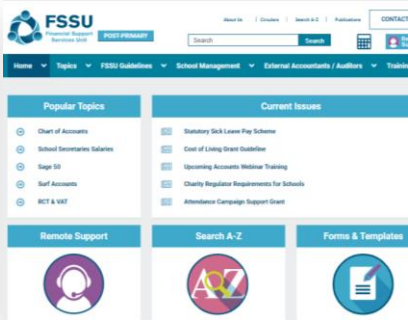
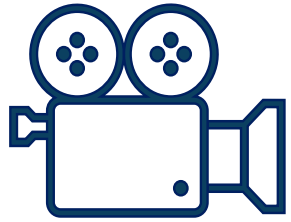


**Autumn/Winter 2023  
Webinars SURF USERS  
Webinar 6  
22<sup>nd</sup> November 2023**

# **Overview of Suppliers Ledger in SURF**

# Our webinar today



Audience view 100%

Sharing

**Stopped** No one sees your screen

Show Screen  Stop Showing Screen  Give Keyboard & Mouse  Change Presenter

Start Recording 9.6 GB remaining  Settings

- ▶ Webcam
- ▶ Audio
- ▶ Dashboard
- ▶ Attendees: 1 of 1001 (max)
- ▶ Polls (0/0)
- ▶ Questions
- ▶ Handouts: 0 of 5
- ▶ Chat

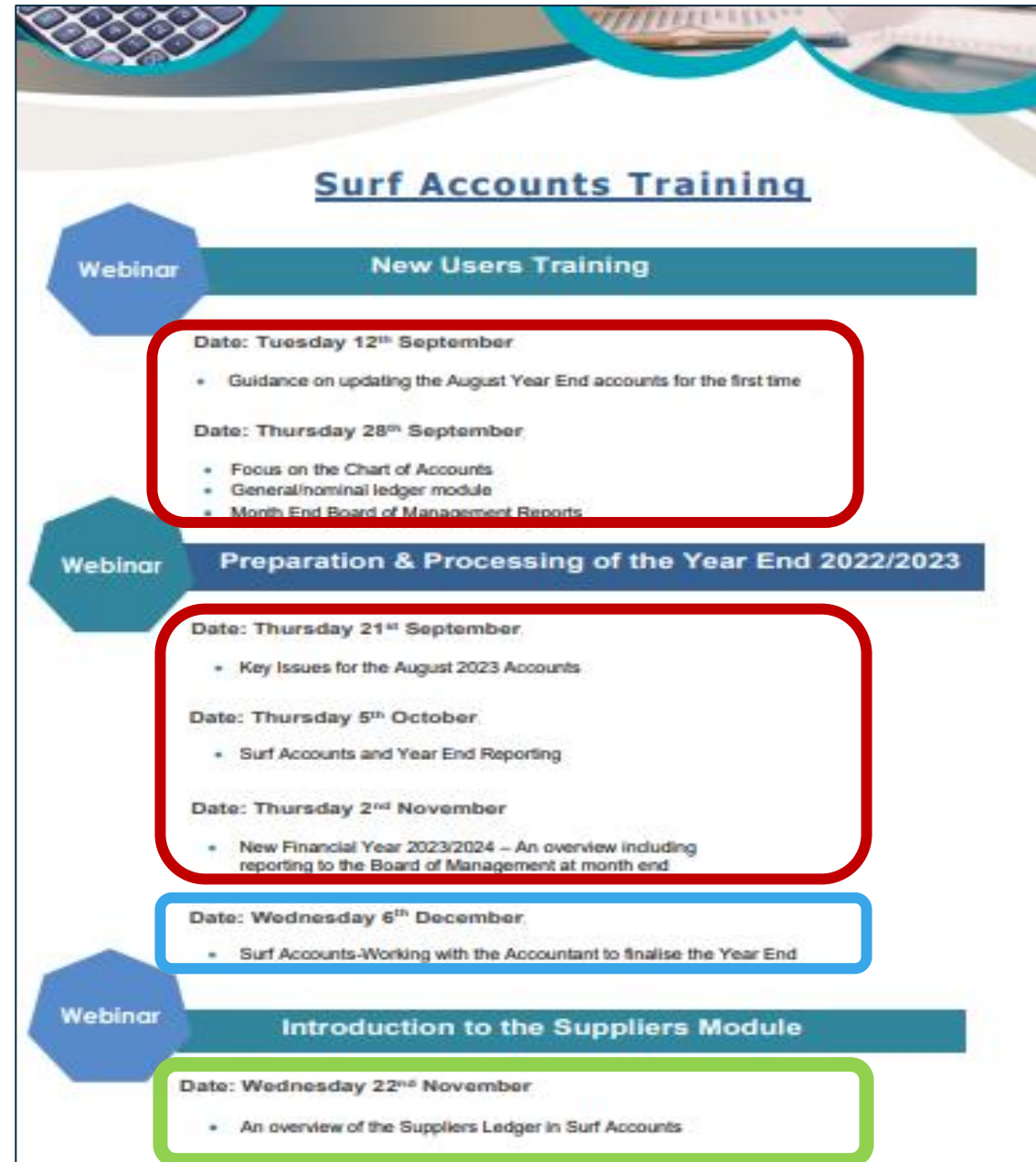
**Webinar 6 Suppliers Module on SURF**  
Webinar ID: 760-202-059

GoToWebinar



# Autumn/Winter 2023 Webinars SURF USERS

3



The image shows a schedule of webinars for Surf Accounts Training. It features a header with a keyboard and mouse, followed by the title 'Surf Accounts Training'. Below this, there are three main sections, each starting with a 'Webinar' icon and a title bar. The first section is 'New Users Training' with two dates and bullet points. The second section is 'Preparation & Processing of the Year End 2022/2023' with three dates and bullet points. The third section is 'Introduction to the Suppliers Module' with one date and one bullet point. Each date and bullet point is enclosed in a colored rounded rectangle.

