



Education & Skills
Funding Agency

Academies financial returns: online form registration guide

**For academy trusts registering to use
and set up online forms for the accounts
return, budget forecast and the land and
buildings collection tool**

June 2018

Contents

Summary	3
About this guidance	3
Who is this guidance for?	3
Key points	3
Role explanations for the AR, BFR and LBCT	4
Roles for academy trust users in the accounts return	4
Roles for auditors in the accounts return	5
Roles for the budget forecast return	5
Role for the academy budget forecast external preparers	6
Roles for the land and building collection tool	6
New academy trust registration	7
Super User actions	12
General	12
Inviting new people to register	12
Allocating roles	13
Assigning more Super Users	16
Non Super User actions	17
How academy users grant access to external users	17
Accounts return auditor and academy budget forecast external preparer registration process	19
Existing auditors and academy budget forecast external preparer	19
New auditor and academy budget forecast external preparer registration process	19
Linking academy budget forecast external preparer and the external auditor to the trust	23
External users actions	25
Common registration issues and resolutions	28
Registration process checklist	29

Summary

About this guidance

This guidance shows how new and existing users manage their profiles in IDAMS so they can complete the academies accounts return (AR), all budget forecasts returns (BFR) and land and buildings collection tool (LBCT). It also shows the process to follow to grant auditor's access to the trust's AR.

Who is this guidance for?

This guidance is for academy trust accounting officers, chief financial officers and academy trust finance staff and registered academy trust external users.

Key points

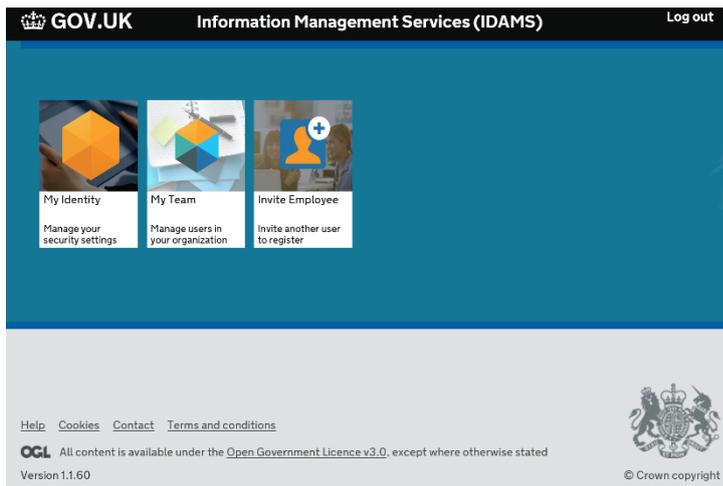
The main registration points to note are:

- All online form roles are managed within the IDAMS system. If you registered last year, your account login details and role will still be the same
- We have published a series of IDAMS tutorial videos to help with registration and assigning roles
- For each return you can only assign **one role for each user**. Internal users can either be a preparer or an approver, not both
- For trusts already set up in IDAMs we have automatically allocated BFR roles based on the account return roles held. I.e. if you are a accounts return preparer you've been given the budget forecast preparer role
- The BFR requires:
 - a **preparer** to input the required information into the trusts return
 - an **approver** to review the form and submit the BFR to ESFA **by 30 July 2018**
 - there is an **optional role** for a budget forecast external preparer (non-mandatory role) to input data as a preparer for your trust

Role explanations for the AR, BFR and LBCT

This section explains each role:

1.1. The **Super User** is an admin role carried out by the first person to register to use IDAMS at the trust. Trusts can have multiple Super Users. The purpose of this role is to invite new users to register and to assign roles to people who prepare and approve the online returns. If you are a Super User, your IDAMS login will look like this:



All other users will only see the **My Identity** icon when they login.

Roles for academy trust users in the accounts return

The AR has two academy trust roles and either can grant access to the external auditors:

The **Accounts Return Internal Preparer** inputs data into the AR.

The **Accounts Return Internal Approver** can input data just like the preparer but this role submits your trusts return to the auditors for final review and submission to ESFA.

Academy Trust Services

Accounts Return Internal Approver

Add

Accounts Return Internal Preparer

Add

Roles for auditors in the accounts return

Either of the **Accounts Return Internal** roles grant auditor permissions by completing the External Auditor Details section of the AR. External auditor roles are part of the AR and **not part of the IDAMS system**. The academy roles **must** use the email address used by the auditors when they registered in IDAMS. Please see the existing user section for steps to take.

External auditors can have 2 roles:

- **External Auditor Preparer** who can complete your AR on your behalf
- **External Auditor Approver** who must approve your AR and submit it to ESFA

External auditors do not prepare or approve the LBCT, which completed and submitted by academy trust staff.

Roles for the budget forecast return

There are 2 BFR academy trust roles:

The **Academy Budget Forecast Preparer** enters data into the return.

The **Academy Budget Forecast Approver** reviews the data and can input the data, and submits to return to ESFA. The approver must be someone who has the authority of the accounting officer to submit this return.

To help users already set up – if you had an accounts return role for the last return, then you'll have been automatically allocated the equivalent BFR role. If you're a new trust or a new user then you'll have to either register or have a **Super User** allocate a BFR role to you.



