# Surf Accounts for C&C Schools Quick Reference Guide

**Rolling over the Financial Year 20/21 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 2022 No further action required
- Year Ended 2021 Move to Step 2

•	Year ended 31 Aug 2021			Þ
Period	From	То	Locked	
Oct-2020	01 Oct 2020	31 Oct 2020		1
Nov-2020	01 Nov 2020	30 Nov 2020		
Dec-2020	01 Dec 2020	31 Dec 2020		
Jan-2021	01 Jan 2021	31 Jan 2021		

To answer YES Please tick the box

### Step 2

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

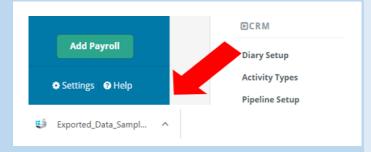
- 1) Has the board of management signed off on the annual accounts for the year ended 31st August 2021?
- 2) Has the external accountant/auditors submitted the annual accounts for the year ended 31st August 2021 to the FSSU?
- 3) Has the external school accountant/auditor prepared and posted/or provided 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

## Step 5

Confirm the Year End has been changed

#### Instructions

- Click Settings > Click Accounting Periods
- The Year ended date should show 31 Aug 2022

•	Year ended 31 Aug 2022		]	•
Period	From	То	Locked	
Sep-2021	01 Sep 2021	30 Sep 2021		*
Oct-2021	01 Oct 2021	31 Oct 2021		
Nov-2021	01 Nov 2021	30 Nov 2021		
Dec-2021	01 Dec 2021	31 Dec 2021		

Click here to watch a short video on the above process of closing out the year end.

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You are about to run the year-end on your business. This will close the current financial year [From: 01/09/2020 To: 31/08/2021] 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
<ul> <li><u>Lacknowledge the above information and understand this operation</u> <u>cannot be reversed</u></li> </ul>
Type "RUN YEAR END" in box inorder to proceed RUN YEAR END
Cancel

Current Financial Year : 01/09/2020 to 31/08/2021

Year-End