



FSSU
Financial Support
Services Unit

School Administration Personnel Training

Sage 50 Accounts Workshop
June 2018

Sage 50 - Monthly Reporting & FAQ's

1. Objectives of the Sage 50 Training Workshop
 - ❖ What is expected at month end - Financial Guideline 2017/2018 – 09
Financial Reports for review at Finance sub-committee and BOM meetings
 - ❖ Characteristics of an effective reporting routine - Timely, accurate & complete
 - ❖ FAQ's – Common processing errors and how to identify and correct them
 - ❖ Using Departments and Cash collection solutions for schools
 - ❖ Building confidence in producing the monthly reports – Doing the ordinary things well

2. FAQ's & Reviewing Monthly accounts - Practical Examples
 - ❖ Coding transactions – Income & Expenditure report V Balance Sheet
 - ❖ Reviewing data and finding problems
 - ❖ Bank Reconciliation report – Review and making changes
 - ❖ Board of Management report list

3. Conclusion
 - ❖ FSSU Website and Sage training videos
 - ❖ Upgrading Sage 50 to v24.2

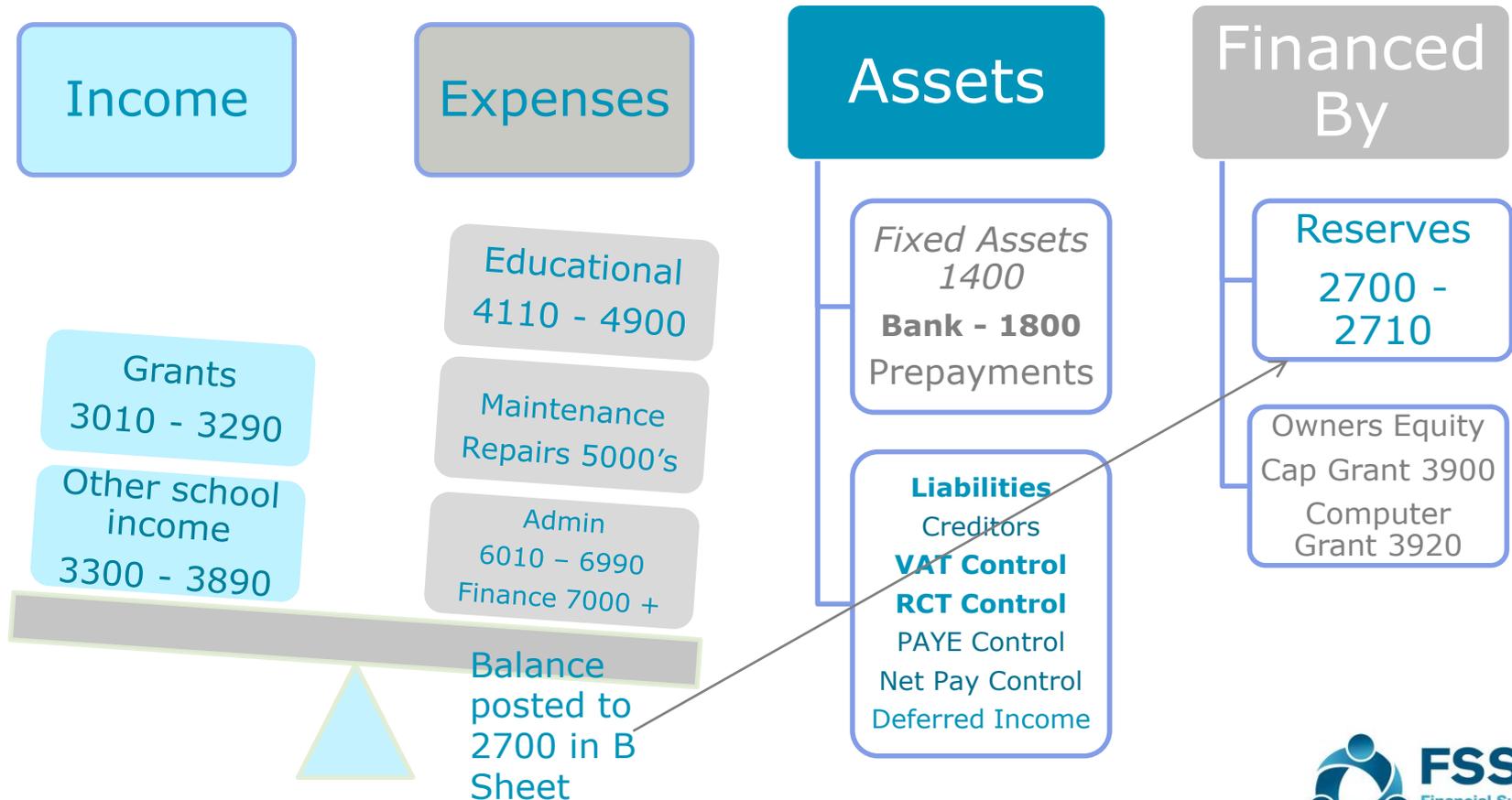
Summary of Effective Monthly Reporting

1. The goal is to produce a complete and accurate set of data that is appropriately reviewed and then distributed to the Finance Committee three days before the monthly BOM meeting.
2. Gather all the supporting paperwork and explanations for all monies in and out
3. Code all transactions carefully
4. Update Sage 50 regularly during the month
5. Review the transactions and run key reports to monitor the data
6. Reconcile all Bank Accounts immediately at month end
7. Review the bank reconciliation reports and address any issues arising
