

SCHOOL ADMINISTRATION PERSONNEL WEBINAR 2022

Sage 50

HOSTED BY FSSU AND JMB



Breda Murphy, FSSU



School Administration Personnel Training Webinar 2022 for Voluntary Secondary Schools



DATE

Wednesday 15th June 2022
10.00am – 1.00pm

10.00am Opening Address

Louise McNamara, Director, FSSU

10.10am – 10.40am Preparing for the Finance Subcommittee Meeting

Delivered by Eileen Ahern, Accountant, FSSU

This session will provide guidance on how to prepare reports and documentation for the Finance Subcommittee Meeting.

10.40am – 11.20am Sage 50

Delivered by Breda Murphy, Accounts Support & Training Technician, FSSU

This session will cover the Sage 50cloud upgrade including an overview of Bank Feeds, recording ICT Grants & related expenditure and accounting for money received for the next financial year 22/23 in Sage 50.

11.20am – 11.40am Break

11.40am – 12.10pm GDPR in the School Office

Delivered by Cyril Drury, Data Protection Advisor, JMB

Cyril's presentation will address some of the data protection queries that arise most frequently within schools e.g. What are the main GDPR responsibilities that apply within a school office?

12.10am – 12.55pm Re-Energise your Work Day

Delivered by Niamh Brady, Productivity Coach

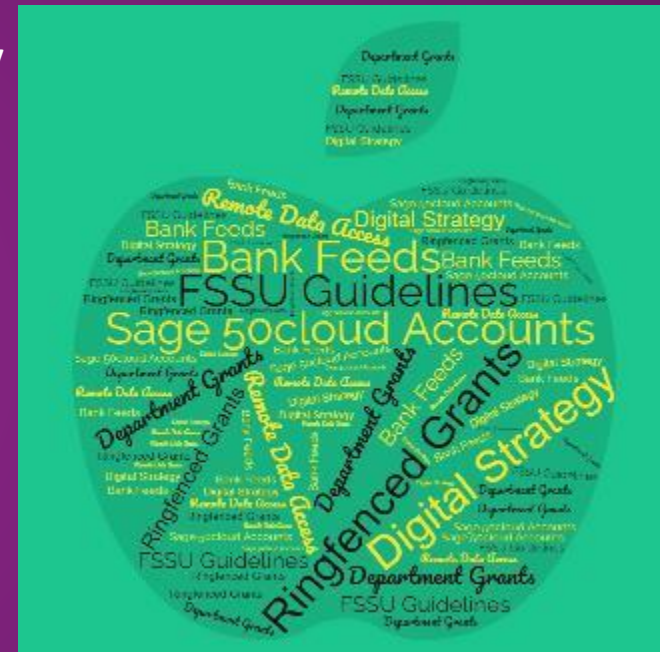
This interactive workshop gives you the information and tools to re-energise your workday. Niamh draws on her own experience to provide practical tips and tools for managing workload while promoting well-being at work.

