## **Enhancements to Surf Accounts**

# (FSSU Surf Accounts User Manual Amendments)

In recent months there have been some changes/improvements to the Surf Accounts system. We have outlined in this document the changes that are relevant to schools. The additional features are intended to make using Surf Accounts easier.

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- 1. Batch Invoice Allocation (Addition to Section 3.4 Allocating a customer receipt and Section 4.4 Allocating a Supplier Payment)
- 1.1 You can now allocate multiple payments/credits to invoices, so you don't have to manually spend time doing each payment individually. You can also auto allocate, so all outstanding records on account can be allocated in seconds.
- 1.2 On the left panel, click 'Purchases' > 'Suppliers'. (Or for customer invoices/payments 'Customers > 'Customers')
- 1.3 The 'Suppliers' page appears. Click Offor the corresponding supplier record and from the inline menu, click 'Allocation'.

		•	Freate Ne	w ~				My Subscr	ription	🖪 Demonstrati	on Compan	y @
			Supp	liers Add	Supplier				Se	earch	Q	]
🍘 Dashboard				€6,000.00 MONTH TO DATE		€6,000.00 Year to date	0	€9,267.00 UNPAID				
🖹 Sales	>	ALL	Туре		Code	Name 🔺		Phone		Time	Balance	
Purchases	>	AB	Supplier		AVI001	AVIVAIRELAND		<b>\$</b> 353-72-708025 <b>0</b> 00353-1-545122			€0.00	
🟛 Banking	>	c	C		DEL001	Dell Ireland		\$ 3523312445			<i></i>	
🖥 General Ledger	>	E	Supplier		DELOUT	Dell Ireland		<b>3</b> 523312445			€4,880.00	C
② Time Tracking	>	F									Open	
<u>#</u> IStock	>	G									View	
		1									SMS	
CRM	>	J									Account	
⊞ Reports		К									Merge	
		L									Allocatio	on N
Add Payroll		M									Remove	
A Cettions   O Links		N										
Settings @ Help		Р										

1.4 The 'Invoice Allocation' page appears. It shows the outstanding and unallocated payments and invoices. Note that for successful allocation, the figure in the 'Left to Allocate' field must be zero, post allocation.

W becounts					tion	_	n account aga	nst outstanding invoices. Tra	nsactions w	ill be allocated	based on
🛞 Dashboard		olde	est to ol	dest upor	n save.	uj menes e		interest int		in se unotated,	, wased on
🗂 Sales	>		ΘD	ELOO1 - Dell	Ireland						
🖬 Purchases	->		SUPP	LIER		SHOW	,		_		
🏛 Banking	>		DE	L001		~ Out	standing	Payments			
			Payr	ments/Credi	ts			l	J	Reverse Auto	Allocate
🖹 General Ledger				Date	Туре	Doc No.	Reference		Amount	Outstanding	Paid
				01/01/2020	Payment	4	DIP330		-2,000.00	-2,000.00	0.00
⑦ Time Tracking	>			02/01/2020	Payment	5	DIP331		-500.00	-500.00	0.00
lill Stock	\$							( Investore )	-2,500.00	-2,500.00	0.00
			Invo	ices				Invoices			
🕼 CRM	•			Date	Туре	Doc No.	Reference		Amount	Outstanding	Paid
III Reports				01/01/2020	Invoice	10	D1220		1,230.00	1,230.00	0.00
				02/01/2020	Invoice	11	DI221		2,460.00	2,460.00	0.00
				03/01/2020	Invoice	12	D1223	Post allocation	3,690.00	3,690.00	0.00
Add Payroll								🔰 this value 🛛 🧏	7,380.00	7,380.00	0.00

1.5 To have Surf Accounts allocate the payments, click 'Auto Allocate'. This will automatically allocate the payments against the oldest invoices first.

