

## Deleting Structure within FMS6



*transforming learning*

CAMBRIDGESHIRE EDUCATION  
**ICT**  
service

## Deleting Structure within FMS6

Take the opportunity of having just **one year open** to delete redundant structure because once the new year is opened there will be no possibility of deleting any structure.

**Note for schools still using User Defined Reports:** deleting Ledger Codes is only possible after they have been deleted from **ALL** User Defined Reports as this could invalidate those reports in past years.

Print off a copy of the **Ledger Code Listing**


Select: **Reports | General Ledger Setup | Ledger Code Listing**

Identify all the ledger codes you want to remove from your system

Close Window

---

### Ledger Code Listing



Selection:  
Financial Year - 2008  
Ledger Types - AO,BK,CC,CP,DC,ES,EX,IN,LS,PC,PY,RE,M,VO

User: SYS      Establishment: Bash Street School

---

Ledger Type: AO

<u>Ledger Code</u>	<u>Ledger Description</u>	<u>Group</u>	<u>Sort Code</u>	<u>Account Number</u>	<u>Vat Rate</u>	<u>Recoverable</u>
PREPAY	Prepayments	Asset Accounts	N/A	N/A	N/A	N/A
VREFS	VAT Refunds	VAT Accounts	N/A	N/A	N/A	N/A

---

Ledger Type: BK

<u>Ledger Code</u>	<u>Ledger Description</u>	<u>Group</u>	<u>Sort Code</u>	<u>Account Number</u>	<u>Vat Rate</u>	<u>Recoverable</u>
MAIN	Main school bank account	Bank & Petty Cash	22-44-11	123456	N/A	N/A

---

Alternatively work through the **Cost Centre Allocation Screens** and identify the ledger codes you no longer require.

Select: **Focus| Budget Management| Cost Centre Allocation (Middle Bag Man)**



Ledger Code	Description	Profile Model	Expense	Income
09009801-01	Advertising for Staff	All March	0	0
09009802-01	CRB Checks	Manual Entry	0	0
09021100-01	Travel Allowances - Staff	Winter Weighting	0	0
09030401-01	Laundry Services	equal twelfths	0	0
09030402-01	Staff Clothing - uniform	Curriculum Gen	0	0
09032004-01	Meals for Staff - schools	equal twelfths	0	0
09032102-01	Governors Expenses	All March	0	0

The example above shows the **Laundry Services** and **Staff Uniform** Ledger Codes, which are in the **Other Staff Costs** Cost Centre. This exercise will attempt to remove these two codes from FMS6. Rather than delete codes. **Do not** be tempted to rename and re-use Ledger Codes.

The deletion of codes is systematic and should be carried out in the correct sequence.

### 1. Unlink Ledger Codes from the Consistent Financial Report (CFR)

Select: **Tools |General Ledger Setup | Tab 8 CFR Mapping**

Code	Heading
E01	Teaching staff
E02	Supply teaching staff
E03	Education support staff
E04	Premises staff
E05	Administrative & clerical staff
E06	Catering staff
E07	Cost of other staff
E08	Indirect employee expenses



If you are unsure where the Ledger Codes are mapped run a **Validation Report**

View
<input type="radio"/> All Ledger Codes Not Mapped <input checked="" type="radio"/> All Ledger Codes Mapped
Sequence
<input checked="" type="radio"/> Ledger Code <input type="radio"/> CFR Heading

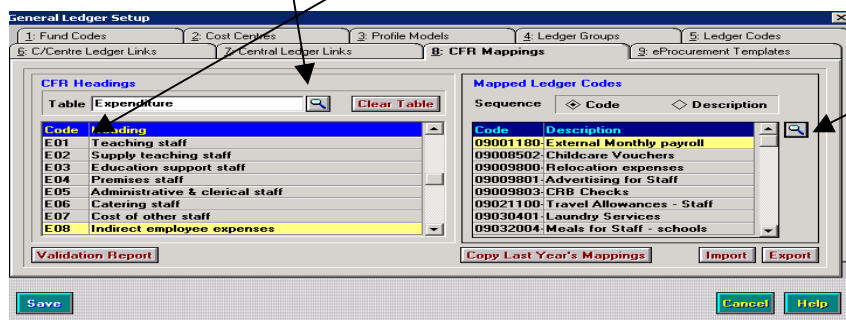
Print a copy of the report. Highlight the CFR Table and Heading the relevant ledger codes are listed under.