12.55pm Closing address

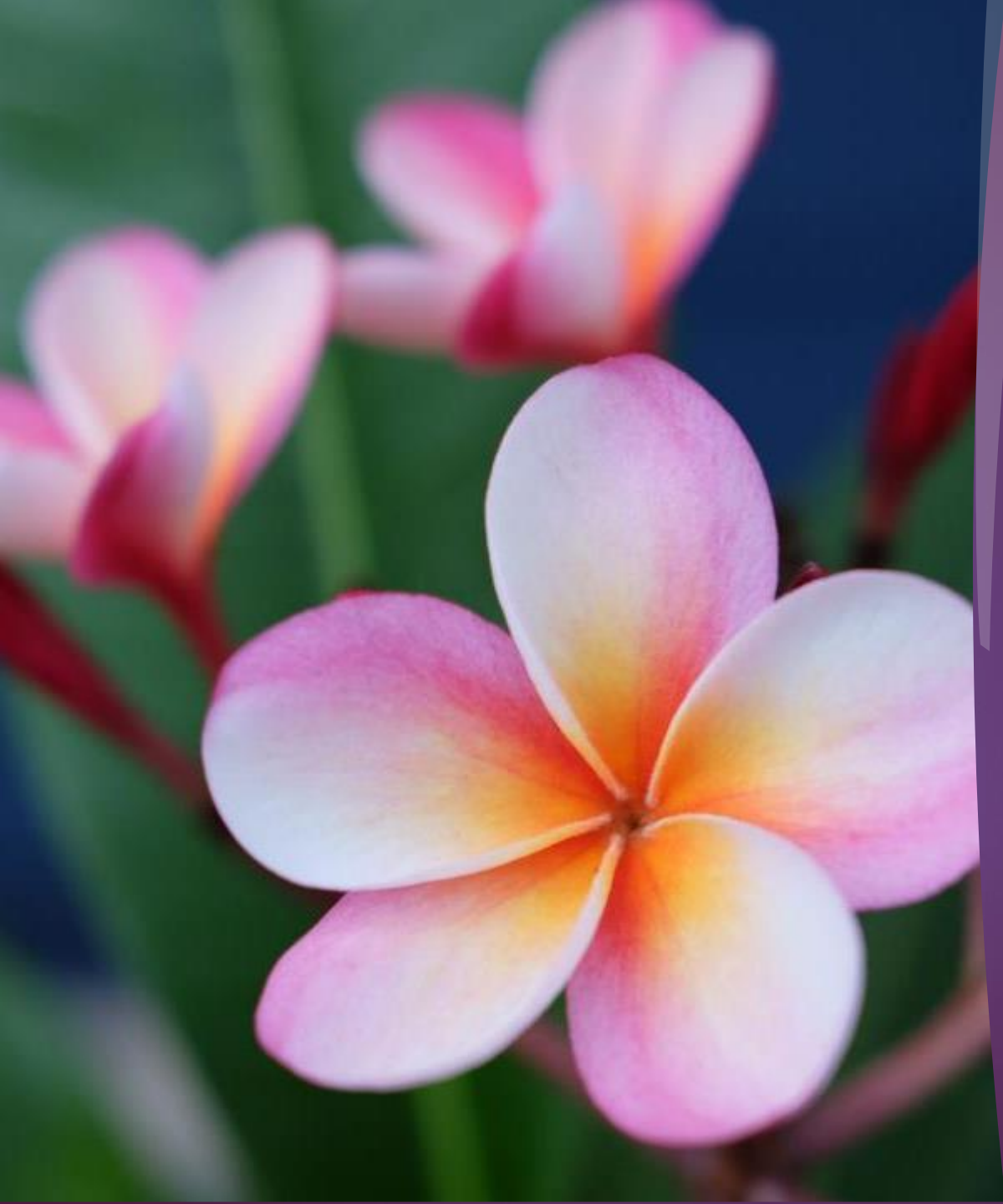
Christine West, Assistant General Secretary, JMB

Agenda

- 1. An overview of the development of our School Accounts software - A robust and secure school accounts software system is vital for monthly reporting**
- 2. Using the Bank Feeds module to enhance the efficiency & timeliness of the school accounts preparation**
- 3. Reporting from Sage 50 for the current Financial Year - What is Trending?**
 - Once off DE Grants - 2021/2022**
 - The Digital Strategy Grant for ICT Infrastructure & More!**
 - A School Library Books Grant**
 - Amending the Chart of Account for the recent new Nominal Codes**
- 4. Sage 50 Checklist for the last quarter of the 2021/2022 Financial Year!**



