

Financial Guideline 2020/2021 - 11

Community & Comprehensive Schools

Entering the budget on Surf for the year ended 31 August 2021

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 2020/2021 should now be imported.

You can input the budget manually or by the Surf Imports process:

1. Manual Method

1.1 Go to the 'General ledger' module > 'Chart of Accounts'. Click on the green 'Budget' button and select either 'Future Period-Monthly', if you have not yet completed the year end process for the year ended 31 August 2020 or 'Current Period-Monthly' if you have completed the year end process.

Chart of Accounts Print Add	View - Budget - This Year -	Suppress Zei
	Current Period - Annual	
Code Description	Current Period - Monthly	2020
Income and Expenditure Account	Future Period - Annual	Debit Credit
Income	Future Period - Monthly	
Income Department Grants		
3010 Non Pay Budget		- 152,327.00

Bud	lopt	view
Duu	gei	VIEVV

Ente	er Current Year Month	nly Budget	Back	Save							DEP	AOD - All (∽ Suppr	ess Zero
Code	Description	2021	Total	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 2
3010	Non Pay Budget	0.00	0	-183000	0.00	0.00	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	0.00	0.00	0.00	0.0
3050	Support Services Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3150	Book Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3200	Transition Year Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

- 1.2 Select the Department (DEP) 'AOD-All Other Departments' and make sure the 'Supress Zero' box is unticked.
- 1.3 To enter your annual budget figures, select the cell under the Column 'Sep 20' and enter the value for that particular nominal code. (Helpful hint: once you have clicked on the cell hit 'Ctrl+A' to overwrite the 0.00 value)
- 1.4 Note income values (codes 3000-3899 should be entered as a minus (-)
- 1.5 Hit 'Save' to save the budget figures.
- 1.6 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.
- 1.7 You can check the budget has been entered correctly by running an I&E Report for the period Sep-2020 to Sep-2020.

2. Import Method

Alternatively, you can enter the budget using the Surf Import process:

- 2.1 On the left panel, click **Settings**.
- 2.2 The **Settings** page appears. Under the **DATA** heading, click **Imports**.

4	d Crea	ite New 🗸			🛛 Demonstration Organisation 🙆
	Se	ettings			
🊯 Dashboard		GENERAL SETUP	► CONTACTS	D DATA	PRODUCTS & STOCK
🗐 Sales		Business Details	Setup	Imports	Products
Purchases		Users Manage Account	Categories Other Information	Exports Year-End	Product Categories Stock Setup
🏛 Banking		Manage Currency	Credit Terms		Stock Adjustment Types
🖹 General Ledger		Manage Time Recording			Stores
⑦ Time Tracking		■ ACCOUNTS	► VAT	E-MAIL	■ BANKING
lıll Stock		Setup	VAT Basis	Basic Settings	PayPal Account Details
🕒 CRM		Accounting Periods	VAT Rates	Advanced Settings	Bank Import Rules
I Reports		Divisions	VAT Codes	E-Mail Templates	
Add Payroll		D CRM	▶ INVOICING/PRINT TEMPLA	TES	
Settings 🛛 😯 Help		Diary Setup	Transaction Other Information		
			Import Link		

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

Quick tip Detailed help is available here.		
Select the type of the file you wish to import		
Surfaccounts Standard Import File 🛛 🗠		
O Contacts - Customer/Supplier/Prospects/Business & Personal Contact	s	
O Product List	Stock Adjustments	
O Detailed Customer Invoices and Credit Notes	Summary Customer Invoices and Credit Notes	
Customer and Non Customer Receipts	 Detailed Supplier Invoices and Credit Notes 	
Summary Supplier Invoices and Credit Notes	 Supplier and Non Supplier Payments 	
 Monthly Budget Import 	 Yearly Budget Import 	

Monthly Budget Option

2.4 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			
Our content of the state of th			×
To import Monthly Budget Data into Surf Account : Import Button. If there are <u>any</u> issues with the impor	you must use the followin <mark>t Template (c</mark> .tk on lini t file the information <u>will net be imported</u> then yo	k to download). Once you have filled in the information select your file bel u must fix the problems and re-import.	low and press the
	SELECT PERIOD	SELECT DEPARTMENT	
Browse	Select option	 Select option 	~
		Close	ious Import

Template Link

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

	Α	В	С	D	E	F	G	Н	1 I I	J	K	L	М	N	0	
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															
0	4150	3538														
1	4370	5464														
2	4450	513														
13	4730	13200														
4	5032															
15	5150	1564														
16	5350	50														
7	6010	32000														
8																
9																
20																

Template

The fields should be completed as follows: **Colum A - Code**: Enter the Nominal Account code/numbers. **Column B - Period 1**: Enter the € 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.

