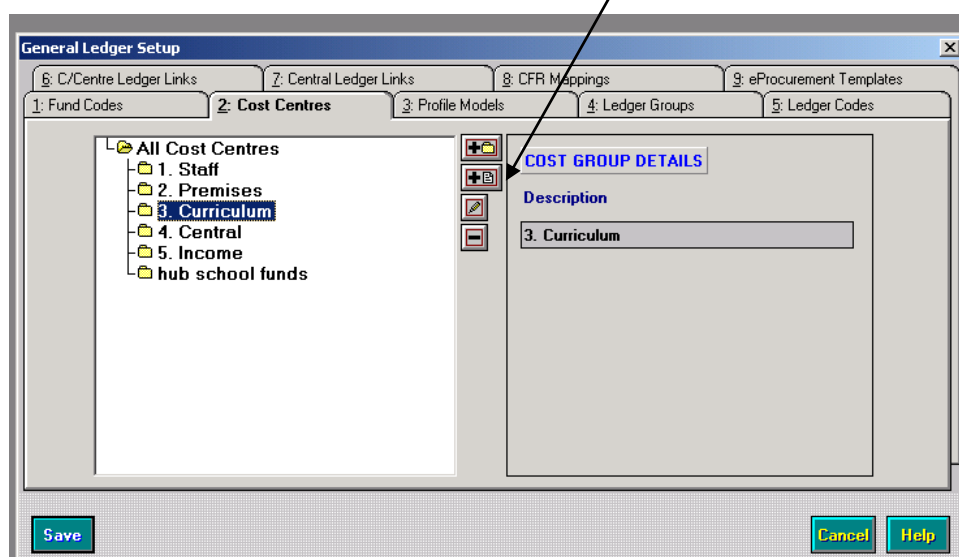


CREATING COST CENTRES ON FMS6

Schools are free to create cost centres to suit their own reporting requirements, unlike ledger codes that have to be created in liaison with the Local Authority.

- Tools
- General Ledger Set up
- Tab 2 Cost Centres
- Highlight appropriate cost centre group

Click on paper sign



Fill in details, you can choose a cost centre code to suit your school, Holder will usually be Head Teacher

- Save
- Save

The screenshot shows the 'Cost Centre Definition' window with the following fields:

Code	418
Description	Childrens Centre Resources
Abbreviation	CC Resources
Holder	
Threshold	100 %
	<input checked="" type="checkbox"/> Check Spending

Buttons at the bottom: Save, Save & Continue, Cancel, Help.