

End of Period Checklist

Users of the Wauton Samuel Finance Module must ensure that the following actions have taken place before moving to the next Period:

- Record all orders, invoices and payments for the current period.

Main Menu - -> Suppliers

- Record Payroll (Employee Costs) for the period.

Main Menu - -> Employees - -> Individuals

- Record all other transactions (if any) using the transactions menu. These could include bank charges/interest, direct debits etc.

Main Menu - -> Transactions

- Record any changes to the school's funding if notified by your LA.

Main Menu - -> Budgets - -> Add Funding Details

Note:



"Lewisham LA shows changes to funding on the Funding Notification Journals sheet which is part of the monthly Oracle reports. Adjustments should be made by updating funding in the budgets screen. Income and expenditure budgets should then be adjusted accordingly to match funding."

Any central transactions in the transaction summary reports need to be recorded using Central Expenditure Batch. Income should be recorded using the reversal option."

Main Menu - -> Transactions - -> Central Transactions Batch

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- Record any cash advances on the school's funding

Main Menu - - > Budgets - - > Central Fund Movement

Lambeth schools will have received a 'Cash Summary Report'

- Perform a reconciliation for the current period on your local bank account. You will need your bank statements so that you can reconcile the statement to the exact balance at the end of the period.

Main Menu - - > Bank Accounts - - > Reconciliation

- Perform a reconciliation on your Central Fund, other local bank accounts, Petty Cash, School debit cards and Payroll accounts.

Main Menu - - > Bank Accounts - - > Reconciliation

- Produce a Vat Return for the current period. To be forwarded to your LA.

Main Menu - - > VAT - - > Monthly Return

- Produce the end of period reports. To be forwarded to your LA.

Main Menu - - > Reports - - > Period End Reports

- Check the reports being forwarded to your LA. Please correct any inconsistencies and where necessary, call Wauton Samuel.

- Move the school into the next period

Main Menu - - > Housekeeping

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