

Create Budget Codes in IRIS Financial Planner

Budget codes in IRIS Financial Planner are the same as nominals in PS Accounting. Your nominals will be available in the planner following initial migration/setup. Any new nominals can be synchronised from PS Accounting to the planner using IRIS Sync. There may, however, be occasions when you want to add an individual nominal/budget code directly into the planner.

Creating a Budget Code

1. Select **Settings > Budget Codes** from the sidebar menu to display the **Budget Codes** page.

Type	Code	Description	CFR Mapping	GAG Mapping	Service Term	Archived	Actions
Normal	STJO1000	School Budget Share (excl FSM)	101	EFA: School Budget Share			
Normal	STJO1005	Free School Meals	101	EFA: School Budget Share			
Normal	STJO1010	LACSEG	101	EFA: SEN LACSEG Adjustment			

2. Click the **Add New** icon from the top of the page then select **New Budget Code** from the drop-down menu.
3. The **Create Budget Code** page is displayed. Enter a unique code which must be preceded by **STJO**.

Code:

Description:

Consistent Financial Reporting [CFR] mapping:

General Annual Grant [GAG] mapping:

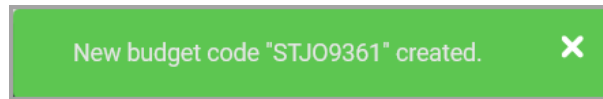
4. Enter a title for the budget code in the **Description** field. Select the GAG reporting code to which entries using this budget code should be reported, from the **GAG mapping** drop-down list.



Note: Depending on how your budget has been set up, the **CFR mapping** drop-down may not be visible as it is not usually applicable.

5. Click the **Save** icon (green tick) at the top of the page. If you want to add further budget codes, click the **Save and Add New** icon (black tick) to save the budget code and create a new record.

- A message is displayed indicating that the budget code has been successfully created. You are returned to the **Budget Codes** page with the new code list in alpha/numeric order.



Search Budget Codes ⓘ 381 items : 1 pages

Actions Filters Hidden

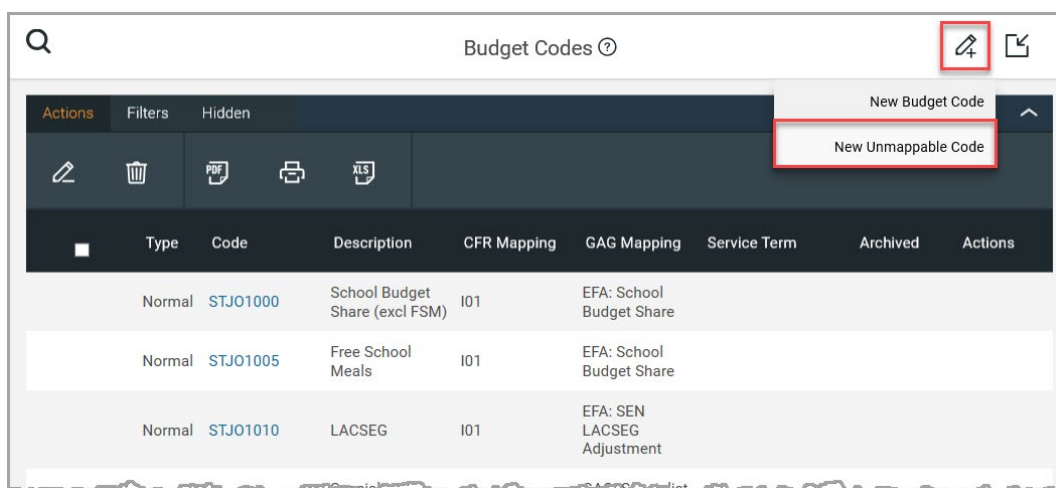
✎ 🗑️ 📄 🖨️ 📄

	Type	Code	Description	CFR Mapping	GAG Mapping	Service Term	Archived	Actions
			Acquisitions		Buildings			
<input type="checkbox"/>	Normal	STJ09075	Furniture and Equipment Acquisitions	CE02	Capital Expenditure			Edit
<input type="checkbox"/>	Normal	STJ09100	Motor Vehicle Acquisitions	CE03	Capital Expenditure			Edit
<input type="checkbox"/>	Normal	STJ09361	Trips - SEN	I12	Other Income: Other			Edit
<input type="checkbox"/>	Normal	STJOBFF	Balance Brought Forward	B02	Balance Brought Forward			Edit

