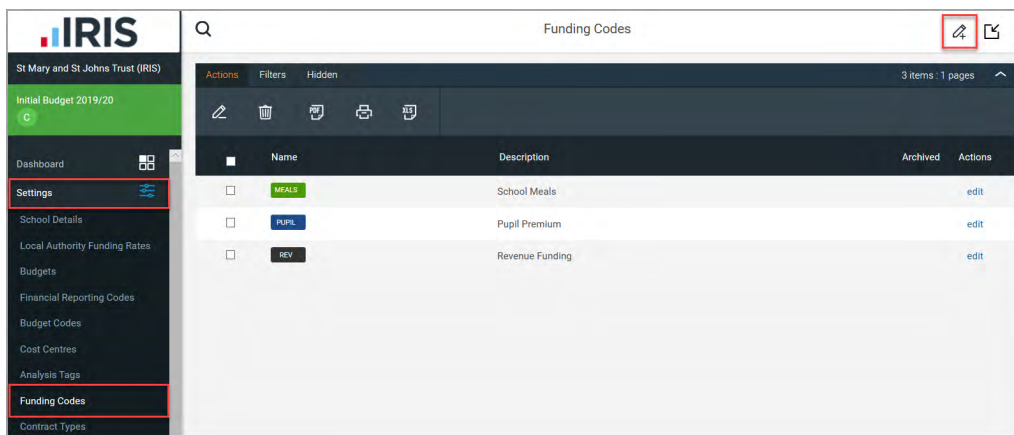


Create & Manage Fund Codes in IRIS Financial Planner

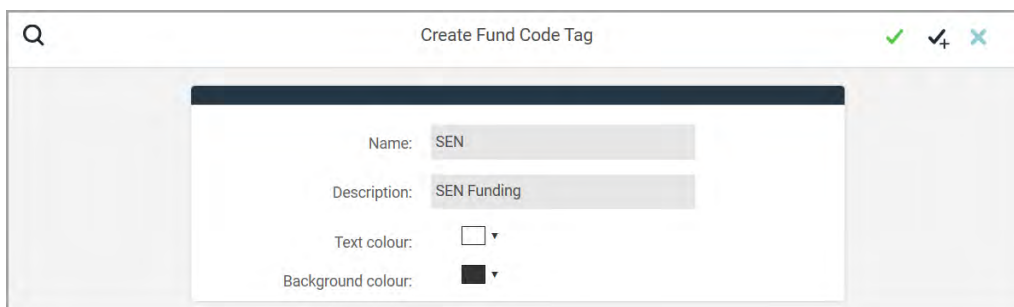
Fund codes are optional and allow the reports to be refined based on specific areas of funding such as Pupil Premium, School Meals, SEN, etc.

Creating Fund Codes

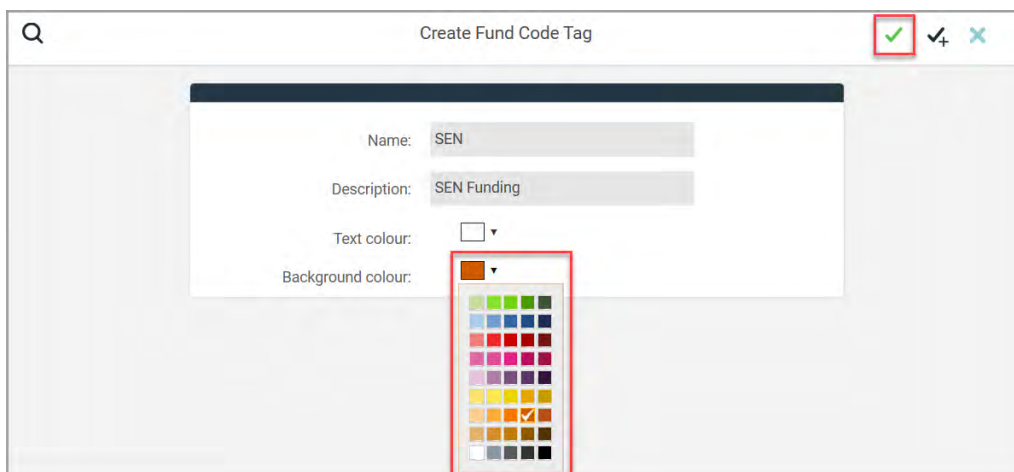
1. Select **Settings > Funding Codes** from the sidebar menu to display the **Funding Codes** page. Click the **Add New** icon at the top of the page.



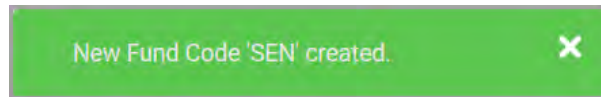
2. The **Create Fund Code Tag** page is displayed. Enter a **Name** for the tag, such as **SEN**, together with a description (if required).



3. Select the required **Text colour** and **Background colour** using the colour pickers.



- These colours determine how the tag is displayed within the software. Click the **Save** icon (green tick) at the top of the page to save the fund code tag. Alternatively, if you have more tags to create, click the **Save and Add New** icon (black tick) to save the newly created tag then create a new record.
- A message is displayed indicating that the tag(s) have been successfully saved and will then be displayed on the **Funding Codes** page.



