



FMS Training Guide

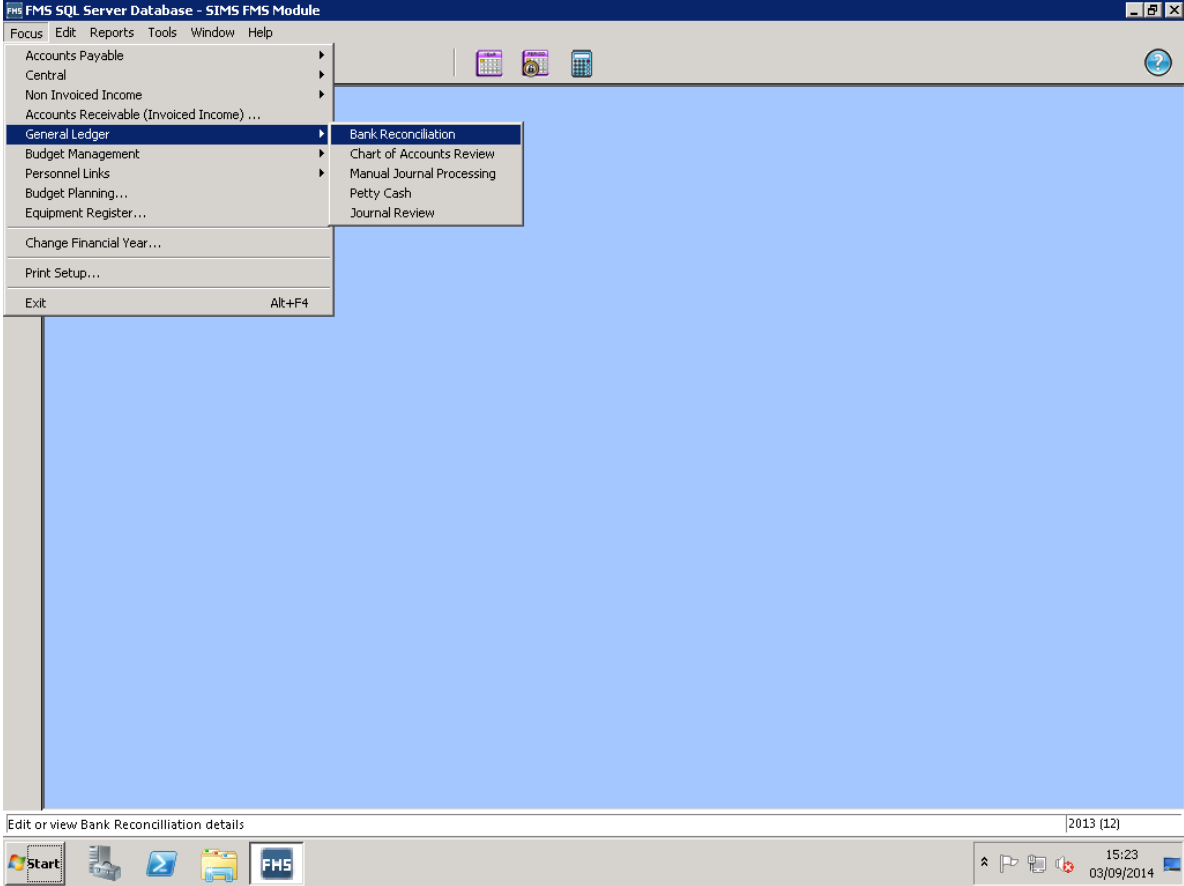
Title		Script Reference	
Complete the monthly REC1		FMS – REC1	
Description & Objectives			
Schools are required to complete the monthly REC1 to reconcile bank statements and FMS.			
Script	Name	Date	Comments
Created By	Schools Finance	03-09-2014	
Modified By	Schools Finance	01-10-2015	
Modified By			
Modified By			

Prerequisite training	Ref
N/A	

Note
<p>Before you complete REC1, you must have already run the following reports on 1st working day of each month, please refer to guidance note on 'How to run Vat report' for details.</p> <ul style="list-style-type: none">• Vat Submittal Report• Vat Full Report• Trial Balance Report <p>Please also make sure all paper work are in front of you when you are doing REC1, such as</p> <ul style="list-style-type: none">• Above reports• Latest Bank Statement• Unreconciled Bank Transaction Listing (step 5-7)• Bank History (step 8-10)• Previous month REC1 form



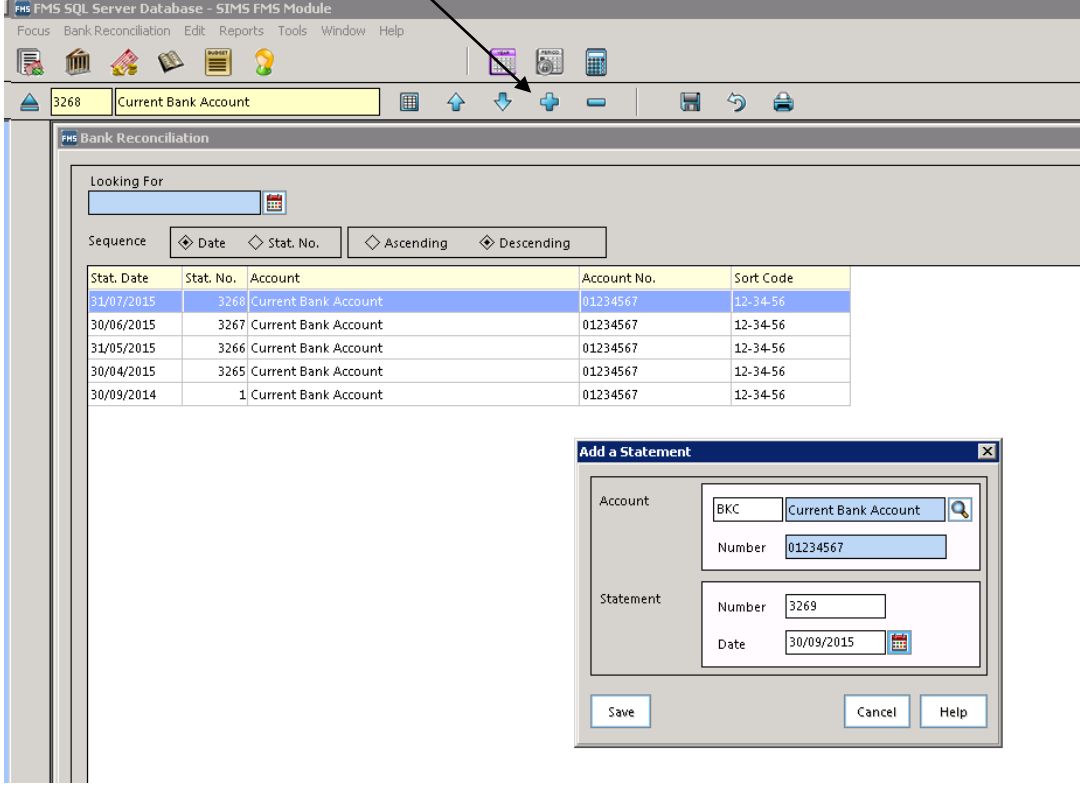


Script Instructions

Step	Activity
1	<p>Take the closing balance from the bank statement – enter this into No 1a on Rec1. If your old bank account is still open you need to complete No 1b. If your old bank account is closed, you can leave No 1b blank.</p> <p>Next you need to perform a bank reconciliation in FMS.</p> <p>In FMS, Focus \ General Ledger \ Bank Reconciliation</p>  <p>The screenshot shows the FMS SQL Server Database - SIMS FMS Module application window. The menu bar includes Focus, Edit, Reports, Tools, Window, and Help. The 'Focus' menu is open, showing options like Accounts Payable, Central, Non Invoiced Income, Accounts Receivable (Invoiced Income) ..., General Ledger, Budget Management, Personnel Links, Budget Planning..., Equipment Register..., Change Financial Year..., Print Setup..., and Exit (Alt+F4). The 'General Ledger' sub-menu is also open, showing Bank Reconciliation, Chart of Accounts Review, Manual Journal Processing, Petty Cash, and Journal Review. The main window area is blue. The taskbar at the bottom shows the Start button, several icons, and the system tray with the time 15:23 and date 03/09/2014.</p>


