

**RELATE ACCOUNTS PRODUCTION:**

**HOW TO IMPORT DATA FROM SURF ACCOUNTS**

## 1. OVERVIEW

Relate Accounts Production seamlessly integrates with Surf Accounts, our Cloud Accounting Software for small businesses.

It allows you to connect directly to Surf Accounts data stored in the cloud and from there data can be transferred directly into a set of accounts in Relate Accounts Production. This data transfer can be done regularly for Management Accounts or as a once off at the year end.

Journals posted in Relate Accounts Production will be retained and only the transactions from Surf Accounts import will be changed.

## 2. STAFF SETUP

ap Edit a staff : Henry Steel
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**General**

Staff Code:

Name:

Office:

Department:

Type:

Partner:

Manager:

Grade:

Title:

**Address**

Address:

Town/City:

County:

Post Code:

Country:

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**Others**

Status:

Date of Joining:

Date of Leaving:

Date of Birth:

Marital Status:

Spouse Name:

**Phone/Fax/E-Mail/Web**

Phone 1:

Fax:

Mobile:

E-Mail:

Web:

More....

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**Security**

RAP User:

Access Group:

Password/Confirm:

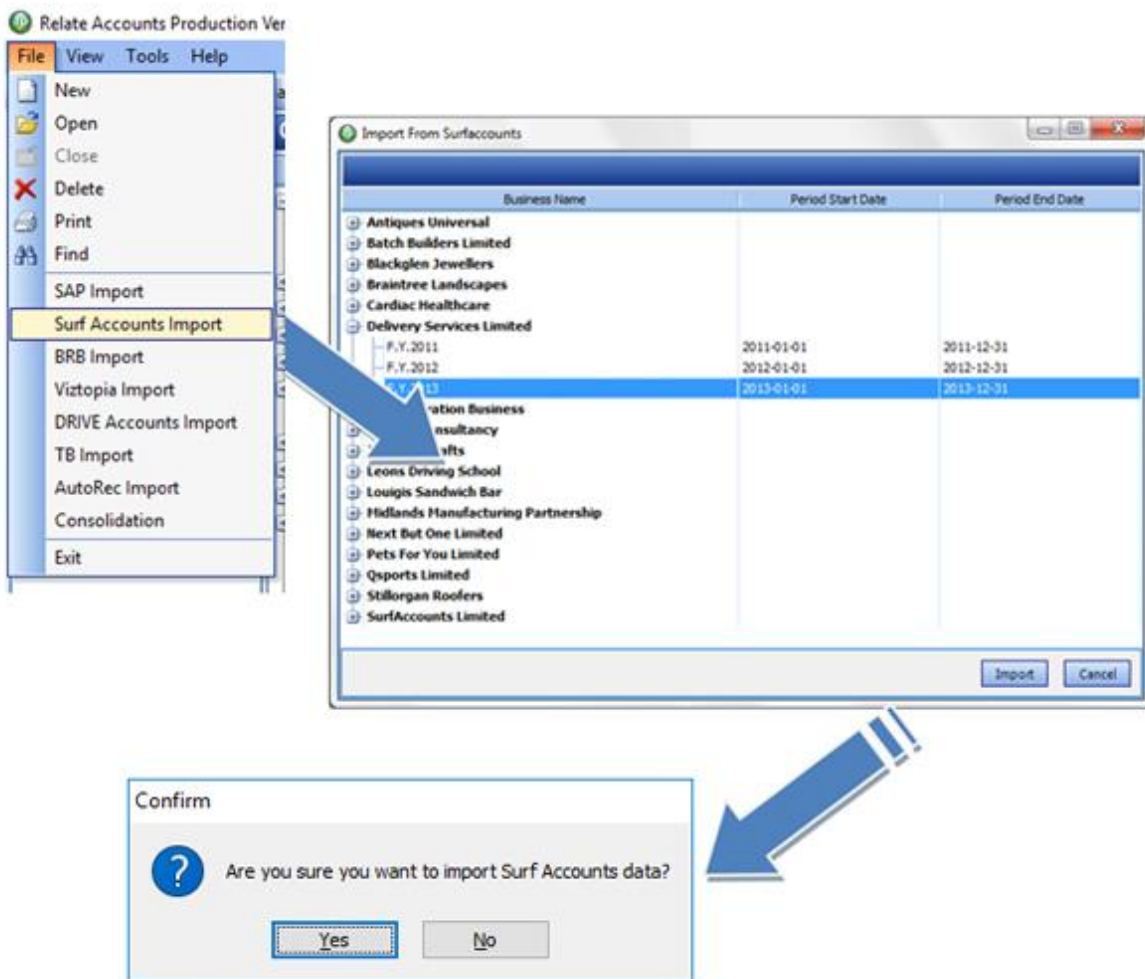
System Administrator:

Surf User ID:

Password/Confirm:

To set up your integration with Surf Accounts firstly you must add your login details into the Staff Settings. The User ID and Password refers to the e-mail account and password which you use for accessing Surf Accounts. Once these are entered you are ready to integrate with Surf Accounts.

## 3. IMPORTING DATA



To import Data from Surf Accounts select the “File” option from the Main Menu then select the “Surf Accounts Import” option. Once selected, Relate Accounts Production will retrieve a list of Surf Accounts Business available to that logged in member of Staff.

Find the appropriate Business and select the appropriate Financial Year and press the “Import” Button.

