



FSSU
Financial Support
Services Unit

FSSU SAGE Accounts Manual

sage

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Introduction

Welcome

The Financial Support Services Unit was established by the Department of Education and Skills under Circular M36/05. The Unit provides support and training to schools in the Voluntary Sector on all aspects of school finances.

The Unit endeavours to ensure that schools have a robust and supported computerised accounts package. It is of paramount importance that school management and Trustees/Patrons can fulfil their obligations in terms of financial accountability for State and other funding.

The FSSU was made aware in September 2014 that the TAS accounting software package currently in use by the majority of FSSU schools, would no longer be supported and developed by Sage. In assessing the risk that our schools may be exposed to not having a supported computerised accounts package, it was decided that the process of sourcing and implementing a new package should commence.

We are confident that Sage 50 will meet all requirements, giving assurance and confidence to our schools.

As with all aspects of requirements around financial management obligations in our schools, I would like to assure you that full support and training from the FSSU will be available on an ongoing basis for the operation of Sage 50.

Louise McNamara

Director, Financial Support Service Unit

July 2016

Section 1:

Set Up

- 1.1 Install Sage 50 Accounts software
- 1.2 Install Sage 50 Accounts on a network
- 1.3 Installing FSSU Chart of Accounts
- 1.4 Installing FSSU Board of Management Reports
- 1.5 Customising School Settings and Preferences
- 1.6 Setting Password and Access Rights
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- 1.9 File Maintenance Problems Report
- 1.10 Amend Transactions-Edit/Unallocate/Delete

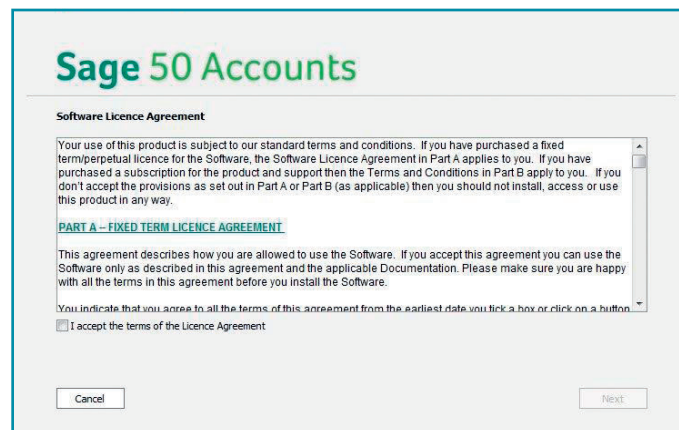
1.1 Install Sage 50 Accounts software

1.1.1 Install Sage 50 Accounts on a single computer

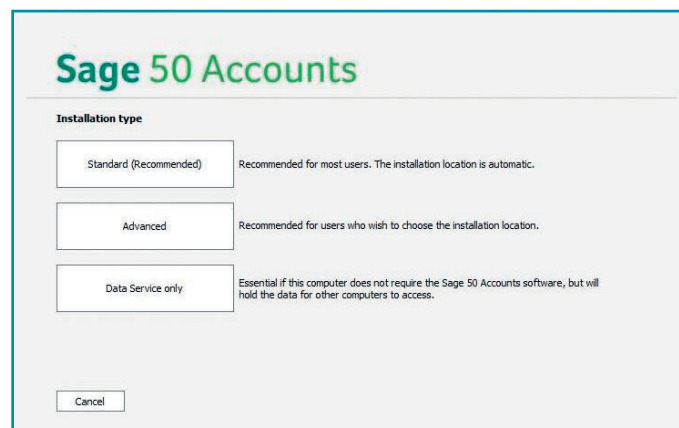


Before you start your installation please ensure you close all software.

1. Print your Email from Sage showing your Serial Number and Activation Code
2. Download your copy of Sage 50 Accounts using the link in the email » Sage 50 Accounts V22 – Full Program » Install Full Version of software.
3. To accept the terms and conditions » select the check box » Next.



4. To ensure that you install all of the required files » Standard (Recommended) » Next.



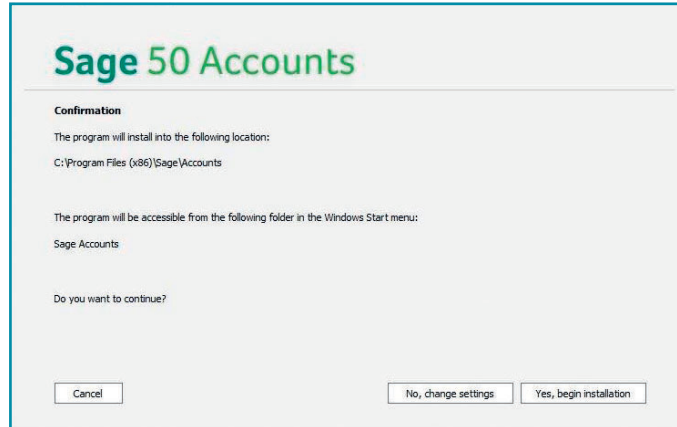
The software will install into the path shown.



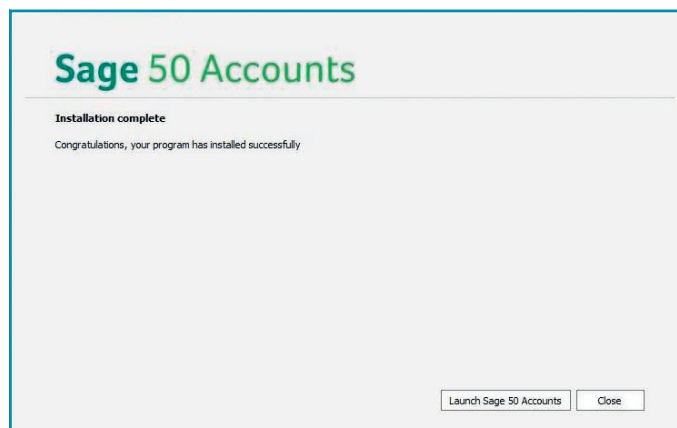
If you're using a 64-bit operating system, the default path is
C:\Program files (x86) \Sage\Accounts.

If you're using a 32-bit operating system, the default path is
C:\Program Files\Sage\Accounts

5. To begin the installation of Sage 50 Accounts » Yes, begin installation.
6. This process usually takes a few minutes to complete.



7. To complete the installation and launch Sage 50 Accounts » Launch Sage 50 Accounts.



Congratulations, the installation is complete and you're now ready to setup your New Sage software.

1.1.2 Registration

When you open Sage 50 Accounts for the first time, the Sage 50 Accounts Software Registration window appears.



Sage 50 Accounts - Software Registration

Activate Sage Software

Activation Information

Serial Number:

Activation Key:

To activate your software you must enter your serial number and activation key. These can be found on the advice note you received with the software, or within the DVD case.

If you can't find your serial number or activation key, click on the My Sage button to assist you in finding this information.

If you are unable to find your details using this service, you can speak to an advisor on 1890 88 20 60.

MySage Continue Cancel



For assistance, please call 1890 882 060

Enter the serial number and activation key provided with your software » Continue.



Congratulations, you've now successfully registered your software

1.2 Install Sage 50 Accounts on a network

If you have a computer in the office which is already connected to the school server by other software you should install Sage 50 Accounts on the server. The server computer normally has the software installed on it and also stores the data files, the office computer has the software installed, but connects to the server for the data. The software must be installed on the office computer and the server.

1.2.1 Install Sage 50 Accounts on a server computer

The steps to install the software on your server computer are exactly the same as installing on a single computer, simply follow the steps in the previous section.

1.2.2 Share a folder on your server computer

To link your office computer to the data on your server computer you must first share a folder on the server, making it visible to the rest of the network.

The folder you need to share is located as follows:

C:\ProgramData\Sage\Accounts\20xx

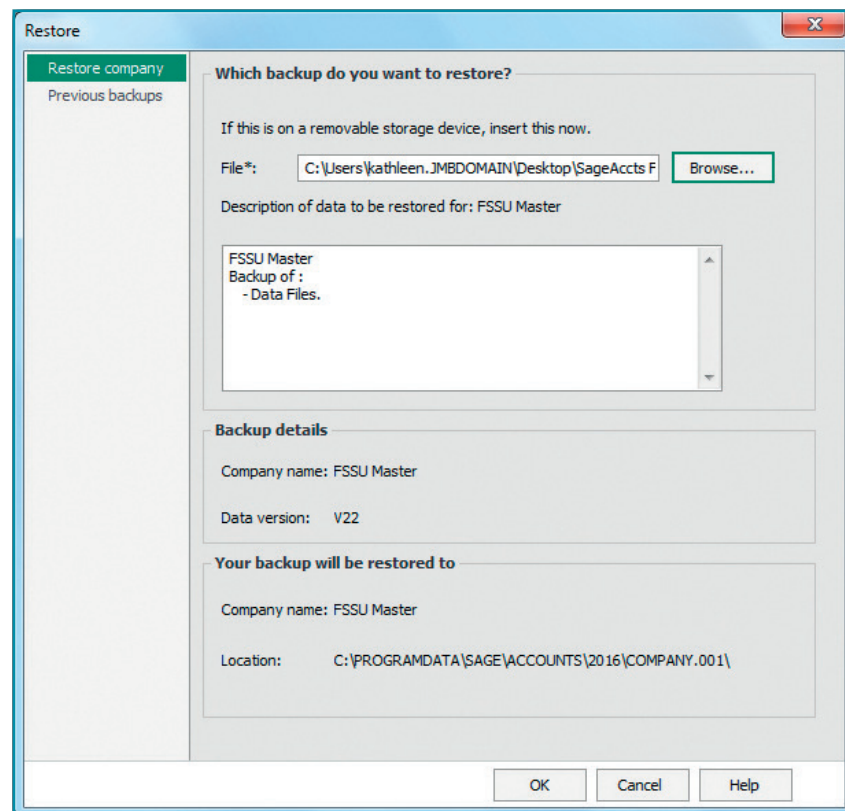
The steps to share a folder on the server computer differ depending on the operating system. In all cases the folder needs to have full control of the Share, and Modify permissions on the folder contents.

If you're unsure how to do this, consult your IT administrator, the Windows help system, or call Sage Technical Support on 1890 88 20 60.

1.3 Installing FSSU Chart of Accounts

1. Once you have installed the Sage 50 software you will need to setup a data set for your school.

The FSSU has created a standard company modified for schools and we recommend that you use this standard company to set up your school on the SAGE 50 accounts system.
2. The FSSU will email this customised company to you as an attachment. Save the attachment of the standard company to your desktop
3. The file name is FSSU and
 1. Select setting up a new company
 2. Login Name - MANAGER
 3. Password - leave blank
 4. In the first window, select
 - Restore data from a backup file - go to your desktop and select the saved FSSU file.
 - Restore this file to Sage 50.



Network Sharing – If you use multi user version of Sage 50 Accounts, we recommend that you share your data across the network. This step prompts you to approve the network share. If you have a single user version of the software this step doesn't appear.

1.4 Installing FSSU Board of Management Reports

The Sage 50 system will enable schools to run reports in each module and the recommended reports will be given in the manual.

The recommended reports for the **Board of Management** will be produced from a suite of reports designed for schools and Sage 50 reports. The excel designed reports are linked directly to the Sage 50 system and are updated each time the reports are generated. The reports must be saved to the computers desktop.

The recommended excel reports are:

1. Income and Expenditure Account – Actual activity /Budget/One year past
2. Balance Sheet – Actual/ One year part
3. Income and Expenditure Month by Month -Actual

Welcome, let's get started'

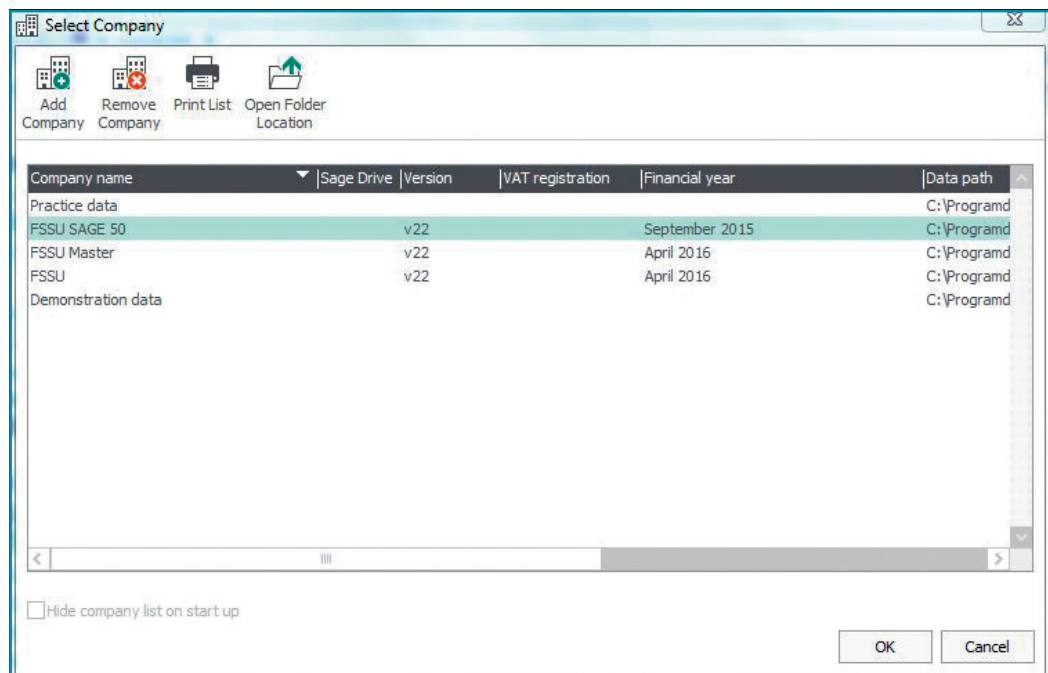
To close the 'Welcome, let's get started' window page

Tools » options » view » initial view » global settings and click

'Don't display the welcome page'

1.5 Customising School Settings and Preferences

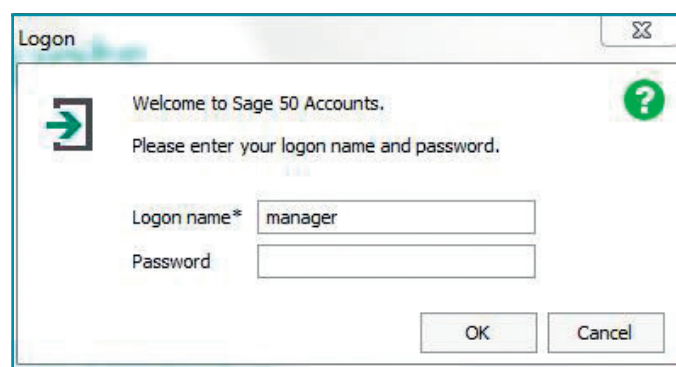
When you open Sage 50 accounts this screen will be displayed:



Select the required data set for your school and click OK to continue.

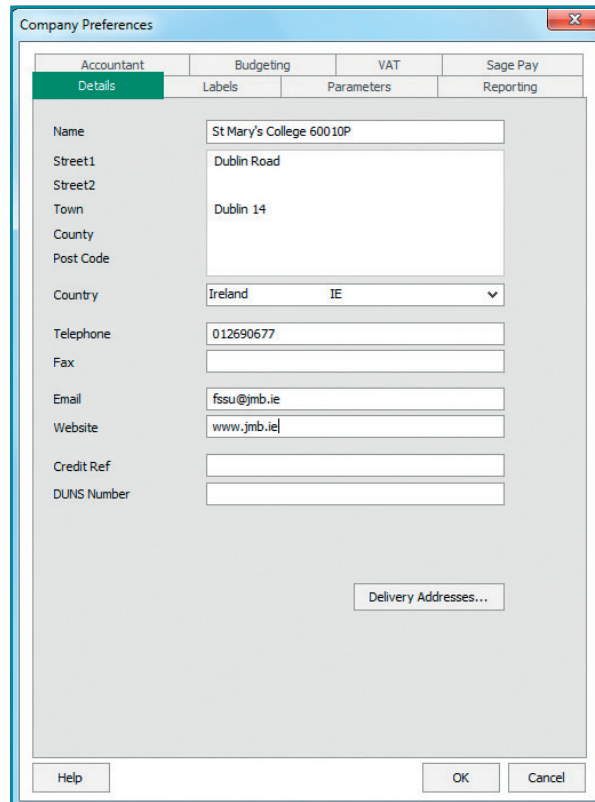
The Login window is presented.

Manager is the standard Logon Name **click Ok to open data set.**



Select Settings/Company preferences/details

1. **Name** – settings/company preferences. Enter your school name (enter the school roll number at the end of your school name) and school address.

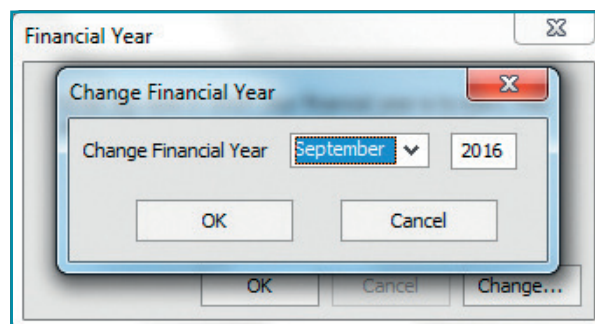


The screenshot shows the 'Company Preferences' dialog box with the 'Details' tab selected. The fields are filled with the following information:

| Field | Value |
|-------------|--------------------------|
| Name | St Mary's College 60010P |
| Street1 | Dublin Road |
| Street2 | |
| Town | Dublin 14 |
| County | |
| Post Code | |
| Country | Ireland IE |
| Telephone | 012690677 |
| Fax | |
| Email | fssu@jmb.ie |
| Website | www.jmb.ie |
| Credit Ref | |
| DUNS Number | |

Buttons at the bottom: Help, OK, Cancel. A 'Delivery Addresses...' button is also present.

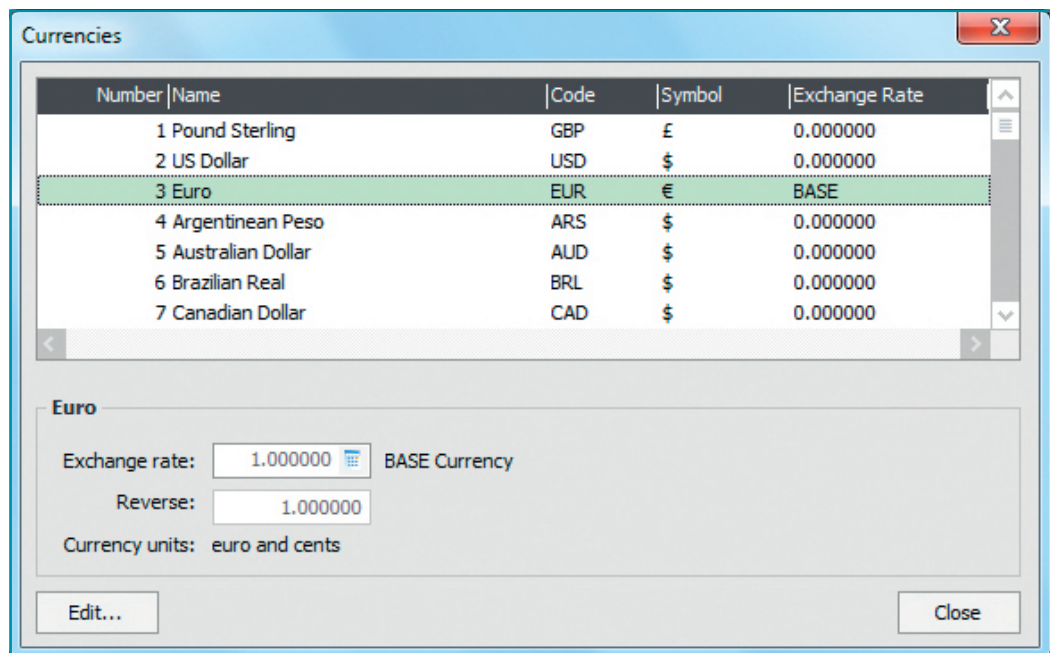
2. **Financial Year** – settings/financial year- choose the month your current financial year starts from. The school financial year is from 1st September to the 31st August.



The screenshot shows the 'Financial Year' dialog box with a 'Change Financial Year' sub-dialog box open. The sub-dialog box has the following fields:

| Field | Value |
|-----------------------|-----------|
| Change Financial Year | September |
| Year | 2016 |

Buttons at the bottom of the sub-dialog: OK, Cancel. Buttons at the bottom of the main dialog: OK, Cancel, Change...



| Number | Name | Code | Symbol | Exchange Rate |
|--------|-------------------|------|--------|---------------|
| 1 | Pound Sterling | GBP | £ | 0.000000 |
| 2 | US Dollar | USD | \$ | 0.000000 |
| 3 | Euro | EUR | € | BASE |
| 4 | Argentinean Peso | ARS | \$ | 0.000000 |
| 5 | Australian Dollar | AUD | \$ | 0.000000 |
| 6 | Brazilian Real | BRL | \$ | 0.000000 |
| 7 | Canadian Dollar | CAD | \$ | 0.000000 |

Euro

Exchange rate: 1.000000 BASE Currency

Reverse: 1.000000

Currency units: euro and cents

Edit... Close

3. Currency – settings/currency-check it is setup for the EURO



You can't change this at a later date, so it's vital that you choose the right currency.

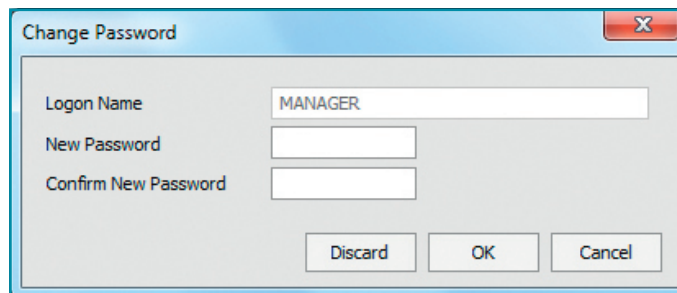
1.6 Setting Password and Access Rights

Password

Change Password – The default login for Sage 50 Accounts is Manager. With this login you have access to all of the software features, therefore we strongly recommend that you create a password for this. Create a Manager password and individual user accounts. It's important that you make your Sage data files as secure as possible.

Select a password that is easy to recall such as the School Roll Number.

If you didn't set up a Manager password when installing the software, you can create a password, now. To do this, open **Settings » Change Password » enter** the required password into the New Password and Confirm New Password boxes » OK.



Keep this password in a safe place and email it to the principal immediately.

Please give this password to the principal immediately.



Remember this password as you can't open the software without it.

Only the person logged on as Manager can create new users and modify the areas of the software they can access.

If you have multi user version of the software you're prompted to log on. The default logon is Manager with no password, unless you have already added a password. If you're using a single user version, the software opens.

Setting up Access Rights

From the menu bar, select **Settings » Access Rights » New »** enter a **User Name** and **Password**

The 'Edit user' dialog box shows the configuration for a user named 'Bursar'. The 'Set Access to' section has three radio buttons: 'Full Access', 'No Access', and 'Partial Access'. The 'Partial Access' option is selected. Below this is a table with two columns: 'Description' and 'Access'.

| Description | Access |
|--|---------|
| <input type="checkbox"/> Customers | None |
| <input type="checkbox"/> Quotations | None |
| <input type="checkbox"/> Sales orders | None |
| <input type="checkbox"/> Invoices & credits | None |
| <input checked="" type="checkbox"/> Suppliers | Partial |
| <input type="checkbox"/> Purchase orders | None |
| <input type="checkbox"/> Products and services | None |
| <input checked="" type="checkbox"/> Bank accounts | Partial |
| <input checked="" type="checkbox"/> Nominal codes | Full |
| <input type="checkbox"/> VAT | None |
| <input checked="" type="checkbox"/> Transactions | Full |
| <input checked="" type="checkbox"/> Fixed assets | Full |
| <input checked="" type="checkbox"/> Departments | Full |
| <input type="checkbox"/> Projects | None |
| <input type="checkbox"/> Diary | None |
| <input checked="" type="checkbox"/> Excel Integrated Reporting | Full |
| <input checked="" type="checkbox"/> File menu | Full |
| <input checked="" type="checkbox"/> Wizards | Full |
| <input checked="" type="checkbox"/> Settings menu | Full |
| <input checked="" type="checkbox"/> Tools menu | Full |
| <input checked="" type="checkbox"/> Help menu | Full |

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Define the areas a user can access

To define a user's access to a module, select or clear the ☐ next to each module as required. To specify access within each module, click the + to show the areas within the selected modules. You can then select or clear the ☐ next to each option as required.

Note:

- Only the MANAGER can change other user's rights
- Amendments are activated the next time the user signs in to the system
- Modules and menus removed in access rights are removed from display

1.7 Shortcut Keys

The following is a list of recommended keys that will help you use Sage 50 Accounts and enter transactions quickly and easily:

| | |
|-----------|--|
| F1 | F1 will take you directly to the help files and is sensitive to the area of the program you are working in |
| F2 | Opens the Calculator |
| F3 | This function key will open an item line in invoices and credits |
| F4 | Displays the calendar, calculator or finder search list if the selected text box has any of these special buttons attached. |
| F5 | To activate the spell checker in a text field or the currency converter in a numeric field |
| F6 | To copy the information from the field above |
| F7 | Will allow you to insert a line |
| F8 | Will allow you to delete a line |
| F9 | Within Customer, Supplier and Bank data entry screens, this will calculate the net and the VAT values of a transaction if the gross value is entered |

1.8 Backup manager

To keep your data safe, it's really important that you take regular backups of your data. As long as you have backups, if your computer fails or your data becomes corrupt, you can easily recover lost work and avoid hours of re-entering lost information.