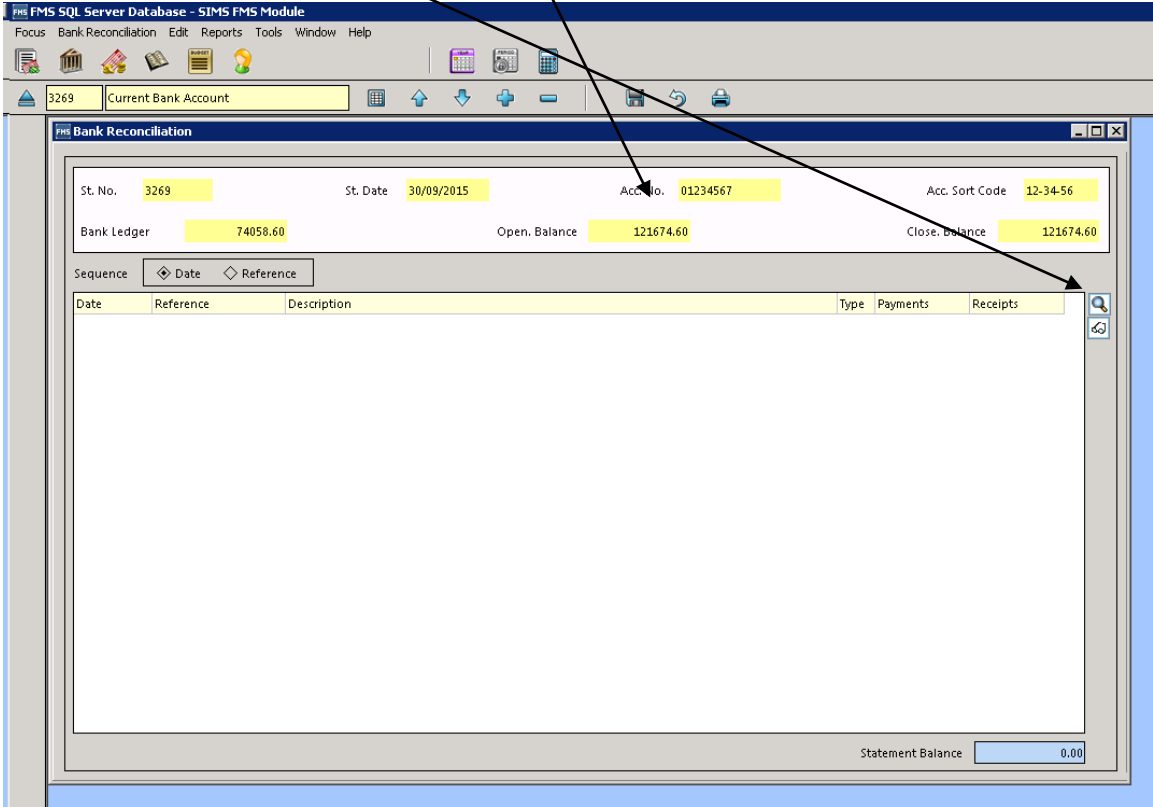


FMS Training Guide

Step	Activity																														
2	<p>Click </p> <p>Click  to select the correct bank account</p> <p>Enter Statement Number (or if 2 statements, use the latest one)</p> <p>Enter the last date of the month and click 'Save'.</p>  <p>The screenshot shows the 'FMS Bank Reconciliation' window. At the top, there is a menu bar with 'Focus', 'Bank Reconciliation', 'Edit', 'Reports', 'Tools', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main window displays a table of statements with the following data:</p> <table border="1"><thead><tr><th>Stat. Date</th><th>Stat. No.</th><th>Account</th><th>Account No.</th><th>Sort Code</th></tr></thead><tbody><tr><td>31/07/2015</td><td>3268</td><td>Current Bank Account</td><td>01234567</td><td>12-34-56</td></tr><tr><td>30/06/2015</td><td>3267</td><td>Current Bank Account</td><td>01234567</td><td>12-34-56</td></tr><tr><td>31/05/2015</td><td>3266</td><td>Current Bank Account</td><td>01234567</td><td>12-34-56</td></tr><tr><td>30/04/2015</td><td>3265</td><td>Current Bank Account</td><td>01234567</td><td>12-34-56</td></tr><tr><td>30/09/2014</td><td>1</td><td>Current Bank Account</td><td>01234567</td><td>12-34-56</td></tr></tbody></table> <p>An 'Add a Statement' dialog box is open in the foreground. It contains the following fields:</p> <ul style="list-style-type: none">Account: BKC Current Bank Account (with a magnifying glass icon)Number: 01234567Statement Number: 3269Date: 30/09/2015 (with a calendar icon) <p>Buttons for 'Save', 'Cancel', and 'Help' are located at the bottom of the dialog box.</p>	Stat. Date	Stat. No.	Account	Account No.	Sort Code	31/07/2015	3268	Current Bank Account	01234567	12-34-56	30/06/2015	3267	Current Bank Account	01234567	12-34-56	31/05/2015	3266	Current Bank Account	01234567	12-34-56	30/04/2015	3265	Current Bank Account	01234567	12-34-56	30/09/2014	1	Current Bank Account	01234567	12-34-56
Stat. Date	Stat. No.	Account	Account No.	Sort Code																											
31/07/2015	3268	Current Bank Account	01234567	12-34-56																											
30/06/2015	3267	Current Bank Account	01234567	12-34-56																											
31/05/2015	3266	Current Bank Account	01234567	12-34-56																											
30/04/2015	3265	Current Bank Account	01234567	12-34-56																											
30/09/2014	1	Current Bank Account	01234567	12-34-56																											




FMS Training Guide

Step	Activity																
3	<p>You should check that the Open. Balance amount agrees with the balance brought forward on the bank statement.</p> <p>Click on </p>  <p>The screenshot shows the 'FMS Bank Reconciliation' window. At the top, it displays 'FMS SQL Server Database - SIMS FMS Module' and a menu bar with 'Focus', 'Bank Reconciliation', 'Edit', 'Reports', 'Tools', 'Window', and 'Help'. Below the menu is a toolbar with various icons. The main window has a title bar 'FMS Bank Reconciliation' and a search icon. The data fields are as follows:</p> <table border="1"><tr><td>St. No.</td><td>3269</td><td>St. Date</td><td>30/09/2015</td><td>Acc. No.</td><td>01234567</td><td>Acc. Sort Code</td><td>12-34-56</td></tr><tr><td>Bank Ledger</td><td>74058.60</td><td>Open. Balance</td><td>121674.60</td><td>Close. Balance</td><td>121674.60</td><td></td><td></td></tr></table> <p>Below the data fields is a 'Sequence' section with radio buttons for 'Date' and 'Reference'. Underneath is a table with the following columns: Date, Reference, Description, Type, Payments, Receipts. The table is currently empty. At the bottom right, there is a 'Statement Balance' field with the value 0.00.</p>	St. No.	3269	St. Date	30/09/2015	Acc. No.	01234567	Acc. Sort Code	12-34-56	Bank Ledger	74058.60	Open. Balance	121674.60	Close. Balance	121674.60		
St. No.	3269	St. Date	30/09/2015	Acc. No.	01234567	Acc. Sort Code	12-34-56										
Bank Ledger	74058.60	Open. Balance	121674.60	Close. Balance	121674.60												



FMS Training Guide

Step 4 Activity

4 Go through the bank statement, find each cheque on FMS in the unreconciled list and check the amount matches, highlight the item and click  Choose
Tick all the amounts on the bank statement that have been reconciled and circle any amounts that are not on FMS as these will need adding to FMS later.

