

# **The Mercian Trust Finance Systems Quick Access Guide**

**This Quick Access Guide is intended to serve as a reference resource for Budget Holders, to be used in conjunction with the comprehensive guidance and training videos provided on the Trust Finance Portal.**

**September 2026**

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## Contacting the Finance Team

[merfinance@merciantrust.org.uk](mailto:merfinance@merciantrust.org.uk) for all general enquiries.

The Finance Team work centrally out of our main email account. Maintaining communications through a central point ensures we can manage priorities efficiently.

If your query is about general processes and system please try the Trust Digital Agent Sequoia in the first instance.

External phone 01922 211389 – Central Team Contact

## Finance Forms and Processes

The Finance Team maintains a suite of forms designed to facilitate efficient communication and the seamless transfer of information across the Trust. At the initiation of each system or process, an electronic or online form is used to capture the necessary data. Wherever possible, these forms are automated to ensure the information is directed promptly to the appropriate destination.







Mercian Portal <http://portal.merciantrust.org.uk/>

All the forms and finance software links can be found on the Finance Portal. Please use this as the central access point for the latest forms and systems.






If you are unsure which form to use, please ask Sequoia, the Trust Digital Agent, in the first instance.

## Systems Overview

	<p><b><a href="#">Finance Portal – Mercian Portal</a></b> <b>Central access point for finance data collection forms, guidance documents and training videos.</b></p>
	<p><b>PS Financials</b> This is the main accounting package for the Mercian Trust and all financial transactions run through this system. PS Online is the online module for the account system which allows purchase requisitions and orders to be processed from anywhere with internet access. Requisitions, Orders, Goods Receiving, Item search; can all be completed on a computer, tablet or phone.</p>
	<p><b>Parent Payment Platforms</b> Across the Trust various applications are used to take parent payments. All payments from parents are run through these systems so that Cash does not need to be taken on site.</p>
	<p><b>Ticket Source</b> This is an online ticket system for shows/concerts which takes payments and produces tickets.</p>
	<p><b>Evolve</b> Trips Management System</p>
	<p><b>i-Trent</b> This is our payroll software links to individuals online accounts for pay slips.</p>

## Ordering Process Flow – Key points

All purchasing requests are raised as Requisitions within PS Live.

	<p>All Budget Holders will be created a PS Online account.</p> <p>Any other staff member can have an account on request.</p> <p>Database: PSFLIVE Company: MAIN</p>
	<p>Any staff member can raise a Requisition. Once submitted the system will automatically notify the assigned Budget Holder and will ask for electronic approval.</p>
	<p>An email will be sent to the Budget Holder to request approval.</p>

Users Guides and Training Videos are available on the Finance portal for:

- Creating a Requisition (Purchase request)
- Budget Holders approving requisitions

Once approved by the Budget Holder the order will be reviewed within Finance and once checked will be emailed direct to the supplier.

Please note the difference between authorising requisitions and invoices. For **requisitions** set the document type to **All Purchasing Documents (All)** and click search. For all **invoices** set the document type to **All Registered Documents (REG)** and click search.

## Nominal Codes

On ordering an item you will be asked to input a nominal code. Common codes are detailed below for your reference.

Nominal	Title	Category
4000	Student Rewards	Curriculum
4005	Books	Curriculum
4010	Classroom Equipment (Not IT)	Curriculum
4011	Curriculum General	Curriculum
4015	Classroom IT Consumables	Curriculum
4020	Classroom Stationery	Curriculum
4040	Student Support Payment	Curriculum
4050	Student uniform	Curriculum
4125	Minibus Costs (Owned)	Curriculum
4126	Coach Hire	Curriculum
4127	Facilities Hire	Curriculum
4135	Professional Services - Educational	Curriculum
4136	Alternative Provision	Curriculum
4140	Subscriptions	Curriculum
4150	Examination Fees	Curriculum
4155	IT Equipment - Educational	Curriculum
4160	Reprographic Copy Costs	Curriculum
4170	Work Experience	Curriculum
4300	Free School Meal Costs	Curriculum
4500	Project Costs	Curriculum
5160	Music Services Costs	Curriculum
5300	IT Equipment - Non-Educational	Functional IT Costs
5301	IT Support contracts - Non Educational	Functional IT Costs
5305	IT Consumables - Non-Educational	Functional IT Costs
5310	IT Licensing	Functional IT Costs
5311	IT Broadband	Functional IT Costs
5000	Catering Contracts	Student Catering
5001	Catering Food Costs	Student Catering
5005	Catering Maintenance & Repairs	Student Catering
5010	Catering Equipment	Student Catering

