

LOCAL BANK ACCOUNT RECONCILIATION FMS YEAR END REPORTS

(To be returned to Schools Finance by email to your relevant SFA by **24th April 2020**)

SCHOOL: _____ DfE Number: _____

Before printing any of the following information, the Preliminary Closure
for 2019-20 MUST be completed

Change the year to 2019-20

Print the following reports and attach to this form for submission to Schools Finance:

1. Petty Cash Transaction Listing:

Route Reports
General Ledger
Petty Cash
Transaction Listing

Click on Summary
Select year 19/20
Click on the Account Focus button and select the Petty Cash Account
Leave the date fields blank
Click OK

If more than one petty cash control account code is in use print the reports for all codes.

2. Bank Account History for the year – Bank Account

Route: Reports
General Ledger
Bank
Bank History

Enter the From Date as **25.03.2019**
Enter the To Date as **22.03.2020**

3. Bank Account History for the period after 23rd March 2020

Route: Reports
General Ledger
Bank
Bank History

Enter the From Date as **23.03.2020**
Leave the To Date blank

4. Accounts Receivable – Refund Cheque Report

Route Accounts Receivable
Reports
Transaction Report
Date Range **25.03.2019 to 22.03.2020**
Transaction Type – select **Refund**
Click on **OK**
Click on **PRINT**

Return with the attachments listed above to Schools Finance via email to finschools@northamptonshire.gov.uk as a scanned copy.