FSSU
Financial Support
Services Unit

Financial Guideline 2019/2020 – 10

Community & Comprehensive Schools

Financial Period-End 31st August 2019 on Surf Accounts

A. Introduction

Community & Comprehensive schools which started using Surf Accounts prior to the 31st August 2019 will have to perform a period end routine on Surf Accounts. Once you have completed August 2019 on Surf Accounts you will run the year-end to change the date for the new financial year September 2019 to August 2020.

B. Preparation for period end 31st August 2019

Appendix 1 contains a checklist of items for preparing for the period end.

C. Print out the recommended financial reports for the period end 31st August 2019

Before running your period-end, you should print the following reports and file in the monthly management report file.
1) The receipts listings for each bank account
2) The payments listings for each bank account
3) Bank reconciliation statement for each bank account including the list of unreconciled transactions.
4) General ledger account details report
5) Aged supplier balances report
6) Aged customer balances report (only for schools using the customer module)
7) Trial balance
8) Income and expenditure account
9) Balance sheet

Appendix 2 contains details on how to run these reports.

D. Data export

Once you have printed the report, it is advisable to export the data.

- 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.
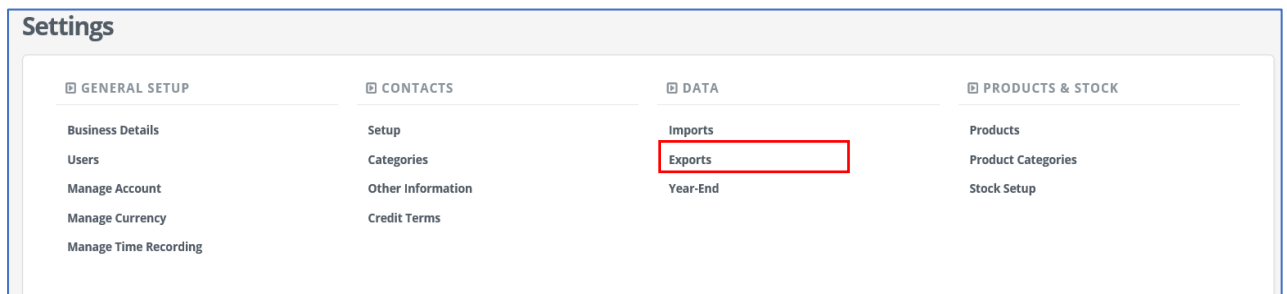
E. Processing the Period End in Surf Accounts

Note: The period end is NOT reversible. Make sure to extract all reports before running the period end.
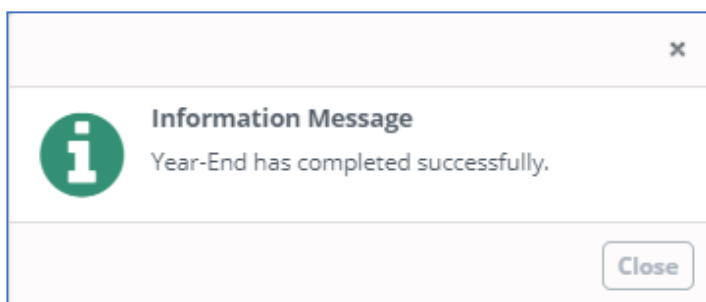
From 'Settings' > select 'Year-End' under the 'Data' heading,

A Year-end Warning message will appear > click the 'OK' button

You will then see the following message, click 'Yes' to proceed or 'No' to cancel.
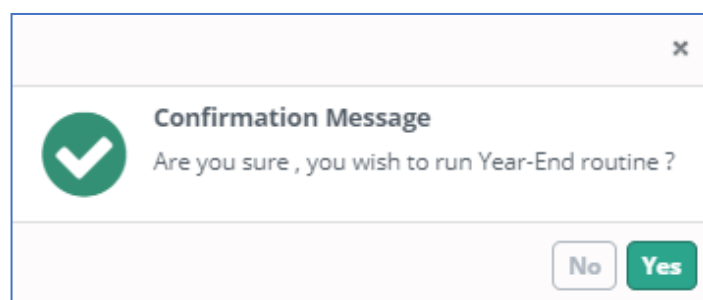
Once complete you will get the following message:

After the year end routine

Go to 'Settings' and 'Accounting Periods' under the 'Accounts' heading and check that the accounting period have update to the current school year August 2019 to September 2020.