		•	Create New	• ~				My Subsc	iption 🛛 🕅 Dem	onstration Compa
			Allocate	e Alloca	credits/p		on account against outstandin	g invoices. Transactions w	ill be allocated	l, based on
🚯 Dashboard			ondest to	ordese apor	r suve.					
🗊 Sales	*		6	DEL001 - Dell	Ireland					
			s	UPPLIER		SHOW	v			
Purchases	*			DEL001		~ Ou	tstanding			V
💼 Banking	•		P	ayments/Credi	its				Reverse	Allocate
D Committee dama	\$			Date	Туре	Doc No.	Reference	Amount	Outstanding	Paid
🖹 General Ledger	<u>``</u>			01/01/2020	Payment	4	DIP330	-2,000.00	-2,000.00	0.00
⑦ Time Tracking				02/01/2020	Payment	5	DIP331	-500.00	-500.00	0.00
								-2,500.00	-2,500.00	0.00
量 Stock	>		li li	nvoices						
CRM	× .			Date	Туре	Doc No.	Reference	Amount	Outstanding	Paid
				01/01/2020	Invoice	10	DI220	1,230.00	1,230.00	0.00
🎟 Reports				02/01/2020	Invoice	11	DI221	2,460.00	2,460.00	0.00
				03/01/2020	Invoice	12	DI223	3,690.00	3,690.00	0.00
Add Payroll								7,380.00	7,380.00	0.00
Settings @ Help								Left	to Allocate	0.00

		Allocate	e Alloca outstanding oldest upor	credits/p		on account against outstandin	ng invoices. Transactions will be	allocated, based on
🔒 Dashboard								
Sales	>	e	DEL001 - Dell	Ireland				
		st	IPPLIER		SHO	w		
Purchases	>		DEL001		~ 0i	utstanding		
💼 Banking	->	P	ayments/Cred	its			Deverate	rse Auto Allocate
		1	Date	Туре	Doc No.	Reference	Payments allocated	standing Paid
🕯 General Ledger	•	1	01/01/2020	Payment	4	DIP330	anocatoa	0.00 +2,000.00
② Time Tracking	5	1	02/01/2020	Payment	5	DIP331		-500.00
							Invoice	0.00 -2,500.00
M Stock	>	In	voices				amount allocated	
🕒 CRM		1	Date	Туре	Doc No.	Reference	anocated	anding Paid
	96	(	01/01/2020	Invoice	10	DI220	1,230.00	00 1,230.00
III Reports		1	02/01/2020	Invoice	11	DI221	2,460.00	1,190 1,270.00
		1	03/01/2020	Invoice	12	DI223	3,690.00	3,690.00 0.00
Add Payroll							7,380.00	4,880.00 2,500.00

0	R

1.6 To manually allocate, under the Invoices heading, enter the payment amount, as appropriate, under the 'Paid' heading, and the corresponding value under the 'Payments/Credits' heading.

			Doc No.	Reference		Amount	Outstanding	Paid
28/	/04/2019	Payment	37		500 paid , €400 allocated to	-500.00	-0.00	-500.00
nvoice	es				ne invoice and €100 allocated	-500.00	0.00	-500.00
Da	ate	Туре	Doc No.	Reference		Amount	Outstanding	Paid
07/	/03/2019	Invoice	5516	2		500.00	59.63	100.0
01.	1/09/2019	Invoice	50	7		500.00	50.00	400
						1,000.00	109.63	500.00

#### OR

1.7 Tick box beside the 'Date' heading.

Note when you tick the tick box beside the Date heading for both payments and invoices, the total payment' and invoices' amounts are moved under the Paid heading. However, to successfully allocate by this method, the payments' and the invoices' amounts must be equal.

	8	Create New	· ~					My Subscription	E Demonstration Company
		Allocate	e Alloca	credits/p		on account against o	outstanding invoices. Trans	actions will be	allocated, based on
🍘 Dashboard			10						
💼 Sales 🛛 👌		e	DEL001 - Dell	ireland					
Purchases >			JPPLIER DELOO1		- Out	v tstanding			Payment amount moved
▲ Banking >		P	ayments/Cred	its				Reve	
🖹 General Ledger 🔷 🔿			Date 01/01/2020	Type Payment	Doc No.	Reference DIP330		Amo	Paid -2.000.00
O Time Tracking →			02/01/2020	Payment	5	DIP331		-50 amou -2,50 move	nt -500.00
네 Stock >			voices					2,00	
G CRM >			Date Date	Туре	Doc No.	Reference		A	eding Paid
			2 01/01/2020	Invoice	10	DI220	Allocation inco		0.00 1,230.00
III Reports			02/01/2020	Invoice	11	DI221	because value is zero	not equal to	0.00 2,460.00
· · · · · · · · · · · · · · · · · · ·			03/01/2020	Invoice	12	DI223		~ ~	0.00 3,690.00
Add Payroll								7,380.00	0.00 7,380.00
Settings O Help								Left to Alloo	ate 4,880.00

