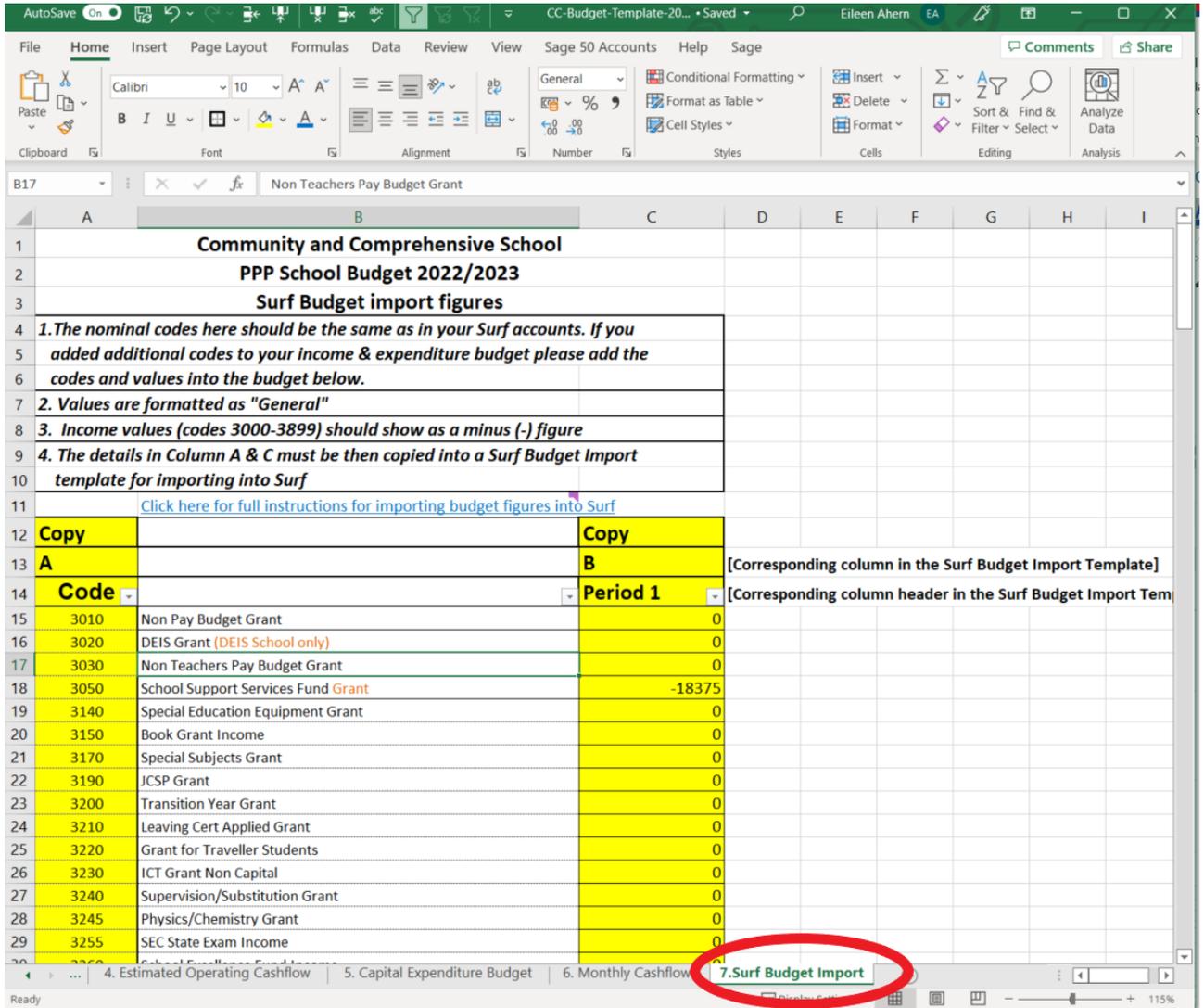


Surf Accounts

Importing the Budget

1 C&C Budget 2022/23 New Surf Import sheet

There is a new excel sheet included in the Budget Template 2022/2023 called “Surf Import” which provides a summary of the nominal codes and the total budget figures for the year.



