BrightBooks for C&C Schools

Quick Reference Guide

Updating the Chart of Accounts

Updating the Chart of Accounts

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



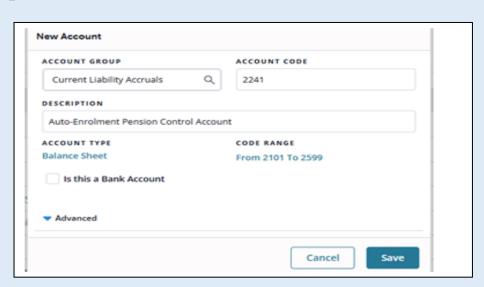
1. How to create a new nominal account

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
 - O In Account Code enter 2241
 - In Description type "Auto-Enrolment Pension Control Account"
- Click Save

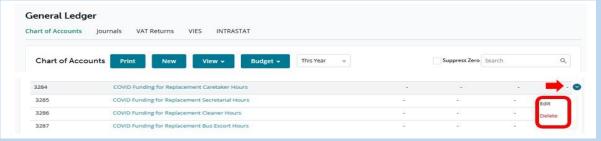




Nominal Accounts that should no longer be used in the Chart of Accounts:

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.

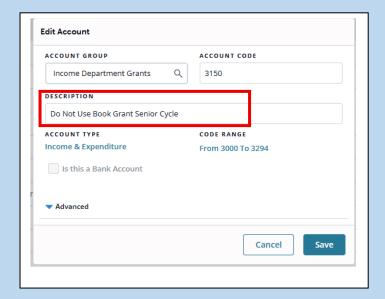




3 How to change the description on the nominal account

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 codenumbers here if necessary)



Click Save

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