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

			,
o import Monthly Budget Data into Surf Accoun aport Button. If there are <u>any</u> issues with the imp	nts you must use the following Template (click on link to poort file the information will not be imported then you	to download). Once you have filled in the information select yo must fix the problems and re-import.	our file below and press the
:\Users\Eileen\Documents\ Browse	SELECT PERIOD	SELECT DEPARTMENT	

If you have not yet completed your year end process for 31 August 2020, you should select to import the template for the 'future period'.

If you have completed the year end process on Surf Accounts and the current financial year is set to 31 August 2021, select the 'current period'.

Select "AOD" for the department.

Then select 'Import'.

2.7 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.

2.8 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 - This Year -	Suppress Zer
	Current Period - Annual	
Code Description	Current Period - Monthly	2020
Income and Expenditure Account	Future Period - Annual	Debit Credit
Income	Future Period - Monthly	
Income Department Grants		
3010 Non Pay Budget		- 152,327.00



2.9 If you need to edit any of the amounts entered, you can select the relevant cell and overtype the figures.

Ente	er Current Year Month	nly Budg	et Bacl	k Save		_		DEP AOD	- All (V
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.
3011	Other grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3020	DEIS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3030	Non Teachers Pay Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3050	Support Services Grant	0.00	-66,000.00	-66,000.00	0.00	0.00	0.00	0.00	0.
3150	Book Grant	0.00	-13,000.00	-13,000.00	0.00	0.00	0.00	0.00	0.
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3200	Transition Year Grant	0.00	-484: 00	-4845.00	0.00	0.00	0.00	0.00	0.00
3210	Leaving Cert Applied Grant	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.
3220	Grant for Traveller Students	0.00	-402.00	-402.00	0.00	0.00	0.00	0.00	0.
3230	Computer / IT Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3240	Supervision/Substitution	0.00	-3,538.00	-3,538.00	0.00	0.00	0.00	0.00	0.
3255	SEC Exam Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3270	Sports Complex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3275	Minor Works Grant- Non Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.

A video demonstrating entering the budget on Surf is available to watch on our website. <u>Click here to watch video.</u>

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

7th October 2020





Treoirlíne Airgeadais 2020/2021 – 11

Pobalscoileanna agus Scoileanna Cuimsitheacha

An buiséad a chur isteach ar Surf don bhliain dar críoch an 31 Lúnasa 2021

De réir an Lámhleabhair Rialachais do Phobalscoileanna agus Scoileanna Cuimsitheacha, moltar do bhoird bhainistíochta buiséad bliantúil a ullmhú gach scoilbhliain.

Is mithid an Buiséad Scoile don bhliain 2020/2021 a iompórtáil anois.

ls féidir leat an buiséad a chur isteach de láimh nó trí phróiseas iompórtála Surf Accounts:

1. Modh de Láimh

1.1 Téigh chuig an modúl 'General ledger' > 'Chart of Accounts'. Cliceáil ar an gcnaipe glas 'Budget'. Ansin roghnaigh 'Future Period-Monthly' mura bhfuil an próiseas deireadh bliana don bhliain dar críoch an 31 Lúnasa 2020 curtha i gcrích agat go fóill,

nó 'Current Period-Monthly' má tá an próiseas deireadh bliana curtha i gcrích agat.

Chart of Accounts Print Add	View • Budget • This Year •	Suppress Zer
	Current Period - Annual	
Code Description	Current Period - Monthly	2020
Income and Expenditure Account	Future Period - Annual Debit	Credit
Income	Future Period - Monthly	
Income Department Grants		
3010 Non Pay Budget		152,327.00

An radharc buiséid

Ente	er Current Year Month	nly Budget	Back	Save							DEP	AOD - All (- Suppi	ress Zero
Code	Description	2021	Total	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 2
3010	Non Pay Budget	0.00	0 0	-183000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3030	Non Teachers Pay Budget	0.00	0.0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3050	Support Services Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3150	Book Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3200	Transition Year Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