8. Review all the relevant reports with the Principal within 10 days of the month end and make any agreed changes to the data in Sage 50
9. Run all the final BOM reports and distribute to the Finance Committee three days before the meeting. File a copy of the full report. Shred any surplus copies after meeting.
10. Operate strict month ends/Always Back up/ Keep Sage up to date/Contact Sage support in the FSSU if assistance is required

Nominal Code Selection & Reporting

Income & Expenditure Report – Analysis of normal school financial transactions in a *specific year*

Balance Sheet – Cumulative statement of affairs
Assets / Liabilities / Capital Grants / Retained Profits



Nominal Coding Exercise – What nominal code?

Bank	Detail	Amount	Extra Detail	Nominal Code	Report
Receipt	Computer Grant	25,000	Spent over two years / Capital		
	Study Income	1,000	Day to day This year		
	Fund Raising-Drama Festival	5,000	Day to day This year		
	Fund Raising-Pitch	10,000	Used over a number of years		
Payments	Laptops	7,500			
	Study Supervision	500	Day to day This year		
	Drama Expenses	1,500	Day to day This year		
	Architect Pitch design	3,000			
	School Books	9,000			

Nominal Coding Exercise – Sample Data

Bank	Detail	Amount	Nominal Code	Income & Expend	Balance Sheet
Receipt	Computer Grant	25,000	3920		25,000
	Study Income	1,000	3490	1,000	
	Fund Raising-Drama Festival	5,000	3750	5,000	
	Fund Raising-Pitch	10,000	3960		10,000
Payments	Laptops	7,500	1460		7,500
	Study Supervision	500	4150	500	
	Drama Expenses	1,500	4720	1,500	
	Architect Pitch design	3,000	1400		1,400
	School Books	9,000	4730	9,000	

