

Contents

Introduction

Section 1: Overview and settings

- 1.1 Login and logout
- 1.2 Session expiry
- 1.3 Reset password
- 1.4 Menu
- 1.5 Settings
 - 1.5.1 Departments
 - 1.5.2 Accounting periods
 - 1.5.3 Add new user
 - 1.5.4 Accounts setup
 - 1.5.5 Export data
- 1.6 Data backup

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 other opening balances
- 2.10 Checking the opening balances
- 2.11 Setting up payees

Section 3: Customer module

- 3.1 Introduction
- 3.2 Add a new quick customer invoice/credit note
- 3.3 Add a new customer receipt
- 3.4 Allocating a customer receipt
- 3.5 Recurring customer invoices

- 3.6 Customer 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

Section 4: Purchases module

- 4.1 Introduction
- 4.2 Creating a new quick purchase invoice/credit note
- 4.3 Purchase/supplier payments
- 4.4 Allocating a supplier payment
- 4.5 Accounting for RCT
- 4.6 Purchases/supplier reports
 - 4.6.1 Invoice/credit note report
 - 4.6.2 Supplier statements
 - 4.6.2 Supplier accounts report
 - 4.6.3 Aged supplier balances

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 the 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

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

Section 7: Monthly 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 report
 - 7.2.5 Aged supplier balances
 - 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

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

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

- 1.1 Login and logout
- 1.2 Session expiry
- 1.3 Reset password
- 1.4 Menu
- 1.5 Settings
 - 1.5.1 Departments
 - 1.5.2 Accounting periods
 - 1.5.3 Add new user
 - 1.5.4 Accounts setup
 - 1.5.5 Export data
- 1.6 Data backup

1.1 Login and 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:



Surf accounts website home page

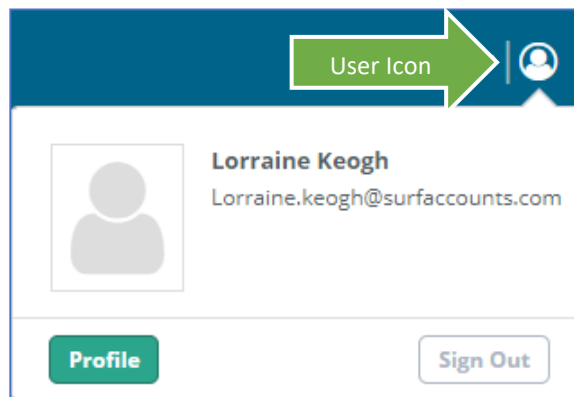
Click on the 'Login' in the top right-hand corner of the screen. The following screen appears:

The image shows the login page of the Surf accounts website. The page has a blue header with the Surf accounts logo and the text 'Invoicing & Accounts Made Easy'. Below the header is a white login form. The form starts with the heading 'Welcome back!'. It contains two input fields: 'Email Address' and 'Password'. Below the 'Email Address' field is a small asterisk (*). Below the 'Password' field is a checkbox labeled 'Remember Me' and a link that says 'Forgot Password?'. At the bottom of the form is a large green button labeled 'Login'. Below the form is a grey button labeled 'Create your Free 30 day Trial'.

Surf accounts login page

Logout:

If you want to logout of Surf Accounts click the 'User' icon (top right-hand corner of screen), you will have two options:



Log out and profile view options

Option 1: Logout

If you click 'Sign Out' 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.

Option 2: Profile

Logged in User

MY DETAILS

E-MAIL *

Lorraine.keogh@surfaccounts.com

TITLE FORENAME * SURNAME *

Select v Lorraine Keogh

Update Password

PASSWORD DETAILS

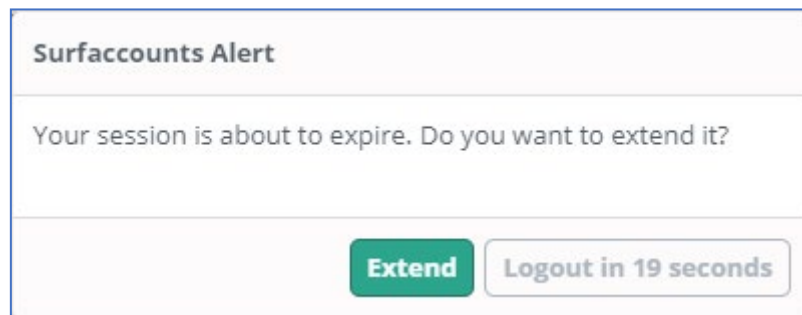
OLD PASSWORD* NEW PASSWORD * CONFIRM PASSWORD *

User profile update window

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

1.2 Session expiry

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.



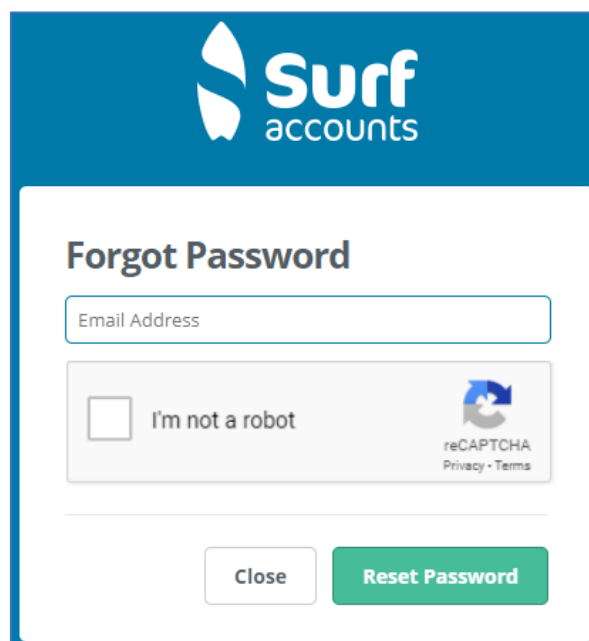
The image shows a dialog box titled "Surfaccounts Alert". The main text inside the dialog reads: "Your session is about to expire. Do you want to extend it?". At the bottom of the dialog, there are two buttons: a green button labeled "Extend" and a grey button labeled "Logout in 19 seconds".

Session expiry alert

1.3 Reset your password

If you try to login 5 times unsuccessfully you will be locked out for 1 hour.

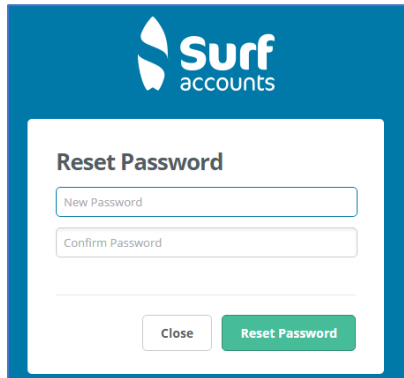
If you cannot remember your password, use the 'Forgot Password' option, once clicked you will be presented with the following screen; enter your email address, tick the 'I'm not a robot' box and then click 'Reset Password'.



The image shows a "Forgot Password" form. At the top, there is the Surf accounts logo. Below the logo, the title "Forgot Password" is displayed. There is an input field for "Email Address". Below the input field, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA icon with the text "reCAPTCHA Privacy - Terms". At the bottom of the form, there are two buttons: a grey button labeled "Close" and a green button labeled "Reset Password".

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'.

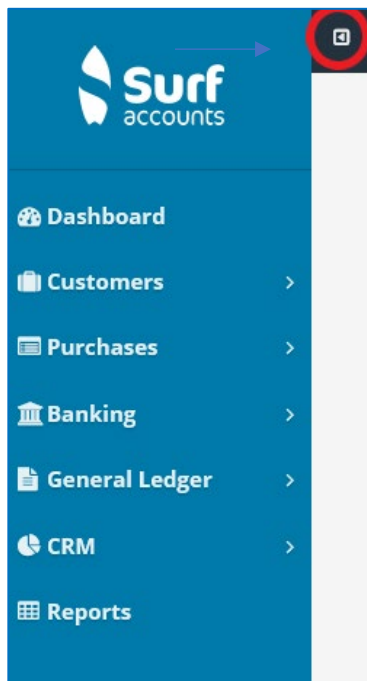


Reset password email confirmation

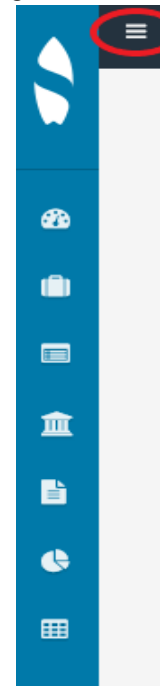
Your password will be reset, and you can log back in with your new password.

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.



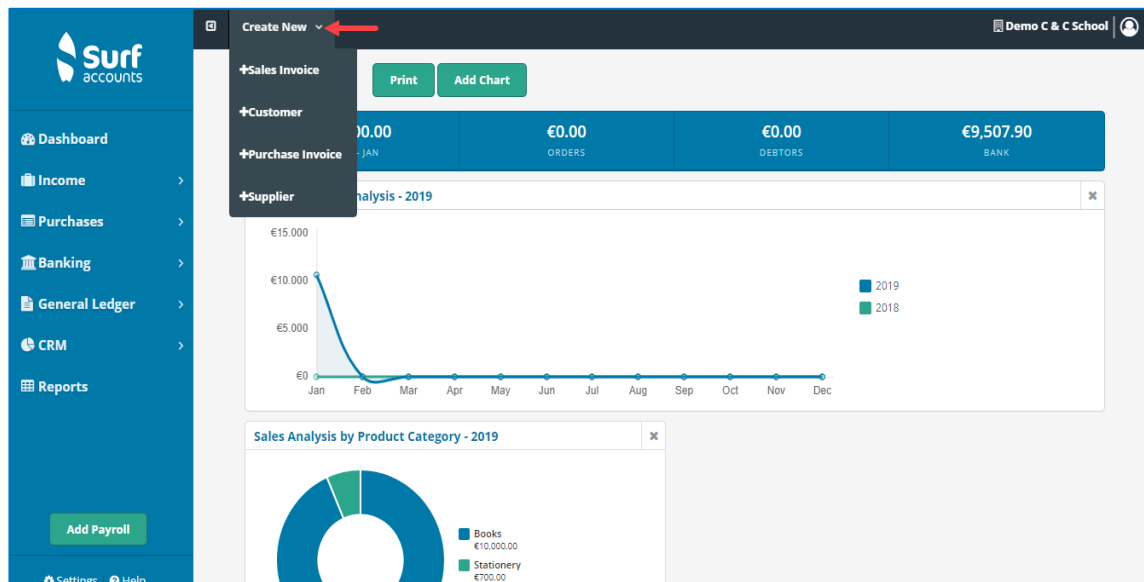
Expanded menu



Collapsed 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'.



Create new icon

1.5 Settings

1.5.1 Departments

A department can be used where the school needs to monitor the expenditure of a particular type of grant or income across a number of different expense headings.

The school must monitor the expenditure of the book grant, supervision and substitution grant, ICT grant and non-teacher pay grant as these are ring fenced grants i.e. can only be spent for the purpose for which the grant has been given. A number of other departments have been set up for expenditure which a school typically wants to track, example SSSF, TY and non-pay grant. A school can add a department where it needs to monitor the expenditure of a particular grant or income within its own school e.g. canteen, breakfast club, adult education.

1. Click Settings (bottom left of the screen)
2. Under Accounts Heading > select Departments, the following screen will appear:

The screenshot shows the 'Departments' settings page in the Surf accounts system. The sidebar on the left contains navigation options: Dashboard, Income, Purchases, Banking, General Ledger, CRM, and Reports. At the bottom of the sidebar, 'Settings' and 'Help' are circled in red. The main content area is titled 'Departments' and features a 'Use Departments' checkbox which is checked. Below this is a form for adding a new department with fields for 'TITLE', 'SHORT', and 'LONG'. The 'SHORT' field contains 'DEP' and the 'LONG' field contains 'Department'. Below the form is a table of existing departments:

	CODE	DESCRIPTION	DEFAULT
DEPARTMENT 1	AOP	All other departme	<input checked="" type="radio"/>
DEPARTMENT 2	NTP	Non teacher pay g	<input type="radio"/>

At the bottom of the table is a 'Delete' button. Below the table is an 'Add' button. At the bottom right of the main content area are 'Cancel' and 'Save' buttons.

Departments

There are default departments set up for schools:

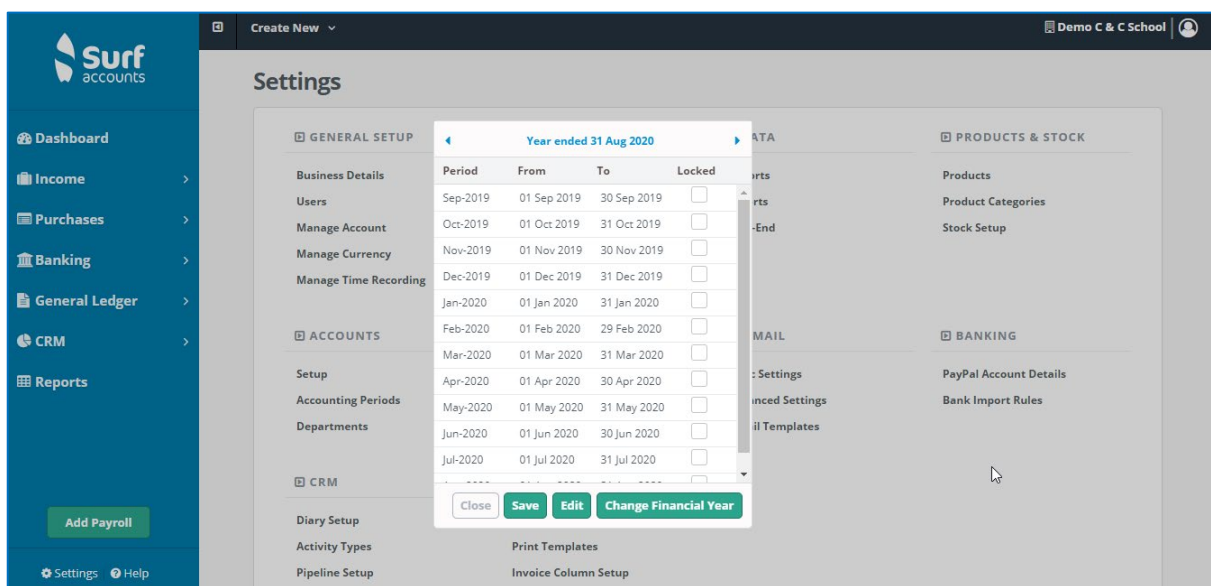
- Non pay grant (NPG)
- Non teacher pay grant (NTPG)
- SSSF (SSSF)
- Transition year (TY)
- Supervision and substitution (SS)
- Book grant/rental (BGR)
- ICT grant (ICT)
- All other departments (AOD)

- To add more departments, click the 'Add' icon (at the bottom left of the screen), scroll down to the bottom of the list of departments and in the blank box enter a code and description for the department you want to set up.
- Click 'Save' when done.

1.5.2 Accounting periods

Click 'Settings' (bottom left of the screen)

Under 'Accounts' heading > select 'Accounting Periods', the following screen will appear:



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).

It is here that you would 'Lock' a period if you didn't want any additional entries to be posted/recorded in that period. 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. Put a tick in the box beside the month you want to lock. You can always unlock a locked month if required.

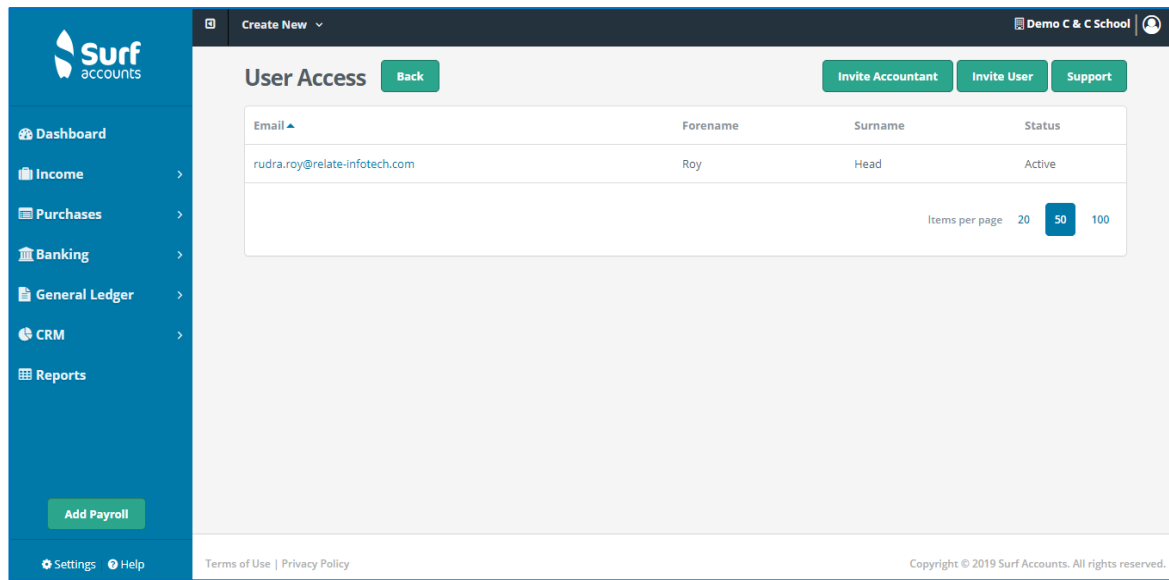
You can also change your financial year here, if you inadvertently set it up incorrectly during the signup process. Transactions already recorded on the system will need to be allocated now to a different period, so this process may take some time, depending on the number of transactions already in the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

1.5.3 Add new user

Users

To view or edit Surf users:

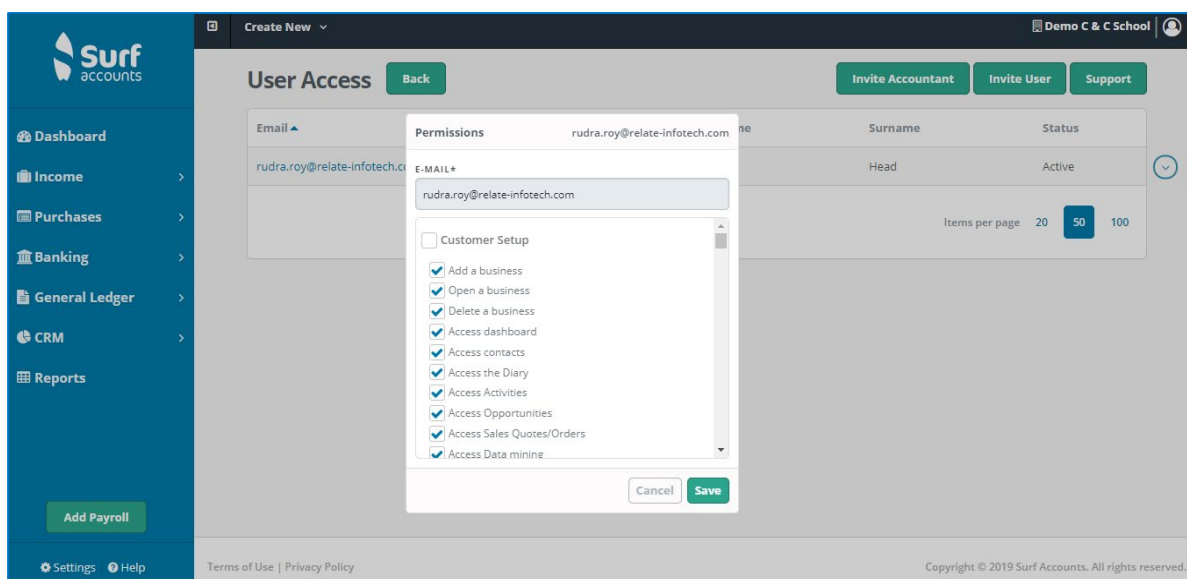
1. Click 'Settings' (bottom left of screen)
2. Under the 'General Setup' heading > select 'Users' the following screen will appear:



User access

You should see your own email address, forename and surname, status (which should say 'Active').

3. To add an additional user to the system you should click the 'Invite User' icon, the following screen should appear:



Surf accounts user access window

4. 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'.
5. Click 'Back' 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 'Back' 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.

1. Click 'Settings' (bottom left of screen)
2. Under the 'General Setup' heading > select 'Users'
3. Click on 'Support'.
4. A confirmation message will pop up letting you know you are inviting Surf Accounts to log in to your system. Click 'yes'.
5. 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:

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 'General Ledger' > '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.

Don't allow VAT on non customer receipt/Don't allow VAT on non supplier payment:

If ticked the VAT code column on the entry screen will default to VAT Rate N – 0.00% VAT not applicable.

Purchase order number, sales invoice number, etc.:

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 save 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.

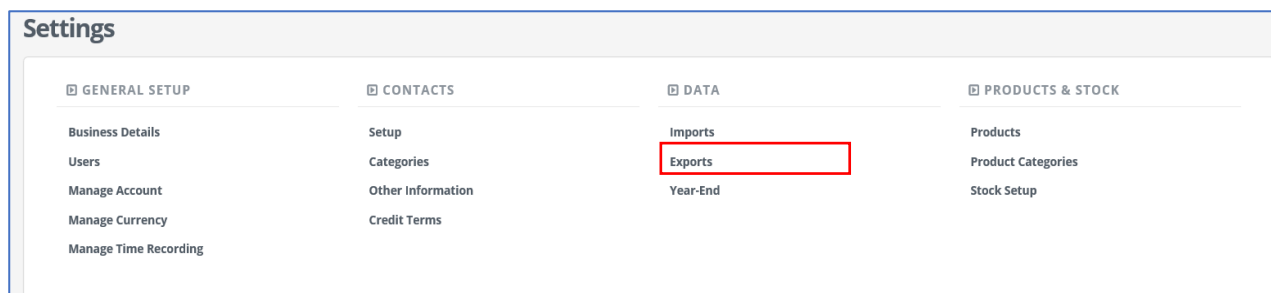
The principal contractor accounts for the VAT on services received from a sub-contractor under what is known as the reverse charge.

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.



Data export

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 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).

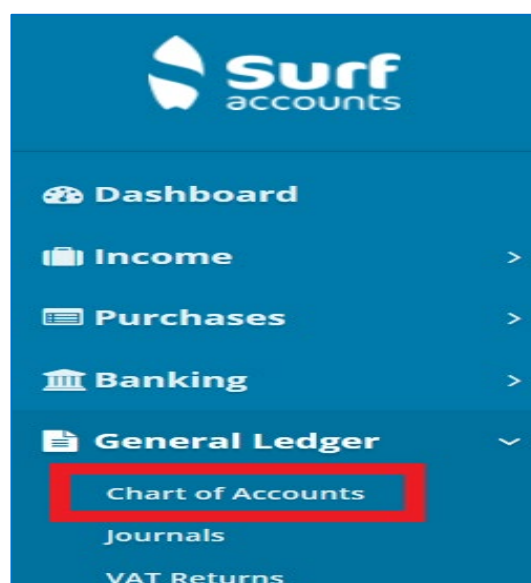
You will need:

- Bank account balance's on all school bank accounts at the end of the period.
- A list of outstanding/un-reconciled receipts and 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/USC/LPT 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 have 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.

1. Click on 'General Ledger' > 'Chart of Account'



Menu

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

New account code window

Field	Details
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 have saved a transaction. 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 numerical 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. 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 When you tick the 'Is this a Bank Account' checkbox, you will see some additional fields. <i>The additional fields only need to be entered if you are going to use the Bank Feed Function or the SEPA Payments Function.</i> 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.

	<p>BIC: Enter your banks BIC code (Bank Identifier Code: available on your bank statement).</p> <p>IBAN: Enter your bank account IBAN (International Bank Account Number: available on your bank statement)</p> <p>Bank Reference Number: Enter your Bank reference number (available on your bank statement/if applicable).</p>
Advanced	<p>Advanced – unless you are familiar with year-end coding and debit/credits, we recommend you do not use the advanced settings</p> <p>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.</p> <p>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.</p>

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 April 2019 you will need the bank statement balance as at the 31st March 2019.

To post a journal

1. Under 'General Ledger' > select 'Journals'.
2. Click the 'Add' icon, the following screen will appear:

Journals

Date
This is the date the Payment is issued. ✕

JOURNALS DETAILS

DATE: REF NO.: TYPE: Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
1800	<input type="text" value="Current Account"/>	<input type="text" value="Opening Balance Current Account"/>	10,500.00	0.00	AOD <input type="button" value="▼"/>
1801	School Activity Bank Account	Opening Balance school activity bank a/c	3,500.00	0.00	AOD
1802	Adult Education Account	Opening Balance adult ed bank a/c	11,260.00	0.00	ADED
1803	Building Fund Bank Account	Opening Balance building fund bank a/c	78,680.00	0.00	AOD
2710	Surplus Brought Forward	Opening Bank account balances	0.00	103,940.00	AOD

Add journal window

3. Enter the following information in the journal screen:

Field	Details
Date	The date you want to post the journal.
Ref. No	A reference for the journal, up to 10 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 with this part of the transaction i.e. the nominal code for each bank account. Once all the bank accounts have been added for 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.

<p>Debit</p> <p>Credit</p>	<p>Debit: If the Balance on the bank statement is positive then enter the amount in the Debit column.</p> <p>(If the Balance on the bank statement is overdrawn and you need to enter it as a credit, in the credit column.)</p> <p>Credit: Once all the bank balances have been entered the last line is the balancing figure for the cumulative bank balances, this is posted to code 2710.</p>
<p>Department</p>	<p>Select the department to which this journal is to be allocated to.</p>

- 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 when getting started on Surf accounts:

- 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 2710.
- Once all the outstanding cheques have been entered for that bank account, click 'save'.