## Surf Accounts Training

**Webinar** **New Users Training**

**Date: Tuesday 12<sup>th</sup> September**

- Guidance on updating the August Year End accounts for the first time

**Date: Thursday 28<sup>th</sup> September**

- Focus on the Chart of Accounts
- General/nominal ledger module
- Month End Board of Management Reports

**Webinar** **Preparation & Processing of the Year End 2022/2023**

**Date: Thursday 21<sup>st</sup> September**

- Key Issues for the August 2023 Accounts

**Date: Thursday 5<sup>th</sup> October**

- Surf Accounts and Year End Reporting

**Date: Thursday 2<sup>nd</sup> November**

- New Financial Year 2023/2024 – An overview including reporting to the Board of Management at month end

**Date: Wednesday 6<sup>th</sup> December**

- Surf Accounts-Working with the Accountant to finalise the Year End

**Webinar** **Introduction to the Suppliers Module**

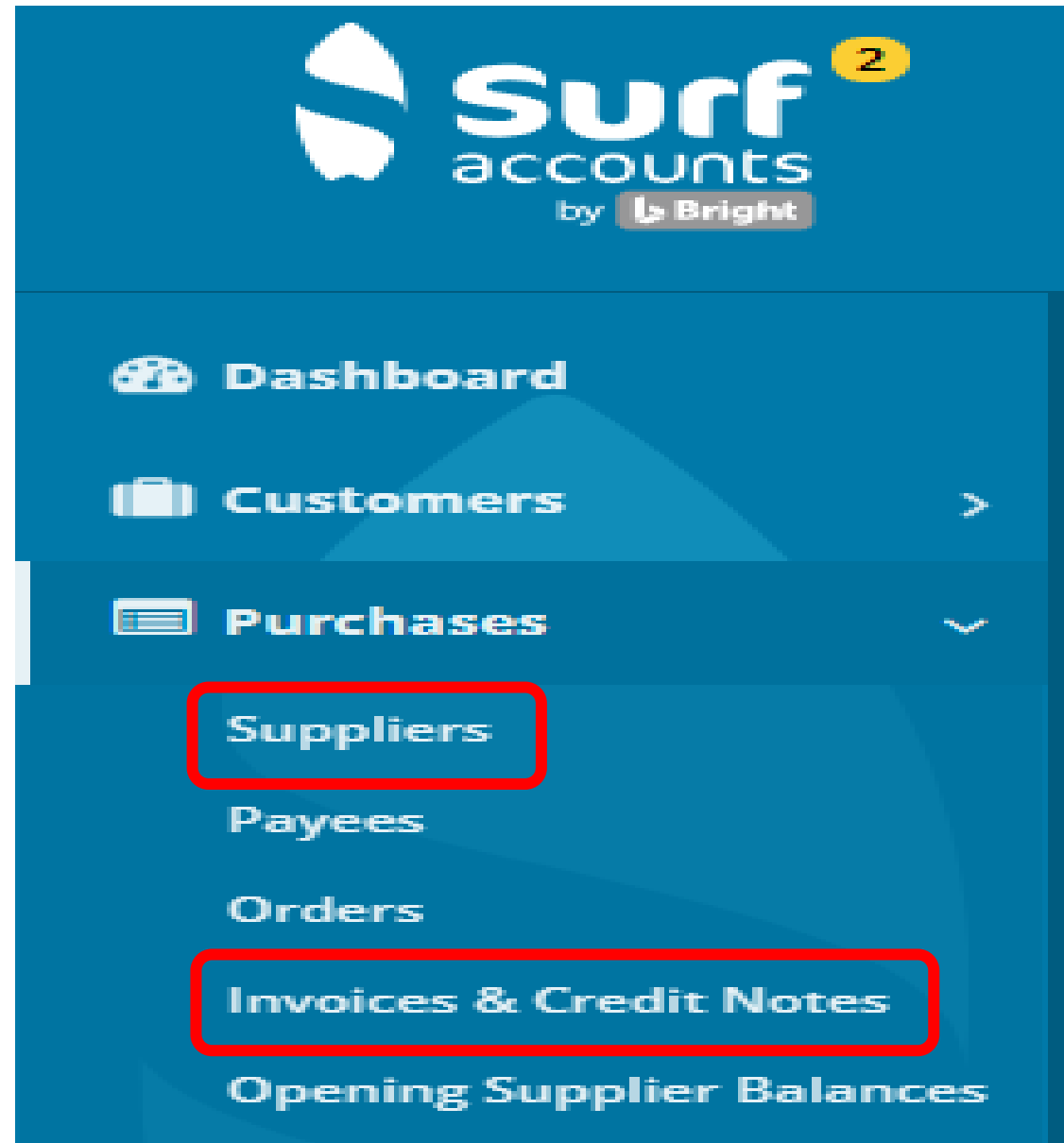
**Date: Wednesday 22<sup>nd</sup> November**