Nominal Coding Exercise – Reviewing to find errors

Date: 11/05/2018
Time: 15:43:28

FSSU Master BOM Income and Expenditure Account

Page: 1

From: Month 1, September 2017
Chart of Accounts: FSSU

To: Month 12, August 2018

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Income</u>				
Department Income				
3150 Book Grant	0.00	15,000.00	(15,000.00)	12,000.00
3230 Computer / IT Grant	25,000.00	0.00	25,000.00	0.00
Total Department Income:	<u>25,000.00</u>	<u>15,000.00</u>	<u>10,000.00</u>	<u>12,000.00</u>
School Generated Income				
3490 Study	2,000.00	8,000.00	(6,000.00)	0.00
Total School Generated Income:	<u>2,000.00</u>	<u>8,000.00</u>	<u>(6,000.00)</u>	<u>0.00</u>
Other Income				
3750 Fund Raising	10,000.00	9,900.00	100.00	8,500.00
Total Other Income:	<u>10,000.00</u>	<u>9,900.00</u>	<u>100.00</u>	<u>8,500.00</u>
TOTAL Income:	<u><u>37,000.00</u></u>	<u><u>32,900.00</u></u>	<u><u>4,100.00</u></u>	<u><u>20,500.00</u></u>
<u>Expenditure</u>				
Education Salaries				
4150 Supervisors Salaries	500.00	7,900.00	(7,400.00)	0.00
Total Education Salaries:	<u>500.00</u>	<u>7,900.00</u>	<u>(7,400.00)</u>	<u>0.00</u>
Education Other				
4410 Computers / IT	7,500.00	0.00	7,500.00	0.00
4720 School Musical / Drama	3,000.00	8,500.00	(5,500.00)	6,000.00
4730 School Books	9,000.00	14,500.00	(5,500.00)	12,000.00
Total Education Other:	<u>19,500.00</u>	<u>23,000.00</u>	<u>(3,500.00)</u>	<u>18,000.00</u>
Repairs Maintenance & Establishment				
Administration				
Financial				
Depreciation				
TOTAL Expenditure:	<u><u>20,000.00</u></u>	<u><u>30,900.00</u></u>	<u><u>(10,900.00)</u></u>	<u><u>18,000.00</u></u>
NET PROFIT/(LOSS)	<u><u>17,000.00</u></u>	<u><u>2,000.00</u></u>	<u><u>15,000.00</u></u>	<u><u>2,500.00</u></u>

Which Sage 50 Reports to run to initially review the accounts

1. Bank reconciliation Report
2. Nominal Analysis – Month/Year to date
3. Bank Payments Report
4. Bank Receipts Report
5. Income & Expenditure Report
6. Balance Sheet
7. Audit Trail

Reviewing the Bank Reconciliation Report

Date: 31/05/2018

Time: 15:48:43

FSSU Master Bank Reconciliation

Page: 1

Bank Ref: 1800	Date To: 31/05/2018
Bank Name: Current Account	Statement Ref: 1800 2018-05-11 01
Currency: Euro	

Balance as per cash book at 31/05/2018: 74,000.00

Add: Unpresented Payments

Tran No	Date	Ref	Details	€
11	01/03/2018	TF1	Sound Production Drama	1,500.00
				<u>1,500.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	€
16	11/05/2018	dd	Grant	41,000.00
				<u>(41,000.00)</u>

Reconciled balance : 34,500.00

Balance as per statement : 34,500.00

Difference : 0.00

Accuracy Check in Sage 50 – Review Transactions

No	Type	Account	Nominal	Dept	Details	Date	Ref	Net	T/C	Amount Paid	Bank	Bank F
1	BR	1800	2150	0	Book Grant 2019	11/05/2017	DEIS	15000.00	T9	15000.00	N	
2	BR	1800	3230	0	Grant	11/05/2018	DD	25000.00	T9	25000.00	N	
3	BR	1800	3490	0	Study	11/05/2018	DD	1000.00	T9	1000.00	N	
4	BR	1800	3750	0	Golf Classic - Drama	11/05/2018	DD	5000.00	T9	5000.00	N	
5	BR	1800	1400	0	Golf Classic Pitch	11/05/2018	DD	10000.00	T9	10000.00	N	
6	BP	1800	4410	0	Laptops	11/05/2018	TF1	7500.00	T9	7500.00	N	
7	BP	1800	4150	0	Supervisor AS	11/05/2018	TF2	500.00	T9	500.00	N	
8	BP	1800	4720	0	Sound Production Drama	11/05/2018	TF3	1500.00	T9	1500.00	N	
9	BP	1800	1400	0	Architect	11/05/2018	TF4	3000.00	T9	3000.00	N	
10	BP	1800	4730	0	Books re grant	11/05/2018	TF5	9000.00	T9	9000.00	N	
11	BP	1800	4720	0	Sound Production Drama	01/03/2018	TF1	1500.00	T9	1500.00	N	
12	BR	1800	3920	0	Computer Grant	12/05/2018	DEIS	25000.00	T9	25000.00	N	
13	BR	1800	3490	0	Study Income	12/05/2018	BTF1	1000.00	T9	1000.00	N	
14	BR	1800	3750	0	Golf Classic - Drama	12/05/2018	BTF2	5000.00	T9	5000.00	N	
15	BR	1800	3960	0	Fundraising Pitch	12/05/2018	BTF3	10000.00	T9	10000.00	N	