Funding Codes

4 items : 1 pages

Name	Description	Archived	Actions
MEALS	School Meals		edit
PUPIL	Pupil Premium		edit
REV	Revenue Funding		edit
SEN	SEN Funding		edit

Adding Fund Codes to Contracts

- Select **Staffing > Staff Contracts** from the sidebar menu. The **Staff Contracts** page is displayed.

IRIS

St Mary and St Johns Trust (IRIS)

Initial Budget 2019/20

Dashboard

Settings

Staffing

Staff Members

Staff Contracts

MIS Integration

Staff by Year Report

Salary Statements

Allowances

Inflation and Superannuation

Maternity Pay

Staff Contracts

5 items : 1 pages

Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
✓	MSA.1 NArnaud	E000000	Nicole	Arnaud	Support	Midday Supervisors		REV [100%]	1st September, 2019		3	edit
✓	PPAmbassador.1 NArnaud	E000000	Nicole	Arnaud	Support	TEACHING ASSISTANT	PP [100%]	PUPIL [70%] REV [50%]	1st September, 2019		3	edit
✓	Contract 01	E000000	Nicole	Arnaud	Support	Midday Supervisors					3	edit
✓	MSA.1 GButterwick	E000005	Georgina	Butterwick	Support	Midday Supervisors		REV [100%]	1st September, 2019		3	edit
✓	Contract 02	E000018	Emily	Harvey	Support	Midday Supervisors					1	edit

- Click the **edit** link adjacent to the required contract. The **Edit Contract** page is displayed.

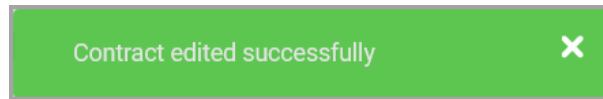
- Select the required fund code from the **Fund Codes** drop-down list. An **Add fund code percentage** window is displayed enabling you to specify the applicable percentage of funding.

- Enter the required percentage then click the **Save** icon (green tick). Repeat as required.

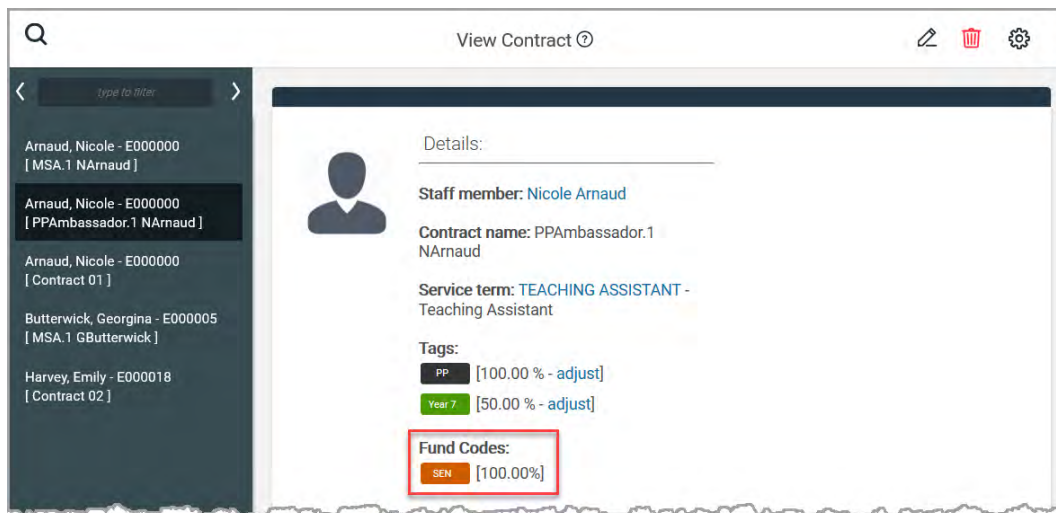
Note: The percentage across all fund codes must equal 100%. You may therefore need to remove, amend any existing, or add new fund code percentages.

- The fund code is then displayed immediately below the drop-down list using the colour scheme specified when it was created.

- Click the **Save** icon (green tick) at the top of the **Edit Contract** page to save the contract. A message is displayed indicating the contract has been successfully edited.