Academy Budget Forecast

Academy Budget Forecast Approver

Add

Academy Budget Forecast Preparer

Add

Role for the academy budget forecast external preparers

We are aware that there some academy trusts who use external preparers to complete the preparation of their budget forecast return and the budget forecast return outturn. This is a non-mandatory role and you do not require auditor sign-off for any of the budget forecast returns. This role is granted in the same way as the accounts return auditor role is. It's granted by either the budget forecast preparer or approver entering the email address used to register with into the form of the person you want to grant access to.

Roles for the land and building collection tool

There are 2 LBCT academy trust roles:

The **Academy Trust Land and Buildings Preparer** enters data into the return and uploads supporting documents

The **Academy Trust Land and Buildings Approver** reviews the data, uploads documents and submits to return to ESFA. The approver must be someone who has the authority of the accounting officer to submit this return.

Land and Buildings Collection

Academy Trust Land and Buildings Approver

Add

Academy Trust Land and Buildings Preparer

Add

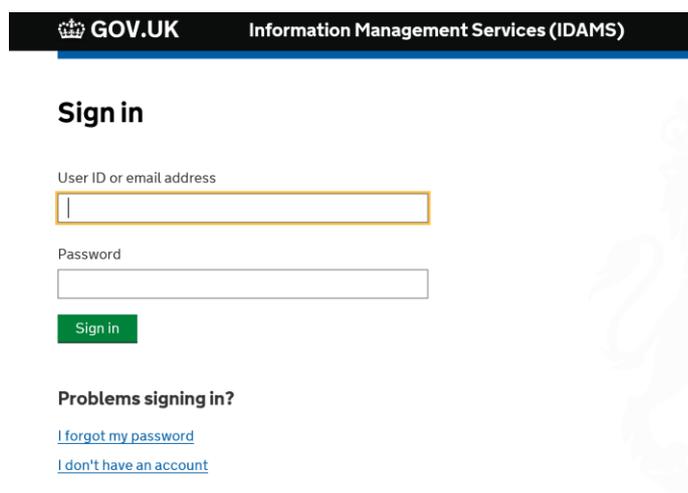
New academy trust registration

If your trust has opened since 1 September 2017, you will now be in scope for the AR, BFR and the LBCT and must follow the below registration guidance.

The **Super User** is the first person in the trust to register to use IDAMS. We advise that this someone in your organisation who manages IT access or finance systems.

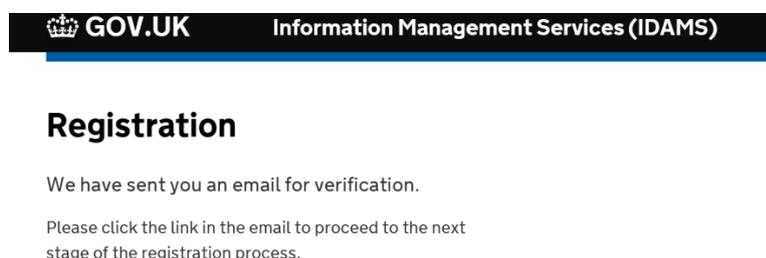
To register for the first time follow the process set out below.

Open the [IDAMS login page](#), which looks like this.

A screenshot of the IDAMS sign-in page. At the top, there is a black header with the GOV.UK logo on the left and the text 'Information Management Services (IDAMS)' on the right. Below the header, the page is titled 'Sign in'. There are two input fields: 'User ID or email address' and 'Password'. Below the password field is a green 'Sign in' button. Underneath the button, there is a section titled 'Problems signing in?' with two links: 'I forgot my password' and 'I don't have an account'. The background of the page is light blue with a faint watermark of a swan.

Then click on the link that says **I don't have an account**.

This will take you through a typical user contact details form for a registration set-up. Once you have entered your details the next screen will look like this:

A screenshot of the IDAMS registration page. At the top, there is a black header with the GOV.UK logo on the left and the text 'Information Management Services (IDAMS)' on the right. Below the header, the page is titled 'Registration'. The main content area contains the text: 'We have sent you an email for verification. Please click the link in the email to proceed to the next stage of the registration process.'

You will receive a verification email, which you will need to click to confirm your account. If you don't receive an email, please check your **junk, clutter or spam email folders**. You may need to speak to your IT administrator as the email may be filtered out by your email system settings.

Your verification email will look like this:

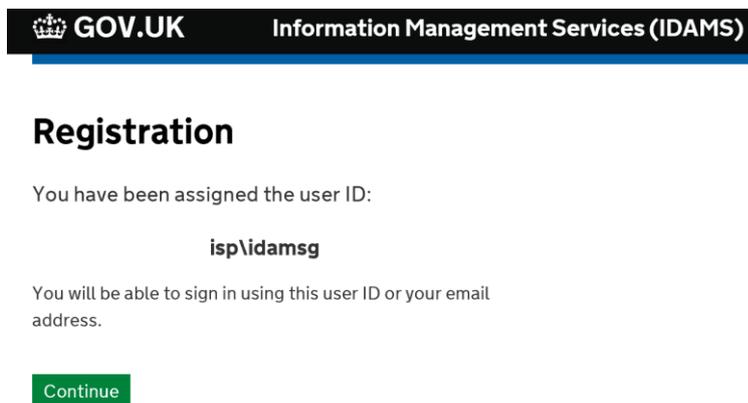
You have set up an account with the Skills Funding Agency. To complete your registration, please confirm your email address by clicking the button below.

