

FMS6 CONFIRMATION OF FINAL CLOSURE 2019-20

(To be returned to Schools Finance by email
to your relevant SFA by **7TH May 2020**)

SCHOOL: _____ **DfE NUMBER:** _____

You have now received your final ERP Gold report for 2019-20. ERP Gold and FMS should be reconciled and the carryforward figure on both systems should be the same.

When reconciliation is complete the final closure of 2019-20 should be effected. Please sign below to confirm that the final closure has been completed and attach the relevant reports.

Signature: _____ **Date:** _____

Designation: _____

Please attach the following reports:

Please note before you print these you must change the financial year to 2019-20

- | | | |
|----|-----------------------------------|--|
| 1 | System Parameters Listing | Route: Reports
General Ledger Setup
System Parameters Listing
(Report lists 19-20 as 'Fully Closed') |
| 2 | Balances and Reserves | Route: Reports
General Ledger
Balances and Reserves |
| 3. | Cost Centre Summary Report | Route: Reports
General Ledger
Transactions
Cost Centre Summary Transactions
Cost Centre Summary Transactions
by Cost Centre
Do not adjust the report parameters –
Click on OK
Click on Print |

Return with the above attachments to Schools Finance via email to your relevant SFA as a scanned version.