FSSU

FSSU Surf Accounts Manual

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Introduction

Welcome

The Financial Support Services Unit operates under Department of Education and Skills Circular 02/2018. The Unit provides support and training on all aspects of school finance.

The Unit endeavours to ensure that schools have a robust and supported computerised accounts package. It is of paramount importance that school management can fulfil their obligations in terms of financial accountability for State and other funding.

The FSSU would like to assure all school personnel using the Surf system that full support and training will be available on an ongoing basis.

Financial Support Service Unit

Surf Accounts was founded in 2013 and is a wholly owned Irish company and a member of the Relate Software Group. Relate Software are the largest supplier of software to the accountancy profession in Ireland. Relate were formed in 2002 and have offices in Dublin, the UK and India.

The Surf Accounts team is made up of a young, fresh and enthusiastic group of individuals whose aim is to provide software that is contemporary, progressive and dynamic and therefore meets the needs of our users.

Surf Accounts was named Bank of Ireland Start-up of the year at the 2016 awards ceremony. The Top Prize was awarded to Surf Accounts after winning their own category, the Online/Digital Start-up of the year. Surf Accounts went on to represent Ireland at the European start up awards. Over 650 entrants were whittled down to 80 Finalists on the night, which were Shortlisted across 10 Award Categories. The award for best overall start-up was awarded to Surf Accounts after staving off competition from a record number of entrants.

Surf Accounts is a Cloud Accounting package. Surf Accounts has a host of optional features such a CRM, Inventory, Time Recording. an integrated payroll system and Bank Feeds.

Section 1:
Overview and settings

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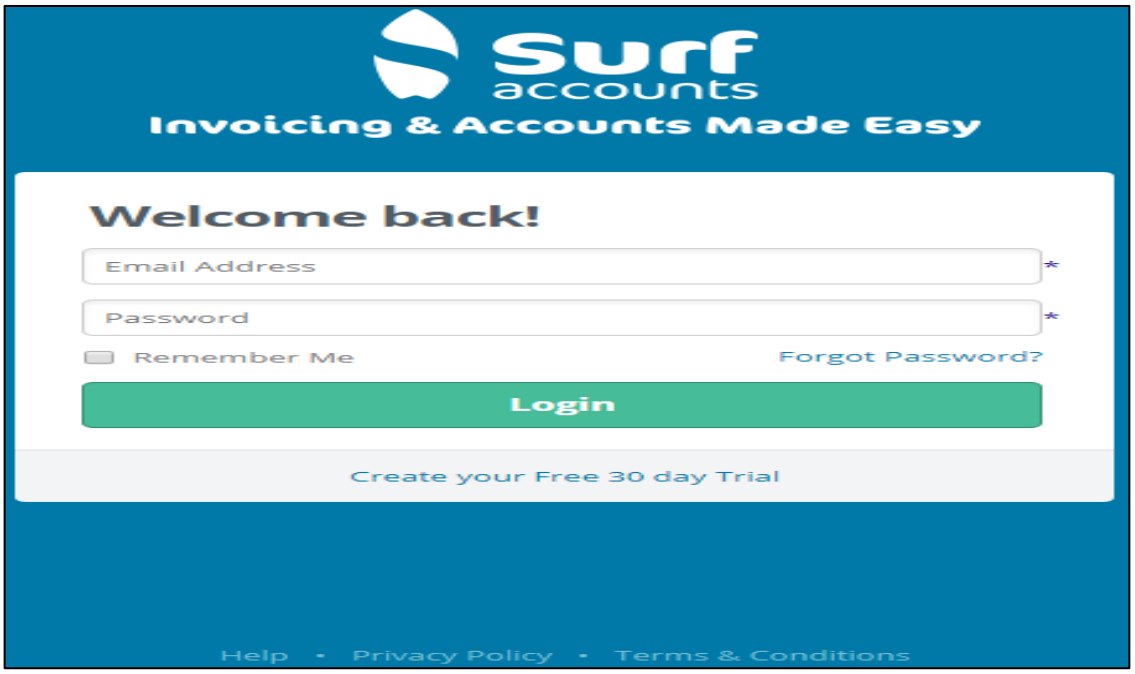
1.1 Login & Logout

Login:

Open your internet browser i.e. Google Chrome, Mozilla Firefox, Internet Explorer etc. In the address bar, type in www.surfaccounts.com, the following screen will appear.

Fig. Surf Accounts Website Home Page

Click on the 'Login' in the top right-hand corner of the screen. The following screen appears.



	For training purposes enter the email address and password given to you by your trainer and then click the 'Login' icon, select the Demonstration Company.

Logout:

If you want to logout of Surf Accounts altogether then click the 'User' icon (highlighted in the box above), you will have two options:

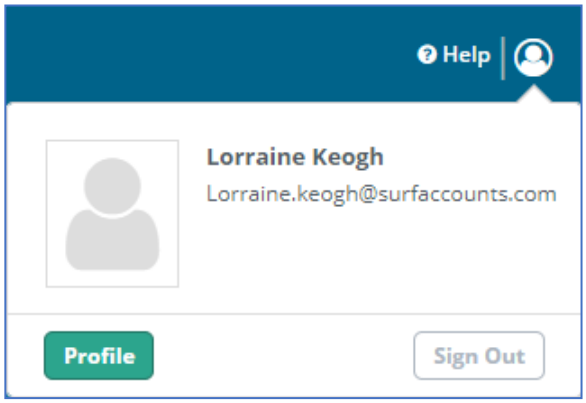


Fig. Log out and Profile View options

Profile

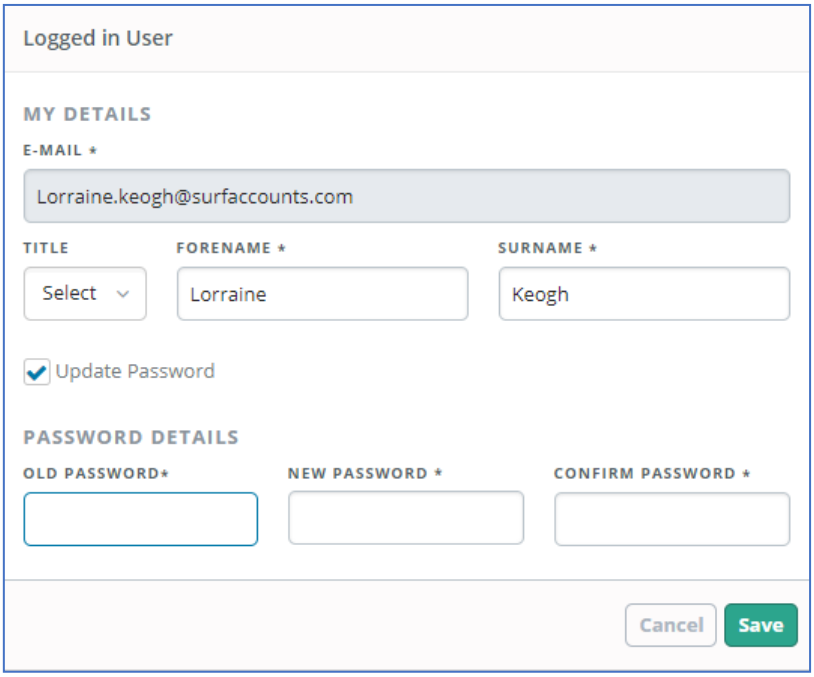


Fig. User Profile Update Window

It is in here that you can change your contact details or your password to the system.

Logout

If you click logout you will be prompted to confirm that you do want to logout (just in case, you clicked it by accident). Once confirmed you will be logged out and left back at the Surf Accounts Login screen.

1.2 Session Expiring

After several minutes of inactivity your system will prompt you that you will be logged out automatically. This is for your own security; it will protect your accounts data in the event of you leaving your pc/laptop unattended whilst still logged in thereby possibly allowing access by an unauthorised person. If you are sitting at your pc when the message appears, and you are still using it then simply click 'Extend', alternatively you will be logged out after 100 seconds.

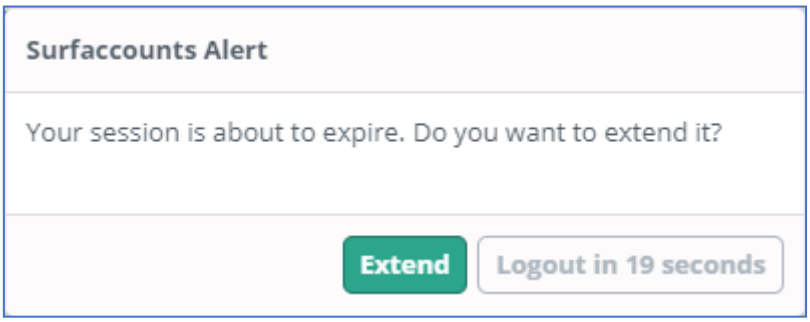


Fig. Session Expiry Alert

1.3 Reset your password

If you try to login 5 times unsuccessfully you will be locked out for 1 hour.
If you cannot remember your password, use the 'Forgot Password' option, once clicked you will be presented with the following screen; enter your email address, tick the 'I'm not a robot' box and then click 'Reset Password'.

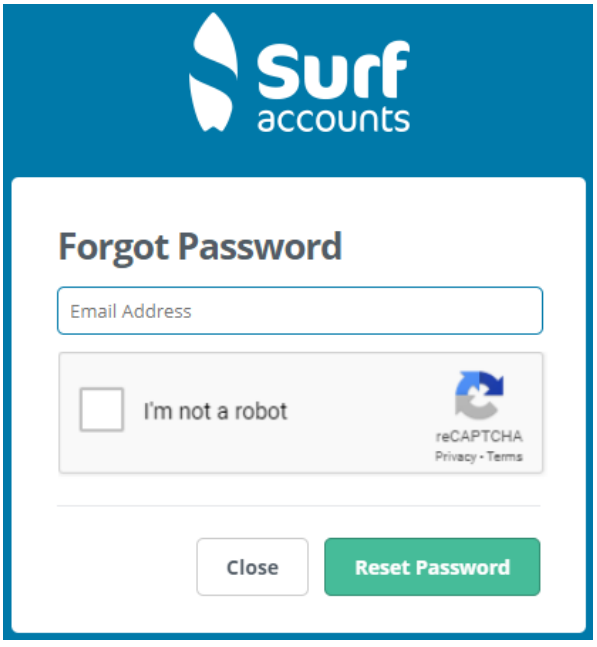


Fig. Forgot Password

You will get a message saying that you have been sent an email. Open the email you will have received from Surf Accounts, make sure to check your 'Junk Mail' folder also, click on the link in the email, you will then see the following screen; enter your new password and re-enter it to confirm it, then click 'Reset Password'.

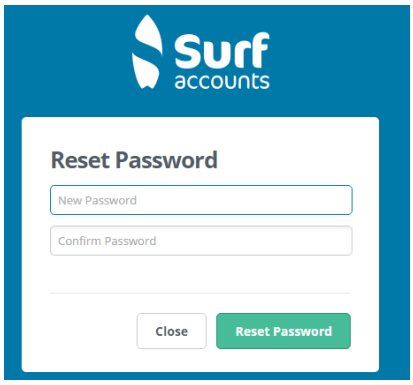


Fig. Reset Password Email Confirmation

Your password will be reset, and you can log back in with your new password.

1.4 Menu

The program menu is visible on the left of the screen. You can minimise the menu by clicking the small arrow icon, circled in image below. If minimised and you click an icon, the menu will be maximised again, and you will see the list of options available under that heading.

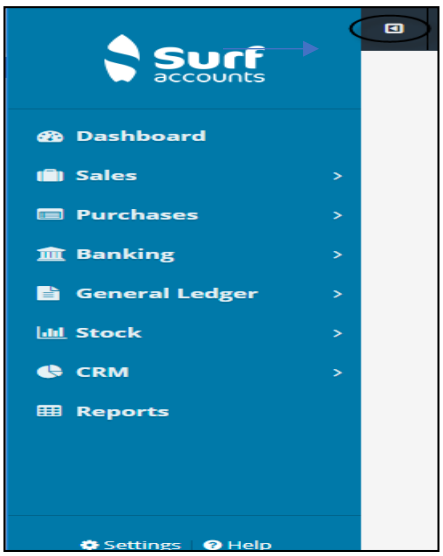
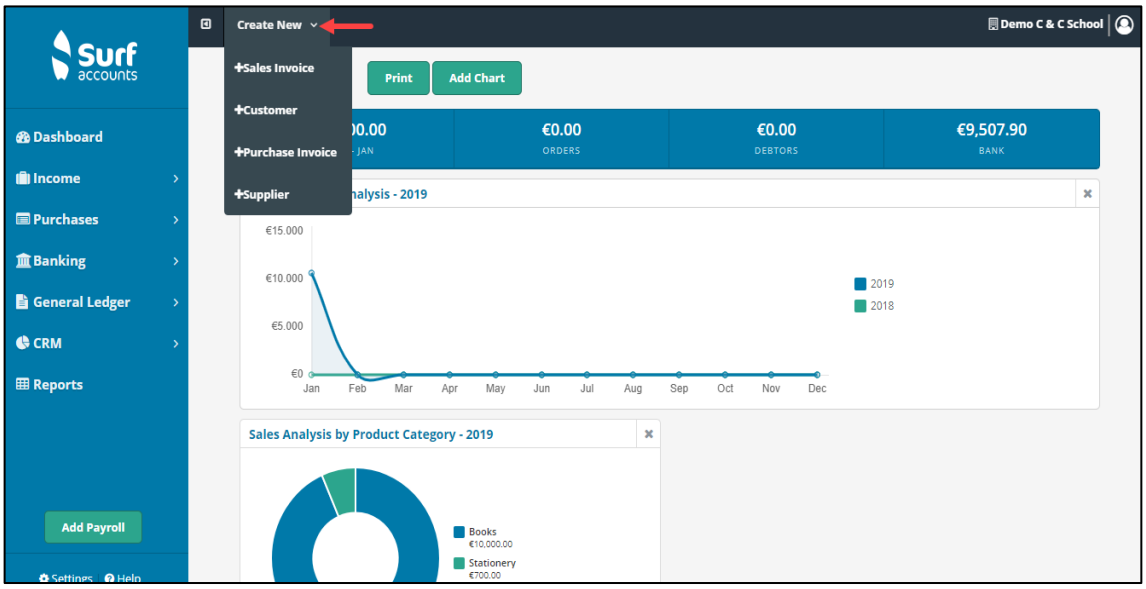


Fig. Collapsed Menu

Fig. Expanded Menu

Create New

You will see a 'Create New' icon on the black bar (beside the minimise icon), if you click this icon you will see shortcuts to the 4 most common entries in the system; Sales Invoice, Customer, Purchase Invoice and Supplier.



1.5 Settings

1.5.1 Departments

Click Settings (bottom left of the screen)

- Under Accounts Heading > select Departments, the following screen will appear.

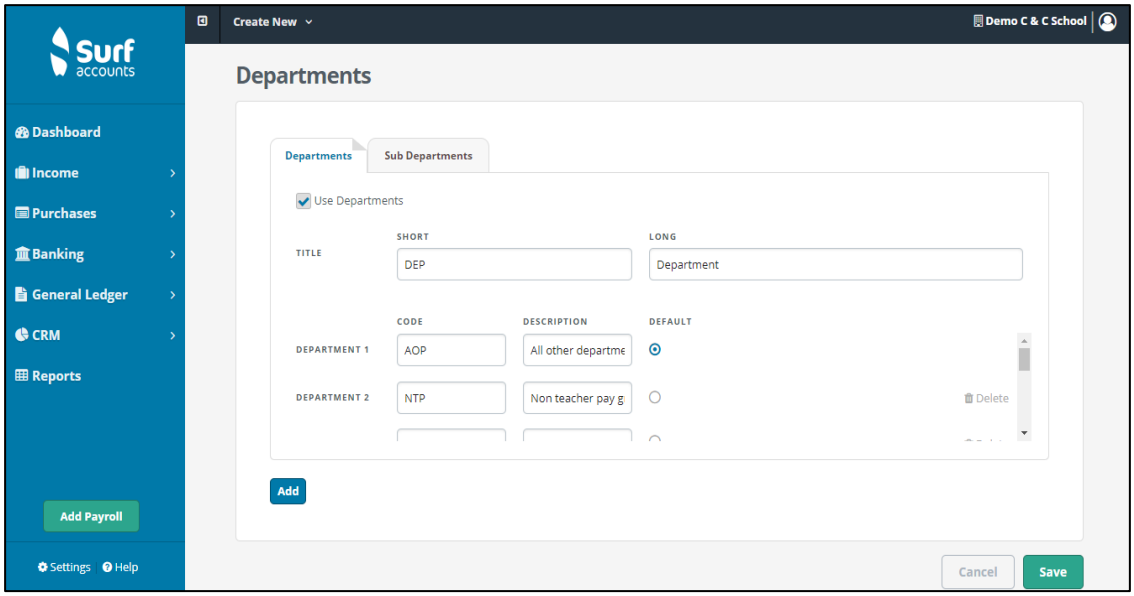


Figure 1: Departments

There are default departments set up for schools:

- Non Pay Grant (NPG)
- Non Teacher Pay Grant (NTPG)
- SSSF (SSSF)
- Transition year (TY)
- Supervision & Substitution (SS)
- Book grant/rental (BGR)
- ICT grant (ICT)
- All other departments (AOD)

To add more departments, click the 'Add' icon (at the bottom left of the screen) and continue then entering a code and description.

Click 'Save' when done.

1.5.2 Accounting Periods

From Settings select Accounting Periods under the Accounts heading, the following screen will appear.

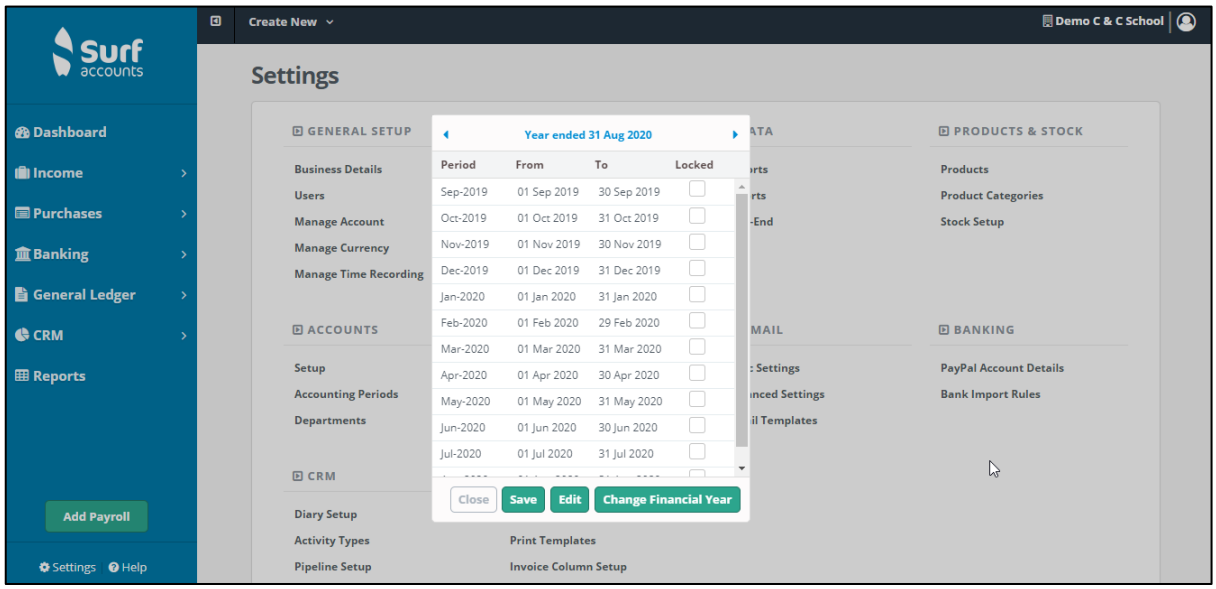


Fig.: Accounting Periods

You will see what your current year is set to e.g. Year ended 31 August. You will also see all the individual periods (months) and it is here that you would 'Lock' a period if you didn't want any additional entries to be posted/recorded in that period.

You can also change your financial year here, if you inadvertently set it up incorrectly during the signup process. Transactions already recorded on the system will need to be allocated now to a different period, so this process may take some time, depending on the number of transactions already in the system.

1.5.3 Add new user

Users

Click Settings (bottom left of screen)

- under the General Setup heading, > select 'Users' the following screen will appear

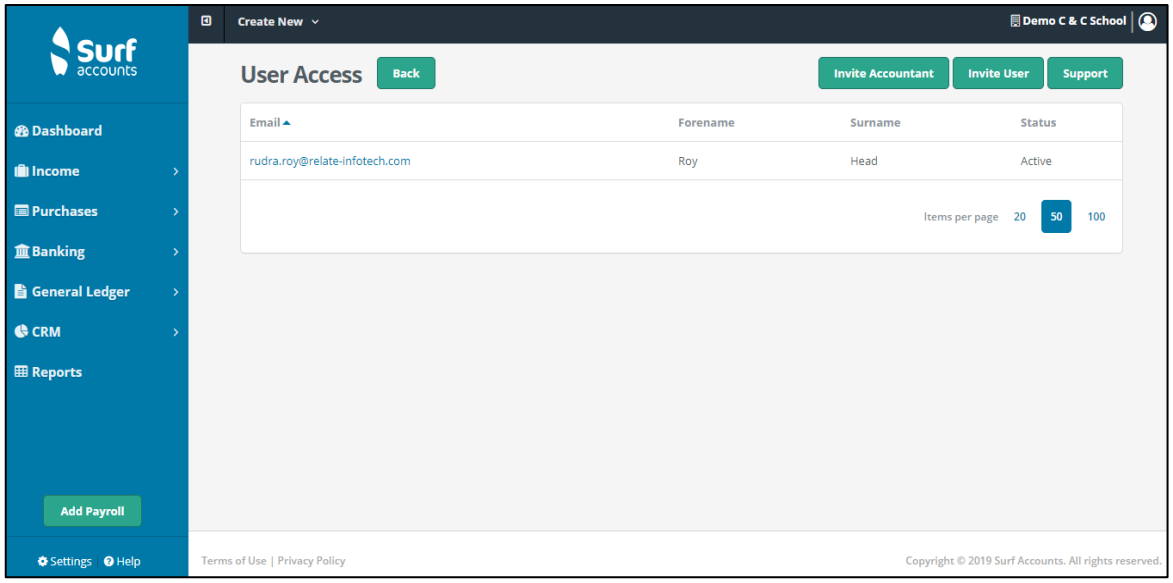
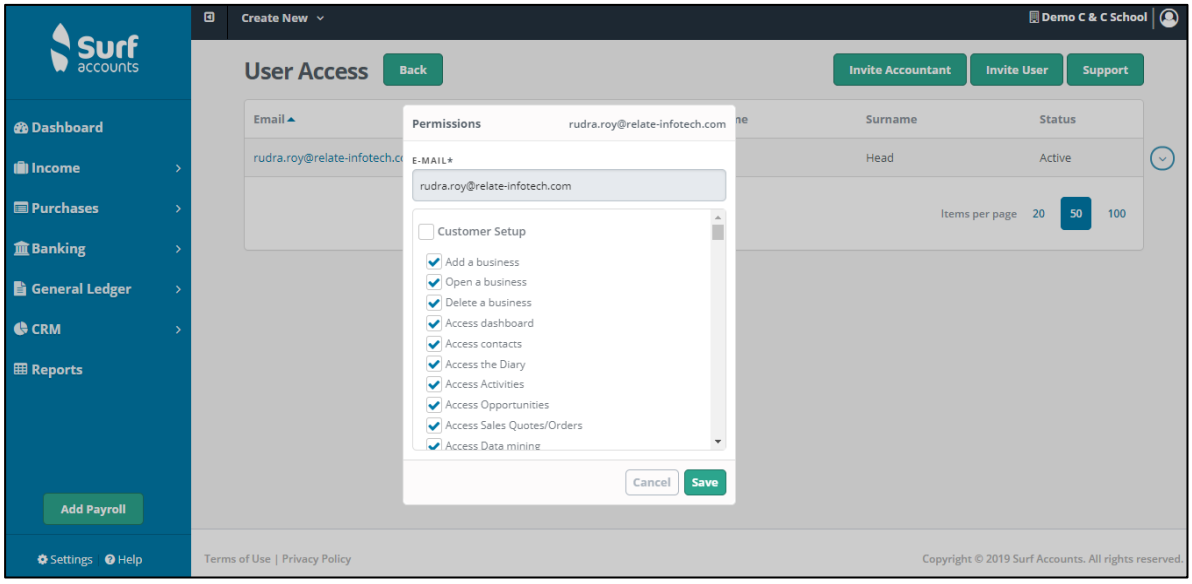


Fig.User Access

You should see your own email address, forename and surname, status (which should say 'Active').
To add an additional user to the system you should click the 'Invite' icon, the following screen should appear.



Enter the email address of the new user and using the scroll bar make sure to tick/untick the options which you want this new user to have access to e.g. if you don't want them to be able to delete customers/suppliers then scroll to Contacts and untick 'Delete a Contact' and click 'Save'. Click 'Close' icon on toolbar to return to the settings menu.

Invite Accountant

To add your accountant as a user click “Invite Accountant”. Enter the email address of the accountant and using the scroll bar make sure to tick/untick the options which you want your accountant to have access to e.g. if you don’t want them to be able to delete customers/suppliers then scroll to Contacts and untick ‘Delete a Contact’ and click ‘Save’. Click ‘Close’ icon on toolbar to return to the settings menu.

	• You can delete users from the system but only if they have not entered transactions on the system. • Your accountants login will NOT use up one of your available users.

Support

You can allow Surf support agents access to your accounts if required.
If you are having difficulties and contact Surf, a support agent may ask you to allow them access your system. To do this you will have to give Surf permission.

- Under the General Setup heading, > select ‘Users’
- Click on “Support”.
- A confirmation message will pop up letting you know you are inviting Surf Accounts to log in to your system. Click yes.
- A support agent will then be able look at your system and make any required changes.

1.5.4 Accounts Setup

Click Settings (bottom left of screen)

- Under the Accounts heading > select Setup, the following screen will appear.

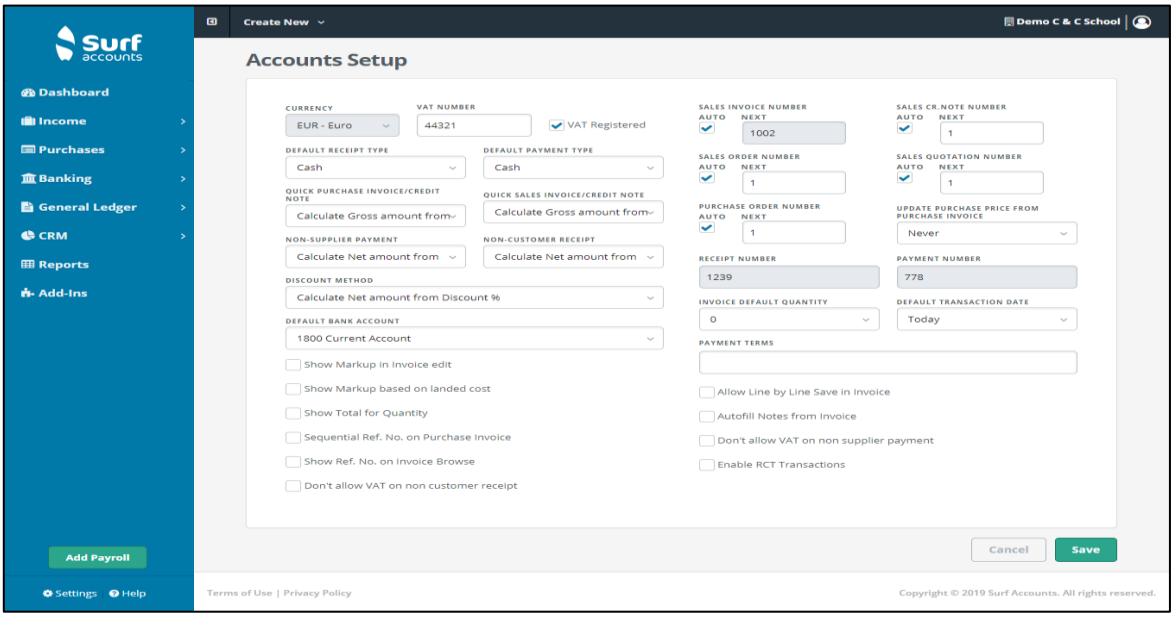


Fig. Accounts Setup

Default Bank Account:

The account codes listed should be all the account codes designated as 'Bank' accounts. This is a tick box when you are setting up accounts, if your bank account is not listed then you will need to go to Accounts, Chart of Accounts and edit your account and tick the 'Is this a Bank Account?' box.

Sequential Ref. No on Purchase Invoice:

Tick this checkbox if you want the purchase invoices reference number to be sequential, the first entry will ask you for the starting reference number

Show Ref. No on Invoice browse:

Tick this checkbox if you want the invoice reference number to show in the description column on the invoice browse

Purchase Order Number:

If you want the system to automatically generate the numbers of the entries, then set the option to 'Auto' and enter the number that you want the system to start with in the 'Next' field

Receipt/Payment Number:

Enter the next receipt and payment number, again the system will generate the next number automatically

Default Transaction Date:

You can set the system so that when you are entering transactions that the date of those transactions will default to Today's date, the Last Transaction or to leave the date blank.

Allow Line by Line saving in Invoice:

You should tick this option if you want the system to save as you go i.e. if you are recording a 10-line product invoice, as you move from row to row, it will save once ticked. However, it is important to note that this will impact performance.

Autofill notes from Invoice: If ticked, the system will ask if you want the notes, that you entered on the invoice, to be copied to the payment.

Enable RCT Transactions: If ticked, it will enable RCT (Relevant Contract Tax) transactions.

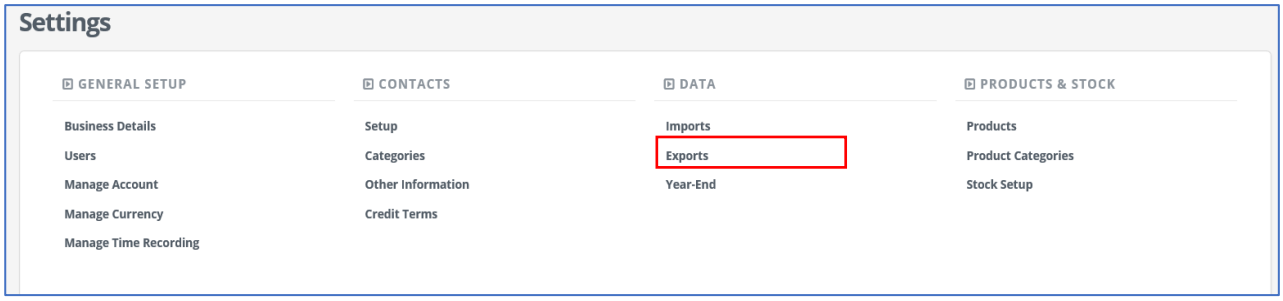
The principal accounts for the VAT on services received from a sub-contractor under what is known as the reverse charge.

1.5.5 Export data

It is recommended that at the year-end an export of the school data is done.

To export the data, click on settings on the bottom left hand side of the screen and click on 'Exports' under the Data heading.

This will generate a file and it can be saved to the network/USB/external hard drive.



1.6 Data back up

Surf data is stored in data centres hosted by Microsoft. Surf take daily backups of our database and all businesses.

If you have issues with your data please contact Surf support.

Section 2:

Getting started

2.1 Setting up a new bank account

2.2 Entering the opening balance on the bank account

2.3 Entering outstanding cheques

2.4 Entering outstanding receipts

2.5 Setting up a supplier

2.6 Entering the opening supplier balances

2.7 Setting up a customer

2.8 Entering the opening customer balances

2.9 Entering the other opening balances

2.10 Checking the opening balances

2.11 Setting up Payees

Getting started

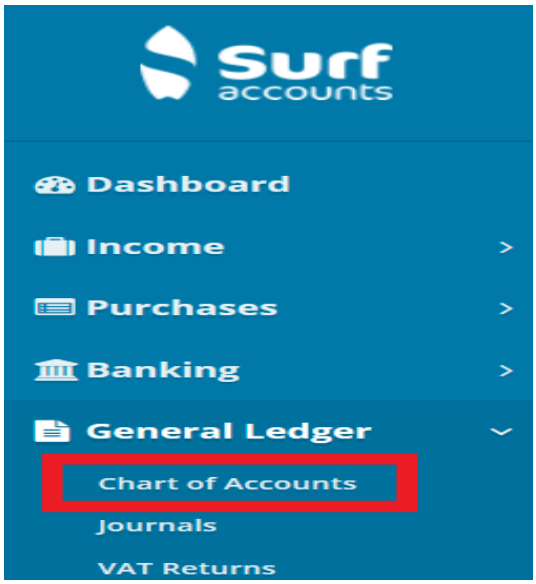
Regardless of whether you are moving to Surf Accounts at the end of a financial period or mid-way through your year you will need to follow a strict process to get your opening balances setup correctly (you may need to seek advice to do this).
You will need:

- Bank account balance's on all school bank accounts at the end of the period
- A List of outstanding/un-reconciled receipts or payments to the same period end for each bank account.
- Outstanding supplier invoices at the end of the period (if you are intending to use the supplier module)
- Outstanding customer invoices at the end of the period (if you are intending to use the customer module)
- Outstanding VAT liability to Revenue at the end of the period
- Outstanding PAYE/PRSI liability to Revenue at the end of the period
- Outstanding RCT liability to Revenue at the end of the period

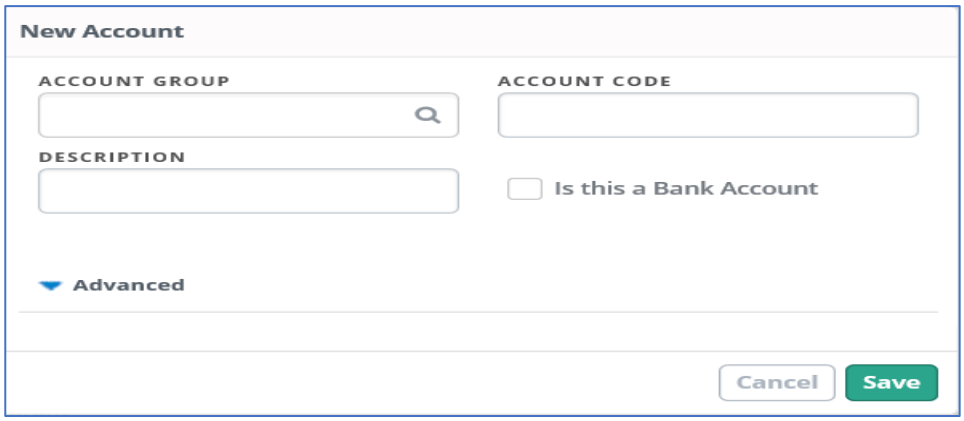
2.1 Setting up a new bank account

Code 1800, Current Account and Code 1810, Deposit Account has been set up in the Chart of Accounts. If the school has other bank accounts, additional bank account codes need to be added to the Chart of Accounts.

Click on General Ledger > Chart of Account



Click the 'Add' icon, the following screen will appear.



Account group	You will need to select an account group by clicking on the lookup icon – select '**Bank and Cash Account'**. Once you have selected an account group then the account type will be populated.
Account code	A unique reference code used to identify the nominal account. You can't change this once you save the record. The code must be numbers only and have four digits. For Bank Accounts the code must be within the range 1800 to 1899. We would recommend that you set up code in numberical order i.e. 1801, 1802, 1803 etc.
Description	The name of the nominal account i.e. the name of the bank account e.g. School Activity Bank Account, Parent Association Bank Account **Tip:** This appears on all financial reports.
Is this a bank account	**Tick the box if you are setting up a new bank nominal code** **Bank Account** 'Is this a Bank Account' checkbox, you will see some additional fields. *The additional fields only need to be entered if you are going to use the Bank Feed Function or the SEPA Payments Function* **Bank Feed Type**: Click on the dropdown for a list of available bank feeds, select the feed that your Bank provides **Currency**: Select from the dropdown list the currency for this bank account **BIC**: Enter your banks BIC code (Bank Identifier Code: available on your bank statement)

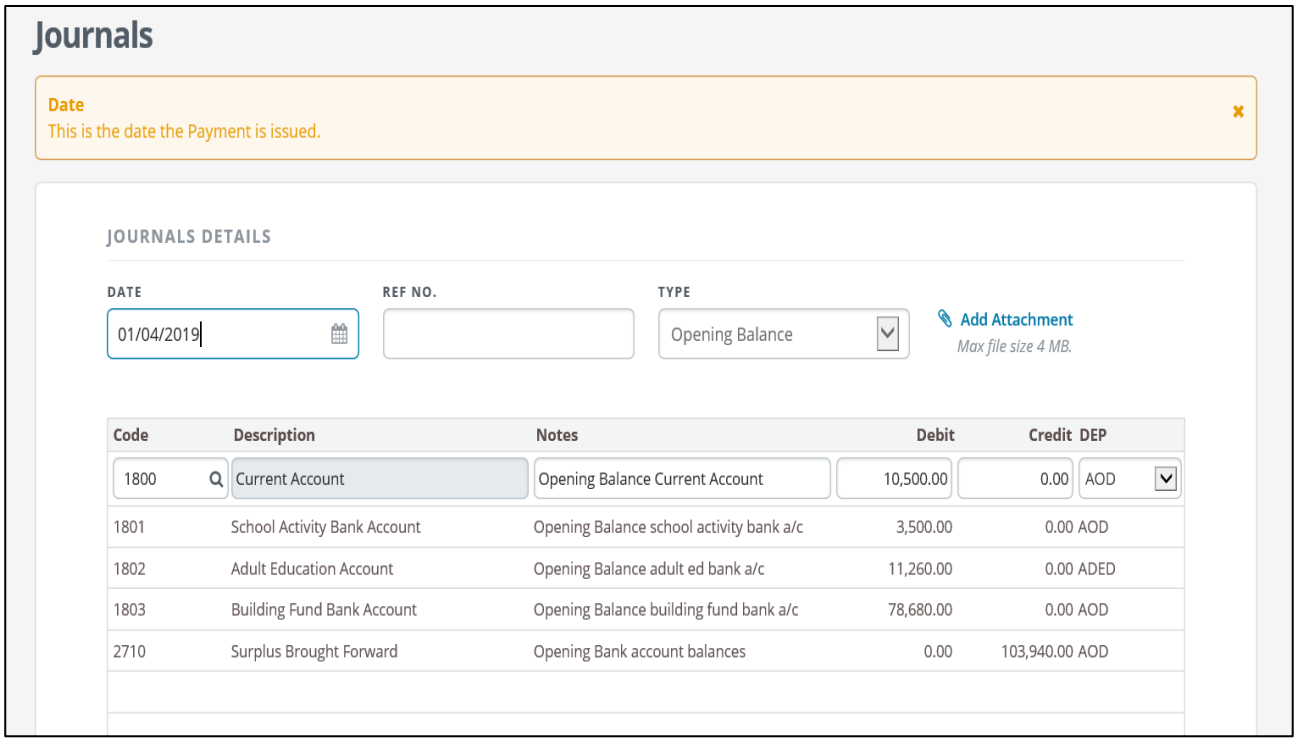
	IBAN: Enter your bank account IBAN (International Bank Account Number: available on your bank statement) **Bank Reference Number**: Enter your Bank reference number (available on your bank statement/if applicable).
Advanced	**Advanced – unless you are familiar with year-end coding and debit/credits, we recommend you do not use the advanced settings** **Year End Code**: If appropriate, enter an account code that the balance on this account code will transfer into during the year end process e.g. motor vehicles additions to motor vehicles carried forward. Motor vehicles carried forward itself will not have a year-end code as the value will remain as is during the year end. All Income & Expenditure accounts are set to year end code of 2710, the retained profit account code. **Default sign**: Select either Debit or Credit depending on the expected balance on the account. This generally refers to accounts that may move from their expected balance e.g. VAT (2260) is normally expected to be a Credit, however in some cases or for some schools the balance on this account is a Debit e.g. VAT repayable. **Goods/Services for Resale**: Tick this box; if this is an account code which is to be included in the Return of Trading Details Report i.e. transactions posted to this account will be included in the RTD.