Nominal	Title	Category
5100	Telephone Costs	Office Costs
5105	Mobile Phones	Office Costs
5110	Media & Advertising	Office Costs
5115	Postage	Office Costs
5120	Photocopying / Printing Leases	Office Costs
5121	IT Leasing Contracts Devices	Office Costs
5125	Subscriptions - Admin	Office Costs
5130	Stationery - Admin	Office Costs
5135	IT Support Services	Office Costs
5140	Professional Services - Non Educational	Office Costs
5141	Professional Services - HR	Office Costs
5142	Professional Fees - Legal	Office Costs
5145	General Office Costs	Office Costs
5150	Accountancy Services - Non Audit	Office Costs
5200	Furniture/Equipment	Office Costs
6025	Hospitality	Office Costs
6500	Trips Travel Costs	School Fund
6505	Trips Accommodation/Entrance	School Fund
6510	Trips Food & Drink	School Fund
6515	Trips Insurance	School Fund
6520	SF - Donations Spend	School Fund
6521	SF - Music Costs	School Fund
6522	SF - Curriculum Costs	School Fund
6523	SF - Admin Costs	School Fund
2900	Staff Expenses	Staff Costs
2901	Staff Subsistence	Staff Costs
6000	Course Fees	Staff Costs
6010	Recruitment Fees	Staff Costs
6015	Staff Travel	Staff Costs
6020	DBS	Staff Costs
6035	Other Employment Costs	Staff Costs
6600	Uniforms Expenditure	Staff Costs

Nominal	Title	Category
3000	Buildings Maintenance	Premises
3001	Building Projects	Premises
3002	Premises SLA Agreements	Premises
3005	Equipment Repairs & Maintenance	Premises
3010	Grounds Maintenance	Premises
3100	Caretaker Supplies	Premises
3105	Cleaning Contract	Premises
3110	Cleaning Materials	Premises
3120	Hygiene Services	Premises
3125	Refuse Disposal	Premises
3200	Water/Sewerage Charges	Premises
3205	Gas	Premises
3210	Electricity	Premises
3220	Hire of Premises	Premises
3250	Rates	Premises
3260	Insurance	Premises
3300	Fire Alarm & Extinguishers	Premises
3305	Security Alarm	Premises
3310	CCTV Monitoring	Premises
3315	Security & CCTV	Premises
3320	PAT Testing	Premises
3330	Health and Safety (inc Fire)	Premises
3331	First Aid	Premises
3340	Lettings Related Expenditure	Premises
8300	Capital Project spend	Capital
8301	Capital Projects - Professional Fees	Capital

## Budget Cost Centres

Cost Centres (Or Departmental Budgets) are each assigned to a Budget Holder and spend will all pass through that Budget Holder for electronic approval prior to an order being placed. While many are standardised across the Trust some school specific codes are in place.

Account	Title
CUR001	Whole School Curriculum
CUR002	Exam Costs
CUR003	Alternative provision
CUR004	Curriculum Support
CUR005	Careers
CUR006	PSHE
CUR007	Primary Liaison
CUR008	Primary Science
CUR009	Pastoral Support
CUR010	SEN Support
CUR011	Sixth Form Management
CUR012	Pastoral Learning Centre
CUR013	Prizes and awards
CUR014	Rewards System
CUR015	Library
CUR016	Free School Meals
CUR017	Reprographics
CUR018	House System
CUR019	House competition
CUR020	Trips
CUR021	Music Tuition
CUR101	Music



