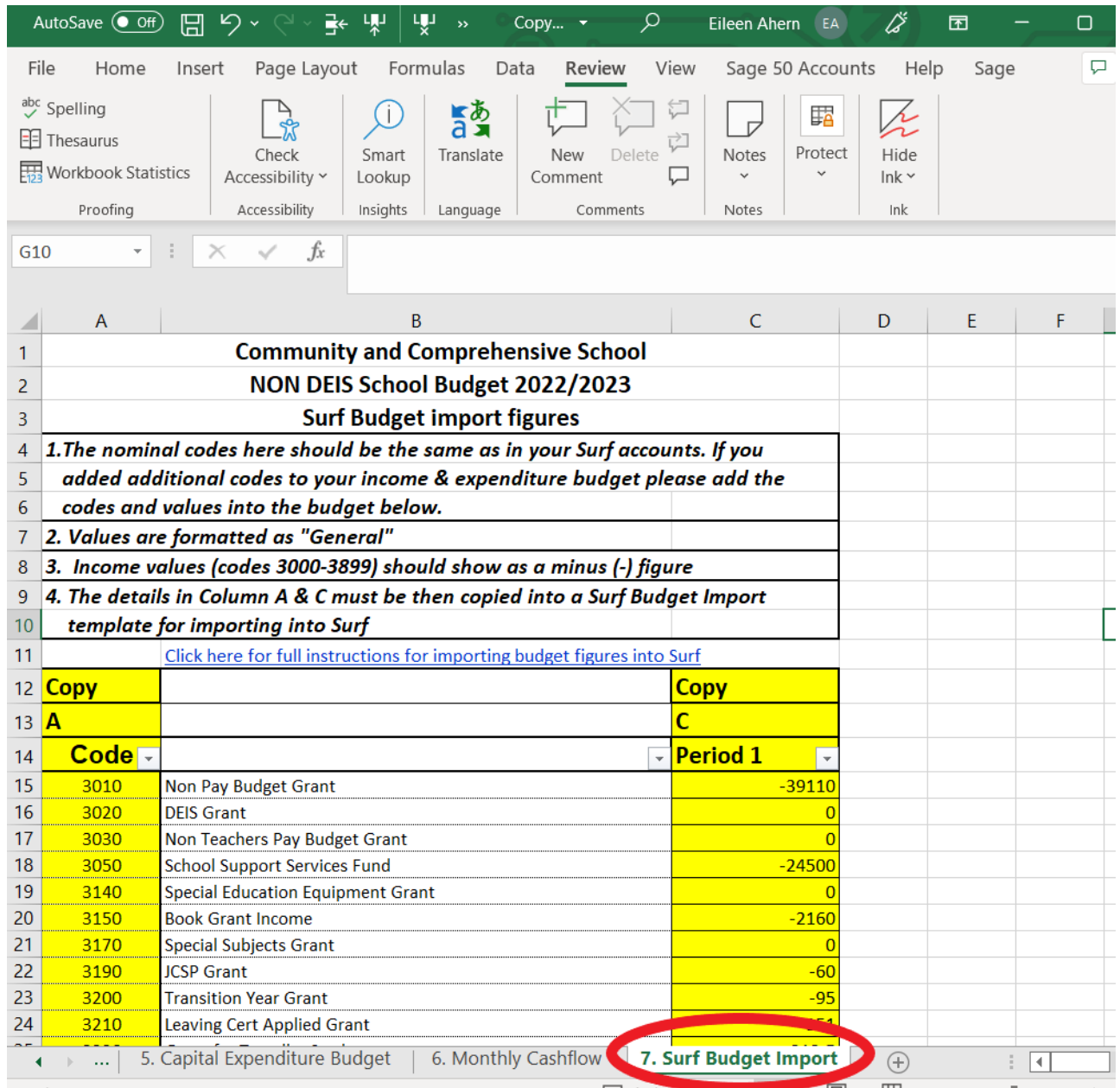


# Surf Accounts

## 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 Budget Import" which provides a summary of the nominal codes and the total budget figures for the year.



