



Processing Reconciliation Files - Supporting Information for Schools – January 2023

This document provides additional information to assist schools with the clearance of reconciliation files. Actual methods of clearing suspense will depend upon the MIS system operated at your school but should not differ from methods used previously.

Salaries

Salaries will automatically reconcile to the relevant staffing contract as long as the contract has been set up correctly, the payroll number is correct, the coding matches the specific service term and has been mapped correctly.

- **Items coded H400**

There is a known issue for items that have been coded to H400, which is being investigated and worked on.

For any items that have fallen into suspense that are coded to H400, then as an interim measure please leave on suspense. Corrective future action/entries will then retrospectively correct these miscodes and should then be able to just be removed from suspense.

For any schools that were involved with the testing and have mapped H400 to the staffing cost centres then again, the corrective action should just post to the relevant contract.

If, as year-end approaches, there are items still incorrectly coded to H400, journals can be completed in Oracle to ensure that the CFR reporting for the school is correct and reflects the correct category of expenditure. Further guidance will be issued nearer year-end if this action is needed.

- **Midday Supervisor salary code**

Within the monthly charges, the Midday Supervisor salary code will have the description SUPER. This however relates to the salary charge regarding the identifying ledger code. 'SUPER' is the shortened description for the *Supervisor* category of staff.

- **Apprentice levy**

These transactions should be processed following your school's previous processing methods and coded to the original apprentice levy code.

For any schools involved in testing, where items have been reconciled using code 9A03, this will not create an issue with the CFR data for the school.

All other apprentice levy code items will be coded to Y1L3.

Payment of pay arrears

In the months where there are pay arrears on the monthly payroll reconciliation file the number of lines for each employee will increase significantly. Please be mindful that this will increase the volume of pages on the successfully reconciled reports that are generated.

- For Non-Teaching staff, the pay award was paid in November.
- For Teaching staff, the pay award was paid in December.

This will also apply to any performance management related increases.

Please note this would also have been reported as additional line items on the previous system SAP therefore there is no change to the process.

Reconciliation of Invoices

As part of the Oracle implementation, new vendor numbers were set up for all suppliers, resulting in all invoices initially falling into suspense.

Once the new vendor number has been assigned to the supplier this should aid the automatic reconciliation in future. There will however still be the need to manually reconcile invoices which cannot reconcile automatically, following previous methods.

Where invoices have been cancelled or have required validation within Oracle after uploading to simplified loader, these may show as a credit entry on your suspense file. If a school has already reconciled the original charge from suspense for that invoice, they must await the correct **validated** charge to also appear on suspense then delete the contra entries.

The school invoice report circulated on a weekly basis should also cross referenced to verify the status of any invoices.

The mass cancellation of invoices needed in June 2022, is likely to result in increased volumes of these types of entries within the reconciliation files. However, this only applies to external invoices that are processed via the simplified loader.

Reconciliation of Income

Income should reconcile using the process used previously. Income should be entered onto the school MIS system as soon as it is banked/ notified as being received, so that the school can effectively monitor the school-based income being received.

There may be delays in income being received on the weekly reconciliation files. This is because the date they are recorded in the file relates to when the items were posted in Oracle and not when they were received into the BCC General Revenue Fund bank account.

Purchase Card transactions

There should be no difference in how these are processed at a school-based level and reconciliation should be completed in the same method as previously used.

Internal billing transactions

There should be no difference in how these are processed at a school-based level and reconciliation should be completed in the same method as previously used.

Internal bills will need to be accessed via Oracle with a copy printed out and retained with the order that has been raised on the schools MIS system.

Journals / LA items

There should be no difference in how these are processed at a school-based level and reconciliation should be completed in the same method as previously used.

Year-End Liabilities (accruals)

There should be no difference in how these are processed at a school-based level and reconciliation should be completed in the same method as previously used.

The credit entries for the Liabilities (accruals) declared on behalf of schools as at 31/03/23 will be contained within a reconciliation file during the summer months of 2022. Whilst awaiting these to be reconciled from the suspense account, schools can make provision

within any reporting that is completed for the credits, based on the accruals template submitted to the LA as part of the year end processes for year- end March 2022.

Raising a query

Schools Financial Services customers can raise queries by emailing the appropriate key contact from the following list:

- **Schools Financial Services** - Lana Forrester: Lana.forrester@birmingham.gov.uk
- **Payment Queries** - SchoolsPaymentEnquiries@birmingham.gov.uk (escalation to Accounts Payable – Ross.Adams@birmingham.gov.uk)
- **Income Queries** - Cashbooks@birmingham.gov.uk. Please include 'SCHOOLS RECONCILIATION FILE INCOME QUERY' within email subject heading (escalations to Accounts Receivable – mahboob.ahmed@birmingham.gov.uk)
- **Payroll Queries** – Schoolspayroll@birmingham.gov.uk. Please include 'SCHOOLS RECONCILIATION FILE PAYROLL QUERY' within the email subject heading (escalation to Seamus.Cooney@birmingham.gov.uk).
- **People Service (HR) Queries** – Schools should follow existing process raising queries via their named officers (escalation through relevant Team Leader, followed by heather.wheeler-jones@birmingham.gov.uk followed by Paul.Crossley@birmingham.gov.uk).
- **Technical queries** -
 - **missing reconciliation files**: go to the [BCC technical support for schools page](#) and complete the Finance Reconciliation Support Request Form.
 - **missing/incorrect transactions**: report these via email to SchoolFinanceRecFile@birmingham.gov.uk.