



**TO: FINANCE OFFICER, all LM ACCOUNT SCHOOLS**

## LM ACCOUNT CHECKS PRIOR TO YEAR END

School \_\_\_\_\_ Location Code \_\_\_\_\_

**PLEASE ENSURE THAT THE LM ACCOUNT IS IN FEBRUARY BEFORE COMPLETING THIS FORM.**

**If you need any assistance completing this form, please contact your Finance Support Officer.**

1	What drive is LM Account Loaded in ? (eg: C:\ or D:\ etc.)	
2	What version of the LM Account are you using? (this is shown in the top right hand corner of the Main Menu Screen)	
3	Does the budget loaded in the BCR agree with the latest budget share ?	Yes / No *
4	Does the total budget loaded in the Capital & IT BCR agree with the latest form LMSEMS ?	Yes / No *

**Please also run the two reports below, using the attached instructions and return with this form:**

**1 School BCR (Budget Control Report)**

Please tick

☐

**2 Detailed Report for Subjective Code 0485**

☐

**BACKUPS:**

Schools should be taking regular back-ups. Please check that these back-up disks to ensure that the back-ups are being made correctly. If you have any queries relating to backing-up please contact the ICT Helpdesk on 0845 303 3003.

**Please return the form and reports to *Education Financial & ICT Services, F.A.O. Computer Accounting, Room 047, County Hall* by 25th February 2003.**

Signed \_\_\_\_\_ Date \_\_\_\_\_