



Online Annual Accounts Submission User Manual

**Step by step guide to
making the online annual
accounts submission**

Internet Browser

Please note that our online portal cannot be accessed with Internet Explorer.

Instead of using Internet Explorer, please download one of the following browsers:



Edge

Microsoft



Firefox

Mozilla Foundation



Chrome

Google



Opera

Opera Software

Engagement Partner Page 2 to Page 13

The Engagement Partner is the main point of contact in an accountancy firm. This person has authority to assign permissions to an Additional User.

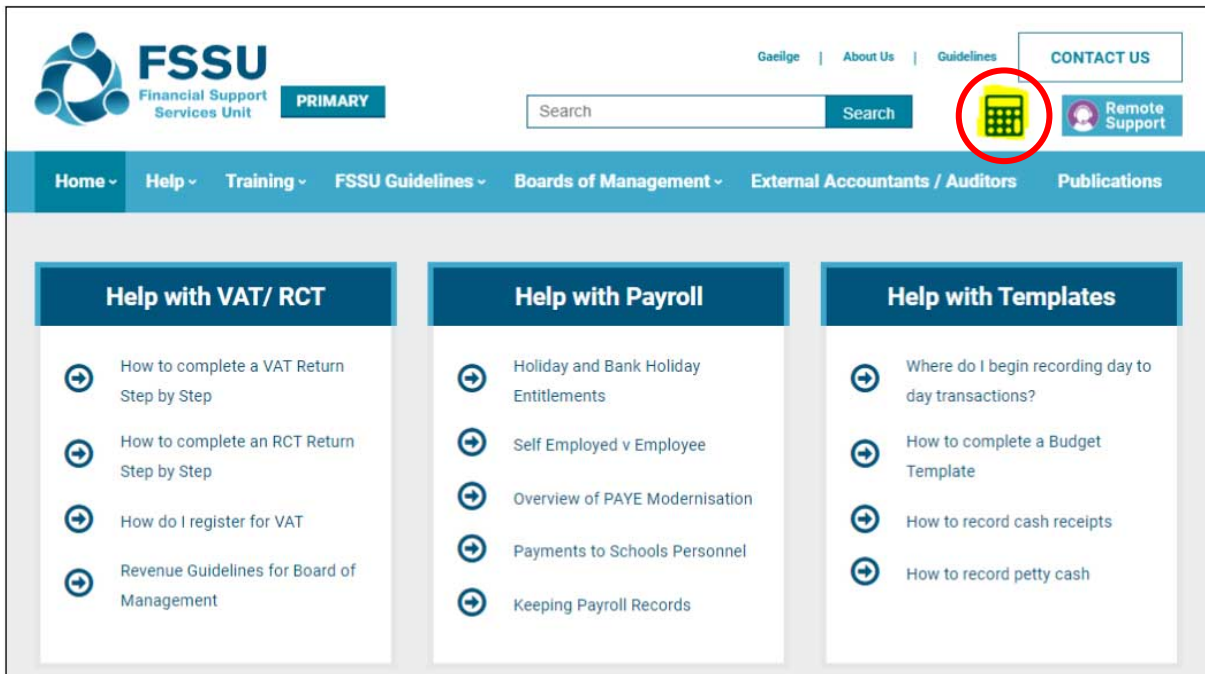
Additional User Page 14 to Page 22

An Additional User is an individual who has been given permissions to make a submission by the Engagement Partner of the firm.

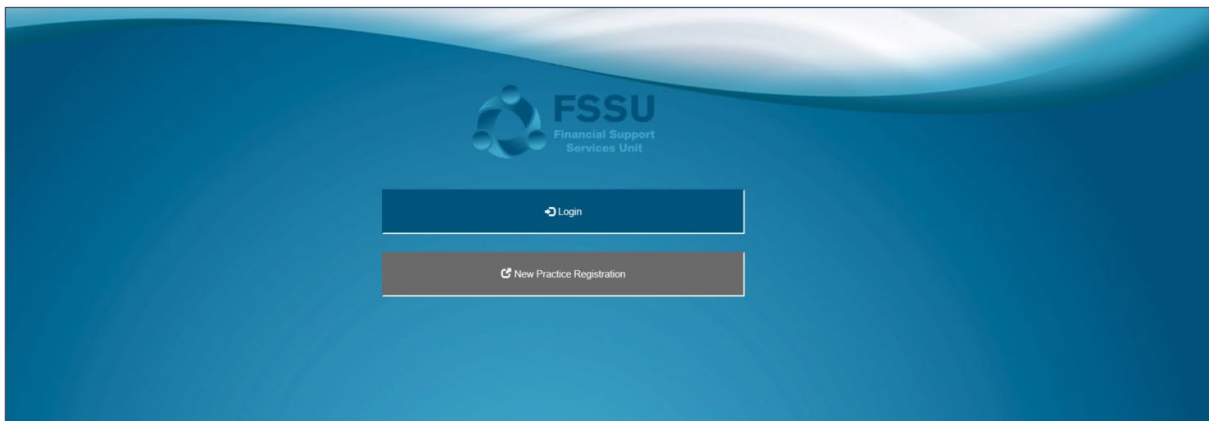
Engagement Partner

The Engagement Partner is the main point of contact in an accountancy firm, who has authority to assign permissions to an Additional User.

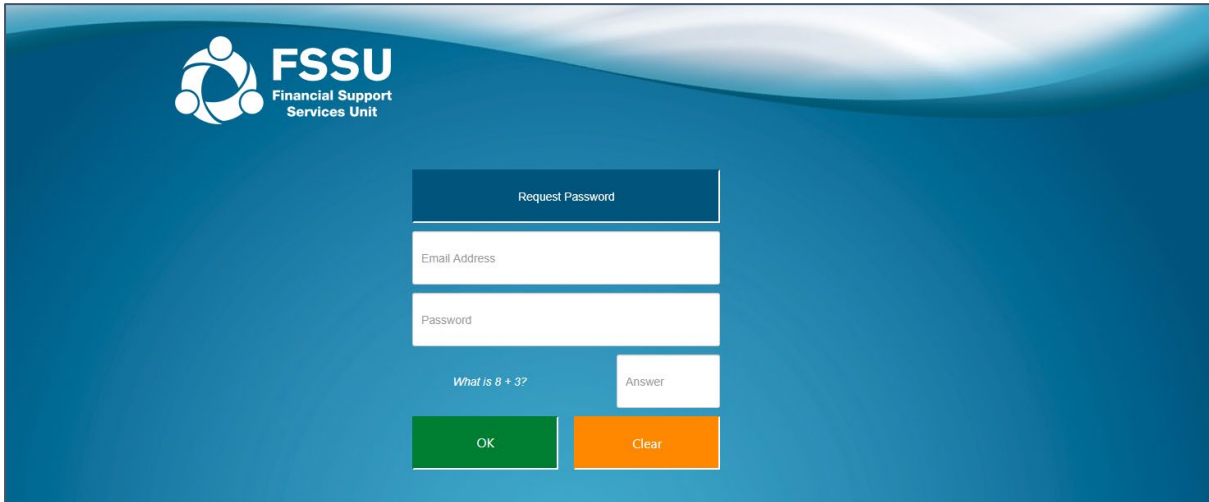
1. Follow the icon on the homepage to access the Login Page



