FSSU
Financial Support
Services Unit

FSSU SAGE Accounts Manual

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Introduction

Welcome

The Financial Support Services Unit (FSSU), established by the Department of Education under Circular M36/05, provides support and training to schools in the Voluntary Sector on all aspects of school finances. Our goal is to ensure schools have a robust and supported computerised accounts package, enabling school management and Trustees/Patrons to meet their financial accountability obligations for State and other funding.

Since the transition from TAS in 2014, Sage 50 Accounts has proven to be a reliable and robust accounting solution for schools. It is a desktop-based system that combines stability with modern enhancements. Key new features include:

- **Remote Data Access:** Enables secure, real-time collaboration for authorised users, making remote working and communication with finance teams and accountants seamless.
- **Bank Feeds:** Automatically imports bank transactions into the software, reducing manual input and allowing for faster, more efficient bank reconciliations.

We are confident that Sage 50 Accounts continues to meet all requirements, providing assurance and confidence to our schools. Full support and training from the FSSU will remain available on an ongoing basis.

Financial Support Services Unit

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Set Up

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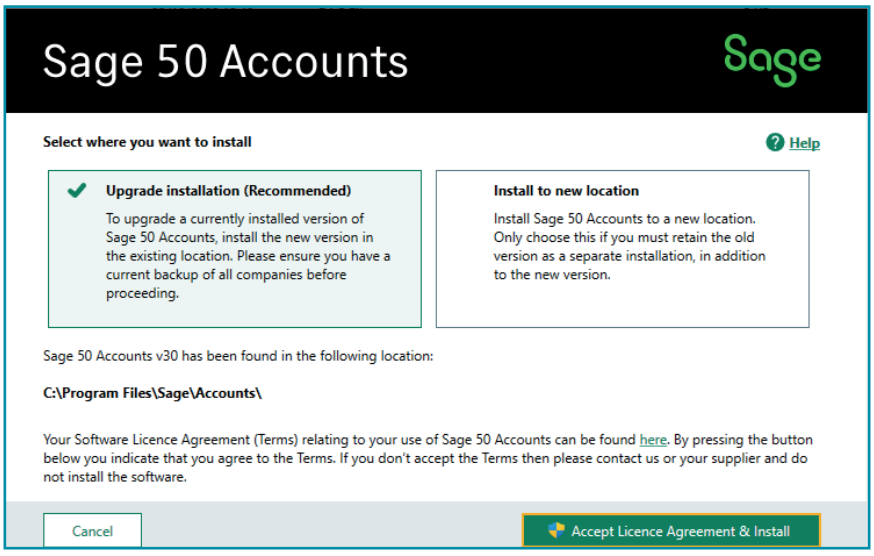
1.1 Install Sage 50 Accounts software

1.1.1 Install Sage 50 Accounts on a single computer

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

1. Have your serial number, activation code and account number at hand. This information is available under Help/About.
2. Download the latest version of Sage 50 Accounts – Full Program
3. Run the program as administrator to install the software
4. Select Upgrade installation (Recommended).



5. Click Accept Licence Agreement & Install
6. Installation will run and complete
7. Launch Sage 50

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.

For assistance, please email fssuqueries@sage.com

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.

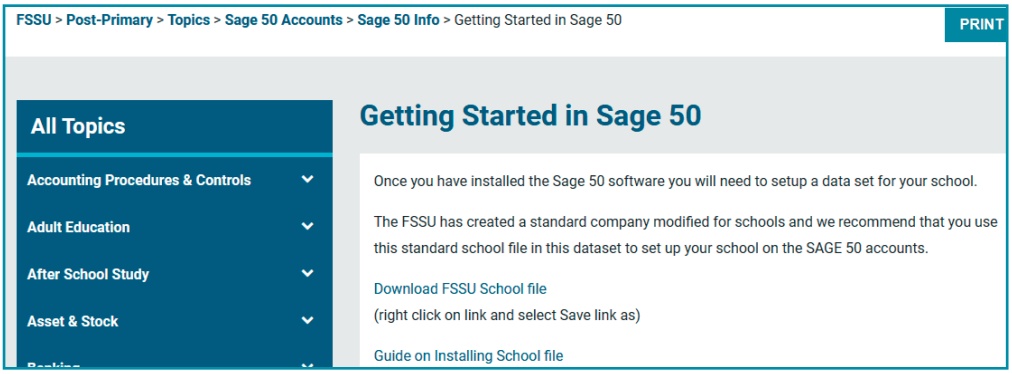
If you're unsure how to do this, consult your IT administrator, the Windows help system, or email Sage Technical Support at fssuqueries@sage.com.

1.3 Installing FSSU Chart of Accounts (where you are moving to Sage 50 Accounts from another software package/ excel / manual recording)

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. This dataset is available on our website here.

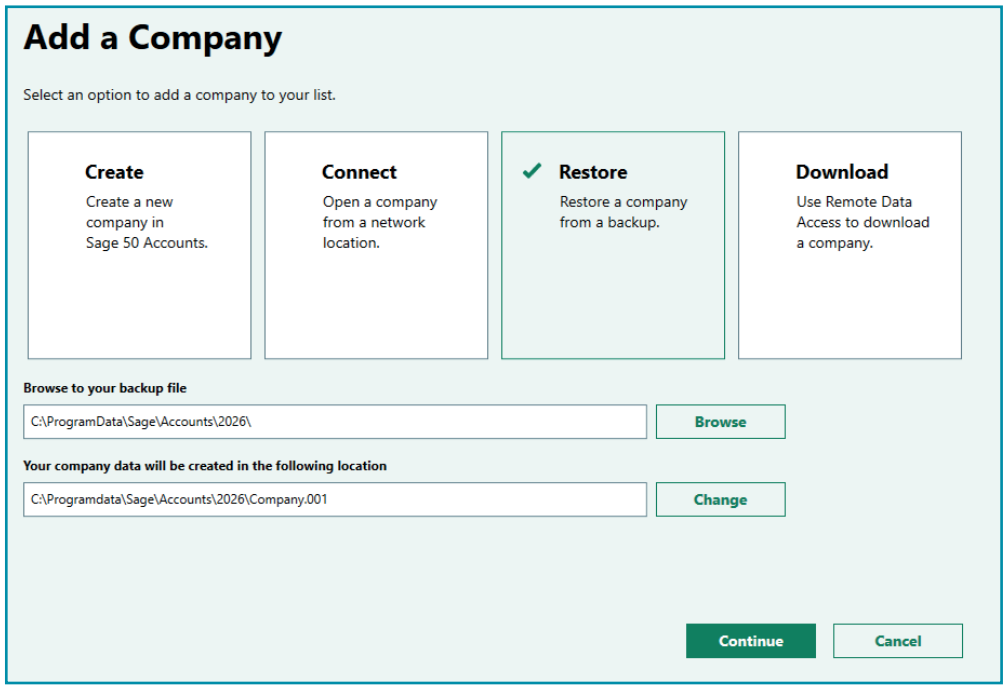


Right click on Download FSSU school file and select Save link as and save to the desktop 3. Open sage 50 and click on Add, Select restore a Company from a backup and follow onscreen instructions.

The following section outlines the key options for adding a Company into Sage 50 in particular where Sage 50 is being moved to a new PC or laptop

3. **Launch Sage 50 to set up the Sage 50 accounts for the relevant data set.**

   To add a Company there are 4 options shown below.



The two key options will be:

Option 1: Click on Restore from a backup.

Click on Browse and select the relevant Sage data backup that you want to restore.

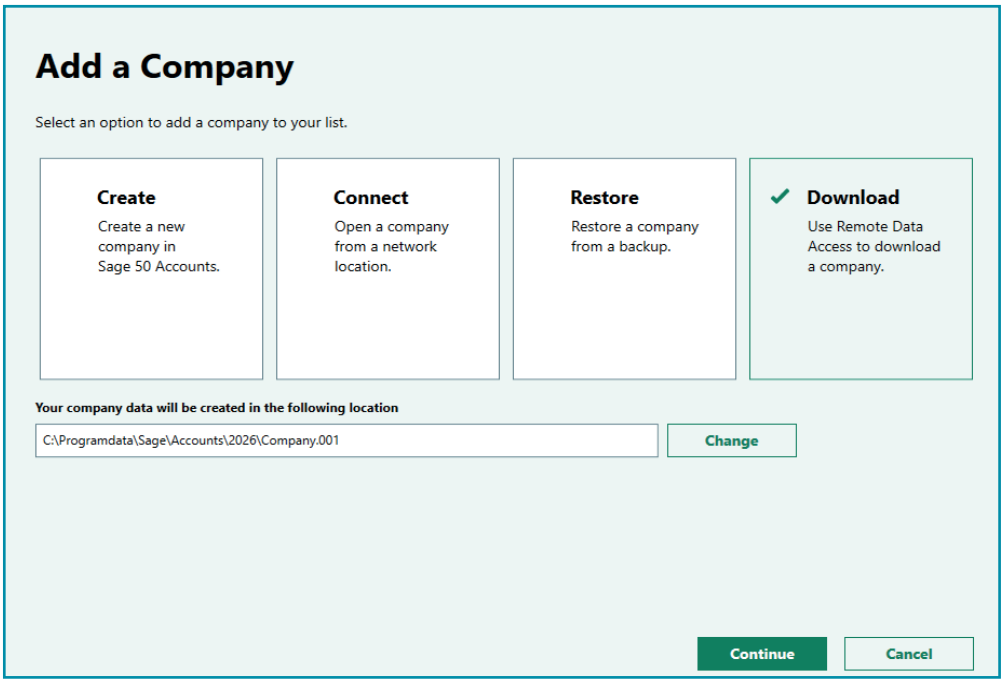
- e.g. FSSU dataset from step 2 above where you are starting off with Sage 50 for the school accounts.
- Or the latest data backup where you are moving Sage 50 to a new PC.

Click continue.
Click Restore
Finish

Option 2: Download: Use remote data access to download a company

Ensure the administrator has granted the username access to the data and that you know the encryption password for the dataset. You should also have a **Sage account** which is the online account you use to access Sage services, including **Remote Data Access (RDA)** in Sage 50 Accounts. It is for your login to Sage's cloud-based features.

Select download from the Add Company screen.



Follow the onscreen instructions to activate.

There is further information on activating remote data access in section 1.11 below.

1.4 Installing FSSU Board of Management Reports

The FSSU has created a standard set of Board of Management reports which have to be downloaded and saved into the Sage 50 software. These reports will then be available to run for monthly reporting purposes.

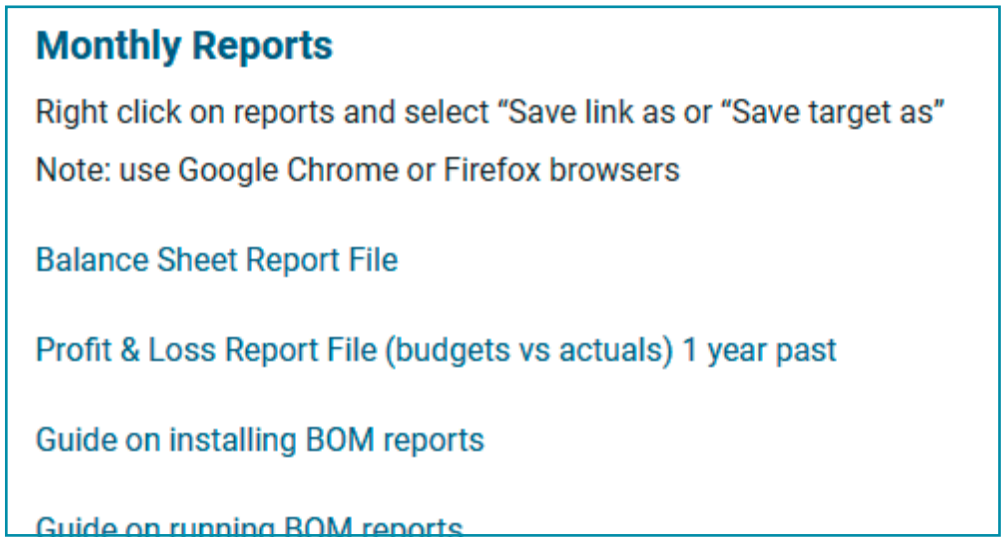
The recommended reports which are available here to download from our website are:

1. Profit & Loss Report (budget v actuals) & I year past
2. Balance Sheet Report
3. Income and Expenditure Report with Prior Year to date

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

Steps for installation - (This will need to be done just once. These steps may also be followed when moving Sage 50 to a new PC and the reports were not part of the restored backup)

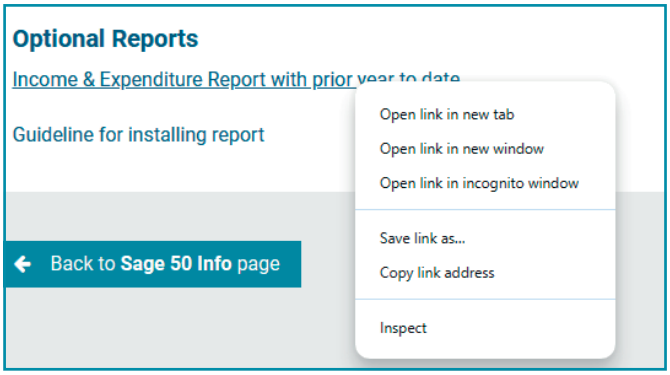
1. **Open Sage 50 Accounts for your school.**
2. **Create a folder on your desktop and label it- "BOM SAGE 50 customised reports".**
3. **Open an internet browser and go to"Getting Started in Sage 50" on FSSU website.**



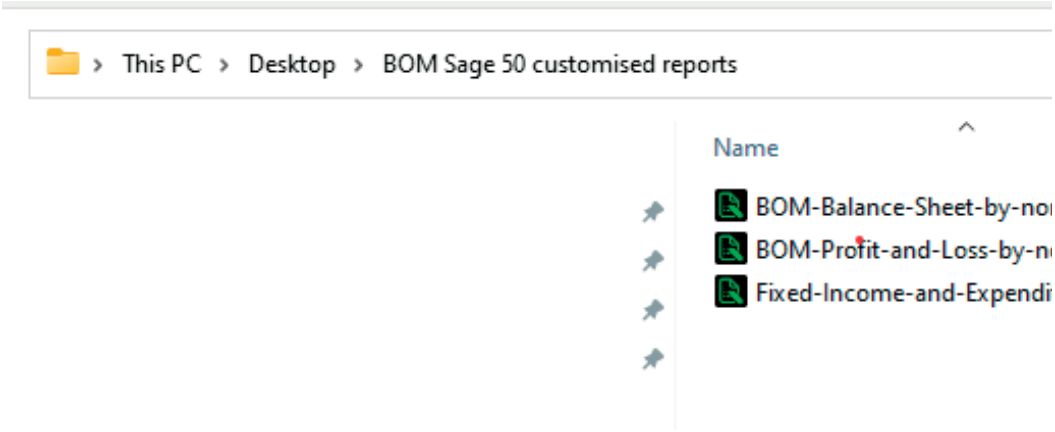
Under Monthly reports, right click on Balance sheet report file and select save link as and save to folder created in step 2

4. **Right click on Profit & loss report and select save link as and save to folder created in step 2**

5. **The Income and Expenditure account with prior year comparatives is under Optional Reports on this web page. Right click on the report and save link as to folder created in step 2**

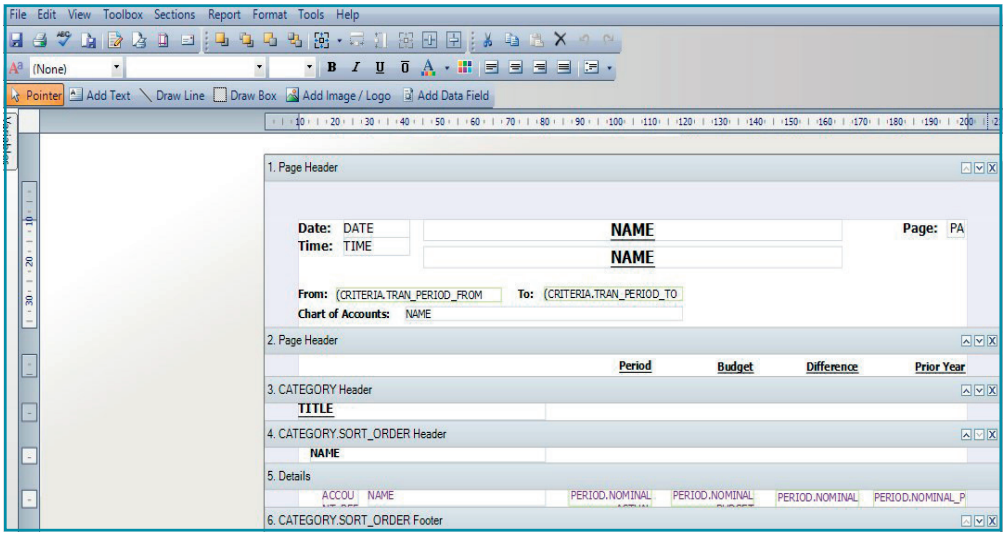


1. Go to the folder on your PC created in step 2 and each report will be listed. Each report will have to be opened and saved to My Nominal reports in the Sage 50 program.



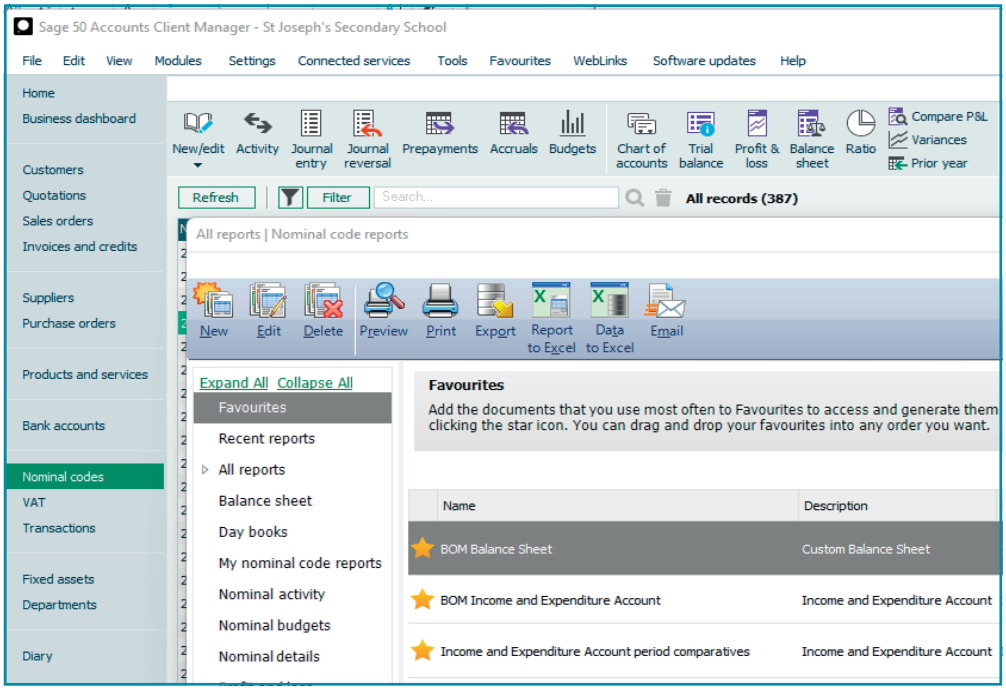
Double click on the BOM Balance sheet

6. You may have to enter your Sage login details – manager & password



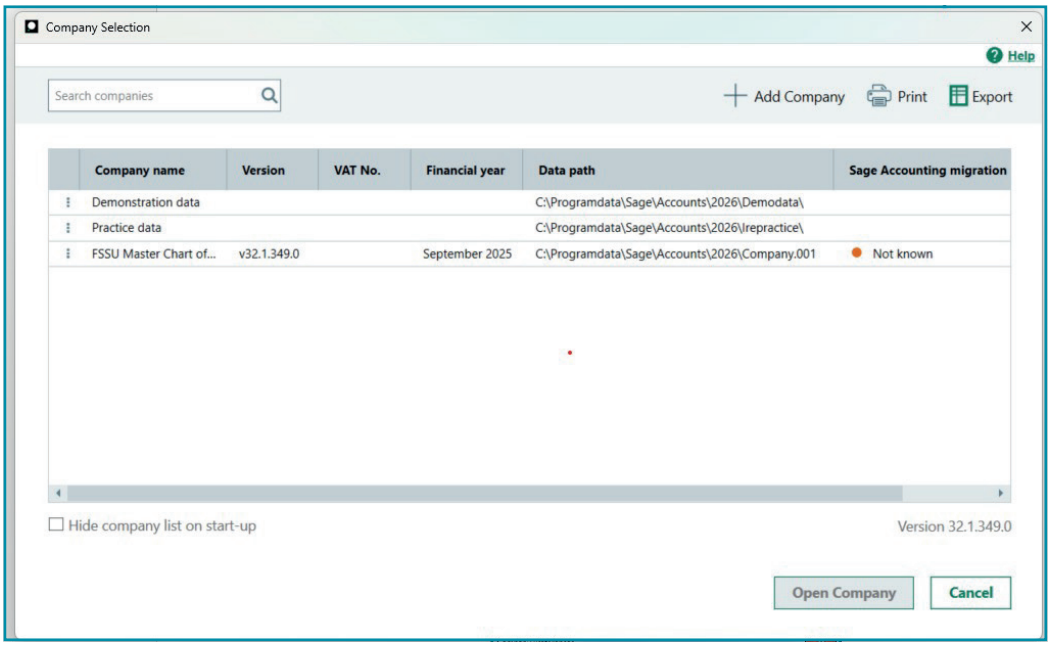
7. The report opens then click File > click Save as
8. The file will save in My Nominal Reports
9. Please type in the following file name - BOM Balance sheet -click Save
10. Follow the same steps for the BOM Profit & Loss report, name the report "BOM Income and Expenditure Account' -click Save
11. Finally double click on Fixed Income & Expenditure Account with Prior Year to date and then save that file naming it – Income & Expenditure Account comparative prior year period & click save
12. Click exit - to return to Sage 50 home screen

13. Click nominal > reports > my nominal code reports > click the star to Yellow and they will be added to favourites



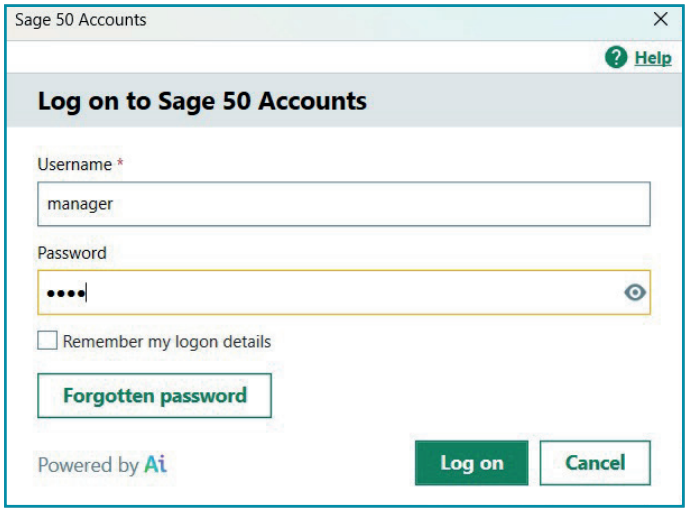
1.5 Customising School Settings and Preferences

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



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

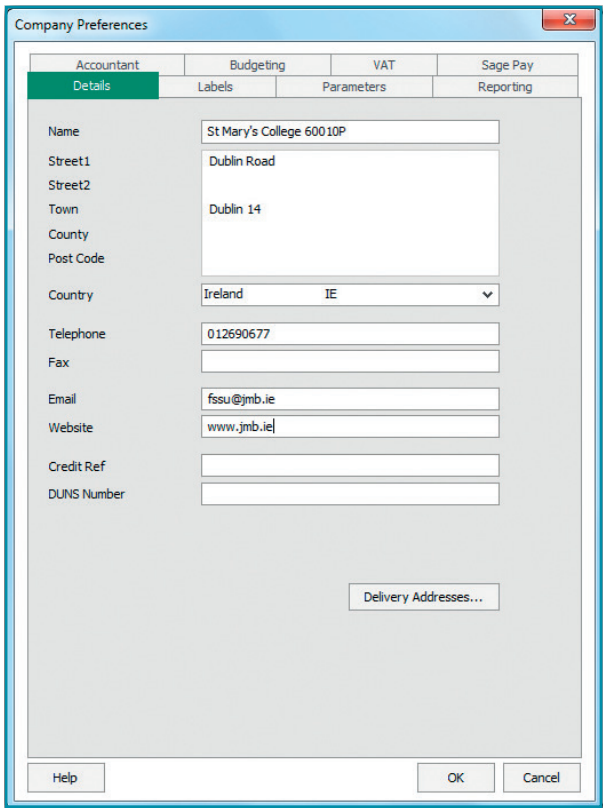
The Login window is presented.



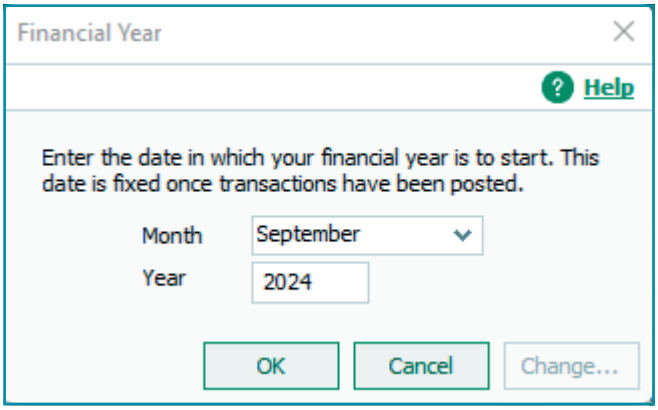
Manager is the standard Logon Name & password for dataset is fssu, **click Ok to open data set.**

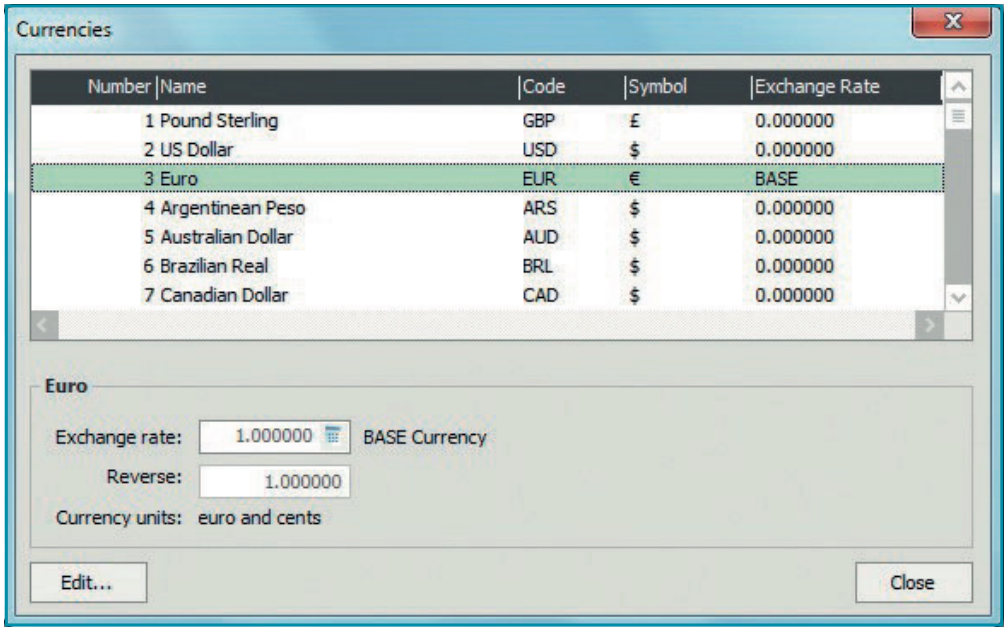
Select Settings/Company preferences/details

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



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.





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.

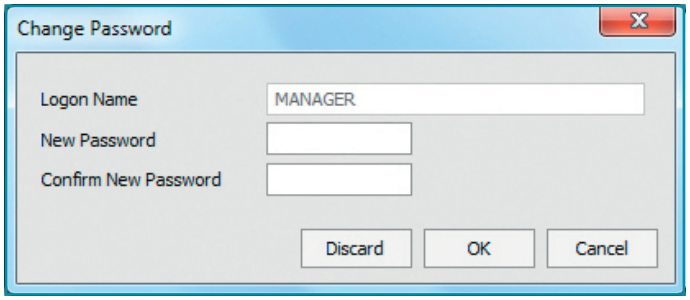
1.6 Setting Password and Access Rights

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.

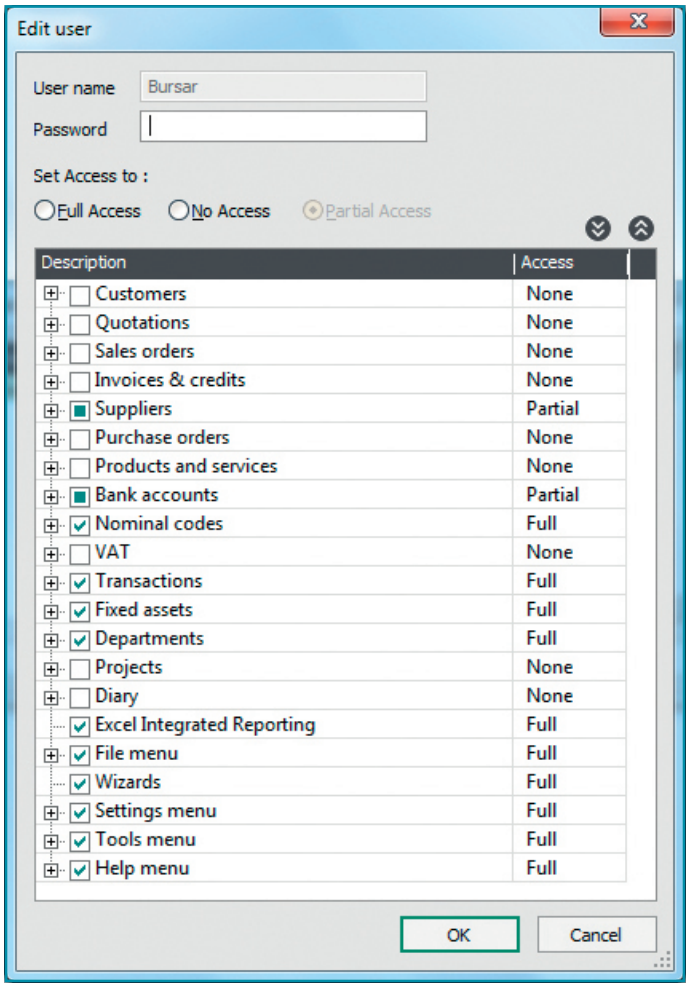
Please give this password to the principal immediately.

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**



Define the areas a user can access

To define a user's access to a module, select or clear the ünext 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 ünext 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.32** or relevant version number
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	Indicates corruption in your data. If you have errors we strongly recommend that you **restore a backup** of the data prior to the errors occurring. 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.
Warnings	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. To resolve any warnings in your data, please refer to the steps on https://my.sage.co.uk/public/mydata.aspx
Comments	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. To resolve any comments in your data, please refer to the steps on https://my.sage.co.uk/public/mydata.aspx
Recovery Tools	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. 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

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. • 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, there are two methods of amending transactions.

Amending transactions Method 1: Make corrections in activity windows

Transactions can be amended direct from the activity windows, speeding up the corrections process and saving you valuable time.

Where to find the new options

WINDOW	OPTIONS
Click **Customers**, select a customer and click **Activity**.	• Edit transaction • Unallocate transaction • Delete transaction
Click **Suppliers**, select a supplier, then click **Activity**.	• Edit transaction • Unallocate transaction • Delete transaction
Click **Bank**, select a bank account, then click **Activity**.	• Edit transaction • Delete transaction
Click **Nominal**, select a nominal account then click **Activity**.	• Edit transaction • Delete transaction

Amending Transactions Method 2

Within the Transactions module you can correct, reverse or delete your transactions.

Open the Transactions module > select the transaction you want to amend or delete H 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:** 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.

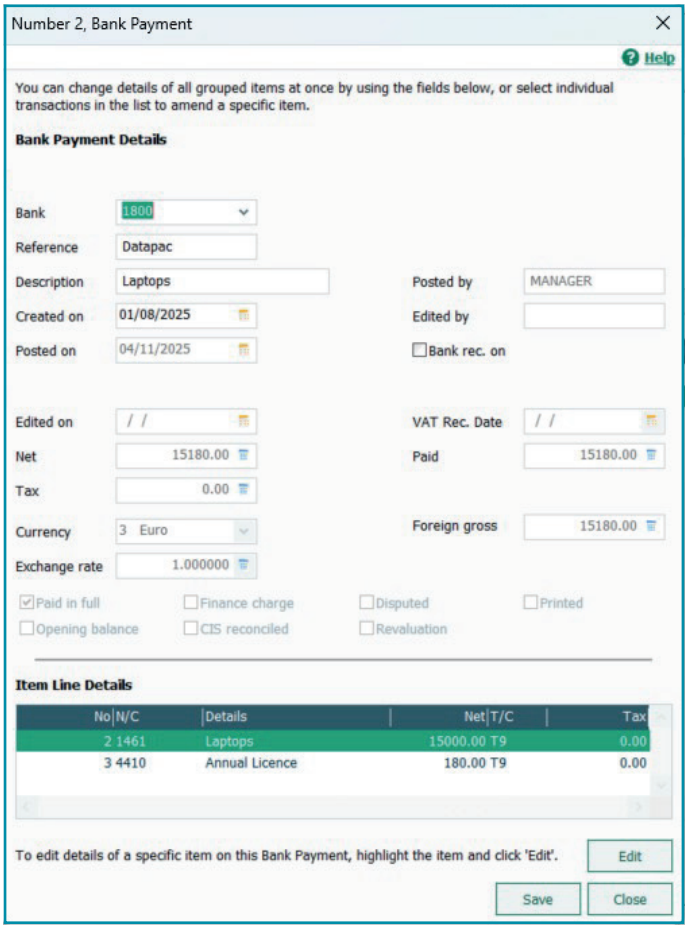
If you amend a non-critical field, the Edit option makes the changes to the original transaction and no new transaction is created.

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.



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.

1.11 Activate remote data access to be ready to access Sage data from the cloud

Using Remote Data Access, you can share your data securely via the cloud, giving you and other users access to your accounts from home or anywhere with an internet connection.

Instructions

- Click on Settings > User management > Users.
- Select manager > Click Edit.
- Click Allow Remote Data Access.
- Follow the on-screen instructions and create a 15-digit passphrase when asked.
- The System will confirm that the data is now on the cloud.
- Other users including the school accountant can now be granted remote data access subject to the user licences and using the appropriate versions of Sage.

CAUTION: Remote Data Access isn't a data backup service, and you must take regular backups of your data.

Grant remote data access to additional users

With a one user licence – this gives 1 main user (Manager), 1 connected user and 1 Accountant user. The 1 connected user cannot access Sage at the same time as the main user. Therefore, if two users are required at any one time, please contact Sage to avail of the FSSU agreed price (currently €5 plus VAT) for each additional user.

Instructions

- Click on Settings > User management > Users.
- Add a user (for example for Principal) or Accountant.
- Select User type and assign appropriate level of access.
- If appropriate allow remote data access and complete the onscreen instructions
- Click Finish
- The user will now be sent an email informing them that they have been granted access. They will need to have the relevant Sage information including the passphrase. They will also have to activate a Sage Account with their email address and link it to the school Sage account.
- The Accountant will be required to have Sage 50cloud Client Manager, use the same version as the school and know their username, password, and passphrase to establish a successful link to the schools' data on the cloud.

Setting up Sage 50 and using remote data access on a remote PC or laptop

- Download the same version of Sage 50 Accounts as being currently used to the new laptop
- Have a sage account setup at www.my.sage.co.uk
- Run latest version of Sage 50, at Company setup stage, select Remote Data Access and follow the on-screen instructions.
- The passphrase will be required to gain access.
- Login to the school accounts using username and password relevant to the user.
- Always backup as normal as Remote Data access is a data sharing system on the cloud and is not a backup facility.
- Take note and follow up on any warnings that the PC is not connected to the drive as any changes made while offline will mean that the processing will not update on the cloud.

Section 2:
Opening Balances

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2.1 Getting familiar with Sage 50 Screen layout

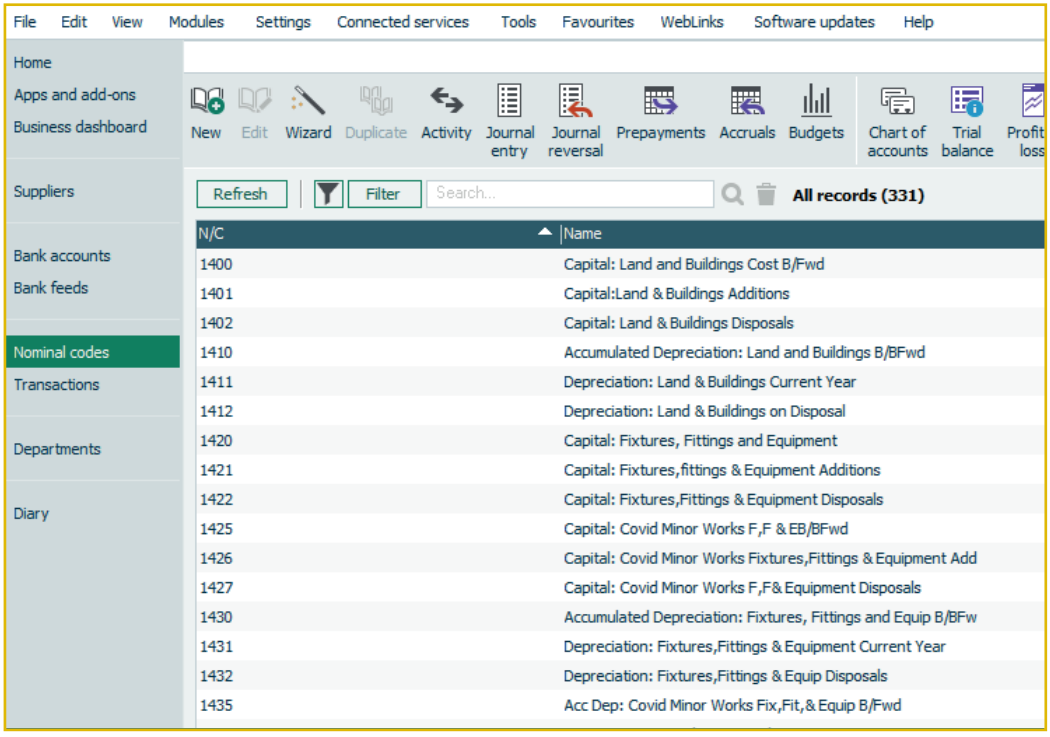
To help you get used to the different options, this section explains how to navigate the software,

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	The **title bar** shows the name of the Sage software you're using and the name of the company you have open. 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.
Menu bar	The **menu bar** contains several menus, each with its own set of options. 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. For example, to open the Tools menu, press ALT + T. This opens the drop-down list,
Control menu	The Control menu box is in the upper-right corner of each window. They look like this: 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.
Status bar	The status bar displays the Sage 50 Accounts user name, computer name, software date, financial year start date and last transaction number. To view or hide the status bar, go to View » Status Bar.
Navigation bar	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.

