

# HOW TO SAVE TIME AND IMPROVE **YOUR** **FINANCIAL EFFICIENCY**



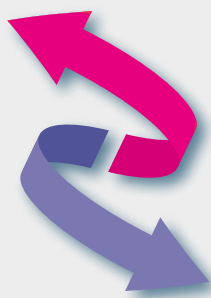
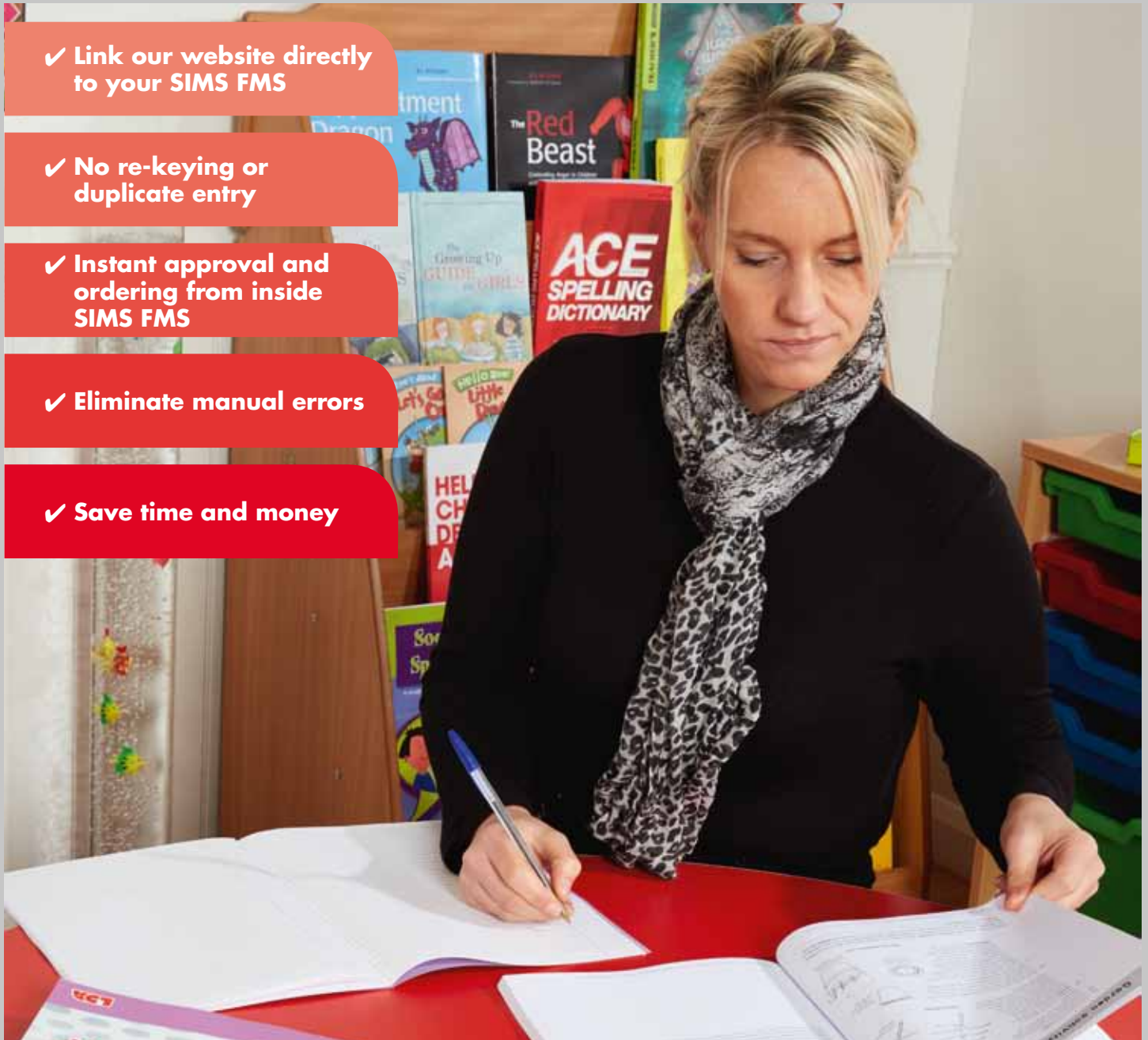
✓ Link our website directly  
to your SIMS FMS

✓ No re-keying or  
duplicate entry

✓ Instant approval and  
ordering from inside  
SIMS FMS

✓ Eliminate manual errors

✓ Save time and money



# WebFMS

## User Guide

# LDA WebFMS

If you are looking to save time and money on your procurement then our WebFMS solution is for you. You simply create an order in our website and import it back into SIMS to get your order authorised, the process is seamless and integration is simple.

This new and efficient way of ordering is free to setup and you can benefit from;

- Faster and more efficient shopping - no rekeying required
- Seamless integration with your SIMS FMS – simple one-off setup
- Fully compliant - providing a complete digital audit trail
- Orders placed immediately following approval
- Access to latest products and prices
- Free delivery available on all orders
- More environmentally friendly - full digital solution means less paper wastage

## HOW IT WORKS



## GETTING STARTED

To setup WebFMS we need to make a couple of simple changes to your account.

Before proceeding with the rest of the guide, **please call 0345 120 4776, or email, [webfms@lda.co.uk](mailto:webfms@lda.co.uk)** and one of our team will activate your account so that you are ready to complete you integration and start saving time on your procurement process.

You will also need the following information:

