



**FSSU**  
Financial Support  
Services Unit

# Sage 50 Training Webinar

## Sage 50cloud Accounts update

### Remote data access and key accounts issues for Aug 2021 Y/E

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# Sage 50 Training Webinars – Sept Oct 2021

<b>1 - Tuesday 31<sup>st</sup> August</b>	<b>Sage 50cloud Accounts – Setting up remote data access &amp; key issues for the August 2021 accounts</b>
<b>2 - Sept. 7th</b>	Introduction to Sage 50 for new users
<b>3 - Sept 14th</b>	Sage 50 & preparing for Year End 2020/2021
<b>4 - Sept 21st</b>	Reviewing the BOM reports & recording journal entries in Sage 50 including recording the Covid grants unspent
<b>5 – Oct 5th</b>	Year-end Reporting and processing the Year End 2020/2021 in Sage 50 including making changes to the Chart of accounts
<b>6 - Oct 12th</b>	New financial Year 2021/2022 – Adjusting journals and importing the 2021/2022 Budget into Sage 50
<b>7 - Oct 14th</b>	Introducing The Bank Feeds feature

# Sage 50cloud Accounts update

## August 2021

1. An overview on the move to Sage 50cloud Accounts
2. Remote Data access feature in Sage 50cloud accounts
  - ❖ Setting up Remote data access for authorised users
  - ❖ Setting Accountant up for access to school data
3. Important Accounts issues for 2020/21 – A sage perspective
  - Return of unspent Covid funding
  - Changes to the Chart of Accounts for August Y/E
  - Financial Year end 20/21 – Key Dates
4. Summary of key points

# Moving to Sage 50cloud accounts

## Sage ID Details

## Sage 50cloud Accounts

- Latest version is Sage V27.2
- Purchasing Form for Sage 50cloud on FSSU website
- Same functionality as Sage 50 Accounts
- Sage ID – email & password - NB

