

Financial Guideline 2021/2022 – 04

Voluntary Secondary Schools

Financial Year-End 2020/2021

A. Overview of Financial Year end 2020/2021

The chart of accounts was revised in September 2019 to facilitate the reporting requirements of the Charities Regulator. In September 2020 codes were added to enable schools account for the COVID-19 Grants and the related expenditure. Further changes have been made to the Chart of Accounts as of August 2021. It is very important that the school's chart of accounts is in alignment to the latest [FSSU Chart of accounts](#).

B. COVID Grants

The accounting for COVID Grants and the related expenditure dominated the accounts function for the financial year and the Department of Education have requested that any unspent COVID-19 Capitation related grants for the 2020/2021 school year should be repaid. They have requested it as one lodgement covering all grants (Enhanced Cleaning, PPE, COVID Aide and Enhanced Supervision as appropriate) and it should be returned by schools to the DE's bank account by electronic funds transfer by 30th September 2021.

To arrive at the correct repayment figure, it is vital that schools have recorded correctly all COVID costs paid from all the covid grants received under the correct covid code and that the accuracy of these postings is checked thoroughly. Where the Department report is used and relied upon to verify the repayment figure, it is crucial to check that every covid transaction is correctly allocated to that relevant covid department number in Sage 50. Please be aware that the COVID Minor Works grant should be excluded from this repayment calculation. Further guidance on the calculation of this COVID repayment is available [here](#).

C. Summary of key deadlines

The school should aim to supply all financial information to their external accountant/auditor for the school year ending 31st August 2021 by **September 30th, 2021**.

Schools should consider setting up the **Remote Data Access feature** available in **the upgrade to Sage 50cloud** Accounts for the school accountant. This will enhance the efficiency of the school accounts preparation. The school accountant must have Sage 50 Client manager to avail of this system which allows for the authorised users to update, review, or amend the data in real time in a secure manner.

D. Preparation for Year End 2020/2021

- It is important that school's chart of accounts is in alignment to the revised FSSU Chart of accounts so therefore it is advised to compare the current list of nominal codes in your schools Sage 50 with the revised FSSU chart of accounts to check for any inconsistencies. A current revised FSSU Chart of accounts is available [here](#).
- This will facilitate the inputting of the accounts into the FSSU Online accounts submission system by your external accountant/auditor and reporting of financial information to the Department and to the Charities Regulator.

Before running the year end 2020/2021:	Done
<p>1. Post all day-to-day transactions for the year. This ensures that your management reports and year end postings are accurate. Ideally any audit adjustments from the accountants should be posted to the income and expenditure codes within a reasonable time frame.</p>	
<p>2. Ensure you have bank statements for all school bank accounts covering the period 1st September 2020 to 31st August 2021 and ensure all bank accounts are reconciled up to 31st August 2021.</p>	
<p>3. Review the bank reconciliation report as follows:</p> <ul style="list-style-type: none"> a. Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. b. Any duplicate entries should be corrected. c. Any outstanding payments/receipt more than six-months-old should be investigated. 	
<p>4. Ensure that the petty cash and credit card transactions are recorded for the year and that the balances in the petty cash and credit card account are correctly stated at the end of the year.</p>	
<p>5. Ensure that the balance in the Cash Control Account equates to the amount of cash and cheques held in the safe on 31st August 2021.</p>	
<p>6. Ensure that the balance in the online payment solution clearing account (code 1870) equates to the amount of money owed from the online payments company at the 31st August 2021.</p>	

<p>7. Payroll records: Print individual employee payroll records for the period 1st September 2020 to 31st August 2021, print copy of the payroll summary for the 2020 year and have a backup of the payroll saved to a memory stick for 2020 and up to 31st August 2021</p>	
<p>8. VAT: Review ROS to ensure all VAT returns are filed. Remember you must file VAT returns even if liability is Nil.</p>	
<p>9. RCT: Ensure all deductions made from Subcontractors for RCT purposes have been returned to Revenue</p>	
<p>10. Parents Association: Ensure all financial documentation is made available to the school's external accountant/auditor for inclusion in the annual financial accounts of the school.</p>	
<p>11. Complete a manual list of creditors at 31st August 2021 (money owed by the school). If using the purchase ledger print an outstanding creditors list at 31st August 2021.</p>	
<p>12. Complete a manual list of debtors & prepayments at 31st August 2021 (money owed to the school). If using the sales ledger print an outstanding debtors list at 31st August 2021.</p>	
<p>13. Income received in the current year (2020/2021), for the next school year (2021/2022) should be shown as income received in advance on the balance sheet code 2105 and use the department function to analyse the various types within the nominal account. This will facilitate the running of a nominal activity report by department for code 2105 at 31.08.2021 for audit purposes.</p>	
<p>14. Alternatively, complete a manual list of income/grants received by the school in the year 2020/2021 that relate to 2021/2022 school year e.g. book grant, transition year charges, school administration charges, voluntary contribution.</p>	
<p>15. Review the grants for the year to ensure that all grants received for the next academic year have been included in the accounts as 'Grants Received in Advance (nominal codes 2150-2152).</p>	
<p>16. Review the income and expenditure for ring fenced grants and carry any unspent amounts forward as unspent grants.</p>	
<p>17. Ensure the balances of Covid grants unspent is correctly accounted for. (Webinar training to follow)</p>	
<p>18. Run a Nominal Activity Report and review the posting of transactions, to ensure they are accounted for correctly.</p>	
<p>19. Year-end Adjustments for creditors, debtors and income received in advance should be posted to SAGE 50 at 31.08.2021 before running year end if possible.</p>	