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



2.2 Menu bar

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

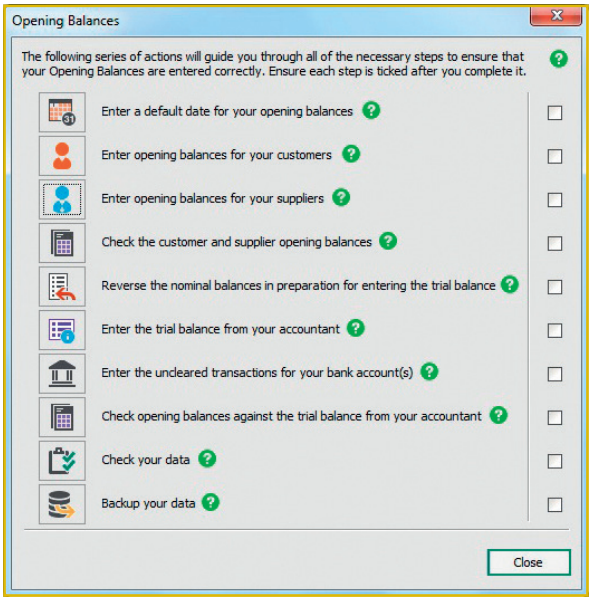
Some examples of key school processes which you can access via the menu bar are:

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

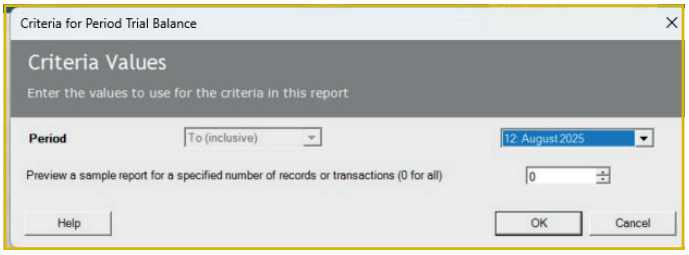
When you start using Sage 50 Accounts you will need to enter a trial balance to represent your financial position. Preparing for this routine is vital. The accuracy with which entries are posted is imperative to ensure success.

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 (or relevant prior accounting system) e.g.TAS 134 report.
3. Check the account codes on TAS (or relevant prior accounting system) 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**'

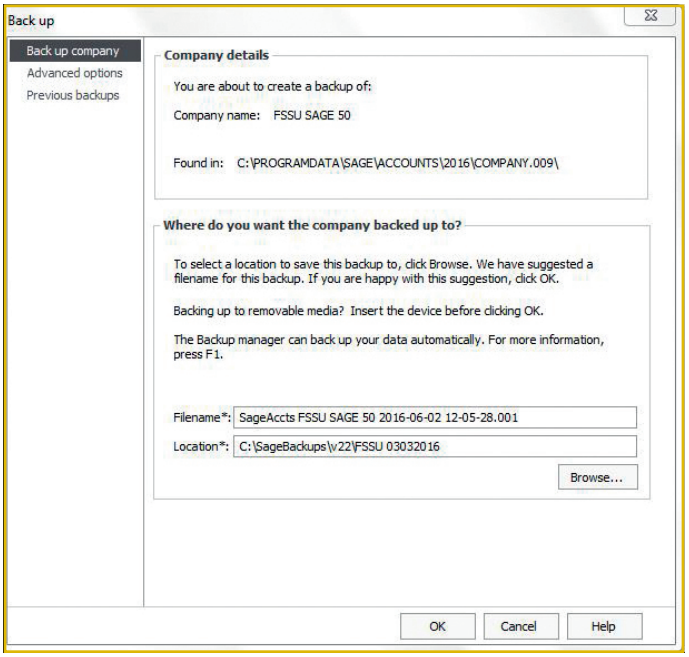


7. You must enter the complete Trial Balance before saving.
8. Enter the figure from the TAS (or relevant prior accounting system) Trial Balance using the last day of the period e.g. If the TAS 134 report was ran for period 1 to 10 (September to June) use the 30th of June XXXX as the date of input.
9.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

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



12. Enter date of trial balance as final period used in TAS 134report (or relevant accounts system TB report) e.g. June XXXX
    - Check the opening balances against the TAS (or relevant prior accounting system) 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.



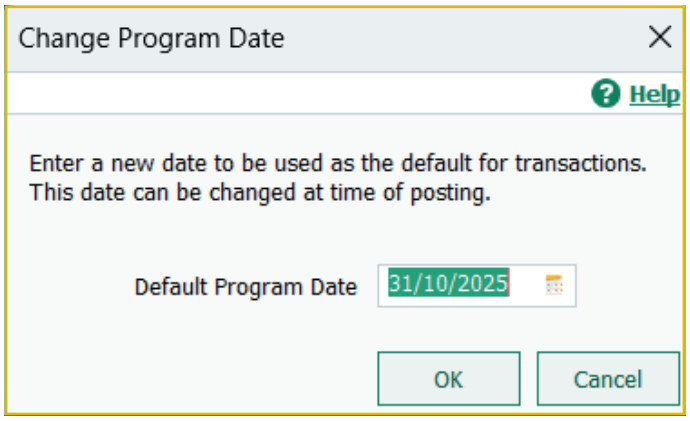
    - From here you can choose your filename and backup location. Click **OK** to backup.

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:

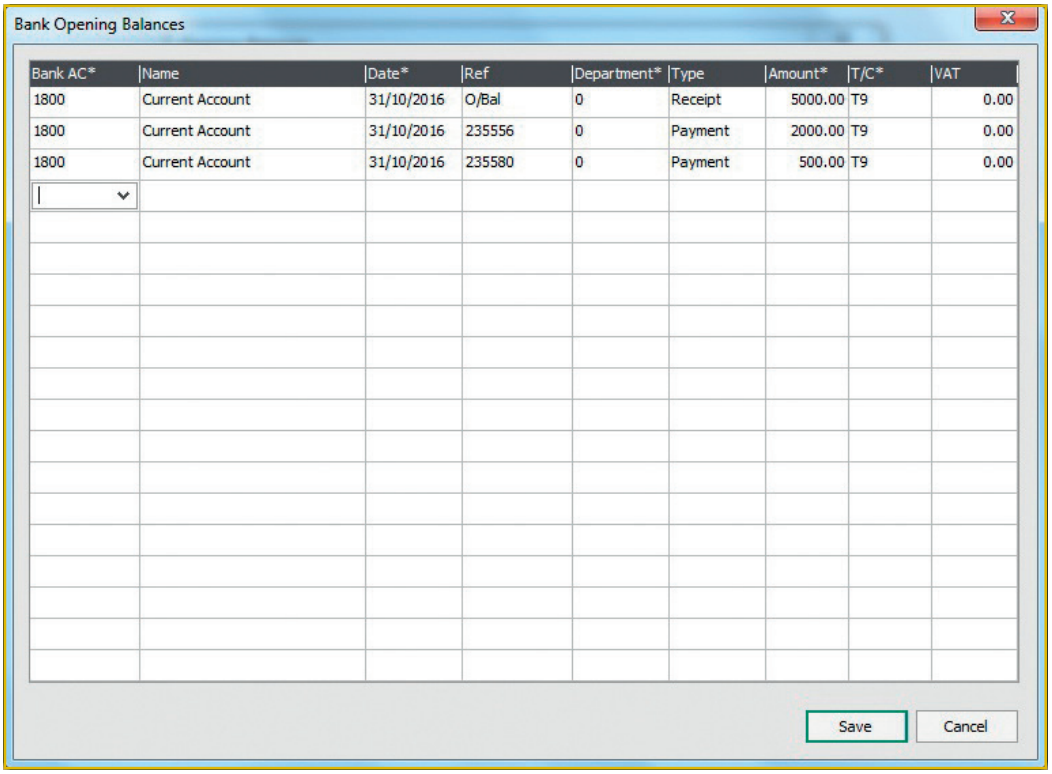
Settings » Change Program Date



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 (or relevant prior accounting system) 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 outstanging 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.



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 (or relevant prior accounting system) and investigate any differences.

Check Data

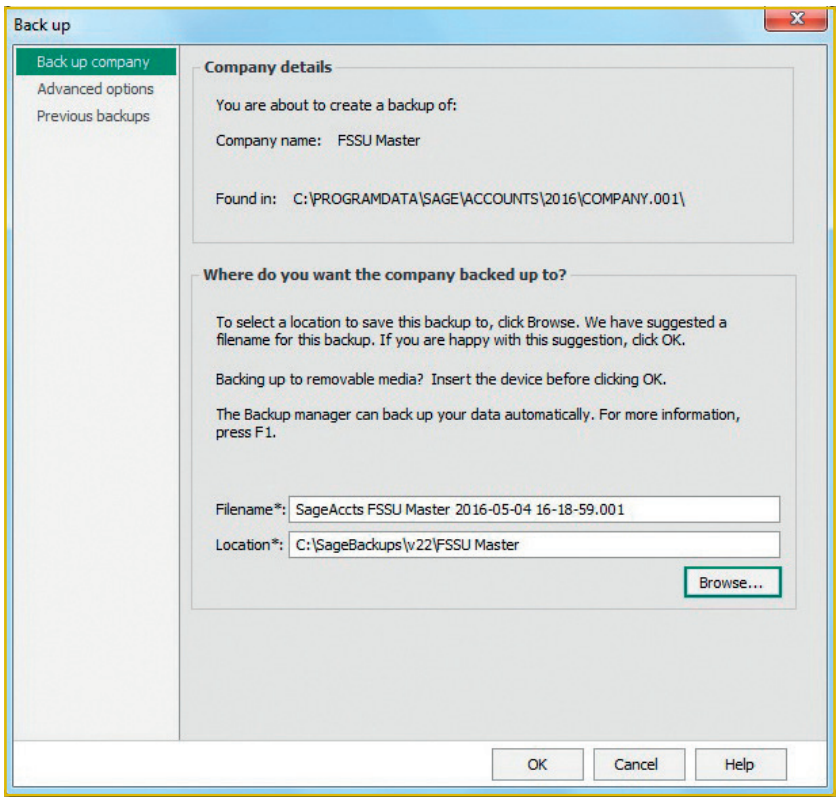
Run the 'check data' wizard to ensure all data entered correctly.

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 (or relevant prior accounting system) 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 (or relevant prior accounting system) suppliers run the report in TAS (or relevant prior accounting system) and export to excel.

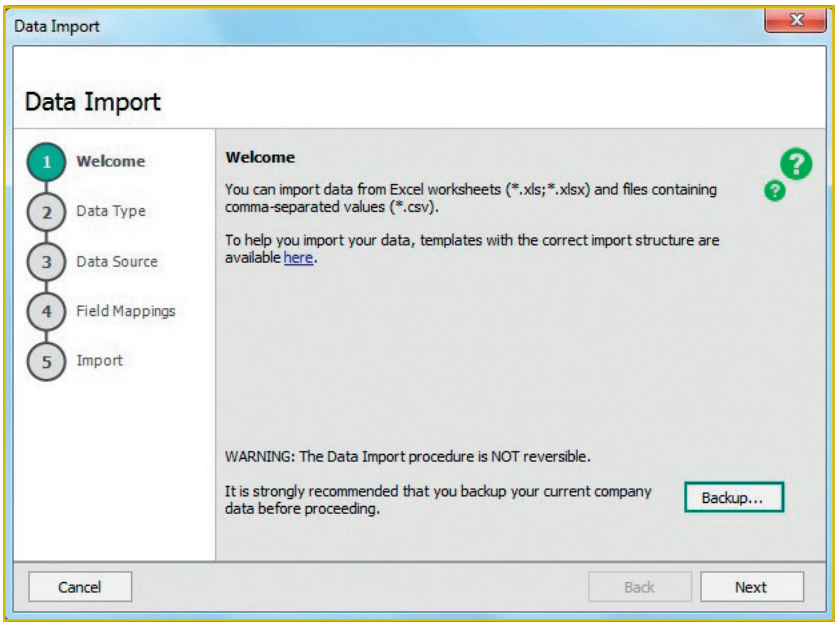
Use the template for suppliers and copy the information into the correct columns. Remenber there must be no text or blank rows. The account codes must be less than 8 characters.

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

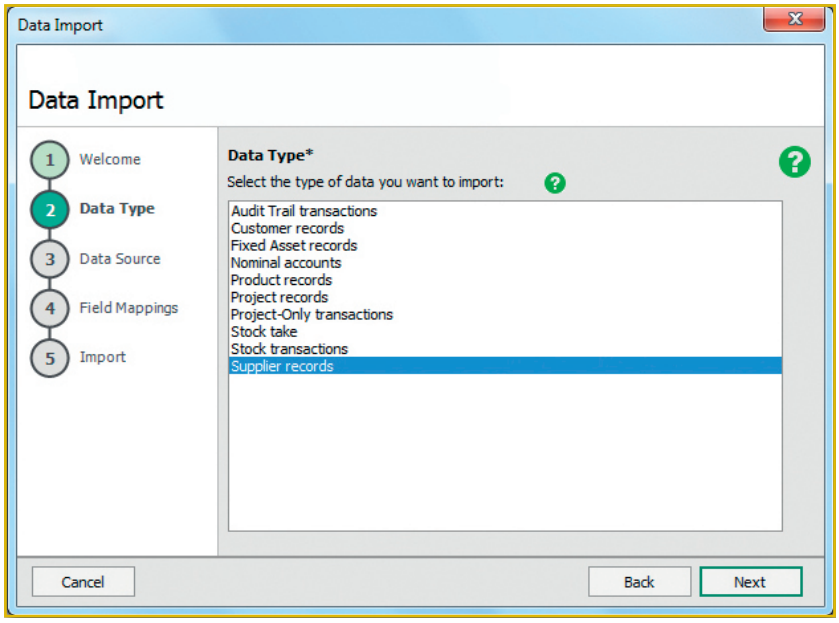
Import Template

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

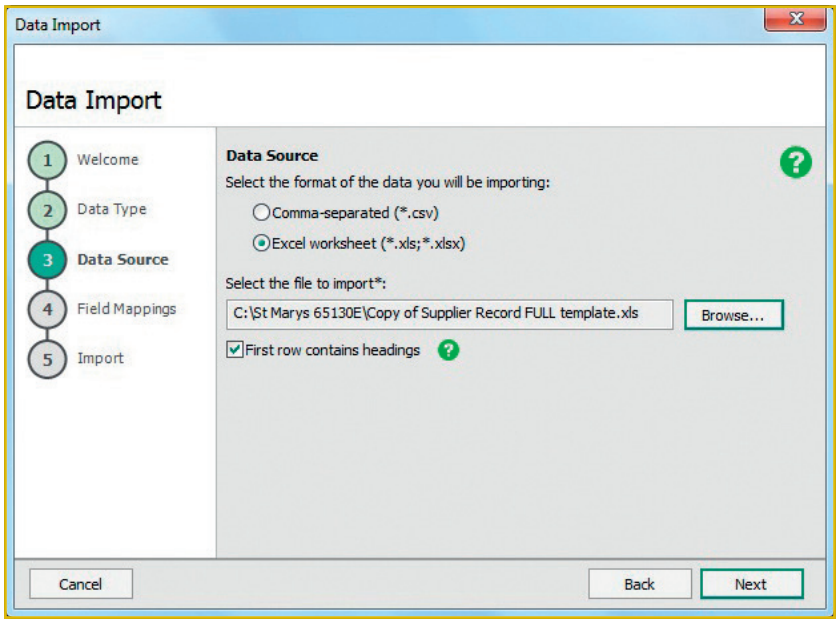
1. The data import wizard appears recommending that you perform a **Backup** before proceeding.



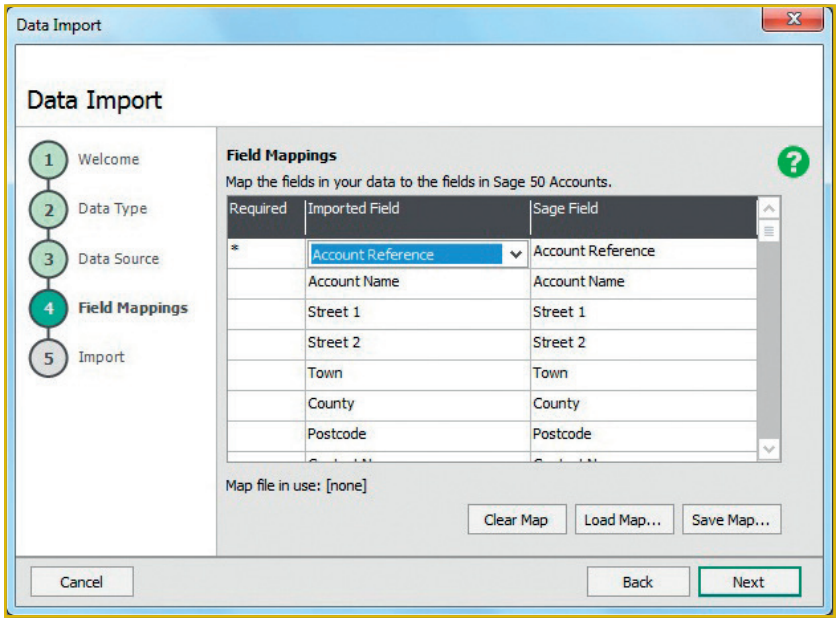
2. Click next and select the data type from the list » Supplier Records



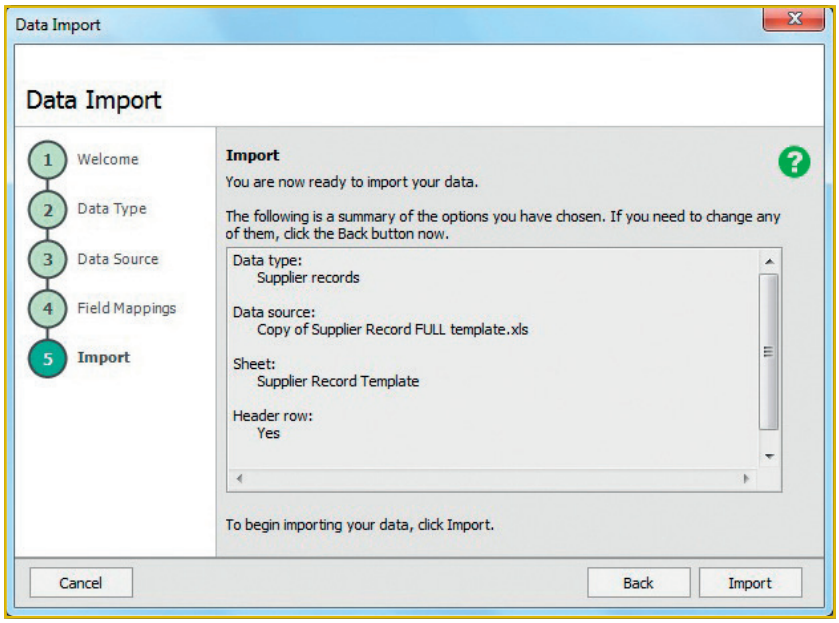
3. Select the format type and Browse your desktop for the template prepared earlier.



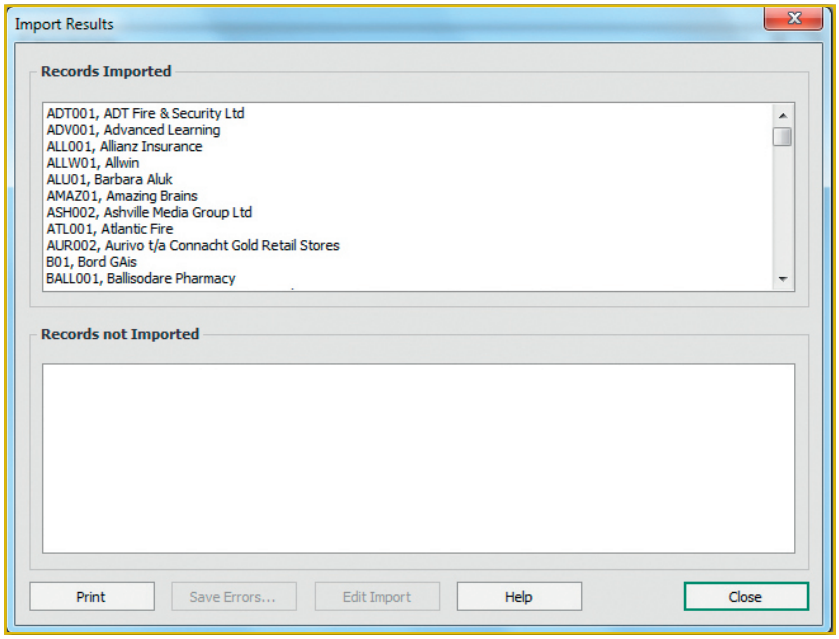
4. The field mapping screen appears and if using the Sage template liittle or no mapping will be required.



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



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



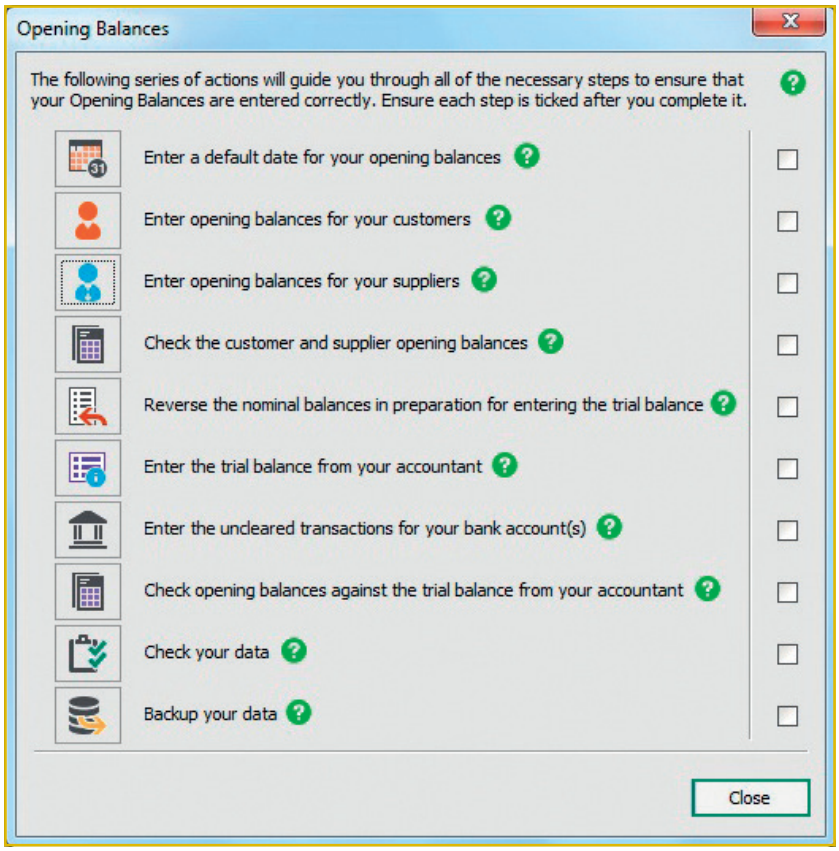
7. If the import fails, correct the area of the spreadsheet listed in the error message and complete the import process again.

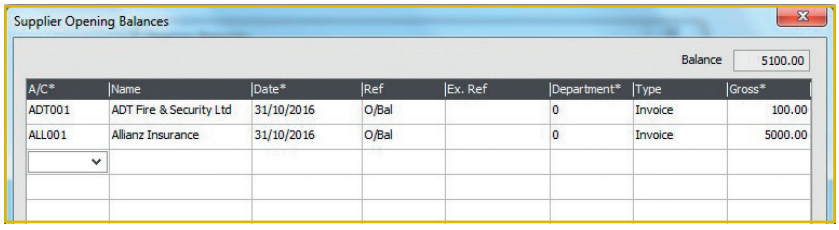
Enter Opening Balances for Suppliers/Customers

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**





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'.

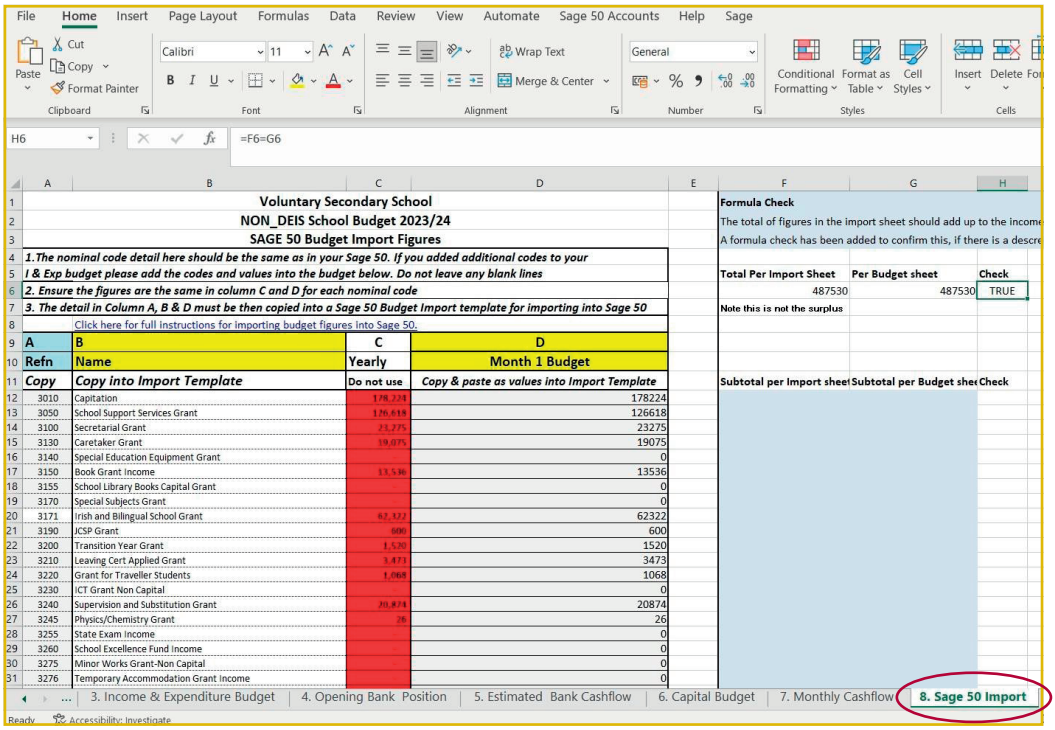
Enter the total of the creditors as a debit entry.

2.7 Entering the Budget

Budget Import Overview

1. The budget must be entered in Sage 50 once the software is rolled over to the new Financial Year.

To help you input the school budget to Sage 50, we have included in the Budget Template a sheet called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.

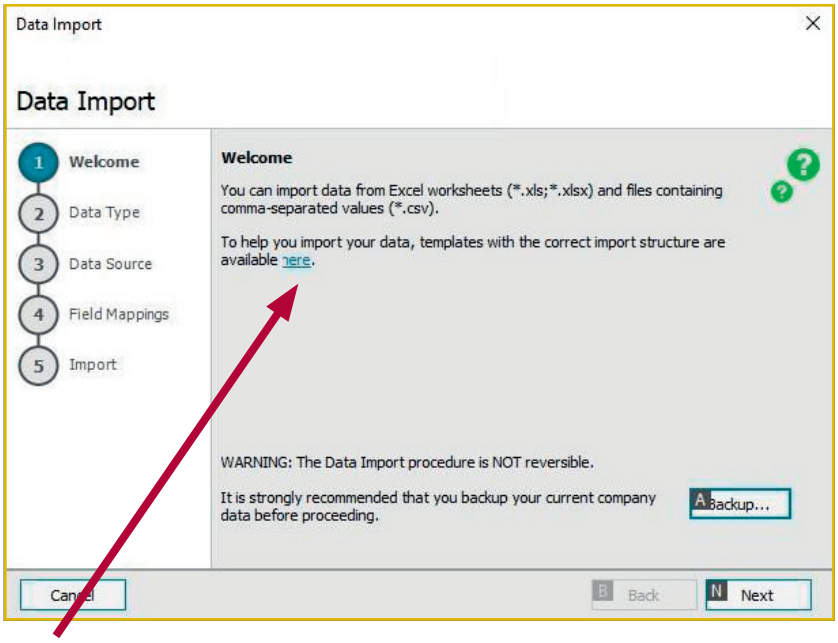


The details in Column A, B & D of this sheet can be copied into a template available in Sage 50, and this will enable the budget data to be imported into Sage 50.

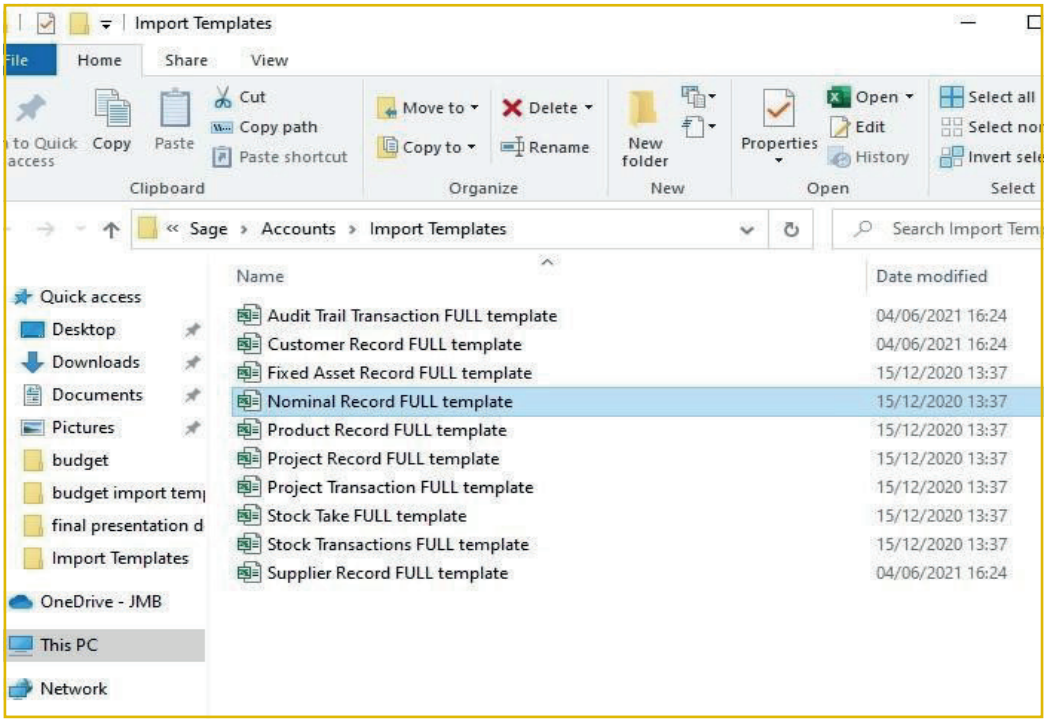
Previously these figures would have been filled in manually into a Sage Budget Import Template.

The following Steps 2 – 4 outline this process.

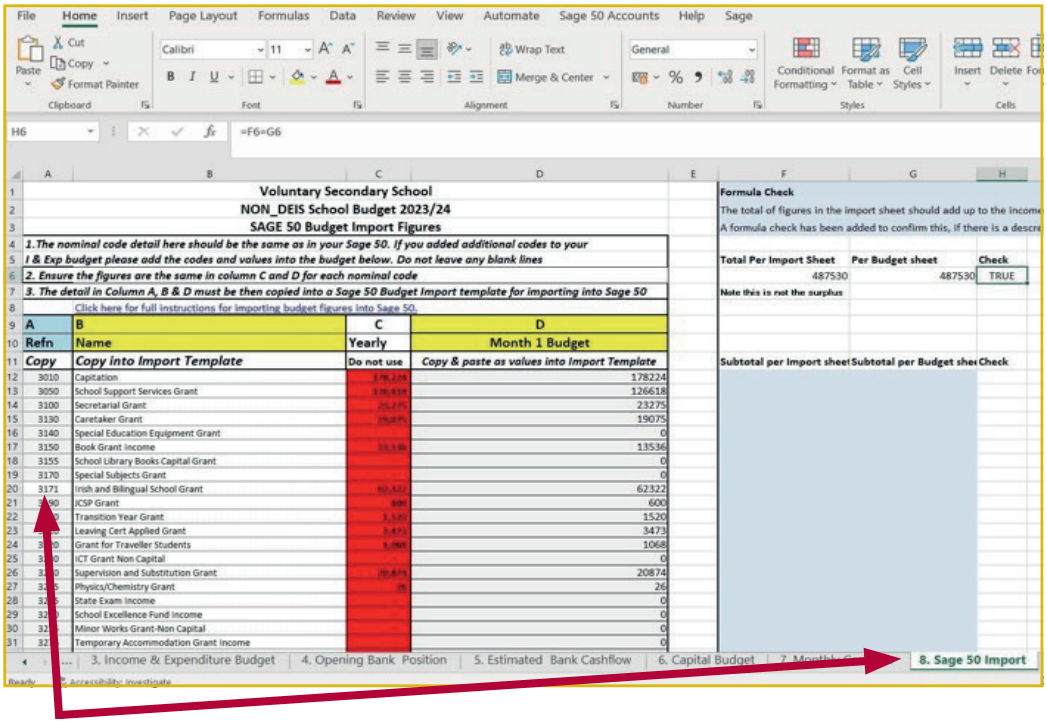
2. Open Sage 50 to download and complete the Sage nominal data import template.



Click here to open the template that will help import the budget data.



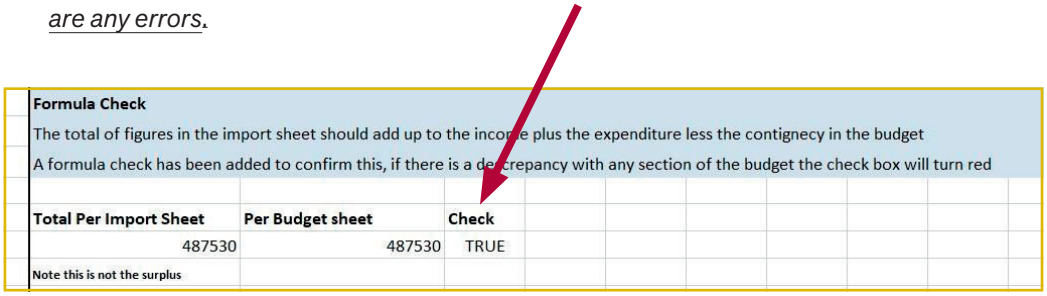
Nominal Record



3. **Check the accuracy of the information in sheet 8 and then Copy relevant information from the VSS Budget to the Sage Nominal record template.**

Open the VSS Budget Template 2025/2026

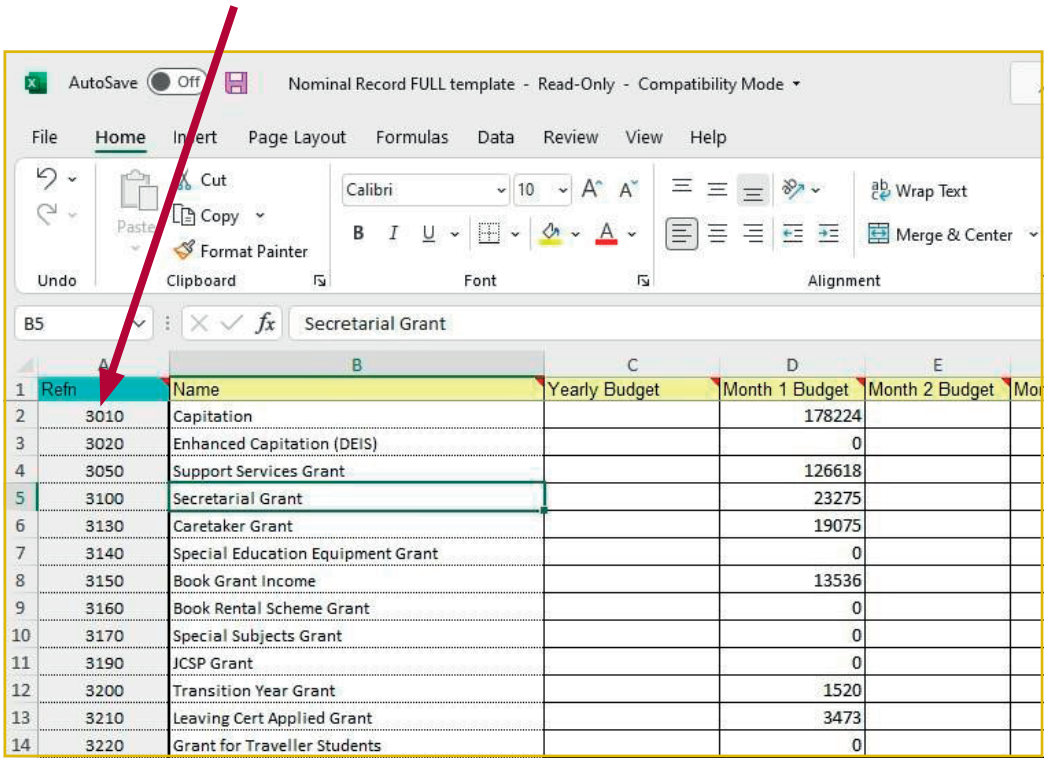
1. Check that the nominal codes & names agree with the codes that are already in Sage 50. This template will over-write the nominal code detail that is already in Sage 50
2. Check the formulas are populating correctly from the "Income & Expenditure Budget Sheet". The total of figures in the import sheet should add up to the income plus the expenditure less the contingency in the budget, *the check box below will turn red if there are any errors*.