Anyone can forget to take a backup, and if you're on a network it's not always easy to get everyone to log out while you back up. With the new Sage Accounts Backup Manager, managing your backups is simple. You can schedule backups to run automatically so you don't need to worry about it, and you don't need to stop processing in Sage Accounts while your backups are running. Check data runs automatically and you can manage backups and check data results for all companies in one place.

To open the Sage Accounts Backup Manager

1. Open Sage Accounts » Logon name » enter **manager**.
2. Password » enter your password for the manager logon » OK.
3. File » Schedule backup.
4. Within the Sage Accounts Backup Manager you can manage your backup schedule and previous backup files **C:\SageBackups\V.22**
5. To refresh the information in the Sage Accounts Backup Manager » Refresh.
6. To save any changes » Save
7. Please back up your SAGE 50 accounts to an external device (USB Key, External hard drive) at least once a week.

Overview

For each company, this section summarises the following information:

| | |
|--------------------------------|---|
| Users | How many users are currently logged in to the company. |
| Check data | Whether or not check data has been run. If check data has been run, it shows if any errors, warnings or comments were found. |
| Scheduled backup status | Whether the scheduled back up and check data is currently switched on or off. You should check this area regularly. If any errors appear you should stop processing in the relevant company and fix the errors. |

1.9 File Maintenance Problems Report

Data corruption is a serious risk to any school and any resulting data loss can be very costly. The Check Data option checks your data files for corruption and where possible gives you the relevant tools to fix your data.

We recommend you check your data regularly, particularly before you take a backup and after you restore your data.

If you **schedule your back up**, your data is checked before the data is backed up.

An explanation of the File Maintenance Problems Report is detailed below, you can access the report from File » Maintenance » Check Data.

| | |
|-----------------------|--|
| Errors | <p>Indicates corruption in your data.</p> <p>If you have errors we strongly recommend that you restore a backup of the data prior to the errors occurring.</p> <p>If you don't have an error free backup click the Errors tab and follow the procedures on https://my.sage.co.uk/public/mydata.aspx to correct the corruption on your data before you continue processing. If you continue to process with errors your financial statements may be inaccurate.</p> |
| Warnings | <p>These are issues with your data that aren't necessarily caused by corruption but you should still correct them. For example, aged balances on your control accounts do not equal the balance of the outstanding transactions.</p> <p>To resolve any warnings in your data, please refer to the steps on https://my.sage.co.uk/public/mydata.aspx</p> |
| Comments | <p>Comments don't necessarily require immediate attention. However, they do indicate minor inconsistencies in the data, which you should investigate. For example, transactions dated beyond the current processing date, which may indicate the transaction has been entered incorrectly.</p> <p>To resolve any comments in your data, please refer to the steps on https://my.sage.co.uk/public/mydata.aspx</p> |
| Recovery Tools | <p>You can use this option to fix the errors, warnings and comments in the data. However, you must ensure you use the correct options for the relevant issue.</p> <p>Full details about which options to use for your errors, warnings or comments, can be found on https://my.sage.co.uk/public/mydata.aspx</p> |

Settings

In this area you can set up how often you want to run a backup, what you want to include and where the backups are saved.

| | |
|--|---|
| Back up schedule | Choose how often you want to run the backup and check data: Back up and check data off - No scheduled backups run. <ul style="list-style-type: none">• Back up and check data once per day - Enter the time you want the backup to run each day.• Backup and check data more than once per day - Enter the backup frequency and the starting time. |
| Company name | Select the companies you want the backup schedule to apply to. The same schedule applies to all selected companies. |
| File types to include in the backup | Select the types of file you want to include in your backups. Accounts data is always included. |
| Backup location | By default, backup files are saved to C:\SageBackups on your server computer. If your server has alternative drives, you can choose the drive you want to use. |
| Server disk space limit | New backup files are no longer created once the server's hard drive runs out of disk space. By default, 5 GB of space is left on the server's hard drive. You can change this if required. |

1.10 Amend Transactions-Edit/Unallocate/Delete

Everyone can make mistakes, that's why you have the option to amend transactions after you've posted them. If you make a mistake on a transaction or you enter a transaction in error, within the Transactions module you can correct, reverse or delete your transactions.

Sometimes you may want to refund a transaction or post the opposite transaction manually. Before you correct transactions, you are strongly advised **to take a backup** of your data files.

All users must be logged off before you can amend transactions.

To correct a transaction:

Open the Transactions module » select the transaction you want to amend or delete » use the following options:

If you click Edit or Delete from the Transactions window the same window appears with slight differences.

| | |
|-------------------|---|
| Edit | You can use this option to edit the individual item lines of a transaction. |
| Unallocate | You can use this option to unallocate transactions. For example, unallocating a sales invoice from a sales receipt. |
| Delete | You can view but not change the individual item of a transaction. You only have the option to delete the transaction. |

Some of the details within a transaction are known as critical fields. If you amend a critical field the original transaction is deleted and a new transaction is posted. Some transactions can't be corrected or deleted and must be reversed.

| | |
|----------------------------|---|
| Critical fields | Account, Bank, Date, N/C (Nominal Code) , Net, T/C (tax code) and Tax. Note: You can't edit critical fields on journals. If you post foreign currency transactions you can only amend the Exchange rate. |
| Non-critical fields | Details, Department, Reference, Ex. Ref., Bank Reconciled flag, Bank Rec. Date and Exchange rate. |

If you amend a critical field, this:

- Raises a new deleted transaction with the original details.
- Amends the relevant information on the original transaction.

If you amend a non-critical field, the Edit option makes the changes to the original transaction and no new transaction is created.

The following information shows which fields can or can't be amended.

| | |
|--------------------------|--|
| Account | The customer or supplier account reference. If the transaction is not associated with a customer or supplier this field doesn't appear. From the drop-down list you can choose a different account reference. |
| Bank | The bank account reference, this only appears on bank transactions. From the drop-down list you can choose a different account reference. |
| Reference | Transaction reference. |
| Description | Description of the transaction. |
| Created on | The date used on the transaction. |
| Posted on | Shows the software date when the transaction was entered. You can't edit this field. |
| Edited on | Shows the system date when the transaction was last edited. You can't edit this field. |
| Net | Net value of the transaction or batch of transactions. To amend this value, click Edit. |
| Tax | Tax value of the transaction or batch of transactions. To amend this value, click Edit. |
| Posted by | The Sage user who posted the transaction. You can't edit this field. |
| Edited by | The Sage user who last edited the transaction. You can't edit this field. |
| Bank rec on | This only appears on bank transactions. If this is selected, it also shows the date the transaction was bank reconciled on. |
| Paid | The amount of the transaction which is allocated and not outstanding. You can't edit this field. |
| Paid in full | Selected if there's nothing outstanding on the transaction and it's fully paid or allocated. You can't edit this field. |
| Opening balance | Selected if the transaction was entered through the OB option within a record. You can't edit this field. |
| Disputed | Selected if the transaction has been marked as a disputed item. You can't edit this field. |
| Printed | Selected if you printed a cheque for this transaction. You can't edit this field. |
| Item Line Details | If the transaction is made up from multiple item lines, the individual item lines appear here. |

To amend the details on an individual item line, select the line [» Edit](#).

To save the changes >> Save >> Yes.

Number 10, Bank Payment

Before deleting this transaction and its associated items, review the information below to make sure you have selected the correct transaction.

Bank Payment Details

Bank

1800

Reference

123456

Description

New Boiler

Created on

04/05/2016

Posted on

04/05/2016

Edited on

//

Net

2500.00

Tax

0.00

Posted by

MANAGER

Edited by

☐ Bank rec. on

VAT Rec. Date

//

Paid

2500.00

Currency

3 Euro

Exchange rate

1.000000

Foreign gross

2500.00

☒ Paid in full
 ☐ Finance charge
 ☐ Disputed
 ☐ Printed

☐ Opening balance
 ☐ CIS reconciled
 ☐ Revaluation

Item Line Details

| No | N/C | Details | Net | T/C | Tax |
|----|------|------------|---------|-----|------|
| 10 | 5350 | New Boiler | 2500.00 | T9 | 0.00 |

To view details of a specific item on this Bank Payment, highlight the item and click 'View'.

How will this affect my data?

Delete

Close

Delete a Transaction

If a transaction has been entered twice or incorrectly use the corrections options in the Transactions module to delete it. Find the transactions you want to delete then click the delete option on the toolbar. Confirm you want to delete the transaction by clicking Delete on the corrections screen. The transaction is coloured red and marked as deleted in the audit trail.

HIGH RISK- Do not delete bank transactions which have been reconciled.

Section 2:

Opening Balances


- 2.1 Getting familiar with Sage 50 Screen layout
- 2.2 Menu bar
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- 2.7 Entering the Budget

2.1 Getting familiar with Sage 50 Screen layout

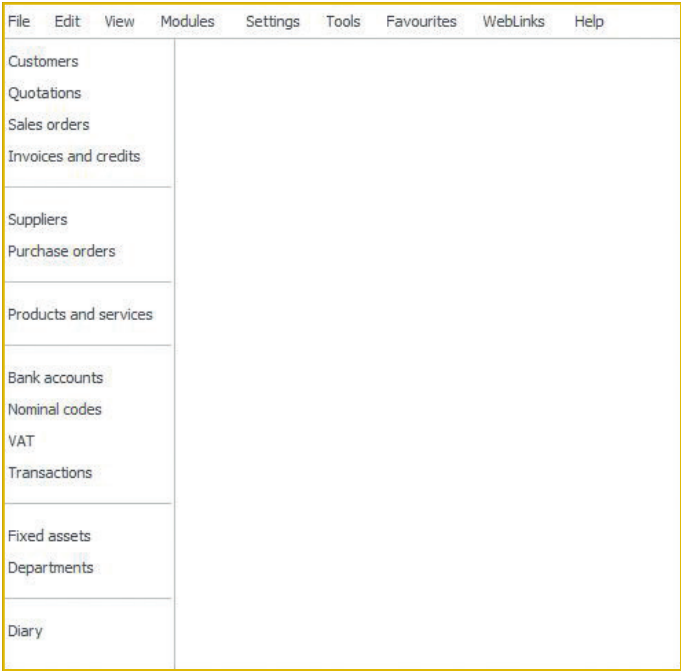
To help you get used to the different options, this section explains how to navigate the software,

Sage 50 Accounts desktop

The Sage 50 Accounts desktop is the main window within the software. It's the starting point from which you can access the features you'll need to manage your accounts, so it's really important to be familiar with how it works.

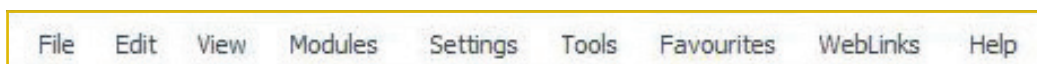
| | |
|-----------------------|--|
| Title bar | <p>The title bar ☞ shows the name of the Sage software you're using and the name of the company you have open.</p> <p>If more than one window is open, the title bar for the active window, the one in which you're working, has a different colour - normally darker, to the title bars of the other windows.</p> |
| Menu bar | <p>The menu bar ☞ contains several menus, each with its own set of options.</p> <p>To open a menu, click on the menu name or press ALT + LETTER at the same time, where LETTER is the underlined letter in the menu name.</p> <p>For example, to open the Tools menu, press ALT + T. This opens the drop-down list,</p> |
| Control menu | <p>The Control menu box is in the upper-right corner of each window. They look like this: </p> <p>The left button minimises the window, the middle button expands the window so that it fills the screen and the X button on the right closes the window.</p> |
| Status bar | <p>The status bar displays the Sage 50 Accounts user name, computer name, software date, financial year start date and last transaction number.</p> <p>To view or hide the status bar, go to View ☞ Status Bar.</p> |
| Navigation bar | <p>The navigation bar, which appears on the left hand side of the desktop, provides quick and easy access to the main areas of your software, referred to as modules.</p> |

| | |
|------------------|---|
| Work area | <p>The main section of the software window, where information appears and you enter data. You can choose between the following displays:</p> <p>List - Shows a list of items appropriate to the selected module. A toolbar across the top of the window displays the options available for the module.</p> <p>Throughout this help system, the step-by-step procedures assume that you have a list window display.</p> <p>Process map - Shows the workflow associated with the selected module.</p> <p>Dashboard - Shows key information for the selected module.</p> <p>You can switch the process maps and dashboard view features on and off within Tools » Options » View.</p> <p>When these features are active, when you open a relevant module, the display options appear below the module name.</p> |
|------------------|---|



2.2 Menu bar

Located at the top of the desktop, the menu bar contains various options that control a number of software functions.



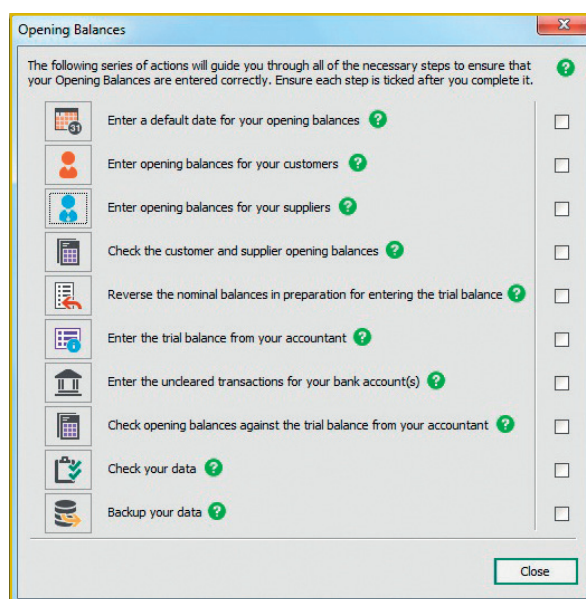
Some examples of key school processes which you can access via the menu bar are:

| Option: | What this controls |
|--|---|
| File » Back up | You can use this to make a secure copy of your data files. |
| File » Schedule back up | Use this feature to schedule regular automatic backups of your data. |
| File » Restore | You can use this to restore a copy of your data files, returning them to a state before the backup was created. |
| File » Maintenance » Check Data | You can use this to check that your data is free from corruption. We recommend that you run this whenever you use the software. |
| File » Microsoft Integration | You can use this to link Sage 50 Accounts to the Microsoft Office suite. |
| Settings » Company Preferences | Contains all of your company details including the address and VAT information. |
| Settings » Change Program Date | Set your defaults for all transactions and invoices you enter in Sage 50 Accounts. |
| Tools » Options » View | Customise your software in terms of the default desktop and ledger views. |
| Tools » Internet options | Enter your automatic update settings and online account information. |
| Tools Period End » Year End | Use this option to run your year end routine at the close of your financial year. |
| Help » Contents and Index | Comprehensive software help files. You can also access these at any time by pressing F1 on your keyboard. |
| Help » Shortcut Keys | Details of how to navigate quickly and efficiently using the keyboard. |

2.3 Enter Opening Balances

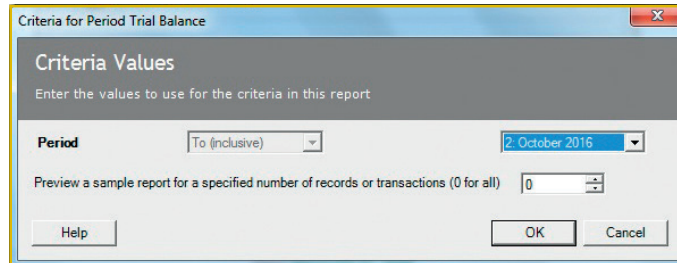
When you start using Sage 50 Accounts you will need to enter a trial balance to represent your financial position. Preparing for this routine is vital. The accuracy with which entries are posted is imperative to ensure success.

1. Decide on the date you are going to start using SAGE 50.
2. Print the Trial balance for the current year including opening balances from TAS -TAS 134 report.
3. Check the account codes on TAS Trial Balance to the FSSU Standard Chart of Accounts. Change the codes on the Trail Balance where necessary.
4. If you use additional nominal codes to the standard FSSU chart of accounts you will need to create these codes. See section on creating nominal codes. Only setup New Nominal codes which are absolutely essential for your school's accounts. **New Bank Account Codes must be setup using the BANK Module in SAGE.**
5. The Opening Balances Wizard guides you through the process.
6. To open the wizard go to » **Tools » Opening Balances**. Select '**enter the trial balance from your accountant**'



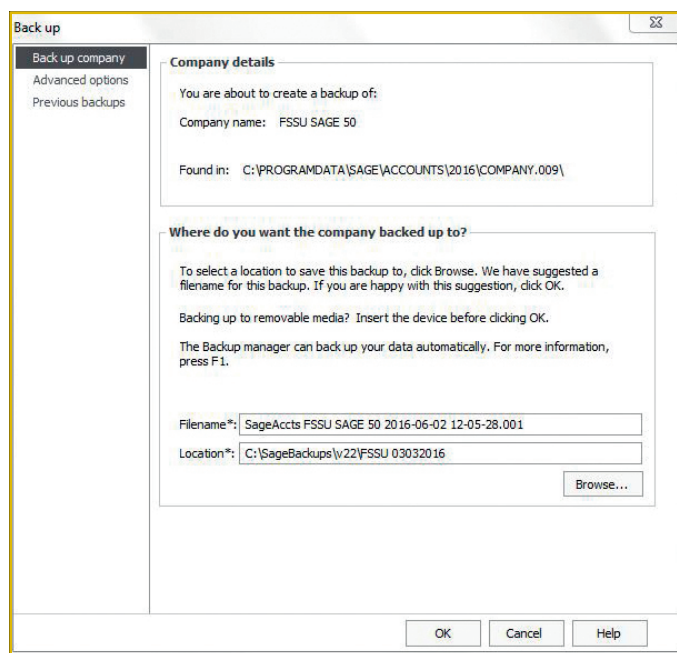
7. You must enter the complete Trial Balance before saving.
8. Enter the figure from the TAS Trial Balance using the last day of the period e.g. If the TAS 134 report was ran for period 1 to 10 (September to June) use the 30th of June XXXX as the date of input.
9. Save the Trial Balance.
10. Print a trial balance and agree to the TAS trial balance.

11. Tools » opening balances » Check opening balances against the trial balance from your accountant.



The 'Criteria for Period Trial Balance' dialog box is shown. It has a title bar with a close button. The main area is titled 'Criteria Values' and contains the instruction 'Enter the values to use for the criteria in this report'. There are three input fields: 'Period' with a dropdown menu set to 'To (inclusive)', a date field set to '2 October 2016', and a numeric field for 'Preview a sample report for a specified number of records or transactions (0 for all)' set to '0'. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

12. Enter date of trial balance as final period used in TAS 134 report e.g. June XXXX"
- Check the opening balances against the TAS trial balance and investigate any differences
 - **Check Data**
 - Run the 'check data' wizard to ensure all data entered correctly
 - A warning is displayed if there are any discrepancies and these must be corrected before continuing.
 - **Back up**
 - Take a backup of your data using the wizard. See Back up Manager.
 - To backup go to **File » Backup**. You will be prompted to check your data. It is best practice to check your data at this point. If the check returns any errors you should contact the FSSU for assistance. After closing the check data routine you will be presented with the backup window.



The 'Back up' dialog box is shown. It has a title bar with a close button. On the left is a sidebar with 'Back up company' (selected), 'Advanced options', and 'Previous backups'. The main area is titled 'Company details' and contains the text 'You are about to create a backup of:'. Below this, it shows 'Company name: FSSU SAGE 50' and 'Found in: C:\PROGRAMDATA\SAGE\ACCOUNTS\2016\COMPANY.009\'. There is a section titled 'Where do you want the company backed up to?' with instructions: 'To select a location to save this backup to, click Browse. We have suggested a filename for this backup. If you are happy with this suggestion, click OK.' It also says 'Backing up to removable media? Insert the device before clicking OK.' and 'The Backup manager can back up your data automatically. For more information, press F1.' Below this are two text fields: 'Filename*: SageAccts FSSU SAGE 50 2016-06-02 12-05-28.001' and 'Location*: C:\SageBackups\y22\FSSU 03032016'. A 'Browse...' button is next to the location field. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

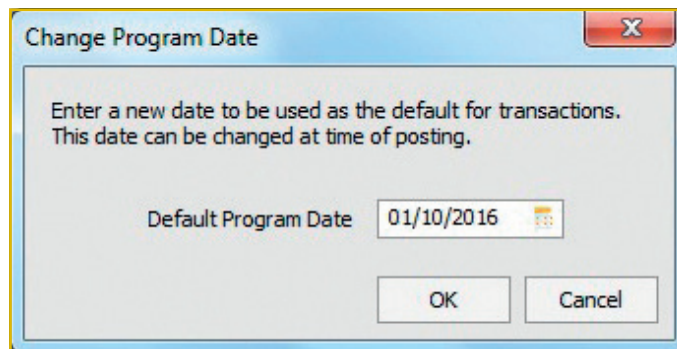
- From here you can choose your filename and backup location. Click **OK** to backup.

2.4 Setting the processing date

When you're processing in Sage 50 Accounts the **date you use on every transaction is of critical importance** to the accuracy of your data. By default, Sage 50 Accounts uses the date from Windows as its default date, that is, today's date.

If you want to change the default processing date, you can do this in:

Settings » Change Program Date



2.5 Entering Uncleared Bank Account Transactions

The accountants year end adjustments to the bank accounts must be completed before running the report. The TAS unreconciled report matching the closing bank reconciliation summary for the period is required..The unreconciled transaction will need to be entered separately.

1. To enter the outstanding transaction on the bank account select the Opening Balances Wizard.
2. To open the **wizard » Tools » Opening Balances**.
3. Select 'enter the uncleared transaction from your bank account(s)'
4. Follow the wizard and enter the transactions.

[illegible]

5. Print the unreconciled report and agree to the Bank Reconciliation report(s)

Bank Accounts » Reports » Unreconciled Bank Transactions

Check the opening balances against the trial balance from TAS and investigate any differences.

Check Data

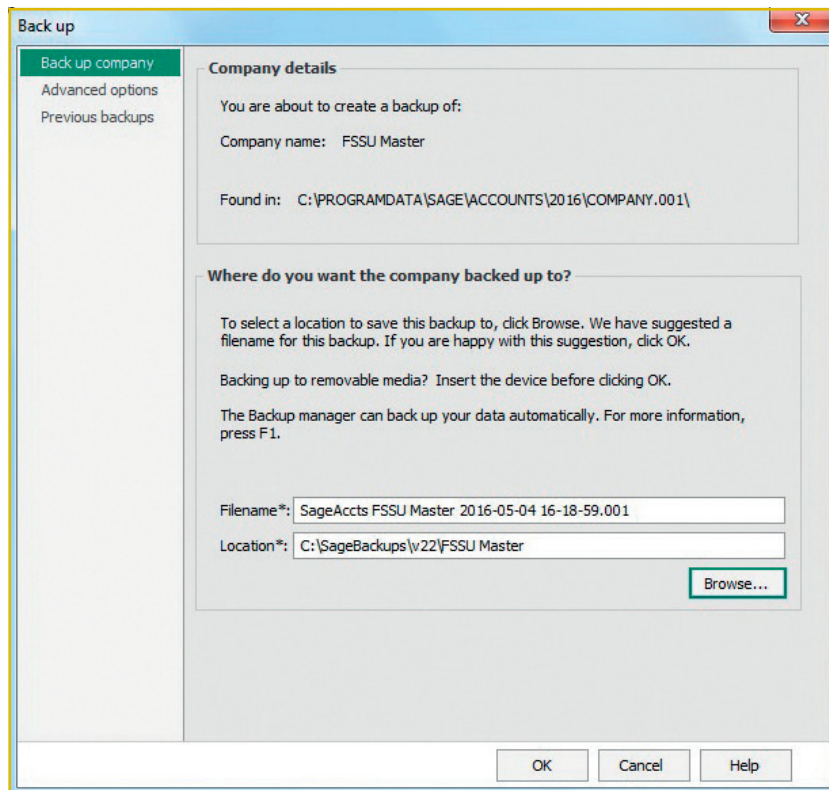
Run the 'check data' wizard to ensure all data entered correctly.

A warning is displayed if there are any discrepancies and these must be corrected before continuing.

Back up

Take a backup of your data using the wizard. See Back up Manager.

To backup go to **File » Backup**. You will be prompted to check your data. It is best practice to check your data at this point. If the check returns any errors you should contact the FSSU for assistance. After closing the check data routine you will be presented with the backup window.



From here you can choose your filename and backup location. Click **OK** to backup.

2.6 Importing Customer and Supplier Details

The Data Import wizard can enable you to quickly import information from TAS to Sage. The import routine allows for the creation of new records or updating specific parts of existing records leaving the rest of the data unchanged.

Preparation Import Template

To import the names and addresses etc of the TAS suppliers run the report in TAS and export to excel.

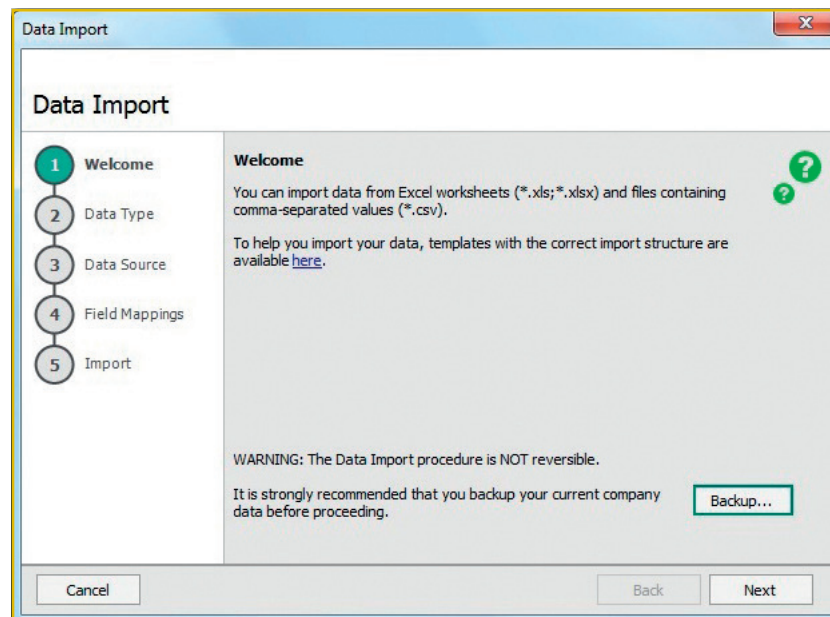
Use the template for suppliers and copy the information into the correct columns. Remember there must be no text or blank rows. The account codes must be less than 8 characters.