[Confirm My Email Address](#)

Read our [Terms and Conditions](#)

Kind regards,
The Skills Funding Agency Team

Once you click **Confirm My Email Address**, a new page will open that looks like this:



The screenshot shows the top of a web page with a black header bar. On the left is the GOV.UK logo, and on the right is the text 'Information Management Services (IDAMS)'. Below the header is a large heading 'Registration'. The main content area contains the text: 'You have been assigned the user ID: ispidamsg'. Below this is a smaller line of text: 'You will be able to sign in using this user ID or your email address.' At the bottom of the content area is a green button labeled 'Continue'.

This page will provide you with your unique user ID. You can either use your user ID or your email address (the one you used to register) to login once fully registered.

*Please note that **you still need to complete the next few stages** to ensure that your IDAMS account is fully set up. There were a few instances in previous years' where users thought that they had fully registered at this point. If you don't complete all of the registration stages, you won't be able to access the online forms.*

Once you press **Continue**, you will get a set of options to reset your password if you forget it. This page will look like this:

Registration

If you forget your password, we will help you reset it.

Please choose the method you prefer:

We can send you a password reset link in an email

We can send you a reset code in a text message

We can challenge you to answer these questions:

Submit

Simply follow the next steps for whichever option you would like to use to complete the password reset. **For ease, we advise that you select reset via an email link.** Once you have completed this stage you will access the provider registration screen. This screen will link – using your trust UPIN – your account to your academy trusts, which is already set up in the IDAMS system. The provider screen looks like this:

Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

Please enter Provider Name, UPIN or UKPRN

Submit

ALL new users must register using the trust UPIN that we provided in a letter sent to your trusts accounting officer and chief financial officer. The trust UPIN is different to the UPIN assigned to each individual academy in your trust and is not your Companies House number.

DO NOT SELECT SPONSORED USER ON THIS PAGE. This option is for a different group of users and should not be used by academy trusts or auditors.

When you type in your trust UPIN in this provider section of the registration form, you must select the option with the trust UPIN. An example of this looks like this:

Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

 X
NONE
COKETOWN - 128400 - 90000118

When typing your trust UPIN, the active search will help you select the right academy trust from the list.

Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

Provider Name: COKETOWN
UPIN: 128400
UKPRN: 90000118

Submit

Once you have found and selected the right academy trust from the list, press submit. The next screen will look like this:

Registration

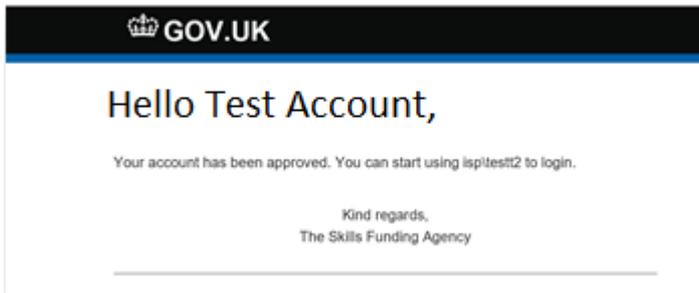
Your registration request has been received and it is pending approval.

The approval will be received by Mr ppctest133
ppctest133.

Close

Once the IDAMS team has approved your account – this will only happen once for the first Super User login – you will receive an email confirmation to let you know your account has been set up and is ready for you to use in the IDAMS login page.

This may take up to **5 working days**. The first account to be set up for a new trust will need to be approved in this manner. Subsequent accounts don't need approval as the trust's Super User will be able to grant access and roles to people in their trust.



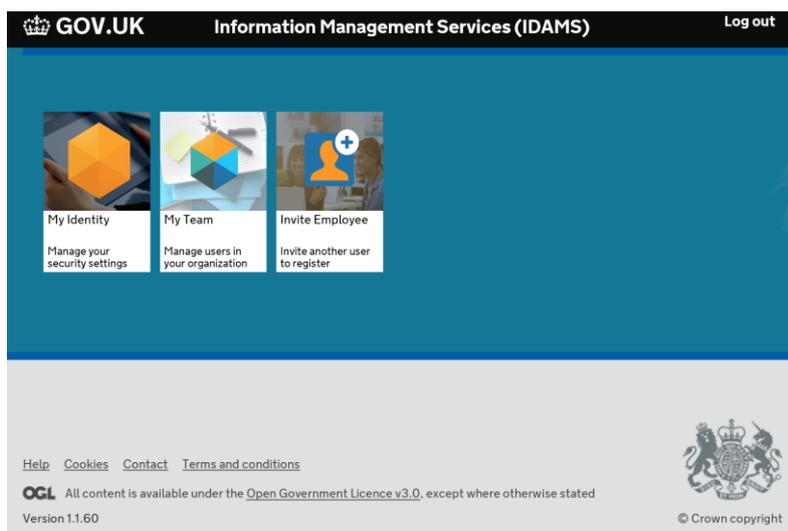
Once registered, the Super User will need to invite new users to register, assign them roles and confirm with your CFO who should have what levels of access. Please note that each user may only have one AR role, one BFR role and one LBCT role. Please see the role explanation section for more details.

Super User actions

General

This section is for trust Super Users. It will cover the two key actions these users will need to perform to enable your trust's nominated users to have access to the correct online forms and can perform the right tasks in the forms.

When you [log into the IDAMS](#) as Super User, the first screen looks like this:

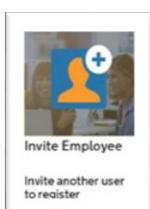


A non-super user will only see **My Identity** when they login. Under the **My Team** icon, your trust Super User will be able to view all the users (non-auditors) linked to your trust. Here you can manage/amend roles and add further Super User roles.

