

# 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.


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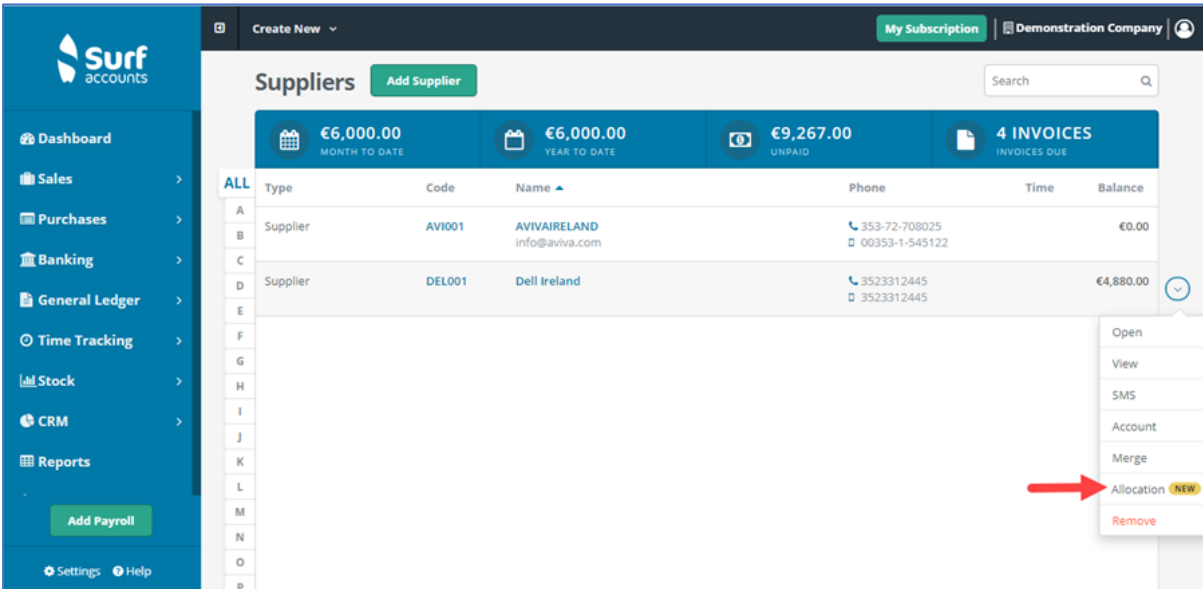
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## 1. Batch Invoice Allocation (Addition to Section 3.4 Allocating a customer receipt and Section 4.4 Allocating a Supplier Payment)

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'.



The screenshot displays the 'Suppliers' page in the Surf accounts software. The page features a sidebar on the left with navigation options like Dashboard, Sales, Purchases, Banking, General Ledger, Time Tracking, Stock, CRM, and Reports. The main content area shows a summary of financial data: €6,000.00 MONTH TO DATE, €6,000.00 YEAR TO DATE, €9,267.00 UNPAID, and 4 INVOICES INVOICES DUE. Below this is a table of suppliers. The table has columns for Type, Code, Name, Phone, Time, and Balance. Two suppliers are listed: AVIVAIRELAND (AVI001) and Dell Ireland (DEL001). A dropdown menu is open for the Dell Ireland record, showing options: Open, View, SMS, Account, Merge, Allocation (NEW), and Remove. A red arrow points to the 'Allocation (NEW)' option.

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.

**Surf accounts**

Create New ▾ My Subscription Demonstration Company

### Invoice Allocation NEW

Allocate outstanding credits/payments on account against outstanding invoices. Transactions will be allocated, based on oldest to oldest upon save.

