1. VSS Budget 2022/2023 New Sage 50 Import sheet

There is a new excel sheet included in the Budget Template 2022/2023 called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.

1		**Voluntary Secondary School**		
2		**NON_DEIS School Budget 2022/23**		
3		**SAGE 50 Budget Import Figures**		
4	*1.The nominal code detail here should be the same as in your Sage 50. If you added additional codes to your*			
5	*Income & Expenditure budget please add the codes and values into the budget below. Do not leave any blank lines*			
6	*2. Ensure the figures are the same in column C and D for each nominal code*			
7	*3. The details in Column A, B & D must be then copied into a Sage 50 Budget Import template for importing into Sage 50*			
8		Full instructions for importing budget figures into Sage 50 are available here		
9	**A**	**B**	**C**	**D**
10	**Refn**	**Name**	**Yearly**	**Month 1 Budget**
11	*Copy*	*Copy into Import Template*	Do not use	*Copy & paste as values into Import Template*
12	3010	Capitation	178,224	178224
13	3020	Enhanced Capitation (DEIS)	126,618	126618
14	3050	Support Services Grant	23,275	23275
15	3100	Secretarial Grant	19,075	19075
16	3130	Caretaker Grant	-	0
17	3140	Special Education Equipment Grant	21,996	21996
18	3150	Book Grant Income	-	0
19	3160	Book Rental Scheme Grant	-	0
20	3170	Special Subjects Grant	-	0
21	3190	JCSP Grant	1,520	1520
22	3200	Transition Year Grant	3,473	3473
23	3210	Leaving Cert Applied Grant	-	0
24	3220	Grant for Traveller Students	-	0
25	3230	ICT Grant Non Capital	20,874	20874
26	3240	Supervision and Substitution Grant	26	26
27	3245	Physics/Chemistry Grant	-	0
28	3255	State Exam Income	-	0
29	3260	School Excellence Fund Income	-	0
30	3275	Minor Works Grant-Non Capital	-	0
31	3276	Temporary Accommodation Grant Income	-	0
32	3277	COVID Minor Works Grant-Non Capital	-	0
33	3280	COVID Aide Grant	16,000	16000
34	3281	COVID Capitation PPE Grant	21,000	21000
35	3282	COVID Enhanced Supervision Grant	6,600	6600
36	3283	COVID Capitation for Additional Cleaning Grant	-	0

‹ ► ... 3. Opening Bank Position | 4. Estimated Bank Cashflow | 5. Capital Budget | 6. Monthly Cashflow | **7.Sage 50 Import**

Ready

The details in Column A, B & D of this sheet can be copied into a template available in Sage 50, and this will enable the budget data to be imported into Sage 50.

Previously these figures would have been filled in manually into a Sage Budget Import Template.
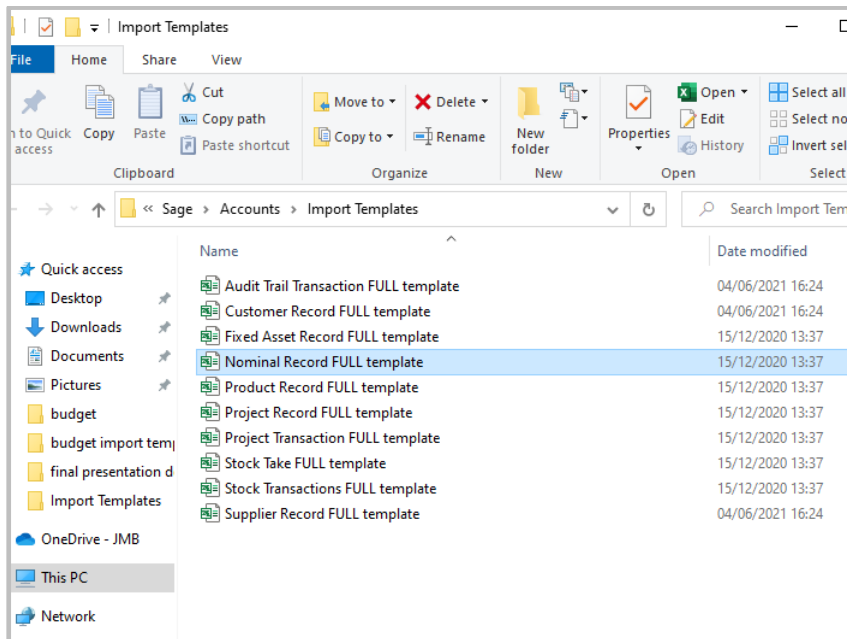
Steps 2 – 4 in this document outline this process.