Date	Reference	Description	Type	Payments	Receipts
17/06/2015	000017	Education Service Nottingham	AP	1350.00	0.00
17/06/2015	000018	Education Service Nottingham	AP	440.00	0.00
27/07/2015	000020	Education Service Nottingham	AP	6.00	0.00
27/07/2015	000021	Konica	AP	300.00	0.00
01/09/2015	000022	British Gas	AP	2000.00	0.00
01/09/2015	000023	County Supplies	AP	300.00	0.00
01/09/2015	000024	ESPO	AP	410.00	0.00
01/10/2015	000025	Bakery	AP	1000.00	0.00
01/10/2015	000026	County Supplies	AP	600.00	0.00
01/10/2015	000027	ESPO	AP	5400.00	0.00

You should end up with 4 entries in the Reconciled box.

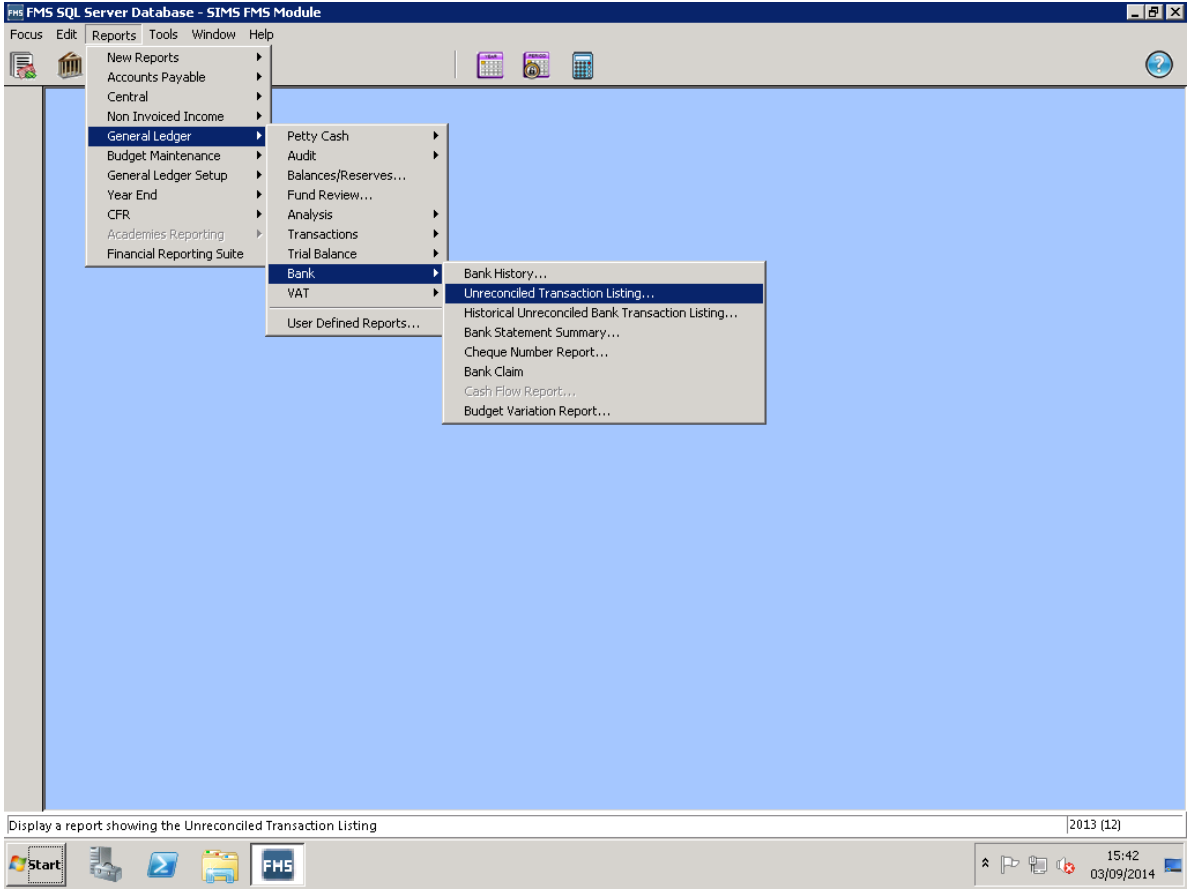
Date	Reference	Description	Type	Payments	Receipts
17/06/2015	000017	Education Service Nottingham	AP	1350.00	0.00
27/07/2015	000020	Education Service Nottingham	AP	6.00	0.00
01/09/2015	000024	ESPO	AP	410.00	0.00
01/10/2015	000025	Bakery	AP	1000.00	0.00
01/10/2015	000026	County Supplies	AP	600.00	0.00
01/10/2015	000027	ESPO	AP	5400.00	0.00
01/10/2015	000028	Nottingham City Council	AP	25000.00	0.00
01/10/2015	000029	Vodafone	AP	420.00	0.00
01/10/2015	000031	Education Service Nottingham	AP	390.00	0.00
01/10/2015	BACS001	BACS Run 001	AP	10000.00	0.00

Date	Reference	Description	Type	Payments	Receipts
17/06/2015	000018	Education Service Nottingham	AP	440.00	0.00
27/07/2015	000021	Konica	AP	300.00	0.00
01/09/2015	000022	British Gas	AP	2000.00	0.00
01/09/2015	000023	County Supplies	AP	300.00	0.00

Click on  Save when completed, then click the save icon .


