

# Nominal Codes.

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# Housekeeping

The image shows a mobile application interface for asking questions. A vertical sidebar on the left contains several icons: a blue flower-like logo, a red microphone icon with a slash, a question mark icon, a document icon, an information icon, and a full-screen icon. A dark grey 'Exit' button is at the bottom of the sidebar. The main content area is titled 'Questions' and features a large question mark icon, the text 'Want answers?' with a dashed arrow pointing to a text input field labeled 'Ask the staff a question', and a blue 'Send' button at the bottom. Four callout boxes with green borders and lines pointing to the sidebar icons contain the following text:

- Your microphone is muted automatically (points to the microphone icon)
- Download a handout (points to the document icon)
- Send us your questions (points to the question mark icon)
- Switch to full screen (points to the full-screen icon)

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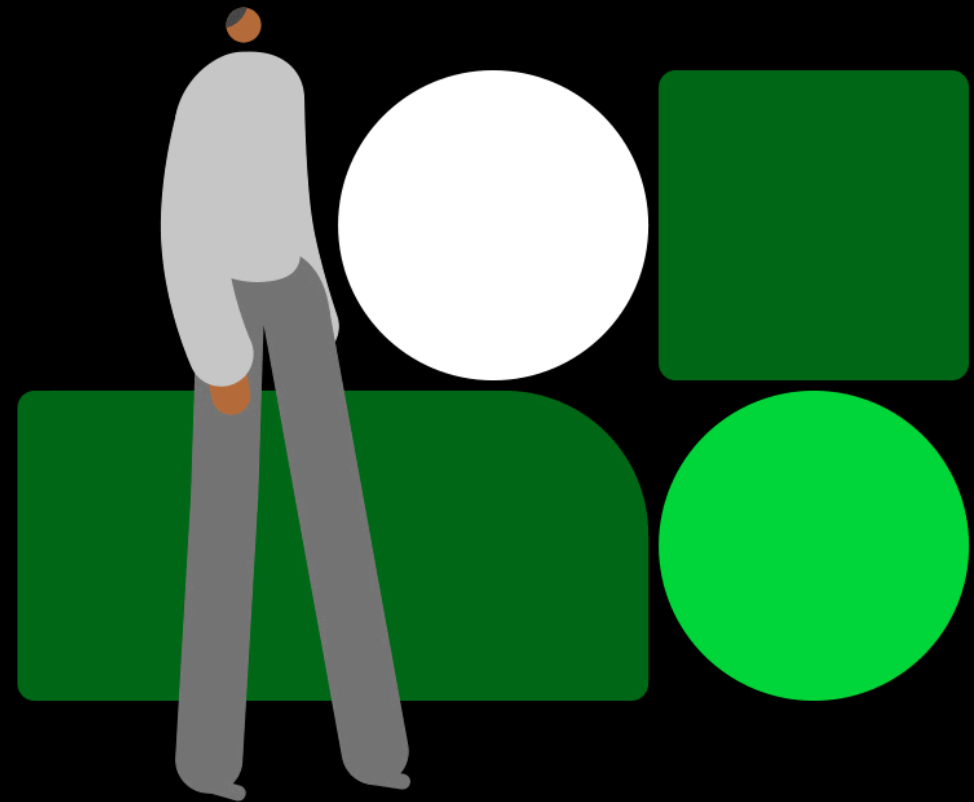
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# The nominal ledger



# Introduction.

The nominal ledger is the module within Sage 50 Accounts which holds all nominal codes within the software.

**What is a nominal code?**

- A nominal code is assigned to every transaction posted within your accounts software.
- Nominal codes are used to categorise transactions so they can be reported upon
- The nominal codes are organised by the Chart of Accounts (CoA) to produce the management reports
  - Balance Sheet
  - Profit and Loss
- The nominal list can be viewed as a list or in ‘nominal areas’ using Analyser view

Nominal Area		Debit
+	Total Sales	
+	Total Purchases	
+	Total Direct Expenses	
+	Total Overheads	
+	Total Taxation	
+	Total Fixed Assets	
+	Total Current Assets	231135.35
+	Total Current Liabilities	
+	Total Long Term Liabilities	232.00
+	Total Capital & Reserves	

# Introduction.

Nominal codes can also belong to one of 3 categories


- **A bank account** – A nominal code which is created as a bank nominal code and also sits in the bank module.
- **A control account** - the nominal codes used when automatic postings are made such as the debtors/creditors control accounts.
- **A nominal account** –all other standard nominal codes within the software which are not bank or control accounts.



What is a  
nominal code?

# Control accounts.

- Control accounts are the nominal codes used when automatic postings are made such as the debtors/creditors control accounts.
- You cannot delete a control account
- You can amend a control account if there are no associated transactions, otherwise they are locked in.
- Control accounts can be viewed /amended in **settings> control accounts**



Control Account	N/C
Debtors Control	1100
Creditors Control	2100
Default Bank	1200
VAT on Sales	2200
VAT on Purchases	2201
Sales Discount	4009
Purchase Discount	5009
Retained Earnings	3200
Default Sales	4000
Accruals	2109
Prepayments	1103
Bad Debts	8100
Mispostings	9999
Suspense	9998
Credit Charges	4400
Exchange Rate Variance	
VAT Liability	2202
Manual Adjustments	2204

# Nominal structure.





# Nominal structure.

- Nominal codes are 4 digit codes by default within the software.
- Nominal codes are grouped together for reporting purposes by default the codes are arranged as demonstrated.
- These ranges can be further sub categorised or amended using the Chart of accounts.
- It is important to consider your structure when adding a new nominal code to ensure transactions are picked up on the correct codes.

