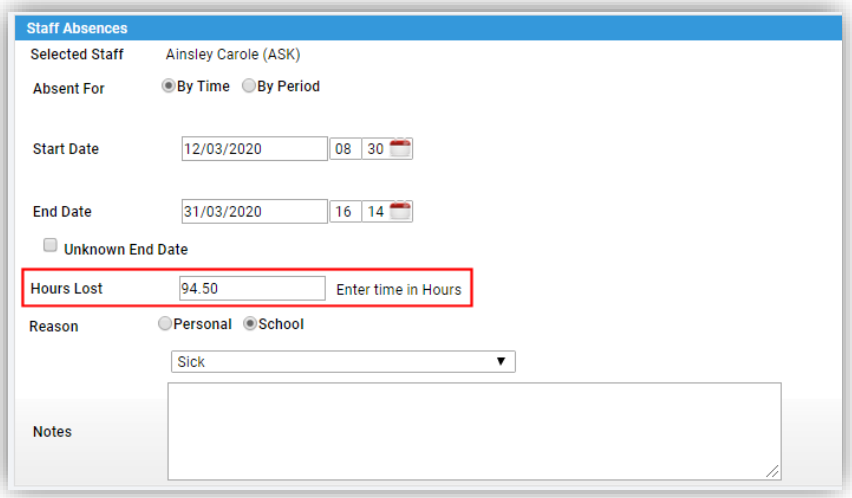
The option is only visible when the **End Date Known** box is ticked and is a **Mandatory** entry. Enter the **Hours** manually.



Mouse over the option for a pop-up explanation.

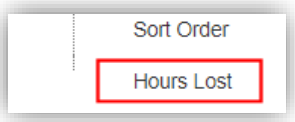


The **Hours Lost** will also be displayed in **Cover** under **Modules > Cover > Staff Absences**.



Note: If entering the absence via **Cover** the **Hours Lost** will also have to be entered.

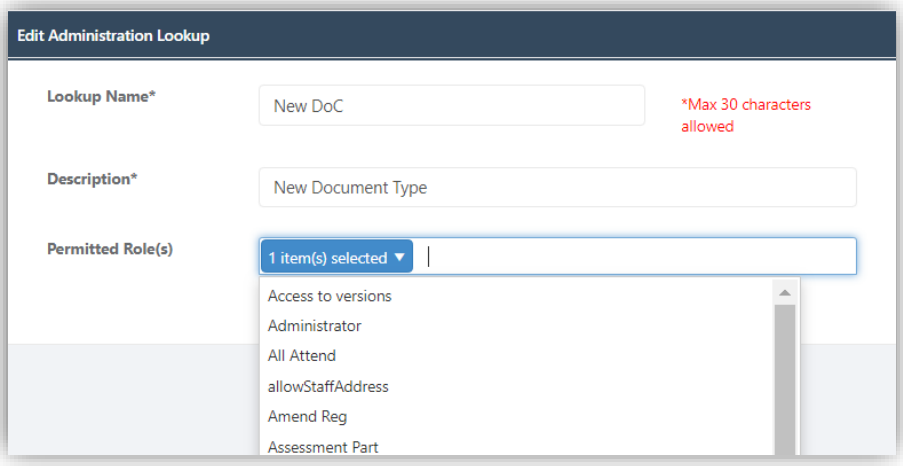
Hours Lost has also been added to the **Data Items** in **Reporting** under **Reports >Adhoc > Design New Report > Staff > Staff Absences > Hours Lost.**



Update made to Document Types Lookup

Config > Administration > Lookup Tables

A new dropdown list has been added, **Permitted Roles**, this will determine who can add the new **Document Type** to a **Student Record**. The **Roles** listed will be those currently on your system more than 1 can be selected.



Note: The system generated **Document Types** of **General**, **Health Background** and **SEN** will remain unchanged.

Update made to the Deletion of Staff

Staff

When deleting **Staff** you will now be asked for a **Confirmation** and your **Password**.

Student Details page updated

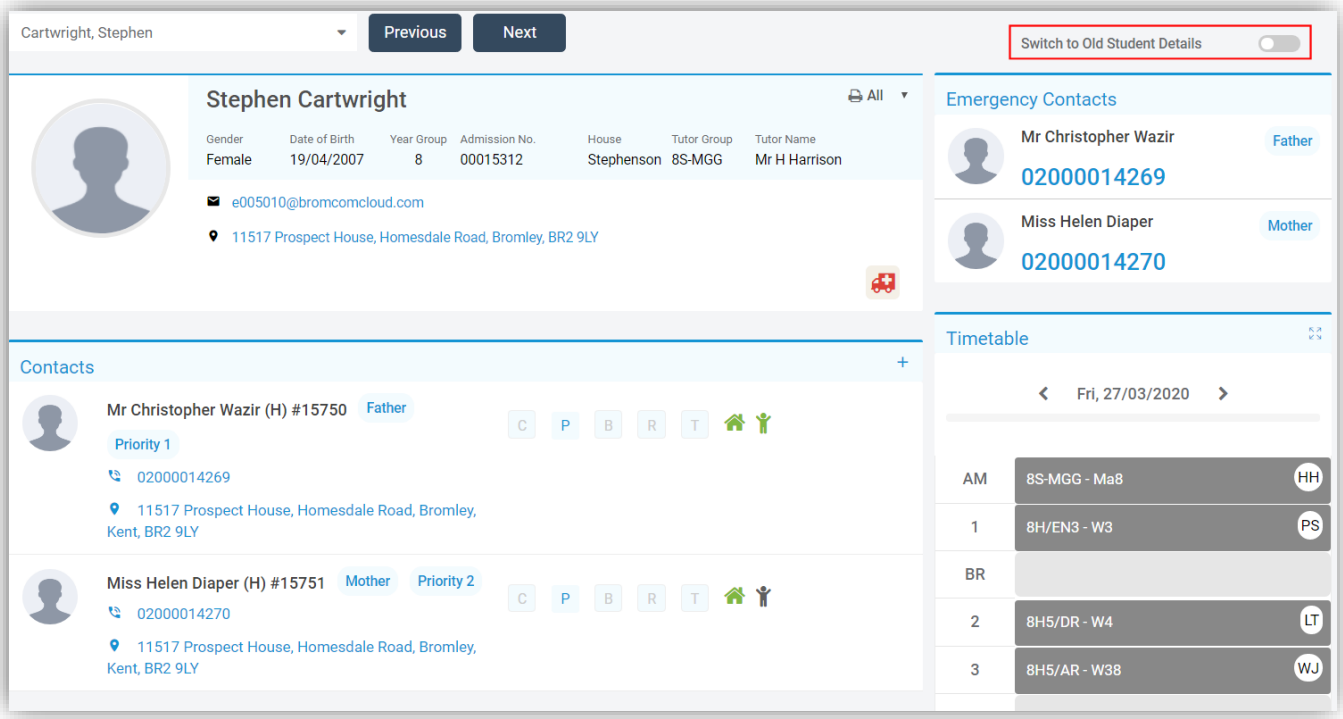
Students

The **Students Details** page has been updated with the new look, making it easier to see what is needed when it is required.

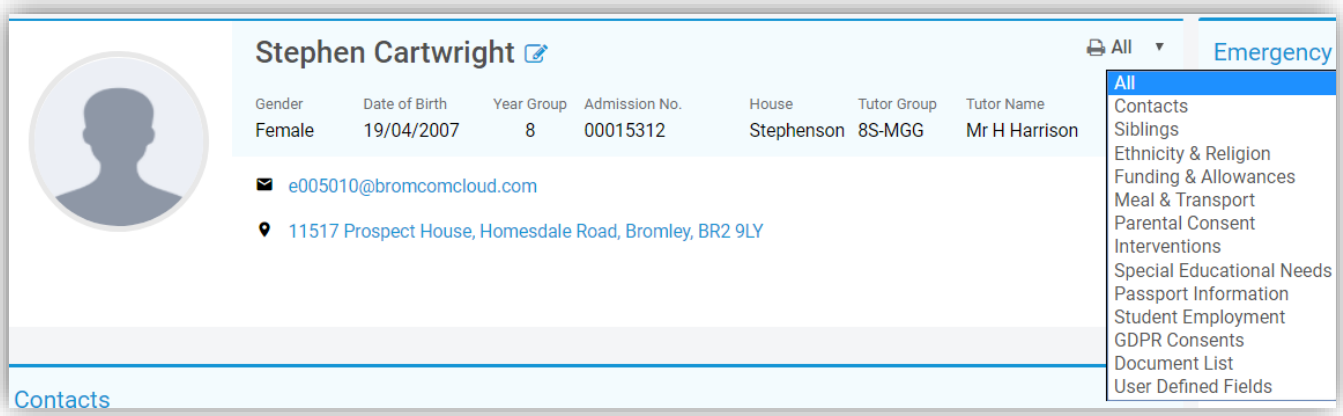
Note: The option to **Force all Users** to use the new page or to allow **Users to switch** between the old style and new style can be found under **Config > Setup >System Settings > New UI Settings.** A toggle button top right of the page will allow the switch between the two styles.

Profile

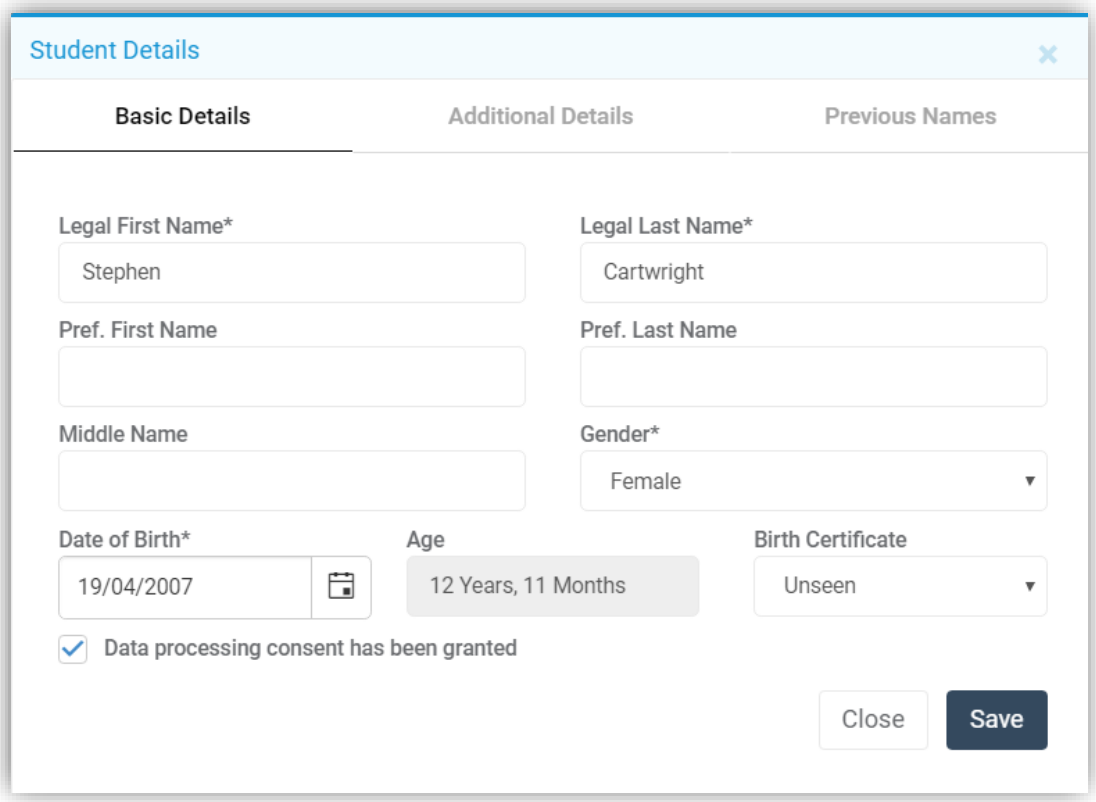
The **Profile** page displays the **Student Details**, below by default are the **Contacts** for that **Student**.



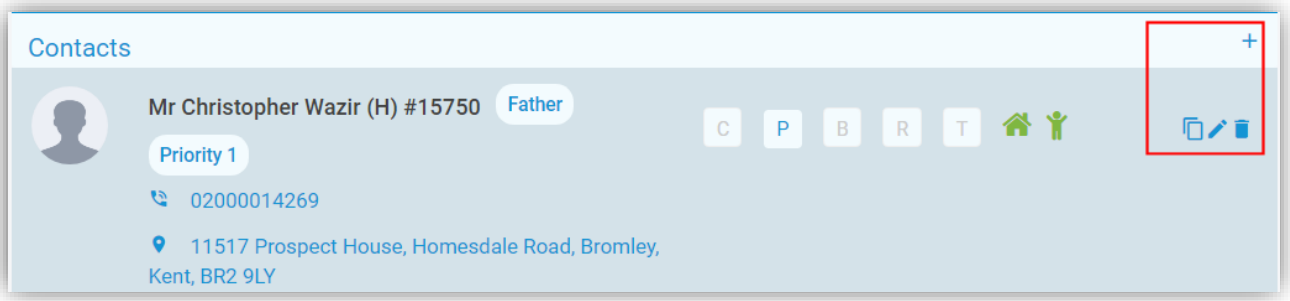
This can be changed by selecting either **All** to see all options which will display the **Contacts** first or a selected option.



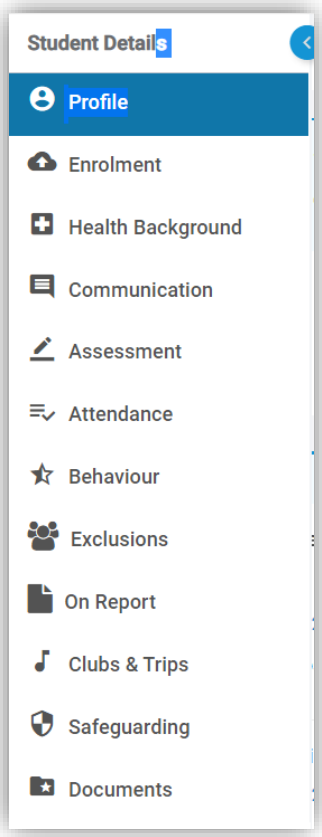
Moving the mouse over the **Student Name** will show a **Pencil** icon, where information can be edited on this section, both the **Student Details** and the **e-mail** can be amended in this way.



Select the **Pencil**, **Papers**, **Bin** or **+** icons to **Edit**, **Copy**, **Delete** or **Add** to that selection.



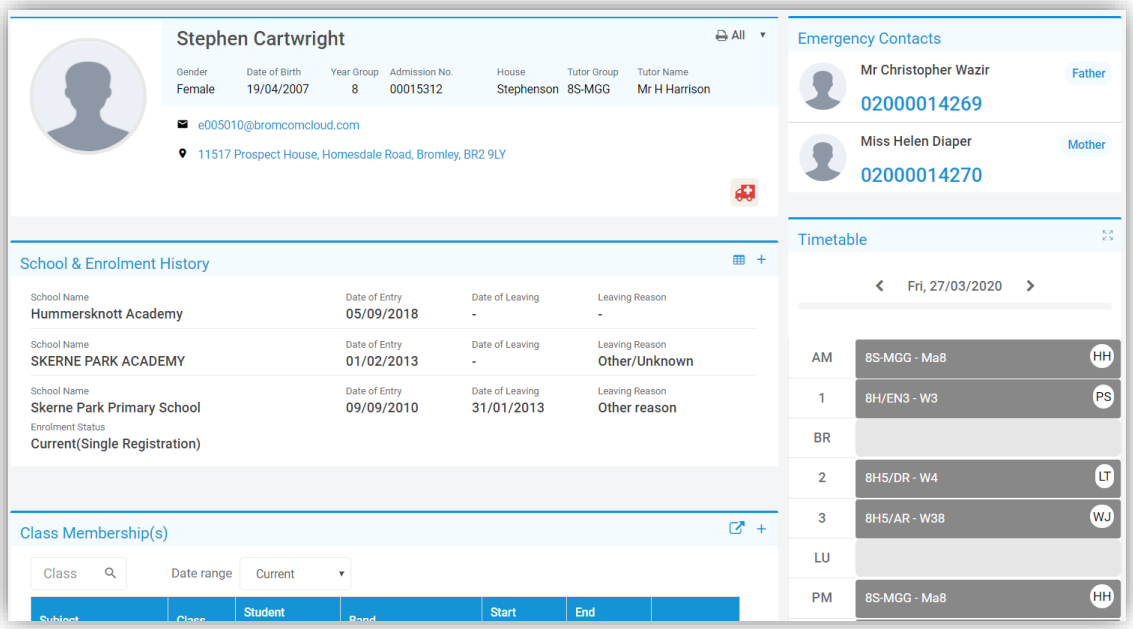
On the right of the page the **Emergency Contacts**, **Timetable**, **Sticky Notes**, **Notes**, **Private Notes** and the last five **Communications** are displayed.



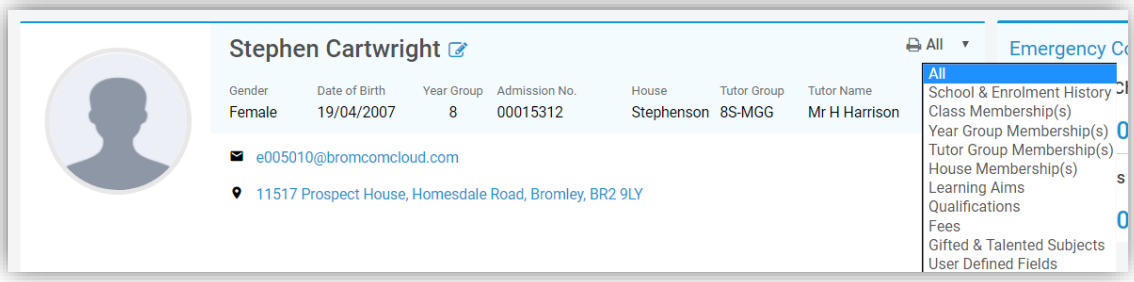
The **Sidebar** is still available and the following pages have also been updated

Enrolment

Selecting the **Enrolment** options will retain the **Student Details**, **Emergency Contacts** and **Timetable** and replace details below the **Student Details** with the **Enrolment** sections.



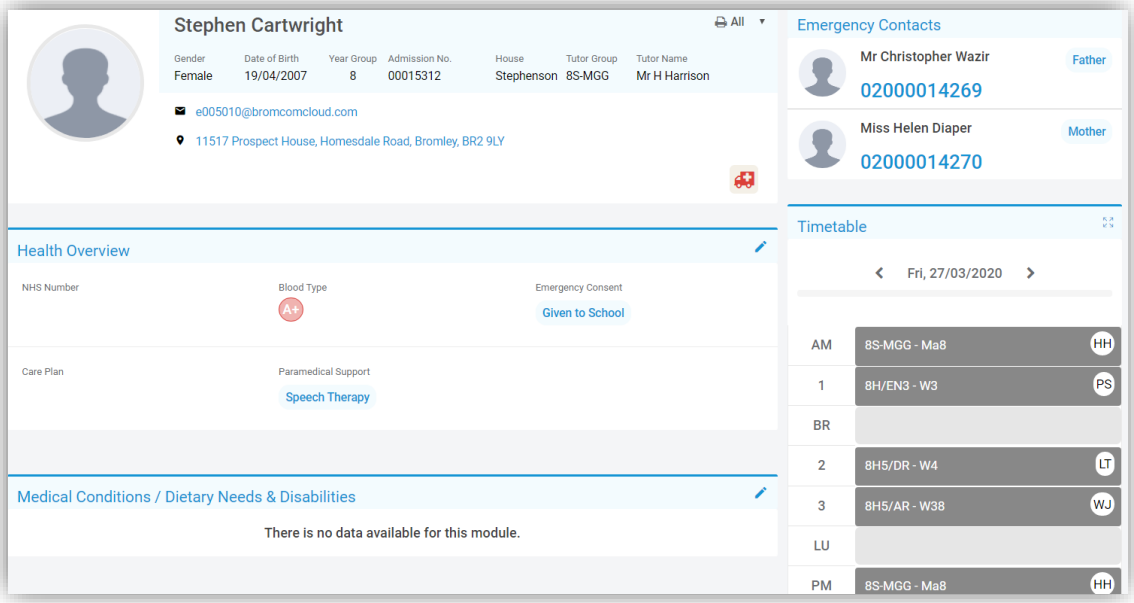
The top right dropdown list will now display the **Enrolment** options to be viewed as **All** or individually.



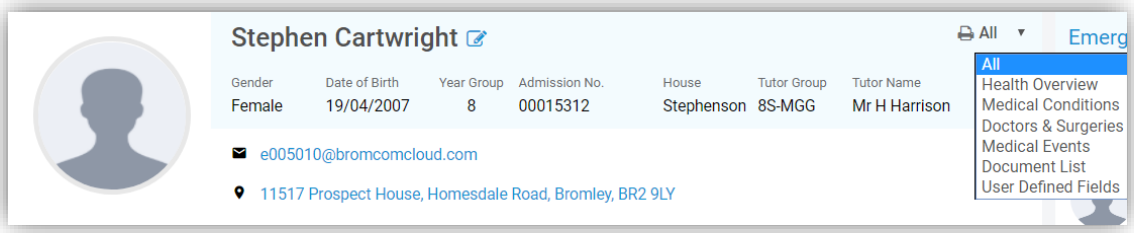
A **Key Data** panel will be added under the **Timetable** on the right showing the **Admission Number**, **UPN**, **Attendance Mode** etc.

Health Background

Selecting the **Health Background** option will retain the **Student Details**, **Emergency Contacts** and **Timetable** and replace details below the **Student Details** with the **Health Background** sections.

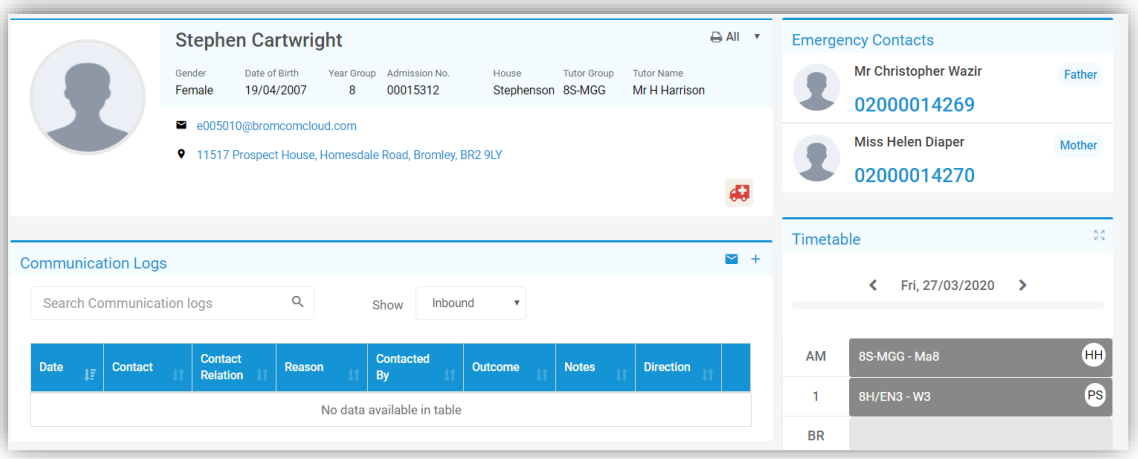


The top right dropdown list will now display the **Health Background** options to be viewed as **All** of individually.



Communication

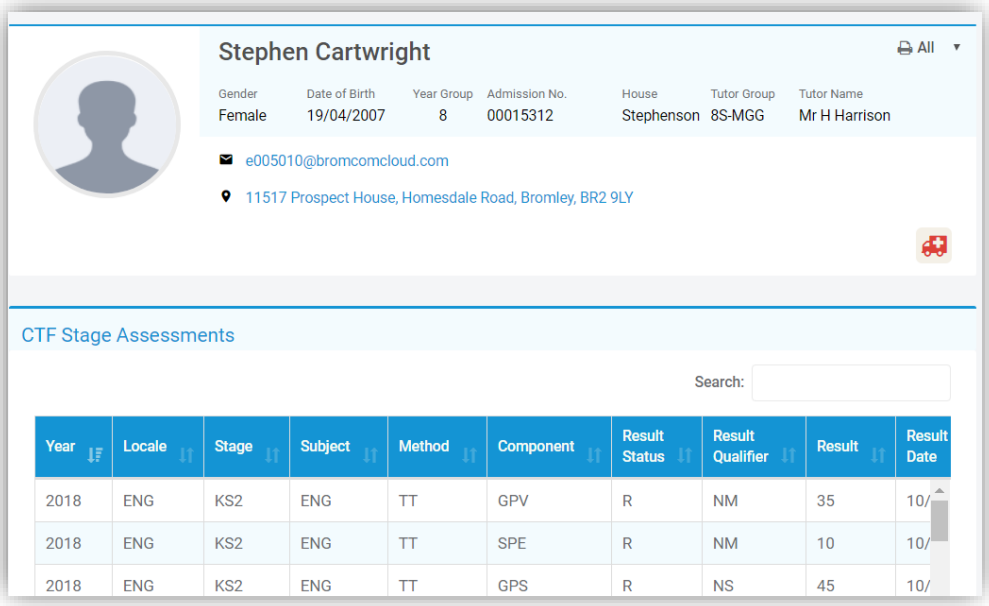
Selecting the **Communication** option will retain the **Student Details**, **Emergency Contacts** and **Timetable** and replace details below the **Student Details** with the **Communication** section.



