



FSSU
Financial Support
Services Unit

School Accounts Personnel Training

Sage 50cloud Accounts & Bank Feeds

Presenter: Breda Murphy

Sage 50cloud Accounts & Bank Feeds Agenda

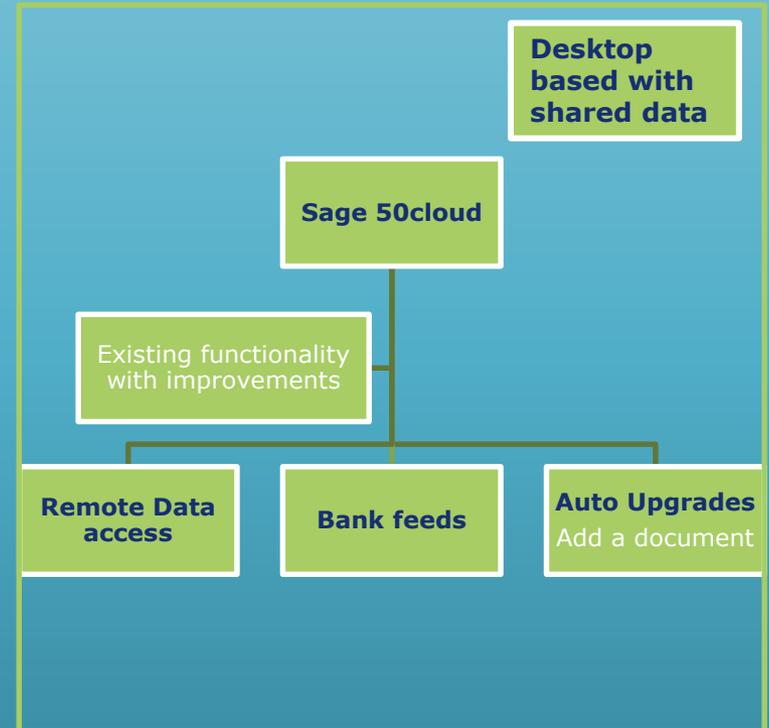
- Introduction - Sage 50 Accounts overview
- The upgrade process to Sage 50cloud Accounts
- What are the Improvements in Sage 50cloud Accounts
- Getting the most out of the software
- Using the Bank Feeds Module
- Conclusion – Action points summary