<b>Group</b>	<b>Range From</b>	<b>Range To</b>
<b>Fixed Assets</b>	<b>0001</b>	<b>0999</b>
<b>Current Assets</b>	<b>1000</b>	<b>1999</b>
<b>Current Liabilities</b>	<b>2000</b>	<b>2299</b>
<b>Long Term Liabilities</b>	<b>2300</b>	<b>2999</b>
<b>Capital &amp; Reserves</b>	<b>3000</b>	<b>3999</b>
<b>Sales</b>	<b>4000</b>	<b>4999</b>
<b>Purchases</b>	<b>5000</b>	<b>5999</b>
<b>Direct Expenses</b>	<b>6000</b>	<b>6999</b>
<b>Overheads</b>	<b>7000</b>	<b>8999</b>
<b>Taxation</b>	<b>9001</b>	<b>9001</b>

In addition 9998 Suspense account and 9999 Mispostings

# Profit and Loss.

- The profit and loss report is used to show how much profit your business is making or whether it is making a loss.
- This report includes
  - Sales
  - Purchases
  - Direct expenses
  - Overheads
  - Taxation
- Subcategories of these main groups can be created within the chart of accounts for reporting purposes.

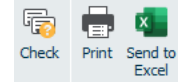
The screenshot displays the Sage software interface for editing a Chart of Accounts. The main window is titled "Edit Chart of Accounts" and includes a toolbar with "Check", "Print", and "Send to Excel" options. The "Profit & Loss" tab is active, showing a table with columns for "Description" and "Low/High" values. Below this, a "Preview Profit and Loss" section displays a "Chart of Accounts: Default Layout of Accounts" table. This table has columns for "Period" and "Year to Date", with rows categorized by Sales, Purchases, and Direct Expenses.

	Period	Year to Date
<b>Sales</b>		
Product Sales	x	x
Export Sales	x	x
Sales of Assets	x	x
Credit Charges (Late Payments)	x	x
Other Sales	x	x
	x	x
<b>Purchases</b>		
Purchases	x	x
Purchase Charges	x	x
Stock	x	x
	x	x
<b>Direct Expenses</b>		
Labour	x	x
Commissions	x	x
Sales Promotion	x	x

# Balance sheet

- The balance sheet report is used to show how much your business is worth at a given point in time.
- This report includes
  - Fixed assets
  - Current Assets
  - Current liabilities
  - Long term liabilities
  - Capital and reserves
- Subcategories of these main groups can be created within the chart of accounts for reporting purposes.

Edit Chart of Accounts



Title\* Default Layout of Accounts

Profit & Loss Balance Sheet

Balance Sheet	Description
Fixed Assets	Fixed Assets
Current Assets	Current Assets
Current Liabilities	Current Liabilities
Long Term Liabilities	Long Term Liabilities
Capital & Reserves	Capital & Reserves

Fixed Assets	Low	High
Property	0010	0019
Plant and Machinery	0020	0029
Office Equipment	0030	0039
Furniture and Fixtures	0040	0049
Motor Vehicles	0050	0059

## Preview

### Balance Sheet

Chart of Accounts: Default Layout of Accounts

	Period	Year to Date
<b>Fixed Assets</b>		
Property	x	x
Plant and Machinery	x	x
Office Equipment	x	x
Furniture and Fixtures	x	x
Motor Vehicles	x	x
	x	x
<b>Current Assets</b>		
Stock	x	x
Debtors	x	x
Deposits and Cash	x	x
Credit Card (Debtors)	x	x
Bank Account	x	x
VAT Liability	x	x
	x	x
<b>Current Liabilities</b>		

# The Chart of Accounts.

Ranges can be amended/ Added in the chart of Accounts

For a nominal code to be picked up on the management reports they must be included in the chart of accounts.

For More specific guidance on the chart of accounts please use the link to locate the recording of our Chart of accounts session.

In addition we have recordings of previous webinars on management reports



# Set up a nominal code.



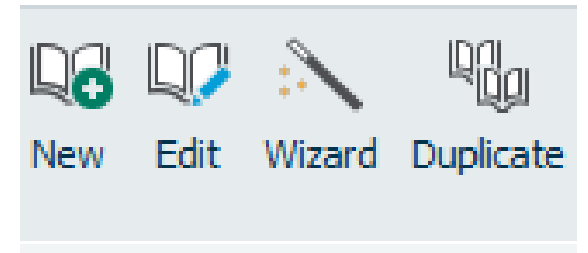
# Set up a nominal code.