- 1.2 Roghnaigh an rannóg (DEP) 'AOD-All Other Departments' agus déan cinnte de nach bhfuil tic sa bhosca 'Supress Zero'.
- 1.3 Chun d'fhigiúirí buiséid bhliantúil a chur isteach, roghnaigh an chill faoin gColún 'Sep 20' agus cuir isteach an luach don chód ainmniúil áirithe sin. (Leid chabhrach: tar éis duit cliceáil ar an gcill, brúigh 'Ctrl+A' le clóscríobh thar an luach 0.00)
- 1.4 Tabhair do d'aire gur chóir luachanna ioncaim (cóid 3000-3899) a chur isteach ina bhfigiúirí lúide (-)
- 1.5 Brúigh ar 'Save' chun na figiúirí buiséid a shábháil.
- 1.6 Tiocfaidh an buiséad aníos sa tuairisc ioncaim agus caiteachais. I gcás tuairisciú don bhord bainistíochta, ba chóir an tuairisc ioncaim agus caiteachais a phriontáil i gcónaí ó Mheán Fómhair go dtí an dáta reatha. Is é sin má tá tuairisciú á dhéanamh suas go deireadh Eanáir, ba chóir an tuairisc ioncaim agus caiteachais a phriontáil don tréimhse Meán Fómhair go hEanáir.
- 1.7 Is féidir leat a sheiceáil gur cuireadh an buiséad isteach i gceart trí Thuairisc Ioncaim agus Caiteachais a ullmhú don tréimhse Meán Fómhair 2020 go Meán Fómhair 2020.

2. Modh lompórtála

Mar mhalairt air sin, is féidir leat an buiséad a iompórtáil le próiseas iompórtála Surf Accounts:

- 2.1 Ar an bpainéal clé, cliceáil ar **Settings**.
- 2.2 Tiocfaidh an leathanach **Settings** aníos. Faoin teideal **DATA**, cliceáil ar **Imports**.

4		Create New ~			関 Demonstration Organisation 🙆
		Settings			
🚳 Dashboard		■ GENERAL SETUP	■ CONTACTS	DATA	PRODUCTS & STOCK
💼 Sales	>	Business Details	Setup	Imports	Products
🗐 Purchases	>	Users Manage Account	Categories Other Information	Exports Year-End	Product Categories Stock Setup
🏛 Banking	>	Manage Currency	Credit Terms		Stock Adjustment Types
🖹 General Ledger	>	Manage Time Recording			Stores
② Time Tracking	>	■ ACCOUNTS	Þ VAT	E-MAIL	▶ BANKING
네 Stock	>	Setup	VAT Basis	Basic Settings	PayPal Account Details
🕒 CRM	>	Accounting Periods	VAT Rates	Advanced Settings	Bank Import Rules
III Reports		Divisions	VAT Codes	E-Mail Templates	
Add Payroll		€ CRM	INVOICING/PRINT TE	NPLATES	
Settings 🛛 🕄 Help		Diary Setup	Transaction Other Informati	on	

Nasc chuig an ngné iompórtála

2.3 Tiocfaidh an leathanach Data Import aníos. Cuir tic le Monthly Budget Report agus cliceáil ar Next.

Quick tip Detailed help is available here.		
Select the type of the file you wish to import		
Surfaccounts Standard Import File 🛛 🗡		
O Contacts - Customer/Supplier/Prospects/Business & Personal Contacts		
○ Product List	Stock Adjustments	
O Detailed Customer Invoices and Credit Notes	Summary Customer Invoices and Credit Notes	
O Customer and Non Customer Receipts	 Detailed Supplier Invoices and Credit Notes 	
Summary Supplier Invoices and Credit Notes	Supplier and Non Supplier Payments	
Monthly Budget Import	○ Yearly Budget Import	

Rogha an Bhuiséid Mhíosúil

2.4 Tiocfaidh an scáileán Data Import aníos le haghaidh an leathanaigh 'Monthly Budget Import'. Cliceáil ar **Template** chun an comhad san fhormáid iarrtha Excel a íoslódáil chuig do ríomhaire agus an doiciméad a shábháil.

e filled in the information select your file below and press the re-Import.	rf Accounts you must use the followirt Template (g :k	Fo import Monthly Dudget Data into Curf Acce
	h the import file the information <u>will not be importe</u> d t	Import Button. If there are <u>any</u> issues with the in
ELECT DEPARTMENT	SELECT PERIOD	
Select option ~	Select option	Browse
Select option	Select option	Browse

Nasc chuig an Teimpléad

2.5 Taobh istigh den teimpléad Excel, is féidir na cóid ainmniúla a chur isteach, mar aon lena luachanna buiséid comhfhreagracha.

