



Cambridgeshire
County Council



Additional Guidance Notes for Close Down

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Introduction

The ICT Service has been asked to give guidance to all maintained schools in setting up new additional structure within FMS.

You will need to complete this in preparation for your budget build.

It is important that this is carried out in the current financial year as soon as possible.

You are requested to create six new Ledger Codes. Please follow the instructions fully.

It is now acceptable for you to create the new financial year within FMS.

This is a reminder for you to download the Year End Manual issued by The ICT Service and follow the instructions. There are changes, which must be followed. It is also recommended that you download, read and keep at hand **all** the guidance instructions that County Finance issue to you.

Start your Year End prep now, it will prove less stressful and far easier to complete if you pace yourself. You have a very short turn around this year end.

No stress – Just progress!

It is recommended that you leave the New Financial Year 2018 in a status of **Not Started** until you actually complete the Year End on or after 1 April 2018.

Please read the instructions carefully and take your time, check that the codes are showing correctly on your screen. It is possible that some schools may already have some of the codes. Be assured that FMS will not allow you to have duplicate codes.

Dates you should remember:

Friday 9 February 2018 - Close Purchase Order Books

No orders or Non-orders should be placed as directed by Schools Strategy & Corporate Team via email on 25 January 2018

Friday 6 April 2018 - Last day of submission for Financial Year Returns

Creating New Ledger Codes

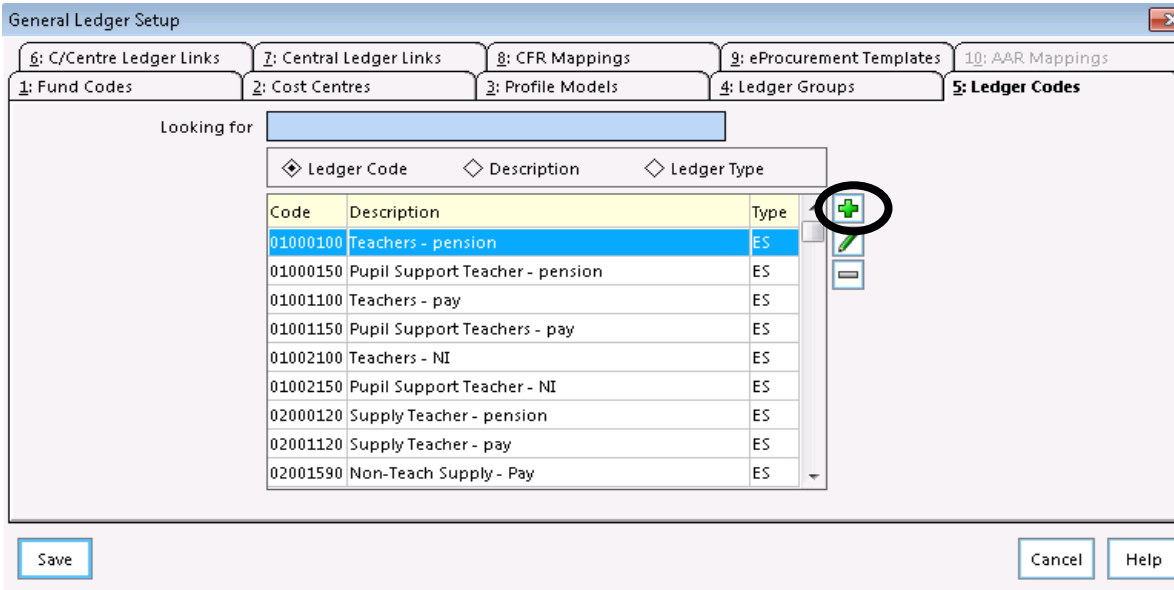
New codes to be added to your structure. Please follow the instructions as laid out in the following pages.

Ledger Type	Ledger Group	Ledger Code	Default Fund Code	Ledger Code Description	VAT Code	CFR
Income	I01 Funds delegated by LEA	FNDX	01	Extra Funding	Zero Z	I01
Expend	E10 Insurance Staff	01060003	01	DEDEL Union/Maternity	Zero Z	E10
Expend	E19 Learning Resources	20039100	01	DEDEL Subs <i>*This code may already be on your system</i>	Zero Z	E19
Expend	E23 Other Insurance Premiums	42540070	01	DEDEL Insurance & Contingency <i>*This code may already be on your system – consider editing the description</i>	Exempt X	E23
Expend	E27 Support Services Curr	02760001	01	DEDEL EAL	Exempt X	E27
Expend	E28 Support Services Other	02860002	01	DEDEL FSM Eligibility Work	Exempt X	E28

