

CHANGES TO LEDGER CODES May 2022

Following advice from SAST the following Ledger Codes will need to be reinstated.

This document contains instructions for reinstating the use of the ledger codes on FMS. In April we advised you to put DNU in the ledger code description and unlink it from the relevant cost centre. These actions will now need to be reversed.

Reinstating Ledger Codes

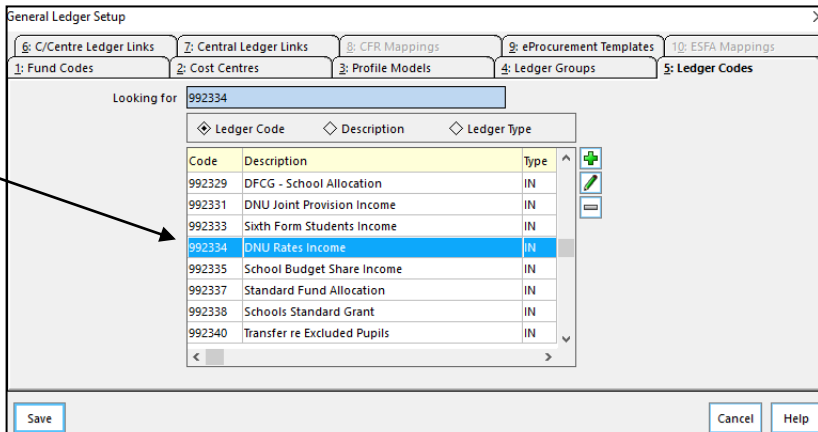
The first step is to remove the letters DNU (Do Not Use) from the description box in the Ledger Code Definition tab.

Ledger Code	Code Description	Cost Centre
992334	Rates Income	I01
227200	Rates (LA use only)	E17

- Go to Tools | General ledger setup | Tab 5. Ledger Codes.

- Highlight the Ledger Code to be changed.

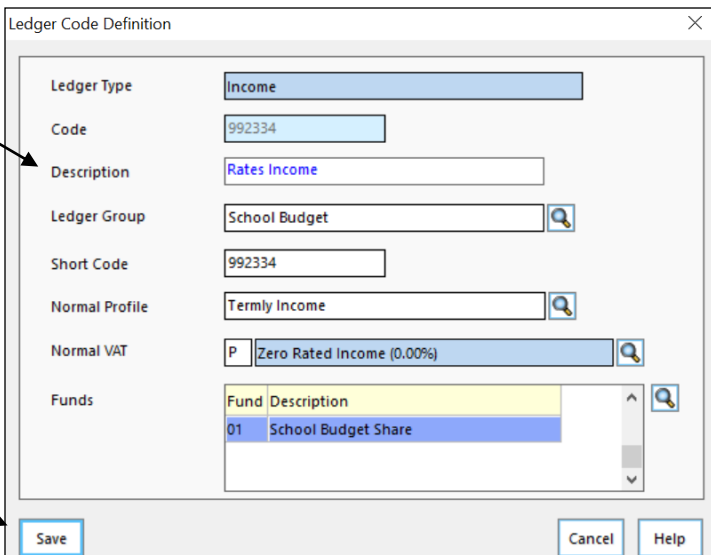
- Click on the Green Pencil Edit Icon on the right hand side.



Code	Description	Type
992329	DFCG - School Allocation	IN
992331	DNU Joint Provision Income	IN
992333	Sixth Form Students Income	IN
992334	DNU Rates Income	IN
992335	School Budget Share Income	IN
992337	Standard Fund Allocation	IN
992338	Schools Standard Grant	IN
992340	Transfer re Excluded Pupils	IN

- Edit the description to Rates Income.

- Click on Save



Ledger Code Definition

Ledger Type: Income

Code: 992334

Description: Rates Income

Ledger Group: School Budget

Short Code: 992334

Normal Profile: Termly Income

Normal VAT: P Zero Rated Income (0.00%)

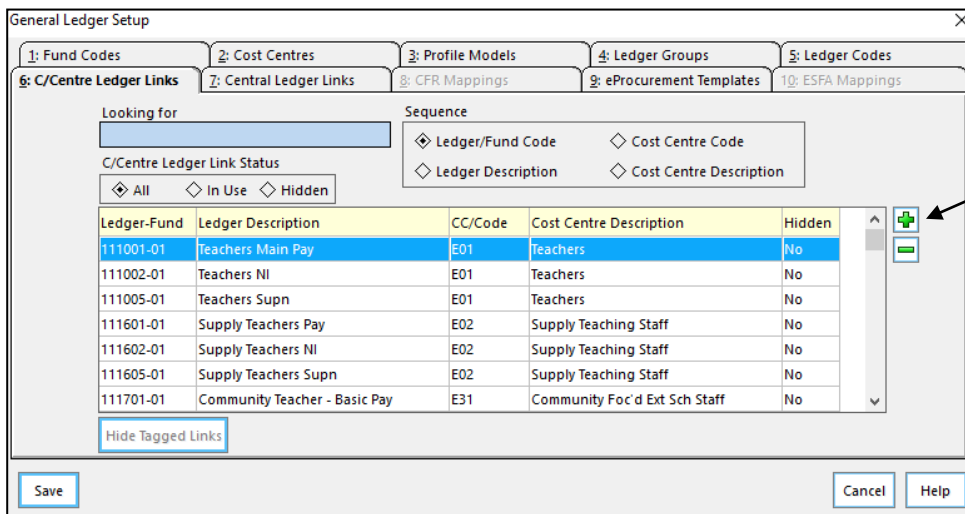
Funds:

Fund	Description
01	School Budget Share

Save Cancel Help

The second step is to link the Ledger Code to the

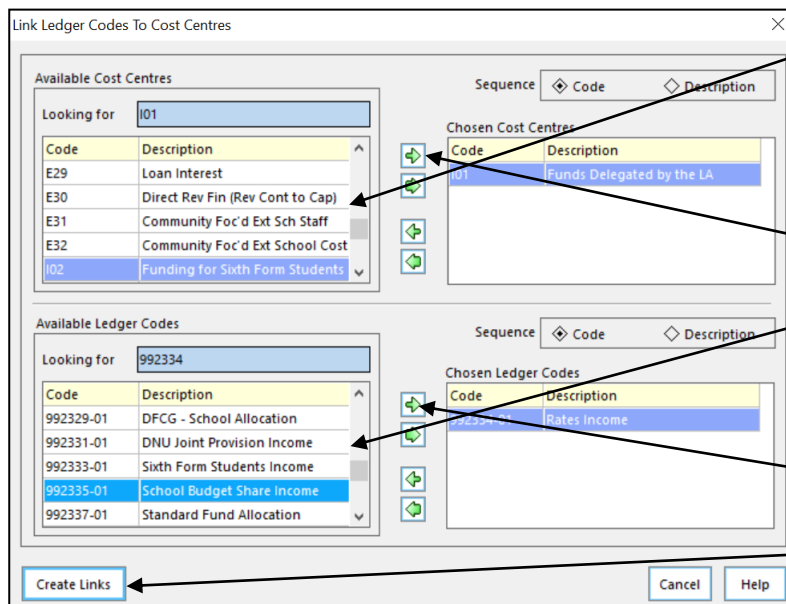
- **Go to Tools | General ledger setup | Tab 6. C/Centre Ledger Links.** The initial screen will show all the links that have already been created.



The screenshot shows the 'General Ledger Setup' window with the 'C/Centre Ledger Links' tab selected. The window has a top navigation bar with tabs: 1: Fund Codes, 2: Cost Centres, 3: Profile Models, 4: Ledger Groups, 5: Ledger Codes, 6: C/Centre Ledger Links (active), 7: Central Ledger Links, 8: CFR Mappings, 9: eProcurement Templates, 10: ESFA Mappings. Below the tabs, there are search filters for 'Looking for' (C/Centre Ledger Link Status) and 'Sequence' (Ledger/Fund Code, Cost Centre Code, Ledger Description, Cost Centre Description). A table lists existing links with columns: Ledger-Fund, Ledger Description, CC/Code, Cost Centre Description, and Hidden. The table contains 8 rows of data. On the right side of the table, there are two buttons: a green '+' button and a green '-' button. At the bottom of the window are 'Save', 'Cancel', and 'Help' buttons.

Ledger-Fund	Ledger Description	CC/Code	Cost Centre Description	Hidden
111001-01	Teachers Main Pay	E01	Teachers	No
111002-01	Teachers NI	E01	Teachers	No
111005-01	Teachers Supn	E01	Teachers	No
111601-01	Supply Teachers Pay	E02	Supply Teaching Staff	No
111602-01	Supply Teachers NI	E02	Supply Teaching Staff	No
111605-01	Supply Teachers Supn	E02	Supply Teaching Staff	No
111701-01	Community Teacher - Basic Pay	E31	Community Foc'd Ext Sch Staff	No

- To add a new link, click on + on the right hand side



The screenshot shows the 'Link Ledger Codes To Cost Centres' window. It has two main sections: 'Available Cost Centres' and 'Available Ledger Codes'. Each section has a 'Looking for' search box and a table of items. In the 'Available Cost Centres' section, 'I01' is selected. In the 'Available Ledger Codes' section, '992334' is selected. Between the two sections are two 'Choose' buttons (top thinner arrow) and two 'Create Links' buttons (bottom thinner arrow). At the bottom of the window are 'Create Links', 'Cancel', and 'Help' buttons.

Code	Description
E29	Loan Interest
E30	Direct Rev Fin (Rev Cont to Cap)
E31	Community Foc'd Ext Sch Staff
E32	Community Foc'd Ext School Cost
I01	Funding for Sixth Form Students

Code	Description
992329-01	DFCG - School Allocation
992331-01	DNU Joint Provision Income
992333-01	Sixth Form Students Income
992335-01	School Budget Share Income
992337-01	Standard Fund Allocation

- Click in the **Available Cost Centres** box and **highlight the Cost Centre** required. For ledger code **992334** select the Cost Centre **I01**
- Click the **Choose** button (the top thinner arrow).
- Click in the **Available Ledger Codes** box and **highlight the Ledger Code** required **992334**
- Click the **Choose** button (the top thinner arrow)
- Click on **Create Links**
- Click on **Save**

- Repeat both these procedure for **227200 Ledger Code - Rates (LA Use Only)** in the Ledger Code/Cost Centre, linking this ledger code to cost centre E17.