2. Click **Login**

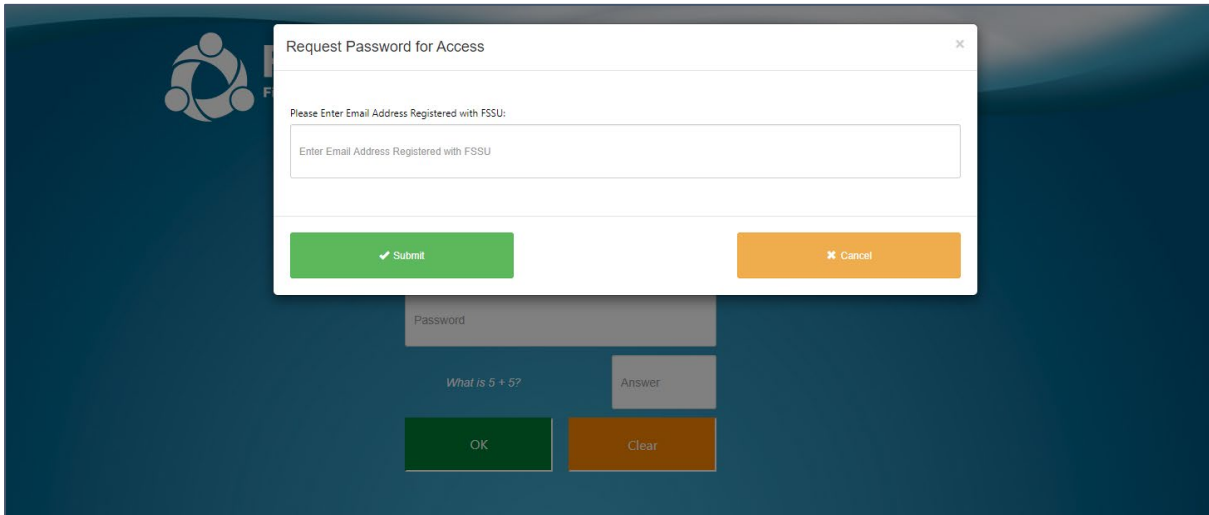


3. Click **Request Password**



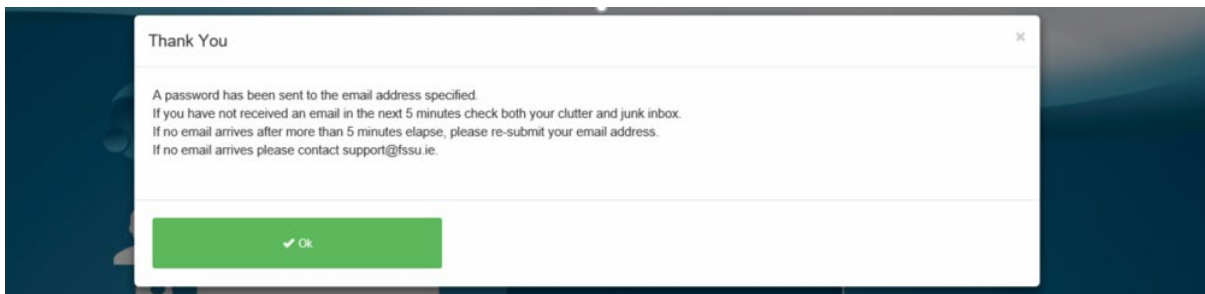
The screenshot shows the FSSU (Financial Support Services Unit) website. At the top left is the FSSU logo. The main content area features a 'Request Password' form with the following elements: a title bar 'Request Password', an 'Email Address' input field, a 'Password' input field, a CAPTCHA question 'What is 8 + 3?' with an 'Answer' input field, and two buttons at the bottom: a green 'OK' button and an orange 'Clear' button.

4. Enter the **Email Address Registered with FSSU** and click **Submit**



The screenshot shows a 'Request Password for Access' dialog box overlaid on the main form. The dialog box has a title bar with a close button (X). Inside, it says 'Please Enter Email Address Registered with FSSU:' followed by an input field containing the placeholder text 'Enter Email Address Registered with FSSU'. At the bottom of the dialog are two buttons: a green 'Submit' button with a checkmark icon and an orange 'Cancel' button with an X icon. The background form is dimmed.

You will receive the following message. Click **OK**.



The screenshot shows a 'Thank You' dialog box with a close button (X). The message text reads: 'A password has been sent to the email address specified. If you have not received an email in the next 5 minutes check both your clutter and junk inbox. If no email arrives after more than 5 minutes elapse, please re-submit your email address. If no email arrives please contact support@fssu.ie.' At the bottom is a green 'Ok' button with a checkmark icon.

5. Go to your email Inbox to access your Password.
Follow the [Click here to access portal](#) link

As requested, please find below your password for the FSSU portal.

For security reasons this password will expire in 72 hours after which you will need to send another password request from the login screen by clicking 'Request Password'.

Access to the portal is now available using the email address you have provided and the password below.

Password:	pR1xx
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[Click here to access portal](#)

If you have difficulty accessing the portal please email support@fssu.ie

Financial Support Services Unit

6. Login using your Username and Password

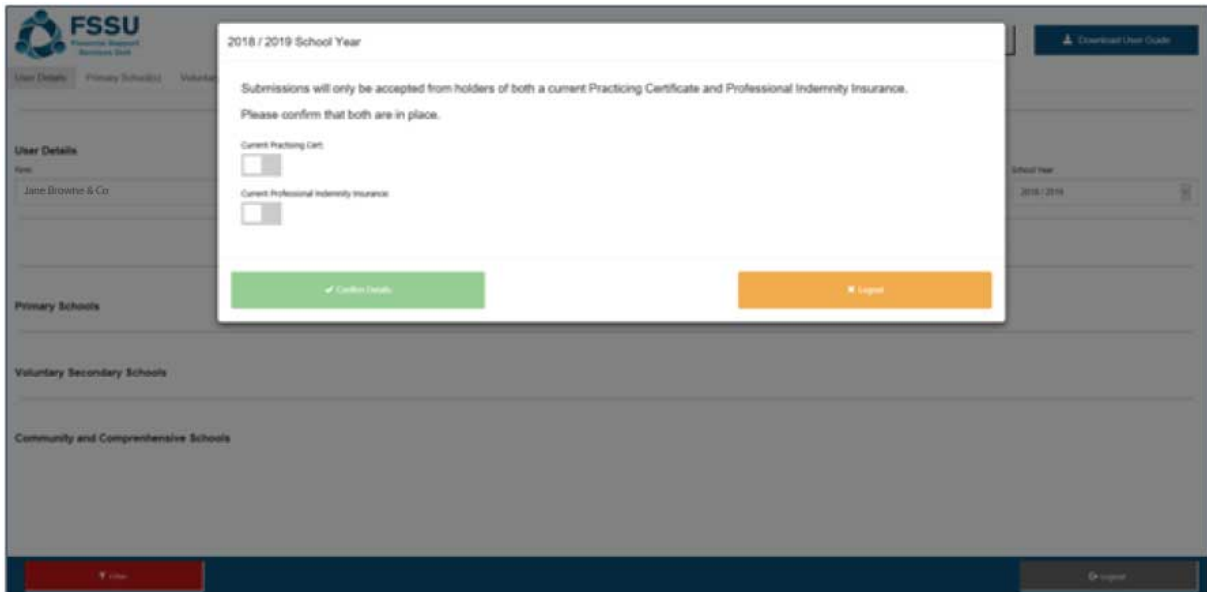
- Your **Username** is the email address you used to access your Password
- Enter the **Password** that was emailed to this account
- Enter the result of the equation in the third box.
- Click **OK**.



