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 31st 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

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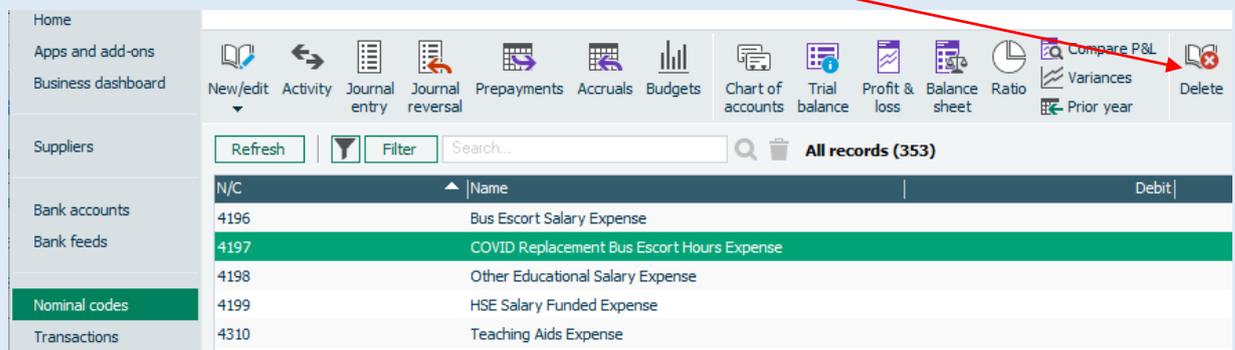Update to the FSSU Chart of Accounts (Revised Version September 2024).

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

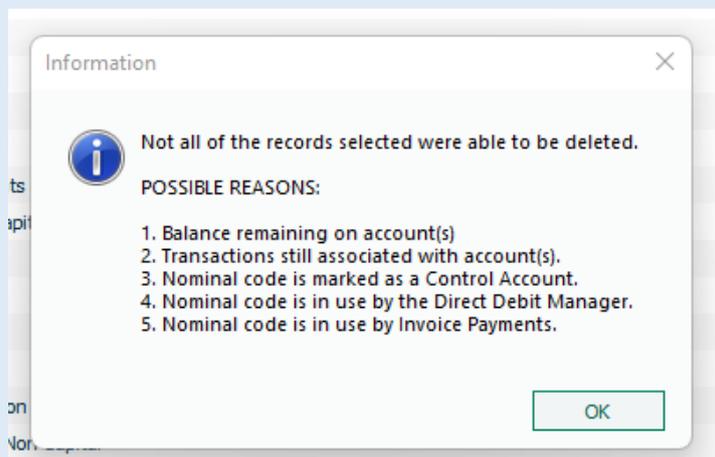>> Click the delete button on the toolbar

>> 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

>> Click ok

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

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: "Update to the FSSU Chart of Accounts (Revised Version Sept 2024)".

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
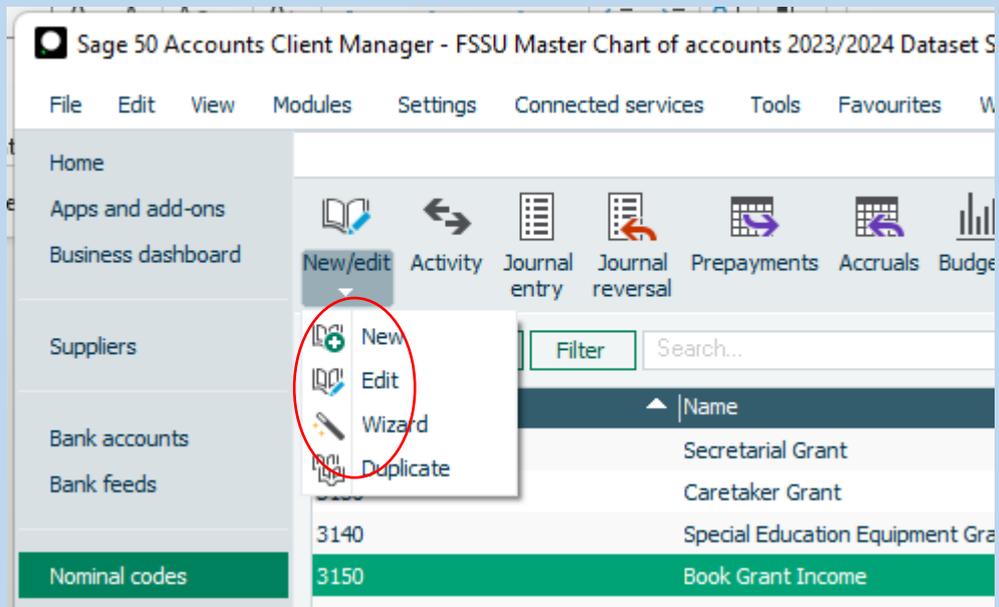
- Click into name and amend to Book Grant Senior Cycle Income