

# Education Financial & ICT Services

## CASH ACCOUNTS

### Change of Analysis Codes

The following analysis codes that need to be set up in Cash Accounts; please follow the instructions below. If you wish to print a revised coding list please go to the Education Financial website at: <http://efs.norfolk.gov.uk/index.htm>, select **Budget Area 2004/2005** then **Subjective Code List**

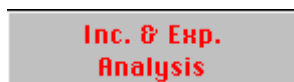
#### 1. Create the following codes:

<u>Code</u>	<u>Description</u>	<u>Type</u>
9900	Payments from Other Schools	Income
9072	School Transition Support Grant	Income
C545	Capital Underspend b/fwd	Income
C872	Capital Grant Income	Income
C540	Capital Overspend b/fwd	Expenditure
4324	Broadband	Expenditure

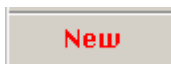
Click **Records**



Select **Inc. & Exp. Analysis**



Click **New**



Enter the Analysis Code **9900** & the Description **Payments from Other Schools**.

Ensure that the Type is set correctly. Click **OK**.

Repeat for all the codes in the box above, ensure that the type is set correctly.

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#### 2. Delete C861, 9250 & 4312

Click **Records**



Select **Inc. & Exp. Analysis**

**Inc. & Exp.  
Analysis**

Click **Find**

**Find**

Enter the Analysis Code **C861** & click **OK**. (**Please note:** This code may already have been deleted, if it has been please move onto analysis code 9250).

The screenshot shows a window titled 'Analysis'. It has several input fields: 'Analysis' (containing 'C861'), 'Description', 'Sort Key', 'Turnover Period To Date', 'Turnover Year To Date', 'Receipts in Advance (Accruals)', 'Creditors', and 'Debitors'. There are also checkboxes for 'Default Analysis for Income' and 'Type' (Expenditure and Income). The 'Ok' button is highlighted in the bottom right corner.

If there is any expenditure against the code this will need to be moved to C872 by using an Internal Charge. Please contact your Finance Support Officer for any assistance. If the code has been used the system will not allow it to be deleted. If this is the case please edit the description to DO NOT USE.

If there is no expenditure against the code, click the **Delete** button.

**Delete**

Click **Yes**

The screenshot shows a dialog box with the text 'Delete this Budget Account ?' and two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted.

Repeat for analysis code 9250. If there is any income on this code please move this to 9900.

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Repeat for analysis code 4312; moving any expenditure to 4324.