You have completed the year end routine.

> Video
> A video demonstrating how to run the period end on Surf Accounts is available to watch on our website. Click here to watch video.

If you require assistance with the period year end routine, please contact us to book a remote session.

Further information or clarification on any of the issues raised in this guideline can be obtained from the FSSU.

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20th September 2019

Appendix 1 Checklist of how to prepare for the period end.

Please note not all of these may apply to you.

Checklist	Done
• All day-to-day transactions i.e. invoice, payments and receipts have been posted to Surf up to the period end	

• Ensure all bank accounts are reconciled up to 31st August 2019.
  ➢ Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate.
  ➢ Any duplicate entries should be corrected.
  ➢ Any outstanding payments/receipt more than six-month-old should be written off. (If you need assistance with this please contact the FSSU).	

• Ensure that the balance in the cash control account (code 1950) equates to the amount of cash and cheques held in the safe at 31st August 2019.	
• Ensure that the balance in the online payment solution clearing account (code 1870) equates to the amount of money owed from the online payments company at the 31st August 2019.	

• Print an outstanding supplier balance report as at the 31st August 2019 (Click 'Aged Supplier Balances' under the 'Purchases' heading on the 'Reports' page).
  ➢ Match the supplier balance on the report to the statement received from the supplier
  ➢ Any difference between the balance on the report and the statement should be investigated
  ➢ Any negative balances on the outstanding supplier list report should be investigated to see if any purchase invoices have not been posted.	

• Print an outstanding customer balance report as at the 31st August 2019 (Click 'Aged Customer Balances' under the 'Customers' heading on the 'Reports' page).
  ➢ Match the customer balances on the report to the statements sent to the customer
  ➢ Any negative balances on the outstanding customer list report should be investigated to see if any sales invoices have not been posted.	

• The PAYE/PRSI/USC/LPT control account (nominal code 2250) should equate to the PAYE/PRSI/USC/LPT that is owed to Revenue at 31st of August 2019.	
• The VAT control account (nominal code 2260) should equate to the VAT that is owed to Revenue at 31st of August 2019.	
• The RCT control account (nominal code 2270) should equate to the RCT that is owed to Revenue at 31st of August 2019.	
• Run a General Ledger Activity Report and review the posting of transactions. To run the report Click 'General Ledger Account Details' under the 'General ledger' heading on the 'Reports' page.	

Appendix 2: Running the period end reports

Before running your period-end, you should print the following reports and file in the monthly management report file.

1) The receipts report for each bank account

Purpose of report	The receipts listing shows a list of all receipts made to the bank account

From 'Reports' > under the 'Banking' heading select 'Receipts Report'.

Set the report criteria:

Field	Description
PERIOD FROM	The first of the month when you started on Surf Accounts
PERIOD TO	The 31st August 2019
TYPE	Select All
PMT TYPE	Select All
DOC NO FROM	Leave blank
DOC NO TO	Leave blank
CO-ORDINATOR	Leave blank
BANK	Select bank account
DEP	Leave blank

Click 'Run' to generate the report.

2) The payments listings for each bank account

Purpose of report	The payments listing shows a list of all payments made from the bank account

From 'Reports' > under the 'Banking' heading select 'Payments Report'.

Set the report criteria:

Field	Description
PERIOD FROM	The first of the month when you started on Surf Accounts
PERIOD TO	The 31ˢᵗ August 2019
TYPE	Select All
PMT TYPE	Select All
DOC NO FROM	Leave blank
DOC NO TO	Leave blank
CO-ORDINATOR	Leave blank
BANK	Select bank account
DEP	Leave blank

Click 'Run' to generate the report.