The system will prompt you whether to import the data into a new or existing set of data (If it has previously imported the data it will know which set of accounts to import into).

4. NOMINAL LEDGER

The top screenshot shows the 'Nominal Ledger' for 'Demonstration Business - 31st December 2012'. The 'Suppress' filter is set to 'None'. The table below shows nominal codes with columns for Code, Description, Type, Group, 2012, and 2011. Several rows are highlighted in red, indicating errors.

Code	Description	Type	Group	2012	2011
001	Sales	P/A	Sales	-10,777.00	0.00
001.01	Sales type B	P/A	Sales	0.00	0.00
001.02	Sales type C	P/A	Sales	0.00	0.00
002	Volleyball Sales	P/A		-11,104.39	0.00
003	Rugby Sales	P/A		-13,536.60	0.00
004	Basketball Sales	P/A		-7,175.05	0.00
005	Accessory Sales	P/A		-12,292.71	0.00
006	Embroidery and Numbering	P/A		-8,338.94	0.00
051	Rent receivable	P/A	Sales	0.00	0.00
061	Commissions receivable	P/A	Sales	0.00	0.00

The bottom screenshot shows the 'Nominal Ledger' for 'Demonstration Business - 31st December 2012' with a 'Suppress: Zero Balances' filter. The table below shows nominal codes with columns for Code, Description, Type, Group, 2012, and 2011.

Code	Description	Type	Group	2012	2011
001	Sales	P/A	Sales	-10,777.00	0.00
002	Volleyball Sales	P/L	Sales	-11,104.39	0.00
003	Rugby Sales	P/L	Sales	-13,536.60	0.00
004	Basketball Sales	P/L	Sales	-7,175.05	0.00
005	Accessory Sales	P/L	Sales	-12,292.71	0.00
006	Embroidery and Numbering	P/L	Sales	-8,338.94	0.00
110	Cost of goods sold	P/L	CostSales	5,295.00	0.00
112	Purchases	P/A	CostSales	8,532.00	0.00
322	Rent payable	P/A	AdminCosts	1,589.00	0.00
323	Rates	P/A	AdminCosts	640.00	0.00
326	Insurance	P/A	AdminCosts	324.00	0.00
331	Light and heat	P/A	AdminCosts	235.00	0.00
341	Printing, postage and stationery	P/A	AdminCosts	1,552.00	0.00
343	Courier and Delivery Charges	P/L	CostSales	-120.00	0.00
346	Computer costs	P/A	AdminCosts	1,224.95	0.00
711	Sales ledger control	B/S	Drs	74,081.77	0.00
771	Bank current account 1	B/S	BankCash	3,804.64	0.00
812	Purchase ledger control	B/S	CurrCr	-23,852.10	0.00
845	VAT control account	B/S	CurrCr	-10,081.57	0.00

Once imported, the system will check for any nominal codes which do not conform to the master format. If there are any unmatched codes, the user is notified of them and the system highlights them in red in the Nominal Ledger. The mappings on these codes must be resolved before producing your accounts.

5. TRANSACTIONS IMPORTED

The screenshot shows a software window titled "Edit Multiple Lines" with a date of 31/12/2012 and Journal No. 1. The notes field contains "Surfaccounts Data Year to Date". Below is a table of journal entries with columns for Code, Ref. No., Notes, Disallowed, Debit, and Credit.

	Code	Ref. No.	Notes	Disallowed	Debit	Credit
1	001		Sales	0.00	0.00	10,777.00
2	002		Volleyball Sales	0.00	0.00	11,104.39
3	003		Rugby Sales	0.00	0.00	13,536.60
4	004		Basketball Sales	0.00	0.00	7,175.05
5	005		Accessory Sales	0.00	0.00	12,292.71
6	006		Embroidery and Numbering	0.00	0.00	8,338.94
7	110		Cost of goods sold	0.00	5,295.00	0.00
8	112		Purchases	0.00	8,532.00	0.00
9	322		Rent payable	0.00	1,589.00	0.00
10	323		Rates	0.00	640.00	0.00
11	326		Insurance	0.00	324.00	0.00
12	331		Light and heat	0.00	235.00	0.00
13	341		Printing, postage and stationery	0.00	1,552.00	0.00
14	343		Courier and Delivery Charges	0.00	0.00	120.00
15	346		Computer costs	0.00	1,224.95	0.00
16	711		Sales ledger control	0.00	74,081.77	0.00
17	771		Bank current account 1	0.00	3,804.64	0.00
18	812		Purchase ledger control	0.00	0.00	23,852.10
19	845		VAT control account	0.00	0.00	10,081.57
20						
					97,278.36	97,278.36
Difference						0.00

The system has 2 options for importing, full transaction details or periodic journals. If full transaction history is selected all bookkeeping transactions are imported including historical transactions. If "Periodic Journals" is selected then Relate Accounts Production generates a Multiple Line Journal for each Management Accounts Period. These Journals may not be edited in the system so that there is no loss of information on subsequent re-imports.

**Conclusion**

Relate Accounts Production working in conjunction with Surf Accounts is the ideal solution to allow you to work seamlessly with your Clients. Surf Accounts provides your clients with a cloud based online accounting system which fully integrates with Relate Accounts Production for both statutory accounts and monthly/periodic management accounts.

Want to know more about Surf Accounts? Start your 30-day free trial now! Visit [www.surfaccounts.com](http://www.surfaccounts.com)