E. Print out the recommended Financial Reports for the year end.

Reports	To Run Reports
Trial Balance	Nominal codes > Trial Balance Nominal codes > Reports > Trial Balance
Balance Sheet	Nominal codes > Reports > My nominal code reports >BOM Balance Sheet
Profit & Loss	Nominal codes > Reports> My nominal code reports>BOM Income & Expenditure Account
Nominal Activity	Nominal codes > Reports> Nominal Activity
Unreconciled Payments / Receipts	Bank accounts > Reports > Unreconciled transactions
Aged creditors report (only for schools using the Supplier module)	Suppliers > Reports > Aged creditors > Aged creditors summary Suppliers > Reports > Aged creditors > Aged creditors detailed Suppliers > Reports > Activity > supplier activity detailed
Aged debtors report (only for schools using the Customer module)	Customers > Reports > Aged debtors > Aged debtors analysis summary Customers > Reports > Aged debtors > Aged debtors analysis detailed Customers > Reports > Activity>customer activity detailed
Department report for code 2105	Department > Reports > Nominal Analysis > Nominal Department analysis detailed > nominal code 2105 and default on the dept numbers <div data-bbox="544 1308 1294 1682" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Criteria for Nominal Departmental Analysis (Detailed)</p> <p>Criteria Values</p> <p>Enter the values to use for the criteria in this report</p> <p>Nominal Code: Between (inclusive) 2105 and 2105</p> <p>Transaction Date: Between (inclusive) 01/09/2020 and 31/08/2021</p> <p>Transaction No: Between (inclusive) 1 and 99999999</p> <p>Department: Between (inclusive) and 999</p> <p>Preview a sample report for a specified number of records or transactions (0 for all): 0</p> <p>Buttons: Help, OK, Cancel</p> </div>
Department report For covid transactions	Departments > Reports > Nominal Analysis > Nominal Department analysis detailed > department no 1 is covid in this example. I let nominal code default so it will give every code where dept 1 is assigned.

Description

Criteria for Nominal Departmental Analysis (Detailed) X

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code	Between (inclusive) ▼		and	99999999 ▼
Transaction Date	Between (inclusive) ▼	01/09/2020 ▼	and	31/08/2021 ▼
Transaction No	Between (inclusive) ▼	1 ▼	and	99999999 ▼
Department	Between (inclusive) ▼	1 ▼	and	1 ▼

Preview a sample report for a specified number of records or transactions (0 for all)

NB: If covid transactions were not assigned the relevant dept number then they will not appear in this report.

E. System Back-Up

Take A Minimum of **TWO Backups** and save to two separate locations (external hard-drive/Network). Name it 'Before Year End'- it is essential to back up the data before running the year end, as this is the **only way** to go back to a pre-year position.

Please see Section G for running your year end in Sage 50. Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

F. Processing the Year End in Sage 50

Schools should liaise with their external accountants/auditors and request them to review the school accounts as soon as possible and to return a draft Trial Balance which will include any changes to the income and expenditure for the year. The necessary audit adjustments can be inputted into Sage 50 before processing year end and the Income and Expenditure figures appearing in the archived accounts will substantially agree to the signed Financial Statements at 31.8.2020. If there are further changes after processing the year end, the adjustments can be made to the Balance Sheet codes dated 31.08.2021.

Sage 50 has a soft year end, and this means you can post into your new financial year before running the Year End option. It's important to make sure the **transaction date is correct**. A message advises that the date is outside the current financial year, click Ok or Yes. The following reports can be run for the new financial year until you run the year end - Transactional Profit and Loss,

Transactional Balance sheets and Transactional Trial Balances reports. Please note these reports are for internal/office use and should not be used for Board of Management meetings.

