

Entering the Budget on SAGE 50

Budget

The FSSU budget template should be used when preparing the school budget. When the budget is approved by the Board of Management please prepare Sage Budget Template for integration to your Sage 50 Accounts. The budget must only be entered/ imported after the Year End is run for the previous year. Do not use the future budget option.

	A	B	C	D
1	Refn	Name	Yearly Budget	Month 1 Budget
2	3010	Capitation		60000
3	3020	Enhanced Capitation (DEIS)		30000
4	3050	Support Services		40000
5	3100	Secretarial Grant		21000
6	3130	Caretaker Grant		16700
7	3150	Book Grant		2000
8	3155	Book Rental Scheme		159
9	3170	Special Subjects Grant		200
10	3190	Home Economics		5000
11	3200	Transition Year		36
12	3210	Leaving Cert Applied		200
13	3220	Grant for Traveller Students		202
14	3230	Computer/It Grant		1959
15	3240	Supervision/Substitution		
16	3250	Substitute Teachers		0
17	3255	DES Exam Income		10000
18	3270	Library		4000
19	3275	DES Minor Works Grant -non capital		0
20	3290	Other DES Grants		1769
21	3300	Fees (Fee Paying School)		1000
22	3310	Transition Year		5000
23	3330	Book Rental		1000
24	3335	Classroom Books		0

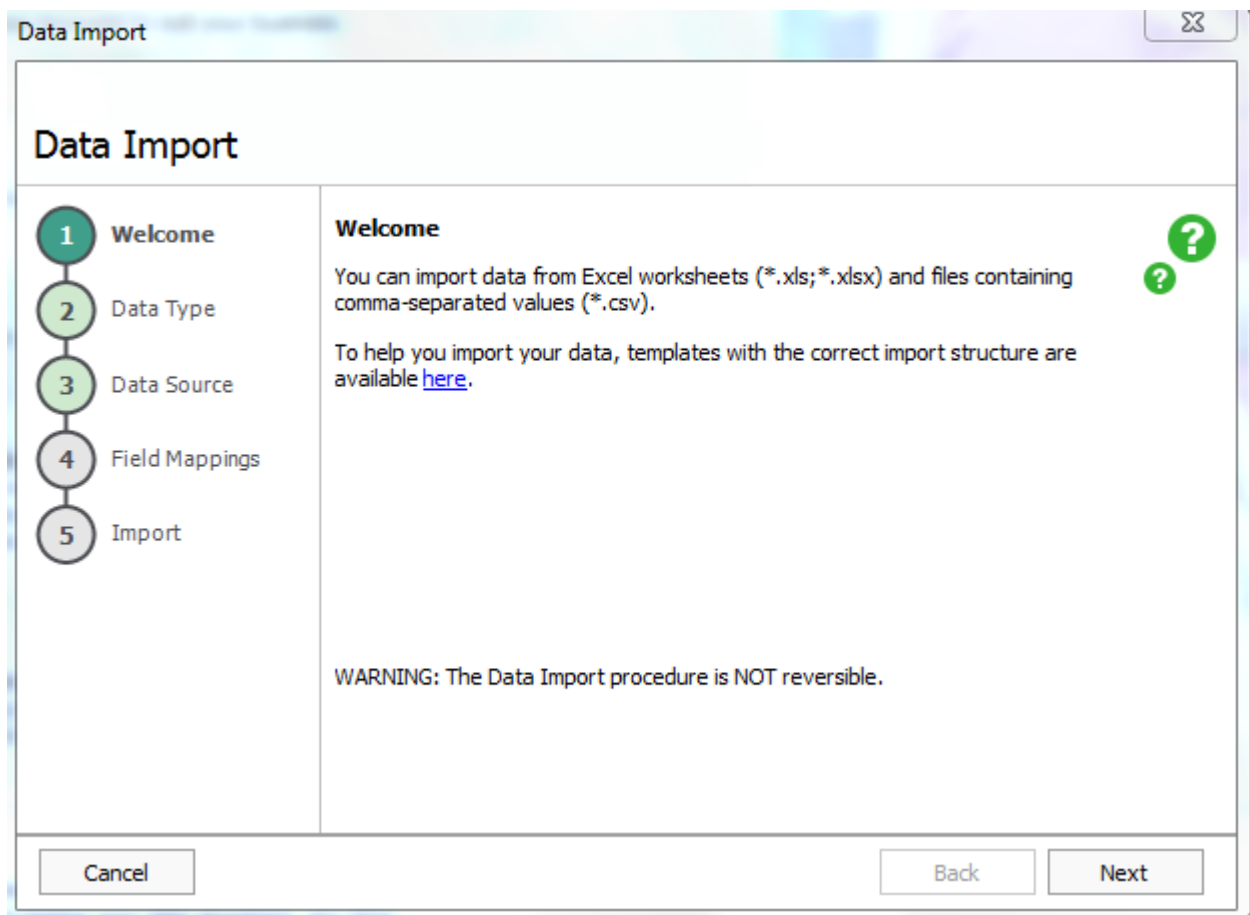
Enter the budget figures in the template provided.

If you need to divide the budget for each month please enter the figures in the Yearly Budget Column and it will divide the figure by 12.

Each line must have an account code and there must be no blank or text only lines

When the template is complete go to Sage 50 Accounts

Click File>import



Select Data Type –Nominal accounts

Data Import

1

Welcome

2

Data Type

3

Data Source

4

Field Mappings

5

Import

Data Type*

Select the type of data you want to import:

Audit Trail transactions

Customer records

Nominal accounts

Product records

Stock take

Stock transactions

Supplier records

Cancel

Back

Next

Click Next for Data Source

Data Import

1 Welcome
2 Data Type
3 **Data Source**
4 Field Mappings
5 Import

Data Source ?

Select the format of the data you will be importing:

☐ Comma-separated (*.csv)
☒ Excel worksheet (*.xls;*.xlsx)

Select the file to import*:

☒ First row contains headings ?

Click Browse and find the Budget template file

The budget template will only integrate if the fields in the template and Sage 50 Accounts match.

1. Complete the Imported Field column as required, choosing the relevant field from the drop-down lists.

Tip: If you need to remove your selections and start again, click Clear Map. Use Save Map to record a map so you can use it again. Use Load map to load a map you have already saved.

7. Once all of the required fields have been mapped > Next > check the information > Import.

Data Import

1

Welcome

2

Data Type

3

Data Source

4

Field Mappings

5

Import

Field Mappings

?

Map the fields in your data to the fields in Sage 50 Accounts.

Required	Imported Field	Sage Field
*	Refn	Refn
	Name	Name
	Yearly Budget	Yearly Budget
	Month 1 Budget	Month 1 Budget
	Month 2 Budget	Month 2 Budget
	Month 3 Budget	Month 3 Budget
	Month 4 Budget	Month 4 Budget

Map file in use: [none]

Clear Map

Load Map...

Save Map...

Cancel

Back

Next

The budget will now be available in Sage 50 Accounts