FSSU
Financial Support Services Unit

Enhancements to the Surf Accounts Package

June 2021

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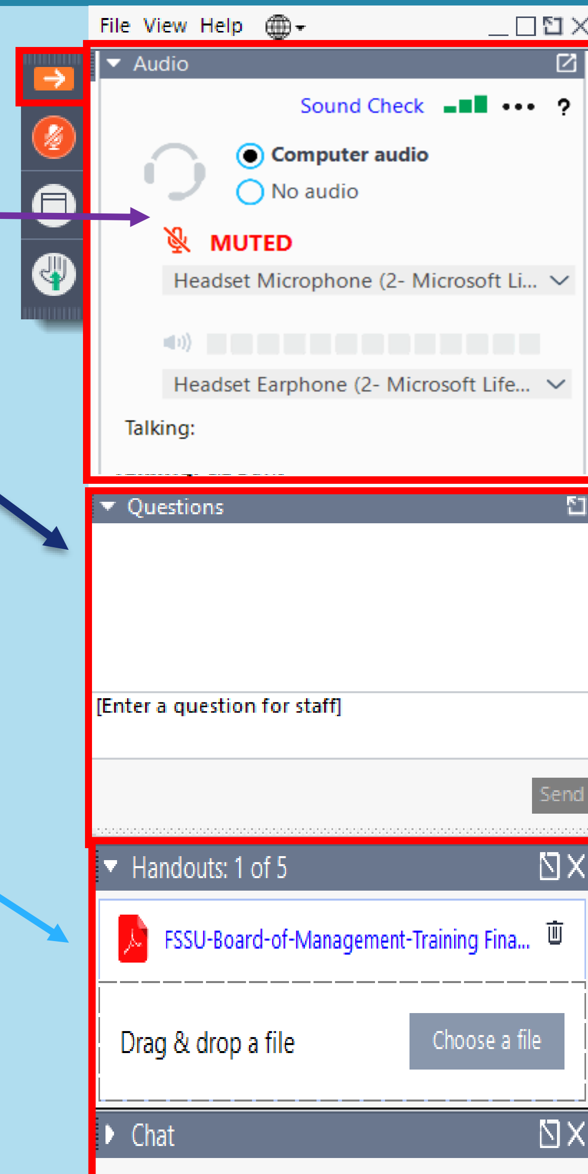


Agenda

- Reports Layout in Surf & Advanced Settings for monthly reports
- Different ways to edit your transactions (Batch Deleting)
- Allocating payments (Supplier Module)
- Running Internal Departmental Reports
- Q&A s