The screenshot shows an Excel spreadsheet with the following content:

**Community and Comprehensive School
PPP School Budget 2022/2023
Surf Budget import figures**

1. The nominal codes here should be the same as in your Surf accounts. If you added additional codes to your income & expenditure budget please add the codes and values into the budget below.

2. Values are formatted as "General"

3. Income values (codes 3000-3899) should show as a minus (-) figure

4. The details in Column A & C must be then copied into a Surf Budget Import template for importing into Surf

[Click here for full instructions for importing budget figures into Surf](#)

Copy A		Copy B	
Code		Period 1	
3010	Non Pay Budget Grant		0
3020	DEIS Grant (DEIS School only)		0
3030	Non Teachers Pay Budget Grant		0
3050	School Support Services Fund Grant		-18375
3140	Special Education Equipment Grant		0
3150	Book Grant Income		0
3170	Special Subjects Grant		0
3190	JCSP Grant		0
3200	Transition Year Grant		0
3210	Leaving Cert Applied Grant		0
3220	Grant for Traveller Students		0
3230	ICT Grant Non Capital		0
3240	Supervision/Substitution Grant		0
3245	Physics/Chemistry Grant		0
3255	SEC State Exam Income		0

Notes: Column B is labeled "[Corresponding column in the Surf Budget Import Template]" and Column C is labeled "[Corresponding column header in the Surf Budget Import Template]". The tab "7.Surf Budget Import" is circled in red at the bottom of the spreadsheet.

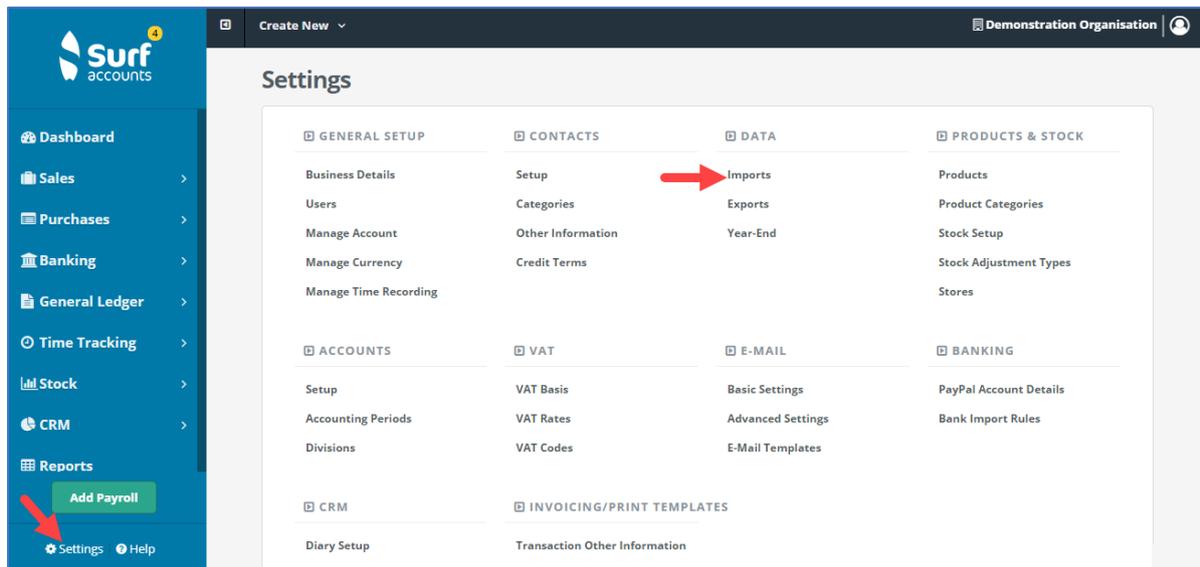
The details in Column A & C of this sheet can be copied into a template available in Surf, and this will enable the budget data to be imported into Surf.

Steps 2 – 4 in this document outline this process.