Introduction – Sage 50 School accounts overview

VS School Accounts software 2016 - 2020



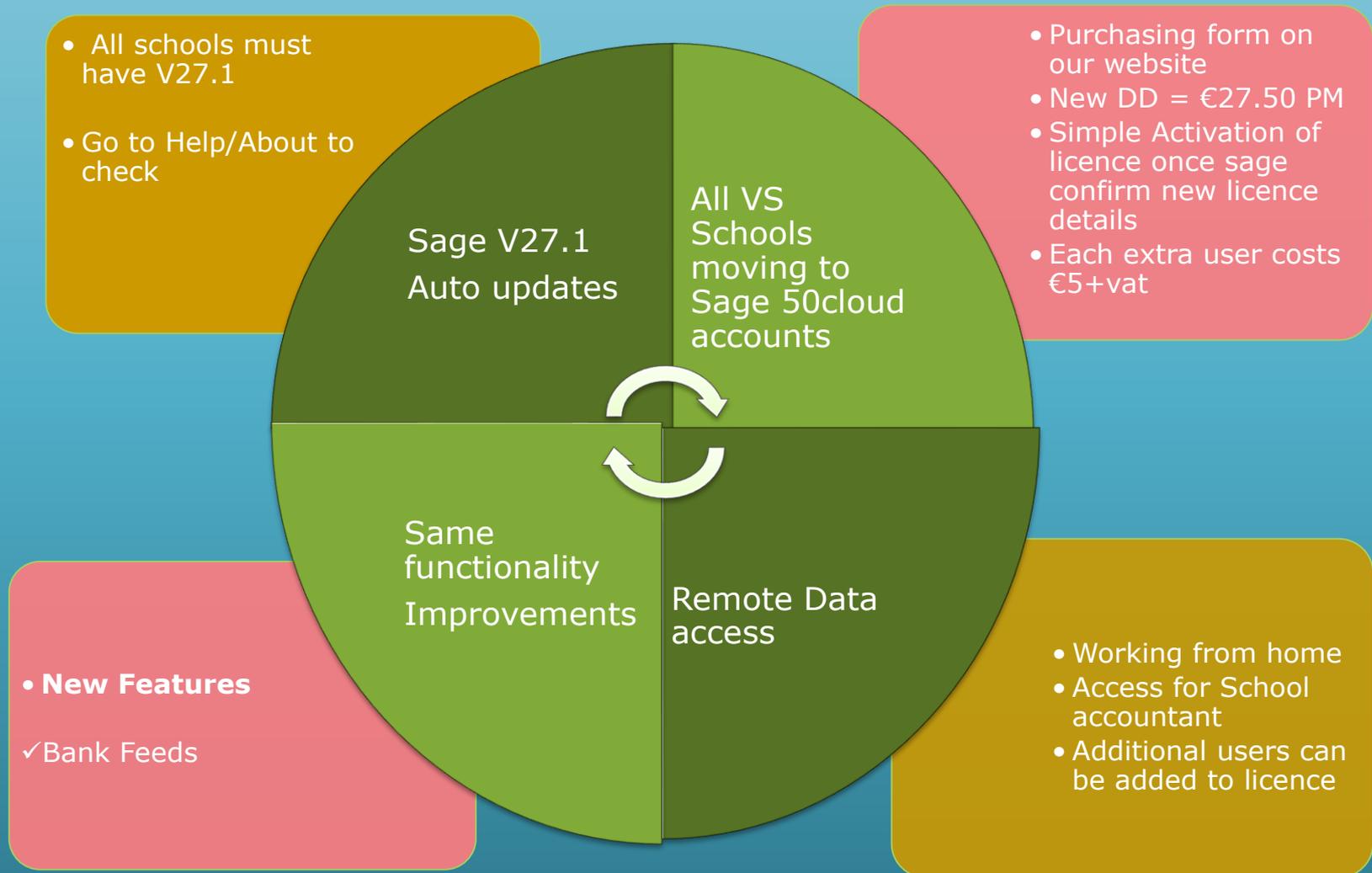
VS School Accounts Software 2021 - 2024



Future VSS School Accounts software will be web based
– circa 2024

The upgrade process to Sage 50cloud accounts

Striving to enhance the efficiency of the accounts preparation



Improvements in User Management

User Type

Create New User

×

Create New User

User Type

Profile

Level of Access

Remote Data Access

Confirmation

Select a user type



Standard

You can grant access for a standard user according to their role.



Accountant or Bookkeeper

Grant access to company data, allow them to create and manage other Accountant or Bookkeeper user types.



Administrator

This user has full access to company data and can perform all functions.

Continue

Cancel

v26

v27

Access Rights

User Management

Access is defined at the point of creation.

Accountant or bookkeeper users with Remote Data Access can be given the ability to create other Accountant or Bookkeeper users.

Can manage all other users other than manager (formerly Manager user).

Improvements in Connected Services

Connected Services Improvements



One single Sage ID



Merging of current IDs already created.



Single onboarding to Sage Drive, Bank Feeds and invoice payments.



New user management to better manage Sage Drive access.



Ability to pause syncing on Sage Drive.



Easily retrieve forgotten encryption passwords

Remote Data Access (formerly Sage Drive)

Why use Sage Drive?

Access data anywhere with an internet connect

Continuous data syncing

Retain all the benefits and features of your desktop software.