2.2 Entering the opening balance on the bank account

You will need the bank statement balance at the 30/31st of the month prior to the month you are starting to use Surf Accounts, example starting to use Surf Accounts on the 01st May2019 you will need the bank statement balance as at the 31st April 2019.

To post a journal

1. Under General Ledger > Journals > Add.



2. Enter the following information in the journal screen:

Date	The date you want to post the journal.
Ref. No	A reference for the journal, up to 30 characters e.g. Open Bal
Type	Defaults to Journal. **Select Opening Balance**
Add Attachment	Attach a file or enter notes (if applicable)

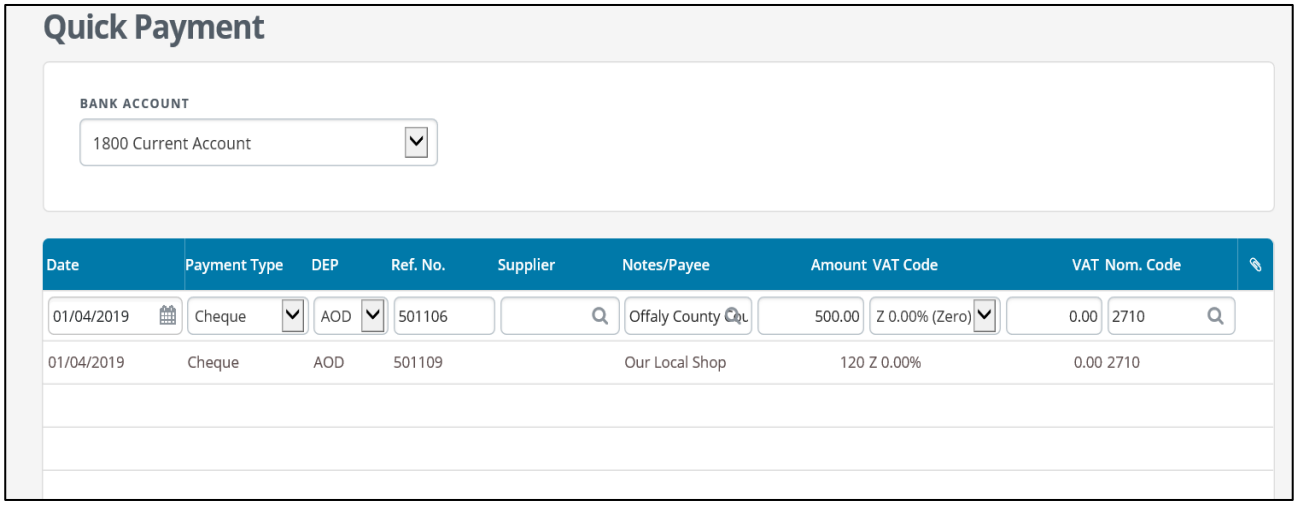
Code	The nominal account code you want to affect this part of the transaction i.e the nominal code for each bank account. Once all the bank accounts have been added the last line the code is 2710
Description	Having selected the correct account code, the description field will be filled with the description of the account code, you cannot edit this description.
Notes	A description for the transaction
Debit **Credit**	Debit: If the Balance on the **bank statement** is positive then enter the amount in the Debit column (If the Balance on the bank statement is overdrawn and you need to enter it as a credit, in the credit column) Credit: Once all the bank balances have been entered the last night is the balancing figures for the cum. Bank balances is posted to code 2710
Department	Select the department to which this journal is to be allocated to

3. Click 'Save' when you are finished, you will be brought back to the journal listing screen.

2.3 Entering outstanding cheques

To record the un-presented cheques,
Under Banking > select payments > Click on Quick Add

- Select the Bank account to which the outstanding cheques relates to
- Enter the details of the outstanding cheques, the date should be the first of the month when commencing to use Surf Accounts,
- Skip over the supplier field
- All outstanding cheques should be posted to Nominal code enter 2710
- Once all the outstanding cheques has been entered for that bank account, click save.

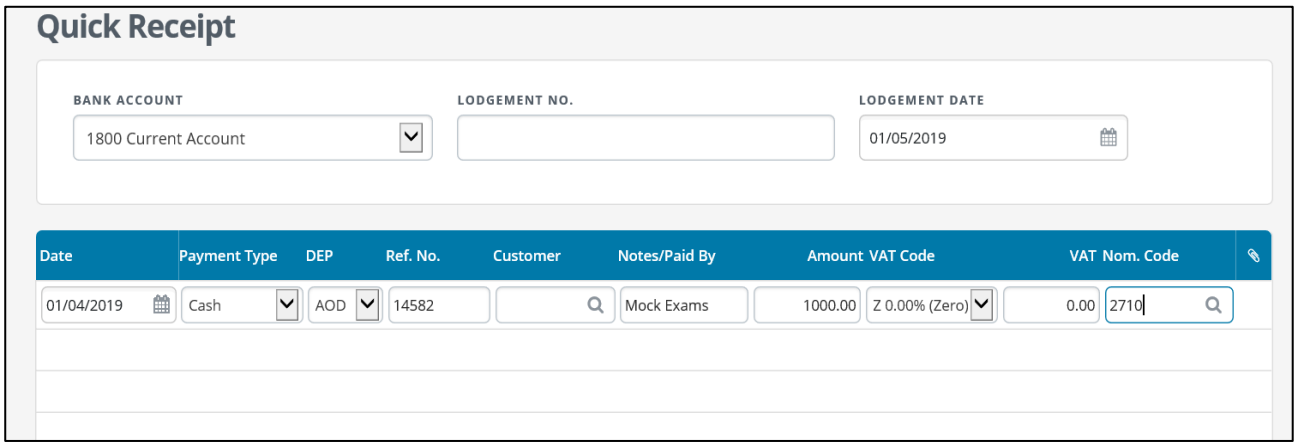


For large volumes of outstanding cheques, an import template is available. Please contact Surf Accounts for further information on this.

2.4 Entering outstanding receipts

To record the un-presented receipt,
Under Banking > select receipts > click on quick add

- Select the Bank account to which the outstanding receipt relates to.
- Enter the details of the outstanding receipt, the date should be the first of the month when commencing to use Surf Accounts.
- Skip over customer
- All outstanding receipts should be posted to Nominal code enter 2710
- Once all the outstanding receipts have been entered for that bank account, click save.



2.5 Setting up a supplier

Supplier – a supplier is an individual or a business that issues an invoice to the school for goods/services purchased.

From Purchases select Suppliers, click the 'Add Supplier' icon, the following screen will appear (alternatively you can click the 'Create New' icon from the header, to the left of the company name and select Supplier).

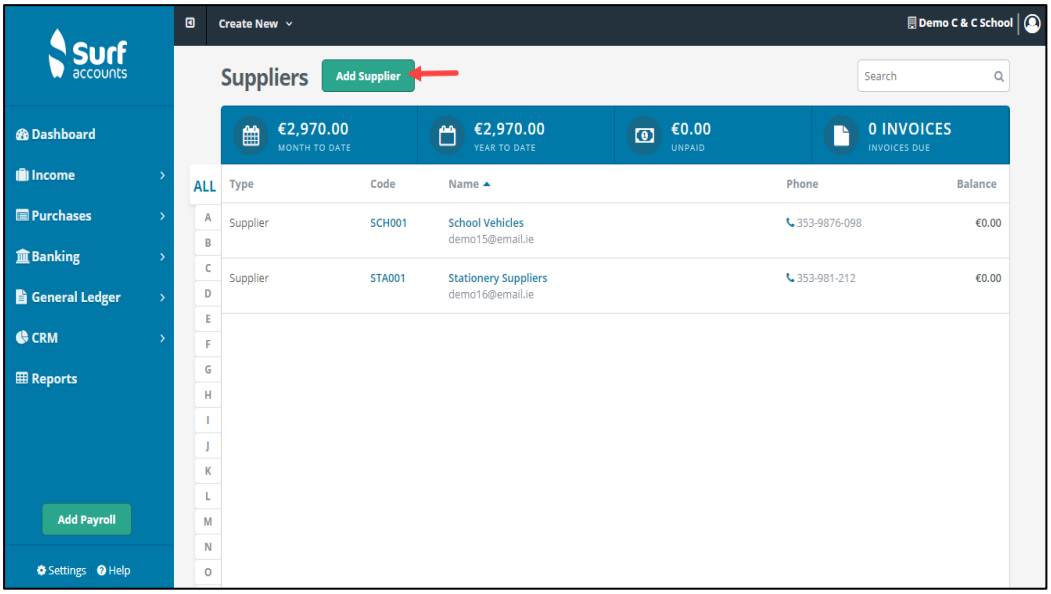


Fig. Add Supplier Button

First select either Business or Individual from the Contact Information dropdown to the top right of the screen,

The supplier name is a mandatory field i.e. the field must be completed/filled, or you will not be able to save/setup the supplier. All other fields are optional, but we would recommend that you fill in as much as possible to get the most benefit from the system.

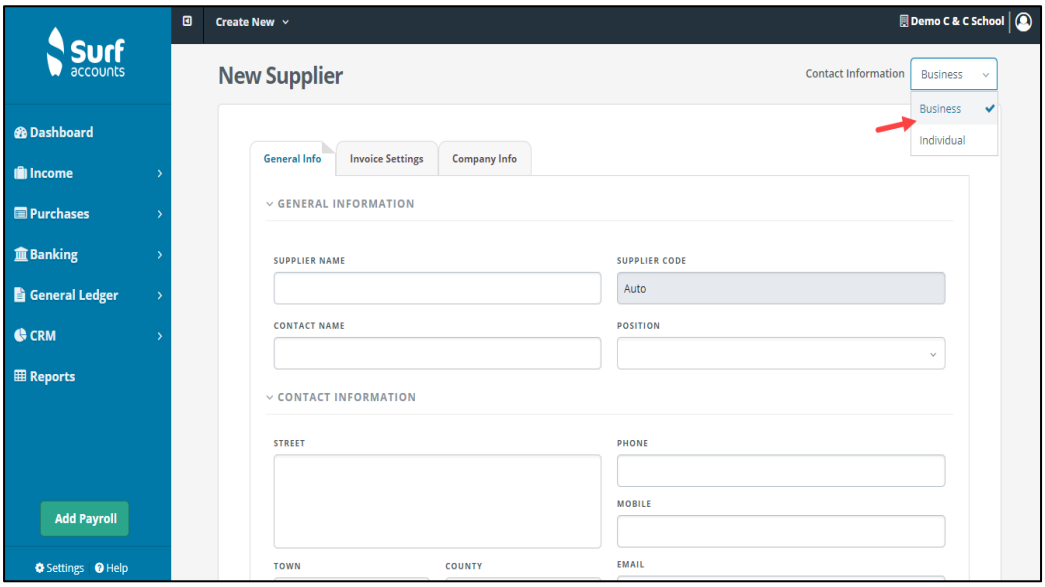
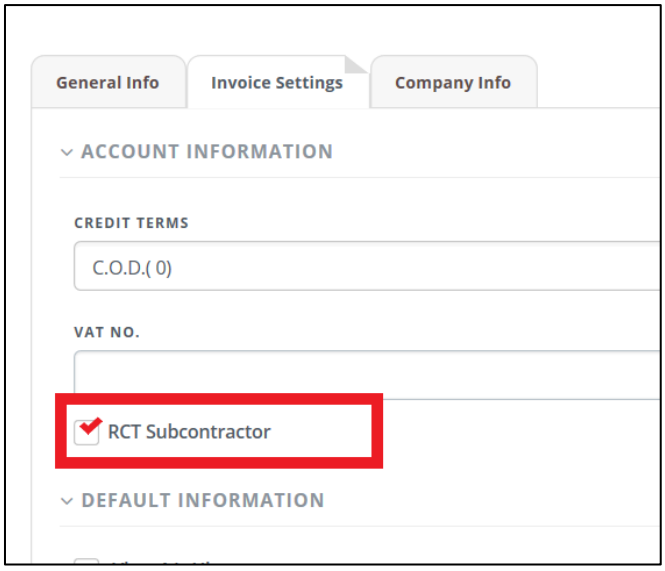


Fig. New Supplier Page

You will see 3 different tabs running across the top of the screen:

General Info – this is the default screen and where you can enter the name, address and contact details of the supplier.
Invoice Settings – this is where the default account code for postings for this supplier are set.
Company Info – this is where you can categorise your supplier or enter the system default other information e.g. Industry.

If the supplier is a subcontractor –
Under invoice settings tab, tick the box 'RCT Subcontractor'



Click 'Save', the screen will close, and your new supplier will be part of the supplier listing.

2.6 Entering the supplier opening balances

To record the full amount you owe to suppliers, then go to Purchases and select 'Opening Supplier Balances', the following screen will appear.

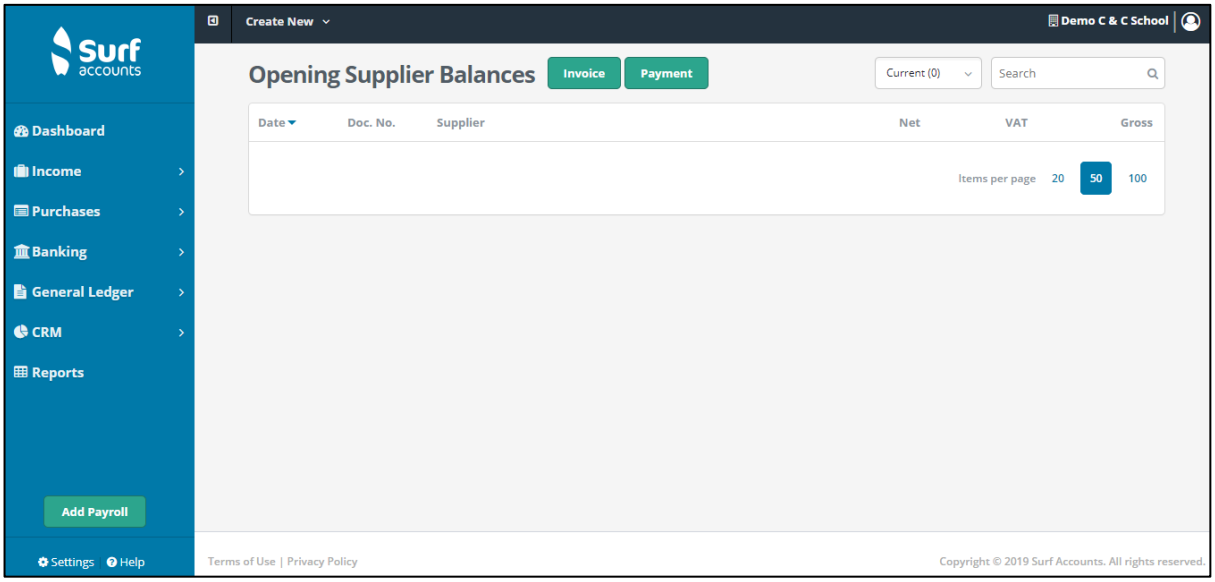


Fig. Supplier Balances

Select 'Invoice' if you owe your supplier money or select 'Payment' if you have overpaid your supplier.

Recording large volumes of outstanding invoices

For large volumes of supplier opening balances, an import template is available. Please contact Surf Accounts for further information on this.

2.7 Setting up a customer

Customer – a customer is an individual or a business that issues the school issues an invoice too. This is usually for the rental or hire of a classroom, canteen, pitch, GYM in the school.

From Customers select customers, click the 'Add Customer' icon, the following screen will appear (alternatively you can click the 'Create New' icon from the header, to the left of the company name and select Customer).

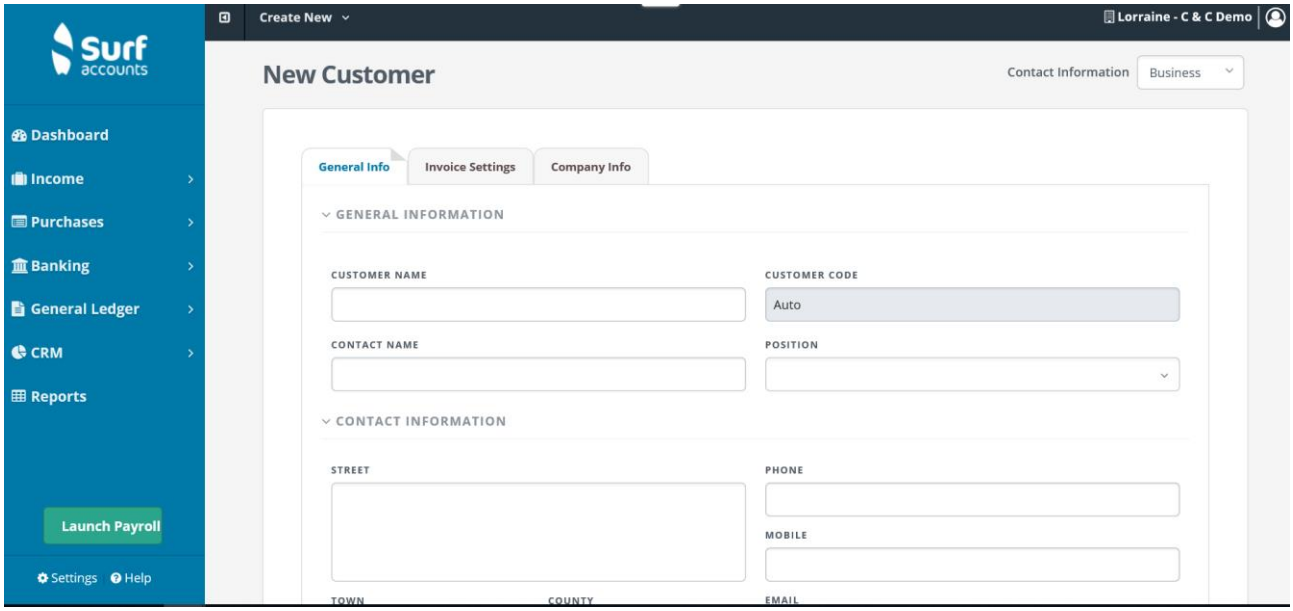


Fig. New Customer

First select either Business or Individual from the Contact Information dropdown to the top right of the screen,
The customer name is a mandatory field i.e. the field must be completed/filled, or you will not be able to save/setup the customer. All other fields are optional, but we would recommend that you fill in as much as possible to get the most benefit from the system.

You will see 3 different tabs running across the top of the screen:

General Info – this is the default screen and where you can enter the name, address and contact details of the supplier.
Invoice Settings – this is where the default account code for postings for this customer are set.
Company Info – this is where you can categorise your customer or enter the system default other information

2.8 Entering the customer opening balances

To record the full amount the customer owes the school, then go to Customers and select 'Opening Customer Balances', the following screen will appear.

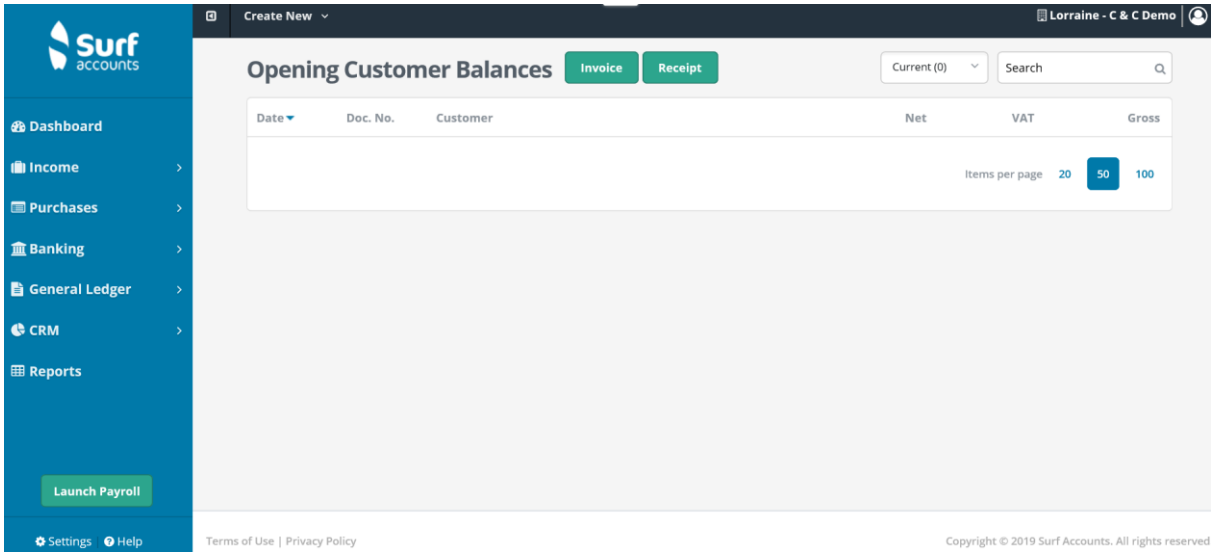


Fig. Opening Customer Balance

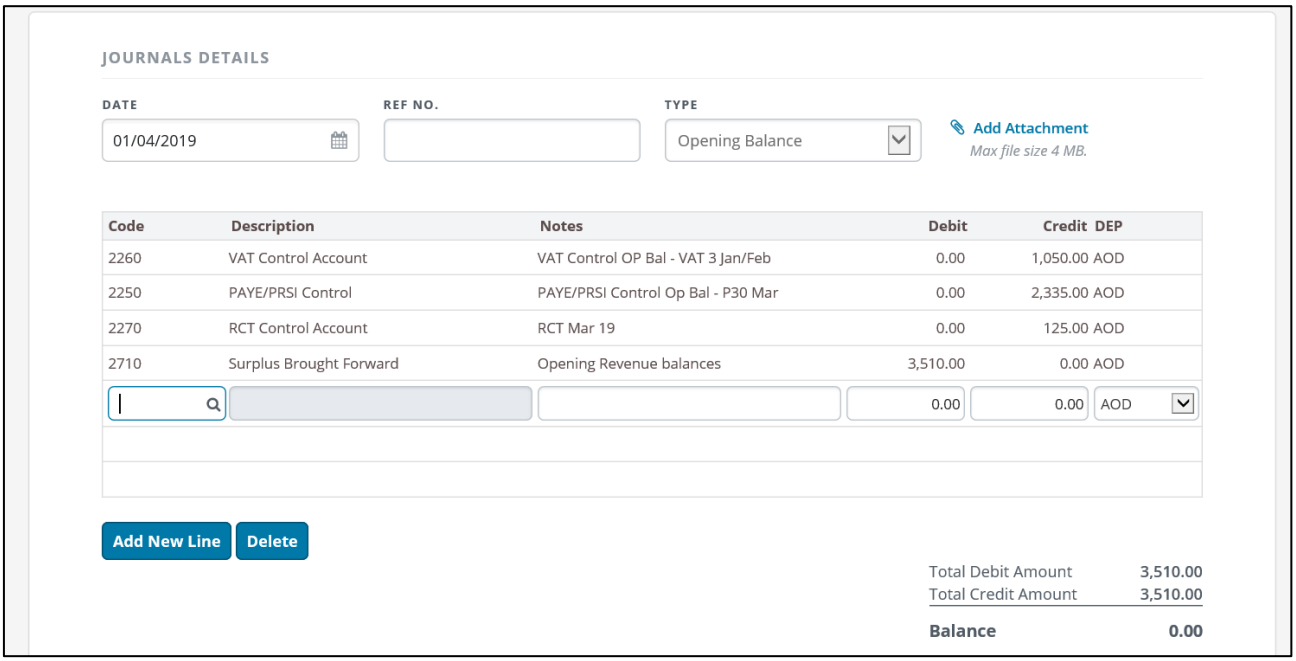
Select 'Invoice' if the customer owes the school money or select 'Payment' the customer has overpaid the school

Recording large volumes of outstanding invoices

For large volumes of customer opening balances, an import template is available. Please contact Surf Accounts for further information on this.

2.9 Entering other opening balances (RCT, VAT, PAYE, ASC, Union Subs):

1. Under General Ledger > select Journals



2. Enter the following information in the journal screen:

Date	The date you want to post the journal.
Ref. No	A reference for the journal, up to 30 characters e.g. Open Bal
Type	Defaults to Journal.
Add Attachment	Attach a file or enter notes (if applicable)
Code	The nominal account code you want to affect this part of the transaction. Type in the account code if you know it or click the search (magnifying glass) or type '?' to find the account code you require 2260 – VAT Control A/c – amount owed for VAT 2250 – PAYE/PRSI Control A/c -amount owed for payroll taxes 2270 – RCT Control A/c -amount owed for RCT Once amounts due to Revenue has been entered the last line is posted to 2710 to balance the journal
Description	Having selected the correct account code, the description field will be filled with the description of the account code, you cannot edit this description.

Notes	A description for the transaction
Debit	The nominal account to which you want to debit (see screenshot above) i.e. the VAT Control Account, PAYE/PRSI Control Account, RCT Control Account
Credit	The nominal account to which you want to credit (see screenshot below) i.e. Retained Surplus B/Fwd
Department	Select the department to which this journal is to be allocated to

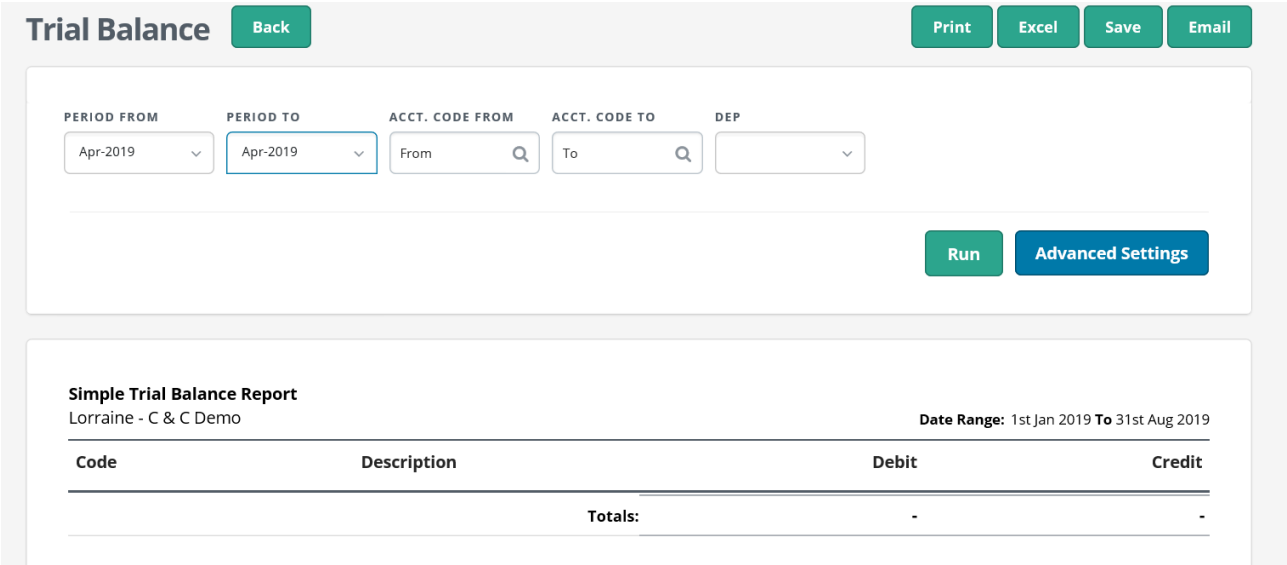
3. Repeat step 2 until you've entered all the lines of the journal. The 'Total Debit Amount' and the 'Total Credit Amount' should equal one another, if they do not then you will not be able to save and close the screen.

4. Click 'Save' when you are finished, you will be brought back to the journal listing screen.

2.10 Checking the opening balances

Once all the opening balances are entered into Surf Accounts. It is recommended that a Trial Balance is printed and that the figures are checked to ensure it is correct.

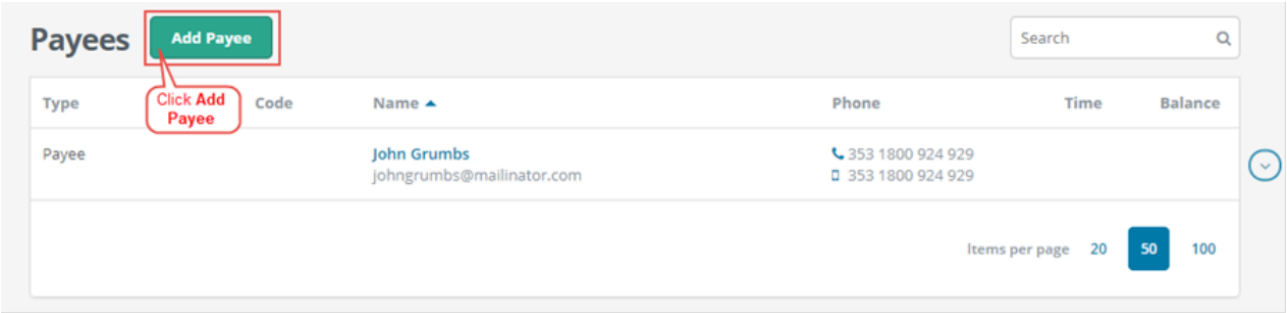
To run the Trial Balance > Reports > Under General Ledger > Click Trial Balance
Select the period which the Opening Balances have been entered and click run



2.11 Setting up Payees

Under Banking > Click Payees. The Payees page appears

On the Payees page >, click Add Payee



The New Payee page appears

- Under the General Info Tab enter the Payee details
- Under the Invoice Settings Tab check the VAT rate is defaulted to 0%

Section 3:

Customer module

3.1 Introduction

3.2 Add a new quick sales/income Invoice/Credit Note

3.3 Add a new customer receipt

3.4 Allocating a customer receipt

3.5 Recurring invoices

3.6 Reports

- 3.6.1 Invoice/credit note report
- 3.6.2 Customer statement
- 3.6.3 Customer accounts report
- 3.6.4 Aged customer balances

3.1 Introduction

This section covers how to record customer invoices and credit notes and their effect on the customer and nominal ledgers. The Customer/Income module is used to record information about customers that the school have to invoice for use of school facilities such as Hire of the hall. In addition, receipts in full, part receipts, allocating credit notes will be covered

Navigation

To go to the list of sales invoices, click Customer/Income and select 'Invoices & Credit Notes'.

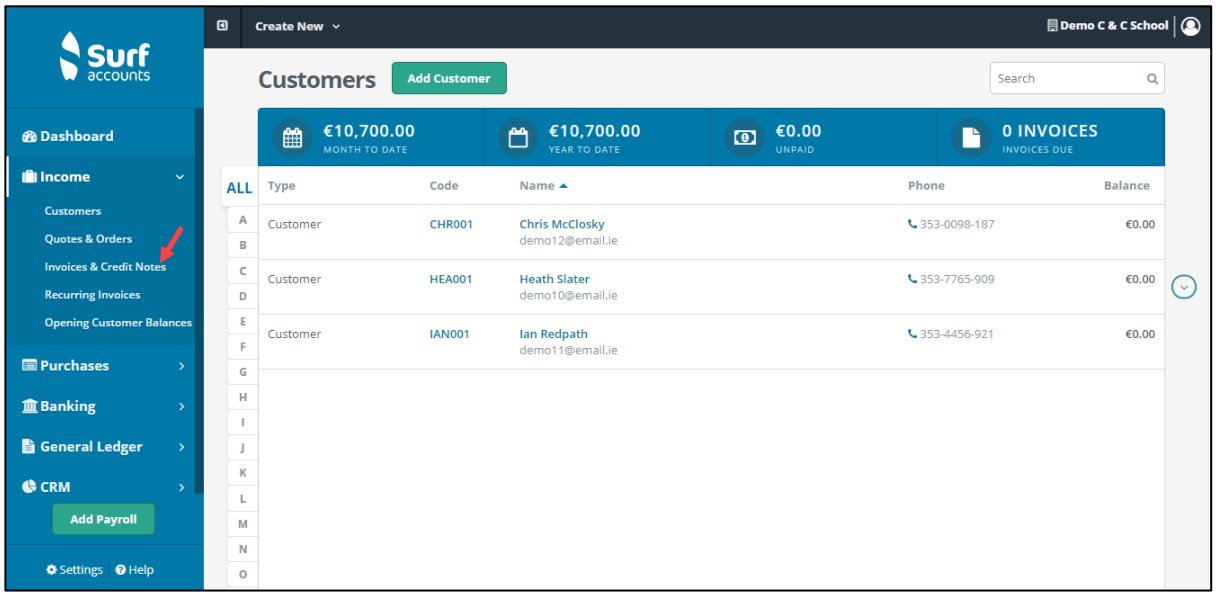


Fig. Accessing Invoices & Credit Notes

Searching

You will see a search box

on the top right of the screen, you can use this search box to find customer/income invoices or credit notes, type in a few characters and press enter or click the search icon, all invoices or credit notes matching the search criteria will be displayed, to return to the full listing, delete the characters entered in the search box and click the magnifying glass again.

Sorting

You can also sort the list of invoices and credit notes by any of the column headings e.g. date of the invoice, net amount of the invoice, customer name etc by clicking the

column heading. You will see an arrow (up or down, depending on whether they are sorted alphabetically A-Z or Z-A/ascending/descending).

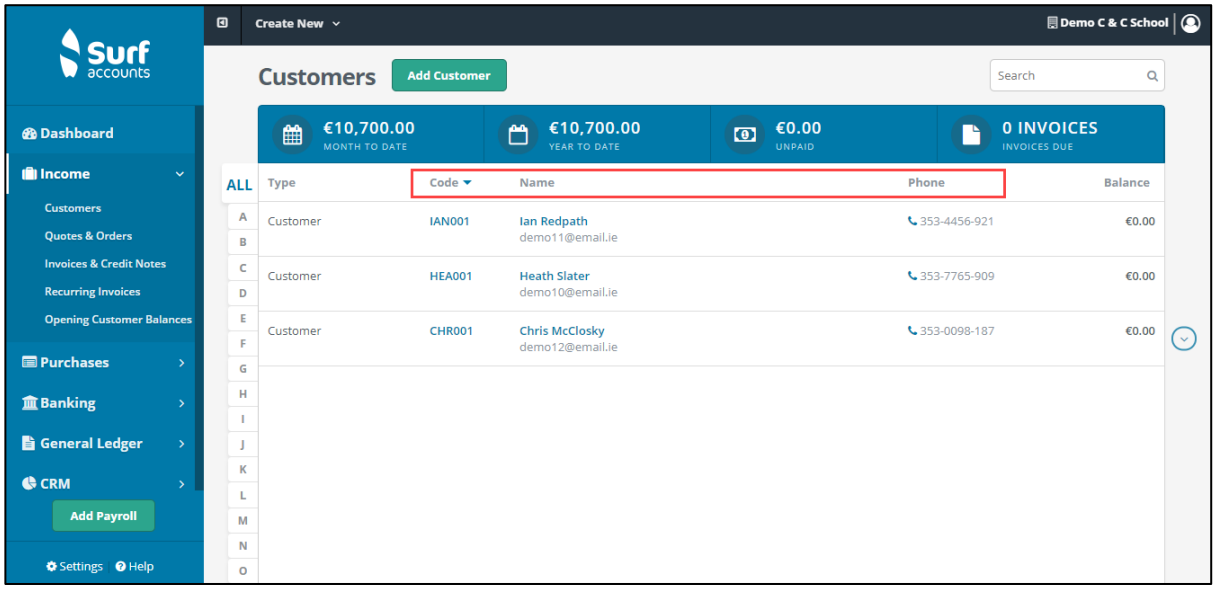


Fig. Sorting

Help

Surf Accounts offers an online help to help you use the application. To access the help, in the left panel, click Help.

If you are on an add or edit screen, Surf Accounts offers helpful hints to use the features. You can choose to turn the hints feature on by going to Settings > Users. In the Users page, click and click Show Help Panel.

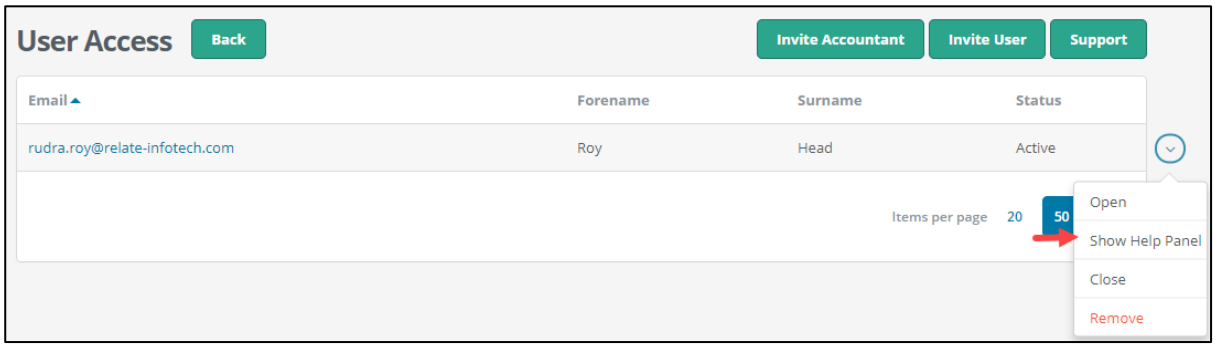


Fig.: Turning Hints On

To turn these hints off, click the 'X' at the top right of the help/hint panel, see below.

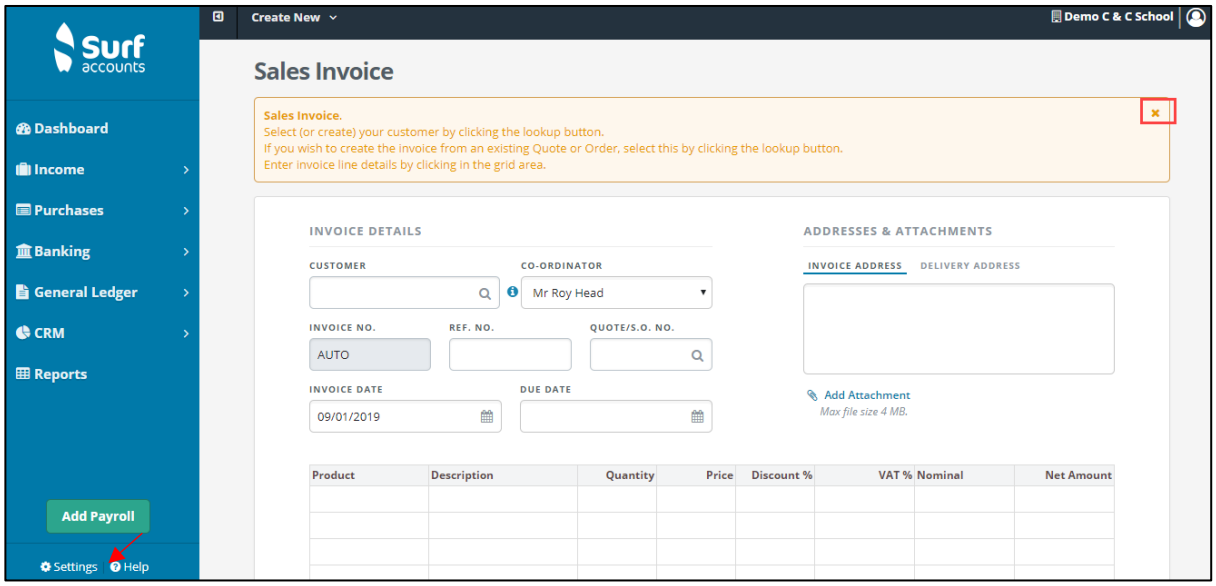


Fig. Accessing Help

Key Figures

At the top of the invoice & credit note browse you will see a blue bar, in this blue bar there are 4 amounts with their corresponding headings; Month to Date, Year to Date, Unpaid and Invoices Due.

