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.
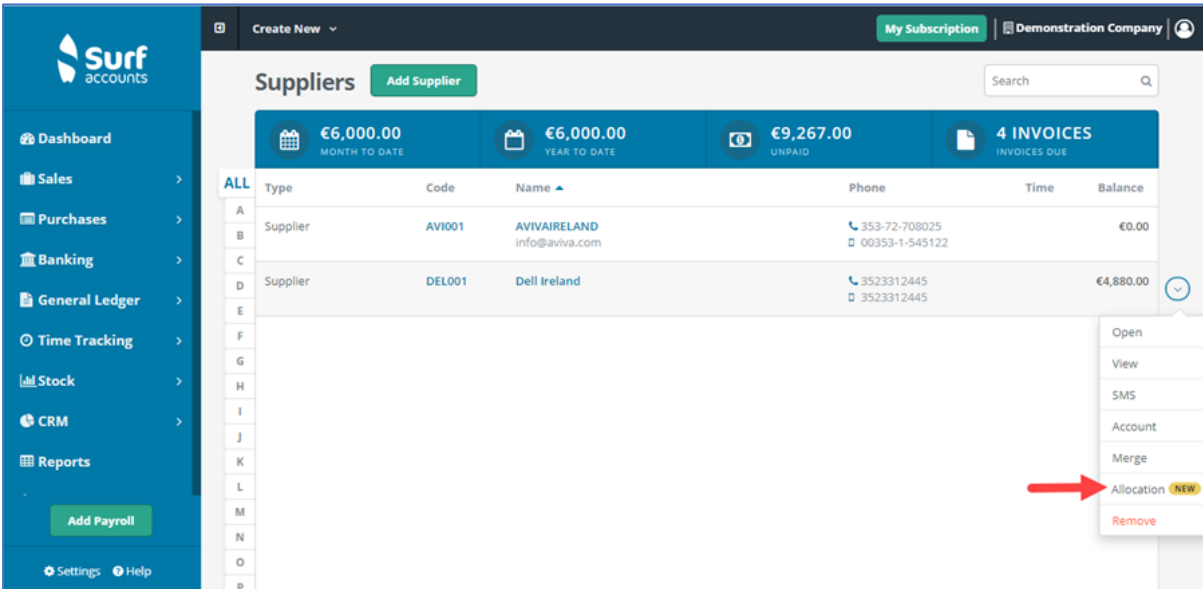
Index

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 ⊙ for the corresponding supplier record and from the inline menu, click 'Allocation'.

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.

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

OR

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.

