Surf Accounts for C&C Schools Quick Reference Guide

Updating the Chart of Accounts for a new bank account

1) On the Bank Accounts page, click New

Surf accounts by binger		☑ Create New ∨				My Subscription 🛛 🗐 Test C&C School Br
			Bank Accounts	& Connect for Automatic F	eeds ? ()	New
🚯 Dashboard						▲
Customers			Petty Cash Account Reconciled: Never	血	Credit Card Account Reconciled: Never	
Purchases						
🏛 Banking			€0.00	Connect to my Bank	€0.00	Connect to my Bank
🖹 General Ledger						
🕼 CRM						
⊞ Reports			Current Account 3 Reconciled: Never		Reconciled: Never	
			€0.00	Connect to my Bank	€-3,736.32	Connect to my Bank

2) The **Add Bank Account** page appears. Enter the following details for the bank account type.

		٩	Create New 🗸	My Subscription	monstration Company
				6 Add Bank Account	
🚳 Dashboard				Simply Enter in the Details Below and Press Save	
💼 Sales				BANK NAME	
🖿 Purchases				۵	
🏛 Banking				BANK ACCOUNT NAME	
🔓 General Ledger				ACCOUNT NUMBER	
O Time Tracking					
📠 Stock				BIC IBAN	
🚱 CRM				▼ Advanced	
III Reports					
Add Payroll				Cancel	Save
Settings 🛛 Help				Carrier	

FIELD	STEP
BANK NAME*	Enter the bank name or click ^Q to select your bank from the Banks window. If you are unable to do either, select Other from the options in the Banks window.
BANK ACCOUNT NAME*	Enter a custom bank account name. For example, current account.
ACCOUNT NUMBER	Enter the bank account number.
BIC	Enter the BIC.
IBAN	Enter the IBAN.

*Mandatory fields

Click on the arrow for advanced options

Advanced		
DEFAULT IMPORT FILE		
Select option		~
BANK REFERENCE	NOMINAL CODE	
DEFAULT DEPARTMENT		
NRC		~

Advanced option	
DEFAULT IMPORT FILE	Leave blank
BANK REFERENCE	Leave blank
NOMINAL CODE	Enter a default nominal code which will be displayed in the chart of accounts. This will be a four-digit nominal code selected from available codes within the Bank section range (1800 – 1950). You should select the next available nominal code following 1800.
DEFAULT DEPARTMENT	Select a default department from the drop-down list

3. To set up the bank account, click **Save**.