The first figure is the total value of all customer/income invoices this month so far, the next figure is the total value of all Income invoices so far this year, the third figure is the total value of all Income invoices that remain unpaid and finally the fourth figure is the number of invoices due and similarly on the suppliers browse but for purchase invoices.

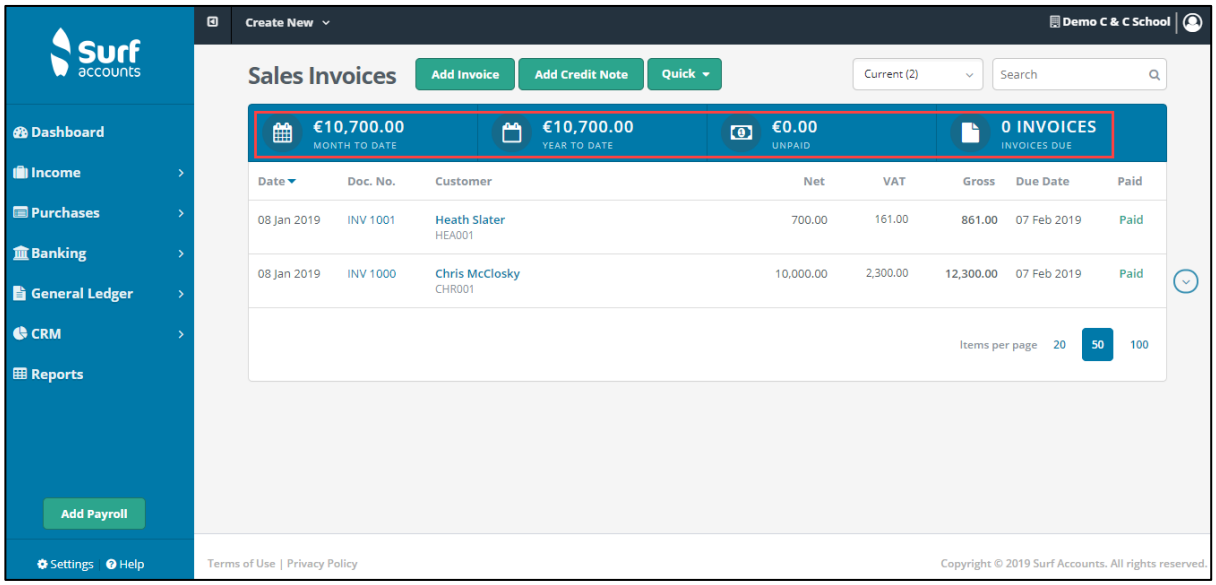


Fig. Sales Invoices

Additional Options

As you move around the screen, you will see the invoices or credit notes being highlighted (the background screen colour will be darker) and you will see an arrow to the far right of the invoice or credit note that you are highlighting, this is called in the inline submenu. Click on this arrow and you will see the following additional options:

Open: If you want to make changes to the invoice or credit note you can click the 'Open' icon

Print: If you want to preview the invoice or credit note you can click the 'Print' icon or click the Doc. No. of the invoice or credit note

Email: Click the 'Email' option to open the send email screen, this will be populated with your customers email address in the 'To' field (if it was entered in the customer setup screen) and send either a link to the invoice or credit note or a .pdf of the invoice or credit note, to your customer. To attach the .pdf go to Settings, Email Templates, and tick: Attach Invoice.

Make Recurring: If you want to make an invoice or credit note recurring then click the 'Make Recurring' icon and enter the Recurring frequency of this invoice, then the repeat frequency, enter the Start On date, the Next Due date, set the Status, set the Ends Date and specify the Number or Date depending on which is selected

Copy: If you want to make a copy of an existing invoice or credit note then click the 'Copy' icon

Pay: If you want to record a customer receipt against a specific invoice then click the 'Pay' icon, the Customer Receipt screen will open with the highlighted invoices marked as paid

Remove: If you want to delete an invoice or credit note you can click the 'Remove icon, you will get a confirmation message to delete and once you click 'Delete' the invoice or credit note will be deleted, providing it is not paid or in a closed period.

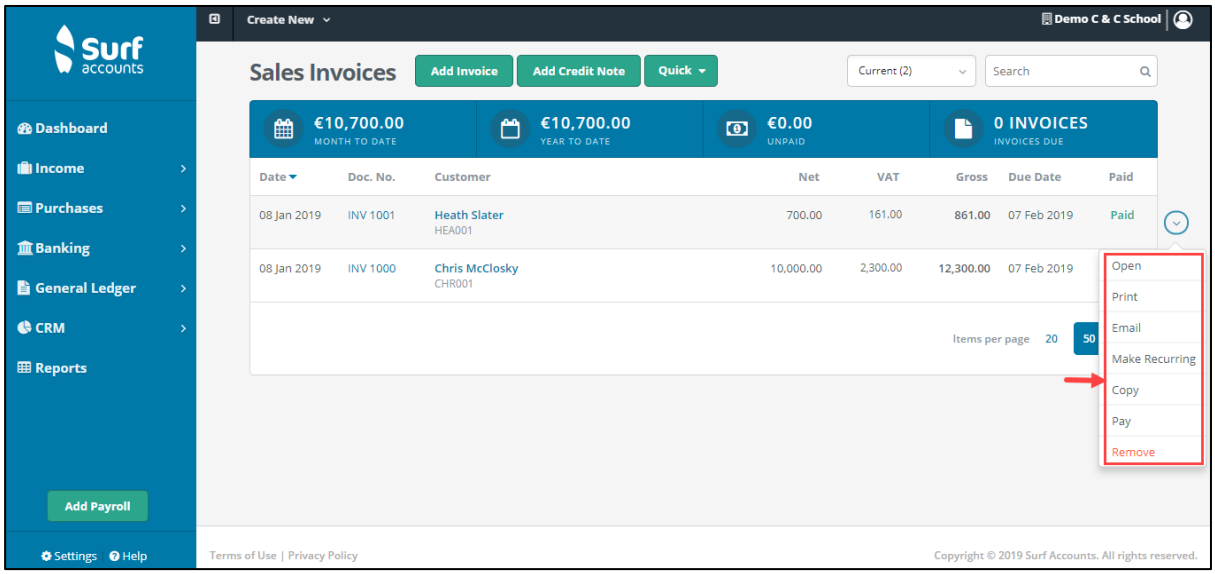


Fig. Additional Options

3.2 Add a new quick sales/customer invoice

From customer/income select 'Invoices & Credit Notes', the sales/customer invoices/credit notes already on the system will be listed, to add a new sales/customer invoice, click the 'Quick' icon and then select 'Quick Invoice', below:

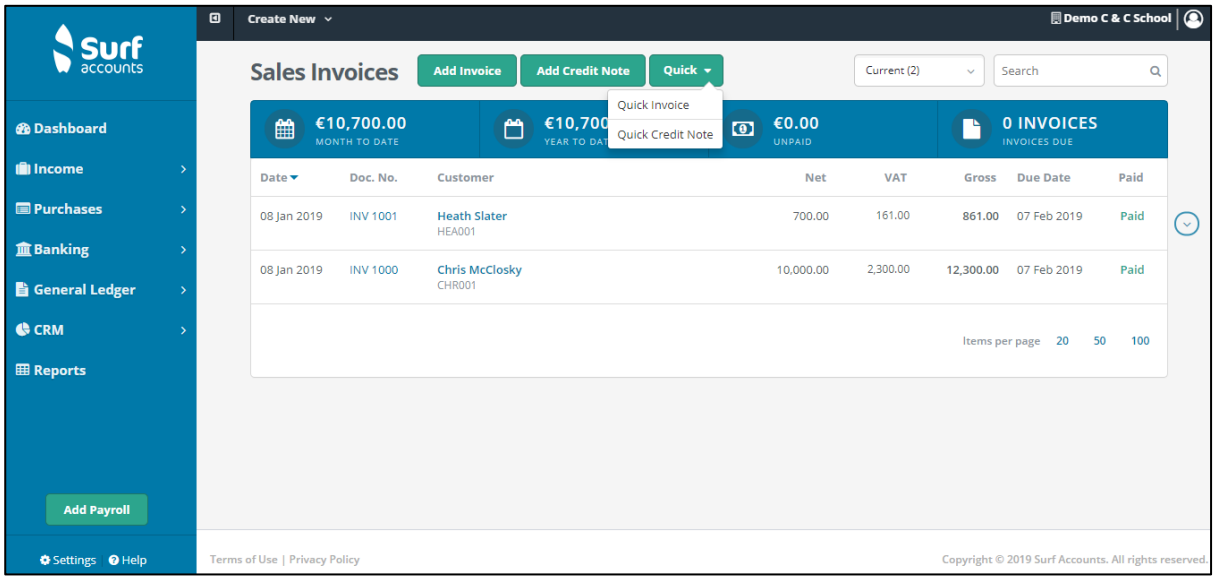


Fig. Quick Access Options

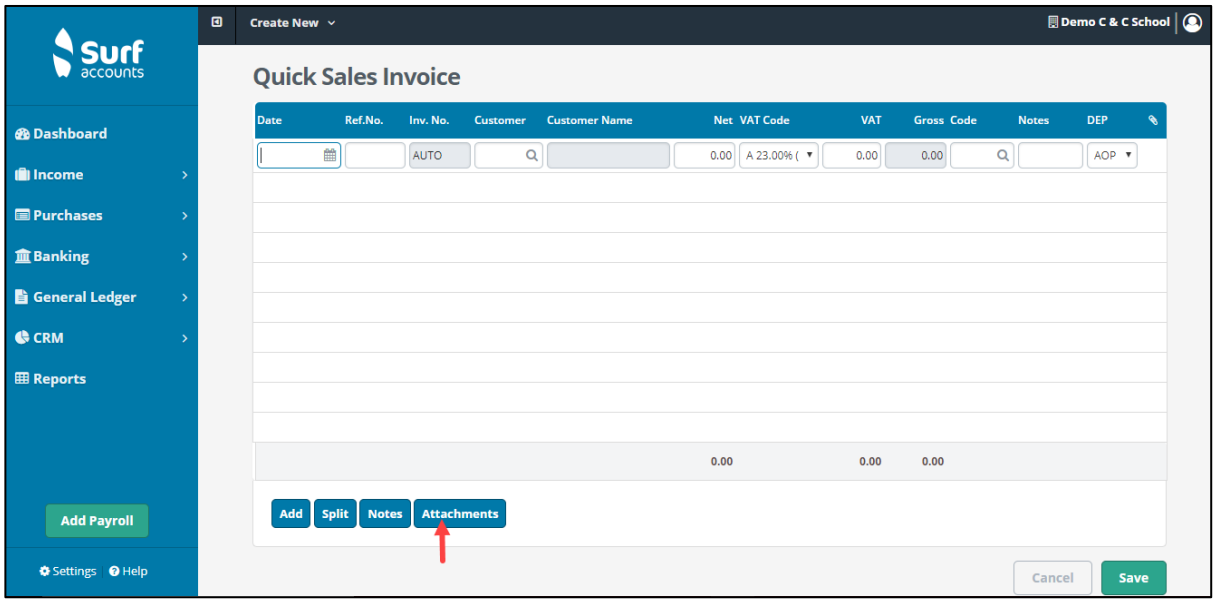


Fig. Quick Invoice Create

Fill in the details: the date of the invoice, a reference number, the invoice number (AUTO: if in Settings you selected Automatic), the customer (by clicking the lookup icon), the customer name will appear, then enter the net amount of the invoice, the applicable vat code (if the invoice is subject to more than one vat code then you will need to use the 'Split' icon, see the SPLIT details below), the VAT amount will then be calculated.

Enter the account code for the analysis of the invoice e.g. 3350 Hall Rental Income (similarly to vat, if the invoice is not fully analysable to one account code then you will need to use the 'Split' icon, see the SPLIT details below), the description of the account code will be entered by default in the notes column which you can type over to change, if you wish. You can also click the 'Notes' icon (beside the Split icon) if you need a larger field to enter your notes.

You can also attach documentation to the invoice, by clicking the 'Attachments' icon and selecting the relevant file (highlighted in the image above).

SPLIT: For invoices/Credit Notes with multiple account codes.

Once you have entered the net amount of the invoice/credit note, then click on the 'Split' icon, the following screen will appear.

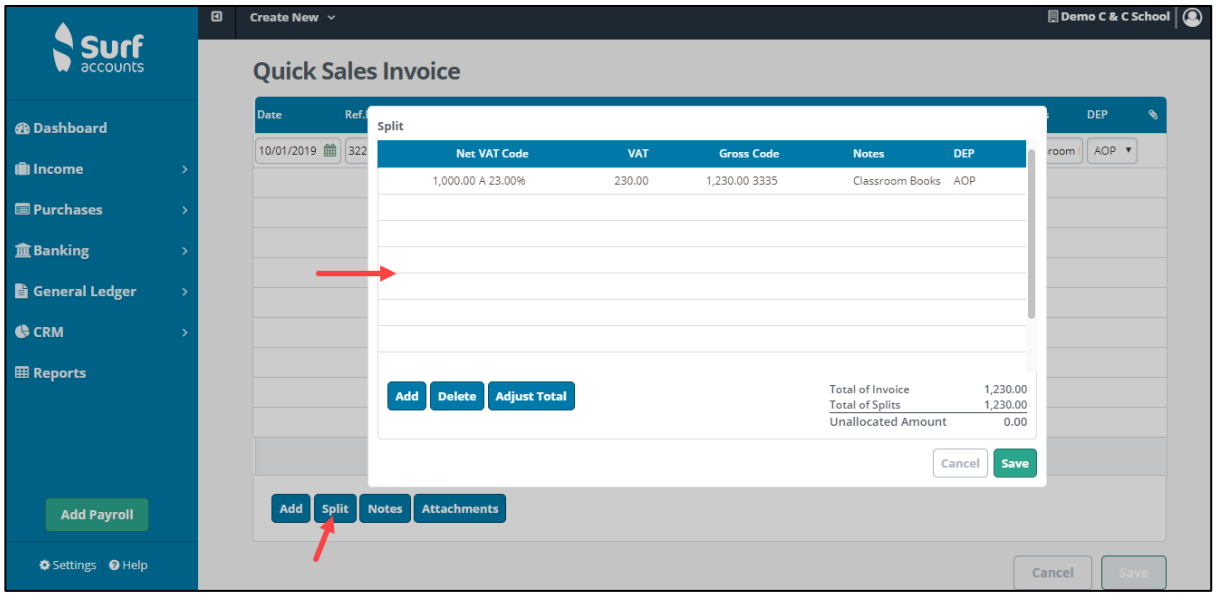


Fig. Split

For the first nominal code edit the first line and for each subsequent nominal code go to the next line and enter the net amount and the vat code; both the VAT amount and the Gross amount should be calculated based on the VAT code selected, then enter the analysis/account code, you can also enter notes if you wish.

In the bottom right of the screen the 'Total of Invoice' and 'Total of Splits' should equal one another and the 'Unallocated Amount' should be zero, you will not be able to save until this is Zero. If your split details are correct but your 'Total of Invoice' is incorrect

Allocation: identifying the invoice which the credit note is reducing

Once you have all the details relating to a credit note entered then you should click the 'Allocation' icon, all currently outstanding invoices belonging to this customer will be displayed, as below.

The Credit note could be for part of an invoice or part of several invoices, if this is the case then you should enter the amount that the invoice/invoices are being reduced by in the 'Pay' column. If you would like the system to allocate the credit note against the oldest invoice then you can click the 'Auto' icon, and the amount will be automatically allocated from oldest to newest invoice. If you have made an error and would like to start over then you can click the 'Reverse' icon and all allocations will be cleared.

You can leave the credit note unallocated if you wish, however this is not recommended as it can lead to confusion later. Click the 'Save' icon to close this screen when the 'Amount Left to Allocate' is Zero.

3.3 Add a new customer receipt

As with many other tasks there are several ways to record a customer receipt. From Banking, select Receipts or from Income, select Invoices & Credit Notes, you can find the invoice you want to record as being paid and click the down arrow to the far right of the row and select the 'Pay' icon.

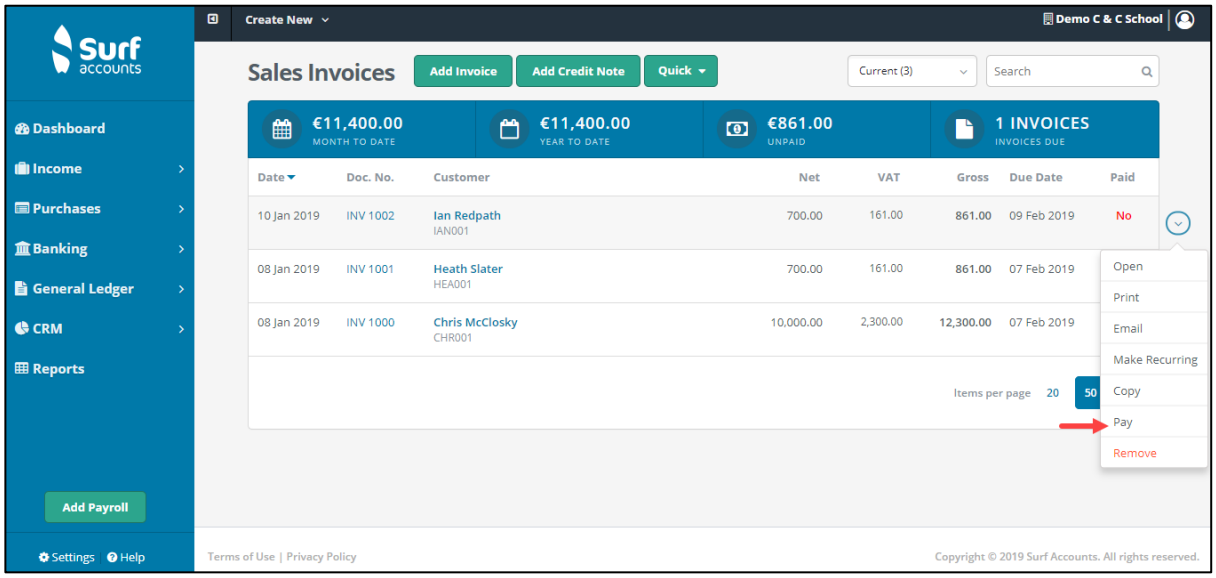


Fig. Creating an Invoice Receipt

If you click the 'Pay' icon the following screen will appear with the customer already selected, the receipt amount entered (same amount as the invoice) and the invoice selected/ticked in the middle section of the screen as being paid.

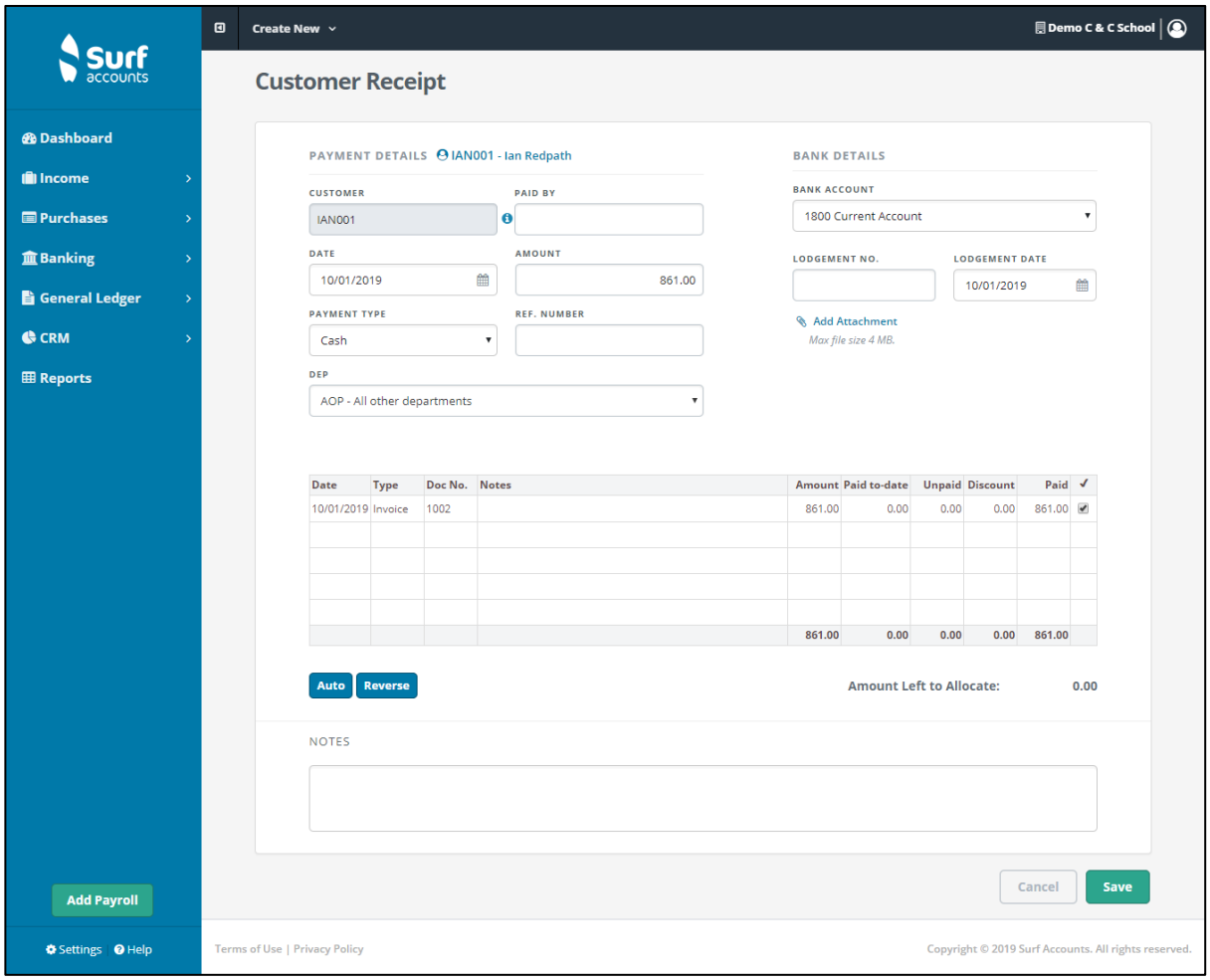


Fig. Customer Receipt

Review the Bank Details at the top right of the screen, enter the lodgement number.

If you click the 'Add' icon in Banking, Receipts, you will see the following screen.

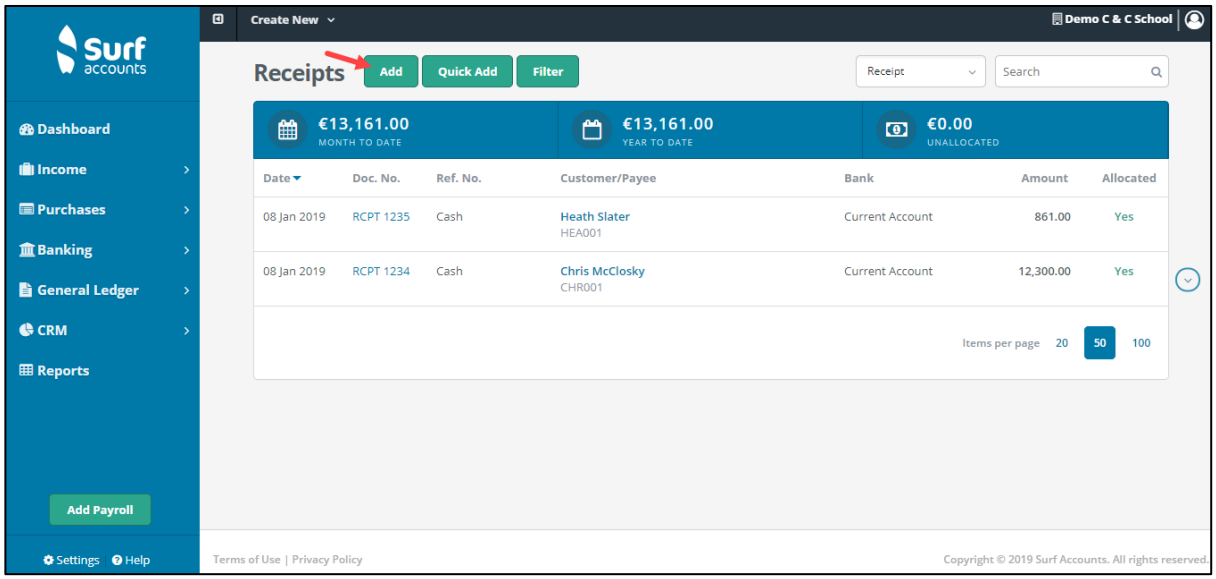


Fig. Add Receipt Button

If you click the 'Add' icon in Banking, Receipts, you will see the following screen.

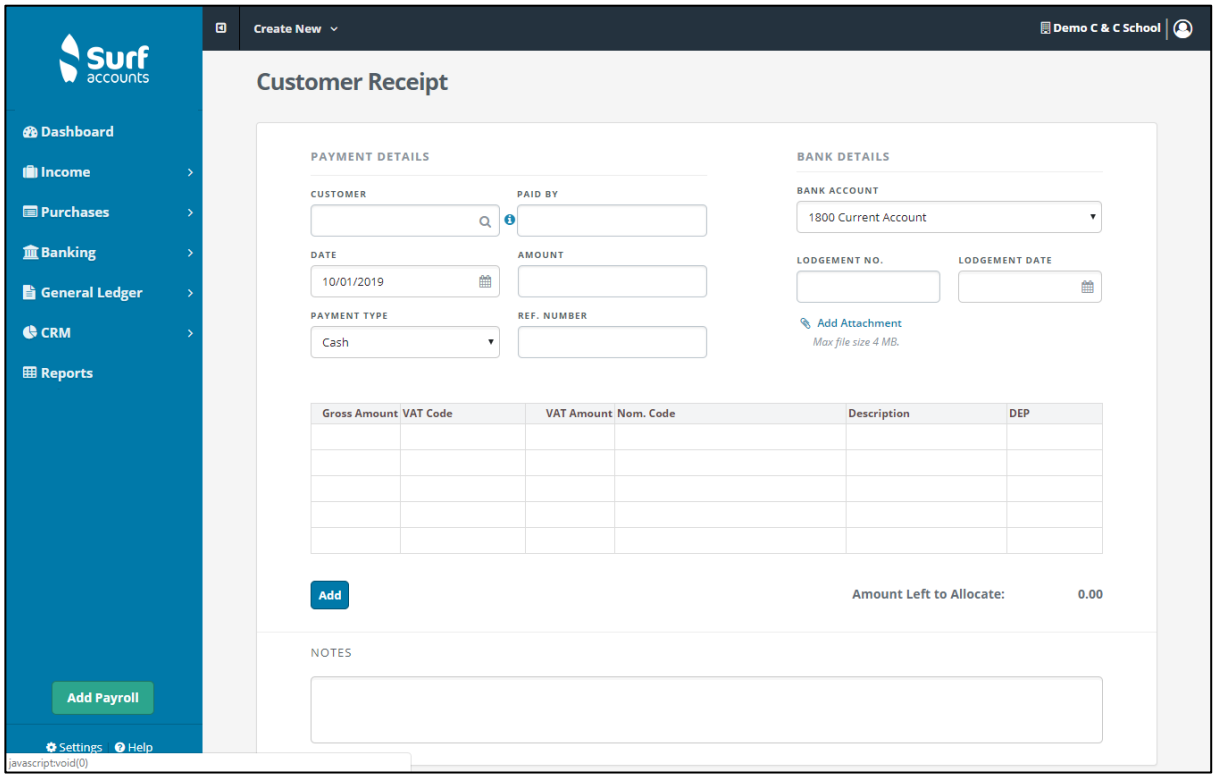


Fig. Customer Receipt Screen

Payment Details: Select the customer, whom you received the payment from, from the lookup (magnifying glass) or enter their code, if you know it. Enter the date you received the payment, the amount of the payment and the payment type i.e. cash/cheque and a reference number (optional).

Bank Details: The default bank account will be selected; if you are lodging the receipt to a different bank account then you can select another by simply clicking on the dropdown list and selecting another account. Enter a lodgement number (optional), if you have a lodgement book provided by the bank then enter the lodgement number that appears on this book as it will appear on the bank statement, similar to a cheque number. Enter the date that the receipt was lodged to bank and if you wish to attach a file (scanned copy of the cheque for example) then click the 'add attachment' field to browse to the location of the file.

You can see the Credit Control Information by clicking on the icon (located between the Customer and Paid By fields); you will be able to see the customer balance, any overdue balance, the last payment date & amount and any credit terms agreed.

The list of outstanding invoices & unallocated receipts will appear in the middle section of the screen and you will need to allocate/mark the payment received against the invoices which it is paying off. See Allocating a Customer Receipt below.

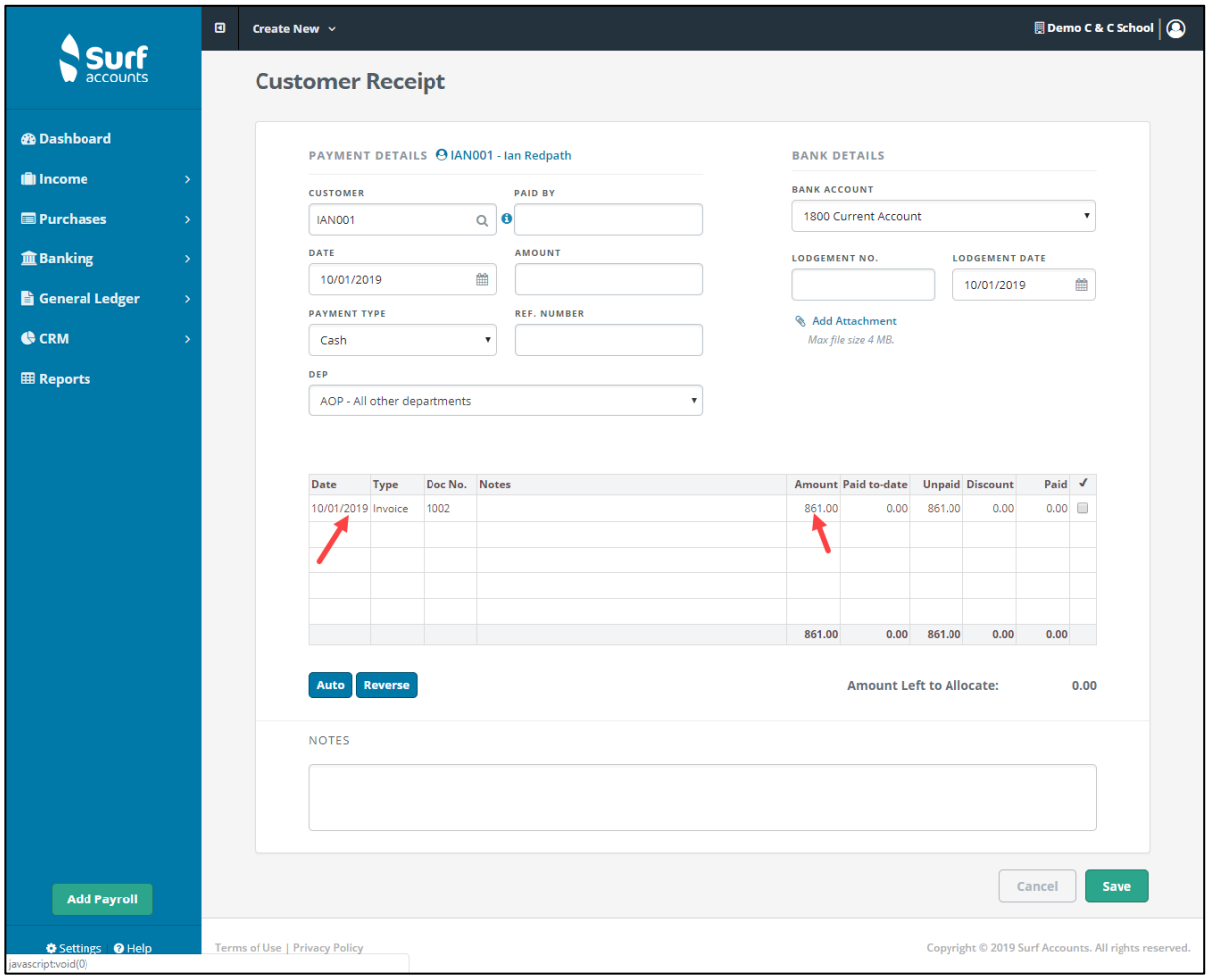


Fig. Pending Invoices for the selected Customer

Click **'Save' .**

3.4 Allocating a customer receipt

Allocating the customer receipt is an option both within the receipt itself and separately from the receipt listing, you can click the inline submenu and select 'Allocation', you will see the following screen.

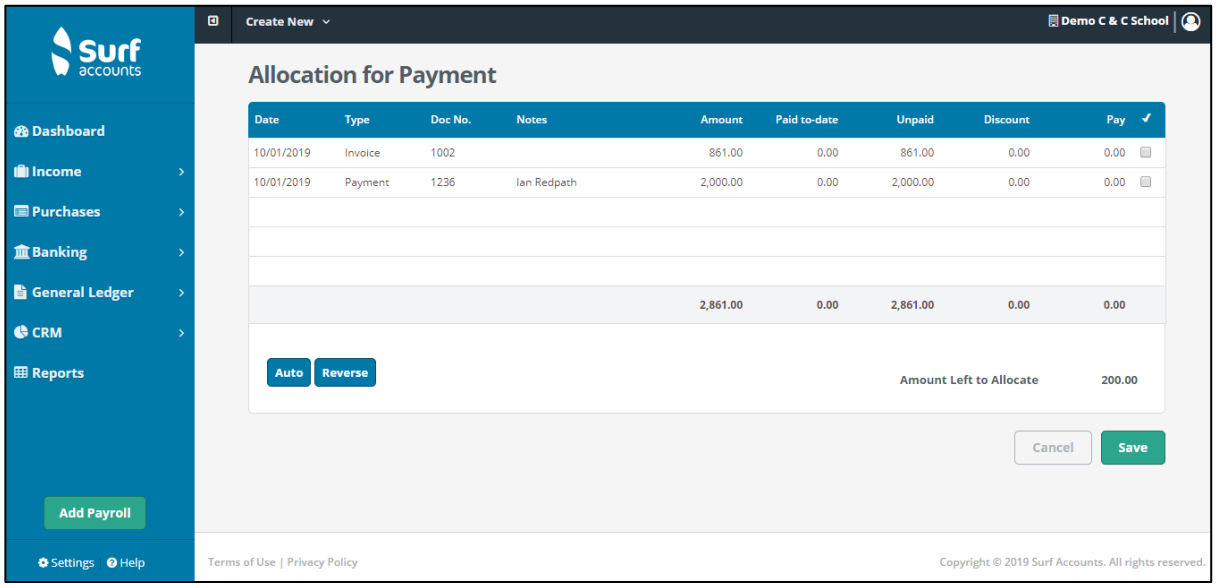


Fig. Allocation for paying Invoices

What is allocating? Allocating is where you identify which invoices are being paid by a receipt e.g. your customer could be paying just one invoice with a receipt or paying several invoices with the one receipt; also, your customer could be part paying one invoice with a receipt.

There are three different ways to allocate the receipt:

By typing the amount, you wish to allocate into the 'Pay' box

By ticking the field to the far right of the invoice row

By clicking on the 'Auto' box (this will allocate the receipt to the oldest invoice).

Click 'Save' once you have completed your allocation, the 'Amount Left to Allocate' should be Zero.

3.5 Recurring invoices

From Income select 'Recurring Invoices', see the following screen.

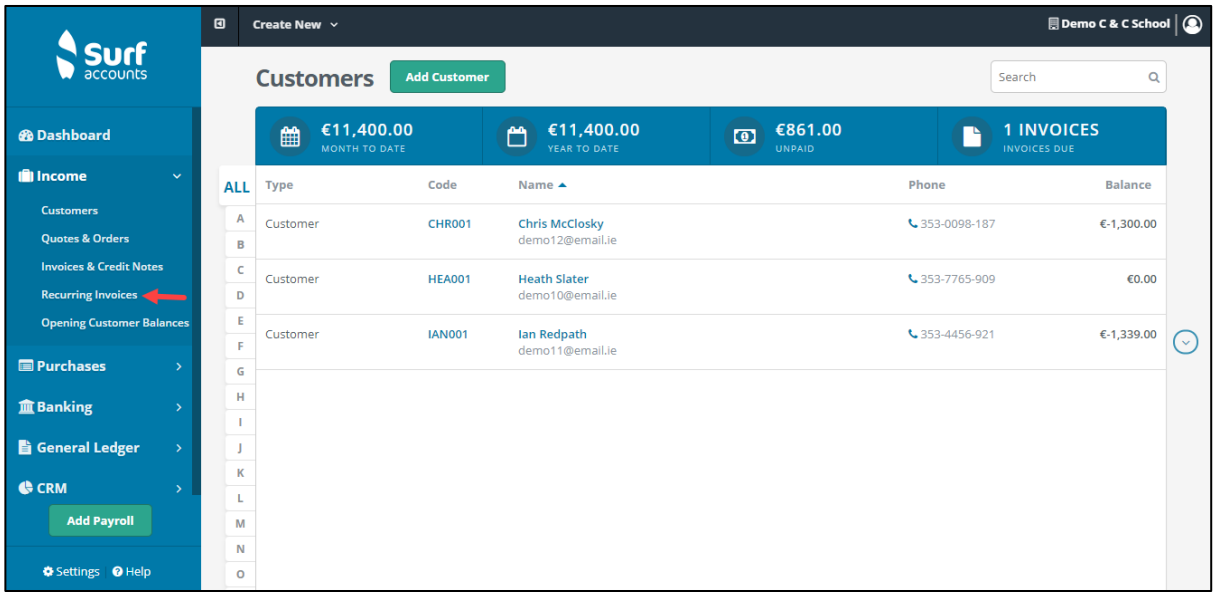


Fig. Accessing Recurring Invoices link

Any previously setup recurring invoices will be listed here. To add a new recurring invoice, click the 'Add' icon and fill in the details below.

