

**Capital Project Checklist**

**For SURF Accounts Users**

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|  | **Event** | **TASK** | **Handouts** |
|  | Overview of Capital Projects  Register contract in ROS | 1. Set-up Files    1. Capital Project File    2. RCT    3. VAT 2. Budget information for template 3. Check COA for most recent version – with reference to contribution to FA | * Capital Project Template * Supplier Set-up Form * Current FSSU COA |
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|  | **Steps on SURF** | 1. Create department for Capital Project 2. Record DE Grant in SURF (Use Dept) 3. Set-up supplier – tick RCT Subcontractor |  |
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|  | Relevant Contract Invoice | 1. Enter Invoice on SURF 2. Record VAT Journal in SURF |  |
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|  | Payment Notification  & Deduction Authorisation | 1. Record supplier payment in SURF. |  |
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|  | VAT Return | 1. Record VAT Payment in VAT Control A/c 2. Review VAT Control A/c postings |  |
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|  | RCT Return | 1. Record RCT payment in RCT Control A/c 2. Review RCT Control A/c postings |  |
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|  | Capital Project Reporting Template completion | 1. Run Trial Balance – formatted for the period for the Department. |  |
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