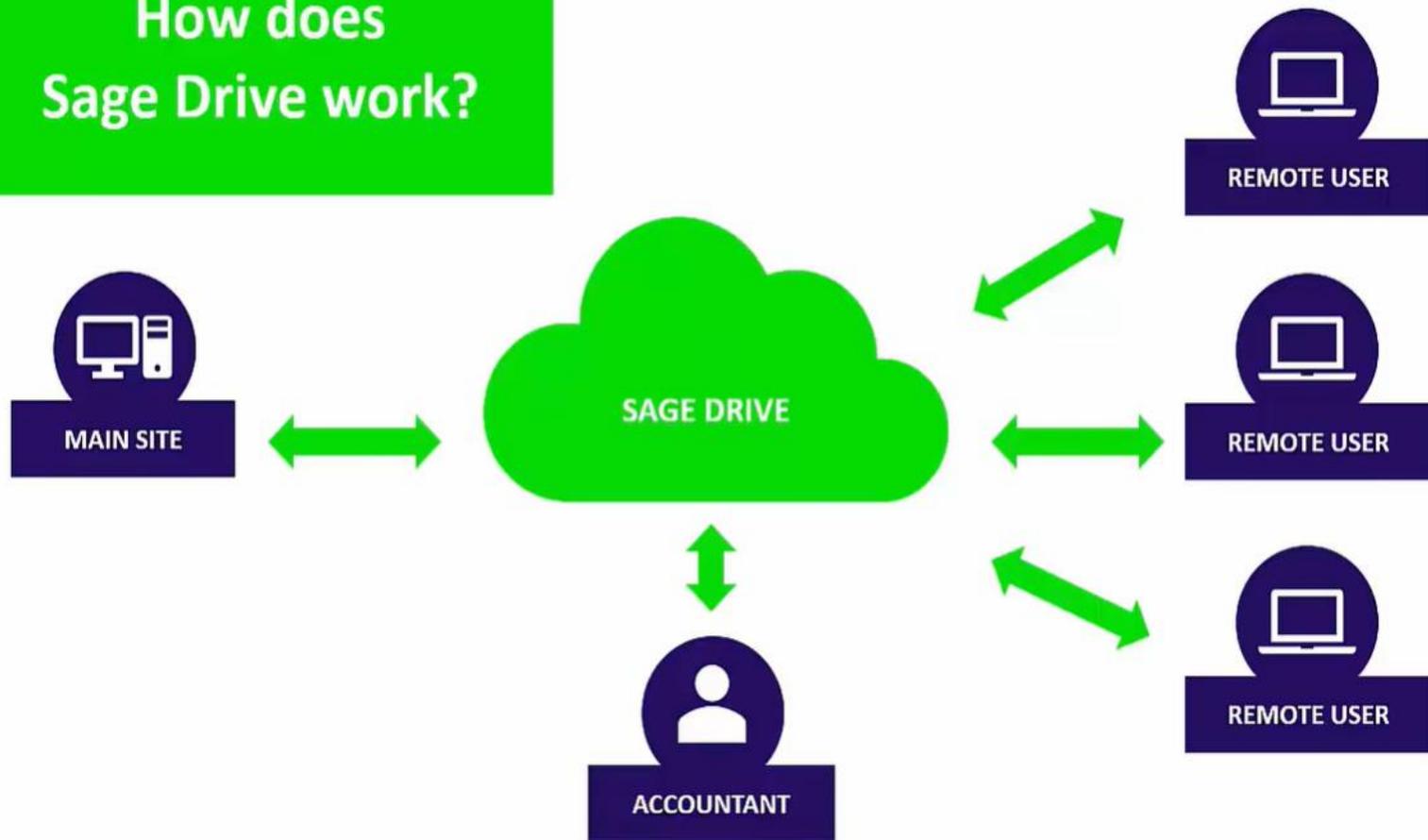
Retrieve forgotten passwords and pause syncing
(New to v27)

Grant real time access to your data for your accountant or bookkeeper

Secure logons and encrypted data.

Sage 50cloud & Remote Data Access

How does Sage Drive work?



