

## Updating Chart of Accounts

The chart of accounts has been updated for the year ended 31<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 2026](#)

To create a new nominal code

Example code **4540** for “JCSP Expense”

- Go to Nominal Codes > **Wizard** and this opens New Nominal Window.
- **Name:** Enter the description- **JCSP Expense**
- Select **Type & Category** as shown on the Chart of Accounts guideline – Table A:
- **Type:** click on the dropdown arrow and scroll down, select **Expenditure**
- **Category:** click on the dropdown arrow and scroll down, select **Education Other**
- **N/C:** Enter the relevant account code number (**4540**)

**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     | <input type="text" value="JCSP Expense"/>    |
| Type     | <input type="text" value="Expenditure"/>     |
| Category | <input type="text" value="Education Other"/> |
| N/C*     | <input type="text" value="4540"/>            |

**Nominal Information**

1 Enter Details

2 **Opening Balance**

**Opening Balance**

Do you wish to post an opening balance for your new nominal account?

☒ No, there is no opening balance to enter.

☐ Yes, I wish to enter an opening balance.

Cancel Back Create

- 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 Applicable from September 1<sup>st</sup> 2026](#)

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

For example in this data set code **3289** has no transactions posted to the account.

To delete this code:

- Go to Nominal codes > select code **3289**
- Click the **delete** button on the toolbar

Toolbar: New, Edit, Wizard, Duplicate, Activity, Journal entry, Journal reversal, Prepayments, Accruals, Budgets, Chart of accounts, Trial balance, Profit & loss, Balance sheet, Ratio, Comparative profit & loss, Variances, Prior year, Delete

Refresh Filter 3289 1 of 349 records

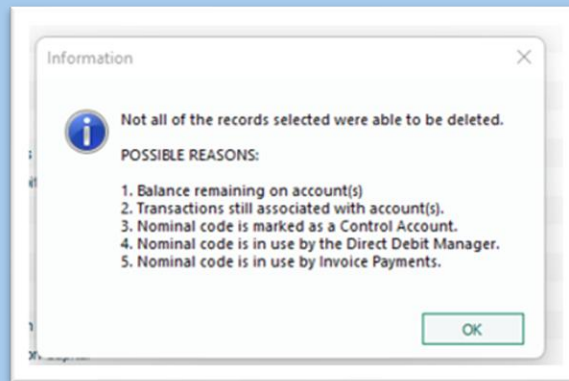
| N/C  | Name                                       | Inactive |
|------|--------------------------------------------|----------|
| 3289 | Once Off Cost of Living Grant (Do Not Use) | Y        |

- Confirm **Yes** to delete

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

For example in this data set code **3289** has transactions posted to the account

- Go to Nominal codes > select code **3289**
- 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 **3289** > click **edit**

- Amend the name by adding in (**Do Not Use**)
- Click the **Inactive** box

A screenshot of a software interface for editing nominal codes. At the top, there are three buttons: "Clear form" (with a broom icon), "Delete" (with a trash can icon), and "Send to Excel" (with an Excel icon). Below these is a sidebar with "Details" (selected), "Memo", "Activity", and "Graph". The main form area shows fields for "N/C\*" (set to 3289), "Name" (set to "Once Off Cost of Living Grant (Do Not Use)", which is circled in red), "Balance" (0.00), and "Account Type" (Nominal Account). To the right of the "Name" field is an "Inactive" checkbox, which is checked and also circled in red. A green question mark icon is next to the checkbox. At the bottom, there is a table with two columns: "Month" and "Actuals". The table has two rows: "B/F" and "Sep", both with a value of 0.00 in the "Actuals" column.

| Month | Actuals |
|-------|---------|
| B/F   | 0.00    |
| Sep   | 0.00    |

- 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 Applicable from September 1<sup>st</sup> 2026](#)

**Table C** – The first account to be renamed is code **3170** to “**Other Subjects Grant**”

- Go to Nominal codes > select code **3170** > click **edit**

The screenshot shows the FSSU software interface. The top menu bar includes File, Edit, View, Modules, Settings, Connected services, Tools, Favourites, WebLinks, and Software. The left sidebar has a tree view with Home, Apps and add-ons, Business dashboard, Customers, Quotations, Sales orders, and Invoices and credits. The main toolbar contains icons for New, Edit, Wizard, Duplicate, Activity, Journal entry, Journal reversal, Prepayments, and Accruals. Below the toolbar, there are buttons for Refresh, Filter, and a search box containing '3170'. A table below shows a list of nominal codes with columns for N/C and Name. The row for code '3170' and name 'Other Subjects Grant' is highlighted in green and circled with a red oval. A red arrow points from the 'Edit' button in the toolbar to the '3170' code in the search box.

- Click into name and amend to **Curriculum/Subject Grants**

The screenshot shows the 'Details' view for nominal code 3170. The left sidebar has a tree view with Details, Memo, Activity, and Graph. The main form displays the following information: N/C\* is 3170, Inactive is checked, Name is Curriculum/Subject Grants, Balance is 0.00, and Account Type is Nominal Account. Below this, there is a table with columns for Month and Actuals. The row for B/F shows a balance of 0.00. A red arrow points from the 'Curriculum/Subject Grants' text in the Name field to the '3170' code in the N/C\* field.

- Click **Save**