

Surf Accounts for C&C Schools Quick Reference Guide

Accounting for School Income Received in Advance

What is school income received in advance?

This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31st of August for the next school year

Examples of school income received in advance

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

Using departments for school income received in advance

When entering the advanced income to Surf accounts it is vital to use the correct department. This will enable you to run a report on school income in advance by department. This report will give the figures for the income in advance for posting to the next school years accounts.



Step 1

Before entering the receipts, create departments for the various income streams if not already setup.

Instructions

- Click Settings (bottom left of the screen)
- Under Accounts Heading > select Departments.
- To add more departments, click the 'Add' icon (at the bottom left of the screen), scroll down to the bottom of the list of departments and in the blank box enter a code and description for the department you want to set up.
- Click 'Save' when done.

See section 1.5.1 of the Surf Manual also on how to create a department.

Accounting for school income received in advance



Step 2

On entering the receipt for the school generated income received in advance, it should be coded to account code 2105 "School Income Received in Advance", ensuring you use the correct department

Notes/Paid by	Amount	VAT Code	VAT Nom. Code
Third Years TY fees	1500.00	Z 0.00% (Zero)	0.00 2105

Generating a report to show the breakdown of school income



Step 3

Instructions

- Click on **Reports > General Ledger Account Activity**
- Select **Period** from "Sep-20XX" & **Period To** "Current month" or "Aug-20XX (when generating the report after 31 August).
- Select **Acct. Code From** "2105" & **- Acct. Code To** "2105"
- Click on **Advanced Settings**
- Under **Sorting box 2** select "Department" & tick the "Total" box, then click on **Update**.
- This will generate a report giving you the sub-totals for each category/stream of income included in code 2105.

Customer Code
Supplier Code
VAT Rate
Sub Department

Doc.No.
Type
Details
Debit
Credit

SORTING

1. Code Total Suppress Zeros

2. Department Total Show Balance Forward

None

Period
Type
Date
VAT Rate
Department
Sub Department

Show Opening Balance Journals

Cancel Update

Click [here](#) to watch a short video on accounting for school income received in advance