3) **Bank reconciliation statement for each bank account including the list of unreconciled transactions.**

Purpose of report	The bank reconcilation report shows that the bank balance per the bank statement reconciles to the bank balance on Surf Account

From 'Reports' > under the 'Banking' heading select 'Bank Reconciliation'.

Set the report criteria:

Field	Description
SATEMENT	Select the report for the end of August 2019 for each bank account
REPORT TYPE	Unreconciled (this will show the list of unreconciled/unpresented cheques at the end of the month)

Click 'Run' to generate the report.

Tips	➢ Make sure there is no difference on the bank reconciliation ➢ Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. ➢ Any duplicate entries should be corrected. ➢ Any outstanding payments/receipt more than six-month-old should be written off. (If you need assistance with this please contact the FSSU).

4) General ledger account details report

Purpose of report	The general ledger account detail report is a record of all the financial transactions that have taken place and where they have been posted to

From 'Reports' > under the 'General Ledger' heading select 'General Ledger Account Details'.

Set the report criteria:

Field	Description
PERIOD FROM	The first of the month when you started on Surf Accounts
PERIOD TO	The 31st August 2019
ACCT. CODE FROM	Leave blank
ACCT. CODE TO	Leave blank
DEP	Leave blank

Click 'Run' to generate the report.

Tips	➢ Review the posting of the transactions under each of the income and expenditure headings to ensure they have been posted to the correct account and make corrections if necessary.

5) Aged supplier balances report

Purpose of report	The aged supplier balances report lists outstanding supplier balances

From 'Reports' > under the 'Purchases' heading select 'Aged Supplier Balances'.

Set the report criteria:

Field	Description
DATE TO	31st August 2019
SUPPLIER FROM	Leave blank
SUPPLIER TO	Leave blank
CURRENT AGING	Do not tick this

Click 'Run' to generate the report.

Tips	➢ Match the outstanding supplier balance on the report to the supplier statement or last invoice to ensure it is correct ➢ Investiage any negative balances on the report, you may be missing invoices

6) Aged customer balances report (only for schools using the customer module)

Purpose of report	The aged customer balances report lists outstanding customer balances

From 'Reports' > under the 'Customers' heading select 'Aged Customer Balances'.

Set the report criteria:

Field	Description
DATE TO	31st August 2019
CUSTOMER FROM	Leave blank
CUSTOMER TO	Leave blank
CO-ORDINATOR	Leave blank
CURRENT AGING	Do not tick this

Click 'Run' to generate the report.

Tips	➢ Match the outstanding customer balance on the report to the customer statement or last invoice to ensure it is correct ➢ Investiage any negative balances on the report, you may be missing invoices

7) Trial balance report

Purpose of report	The trial balance report lists all the balance on Income, Expenditure and Capital Accounts at a particular point in time.

From 'Reports'> under the 'General Ledger' heading select 'Trial Balance'

Set the report criteria:

Field	Description
PERIOD FROM	Select the first month you started on Surf Accounts
PERIOD TO	Select Aug2019
ACCT. CODE FROM	Leave blank
ACCT. CODE TO	Leave blank
DEP	Leave blank

Click 'Run' to generate the report.

8) Income and expenditure account

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

From 'Reports' > under the 'General Ledger' heading select 'I&E Report'.

Select the report criteria:

Field	Description
PERIOD FROM	Select the first month you started on Surf Accounts
PERIOD TO	Select August 2019
DEP	Leave blank

Click 'Run' to generate the report.

9) Balance sheet

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

From 'Reports' > under the 'General Ledger' heading select 'Balance Sheet Report'.

Select the report criteria:

Field	Description
PERIOD FROM	Select the first month you started on Surf Accounts
PERIOD TO	Select August 2019
DEP	Leave blank

Click 'Run' to generate the report.