Getting the most out of the software

Always
keep the
Sage
version up
to date

Activate
remote
data access

Develop
smart ways
of
recording
information

Start using
Bank feeds

Bank Feeds – Speedy & efficient recording

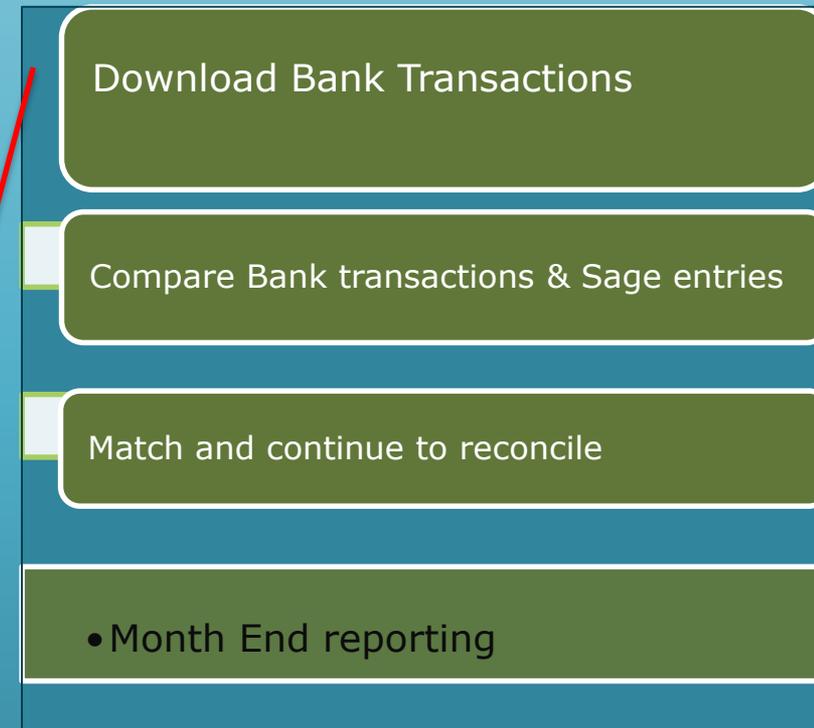
- The Banking environment is changing rapidly – moving away from cheques
- Internet Banking is vital for schools.
- Mostly now electronic payments
- You can use Bank feeds and Bank Feeds Rules to download your bank account transactions and post them automatically into Sage 50cloud Accounts.
- This reduces the time you spend entering transactions
- It simplifies your bank reconciliation and ensures your accounts are up to date and accurate.

Sage 50cloud Accounts & Bank Feeds overview

Traditional Use of Sage 50



Move to Bank Feeds



General Comments

1. Vital to know the basics of Sage 50 and to understand and be able to complete the bank reconciliation.
2. Exceptions may occur, care with inputting dates and using the Automatic matching function.
3. Advisable to download and match in manageable time periods initially

Sage 50cloud Accounts – Starting to use Bank feeds

Decide to use Bank Feeds from 1st July 2021:

1. Reconcile the bank accounts to the end of June 2021
2. Log into Sage 50cloud Accounts as **manager**.
3. Enable Bank Feeds
 - Click **Bank accounts**, click the relevant bank record then click **Bank feeds**.
 - Follow the interactive menus and click finish
 - Should be once off !
4. Download bank transactions from 1.7.2021 – 30.7.2021
5. Auto-match transactions
6. Create transactions from bank feeds screen
7. Create rules for regular payments & receipts
8. Match and continue to reconcile

Enable Bank Feeds

Go to Bank Accounts / Select Bank Feeds

Sage 50 Accounts Client Manager - FSSU Master

File Edit View Modules Settings Tools Favourites WebLinks Help

Home
Help centre
Add-Ons

New Edit Wizard Duplicate Activity **Bank feeds** Reconcile Bank transfer Supplier payment Batch supplier payment Bank payment Customer refund Remittances Customer receipt Bank receipt Supplier refund Recurring items

▶ Customers
Quotations
Sales orders
Invoices and credits

▶ Suppliers
Purchase orders

▶ Products and services

Bank accounts

▶ Nominal codes

A/C	Name
1800	Current Account
1810	Deposit Account
1820	BM AIB
1900	Petty Cash Account
1950	Cash Account
1951	Visa 8081

Enable Bank Feeds – Select your bank

Sage 50 Accounts

sage Bank Feeds

Secure Connection

Select your bank Specify your account Complete setup

Choose bank

Select the country where your bank is located and then select your bank.

Country
Ireland

Connect to: Popular Banks Other Banks

Bank of Ireland (IE) - 365 online Clear

- Allied Irish Bank (IE)
- Allied Irish Bank (IE) - Business
- Bank of Ireland (IE) - 365 online**
- Bank of Ireland (IE) - Business On Line
- permanent tsb
- Revolut
- Sage Demo Bank
- Ulster Bank (IE)

Check your details

Please check your details are correct before selecting Next. [i](#)

Your company - Test data

Sage bank account - (1800)

Can't find your bank?

