



**FSSU**  
Financial Support  
Services Unit

## **Online Annual Accounts Submission User Manual**

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**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:



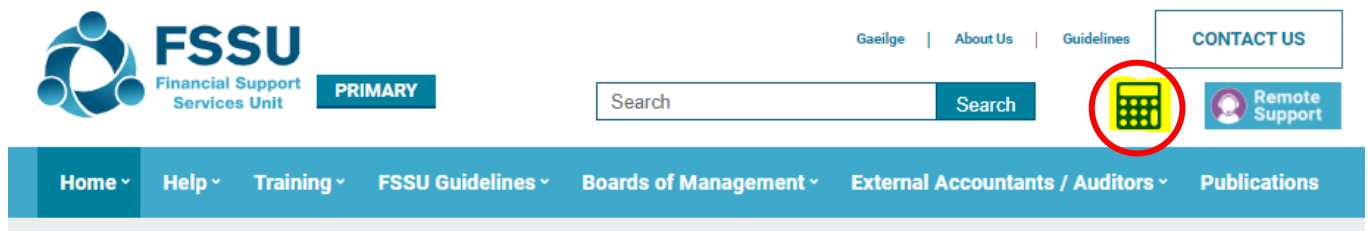
## Engagement Partner Page 2 to Page 11

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 12 to Page 18

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

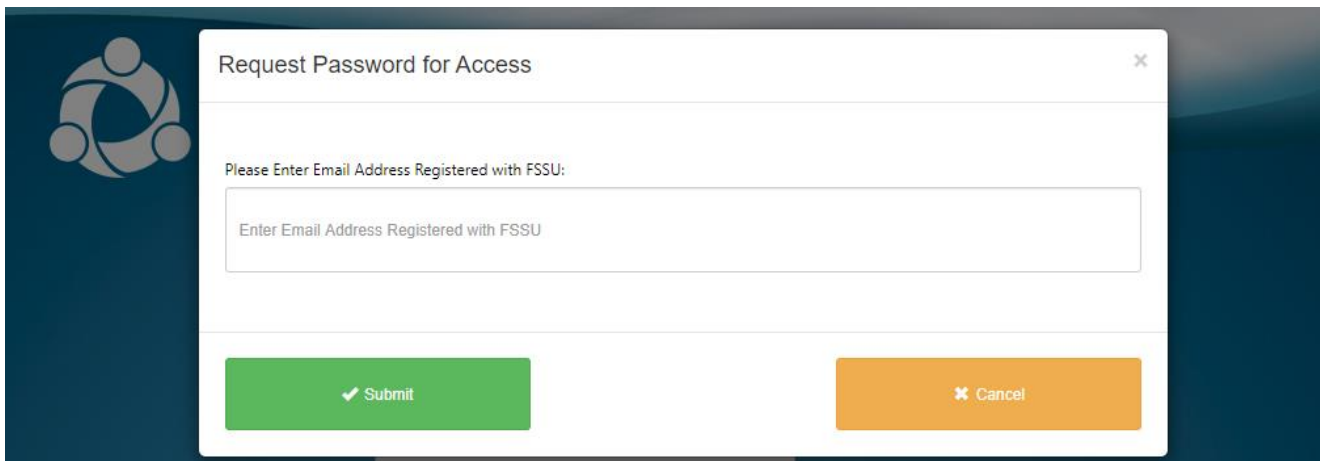
1. Follow the icon on the homepage to access the Login Page



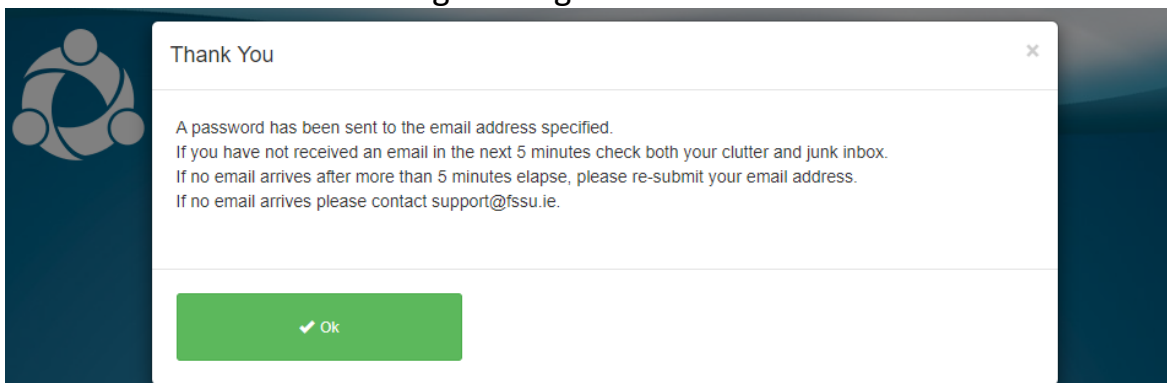
2. Click **Request Password**



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



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



4. 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.

<b>Password:</b>	pR1xx
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[Click here to access portal](#)

If you have difficulty accessing the portal please email [support@fssu.ie](mailto:support@fssu.ie)

Financial Support Services Unit

5. 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**.

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK Clear

6. 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.

The screenshot shows the FSSU Professional Support Business Suite interface. A modal window titled "2018 / 2019 School Year" is displayed in the center. The modal contains the following text: "Submissions will only be accepted from holders of both a current Practicing Certificate and Professional Indemnity Insurance. Please confirm that both are in place." Below this text are two checkboxes: "Current Practising Cert:" and "Current Professional Indemnity Insurance:". Both checkboxes are currently unchecked. At the bottom of the modal are two buttons: a green button labeled "✓ Confirm Details" and an orange button labeled "✕ Logout". The background interface shows a sidebar with "User Details" (Jane Browne & Co), "Primary Schools", "Voluntary Secondary Schools", and "Community and Comprehensive Schools". The top right corner has a "Download User Guide" button. The bottom right corner shows the "School Year" dropdown set to "2018 / 2019".

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

This screenshot is a closer view of the confirmation modal from the previous image. The modal is titled "2018 / 2019 School Year". The text inside is: "Submissions will only be accepted from holders of both a current Practicing Certificate and Professional Indemnity Insurance. Please confirm that both are in place." The checkboxes for "Current Practising Cert:" and "Current Professional Indemnity Insurance:" are now checked, indicated by green squares. The green button "✓ Confirm Details" and the orange button "✕ Logout" remain at the bottom. The background interface is partially visible, showing the "School Year" dropdown set to "2018 / 2019".