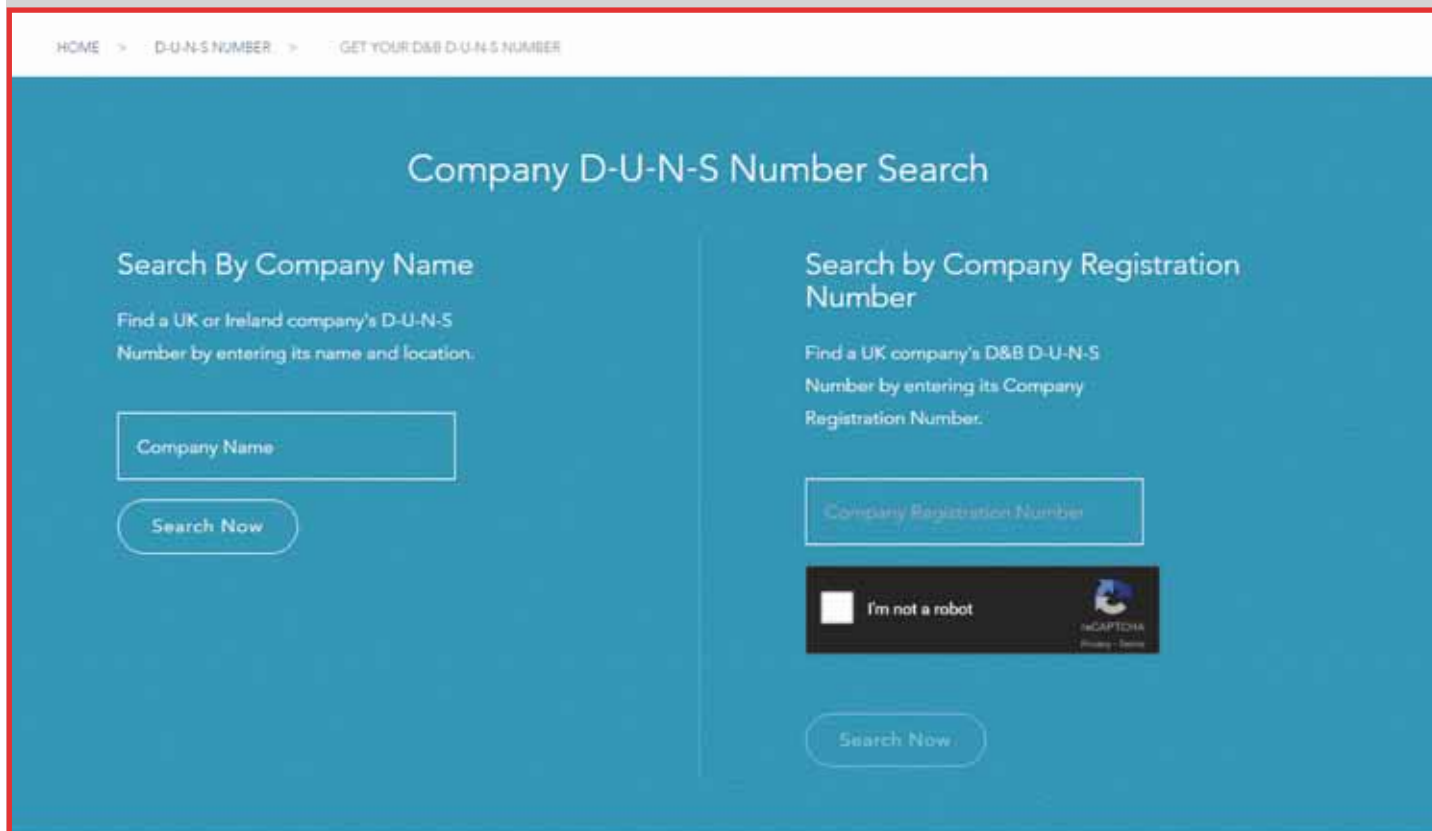
- 1. The email address you use to shop on LDA**
- 2. Your LDA Account Number**
- 3. Your LDA Website Password**
- 4. Your DUNS Number**

You will also need to check the 'Tools > eProcurement' Settings in your SIMS FMS. If this option is greyed out and therefore disabled you will have to contact your SIMS representative to enable it, either at your Local Authority or contact Capita directly.

# FINDING YOUR DUNS NUMBER

If you are unaware what your school's DUNS number is, then you can find it using this handy tool provided by DUN and Bradstreet.

<https://www.dnb.co.uk/duns-number/lookup.html>



The screenshot shows the 'Company D-U-N-S Number Search' interface. At the top, there is a navigation bar with links: 'HOME', 'D-U-N-S NUMBER', and 'GET YOUR D&B D-U-N-S NUMBER'. The main heading is 'Company D-U-N-S Number Search'. Below this, there are two search options. The first is 'Search By Company Name', which includes the instruction 'Find a UK or Ireland company's D-U-N-S Number by entering its name and location.' It features a text input field labeled 'Company Name' and a 'Search Now' button. The second is 'Search by Company Registration Number', which includes the instruction 'Find a UK company's D&B D-U-N-S Number by entering its Company Registration Number.' It features a text input field labeled 'Company Registration Number', a CAPTCHA challenge with the text 'I'm not a robot' and the reCAPTCHA logo, and a 'Search Now' button.

Simply enter your establishment name into the **Search By Company Name search box**. To help the refinement process, you can also add your postcode and postal town.

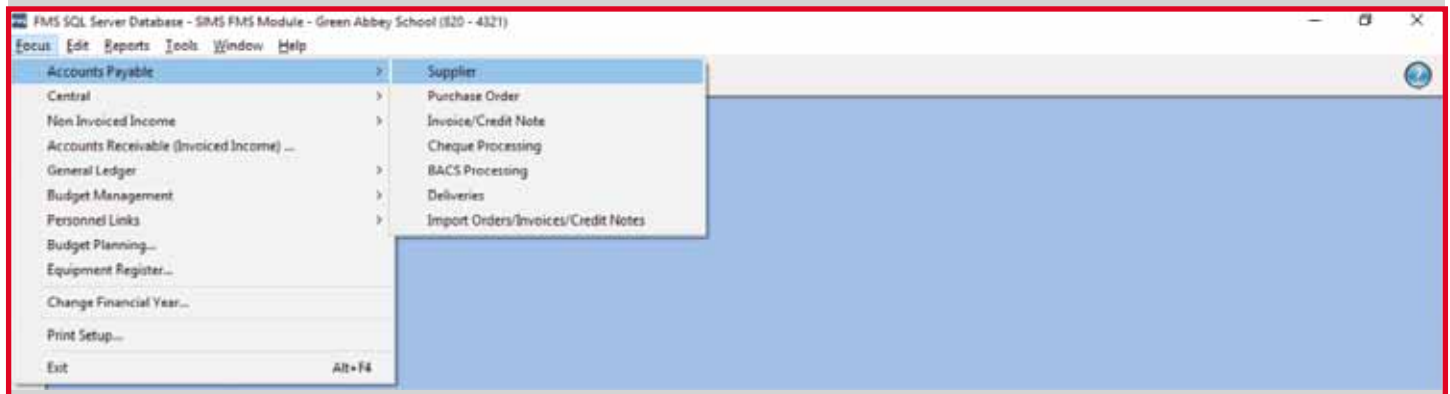
You can also find your DUNS number if you know your company registration number, by using the tool adjacent to Company Name search.