DELO01 - Dell Ireland

SUPPLIER: DEL001 SHOW: Outstanding

Payments/Credits

Date	Type	Doc No.	Reference	Amount	Outstanding	Paid
01/01/2020	Payment	4	DIP330	-2,000.00	-2,000.00	0.00
02/01/2020	Payment	5	DIP331	-500.00	-500.00	0.00
				-2,500.00	-2,500.00	0.00

Invoices

Date	Type	Doc No.	Reference	Amount	Outstanding	Paid
01/01/2020	Invoice	10	DI220	1,230.00	1,230.00	0.00
02/01/2020	Invoice	11	DI221	2,460.00	2,460.00	0.00
03/01/2020	Invoice	12	DI223	3,690.00	3,690.00	0.00
				7,380.00	7,380.00	0.00

Left to Allocate: 0.00

Buttons: Reverse, Auto Allocate

Annotations: Payments (points to payment rows), Invoices (points to invoice rows), Post allocation this value must be zero (points to the 'Left to Allocate' field).

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

**Surf accounts**

Create New ▾ My Subscription Demonstration Company

### Invoice Allocation NEW

Allocate outstanding credits/payments on account against outstanding invoices. Transactions will be allocated, based on oldest to oldest upon save.

DELO01 - Dell Ireland

SUPPLIER: DEL001 SHOW: Outstanding

Payments/Credits

Date	Type	Doc No.	Reference	Amount	Outstanding	Paid
01/01/2020	Payment	4	DIP330	-2,000.00	-2,000.00	0.00
02/01/2020	Payment	5	DIP331	-500.00	-500.00	0.00
				-2,500.00	-2,500.00	0.00

Invoices

Date	Type	Doc No.	Reference	Amount	Outstanding	Paid
01/01/2020	Invoice	10	DI220	1,230.00	1,230.00	0.00
02/01/2020	Invoice	11	DI221	2,460.00	2,460.00	0.00
03/01/2020	Invoice	12	DI223	3,690.00	3,690.00	0.00
				7,380.00	7,380.00	0.00

Left to Allocate: 0.00

Buttons: Reverse, Auto Allocate

Annotation: A red arrow points to the 'Auto Allocate' button.

**Surf accounts**

Create New My Subscription Demonstration Company

## Invoice Allocation NEW

Allocate outstanding credits/payments on account against outstanding invoices. Transactions will be allocated, based on oldest to oldest upon save.

DEL001 - Dell Ireland

SUPPLIER: DEL001 SHOW: Outstanding

Payments/Credits				Amount	Outstanding	Paid
<input type="checkbox"/>	01/01/2020	Payment	4	DIP330	0.00	-2,000.00
<input type="checkbox"/>	02/01/2020	Payment	5	DIP331	0.00	-500.00
				0.00		-2,500.00

Invoices				Amount	Outstanding	Paid
<input type="checkbox"/>	01/01/2020	Invoice	10	DI220	1,230.00	1,230.00
<input type="checkbox"/>	02/01/2020	Invoice	11	DI221	2,460.00	1,190.00
<input type="checkbox"/>	03/01/2020	Invoice	12	DI223	3,690.00	3,690.00
				7,380.00	4,880.00	2,500.00

Left to Allocate: 0.00

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.

Payments/Credits				Amount	Outstanding	Paid
<input type="checkbox"/>	28/04/2019	Payment	37	-500.00	-0.00	-500.00
				-500.00	0.00	-500.00

Invoices				Amount	Outstanding	Paid	
<input type="checkbox"/>	07/03/2019	Invoice	5516	2	500.00	59.63	100.00
<input type="checkbox"/>	01/09/2019	Invoice	50	7	500.00	50.00	400.00
				1,000.00	109.63	500.00	

Left to Allocate: 0.00

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.**

**Surf accounts** | Create New | My Subscription | Demonstration Company

### Invoice Allocation NEW

Allocate outstanding credits/payments on account against outstanding invoices. Transactions will be allocated, based on oldest to oldest upon save.