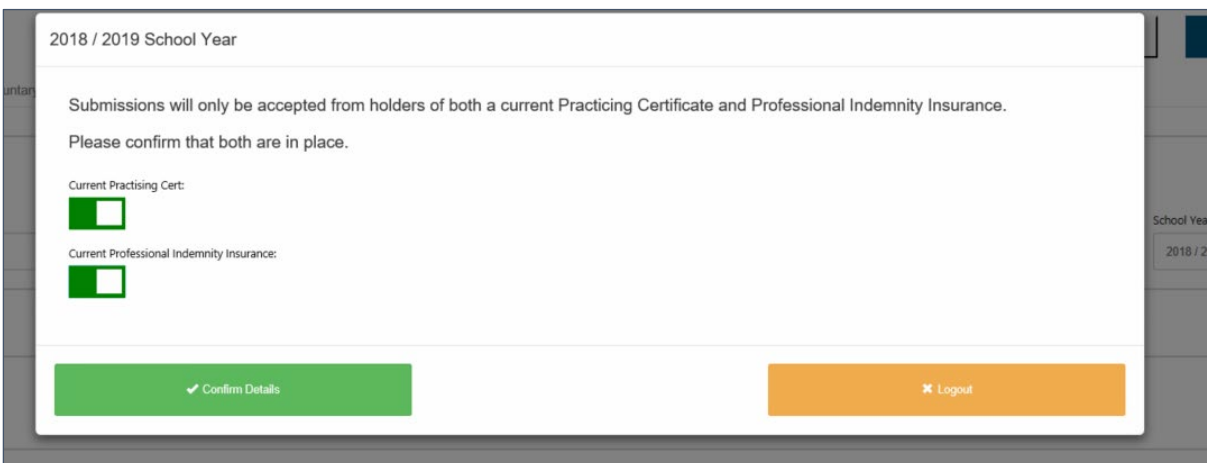
The screenshot shows the FSSU login interface. At the top left is the FSSU logo (Financial Support Services Unit). Below it is a 'Request Password' form with three input fields: the first contains 'janebrowne@accountant.com', the second contains 'pR1xx', and the third contains the result of the equation 'what is 8 + 3?' which is '11'. At the bottom of the form are two buttons: a green 'OK' button and an orange 'Clear' button.

7. You must confirm you hold a **Current Practicing Certificate** and **Current Professional Indemnity Insurance** to progress.

If you do not you may not make a submission on behalf of a school.



8. Slide the Green Tab to confirm and click **Confirm Details**



Engagement Partner Settings Landing Page

Update **Practice Details** as necessary

The screenshot shows the 'Practice Details' section of the Engagement Partner settings. It includes fields for Practice Name (Jane Browne & Co), Current Practising Certificate (checked), Current Professional Indemnity Insurance (checked), Address Line 1 (Address 01), Address Line 2 (Address 02), Address Line 3 (Address 03), City (City 04), County (Co. Cork), and Practice Status (Active). Below this is the 'Engagement Partner' section with First Name (Jane), Last Name (Browne), and eMail (janebrowne@accountant.com). A 'Change Engagement Partner' button is present. At the bottom, it shows '[26] Active School(s)' and a 'Request New School Link' button.

Update **Engagement Partner** as necessary

The screenshot shows the 'Engagement Partner' section of the Engagement Partner settings. It includes fields for First Name (Jane), Last Name (Browne), and eMail (janebrowne@accountant.com). A 'Change Engagement Partner' button is present.

Use **School Link** to search for schools or add schools

The screenshot shows the 'School Link' modal form. It includes fields for Roll Number, School Name, School Type (dropdown), and Status (Waiting for Activation dropdown). Below the fields is a message: 'To link a School Please enter the schools' Roll Number and press 'Save'. If you link a School in this screen it is automatically set to status 'Waiting for Activation'. The FSSU needs to Activate this school before you can administer its accounts. You will receive an email confirming activation.' At the bottom are 'Save' and 'Cancel' buttons.

Under **User List** user can add or remove school access

The screenshot shows the FSSU (Financial Support Services Unit) interface. At the top left is the FSSU logo. Below it are navigation tabs: Practice Details, Engagement Partner, School List, and User List. The User List tab is active, showing a header for "[18] Active User(s)" and an "Add User" button. Below this is a table with the following data:

Username	Status	Name	Registered
tom@accountant.com	Active	Tom Brown	07/08/2019 13:25:47
joan@accountant.com	Please Remove	Joan Brown	08/08/2019 11:03:09
gerry@accountant.com	Active	Gerry Brown	07/08/2019 11:00:59

New User Window

The screenshot shows the "Add New User" window. It contains the following fields and controls:

- First Name:** Input field with placeholder "First Name" and a red asterisk.
- Last Name:** Input field with placeholder "Last Name" and a red asterisk.
- email Address:** Input field with placeholder "email address" and a red asterisk.
- Status:** Dropdown menu with "Active" selected and a downward arrow.
- Engagement Partner:** A checkbox that is currently unchecked.
- Office Phone:** Input field with placeholder "Telephone" and a red asterisk.
- Buttons:** A green "Save" button with a checkmark icon and an orange "Cancel" button with an 'X' icon.

9. You will be brought to the **User Details** page where you can view all Schools

The screenshot shows the FSSU User Details page. At the top, there is a navigation bar with the FSSU logo and a link to 'Update Practice Details, Link School(s) or Edit User(s)'. Below this, there are tabs for 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'User Details' section includes fields for 'Firm' (Jane Browne & Co), 'User' (janebrowne@accountant.com), 'Person' (Jane Browne), and 'School Year' (2018 / 2019). Below these fields, there are two summary boxes: 'You currently have [26] Active School(s) Linked to Your Organisation' and 'You currently have [8] School(s) Outstanding and In Progress for the School Year 2018 / 2019'. A table titled '[5] Primary School(s) Outstanding and In Progress' is displayed below, with columns for Roll, School, Locality, Status, Type, and Details.

Roll	School	Locality	Status	Type	Details
10011T	Sample School 1		In Progress	Primary School	Last Saved janebrowne@accountant.com
10013T	Sample School 2		In Progress	Primary School	Last Saved janebrowne@accountant.com
10014T	Sample School 3		In Progress	Primary School	Last Saved janebrowne@accountant.com

The **Filter** button allows you to filter schools by Submission Status



The screenshot shows the FSSU User Details page with the 'Filter Schools' dialog box open. The dialog box has a title bar 'Filter Schools' and a close button. It contains a 'Find By Roll Number' field with a placeholder 'Roll Number'. Below this is a 'Submission Status' dropdown menu with options: 'Outstanding and In Progress' (highlighted), 'Outstanding', 'In Progress', 'Submitted', and 'All'. At the bottom of the dialog are three buttons: 'Apply' (green), 'Clear' (orange), and 'Cancel' (red). The background page is dimmed, showing the same user details as the previous screenshot, but with a summary box indicating 'You currently have [40] School(s) Outstanding and In Progress for the School Year 2018 / 2019'.

You can use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School

The screenshot shows the FSSU User Details page with the navigation tabs highlighted. The tabs are 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'Primary School(s)' tab is currently selected and highlighted in a light blue color.

10. Select the relevant school by double clicking on the School Roll Number or School Name

[5] Primary School(s) Outstanding and In Progress					
Roll	School	Locality	Status	Type	Details
10011T	Sample School 1		In Progress	Primary School	Last Saved janebrowne@accountant.com
10013T	Sample School 2		In Progress	Primary School	Last Saved janebrowne@accountant.com
10014T	Sample School 3		In Progress	Primary School	Last Saved janebrowne@accountant.com
10015T	Sample School 4		In Progress	Primary School	Last Saved janebrowne@accountant.com
10007T	Sample School 5		In Progress	Primary School	Last Saved janebrowne@accountant.com

11. Pop Up Advice – Click **Confirm** to begin submission

Before you make this submission

Please have the following information to hand before starting this submission.

