

Sage Accounts for VS Schools

Quick Reference Guide

Updating the Chart of Accounts

Updating Chart of Accounts for the School Year 2025/2026

The chart of accounts has been updated for the year ended 31st August 2026. A list of changes is set out in the tables included in Appendix 1 to the guideline Update to the FSSU Chart of Accounts (Revised Version September 2025).

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

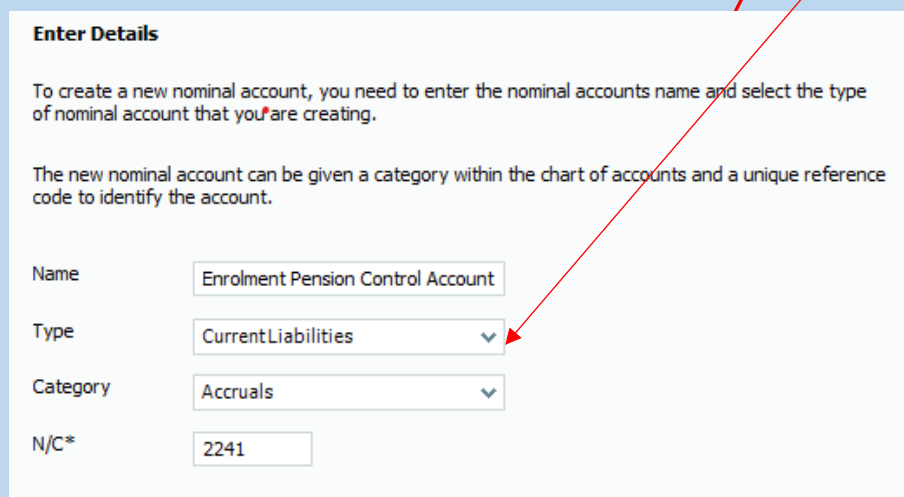
See the list of new nominal accounts to be created in Table A of the guideline:
Update to the FSSU Chart of Accounts (Revised Version September 2025)

To create a new nominal code

Example code 2241 for “Auto-Enrolment Pension Control Account”

- Go to Nominal Codes > Wizard and this opens New Nominal Window.
- Name: Enter the description- Auto-Enrolment Pension Control Account
- Select Type & Category as shown on the Chart of Accounts guideline – Table A:

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



Enter Details

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	<input type="text" value="Enrolment Pension Control Account"/>
Type	<input type="text" value="CurrentLiabilities"/> ▼
Category	<input type="text" value="Accruals"/> ▼
N/C*	<input type="text" value="2241"/>

New Nominal

?

Help

Nominal Information

1

Enter Details

2

Opening Balance

Enter Details

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	Enrolment Pension Control Account
Type	CurrentLiabilities
Category	Accruals
N/C*	2241

For Category : Select Accruals

- N/C: Enter the relevant account code number (2241)
- 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 2025).

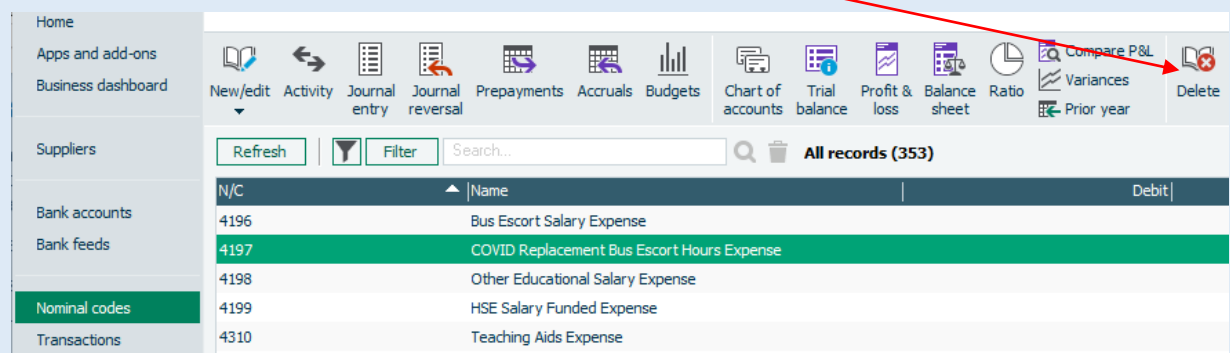
Nominal codes that have no transactions on the ledger can be deleted

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



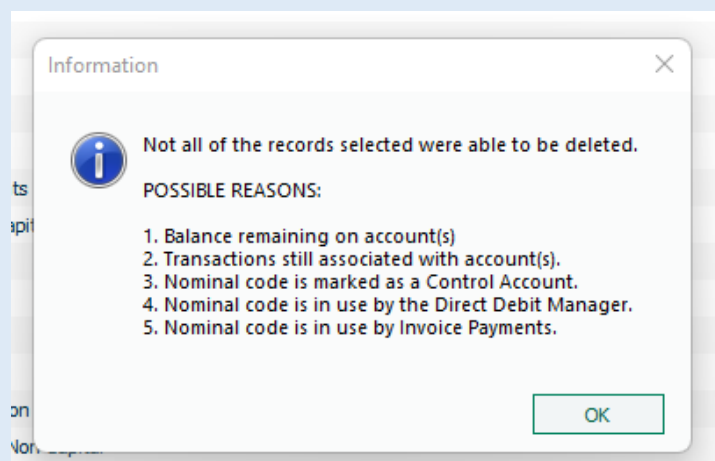
Confirm Yes to delete

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

For example in this data set code 3150 has transactions posted to the account

Go to Nominal codes > select code 3150

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 3152> click edit

- Amend the name by adding in (Do Not Use)
- Click the Inactive box

The screenshot shows a software interface for editing a nominal code. The 'Inactive' checkbox is checked and highlighted with a red box. The 'Name' field contains 'Book Grant Senior Cycle Income(Do not use)' and is also highlighted with a red oval. The interface includes a sidebar with 'Details', 'Memo', 'Activity', and 'Graph' options, and a top bar with 'Clear form', 'Delete', and 'Send to Excel' buttons.