Once you have completed the template save it to your desktop.

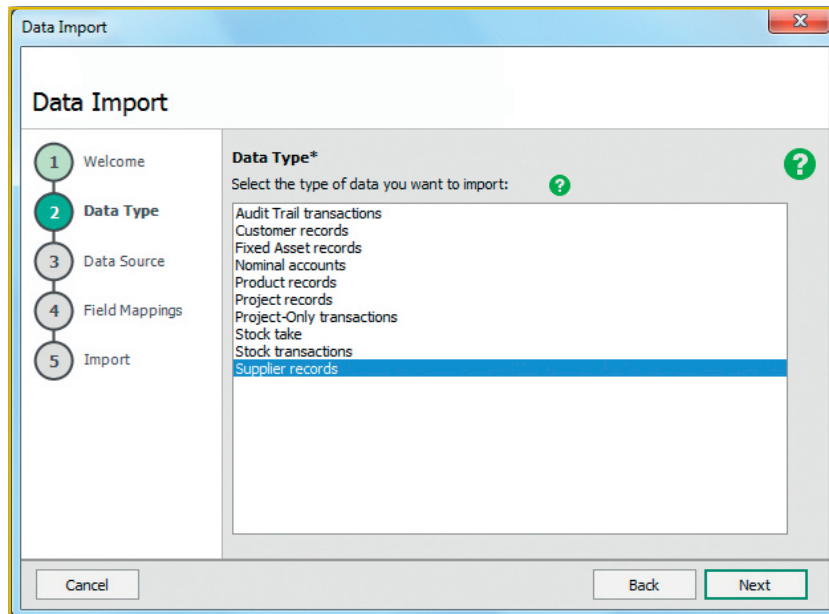
Import Template

To import the template select **File » Import**

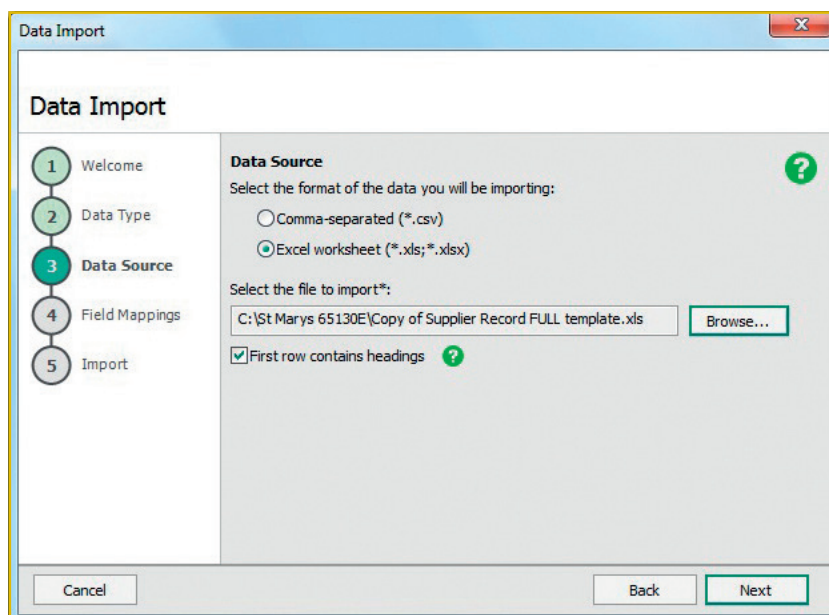
1. The data import wizard appears recommending that you perform a **Backup** before proceeding.



2. Click next and select the data type from the list » Supplier Records



3. Select the format type and Browse your desktop for the template prepared earlier.



- The field mapping screen appears and if using the Sage template little or no mapping will be required.

The screenshot shows the 'Data Import' window with the 'Field Mappings' tab selected. On the left, a progress bar shows five steps: 1 Welcome, 2 Data Type, 3 Data Source, 4 Field Mappings (highlighted), and 5 Import. The main area is titled 'Field Mappings' and includes the instruction 'Map the fields in your data to the fields in Sage 50 Accounts.' Below this is a table with three columns: 'Required', 'Imported Field', and 'Sage Field'. The table contains the following rows:

| Required | Imported Field | Sage Field |
|----------|-------------------|-------------------|
| * | Account Reference | Account Reference |
| | Account Name | Account Name |
| | Street 1 | Street 1 |
| | Street 2 | Street 2 |
| | Town | Town |
| | County | County |
| | Postcode | Postcode |

Below the table, it says 'Map file in use: [none]'. At the bottom right are buttons for 'Clear Map', 'Load Map...', and 'Save Map...'. At the bottom left is a 'Cancel' button, and at the bottom right are 'Back' and 'Next' buttons.

- The import window appears summarising the options chosen. To proceed click **Import**

The screenshot shows the 'Data Import' window with the 'Import' tab selected. On the left, the progress bar shows five steps: 1 Welcome, 2 Data Type, 3 Data Source, 4 Field Mappings, and 5 Import (highlighted). The main area is titled 'Import' and includes the instruction 'You are now ready to import your data.' Below this is a summary of the chosen options:

The following is a summary of the options you have chosen. If you need to change any of them, click the Back button now.

Data type:
Supplier records

Data source:
Copy of Supplier Record FULL template.xls

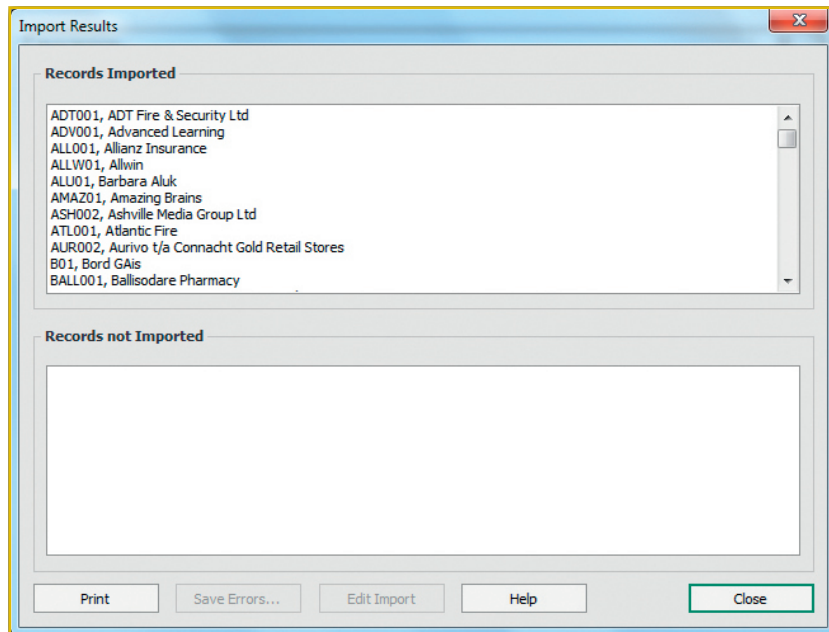
Sheet:
Supplier Record Template

Header row:
Yes

To begin importing your data, click Import.

At the bottom left is a 'Cancel' button, and at the bottom right are 'Back' and 'Import' buttons.

6. The import results window appears showing all records imported/not imported.



7. If the import fails, correct the area of the spreadsheet listed in the error message and complete the import process again.

Enter Opening Balances for Suppliers/Customers

Before entering the creditor's details it is important that any adjustments made by the accountants at the year end are reflected in the creditor's balances. A detailed aged creditors report will be used to enter the balances. It is very important to check that the total on the creditors list agrees with the creditors total on the trial balance.

Opening Balances Wizard guides you through the process.

- To open the wizard go to **Tools » Opening Balances**.
- Select '**enter opening balances for your suppliers'/Customers**

Opening Balances

The following series of actions will guide you through all of the necessary steps to ensure that your Opening Balances are entered correctly. Ensure each step is ticked after you complete it.

| | | |
|--|--|--------------------------|
| | Enter a default date for your opening balances ? | <input type="checkbox"/> |
| | Enter opening balances for your customers ? | <input type="checkbox"/> |
| | Enter opening balances for your suppliers ? | <input type="checkbox"/> |
| | Check the customer and supplier opening balances ? | <input type="checkbox"/> |
| | Reverse the nominal balances in preparation for entering the trial balance ? | <input type="checkbox"/> |
| | Enter the trial balance from your accountant ? | <input type="checkbox"/> |
| | Enter the uncleared transactions for your bank account(s) ? | <input type="checkbox"/> |
| | Check opening balances against the trial balance from your accountant ? | <input type="checkbox"/> |
| | Check your data ? | <input type="checkbox"/> |
| | Backup your data ? | <input type="checkbox"/> |

Close

Supplier Opening Balances

Balance: 5100.00

| A/C* | Name | Date* | Ref | Ex. Ref | Department* | Type | Gross* |
|--------|-------------------------|------------|-------|---------|-------------|---------|---------|
| ADT001 | ADT Fire & Security Ltd | 31/10/2016 | O/Bal | | 0 | Invoice | 100.00 |
| ALL001 | Allianz Insurance | 31/10/2016 | O/Bal | | 0 | Invoice | 5000.00 |
| | | | | | | | |
| | | | | | | | |

When the balance are input run **Tools » Opening Balances** and select '**Check the customer and supplier opening balances**'.

When the balances agree run **Tools » Opening Balances** and select 'reverse the nominal balances in preparation for entering the trial balance'.

Enter the total of the creditors as a debit entry.

2.7 Entering the Budget

Budget

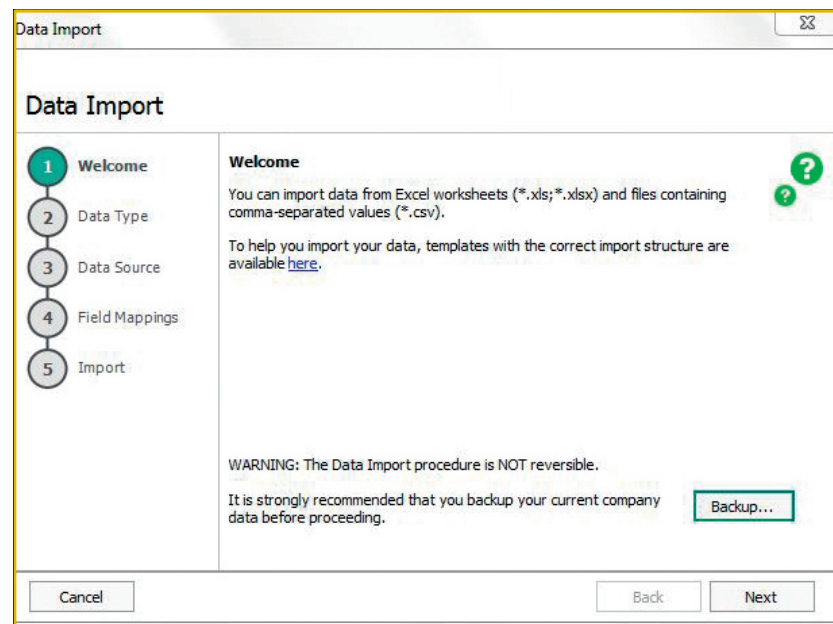
The FSSU budget template should be used when preparing the school budget. Sage 50 Accounts can integrate with Microsoft Excel. To help you input the school budget to Sage 50, we have created an Excel budget template that you can use to enter the budget figures you want to import. The budget must be entered at the start of each school year. Do not use the future budget option.

| A | B | C | D |
|------|------------------------------------|---------------|----------------|
| Refn | Name | Yearly Budget | Month 1 Budget |
| 3010 | Capitation | | 60000 |
| 3020 | Enhanced Capitation (DEIS) | | 30000 |
| 3050 | Support Services | | 40000 |
| 3100 | Secretarial Grant | | 21000 |
| 3130 | Caretaker Grant | | 16700 |
| 3150 | Book Grant | | 2000 |
| 3170 | Special Subjects Grant | | 200 |
| 3190 | Home Economics | | 5000 |
| 3200 | Transition Year | | 36 |
| 3210 | Leaving Cert Applied | | 200 |
| 3220 | Grant for Traveller Students | | 202 |
| 3230 | Computer/It Grant | | 1959 |
| 3240 | Supervision/Substitution | | |
| 3250 | Substitute Teachers | | 0 |
| 3255 | DES Exam Income | | 10000 |
| 3270 | Library | | 4000 |
| 3275 | DES Minor Works Grant -non capital | | 0 |
| 3290 | Other DES Grants | | 1769 |
| 3300 | Fees (Fee Paying School) | | 1000 |
| 3310 | Transition Year | | 5000 |
| 3330 | Book Rental | | 1000 |
| 3335 | Classroom Books | | 0 |
| 3350 | Hall Rental | | 0 |
| 3370 | Locker Receipts | | 0 |
| 3375 | Journals & Year Book Income | | 2000 |
| 3390 | School Administration Charges | | 0 |
| 3410 | Adult Education Grant | | 0 |
| 3420 | Canteen Income | | 3000 |
| 3430 | Tuck Shop Income | | 0 |

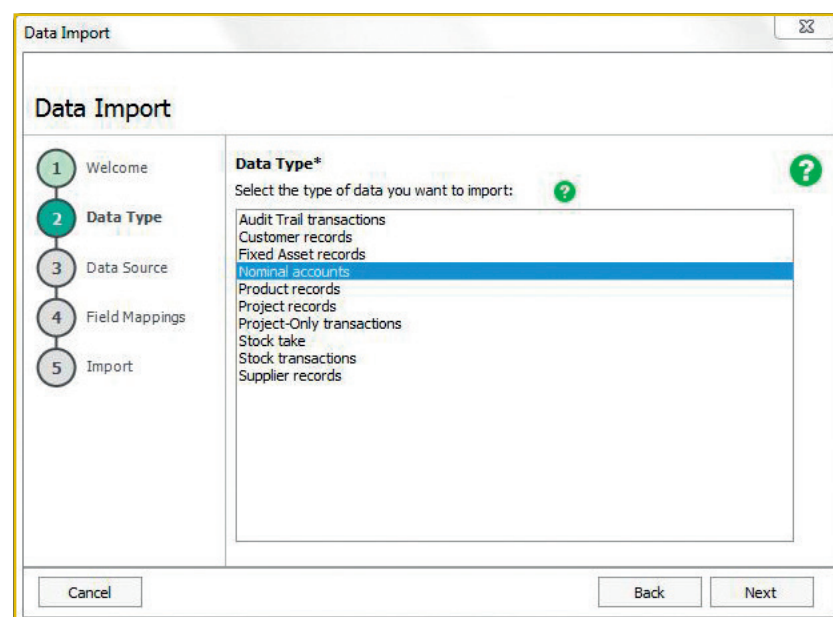
Enter the budget figures in the template provided.

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



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*:

C:\Kathleen Files\Kathleens Files\SAGE\Pilot Schools\Excel Reports\S... **Browse...**

☒ First row contains headings

Cancel Back Next

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.

2. 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

Section 3:

Bank Module

- 3.1 The Bank Accounts window
- 3.2 Creating New Bank Account
- 3.3 Setting the processing date
- 3.4 Bank Payments
- 3.5 Inter-Bank Transfer
- 3.6 Bank Receipts
- 3.7 Recurring Bank Entries
- 3.8 Bank Reconciliation
- 3.9 Bank Reports
- 3.10 To Cancel Old Cheques

3.1 The Bank Accounts window

To help you to manage and maintain your cash flow, this window gives you quick and easy access to all of the bank options.

| | |
|-------------------------|---|
| New/edit | From the drop-down list you can choose: New - To create a new bank record. Edit - To edit an existing record Wizard - To be guided through creating a record. Duplicate - To create a new account based on the details of an existing, selected record. |
| Activity | Opens the activity window for any selected account. This window shows a list of the transactions for the account. |
| Reconcile | Match the activity on your bank account record to those on your bank statement. You can match transactions manually or by using E-reconcile. |
| Bank transfer | Record the movement of money between your bank accounts. |
| Payments | From the drop-down list you can choose: Supplier payment - To pay an individual supplier. Batch supplier payment - To pay multiple invoices. Bank payment - To record bank payments for transactions not associated with a customer or supplier. For example, petrol costs or bank charges. Customer refund - To process a refund for a customer. Remittances - To print a remittance advice if required. E-payments - To record payments if you pay your suppliers electronically. |
| Customer Receipt | Record customer receipts to clear outstanding invoices. |
| Bank receipt | Record bank receipts for transactions not associated with a customer or supplier. For example, interest or grant money. |
| Supplier refund | Use this option to record any refund received from your suppliers. |
| Recurring Items | Set up transactions that are made on a regular basis such as direct debits and standing orders. |
| Cash register | Use this option to record cash till takings. |
| Deposit cash | When you deposit cash takings at the bank, you can record it here. |
| Cash Flow | Manage your cash by forecasting the money you expect to pay in and out of the business. |

| | |
|----------------------|--|
| Delete | You can use this option to delete a bank account. |
| Clear | You can use this option to clear any account selections. |
| Print List | Use this option to print a list of your accounts and balances. |
| Send to Excel | You can use this option to export a list of your accounts and balances to Excel, |
| Statement | Generate statements for each bank account. |
| Reports | Access bank reports using the Report Browser. |

3.2 Creating New Bank Account

The nominal accounts you want to use for bank transactions are created from the **Bank Accounts** module and not the **Nominal codes** module.

This guides you through the set up and helps to ensure you don't miss any key information.

You can access the **New Bank wizard** in Bank accounts » **Wizard**.

| | |
|-------------------------------|---|
| Name | <p>The description that appears in the Bank Accounts window to help you to identify the account, for example Bank Current Account.</p> <p>You can enter up to 60 characters.</p> |
| Ref | <p>A unique reference that identifies the bank account in your Chart of Accounts (COA). You can't change this.</p> <p>The code must have a least four digits and no more than eight, between 0001 and 99999999.</p> |
| Account type | <p>From the drop-down list you can choose one of the following:</p> <ul style="list-style-type: none"> • Cheque Account • Cash Account • Credit Card Account <p>Once you enter transactions into the account, you can't change its type.</p> <p>Each account type generates its own transaction types. For example, payments can be bank payment (BP), cash payment (CP) or visa payment (VP), depending on whether the account type is a cheque account, a cash account or a credit card account.</p> |
| No Bank Reconciliation | <p>If you don't want to reconcile this bank account, select this check box.</p> |

Account Details

| | |
|------------------------|---|
| Account No. | You can enter up to 60 characters for the bank account number. |
| Account name | The name of the account. |
| Minimum limit | The amount that you don't want the balance of this account to drop below. If the amount of money you have in this account goes below this amount the bank appears in red in your Bank Accounts window. |
| Sort code | The bank sort code. |
| Expiry | If this account is for your company credit card, enter the expiry date of the card. |
| Currency | The currency of the bank account. This defaults to the base currency. |
| BACS/SEPA Ref. | If you use Bank Automated Clearing System (BACS) to make payments using e-Banking, enter your reference number. The reference identifies the payer and is included in the payment files. |
| IBAN | Enter the International Bank Account Number (IBAN). This is a specific format of the bank account number that makes transactions between European countries easier by reducing errors and delays. An IBAN is always used in conjunction with a Bank Identifier Code (BIC). |
| BIC/Swift | Enter the BIC number or Swift Code for this bank account. The BIC or Swift Code, is a way of identifying financial organisations. If this is your default company bank account, this information appears under your company name and address on any invoices and orders you print. |
| Additional Ref. | Any additional information you have relating to your bank account. You can enter any text, up to three lines of 60 characters. |

Bank Details

| | |
|----------------------|--|
| Bank name | The name of your bank, which can be up to 60 characters. |
| Address lines | You can enter each line of your bank's address here, up to 60 characters per line. |

Contact Details

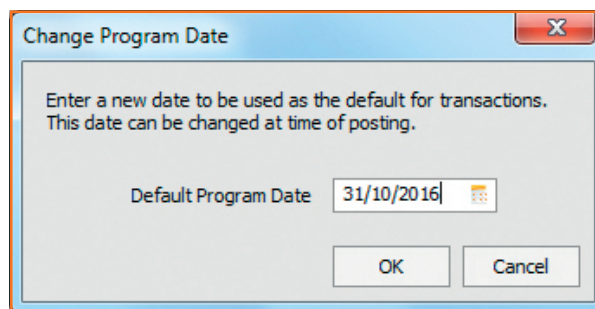
| | |
|---------------------|--|
| Email | The email address for your bank. |
| Website | The bank's website address. |
| Contact Name | The contact for your bank account, up to 30 characters. |
| Telephone | The telephone number for your bank, up to 30 characters. |

3.3 Setting the processing date

When you're processing in Sage 50 Accounts the **date you use on every transaction is of critical importance** to the accuracy of your data. By default, Sage 50 Accounts uses the date from Windows as its default date, that is, today's date.

If you want to change the default processing date, you can do this in

Settings » Change Program Date.



3.4 Bank Payments

Introduction

Bank payments are a quick and easy way to record cheque payments, electronic payments or payments which aren't for a supplier, such as bank charges or loan repayments.

When you post a Bank payment the transaction type changes depending on the bank account type in the bank record. The payments appear on the audit trail as the following transaction types:

- BP = Payments from a bank account.
- CP = Payments from a cash account.
- VP = Payments from a credit card account.

To post a bank payment

N.B. Check the program date –change date

Ensure you are in the **Bank Accounts** module and click the **Payments** drop down menu then click **Bank Payment**. Schools using the suppliers ledger will post supplier payments in the supplier module.

1. Bank accounts » Payments drop-down » Bank payment » complete the window as follows:

| | |
|----------------|--|
| Bank* | From the drop-down list, choose the bank account you want to pay from. |
| Date* | Enter the date of the payment. |
| Ref | Enter the reference you want to associate with the payment. |
| N/C* | From the drop-down list, choose the required nominal code. |
| Details | Enter the details for the payment. |
| T/C* | From the drop-down list, choose the required tax code. |

2. Save » Close.



Tip:

3. If required, you can enter more than one payment at a time.
4. **Use F6 to copy the previous column entry and Shift F6 to increase by 1 the previous column entry.**

Any payment can be posted to a number of nominal codes for analysis purposes. Only one line will appear in Bank Activity this is because the same date and reference number was used when entering the transactions. The activity split can be seen by pressing the **Show Details** button. This can be changed from Settings » Bank Defaults, by unticking **Group Bank Transactions**.

[illegible]

3.5 Inter-Bank Transfer

The bank transfer option exists solely to move money between the bank accounts. This routine is accessed from **Bank accounts** then **Bank transfer**

1. Bank accounts » Bank transfer.
2. Complete the Bank transfer window as follows:

| | |
|-----------------------|---|
| From* | From the drop-down list, choose the bank account you want to transfer the money from. |
| To* | From the drop-down list, choose the bank account you want to transfer the money to. |
| Payment Amount | Amount of the transfer. |
| Date* | Date of the transfer. |
| Reference | Reference for the transfer. |
| Description | Details of the transfer. |



Tip:

If required, you can enter more than one payment at a time.

3. Save » Close.

3.6 Bank Receipts

Bank receipts are a quick and easy way to record one off receipts or receipts, such as grants, school generated income, voluntary contributions, interest, dividends received, money received for an insurance claim and other income.

When you post a bank receipt the transaction type changes depending on the bank account type in the bank record. The receipts appear on the audit trail as the following transaction types:

BR = Receipts from a bank account.

CR = Receipts from a cash account.

VR = Receipts from a credit card account.

1. Bank accounts » Bank receipt » complete the window as follows:

| | |
|----------------|---|
| Bank* | From the drop-down list, choose the bank account you want to receive the money. |
| Date* | Enter the date of the receipt. |
| Ref | Enter the reference you want to associate with the receipt. |
| N/C* | From the drop-down list, choose the required nominal code. |
| Fund | This only appears if you select Enable Charity/Non-Profit in Settings » Company Preferences » Parameters. From the drop-down list, choose the required fund. |
| Details | Enter the details for the receipt. |
| Net | Enter the net value of the receipt. Tip: If you enter the gross value and click Calc, the net and tax values calculate based on the tax code. |

| | |
|-------------|--|
| T/C* | From the drop-down list, choose the required tax code. |
| Tax | This automatically calculates from the net value and tax code. Tip: If required, you can over type this value. |

Note: If you've already set up a Sage Pay account, you can use the Pay by Card option to post the customer's credit card payment online.

*This information is mandatory

2. Save » Close

3.7 Recurring Bank Entries

Most schools have regular payments such as standing orders and direct debits. e.g. lease company payments. To save time and effort in entering the same details again and again these transactions can be set as recurring entries.

Recurring entries can be set up in Bank accounts module.

Bank accounts/Recurring items

Add / Edit Recurring Entry

Recurring Entry From / To

Bank A/C* 1800 Current Account

Nominal Code* 7300 Leasing Inc Photocopier

Recurring Entry Details

Transaction Type Bank/Cash/Credit Card Payment

Transaction Ref DD/STO

Transaction Details EMS Copiers

Department* 0 Default

Posting Frequency

Every* 1 Month(s) Total Required Postings 12

Start Date* 08/06/2016 Finish Date 08/05/2017

Next Posting Date 08/06/2016 Suspend Posting ? ☐

Last Posted

Posting Amounts

Net Amount 0.00 Tax Code* T9 0.00 VAT 0.00

OK Cancel

You can enter recurring entries for daily, weekly, monthly or quarterly time periods and you can set up customer, supplier, nominal or bank transactions.



Note: You must enter recurring journals as pairs of balancing debits and credits. If you enter just one side of the journal it results in an error message on posting the recurring entry, to advise that there is an imbalance in debits and credits.

