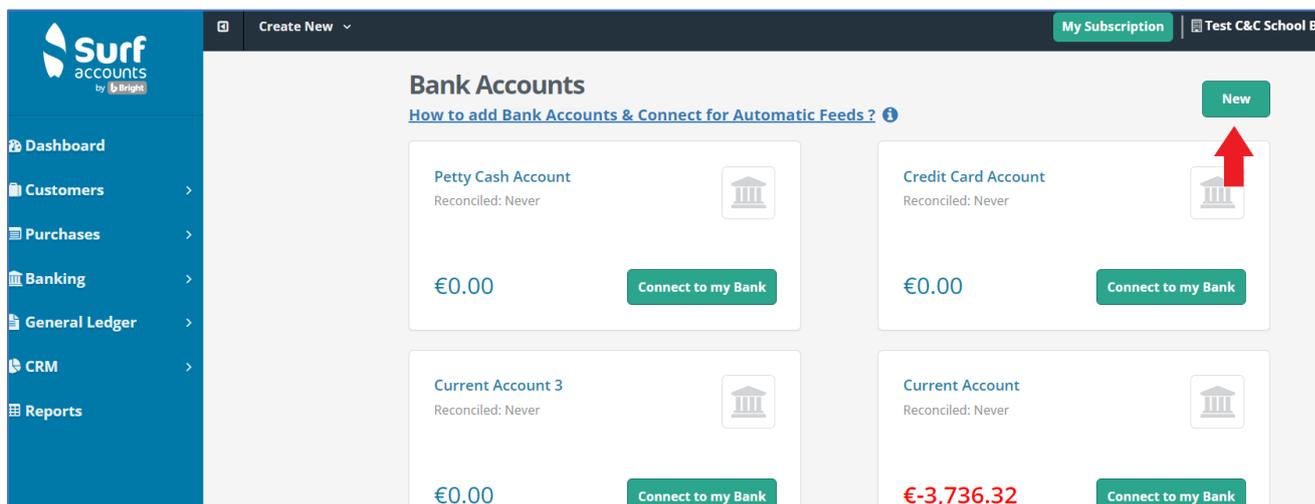


Surf Accounts for C&C Schools

Quick Reference Guide

Updating the Chart of Accounts for a new bank account

- 1) On the Bank Accounts page, click **New**



- 2) The **Add Bank Account** page appears. Enter the following details for the bank account type.

The screenshot shows the 'Add Bank Account' page. The page title is 'Add Bank Account' with a subtitle 'Simply Enter in the Details Below and Press Save'. The form contains the following fields:

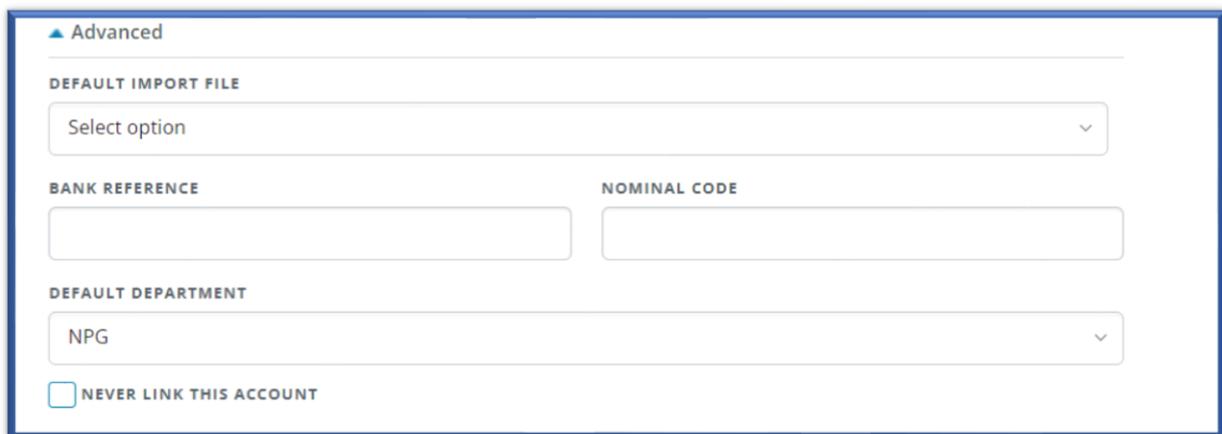
- BANK NAME
- BANK ACCOUNT NAME
- ACCOUNT NUMBER
- BIC
- IBAN
- Advanced (dropdown menu)

Buttons: Cancel, Save

FIELD	STEP
BANK NAME*	Enter the bank name or click  to select your bank from the Banks window. If you are unable to do either, select Other from the options in the Banks window.
BANK ACCOUNT NAME*	Enter a custom bank account name. For example, current account.
ACCOUNT NUMBER	Enter the bank account number.
BIC	Enter the BIC.
IBAN	Enter the IBAN.

*Mandatory fields

Click on the arrow for advanced options



Advanced option	
DEFAULT IMPORT FILE	Leave blank
BANK REFERENCE	Leave blank
NOMINAL CODE	Enter a default nominal code which will be displayed in the chart of accounts. This will be a four-digit nominal code selected from available codes within the Bank section range (1800 – 1950). You should select the next available nominal code following 1800.
DEFAULT DEPARTMENT	Select a default department from the drop-down list

3. To set up the bank account, click **Save**.