**How to set up new ledger code on FMS**

**Tools/General Ledger Setup**

Select Tab 5 - Ledger Codes



Click on +

Select type of ledger code to create - Salary Expenditure



Click on next

Select the group to which new ledger code belongs

Click on spy glass, highlight E01 Teaching Staff - Select



Click on next

Default fund for this ledger code

Click on spy glass - School Fund - Select



Click on next

Enter new code - 0200

Enter new description for ledger code - Teachers Leadership



Click on finish

Ledger Code Definition box appears

Check details for accuracy



Click on save

Select Tab 6 - Cost Centre Ledger Links

Prompt - Do you wish to save your changes - Yes



Click on +

Available Cost Centres, Select E01, Small arrow to take across into chosen cost centre box

Available Ledger Codes, Select 0200, Small arrow to take across to chosen ledger codes



Click on create links

Click on OK

Select Tab 8 - CFR Mapping

Prompt - Do you wish to save your changes - Yes

Code heading, Select CFR code - E01



Click on spy glass

Select code 0200, Small arrow to take to chosen codes



Click on update

Click on save