- An overview of the Suppliers Ledger in Surf Accounts



## Agenda for today

# 1. Overview of Suppliers/ Purchases Module/Ledger



# Benefits of using the Supplier/Purchases Ledger

- Automated list of o/s supplier invoices & balances
- Generate a transaction listing
- Supplier history readily available
- Income & Expenditure Report more accurate
- Reconciliation to supplier statements easier
- Chance of duplicate payment greatly reduced

## 2. Basic everyday tasks

### Set-up new Supplier

- Normal Supplier
- RCT Supplier
- Default Nominal code & department

### Recording activity

- Invoices
- Credit Note
- VAT Journal
- Payments

### Common Errors

- Allocation Error/Edit
- Payment posted with no invoice
- Payment posted as non- supplier

# Setting up a Supplier Record

Surf accounts by Bright

Create New ▾

Demo C&C School |

## Suppliers

€0.00 MONTH TO DATE

€48,678.05 YEAR TO DATE

€1,231.50 UNPAID

3 INVOICES INVOICES DUE

Delete

Search

New

TIP

Create New ▾

- + Sales Invoice
- + Customer
- + Purchase Invoice
- + Supplier

### New Supplier

General Info Invoice Settings Company Info

GENERAL INFORMATION

SUPPLIER NAME

SUPPLIER CODE

TITLE

FORENAME

SURNAME

DISPLAYING NAME AS

SUFFIX

SALUTATION

CONTACT NAME

POSITION

CONTACT INFORMATION

ADDITIONAL CONTACT INFORMATION

Cancel Save



# Setting up Supplier Record

## New Supplier

General Info **Invoice Settings** Company Info

ACCOUNT INFORMATION

CREDIT TERMS  
C.O.D.( 0)

VAT NO.

RCT Subcontractor

DEFAULT INFORMATION

View A/c History

SEND STATEMENTS: Always

DEFAULT NOMINAL CODE: 5310 Repairs to Buildings and Grp

DEFAULT VAT CODE: RCT 0.00% (RCT VAT CODE)

BIC:

IBAN:

DEFAULT DEPARTMENT: NPG - Non pay grant

Cancel Save

# Recording Supplier Invoice or Credit Note

**Surf accounts**  
by Bright

## Purchase Invoices

Current (12) ▾

€0.00 MONTH TO DATE

€11,197.01 YEAR TO DATE

€6,297.00 UNPAID

3 INVOICES INVOICES DUE

Email Delete Search New Invoice New Credit Note Quick ▾

Date ▾	Doc. No.	Supplier	Net	VAT	Gross	Code	Due D

Invoices & Credit Notes

Quick Invoice

Quick Credit Note

# Recording Supplier Invoice

## Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP
16/06/2023		SI45678	STA001	Stacked Office Supplie	895.00	Z 0.00% (Zero)	0.00	895.00	6300	Printing and Stati	AOD

TIP

- Create New
- + Sales Invoice
- + Customer
- + Purchase Invoice



# Allocating a Supplier Credit Note

13

## Purchase Invoices

Current (4) ▾

€0.00  
MONTH TO DATE

€6,740.00  
YEAR TO DATE

€6,895.00  
UNPAID

3 INVOICES  
INVOICES DUE

Email

Delete

Search



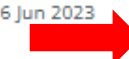
New Invoice

New Credit Note

Quick ▾

<input type="checkbox"/>	Date ▾	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date	Paid
<input type="checkbox"/>	29 Jun 2023	INV 327*	Dunne Electrical Ltd DUN001	2,000.00	0.00	2,000.00	5310	29 Jun 2023	No
<input type="checkbox"/>	29 Jun 2023	CRN SC 3216*	Stacked Office Supplies STA001	155.00	0.00	155.00	6300		No
<input type="checkbox"/>	22 Jun 2023	INV 324*	Dunne Electrical Ltd DUN001	4,000.00	0.00	4,000.00	5310	22 Jun 2023	
<input type="checkbox"/>	16 Jun 2023	INV SI45678*	Stacked Office Supplies STA001	895.00	0.00	895.00	6300	16 Jun 2023	

- Open
- Print
- Email
- Allocation
- Delete



# Allocating a Supplier Credit Note

## Allocate Credit Note

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
01/06/2023	Invoice	SI147856	Balance sheet suspense	320.00	0.00	320.00	0.00	0.00	<input type="checkbox"/>
16/06/2023	Invoice	SI45678	Printing and Stationery Expense	895.00	0.00	740.00	0.00	155.00	<input checked="" type="checkbox"/>



