Updating Chart of Accounts

The following new nominal codes need to be set up in Sage to record the School Library Books Capital Grant:

Nominal Code	Description	Туре	Category
3155	School Library Books Capital Grant	Income	Department of Education
4641	School Library Books Capital Grant Expense	Expenditure	Education Other Expenditure
2161	School Library Books Capital Grant Unspent	Current Liability	Accruals

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How to create a new nominal account

Below are the instruction on how to create a new nominal account.

Instructions

1.

- To create a new nominal code, go to Nominal Codes > Wizard and this opens New Nominal Window.
- Enter the nominal account details: example for creating Code 3155 for "School Library Books Capital Grant"
 - > Name: Enter the description- School Library Books Capital Grant
 - Select Type & Category from dropdown menu: 'Type' (Income) and 'Category' (Department Income)
 - > N/C: Enter the relevant account code number (3155)
 - Click Next > Select "No, there is no opening balance to enter"
- Click Create

New Nominal

Example

E.G. new account: 3155 School Library Books Capital Grant

Nominal Information						
1 Enter Details	Enter Details		8			
2 Opening Balance	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	School Library Books Capital Grant				
	Туре	Income V				
	Category	Department Income				
	N/C*	3155				
Cancel	1	Back	xt			