## Engagement Partner Settings Landing Page

### Update **Practice Details** as necessary

Practice Details

Engagement Partner

School List

User List

**Practice Details**

Practice Name:  
Jane Browne & Co

Current Practising Certificate:  
☒

Current Professional Indemnity Insurance:  
☒

Address Line 1:  
Address 01

Address Line 2:  
Address 02

Address Line 3:  
Address 03

City:  
City 04

County:  
Co. Cork

Pin Code:

Practice Status:  
Active

**Engagement Partner**

First Name:  
Jane

Last Name:  
Browne

eMail:  
janebrowne@accountant.com

Change Engagement Partner

[26] Active School(s)

Request New School Link

### Update **Engagement Partner** as necessary

Practice Details

Engagement Partner

School List

User List

**Engagement Partner**

First Name:  
Jane

Last Name:  
Browne

eMail:  
janebrowne@accountant.com

Change Engagement Partner

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

School Link

Roll Number:

School Name:

School Type:  
School Type

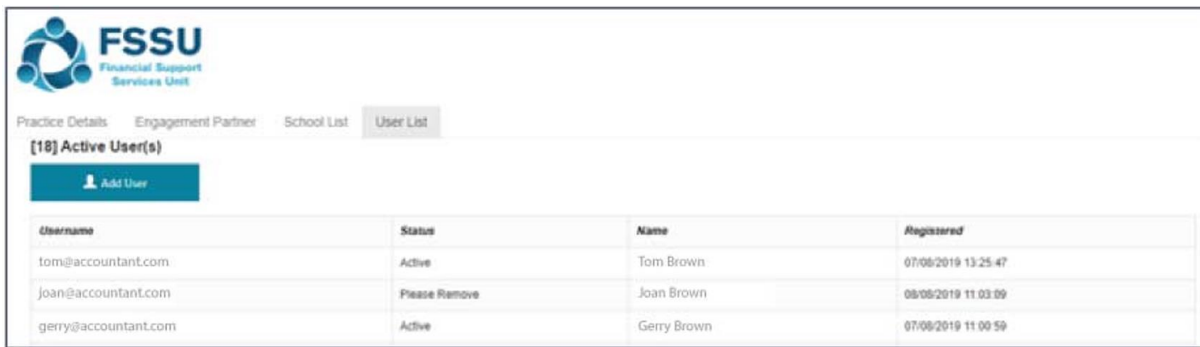
Status:  
Waiting for Activation

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.

Save

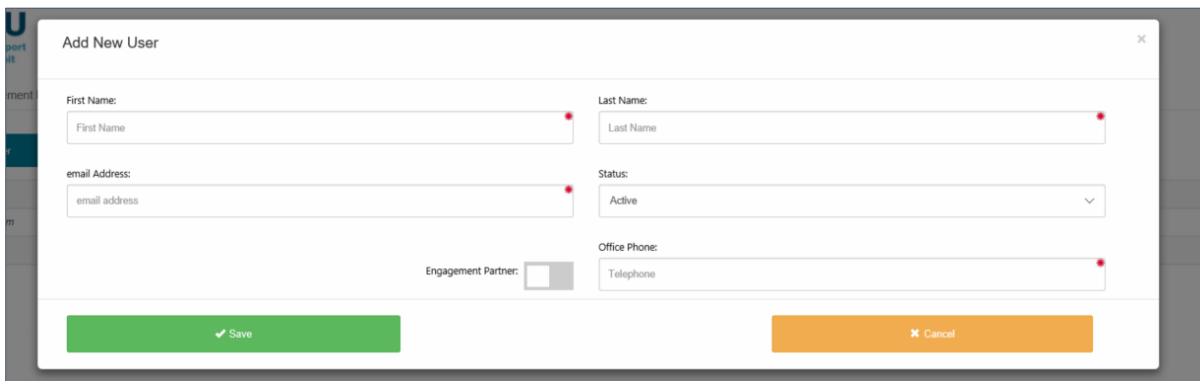
Cancel

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



Username	Status	Name	Registered
tom@accountant.com	Active	Tom Brown	07/06/2019 13:25:47
joan@accountant.com	Please Remove	Joan Brown	08/08/2019 11:03:09
gerry@accountant.com	Active	Gerry Brown	07/06/2019 11:00:59

## New User Window



Add New User

First Name:

Last Name:

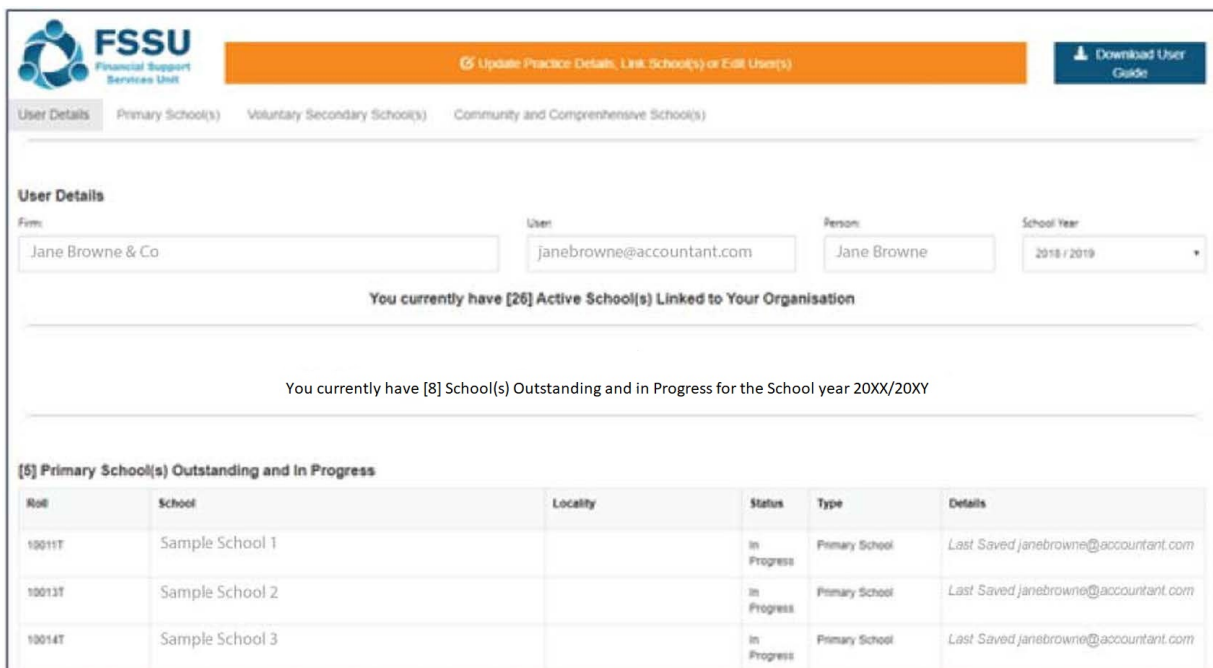
email Address:

Status:

Office Phone:

Engagement Partner: ☐

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



FSSU Financial Support Services Unit

Update Practice Details, Link School(s) or Edit User(s)

Download User Guide

User Details Primary School(s) Voluntary Secondary School(s) Community and Comprehensive School(s)

User Details

Firm: Jane Browne & Co User: janebrowne@accountant.com Person: Jane Browne School Year: 2018 / 2019

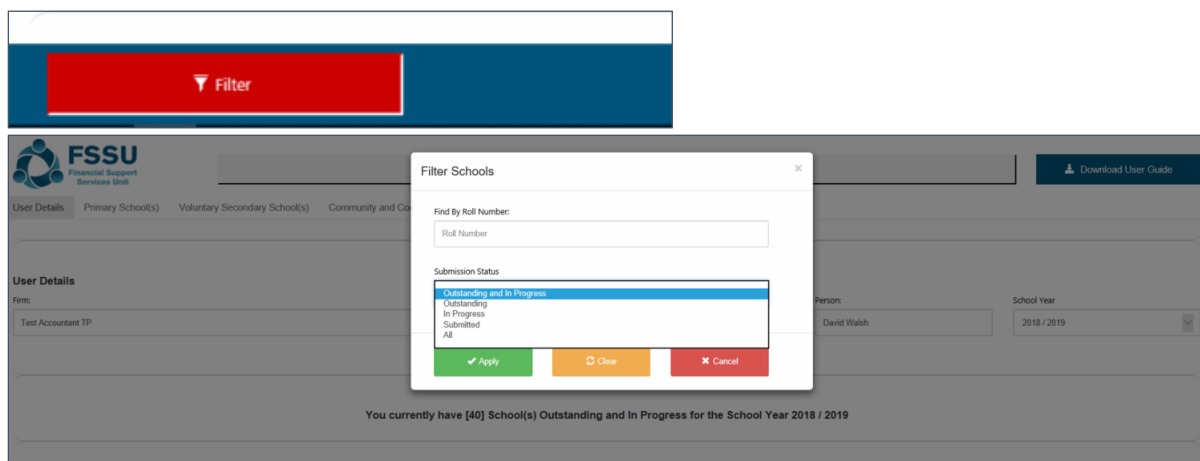
You currently have [26] Active School(s) Linked to Your Organisation

You currently have [8] School(s) Outstanding and in Progress for the School year 20XX/20XY

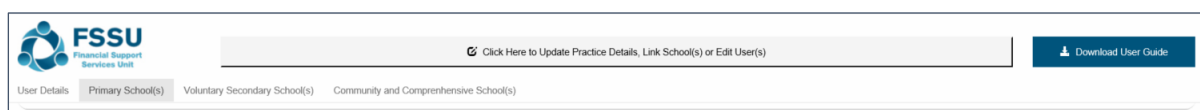
[5] Primary School(s) Outstanding and In Progress

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

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



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

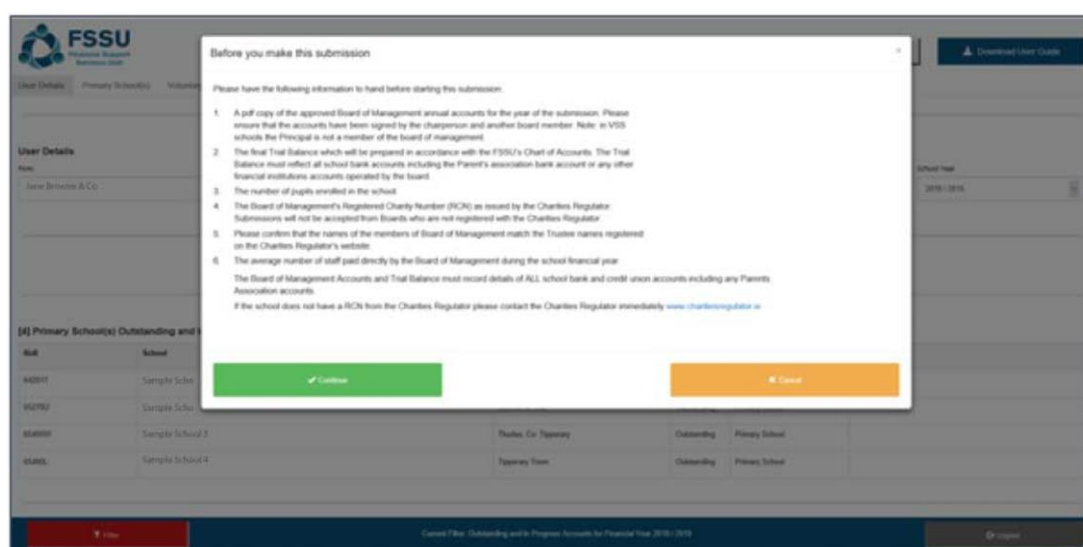


9. Select the relevant school by double clicking on the School Roll Number or School Name

[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

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





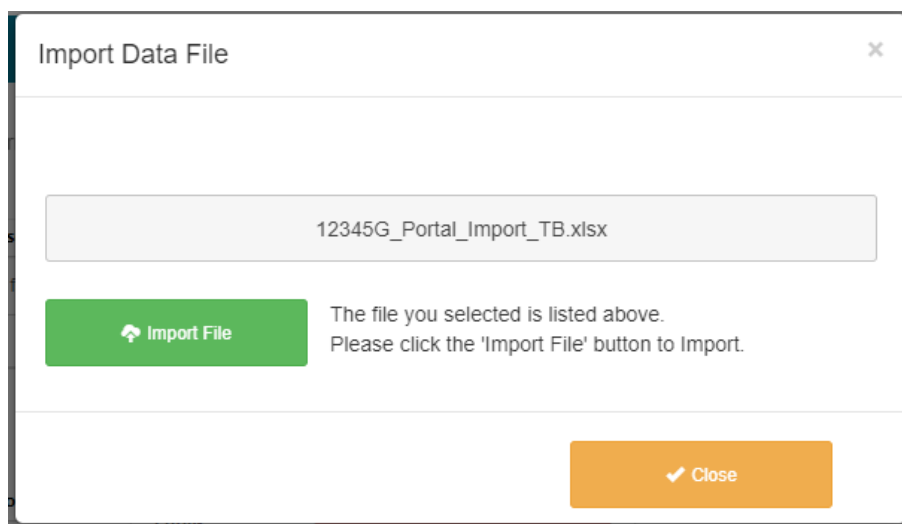
## 11. Begin by entering the **School Details**

