

Surf Accounts for C&C Schools

Quick Reference Guide

Updating the Chart of Accounts

Updating Chart of Accounts for School Year 2022/2023

The chart of accounts has been updated for the year ended 31st August 2023.

A list of changes is set out in the tables included in Appendix 1 to the guideline [Update to the FSSU Chart of Accounts \(Revised Version September 2022\)](#).

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 \(Revised Version September 2022\)](#)

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: 3380 Student Photocopying Income
- Enter details on Surf Accounts as follows:
 - In Account Group – select Income School Generated
 - In Account Code – enter 3380
 - In Description - type Student Photocopying Income
- Click **Save**

New Account

ACCOUNT GROUP Income School Generated	ACCOUNT CODE 3380
ACCOUNT TYPE Income & Expenditure	CODE RANGE From 3300 To 3599
DESCRIPTION Student Photocopying Income	<input type="checkbox"/> Is this a Bank Account

Advanced

Cancel Save

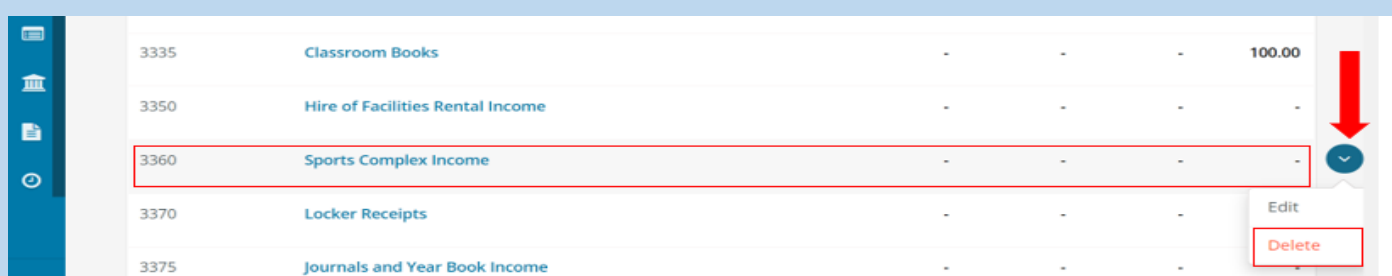


2 How to remove a nominal account

See the list of nominal accounts to be removed in **Table B** of the guideline:
[Update to the FSSU Chart of Accounts \(Revised Version September 2022\)](#)

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.



3335	Classroom Books	-	-	-	100.00
3350	Hire of Facilities Rental Income	-	-	-	-
3360	Sports Complex Income	-	-	-	-
3370	Locker Receipts	-	-	-	-
3375	Journals and Year Book Income	-	-	-	-



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 \(Revised Version September 2022\)](#)

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 – Sports Complex Administrative Expenses



6860	School Canteen	-	-	-	-
6870	Sports Complex Administrative Expenses	-	-	-	-
6900	Other Administration Expenses	-	-	-	-
		921.48	-	500.00	-