**DELO01 - Dell Ireland**

SUPPLIER: DEL001 | SHOW: Outstanding

Reverse | Auto Allocate

Payments/Credits				Amount	Outstanding	Paid
Date	Type	Doc No.	Reference			
<input checked="" type="checkbox"/>	01/01/2020	Payment	4	DIP330	-2,000.00	-2,000.00
<input checked="" type="checkbox"/>	02/01/2020	Payment	5	DIP331	-500.00	-500.00
					-2,500.00	-2,500.00

Invoices				Amount	Outstanding	Paid
Date	Type	Doc No.	Reference			
<input checked="" type="checkbox"/>	01/01/2020	Invoice	10	DI220	0.00	1,230.00
<input checked="" type="checkbox"/>	02/01/2020	Invoice	11	DI221	0.00	2,460.00
<input checked="" type="checkbox"/>	03/01/2020	Invoice	12	DI223	0.00	3,690.00
					7,380.00	0.00
						7,380.00

Left to Allocate: 4,880.00

**Annotations:**

- Red arrows point to the checkboxes in the Payments/Credits and Invoices tables.
- Callout: "Payment amount moved" points to the 'Paid' column of the Payments/Credits table.
- Callout: "Invoice amount moved" points to the 'Paid' column of the Invoices table.
- Callout: "Allocation incomplete because value is not equal to zero" points to the 'Outstanding' column of the Invoices table.

1.8 To save the allocation, click 'Save'.

**Surf accounts** | Create New | My Subscription | Demonstration Company

### Invoice Allocation NEW

Allocate outstanding credits/payments on account against outstanding invoices. Transactions will be allocated, based on oldest to oldest upon save.

**AVI001 - AVIVAIRELAND**

SUPPLIER: AVI001 | SHOW: Outstanding

Reverse | Auto Allocate

Payments/Credits				Amount	Outstanding	Paid
Date	Type	Doc No.	Reference			
<input checked="" type="checkbox"/>	01/01/2020	Payment			-2,000.00	-2,000.00
<input checked="" type="checkbox"/>	02/01/2020	Payment			-500.00	-500.00
					-2,500.00	0.00

Invoices				Amount	Outstanding	Paid
Date	Type	Doc No.	Reference			
<input checked="" type="checkbox"/>	01/01/2020	Invoice	10	DI220	0.00	1,230.00
<input checked="" type="checkbox"/>	02/01/2020	Invoice	11	DI221	0.00	2,460.00
<input checked="" type="checkbox"/>	03/01/2020	Invoice	12	DI223	3,690.00	0.00
					7,380.00	0.00
						7,380.00

Left to Allocate: 4,880.00

**Confirmation Message**

Making this change will clear any unsaved allocations that you have made. Do you wish to continue?

No Yes

**Annotations:**

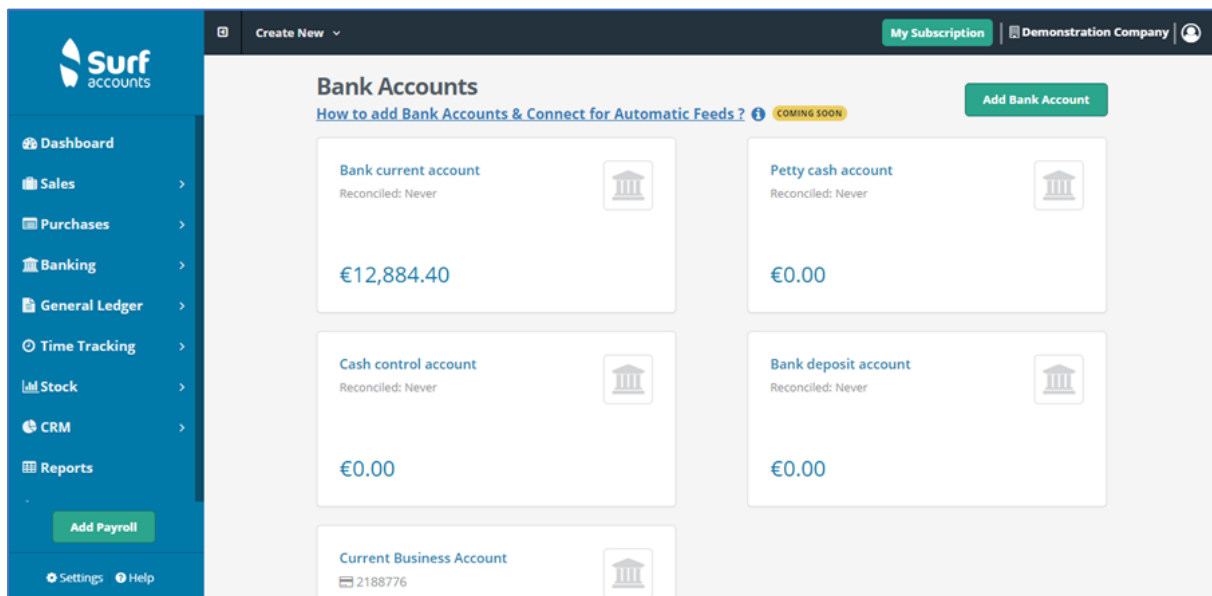
- Callout: "Review the message and do accordingly" points to the Confirmation Message dialog box.

