

Education Financial & ICT Services

CASH ACCOUNTS

Change of Capital Subjective Code

There has been a change in the Capital code for Grant Funding & Sale of Assets, the code should be C872 & not C861, as originally notified to schools.

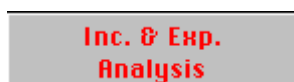
Please follow the instructions below to amend the code.

1. Delete C861

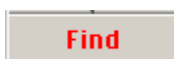
Click **Records**



Select **Inc. & Exp. Analysis**



Click **Find**



Enter the Analysis Code **C861** & click **OK**.

If there is any expenditure against the code this will need to be moved to C872 by using an Internal Charge. Please contact your Finance Support Officer for any assistance. If the code has been used the system will not allow it to be deleted. If this is the case please edit the description to DO NOT USE.

If there is no expenditure against the code, click the **Delete** button.

Delete

Click **Yes**

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2. **Create C872**

Click **Records**



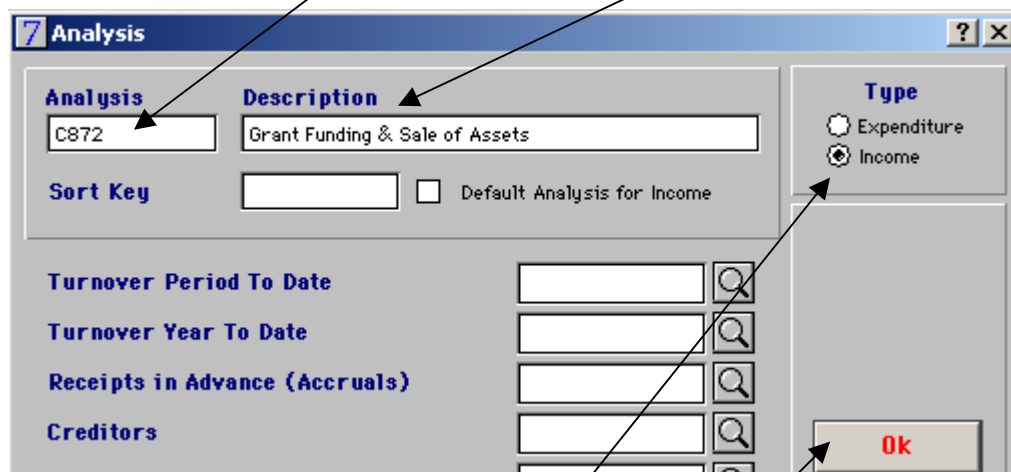
Select **Inc. & Exp. Analysis**

**Inc. & Exp.
Analysis**

Click **New**

New

Enter the Analysis Code **C872** & the Description **Grant Funding & Sale of Assets**.



The screenshot shows a window titled 'Analysis'. It has two main input fields: 'Analysis' and 'Description'. The 'Analysis' field contains the text 'C872'. The 'Description' field contains the text 'Grant Funding & Sale of Assets'. Below these fields is a 'Sort Key' field and a checkbox labeled 'Default Analysis for Income'. To the right of these fields is a 'Type' section with two radio buttons: 'Expenditure' and 'Income'. The 'Income' radio button is selected. At the bottom right of the window is an 'Ok' button. Arrows from the text above point to the 'Analysis' field, the 'Description' field, the 'Income' radio button, and the 'Ok' button.

Ensure that the Type is set to **Income**. Click **OK**.