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.**

1.8   To save the allocation, click 'Save'.

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'.
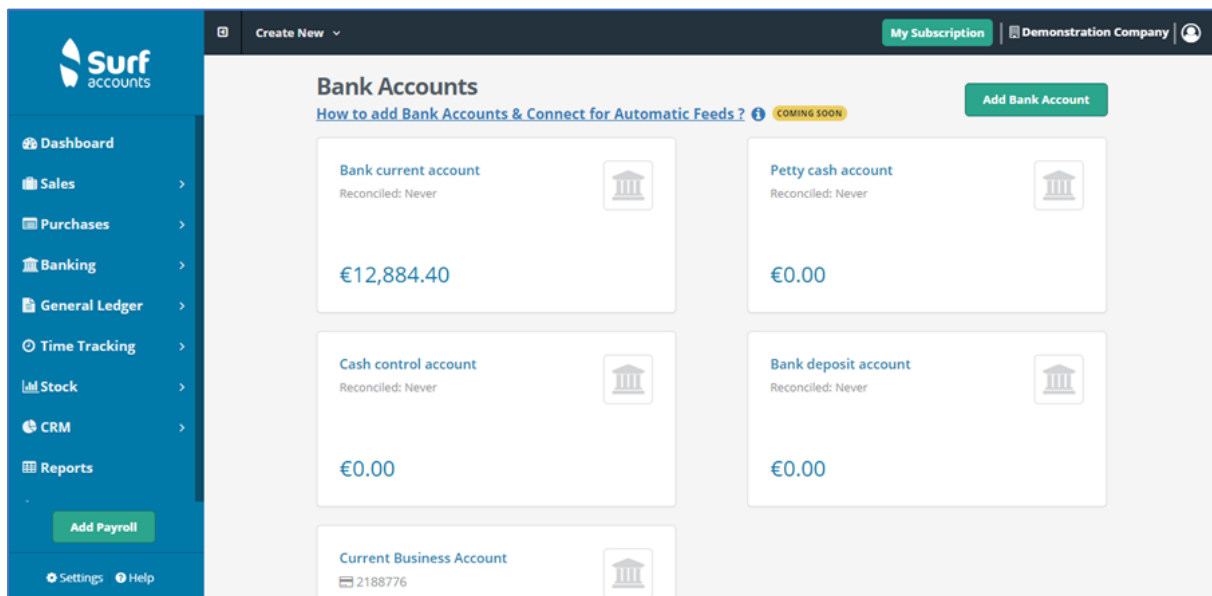
2.a.2 The system may warn you that you do not have sufficient rights to access Bank Accounts. If this is the case, go to 'Settings' > 'Users' under the 'General Setup' heading. Open the user access by selecting from the inline drop down. Under the 'Customer Setup' section tick the box for 'Access Bank Accounts' and save.
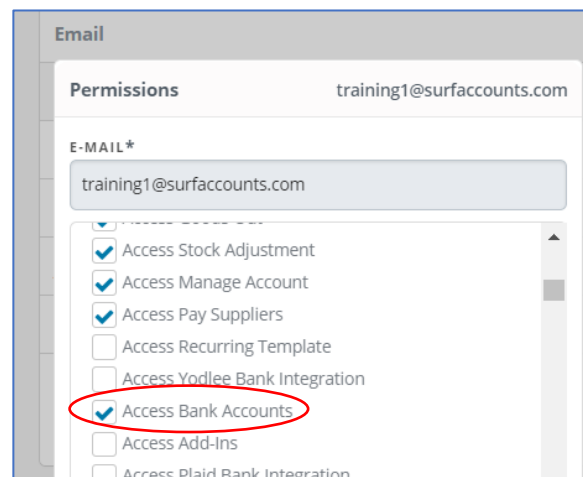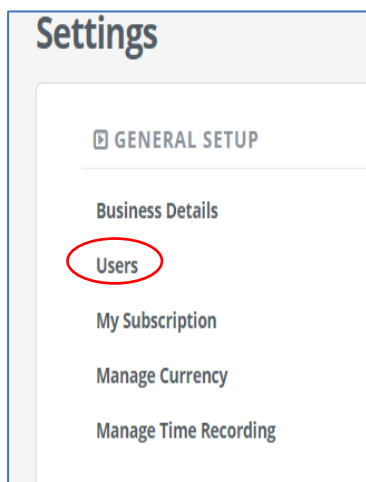
2.b. Recurring Receipts Menu Moved under the Receipts Menu (Amendment to Section 5.1 The banking menu & Section 5.3 Recurring Receipts)

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

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

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

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

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'.

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

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

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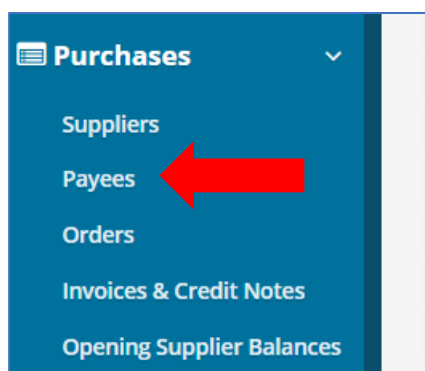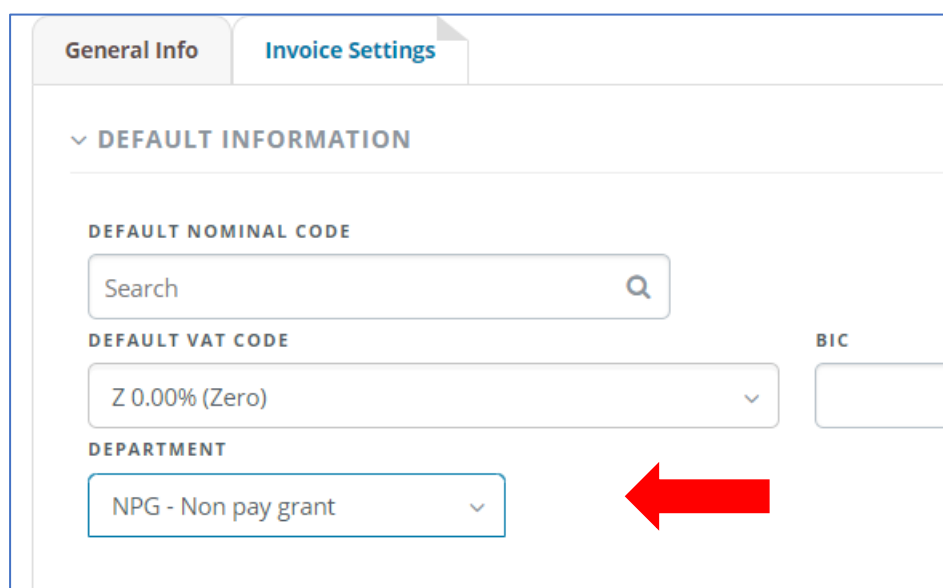
2.d.2 You can now set a default department for payees.