Financial Report Review Process

Step 1

Accounts information processed on Surf

Step 2

Reviewed by Principal with accounts personnel

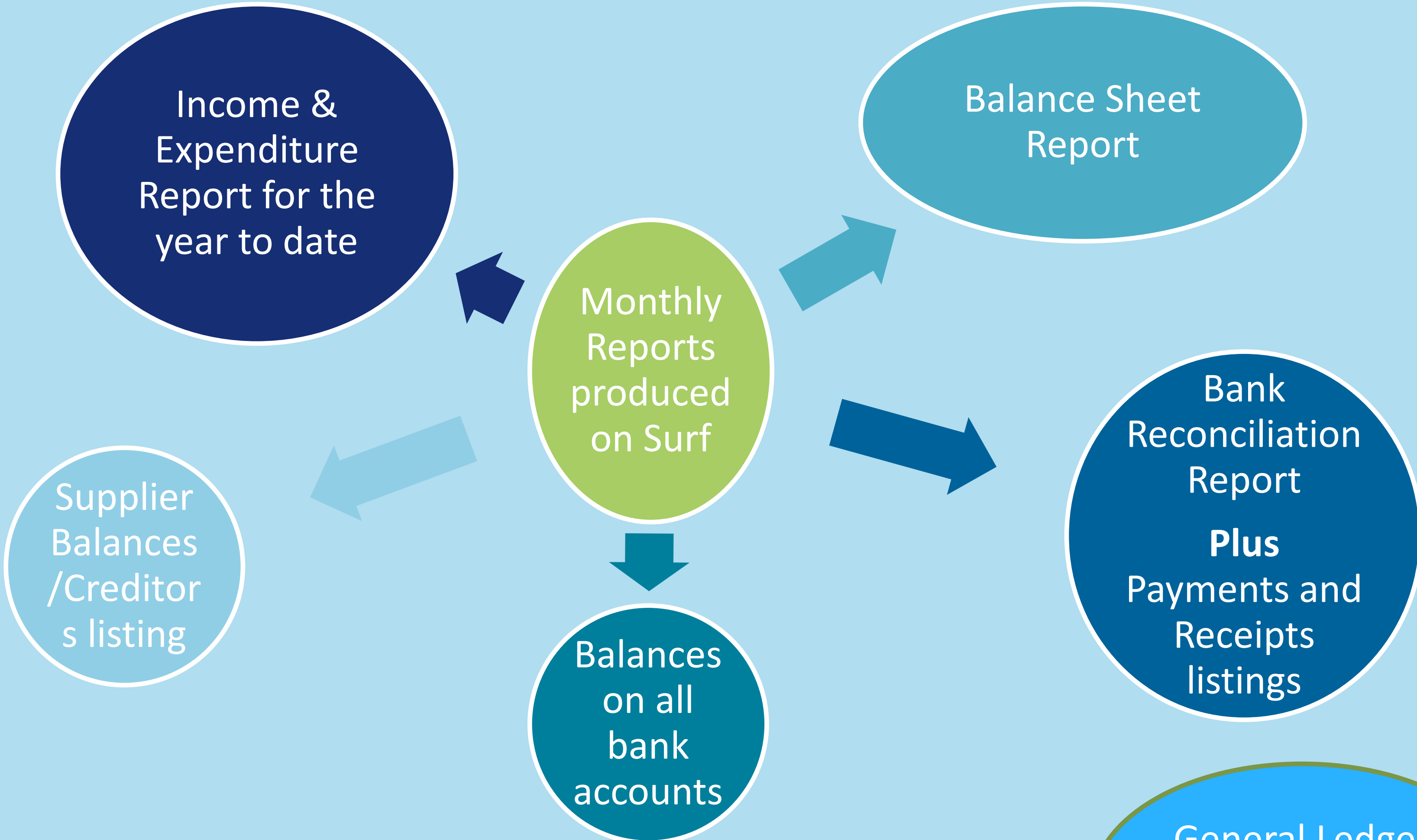
Step 3

Reviewed by the Finance Sub-Committee

Step 4

Presented to the board of management

Board of Management Monthly reports



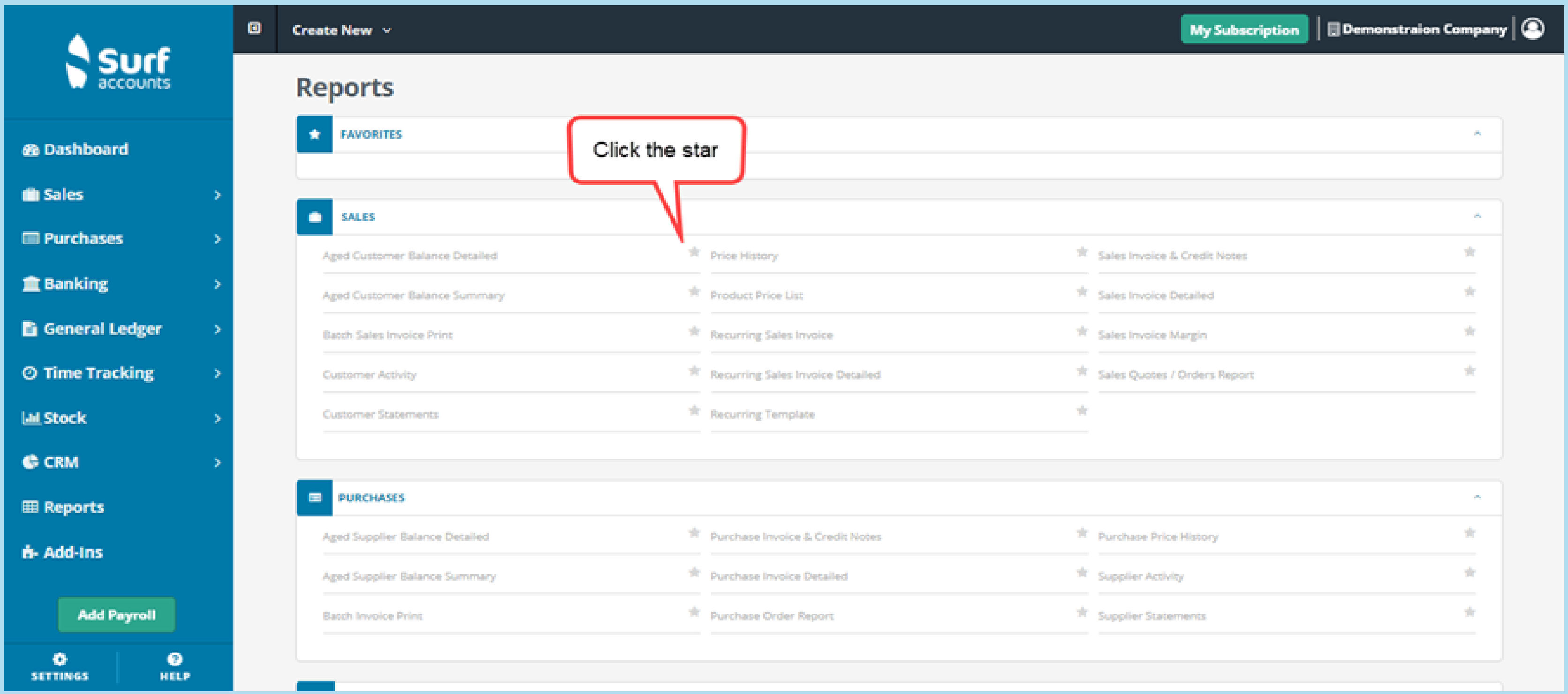
General Ledger Activity Report

See Financial Guideline 2019/2020 – 12 Appendix 1

"Recommended Financial Reports for Finance Sub-Committee Meetings and Board of Management Meetings" and Section 7 of the User Manual & See Webinar "Monthly Reporting in Surf Accounts"

Updated Reports Layout

Added a Favorites Section

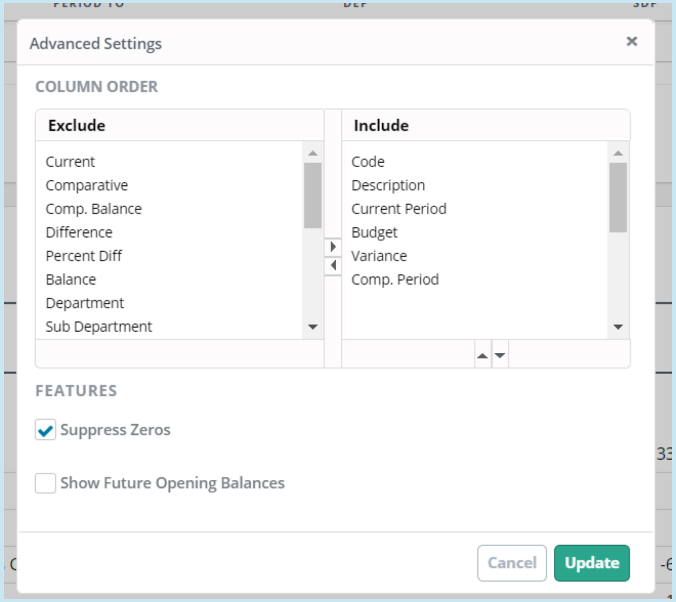


Income and Expenditure Report