1.8 To save the allocation, click 'Save'.

	9	Create New	÷				My Subscri	ption   🗒 Dem	nonstration Company
		Allocate	e Alloca	credits/p		n account against outstanding invoices. Tra	nsactions wil	l be allocate	d, based on
🚳 Dashboard									
💼 Sales	->	0	AVIO01 - AVIV	AIRELAND					
Purchases			PPLIER		SHOW				
Second Andrea		1	AV1001		~ Outs	standing			o Allocate
â Banking	- <b></b>		yments/Cred		Confirm	ation Message	1		
👔 General Ledger	->		Date	Payment		Making this change will clear any unsaved	Amount -2,000.00	Outstanding 0.00	-2.000.00
@ Time Tracking		6	02/01/2020	Payment	$\sim$	allocations that you have made. Do you wish to continue?	-500.00	0.00	-500.00
M Stock							-2,500.00	0.00	-2,500.00
STOCK		In	voices			No Yes	Rev	iew the	
CRM	- <b>&gt;</b> :		Ø Date	Туре	Doc No.	Reference	mess	age and	Paid
		8	01/01/2020	Invoice	10	DI220	do ac	cordingly	1,230.00
III Reports			02/01/2020	Invoice	11	DI221	2,400000	0.00	2,460.00
.e		8	03/01/2020	Invoice	12	DI223	3,690.00	0.00	3,690.00
Add Payroll							7,380.00	0.00	7,380.00
Settings O Help							Left to	Allocate	4,880.00

- 2. New Banking Menu (Amendment to Section 5.1 The banking menu)
- 2.a. Bank Accounts Page (Addition to Section 5.1 The banking menu)

There is a new Bank Account page that summarises all the bank accounts being accounted for on Surf:

2.a.1 On the left panel, click 'Banking' > 'Bank Accounts'.

	Create New ~ My Subscription	ration Company 🛛
	Bank Accounts How to add Bank Accounts & Connect for Automatic Feeds ? () (COMING SOON)	int
🏟 Dashboard		
💼 Sales 🛛 🔶	Bank current account Reconciled: Never Reconciled: Never Reconciled: Never	
Purchases		
	€12,884.40 €0.00	
🖹 General Ledger 🔷 🔸		
② Time Tracking →	Cash control account Bank deposit account	
bell Stock →	Reconciled: Never	
♦ CRM >		
III Reports	€0.00 €0.00	
Add Payroll		
Settings O Help	Current Business Account	

2.a.2 The system may warn you that you do not have sufficient rights to access Bank Accounts. If this is the case, go to 'Settings' > 'Users' under the 'General Setup' heading. Open the user access by selecting from the inline drop down. Under the 'Customer Setup' section tick the box for 'Access Bank Accounts' and save.

ings	Email
	Permissions training1@surfaccounts.com
	E-MAIL*
	training1@surfaccounts.com
	Access Stock Adjustment
	Access Manage Account
	Access Pay Suppliers
	Access Recurring Template
	Access Yodlee Bank Integration
	Access Bank Accounts
	Access Add-Ins
	Access Plaid Bank Integration

#### 2.b. Recurring Receipts Menu Moved under the Receipts Menu (Amendment to Section 5.1 The banking menu & Section 5.3 Recurring Receipts)

2.b.1 To access the 'Recurring Receipts':

On the left panel, click 'Banking' > 'Receipts'.