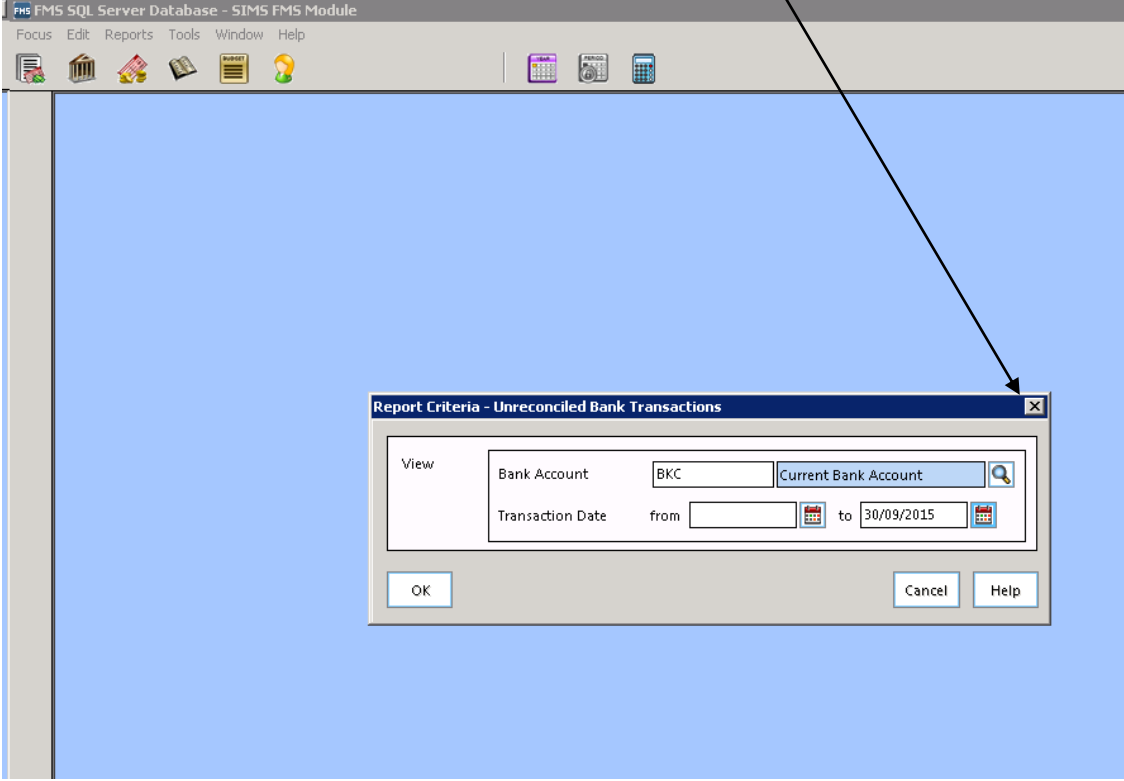


FMS Training Guide

Step	Activity
5	<p>To complete Section A 2a and 2b of the REC1 form:</p> <p>In FMS, Reports \ General Ledger \ Bank \ Unreconciled Transaction Listing</p>  <p>The screenshot shows the FMS SQL Server Database - SIMS FMS Module interface. The menu path is: Reports > General Ledger > Bank > Unreconciled Transaction Listing... The status bar at the bottom indicates 'Display a report showing the Unreconciled Transaction Listing' and '2013 (12)'. The system tray shows the Start button, FMS icon, and system clock (15:42, 03/09/2014).</p>


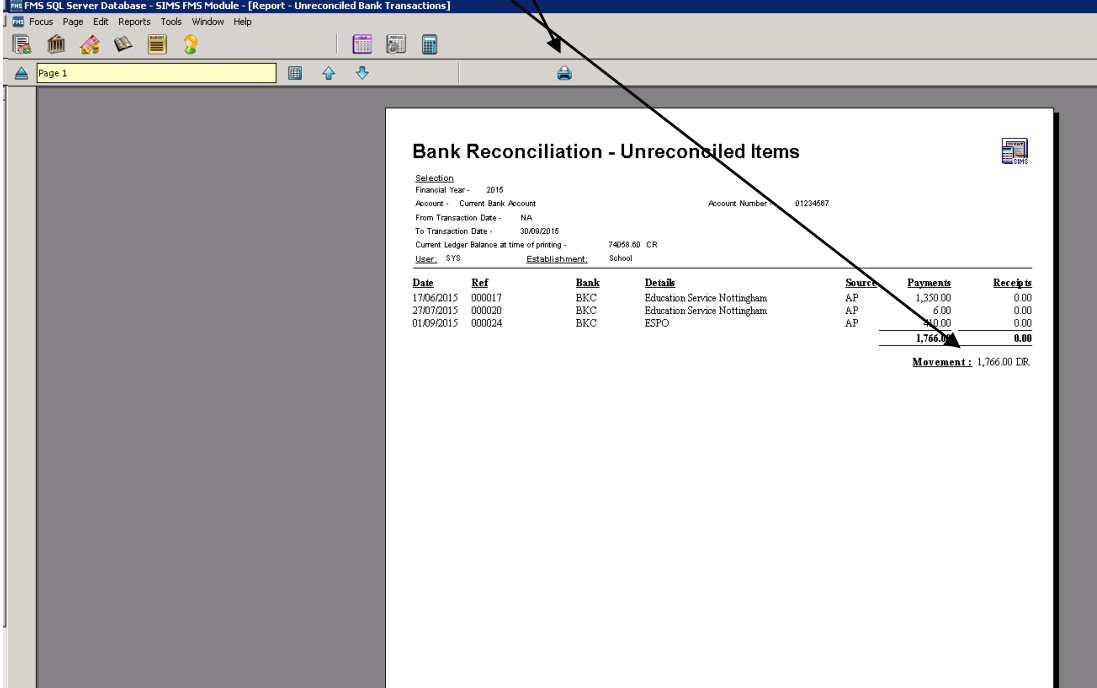


FMS Training Guide

Step	Activity
6	<p>Select the Bank Account by clicking on the  icon.</p> <p>Leave the from date Blank</p> <p>Change end date for correct month in this case 30/09/2015</p> <p>Click 'OK'</p> 