Advanced settings:

Column Order:

- **Code** (Nominal Code)
- **Description** (Nominal Description)
- **Current Period** (Income/Expenditure in period per report date, should be year to date)
- **Budget** (Budget figures entered for period per report)
- **Variance** (Difference "Current Period" value and "Budget" value)
- **Comp. Period** (Prior year figures for same comparative period, e.g. Report date Sept 20 to May 21, Comp. Period will give values for Sept 19 to May 20.



Features:

Tick "Supress Zero Balance" to see only income/expenditure codes with amounts outstanding

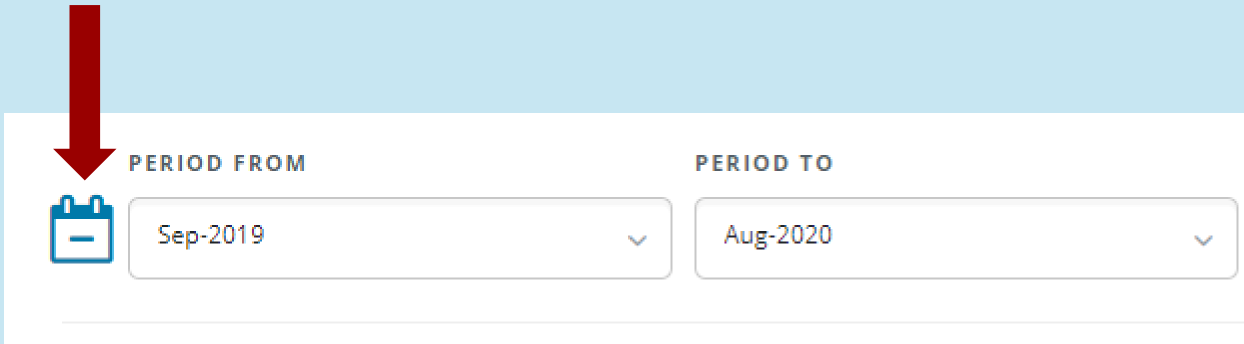
Income and Expenditure Report

Advanced settings:

Some other headings not included in standard format:

- ***{2021} Current*** *(This gives the year to date figures, e.g. Report Period To May 21 will give income/expenditure for Sept 20 to May 21)*
- ***{2020} Comparative*** *(This gives the prior year to date comparative figures, e.g. Report Period To May 21 will give income/expenditure for Sept 19 to May 20)*
- ***Comp. Balance*** *(This gives the full prior year figures, e.g. Report Period To May 21, this will give income/expenditure for Sept 19 to Aug 20)*
- ***Difference*** *(This gives the difference between the current year to date figures and the comparative year to date figures, e.g. Report Period To May 21 will give difference income/expenditure for Sept 20 to May 21 and Sept 19 to May 20)*
- ***Percent Diff*** *(This gives the % difference between the current year to date figures and the comparative year to date figures, e.g. Report Period To May 21 will give % difference income/expenditure for Sept 20 to May 21 and Sept 19 to May 20)*
- ***Balance*** *(The current year figures for full year on the system at that point in time)*
- ***Department*** *(Internal Surf department allocations)*
- ***Variance %*** *(% difference between "Current Period" value and "Budget" value)*

Relative Time Periods



Balance Sheet Report

Advanced settings:

Column Order:

- **Code** (Nominal Code)
- **Description** (Nominal Description)
- **{2021} Current** (Balance at "Period To" report date)
- **{2020} Comparative** (Balance at "Period To" report date in the prior year

e.g.Report to May 21, comparative will be balance at May 20)

Features:

Tick "Supress Zero Balance" to include your opening balances if you are generating the reports before you have closed out/rolled forward from the prior year

Balance Sheet Report

Advanced settings:

Some other headings not included in standard format:

- *Comp. Balance (This gives the balance on the account at the end of the prior year e.g. Aug 20)*
- *Current Period(This gives the movement on the account for the current reporting period selected e.g. Report for May 21 to May 21 will give movement on account for May 21)*
- *Comp. Period (This gives the movement on the account for the comparative reporting period selected e.g. Report for May 21 to May 21 will give movement on account for May 20)*
- ***Difference** (This gives the difference between the current year balance and the comparative year to date balance, e.g. Report Period To May 21 will give difference on account between May 20 and May 21)*
- ***Percent Diff** (This gives the % difference between the current year to date figures and the comparative year to date figures, e.g. Report Period To May 21 will give % difference income/expenditure for Sept 20 to May 21 and Sept 19 to May 20)*
- ***Budget** (Budget figures entered for period per report, not generally relevant for balance sheet)*
- ***Variance (**Difference between "Current" value and "Budget" value not generally relevant for balance sheet**)***
- ***Variance % (%** Difference between "Current" value and "Budget" value, not generally relevant for balance sheet**)***
- ***Department** (Internal Surf department allocation*

Aged Supplier Balance Summary

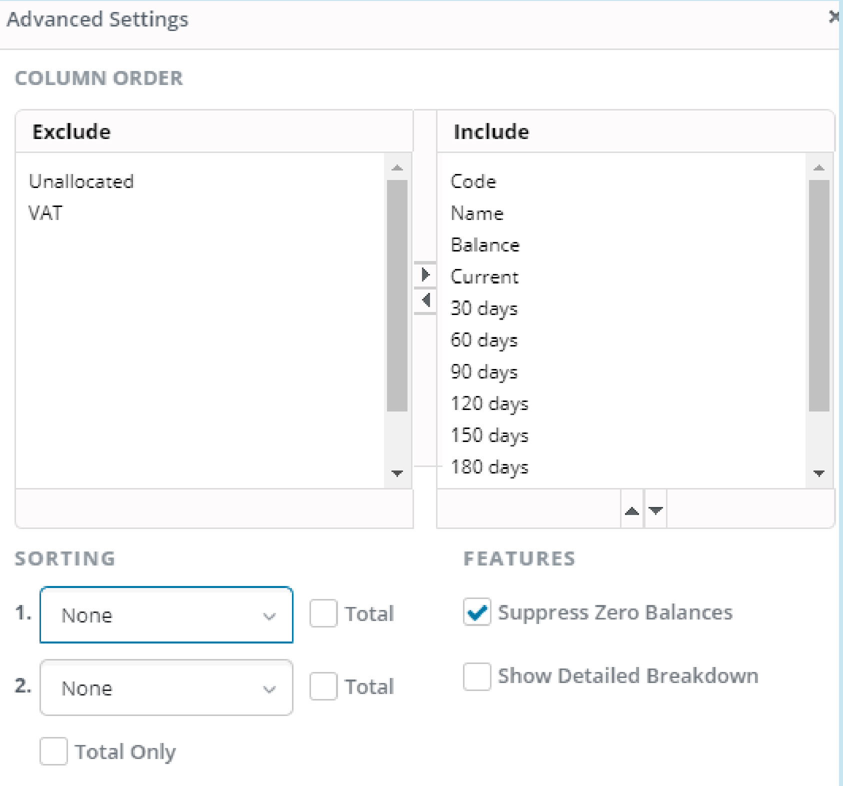
Advanced settings:

Column Order:

- Code
- Name
- Current
- Balance

{Breakdown of balance by age}

- 30 days
- 60 days
- 90 days
- 120 days
- 150 days
- 180+ days



Features:

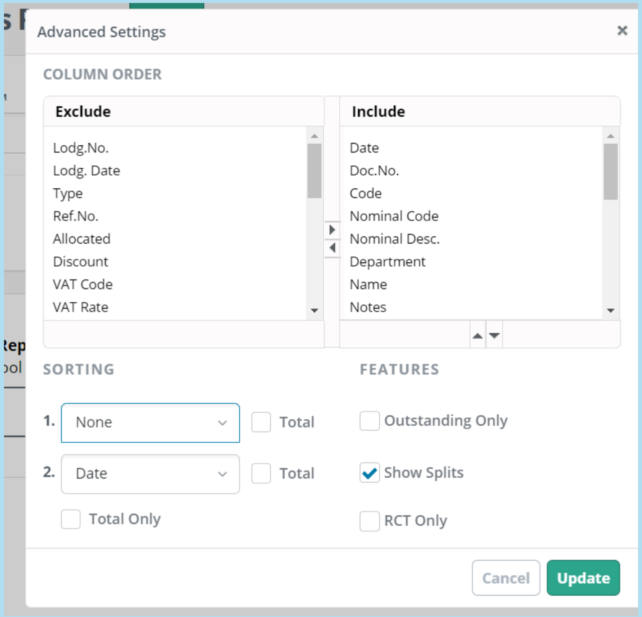
Tick “Supress Zero Balance” to see only suppliers with amounts outstanding

Bank Reconciliation with Receipts & Payments Reports

Advanced settings:

Column Order for payments/receipts:

- Date
- Doc.No. (Unique transaction number)
- Code (This is the supplier (or customer) code)
- Nominal Code
- Nominal Desc. (Nominal Description)
- Department
- Name (Supplier (or customer) Name)
- Notes
- Gross



Features:

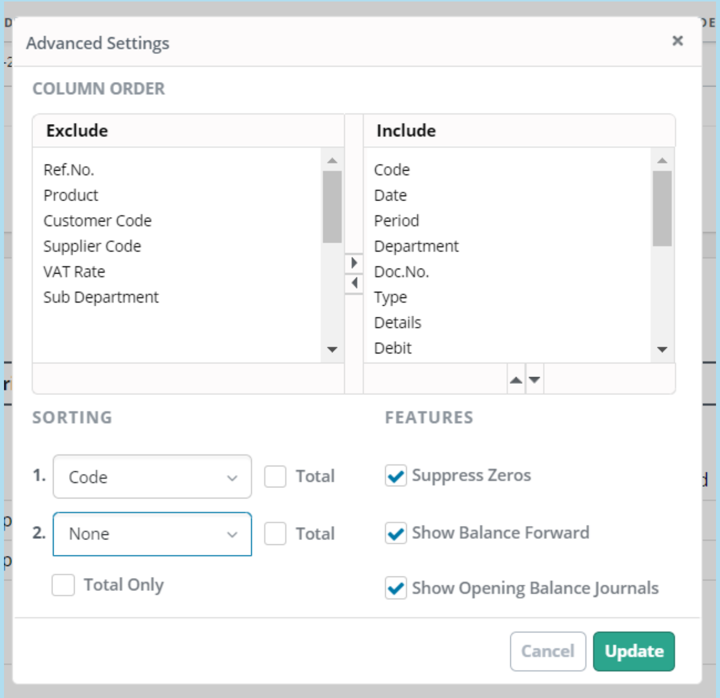
Tick "Show Splits" to see under what codes payments/receipts have been posted