Treoirlíne Airgeadais 2019/2020 - 10

Pobalscoileanna agus Scoileanna Cuimsitheacha

An Tréimhse Airgeadais dar críoch an 31 Lúnasa 2019 ar Surf Accounts

A. Réamhrá

Maidir le Pobalscoileanna agus Scoileanna Cuimsitheacha a thosaigh ar Surf Accounts a úsáid roimh an 31 Lúnasa 2019, beidh orthu clabhsúr a chur leis an tréimhse ar Surf Accounts. Nuair a bheidh Lúnasa 2019 curtha i gcrích ar Surf Accounts, cuirfear an clabhsúr leis an tréimhse chun an dáta don bhliain airgeadais nua a athrú ó Mheán Fómhair 2019 go dtí Lúnasa 2020.

B. Ullmhúchán don tréimhse dar críoch an 31 Lúnasa 2019

Tá seicliosta le fáil in *Aguisín 1* de nithe is ga a dhéanamh chun deireadh na tréimhse a ullmhú.

C. Priontáil amach na tuarascálacha airgeadais atá molta don tréimhse dar críoch an 31 Lúnasa 2019

Roimh chlabhsúr a chur leis an tréimhse, ba cheart na tuairiscí seo a leanas a phriontáil agus a chomhdú sa chomhad tuairiscí bainistíochta míosúla.
1) Liosta fáltas le haghaidh gach cuntais bainc
2) Liosta íocaíochtaí le haghaidh gach cuntais bainc
3) Ráiteas imréitigh bainc le haghaidh gach cuntais bainc lena n-áirítear liosta de na hidirbhearta neamh-imréitithe.
4) Tuairisc ar shonraí an chuntais mórleabhair ghinearálta
5) Tuairisc ar iarmhéideanna soláthraithe de réir téarma
6) Tuairisc ar iarmhéideanna custaiméirí de réir téarma (do scoileanna ag a bhfuil an modúl custaiméirí in úsáid)
7) Comhardú trialach
8) An cuntas ioncaim agus caiteachais
9) Clár comhardaithe

Tá sonraí in *Aguisín 2* ar conas na tuairiscí sin a chruthú.

D. Easpórtáil sonraí

Moltar na sonraí a easpórtáil tar éis an tuairisc a phriontáil.

- Leis na sonraí a easpórtáil, cliceáil ar 'Settings' ag bun an scáileáin ar chlé agus cliceáil ar 'Exports' faoin gceannteideal 'Data'.

- Ginfear comhad is féidir a shábháil ar an líonra / ar USB / ar thiomántán crua seachtrach.
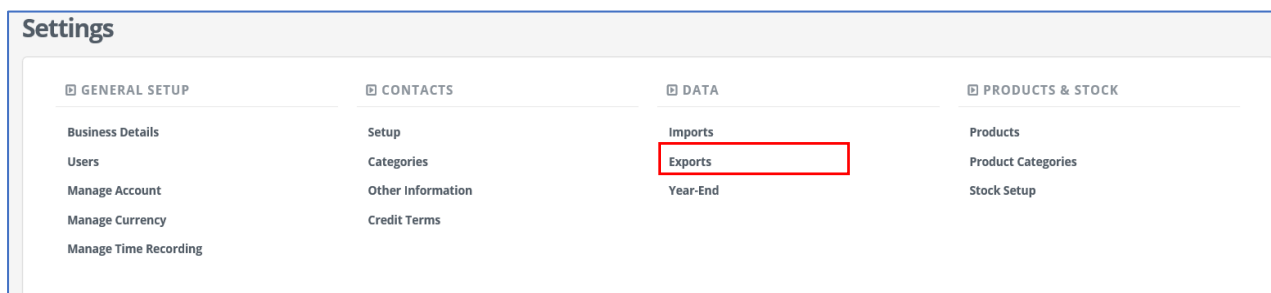
E. Clabhsúr a chur leis an tréimhse in Surf Accounts