Auto

Reverse

Amount Left to Allocate

0.00

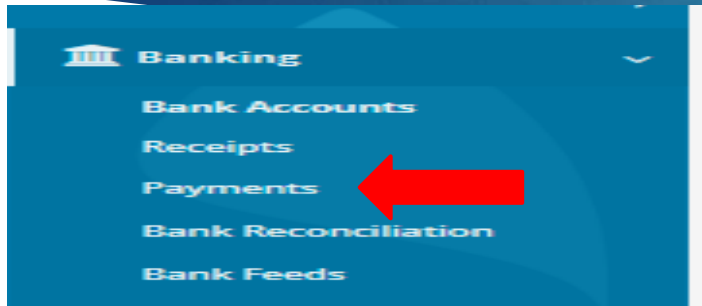
Cancel

Save



# Recording Supplier Payment – Option 1

16



A screenshot of the 'Payments' dashboard. The dashboard includes a 'Filter' button and a 'Payment' dropdown menu. Below these are three summary cards: '€0.00 MONTH TO DATE', '€74,108.61 YEAR TO DATE', and '€0.00 UNALLOCATED'. At the bottom, there are buttons for 'Email', 'Delete', 'Search', 'New', 'Quick Payment', and 'Create SEPA File'. The 'Quick Payment' button is highlighted with a red box.



# Recording Supplier Payment – Option 1

## Quick Payment

BANK ACCOUNT

1800 Current Account 1



Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
30/06/2023	EFT	AOD		STA001	Stacked Office Supplie	1060		2100

Add

Split

Allocation

Notes

Attachments

# Recording Supplier Payment – Option 1

18

1800 Current Account 1





### Allocations

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	✓
2023 01/06/2023	Invoice	SI147856	Balance sheet suspense	320.00	0.00	320.00	0.00	0.00	<input type="checkbox"/>
16/06/2023	Invoice	SI45678	Printing and Stationery Expense	895.00	155.00	740.00	0.00	0.00	<input type="checkbox"/>
<b>Totals</b>				<b>1,215.00</b>	<b>155.00</b>	<b>1,060.00</b>	<b>0.00</b>	<b>0.00</b>	

**Auto** **Reverse**


Amount Left to Allocate: 1,060.00

**Save**




# Recording Supplier Payment – Option 2


**Purchase Invoices** Current (4) ▾




**€0.00**  
MONTH TO DATE



**€8,260.00**  
YEAR TO DATE



**€7,200.00**  
UNPAID



**3 INVOICES**  
INVOICES DUE

[Email](#)
[Delete](#)

[New Invoice](#)
[New Credit Note](#)
[Quick ▾](#)

<input type="checkbox"/>	Date ▾	Doc. No.	Supplier	Net	VAT	Gross	Code	Due Date	Paid
<input type="checkbox"/>	29 Jun 2023	INV 327*	Dunne Electrical Ltd DUN001	2,000.00	0.00	2,000.00	5310	29 Jun 2023	No
<input type="checkbox"/>	29 Jun 2023	CRN SC 3216*	Stacked Office Supplies STA001	155.00	0.00	155.00	6300	23	No
<input type="checkbox"/>	22 Jun 2023	INV 324*	Dunne Electrical Ltd DUN001	4,000.00	0.00	4,000.00	5310	23	No

50

No

Open


Print

Email

Copy

Pay

Delete



# Recording Supplier Payment – Option 2

## Supplier Payment

### PAYMENT DETAILS ⓘ DUN001 - Dunne Electrical Ltd

**SUPPLIER**

DUN001

**PAYEE**
**DATE**

05/06/2023

**AMOUNT**

960.00

**PAYMENT TYPE**

EFT

**REF. NUMBER**
**DEP**

AOD - All other departments

### BANK DETAILS

**BANK ACCOUNT**

1800 Current Account 1

**RCT**

RCT20 20.00

[Add Attachment](#)
*Max file size 4 MB.*

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	RCT	✓
01/06/2023	Invoice	May 23	May 23 Invoice	1,200.00	0.00	0.00	0.00	960.00	240.00	<input checked="" type="checkbox"/>
22/06/2023	Invoice	324		4,000.00	0.00	4,000.00	0.00	0.00	0.00	<input type="checkbox"/>
29/06/2023	Invoice	327		2,000.00	0.00	2,000.00	0.00	0.00	0.00	<input type="checkbox"/>
				7,200.00	0.00	6,000.00	0.00	960.00	240.00	

Auto

Reverse

Amount Left to Allocate:

0.00

# Recording VAT for RCT Supplier

## Journals

### JOURNALS DETAILS

DATE

05/05/2023



REF NO.

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
5310	Repairs to Buildings and Grounds Expense	VAT on Dunne Electric May Invoice	162.00	0.00	AOD
2260	Reverse VAT Control Account	VAT on Dunne Electric May Inv	0.00	162.00	AOD

Cancel

Save

Total Debit Amount

162.00

Total Credit Amount

162.00

Balance

0.00

# Check Control Accounts after postings

## Current Liabilities

### Creditors

2100	Creditors Control Account	6,000.00	-
		€6,000.00	-

### Accruals

2260	Reverse VAT Control Account	162.00	-
2270	RCT Control Account	240.00	-
		€402.00	-

# Where a change is needed

## Quick Purchase Invoice


Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP
18/07/2023		SI654987	STA001	Stacked Office Supplie	365.00	Z 0.00% (Zero)	0.00	365.00	6300	Paper & Ink	AOD

The original posting is for €365 allocated to 6300, should have been €465 split €200 6300 & €265 4315