3. Below are the steps required to copy the information from the Sage 50 import sheet to the Sage nominal record full template. One column at a time is copied, as follows:

3.1 To copy the information in column A 'Refn' from the VSS Budget Template - **Highlight A15:A212** (i.e. all the nominal codes), **right click and copy.**

In the Sage *Nominal record FULL template* Click into A2 right click and paste



	A	B	C	D	E
1	Refn	Name	Yearly Budget	Month 1 Budget	Month 2 Budget
2	3010	Capitation		178224	
3	3020	Enhanced Capitation (DEIS)		0	
4	3050	Support Services Grant		126618	
5	3100	Secretarial Grant		23275	
6	3130	Caretaker Grant		19075	
7	3140	Special Education Equipment Grant		0	
8	3150	Book Grant Income		13536	
9	3160	Book Rental Scheme Grant		0	
10	3170	Special Subjects Grant		0	
11	3190	JCSP Grant		0	
12	3200	Transition Year Grant		1520	
13	3210	Leaving Cert Applied Grant		3473	
14	3220	Grant for Traveller Students		0	

3.2 To copy the information in column B "Name" from the Budget Template

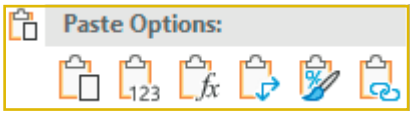
Highlight B15:B212 (i.e. all the names), **right click and copy**

In the Sage Nominal record FULL template, Click into B2 right click and paste.

3.3 To copy the information in column D 'month 1 budget' which contains the total budget figures from the Budget template -

Highlight D15:D212 (i.e. all the values). right click and copy.

Then in the Sage Nominal record template Click into D2 (Month 1 Budget) right click and paste as values.



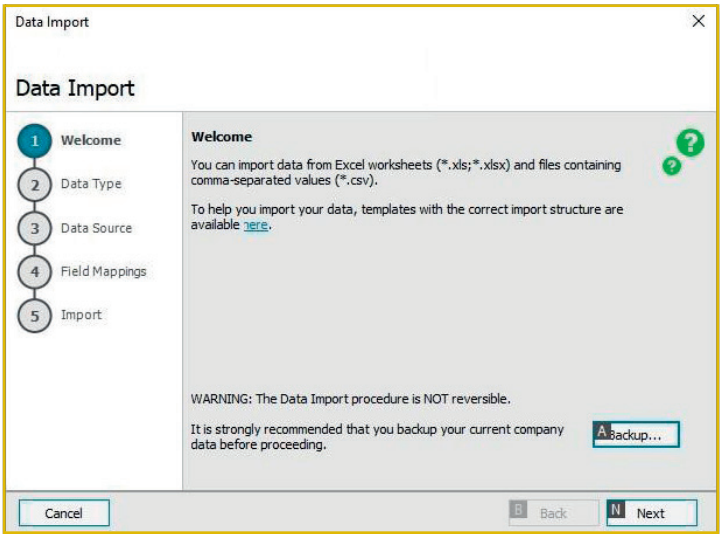
Save the file with a revised name that specifies the year the budget template relates to.

Retain this file and once year end is run in Sage 50 for Aug 2024 then follow steps 5 – 7.

	A	B	C	D	E	F
1	Refn	Name	Yearly Budget	Month 1 Budget	Month 2 Budget	Month 3 Bud
2	3010	Capitation		178224		
3	3020	Enhanced Capitation (DEIS)		0		
4	3050	Support Services Grant		126618		
5	3100	Secretarial Grant		23275		
6	3130	Caretaker Grant		19075		
7	3140	Special Education Equipment Grant		0		
8	3150	Book Grant Income		13536		
9	3160	Book Rental Scheme Grant		0		
10	3170	Special Subjects Grant		0		
11	3190	JCSP Grant		0		
12	3200	Transition Year Grant		1520		
13	3210	Leaving Cert Applied Grant		3473		

4. **Backup data in Sage 50 before importing Sage Budget template figures.**

   Note the year end must be run in Sage 50 for Year end Aug 202? before importing the budget for the new Financial Year.

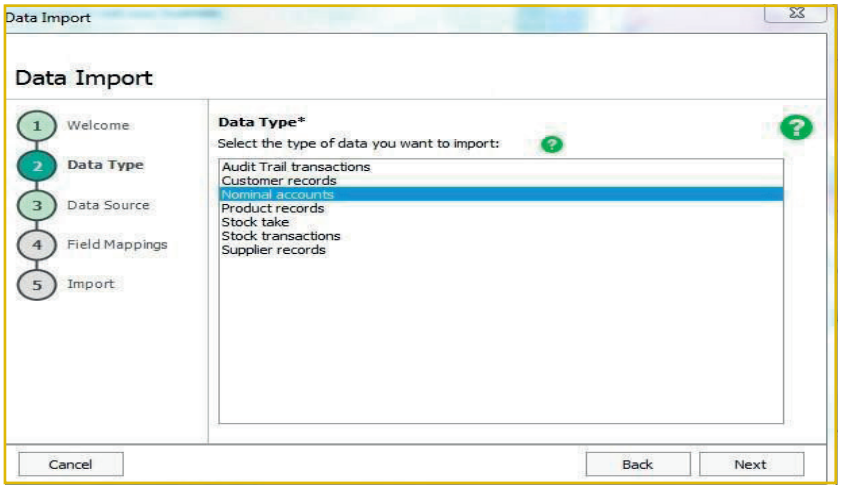


5. In Sage 50 select File>Import.

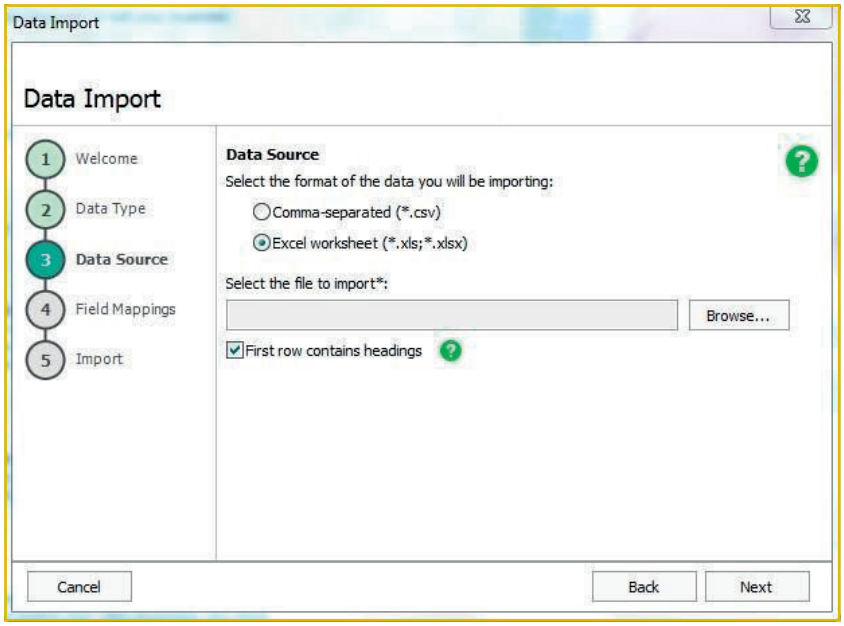
   Take a Backup.

Then click next.

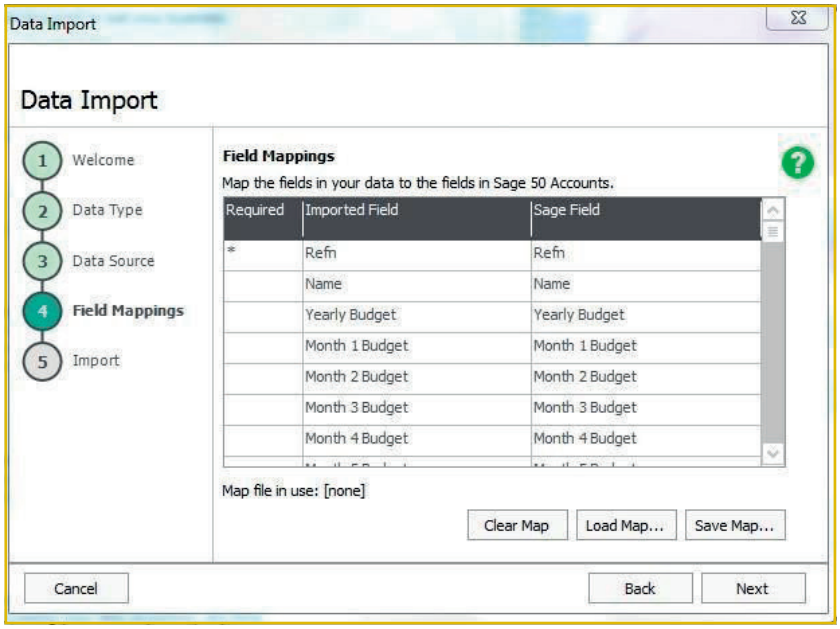
>Data Type = Nominal accounts



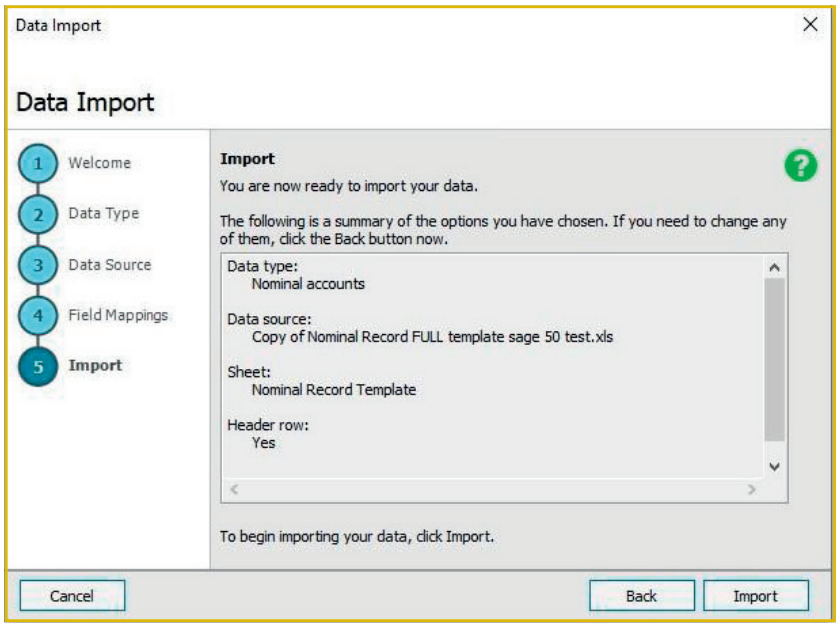
Select Nominal Accounts and Click Next.



Browse for the relevant Sage Budget Import template & Click Next.



Click Next.



Click Import.

6. Run the BOM Income & Expenditure report to verify the budget figures.

   The Budget figures can be edited in Sage 50 in the nominal code section, double click on the relevant code and amend the figure under the budget heading in month 1.

Section 3:
Bank Module

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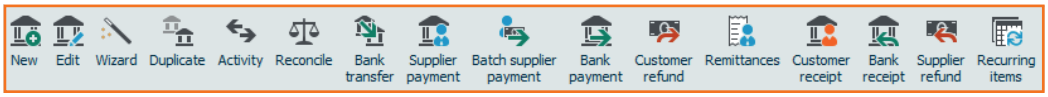
3.1 The Bank Accounts window

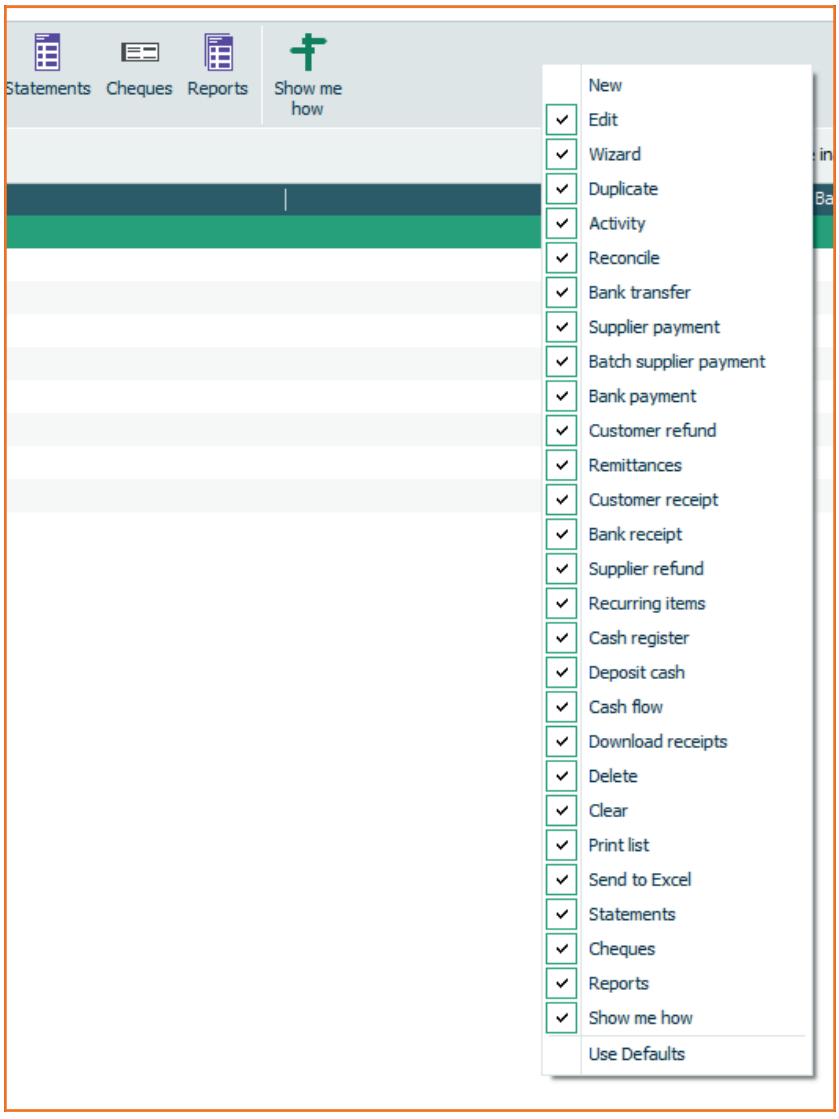
To help you to manage and maintain your cash flow, this window gives you quick and easy access to all of the bank options.



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	Those payment types are options across 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.

If any of the headings are missing, right click and ensure that the required option is ticked. Or if you wanted to remove some options, untick as appropriate.

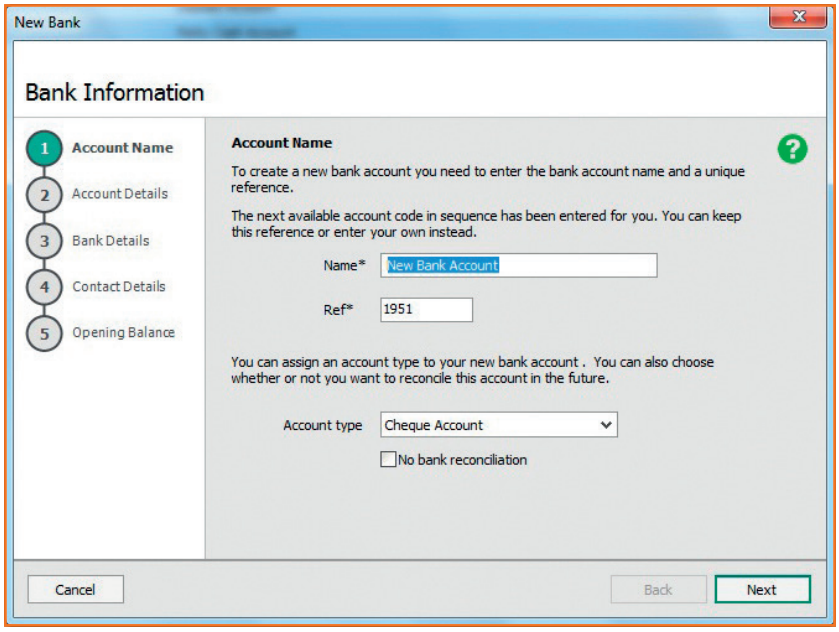


3.2 Creating New Bank Account

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	The description that appears in the Bank Accounts window to help you to identify the account, for example Bank Current Account. You can enter up to 60 characters.
Ref	A unique reference that identifies the bank account in your Chart of Accounts (COA). You can't change this. The code must have a least four digits and no more than eight, between 0001 and 99999999.
Account type	From the drop-down list you can choose one of the following: · Cheque Account · Cash Account · Credit Card Account Once you enter transactions into the account, you can't change its type. 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.
No Bank Reconciliation	If you don't want to reconcile this bank account, select this check box.

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

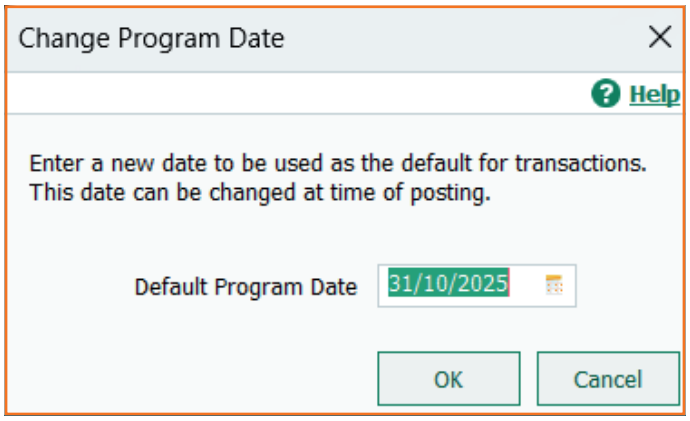
Email	The email address for your bank.
Website	The bank's website address.
Contact Name	The contact for your bank account, up to 30 characters.
Telephone	The telephone number for your bank, up to 30 characters.

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 **Bank Payment**. Schools using the suppliers ledger will post supplier payments in the supplier module.

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

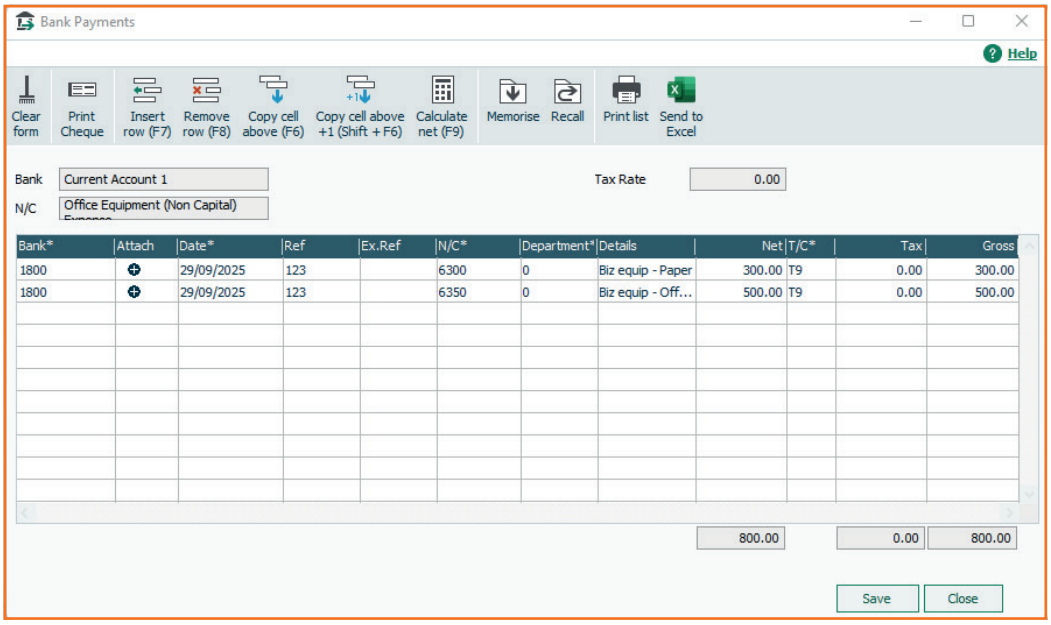
Bank*	From the drop-down list, choose the bank account you want to pay from.
Date*	Enter the date of the payment.
Ref	Enter the reference you want to associate with the payment.
N/C*	From the drop-down list, choose the required nominal code.
Details	Enter the details for the payment.
T/C*	From the drop-down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



It is very important to add in as much detail of the payment as possible for nominal activity review purposes.

3.5 Inter-Bank Transfer

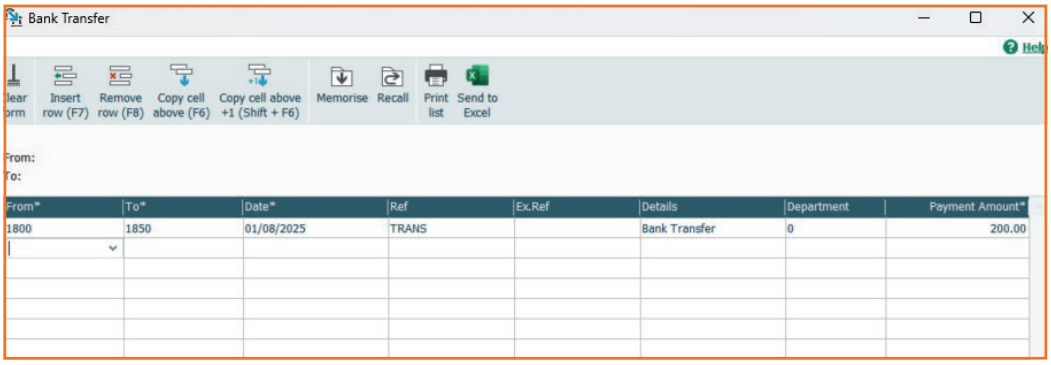
The bank transfer option exists solely to move money between the bank accounts. This routine is accessed from **Bank accounts** then **Bank transfer**

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

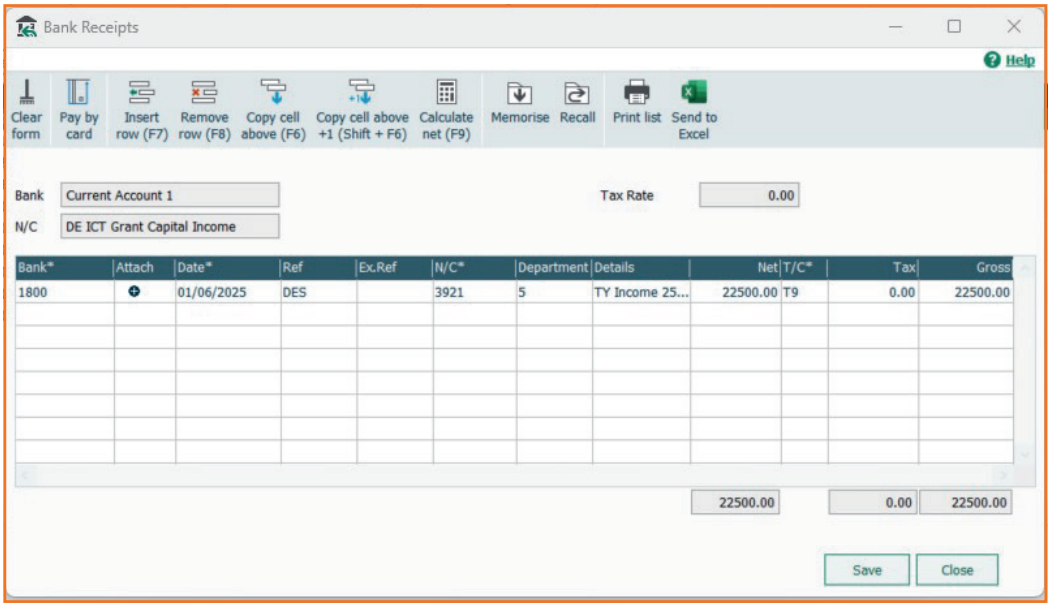
Bank receipts are a quick and easy way to record one off receipts or receipts, such as grants, school generated income, voluntary contributions, interest, dividends received, money received for an insurance claim and other income.

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

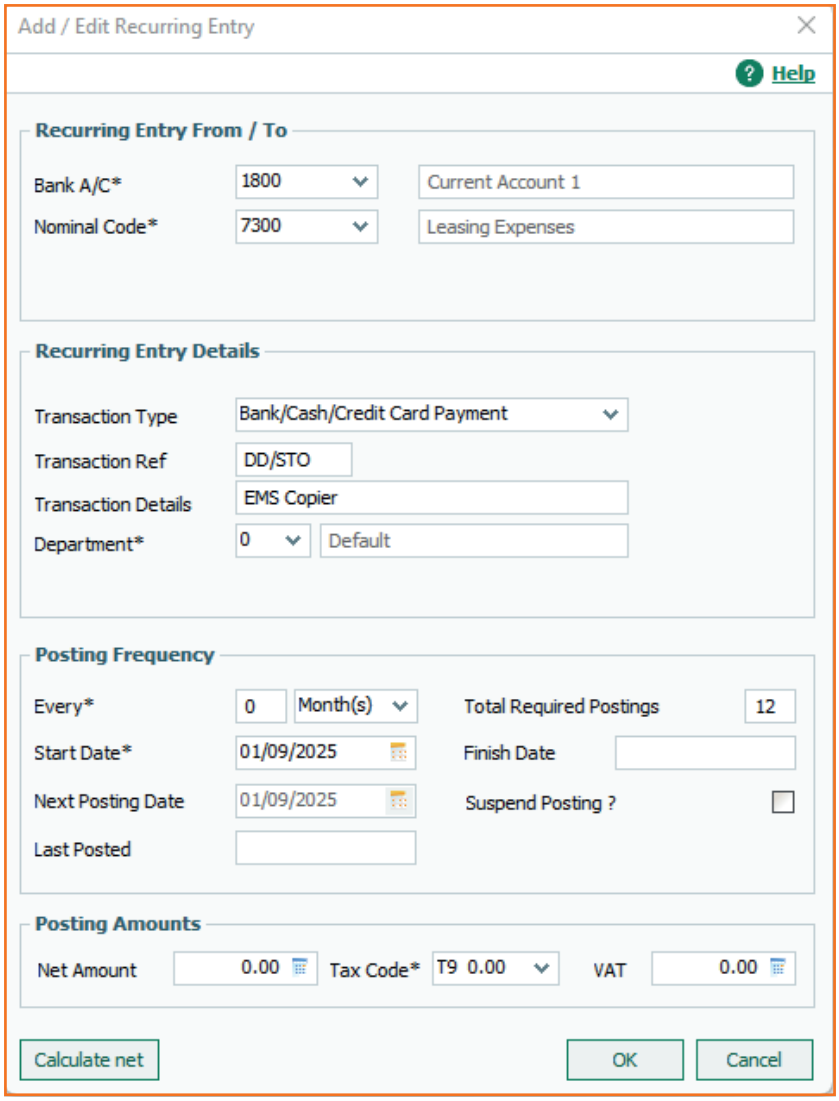
2. Save » Close

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/Recuuring items



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 givin 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

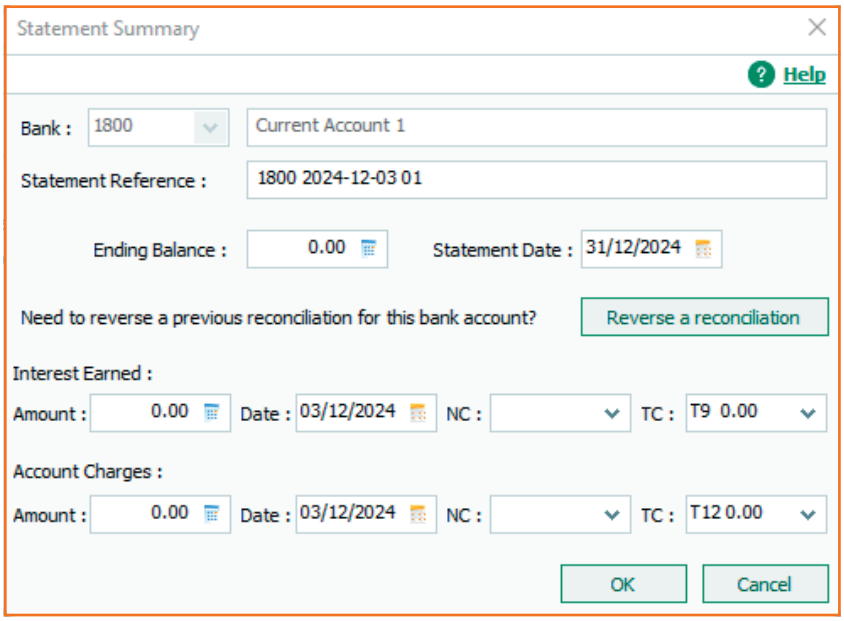
It's really important that the transactions in your Sage bank accounts match what has actually gone through your bank account, so that you know your bank balances are correct. This also helps you to ensure you manage your cash flow effectively.

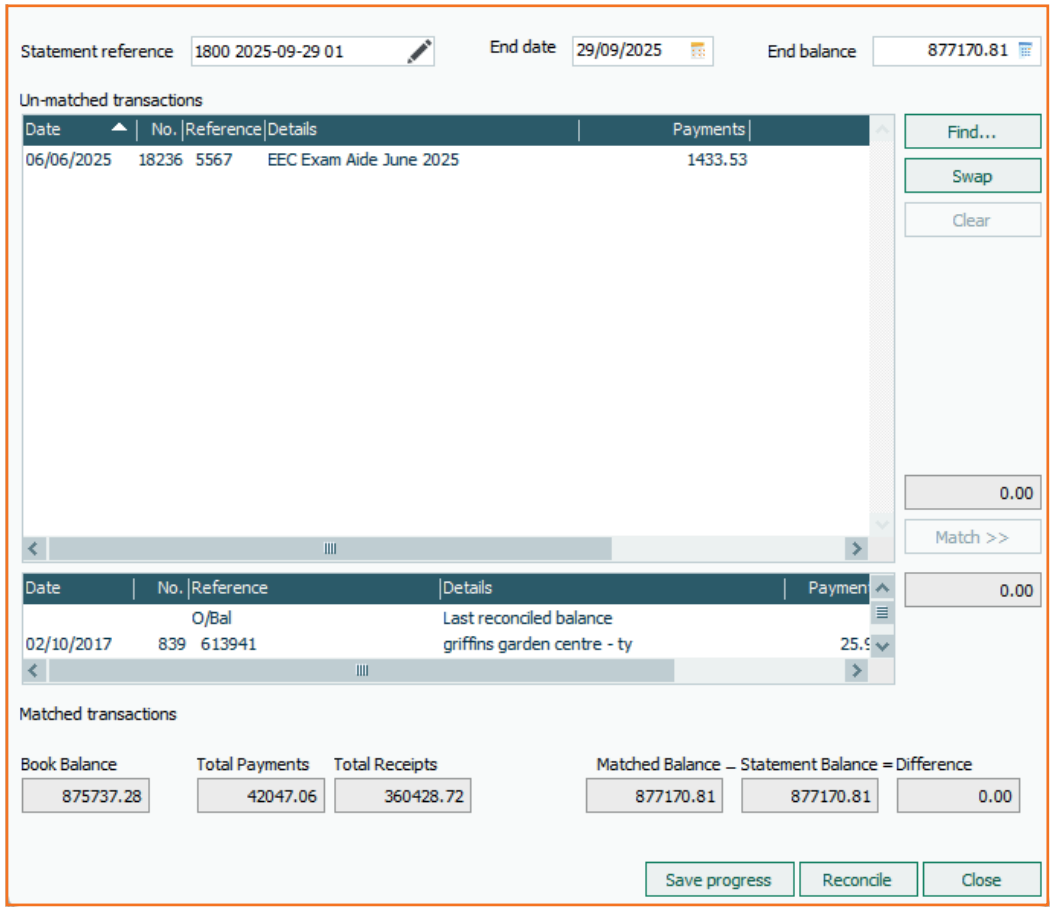
Sage Accounts has a Reconcile option within the Bank to help you easily match each transaction in Sage to your bank statements.

To reconcile your bank account

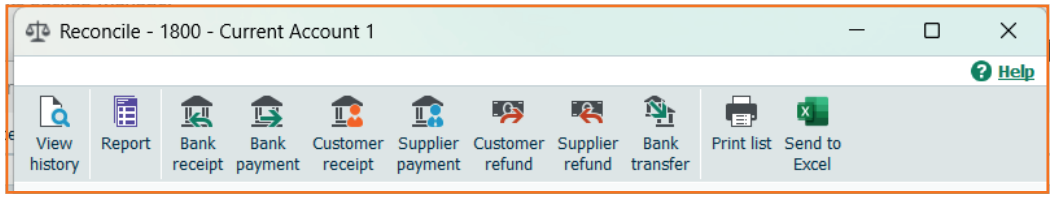
1. Bank accounts » select the required bank account » Reconcile.
2. Complete the Statement Summary window as follows:

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.





Note that bank transactions can be entered while in the Bank reconciliation screen by clicking on the relevant button across the top: Bank Payment, Bank receipt, bank transfer etc



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 H Adjust H select the adjustment type you want to post » OK » enter the transaction details H Save H 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.

The Bank Reconciliation Report can be printed

a. **Before you press the reconcile the icon you can print the reconciliation report**

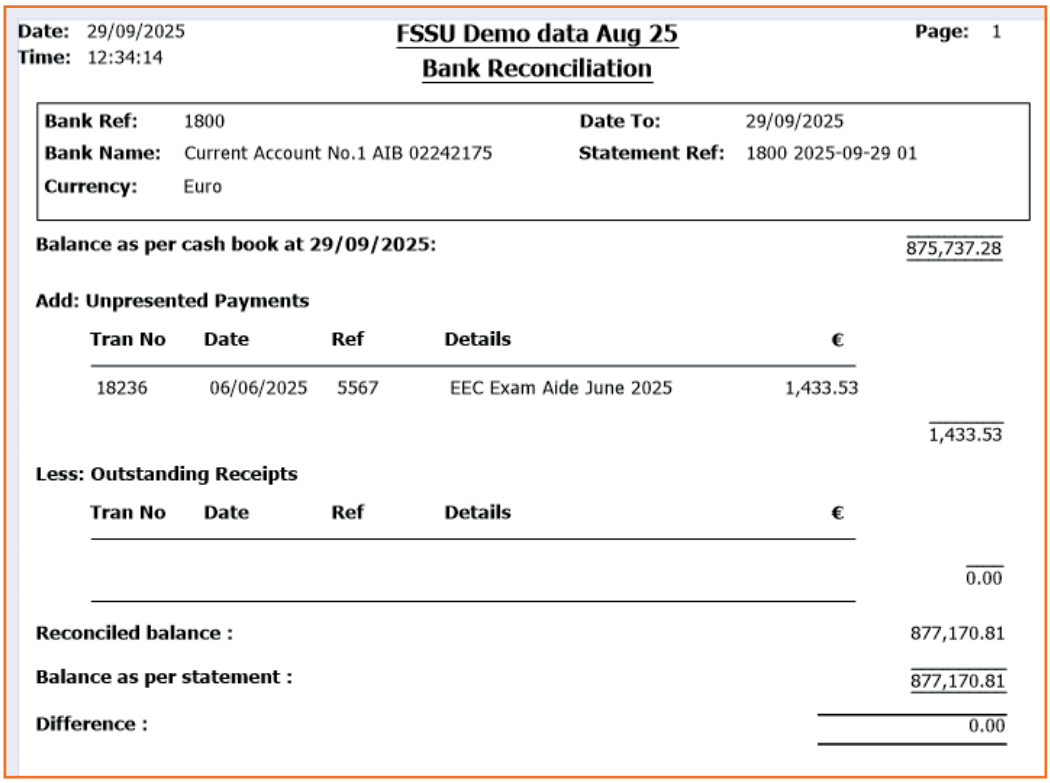
or

b. If you have reconciled the account and any time up to the start of the new months reconciliation, you can go back into the reconciliation for the month with the relevant date and closing balance and run the bank 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: 29/09/2025 **Time:** 12:34:14

FSSU Demo data Aug 25
Bank Reconciliation

Page: 1

Bank Ref:	1800	**Date To:**	29/09/2025
Bank Name:	Current Account No.1 AIB 02242175	**Statement Ref:**	1800 2025-09-29 01
Currency:	Euro		

Balance as per cash book at 29/09/2025: 875,737.28

Add: Unpresented Payments

Tran No	Date	Ref	Details	€
18236	06/06/2025	5567	EEC Exam Aide June 2025	1,433.53

1,433.53

Less: Outstanding Receipts

Tran No	Date	Ref	Details	€

0.00

Reconciled balance : 877,170.81

Balance as per statement : 877,170.81

Difference : 0.00

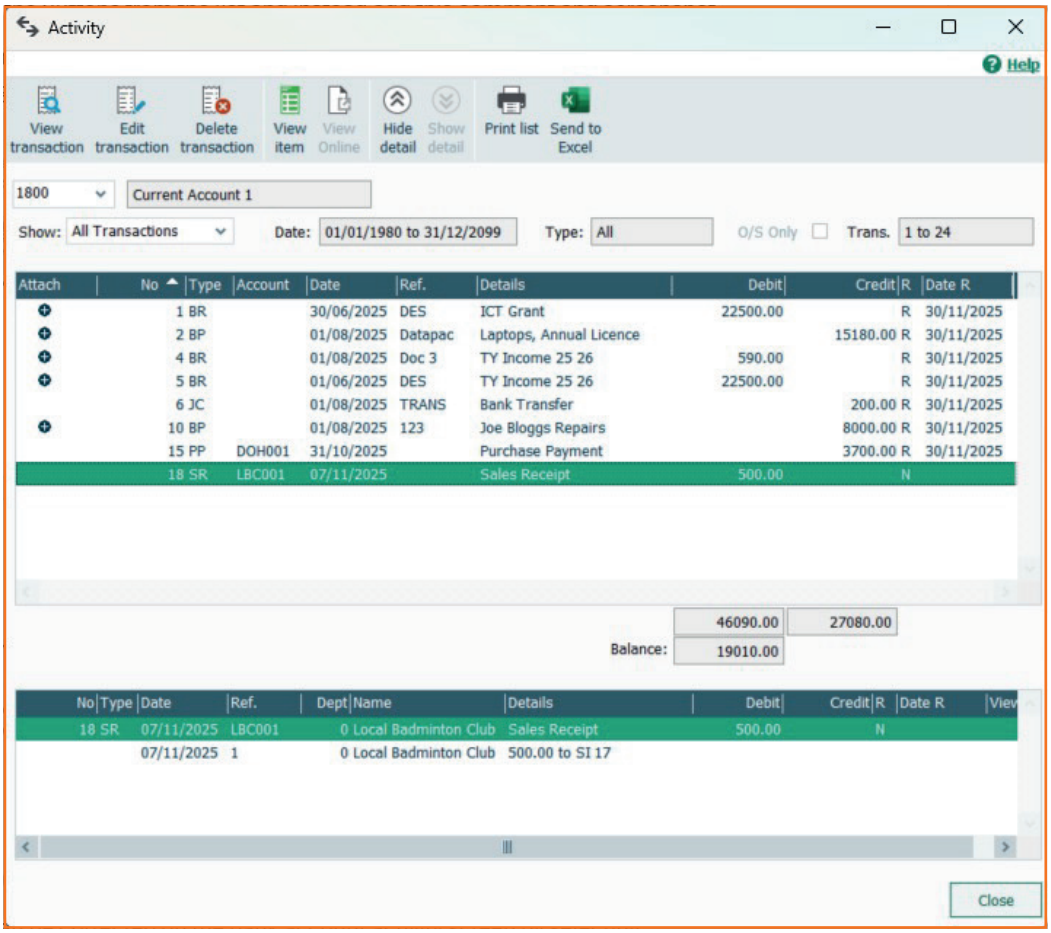
3.10 To Cancel Old Cheques

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, they can be corrected on the bank account activity screen by selecting the edit transaction button along the top..