2. Open Sage 50 to download and complete the Sage nominal data import template.

Select File > Import.
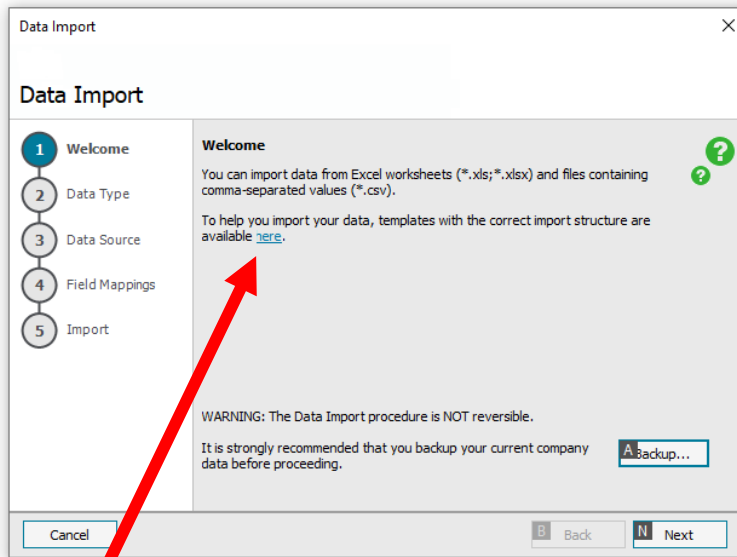
Click "here" to open the template that will help import the budget data.

Open "Nominal Record FULL template".

3. Copy relevant information from the VSS Budget to the Sage Nominal record template.

Open the VSS Budget Template 2022/2023.

	A	B	C	D
9	**Refn**		**Yearly**	
10	**Refn**	**Name**	**Yearly**	**Month 1 Budget**
11	*Copy*	*Copy into Import Template*	*Do not use*	*Copy & paste as values into Import Template*
12	3010	Capitation	178,224	178224
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16	3130	Caretaker Grant	-	0
17	3140	Special Education Equipment Grant	21,996	21996
18	3150	Book Grant Income	-	0
19	3160	Book Rental Scheme Grant	-	0
20	3170	Special Subjects Grant	-	0
21	3190	JCSP Grant	1,520	1520
22	3200	Transition Year Grant	3,473	3473
23	3210	Leaving Cert Applied Grant	-	0
24	3220	Grant for Traveller Students	-	0
25	3230	ICT Grant Non Capital	20,874	20874
26	3240	Supervision and Substitution Grant	26	26
27	3245	Physics/Chemistry Grant	-	0
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29	3260	School Excellence Fund Income	-	0
30	3275	Minor Works Grant-Non Capital	-	0
31	3276	Temporary Accommodation Grant Income	-	0
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33	3280	COVID Aide Grant	16,000	16000
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`...` | 3. Opening Bank Position | 4. Estimated Bank Cashflow | 5. Capital Budget | 6. Monthly Cashflow | **7.Sage 50 Import**

Ready

Click on sheet 7 "Sage 50 Import".