Quick Payment

BANK ACCOUNT

1800 Current Account ▼

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
01/04/2019	Cheque	AOD	501106		Offaly County	500.00	Z 0.00% (Zero)	0.00 2710
01/04/2019	Cheque	AOD	501109		Our Local Shop	120	Z 0.00%	0.00 2710

Quick add payment

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 an un-presented receipt when getting started on Surf accounts:

1. Under 'Banking' > select 'Receipts' > click on 'Quick add'.
2. Select the bank account to which the outstanding receipt relates to.
3. Enter the details of the outstanding receipt, the date should be the first of the month when commencing to use Surf accounts.
4. Skip over customer.
5. All outstanding receipts should be posted to nominal code 2710.
6. Once all the outstanding receipts have been entered for that bank account, click 'Save'.

Quick Receipt

BANK ACCOUNT

LODGEMENT NO.

LODGEMENT DATE

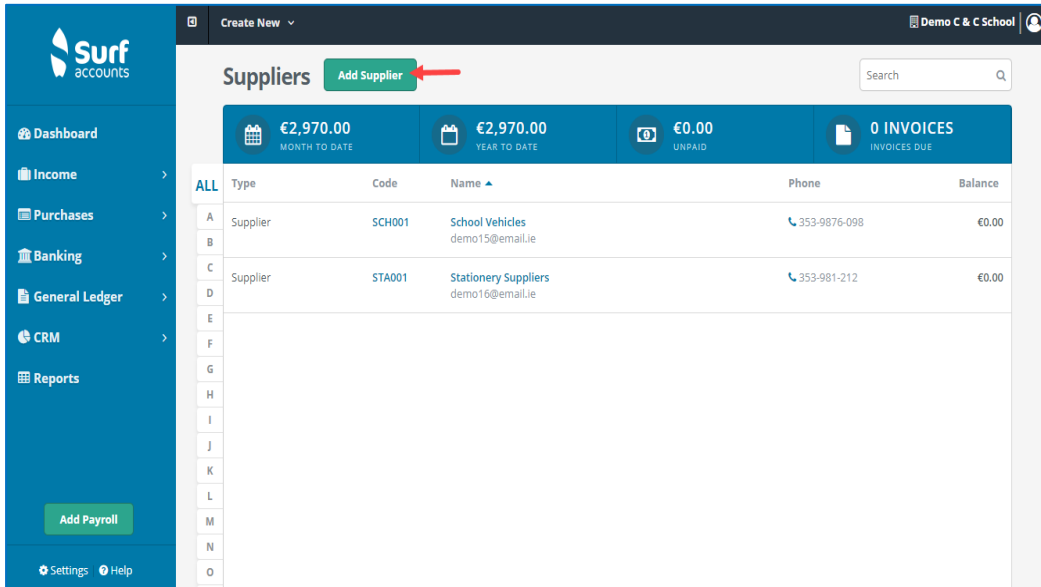
Date	Payment Type	DEP	Ref. No.	Customer	Notes/Paid By	Amount	VAT Code	VAT Norm. Code
01/04/2019	Cash	AOD	101		Mock Exams	1000.00	Z 0.00% (Zero)	0.00 2710

Quick add receipt

2.5 Setting up a supplier

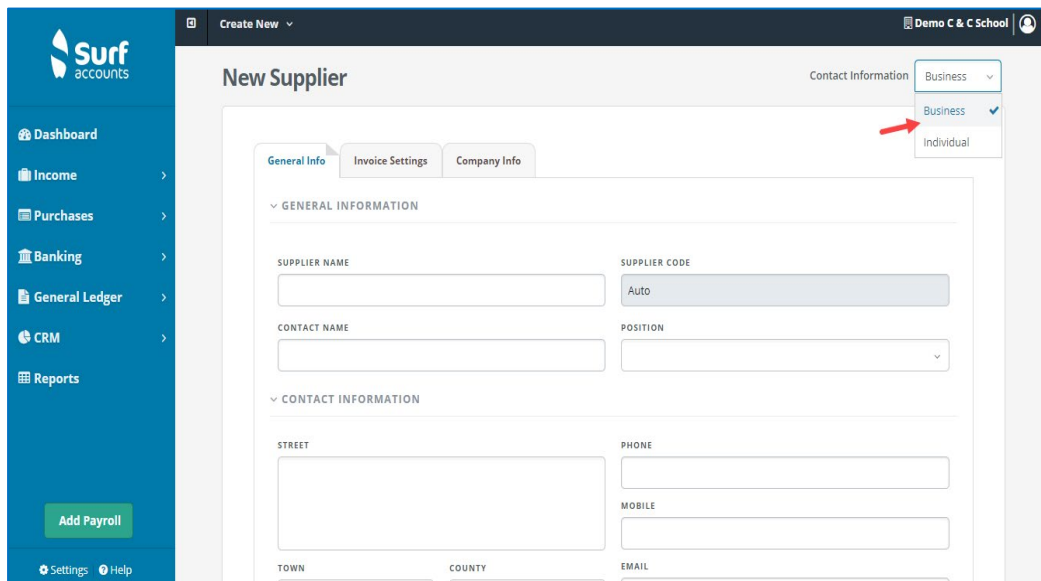
Supplier – a supplier is an individual or a business that issues an invoice to the school for goods/services purchased.

1. From 'Purchases' select 'Suppliers'.
2. Click the 'Add Supplier' icon (alternatively you can click the 'Create New' icon from the header, to the left of the company name and select Supplier):



Add supplier button

3. The following screen will appear:



New supplier window

4. Select either 'Business' or 'Individual' from the 'Contact Information' dropdown to the top right of the screen.
5. 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.

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:

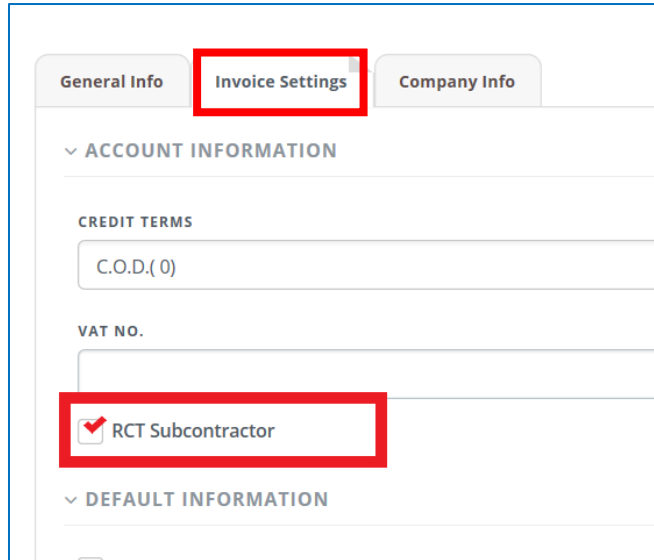
this is where the default account code and department for postings for this supplier are set.

Company Info:

this is where you can categorise your supplier or enter the system default other information e.g. Industry. This does not need to be completed by schools.

If the supplier is a subcontractor –

Under the 'invoice settings' tab, tick the box 'RCT Subcontractor'



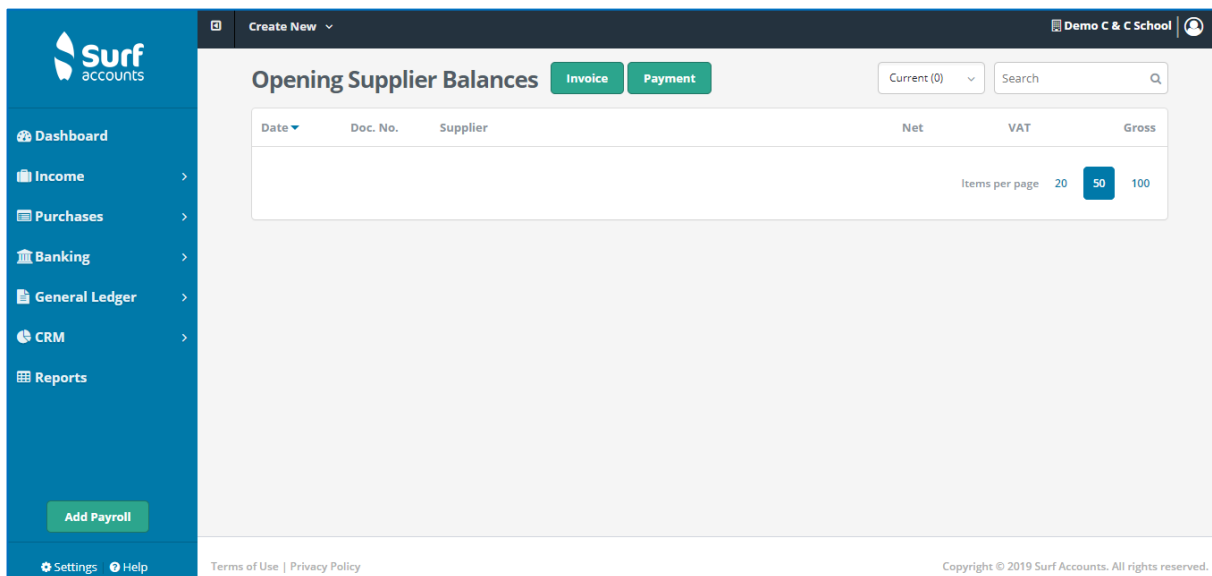
Supplier invoice settings

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

2.6 Entering the opening supplier balances

To record the full amount you owe to suppliers when setting up Surf accounts:

1. Go to 'Purchases' and select 'Opening Supplier Balances', the following screen will appear:



Opening supplier balances

2. Select 'Invoice' if you owe your supplier money or select 'Payment' if you have overpaid your supplier.
3. Enter the details as follows:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number.
Supplier	Select by clicking the lookup icon or typing in the supplier code.
Supplier Name	This will generate when the supplier code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	As this is an opening balance this will default to 2710 Surplus brought forward.
Notes	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.
DEP	The department you want to allocate this invoice to. This will default based on the supplier settings but can be typed over to change.

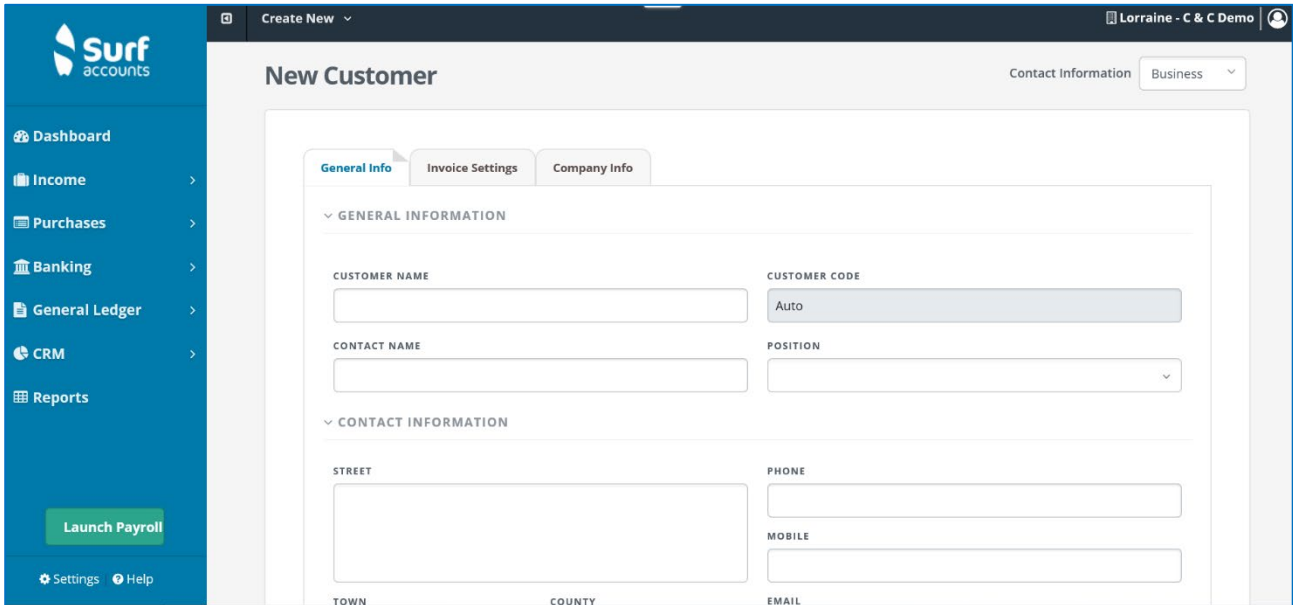
Recording large volumes of outstanding invoices:

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 the school issues an invoice too. This is usually for the rental or hire of a classroom, canteen, pitch or gym in the school.

1. From the 'Customers' module > select 'Customers'.
2. 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):



New customer

3. Select either 'Business' or 'Individual' from the 'Contact Information' dropdown to the top right of the screen.
4. 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 and department for postings for this customer are set.

Company Info:

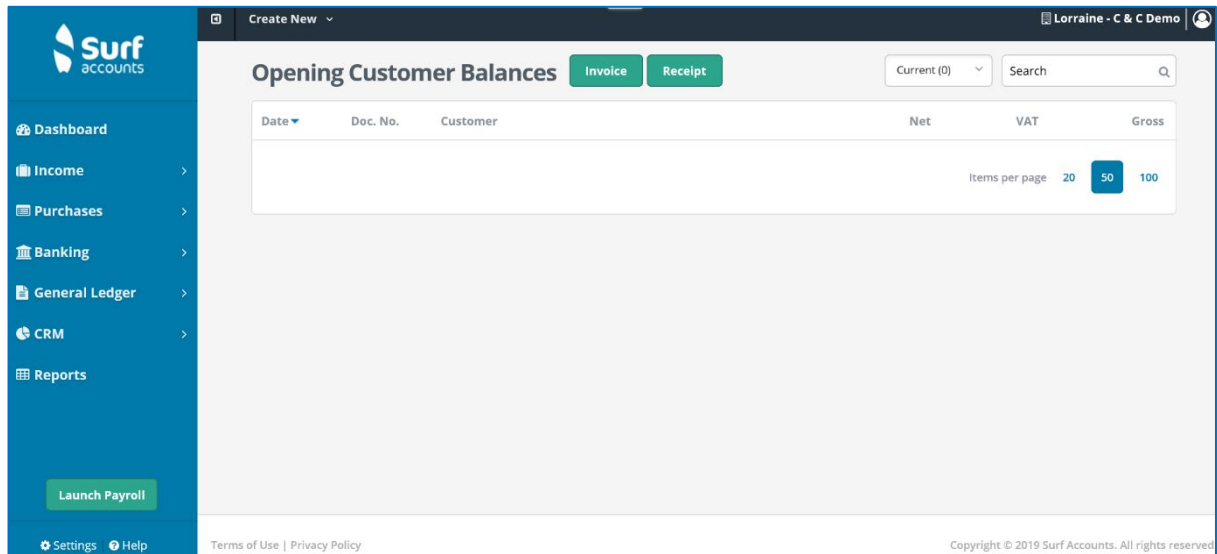
this is where you can categorise your customer or enter the system default other information. This does not need to be completed by the schools.

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

2.8 Entering the opening customer balances

To record the full amount the customer owes the school when setting up Surf accounts:

1. Go to 'Customers' and select 'Opening Customer Balances', the following screen will appear:



Opening customer balance

2. Select 'Invoice' if the customer owes the school money or select 'Receipt' if the customer has overpaid the school.
3. Enter the details as follows:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number.
Customer	Select by clicking the lookup icon or typing in the customer code.
Customer Name	This will generate when the customer code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	As this is an opening balance this will default to 2710 Surplus brought forward.
Notes	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.

DEP	The department you want to allocate this invoice to. This will default based on the customer settings but can be typed over to change.
------------	--

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

Other opening balances include RCT, VAT, PAYE, ASC, Union Subs, etc.:

- Under 'General Ledger' > select 'Journals'.
- Click the 'Add' icon, the following screen will appear:

JOURNALS DETAILS

DATE: 01/04/2019 REF NO. TYPE: Opening Balance [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2260	VAT Control Account	VAT Control OP Bal - VAT 3 Jan/Feb	0.00	1,050.00	AOD
2250	PAYE/PRSI Control	PAYE/PRSI Control Op Bal - P30 Mar	0.00	2,335.00	AOD
2270	RCT Control Account	RCT Mar 19	0.00	125.00	AOD
2710	Surplus Brought Forward	Opening Revenue balances	3,510.00	0.00	AOD
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	AOD <input type="checkbox"/>

Add New Line Delete

Total Debit Amount: 3,510.00
 Total Credit Amount: 3,510.00
Balance: 0.00

Add journal screen

- Enter the following information in the journal screen:

Field	Details
Date	The date you want to post the journal.
Ref. no	A reference for the journal, up to 10 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 this part of the transaction to affect. Type in the account code if you know it or click the search (magnifying glass) or type '?' to find the account code you require: 2250 – PAYE/PRSI/USC/LPT Control Account -amount owed for payroll taxes. 2260 – Reverse VAT Control Account – amount owed for VAT. 2270 – RCT Control Account -amount owed for RCT. Once amounts due to Revenue has been entered the last line is posted to code 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 values for the nominal accounts to which you want to debit (see screenshot above) i.e. Surplus Brought Forward.
Credit	The values for nominal accounts to which you want to credit (see screenshot above) i.e. the reverse VAT control account, PAYE/PRSI/USC/LPT control account, RCT control account.
Department	Select the department to which this journal is to be allocated to.

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:

1. Go to 'Reports'.
2. Under the 'General Ledger' heading, > click 'Trial Balance'.
3. Select the period in which the opening balances have been entered and click 'Run'.

Trial Balance
Back
Print
Excel
Save
Email

PERIOD FROM: Apr-2019 | PERIOD TO: Apr-2019 | ACCT. CODE FROM: From | ACCT. CODE TO: To | DEP: [dropdown]

Run Advanced Settings

Simple Trial Balance Report
Lorraine - C & C Demo Date Range: 1st Jan 2019 To 31st Aug 2019

Code	Description	Debit	Credit
Totals:		-	-

Trial balance report

2.11 Setting up payees

A Payee is someone/thing that is paid by the school (i.e. by cheque/EFT) but is not a supplier. The advantage of setting up a payee, is when you are posting payments you can click on the look up glass and select the payee name rather than typing it out.

1. Under 'Banking' > click 'Payees'. The Payees page appears.
2. On the Payees page click 'Add Payee'.

Payees
Add Payee
Search

Type	Code	Name	Phone	Time	Balance
Payee		John Grumbs johngrumbs@mailinator.com	353 1800 924 929 353 1800 924 929		

Items per page: 20 **50** 100

Payee window

3. The 'New Payee' page appears:

General Info:

this is the default screen and where you can enter the Payee details. Only the 'payee name' is mandatory.

Invoice Settings:

you can select a default nominal account code and check the VAT rate is defaulted to 0%.

Section 3:

Customer module

- 3.1 Introduction
- 3.2 Add a new quick customer invoice/credit note
- 3.3 Add a new customer receipt
- 3.4 Allocating a customer receipt
- 3.5 Recurring customer invoices
- 3.6 Customer 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. The customer 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 and allocating credit notes will be covered.

Navigation

To go to the list of customer invoices, click 'Customers' 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 customer 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.

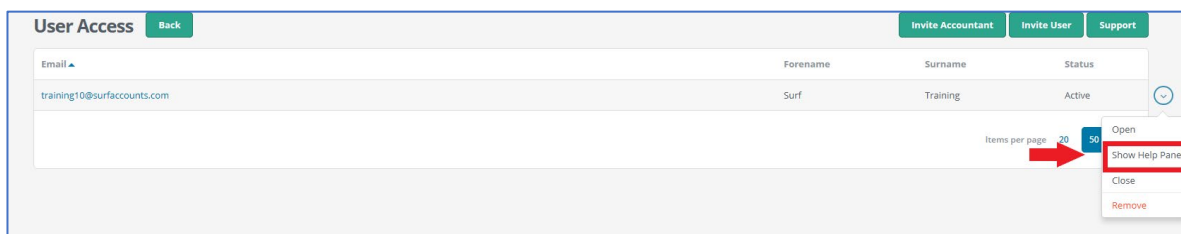
Sorting

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).

Help

Surf accounts offers on online help, to access this you can click 'Help' (at the bottom left of the screen, beside Settings).

If you are in an add/edit screen Surf accounts can offer hints to use the features at the top of the screen. To turn on these summary help notes go to 'Settings' > select 'Users' under the 'General setup' heading. From the drop down menu, select 'Show Help Panel' to turn on the summary help notes.

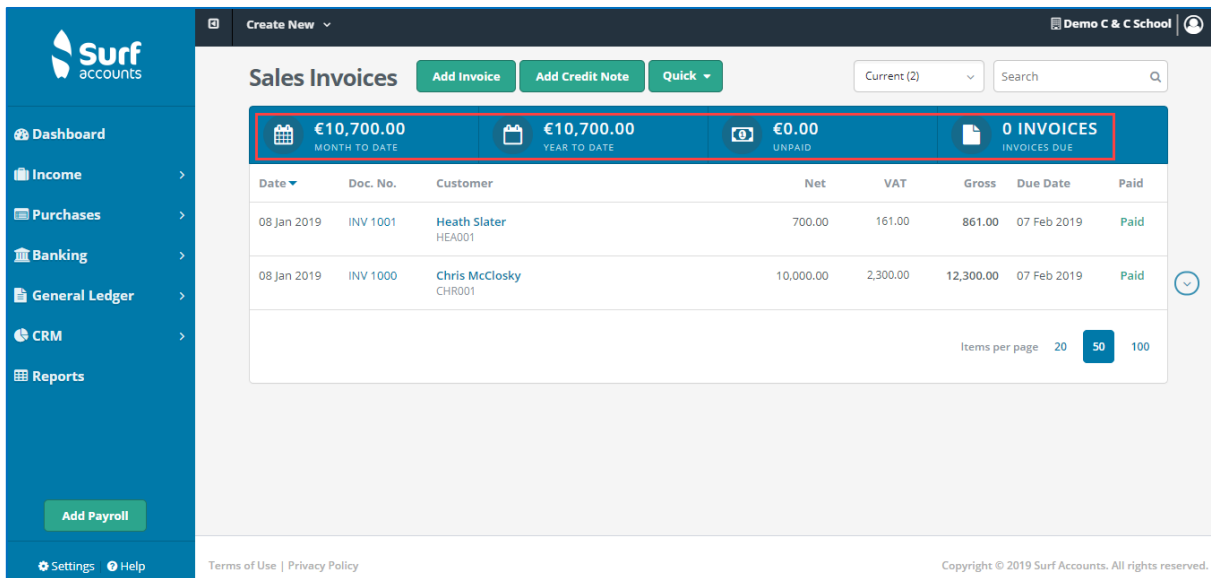


Show help panel

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

Key Figures

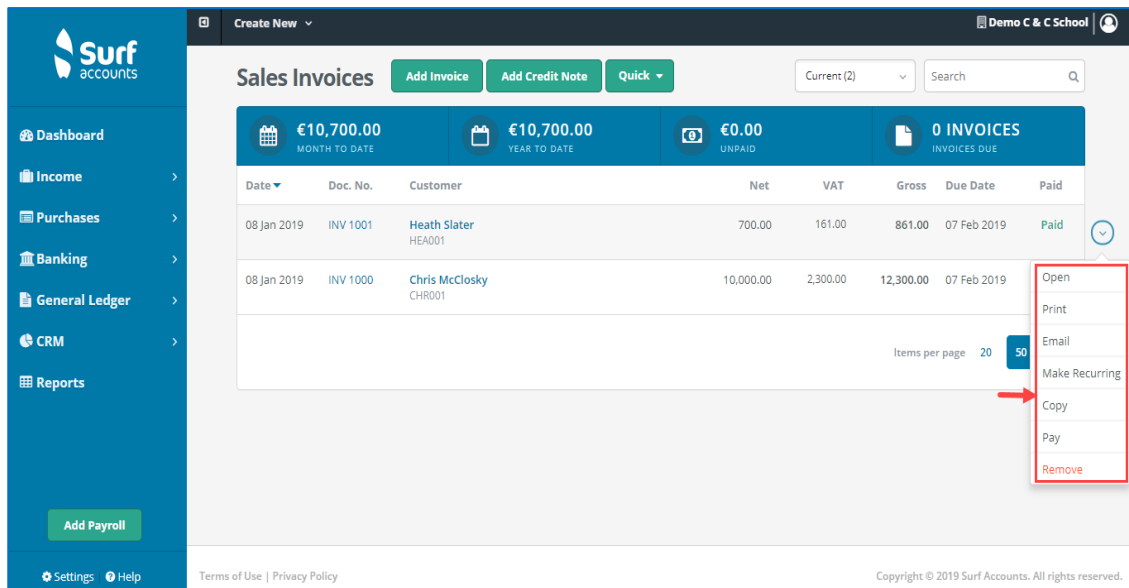
At the top of the invoice & credit note browse you will see a blue bar, in this blue bar there are 4 amounts with their corresponding headings; Month to Date, Year to Date, Unpaid and Invoices Due. The first figure is the total value of all customer invoices this month so far, the next figure is the total value of all customer invoices so far this year, the third figure is the total value of all customer invoices that remain unpaid and finally the fourth figure is the number of customer invoices due.