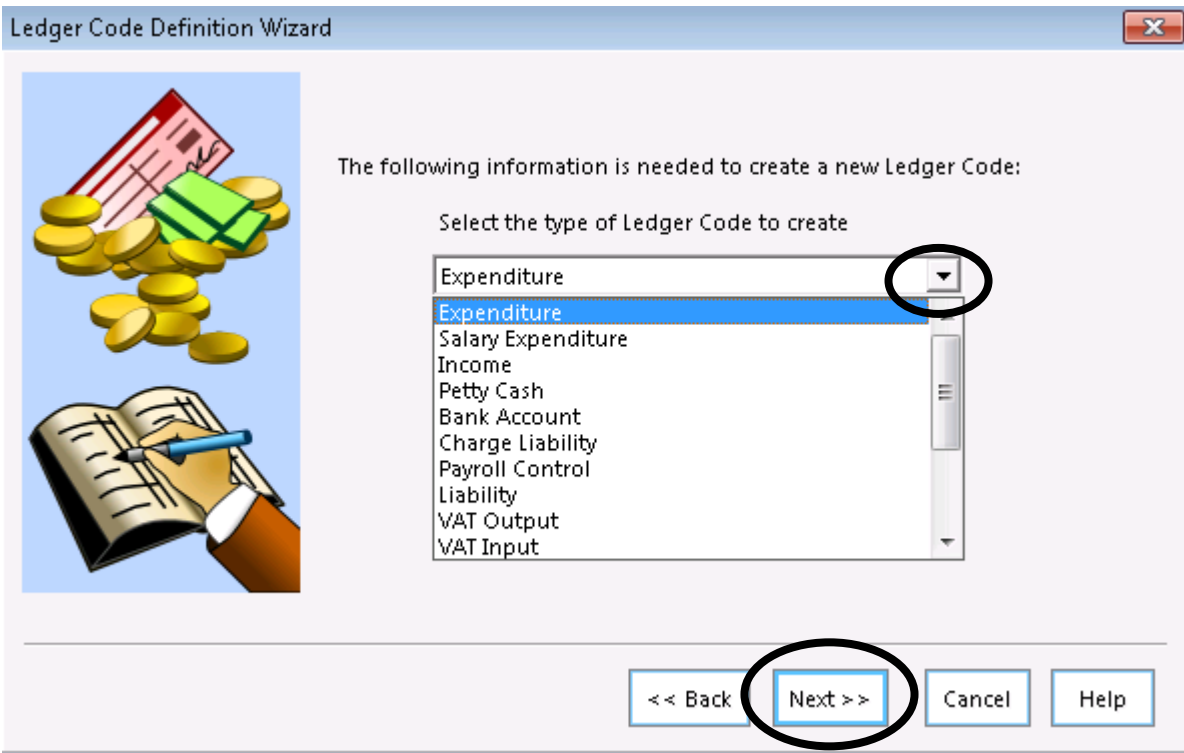
Follow the steps as outlined in the follow pages. Add the new codes one at a time following the initial guidance examples.

All codes are to be mapped in CFR. The required CFR codes are clearly shown above.

Select: Tools | General Ledger Setup | Tab 5 Ledger Codes



Click on the **Green Plus** Sign to add the new ledger code

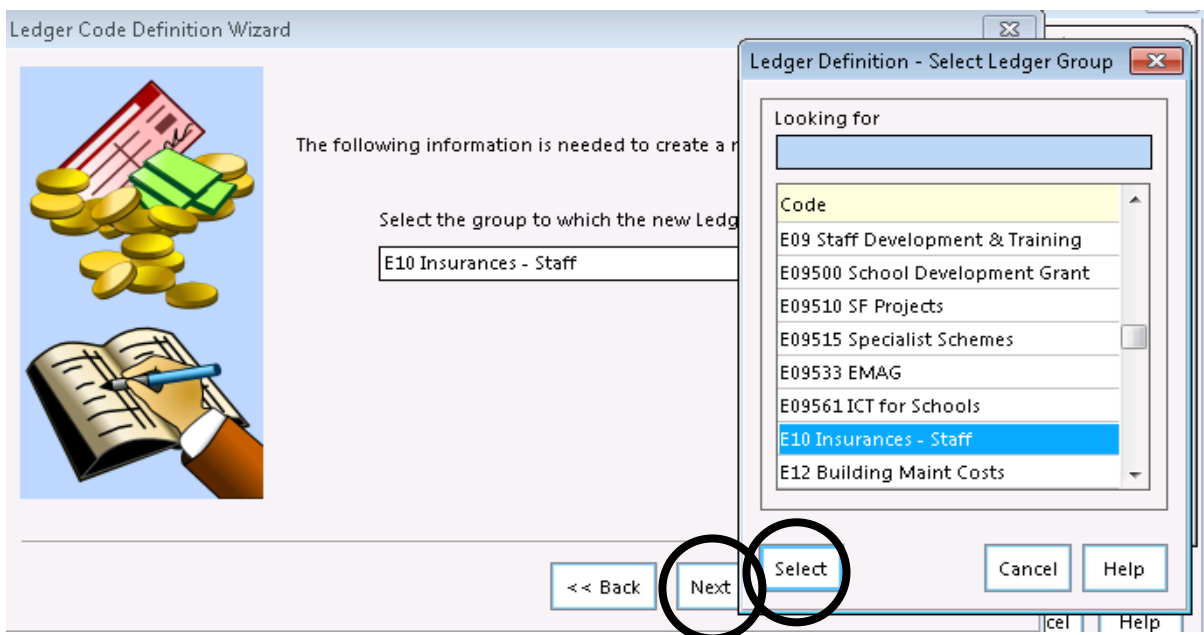


Select the relevant Ledger Code type from the drop down. The codes you are adding are all Expenditure (Expend) codes apart from one and that is an Income code.