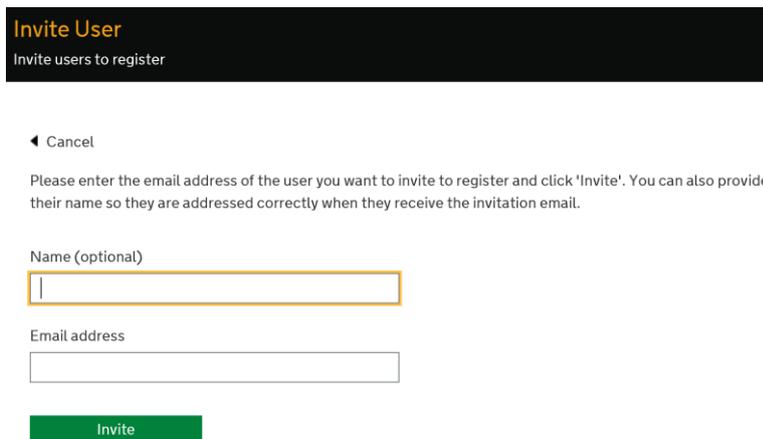
Please note you will only be able to see the auditors granted access via the AR online form in the External Auditor section of the AR. The BFR academy budget forecast external preparers are granted access in the same way as the AR. These external roles are only granted by the using the online forms and not using IDAMS.

Inviting new people to register

The easiest way to add new users is to use the **Invite Employee** icon.



This is a straightforward 2-step process. The **first step** is to type in the new user's email address and press invite.



Invite User
Invite users to register

◀ Cancel

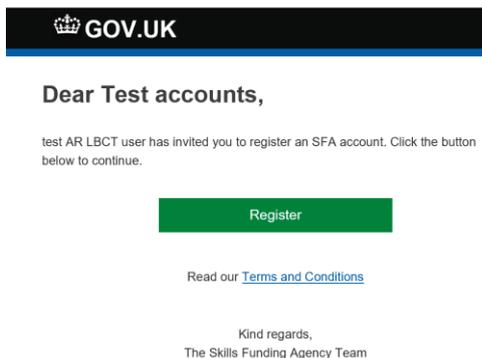
Please enter the email address of the user you want to invite to register and click 'Invite'. You can also provide their name so they are addressed correctly when they receive the invitation email.

Name (optional)

Email address

Invite

Users you invite will get an email, which looks like this:



GOV.UK

Dear Test accounts,

test AR LBCT user has invited you to register an SFA account. Click the button below to continue.

Register

Read our [Terms and Conditions](#)

Kind regards,
The Skills Funding Agency Team

This link will take them to the registration set up screen but they won't have to input any provider details as seen in the first new user set up. This way will take them less than 5 minutes from clicking the link to register to having their IDAMS account set up.

The second step is once they have registered the Super User(s) will need to check that they appear under the **My Team** icon and allocate them roles for the AR, BFR and LBCT.

Allocating roles

To allocate roles within your trust click the **My Team** icon.



This will show all the users under your trust. An example of this looks like this:

Name	User ID	Email address	
Mr test AR LBCT user ✓ Super User My Account	isp\usert	Test email address	Update User ▼ Delete User ✕ Suspend User
Mr test test	isp\testt3	Test email address	Update User ▼ Delete User ✕ Suspend User

To review the roles each user has click the update user icon. This will reveal the roles allocated to that user. Clicking the approved roles will show:

Name	User ID	Email address	
Mr test AR LBCT user ✓ Super User My Account	isp\usert	Test email address	Update User ▼ Delete User ✕ Suspend User
Mr test test	isp\testt3	Test email address	Hide Details ▲ Delete User ✕ Suspend User

[Reset Password](#) [Assign As Super User](#) [Update Contact Details](#)

Application Roles and Permissions

Pending **Approved** Rejected

This user doesn't have any approved application roles or permissions.

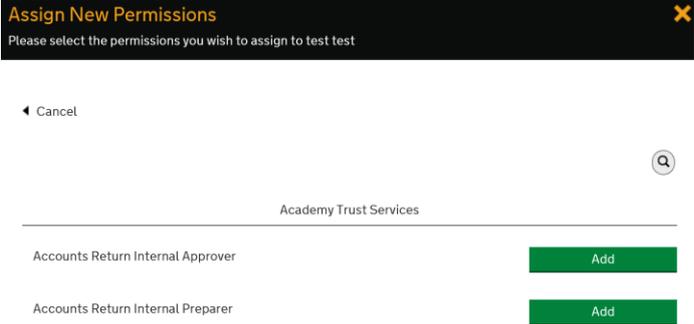
[Assign A New Permission](#)

For this example there are no roles added to the bottom user, there are three tabs to see the status of role requests, **Pending**, **Approved** and **Rejected**. If you click **Approved** it will show you what roles each user currently has.

To add a new role for a particular user click:

Assign A New Permission

This will then load all the roles which can be added. **Please only add roles for the accounts return, budget forecast and the land and buildings collection tool.** Once you have clicked this button a new screen will load up which will look like this at the top of the page:



This will bring up a long list of the all the user types for the IDAMs system. You will need to select either the **Accounts Return Internal Approver** or the **Accounts Return Internal Preparer** for the AR.