# SETTING UP YOUR FMS

## SECTION A: BASIC SET-UP

### 1. Add LDA as a Supplier

1.1 To set up LDA as a new supplier go to 'Focus > Accounts Payable > Supplier'



1.2 Select the  and enter the below details:

LDA

2 Gregory Street

Hyde, Cheshire

SK14 4TH

VAT Number – GB125688644

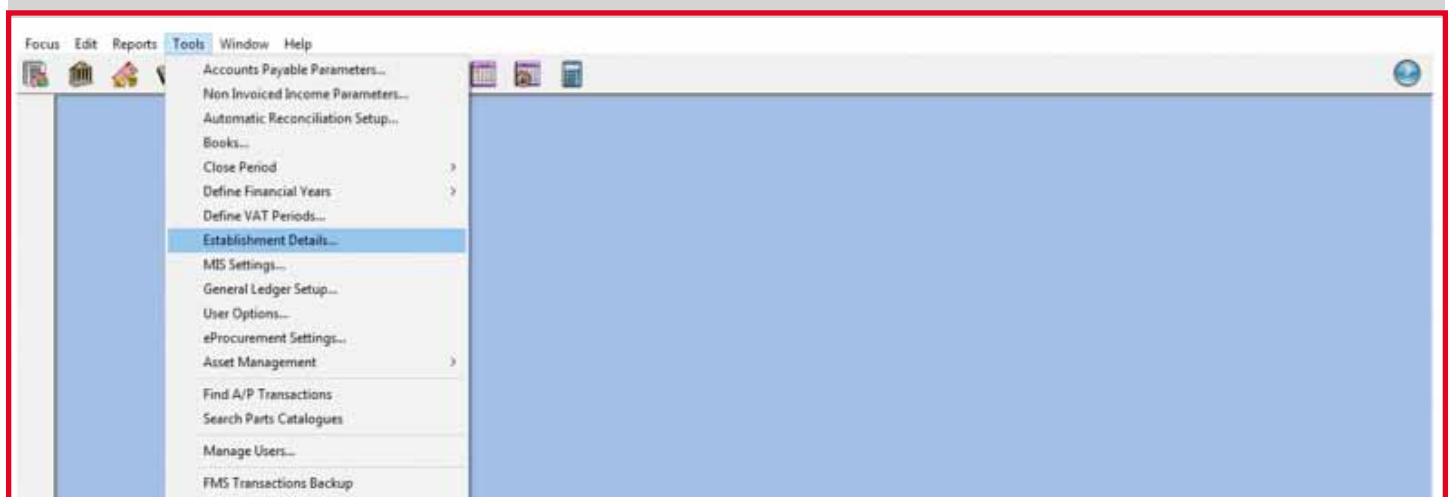
DUNS - 291969855

Telephone – 03451 203 213

Email Address – sales@ldaed.co.uk

### 2. Check your Establishment Details

2.1 Ensure your Establishment details are correct and updated including the DUNS number via section 'Tools > Establishment Details'



**2.2** Check the details held on Tab 1 – Basic Details, including the DUNS number, and edit where necessary.

The screenshot shows the 'Establishment Details' window with the following fields and values:

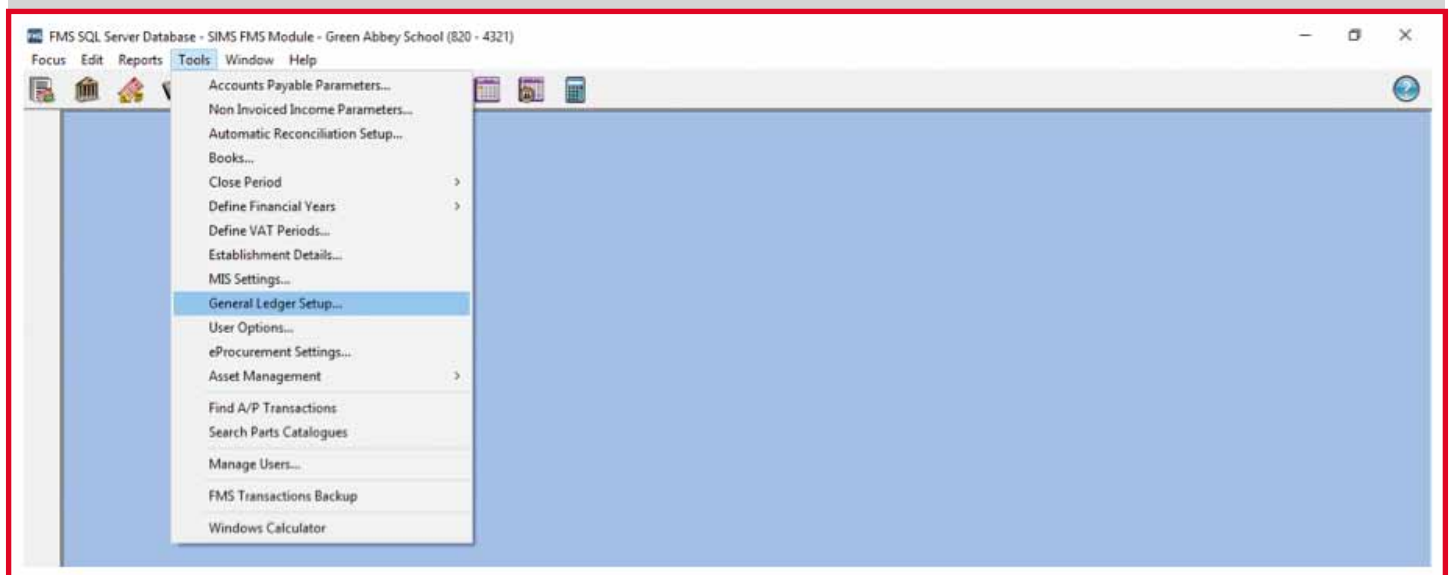
1: Basic Details		2: Logo	3: System Parameters	4: eProcurement
Name	Green Abbey School			
Code	4321	Companies House No.		
LA Code	820	VAT Registration No.		
Borough	Eastshire			
Payable to	Green Abbey School			
Address				
Monkmoor Road				
East Town				
Eastshire				
Postcode				
S12 5AP				
Telephone	01234 838080	Fax	01234 838091	
e-mail				
Unique Identifier				
<input type="radio"/> n/a <input type="radio"/> GLN <input checked="" type="radio"/> DUNS				
542199995				
DeMinimis Value				
1.00				
Save				
Cancel				
Help				

Annotations:

- Select DUNS (points to the DUNS radio button)
- Enter your DUNS Number (points to the DUNS number field)
- Save (points to the Save button)