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.

Note that by clicking the show detail button, this will give additional information as to where the transaction was coded to.



3.11 Introduction to Bank Feeds

Bank Feeds in Sage 50 Accounts V30 & above

Bank feeds are connections that automatically download transactions from your bank account to Accounting software. You can then work with the data by creating new transactions as needed or match bank transactions to your Accounting transactions. Using bank feeds greatly reduces the need to create manual entries, which simplifies bank reconciliation, ensures your accounts are up-to-date and accurate, and saves you time. You can have an unlimited number of bank feeds. However, you cannot link to a Loan, Cash, or other account types.

Getting started with Bank Feeds:

1. Click **Bank accounts** and click **Get started** for the bank record you want to connect to.

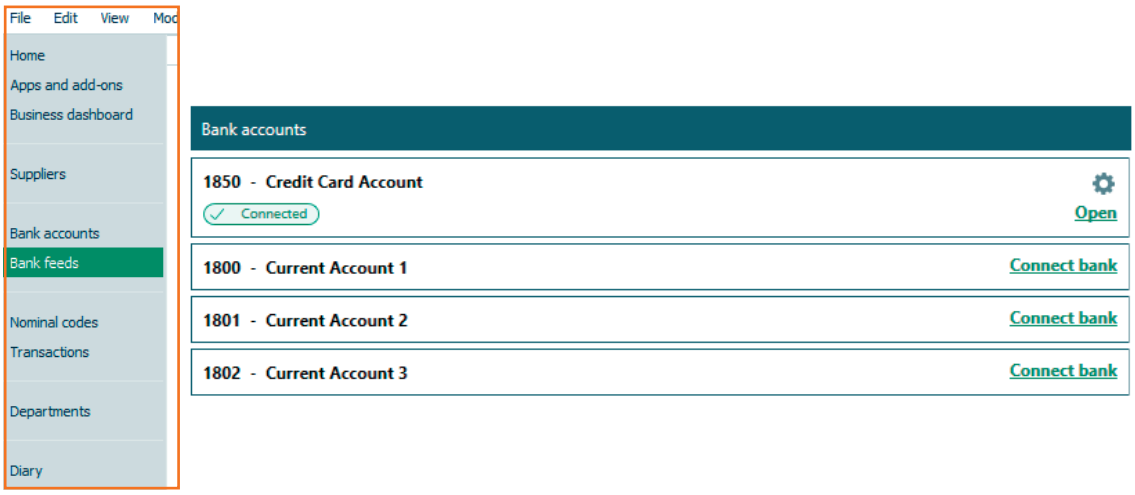
2. Click connect under Automatic heading and continue

3. Enter your **First Name** and **Last Name** then click **Yes, I am the right person**.
4. Check your company information is correct, then click **Continue**.

Activate

1. Bank Feeds

Connect your Sage account

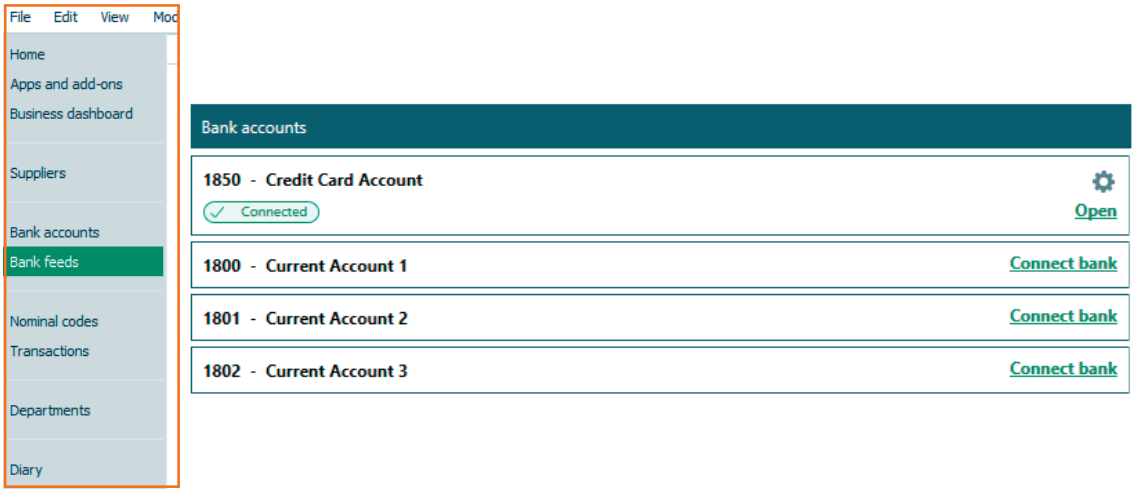


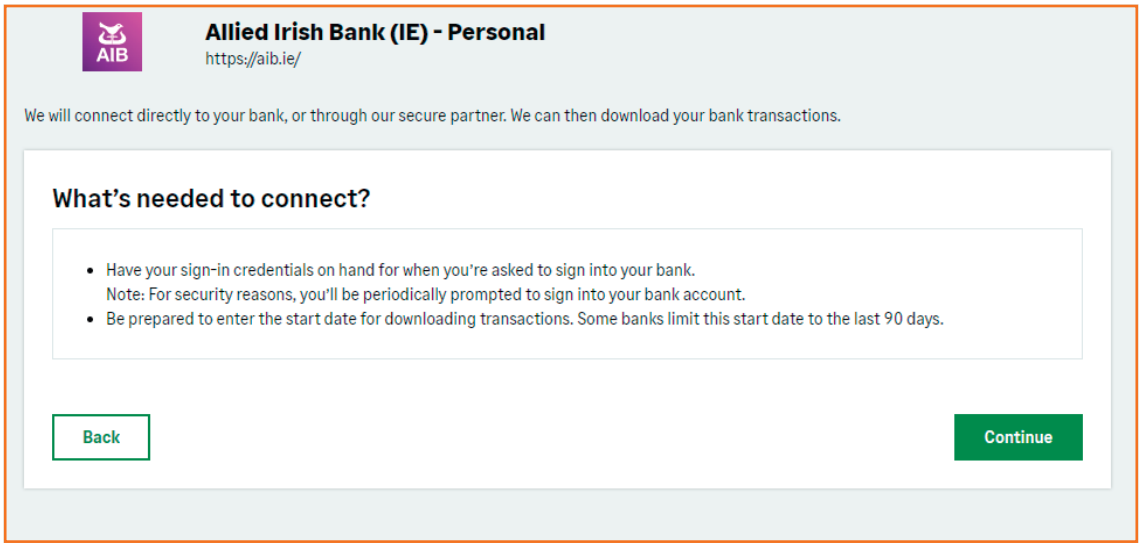
Connect your Sage account

5. If you have a Sage account login, enter your login details, click **Log in** then continue to step 9.

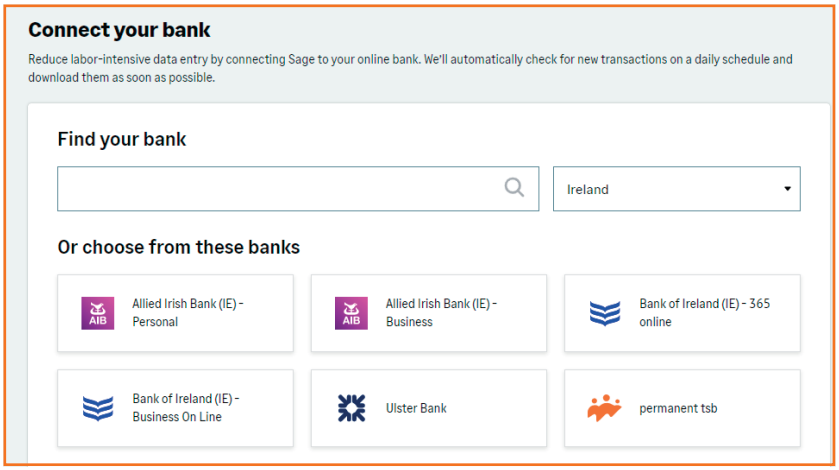
6. If you don't yet have a Sage account, click **Create account.**
7. Enter your details, enter and confirm the password you want to use, then click **Sign Up**.
8. Check your emails and enter the verification code you've received, then click **Continue**.
9. When the **Success! Your company is now connected** window appears, click **Close**.

Click Connect bank

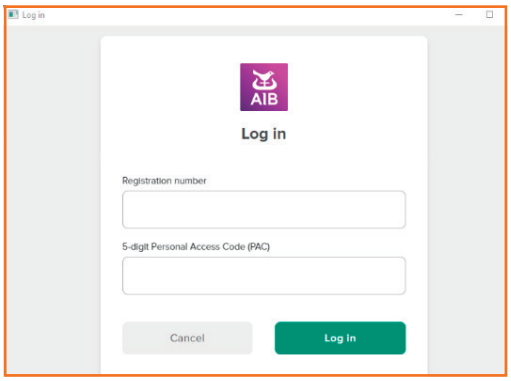


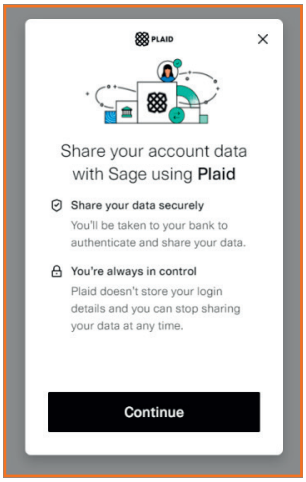


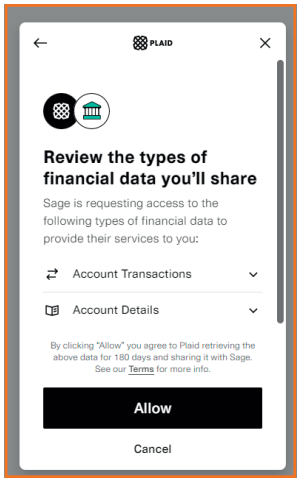
1. In the Bank Feeds window, ensure the correct **Country** is selected, then either use the **Find your bank** box to search for your bank, or select it from the list under **Or choose from these banks**.



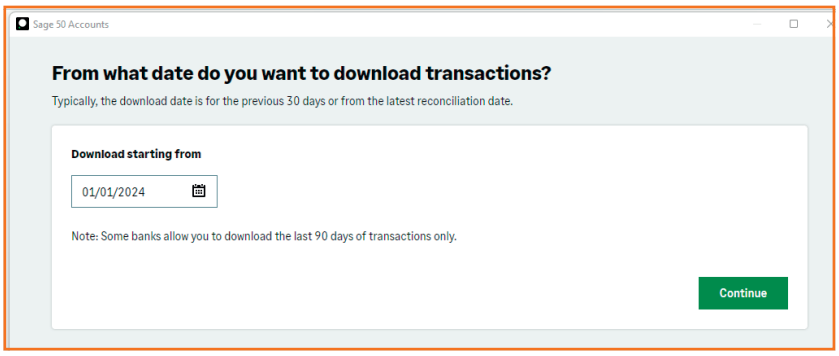
2. After clicking your bank name, click **Continue** then follow the on-screen instructions to connect to your bank. These steps are unique to your bank and may include entering your online banking credentials.

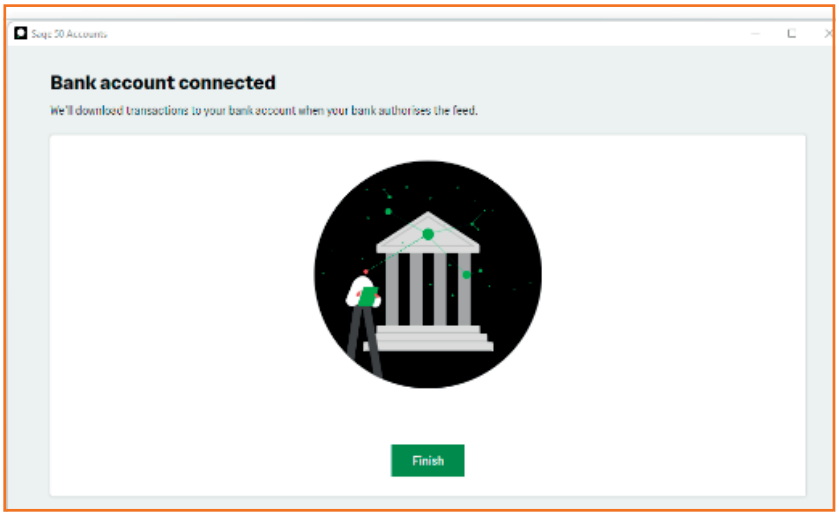


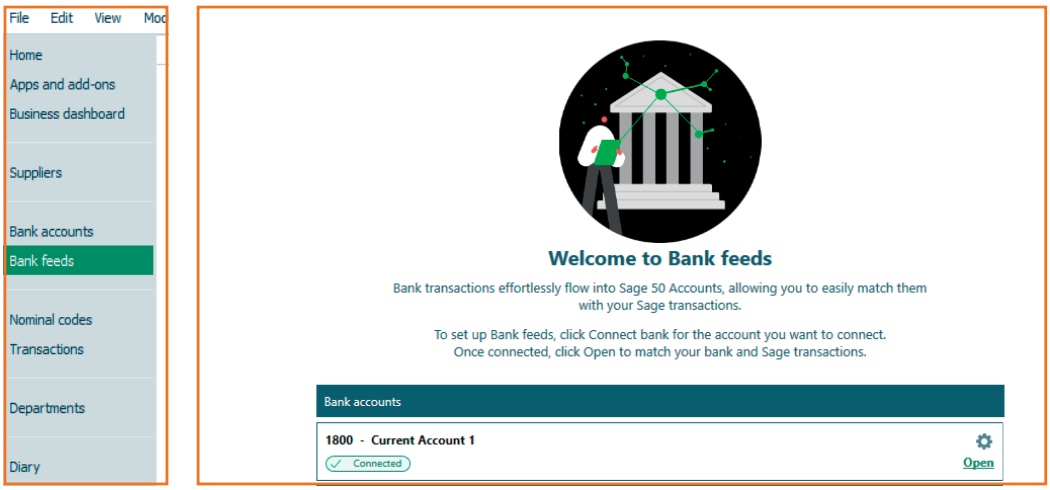




3. Next, in **Download starting from** select the historical date from which you want to start downloading transactions, usually the first date after the last bank date that the account was reconciled in Sage 50 and then click **Continue**.





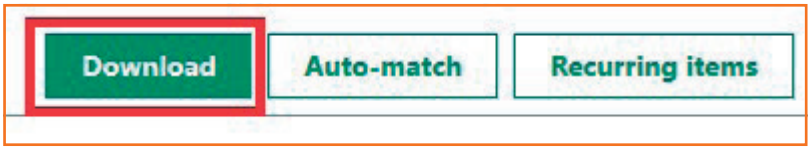


Download from your bank

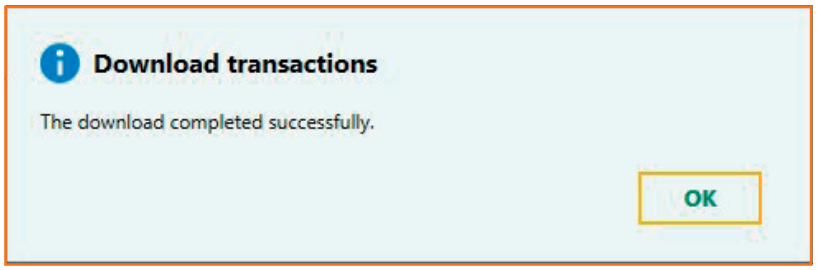
You can download transactions as often as every 15 minutes. New transactions are downloaded automatically when you first open the bank feed for your bank account.

1. Click **Bank feeds,** then click **Open** for the bank account you need to work with:

2. Click **Download**, then click **OK.**

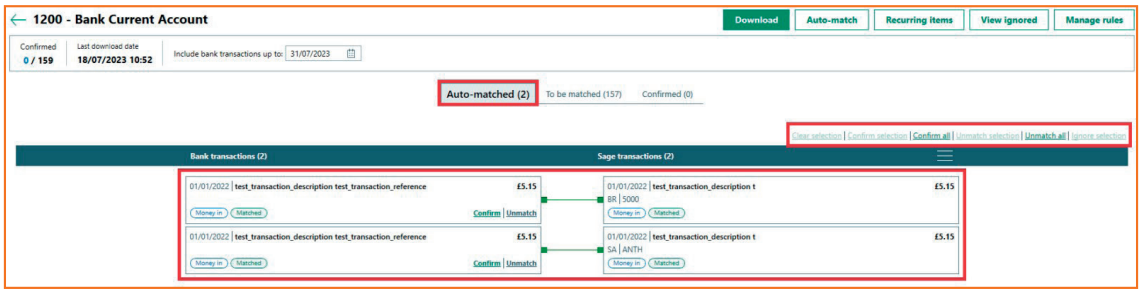


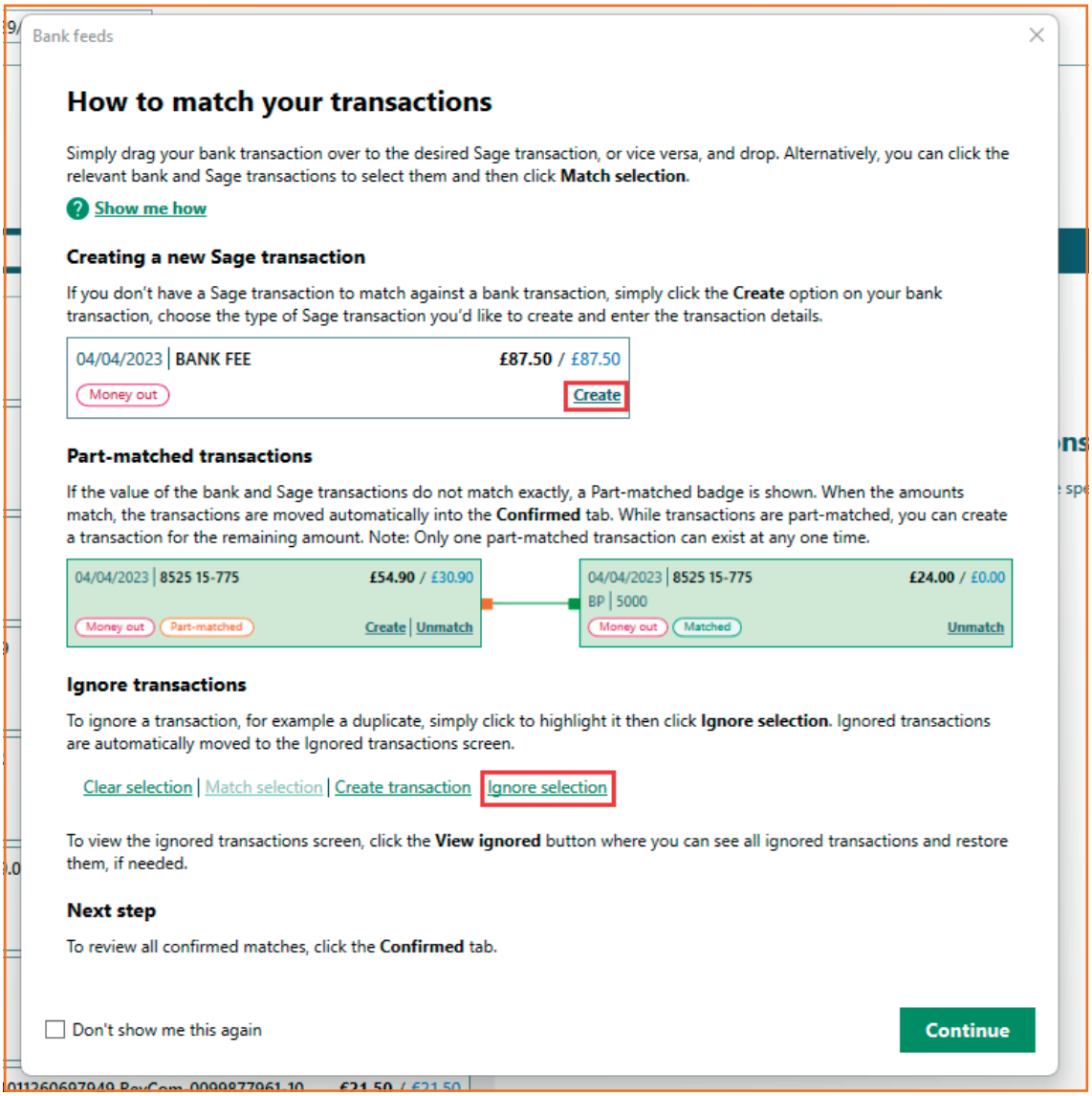
3. When transactions are manually downloaded, once the download is complete the below confirmation message is shown:



Auto-matched transactions

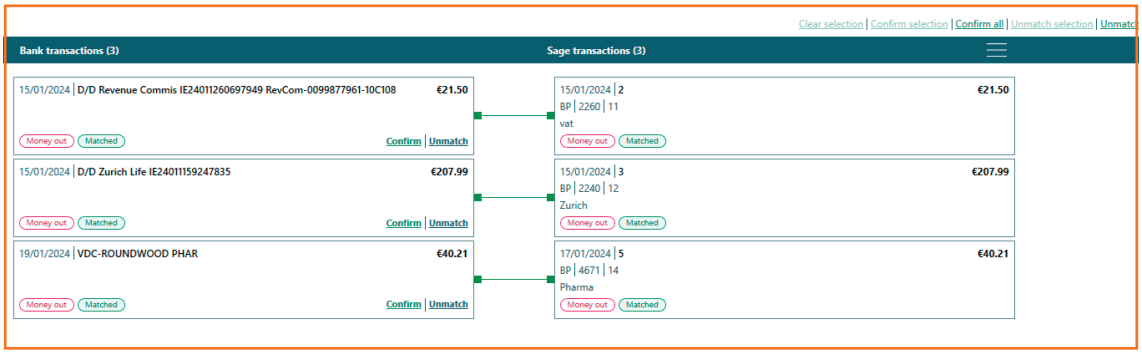
We'll always try to automatically match your bank feed transactions with Sage transactions. If a match is found this will be shown in the **Auto-matched** section:

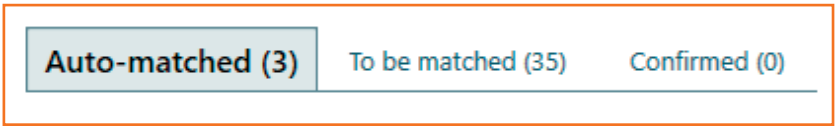



Bank feeds
How to match your transactions
Simply drag your bank transaction over to the desired Sage transaction, or vice versa, and drop. Alternatively, you can click the relevant bank and Sage transactions to select them and then click Match selection.
Show me how
Creating a new Sage transaction
If you don't have a Sage transaction to match against a bank transaction, simply click the Create option on your bank transaction, choose the type of Sage transaction you'd like to create and enter the transaction details.
04/04/2023 | BANK FEE
£87.50 / £87.50
Money out
Create
Part-matched transactions
If the value of the bank and Sage transactions do not match exactly, a Part-matched badge is shown. When the amounts match, the transactions are moved automatically into the Confirmed tab. While transactions are part-matched, you can create a transaction for the remaining amount. Note: Only one part-matched transaction can exist at any one time.
04/04/2023 | 8525 15-775
£54.90 / £30.90
Money out
Part-matched
Create | Unmatch
04/04/2023 | 8525 15-775
£24.00 / £0.00
BP | 5000
Money out
Matched
Unmatch
Ignore transactions
To ignore a transaction, for example a duplicate, simply click to highlight it then click Ignore selection. Ignored transactions are automatically moved to the Ignored transactions screen.
Clear selection | Match selection | Create transaction | Ignore selection
To view the ignored transactions screen, click the View ignored button where you can see all ignored transactions and restore them, if needed.
Next step
To review all confirmed matches, click the Confirmed tab.
Don't show me this again
Continue

1800 - Current Account 1
Download
Auto-match
Confirmed
0 / 38
Last download date
08/02/2024 07:06
Include bank transactions up to:
29/02/2024
Auto-matched (3)
To be matched (35)
Confirmed (0)

Clear selection | Confirm selection | Confirm all | Unmatch selection | Unmatch all | Ignore selection





To be matched

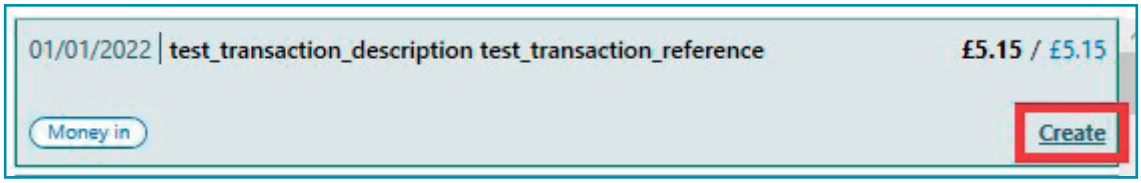
If a downloaded transaction is not yet posted in your accounts, you can create it.

You can either drag and drop the transactions from either side of the window to match them up or click to select each transaction and then click **Match selection** to match them.

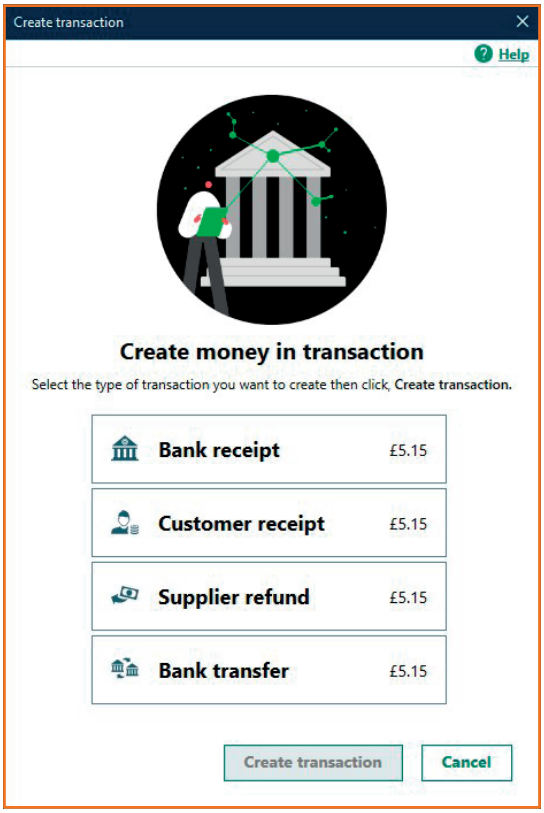
Note: Matched transactions will vanish from the list and be visible in the **Confirmed** tab instead. See section 4 below for more information on confirming matches.

Create transactions

If the transaction doesn't already exist in Sage, you can click **Create** to make a new transaction in Sage for the selected bank transaction



The following window will appear:



Simply select the type of transaction you need to create, then click **Create transaction**. You'll then be taken to the right banking area to record the transaction.

If you want to learn more about creating transactions, check out Sage's help article about this here.

Confirming your matches

Confirming your matches removes them from the bank feed and flags the transactions as matched.

- To confirm matches and continue to your bank reconciliation, click **Save and continue to reconcile**
- If you don't want to do a bank reconciliation yet, to confirm matches and close Bank feeds, click **Save and close**

Reconciling your bank account if you use Bank feeds

Summary

This guide explains how Bank feeds speeds up your bank reconciliation process in Sage 50 Accounts.

Description

When you match transactions within Bank feeds, the relevant transactions are automatically matched within your bank reconciliation, saving you valuable time. The bank reconciliation process is still the same process you're used to, but with less transactions to manually match.

Reconcile your bank account

TIP: To reconcile straight after using Bank feeds, simply click **Confirm and continue to reconcile** within the Bank feeds window.

1. Click **Bank accounts**, select the relevant account then click **Reconcile**.
2. Complete the Statement Summary window as normal then click **OK**.
3. When the Reconcile window appears, any transactions you've already matched through Bank feeds appear in the matched transactions pane.
   In the **Matched transactions** pane, check the **Last reconciled balance** is correct.
4. Check and match any unmatched transactions if required, for example, if you have unmatched transactions dated before you started using Bank feeds.
5. Check the **Matched Balance** and the **Statement Balance** are the same, then click **Reconcile**.

2. Create Rules

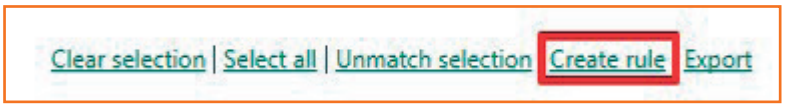
With Bank Feeds Rules it's easy to automate your regular bank transaction postings, reducing the time you spend processing. As you match transactions in Bank feeds, if you match a transaction that you know occurs on a regular basis, you can quickly create a rule to post future ones automatically.

Set up a Bank Feeds rule

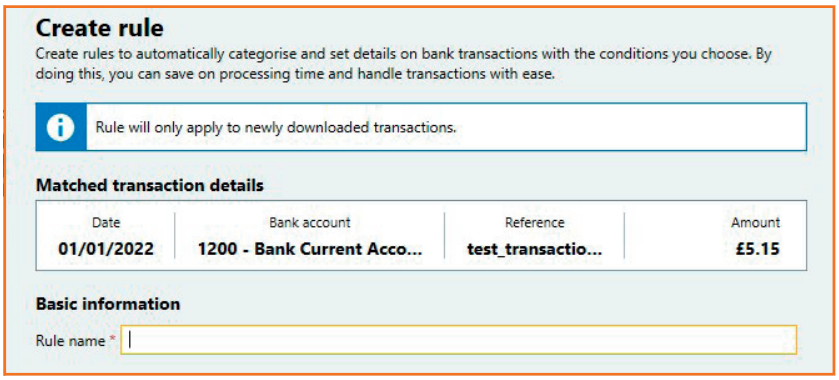
a. Open the Bank feeds window and download transactions.

b. Match the bank feed transaction(s) with the relevant Sage transactions.

c. Navigate to the **Confirmed** tab, and select the transaction you want to create a rule for and Click the **Create rule** link



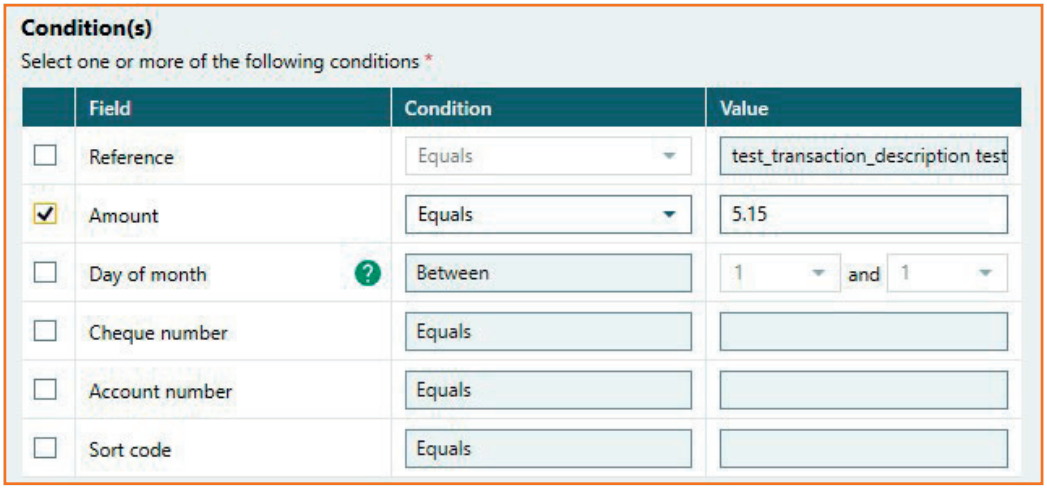
d. In **Give your rule a name**, enter a new name for the rule.



e. Set one or more conditions that will be used to identify future transactions to automate:

- The Reference is shown against the transactions from your bank
- If the Amount can vary, don't include the amount as a condition

TIP: You can use any of the conditions listed, just tick the one(s) you want to use.



f. In the **Transaction details** section, you can specify the information you want on the transaction that is posted from the rule.

g. In the **Auto posting** section, choose if you want to review transactions before they're posted, or if they'll be automatically posted without approval.

Note: You can change this option later if required. **The Rule approvals** tab in the bank feed will appear when approvals are needed, or if using auto posting the transactions will appear on your next bank reconciliation automatically.

You've now set up a Bank feeds rule.

Note: New rules will only apply to feeds downloaded after the rule has been created, they are not retrospective.

Approving transactions

If you have set up your bank feeds rules to be approved before posting transactions to your accounts, you'll need to approve them from the **Rule approvals** tab in your bank feed.

Approving transactions

If you are happy with the proposed transactions, to approve them:

1. In the **Rule approvals** tab simply select the transaction(s) you want to approve by clicking them.
2. Click **Approve selection**.

> **TIP:** If you want to approve all transactions in the list, you can also click **Approve all** instead.

Rejecting transactions

If you need to reject a rule approval:

1. In the **Rule approvals** tab, select the transaction(s) you want to reject.
2. Click **Reject selection**.

> **TIP:** To reject all rule approvals, just click **Reject all**.

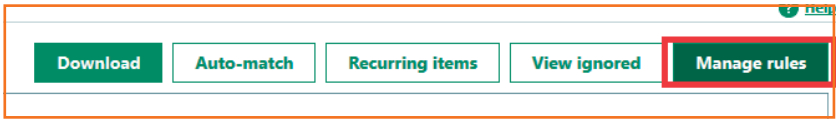
Manage rules

Managing your bank feeds rules is a simple and intuitive process in v30 and above, with an all-new UI and enhanced functionality.

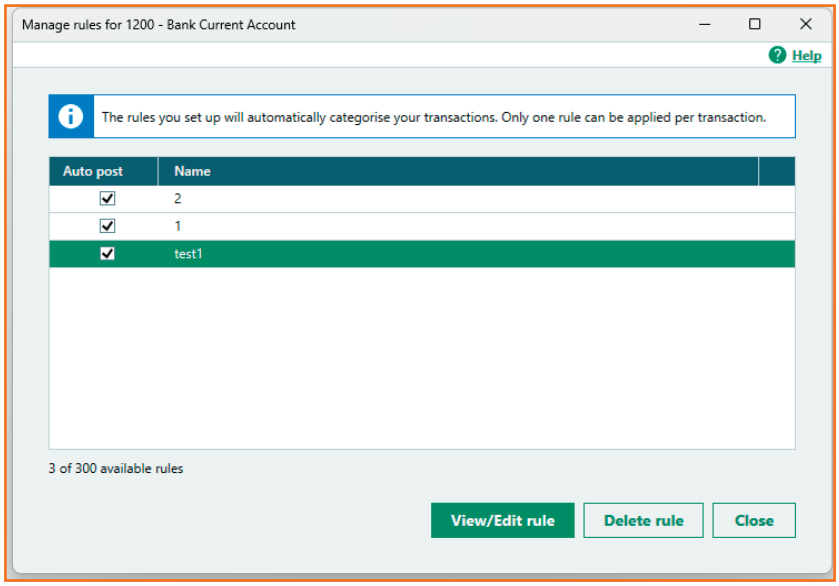
Resolution

To manage your bank rules:

1. Click **Bank Feeds**.
2. Click **Open** on the bank feed you want to look at.
3. Click the **Manage rules** button:



Once the manage rules window opens, you have several options:



View/Edit rule
Click to select the rule you want to view or edit, you can then view or make changes as needed.

Note: You can't change a rule name once saved.

Delete rule
Click to select the rule you want to delete, then click **Delete rule**.

Note: It's not possible to recover deleted rules. If you delete one by mistake, you'll have to re-create it.

Auto post
You can quickly change the auto posting settings for your bank rules, just tick or untick the **Auto post** option and your rule updates automatically.

Note: This setting takes effect the next time it's triggered and won't affect transactions that are matched with a rule.

