

# Surf Accounts for C&C Schools Quick Reference Guide

## Accounting for School Income Received in Advance

### What is school income received in advance?

This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31<sup>st</sup> of August 2021 for the school year 2021/2022.

### Examples of school income received in advance

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

### Using departments for school income received in advance

When entering the advanced income to Surf accounts it is vital to use the correct department. This will enable you to run a report on school income in advance by department. This report will give the figures for the income in advance for posting to the next school years accounts.



#### Step 1

Before entering the receipts, create departments for the various income streams if not already setup.

#### Instructions

- Click Settings (bottom left of the screen)
- Under Accounts Heading > select Departments.
- To add more departments, click the 'Add' icon (at the bottom left of the screen), scroll down to the bottom of the list of departments and in the blank box enter a code and description for the department you want to set up.
- Click 'Save' when done.

See section 1.5.1 of the Surf Manual also on how to create a department.

## Accounting for school income received in advance



### Step 2

On entering the receipt for the school generated income received in advance, it should be coded to account code 2105 "School Income Received in Advance", ensuring you use the correct department

#### Quick Receipt

BANK ACCOUNT		LOGEMENT NO.	LOGEMENT DATE
1800 Current Account			23/04/2021

  

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Paid by	Amount VAT Code	VAT	Norm. Code	
23/04/2021	EFT	VC	L250		Voluntary contributions	1,500 Z 0.00%	0.00	2105	

## Generating a report to show the breakdown of school income



### Step 3

#### Instructions

- Click on **Reports > General Ledger Account Activity**
- Select **Period** from "Sep-2020" & **Period To** "Current month" or "Aug-2021 (when generating the report after 31 August 2021).
- Select **Acct. Code From** "2105" & **- Acct. Code To** "2105"
- Click on **Advanced Settings**
- Under **Sorting box 2** select "Department" & tick the "Total" box, then click on **Update**.
- This will generate a report giving you the sub-totals for each category/stream of income included in code 2105.

Customer Code  
Supplier Code  
VAT Rate  
Sub Department

Doc.No.  
Type  
Details  
Debit  
Credit

**SORTING**

1. Code  Total

2. Department  Total

None

Period  
Type  
Date  
VAT Rate  
Department   
Sub Department

**FEATURES**

Suppress Zeros

Show Balance Forward

Show Opening Balance Journals

Cancel Update

Click [here](#) to watch a short video on accounting for school income received in advance