School Details				
School Name:	Roll Number:	Number of Pupils:	Audited Accounts:	DEIS Status:
<input type="text" value="Test Primary School 41"/>	<input type="text" value="4001T"/>	<input type="text"/>	<input type="button" value="Please Select"/>	<input type="button" value="No"/>

## 12. Option 1 – Import **Trial Balance**



- Click on the **Import Button**
- Browse to excel data file e.g. '**12345G\_Portal\_Manual\_Import.xlsx**'
- Select the populated **Portal file** for the school and **Open**
- Click **Import File** to populate the **Trial Balance**



### Option 2 – Manually complete the **Trial Balance** including:

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

## 13. Complete the Charities Regulator Report

Registration with the Charities Regulator is mandatory for all schools

The screenshot shows the 'Charities Regulator Report' form. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and Submit. Below the navigation bar, there is a breadcrumb trail: User Details > School Details > Fixed Asset > Current Asset > Current Liability > Long Term Liabilities > Capital & Reserves > Income > Expenditure > Charities Regulator > Covid Supports > Final Accounts Upload. The main form area is titled 'Charities Regulator Report'. It contains several input fields: 'Registered Charity Number (RCN):' with a red input field containing '1'; 'Total School Income:' with a grey input field containing '€ 0'; 'Total School Expenditure:' with a grey input field containing '€ 0'; 'Total Salary Amount paid by the Board of Management:' with a grey input field containing '€'; and 'Average Number of Employees paid directly by the Board of Management:' with a white input field containing '0'. Below these fields, there are two sections with checkboxes: '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' and '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.' Both sections have a red checkbox. At the bottom, there is a text field for 'Indicate the number of individuals who have volunteered for the board of management and the school for the school year. (e.g. BOM members, parent's association, parents that helped out at bake sale etc.)' and a red dropdown menu labeled 'Please Select'.

## 14. Complete Final Accounts Upload

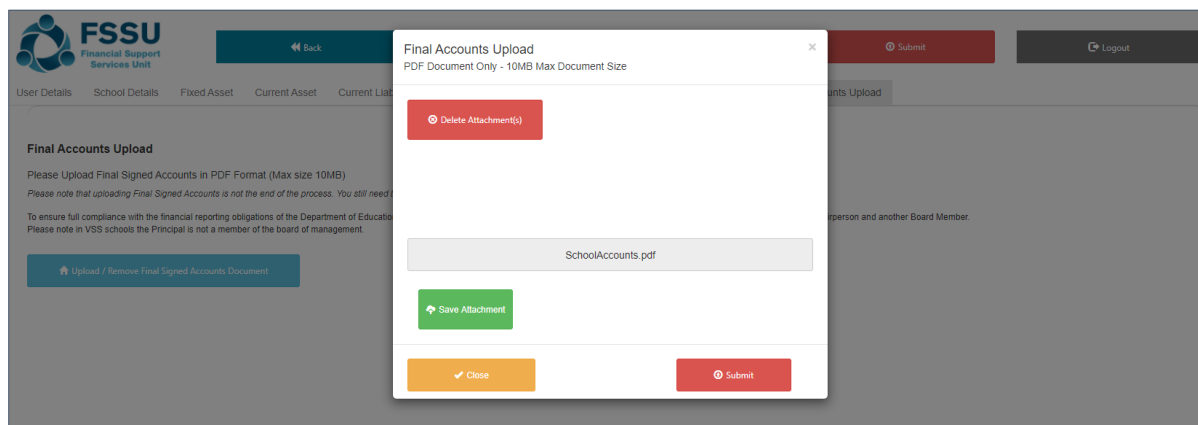
Click on **Upload / Remove Final Signed Accounts Document**

The screenshot shows the 'Final Accounts Upload' form. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and Submit. Below the navigation bar, there is a breadcrumb trail: User Details > School Details > Fixed Asset > Current Asset > Current Liability > Long Term Liabilities > Capital & Reserves > Income > Expenditure > Charities Regulator > Covid Supports > Final Accounts Upload. The main form area is titled 'Final Accounts Upload'. It contains a text field for 'Please Upload Final Signed Accounts in PDF Format (Max size 10MB)'. Below this, there is a note: '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.' Another note follows: 'You can upload up to 3 PDF documents including "Board of Management Authorisation Letter", "Signed Annual Accounts" and "Trial Balance". Please ensure that these documents include "Approved and Signed Annual Accounts".' A third note states: '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 Voluntary Secondary Schools the Principal is not a member of the board of management.' At the bottom, there is a blue button labeled 'Upload / Remove Final Signed Accounts Document'.

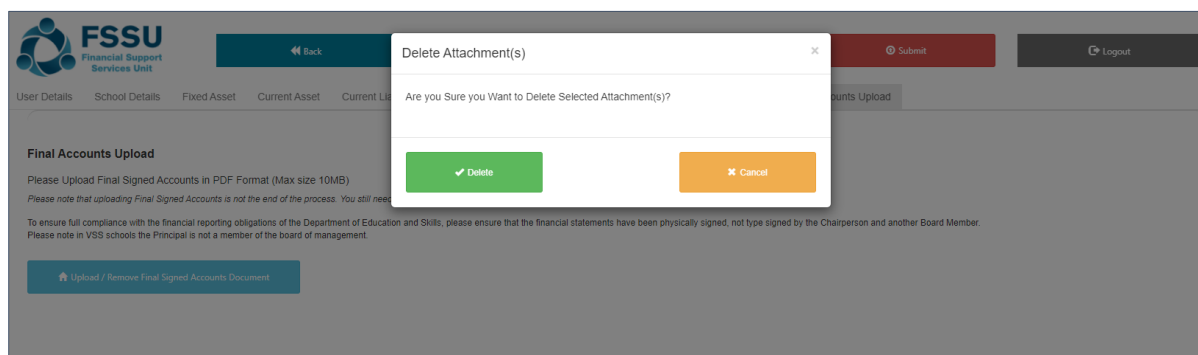
Click on **Click to browse and select file** and select relevant files

The screenshot shows the 'Final Accounts Upload' form with a file selection modal open. The modal is titled 'Final Accounts Upload' and contains the text 'PDF Document Only - 10MB Max Document Size'. It has a red button labeled 'Delete Attachment(s)' and a grey button labeled 'Click to browse and select file'. At the bottom of the modal, there are two buttons: a yellow button labeled 'Close' and a red button labeled 'Submit'.

