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.

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- 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.