## Extract from CFR Validation Report

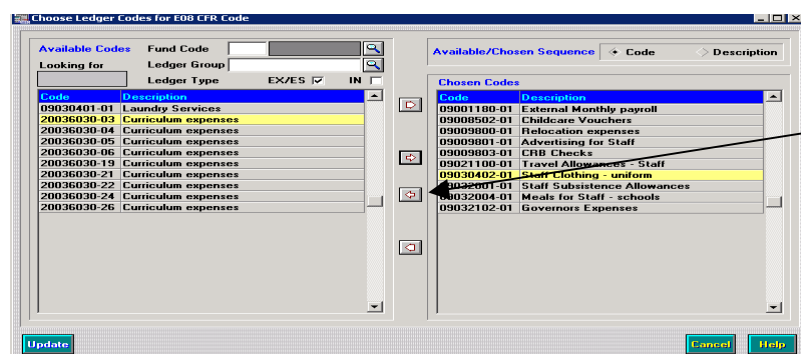
19001180-01	External Monthly payroll	E08	Indirect employee expenses
19001520-01	Agency Staff Pay	E07	Cost of other staff
19008502-01	Childcare Vouchers	E08	Indirect employee expenses
19009800-01	Relocation expenses	E08	Indirect employee expenses
19009801-01	Advertising for Staff	E08	Indirect employee expenses
19009803-01	CRB Checks	E08	Indirect employee expenses
19021100-01	Travel Allowances - Staff	E08	Indirect employee expenses
19030401-01	Laundry Services	E08	Indirect employee expenses
19030402-01	Staff Clothing - uniform	E08	Indirect employee expenses

**E** = Expenditure  
**I** = Income  
**CI** = Capital Income  
**CE** = Capital Expenditure

Close the report after printing.  
 Select the correct **Table** and **CFR Heading**



Click on the eyeglass under Mapped Ledger Codes



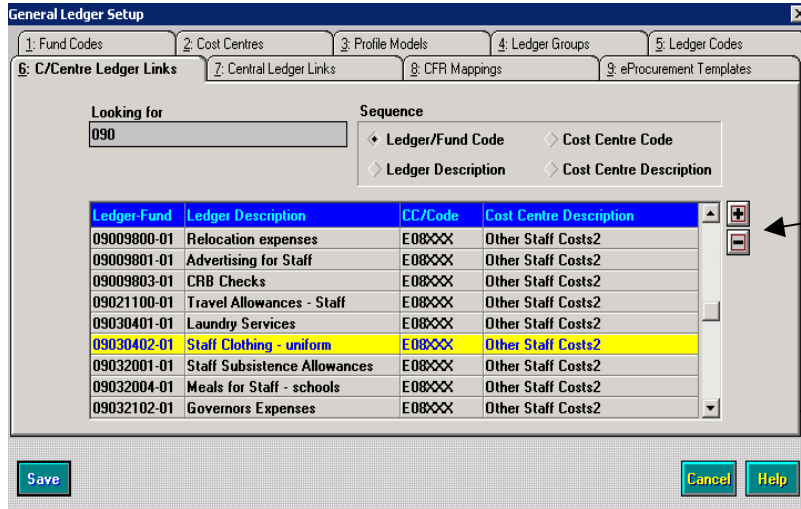
Highlight the codes in the right hand box (Chosen Codes) and move then to the left by clicking on the **third** left hand facing arrow

**Update**

**Save**

## 2. Unlinking Ledger Codes from Cost Centres

Select: **Tools | General Ledger Setup | Tab 6 Central Ledger Links**



Search for the codes to be unlinked. Highlight the code and click on the - **MINUS** button

### NOTE

If the minus button is greyed out it is because FMS6 has information saying this linkage has been used and it is not possible to delete this link in this Financial Year.

Once all the codes have been selected click **Save**

The ledger code will no longer show as an option within the Cost Centre Allocations



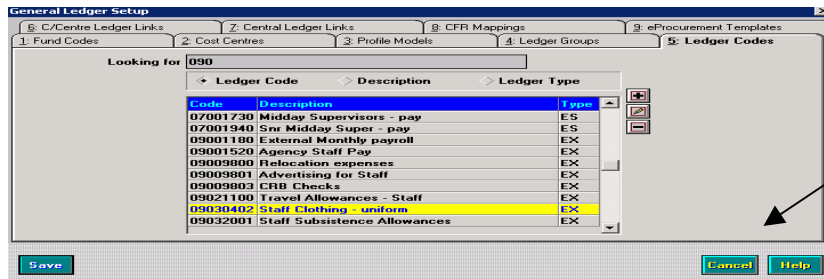
Details Screen (Middle Bag Man).