1. A pdf copy of the approved Board of Management annual accounts for the year of the submission. Please ensure that the accounts have been signed by the chairperson and another board member. Note: in VSS schools the Principal is not a member of the board of management.
2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of Accounts. The Trial Balance must reflect all school bank accounts including the Parents association bank account or any other financial institutions accounts operated by the board.
3. The number of pupils enrolled in the school.
4. The Board of Management's Registered Charity Number (RCN) as issued by the Charities Regulator. Submitters will NOT be accepted from Boards who are not registered with the Charities Regulator.
5. Please confirm that the names of the members of Board of Management match the Trustee names registered on the Charities Regulator's website.
6. The average number of staff paid directly by the Board of Management during the school financial year. The Board of Management Accounts and Trial Balance must record details of ALL school bank and credit union accounts including any Parents Association accounts. If the school does not have a RCN from the Charities Regulator please contact the Charities Regulator immediately www.charitiesregulator.ie

User Details
Name: Jane Browns & Co

[4] Primary School(s) Outstanding and In Progress

Roll	School	Locality	Status	Type
64201T	Sample School 1	Naugatogh, Co. Tipperary	Outstanding	Primary School
64270T	Sample School 2	Tipperary Town	Outstanding	Primary School
64400T	Sample School 3			
64401T	Sample School 4			

Current Filter: Outstanding and In Progress Accounts for Financial Year: 2018 - 2019

12. Begin by entering the **School Details**

Please note that the "Submit" button will become enabled and turn green when all mandatory fields are complete and the required PDF file is uploaded successfully.

User Details
 Last Saved: frouster@gmail.com - 12/08/2019 14:06:39

User Name: Jane Browne & Co
User Name: janebrowne@accountant.com
School Year: 2018 / 2019
Submission Status: In Progress

School Details

School Name: Sample School 2
Roll Number: 10013T
Number of Pupils: 54
Audited Accounts: Not Audited
DER Status: No

Trial Balance

Fixed Asset

Nominal	Description	Type	Debit	Credit
7 / 10 Mandatory Fields Outstanding			€ -37,679	
Final Accounts Not Uploaded			€ 5,543	
				€ 43,218

13. Complete the **Trial Balance** including:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

14. Complete the Charities Regulator Report

Registration with the Charities Regulator is mandatory for all schools

The screenshot shows the 'Charities Regulator Report' form in the FSSU system. The form includes the following fields and sections:

- Registered Charity Number (RCN):** A text input field.
- Total School Income:** A field showing € 43,219.
- Total School Expenditure:** A field showing € 5,540.
- Total Salary Amount paid by the Board of Management:** A field with a red background.
- Number of Employees paid directly by the Board of Management:** A field with a red background.
- Confirmation 1:** A checkbox for 'As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that the Trustee details for the school are registered correctly with the CRA'.
- Confirmation 2:** A checkbox for 'As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts.'
- Volunteers:** A dropdown menu labeled 'Please Select' for 'Indicate the number of individuals who have volunteered for the board and the school during the reporting year'.

At the bottom of the form, there is a summary bar with the following information:

- 7 / 10 Mandatory Fields Outstanding
- Final Accounts Not Uploaded
- € -37,679
- € 5,540
- € 43,219

15. Complete Final Accounts Upload

Click on **Upload / Remove Final Signed Accounts Document**

The screenshot shows the 'Final Accounts Upload' form in the FSSU system. The form includes the following sections and a button:

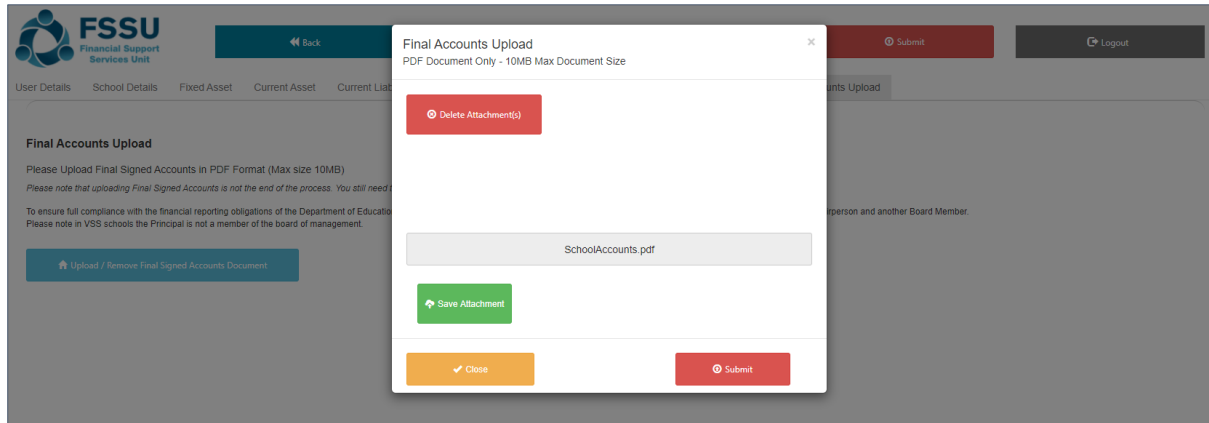
- Final Accounts Upload**
- Please Upload Final Signed Accounts in PDF Format (Max size 10MB)**
- Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.*
- To ensure full compliance with the financial reporting obligations of the Department of Education and Skills, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in VSS schools the Principal is not a member of the board of management.**
- Upload / Remove Final Signed Accounts Document** button

Click on **Click to browse and select file** and select relevant files

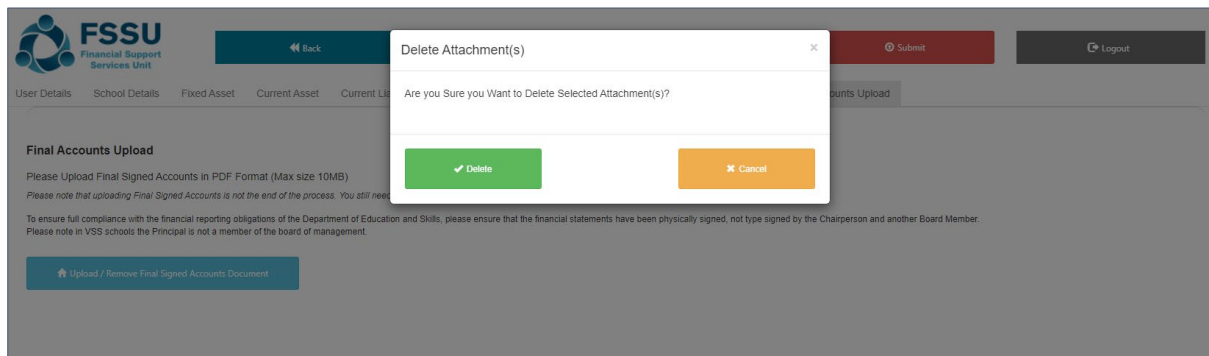
The screenshot shows the 'Final Accounts Upload' form with a file selection dialog box open. The dialog box is titled 'Final Accounts Upload' and contains the following elements:

- PDF Document Only - 10MB Max Document Size**
- Delete Attachment(s)** button
- Click to browse and select file** button
- Close** button
- Submit** button

