

Updating Chart of Accounts

The chart of accounts has been updated for the year ended 31st August 2026. A list of changes is set out in the tables included in Appendix 1 to the guideline [Update to the FSSU Chart of Accounts Applicable from September 1st 2026](#)

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 Applicable from September 1st 2026](#)

Instructions

- Go to **General** > 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
- Enter the relevant account code numbers
- Enter the description
- Select **Save**

Example

- New account: 4540 JCSP Expense
- Enter detail on BrightBooks as follows:
 - In Account Group – Select **Education Other Expenditure**
 - In Account Code – Enter **4540**
 - In Description – Type “**JCSP Expense**”
- Click **Save**

New Account

ACCOUNT GROUP Expenditure Education Other	ACCOUNT CODE 4540
DESCRIPTION JCSP Expense	
ACCOUNT TYPE Income & Expenditure	CODE RANGE From 4300 To 4999
☐ Is this a Bank Account	
▼ Advanced	
Cancel Save	



Update to the FSSU Chart of Accounts Applicable from September 1st 2026

- 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. The majority of codes will have transactions posted on the ledger so it wouldn't allow you to delete. Where this is the case, add **DO NOT USE** to the description of the account. See point 3 below on how to change the description.

!

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 Applicable from September 1st 2026

- 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)
- Click Save

FSSU Tel:01 269 0677

Email: info@fssu.ie