Automatic rule retention

Note: This only applies to Sage 50 Accounts v30.1 or above.

When using bank rules, they're automatically restored if you re-connect your bank feed. In previous versions your bank rules were deleted if you disconnected your feed.

You don't need to do anything, just connect your Bank feed and they'll be right where you left them.

Section 4:
Nominal Module

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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 – Nominal Groups

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	The name of the nominal account, up to 60 characters. **Tip:** This appears on all financial reports.
Type	The area you want to assign the nominal account to. A nominal account is assigned to a specific area in the profit and loss or the balance sheet. By default, these areas cover: • 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	The account category for your new nominal account. Each area in the Income and Expenditure or balance sheet is divided into category accounts, which appear as headings on all financial reports.
N/C*	A unique reference code used to identify the nominal account. You can't change this once you save the record. The code must be numbers only and have at least four digits and no more than eight, between 0001 and 99999999. We recommend: • 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.

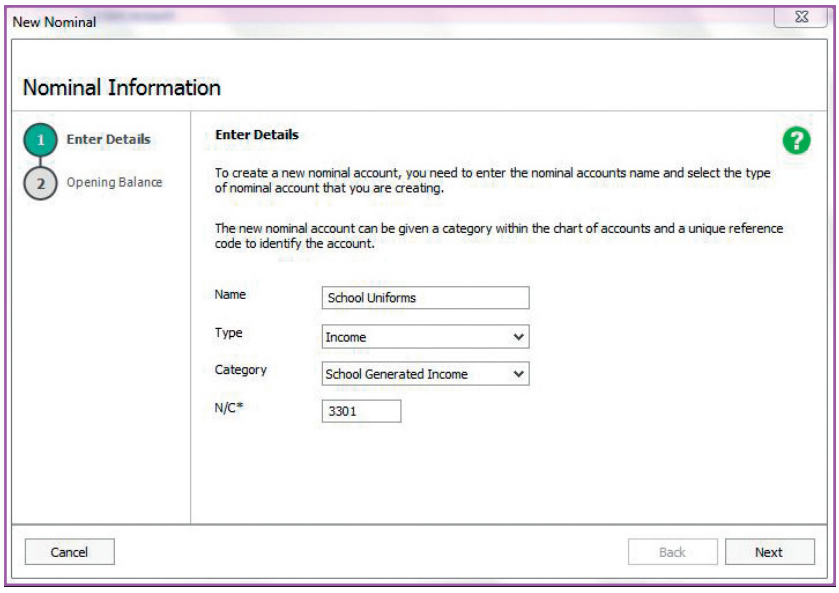
2. Next » to create a nominal account with no opening balance select No, there is no opening balance to enter » Create. To create a nominal account with an opening balance, select "Yes, I wish to enter an opening balance" » enter the opening balance details as follows:

> **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.

3. Click Create



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.

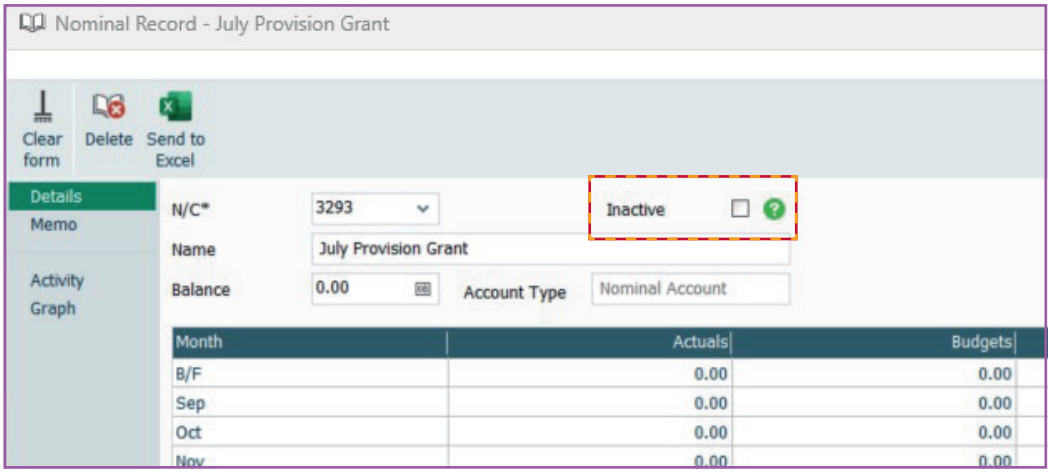
Deleting a nominal code

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.

Instead, the account can be made inactive by clicking on the inactive button and click save.



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:

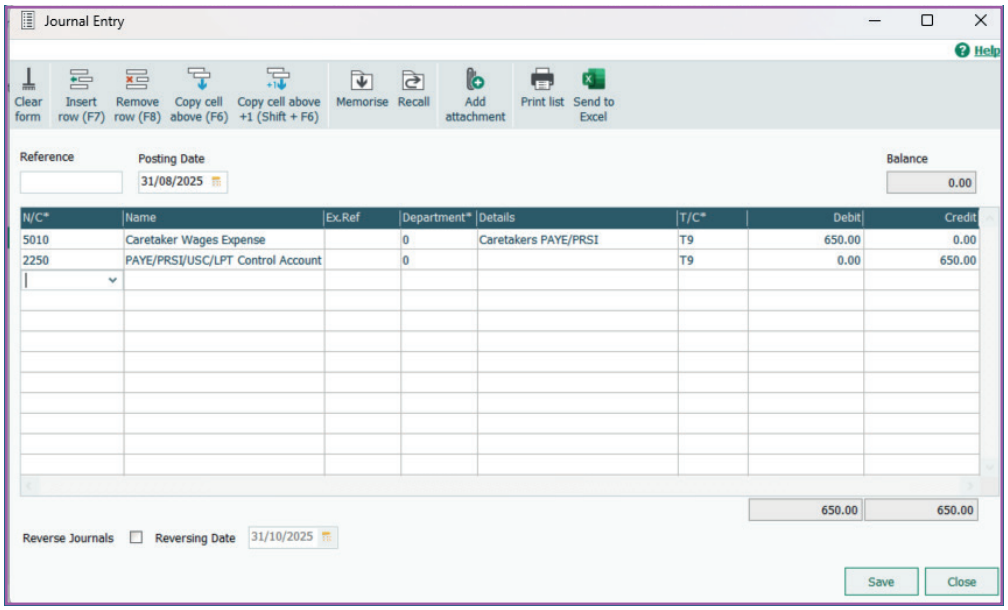
Reference	A reference for the journal, up to 30 characters.
Posting Date	The date you want to post the journal.
Balance	This is the difference between the debit and credit values for the journal. **Tip:** Before you can save the journal the balance must be zero.
N/C*	The nominal account code you want 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.



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.

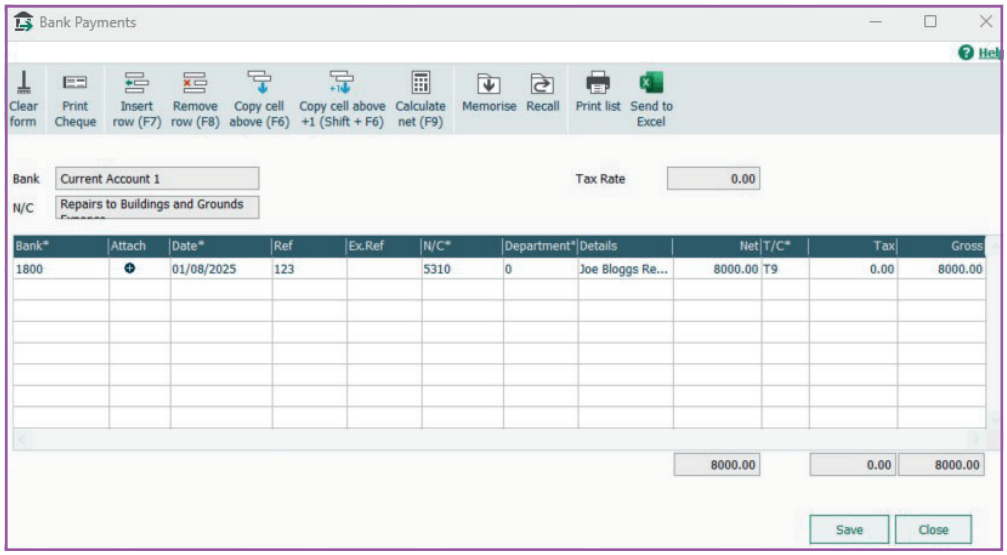
RCT @ 20% = €10000 * 20% = €2000

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

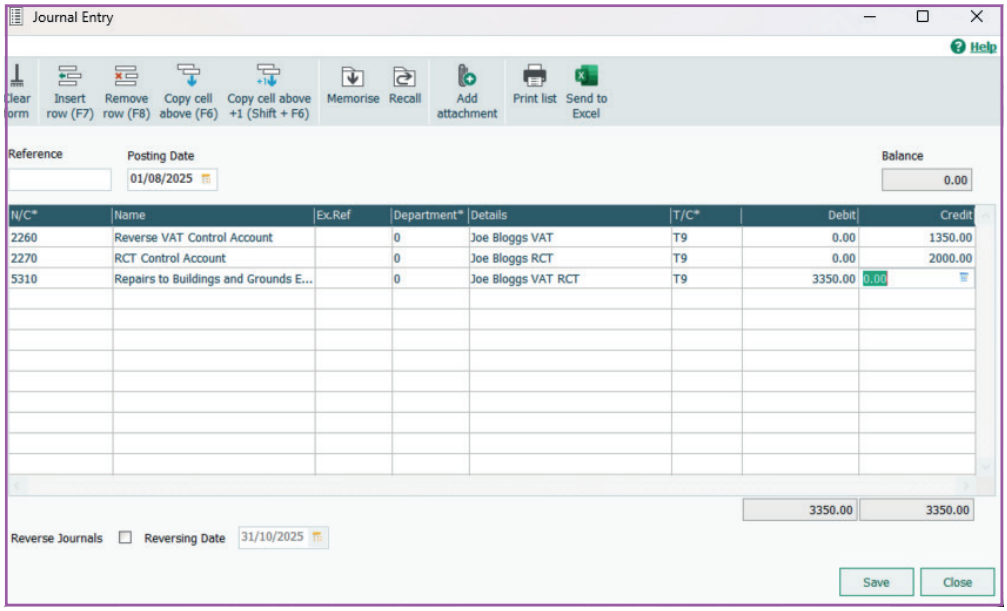
Reverse Vat @13.5% = €10000*13.5% = €1,350

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



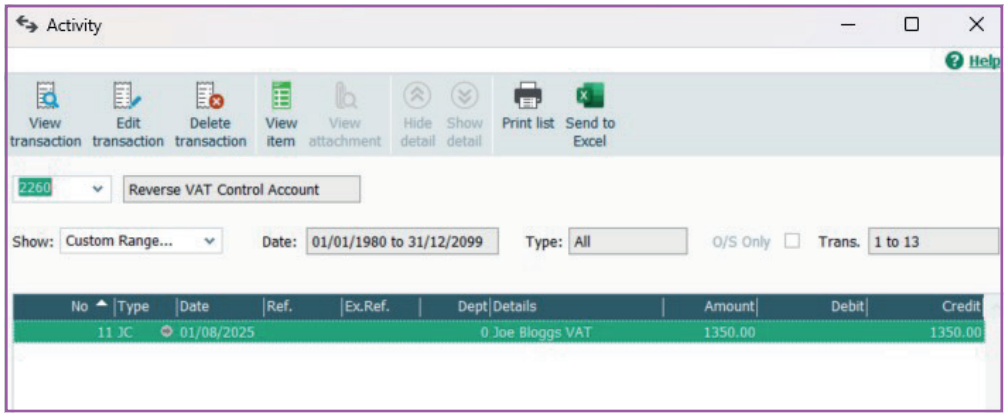
2. **Enter the RCT and Vat liability using a Nominal Journal.**

   Nominal codes/Journal entry



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.



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.

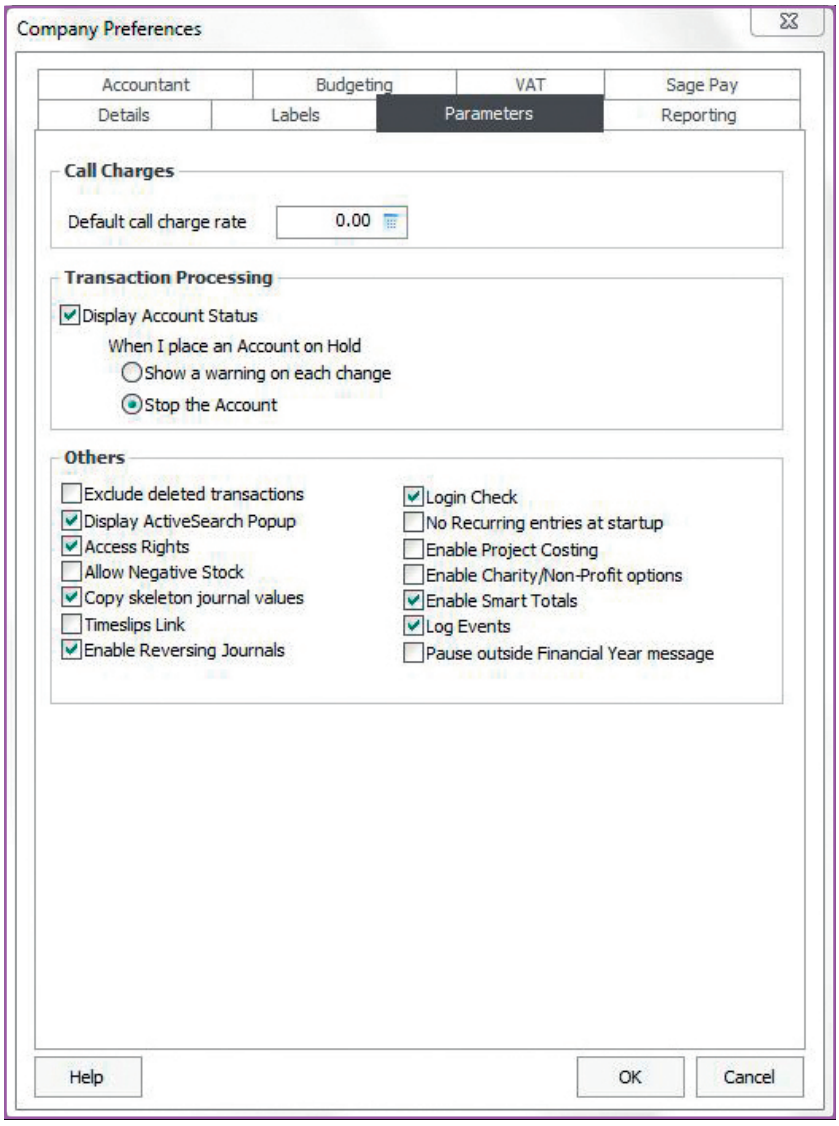
VAT: The entries in the VAT Nominal account 2260 must be checked and the balance due entered on the VAT 3 form on ROS and the amount settled with the Revenue on a bi-monthly basis. The payment is entered using **Bank Accounts/Bank Payment** to nominal code 2260.

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



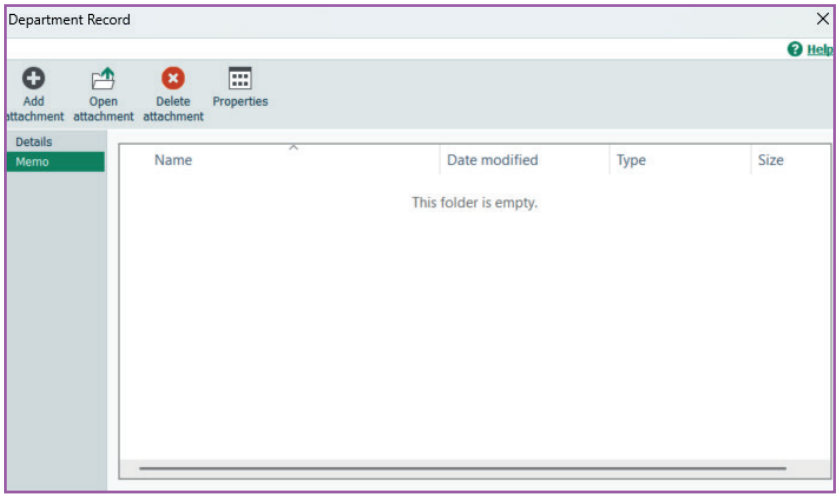
When entering a reversing journal check the box at the bottom of the window and specify a date for the reversal. This enables SAGE to post both journals at the same time.

4.7 Departments

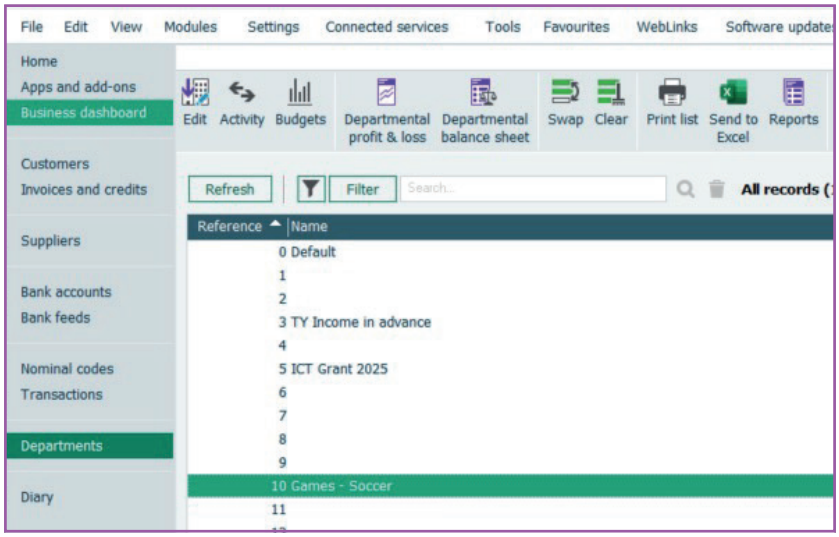
Departments can be created through **Departments** in the toolbar.

Select Modules » **department** and select a department to edit and click on the **Edit** button. In the Details section the department can be given any name up to sixty characters.

In the **memo section**, attachments such as the Department remittance or details of how the grants can be spent can be added and saved.



Click Save



Every transaction entered on Sage 50 has a department reference.

The default department is 0 for standard grants such as capitation and standard day to day school running costs.

When recording financial transactions in Sage 50 always ensure to allocate the appropriate department and this will facilitate accurate reporting on the relevant department heading.

When to use Departments?

Providing a breakdown of a nominal code:

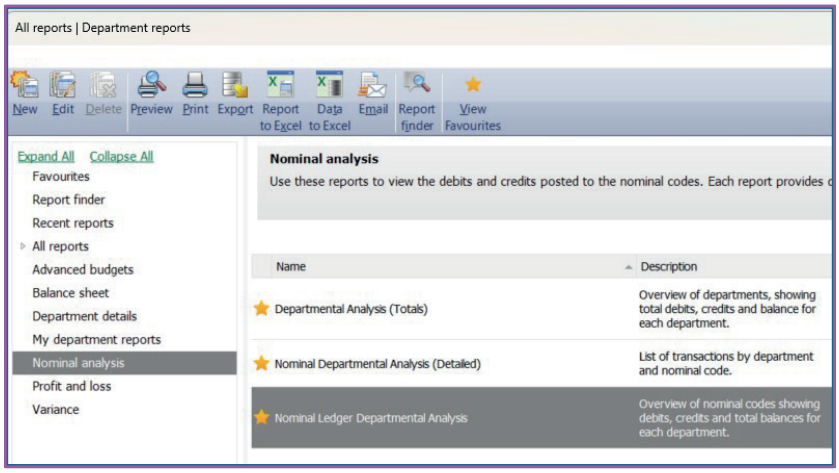
- Income received in advance
- Grants received in advance
- School Tours
- Subjects

Providing financial analysis of specific key school transactions

- ICT Grant and related expenditure
- Free schoolbook grants
- Building Grant and related expenditure
- Ringfenced Grants

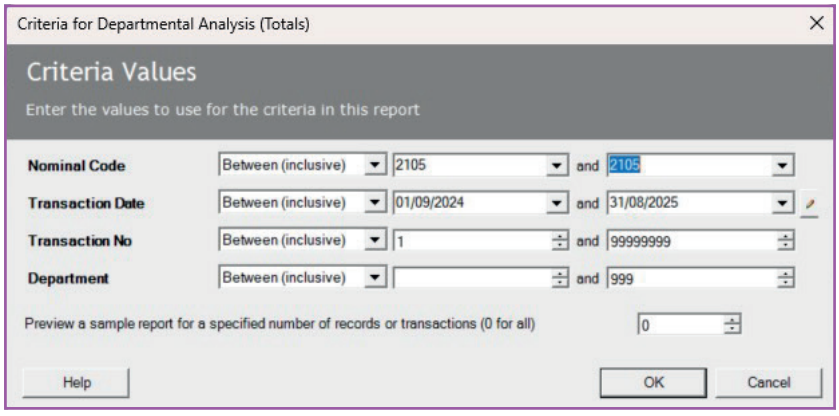
Department Reports

Departments » Reports » Nominal analysis

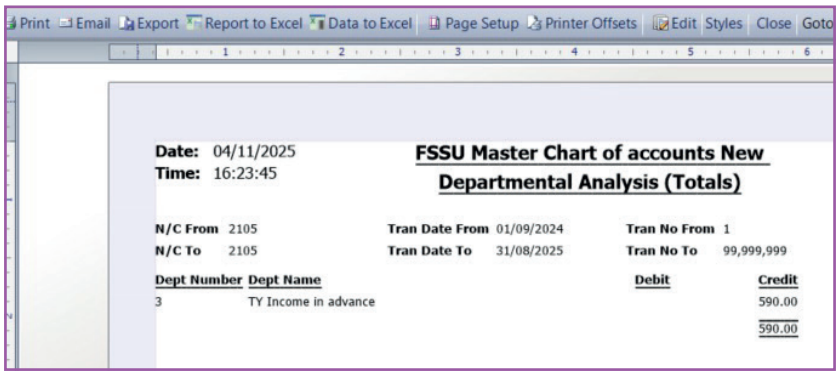


Examples of reports

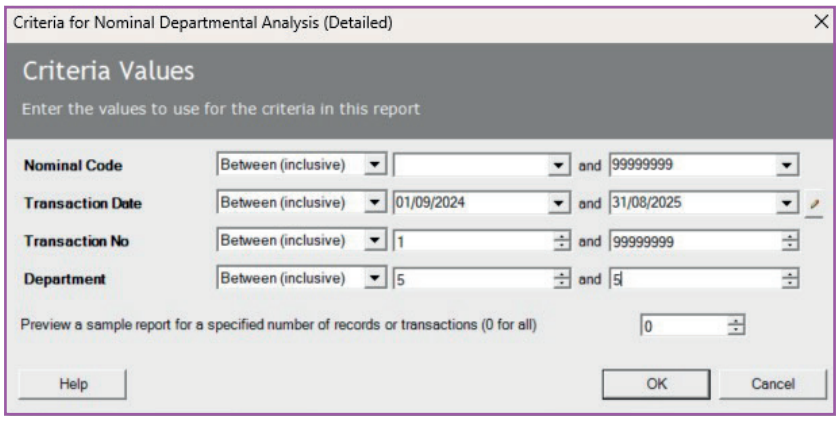
To show the breakdown of Income in advance by Income type



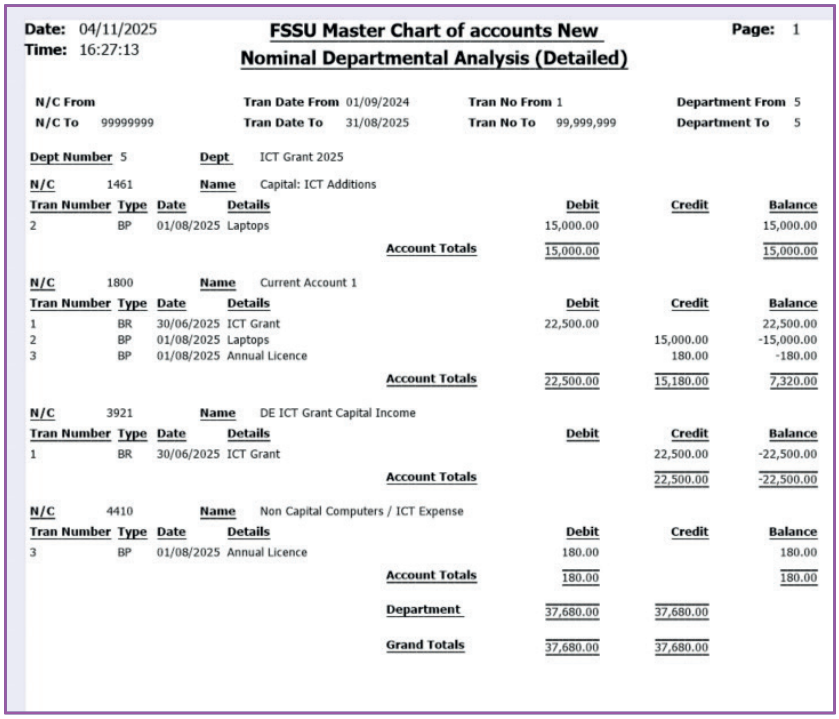
Output:



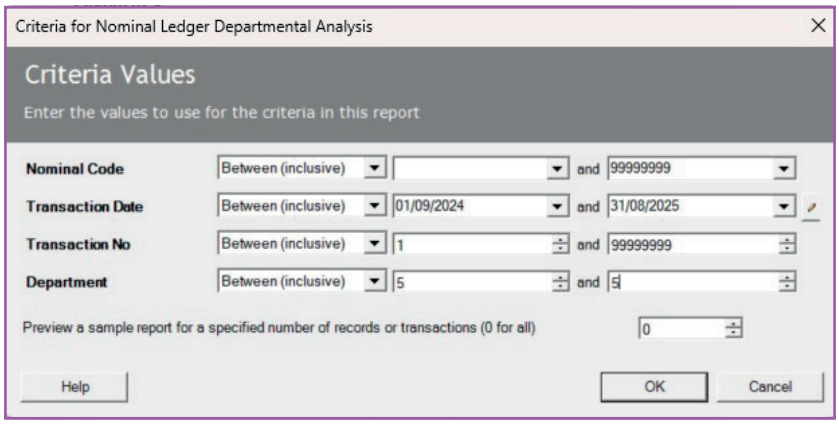
A nominal analysis of the ICT Grant and related expenditure



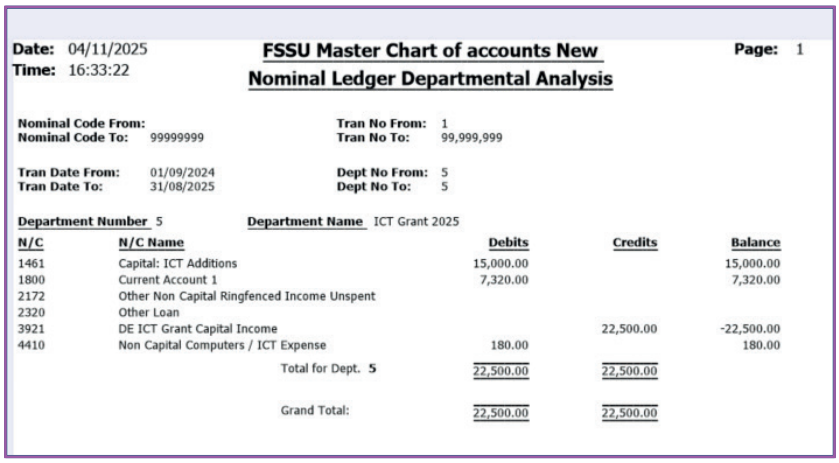
Output:



Summary report for ICT Grant



Output:



Date: 04/11/2025 Time: 16:33:22

FSSU Master Chart of accounts New
Nominal Ledger Departmental Analysis

Page: 1

Nominal Code From:
Nominal Code To: 99999999
Tran No From: 1
Tran No To: 99,999,999

Tran Date From: 01/09/2024
Tran Date To: 31/08/2025
Dept No From: 5
Dept No To: 5

Department Number 5 Department Name ICT Grant 2025

N/C	N/C Name	Debits	Credits	Balance
1461	Capital: ICT Additions	15,000.00		15,000.00
1800	Current Account 1	7,320.00		7,320.00
2172	Other Non Capital Ringfenced Income Unspent			
2320	Other Loan			
3921	DE ICT Grant Capital Income		22,500.00	-22,500.00
4410	Non Capital Computers / ICT Expense	180.00		180.00
	Total for Dept. 5	22,500.00	22,500.00	
	Grand Total:	22,500.00	22,500.00	

From the report above the unspent amount of the ICT Grant in this example is €7,320.

If a Profit & Loss Report or Balance sheet report by department is required, Sage have resources to help users access and use excel based reports for this purpose on their website.

4.8 Sage 50 Department reporting using Microsoft Excel report library

Sage 50 Accounts Excel Report Library is a resource hosted by Sage to help users access and use Excel-based reports tailored for Sage 50 Accounts.

Here's a **summary of what the Excel Report Library offers**:

The **Excel Report Library** is a collection of downloadable Excel templates that integrate with Sage 50 Accounts to provide enhanced reporting capabilities. These reports are designed to extend the built-in reporting features of Sage 50.

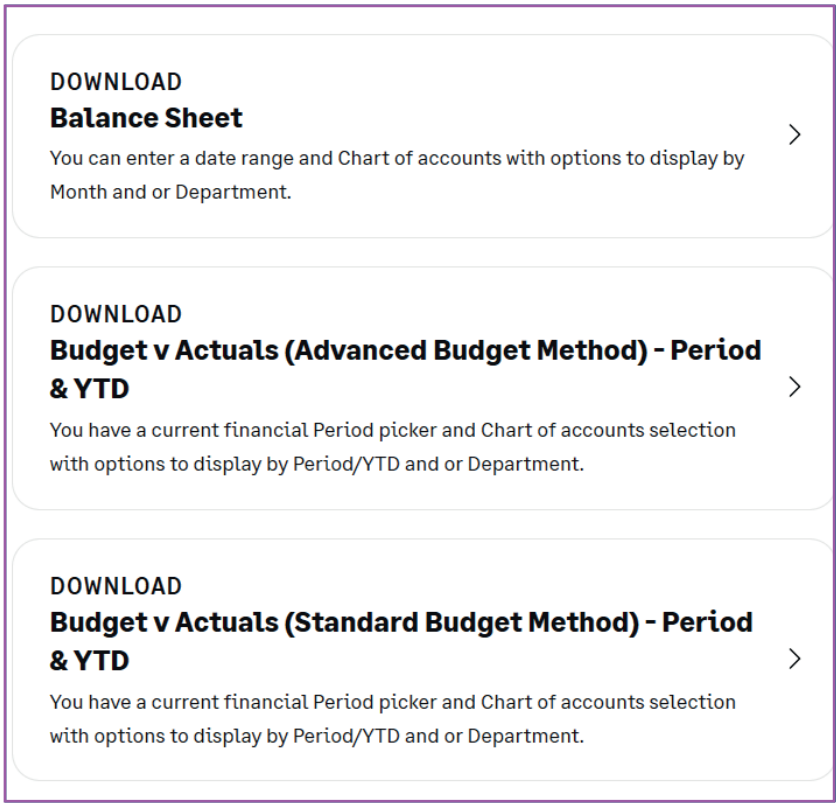
Types of Reports Available

The library includes reports across various categories, such as:

- Nominal Reports – e.g., trial balance, profit & loss, balance sheet.
- Departmental Reports – breakdowns by department if enabled.
- Purchase Reports – e.g., supplier balances, aged creditors, purchase analysis.

The reports which will provide a Profit & Loss By department are available at this link.

On the following screenshot of the available reports, the reports relevant to schools would be the **Balance Sheet & Budget V Actual (Standard Budget Method)**.

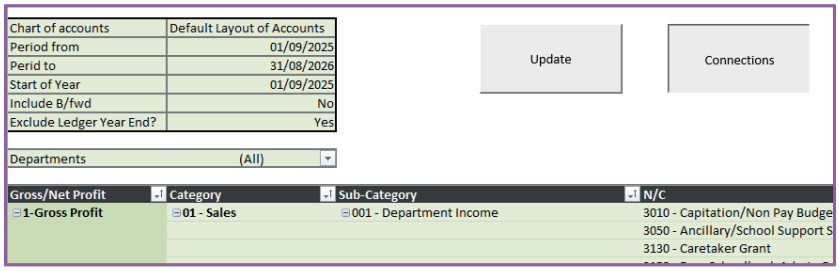


How to use the Reports: Summary

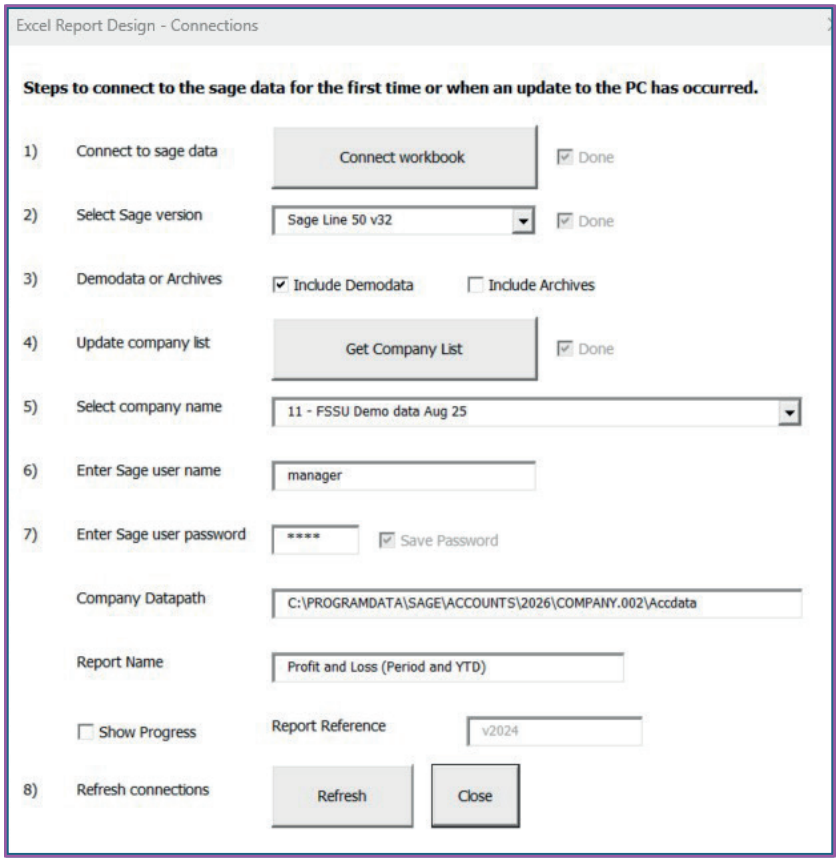
1. Download the Excel template from this link by clicking on the relevant report.
2. Open the file in Excel.
3. Connect it to your Sage 50 Accounts data using the Sage Excel Integration tools.
4. Refresh the data to pull in the latest figures.
5. Customize filters, formatting, and formulas as needed
6. Review reports for accuracy

Save and run the Department P&L Report Budget V Actual (Standard Budget) Period V Actual

1. Download the Excel workbook from the Sage report library, e.g. P&L Budget V Actual (Standard Budget Method) Period & Year to date
2. Open the Microsoft Excel file
3. If the workbook opens in protected mode, see here
4. Click **Enable Content**.

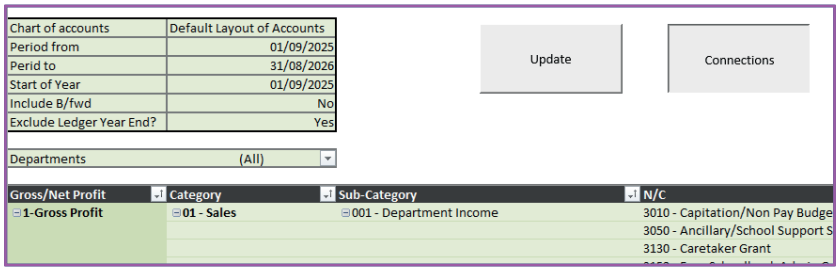


5. Click the connections button to open the connections window
6. Follow the steps below: Summary
    1. Connect workbook to Sage data
    2. Select appropriate version of Sage
    3. Select Archive only if required
    4. Click get Company list
    5. Select appropriate school data set
    6. Enter Sage username (e.g. Manager)
    7. Enter password



8. Refresh connections: Click Refresh

Enter your report date and department criteria, then click **Update**.



9. Customize filters, formatting, and formulas as needed.
10. Review the reports for accuracy and completeness in line with standard FSSU accounts review guidance.

Section 5:
Supplier Module

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5.2	Creating a New Supplier	110
5.3	Setting the processing date	113
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5.1 Introduction

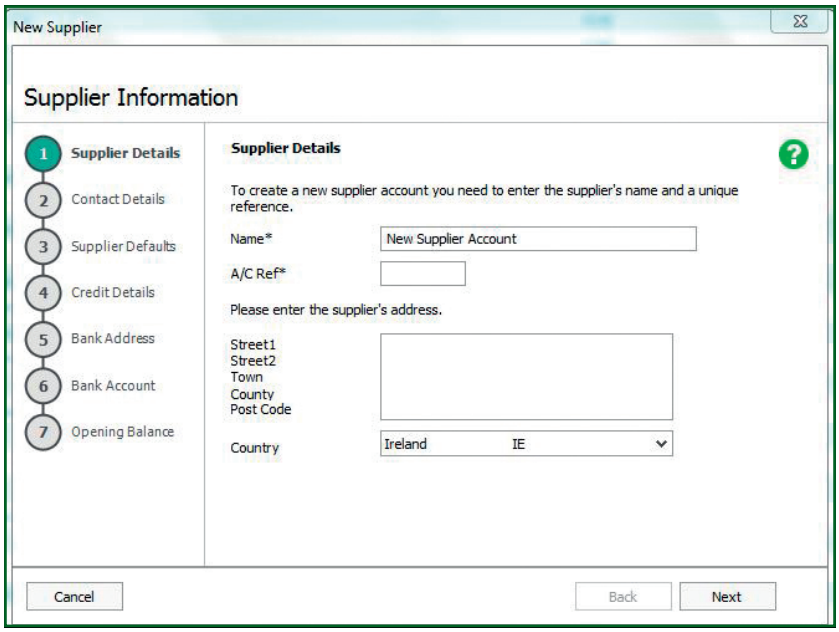
This section covers how to record supplier invoices and credit notes and their effect on the purchase and nominal ledgers. The Supplier module is used to record information about suppliers, such as contact details, credit facilities and invoices received and paid for. A supplier can be either a company 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 (or relevant prior accounting system) 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.