Once selected click **Next**

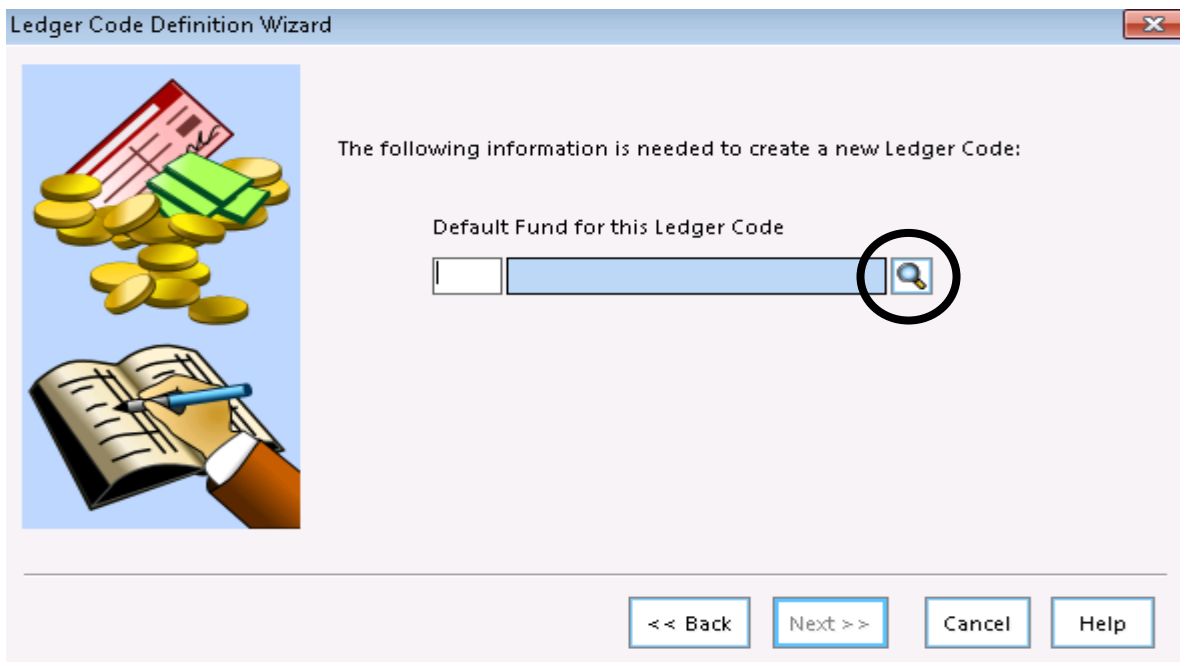
The Ledger Group Selector window opens.

Click on the eyeglass and select the relevant Ledger Group as shown in the table



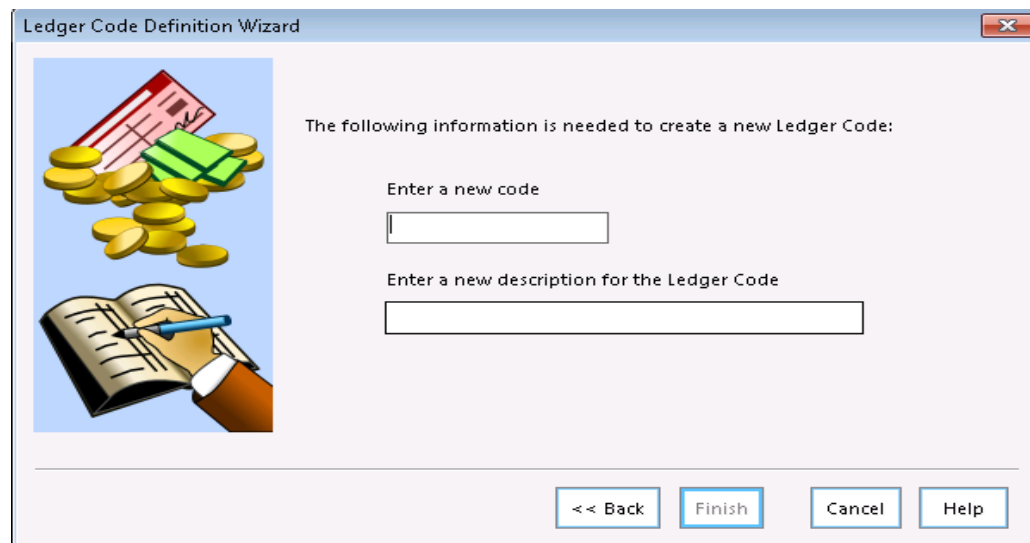
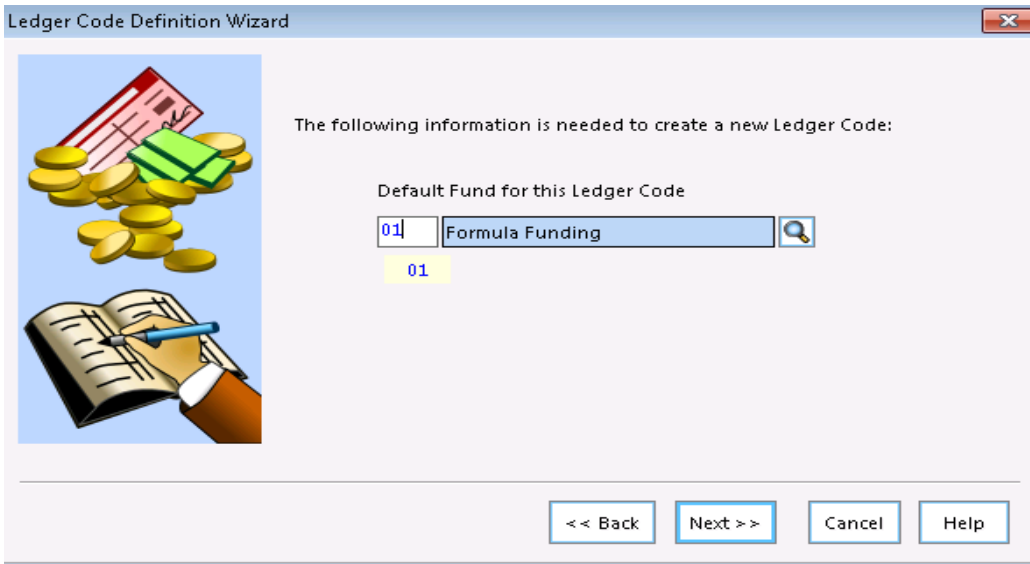
Click **Next**

The Default Fund Code Window opens select the relevant Default Code. All the codes you are adding are 01



