

Instructions on how to use the Surf excel import template to record bank receipts received from an Online Payments Solution company to the Surf Online Payments Solution Clearing Account

1. Download and save a copy of the [import template](#). Make sure to save the excel document as a CSV file (Comma delimited) (*.csv)
2. Update the import template with the lodgement details for the month, inputting the date and the € amount, all other details can be left the same. Save the changes.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|-----------|------------|-----------|------------|-----------|-----------|----------|----------|-------|-----------|---------|---------|-----|-------|-------------|----------------|------------|
| ReceiptNu | TransDate | Reference | PaidBy | BankAccou | PaymentTy | Lodgemen | Lodgemen | Net | NominalCo | VATCode | VATRate | VAT | Gross | ContactCode | Notes | DivisionCo |
| | 01/09/2021 | 1 | Online Pay | 1800 | EFT | | | 10.25 | 1870 | | | | | | Online Pay AOD | |
| | 02/09/2021 | 2 | Online Pay | 1800 | EFT | | | 12 | 1870 | | | | | | Online Pay AOD | |
| | 03/09/2021 | 3 | Online Pay | 1800 | EFT | | | 3 | 1870 | | | | | | Online Pay AOD | |
| | 06/09/2021 | 4 | Online Pay | 1800 | EFT | | | 5 | 1870 | | | | | | Online Pay AOD | |
| | 07/09/2021 | 5 | Online Pay | 1800 | EFT | | | 6 | 1870 | | | | | | Online Pay AOD | |

3. In Surf accounts, on the left panel, click 'Settings'.
The Settings page appears. Under the 'DATA' heading, click 'Imports'.

The screenshot shows the Surf accounts interface. The top left corner features the Surf accounts logo with a notification badge showing the number 4. The top right corner displays 'Demonstration Organisation' and a user profile icon. The left sidebar contains a navigation menu with items: Dashboard, Sales, Purchases, Banking, General Ledger, Time Tracking, Stock, CRM, Reports, and Settings (indicated by a red arrow). A green 'Add Payroll' button is positioned above the Settings icon. The main 'Settings' page is organized into a grid of categories: GENERAL SETUP, CONTACTS, DATA, PRODUCTS & STOCK, ACCOUNTS, VAT, E-MAIL, BANKING, CRM, and INVOICING/PRINT TEMPLATES. A red arrow points to the 'Imports' option within the 'DATA' category.

4. On the 'Data Import' page, tick 'Customer and non customer Receipts' and click 'Next'.

Quick tip Detailed help is available [here](#).

Select the type of the file you wish to import

Surfaccounts Standard Import File ▾

Contacts - Customer/Supplier/Prospects/Business & Personal Contacts

Product List

Detailed Customer Invoices and Credit Notes

Customer and Non Customer Receipts

Summary Supplier Invoices and Credit Notes

Journals

Yearly Budget Import

Stock Adjustments

Summary Customer Invoices and Credit Notes

Detailed Supplier Invoices and Credit Notes

Supplier and Non Supplier Payments

Monthly Budget Import

5. The 'Data Import > Customer and non customer Receipts' page appears, click 'Browse' and select the template from your files.
6. 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\



7. A message will appear indicating if the import was successful or if the template is not in the correct format a validation error message will show instead.
8. The lodgements will now be posted to your bank account and **the Online Payments Solution Clearing Account**
9. The lodgements will be available to view/edit on the Banking receipts page. If you open the transactions to edit, you will notice they are in the “New” format instead of the “Quick Receipt” format.