ALL SCHOOLS SHOULD NOW BE ON
SAGE 50CLOUD ACCOUNTS - VERSION 28.0



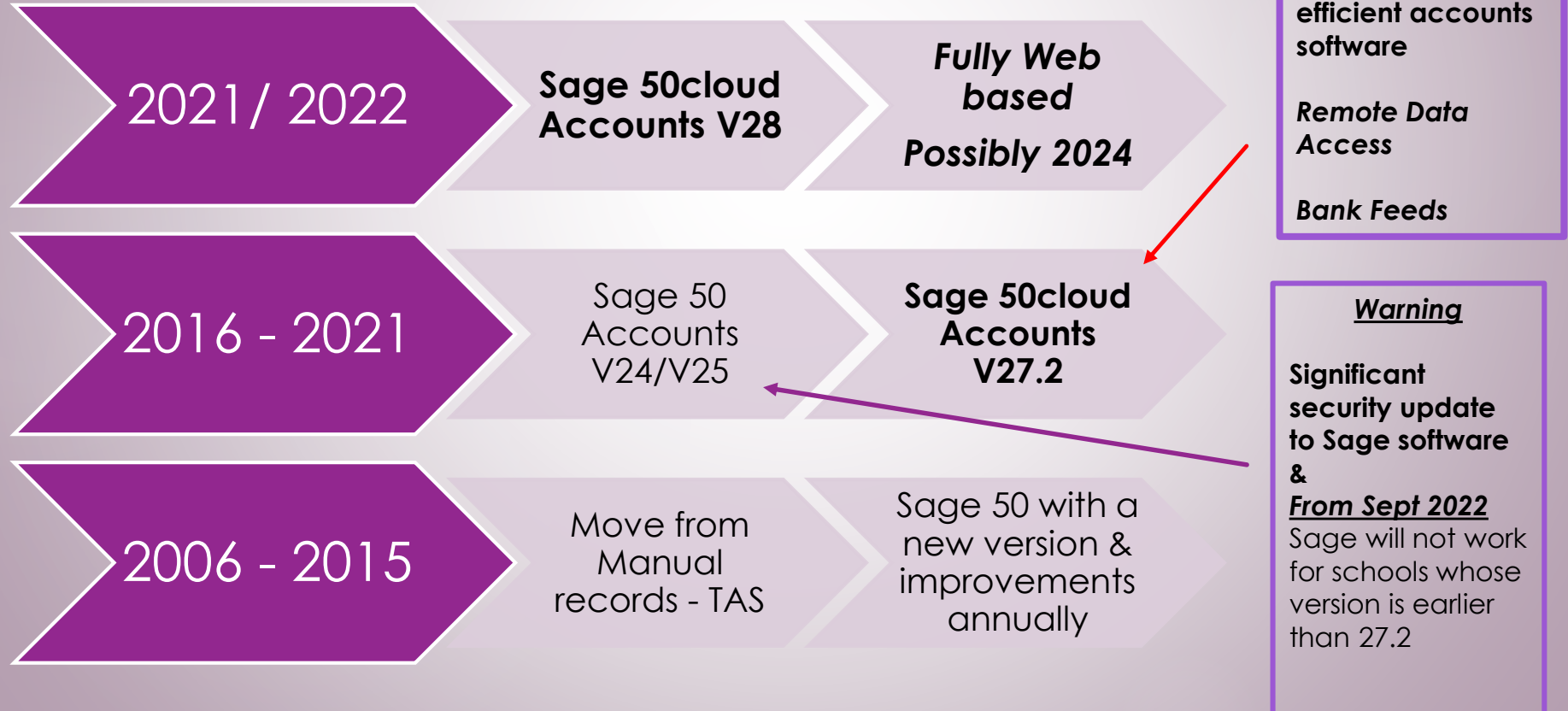
Section 1

Sage 50cloud Accounts

Version 28

An overview of the development of our School Accounts Software

ALL SCHOOLS SHOULD NOW BE ON
SAGE 50CLOUD ACCOUNTS - VERSION 28.02



Sage 50cloud Accounts



How to check the Sage 50 Software

In Sage go to Help > About

Is Version = 28.0

Is Variant = Sage 50cloud Accounts?