To Set Up a Recurring Entry

1. Bank accounts » Recurring Items » Add » Complete the Add / Edit Recurring Entry window as follows:

Recurring Entry From / To

| | |
|---|---|
| Bank A/C From or To | Choose the required bank account. |
| Nominal Code, Customer A/C or Supplier A/C | The Transaction Type determines what appears in this box. Choose the required nominal code, customer account or supplier account. |

Recurring Entry Details

| | |
|----------------------------|---|
| Transaction Type | Choose the required transaction. Note: If you choose a journal credit or debit you must set up the opposite journal with the same amount and posting frequency. |
| Transaction Ref | Enter the reference. |
| Transaction Details | Enter the details. Note: This option does not appear if it is a customer or supplier recurring entry. |

Posting Frequency

| | |
|--------------------------------|---|
| Every | Enter the number for how often you want the recurring entry to be posted and choose if this is days, weeks or months. For example, if you enter 1 and choose Months this posts once every month. |
| Start Date | Enter the date you want the recurring entry to start from. |
| Next Posting Date | This automatically calculates the date for when this recurring entry next posts. |
| Last Posted | Shows the date for when the recurring entry was last posted. This is blank if it is a new recurring entry. |
| Total Required Postings | Enter the total number of postings you want to make. Note: To set a perpetual recurring entry, leave this at 0. |
| Finish Date | This calculates automatically from the start date, posting frequency and the total required postings. |
| Suspend Posting | Select this option if you want to temporarily suspend the recurring entry. |

Posting Amounts

| | |
|-----------------------------|--|
| Net Amount or Amount | Enter the amount of the recurring entry. If it's a bank recurring entry enter the net value. |
|-----------------------------|--|

2. Click OK.

To Process the Recurring Entries

1. Bank accounts » Recurring Items » Process.
2. In Show Due Entries Up to, enter the required date » Post.

By default whenever you start up Sage 50 Account the program will check your recurring entries to see if any are due to be processed. A message will be displayed giving an option to process them now. Click yes to be taken straight to the recurring entries screen, where you will then be able to post them. Click no and be taken to the program as normal.

If you **forget** to process a recurring entry, the program will check back and complete any entries that have been missed. Therefore **never** manually post an entry because you forgot to process it.

3.8 Bank Reconciliation

It's really important that the transactions in your Sage bank accounts match what has actually gone through your bank account, so that you know your bank balances are correct. This also helps you to ensure you manage your cash flow effectively.

Sage Accounts has a Reconcile option within the Bank to help you easily match each transaction in Sage to your bank statements.

To reconcile your bank account

1. Bank accounts » select the required bank account » Reconcile.
2. Complete the Statement Summary window as follows:

| | |
|----------------------------|--|
| Statement Reference | Shows the bank account reference, date and statement number. You can change this to show your own statement reference. |
| Ending Balance | This defaults to the current balance on the selected bank. Enter the end balance from the actual bank statement you're about to reconcile. |
| Statement Date | Enter the end date of the actual bank statement you're about to reconcile. |
| Interest Earned | If your bank statement shows any interest earned, enter the details in these boxes. |
| Account Charges | If any bank charges appear on your statement, enter the details in these boxes. |

The screenshot shows the 'Statement Summary' dialog box. It has a title bar with a close button. Inside, there are several input fields and dropdown menus. The 'Bank' field is set to '1800' and 'Current Account'. The 'Statement Reference' field contains '1800 2016-06-02 01'. The 'Ending Balance' field shows '100457.16' and the 'Statement Date' field shows '02/06/2016'. Below these are sections for 'Interest Earned' and 'Account Charges', each with an 'Amount' field (both set to '0.00'), a 'Date' field (both set to '02/06/2016'), an 'NC' dropdown menu, and a 'TC' dropdown menu (both set to 'T2 0.00'). At the bottom right, there are 'OK' and 'Cancel' buttons.

Please ignore the
Interest Earned and
Account Charges
section

3. Click OK.

The Bank Reconciliation window shows the following:

Statement area

Unmatched items pane

Matched against statement pane

Book Balance

Totals area

Buttons

4. From the unmatched items pane, select and match the transactions to be reconciled. To do this, either **double-click each transaction** or select the required transactions » Match.
5. To un match transactions that you have matched in error, from the matched against statement pane either double-click each transaction or select the relevant transactions » Un match.
6. To post an adjustment » Adjust » select the adjustment type you want to post » OK » enter the transaction details » Save » Close.
7. The **Save** option enables you to save the reconciliation part way through and reopen it later
8. Once you have matched everything to your bank statement » **print the report** » **Reconcile**.
9. If the value of the matched transactions is not the same as the statement end balance the Reconciliation Difference window appears, and you can either:

| | |
|--------------------------|--|
| Add Adjustment | Select the adjustment type you want to post » OK » enter the transaction details » Save » Close. |
| Ignore Difference | This option flags all of the transactions in the matched against statement pane as reconciled. |
| Cancel | To return to the Bank Reconciliation window, click Cancel. |

Reconcile - 1800 - Current Account

View history | Report | Print list | Send to Excel

Statement reference: 1800 2016-06-17 01 | End date: 17/06/2016 | End balance: 100457.16

Un-matched transactions

| Date | No. | Type | Account | Refere | Details | Payments | Receipts | Grc |
|------------|-----|------|---------|----------|---------------|----------|----------|-----|
| 31/01/2015 | 190 | JD | | sept-jan | sept-jan 2015 | | 39545.24 | |
| 28/02/2016 | 297 | BP | | February | 2015-2019 | 50.00 | | |
| 28/02/2016 | 298 | BP | | February | 2015-2020 | 62.73 | | |
| 28/02/2016 | 300 | BP | | February | 2015-2023 | 197.24 | | |
| 28/02/2016 | 301 | BP | | February | 2015-2024 | 230.00 | | |
| 28/02/2016 | 303 | BP | | February | 2015-2026 | 345.90 | | |
| 28/02/2016 | 304 | BP | | February | 2015-2027 | 431.89 | | |
| 28/02/2016 | 305 | BP | | February | 2015-2028 | 452.25 | | |
| 28/02/2016 | 306 | BP | | February | 2015-2029 | 464.00 | | |
| 28/02/2016 | 307 | BP | | February | 2015-2030 | 500.00 | | |
| 28/02/2016 | 308 | BP | | February | 2015-2031 | 542.60 | | |
| 28/02/2016 | 309 | BP | | February | 2015-2032 | 710.45 | | |
| 28/02/2016 | 311 | BP | | February | 2015-2034 | 755.87 | | |
| 28/02/2016 | 312 | BP | | February | 2015-2035 | 819.60 | | |
| 28/02/2016 | 313 | BP | | February | 2015-2036 | 900.00 | | |
| 28/02/2016 | 314 | BP | | February | 2015-2037 | 926.12 | | |

Find... | Swap | Clear

0.00 | Match >> | 0.00

Matched transactions

| Date | No. | Reference | Details | Payments | Receipts | Balance |
|------------|-----|-----------|-----------|----------|----------|----------|
| 28/02/2016 | 299 | February | 2015-2022 | 124.64 | | 25771.50 |

Book Balance: 100457.16 | Total Payments: 1254.50 | Total Receipts: 0.00

Matched Balance – Statement Balance = Difference

| | | |
|----------|-----------|-----------|
| 25771.50 | 100457.16 | -74685.66 |
|----------|-----------|-----------|

Save progress | Reconcile | Close

The Bank Reconciliation Report can be printed

- Before you press the reconcile the icon you can print the reconciliation report
or
- Once you have reconciled the account you can go Bank accounts » select the required bank account » Reconcile and go to the reconciliation screen and print the reconciliation report.

3.9 Bank Reports

Print the bank reports for all bank, credit card, debit card and cash accounts at end of each month and file in Bank File reports.

1. Bank Payments
2. Bank Receipts
3. Unreconciled Bank Transactions
4. **Bank reconciliation report –print within Bank Reconciliation section**

| | | | | | |
|--|-------------|--|----------------|----------------|-------------------|
| Date: 02/06/2016 | | FSSU SAGE 50 | | Page: 1 | |
| Time: 15:02:44 | | Bank Reconciliation | | | |
| Bank Ref: 1800 | | Date To: 02/06/2016 | | | |
| Bank Name: Current Account | | Statement Ref: 1800 2016-06-02 01 | | | |
| Currency: Euro | | | | | |
| Balance as per cash book at 02/06/2016: | | | | | <u>100,457.16</u> |
| Add: Unpresented Payments | | | | | |
| Tran No | Date | Ref | Details | | € |
| 329 | 28/02/2016 | February | 2015-2055 | | 5,144.50 |
| 333 | 28/02/2016 | February | 2015-2060 | | 7,154.63 |
| 335 | 28/02/2016 | February | 2015-2062 | | 9,653.26 |
| 337 | 28/02/2016 | February | 2015-2064 | | 15,792.50 |
| 338 | 28/02/2016 | February | 2015-2065 | | 19,737.31 |
| | | | | | <u>57,482.20</u> |
| Less: Outstanding Receipts | | | | | |
| Tran No | Date | Ref | Details | | € |
| 339 | 28/02/2016 | February | 2015-2016 | | 0.54 |
| 353 | 28/02/2016 | February | 2015-2033 | | 25.00 |
| 359 | 28/02/2016 | February | 2015-2040 | | 32.00 |
| | | | | | <u>(57.54)</u> |
| Reconciled balance : | | | | | 157,881.82 |
| Balance as per statement : | | | | | <u>157,881.82</u> |
| Difference : | | | | | <u>0.00</u> |

3.10 To Cancel Old Cheques

If you have made a mistake, such as entering a **cheque** from or to the wrong account, or if you have entered a **cheque** against the wrong invoice, correct these in the **Transactions module**.

Cancel old outstanding cheques.

- Make a list of the cheques that need to be cancelled. The list should state the cheque / payment reference, payee, amount and nominal code.
- Go to Bank Accounts » Bank Receipt
- Select the bank account
- Enter the details of each payment on the cancel list and save.
- Go to Bank Accounts » Reconcile
- When reconciling the bank account match the outstanding cheques to the receipts entered above.

Section 4:

Nominal Module

- 4.1 Introduction
- 4.2 FSSU Chart of Accounts – Nominal Groups
- 4.3 Creating New Nominal Codes
- 4.4 Entering a Nominal Journal
- 4.5 Posting RCT and VAT Journal
- 4.6 Entering Reversing Journals, Accruals and Prepayments
- 4.7 Departments
- 4.8 Microsoft Excel

4.1 Introduction

You can use the Nominal codes module to customise Sage Accounts and make management reports and transactions more relevant to your school. It's also a great place to see information about the transactions affecting specific nominal codes.

Within the Nominal codes module you can access your **chart of accounts**, **edit nominal codes** and **post journals**.

| | |
|--------------------------------------|--|
| New | Opens a blank nominal record, where you can: Create a nominal account record. Open an existing nominal account record to view or edit. To do this, from the N/C drop-down list » choose the required nominal record. |
| Edit | Opens the selected nominal record to view or edit. |
| Wizard | Opens the New Nominal window . |
| Activity | Opens the Activity window . |
| Journal Entry | Opens the Journal Entry window . |
| Journal Reversal | DO NOT USE see section on reversing journals 4.6 |
| Prepayments | Opens the Prepayments window . |
| Accruals | Opens the Accruals window . |
| Budgets | Opens the Budgets window . |
| Chart of Accounts | Opens the Chart of Accounts window . |
| Trial balance | Use this option to run a Period Trial Balance Report . You can use this report to check the balances on your nominal codes and ensure that the debt and credit values are equal. |
| Profit & loss | Use this option to run a Profit & Loss Report . This report details whether or not your organisation is trading profitably. |
| Balance sheet | Use this option to run a Balance Sheet Report . This report details your company assets and liabilities, and provides a summary of your current financial position. |
| Comparative profit & loss | Use this option to run a Comparative Profit and Loss Report . This report compares actual profit and loss values for a period with the budget or prior year values. |
| Variances | Generates the Budget Report. Identifies variances between your budget figures and your actual figures. |

| | |
|----------------------|--|
| Prior year | Use this option to run a Prior Year Report . This report compares the current trading activities to the same period last year. |
| Delete | Deletes the selected nominal code. |
| Expand all | Expands out the tree view so all of the codes are visible |
| Collapse all | Collapses the tree view so only the main categories are visible, |
| Print list | Prints the list of nominal codes. Tip: If you have a filter applied to the list, the Print list option only prints the filtered nominal codes. |
| Send to Excel | Sends the list of nominal codes to Excel. Tip: If you have a filter applied to the list, the Send to Excel option only sends the filtered nominal codes. |
| Reports | Opens the report browser for the Nominal codes module. |
| List | Changes the display of your nominal codes. |
| Analyser | Changes the display of your nominal codes. The Analyser view displays your nominal codes as a simple list without any grouping or filters applied. The debit and credit columns display cumulative totals for the current financial year, including any brought forward values. |

4.2 FSSU Chart of Accounts

[Click here to access the chart of accounts.](#)

4.3 Creating New Nominal Codes

To create a new nominal code go to Nominal Codes » Wizard and this opens New Nominal Window.

1. Enter the nominal account details as follows:

| | |
|-----------------|---|
| Name | <p>The name of the nominal account, up to 60 characters.</p> <p>Tip: This appears on all financial reports.</p> |
| Type | <p>The area you want to assign the nominal account to.</p> <p>A nominal account is assigned to a specific area in the profit and loss or the balance sheet.</p> <p>By default, these areas cover:</p> <ul style="list-style-type: none"> • Income and Expenditure: Des income, School Generated Income, Other Income Education Salaries, Education Expenses, Repairs and Maintenance, Administration Expenses and Financial Expenses. • Balance sheet: Fixed Assets, Current Assets, Current Liabilities, Long Term Liabilities and Capital & Reserves. |
| Category | <p>The account category for your new nominal account.</p> <p>Each area in the Income and Expenditure or balance sheet is divided into category accounts, which appear as headings on all financial reports.</p> |
| N/C* | <p>A unique reference code used to identify the nominal account. You can't change this once you save the record.</p> <p>The code must be numbers only and have at least four digits and no more than eight, between 0001 and 99999999.</p> <p>We recommend:</p> <ul style="list-style-type: none"> • The number of digits in a code are consistent. For example, you can't have some with four numbers and others with six. • You allocate a code so that the nominal account groups with associated accounts. For example, group all your income nominal accounts within a range. This ensures the nominal account is included and used in the correct financial report. |

* This information is mandatory.

- Next » to create a nominal account with no opening balance select No, there is no opening balance to enter » Create. To create a nominal account with an opening balance, select "Yes, I wish to enter an opening balance" » enter the opening balance details as follows:



Note: Entering opening balances covers a number of activities that are done in a set order. Unless you are familiar with opening balances and the process involved, we recommend you don't enter an opening balance at this point.

| | |
|------------------|--|
| Type* | Choose the transaction type associated with the opening balance: Debit balances usually include fixed assets that aren't overdrawn, purchases and overhead accounts such as electricity charges. Credit balances usually includes loans and income accounts such as sales. |
| Date* | Enter the date that you want to use for the opening balance. Tip: It should match the last day of your previous accounting period. |
| Reference | O/Bal is a standard reference and helps to identify opening balance transactions on the audit trail. You can change this if necessary. |
| Amount* | Enter the gross amount of the opening balance. |

* This information is mandatory.

- Click Create

New Nominal

Nominal Information

1 Enter Details

2 Opening Balance

Enter Details

To create a new nominal account, you need to enter the nominal accounts name and select the type of nominal account that you are creating.

The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.

Name: School Uniforms

Type: Income

Category: School Generated Income

N/C*: 3301

Cancel Back Next

Amending a Nominal Code

List the nominal codes and select the code you want to amend and click the **new/edit drop-down**. You can amend the name, budget figures and prior year figures at any time however the code numbers cannot be changed once created.

Deleting a nominal code

List the **Nominal Codes** and select the code you want to delete and from the toolbar click **Delete**

You cannot delete an account if any of the following apply:

- The account has a balance
- The account has a transaction history
- The account is reserved as a Control Account.

4.4 Entering a Nominal Journal

You can use journals to transfer balances between nominal codes. You can also use journals to correct balances as they don't affect customer or supplier accounts.

Journal transactions are always posted with an equal value in the Debit and Credit columns, with at least one journal debit and one journal credit per journal posting.

To post a journal

1. Nominal codes » Journal entry.
2. Check or enter the following information:

| | |
|---------------------|--|
| Reference | A reference for the journal, up to 30 characters. |
| Posting Date | The date you want to post the journal. |
| Balance | This is the difference between the debit and credit values for the journal. Tip: Before you can save the journal the balance must be zero. |
| N/C* | The nominal account code you want to affect this part of the transaction. |
| Name | The name of the nominal account code you have entered. |
| Ex. Ref | An additional reference to further identify the journal, up to 30 characters. |
| Department | - The department number for the transaction. |
| Details | A description for the transaction, up to 60 characters. |
| T/C* | The appropriate tax code for the transaction. |
| Debit | Enter any debit value here. |
| Credit | Enter any credit value here. |

* This information is mandatory.

3. Repeat step 2 until you've entered all the lines of the journal » ensure the debit and credit values match.

4. Complete the Journal Entry window by clicking one of the following options:

| | |
|-------------------|---|
| Save | Save the journal and create the transactions. |
| Discard | Clear the information you have entered. |
| Print List | Print the journal. |
| To Excel | Sent the information to an Excel spreadsheet. |
| Close | Close the Journal Entry window. |

[illegible]

4.5 Posting RCT and VAT Journal

Introduction

School Boards of Management are principal contractors for the purposes of RCT as schools fall within the definition as defined by legislation “any board or body established by or under statute ... and funded wholly or mainly out of funds provided by the Oireachtas”.

School Boards of Management can be involved in a range of activities including: Construction Projects, Summer Works, Emergency Works, Major Devolved Projects, Additional Accommodation Schemes as well as day to day repairs that bring them within the scope of Relevant Contracts Tax (RCT) and, as a consequence, Value Added Tax (VAT).

Posting to Sage Accounts

Journal entries will be used to process the RCT and VAT.

Example

Mr Joe Bloggs paints the school for €10,000 and gives an invoice to the school excluding VAT.

- c. The school enters the details on ROS (Revenue Online System) and ROS notified the school to deduct RCT.

$$\text{RCT @ 20\%} = €10000 * 20\% = €2000$$

- d. The school pay Mr. Joe Bloggs €8,000 (€10,000 - €2,000)
- e. The school as Principal Contractors must pay the VAT to the Revenue and the VAT is

$$\text{Reverse Vat @13.5\%} = €10000 * 13.5\% = €1,350$$

1. Enter the payment on SAGE using Bank Accounts/Bank Payment

[illegible]

2. Enter the RCT and Vat liability using a Nominal Journal.

Nominal codes/Journal entry

[illegible]

3. Payments to Revenue

To verify the balances owing to Revenue for RCT and VAT go to **Nominal Codes/Activity**. Enter the nominal code ,the date range and run the report.

Activity

2260 VAT Control Account

Show: Custom Range... Date: 01/01/1980 to 31/12/2099 Type: All O/S Only ☐ Trans.: 1 to 364

| No | Type | Date | Ref. | Ex.Ref. | Dept/Details | Amount | Debit | Credit |
|-----|------|------------|------|---------|---------------------|---------|-------|---------|
| 363 | JC | 31/01/2016 | | | 0 Joe Bloggs Inv 45 | 1350.00 | | 1350.00 |

Balance: 0.00 1350.00 1350.00

Close

RCT: The entries in the RCT Nominal account 2270 must be verified to the Revenue Deduction summary each month and the agreed amount will be settled via ROS on the 23rd of the following month. The payment is entered using **Bank Accounts/Bank Payment** to nominal code 2270.

VAT: The entries in the VAT Nominal account 2260 must be checked and the balance due entered on the VAT 3 form on ROS and the amount settled with the Revenue on a bi-monthly basis. The payment is entered using **Bank Accounts/Bank Payment** to nominal code 2260.

4.6 Entering Reversing Journals, Accruals and Prepayments

WARNING: THE JOURNAL REVERSAL ICON ON THE TOOLBAR DELETES JOURNALS THEREFORE IT SHOULD NOT BE USED FOR ENTERING REVERSING JOURNALS

To enter reversing journals, accruals and prepayments please use the normal journal entry and click Reverse Journal.

To activate this feature, select Settings » Company Preferences » Parameters tab:

The screenshot shows the 'Company Preferences' dialog box with the 'Parameters' tab selected. The dialog has a title bar with a close button. Inside, there are four tabs: 'Accountant', 'Budgeting', 'VAT', and 'Sage Pay'. Below these are four sub-tabs: 'Details', 'Labels', 'Parameters' (which is active), and 'Reporting'. The 'Parameters' sub-tab contains three sections: 'Call Charges', 'Transaction Processing', and 'Others'. The 'Call Charges' section has a 'Default call charge rate' set to '0.00'. The 'Transaction Processing' section has a checked box for 'Display Account Status' and two radio buttons for 'When I place an Account on Hold': 'Show a warning on each change' (unselected) and 'Stop the Account' (selected). The 'Others' section contains two columns of checkboxes. The first column has: 'Exclude deleted transactions' (unchecked), 'Display ActiveSearch Popup' (checked), 'Access Rights' (checked), 'Allow Negative Stock' (unchecked), 'Copy skeleton journal values' (checked), 'Timeslips Link' (unchecked), and 'Enable Reversing Journals' (checked). The second column has: 'Login Check' (checked), 'No Recurring entries at startup' (unchecked), 'Enable Project Costing' (unchecked), 'Enable Charity/Non-Profit options' (unchecked), 'Enable Smart Totals' (checked), 'Log Events' (checked), and 'Pause outside Financial Year message' (unchecked). At the bottom of the dialog are 'Help', 'OK', and 'Cancel' buttons.

When entering a reversing journal check the box at the bottom of the window and specify a date for the reversal. This enables SAGE to post both journals at the same time.

4.7 Departments

Departments can be created through **Departments** in the toolbar. **Select Modules » department** and select a department to edit and click on the **Edit** button. The department can be given any name up to sixty characters.

Every transaction entered on Sage 50 has a department reference. The default department is 0.

Department Activity

When transactions have been posted, you can view the department **Activity** within the **Department** Module:

| No. | Type | Date | Account | N/C | Details | Net | Tax | O/S |
|-----|------|------------|---------|-----|---------|-------|-----|-----|
| 365 | BP | 31/01/2016 | 4670 | | referee | 50.00 | | |

To run a department report

1. Departments » Reports.
2. Click the folder for the type of report that you want to run, for example Profit and loss.
3. Select the report you want to run » select the action you want to take. Read more
4. If the Criteria window appears, amend as required » OK.

4.8 Microsoft Excel

Almost all screens in Sage 50 Accounts can be sent directly to Microsoft Excel by selecting the **Send to Excel** button. If the "To Excel" button is not directly on the screen, you can still export it to a spreadsheet by selecting **File » Microsoft Integration » Contents to Microsoft Excel**.

To export the data as a report:

1. Open the required module, for example Transactions » Reports.
2. Open the required reports folder, for example Audit Trail » select the required report,
3. Select export to Export » complete the Save As window as required » Save » OK

Section 5:

Supplier Module

- 5.1 Introduction
- 5.2 Creating a New Supplier
- 5.3 Setting the processing date
- 5.4 Supplier Invoice & Credit Notes
- 5.5 Supplier Payments
- 5.6 Supplier Remittance Advices
- 5.7 E-banking
- 5.8 Supplier Activity Record
- 5.9 Supplier Aged Balances
- 5.10 Supplier Reports

5.1 Introduction

This section covers how to record supplier invoices and credit notes and their effect on the purchase and nominal ledgers. The Supplier module is used to record information about suppliers, such as contact details, credit facilities and invoices received and paid for. A supplier can be either a company or a person you purchase goods and services from. In addition, payments in full, part payments, allocating credit notes, paying on account and printing remittance advices will also be covered. **If you are using the Supplier module in TAS please contact the FSSU for details to set up the suppliers in Sage 50.**

5.2 Creating a New Supplier

Supplier record wizard

When setting up supplier records, you need to collect a lot of information. Using this wizard helps you record everything that's required. The Supplier record wizard captures key details for a supplier which are added to a unique record. After completing the wizard take a look at the record which includes other settings you may find useful.

To open the wizard » Suppliers » New/edit » Wizard.

