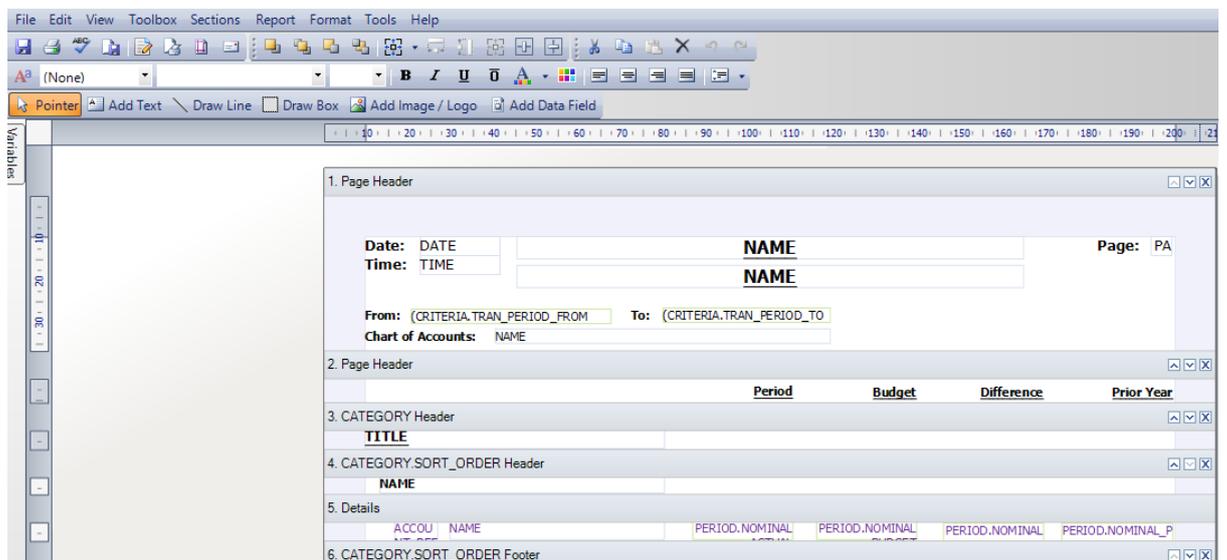


Guideline for installing the Income & Expenditure Report and Balance Sheet report in Sage 50

(This will replace running the reports in Excel on your desktop)

Steps for installation- (This will need to be done just once)

1. Open Sage 50 Accounts for your school.
2. Create a folder on your desktop and label it- "BOM SAGE 50 customised reports".
3. Open the email from the FSSU and save the reports to the new folder on your desktop.
4. Double click the report.
5. You may have to enter your Sage login details.



6. The report opens then click File > click Save as
7. The file will save in My Nominal Reports
8. Please type in the following file name 'BOM Income and Expenditure Account'-click Save
9. Follow the same steps for the Balance Sheet report, name the report 'BOM Balance sheet' -click Save
10. Click exit - to return to Sage 50 home screen
11. Please see the instructions for running the reports every month within the Sage 50 accounts package.