## 2. New Banking Menu (Amendment to Section 5.1 The banking menu)

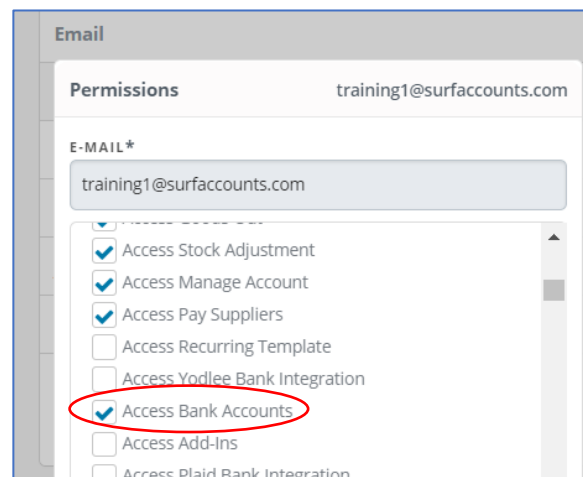
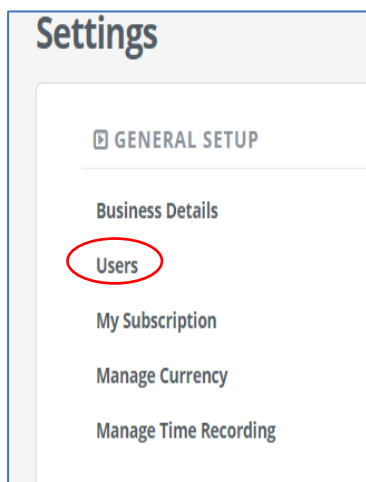
### 2.a. Bank Accounts Page (Addition to Section 5.1 The banking menu)

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'.

Customers

€5,466.00 MONTH TO DATE | €5,466.00 YEAR TO DATE | €66,920.00 UNPAID | 8 INVOICES INVOICES DUE

ALL	Type	Code	Name	Phone	Time	Balance
A	Customer	ANT001	Antrim Dynamos thomas@antrimdynamos.ie	353-72-708025 353-16-776808	€0.00	€-6,402.52
B						
C						
D	Customer	ATH001	Athlone Eagles info@athloneeagles.com	00353-26-346457 00353-59-380085	€0.00	€60,742.50
E						
F	Customer	BEL001	Belfast Rams info@belfastrams.com	00353-8-547354 00353-53-701967	€0.00	€1,690.00
G						
H	Customer	BRA001	Bray Bulls info@braybulls.au	00353-72-677155 00353-75-760874	€0.00	€0.00
I						
J	Customer	CAB001	CABRA CITY info@cabracity.ie	353-72-708025 1-908876543	€0.00	€100.00
K						
L	Customer	CAR001	Carlow Bulls info@carlowbulls.uk	1-908876543 353-72-708025	€0.00	€1,387.50
M						
N						
O	Customer	TES001	Test Customer	21998765645 71998765645	€0.00	€0.00

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

Receipts

€7,005.00 MONTH TO DATE | €7,005.00 YEAR TO DATE

- Receipt
- Receipt
- Lodgement
- Recurring Receipt

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

Recurring Receipts

All (0)

Next Date	Code	Customer	Frequency	Status	Net	VAT	Gross
-----------	------	----------	-----------	--------	-----	-----	-------

Items per page: 20, 50, 100

## 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'.

The screenshot shows the 'Customers' page in Surf Accounts. The left-hand navigation menu is expanded to 'Banking', and 'Payments' is selected, indicated by a red arrow. The main content area displays a list of customers with the following columns: Type, Code, Name, Phone, Time, and Balance. Summary statistics at the top indicate a month-to-date total of €5,466.00, a year-to-date total of €5,466.00, €66,920.00 in unpaid amounts, and 8 invoices due.

