

NEW LEDGER CODES

A new Ledger Code is required for Childcare Vouchers.

To Define the Ledger Code

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

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

1. Click on the + Add key 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 Salary Expenditure and 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 Employees and click on Select.
6. Click on Next.
7. Select Fund 01 –School Budget Share – Click on Next.
8. Enter the new Ledger Code **A6500** (remembering to use zero's)
9. Enter the description for the Ledger Code 'Childcare Vouchers'.
10. Click on Finish.
11. The Short Code will default to be the same as the Ledger Code however 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 Ledger Code links already created will be displayed.

- 1 Click on the + Add Button to the right hand side.
- 2 Highlight the relevant Cost Centre you wish to link the new Ledger Code 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) or double click the highlighted Cost Centre to move over to the top right hand box (headed Chosen Cost Centres).
- 4 Now highlight the new Ledger Code from the bottom left box (headed Available Ledger Codes) and choose over with the thinner arrow or double click, to link to the Cost Centre previously selected.
- 5 Click on the Create Links button.
- 6 A message will be displayed giving the number of links created. Click on OK.
- 7 Click on Save.

To Map Ledger Codes to Service Term

Route: Focus

Personnel Links

Salary Projection

1. Click on the Service Term Mapping icon on the right hand side (2nd from the left).
2. Select the appropriate service term for the employee.
3. Under “Other Payment Mapping” at the bottom enter an appropriate amount.
4. Click on the ‘+’ on the right hand side.
5. Select the Fund.
6. Select the ledger code A6500.
7. Click on Update.
8. Repeat for any other Service Terms by clicking on the Focus button on the right hand side of Service Term and repeat steps 3 – 7.
9. Click on Save.

Please phone or email the FMS Helpdesk

FMS6Helpdesk@northamptonshire.gov.uk

if you experience any difficulties with the above