*To run the BOM reports for the new year which includes the budget for 2021/2022 and prior year figures, the Financial Year End must be run in Sage 50. **Therefore, this year-end process cannot be put off for audit adjustments for too long into the new Financial Year.***

If you use remote data access in Sage 50, you should run the year end routine on the computer that is designated as the main site under Help/ About in Sage 50. Where Sage is setup on a network, the year end routine should be run on the computer that holds the data. If you have a large dataset, it may take a little time to run the process. This time will be reduced if you run the routine on the computer that holds your accounts data.

1. Running the Financial Year End

- **Change the program date**-change the program date to be the last day of the financial year. e.g. 31st August 2021.
- **Take TWO backups labelled 'Before Year End'**- it is essential to back up the data before running the year end, as this is the **only way** to go back to a pre-year position. It is advisable to take two backups as a precaution against loss or damage of the backup media.
- **To run the Year End, select Tools >Period End >Year End.**
- This will display the year end window and complete all the steps.
- **Archive Data** – select the option to archive data. This will enable you to view old data without having to restore old backups.
- **Check the details shown at the bottom of the Year End window are correct before selecting the Run Year End option.**
- **Click YES if the Year End dates are correct.**
- A year end progress screen will appear. Once complete you will be asked if you would like to print the Year End journal. Click ok.
- A final message appears that the financial year end has been completed, **click OK.**

2. Check Data After Running the Year End

Run a **Brought Forward** trial balance. Select **Modules >Nominal codes >Trial Balance** for the period select **Brought Forward**

- Make sure there are no income and expenditure codes on this report
- Next, Check your data again. **File>Maintenance > check Data**
- Finally take another backup of the data and label it '**After Year End**'

- **Do NOT clear the audit trail.** However, if there are more than two years accounts data on Sage 50 and if Sage processing appears to be slowing down then clearing the audit trail should be considered. Please refer to our Sage 50 section of the website for details on this process.

Full details on running the year end are in '[FSSU SAGE Accounts Manual-Section 8](#)'.

3. The School Budget for 2021/2022 should now be imported see '[FSSU SAGE Accounts Manual -Section 2.7](#)' for guidance.

Please ensure that your budget import template has exactly the same nominal codes as exist in your Sage 50 accounts and that a backup is taken before importing the information.

4. Once the year end is run, any audit adjustments for the 2020/2021 Accounts should be dated 31.08.2021 and should only be made to Balance Sheet codes with Income and Expenditure adjustments recorded in the Revenue Reserves code 2710.

5. For those schools who want their Income and Expenditure Account showing the prior year, year to date comparatives instead of the full prior year, this optional report along with the instructions on how to copy into Sage 50 are available on the [Getting started in Sage 50 section](#) of our website.

H. Upgrading to Sage 50cloud Accounts

A reminder that all Voluntary Secondary Schools must upgrade to Sage 50cloud Accounts which brings the addition of new features including bank feeds and improvements in managing remote data access. Bank feeds will greatly reduce the amount of manual inputting and will therefore reduce the amount of time taken to process the monthly reports. Further details are available [here](#).

I. Sage 50 Training

We are holding a series of Sage 50 training webinars over the next two months with particular focus on preparing for and finalising the year end.

The FSSU will provide ongoing support and training to facilitate and assist schools with the new features available in Sage 50cloud Accounts starting with the use of bank feeds as this will enhance the efficiency and timeliness of the accounts function.

Tel: 01-269 0677
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1st September 2021

Treoirlíne Airgeadais 2021/2022 – 04

Meánscoileanna Deonacha

Deireadh na Bliana Airgeadais 2020/2021

A. Forléargas ar Dheireadh na Bliana Airgeadais, 2020/2021

Rinneadh athbhreithniú ar chairt na gcuntas i Meán Fómhair 2019 chun riachtanais tuairiscithe an Rialóra Carthanais a éascú. I Meán Fómhair 2020 cuireadh cóid leis chun a chur ar chumas scoileanna cuntas a thabhairt ar Dheontais COVID-19 agus ar an gcaiteachas gaolmhar. Rinneadh tuilleadh athruithe ar an gCairt Chuntas i mí Lúnasa 2021. Tá sé thar a bheith tábhachtach go mbeadh Cairt Cuntas na scoile i gcomhréir le [Cairt Cuntas i déanaí FSSU](#).

B. Deontais COVID

Bhí an chuntasaíocht do Dheontais COVID agus an caiteachas gaolmhar chun tosaigh ar fheidhm na gcuntas don bhliain airgeadais agus d'iarr an Roinn Oideachais go n-aisíocfaí aon deontais neamhchaite a bhaineann le Caipitíocht COVID-19 don scoilbhliain 2020/2021. D'iarr siad go ndéanfaí é a sholáthar mar thaisceadh amháin a chlúdódh na deontais go léir (Glantachán Feabhsaithe, TCP, Cúntóir COVID agus Maoirseacht Fheabhsaithe de réir mar is cuí) agus ba cheart do scoileanna é a sheoladh ar ais chuig cuntas bainc na RO trí aistriú leictreonach cistí faoin 30 Meán Fómhair 2021.

