

Voluntary Secondary Schools	
Sage 50 Training Questions	Remote working, COA, Sage Drive
<b>Webinar 1</b>	
1. Can you put in an opening balance from previous years ICT unspent funding into the department	Each transaction relating to the ICT Grant will be assigned the relevant department at the specific date. Any unspent amount will be adjusted into code 2171 at year end using the relevant department number. A department report will be driven by the dates selected and will show all relevant transactions based on the selected criteria.
2. How does school claim back the eworking allowance from the Revenue?	This allowance is not reclaimable from the Revenue.  It is a payment that a school can make to an employee tax free for remote working. The school must carry the cost and the DES have confirmed that there will be no additional funding for such payments.
Webinar 2 3. When should I expect to get adjustments back from the auditors	Audit adjustments should be made available once the accounts are agreed with the BOM. If you haven't received them at this stage, it would be advisable to contact your auditor and ask for them.
4. We had Centenary in the school, and I opened a new code just for this. Have I done right, or should it be under the new codes you discussed?  Should this code be put into this year's Budget although it was a once off	If the code you picked does not clash with one on the FSSU list then it will be fine.  The guide would be to create a new code, not on the standard list, only if necessary.  The budget import template should have all the same nominal codes that are in sage 50 so the code would be on the list, but you wouldn't have a budget figure against it if there were no transactions anticipated in the new year.
<b>Webinar 3</b>	
5.Can departments be used for Income & Expenditure codes	Departments are not just limited to code 2105, they work for the likes of the ICT Grant, a musical, school tours. They are particularly useful where there is a project that might have a number of nominal income and expense codes related to it. The department report will analyse these under the selected department and gives an overall picture on the activity.
6.Code 6010	Payroll costs for the admin/bursar roles in the school
<b>Webinar 4</b>	
7.What grants are paid in advance	Book Grant

8.Where to code parents fundraising for a capital item	Code 3901
9.Running BOM reports	
10.Where to print off COA	Request a hard copy from Liz
	Also available on website
11.How to check the COA on Sage	Run a nominal list in Sage 50
12.Moving transactions from one code to another	Edit transactions or
	Journal entry if there are many or it involves a balance brought forward
13.Year end	Webinars planned for August or September
14.Budget Import	September 2020 Webinar