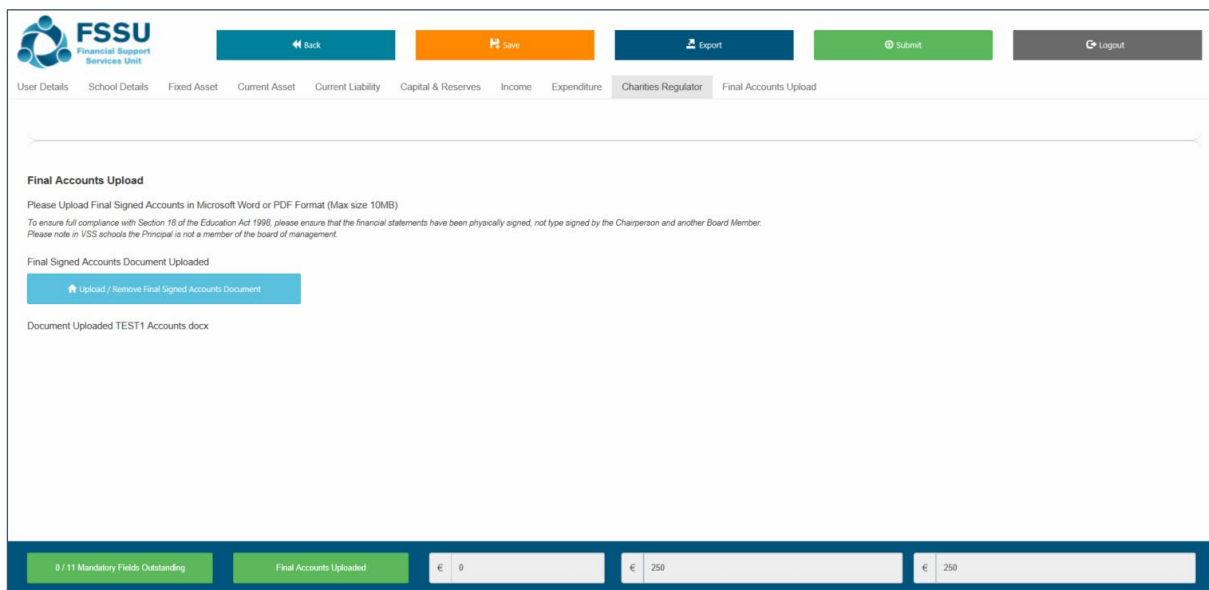
Chosen document will appear. Click **Save Attachment**



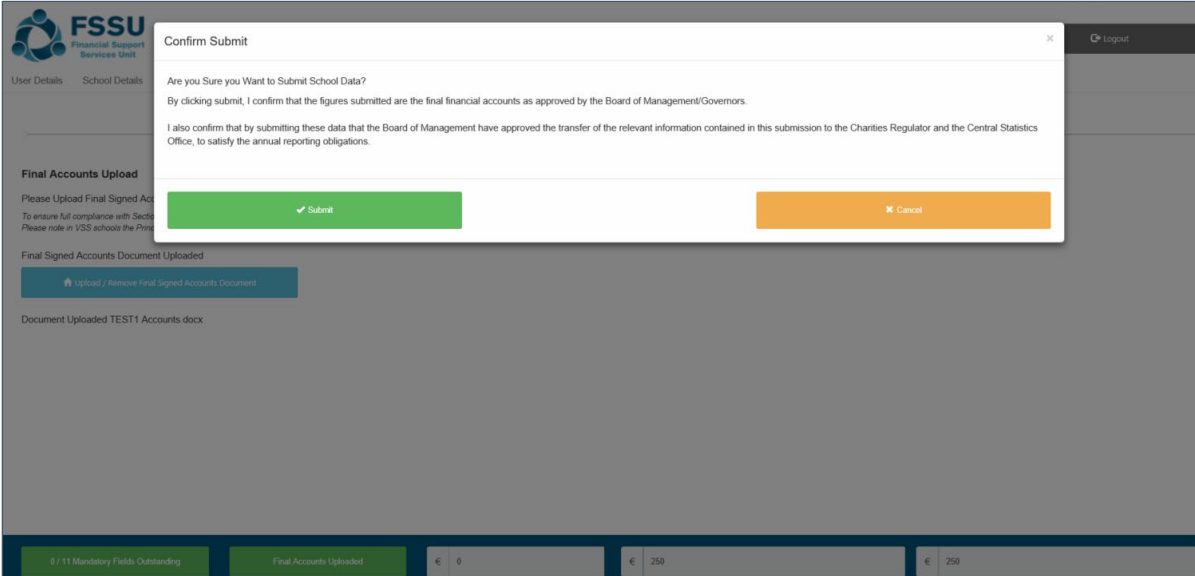
Saved Documents can also be removed



16. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



17. Confirm your Submission by clicking on **Submit**



FSSU
Financial Support
Business Unit

User Details School Details

Confirm Submit

Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

Final Accounts Upload

Please Upload Final Signed Accounts Document

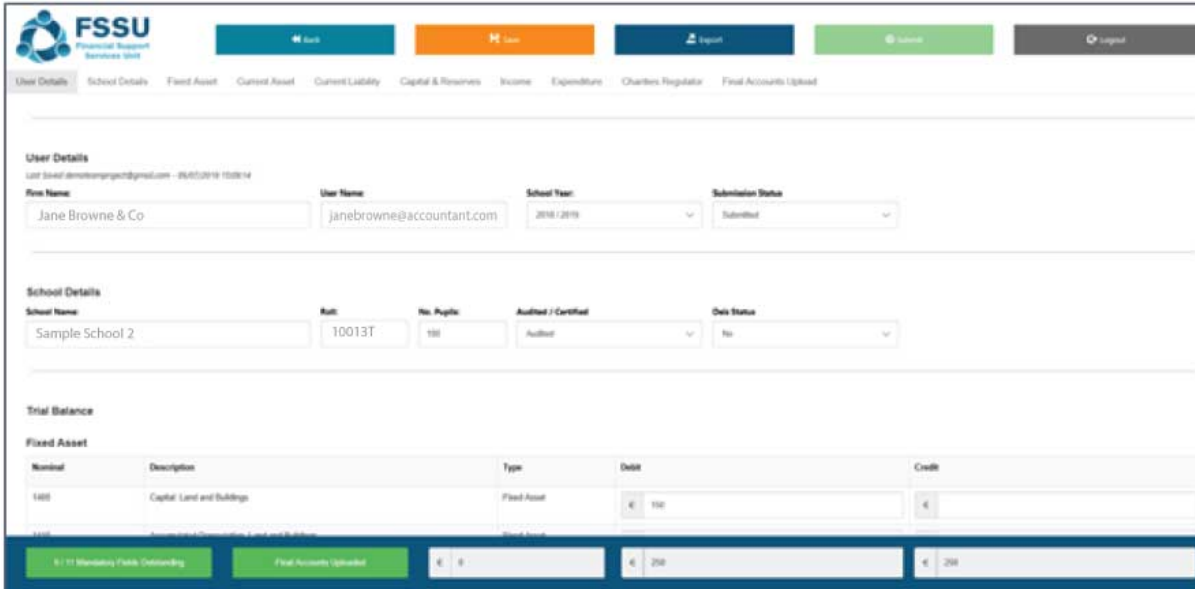
To ensure full compliance with Section 44 of the Charities Act 2006, please note in VSS schools the Principal must sign the accounts.