Chun teacht ar fhiigiúr ceart na n-aisíocaíochtaí, tá sé ríthábhachtach go mbeadh gach costas COVID a íocadh ó na deontais uile a fuarthas faoin gcód covid ceart a bheith taifeadta i gceart ag na scoileanna agus go ndéanfaí cruinneas na bpostálacha sin a sheiceáil go críochnúil. Sa chás go n-úsáidtear agus go mbítear ag brath ar thuarascáil na Roinne chun an figiúr aisíocaíochta a fhíorú, tá sé ríthábhachtach seiceáil a dhéanamh go ndearnadh gach idirbheart covid a leithdháileadh i gceart ar uimhir ábhartha covid na Roinne i Sage 50. Tabhair faoi deara [gur cheart deontas Mion-Oibreacha COVID a eisiáil](#) ón ríomh aisíocaíochta seo. Tá tuilleadh treorach faoi ríomh na haisíocaíochta COVID seo ar fáil [anseo](#).

C. Achoimre ar na príomh-spriocdhátaí

Ba cheart don scoil gach iarracht a dhéanamh an fhaisnéis airgeadais uile maidir leis an scoilbhliain dar críoch an 31 Lúnasa 2021 a sholáthar dá cuntasóir/hiniúcháir seachtrach faoin **30 Meán Fómhair 2021**.

Ba cheart do scoileanna machnamh a dhéanamh ar an **ngné Rochtana Sonraí cianda** a chur ar bun agus a sholáthar do chuntasóir na scoile. Tá an ghné sin ar fáil san **uasghrádú ar Chuntais Sage 50cloud**. Cuirfidh sé seo le héifeachtúlacht maidir le hullmhú na gcuntas scoile. Caithfidh bainisteoir Cliant Sage 50 a bheith ag cuntasóir na scoile chun leas a bhaint as an gcóras seo a chuireann ar chumas úsáideoirí údaraithe na sonraí a nuashonrú, a athbhreithniú nó a leasú i bhfíor-am ar bhealach slán.

D. Ullmhú do Dheireadh na Bliana 2020/2021

- Is tábhachtach go mbeadh Cairt Cuntas na scoile i gcomhréir le Cairt Cuntas athbhreithnithe FSSU; mar sin, moltar an liosta reatha cód ainmiúil in Sage 50 do scoile a chur i gcomparáid le Cairt Cuntas athbhreithnithe FSSU chun a sheiceáil an ann d'aon neamhréireachtaí. Tá cóip de Chairt Cuntas athbhreithnithe FSSU ar fáil [anseo](#).
- Éascóidh sin obair do chuntasóra/d'iniúchára seachtraigh maidir le iontráil na gcuntas i gcóras seolta cuntas ar líne FSSU, agus tuairisciú faisnéis airgeadais don Roinn agus don Rialálaí Carthanas.