							465.00		0.00		465.00
--	--	--	--	--	--	--	--------	--	------	--	--------

[Add](#) [Split](#) [Notes](#) [Attachments](#)

# Where a change is needed

18/07/2023  SI654987 STA001  465.00 Z 0.00% (Zero)  465.00 €

### Split

Gross	VAT Code	VAT	Net	Code	Notes	DEP
265.00	Z 0.00%	0.00	265.00	6300	Paper & Ink	AOD
200.00	Z 0.00% (Zero)	0.00	200.00	4315	Student Photocopy	AOD

**Add** **Delete** **Adjust Total**

Total of Invoice	465.00
Total of Splits	465.00
Unallocated Amount	0.00

**Add** **Split** **Notes** **Attachments**



# Where a change is needed

## Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	DEP
18/07/2023		SI654987	STA001	Stacked Office Supplie	465.00	Z 0.00% (Zero)	0.00	465.00	Split	Paper & Ink	Split

Cancel

Save

# Un-allocating a payment

**Payments** Filter Payment

€0.00 MONTH TO DATE    €3,120.00 YEAR TO DATE    €0.00 UNALLOCATED

Email Delete  New Quick Payment Create SEPA File

<input type="checkbox"/>	Date	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discount	Allocated
<input type="checkbox"/>	20 Jul 2023	PAY 4*	EFT BUS to Galway	Egan Bus Co 4690	Current Account 1	600.00	0.00	
<input type="checkbox"/>	07 Jul 2023	PAY 3*	EFT	Egan Bus Co EGA001	Current Account 1	500.00	0.00	Yes
<input type="checkbox"/>	30 Jun 2023	PAY 1*	EFT	Stacked Office Supplies STAO01	Current Account 1	1,060.00	0.00	Yes
<input type="checkbox"/>	05 Jun 2023	PAY 2	EFT	Dunne Electrical Ltd DUN001	Current Account 1	960.00	0.00	

1 - 4 of 4 Records    Items per page 20

- Open
- Allocation
- Print
- Email
- Make Recurring
- Delete

# Un-allocating a payment

## Allocation for Payment

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
01/06/2023	Invoice	SI147856	Balance sheet suspense	320.00	0.00	0.00	0.00	320.00	<input checked="" type="checkbox"/>
16/06/2023	Invoice	SI45678	Printing and Stationery Expense	895.00	155.00	0.00	0.00	740.00	<input checked="" type="checkbox"/>
18/07/2023	Invoice	SI654987	Paper & Ink	465.00	0.00	465.00	0.00	0.00	<input type="checkbox"/>
				1,680.00	155.00	465.00	0.00	1,060.00	

Amount Left to Allocate

0.00

# Un-allocating a payment

## Allocation for Payment

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay	✓
01/06/2023	Invoice	SI147856	Balance sheet suspense	320.00	0.00	320.00	0.00	0.00	<input type="checkbox"/>
16/06/2023	Invoice	SI45678	Printing and Stationery Expense	895.00	155.00	740.00	0.00	0.00	<input type="checkbox"/>
18/07/2023	Invoice	SI654987	Paper & Ink	465.00	0.00	465.00	0.00	0.00	<input type="checkbox"/>
				1,680.00	155.00	1,525.00	0.00	0.00	

Auto Reverse

Amount Left to Allocate 1,060.00

Cancel

Save

# Common errors - payment posted no invoice

Posting a payment with no invoice

## Aged Supplier Balance Summary

C&C Demo School

Date Range: To 31st Jul 2023

Code	Name	Current	Balance	30 days	60 days	90 days	120 days	150 days	180 days
DUN001	Dunne Electrical Ltd	-	6,000.00	6,000.00	-	-	-	-	-
EGA001	Egan Bus Co	-	-500.00	-	-	-	-	-	-
STA001	Stacked Office Supplies	465.00	465.00	-	-	-	-	-	-
Totals:		€465.00	€5,965.00	€6,000.00	-	-	-	-	-

# Common errors - payment posted no invoice

**Payments** Filter Payment

€0.00 MONTH TO DATE    €2,520.00 YEAR TO DATE    €500.00 UNALLOCATED

Email Delete  New Quick Payment Create SEPA File

<input type="checkbox"/>	Date	Doc. No.	Ref. No.	Supplier/Payee	Bank	Amount	Discount	Allocated
<input type="checkbox"/>	07 Jul 2023	PAY 3*	EFT	Egan Bus Co EGA001	Current Account 1	500.00	0.00	No
<input type="checkbox"/>	30 Jun 2023	PAY 1*	EFT	Stacked Office Supplies STA001	Current Account 1	1,060.00	0.00	
<input type="checkbox"/>	05 Jun 2023	PAY 2	EFT	Dunne Electrical Ltd DUN001	Current Account 1	960.00	0.00	

1 - 3 of 3 Records    Items per page 20

- Open
- Allocation
- Print
- Email
- Make Recurring
- Delete

# Common errors - payment posted no invoice

## Allocation for Payment

Date	Type	Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Pay
08/07/2023	Invoice	Inv 450	Bus to Dublin	500.00	0.00	0.00	0.00	500.00
				500.00	0.00	500.00	0.00	0.00