Final Signed Accounts Document Uploaded

Document Uploaded TEST1 Accounts.docx

0 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

Once your accounts are submitted the Submit button can't be re-clicked and data becomes read only



FSSU
Financial Support
Business Unit

Home Login Report Submit Logout

User Details School Details Fixed Asset Current Asset Current Liability Capital & Reserves Income Expenditure Charities Regulator Final Accounts Uploaded

User Details

Last saved: janebrowne@accountant.com - 26/03/2019 10:01:14

Row Name: Jane Browne & Co **User Name:** janebrowne@accountant.com **School Year:** 2018 / 2019 **Submission Status:** Submitted

School Details

School Name: Sample School 2 **Roll:** 10013T **No. Pupils:** 100 **Audited / Certified:** Audited **Data Status:** No

Trial Balance

Fixed Asset

Nominal	Description	Type	Debit	Credit
1400	Capital Land and Buildings	Fixed Asset	€ 100	€

0 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

18. A confirmation email will be forwarded on completion:

Confirmation of Submission of Financial Accounts for 2018 / 2019

- A confirmation email will also be sent to the Secretary to the Board of Management of the school
- A confirmation email will also be sent to the FSSU

Additional User

An Additional User is an accountant who has been given permissions to make a submission by the Engagement Partner of the firm.

1. You will receive an email notifying you that you have been set up on the Accounts Portal

To: Jane Browne <janebrowne@accountant.com>
Subject: FSSU Accountants User Activation

Dear Ms Jane Browne,

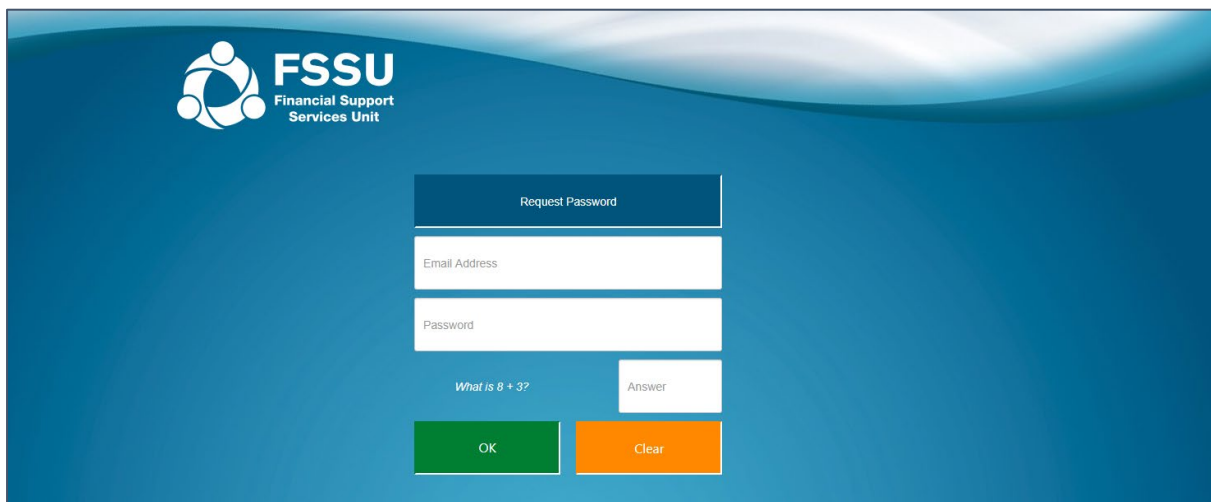
You have been set up to use our Accounts Portal. Your details are listed below.

Name:	Jane Browne,
Username:	janebrowne@accountant.com
Password:	Request from Portal

To request your password please browse to www.fssucloud.net and click 'Request Password'.

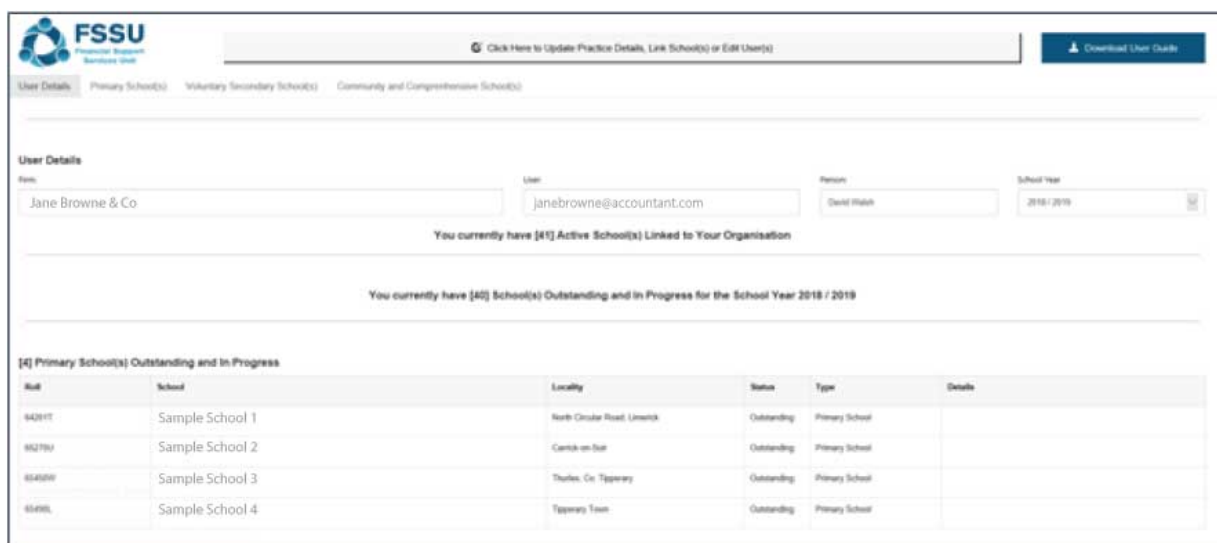
2. Login using your Username and Password

- Your **Username** is the email address you used to access your Password
- Enter the **Password** that was emailed to this account
- Enter the result of the equation in the third box.
- Click **OK**.

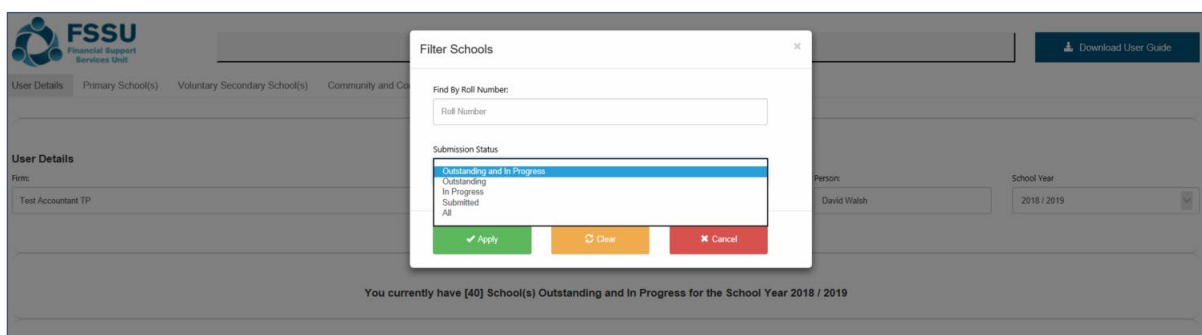


The screenshot shows the 'Request Password' form on the FSSU Financial Support Services Unit website. The form includes a title bar, an 'Email Address' input field, a 'Password' input field, a CAPTCHA question 'What is 8 + 3?' with an 'Answer' input field, and 'OK' and 'Clear' buttons.