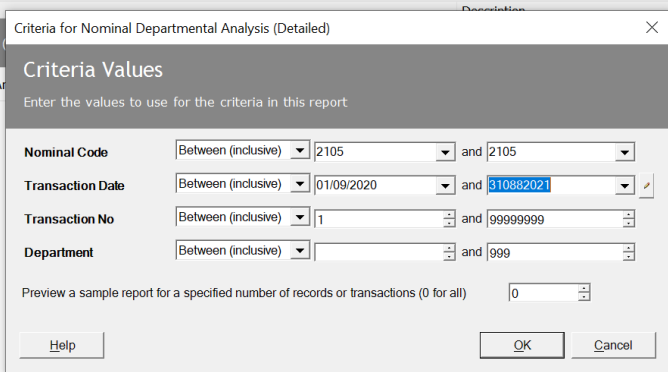
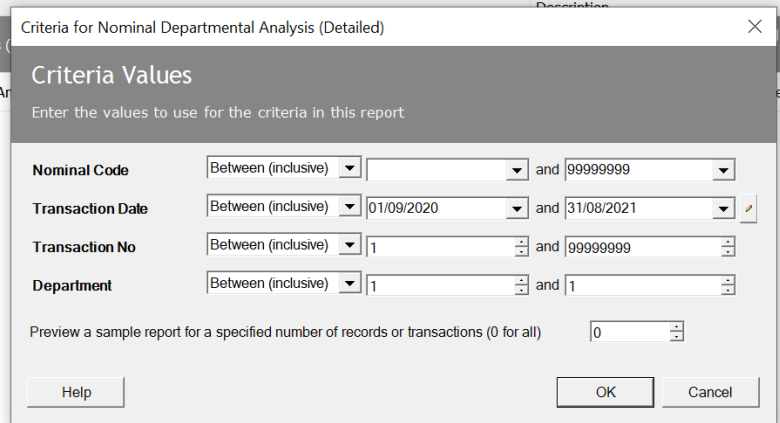
Sula ndéantar tuarascálacha deireadh bliana 2020/2021 a rith:	Déanta
1. Déan na hidirbhearta uile ó lá go lá i gcomhair na bliana a bhreacadh síos. Ar an mbealach sin, is féidir a áirithiú go bhfuil do chuid tuarascálacha bainistíochta agus breacadh dheireadh na bliana cruinn. B'fhearr aon choigeartuithe ó na cuntasóirí a bhreacadh leis na cóid loncainm agus chaiteachais laistigh de thréimhse ama réasúnta.	
2. Áirithigh go bhfuil ráitis bhainc agat maidir le cuntais uile na scoile, lena gcumhdaítear an tréimhse ón 1ú Meán Fómhair 2020 go dtí an 31 Lúnasa 2021 agus áirithigh freisin go bhfuil na cuntais bhainc go léir réitithe suas go dtí an 31 Lúnasa 2021.	
3. Déan athbhreithniú ar an tuarascáil imréitigh bhainc mar seo a leanas: <ul style="list-style-type: none"> a. Féach ar liosta na n-íocaíochtaí amuigh agus na bhfáltas ar an ráiteas imréitigh bainc lena chinntiú go bhfuil siad cruinn ceart. b. Ba cheart gach iontráil dhúblach a cheartú. c. Ba cheart gach íocaíocht/fáltas atá níos sine ná sé mhí d'aois a iniúchadh. 	
4. Áirithigh go ndéantar na hidirbhearta mionairgid agus cárta creidmheasa a bhreacadh síos i gcomhair na bliana agus go luaitear na hiarmhéideanna sa chuntas mionairgid agus carta creidmheasa i gceart ag deireadh na bliana.	

<p>5. Áirithigh go bhfuil an t-iarmhéid sa Chuntas Rialaithe Airgid i gcomhréir le méid an airgid thirim agus na seiceanna atá á gcoimeád sa taisceadán ar an 31 Lúnasa 2021.</p>	
<p>6. Áirithigh go bhfuil an t-iarmhéid sa chuntas imréitigh íocaíochtaí ar líne (cód 1870) i gcomhréir leis an méid airgid atá dlite ón gcuideachta íocaíochtaí ar líne amhail ar an 31 Lúnasa 2021.</p>	
<p>7. Taifid phárolla: Déan taifid phárolla a phriontáil do na fostaithe faoi leith don tréimhse ón 1 Meán Fómhair 2020 go dtí an 31 Lúnasa 2021, déan cóip den achoimre párolla don bhliain 2020 a phriontáil agus bíodh cóip chúltaca den phárolla sábháilte agat ar mhéaróg chuimhne le haghaidh 2020 agus suas go dtí an 31 Lúnasa 2021.</p>	
<p>8. CBL: Caith súil siar ar ROS lena chinntiú go ndearnadh na tuairisceáin CBL go léir a chomhdú. Cuimhnigh nach mór duit tuairisceáin CBL a chomhdú fiú amháin más ionann do dhliteanas agus toradh nialasach.</p>	
<p>9. RCT: Áirithigh go ndearnadh an hasbhaintí uile a baineadh ó Fhochonraitheoirí chun críocha RCT a thuairisciú chuig na Coimisinéirí Ioncaim</p>	
<p>10. Cumann na dTuismitheoirí: Áirithigh go gcuirtear an doiciméadúchán airgeadais uile ar fáil do chuntasóir/iniúcháir seachtrach na scoile lena chuimsiú i gcuntais airgeadais bhliantúla na scoile.</p>	
<p>11. Déan liosta creidiúnaithe de láimh amhail ar an 31 Lúnasa 2021 (airgead atá dlite ag an scoil). Má úsáideann tú an mórleabhar ceannachán déan liosta a phriontáil de na creidiúnaithe gan íoc amhail ar an 31 Lúnasa 2021.</p>	
<p>12. Scríobh amach liosta féichiúnaithe & réamhíocaíochtaí de láimh amhail ar an 31 Lúnasa 2021 (airgead atá dlite don scoil). Má úsáideann tú an mórleabhar díolachán déan liosta a phriontáil de na féichiúnaithe gan íoc amhail ar an 31 Lúnasa 2021.</p>	
<p>13. Ba cheart ioncam a fhaightear sa bhliain reatha (2020/2021), don scoilbhliain seo chugainn (2021/2022) a thaispeáint mar ioncam a fuarthas roimh ré ar chód an chlár chomhardaithe 2105 agus déan feidhm na roinne a úsáid chun anailís a dhéanamh ar na cineálacha éagsúla sa chuntas ainmniúil. Éascóidh sé seo tuarascáil ghníomhaíochtaí ainmniúla a reáchtáil de réir roinne do chód 2105 amhail ag an 31.08.2021 chun críocha iniúcháireachta.</p>	
<p>14. Mar mhalairt ar sin, déan liosta de láimh d'ioncam/dheontais a fuair an scoil le linn a bliana 2020/2021 a bhaineann le</p>	

