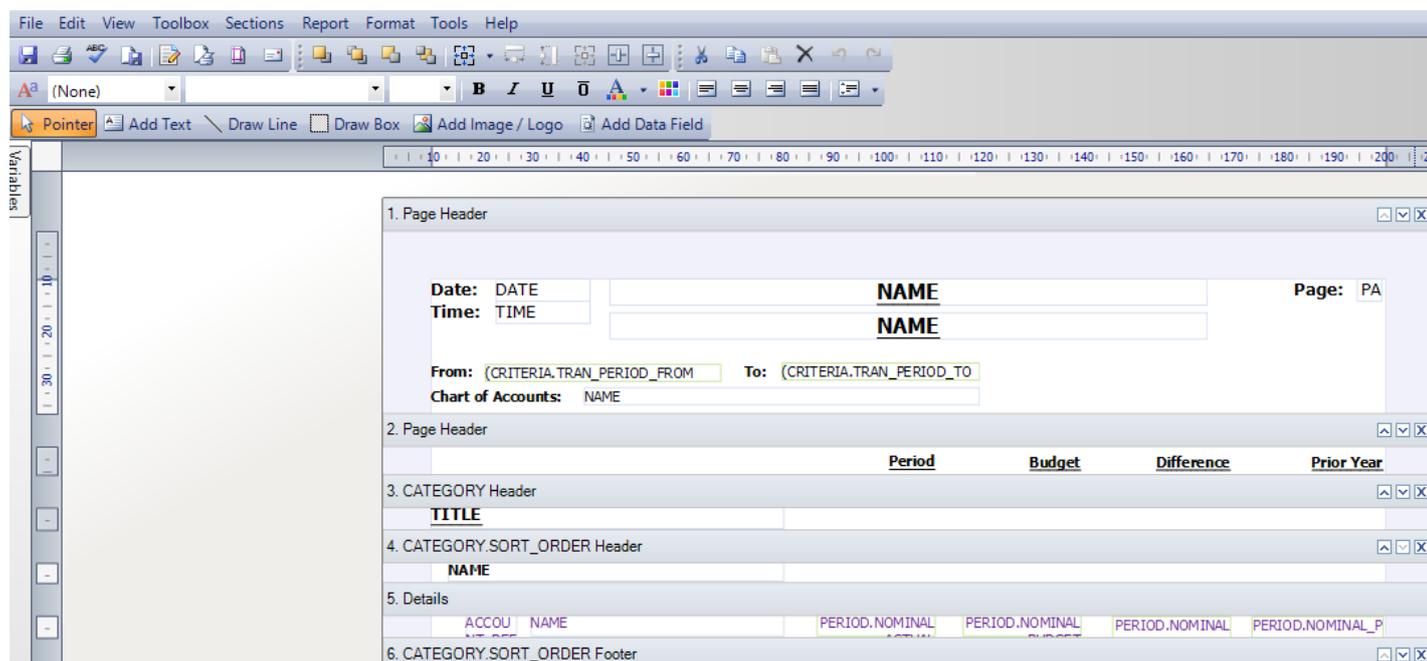


Guideline for installing the Income and Expenditure Report with Year to Date Prior Year Comparatives (August 2018)

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.