The screenshot shows the 'New Supplier' wizard window. The title bar says 'New Supplier'. The main window has a tabbed interface with 'Supplier Information' selected. On the left is a vertical list of steps: 1 Supplier Details (highlighted with a red circle), 2 Contact Details, 3 Supplier Defaults, 4 Credit Details, 5 Bank Address, 6 Bank Account, and 7 Opening Balance. The main area is titled 'Supplier Details' and contains instructions: 'To create a new supplier account you need to enter the supplier's name and a unique reference.' Below this are input fields for 'Name*' (containing 'New Supplier Account') and 'A/C Ref*'. A section titled 'Please enter the supplier's address.' contains fields for 'Street1', 'Street2', 'Town', 'County', 'Post Code', and a 'Country' dropdown menu (showing 'Ireland' and 'IE'). At the bottom are 'Cancel', 'Back', and 'Next' buttons.

| | |
|--------------------------------|---|
| Supplier's Trading Name | A unique reference code used to identify the supplier. It can include letters or numbers or both, for example SMITH01, but you can't change this once you save the record. |
| A/C Ref* | Your suppliers are listed in the Suppliers window and by default they're sorted by this code. As you begin typing text in the Name box, a reference code is suggested for you. You can change this reference code if you want. |
| Address | Use the Street1, Street2, Town, County and Post Code lines to enter your supplier's address. The address is used in documents you may want to print and send to your supplier such as invoices and letters. |
| Country | The suggested country is based on your regional settings in Windows. From the drop-down list choose the country where the supplier is based. |

| | |
|-------------------------|---|
| Telephone number | |
| Fax | Record a fax number. |
| Email1 | The email address you expect to use most often when emailing this supplier. |
| Website | The supplier's website. |
| Contact Name | The person responsible for the account, though you can use this box to hold any other related information. |
| Trade Contact | The person you contact if you have a query about an order. |
| VAT Number | If you're VAT registered, enter the VAT Registration Number for this supplier. |
| Accounts Status | Select the status that applies to this account. When creating an account, the status Open is used by default. |

| | |
|----------------------------|---|
| Nominal Code | This is the nominal account you expect to use most often for any purchase transactions with this supplier. When you record an invoice, credit or purchase order this nominal code appears, although you can change it at that point. |
| Credit Limit | The amount of credit given to you by your supplier. Once you exceed the limit, warnings appear when you work with the account. |
| Settlement Due Days | If the supplier gives you a discount for early payment, enter the number of days you have to pay within to qualify for the discount. |
| Payment Due Days | Enter the number of days in which payment is due for outstanding invoices. If a payment is not made during this time, the invoice is flagged as overdue. |
| Terms | Enter the terms agreed with the supplier. |
| A/C Opened | The date the supplier account was opened. This information can show you how long the supplier has been trading with you. |
| Next Credit Review | The date your credit terms with the supplier are due for review. |
| Bank Name | The name of the supplier's bank. |
| Address | The supplier's bank address. |

| | |
|---------------------|---|
| Account Name | The name of the supplier's bank account, for example J Smith & Sons. |
| Sort Code | The supplier's bank's sort code.If you intend to make electronic payments to the supplier, using E-banking, you must enter the supplier's bank sort code. |

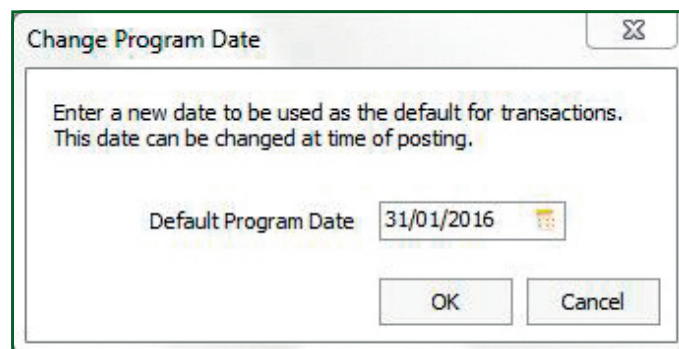
| | |
|------------------------|--|
| Account No | The supplier's bank account number. If you intend to make electronic payments to the supplier using e-Banking, you must enter the supplier's bank account number. |
| BACS/SEPA Ref | Enter the BACS/SEPA reference here. This is used for making e-Banking payments. |
| Online Payments | If you intend to pay this supplier using e-Banking, select this check box. |
| IBAN | If required, enter the supplier's International Bank Account Number (IBAN). An IBAN is always used in conjunction with a Bank Identifier Code (BIC). |
| BIC/Swift | If required, enter the BIC number or SWIFT code for this supplier's bank account. The BIC or SWIFT code is a standard identifier for banks and should be used for all international payments. This number is validated when you enter it in the record. |
| Additional Ref | Use this box to enter any additional information you have received about this supplier's bank account. |
| Payment Method | From the drop-down list, choose the preferred payment method agreed with this supplier. Several payment methods are available as follows: BACS/SEPA, Cash, Cheque, Credit Card, Direct Debit (DD) or Standing Order (SO) and Other. |

5.3 Setting the processing date

When you're processing in Sage 50 Accounts the **date you use on every transaction is of critical importance** to the accuracy of your data. By default, Sage 50 Accounts uses the date from Windows as its default date, that is, today's date.

If you want to change the default processing date, you can do this in:

Settings » Change Program Date



5.4 Supplier Invoice & Credit Notes

To keep track of what you owe to your suppliers you need to record all invoices and credits you receive. Batch invoicing is a quick, simple procedure where you can enter purchases from your suppliers line by line.

1. **Suppliers » Batch invoice.**
2. For each invoice item, or whole invoice, enter the details one line at a time.


Tip:

To insert a line, use function key F7 or to delete a line use F8.

| | |
|---------------------|---|
| A/C* | Enter the account reference of the required supplier or choose it from the drop-down list. To create a new supplier record, from the drop-down list, click New. |
| Date* | The current software date appears automatically. If you want to change this, either enter the new date or use the calendar button. If you have lots of invoices to enter, all with the same date, in Settings » Change Program Date you can set the software date to the date you require. |
| Ref | If required, you can enter a reference to help you trace your invoices easily. This is the reference that appears on your reports. |
| Ex Ref | If required, enter an additional reference here. For example, you could enter the order number that the supplier has entered on the invoice. |
| N/C* | Choose the nominal ledger account code to post the net value of the invoice to. The supplier's default nominal code appears automatically. If you want to change this, choose a new code from the drop-down list or manually enter it. |
| Department - | To assign this transaction to a specific department, enter a department number. |
| Details | You can enter up to 60 characters of text to identify the invoice entry. |

3. Save » Close.

Supplier credit note posting

1. Suppliers » Batch credit.
2. For each credit item, or whole credit, enter the credit details one line at a time.

| | |
|----------------------|---|
| A/C* | Enter the account reference of the required supplier or choose it from the drop-down list. To create a new supplier record, from the drop-down list, click New. |
| Date* | The current software date appears automatically. If you want to change this, either enter the new date or use the calendar button. If you have lots of invoices to enter, all with the same date, in Settings » Change Program Date you can set the software date to the date you require. |
| Credit No | If required, you can enter a reference to help you trace your credit notes easily. This is the reference that appears on your reports. |
| Ex. Ref | If required, enter an additional reference here. |
| N/C* | Choose the nominal ledger account code to post the net value of the credit to. The supplier's default nominal code appears automatically. If you want to change this, choose a new code from the drop-down list or manually enter it. |
| Department* - | To assign this transaction to a specific department, enter a department number. |
| Fund | If your company has a charitable status and you've created fund records, you can associate the credit with an existing fund. From the drop-down list choose the required fund. |
| Details | You can enter up to 60 characters of text to identify the credit entry. |
| Net* | Enter the net value of the credit. If you prefer, you can enter the gross amount, including VAT, and then click Calculate net (F9). The value is then split between net and VAT using the tax rate applied to the tax code. |
| T/C* | The default tax code for this supplier automatically appears. If you want, you can enter any of the other tax codes defined in your VAT rate table. |
| VAT* | Displays the amount of VAT calculated by applying the tax code entered to the net amount. If required, you can change this value. |

3. Save » Close.

[illegible]

5.5 Supplier Payments

To help you maintain good working relationships with your suppliers it's important that you pay your invoices on time. The Supplier Payments window helps you easily allocate your payments to the relevant invoices.

You can see what the oldest outstanding invoices are so that you can clear these invoices first or you can even spread the payment value over multiple invoices.

To record a supplier payment

2. Bank accounts » Payments drop-down » Supplier payment.

Complete the Supplier Payment window as follows:

| | |
|---------------------|---|
| Bank A/C Ref | Choose the required bank account. |
| Payee | Choose the required supplier account. |
| Date | Enter the date of the payment. |
| Cheque No. | Enter the cheque number or reference for the payment. |
| Amount box | Enter the amount of the payment. |

| | |
|--|---|
| Show | <p>To filter which transactions appear in this window, from the drop-down list choose one of the following:</p> <ul style="list-style-type: none"> • All - Shows all transactions. • Due - Only shows transactions within their due date. You set the due date within Suppliers » Supplier Record » Credit Control » Payment Due. This then records on each transaction. • Date Range - If you choose this option you can then enter the From and To date which then only shows transactions in this date range. |
| List Invoice/ Credit by item line | To see the individual lines for invoices which have been grouped, select this check box. |
| Payment | <p>Enter the required payment value against the relevant invoices.</p> <p>To allocate credit notes or payments on account, enter the value you want to allocate on the credit note or payment on account item line then enter the same value on the invoice item line.</p> |
| Discount | In the Discount column enter any required discount value against the relevant invoice. You must also reduce the payment value by the discount value. |

3. Save » Close.

5.6 Supplier Remittance Advices

Remittance advices

To enable this option, ensure a tick is placed to **Always Create Remittance from Settings » Bank Defaults**

Bank Defaults

General

☐ Enable e-Banking

☐ No Warning on Visa receipts

☐ Group items in Bank Rec.

☒ Group Bank Transactions

☐ List Invoice/Credit by item line

☒ Always Create Remittance

☒ Create Bank Reconciliation PDF

Cash register settings

Bank A/C:

Sales nominal:

Tax code:

T9 0.00

Discrepancies:

☐ Takings are VAT inclusive

OK

Cancel

It is possible to print remittances **Bank Accounts » Remittances**

Remittance

Swap

Clear

Purge

Delete

Print list

Send to Excel

Bank:

1800

Current Account:

Print

☐ Date Range

From:

//

To:

//

Show printed items

☐

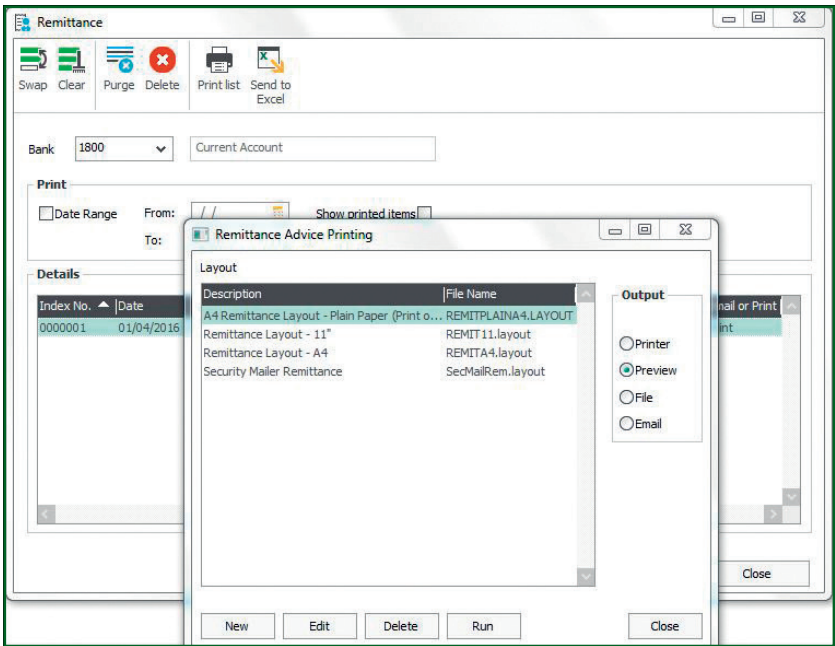
Details

| Index No. | Date | Bank A/C | Cheque | Supplier A/C | Supplier Name | Amount € | Printed? | Items | Email or Print |
|-----------|------------|----------|--------|--------------|-------------------|----------|----------|-------|----------------|
| 0000001 | 01/04/2016 | 1800 | 3333 | ADV001 | Advanced Learning | 5000.00 | N | 1 | Print |

Print Remittances

Close

Select the supplier(s) you want to print remittances for by highlighting them on the list.



Click on the Create Remittance button and choose the required print format.

You can click show printed items if you need to reprint any.

5.7 E-banking

E-banking enables you to:

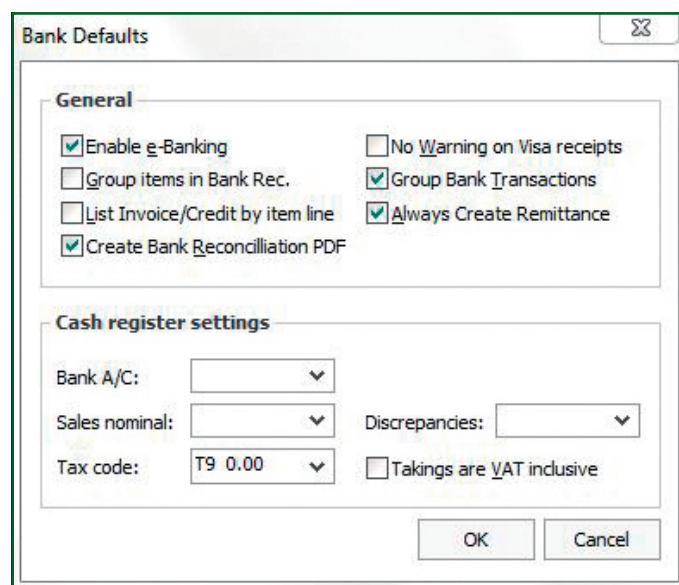
Create payment files to upload to your bank in order to pay your suppliers

The bank account through which you wish to conduct e-banking must be connected to the internet banking service. Sage supports Bank of Ireland and Allied Irish Banks.

Setting up e-banking

E-banking is not enabled automatically; the following steps must be completed:

Select **Settings » Bank Defaults** and select **Enable e-Banking**.



The 'Bank Defaults' dialog box is shown with the 'General' tab selected. It contains two sections: 'General' and 'Cash register settings'.

General

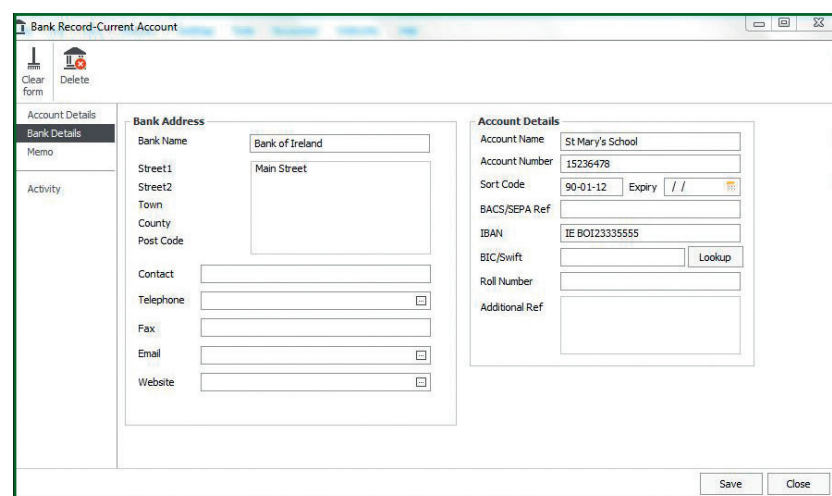
- ☒ Enable e-Banking
- ☐ No Warning on Visa receipts
- ☐ Group items in Bank Rec.
- ☒ Group Bank Transactions
- ☐ List Invoice/Credit by item line
- ☒ Always Create Remittance
- ☒ Create Bank Reconciliation PDF

Cash register settings

Bank A/C: [dropdown]
 Sales nominal: [dropdown] Discrepancies: [dropdown]
 Tax code: T9 0.00 [dropdown] ☐ Takings are VAT inclusive

Buttons: OK, Cancel

Select the required bank from the **Bank Details** tab select **Bank Type**



The 'Bank Record-Current Account' form is shown with the 'Bank Details' tab selected. It contains two main sections: 'Bank Address' and 'Account Details'.

Bank Address

Bank Name: Bank of Ireland
 Street1: Main Street
 Street2: [empty]
 Town: [empty]
 County: [empty]
 Post Code: [empty]
 Contact: [empty]
 Telephone: [empty] ☐
 Fax: [empty]
 Email: [empty] ☐
 Website: [empty] ☐

Account Details

Account Name: St Mary's School
 Account Number: 15236478
 Sort Code: 90-01-12 Expiry: // ☐
 BACS/SEPA Ref: [empty]
 IBAN: IE 60123335555
 BIC/Swift: [empty] Lookup
 Roll Number: [empty]
 Additional Ref: [empty]

Buttons: Save, Close

Click the configure button to configure the settings

You can specify a common directory to store Supplier Payments Files.

5.8 Supplier Activity Record

This is a great way to view the history of trading between you and your supplier. It shows your credit limit with them, the balance owed as well as the total amount you've paid and the expenditure for the year.

A summary of dealings you've had with the supplier appear in a list. Each line in the list represents a transaction such as an invoice or payment.

To view the activity » Suppliers » double-click the required record » Activity

Activity

View item | Unallocate | Hide detail | Show detail | Print list | Send to Excel

A/C: ADT001 | Balance EUR €: 0.00
 Name: ADT Fire & Security Ltd | Amount Paid EUR €: 2000.00
 Credit Limit EUR €: 0.00 | Turnover YTD EUR €: 2000.00

Show: All Transactions | Date: 01/01/1980 to 31/12/2099 | Type: All | O/S Only ☐ | Trans.: 1 to 368

| No | Type | Date | Ref | Details | Amount € | O/S € | Debit € | Credit € |
|-----|------|------------|------|------------------|----------|-------|---------|----------|
| 366 | PI | 31/01/2016 | 9885 | Annual fee | 2000.00 | | | 2000.00 |
| 368 | PP | 17/06/2016 | | Purchase Payment | 2000.00 | | 2000.00 | |

| No | Type | Date | Ref | N/C | Dept | Ex Ref | Details | Tax C | Amount € | Debit € | Credit € | Trans. | Balance € |
|-----|------|------------|------|------|------|--------|---------------------|-------|----------|---------|----------|--------|-----------|
| 366 | PI | 31/01/2016 | 9885 | 2260 | 0 | | Annual fee | T9 | 2000.00 | | 2000.00 | | 2000.00 |
| | | 17/06/2016 | | | 0 | | 2000.00 from PP ... | | | 2000.00 | | | 0.00 |

Future €: 0.00 | Current €: 0.00 | 30 Days €: 0.00 | 60 Days €: 0.00 | 90 Days €: 0.00 | Older €: 0.00

Record 1 of 1 | Close

- To filter the transactions which appear, from the Show drop-down list, choose the criteria you require.
- If you choose Custom Range, a further window appears where you can define a transaction number range, date range and transaction type. The selections you make here are shown in the boxes alongside the Show drop-down list.
- In the toolbar, you can click the Show detail and Hide detail buttons. Show detail opens a window breaking down any selected transaction into its component parts. For example, a purchase payment is broken down into the invoices it paid off, where as a purchase invoice lists any payments allocated against it. Hide detail closes the window showing the detailed breakdown.

5.9 Supplier Aged Balances

Seeing a supplier's outstanding balances, grouped by the age of the credit, is a useful way of keeping track of what you owe that supplier and can act as a useful reminder to pay. You can use the Aged balances option to help you organise required payments and ease your cash flow.

When you analyse your aged balances, you can enter a date for the report, and you can also include payments up to a particular date, so you can run the report retrospectively.

To analyse aged balances for suppliers

1. **Suppliers** » select the required suppliers.
2. Aged balances » enter the dates you require.

The Aged Balances window appears showing each selected supplier. The total of any outstanding values are grouped by age. The age period is determined by the setting in the Settings » Supplier Defaults » Ageing. It is either based on calendar months, or is based on a period of days that you can specify.

The total amount you owe all of the selected suppliers is also shown, grouped by age, in the total boxes at the bottom of the window.

3. To see the balances in a graphical format » Graph.
4. To see the individual transactions that make up a supplier's aged balances » Aged Balances » select the supplier from the list » Detailed view.
5. If the invoice was created from a purchase order, to view the order » select the required transaction » View item.
6. To return to the Suppliers window » Close » Close.

Date: 17/06/2016
Time: 10:37:00

FSSU 03/03/2016

Aged Creditors Analysis (Summary)

Page: 1

Report Date: 31/01/2016
Include future transactions: No
Exclude Later Payments: No

Supplier From:
Supplier To: ZZZZZZZ

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

| A/C | Name | Credit Limit | Turnover | Balance | Future | Current | Period 1 | Period 2 | Period 3 | Older |
|---------|-----------|--------------|----------|----------|--------|----------|----------|----------|----------|-------|
| B01 | Bord Gals | € 0.00 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals: | | | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |

5.10 Supplier Reports

As part of the month end procedures the following reports should be printed and filed on a **Supplier Report** file. The reports are stored as favourite's in Sage.

1. Daybooks: Supplier invoices detailed
2. Daybooks: Supplier Credit detailed
3. Daybooks: Supplier Payments- print from the Bank Module
4. Aged Creditors detailed
5. Aged Creditors Summary

To print or preview a report, select it and click Print or Preview, then enter the criteria for the report if appropriate.

Use the criteria to select the range of information that you want in your report;

The screenshot shows the 'Supplier reports' window in Sage. On the left is a 'Favourites' sidebar with a list of report categories: Aged creditors, Credit control, Daily transactions, Day books, Departmental, EC purchases, My supplier reports, Supplier activity, Supplier contacts, Supplier details, Supplier invoices, Supplier statements, and Top suppliers. The 'Supplier invoices' category is highlighted. The main window has a toolbar with icons for New, Edit, Delete, Preview, Print, Export, Excel, and Email, along with a 'Filters' dropdown set to 'All'. A 'Criteria for Day Books: Supplier Invoices (Detailed)' dialog box is open in the foreground. It has a title bar and a close button. The dialog contains a 'Criteria Values' section with the instruction 'Enter the values to use for the criteria in this report'. It features four rows of criteria: 'Transaction Date' (Between (inclusive) 01/01/1980 and 31/12/2019), 'Transaction No' (Between (inclusive) 1 and 99999999), 'Department' (Between (inclusive) 0 and 999), and 'Nominal Code' (Between (inclusive) and 99999999). Each row has a dropdown menu for the range type and input fields for the start and end values. At the bottom, there is a field for 'Preview a sample report for a specified number of records or transactions (0 for all)' set to 0. There are 'Help', 'OK', and 'Cancel' buttons at the bottom of the dialog.

Section 6:

Customer Module

- 6.1 Introduction
- 6.2 Creating a New Customer
- 6.3 Setting the processing date
- 6.4 Customer Invoices & Credit Notes
- 6.5 Updating Sales Ledger
- 6.6 Customer Receipts
- 6.7 Customer Statements
- 6.8 Customer Activity
- 6.9 Unallocate a Receipt
- 6.10 Credit Control
- 6.11 Customer Monthly Reports

Customer Module (Fee Charging Schools Only)

6.1 Introduction

The sales ledger or customer ledger, as it is sometimes known, is very similar in operation and features to the supplier ledger. The customer's module in SAGE 50 accounts is used to record information about customers (students) such as contact details, invoices sent and paid for. If you are using the Sales Ledger in TAS please contact the FSSU for details to set up the customers in SAGE 50.

6.2 Creating a New Customer

You can use the Customer record wizard to enter customer details in a series of steps. The wizard helps to ensure you enter all of the required information quickly and correctly. Entering full customer details in the record saves you time when processing transactions.

You can access the wizard through Customers » New/edit drop-down » Wizard

New Customer

Customer Information

1 Customer Details

2 Contact Details

3 Customer Defaults

4 Credit Details

5 Bank Address

6 Bank Account

7 Opening Balance

Customer Details

To create a new customer account you need to enter the customer's name and a unique reference.

Name*

New Customer Account

A/C Ref*

Please enter the customer's address.

Street1

Street2

Town

County

Post Code

Country

Ireland

IE

Cancel

Back

Next

| | |
|---------------|--|
| Name* | The customer's (students) name. This is used in reports and documents you can print and send to your customer, for example, invoices. |
| A/C Ref* | <p>A unique reference code for the customer. It can include letters or numbers or both, for example SMITH01, but you can't change this once you save the record.</p> <p>Your customers are listed in the Customers window and by default they are sorted by this code.</p> <p>As you begin typing text in the Name box, a reference code is suggested for you. You can change this reference code if you want.</p> |
| Address lines | This is used in documents you can print and send to your customer such as invoices, credit notes, letters, labels and statements. |

* This information is mandatory.

Contact Details

| | |
|-----------------------|---|
| Telephone | The number you expect to use most often when contacting this customer. |
| Fax | Record a fax or telex number. |
| Email 1 | <p>The email address you expect to use most often when emailing this customer.</p> <p>Tip: When the customer's record is open, you can generate an email based on this address.</p> |
| Website | <p>The customer's website address.</p> <p>Tip: When the customer's record is open you can access their website, provided you are connected to the Internet.</p> |
| Contact Name | The person responsible for the account, though you can use this box to hold any other related information. |
| Account Status | Select the status that applies to this account. When creating an account, the status Open is the default. |

Customer Defaults

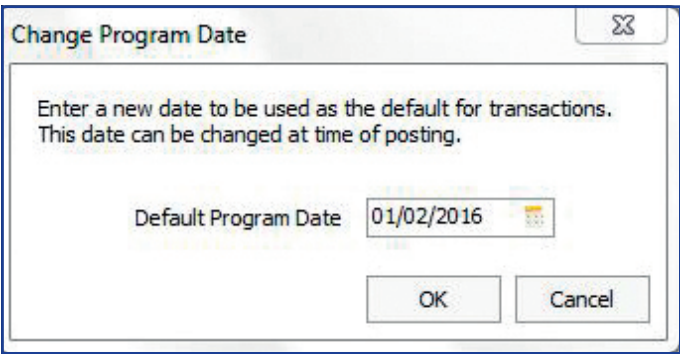
| | |
|---|---|
| Nominal Code | <p>This is the nominal account you expect to use most often to post the net value of any sales transactions when dealing with the customer.</p> <p>When you record an invoice, credit or sales order the nominal code appears but you can change it if required. The code is also displayed when you record a credit note for the customer.</p> <p>The nominal code you want to use for net sales from the drop-down list.</p> <p>The code that appears is taken from your Customer Defaults.</p> |
| Use Default Nominal Code for Sales | <p>When creating an invoice or sales order and selecting a product, the nominal account suggested for your net sales posting comes from the default on the product record.</p> <p>If you prefer to categorise your sales by customer, for example, if you have a set of nominal codes for sales to customers in different regions, select this check box.</p> |
| Use Default Tax Code for Sales | Select this check box if you want to use your default sales tax code. |

6.3 Setting the processing date

When you're processing in Sage 50 Accounts the **date you use on every transaction is of critical importance** to the accuracy of your data. By default, Sage 50 Accounts uses the date from Windows as its default date, that is, today's date.