Modules Settings Tools Favourites WebLinks **Help**

Remote Support Send to Support Save File Print Refresh

Information collated: 08/ 06/ 2022 12:41:02

Program Details		Licence Information	
Version Number	28.0.226.0	Serial Number	C1
Report Designer Version	5.0.251.0	Activation Key	IU
Updates Installed	None	Variant	Sage 50cloud Accounts Client M...
Internet Submissions Module Version	4.6.183.0	Users	
Program Directory	C:\Program Files (x86)	Company	

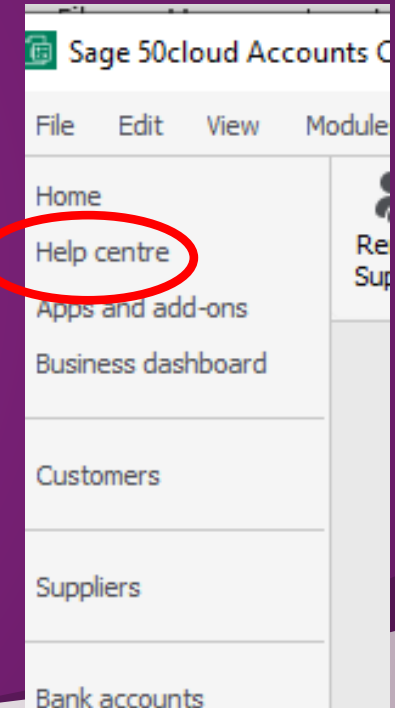
How to upgrade Sage 50 to latest version 28