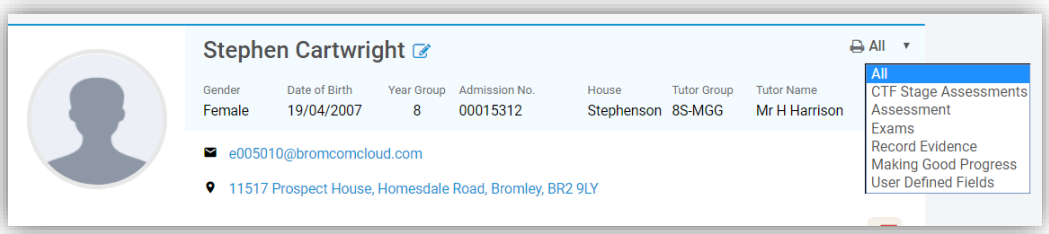
This has just one section which will display the **Communication Logs**.

Assessment

Selecting the **Assessment** option will replace details below the **Student Details** with the **Assessment** sections.

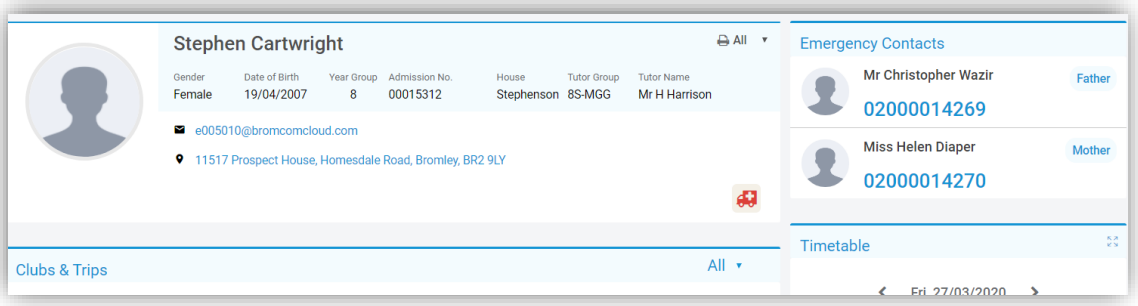


The top right dropdown list will now display the **Assessment** options to be viewed as **All** or individually.

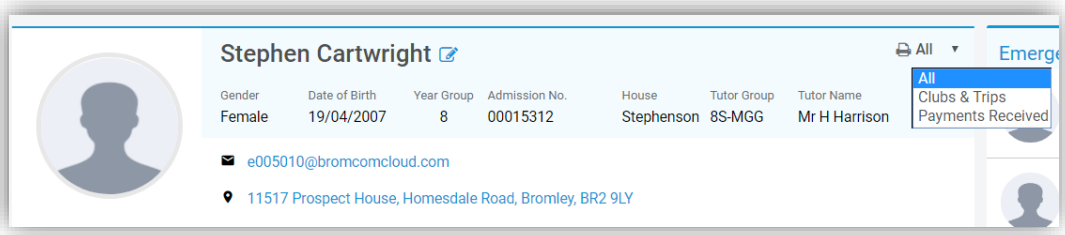


Clubs & Trips

Selecting the **Clubs & Trips** option will retain the **Student Details**, **Emergency Contacts** and **Timetable** and replace details below the **Student Details** with the **Clubs & Trips** sections.

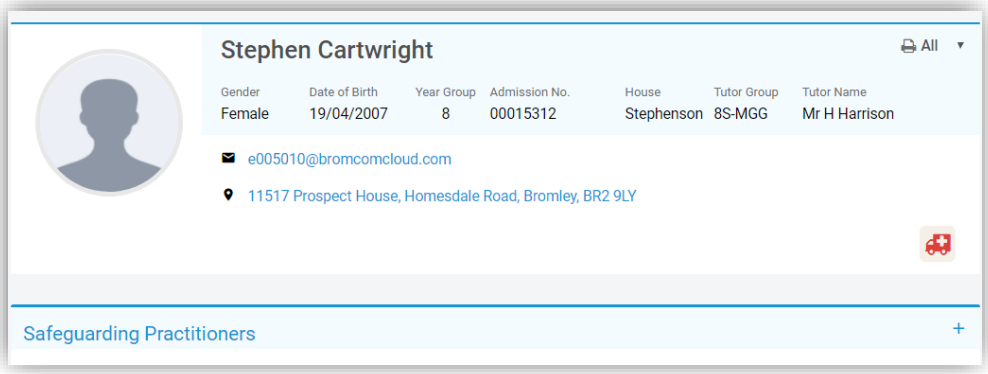


The top right dropdown list will now display the **Clubs & Trips** options to be viewed as **All** or individually.

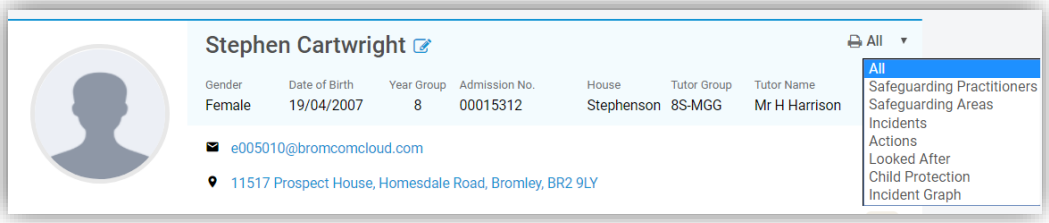


Safeguarding

Selecting the **Safeguarding** option will replace details below the **Student Details** with the **Safeguarding** sections.

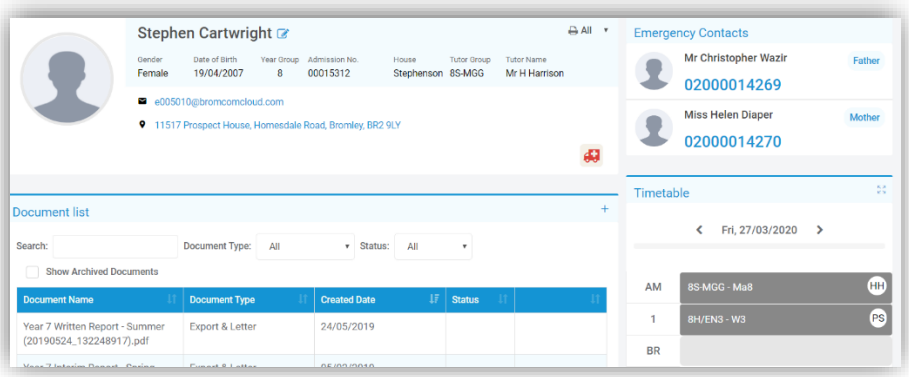


The top right dropdown list will now display the **Safeguarding** options to be viewed as **All** or individually.

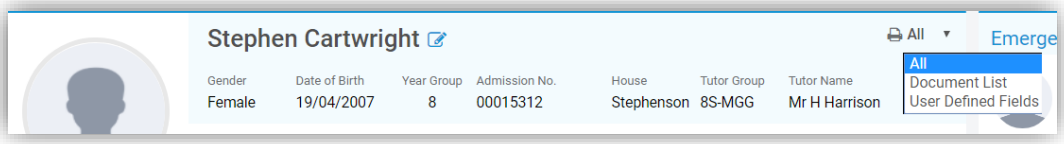


Documents

Selecting the **Documents** option will retain the **Student Details**, **Emergency Contacts** and **Timetable** and replace details below the **Student Details** with the **Documents** sections.



The top right dropdown list will now display the **Documents** options to be viewed as **All** or individually.

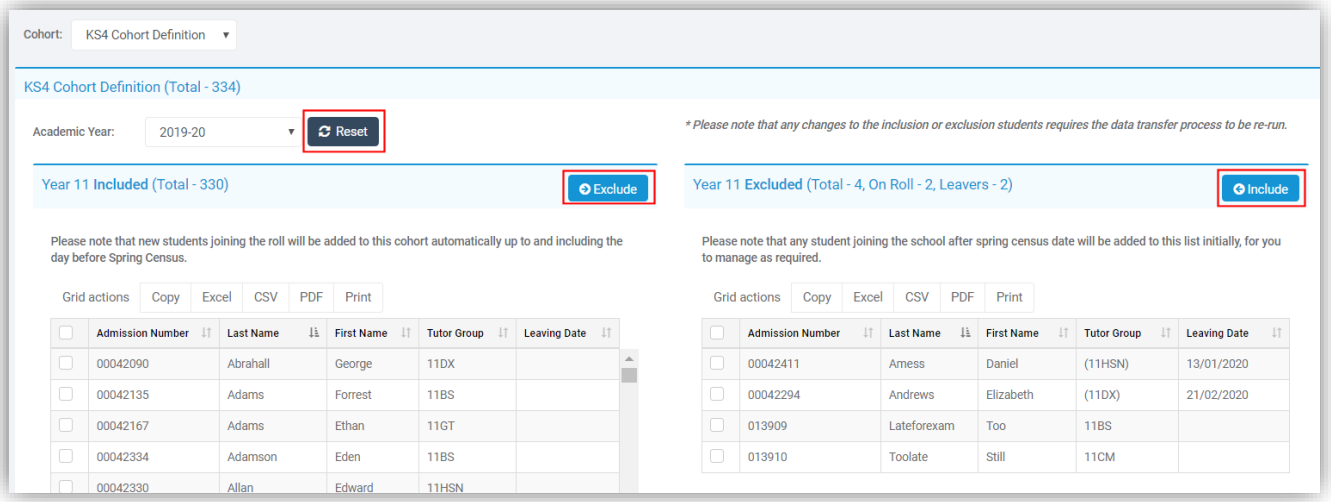


Analysis

KS4 and KS5 Cohort Definitions updated

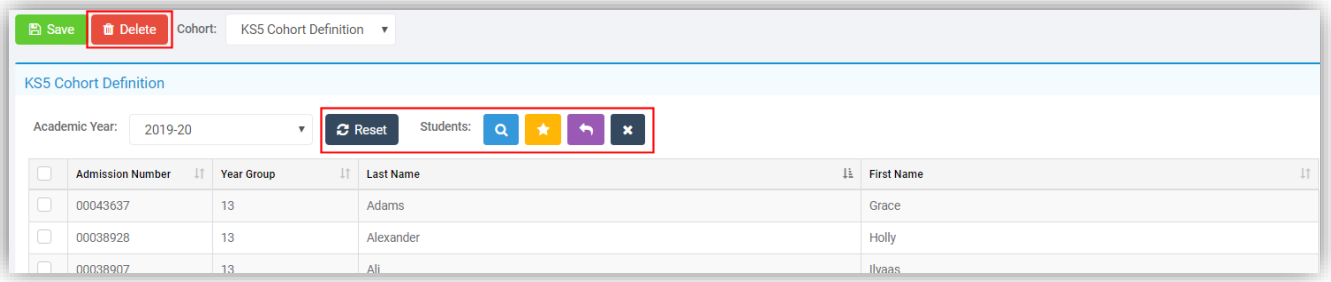
Config > Analysis > KS4 and KS5 Cohort Definitions

The **Cohort Definitions** page for **KS4** now has two panels displaying for **Included** and **Excluded Students**, which will be used for both **Assessment** and **Exams**.



The total number of **Included Students** will be displayed, all **Students** in this section will be included for **Measures**, **Excluded Students** will not. Select a **Student** and the **Include** or **Exclude** button to move them from one panel to the other, more than one **Student** can be selected and there will be a **Confirmation**. The **Reset** button will load the **Default Cohort** for the selected **Year**, there will be a **Confirmation**.

The **KS5** page retains the single panel view and at present is for **Exams** only.



There are additional buttons, to **Delete** a **Student** from the list select the **Student** and click on the **Delete** button, there will be a **Confirmation**. The **Reset** button will load the **Default Cohort** for the selected **Year**, there will be a **Confirmation**.

There are an additional 4 buttons:

- Click on the blue **Magnifying Glass** icon to **Add** a **Student**
- Click on the orange **Star** icon to select previously **Saved Lists**
- Click on the purple **Return Arrow** to select **Last** [this button will only display if **Students** have already been selected during this session]
- Click on the black **X** icon to **Clear** the **List** and start again

Note: The **Data Transfer** will have to be run after changes have been made: **Modules > Analysis > Analysis Data Transfer**.

Assessment

DfE Assessment Sheet updates

Modules > Assessment

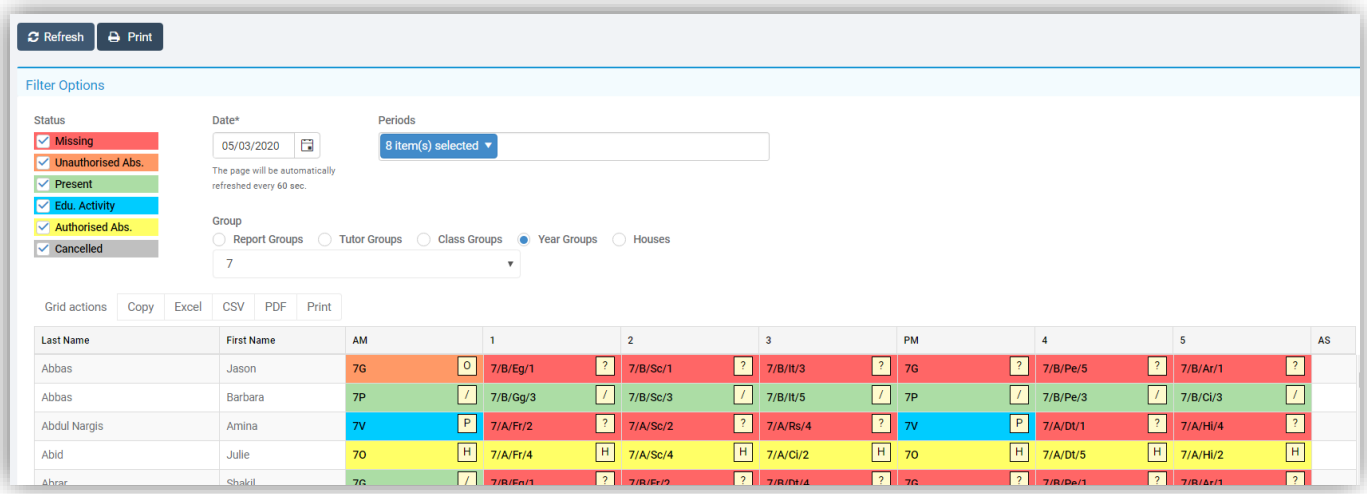
General **DfE** updates for **Assessment Sheets** for 2020 for **KS1**, **KS2 SEN** (**P-Scales**) and **FSP** (**Early Years Foundation**).

Attendance

Student Attendance Status page updated

Modules > Attendance > Registers > Student Attendance Status

The **Student Attendance Status** page has been updated, the **Refresh Rate** has been changed to **Auto Refresh** every 60 seconds and the option to change this has been removed and **Grid Actions** have been added. The rest of the options on the page remain the same as before, with just a new look.



Mouseover a **Mark** to see the **Mark**, **Teacher** and **Room Information**.

The **Right Click Menu** options remain the same on the **Marks**:

- **Amend Class Attendance** now opens the new **Manage Attendance** page
- **Take/Amend Register** goes directly to the selected **Register**

The **Right Click Menu** options remain the same on the **Student**:

- **Amend Student Attendance** now opens the new **Manage Attendance** page
- **Student Information** goes directly to the selected **Student Record**

Attendance Report Name changed

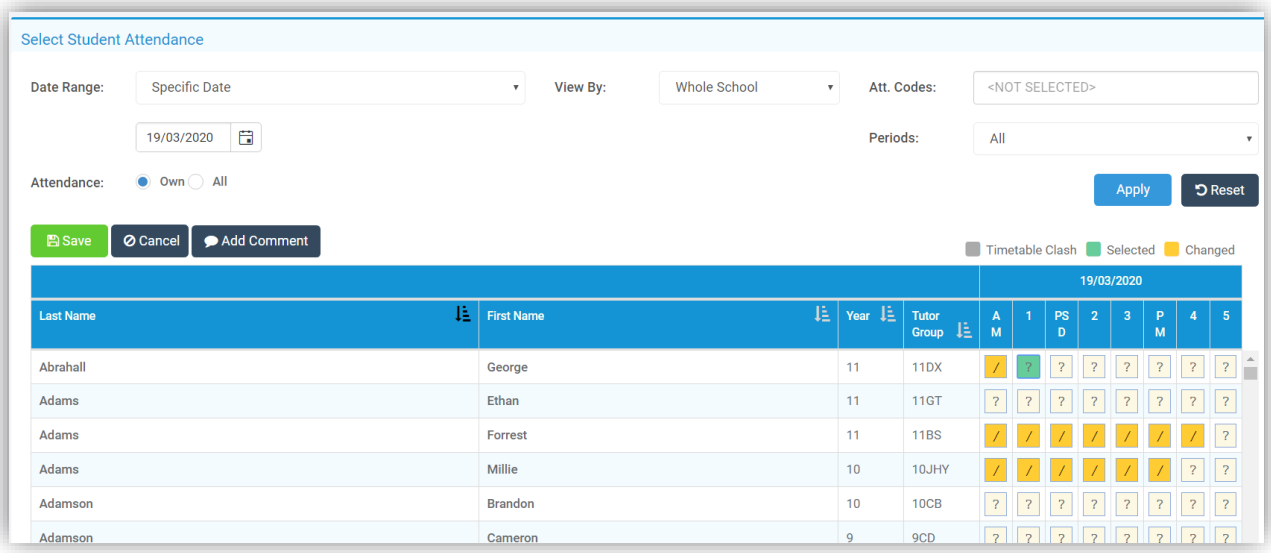
Reports > Attendance > Attendance Code Analysis > Attendance report by Code Meaning

The **Attendance Report** has changed name to something more meaningful and is now called **Attendance Report by Code/Meaning**.

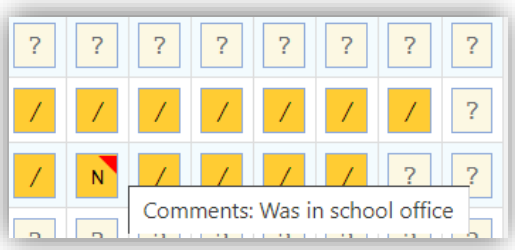
New Manage Attendance page added

Modules > Attendance > Registers > Manage Attendance

Managing **Attendance** has now been made much easier, the **Amend Daily Attendance**, **Amend Class/Group Attendance**, **Amend Student Attendance**, **Daily Register** and **Daily Absence & Authorisation** pages have all been merged into one page, where all the options that were available on these pages are available here. This means all of the previous **Attendance** options are now available on one page.

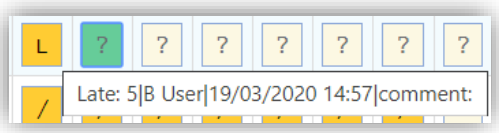


To add a **Comment** for a changed **Mark** select the **Mark,** click the **Add Comment** button and enter the **Comment**.



A red **Triangle** in the top right corner will show that a **Comment** has been added to that **Mark**, move the mouse over the cell to see the content of the **Comment**.

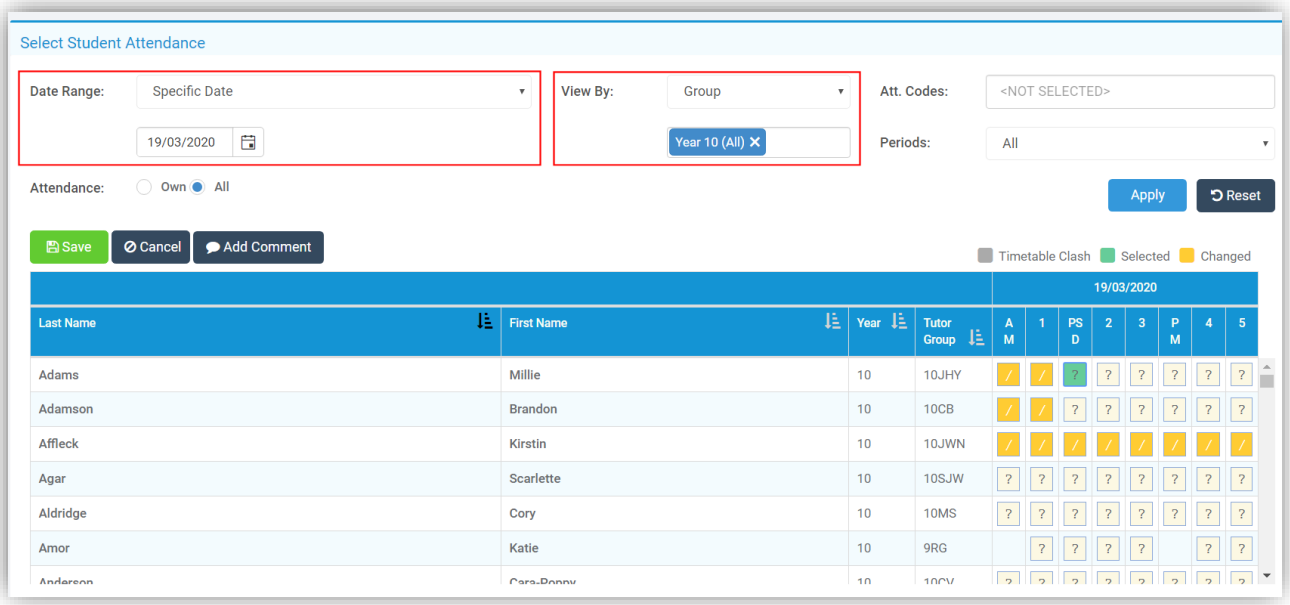
Lates are added in the usual way, move the mouse over the **Late** to see the details showing how many minutes **Late**, who entered the **Mark** and the **Date** and **Time** the **Mark** was entered.