scoilbhliain 2021/2022 m.sh. deontas leabhar, táillí idirbhliana, táillí riaracháin na scoile, ranníocaíocht dheonach.	
15. Déan na deontais don bhliain a athbhreithniú lena chinntiú gur cuimsíodh na deontais uile a fuarthas don chéad scoilbhliain eile sna cuntais mar 'Dheontais Faighte Roimh Ré' (cód ainmniúla 2150-2152).	
16. Déan an t-ioncam agus caiteachas a athbhreithniú maidir le haon deontais imfhálaithe agus tabhair ar aghaidh aon mhéideanna nach bhfuil caite mar dheontais gan chaitheamh.	
17. Cinntigh go bhfuil na hiarmhéideanna maidir le deontais Covid gan chaitheamh, cuimsithe mar is ceart sna cuntais. (Cuirfear oiliúint ar fáil mar sheimineár gréasáin ar ball)	
18. Cruthaigh Tuarascáil ar Gníomhaíochtaí Ainmniúla agus seiceáil ar breacadh síos na hidirbhearta go cruinn lena chinntiú gur tugadh cuntas ceart orthu.	
19. Ba cheart Coigeartuithe Deireadh Bliana maidir le creidiúnaithe, féichiúnaithe agus ioncam faighte roimhe ré a bhreacadh in SAGE 50 ar an 31.08.2021 más féidir sula ligtear dóibh leanúint ar aghaidh go deireadh na bliana.	

E. Priontáil amach na Tuarascálacha Airgeadais atá molta le haghaidh dheireadh na bliana.

Tuarascálacha	Chun Tuarascálacha a Rith
Comhardú Trialach	Nominal codes > Trial Balance Nominal codes > Reports > Trial Balance
Clár Comhardaithe	Nominal codes > Reports > My nominal code reports >BOM Balance Sheet
Brabús agus Caillteanas	Nominal codes > Reports> My nominal code reports>BOM Income & Expenditure Account
Gníomhaíocht Ainmniúil	Nominal codes > Reports> Nominal Activity
Íocaíochtaí / Fáltais Neamhréitithe	Bank accounts > Reports > Unreconciled transactions
Tuarascáil ar chreidiúnaithe aosaithe (le haghaidh scoileanna a úsáideann modúl an tSoláthraí amháin)	Suppliers > Reports > Aged creditors > Aged creditors summary Suppliers > Reports > Aged creditors > Aged creditors detailed Suppliers > Reports > Activity > supplier activity detailed

<p>Tuarascáil ar fhéichiúnaithe aosaithe (le haghaidh scoileanna a úsáideann modúl an Chustaiméara amháin)</p>	<p>Customers > Reports > Aged debtors > Aged debtors analysis summary Customers > Reports > Aged debtors > Aged debtors analysis detailed Customers > Reports > Activity>customer activity detailed</p>
<p>Tuarascáil na Roinne do chód 2105</p>	<p>Department > Reports > Nominal Analysis > Nominal Department analysis detailed > cód ainmniúil 2105 agus an réamhshocrú ar na huimhreacha roinne</p> 
<p>Tuarascáil roinne Le haghaidh idirbhearta covid</p>	<p>Departments > Reports > Nominal Analysis > Nominal Department analysis detailed > baineann roinn 1 le covid sa sampla seo Lig mé don cód ainmniúil a bheith réamhshocráithe ionas go dtabharfaidh sé gach cód ina sanntar roinn 1.</p>  <p>NB: Mura sannadh uimhir na rannóige ábhartha d'idirbhearta covid ní bheidh siad le feiceáil sa tuarascáil seo.</p>

F. Cóip Chúltaca den Chóras

Déan **DHÁ Chóip chúltaca** ar a laghad agus déan iad a shábháil in dhá

shuíomh ar leithligh (Líonra/tiomántán crua seachtrach). Tabhair ‘Roimh Dheireadh na Bliana mar ainm air ’ - tá sé rithábhachtach cóip chúltaca a dhéanamh de na sonraí sula ndéanfar deireadh na bliana a rith, toisc gurb é sin **an t-aon bhealach** chun dul ar ais go dtí staid réamhbhliana.

