

Adding in new Ledger Codes

Before starting this process, please ensure that you have the access to proceed if not you will need to login with either the **Sysman** or **Level 5 user** password.

In FMS go to **Tools | General Ledger setup | Ledger Codes** (Tab 5), if you can see the screenshot below you have access to add in new codes.

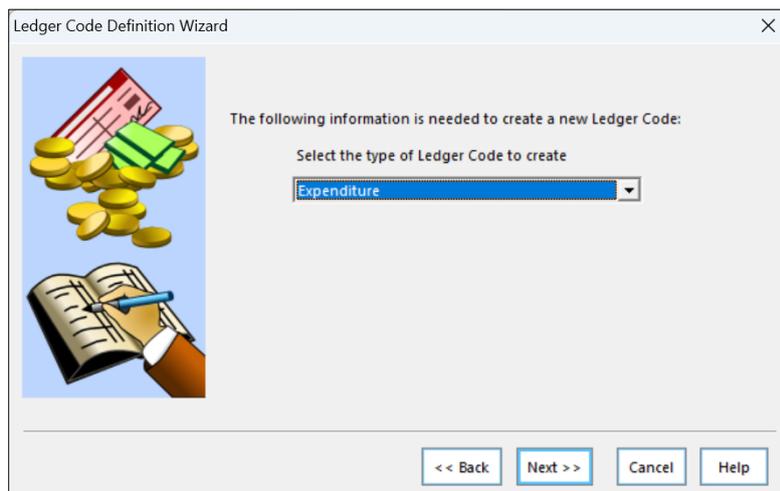


You will have received a list of codes from BCC which need adding into your FMS Database to ensure that you will be able to import the CFR mapping which we have created. There are 4 different types of codes which need to be added, **Expenditure, Income, Capital Expenditure** and **Capital Income**. Instructions for adding in each type of code are below, it is important to ensure that you are using a keyboard with a number pad as you **MUST always use 0 (Zero)**.

Once a ledger code has been saved it **cannot** be deleted therefore, please ensure that you are working where you are not disturbed. The Ledger Codes do not all have to be created at the same time, if you already have the code in your system FMS will warn you, it cannot be duplicated.

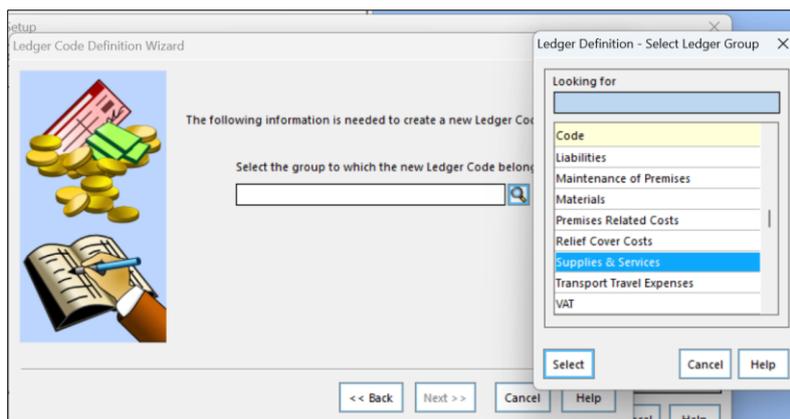
Adding in an Expenditure Ledger Code

In FMS go to **Tools | General Ledger setup | Ledger Codes** (Tab 5) click on the **Green +** to open the **Ledger Code Definition Wizard**, (I would recommend adding in the codes in groups, e.g. Expenditure then Income etc). The following screen will appear:



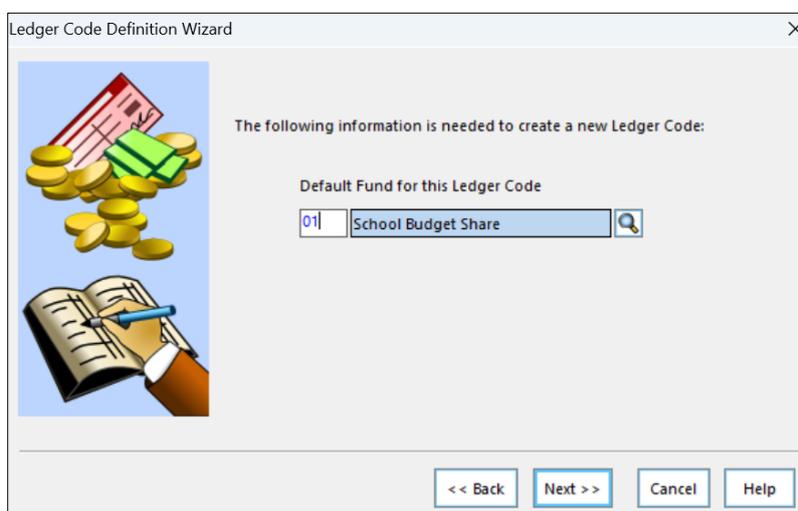
Click **Next**

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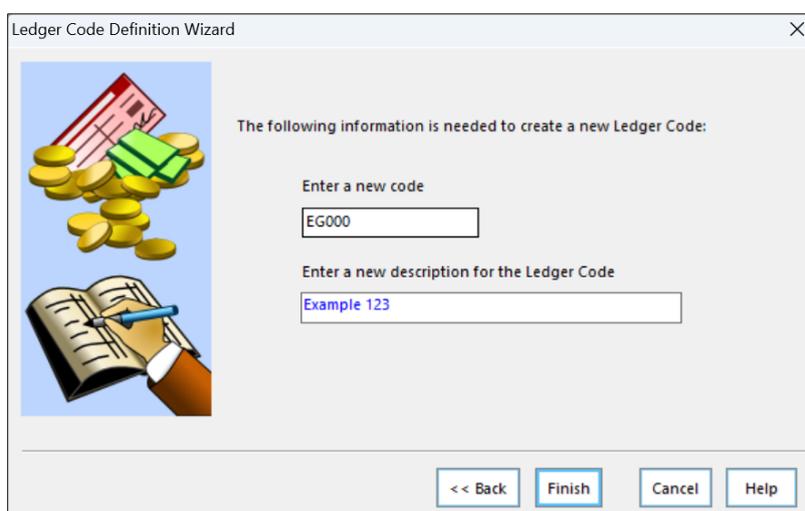
Most of the Expenditure codes are linked to **Supplies & Services** however if you are unsure, please check with either BCC or your Schools Finance Consultant, your MIS Support Team will not be able to assist with this query, select the **Group** and click on **Next**.

Select the **magnifying glass** and choose **01 School Budget Share**



Click **Next**.

Type in the **Ledger Code** and **Description** as provided by BCC if either are not unique you will be warned and unable to continue. Contact Finance Consultant for advice.



Select **Finish**

At this stage you will need to check that all details are correct, Change **Normal Profile** from **Manual** to **Monthly** via the magnifying glass and again select the correct **VAT ledger code** and **Save**.

The screenshot shows the 'Ledger Code Definition' dialog box with the following fields and values:

- Ledger Type: Expenditure
- Code: EG000
- Description: Example 123
- Ledger Group: Supplies & Services
- Short Code: EG000
- Normal Profile: Monthly
- Normal VAT: VI Standard Rate 20% (20.00%)
- Services:
- Funds: A table with columns Fund, Description, and CFR Code. The first row is 01, School Budget Share, N/M.

Buttons at the bottom: Save, Cancel, Help.

DO NOT Press Save again if you wish to add in more codes, if you are finished press **Save** again to close the **General Ledger Setup**.

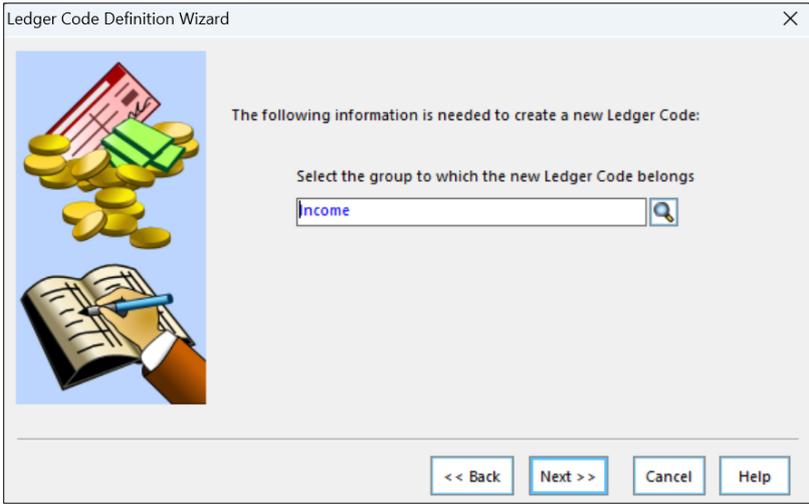
Adding in an Income Ledger Code

Go to **Tools| General Ledger Setup| Select Ledger Codes (tab 5)** tick on the **Green +** to add in a new **Income Ledger code**, select the drop-down arrow to choose **Income** and click **Next**.