Revised Bank Reconciliation

Date: 31/05/2018

Sample Data June 2018

Page: 1

Time: 22:36:45

Bank Reconciliation

Bank Ref: 1800	Date To: 12/05/2018
Bank Name: Current Account	Statement Ref: 1800 2018-05-11 01
Currency: Euro	

Balance as per cash book at 12/05/2018: 33,000.00

Add: Unpresented Payments

Tran No	Date	Ref	Details	€
11	01/03/2018	TF1	Sound Production Drama	1,500.00
				<u>1,500.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	€
				<u>0.00</u>

Reconciled balance : 34,500.00

Balance as per statement : 34,500.00

Difference : 0.00

Revised I&E after deleting duplicate receipt

Date: 11/05/2018
Time: 15:55:50

FSSU Master
BOM Income and Expenditure Account

Page: 1

From: Month 1, September 2017
Chart of Accounts: FSSU

To: Month 9, May 2018

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Income				
Department Income				
3150 Book Grant	0.00	15,000.00	(15,000.00)	12,000.00
Total Department Income:	0.00	15,000.00	(15,000.00)	12,000.00
School Generated Income				
3490 Study	1,000.00	8,000.00	(7,000.00)	0.00
Total School Generated Income:	1,000.00	8,000.00	(7,000.00)	0.00
Other Income				
3750 Fund Raising	5,000.00	9,900.00	(4,900.00)	8,500.00
Total Other Income:	5,000.00	9,900.00	(4,900.00)	8,500.00
TOTAL Income:	6,000.00	32,900.00	(26,900.00)	20,500.00
Expenditure				
Education Salaries				
4150 Supervisors Salaries	500.00	7,900.00	(7,400.00)	0.00
Total Education Salaries:	500.00	7,900.00	(7,400.00)	0.00
Education Other				
4410 Computers / IT	7,500.00	0.00	7,500.00	0.00
4720 School Musical / Drama	3,000.00	8,500.00	(5,500.00)	6,000.00
4730 School Books	9,000.00	14,500.00	(5,500.00)	12,000.00
Total Education Other:	19,500.00	23,000.00	(3,500.00)	18,000.00
Repairs Maintenance & Establishment				
Administration				
Financial				
Depreciation				
TOTAL Expenditure:	20,000.00	30,900.00	(10,900.00)	18,000.00
NET PROFIT/(LOSS)	(14,000.00)	2,000.00	(16,000.00)	2,500.00

Nominal Activity Review

Date: 11/05/2018
Time: 16:46:22

FSSU Master

Page: 1

Nominal Activity - Excluding No Transactions

Date From: 01/01/1980
Date To: 11/05/2018

N/C From:
N/C To: 99999999

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

N/C: 2150 Name: Grants Received in Advance Account Balance: 15,000.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
1	BR	11/05/2017	1800	DEIS	Book Grant 2019	0	T9	15,000.00		15,000.00	-	N
Totals:										15,000.00		
History Balance:										15,000.00		

N/C: 4150 Name: Supervisors Salaries Account Balance: 500.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
7	BP	11/05/2018	1800	TF2	Supervisor AS	0	T9	500.00	500.00		-	N
Totals:										500.00		
History Balance:										500.00		

N/C: 4410 Name: Computers / IT Account Balance: 7,500.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
5	BP	11/05/2018	1800	TF1	Laptops	0	T9	7,500.00	7,500.00		-	N
Totals:										7,500.00		
History Balance:										7,500.00		

N/C: 4720 Name: School Musical / Drama Account Balance: 3,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
3	BP	11/05/2018	1800	TF3	Sound Production Drama	0	T9	1,500.00	1,500.00		-	N
11	BP	01/03/2018	1800	TF1	Sound Production Drama	0	T9	1,500.00	1,500.00		-	N
Totals:										3,000.00		
History Balance:										3,000.00		