Open Sage 50 Accounts software

Do a full data backup

Click on Help Centre down the left hand side

Install > Upgrade > Download & Run V28



WWW.FSSU.IE

To Upgrade to Sage 50cloud Accounts

Complete Purchasing Form available on our website

Email completed form to fssuqueries@sage.com

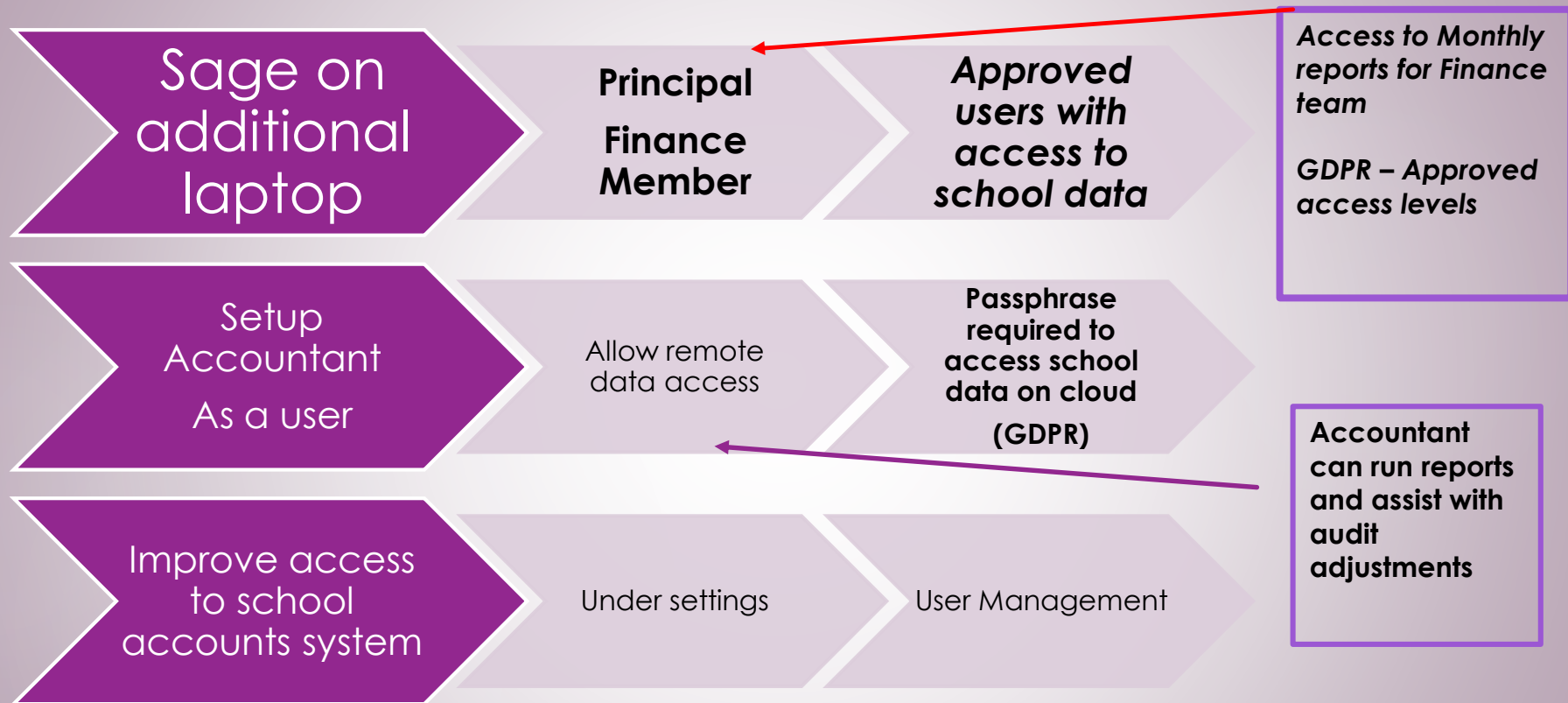
Sage will email the new Licence details

Open Sage & under Tools > Activation > Upgrade program fill in the requested account information

Log out of Sage and back in and check for the variant under Help > About

WWW.FSSU.IE

Activate Remote Data access in Sage 50cloud Accounts



Objective:

Schools Accounts data can be accessed by authorised personnel from any computer that has the Sage 50cloud software downloaded on it.

Regular Data backups are also required and are vital in the event of data corruption