Next Cancel

Sage Bank Feeds secure connection

Plaid Terms and Conditions

Sage 50 Accounts

sage Bank Feeds

Secure Connection

✓ Select your bank → Specify your account → Complete setup

Sign in to select your account and start date

You need your online banking information to sign into your bank account.

After signing in, select your account and specify a start date for historical transactions.

[Sign in](#)

[Back](#) [Process](#) [Cancel](#)

Sage Bank Feeds

PLAID

DATA YOU'LL SHARE WITH SAGE AND PLAID

- Contact Details
- Account Transactions
- Account Details

By clicking "Continue" you agree to Plaid retrieving the above data for 90 days, sharing it with Sage for their services, and making it available on my.plaid.com. See our [Terms](#) for more info.

[Continue](#)

[Cancel](#)

Bank Feeds - Use school banking online credentials

Sage Bank Feeds

Bank of Ireland 
BUSINESS ON LINE

Login here to manage Third Party access to your Business On Line accounts

Username
 

Password
 

[Need help?](#)

Continue

Back to Third Party

Bank Feeds - Use school banking online credentials

Allied Irish Bank – iBusiness Banking

 Sage Bank Feeds

 **AIB** Share account information

iBusiness Banking

Please enter your iBusiness Banking User ID, Password and OTC and click "Login" to verify your access.

iBB User ID

Password

OTC (One Time Code)

[Cancel and return](#)

Download transactions

Select relevant date range

Bank Feeds - 1800 - Current Account 1

Download transactions | Auto match | Recurring items | View ignored | Manage rules

Exclude transactions before 01/05/2021 and after 31/05/2021

Book balance -877.85

Transactions from your bank				Transactions in Sage					
Date	Reference	Payments	Receipts	Type	Date	A/C	Reference	Payments	Receipts
04/05/2021	D/D THORNTONS R...	24.74		BP	01/05/2021		Thorntons	24.74	
05/05/2021	D/D SSEAIRTRICIT...	233.00		BP	02/05/2021		Airtric	233.00	
06/05/2021	D/D EIR IE2104301...	70.11		BP	03/05/2021		Eir	70.11	
17/05/2021	*MOBI CURRENT-0...	100.00							
17/05/2021	D/D OP/BOI LIFE I...	164.35							
28/05/2021	D/D PHONEWATCH...	46.31							

Matched transactions

Date	Reference	Payments	Receipts	Type	Date	A/C	Reference	Payments	Receipts
------	-----------	----------	----------	------	------	-----	-----------	----------	----------

Match difference 0.00

Actions: Find, Create, Match, Ignore, Unmatch, Create rule

Buttons: Confirm matches, Confirm and continue to reconcile, Close

Matching bank transactions to those in Sage 50

The screenshot shows the Sage 50 'Bank Feeds' window for '1800 - Current Account 1'. It features a toolbar with 'Download transactions', 'Auto match', 'Recurring items', 'View ignored', and 'Manage rules'. The main area displays 'Exclude transactions before 01/05/2021 and after 31/05/2021' and a 'Book balance' of -877.85. It is divided into three sections: 'Transactions from your bank', 'Transactions in Sage', and 'Matched transactions'. The 'Matched transactions' section shows three entries with their corresponding Sage 50 entries.

Transactions from your bank				Transactions in Sage				Book balance			
Date	Reference	Payments	Receipts	Type	Date	A/C	Reference	Payments	Receipts		
17/05/2021	*MOBI CURRENT-0...	100.00								-877.85	?
17/05/2021	D/D OP/BOI LIFE I...	164.35									
28/05/2021	D/D PHONEWATCH...	46.31									
Matched transactions											
06/05/2021	D/D EIR IE2104301...	70.11		BP	03/05/2021		Eir	70.11			
05/05/2021	D/D SSEAIRTRICIT...	233.00		BP	02/05/2021		Airtric	233.00			
04/05/2021	D/D THORNTONS R...	24.74		BP	01/05/2021		Thorntons	24.74			

Actions: Find, Create, Match, Ignore, Match difference (0.00), Unmatch, Create rule.

Buttons: Confirm matches, Confirm and continue to reconcile, Close.

