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

General Ledger Setup Tools 0 6: C/Centre Ledger Links 7: Central Ledger Links 8: CFR Mappings 9: eProcurement Templates o General Ledger Set up 1: Fund Codes 5: Ledger Codes 2: Cost Centres 3: Profile Models 4: Ledger Groups • Tab 5 Ledger codes Looking for Select plus 🚸 Ledger Code Oescription 🔷 Ledger Type ф Code Description 1 A003 Casual supply (LBH) EX A004 External Agency Supply ΕX A006 Teaching assistants supply ES A007 Administration & Finance staff ES A008 Teaching assistants/welfare ES A009 ES Foreign language assistants A010 Midday supervision (teachers) ES SMSA A011 ES Save Cancel Help

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

o 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	
-	<< Back Next >> Cancel Help	

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

o Next



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

o Next



Enter ledger code number and description.

o Finish



LINE VALUUUE.	Enter	VAT	code.
---------------	-------	-----	-------

- Save
- o Save

Led	ger Code Definition				×
	Ledger Type	Expenditure			
	Code	A021			
	Description	External agency curr supp staff			
	Ledger Group	Expenditure		l	
	Short Code	A021			
	Normal Profile	Manual Entry	C	ł	
	Normal VAT	VAT on Expenditure 20% (20.00%	a)	Q	
		Services			
	Funds	Fund Description	CFR Code	_ Q	
		01 Consolidated Budget	N/M		
				•	
	Save		[Cancel Help	7

MAPPING LEDGER CODE FOR CONSISTENT FINANCIAL REPORTING

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

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

eral Ledger Setup	X
Fund Codes <u>2</u> : Cost Centres <u>3</u> : Provide Models	<u>4</u> : Ledger Groups <u>5</u> : Ledger Codes
	rr mappings
CFR Headings	Mapped Ledger Codes
Table Expenditure	Sequence 📀 Code 🔷 Description
Code Heading	Code Description
E19 Learning resources (not ICT equipment)	A180-01 Classroom furniture
E20 ICT learning resources	A209-01 Pupils public transport
E21 Exam fees	A213-01 Direct transport costs
E22 Administrative supplies	A215-01 Contract transport
E23 Uther insurance premiums	A220-01 Consumables - curriculum
E24 Special facilities	A221-UI BOOKS - CUITICUIUM
E20 Latering supplies	A222-01 Stationery - curriculum
	A223-01 Protocopying & printing - curic -
Validation Report	Copy Last Year's Mappings Import Export
ave	Cancel Help

Highlight and choose ledger code







Schools Finance Team September 2012