Sage Accounts Quick Reference Guide
Updating the Chart of Accounts

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The following new nominal codes need to be set up in Sage to record the School Library Books Capital Grant:

Nominal Code	Description	Type	Category
3155	School Library Books Capital Grant	Income	Department of Education
4641	School Library Books Capital Grant Expense	Expenditure	Education Other Expenditure
2161	School Library Books Capital Grant Unspent	Current Liability	Accruals

! 1. How to create a new nominal account

Below are the instruction on how to create a new nominal account.

Instructions

- To create a new nominal code, go to Nominal Codes > Wizard and this opens New Nominal Window.
- Enter the nominal account details: example for creating Code 3155 for "School Library Books Capital Grant"
  - Name: Enter the description- School Library Books Capital Grant
  - Select Type & Category from dropdown menu: 'Type' (Income) and 'Category' (Department Income)
  - N/C: Enter the relevant account code number (3155)
- Click Next > Select "No, there is no opening balance to enter"
- Click Create

Example
- E.G. new account: 3155 School Library Books Capital Grant