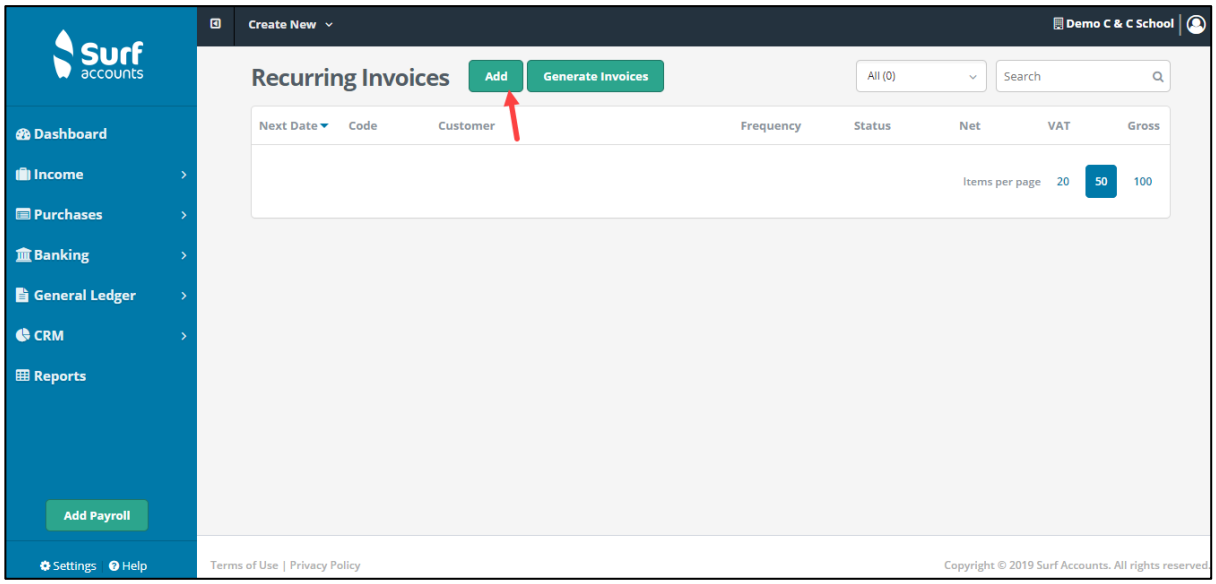


Fig. Add Recurring Invoice

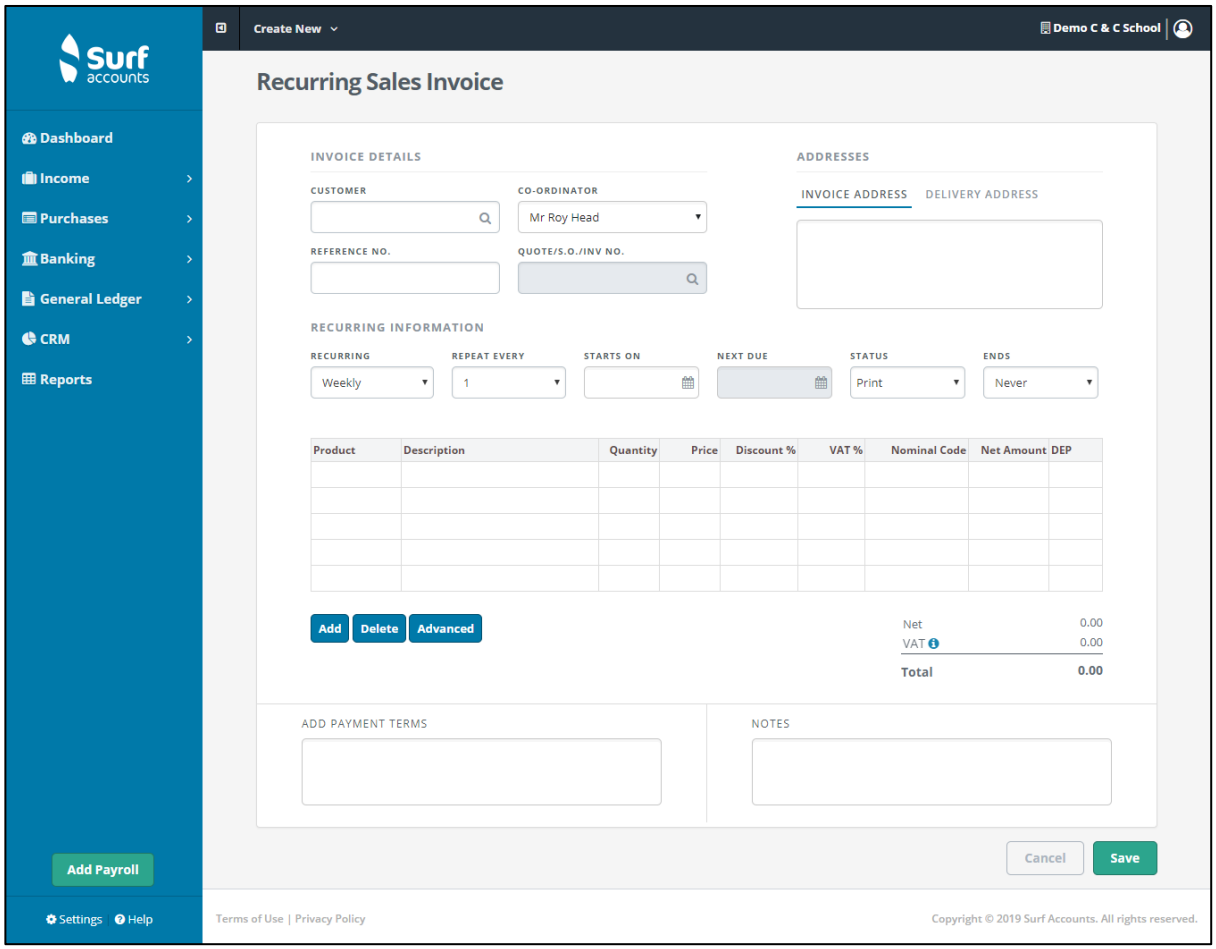


Figure 2: Recurring Invoice Create Screen

You can also make any previous sales invoice entered into the system a recurring entry by finding the invoice in the listing and clicking the inline submenu and selecting 'Make Recurring'.

Enter the customer, Ref No etc in the same manner as a standard product sales invoice.

In addition to these you will also need to enter the Recurring frequency of this invoice (Weekly/Monthly or Yearly), then repeat e.g. every 2 weeks or every 6 months (1-30), enter the Start On (the date the first invoice is to start on) and the Next Due date (these will be the same on setup), set the Status (Print/Email/On-Hold/Closed) and set the Ends (Never, Number or Date) and specify the Number or Date depending on which is selected.

To make changes to the recurring invoice click the inline submenu and select 'Open' or to delete the entry altogether click 'Delete'.

Generate recurring invoices

From Customer/Income, Recurring Invoices, select Generate Invoices.

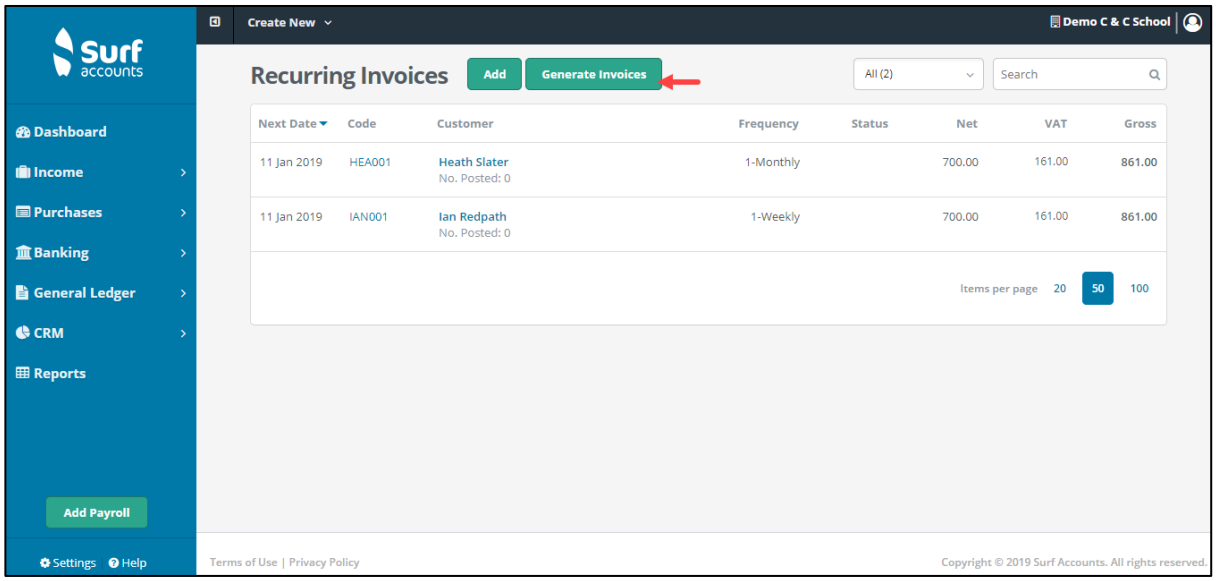


Fig. Clicking Generate Invoices

The following screen will appear showing the list of sales invoices that would be generated based on the recurring entries setup up to today's date. You can change that date by clicking on the calendar icon to the right of the field that will update the list. After reviewing the list and when you are happy to generate/create all the invoices listed, click 'Generate'.

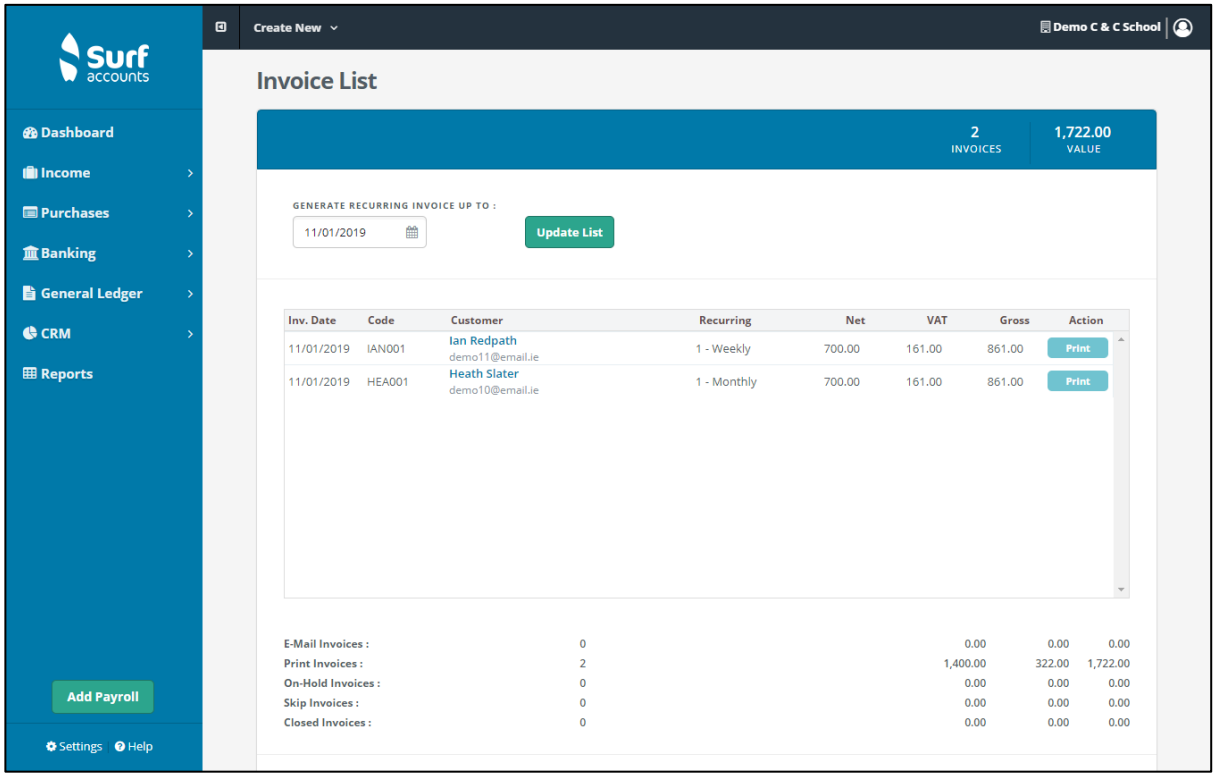


Fig. Invoice List

The action selected will be performed during this process.

You can change the 'Action' at this point, per transaction. This is a loop, if the action is set to 'Print' and you click it, it will toggle through to Email/On Hold/Closed/Skip and back to Print.

The Summary values at the bottom of the page, indicating the value of the invoices that will be generated will be updated as you toggle through different actions.

If you put invoices on hold you will see the 'Total Invoices to be generated (E-mail & Print)' update.

In the list of sales invoices, they will have an Invoice number followed by an R.

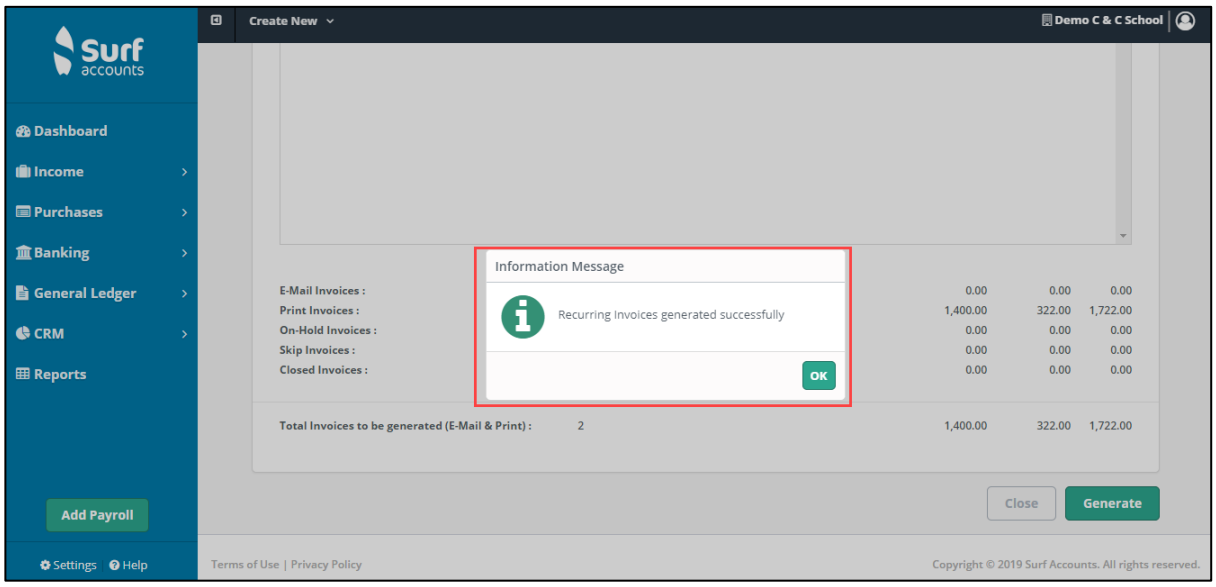


Fig. Successful Generation

3.6 Customer/income reports

3.6.1 Invoice / credit note report

Generates the details or summary of the customer invoices, opening balances and credit notes raised by the school.
Click Invoice / Credit Note Report under the CUSTOMER/INCOME heading on the Reports page.

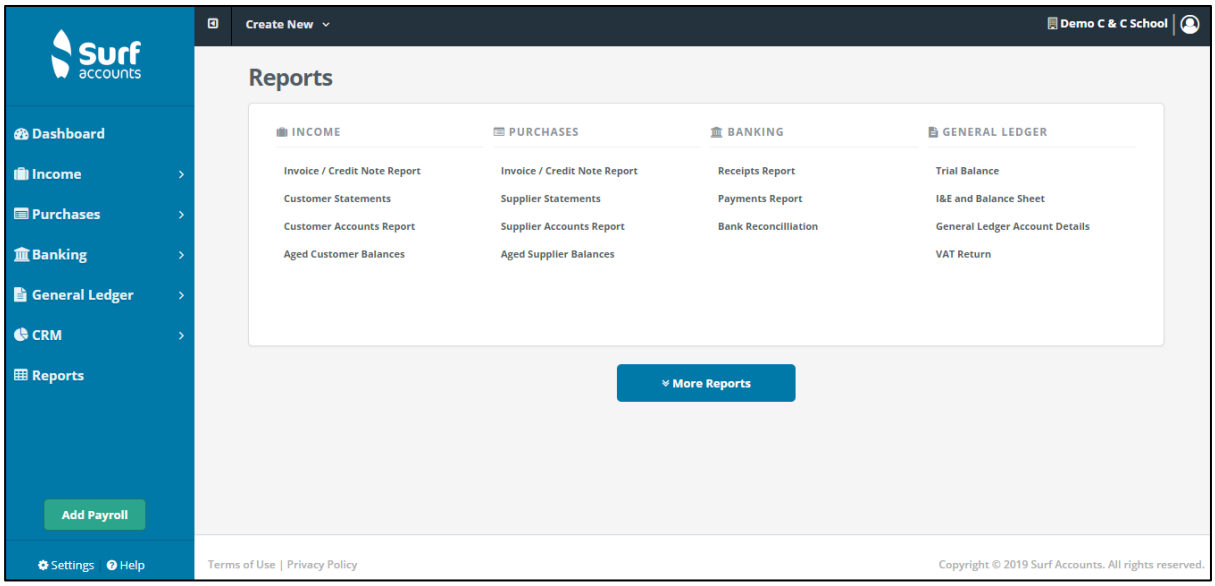


Fig. Invoice / Credit Note Report link

On the Sales Invoice/credit note report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the type of report you want to generate, for example, Invoice or Credit Notes. Note the report heading changes based on the selection.
DOC. NO. START	Document number starting range.
DOC. NO. END	Document number ending range.
CO-ORDINATOR	Co-ordinator name.
DEP	Department

Click Run to generate the report.

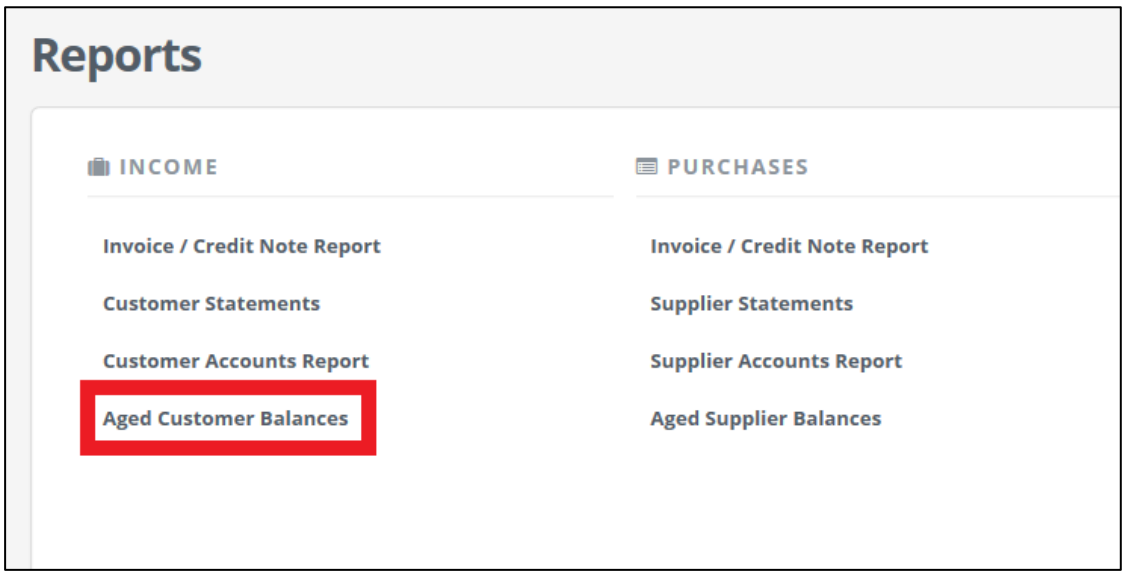
3.6.2 Customer statement

Generates the customer statements based on the criteria you specify.
Click Customer Statements under INCOME heading.
Enter the details as required.
Click “Run” to generate the report.

3.6.3 Customer accounts report

Generates a summary of supplier accounts.

Click Customer Accounts Report under the CUSTOMER/INCOME heading on the Reports page.



On the Customer Accounts Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
CUSTOMER FROM	If you want to review the report within a range of specific suppliers, specifiy the first supplier within the range.
CUSTOMER TO	If you want to review the report within a range of specific suppliers, specifiy the last supplier within the range.
DEP	Department.

Click Run to generate the report.

3.6.4 Aged customers balances

Generates customer balances at frequencies of 30 days such as 30, 60, 90 and so on.

Click Aged Customer Balances under the INCOME heading on the Reports page.

On the Aged Customer Balances Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE TO	Date on which you want to view the report.
CUSTOMER FROM	If you want to review the report within a range of specific suppliers, specifiy the first supplier within the range.
CUSTOMER TO	If you want to review the report within a range of specific suppliers, specifiy the last supplier within the range.
CO-ORDINATOR	PERSON IF RELEVANT
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the customer balance on the current system date.

Click Run to generate the report.

Section 4:
Purchases module

4.1 Introduction

4.2 Creating a new Purchase Invoice/Credit note

4.3 Purchase/supplier payments

4.4 Allocating a supplier payment

4.5 Accounting for RCT

4.6 Supplier Reports

- 4.6.1 Invoice/credit note report
- 4.6.2 Supplier accounts report
- 4.6.3 Aged supplier balances

4.1 Introduction

This section covers how to record supplier/purchase invoices and credit notes and their effect on the purchase and nominal ledgers. The purchase/supplier module is used to record information about suppliers, such as contact details and invoices received and paid for. A supplier can be either a company or a person you purchase goods and services from.

Navigation

To go to the list of purchase invoices, click Purchases and select 'Invoices & Credit Notes'

Searching

You will see a search box on the top right of the screen, you can use this search box to find sales invoices or credit notes, type in a few characters and press enter or click the search icon, all invoices or credit notes matching the search criteria will be displayed, to return to the full listing, delete the characters entered in the search box and click the magnifying glass again.

Sorting

You can also sort the list of invoices and credit notes by any of the column headings e.g. date of the invoice, net amount of the invoice, supplier name etc by clicking the column heading. You will see an arrow (up or down, depending on whether they are sorted alphabetically A-Z or Z-A/ascending/descending).

Help

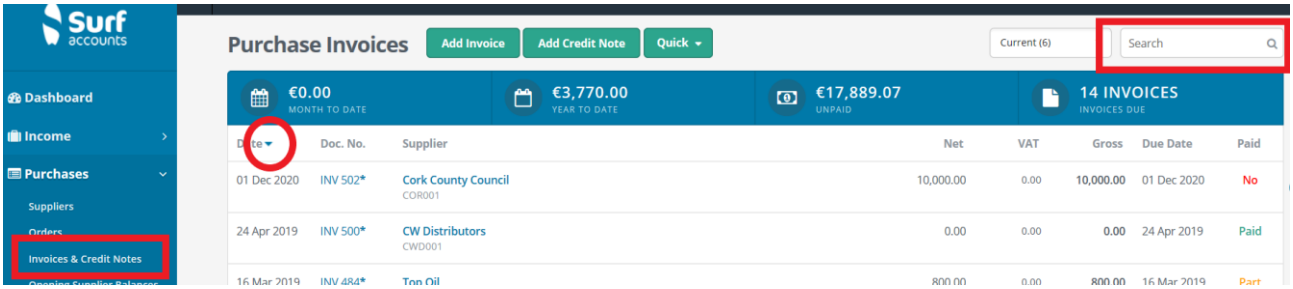
If you are in an add/edit screen and you want help/hints on what is required then you can click 'Help' (at the bottom left of the screen, beside Settings), select 'Show Help Panel' to turn on the summary help notes. To turn these hints off, click the 'X' at the top right of the help/hint panel, see below.

Key Figures

At the top of the invoice & credit note browse you will see a blue bar, in this blue bar there are 4 amounts with their corresponding headings; Month to Date, Year to Date, Unpaid and Invoices Due.

The first figure is the total value of all purchase invoices this month so far, the next figure is the total value of all purchase invoices so far this year, the third figure is the

total value of all purchase invoices that remain unpaid and finally the fourth figure is the number of invoices due.



Additional Options

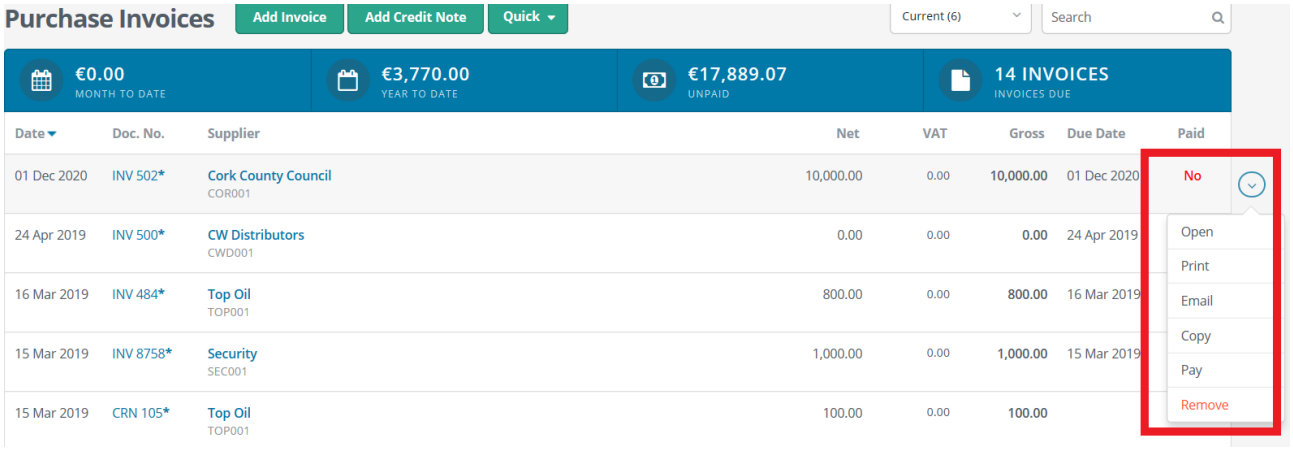
As you move around the screen, you will see the invoices or credit notes being highlighted (the background screen colour will be darker) and you will see an arrow to the far right of the invoice or credit note that you are highlighting, this is called in the inline submenu. Click on this arrow and you will see the following additional options:

Open: If you want to make changes to the invoice or credit note you can click the 'Open' icon

Copy: If you want to make a copy of an existing invoice or credit note then click the 'Copy' icon

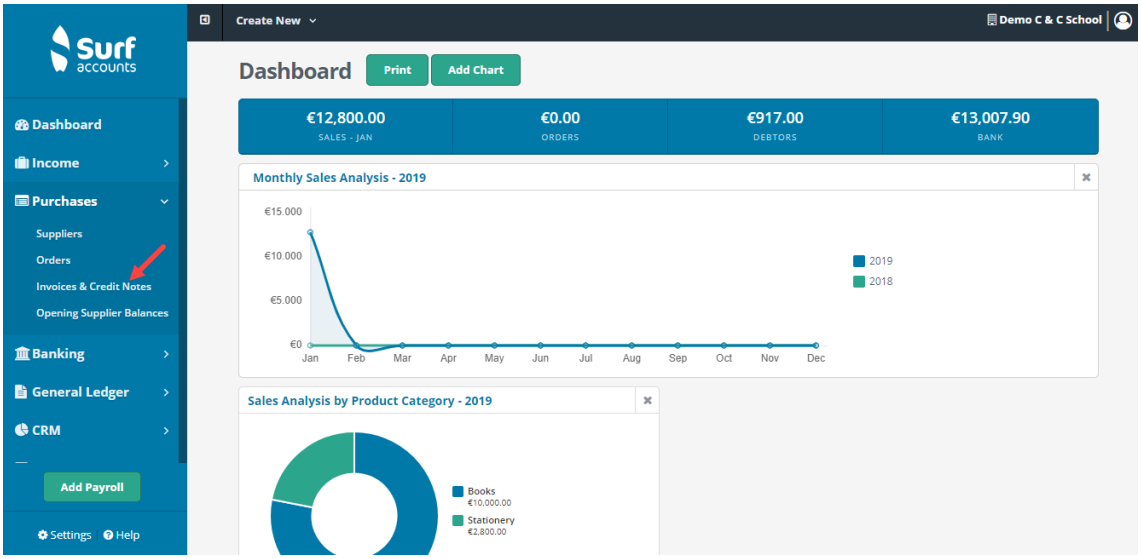
Pay: If you want to record a supplier payment against a specific invoice then click the 'Pay' icon, the supplier payment screen will open with the highlighted invoices marked as paid

Remove: If you want to delete an invoice or credit note you can click the 'Remove icon, you will get a confirmation message to delete and once you click 'Delete' the invoice or credit note will be deleted, providing it is not paid or in a closed period.

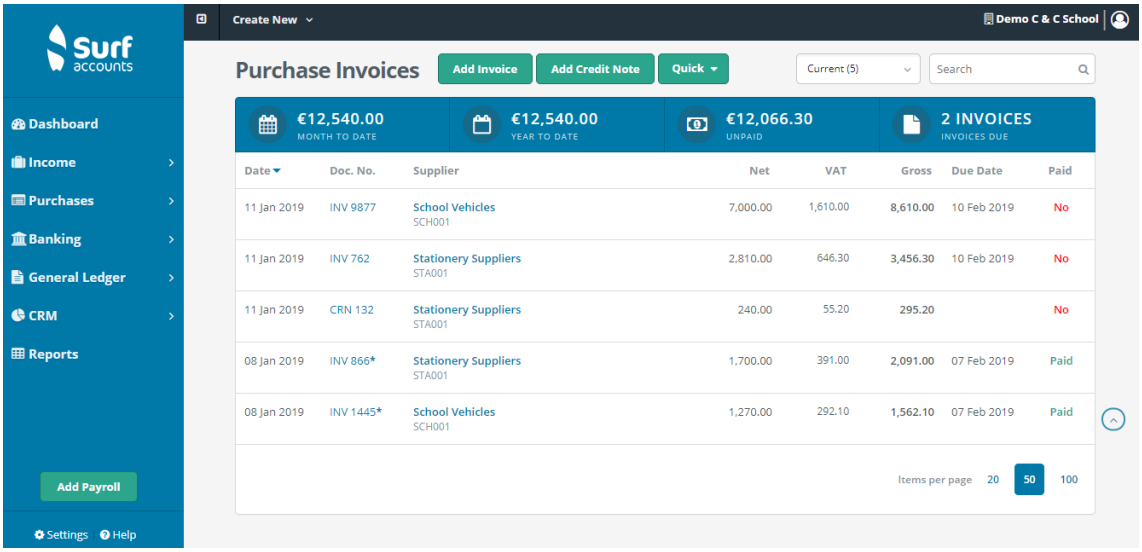


4.2 Creating a new quick purchase invoice/credit note

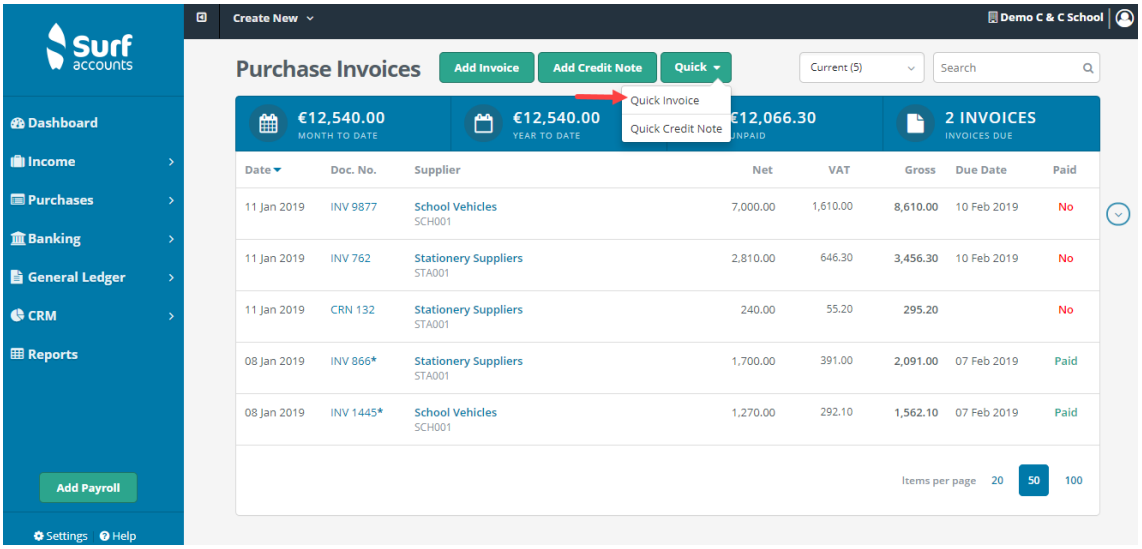
From ‘Purchases’ select ‘Invoices & Credit Notes’.



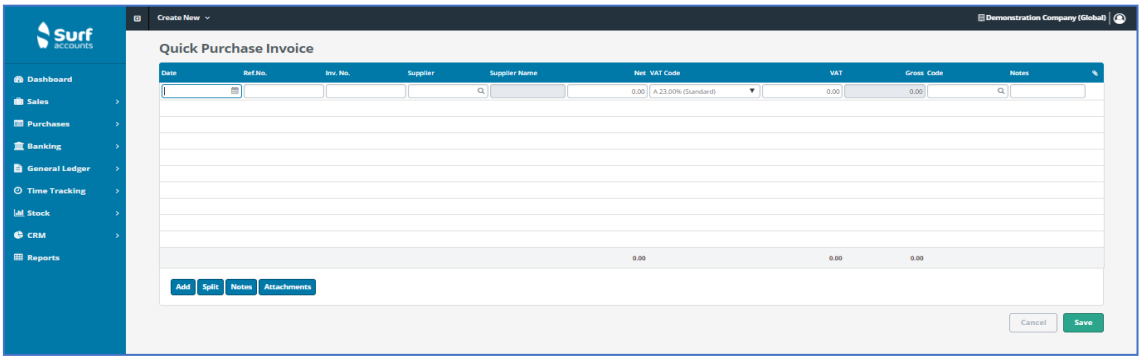
The list of purchase invoices and credit notes already on the system will be listed.



To add a new purchase invoice, click the 'Quick' icon at the top of the screen and select 'Quick Invoice', below:



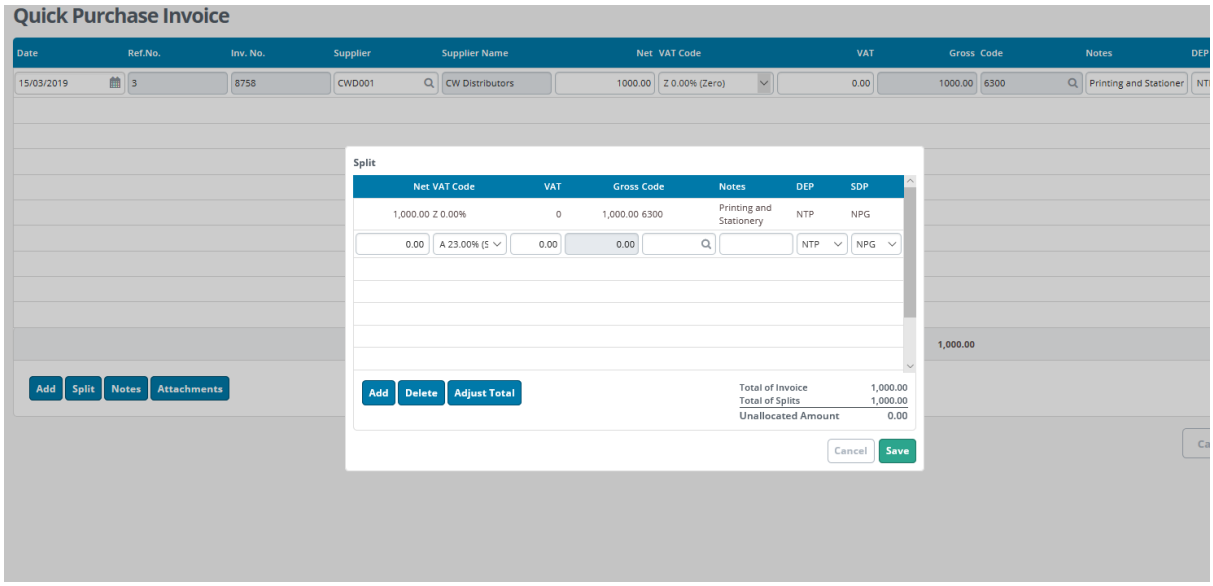
The Quick Purchase Invoice screen will appear, below:



Fill in the details: the date of the invoice, a reference number, invoice number, select the supplier from the list in the system (by clicking the lookup icon), the supplier name will appear, then enter the net amount of the invoice, the applicable vat code, the vat amount will then be calculated, enter the account code for the analysis of the invoice e.g. 6300 Printing & Stationary and you can also enter notes if required and select a department.

SPLIT: Invoices with multiple account codes

Once you have entered the net amount of the invoice, then click on the 'Split' icon, the following screen will appear:



On the first line in the split screen enter the net, the appropriate vat code and the appropriate account code then go to the next line and enter the next net, vat code & account code until all split details are entered. The Notes field will be populated with

the account code description by default, to change this type over the notes with the text you require to appear on the invoice, per line.

In the bottom right of the screen the 'Total of Invoice' and 'Total of Splits' should equal one another and the 'Unallocated Amount' should be zero, you will not be able to save until this is Zero. If your split details are correct but your 'Total of Invoice' is incorrect then you can select 'Adjust Total' to make it agree and you will then be able to save.

Recording a Credit Note

To add a new credit note, click the 'Quick' icon at the top of the screen and select 'Quick Credit Note'.

Fill in the details: the date of the credit note, a reference number, credit note number, select the supplier from the list in the system (by clicking the lookup icon), the supplier name will appear, then enter the net amount of the credit note, the applicable vat code, the vat amount will then be calculated, enter the account code for the analysis of the invoice e.g. 6300 Printing & Stationary and you can also enter notes if required and select a department.

4.3 Purchase/supplier payments

You can record a payment to a supplier account in one of two ways:

1. Banking, Payments
2. Purchases, Invoices & Credit Notes, Pay

1. Banking, Payments

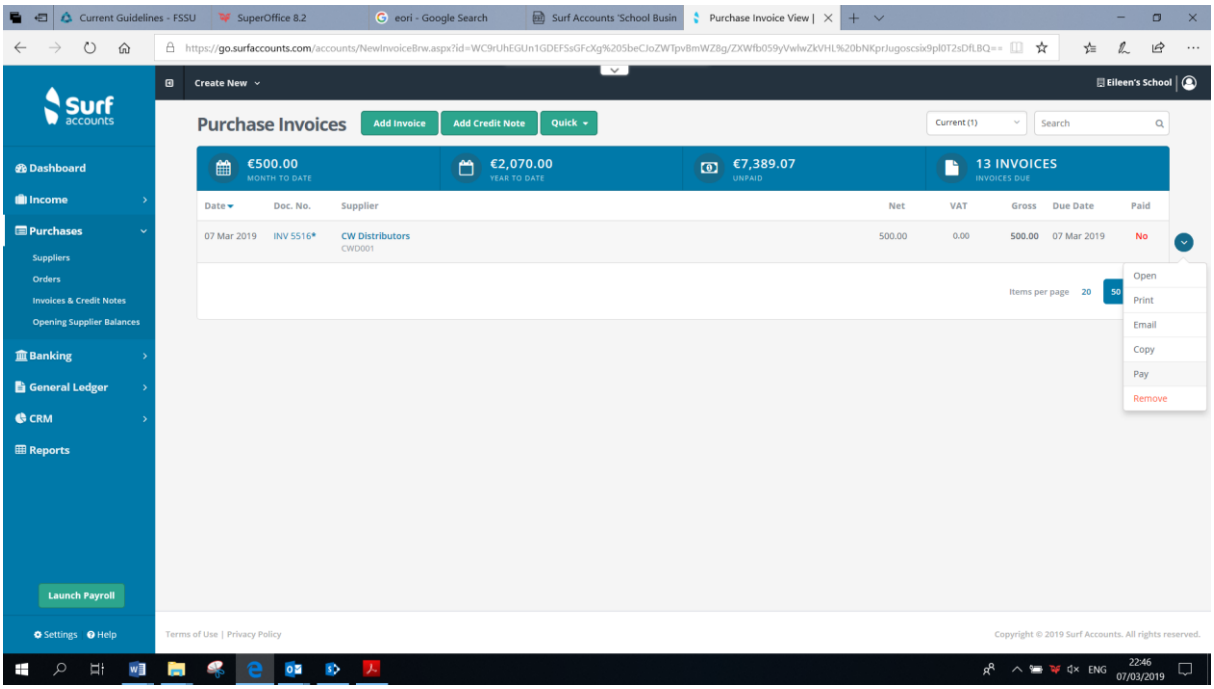
Click the 'Quick Add' icon, the following screen will appear:

Enter the Bank Account that the payment is being made from. In the middle section of the screen you can record numerous payments.