Amend Daily Attendance

To **Amend Daily Attendance** select:

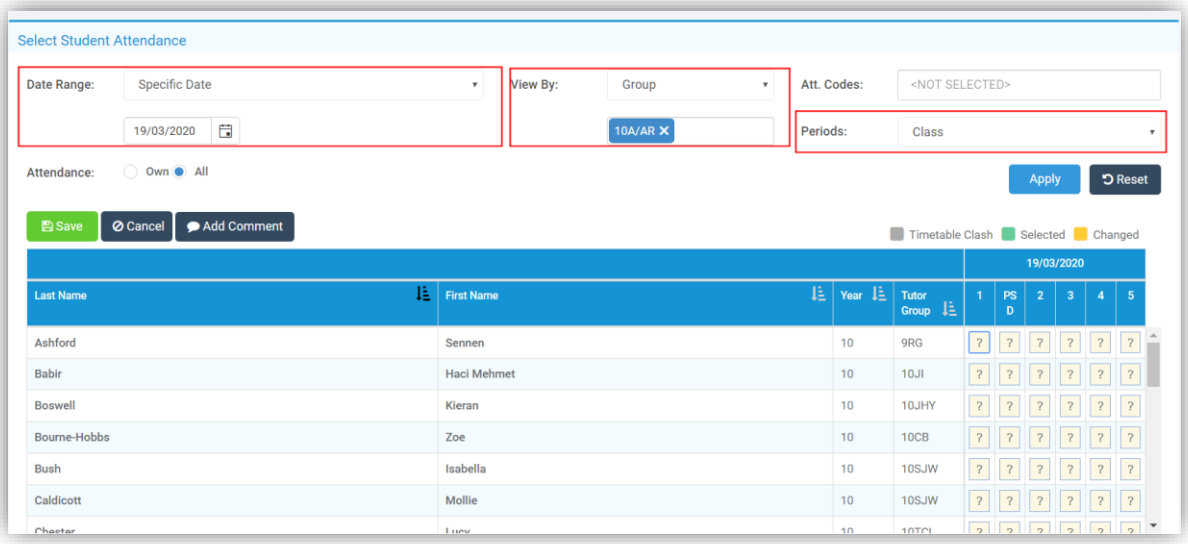
- the **Date Range** for a **Specific Date**
- the **View By** for the **Whole School** or by **Group**, which will then give the option to select **Year Groups**, **Tutor Groups** or **Report Groups** and an additional option **Subjects**
- click the **Apply** button and enter the **Marks**



Daily Register

To mark a **Daily Register** select:

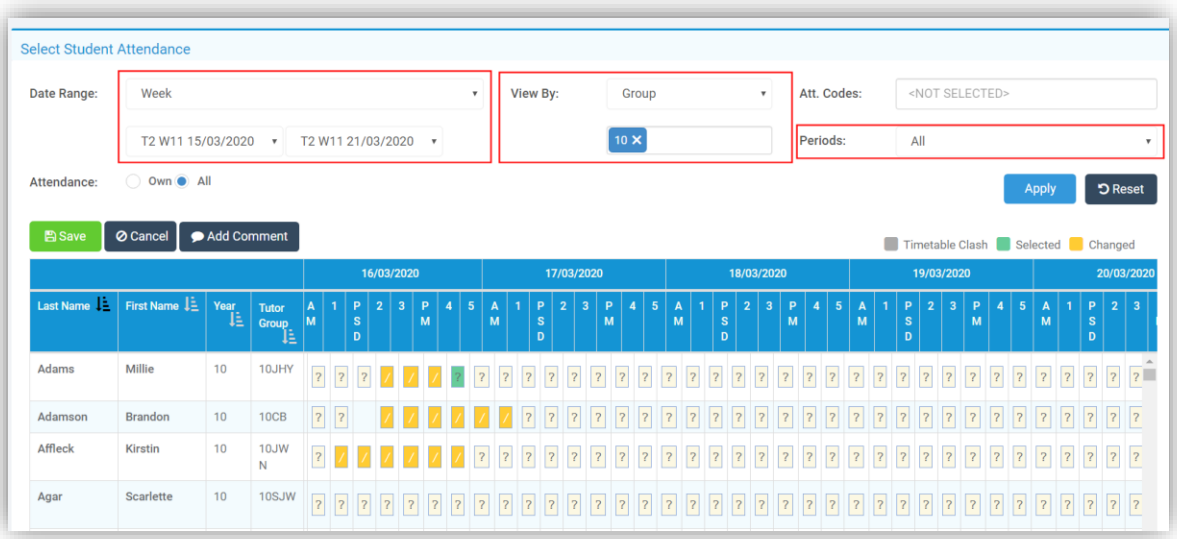
- the **Date Range** for a **Specific Date**
- the **View By** for a **Group** then select the **Tutor Group** or **Class** to be marked
- the **Periods**, **All**, **AM/PM** or **Class**
- click the **Apply** button and enter the **Marks**



Amend Class/Group Attendance

To **Amend Class/Group Attendance** select:

- the **Date Range** for a **Week**
- the **View By** for a **Group** or **Student** then select the **Group** or **Students** to be marked
- the **Periods**, **All**, **AM/PM** or **Class**
- click the **Apply** button and enter the **Marks**

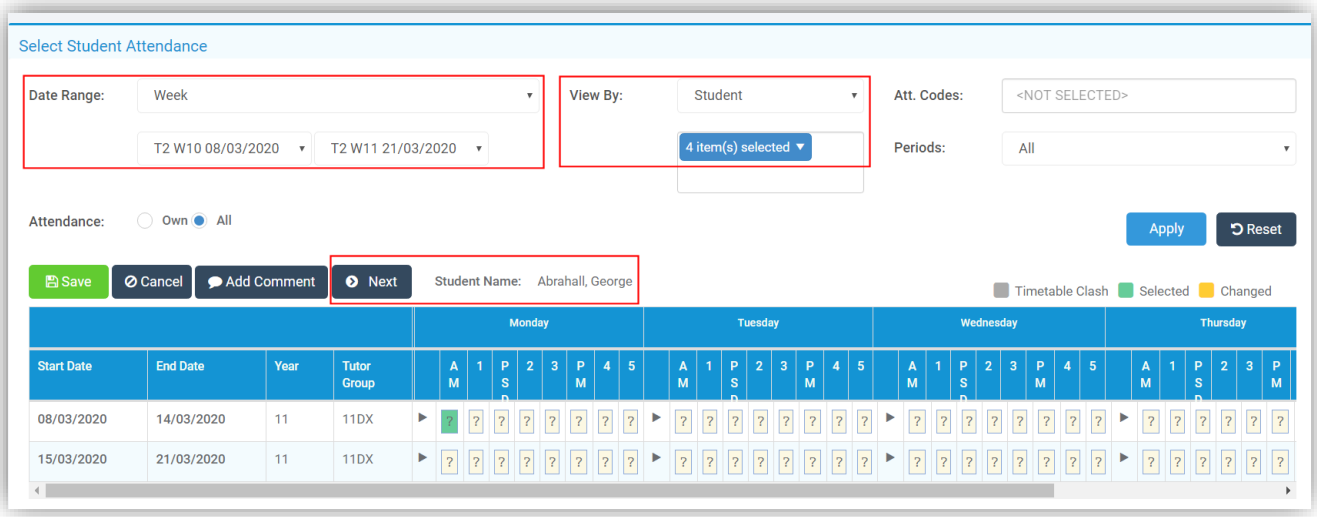


Amend Student Attendance

To **Amend Student Attendance** select:

- the **Date Range** for a **Week**
- the **View By** for **Student** then select the **Students** to be marked
- the **Periods**, **All**, **AM/PM** or **Class**
- click the **Apply** button and enter the **Marks**

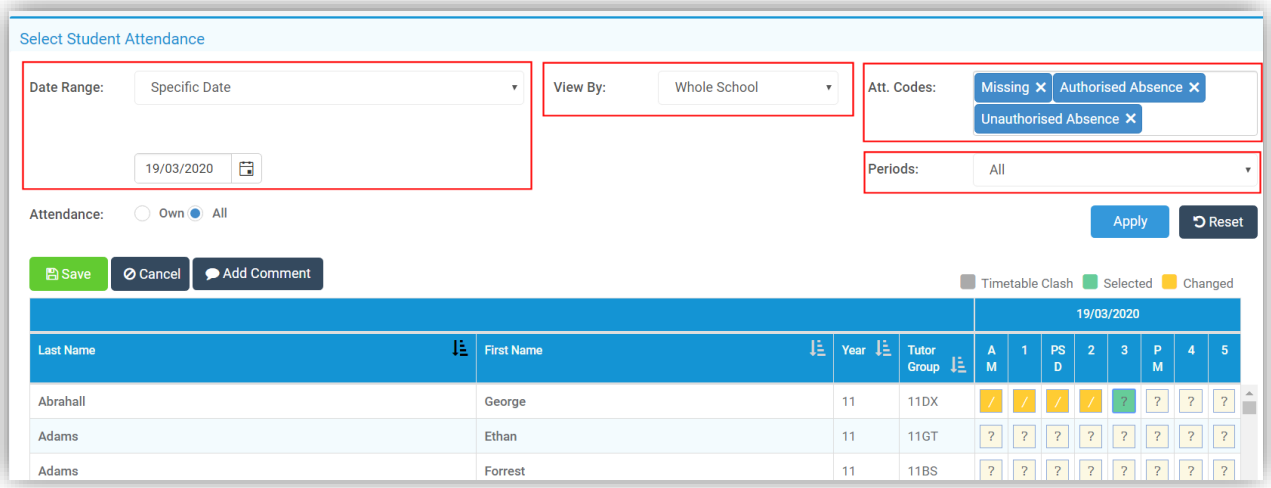
If more than one **Student** has been selected click **Save** then click on the **Next** button to move to the next **Student**.



Daily Absence Authorisation

For **Daily Absence Authorisation** select:

- the **Date Range** for a **Specific Date**
- the **View By** for the **Whole School** or by **Group**, which will then give the option to select **Year Groups**, **Tutor Groups** or **Report Groups** and an additional option **Subjects**,
- select the **Att. Codes** from **Missing**, **Authorised Absence** or **Unauthorised Absence**, more than one can be selected
- click the **Apply** button and enter the **Marks**

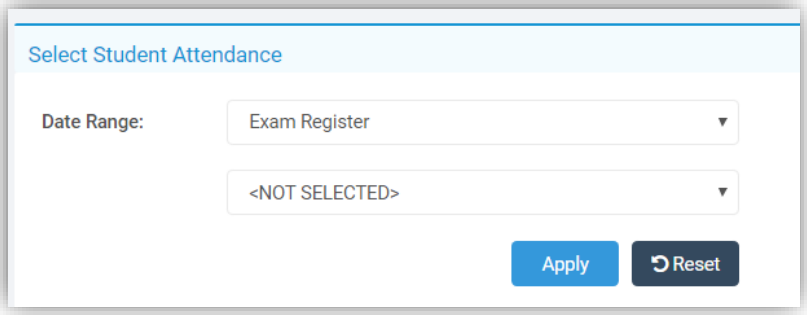


Note: **Own** or **All**

- **Own** when selected for a **Class** or **Group** only the **Marks** for that **Class** or **Group** are displayed
- **All** when selected for a **Class** or **Group** all **Marks** for the **Student** for the day are displayed

Exam Register

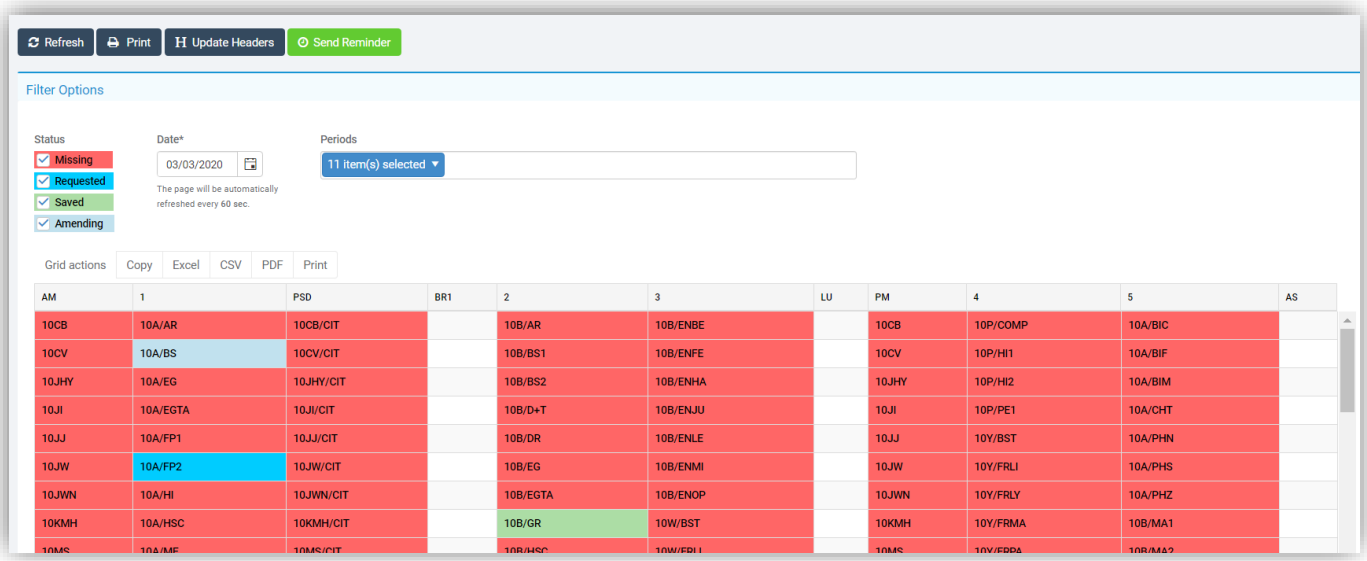
The option to take an **Exam Register** remains the same select **Exam Register** from the **Date Range** and then select the **Register**.



Today's Missing Register page updated

Modules > Attendance > Registers > Today's Missing Registers

The **Today's Missing Registers** page has been updated, the **Refresh Rate** has been changed to **Auto Refresh** every 60 seconds and the option to change this has been removed and **Grid Actions** have been added. The rest of the options on the page remain the same as before, with just a new look.



Mouseover a **Mark** to see the **Teacher** and **Room Information**.

The **Right Click Menu** options remain the same:

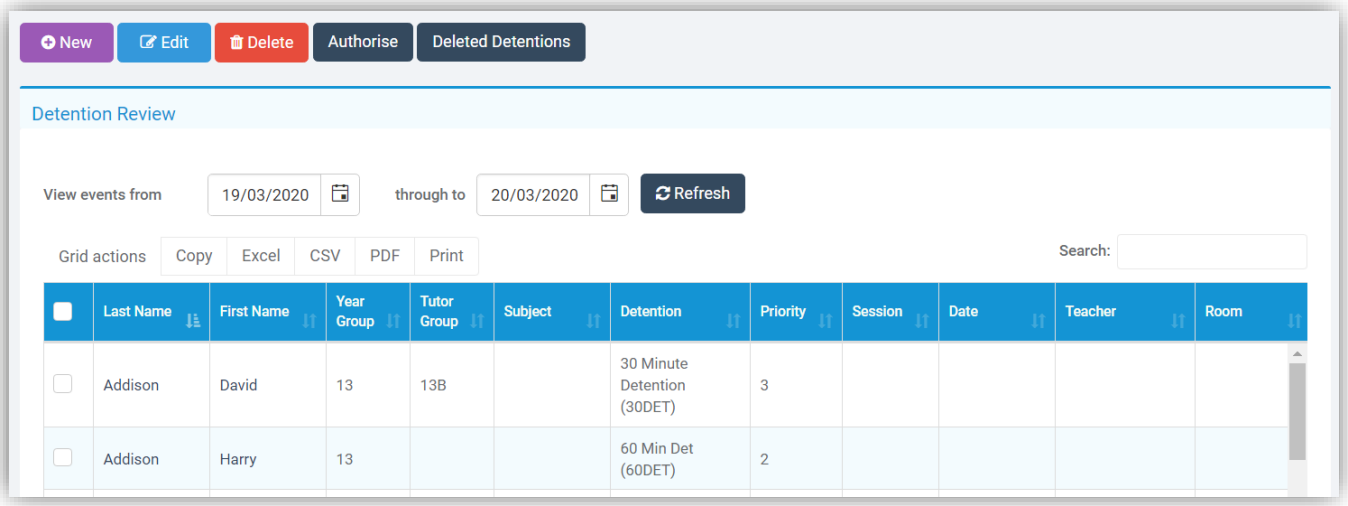
- **Amend Class Attendance** now opens the new **Manage Attendance** page
- **Daily Absence Authorisation** now opens the new **Manage Attendance** page
- **Take/Amend Register** goes directly to the selected **Register**
- **Class Timetable** opens the **Timetable Report**
- **Print Class List** opens the **Class/Group List Report**

Behaviour

Detention Review page updated

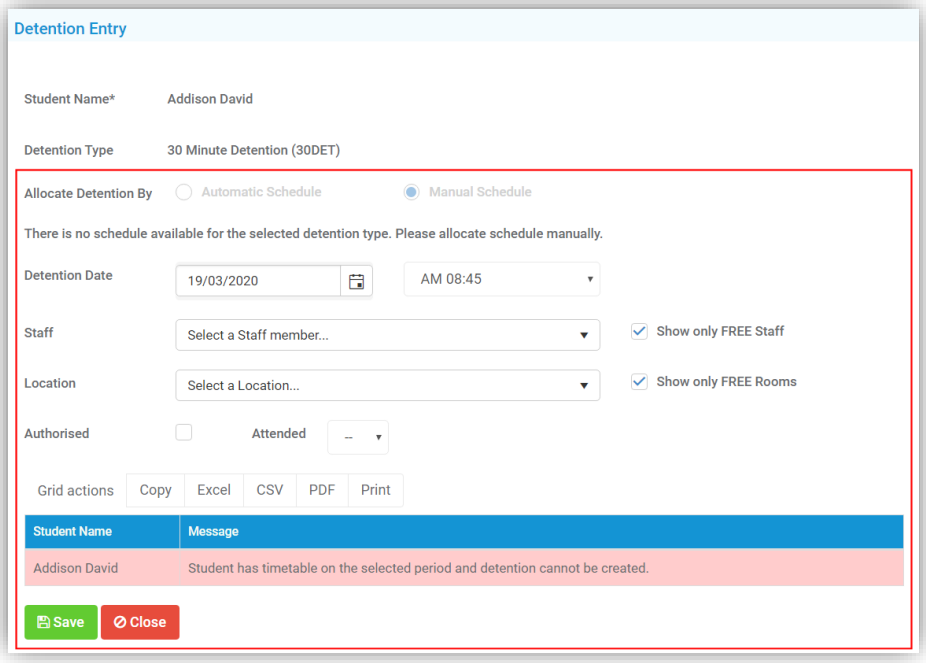
Modules > Behaviour > Behaviour > Detention Review

The **Detention Review** page has been updated with the new look.



The functionality remains the same for the **New**, **Delete**, **Authorise** and **Deleted Detentions** buttons and the access to the **Student Details** page by clicking on the **Student Name**.

The **Edit** option has been revised and allows more information to be edited, previously only the **Student** name and **Detention Type** was displayed.



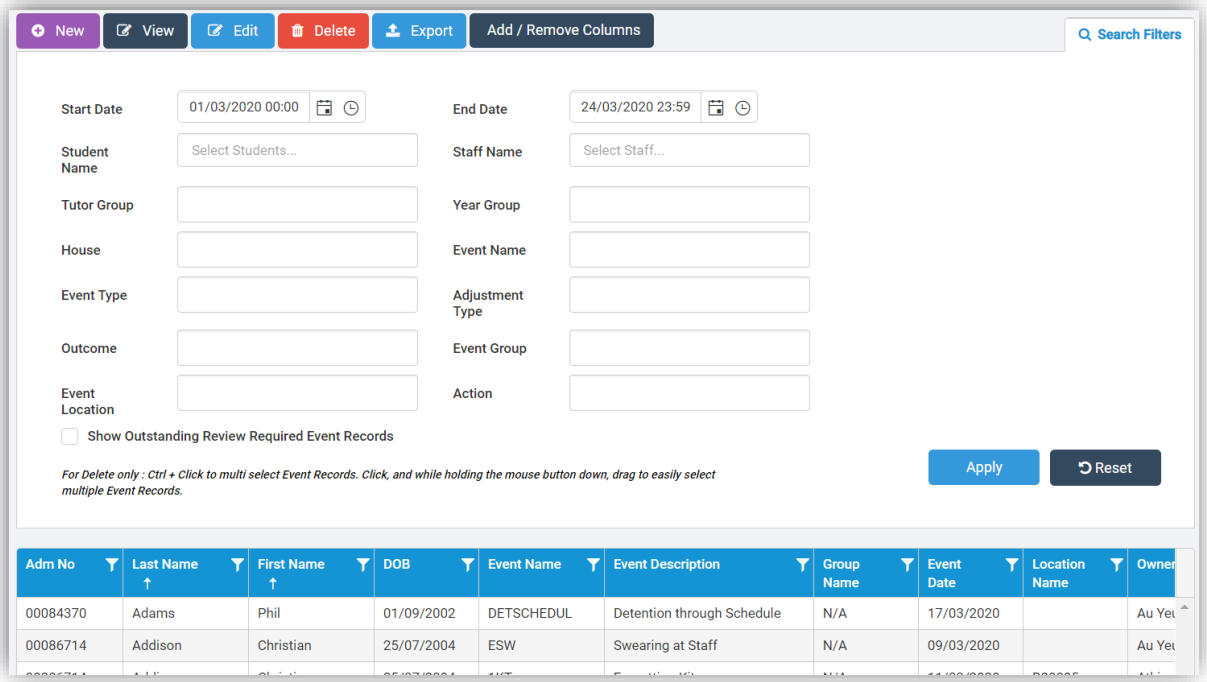
There is also a **Message** at the bottom that will inform you if there is a clash with the timetable and the detention time.

The **History Review** has also been made clearer.

Student Events page renamed and updated

Modules > Behaviour > Behaviour > Event Records

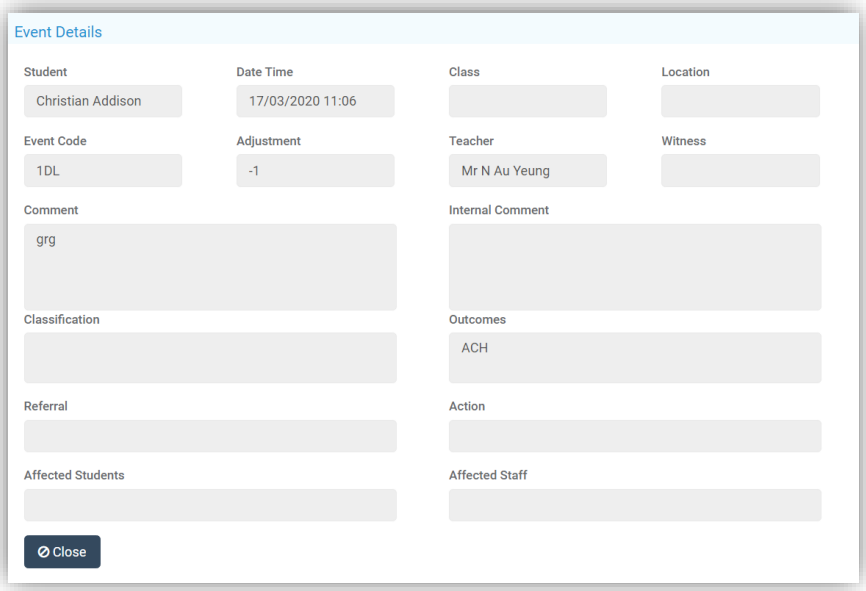
The **Student Events** page has been renamed **Event Records** and updated with the new look. The new page displays the **Events List** and a **Search Filter** enabling you to narrow down your search. The **Search Filter** can be hidden once you have made your selections.



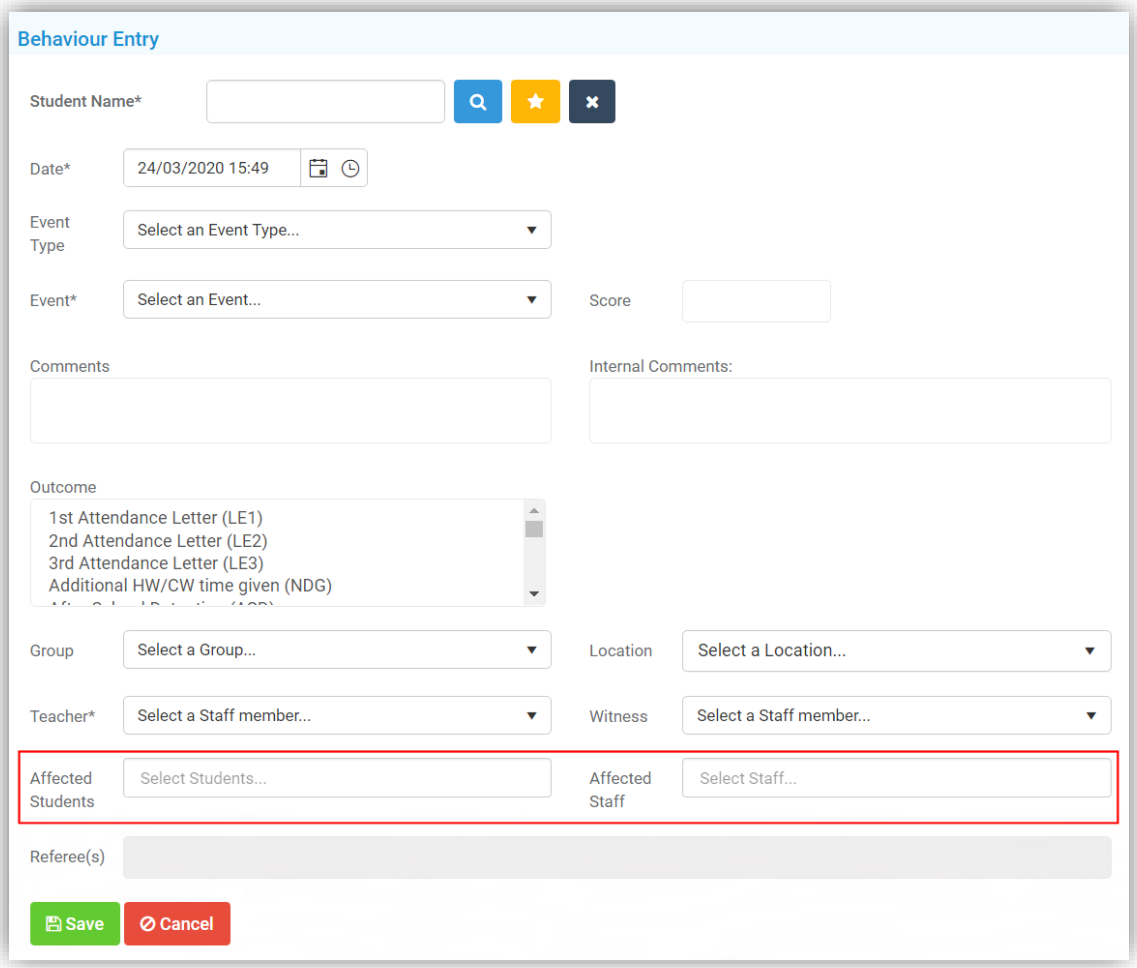
Note: The default will be the current day if there are no **Events** displaying it just means there have been no **Events** added on that day.

Each of the columns has its own **Search Filter** and additional columns can be added using the **Add/Remove Columns** button. The **Event Date** column will also show when **Events** were actually logged instantly and the **Created by** and **Actions** columns will show who created the **Event** and any changes made.

To **View** the **Event** details click on a **Student** and click the **View** button.



To enter a **New Event** click on the **New** button or double click on a **Student**.



Two new options have also been added for **Affected Students** and **Affected Staff**.