Month
B/F
Sep
Oct
Nov
Dec

Click Save



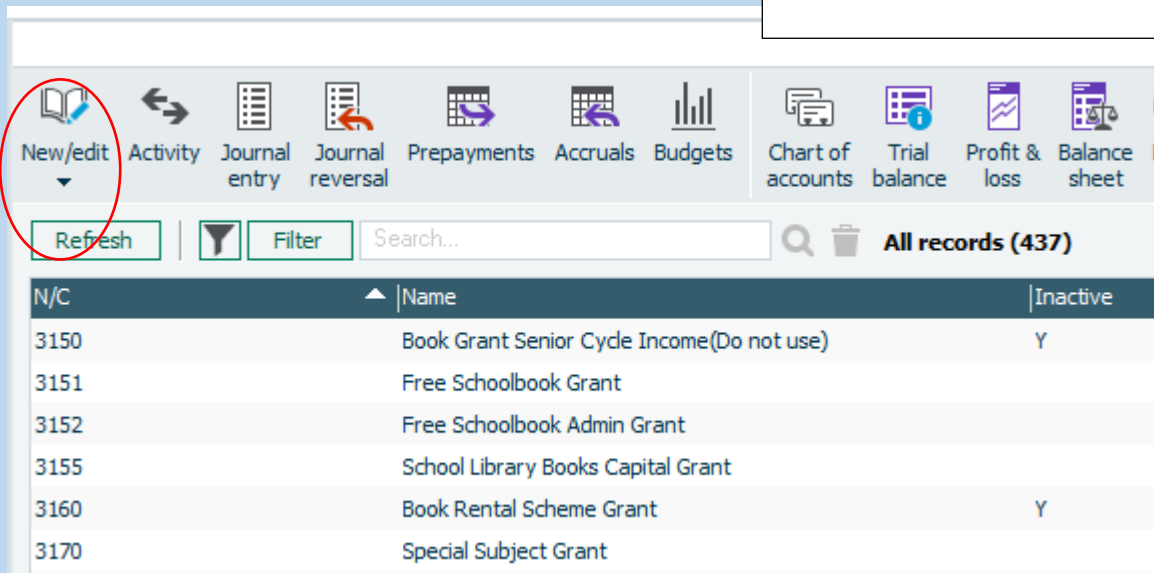
3. How to change the description on the nominal account

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 \(Revised Version Sept 2025\)”](#).

In Table C – The first account to be renamed is code 3170 to “Other S

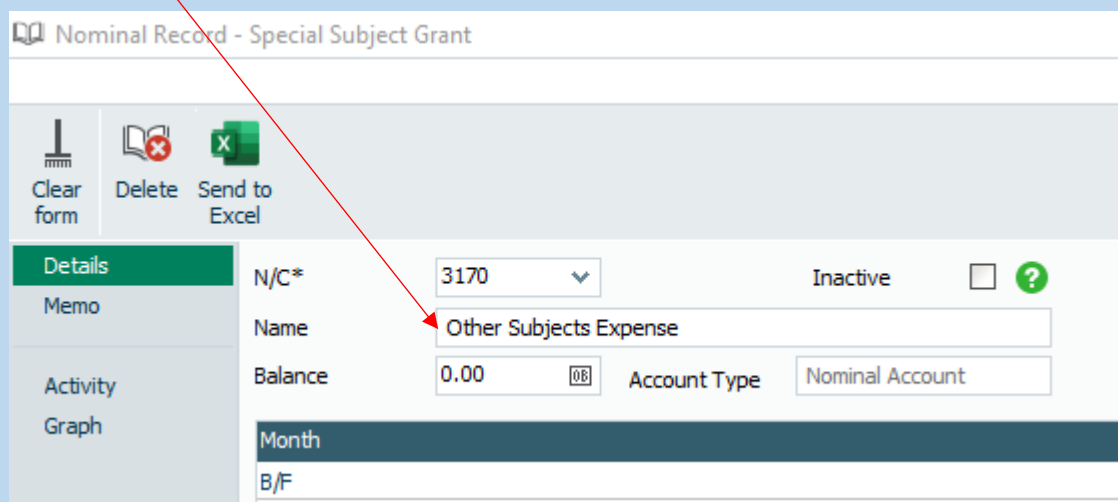
Kiara: can you update the link for the revised COA & then remove this text box (doc wouldn't allow me to add a comment)

- Go to Nominal codes > select code 3170 > click edit



N/C	Name	Inactive
3150	Book Grant Senior Cycle Income(Do not use)	Y
3151	Free Schoolbook Grant	
3152	Free Schoolbook Admin Grant	
3155	School Library Books Capital Grant	
3160	Book Rental Scheme Grant	Y
3170	Special Subject Grant	

- Click into name and amend to Other Subjects Expense



Nominal Record - Special Subject Grant

Clear form Delete Send to Excel

Details Memo Activity Graph

N/C* 3170 Inactive ☐ ?

Name Other Subjects Expense

Balance 0.00 Account Type Nominal Account

Month B/F

- Click Save