2 Download and save the budget import template

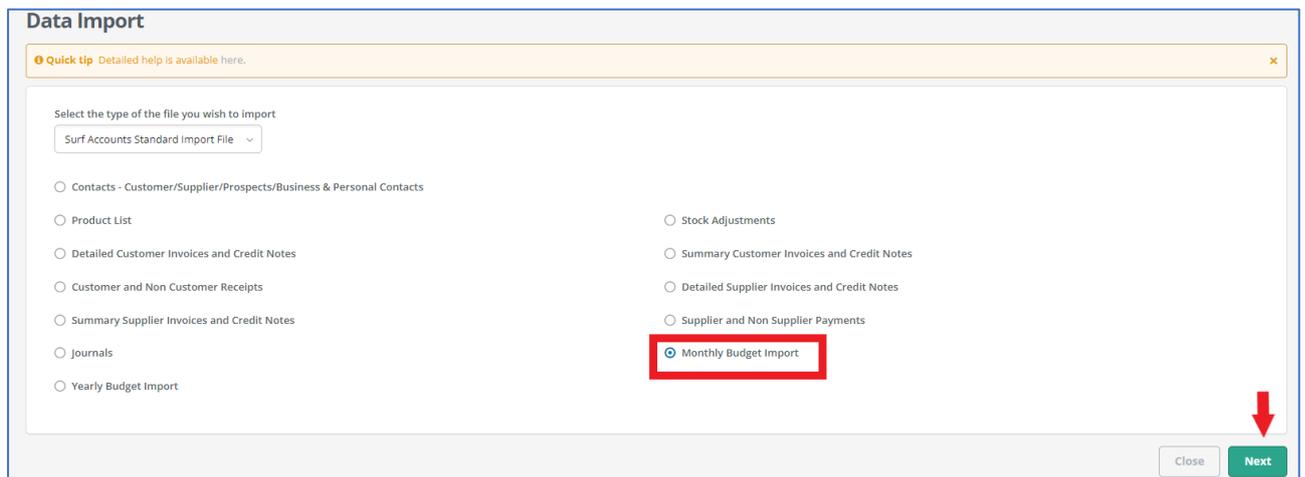
2.1 On the left panel, click “Settings”.

2.2 The “Settings” page appears. Under the “DATA” heading, click “Imports”.



Import Link

2.3 The Data Import page appears. Tick “Monthly Budget Import” and click “Next”.



2.4 The Data Import screen for Monthly Budget Import page appears. Click “Template” to download the required excel format to your machine and save the document.

Data Import > Monthly Budget Import

Quick tip Detailed help is available here.

To import **Monthly Budget Data** into **Surf Accounts** you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

SELECT PERIOD:

SELECT DEPARTMENT:

Template Link

3 Copy relevant information from the C&C Budget Template into the Surf monthly budget format import template

- 3.1 Open the C&C Budget Template 2022/2023.
- 3.2 Select the tab "7. Surf Budget Import"
- 3.3 Before copying the information you can apply the filter in Column C.

template for importing into Surf		
1	Click here for full instructions for importing budget figures into Surf	
2	Copy	Copy
3	A	B
4	Code	Period 1
5	3010 Non Pay Budget Grant	

Untick the "0" box. This will ensure that you will not be including codes in the import sheet that may not be set up in your Surf chart of accounts.

Sort Smallest to Largest

Sort Largest to Smallest

Sort by Color >

Sheet View >

Clear Filter From "Period 1"

