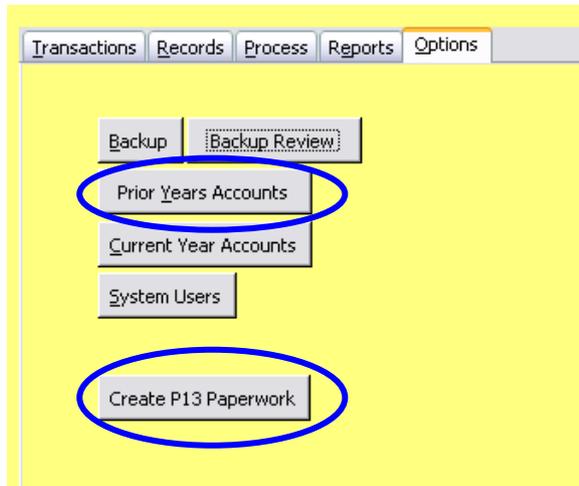


School Fund Audit – Star Accounts File

ACTION REQUIRED AT SCHOOL END

- Open the School Fund Star datafile.
- Select the Options tab and click the Prior Year Accounts button to switch back to the year to be audited.
- Once Star is in the correct year click the Create P13 Paperwork button



This will produce a file called **xxxx-Paperwork-SF-Audit-20yy.txt** that will be emailed to efs.fso@norfolk.gov.uk.

xxxx = School location code (need correct code set up in School Details page under the Records tab)

yy = Financial year of datafile

If the email does not send automatically a copy of the file can be manually sent from the 'Star\Archive\Paperwork' folder.