Amount Left to Allocate 0.00

# Allocate option in the supplier module.


**Suppliers**

€0.00 MONTH TO DATE    €9,825.00 YEAR TO DATE    €7,065.00 UNPAID    4 INVOICES INVOICES DUE

Delete    Search    New

	<input type="checkbox"/>	Code	Name ▲	Phone	Balance
A	<input type="checkbox"/>	DUN001	Dunne Electrical Ltd		€6,000.00
B	<input type="checkbox"/>	EGA001	Egan Bus Co		€0.00
C	<input type="checkbox"/>	STA001	Stacked Office Supplies		
D					
E					
F					
G					
H					
I					
J					

- Open
- View
- Account
- Merge
- Allocation
- Delete





# Allocate option in the supplier module

## Invoice Allocation ⓘ

Allocate outstanding credits/payments on account against outstanding invoices. Transactions will be allocated, based on oldest to oldest upon save.

EGA001 - Egan Bus Co

SUPPLIER

EGA001

SHOW

Outstanding

Reverse

Auto Allocate

### Payments/Credits

<input checked="" type="checkbox"/>	Date	Type	Doc No.	Reference	Amount	Outstanding	Paid
<input checked="" type="checkbox"/>	20/07/2023	Payment	4	BUS to Galway	-600.00	0.00	-600.00
					-600.00	0.00	-600.00

### Invoices

<input checked="" type="checkbox"/>	Date	Type	Doc No.	Reference	Amount	Outstanding	Paid
<input checked="" type="checkbox"/>	15/07/2023	Invoice	INV 4569		600.00	0.00	600.00
					600.00	0.00	600.00

Left to Allocate

0.00

Cancel

Save

# Common Errors payment posted as non-supplier payment

34

Posting the payment as a non-supplier payment.

## Quick Payment

BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
20/07/2023	EFT	AOD	BUS to Galway			600	Z 0.00% (Zero)	0.00 4690

# Common Errors payment posted as non-supplier payment

35

## General Ledger Card

4690 - Bus Hire Expense

Print

Back

Run

Period

Financial

Sep-2022

Aug-2023

Date	Period	Description	Notes	Product	Debit	Credit	Balance
08 Jul 2023	Jul-2023	Purchase Invoice Inv 450 Egan Bus Co	Bus to Dublin		500.00	-	500.00
15 Jul 2023	Jul-2023	Purchase Invoice Inv 450 Egan Bus Co	Bus to Galway		600.00	-	1,100.00
20 Jul 2023	Jul-2023	Payment 4 BUS to Galway			600.00	-	1,700.00
<b>Total</b>					1,700.00	0.00	1,700.00

**1,700.00**  
BALANCE

## Aged Supplier Balance Summary

C&C Demo School

Date Range: To 31st Jul 2023

Code	Name	Current	Balance	30 days	60 days	90 days	120 days	150 days	180+ days
DUN001	Dunne Electrical Ltd	-	6,000.00	6,000.00	-	-	-	-	-
EGA001	Egan Bus Co	600.00	600.00	-	-	-	-	-	-
STA001	Stacked Office Supplies	465.00	465.00	-	-	-	-	-	-
<b>Totals:</b>		<b>€1,065.00</b>	<b>€7,065.00</b>	<b>€6,000.00</b>	-	-	-	-	-

# Common Errors payment posted as non-supplier payment - Corrected

36

## Quick Payment

BANK ACCOUNT

1800 Current Account 1

Original posting

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
20/07/2023	EFT	AOD	BUS to Galway		Egan Bus Co	600.00	Z 0.00% (Zero)	0.00 4690

## Quick Payment

BANK ACCOUNT

1800 Current Account 1

Corrected posting

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
20/07/2023	EFT	AOD	BUS to Galway	EGA001	Egan Bus Co	600.00		2100

### 3. Useful Supplier reports

The screenshot displays the Surf accounts by Bright software interface. The top header features the Surf accounts by Bright logo and a notification badge with the number '2'. Below the header is a navigation menu with the following items:

- Dashboard
- Customers y
- Purchases y
- Banking y
- General Ledger y
- CRM y
- Reports (indicated by a red arrow)
- Add-Ins

# Useful Supplier Reports

The screenshot displays the Surf accounts by Bright software interface. The top navigation bar includes a "Create New" dropdown and a "Need Help?" button. The left sidebar shows the "Surf accounts by Bright" logo and navigation options for "Dashboard" and "Customers". The main content area is titled "PURCHASES" and contains a grid of reports. The following table summarizes the visible reports, with red boxes highlighting specific ones:

Report Name	Star Icon	Report Name	Star Icon	Report Name
Aged Supplier Balance Detailed	★	Purchase Invoice & Credit Notes	★	Purchase Price History
Aged Supplier Balance Summary	★	Purchase Invoice Detailed	★	Supplier Activity
Batch Invoice Print	★	Purchase Order Report	★	Supplier Statements

# Aged Supplier Balance Detailed

## Aged Supplier Balance Detailed

[Back](#)
[Print](#)
[Excel](#)
[Save](#)
[Email](#)

DATE TO



30/06/2023



SUPPLIER FROM

From



SUPPLIER TO

To


 Current Aging

[Run](#)
[Advanced Settings](#)