The screenshot shows the 'Ledger Code Definition Wizard' dialog box. It contains an illustration of a stack of coins, a pen, and a notebook. The text reads: 'The following information is needed to create a new Ledger Code: Select the type of Ledger Code to create'. A drop-down menu is open, showing 'Income' selected. Buttons at the bottom: << Back, Next >>, Cancel, Help.

Either **type I** and then press the **tab** key to fill in **Income** or use the drop-down arrow to select **Income**

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Ledger Code Definition Wizard

The following information is needed to create a new Ledger Code:

Select the group to which the new Ledger Code belongs

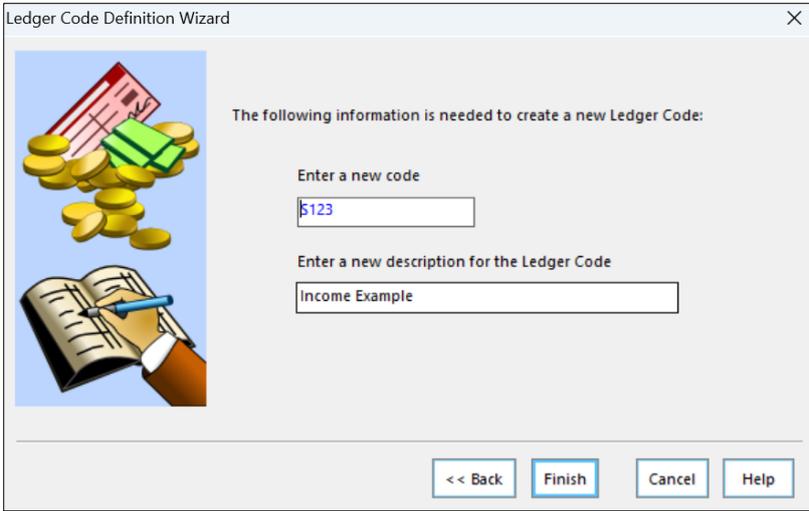
Income

<< Back Next >> Cancel Help

Click **Next**,

Select the **01 School Budget Share** and click **Next** again.

Type in the **Ledger code** and **Description** as provided by BCC and click **Finish**.



Ledger Code Definition Wizard

The following information is needed to create a new Ledger Code:

Enter a new code

5123

Enter a new description for the Ledger Code

Income Example

<< Back Finish Cancel Help

Change **Normal Profile** from **Manual** to **Monthly** via the magnifying glass and again select the correct **VAT ledger code** normally **Exempt** for Income and **Save**. The profile and VAT can always be amended later if found to be incorrect press **Save**.

Once all your Expenditure and Income codes are added in you will be required to also add in several **Capital Income** and **Expenditure codes**.

Adding in a Capital Expenditure Ledger Code

In FMS go to **Tools | General Ledger setup | Ledger Codes** (Tab 5), click on the **Green +** to add in the new ledger code

- Type of Ledger code is **Expenditure**
- Select **Next**
- Ledger Group is **Capital Financing**
- Select **Next**
- Funding Code is **Capital**
- Select **Next**
- Add in **Ledger Code** and **Description**
- Select **Finish**
- Select Normal Profile – **Monthly**
- Select VAT Code to be **20%**

Ledger Code Definition

Ledger Type: Expenditure

Code: CEXX

Description: Capital Example

Ledger Group: Capital Financing Costs

Short Code: CEXX

Normal Profile: Monthly

Normal VAT: VI Standard Rate 20% (20.00%) Services

Funds:

Fund	Description	CFR Code
02	Capital	N/M

Save Cancel Help

Press **Save** continue adding in Capital Expenditure codes.