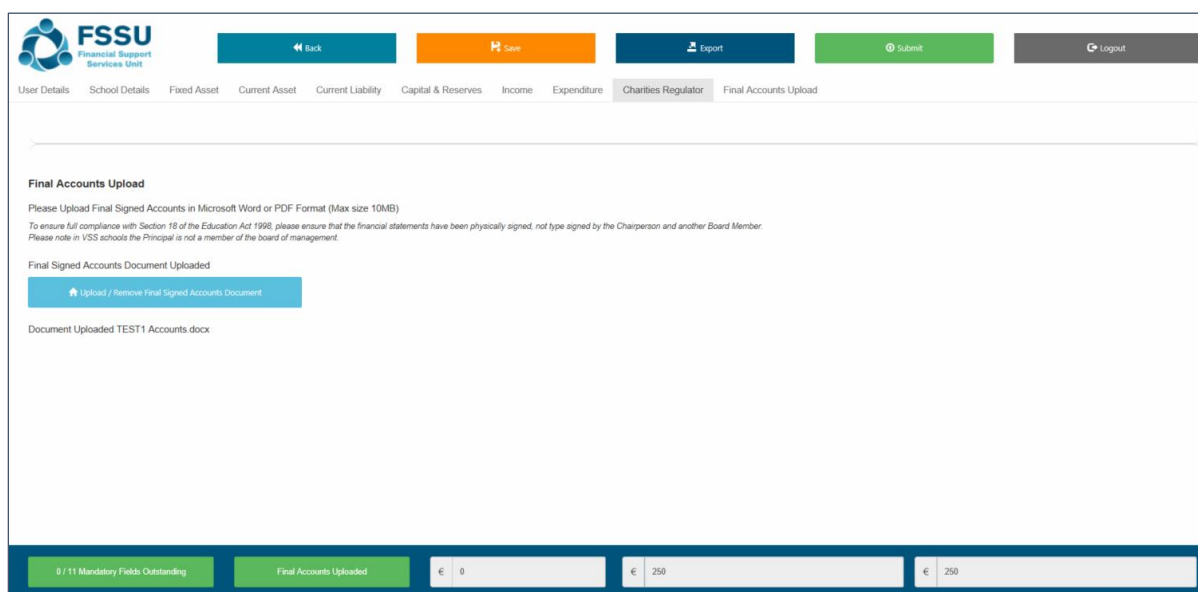
Chosen document will appear. Click **Save Attachment**



Saved Documents can also be removed



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



## 16. Confirm your Submission by clicking on **Submit**

**FSSU**  
Financial Support  
Services Unit

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

Final Signed Accounts Document Uploaded

Document Uploaded TEST1 Accounts.docx

9 / 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

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Services Unit

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

User Details

Last saved: demo@fssu.gov.uk - 26/07/2019 10:08:14

First 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

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

9 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

## 17. A confirmation email will be forwarded on completion:

### ***Confirmation of Submission of Financial Accounts for 20XX/XY***

- 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](mailto: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.

<b>Name:</b>	Jane Browne,
<b>Username:</b>	<a href="mailto:janebrowne@accountant.com">janebrowne@accountant.com</a>
<b>Password:</b>	Request from Portal

To request your password please browse to [www.fssucloud.net](http://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**.



Request Password

Email Address

Password

What is 8 + 3?

Answer

OK Clear

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

The screenshot shows the FSSU homepage. At the top, there's a navigation bar with the FSSU logo, a link to update practice details, and a download user guide button. 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 shows the user's name 'Jane Browne & Co', email 'janebrowne@accountant.com', person 'David Walsh', and school year '2018 / 2019'. It also states 'You currently have [41] Active School(s) Linked to Your Organisation' and 'You currently have [40] School(s) Outstanding and In Progress for the School Year 2018 / 2019'. Below this, there's a table titled '[4] Primary School(s) Outstanding and In Progress'.

Roll	School	Locality	Status	Type	Details
642911	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
652790	Sample School 2	Carroll-on-Sue	Outstanding	Primary School	
654689	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
654690	Sample School 4	Tipperary Town	Outstanding	Primary School	

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



The screenshot shows the FSSU homepage with the 'Filter Schools' dialog box open. The dialog box has a 'Find By Roll Number' field and a 'Submission Status' dropdown menu. The dropdown menu is open, showing options: 'Outstanding and In Progress' (selected), 'Outstanding', 'In Progress', 'Submitted', and 'All'. At the bottom of the dialog box, there are three buttons: 'Apply' (green), 'Clear' (orange), and 'Cancel' (red).

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

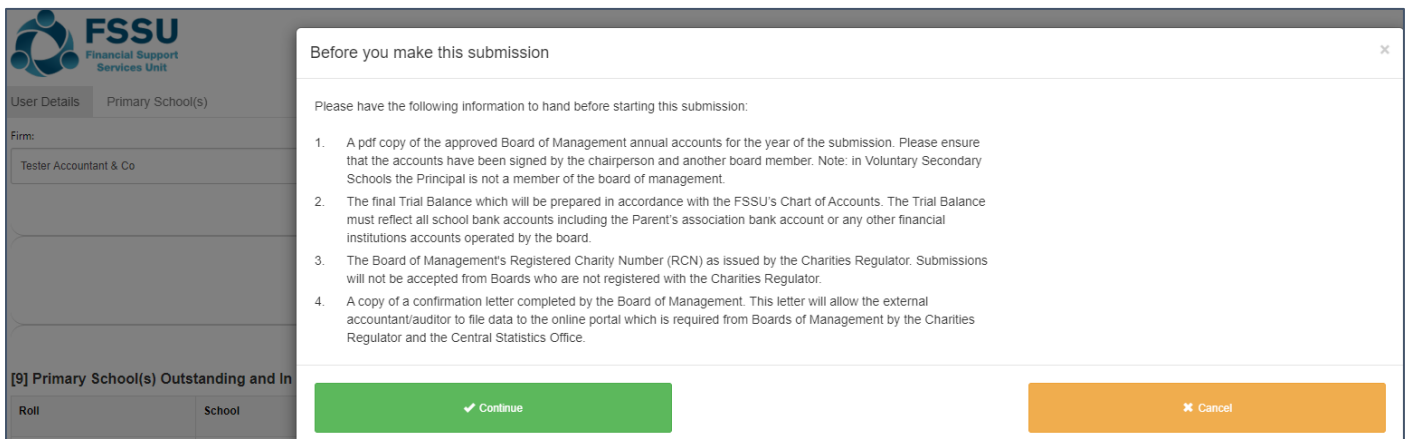
The screenshot shows the FSSU homepage with the navigation tabs. The tabs are 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'Primary School(s)' tab is currently selected.

