

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**



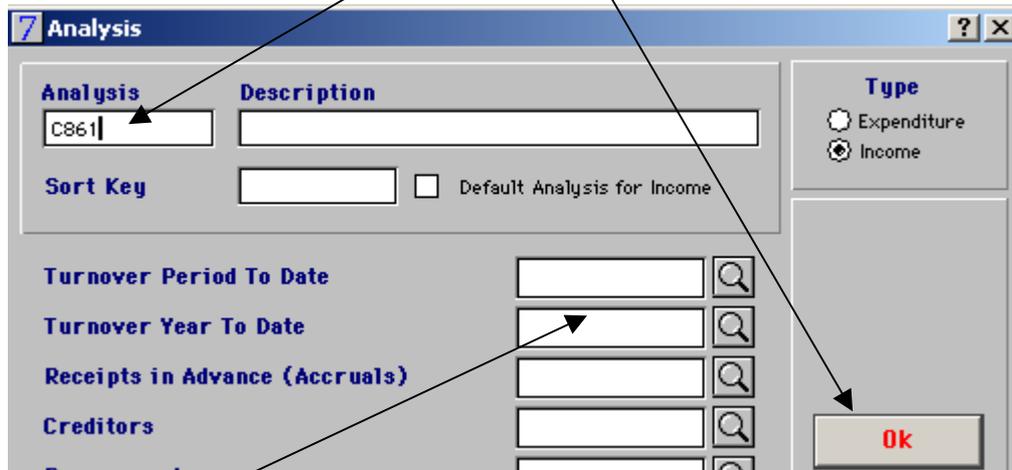
Select **Inc. & Exp. Analysis**



Click **Find**



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

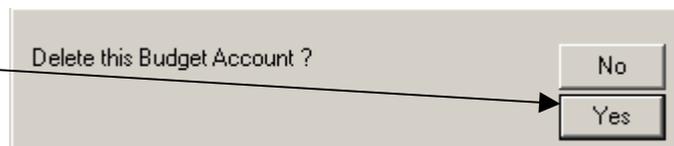


If there is any expenditure against the code this will need to be moved to C872 by using an Internal Charge. Please contact your Finance Support Officer for any assistance. If the code has been used the system will not allow it to be deleted. If this is the case please edit the description to DO NOT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

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



Click **Yes**



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2. **Create C872**

Click **Records**



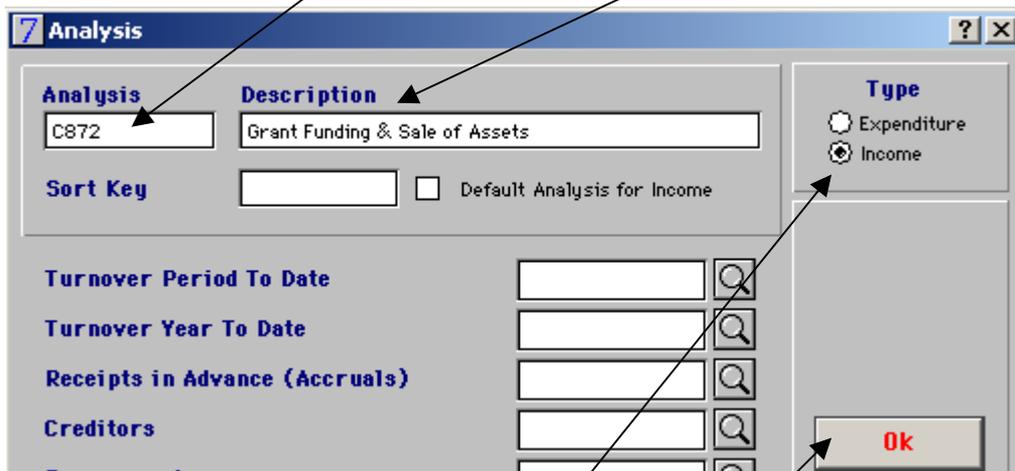
Select **Inc. & Exp. Analysis**



Click **New**



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



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