Adjustments in Sage 50 – Sample Data

Adjustments arising from Review

- Amend nominal code from 4410 to 1460
- Adjust for duplicate payment – enter a bank receipt and match
- Journal Entry for Book grant – Dr : Code 2150
Cr: Code 3150

Other queries raised

- Create department for Computer Grant
- Research the move to a cashless school office
 - School Payments solution
 - Scrutinise the reporting element to ensure inputting into Sage 50 can be quick and efficient

Transaction Processing in Sage – Common Errors

Examples	Why	Identify	How to fix?
Duplicate Transactions	Look up Activity! Awareness References DD/SO	Bank Rec Report	In current month? Delete Previous month - Adjust
Old cheques			Bank receipt to cancel
Incorrect code	Capital V Day to day Matching Budget!	Nominal Activity I+E Report	Amend nominal code Adding in lines? Options?
Check for Deferred Income And Deferred costs	Balance sheet	<ul style="list-style-type: none"> • Review I+E • Review Balance sheet balances 	Journal Entries
Incomplete costs	<u>Awareness</u>	Review Balance Sheet	Journals for VAT,RCT,PAYE

Final Income & Expenditure Report

Date: 15/05/2018
Time: 16:47:07

FSSU Master

Page: 1

BOM Income and Expenditure Account

From: Month 1, September 2017
Chart of Accounts: FSSU

To: Month 9, May 2018

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Income</u>				
Department Income				
3150 Book Grant	15,000.00	15,000.00	0.00	12,000.00
Total Department Income:	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>12,000.00</u>
School Generated Income				
3490 Study	1,000.00	8,000.00	(7,000.00)	0.00
Total School Generated Income:	<u>1,000.00</u>	<u>8,000.00</u>	<u>(7,000.00)</u>	<u>0.00</u>
Other Income				
3750 Fund Raising	5,000.00	9,900.00	(4,900.00)	8,500.00
Total Other Income:	<u>5,000.00</u>	<u>9,900.00</u>	<u>(4,900.00)</u>	<u>8,500.00</u>
TOTAL Income:	<u>21,000.00</u>	<u>32,900.00</u>	<u>(11,900.00)</u>	<u>20,500.00</u>
<u>Expenditure</u>				
Education Salaries				
4150 Supervisors Salaries	500.00	7,900.00	(7,400.00)	0.00
Total Education Salaries:	<u>500.00</u>	<u>7,900.00</u>	<u>(7,400.00)</u>	<u>0.00</u>
Education Other				
4720 School Musical / Drama	1,500.00	8,500.00	(7,000.00)	6,000.00
4730 School Books	9,000.00	14,500.00	(5,500.00)	12,000.00
Total Education Other:	<u>10,500.00</u>	<u>23,000.00</u>	<u>(12,500.00)</u>	<u>18,000.00</u>
Repairs Maintenance & Establishment				
Administration				
Financial				
Depreciation				
TOTAL Expenditure:	<u>11,000.00</u>	<u>30,900.00</u>	<u>(19,900.00)</u>	<u>18,000.00</u>
NET PROFIT/(LOSS)	<u>10,000.00</u>	<u>2,000.00</u>	<u>8,000.00</u>	<u>2,500.00</u>

Run final Bank Reconciliation

Date: 31/05/2018
Time: 15:53:35

Sample Data June 2018 Bank Reconciliation

Page: 1

Bank Ref: 1800	Date To: 12/05/2018
Bank Name: Current Account	Statement Ref: 1800 2018-05-11 01
Currency: Euro	

Balance as per cash book at 12/05/2018:	<u>34,500.00</u>			
Add: Unpresented Payments				
Tran No	Date	Ref	Details	€
<hr/>				
				<u>0.00</u>
Less: Outstanding Receipts				
Tran No	Date	Ref	Details	€
<hr/>				
				<u>0.00</u>
Reconciled balance :				34,500.00
Balance as per statement :				<u>34,500.00</u>
Difference :				<u>0.00</u>

Final Balance Sheet – Or is it?

