

# BrightBooks for C&C Schools

## Quick Reference Guide

### Updating the Chart of Accounts

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Outlined below are the steps on howto -

- 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: 2241 Auto-Enrolment Pension Control Account
- Enter details on BrightBooks as follows:
  - In Account Group – select Current Liability Accruals
  - In Account Code – enter 2241
  - In Description - type “Auto-Enrolment Pension Control Account”
- Click **Save**

**New Account**

<b>ACCOUNT GROUP</b>	<b>ACCOUNT CODE</b>
Current Liability Accruals	2241

**DESCRIPTION**

Auto-Enrolment Pension Control Account

<b>ACCOUNT TYPE</b>	<b>CODE RANGE</b>
Balance Sheet	From 2101 To 2599

☐ Is this a Bank Account

▼ Advanced

Cancel Save



- 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.



Diagram illustrating the process of deleting a record. A red arrow points to a red-bordered box containing the 'Edit' and 'Delete' buttons.



- 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 codenumbers here if necessary)

Click Save