

Updating the Chart of Accounts

Outlined below are the steps on how to -

- 1: Create a new nominal account.
- 2: Remove nominal Accounts that should no longer be used in the Chart of Accounts.
- 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: 2173 Other Capital Ring-fenced Grants Unspent
- Enter details on BrightBooks as follows:
 - In Account Group – select Accruals
 - In Account Code – enter 2173
 - In Description - type “Other Capital Ring-fenced Grants Unspent”
- Click **Save**

New Account

ACCOUNT GROUP	ACCOUNT CODE
Accruals <input type="text"/>	2173 <input type="text"/>
ACCOUNT TYPE	CODE RANGE
Balance Sheet	From 2101 To 2599
DESCRIPTION	<input type="checkbox"/> Is this a Bank Account
Other Capital Ring-fenced Grants Uns <input type="text"/>	
Advanced	



2 Nominal Accounts that should no longer be used in the Chart of Accounts:

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. The majority of codes will have transactions posted on the ledger so it wouldn't allow you to delete. Where this is the case, add **DO NOT USE** to the description of the account. See point 3 below on how to change the description.

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Chart of Accounts This Year Suppress Zero

3284	COVID Funding for Replacement Caretaker Hours	-	-	-	
3285	COVID Funding for Replacement Secretarial Hours	-	-	-	
3286	COVID Funding for Replacement Cleaner Hours	-	-	-	
3287	COVID Funding for Replacement Bus Escort Hours	-	-	-	



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)

Edit Account

ACCOUNT GROUP
Department of Education

ACCOUNT CODE
3284

ACCOUNT TYPE
Income & Expenditure

CODE RANGE
From 3000 To 3294

DESCRIPTION
DO NOT USE - COVID Funding for Rep

Is this a Bank Account