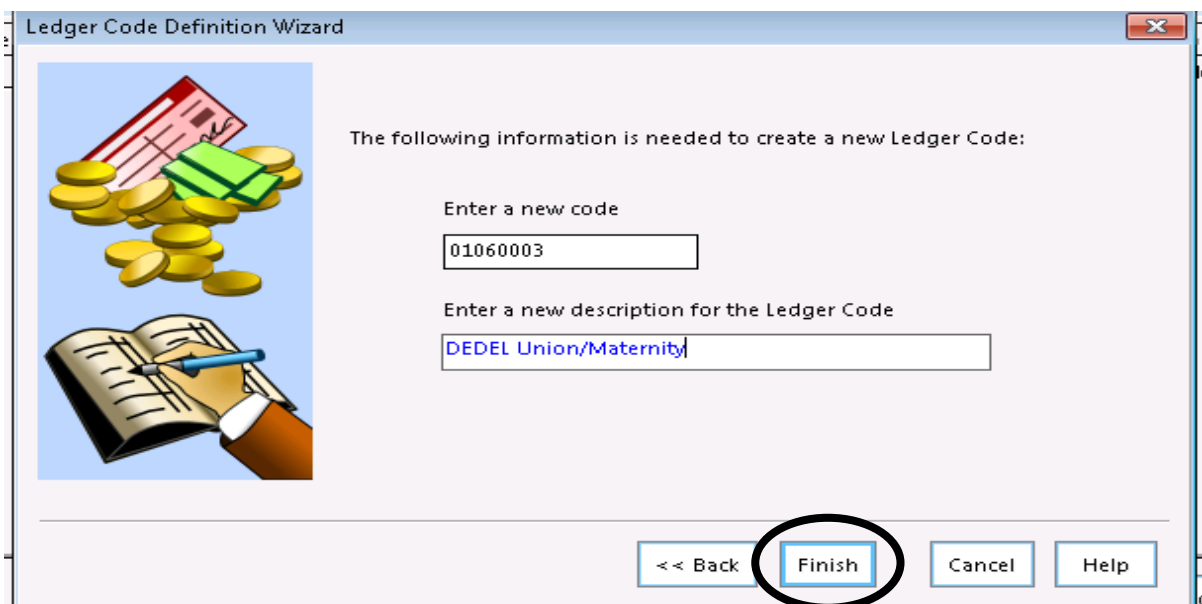
Either type in **01** or click on the eyeglass and select **01**.

Click **Next**



Add the **new ledger code** and the **description** as given in the table

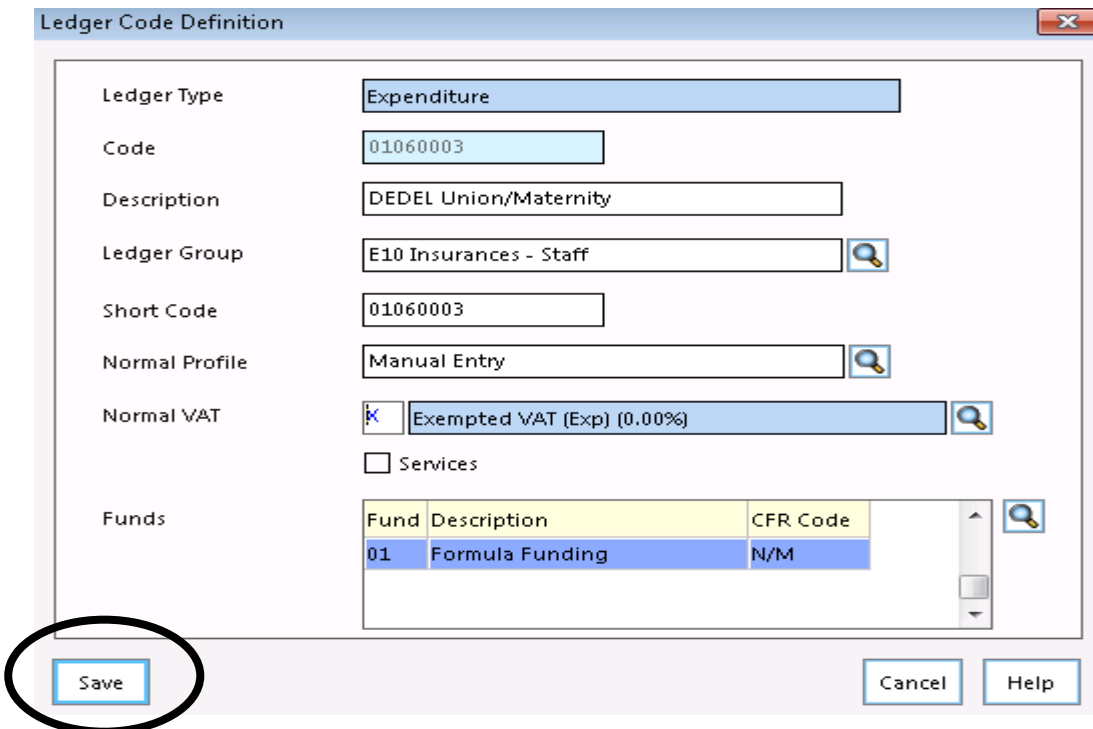
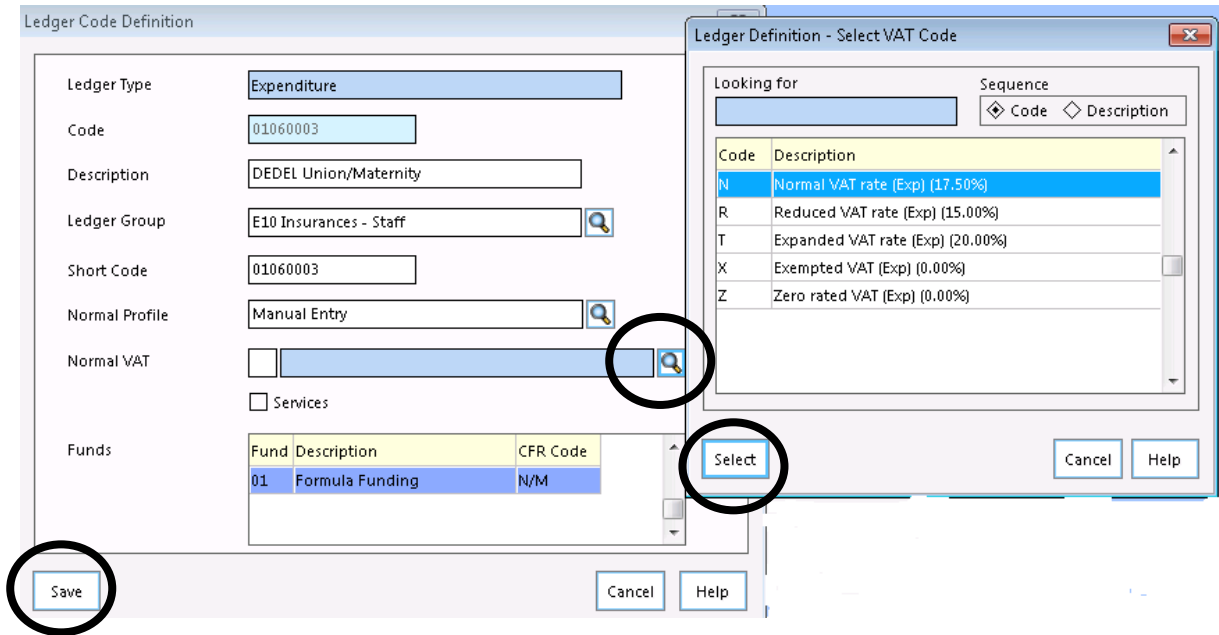
Check the code and the description