		۵	Create New 👻	X		My Subscription	🔋 🛛 🗐 Demonstr	ration Company
			Custom	ers Add Customer			Search	٩
🆚 Dashboard				,466.00	€5,466.00 YEAR TO DATE	€66,920.00	8 INVOIC	ES
🖬 Sales		ALL	Туре	Code	Name 🔺	Phone	Time	Balance
Purchases		AB	Customer	ANT001	Antrim Dynamos thomas@antrimdynamos.ie	<b>\$</b> 353-72-708025 <b>\$</b> 353-16-776808	€0.00	€-6,402.52
Banking		c	Customer	ATH001	Athlone Eagles	00353-26-346457	€0.00	€60,742.50
Bank Accounts (NEV		D E	Costonia	Antor	info@athloneeagles.com	00353-59-380085	0.00	
Payments		F	Customer	BEL001	Belfast Rams info@belfastrams.com	© 00353-8-547354 © 00353-53-701967	€0.00	€1,690.00
Bank Reconciliation		G H	Customer	BRA001	Bray Bulls	00353-72-677155	€0.00	€0.00
Import Bank Feeds Receipt Bank		1			info@braybulls.au	00353-75-760874		
🖥 General Ledger		ĸ	Customer	CAB001	CABRA CITY info@cabracity.ie	S353-72-708025 1-908876543	€0.00	€100.00
		L	Customer	CAR001	Carlow Bulls	<b>L</b> 1-908876543	€0.00	€1,387.50
Add Payroll		M N	Customer	TES001	info@carlowbulls.uk	0 353-72-708025	€0.00	€0.00
Settings @ Held	i	0	substantiner	163001	reaction to acomer	D 21998765645	20.00	20.00

2.b.2 The 'Receipts' page appears. Click the list and select 'Recurring Receipt'.

Receipts	Add	Quick Add Fi	ilter		Receipt ~	Search	Q
€7,00 MONTH T			6	€7,005.00 YEAR TO DATE	Receipt 🗸	.52 TED	
					<ul> <li>Recurring Receipt</li> </ul>		

2.b.3 The 'Recurring Receipts' page appears.

Recurring Receipts Add Generate		All (0)	~ Se	arch	Q
Next Date - Code Customer	Frequency	Status	Net	VAT	Gross
			ltems per	page 20 5	0 100

#### 2.c. Recurring Payments Menu moved under Payments Menu (Amendment to Section 5.1 Banking module: The banking menu & Section 5.5 Banking module: Recurring Payments)

2.c.1 On the left panel, click	'Banking' > 'Payments'.
--------------------------------	-------------------------

A cruck		٩	Create Nev	<b>~</b> ~					My Sub	scription	🗄 Demonstrat	ion Compan	y
			Custo	mers 🚺	dd Customer						Search	٩	
🍘 Dashboard			<b>#</b>	€5,466.00		Ċ	€5,466.00 YEAR TO DATE	٥	€66,920.00	C	8 INVOICES	5	
💼 Sales		ALL	Туре		Code	Ni	ime 🔺		Phone		Time	Balance	1
🖬 Purchases		A. B	Customer	r)	ANT001		i <b>trim Dynamos</b> omas@antrimdynamos.ie		\$353-72-7080 0 353-16-7768		€0.00	€-6,402.52	
1 Banking		с				un	omasqpanimitynamosile		u 333-10-7700	08			
Bank Accounts (NW)		DE	Customer	r	ATH001		hlone Eagles io@athloneeagles.com		© 00353-26-34 © 00353-59-38		€0.00	€60,742.50	
Receipts Payments		F	Customer	r	BEL001		lfast Rams		€ 00353-8-547 □ 00353-53-70		€0.00	€1,690.00	
Bank Reconciliation		G H	Customer	r	BRA001		ay Bulls		00353-72-67	7155	€0.00	€0.00	
Import Bank Feeds		1				int	o@braybulls.au		00353-75-76	0874			
Receipt Bank		K	Customer	r	CAB001		BRA CITY lo@cabracity.ie		S353-72-7080		€0.00	€100.00	
🖥 General Ledger	*	L	Customer	r	CAR001		rlow Bulls		<b>C</b> 1-90887654		€0.00	€1,387.50	
Add Payroll		M				in	lo@carlowbulls.uk		0 353-72-7080	25			
🛛 Settings 🕤 Help		0	Customer	r	TE5001	Te	st Customer		€ 2199876564 □ 2199876564		€0.00	€0.00	1

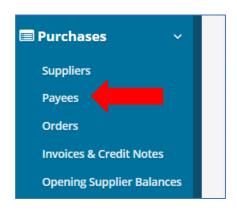
2.c.2 The 'Payments' page appears. From the list select 'Recurring Payment'.

