

## **MONTHLY REPORTS**

From Oct 17, when we complete your monthly reconciliation we are adding those bank transactions for which we have not received a proforma to SAGE (outstanding proforma). This enables us to provide you with an up-to-date bank balance within your accounts.

As such you will no longer receive the excel spreadsheet titled 'Outstanding Proforma'. Instead you will receive the following:

### **OUTSTANDING PROFORMA – RECEIPTS**

A report generated by SAGE, it provides the list of receipt transactions that have gone through the bank for which proforma have not been received, including the date of the transaction.

*When you provide the proforma, please can you highlight that it is an outstanding proforma.*

### **OUTSTANDING PROFORMA – PAYMENTS**

Again generated by SAGE, this report lists the payments made through the accounts that have no proforma to back them up. Generally these are card payments or Direct Debit as any other payments require a proforma to initiate.

*When you provide the proforma, please can you highlight that it is an outstanding proforma.*

### **UNRECONCILED TRANSACTIONS**

This has not changed; these are the transactions for which you have provided a proforma but for which the funds have not left or been received by the bank. If it is a receipt that is expected, you should be chasing the individual/company for the funds.

### **BANK RECONCILIATION**

Details the transactions that were reconciled during the reconciliation period and provides the up to date bank balance for your Association. This effectively details the transactions that are on the bank statement. Where you see 'Payment on Account' in the details column, this is a transaction for which no proforma has been received and this will also appear on the Outstanding proforma lists.

### **NOMINAL ACTIVITY**

No change in the main. However, please note that outstanding proforma transactions will not appear in the NOMACT until proforma are received (with a nominal code).