For the BFR you will need to allocate (if not already automatically added) either a **Budget Forecast Preparer** or **Budget Forecast Approver** role.

The BFR roles will look like this:



For the LBCT you will need click through to page 2 to select these roles.

The LBCT roles will look like this:

Land and Buildings Collection	
Academy Trust Land and Buildings Approver	Add
Academy Trust Land and Buildings Preparer	Add

Once added the **Approved** roles will look like this:

The screenshot shows the 'Manage Users' interface. At the top, there's a header 'Manage Users' with a close button. Below it, a sub-header says 'Manage the users of your organisation'. The main content is a table of users with columns for Name, User ID, and Email address. The first user is 'Mr test AR LBCT user' with User ID 'isp\usert' and Email 'Test email address'. This user has a 'Super User' status and a 'My Account' link. Action buttons for this user include 'Update User', 'Delete User', and 'Suspend User'. The second user is 'Mr test test' with User ID 'isp\testt3' and Email 'Test email address'. Action buttons for this user include 'Hide Details', 'Delete User', and 'Suspend User'. Below the table, there are three buttons: 'Reset Password', 'Assign As Super User', and 'Update Contact Details'. Underneath, there's a section for 'Application Roles and Permissions' with tabs for 'Pending', 'Approved', and 'Rejected'. The 'Approved' tab is selected. Below this, there's a list of roles: 'Land and Buildings Collection' (Academy Trust Land and Buildings Preparer) and 'Academy Trust Services' (Accounts Return Internal Approver). Each role has a 'Delete' button. At the bottom, there's a button 'Assign A New Permission'.

The user will get an email to say that they have been approved for each new role.

Removing roles in IDAMS is easy. The screenshot above shows the **Delete** button and this will remove that role for that user.

Please remember that as a Super User you can allocate AR, BFR and LBCT roles to yourself as well.

Assigning more Super Users

As a Super User **you can assign more Super User roles** out to registered IDAMS users. To do this, select the user, click the **Update User** icon, and then press **Assign as Super User**. This will grant them Super User actions and they can invite users, assign roles and manage user access.

Non Super User actions

For users that have already registered last year for the AR and LBCT your login details will be the same. [Please check that you can access the IDAMs system](#). You'll need to use the same email address as you used last time as your user ID. If you can't remember your password, please use the password reset option.

Super Users will need to review the roles allocated to the users, invite new users if necessary. The Super User(s) will need to confirm the correct roles for the users of the AR, BFR and LBCT.

If there are no Super User's at your trust, please contact us using our [enquiry form](#). Please put "No IDAMS Super User" at the top of your query.

How academy users grant access to external users

We highly recommend that you contact your external users early in the return process. This is so they can be set and you can check that they can get into form well before the deadline. The below guidance is for users who are all fully set up in IDAMs. If your external user is not set up – please see the guidance in this document which will explain how to do this.

Granting access to budget forecast external preparers

If your trust is using an external preparer to prepare your trusts BFR return then either the **Academy Budget Forecast Preparer** or the **Academy Budget Forecast Approver** can enter the external users email address into the External Preparer details section of the BFR. This screen will look like this.

The screenshot shows a web form titled "Organisation details". At the top, it lists "Trust name: Academy Trust", "Trust UPIN: 123456", and "Trust type: multi-academy trust". Below this is a note: "All academy trusts need to complete this form for the academic year 2017 - 2018. Please complete it on an accruals and prepayments basis." and "Please de-select the names of the academies you do not want to include in this return". There are three rows, each with a checked checkbox and an academy name: "Academy 1 234567", "Academy 2 345678", and "Academy 3 456789". Below these is another checked checkbox labeled "Tick here to add External Preparer details". Underneath, there are input fields for "Name:", "Company name:", "Contact number:", "Contact email address:", and "Confirm email address:". At the bottom left, there is a green button labeled "Add another External Preparer" and a "Next" button with a "Back" link.

Once the academy user has done this the and pressed **Next** the budget forecast external preparer will be able to login to the and select your academy trust from the drop down list.

Please do not add any internal BFR users in the Budget Forecast External Preparer details page of the BFR – this will lock your return. If you do this you'll need to contact us using our [enquiry form](#). Please put "IDAMS locked" at the top of your query.

Granting access to you external auditor for the accounts return

Once the academy trust users have confirmed the details of which auditors are going to be working on your return and they have registered; either the **Accounts Return Internal Preparer** or your **Accounts Return Internal Approver** must complete the **External Auditor details** in the AR. The screen will look like this:

The screenshot shows the 'External Auditor details' page in the GOV.UK Online Forms Service for Academy Trusts - Accounts Return. The page has a black header with the GOV.UK logo and the text 'Online Forms Service for Academy Trusts - Accounts Return'. Below the header is a blue bar with 'BETA' and a message: 'This is new guidance. Complete our quick 5-question survey to [help us improve it](#)'. There are three blue navigation buttons: 'ACADEMY TRUST OVERVIEW', 'ACCOUNTS RETURN', and 'DECLARATION & SUBMISSION'. The main content area is titled 'External Auditor details' and contains two entries. Each entry has a 'Firm name' field (containing 'Test Audit Firm'), a 'Person Name' field, a 'Phone number' field, an 'Email address' field, a 'Re-type email address' field, and a 'Role' dropdown menu. The first entry has 'Test Account 1' as the person name, phone number 0123456789, email testauditorar@gmail.com, and role 'External Auditor Preparer'. The second entry has 'Test Account 2' as the person name, phone number 9876543210, email afrdtest@gmail.com, and role 'External Auditor Approver'. There are green 'X' icons next to the phone number fields. At the bottom of the form are two green buttons: 'Add New Instance' and 'Save & Next'.