If you want to change the default processing date, you can do this in:

Settings » Change Program Date

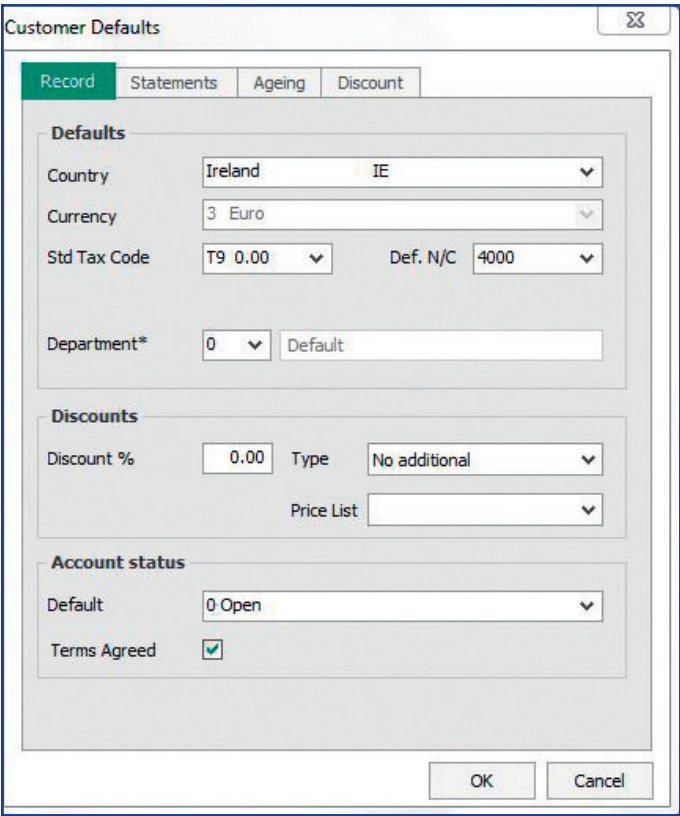


The 'Change Program Date' dialog box has a title bar with a close button. The main area contains the text: 'Enter a new date to be used as the default for transactions. This date can be changed at time of posting.' Below this, there is a label 'Default Program Date' followed by a date input field showing '01/02/2016' and a small calendar icon. At the bottom are 'OK' and 'Cancel' buttons.

Customer Default

The terms agreed with the customer must be entered before processing invoices. If customer terms are not required please tick the box in Customer defaults for terms Agreed.

Settings » Customer Defaults



The 'Customer Defaults' dialog box has a title bar with a close button. It features four tabs: 'Record' (selected), 'Statements', 'Ageing', and 'Discount'. The 'Record' tab contains three sections: 'Defaults' with fields for Country (Ireland), Currency (3 Euro), Std Tax Code (T9 0.00), Def. N/C (4000), and Department* (0); 'Discounts' with fields for Discount % (0.00), Type (No additional), and Price List; and 'Account status' with a Default field (0 Open) and a checked 'Terms Agreed' checkbox. 'OK' and 'Cancel' buttons are at the bottom.

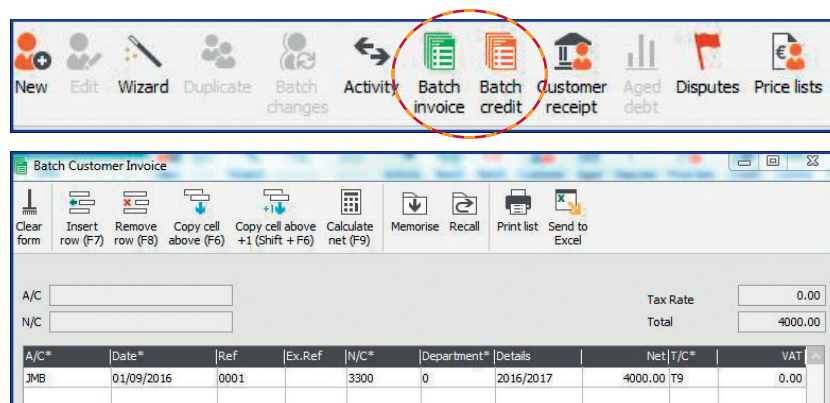
6.4 Customer Invoices & Credit Notes

Processing Invoices not created in Sage

Batch invoices and credit notes

Schools may have created the School Fee invoices/credit notes using Excel or Word or other software for billing. The school can enter these invoices/credit notes using the batch invoice and credit functions. Using the batch method will allow the school to enter the fee invoice/ credit note against the relevant customer.

This can be accessed from **Customers** by clicking **Batch invoice** or **Batch credit**.



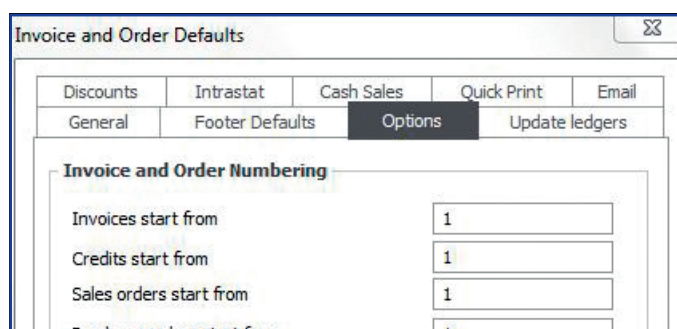
Creating Invoices and Credits Notes in Sage

The invoices and credits module allows you to create and produce a printed document for invoices and credit notes as well as updating the sales ledger.

Invoice automatic numbering

Before using the invoices and credits module it is important to set the starting number for invoices and credit notes.

Settings » Invoice & Order Defaults » Options tab

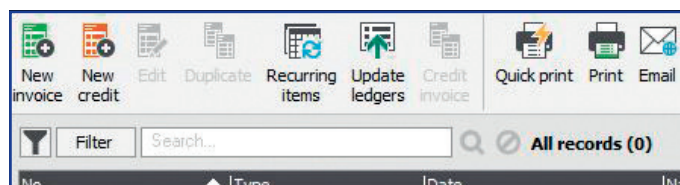


This enables the system to continue with the numbering sequence used in creating the invoice

To ensure that you do not overwrite the automatically assigned numbers the system can lock

the auto numbering under the **General** tab. To assign your own invoice/credit numbers do not lock the numbering.

Creating an Invoice



1. Invoicing and credits ➤ New invoice.
2. From the relevant drop-down lists, choose the type and format of the invoice you require, for example, to create a product invoice, from the Type drop-down list choose Invoice and from the Format drop down list choose Product.
3. Use the top part of the window to enter the main details about your invoice or credit.
4. Enter the items, one line at a time. The product details automatically update into the invoicing window from the product record.

a. Invoicing using Product Codes

| | |
|----------------------|--|
| Product Code* | <p>Enter the product code for the invoice item. Choose the code from the drop-down list or you can type directly into this box.</p> <p>You can also select the special product codes from the product code list. If you use the special product codes the Edit Item Line window appears automatically.</p> <p>If you need to add service items to your product invoices there are special product codes available.</p> |
| Description | <p>The description automatically updates with details from the product record. You can change this if required.</p> <p>If you want to enter any one-off product details, double-click the Description box or press F3.</p> |
| Quantity | <p>Enter the quantity of the product here. The default is one unit of the product.</p> <p>If you have already entered a quantity on the Edit Item Line window, it appears here.</p> |
| Price | <p>The unit price from the product record appears here. If a special product code has been entered, the value entered in the Edit Item Line window appears here. You can change these values if required.</p> |
| Net | <p>The net value calculates automatically and cannot be edited.</p> |
| VAT | <p>Vat Zero.</p> |

* This information is mandatory.

b. Invoice using Service Invoice

Invoices and credit notes are free-text based. This means you manually enter a description for the services or goods.

| | |
|-----------------|---|
| Details* | If you are creating a service invoice, use this text box to enter details of the service provided |
| Amount | Enter the price of the service provided. |
| Net | The net value calculates automatically and cannot be edited. |
| VAT | |

* This information is mandatory.

The item line details can be edited further by pressing F3.

**Tip:**

The following additional fields are available for each item line:

| | |
|------------------------|--|
| Units | Product invoices only Enter the unit type here, for example, you may sell items by the sheet or roll. This is for reference only. |
| Details | Service invoices only Enter details of the service in this box if required. The details of the service entered on the main invoice window appear here by default. |
| Comment 1 and 2 | You can enter additional comments about the product item lines here. |
| Unit Price | The sales price from the product record appears here, unless a customer price list is in use. |
| Discount % | The total discount percentage appears here. This can be changed but any changes made here do not save back to the Customer Record. To view a breakdown of how this discount is made up, click Discounts. |
| Disc. | This shows the value of the discount the customer will receive. The currency reflects the currency on the customer record, if you have activated Foreign Trader. |
| Nominal* | This is the sales nominal code taken from either the Product Record or the Customer Record. This depends on the selection of the Use Default Nominal code for Sales check box in the customer record. |
| Tax Code | The default tax code can be taken from a number of areas |

| | |
|-------------------------|---|
| Department | This is the default department for the product. |
| Line Information | Enter any additional information about the item line in this box. |

5. Click OK.
6. To apply a net value discount, in the Deduction area at the bottom of the window, click the drill-down button in the Description box then complete the Edit Item Line window as follows:
 - a. Enter a description for the discount of up to twenty five characters.
 - b. If required, you can enter further comments of up to sixty characters.
 - c. Enter either a discount percentage or a discount value into the appropriate box. The corresponding discount amount or percentage appears.
7. Check the totals.

There are a number of other options at the foot of the invoice that you can complete as required.

| Details* | Amount € | Net € | VAT € |
|-----------|----------|--------|-------|
| Fee study | 250.00 | 250.00 | 0.00 |

To set the nominal code for the service invoice click the arrow in the details line.

The **Description** line will update your ledgers, whereas the **Details** will print on the invoice.

The screenshot shows the 'Service Invoice' application interface. At the top, there is a toolbar with various icons for editing and printing. Below the toolbar, the 'Details' tab is selected, showing a table with one row: 'Fee Study' with an amount of 5000.00. The 'Edit Item Line' dialog box is open, showing the details for the selected item. The dialog has sections for 'Details', 'Values', and 'Posting Details'. The 'Details' section shows the description 'Fee Study' and the order reference '0'. The 'Values' section shows the quantity '1.00', unit price '5000.00', and net amount '5000.00'. The 'Posting Details' section shows the nominal '4000' and tax code 'TO 0.00'.

Invoice Amendments

| | |
|------------------------|---|
| Clear form | Clears the information you have entered so far. |
| Quick print | Print a copy of the invoice instantly. This does not update the invoice details to the ledgers. |
| Print | Prints the invoice. You can choose from a list of invoice layouts and agree to update the values to the customer record and nominal ledger if required. |
| Send to Excel | Open the invoice details in Microsoft Excel. |
| Insert row (F7) | Inserts a blank line in the row above. You can use the function key F7 as a shortcut. |
| Remove row (F8) | Deletes the whole line of information. You can use the function key F8 as a shortcut. |

| | |
|-----------------------------|--|
| Copy cell above (F6) | Copies information from the field above. You can use the function key F6 as a shortcut. |
| View item (F3) | Opens the Edit Item Line window, displaying the information relating to that particular item on the invoice or order. You can use the function key F3 as a shortcut. |
| Navigation arrows | When you select to edit more than one record, you can use the arrows to easily navigate between them. |
| Close | Closes the window. |

8. When you have finished entering the details, to save the invoice or credit > Save.

Duplicating Invoices

When creating invoices with the same details and value it will save time to use the duplicate feature to copy existing invoices to create new ones.

Select the invoice you want to duplicate from the list and click **Duplicate from the invoices and credits toolbar**. A new invoice will appear. **It is important that you check all details before saving. Credit notes can also be duplicated.**

Service Invoice - Duplicate of < 1 >

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) View item (F3) Pay by card Cash sale Memorise Recall Delete Quick print Print Send to Excel

Details Order Footer Payment

JMB

Type Invoice Service Invoice

Format Service Inv.No. <AutoNumber>

Date* 10/05/2016 Order No

A/C* JMB Item No. Item 1 of 1

| Details* | Amount € | Net € | VAT € |
|---------------|----------|---------|-------|
| Fee 2016/2017 | 3000.00 | 3000.00 | 0.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Deduction | Description | Net € |
|--------------------|-------------|-------|
| Net Value Discount | | 0.00 |

Total EUR € 3000.00

Carriage EUR € 0.00

Gross EUR € 3000.00

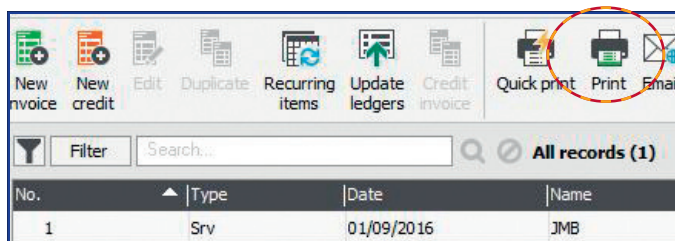
Less Deposit EUR € 0.00

Amount Due EUR € 3000.00

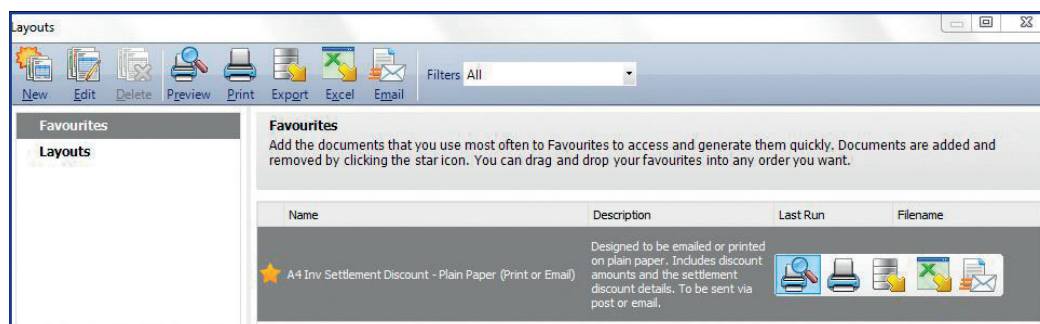
Save Close

Printing Invoices

Invoices can be printed directly within the invoice screen prior to saving it or subsequently by selecting the invoices from the invoices and credits module and clicking the **Print** button. If no invoices are selected, you will be prompted to print all invoices.



When using the **Print** button an invoice layout has to be selected each time. The layout that suits your school should be added to favourites for future use. With the **Quick Print** button this is not necessary although the first time you use quick print, you will be asked to select a default layout that will automatically be used in the future:



Emailing Invoices

If you wish to email invoices to customers, ensure the customer's email address is entered in the Details tab of their record.

 A screenshot of the 'Email Settings & Addresses' dialog box. It has a title bar with the text 'Email Settings & Addresses'. Inside, there are three text input fields labeled 'Email 1', 'Email 2', and 'Email 3'. Below these fields are two checkboxes: 'I send letters, statements, etc. to this customer via email' and 'I send invoices to this customer via Transaction Email'.

The first time you email an invoice, you will be prompted to select a default layout. It is important to select an email layout to ensure the invoice is sent in full.

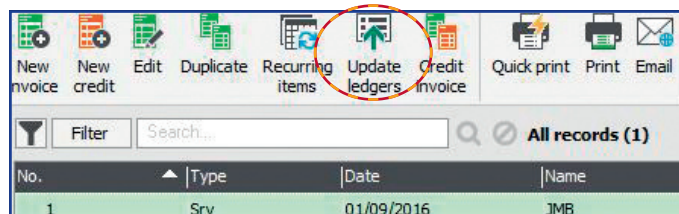
The list of Invoices will be updated to show that it was printed /emailed. **Invoices can be edited and changed before they are posted to the ledgers.** They can also be re-printed at any time.

Once the invoice is complete and sent to the customer the sales ledger should be updated.

6.5 Updating Sales Ledger

Once the invoice is complete and has been sent or given to the customer, it should be updated to the accounts.

From the **Invoices and credits** module select the invoice(s) to be posted and click **Update ledgers**.



The update routine generates a report which will display any problems with the update such as a missing nominal code.

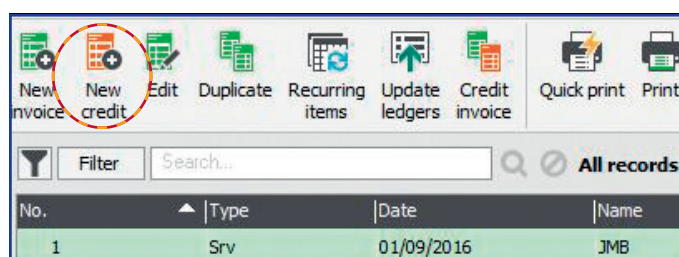
Otherwise it will confirm the posting details:

The **Posted** column on the invoice list indicates whether the invoices have been updated or not. Any invoices that have not been updated will have to be amended. They can then be taken through the update routine again.

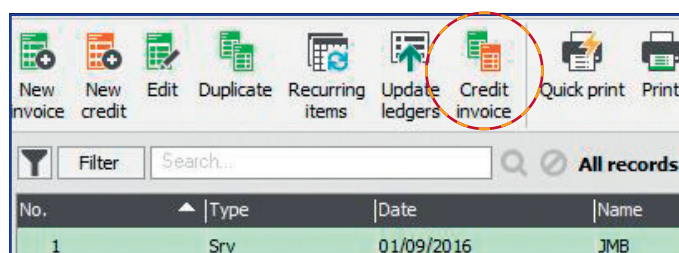
The program will not allow an invoice to be posted twice. If a copy of an invoice that has been updated is reprinted, notes or messages can be added, **but values posted to the accounts cannot be changed**.

Credit Notes

Creating and posting credit notes to customer accounts is exactly the same as for invoices. When raising the credit note ensure the invoice **Type** is set to **Credit**.



There is also a **Credit Invoice** button, this allows you to highlight an existing invoice and create a credit note with exactly the same details. When you save this credit note you will be given the option to automatically update it and allocate to the invoice it was created from.



Service Credit from Invoice < 1 >

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | View item (F3) | Memorise | Recall | Delete | Quick print | Print | Send to Excel

Details: Order, Footer

km

Type: Credit (highlighted) | Service Credit

Format: Service | Crd.No.: <AutoNumber>

Date*: 02/06/2016 | Order No.

A/C*: KM | Item No.: Item 1 of 1

| Details* | Amount € | Net € | VAT € |
|----------|----------|---------|-------|
| Fees | 5000.00 | 5000.00 | 0.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Deduction | Description | Net € | Total EUR € |
|--------------------|-------------|-------|---------------------|
| Net Value Discount | | 0.00 | 5000.00 |
| | | | Carriage EUR € 0.00 |
| | | | Gross EUR € 5000.00 |

Amount Due EUR € 5000.00

Save Close

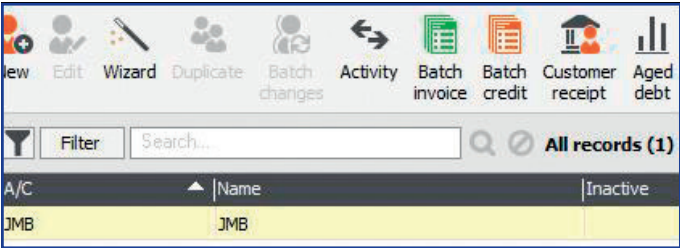
To Delete an Invoice or Credit Note

1. Invoices and credits » choose the invoices or credit notes you want to delete » Delete.
2. To delete the invoice or credit note » Yes.

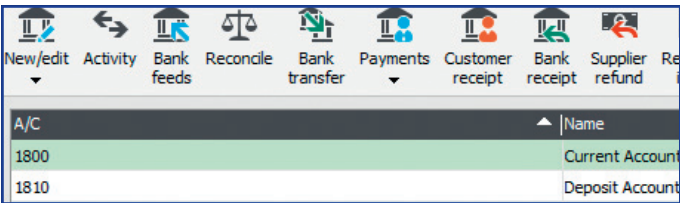
If any of the invoices or credit notes selected haven't been printed or posted the software displays a warning message and you're prompted to confirm deletion once more.

6.6 Customer Receipts

Customer receipts can be recorded in the customer ledger by selecting Customer Receipt from the Bank Accounts module or the Customers Module.



Or Bank Account



The upper part of the screen is used to select the:

- a) bank receiving the payment,
- b) the customer account number,
- c) the payment date,
- d) amount being paid and
- e) the payment reference for the transaction.

The **reference and date are very important**, especially if there are several payments that need banking on the same day. We recommend using the same date and reference for all the individual payments listed in the same paying-in slip. This allows the bank reconciliation to group the transactions as one paying-in entry.

To activate grouping, select **Settings » Bank Defaults** and tick the **Group Items in Bank Rec** box

[illegible]

6.7 Customer Statements

Sending your customers statements on a regular basis is a good way of keeping them informed, and it can also gently remind them that their payments are due or overdue.

To generate **customer** statements

1. Customers » select the required customers » Statements.
2. Layouts » select the statement layout you want to use.
3. From the report browser toolbar, click the action you want to take, for example, Print or Preview.
4. If a Criteria window appears, enter any required criteria » OK.



Tip:

If you want to exclude any future sales receipts and sales payments on account from your statement, select the Excl. Later Payments check box. This gives you the flexibility to run retrospective statements - that is to include or exclude invoices, depending on the payment date.

View available statement options

| | |
|-----------------------|---|
| A4 | A4 statement layouts are designed for use with laser printers. |
| Individual or Grouped | <p>If you select a statement including the Individual option, each transaction appears on a separate line in your statement.</p> <p>If you select a statement including the Grouped option, transactions which were entered as a group, appear as a group transaction on a single line.</p> |
| 2 Part or Tear Off | <p>Two Part statement layouts print your statement on the top sheet and your remittance on the carbon sheet below.</p> <p>Tear off statement layouts print your statement and remittance side by side on a sheet.</p> |
| O/S Only or All | <p>To show only outstanding transactions on your statements, choose a statement layout including the O/S Only option.</p> <p>To show all transactions on your statements, choose a layout including the All option.</p> |

6.8 Customer Activity

This is a great way to view the history of trading between you and your customer. It also shows the customer's credit limit and balance as well as the total amount they have paid and the turnover for the year.

A summary of dealings you have had with the customer appear in a list. Each line in the list represents a transaction such as an invoice or payment.

To view the activity:

Customers » double-click the required record » Activity.

To filter the transactions which appear:

Show drop-down list » choose the criteria you require.

If you choose Custom Range, a further window appears where you can define a transaction number range, date range and transaction type. The selections you make here are shown in the boxes alongside the Show drop-down list.

To view or hide the breakdown of the selected transaction:

Click the Show Detail / Hide Detail button.

Show Detail opens a window breaking down any selected transaction into its component parts. For example, a sales receipt is broken down into the invoices it paid off, where as a sales invoice lists any receipts allocated against it. Hide Details closes the window showing the detailed breakdown.

The Activity window

| | |
|--------------|---|
| A/C | This shows the customer account reference. |
| Name | This shows the name of the customer. |
| Credit Limit | This shows the credit limit entered in the Credit Control tab. |
| Balance | The current balance of the customer account. |
| Amount Paid | Total receipts from this customer. |
| Turnover YTD | The year to date turnover value for this customer. This value is net of VAT. The YTD figure is taken from the Sales tab and clears when you run the year end routine. The value can be manually amended in the Sales tab. |
| No | The number of the transaction. |
| Type | The following transaction types may appear: SI = Sales Invoice SR = Sales Receipt SC = Sales Credit SA = Sales Payment on Account SD = Sales Discount SP = Sales Payment |

| | |
|---------|---|
| Date | The date of the transaction. |
| Ref | The transaction reference. |
| Details | Any details entered for the transaction. |
| Amount | The value of the transaction. |
| O/S | The amount of the transaction that is still outstanding. |
| Debit | If the transaction represents a debit, it is shown here. |
| Credit | If the transaction represents a credit, it is shown here. |

6.9 Unallocate a Receipt

If you have posted a receipt or credit against an invoice in error, you can use the “Unallocate” option to unlink the transactions. A sales receipt (SR) becomes a payment on account (SA) when it is unallocated, and it can then be allocated against a different invoice.

Customer Record - km

Clear form New invoice New order Delete View item Unallocate Hide detail Show detail Print list Send to Excel

Details
Defaults
Credit Control
Bank
Communications
Memo

A/C: km
Name: km
Credit Limit: 0.00

Balance: 2500.00
Amount Paid: 2500.00
Turnover YTD: 5000.00

Show: All Transactions Date: 01/01/1980 to 31/12/2099 Type: All O/S Only ☐ Trans.: 1 to 366

| No | Type | Date | Ref | Details | Amount | O/S | Debit | Credit |
|--------|------|------------|-----|---------------|---------|-----------|---------|---------|
| 365 SI | | 02/06/2016 | 1 | Fees | 5000.00 | 2500.00 p | 5000.00 | |
| 366 SR | | 01/03/2016 | | Sales Receipt | 2500.00 | | | 2500.00 |

| No | Type | Date | Ref | N/C | Dept | Ex Ref | Details | Tax C | Amount | Debit | Credit | Trans. Balance |
|--------|------|------------|------|-----|------|--------|-------------------|-------|---------|-------|---------|----------------|
| 366 SR | | 01/03/2016 | 1800 | 0 | | | Sales Receipt | T9 | 2500.00 | | 2500.00 | |
| | | 02/06/2016 | 1 | | | | 2500.00 to SI 365 | | | | | |

Future: 0.00 Current: 2500.00 30 Days: 0.00 60 Days: 0.00 90 Days: 0.00 Older: 0.00

Record 1 of 1 Save Close

6.10 Credit Control

Credit control is essential and it is very important that the school knows who owes money.

The credit terms for each customer must be set in the **Customer Record » Credit Control**.