General Ledger Account Activity

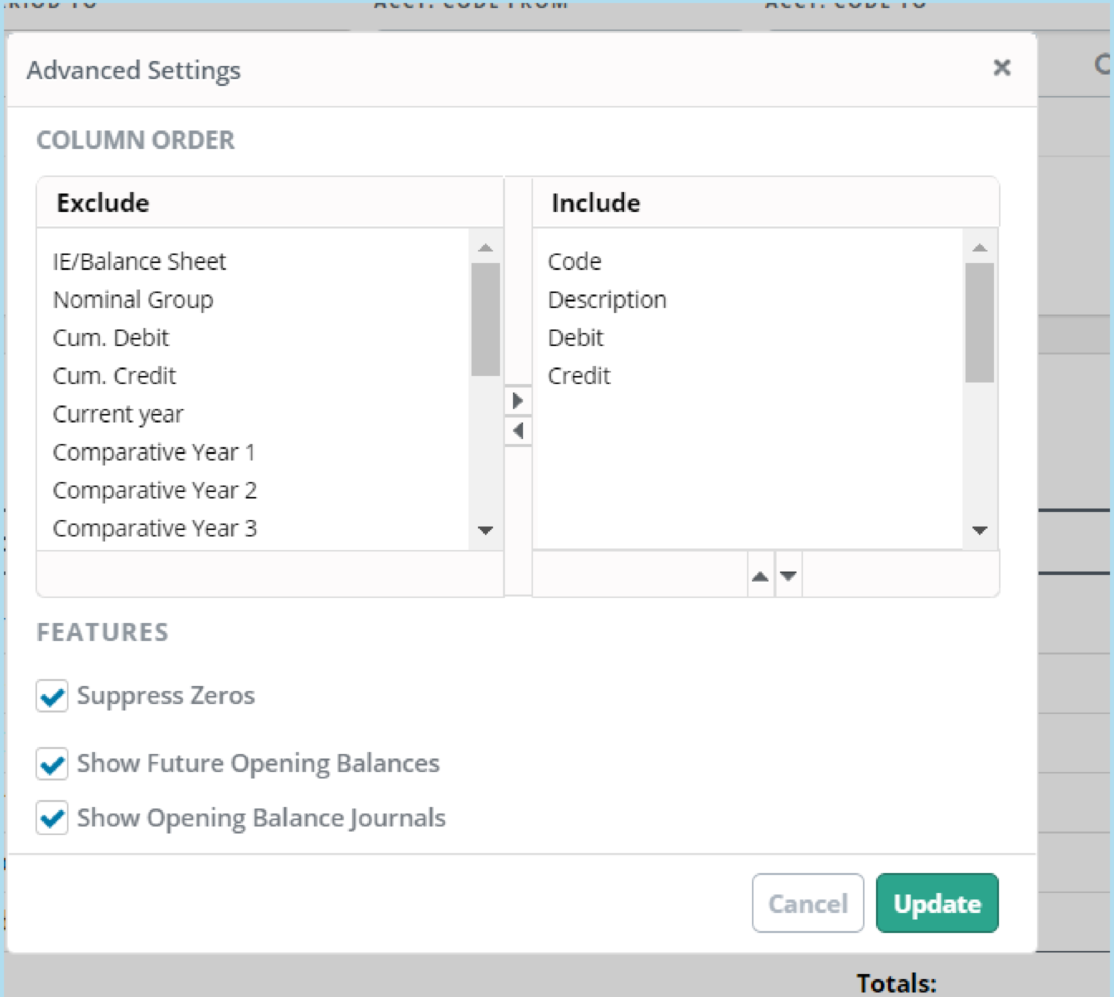
Advanced settings:

Column Order for payments/receipts:

- **Code** (This is nominal code)
- **Date** (Transaction date)
- **Doc.No**. (Unique transaction number)
- **Ref. No.** (Reference given by you when recording the transacton
- **Department**
- **Type** (Transaction type eg invoice, payment journal etc.)
- **Details** (Payee/notes input when recording the transaction)
- **Debit** (transaction value, note expenses show as debits in the I&E report)
- **Credit** (transaction value, note receipts show as credits in the I&E report)