It's shown with both an External Auditor Preparer and an External Auditor Approver loaded into it as an example. **Please do not add any internal AR users in the External Auditor details page of the AR – this will lock your return.** If you do this you'll need to contact us using our [enquiry form](#). Please put "IDAMS locked" at the top of your query.

Once either your **Accounts Return Internal Preparer** or your **Accounts Return Internal Approver** has pressed **Save & Next** the External Auditor Preparer (if selected) and Approver will be able to log into the online form via the online form link as long as they have registered as instructed (see auditor section below).

Accounts return auditor and academy budget forecast external preparer registration process

Existing auditors and academy budget forecast external preparer

This section of the guidance is for users who are either:

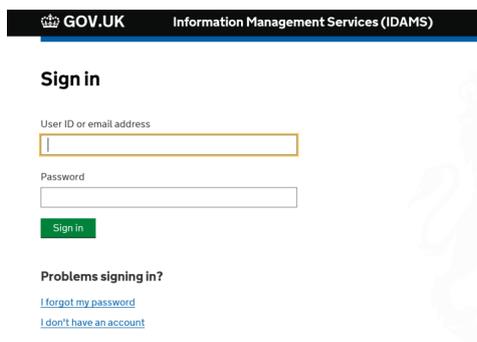
- Accounts return auditors
- Academy budget forecast external preparer

If you had an auditor role in the accounts return and you are also to prepare your clients BFR your details are already set up and your client will just need to grant you access. If you can't recall your password, please see the common issues section of this guide or use the password reset button on the login page. If you can't log in, please contact us using our [enquiry form](#). Please put "Auditor IDAMS log in" at the top of your query.

New auditor and academy budget forecast external preparer registration process

If you are new user this year, please use the following steps.

Open the [IDAMS login page](#), which looks like this.



GOV.UK Information Management Services (IDAMS)

Sign in

User ID or email address

Password

[Sign in](#)

Problems signing in?
[I forgot my password](#)
[I don't have an account](#)

Then click **I don't have an account**.

This will take you through a typical system registration set-up. Once you have entered your details the next screen will look like this:

Registration

We have sent you an email for verification.

Please click the link in the email to proceed to the next stage of the registration process.

You will receive a verification email, which you will need to click to confirm your account.

The verification email will look like this:

You have set up an account with the Skills Funding Agency. To complete your registration, please confirm your email address by clicking the button below.

[Confirm My Email Address](#)

Read our [Terms and Conditions](#)

Kind regards,
The Skills Funding Agency Team

Once you click **Confirm My Email Address**, a new page will open, which looks like this:

Registration

You have been assigned the user ID:

isp\idamsg

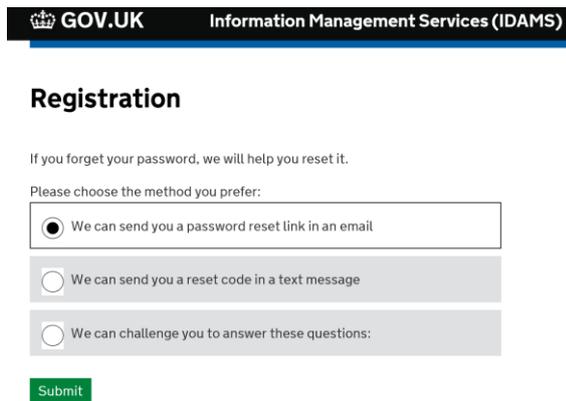
You will be able to sign in using this user ID or your email address.

[Continue](#)

This page will provide you with your unique user ID. You can either use your user ID or your email address (the one you registered with) to login once fully registered.

As soon as you get this email, **please keep working through the screens** to ensure your account is fully set up. If you stop here, you won't be fully registered.

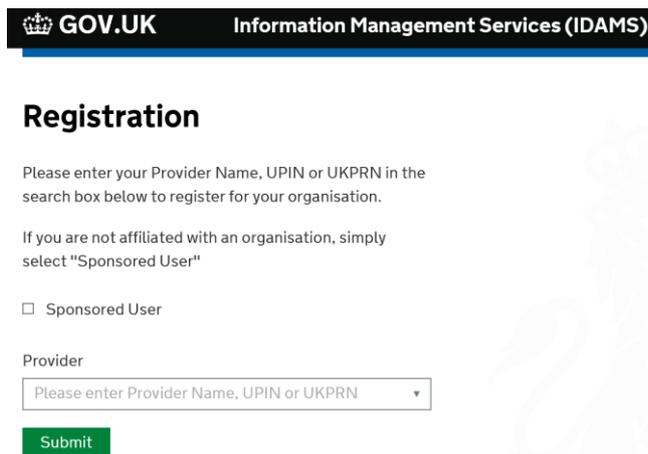
Once you press continue, you will get a set of options to reset your password if you forget it. This page will look like this:



The screenshot shows the top navigation bar with the GOV.UK logo and the text 'Information Management Services (IDAMS)'. Below this is a heading 'Registration'. A message states: 'If you forget your password, we will help you reset it. Please choose the method you prefer:'. There are three radio button options: 'We can send you a password reset link in an email' (selected), 'We can send you a reset code in a text message', and 'We can challenge you to answer these questions:'. A green 'Submit' button is at the bottom.