		☑ Create New ∨			My Subscription 🛛 💭 Demonstration Company						
				ts Add	Quick Add	Filter Create SEPA File			~ Search		
🍘 Dashboard				<b>,387.00</b>		€4,387.00 Year to date		urring Payment	0		
📋 Sales	>		Date 🕶	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discount	Allocated	
Purchases	>		07 Jan 2020	PAY 3*	Cash YR774	AVIVAIRELAND AVI001	Bank current account	1,887.00	0.00	No	
🏛 Banking 🖹 General Ledger	> >		02 Jan 2020	PAY 5*	Cash DIP331	Dell Ireland DEL001	Bank current account	500.00	0.00	No	Ċ
⊙ Time Tracking	>		01 Jan 2020	PAY 4*	Cash DIP330	Dell Ireland DEL001	Bank current account	2,000.00	0.00	No	
네 Stock	> >		29 May 2019	PAY 1*	Cash 39806	<b>Tom Jones</b> Split	Bank current account	100.00	0.00		
III Reports								ltems p	ber page 20	50 100	
Add Payroll											
Settings O Help		Term	is of Use   Privacy P	olicy				Copyright	© 2019 Surf Acco	ounts. All rights r	reser

2.c.3 The 'Recurring Payments' page appears.

Recurring Payments Add Generate		All (0)	~ Se	arch	Q
Next Date Code Supplier/Payee	Frequency	Status	Net	VAT	Gross
			ltems per	page 20 5	100

- 2.d. Payees Menu Relocated (Amendment to Section 2.11 Getting started: Setting up payees, Section 5.1 The banking menu & Section 5.4 Bank payments)
- 2.d.1 The 'Payees' menu is now available on the left panel under 'Purchases' > 'Payees'.



2.d.2 You can now set a default department for payees.

Click 'Add Payee' > 'Invoice Setting'.

Select the applicable department from the dropdown menu i.e. NPG.

Click Save.

General Info	Invoice Settings		
V DEFAULT I	NFORMATION		
DEFAULT NOM	INAL CODE		
Search		Q	
DEFAULT VAT	CODE	E	BIC
Z 0.00% (Ze	ro)	~ ]	
DEPARTMENT			
	pay grant 🗸 🗸		

# 3. Date Parameters on General Ledger Card (Addition to Section 6.1 General ledger module introduction)

3.1 You can now filter your 'General Ledger' by custom date ranges, making it easier to review the general ledger live on screen.

Select 'General Ledger' > 'Chart of Accounts' Hover the mouse over the relevant nominal code line and left click.

Income School Gener	ateu		
3310	Transition Year Students	<b></b>	16,260.00
3330	Book Rental Receipts		600.00

3.2 This will open up the 'General Ledger Card'. You can select 'Custom' from the drop-down menu as shown below to select a narrower date range for view.

Create New ~	ate New   ~				iption 🛛 🗮 Demonstration Or					
General I	.edger Carc	I - Sales ledger control Print	Back Run	Custom ~	From	To 🛗				
Date	Period	Description	Product	All Financial Year	Credit	Balance				
01 Jan 2019	Jan-2019	O/B Sales Invoice 1199 1000 C Cabra City-Balance sheet suspense	1	Custom 🗸		6,150.00				
01 Jan 2019	Jan-2019	O/B Receipt 111 1119 41 Antrim Dynamos		÷.	1,230.00	4,920.00				