Click the **Finish** button

The **Ledger Code Definition Preview** screen opens. You need to select the relevant VAT Code

Follow the table on page one. You will only be using **X Exempt** or **Z Zero Rated**. This can be changed at any time

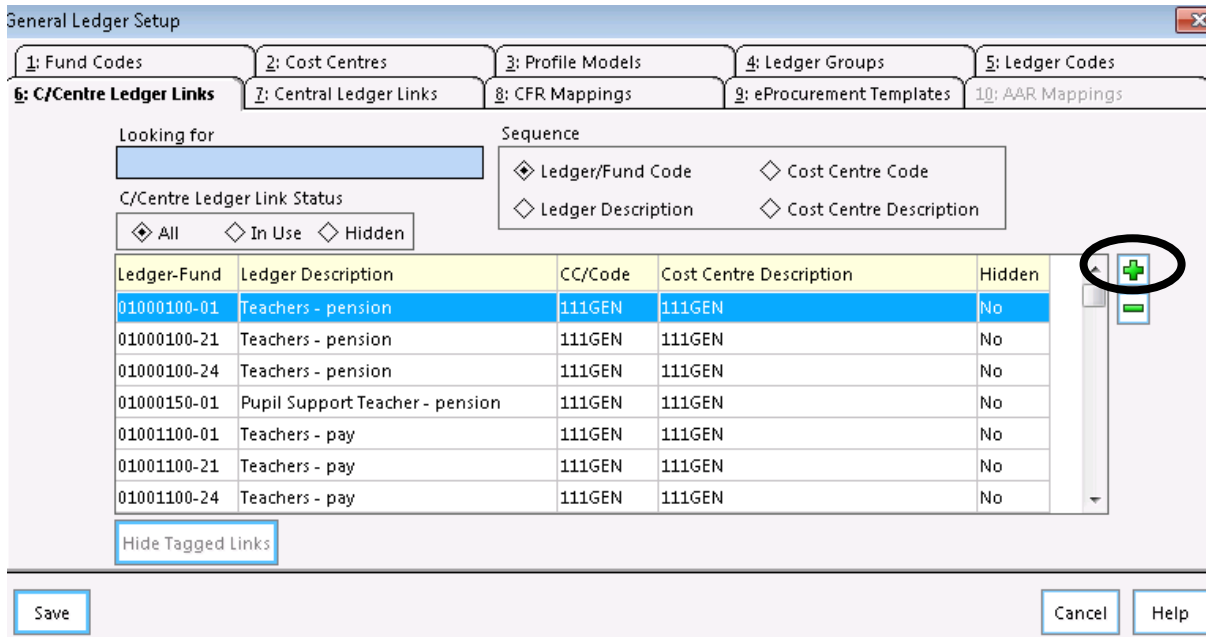


Select the relevant VAT Code and **Save**

Linking the new codes to 111GEN Cost Centre

All the new ledger codes need to be linked to **111GEN Cost Centre**

Select: **Tools | General Ledger Setup Tab 6**



Click on the **green plus** button

The **General Ledger Setup** is the Toolbox of FMS. It is where your **Chart of Accounts** (Structure) was created, is edited and deleted.

Extra care should be taken when working in this area.