Date: 31/05/2018
Time: 15:56:52

Sample Data June 2018 BOM Balance Sheet

Chart of Accounts: FSSU

Fixed Assets

Fixed assets

1400 Capital: Land & Buildings
1460 Capital: Computer Equip
Total Fixed assets:

Period
Sep 2017 - May 2018

3,000.00
7,500.00
10,500.00

TOTAL Fixed Assets:

10,500.00

Current Assets

Debtors and Prepayments

Current Account

1800 Current Account
Total Current Account:

19,500.00
19,500.00

Cash Account

TOTAL Current Assets:

19,500.00

Current Liabilities

Creditors

Accruals

2150 Grants Received in Advance
Total Accruals:

(15,000.00)
(15,000.00)

Current Account

Cash Account

TOTAL Current Liabilities:

(15,000.00)

Current Assets less Current Liabilities:

34,500.00

Total Assets less Current Liabilities:

45,000.00

Final Balance Sheet – Always select Balance Brought forward

Date: 15/05/2018
Time: 16:49:43

FSSU Master BOM Balance Sheet

Chart of Accounts: FSSU

Period
Brought Fwd - May 2018

Fixed Assets

Fixed assets

1400 Capital: Land & Buildings
1460 Capital: Computer Equip
Total Fixed assets:

3,000.00
7,500.00
10,500.00
10,500.00

TOTAL Fixed Assets:

Current Assets

**Debtors and Prepayments
Current Account**

1800 Current Account
Total Current Accounts:

34,500.00
34,500.00

Cash Account

TOTAL Current Assets:

34,500.00

Current Liabilities

**Creditors
Accruals**

2150 Grants Received in Advance
Total Accruals:

0.00
0.00

**Current Account
Cash Account**

TOTAL Current Liabilities:

0.00

Current Assets less Current Liabilities:

34,500.00

Total Assets less Current Liabilities:

45,000.00

Capital & Reserves

Retained Profits

Contribution Fixed Assets

3920 DES Equipment Grant
3960 Fund Raising- Fixed Asset
Total Contribution Fixed Assets:

25,000.00
10,000.00
35,000.00

Mispostings

TOTAL Capital & Reserves:

35,000.00

Income And Expenditure Account:

10,000.00

45,000.00

Check bank balance agrees to bank reconciliation report



Getting more out of Sage 50 Reporting

When to use Departments

- ***Providing a breakdown of a nominal code:***
 - *Income received in advance*
 - *Grants received in advance*
 - *Reimbursables*
 - *Other Subjects*
- ***Providing financial analysis of specific key school transactions***
 - *Computer Grant and related expenditure*
 - *Building Grant and related expenditure*
 - *School Tours*
 - *Bus Income*

Sage 50 - Departments

Sample Data – Creating and using Departments

- **Create Department 1- Computer Grant**
 - **Select Department module**
 - **Double click on a department number and name it**
- **Amend transactions to change department reference**
 - **Amend in Activity screen (Version 24.2)**