Auto match

Within 4 days of date

Amounts match

Then they will move down to matched transactions

Create the transactions – Multiple selection available

Bank Feeds - 1800 - Current Account 1

Download transactions | Auto match | Recurring items | View ignored | Manage rules

Exclude transactions before 01/05/2021 and after 31/05/2021

Book balance -877.85

Actions: Find, Create, Match, Ignore, Match difference: -310.66, Unmatch, Create rule

Transactions from your bank				Transactions in Sage					
Date	Reference	Payments	Receipts	Type	Date	A/C	Reference	Payments	Receipts
17/05/2021	*MOBI CURRENT-0...	100.00							
17/05/2021	D/D OP/BOI LIFE I...	164.35							
28/05/2021	D/D PHONWATCH...	46.31							

Matched transactions			
Date	Reference	Payments	Receipts
06/05/2021	D/D EIR IE2104301...	70.11	
05/05/2021	D/D SSEAIRTRICIT...	233.00	
04/05/2021	D/D THORNTONS R...	24.74	

Type	Date	Receipts
BP	03/05	
BP	02/05	
BP	01/05	

Create money out transaction

Money out type

- Bank Payment
- Supplier Payment
- Customer Refund
- Bank Transfer

OK Cancel

Confirm matches | Confirm and continue to reconcile | Close

Bank Transfer Option

The screenshot shows the Sage Bank Feeds interface for a 'Current Account 1'. The window title is 'Bank Feeds - 1800 - Current Account 1'. The interface includes a toolbar with icons for 'Download transactions', 'Auto match', 'Recurring items', 'View ignored', and 'Manage rules'. A date range filter is set to 'Exclude transactions before 01/05/2021 and after 31/05/2021'. The 'Book balance' is displayed as -1088.51. The main area is divided into three sections: 'Transactions from your bank', 'Transactions in Sage', and 'Matched transactions'. The 'Matched transactions' section shows a list of transactions with columns for Date, Reference, Payments, Receipts, Type, Date, A/C, Reference, Payments, and Receipts. A dialog box titled 'Create money out transaction' is open in the foreground, with 'Bank Transfer' selected as the 'Money out type'. At the bottom of the window, there are buttons for 'Confirm matches', 'Confirm and continue to reconcile', and 'Close'.

Bank Feeds - 1800 - Current Account 1

Download transactions | Auto match | Recurring items | View ignored | Manage rules

Exclude transactions before 01/05/2021 and after 31/05/2021

Book balance -1088.51

Transactions from your bank

Date	Reference	Payments	Receipts
17/05/2021	*MOBI CURRENT-0...	100.00	

Transactions in Sage

Type	Date	A/C	Reference	Payments	Receipts
------	------	-----	-----------	----------	----------

Matched transactions

Date	Reference	Payments	Receipts	Type	Date	A/C	Reference	Payments	Receipts
28/05/2021	D/D PHONEWATCH...	46.31		BP	28/05/2021		D/D PHONEWATC...	46.31	
17/05/2021	D/D OP/BOI LIFE I...	164.35		BP	17/05/2021		D/D OP/BOI LIFE I...	164.35	
06/05/2021	D/D EIR IE2104301...	70.11		BP	03/05/2021		Eir	70.11	
05/05/2021	D/D SSEAIRTRICIT...	233.00		BP	02/05/2021		Airtric	233.00	
04/05/2021	D/D THORNTONS R...	24.74		BP	01/05/2021		Thorntons	24.74	

Match difference: -100.00

Actions: Find, Create, Match, Ignore

Match difference: -100.00

Unmatch, Create rule

Confirm matches | Confirm and continue to reconcile | Close

Create money out transaction

Money out type

- Bank Payment
- Supplier Payment
- Customer Refund
- Bank Transfer

OK | Cancel

Confirm matches and continue to reconcile

Bank Feeds - 1800 - Current Account 1

Download transactions | Auto match | Recurring items | View ignored | Manage rules