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 or more button. Click on this arrow and you will see the following additional options:



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. This option is not available for invoices added using the 'Quick' option.

Copy:

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

Pay:

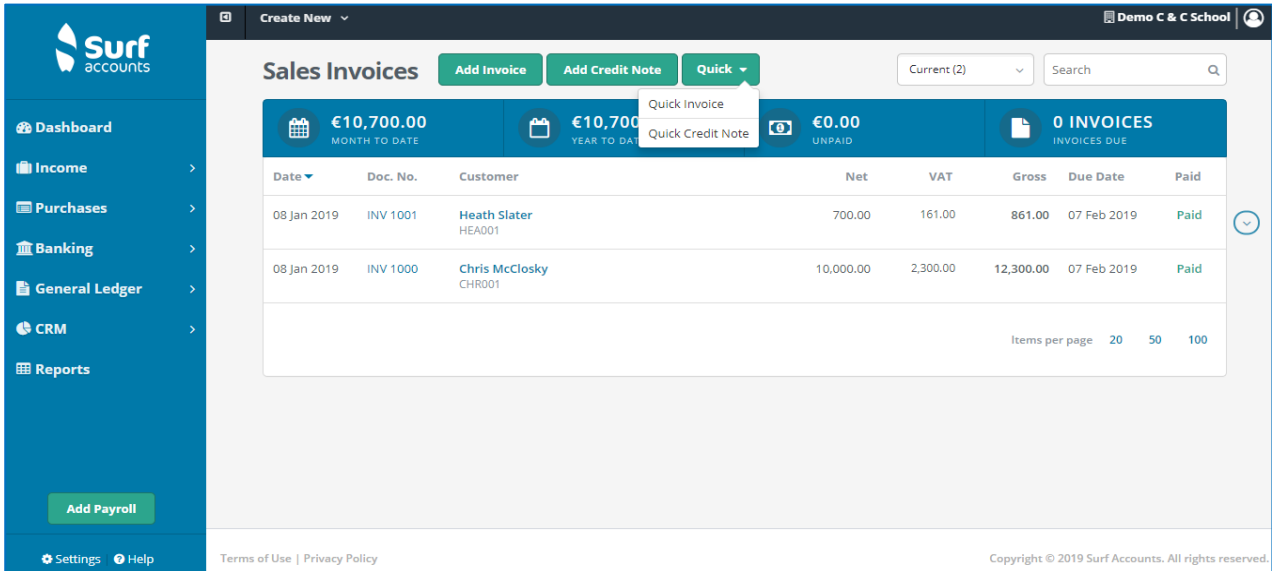
If you want to record a customer receipt against a specific invoice then click the 'Pay' icon, the Customer Receipt screen will open with the highlighted invoices marked as paid.

Remove:

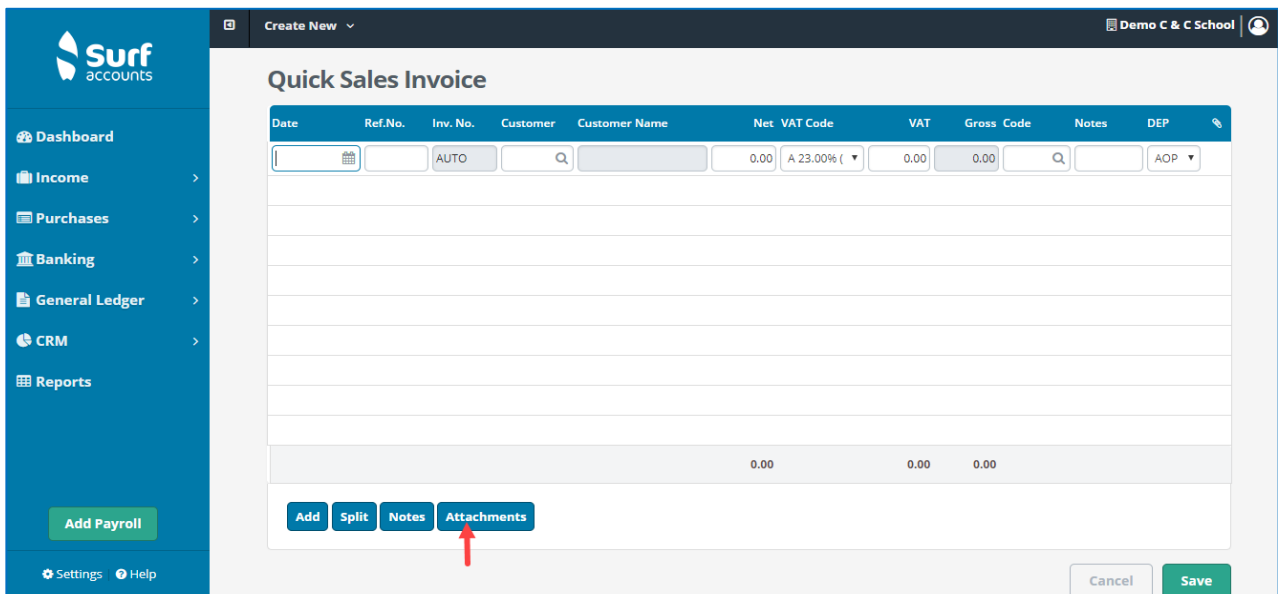
If you want to delete an invoice or credit note you can click the 'Remove' icon, you will get a confirmation message to delete and once you click 'Delete' the invoice or credit note will be deleted, providing it is not paid or in a closed period.

3.2 Add a new quick customer invoice/credit note

1. From 'Customer' > select 'Invoices & Credit Notes', the customer invoices/credit notes already on the system will be listed.
2. To add a new customer invoice, click the 'Quick' icon and then select 'Quick Invoice', see below:



Quick access options



Quick invoice create

3. Fill in the details:

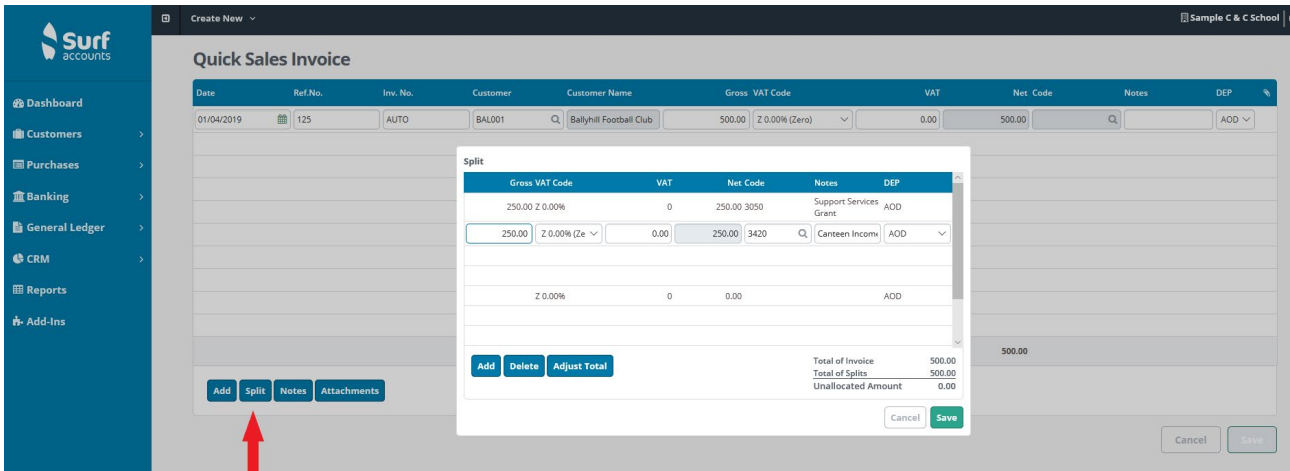
Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.

Inv. No.	The invoice number, this will be AUTO i.e. automatically generate if in Setup you selected AUTO for the sales invoice number.
Customer	Select by clicking the lookup icon or typing in the customer code.
Customer Name	This will generate when the customer code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	The nominal account code to which the invoice relates. This will default based on the customer settings but can be typed over to change. 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)
Notes	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.
DEP	The department you want to analyse this invoice to. This will default based on the customer settings but can be typed over to change.

4. You can also attach documentation to the invoice, by clicking the 'Attachments' icon and selecting the relevant file (see previous image).

SPLIT: For invoices/credit notes with multiple account codes/departments.

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



Split

For the first nominal code edit the first line and for each subsequent nominal code go to the next line and enter the gross amount, both the vat code and vat amount will default to zero, then enter the nominal account code, you can enter notes if you wish and select a department.

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 you can click on 'Adjust Total' and this will change the total of invoices to equal the total of splits. Click 'Save' to save the split.

6. Click 'Save' when you are finished, you will be brought back to the invoices & credit notes listing screen.

Customer credit note

To enter a customer credit note, from 'Customers' select 'Invoices & Credit Notes', the customer invoices/credit notes already on the system will be listed, to add a new customer credit note, click the 'Quick' icon and then select 'Quick credit note' and complete the fields.

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 follows:

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay
01/04/2019	Invoice	1	Support Services Grant	100.00	0.00	100.00	0.00	0.00 <input type="checkbox"/>
07/04/2019	Invoice	2	Support Services Grant	50.00	0.00	50.00	0.00	0.00 <input type="checkbox"/>
Totals				150.00	0.00	150.00	0.00	0.00

Amount Left to Allocate: 40.00

Buttons: Add, Split, Allocation, Auto, Reverse, Cancel, Save

Allocations

You can tick the box for the invoice the credit note relates to. 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.

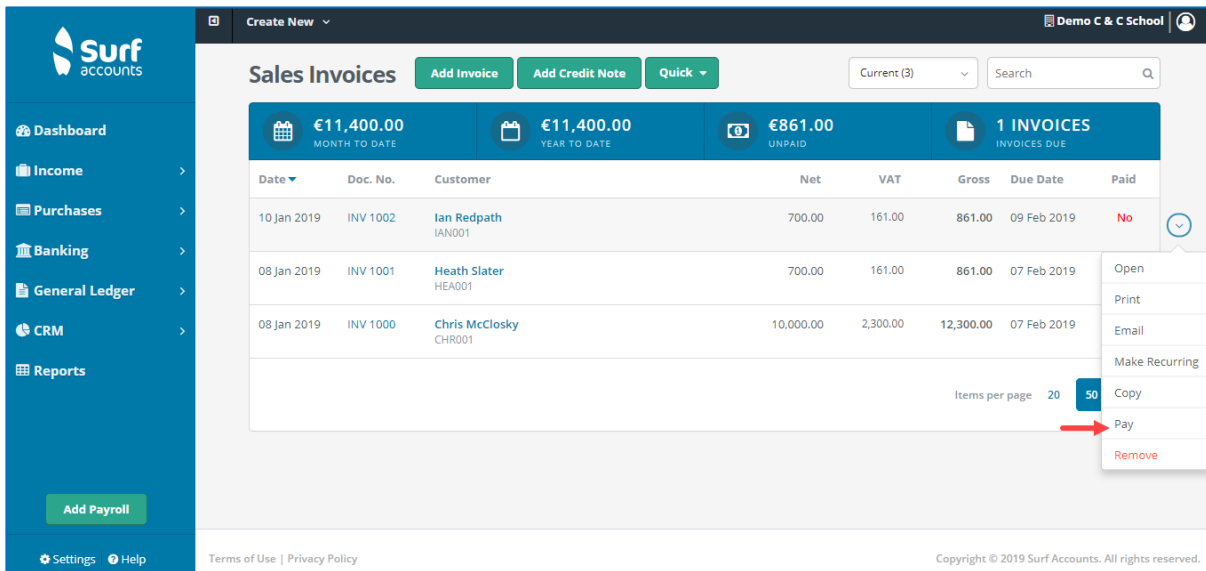
You can leave the credit note unallocated if you wish, however this is not recommended as it can lead to confusion later. Click the 'Save' icon to close this screen when the 'Amount Left to Allocate' is Zero. Then click 'Save' again to save the credit note.

3.3 Add a new customer receipt

As with many other tasks there are several ways to record a customer receipt.

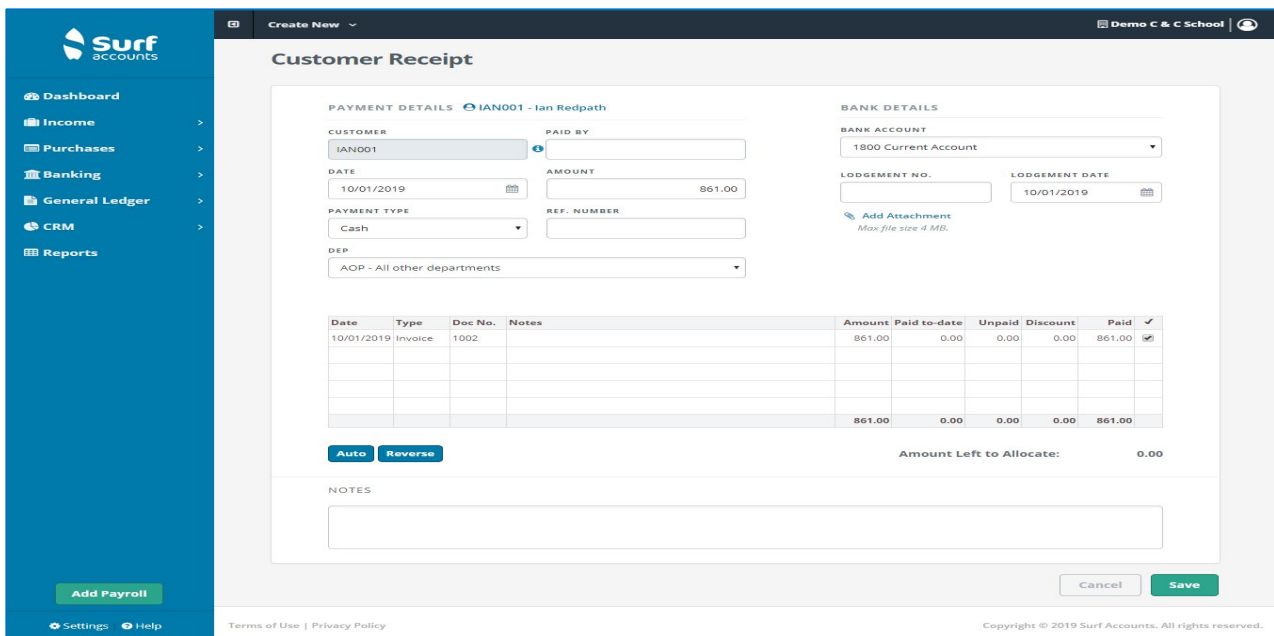
Option 1:

1. From 'Customer' > select 'Invoices & Credit Notes'.
2. You can find the invoice you want to record as being paid and click the down arrow to the far right of the row (i.e. the more icon) and select the 'Pay' option.



Creating an invoice receipt

3. When you click the 'Pay' option 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. Review the bank details at the top right of the screen and enter the lodgement number.



Customer receipt

4. Click 'Save'.

Option 2:

1. From 'Banking' > select 'Receipts'.
2. Click on 'Quick Add' icon, you will see the following screen:

Quick Receipt

BANK ACCOUNT

LODGEMENT NO.

LODGEMENT DATE

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Paid By	Amount	VAT Code	VAT Nom. Code
<input type="text"/>	Cash	AOD	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Z 0.00% (Zer)	0.00

Quick add receipt button

3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the receipt relates to. 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.
Date	Date of receipt.
Payment Type	Select the type of receipt i.e. cash, cheque, EFT etc.
DEP	As this is a customer receipt you can skip over the DEP field.
Ref No	Lodgement reference number.
Customer:	Select the customer, whom you received the payment from, from the lookup (magnifying glass) or enter their code, if you know it.
Notes/Paid by	This will default to the customer name selected.
Amount:	Enter the amount of the receipt.
VAT Code and VAT:	As this is a customer receipt these fields will disappear.
Nom. Code	This will default to the customer ledger control account nominal code 1700.

4. If you wish to attach a file (scanned copy of the cheque for example) then click the 'Attachments' icon and click on 'Add Attachment' to browse to the location of the file. Select the appropriate file and then click 'Close'.
5. 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/more button and select 'Allocation', you will see the following screen:

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
10/01/2019	Invoice	1002		861.00	0.00	861.00	0.00	0.00	<input type="checkbox"/>
10/01/2019	Payment	1236	Ian Redpath	2,000.00	0.00	2,000.00	0.00	0.00	<input type="checkbox"/>
				2,861.00	0.00	2,861.00	0.00	0.00	

Amount Left to Allocate: 200.00

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.

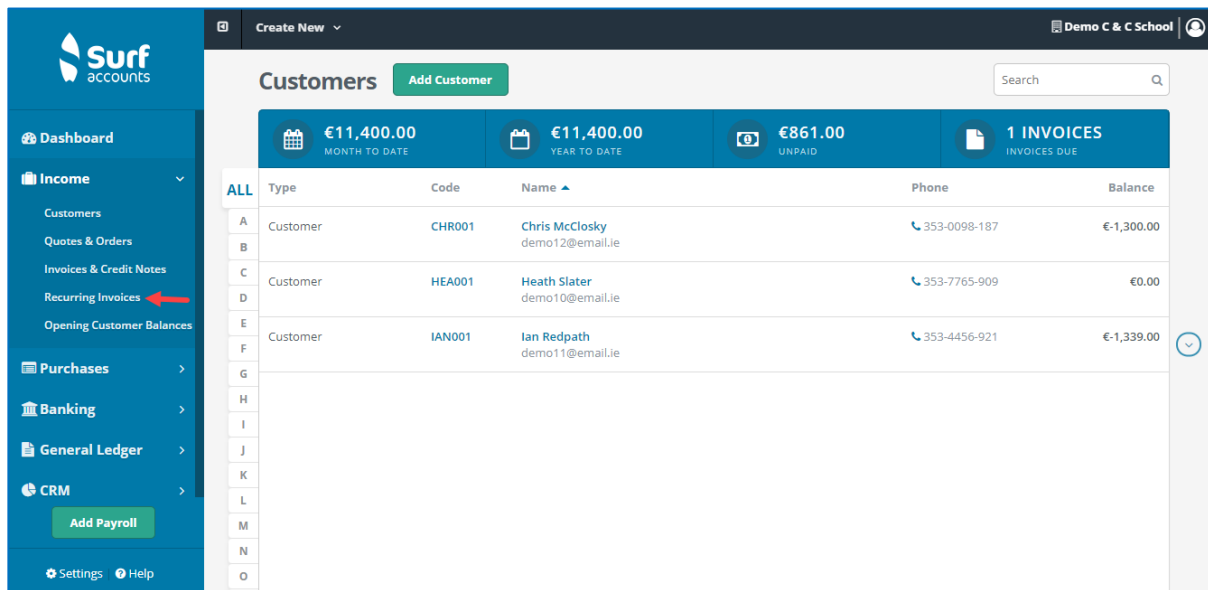
There are three different ways to allocate the receipt:

1. By typing the amount you wish to allocate into the 'Pay' box.
2. By ticking the field to the far right of the invoice row.
3. 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 customer invoices

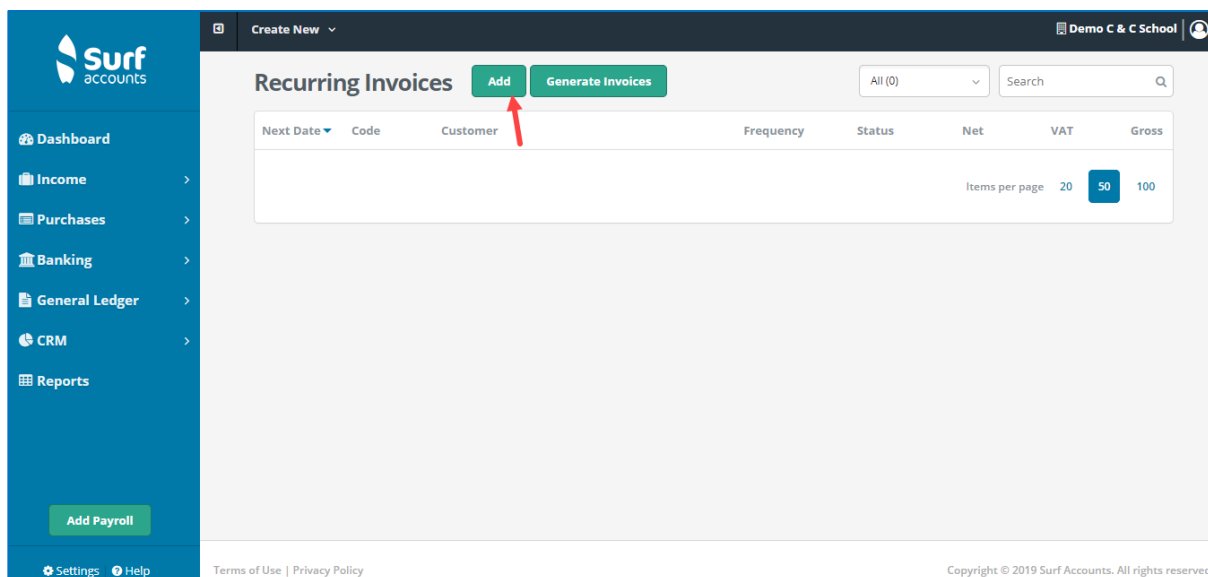
From 'Customer' > select 'Recurring Invoices', see the following screen:



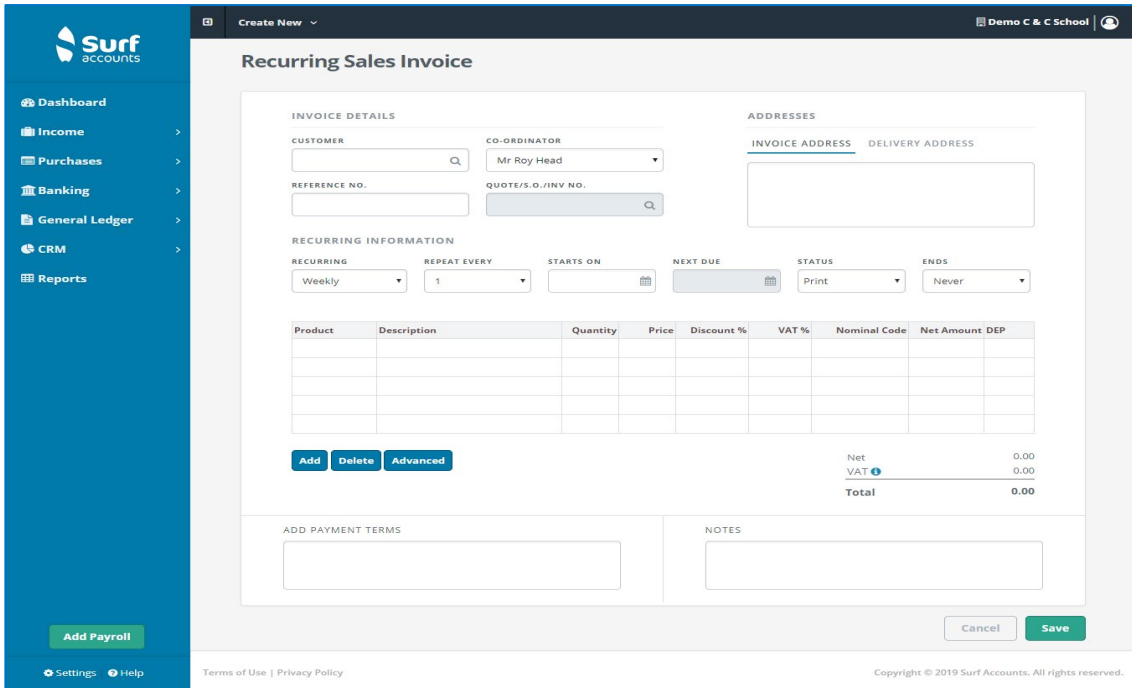
Accessing recurring invoices link

Any previously setup recurring invoices will be listed here. To add a new recurring invoice:

1. Click the 'Add' icon.



Add recurring invoice



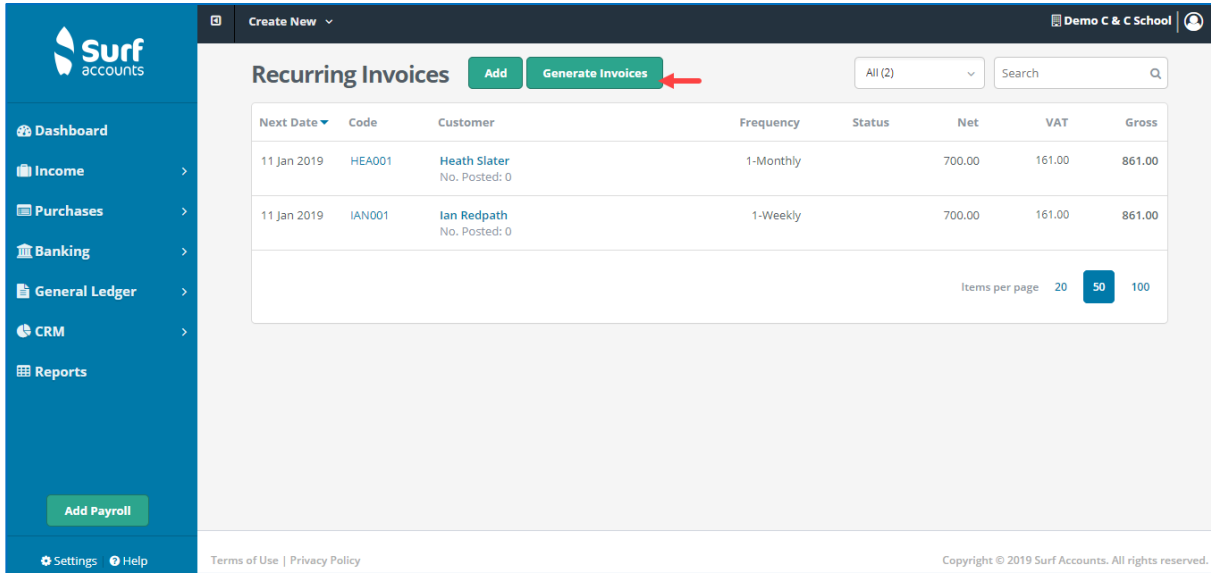
Recurring invoice create screen

2. Fill in the details, enter the customer, Ref No etc. in the same manner as a standard sales invoice.
3. 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.
4. You will need to enter a description, quantity and price for the invoice also.
5. You can also make any previous standard sales invoice entered into the system (not quick invoices) a recurring entry by finding the invoice in the listing and clicking the inline submenu and selecting 'Make Recurring'.