#### 4. Journal Import (Addition to Section 6.4 Entering a nominal journal)

- 4.1 You can now import journals to Surf Accounts in the excel template Surf Accounts provides. This may be useful for improving the efficiency of posting Payroll or VAT journals, where applicable.
- The Settings page appears. Under the 'DATA' heading, click 'Imports'. ☑ Create New ∨ 🖩 Demonstration Organisation 🛛 🔕 Surf Settings 🚯 Dashboard ■ GENERAL SETUP ■ CONTACTS ■ PRODUCTS & STOCK DATA Setup Products **Business Details** Imports 🗐 Sales Users Categories Exports Product Categories 🔳 Purchases Manage Account Other Information Year-End Stock Setup 🟛 Banking Manage Currency Credit Terms Stock Adjustment Types Manage Time Recording Stores 🖹 General Ledger ⑦ Time Tracking ■ ACCOUNTS VAT E-MAIL BANKING III Stock Setup VAT Basis Basic Settings PayPal Account Details 🕒 CRM Accounting Periods VAT Rates Advanced Settings Bank Import Rules E-Mail Templates Divisions VAT Codes I Reports Add Payroll ▶ CRM ■ INVOICING/PRINT TEMPLATES 🔅 Settings 🛛 🕜 Help Diary Setup Transaction Other Information
- 4.3 On the 'Data Import' page, tick 'Journals' and click 'Next'.

4.2 On the left panel, click 'Settings'.

	Create New 🗸	My Subscription   🗟 Demonstration Business Ireland   🙆
	Data Import	
	O Quick tip. Detailed help is available here.	×
🚯 Dashboard		
i∰ Sales →	Select the type of the file you wish to import	
Purchases >	Surfaccounts Standard Import File 🚽	
And a set of the set o	O Contacts - Customer/Supplier/Prospects/Business & Person	hal Contacts
▲ Banking >	O Product List	Stock Adjustments
General Ledger >	<ul> <li>Detailed Customer Invoices and Credit Notes</li> </ul>	Summary Customer Invoices and Credit Notes
✿ CRM →	Customer and Non Customer Receipts	Detailed Supplier Invoices and Credit Notes
III Reports		
d- Add-Ins	<ul> <li>Summary Supplier Invoices and Credit Notes</li> </ul>	<ul> <li>Supplier and Non Supplier Payments</li> </ul>
H- Aud-Ins	Journals	Monthly Budget Import
(International Control of Control	Yearly Budget Import	
Add Payroll		
Settings  Help		Close Next

4.4 The 'Data Import > Journals' page appears. If you have already downloaded the template, enter the details as per the table below. Alternatively, click '<u>Template</u>' to download the template and enter the details. The template name is JournalFormat.csv.

Field	Details
Date	The journal date
Ref. No	Unique journal reference number
Туре	Enter 'Journal'
Note	Enter notes (if applicable)
Code	The nominal account code applicable for this part of the transaction
Item Line Note	You can leave this blank, if inputting a journal manually this field would populate with the nominal account name.
Debit Credit	Debit: For the accounts you wish to debit enter the debit amount Credit: For the accounts you wish to credit enter the
	credit amount
Division	Enter the code for the applicable 'Department' e.g. AOD, NTP etc.
SubDivision	Leave blank unless using sub-departments.

4.5 Therefore posting a VAT journal where you want to debit: the account code as per the expense code used for the original invoice, e.g. Repairs to building and grounds expense 5310 and credit the VAT control account code 2260 should look as follows:

A	В	С	D	E	F	G	Н		J	K
Date	Ref	Туре	Note	Code	Item Line Note	Debit	Credit	Division	SubDivision	
01/01/2019	VAT 1	Journal	VAT on Electrics Invoice	5310		1984		NPG		
01/01/2019	VAT 1	Journal	VAT on Electrics Invoice	2260			1984	NPG		

- 4.6 Save the template.
- 4.7 On the 'Data Import > Journals' page, click 'Browse' and select the template from your local drive.
- 4.8 Click 'Import'.

Optick tip       Detailed help is available here.	×
To import <b>Journals</b> into <b>Surf Accounts</b> you must use the following <b>Template</b> (click on link to download). Once you have filled in the information select your file below and press the Import Butto there are <b>any</b> issues with the aport file the sformation <b>will not</b> be imported then you must fix the problems and re-import. <b>C:\Users\Elleen\Document i\</b> Browse	ı. lf
Close Previous In	nport

4.9 The 'Journals' page displays the journal you just added. If the template is not in the correct format a validation error message will show instead.

