

Surf Accounts for C&C Schools

Quick Reference Guide

Updating the Chart of Accounts

Commented [EA1]: Link "[Update to the FSSU Chart of Accounts \(Revised Version Aug 2021\)](#)" to guideline in all 4 boxes

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 **New** 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**

New Account

ACCOUNT GROUP	ACCOUNT CODE
Expenditure Repairs, Maintenance	5611
ACCOUNT TYPE	CODE RANGE
Income & Expenditure	From 5000 To 5999
DESCRIPTION	<input type="checkbox"/> Is this a Bank Account
Water Rates Expense	

[Advanced](#)



2 How to remove a nominal account

See the list of nominal accounts to be removed in Table B of the 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.

4191	PAYE/PRSI Education Salaries	-	-	-	-	-
4192	ASC Pension Levy	-	-	-	-	-
4194	July Provision Expense	-	-	-	-	-
4196	Bus escort salary exp	-	-	-	-	-



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 \(Revised Version Aug 2021\)”](#).

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

1440	Capital: Motor Vehicles	-	-	-	-	-
1450	Capital: Depreciation: Motor Vehicles	-	-	-	-	-
1460	Capital: Computer Equip	-	-	-	-	-
1470	Capital: Depreciation Computer Equipment	-	-	-	-	-
1480	Capital: Other	-	-	-	-	-