

Sage Accounts for VS Schools

Quick Reference Guide

Updating the Chart of Accounts

Updating Chart of Accounts for the School Year 2024/2025

The chart of accounts has been updated for the year ended 31st August 2025. 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 2024).

Outlined below are the steps on how to;

- 1: Creating a new nominal account.
- 2: Deal with nominal accounts that can no longer be used in the Chart of accounts
- 3: Change the description on a nominal account.

1. How to create a new nominal account

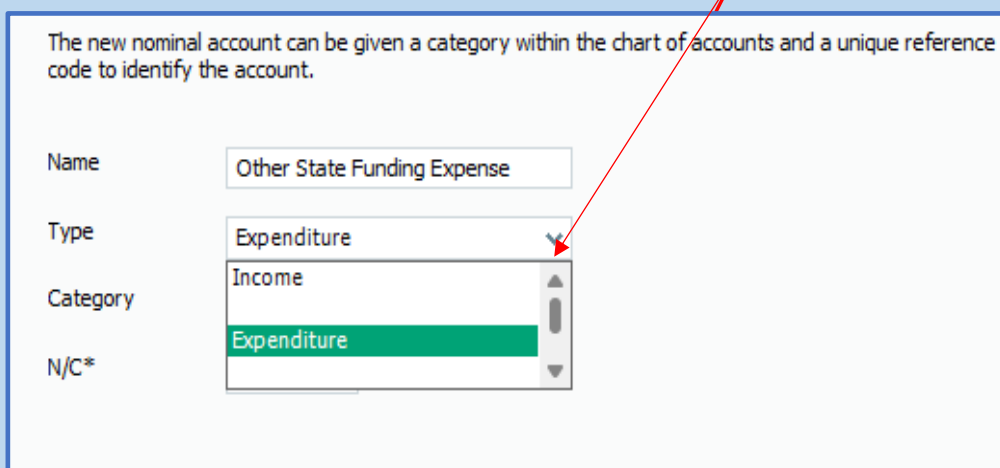
See the list of new nominal accounts to be created in Table A of the guideline:
Update to the FSSU Chart of Accounts (Revised Version September 2024)

To create a new nominal code

Example code 4929 for “Other State Funding Expense”

- Go to Nominal Codes > Wizard and this opens New Nominal Window.
- Name: Enter the description- Other State Funding Expense
- Select Type & Category as shown on the Chart of Accounts guideline – Table A:

For Type: click on the dropdown arrow and scroll down, select Expenditure



The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.

Name	Other State Funding Expense
Type	Expenditure
Category	Income
N/C*	Expenditure

New Nominal

?

Help

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

Other State Funding Expense

Type

Expenditure

▼

Category

Education Other

▼

N/C*

4929

Cancel

Back

Next

For Category : Select Education Other Expenditure

- N/C: Enter the relevant account code number (4929)
- Click Next > Select **“No, there is no opening balance to enter”**
- Click Create

2. How to deal with Nominal Accounts that should no longer be used in the Chart of Accounts

See the list in Table B of the guideline:

Update to the FSSU Chart of Accounts (Revised Version September 2024).

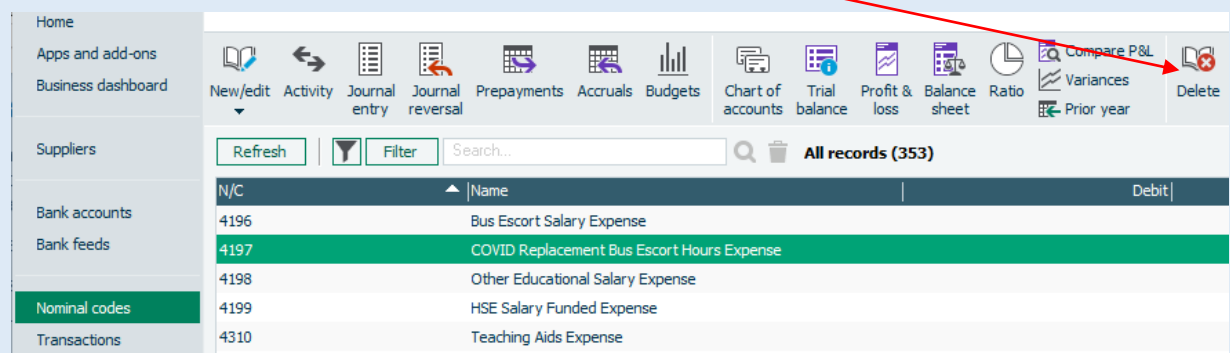
Nominal codes that have no transactions on the ledger can be deleted

For example in this data set code 4197 has no transactions posted to the account.

