

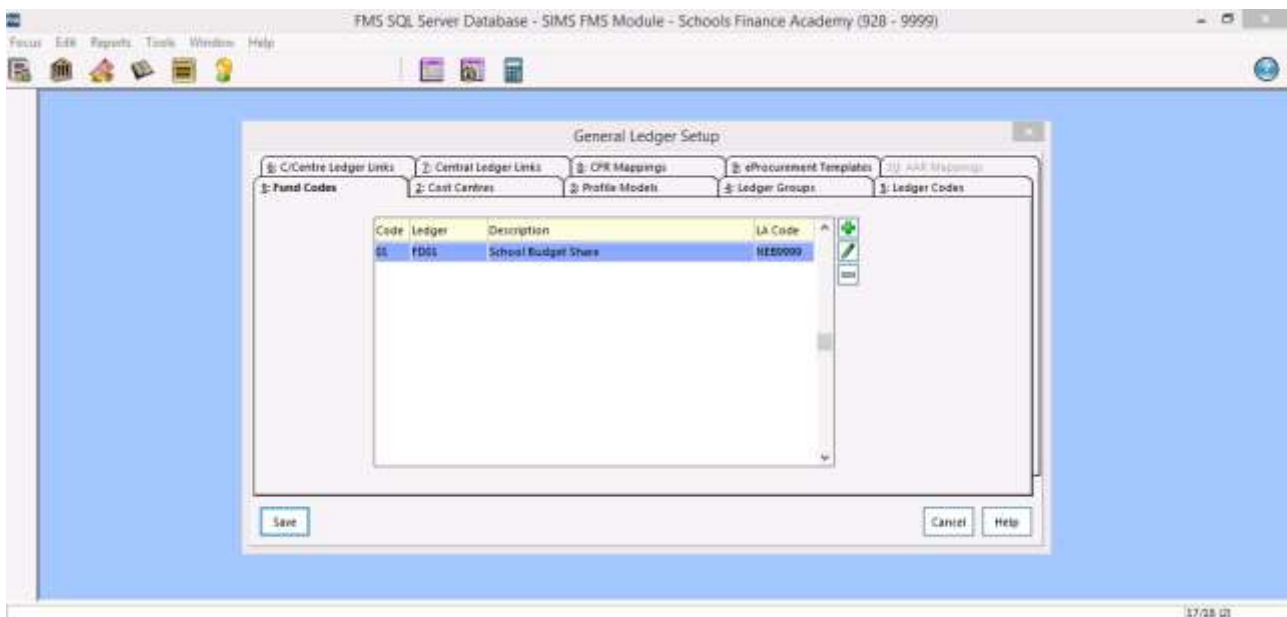
NEW COST CENTRE CODE

With the General Ledger system changing schools will need to amend the Statutory Accounts Cost Centre code on FMS.

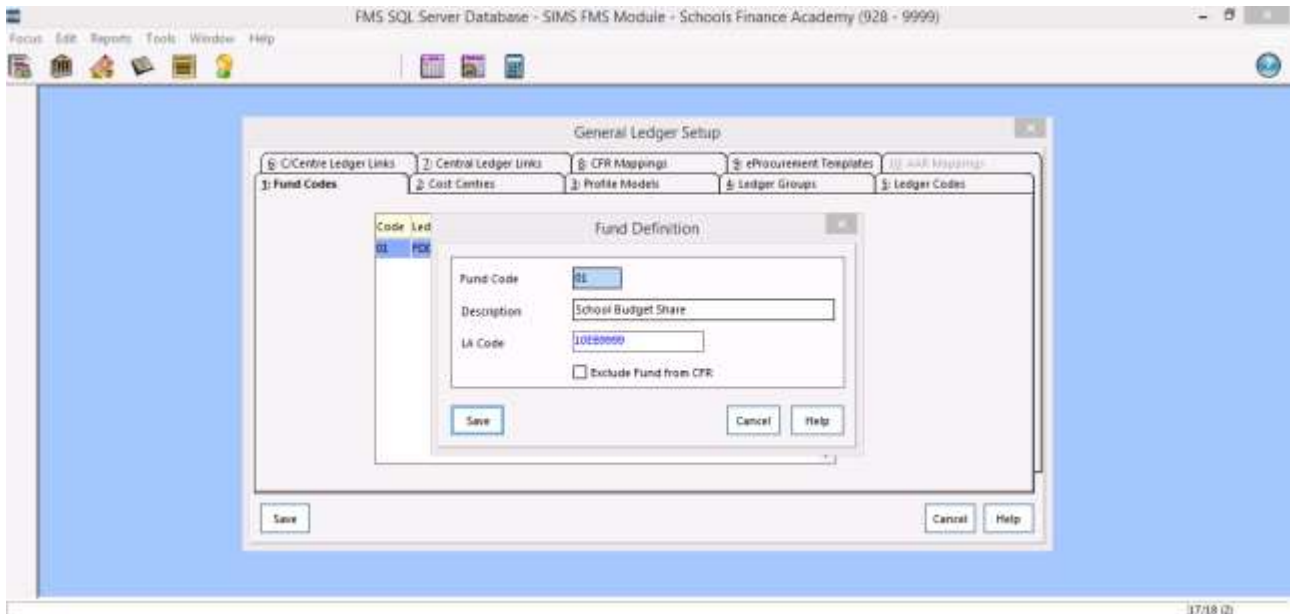
In 2018/2019

To amend the Cost Centre code

Route: Tools
General Ledger set up



1. Double click on the highlighted line or click on the pencil icon on the right hand side.



2. Click into the LA Code box and replace the details as below

Nursery Schools - 10EAXXXX (XXXX being the schools 4 digit DFES number)
Primary Schools – 10EBXXXX (XXXX being the schools 4 digit DFES number)
Secondary Schools – 10EDXXXX (XXXX being the schools 4 digit DFES number)
All Through – 10EEXXXX (XXXX being the schools 4 digit DFES number)
Special – 10EFXXXX (XXXX being the schools 4 digit DFES number)

3. Click on Save

4. Click on Save

Please contact the FMS Helpdesk or email FMS6Helpdesk@northamptonshire.gov.uk if you experience any difficulties with the above