1. Check that the nominal codes & names agree with the codes that are already in Sage 50. This template will over-write the nominal code detail that is already in Sage 50

2. Below are the steps required to copy the information from the Sage 50 import sheet to the Sage nominal record full template. One column at a time is copied, as follows:

   2.1 To copy the information in column A 'Refn' from the VSS Budget Template - **Highlight A7:A196** (i.e. all the nominal codes), **right click and copy**.

   In the Sage *Nominal record FULL template* Click into A2 right click and paste

2.2 To copy the information in column B "Name" from the Budget Template -

Highlight B7:B196 (i.e. all the names), **right click and copy**

In the Sage Nominal record FULL template, Click into B2 right click and paste.

2.3 To copy the information in column D 'month 1 budget' which contains the total budget figures from the Budget template -
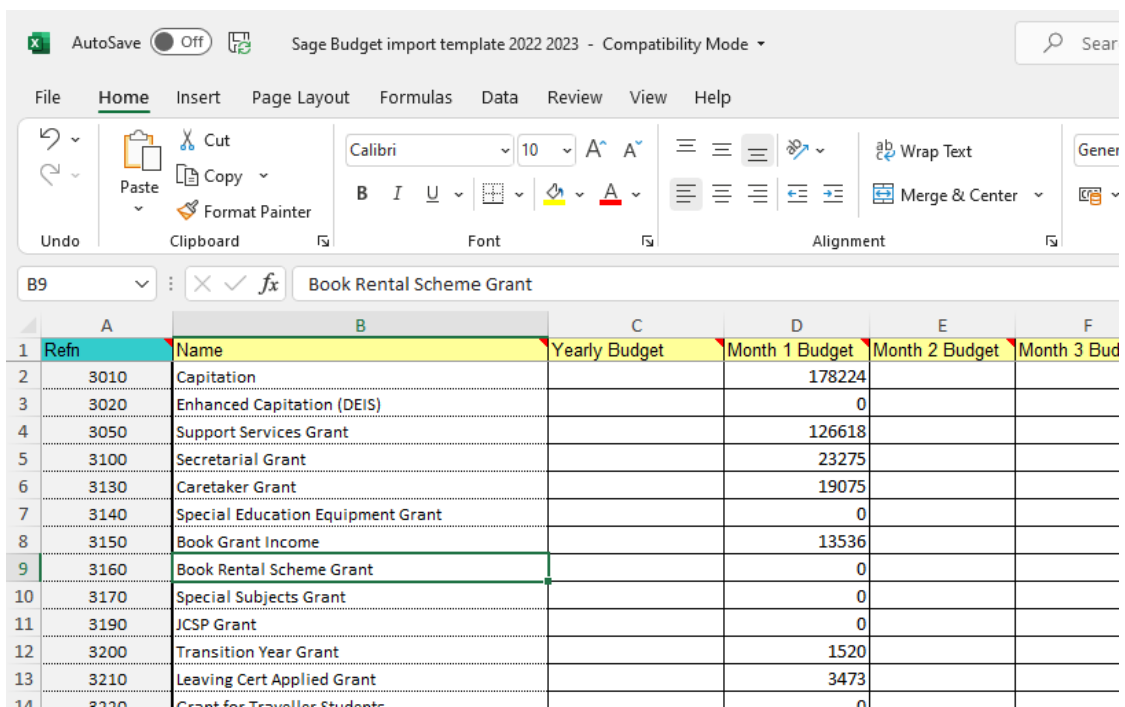
Highlight D7:D196 (i.e. all the values). right click and copy.

Then in the Sage Nominal record template Click into D2 (Month 1 Budget) right click and <u>paste as values</u>
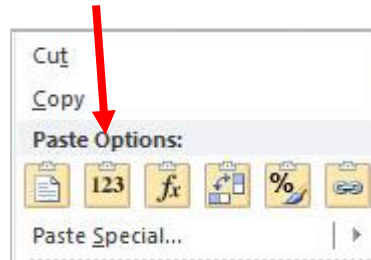
4. Save the file with a revised name that specifies the year the budget template relates to.