To delete this code:

Go to Nominal codes > select code 4197

Click the delete button on the toolbar



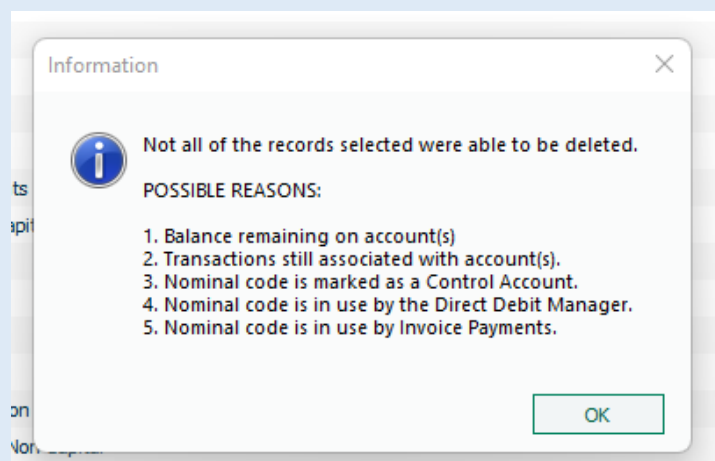
Confirm Yes to delete

Nominal codes that have transactions posted in the ledger cannot be deleted

For example in this data set code 3282 has transactions posted to the account

Go to Nominal codes > select code 3282

If the delete button is selected the system will give the following message



Click ok

The option now is to change the description by adding in DO NOT USE

Nominal codes > select code 3282 > click edit

- Amend the name by adding in (DO NOT USE)
- Click the Inactive box

Nominal Record - Covid Supervision & Substitution Grant

Clear form Delete Send to Excel

Details	N/C*	3282	Inactive	<input checked="" type="checkbox"/>	?
Memo	Name	Covid Supervision & Substitution Grant (DO NOT USE)			
Activity	Balance	0.00	Account Type	Nominal Account	
Graph	Month				
	B/F				
	Sep				
	Oct				

Click Save

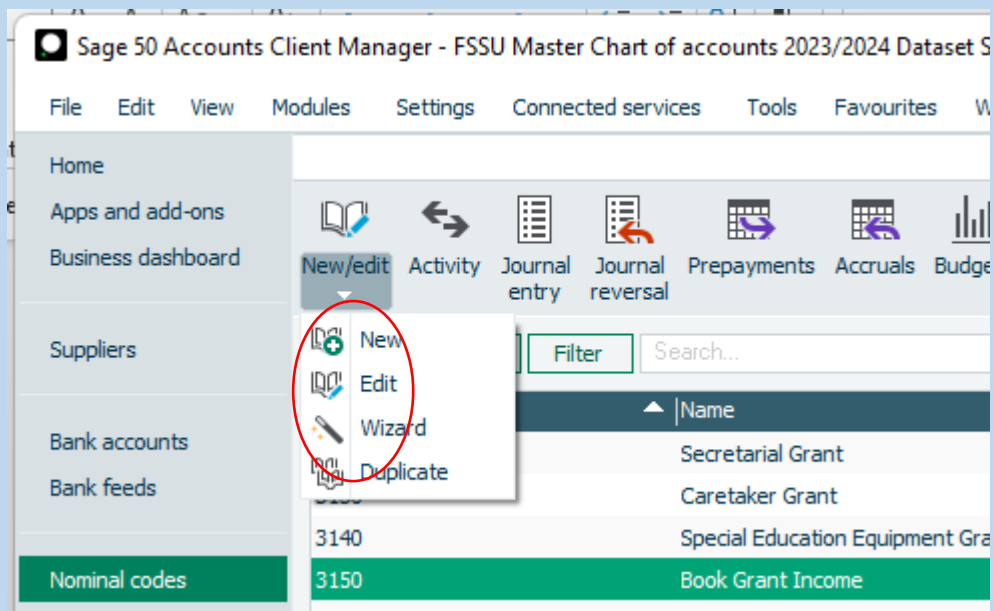


3. How to change the description on the nominal account

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 \(Revised Version Sept 2024\)"](#).

In Table C – The first account to be renamed is code 3150 to "Book Grant Senior Cycle Income"

- Go to Nominal codes > select code 3150 > click edit



- Click into name and amend to Book Grant Senior Cycle Income

Nominal Record - Book Grant Income

Clear form Delete Send to Excel

Details Memo Activity Graph

N/C* 3150 Inactive ☐ ?

Name Book Grant Income

Balance 0.00 Account Type Nominal Account

Month

B/F

Sep

Oct