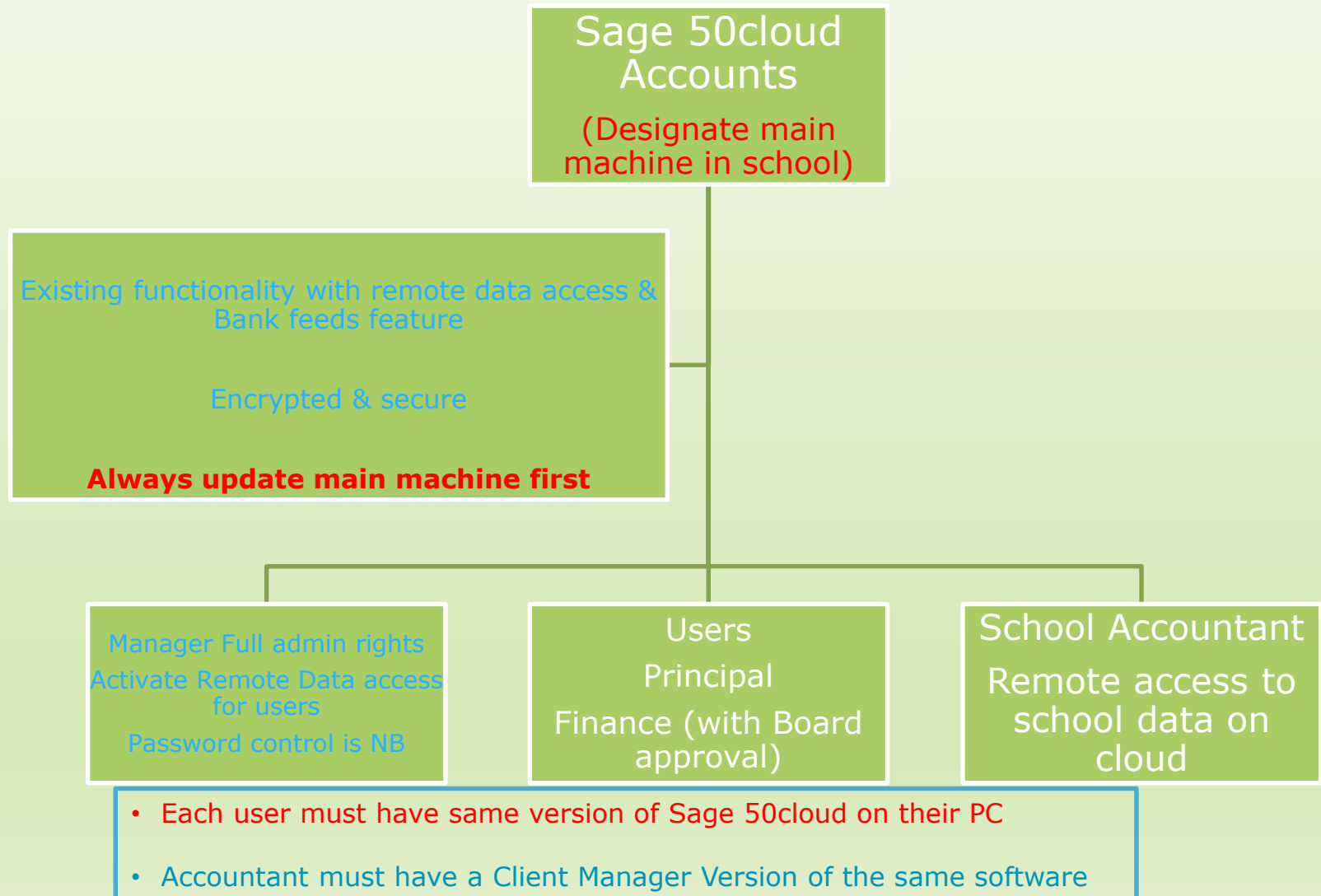
## Upgrading to Sage 50cloud

(Check > Help and about for correct variant and version)

- >Tools
- >Activation
- >Upgrade program
- >Fill in new serial number & activation code
- >Close out of Sage and log back in

# Sage 50cloud Accounts

## Accessibility, Efficiency & security



# Sage 50cloud Accounts

## Remote Data access feature

Activating & using remote data access  
&  
Setting up remote data access for School Accountant

# Activating and using remote Data access

1. Identify the main machine and open Sage 50cloud accounts
2. Go to Settings > User Management > Users
3. Click on Manager and edit:
4. Remote Data access
  - ☐ *Click on Get started now with Sage ID*
  - ☐ *Sage administrator – email address should be a school email that will be accessible even if an employee leaves*
  - ☐ *Follow on screen instructions*
  - ☐ *Select a Passphrase – 15 digits with a capital letter*
5. Create a User type: Accountant with relevant user rights and allow remote data access.
6. Sage will email the user to notify them that they have been granted access to the data and each user then opens the Sage package and creates the Company using the remote data access option. See next slide
7. Administrator must give each authorised user: Details of User name, password and the Passphrase required to access the school data
8. This information should not be shared with other users

# New PC – Setting up Sage 50cloud Accounts for a designated user with access to school data on the cloud

1. User will need to create A Sage ID by following the instructions in the remote data access email from Sage
2. There should be a link to download Sage 50 cloud accounts
3. Select the option to Use remote Access to download the data. See pic below
4. Then follow onscreen instructions.

Add a company

## Add a Company

Select an option to add a company to your list.

<b>Create</b> Create a new company in Sage 50 Accounts.	<b>Connect</b> Open a company from a network location.	<b>Restore</b> Restore a company from a backup.	<b>✓ Download</b> Use Remote Data Access to download a company.
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Your company data will be created in the following location

C:\Programdata\Sage\Accounts\2021\Company.003

Change

Continue Cancel



# Setting up Remote Data access for Accountant

Accountant will need the Client Manager version of Sage 50cloud V27.2

Info required will be Accountants name and email address

In Sage 50cloud accounts

1. Go to Settings > User Management > Users > New
2. User Type will be Accountant
3. Level of access: Nominal Codes +
4. Allow remote data access and fill in requested information
5. Confirmation
6. Notify Accountant of their User name, Password and the Passphrase required to access the school data

The screenshot displays the Sage 50cloud Accounts Client Manager interface. The top navigation bar includes 'File', 'Edit', 'View', 'Modules', 'Settings', 'Tools', and 'Favourites'. The left sidebar contains a menu with 'Home', 'Help centre', 'Apps and add-ons', 'Customers', 'Suppliers', 'Bank accounts', 'Nominal codes', 'Transactions', 'Departments', and 'Diary'. The main content area is titled 'Accountant or Bookkeeper:' and features a 'User Type' dropdown set to 'MANAGER'. Below this, there are sections for 'Level of Access' (set to 'Remote Data Access') and 'Confirmation'. The 'User Profile' section includes fields for 'Create a user name \*', 'Create Password \*' (with an information icon), and 'Confirm Password \*'. A checkbox for 'Require password change at next login' is also present.