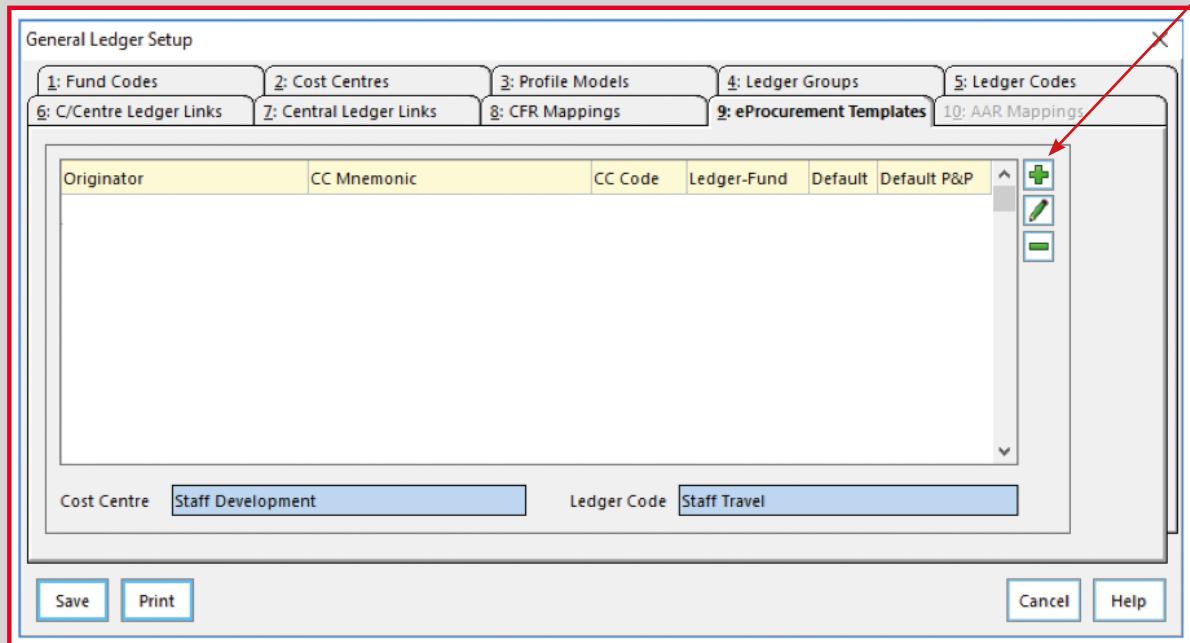
## 3. General Ledger

**3.1** Next set up a general ledger template, this will ensure imported orders are assigned a cost centre and ledger code via 'Tools > General Ledger Setup'



**3.2** Proceed to Tab 9 – 'eProcurement Template' and add a new ledger by clicking the 


Click

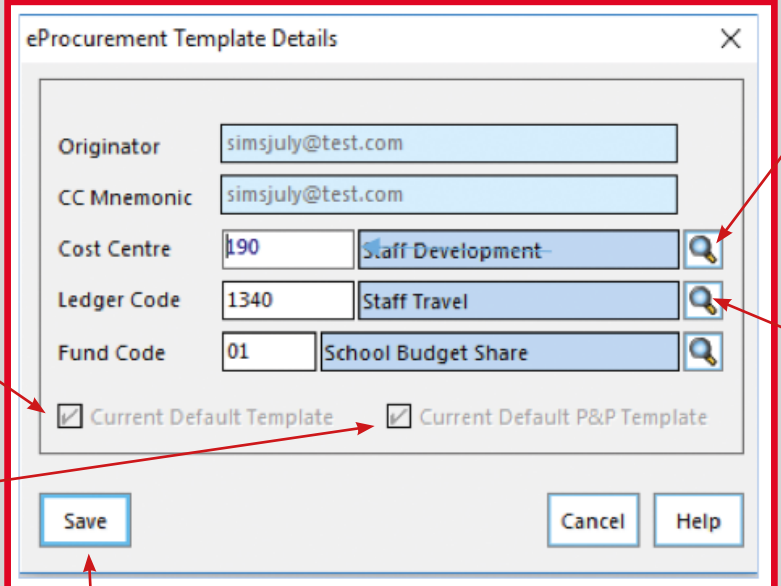


The 'General Ledger Setup' dialog box is shown with the '9: eProcurement Templates' tab selected. The main area contains a table with columns: Originator, CC Mnemonic, CC Code, Ledger-Fund, Default, and Default P&P. A red arrow points to a plus icon in the top right corner of the table area. At the bottom, there are input fields for 'Cost Centre' (containing 'Staff Development') and 'Ledger Code' (containing 'Staff Travel'). Buttons for 'Save', 'Print', 'Cancel', and 'Help' are at the bottom.

**3.3** Next complete the pop up box using the below information for both open fields:

- Originator and CC Mnemonic: This is your email address that you use on the LDA website

**3.4** Then click  next to Cost Centre field and select the default Cost Centre for this template. The cost centre that you choose will depend on your own establishment's preferences and the available types, but in general it will be the category which you most commonly use. Any cost centre and ledger code applied to an incoming order can be amended in your FMS system once the order has been imported.




The 'eProcurement Template Details' dialog box is shown. It contains the following fields and values:


Field	Value
Originator	simsjuly@test.com
CC Mnemonic	simsjuly@test.com
Cost Centre	190 Staff Development
Ledger Code	1340 Staff Travel
Fund Code	01 School Budget Share

Below the fields are two checkboxes: ☒ Current Default Template and ☒ Current Default P&P Template. At the bottom are buttons for 'Save', 'Cancel', and 'Help'. Red arrows point from the text instructions to the magnifying glass icons next to the 'Cost Centre' and 'Ledger Code' fields, and to the 'Save' button.

Tick Current Default Template

Tick Current Default P&P Template

Click  and enter your most frequently used Cost Centre

Click  and enter your most frequently used Ledger Code

Save

3.5 You should now see the following screen:

General Ledger Setup

1: Fund Codes

2: Cost Centres

3: Profile Models

4: Ledger Groups

5: Ledger Codes

6: C/Centre Ledger Links

7: Central Ledger Links

8: CFR Mappings

9: eProcurement Templates

10: AAR Mappings

Originator	CC Mnemonic	CC Code	Ledger-Fund	Default	Default P&P
simsjuly@test.com	simsjuly@test.com	190	1340-01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cost Centre