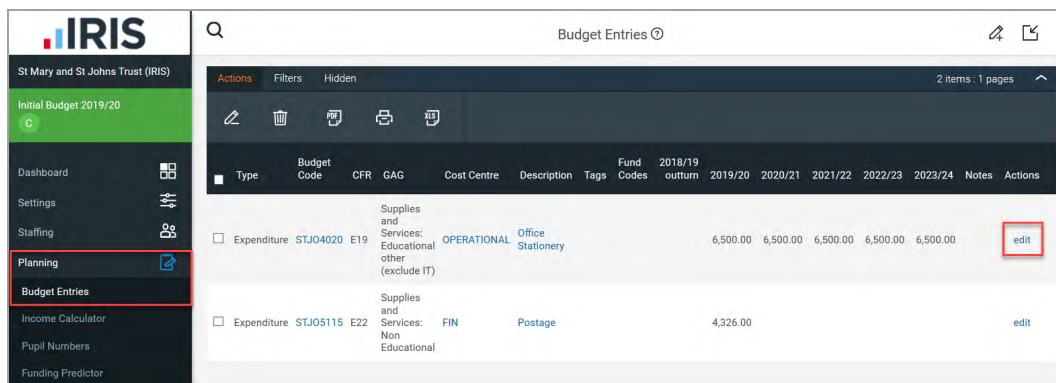


- The **View Contract** page is displayed listing the selected fund codes under the **Fund Codes** heading.



Adding Fund Codes to Budget Entries

- Select **Planning > Budget Entries** from the sidebar menu to display the **Budget Entries** page. Click the **edit** hyperlink adjacent to the required budget entry.



- The **Edit Budget Entry** page is displayed. Select the required fund code tags from the **Fund codes** drop-down list.

- An **Add fund code percentage** window is displayed enabling you to specify the applicable percentage of funding.



Note: The percentage across all fund codes must equal 100%. You may therefore need to remove or amend any existing fund code percentages.

- Enter the required percentage then click the **Save** icon (green tick). Repeat as required. The fund code is then displayed immediately below the drop-down list using the colour scheme specified when it was created.

- Click the **Save** icon (green tick) at the top of the **Edit Budget Entry** page to save the contract. A message is displayed indicating the budget entry has been successfully edited.

6. The **Budget Entries** page is displayed listing the selected fund codes in the **Fund Codes** column.

Type	Budget Code	CFR	GAG	Cost Centre	Description	Tags	Fund Codes	2018/19 outturn	2019/20	2020/21	2021/22	2022/23	2023/24	Notes	Actions
<input type="checkbox"/> Expenditure	STJO4020	E19		OPERATIONAL	Office Stationery		SEN [100%]	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00			edit
<input type="checkbox"/> Expenditure	STJO5115	E22		FIN	Postage			4,326.00							edit

Viewing Fund Code Reports – Example Revenue Report

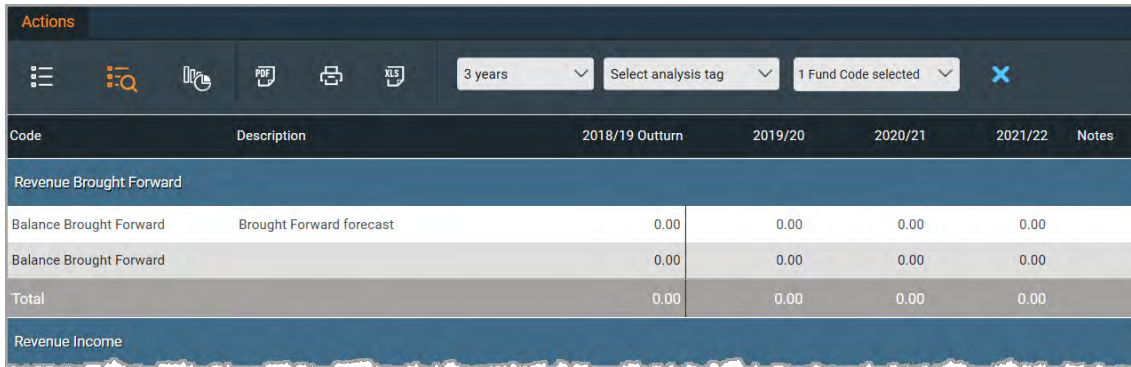
1. Select **Reporting > Revenue Report > GAG Revenue Report** from the sidebar menu. The report is generated, then displayed on the **GAG Revenue Report** page.

Code	Description	2018/19 Outturn	2019/20	2020/21	2021/22	Notes
Revenue Brought Forward						
	Balance Brought Forward	Brought Forward forecast	0.00	0.00	-51,470.93	-112,776.38
	Balance Brought Forward		0.00	0.00	-51,470.93	-112,776.38
	Total		0.00	0.00	-51,470.93	-112,776.38
Revenue Income						
	Total		0.00	0.00	0.00	0.00
Revenue Expenditure						
STJO2200	Salary forecast - Teaching Assistant - Basic Salary		9,240.86	9,425.71	9,534.76	

2. Select the required fund code tags by selecting the check boxes in the **Fund Code selected** drop-down list, then click the adjacent **Save** icon.

Code	Description	2018/19 Outturn	2019/20	2021/22	Notes
Revenue Brought Forward					

3. The report is regenerated based on the selected fund codes, with figures updating accordingly.



Code	Description	2018/19 Outturn	2019/20	2020/21	2021/22	Notes
Revenue Brought Forward						
Balance Brought Forward	Brought Forward forecast	0.00	0.00	0.00	0.00	
Balance Brought Forward		0.00	0.00	0.00	0.00	
Total		0.00	0.00	0.00	0.00	
Revenue Income						

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-CMF-IFP-1.0	Initial release