SETTING UP A NEW FUND in FMS6

A new fund may be required when a school wants to differentiate costs and produce separate reports for an area of spend. It is recommended that a Hub School receiving funding for Extended Schools, holding funds to be redistributed to other schools, should set up Fund 03.

CREATING A NEW FUND

0 Tools

0

General Ledger Set up 0

Tab 1 - 'Fund Code	s'	Click on plus sign
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Save		Concel Help



ALTERNATIVELY CHANGING THE NAME OF EXISTING FUND

Click on edit sign

- $\circ \quad \text{Tools}$
- o General Ledger Set up
- Tab 1 Fund Codes



Overtype name to 'Extended Schools Hub'



CREATING EXTENDED SCHOOLS COST CENTRES

Collaboratives should be able to monitor their Extended Services by creating separate income and expenditure cost centres within Fund 01. Any Extended Schools Capital should already be grouped within their Capital Cost Centre Grouping.

Extended Schools income / expenditure, revenue / capital should be recorded under cost centres identified by this name. If you do not already have separately identified cost centres then new Cost Centres should be set up by Collaborative Schools receiving Revenue funds from the Hubs. Hub schools using Fund 03 should also set up separate cost centres for income / expenditure and revenue / capital funding received. All Schools should set up two Cost Centres, one for Expenditure and one for Income (not within any groups but just as stand alone Cost Centres).

- o Tools
- General Ledger Set up 0 Tab 2 - 'Cost Centres' 0 Highlight 'All Cost Centres' on the Top Click on paper sign 0 9 General Ledger Setup
 B: C/Centre Ledger Links
 Z: Central Ledger Links

 1: Fund Codes
 2: Cost Centres
 3: Profile Models
 1<u>8</u>: CF 9: eProcurement Temp 4: Ledger Groups 5: Ledger Code: Le All Cost Centres ⊢© 1. Staff COST GROUP DETAILS - 1. Staff - 2. Premises - 3. Curriculum - 4. Central - 5. Income - Capital Description All Cost Centres Cancel Help

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Fill in details, you can choose a cost centre code to suit your school. We recommend you set up two Cost Centres, one for Expenditure.

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	- 🗅 3. Curri - 🗅 4. Cent	Description Ext Sch Baye	nue Inc		
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And, one for Income. Fill in details, again you can choose a cost centre code to suit your school.

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These will then sit like this:

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Please note that Capital Extended Schools Cost Centre should be set up within the Capital Group and Reports generated as part of your normal Cumulative Expense Analysis for Capital Monitoring Returns.

LINKING LEDGER CODES TO A NEW FUND

Please see Appendix A for the Ledger Code List.

- \circ Tools
- General Ledger Set up
 Tab 5 'Ledger Codes'

 Scroll down to select 	the correct Ledger	Code	Cl	ick on Edit bu	tton
for Extended Schools	5		ad)	encil icon)	
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Click on magnifying glass



 \circ $\ \ \,$ SAVE $\ \ \,$ - This will link your Ledger Code to the new fund

Your screen should now look like this:

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		Normal VAT	6 VAT Income Zero Rated (0.00%)	9	
		Funds	Fund Description CF	R Code 🔼	
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				~	
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o Save

LINKING COST CENTRES to LEDGER CODES

- $\circ \quad \text{Tools}$
- o General Ledger Set up
- Tab 6 'C/Centre Ledger Links'

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	AUU1-U1	l eachers	EU4	Children's Centre		
	A003-01	Casual supply (LBH)	102	Teaching Supply		
	AU04-01	External Agency	102	Leaching Supply		
	AU05-01	LSA supply	104	Education Support Starr		
	A007-01	Admin/Finance Staff	103	Admin & Finance Staff		
	A008-01	LSA/wellare	104	Education Support Starr		
	A009-01	Foreign Language Assistants	100	Dubor Staff		
	A010-01	Midday Supervision Teachers	106		PI	
	Save			Cancel	olo	
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					2007/08 (1)	

Highlight and choose cost centre

Click on plus button

Gene 1: Func §: C/Co	Link Ledger Codes To Cost Centres Available Cost Centres Looking for Code Description 511 Professional Fees 512 School Journeys 513 Miscellaneous 601 Nursery 901 Unspecific Donations	Sequence Code Description Chosen Cost Centres Code Description 600 Extended School Hub
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Save	Cr-de Links	Concel Help

Highlight and choose Ledger Code – Ledger Codes you have linked to the New Fund. These will end in –03.

