

# Surf Accounts for C&C Schools

## Quick Reference Guide

### Updating the Chart of Accounts

#### Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Create a new nominal account.
- 2: Remove a nominal account.
- 3: Change the description on a nominal account.



#### 1. How to create a new nominal account

##### Instructions

- Go to **General Ledger** > Select **Chart of Accounts**
- Click on **New** icon
- Select the account group as indicated by the **Type** and **Category** on the Chart of Accounts Guideline
- Enter the relevant account code number
- Enter the description
- Select **Save**

##### Example

- New account: 3380 Student Photocopying Income
- Enter details on Surf Accounts as follows:
  - In Account Group – select Income School Generated
  - In Account Code – enter 3380
  - In Description - type Student Photocopying Income
- Click **Save**

**New Account**

<b>ACCOUNT GROUP</b> Income School Generated	<b>ACCOUNT CODE</b> 3380
<b>ACCOUNT TYPE</b> Income & Expenditure	<b>CODE RANGE</b> From 3300 To 3599
<b>DESCRIPTION</b> Student Photocopying Income	<input type="checkbox"/> Is this a Bank Account

▼ Advanced

Cancel Save



## 2 How to remove a nominal account

### Instructions

- Go to **General Ledger** > Select **Chart of Accounts**
- Highlight the account row, click the **More** icon and select **Delete**.
- You will be asked to confirm that you want to remove the account code. You will not be able to delete an account code if there are transactions on the ledger. If this is the case, add **DO NOT USE** to the description of the account. See point 3 below on how to change the description.

3335	Classroom Books	-	-	-	100.00
3350	Hire of Facilities Rental Income	-	-	-	-
3360	Sports Complex Income	-	-	-	-
3370	Locker Receipts	-	-	-	-
3375	Journals and Year Book Income	-	-	-	-



## 3 How to change the description on the nominal account

### Instructions

- Go to **General Ledger** > Select **Chart of Accounts**
- Highlight the account row, click the **More** icon and select **Edit**.
- Update the description. (Note you can also edit the nominal code numbers here if necessary)

6860	School Canteen	-	-	-	-
6870	Sports Complex Administrative Expenses	-	-	-	-
6900	Other Administration Expenses	-	-	-	-
		921.48	-	500.00	-