	А	В	С	D	E	F	G	н	1	J	К	L	М	N	0
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														
0	4150	3538													
1	4370	5464													
12	4450	513													
13	4730	13200													
4	5032														
15	5150	1564													
6	5350	50													
7	6010	32000													
8															
9															
20															

Teimpléad

Ba chóir na réimsí a chomhlánú mar seo a leanas:

Colún A - Cód: Cuir isteach cód/uimhir an Chuntais Ainmniúil.

Colún B - Tréimhse 1: Cuir isteach an tsuim € sa bhuiséad don bhliain iomlán. Tabhair do d'aire gur chóir luachanna ioncaim (cóid 3000-3899) a chur isteach ina bhfigiúirí lúide (-)

Nuair a bheidh an teimpléad iompórtála comhlánaithe agat, sábháil na hathruithe.

2.6 Ó leathanach an teimpléid iompórtála sonraí, roghnaigh an comhad agus an tréimhse a bhfuil tú ag iompórtáil an bhuiséid ina leith.

import Monthly Budget Data into Surf Accounts port Button. If there are <u>any</u> issues with the import	you must use the following Template (click on link to file the information <u>will not</u> be imported then you r	o download). Once you have filled in the information select must fix the problems and re-import.	your file below and press the
:\Users\Eileen\Documents\ Browse	SELECT PERIOD	SELECT DEPARTMENT	~

Mura bhfuil do phróiseas deireadh bliana don bhliain dar críoch an 31 Lúnasa 2020 curtha i gcrích agat go fóill, ba chóir duit an teimpléad a iompórtáil don 'future period'.

Má tá an próiseas deireadh bliana curtha i gcrích agat ar Surf Accounts agus más é an 31 Lúnasa 2021 an bhliain airgeadais reatha, roghnaigh an 'current period'.

Roghnaigh "AOD" don rannóg.

Ansin roghnaigh 'Import'.

2.7 Má tá an buiséad briste síos agat idir na rannóga agus más mian leat comparáid a dhéanamh idir ioncam agus caiteachas éagsúil na rannóg in aghaidh an bhuiséid, is gá duit teimpléad iompórtála ar leithligh a ullmhú le haghaidh gach rannóige. Tar éis gach iarmhéid rannóige a bheith iompórtáilte, ba chóir na hiarmhéideanna fanta a chur isteach faoi "AOD".

Ní theastaíonn sé seo i gcás na dtuairiscí boird bainistíochta arna moladh ag an FSSU agus is faoi lánrogha na scoile atá sé.

2.8 Nuair a bheidh an buiséad iompórtáilte, is féidir féachaint air ach dul chuig an modúl 'General ledger' > 'Chart of Accounts'. Cliceáil ar an gcnaipe glas 'Budget' agus roghnaigh 'Current Period-Monthly' nó Future Period-Monthly' ag brath ar cé acu tréimhse a roghnaigh tú le linn na hiompórtála.

Chart of Acc	counts Print Add	View 🔻 Budget 👻 This Year 🗸	 Suppress Zer
		Current Period - Annual	
Code Description		Current Period - Monthly	2020
Income and Expenditu	re Account	Future Period - Annual	Debit Credit
Income		Future Period - Monthly	
Income Departme	ent Grants		
3010	Non Pay Budget		- 152,327.00
		An radharc buiséid	

2.9 Má theastaíonn uait aon cheann de na suimeanna a chuir tú isteach a leasú, is féidir an chill chuí a roghnú agus clóscríobh thar na figiúirí atá ann.

Ente	er Current Year Month	ly Budg	et Bacl	k 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.
3011	Other grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
3020	DEIS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3030	Non Teachers Pay Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3050	Support Services Grant	0.00	-66,000.00	-66,000.00	0.00	0.00	0.00	0.00	0.0
3150	Book Grant	0.00	-13,000.00	-13,000.00	0.00	0.00	0.00	0.00	0.0
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3200	Transition Year Grant	0.00	-484: 00	-4845.00	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	0.0
3220	Grant for Traveller Students	0.00	-402.00	-402.00	0.00	0.00	0.00	0.00	0.0
3230	Computer / IT Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3240	Supervision/Substitution	0.00	-3,538.00	-3,538.00	0.00	0.00	0.00	0.00	0.0
3255	SEC Exam Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3270	Sports Complex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3275	Minor Works Grant- Non Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

Tá físeán le fáil ar an láithreán gréasáin s'againne ina léirítear conas an buiséad a chur isteach ar Surf. <u>Cliceáil anseo le féachaint ar an bhfíseán</u>.

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

Guthán: 01-269 0677 info@fssu.ie

An 7 Deireadh Fómhair 2020