Tabhair faoi deara: NÍL deireadh na tréimhse in-aisiompaithe. Déan cinnte na tuairiscí go léir a asbhaint roimh chlabhsúr a chur leis an tréimhse.
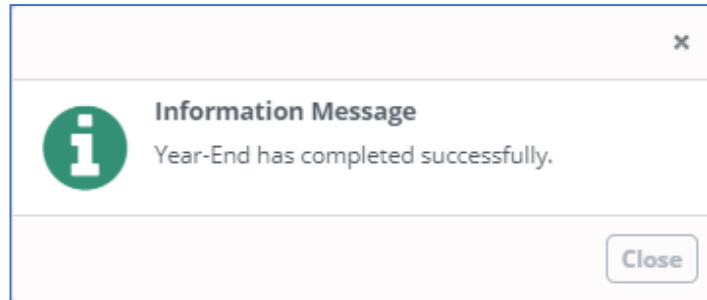
Faoi 'Settings' > roghnaigh 'Year-End' faoi 'Data',

Taispeánfar rabhadh maidir le Deireadh na Bliana > cliceáil ar an gcnaipe 'OK'

Taispeánfar an teachtaireacht seo a leanas, cliceáil ar 'Yes' chun dul ar aghaidh, nó cliceáil ar 'No' le cur ar ceal.
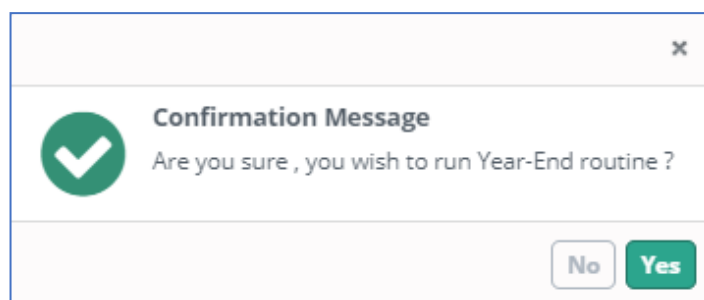
Taispeánfar an teachtaireacht seo a leanas nuair a bheidh sé críochnaithe:

Tar éis clabhsúr a chur leis an mbliain

Téigh chuig 'Settings' agus 'Accounting Periods' faoi 'Accounts' agus seiceáil go bhfuil an tréimhse chuntasaíochta athraithe go dtí an scoilbhliain reatha (Lúnasa 2019 go dtí Meán Fómhair 2020).

Tá clabhsúr curtha leis an mbliain.

Físeán
Tá físeán le fáil ar an láithreán gréasáin s'againne ina léirítear conas clabhsúr a chur leis an tréimhse ar Surf Accounts. Cliceáil anseo le féachaint ar an bhfíseán.

Má theastaíonn cabhair uait chun clabhsúr a chur leis an tréimhse bliana, déan teagmháil linn chun seisiún cianda a chur in áirithe.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa treoirlíne sin ach dul i dteagmháil le FSSU.

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An 20 Meán Fómhair 2019

Aguisín 1: seicliosta le hullmhú do dheireadh na tréimhse.

B'fhéidir nach mbainfeadh gach pointe le do chás féin.

Seicliosta	Déanta
• Tá gach idirbheart laethúil (.i. sonraisc, íocaíochtaí agus fáltais) curtha isteach ar Surf go dtí deireadh na tréimhse	

• Déan cinnte go bhfuil gach cuntas bainc imréitithe go dtí an 31 Lúnasa 2019.
  ➤ Féach ar liosta na n-íocaíochtaí amuigh agus na bhfáltas ar an ráiteas imréitigh bainc lena chinntiú go bhfuil siad cruinn ceart.
  ➤ Ba cheart gach iontráil dhúblach a cheartú.
  ➤ Ba cheart gach íocaíocht/fáltas atá níos sine ná sé mhí d'aois a dhíscríobh. (Déan teagmháil le FSSU má tá cúnamh ag teastáil ina leith sin.)	