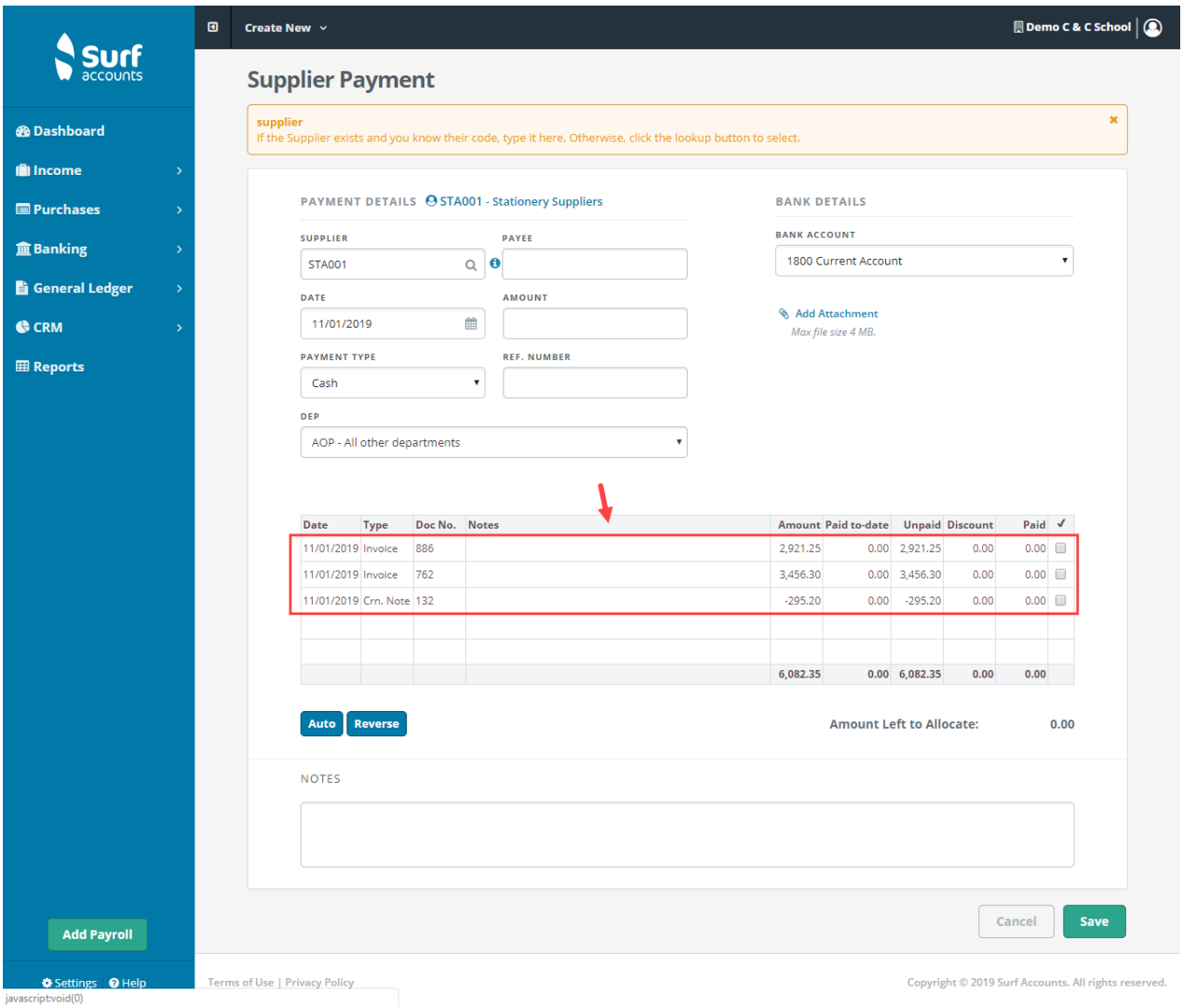
For each payment, enter the dates the payment was made, the form/type this payment took i.e. cash/cheque/bank transfer etc, a reference number (if applicable), and select the Supplier.

2. Purchases, Invoices & Credit Notes, Pay

Using this option, you should find the supplier invoice that you are paying or one of the invoices that you are paying and click the 'Pay' icon from the inline submenu.



All of the outstanding invoices for this supplier will be displayed, the one which you clicked 'Pay' on will be automatically selected in the ✓ column at the far right of the screen.

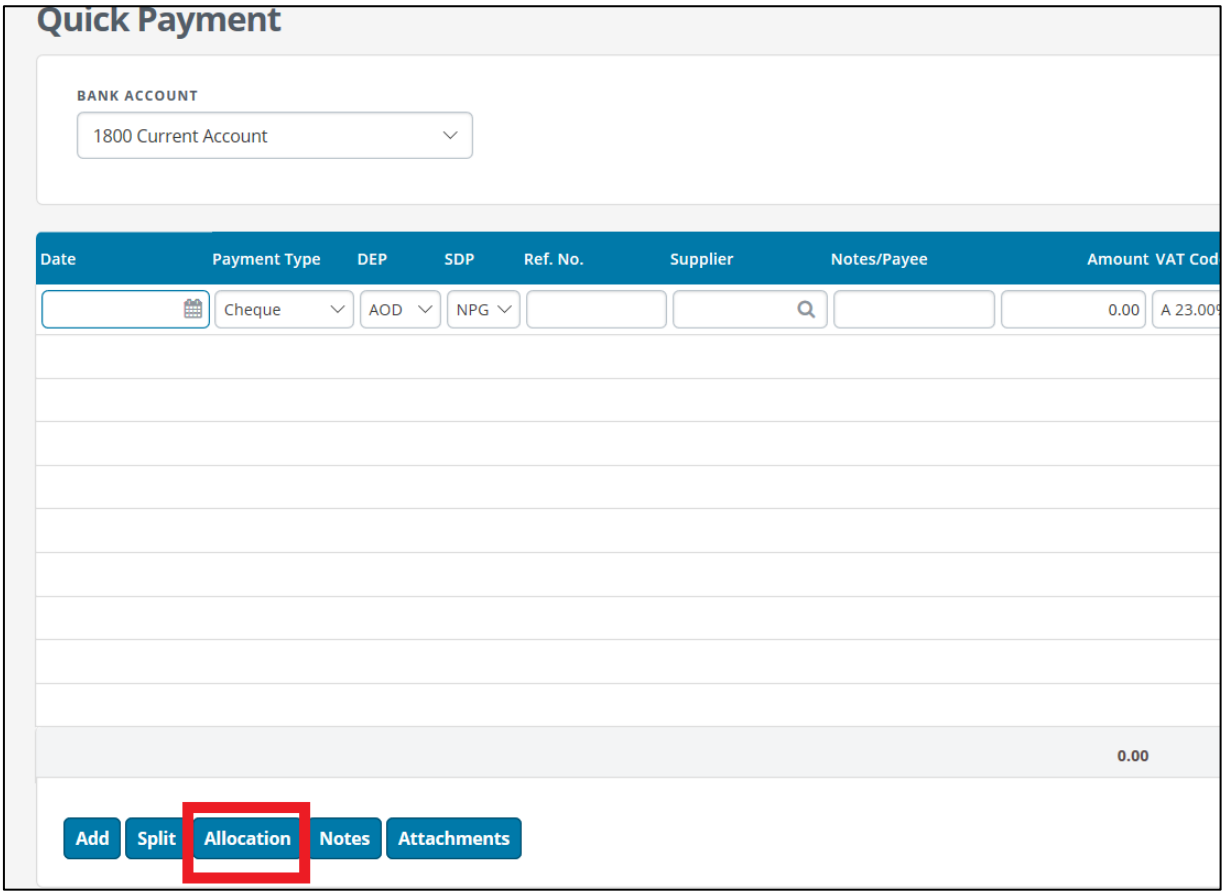


Now enter the date the payment was made (it will default to today's date), the amount of the payment (this will default to the amount of the invoice), enter a reference number, if paying by cheque enter the cheque number and make sure to select the correct bank account, that the payment is coming from.

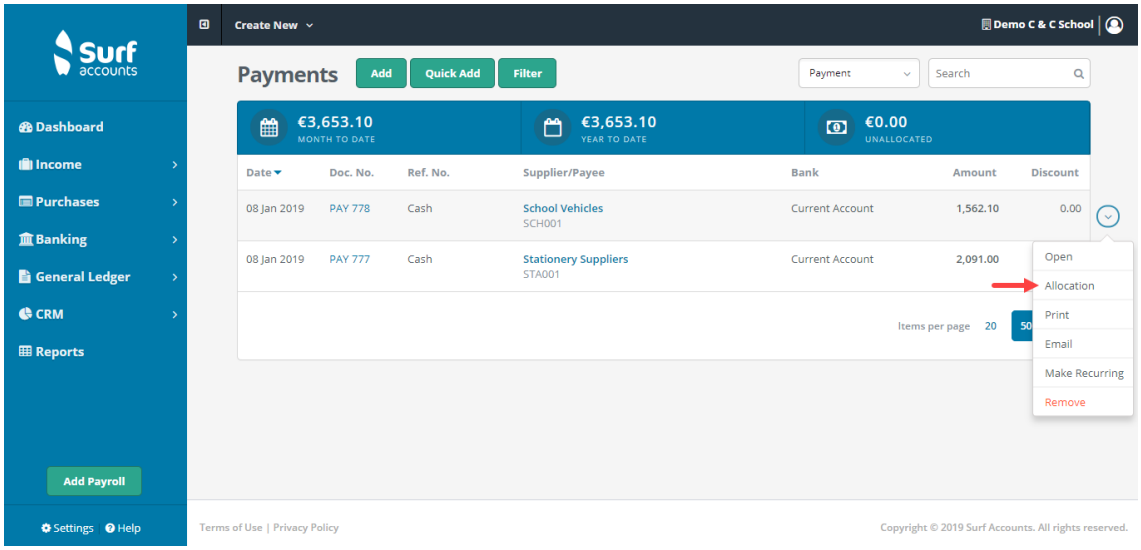
Click Auto to allocate all invoices and credit notes to a payment. Then click save.

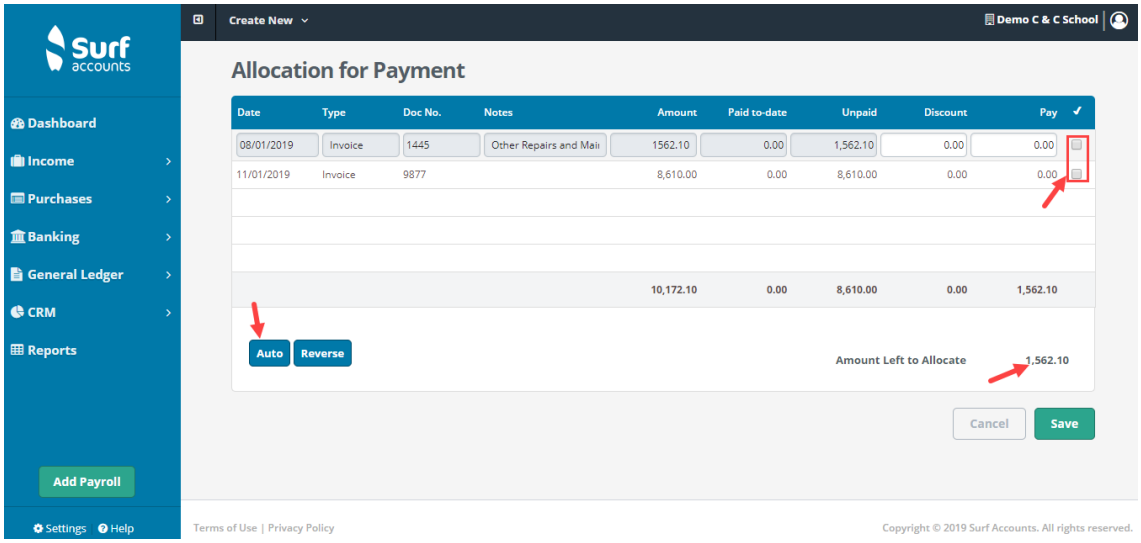
4.4 Allocating a Supplier Payment

Allocating the supplier payment is an option both within the payment itself:



or separately from the payment listing, by clicking the inline submenu arrow and selecting ‘Allocation’, below





Allocating is where you identify which invoices are being paid by a payment e.g. you could be paying just one invoice with a payment or you could be paying several invoices with the one payment, also you could be part paying one invoice with a payment.

There are three different ways to allocate the payment:

By typing the amount, you wish to allocate into the 'Pay'/'Paid' box

By ticking the ✓ to the far right of the invoice row

By clicking on the 'Auto' box (this will allocate the receipt to the oldest invoice)

A payment can also be allocated over several invoices/credit notes.

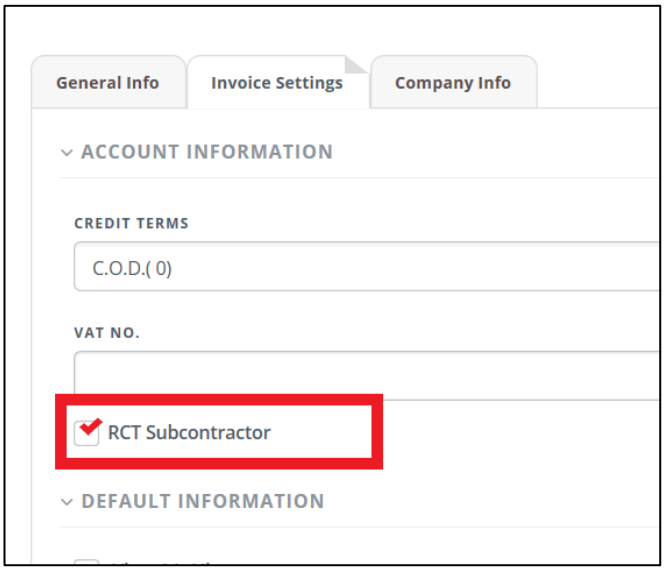
Click ‘Save’ once you have completed your allocation, the ‘Amount Left to Allocate’ should be Zero

Click ‘Save’ when you have finished entering payments.

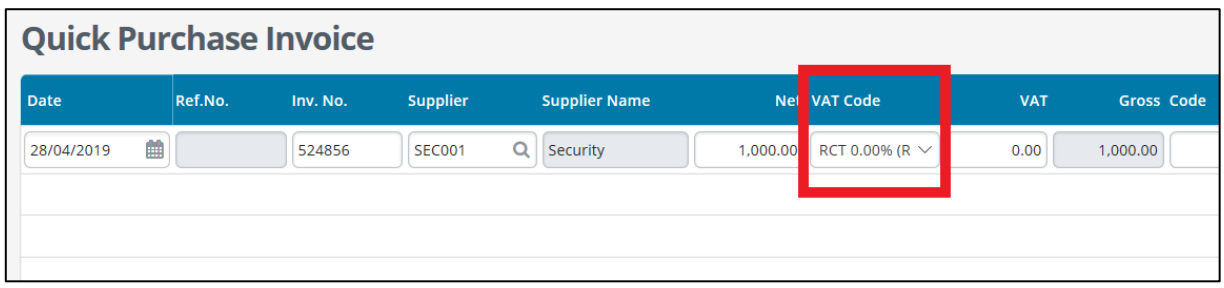
4.5 Accounting for RCT

If an invoice is subject to Relevant Contract Tax you may need to make a deduction on any payment to be paid over to Revenue.

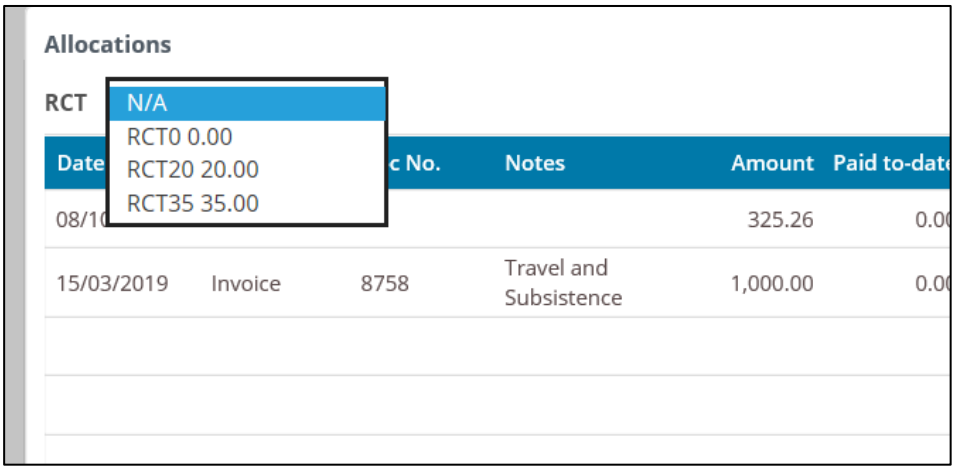
Step 1: Set the supplier up as an RCT subcontractor.
Go to Suppliers in the Purchases module and open the supplier account details.
Under the invoice settings tab tick, the RCT Subcontractor box.



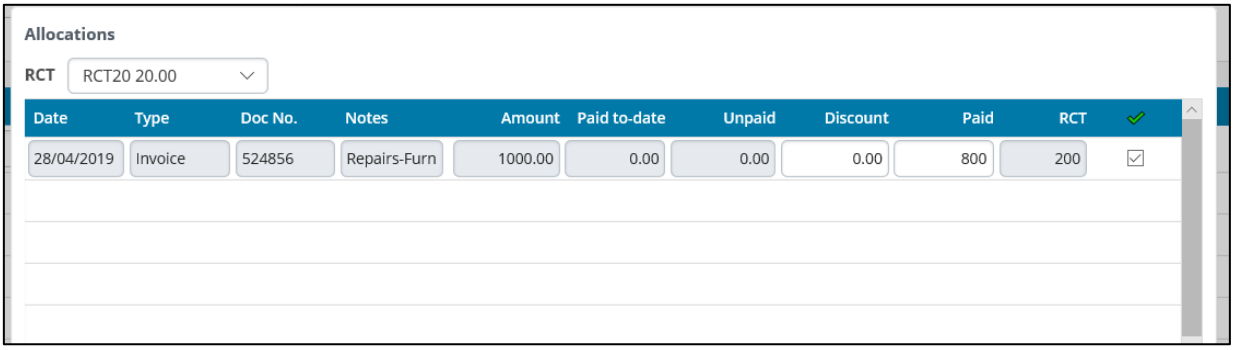
Step 2: Record the invoice, making sure the VAT code is RCT 0% (RCT VAT CODE).



Step 3: Record the supplier payment, under BANKING, PAYMENTS, “Quick Add”
When allocating the payment, you will have the option of selecting what rate the RCT was deducted at.



You can allocate the payment and RCT deduction against the invoice.
The RCT will automatically by posted to 2270 (RCT control account.)



Step 4: To record the payment made to Revenue for RCT.

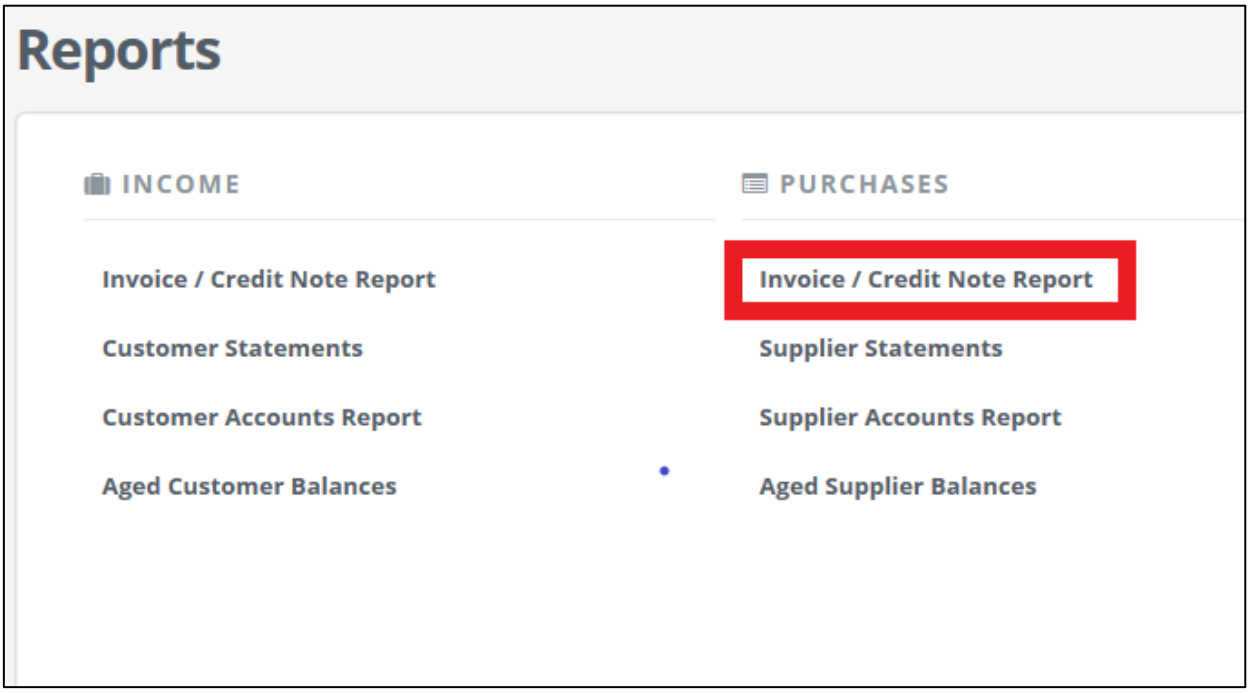
Banking > Payments > Quick Add – Enter the payment details and post to Nominal code 2270 (RCT control account)

4.6 Purchase/supplier reports

4.6.1 Invoice / credit note report

Generates the details or summary of the customer invoices, opening balances and credit notes raised by the school.

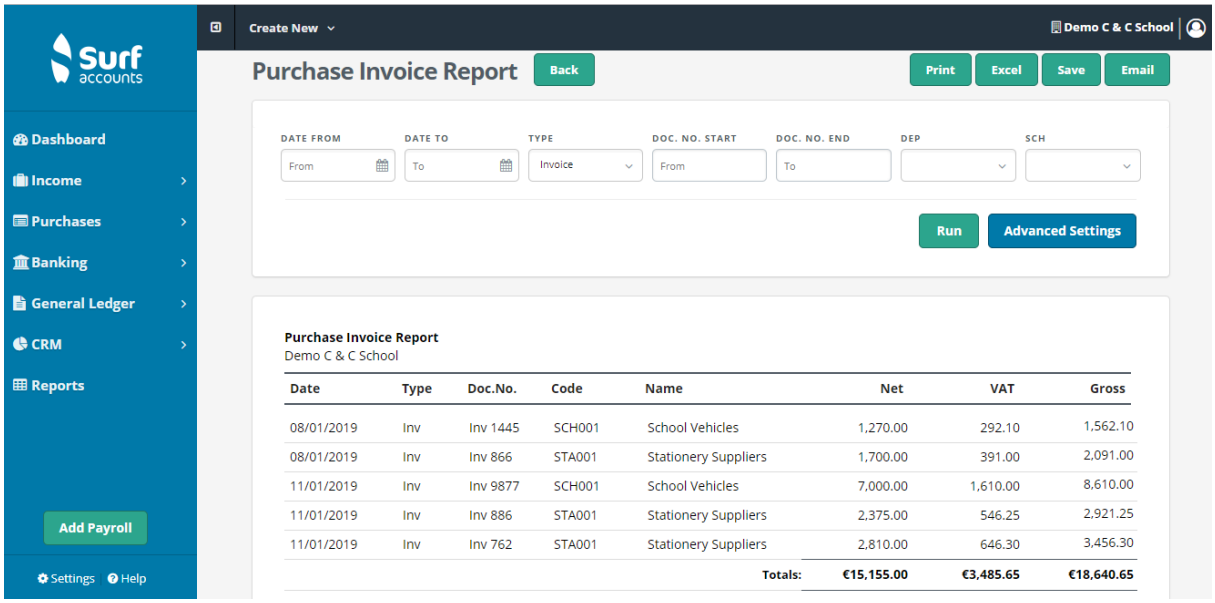
Click Invoice / Credit Note Report under the PURCHASES heading on the Reports page.



On the Purchase Invoice/Credit Note Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the type of report you want to generate, for example, Invoice or Credit Notes. Note the the report heading changes based on the selection.
DOC. NO. START	Document number starting range.
DOC. NO. END	Document number ending range.
DEP	Department.

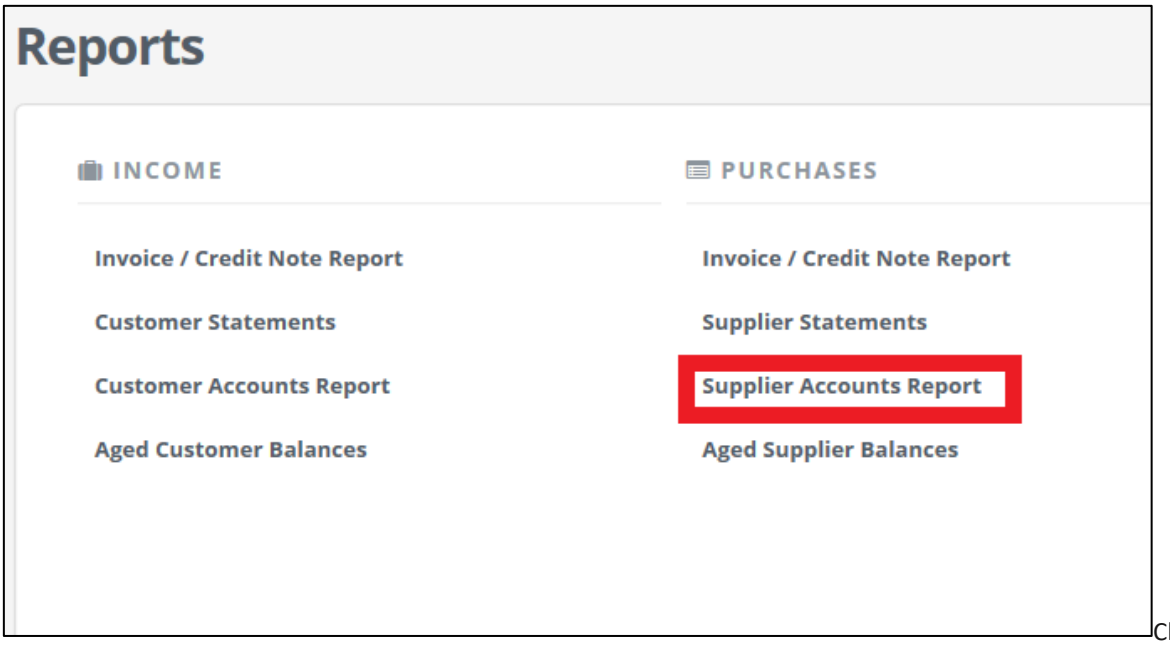
Click Run to generate the report.



4.6.2 Supplier accounts report

Generates a summary of supplier accounts.

Supplier Accounts Report under the PURCHASES heading on the Reports page.



Click

On the Supplier Accounts Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

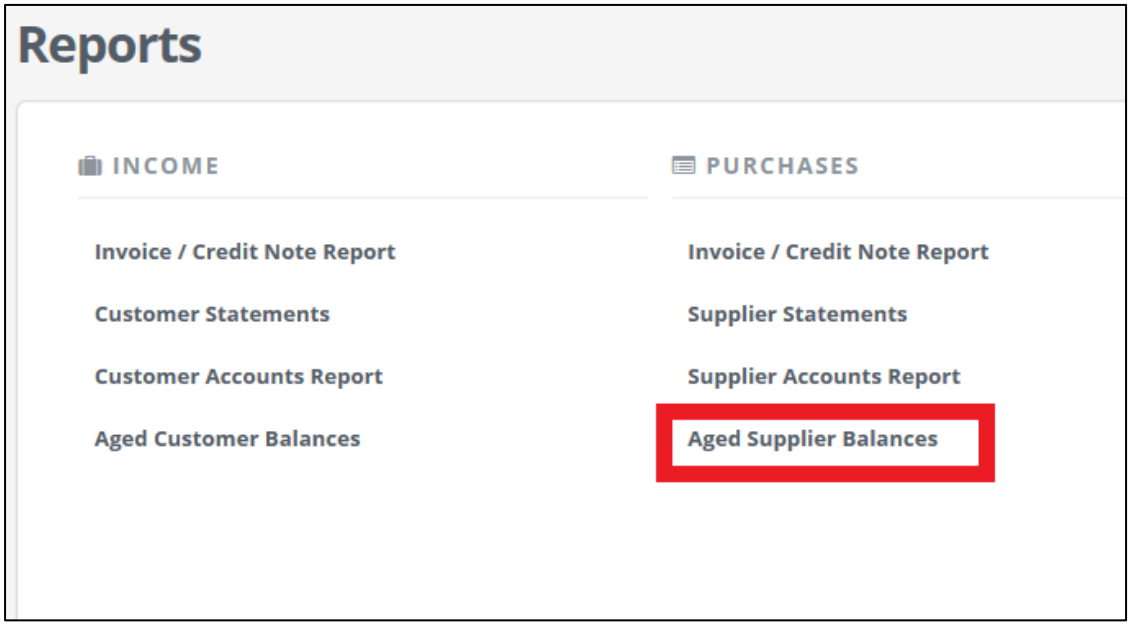
Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the type of report you want to generate, for example, Invoice or Credit Notes. Note the the report heading changes based on the selection.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specifiy the first supplier within the range.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specifiy the last supplier within the range.
DEP	Department.

Click Run to generate the report.

4.6.3 Aged supplier balances

Generates supplier balances at frequencies of 30 days such as 30, 60, 90 and so on.

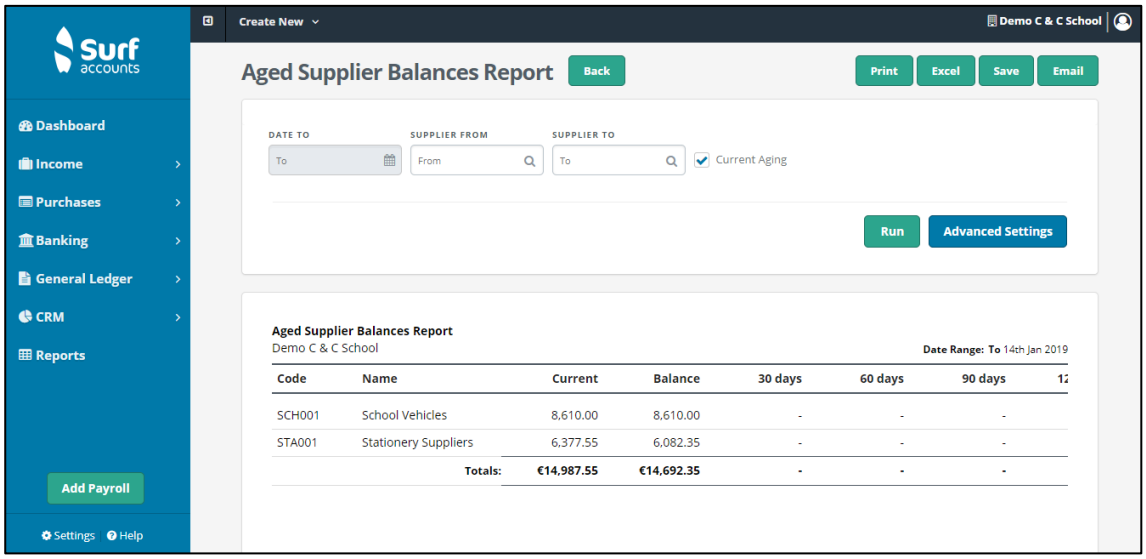
Click Aged Supplier Balances under the PURCHASES heading on the Reports page.



On the Aged Supplier Balances Report page, enter the criteria as per the following. All fields are optional. If you do not specify any criterion and retain the default settings, the details of all invoices will be shown.

Field	Description
DATE TO	Date on which you want to view the report.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specifiy the first supplier within the range.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specifiy the last supplier within the range.
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the customer balance on the current system date.

Click Run to generate the report.



Section 5
Banking module

5.1 The Banking Menu

5.2 Receipts

5.3 Recurring receipts

5.4 Bank payments

5.5 Recurring payments

5.6 Reconcile bank accounts

5.7 Bank reports

5.7.1 Bank reconciliation report

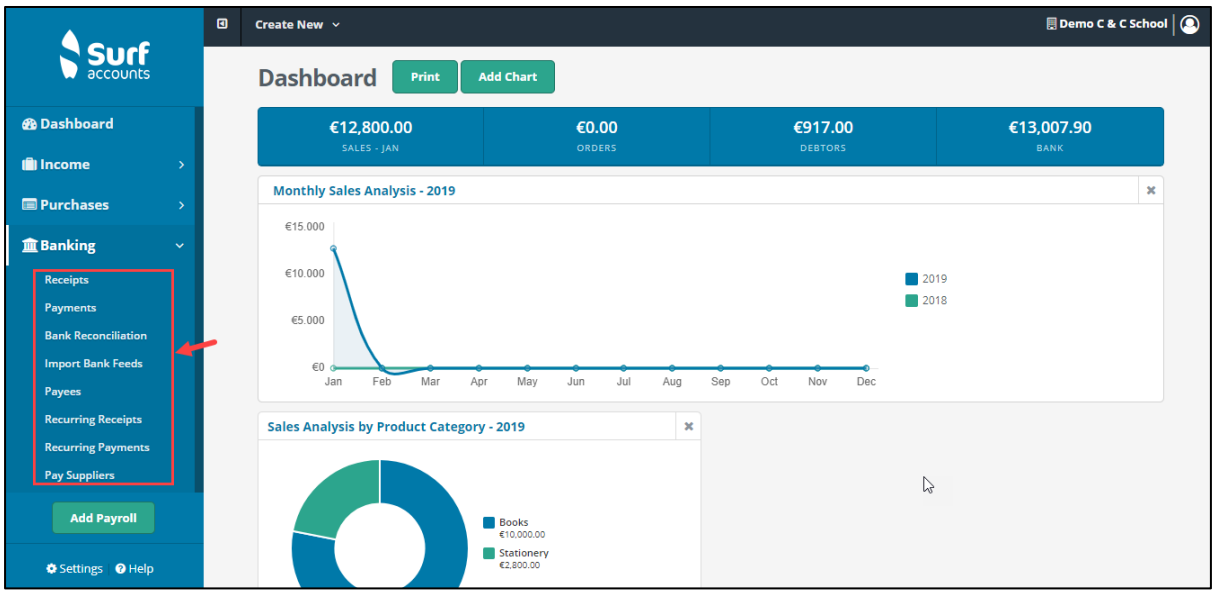
5.7.2 Receipts report

5.7.3 Payments report

5.8 To cancel old cheques

5.1 The banking menu

To help you to manage and maintain all school bank accounts, when you click this menu the following list of relevant options will appear



Receipts	Record details of Department grants, school generated income and other school income
Payments	Record payments of school expenses
Bank Reconciliation	Match the activity on your bank account record to those on your bank statement.
Recurring Receipts	Set up receipts that are lodged to the school bank account on a regular basis such as direct debits for Voluntary Contributions
Recurring Payments	Set up transactions that are paid on a regular basis such as direct debits and standing orders.

5.2 Receipts

To record a bank lodgement or cash receipt:

From Banking select Receipts.

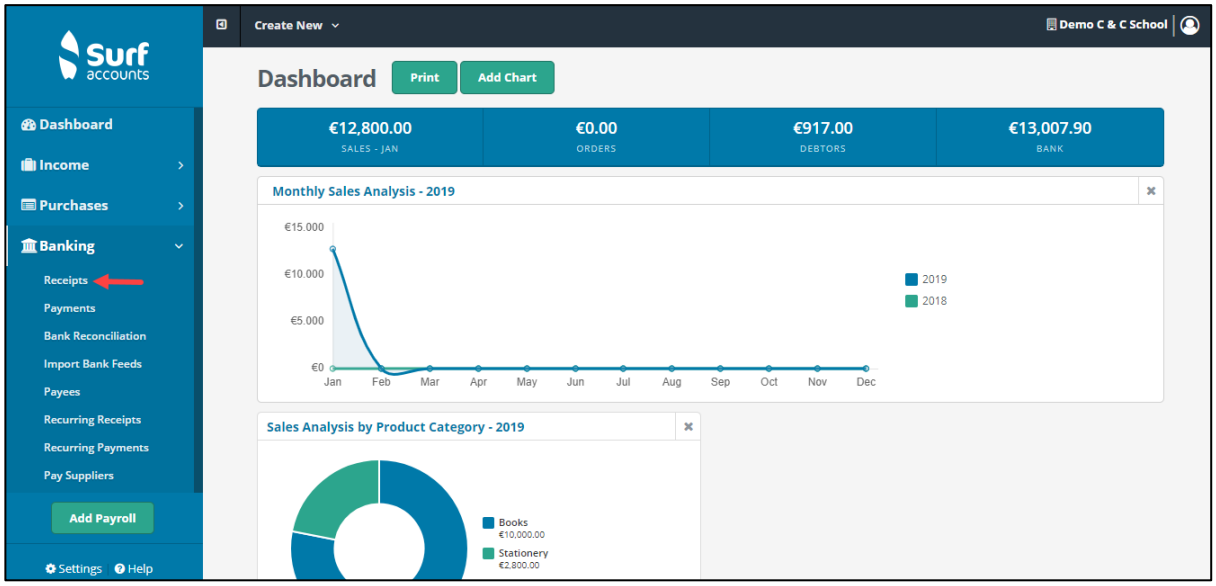


Fig. Receipts option

Click the 'Quick Add' icon to record a receipt/lodgement.

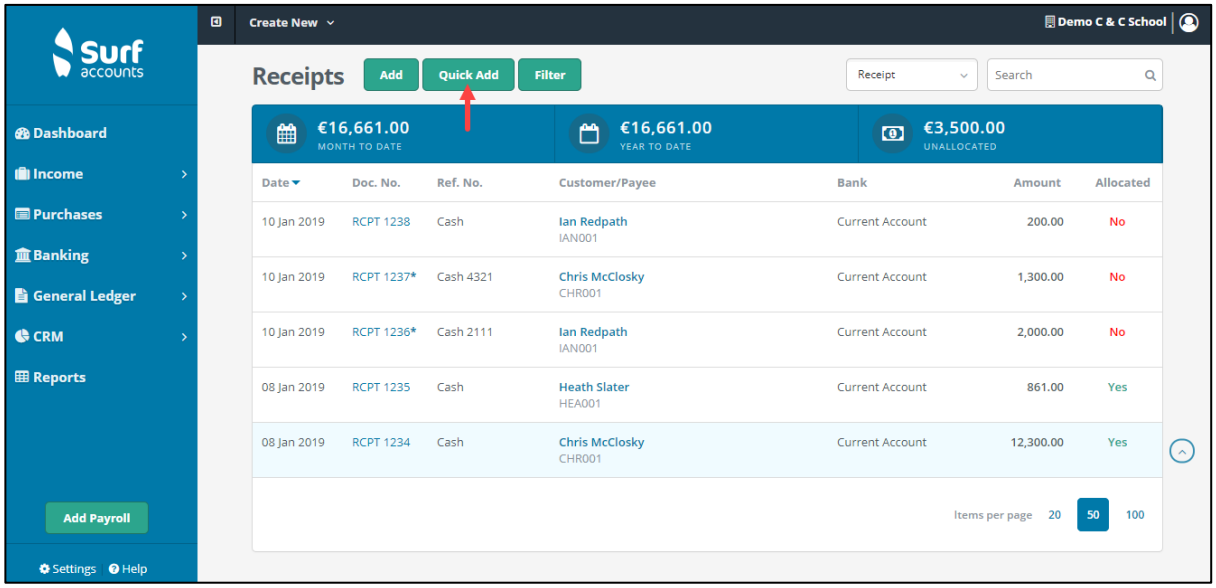


Fig. Quick Add Option

The following screen will appear.