Adding in a Capital Income Ledger Code

In FMS go to **Tools | General Ledger setup | Ledger Codes** (Tab 5), click on the **Green +** to add in the new ledger code

- Type of Ledger code is **Income**
- Select **Next**
- Ledger Group is **Capital Financing**
- Select **Next**
- Funding Code is **Capital**
- Select **Next**
- Add in **Ledger Code** and **Description**
- Select **Finish**
- Select Normal Profile – **Monthly**
- Select VAT Code to be **20%**
- Select **Save**

Fund	Description	CFR Code
02	Capital	N/M

When you have finished adding in the Capital Ledger codes click on **Save** again to close the **General Ledger Setup**.

Once the list of Ledger Codes has been completed advise your Finance Consultant as they will need to map the Cost Centres to the new Ledger Codes.

Changing FMS to be CFR compatible

Once **ALL** codes have been added into FMS you will need to make a change in the system parameters so that you are able to import the import file that you have been sent.

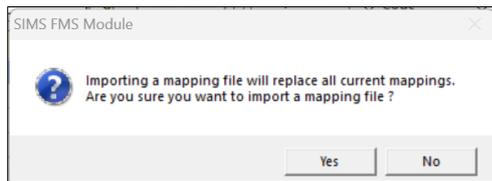
In FMS go to **Tools | Establishment Details | System Parameters (Tab 3)** put a tick in **CFR Functionality** and in **Allow Report Editing**, select **Save**. If this is greyed out log out and back in with the **Sysman** or the **Level 5 user** account.

Once completed go to **Tools | General Ledger Setup** and select **CFR Mappings (Tab 8)** and the following screen will be active.

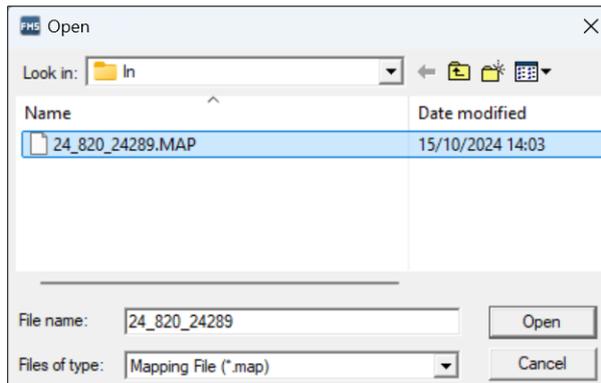
Code	Heading
E01	Teaching staff
E02	Supply teaching staff
E03	Education support staff
E04	Premises staff
E05	Administrative & clerical staff
E06	Catering staff

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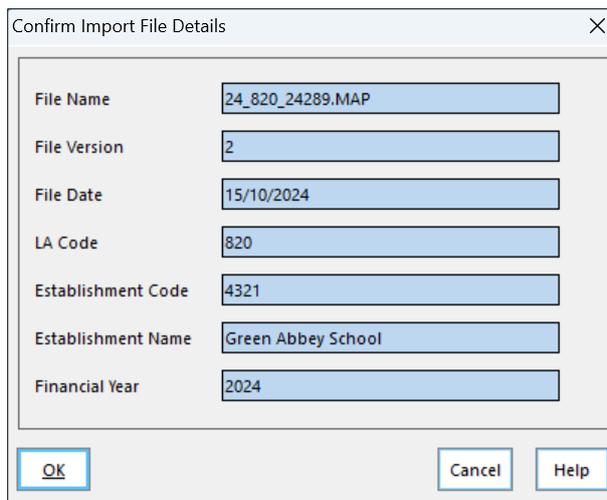
Select **Import** and choose **Yes** on the message below:



Search in the **Look in** for the area you saved the file received from BCC. **Select** the file and click on **Open**.



Select **OK** to confirm the Import File Details.



If you have added in all the new Ledger Codes as provided by BCC the following message will appear to say **Import Successful** click on **OK**

FMS adding in new Ledger Codes and importing CFR Mapping

General Ledger Setup

1: Fund Codes 2: Cost Centres 3: Profile Models 4: Ledger Groups 5: Ledger Codes

6: C/Centre Ledger Links 7: Central Ledger Links 8: CFR Mappings 9: eProcurement Templates 10: ESFA Mappings

CFR Headings

Table: Expenditure

Code	Heading
E01	Teaching staff
E02	Supply teaching staff
E03	Education support staff
E04	Premises staff
E05	Administrative & clerical staff
E06	Catering staff

Mapped Ledger Codes

Sequence: Code Description

Code	Description
A040-01	Teachers Salaries
A060-01	Lecturers Salaries
C040-01	Teachers Overtime
E040-01	Teachers NI
E060-01	Lecturers NI
F040-01	Teachers Superannuation

Select **Save**.

