

Can't get your quarterly return (CQ) to validate or be submitted? – check these steps.

- 1) Ensure all codes that are on your trial balance have been cell mapped within nominal maintenance. Some require double mapping ie bank accounts should be mapped to C2 and P9. Juvenile deposits mapped to D1 and P3.
- 2) If you have bad debts in nominal 2040 for example and 2050 as your bad debt contra - are they equal but opposite (ie netting off to zero)? If not, then map both (all loan) codes to C6.
- 3) Have you run your bad debt provision calculation up to the quarter end? This is essential so the balance of C10 equates to the analysis in section H.
- 4) Does J13 less K18 equate to the value in F3? If not, then an item of income or expenditure cannot be mapped as F4 should be pulling its figure directly from 4500, the net profit for the year.
- 5) Have you mapped code 8500. It should NOT be mapped.
- 6) If your suspense code is 9990 and it has a balance, have you mapped it to K16 if it is a debit or mapped it to J11 if it is a credit? If your suspense code is 4050 and it has a balance have you mapped it to F2?
- 7) Ensure balance sheet nominal codes (ie 1-4999 usually) are not mapped to any J or K cell references.
- 8) Ensure profit and loss nominal codes (ie 5000-9999 usually) are not mapped to any C, D, E, F, G & H cell references.
- 9) E1 Validation. For CUs with no revaluation reserve does $E1 = C16 - D12$ and does $E1 = F9 + G2$?
Compare C16 and the total of $D12 + F9 + G2$. If C16 is higher then you know that assets are overstated or liabilities and capital are understated (or vice versa).

If you are sure that shares and income and expenditure (and hence interim profit) are correct, we would suggest reviewing the contents of the assets and liabilities.