• Áirithigh go bhfuil an t-iarmhéid sa chuntas rialúcháin airgid (cód 1950) i gcomhréir le méid an airgid thirim agus na seiceanna atá á gcoimeád sa taisceadán ar an 31 Lúnasa 2019.	
• Áirithigh go bhfuil an t-iarmhéid sa chuntas imréitigh íocaíochtaí ar líne (cód 1870) i gcomhréir leis an méid airgid atá dlite ón gcuideachta íocaíochtaí ar líne amhail an 31 Lúnasa 2019.	

• Priontáil tuairisc d'iarmhéideanna amuigh na soláthraithe amhail an 31 Lúnasa 2019 (Cliceáil ar 'Aged Supplier Balances' faoi 'Purchases' ar an leathanach 'Reports').
  ➤ Déan cinnte gurb ionann iarmhéid an tsoláthraí ar an tuairisc agus an t-iarmhéid ar an ráiteas a fuarthas ón soláthraí
  ➤ Ba cheart aon difríocht idir an t-iarmhéid ar an tuairisc agus an t-iarmhéid ar an ráiteas a fhiosrú
  ➤ Ba cheart aon iarmhéid diúltach ar an tuairisc de liosta na soláthraithe amuigh a fhiosrú le fáil amach an ann d'aon sonrasc ar cheannachán nár postáladh.	

• Priontáil tuairisc d'iarmhéideanna amuigh na gcustaiméirí amhail an 31 Lúnasa 2019 (Cliceáil ar 'Aged Customer Balances' faoi 'Customers' ar an leathanach 'Reports').
  ➤ Déan cinnte gurb ionann iarmhéideanna na gcustaiméirí ar an tuairisc agus na ráitis a seoladh chuig an gcustaiméir
  ➤ Ba cheart aon iarmhéid diúltach ar an tuairisc de liosta na gcustaiméirí amuigh a fhiosrú le fáil amach an ann d'aon sonrasc díolacháin nár postáladh.	

• Ba cheart gurb ionann an méid sa chuntas rialúcháin ÍMAT/ÁSPC/MSU/CMÁ (cód ainmniúil 2250) agus an méid ÍMAT/ÁSPC/MSU/CMÁ atá dlite do na Coimisinéirí Ioncaim amhail an 31 Lúnasa 2019.	

Seicliosta	Déanta
• Ba cheart gurb ionann an méid sa chuntas rialúcháin CBL (cód ainmniúil 2260) agus an méid CBL atá dlite do na Coimisinéirí Ioncaim amhail an 31 Lúnasa 2019.	
• Ba cheart gurb ionann an méid sa chuntas rialúcháin RCT (cód ainmniúil 2270) agus an méid RCT atá dlite do na Coimisinéirí Ioncaim amhail an 31 Lúnasa 2019.	
• Cruthaigh Tuairisc ar Ghníomhaíochtaí Mórleabhair agus seiceáil na hidirbhearta a phostáladh. Cliceáil ar 'General Ledger Account Details' faoi 'General ledger' ar an leathanach 'Reports' chun an tuairisc a chruthú.	

Aguisín 2: Na tuairiscí clabhsúir tréimhse a ghiniúint

Roimh chlabhsúr a chur leis an tréimhse, ba cheart na tuairiscí seo a leanas a phriontáil agus a chomhdú sa chomhad tuairiscí bainistíochta míosúla.

1) An tuairisc ar fháltais le haghaidh gach cuntais bainc

Cuspóir na tuairisce	Sa liosta fáltas, tugtar liosta de na fáltais go léir a cuireadh isteach sa chuntas bainc

Roghnaigh 'Receipts Report' faoi 'Reports' > faoin gceannteideal 'Banking'.