Simply follow the next steps for whichever option you would like to us.

You will then get to the provider registration screen, which looks like this:



The screenshot shows the top navigation bar with the GOV.UK logo and the text 'Information Management Services (IDAMS)'. Below this is a heading 'Registration'. A message states: 'Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation. If you are not affiliated with an organisation, simply select "Sponsored User"'. There is a checkbox for 'Sponsored User'. Below that is a 'Provider' label and a search box with the placeholder text 'Please enter Provider Name, UPIN or UKPRN'. A green 'Submit' button is at the bottom.

All new **auditors** and **academy budget forecast external preparers** must select the provider called:

- **External Auditor – Preparer/Approver 000001**

To select this Provider from the list, type “external auditor” and the form’s active search function will bring up correct Provider for you.

This can be seen here:

Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

extern X

NONE

EXTERNAL AUDITOR - PREPARER/AUDITOR - 000001 - 00000001

DO NOT SELECT SPONSORED USER ON THIS PAGE. This option is for a different group of users and should not be used by academy trusts or auditors.

Once you have selected this option, the provider screen will look like this:

Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

EXTERNAL AUDITOR - PREPARER/AUDITOR ▼

Provider Name: External Auditor - Preparer/Auditor

UPIN: 000001

UKPRN: 00000001

Submit

Then select **Submit**. The next screen you see will confirm that your registration request has been received and is pending approval by the IDAMS team. The screen will look like this:

Registration

Your registration request has been received and it is pending approval.

The approval will be received by Mr ppctest133 ppctest133.

Close

Once your account has been approved by the IDAMS team, you will receive an email confirmation within 5 working days to state it has been set up and is ready for you to use in the form login page.

Hello Test Auditor,

Your account has been approved. You can start using isp\testt2 to login.

Kind regards,
The Skills Funding Agency

Once you have completed these steps you will need to speak to your academy trust contacts to let them know you have been set up.

Linking academy budget forecast external preparer and the external auditor to the trust

This must be completed separately for each return.

Budget forecast return

If your trust is using an external preparer to prepare your trusts BFR return then either the **Academy Budget Forecast Preparer** or the **Academy Budget Forecast Approver** can enter the external users email address into the External Preparer details section of the BFR. This screen will look like this.

Once the academy user has selected to add external auditor preparer details, the form will open up to show the user details to enter. Once the academy user has entered these details and pressed **Next** the budget forecast external preparer will be able to login to the and select your academy trust from the drop down list.

Please do not add any internal BFR users in the Budget Forecast External Preparer details page of the BFR – this will lock your return. If you do this you'll need to contact us using our [enquiry form](#). Please put "IDAMS locked" at the top of your query.

Accounts Return

The either of the **Accounts Return Internal Preparer** role or **Accounts Return Internal Approver** will have to carry out a few simple steps to link the auditor's account to the trust's accounts return online form. Until this has happened, auditors will not be able to access the AR.

The example below shows the screen used by either of the **Accounts Return Internal Preparer** role or **Accounts Return Internal Approver**. This shows an **External Auditor Preparer** and an **External Auditor Approver** details added using the same email address the auditor used to register.

When **Save & Next** is selected, the **External Auditor Preparer** (if selected) and **External Auditor Approver** will be able to log into the AR online form. If the trust needs more auditor roles, simply select **Add New Instance** to generate more lines.

GOV.UK Online Forms Service for Academy Trusts - Accounts Return

BETA This is new guidance. Complete our quick 5-question survey to [help us improve it](#).

ACADEMY TRUST OVERVIEW | ACCOUNTS RETURN | DECLARATION & SUBMISSION

External Auditor details

Firm name:

Person Name: Phone number: X

Email address: Re-type email address: Role:

Person Name: Phone number: X

Email address: Re-type email address: Role:

[Add New Instance](#)

[Save & Next](#)

External users actions

When they [log in to IDAMS](#), the external auditor for both roles will see a screen that looks like:

Online Forms Service for Academy Trusts [Settings](#) [Sign Out](#)

Department For Education

Accounts Return Academy Trust Helpdesk	Land and buildings collection tool Land and Buildings Helpdesk	Land and Buildings Document Upload Request Permission
Accounts Return 1 (historic 15-16 year) Academy Trust Helpdesk	Budget Forecast Return Outturn Request Permission	

Please note external users will not have access to the land and buildings tool. They only have access to the accounts return and budget forecast icons.

When external users select the relevant icon, they will see a drop-down box showing the academy trusts to which they are linked.

The selection screen for the accounts return and will look very similar for the budget forecast return outturn form:

GOV.UK Online Forms Service for Academy Trusts

BETA This is new guidance. Complete our quick 5-question survey to [help us improve it](#)

Academy Trust Accounts Return

This area is for Academy Trusts and their Auditors to enter their accounts information for the 2016/17 academic year.

Login

You have logged in with the ID: testauditor with the role Academy Trust External Auditor

Please select an Academy Trust from the list below

123456 - Coketown Academy

Selected the trust you want to work on and press continue.

GOV.UK Online Forms Service for Academy Trusts

BETA This is new guidance. Complete our quick 5-question survey to [help us improve it](#)

Academy Trust Accounts Return

This area is for Academy Trusts and their Auditors to enter their accounts information for the 2016/17 academic year.