Census

SLASC moved into Routines

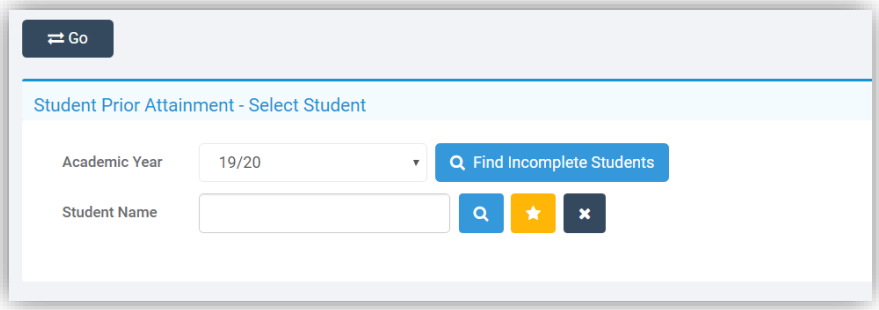
Modules > Census > Routines > SLASC

The **SLASC** [**School Level Annual School Census**] has been moved to the **Routines** section from **Census**.

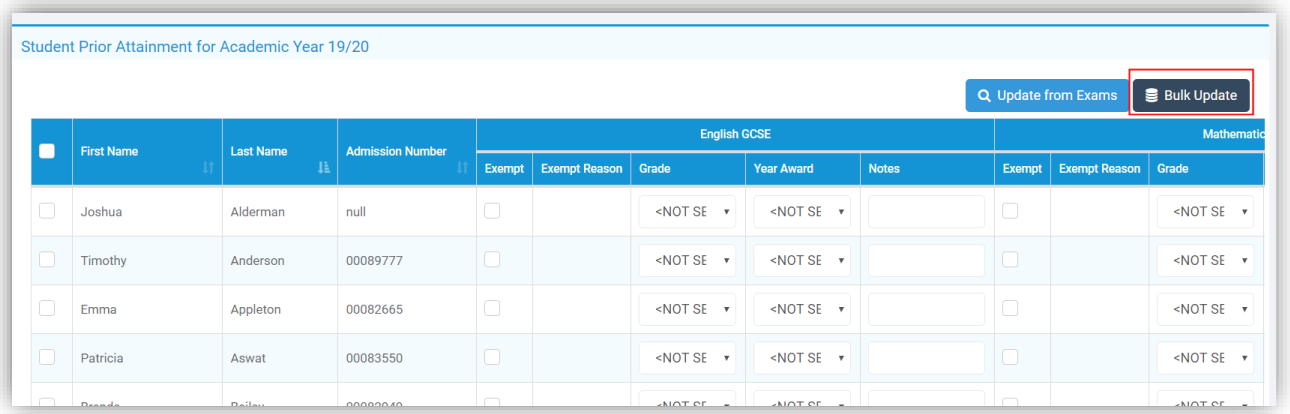
Student Prior Attainment page updated

Modules > Census > Routines > Student Prior Attainment

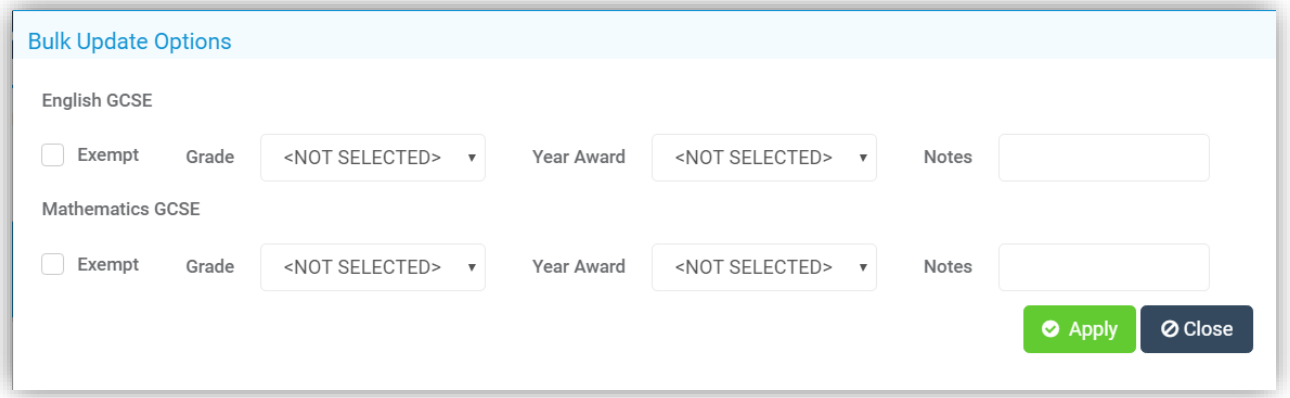
The **Student Prior Attainment** page has been updated to the new look.



A new button **Bulk Update** has been added, the rest of the functionality remains the same as previously.



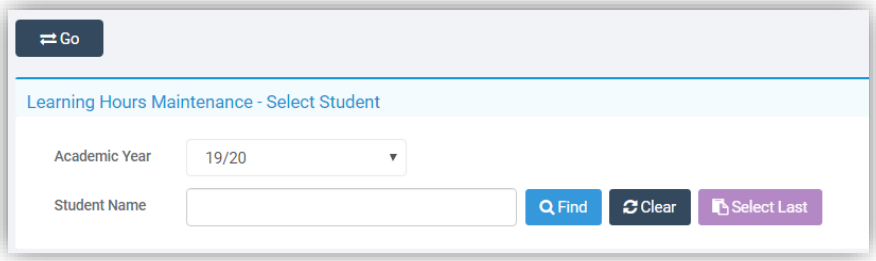
When selecting one or more **Students** the changes can be made in **Bulk**.



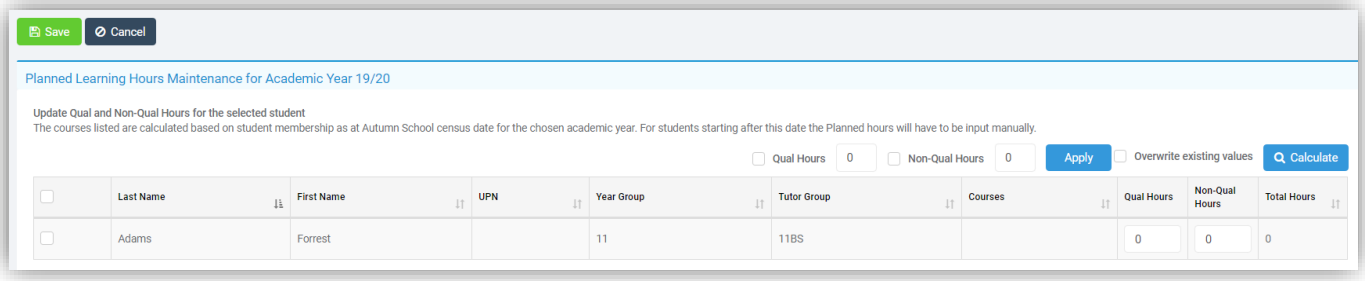
Learning Hours Maintenance page updated

Modules > Census > Routines > Learning Hours Maintenance

The **Learning Hours Maintenance** page has been updated to the new look.



The functionality of the page remains the same.



Curriculum

Option to Remove a Year Group or Tutor Group amended

Groups

The option to remove a **Year Group** or **Tutor Group** has been amended and now **NO** longer allows one of these **Groups** to be removed if there is data that would also be removed in doing this. Also when removing a **Tutor Group** there will now be a double **Confirmation**.

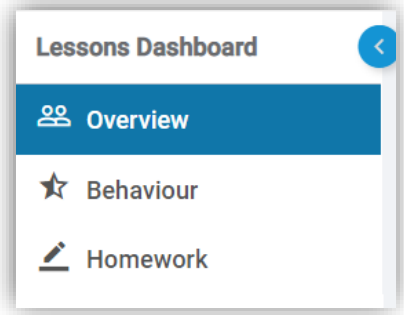
Dashboard

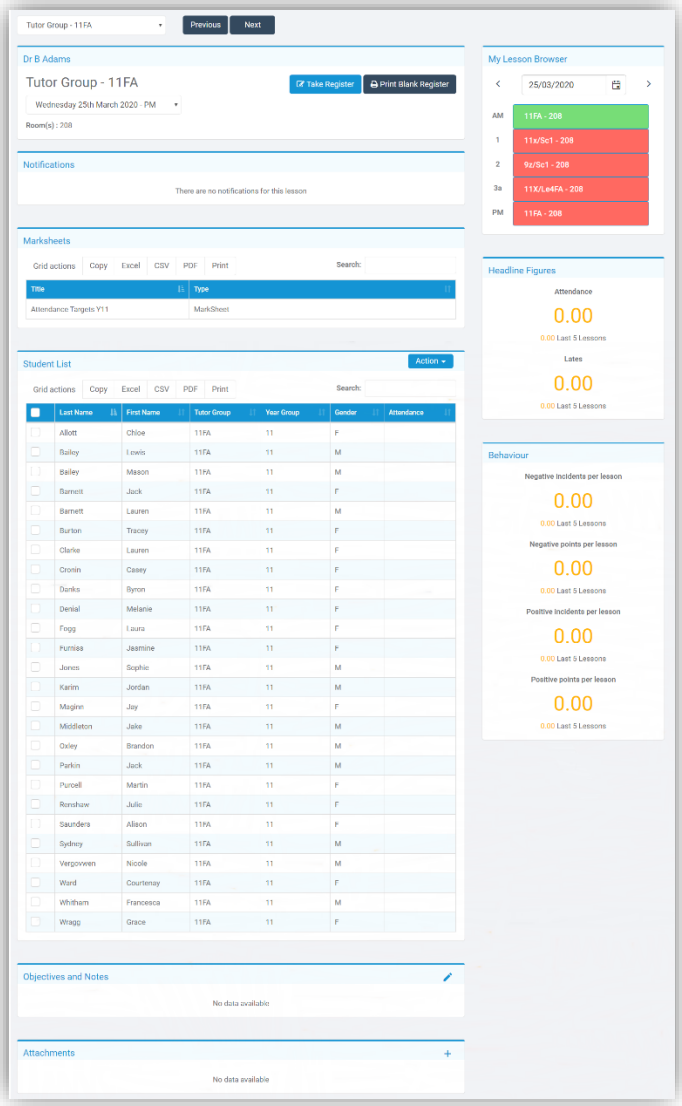
New option Lesson has been added to the Dashboard

Dashboard > Lesson Overview

Note: This option only displays using the New Bromcom View and only by those with the Role of Teacher

A new option has been added to the **Dashboard** called **Lesson** for the use of the **Teacher** with quick access to information for that **Teacher** for the selected **Class** or **Tutor Group**. The options to view **Behaviour** and **Homework** can also be selected from the **Lessons Dashboard Sidebar**.

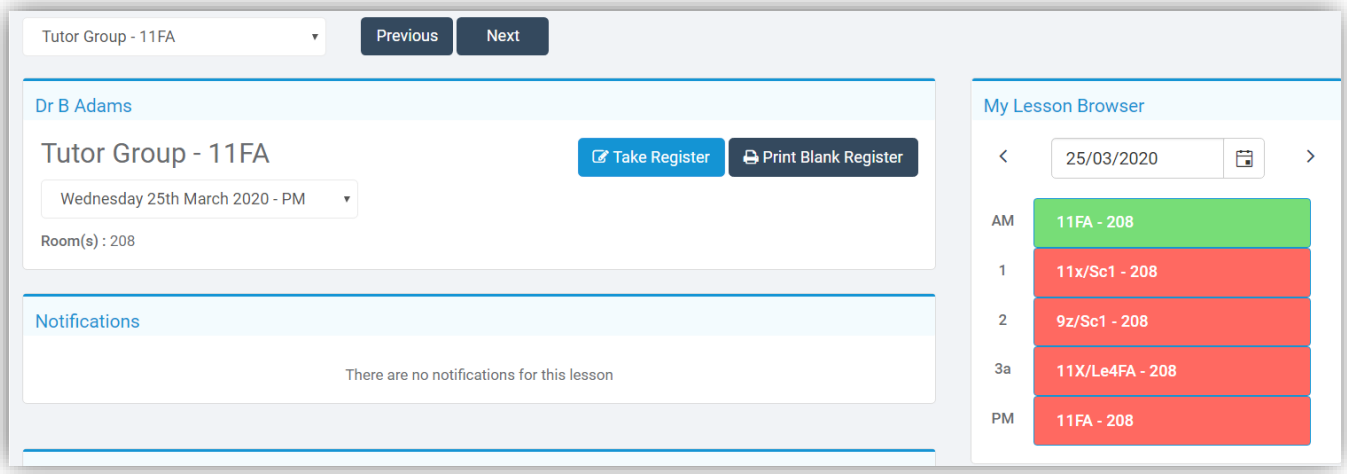




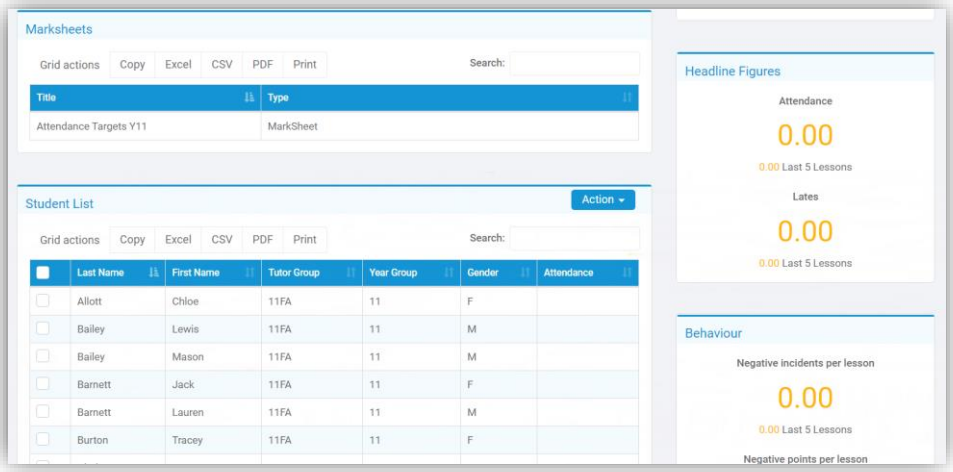
The top of the page shows the selected **Group** from the dropdown list, this will by default be the current class, pressing the **Previous** or **Next** buttons will move to the next or last selection from the dropdown list. Clicking on the **Take Register** button will open the **Registration** page where the **Register** can be taken as usual. Clicking on the dropdown list beneath the **Group Name** will show all the **Sessions** for that **Group**, past and future with the **Dates** and **Periods**.

The **My Lesson Browser** to the right displays the **Lessons** for that **Teacher** for the current day, red are untaken and green are taken **Registers**. The **Date** can be moved backward or forward, when moving forward the session will display as white.

Any **Notifications** for the **Lesson** will be displayed I the **Notifications** area.



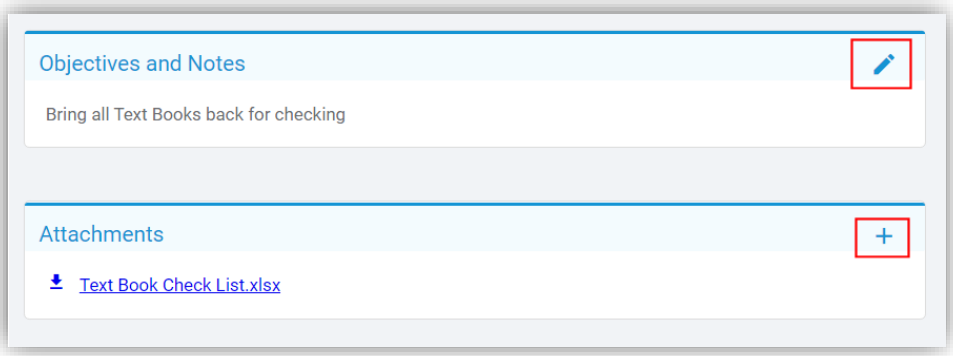
Any **Marksheets** associated with the selected **Group** will be displayed here simply click to open.



The **Students List** displays all of the **Students** in the selected **Group**. Selecting one or more **Students** and clicking on the **Actions List** will allow you to directly **View** the **Students**, enter a **Behaviour Event**, a **Detention**, an **Intervention Event**, a **Safeguarding Incident**, a **Support Event** or send a **Message** to those **Students**.

The **Headline Figures** panel to the right will show **Attendance** and **Lates** for the last 5 **Lessons** and the **Behaviour** panel will show **Negative Incidents** and **Points** and **Positive Incidents** and **Points** over the last 5 **Lessons**.

Click on the **Pencil** icon to add **Notes** for the **Current Lesson** and the **Next Lesson** if required.

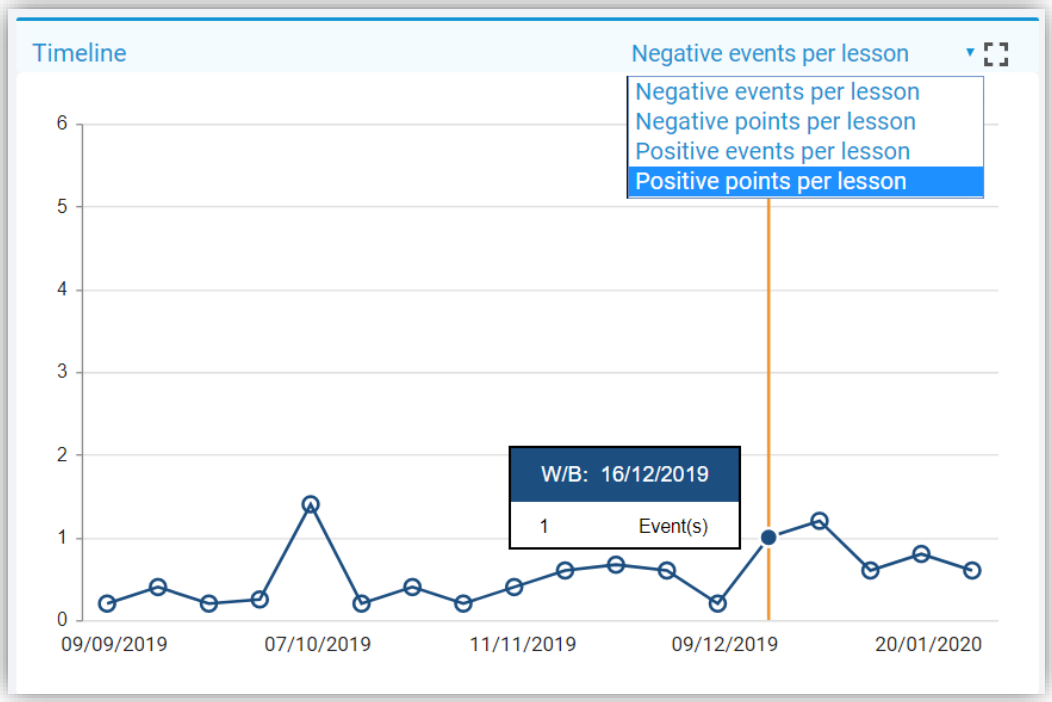


Click on the **+** icon to add an **Attachment**.

Behaviour

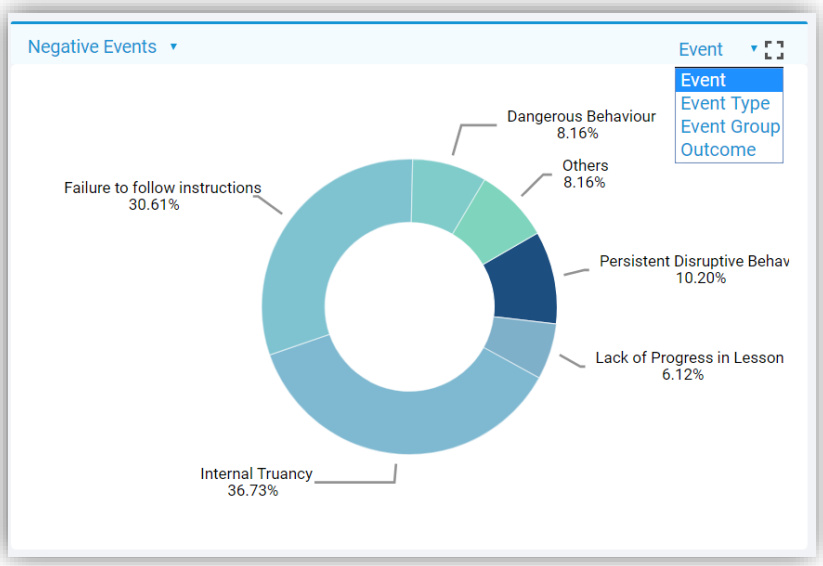
On selecting the **Behaviour** option from the **Lessons Dashboard Sidebar**, the **Lesson Browser** and the current **Lesson** information will still be displayed along with the **Headline Figures Attendance** panel. The other panels will be replaced with **Behaviour** information showing a **Timeline Graph** and **Doughnut Chart**, a **Behaviour Summary** section and a **Behaviour Events** section.

The **Timeline Graph** shows the **Events** added **Year to Date**, by default these are **Negative Events per Lesson**. This can be changed by selecting from the dropdown list for **Negative** or **Positive** and **Lessons** or **Points**.

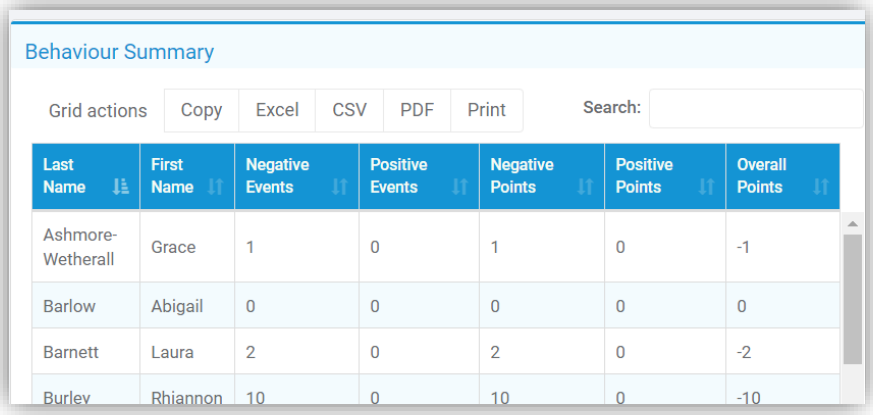


Clicking in the **Graph** will display an orange **Selection Line** and show the number of **Points** for that section.

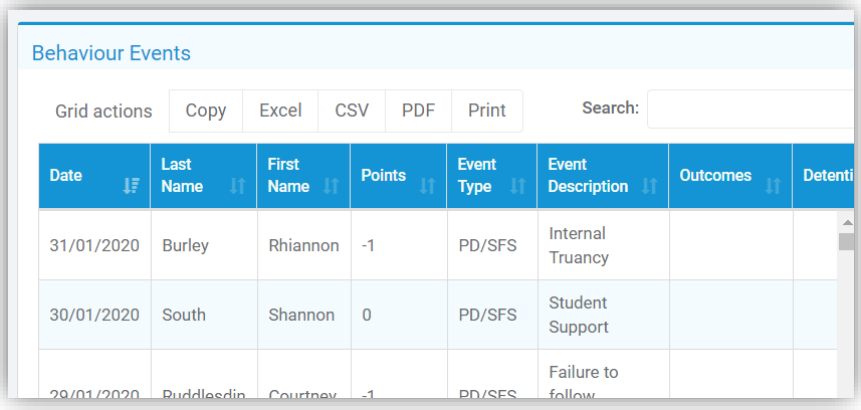
The **Doughnut Chart** shows the **Events** added **Year to Date**, by default these are **Negative Events**. This can be changed by selecting from the dropdown list on the left for **Negative** or **Positive**, the dropdown list on the right by default is **Events** but can be changed to **Event Type**, **Event Group** or **Outcome**. Clicking on a section of the **Doughnut Chart** will update the **Student Summary** section showing the **Students** with that **Event**.



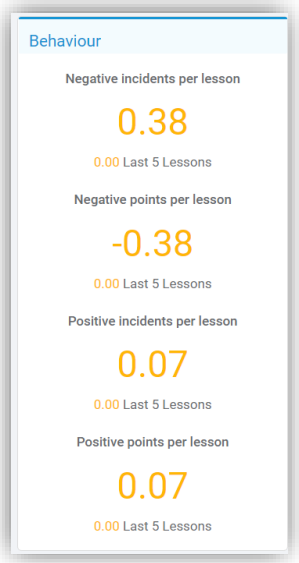
The **Behaviour Summary** section shows the **Events** per **Student**.



The **Behaviour Events** section shows the **Event** details, double click on a **Student** to open the **Event Entry** page where a new **Event** can also be added for that **Student**.