Section 2

An Overview of The Bank Feeds Module

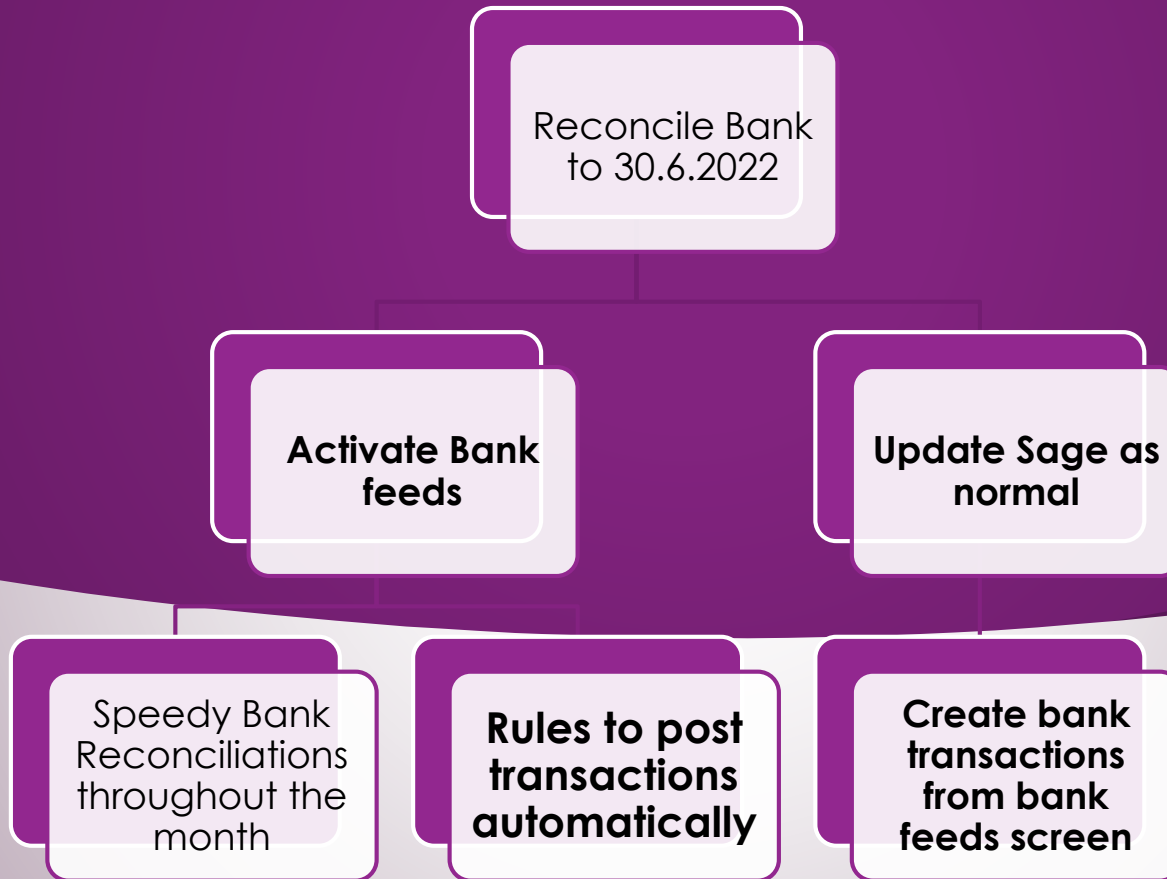
Sage 50cloud Accounts Quick Reference Guide

Bank Feeds Module

Plan to use Bank Feeds

- Reconcile the Bank account to the month end
- Aim for a clean Bank reconciliation report by adjusting for any old outstanding items
- BOI Customers: Business Online Administrator must provide the necessary Group access to enable use of open banking services under the User Group section of the School's Online Bank Account

Bank Feeds – Reduce manual inputting & keep bank reconciled throughout the month



Sage 50cloud Accounts Quick Reference Guide

Bank Feeds Module

Plan to use Bank Feeds

- Reconcile the Bank account to the month end
- Aim for a clean Bank reconciliation report by adjusting for any old outstanding items
- BOI Customers: Business Online Administrator must provide the necessary Group access to enable use of

Using Bank Feeds Summary

Activate Bank
feeds

- Bank Feeds must be activated - See Reference Guide in handouts, periodically you will have to verify login details

Download
Transactions
using Bank
feeds

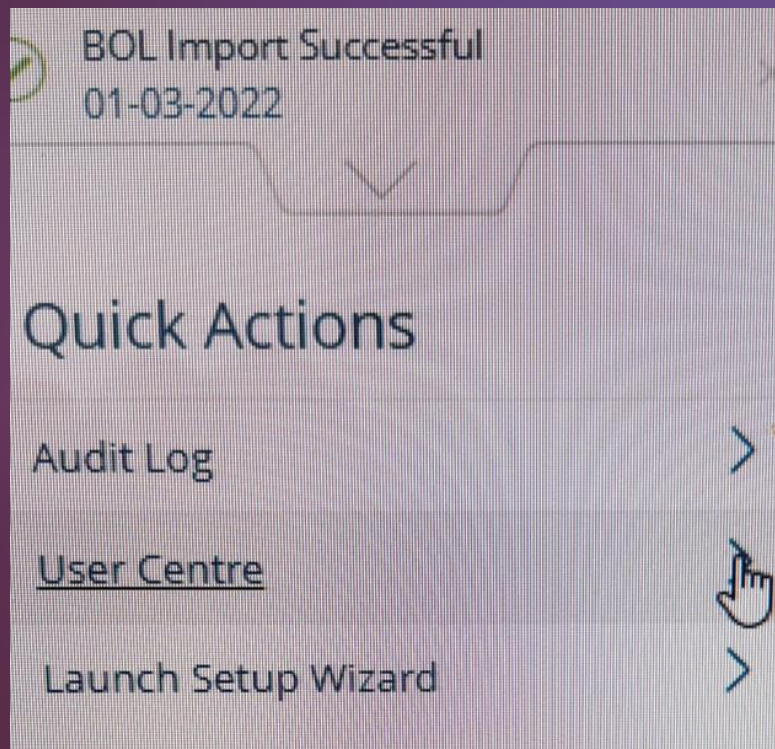
- Click bank Feeds
- Download and automatic matching





