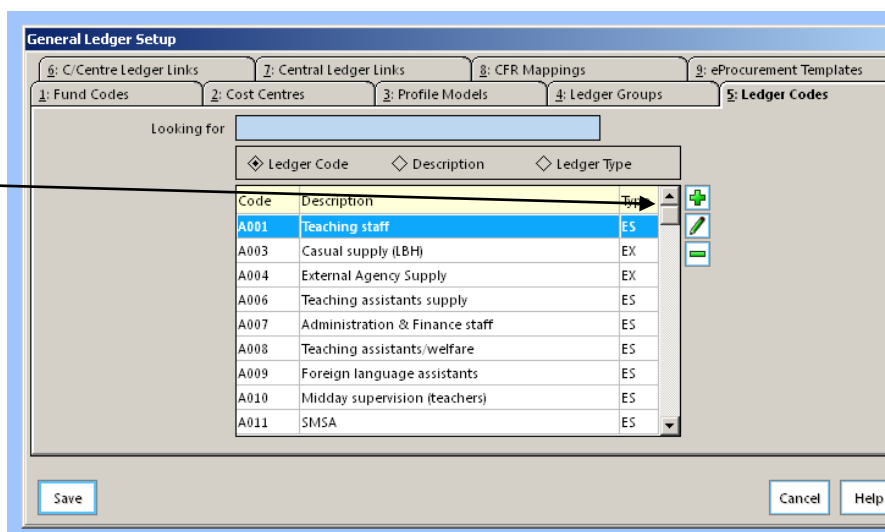


CREATING NEW LEDGER CODES on FMS6

From time to time it may be necessary to create new ledger codes on a school's FMS6 system. Ledger codes should only be created when requested by the Local Authority, if a school wishes to create a ledger code this should be done only in liaison with your Link Finance Officer. Selecting correct ledger codes for transactions is important as they link directly to the national Consistent Financial Reporting (CFR) framework.

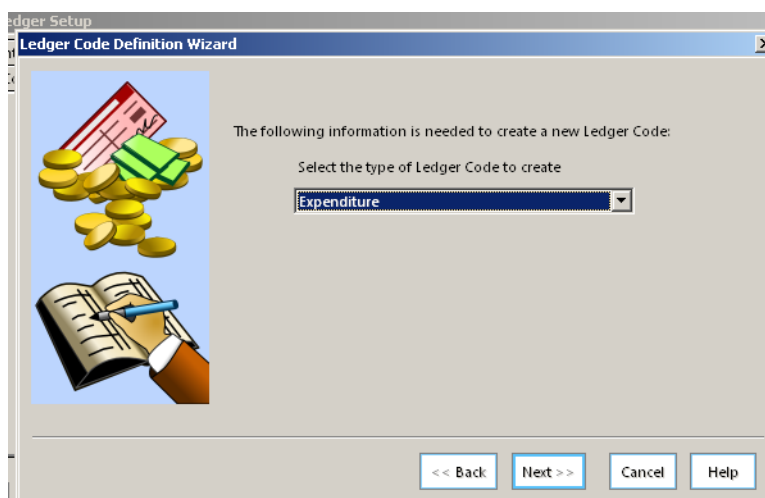
CREATING A LEDGER CODE

- Tools
- General Ledger Set up
- Tab 5 Ledger codes
- Select plus



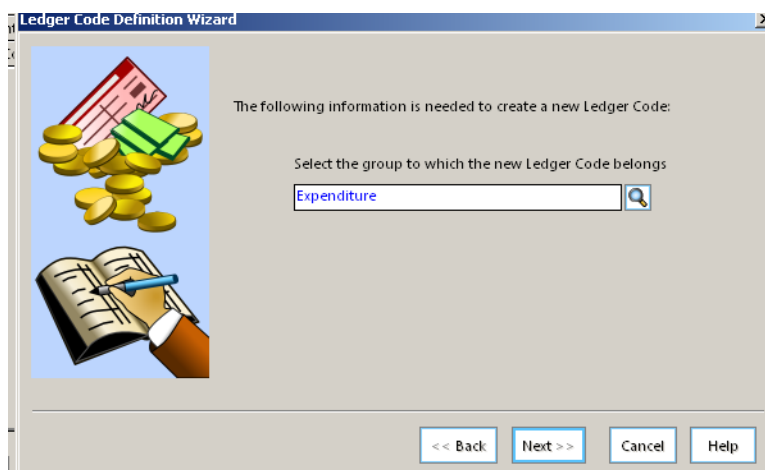
Select type of ledger code (please check with your Link Finance Officer if uncertain which type to choose)

