

## Financial Guideline 2019/2020 – 14

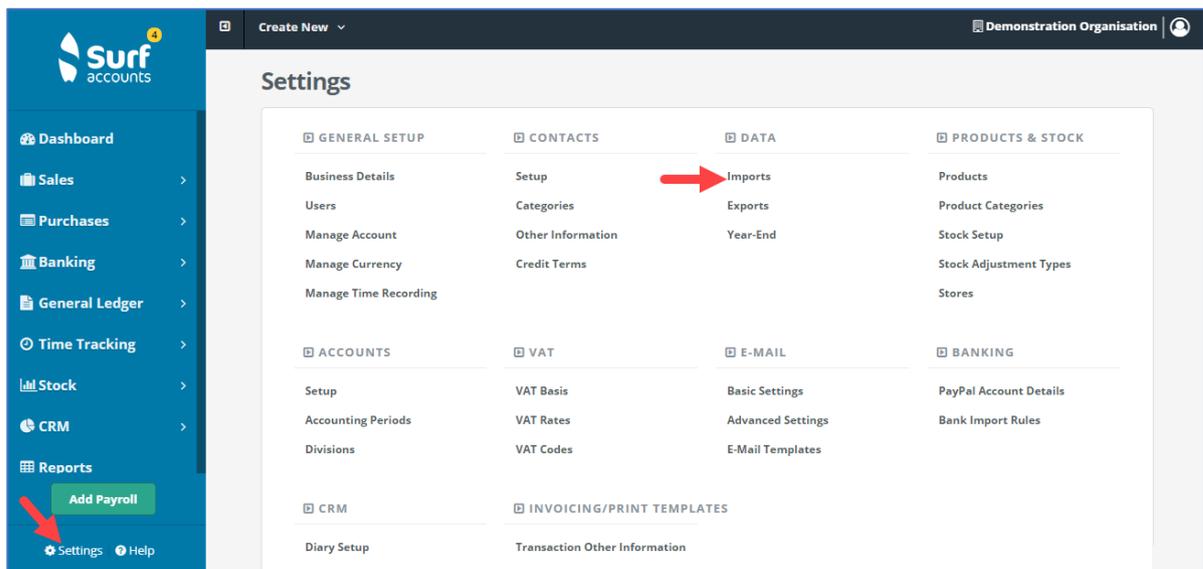
### Community & Comprehensive Schools

#### Entering the budget on Surf Accounts for the year ended 31 August 2020

In accordance with the Governance Manual for Community & Comprehensive Schools, the board of management are advised to prepare an annual budget each school year.

#### The School Budget for 2019/2020 should now be imported.

1. On the left panel, click **Settings**.
2. The **Settings** page appears. Under the **DATA** heading, click **Imports**.



The screenshot shows the Surf accounts web interface. On the left, a blue sidebar contains navigation options: Dashboard, Sales, Purchases, Banking, General Ledger, Time Tracking, Stock, CRM, Reports (with an 'Add Payroll' button), Settings (highlighted with a red arrow), and Help. The main content area is titled 'Settings' and features a grid of settings categories. Under the 'DATA' heading, the 'Imports' option is highlighted with a red arrow. Other categories include GENERAL SETUP, CONTACTS, PRODUCTS & STOCK, ACCOUNTS, VAT, E-MAIL, BANKING, CRM, and INVOICING/PRINT TEMPLATES.

*Import Link*

3. The Data Import page appears. Tick Monthly Budget Import and click Next.

**Data Import**

**Quick tip** Detailed help is available here.

Select the type of the file you wish to import

Surfaccounts Standard Import File

Contacts - Customer/Supplier/Prospects/Business & Personal Contacts  
 Product List  
 Detailed Customer Invoices and Credit Notes  
 Customer and Non Customer Receipts  
 Summary Supplier Invoices and Credit Notes  
 Monthly Budget Import

Stock Adjustments  
 Summary Customer Invoices and Credit Notes  
 Detailed Supplier Invoices and Credit Notes  
 Supplier and Non Supplier Payments  
 Yearly Budget Import

Close Next

Monthly Budget Option

4. The Data Import screen for Monthly Budget Import page appears. Click **Template** to download the required excel format to your machine and save the document.