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

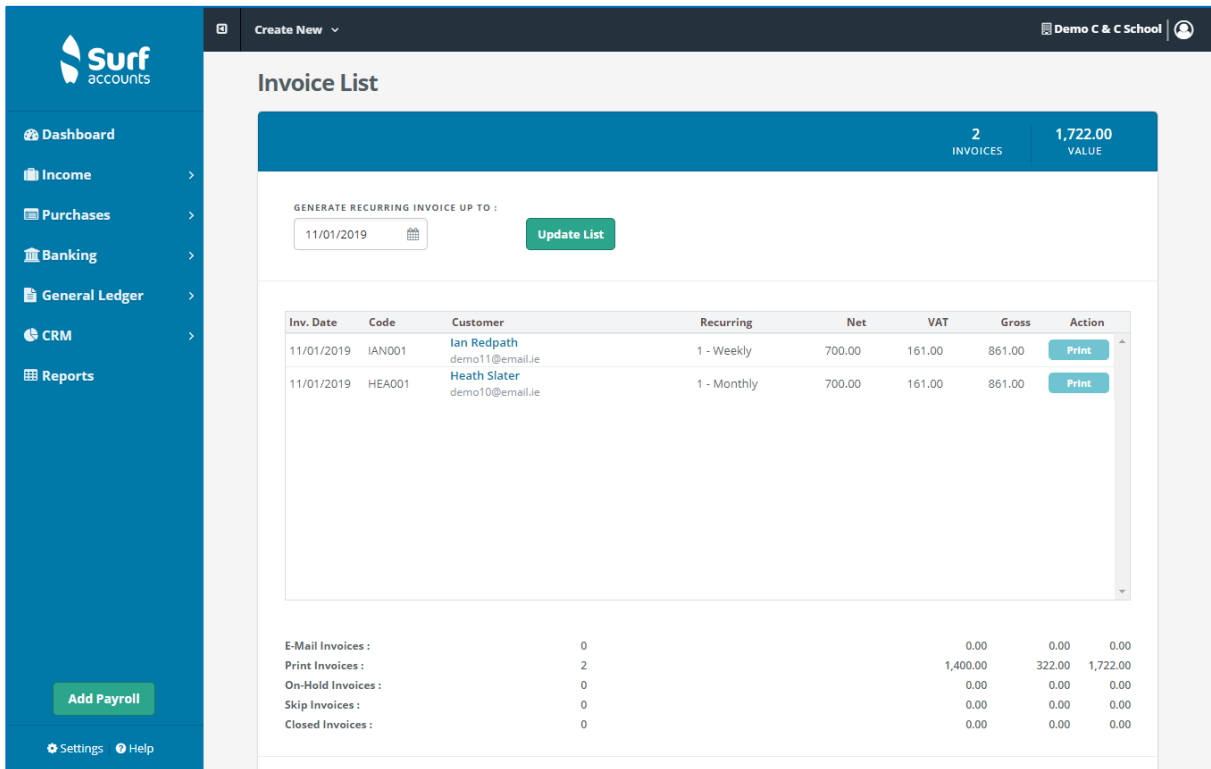
Generate recurring invoices

1. From 'Customers' > select 'Recurring Invoices' > select 'Generate Invoices'.



Clicking generate invoices

2. 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'.



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.
- Click 'Generate' again to complete the process.
In the list of sales invoices, they will have an invoice number followed by an R.

E-Mail Invoices :		0.00	0.00	0.00
Print Invoices :		1,400.00	322.00	1,722.00
On-Hold Invoices :		0.00	0.00	0.00
Skip Invoices :		0.00	0.00	0.00
Closed Invoices :		0.00	0.00	0.00
Total Invoices to be generated (E-Mail & Print) :	2	1,400.00	322.00	1,722.00

Successful generation

3.6 Customer reports

Click on 'Reports' on the menu, under the 'Customers' heading the following reports are available:

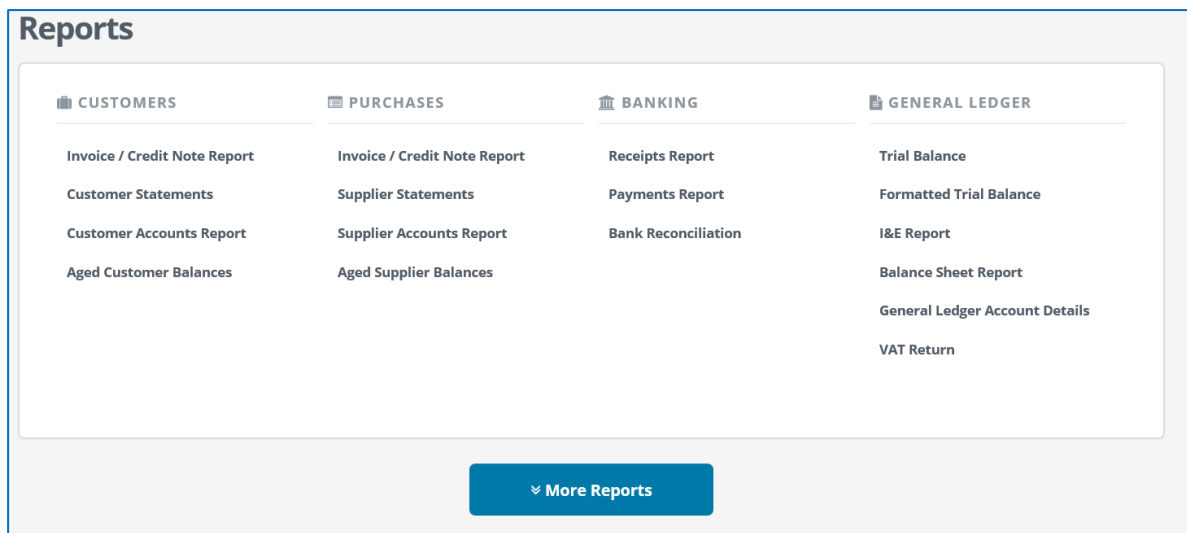
- Invoice/Credit Note Report
- Customer Statements
- Customer Accounts Report
- Aged Customer Balances

3.6.1 Invoice / credit note report

Generates the details or summary of the customer invoice and credit notes raised by the school.

To generate the report:

1. Click 'Invoice / Credit Note Report' under the 'Customers' heading on the Reports page.



Reports selection page

- 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. You do not need to complete this.
DOC. NO. END	Document number ending range. You do not need to complete this.
CO-ORDINATOR	Co-ordinator name. You do not need to complete this.
DEP	Department. If you wish to run the report for a specific department, select the department from the drop down list. If you want to run the report for all the school leave the field BLANK

- 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 the 'Customers' heading on the Reports page.
- Enter the details as required.
- Click "Run" to generate the report.

3.6.3 Customer accounts report

Generates a summary of customer accounts.

1. Click 'Customer Accounts Report' under the 'Customers' heading on the Reports page.
2. 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 customer, specify the first customer within the range. If you want to see all customer, leave blank.
CUSTOMER TO	If you want to review the report within a range of specific customer, specify the last customer within the range. If you want to see all customer, leave blank.
DEP	Department. If you wish to run the report for a specific department, select the department from the drop down list. If you want to run the report for all the school leave the field BLANK

3. 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.

1. Click 'Aged Customer Balances' under the 'Customers' heading on the Reports page.
2. 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 customer, specify the first customer within the range. If you want to see all customer, leave blank.
CUSTOMER TO	If you want to review the report within a range of specific customer, specify the last customer within the range. If you want to see all customer, leave blank.
CO-ORDINATOR	Co-ordinator- You can leave this blank.
CURRENT AGING	If you tick this, the DATE TO field is disabled and the report shows the customer balance on the current system date.

3. 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 Purchases/supplier reports
 - 4.6.1 Invoice/credit note report
 - 4.6.2 Supplier statements
 - 4.6.3 Supplier accounts report
 - 4.6.4 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.

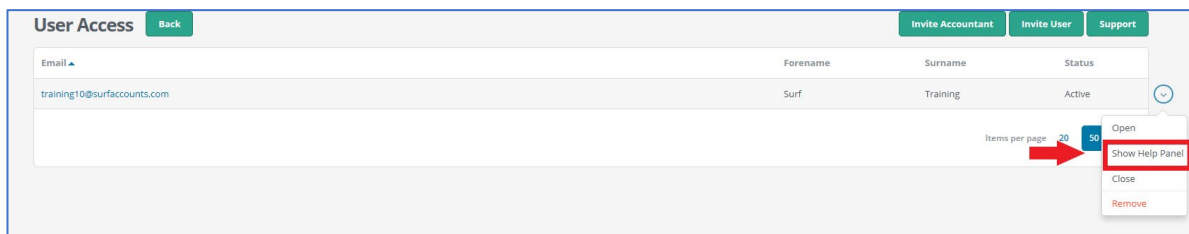
Sorting

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

Surf accounts offers on online help, to access this you can click 'Help' (at the bottom left of the screen, beside Settings).

If you are in an add/edit screen Surf accounts can offer hints to use the features at the top of the screen. To turn on these summary help notes go to 'Settings' > select 'Users' under the 'General setup' heading. From the drop down menu, select 'Show Help Panel' to turn on the summary help notes.



Show help panel

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

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.

€0.00	€3,770.00	€17,889.07	14 INVOICES
MONTH TO DATE	YEAR TO DATE	UNPAID	INVOICES DUE
01 Dec 2020	INV 502*	Cork County Council COR001	10,000.00
24 Apr 2019	INV 500*	CW Distributors CWD001	0.00
16 Mar 2019	INV 484*	Top Oil	800.00

Purchase invoices and credit notes

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 or more button. Click on this arrow and you will see the following additional options, amongst others:

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:

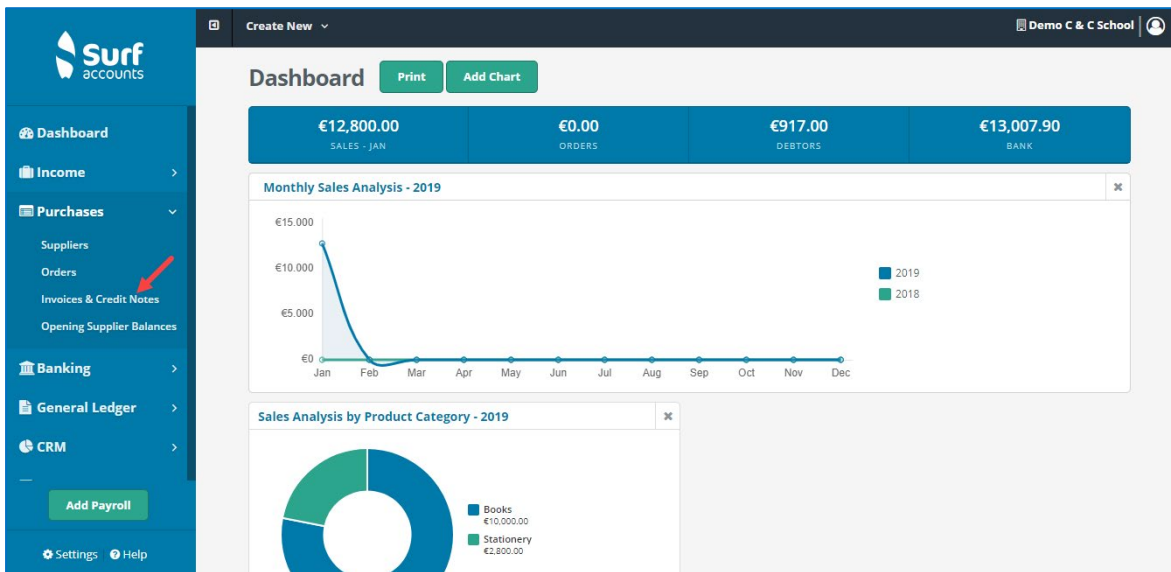
If you want to delete an invoice or credit note you can click the 'Remove' icon, you will get a confirmation message to delete and once you click 'Delete' the invoice or credit note will be deleted, providing it is not paid or in a closed period.

Purchase Invoices								Add Invoice		Add Credit Note		Quick	
€0.00 MONTH TO DATE		€3,770.00 YEAR TO DATE		€17,889.07 UNPAID		14 INVOICES INVOICES DUE		Current (6)		Search			
Date	Doc. No.	Supplier	Net	VAT	Gross	Due Date	Paid						
01 Dec 2020	INV 502*	Cork County Council COR001	10,000.00	0.00	10,000.00	01 Dec 2020	No	⌵					
24 Apr 2019	INV 500*	CW Distributors CWD001	0.00	0.00	0.00	24 Apr 2019		Open					
16 Mar 2019	INV 484*	Top Oil TOP001	800.00	0.00	800.00	16 Mar 2019		Print					
15 Mar 2019	INV 8758*	Security SEC001	1,000.00	0.00	1,000.00	15 Mar 2019		Email					
15 Mar 2019	CRN 105*	Top Oil TOP001	100.00	0.00	100.00			Copy					
								Pay					
								Remove					

Additional options

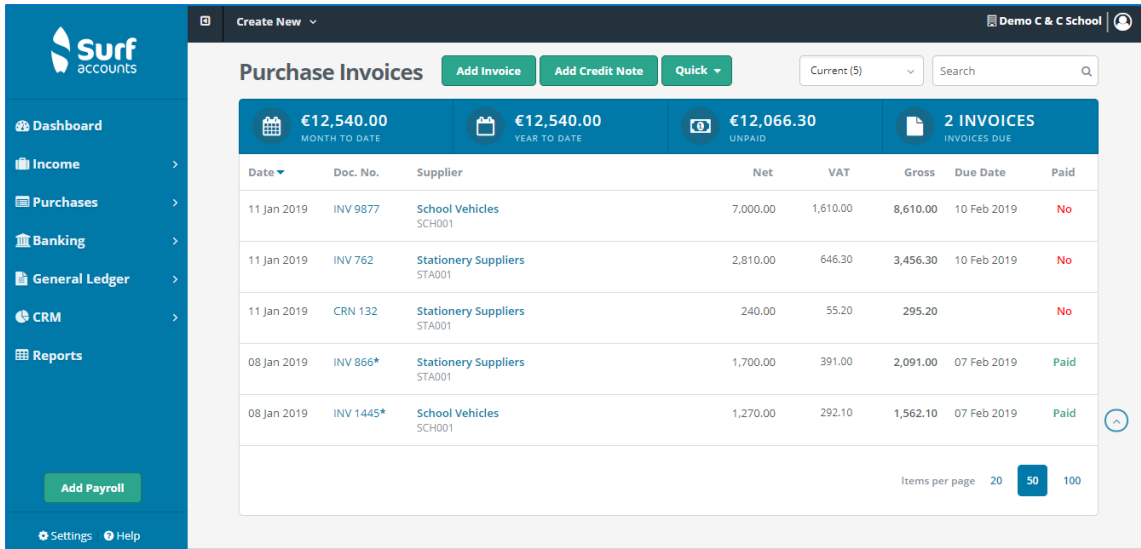
4.2 Creating a new purchase invoice/credit note

1. From 'Purchases' > select 'Invoices & Credit Notes'.



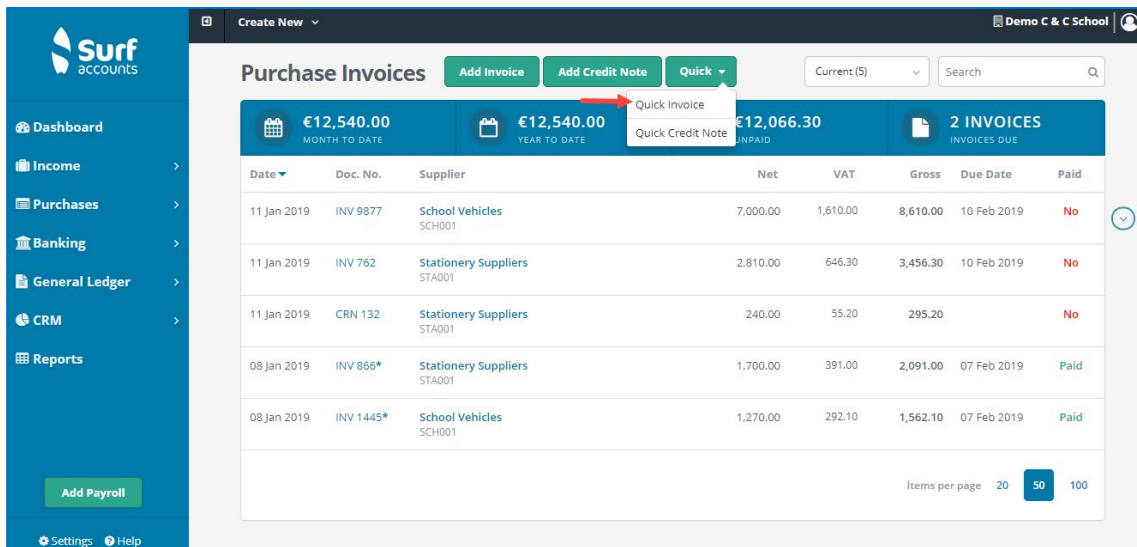
Purchases menu

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



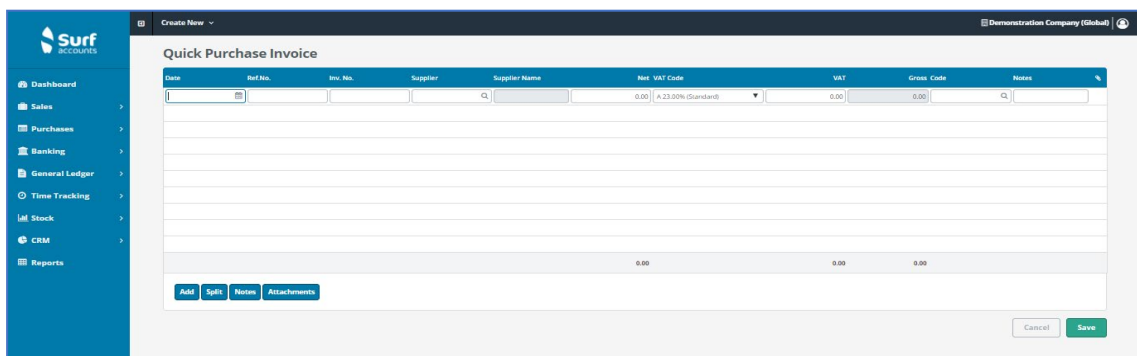
Purchases invoice listing

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



Quick invoice

The Quick Purchase Invoice screen will appear, below:



Quick purchase invoice screen

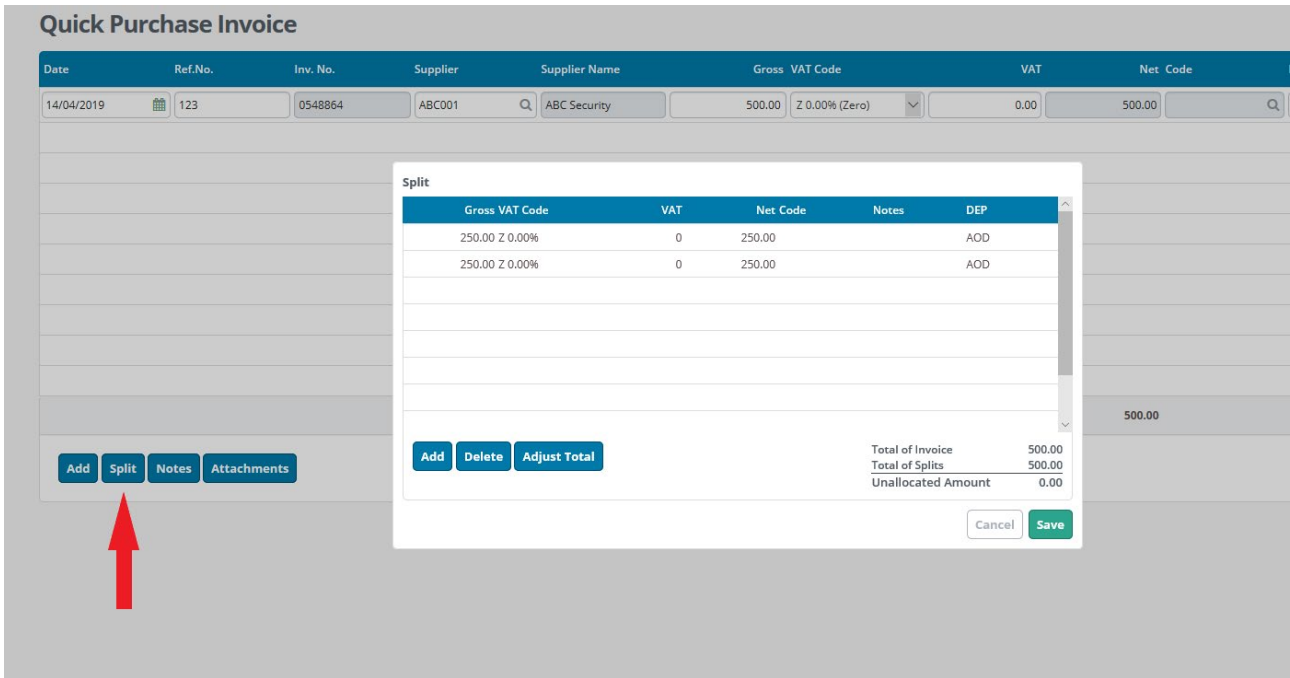
3. Fill in the details:

Field	Details
Date	The date of the invoice.
Ref. no.	A reference number.
Inv. No.	The invoice number, this will be AUTO i.e. automatically generate if in Setup you selected AUTO for the sales invoice number.
Supplier	Select by clicking the lookup icon or typing in the supplier code.
Supplier Name	This will generate when the supplier code is selected.
Gross	The amount of the invoice.
VAT Code	The VAT code will default to 0%.
VAT	This will be 0.00.
Net	This figure will be the same at the gross.
Code	The nominal account code to which the invoice relates. This will default based on the supplier settings but can be typed over to change. 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)
Notes	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.
DEP	The department you want to analyse this invoice to. This will default based on the supplier settings but can be typed over to change.

4. You can also attach documentation to the invoice, by clicking the 'Attachments' icon and selecting the relevant file.

SPLIT: For invoices/credit notes with multiple account codes/departments.

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



Split

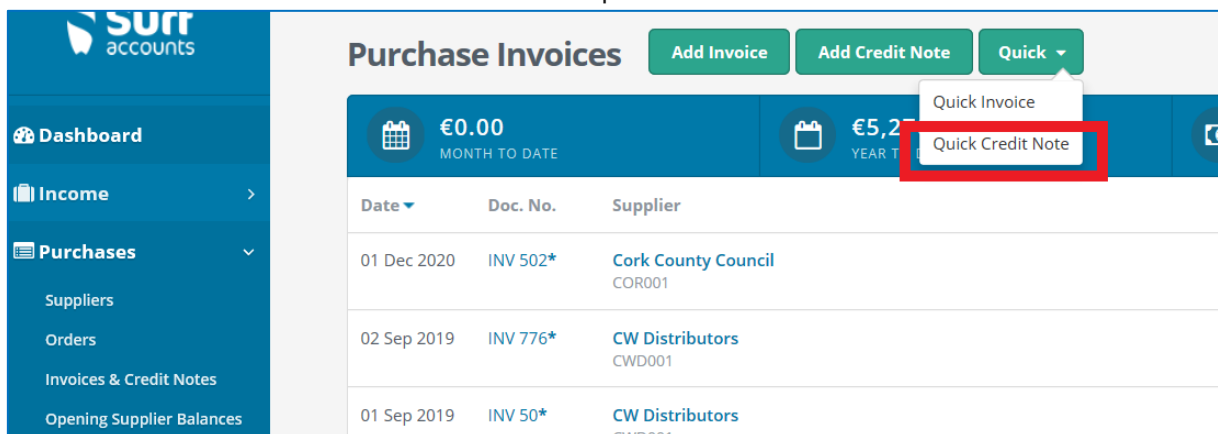
For the first nominal code edit the first line and for each subsequent nominal code go to the the next line and enter the gross amount, both the vat code and the vat amount will default to zero, then enter the nominal/account code, you can enter notes if you wish and select a department.

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' and this will change the total of invoices to equal the total of splits. Click 'Save' to save the split.

6. Click 'Save' when you are finished, you will be brought back to the invoices & credit notes listing screen.

Purchase/supplier credit note

To add a new supplier credit note, from 'Purchases' > select 'Invoices & Credit Notes', the purchase invoices/credit notes already on the system will be listed. Click the 'Quick' icon at the top of the screen and then select 'Quick Credit Note' and complete the fields.