ALL	Type	Code	Name	Phone	Time	Balance
A	Customer	ANT001	Antrim Dynamos thomas@antrimdynamos.ie	353-72-708025 353-16-776808	€0.00	€-6,402.52
B	Customer	ATH001	Athlone Eagles info@athloneeagles.com	00353-26-346457 00353-59-380085	€0.00	€60,742.50
C	Customer	BEL001	Belfast Rams info@belfastrams.com	00353-8-547354 00353-53-701967	€0.00	€1,690.00
D	Customer	BRA001	Bray Bulls info@braybulls.au	00353-72-677155 00353-75-760874	€0.00	€0.00
E	Customer	CAB001	CABRA CITY info@cabracity.ie	353-72-708025 1-908876543	€0.00	€100.00
F	Customer	CAR001	Carlow Bulls info@carlowbulls.uk	1-908876543 353-72-708025	€0.00	€1,387.50
G	Customer	TES001	Test Customer	21998765645 21998765645	€0.00	€0.00

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

The screenshot shows the 'Payments' page in Surf Accounts. A dropdown menu is open over the 'Recurring Payment' button, which is highlighted by a red arrow. The main content area displays a list of payments with the following columns: Date, Doc. No., Ref. No., Supplier/Payee, Bank, Amount, Discount, and Allocated. Summary statistics at the top show a month-to-date total of €4,387.00 and a year-to-date total of €4,387.00.

Date	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discount	Allocated
07 Jan 2020	PAY 3*	Cash YR774	AVIVAIRELAND AVI001	Bank current account	1,887.00	0.00	No
02 Jan 2020	PAY 5*	Cash DIP331	Dell Ireland DEL001	Bank current account	500.00	0.00	No
01 Jan 2020	PAY 4*	Cash DIP330	Dell Ireland DEL001	Bank current account	2,000.00	0.00	No
29 May 2019	PAY 1*	Cash 39806	Tom Jones Split	Bank current account	100.00	0.00	No

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

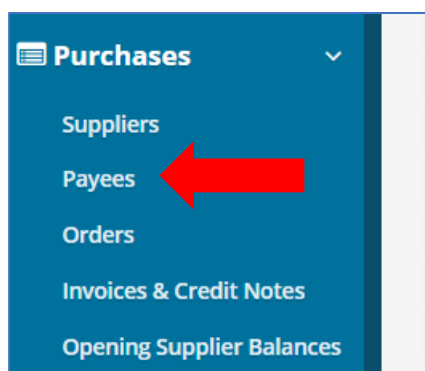
The screenshot shows the 'Recurring Payments' page in Surf Accounts. The page features a table with the following columns: Next Date, Code, Supplier/Payee, Frequency, Status, Net, VAT, and Gross. The 'Generate' button is highlighted. Summary statistics at the top show 0 recurring payments.

Next Date	Code	Supplier/Payee	Frequency	Status	Net	VAT	Gross
-----------	------	----------------	-----------	--------	-----	-----	-------