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

The screenshot shows the FSSU homepage with the list of schools. The table is titled '[4] Primary School(s) Outstanding and In Progress'.

Roll	School	Locality	Status	Type	Details
642911	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
652790	Sample School 2	Carroll-on-Sue	Outstanding	Primary School	
654689	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
654690	Sample School 4	Tipperary Town	Outstanding	Primary School	

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



The screenshot shows a sidebar on the left with the FSSU logo and navigation links: 'User Details' and 'Primary School(s)'. Below these are sections for 'Firm:' (Testers Accountant & Co) and '[9] Primary School(s) Outstanding and In'. The main area is a modal titled 'Before you make this submission'. It contains a list of four requirements for the submission. At the bottom of the modal are two buttons: a green 'Continue' button and an orange 'Cancel' button.

**FSSU**  
Financial Support  
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User Details Primary School(s)

Firm:  
Testers Accountant & Co

[9] Primary School(s) Outstanding and In

Roll School

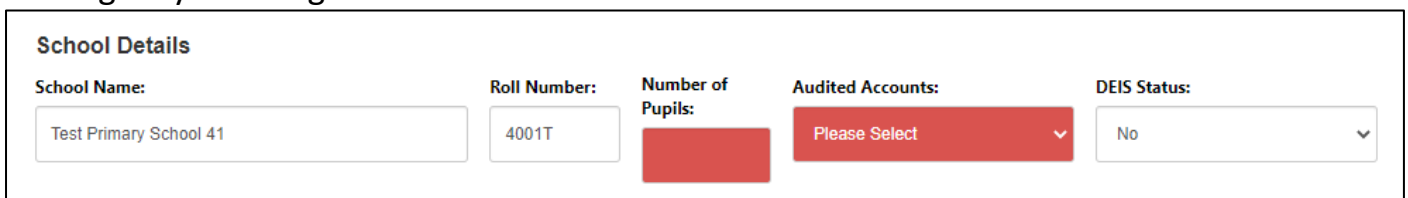
**Before you make this submission**

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 Voluntary Secondary 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

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



The screenshot shows a form titled 'School Details'. It has five input fields: 'School Name:' (Test Primary School 41), 'Roll Number:' (4001T), 'Number of Pupils:' (a red box), 'Audited Accounts:' (Please Select), and 'DEIS Status:' (No).

**School Details**

School Name: Test Primary School 41

Roll Number: 4001T

Number of Pupils:

Audited Accounts: Please Select

DEIS Status: No

## 7. Option 1 – Import **Trial Balance**

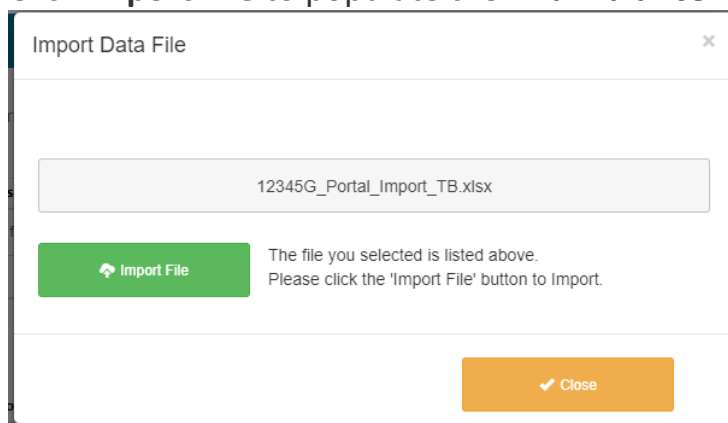


The screenshot shows the FSSU logo and a navigation bar with five buttons: 'Back', 'Save', 'Export', 'Import TB', and 'Submit'.

**FSSU**  
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Services Unit

Back Save Export Import TB Submit

- Click on the **Import Button**
- Browse to excel data file e.g. '**12345G\_Portal\_Manual\_Import.xlsx**'
- Select the populated **Portal file** for the school and **Open**
- Click **Import File** to populate the **Trial Balance**



The screenshot shows a dialog titled 'Import Data File'. It contains a text box with the filename '12345G\_Portal\_Import\_TB.xlsx'. Below the text box is a green 'Import File' button. To the right of the button is a message: 'The file you selected is listed above. Please click the 'Import File' button to Import.' At the bottom right of the dialog is an orange 'Close' button.

**Import Data File**

12345G\_Portal\_Import\_TB.xlsx

Import File

The file you selected is listed above.  
Please click the 'Import File' button to Import.

Close

## Option 2 – Manually 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. At the top, there's a navigation bar with the FSSU logo and buttons for Back, Save, Export, Import TB, and Submit. Below this is a menu bar with various categories like User Details, School Details, Fixed Asset, etc., with 'Charities Regulator' selected. The form itself has several input fields: 'Registered Charity Number (RCN):' with a red input box, 'Total School Income:' with a grey input box showing '€ 0', 'Total School Expenditure:' with a grey input box showing '€ 0', 'Total Salary Amount paid by the Board of Management:' with a grey input box showing '€', and 'Average Number of Employees paid directly by the Board of Management:' with a white input box showing '0'. There are also two confirmation checkboxes with red boxes next to them, and a 'Please Select' dropdown menu at the bottom right.

## 9. Complete Final Accounts Upload

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

The screenshot shows the 'Final Accounts Upload' form. At the top, there's a navigation bar with the FSSU logo and buttons for Back, Save, Export, Import TB, and Submit. Below this is a menu bar with various categories like User Details, School Details, Fixed Asset, etc., with 'Final Accounts Upload' selected. The form has a title 'Final Accounts Upload' and a subtitle 'Please Upload Final Signed Accounts in PDF Format (Max size 10MB)'. It includes several paragraphs of instructions and a blue button labeled 'Upload / Remove Final Signed Accounts Document'.

