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:

Ledger Code Definition Wiza	rd	×
	The following information is needed to create a new Ledger Code: Select the type of Ledger Code to create Expenditure	
	<< Back Next >> Cancel He	IP Cli

Next

etup	X
Ledger Code Definition Wizard	Ledger Definition - Select Ledger Group 🛛 🗙
The following information is needed to create a new Ledger Code belon	Looking for Code Liabilities Materials Materials Meterials Premises Related Costs Relief Cover Costs Supplies & Services Transport Travel Expenses VAT Select Cancel Help Acel Help

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 ablet to assist with this query, select the **Group** and click on **Next**.

Select the magnifying glass and choose 01 School Budget Share

Ledger Code Definition Wiza	rd	×
	The following information is needed to create a new Ledger Code: Default Fund for this Ledger Code 01 School Budget Share	
	<< Back Next >> Cancel Help	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.

Ledger Code Definition Wizard X	
The following information is needed to create a new Ledger Code: Enter a new code EG000 Enter a new description for the Ledger Code Example 123	
< < Back Finish Cancel Help	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**.

Ledger Code Definition		×
Ledger Type	Expenditure	
Code	EG000	
Description	Example 123	
Ledger Group	Supplies & Services	
Short Code	EG000	
Normal Profile	Monthly	
Normal VAT	C VI Standard Rate 20% (20.00%)	
	Services	
Funds	Fund Description CFR Code	1
	01 School Budget Share N/M	
	I	
Save	Cancel He	p

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**.

Ledger Code Definition Wiza	rd	×
	The following information is needed to create a new Ledger Code: Select the type of Ledger Code to create Income	
	<< 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**

Ledger Code Definition Wiza	d	×
	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 Ne

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 Wiza	rd	×
	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 Type	Expenditure		
Code	CEXX		
Description	Capital Example		
Ledger Group	Capital Financing Costs	٩	
Short Code	CEXX		
Normal Profile	Monthly	٩	
Normal VAT	C VI Standard Rate 20% (20.00%		l
	Services		
Funds	Fund Description	CFR Code	٩
	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

uger code Dennition		
Ledger Type	Income	
Code	INOO	
Description	Example Capital Income	
Ledger Group	Capital Financing Costs	Q
Short Code	INOO	
Normal Profile	Monthly	Q
Normal VAT	4 VO Exempt (0.00%)	Q
Funds	Fund Description	CFR Code
	02 Capital	N/M
		1
Save		Cancel Hel

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.

Establishment Details				
<u>5</u> : Email Setup	<u>6</u> : Interfaces		7: Scan	ned Documents
1: Basic Details 2: Lo	go	<u>3</u> : System Param	eters	4: eProcurement
CFR CFR Functionality Allow Report Editing Edit Opening Balances	School Type Primary or Sec All Other Scho	condary School	ESF/	SFA Functionality
ACCOUNTS PAYABLE Allow Balance Sheet Lee Allow Sundry Payment I Hide 'Not In Use' Suppl	dger Codes on Non Processing iers	-order Invoices/Cre	dit Notes	
CHEQUE PROCESSING Major Curr. Unit (Singular)	Pound	Plural	Pound	5
Minor Curr. Unit (Singular)	Pence	Plural	Pence	
	p			
RECURRING PAYMENTS	Ily Posting			
Save				Cancel Help

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

Funa C	Codes <u>2</u> : Cost Centres <u>3</u> : Profile M	odels	4: Ledger Groups <u>5</u> : Ledger Codes
/Centre	e Ledger Links 17: Central Ledger Links 18: CFR Mapp	ings	9: eProcurement Templates 10: ESFA Mappings
CFR H	eadings	Mapped Le	edger Codes
Table	Expenditure	Sequence	♦ Code ♦ Description
Code	Heading	Code [Description .
E01	Teaching staff		
E02	Supply teaching staff		
E03	Education support staff		
E04	Premises staff		
E05	Administrative & clerical staff		
E06	Catering staff		
Valida	tion Report	Copy Last	Year's Mappings Import Export

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.

Confirm Import File Deta	ails		×
File Name	24_820_24289.MAP		
File Version	2		
File Date	15/10/2024		
LA Code	820		
Establishment Code	4321		
Establishment Name	Green Abbey School		
Financial Year	2024		
<u>OK</u>		Cancel	Help

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**

eral Led	ger Setup					×
Fund C	odes <u>2</u> : Cost Centres	3: Profile Mod	iels	4: Ledger Groups	5: Ledger Codes	
C/Centre	Ledger Links 7: Central Ledger Links	8: CFR Mappin	gs	9: eProcurement Templates	1 <u>0</u> : ESFA Mappings	
CFR He	adings		Mapped Le	dger Codes		
Table	Expenditure Q C	lear Table	Sequence	♦ Code	scription	
Code	Heading		Code D	escription	. 🤇	
E01	Teaching staff		A040-01 T	eachers Salaries		
E02	Supply teaching staff		A060-01 L	ecturers Salaries		
E03	Education support staff		C040-01 T	eachers Overtime		
E04	Premises staff		E040-01 T	eachers NI		
E05	Administrative & clerical staff		E060-01 L	ecturers NI		
E06	Catering staff		F040-01 T	eachers Superannuation		
Validat	ion Report		Copy Last	Year's Mappings	mport Export	
ave					Cancel	Help

Select Save.