## 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'.

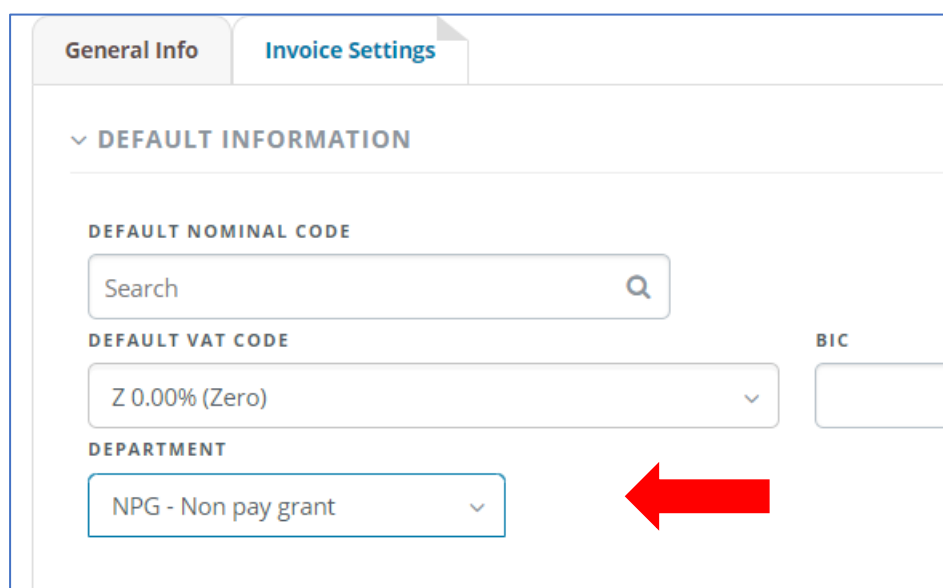


2.d.2 You can now set a default department for payees.

Click 'Add Payee' > 'Invoice Setting'.

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

Click Save.

A screenshot of a web form titled 'Invoice Settings'. It has two tabs: 'General Info' and 'Invoice Settings'. Under 'DEFAULT INFORMATION', there is a search box for 'DEFAULT NOMINAL CODE', a dropdown for 'DEFAULT VAT CODE' (set to 'Z 0.00% (Zero)'), and a 'BIC' field. Below that is a 'DEPARTMENT' dropdown menu set to 'NPG - Non pay grant', with a red arrow pointing to it.

### 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.

Income School generated				
3310	Transition Year Students	-		16,260.00
3330	Book Rental Receipts	-		600.00

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.

The screenshot shows the 'General Ledger Card - Sales ledger control' interface. At the top, there are buttons for 'Print', 'Back', and 'Run'. A dropdown menu is open over the 'Run' button, showing options: 'All', 'Financial Year', and 'Custom' (which is selected). To the right of the dropdown are 'From' and 'To' date range fields, both with calendar icons. Red arrows point to the 'Custom' option in the dropdown and the 'From' and 'To' fields. Below the dropdown is a table with the following data:

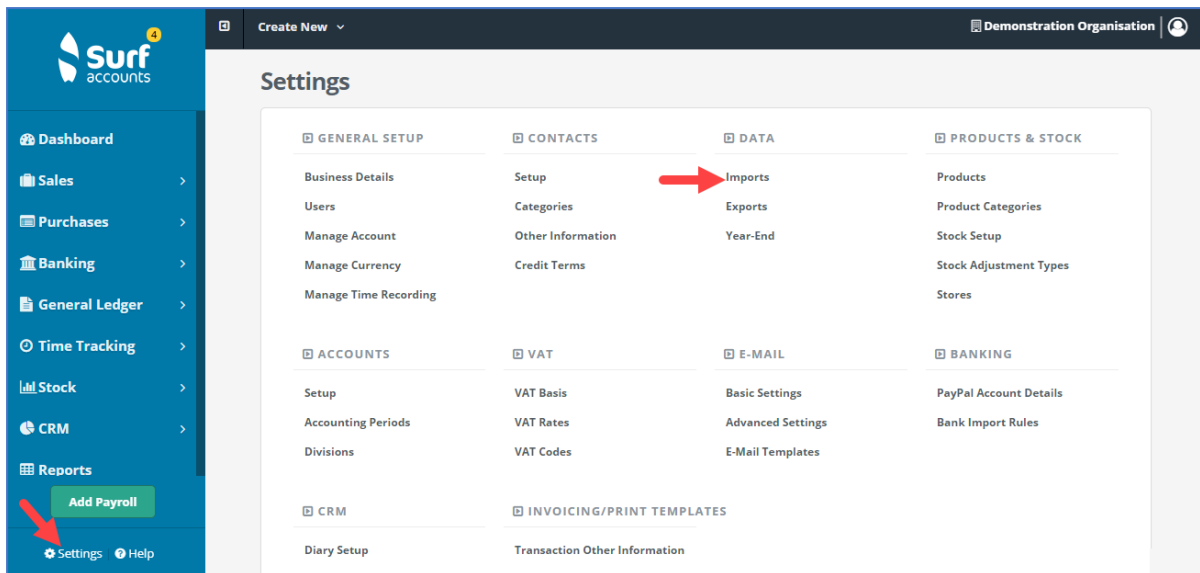
Date	Period	Description	Product	Credit	Balance
01 Jan 2019	Jan-2019	O/B Sales Invoice 1199 1000 Cabra City-Balance sheet suspense		-	6,150.00
01 Jan 2019	Jan-2019	O/B Receipt 111 1119 Antrim Dynamos		1,230.00	4,920.00

