

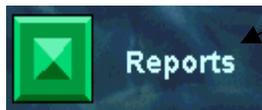
Education Financial & ICT Services
LM ACCOUNT
Checks Prior To Year End ~
Producing the Required Reports

BEFORE YOU RUN THE REPORTS PLEASE ENSURE
THAT THE LM ACCOUNT IS IN FEBRUARY

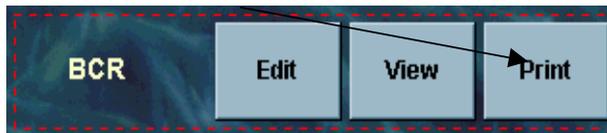
1. School BCR (Budget Control Report).
2. A detailed report of subjective code 0485.

1. School BCR (Budget Control Report).

From the **Main Menu** select '**Reports**'.

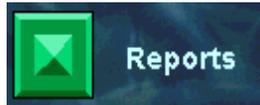


From the **Reports Menu** select **Print** from the **BCR** Heading.



2. A detailed report of subjective code 0485.

From the **Main Menu** select '**Reports**'.



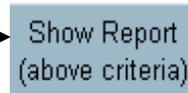
From the **Reports Menu** select '**Various Detailed Reports**'.



Enter **485** into the **Subjective Code** box. Press the enter key to accept the data.

<i>Criteria</i>	
Subjective Code	485
Project Codes	
Period	
Department Code	
Budget	

Click the '**Show Report (above criteria)**' button.



When the report appears on the screen click the '**Print Report**' button.