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

S001-01 Ledger Code or Fund not found 101 S002-01 Ledger Code or Fund not found 101 S003-01 Ledger Code or Fund not found 101 S004-01 Ledger Code or Fund not found 101 S005-01 Ledger Code or Fund not found 101 S005-01 Ledger Code or Fund not found 101 S006-01 Ledger Code or Fund not found 101 S008-01 Ledger Code or Fund not found 101 S008-01 Ledger Code or Fund not found 101 S009-01 Ledger Code or Fund not found 101 S025-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found 101 S051-01	CFR Code	Ledger Code	Error
01 S002-01 Ledger Code or Fund not found 01 S003-01 Ledger Code or Fund not found 01 S004-01 Ledger Code or Fund not found 01 S005-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S007-01 Ledger Code or Fund not found 01 S008-01 Ledger Code or Fund not found 01 S009-01 Ledger Code or Fund not found 01 S025-01 Ledger Code or Fund not found 01 S025-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found	01	S001-01	Ledger Code or Fund not found
01 S003-01 Ledger Code or Fund not found 01 S004-01 Ledger Code or Fund not found 01 S005-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S007-01 Ledger Code or Fund not found 01 S008-01 Ledger Code or Fund not found 01 S009-01 Ledger Code or Fund not found 01 S025-01 Ledger Code or Fund not found 01 S040-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found	01	S002-01	Ledger Code or Fund not found
01 S004-01 Ledger Code or Fund not found 01 S005-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S007-01 Ledger Code or Fund not found 01 S008-01 Ledger Code or Fund not found 01 S009-01 Ledger Code or Fund not found 01 S025-01 Ledger Code or Fund not found 01 S040-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found	01	S003-01	Ledger Code or Fund not found
01 S005-01 Ledger Code or Fund not found 01 S006-01 Ledger Code or Fund not found 01 S007-01 Ledger Code or Fund not found 01 S008-01 Ledger Code or Fund not found 01 S008-01 Ledger Code or Fund not found 01 S009-01 Ledger Code or Fund not found 01 S025-01 Ledger Code or Fund not found 01 S040-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found	01	S004-01	Ledger Code or Fund not found
01 S006-01 Ledger Code or Fund not found 01 S007-01 Ledger Code or Fund not found 01 S008-01 Ledger Code or Fund not found 01 S009-01 Ledger Code or Fund not found 01 S025-01 Ledger Code or Fund not found 01 S040-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S050-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found 01 S051-01 Ledger Code or Fund not found	01	S005-01	Ledger Code or Fund not found
101 S007-01 Ledger Code or Fund not found 101 S008-01 Ledger Code or Fund not found 101 S009-01 Ledger Code or Fund not found 101 S025-01 Ledger Code or Fund not found 101 S040-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found	101	S006-01	Ledger Code or Fund not found
001 S008-01 Ledger Code or Fund not found 001 S009-01 Ledger Code or Fund not found 001 S025-01 Ledger Code or Fund not found 001 S040-01 Ledger Code or Fund not found 001 S050-01 Ledger Code or Fund not found 001 S050-01 Ledger Code or Fund not found 001 S051-01 Ledger Code or Fund not found 001 S051-01 Ledger Code or Fund not found	101	S007-01	Ledger Code or Fund not found
001 S009-01 Ledger Code or Fund not found 001 S025-01 Ledger Code or Fund not found 001 S040-01 Ledger Code or Fund not found 001 S050-01 Ledger Code or Fund not found 001 S050-01 Ledger Code or Fund not found 001 S051-01 Ledger Code or Fund not found 001 S051-01 Ledger Code or Fund not found	101	S008-01	Ledger Code or Fund not found
101 S025-01 Ledger Code or Fund not found 101 S040-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found	101	S009-01	Ledger Code or Fund not found
101 S040-01 Ledger Code or Fund not found 101 S050-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found 102 S051-01 Ledger Code or Fund not found	101	S025-01	Ledger Code or Fund not found
101 S050-01 Ledger Code or Fund not found 101 S051-01 Ledger Code or Fund not found 102 S050-01 Ledger Code or Fund not found	101	S040-01	Ledger Code or Fund not found
01 S051-01 Ledger Code or Fund not found	101	S050-01	Ledger Code or Fund not found
22 E010 01 Lednes Cede as Fund ask found	101	S051-01	Ledger Code or Fund not found
102 Solo-of Ledger Code of Fund not round	102	S010-01	Ledger Code or Fund not found
102 S032-01 Ledger Code or Fund not found	102	S032-01	Ledger Code or Fund not found
103 S011-01 Ledger Code or Fund not found	103	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.

⁻ und (Codes <u>2</u> : Cost	Centres	<u>3</u> : Profile Models	4: Ledger Groups]	5: Ledger Codes
Centr	e Ledger Links <u>7</u> : Centra	al Ledger Links	8: CFR Mappings	9: eProcurement Te	mplates	1 <u>0</u> ; ESFA Mappings
CFR H	leadings	Report Criteria -	CFR Ledger Links	×		
Table	e Expenditure	[♦ Description	iption
Code	Heading	View	All Ledger Codes Not	Mapped		
E01	Teaching staff		All Ledger Codes Mag	pped		
E02	Supply teaching staff					
E03	Education support staff	Sequence	Aladaar Coda	CEP Heading		
E04	Premises staff		Vieuger coue	CIRTICAUNY		
E05	Administrative & clerical st	a				
E06	Catering staff	ок		Cancel Help		
Valida	tion Report		Сору L	ast Year's Mappings	Imp	ort Export

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