### Aged Supplier Balance Detailed

C&amp;C Demo School

Date Range: To 30th Jun 2023

Code	Name	Current	Balance	30 days	60 days	90 days	120 days	150 days	180+ days
DUN001	Dunne Electrical Ltd	6,000.00	6,000.00	-	-	-	-	-	-
Date	Type	Inv. No.	Ref. No.	Net	VAT	Gross	Outstanding		
22/06/2023	Invoice	324		4,000.00	-	4,000.00	4,000.00		
29/06/2023	Invoice	327		2,000.00	-	2,000.00	2,000.00		
			Totals:	6,000.00	-	6,000.00	6,000.00		
STA001	Stacked Office Supplies	-	-	-	-	-	-	-	-
			Totals:	6,000.00	-	-	-	-	-

# Check Control Accounts after posting

Current Liabilities

Creditors

2100	Creditors Control Account	6,000.00
		€6,000.00
		162.00
		240.00
		€402.00

### Aged Supplier Balance Summary

Back

Print Excel Save Email

DATE TO: 30/06/2023

SUPPLIER FROM: From

SUPPLIER TO: To

Current Aging

Run Advanced Settings

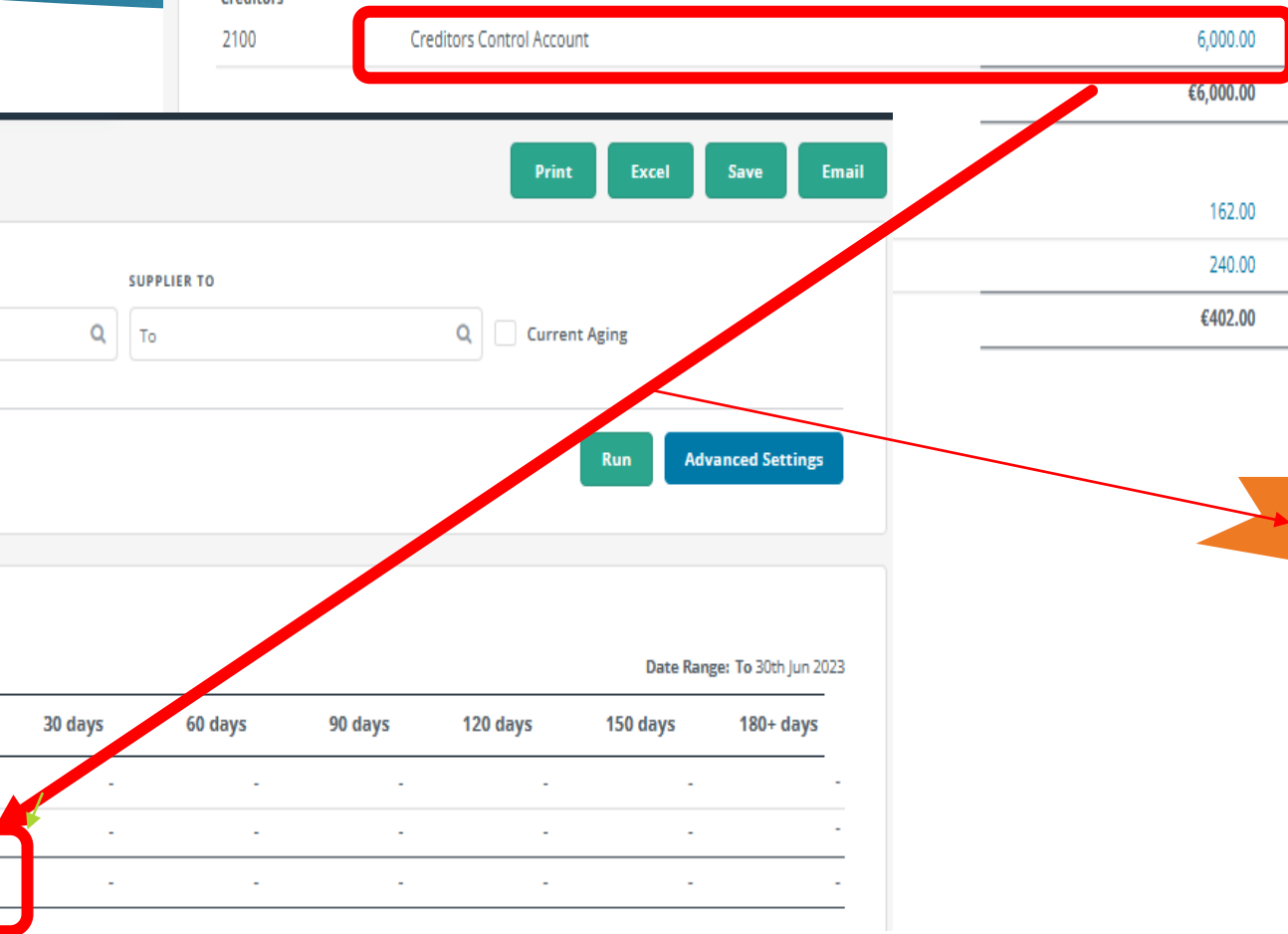
Aged Supplier Balance Summary

C&C Demo School

Date Range: To 30th Jun 2023

Code	Name	Current	Balance	30 days	60 days	90 days	120 days	150 days	180+ days
DUN001	Dunne Electrical Ltd	6,000.00	6,000.00	-	-	-	-	-	-
STA001	Stacked Office Supplies	-	-	-	-	-	-	-	-
Totals:		€6,000.00	€6,000.00	-	-	-	-	-	-