Socraigh critéir na tuairisce:

Réimse	Cur Síos
PERIOD FROM	An chéad lá den mhí a thosaigh tú ar Surf Accounts a úsáid
PERIOD TO	31 Lúnasa 2019
TYPE	Roghnaigh gach ceann
PMT TYPE	Roghnaigh gach ceann
DOC NO FROM	Fág bán
DOC NO TO	Fág bán
CO-ORDINATOR	Fág bán
BANK	Roghnaigh an cuntas bainc
DEP	Fág bán

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

2) Liosta íocaíochtaí le haghaidh gach cuntais bainc

Cuspóir na tuairisce	Sa liosta íocaíochtaí, tugtar liosta de na híocaíochtaí go léir a rinneadh ón gcuntas bainc

Roghnaigh 'Payments Report' faoi 'Reports' > faoin gceannteideal 'Banking'.

Socraigh critéir na tuairisce:

Réimse	Cur Síos
PERIOD FROM	An chéad lá den mhí a thosaigh tú ar Surf Accounts a úsáid
PERIOD TO	31 Lúnasa 2019
TYPE	Roghnaigh gach ceann
PMT TYPE	Roghnaigh gach ceann
DOC NO FROM	Fág bán
DOC NO TO	Fág bán
CO-ORDINATOR	Fág bán
BANK	Roghnaigh an cuntas bainc
DEP	Fág bán

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

3) Ráiteas imréitigh bainc le haghaidh gach cuntais bainc lena n-áirítear liosta de na hidirbhearta neamh-imréitithe.

Cuspóir na tuairisce	Léiríonn an tuairisc imréitigh bainc go réitíonn an t-iarmhéid bainc ar an ráiteas bainc leis an iarmhéid bainc ar Surf Accounts

Roghnaigh 'Bank Reconciliation' faoi 'Reports' > faoin gceannteideal 'Banking'.

Socraigh critéir na tuairisce:

Réimse	Cur síos
STATEMENT	Roghnaigh an tuairisc do dheireadh Lúnasa 2019 i gcás gach cuntais bainc
REPORT TYPE	Neamh-imréitithe (léirítear ar an tuairisc seo liosta de na seiceanna neamh-imréitithe / neamhsheachadta ag deireadh na míosa)

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

Leideanna	➢ Déan cinnte nach bhfuil aon difríocht ar an tuairisc imréitigh bainc ➢ Féach ar liosta na n-íocaíochtaí amuigh agus na bhfáltas ar an ráiteas imréitigh bainc lena chinntiú go bhfuil siad cruinn ceart. ➢ Ba cheart gach iontráil dhúblach a cheartú. ➢ Ba cheart gach íocaíocht/fáltas atá níos sine ná sé mhí d'aois a dhíscríobh. (Déan teagmháil le FSSU má tá cúnamh ag teastáil ina leith sin.)

4) Tuairisc ar shonraí an chuntais mórleabhair ghinearálta

Cuspóir na tuairisce	Taifead atá sa tuairisc ar shonraí an chuntais mórleabhair ghinearálta ar na hidirbhearta airgeadais go léir a rinneadh agus cár breacadh iad

Roghnaigh 'I&E Report' faoi 'Reports' > faoin gceannteideal 'General Ledger'.

Socraigh critéir na tuairisce:

Réimse	Cur Síos
PERIOD FROM	An chéad lá den mhí a thosaigh tú ar Surf Accounts a úsáid
PERIOD TO	31 Lúnasa 2019
ACCT. CODE FROM	Fág bán
ACCT. CODE TO	Fág bán
DEP	Fág bán

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

Leideanna	➢ Seiceáil breacadh na n-idirbheart faoi na ceannteidil ioncaim agus chaiteachais go léir lena chinntiú gur breacadh iad chuig an gcuntas ceart, agus ceartaigh iad más gá.

5) Tuairisc ar iarmhéideanna soláthraithe de réir téarma

Cuspóir na tuairisce	Liostaítear iarmhéideanna amuigh soláthraithe ar an tuairisc ar iarmhéideanna soláthraithe de réir téarma

Roghnaigh 'Aged Supplier Balances' faoi 'Reports' > faoin gceannteideal 'Purchases'.