Filter by Color >

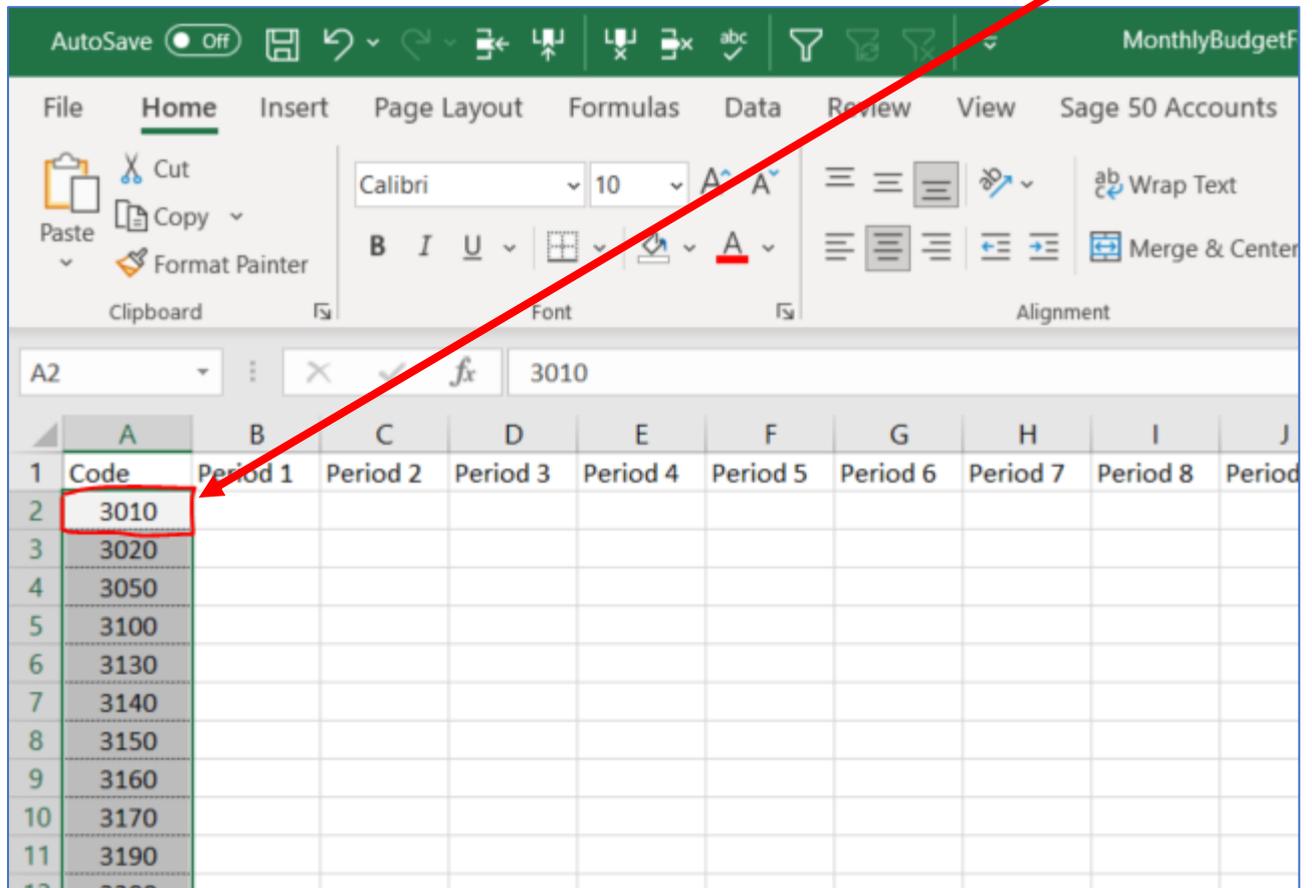
Number Filters >

Search

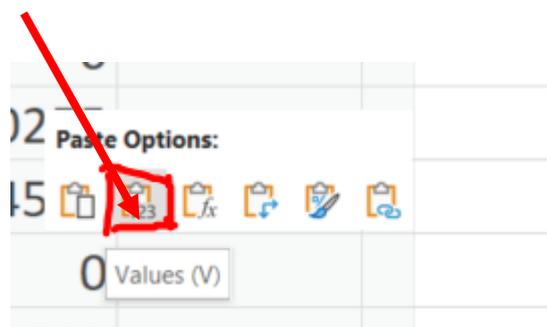
- (Select All)
- 21000
- 18375
- 16000
- 6600
- 5000
- 0
- 000
- 16000
- 21000

3.4 To copy the information in column A 'Code' from the C&C Budget Template - Highlight A15:A211 (i.e. all the nominal codes), right click and copy.

In the "Surf monthly budget format import template", click into A2 right click and paste.



3.5 To copy the information in column C 'Period 1 ' which contains the total budget figures from the Budget template - Highlight C15:C211 (i.e. all the values). right click and copy. Then In the "Surf monthly budget format import template", click into B2 right click and **paste as values**.



Note income values (codes 3000-3899) should have been entered as a minus (-)

3.6 Once you have completed the import template save the changes.

4 Import budget into Surf

4.1 From the data import template page (as per step 2.4) choose the file you wish to import i.e. the Surf monthly budget format import template.