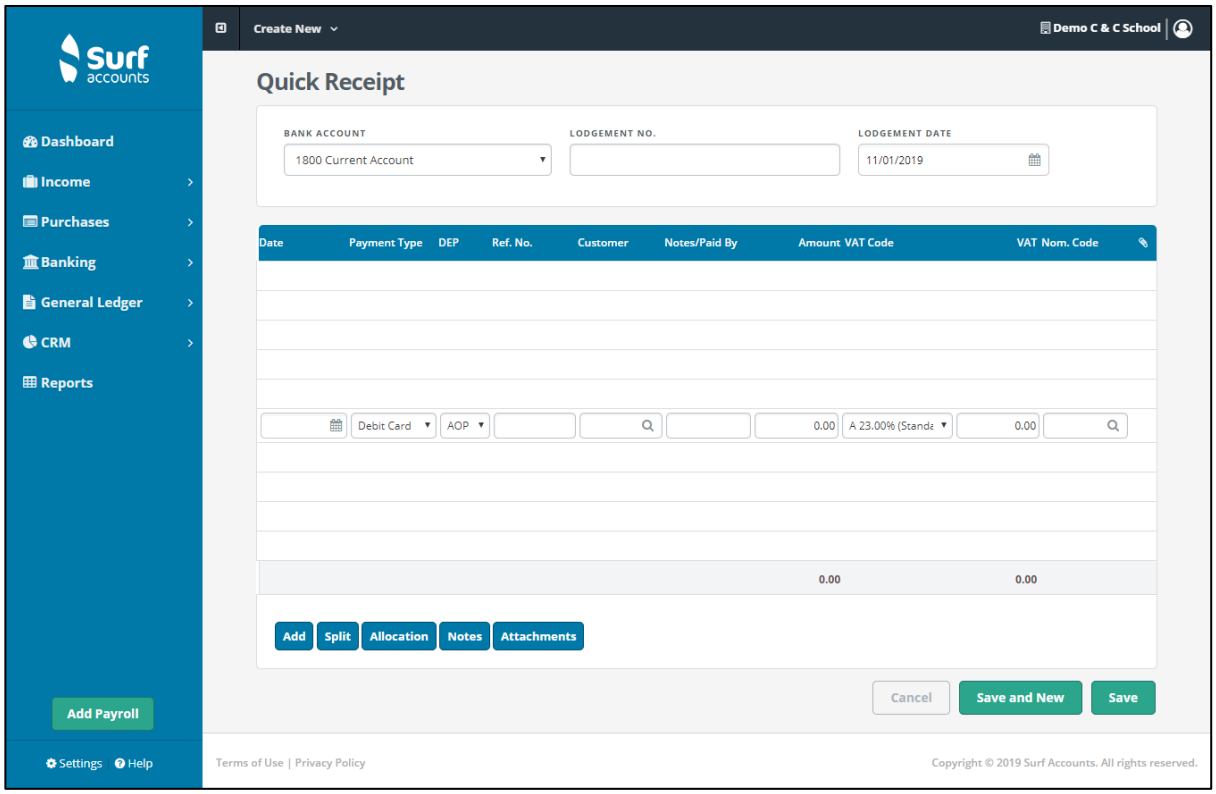


Figure 3: Quick Receipt Screen

Enter the Bank Account that the receipt is being lodged to, enter the Lodgement No and the Lodgement Date.

In the middle section of the screen you can record several receipts which form the one lodgement, if applicable.

Enter the dates the monies were received, the payment type of this receipt i.e. cash/cheque/bank transfer etc, a reference number (if applicable).

If it is a customer receipt (in payment of an invoice issued) select the customer code (you can use the lookup if you don't know the code), this will automatically post the payment to the customer account.

If it is a non-customer receipt (no invoice recorded in surf) leave the customer code blank, then in the Notes column type in what the receipt is for e.g. government grant, Insurance claim, voluntary contribution etc. Then enter the amount received, the nominal account code e.g. 3010 Non-Pay Budget and the department.

For customer receipts see also **Section 3.3 3.3 Add a new customer**

5.3 Recurring receipts

Where there is an agreement in place for someone (customer or not) to pay you on a recurring weekly or monthly basis you can set this up.

From 'Banking' select 'Recurring Receipts'.

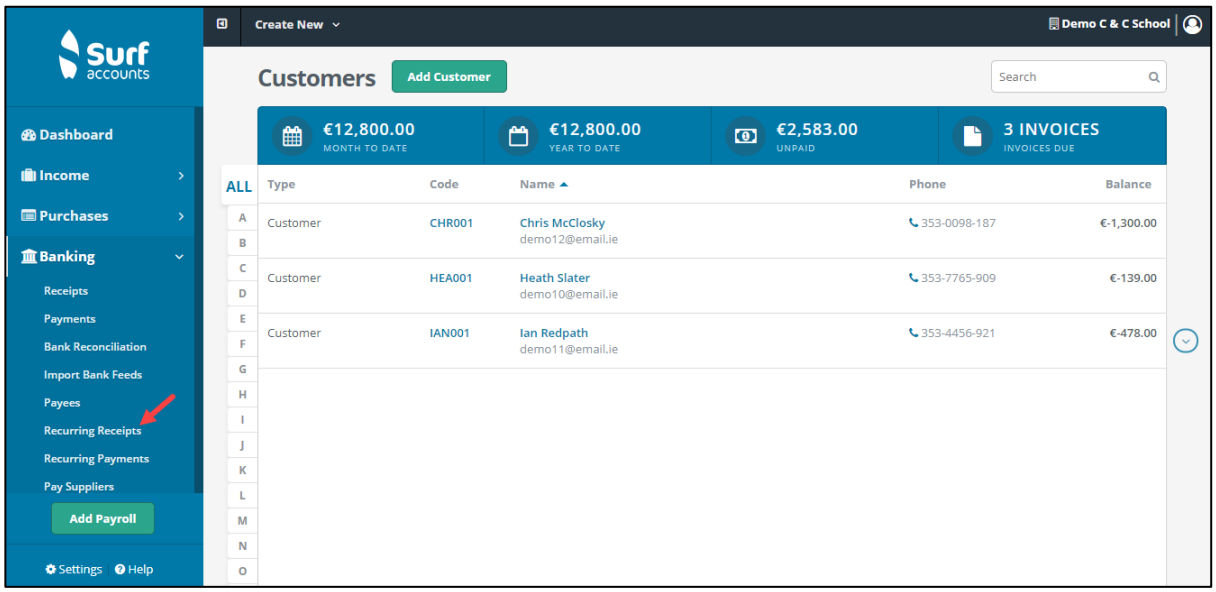


Fig. Recurring Receipts

The following screen will appear. Click Add.

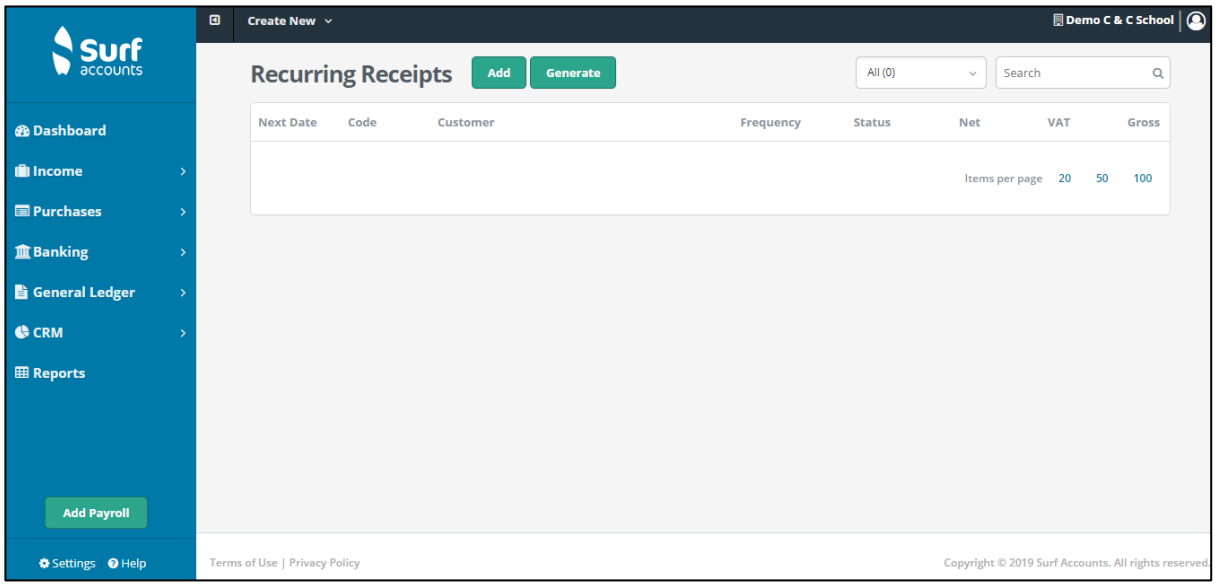


Fig. Recurring Receipts

The following screen appears.

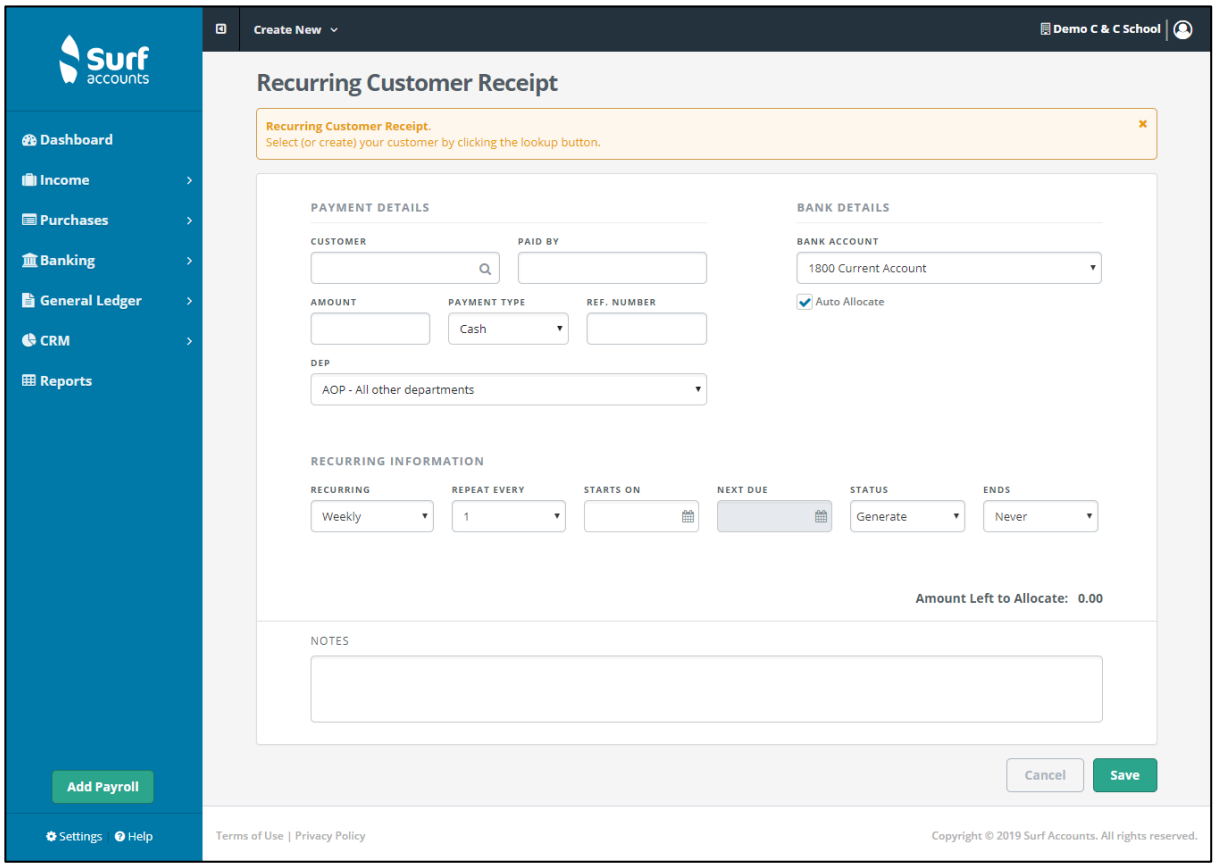


Fig. Recurring Customer Receipt

Under the Payment Details heading, select the appropriate customer (if applicable), enter the agreed amount to be paid (each month/week), enter the payment type, a reference number (if required), tick the 'Auto Allocate' checkbox if you want the system to allocate the receipts against the oldest invoice in the system or leave it un-ticked if you want to allocate the receipts against the invoices yourself at a later stage.

Under the Bank Details heading select the bank account that the receipt will be lodged to (using the dropdown arrow).

Under the Recurring Information heading: Enter the recurring frequency of the receipt (Weekly/Monthly or Yearly), then repeat e.g. every 2 weeks or every 6 months (1-30), enter the Start On (the date the first receipt is to start on) and the Next Due date

(these will be the same on setup), set the Status (Generate/On-Hold/Closed) and set the Ends (Never, Number or Date) and specify the Number or Date depending on which is selected.

Click 'Open' from the inline submenu to make changes to recurring receipt or click 'Delete' to delete it altogether.

	You can also make any previous receipt entered into the system a recurring entry by finding the receipt in the listing and clicking the 'Make Recurring' option in the inline submenu.

Generate Recurring Receipts

Select the 'Generate' icon, the following screen will appear.

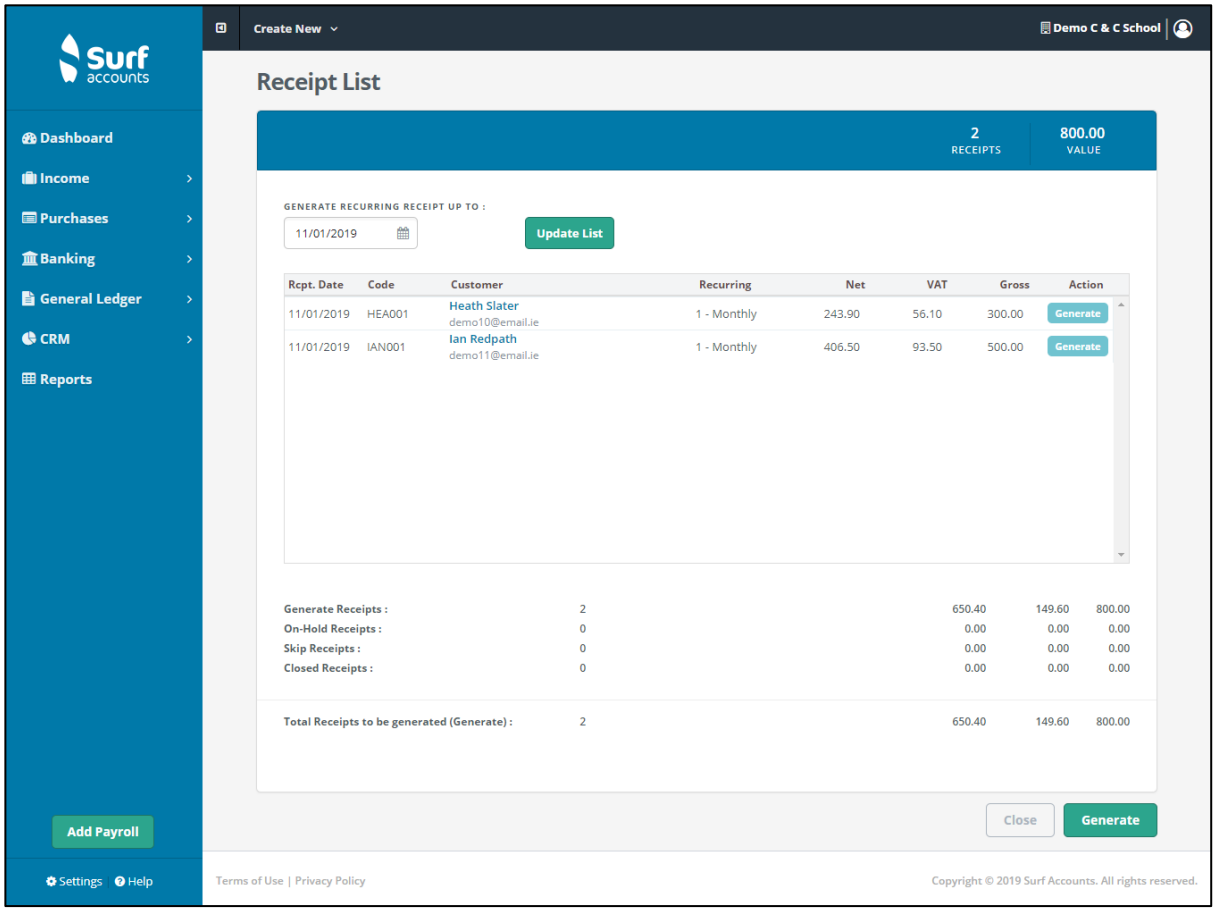


Figure 4: Recurring Receipts

The receipts that would be generated based on the recurring entries setup up to today's date will be listed. You can change that date by clicking on the calendar icon to the right of the 'Generate Recurring Receipts Up To' field, then click 'Update List'.

The last column has an 'Action' heading; it will default to 'Generate'. You can change the 'Action' per transaction. This is a loop, if the action is set to 'Generate' and you click it, it will toggle through to On Hold/Closed/Skip and back to Generate.

The Summary values at the bottom of the page, indicating the value of the receipts that will be generated will be updated as you toggle through different actions.

If you put receipts on hold you will see the 'Total Receipts to be generated (Generate)' update.

In the list of customer receipts they will have a Receipt number followed by an 'R'.

After reviewing the list and when you are happy to create all the receipts listed, click the 'Generate' icon.

Once you have generated some recurring receipts you will then have another icon on the toolbar; History. If you click the History icon you will see the list of individual receipts generated for the specific recurring receipt.

5.4 Bank payments

To post a bank or cash payment:

From Banking select 'Payments'.

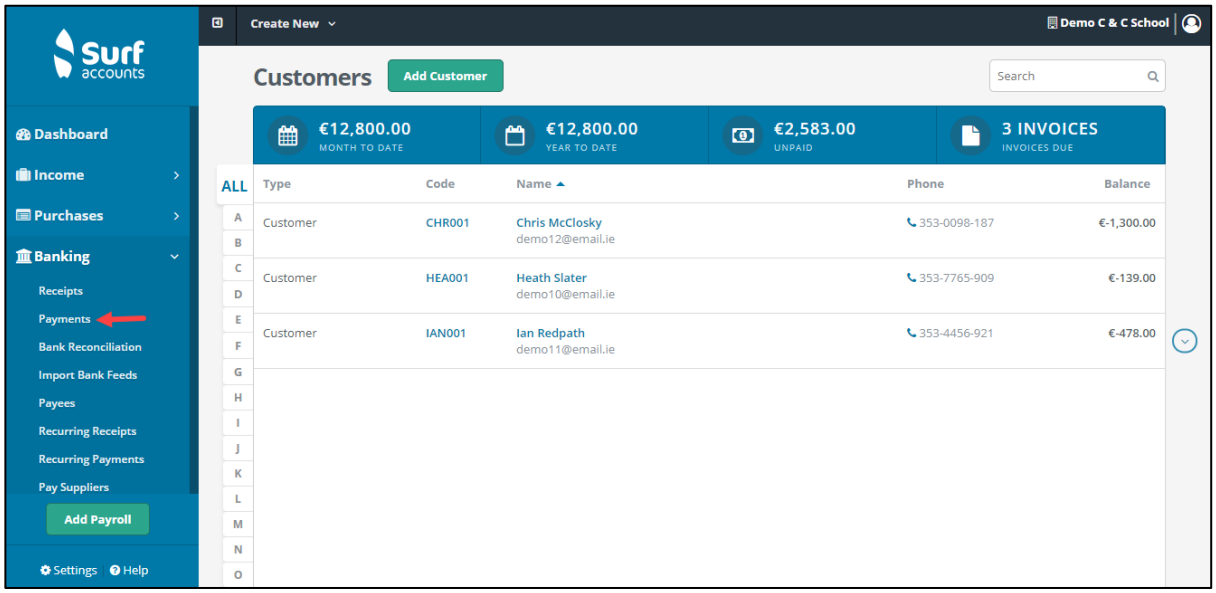


Fig. Banking-Payments

The following screen will appear. Click Quick Add.

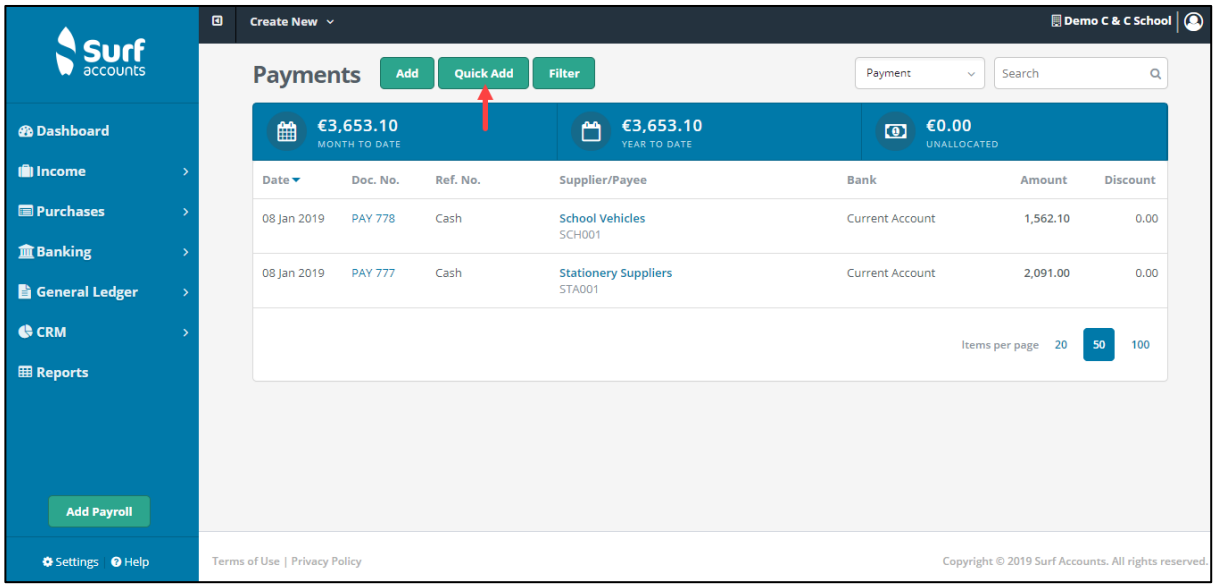


Fig. Payments Quick Add Option

The following screen appears.

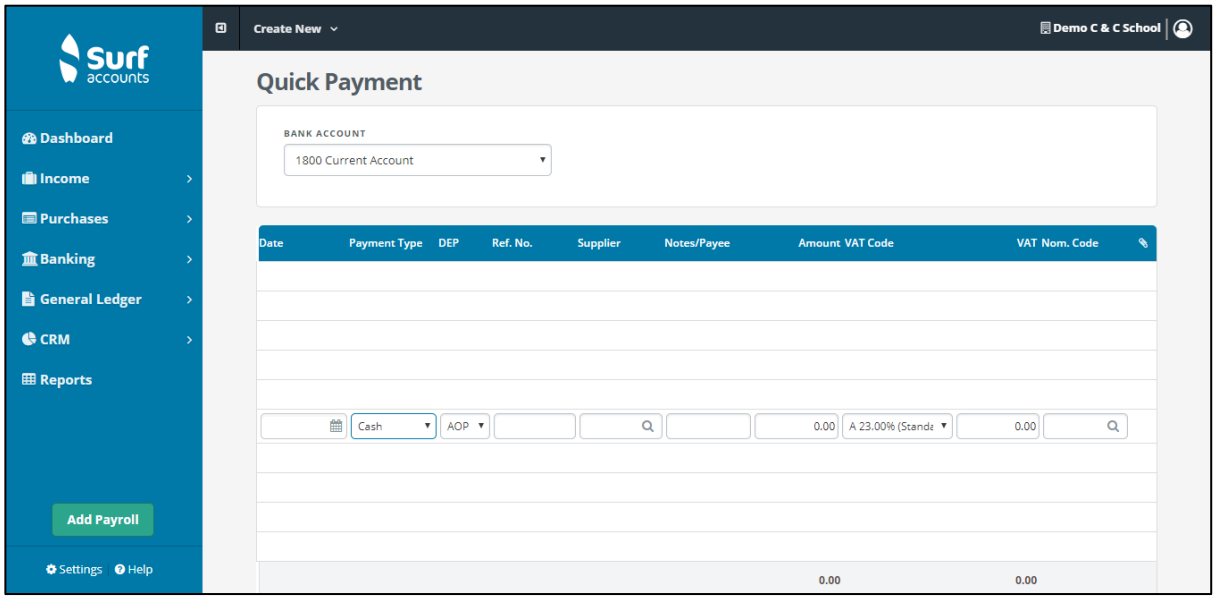


Fig. Quick Payment Screen

Enter the Bank Account that the payment is being made from. In the middle section of the screen you can record numerous payments.

For each payment, enter the dates the payment was made, the form/type this payment took i.e. cash/cheque/bank transfer etc, a reference number (if applicable).

If the payment is not for a supplier invoice in the Notes column type in what the payment is for e.g. Wages and Salaries, Bank Charges etc. Then enter the amount paid and enter the nominal account code e.g. 4150 Supervisors Salaries and 7450 Bank Charges.

If the payment is for an invoice from a supplier, enter the supplier code. This will automatically post the payment to the purchase ledger control account 2100.

You can allocate the payment against an invoice by clicking “Allocation” at the bottom of the screen.

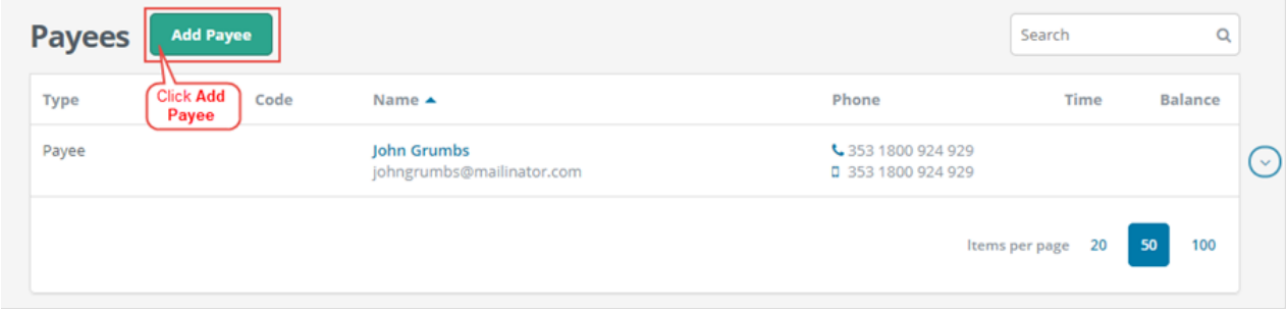
For further information see **Section 4.4 Allocating a supplier payment**

Click ‘Save’ when you have finished entering payments.

Payees

Under Banking > Click Payees. The Payees page appears

On the Payees page >, click Add Payee



The New Payee page appears

Under the General Info Tab enter the Payee details
Under the Invoice Settings Tab check the VAT rate is defaulted to 0%

5.5 Recurring payments

Where there is an agreement in place for someone (customer or not) to pay you on a recurring weekly or monthly basis you can set this up.

From ‘Banking’ select ‘Recurring payments’.

Click Add.

Under the Payment Details heading, select the appropriate supplier (if applicable), enter the agreed amount to be paid (each month/week), enter the payment type, a reference number (if required), tick the ‘Auto Allocate’ checkbox if you want the system to allocate the receipts against the oldest invoice in the system or leave it un-ticked if you want to allocate the receipts against the invoices yourself at a later stage.

Under the Bank Details heading select the bank account that the payment comes from (using the dropdown arrow).

Under the Recurring Information heading: Enter the recurring frequency of the payment (Weekly/Monthly or Yearly), then repeat e.g. every 2 weeks or every 6 months (1-30), enter the Start On (the date the first receipt is to start on) and the Next Due date (these will be the same on setup), set the Status (Generate/On-Hold/Closed) and set the Ends (Never, Number or Date) and specify the Number or Date depending on which is selected.

5.6 Reconcile bank accounts

It's important that the transactions in your Surf bank accounts match what has actually gone through your bank account, so that you know your bank balances are correct. This also helps you to ensure you manage your cash flow effectively.

Surf Accounts has a Reconcile option within the Bank to help you easily match each transaction in Sage to your bank statements.

Step1: From Banking select Bank Reconciliation, the following screen will appear.

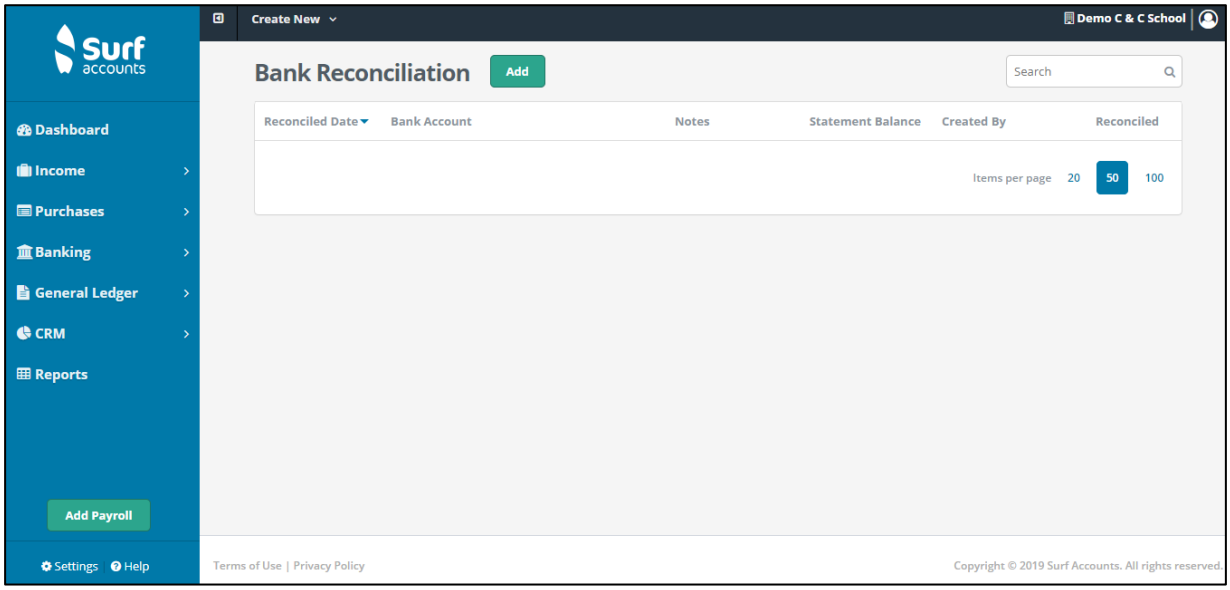


Fig. Bank Reconciliation

Step 2: Previous Bank Reconciliations will be displayed, to create a new Bank Reconciliation, click the 'Add' icon, the following screen will appear.

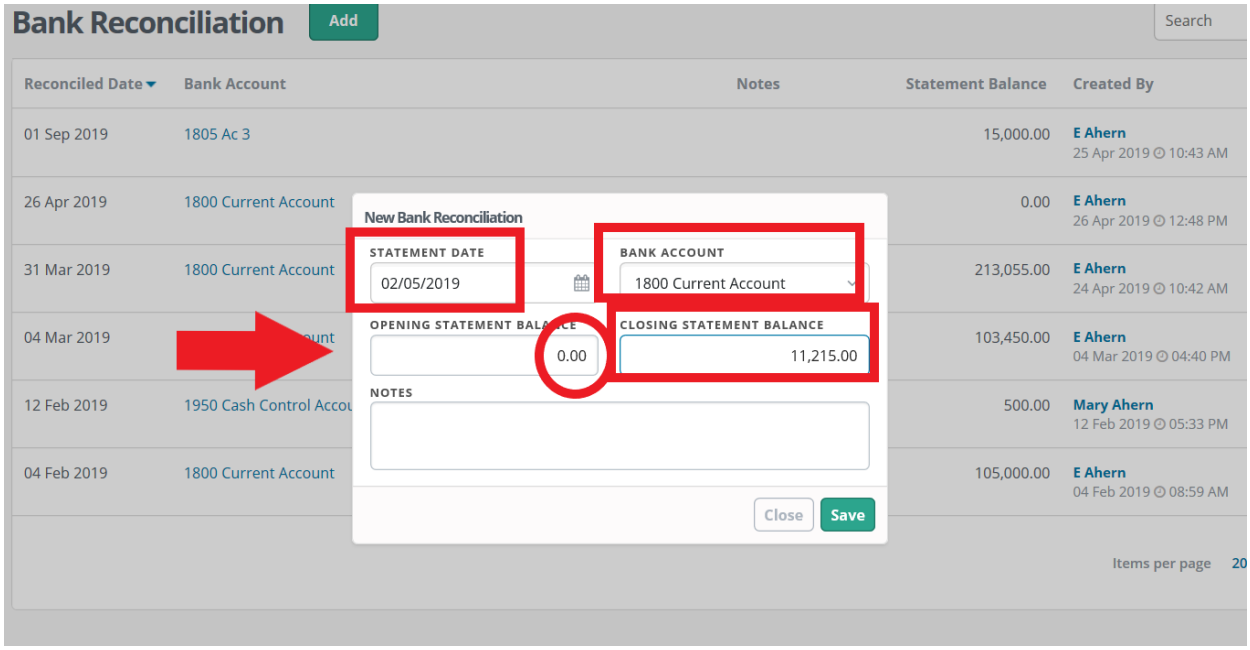


Fig: New Reconciliation

Note: You will need a Bank Statement in order to be able to perform a Bank Reconciliation.

Step 3: The Statement date will default to today's date, enter the date that you are reconciling the bank account up to here.
The default Bank Account will be selected, select from the dropdown list if you are reconciling a different bank account.
When you are doing the first bank reconciliation on the system the Opening Statement Balance should be zero. It will be automatically populated in subsequent bank reconciliations from the previous bank reconciliation's closing balance.
Enter the Closing Statement Balance as you see it on the Bank Statement.

Notes are optional.

Then Click 'Save'.

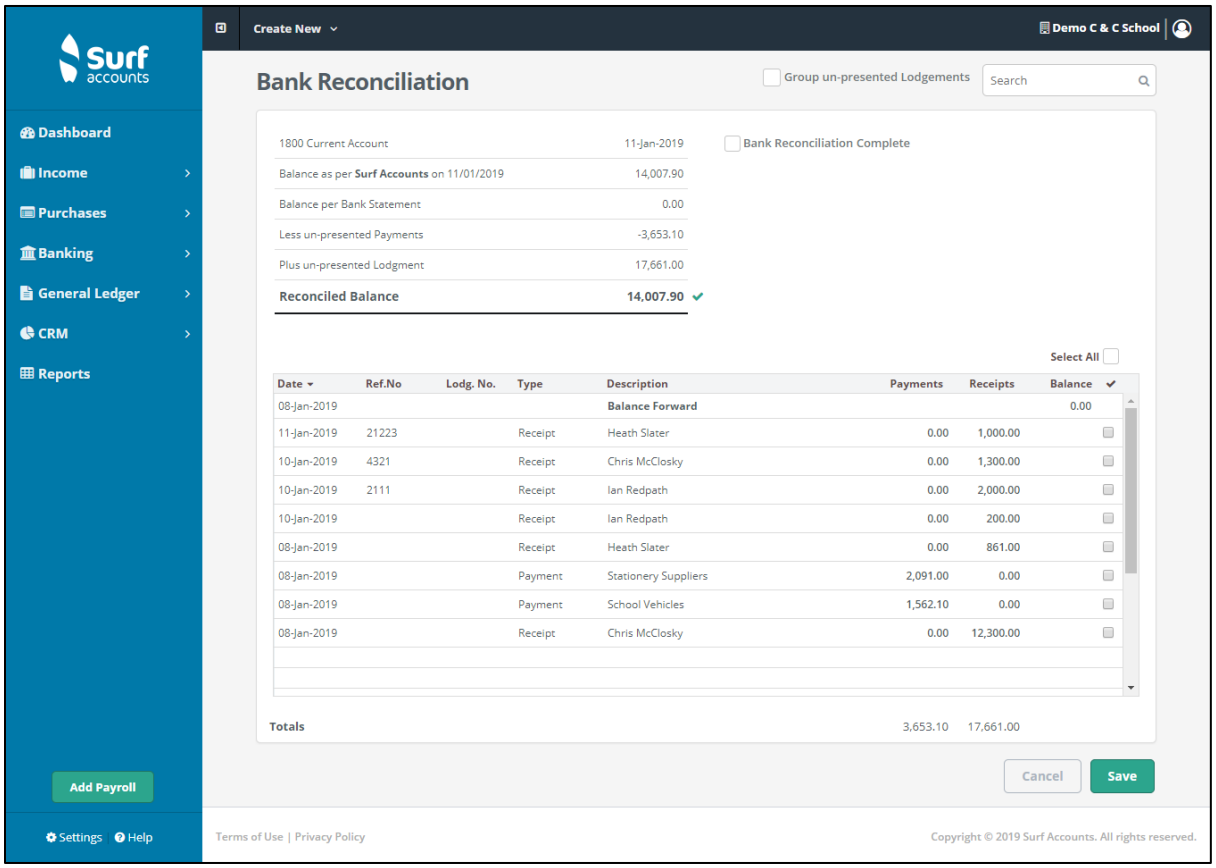


Fig. Reconciled Data

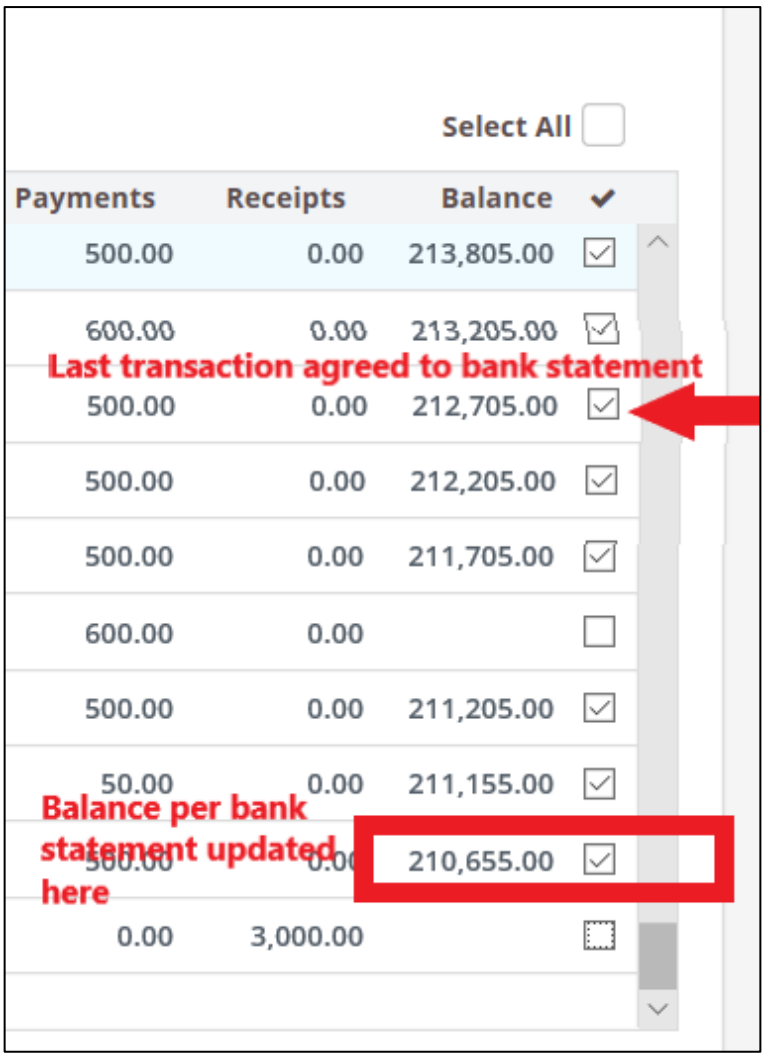
The Bank Reconciliation screen, above, will open showing all the previously unreconciled payments and receipts up to the statement date.
The Balance as per Surf Accounts on 'Date', will show the balance on the account code of the selected bank account.
The Balance per Bank Statement is as you entered it on the previous screen.
The Un-presented Payments/Lodgements and Reconciled Balance amounts will keep changing as you are reconciling the individual payments and receipts.
The Reconciled Balance is the Balance per Bank Statement less un-presented cheques plus un-presented lodgements.