## 3. Deleting Ledger Codes from FMS6

Once you have unlinked the ledger codes from the Cost Centre they will no longer appear on the Cost Centre Definition screen (Middle Bag\_Man).

Should you want to delete the code from FMS6 entirely it may possible although FMS6 may have problems if it believes the code has been used elsewhere (perhaps against another Cost Centre or with another Fund).

Select: **Tools | General Ledger Set -Up | Tab 5 Ledger Codes**



Highlight the ledger code and click on the **Minus** button

**Save**

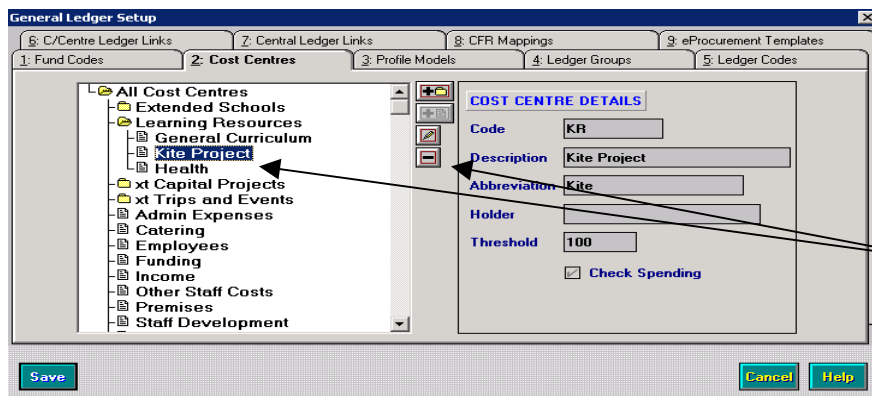
If the code has been unlinked and subject to the warning above it will delete from the system. If the code is still considered in use within the system the following warning message will appear.

**\*The ledger definition cannot be deleted**

#### 4. Deleting Redundant Cost Centres

When you first went to Bank Account you may have set up additional Cost Centres that you now realise you do not require. It may be possible to delete them from the system now subject to all Ledger Codes previously attached to it being unlinked.

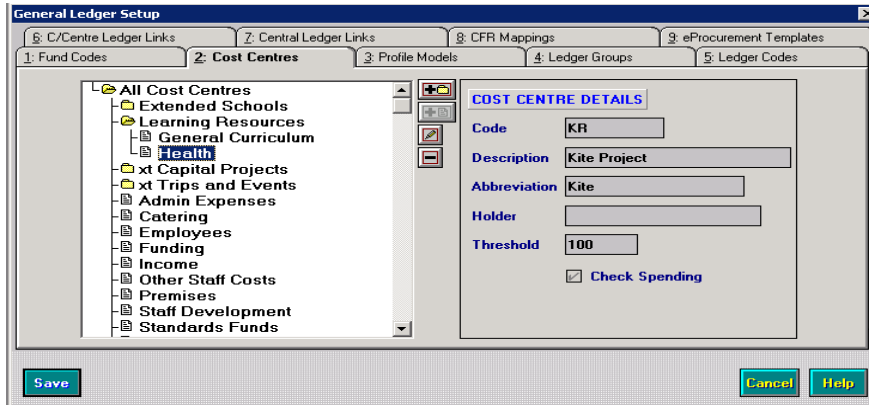
Select: **Tools | General Ledger Setup | Tab 2 Cost Centres**



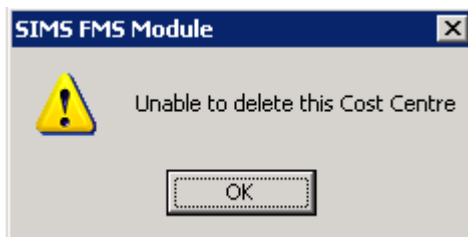
Select the redundant Cost Centre and click on the minus button

**SAVE**

The redundant Cost Centre should disappear from the Cost Centre Listing.



If the Cost Centre is still linked or in use you will see the following error message. You will have to make a note of it and once this year in **Finalised** try the same process in the **New** financial year.



Should you need further assistance please contact the ICT Service Helpline.