Quick credit note

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 supplier will be displayed, as follows:

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay
01/04/2019	Invoice	1	Support Services Grant	100.00	0.00	100.00	0.00	<input checked="" type="checkbox"/>
07/04/2019	Invoice	2	Support Services Grant	50.00	0.00	50.00	0.00	<input type="checkbox"/>
Totals				150.00	0.00	150.00	0.00	

Amount Left to Allocate: 40.00

Allocations

You can tick the box for the invoice the credit note relates to. 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. Then click 'Save' again to save the credit note.

4.3 Purchase/supplier payments

As with many other task there are several ways to record a supplier payment.

Option 1:

1. From 'Banking' > select 'Payments'.
2. Click the 'Quick Add' icon, the following screen will appear:

Quick payment screen

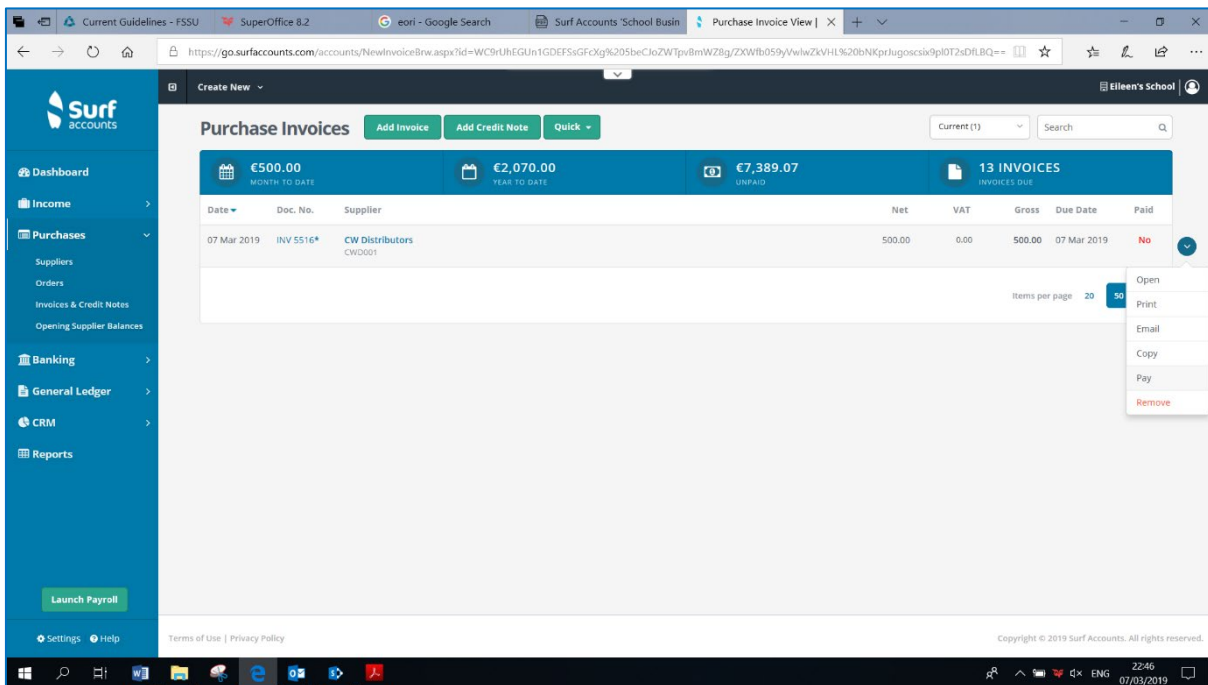
3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the payment relates to. The default bank account will be selected; if you are making a payment from a different bank account then you can select another by simply clicking on the dropdown list and selecting another account.
Date	Date of receipt
Payment Type	Select the type of receipt i.e. cash, cheque, EFT etc
DEP	As this is a supplier payment you can skip over the DEP field
Ref No	Cheque number etc. if applicable
Supplier	Select the supplier to whom you are making the payment, from the lookup (magnifying glass) or enter their code, if you know it.
Notes/Paid by	This will default to the supplier name selected.
Amount:	Enter the amount of the payment
VAT Code and VAT:	As this is a supplier payment these fields will disappear.
Nom. Code	This will default to the supplier ledger control account nominal code.

- If you wish to attach a file (scanned copy of the cheque for example) then click the 'Attachments' icon and click on 'Add Attachment' to browse to the location of the file. Select the appropriate file and then click 'Close'.
- Click **'Save'**.

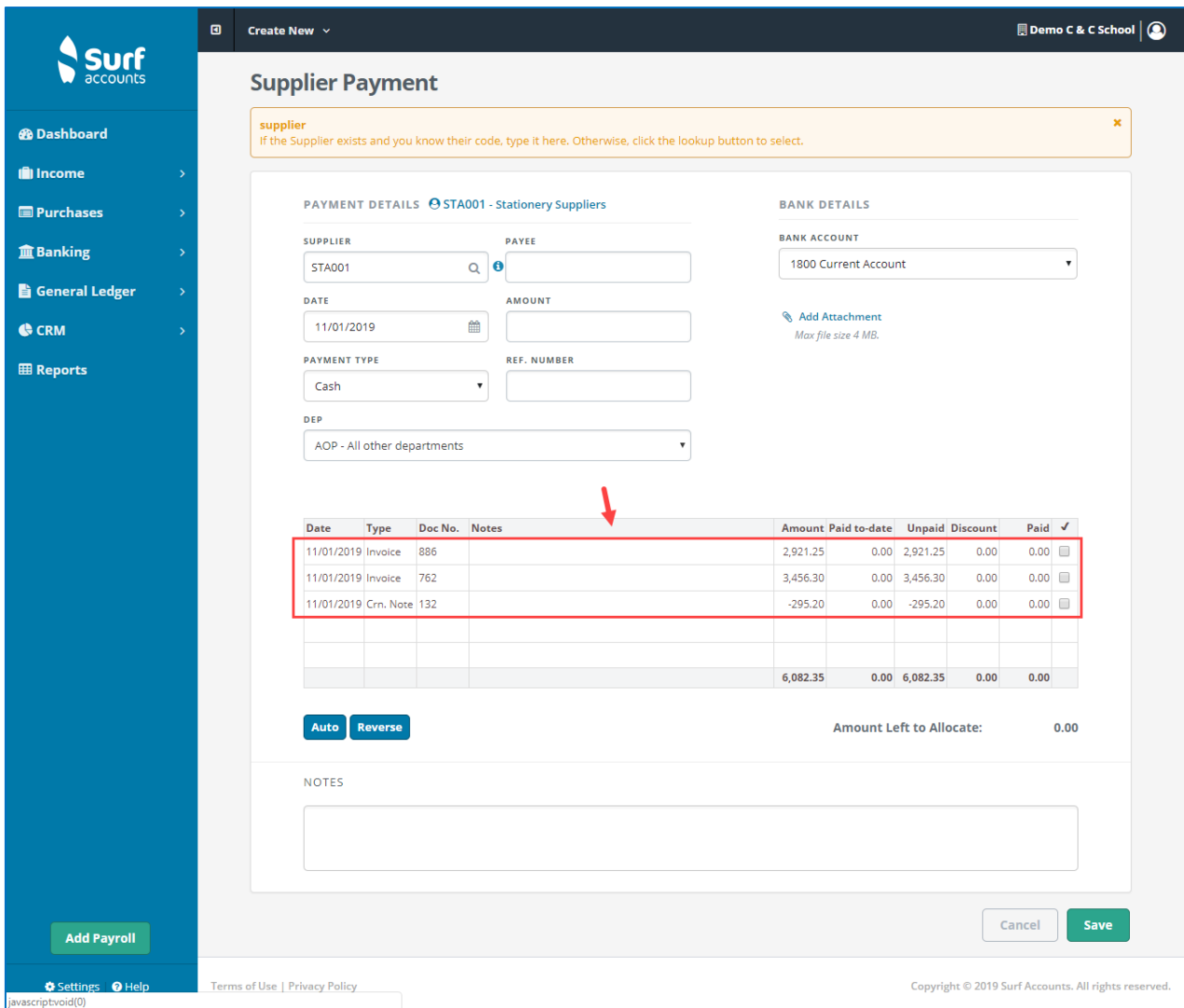
Option 2:

1. From 'Purchases' > select 'Invoices & Credit Notes'.
2. You can find the supplier invoice you want to record as paid from the list of invoices recorded and click the down arrow to the far right of the row (i.e. the more icon) and select the 'Pay' option.



Creating an invoice payment

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



Supplier payment screen

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 bank account that the payment is coming from.

You can click 'Auto' to allocate the payment against the oldest invoices.

- Then click 'Save', this will return you to the purchase invoices listing.

4.4 Allocating a supplier payment

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

Quick Payment

BANK ACCOUNT
1800 Current Account

Date	Payment Type	DEP	SDP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Cod
	Cheque	AOD	NPG				0.00	A 23.009
							0.00	

Add **Split** **Allocation** **Notes** **Attachments**

Allocating a payment within the payment

or separately from the payment listing, by clicking the inline submenu arrow and selecting 'Allocation':

Payments Add Quick Add Filter

Payment: Search

€3,653.10 MONTH TO DATE €3,653.10 YEAR TO DATE €0.00 UNALLOCATED

Date	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discount
08 Jan 2019	PAY 778	Cash	School Vehicles SCH001	Current Account	1,562.10	0.00
08 Jan 2019	PAY 777	Cash	Stationery Suppliers STA001	Current Account	2,091.00	

Items per page 20 50

- Open
- Allocation
- Print
- Email
- Make Recurring
- Remove

Allocating a payment from the payments listing

What is allocating?

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:

1. By typing the amount, you wish to allocate into the 'Pay'/'Paid' box.
2. By ticking the to the far right of the invoice row.
3. By clicking on the 'Auto' box (this will allocate the payment to the oldest invoice)

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	
08/01/2019	Invoice	1445	Other Repairs and Mail	1562.10	0.00	1,562.10	0.00	0.00	<input type="checkbox"/>
11/01/2019	Invoice	9877		8,610.00	0.00	8,610.00	0.00	0.00	<input checked="" type="checkbox"/>
				10,172.10	0.00	8,610.00	0.00	1,562.10	

Amount Left to Allocate: 1,562.10

Payment allocation window

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' again when you have finished entering all the payment details.

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.

1. Go to 'Purchases' > select 'Suppliers' > open the supplier account details.
2. Under the invoice settings tab tick the 'RCT Subcontractor' box.

The screenshot shows the 'Invoice Settings for suppliers' form. It has three tabs: 'General Info', 'Invoice Settings', and 'Company Info'. Under 'ACCOUNT INFORMATION', there is a 'CREDIT TERMS' field with 'C.O.D.(0)' and a 'VAT NO.' field. A red box highlights the 'RCT Subcontractor' checkbox, which is checked. Below this is the 'DEFAULT INFORMATION' section.

Invoice settings for suppliers

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

The screenshot shows the 'Quick Purchase Invoice' form. The 'VAT Code' dropdown menu is open, and 'RCT 0.00% (R)' is selected. The form includes fields for Date, Ref.No., Inv. No., Supplier, Supplier Name, Net, VAT, and Gross Code.

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Net	VAT Code	VAT	Gross Code
28/04/2019		524856	SEC001	Security	1,000.00	RCT 0.00% (R)	0.00	1,000.00

Recording a quick purchase invoice

Step 3: Record the supplier payment.

1. Under 'Banking' > select 'Payments' > 'Quick Add'.
2. Record the payment being made to the supplier.
3. When allocating the payment, you will have the option of selecting what rate the RCT was deducted at:

The screenshot shows the 'Supplier payment allocation under RCT' form. A dropdown menu is open, showing options: 'N/A', 'RCT0 0.00', 'RCT20 20.00', and 'RCT35 35.00'. The table below shows the allocation details.

Date	Ref.No.	Supplier	Supplier Name	Notes	Amount	Paid to-date
08/10/2019					325.26	0.00
15/03/2019	Invoice	8758		Travel and Subsistence	1,000.00	0.00

Supplier payment allocation under RCT

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

Allocations

RCT RCT20 20.00

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	RCT	
28/04/2019	Invoice	524856	Repairs-Furn	1000.00	0.00	0.00	0.00	800	200	<input checked="" type="checkbox"/>

Supplier payment allocation including RCT deduction

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

1. Go to 'Banking' > 'Payments' > 'Quick Add'.
2. Enter the payment details and post to nominal code 2270 (RCT control account).

4.6 Purchases/supplier reports

Click on 'Reports' on the menu, under the 'Purchases' heading the following reports are available:

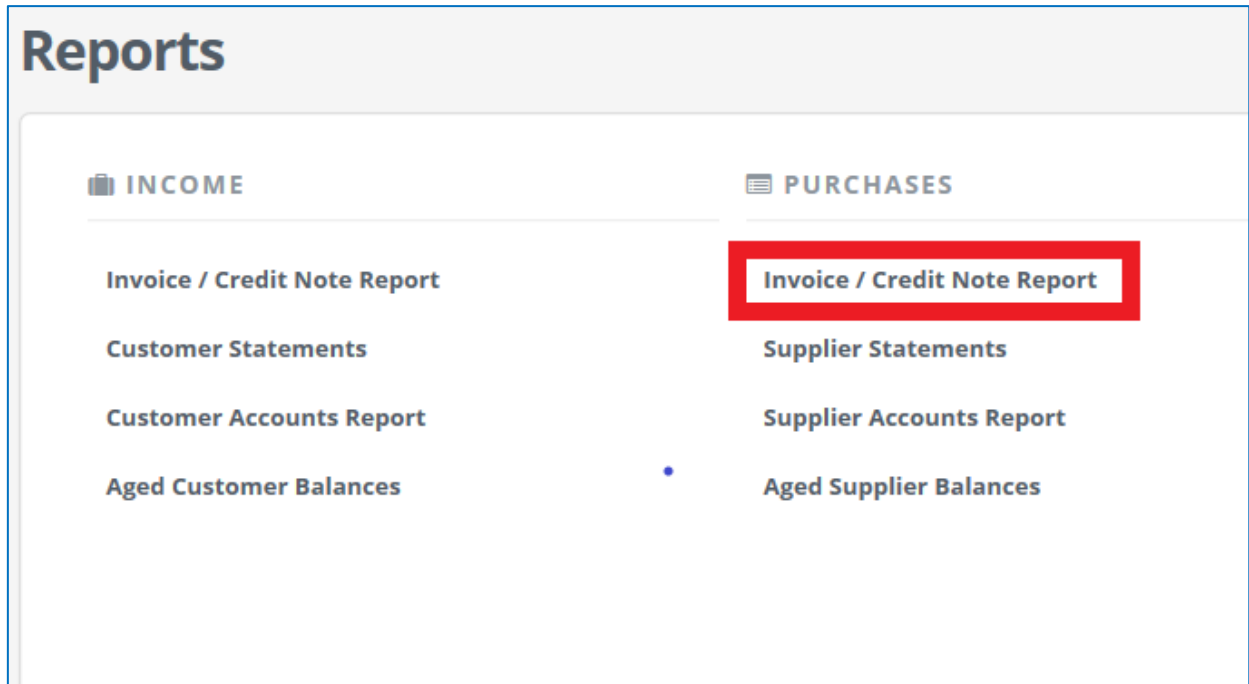
- Invoice/Credit note report
- Supplier statements
- Supplier Accounts Report
- Aged Customer Balances

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.

To generate the report:

1. Click 'Invoice / Credit Note Report' under the 'Purchases' heading on the Reports page.



Invoice/credit note report

2. 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 that the report heading changes based on the selection.
DOC. NO. START	Document number starting range. You do not need to complete this.
DOC. NO. END	Document number ending range. You do not need to complete this.
DEP	Department. Leave BLANK for all school invoices/credit notes.

4.6.2 Supplier statements

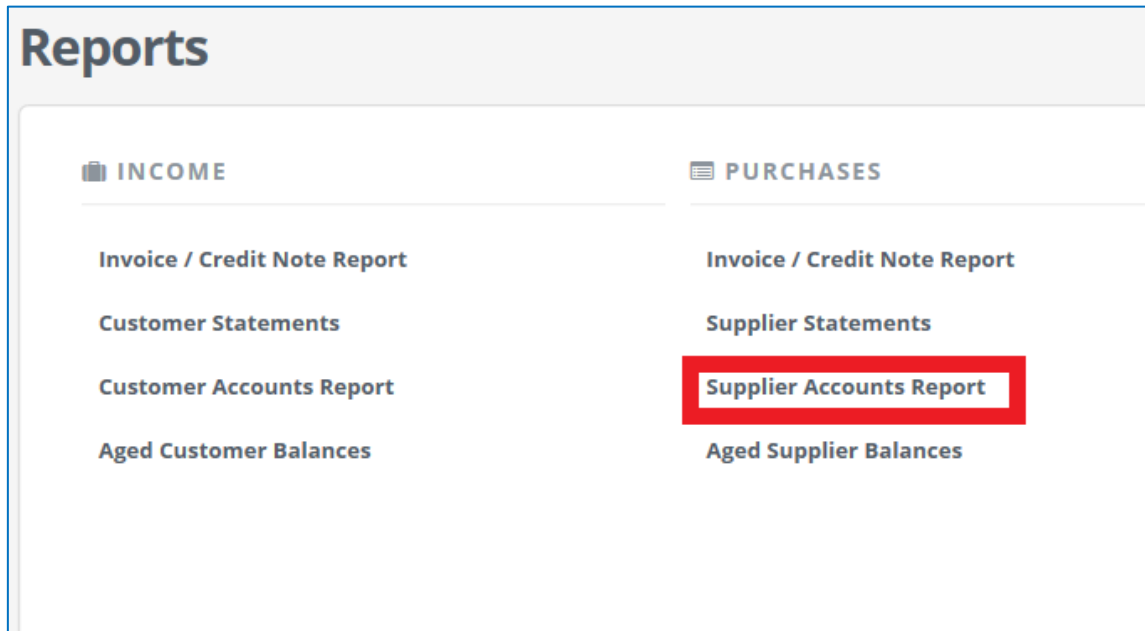
Generates supplier statements based on the criteria you specify and the information entered on the system.

1. Click 'Supplier Statements' under the 'Suppliers' heading on the Reports page.
4. Enter the details as required.
3. Click "Run" to generate the report.

4.6.3 Supplier accounts report

Generates a summary of supplier accounts.

1. Click 'Supplier Accounts Report' under the 'Purchases' heading on the Reports page.



Supplier accounts report

2. 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.

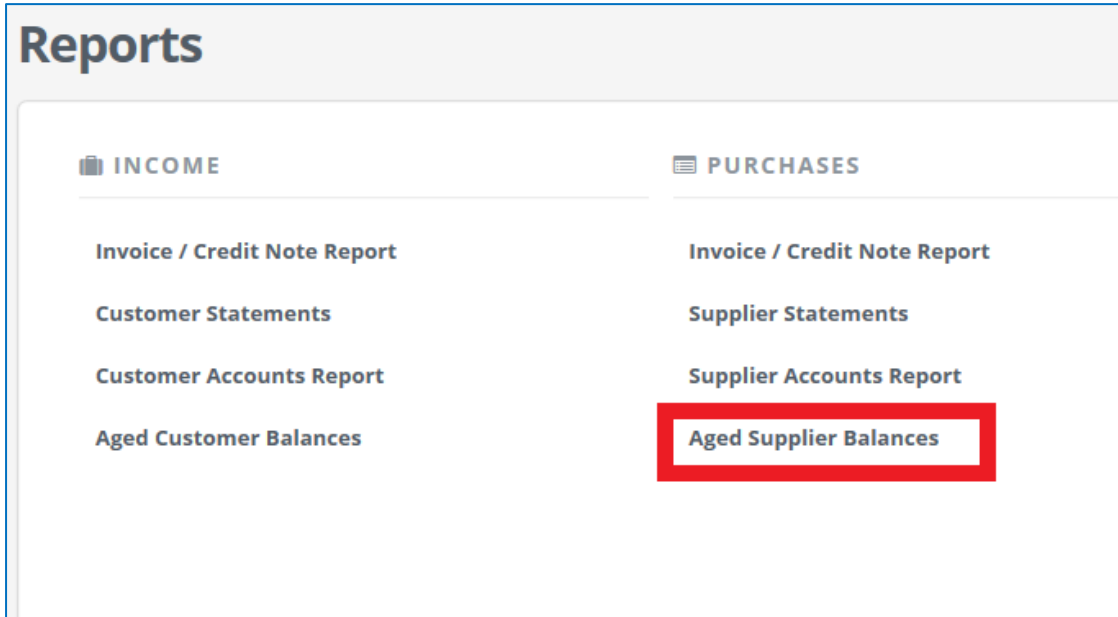
Field	Description
DATE FROM	Specify the starting date in the time range.
DATE TO	Specify the ending date in the time range.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specify the first supplier within the range.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specify the last supplier within the range.
DEP	Department. Leave BLANK for all school invoices/credit notes/payments.

3. Click 'Run' to generate the report.

4.6.4 Aged supplier balances

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

1. Click 'Aged Supplier Balances' under the 'Purchases' heading on the Reports page.

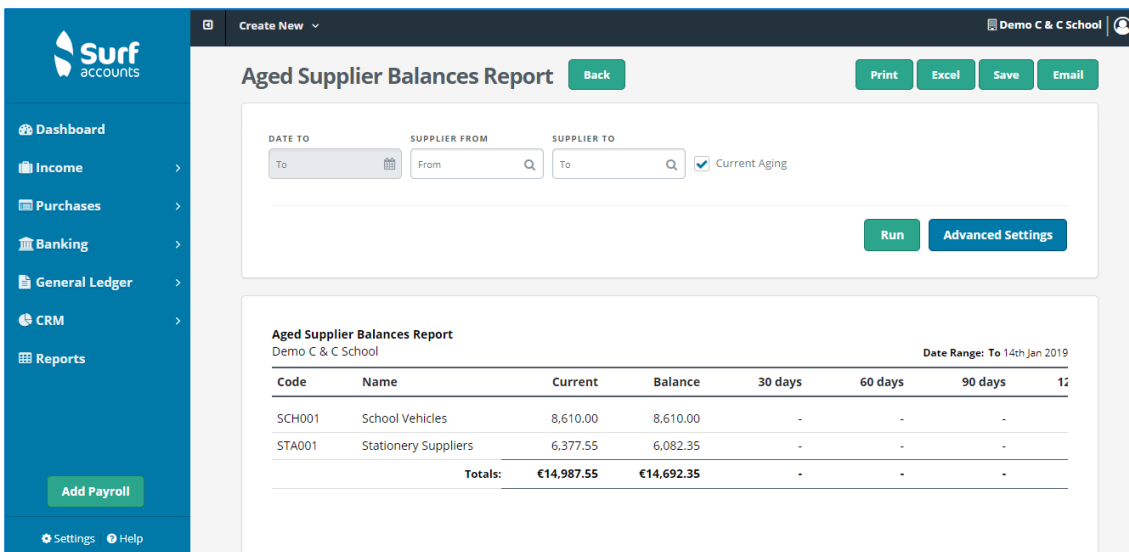


Aged supplier balances report

- 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 balances for all suppliers 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, specify the first supplier within the range.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specify 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.