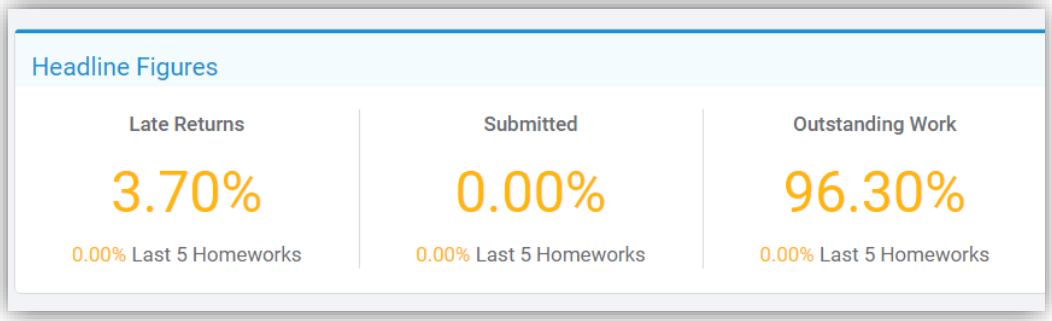
The **Behaviour** panel gives an instant view of the number of **Negative** and **Positive Incidents** and **Points** per **Lesson**.



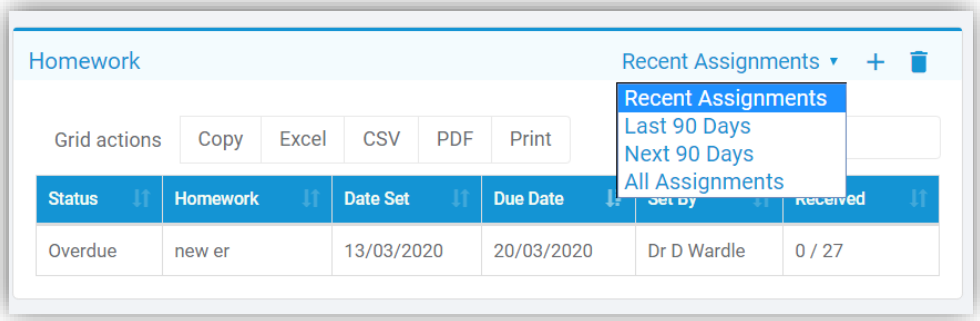
Homework

On selecting the **Homework** option from the **Lessons Dashboard Sidebar**, the **Lesson Browser** and the current **Lesson** information will still be displayed along with the **Headline Figures Attendance** panel. The other panels will be replaced with **Homework** information showing a **Headline Figures**, **Homework** and **Outstanding Homework** sections.

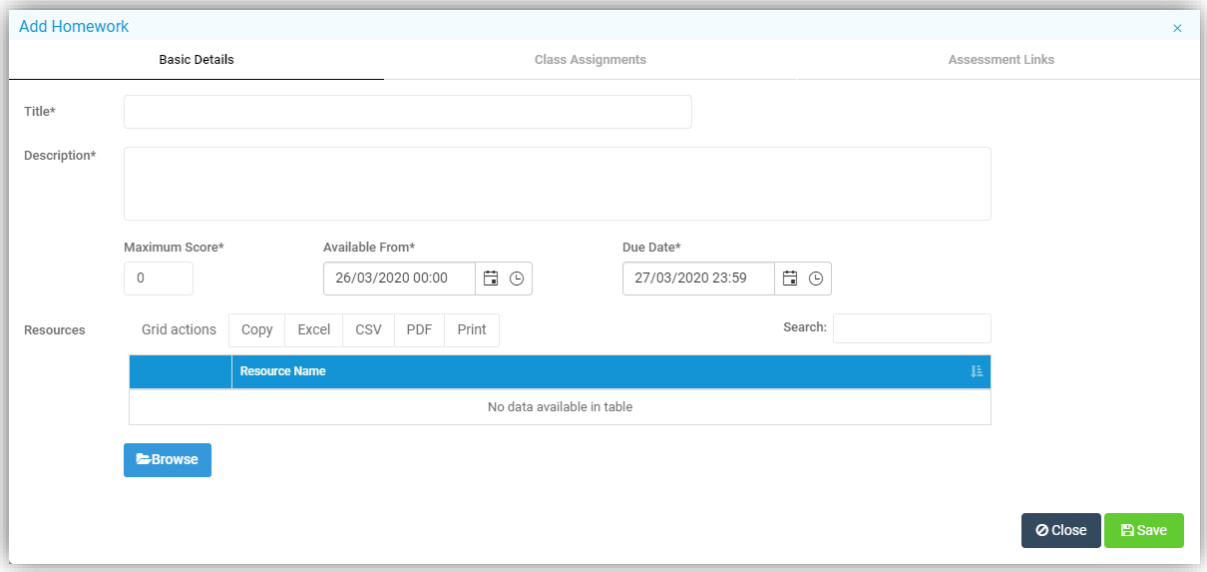
The **Headline Figures** shows the **Late Returns**, **Submitted** and **Outstanding Work** percentages for the last 5 **Homeworks**.

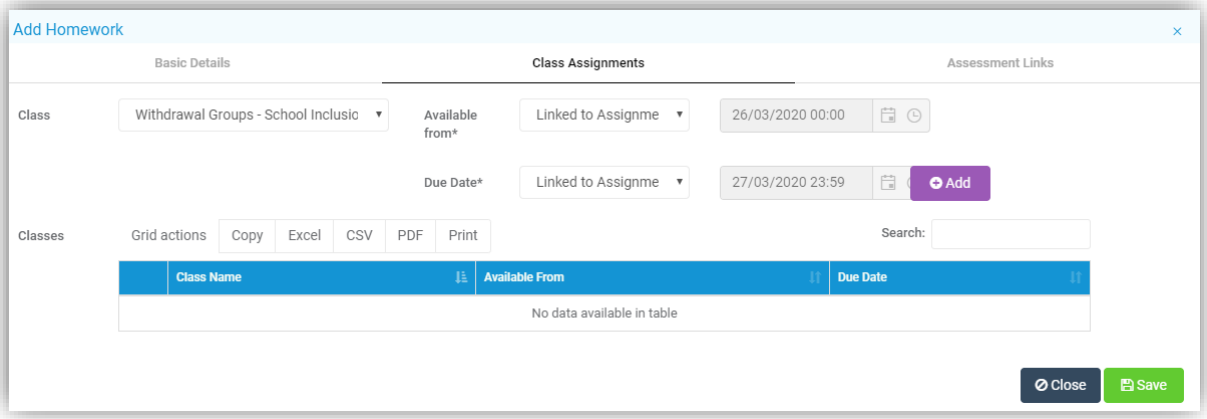


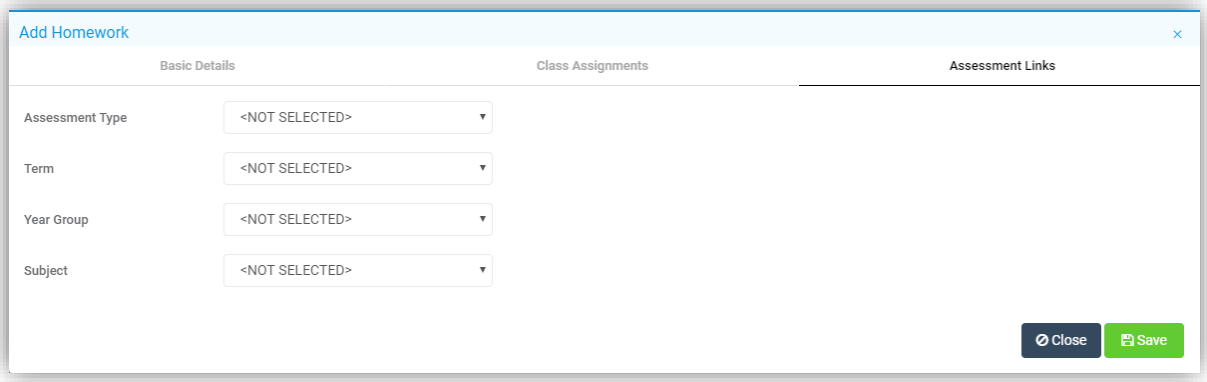
The **Homework** section lists the **Homework**, using the dropdown list on the right. **Homework** can be listed by **Recent Assignments**, **Last 90 Days**, **Next 90 Days** or **All Assignments**.



Clicking on the **+** icon opens the **Add Homework** page where **Basic Homework**, **Class Assignments** or **Assessment Links** can be added.

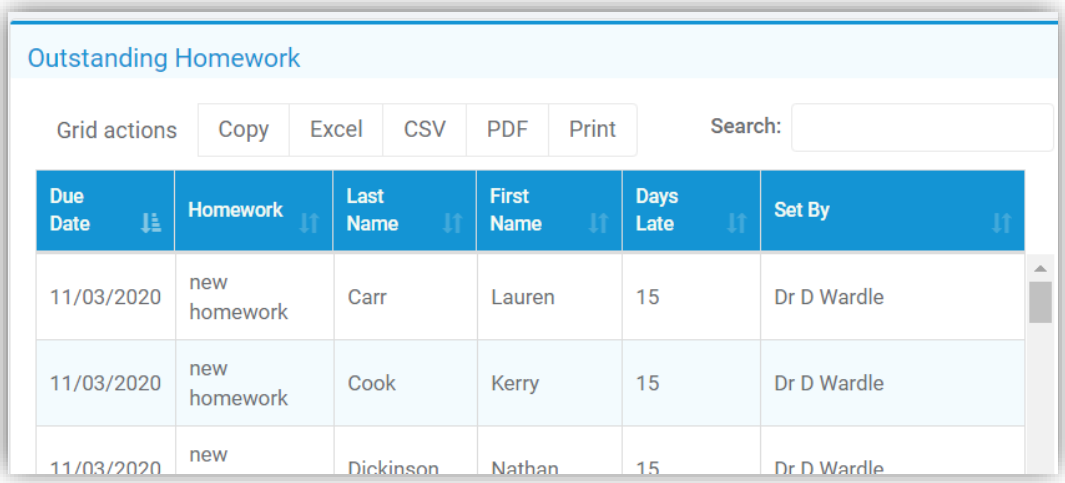






To **Delete** a **Homework** select it and click on the **Bin** icon.

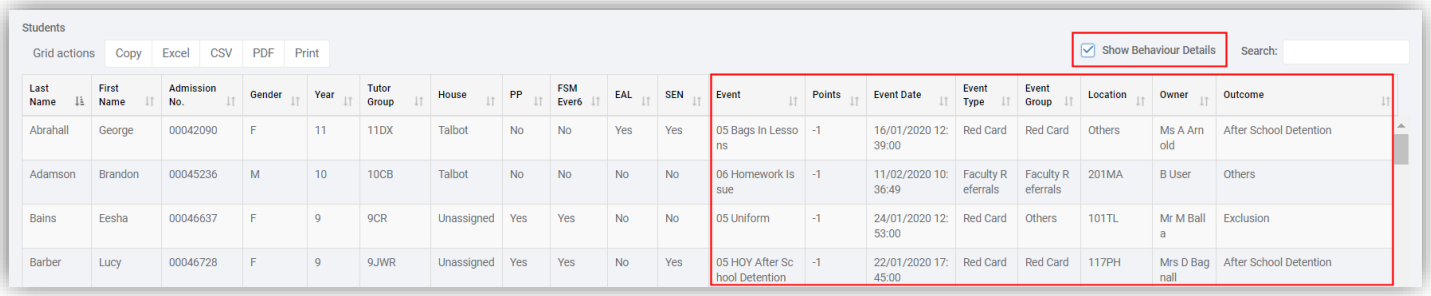
The **Outstanding Homework** section lists all **Students** with **Outstanding Homework**.



New option to View Events added to Behaviour

Dashboard > Behaviour

A new option has been added to the drill down results, **Show Behaviour Details**. Selecting this option will add additional columns showing the **Event information** for each **Student**.



Finance

Changes to Journals page

Modules > Finance > General Ledger > Journals

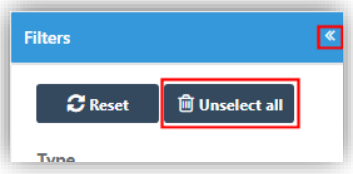
When selecting options from the **Manual Journal Processing** page this was previously opened in a new tab, these are now opened in the same tab.

- Double clicking on an existing row now opens the selected **Journal** in the same tab and not a new one
- Clicking on the **Copy** button for the selected **Journal** will open the copied **Journal** in the same tab
- Clicking on the **From Template** button will open the new **Journal** in the same tab

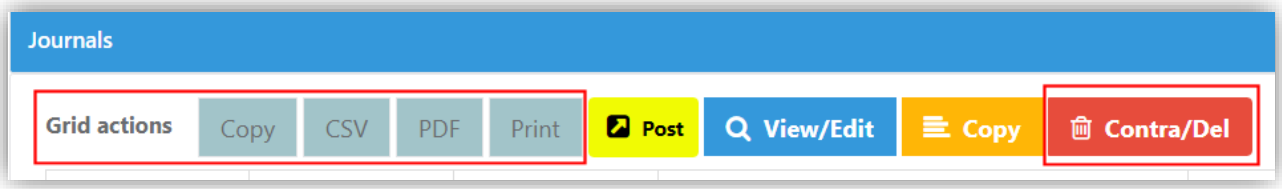
The default sort order has been moved from the **J.V. No** to the **Narrative** column and will be in ascending order.

If the selected **Filters** are **Posted** or **Cancelled** the sort order will be on the **Date** column in descending order.

An **Unselect All** button has been added next to the **Reset** button in the **Filters** section, making it easier to add just the **Filters** you want and the option to **Hide** or **Expand** the **Filters** panel has been added as **<<** top right.



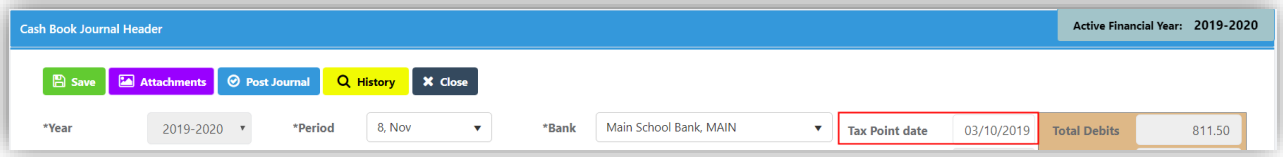
The **Grid Actions** have been added to the block of buttons and the **Contra** and **Delete** buttons have been combined to **Contra/Del**. The **Grid Action** buttons have also been added to the block of buttons on each type **Journal** as well.



Changes to Cash Book Journal Page

Modules > Finance > General Ledger > Journals > Cash Book

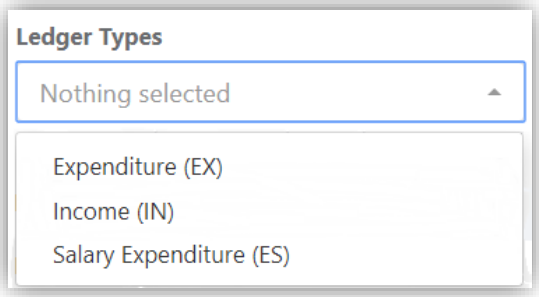
The **Voucher Date** field has been re-named to **Tax Point Date** and the date is now editable. All **VAT** reports and the **Chart of Account Enquiry** will use the **Tax Point Date**.



Changes to Cost Centre Enquiry Filters

Modules > Finance > General Ledger > Cost Centre Enquiry

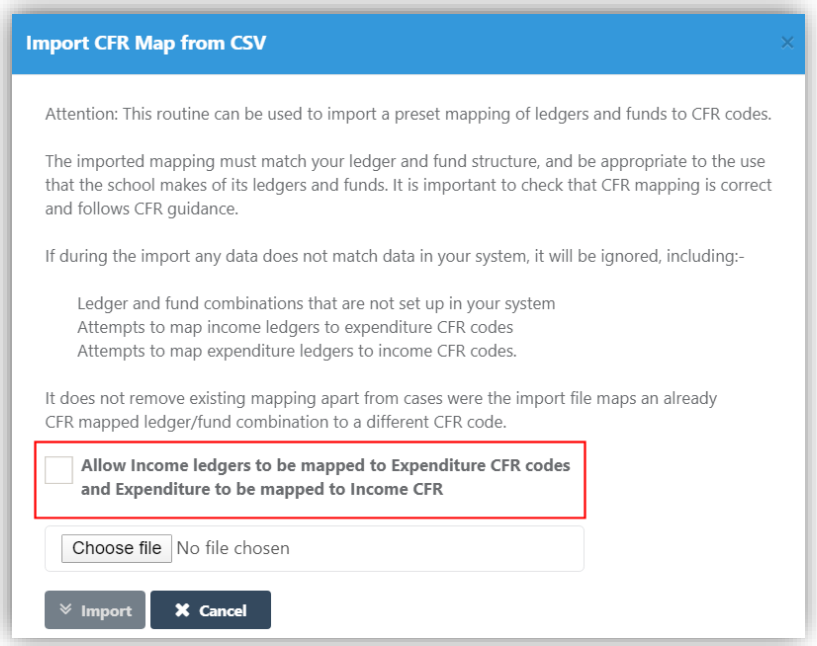
New options for **Expenditure** (**EX**), **Income** (**IN**) and **Salary Expenditure** (**ES**) have been added to the **Filter** section.



Update made to CFR Mapping Import

Modules > Finance > Maintenance > CFR Code Mapping > Import

A new tick box has been added allowing Income **Ledgers** to be mapped to **Expenditure CFR Codes** and **Expenditure** to be mapped to **Income CFR**.



When selected this will allow **EX** and **ES Type Ledgers** to be **Imported** and **Mapped** to **Income** and **Capital Income CFR Codes** and **IN Type Ledgers** to be **Imported** and **Mapped** to **Expenditure** and **Capital Expenditure CFR Codes**.

Update made to Recurring Payment Filters

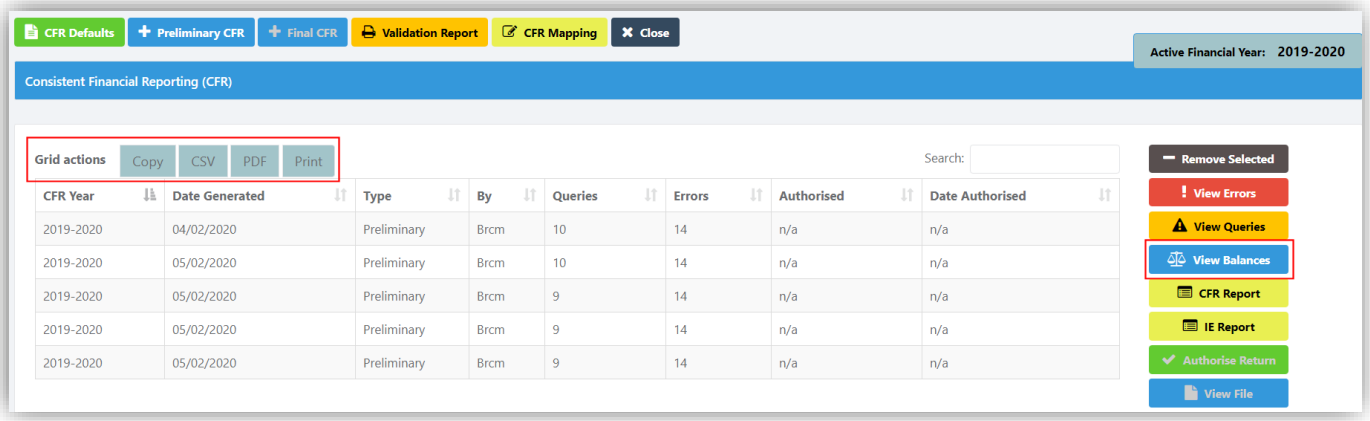
Modules > Finance > General Ledger > Journals

The page can now be **Filtered** by **Recurring Paymt**. and the sub filter **Inc. Series**.

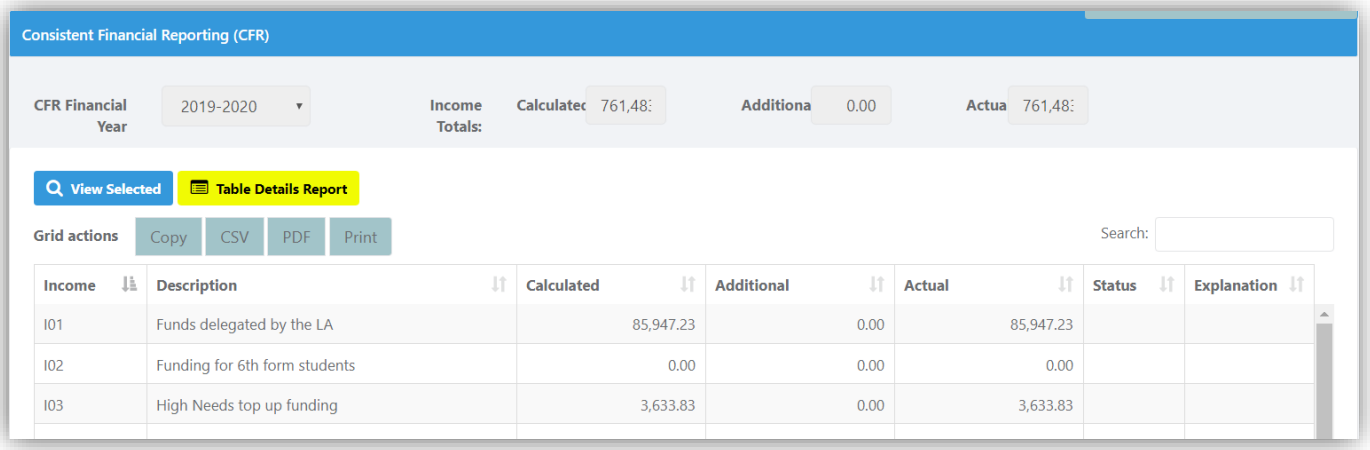
Updates to CFR Returns

Modules > Finance > Routines > CFR Returns

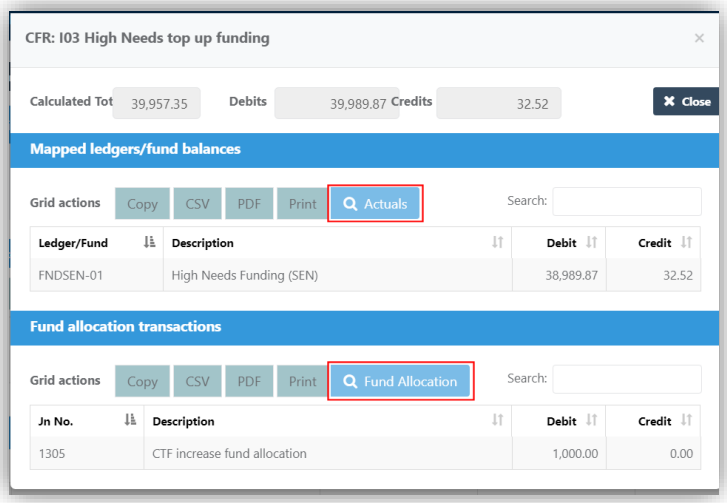
The **Grid Actions** have been added.



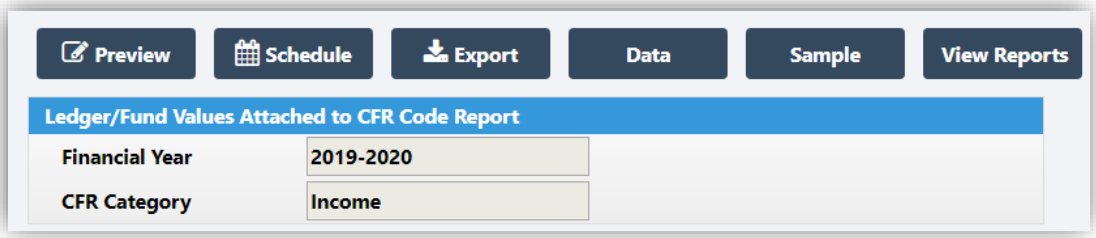
Selecting a **CFR** and clicking the **View Balances** button will open the **Consistent Financial Reporting** (**CFR**) page, where the additional **Table Report** button has been removed.



Select a **CFR** and click on the **View Selected** button, this will open a new pop-up page. Select a **Ledger Fund** and click on the **Actuals** button to open the Ledger **Enquiry Details** page. Select a **Fund Allocation Transaction** and click on the **Fund Allocation** button to open the **Increase Allocation for Fund** page.



Selecting the **Table Details Report** button will open the report parameter page.



Ledger/Fund Values Attached to Table Income

Bromcom Sw Primary Demo

Code	Description	Value
65080700-01	Other Grants	64,528.08
	Ledger Total	**64,528.08**
	CFR Code Total	**64,528.08**

I08 Income from facilities and services

code	Description	Value
	Ledger Total	
	CFR Code Total	

I08A Income from lettings

Code	Description	Value
63586700-01	Lettings	8,308.29
	Ledger Total	**8,308.29**
	CFR Code Total	**8,308.29**

I08B Other income from facilities and services

Code	Description	Value
08086238-24	Parental Contribution	70,482.77
62085020-01	Bank Interest	2,367.33
65081000-01	Miscellaneous Income	4,628.83
67084008-01	Income Generated from Solar|Wind	460.69
	Ledger Total	**77,939.62**
	CFR Code Total	**77,939.62**

I09 Income from catering

Code	Description	Value
09084300-01	Income Adult Meal	526.62
41584300-01	Income School Meals - Pupils	21,419.15
	Ledger Total	**21,945.77**
	CFR Code Total	**21,945.77**

I10 Receipts from supply teacher insurance claims

Code	Description	Value
62707011-01	Teachers Sickness Claims	1,601.60
62707013-01	Maternity Insurance Claims	2,100.00
	Ledger Total	**3,701.60**
	CFR Code Total	**3,701.60**

I11 Receipts from other insurance claims

Code	Description	Value
62707012-01	Non Teachers Sickness Claims	1,152.00
	Ledger Total	**1,152.00**
	CFR Code Total	**1,152.00**

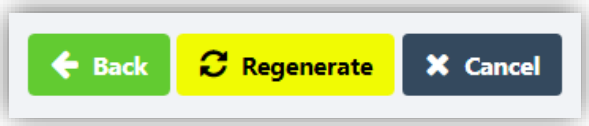
I12 Income from contributions to visits etc.