Socraigh critéir na tuairisce:

Réimse	Cur síos
DATE TO	31 Lúnasa 2019
SUPPLIER FROM	Fág bán
SUPPLIER TO	Fág bán
CURRENT AGING	Ná cuir tic anseo

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

Leideanna	➢ Déan cinnte gurb ionann iarmhéid amuigh an tsoláthraí ar an tuairisc agus an ráiteas ón soláthraí nó an sonrasc deiridh lena chinntiú go bhfuil sé ceart ➢ Fiosraigh aon iarmhéid diúltach ar an tuairisc mar b'fhéidir go bhfuil sonraisc in easnamh

6) Tuairisc ar iarmhéideanna custaiméirí de réir téarma (do scoileanna ag a bhfuil an modúl custaiméirí in úsáid)

Cuspóir na tuairisce	Liostaítear iarmhéideanna amuigh custaiméirí ar an tuairisc ar iarmhéideanna custaiméirí de réir téarma

Roghnaigh 'Aged Customer Balances' faoi 'Reports' > faoin gceannteideal 'Customers'.

Socraigh critéir na tuairisce:

Réimse	Cur síos
DATE TO	31 Lúnasa 2019
CUSTOMER FROM	Fág bán
CUSTOMER TO	Fág bán
CO-ORDINATOR	Fág bán
CURRENT AGING	Ná cuir tic anseo

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

Leideanna	➤ Déan cinnte gurb ionann iarmhéid amuigh an chustaiméara ar an tuairisc agus an ráiteas ón gcustaiméir nó an sonrasc deiridh lena chinntiú go bhfuil sé ceart ➤ Fiosraigh aon iarmhéid diúltach ar an tuairisc mar b'fhéidir go bhfuil sonraisc in easnamh

7) Tuairisc ar chomhardú trialach

Cuspóir na tuairisce	Sa tuairisc ar chomhardú trialach, tugtar liosta de na hiarmhéideanna go léir i gCuntais Ioncaim, Chaiteachais agus Chaipitil ag pointe ama ar leith.

Roghnaigh 'I&E Report' faoi 'Reports' > faoin gceannteideal 'Trial Balance'.

Socraigh critéir na tuairisce:

Réimse	Cur síos
PERIOD FROM	Roghnaigh an chéad mhí ar thosaigh tú ar Surf Accounts a úsáid
PERIOD TO	Roghnaigh Lúnasa 2019
ACCT. CODE FROM	Fág bán
ACCT. CODE TO	Fág bán
DEP	Fág bán

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

8) An cuntas ioncaim agus caiteachais

Cuspóir na tuairisce	Tá achoimre sa chuntas ioncaim agus caiteachais ar ghníomhaíocht na scoile sa tréimhse atá sonraithe sa chuntas.

Roghnaigh 'I&E Report' faoi 'Reports' > faoin gceannteideal 'General Ledger'.

Roghnaigh critéir na tuairisce:

Réimse	Cur Síos
PERIOD FROM	Roghnaigh an chéad mhí ar thosaigh tú ar Surf Accounts a úsáid
PERIOD TO	Roghnaigh Lúnasa 2019
DEP	Fág bán

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.

9) Clár comhardaithe

Cuspóir na tuairisce	Léargas atá sa tuairisc cláir chomhardaithe ar staid airgeadais na scoile ag pointe ama ar leith.

Roghnaigh 'Balance Sheet Report' faoi 'Reports' > faoin gceannteideal 'General Ledger'.

Roghnaigh critéir na tuairisce:

Réimse	Cur Síos
PERIOD FROM	Roghnaigh an chéad mhí ar thosaigh tú ar Surf Accounts a úsáid
PERIOD TO	Roghnaigh Lúnasa 2019
DEP	Fág bán

Cliceáil ar 'Run' chun an tuairisc a ghiniúint.