**New** - Gives a blank record to complete

**Wizard** – A step by step guide to creating a record

**Duplicate** –to copy an nominal code with the same settings

If you are creating a bank account it is best to do this from within the bank module if added within nominal codes you will then need to convert it to a bank account prior to posting any transactions.

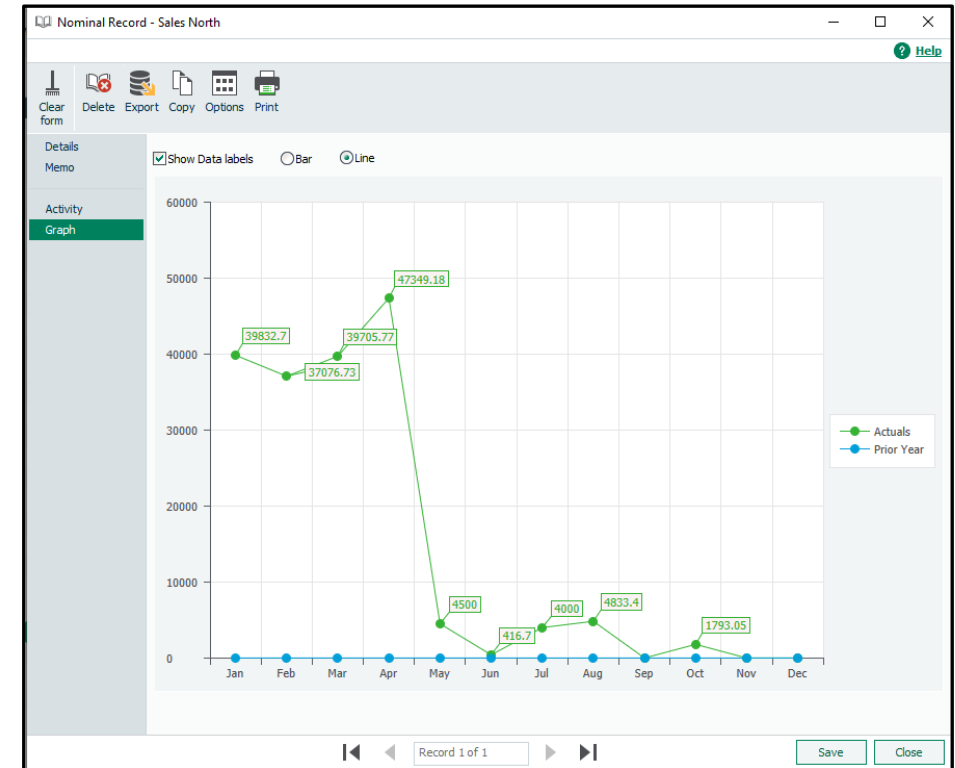


# Nominal record.



# Nominal record.

- **Details** – holds the nominal record details along with the monthly figures for actuals, budgets and prior year.
- **Memo** – Attachments can be added and notes made on the nominal account.
- **Activity** –
  - All activity is recorded in this window, transactions can be amended or deleted or in some instances drilled into for more detail.
  - Filters can be applied and the list then exported to excel or printed
- **Graph** – What is displayed in the graph tab needs to be defined within options and this will allow a comparison of actuals, budgets and prior year in graph format.





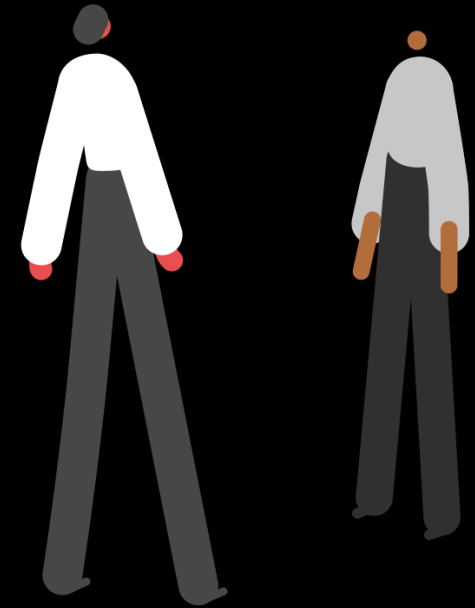
# Extra Support

Help Centre

Regular tasks  
50 Accounts

Useful tips &  
Resources

Time saving  
tools



# Summary.

- Nominal codes are used for every transaction to categorise transactions for reporting.
- It is important to carefully consider what code you wish to use so it is reported on correctly.
- Sage comes with full list of standard default codes which can be added to or amended.
- Control accounts cannot be deleted and are used for automatic transactions in the software.
- If creating a bank nominal code it is recommended to do this within the bank module.

# Upcoming Webinars.

## Key Topics

### Dealing with company credit cards and expenses Thursday 23 March 10am

Learn the technique of recording company credit card transactions in to your accounts and making a payment. This technique can also be used to track and record employee expenses

### Running your Year end in Accounts Wednesday 28 March 2pm

This webinar explains the year end process from start to finish, including how to prepare for and run your year end and the optional post-year end tasks..

## Upcoming

Email settings

Year End

VAT Return

VAT reports

Business dashboard

**Webinar Registration**