

# Surf Accounts Quick Reference Guide

## Updating the Chart of Accounts

### Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Creating a new nominal account.
- 2: Remove a nominal account.
- 3: Change the description on a nominal account.



### 1. How to create a new nominal account

#### Instructions

- Go to **General Ledger** > Select **Chart of Accounts**
- Click on **New** icon
- Select the account group as indicated by the **Type** and **Category** on the Chart of Accounts Guideline – Table A
- Enter the relevant account code number
- Enter the description
- Select **Save**

#### Example

- Table A - new account: 5611 Water Rates Expense
- Enter details on Surf Accounts as follows:
  - In Account Group – select Expenditure, Repairs, Maintenance & Establishment
  - In Account Code – enter 5611
  - In Description - type Water Rates Expense
- Click **Save**

New Account	
<b>ACCOUNT GROUP</b> Expenditure Repairs, Maintenance	<b>ACCOUNT CODE</b> 5611
<b>ACCOUNT TYPE</b> Income & Expenditure	<b>CODE RANGE</b> From 5000 To 5999
<b>DESCRIPTION</b> Water Rates Expense	<input type="checkbox"/> Is this a Bank Account
<input type="checkbox"/> Advanced	
<div>Cancel Save</div>	



## 2 How to remove a nominal account

### Instructions

- Go to **General Ledger** > Select **Chart of Accounts**
- Highlight the account row, click the **More** icon and select **Delete**.
- You will be asked to confirm that you want to remove the account code. You will not be able to delete an account code if there are transactions on the ledger. If this is the case, add **DO NOT USE** to the description of the account. See point 3 below on how to change the description.

4191	PAYE/PRSI Education Salaries	*	*	*	*	
4192	ASC-Pension Levy	*	*	*	*	
4194	July Provision Expense	*	*	*	*	
4196	Bus escort salary exp	*	*	*	*	
		*	*	*	*	
	Expenditure Education Other					



## 3 How to change the description on the nominal account

### Instructions

- Go to **General Ledger** > Select **Chart of Accounts**
- Highlight the account row, click the **More** icon and select **Edit**.
- Update the description. (Note you can also edit the nominal code numbers here if necessary)

### Example

- Table C - First account to be renamed 1460 Capital: Computer Equipment

1440	Capital: Motor Vehicles	-	-	-	-	
1450	Capital: Depreciation: Motor Vehicles	-	-	-	-	
1460	Capital: Computer Equip	-	-	-	-	
1470	Capital: Depreciation Computer Equipment	-	-	-	-	
1480	Capital: Other	-	-	-	-	