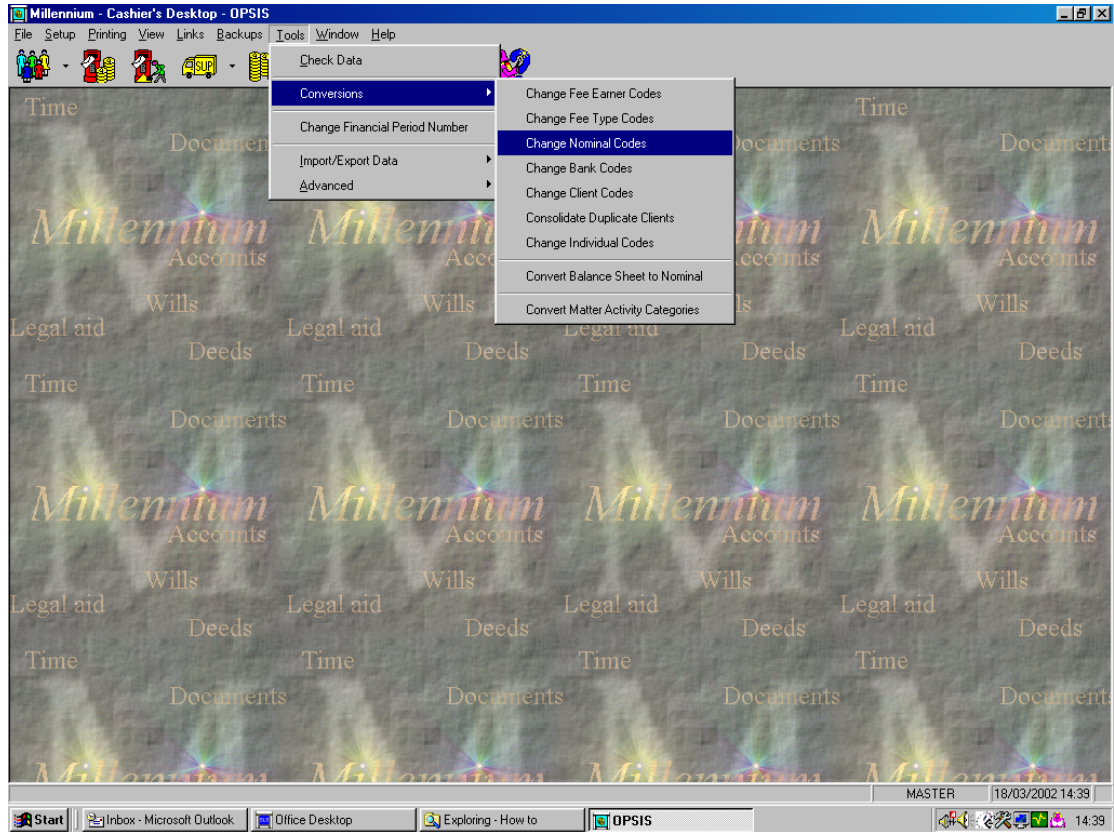


Changing nominal codes

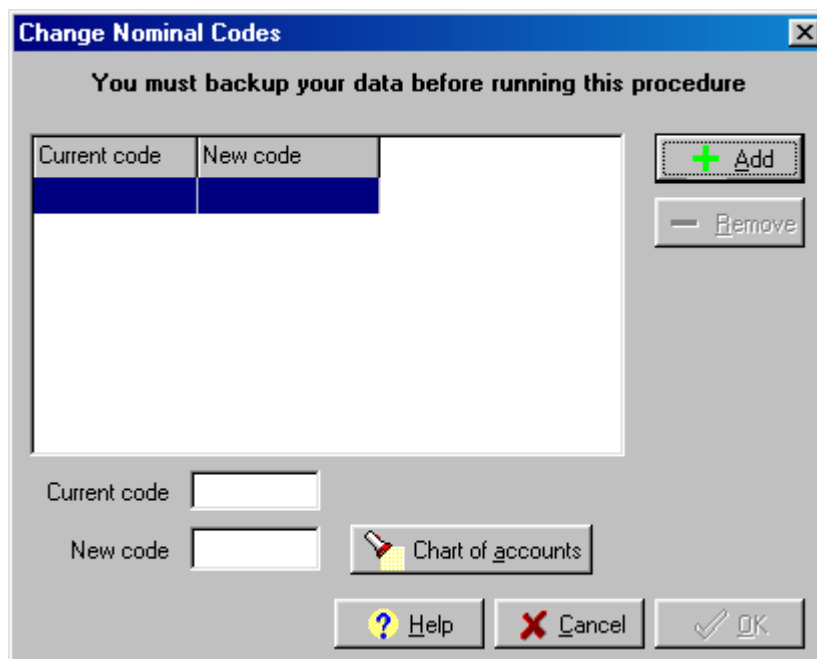
How to change nominal codes

If a nominal code has been allocated to an incorrect are of the chart of accounts it can be altered by using the Change Nominal Codes tool which can found under Tools | Conversions

Before using this tool a backup should be made.



The following screen is then displayed.



Changing nominal codes

Click on Add

Enter the code you wish to change in current code

Enter the code you wish to change it to in New Code. If you are unsure of the code number you can click on the Chart of Accounts button and select the account item where you wish this to now appear. This will allocate the next available nominal code in that account item.

Click on OK

NOTE

If you are changing several codes the code you are moving to must not exist and must not have been specified previously.