

NEW LEDGER CODES

In order to accurately apportion any Early Years Pupil Premium and Early Years High Needs funding the school will need to separate the J2205 Other Funding contributions ledger code so each component can then be mapped to the appropriate CFR Income code. This will ensure your setting is reporting the correct data to the DFE for CFR purposes.

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 – choose Income, 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 Income 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. J2205A** (remembering to use zero's)
9. Enter an appropriate description for the Ledger Code. **e.g. Early Years Pupil Premium Income**
10. Click on Finish.
11. The Short Code will default to be the same as the Ledger Code.

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.

You will need to repeat the steps to create a new code for High Needs Funding as below:

- **J2205A Early Years Pupil Premium**
- **J2205B Early Years High Needs Funding**

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.

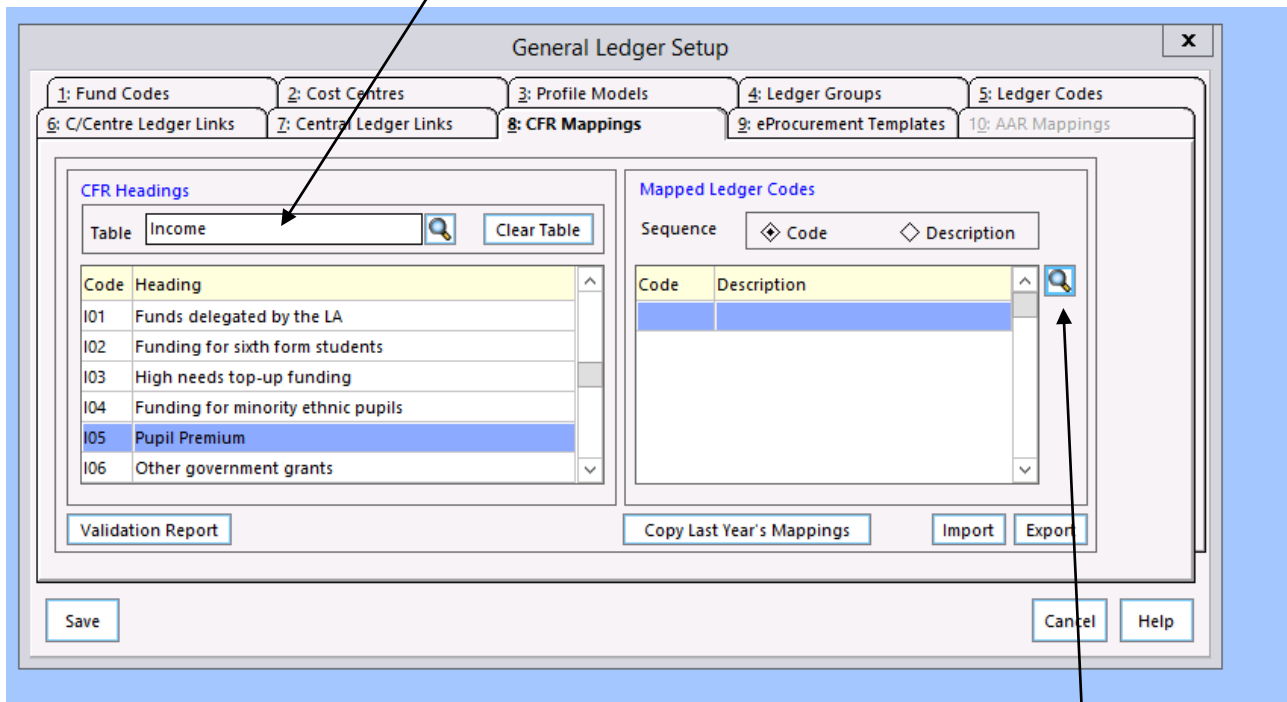
To Map the new Ledger Codes for CFR

Route: Tools

General Ledger Set Up

Select Tab 8 – CFR Mappings

Change the table to Income



Click on I05 Pupil Premium

Click on the Magnifying glass under mapped ledger codes (right hand side)

Highlight the new Early Years Pupil Premium ledger code (J2005A) and then double click to move to chosen codes.

Click on Update

You will need to repeat the above steps for Early Years High Needs funding (J2005B) except selecting I03 High Needs Top-Up Funding.

For accuracy the school will also need to action journals to Debit J2205 and Credit J2205a or J2205B with the amount that has already been coded against it this year.

Please note that Schools Finance DO NOT need a copy of these journals as the ledger code is not changing as far as ERP Gold is concerned.

Please phone or email the FMS Helpdesk FMS6Helpdesk@northamptonshire.gov.uk

Should you experience any difficulties with the above.