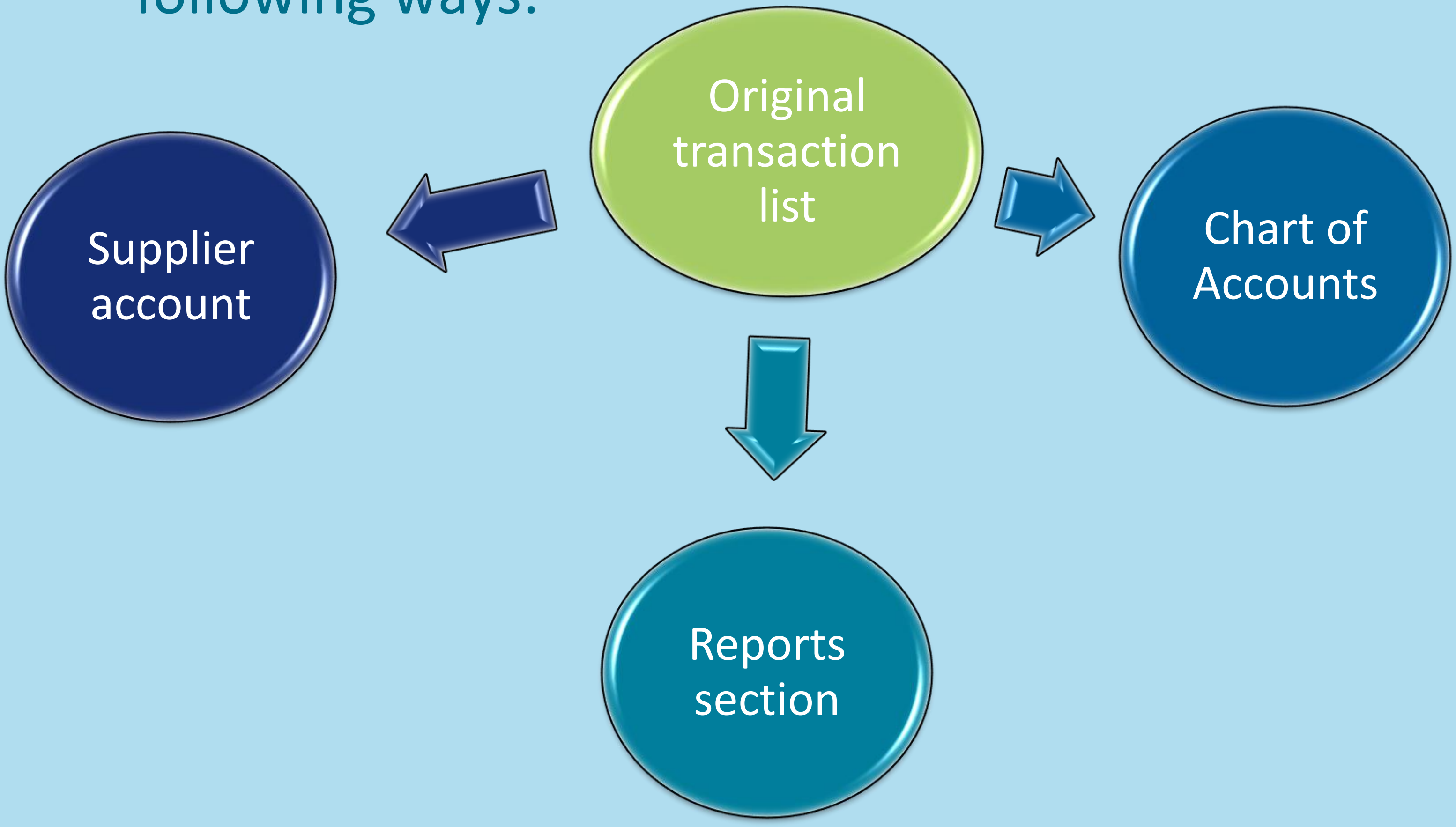


List of Bank Balances- Trial Balance Report

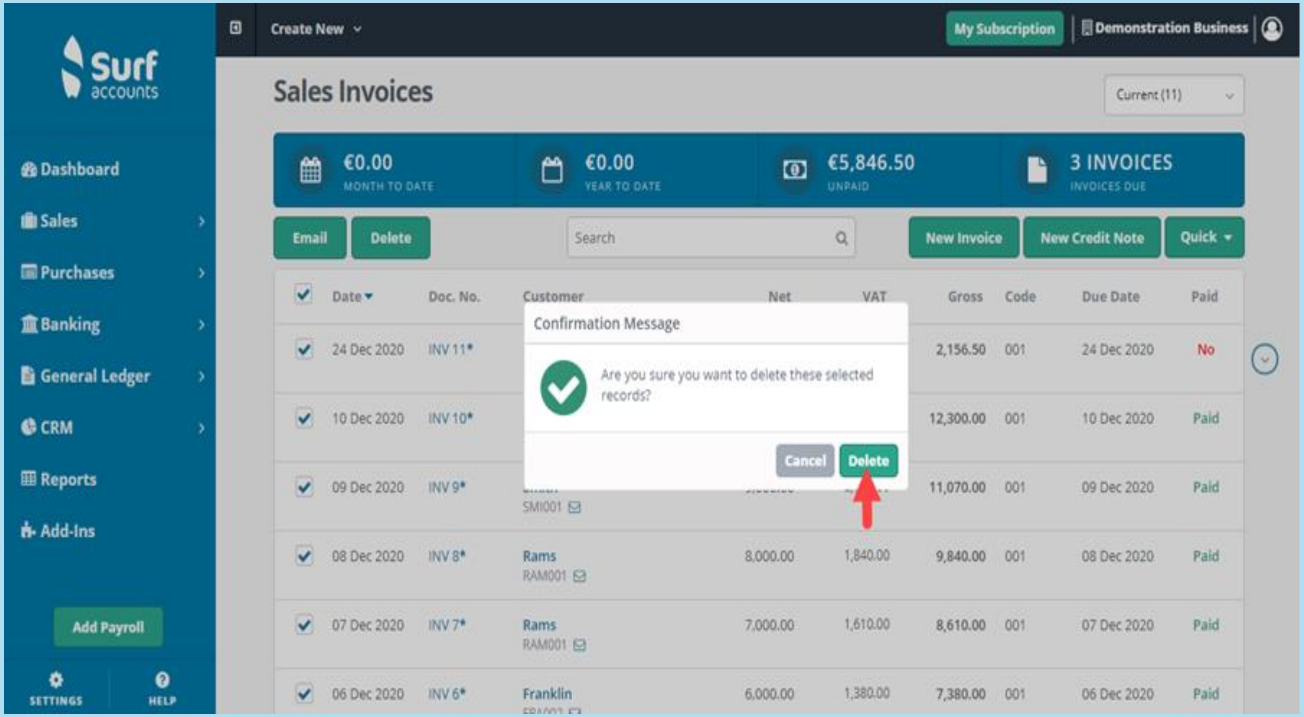


Viewing and Editing Transactions through Surf Reports

- You can now view and edit transactions through the following ways:



Deleting Records in Batch



Use of departments

- A department can be used where the school needs to monitor the expenditure of a particular type of grant or income across a number of different expense headings.

- The school must monitor the expenditure of the

  - ✓ Book grant
  - ✓ Supervision and substitution grant
  - ✓ Covid Grants
  - ✓ ICT grant
  - ✓ Building/Summer/Emergency Works Grant
  - ✓ Non-teacher pay grant as these are ring fenced grants i.e. can only be spent for the purpose for which the grant has been given.
  - ✓ A number of other departments have been set up for expenditure which a school typically wants to track, example SSSF, TY and non-pay grant.

- A school can add a department where it needs to monitor the expenditure of a particular grant or income within its own school e.g. canteen, breakfast club, adult education, designated income

- A department can also be used to provide a breakdown of a nominal account code:

  - Income received in advance

  - Grants received in advance

  - Other Subjects

Departments and reporting

Surf Reports

Practice

- Knowing what reports to run to answer queries
- The more practice the better you will become at spotting items for correction

General ledger

- Review for accuracy and completeness
- Make any amendments where necessary – handy option there within the general ledger report

Which report by Department ?

- Formatted Trial Balance Useful for providing a summary of specific Grants and how they are used

Surf Reports by Department

- Income & Expenditure Report & BS
- General ledger account details
- Formatted Trial Balance

Covid Grants Received/Spent

DES Covid Grant	Income code	Income per I&E Report**	Expenditure per I&E Report	Balance to transfer to unspent grants	Total Grant Received	Spent