Login

You have logged in with the ID: testauditorar with the role Academy Trust External Auditor

Please select an Academy Trust from the list below

123456 - Coketown Academy Trust

You have selected 123456 - Coketown Academy Trust where you have the role of Preparer.

If this is correct please click Continue

Continue >

Once you press **Continue** you will be able to access the trust which has linked to your account. The example above shows the first screen of the BFR form, it will look similar to this:

ACADEMY TRUST OVERVIEW ✕

ACCOUNTS RETURN ✕

DECLARATION & SUBMISSION ✕

Balance Sheet Assets

Intangible Fixed Assets ✕

Non-Current Investments ✕

Current Investments ✕

Tangible Fixed Assets ✕

Debtors ✕

Stock ✕

Cash ✕

Cost ✕

Amortisation ✕

Impairment ✕

Net Book Value

Asset financing ✕

Amortisation periods ✕

Cost

	Software	Other	Total
Original prior year closing balance (£'000)	help 0	help 0	0
Adjustments made to opening balance (£'000)	help 0	help 0	0
Additions (£'000)	help 0	help 0	0
Transferred in on conversion - local authority (£'000)	help 0	help 0	0
Transferred in on conversion - elsewhere (£'000)	help 0	help 0	0
Transferred in on existing academies joining the trust (£'000)	help 0	help 0	0
Transferred out on existing academies leaving the trust (£'000)	help 0	help 0	0

Common registration issues and resolutions

Forgotten login details

- Use the password reset option on the login page

All Super Users have left the trust

- Please contact us using [our enquiry form](#). Please put “IDAMS Super User” at the top of your query and we will reassign this access to another user at your trust

Pending approval

- The IDAMS team is processing your application. This may take up to 5 working days

How many roles can I have?

- At an academy trust, you can only have one role per user per online form, ie accounts return internal preparer, BFR preparer and LBCT preparer
- For the AR the accounts return internal approver, BFR approver and LBCT approver must be someone with the authority of the accounting officer to approve
- You can have multiple AR external audit approvers and preparers as long as the external auditors are registered in IDAMS

My email address has changed since I first registered

- If you can log into IDAMS, you can update your contact details in the ‘My Identity’ icon – if you can’t please inform [our enquiry form](#) with an explanation of the issue

My auditors can’t see my trusts AR

- Double check that your accounts return internal approver has typed in the email address exactly as given by your auditors ie, no spaces or gaps
- Confirm with your auditors that they have registered fully with the IDAMS system and if they log into their IDAMS account they can see the My Identity’ icon
- For all other queries and issues, please take screenshots and inform [our enquiry form](#) with an explanation of the issue

I’m not getting the IDAMS emails

- Check your junk, spam & clutter folders – you may have to speak to your IT support teams to ensure that the system isn’t blocking them

Registration process checklist

IDAMS access check

Ask all relevant staff to either register or to confirm that they have access to the IDAMS system. For new trusts the first user will become the Super User and will have the responsibility to assign roles within your trust.

Tip: password resets are quick to sort out. Typically a reset email password is sent – this will depend on your preference selected when registering.

IDAMS Super User identification for existing users

Within your trust, you will need to identify who the Super User(s) are, as they will need to allocate roles out to users.

Tip: Super User will have three icons when they log into IDAMs, regular users will have just one.

If more than one Super User is required, then this role can be allocated to other registered users. If there is no Super User working at your trust (ie, retired, left employment), please contact us via [our enquiry form](#). Please put “No IDAMS Super User” at the top of your query.

Role allocation

Ask the Super User to review and agree who should have what role for the AR, BFR and LBCT. These should be allocated to users promptly to allow them to start work on the returns.

Auditor roles for accounts return

Make contact with your external auditors to find out who exactly in their practice will be:

- Preparing your AR (if applicable)
- Approving your AR (**mandatory role**)

Then confirm if the auditor(s) have registered with IDAMS yet. If so double check the email address they used to register. This is important as the email address must match exactly to the one used to register; any mismatches will not link the auditor to your trust.

Ask a user with either of the **Accounts Return Internal Preparer** role or **Accounts Return Internal Approver** role to log into the AR and input these auditor email addresses into the external auditor section of the ‘academy trust overview’ tab. If your auditor will be preparing you AR, either the **Accounts Return Internal Preparer** role or **Accounts Return Internal Approver** will need to login early and input the auditor details, granting access. Without the link, no auditors will be able to access your AR.

General advice

Keep a log of:

- Who has what role for AR, BFR and LBCT?
- Who is/are the Super User(s)?
- Which external users have what roles?
- All to cover which email address they have used in IDAMS to register

Checklist summary actions	
<input checked="" type="checkbox"/> Super user(s) have been identified at your trust	
<input checked="" type="checkbox"/> New trusts to register as soon as possible	
<input checked="" type="checkbox"/> Super user(s) have invited any new users to register using 'Invite Employee' icon in IDAMs	
<input checked="" type="checkbox"/> Super user(s) have reviewed all user roles and agreed with management who should have what roles	
<input checked="" type="checkbox"/> Super user(s) have assigned roles to agreed users	
<input checked="" type="checkbox"/> All existing users have checked their login details	
<input checked="" type="checkbox"/> Confirmed that all necessary academy users have BFR roles and can access the ESFA online form	
<input checked="" type="checkbox"/> Confirm that if you are using a budget forecast external preparer they can access your BFR online form	



Education & Skills
Funding Agency

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