Staff Development

Ledger Code

Staff Travel

Save

Print

Cancel

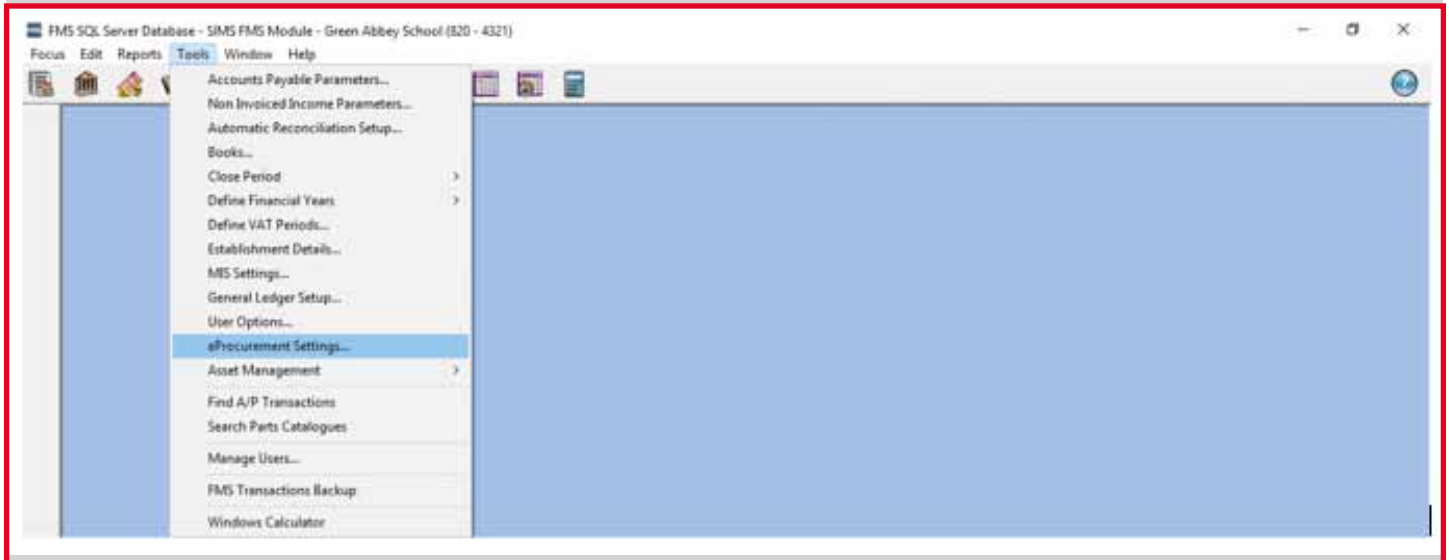
Help

3.6 Press save to complete.




## SECTION B: E-PROCUREMENT SET-UP

**4.1** The next step is to enter the details to connect your SIMS FMS to our LDA website. Go to 'Tools > eProcurement Settings'. If this is greyed out please refer to the 'Getting Started' section of this document to activate the option.



**4.2** If this is editable select  in the WEB SERVICES section to make an addition:

Select 

A screenshot of the 'Settings for eProcurement (Web Services)' dialog box. The 'WEB SERVICES' section contains a table with columns 'Name', 'URL', and 'Active'. To the right of the table are icons for adding (+), editing (pencil), and deleting (-) records. A red arrow points from the text 'Select ' to the add icon. Below the table is a 'Test' button. The 'LINKED SUPPLIERS' section has a 'Looking for' field, a 'Sequence' dropdown (currently set to 'Name'), and a table with columns 'Supplier Name', 'Code', 'DUNs', and 'eOrdering e-mail Address'. The 'GENERAL SETTINGS' section includes 'Default XML Order Book' (set to 'BANK') and 'Establishment DUNs Number' (set to '123456789'). The 'SUPPLIERS' section has 'Import' and 'Export' buttons. The 'INTERNET CONNECTIVITY' section has a checkbox 'I access the Internet through a Proxy Server' which is checked, and a 'Test URL' field containing 'http://www.education.gov.uk/'. At the bottom are 'Save', 'Cancel', and 'Help' buttons.



**4.3** On the pop-up screen you will need to enter the responses below:

The 'Service Details' dialog box contains the following fields and controls:

- Provider Type:** Radio buttons for 'Portal' and 'Supplier'. An arrow points to 'Supplier' with the label 'Select Supplier'.
- Name:** Text field containing 'LDA Learning'. An arrow points to the text with the label 'Select LDA Learning'.
- URL:** Text field containing 'https://webfms.digital/lda.asmx'. An arrow points to the text with the label 'Enter: https://webfms.digital/lda.asmx'.
- Priority:** Text field containing '1'. An arrow points to the text with the label 'Enter 1'.
- User ID:** Text field containing 'username@example.com'. An arrow points to the text with the label 'Enter your LDA website email address'.
- Password:** Password field containing '\*\*\*\*\*'. An arrow points to the text with the label 'Enter your LDA password'.
- Active:** Check box. An arrow points to the box with the label 'Tick Active'.
- Password duration (in days):** Text field containing '9999'. An arrow points to the text with the label 'Enter 999 days'.
- Buttons:** 'Save', 'Cancel', and 'Help'.

An arrow points to the 'Save' button with the label 'Click Save'.

**4.4** Now save these settings and click to Test the connection, directly below the web services box.

The 'WEB SERVICES' section displays a table with the following data:

Name	URL	Active
LDA Learning	https://webfms.digital/lda.asmx	<input type="checkbox"/>

Below the table is a 'Test' button. An arrow points to the button with the label 'Click Test'.

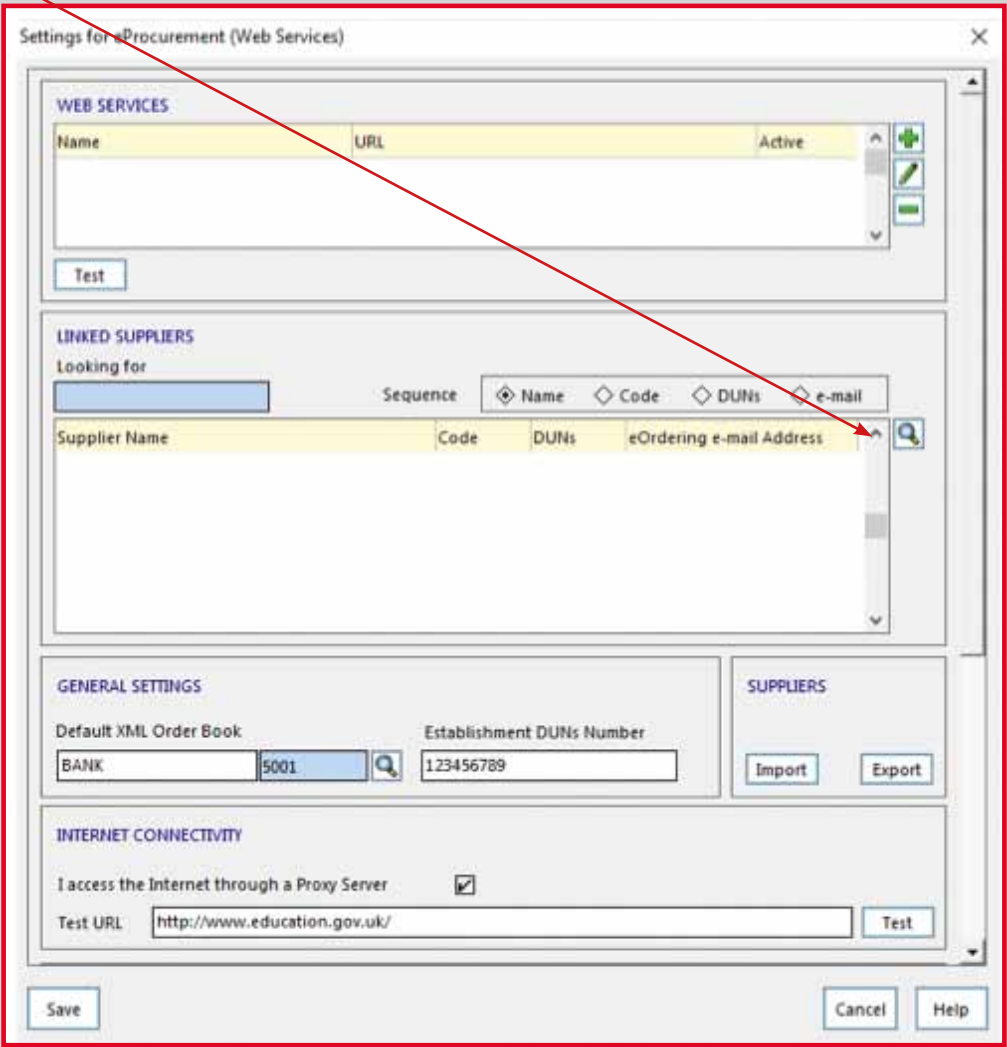
**4.5** If the settings are correct the pop-up below will appear:

The 'Information' dialog box displays the message 'Web Service Connection OK' next to an information icon. An 'OK' button is at the bottom.

In the unlikely event of this showing a failed message, please contact our Support Team on 0345 120 4776.

**4.6** Now that the Web Service is set up, simply choose the one you have just created to link the supplier to the web service.

Select  within Linked Suppliers



Settings for eProcurement (Web Services)

**WEB SERVICES**

Name	URL	Active
------	-----	--------


Test

**LINKED SUPPLIERS**


Looking for:

Sequence: ☒ Name ☐ Code ☐ DUNs ☐ e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
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**GENERAL SETTINGS**

Default XML Order Book:  Establishment DUNs Number:  

**SUPPLIERS**

Import Export

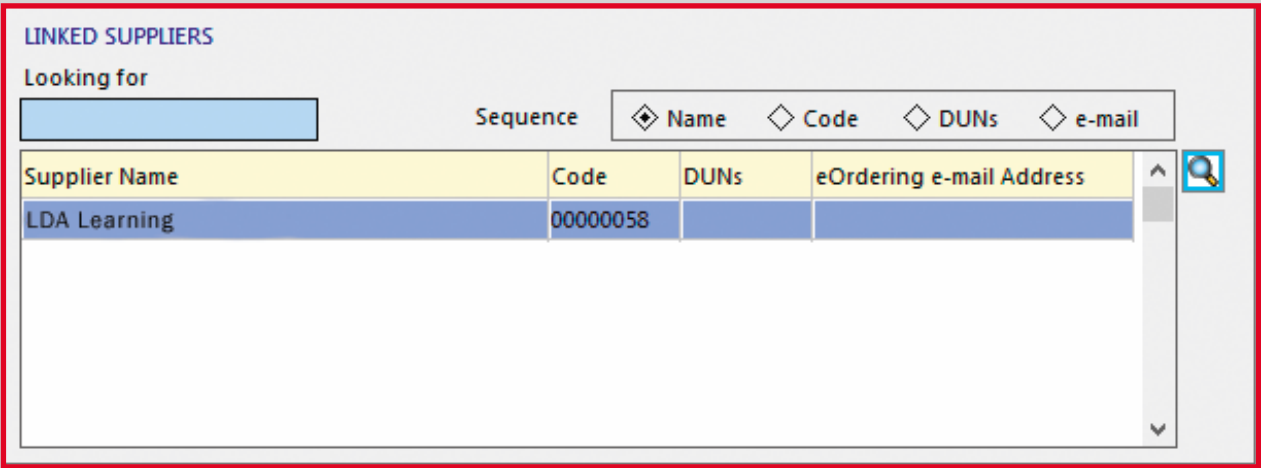
**INTERNET CONNECTIVITY**

I access the Internet through a Proxy Server ☒

Test URL:  Test

Save Cancel Help

**4.7** In the 'Supplier Name' list select LDA Learning so that it is highlighted and then click the Choose button. Then click Update. This links LDA as a supplier to the LDA web service details.




**LINKED SUPPLIERS**

Looking for:

Sequence: ☒ Name ☐ Code ☐ DUNs ☐ e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
LDA Learning	00000058		



**4.8** Next within the 'General Settings' section:

Select your Default Order Book

Click Save

Enter your DUNS number. If you are unsure what this is, refer to "finding your DUNS Number" in this guide.

**4.9** Select your 'Default XML Order Book' for orders to be assigned to when they are imported using this eProcurement method.

**GENERAL SETTINGS**

Default XML Order Book: BANK

Establishment DUNS Number: 123456789

**SUPPLIERS**

Import Export

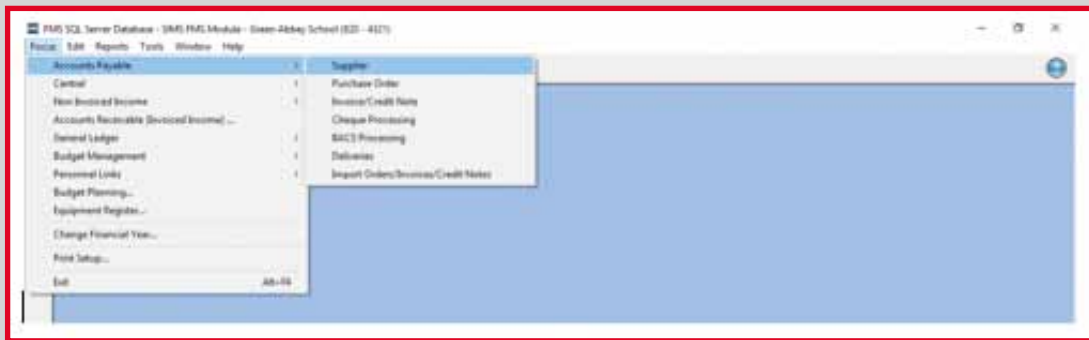
**4.10** Check that your DUNS Number is in the 'Establishment DUNS Number' field too, if this information is missing, please add it.

If you are unsure where to find this please refer to the 'Getting Started' section of this document.

Once all the details are entered, **click Save**.

## SECTION C: SUPPLIER SET-UP

**5.1** The next step is to enable LDA to process Web Service Orders.  
Go to Focus > Accounts Payable > Supplier



**5.2** Find LDA and double click on the name.

**5.3** In tab '1: Basic' the Delivery Code needs to contain your account number e.g. 7430017072. The account number needs to be the same as in the Delivery Code and Account Number field.

Enter  
your  
Account  
Number  
here

A screenshot of the 'Supplier Details' form in the Focus system. The '1: Basic' tab is selected. The form contains fields for Name (LDA Learning), Date Opened (9/12/2016), VAT Registration No., Balance (310.52), Address (2 Gregory Street, Hyde, Cheshire), Postcode (SK14 4TH), Contact, Telephone (0161 367 2000), Fax, e-mail, and eOrdering e-mail. The 'Delivery Code' field contains '5320025604'. The 'Account Number' field also contains '5320025604'. The 'Order Method' section shows 'W' selected for 'Web Services'. A red arrow points from the text 'Enter your Account Number here' to the 'Account Number' field. Another red arrow points from the text 'Click the button' to the magnifying glass icon next to the 'Web Services' button.