However, if all the codes have not been added you will receive the following message:

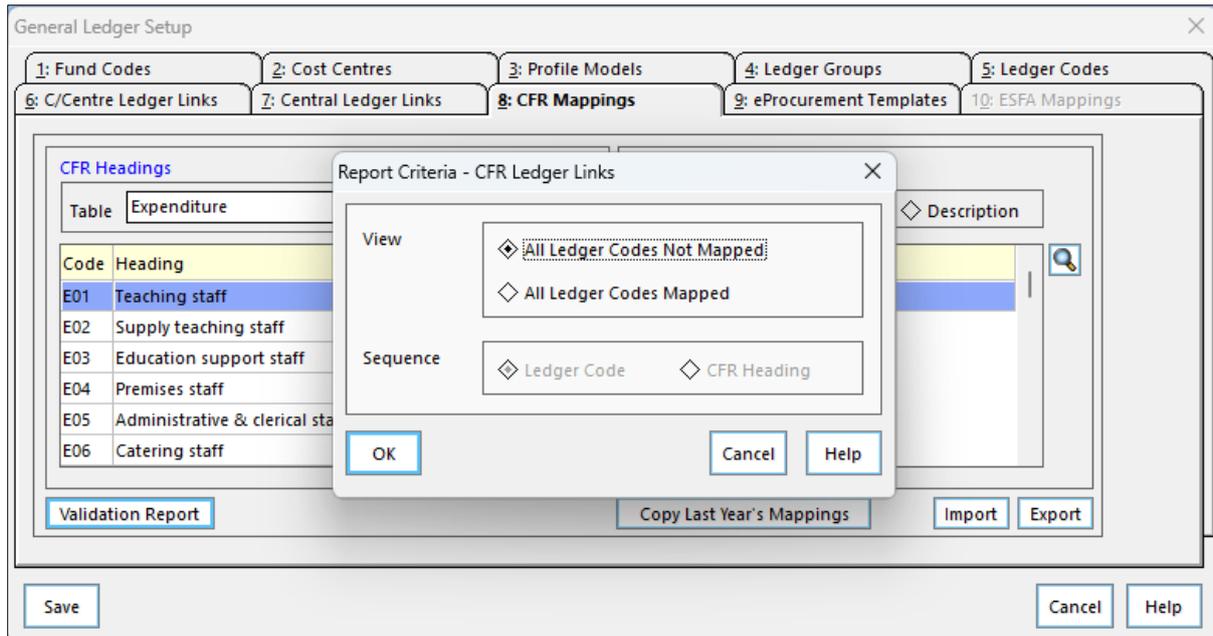
Mapping Error Report - Partial Failure

CFR Code	Ledger Code	Error
I01	S001-01	Ledger Code or Fund not found
I01	S002-01	Ledger Code or Fund not found
I01	S003-01	Ledger Code or Fund not found
I01	S004-01	Ledger Code or Fund not found
I01	S005-01	Ledger Code or Fund not found
I01	S006-01	Ledger Code or Fund not found
I01	S007-01	Ledger Code or Fund not found
I01	S008-01	Ledger Code or Fund not found
I01	S009-01	Ledger Code or Fund not found
I01	S025-01	Ledger Code or Fund not found
I01	S040-01	Ledger Code or Fund not found
I01	S050-01	Ledger Code or Fund not found
I01	S051-01	Ledger Code or Fund not found
I02	S010-01	Ledger Code or Fund not found
I02	S032-01	Ledger Code or Fund not found
I03	S011-01	Ledger Code or Fund not found

Select **Save Import** as this file can be imported again once all the codes are added into FMS.

Select **Validation Report** as shown below and run the **CFR Ledger Links** report for **All Ledger Codes Not Mapped**, select **OK**.

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Print off this report and give to your Finance Support Consultant any other concerns please contact your MIS Support Team.