

## Guideline for installing the Income and Expenditure Report with Year to Date Prior Year Comparatives (August 2018)

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. 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.

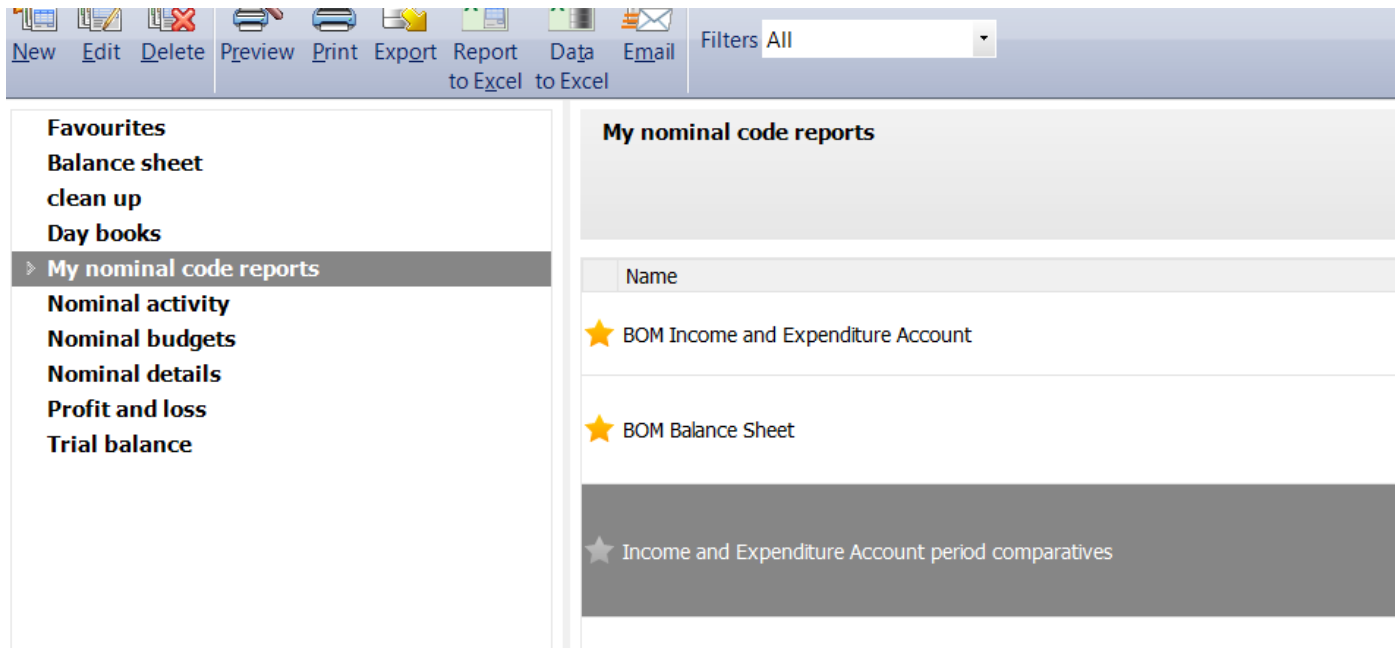
1. Open Sage 50 Accounts for your school.
2. Create a folder on your desktop and label it- BOM SAGE 50 customised reports.
3. Open the email from the FSSU and save the report to the new folder on your desktop.
4. Double click the report file
5. Enter your Sage login details, Manager and Password.

The screenshot shows the Sage 50 report designer interface. The top menu bar includes File, Edit, View, Toolbox, Sections, Report, Format, Tools, and Help. Below the menu is a toolbar with various icons for report design. The main workspace displays a report layout with the following sections:

- 1. Page Header:** Contains fields for Date (DATE), Time (TIME), Name (NAME), and Page (PA). It also includes From and To date ranges (CRITERIA.TRAN\_PERIOD\_FROM and CRITERIA.TRAN\_PERIOD\_TO) and a Chart of Accounts field.
- 2. Page Header:** A section for additional header information.
- 3. CATEGORY Header:** A section for category headers, including a TITLE field.
- 4. CATEGORY.SORT\_ORDER Header:** A section for category sort order headers, including a NAME field.
- 5. Details:** A section for the main report details, including fields for ACCOU, NAME, and PERIOD.NOMINAL.
- 6. CATEGORY.SORT\_ORDER Footer:** A section for category sort order footers.

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

The dialog box is titled 'Criteria for Income and Expenditure Account period comparatives' and has a close button (X) in the top right corner. The main heading is 'Criteria Values' with the instruction 'Enter the values to use for the criteria in this report'. It contains three rows of input fields: 'Period' with a dropdown set to 'Between (inclusive)', date pickers for '1: September 2017' and '9: May 2018', and the word 'and' between them; 'Chart of Accounts' with a dropdown set to 'Is' and a picker for '2: FSSU'; and a row for 'Preview a sample report for a specified number of records or transactions (0 for all)' with a numeric input field set to '0'. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

Select the period for the report, example between: 1: September 2017 and 9:May 2018 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.