**Data Import** > Monthly Budget Import

**Quick tip** Detailed help is available here.

To import **Monthly Budget Data** into **Surf Accounts** you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are any issues with the import file the information **will not** be imported then you must fix the problems and re-import.

Browse...
 SELECT PERIOD  
Select option
SELECT DEPARTMENT  
Select option

Close Previous Import

Template Link

5. Within the excel template, you can enter multiple nominal codes and their corresponding budget values.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Code	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12		
2		3010	-161250												
3		3050	-66000												
4		3150	-13200												
5		3200	-4845												
6		3220	-402												
7		3240	-3240												
8		3290	-3290												
9		3360													
10		4150	3538												
11		4370	5464												
12		4450	513												
13		4730	13200												
14		5032													
15		5150	1564												
16		5350	50												
17		6010	32000												
18															
19															
20															

Template

You can copy the information from the budget template that was submitted to the department.

The fields should be completed as follows:

**Code:** The Nominal Account code/number.

**Period 1:** Total € amount budgeted for the full year. **Note income values (codes 3000-3899) should be entered as a minus(-)**

Once you have completed the import template save the changes.

6. From the data import template page choose the file and select the period you are importing the budget to.

**Data Import** > Monthly Budget Import

**Quick tip** Detailed help is available here.

To import **Monthly Budget Data** into Surf Accounts you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

**SELECT PERIOD**  
Current Period

**SELECT DEPARTMENT**  
AOD

If you have started Surf Accounts pre-31<sup>st</sup> of August 2019 and have not yet performed your year end, you should select to import the template for the 'future period'.

If you have started Surf Accounts from the 1<sup>st</sup> of September 2019 or have started Surf Accounts pre-31<sup>st</sup> of August 2019 and have performed your year-end select the 'current period'.

Select **"AOD"** for the department.

Then select 'Import'.

7. If you have the budget broken down between departments and wish to compare different department income and expenditure against budget you will need to prepare a separate import template for each department. After each department balance has been imported the remaining balances should be entered under "AOD".

This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.

8. Once the budget has been imported you can view it by going to the 'General ledger' module > 'Chart of Accounts'. Click on the green 'Budget' button and select either 'Current Period-Monthly' or 'Future Period-Monthly' depending on what period you selected when importing.

Chart of Accounts		Print	Add	View	Budget	More	<input type="checkbox"/> Suppress Zero	Search	
Code	Description			2020	2019				
Income and Expenditure Account		Debit	Credit	Debit	Credit				
<b>Income</b>									
<b>Income Department Grants</b>									
3010	Non Pay Budget	-	2,208.25	-	92,5				
3011	Other grants	500.00	-	2,200.00					

Budget view

9. If you need to edit any of the amounts entered you can select the relevant cell and overwrite the figures.

Enter Current Year Monthly Budget		Back	Save							DEP	AOD - All
Code	Description	2020	Total	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb		
3010	Non Pay Budget	0.00	-161,250.00	-161,250.00	0.00	0.00	0.00	0.00	0.00		
3011	Other grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3020	DEIS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3030	Non Teachers Pay Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3050	Support Services Grant	0.00	-66,000.00	-66,000.00	0.00	0.00	0.00	0.00	0.00		
3150	Book Grant	0.00	-13,000.00	-13,000.00	0.00	0.00	0.00	0.00	0.00		
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3200	Transition Year Grant	0.00	-484.00	-484.00	0.00	0.00	0.00	0.00	0.00		
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3220	Grant for Traveller Students	0.00	-402.00	-402.00	0.00	0.00	0.00	0.00	0.00		
3230	Computer / IT Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3240	Supervision/Substitution	0.00	-3,538.00	-3,538.00	0.00	0.00	0.00	0.00	0.00		
3255	SEC Exam Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3270	Sports Complex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3275	Minor Works Grant- Non Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

10. The budget can also be input manually by entering the figures in the September column as shown above.

11. The budget will appear in the Income and expenditure report. For board of management reporting the income and expenditure report should always be printed from September to the year to date i.e. if reporting up to the end of January the Income and expenditure report should be printed for the period September to January.

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

Tel: 01-269 0677

[info@fssu.ie](mailto:info@fssu.ie)

11<sup>th</sup> October 2019