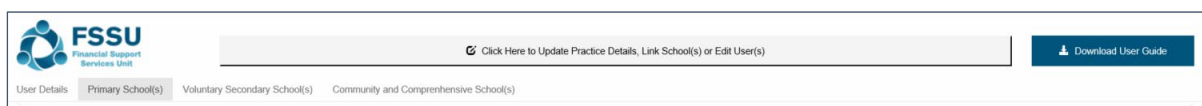
3. You will be brought to the homepage where you can view all Outstanding & InProgress Schools



The **Filter** button allows you to filter schools by Submission Status




You can use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School



4. Select the relevant school by double clicking on the School Roll number or School Name

Roll	School	Locality	Status	Type	Details
6001T	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
60270	Sample School 2	Carroll-on-Side	Outstanding	Primary School	
60460	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
60460L	Sample School 4	Tipperary Town	Outstanding	Primary School	

5. Pop Up Advice – Click **Confirm** to begin submission



[Download User Guide](#)

User Details

Roll	School
10015T	Test Primary S
10007T	Test Primary S

Before you make this submission

Please have the following information to hand before starting this submission:

1. A pdf copy of the approved Board of Management annual accounts for the year of the submission. Please ensure that the accounts have been signed by the chairperson and another board member. Note: In VSS schools the Principal is not a member of the board of management.
2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of Accounts. The Trial Balance must reflect all school bank accounts including the Parent's association bank account or any other financial institutions accounts operated by the board.
3. The Board of Management's Registered Charity Number (RCN) as issued by the Charities Regulator. Submissions will not be accepted from Boards who are not registered with the Charities Regulator.
4. A copy of a confirmation letter completed by the Board of Management. This letter will allow the external accountant/auditor to file data to the online portal which is required from Boards of Management by the Charities Regulator and the Central Statistics Office.

Continue
Cancel


[1] Voluntary Secondary School

Roll	School
60020T	Test Voluntary

[2] Community and Comprehensive School(s) Outstanding and In Progress

Roll	School	Locality	Status	Type	Details
90001T	Test C&C School 1		In Progress	C & C Secondary School	Last Saved jameskeating@fssu.ie - 10/09/2019 09:36:59
90005T	Test C&C School 5	North Main Street, Dublin 2	In Progress	C & C Secondary School	Last Saved lorraineguinan@fssu.ie - 06/09/2019 09:41:12

6. Begin by entering the **School Details**



Back
Save
Export
Submit
Logout

User Details
School Details
Fixed Asset
Current Asset
Current Liability
Capital & Reserves
Income
Expenditure
Charities Regulator
Final Accounts Upload

Please note that the 'Submit Button' will become enabled and turn green when all mandatory fields are complete and the required PDF file is uploaded successfully.

User Details

First Name:	User Name:	School Year:	Submission Status:
<input type="text" value="Jane Browne & Co"/>	<input type="text" value="janebrowne@accountant.com"/>	<input type="text" value="2018 / 2019"/>	<input type="text" value="In Progress"/>

School Details

School Name:	Roll	Number of Pupils:	Audited Accounts:	DERS Status:
<input type="text" value="Sample School 11"/>	<input type="text" value="10015T"/>	<input type="text" value=""/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

Trial Balance

Fixed Asset

Nominal	Description	Type	Debit	Credit
€ 0			€	€

19 / 10 Mandatory Fields Outstanding
Final Accounts Not Uploaded

7. Complete the **Trial Balance** including:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

8. Complete the **Charities Regulator Report**

Registration with the Charities Regulator is mandatory for all schools

The screenshot shows the 'Charities Regulator Report' form in the FSSU system. The form includes the following fields and sections:

- Registered Charity Number (RCN):** A text input field.
- Total School Income:** A numeric input field with a value of 200 and a Euro symbol (€).
- Total School Expenditure:** A numeric input field with a value of 200 and a Euro symbol (€).
- Total Salary Amount paid by the Board of Management:** A numeric input field with a value of 1,000 and a Euro symbol (€).
- Number of Employees paid directly by the Board of Management:** A numeric input field with a value of 20.
- Confirmation checkboxes:** Two checkboxes with green checkmarks, each preceded by a confirmation statement:
 - Statement 1: "As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that the Trustee details for the school are registered correctly with the CRA."
 - Statement 2: "As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts."
- Volunteer count:** A dropdown menu labeled "Indicate the number of individuals who have volunteered for the board and the school during the reporting year" with a value of "1 - 50".

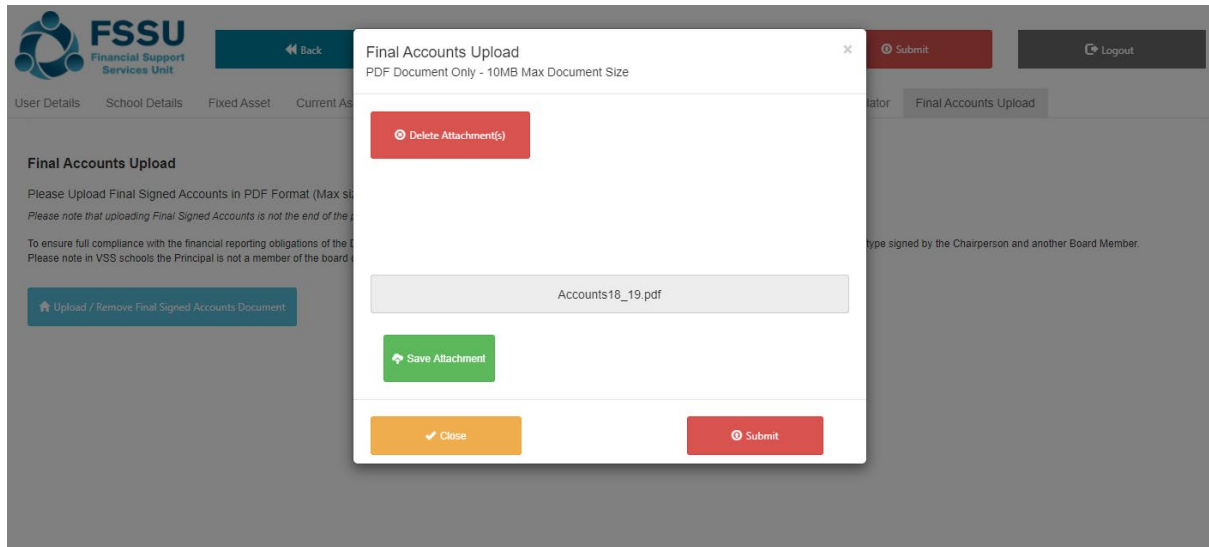
9. Complete **Final Accounts Upload**

Click on **Upload / Remove Final Signed Accounts Document**

The screenshot shows the 'Final Accounts Upload' form in the FSSU system. The form includes the following elements:

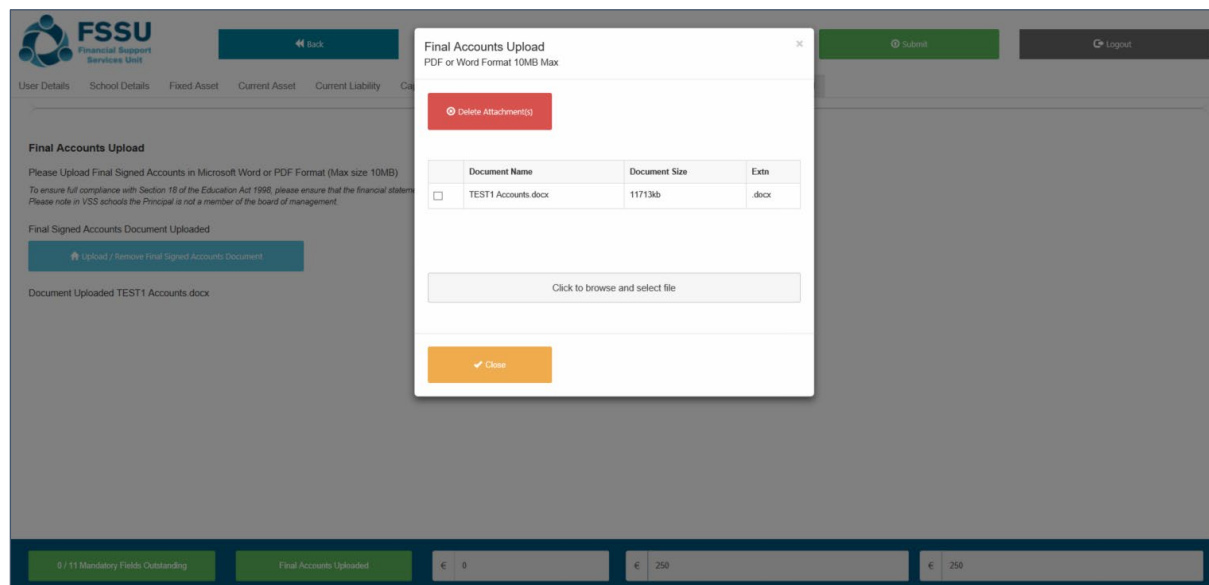
- Final Accounts Upload** section header.
- Instructions: "Please Upload Final Signed Accounts in PDF Format (Max size 10MB)" and "Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed."
- Compliance note: "To ensure full compliance with the financial reporting obligations of the Department of Education and Skills, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in VSS schools the Principal is not a member of the board of management."
- Upload / Remove Final Signed Accounts Document** button.

