

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 ▾	<input checked="" type="checkbox"/> Suppress Zero
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

- 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**.

The screenshot shows the Surf Accounts software interface. On the left, there's a vertical navigation bar with various menu items like Dashboard, Sales, Purchases, Banking, General Ledger, Time Tracking, Stock, CRM, Reports, Add Payroll, Settings (which is highlighted with a red arrow), and Help. The main area is titled 'Settings' and contains several tabs: GENERAL SETUP, CONTACTS, DATA, and PRODUCTS & STOCK. The 'DATA' tab is selected. Within the 'DATA' tab, there are four sub-sections: Business Details, Setup, Categories, and Other Information. A red arrow points to the 'Imports' link under the 'Setup' section. Below these sections, there are more tabs: ACCOUNTS, VAT, E-MAIL, BANKING, CRM, INVOICING/PRINT TEMPLATES, and DIARY. At the bottom of the main content area, there's a link labeled 'Import Link'.

- 2.3 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

- 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

Quick tipDetailed 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 **Select Department**
 Select option Select option

Close **Previous** **Import**

Template Link

- 2.5 Within the excel template, you can enter the 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													
0	4150	3538												
1	4370	5464												
2	4450	513												
3	4730	13200												
4	5032													
5	5150	1564												
6	5350	50												
7	6010	32000												
8														
9														
0														

Template

The fields should be completed as follows:

Column 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.

The screenshot shows the 'Data Import > Monthly Budget Import' interface. At the top, there's a 'Quick tip' link and a note about importing monthly budget data into Surf Accounts. Three fields are highlighted with red boxes: the 'File' field (containing 'C:\Users\Eileen\Documents'), the 'SELECT PERIOD' dropdown (set to 'Current Period'), and the 'SELECT DEPARTMENT' dropdown (set to 'AOD'). At the bottom are 'Close', 'Previous', and 'Import' buttons.

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 ▾	<input checked="" type="checkbox"/> Suppress Zero
Code	Description			Current Period - Annual			
				Current Period - Monthly			
Income and Expenditure Account				Future Period - Annual			2020
Income				Future Period - Monthly		Debit	Credit
Income Department Grants							
3010	Non Pay Budget						152,327.00

Budget view

- 2.9 If you need to edit any of the amounts entered, you can select the relevant cell and overtype 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.
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.
3210	Leaving Cert Applied Grant	0.00	0.00	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. [Click here to watch video.](#)

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

Tel: 01-269 0677
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7th October 2020

Treoirílíne 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 iompórtáilanois.

Is 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	▼	<input checked="" type="checkbox"/> Suppress Zero
		Current Period - Annual				2020		
Code	Description	Current Period - Monthly						
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

Enter Current Year Monthly Budget		Back	Save	DEP	AOD - All	<input type="checkbox"/> Suppress 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 20
3010	Non Pay Budget	0.00	0.00	-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	0.00	0.00
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	0.00
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	0.00
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	0.00
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	0.00
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	0.00
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	0.00

- 1.2 Roghnaigh an rannóg (DEP) 'AOD-All Other Departments' agus déan cinnte de nach bhfuil tic sa bhosca 'Suppress 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 airmniúil 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 (cód 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 gconaí 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 iompórtála

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. Faoi teideal **DATA**, cliceáil ar **Imports**.

The screenshot shows the Surf accounts software interface. On the left, there's a sidebar with various menu items like Dashboard, Sales, Purchases, Banking, General Ledger, Time Tracking, Stock, CRM, Reports, Add Payroll, Settings (which has a red arrow pointing to it), and Help. The main area is titled 'Settings' and contains several tabs: GENERAL SETUP, CONTACTS, DATA, and PRODUCTS & STOCK. Under the 'DATA' tab, there's a sub-section titled 'Imports' which also has a red arrow pointing to it. Other options in this section include Business Details, Users, Manage Account, Manage Currency, Manage Time Recording, Categories, Other Information, Credit Terms, Exports, Year-End, and Stores.

Nasc chuig an ngné iompórtála

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

The screenshot shows a 'Data Import' dialog box. At the top, there's a 'Quick tip' message: 'Detailed help is available [here](#)'. Below that, a dropdown menu says 'Select the type of the file you wish to import' with 'Surfaccounts Standard Import File' selected. The main area contains a list of import types with 'Monthly Budget Import' highlighted with a red box. Other options include: 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, Stock Adjustments, Summary Customer Invoices and Credit Notes, Detailed Supplier Invoices and Credit Notes, Supplier and Non Supplier Payments, and Yearly Budget Import. At the bottom right are 'Close' and 'Next' buttons.

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.

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		

Nasc chuig an Teimpléad

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

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														

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 (coid 3000-3899) a chur isteach ina bhfigíúirí lúide (-)**

Nuir 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.

Data Import > [Monthly Budget Import](#)

Quick tip Detailed help is available here. [X](#)

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.

<input type="text" value="C:\Users\Eileen\Documents\"/> Browse...	SELECT PERIOD Current Period	SELECT DEPARTMENT AOD
Close Previous Import		

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 dtuairisci 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 Accounts		Print	Add	View ▾	Budget ▾	This Year	<input checked="" type="checkbox"/> Suppress Zero
Code	Description			Current Period - Annual			
Income and Expenditure Account				Current Period - Monthly			2020
Income				Future Period - Annual		Debit	Credit
Income Department Grants				Future Period - Monthly			
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.

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.
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	-4845.00	-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.
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.

Tá físeán le fáil ar an láithreán gréasáin s'againne ina léirítear conas an buiséad a chur isteach ar Surf. [Cliceáil anseo le féachaint ar an bhfíseán.](#)

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

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An 7 Deireadh Fómhair 2020