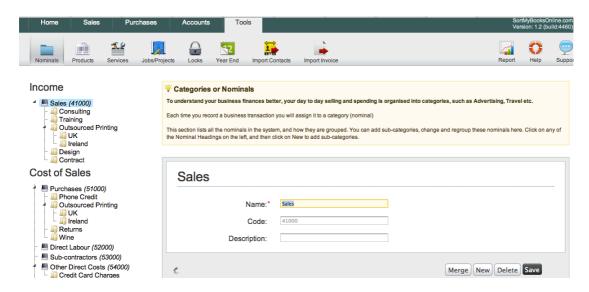
How to set up a new Nominals, How to set up Chart of Accounts, How to set up Balance Sheet Nominals

You can customize the Chart of Accounts or the Nominals to suit your own business. Click on Tools and Nominals:



Income, Cost of Sales and **Expenses** sections all display on your *Profit and Loss* report. You can set up sub-categories of each of these Nominals to allow you to get more analysis of your business. To create sub-categories click on the Nominal eg. Sales and when the window appears on the right hand side of your screen click on **New** and type in the sub-category then click on **Save**.

You can do this for each Nominal as needed in the **Sales**, **Cost of Sales** and **Expenses** section.

You can also do some customization of your **Balance Sheet Nominals** where you need it. But there are 2 cases where Balance Sheet Nominals do not get set up on this Nominal Tree. Those are:

Fixed Assets – we have a specific Fixed Asset section where you can add Fixed Assets and Depreciation. Click on Accounts and Fixed Assets. See full details here. http://sortmybooks.zendesk.com/entries/510508-fixed-assets

Bank Accounts - Follow this link for information on how to set up Bank Accounts, Credit Card Accounts, Loans, Drawings etc. http://sortmybooks.zendesk.com/entries/20937266-how-to-set-up-bank-accounts-loan-accounts-drawings-director-loan-bank-account-types

Balance Sheet Nominals

For all other kinds of Balance Sheet Nominals we've set up standard ones but to add some more that are specific to your business we have added some blanks that can be renamed.

Current Asset

- Stock (13000)
- Debtors (14000)
- Bank accounts (15000)
- Pre Payment (16000)
- E Cash (17000)
- 📕 Till (18000)
- El Control Account Asset (19000)
- El Contra Account (19500)
- Work in Progress (75000)
- Bad Debt Provision (76000)
- Control Asset1 (19600)
- El Control Asset2 (19700)
- E Control Asset3 (19800)
- Control Asset4 (19900)

Current Liabilites

- Creditors (21000)
- Payroll Tax (22000)
- VAT (23000)
- Corporation Tax (24000)
- E Credit card (25000)
- Accruals (26000)
- Short Term Loan (21500)
- Element Control Account Liability (21600)
- E Control Liability1 (28000)
- Entrol Liability2 (28100)

In **Current Assets** you can click on any of the **Control Asset 1, 2** etc. and type in a New Name and click on **Save**. This Balance Sheet item will then be available to you in the Journals section.

There are similar ones in the Current Liability section and in the Capital Section.