

### **Instructions for Completion of E-Posting Summary Form**

- Open the E-Form file (Excel)
- Enter your school's Cost Centre and Cash at Bank code in cells A2 and A3 – the name of your school will then automatically appear in cell B7
- Using the drop down menu in cell B8, select the month(s) to which the data relates
- Using the drop down menu in cell B9, select either 'Original' or 'Correction / Adjustment'
- Cells L14 to L69, input the amounts from your system generated Posting Summary onto the appropriate CFR Code / Heading line
- Do not input an amount with a minus '-' sign. Enter a C or a D in column K to denote if the posting to that heading is a credit (receipt) or a debit (payment)
- Ensure the check total in cell L4 is zero
- From the drop down 'File' menu, select 'Save As'
- Save the file with an appropriate name, e.g. 'June20XX Eposting summary' onto your computer's hard drive or network
- E-mail as a file attachment to [schools.accountancy@barnet.gov.uk](mailto:schools.accountancy@barnet.gov.uk) along with the electronic version of your Bank Reconciliation.

For further guidance on any of the above processes please contact the

Schools Accountancy Section on 020 8359 7228 / 7223 / 7227