Activity
Screen
v24.2

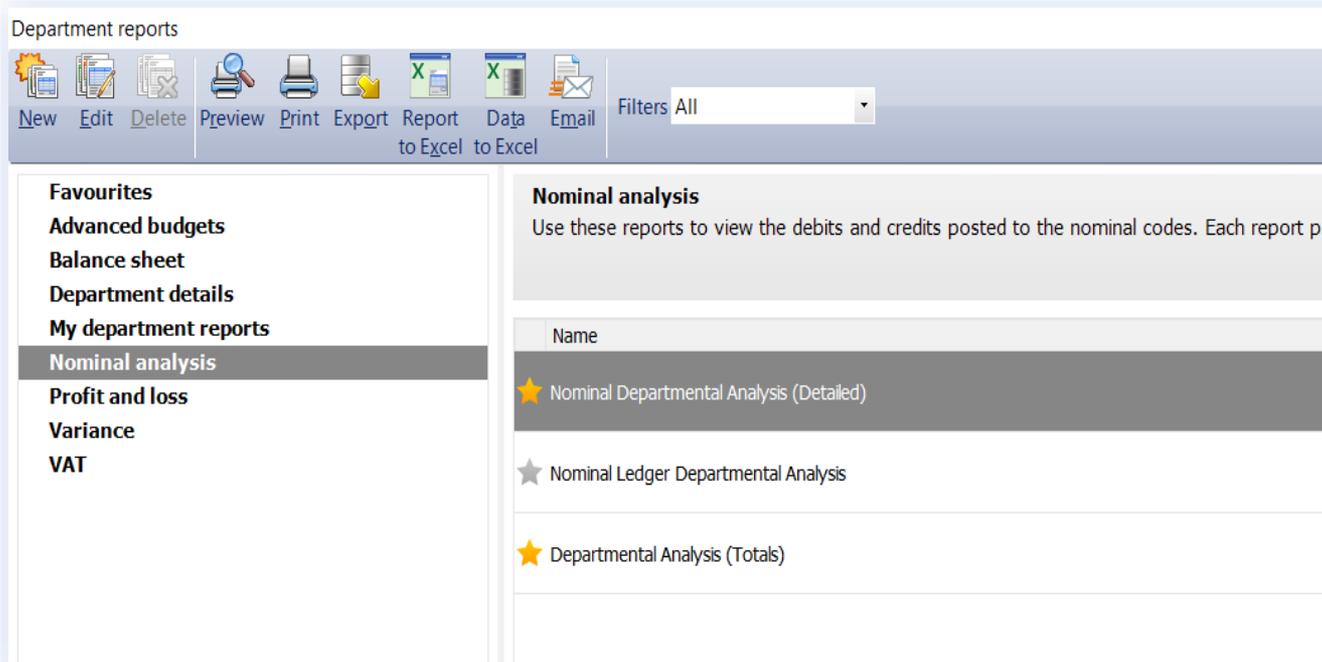
Edit
Transaction

The screenshot displays the Sage 50 software interface. The main window is titled 'Activity' and shows a list of transactions. The 'Edit' button is highlighted with a blue arrow pointing to it. The transaction being edited is for 'Capital: Computer Equip' with a department reference of '1 Laptops' and an amount of 7500.00. The interface includes a menu bar at the top with options like File, Edit, View, Modules, Settings, Tools, Favourites, WebLinks, and Help. A toolbar below the menu bar contains various icons for actions such as New, Edit, Wizard, Duplicate, Activity, Journal entry, Journal reversal, Prepayments, Accruals, Budgets, Chart of accounts, Trial balance, Profit & loss, Balance sheet, Ratio, Comparative profit & loss, Variances, and Prior. The left sidebar shows a navigation pane with categories like Customers, Suppliers, Bank accounts, Nominal codes, Dashboard, Transactions, Departments, and Diary. The bottom of the screen shows a table of transactions with columns for No, Type, Date, Ref., Ex.Ref., Dept, Details, Amount, Debit, and Credit.

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
6	BP	11/05/2018	TF1		1	Laptops	7500.00	7500.00	

Sage 50 – Department Nominal Activity

- **Run Departmental Detailed Nominal Activity**
 - **Under Department module**
 - **Reports**
 - **Nominal Analysis**



The screenshot displays the Sage 50 software interface for department reports. At the top, there is a toolbar with icons for New, Edit, Delete, Preview, Print, Export, Report to Excel, Data to Excel, and Email. A 'Filters' dropdown menu is set to 'All'. Below the toolbar, the interface is divided into two main sections. On the left, a 'Favourites' sidebar lists various report types: Advanced budgets, Balance sheet, Department details, My department reports, **Nominal analysis** (highlighted), Profit and loss, Variance, and VAT. On the right, the 'Nominal analysis' section contains a descriptive text: 'Use these reports to view the debits and credits posted to the nominal codes. Each report pro...'. Below this text is a table with a 'Name' header. The table lists three reports: 'Nominal Departmental Analysis (Detailed)' with a yellow star icon, 'Nominal Ledger Departmental Analysis' with a grey star icon, and 'Departmental Analysis (Totals)' with a yellow star icon.