Aged supplier balances report screen

Section 5:

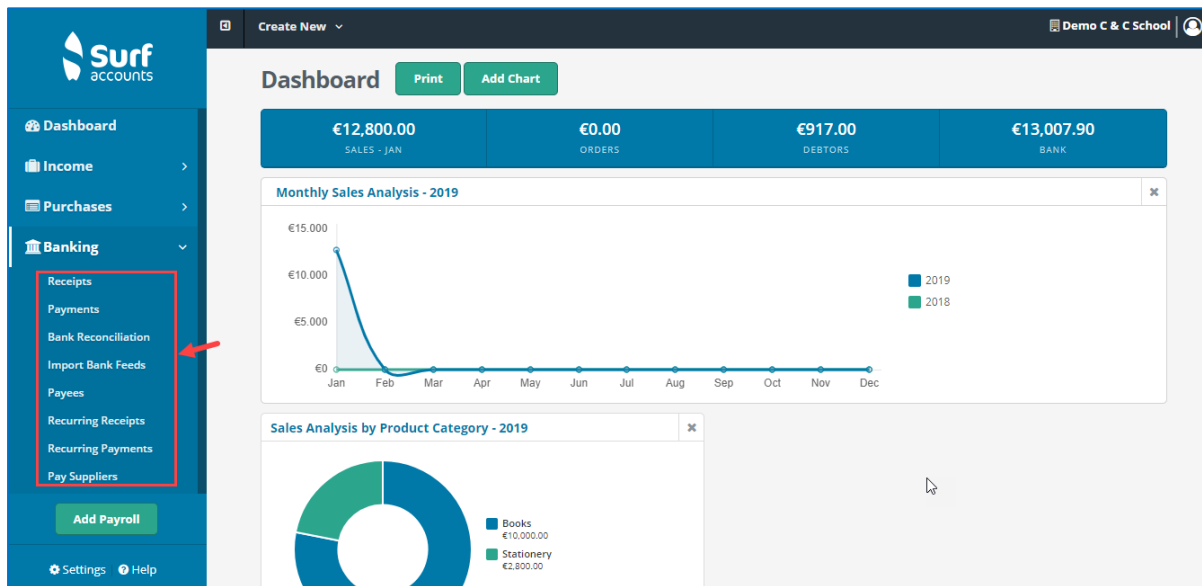
Banking module

- 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 'Banking' on the menu the following list of relevant options will appear

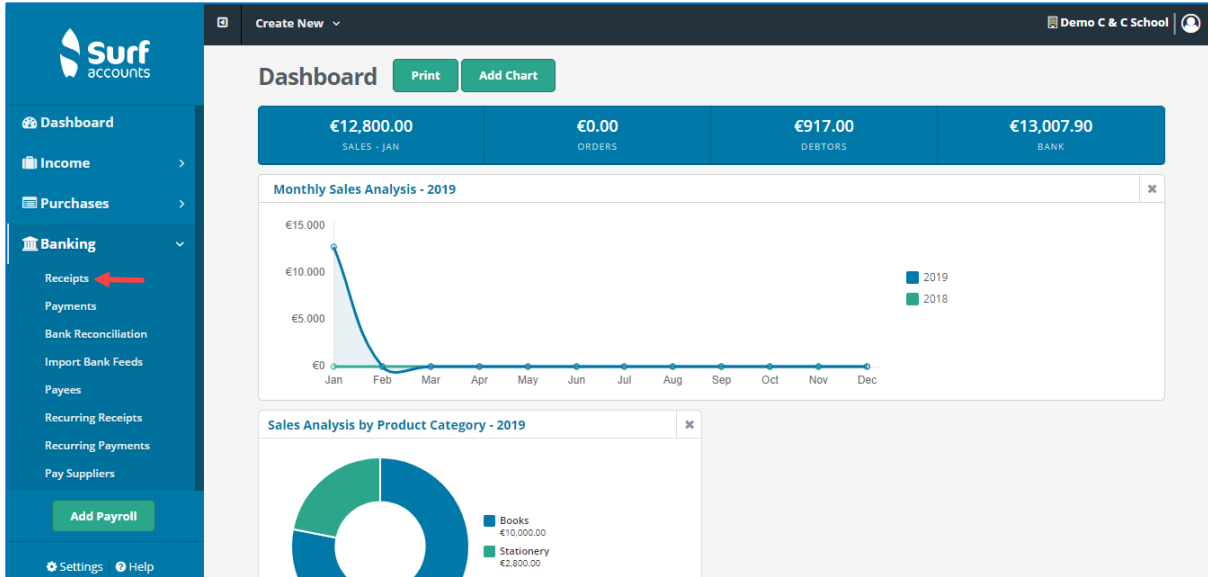


Receipts	Record details of Department of Education and Skills grants, school generated income and other school income
Payments	Record school payments made by cheque, direct debit, EFT etc.
Bank Reconciliation	Match the activity on your bank account record to those on your bank statement.
Import Bank Feeds	This will be covered in the advanced training at a later date
Payees	A Payee is someone/thing that is paid by the school (i.e. by cheque/EFT) but is not a supplier. See section 2.11 for more detail.
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.
Pay Suppliers	Allows you to pay a series of outstanding purchase invoices by creating a SEPA (Single European Payments Area) file which may be submitted to your bank.

5.2 Receipts

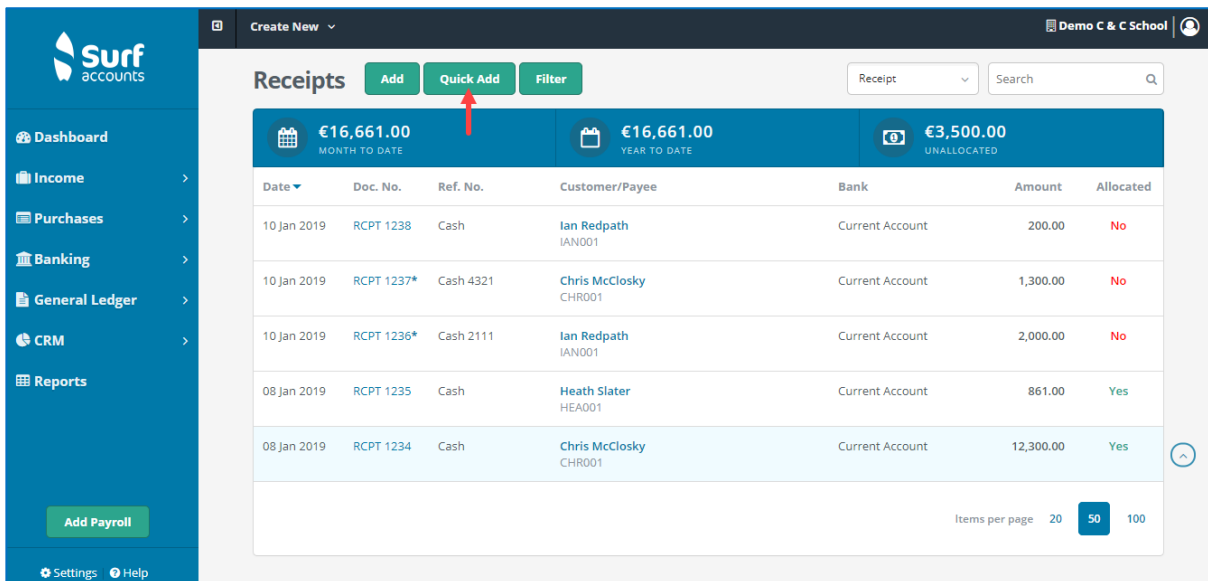
To record a bank lodgement or cash receipt:

1. From 'Banking' > select 'Receipts'.



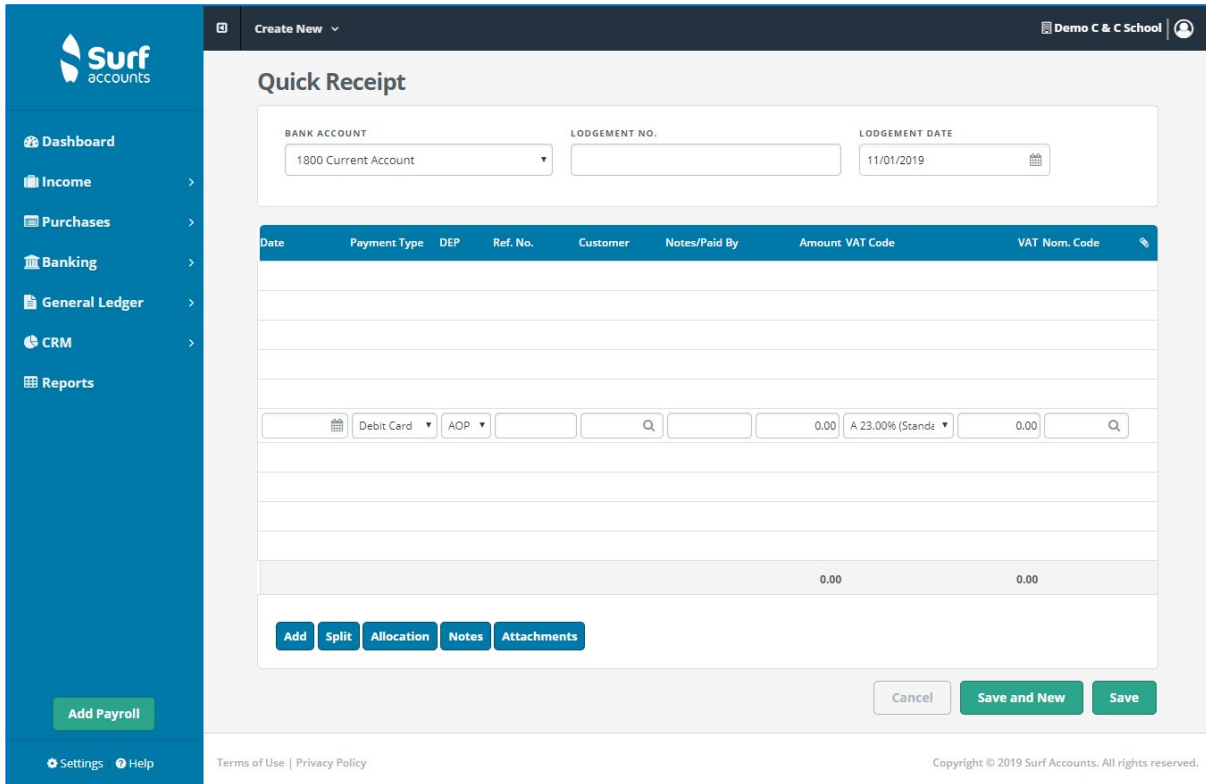
Receipts option

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



Quick add option

The following screen will appear:



Quick receipt screen

3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the receipt relates to. 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.
Date	Date of receipt.
Payment Type	Select the type of receipt i.e. cash, cheque, EFT etc.
DEP	The department. If this is a customer receipt (i.e. payment on an invoice recorded) you can skip over the DEP field.
Ref No	Reference number if applicable.
Customer:	If this is a customer receipt, select the customer from whom you received the payment, from the lookup (magnifying glass) or enter their code, if you know it. If you have not recorded an invoice for this receipt on the system leave this blank.
Notes/Paid by	You can enter details of the receipt in this field e.g. government grant, insurance claim, voluntary contribution, etc. If you have selected a customer this will default to the customer name selected.

Amount:	Enter the amount of the receipt
VAT Code and VAT:	These will be zero unless you have selected a customer in which case these fields will disappear.
Nom. Code	Enter the nominal account code you wish to analyse the receipt into. In the case of a customer receipt this will default to the customer ledger control account nominal code 1700.

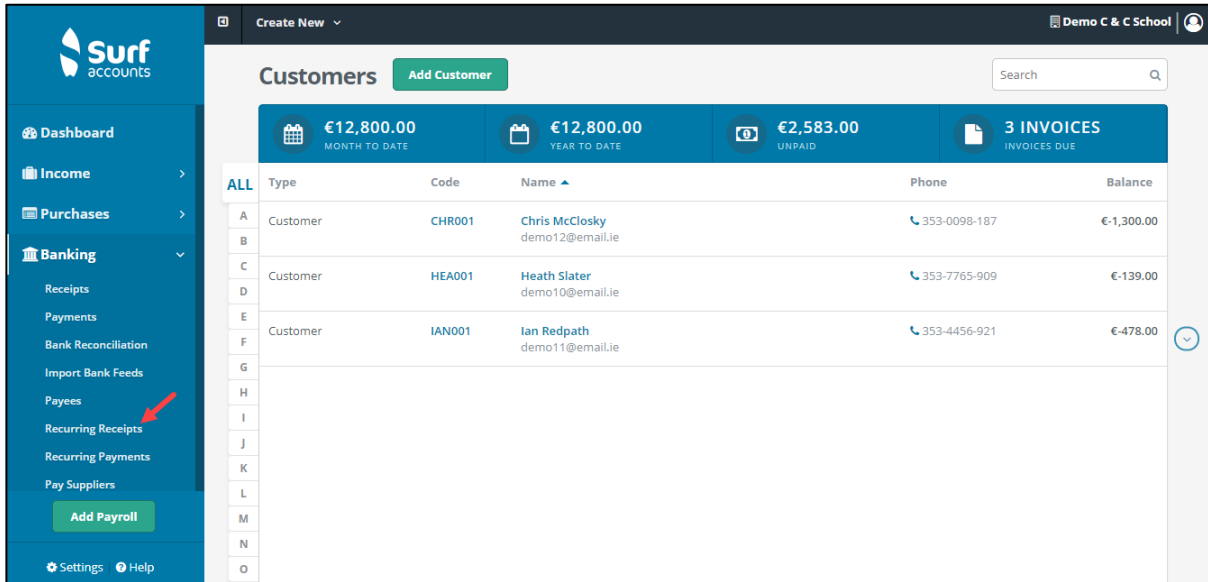
4. Move on to the next line to enter another receipt.
5. Click 'Save'.

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

5.3 Recurring receipts

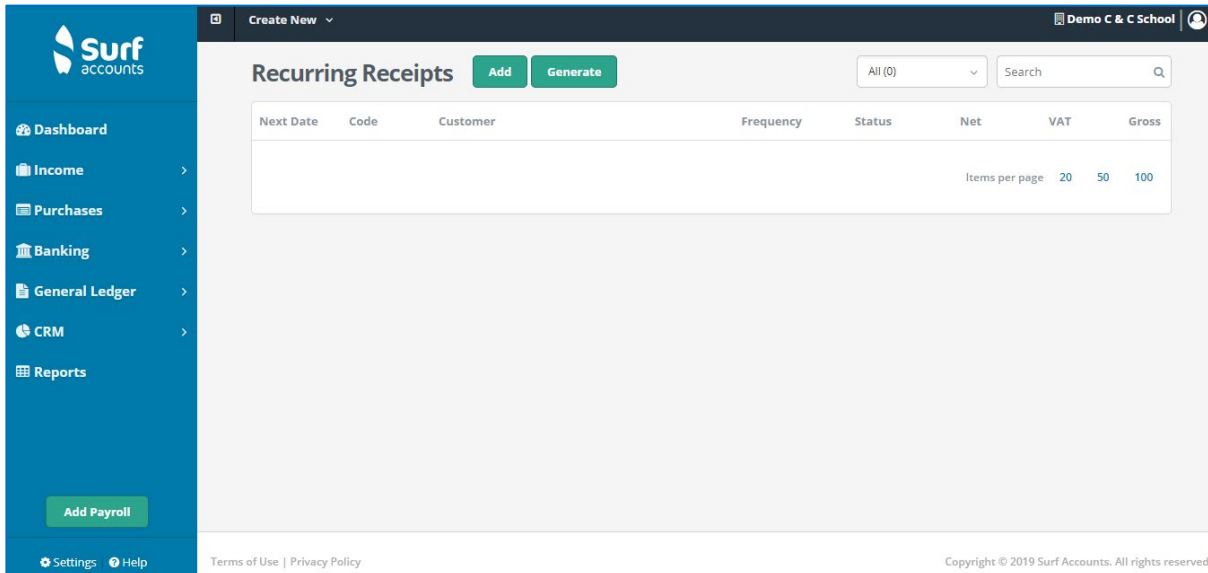
Where there is an agreement in place for someone (customer or not) to pay you on a recurring weekly or monthly basis you can set this up as a recurring receipt.

1. From 'Banking' > select 'Recurring Receipts'.



Recurring receipts on menu

2. The following screen will appear. Click 'Add'.



Recurring receipts

The following screen appears:

Recurring Customer Receipt

Recurring Customer Receipt.
Select (or create) your customer by clicking the lookup button.

PAYMENT DETAILS

CUSTOMER: [] PAID BY: []

AMOUNT: [] PAYMENT TYPE: Cash REF. NUMBER: []

DEP: AOP - All other departments

BANK DETAILS

BANK ACCOUNT: 1800 Current Account

Auto Allocate

RECURRING INFORMATION

RECURRING: Weekly REPEAT EVERY: 1 STARTS ON: [] NEXT DUE: [] STATUS: Generate ENDS: Never

Amount Left to Allocate: 0.00

NOTES: []

Cancel Save

Settings Help Terms of Use Privacy Policy Copyright © 2019 Surf Accounts. All rights reserved.

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 'Starts On' date (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 'Ends' (Never, Number or Date) and specify the Number or Date depending on which is selected.

If it is a non-customer receipt you will also need to enter the gross amount of the receipt, the nominal code and the department. The VAT code should default to 0%.

PAYMENT DETAILS				BANK DETAILS			
CUSTOMER		PAID BY		BANK ACCOUNT			
<input type="text"/>		<input type="text" value="Ann Other"/>		<input type="text" value="1800 Current Account"/>			
AMOUNT	PAYMENT TYPE	REF. NUMBER		<input type="checkbox"/> Auto Allocate			
<input type="text" value="500.00"/>	<input type="text" value="Cash"/>	<input type="text" value="Hall 5"/>					
RECURRING INFORMATION							
RECURRING	REPEAT EVERY	STARTS ON	NEXT DUE	STATUS	ENDS		
<input type="text" value="Weekly"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Generate"/>	<input type="text" value="Never"/>		
Gross Amount		VAT Code	VAT Amount		Nom. Code	Description	DEP
<input type="text" value="500.00"/>		<input type="text" value="Z 0.00% (Zero)"/>	<input type="text" value="0.00"/>		<input type="text" value="3350"/>	<input type="text" value="Hire of Facilities Rental Income"/>	<input type="text" value="AOD"/>

Non-customer receipt

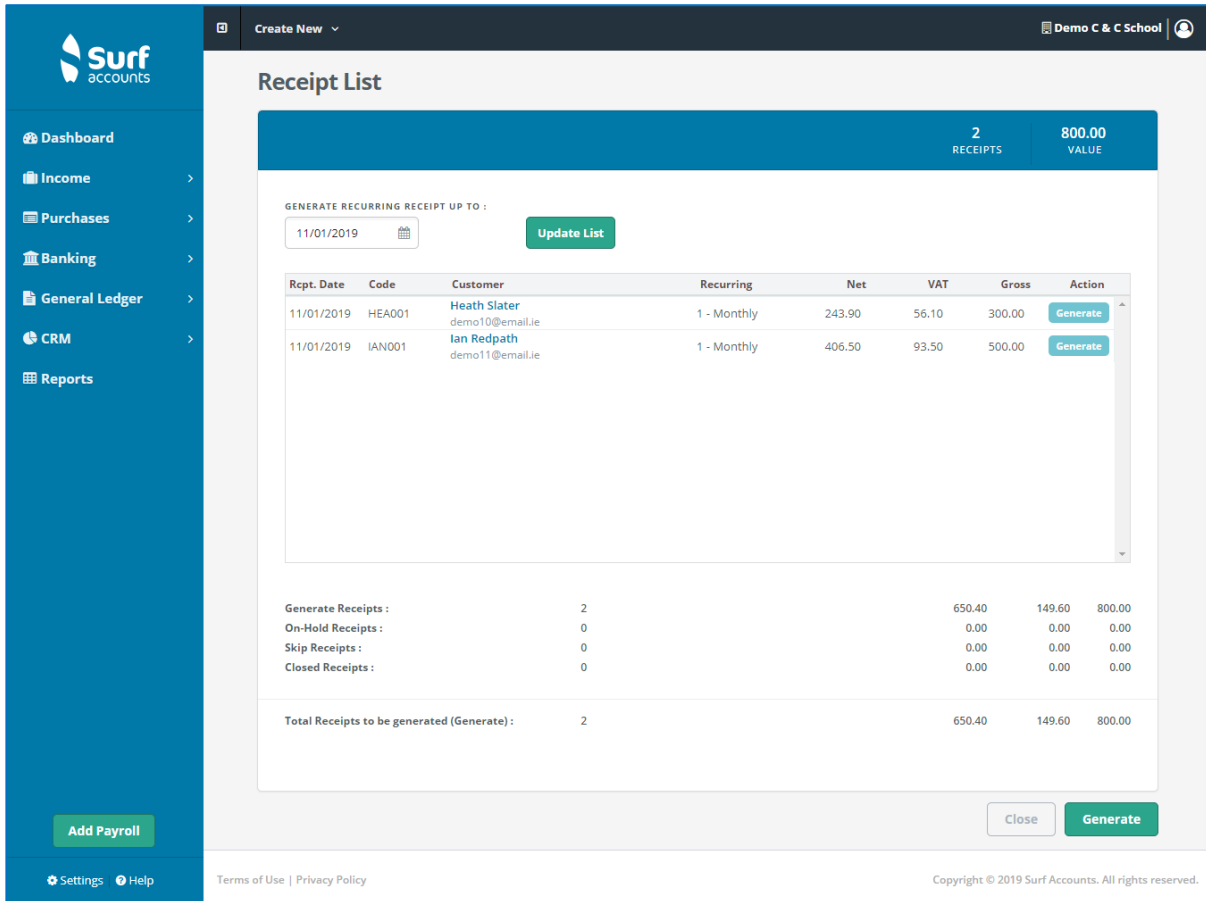
4. Click 'Save'.
5. Click 'Open' from the inline submenu to make changes to recurring receipt or click 'Delete' to delete it altogether.



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

1. From 'Banking' > select 'Recurring Receipts'.
2. Select the 'Generate' icon, the following screen will appear:



Generate 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 '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.

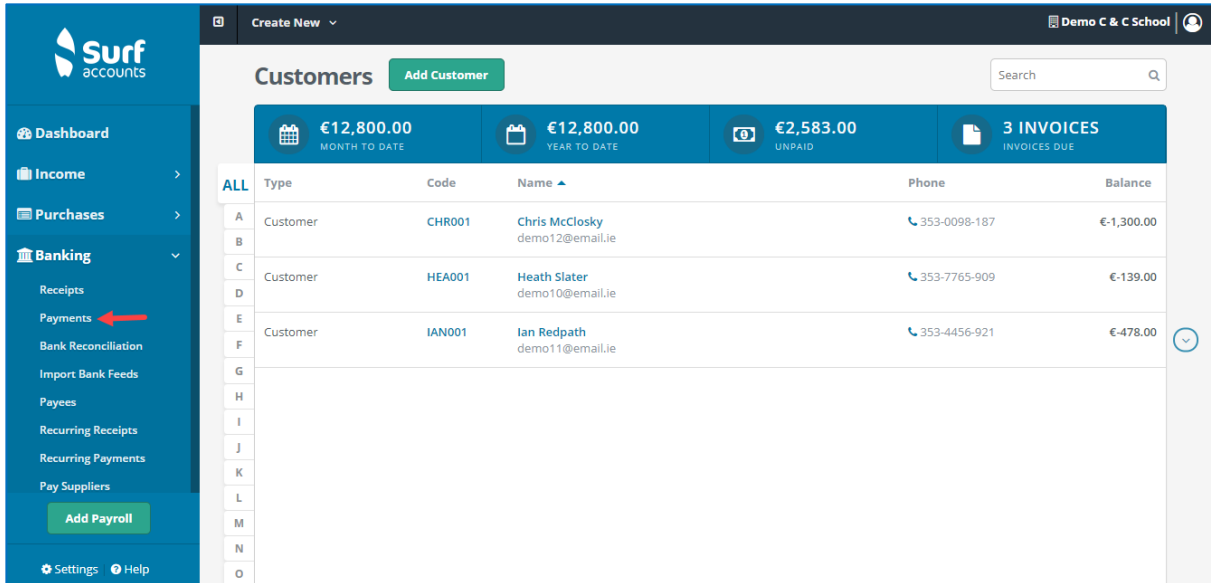
- After reviewing the list and when you are happy to create all the receipts listed, click the 'Generate' icon at the bottom of the screen.
- Once you have generated some recurring receipts you will then have another icon on the inline sub-menu; 'History'. If you click the 'History' icon you will see the list of individual receipts generated for the specific recurring receipt.

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

5.4 Bank payments

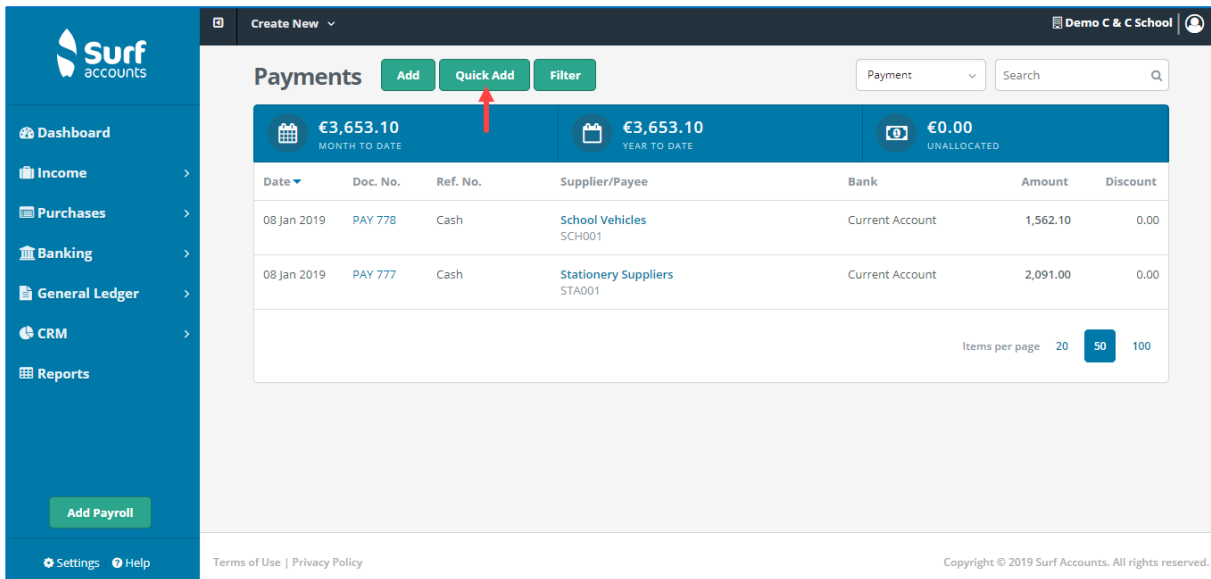
To post a bank or cash payment:

1. From 'Banking' > select 'Payments'.



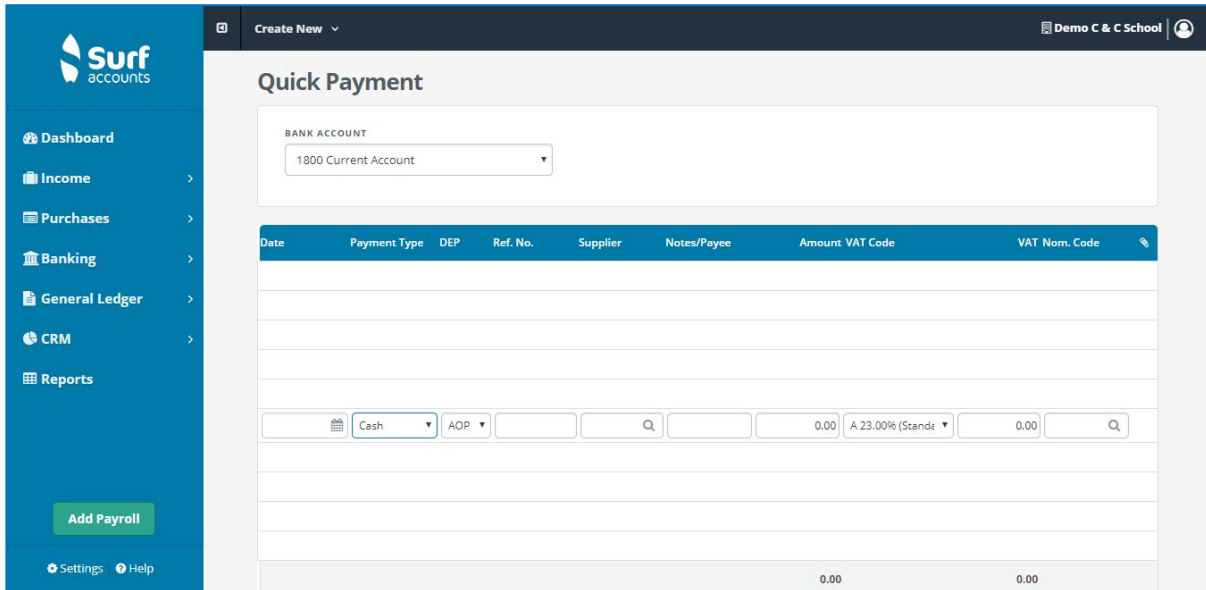
Banking payments on menu

2. The following screen will appear. Click 'Quick Add'.



Payments quick add option

The following screen appears:



Quick payment screen

3. Fill in the details:

Field	Details
Bank Account	Ensure you have select the correct bank account for which the payment relates to. The default bank account will be selected; if you are making a payment from a different bank account then you can select another by simply clicking on the dropdown list and selecting another account.
Date	Date of payment.
Payment Type	Select the type of payment i.e. cash, cheque, EFT etc.
DEP	The department. If it is a supplier payment you can skip over the DEP field.
Ref No	Cheque number etc. if applicable.
Supplier	If this is a supplier payment, select the supplier to whom you are making the payment, from the lookup (magnifying glass) or enter their code, if you know it. If you have not recorded an invoice for this payment on the system leave this blank.
Notes/Payee	You can enter details of the payment in this field e.g. Wages and Salaries, Bank Charges, etc. If you have selected a supplier this will default to the supplier name selected. You can also use the lookup (magnifying glass) to select a payee (see below for payee set-up).
Amount:	Enter the amount of the payment.