Creating an Unmappable Code

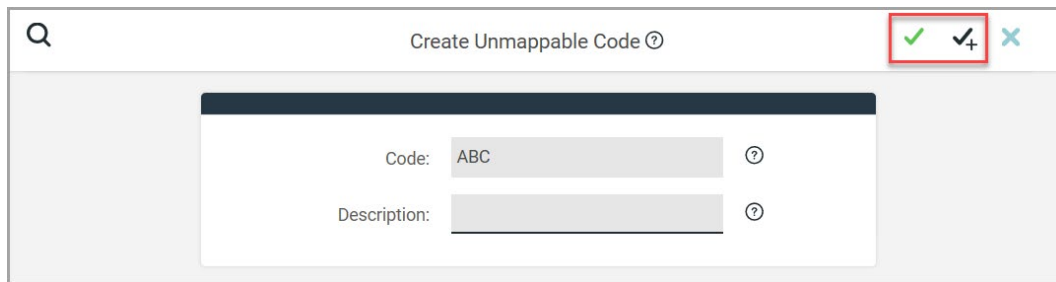
Unmappable codes are used solely in the Budget Monitor in order to ignore certain entries during the import process.

- Select **Settings > Budget Codes** from the sidebar menu to display the **Budget Codes** page.



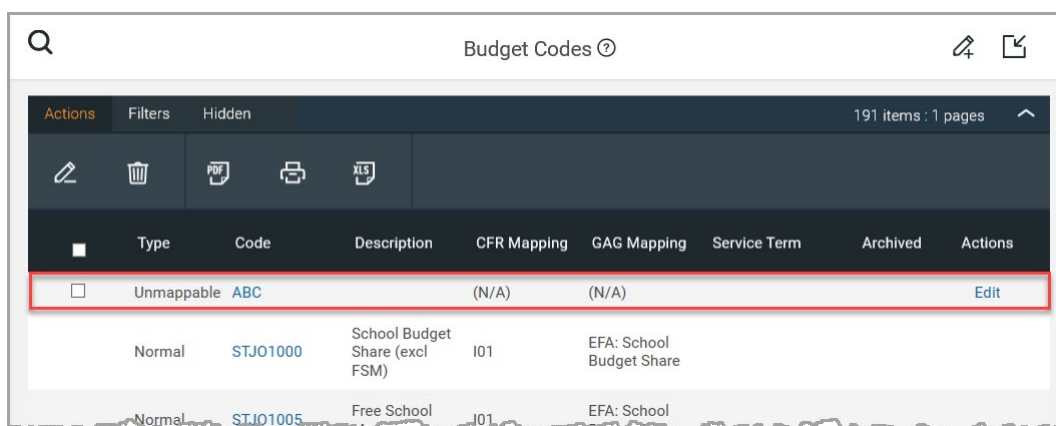
- Click the **Add New** icon from the top of the page then select **New Unmappable Code** from the drop-down menu.

- The **Create Unmappable Code** page is displayed. Enter a unique code that does not appear in your finance software (mandatory). If required, you can add a **Description**.



- Click the **Save** icon (green tick) at the top of the page. If you want to add further codes, click the **Save and Add New** icon (black tick) to save the unmappable code and create a new record.
- A message is displayed indicating that the code has been successfully created with the new code listed on the **Budget Codes** page.

New unmappable budget code "ABC" created. ✕



Type	Code	Description	CFR Mapping	GAG Mapping	Service Term	Archived	Actions
Unmappable	ABC		(N/A)	(N/A)			Edit
Normal	STJ01000	School Budget Share (excl FSM)	101	EFA: School Budget Share			
Normal	STJ01005	Free School	101	EFA: School			

Where to Get More Help and Information



Our currently available documentation can be found at the following address:

<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:

<https://psfinancials.zendesk.com>

Providing Feedback on our Documentation

If you have any feedback, comments or suggestions regarding our documentation, please email:



documentation@psfinancials.com

DOCUMENT REFERENCE	DESCRIPTION
TM-171219-CBC-IFP-1.0	Initial release