Code	Description	Value
33086022-01	Contribution to Ed. Visit	26,167.45
	Ledger Total	**26,167.45**
	CFR Code Total	**26,167.45**

I13 Donations and/or voluntary funds

Code	Description	Value
35081105-01	Donations	249.24
	Ledger Total	**249.24**
	CFR Code Total	**249.24**

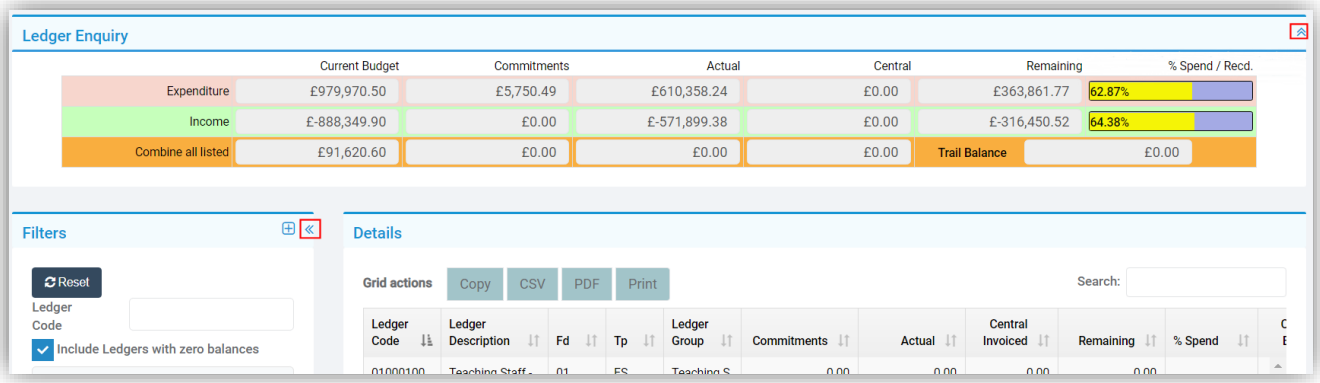
Selecting a **CFR** and the **View Errors** button or the **View Queries** button will display a new button on the pages **Regenerate**.



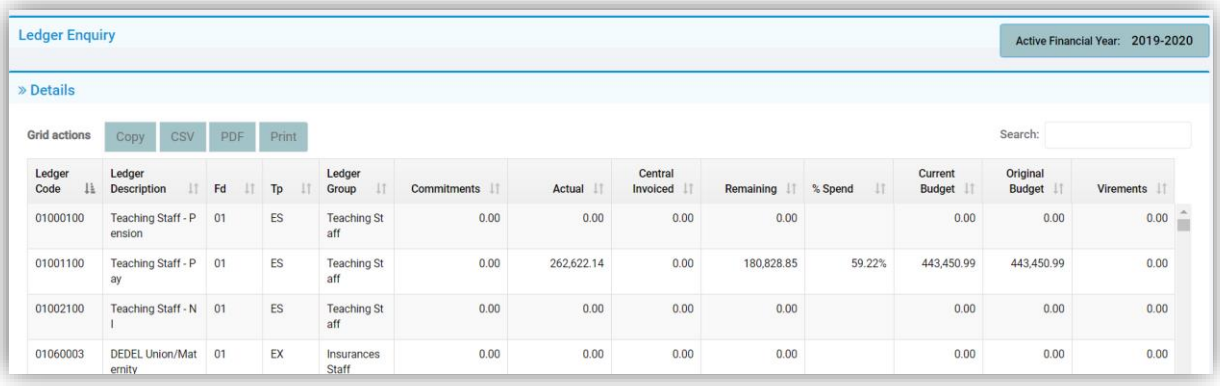
Selecting the **Regenerate** button will **Recalculate** the **Calculated Balances** for that **Return**. A warning will be given first needing **Confirmation**.

Minimise Header option added

Modules > Finance > General Ledger > Chart of Accounts Enquiry
Modules > Finance > General Ledger > Cost Centre Enquiry
An option to minimise the **Header** section on the **Chart of Accounts** pages has been added leaving more room to see the rows.



Clicking on the minimise icons for the **Filters** and the **Header** will display more information, click on them to maximise again.

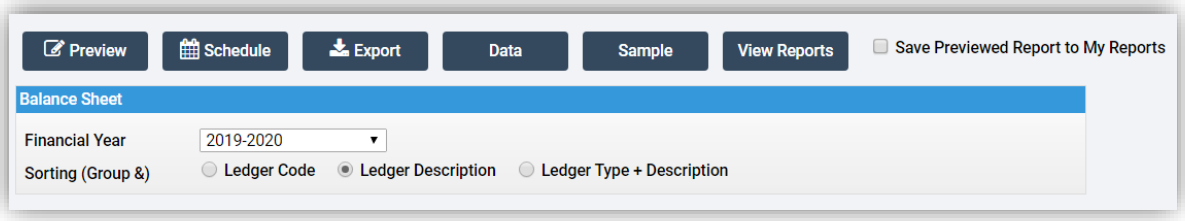


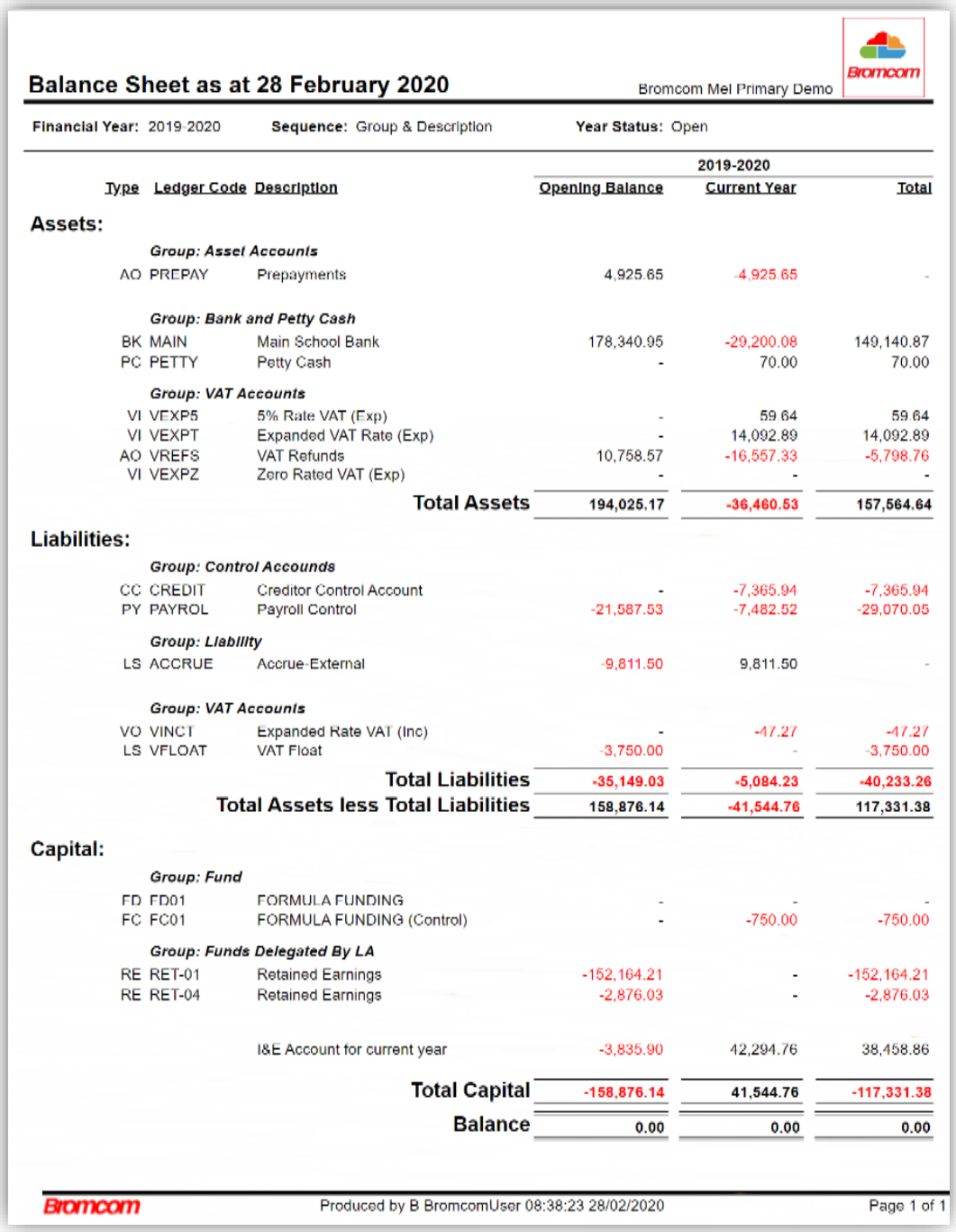
The same option has been added to the **Cost Centre Enquiry** pages as well.

New Balance Sheet Report added

Reports > Finance > Balance Sheet

The **Balance Sheet** report will list all the **Balance Sheet Ledgers** together with a row for the **Balance** of the **IN/EX/ES** rows.





Balance Sheet as at 28 February 2020 — Bromcom Mel Primary Demo

Financial Year: 2019-2020 **Sequence:** Group & Description **Year Status:** Open

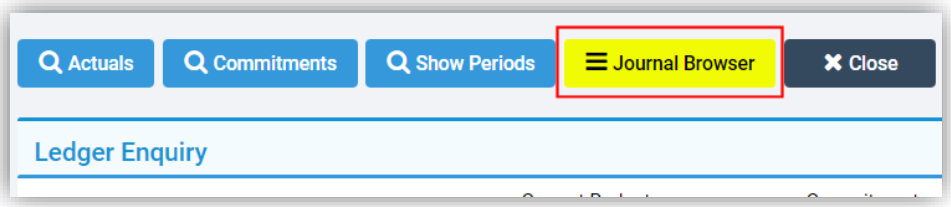
Type	Ledger Code	Description	2019-2020 Opening Balance	Current Year	Total
Assets:					
		Group: Asset Accounts			
AO	PREPAY	Prepayments	4,925.65	-4,925.65	-
		Group: Bank and Petty Cash			
BK	MAIN	Main School Bank	178,340.95	-29,200.08	149,140.87
PC	PETTY	Petty Cash	-	70.00	70.00
		Group: VAT Accounts			
VI	VEXP5	5% Rate VAT (Exp)	-	59.64	59.64
VI	VEXPT	Expanded VAT Rate (Exp)	-	14,092.89	14,092.89
AO	VREFS	VAT Refunds	10,758.57	-16,557.33	-5,798.76
VI	VEXPZ	Zero Rated VAT (Exp)	-	-	-
		Total Assets	**194,025.17**	**-36,460.53**	**157,564.64**
Liabilities:					
		Group: Control Accounds			
CC	CREDIT	Creditor Control Account	-	-7,365.94	-7,365.94
PY	PAYROL	Payroll Control	-21,587.53	-7,482.52	-29,070.05
		Group: Liability			
LS	ACCRUE	Accrue-External	-9,811.50	9,811.50	-
		Group: VAT Accounds			
VO	VINCT	Expanded Rate VAT (Inc)	-	-47.27	-47.27
LS	VFLOAT	VAT Float	-3,750.00	-	-3,750.00
		Total Liabilities	**-35,149.03**	**-5,084.23**	**-40,233.26**
		Total Assets less Total Liabilities	**158,876.14**	**-41,544.76**	**117,331.38**
Capital:					
		Group: Fund			
FD	FD01	FORMULA FUNDING	-	-	-
FC	FC01	FORMULA FUNDING (Control)	-	-750.00	-750.00
		Group: Funds Delegated By LA			
RE	RET-01	Retained Earnings	-152,164.21	-	-152,164.21
RE	RET-04	Retained Earnings	-2,876.03	-	-2,876.03
		I&E Account for current year	-3,835.90	42,294.76	38,458.86
		Total Capital	**-158,876.14**	**41,544.76**	**-117,331.38**
		Balance	**0.00**	**0.00**	**0.00**

Bromcom Produced by B BromcomUser 08:38:23 28/02/2020 Page 1 of 1

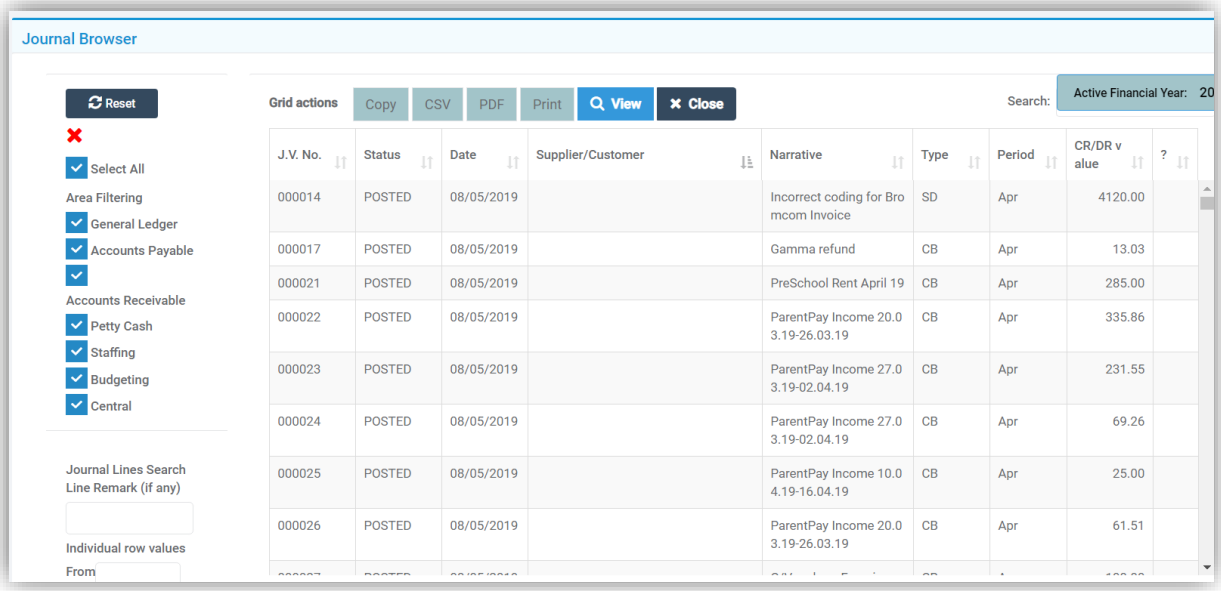
New Journal Browser option added

Modules > Finance > General Ledger > Cost Centre Enquiry

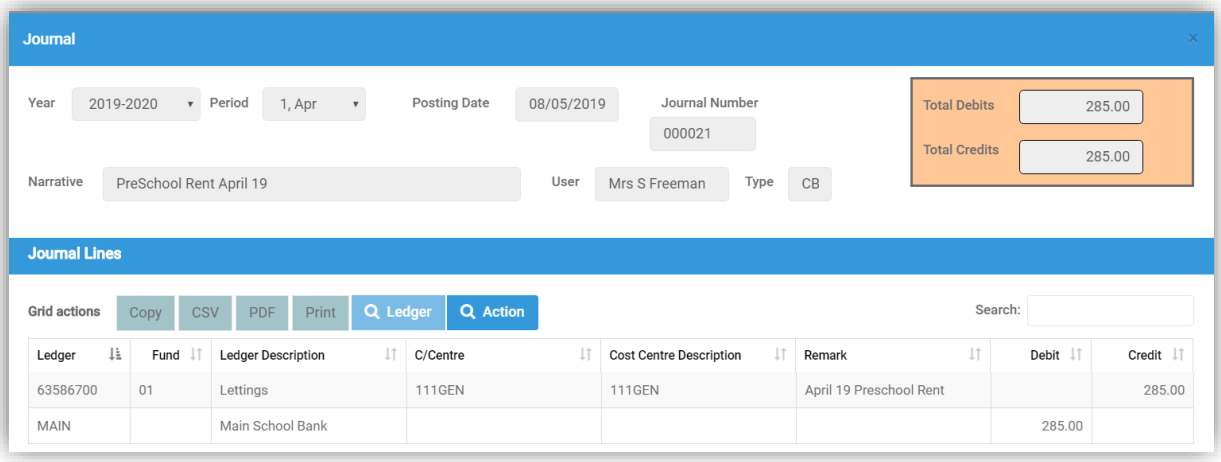
A new button **Journal Browser** has been added.



Selecting this option will open a new page showing all **Posted Ledgers**.



Select a row and click on the **View** button or double click on the row to see more detail.



Functions Disabled for Closed Financial Years

Modules > Finance > Accounts Receivable
Modules Finance > Accounts Payable
Modules Finance > Staffing

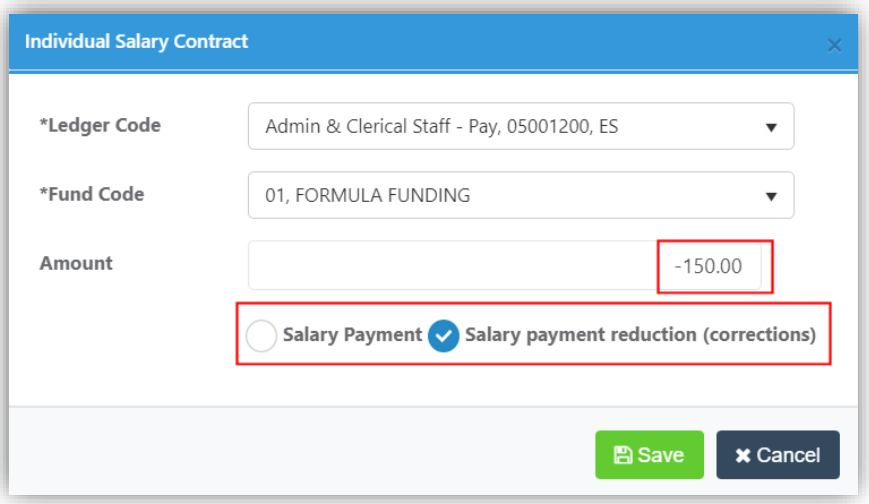
Some of the function buttons within the **Accounts Receivable**, **Accounts Payable** and the **Staffing** sections will no longer be visible for **Closed Financial Years**, these will be:

- **Cost Centre Allocation** - **Fix Budget** button
- **Fund Allocation** – **Increase Allocation** and **Decrease Allocation** buttons
- **Petty Cash Processing** - **Add Reimbursement**, **Add Expenditure**, **Cancel Expenditure**, **Cancel Reimbursement** buttons
- **Recurring Journal Processing** – **Process** button
- **Manual Journal Processing** – **Standard**, **Reversing**, **Cash Book Opening Balance**, **From Template**, **Post**, **Copy**, **Contra**, **Delete** buttons
- **Accounts Receivable Receipts** – **Inv. Receipt**, **Non Inv Receipt**, **Post**, **Cancel**, **Save**, **Cancel Receipt** buttons
- **Non Invoice Receipt** – **Save**, **Cancel Receipt** buttons
- **Receipt Lines** – **Add** button
- **Invoice Receipt** – **Save**, **Post**, **Cancel Receipt** buttons
- **Pay in Slips** – **Add**, **Post** buttons
- **Invoices** – **Add Invoice**, **Add Credit Note**, **Authorise**, **Print/Dispatch**, **Cancel** buttons
- **Customers Activity** – **Add Invoice**, **Add Credit Note**, **Add Refunds**, **Add Receipt**, **Pay in**, **Authorise**, **Cancel** buttons
- **Supplier Products** – **New Order** button
- **Supplier Products (all)** – **New**, **Delete**, **Purchase** buttons
- **Supplier Activity** – **Add Purchase Order**, **Add Free Text Order**, **Add Order Invoice**, **Add non Order Inv.**, **Add Credit Note**, **Add Cash Book Jnl** buttons
- **Supplier List** – **New**, **Delete**, **Order**, **Export**, **Import** buttons
- **Payment Processing** – **New**, **Confirm Cheque Printing** buttons
- **Cheque Run** – **Confirm Printing**, **Cancel Cheque** buttons
- **BACS Run** – **Cancel BACS Run**, **Cancel Payment** buttons
- **Card Payment Run** – **Cancel Payment** buttons
- **Accounts Payable Invoices** – **New**, **Authorise**, **Cancel/Credit**, **BACS Run**, **Cheque Run**, **Card Payment** buttons
- **Deliveries** – **Add Delivery**, **Delete** buttons
- **Auto Reconciliation** – **Import File** button
- **Individual Salary Payment** – **Add Payment**, **Delete Payment**, **Save**, **Save & Post**, **Add/Edit Contract**, **Remove Contract** buttons
- **Central Manual Reconciliation** – **Reconcile** button
- **Central Payments and Receipts** – **Add payment**, **Add Receipt** button
- **Central Authorisation** – **Process** button

New Journal Browser option added

Modules > Finance > Staffing > Individual Salary Payment

Two new radio buttons have been added allowing a **Salary Payment** to be made or a **Salary payment reduction (corrections),** which will allow a negative amount to be entered, denoted by the **–** minus sign..



Close Financial Year Process update

Modules > Finance > Routines > Close Financial Year Process

The **Preliminary Close** button is currently disabled once period 12 (last **User** created period) is closed. This has now been changed and will remain enabled as the **User** may need to run it again to update the **Opening Balances** for the **New Year** before they are ready to do a final close.

VAT Reconciliation Report update

Reports > Finance > VAT Reporting

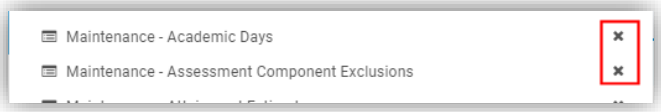
The **VAT Reconciliation** report can now be created for new periods on the **126** and **Submittal** basis when the **Confirm** reports of these are on different periods.

Framework

Option to Remove Favourites added

Favourites > My Favourites

Favourites can now be **Deleted** by clicking on the **X** to the right.



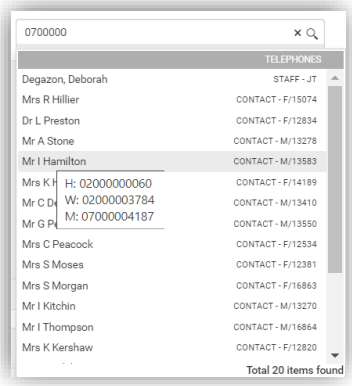
Note: There is no **Confirmation**, clicking the **X** will remove the **Favourite** immediately.

Global Search updated

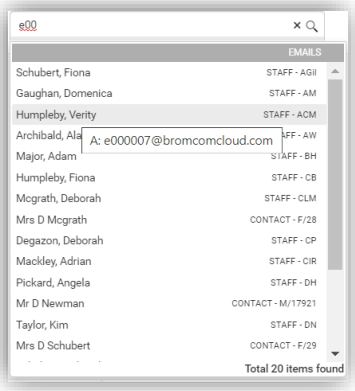
Global Search

The **Global Search** option found in the **Toolbar** at the top of any page, has been updated to expand the search criteria, which now includes, **Telephone Number**, **email**, **Address**, **Student Contacts**, **Student Siblings**, **Student Admission Number**, **UPN**, **Car Registration** and **Staff Code**.

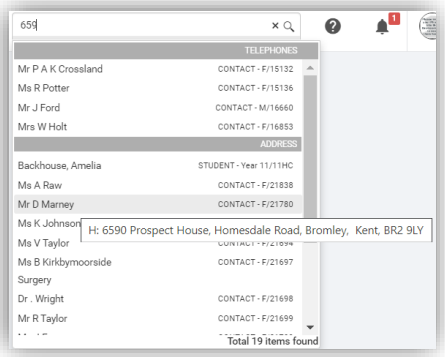
Type in the **Global Search** box, the more characters entered the more defined the search. For some of the searches the **email**, **Address** etc., the actual result will not be displayed unless you mouseover the results, then click to open.



