

Surf Accounts for C&C Schools

Quick Reference Guide

Closing out the Financial Year 19/20 on Surf Accounts

WARNING- THIS PROCESS IS NOT REVERSABLE

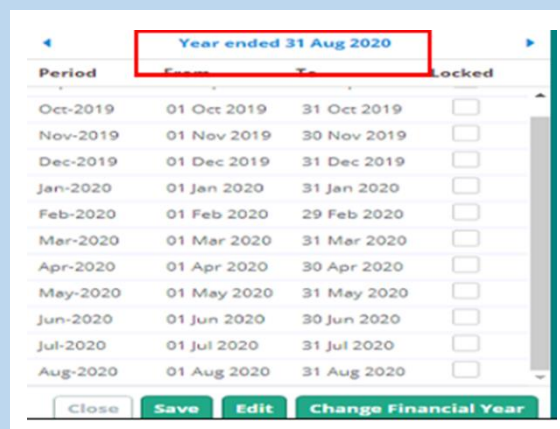
Step 1

Check the Financial Year End on Surf Accounts

Instructions

Click on Settings > Click Accounting Periods

- Year Ended 31 Aug 2021 - No further action required
- Year Ended 2020 - **Move to Step 2**



Period	From	To	Locked
Oct-2019	01 Oct 2019	31 Oct 2019	<input type="checkbox"/>
Nov-2019	01 Nov 2019	30 Nov 2019	<input type="checkbox"/>
Dec-2019	01 Dec 2019	31 Dec 2019	<input type="checkbox"/>
Jan-2020	01 Jan 2020	31 Jan 2020	<input type="checkbox"/>
Feb-2020	01 Feb 2020	29 Feb 2020	<input type="checkbox"/>
Mar-2020	01 Mar 2020	31 Mar 2020	<input type="checkbox"/>
Apr-2020	01 Apr 2020	30 Apr 2020	<input type="checkbox"/>
May-2020	01 May 2020	31 May 2020	<input type="checkbox"/>
Jun-2020	01 Jun 2020	30 Jun 2020	<input type="checkbox"/>
Jul-2020	01 Jul 2020	31 Jul 2020	<input type="checkbox"/>
Aug-2020	01 Aug 2020	31 Aug 2020	<input type="checkbox"/>

Step 2

When you can answer **YES** to these four questions - **Move to step 3**

To answer YES
please tick the box

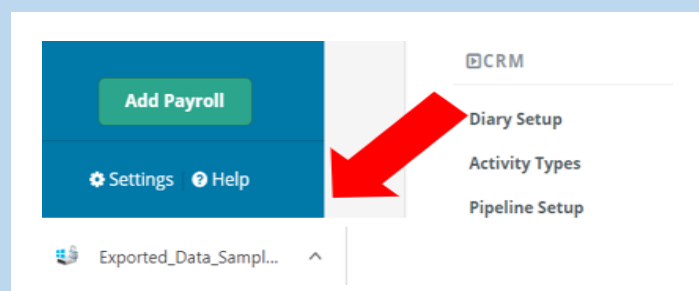
- 1) Has the board of management signed off on the annual accounts for the year ended 31st August 2020? ☐
- 2) Has the external accountant/auditors submitted the annual accounts for the year ended 31st August 2020 to the FSSU? ☐
- 3) Has the external school accountant/auditor prepared and posted/or provided adjustments to Surf Accounts? ☐
- 4) Confirm with the external school accountant/auditors that all adjustments are completed prior to running the year end routine. ☐

Step 3

Take a Back Up

Instructions

- Click on Settings > Click Export
- On the Data Export Message > Click OK
- A file will appear at the bottom of the screen.
Save this to the cloud or a USB stick
- **Move to Step 4**



Step 4

Run the Year End

Instructions

- Click Settings > Click Year End
- The Year-End window appears. Read the messages carefully. **Note that the process is irreversible.**
- Tick 'I acknowledge the above information and understand this operation cannot be reversed'
- Enter the "RUN YEAR END" as shown in the diagram.
- Click the **OK** button.
- A confirmation message window will appear asking "Are you sure you wish to run Year-End routine?".
- To proceed, click **OK**.
- The information message window confirms the year end completion.
- **Move to Step 5**

Year-End

Current Financial Year : 01/09/2019 to 31/08/2020

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You are about to run the year-end on your business.
This will close the current financial year [From: 01/09/2019 To: 31/08/2020] meaning no further changes or additions will be possible.

You should only run this option if you are certain that no further changes or additions are required in the current financial year.

We strongly recommend that you run off all relevant reports in advance and discuss the procedure with your accountant beforehand.

This will roll your Financial Year forward by 12 months.

☐ Copy this year's Budget figures to next year

☒ I acknowledge the above information and understand this operation cannot be reversed

Type "RUN YEAR END" in box in order to proceed

RUN YEAR END

Cancel OK

Step 5

Confirm the Year End has been changed

Instructions

- Click Settings > Click Accounting Periods
- The Year ended date should show 31 Aug 2021

Period	From	To	Locked
Sep-2020	01 Sep 2020	30 Sep 2020	<input type="checkbox"/>
Oct-2020	01 Oct 2020	31 Oct 2020	<input type="checkbox"/>
Nov-2020	01 Nov 2020	30 Nov 2020	<input type="checkbox"/>
Dec-2020	01 Dec 2020	31 Dec 2020	<input type="checkbox"/>
Jan-2021	01 Jan 2021	31 Jan 2021	<input type="checkbox"/>
Feb-2021	01 Feb 2021	28 Feb 2021	<input type="checkbox"/>
Mar-2021	01 Mar 2021	31 Mar 2021	<input type="checkbox"/>
Apr-2021	01 Apr 2021	30 Apr 2021	<input type="checkbox"/>
May-2021	01 May 2021	31 May 2021	<input type="checkbox"/>
Jun-2021	01 Jun 2021	30 Jun 2021	<input type="checkbox"/>
Jul-2021	01 Jul 2021	31 Jul 2021	<input type="checkbox"/>

Close Save Edit Change Financial Year

Click [here](#) to watch a short video on the above process of closing out the year end.