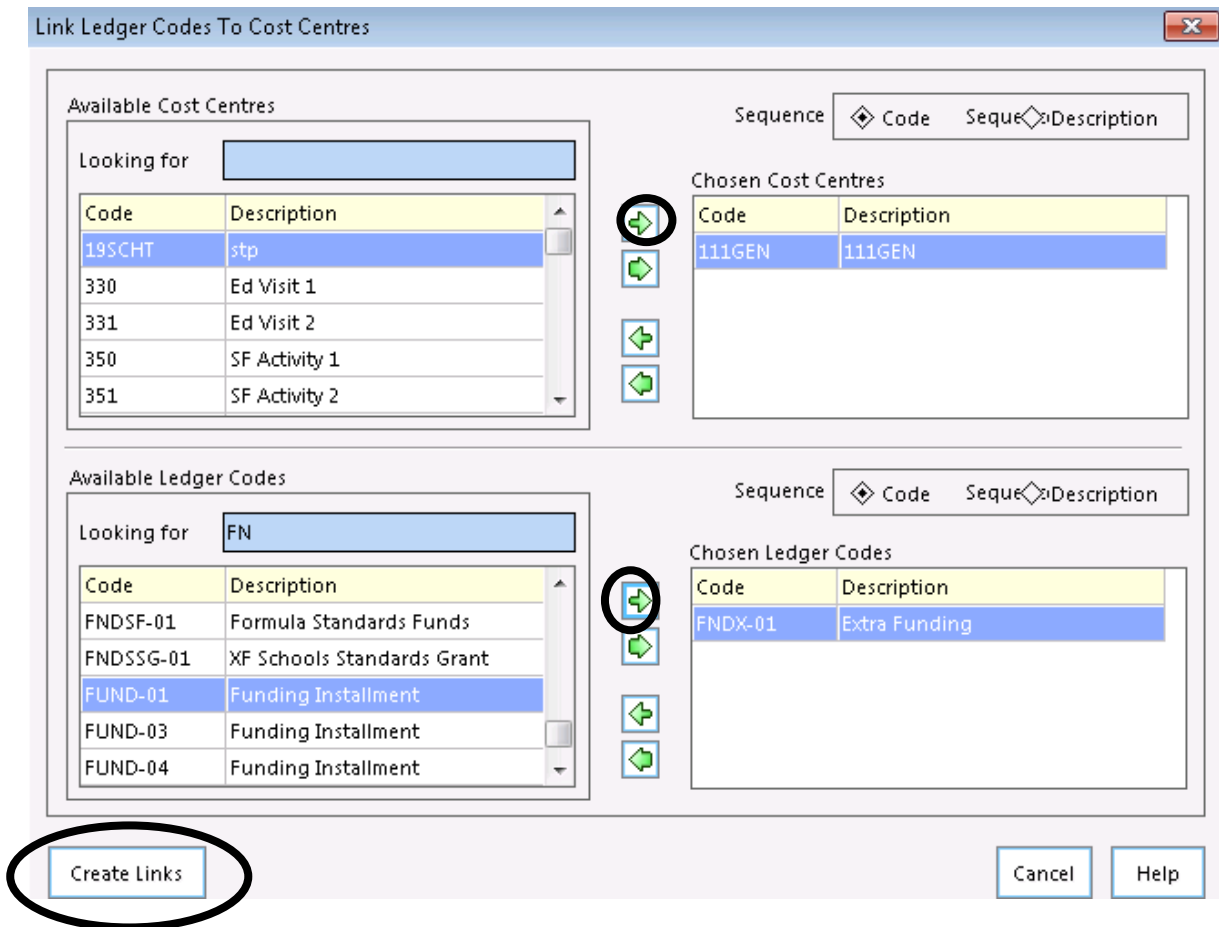
In the top left-hand field, you can find all the Cost Centres that are available in your system

In the bottom left hand box, you can find all the ledger codes in your system

We are going to select the 111GEN cost centre and move it from the left to the right using the slim arrow

In the bottom left hand box, we are going to select all the new codes you have created, as shown. Care should be taken that you only select the required codes using the slim arrow

In the top left-hand field select 111GEN and using the slim arrow move it from left to right



In the bottom left move the required code from left to right using the slim arrow

When all the codes required are showing in the right-hand bottom **Chosen** field, Click **Create links** bottom,

The newly created ledger codes are now linked into the 111GEN Cost Centre. The final step is to link the codes in to the CFR Mapping Table – Consistent Financial Report.

CFR Mapping

The six new ledger codes need to be mapped into the CFR Table.

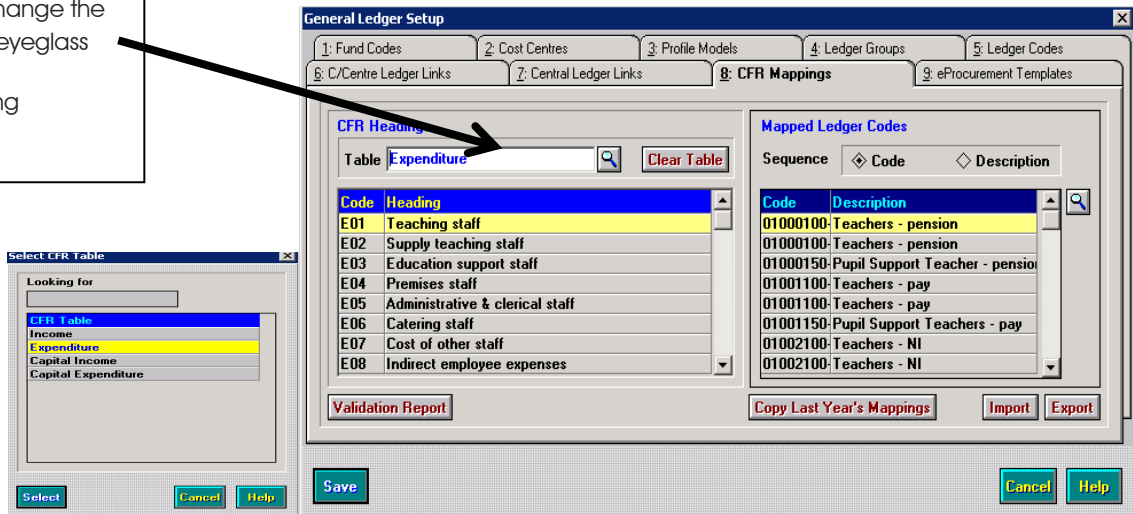
The following pages take you through the mapping process. It is recommended that mapping the new codes is done one at a time.