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Gene J:Fung & C/Co	Link Ledger Codes To Cost Centres Looking for	S Sequence + Code > Description Chosen Cost Centres Code Description B00 Extended School Hub
Sava	Available Ledger Codes Looking for A400-03 Pupil Focused Ext Sch Res A660-01 Donation income A670-01 Sale of equipment & materi A871-01 Pupil catering income A872-01 Staff catering income	Sequence + Code Description Chosen Ledger Codes Code Description A333-03 Beacon sch.paym'ts to other s Code Description A333-03 Beacon sch.paym'ts to other s Code Description A333-03 Beacon sch.paym'ts to other s
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Click on Create link	5	

o Save

MAPPING LEDGER CODES FOR CONSISTENT FINANCIAL REPORTING

- o Tools
- General Ledger Set up
- Tab 8 'CFR Mappings'

Click on magnifying glass and choose Expenditure and select 'E24', 'E31' and 'E32', as appropriate

General Ledger Setup					2
1: Fund Codes	2: Cost Centres	3: Profile Model		dger Groups	5: Ledger Codes
6: C/Centre Ledger Links	7: Central Ledger Link	8: CFI	R Mappings	9:	eProcurement Templates
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E20 ICT learning	resources		A209-01 P	upils public tra	nsport
E21 Exam fees			A213-01 D	irect transport	costs
E22 Administrati	ve supplies		A215-01 C	Contract transpo	M I
E23 Other insura	ince premiums		A220-01 C	Consumables - c	urriculum
E24 Special faci	lities		A221-01 B	ooks - curricul	um
E25 Catering su	oplies		A222-01 S	tationery - curr	iculum
E26 Agency sup	ply teaching staff		A223-01 P	hotocopying &	printing - curric 🖵
Validation Report			Copy Last Ye	ar's Mappings	Import Export
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Click on magnifying glass

Highlight and choose ledger code – Make sure you select the ledger code with the correct fund suffix, for instance -03

	General Ledger Setup 1: Fund Codes 2: Cost Centres 5: C/Centre Ledger Links 7: Central Ledger	3: Profile Models 4: Ledger Groups 5: Ledge Links 8: CFR Mappings 9: eProcurement 1	r Codes emplates
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Availa Lookii	ple Codes Fund Code group	Available/Chosen Sequence + Code	Description
Code A155- A333- A400- A999- PCAS	Ledger Type EX/ES Description 33 Childrens Cente Premises Costs 13 Beadon sch.paym'ts to other sch. 13 Pupil Focused Ext Sch Resources 13 Surplus fund reserves 102 Petty Cash Account	IN Chosen Codes Code Description A333-03 Beacon sch.paym'ts to other sch C Image: Comparison of the sch paym'ts to other sch paym	
Update			> ncel Help

Select and arrow across



o Save

This process will need to be followed for any income and expenditure codes you wish to use in this fund.

Now you will be able to choose the appropriate fund when ordering and paying invoices, and recording income.

When generating Reports:-

FOR HUB SCHOOLS:

You will be able to choose the correct fund when generating Cost Centre Summary Report. For the monthly returns to the School Finance Team leave any fund option blank so reports incorporate both (All) funds. You will also be required to generate Reports for each Fund.

You will be able to also generate the Cumulative Expense Analysis Report in the same way, by selecting the correct Fund.

FOR COLLABORATIVE SCHOOLS:

For monitoring purposes, you will be able to generate Detailed Transaction Reports (Reports – General Ledger – Transactions – Detailed Transactions – Cost Centre Transactions, where you will be able to select the appropriate Cost Centres). This report will separate the Ledger Code totals within the Cost Centres.

APPENDIX A

Expenditure		
Spend Description	Ledger Code	CFR
Children Centre Manager	A007	E05
Administration Officer	A007	E05
Family Support Worker	A008	E03
Sessional Crèche Worker	A015	E03
Early Years Practioner	A015	E03
Advertising (recruitment)	A051	E08
External Training Courses	A070	E09
Hire of Halls/Rooms	A153	E18
Premises costs	A155	108
Medical Expenses	A171	E22
Staff Car Allowance	A211	E08
Books	A221	E19
Books -Curriculum (under 5's EYFS)	A220	E19
Art/Craft Materials	A222	E19
Equipment Purchase (Toys)	A224	E19
Other Expenses	A230	E22
Office Stationary	A232	E22
Printing and Photocopying (office)	A232	E22
Printing and Photocopying	A233	E22
Computer Maintenance Contracts	A235	E22
Catering External	A250	E25
Postages	A301	E22
Telephones	A302	E22
Telephones	A302	E22
Marketing	A321	E22
Publicity	A321	E22
Adult Education Classes	A324	E27
Day Trips	A325	E19
Management Consultancy Advice	A330	E28
Therapy Services	A330	E28
Translation & Interpretation	A330	E28
Grants	A333	E24
Food/Hospitality	A323	E08
CRB Checks	A330	E28
Sickness Insurance Support	A060	E11
Sickness Insurance Teachers	A059	E10
Occupational Health Service	A330	E28
Payroll Service	A330	E28
HGfL Engineer	A235	E22
Computer Curriculum	A225	E20
Furniture General	A181	E22
Premises Costs	A155	108
Surplus fund reserves (Unallocated)	A999	N/A

<u>Income</u>

Donation Income	A860	l13
Other Grant Income	A926	107