Féach ar Chuid G maidir le deireadh do bhliana a rith i Sage 50. Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirleá seo ach dul i dteagmháil le FSSU.

G. Deireadh Bliana a Phróiseáil in Sage 50

Ba cheart do scoileanna idirchaidreamh a dhéanamh lena gcuntasóirí/lena n-íniúcháirí seachtracha agus a iarraidh orthu a gcuid cuntas a athbhreithniú chomh luath agus is féidir agus Dréacht-chomhardú Trialach a chur isteach, ina n-áireofar athruithe ar na cuntais ioncaim agus caiteachais don bhliain. Féadfar na coigeartuithe iniúchta a bhfuil gá leo a chur isteach i Sage 50 sula ndéanfar deireadh na bliana a phróiseáil agus beidh na figiúir le haghaidh loncaim agus Caiteachais a bheidh le feiceáil sna cuntais arna gcur i gcartlann i gcomhréir, tríd is tríd, leis na Ráitis Airgeadais sínithe amhail ar an 31.8.2020. Má bhíonn tuilleadh athruithe i gceist tar éis próiseáil dheireadh na bliana, féadfar na coigeartuithe a dhéanamh ar chóid an Chláir Chomhordaithe dar dáta an 31.08.2021.

Tá deireadh bliana bog ag Sage 50, rud a chiallaíonn gur féidir leat breacadh i do bhliain airgeadais nua sula ritheann tú an rogha Deireadh Bliana. Tá sé tábhachtach deimhin a dhéanamh **go bhfuil dáta an idirbhirt i gceart**. Beidh teachtaireacht le feiceáil ina gcuirfear in iúl go bhfuil an dáta lasmuigh den bhliain airgeadais reatha, cliceáil ar Ok nó Tá. Féadfar na tuarascálacha seo a leanas a rith i leith na bliana airgeadais nua go dtí go ritheann tú deireadh na bliana - Brabús agus Caillteanas ó Idirbhearta, Cláir chomhordaithe na nldirbheart agus tuarascálacha ar Chomharduithe Trialacha na nldirbheart. Tabhair faoi deara le do thoil go bhfuil na tuarascálacha sin beartaithe le haghaidh úsáid inmheánach/oifige agus nár cheart iad a úsáid le haghaidh cruinnithe an Bhoird Bhainistíochta.

*Chun tuarascálacha an Bhoird Bhainistíochta a rith i gcomhair na bliana nua, lena n-áirítear an buiséad le haghaidh 2021/2022 agus figiúir na bliana roimhe sin, ní mór Deireadh na Bliana Airgeadais a rith in Sage 50. **Dá bhrí sin, ní féidir an próiseas deireadh bliana seo a chur siar rófhada sa Bhliain Airgeadais nua ar mhaithe le coigeartuithe iniúchta.***

Má tá cianrochtain sonraí á húsáid agat i Sage 50, ba cheart duit an gnáthamh deireadh bliana a rith ar an ríomhaire atá ainmnithe mar phríomhshuíomh faoi Help/About (Cabhair/Faoi) i Sage 50. I gcás go bhfuil Sage suiteáilte ar líonra, ba chóir an gnáthamh deireadh bliana a rith ar an ríomhaire ar a bhfuil na sonraí. Má tá tacar mór sonraí agat, féadfaidh roinnt ama a bheith i gceist leis an bpróiseas a rith. Laghdófar an tréimhse ama sin má ritheann tú an gnáthamh ar an ríomhaire ar a gcoinnítear sonraí do chuntas.

1. Deireadh na Bliana Airgeadais a Rith

- **Athraigh dáta an chláir**-athraigh dáta an chláir go dtí lá deireanach na bliana airgeadais, m.sh. an 31 Lúnasa 2021.
- **Déan DHÁ chóip chúltaca agus cuir an lipéad 'Before Year End' orthu** - tá sé rithábhachtach cóip chúltaca a dhéanamh de na sonraí sula ndéanfar deireadh na bliana a rith, toisc gurb é sin **an t-aon slí** chun dul ar ais go dtí staid réamhbhliana. Moltar dhá chóip chúltaca a dhéanamh mar réamhchúram ar eagla go ndéanfaí damáiste do na meáin chúltaca nó go gcaillfí ceann díobh.
- **Chun Deireadh Bliana a rith, roghnaigh Tools >Period End >Year End.**
- Ansin taispeánfar an fhuinneog deireadh bliana agus cuirfear na céimeanna go léir i gcrích.
- **Archive Data** - roghnaigh an rogha seo chun sonraí a chur i gcartlann. Ar an mbealach sin beidh tú in ann féachaint ar sheansonraí gan seanchóipeanna cúltaca a thabhairt ar ais.
- **Seiceáil go bhfuil na sonraí a thaispeántar ag bun na fuinneoige Deireadh Bliana ceart sula roghnaíonn tú an rogha Rith Deireadh Bliana.**
- **Roghnaigh YES má tá na dátaí Deireadh Bliana ceart.**
- Beidh scáileán dul chun cinn deireadh bliana le feiceáil ansin. Nuair a bheidh sé curtha i gcrích fiafrófar díot an mian leat iris Deireadh Bliana a phriontáil. Clliceáil ar ok.
- Beidh teachtaireacht deiridh le feiceáil le deimhniú go bhfuil deireadh an bliana airgeadais curtha i gcrích, **clliceáil ar OK.**