Account	Title
ADMIN01	Recruitment
ADMIN02	Professional Fees
ADMIN03	ICT Non curriculum
ADMIN04	Administration
ADMIN05	SEN Income
ADMIN06	GAG income
ADMIN07	Other ESFA
ADMIN08	Pupil Premium
ADMIN09	16-19 Bursary
ADMIN10	Looked After Children
ADMIN11	Other LG grants
ADMIN12	Other Revenue
ADMIN13	Lettings and Facilities Hire
ADMIN14	Catering
ADMIN15	Donations
ADMIN16	Uniform and Sportsware
ADMIN17	SCITT and PGCE Income
ADMIN18	SPARE
ADMIN20	Music Tuition Income
EXP011	Catering Expenditure
EXP012	Lettings Expenditure
ICT001	ICT SLA Contract
ICT002	ICT Consumables
ICT003	ICT Hardware Leases
ICT004	ICT Outsourced Provision
PREM01	Premises SLA Contracts
PREM02	Utilities
PREM03	Telephone
PREM04	Minibus Costs
PREM05	Premises
SAL005	Staff Travel
SAL02	Agency Supply costs
SAL03	Staff Development / CPD
SAL04	Cost of employment

These Cost Centres relate only to the Trust Central Team

MAT010	Whole Trust Services (AP)
MAT011	School Improvement (LK)
MAT012	Projects (DP)
MAT013	Marketing (MS)
MAT014	People and Culture (AW)
MAT015	MDT - Vulnerable
MAT016	MDT - SEND
MAT017	Finance
MAT018	HR
MAT019	Governance

## Trips and School Fund – Key Points

Trips and School Fund income and spend is segregated into separate pots within the accounts to ensure they can be separately accounted for.

### Points to note.

- If you wish to collect money for a school trip or sell revision guides this must be collected through the parent payment platform.
- To request for an item to be added to the Parent Payment Platform please complete the School Fund Online Payment Set Up Request Form on the **Finance Portal**.
- When pricing School Fund items or Trips please refer to the Trust Educational Visits Policy OR Charging and Remissions policy.
- The purchasing rules apply to School Fund spend. This includes the requirement for orders to be processed through the financial system and quotes to be obtained where the ordering value requires it.
- The form on the Finance Portal captures the information required by the Finance team to launch an item on the Parent Payment system. All requests must be received through this system to ensure requests can be processed efficiently.

## Donations – Charity Collections – Key Points

As a Multi Academy Trust we are a Charity and must follow Charity Law and best practice for Charity's. Charity collections happen through the Trust each Term for a variety of different events.

### Points to note

- Donations must be set up on Parent Payment Platform or direct with the selected charity.
- Ensure you are clear at the point of collection who you are collecting for, and that the charity's details and charity number (where appropriate) is made clear to anyone donating. It is a charity law requirement that it is clear at the point of donation who the funds will be going to and for what purpose.
- We can claim Gift Aid on donations which are for our schools. Appropriate record keeping and processes need to be followed for the processing of Gift Aid so please liaise with the Finance Team if this is something you wish to do.
- If you are having a collection for school funds or for an external charity, please ensure you notify Finance in advance so that we can ensure all checks have been made in advance.

# Budget Holder Reports

Live Financial information is available to Budget Holders. This will show the ongoing spending against budget and the order commitments pending. These reports are available for Budget Accounts, Trip accounts and Capital Project accounts.

The period should always be selected through to the end of the academic year, August 2026, to show the full assigned budget for the year.

A Guidance document is available on the Mercian Portal as well as a training video.

Reporting shows each transaction and links to the invoices. The reports can be exported to excel to create a useful working copy. Budget Holders should review transactions monthly and flag and queries to the Finance Team as soon as possible so that they can be investigated.



## Budget Holder Report

### Selection Criteria

Company - Standard Academy V6 ; Location - ALD - Aldridge School ; Ledger - ALD Cost Centre Accounts ; Account(s) - Exam Costs ; Budget - BPS BUDGET ; Period - August 2022 ; Year End Period(s) - None ; Show Current Period Transactions - No ; Show Commitments - Up to current data

[Click to return](#)

### CUR002 - Exam Costs

Percentage of Full Year Budget spent

80 %

CURRENT PERIOD				YEAR TO DATE				ANNUAL	
Actual	Commitments	Budget	Left to spend	Actual	Commitments	Budget	Left to spend	Budget	Left to spend
-	-	-	-	129,883.57	-	162,539.00	32,655.43	162,539.00	32,655.43