The CFR Mapping Table

Select: Tools | General Ledger Set Up | Tab 8 | CFR Mapping

The table defaults to the **Expenditure**. You can change the table by clicking on the eyeglass icon.

Click **Select** after selecting



How to map Ledger Codes

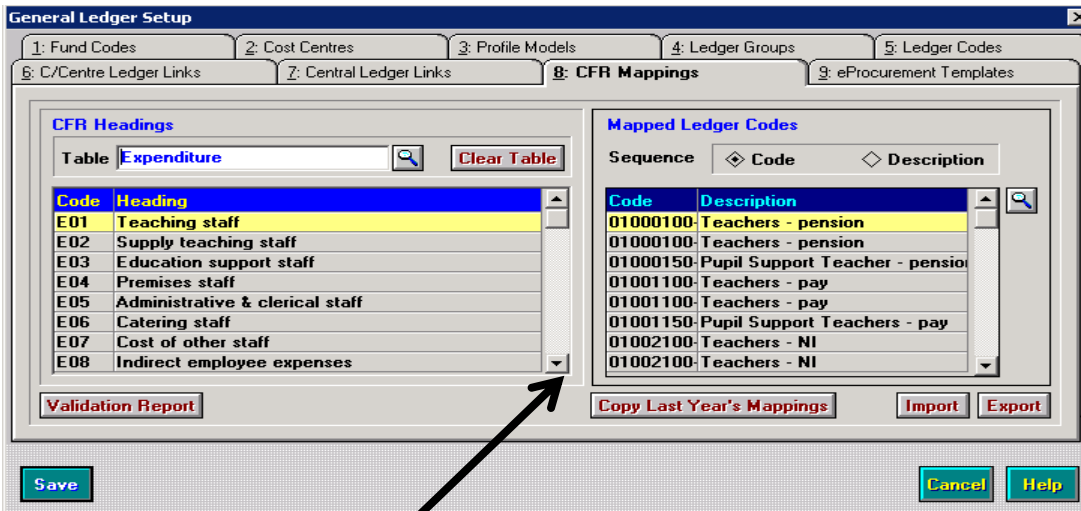
Whether you have created a new ledger code as directed by County or you are remapping a ledger code within the CFR the principle is the same.

Example

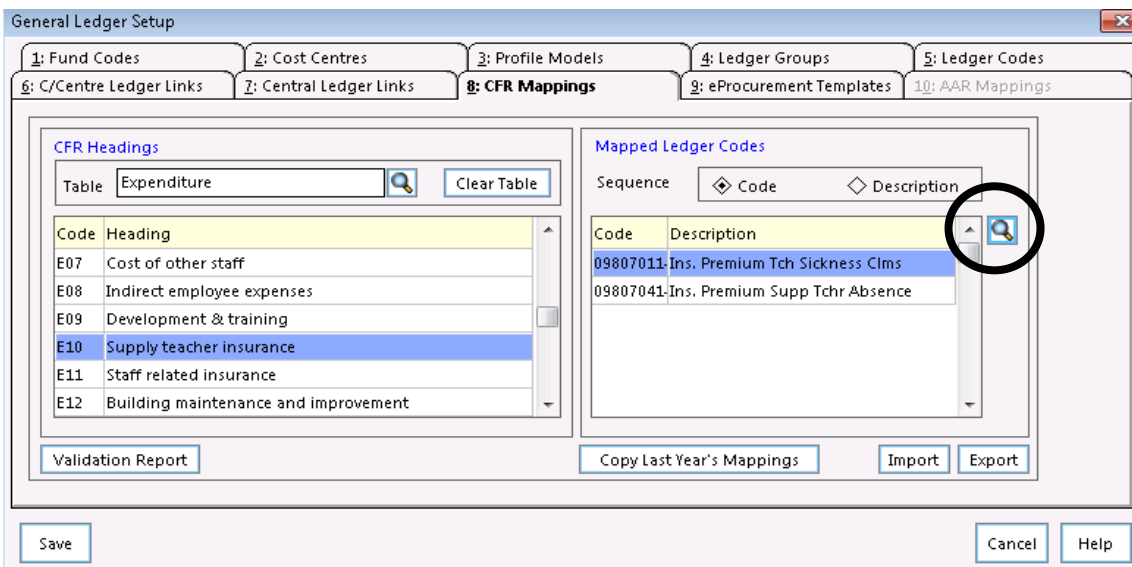
In the example shown below I have been instructed to map 01060003-01 DEDEL Union/Maternity to CFR E10

The principle will be the same for mapping all the new ledger codes to the relevant CFR Table.