VAT Code and VAT:	These will be zero unless you have selected a supplier in which case these fields will disappear.
Nom. Code	Enter the nominal account code you wish to analyse the payment into. In the case of a customer receipt this will default to the supplier ledger control account nominal code 2100.

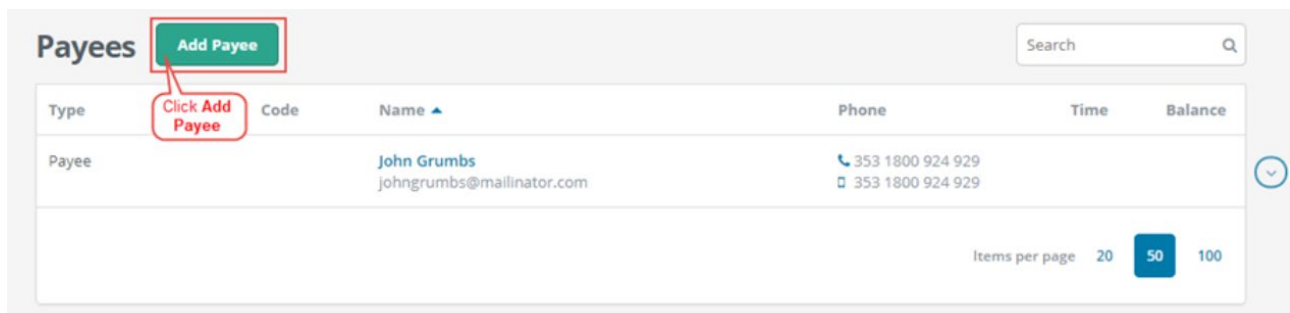
4. You can allocate the payment against an invoice by clicking "Allocation" at the bottom of the screen.

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

5. Click 'Save' when you have finished entering payments.

Payees

1. Under 'Banking' click 'Payees'. The Payees page appears.
2. On the 'Payees' page, click 'Add Payee'.



The 'New Payee' page appears.

3. Under the 'General Info' tab enter the Payee details.
4. Under the 'Invoice Settings' tab you can set a default nominal code and check the VAT rate is defaulted to 0%.
5. Click 'Save'.

5.5 Recurring payments

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

1. From 'Banking' > select 'Recurring payments'.
2. Click 'Add'.
3. 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 payments

against the oldest invoice in the system or leave it un-ticked if you want to allocate the payments 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 payment 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.

If it is a non-supplier payment you will also need to enter the gross amount of the receipt, the nominal code and the department. The VAT code should default to 0%.

Recurring Supplier Payment

Start On Date
It is the date of the first occurrence of this recurring receipt.

PAYMENT DETAILS		BANK DETAILS													
SUPPLIER	PAYEE	BANK ACCOUNT													
<input type="text"/>	Ann Other	1800 Current Account													
AMOUNT	PAYMENT TYPE	REF. NUMBER													
200.00	Cheque	1052													
RECURRING INFORMATION															
RECURRING	REPEAT EVERY	STARTS ON	NEXT DUE												
Weekly	1														
		STATUS	ENDS												
		Generate	Never												
<table border="1"> <thead> <tr> <th>Gross Amount</th> <th>VAT Code</th> <th>VAT Amount</th> <th>Nom. Code</th> <th>Description</th> <th>DEP</th> </tr> </thead> <tbody> <tr> <td>200.00</td> <td>Z 0.00%</td> <td>0.00</td> <td>6010</td> <td>Secretarial: Wages</td> <td>AOD</td> </tr> </tbody> </table>				Gross Amount	VAT Code	VAT Amount	Nom. Code	Description	DEP	200.00	Z 0.00%	0.00	6010	Secretarial: Wages	AOD
Gross Amount	VAT Code	VAT Amount	Nom. Code	Description	DEP										
200.00	Z 0.00%	0.00	6010	Secretarial: Wages	AOD										

Non-supplier recurring payment

4. Click 'Save'.
5. Click 'Open' from the inline submenu to make changes to recurring payments or click 'Delete' to delete it altogether.



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

Generate recurring payments

1. From 'Banking' > select 'Recurring payments'.
2. Select the 'Generate' icon, the following screen will appear:

Payment List

13 PAYMENTS 6,500.00 VALUE

SEPA PAYMENT DATE: 28/05/2019 GENERATE RECURRING PAYMENT UP TO: 27/05/2019 **Update List** SEPA BANK: Non-Sepa (13)

Pmt. Date	Code	Supplier	Recurring	Net	VAT	Gross	Action
26/02/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
05/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
12/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
19/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
26/03/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
02/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
09/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
16/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post
23/04/2019		Eileen	1 - Weekly	500.00	0.00	500.00	Post

Generate Payments :	13			6,500.00	0.00	6,500.00
On-Hold Payments :	0			0.00	0.00	0.00
Skip Payments :	0			0.00	0.00	0.00
Closed Payments :	0			0.00	0.00	0.00
Total Payments to be generated :	13			6,500.00	0.00	6,500.00
SEPA Payments to be generated :	0			0.00	0.00	0.00

Close **Generate**

Recurring payments

- The payments 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 'Generate Recurring Payments Up To' field, then click 'Update List'.
- The last column has an 'Action' heading; it will default to 'Post'. You can change the 'Action' per transaction. This is a loop, if the action is set to 'Post' and you click it, it will toggle through to 'On Hold/Closed/Skip' and back to 'Post'.

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

If you put payments on hold you will see the 'Total Payments to be generated' update.

- After reviewing the list and when you are happy to create all the payments listed, click the 'Generate' icon at the bottom of the screen.

Once you have generated some recurring payments you will then have another icon on the inline sub-menu; 'History'. If you click the 'History' icon you will see the list of individual payments generated for the specific recurring payment.

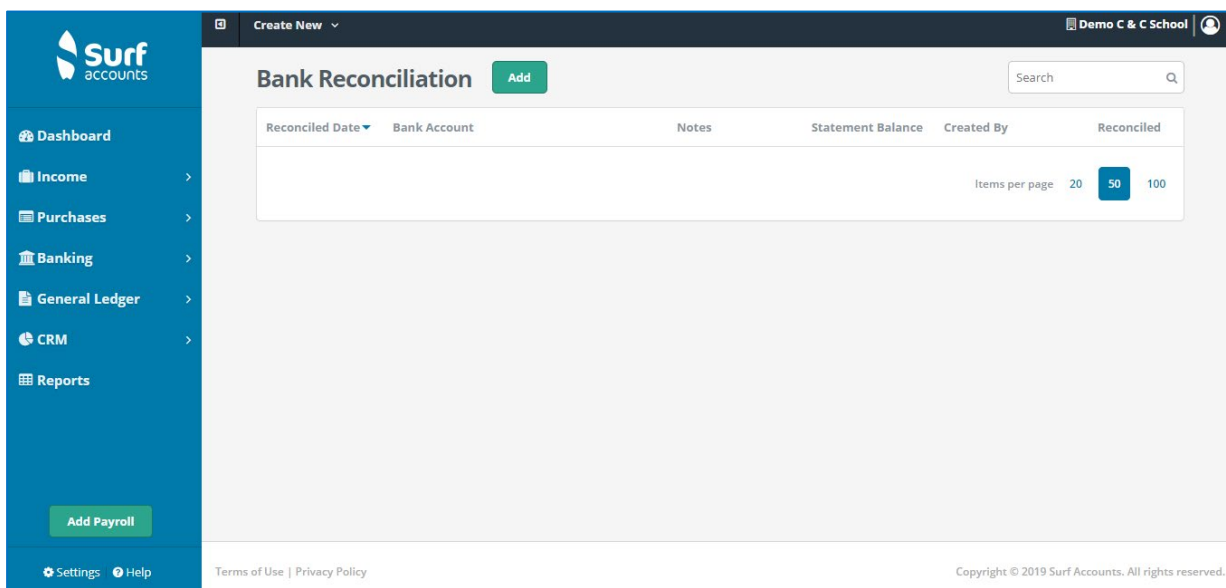
In the list of payments they will have a Payment number followed by an 'R'.

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 banking module to help you easily match each transaction in Surf Accounts to your bank statements.

Step1: From 'Banking' on the menu select 'Bank Reconciliation', the following screen will appear:



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:

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'.

Date	Ref.No	Lodg.No.	Type	Description	Payments	Receipts	Balance
21-Jun-2019				Balance Forward			0.00
21-Jun-2019			Payment	RCT Test	1,300.00	0.00	
01-Sep-2019	123456		Payment	Wages	652.00	0.00	
01-Sep-2019			Payment	Nominal Code Test	650.00	0.00	
01-Sep-2019	321654		Payment	expenses	600.00	0.00	
05-Sep-2019			Payment	stuff	32.00	0.00	
06-Sep-2019			Payment	stuff	85.00	0.00	

Reconciled data

The Bank Reconciliation screen, below, 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.

Difference is the difference between the 'Balance as per Surf Accounts on 'Date'' and the 'Reconciled Balance'.

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.

The screenshot displays the 'Bank Reconciliation' interface. At the top, there's a 'Create New' dropdown and a search bar. The main area shows a summary table:

1800 Current Account	30-Sep-2019	<input type="checkbox"/> Bank Reconciliation Complete
Balance as per Surf Accounts on 30/09/2019	-3,319.00	
Balance per Bank Statement	-2,719.00	
Less un-presented Payments	-600.00	
Plus un-presented Lodgment	0.00	
Reconciled Balance	-3,319.00	<input checked="" type="checkbox"/>
Difference	0.00	

Below the summary is a table of transactions:

Date	Ref.No	Lodg. No.	Type	Description	Payments	Receipts	Balance	Select All
21-Jun-2019				Balance Forward			0.00	<input type="checkbox"/>
21-Jun-2019			Payment	RCT Test	1,300.00	0.00	-1,300.00	<input checked="" type="checkbox"/>
01-Sep-2019			Payment	Nominal Code Test	650.00	0.00	-2,602.00	<input checked="" type="checkbox"/>
01-Sep-2019	123456		Payment	Wages	652.00	0.00	-1,952.00	<input checked="" type="checkbox"/>
05-Sep-2019			Payment	stuff	32.00	0.00	-2,634.00	<input checked="" type="checkbox"/>
06-Sep-2019			Payment	stuff	85.00	0.00	-2,719.00	<input checked="" type="checkbox"/>
01-Sep-2019	321654		Payment	expenses	600.00	0.00		<input type="checkbox"/>

Completed bank reconciliation

The receipt and payments within bank reconciliations are listed from oldest to newest by default. When you reconcile (tick) a specific transaction it will move to the top of the list. After that, if you tick any other transactions, they will also be listed at the top of the list in date order to correspond to your physical bank statement. Any unticked transactions will be listed at the bottom of the screen also in date order. These represent transactions entered in Surf Accounts that have not yet been declared on your bank statement. These transactions will also appear in the next bank reconciliation you do.

Note a balance figure appears next to the transaction once it has been ticked. This balance should agree with the balance on 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.

If the amount of the transaction is incorrect you will need to go back to the original entry (banking receipt/payment), open the relevant transaction 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 banking receipts/payments and add the new transactions.

Step 5: Once your 'Balance per Surf Accounts' 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 from the options at the top right of the screen.

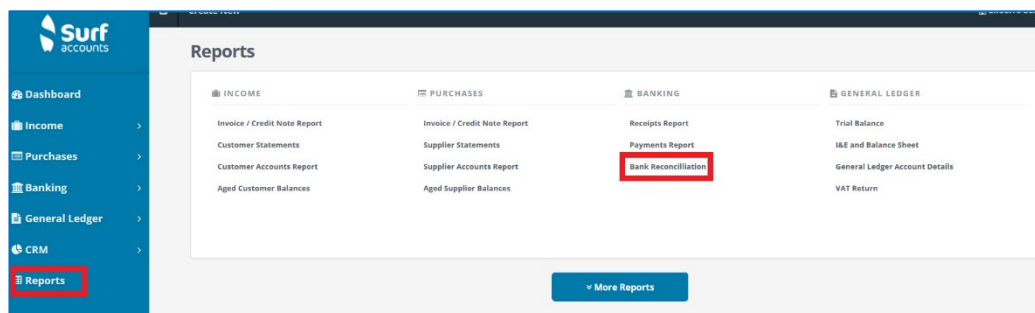
See **5.7.1 Bank reconciliation report** for more on printing the bank reconciliation report.

5.7 Bank Reports

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

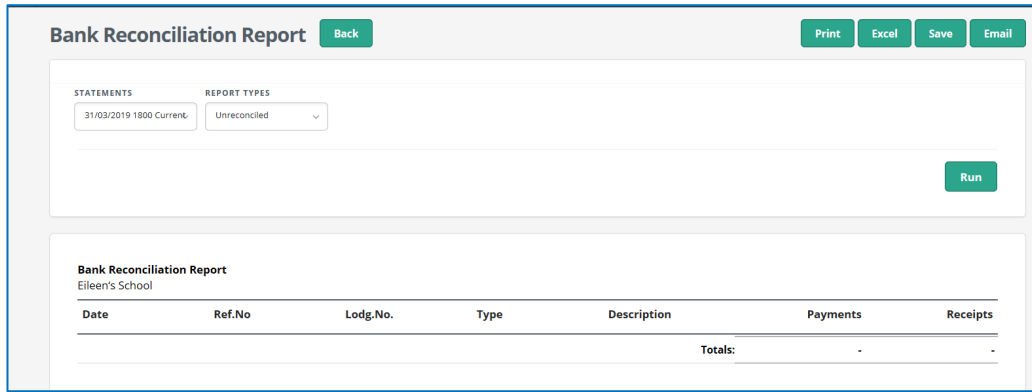
5.7.1 Bank reconciliation report

1. Click 'Reports' on the menu bar.
2. Under the heading 'Banking' > click on 'Bank Reconciliation'.



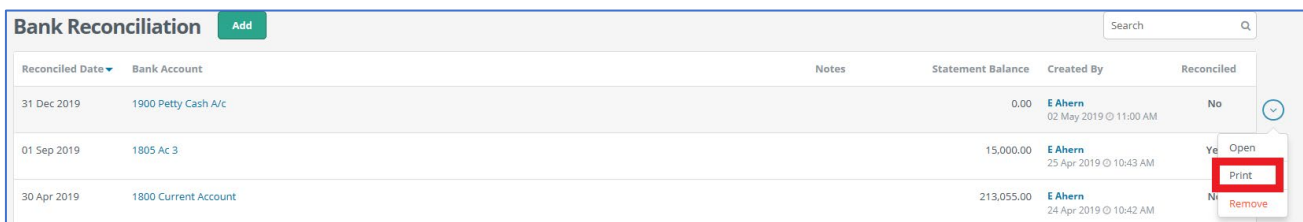
Reports screen

The following screen opens;



Bank reconciliaiton report screen

You can also navigate to this screen by going to 'Bank reconciliation' under 'Banking' on the menu and selecting 'Print' from the inline sub-menu for any particular bank reconciliation.



Opening bank reconciliaiton report from bank reconciliation screen

3. Select the report by statement by date, nominal bank code and name. Under report type select 'Unreconciled'. Then select 'Run'.

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	-

Bank reconciliation report

4. You can print the bank reconciliation report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

5.7.2 Receipts report

For a list of lodgements/receipts for each bank/cash account:

1. Go to 'Reports' on the menu.
2. Under the heading 'Banking' > select 'Receipts Report'.
3. 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. To see a full list of receipt, select 'All'.
PMT. TYPE	Payment method. To see a full list, select 'All'.
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. No need to complete this.
DOC. NO. TO	If you want to view the report within a range of specific document number, specify the last number within the range. No need to complete this.
CO-ORDINATOR	Select the value. No need to complete this.
BANK	Bank account.
DEP	Department, leave blank to see all transactions.

4. Click 'Run' to generate the report.

Receipts Report Back

Print
Excel
Save
Email

<small>DATE FROM</small>	<small>DATE TO</small>	<small>TYPE</small>	<small>PMT. TYPE</small>	<small>DOC. NO. FROM</small>	<small>DOC. NO. TO</small>	<small>CO-ORDINATOR</small>	<small>BANK</small>	<small>DEP</small>
01/04/2019 <small>📅</small>	30/04/2019 <small>📅</small>	All <small>▼</small>	All <small>▼</small>	From <input type="text"/>	To <input type="text"/>	<small>▼</small>	1800 Current Account <small>▼</small>	<small>▼</small>

Run
Advanced Settings

Customer/Non-Customer Receipts Report
Lorraine - C & C Demo Date Range: 1st Apr 2019 To 30th Apr 2019

Date	Doc.No.	Code	Name	Net	VAT	Gross
01/04/2019	Rec 3		Mock Exams	1,000.00	-	1,000.00
07/04/2019	Rec 12	CAN001	Canteen Co Ltd	350.00	-	350.00
11/04/2019	Rec 15		Department of education	52,931.00	-	52,931.00
15/04/2019	Rec 13		Lodgement 103	3,000.00	-	3,000.00
Totals:				€57,281.00	-	€57,281.00

Report generated

5. You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

5.7.3 Payments report

For a list of payments for each bank/cash account

1. Go to 'Reports' on the menu.
2. Under the heading 'Banking' select 'Payments Report'.
3. 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	Select the entity for which the receipts were generated. Select All from the dropdown menu to see all payments.
PMT. TYPE	E.g. Supplier payments/Non-supplier payments etc. Select All from the dropdown menu to see all payments.
DOC. NO. START	If you want to view the report within a range of specific document number, specify the first document number within the range. You do not need to complete this.
DOC. NO. END	If you want to view the report within a range of specific document number, specify the last number within the range. You do not need to complete this.
CO-ORDINATOR	Select the value. You do not need to complete this.
BANK	Bank account.
DEP	Department, leave blank to see all transactions.

4. Click 'Run' to generate the report.

The screenshot shows the Surf accounts software interface. On the left is a navigation menu with options like Dashboard, Income, Purchases, Banking, General Ledger, CRM, and Reports. The main area is titled 'Supplier Payments Report' and contains a form with fields for DATE FROM, DATE TO, TYPE, PMT. TYPE, DOC. NO. START, DOC. NO. END, BANK, DEP, and SCH. Below the form are 'Run' and 'Advanced Settings' buttons. The report itself is a table with columns for Date, Doc.No., Code, Name, Net, VAT, and Gross. It lists two payments: 'School Vehicles' and 'Stationery Suppliers', with a total of €2,970.00 net, €683.10 VAT, and €3,653.10 gross.

Date	Doc.No.	Code	Name	Net	VAT	Gross
08/01/2019	Pay 778	SCH001	School Vehicles	1,270.00	292.10 *	1,562.10
08/01/2019	Pay 777	STA001	Stationery Suppliers	1,700.00	391.00 *	2,091.00
Totals:				€2,970.00	€683.10	€3,653.10

Report generated

5. You can print the report, export it to excel or to a pdf or email it (with an attached pdf), by selecting from the options at the top right of the screen.

5.8 To cancel old cheques

To cancel old outstanding cheques:

1. 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.
2. Go to 'Banking' > select 'Payments'
3. Enter the details of each payment on the cancel list as a negative payment.
4. When reconciling the bank account match the outstanding cheques to the negative payments.

			Select All <input type="checkbox"/>
Payments	Receipts	Balance	<input checked="" type="checkbox"/>
		0.00	<input type="checkbox"/>
200.00	0.00		<input type="checkbox"/>
-500.00	0.00	500.00	<input checked="" type="checkbox"/>
500.00	0.00	0.00	<input checked="" type="checkbox"/>
500.00	0.00		<input type="checkbox"/>
0.00	50.00		<input type="checkbox"/>
0.00	50.00		<input type="checkbox"/>

Match negative payments against old outstanding cheques

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 report 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 report 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:

Code	Description	2019		2018	
		Debit	Credit	Debit	Credit
Income and Expenditure Account					
Income					
Income Department Grants					
3010	Non Pay Budget	-	20,000.00	-	-
3030	Non Teachers Pay Budget	-	-	-	-
3050	Support Services Grant	-	-	-	-
3150	Book Grant	-	-	-	-

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 Year– Opens last year balances.
Suppress Zero	Tick to 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 Groups

[The chart of accounts is available here.](#)

6.3 Creating new nominal codes

To create a new nominal code:

1. Go to 'General Ledger' > select 'Chart of Accounts'
2. Click on 'Add'.
3. 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 'FSSU Chart of Accounts – Nominal Groups' on nominal account groups.
Account code	A unique reference code used to identify the nominal account. You can't change this once you have saved a transaction. The code must be numbers only and have four digits. You should allocate a code to a nominal account group with associated accounts. For example, group all your income nominal accounts within a specific 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	<p>Tick the box if you are setting up a new bank nominal code</p> <p>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. <i>The additional fields only need to be entered if you are going to use the Bank Feed Function or the SEPA Payments Function.</i></p> <p>Bank Feed Type: Click on the dropdown for a list of available bank feeds, select the feed that your Bank provides.</p> <p>Currency: Select from the dropdown list the currency for this bank account.</p> <p>BIC: Enter your banks BIC code (Bank Identifier Code: available on your bank statement).</p> <p>IBAN: Enter your bank account IBAN (International Bank Account Number: available on your bank statement).</p>

	Bank Reference Number: Enter your Bank reference number (available on your bank statement/if applicable).
Advanced	<p>Advanced – unless you are familiar with year-end coding and debit/credits, we recommend you do not use the advanced settings</p> <p>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 and expenditure accounts are set to year end code of 2710, the retained profit account code.</p> <p>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.</p>

4. 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' > select '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 10 characters.
Type	Defaults to 'Journal'. Other options are 'Opening Balance', 'Accrual' or 'Pre-payment'.
Add Attachment	Attach a file or enter notes (if applicable).
Code	The nominal account code you want to affect with 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.

Any journals showing in a red font in the journals listing are not complete and have not been posted to the general ledger. Any such journals should be completed and saved, or deleted.

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

Step 1: Enter the VAT liability using a nominal journal.

- Go to ‘General Ledger’ > ‘Journals’ > and select ‘Add’.
- Enter the journal details based the subcontractor’s invoice on which the VAT is due

Debit: The account code as per the expense code used for the original invoice, e.g. Repairs to building and grounds expense 5310

Credit: VAT control account code 2260

- Click ‘Save’.

Journals

Code
If the Nominal Code exists and you know its code, type it here. Otherwise, click the lookup button to select.