Click  
the  
button

**5.4** The Order Method section on this tab gives you a list of options available for sending the Purchase Orders. Select 'W – Web Services'.

A screenshot of the 'Order Method' dialog box. It shows a table with columns 'Code' and 'Description'. The table lists the following options: E (EDI transfer), M (Email PDF File), P (Print), W (Web Services), and X (XML File). The 'W' row is highlighted. A red arrow points from the text 'Select (W) for Web Services' to the 'W' row. At the bottom of the dialog are buttons for 'Select', 'Cancel', and 'Help'.

Select (W)  
for Web  
Services

**5.5** In the unique identifier section select DUNS and enter LDA DUNS Number which is **291969855**.

Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

Name: LDA Learning Date Opened: 9/12/2016

LA Reference: VAT Registration No.: Balance: 310.52

Address: 2 Gregory Street  
Hyde  
Cheshire

Postcode: SK14 4TH

Contact: Telephone: 0161 367 2000

Fax: e-mail: eOrdering e-mail:

Delivery Code: 5320025604 Delivery Terms:

Account Number: 5320025604 Contract Number:

Credit Terms: 0 days Credit Limit: 0.00 Min. Order: 0.00

Order Method: W Web Services Linked Web Service: LDA Learning

☒ In Use ☐ On Hold Service:

Unique Identifier: ☒ n/a ☐ GLN ☒ DUNS 291969855

Select  
DUNS  
and enter  
291969855

**5.6** Then proceed to tab '5: eProcurement' and enter ldalearning (as one word) in the XML Supplier Reference Field.

Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

BASIC

Purchasing Web Address:

e-mail Address Source 1:

e-mail Address Source 2:

e-mail Address Destination:

XML Supplier Reference: ldalearning

OPTIONS

☐ Copy XML File to e-mail Address

ENCRYPTION

☐ Use File Encryption for Sending and Receiving

Import Public Key View/Set Public Key

**5.7** Now save and close.

**You are now ready to start ordering online via SIMS.**

## SECTION D: ORDERING ONLINE

### 5. Shopping on [www.ldalearning.co.uk](http://www.ldalearning.co.uk)

**5.1** Simply visit [www.ldaed.co.uk](http://www.ldaed.co.uk) and add all the items you want to purchase to your basket (you can choose to login before you start shopping or during checkout).

**5.2** Once you have reviewed your basket and you are ready to checkout, during these steps you can check the correct account number and delivery address is assigned to the order.

**5.3** Once you have placed your order on the website you will receive the below message confirming the order is to be imported into your SIMS FMS.

**Your basket is ready to be imported into your FMS**

How to complete your order...



**Import Your Order in FMS**  
Select Focus > Accounts Payable > Import Orders / Invoices / Credit Notes



**Purchase Orders in FMS**  
Your order will appear in FMS at the top of the list of 'Not Yet Authorised' purchase orders. If required you can also adjust quantities or delete lines at this stage.



**Authorise and Send Order in FMS**  
Select approve against your purchase order and click on the print button. At this point your order will be sent back to us ready to pack.

### 6. Import your order to SIMS

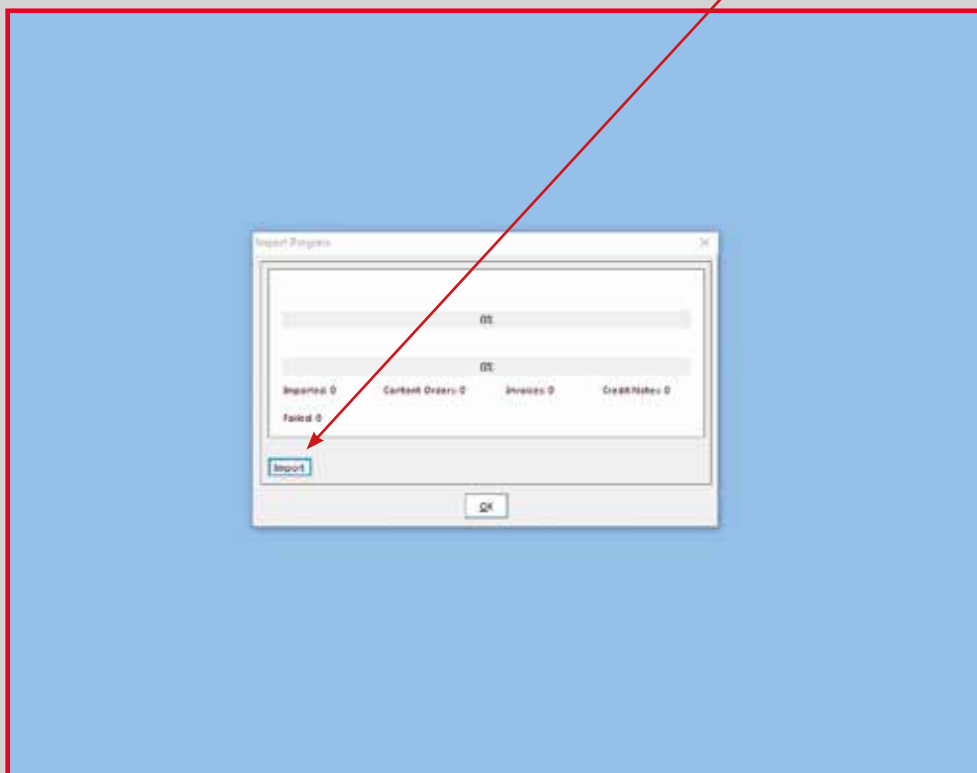
#### To Import Orders

**6.1** Focus > Accounts Payable > Import Orders / Invoices / Credit Notes

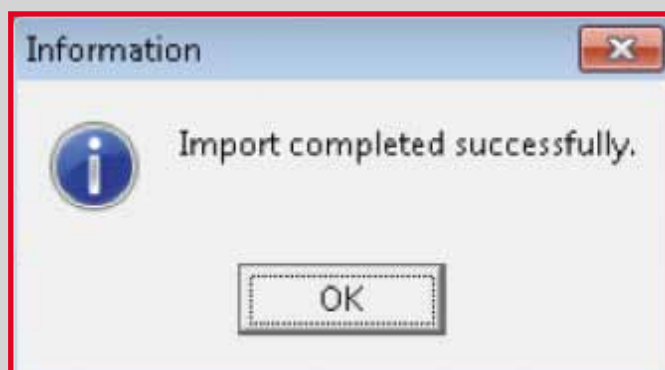


This will import any outstanding Orders / Invoices / Credit Notes.

