

Installing FSSU Board of Management Reports in Sage 50

The FSSU has created a standard set of Board of Management reports which have to be downloaded and saved into 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) & 1 year past
2. Balance Sheet Report
3. Income and Expenditure Report with Prior Year to date

Guidelines for installing the Income & Expenditure Report and Balance Sheet report

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 the FSSU website > Sage 50 > Installing Sage on a new PC.

Installing Sage 50 on another PC

[> View installation steps](#)

Setting up Sage 50

The monthly reports below are required to be copied to your PC in order to use Sage 50.

Monthly Reports

Right click on reports and select "Save link as" or "Save target as"

Note: use Google Chrome or Firefox browsers

[Balance Sheet Report File](#)

[Profit & Loss Report File \(budgets vs actuals\) 1 year past](#)

[Guide on installing BOM reports](#)

[Guide on running BOM reports](#)

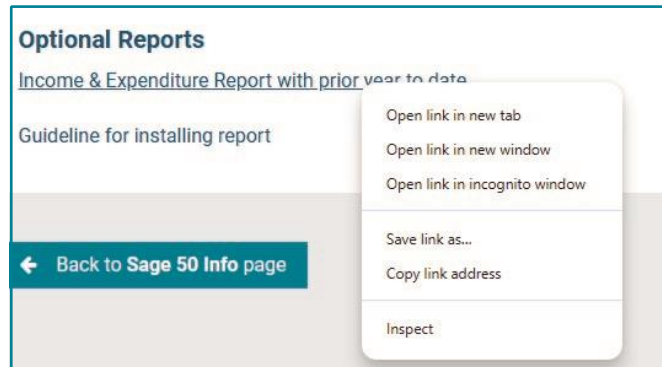
Optional Reports

[Income & Expenditure Report with prior year to date](#)

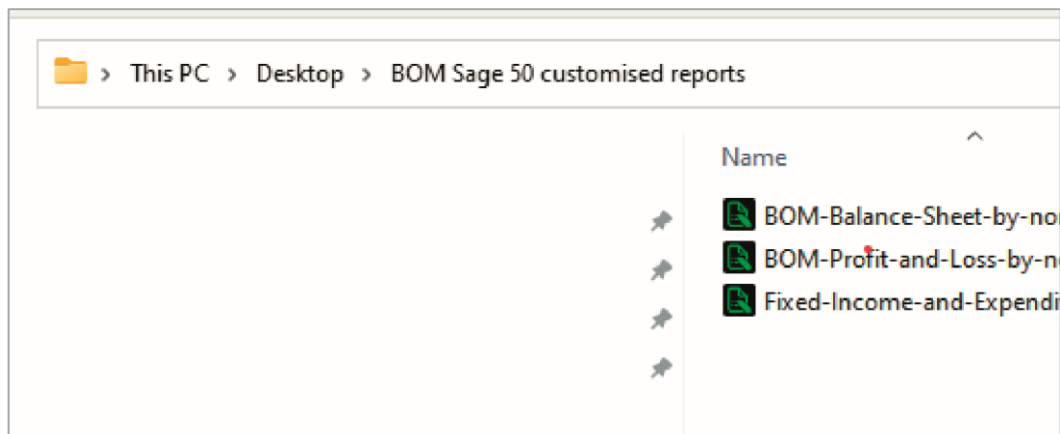
[Guideline for installing report](#)

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.



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.

Installing the Income and Expenditure Report with Year to Date Prior Year Comparatives

In response to a request from our member schools, we have made available on our website and via email, a report format for an Income and Expenditure Report that will generate the prior year accounts figures on a year to date basis. (See step 11 below)

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.

Under Optional reports, double click on Income & Expenditure Account with Prior Year to date and then save that file naming it – Income & Expenditure Account comparative prior year period & click save.

11. Click exit - to return to Sage 50 home screen

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