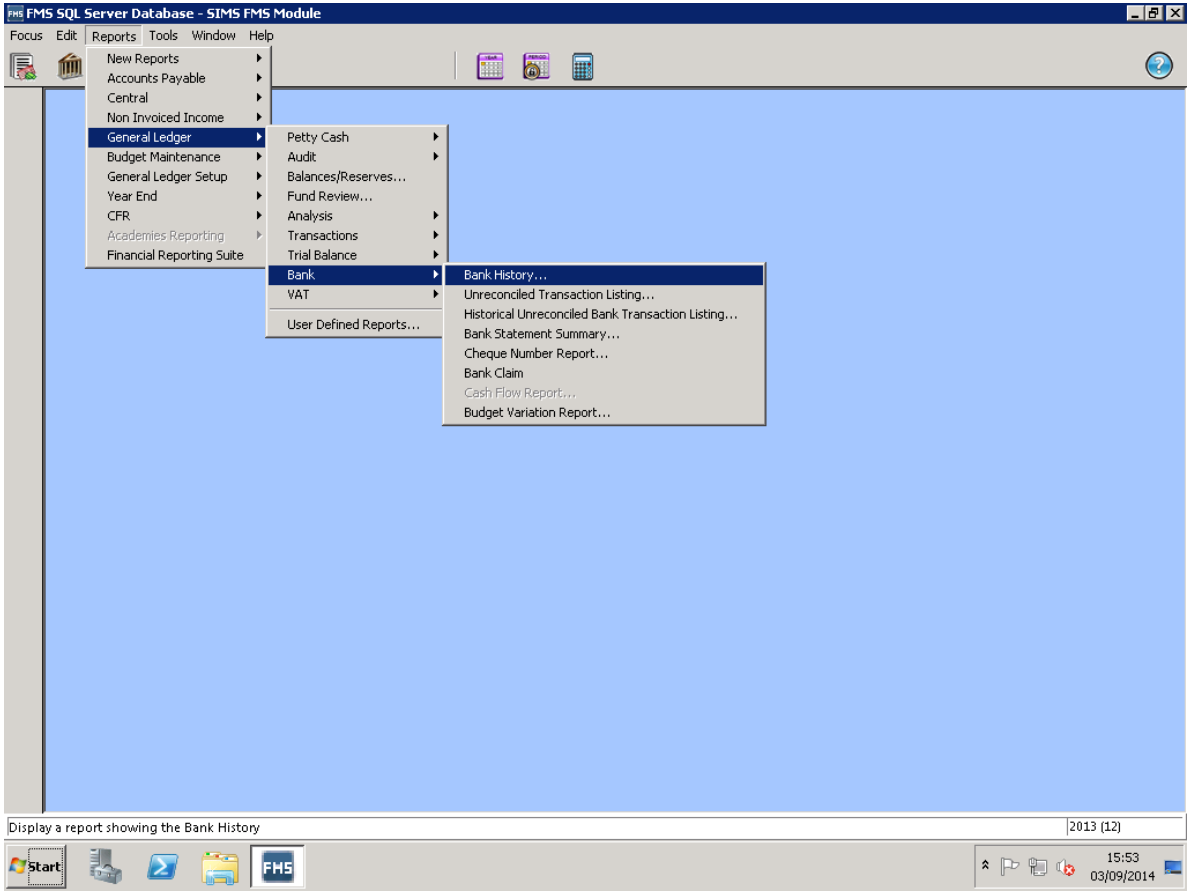


FMS Training Guide

Step	Activity
7	<p>Print Report by clicking on </p> <p>Enter the total Movement figure of report into No 2a.</p> <p>If your old bank account is still open, please repeat the same process from step 5 to 7 for No 2b. If not, you can leave No 2b blank.</p>  <p>Have you had any Direct Debit or Bank charges on your Bank Statement that you have not reconciled? Add up these items and enter into No 3.</p> <p>Have you received any direct income amounts on your Bank Statement that you have not reconciled? And also additional transactions posted after the period end. Add up these items and enter into No 4.</p> <p>Adjusted Bank Balance in No 5 is the calculation of</p> <p>No 1 minus No 2 Add No 3 minus No 4</p>

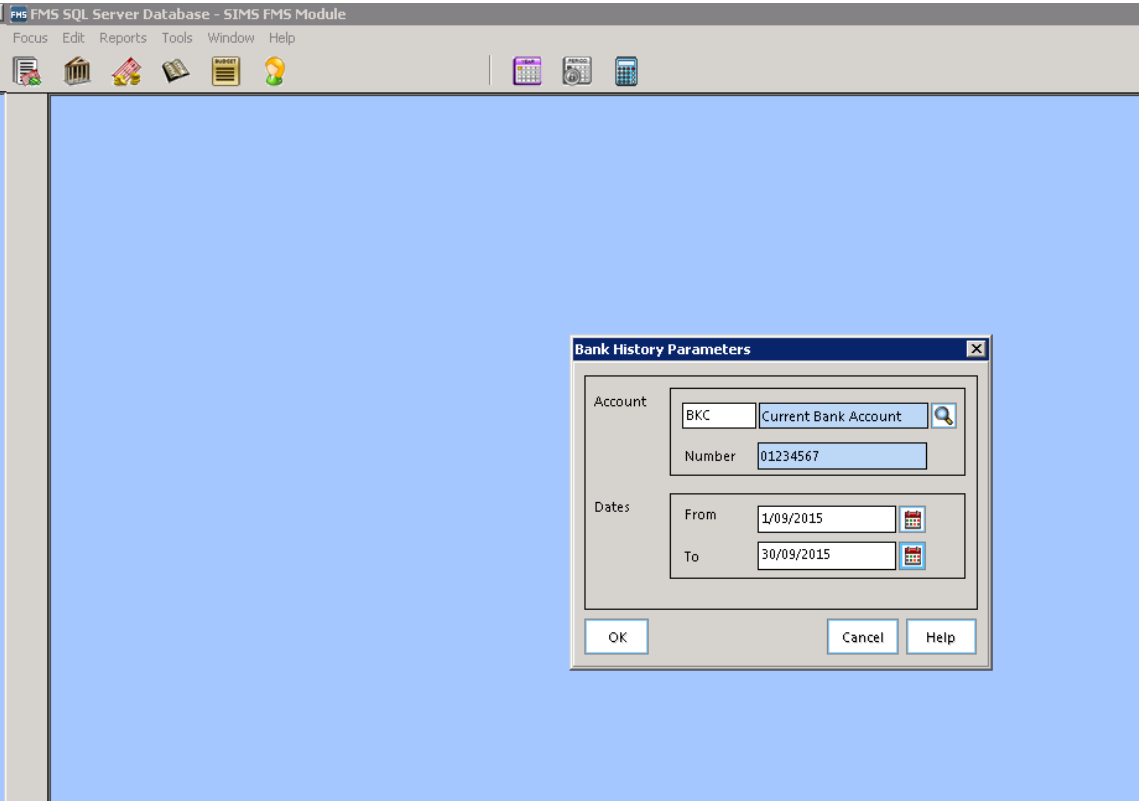


FMS Training Guide

Step	Activity
8	<p>To complete the Section B of REC1, follow the steps:</p> <p>In FMS, Reports \ General Ledger \ Bank \ Bank History</p>  <p>The screenshot shows the FMS SQL Server Database - SIMS FMS Module application window. The menu path is: Reports > General Ledger > Bank > Bank History... The window title bar reads 'FMS SQL Server Database - SIMS FMS Module'. The menu items under 'Bank' include: Bank History..., Unreconciled Transaction Listing..., Historical Unreconciled Bank Transaction Listing..., Bank Statement Summary..., Cheque Number Report..., Bank Claim, Cash Flow Report..., and Budget Variation Report... The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 15:53 and date 03/09/2014.</p>

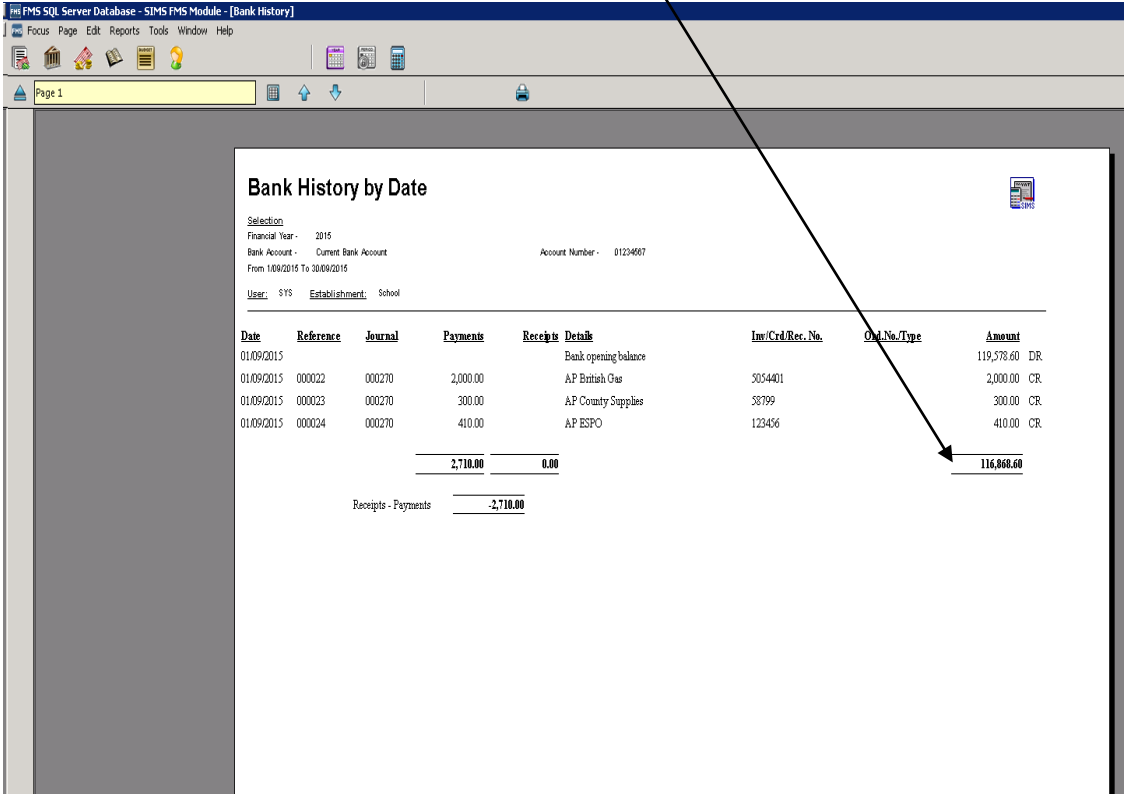


FMS Training Guide

Step	Activity
9	<p>Change dates from the start date of the month to the end date of the month</p> <p>Click 'OK'</p> 