The middle section of the screen will show a list of all the unreconciled Payments and Receipts recorded in the system, as you see these entries on the bank statement, once the date and amount are verified as agreeing with the entry to the system then tick the checkbox at the end of the row.

Step 4: Place a tick next to the transactions as they appear on the bank statement.

In the first reconciliation you will need to tick the opening journal first. This is the balance you entered for the bank at the start of the month.

Note a balance figure appears next to the transaction once it has been ticked. It is the balance figure at the bottom of all ticked transactions that you should monitor. This should agree to your bank statement at all times.



If you recorded several receipts but they formed one lodgement, then you can opt to show the entry just as one lodgement by ticking the 'Group un-presented Lodgements' checkbox (highlighted).
If the amount of the entry is different you will need to go back to the original entry (receipt/payment), open it and change the amount to the correct amount, as appearing on the bank statement.

If when looking at the bank statement you see additional entries, you will need to save and exit the bank reconciliation and go to receipts/payments and add the new transactions.

	Objective: Balance per Bank Statement should equal Reconciled Balance. Then you can mark your Bank Reconciliation as Complete. Balance as per Surf Accounts as at Date – equals the account code balance i.e. the balance including all payments and receipts.

Step 5: Once your Bank Statement Balance and your Reconciled Balance are the same (the red x will change to a green tick) and you think it unlikely that any more changes will be required then you can click the 'Bank Reconciliation Complete' checkbox, then click 'Save'.

You can save a bank reconciliation part way through and re-open it later to finish the reconciliation.

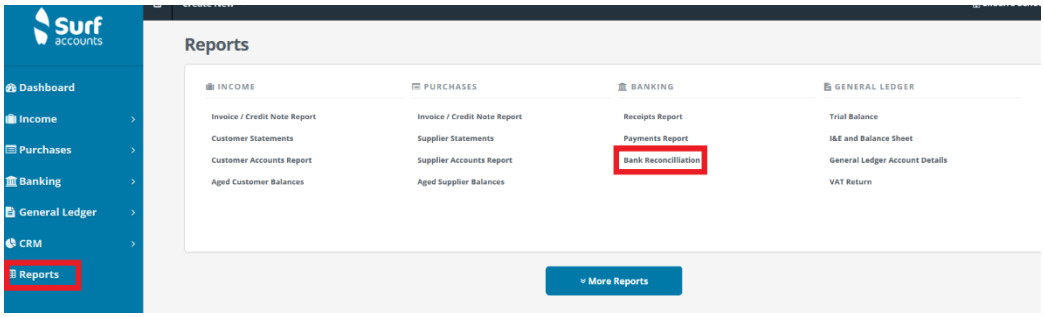
Once reconciled you can print the bank reconciliation report, export it to excel or to a pdf or email it (with an attached pdf), by selecting 'Print' from the inline submenu.

5.7 Bank Reports

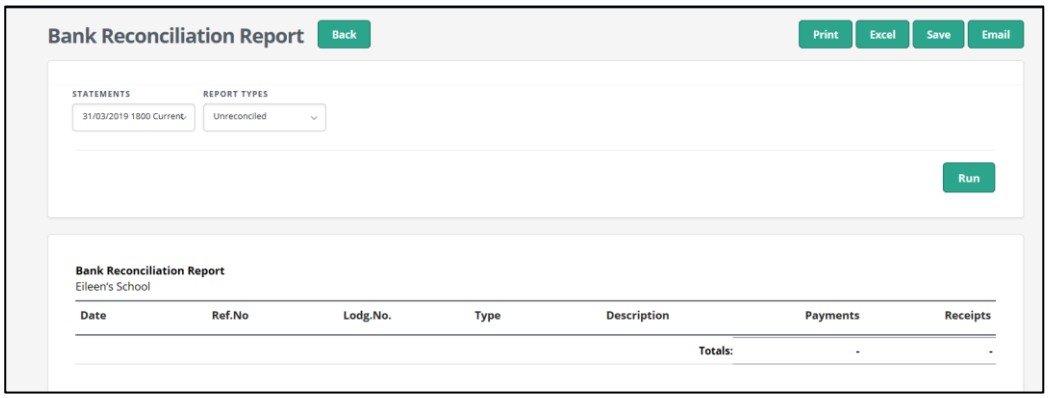
Print the bank reports for all bank, credit card and cash accounts at end of each month and file in Bank File reports.

5.7.1 Bank reconciliation report

From Reports, the following screen will appear



Select **Bank Reconciliation**



Select the statement by date, nominal code and name and under report type select **Unreconciled.**

Bank Reconciliation Report
Eileen's School

1800 Current Account	**31-Mar-2019**
Balance as per Surfaccounts	**206,855.00**
Balance per Bank Statement	**213,055.00**
Less un-presented Payments	**-6,200.00**
Plus un-presented Lodgment	**0.00**
Reconciled Balance	**206,855.00**

Date	Ref.No	Lodg.No.	Type	Name	Payments	Receipt
17/03/2019			Payment	Top Oil	700.00	-
04/02/2019			Payment	EA	500.00	-
04/02/2019			Payment		5,000.00	-
				Totals:	**€6,200.00**	-

5.7.2 Receipts report

For a list of lodgements/receipts for each bank/cash account go to **Reports**, and **Receipts Report.**

Enter the following criteria, as required. Note that all fields are optional. Even if you do not enter any criterion, you can generate the report based on the default settings.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	E.g. Customer/Non-customer etc
PMT. TYPE	Payment method.
DOC. NO. FROM	If you want to view the report within a range of specific document number, specify the first document number within the range.
DOC. NO. TO	If you want to view the report within a range of specific document number, specify the last number within the range.
CO-ORDINATOR	Select the value.
BANK	Bank account type.

Click Run to run the report.

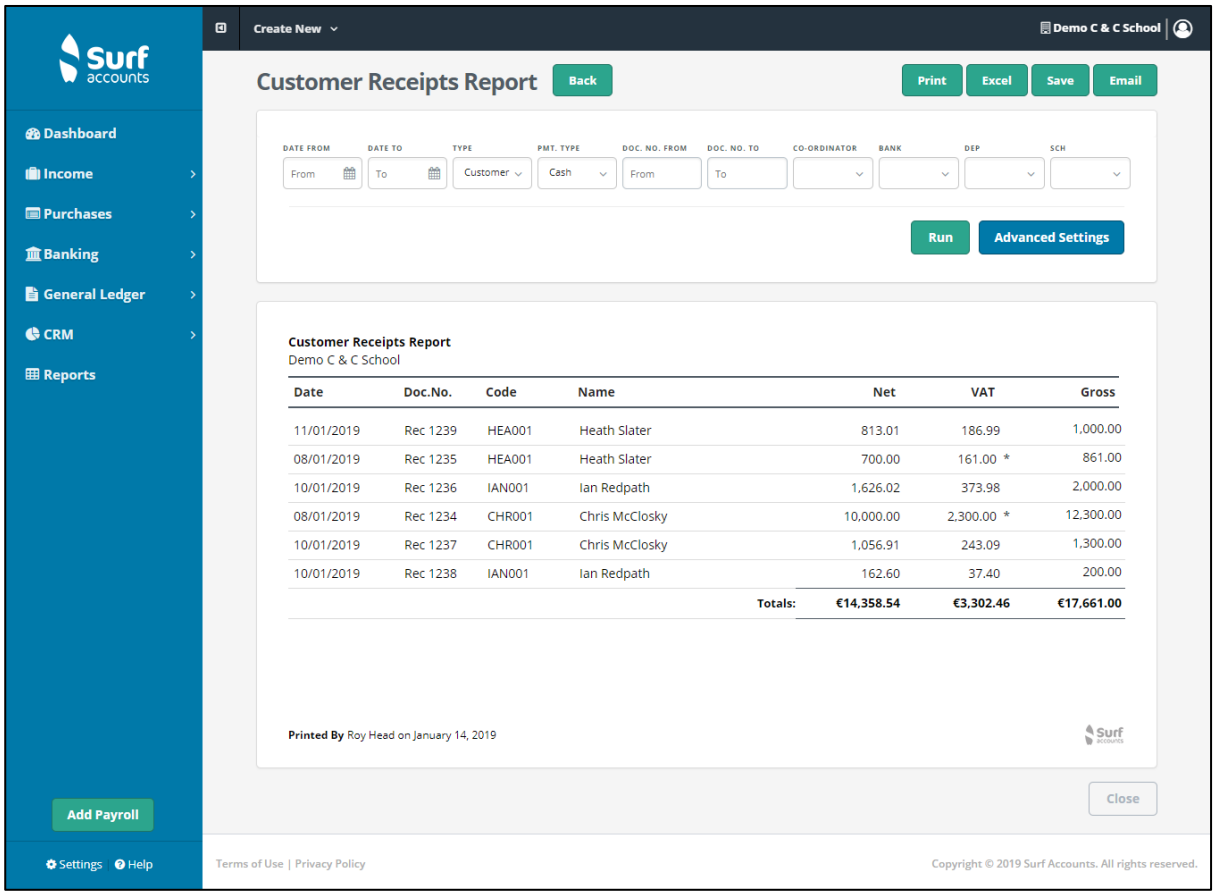


Fig. Report Generated

5.7.3 Payments report

For a list of payments for each bank account go to **Reports**, and **Payments Report.**

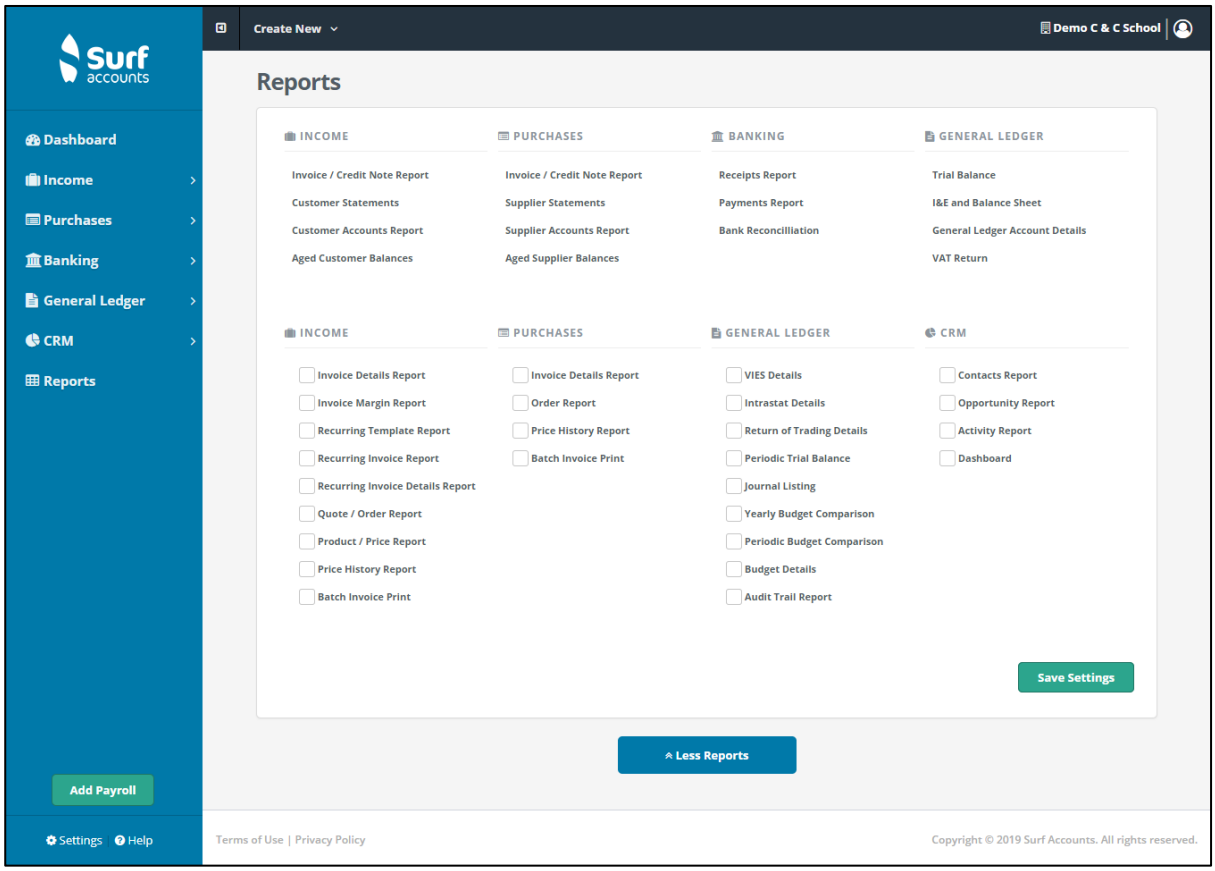


Fig. Banking Report

Enter the following criteria, as required. Enter the following details, as required. Note that all fields are optional. Even if you do not enter any criterion, you can generate the report based on the default settings.

Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
TYPE	Select the entity for which the receipts were generated.
PMT. TYPE	E.g. Supplier payments/Non-supplier payments etc.
DOC. NO. FROM	If you want to view the report within a range of specific document number, specify the first document number within the range.
DOC. NO. TO	If you want to view the report within a range of specific document number, specify the last number within the range.
CO-ORDINATOR	Select the value.
BANK	Bank account type.

Click Run to run the report.

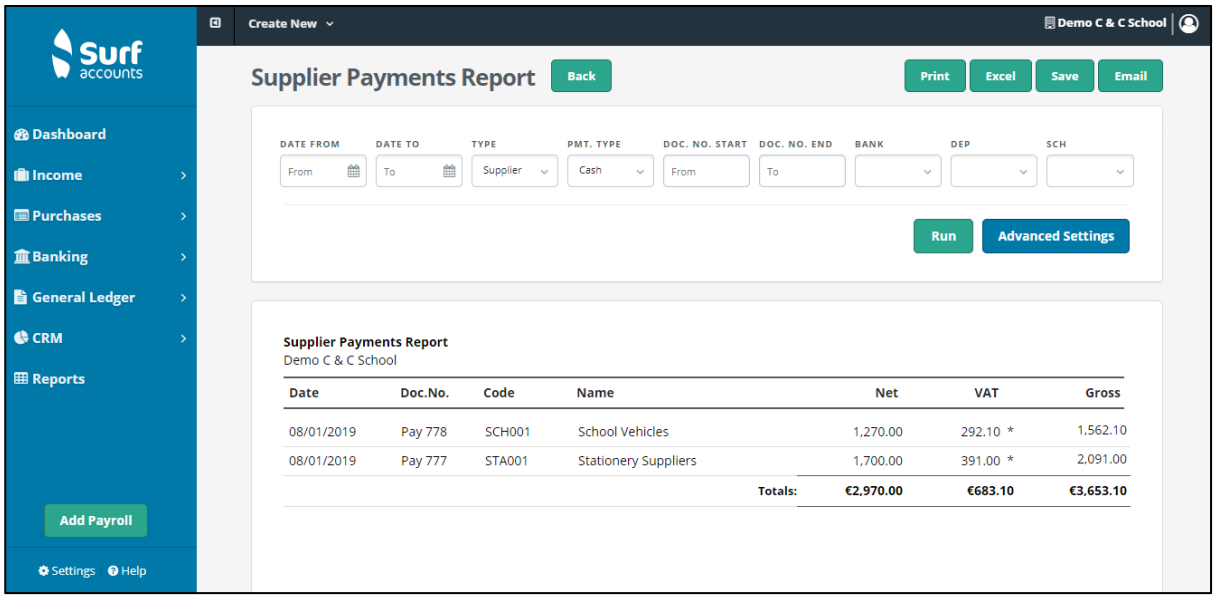
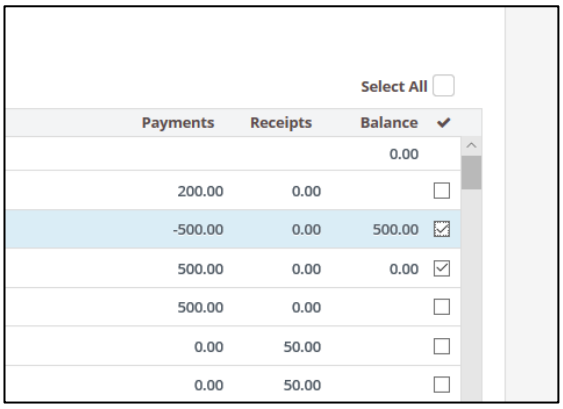


Fig. Report Generated

5.8 To cancel old cheques

Cancel old outstanding cheques.

- Make a list of the cheques that need to be cancelled. The list should state the cheque / payment reference, payee, amount, nominal code and department.
- Go to Banking -payments
- Enter the details of each payment on the cancel list as a negative payment.
- When reconciling the bank account match the outstanding cheques to the negative payments.



Section 6:

General ledger module

6.1 Introduction

6.2 FSSU Chart of Accounts – Nominal Groups

6.3 Creating new nominal codes

6.4 Entering a nominal journal

6.5 Posting a VAT journal

6.6 Posting a Payroll journal

6.7 Copy Journal function

6.8 Departments

6.1 Introduction

A **general ledger** contains all the accounts for recording transactions relating to a school's assets, liabilities, revenue, and expenses. The general ledger is the backbone of any accounting system which holds all the financial data. It is a great place to see information about transactions affecting specific nominal codes. Under the general ledger section, you can access the chart of accounts.

Within the General Ledger module, you can access your **chart of accounts, edit nominal codes** and **enter journals**.

From General Ledger select chart of accounts. You will now see the full list of existing nominal/account codes, their descriptions, and balances for this year and last.

What is a Chart of Accounts?

A Chart of Accounts is a list of accounts used by a school to define each class of item for which money or the equivalent is spent or received. It is used to organise the finances of the school and to segregate expenditures, revenue, assets and liabilities in order to give interested parties a better understanding of the financial health of the entity. These groupings will enable the school to produce an Income and Expenditure Account i.e. a report indicating if the school has a surplus of money, if its income is greater than its expenses; and a Balance Sheet i.e. a report indicating whether the school assets are greater than the school liabilities. In order to achieve this each entry in the system is analysed/assigned to an account code. Each of these codes are referred to as a nominal code.

Chart of Accounts

Functions you can carry out within the chart of accounts are set out below

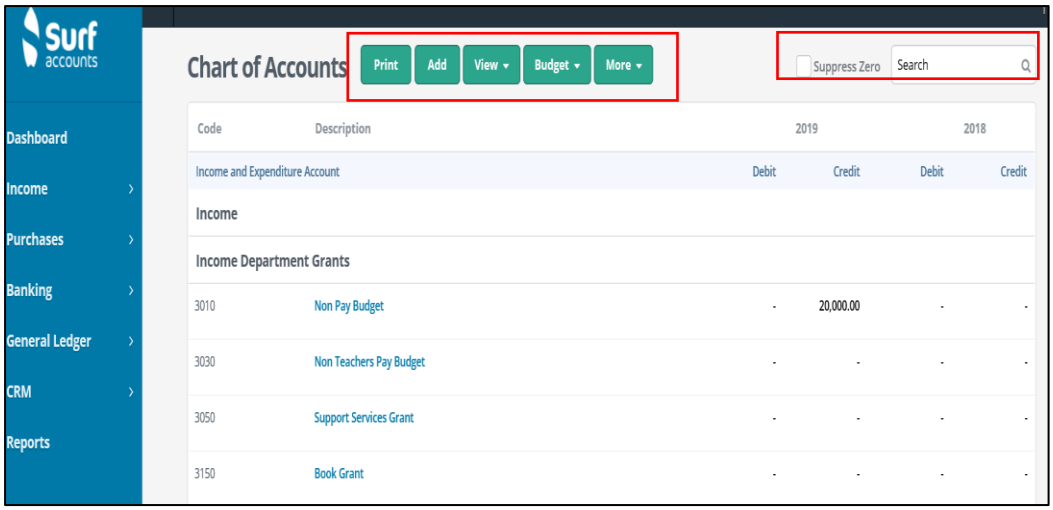
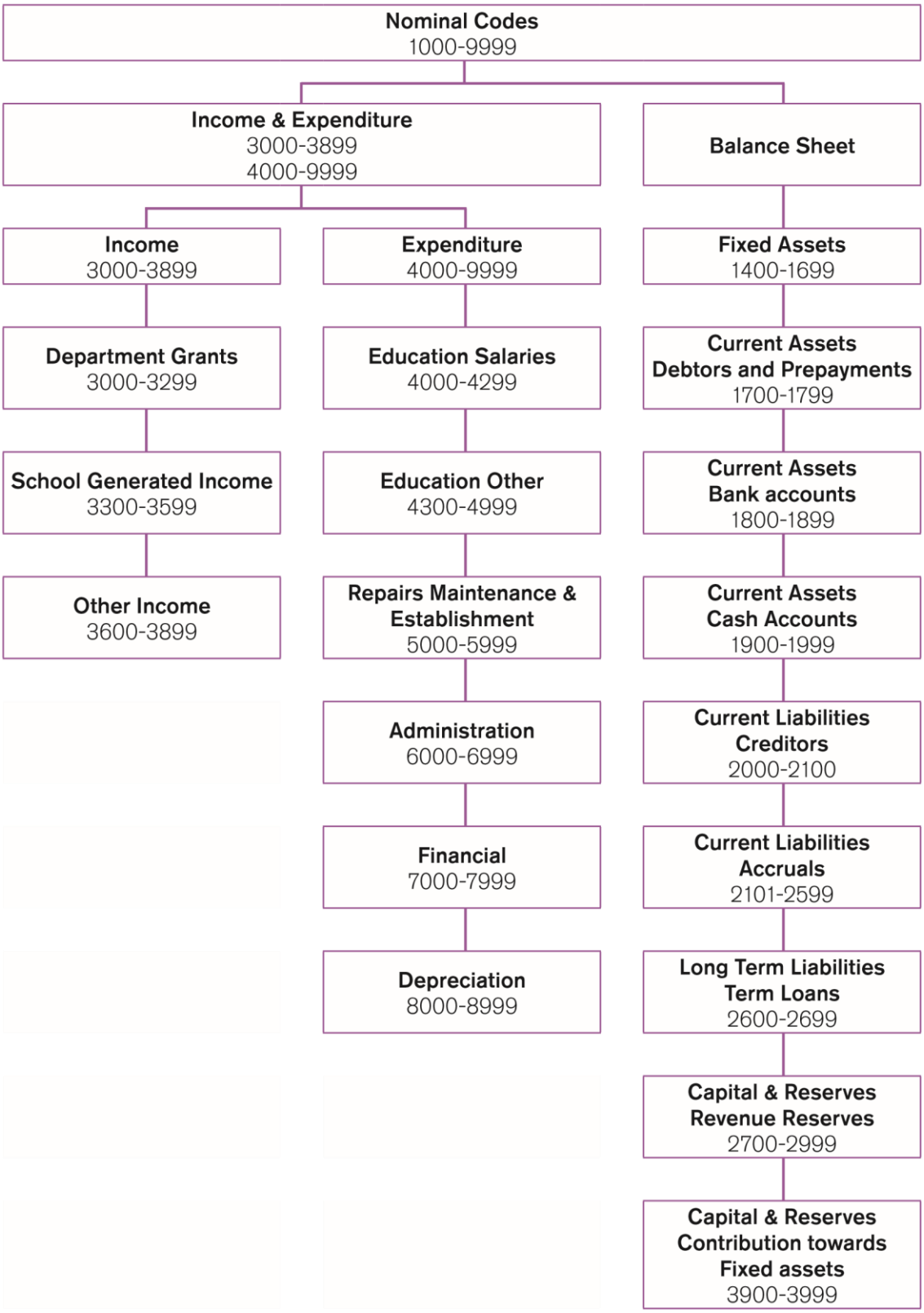


Chart of Accounts Views

Print	Prints the chart of accounts
Add	Create a new nominal account record
View	Opens the period view options
Budget	Opens the Budgets Window. (Note that the import budget function under settings will be used to import the annual budget for the school)
More	Open - Allows you to open a nominal account record. Delete – Allows you to delete a nominal account record (only if no transactions have been recorded within the account) Last – Opens last year balances
Suppress Zero	Tick will suppress all the nominal accounts with zero transactions
Search	Allows you to search the chart of accounts by name or code

6.2 FSSU Chart of Accounts – Nominal Account Groups



FSSU - Chart of Accounts

Account No.	Description	Type	Category
3010	Non-Pay Budget	Income	Department Grants
3020	DEIS Grant	Income	Department Grants
3030	Non-Teachers Pay Budget	Income	Department Grants
3050	School Services Support Grant	Income	Department Grants
3150	Book Grant	Income	Department Grants
3170	Special Subject Grant	Income	Department Grants
3190	JCSP Grant	Income	Department Grants
3200	Transition Year Grant	Income	Department Grants
3210	Leaving Cert Applied Grant	Income	Department Grants
3220	Grant for Traveller Pupils	Income	Department Grants
3230	Computer / IT Grant	Income	Department Grants
3240	Supervision/Substitution	Income	Department Grants
3250	Substitute Teachers	Income	Department Grants
3255	SEC Exam Income	Income	Department Grants
3270	Sports Complex Income	Income	Department Grants
3275	Minor Works Grant – Non-Capital	Income	Department Grants
3280	DESP Schools Meals Income	Income	Department Grants
3290	Other Department Grants - Specify	Income	Department Grants
3294	Bus Escorts Grant	Income	Department Grants

Account No.	Description	Type	Category
3310	Transition Year Students	Income	School Generated Income
3330	Book Rental Receipts	Income	School Generated Income
3335	Classroom Books Receipts	Income	School Generated Income
3350	Hire of Facilities Rental Income	Income	School Generated Income
3360	Sports Complex Income	Income	School Generated Income
3370	Locker Receipts	Income	School Generated Income
3375	Journals and Year Book Income	Income	School Generated Income
3390	School Administration Charges	Income	School Generated Income
3410	Adult Education Income	Income	School Generated Income
3420	Canteen Income	Income	School Generated Income
3430	Tuck Shop Income	Income	School Generated Income

3440	School Uniform Income	Income	School Generated Income
3450	Religion - Retreats etc Income	Income	School Generated Income
3490	Study Income	Income	School Generated Income
3495	Mock Exam Income	Income	School Generated Income
3500	Games Income	Income	School Generated Income
3510	Bus Income	Income	School Generated Income
3520	School Musical/Drama Income	Income	School Generated Income
3530	School Tours Income	Income	School Generated Income
3535	Student Insurance Receipts	Income	School Generated Income
3550	Reimbursable Income	Income	School Generated Income
3570	Other School Generated Income	Income	School Generated Income
3580	Discounts given	Income	School Generated Income

Account No.	Description	Type	Category
3650	Voluntary Subscriptions	Income	Other Income
3700	Parents Councils / Association	Income	Other Income
3750	Fund Raising	Income	Other Income
3770	Insurance Claim	Income	Other Income
3800	Bank Interest Received	Income	Other Income
3840	Amortisation of Grants	Income	Other Income
3850	Other Special Income	Income	Other Income

Account No.	Description	Type	Category
4110	Substitute Teachers	Expenditure	Education Salary
4111	Privately Paid Teachers	Expenditure	Education Salary
4150	Supervisors Salaries	Expenditure	Education Salary
4155	State Exam Aides Salaries	Expenditure	Education Salary
4170	Adult Education Salaries	Expenditure	Education Salary
4190	Study Salaries	Expenditure	Education Salary
4190	Education Salaries PAYE/PRSI/USC/LPT	Expenditure	Education Salary
4192	Education Salaries ASC – Pension Levy	Expenditure	Education Salary
4194	July Provision	Expenditure	Education Salary
4195	July Provision PAYE/PRSI/USC/LPT	Expenditure	Education Salary

4196	Bus Escort Salary	Expenditure	Education Salary
4197	Bus Escort PAYE/PRSI/USC/LPT	Expenditure	Education Salary

Account No.	Description	Type	Category
4310	Teaching Aids	Expenditure	Education Other
4330	Religion – Retreats etc. Expenses	Expenditure	Education Other
4350	Art Expenses	Expenditure	Education Other
4370	Home Economics	Expenditure	Education Other
4390	Science	Expenditure	Education Other
4410	Computers / IT	Expenditure	Education Other
4430	Woodwork / Building Construction	Expenditure	Education Other
4450	Metalwork / Engineering	Expenditure	Education Other
4470	Technology	Expenditure	Education Other
4490	Other Subjects – Specify	Expenditure	Education Other
4550	Leaving Cert Applied	Expenditure	Education Other
4570	LCVP	Expenditure	Education Other
4590	Transition Year Expenses	Expenditure	Education Other
4610	Learning Support	Expenditure	Education Other
4620	Teacher Inservice & Training	Expenditure	Education Other
4630	Career Guidance	Expenditure	Education Other
4640	Library	Expenditure	Education Other
4650	Physical Education	Expenditure	Education Other
4670	Games Expenses (excl. travel)	Expenditure	Education Other
4671	Games Travel Expenses	Expenditure	Education Other
4690	Bus Hire	Expenditure	Education Other
4710	School Tours Expenses	Expenditure	Education Other
4720	School Musical/Drama Expenses	Expenditure	Education Other
4730	School Books	Expenditure	Education Other
4750	Mock Examination Fees	Expenditure	Education Other
4760	School Journal	Expenditure	Education Other
4770	Trophies & Prizes	Expenditure	Education Other
4780	School Uniform Expenses	Expenditure	Education Other
4810	Home / School Liaison	Expenditure	Education Other

4815	School Excellence Fund – Step Up Project	Expenditure	Education Other
4850	Student Council	Expenditure	Education Other
4910	Other Educational Expense	Expenditure	Education Other

Account No.	Description	Type	Category
5010	Caretaker(s) Wages	Expenditure	Repairs, Maintenance& Establishment
5020	Caretaker Sports Complex	Expenditure	Repairs, Maintenance & Establishment
5030	Caretaker Pension Deduction	Expenditure	Repairs, Maintenance & Establishment
5031	Caretaker PAYE/PRSI/USC/LPT	Expenditure	Repairs, Maintenance & Establishment
5032	Caretakers ASC -Pension Levy	Expenditure	Repairs, Maintenance & Establishment
5110	Cleaners' Wages	Expenditure	Repairs, Maintenance & Establishment
5111	Cleaners' PAYE/PRSI/USC/LPT	Expenditure	Repairs, Maintenance & Establishment
5112	Cleaners' Pension Deduction	Expenditure	Repairs, Maintenance & Establishment
5113	Cleaners ASC – Pension Levy	Expenditure	Repairs, Maintenance & Establishment
5150	Contract Cleaners	Expenditure	Repairs, Maintenance & Establishment
5170-	Cleaning Materials	Expenditure	Repairs, Maintenance & Establishment
5310	Repairs-Buildings/Grounds	Expenditure	Repairs, Maintenance & Establishment
5315	Grant Aided Minor Works	Expenditure	Repairs, Maintenance & Establishment
5350	Repairs-Furniture, Fittings, Equipment	Expenditure	Repairs, Maintenance & Establishment
5400	Security	Expenditure	Repairs, Maintenance & Establishment
5450	Insurance	Expenditure	Repairs, Maintenance & Establishment
5510	Heating	Expenditure	Repairs, Maintenance & Establishment
5550	Light and Power	Expenditure	Repairs, Maintenance & Establishment
5610	Rent, Rates and Local Charges	Expenditure	Repairs, Maintenance & Establishment
5700	Repairs – Sports Complex	Expenditure	Repairs, Maintenance & Establishment
5800	Other Repairs and Maintenance	Expenditure	Repairs, Maintenance & Establishment

Account No.	Description	Type	Category
6010	Clerical Officers: Wages	Expenditure	Administration
6050	Clerical Officers: Pension Deduction	Expenditure	Administration
6051	Clerical Officers: PAYE/PRSI/USC/LPT	Expenditure	Administration
0652	Clerical Officers: ASC – Pension Levy	Expenditure	Administration
6100	Staff Recruitment	Expenditure	Administration
6150	Advertising / Public Relations	Expenditure	Administration
6210	Postage	Expenditure	Administration
6250	Telephone	Expenditure	Administration
6300	Printing and Stationery	Expenditure	Administration
6305	Photocopying Expenses	Expenditure	Administration
6350	Office Equipment	Expenditure	Administration
6400	Accounting / Auditing Fee	Expenditure	Administration
6450	Other Professional Fees	Expenditure	Administration
6500	Travel and Subsistence	Expenditure	Administration
6600	Principal's Expenses	Expenditure	Administration
6650	Board of Management Expenses	Expenditure	Administration
6700	Annual Subscriptions	Expenditure	Administration
6730	In-School Administration Systems	Expenditure	Administration
6750	Donations / Charity	Expenditure	Administration
6755	Medical and 1st Aid	Expenditure	Administration
6780	Staff Room Expenses	Expenditure	Administration
6800	Hospitality	Expenditure	Administration
6830	School Tuck-shop	Expenditure	Administration
6860	School Canteen	Expenditure	Administration
6870	DSP Schools Meals Expenditure	Expenditure	Administration
6900	Other Administration Expenses	Expenditure	Administration

Account No.	Description	Type	Category
7300	Leasing Including Photocopier	Expenditure	Financial
7320	Loan Charges	Expenditure	Financial
7350	Fund Raising Expenses	Expenditure	Financial
7400	Bank Interest Paid	Expenditure	Financial

7450	Bank Charges	Expenditure	Financial
7500	Pensioners Payroll	Expenditure	Financial
7800	Reimbursable Expenses	Expenditure	Financial
7850	Discounts Received	Expenditure	Financial

Account No.	Description	Type	Category
8000	Annual Depreciation - Buildings	Expenditure	Depreciation
8020	Annual Depreciation Furniture Fittings	Expenditure	Depreciation
8040	Annual Depreciation Motor Vehicle	Expenditure	Depreciation
8060	Annual Depreciation Computer Equip.	Expenditure	Depreciation
8080	Annual Depreciation - Other	Expenditure	Depreciation

Account No.	Description	Type	Category
1400	Capital: Land and Buildings	Fixed Asset	Fixed Asset
1410	Capital: Depreciation: Land and Buildings	Fixed Asset	Fixed Asset
1420	Capital: Furniture, Fittings	Fixed Asset	Fixed Asset
1430	Capital: Depreciation: Fixtures and Fittings.	Fixed Asset	Fixed Asset
1440	Capital: Motor Vehicles	Fixed Asset	Fixed Asset
1450	Capital: Depreciation: Motor Vehicles	Fixed Asset	Fixed Asset
1460	Capital: Computer Equipment	Fixed Asset	Fixed Asset
1470	Capital: Depreciation Computer Equipment	Fixed Asset	Fixed Asset
1480	Capital: Other	Fixed Asset	Fixed Asset
1490	Capital: Depreciation Other	Fixed Asset	Fixed Asset

Account No.	Description	Type	Category
1700	Sales Ledger Control	Current Asset	Debtors & Prepayments
1710	Stock	Current Asset	Debtors & Prepayments
1720	Prepayments	Current Asset	Debtors & Prepayments
1730	Grants Due	Current Asset	Debtors & Prepayments
1800	Current Account	Current Asset	Bank
1810	Deposit Account	Current Asset	Bank
1850	Credit Card Account	Current Asset	Bank

1870	Online Payment Solution Clearing Account	Current Asset	Bank
1900	Petty Cash Account	Current Asset	Bank
1950	Cash Control Account	Current Asset	Bank

Account No.	Description	Type	Category
2100	Purchase Ledger Control	Current Liability	Creditors
2105	School Income Received in Advance	Current Liability	Accruals
2150	Grants Received in Advance	Current Liability	Accruals
2160	Book Grant Unspent	Current Liability	Accruals
2170	Supervision and Substitution Grant Unspent	Current Liability	Accruals
2180	School Excellence Fund Unspent	Current Liability	Accruals
2200	Net Wages Control	Current Liability	Accruals
2210	Union Fees Control	Current Liability	Accruals
2220	Single Public Service Pension Scheme Control	Current Liability	Accruals
2230	ASC Control	Current Liability	Accruals
2250	PAYE/PRSI Control Account	Current Liability	Accruals
2260	VAT Control Account	Current Liability	Accruals
2270	RCT Control Account	Current Liability	Accruals
2300	Creditors	Current Liability	Accruals
2310	Bank Loans	Current Liability	Accruals
2320	Other Loan	Current Liability	Accruals
2330	Leasing	Current Liability	Accruals
2440	Accruals	Current Liability	Accruals
2500	Suspense Account	Current Liability	Accruals

Account No.	Description	Type	Category
2700	Retained Surplus	Capital & Reserves	Retained Profit
2710	Surplus Brought Forward	Capital & Reserves	Retained Profit
2800	Restricted Reserves	Capital & Reserves	Retained Profit
2810	Unrestricted Reserves	Capital & Reserves	Retained Profit
2820	Designated Funds Reserves	Capital & Reserves	Retained Profit

Account No.	Description	Type	Category
3900	DES Building Grant Income	Capital & Reserves	Contribution Fixed Assets
3901	Building Fundraising Income	Capital & Reserves	Contribution Fixed Assets
3902	Parents Contribution – Capital Income	Capital & Reserves	Contribution Fixed Assets
3905	Accumulated Amortisation Building Grant	Capital & Reserves	Contribution Fixed Assets
3920	DES Equipment Grants	Capital & Reserves	Contribution Fixed Assets
3925	Accumulated Amortisation Equipment Grants	Capital & Reserves	Contribution Fixed Assets
3940	DES Building Grant Expense	Capital & Reserves	Contribution Fixed Assets
3960	Building Fundraising Capital Expense	Capital & Reserves	Contribution Fixed Assets
3970	Parents Contribution Capital Expense	Capital & Reserves	Contribution Fixed Assets
3990	Patron/Trustee Contribution	Capital & Reserves	Contribution Fixed Assets

6.3 Creating new nominal codes

To create a new nominal code, go to General Ledger > Chart of Accounts > click on Add

Enter the nominal account details as follows:

Account group	You will need to select an account group by clicking on the lookup icon, once you have selected an account group then the account type will be populated. See Section 6.2 on nominal account groups.
Account code	A unique reference code used to identify the nominal account. You can't change this once you save the record. The code must be numbers only and have four digits We recommend: • You allocate a code so that the nominal account groups with associated accounts. For example, group all your income nominal accounts within a range. This ensures the nominal account is included and used in the correct financial report.
Description	The name of the nominal account **Tip:** This appears on all financial reports.
Is this a bank account	**Tick the box if you are setting up a new bank nominal code** **Bank Account** If the new account code is a bank account then you need to select the 'Bank and Cash Accounts' account group and then tick the 'Is this a Bank Account' checkbox, you will then see some additional fields. *The additional fields only need to be entered if you are going to use the Bank Feed Function or the SEPA Payments Function* **Bank Feed Type**: Click on the dropdown for a list of available bank feeds, select the feed that your Bank provides **Currency**: Select from the dropdown list the currency for this bank account

	BIC: Enter your banks BIC code (Bank Identifier Code: available on your bank statement) **IBAN**: Enter your bank account IBAN (International Bank Account Number: available on your bank statement) **Bank Reference Number**: Enter your Bank reference number (available on your bank statement/if applicable).
Advanced	**Advanced – unless you are familiar with year-end coding and debit/credits, we recommend you do not use the advanced settings** **Year End Code**: If appropriate, enter an account code that the balance on this account code will transfer into during the year end process e.g. motor vehicles additions to motor vehicles carried forward. Motor vehicles carried forward itself will not have a year-end code as the value will remain as is during the year end. All Income & Expenditure accounts are set to year end code of 2710, the retained profit account code. **Default sign**: Select either Debit or Credit depending on the expected balance on the account. This generally refers to accounts that may move from their expected balance e.g. VAT (2260) is normally expected to be a Credit, however in some cases or for some schools the balance on this account is a Debit e.g. VAT repayable. **Goods/Services for Resale**: Tick this box; if this is an account code which is to be included in the Return of Trading Details Report i.e. transactions posted to this account will be included in the RTD.