Data Import > Monthly Budget Import

Quick tip Detailed help is available here.

To import **Monthly Budget Data** into Surf Accounts you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

SELECT PERIOD

SELECT DEPARTMENT

4.2 Select the period you are importing the budget to.

If the current financial year in Surf accounts is the year ended 31 August 2022, you should select to import the template for the 'future period'.

If, when you come to import the budget if is after the 31 August 2022, and you have completed the year end process on Surf Accounts and the current financial year is set to 31 August 2023, select the 'current period'.

To check what the current financial year is set to in Surf accounts go to "Settings" > click "Accounting Periods".

Period	From	To	Locked
Sep-2020	01 Sep 2020	30 Sep 2020	<input type="checkbox"/>
Oct-2020	01 Oct 2020	31 Oct 2020	<input type="checkbox"/>
Nov-2020	01 Nov 2020	30 Nov 2020	<input type="checkbox"/>
Dec-2020	01 Dec 2020	31 Dec 2020	<input type="checkbox"/>
Jan-2021	01 Jan 2021	31 Jan 2021	<input type="checkbox"/>
Feb-2021	01 Feb 2021	28 Feb 2021	<input type="checkbox"/>
Mar-2021	01 Mar 2021	31 Mar 2021	<input type="checkbox"/>
Apr-2021	01 Apr 2021	30 Apr 2021	<input type="checkbox"/>
May-2021	01 May 2021	31 May 2021	<input type="checkbox"/>
Jun-2021	01 Jun 2021	30 Jun 2021	<input type="checkbox"/>
Jul-2021	01 Jul 2021	31 Jul 2021	<input type="checkbox"/>

If you have not yet completed the year end process for 31 August 2021 you cannot import the budget for 2022/2023. See [here](#) for guidance on rolling over the financial year in.

4.3 Select "AOD" for the department.

- 4.4 Then select 'Import'.
- 4.5 If you have the budget broken down between departments and wish to compare different department income and expenditure against budget you will need to prepare a separate import template for each department. After each department balance has been imported the remaining balances should be entered under "AOD".

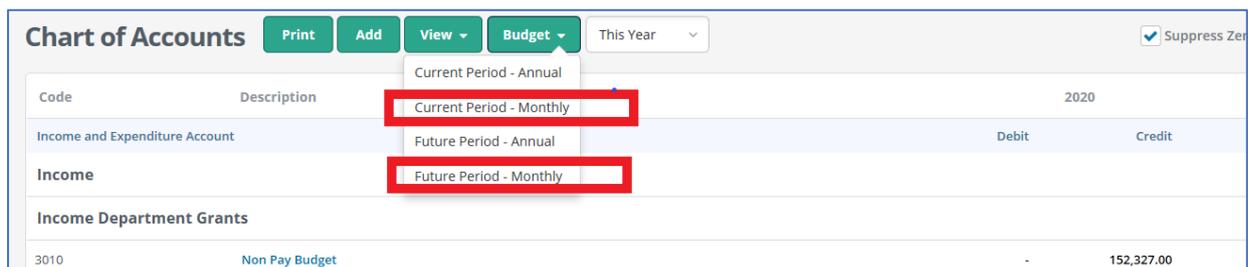
This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.

- 4.5 Run the Income & Expenditure report for September 2022, to verify the budget figures.

5 Editing the budget in Surf

The Budget figures can be edited in Surf in the general ledger section.

- 5.1 Go to the 'General ledger' module > 'Chart of Accounts'. Click on the green 'Budget' button and select either 'Future Period-Monthly', if you have not yet completed the year end process for the year ended 31 August 2022 or 'Current Period-Monthly' if you have completed the year end process, and the financial year end is set to 31 August 2023



Budget view



- 5.2 Select the Department (DEP) 'AOD-All Other Departments' and make sure the 'Supress Zero' box is unticked.
- 5.3 Select the cell under the Column 'Sep 22' for the particular nominal code you wish to edit. (Helpful hint: once you have clicked on the cell hit 'Ctrl+A' to overwrite the existing value)
- 5.4 Note income values (codes 3000-3899 should be entered as a minus (-)
- 5.5 Hit 'Save' to save the budget figures.