Customer Record - JMB

Clear form New invoice New order Delete

Details Defaults **Credit Control** Bank Communications Memo

Activity Sales Orders Graphs

Terms

Credit Limit 0.00

Settlement Due 0 Days

Sett. Discount 0.00

Payment Due 0 Days

Average Time to Pay 0 Days

Trading Terms Text

Credit Ref.

Bureau

Priority Customer ☐

Credit Position Good

Account status 0 Open

DUNS Number

Restrictions

☐ Can charge credit ☐ Restrict mailing

☐ Terms agreed ☐ Account On Hold

The aged debt report will list all customers together with details of their outstanding debt. This is printed from the customer module.

New Edit Wizard Duplicate Batch changes Activity Batch invoice Batch credit **Customer receipt** Aged debt Disputes

Filter Search... All records (1)

| A/C | Name | Inactive |
|-----|------|----------|
| JMB | JMB | |

The aged balance window appears showing the grand total of any outstanding invoices by ageing period for each customer. To see the actual invoice details for these debts, highlight a customer and press the **Detailed** button.

6.11 Customer Monthly Reports

As part of the month end procedures the following reports should be printed and filed on a Customer Report file.

Day Books: Customer Invoices

Day Book: Customer Credit Notes

Day Book: Paid Invoices

Customer Activity Summary

Customer Activity Detailed

Sales Ledger Department Analysis

Aged Debtors Analysis Summary

Aged Debtors Analysis Detailed

Section 7:

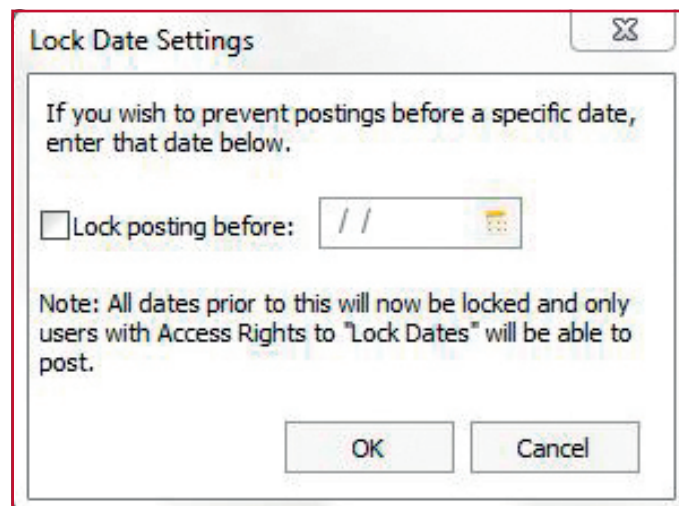
Reports

- 7.1 Lock Period Date
- 7.2 Financial Reports
- 7.3 Board of Management Reports
 - 7.3.1 Income and Expenditure Report
 - 7.3.2 Balance Sheet
 - 7.3.3 Trial Balance
 - 7.3.4 Nominal Activity Report
 - 7.3.5 Creditors
 - 7.3.6 Accruals
 - 7.3.7 Prepayments
- 7.4 Budget Report
- 7.5 Report Checklist

7.1 Lock Period Date

Once you have produced your monthly reports in Sage 50 Accounts, you can prevent transactions from being posted before a set date, which means that no more transactions can be posted back into earlier months

To enable this feature , select **Settings » Lock Date**



The user can choose to override the blocking of transactions during transaction entry.

7.2 Financial Reports

To help you make financial decisions it's essential for you to understand how the school is performing. For an easy way to see this, there are several useful reports available in Nominal codes including:

- Audit Trail Report
- Trial balance report
- Nominal Activity Report
- Balance sheet report
- Income and Expenditure report
- Budget report

You can start reporting on your transactions as soon as you enter them into your software.

The Recommended reports can be stored as favourites in Sage.

To generate a financial report

1. **Nominal codes » Reports.**

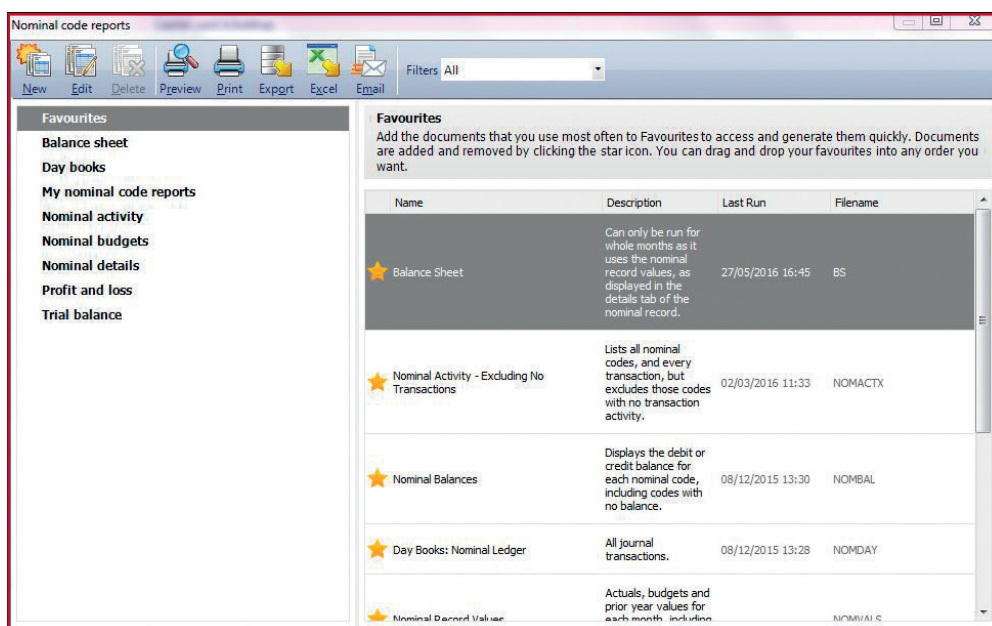

Tip:

You can also access some of these reports from the Nominal codes toolbar, for example, Profit & loss.

2. Select the required report area, for example, Nominal budgets.
3. Select the report you want to run, for example, Budget Report.
4. Report browser toolbar » click the action you want to take, for example, Print or Preview.
5. If a Criteria window appears, enter any required criteria » OK.

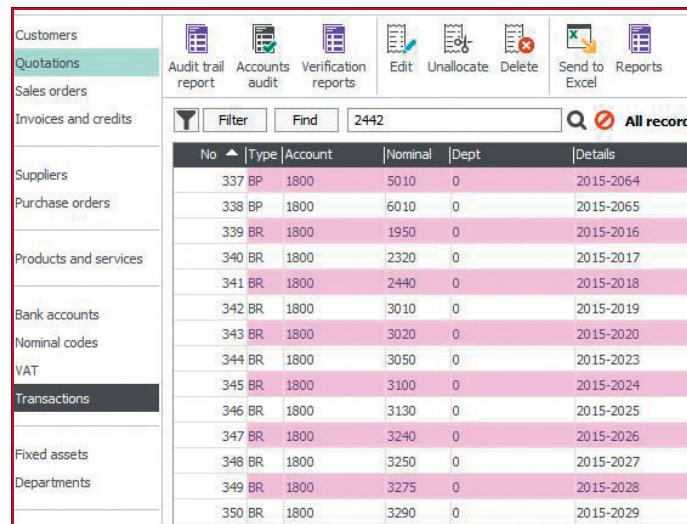

Tip:

To make this even easier, you can add reports to Favourites.



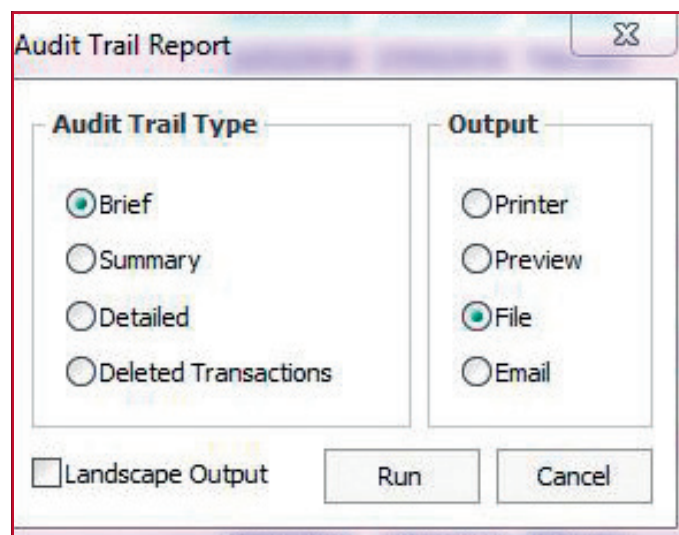
Audit Trail Report

The audit trail is a list of transactions entered into Sage 50 Accounts. The Software automatically allocates a sequential number and type to each transaction. To run the **Audit Trail** report select Transactions and click **Audit trail report** from the toolbar.



| No | Type | Account | Nominal | Dept | Details |
|-----|------|---------|---------|------|-----------|
| 337 | BP | 1800 | 5010 | 0 | 2015-2064 |
| 338 | BP | 1800 | 6010 | 0 | 2015-2065 |
| 339 | BR | 1800 | 1950 | 0 | 2015-2016 |
| 340 | BR | 1800 | 2320 | 0 | 2015-2017 |
| 341 | BR | 1800 | 2440 | 0 | 2015-2018 |
| 342 | BR | 1800 | 3010 | 0 | 2015-2019 |
| 343 | BR | 1800 | 3020 | 0 | 2015-2020 |
| 344 | BR | 1800 | 3050 | 0 | 2015-2023 |
| 345 | BR | 1800 | 3100 | 0 | 2015-2024 |
| 346 | BR | 1800 | 3130 | 0 | 2015-2025 |
| 347 | BR | 1800 | 3240 | 0 | 2015-2026 |
| 348 | BR | 1800 | 3250 | 0 | 2015-2027 |
| 349 | BR | 1800 | 3275 | 0 | 2015-2028 |
| 350 | BR | 1800 | 3290 | 0 | 2015-2029 |

There are four types of Audit Trail



Audit Trail Report

Audit Trail Type

☒ Brief

☐ Summary

☐ Detailed

☐ Deleted Transactions

Output

☐ Printer

☐ Preview

☒ File

☐ Email

☐ Landscape Output

Run **Cancel**

The summary audit trail shows full details of each transaction.

Audit Trail (Brief) - Preview

PrintEmailExportPage SetupPrinter OffsetsEditStylesCloseGoto Page1

12345678

Date: 02/06/2016
Time: 16:53:44

FSSU SAGE 50
Audit Trail (Brief)

Page: 1

Date From: 01/01/1980
Date To: 31/12/2019

Customer From:
Customer To: ZZZZZZZZ

Transaction From: 1
Transaction To: 99,999,99

Supplier From:
Supplier To: ZZZZZZZZ

Exclude Deleted Tran: No

| No | Items | Type | A/C | Date | Ref | Details | Net | Tax | Gross |
|----|-------|------|------|------------|-------|---------|------------|------|------------|
| 1 | 1 | JD | 1420 | 31/08/2014 | O/Bal | o/bal | 541,820.00 | 0.00 | 541,820.00 |
| 2 | 1 | JC | 1430 | 31/08/2014 | O/Bal | o/bal | 539,369.00 | 0.00 | 539,369.00 |
| 3 | 1 | JD | 1460 | 31/08/2014 | O/Bal | o/bal | 135,509.00 | 0.00 | 135,509.00 |
| 4 | 1 | JC | 1470 | 31/08/2014 | O/Bal | o/bal | 123,774.00 | 0.00 | 123,774.00 |
| 5 | 1 | JD | 1720 | 31/08/2014 | O/Bal | o/bal | 589.00 | 0.00 | 589.00 |
| 6 | 1 | JD | 1800 | 31/08/2014 | O/Bal | o/bal | 27,026.00 | 0.00 | 27,026.00 |
| 7 | 1 | JD | 1810 | 31/08/2014 | O/Bal | o/bal | 153,805.00 | 0.00 | 153,805.00 |
| 8 | 1 | JC | 1900 | 31/08/2014 | O/Bal | o/bal | 42.00 | 0.00 | 42.00 |
| 9 | 1 | JC | 2100 | 31/08/2014 | O/Bal | o/bal | 10,618.00 | 0.00 | 10,618.00 |
| 10 | 1 | JC | 2105 | 31/08/2014 | O/Bal | o/bal | 32,974.00 | 0.00 | 32,974.00 |
| 11 | 1 | JC | 2230 | 31/08/2014 | O/Bal | o/bal | 903.00 | 0.00 | 903.00 |
| 12 | 1 | JC | 2250 | 31/08/2014 | O/Bal | o/bal | 2,449.00 | 0.00 | 2,449.00 |
| 13 | 1 | JC | 2440 | 31/08/2014 | O/Bal | o/bal | 3,789.00 | 0.00 | 3,789.00 |

Page 1 of 7100%

It is recommended that you use the transaction number range rather than the date range as this avoids the omission of transactions.

7.3 Board of Management Reports

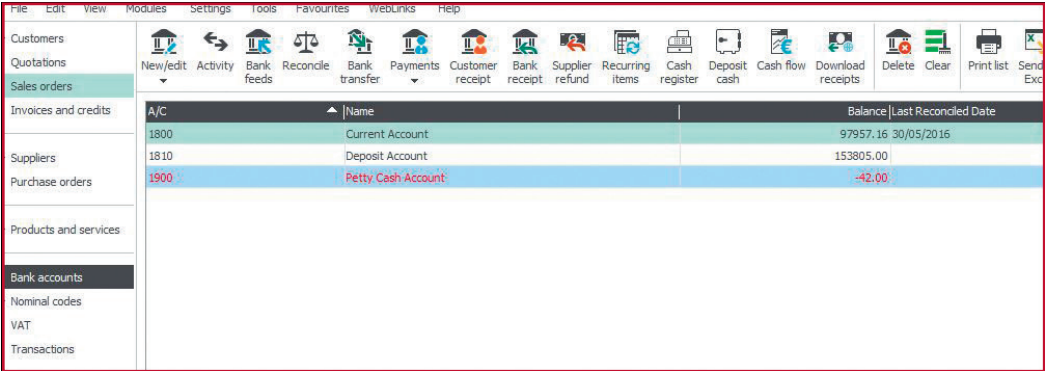
A full set of reports should be generated at least 3 days before the scheduled board meeting.

The following Reports must be printed every month and filed on the monthly Management Report file.

- 1. Balances on All School Bank Accounts**
- 2. Bank Reconciliation Statement for each Bank Account including cheques and Lodgements listings**
- 3. Income and Expenditure Account showing actual versus budgeted figures**
- 4. Balance Sheet**
- 5. List of all creditors / List of accruals / Summary of income received for next school year and prepayments**
- 6. Capital Income and Expenditure Account (Prepare manually)**

7.3.1 Bank Account Balances

A list of all the schools bank accounts together with their balances and last reconciled date can be printed from Sage 50 accounts.



| A/C | Name | Balance | Last Reconciled Date |
|------|--------------------|-----------|----------------------|
| 1800 | Current Account | 97957.16 | 30/05/2016 |
| 1810 | Deposit Account | 153805.00 | |
| 1900 | Petty Cash Account | -42.00 | |

Columns can be selected to include bank reconciliation details.

7.3.2 Bank Reconciliation Statement

The bank accounts must be reconciled each month and the Bank Reconciliation report printed for each account. Copies of the Bank Reconciliation reports must be included as part of the reports for the Board.

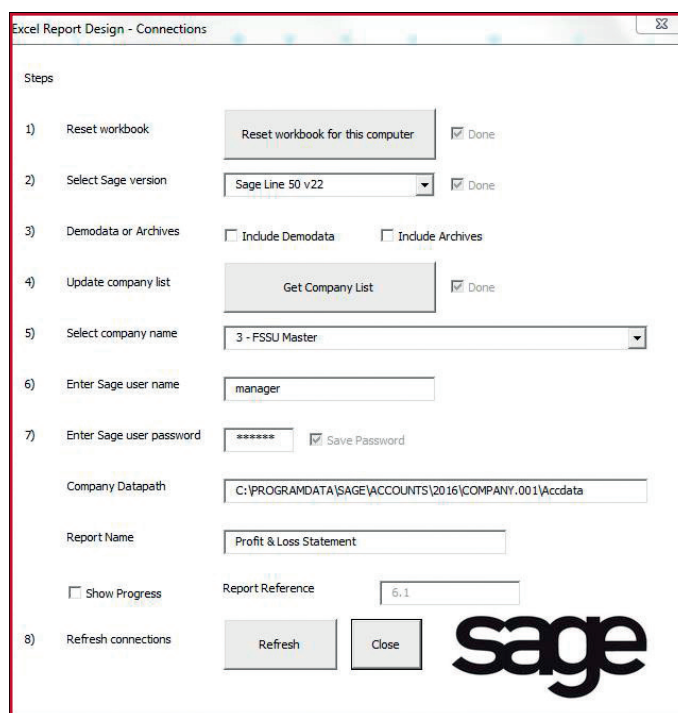
| Date: 02/06/2016 Time: 15:02:44 | | FSSU SAGE 50 Bank Reconciliation | | Page: 1 |
|--|-----------------|---|--------------------|-------------------|
| Bank Ref: | 1800 | Date To: | 02/06/2016 | |
| Bank Name: | Current Account | Statement Ref: | 1800 2016-06-02 01 | |
| Currency: | Euro | | | |
| Balance as per cash book at 02/06/2016: | | | | <u>100,457.16</u> |
| Add: Unpresented Payments | | | | |
| Tran No | Date | Ref | Details | € |
| 329 | 28/02/2016 | February | 2015-2055 | 5,144.50 |
| 333 | 28/02/2016 | February | 2015-2060 | 7,154.63 |
| 335 | 28/02/2016 | February | 2015-2062 | 9,653.26 |
| 337 | 28/02/2016 | February | 2015-2064 | 15,792.50 |
| 338 | 28/02/2016 | February | 2015-2065 | 19,737.31 |
| | | | | <u>57,482.20</u> |
| Less: Outstanding Receipts | | | | |
| Tran No | Date | Ref | Details | € |
| 339 | 28/02/2016 | February | 2015-2016 | 0.54 |
| 353 | 28/02/2016 | February | 2015-2033 | 25.00 |
| 359 | 28/02/2016 | February | 2015-2040 | 32.00 |
| | | | | <u>(57.54)</u> |
| Reconciled balance : | | | | 157,881.82 |
| Balance as per statement : | | | | <u>157,881.82</u> |
| Difference : | | | | <u>0.00</u> |

7.3.3 Income and Expenditure Account

The income and expenditure account summaries the schools activity for the period specified in the report.

The recommended reports for the Board of Management are run from the FSSU templates stored on the computer desktop.

1. Go to the computer desktop and open the FSSU reports file.
2. Click on the Income and Expenditure report
3. Refresh connections



The dialog box 'Excel Report Design - Connections' contains the following steps and fields:

- 1) Reset workbook: Button 'Reset workbook for this computer', checkbox 'Done' (checked).
- 2) Select Sage version: Dropdown menu 'Sage Line 50 v22', checkbox 'Done' (checked).
- 3) Demodata or Archives: Checkboxes 'Include Demodata' and 'Include Archives' (both unchecked).
- 4) Update company list: Button 'Get Company List', checkbox 'Done' (checked).
- 5) Select company name: Dropdown menu '3 - FSSU Master'.
- 6) Enter Sage user name: Text box 'manager'.
- 7) Enter Sage user password: Text box '*****', checkbox 'Save Password' (checked).
- Company Datapath: Text box 'C:\PROGRAMDATA\SAGE\ACCOUNTS\2016\COMPANY.001\Accdata'.
- Report Name: Text box 'Profit & Loss Statement'.
- Show Progress: Checkbox (unchecked).
- Report Reference: Text box '6.1'.
- 8) Refresh connections: Buttons 'Refresh' and 'Close', and the Sage logo.

4. Enter the period for the report
5. Click update
6. The report is generated
7. Print the report

| | | |
|-------------------------------|------------------------|-------------------|
| Updated: | 02/06/2016 | 17:00 |
| Period From: | Mth 1 - Sep 2015 | |
| Period to: | Mth 7 - Mar 2016 | |
| Chart of Accounts | FSSU | |
| Hide Zeroes (Yes) or Show All | (All) | |
| | <div>Connections</div> | <div>Update</div> |

| Categories | Sub-Categories | Nominal | Current | Budget | Difference | 1 Year Pas |
|--------------|-------------------------|-----------------------------------|---------|--------|------------|------------|
| 001 - Income | 001 - Department Income | 3010 - Capitation | 42,088 | - | 42,088 | 43,866 |
| | | 3020 - DEIS Grant | 14,009 | - | 14,009 | |
| | | 3050 - Support Services Grant | 34,866 | - | 34,866 | 21,060 |
| | | 3100 - Secretarial Grant | 10,452 | - | 10,452 | 3,120 |
| | | 3130 - Caretaker Grant | 8,396 | - | 8,396 | 2,600 |
| | | 3150 - Book Grant | - | - | - | |
| | | 3170 - Special Subject Grant | - | - | - | |
| | | 3190 - Home Economics Grant | - | - | - | |
| | | 3200 - Transition Year Grant | - | - | - | |
| | | 3210 - Leaving Cert Applied Grant | - | - | - | |
| | | 3220 - Grant for Traveller Sts. | - | - | - | 200 |

7.3.4 Balance Sheet Report

The balance sheet report is a snapshot of the school's financial position at a single point in time.

The recommended reports for the Board of Management are run from the FSSU templates stored on the computer desktop.

1. Go to the computer desktop and open the FSSU reports file.
2. Click on the Balance Sheet report
3. Refresh Connections
4. Enter the period for the report
5. Click update
6. The report is generated
7. Print the report

| | | |
|-------------------|------------|--|
| Updated: | 02/06/2016 | 17:01 |
| Date from | 01/09/2015 | |
| Date to | 29/02/2016 | |
| Prior year start | 01/09/2014 | |
| Ac. B/Fwd | Yes | |
| Chart Of Accounts | FSSU | |
| | | <input type="button" value="Update"/> <input type="button" value="Connections"/> |

| Asset or Equity | CurrentOrNet | Category | Nominal Code | Values | Current Period 1 | 1 Year Past |
|--------------------|--------------------------|---------------------------|---|-----------|------------------|-------------|
| Net Assets | 05 - Fixed Assets | 05 - Fixed Assets | 1420 - Capital: Furniture, Fitt | | 541,820 | 541,820 |
| | | | 1430 - Capital: Dept: Fixed Fittings & Eq | (539,369) | (539,369) | (539,369) |
| | | | 1460 - Capital: Computer Equip | 135,509 | 135,509 | 135,509 |
| | | | 1470 - Capital: Depr: Computer Equipment | (123,774) | (123,774) | (123,774) |
| | | 05 - Fixed Assets Total | | 14,186 | 14,186 | 14,186 |
| | | 05 - Fixed Assets Total | | 14,186 | 14,186 | 14,186 |
| Net Current Assets | 06 - Current Assets | 06 - Current Assets | 1720 - Prepayments | 589 | 589 | 589 |
| | | | 1800 - Current Account | 100,457 | 66,571 | 66,571 |
| | | | 1810 - Deposit Account | 153,805 | 153,805 | 153,805 |
| | | 06 - Current Assets Total | | 254,851 | 220,965 | 220,965 |
| | 07 - Current Liabilities | 07 - Current Liabilities | 2440 - Accruals | (6,231) | (3,789) | (3,789) |
| | | | 9997 - Vat on Purchases (Do Not Use) | - | - | - |

7.3.5 Trial Balance

The trial balance is a list of all nominal records that have a balance at the period date requested. It is a checking report and its main purpose is to make sure that the sum of all debit balances equals the sum of all credit balances.

| N/C | Name | Debit | Credit |
|------|------------------------------------|------------|------------|
| 1420 | Capital: Furniture, Fitt | 541,820.00 | |
| 1430 | Capital: Dept: Fixed Fittings & Eq | | 539,369.00 |
| 1460 | Capital: Computer Equip | 135,509.00 | |
| 1470 | Capital: Depr: Computer Equipment | | 123,774.00 |
| 1700 | Sales Ledger Control | 2,500.00 | |
| 1720 | Prepayments | 589.00 | |
| 1800 | Current Account | 97,957.16 | |
| 1810 | Deposit Account | 153,805.00 | |
| 1830 | Deposit Account | | 9,000.00 |
| 1900 | Petty Cash Account | | 42.00 |
| 1950 | Cash Control Account | | 0.54 |
| 2100 | Purchase Ledger Control | | 18,962.81 |
| 2105 | School Income Received in Advance | | 32,974.00 |
| 2200 | Net Wages Control | 2,121.09 | |
| 2230 | PRD Control Account | | 903.00 |
| 2250 | PAYE/PRSI Control | 2,695.50 | |
| 2260 | VAT Control Account | | 810.00 |

If the totals on your **trial balance do not balance** this may indicate that your data is corrupted.

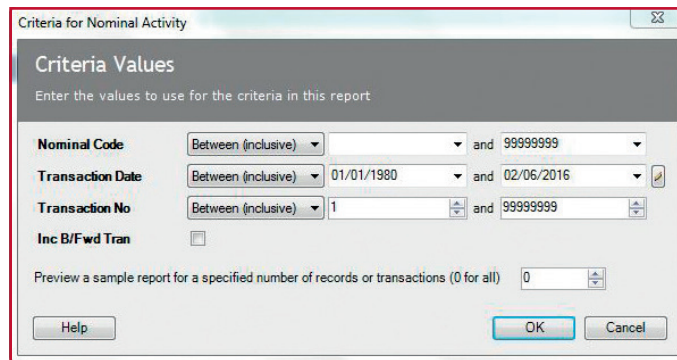
To investigate, run the **Check Data** routine from **File » Maintenance » Check Data**

Each value is drillable. Click on the value of the account and it will drill to that accounts nominal activity to display where the figure has been drawn from.

7.3.6 Nominal Activity Report

This report lists all the nominal codes showing the current balance and the transactions for dates selected.

