

Surf Accounts

Importing the Budget

### 1 C&C Budget 2022/23 New Surf Import sheet

There is a new excel sheet included in the Budget Template 2022/2023 called "Surf Import" which provides a summary of the nominal codes and the total budget figures for the year.

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1		Community and Comprehensive School						
2		PPP School Budget 2022/2023						
3		Surf Budget import figures						
4	1.The nomin	al codes here should be the same as in your Surf accounts	s. If vou					
5	added add	itional codes to your income & expenditure budget please	e add the					
6	codes and	values into the budaet below.						
7	2. Values are	e formatted as "General"						
8	3. Income vo	alues (codes 3000-3899) should show as a minus (-) fiaure	2					
9	4. The detail	s in Column A & C must be then copied into a Surf Budaet	t Import					
10	template f	or importing into Surf	, in port					
11		Click here for full instructions for importing budget figures into	Surf					
12	Copy		Copy					
12	<u>^</u>		P	Correspondi	ng column in	the Curf Budge	at Import To	mulate1
15	Codo		D Deviad 1	Correspondi	ng column in	the suri budge	st import re	mpiatej
14	Code -	v	Period 1	Correspondi	ng column he	ader in the Su	rf Budget Im	port Tem
15	3010	Non Pay Budget Grant	0					
16	3020	DEIS Grant (DEIS School only)	0	/				
17	3030	Non Teachers Pay Budget Grant	19275	,				
10	3050	School Support Services Fund Grant	-18375					
20	3150	Special Education Equipment Grant	0					
20	3170	Special Subjects Grant	0					
22	3190	ICSP Grant	0					
23	3200	Transition Year Grant	0	) )				
24	3210	Leaving Cert Applied Grant	0	)				
25	3220	Grant for Traveller Students	0	)				
26	3230	ICT Grant Non Capital	0					
27	3240	Supervision/Substitution Grant	0	)				
28	3245	Physics/Chemistry Grant	0	)				
29	3255	SEC State Exam Income	0					
20		imated Operating Cashflow	Monthly Cashflor	7 Surf Budget	Import		1. [2]	
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The details in Column A & C of this sheet can be copied into a template available in Surf, and this will enable the budget data to be imported into Surf.

Steps 2 – 4 in this document outline this process.

## 2 Download and save the budget import template

- 2.1 On the left panel, click "**Settings"**.
- 2.2 The "Settings" page appears. Under the "DATA" heading, click "Imports".

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	Se	ttings			
🚯 Dashboard		GENERAL SETUP	▶ CONTACTS	DATA	PRODUCTS & STOCK
🗐 Sales		Business Details	Setup	Imports	Products
Purchases		Users	Categories	Exports	Product Categories
🏛 Banking		Manage Account Manage Currency	Other Information Credit Terms	Year-End	Stock Setup Stock Adjustment Types
🖹 General Ledger		Manage Time Recording			Stores
O Time Tracking		P ACCOUNTS	Þ VAT	E-MAIL	E BANKING
lul Stock		Setup	VAT Basis	Basic Settings	PayPal Account Details
🕒 CRM		Accounting Periods	VAT Rates	Advanced Settings	Bank Import Rules
I Reports		Divisions	VAT Codes	E-Mail Templates	
Add Payroll		D CRM	■ INVOICING/PRINT TEMPLAT	res	
Settings 🛛 🕑 Help		Diary Setup	Transaction Other Information		

Import Link

2.3 The Data Import page appears. Tick "Monthly Budget Import" and click "Next".

uick tip Detailed help is available here.		
Select the type of the file you wish to import		
Surf Accounts Standard Import File 🗸 🗸		
Contacts - Customer/Supplier/Prospects/Business & Personal Contacts		
O Product List	○ Stock Adjustments	
<ul> <li>Detailed Customer Invoices and Credit Notes</li> </ul>	Summary Customer Invoices and Credit Notes	
Customer and Non Customer Receipts	O Detailed Supplier Invoices and Credit Notes	
<ul> <li>Summary Supplier Invoices and Credit Notes</li> </ul>	O Supplier and Non Supplier Payments	
🔾 Journals	Monthly Budget Import	
○ Yearly Budget Import		

2.4 The Data Import screen for Monthly Budget Import page appears. Click "**Template**" to download the required excel format to your machine and save the document.

Data Import > Monthly Budget Import			
<b>Ouick tip</b> Detailed help is available here.			×
To import <b>Monthly Budget Data</b> into <b>Surf Accounts</b> Import Button. If there are <u>any</u> issues with the import	you must use the followin <mark>t Template</mark> (c) the on li file the information <u>will not occumported</u> then y	nk to download). Once you have filled in the information select your ou must fix the problems and re-import.	file below and press the
	SELECT PERIOD	SELECT DEPARTMENT	
Browse	Select option	<ul> <li>Select option</li> </ul>	~
		Close	Previous Import



# 3 Copy relevant information from the C&C Budget Template into the Surf monthly budget format import template

- 3.1 Open the C&C Budget Template 2022/2023.
- 3.2 Select the tab "7. Surf Budget Import"
- 3.3 Before copying the information you can apply the filter in Column C.

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1		Click here for full instructions for importing budget figures into	o Surf		
2	Сору		Сору		
3	Α		В		[Cor
4	Code 🗸	*	Period 1	T	ior
5	3010	Non Pay Budget Grant			

Untick the "0" box. This will ensure that you will not be including codes in the import sheet that may not be set up in your Surf chart of accounts.