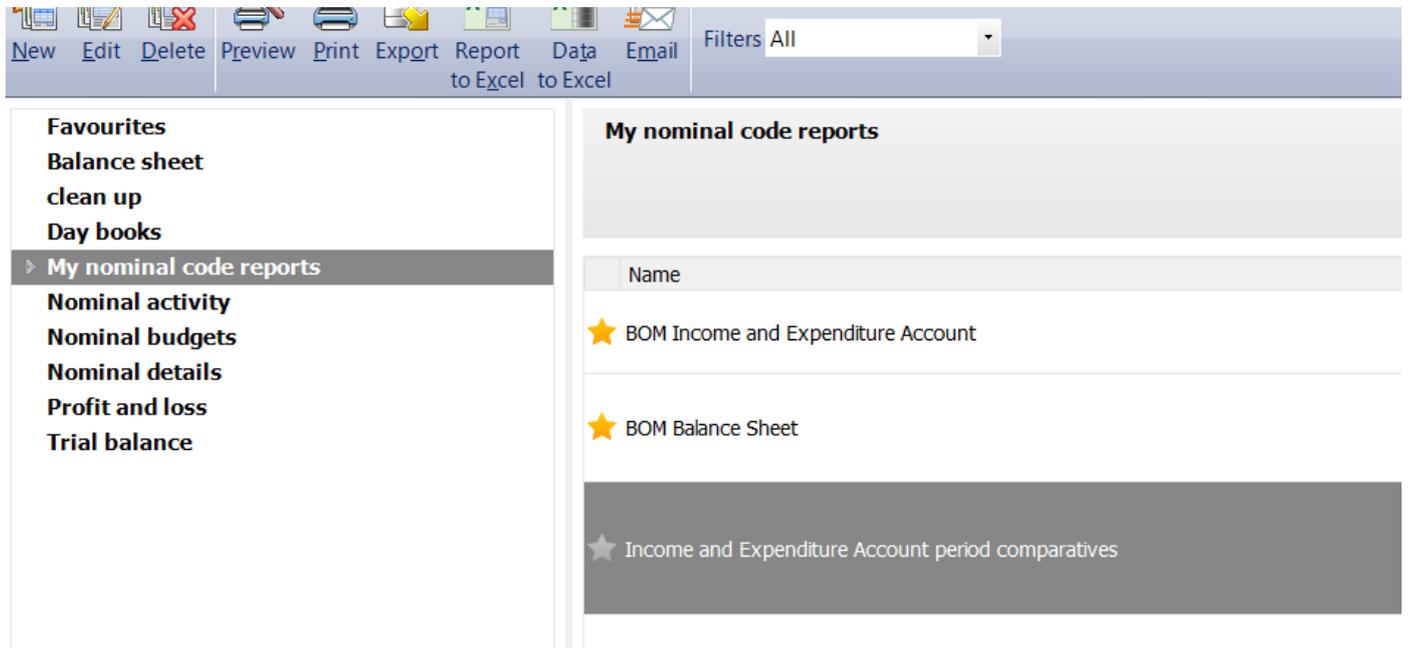


The screenshot shows a report design tool interface. The main area displays a report layout with the following sections:

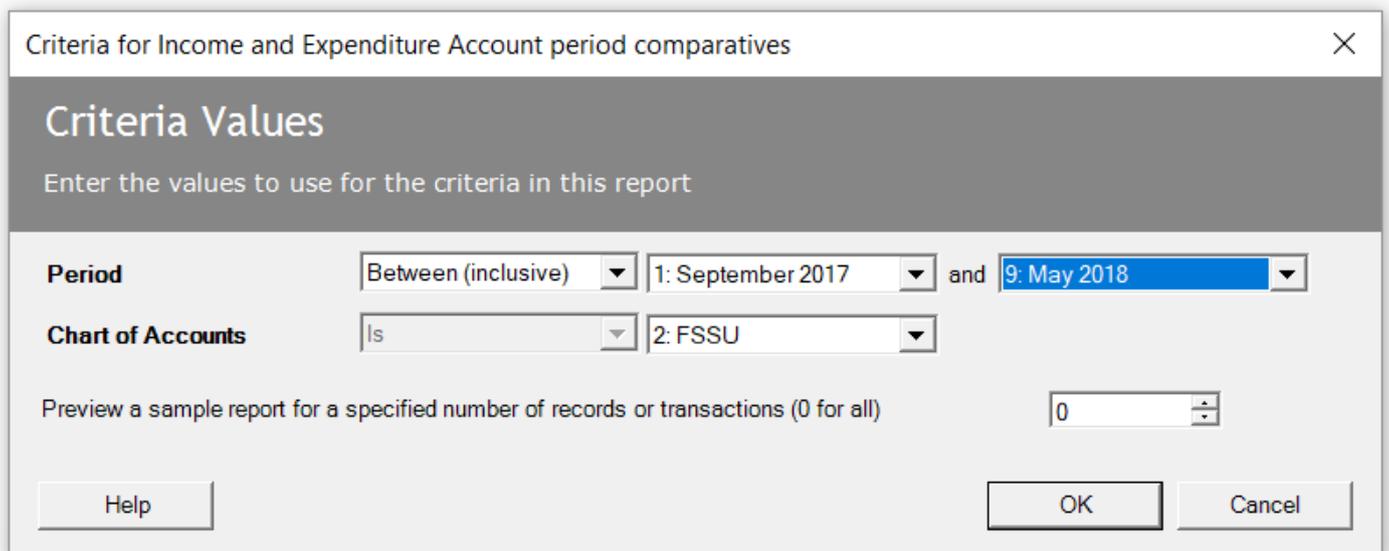
- 1. Page Header:** Includes fields for Date (DATE), Time (TIME), Name (NAME), Page (PA), From (CRITERIA.TRAN_PERIOD_FROM), To (CRITERIA.TRAN_PERIOD_TO), and Chart of Accounts (NAME).
- 2. Page Header:** Includes columns for Period, Budget, Difference, and Prior Year.
- 3. CATEGORY Header:** Includes a TITLE field.
- 4. CATEGORY.SORT_ORDER Header:** Includes a NAME field.
- 5. Details:** Includes columns for ACCOU, NAME, PERIOD.NOMINAL, and PERIOD.NOMINAL_P.
- 6. CATEGORY.SORT_ORDER Footer:** Includes a NAME field.

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 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.