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.

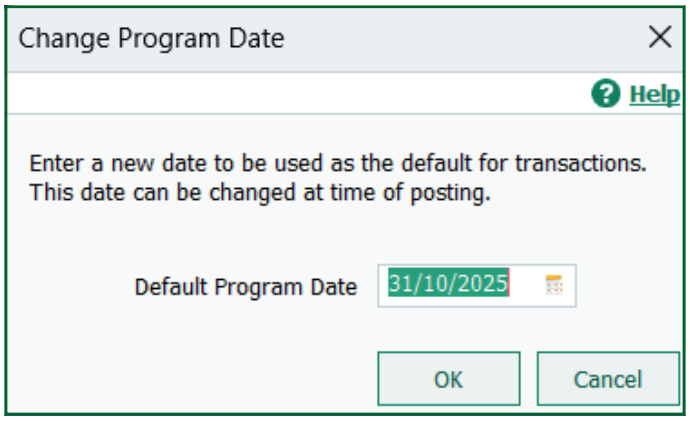
Account No	The supplier's bank account number. If you intend to make electronic payments to the supplier using e-Banking, you must enter the supplier's bank account number.
BACS/SEPA Ref	Enter the BACS/SEPA reference here. This is used for making e-Banking payments.
Online Payments	If you intend to pay 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



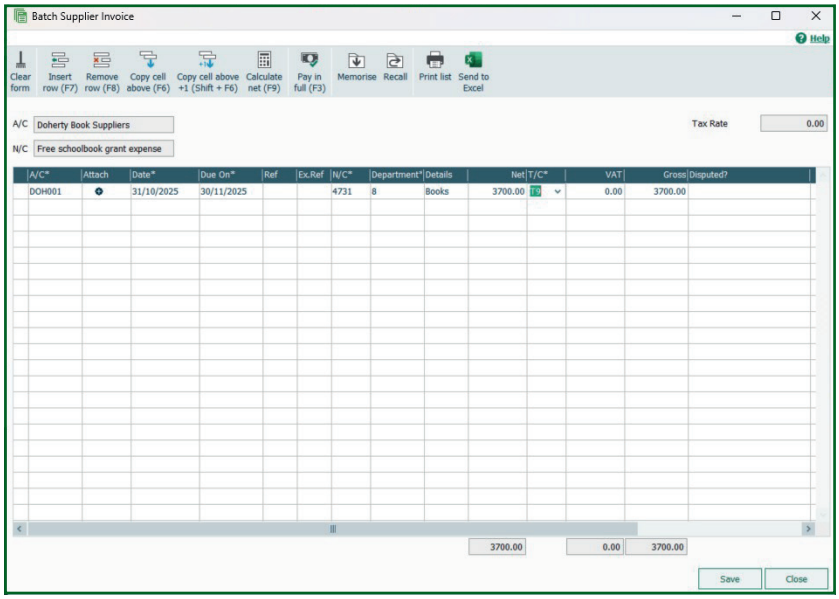
5.4 Supplier Invoice & Credit Notes

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.

5.5 Add attachments to supplier invoice or credit transactions

Summary

How to add attachments to supplier invoices and credit note transactions in Sage 50 Accounts.

Description

Cut down on paperwork in a couple of clicks. If you have documents related to supplier invoices or credits in Sage 50 Accounts v26.3 and above, you can add them as attachments for easy, quick reference. Let's do this now.

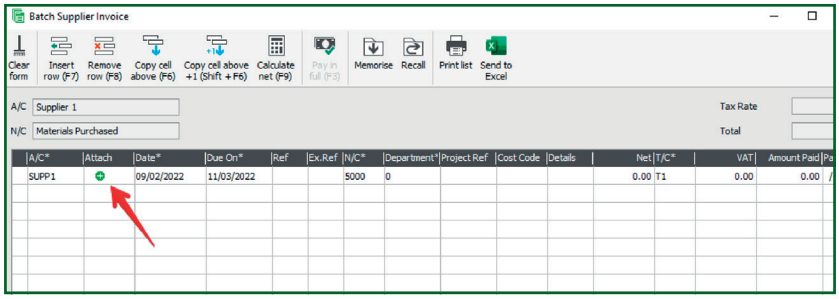
To back up your attachments

What can I attach?

You can attach any of the following file types:

BMP	PNG
CSV	RTF
DOCX	TXT
DOCM	XLSX
DOC	XLSM
JPG	XLSB
JPEG	XLS
ODS	XLA
ODT	XML
PDF	XPS

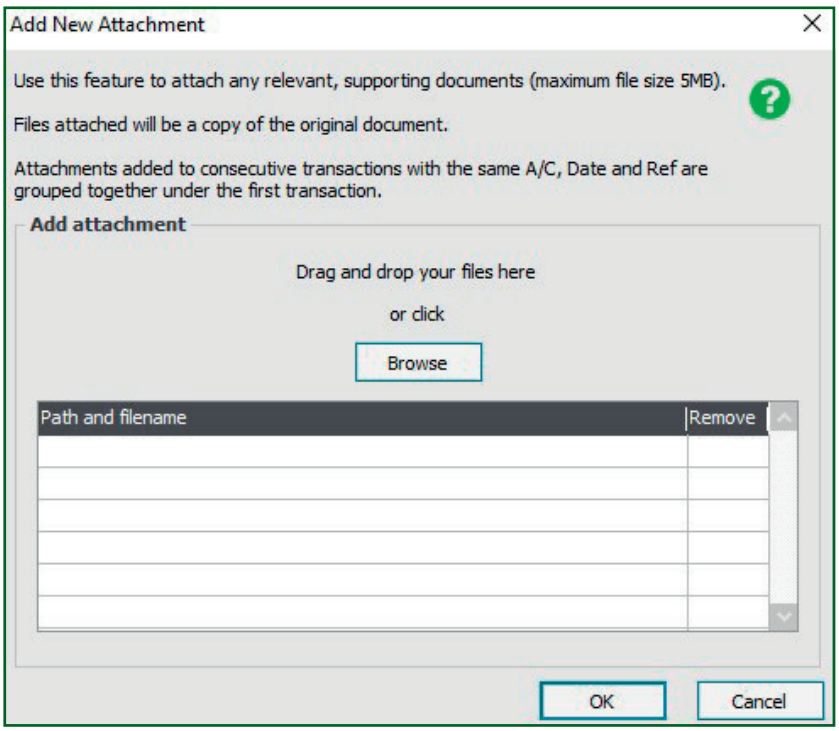
Note: Attachments can be up to 5mb in size.



To add an attachment as you post the transaction

Follow the steps:

1. Click **Suppliers**, then click **Batch invoice** or **Batch credit** as required.
2. Enter your **batch invoice** or **credit** as normal, but in the Attachment column, click the '+' icon.
3. Depending upon your access rights, you may either drag and drop your attachments into the Add New Attachment window, or click **Browse** to browse your attachment(s) in.



1. Once you've finished adding attachments, click **OK**, then click **Save**.

Tip: Attachments are created as copies of the original documents and are stored in the Transaction Attachments folder for the relevant company.

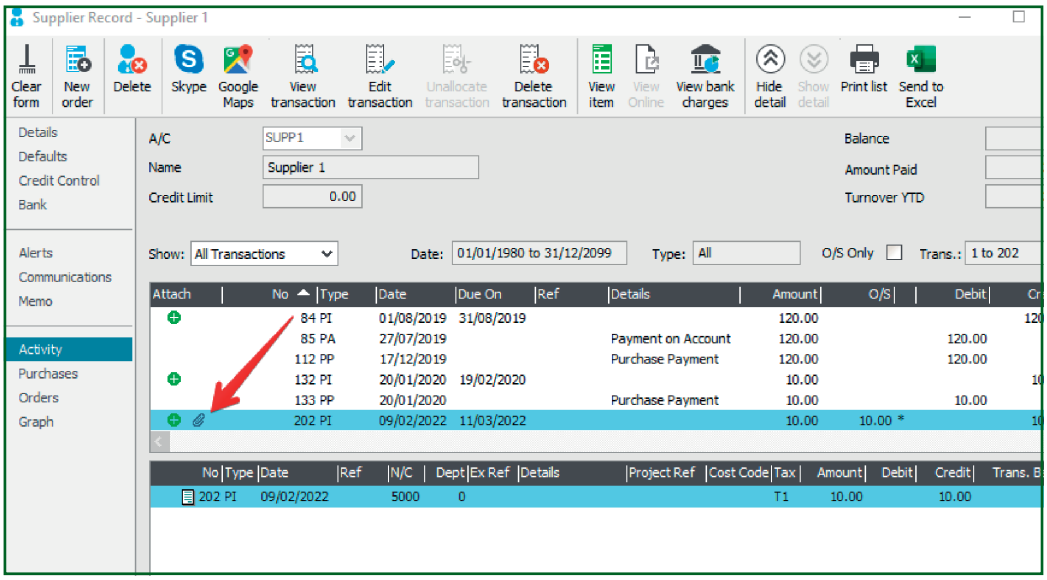
To view an attachment

In Supplier Activity

1. Click **Suppliers**, select the required supplier, then click **Activity**.
2. To view an attachment click the paperclip icon on the relevant transaction line.

In the Audit Trail report

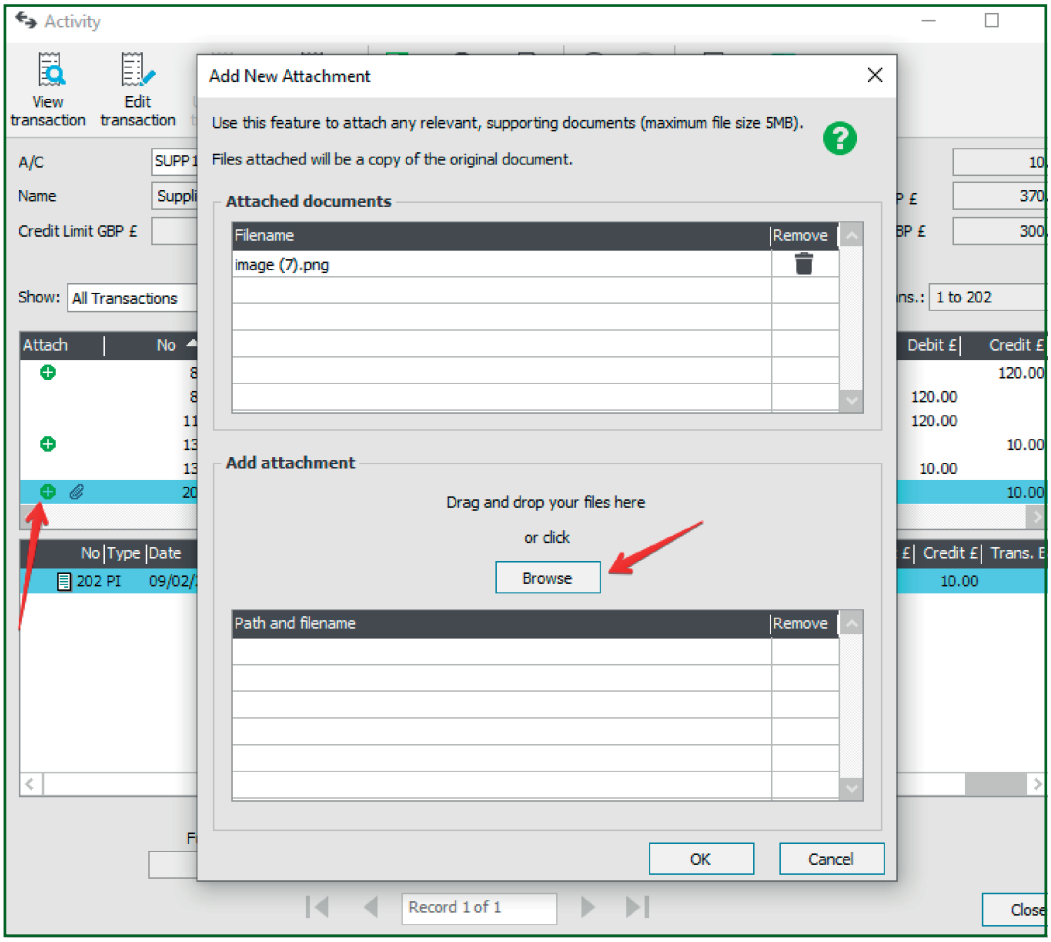
1. Click **Transactions**, then click **Reports**.
2. Select **Audit trail** and then click the **Audit Trail (Detailed, Landscape)** report.
3. Click **Preview** and then enter the relevant **Criteria Values**.
4. Click the link for the relevant transaction to view the associated attachment.



Note: Attachments can't be viewed in Company Archives

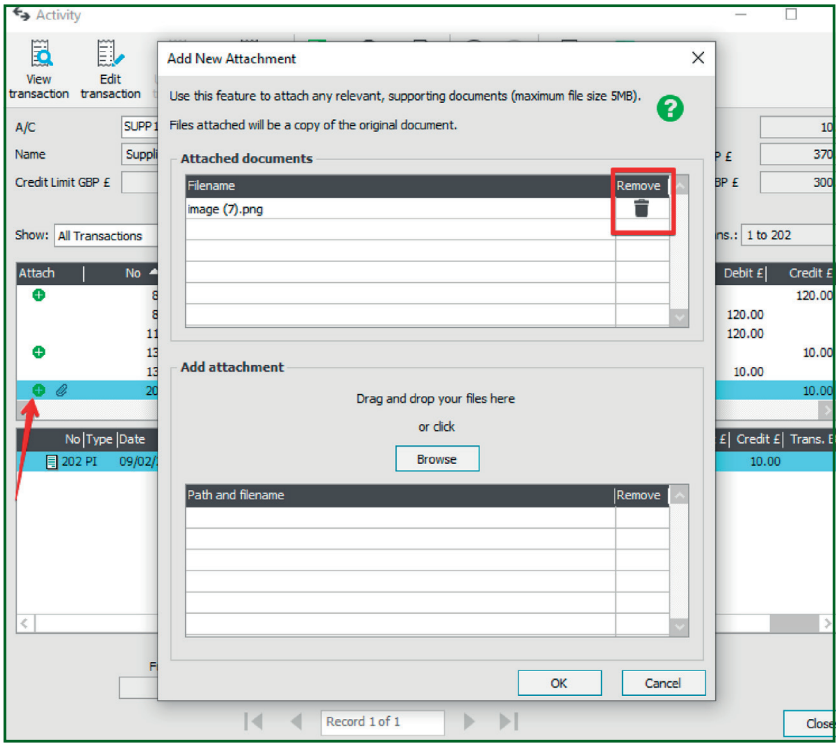
To add further attachments to a transaction

1. Click **Suppliers**, select the required supplier, then click **Activity**.
2. Locate the transaction you want to add the attachment to then click the '+' icon.
3. Depending upon your access rights, you may either drag and drop your attachments into the *Add New Attachment* window, or to browse to your attachments, click **Browse**.
4. Once you've finished adding attachments, click **OK,** then click **Close**.



To delete an attachment

1. Click **Suppliers**, select the required supplier, then click **Activity**.
2. Locate the transaction you want to delete the attachment from then click the '+' icon.
3. Click the icon for the attachment you want to delete. Click **OK,** then click **Close**



To back up your attachments

When you **back up your data**, if you want to back up your attachments, click **File**, then click **Back up** and ensure the **Transaction attachments** check box is selected, then click **OK**. You can only back up attachments if the Data file check box is also selected.

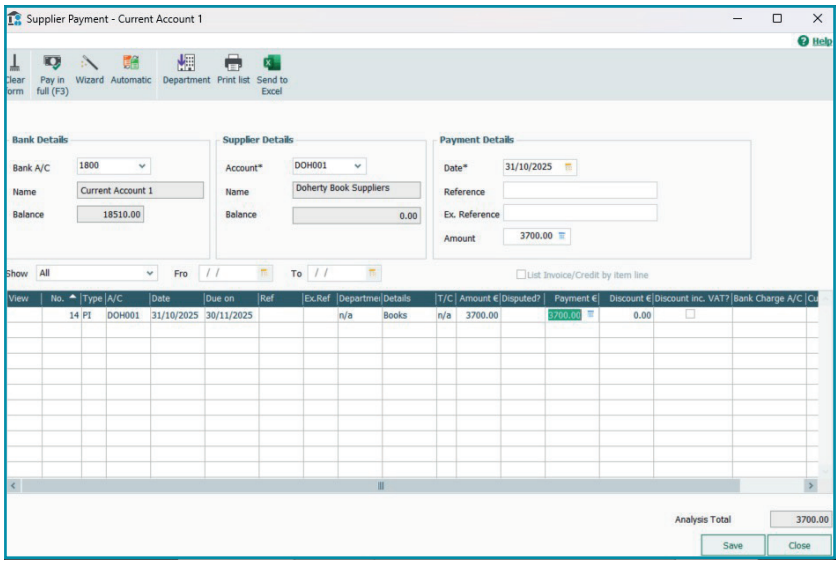
5.6 Supplier Payments

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. **Note:** If you use e-Banking and pay this supplier with online payments, the reference automatically appears as BACS, you should not change this.
Amount box	Enter the amount of the payment.
Show	To filter which transactions appear in this window, from the drop-down list choose one of the following: • 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.

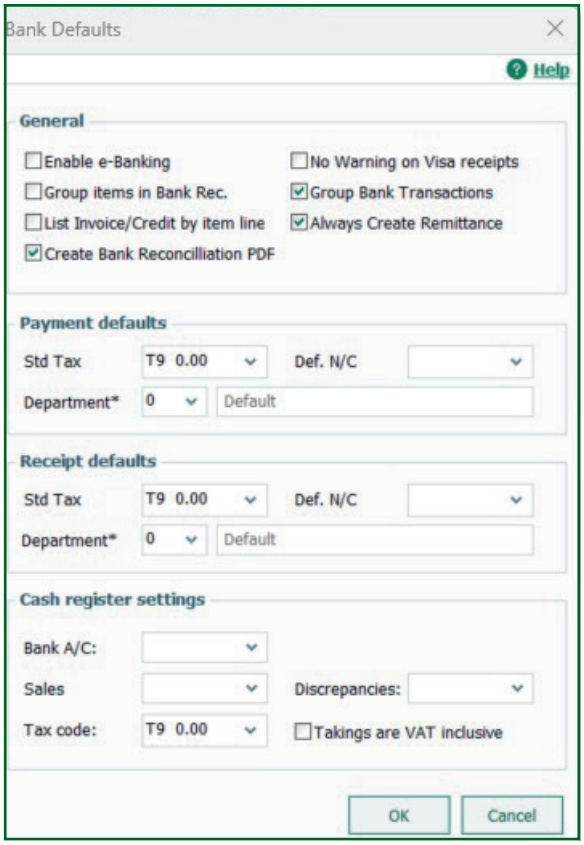
List Invoice/ Credit by item line	To see the individual lines for invoices which have been grouped, select this check box.
Payment	Enter the required payment value against the relevant invoices. To allocate credit notes or payments on account, enter the value you want to allocate on the credit note or payment on account item line then enter the same value on the invoice item line. **Tip:** If your invoices have been fully paid you can use the Pay in Full option which automatically enters the full value of the invoice. Or press F3
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.

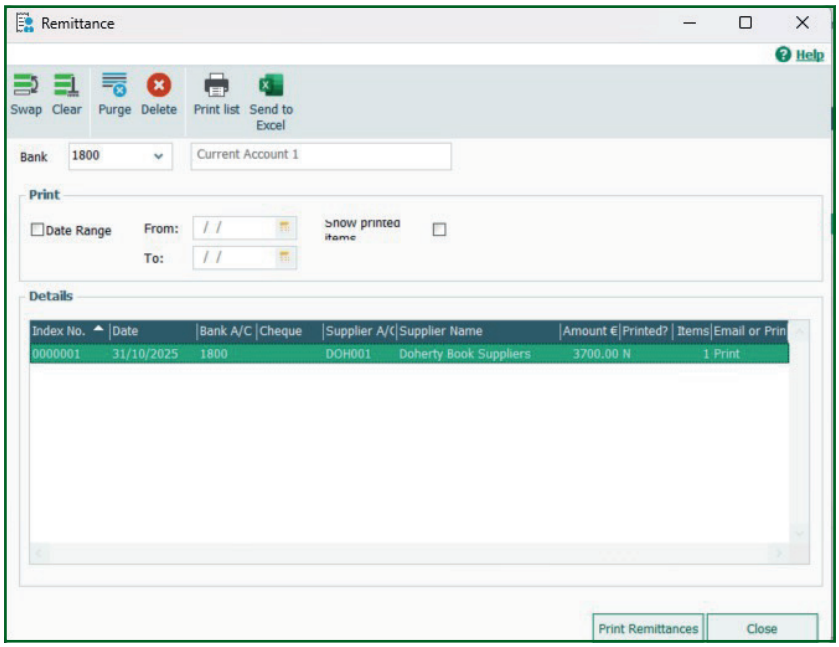
5.7 Supplier Remittance Advices

Remittance advices

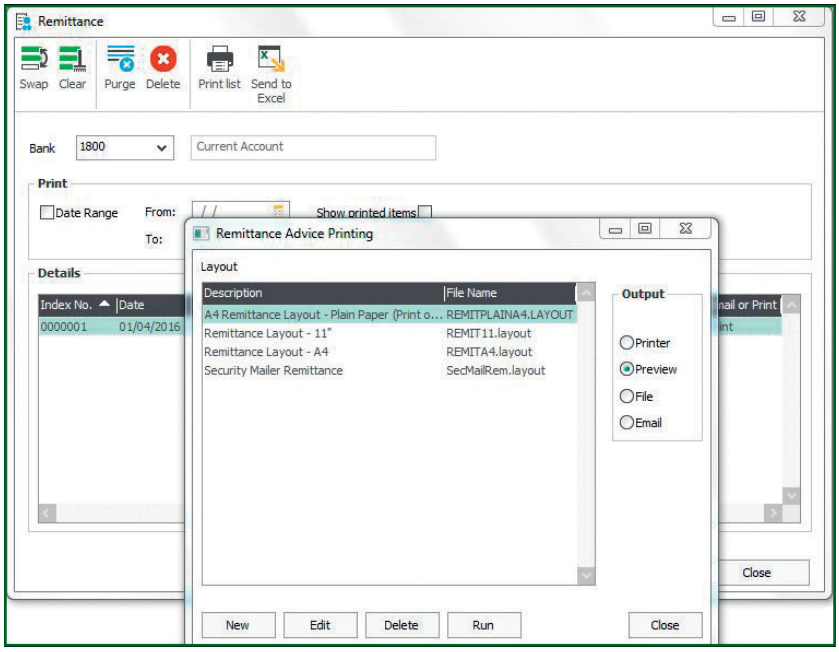
To enable this option, ensure a tick is placed to **Always Create Remittance from Settings ≫ Bank Defaults**



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



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.

5.8 E-banking

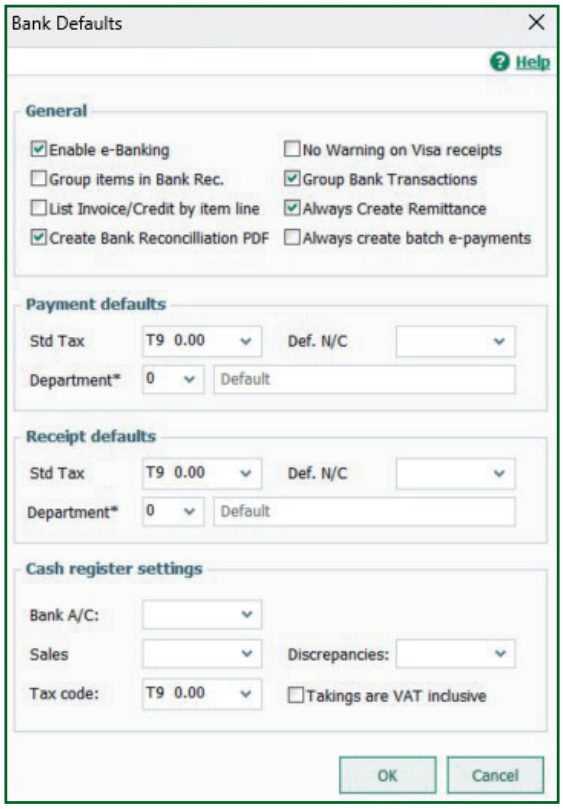
E-banking enables you to:
Create payment files to upload to your bank in order to pay your suppliers

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.

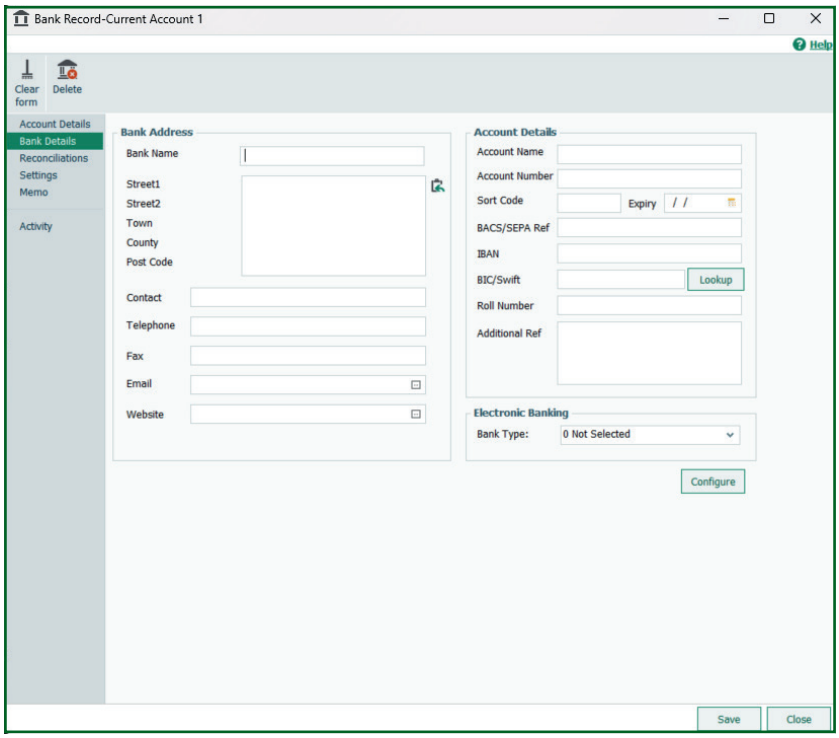
Setting up e-banking

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

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



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



Click the configure **button to configure the settings**

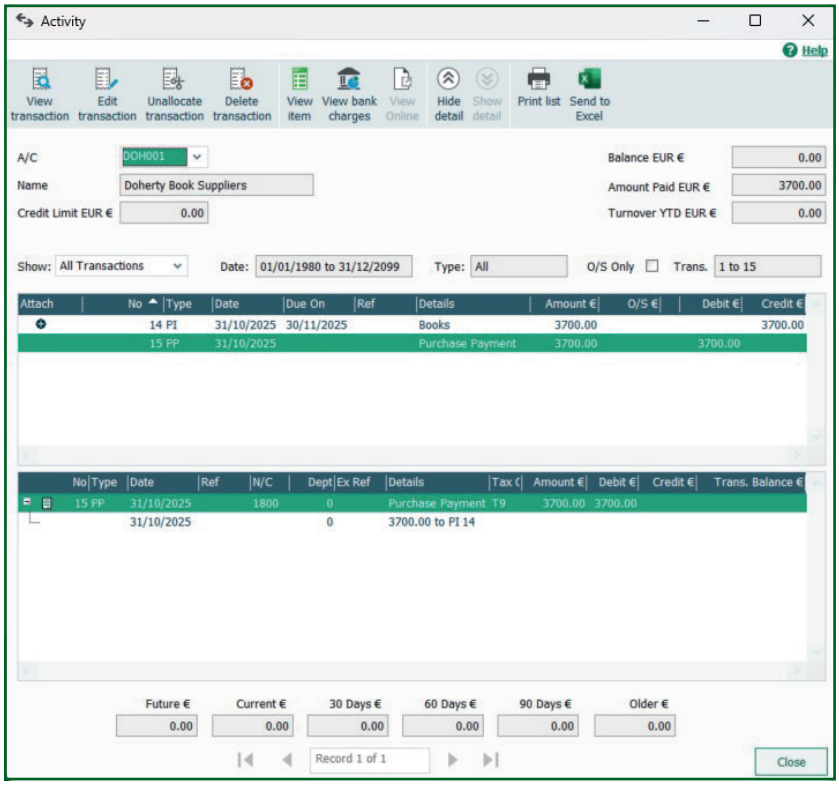
You can specify a common directory to store Supplier Payments Files.

5.9 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



- 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.

5.10 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.

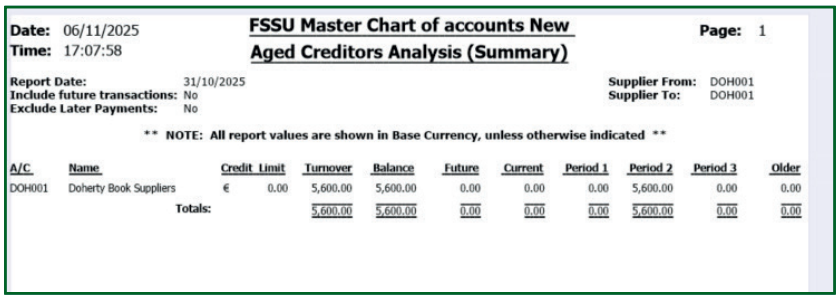
When you analyse your aged balances, you can enter a date for the report, and you can also include payments up to a particular date, so you can run the report retrospectively.

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: 06/11/2025 **Time:** 17:07:58

FSSU Master Chart of accounts New
Aged Creditors Analysis (Summary)

Page: 1

Report Date: 31/10/2025
Include future transactions: No
Exclude Later Payments: No

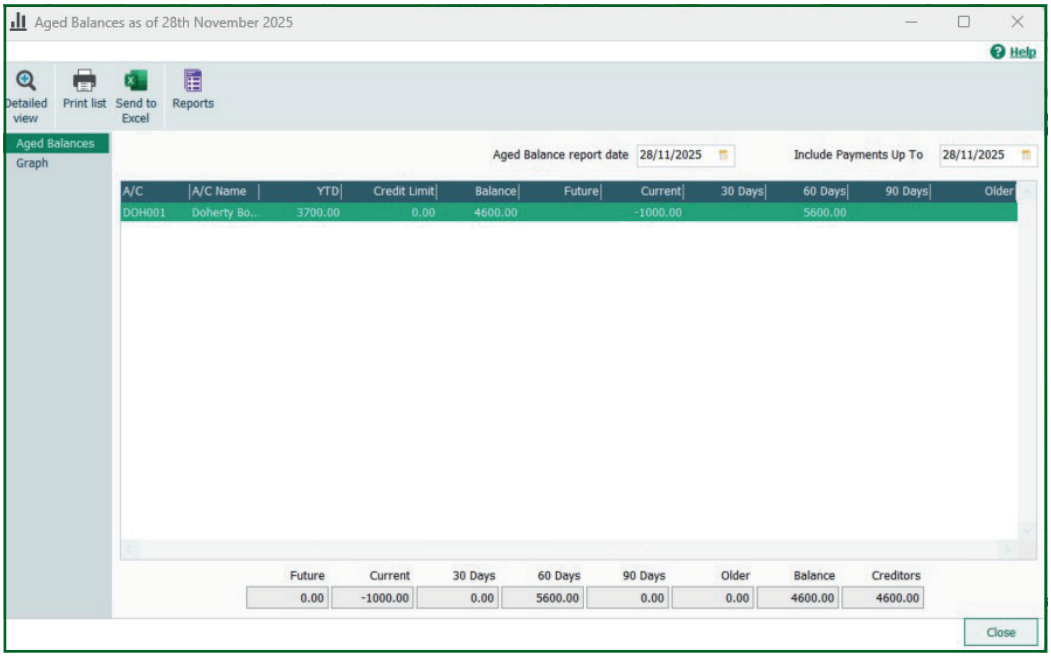
Supplier From: DOH001
Supplier To: DOH001

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

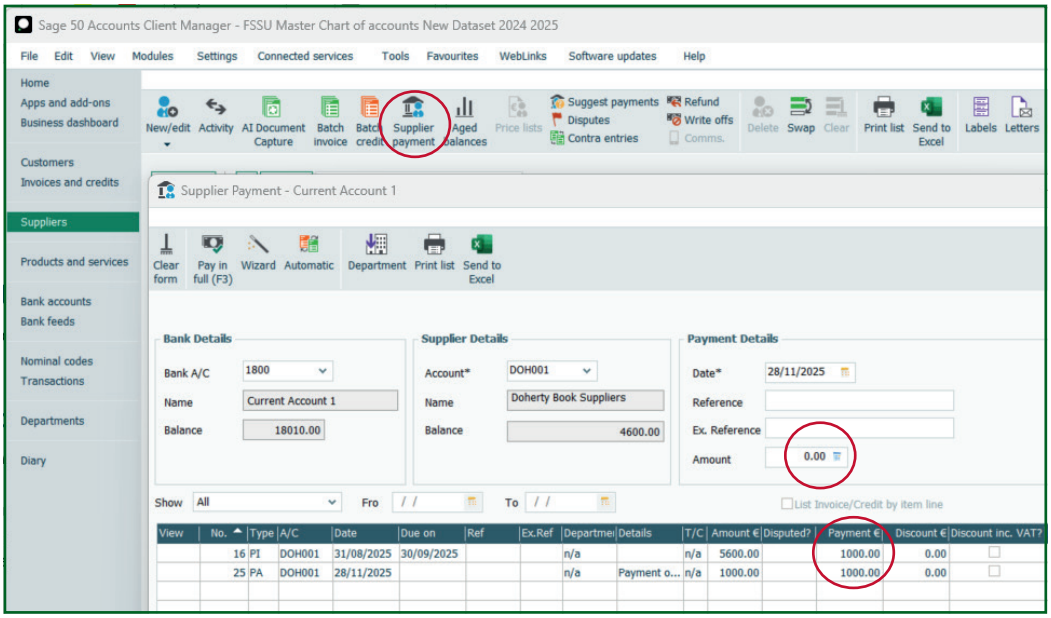
A/C	Name	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
DOH001	Doherty Book Suppliers	€ 0.00	5,600.00	5,600.00	0.00	0.00	0.00	5,600.00	0.00	0.00
	Totals:		5,600.00	5,600.00	0.00	0.00	0.00	5,600.00	0.00	0.00

5.11 Suppliers Payment Allocation

It is important to maintain a clean supplier list and ensure that all payments are allocated against specific invoices. Periodically review the ledger and check for any unallocated payments or credit notes and allocate against the relevant invoices.



Supplier payments can be allocated as follows:



1. Click on Supplier payment
2. Select appropriate Bank account

3. Select Account (supplier) and enter Date.
4. Leave Amount at 0.00 (Sage will prompt allocation).
5. For full payment: Click into Payment box and click Pay in Full.
6. For partial payment: Click into Payment box, enter amount, press TAB.
7. Click Save, then Close.

Allocate Credit Notes

1. Click on supplier payment
2. Enter Account and Date; leave Amount blank.
3. Click into Payment box and click Pay in Full for credit/payment and invoice.
4. For partial: enter amounts in Payment column.
5. Click Save, then Close.

Combine Credit/Payment and Invoice Allocations

1. Click on Supplier payment
2. Fill Account, Date, and amount paid or nil if matching amounts.
3. Click into Payment box and click Pay in Full for credits and invoices.
4. Ensure Analysis Total reflects full applied value.
5. Click Save, then Close.

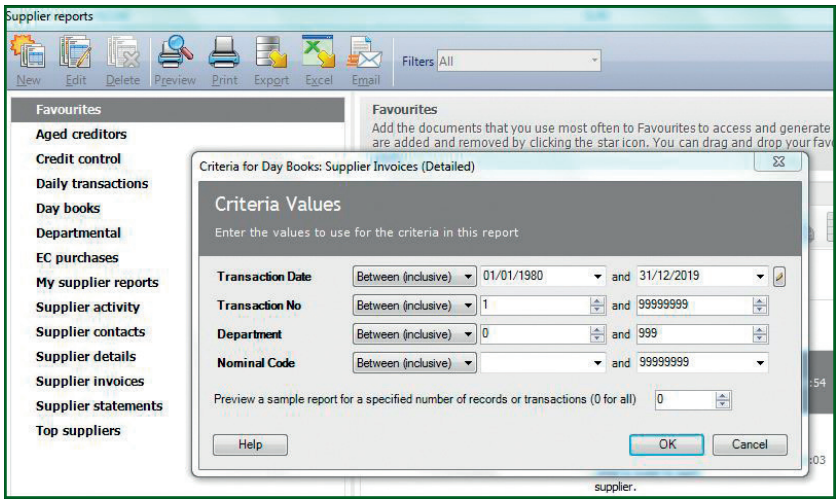
5.12 Supplier Reports

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;



Section 6:
Customer Module

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Customer Module (Used by Fee Charging Schools / Non-Fee Paying Schools with rental income)

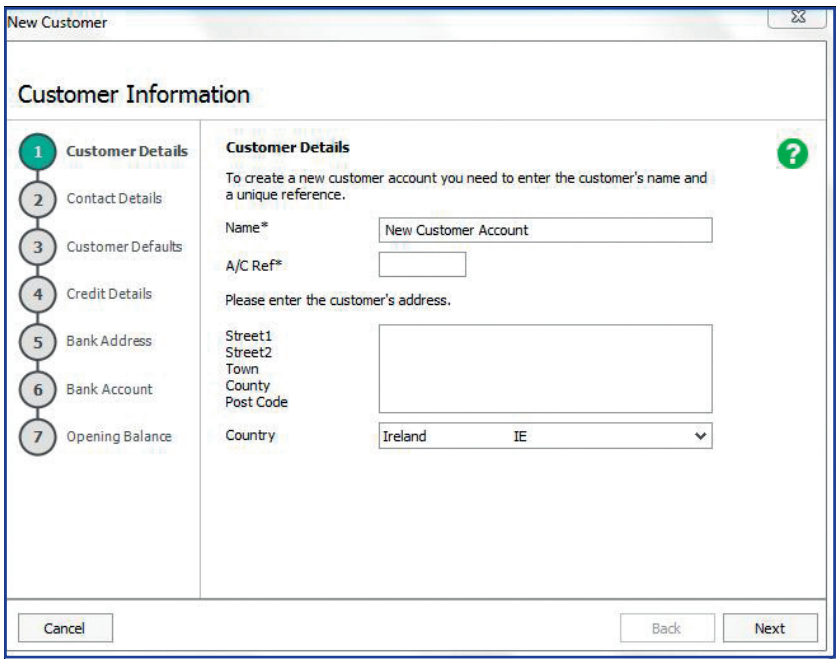
6.1 Introduction

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 (or relevant prior accounting system) 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



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*	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. Your customers are listed in the Customers window and by default they are sorted by this code. **Tip:** When using numeric codes make sure you use leading zeros in the number. This keeps the code sorted in the correct order. 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 lines	This is used in documents you can print and send to your customer such as invoices, credit notes, letters, labels and statements. **Tip:** You can change the labels used for the address lines to suit your needs in Settings » Company Preferences » Labels.