Retain this file and once year end is run in Sage 50 for Aug 2023 then follow steps 5 – 7.

5. Backup data in Sage 50 before importing Sage Budget template figures.

Note the year end must be run in Sage 50 for Year ending Aug 2022 before importing the budget for 2022/ 2023.
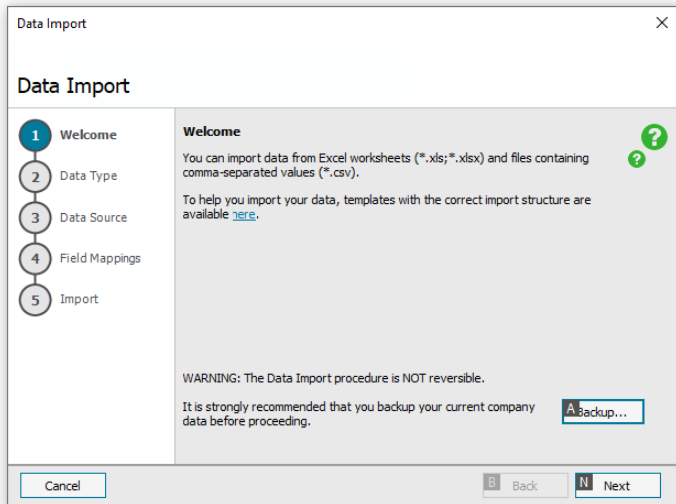
In Sage 50 select File>Import.

Take a Backup.

Then click next.

6. >Data Type = Nominal accounts
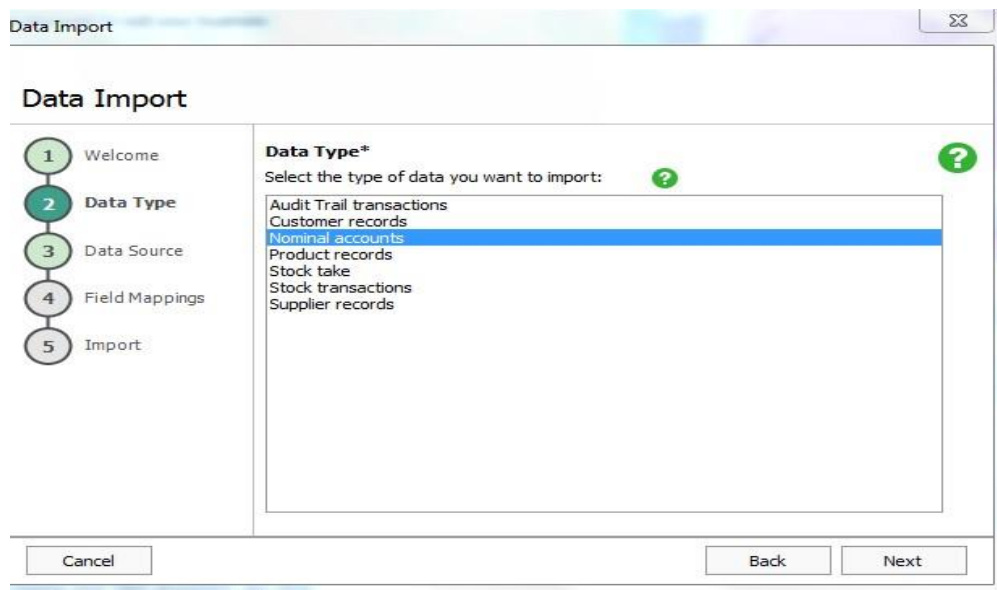
Select Nominal Accounts and Click Next.

Browse for the relevant Sage Budget Import template & Click Next.

Click Next.

Click Import.

Run the BOM Income & Expenditure report to verify the figures.

The Budget figures can be edited in Sage 50 in the nominal code section, double click on the relevant code and amend the figure under the budget heading in month 1.