

CFR Assistant Course Outline

Consistent Financial Reporting – how do you measure up?

Since 2002, all schools have been required to submit an annual CFR return to the DfES via their LEA. However, at RM School Management Solutions, we believe that submitting the return is only the beginning. Whilst an accurate and timely submission is very important, the RM CFR Assistant embraces fully the essence of this financial management initiative, allowing schools to take full advantage of benchmarking tools that will help them not only in daily management, but also to plan and budget confidently for the future. Increasingly, this CFR format is becoming an accepted standard for reporting between schools and their Local Authority.

This course will be delivered by one of our finance training professionals, possessing many years of experience empowering customers to get the very best from our MIS financial software. As they have already encountered the queries you are likely to raise, they are equipped to share their experience and practical solutions.

What's Covered?

- Introduction to Consistent Financial Reporting
- Establishing the Financial Data Source
- Matching Accounting Structures to CFR Headings
- Transferring financial information onto CFR headings
- Data Management
- Submitting the DfES Return
- Reporting Features
- Exploring Utilities & System Preferences

Course Benefits

Expounding on the latest DfES guidance and statutory changes that will impact upon the completion of the CFR return.

Empowering delegates to utilise all the system functions and reports available within CFR to most effectively submit an accurate electronic return.

Understanding the principles of benchmarking and being able to compare your school's own budget strategy against those of similar schools, both at local and national level.

Providing reassurance as to how much of what you're already doing fits into the new national framework for CFR.

Helping schools and governing bodies to manage their resources in the most efficient and well-informed way.

Who Should Attend ?

Primarily, the course is aimed at school bursars and finance officers who are completely new to the product or who have had only limited experience of working with it. Whilst a formalised financial background is not essential, familiarity with accounting concepts is assumed.

The course is also highly relevant to local support and training teams who will be offering bursary/technical services to schools and colleges on the RM CFR Assistant.

Everyone considering the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite.

Course Outline

Introduction to Consistent Financial Reporting –

- Outlining the DfES reporting framework
- Discussion of submission deadlines
- Checklist of school tasks
- Highlighting best practice

Establishing the Financial Data Source –

- Permitted data structures
- Setting up the data bank
- Mechanics of data retrieval – data collection

Matching Accounting Structures to CFR Headings –

- Defining an import map configuration
- Exploring code mapping options: one-to-one, many-to-one, many-to-many and by percentage
- Importing/Exporting configuration files
- Performing diagnostic checks on data validity

Transferring financial information onto CFR headings –

- Exploring the manual entry facilities
- Importing financial records directly from the data bank
- Importing existing XML CFR returns

Data Management –

- Trapping Errors and Queries
- Identifying questionable values
- Utilising the electronic memo function
- Accessing Contextual Help
- Cross-validation of CFR totals against school accounts

Submitting the DfES Return –

- Producing an interim CFR extract file
- Responsibilities of electronic signatory
- Producing a final CFR extract file

Reporting Features –

- Comparative/Benchmark reporting
- Analysis (per capita) reporting
- CFR snapshot – summative reporting
- Exploring on-line links with DfES data stores

Exploring Utilities & System Preferences –

- Introducing Administrator tools
- Archiving data and performing a year end
- Setting up local/national benchmarks
- System Security
- Customising report layouts

Related Courses

CFR links with all financial accounting packages in the marketplace, and particularly with RM Finance and RM Ledger Accounts. To explore all the features of these products we offer specific foundation level courses as well as bespoke courses tailored to your specific needs.

Whatever your training requirements, we are here to help.

Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).