Covid Minor Works	**3277**	**€53,390**	**€46,000**	**€7,390**	**€99,415**	**€92,025**
Covid Aide Grant	3280	€0	€0	€0	€2,800	€2,800
Capitation for PPE, consumables & equip	3281	€36,672	€23,256	€13,416	€40,172	€26,756
Enhanced Supervision Grant	3282	€37995	€33,055	€4,940	€37,995	€33,055
Capitation additional cleaning	**3283**	**€11,812**	**€12,150**	**€0 (overspend €338)**	**€12,162**	**€12,500**

** Income is made up of monies received in the year and unspent grant balance carried forward from the prior year

Balance on Covid Grants

Code	Description	Department	2021 Current €	2020 Comparative €
Income and Expenditure Account				
Income				
Income Department Grants				
3277	Covid Minor Works Grant Non Capital	COVID 19	53,390.00	-
3281	COVID Capitation for PPE Grant	COVID 19	36,672.00	-
3282	COVID Enhanced Supervision Grant	COVID 19	37,995.00	-
3283	Covid Capitation for Additional Cleaning Grant	COVID 19	11,812.00	-
			€139,869.00	-
		TOTAL Income	**€139,869.00**	-
Expenditure				
Expenditure Repairs, Maintenance and Establishment				
5316	Covid Minor Works Grant (Non Capital) Expense	COVID 19	46,000.00	-
5802	Covid PPE Grant Expense	COVID 19	23,256.00	-
5803	Covid Enhanced Supervision Grant Expense	COVID 19	33,055.00	-
5804	Covid Capitation for Cleaning Wages Expense	COVID 19	12,150.00	-
			€114,461.00	-
		TOTAL Expenditure	**€114,461.00**	-
		NET SURPLUS/DEFICIT	**€25,408.00**	-

FSSU Financial Support Services Unit

Total Income & Expenditure to Date

Generate the General ledger for relevant transaction dates

3277-Covid Minor Works Grant Non Capital							
3277	31/08/2020	2	NJRNL	Amount of covid minor works grants spent Aug 20	-	46,025.00	-46,025.00
3277	01/09/2020	3	NJRNL	Balance of covid minor works grant remaining at 01/09/2020	-	23,975.00	-70,000.00
3277	03/12/2020	26	RCPT	Covid MW	-	29,415.00	-99,415.00
				Totals:	**-**	**€99,415.00**	**€-99,415.00**

Thank you for joining the webinar

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