DOC DATE	DOCUMENT	NOMINAL	SUPPLIER	ATTACHMENTS	DESCRIPTION	BALANCE
<b>ACTUAL</b>						
30/04/2020	ALPC 209	ALD4150 - Examination Fees	MER acc Pearson Education Limited		GCSE Refund CAND 7126	38.55
30/04/2021	ALPC 207	ALD4150 - Examination Fees	MER acc Pearson Education Limited		GCSE Refund Cand 7126	38.55
30/04/2021	ALPC 208	ALD4150 - Examination Fees	MER Exam acc Pearson Education Limited		GCSE Refund Cand 7126	(38.55)
30/04/2021	ALPC 210	ALD4150 - Examination Fees	MER Exam acc Pearson Education Limited		GCSE Refund CAND 7126	(38.55)
30/04/2021	ALPC 243	ALD4150 - Examination Fees	MER Exam acc Pearson Education Limited		GCSE Refund Cand 7126	38.55

## PS Live - Document Status Glossary

Status	Status Description	Detailed Description
REQ	Requisition Raised	Requisition has been raised and is waiting for Budget Holder approval.
REQAUT	Requisition Authorised	Requisition has been approved and is awaiting purchase order processing by Finance.
POREQ	Purchase Order Requisition	Purchase order has been raised and is awaiting authorisation from Finance.
POAUT	Purchase Order Authorised	Purchase order has been fully authorised and sent to the supplier.
GRN	Goods Received	All lines of the order have been marked as received on site.
INV	Purchase Invoice	All lines of the order have been fully invoiced.
CANCELLED	Cancelled	Requisition/Order has been cancelled.
REJECTED	Rejected	Requisition/Order has been rejected by the authoriser.

## FAQ's

### How do I log in to PS Online?

The PS Online link can be found on the Mercian Portal, <http://portal.merciantrust.org.uk/>

### What are my login details?

The login details for PSF are in the following format:

**USERNAME:** ASURNAME (First name initial followed by surname – if you happen to have the same initial and surname as another staff member, you may have a number at the end also.)

**PASSWORD:** hello (Upon first login you will be prompted to create your own password. This will then be your password going forward.)

**DATABASE:** PSFLIVE

**COMPANY:** MAIN

### I can't remember my login details.

Please check you are entering the details as instructed above. If you can't remember your password, please email [merfinance@merciantrust.org.uk](mailto:merfinance@merciantrust.org.uk) and we will reset it.

### I got an error message when trying to log in.

Please check you are entering the details as instructed in the above login details. If this doesn't work, please send a screenshot of the error and the information entered to [merfinance@merciantrust.org.uk](mailto:merfinance@merciantrust.org.uk).

### How do I find an order?

Log in to PS Online and click on **Document Search**. Change the **Document Type** to **Purchase Requisition (REQ)** or **Purchase Order (PORD)**. If you know your document number, enter it in the **Min** and **Max Number** fields and then click **search**. If you don't know the number but know the supplier, find the supplier's name in the **Supplier** field, and then click search. Click on the magnifying glass next to the document to view the document.

### **I can't see any documents to authorise.**

Emails are sent to budget holders advising us of documents to approve. The easiest way to approve is by clicking the link in the email.

Alternatively, log in to PSLive and click on the **Document Authorisation** icon.

To authorise **requisitions**, make sure the **Document Type** is set to **All Purchasing Documents (ALL)** and then click search.

For **invoices**, change the **Document Type** to **All Registered Documents (REG)** and then search. Any documents will then show allowing you to tick to accept or view the document by clicking the magnifying glass before accepting or rejecting.

### **How can I claim items purchased myself?**

Staff claims should be a last resort and instead purchases should be made on the Central Finance Team credit card by raising a requisition on PS Online under the supplier **Credit Card Finance Team**. Where items are purchased and you need to claim the funds back, please complete a **Staff Claim** form which is available on the Finance Portal.

### **I've received an invoice for an order I've placed myself, what should I do with it?**

All orders, and subsequent invoices, should come through to the Finance Team. If you do receive an invoice direct from the supplier please forward to [merfinance@merciantrust.org.uk](mailto:merfinance@merciantrust.org.uk) for processing.