- Next



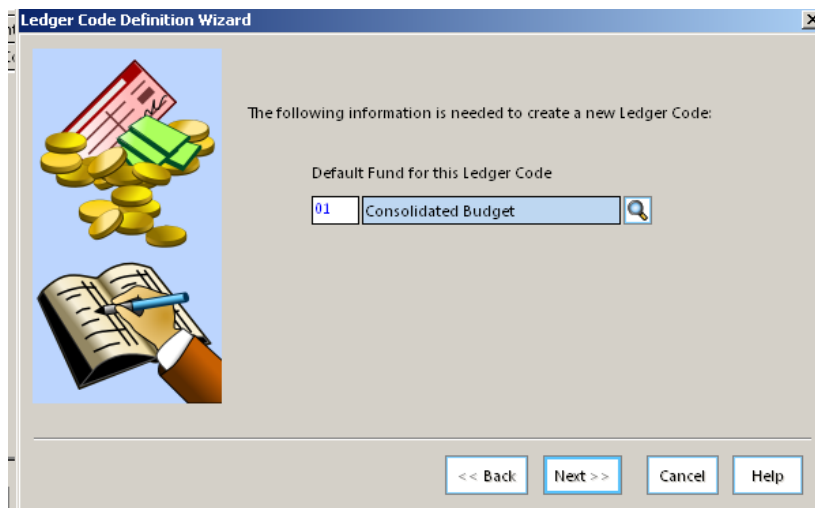
Select ledger group (please check with your Link Finance Officer if uncertain which group to choose)

- Next



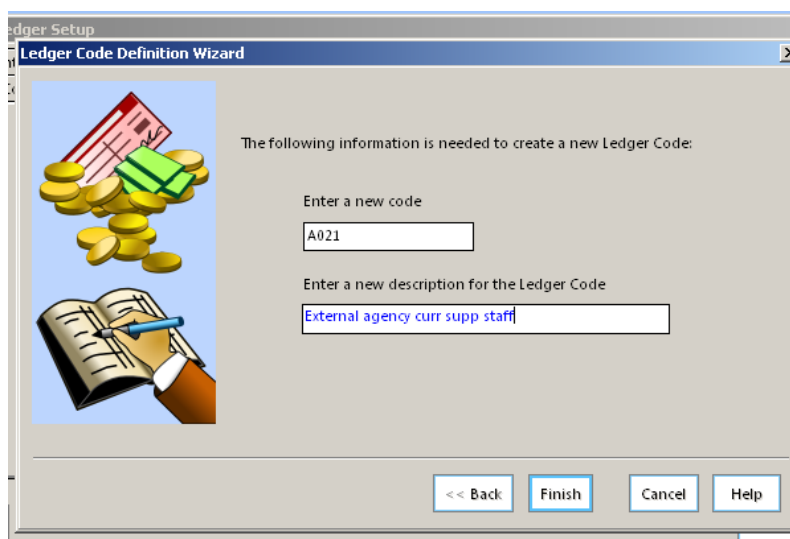
Select fund (the code can be edited later to be linked to more than one fund if required)

- Next



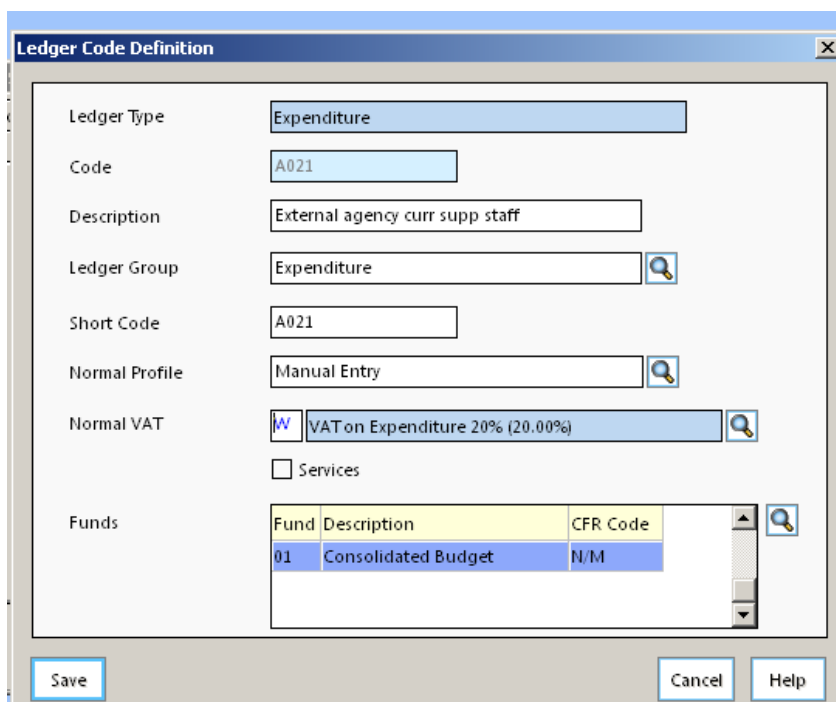
Enter ledger code number and description.