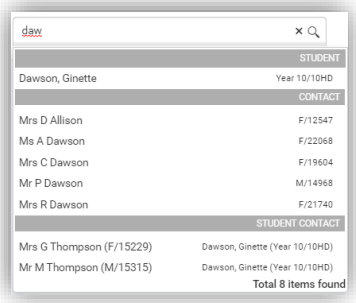
Telephone



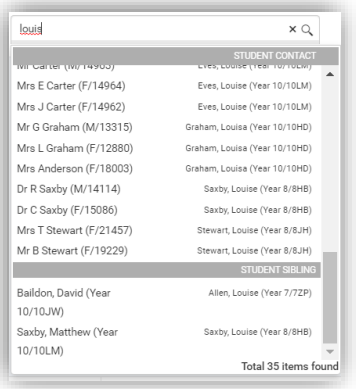
email



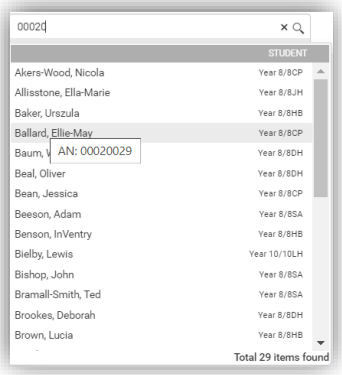
Address



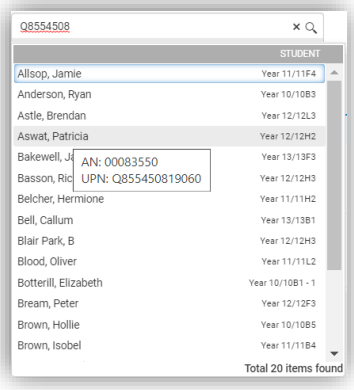
Contact



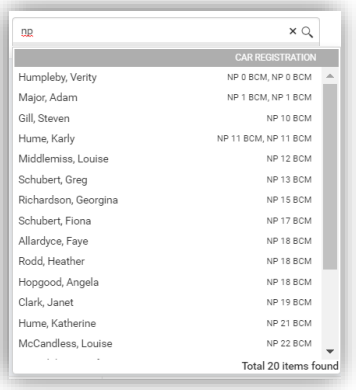
Student Sibling



Admission Number



UPN



Car Registration

Staff Code

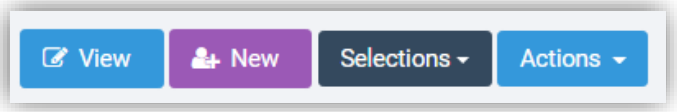
List pages updated

Students, Staff, Groups, Others

The **List pages** have been updated, relocating the **Coloured Buttons** that were on the right of the page and the **Search Filter** options that were on the left, giving a larger view of the page.

The **Export List to Excel**, **Add/Remove Additional Columns** and the **Photo View** options remain the same.

The **Name Search** option that was in the **Filters** section has been moved onto the main pages and for **Groups** a **Group Type** dropdown list that was also in the **Filters** has been added as well.

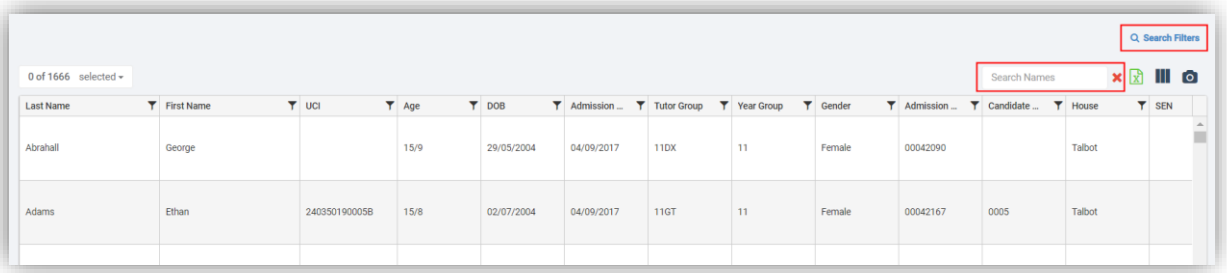


The buttons along the top contain the rest of the options, the first three buttons, **View**, **New** and **Selections** are the same for each **List** type only the **Actions** will be different.

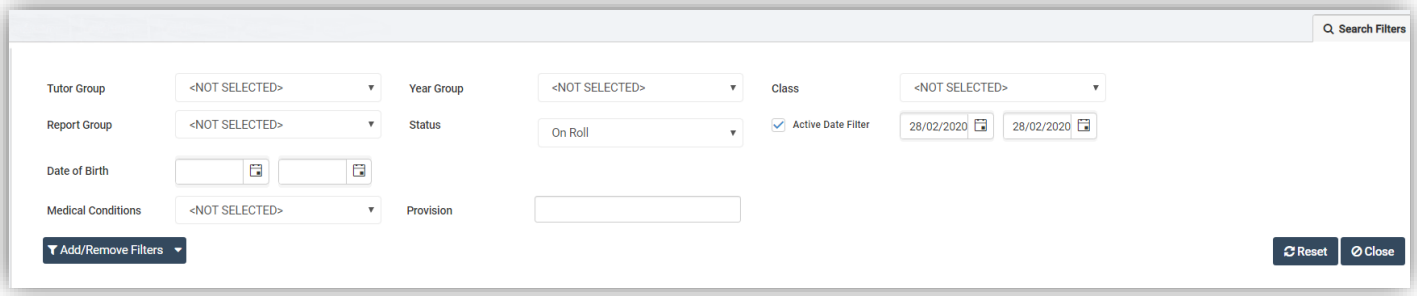
- **View** = will open the **View Details** for the selected **Students**, **Staff**, **Groups** or **Others**
- **New** = will open the page to add a new **Student**, **Staff Member**, **Group** or **Other** person
- **Selections** = will give the option to **Select All**, **Remove All**, **Save to Selections List**, **Select Last** or **Show Selected List**
- **Actions** = will give a dropdown list of options that were previously displayed as buttons on the right

The functionality of each of these options remains the same as before.

On the **Student List** type the **Student Name** in the **Name Search** box for a quick search for that **Student**.



Click on the **Search Filters** option to set **Filter** criteria, this remains the same as before. Use the **Add/Remove Filters** option to **Add** or **Remove Filters** from this panel.



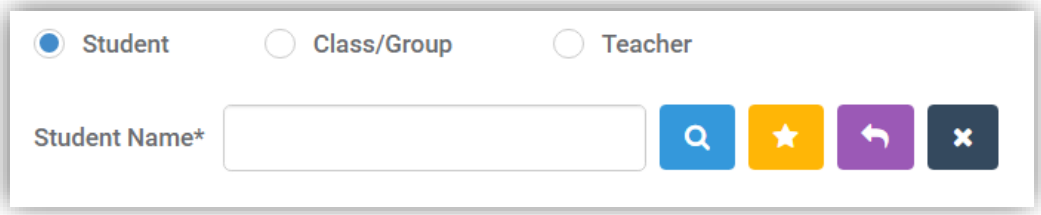
The **Staff**, **Groups** and **Other Lists** have also been updated in the same way.

Note: The **Actions** dropdown list and the **Search Filters** will be unique for each **List**.

Selectors updated

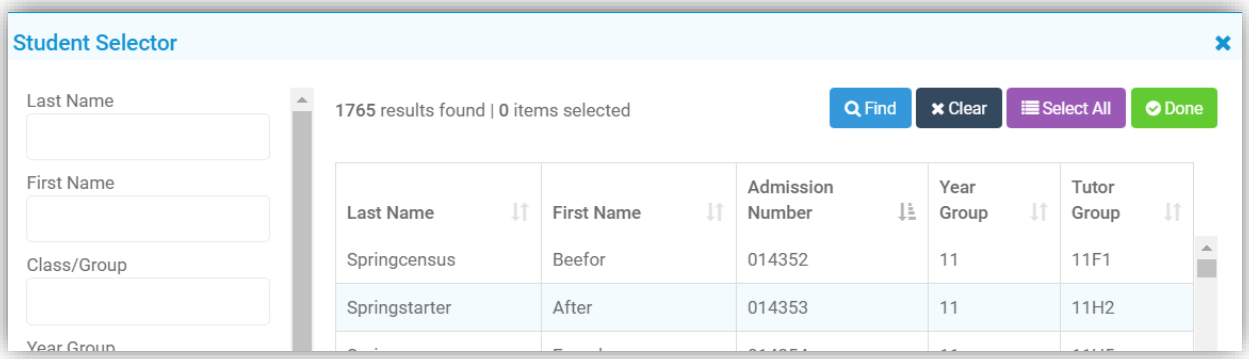
All

The **Selector** option on the new pages has been updated.

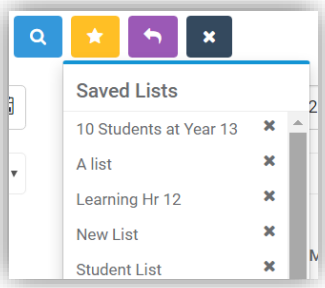


When using the **Selector** for the first time only two icons will be displayed the blue **Find** icon and the black **Clear** icon. If you have previously saved a **List** to **Favourites** the yellow **Saved Selection Lists** will also be displayed and once you make a selection the purple **Select Last** icon will display.

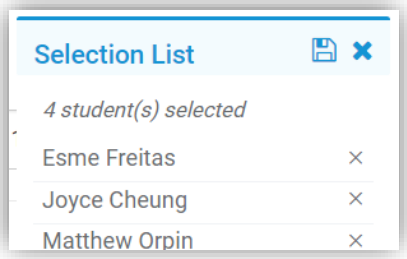
Clicking on the **Find** icon will open the **Selection List** which remains the same as previously.



Clicking on the yellow **Saved Selection Lists** icon will display a dropdown list showing **Lists** that have previously been saved to **Favourites**.



Clicking on the **Select Last** icon will display the last section made for that criteria, which as previously can be saved to Favourites, deleted in full or individually.



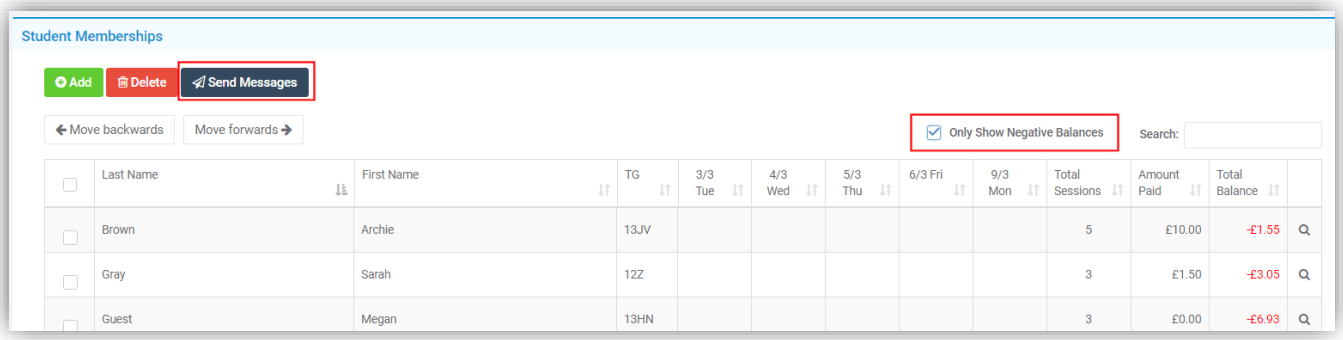
Clicking on the **Clear Last** icon will clear the currently selected **List**.

MCAS [Admin]

General Club Additions

Groups > Clubs > Memberships

For **Clubs** with a **Running Balance** a new tick box **Only Show Negative Balances** has been added.



A new button **Send Messages** has also been added, selecting one or more **Students** and clicking the **Send Messages** button will open the **Send SMS & Emails** page, where the **Message** can be added for the **Recipients** of the selected **Students**. Two new **Dynamic Fields** have been added, **Student Dinner Balance** and **Student Wraparound Care Club Balance** that can be used for the **Message**, for example.

To, [RecipientFullName]

Dinners Balance for [StudentFullName] is £[StudentDinnerBalance]

Running Club Total Balance for [StudentFullName] is £[StudentWraparoundCareClubBalance]

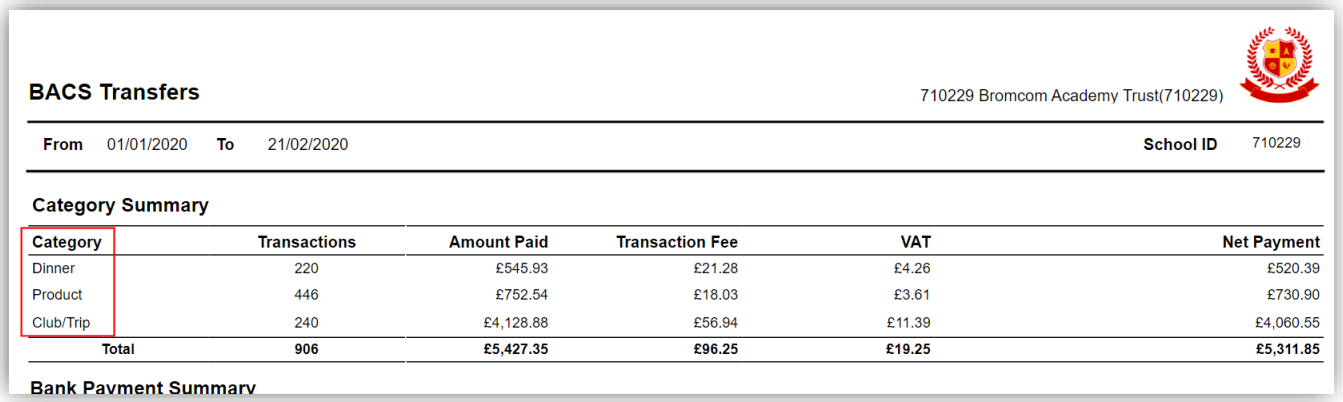
from

[SchoolName]

BACS Report Updated

Reports > MyChildAtSchool > BACS Transfers

The **Category** is now broken down to show **Transaction** by **Product**.



BACS Transfers 710229 Bromcom Academy Trust(710229)

From 01/01/2020 **To** 21/02/2020 **School ID** 710229

Category Summary

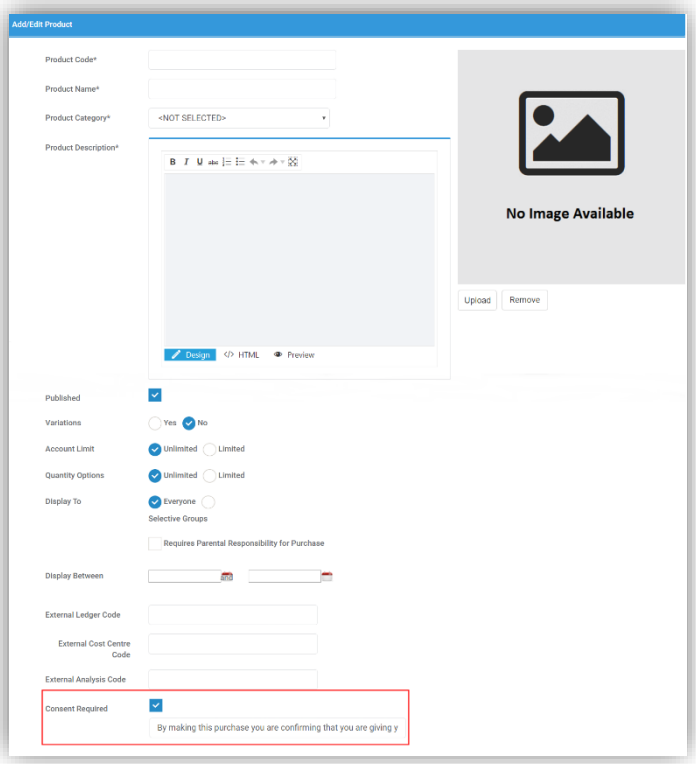
Category	Transactions	Amount Paid	Transaction Fee	VAT	Net Payment
Dinner	220	£545.93	£21.28	£4.26	£520.39
Product	446	£752.54	£18.03	£3.61	£730.90
Club/Trip	240	£4,128.88	£56.94	£11.39	£4,060.55
Total	**906**	**£5,427.35**	**£96.25**	**£19.25**	**£5,311.85**

Bank Payment Summary

New option Consent Required added

Modules > MyChildAtSchool > Online Payment > Products

A new tick box option **Consent Required** has been added, when ticked it displays a default message **By making this purchase you are confirming that you are giving your consent**, this message can be changed.

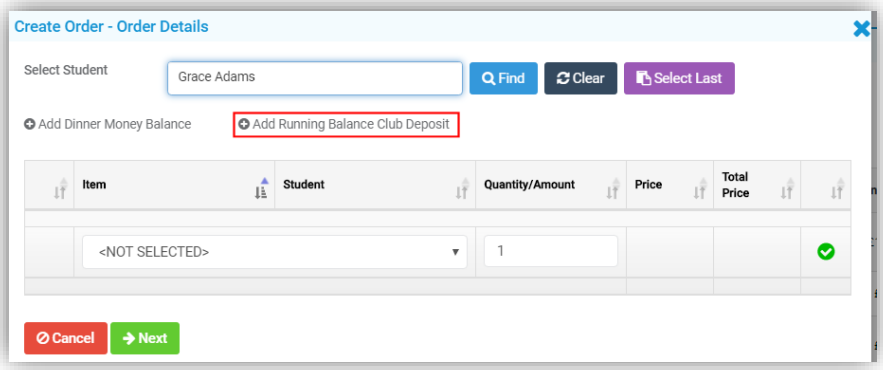


Parents using the **MCAS Parent Portal** will see the message in a pop up and will be asked to confirm the purchase.

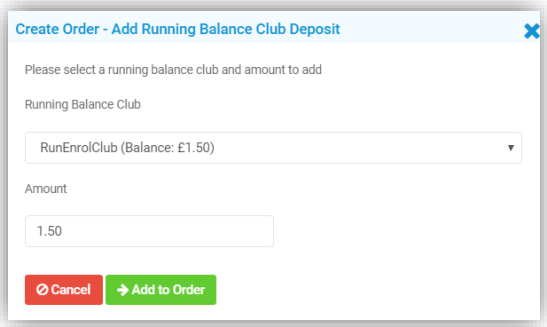
Create Order option updated

Modules > MyChildAtSchool > Online Payment > View Orders > Create Orders

The **Create Orders** option has been updated to allow payments to be taken for **Running Balances** in the same way as **Dinner Money** payments are taken.



When selecting a **Student** who has an outstanding **Running Balance** the **Add Running Balance Club Deposit** option will be displayed. To make a payment click on this option.



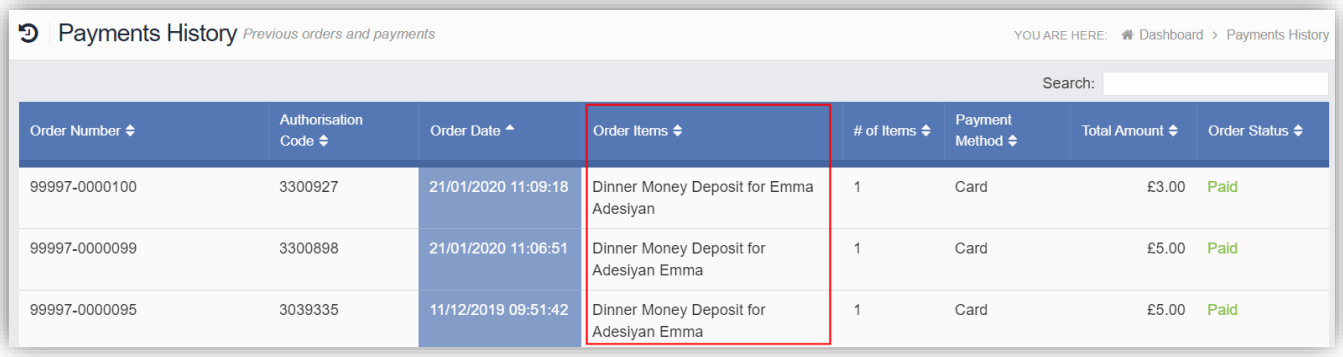
Enter the **Amount** to be paid and select the **Add to Order** button, this will now be added to the **Order** details and can be paid in the normal way.

MCAS [Parent Portal]

Payments History Updated

Account > Payments History

A new column **Order Items** has been added to the page, removing the need to click on the item to see what was actually ordered.

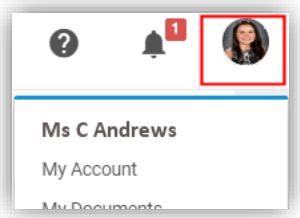


Order Number	Authorisation Code	Order Date	Order Items	# of Items	Payment Method	Total Amount	Order Status
99997-0000100	3300927	21/01/2020 11:09:18	Dinner Money Deposit for Emma Adesiyan	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	Dinner Money Deposit for Adesiyan Emma	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019 09:51:42	Dinner Money Deposit for Adesiyan Emma	1	Card	£5.00	Paid

Profile

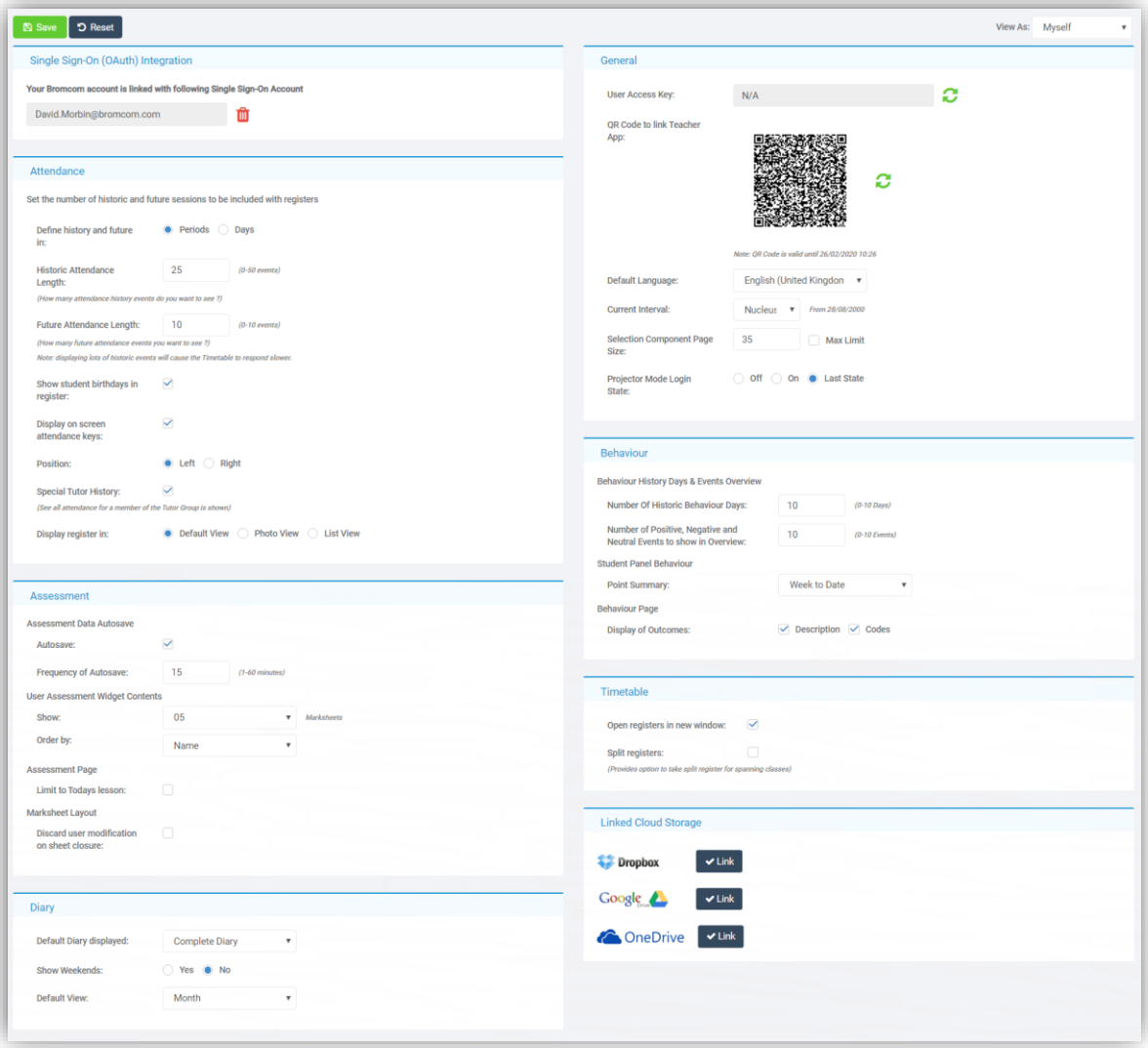
Changes made to User Profile Menu

Some parts of the **User Profile Menu** content have been updated with a new look, click on the **User Image** to access the menu.



