

# Surf Accounts Quick Reference Guide

## Updating the Chart of Accounts

### Updating Chart of Accounts:

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

Nominal Code	Description	Type	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



### 1. How to create a new nominal account

Below are the instruction on 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** in the table above
  - Enter the relevant account code number
  - Enter the description
  - Select **Save**

#### Example

- New account: 3155 School Library Books Capital Grant
- Enter details on Surf Accounts as follows:
  - In Account Group – select Income Department Grants
  - In Account Code – enter 3155
  - In Description - type School Library Books Capital Grant
- Click **Save**

**New Account**

**ACCOUNT GROUP**  
Income Department Grants

**ACCOUNT TYPE**  
Income & Expenditure

**DESCRIPTION**  
School Library Books Capital Gar

**ACCOUNT CODE**  
3155

**CODE RANGE**  
From 3000 To 3294

☐ Is this a Bank Account

Advanced

Cancel

Save