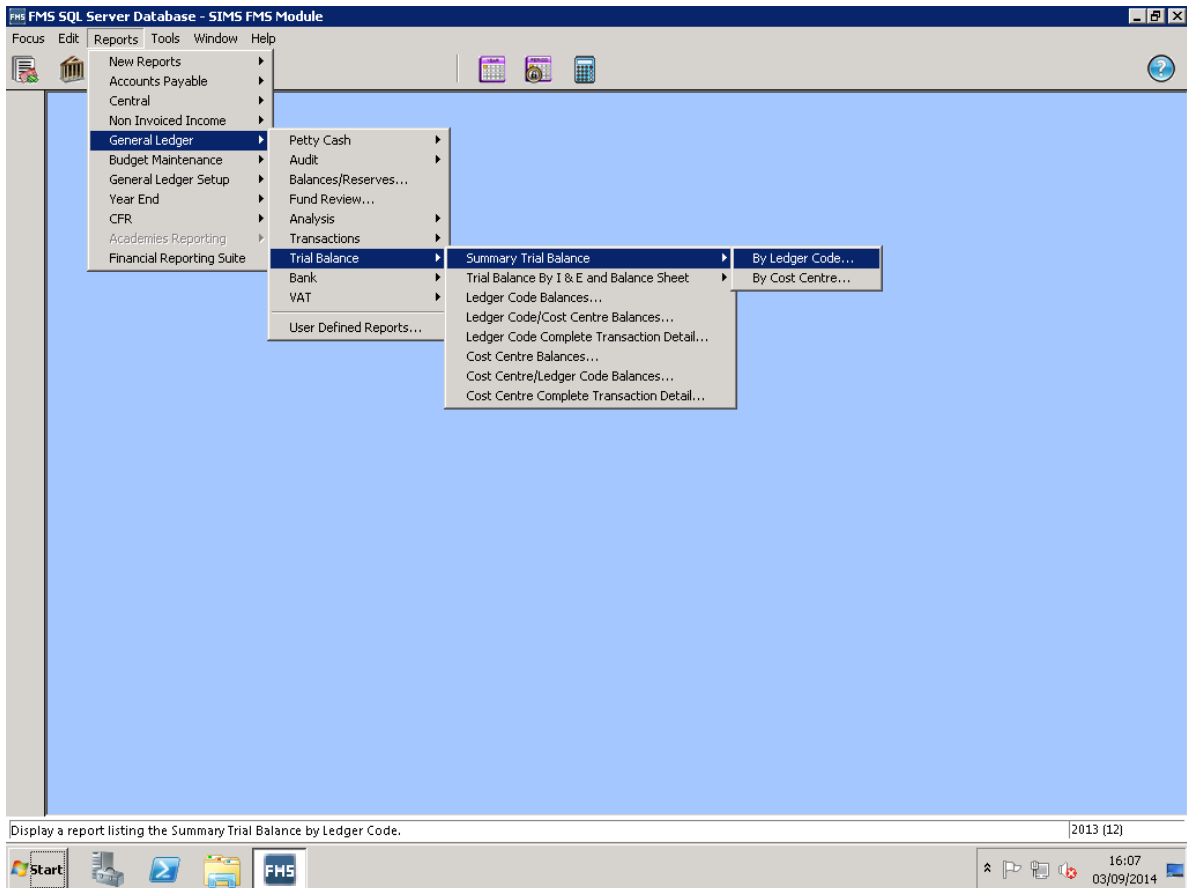
FMS Training Guide

Step	Activity																																																															
10	<p>Print Page</p> <p>Enter the total Amount for the month in No 6.</p> <p>Please note, No 5 Bank Balance and No 6 Bank History should equal, if not, you need to investigate – see problem shooting page for guidance.</p>  <p>The screenshot shows a 'Bank History by Date' report. The report includes a table with columns: Date, Reference, Journal, Payments, Receipts, Details, Inv/Crd/Rec. No., Ord.No./Type, and Amount. The total amount for the month is 116,868.60. An arrow points from the instruction 'No 6' to this total amount.</p> <table border="1"><thead><tr><th>Date</th><th>Reference</th><th>Journal</th><th>Payments</th><th>Receipts</th><th>Details</th><th>Inv/Crd/Rec. No.</th><th>Ord.No./Type</th><th>Amount</th></tr></thead><tbody><tr><td>01/09/2015</td><td></td><td></td><td></td><td></td><td>Bank opening balance</td><td></td><td></td><td>119,578.60 DR</td></tr><tr><td>01/09/2015</td><td>000022</td><td>000270</td><td>2,000.00</td><td></td><td>A/P British Gas</td><td>5054401</td><td></td><td>2,000.00 CR</td></tr><tr><td>01/09/2015</td><td>000023</td><td>000270</td><td>300.00</td><td></td><td>A/P County Supplies</td><td>58799</td><td></td><td>300.00 CR</td></tr><tr><td>01/09/2015</td><td>000024</td><td>000270</td><td>410.00</td><td></td><td>A/P ESPO</td><td>123456</td><td></td><td>410.00 CR</td></tr><tr><td></td><td></td><td></td><td><u>2,710.00</u></td><td><u>0.00</u></td><td></td><td></td><td></td><td><u>116,868.60</u></td></tr><tr><td></td><td></td><td></td><td>Receipts - Payments</td><td><u>-2,710.00</u></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Date	Reference	Journal	Payments	Receipts	Details	Inv/Crd/Rec. No.	Ord.No./Type	Amount	01/09/2015					Bank opening balance			119,578.60 DR	01/09/2015	000022	000270	2,000.00		A/P British Gas	5054401		2,000.00 CR	01/09/2015	000023	000270	300.00		A/P County Supplies	58799		300.00 CR	01/09/2015	000024	000270	410.00		A/P ESPO	123456		410.00 CR				<u>2,710.00</u>	<u>0.00</u>				<u>116,868.60</u>				Receipts - Payments	<u>-2,710.00</u>				
Date	Reference	Journal	Payments	Receipts	Details	Inv/Crd/Rec. No.	Ord.No./Type	Amount																																																								
01/09/2015					Bank opening balance			119,578.60 DR																																																								
01/09/2015	000022	000270	2,000.00		A/P British Gas	5054401		2,000.00 CR																																																								
01/09/2015	000023	000270	300.00		A/P County Supplies	58799		300.00 CR																																																								
01/09/2015	000024	000270	410.00		A/P ESPO	123456		410.00 CR																																																								
			<u>2,710.00</u>	<u>0.00</u>				<u>116,868.60</u>																																																								
			Receipts - Payments	<u>-2,710.00</u>																																																												



