# Surf Accounts for C&C Schools Quick Reference Guide

**Updating the Chart of Accounts** 

## **Updating Chart of Accounts for 31st August 2021**

The chart of accounts has been updated for the year ended 31st August 2021.

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 Aug 2021)".

Outlined below are the steps on how to;

- 1: Creating a new nominal account.
- 2: Remove a nominal account.
- 3: Change the description on a nominal account.



## 1. How to create a new nominal account

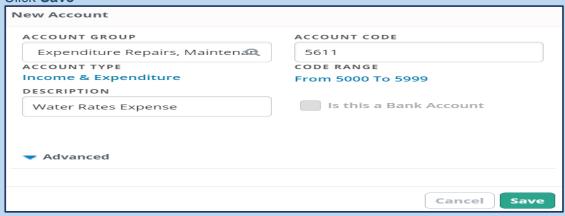
See the list of new nominal accounts to be created in Table A of the guideline "Update to the FSSU Chart of Accounts (Revised Version Aug 2021)".

#### **Instructions**

- Go to General Ledger > Select Chart of Accounts
- Click on Add icon
- Select the account group as indicated by the Type and Category on the Chart of Accounts Guideline – Table A
- Enter the relevant account code number
- Enter the description
- Select Save

## **Example**

- Table A new account: 5611 Water Rates Expense
- Enter details on Surf Accounts as follows:
  - ➤ In Account Group select Expenditure, Repairs, Maintenance & Establishment
  - ➤ In Account Code enter 5611
  - In Description type Water Rates Expense
- Click Save



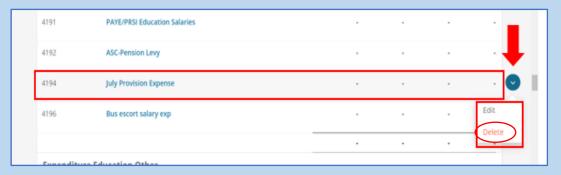


## 2 How to remove a nominal account

See the list of nominal accounts to be removed in Table B of guideline "Update to the FSSU Chart of Accounts (Revised Version Aug 2021)".

### **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. You will not be able to delete an account code if there are transactions on the ledger. If 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

See the list of changes to the description on the nominal accounts in Table C of guideline "Update to the FSSU Chart of Accounts (Revised Version Aug 2021)".

## 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 code numbers here if necessary)

## **Example**

Table C - First account to be renamed 1460 Capital: Computer Equipment