## 4. Journal Import (Addition to Section 6.4 Entering a nominal journal)

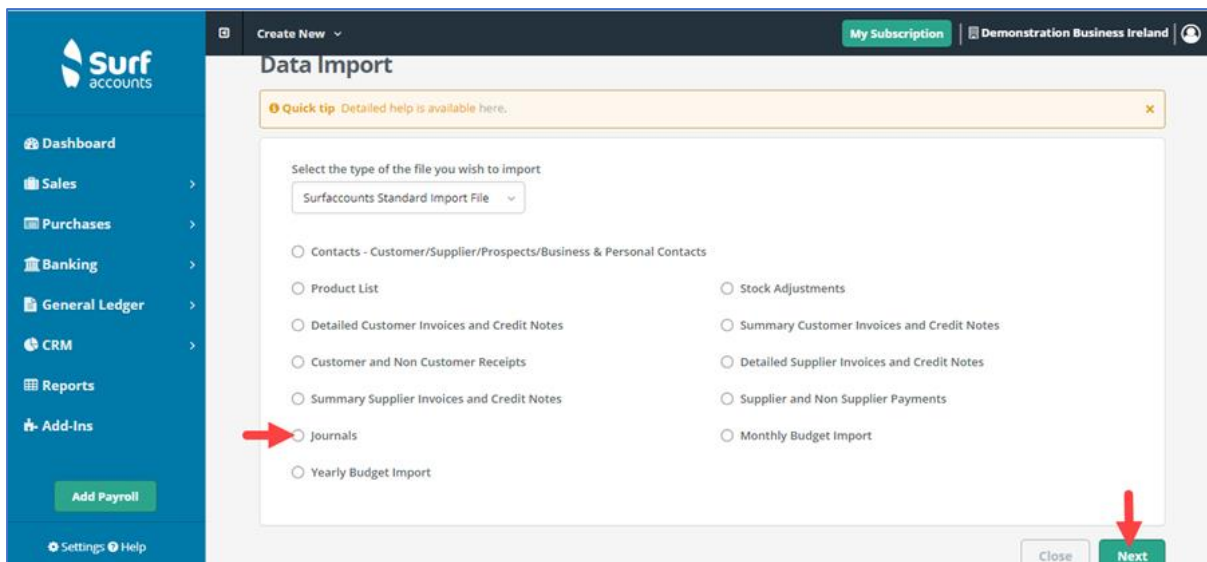
4.1 You can now import journals to Surf Accounts in the excel template Surf Accounts provides. This may be useful for improving the efficiency of posting Payroll or VAT journals, where applicable.

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
<b>Date</b>	The journal date
<b>Ref. No</b>	Unique journal reference number
<b>Type</b>	Enter 'Journal'
<b>Note</b>	Enter notes (if applicable)
<b>Code</b>	The nominal account code applicable for this part of the transaction
<b>Item Line Note</b>	You can leave this blank, if inputting a journal manually this field would populate with the nominal account name.
<b>Debit</b>	Debit: For the accounts you wish to debit enter the debit amount
<b>Credit</b>	Credit: For the accounts you wish to credit enter the credit amount
<b>Division</b>	Enter the code for the applicable 'Department' e.g. AOD, NTP etc.
<b>SubDivision</b>	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'.

**Data Import** > Journals

**Quick tip** Detailed help is available here.

To import **Journals** 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.