Detailed Nominal Department Analysis

Date: 15/05/2018

Time: 16:59:45

FSSU Master

Page: 1

Nominal Departmental Analysis (Detailed)

N/C From **Tran Date From** 01/01/1980 **Tran No From** 1 **Department From** 1
N/C To 99999999 **Tran Date To** 31/12/2019 **Tran No To** 99,999,999 **Department To** 1

Dept Number 1 **Dept** Computer Grant 2018

N/C 1460 **Name** Capital: Computer Equip

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6	BP	11/05/2018	Laptops	7,500.00		7,500.00
Account Totals				<u>7,500.00</u>		<u>7,500.00</u>

N/C 1800 **Name** Current Account

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
6	BP	11/05/2018	Laptops		7,500.00	-7,500.00
12	BR	12/05/2018	Computer Grant	25,000.00		25,000.00
Account Totals				<u>25,000.00</u>	<u>7,500.00</u>	<u>17,500.00</u>

N/C 3920 **Name** DES Equipment Grant

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
12	BR	12/05/2018	Computer Grant		25,000.00	-25,000.00
Account Totals					<u>25,000.00</u>	<u>-25,000.00</u>

Department 32,500.00 32,500.00

Grand Totals 32,500.00 32,500.00

Board Of Management Reports

- Balances on All School Bank Accounts
- Bank Reconciliation Statement for each Bank Account
- Income and Expenditure Account showing Current, Budget and prior year figures
- Balance Sheet
- List of all creditors / List of accruals / Summary of income received for next school year and prepayments
- Capital Income and Expenditure Account

Payment solutions for schools

www.fssu.ie/post-primary/topics/accounting-procedures/new-sub-topic/

FSSU
Financial Support Services Unit

POST-PRIMARY

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FSSU > Post-Primary > Topics > Accounting Procedures > Payment Solutions

All Topics

- Accounting Procedures
- Cash Income
- Cheque Payments
- Cash Receipts
- Collection of Money
- Payment Solutions**
- Petty Cash
- Purchasing

Payment Solutions

DES Press Release: The Department of Education, the Education Procurement Service (EPS) (SPU), the Financial Support Services Unit (FSSU) has established a framework of three market payment solutions for schools to avail of. The payments solutions will allow schools to pay to schools electronically (including internet, mobile) to allow parents that wish to make payments to schools electronically.

> read more

Documents

- User Guide – sets out the steps schools need to follow to set up a payment solution
- [Notification to Activate Services Form](#)

Framework

- Easypayments
- MIT
- Three

Discretionary

Sage 50 suggestion

- Set up a clearing account
- Webinar to follow

NB: Check Provider Bank lodgement reports. – Insist that reports are available with package to enable fast and efficient inputting of monies received into the school accounts packages.(Sage 50/ other)

Check out our new website : www.fssu.ie



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Sage 50 Training videos



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Parents Association

Training Videos

Welcome to our training video section where you will find short videos to help you learn more about day to day processing in Sage 50.

The videos can be accessed and played as many times as you like and at your own convenience.

> Upgrading to Sage 50 V24.2

Details of how to download the latest Sage Accounts update of v24.2, what's new in the release and in particular check out this video on how the transactions can now be edited from the activity window.

Watch video

> Departments

This video is an overview on the setting up and reporting by department.

Watch video

> Bank Receipts inc Departments

This video looks at recording receipts with particular emphasis on using the cash control account and departments.

Watch video

> Bank Payments inc Departments

This video has practical examples of entering payments that cover referencing and how to assign the cost to departments

Watch video

> Upgrading to Sage 50 V24

Fixing error details

Settings
Control Accounts
Set VAT to 2260
Second from end of list



Desktop >>



Upgrading Sage 50 to latest version 24.2

- In sage 50 go to help/about and check version
- **If it is version 23 or under – it is vital to upgrade**
- Back up
- Ensure all windows updates are run
- Log in as administrator on pc
- Log into my.sage.co.uk
- Select Support/Downloads/Sage 50
- **Download and run full program version 24**
- Then download and **run the update for 24.2**
- Open Sage 50
- Fix the error message by going to settings/control account/assign code 2260 to the vat account. (second last on the list)

Sage 50 Training – Summer & New Year

- Planning sage 50 training now
 - Want to tailor it to your requirements
 - Email training requirements to the FSSU
- Let us know what you would like covered
 - Creditors module
 - Debtors module
 - Clearing account
- Let us know which type of training you prefer
 - Classroom based?
 - Webinars?
 - Remote Access Training?

Thank You

Any Questions?



FSSU
Financial Support
Services Unit

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