* 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	The email address you expect to use most often when emailing this customer. Tip: When the customer's record is open, you can generate an email based on this address.
Website	The customer's website address. Tip: When the customer's record is open you can access their website, provided you are connected to the Internet.
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

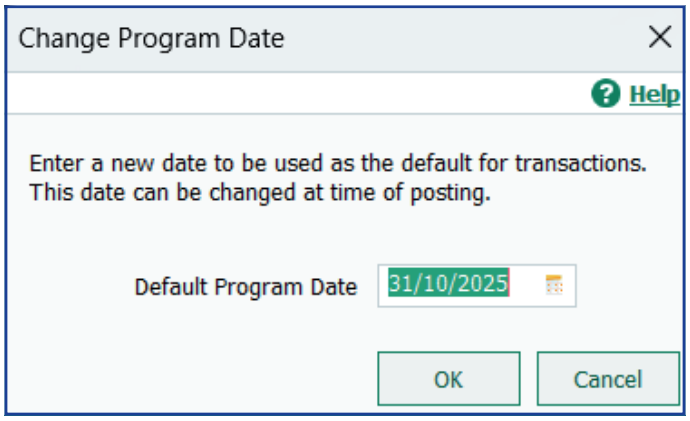
Nominal Code	This is the nominal account you expect to use most often to post the net value of any sales transactions when dealing with the customer. When you record an invoice, credit or sales order the nominal code appears but you can change it if required. The code is also displayed when you record a credit note for the customer. The nominal code you want to use for net sales from the drop-down list. The code that appears is taken from your Customer Defaults.
Use Default Nominal Code for Sales	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. 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.
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:

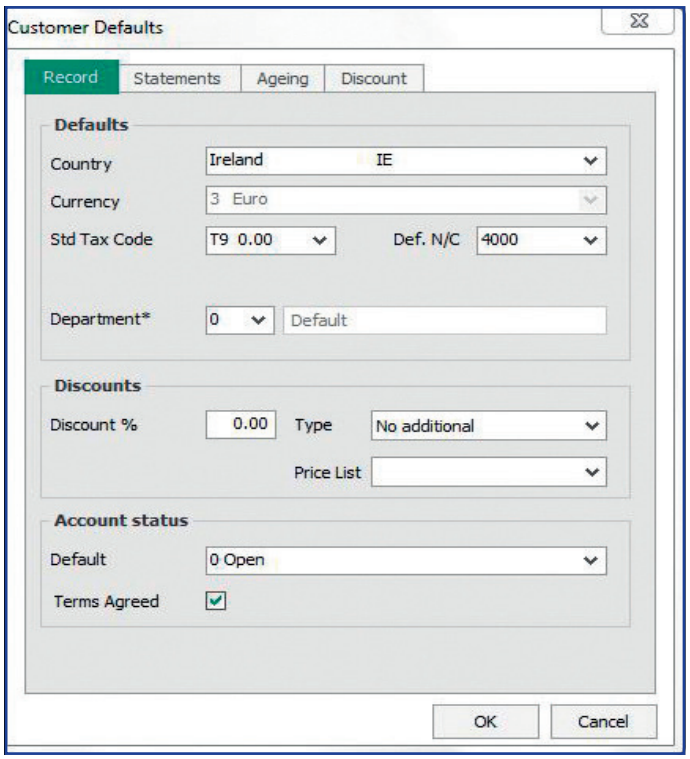
Settings » Change Program Date



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 defauls for terms Agreed.

Settings » Customer Defaults



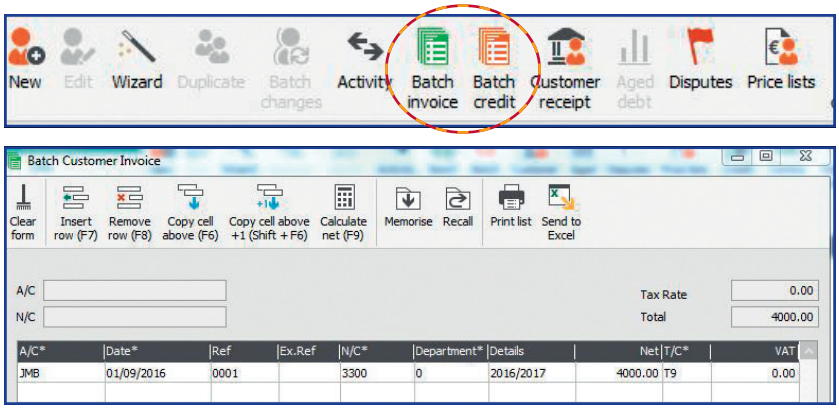
6.4 Customer Invoices & Credit Notes

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**.



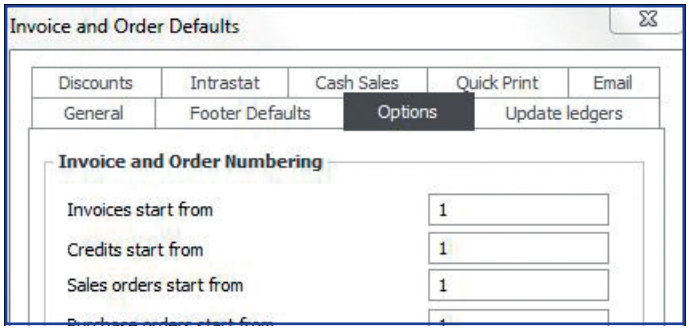
Creating Invoices and Credits Notes in Sage

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

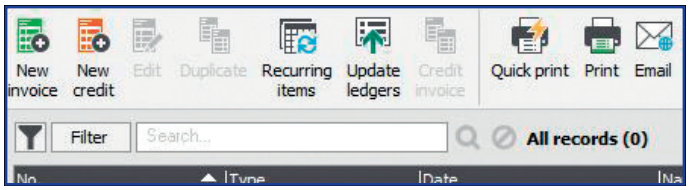


This enables the system to continue with the numbering sequence used in creating the invoice

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

* 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.

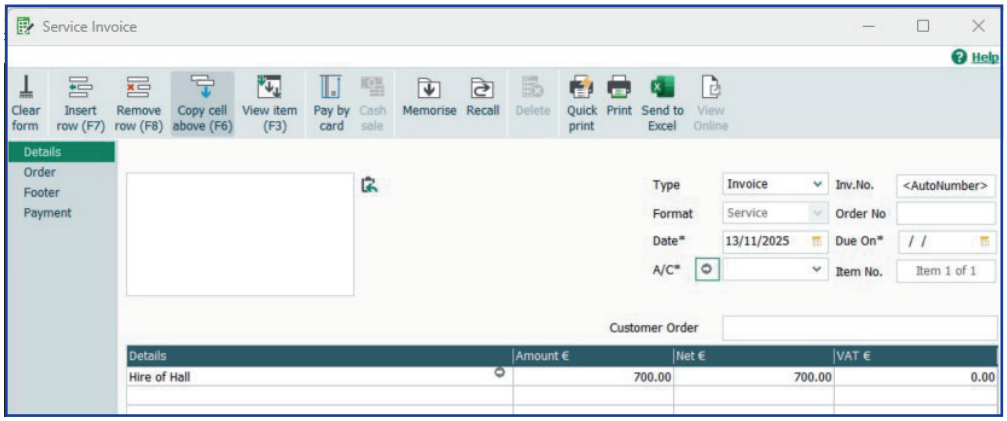
The item line details can be edited further by pressing F3.

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. **Note:** Price lists are only available in Sage 50 Accounts Plus and Sage 50 Accounts Professional.
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.

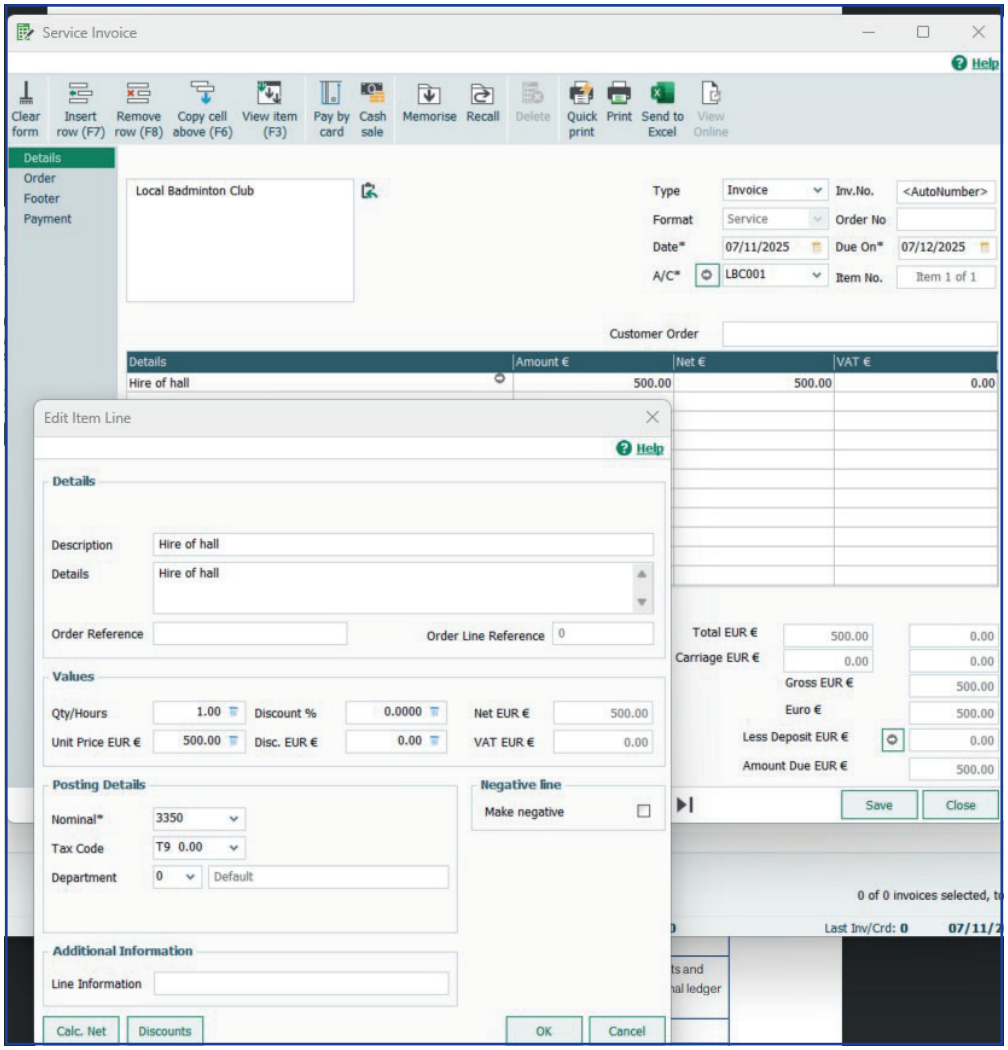
5. Click OK.
6. To apply a net value discount, in the Deduction area at the bottom of the window, click the drill-down button in the Description box then complete the Edit Item Line window as follows:
   a. Enter a description for the discount of up to twenty five characters.
   b. If required, you can 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.



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.



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.

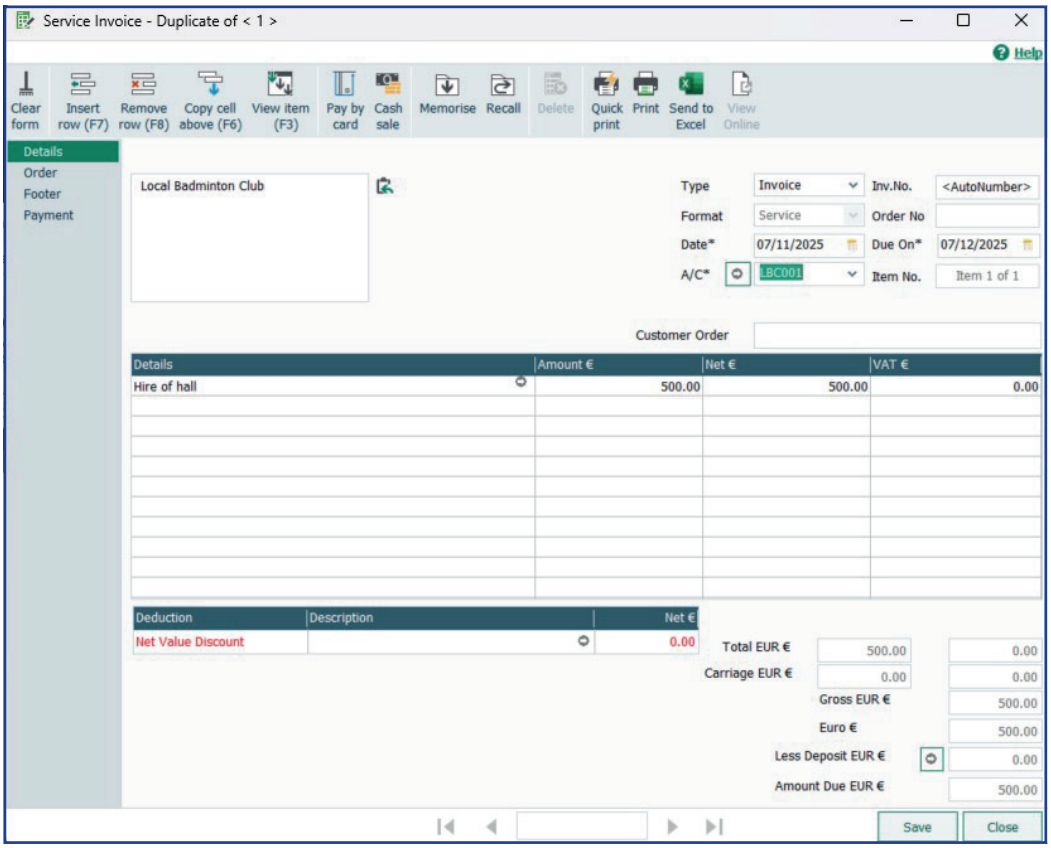
Copy cell above (F6)	Copies information from the field above. You can use the function key F6 as a shortcut.
View item (F3)	Opens the Edit Item Line window, displaying the information relating to that particular item on the invoice or order. You can use the function key F3 as a shortcut.
Navigation arrows	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

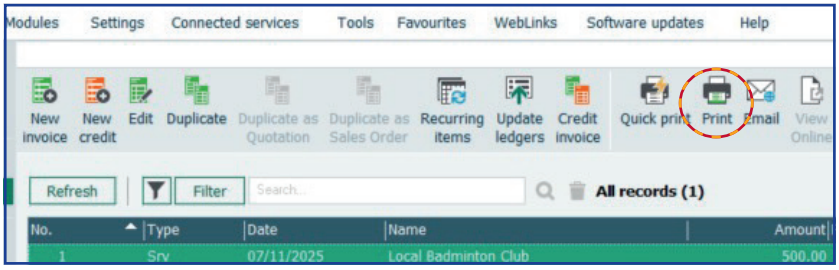
When creating invoices with the same details and value it will save time to use the duplicate feature to copy existing invoices to create new ones.

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.**

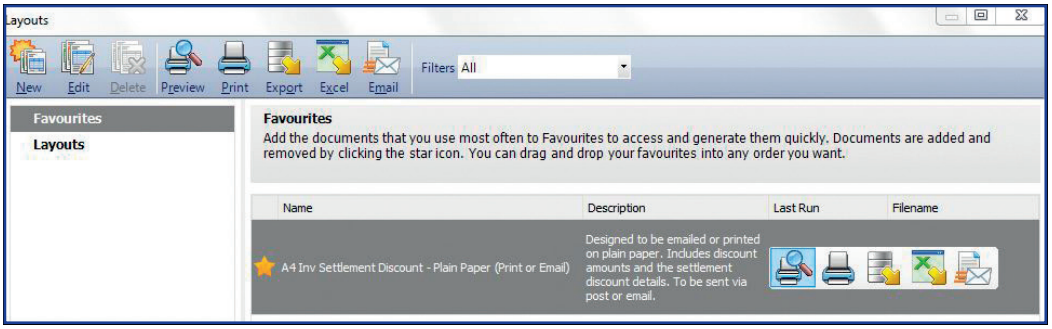


Printing Invoices

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.

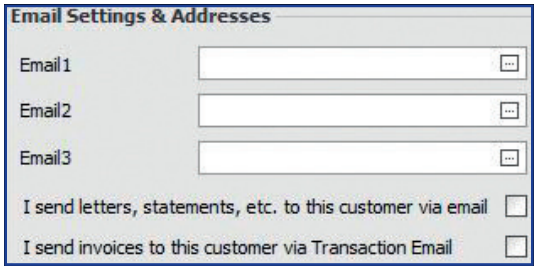


When using the **Print** button an invoice layout has to be selected each time. The layout that that suits your school should be added to favourites for future use. With the **Quick Print** button this is not necessary although the first time you use quick print, you will be asked to select a default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



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.

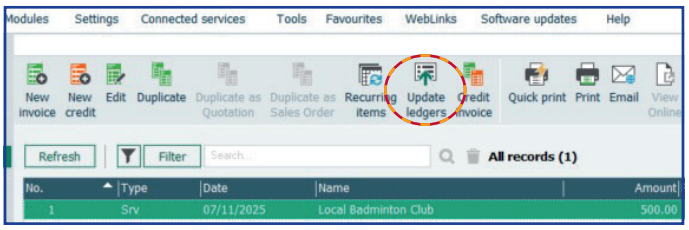
The list of Invoices will be updated to show that it was printed /emailed. **Invoices can be edited and changed before they are posted to the ledgers.** They can also be re-printed at any time.

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.

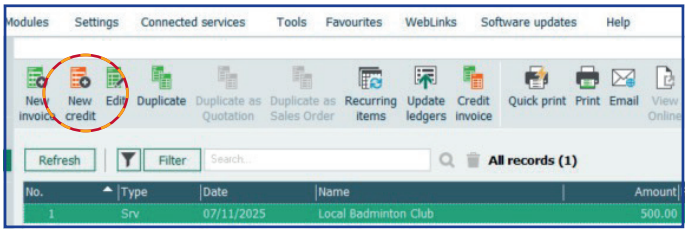
Otherwise it will confirm the posting details:

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.

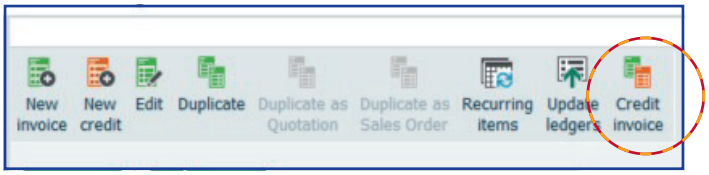
The program will not allow an invoice to be posted twice. If a copy of an invoice that has been updated is reprinted, notes or messages can be added, **but values posted to the accounts cannot be changed**.

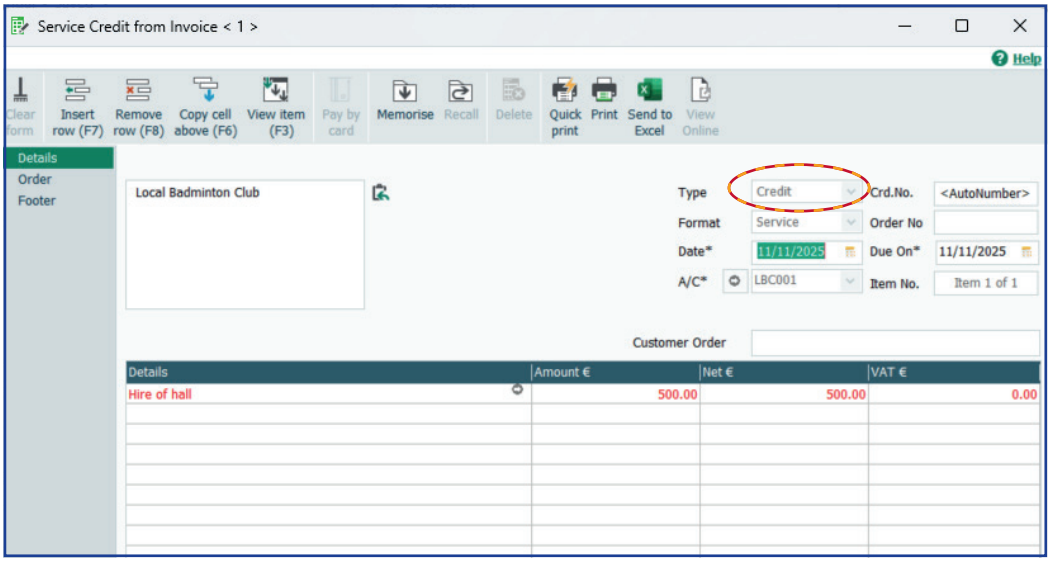
Credit Notes

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.





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.

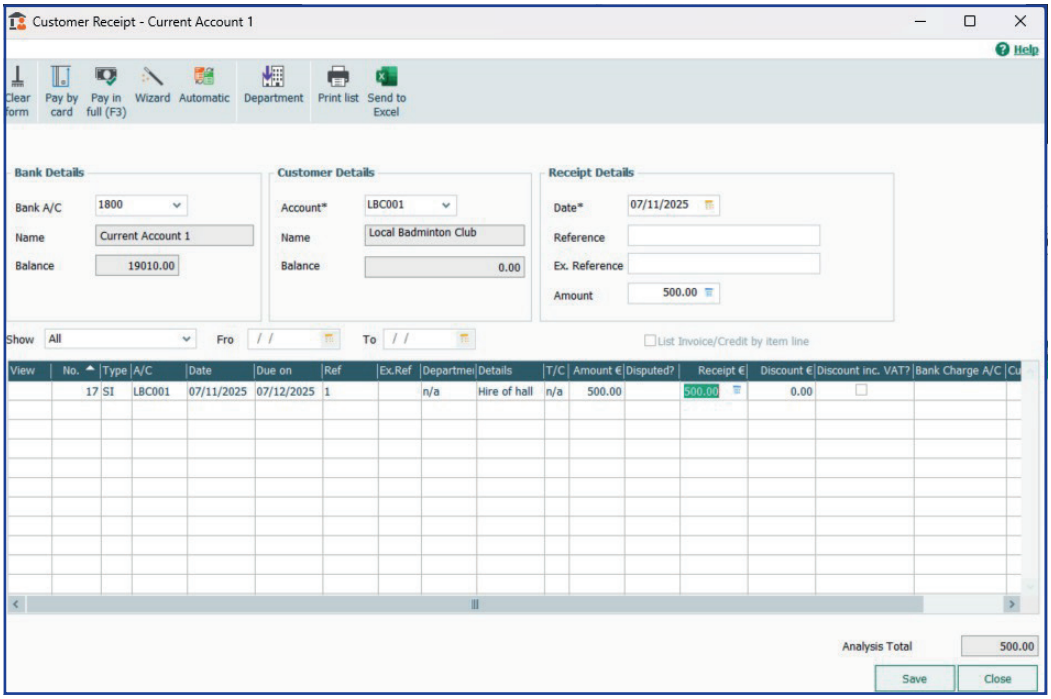
Or Bank Account

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


Customer Receipt - Current Account 1
Help
Clear form
Pay by card
Pay in full (F3)
Wizard
Automatic
Department
Print list
Send to Excel
Bank Details
Bank A/C 1800
Name Current Account 1
Balance 19010.00
Customer Details
Account* LBC001
Name Local Badminton Club
Balance 0.00
Receipt Details
Date* 07/11/2025
Reference
Ex. Reference
Amount 500.00
Show All
Fro / /
To / /
List Invoice/Credit by item line
View | No. | Type | A/C | Date | Due on | Ref | Ex.Ref | Departmer | Details | T/C | Amount € | Disputed? | Receipt € | Discount € | Discount inc. VAT? | Bank Charge A/C
17 SI LBC001 07/11/2025 07/12/2025 1 n/a Hire of hall n/a 500.00 500.00 0.00
Analysis Total 500.00
Save
Close

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	If you select a statement including the Individual option, each transaction appears on a separate line in your statement. 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.
2 Part or Tear Off	Two Part statement layouts print your statement on the top sheet and your remittance on the carbon sheet below. Tear off statement layouts print your statement and remittance side by side on a sheet.
O/S Only or All	To show only outstanding transactions on your statements, choose a statement layout including the O/S Only option. To show all transactions on your statements, choose a layout including the All option.

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.

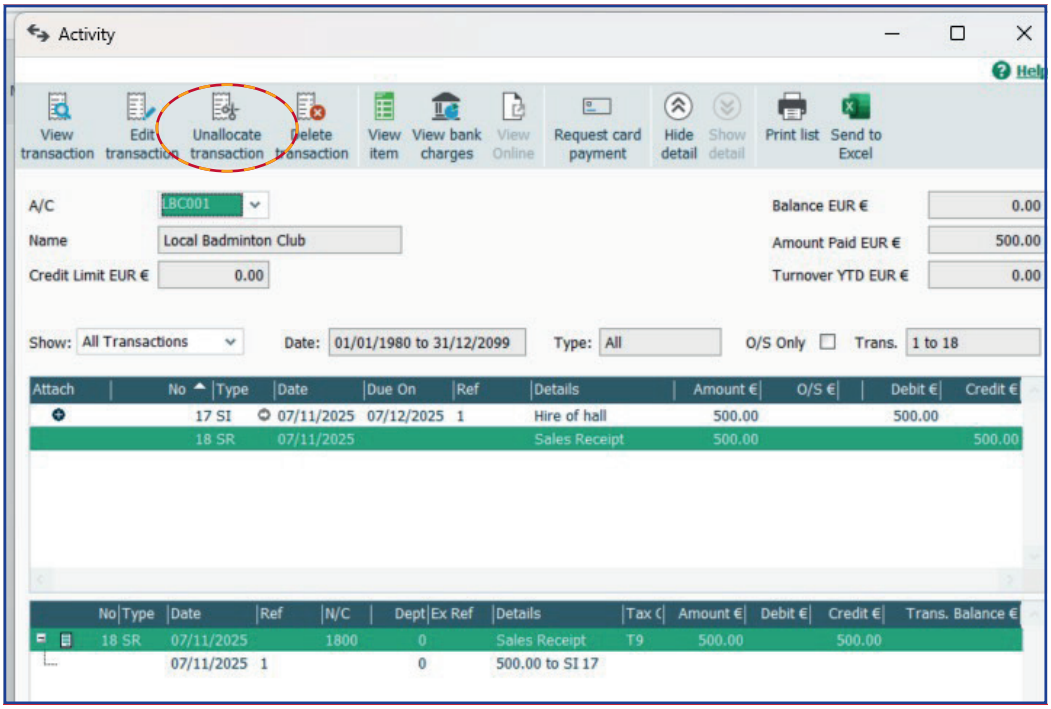
The Activity window

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

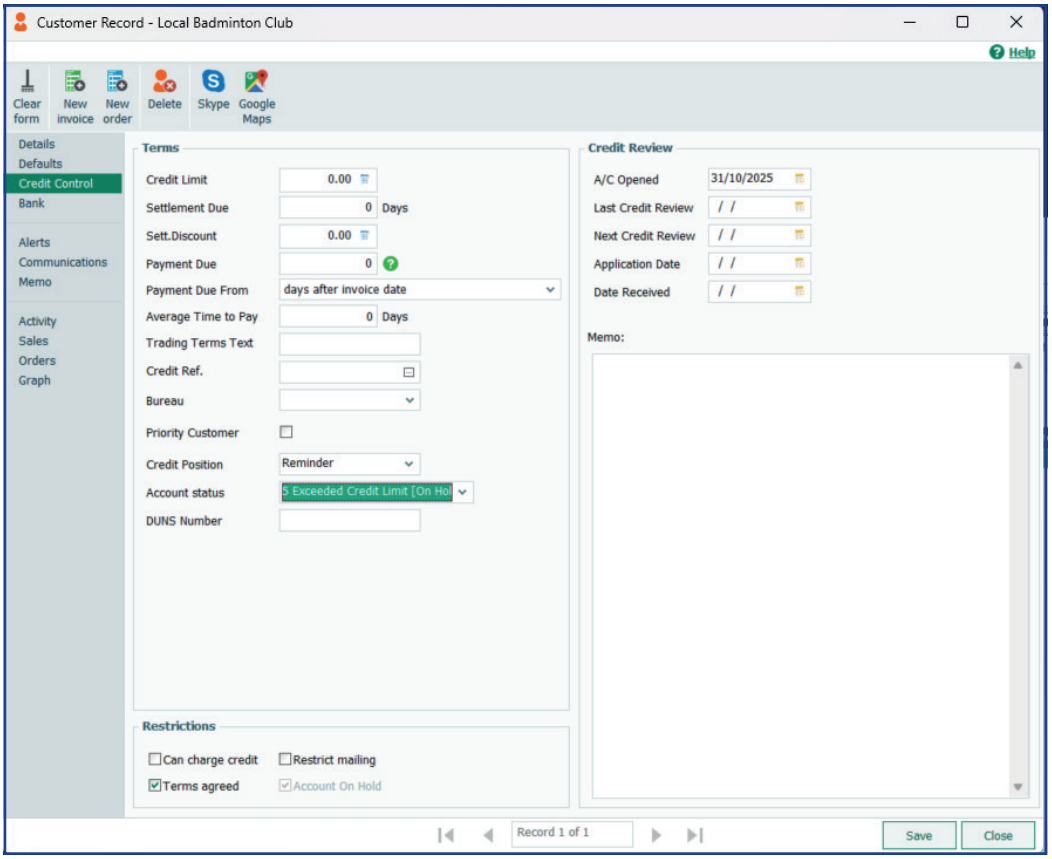
If you have posted a receipt or credit against an invoice in error, you can use the "Unallocate" option to unlink the transactions. A sales receipt (SR) becomes a payment on account (SA) when it is unallocated, and it can then be allocated against a different invoice.



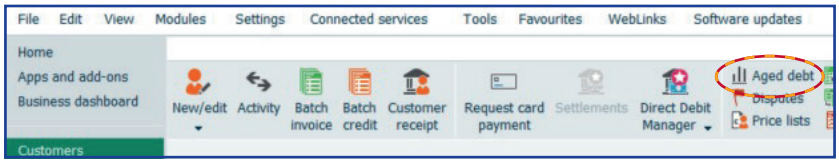
6.10 Credit Control

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

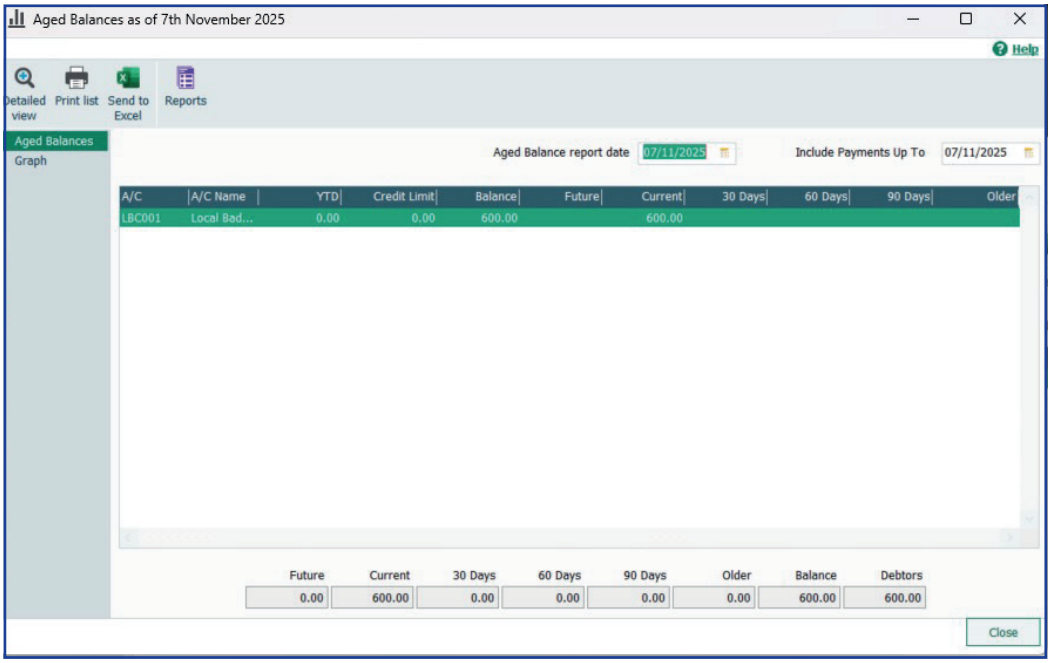
The credit terms for each customer must be set in the **Customer Record » Credit Control.**



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



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.


Aged Balances as of 7th November 2025
Help
Detailed view
Print list
Send to Excel
Reports
Aged Balances
Graph
Aged Balance report date 07/11/2025
Include Payments Up To 07/11/2025
A/C
A/C Name
YTD
Credit Limit
Balance
Future
Current
30 Days
60 Days
90 Days
Older
LBC001
Local Bad...
0.00
0.00
600.00
600.00
Future
Current
30 Days
60 Days
90 Days
Older
Balance
Debtors
0.00
600.00
0.00
0.00
0.00
0.00
600.00
600.00
Close

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

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7.4	Income & Expenditure Report with prior year to date	171
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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.

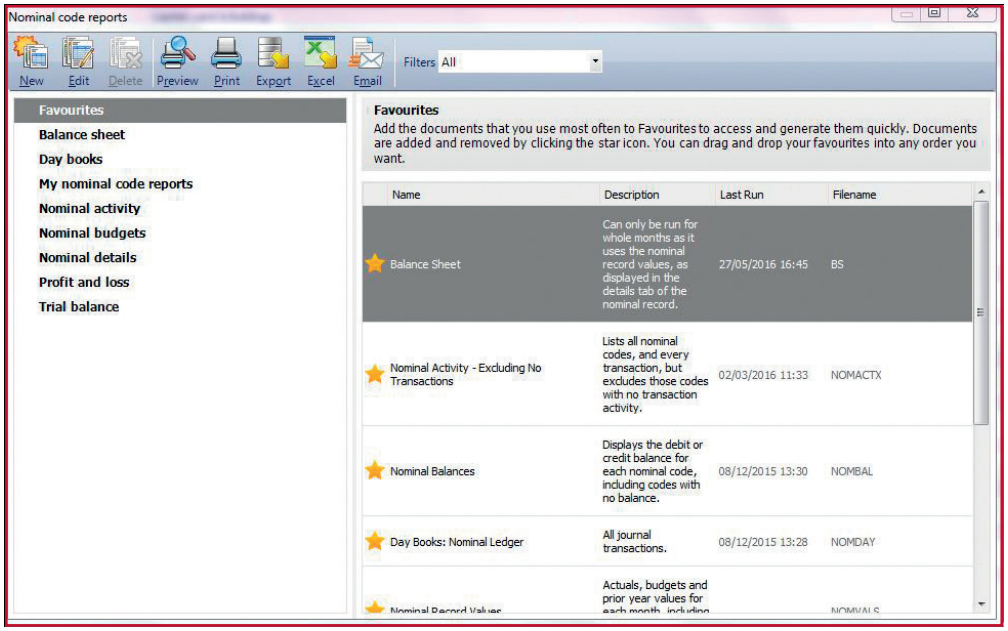
To generate a financial report

1. **Nominal codes** » **Reports.**

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

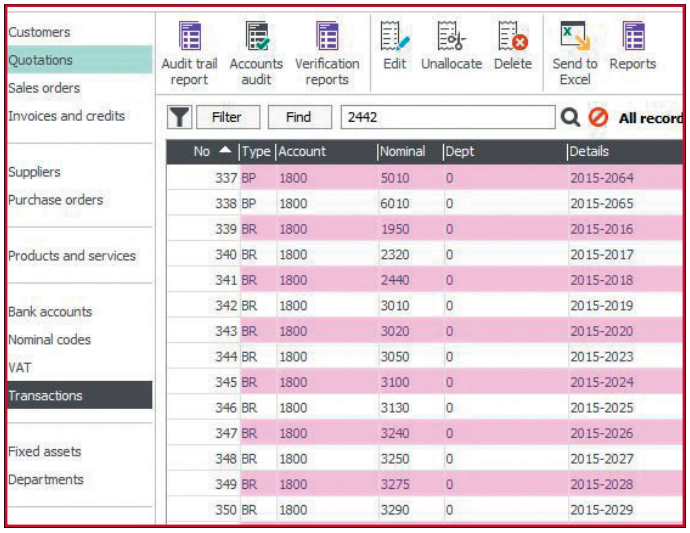
2. Select the required report area, for example, Nominal budgets.
3. Select the report you want to run, for example, Budget Report.
4. Report browser toolbar » click the action you want to take, for example, Print or Preview.
5. If a Criteria window appears, enter any required criteria » OK.

