

Surf Accounts Quick Reference Guide

Updating the Chart of Accounts May 2022

Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Create a new nominal account.
- 2: 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 – Table A
- Enter the relevant account code number
- Enter the description
- Select **Save**

Example

- Table A - new account: 1401 Capital: Land and Buildings Additions
- Enter details on Surf Accounts as follows:
 - In Account Group – select Fixed Asset Fixed asset
 - In Account Code – enter 1401
 - In Description - type Capital: Land and Buildings Additions
- Click **Save**

New Account

ACCOUNT GROUP
Fixed Asset Fixed asset

ACCOUNT CODE
1401

ACCOUNT TYPE
Balance Sheet

CODE RANGE
From 1400 To 1699

DESCRIPTION
Capital: Land and Buildings Additi

Is this a Bank Account

▼ Advanced

Cancel Save

For codes in the fixed assets

There is an advanced setting that will automatically move any additions/disposals to the brought forward code when the accounts are rolled over at the year end.

- Before clicking **Save** click on **Advanced**
- This will expand the new account window.

Advanced

YEAR END CODE

DEFAULT SIGN

Debit Credit

Goods/Services for Resale

- The table below shows what year-end code and default sign to select for each new code

Code	Description	Type	Category	Year-end code	Default sign
1401	Capital: Land and Buildings Additions	Fixed Asset	Fixed Asset	1400	Debit
1402	Capital: Land and Buildings Disposals	Fixed Asset	Fixed Asset	1400	Debit
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	Fixed Asset	1410	Credit
1412	Depreciation: Land and Buildings on Disposal	Fixed Asset	Fixed Asset	1410	Credit
1421	Capital: Fixtures, Fittings and Equipment Additions	Fixed Asset	Fixed Asset	1420	Debit
1422	Capital: Fixtures, Fittings and Equipment Disposals	Fixed Asset	Fixed Asset	1420	Debit
1426	Capital: Covid Minor Works Fixtures, Fittings and Equipment Additions	Fixed Asset	Fixed Asset	1425	Debit
1427	Capital: Covid Minor Works Fixtures, Fittings and Equipment Disposals	Fixed Asset	Fixed Asset	1425	Debit
1431	Depreciation: Fixtures, Fittings and Equipment Current Year	Fixed Asset	Fixed Asset	1430	Credit
1432	Depreciation: Fixtures, Fittings and Equipment Disposal	Fixed Asset	Fixed Asset	1430	Credit
1436	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Current Year	Fixed Asset	Fixed Asset	1435	Credit
1437	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Disposal	Fixed Asset	Fixed Asset	1435	Credit
1441	Capital: Motor Vehicles Additions	Fixed Asset	Fixed Asset	1440	Debit
1442	Capital: Motor Vehicles Disposals	Fixed Asset	Fixed Asset	1440	Debit
1451	Depreciation: Motor Vehicles Current Year	Fixed Asset	Fixed Asset	1450	Credit
1452	Depreciation: Motor Vehicles Disposal	Fixed Asset	Fixed Asset	1450	Credit
1461	Capital: ICT Additions	Fixed Asset	Fixed Asset	1460	Debit
1462	Capital: ICT Disposals	Fixed Asset	Fixed Asset	1460	Debit
1466	Capital: Covid Minor Works ICT Additions	Fixed Asset	Fixed Asset	1465	Debit
1467	Capital: Covid Minor Works ICT Disposals	Fixed Asset	Fixed Asset	1465	Debit
1471	Depreciation: ICT Current Year	Fixed Asset	Fixed Asset	1470	Credit
1472	Depreciation: ICT Disposal	Fixed Asset	Fixed Asset	1470	Credit
1476	Depreciation: Covid Minor Works ICT Current Year	Fixed Asset	Fixed Asset	1475	Credit
1477	Depreciation: Covid Minor Works ICT Disposals	Fixed Asset	Fixed Asset	1475	Credit
1481	Capital: Other Additions	Fixed Asset	Fixed Asset	1480	Debit
1482	Capital: Other Disposals	Fixed Asset	Fixed Asset	1480	Debit
1491	Accumulated Depreciation Other Current Year	Fixed Asset	Fixed Asset	1490	Credit
1492	Accumulated Depreciation Other Disposals	Fixed Asset	Fixed Asset	1490	Credit



2. How to change the description on a 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)

Example

Table B - First account to be renamed 4640 Library Expense

4620	Teacher In-serviceand Training	-	-	-	-	
4630	Career Guidance	-	-	-	-	
4640	Library Expense	-	-	-	-	
4650	Physical Education	-	700.00	-	-	
4670	Games (excl. travel)	-	-	-	-	

Edit Account

ACCOUNT GROUP Expenditure Education Other	ACCOUNT CODE 4640
ACCOUNT TYPE Income & Expenditure	CODE RANGE From 4300 To 4999
DESCRIPTION Library Non Grant Funded Expen: 	<input type="checkbox"/> Is this a Bank Account
Advanced	