Save &
Continue to
reconcile


- Save & continue to reconcile
- All the same Bank Rec rules apply


Bank Feeds - Use school banking online credentials

Bank Of Ireland customers must get their Account Administrator to *enable use of open banking services* on their online banking system



OPEN BANKING PROCESSES-THIRD PARTY ACCESS 	
<input checked="" type="checkbox"/>	Share Account Information with Third Party 
<input checked="" type="checkbox"/>	Allow Yes/No Funds Check by Third Party 
<input checked="" type="checkbox"/>	Allow Payment Initiation by Third Party 

 Sage Bank Feeds

 **Bank of Ireland**
BUSINESS ON LINE

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

Username
The username you use for Business On Line

Password
Generated in the Bank of Ireland KeyCode app

[Need help?](#)

[Continue](#)

[Back to Third Party](#)

When signing into Bank Feeds Important to **Select the correct start date**

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.

Account type
CURRENT-015 [Change](#)

Start date

The system attempts to retrieve historical transactions based on the date below. You can change the date. However, the number of transactions retrieved depends on the bank you selected.

01/06/2022

Note: The initial download of historical transactions may take a while to process based on the selected date.

Check your details

Please check your details are correct before selecting Process.

Your company - Sage 50cloud New Users 2021/2022...

Sage bank account - (1801)

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

Download transactions

Select relevant date range – (oldest o/s item)

Bank Feeds - 1801 - Current Account 2

Download transactions Auto match Recurring items View ignored Manage rules

Exclude transactions before 01/06/2022 and after 30/06/2022

Transactions from your bank

Date	Reference	Payments	Receipts
04/04/2022	*MOBI TRAVEL GB...		780.00
04/04/2022	*MOBI VISA	780.00	
17/05/2022	*MOBI CURRENT-2...		600.00
17/05/2022	*MOBI VISA	2100.00	
17/05/2022	FURNITURE *MOBI...		1000.00
17/05/2022	FURNITURE *MOBI...		500.00
31/05/2022	*MOBI TRAVEL GB...		500.00