> **Tip:**
> To make this even easier, you can add reports to Favourites.

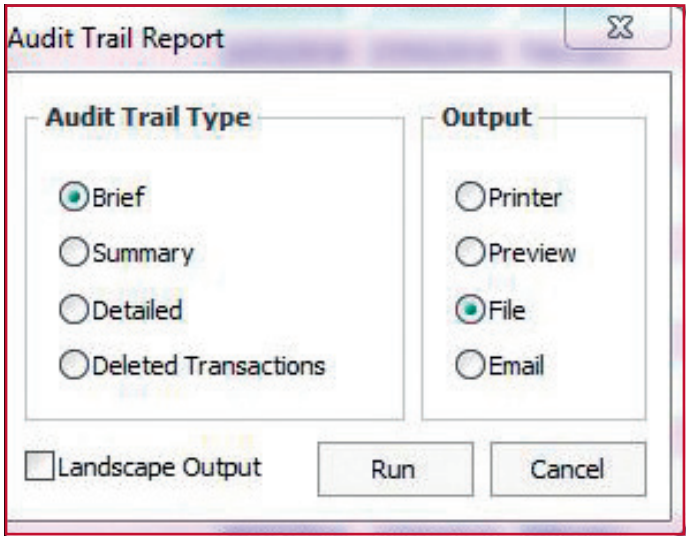


Audit Trail Report

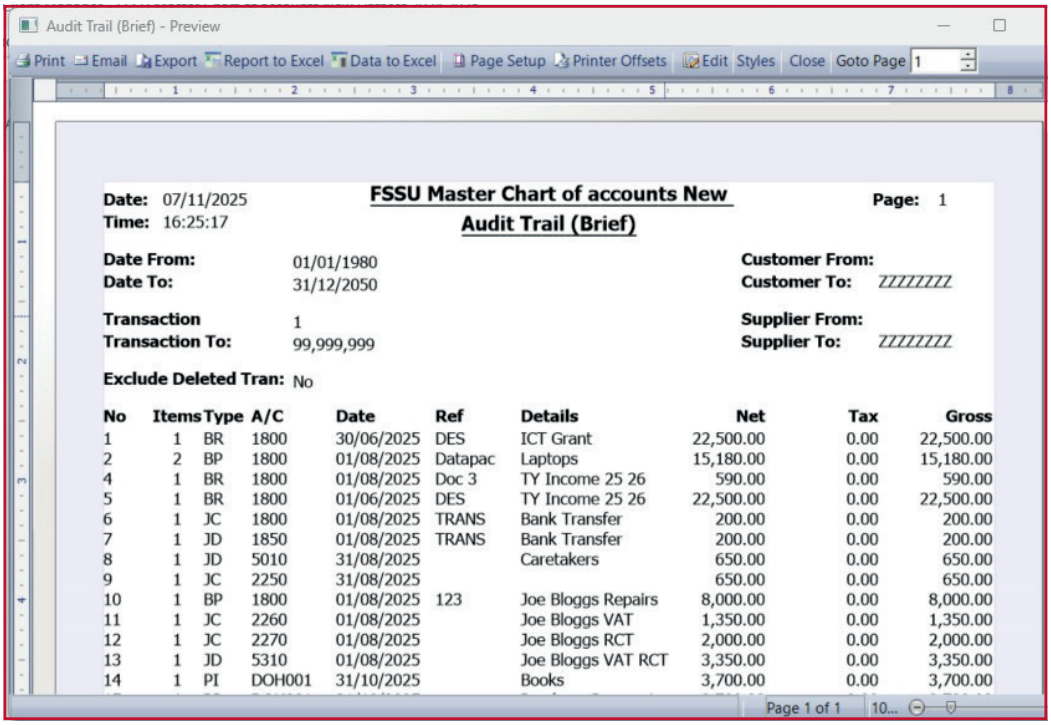
The audit trail is a list of transactions entered into Sage 50 Accounts. The Software automatically allocates a sequential number and type to each transaction. To run the **Audit Trail** report select Transactions and click **Audit trail report** from the toolbar.



There are four types of Audit Trail



The summary audit trail shows full details of each transaction.



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 and Finance Subcommittee Reports

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

The following reports and supporting documentation should be provided in advance to the finance sub-committee:

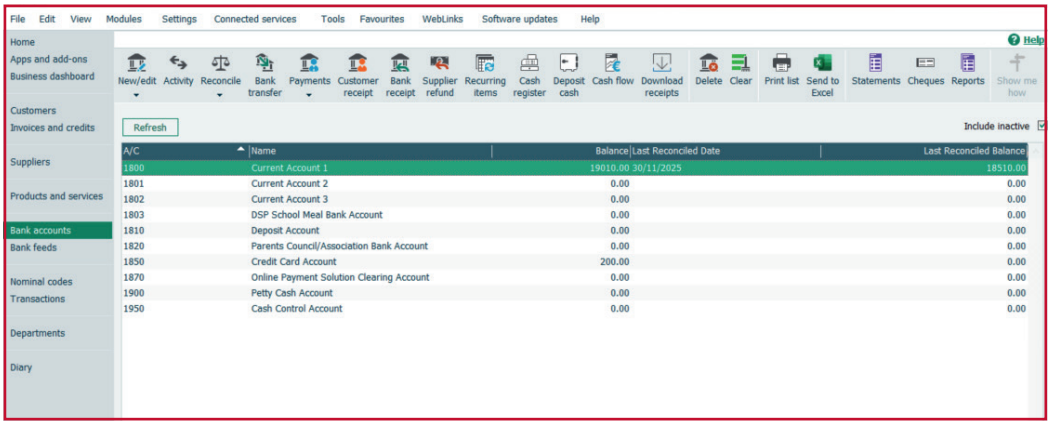
1. **Balances on all school bank accounts**
2. **Bank reconciliation statement for each bank account including outstanding payments/receipts**
3. **Payments and receipts listings for each bank account**
4. **Income and expenditure account showing actual versus budgeted figures**
5. **Balance sheet**
6. **List of all creditors/outstanding invoices/accruals**
7. **Supplier invoices and statements since the last committee meeting**
8. **Summary of income/grants received in advance for the next school year**
9. **List of prepayments**
10. **Gross to net payroll reports since the last committee meeting**
11. **List of employees showing their approved gross annual/weekly/monthly/hourly pay**
12. **Capital income and expenditure account report**
13. **Bank Statements**
14. **Credit card statement and supporting documentation approved by the chairperson.**
15. **Nominal/general ledger activity report**
16. **RCT & VAT returns since last committee meeting**
17. **FSSU Financial Guidelines issued since last committee meeting**

The following reports should be provided to the board of management:

1. **Balances on all school bank accounts**
2. **Bank reconciliation statement for each bank account including outstanding payments/receipts**
3. **Income and expenditure account showing actual versus budgeted figures**
4. **Balance sheet**
5. **List of all creditors/outstanding invoices/accruals**
6. **Summary of income/grants received in advance for the next school year**
7. **Capital income and expenditure account report**

7.3.1 Bank Account Balances

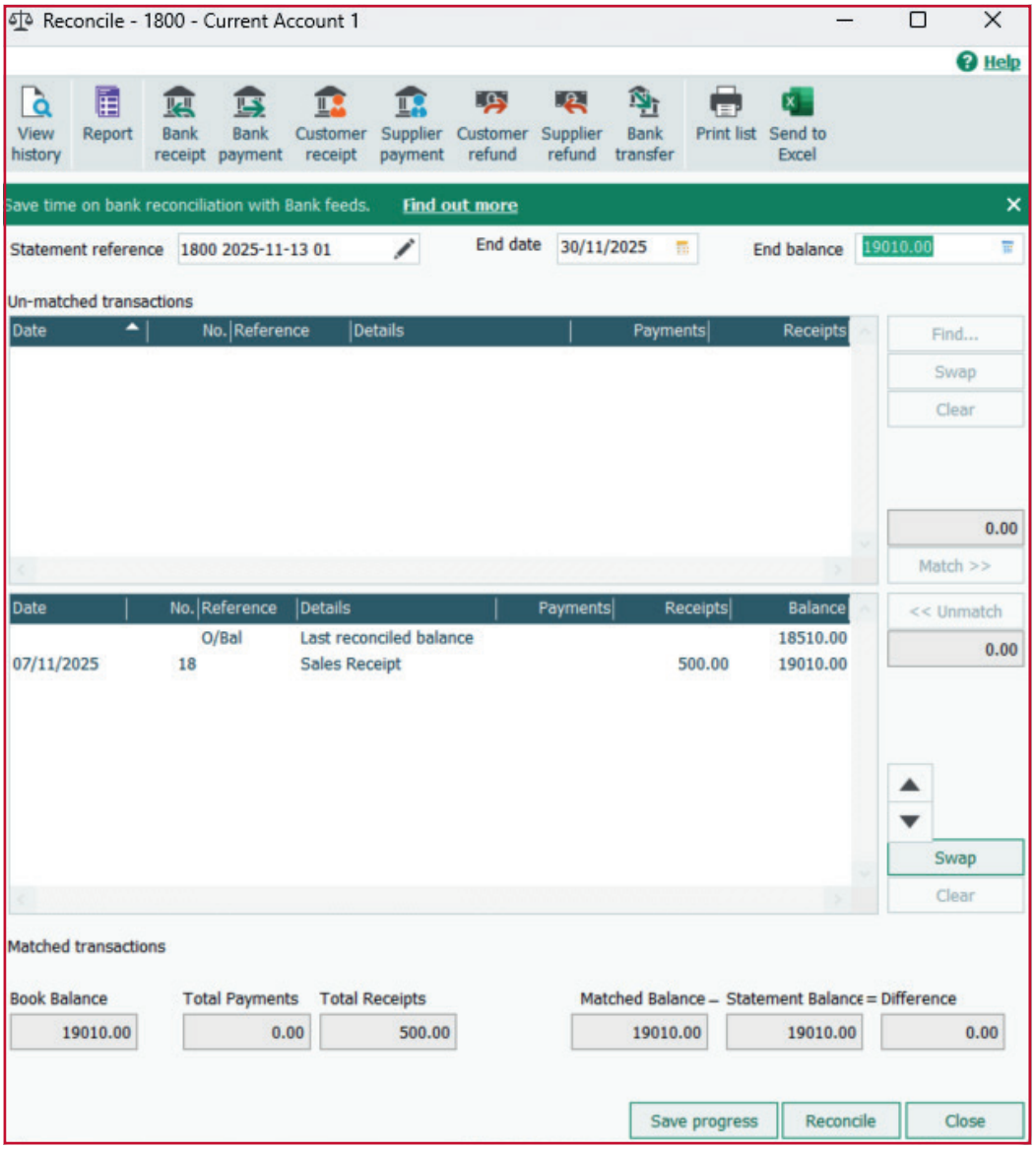
A list of all the schools bank accounts together with their balances and last reconciled date can be printed from Sage 50 accounts.



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.

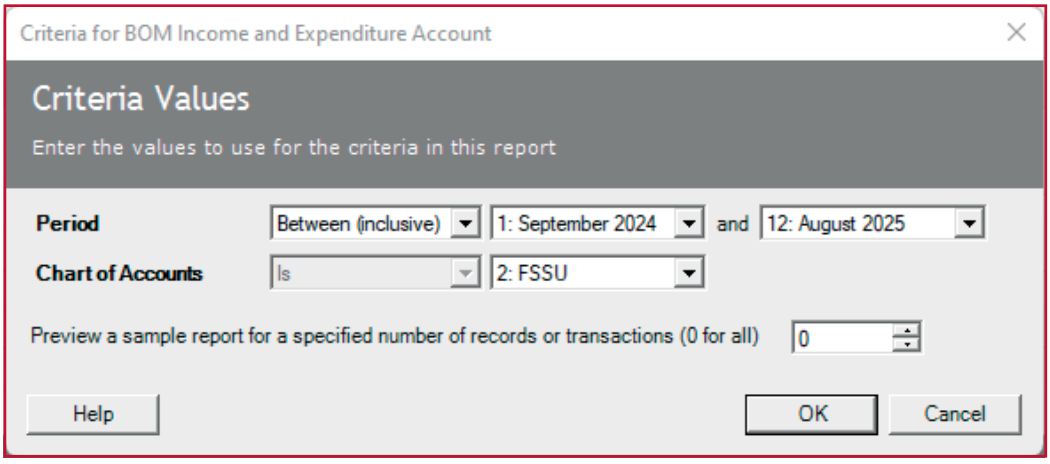


7.3.3 Income and Expenditure Account

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

Select Nominal codes / Reports / my nominal code reports / BOM Income & Expenditure Account

Select the appropriate dates from Month 1 to month being reported on

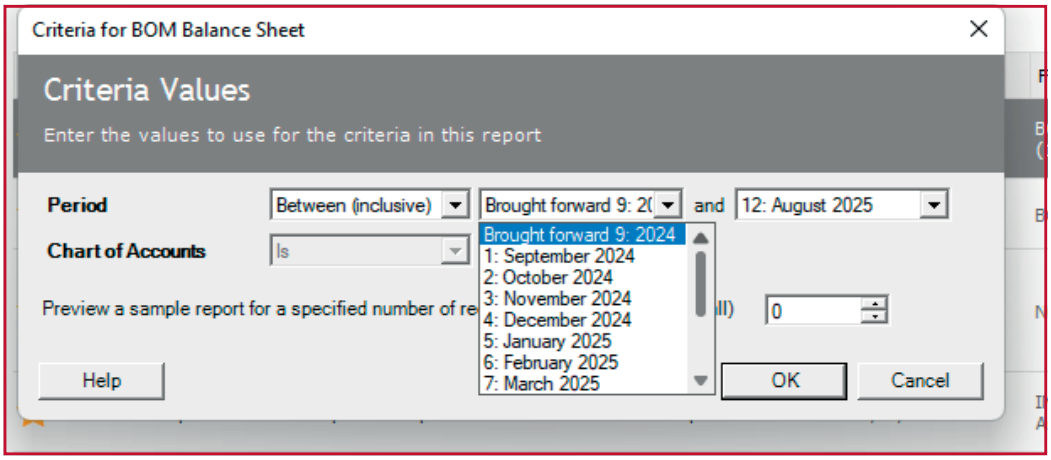


Click OK

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.

Select Nominal codes / Reports / my nominal code reports / BOM Balance Sheet

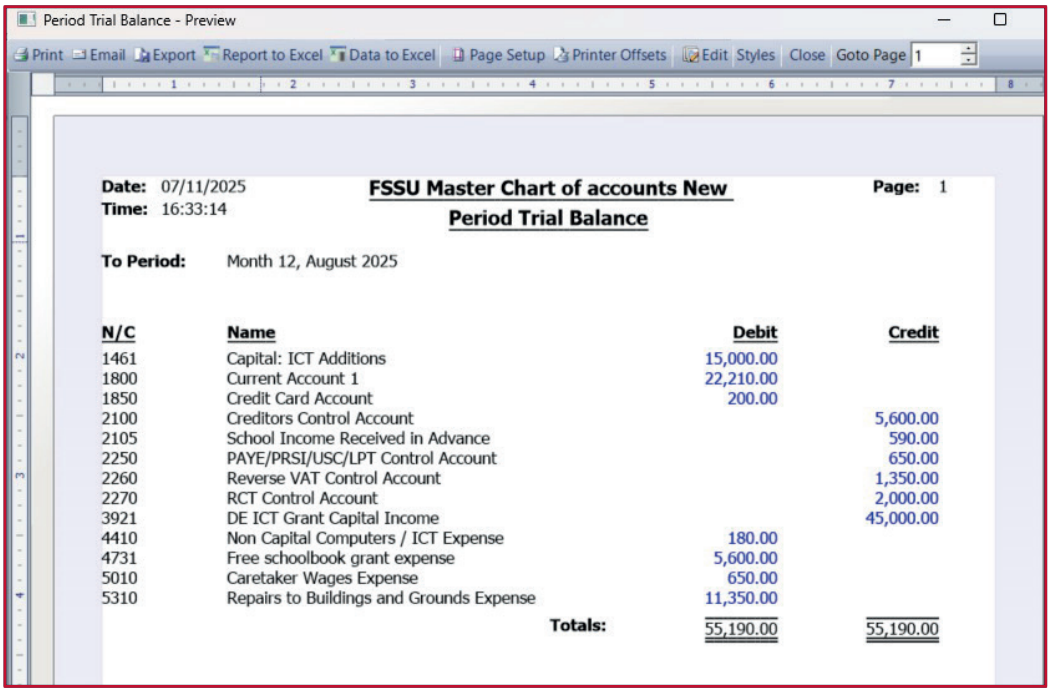


Select the appropriate dates from Brought Forward to month being reported on

Click OK

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.



Date: 07/11/2025 **FSSU Master Chart of accounts New** **Page:** 1
Time: 16:33:14 **Period Trial Balance**

To Period: Month 12, August 2025

N/C	Name	Debit	Credit
1461	Capital: ICT Additions	15,000.00	
1800	Current Account 1	22,210.00	
1850	Credit Card Account	200.00	
2100	Creditors Control Account		5,600.00
2105	School Income Received in Advance		590.00
2250	PAYE/PRSI/USC/LPT Control Account		650.00
2260	Reverse VAT Control Account		1,350.00
2270	RCT Control Account		2,000.00
3921	DE ICT Grant Capital Income		45,000.00
4410	Non Capital Computers / ICT Expense	180.00	
4731	Free schoolbook grant expense	5,600.00	
5010	Caretaker Wages Expense	650.00	
5310	Repairs to Buildings and Grounds Expense	11,350.00	
	Totals:	55,190.00	55,190.00

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

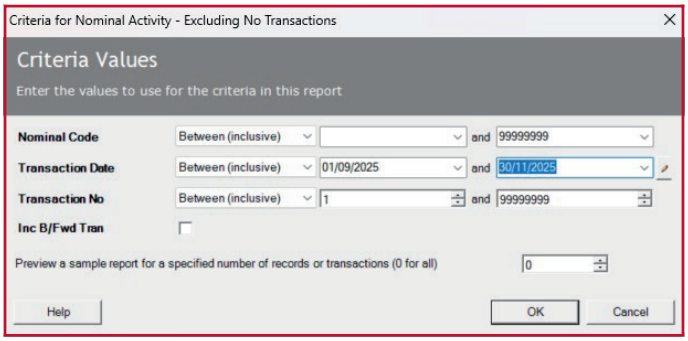
To investigate, run the **Check Data** rotine from **File** » **Maintenance** » **Check Data**

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.

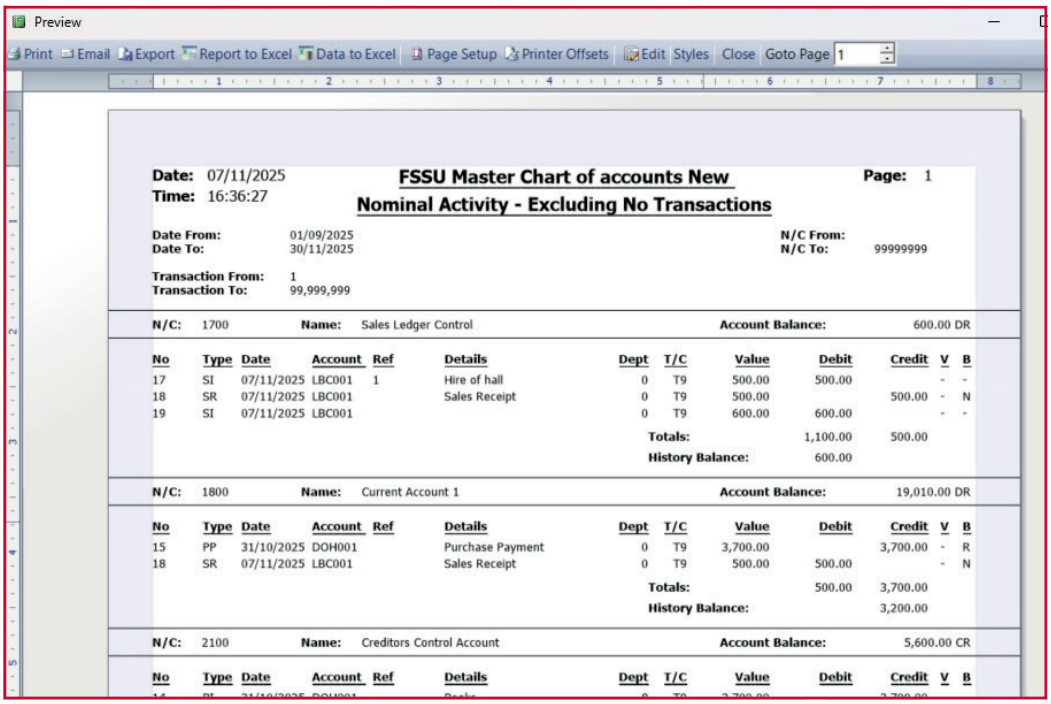
7.3.6 Nominal Activity Report

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

Nominal Codes » Reports. Nominal Activity



Do not select Inc B/Fwd Tran

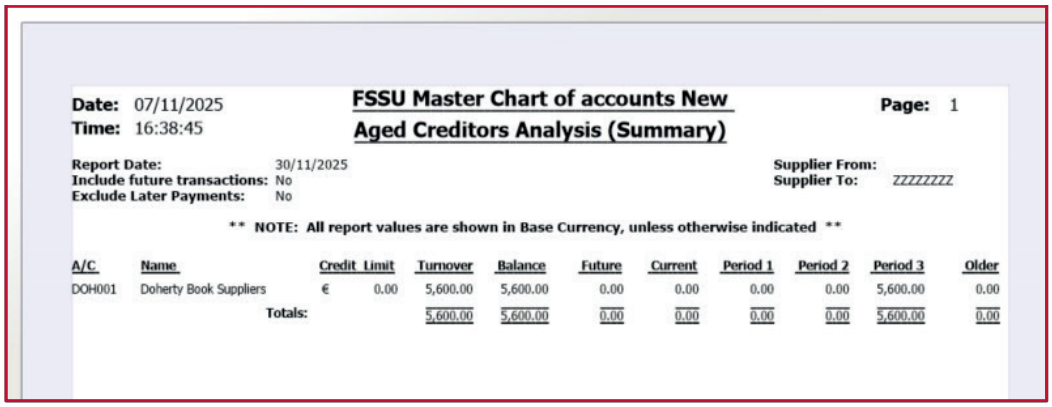


7.3.7 List of Creditors

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



Date: 07/11/2025 **FSSU Master Chart of accounts New** **Page:** 1
Time: 16:38:45 **Aged Creditors Analysis (Summary)**

Report Date: 30/11/2025 **Supplier From:**
Include future transactions: No **Supplier To:** ZZZZZZZZ
Exclude Later Payments: No

** **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
DOH001	Doherty Book Suppliers	€ 0.00	5,600.00	5,600.00	0.00	0.00	0.00	0.00	5,600.00	0.00
	Totals:		5,600.00	5,600.00	0.00	0.00	0.00	0.00	5,600.00	0.00

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

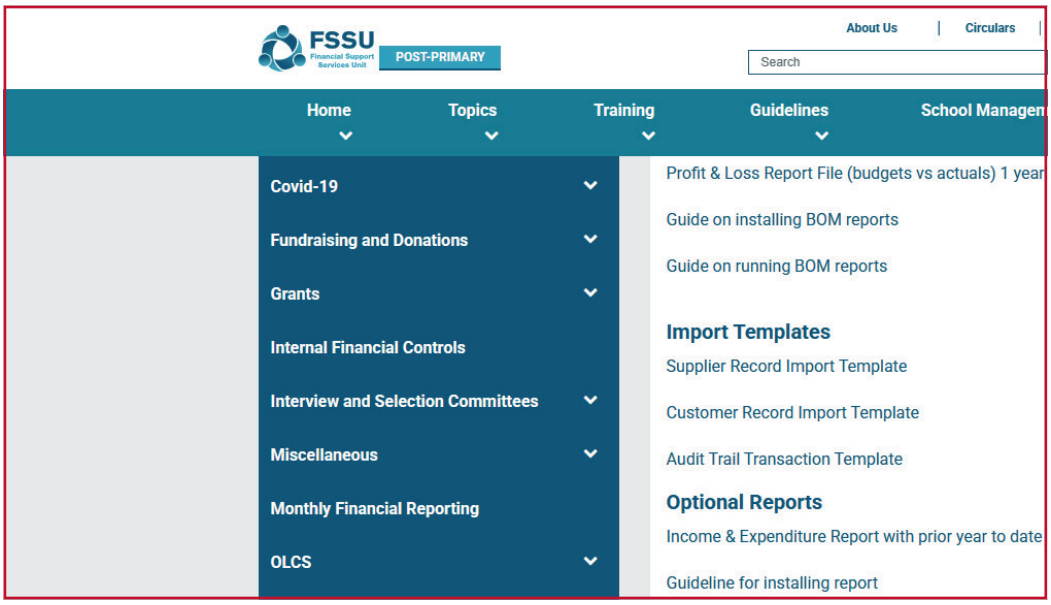
Income received in advance

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 Income & Expenditure Report with prior year to date

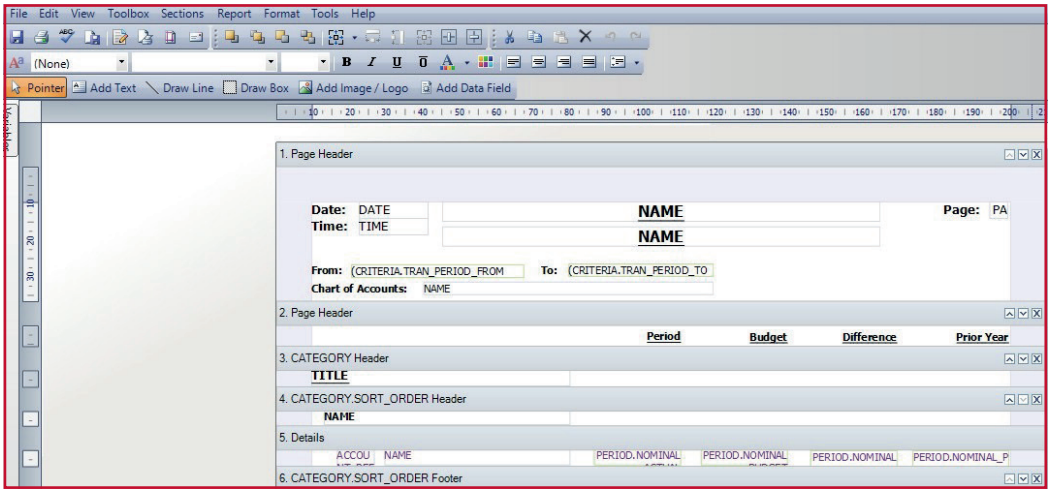
There is a report format for an Income and Expenditure report that will generate the prior year accounts figures on a year to date basis on our website here.



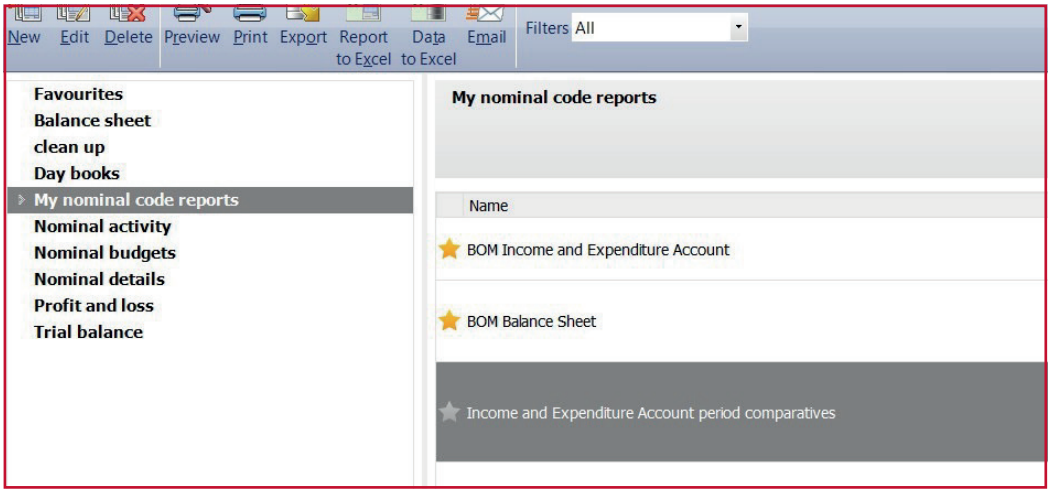
This report is optional for reporting purposes and is not a replacement for the existing Board of Management Income & Expenditure report which is recommended for the monthly Board meetings. The instructions for copying the report across to the Sage 50 accounts package follow.

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

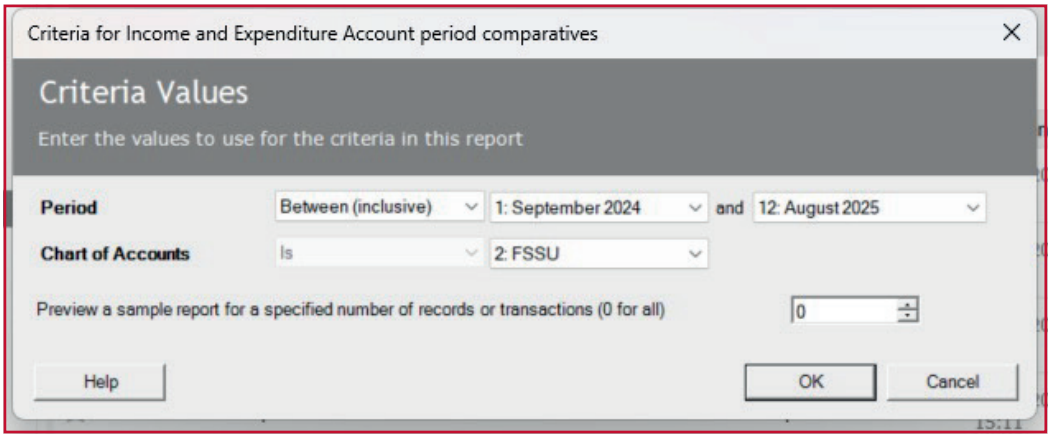
1. Open Sage 50 Accounts for your school.
2. Create a folder on your desktop and label it: BOM SAGE 50 customised reports
3. Download the report from our website as highlighted above
4. Double click the report file
5. Enter your Sage login details, Manager and Password.



6. The report opens then click File > click save as
7. The file will save in My Nominal Reports
8. Please type in the following file name 'Income & Expenditure Account comparative prior year period'-click Save.
9. Click exit - to return to Sage 50 home screen.
10. To view the report Click Nominal codes > Reports > My nominal code reports



11. To generate the report click on Income & Expenditure Account period comparatives



Select the period for the report, example between:

1: September 2024 and 12: August 2025 and Chart of Accounts: 2: FSSU

12. For the report to appear in Favourites, click the star button against the report and it will change to orange and for future will show in the favourites list when nominal codes > reports are selected.

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	1. Bank Payments 2. Bank Receipts 3. Unreconciled Bank Transactions 4. Bank reconciliation report – print within Bank Reconciliation section
Nominal Reports	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	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	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	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)
Year End Reports	1. Trial Balance 2. Nominal Activity 3. Audit trail 4. Income and Expenditure 5. Balance Sheet 6. Bank reconciliation report 7. Unreconciled receipts and payments 8. 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

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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.)

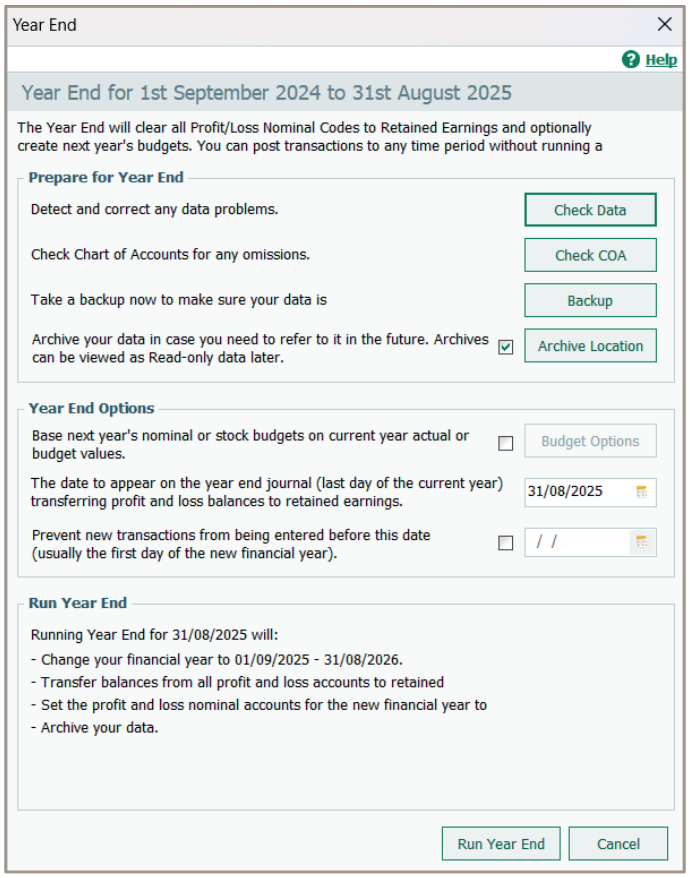
Print out Financial Reports

- **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.

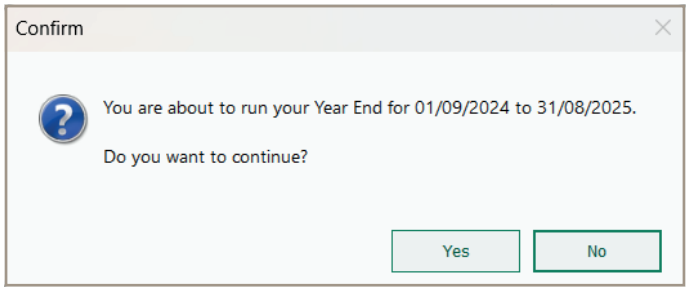
8.3 Running the Financial Year End

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

This will display the year end window as shown below:

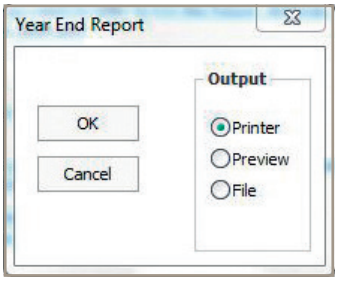


Check the details shown at the bottom of the Year End window are correct before selecting the Run Year End option.

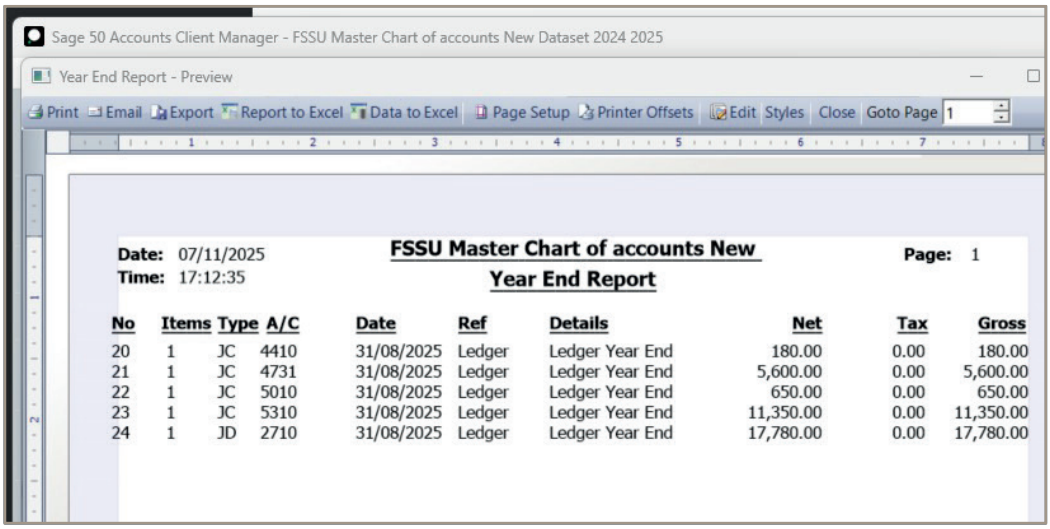


Click YES if the year end dates are correct.

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**.

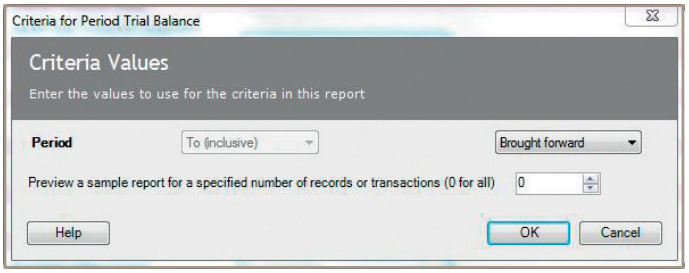


A final message appears that the financial year end has been completed, **click OK.**



8.4 Check After Running the Year End

Run a Brought Forward trial balance. Select **Modules** » **Nominal codes** » **Trial Balance** » **select brought forward under Period**



Date: 12/11/2025 **Time:** 16:31:04

FSSU Master Chart of accounts New
Period Trial Balance

Page: 1

To Period: Brought forward

N/C	Name	Debit	Credit
1461	Capital: ICT Additions	15,000.00	
1800	Current Account 1	22,210.00	
1850	Credit Card Account	200.00	
2100	Creditors Control Account		5,600.00
2105	School Income Received in Advance		590.00
2250	PAYE/PRSI/USC/LPT Control Account		650.00
2260	Reverse VAT Control Account		1,350.00
2270	RCT Control Account		2,000.00
2710	Surplus Brought Forward	17,780.00	
3921	DE ICT Grant Capital Income		45,000.00
	Totals:	55,190.00	55,190.00

- Make sure there are no income and expenditure codes on this report
- If there are income & expenditure codes appearing, they need to be investigated and corrected by means of an appropriate journal entry
- Next, Check your data again. **File** » **Maintenance** » **check Data**
- Finally take another backup of the data and label it '**After Year End**'

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