JOURNALS DETAILS

DATE: 20/02/2019 REF NO.: TYPE: Journal Add Attachment (Max file size 4 MB)

Code	Description	Notes	Debit	Credit DEP
5310	Repairs-Buildings/Grounds	Murphy Electrical	1,350.00	0.00 AOP
2260	VAT Control Account	Murphy Electrical	0.00	1,350.00 AOP
			0.00	0.00 AOP

 0.00 0.00 AOP

Total Debit Amount 1,350.00
 Total Credit Amount 1,350.00

VAT journal entry

Step 2: Record the VAT payment to Revenue:

1. Go to 'Banking' > 'Payments' > and select 'Quick Add'.
2. 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:

1. Go to 'General Ledger' > 'Chart of Accounts'.
2. 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 for processing the payroll deductions in Surf Accounts

Step 1: Summarise 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	5010	€	Debit
Clerical Officers PAYE/PRSI/USC/LPT	6010	€	Debit
Cleaners PAYE/PRSI/USC/LPT	5110	€	Debit
Study PAYE/PRSI/USC/LPT	4190	€	Debit
Total of the PAYE/PRSI/USC/LPT deducted	2250	€	Credit
Caretakers ASC	5010	€	Debit
Clerical Officers ASC	6010	€	Debit
Cleaners ASC	5110	€	Debit
Total of the ASC deducted	2230	€	Credit

You can record other deductions such as the single public service pension scheme payments or union fees in the same manner.

Step 2: Post the journal:

1. Under 'General Ledger' > 'Journals' > select 'Add'

2. Enter the information as detailed in your table from above:

JOURNALS DETAILS

DATE: REF NO.: TYPE: [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5010	Caretaker(s): Wages	Caretakers Payroll Taxes Apr 19	257.00	0.00	NTP
6010	Secretarial: Wages	Clerical Officers Payroll Taxes Apr 19	359.00	0.00	AOD
2250	PAYE/PRSI Control	Total Payroll Taxes Apr 19	0.00	616.00	AOD
5010	Caretaker(s): Wages	Caretakers ASC Apr 19	62.00	0.00	AOD
6010	Secretarial: Wages	Clerical Officers ASC Apr 19	46.00	0.00	AOD
2250	PAYE/PRSI Control	Total ASC Apr 19	0.00	108.00	AOD

Payroll deductions journal entry

PAYE/PRSI/USC/LPT control account

The **PAYE/PRSI/USC/LPT 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/USC/LPT:

1. Go to 'General Ledger' > 'Chart of Accounts'.
2. Enter the nominal code 2250 in the search box to bring up the PAYE/PRSI/USC/LPT control account.

The entries in the PAYE/PRSI/USC/LPT control account 2250 must be checked to the balance due on the monthly revenue statements.

Step 3: Once the monthly revenue payment has been processed in the bank account it should match against the PAYE/PRSI/USC/LPT liability posted. Post the payment to the PAYE/PRSI/USC/LPT control account 2250.

Please contact the FSSU to help you set up the payroll journal, as there are a number of different options and we will help you find the best option for you.

6.7 Copy journal function

To copy a journal that has already been posted:

1. From 'General Ledger' > select 'Journals'.
2. Hover over the journal you want to copy.
3. The 'More' icon will appear on the right-hand side. Click on the arrow and select copy.
4. Update the journal with the current details.
5. Click save.

6.8 Departments

A department can be used where the school needs to monitor the expenditure of a particular type of grant or income across a number of different expense headings.

The school must monitor the expenditure of the book grant, supervision and substitution grant, ICT grant and non-teacher pay grant as these are ring fenced grants i.e. can only be spent for the purpose for which the grant has been given. A number of other departments have been set up which a school typically want to track the expense, example SSSF, TY and Non-Pay Grant. A school can add a department where it needs to monitor the expense of a particular grant or income within its own school e.g. canteen, breakfast club, adult education.

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

TITLE	SHORT	LONG
DEP		Department

DEPARTMENT	CODE	DESCRIPTION	DEFAULT
DEPARTMENT 1	AOP	All other departme	<input checked="" type="radio"/>
DEPARTMENT 2	NTP	Non teacher pay g	<input type="radio"/>

Departments

There are default departments set up for schools are:

- Non pay grant (NPG)
- Non teacher pay grant (NTP)
- SSSF (SSSF)
- Transition year (TY)

- Supervision and substitution (SS)
- Book grant/rental (BGR)
- ICT grant (ICT)
- All other departments (AOD)

To add more departments:

1. Click the 'Add' icon (at the bottom left of the screen) and scroll to the bottom.
2. Entering a code and description.
3. Click 'Save'.

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

Department Reports

Click on 'Reports' and select the report you wish to print, for example the general ledger account details 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. Then click on 'Run' to generate the report.

Department selection for reports

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 report
 - 7.2.5 Aged supplier balances
 - 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 **1.5.2 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 in the monthly management report file.

1. **Balances on all school bank accounts**
2. **Bank reconciliation statement for each bank account including payments 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)**

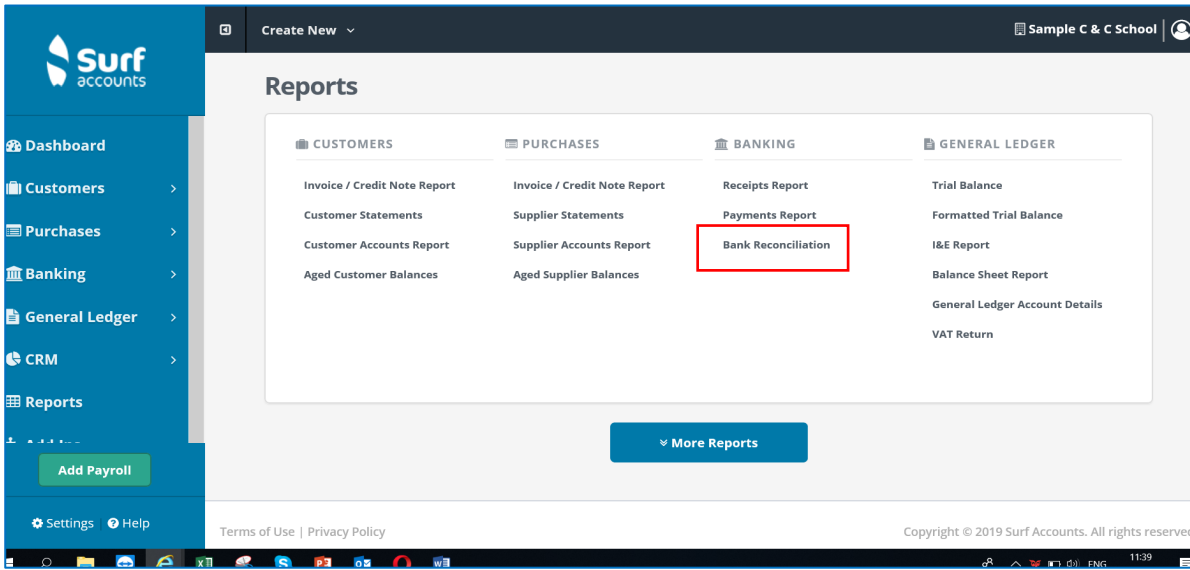
7.2.1 Bank account balances

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

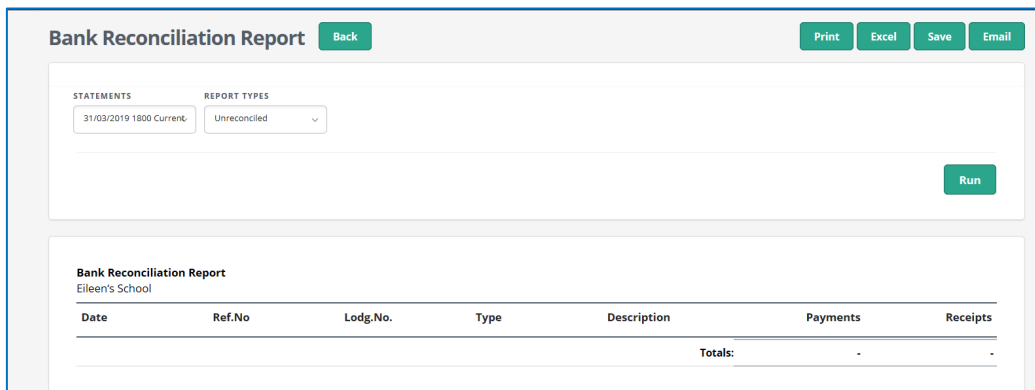
The bank accounts must be reconciled each month and the bank reconciliation report printed for each account. Copies of the Bank Reconciliation reports must be included as part of the reports for the Board.

1. From 'Reports' > the following screen will appear:



Reports screen

- 2. Select 'Bank Reconciliation'.



Bank reconciliation report screen

- 3. Select the report by the statement date, bank 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	-

Bank reconciliation report

For a list of lodgements for each bank account go to 'Reports', and 'Receipts Report' under the 'Banking' heading.

For a list of payments for each bank account go to 'Reports', and 'Payments Report' under the 'Banking' heading.

For further information on bank reconciliation, receipt and payments reports see **Section 5.7 Bank reports**.

7.2.3 Income and expenditure account

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

1. From 'Reports' > under the 'General Ledger' heading select 'I&E Report'.
2. Select the report criteria:

Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
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.

1. From ‘Reports’ > under the ‘General Ledger’ heading select ‘Balance Sheet Report’.
2. Select the report criteria:

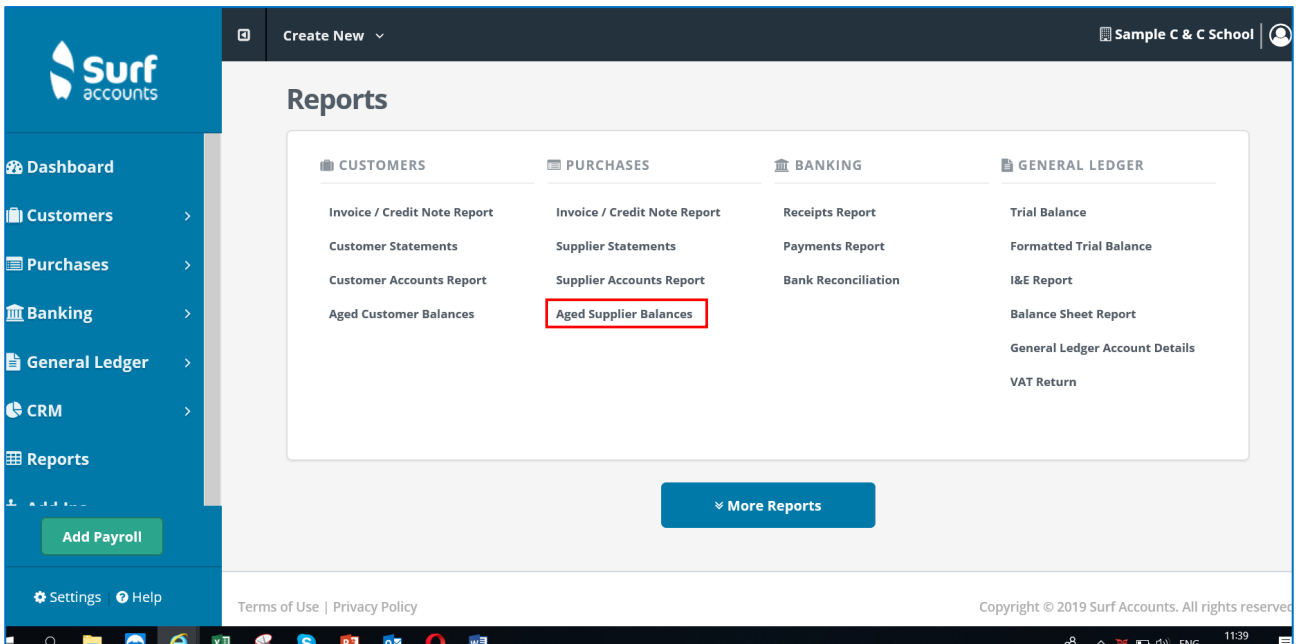
Field	Description
PERIOD FROM	Specify the starting date in the time range, for the board of management report always print from September.
PERIOD TO	Specify the ending date in the time range i.e. the current period you have reconciled.
DEP	Select the department you want to print, for the board of management report always leave blank.

7.2.5 Aged supplier balances

Schools using the purchases module should print an aged creditors report at the end of each month.

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

1. From ‘Reports’ > under the ‘Purchases’ heading select ‘Aged Supplier Balances’.



Reports screen

- 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 balances for all suppliers will be shown.

Field	Description
DATE TO	Date on which you want to view the report i.e. the current period you have reconciled.
SUPPLIER FROM	If you want to review the report within a range of specific suppliers, specify the first supplier within the range. Leave blank for the board of management report.
SUPPLIER TO	If you want to review the report within a range of specific suppliers, specify the last supplier within the range. Leave blank for the board of management report.
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.

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. This report will need to be produced manually, not by the Surf accounting package.

Prepayments

A list of monies paid in advance must be listed e.g. Insurance. This report will need to be produced manually, not by the Surf accounting package.

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, e.g.:

Capital Income and Expenditure Report	
Capital Programme	
A. Capital Expenditure:	€
C & T Crampton	540,000.00
School Furniture Supply Company	25,000.00
Dell Computers	<u>1,500.00</u>
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	<u>20,000.00</u>
Total Capital Revenue	<u>740,000.00</u>
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 accounts 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.

The trial balance report can be found on the 'Reports' page under the 'General Ledger' heading.

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

Trial balance report

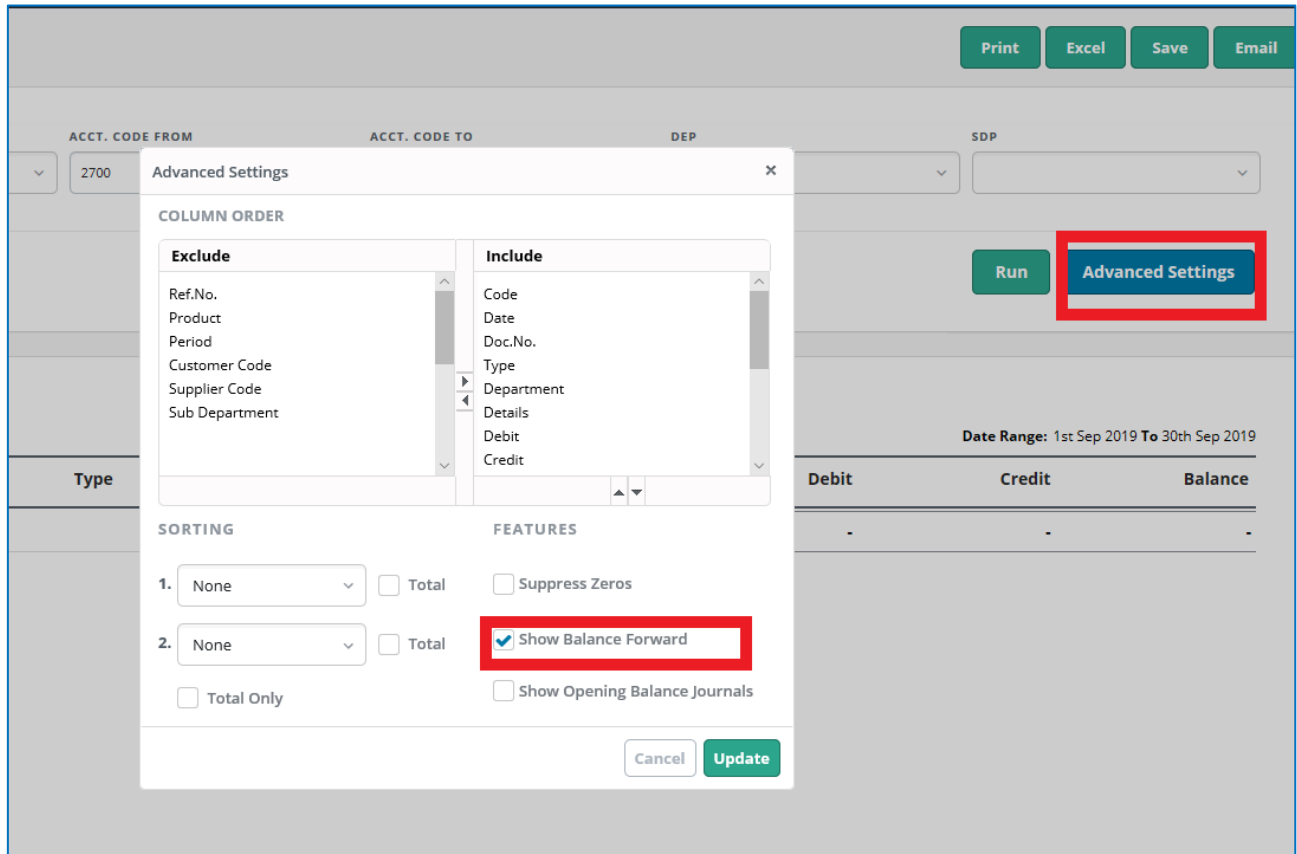
If the totals on your **trial balance do not balance** this may indicate that your data is corrupted. Call Surf support if this is the case.

7.3.2 General ledger account details

The general ledger accounts details report lists all the nominal codes showing the balances and all the transactions that make up these balances for the dates selected.

The general ledger accounts details report can be found on the 'Reports' page under the 'General Ledger' heading.

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



General ledger account details report advance settings

7.3.3 Audit trail report

The audit trail is a list of all transactions entered into 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	<ol style="list-style-type: none"> 1. Receipts report 2. Payments report 3. Bank reconciliation report
------------------------	---

<p>General Ledger Reports</p>	<ol style="list-style-type: none"> 1. Trial balance 2. General ledger accounts details 3. I&E report 4. Balance sheet report
<p>Purchases /Supplier/Creditor Reports</p>	<ol style="list-style-type: none"> 1. Invoice/credit note report 2. Supplier accounts report (tick all transactions in Advanced settings) 3. Aged supplier balances
<p>Customer Reports</p>	<ol style="list-style-type: none"> 1. Invoice/credit note report 2. Customer accounts report (tick all transactions in advanced settings) 3. Aged customer balances
<p>Board of Management</p>	<ol style="list-style-type: none"> 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)
<p>Year End Reports</p>	<ol style="list-style-type: none"> 1. Trial Balance 2. General ledger accounts details 3. Audit trail 4. I&E report 5. Balance sheet 7. Bank reconciliation report (with unreconciled transactions) 8. Unreconciled receipts and payments 9. Aged supplier balances

10. Supplier accounts report (untick all transactions in advanced settings)
11. Aged customer balances (only for schools using the Customer module)
12. 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 is very 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.

- Enter all payments and receipts.
- Reconcile all bank accounts.
- Enter all purchase invoices and credit notes.
- Correct all errors.
- All year end adjustments should be posted (Income received in advance etc.)
- All balances should be reviewed and agreed.

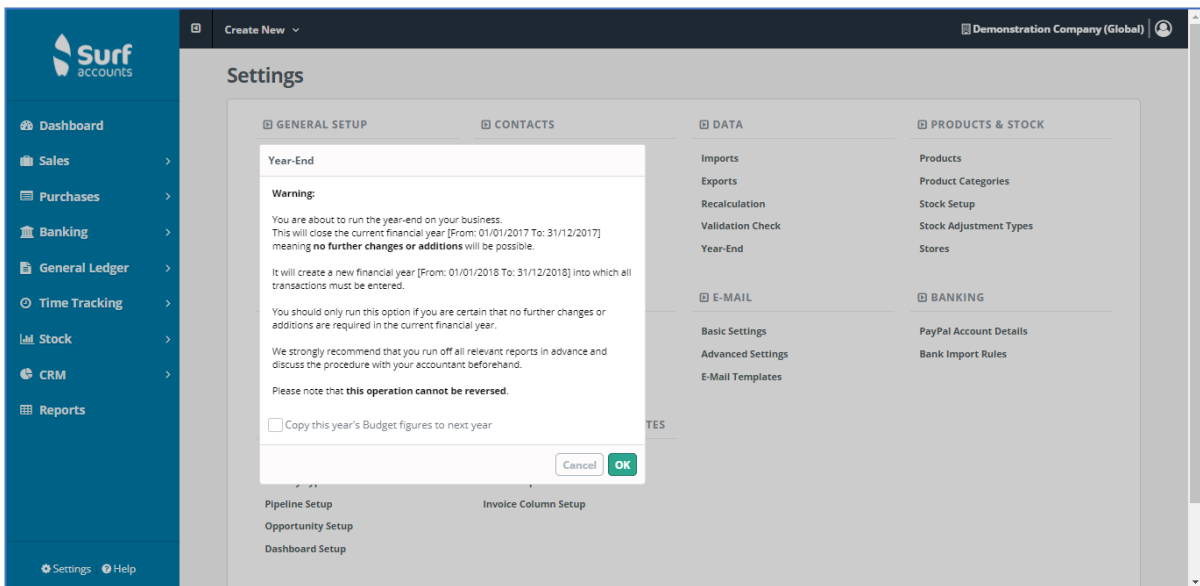
Print out your financial reports:

Reports	To run reports
Trial Balance	Click 'Trial Balance' under the 'General ledger' heading on the 'Reports' page.
Income & expenditure report	Click 'I&E report' under the 'General ledger' heading on the 'Reports' page.
Balance sheet report	Click 'Balance Sheet Report' 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.

Reports	To run reports
Aged supplier reports	<p>Click 'Aged Supplier Balances' under the 'Purchases' heading on the 'Reports' page.</p> <p>Click 'Supplier Accounts Report' under the 'Purchases' heading on the 'Reports' page. (Tick 'Show All Transactions' in 'Advanced Settings').</p>
Aged customer report (only for schools using the customer module)	<p>Click 'Aged Customer Balances' under the 'Customer' heading on the 'Reports' page.</p> <p>Click 'Customer Accounts Report' under the 'Customer' heading on the 'Reports' page. (Tick 'Show All Transactions' in 'Advanced Settings').</p>

8.3 Running the financial year-end

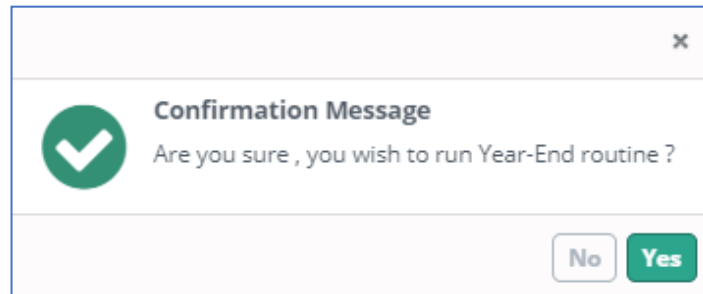
From 'Settings' > select 'Year-End' under the 'Data' heading, the following screen will appear:



Running year-end

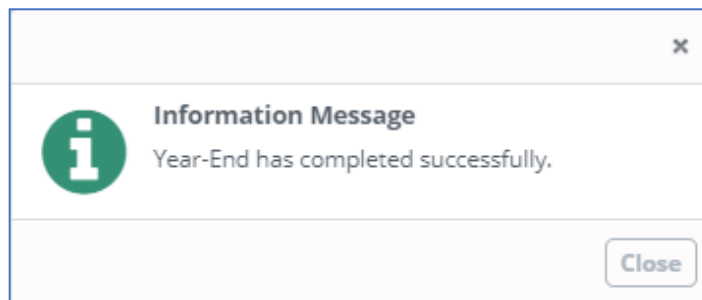
Make sure to read all of the above information, as the year end is **NOT REVERSIBLE**.
Make sure to extract all reports and discuss this process with your accountant before you proceed.

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.



Year-end confirmation

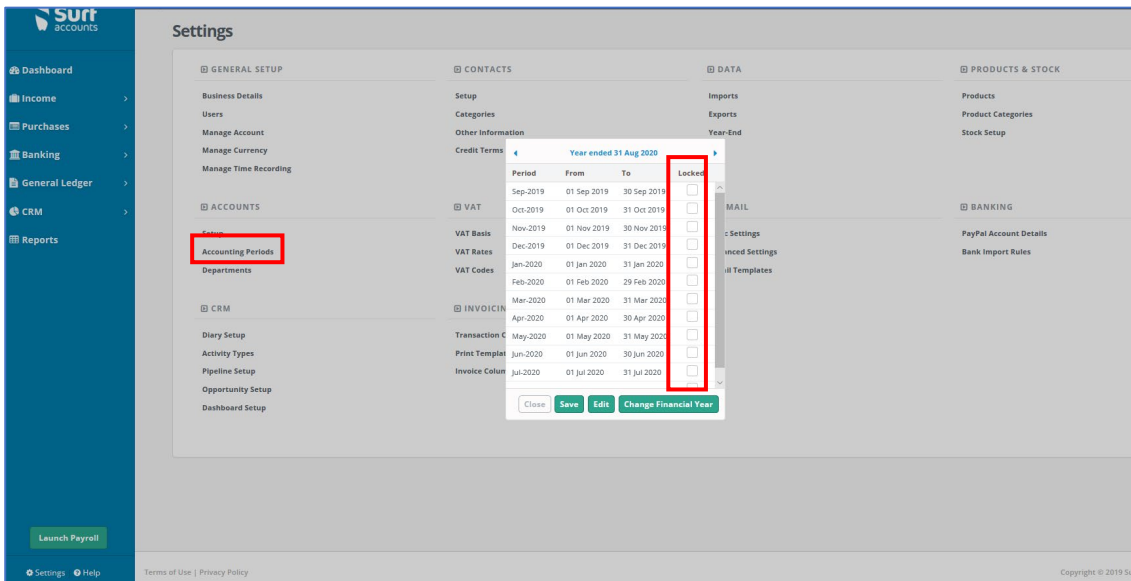
Once complete you will get the following message:



Year-end complete

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 'Settings' and 'Accounting Periods' under the 'Accounts' heading:



Accounting periods

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.