

# Sage Accounts for VS Schools

## Quick Reference Guide

### Updating the Chart of Accounts

#### Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Create 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

##### Instructions

- 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 3380 for “Student Photocopying Income”
  - Name: Enter the description- Student Photocopying Income
  - Select Type & Category from dropdown menu: ‘Type’ (Income) and ‘Category’ (School Generated Income) as shown on the Chart of Accounts
  - N/C: Enter the relevant account code number (3380)
- Click Next > Select “No, there is no opening balance to enter”
- Click Create

##### Example

- New account: 3380 Student Photocopying Income

New Nominal

### Nominal Information

1 Enter Details

2 Opening Balance

**Enter Details**

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: Student Photocopying Income

Type: Income

Category: School Generated Income

N/C\*: 3380

Cancel Back Next



## 2. How to remove a nominal account

### Instructions

- List the Nominal Codes and select the code you want to delete.
- From the toolbar click Delete, and confirm “Yes” to Delete
- 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.

**Example:** Nominal code to be removed 3360 Sports Complex Income

N/C	Name	Inactive	Debit	Credit
3330	Book Rental			720.00
3335	Classroom Books			
3350	Hall Rental			
3360	Sports Complex Income			
3370	Locker Receipts			



## 3. How to change the description on the nominal account

### Instructions

- List the nominal codes and select the code you want to amend.
- From the toolbar click Edit.
- Update the description.

### Example

- Account to be renamed 6870 Sports Complex Administrative Expenses

Nominal Record - Sports Complex Administrative Expenses

N/C\*: 6870 Inactive

Name: Sports Complex Administrative Expenses

Balance: 0.00 Account Type: Nominal Account

Month	Actuals	Budgets	To end Aug 2017
B/F	0.00	0.00	0.00