

BrightBooks for C&C Schools

Quick Reference Guide

Updating the Chart of Accounts

Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Create 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
- Enter the relevant account code number
- Enter the description
- Select **Save**

Example

- New account: 3380 Student Photocopying Income
- Enter details on Brightbooks as follows:
 - In Account Group – select Income School Generated
 - In Account Code – enter 3380
 - In Description - type Student Photocopying Income
- Click **Save**

New Account

ACCOUNT GROUP Income School Generated	ACCOUNT CODE 3380
ACCOUNT TYPE Income & Expenditure	CODE RANGE From 3300 To 3599
DESCRIPTION Student Photocopying Income	<input type="checkbox"/> Is this a Bank Account

▼ Advanced

Cancel Save



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.

The screenshot shows the 'General Ledger' interface with the 'Chart of Accounts' tab selected. The table lists accounts 3284 through 3287. The 'More' icon (three dots) for account 3286 is highlighted with a red arrow, and the 'Delete' button is circled in red.

Account Code	Description	Balance	More
3284	COVID Funding for Replacement Caretaker Hours	-	-	-	-	More
3285	COVID Funding for Replacement Secretarial Hours	-	-	-	-	More
3286	COVID Funding for Replacement Cleaner Hours	-	-	-	-	More
3287	COVID Funding for Replacement Bus Escort Hours	-	-	-	-	More



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)

The screenshot shows the 'General Ledger' interface with the 'Chart of Accounts' tab selected. The table lists accounts 3284 through 3287. The 'More' icon (three dots) for account 3286 is highlighted with a red arrow, and the 'Edit' button is circled in red.

Account Code	Description	Balance	More
3284	COVID Funding for Replacement Caretaker Hours	-	-	-	-	More
3285	COVID Funding for Replacement Secretarial Hours	-	-	-	-	More
3286	COVID Funding for Replacement Cleaner Hours	-	-	-	-	More
3287	COVID Funding for Replacement Bus Escort Hours	-	-	-	-	More