

**FMS6 QUARTERLY EXPENDITURE ANALYSIS
AND VAT REIMBURSEMENT CLAIM**
(To be returned to LGSS Schools Finance on 23rd March 2020)

School _____ ERP Oracle Code _____

Period of claim **1st January to 22nd March 2020**

Total input VAT: _____ £

Total output VAT: (_____)

Total amount of VAT reclaimed _____

Signature _____

Designation _____ Date _____

THESE REPORTS MUST BE PRINTED ON THE 23rd March 2020

1. VAT Reports

	VAT Submittal Report	Route: Reports General Ledger VAT Reports Click on the '+' for next period Click on button to left of report name Click on print When it appears on screen click on the print button	You must make sure the report has printed successfully and <u>then</u> say YES to the question. (Do not say yes <u>until</u> you are sure, as you will not be able to print this report again
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	VAT Long Summary Report	Route: Reports General Ledger VAT Reports	Highlight relevant period Click on the printer icon Click on button to left of report name, Click on print Click on Yes to accept report
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	VAT Debtor Creditor Report	Route: Reports General Ledger VAT Reports	Highlight relevant period Click on the printer icon Click on button to left of report name, Click on print Click on Yes to accept report
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	Check the VAT quarter has been closed	Route: Reports General Ledger VAT Reports	Check that the VAT quarter 1st January to 22nd March 2020 is listed at the top of the list as having been submitted.
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3 Fund to Bank report

	Fund to Bank Journal Report	Route: Reports Budget Maintenance Fund to Bank	Make sure the default year is "2019-20" Click on OK
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4 Cumulative Expense Analysis Report

	Cumulative Expense Analysis Report	Route: Reports General Ledger Analysis Cumulative Expense Analysis	Leave as the Default - Ledger Code Summary Remove the Tick from the box to the left of "Show Movement up to Period" Click on OK
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Please return this form together with the supporting reports by the due date to LGSS Schools Finance as an electronic scan via email.