	٥	Create New 🗸						My Subscription	🛛 🖪 Demonstrati	ion Organisation
		Journals	Add					Current (3) v	Search	Q
🚯 Dashboard		Date 🕶	Period	Tran Type	Doc. No.	Ref. No.	Nominal Account		Debit	Credit
💼 Sales		16 Apr 2020	Apr-2020	Journal	3	1176	001		2,000.00	2,000.00
🔲 Purchases		14 Apr 2020	Apr-2020	Journal	1	1233	001		3,000.00	3,000.00
🏦 Banking		08 Apr 2020	Apr-2020	Journal	2	112	001		500.00	500.00
🖹 General Ledger			_ /					Iten	ns per page 20	50 100
O Time Tracking										
Lall Stock										
🖨 CRM										
I Reports										
🗢 Settings 🛛 Help	Term	is of Use   Privacy Poli	icy					Copyrig	ht © 2020 Surf Acc	ounts. All rights reserved.

- 5. Saving journals (Addition to Section 6.4 General ledger module: Entering a nominal journal)
- 5.1 Previously journals were not saving unless the next item line was clicked, this is now resolved.
- 6. The Journal Listing Report (Addition to Section 6.4 Entering a nominal journal)
- 6.1 The 'Journal Listing' report can now be generated by the Doc. No. and the Ref. No. headings.

To print the report:

6.2 Select 'Reports' and click on 'More Reports'.

Dashboard Customers Purchases	CUSTOMERS Invoice / Credit Note Report Customer Statements	PURCHASES Invoice / Credit Note Report	盦 BANKING Receipts Report
Purchases >		Invoice / Credit Note Report	Pacaints Papart
	Customer Statements		Receipts Report
		Supplier Statements	Payments Report
Banking >	Customer Accounts Report	Supplier Accounts Report	Bank Reconciliation
	Aged Customer Balances	Aged Supplier Balances	
🕽 General Ledger 🛛 🚿			
CRM >			
Reports			¥ More Reports

- 6.3 From the additional reports under the 'General Ledger' heading click on 'Journal Listing'.
- 6.4 Click on 'Advanced Settings' to arrange the report in the format you prefer.
- 6.5 To insert or remove columns from the report click on the column title then the central arrow to move it from one side to the other. To rearrange the columns, click on the column title and then click on the up/down arrows at the bottom of the panel.
- 6.6 To sort the transactions, select from the drop-down menu 'Date' and then 'Doc.No.'. Then select 'Update'.

ng Back			
	Advanced Settings	×	
Ê	COLUMN ORDER	Q All	
E	Exclude	Include	
	Sub Department	Date Type Ref.N	
leport		Description Notes	
Туре		FEATURES	ption Notes
	1.     Date     ~     Total       2.     Doc.No.     ~     Total	TYPE	To
		Cancel Update	

#### Relative Time Periods as Criteria in Reports (Addition to Section 7.2.3 Reports: Income and expenditure account)

When you generate reports, you can specify a custom date range as a criterion. Now, you can also specify preconfigured time periods, for example, last week, last quarter or last month as date ranges by clicking the icon, available in all reports.

# 8. Viewing and Editing Transactions through Surf Reports (Addition to Section 7.2.4 Balance sheet report and Section 7.3.2 General ledger account details)

8.1 All reports under the 'General Ledger' heading on the 'Reports' page now allow you to trace back to the source (except the 'I&E Report'). For example, when you generate the 'Balance Sheet Report', you can click the balance of an account record and this will open the 'General Ledger Account Details Report' for that account balance.

				Balance Shee
t Jan 2020 <b>To</b> 31st Dec 20	2020		n company	Demonstration
Comparative	Current		Description	Code
comparative	e	Click to	Description	couc
			t	Balance Sheet
		view the		Bank and Cas
	492.00	source	Bank current account	771
	€492.00			
7	€492.00	Current Assets		
			ities	Current Liabil
2	75.94		VAT control account	845 VAT control account
	€75.94			
	€416.06	Net Assets		
				(
4 SU			elate on April 04, 2020 5:35 AM	Printed By SM R

See the image below.

8.2 The 'General Ledger Account Details Report' now drills down to a source transaction for you to easily query or edit transactions.

Code	Date	Doc.No.	Туре	Details		Debit	Credit	Ba
771-Bank	current account							
771	15/05/2018	2	RCPT	TEST 112		236.00	×	
771	13/04/2020	1	RCPT	TEST 112		256.00		
		1			Totals:	€492.00		€
			Click to		Totals:	€492.00	-	€
			the rec					