Exclude transactions before 01/05/2021 and after 31/05/2021

Book balance -1188.51

Actions: Find, Create, Match, Ignore

Match difference: 0.00

Matched transactions

Date	Reference	Payments	Receipts	Type	Date	A/C	Reference	Payments	Receipts
17/05/2021	*MOBI CURRENT-0...	100.00		JC	17/05/2021		*MOBI CURRENT-...	100.00	
28/05/2021	D/D PHONEWATCH...	46.31		BP	28/05/2021		D/D PHONEWATC...	46.31	
17/05/2021	D/D OP/BOI LIFE I...	164.35		BP	17/05/2021		D/D OP/BOI LIFE I...	164.35	
06/05/2021	D/D EIR IE2104301...	70.11		BP	03/05/2021		Eir	70.11	
05/05/2021	D/D SSEAIRTRICIT...	233.00		BP	02/05/2021		Airtric	233.00	
04/05/2021	D/D THORNTONS R...	24.74		BP	01/05/2021		Thorntons	24.74	

Confirm matches | Confirm and continue to reconcile | Close

Clicking on Confirm & Continue to reconcile – brings up the normal Bank Rec screen

Statement Summary [X]

Bank : 1800 Current Account 1

Statement Reference : 1800 2021-05-31 01

Ending Balance : -1188.51 Statement Date : 31/05/2021

Need to reverse a previous reconciliation for this bank account? Reverse a reconciliation

Interest Earned :
 Amount : 0.00 Date : 31/05/2021 NC : TC : T9 0.00

Account Charges :
 Amount : 0.00 Date : 31/05/2021 NC : TC : T12 0.00

Reconcile - 1800 - Current Account 1

Statement reference 1800 2021-05-31 01 End date 31/05/2021 End balance -1188.51

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts	Balance
17/05/2021	11	D/D OP/B...	Lease BOI	164.35		-492.20
17/05/2021	13	*MOBI C...	TTransfer	100.00		-592.20
28/05/2021	12	D/D PHO...	EIR	46.31		-638.51
31/08/2020	1		Payment on Account	100.00		-738.51
31/08/2020	3	(BACS)	Purchase Payment	50.00		-788.51
19/03/2021	5	(BACS)	Payment on Account	150.00		-938.51
06/04/2021	6	(BACS)	Purchase Payment	250.00		-1188.51

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
-1188.51	1188.51	0.00	-1188.51	-1188.51	0.00

Save progress Reconcile Close

Bank Feeds – Create a rule

Acc Create Bank Rule

Sage Bank Feeds

Transaction Details

Date: 12/05/2021 Bank Narrative: *MOBI VISA Amount: € 1720.00

Set Rule

Give your rule a name:

Select one or more of the following conditions:

Reference Equals

Amount

Transaction Date From

Cheque Number

Sort Code

Account Number

Rule Saved

 You have created and saved a bank rule.

This rule will apply to your specified bank transaction when it appears in your Sage Bank Feeds. You can view or delete this rule in Bank Feed Rules at any time.

Add Line

Add the accounts that this rule will assign to: Remain € 0.00

Nominal	Department	Ex Ref	Tax Code	Narrative	Split %
1811	0		T9	*MOBI VISA	100

Review transaction before posting 

Reporting & Bank Feeds - Maximising the benefits with practice & experience

Efficient

- Create Transactions quickly
- Less keying of data
- Create rules for automatic updating

Download bank transactions

- Download daily or weekly
- Reconcile throughout the month

General Comments

- Vital to know the basics of Sage 50 and to understand and be able to complete the bank reconciliation.
- Exceptions may occur, care with inputting dates and using the Automatic matching function.
- Advisable to download and match in manageable time periods initially

Conclusion – Action points summary

1. Vital that all schools are now upgraded to the latest version 27.1 of Sage Accounts
2. In addition please Upgrade to Sage 50cloud accounts
3. Activate and plan to use the remote data access function in the accounts software. This shares the accounts data in the cloud and facilitates sharing of the data and remote working
4. Get the school accounts up to date and plan on introducing the Bank Feeds function at a suitable time
5. FSSU support will assist with the setup and use of the bank feeds and remote data access options in Sage 50
6. FSSU Sage 50 training will be provided throughout 2021

Thank You

Any Questions?



FSSU
Financial Support
Services Unit

Breda Murphy

Accounts Support and Training - Sage 50

Email: bredamurphy@fssu.ie

Mobile: (086) 0440280

www.fssu.ie



FSSU
Financial Support
Services Unit

Visit our website

www.fssu.ie