

NEW BANK ACCOUNT ON FMS

For schools who have changed bank accounts the following procedure needs to be followed on SIMS in order to create a new Bank account and Petty Cash account.

To Define the New Bank control code

Route: Tools
 General Ledger set up
 Select Tab no 5 – Ledger codes

The list of ledger codes currently set up will be displayed.

- 1 Click on the '+' key (add) to the right hand side.
- 2 Select the ledger type. Click on the down arrow to display the list of ledger types to select from. Highlight **Bank Account**.
- 3 Click on next.
- 4 Select the Ledger Group. Click on the focus button to display the list of ledger groups.
- 5 Highlight **Control accounts** and click on select.
- 6 Click on Next.
- 7 Enter the new code **BK02** (remembering to use zero's or if this has already been used BK03)
- 8 Enter the description for the code e.g "New bank name"
- 9 Click on Finish
- 10 Enter the Account Name e.g. NCC Any School, the sort code and the account number.
- 11 Click on Save.

To transfer the balance from the old account the school will need to enter a Fund to Bank transfer to decrease the old account and increase the new account.

To Define the New Petty Cash control code

Please note that at some point the old petty cash account will need to be brought down to zero.

Route: Tools
 General Ledger set up
 Select Tab no 5 – Ledger codes

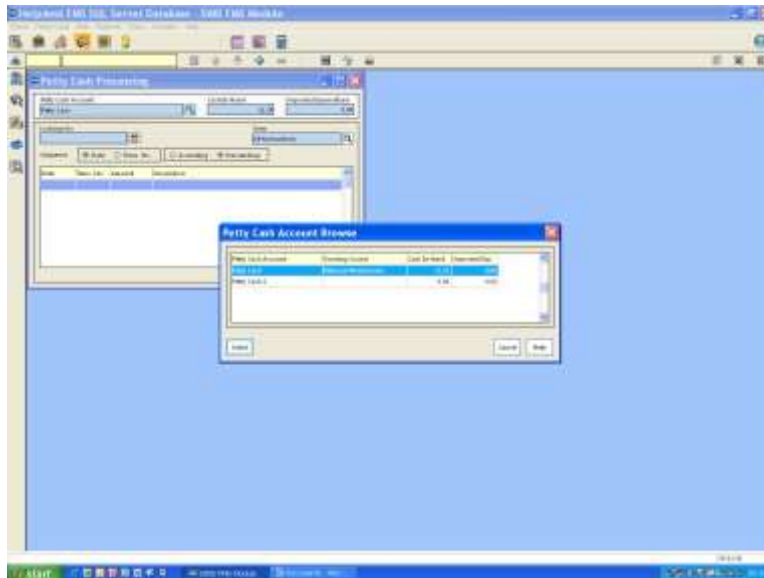
The list of ledger codes currently set up will be displayed.

- 1 Click on the '+' key (add) to the right hand side.
- 2 Select the ledger type. Click on the down arrow to display the list of ledger types to select from. Highlight **Petty Cash**.
- 3 Click on next.
- 4 Select the Ledger Group. Click on the focus button to display the list of ledger groups.
- 5 Highlight **Control accounts** and click on select.
- 6 Click on Next.
- 7 Enter the new code **PC02** (remembering to use zero's or if this has already been used PC03)
- 8 Enter the description for the code e.g Petty Cash 2 (but this can be petty cash 3 if petty cash 2 has already been used)
- 9 Click on Finish
- 10 Click on Save.

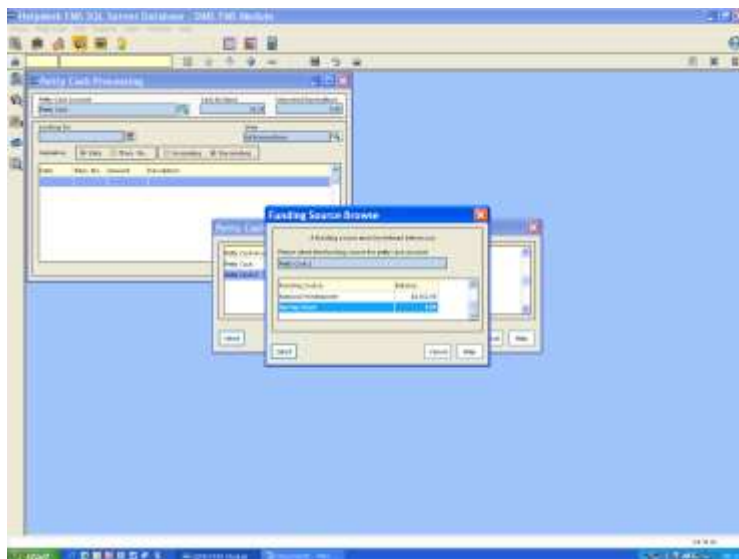
The next step is to link the new bank account to the new petty cash account

Route: Focus
 General Ledger
 Petty Cash

- 1) Click on the Petty Cash Account Browse as detailed below and select the newly created petty cash account.



2) Scroll down and select the newly created bank account.



3) When it asks if you would like to assign the funding source to the petty cash account say Yes.