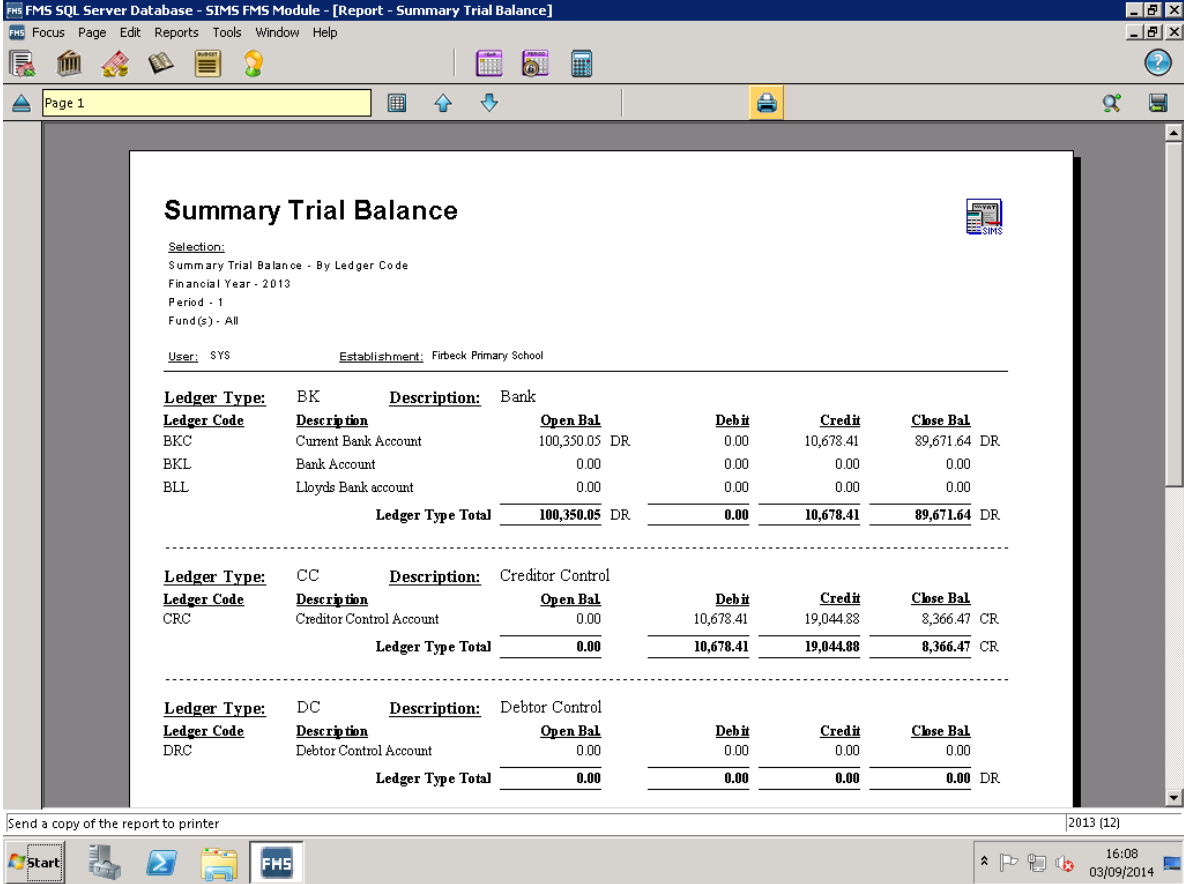
FMS Training Guide

Step	Activity
11	<p>To complete No 7 in REC1</p> <p>From the previous REC1 bring forward the VAT amounts.</p> <p>Check the bank history to see if you have been reimbursed for any VAT during the month and remove any that have been paid.</p> <p>Include the VAT amount (VAT to reclaim) from this month's VAT submittal.</p> <p>List all outstanding VAT by month.</p> <p>To complete No 8 in REC1</p> <p>Using the Summary Trial Balance Report that you ran after the VAT files, check for Petty Cash (complete No 8) and Creditor (No 9) and Debtor Control (No 10).</p>





FMS Training Guide

Step	Activity																																																																		
12	<p>To complete No 9, 10 and 11 in REC1</p> <p>CC=Creditors is No 9, if schools use Payroll Control, the balance in Payroll Control (appears after petty cash) should also be included in No 9.</p> <p>DC=Debtors is No 10</p> <p>No 11 is the calculation of No6 add No7 add No8 minus No9 add No10</p>  <p>The screenshot displays a 'Summary Trial Balance' report for 'Firbeck Primary School' in 'Financial Year - 2013'. It is divided into three sections:</p> <ul style="list-style-type: none"> Bank (BK): <table border="1"> <thead> <tr> <th>Ledger Code</th> <th>Description</th> <th>Open Bal</th> <th>Debit</th> <th>Credit</th> <th>Close Bal</th> </tr> </thead> <tbody> <tr> <td>BKC</td> <td>Current Bank Account</td> <td>100,350.05 DR</td> <td>0.00</td> <td>10,678.41</td> <td>89,671.64 DR</td> </tr> <tr> <td>EKL</td> <td>Bank Account</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>BLL</td> <td>Lloyds Bank account</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="2">Ledger Type Total</td> <td>100,350.05 DR</td> <td>0.00</td> <td>10,678.41</td> <td>89,671.64 DR</td> </tr> </tbody> </table> Creditor Control (CC): <table border="1"> <thead> <tr> <th>Ledger Code</th> <th>Description</th> <th>Open Bal</th> <th>Debit</th> <th>Credit</th> <th>Close Bal</th> </tr> </thead> <tbody> <tr> <td>CRC</td> <td>Creditor Control Account</td> <td>0.00</td> <td>10,678.41</td> <td>19,044.88</td> <td>8,366.47 CR</td> </tr> <tr> <td colspan="2">Ledger Type Total</td> <td>0.00</td> <td>10,678.41</td> <td>19,044.88</td> <td>8,366.47 CR</td> </tr> </tbody> </table> Debtor Control (DC): <table border="1"> <thead> <tr> <th>Ledger Code</th> <th>Description</th> <th>Open Bal</th> <th>Debit</th> <th>Credit</th> <th>Close Bal</th> </tr> </thead> <tbody> <tr> <td>DRC</td> <td>Debtor Control Account</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="2">Ledger Type Total</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00 DR</td> </tr> </tbody> </table> 	Ledger Code	Description	Open Bal	Debit	Credit	Close Bal	BKC	Current Bank Account	100,350.05 DR	0.00	10,678.41	89,671.64 DR	EKL	Bank Account	0.00	0.00	0.00	0.00	BLL	Lloyds Bank account	0.00	0.00	0.00	0.00	Ledger Type Total		100,350.05 DR	0.00	10,678.41	89,671.64 DR	Ledger Code	Description	Open Bal	Debit	Credit	Close Bal	CRC	Creditor Control Account	0.00	10,678.41	19,044.88	8,366.47 CR	Ledger Type Total		0.00	10,678.41	19,044.88	8,366.47 CR	Ledger Code	Description	Open Bal	Debit	Credit	Close Bal	DRC	Debtor Control Account	0.00	0.00	0.00	0.00	Ledger Type Total		0.00	0.00	0.00	0.00 DR
Ledger Code	Description	Open Bal	Debit	Credit	Close Bal																																																														
BKC	Current Bank Account	100,350.05 DR	0.00	10,678.41	89,671.64 DR																																																														
EKL	Bank Account	0.00	0.00	0.00	0.00																																																														
BLL	Lloyds Bank account	0.00	0.00	0.00	0.00																																																														
Ledger Type Total		100,350.05 DR	0.00	10,678.41	89,671.64 DR																																																														
Ledger Code	Description	Open Bal	Debit	Credit	Close Bal																																																														
CRC	Creditor Control Account	0.00	10,678.41	19,044.88	8,366.47 CR																																																														
Ledger Type Total		0.00	10,678.41	19,044.88	8,366.47 CR																																																														
Ledger Code	Description	Open Bal	Debit	Credit	Close Bal																																																														
DRC	Debtor Control Account	0.00	0.00	0.00	0.00																																																														
Ledger Type Total		0.00	0.00	0.00	0.00 DR																																																														