2. Déan na Sonraí a Sheiceáil Tar Éis Deireadh na Bliana a Rith

Déan comhardú trialach **Tugtha Ar Aghaidh** a rith. Roghnaigh **Modules >Nominal codes >Trial Balance** i gcomhair na tréimhse roghnaigh **Brought Forward**

- Deimhnigh nach bhfuil aon chóid ioncaim agus caiteachais ar an tuarascáil sin
- Ansin, déan do shonraí a sheiceáil arís. **File>Maintenance > check Data**
- Ar deireadh, déan cóip chúltaca eile de na sonraí agus cuir **'After Year End'** mar lipéad uirthi.
- **NÁ déan an rian iniúchta a ghlanadh.** Má tá sonraí cuntasáíochta le haghaidh níos mó ná dhá bhliain ar Sage 50 áfach, agus gur cosúil go bhfuil próiseáil Sage moill mar thoradh ansin ba cheart smaoineamh ar an rian iniúchta a ghlanadh. Féach an rannán Sage 50 den láithreán gréasáin le haghaidh sonraí maidir leis an bpróiseas sin.

Tá sonraí iomlána maidir le deireadh bliana a rith le fáil sa ['Lámhleabhar FSSU ar Chuntais SAGE - Cuid 8'](#).

3. Ba cheart Buiséad na Scoile le haghaidh 2021/2022 a iompórtáil anois, féach ar

[‘Lámhleabhar FSSU ar Chuntais SAGE -Cuid 2.7’ le haghaidh treorach.](#)

Déan deimhin de go bhfuil na cóid ainmniúla céanna ag do theimpléad iompórtála buiséid agus atá ann i do chuntais Sage 50 agus go ndéanfar cóip chúltaca sula ndéantar an fhaisnéis a iompórtáil.

4. Nuair atá deireadh na bliana rite, ba cheart an dáta 31.08.2021 a chur le haon choigeartuithe iniúchta ar Chuntais 2020/2021 agus ní ceart iad a dhéanamh ach i leith cóid an Chláir Chomhardaithe agus ba cheart coigeartuithe loncaim agus Caiteachais a bhreacadh i gcód Cúlchistí loncaim 2710.
5. Do na scoileanna sin ar mian leo go mbeadh comparáidí idir an bhliain roimhe agus an bhliain reatha go dtí seo le feiceáil ina gCuntas loncaim agus Caiteachais in ionad na bliana roimhe ina hiomláine, tá an tuarascáil roghnach sin mar aon le treoracha maidir lena gcóipeáil isteach i Sage 50 le fáil [sa chuid Ag tosú le Sage 50 dár láithreán gréasáin.](#)

H. Uasghrádú chuig Sage 50cloud Accounts

Meabhrúchán go gcaithfidh gach Meánscoil Dheonach uasghrádú a dhéanamh chuig Sage 50cloud Accounts a thugann gnéithe nua leis lena n-áirítear fothaí bainc agus feabhsúcháin maidir le bainistiú cianrochtain sonraí. Laghdóidh fothaí bainc an méid ionchuir láimhe go mór agus dá bhrí sin laghdóidh siad an méid ama a thógtar chun na tuarascálacha míosúla a phróiseáil. Is féidir sonraí breise a fháil [anseo](#).

I. Oiliúint maidir le Sage 50

Beidh sraith seimineár gréasáin ar Sage 50 á reáchtáil againn i rith mhí Mheán Fómhair, ina ndíreofar faoi leith ar conas an gnáthamh deireadh bliana a thabhairt chun críche.

Cuirfidh an FSSU tacaíocht agus oiliúint leanúnach ar fáil chun éascú a dhéanamh agus cabhrú le scoileanna na gnéithe nua atá ar fáil in Sage 50cloud Accounts ag tosú le húsáid fothaí bainc mar go bhféadfaidh sé seo cur le héifeachtúlacht agus tráthúlacht fheidhm na gcuntas.

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An 1 Meán Fómhair 2021