Click Save

To Open/View an Account Code

Highlight the account row (by clicking on the row anywhere except the 'blue' account name), you will see the row background colour change/highlight. Click the 'More' icon and select 'Open', this will allow you to edit the setup of the account code.

To Delete an Account Code

Highlight the account row, click the 'More' icon and select 'Delete', you will be asked to confirm that you want to remove the account code, you will not be able to delete an account code if there are transactions on the ledger.

To View an Account Ledger Card

To see the transactions that have been posted to this account code, click the account name/description (appearing on screen in blue), the ledger card will be displayed, and you will have an option to print the ledger card and to open the individual entries.

6.4 Entering a Nominal Journal

You can use journals to transfer balances between nominal codes. You can also use journals to correct balances if they don't affect customer or supplier accounts.

Journal transactions are always posted with an equal value in the Debit and Credit columns, with at least one journal debit and one journal credit per journal posting.

To post a journal

1. Under General Ledger > Journals > Add

2. Enter the following information:

Date	The date you want to post the journal.
Ref. No	A reference for the journal, up to 30 characters.
Type	Defaults to Journal. Other options are Opening Balance, Accrual or Prepayment
Add Attachment	Attach a file or enter notes (if applicable)
Code	The nominal account code you want to affect this part of the transaction. Type in the account code if you know it or click the search (magnifying glass) or type '?' to find the account code you require
Description	Having selected the correct account code, the description field will be filled with the description of the account code, you cannot edit this description.
Notes	A description for the transaction
Debit	Enter any debit value here.
Credit	Enter any credit value here.
Department	Select the department to which this journal is to be allocated to

3. Repeat step 2 until you've entered all the lines of the journal. The 'Total Debit Amount' and the 'Total Credit Amount' should equal one another, if they do not then you will not be able to save and close the screen.

4. Click 'Save' when you are finished, you will be brought back to the journal listing screen.

6.5 Posting a VAT Journal

Introduction

School boards of management are principal contractors for the purposes of RCT as schools fall within the definition as defined by legislation "any board or body established by or under statute … and funded wholly or mainly out of funds provided by the Oireachtas".

School boards of management can be involved in a range of activities including: Construction Projects, Summer Works, Emergency Works, Major Devolved Projects, Additional Accommodation Schemes as well as day to day repairs that bring them within the scope of Relevant Contracts Tax (RCT) and, consequently, Value Added Tax (VAT).

Journal entries will be used to process the VAT to Surf Accounts

Example

Mr Joe Bloggs has provided electrical repair services to the school for €10,000 and gives an invoice to the school excluding VAT.

- The school as principal contractors must pay the VAT to the Revenue and the VAT is

  Reverse Vat @13.5% = €10000*13.5% = €1,350

1. **Enter the Vat liability using a Nominal Journal.**

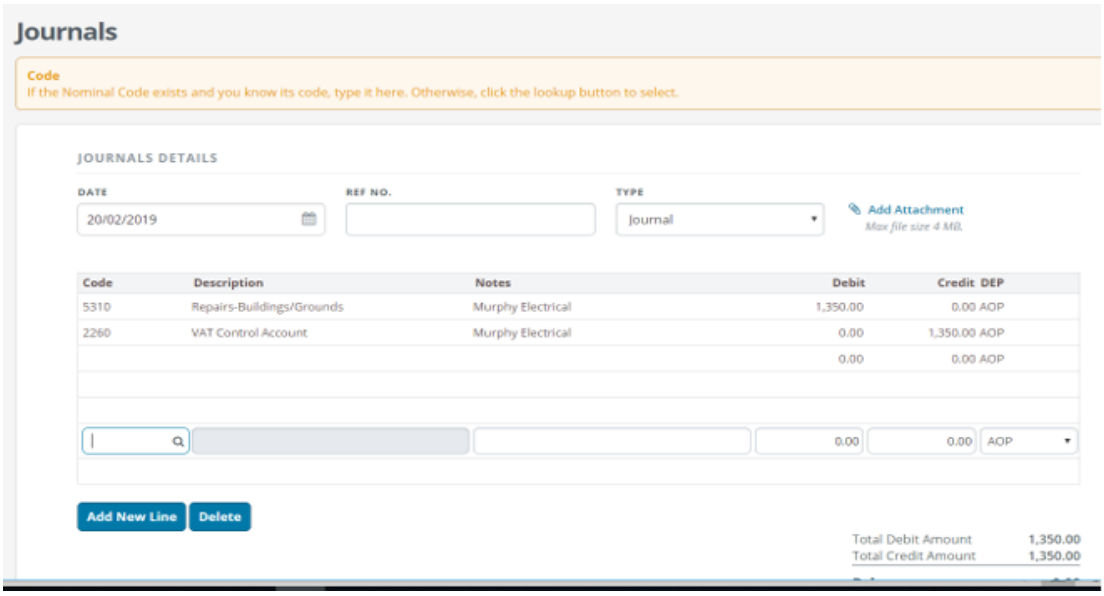
   General Ledger > Journals > Add

   Enter the journal details based the subcontractor's invoice on which the VAT is due

   Dr: Cost as per the cost code used for the original invoice, e.g. repairs 5310

   Cr: VAT Control Account code 2260

   Click Save



2) Record the VAT payment to Revenue:

Banking > Payments > Quick Add – Enter the payment details and post to Nominal code 2260 (VAT control account)

VAT Control Account

The **VAT control account** records the **VAT** payable to Revenue on subcontractors and the **payments** to Revenue. The balance on the control account is the amount owed to Revenue.

To verify the balances owing to Revenue for VAT go to **General Ledger > Chart of Accounts**.

Enter the nominal code 2260 in the search box to bring up the VAT control account.

The entries in the VAT control account 2260 must be checked and the balance due entered on the VAT 3 form on ROS and the amount settled with the Revenue on a bi-monthly basis.

6.6 Posting a Payroll Journal

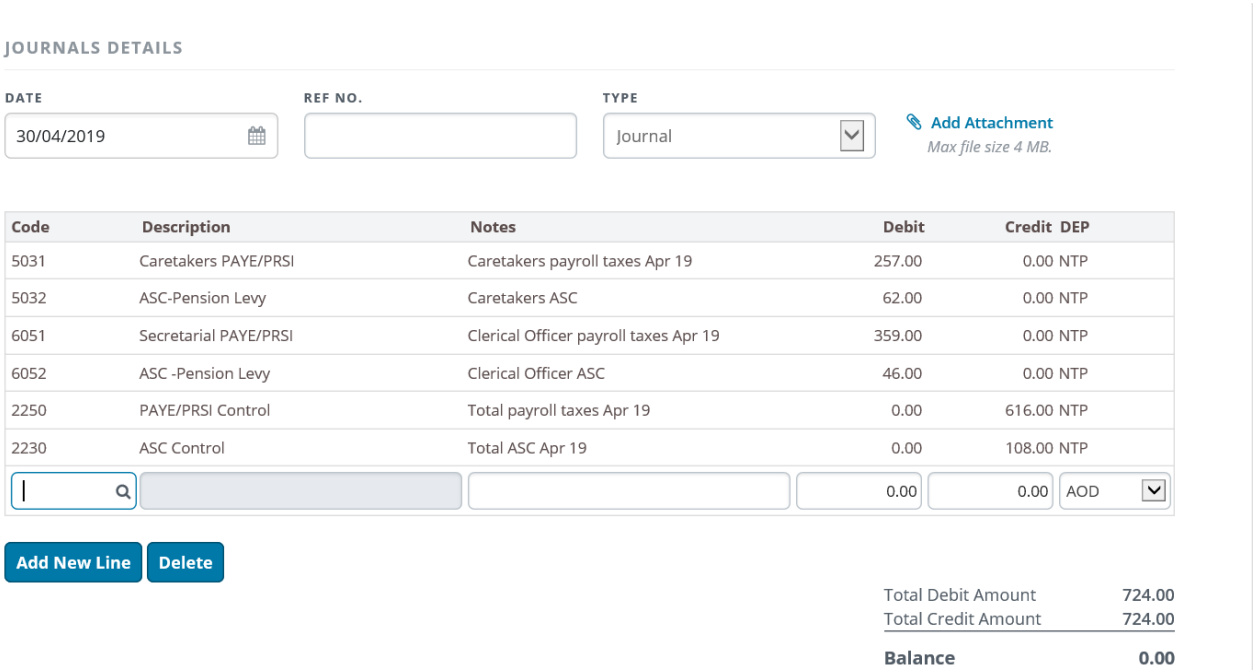
Journal entries will be used to process the payroll deductions to Surf Accounts

Summarises the payroll deductions from the month end payroll reports in the following format

Category/Department	Nominal code	Amount	Debit/Credit
Caretakers PAYE/PRSI/USC/LPT	5031	€	Debit
Caretakers ASC	5032	€	Debit
Clerical Officers PAYE/PRSI/USC/LPT	6051	€	Debit
Clerical Officers ASC	6052	€	Debit
Cleaners PAYE/PRSI/USC/LPT	5111	€	Debit
Cleaners ASC	5113	€	Debit
Study PAYE/PRSI/USC/LPT	4191	€	Debit
etc			
Total of the PAYE/PRSI/USC/LPT	2250	€	Credit
Total of the ASC			

Under General Ledger > Journals > Add

Enter the information above



PAYE/PRSI Control Account

The **PAYE/PRSI control account** records the **payroll taxes** payable to Revenue on wages paid to employees. The balance on the control account is the amount owed to Revenue.

To verify the balances owing to Revenue for PAYE/PRSI go to **General Ledger > Chart of Accounts**.

Enter the nominal code 2250 in the search box to bring up the PAYE/PRSI control account.

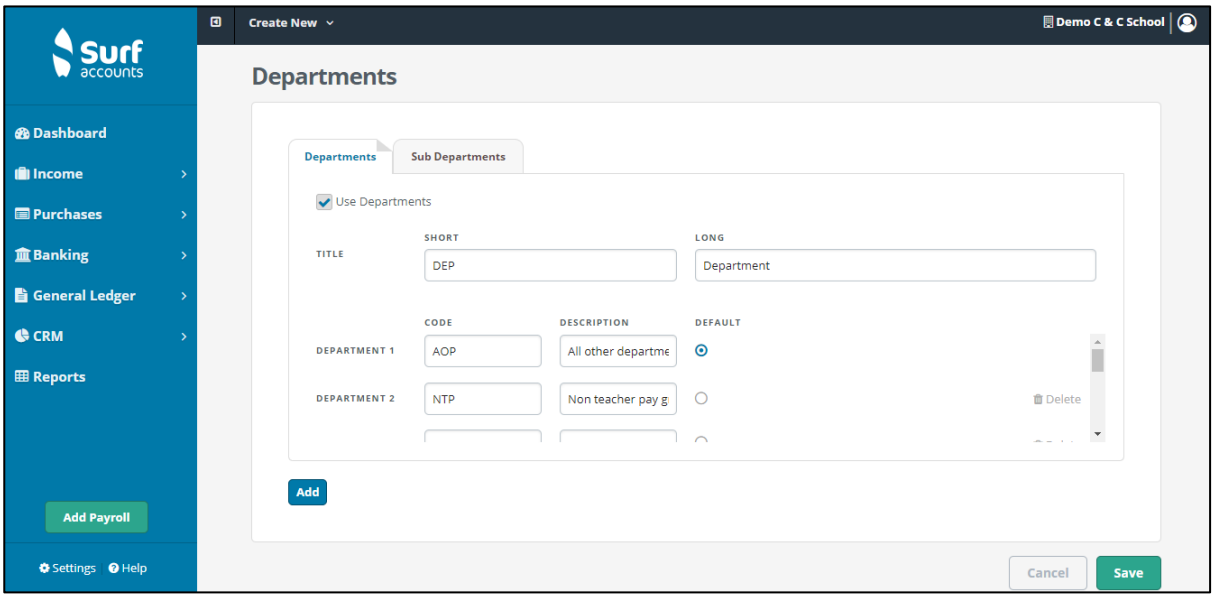
The entries in the PAYE/PRSI control account 2250 must be checked to the balance due on the monthly revenue statements. Once the monthly revenue payment has been processed in the bank account it should match against the PAYE liability posted.

6.7 Copy Journal Function

From General Ledger select Journals
Hover over the journal you want to copy
The 'More' Icon will appear on the right-hand side
Click on the arrow and select copy
Update the journal with the current details
Click save

6.8 Departments

From Settings select Departments under the Accounts heading, the following screen will appear.



Departments

There are default departments set up for schools are;

- Non Pay Grant (NPG)
- Non Teacher Pay Grant (NTPG)
- SSSF (SSSF)
- Transition year (TY)
- Supervision & Substitution (SS)
- Book grant/rental (BGR)
- ICT grant (ICT)
- All other departments (AOD)

To add more departments, click the 'Add' icon (at the bottom left of the screen) and continue then entering a code and description.

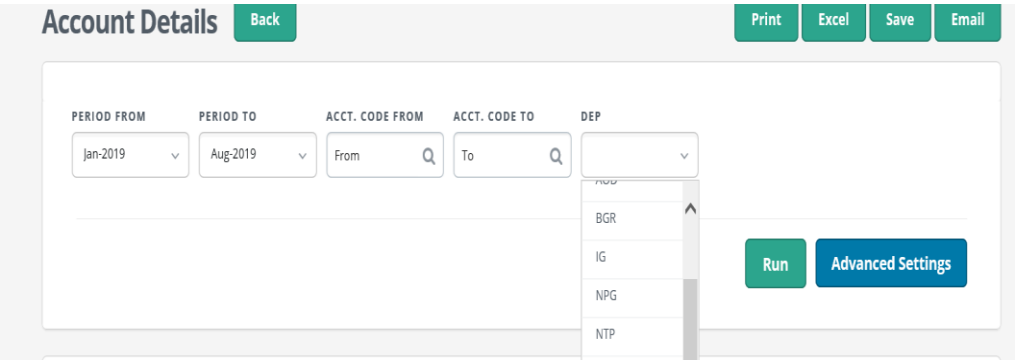
Click 'Save' when done.

Every transaction entered on Surf Accounts has a department reference. The default department is AOD.

Department Reports

Click on Report and select the report you wish to print for example the Nominal Activity Report or Income & Expenditure Report.

Click on the drop-down arrow under 'DEP' to select the Department for which you want to run the report



Section 7:
Reports

7.1 Lock Period Date

7.2 Board of Management Reports

7.2.1 Bank Account Balances

7.2.2 Bank Reconciliation Statement

7.2.3 Income and Expenditure Account

7.2.4 Balance Sheet

7.2.5 Aged Supplier Balance

7.2.6 Other Reports

7.3 Other Financial Reports

7.3.1 Trial Balance

7.3.2 General Ledger Account Details

7.3.3 Audit Trail Report

7.4 Report Checklist

7.1 Lock Period Date

Once you have produced your monthly reports in Surf Accounts, you can prevent transactions from being posted before a set date, which means that no more transactions can be posted back into earlier months

For further information on this feature, see Section **1.6.2 Accounting periods**

7.2 Board of Management Reports

A full set of reports should be generated at least 3 days before the scheduled board meeting.

The following Reports must be printed every month and filed on the monthly Management Report file.

1. **Balances on All School Bank Accounts**
2. **Bank Reconciliation Statement for each Bank Account including cheques and Lodgements listings**
3. **Income and Expenditure Account showing actual versus budgeted figures**
4. **Balance Sheet**
5. **List of all creditors / List of accruals / Summary of income received for next school year and prepayments**
6. **Capital Income and Expenditure Account (Prepare manually)**

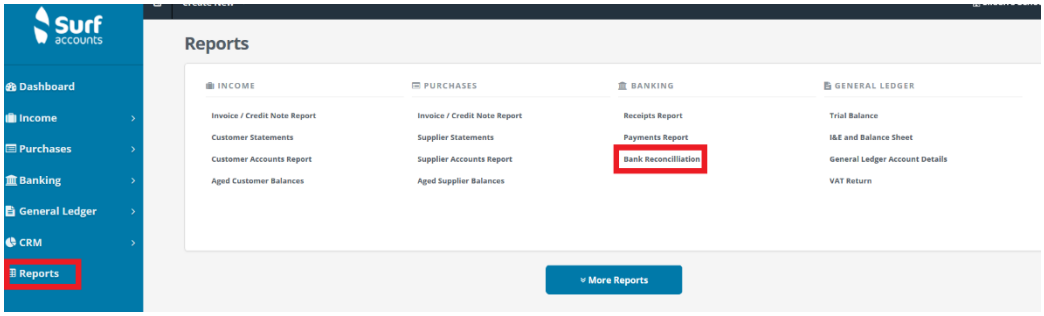
7.2.1 Bank Account Balances

A list of all the schools bank accounts together with their balances and last reconciled date should be printed

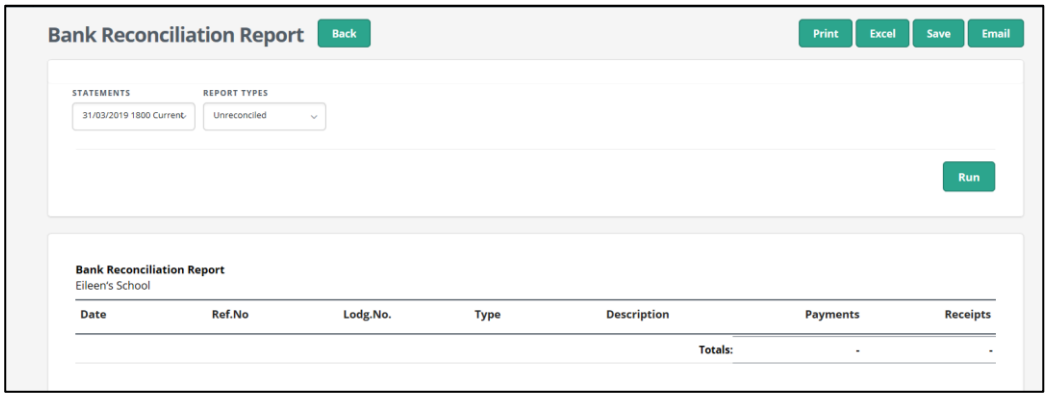
7.2.2 Bank Reconciliation Statement

The bank accounts must be reconciled each month and the Bank Reconciliation report printed for each account. Copies of the Bank Reconciliation reports must be included as part of the reports for the Board.

From Reports, the following screen will appear



Select **Bank Reconciliation**



Select the statement by date, nominal code and name and under report type select **Unreconciled.**

Bank Reconciliation Report
Eileen's School

1800 Current Account	**31-Mar-2019**
Balance as per Surfaccounts	**206,855.00**
Balance per Bank Statement	**213,055.00**
Less un-presented Payments	**-6,200.00**
Plus un-presented Lodgment	**0.00**
Reconciled Balance	**206,855.00**

Date	Ref.No	Lodg.No.	Type	Name	Payments	Receipt
17/03/2019			Payment	Top Oil	700.00	-
04/02/2019			Payment	EA	500.00	-
04/02/2019			Payment		5,000.00	-
				Totals:	**€6,200.00**	-

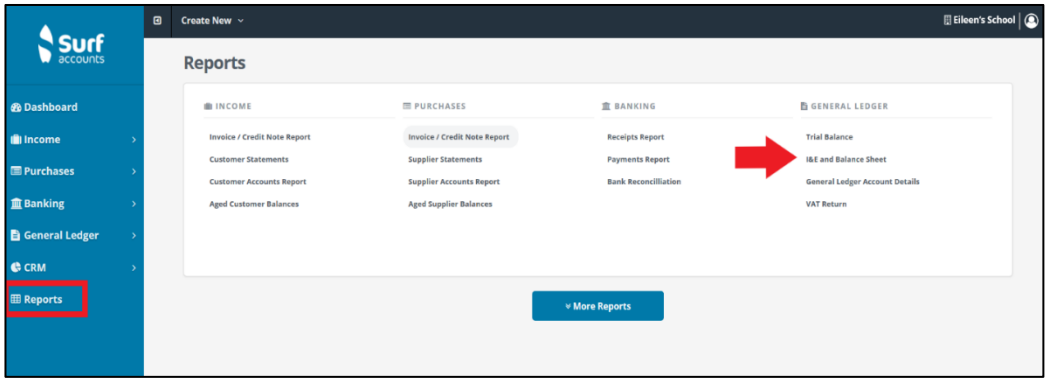
For a list of lodgements for each bank account go to **Reports**, and **Receipts Report.**

For a list of payments for each bank account go to **Reports**, and **Payments Report.**

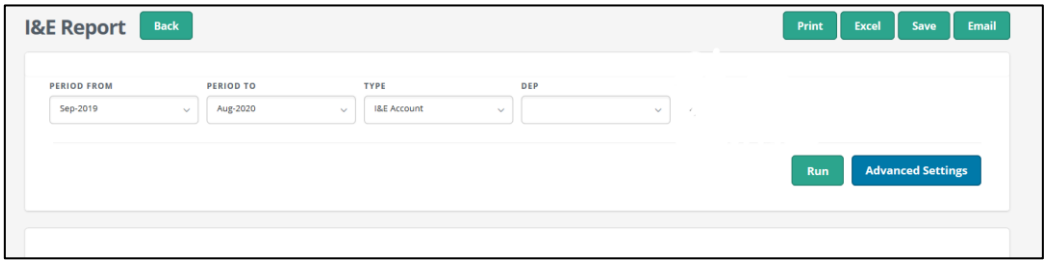
7.2.3 Income and Expenditure Account

The income and expenditure account summaries the school's activity for the period specified in the report.

From Reports, the following screen will appear



Select **I&E and Balance Sheet**



Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September
DATE TO	Specify the ending date in the time range.
TYPE	Select the type of report you want to generate, for example, I&E Report, Balance Sheet or Both.

Field	Description
DEP	Select the Department you want to print, for the board of management report leave blank

7.2.4 Balance Sheet Report

The balance sheet report is a snapshot of the school's financial position at a single point in time.

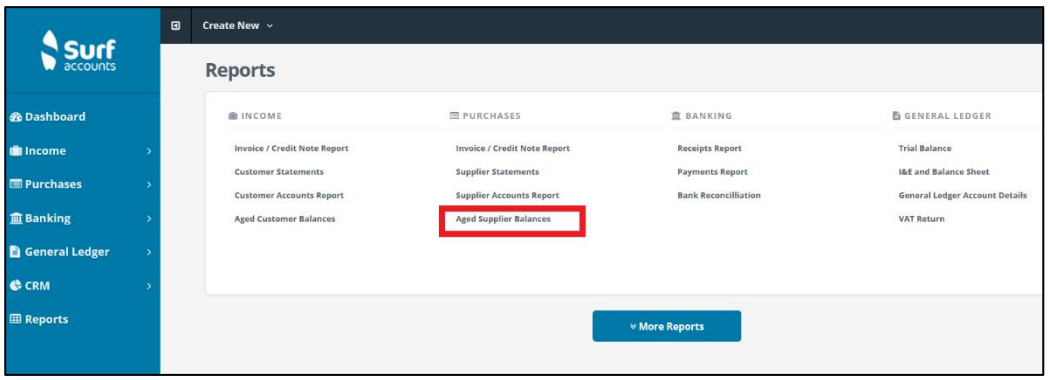
Same procedure as for the Income and expenditure report.

7.2.5 List of Creditors/Aged supplier balances

Schools using the purchases module should print an aged creditors report

Generates supplier balances at frequencies of 30 days such as 30, 60, 90 and so on.

Click Aged Supplier Balances under the PURCHASES heading on the Reports page.



7.2.6 Other reports

List of Accruals

A list of any expenses that have been incurred by the school, but the invoice has not yet been received/recorded on the system.

Prepayments

A list of monies paid in advance must be listed e.g. Insurance

Income received in advance

Many schools request advance payments from incoming first year and other students.

Detailed records must be maintained, and a summary of the advanced income prepared for the Board.

Capital income and expenditure account

A manual report for any capital expenditure programmes the school is running

Capital Income and Expenditure Report

	Capital Programme
A. **Capital Expenditure:**	€
C & T Cramption	540,000.00
School Furniture Supply Company	25,000.00
Dell Computers	1,500.00
Total Capital Expenditure	566,500.00
B. **Funding to finance Capital Expenditure:**	
Department of Education and Skills Capital Grants	700,000.00
Parents' Association / Council	20,000.00
Fundraising	20,000.00
Total Capital Revenue	740,000.00
Surplus/(Deficit)	173,500.00
Total Capital Expenditure Outstanding	185,000.00

7.3 Other Financial Reports

In order to assist you in understanding the figures further the following reports can be of assistance:

7.3.1 Trial Balance

The trial balance is a list of all nominal records that have a balance at the period date requested. It is a checking report and its main purpose is to make sure that the sum of all debit balances equals the sum of all credit balances.

Simple Trial Balance Report

Date Range: 1st Sep 2019 **To** 31st Aug 2020

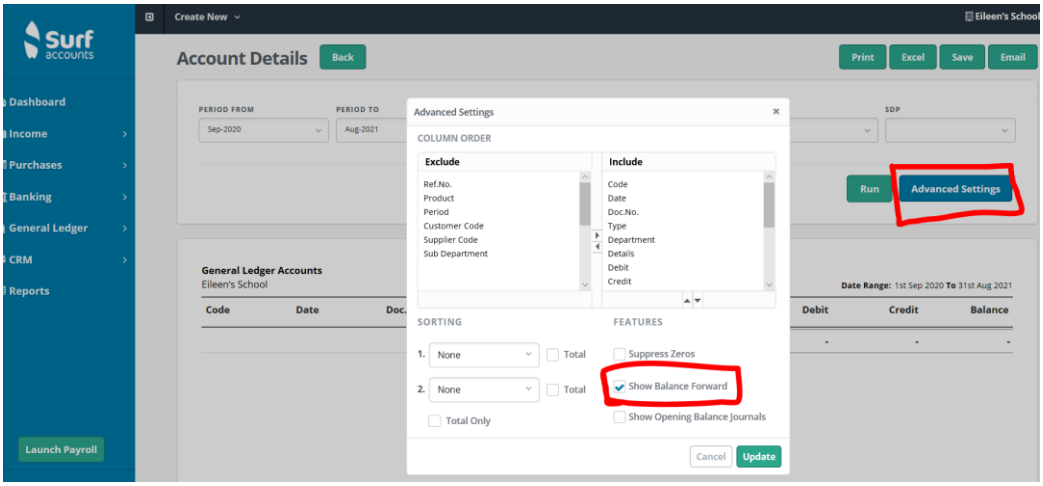
Code	Description	Debit	Credit
3010	Non Pay Budget	450.00	-
3150	Book Grant	-	8,000.00
3310	Transition Year Students	-	15,760.00
3335	Classroom Books	-	21,100.00
3350	Hire of Facilities Rental Income	-	33,000.00
4730	School Books	100.00	-
5510	Heating	800.00	-
6250	Telephone	-	100.00
6500	Travel and Subsistence	1,000.00	-
1800	Current Account	219,255.00	-
1950	Cash Control Account	-	150.00
2100	Purchase Ledger Control	-	7,513.81
2200	Net Wages Control	625.00	-
2250	PAYE/PRSI Control	3,500.00	-
2260	VAT Control Account	-	5,971.14
2700	Retained Surplus	-	5,256.50
2710	Surplus Brought Forward	-	123,878.55
2711	Reserve BGR	-	5,000.00
	Totals:	**€225,730.00**	**€225,730.00**

If the totals on your **trial balance do not balance** this may indicate that your data is corrupted. Call Surf support if this is the case.

7.3.2 General ledger account details

This report lists all the nominal codes showing the balances and the transactions for dates selected.

In Advanced settings you can select whether you wish to include balances brought forward by ticking the **Show balances brought forward** box.



7.3.3 Audit Trail Report

The audit trail is a list of all transactions entered Surf Accounts. To run the **Audit Trail** report in the Reports module, select **More Reports** and then the **Audit Trail Report.**

7.4 Report Checklist

Listed below are reports that you should use regularly. You will find these in the **Reports** module

Banking reports	1. Receipts report

	2. Payments report 3. Bank reconciliation report
General Ledger Reports	1. Trial balance 2. General ledger accounts details 3. I&E and balance sheet 4. Audit trail report
Purchases /Supplier/Creditor Reports	1. Invoice/credit note report 2. Supplier accounts report (tick all transactions in Advanced settings) 3. Aged supplier balances
Customer Reports	1. Invoice/credit note report 2. Customer accounts report (tick all transactions in Advanced settings) 3. Aged customer balances

Board of Management	1. Balances on All School Bank Accounts 2. Bank Reconciliation Statement for each Bank Account including payment and receipts listings 3. Income and Expenditure Account showing actual versus budgeted figures 4. Balance Sheet

	5. List of all creditors / List of accruals / Summary of income received for next school year and prepayments 6. Capital Income and Expenditure Account (Prepare manually)
Year End Reports	1. Trial Balance 2. General ledger accounts details 3. Audit trail 4. I&E and balance sheet 5. Bank reconciliation report (with unreconciled transactions) 7. Unreconciled receipts and payments 8. Aged Supplier balances 9. Supplier accounts report (untick all transactions in advanced settings) 10. Aged Customer balances (only for schools using the Customer module) 11. Customer accounts report (only for schools using the Customer module) (untick all transactions in advanced settings)

Section 8:

Year End Procedures

8.1 Introduction

8.2 Preparation for year end

8.3 Running the Financial Year End

8.4 Understanding The Year End Routine

8.1 Introduction

Surf Accounts works on a 12 month accounting period, referred to as the financial year. You entered this in when you set up your school.

It's really important to make sure this date is correct as when you record transactions their values update to an accounting period on your nominal accounts based on your financial year date and the transaction date.

At the end of the 12 month period you run the year-end to change this date for the new financial year.

Surf Accounts allows for two financial years to be open at a time, therefore you have up to twelve months after your financial year end to run the Year-End process.

8.2 Preparation for year end

Before running your year end, you should post all day-to-day transactions for the year. This ensures that your management reports and year end postings are as accurate as possible.

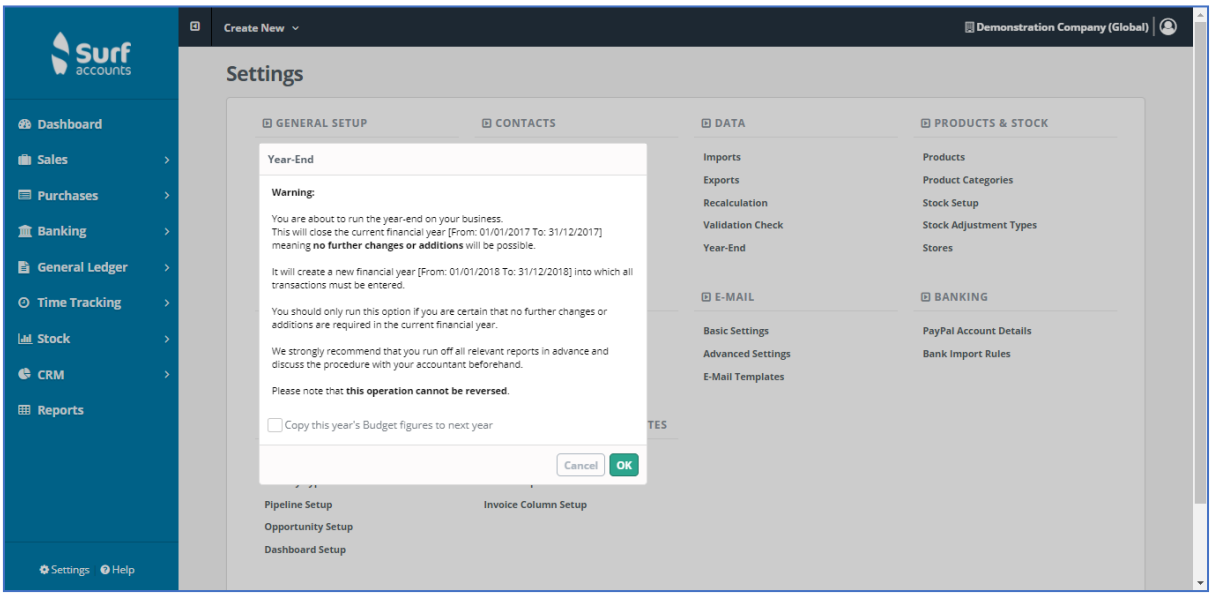
- All payments and receipts
- Reconcile all Bank Accounts
- All purchase invoices, credit notes and payments
- Correct all errors
- All year end adjustments should be posted (Income received in advance etc.)

Print out Financial Reports

Reports	To run reports
Trial Balance	Click Trial Balance under the GENERAL LEDGER heading on the Reports page.
Income & Expenditure Report	Click I&E and Balance Sheet under the GENERAL LEDGER heading on the Reports page.
Balance Sheet Report	Click I&E and Balance Sheet under the GENERAL LEDGER heading on the Reports page.
Audit Trail	Click More Reports, and then Audit Trail Report under the GENERAL LEDGER heading on the Reports page.
General Ledger Account Details	Click General Ledger Account Details under the GENERAL LEDGER heading on the Reports page.
Bank Reconciliaiton with Unreconciled Payments	Click Bank Reconciliation under the BANKING heading on the Reports page.
Aged Supplier Report	Click Aged Supplier Report under the PURCHASES heading on the Reports page.
Aged Customer Report (only for schools using the customer module)	Click Aged Customer Report under the CUSTOMER heading on the Reports page.

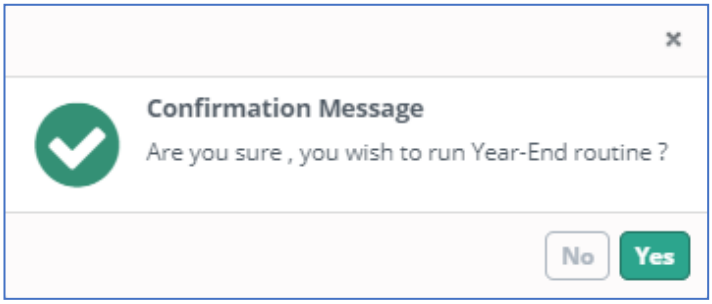
8.3 Running the Financial Year End

From Settings select Year-End under the Data heading, the following screen will appear

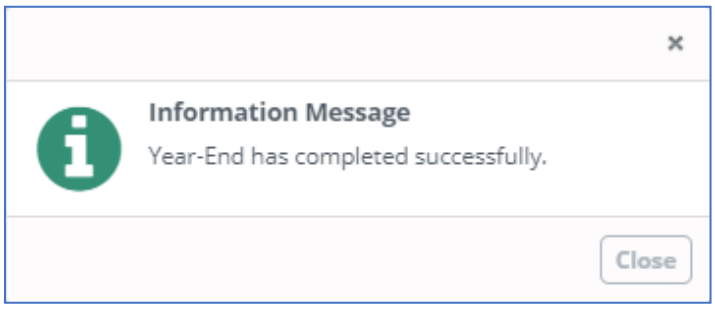


Make sure to read all of the above information, as the year end is **NOT REVERSIBLE**. Make sure to extract all reports and discuss this process with your accountant before you proceed.

When you are happy to proceed, click the 'OK' button. You will then see the following message, click 'Yes' to proceed or 'No' to cancel.

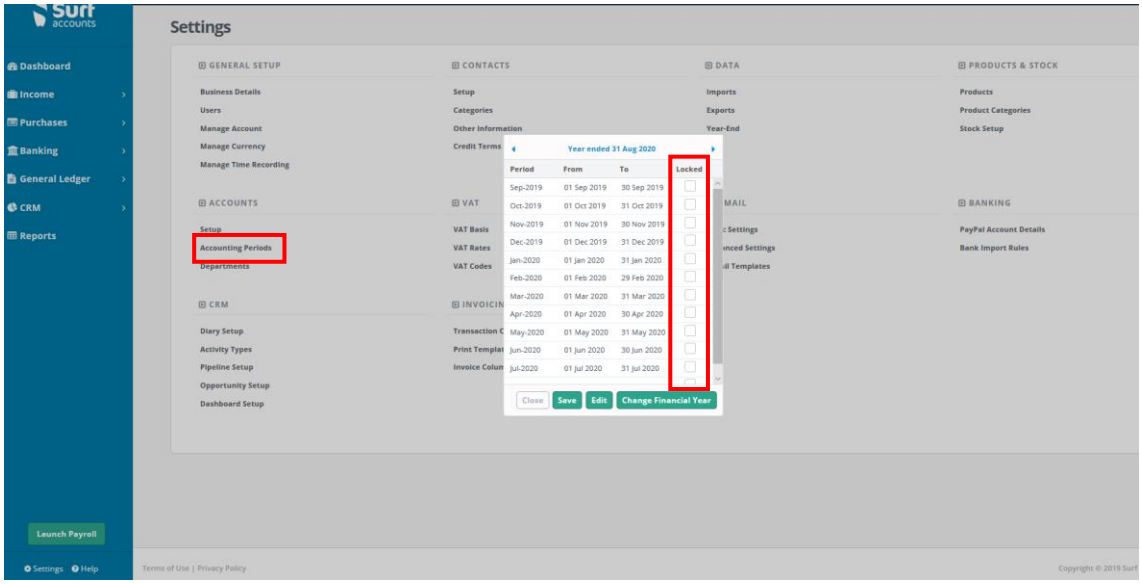


Once complete you will get the following message



When you look at the accounting periods now they will have been updated to the new year dates.

To amend your accounting period you can go to setting and Accounting Periods under the ACCOUNTS heading:



You can also lock year ends temporarily, to prevent additional transactions being posted while waiting for any adjustments from your accountant.

To temporarily lock a period tick the box under the locked column. This can be unticked to post adjustments before running the year-end.

8.4 Understanding the Year End Routine

Income and Expenditure account balances are cleared and the year to date figures on these codes are transferred to the retained earnings nominal code using journals.

Balance Sheet balances are brought forward to the new financial year and included in the year to date values on the balance sheet report.

The audit trail is updated with the ledger year end journals that are posted to clear the income and expenditure accounts.

The Chart of Accounts are updated with the balances to the Prior Year column. Any future transactions in the previous year become current year actuals.

The Financial Year rolls forward to the next year.