Sage 50cloud Accounts Client Manager - Sage 50 webina

File Edit View Modules Settings Tools Favourites

Home  
Help centre  
Apps and add-ons

Customers  
Suppliers  
Bank accounts  
Nominal codes  
Transactions  
Departments  
Diary

Users

Search Users

User Name  
MANAGER  
Bursar  
KPMG

**Accountant or Bookkeeper:**

User Type  
Profile

Level of Access  
Remote Data Access  
Confirmation

**User Profile**

Create a user name \*

☐ Require password change at next login

Create Password \*

Confirm Password \*



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## Sage 50cloud Accounts

Important Accounts issues in August  
for Financial Year 2020/21

1. Return of unspent Covid funding
2. Changes to the Chart of Accounts for August Y/E
3. Financial Year end 20/21 – Key Dates

# Return of unspent covid funding

1. Read the FSSU Guidelines on Covid and use the FSSU spreadsheet to assist in the calculation
2. Covid Minor Works does not have to be refunded.
3. Any overspends cannot be taken into account in the calculation
4. Completeness & accuracy checks on nominal postings are vital
5. Don't rely on the Department report only to verify figures.
6. Use the combination of reports available in Sage 50 to verify the final figures
7. Retain final printouts on Year end file to back up the year end journals in Sage 50 for any covid grants unspent

# Covid Grants and related Expenditure

## Recording & reviewing transactions in Sage 50

### Covid Grant Income – Verify correct amount received by school

- Department remittance advices to verify type of grant
- In Sage 50 Run a nominal activity report for relevant covid income codes as at 31.8.2020 and at 31.8.2021.
- Income & Expenditure report should also show the value for these codes

### Covid Grant expenses – Confirm how much of grant was spent

- FSSU Guidelines at hand to know what each grant can be spent on.
- Run a covid department report and this should show the codes noted above along with any other nominal codes used when recording covid expenses.
- It is important that all covid costs are identified and are correctly coded.
- Covid Minor Works Capital expenses – use new code 3941. They should not be reflected as Fixed Assets. This may be an audit adjustment at Y/E

### Record a journal entry to reflect each Unspent Covid grant in the Balance sheet

- Calculate the unspent amount under each type received and record a journal entry in Sage 50 as per next slide

# Recording the Covid Grants unspent in Sage 50

DES Covid Grant	Grant Received €	Expenses €	Journal Entry in Sage 50	Sage 50 Balance sheet Code Unspent	
Covid Aide Grant	3280 €3,087	5801 €4,500	None	2181 €0	
Capitation for PPE, consumables & equip FG50	3281 €96,400	5802 €74,000	Dr: Code 3281 with €22,400 Cr: Code 2182 with €22,400	2182	€22,400
Enhanced Supervision Grant – FG52	3282 €89,400	5803 €14,000	Dr: Code 3282 with €75,400 Cr: Code 2183 with €75,400	2183	€75,400
<b>Capitation additional cleaning</b>	<b>3283 €28,000</b>	<b>5804 €23,000</b>		<b>2184</b>	
		<b>5805 €19,000</b>		<b>2184</b>	
			Transfer to DE by 30/9/2021		€97,800

Code payment in Sage 50 to code 2182 & code 2183

# Amending Chart of Accounts in Sage 50

## Overview

### Be careful making the changes to the chart of Accounts in Sage 50

- ☐ Follow FSSU Guideline
- ☐ Always back up before changes /print the relevant reports before & after / Check COA
- ☐ To amend names use the edit key under nominal codes module
- ☐ Identify any anomalies and decide on appropriate action
- ☐ Do not use a code in the COA already assigned to a particular heading which isn't applicable to your school. E.g Code 6070 is Sports complex wages related only
- ☐ Always create new codes using The Wizard in Nominal Codes section
  - ☐ Be careful with classification. Remember to hit the down arrow to select appropriate type & category

The screenshot shows the 'New Nominal' dialog box in Sage 50. The window has a title bar 'New Nominal' with a close button. Below the title bar is the section 'Nominal Information'. On the left, there is a vertical navigation pane with two steps: '1 Enter Details' (highlighted with a green circle) and '2 Opening Balance'. The main area is titled 'Enter Details' and contains instructions: 'To create a new nominal account, you need to enter the nominal accounts name and select the type of nominal account that you are creating.' and 'The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.' Below the instructions are four fields: 'Name' with the text 'New Nominal Account', 'Type' with a dropdown menu showing 'Income', 'Category' with a dropdown menu showing 'Current Liabilities', 'Long Term', and 'Capital & Reserves', and 'N/C\*' with a text box containing '0000'. At the bottom of the dialog are three buttons: 'Cancel', 'Back', and 'Next'.

New Nominal

Nominal Information

1 Enter Details

2 Opening Balance

**Enter Details**

To create a new nominal account, you need to enter the nominal accounts name and select the type of nominal account that you are creating.

The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.

