

Surf Accounts for C&C Schools

Quick Reference Guide

Overview of Surf Accounts preparation

Preparation for inputting to Surf - Gather all supporting paperwork

- Record all receipts fully and intact / Prenumbered receipt dockets / Adequate detail / Assign Nominal code in the 3000 - 3850
- Purchase Invoices / Matched and approved / Assign Nominal cost code (4000 – 7800)
- Creditor payments / Record cheques in sequence / Match payments against invoices
- Non-creditor payments / Check bank statements online for direct debits / Code
- Run payroll cost report for every payroll run / Code / Prepare Journal

Recording Accounts information in Surf -Timeline

Update Surf Daily/ Weekly:

- Record all receipts in Surf
- Input supplier invoices (if maintaining the supplier ledger)
- Record all cheque payments in sequence
- Print bank statements from Online Banking
- Review bank statements and record direct debits and credits in Surf
- Record weekly payroll journal if applicable

Monthly Surf tasks


- Print all Bank Statement for the full month
- Reconcile all bank accounts
- Run and review the Bank reconciliation reports
- Record Petty cash payments
- Record monthly payroll journal (if not done on a weekly basis)
- Run and review all monthly reports (to be printed monthly regardless of BOM meeting or not)
- Close the month

Getting started with Surf Accounts - a web based system

	Section in Manual	
Purchasing	Appendix	See purchasing documentation
Login	1.1	www.surfaccounts.com Email: Password: ➤ Click on link to School Name

Getting familiar with the Surf layout

Menus down the left of the screen	-	Customers/Purchases / Banking / Nominal Ledger / Reports. Settings – bottom left of the screen
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Default settings	1.5.4	Settings / Accounts / Set up
Enable RCT	1.5.4	Settings / Accounts / Setup > Enable RCT Transactions
Create a Department	1.5.1	Settings / Accounts / Departments
Settings – Check Financial Year	1.5.2	Settings / Accounts / Accounting Periods
Settings – Add a user	1.5.3	Settings / Users
		The More icon – hover over a row and the More icon will appear on the right - hand side of the screen. Click on it to see more options
Bank Opening Balances		
Opening bank balance per Bank Account Statement	2.2	General ledger / Journals / Add Opening Balances
Outstanding payments/cheques	2.3	Banking / Payments / Quick Add > Code to 2710
Outstanding receipts	2.4	Banking / Receipts / Quick Add > Code to 2710
Customer Setup		
Add a new customer	2.7	Income / Customers / Add Customer icon
Customer opening balance	2.8	Customer / Opening Customer Balance > Invoice if amount owed from Customer > Payment if amount owed to Customer > Code to 2710
Suppliers Setup		
Add a new Supplier	2.5	Purchases / Suppliers / Add Supplier icon
Adding a Subcontractor as a supplier	2.5	Purchases / Suppliers / Add supplier > invoice settings > click RCT Subcontractor box
Supplier opening balance	2.6	Purchases / Opening Supplier Balance > Invoice if amount owed to supplier > Payment if amount owed from supplier > Code to 2710
Other Opening Balances		
Other opening balances (VAT, RCT, PAYE/PRSI)	2.9	General Ledger / Journals / Add > Code to control account & 2710
Chart of Accounts		
Create a new nominal code	6.3	Nominal Ledger / Chart of Accounts / New

Recording Customer Activity		
Input customer invoice	3.2	Income / Invoices & Credit Notes / Quick / Quick Invoice
Input customer credit note	3.2	Income / Invoices & Credit Notes / Quick / Quick Credit Note
To view transaction posted to customer account	-	Income / Customers > hover over the customer, the More icon will appear > Click on the More icon > Click on Account
Recording Supplier Activity		
Input Supplier invoice	4.2	Purchases / Invoices & Credit Notes / Quick / Quick Invoice
Input Supplier Credit Note	4.2	Purchases / Invoices & Credit Notes / Quick / Quick Credit Note
To view transactions posted to supplier account	-	Purchases / Suppliers > hover over the supplier, the More icon will appear > Click on the More icon > Click on Account
Relevant Contract Suppliers		
Ensure supplier identified as RCT	4.5	Purchases / Supplier / Open / Invoice settings / tick RCT Box
Record a payment processed under RCT rules	4.5	Banking / Payments / Pay / Select RCT Supplier / Select relevant RCT deduction
Recording the VAT on the Subcontractor invoice	6.5	General Ledger / Journal > Click Add > Debit the expenses code for the subcontractor expense & credit the RCT control account 2270
BANKING Payments		
Supplier Payment: Method 1	4.3 (1)	Purchases / Invoices & Credits / Pay
Supplier Payment: Method 2	4.3 (2)	Banking / Payments / Add / Allocation
Non-Creditor payments (i.e. no invoice e.g. wages, bank charges)	5.4	Banking / Payments / Quick Add (Skip over the 'supplier' box)
Payment (where supplier module is not used)	5.4	Banking / Payments / Quick Add (Skip over the 'supplier' box) and list all payments i.e. cheques, direct debits, standing orders etc.
Recurring Payments	5.5	Banking / Recurring Payments / Add / Generate
Looking up Bank Account	-	General Ledger / Chart of Accounts / Bank Account code / Click on code
BANKING Receipts/Income		
Record Receipts	5.2	Banking / Receipts / Quick Receipt
Recurring Receipts	5.3	Banking / Recurring Receipts

Payroll taxes	6.6	General Ledger / Journal > Add
Copy journal function	6.7	General Ledger / Journal > hover over journal > Click on More icon > Click Copy > Update with current details
Bank Reconciliation		
Each Bank a/c	5.6	Banking / Bank Reconciliation > Click Add
Once reconciled	5.6	Checkbox for Bank Rec complete
	5.7	Print Bank Rec report
Reports		
Monthly Board of Management Reports	7.2	Reports / Banking Reports / General Ledger
All other reports – see manual		Reports / Select appropriate report

General Tasks		
Month End		Settings / Accounts / Accounting periods / click locked
Year End		Settings / Data / Year end
Budget Input		Budget Template Settings / Data / Import
Data Backup		Settings / Data / Export
Looking up Data		
Bank Account		General Ledger / Chart of Accounts / scroll to bank and Cash / click on bank account name
Amend a Bank Transaction		Select transaction / Click Open / Amend / Save
Amend a purchase invoice		Purchases / Invoices & CN / Open on RHS / Edit
Look up a supplier		Purchases / Supplier / click on
Amend Invoice		Purchases / Invoices / find and open invoice on RHS / Amend / Save
Payments Overview		Reports / Payments / All types / select date / note Doc No / amend under the Banking and Payments module
Receipts Overview		Reports / Payments / All types / select date / note Doc No / amend under the Banking and Payments module
Supplier Payment allocation/Unallocation		Banking / Payments / Find supplier payment / Allocation Here you can also unallocated / Save
Review Nominal Activity		Reports / General Ledger account details
		Leave Dep blank to get total figures for each code