Agreed





# Purchase Invoice/Credit note Report

## Purchase Invoice & Credit Notes

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DATE FROM  DATE TO

TYPE

DOC. NO. START  DOC. NO. END  DEP

### Purchase Invoice & Credit Notes C&C Demo School

Date	Type	Doc.No.	Code	Name	Net	VAT	Gross	RCT
01/06/2023	Inv	Inv May 23	DUN001	Dunne Electrical Ltd	1,200.00	-	1,200.00	240.00
01/06/2023	Inv	Inv SI147856	STA001	Stacked Office Supplies	320.00	-	320.00	-
16/06/2023	Inv	Inv SI45678	STA001	Stacked Office Supplies	895.00	-	895.00	-
22/06/2023	Inv	Inv 324	DUN001	Dunne Electrical Ltd	4,000.00	-	4,000.00	-
29/06/2023	Inv	Inv 327	DUN001	Dunne Electrical Ltd	2,000.00	-	2,000.00	-
29/06/2023	Crn	Crn SC 3216	STA001	Stacked Office Supplies	-155.00	-	-155.00	-
08/07/2023	Inv	Inv Inv 450	EGA001	Egan Bus Co	500.00	-	500.00	-
15/07/2023	Inv	Inv INV 4569	EGA001	Egan Bus Co	600.00	-	600.00	-
18/07/2023	Inv	Inv SI654987	STA001	Stacked Office Supplies	465.00	-	465.00	-
<b>Totals:</b>					<b>€9,825.00</b>	<b>-</b>	<b>€9,825.00</b>	<b>€240.00</b>

# Supplier Activity Report

Supplier Activity  
C&C Demo School

Date Range: 1st Jun 2023 To 31st Jul 2023

Date	Description	Doc.No.	Invoice	Payment	Allocated	Outstanding	Balance
DUN001-Dunne Electrical Ltd							
01/06/2023	Inv May 23	May 23	1,200.00	-	1,200.00	-	1,200.00
05/06/2023	Pay 2	2	-	960.00	-960.00	-	240.00
05/06/2023	Pay 2 RCT Amount	2	-	240.00	-240.00	-	-
22/06/2023	Inv 324	324	4,000.00	-	-	4,000.00	4,000.00
29/06/2023	Inv 327	327	2,000.00	-	-	2,000.00	6,000.00
Totals:			€7,200.00	€1,200.00	-	€6,000.00	€6,000.00
EGA001-Egan Bus Co							
07/07/2023	Pay 3	3	-	500.00	-500.00	-	-500.00
08/07/2023	Inv Inv 450	Inv 450	500.00	-	500.00	-	-
15/07/2023	Inv INV 4569	INV 4569	600.00	-	-	600.00	600.00
Totals:			€1,100.00	€500.00	-	€600.00	€600.00
STA001-Stacked Office Supplies							
01/06/2023	Inv SI147856	SI147856	320.00	-	320.00	-	320.00
16/06/2023	Inv SI45678	SI45678	895.00	-	895.00	-	1,215.00
29/06/2023	Crm SC 3216	SC 3216	-155.00	-	-155.00	-	1,060.00
30/06/2023	Pay 1	1	-	1,060.00	-1,060.00	-	-
18/07/2023	Inv SI654987	SI654987	465.00	-	-	465.00	465.00
Totals:			€1,525.00	€1,060.00	-	€465.00	€465.00



OVERVIEW

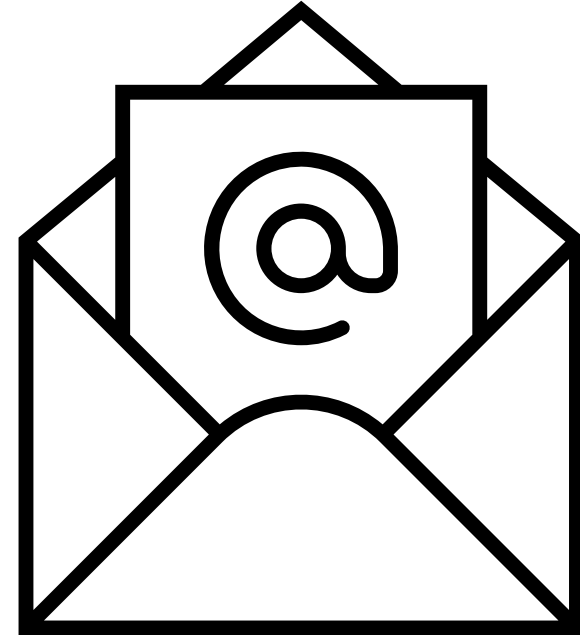


EVERYDAY TASKS



REPORTS

**Conclusion**



Contact us: Post Primary Team 01 2690677

email: [info@fssu.ie](mailto:info@fssu.ie)



Thank You for  
attending



Autumn/Winter 2023  
Webinars SURF USERS  
Webinar 6  
22<sup>nd</sup> November 2023

**Q&A to follow**