Name: New Nominal Account

Type: Income

Category: Current Liabilities, Long Term, Capital & Reserves

N/C\*: 0000

Cancel Back Next

# Examples of the changes in the FSSU Chart of Accounts

## Aug 2021

### Codes removed from Chart

- ☐ Code 4926 – Other educational wages expense

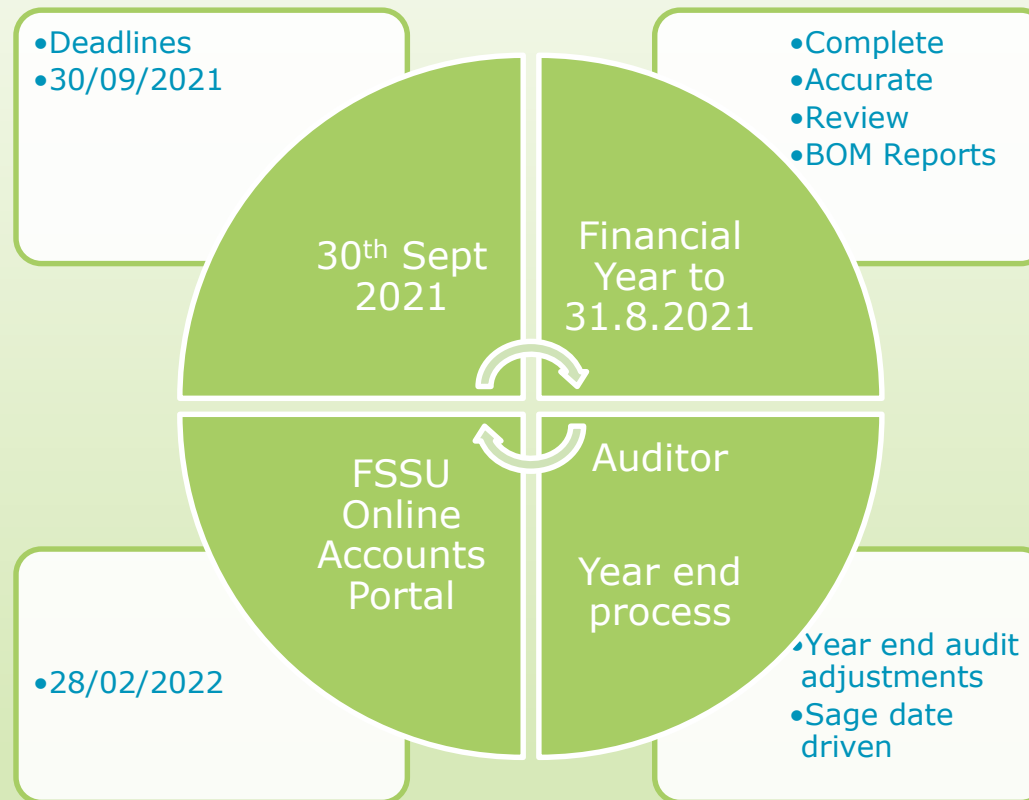
### Change of description of Nominal Account

- ☐ Code 5400 – Routine Security expense
- ☐ Code 4410 – Non Capital Computers / ICT Expense
- ☐ Code 5610 – Refuse Expense
- ☐ Code 6355 – Non ICT Grant funded Office computers

### New Codes in revised Chart

- ☐ Income 3395 – Practical Subjects Income
- ☐ Income code 3460 – Career guidance income
- ☐ Expense code 4181 – Canteen Salary expense
- ☐ Expense code 4198 – Other educational salary
- ☐ Expense code 4420 – Computer maintenance & Support
- ☐ Expense code 5611 – Water Rates
- ☐ There is no code for amortisation of capital grants due to a change in accounting policy for schools that do not own their buildings

# Key Dates for Accounts preparation





# Summary of key points

- Sage 50cloud Accounts is a robust effective accounts package
- FSSU – strive to improve efficiency and effectiveness of school accounts preparation
- Set users up and activate Remote Data access for sharing of school accounts in a secure and effective manner
- Set school accountant up to access school data on the cloud
- For August do the ordinary things carefully with the help of:
  - Year end guideline for August 2021
  - Guideline for Return of unspent Covid-19 Capitation Funding supports for 20/21
  - Guideline for revised Chart of Accounts
- Review Board of management reports for the full year for accuracy
  - Income & Expenditure account – Covid grant and covid expenses will show here
  - Balance sheet – Covid unspent balances will show here
  - Nominal activity
  - Department reports for covid
  - Calculation of the Covid Unspent
- Sage 50 Training webinars & FSSU Sage 50 Support

Thank You for listening



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