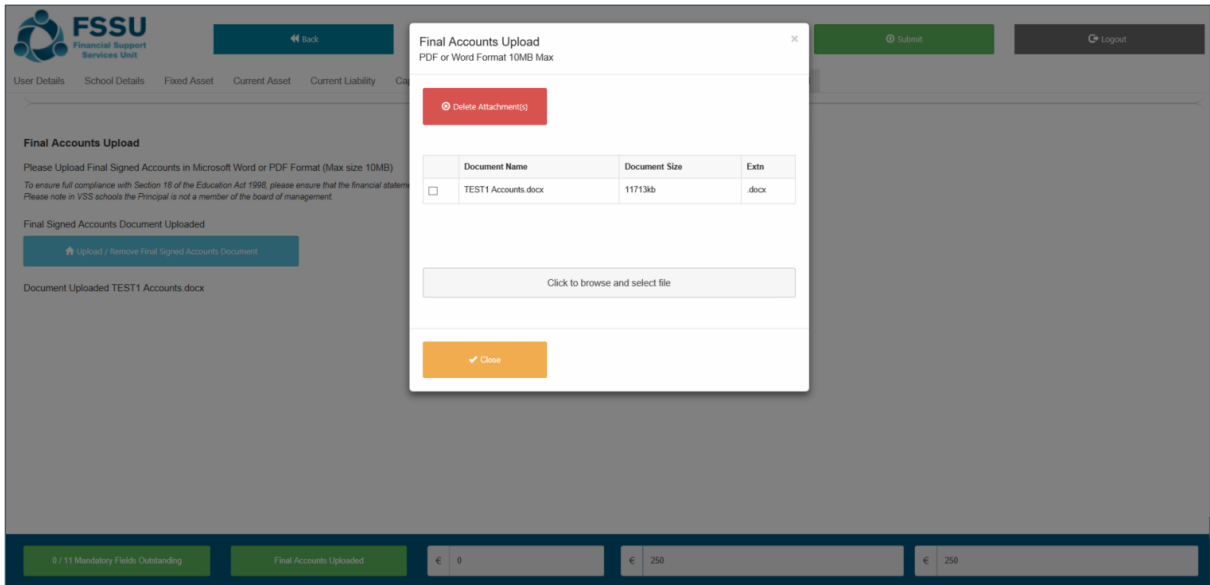
Click on **Click to browse and select file** and select relevant files

This screenshot shows the 'Final Accounts Upload' form with a modal dialog box open. The dialog is titled 'Final Accounts Upload' and 'PDF Document Only - 10MB Max Document Size'. It contains a red button 'Delete Attachment(s)', a list of attachments with 'Accounts18\_19.pdf' listed, a green button 'Save Attachment', an orange button 'Close', and a red button 'Submit'.

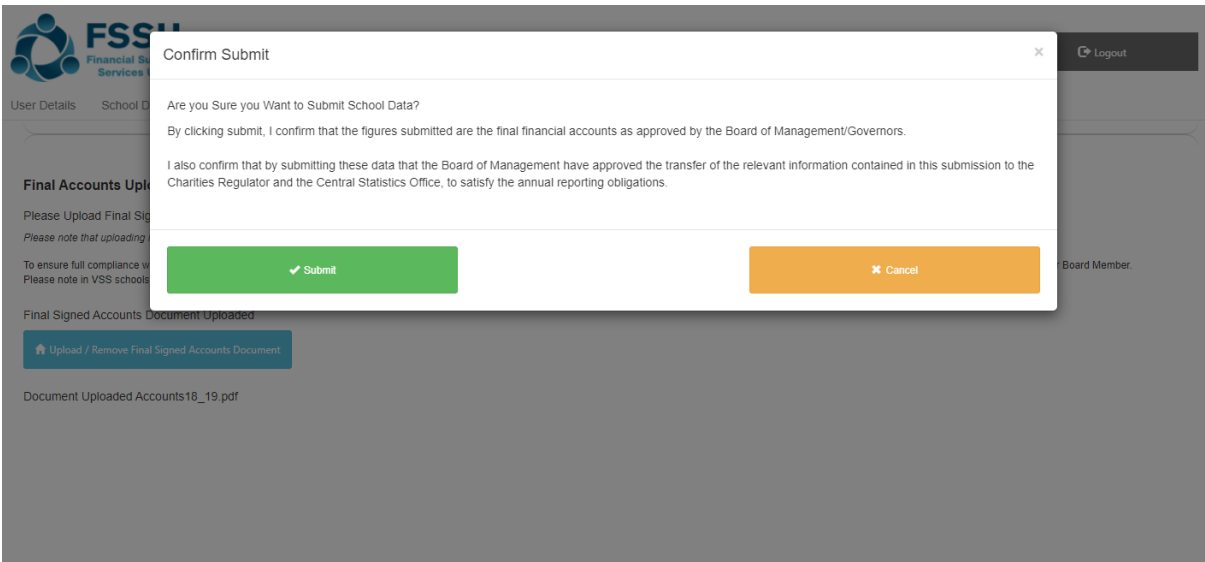
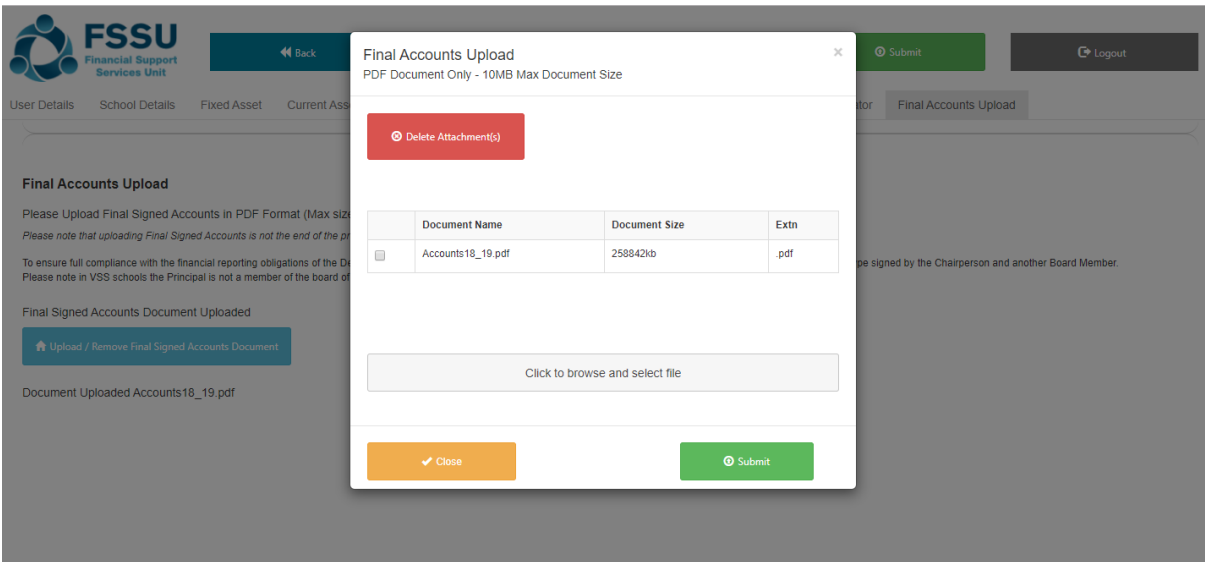
Chosen document will appear. Click **Save Attachment**