Select: Tools | General Ledger Setup | Tab 8 CFR Mapping



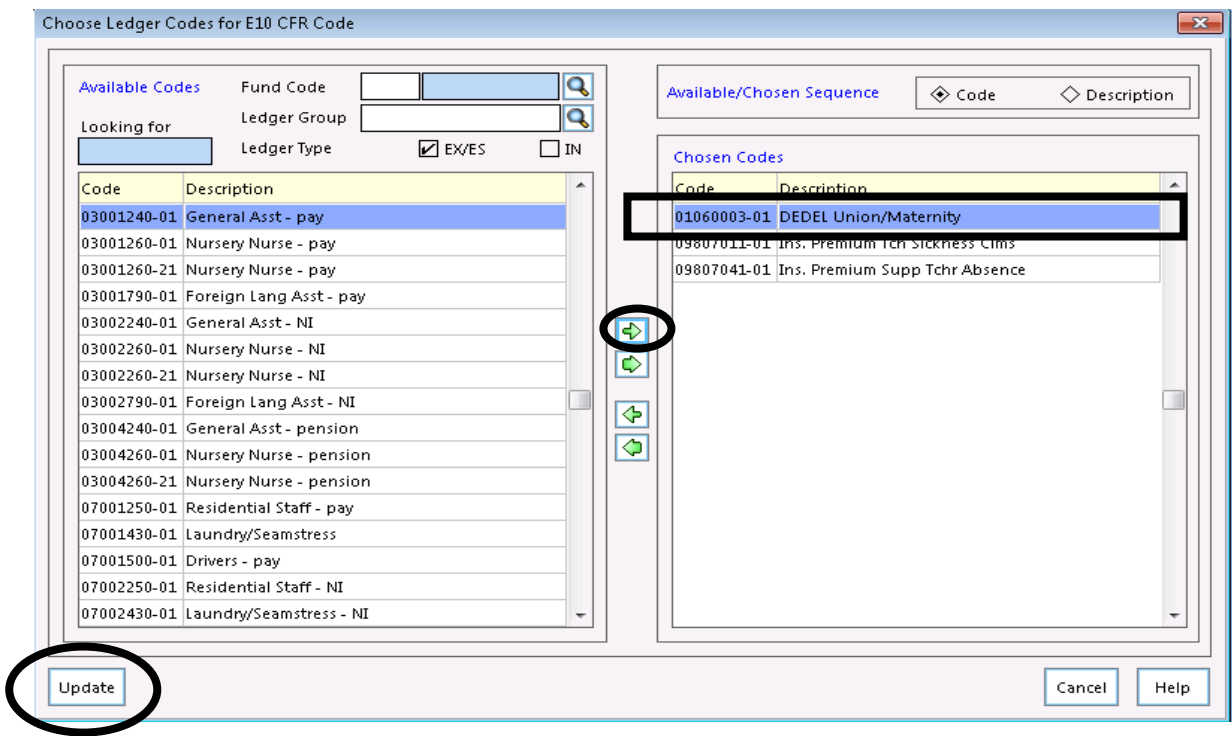
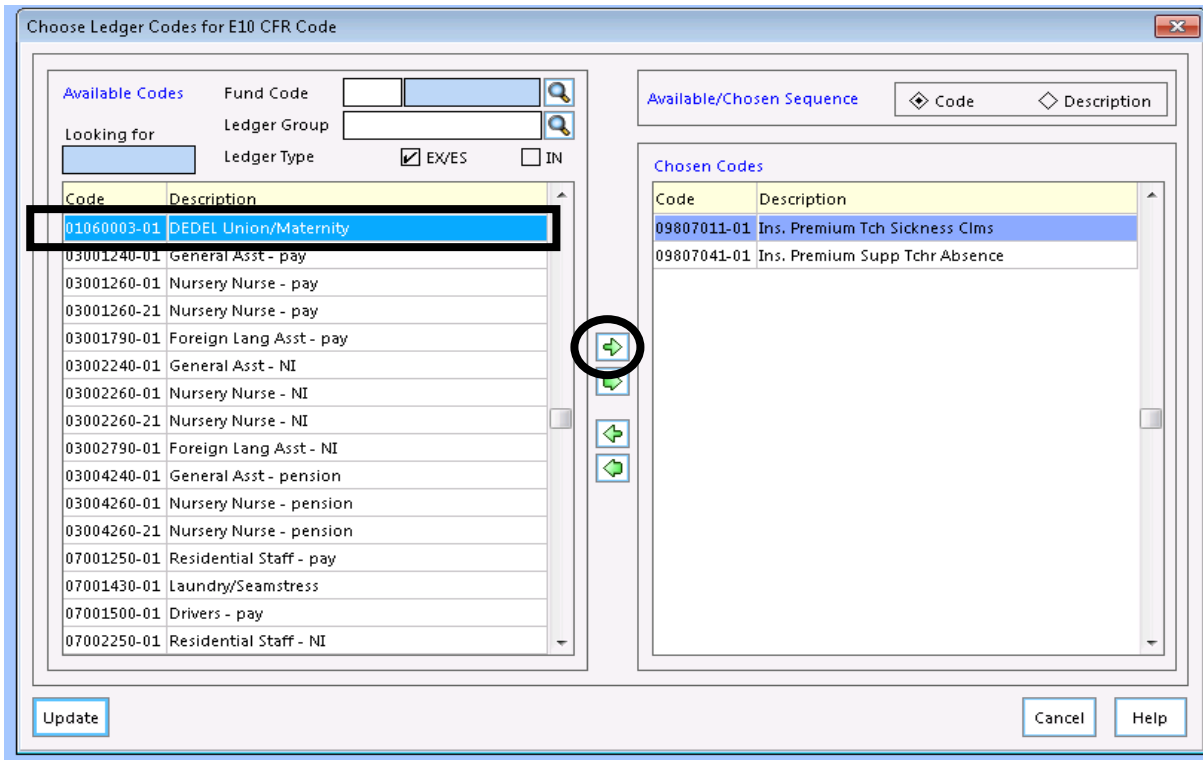
Scroll down to the **E10** Table



Click on the **eyeglass** to Open the table for editing.

The left-hand column shows all the ledger codes available for mapping. Care should be taken to only map the relevant codes by using the slim arrow in the middle of the screen.

Highlight the code you require in the left. Using the top slim right hand facing arrow move the code from the left to the right.



Click **Update**

Once you click the **Update** button, the screen will divert back to the **Home Page**

Click **Save**

Please ensure you map **ALL** the new ledger codes.