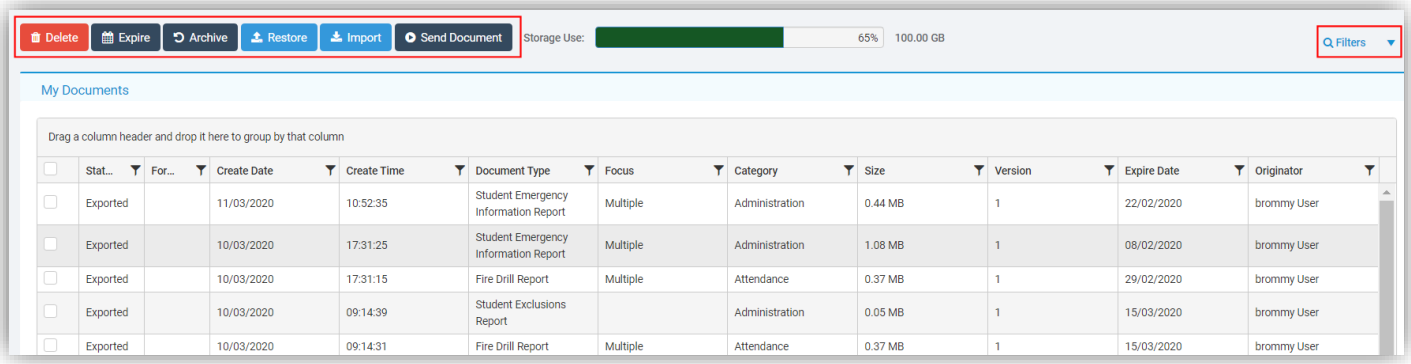
My Account

This page retains the 8 sections, **Single Sign-on (OAuth) integration**, **General**, **Attendance**, **Behaviour**, **Assessment**, **Timetable**, **Diary** and **Linked Cloud Storage**. The functionality for each section remains the same with the exception of **General** where the **Default Printer** and **Default Paper Size** option have been removed.

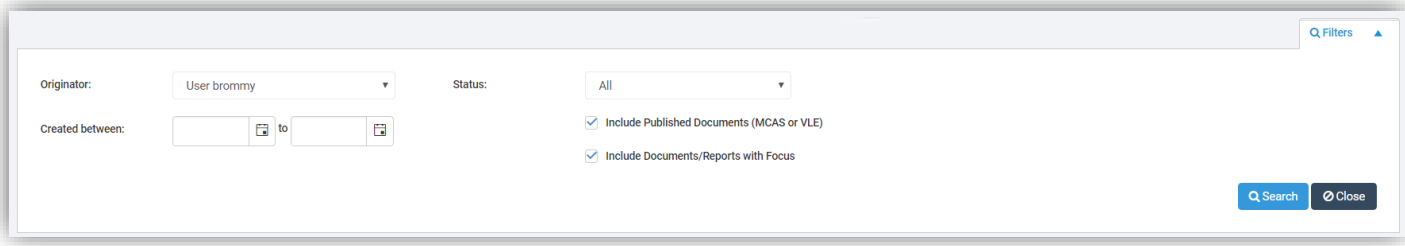


My Documents

The look of the page has been updated, the functionality remains the same.



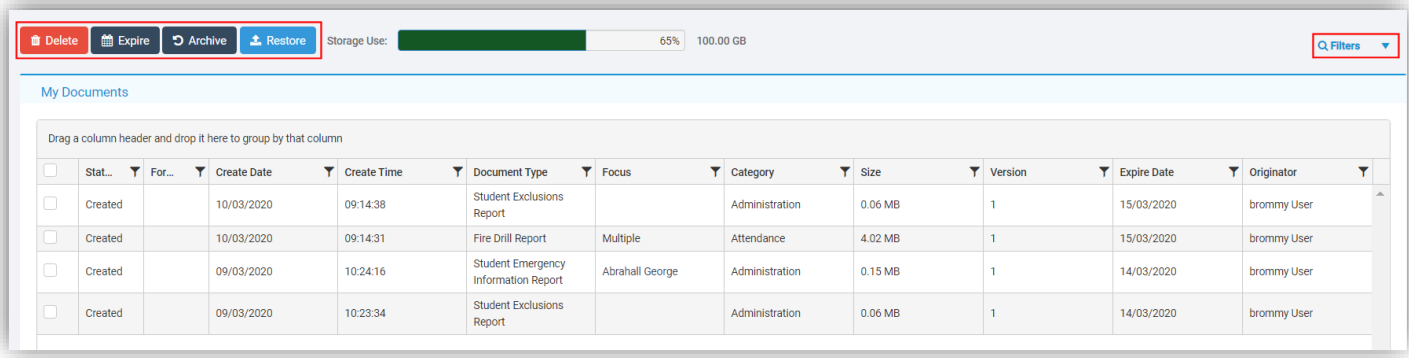
The **Filter** options that were at the top of the page have been moved into a separate section. Click on the **Filters** option at the top right of the page to open, the **Filters** remain the same as before.



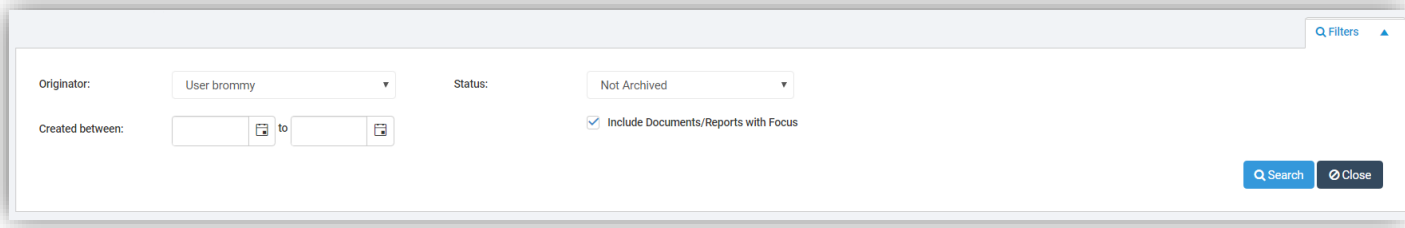
You can also **Right Click** on a **Document** to **Delete**, **Archive**, **View** or **Send Document**.

My Reports

The look of the page has been updated, the functionality remains the same.

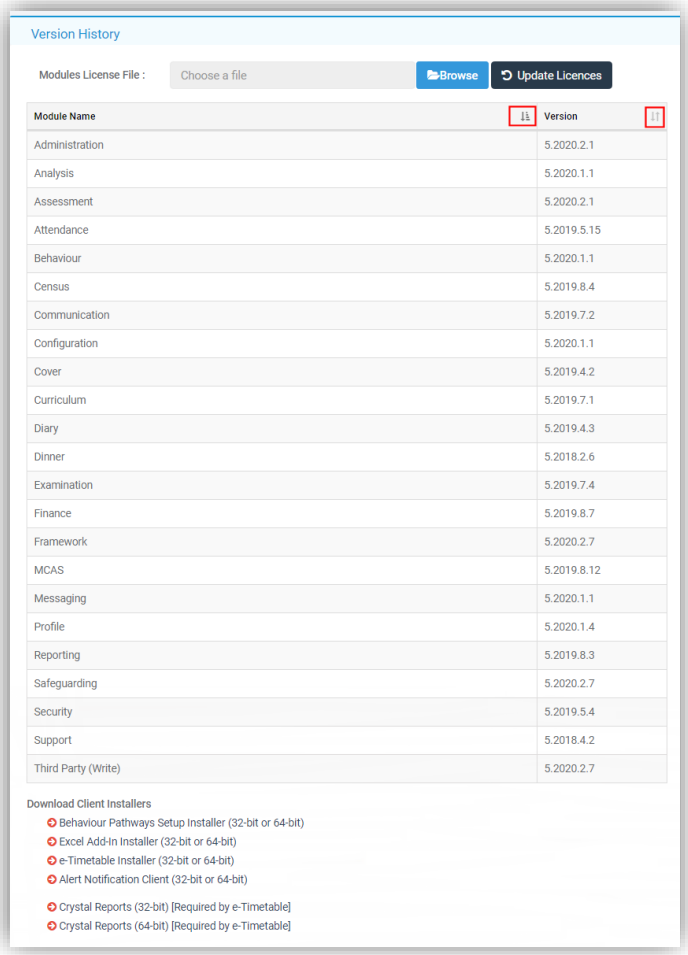


The **Filter** options that were at the top of the page have been moved into a separate section. Click on the **Filters** option at the top right of the page to open, the **Filters** remain the same as before.



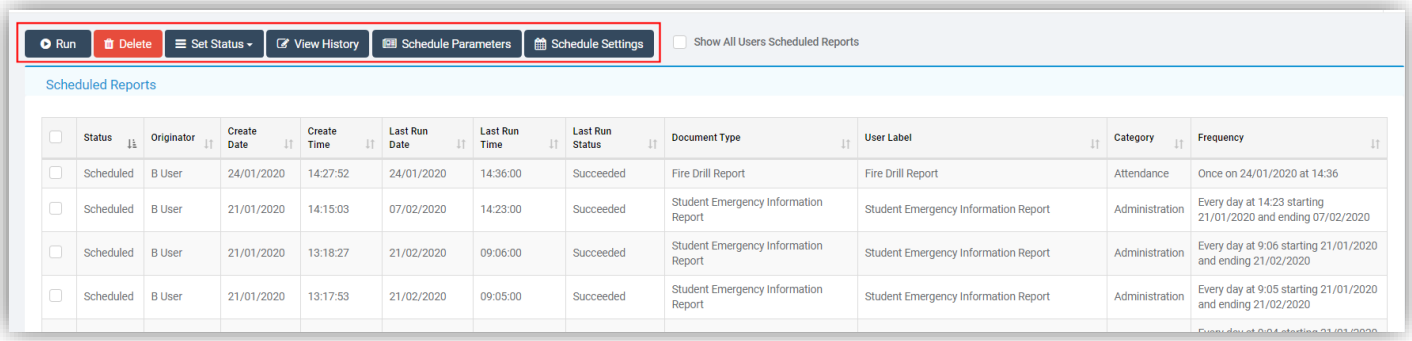
Versions

Communication is now visible and the option to order the columns has been made more obvious, the functionality remains the same.



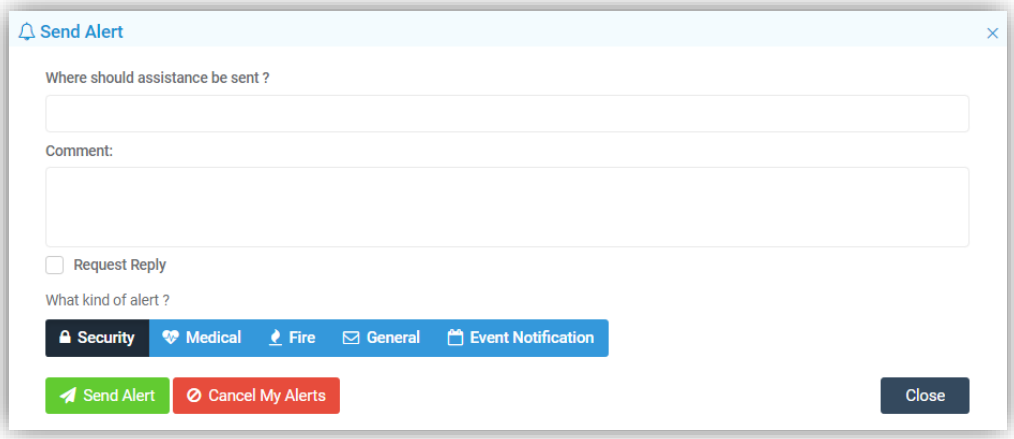
Scheduled Reports

The look of the page has been updated and 6 new buttons added for additional actions. The buttons replace the **Right Click Menu** actions that were previously available.



Send Alert

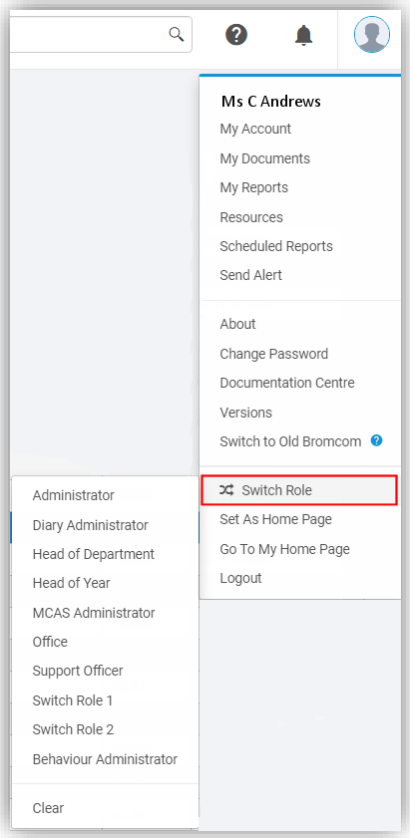
The functionality of the page remains the same.



Option to Swap Roles added

As a **User** you may have more than one **User Role**, the option to **Swap** between these without having to logout and back in again has been added. This option will only be displayed if you have more than one **User Role**. Click on the Clear option to return to original **Role**.

Note: If **Administrators** add themselves to all **Roles** they will be able to switch and see the **Permissions** they have given to that **Role** without requiring a separate log in.



The other options under the **User Profile Menu** remain the same.

Setup

Improvement to Auditing

Config > Setup > System Logs

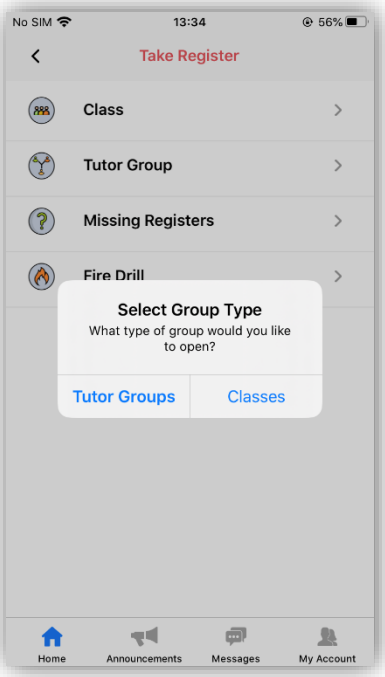
Auditing has been updated to include updated options in the new look pages, these include **Assessment**, **Exams**, **Diary** and **Cover**.

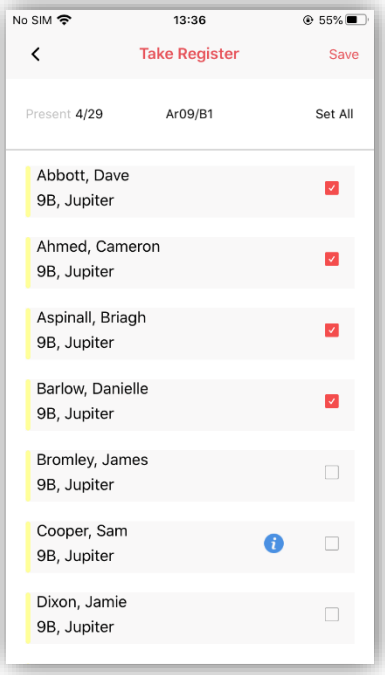
Teacher App

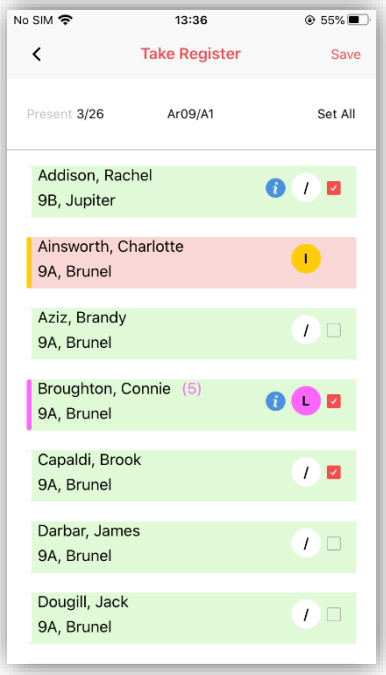
Additions to Fire Drill

Take a Register > Fire Drill

The **Fire Drill** option has been updated and can now be taken for a **Tutor Group** or a **Class**. Select the **Group Type**, an **untaken Register** will show uncoloured a taken **Register** will show red for absent and green for present, the present students can be ticked to confirm they are there. The saved **Fire Drill** will remain on the device locally until the end of the day.







Resolved Issues

Administration

Reference(s)	Affected Area(s)	Issue Description
CAS-118212-S6D2T9 **CAS-123656-P0G9Q1**	Students	When the Age column was added and ordered it was ordering by number not age
CAS-121821-V7R9T0	Reports > Administration > School Summary Report	Report was timing out when run for the whole school
CAS-124331-H9L3K1	Students	There was an issue Importing Emails via Manual Data Import/Export
CAS-122158-F6J4W2	Students	There was an issue on the Global Search with an apostrophe in the name
CAS-120731-M4X2Y5	Config > Administration > User Defined Flags	The letter A was displayed after by default after creating a new UDF with another letter which was confusing
CAS-120513-D0L7L7 **CAS-121584-N1T5M4**	Students > View Student Details > Previous Schools	Hen editing a previous school record, it was replacing the record and not adding a new one
CAS-121821-V7R9T0 **CAS-121068-Z7J6M5**	Reports > Administration > school Summary Report	Was timing out when run
CAS-120978-L1Z5G1	Config > Administration > Lookup Tables	Absence code for SIC was not displaying the illness dropdown was not displaying
CAS-121355-S0S9F4	Reports > Administration > School Summary Report	Was displaying Exclusions outside of the date range
CAS-120689-D0J0B8	Students > CTF Export	The file name when using LA was incorrect
CAS-120659-S8N6M4	Students > Student Details > exclusions	Exclusion Notes were not saving
CAS-120501-R6Q8D1	Staff > Staff Details > Absences	Absence Records were displaying as N/A

Analysis

Reference(s)	Affected Area(s)	Issue Description
CAS-71609-F6P1S0	Analysis > Headline Figures	A KS4 Subject was missing
CAS-108491-Y9L5T5 **CAS-121347-F2T8R5** **CAS-108491-Y9L5T5**	Analysis > Headline Figures	When run for KS5 the KS% QAN points were missing for 2019
CAS-121932-P2Y8B8 **CAS-122790-G2T6V7** **CAS-122055-C1F9M6** **CAS-122065-S0M1B4**	Analysis > Analysis > Attendance	Was not displaying Late Attendance on the graph
CAS-117855-C0F8J6	Analysis > Analysis > Headline Figures > Assessment	Attainment 8 calculation is including Psychology as an EBACC subject but it was not included despite being in the Science subject Group

Assessment

Reference(s)	Affected Area(s)	Issue Description
CAS-121667-D0P3S2	Assessment > Assessment Routines > Assessment Components	Assessment Type by Name had been restricted to 50 characters
CAS-123337-F3T4Z5	Assessment > Primary Tracker > Early Years Assessment sheets	Under the Subject Mathematics, the topics for Shape, Space & Measure were missing and under the Subject Understanding the World, the topics for People & Communities were missing
CAS-122177-W4G3F7	Config > Assessment > Standardised Assessment Sheets	Page was not loading
CAS-121573-S4P9F1	Assessment > Bulk Result Deletion	Was asking for Yes or No Confirmation, this should have been OK or Cancel
CAS-116134-M6N0K7	Reports > Assessment > Assessment > View Grades by Subject	The Interval and Active/Inactive selectors were not displaying

Attendance

Reference(s)	Affected Area(s)	Issue Description
CAS-121874-S5D4D3	Config > Attendance > Register Update Parameters	Was saying MirrorAM instead of MirrorPM when PM was selected

Behaviour

Reference(s)	Affected Area(s)	Issue Description
CAS-121839-W1L1C0 **CAS-121793-S3F1P7** **CAS-121923-N0D5J0** **CAS-122715-K8X6S7**	Behaviour > Detention Review	Page was not loading if a subject with a very long name more than 40 characters, had been used
CAS-118216-Q1D8G7	Behaviour > Maintenance > Event Alerts	Behaviour Event Alerts were not saving
CAS-123375-H9S3S7	Behaviour > Behaviour > Automated Events	The Automated Event Parameters were not saving
CAS-122012-D3H5B7	Behaviour > Behaviour > Automated Events	Behaviour Events were not saving

Cover

Reference(s)	Affected Area(s)	Issue Description
CAS-119473-W5W0V2	Cover > Arrange Cover	Room Allocation for Leaver Staff was not updated on the Arrange Cover page
CAS-121751-F5H2Y5	Cover > Maintenance > Configurations > Duty Code	Duty Code colours were not displaying in the Arrange Cover Staff Timetables

Curriculum

Reference(s)	Affected Area(s)	Issue Description
CAS-121440-V0C5C1	Curriculum > Curriculum > Staff Timetabling	There was an error on the page
CAS-121837-S3C3P0	Groups Withdrawal Groups	When a large number of withdrawal periods were used for one student the page was not loading
CAS-115758-M0K2B8	Groups > Teaching Classes	Transferring a Main Teacher association to another member of staff that already has a teacher record in the group was causing clashing associated staff records
CAS-71504-Q3H6F8	Curriculum > Curriculum > Student Class Assignment	Was not able to copy a student timetable to another student via Student Class Assignment

Dashboard

Reference(s)	Affected Area(s)	Issue Description
CAS-119171-G0W9Q5	Attendance Dashboard	Attendance Percentages were not displaying correctly on the Absence Graph
CAS-117507-D1G3J7	Insight > Behaviour	Was not displaying the assigned colours

Diary

Reference(s)	Affected Area(s)	Issue Description
CAS-123410-V7N2F1	Diary > School Diary > New Event	Was not able to save a new Event for Friday
CAS-121360-Q6R5J4	Config > Diary > Configurations	Was not saving changes to the Limit Booking Requests Up To X Days option

Exams

Reference(s)	Affected Area(s)	Issue Description
CAS-117543-X1T0N5	Reports > Exams Seating Plans	Was not exporting to PDF or Excel
CAS-121618-Q1K1F5 **CAS-121898-V0Y6H8** **CAS-124269-G6N4C**	Exams > Routines > Import Basedata	Was not able to import option 8365 Further Mathematics
CAS-120747-D2M9F3	Exams > Routines > Manage Results	Grade options were missing when entering NON-EDI Results
CAS-122162-C4B8D1 **CAS-123663-N2T5K8**	Exams > Routines > Manage Entries	Page was not loading

Finance

Reference(s)	Affected Area(s)	Issue Description
CAS-122565-W5W0X4 **CAS-122567-B9Y3Q1**	Finance > Reports > Cost Centre Transactions	Values were included in the Salaries Header row but not at the bottom of the table making the Actuals incorrect
CAS-119540-N6M6B0	Finance > Staffing > individual Salary Payments	Was unable to Save payments
CAS-120654-W0D1L1	Finance > General Ledger > Journals	Voucher Date was not updating when a Journal was copied
CAS-120460-L2H3J0	Finance > Staffing > Salary Projections	When drilling down through the data the View Actual button was greyed out
CAS-120743-M7P7R1	Finance > Account Receivable > Invoices	Outstanding balance showing incorrect amount when Adding a new receipt for a Customer
CAS-120750-B2Y7H2	Finance > Account Receivable > Invoices	If more than one line was entered for an invoice, the order was only displaying one line

CAS-123015-R2T3R6	Finance > General Ledger > Cost Centre Enquiry	Was not saving when a new Ledger was added
CAS-120806-H9G7H6	Finance > Accounts Payable > Purchase Orders	When a Purchase Order was created with added Lines, but not authorised, then a Document was added the Purchase Order could not be deleted
CAS-124434-V4S6B2 **CAS-124429-K0N9Y7**	Finance > Accounts Receivable > Invoices	Detailed Cost Centre Transaction was showing incorrect actual
CAS-123746-W4D1G1	Finance > General Ledger > Chart of Accounts Enquiry	Was displaying Ledgers that were not valid in the selected year
CAS-122455-T4R6M8	Finance > Routines > Close Financial Year Process	Was creating corrupt Journals
CAS-123739-H7R5H6	Finance > Reports > Ledger Code Transactions	When run for Salaries none of the salary actuals for the manual/automatic reconciliation or the individual salaries were showing in the detail listings
CAS-124270-F1N1L3	Reports > Finance > Aged Debtor Report	Was including cancelled receipts

Groups

Reference(s)	Affected Area(s)	Issue Description
CAS-117372-W7Y2G6	Groups > Club > New Group	When scheduling a session length 2.75 was not accepted as a time duration, as it was unclear that the session time should be entered in minutes not hours
CAS-120423-X5L3J6	Groups > Club > New Group	It was possible to save a club no cost added which caused issues
CAS-117176-Z4S8B5	Groups > Teaching Classes	Was able to select the Staff and Room as the Week Day or Period had to be selected first

MCAS [Parent Portal]

Reference(s)	Affected Area(s)	Issue Description
CAS-122843-J3R2P2	Password Reset	When changing Password it was timing out before the new e-mail had been received
CAS-122462-V6S9N2	Parents Evening	Was listing all class subjects and not just the scope of the evening which was year based
CAS-122582-V0H6R5	Parents Evening	Booing could be made for teachers who do not teach that student

Reporting

Reference(s)	Affected Area(s)	Issue Description
CAS-120845-R0R0B1	Ad-hoc Reporting	Interventions was not displaying in report
CAS-118028-Q7T0L9	Report List	When ordering using Created Date, Last modified Date or Last Run Date, it was ordering by text and not date
CAS-122741-G6Q6D6	Ad-hoc Reporting	Typo under the Student Class Attendance Percentage i missing from Including
CAS-121559-P3G0C3	Reports >Adhoc > Design New Report	The Report Domains were displayed over 2 lines select one and they were displaying on one line