



Osprey Approach: Managing Nominal Ledgers

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The latest version is always online at
<https://support.ospreyapproach.com/?p=31372>



From time to time, it may be necessary to add a new nominal ledger, for example if you take out a new loan or start using a new supplier. You may also want to archive nominal ledgers if they are no longer being used. It is worth checking your full list of nominal ledgers prior to making any decisions. This guide will show you how.

Export a list of nominal ledgers

It is best to ensure you are familiar with your Nominal numbering structure first of all, as when adding a new nominal the system will ask you for a nominal number. You can access a list of all the nominal codes in one of two ways:

a) Nominal Ledgers > Account List

Nominal Ledgers > Nominal Ledger : NL101 - E

ACCOUNT SEARCH

Account List

Code: NL101 Go

SAC: 1

Branch: ALL

Dept: ALL

Description: Entertainment

Nominal Type: BSE

Currency: GBP

You can then simply scroll through all the accounts to decide on the next number to use, or you can use the Export option to export the list to Excel:

Nominal Ledgers > Account List

Export Refresh Cancel

XLS

XLSX

CSV

INT	SUB N
01	1
02	1
NL0003	1

b) You can use the Nominal Codes report available from Reports > Miscellaneous.

Nominal ledgers in Osprey can be grouped into sub analysis codes under the same nominal e.g.

NL101 is Utilities. We have added two Sub Analysis Codes to this, one for the gas supplier and another for electricity. These will then show as follows:

NL101/1 - British Gas

NL101/2 - Ecotricity

Add a new nominal code

To add a brand new nominal code:

1. Nominal Ledgers > Nominals > Nominal Header > Nominal Header Add. Fill in the details as below and click Save.

Nominal Ledgers > Nominals > Nominal Header > > Add Nominal	
<div>Save Cancel</div>	
Account Type: Nominal	This cannot be changed
Account Code: NL101	Enter the new nominal code to use here
Account Description: Utilities	Enter a description for the nominal here
CURRENCY DETAILS	
Country: United Kingdom <input type="checkbox"/> Set as country default	Select the country for use with this nominal
Currency: Pound Sterling <input type="checkbox"/> Set as currency default	Select the currency for use with this nominal (each nominal can only be used for one currency)
NOMINAL DETAILS	
Nominal Type: Balance Sheet Expenditure	Choose the nominal type for this nominal. Speak with your accountant if unsure.
OTHER DETAILS	
In use: <input checked="" type="checkbox"/>	Leave ticked, unless you are editing a nominal to take it out of use

2. The SAC screen will then appear. Fill in the details as below and click Save:

Nominal Ledgers
Nominals
Nominal SAC

Save
Cancel

Account Type: N
Account Code: NL101
Sub-Account No: 1
Account Description: British Gas
Exclude from VAT?: ☐
Nominal Type: Balance Sheet Expenditure
In use: ☒

Cannot be changed
Cannot be changed
Cannot be changed
Enter a description for the sub analysis code here, or leave the same as the header record
Untick this if you want to be able to post VAT
Cannot be changed
Leave ticked, unless you are editing a nominal to take it out of use

3. The system will now display the screen below. If you need to add any more SACs to this nominal you can do so by clicking the New Nominal SAC button.

Nominal Ledgers
Nominals
Nominal SAC

New Nominal SAC

1						
ACCOUNT CODE	SUB NO	ACCOUNT DESCRIPTION	EXCLUDE FROM VAT	NOMINAL TYPE	IN USE	EDIT
NL101	1	British Gas	False	BSE	True	
1						

Add a new SAC (sub analysis code) to an existing nominal

If you already have a nominal e.g. for Drawings, but a new partner needs to be added, you can add a new nominal SAC to an existing nominal code.

1. Navigate to the Nominal Ledgers page and select the nominal to which you wish to add a new SAC.
2. Nominal Ledgers > Nominals > Nominal SAC > Nominal SAC Add.

2. The SAC screen will then appear. Fill in the details as below and click Save:

Nominal Ledgers
Nominals
Nominal SAC

Save
Cancel

Account Type: N
Account Code: NL101
Sub-Account No: 1
Account Description: British Gas
Exclude from VAT?: ☐
Nominal Type: Balance Sheet Expenditure
In use: ☒

Cannot be changed
Cannot be changed
Cannot be changed
Enter a description for the sub analysis code here, or leave the same as the header record
Untick this if you want to be able to post VAT
Cannot be changed
Leave ticked, unless you are editing a nominal to take it out of use

Edit a nominal ledger

To edit a nominal ledger navigate to Nominal Ledgers > Nominals > Nominal Header/Nominal SAC (depending on whether you wish to edit the header or the SAC). You can then right click and Edit. Once postings with VAT have been made on the ledger (even if subsequently undone) you will be unable to Exclude from VAT. You will also be unable to change the nominal type of any nominal once it has been posted on.

Archiving a nominal ledger

From time to time you may wish to take a nominal ledger out of use, if it is not being used any longer. You should first ensure that there are no balances or postings on the nominal ledger in the current financial year.


1. Navigate to Nominal Ledgers > Nominals > Nominal Header.
2. Click Edit alongside the nominal code you wish to take out of use (or right click and select Edit)
3. Untick the In Use box, noting that archiving will affect all SACs, and click Save.


Nominal Ledgers

Nominals

Nominal Header

Edit Nominal Details

 Save

 Cancel

Account Type:

Nominal

Account Code:

NL102

Account Description:

Utilities

CURRENCY DETAILS

Country:

United Kingdom

☐ Set as country default

Currency:

Pound Sterling

☐ Set as currency default

NOMINAL DETAILS

Nominal Type:

Balance Sheet

Expenditure

OTHER DETAILS

In use:

☒ Archiving will affect all SACs