HOW TO PRODUCE AN INTERIM CFR ON ACCESS

To get an interim CFR report of access firstly run off all reports and check agree with WISER then go to:

Reports

CFR

CFR return

**Settings page** complete all white boxes \* with school information- in the De Minimums level box put 1 don’t the boxes for Federated Submsion, A Rates Exempt School. Figures for a complete year box should only be ticked at Year End not for M6 or M9. Tick box for Schools insurance policies.

**Balance page**:

**OB01** insert revenue carry forward from previous year

**OB03** insert capital carry forward from previous year

**B02** = FD01 opening balance + income-capital income – expenditure + capital expenditure

**B03** = FD02 + capital income – capital expenditure

**Income validation page** input M6/M9/year end values from reports on every page within validation tab

**Expenditure validation page** input M6/M9/year end values from reports on every page within validation tab

**Other validation page OB01, OB02, B02 and B03** should carry forward from Balance tab if not input same. Add in Capital income and Capital expenditure from reports

Any balance queries will highlight on the validation pages so you need to correct before producing the interim/final report.

In M6/M9 select generate interim report at year end select generate final report.

Once you have done M6 when you come to do M9 or final the figures will hold from the previous interim report you produced so you must go through the process of overwriting them with the current figures.