Code	Period 1
3010	-39110
3020	0
3030	0
3050	-24500
3140	0
3150	-2160
3170	0
3190	-60
3200	-95
3210	54

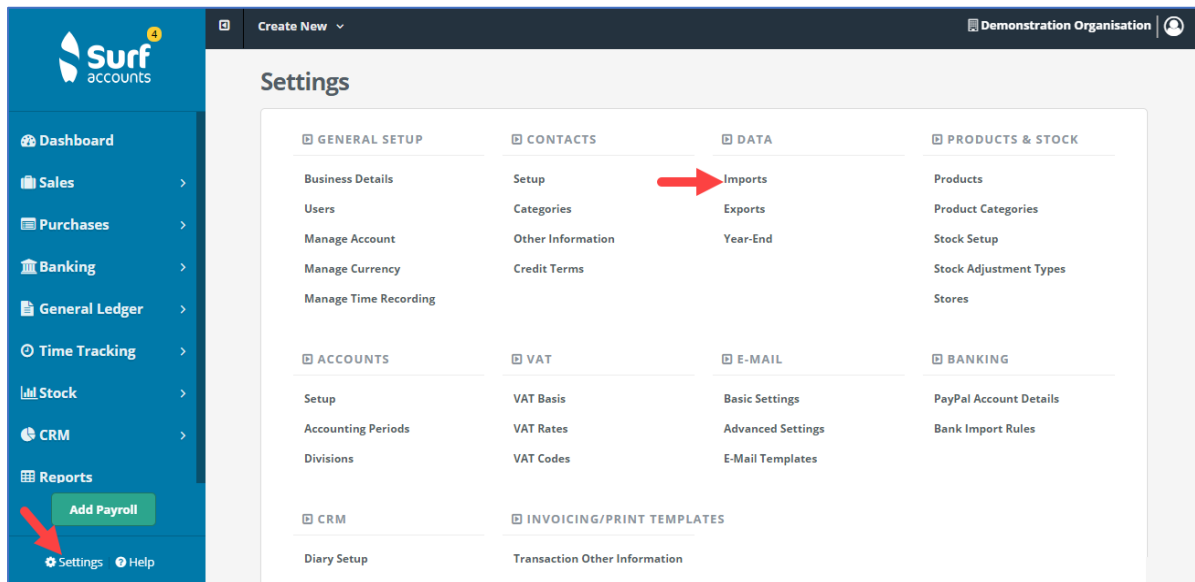
The details in Column A & C of this sheet can be copied into a template available in Surf, and this will enable the budget data to be imported directly into Surf.

**Steps 2 – 4 in this document outline this process.**

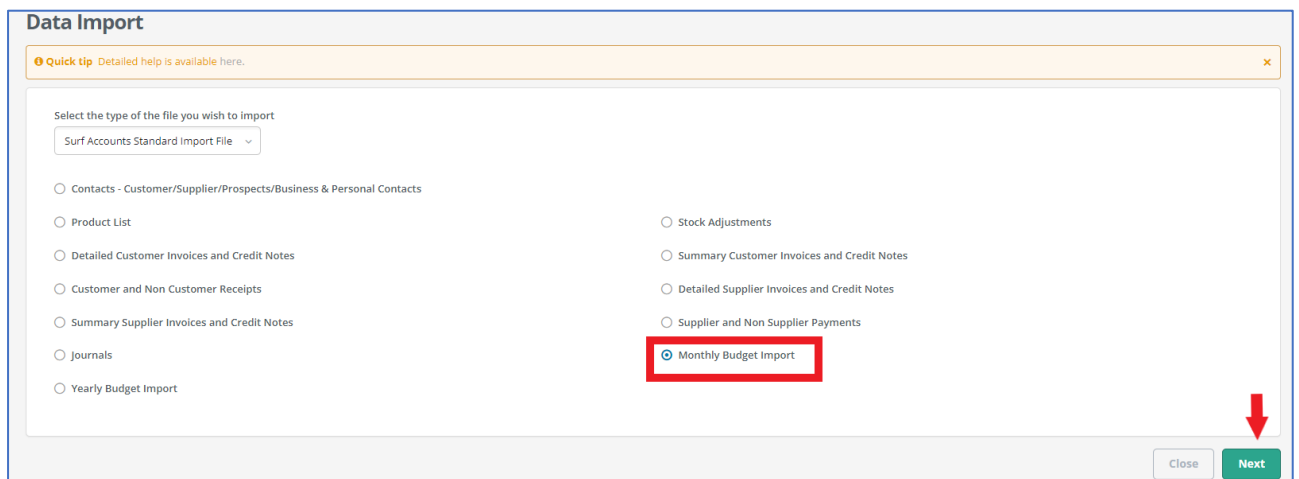
## 2 Download and save the budget import template