FMS Training Guide

Step	Activity
13	<p data-bbox="252 286 715 320">To complete No 12-14 in REC1</p> <p data-bbox="252 360 1315 427">No 12 is the figure carried forward from previous REC1, plus any new cash advances.</p> <p data-bbox="252 472 1385 577">New payments are generally issued in April, June, September and January. But you will need to check your bank history to see if any new amounts have been added to your FMS system.</p> <p data-bbox="252 622 1410 728">No 13 is the previous month's total net expenditure figure from the last REC1 and from your current month's VAT Submittal Report, add the Input Net total less the Output Net total.</p> <p data-bbox="252 772 900 801">No 14 is the calculation is No12 minus No 13.</p> <p data-bbox="252 846 1417 913">Please note No 11 Total Balance should equal No 14 Net Total, if different, please see problem shooting page for guidance.</p> <p data-bbox="252 958 309 987">Tip:</p> <p data-bbox="252 1025 836 1055">To find out any Cash Advance posted:</p> <p data-bbox="252 1099 986 1128">Focus \ Budget Management \ Fund to bank journal</p> <p data-bbox="252 1173 1356 1240">Vat reimbursement and single status payment should be posted as cash book journal:</p> <p data-bbox="252 1285 995 1314">Focus \ General ledger \ Manual Journal Processing</p>



FMS Training Guide

Step	Activity				
14	<table border="1"><tr><td data-bbox="248 322 571 999">The amounts in lines No 5 and No 6 do not match, what should I do?</td><td data-bbox="584 322 1437 999"><p><i>Firstly go back, retrace your steps and check your arithmetic.</i></p><ul style="list-style-type: none">✓ Check that you have completed your bank reconciliation correctly, and have selected all cheques for that month.✓ When reconciling cash advances, remember you have to choose two transactions in FMS, for one transaction on the bank statement.✓ Check that any un-reconciled report has been run for the correct date.✓ Check that you have correctly added up all your un-reconciled debits and credits from the bank Statement.✓ Check to see if you correctly input last months unreconciled credits and debits, or whether the amounts should have been carried forward and added to this month's total?✓ Also check the dates when your credits have been input into FMS. If they have been entered into FMS, after the month end you will need to include them in your direct credits.✓ Cancelled cheques.</td></tr><tr><td data-bbox="248 999 571 1742">The amounts in lines No 11 and No 14 do not match, what should I do?</td><td data-bbox="584 999 1437 1742"><p><i>Firstly go back, retrace your steps and check your arithmetic.</i></p><ul style="list-style-type: none">✓ Check that have used the correct VAT figures from your VAT submittal, and you have not been reimbursed for some of the amounts by cash advance (check bank history).✓ Check what date the trial balance and VAT reports were run. If these were run late, you may have input some invoices onto FMS, and this could affect the VAT, Creditors, Debtors, and Petty Cash figures.✓ If the Creditor closing figure at line 9 shows a debit, this amount should be added. If the closing figure is a credit this amount should be deducted when calculating the total on line 11.✓ If the Debtor closing figure at line 10 shows a debit, this amount should be added. If the closing figure is a credit this amount should be deducted when calculating the total on line 11.✓ Check the total advances from Education by looking at the bank history to see you have received some new payments. Under normal circumstances this figure will only change in April, September and January.✓ Check the addition on the net expenditure, especially if you have received more income than expenditure, this will result in a negative figure, and you should therefore add this figure to No 12.</td></tr></table>	The amounts in lines No 5 and No 6 do not match, what should I do?	<p><i>Firstly go back, retrace your steps and check your arithmetic.</i></p> <ul style="list-style-type: none">✓ Check that you have completed your bank reconciliation correctly, and have selected all cheques for that month.✓ When reconciling cash advances, remember you have to choose two transactions in FMS, for one transaction on the bank statement.✓ Check that any un-reconciled report has been run for the correct date.✓ Check that you have correctly added up all your un-reconciled debits and credits from the bank Statement.✓ Check to see if you correctly input last months unreconciled credits and debits, or whether the amounts should have been carried forward and added to this month's total?✓ Also check the dates when your credits have been input into FMS. If they have been entered into FMS, after the month end you will need to include them in your direct credits.✓ Cancelled cheques.	The amounts in lines No 11 and No 14 do not match, what should I do?	<p><i>Firstly go back, retrace your steps and check your arithmetic.</i></p> <ul style="list-style-type: none">✓ Check that have used the correct VAT figures from your VAT submittal, and you have not been reimbursed for some of the amounts by cash advance (check bank history).✓ Check what date the trial balance and VAT reports were run. If these were run late, you may have input some invoices onto FMS, and this could affect the VAT, Creditors, Debtors, and Petty Cash figures.✓ If the Creditor closing figure at line 9 shows a debit, this amount should be added. If the closing figure is a credit this amount should be deducted when calculating the total on line 11.✓ If the Debtor closing figure at line 10 shows a debit, this amount should be added. If the closing figure is a credit this amount should be deducted when calculating the total on line 11.✓ Check the total advances from Education by looking at the bank history to see you have received some new payments. Under normal circumstances this figure will only change in April, September and January.✓ Check the addition on the net expenditure, especially if you have received more income than expenditure, this will result in a negative figure, and you should therefore add this figure to No 12.
The amounts in lines No 5 and No 6 do not match, what should I do?	<p><i>Firstly go back, retrace your steps and check your arithmetic.</i></p> <ul style="list-style-type: none">✓ Check that you have completed your bank reconciliation correctly, and have selected all cheques for that month.✓ When reconciling cash advances, remember you have to choose two transactions in FMS, for one transaction on the bank statement.✓ Check that any un-reconciled report has been run for the correct date.✓ Check that you have correctly added up all your un-reconciled debits and credits from the bank Statement.✓ Check to see if you correctly input last months unreconciled credits and debits, or whether the amounts should have been carried forward and added to this month's total?✓ Also check the dates when your credits have been input into FMS. If they have been entered into FMS, after the month end you will need to include them in your direct credits.✓ Cancelled cheques.				
The amounts in lines No 11 and No 14 do not match, what should I do?	<p><i>Firstly go back, retrace your steps and check your arithmetic.</i></p> <ul style="list-style-type: none">✓ Check that have used the correct VAT figures from your VAT submittal, and you have not been reimbursed for some of the amounts by cash advance (check bank history).✓ Check what date the trial balance and VAT reports were run. If these were run late, you may have input some invoices onto FMS, and this could affect the VAT, Creditors, Debtors, and Petty Cash figures.✓ If the Creditor closing figure at line 9 shows a debit, this amount should be added. If the closing figure is a credit this amount should be deducted when calculating the total on line 11.✓ If the Debtor closing figure at line 10 shows a debit, this amount should be added. If the closing figure is a credit this amount should be deducted when calculating the total on line 11.✓ Check the total advances from Education by looking at the bank history to see you have received some new payments. Under normal circumstances this figure will only change in April, September and January.✓ Check the addition on the net expenditure, especially if you have received more income than expenditure, this will result in a negative figure, and you should therefore add this figure to No 12.				
Problem Shooting – REC1					



Apart from any permitted use under UK copyright law no part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any Form or by any means without the prior written permission of the publisher, nor be otherwise circulated in any form of binding or cover other than that in which it is published and without a similar condition being imposed on the subsequent purchaser.

Nottingham City Council

Loxley House, Station Street, Nottingham, NG2 3NG