C:\Users\Eileen\Documents\ Browse...

Close Previous 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.

**Surf accounts** Create New My Subscription Demonstration Organisation

**Journals** Add Current (B) Search

Date	Period	Tran Type	Doc. No.	Ref. No.	Nominal Account	Debit	Credit
16 Apr 2020	Apr-2020	Journal	3	1176	001	2,000.00	2,000.00
14 Apr 2020	Apr-2020	Journal	1	1233	001	3,000.00	3,000.00
08 Apr 2020	Apr-2020	Journal	2	112	001	500.00	500.00

Items per page 20 50 100

Settings Help Terms of Use Privacy Policy Copyright © 2020 Surf Accounts. All rights reserved.

## 5. Saving journals (Addition to Section 6.4 General ledger module: Entering a nominal journal)

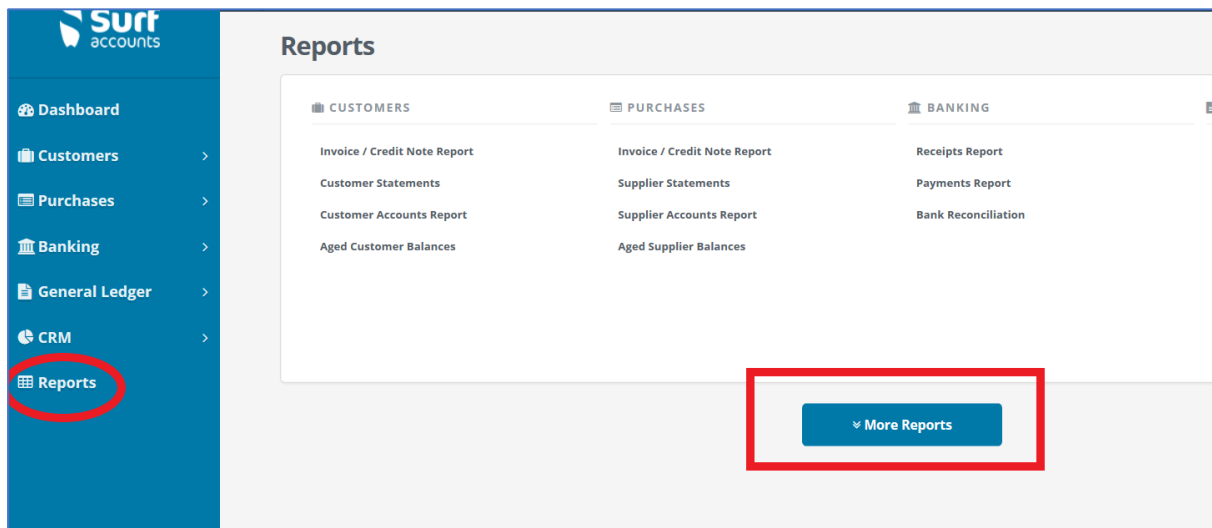
5.1 Previously journals were not saving unless the next item line was clicked, this is now resolved.

## 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.No.
	Doc.No.
	Department
	Code
	Description
	Notes

**SORTING**

1.   Total

2.   Total


Total Only

**FEATURES**

TYPE

Cancel Update

## 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, 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.

Balance Sheet Report		Date Range: 1st Jan 2020 To 31st Dec 2020	
Code	Description	2020 Current €	2019 Comparative €
<b>Balance Sheet</b>			
<b>Bank and Cash Accounts</b>			
771	Bank current account	492.00	-
		<b>€492.00</b>	-
	<b>Current Assets</b>	<b>€492.00</b>	-
<b>Current Liabilities</b>			
845	VAT control account	75.94	-
		<b>€75.94</b>	-
	<b>Net Assets</b>	<b>€416.06</b>	-

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Surf reports



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					Date Range: 1st Jan 2020 To 31st Dec 2020			
Demonstration Company								
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	
					<b>Totals:</b>	<b>€492.00</b>	<b>-</b>	<b>€4</b>
					<b>Totals:</b>	<b>€492.00</b>	<b>-</b>	<b>€4</b>

Click to view the receipt

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