$2 \downarrow Sort Smallest to Largest$	
Z↓ Sort Largest to Smallest	
Sor <u>t</u> by Color	>
Sheet <u>V</u> iew	>
Clear Filter From "Period 1"	-
F <u>i</u> lter by Color	>
Number <u>F</u> ilters	>
Search	2
(Select All) $(-21000)$ $(-2.18375)$ $(-2.16000)$ $(-2.6600)$ $(-2.6600)$ $(-2.6600)$ $(-2.6600)$ $(-2.6600)$ $(-2.6600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$ $(-2.600)$	~
ОК	Cancel

3.4 To copy the information in column A 'Code' from the C&C Budget Template - Highlight A15:A211 (i.e. all the nominal codes), right click and copy.

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1	Code	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period
2	3010									
3	3020									
4	3050									
5	3100									
6	3130									
7	3140									
8	3150									
9	3160									
10	3170									
11	3190									

In the "Surf monthly budget format import template", click into A2 right click and paste.

3.5 To copy the information in column C 'Period 1' which contains the total budget figures from the Budget template - Highlight C15:C211 (i.e. all the values). right click and copy. Then In the "Surf monthly budget format import template", click into B2 right click and **paste as values**.



#### Note income values (codes 3000-3899) should have been entered as a minus (-)

3.6 Once you have completed the import template save the changes.

#### 4 Import budget into Surf

4.1 From the data import template page (as per step 2.4) choose the file you wish to import i.e. the Surf monthly budget format import template.

Data Import > Monthly Budget Import			
• Quick tipDetailed help is available here.			×
Data Import > Monthly Budget Import         O Quick tipDetailed help is available here.         To import Monthly Budget Data 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.         SELECT PERIOD       SELECT DEPARTMENT         Close       Previous			
To import <b>Monthly Budget Data</b> into <b>Surf Accounts</b> you Import Button. If there are <b>any</b> issues with the import file	u must use the following <b>Template</b> (click on link to e the information <u>will not</u> be imported then you n	odownload). Once you have filled in the information select your file below nust fix the problems and re-import.	and press the
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Data Import > Monthly Budget Import         • Quick tipDetailed help is available here.         • To import Monthly Budget Data 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.         © ClusterstElicentDocuments\ Browse       SELECT PERIOD         Close       Previous	~		
Quick tipDetailed help is available here.       x         To import Monthly Budget Data 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.         CtUSerssEileen/Documents1       SileCT PERIOD       SileCT DEPARTMENT         Close       Previous       Import			
		Close	is Import

4.2 Select the period you are importing the budget to.

If the current financial year in Surf accounts is the year ended 31 August 2022, you should select to import the template for the 'future period'.

If, when you come to import the budget if is after the 31 August 2022, and you have completed the year end process on Surf Accounts and the current financial year is set to 31 August 2023, select the 'current period'.

To check what the current financial year is set to in Surf accounts go to "Settings" > click "Accounting Periods".

1	Year ended	31 Aug 2021		•
Period	From	То	Locked	
Sep-2020	01 Sep 2020	30 Sep 2020		
Oct-2020	01 Oct 2020	31 Oct 2020		
Nov-2020	01 Nov 2020	30 Nov 2020		
Dec-2020	01 Dec 2020	31 Dec 2020		
Jan-2021	01 Jan 2021	31 Jan 2021		
Feb-2021	01 Feb 2021	28 Feb 2021		
Mar-2021	01 Mar 2021	31 Mar 2021		
Apr-2021	01 Apr 2021	30 Apr 2021		
May-2021	01 May 2021	31 May 2021		
Jun-2021	01 Jun 2021	30 Jun 2021		
Jul-2021	01 Jul 2021	31 Jul 2021		
Close	Save Edit	Change Fin	ancial Yea	ar

If you have not yet completed the year end process for 31 August 2021 you cannot import the budget for 2022/2023. See <u>here</u> for guidance on rolling over the financial year in.

4.3 Select **"AOD"** for the department.

- 4.4 Then select 'Import'.
- 4.5 If you have the budget broken down between departments and wish to compare different department income and expenditure against budget you will need to prepare a separate import template for each department. After each department balance has been imported the remaining balances should be entered under "AOD".

This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.

4.5 Run the Income & Expenditure report for September 2022, to verify the budget figures.

#### 5 Editing the budget in Surf

The Budget figures can be edited in Surf in the general ledger section.

5.1 Go to the 'General ledger' module > 'Chart of Accounts'. Click on the green 'Budget' button and select either 'Future Period-Monthly', if you have not yet completed the year end process for the year ended 31 August 2022

or 'Current Period-Monthly' if you have completed the year end process, and the financial year end is set to 31 August 2023

Chart of Accounts	Print Add	View - Budget - This	Year v	<ul> <li>Suppress Zer</li> </ul>
		Current Period - Annual		
Code De:	scription	Current Period - Monthly		2020
Income and Expenditure Account		Future Period - Annual	De	bit Credit
Income		Future Period - Monthly		
Income Department Grants				
3010 No	n Pay Budget			- 152,327.00
		Pue	last view	

Bud	get	view
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Ente	er Current Year Monthl	y Budget	Back	Save							DEF	AOD - All (	✓ Supp	'ess Zero
Code	Description	2021	Total	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 2
3010	Non Pay Budget	0.00	0 0	-183000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3030	Non Teachers Pay Budget	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3050	Support Services Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3150	Book Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3200	Transition Year Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

- 5.2 Select the Department (DEP) 'AOD-All Other Departments' and make sure the 'Supress Zero' box is unticked.
- 5.3 Select the cell under the Column <u>'Sep 22'</u> for the particular nominal code you wish to edit. (Helpful hint: once you have clicked on the cell hit 'Ctrl+A' to overwrite the existing value)
- 5.4 Note income values (codes 3000-3899 should be entered as a minus (-)
- 5.5 Hit 'Save' to save the budget figures.