Nominal Codes » Reports. Nominal Activity



Criteria for Nominal Activity

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) and 99999999

Transaction Date: Between (inclusive) 01/01/1980 and 02/06/2016

Transaction No: Between (inclusive) 1 and 99999999

Inc B/Fwd Tran: ☐

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

Do not select Inc B/Fwd Tran

Preview

Print Email Export Page Setup Printer Offsets Edit Styles Close Goto Page 23

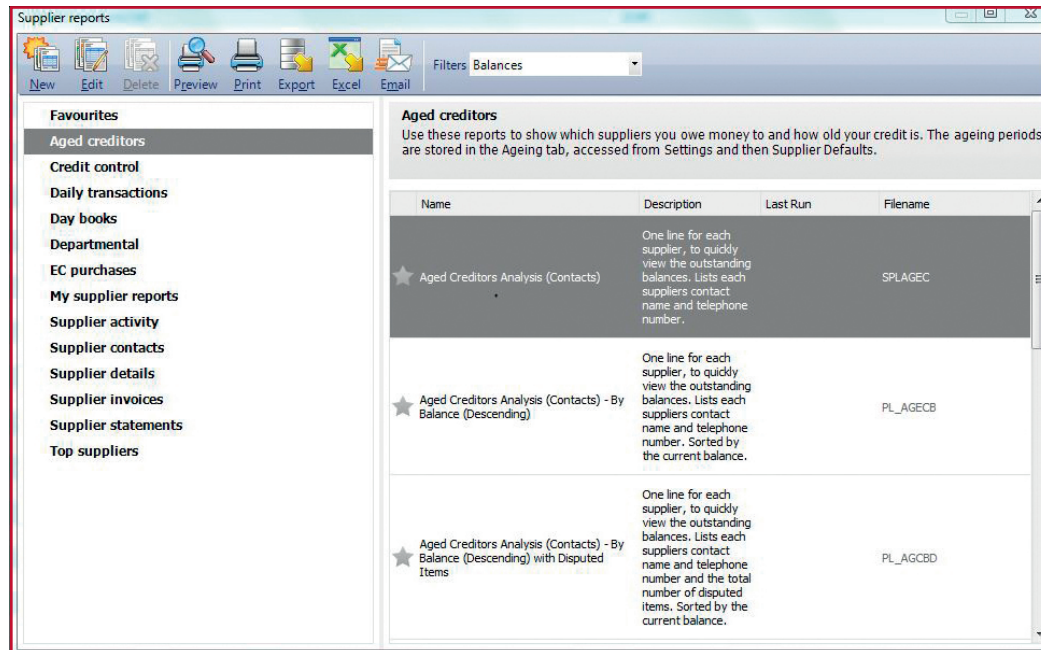
| FSSU SAGE 50 | | | | | | | | | | | |
|--|------|------------|---------|-----------------|-----------------|------------------|-----|-------------|-----------|----------|-----|
| Nominal Activity | | | | | | | | | | | |
| Date: 02/06/2016 Time: 17:05:04 Page: 23 | | | | | | | | | | | |
| N/C: | | 5400 | | Name: Security | | Account Balance: | | 1,387.17 DR | | | |
| No | Type | Date | Account | Ref | Details | Dept | T/C | Value | Debit | Credit | V B |
| 220 | JD | 31/01/2015 | 5400 | sept-jan | sept-jan 2015 | 0 | T9 | 1,772.00 | 1,772.00 | - | - |
| 272 | JC | 31/08/2015 | 5400 | Ledger | Ledger Year End | 0 | T9 | 1,772.00 | | 1,772.00 | - |
| 321 | BP | 28/02/2016 | 1800 | February | 2015-2045 | 0 | T4 | 1,387.17 | 1,387.17 | | N N |
| Totals: | | | | | | | | 3,159.17 | 1,772.00 | | |
| History Balance: | | | | | | | | 1,387.17 | | | |
| N/C: | | 5450 | | Name: Insurance | | Account Balance: | | 0.00 | | | |
| No | Type | Date | Account | Ref | Details | Dept | T/C | Value | Debit | Credit | V B |
| 78 | JD | 31/08/2014 | 5450 | O/Bal | o/bal | 0 | T9 | 7,492.00 | 7,492.00 | - | - |
| 164 | JC | 31/08/2014 | 5450 | Ledger | Ledger Year End | 0 | T9 | 7,492.00 | | 7,492.00 | - |
| 221 | JD | 31/01/2015 | 5450 | sept-jan | sept-jan 2015 | 0 | T9 | 3,545.00 | 3,545.00 | - | - |
| 273 | JC | 31/08/2015 | 5450 | Ledger | Ledger Year End | 0 | T9 | 3,545.00 | | 3,545.00 | - |
| Totals: | | | | | | | | 11,037.00 | 11,037.00 | | |
| History Balance: | | | | | | | | | | | |
| N/C: | | 5510 | | Name: Heating | | Account Balance: | | 6,717.74 DR | | | |
| No | Type | Date | Account | Ref | Details | Dept | T/C | Value | Debit | Credit | V B |
| 79 | JD | 31/08/2014 | 5510 | O/Bal | o/bal | 0 | T9 | 8,357.00 | 8,357.00 | - | - |
| 165 | JC | 31/08/2014 | 5510 | Ledger | Ledger Year End | 0 | T9 | 8,357.00 | | 8,357.00 | - |
| 222 | JD | 31/01/2015 | 5510 | sept-jan | sept-jan 2015 | 0 | T9 | 2,060.00 | 2,060.00 | - | - |
| Totals: | | | | | | | | 10,774.00 | 10,774.00 | | |
| History Balance: | | | | | | | | | | | |

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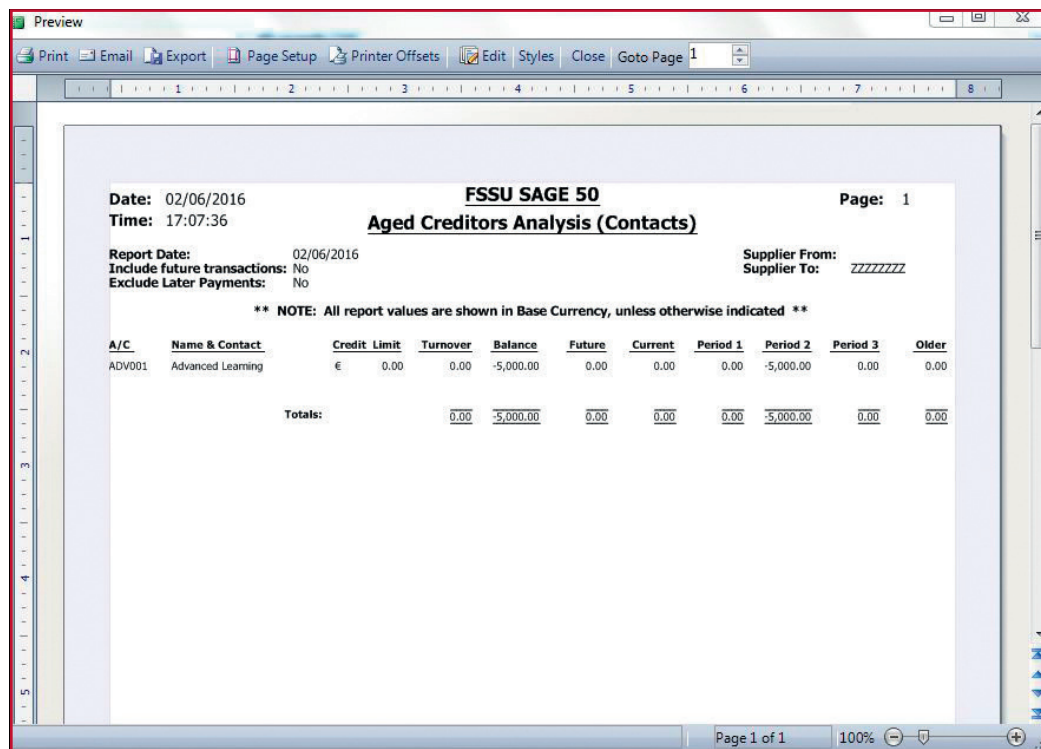
7.3.7 List of Creditors

Schools using the Supplier Module should print an aged creditors report

Click suppliers » reports » Aged Creditors Analysis (summary)



Open the report and enter the relevant dates. Run the report



List of Accruals

Schools using the Bank Module only must list all invoices outstanding.

Prepayments

A list of monies paid in advance must be listed e.g. Insurance

Income received in advance

Many schools request advance payments from incoming first year and other students.

Detailed records must maintained and a summary of the advanced income prepared for the Board.

7.4 Budget Report

A budget report shows your **nominal budget** values against the actual values, and the difference, or variance, between the two. The report can be run for each department separately.

Values are grouped into Income, direct expenses and overhead account codes based on your chart of accounts, for both the month you specify, and the year-to-date. This means you can quickly see which areas are doing well against school budgets and which areas aren't.

To run the Budget Report

1. Nominal codes » Variances.



Note: The Variances button only appears on the Nominal codes window toolbar if you've set the Budgeting Method to Standard within Settings » Company Preferences » Budgeting tab.

2. Select the required output as follows:

| | |
|----------------|--|
| Printer | Sends the report to your printer. |
| Preview | Use this to view the report on-screen. |
| File | Saves the report to file, for example, to print at a later date. |
| Email | Sends the report by email. |

3. To generate the report, click Run » enter any required **criteria** » OK.
4. If there are any **errors** in your chart of accounts a warning message appears > to continue and produce the report » OK.



Note: If your software detects errors in your chart of accounts, your financial reports may be inaccurate. You **should check your chart of accounts** and correct any errors as soon as possible.

Comparative Profit and Loss Report - Preview

Print Email Export Page Setup Printer Offsets Edit Styles Close Goto Page 1

Date: 02/06/2016
Time: 17:08:50

From: Month 1, September 2015
To: Month 12, August 2016

Chart of Accounts: FSSU

FSSU SAGE 50
Comparative Profit and Loss Report

| | Period | | | | | | | Year | | |
|-------------------------------------|-------------------|-------------|--------------------|---------------|------------------|------------------------|---------------|-------------------|-------------|--------------------|
| | Actual | Budget | Budget Variance | Variance % | Prior Year | Prior Year Variance | Variance % | Actual | Budget | Budget Variance |
| Income | | | | | | | | | | |
| Department Income | 114,916.53 | 0.00 | 114,916.53 | 100.00 | 20,845.00 | -44,071.53 | -62.21 | 114,916.53 | 0.00 | 114,916.53 |
| School Generated Income | 27,845.00 | 0.00 | 27,845.00 | 100.00 | 0.00 | 27,845.00 | 100.00 | 27,845.00 | 0.00 | 27,845.00 |
| Other Income | 0.00 | 0.00 | 0.00 | 100.00 | 30.00 | (30.00) | (100.00) | 0.00 | 0.00 | 0.00 |
| | <u>142,761.53</u> | <u>0.00</u> | <u>142,761.53</u> | <u>100.00</u> | <u>20,875.00</u> | <u>27,885.53</u> | <u>101.43</u> | <u>142,761.53</u> | <u>0.00</u> | <u>142,761.53</u> |
| Expenditure | | | | | | | | | | |
| Education Salaries | 2,414.96 | 0.00 | (2,414.96) | 100.00 | 0.00 | (2,414.96) | 100.00 | 2,414.96 | 0.00 | (2,414.96) |
| Education Other | 29,277.13 | 0.00 | (29,277.13) | 100.00 | 21,110.30 | (8,166.83) | (38.69) | 29,277.13 | 0.00 | (29,277.13) |
| Repairs Maintenance & Establishment | 48,585.36 | 0.00 | (48,585.36) | 100.00 | 19,488.00 | (29,097.36) | (149.31) | 48,585.36 | 0.00 | (48,585.36) |
| Administration | 39,132.86 | 0.00 | (39,132.86) | 100.00 | 13,021.27 | (26,111.59) | (200.53) | 39,132.86 | 0.00 | (39,132.86) |
| Financial | 452.25 | 0.00 | (452.25) | 100.00 | 55.00 | (397.25) | (722.27) | 452.25 | 0.00 | (452.25) |
| | | | | | | | | | | |

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7.5 Report Checklist

Reporting

Favourite Report. Use favourite reports to quickly find reports that you use regularly. Right-click the report and choose Add to Favourites.

When running reports the dates can be entered or you can select the preset range by clicking the icon beside transaction date

| | |
|--------------------------|--|
| Bank reports | <ol style="list-style-type: none"> 1. Bank Payments 2. Bank Receipts 3. Unreconciled Bank Transactions 4. Bank reconciliation report – print within Bank Reconciliation section |
| Nominal Reports | <ol style="list-style-type: none"> 1. Audit Trail Report 2. Trial balance report 3. Nominal Activity Report 4. Balance sheet report 5. Income and Expenditure report 6. Budget report |
| Creditors Reports | <ol style="list-style-type: none"> 1. Daybooks: Supplier invoices detailed 2. Daybooks: Supplier Credit detailed 3. Daybooks: Supplier Payments- print from the Bank Module 4. Creditor Activity Summary 5. Creditor Activity Detailed 6. Aged Creditors detailed 7. Aged Creditors Summary |
| Customer Reports | <ol style="list-style-type: none"> 1. Day Books: Customer Invoices 2. Day Book: Customer Credit Notes 3. Day Book: Paid Invoices 4. Customer Activity Summary 5. Customer Activity Detailed 6. Sales Ledger Department Analysis 7. Aged Debtors Analysis Summary 8. Aged Debtors Analysis Detailed |

| | |
|----------------------------|---|
| Board of Management | <ol style="list-style-type: none">1. Balances on All School Bank Accounts2. Bank Reconciliation Statement for each Bank Account including cheques and Lodgements listings3. Income and Expenditure Account showing actual versus budgeted figures4. Balance Sheet5. List of all creditors / List of accruals / Summary of income received for next school year and prepayments6. Capital Income and Expenditure Account (Prepare manually) |
| Year End Reports | <ol style="list-style-type: none">1. Trial Balance2. Nominal Activity3. Audit trail4. Income and Expenditure5. Balance Sheet6. Bank reconciliation report7. Unreconciled receipts and payments8. Aged Suppliers list-detailed (only for schools using the Supplier module)9. Aged Customer list-detailed (only for schools using the Customer module) |

Section 8:

Year End Procedures

- 8.1 Introduction
- 8.2 Preparation for year end
- 8.3 Running the Financial Year End
- 8.4 Check After Running the Year End
- 8.5 Understanding The Year End Routine
- 8.6 Posting Transactions after the Year End
- 8.7 Financial Year End Reports

8.1 Introduction

Sage 50 Accounts works on a 12 month accounting period, referred to as the financial year. You entered this in the Active Setup wizard when you set up your school.

It's really important to make sure this date is correct as when you record transactions their values update to an accounting period on your nominal accounts based on your financial year date and the transaction date. Sage 50 displays a warning message when a transaction date does not fall within the current financial year. At that point you can choose whether to post the transaction to your accounts or not.

At the end of the 12 month period you run the year end to change this date for the new financial year

The year end process moves the total value on each Income and Expenditure nominal code into the retained earnings nominal code, on the last day of the financial year. You can also set up the budgets for the next financial year, and take an archive copy of the data as it is before you run the year end.

8.2 Preparation for year end

Before running your year end, ideally you should post all day-to-day transactions for the year. This ensures that your management reports and year end postings are as accurate as possible.

- All payments and receipts
- Reconcile all Bank Accounts
- All purchase invoices, credit notes and payments
- Correct all errors
- All year end adjustments should be posted (Income received in advance etc.)

Print out Financial Reports

- **Run the check data** – make sure to correct any reported errors before processing the Year End option.
- **Check the chart of accounts** – this program will check the chart of accounts to establish which nominal codes are income and expenditure codes. This will ensure no nominal codes are missed.
- **Change the program date** – change the program date to be the last day of the financial year.
- **Take TWO backups labelled 'Before Year End'** – it is essential to back up the data before running the year end, as this is the **only way** to go back to a pre-year position. It is advisable to take two backups as a precaution against loss or damage of the backup media.
- **Archive Data** – select the option to archive data. This will enable you to view old data without having to restore old backups.

8.3 Running the Financial Year End

To run the year end select **Tools » Period End » Year End**.

This will display the year end window as shown below:

Year End

Year End for 1st September 2015 to 31st August 2016

The Year End will clear all Profit/Loss Nominal Codes to Retained Earnings and optionally create next year's budgets. You can post transactions to any time period without running a Year End.

Prepare for Year End

Detect and correct any data problems.

Check Chart of Accounts for any omissions.

Take a backup now to make sure your data is safe.

Archive your data in case you need to refer to it in the future. Archives can be viewed as read-only data later. ☒

Year End Options

Base next year's nominal or stock budgets on current year actual or budget values. ☐

The date to appear on the year end journal (last day of the current year) transferring profit and loss balances to retained earnings.

Prevent new transactions from being entered before this date (usually the first day of the new financial year). ☐

Run Year End

Running Year End for 31/08/2016 will:

- Change your financial year to 01/09/2016 - 31/08/2017.
- Transfer balances from all profit and loss accounts to retained
- Set the profit and loss nominal accounts for the new financial year to
- Archive your data.

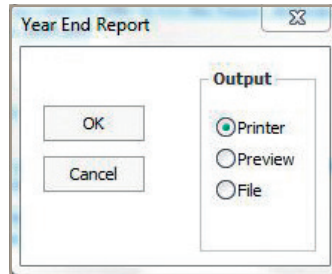
Check the details shown at the bottom of the Year End window are correct before selecting the Run Year End option.

Confirm

? You are about to run your Year End for 01/09/2015 to 31/08/2016.
Do you want to continue?

Click YES if the year end dates are correct.

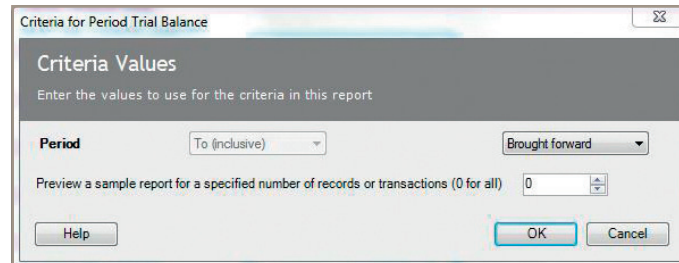
A year end progress screen will appear. Once complete you will be asked if you would like to print the Year End Journal Report. **It is important to print the year end journal report.**



A final message appears that the financial year end has been completed, **click OK.**

8.4 Check After Running the Year End

Run a Brought Forward trial balance. Select **Modules » Nominal codes » Trial Balance**



Criteria for Period Trial Balance

Criteria Values

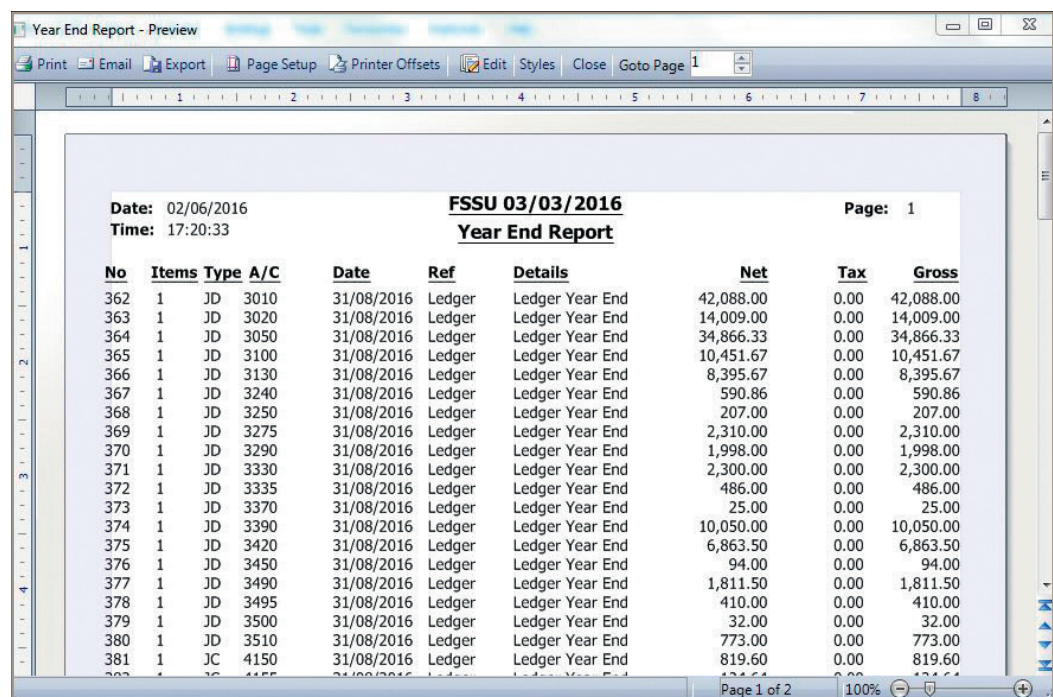
Enter the values to use for the criteria in this report

Period: To (inclusive) Brought forward

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

- Make sure there are no income and expenditure codes on this report
- Next, Check your data again. **File » Maintenance » check Data**
- Finally take another backup of the data and label it 'After Year End'
- **Do NOT clear the audit trail.**



Year End Report - Preview

Print Email Export Page Setup Printer Offsets Edit Styles Close Goto Page 1

Date: 02/06/2016 Time: 17:20:33

FSSU 03/03/2016

Year End Report

Page: 1

| No | Items | Type | A/C | Date | Ref | Details | Net | Tax | Gross |
|-----|-------|------|------|------------|--------|-----------------|-----------|------|-----------|
| 362 | 1 | JD | 3010 | 31/08/2016 | Ledger | Ledger Year End | 42,088.00 | 0.00 | 42,088.00 |
| 363 | 1 | JD | 3020 | 31/08/2016 | Ledger | Ledger Year End | 14,009.00 | 0.00 | 14,009.00 |
| 364 | 1 | JD | 3050 | 31/08/2016 | Ledger | Ledger Year End | 34,866.33 | 0.00 | 34,866.33 |
| 365 | 1 | JD | 3100 | 31/08/2016 | Ledger | Ledger Year End | 10,451.67 | 0.00 | 10,451.67 |
| 366 | 1 | JD | 3130 | 31/08/2016 | Ledger | Ledger Year End | 8,395.67 | 0.00 | 8,395.67 |
| 367 | 1 | JD | 3240 | 31/08/2016 | Ledger | Ledger Year End | 590.86 | 0.00 | 590.86 |
| 368 | 1 | JD | 3250 | 31/08/2016 | Ledger | Ledger Year End | 207.00 | 0.00 | 207.00 |
| 369 | 1 | JD | 3275 | 31/08/2016 | Ledger | Ledger Year End | 2,310.00 | 0.00 | 2,310.00 |
| 370 | 1 | JD | 3290 | 31/08/2016 | Ledger | Ledger Year End | 1,998.00 | 0.00 | 1,998.00 |
| 371 | 1 | JD | 3330 | 31/08/2016 | Ledger | Ledger Year End | 2,300.00 | 0.00 | 2,300.00 |
| 372 | 1 | JD | 3335 | 31/08/2016 | Ledger | Ledger Year End | 486.00 | 0.00 | 486.00 |
| 373 | 1 | JD | 3370 | 31/08/2016 | Ledger | Ledger Year End | 25.00 | 0.00 | 25.00 |
| 374 | 1 | JD | 3390 | 31/08/2016 | Ledger | Ledger Year End | 10,050.00 | 0.00 | 10,050.00 |
| 375 | 1 | JD | 3420 | 31/08/2016 | Ledger | Ledger Year End | 6,863.50 | 0.00 | 6,863.50 |
| 376 | 1 | JD | 3450 | 31/08/2016 | Ledger | Ledger Year End | 94.00 | 0.00 | 94.00 |
| 377 | 1 | JD | 3490 | 31/08/2016 | Ledger | Ledger Year End | 1,811.50 | 0.00 | 1,811.50 |
| 378 | 1 | JD | 3495 | 31/08/2016 | Ledger | Ledger Year End | 410.00 | 0.00 | 410.00 |
| 379 | 1 | JD | 3500 | 31/08/2016 | Ledger | Ledger Year End | 32.00 | 0.00 | 32.00 |
| 380 | 1 | JD | 3510 | 31/08/2016 | Ledger | Ledger Year End | 773.00 | 0.00 | 773.00 |
| 381 | 1 | JD | 4150 | 31/08/2016 | Ledger | Ledger Year End | 819.60 | 0.00 | 819.60 |

Page 1 of 2 100%

8.5 Understanding The Year End Routine

Income and Expenditure account balances are cleared and the year to date figures on these codes are transferred to the retained earnings nominal code using journals.

Balance Sheet balances are brought forward to the new financial year and included in the year to date values on the balance sheet report.

The audit trail is updated with the ledger year end journals that are posted to clear the income and expenditure accounts.

The Nominal Records are updated with the actual monthly balances for the current financial year transferred to the Prior Year column. Any **future** transactions in the previous year become current year **actuals**

Supplier Records are updated – the values in the YTD fields on all suppliers are transferred to the prior year field. Any future dated transactions are transferred into the relevant monthly field in each supplier

Customer Records are updated – the values in the YTD fields on all customers are transferred to the prior year field. Any future dated transactions are transferred into the relevant monthly field in each customer.

The Financial Year start date is moved to the next financial year end.

8.6 Posting Transactions after the Year End

- Of course, there may be the occasional transaction that you need to enter after you run your year end that relates to the previous year.
- If this happens, you can still post **late entries** back into the previous year. If you know the approximate value of these late entries before you run the year end, you can also post transactions known as accruals to reflect their value in your year end figures.

8.7 Financial Year End Reports

As part of the year end procedures the following reports should be printed and filed.

- Trial Balance
- Nominal Activity
- Audit trail
- Income and Expenditure
- Balance Sheet
- Bank reconciliation report
- Unreconciled receipts and payments
- Aged Suppliers list-detailed
- Aged Customer list- detailed