Click on **Click to browse and select file** and select relevant files



Chosen document will appear. Click **Save Attachment**

Saved Documents can also be removed by clicking **Delete Attachment**



Click Close or Submit

The screenshot shows a web application interface for 'Final Accounts Upload'. A modal dialog box is open, titled 'Final Accounts Upload' with a subtitle 'PDF Document Only - 10MB Max Document Size'. The dialog contains a red button labeled 'Delete Attachment(s)'. Below this is a table with the following data:

	Document Name	Document Size	Extn
<input type="checkbox"/>	Accounts18_19.pdf	258842kb	.pdf

Below the table is a button labeled 'Click to browse and select file'. At the bottom of the dialog are two buttons: a yellow 'Close' button and a green 'Submit' button.

The screenshot shows the same web application interface, but with a 'Confirm Submit' dialog box open. The dialog asks 'Are you Sure you Want to Submit School Data?' and contains the following text:

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

At the bottom of the dialog are two buttons: a green 'Submit' button and a yellow 'Cancel' button.

10. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced

FSSU
Financial Support
Services Unit

Back Save Export Submit Logout

User Details School Details Fixed Asset Current Asset Current Liability Capital & Reserves Income Expenditure Charities Regulator Final Accounts Upload

Final Accounts Upload

Please Upload Final Signed Accounts in Microsoft Word or PDF Format (Max size 10MB)
To ensure full compliance with Section 18 of the Education Act 1998, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in VSS schools the Principal is not a member of the board of management.

Final Signed Accounts Document Uploaded

Upload / Remove Final Signed Accounts Document

Document Uploaded TEST1 Accounts.docx

0 / 11 Mandatory Fields Outstanding Final Accounts Uploaded € 0 € 250 € 250

11. Confirm your Submission by clicking on **Submit**

FSSU
Financial Support
Services Unit

User Details School Details

Final Accounts Upload

Please Upload Final Signed Accounts in Microsoft Word or PDF Format (Max size 10MB)
To ensure full compliance with Section 18 of the Education Act 1998, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in VSS schools the Principal is not a member of the board of management.

Final Signed Accounts Document Uploaded

Upload / Remove Final Signed Accounts Document

Document Uploaded TEST1 Accounts.docx

0 / 11 Mandatory Fields Outstanding Final Accounts Uploaded € 0 € 250 € 250

Confirm Submit

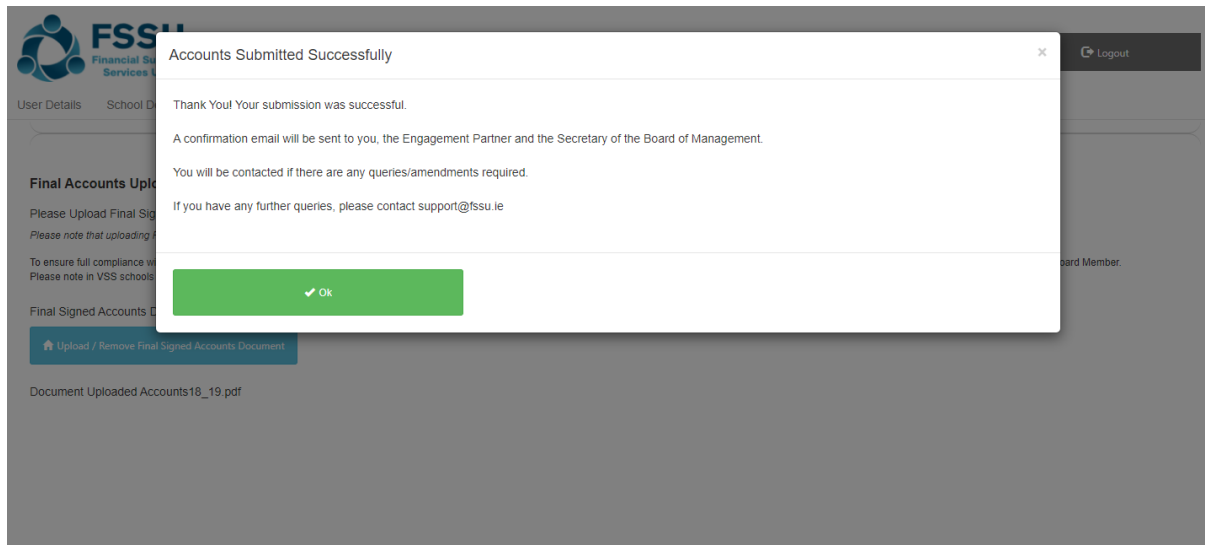
Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

Submit Cancel

12. You will see this message Click OK



Once your accounts are submitted the Submit button can't be re-clicked and data becomes read only

The screenshot shows the FSSU web application interface. The top navigation bar includes "Home", "Login", "Logout", and "Submit" buttons. The "Submit" button is highlighted in green, indicating it is the active state.

The main content area is divided into several sections:

- User Details:** Includes fields for Row Name (Jane Browne & Co), User Name (Jane Browne), School Year (2018 / 2019), and Submission Status (Submitted).
- School Details:** Includes fields for School Name (Sample School 11), Roll (10015T), No. Pupils (100), Audited / Certified (Audited), and Ods Status (No).
- Trial Balance:** A table showing Fixed Asset details.

Nominal	Description	Type	Debit	Credit
1400	Capital Land and Buildings	Fixed Asset	€ 100	€

At the bottom of the page, there is a summary bar with the following data:

- 17/17 Mandatory Fields Outstanding
- Final Accounts Uploaded
- € 0
- € 200
- € 200

13. Upon completion you will receive a confirmation email

Confirmation of Submission of Financial Accounts for 2018 / 2019 for Roll Number: 10015T

To Jane Browne & Co,

On 13/09/2019 14:55:10 the FSSU received a financial submission for the school year 2018 / 2019 for school Sample School 11 with roll number: 10015T.

This submission fulfils the financial reporting obligations of the Department of Education & Skills, the Charities Regulator, the Charities Act 2009 and the Central Statistics Office.

Please find attached a full copy of this submission for your records.

Kind Regards,

Financial Support Services Unit



- A confirmation email will also be sent to the Secretary to the Board of Management of the school
- A confirmation email will also be sent to the FSSU

If you require any assistance, please call the FSSU Support Line **01 910 4020**

or email support@fssu.ie