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



Click **Close** or **Submit**

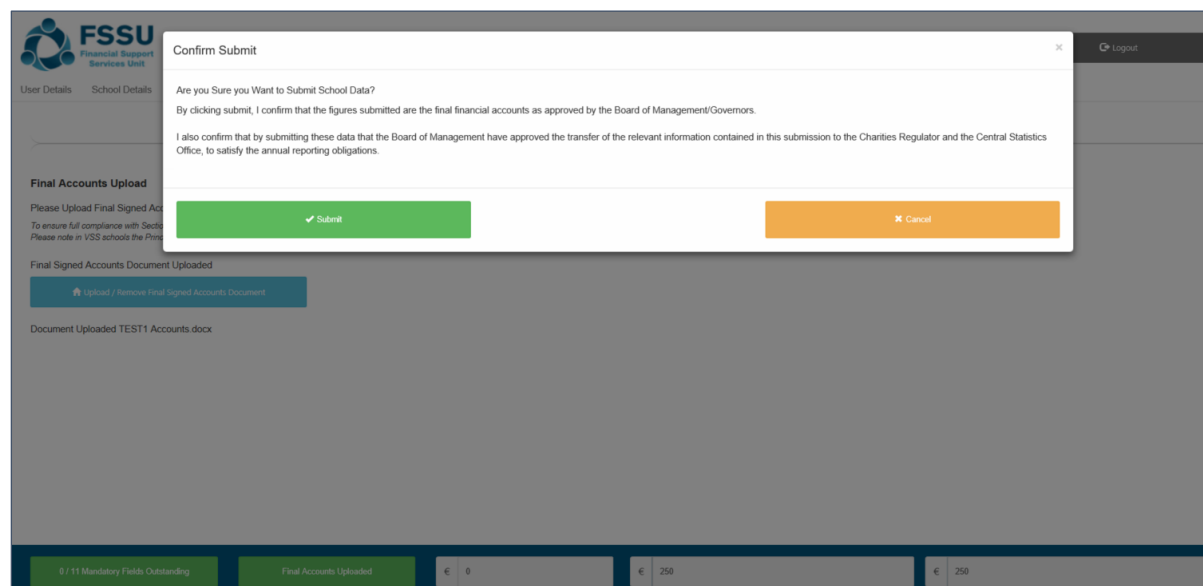


10. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



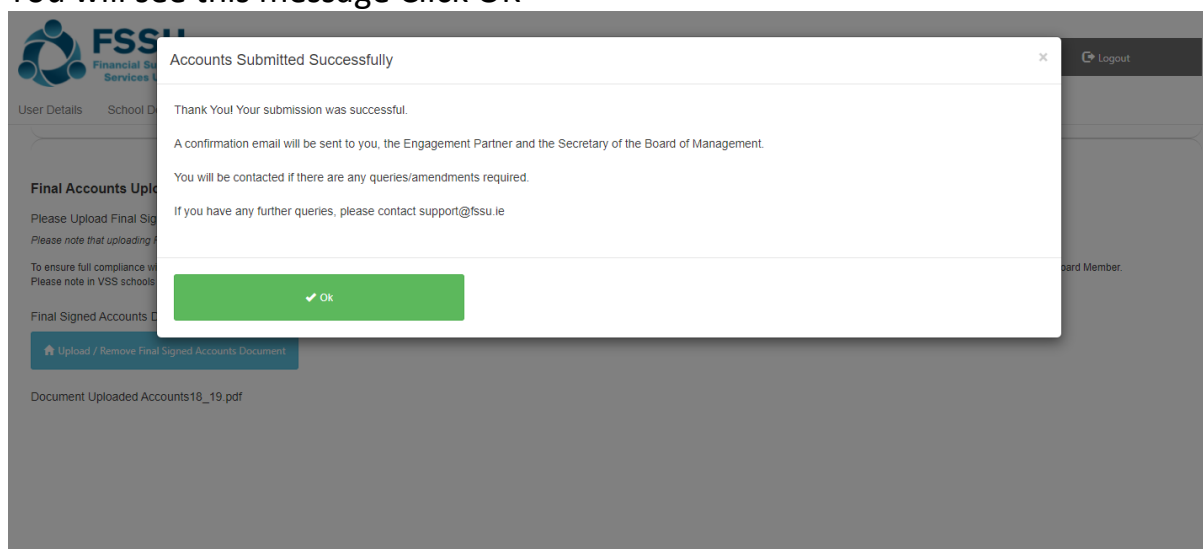
The screenshot shows the top navigation bar of the FSSU system. It includes a green button labeled '0 / 15 Mandatory Fields Outstanding', another green button labeled 'Final Accounts Uploaded', and three input fields for financial data: '€ 0', '€ 547,929', and '€ 547,929'.

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



The screenshot shows a 'Confirm Submit' modal dialog box. The text inside reads: '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.' There are two buttons at the bottom: a green 'Submit' button and an orange 'Cancel' button. The background shows the 'Final Accounts Upload' section of the dashboard.

You will see this message Click OK



The screenshot shows an 'Accounts Submitted Successfully' modal dialog box. The text inside reads: 'Thank You! Your submission was successful. A confirmation email will be sent to you, the Engagement Partner and the Secretary of the Board of Management. You will be contacted if there are any queries/amendments required. If you have any further queries, please contact support@fssu.ie'. There is a green 'Ok' button at the bottom. The background shows the 'Final Accounts Upload' section of the dashboard.

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

12. Upon completion you will receive a confirmation email

***Confirmation of Submission of Financial Accounts for 20XX /20XY for Roll Number: 10015T***

To Jane Browne & Co, On 13/09/20XY 14:55:10 the FSSU received a financial submission for the school year 20XX/20XY for school Sample School 11 with roll number: 10015T.

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

Please find attached a copy of the submitted trial balance 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](mailto:support@fssu.ie)**

