

## **NEW LEDGER CODES**

The Capita patch has now converted the old Oracle Ledger Codes to the new ERP Gold Ledger Codes. However, if the Oracle Ledger Code did not exist beforehand or the school uses derivatives such as D4005A, then these would not have been converted. As a result there may be Ledger Codes that must be manually added within FMS.

### **To Define the Ledger Code**

Route: Tools  
    General Ledger set up  
    Select Tab 5 – Ledger Codes

The list of Ledger Codes currently set up in FMS will be displayed.

1. Click on the + Add key to the right hand side.
2. Select the appropriate Ledger Type. Click on the down arrow to display the list of ledger types to select from, then click on select.
3. Click on next.
4. Select the Ledger Group. Click on the focus button to display the list of ledger groups.
5. Highlight the appropriate group and click on select.
6. Click on Next.
7. Select Fund 01 –School Budget Share – Click on Next.
8. Enter the new code **e.g. D4005A** (remembering to use zero's)
9. Enter an appropriate description for the Ledger Code.
10. Click on Finish.

11. The Short Code will default to be the same as the Ledger Code but this must be removed.
12. The Normal Profile will default to Manual Entry. This needs to be amended. Click on the focus button for the list of profile models. Highlight, "Monthly" and click on select.
13. Click on Save. You will be returned to the list of Ledger Codes.
14. Click on Save.

## **To Link Ledger Codes to Cost Centres**

Route: Tools

General Ledger Set Up

Select Tab 6 – C/Centre Ledger Links

The list of links already created will be displayed.

- 1 Click on the + Add Button to the right
- 2 Highlight the relevant Cost Centre you wish to link the new Ledger Code(s) to in the top left-hand box (headed Available Cost Centres).
- 3 Click on the Small Arrow button (the top button of the 4 displayed in the top section). The Cost Centre will be moved over to the top right hand box (headed Chosen Cost Centres).
- 4 Scroll down and highlight the new Ledger Code in the bottom left hand box (headed Available Ledger Codes) and choose over with the thinner arrow to link to the Cost Centre previously selected.
- 5 Click on the Create Links button.
- 6 A message will be displayed stating the number of links created. Click on OK.
- 7 Click on save.

Please phone or email the FMS Helpdesk [FMS6Helpdesk@northamptonshire.gov.uk](mailto:FMS6Helpdesk@northamptonshire.gov.uk)

should you experience any difficulties with the above.