2.1 On the left panel, click “Settings”.

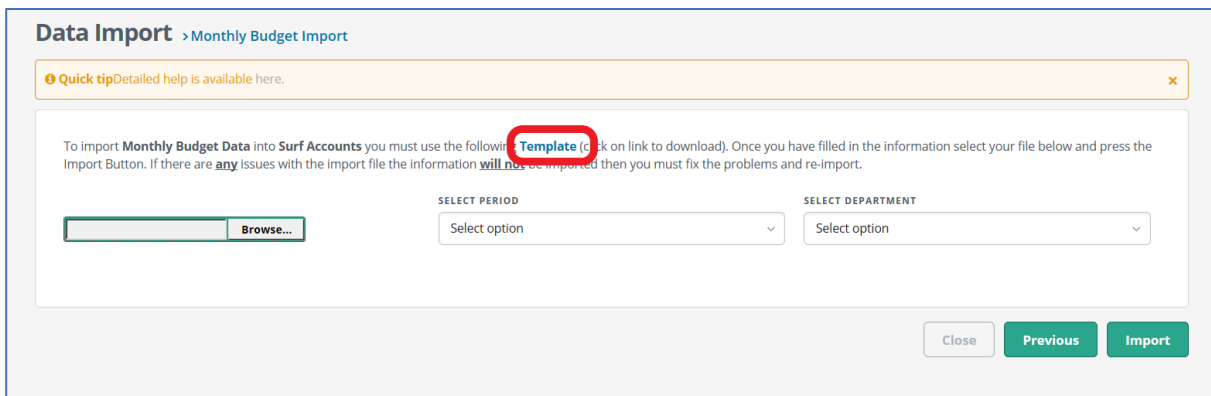
2.2 The “Settings” page appears. Under the “DATA” heading, click “Imports”.



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



- 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. Save the excel sheet to where you would normally save financial reports for example the C drive/desktop.

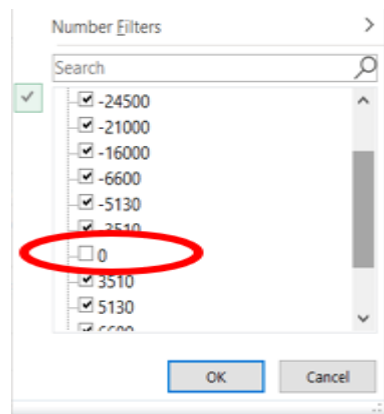


### 3 Copy relevant information from the C&C Budget Template into the Surf monthly budget format import template

- 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. Click on the drop-down arrow in the box 'period 1', as shown in the image below.

11	<a href="#">Click here for full instructions for importing budget figures into Surf</a>		
12	Copy		Copy
13	A		C
14	Code		Period 1
15	3010	Non Pay Budget Grant	-3,110
16	3020	DEIS Grant	0

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.



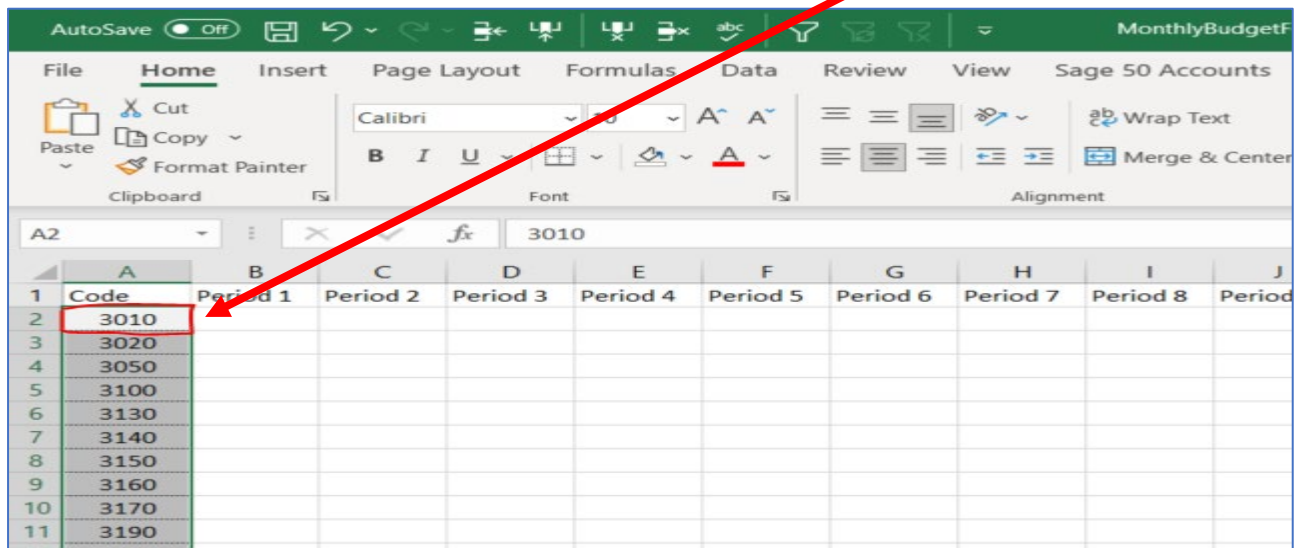
### 3.4 To Copy the nominal codes into the Surf monthly budget format import template:

Open the C&C Budget Template 2022-2023 > Sheet 7 Surf Budget Import

To copy the information in column A 'Code' highlight the list of nominal codes, starting in cell A15: down to the last nominal code

Then right click and copy.

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



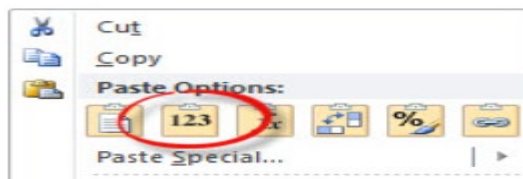
### 3.5 To Copy the budget € figures into the Surf monthly budget format import template:

Open the C&C Budget Template 2022-2023 > Sheet 7 Surf Budget Import

To copy the information in column C 'Period 1' which contains the budget figures , highlight the list of amounts, starting in C15: down to the last amount.

Then Right click and copy.

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)  
Click on Browse > choose the file you wish to import i.e. the Surf monthly budget format import template.

**Data Import > Monthly Budget Import**

**Quick tip** Detailed 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  
Current Period

SELECT DEPARTMENT  
AOD

- 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 it 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".

Period	From	To	Locked
Sep-2020	01 Sep 2020	30 Sep 2020	<input type="checkbox"/>
Oct-2020	01 Oct 2020	31 Oct 2020	<input type="checkbox"/>
Nov-2020	01 Nov 2020	30 Nov 2020	<input type="checkbox"/>
Dec-2020	01 Dec 2020	31 Dec 2020	<input type="checkbox"/>
Jan-2021	01 Jan 2021	31 Jan 2021	<input type="checkbox"/>
Feb-2021	01 Feb 2021	28 Feb 2021	<input type="checkbox"/>
Mar-2021	01 Mar 2021	31 Mar 2021	<input type="checkbox"/>
Apr-2021	01 Apr 2021	30 Apr 2021	<input type="checkbox"/>
May-2021	01 May 2021	31 May 2021	<input type="checkbox"/>
Jun-2021	01 Jun 2021	30 Jun 2021	<input type="checkbox"/>
Jul-2021	01 Jul 2021	31 Jul 2021	<input type="checkbox"/>

If you have not yet completed the year end process for 31 August 2021 you cannot import the budget for 2022/2023. See [here](#) 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".

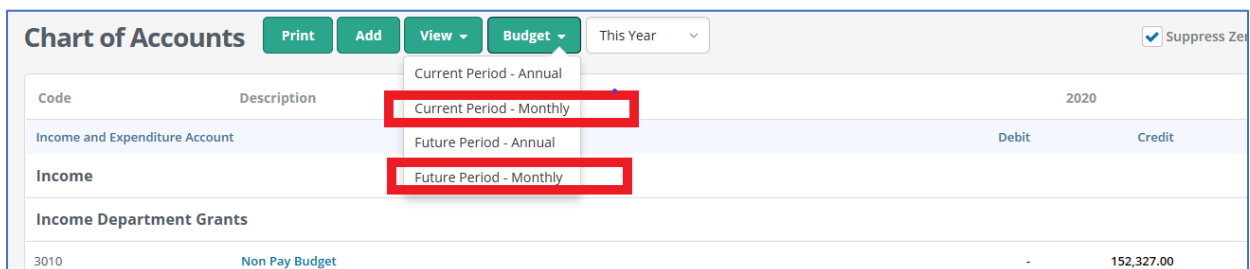
This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.

- 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



- 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 '**Sep 22**' 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.