Click 'Add Payee' > 'Invoice Setting'.

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

Click Save.

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.

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.

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.

4.2 On the left panel, click 'Settings'.
The Settings page appears. Under the 'DATA' heading, click 'Imports'.
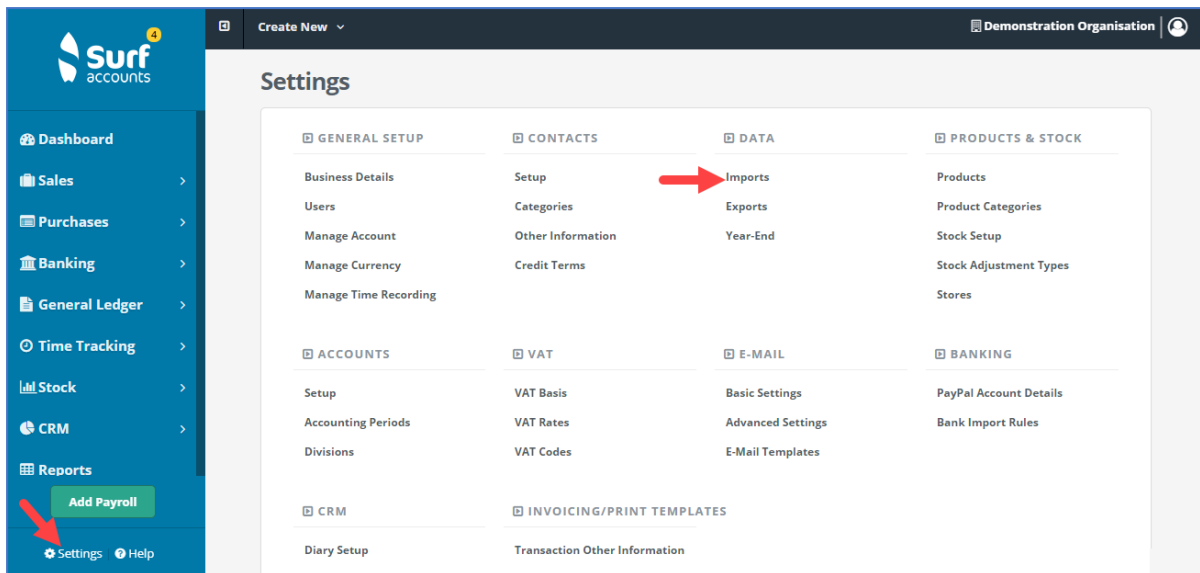
4.3 On the 'Data Import' page, tick 'Journals' and click 'Next'.
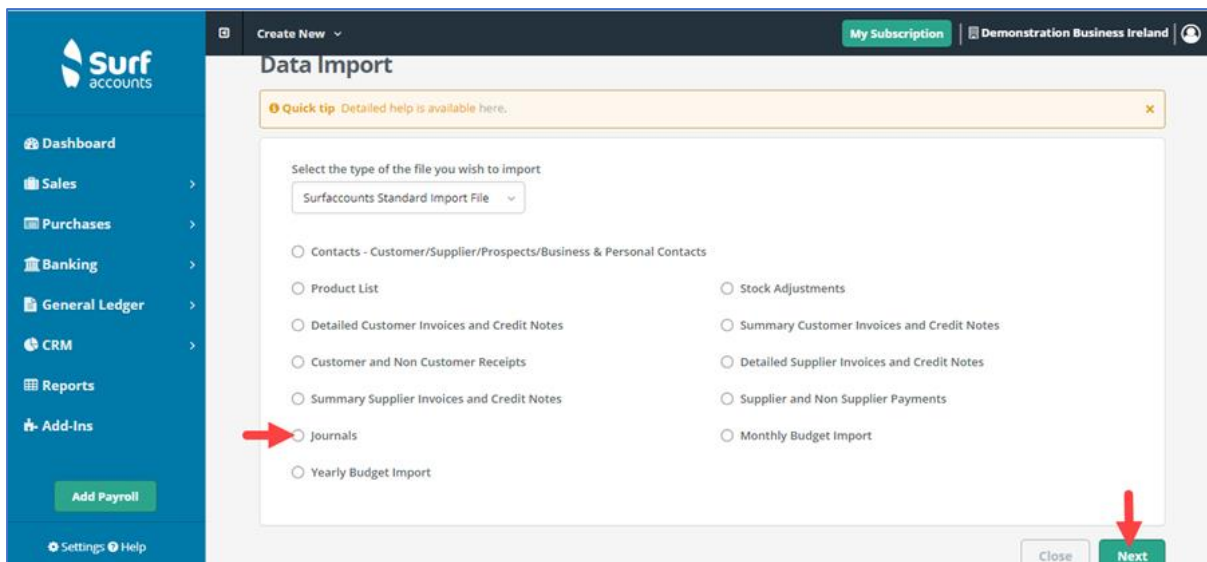
4.4 The 'Data Import > Journals' page appears. If you have already downloaded the template, enter the details as per the table below. Alternatively, click 'Template' to download the template and enter the details. The template name is JournalFormat.csv.