**6.2** When the Import Progress box appears click on the 'Import' button.



**6.3** The system will now connect to our eProcurement website and import any content orders and invoices. You will see an import complete message.



In the unlikely event of this failing, please contact our Support Team on: 0345 120 4776.



## 7. Purchase Orders

**7.1** Your new purchase orders will appear at the top of the list of 'Not Yet Authorised' purchase orders.

Orders which have been imported via the website can only have order line quantities amended or lines deleted, you are unable to add new lines at this point.

**Please note:** The special instructions on the order will be FAO the person who placed the order, anything after the FAO will be printed on the label of the box.

**FMS Purchase Order Processing**

Book:  Number:  Pay From:  Date:

Supplier:   
2 Gregory Street  
Hyde  
Cheshire  
SK14 4TH

Delivery Address:   
Monkmoor Road  
East Town  
Eastshire  
S12 5AP

Status:  Source:  First Output Method:   
Delivery Instruction:  ☐ On Hold

Email:  Order Method:

Contact Name:  Special Instructions:

**FMS Purchase Order Processing**

Looking for:  View:

Sequence:

Date	Order Number	Supp. Code	Supplier	Order Status	Order Method	Source	Originator	Cross Year
20/03/2017	#00008391 (BANK)	00000061	LDA Learning	Not Yet Authorised	Print	FMS	SYS	
20/03/2017	#00008390 (BANK)	00000062	LDA Learning	Not Yet Authorised	Web Service	FMS	SYS	
08/03/2017	#00007389 (BANK)	00000062	LDA Learning	Not Yet Authorised	Web Service	FMS	SYS	
10/01/2017	#00007359 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	new custom	
10/01/2017	#00007357 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	new custom	
10/01/2017	#00007356 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	new custom	
10/01/2017	#00007355 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	New Custom	
10/01/2017	#00007354 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	N/A	
10/01/2017	#00007353 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	N/A	
15/12/2016	#00007352 (BANK)	00000064	LDA Learning	Not Yet Authorised	Web Service	XML	new custom	
14/12/2016	#00007351 (BANK)	00000059	LDA Learning	Not Yet Authorised	Web Service	XML	Pauline Salt	
14/12/2016	#00007350 (BANK)	00000059	LDA Learning	Not Yet Authorised	Web Service	XML	Pauline Salt	
14/12/2016	#00007349 (BANK)	00000059	LDA Learning	Not Yet Authorised	Web Service	XML	Test User	

Payment From:  Transaction ID:  Order Total:

Selection:

## 8. Authorising & Sending Orders

**8.1** Once authorised, click on the print button, this will send the orders back to the eProcurement Hub. If you need a printed copy for your records click on print again, select 'print single file' and this will send a copy to your printer.

The order method will be web service.

**Purchase Order Processing**

Book: **BANK** Number: Pay From: **Bank Account** Date: **10/01/2017**

Supplier: **LDA Learning**  
2 Gregory Street  
Hyde  
Cheshire  
SK14 4TH

Delivery Address: **Green Abbey School**  
Monkmoor Road  
East Town  
Eastshire  
S12 5AP

Status: **Not Yet Authorised**

Source: **XML** First Output Method: **A.S.A.P.**

Delivery Instruction: **A.S.A.P.** ☐ On Hold

Email: Order Method: **Web Service**

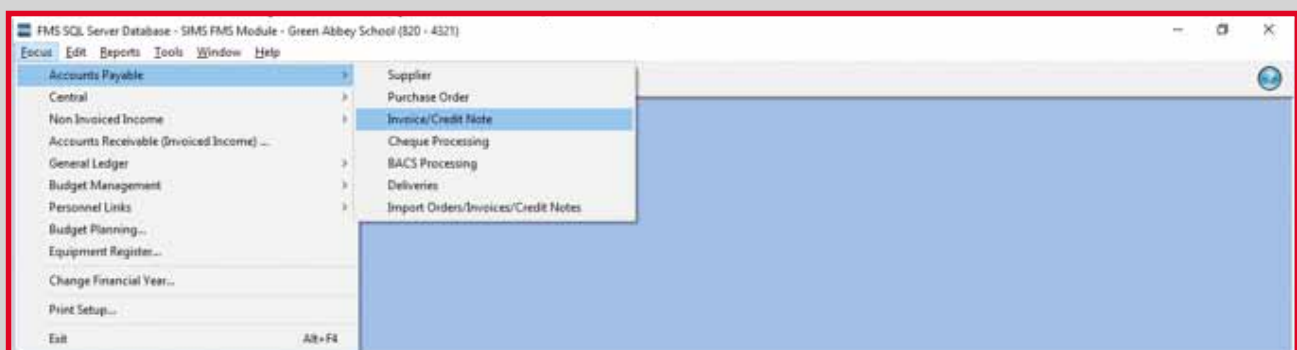
Contact Name: **new customer** Special Instructions:

## 9. Invoices

Your invoice will be available for import into FMS via the eProcurement hub once you have received your order. You will also receive to be able a copy of this invoice in the traditional manner.

**9.1** To import the invoices use the same option as you did for importing orders.  
Focus > Accounts Payable > Import Orders/Invoices/Credit Notes

**9.2** When an invoice has been downloaded go to:  
Focus > Accounts Payable > Invoice / Credit Note and your invoice will be in the list.



**Invoice/Credit Note Processing**

Looking for: Status: All Type: All

Sequence: ☒ Inv./Credit Note No. ☐ Date ☐ Trans ID ☐ Source ☐ Supplier ☐ Amount ☒ Ascending ☐ Descending

Invoice/Credit Note No.	Invoice Date	Trans ID	Amount	Status	Order Number	Gross Year	Supplier	SRC
0094282538	16/11/2016	00010206	17.12	Unauthorised	BANK005204		LDA Learning	XML
0094282539	16/11/2016	00010207	45.73	Unauthorised	BANK005206		LDA Learning	XML
0094282540	17/11/2016	00010208	521.99	Unauthorised	BANK005226		LDA Learning	XML
0094282561	08/12/2016	00010209	45.72	Unauthorised	BANK005227		LDA Learning	XML
0094442024	19/01/2017	00010211	104.74	Unauthorised	BANK005270		LDA Learning	XML
0094442035	23/01/2017	00010212	16.79	Unauthorised	BANK005274		LDA Learning	XML
0094443070	26/01/2017	00010314	11.88	Unauthorised	BANK005278		LDA Learning	XML

ALL THE RESOURCES YOU NEED  
FOR **PRIMARY, SECONDARY &**  
**SPECIAL EDUCATION** SCHOOLS



# WebFMS

## User Guide

[www.idalearning.com](http://www.idalearning.com)

Tel: 0345 120 4776

Fax: 0800 783 8648

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