- Finish



Enter VAT code.

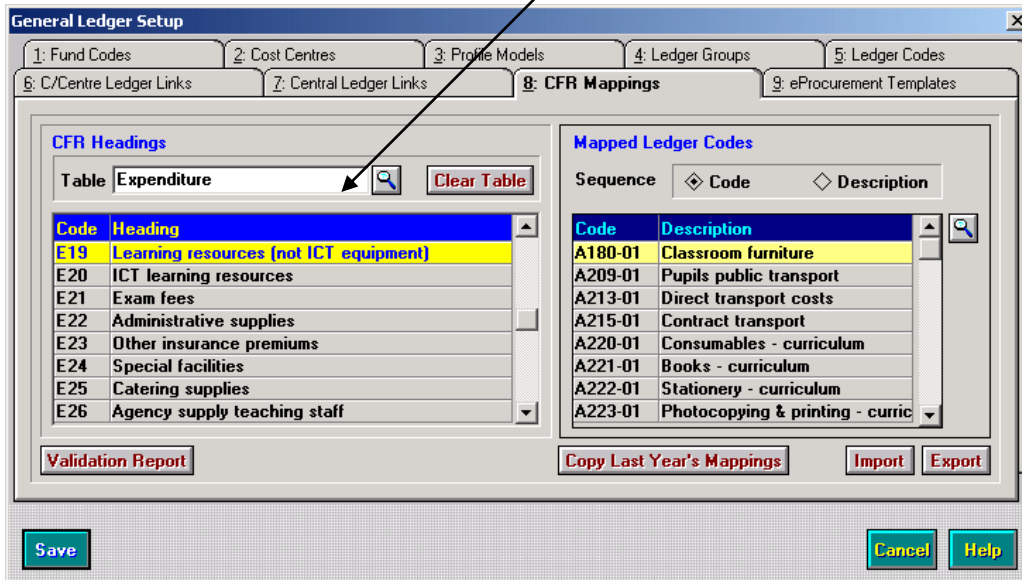
- Save
- Save



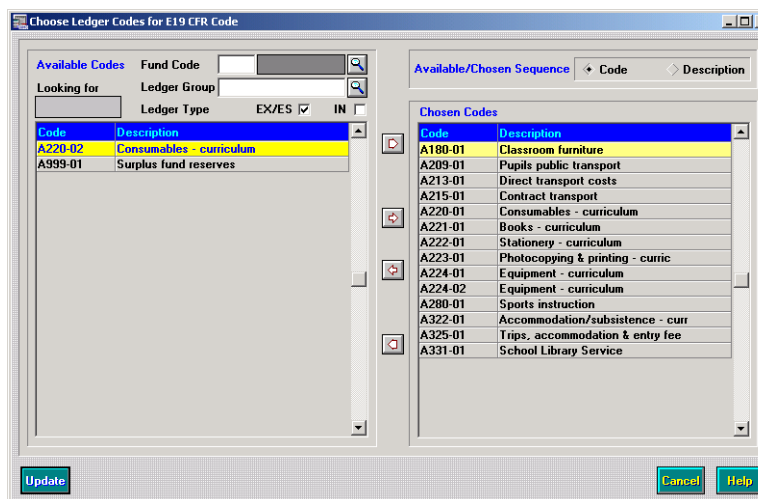
MAPPING LEDGER CODE FOR CONSISTENT FINANCIAL REPORTING

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

Click on magnifying glass and choose Expenditure, Income, Capital Expenditure or Capital Income as appropriate



Highlight and choose ledger code



- Update
- Save

