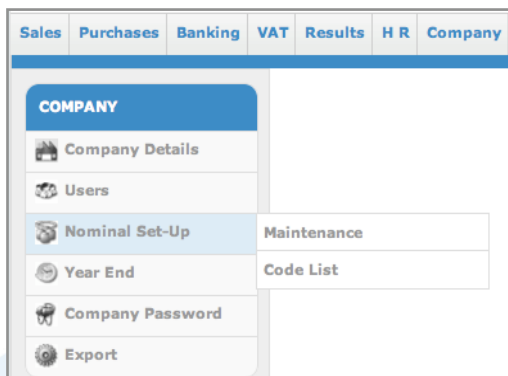


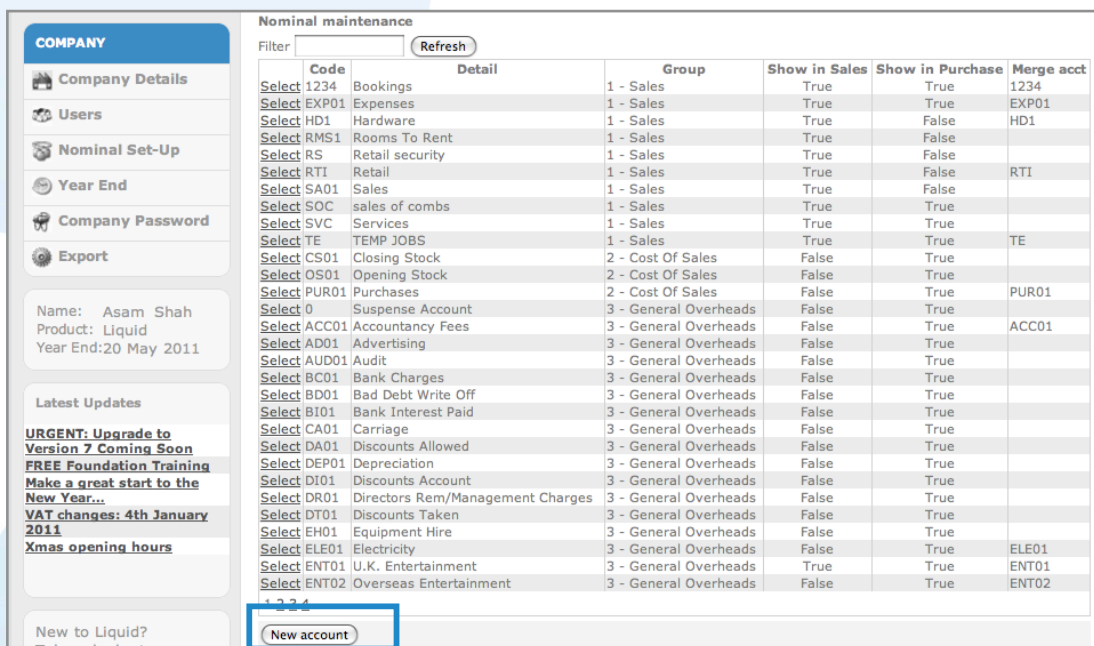
Add a Nominal

Liquid Accounts comes with a series of default Nominal Codes in its initial configuration. If you need to add additional Nominal Codes, follow the instructions below.

Select the **Company** menu tab at the top of the screen. Hover your mouse over the **Nominal Set-Up** menu option and then select the **Maintenance** option.



Press the **New account** button.



Code	Detail	Group	Show in Sales	Show in Purchase	Merge acct
Select 1234	Bookings	1 - Sales	True	True	1234
Select EXP01	Expenses	1 - Sales	True	True	EXP01
Select HD1	Hardware	1 - Sales	True	False	HD1
Select RMS1	Rooms To Rent	1 - Sales	True	False	
Select RS	Retail security	1 - Sales	True	False	
Select RTI	Retail	1 - Sales	True	False	RTI
Select SA01	Sales	1 - Sales	True	False	
Select SOC	sales of combs	1 - Sales	True	True	
Select SVC	Services	1 - Sales	True	True	
Select TE	TEMP JOBS	1 - Sales	True	True	TE
Select CS01	Closing Stock	2 - Cost Of Sales	False	True	
Select OS01	Opening Stock	2 - Cost Of Sales	False	True	
Select PUR01	Purchases	2 - Cost Of Sales	False	True	PUR01
Select 0	Suspense Account	3 - General Overheads	False	True	
Select ACC01	Accountancy Fees	3 - General Overheads	False	True	ACC01
Select AD01	Advertising	3 - General Overheads	False	True	
Select AUD01	Audit	3 - General Overheads	False	True	
Select BC01	Bank Charges	3 - General Overheads	False	True	
Select BD01	Bad Debt Write Off	3 - General Overheads	False	True	
Select BI01	Bank Interest Paid	3 - General Overheads	False	True	
Select CA01	Carriage	3 - General Overheads	False	True	
Select DA01	Discounts Allowed	3 - General Overheads	False	True	
Select DEP01	Depreciation	3 - General Overheads	False	True	
Select DI01	Discounts Account	3 - General Overheads	False	True	
Select DR01	Directors Rem/Management Charges	3 - General Overheads	False	True	
Select DT01	Discounts Taken	3 - General Overheads	False	True	
Select EH01	Equipment Hire	3 - General Overheads	False	True	
Select ELE01	Electricity	3 - General Overheads	False	True	ELE01
Select ENT01	U.K. Entertainment	3 - General Overheads	True	True	ENT01
Select ENT02	Overseas Entertainment	3 - General Overheads	False	True	ENT02

At the bottom of the screen, a set of boxes will appear that need to be populated with the nominal code details.

Select	DT01	Discounts Taken	3 - General Overheads	False	True	
Select	EH01	Equipment Hire	3 - General Overheads	False	True	
Select	ELE01	Electricity	3 - General Overheads	False	True	ELE01
Select	ENT01	U.K. Entertainment	3 - General Overheads	True	True	ENT01
Select	ENT02	Overseas Entertainment	3 - General Overheads	False	True	ENT02

1 2 3 4

Code	Description	Group	Show in Sales	Show in Purchase
<input type="text"/>	<input type="text"/>	1 - Sales	<input type="checkbox"/>	<input type="checkbox"/>

Code – This is the Code you wish to use for this Nominal. It can have numbers or letters or any combination of the two up to 20 characters.

Description – This is the description of the Nominal Code.

Group – This is a pull down option and you have to pick the group that the Nominal code will sit within. If you are in any doubt, either find a similar nominal that is already populated and use the same group or alternatively consult your accountant.

Show in Sales – If this box is ticked, the new nominal will show in the sales ledger.

Show in Purchases - If this box is ticked, the new nominal will show in the purchase ledger.

Once you have entered the details of the new Nominal Code, press **Save**. The new Nominal Code is now created and can be used.