Field	Details
Date	The journal date
Ref. No	Unique journal reference number
Type	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	B	C	D	E	F	G	H	I	J	K
	Date	Ref	Type	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'.

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.

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'.
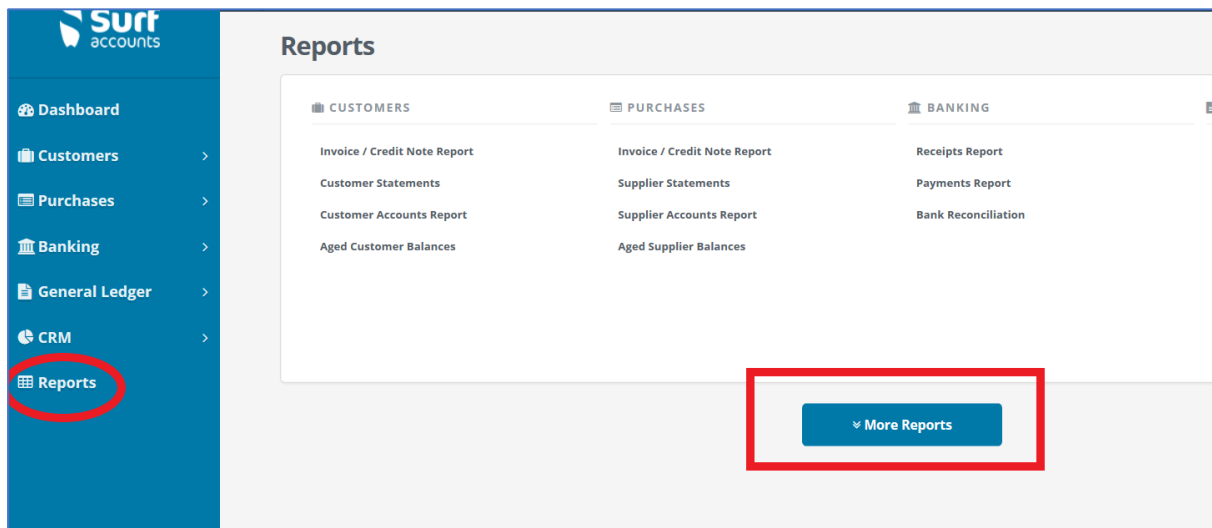
6.3   From the additional reports under the 'General Ledger' heading click on 'Journal Listing'.

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 ✕

COLUMN ORDER

Exclude	Include
Sub Department	Date
	Type
	Ref.N
	Doc.
	Department
	Code
	Description
	Notes

▶
◀

▲ ▼

SORTING

FEATURES

1. Date ⌄ ☐ Total

2. Doc.No. ⌄ ☐ Total

TYPE
⌄

☐ Total Only

Cancel   **Update**

DEP

🔍   All

Report

Type   ption   **Notes**

Tot

7. 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] 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.

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.

General Ledger Accounts
Demonstration Company

Date Range: 1st Jan 2020 To 31st Dec 2020

Code	Date	Doc.No.	Type	Details		Debit	Credit	Ba
771-Bank current account								
771	15/05/2018	2	RCPT	TEST 112		236.00	-	2
771	13/04/2020	1	RCPT	TEST 112		256.00	-	4
					Totals:	€492.00	-	€4
					Totals:	€492.00	-	€4

Click to view the receipt

Printed By SM Relate on April 04, 2020 5:43 AM