## Sage Accounts for VS Schools Quick Reference Guide

Updating the Chart of Accounts

## **Updating Chart of Accounts for the School Year 2024/2025**

The chart of accounts has been updated for the year ended 31<sup>st</sup> August 2025. A list of changes is set out in the tables included in Appendix 1 to the guideline Update to the FSSU Chart of Accounts.

Outlined below are the steps on how to;

- 1: Creating a new nominal account.
- 2: Deal with nominal accounts that can 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

**See the list of new nominal accounts to be created in Table A of the guideline:** Update to the FSSU Chart of Accounts (Revised Version September 2024)

To create a new nominal code

Example code 4929 for "Other State Funding Expense"

- Go to Nominal Codes > Wizard and this opens New Nominal Window.
- Name: Enter the description- Other State Funding Expense
- Select Type & Category as shown on the Chart of Accounts guideline Table A:

For Type: click on the dropdown arrow and scroll down, select Expenditure

The new nomina code to identify	l account can be given a category within the chart of accounts and a unique reference the account.
Name	Other State Funding Expense
Туре	Expenditure
Category	Income
N/C*	Expenditure

New Nominal		×							
	(2	<u>Help</u>							
Nominal Informat	on								
1 Enter Details	Enter Details								
2 Opening Balance	To create a new nominal account, you need to enter the nominal accounts name and select the type of nominal account that you are creating.								
	The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.								
	Name Other State Funding Expense								
	Type Expenditure 🗸								
	Category Education Other 🗸								
	N/C* 4929								
Cancel	Back	ĸt							

For Category : Select Education Other Expenditure

- N/C: Enter the relevant account code number (4929)
- Click Next > Select "No, there is no opening balance to enter"
- Click Create

# 2. How to deal with Nominal Accounts that should no longer be used in the Chart of Accounts

#### See the list in Table B of the guideline:

Update to the FSSU Chart of Accounts (Revised Version September 2024).

## Nominal codes that have no transactions on the ledger can be deleted

For example in this data set code 4197 has no transactions posted to the account. To delete this code:

Go to Nominal codes > select code 4197										
Click the delete button on the toolbar										
Home						-		_		
Apps and add-ons	D) 🕤		ան 🗉	Ē			ata		Q Compare P&	
Business dashboard	New/edit Activity	Journal Journal Prepayments Accru entry reversal	uals Budgets	Chart of accounts	Trial P balance	Profit & E loss	Balance sheet	Ratio	📂 Variances 💽 Prior year	Delete
Suppliers	Refresh   Tilter Search Q 📋 All records (353)									
	N/C	▲ Name							De	bit
Bank accounts	4196 Bus Escort Salary Expense									
Bank feeds	Bank feeds         4197         COVID Replacement Bus Escort Hours Expense           4198         Other Educational Salary Expense									
Nominal codes	4199 HSE Salary Funded Expense									
Transactions	4310 Teaching Aids Expense									

Confirm Yes to delete

## Nominal codes that have transactions posted in the ledger cannot be deleted

For example in this data set code 3282 has transactions posted to the account

Go to Nominal codes > select code 3282

If the delete button is selected the system will give the following message

	Informati	on	×
ts apit	1	Not all of the records selected were able to be deleted. POSSIBLE REASONS: 1. Balance remaining on account(s) 2. Transactions still associated with account(s). 3. Nominal code is marked as a Control Account. 4. Nominal code is in use by the Direct Debit Manager. 5. Nominal code is in use by Invoice Payments.	
on		ОК	

## The option now is to change the description by adding in DO NOT USE

Nominal codes > select code 3282 > click edit

- Amend the name by adding in (DO NOT USE)
- Click the Inactive box

😡 Nominal Record -	- Covid Supervisio	n & Substitu	ution (	Grant	
Clear Delete Sena form	d to cel				
Details Memo	N/C* Name	3282 Covid Supe	✓	& Substitution Gra	Inactive 🔽 😯
Activity	Balance	0.00	OB	Account Type	Nominal Account
Graph	Month				
	B/F				
	Sep				
	Oct				

Click Save

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

See the list of changes to the description on the nominal accounts in Table C of the guideline: <u>"Update to the FSSU Chart of Accounts (Revised Version Sept 2024)"</u>.

In Table C – The first account to be renamed is code 3150 to "Book Grant Senior Cycle Income"

• Go to Nominal codes > select code 3150 > click edit



Click into name and amend to Book Grant Senior Cycle Income

😡 Nominal Record -	Book Grant Incom	ne				
	$\backslash$					
Clear Delete Send form	d to cel					
Details Memo	N/C* Name	3150 Book Grant	<ul> <li>✓</li> <li>Senior</li> </ul>	Cycle Income	Inactive	
Activity	Balance	0.00	OB	Account Type	Nominal Accoun	t
Graph	Month					
	B/F					
	Sep					
	Oct					