Transactions in Sage

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

Book balance 0.00

Actions

Find

Create

Match

Ignore

Match difference

0.00

Unmatch

Create rule

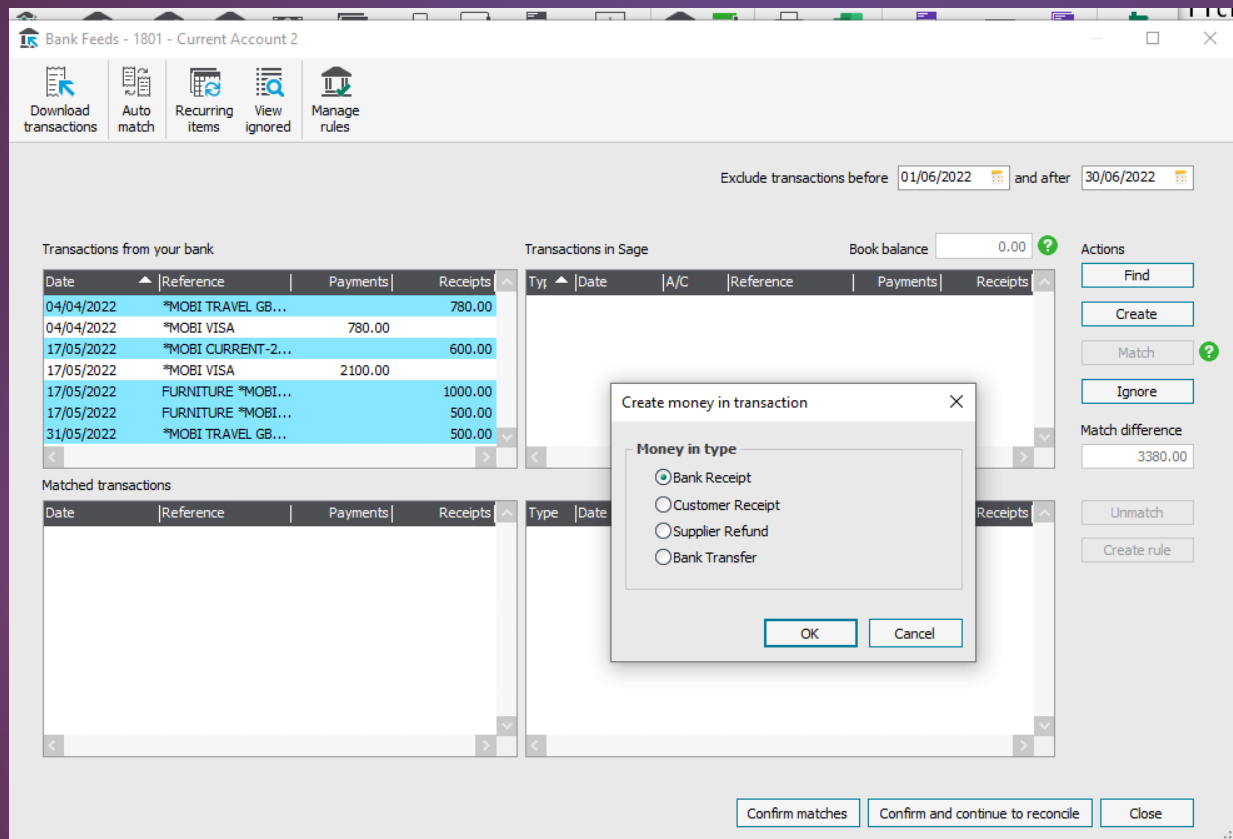
Matched transactions

Date	Reference	Payments	Receipts
------	-----------	----------	----------

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

Confirm matches Confirm and continue to reconcile Close

Create the transactions – Multiple selection available with Ctrl Alt



Prepopulated Data Saves keying in data Key in Code and detail

Bank Feeds - 1801 - Current Account 2

Download transactions Auto match Recurring items View ignored Manage rules

Exclude transactions before 01/06/2022 and after 30/06/2022

Transactions from your bank Transactions in Sage Book balance 0.00 ? Actions Find

Bank Receipts

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Calculate net (F9) Memorise Recall Print list Send to Excel

Bank Current Account 2 Tax Rate 0.00
N/C Total 3380.00

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax
1801	04/04/2022	*MOBI TRA...		0	0		780.00	T9	0.00
1801	17/05/2022	*MOBI CUR...		0	0		600.00	T9	0.00
1801	17/05/2022	FURNITURE...		0	0		1000.00	T9	0.00
1801	17/05/2022	FURNITURE...		0	0		500.00	T9	0.00
1801	31/05/2022	*MOBI TRA...		0	0		500.00	T9	0.00

3380.00 0.00

Save Close

Matching bank transactions to those in Sage 50

Bank Feeds - 1801 - Current Account 2

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

Exclude transactions before 01/06/2022 and after 30/06/2022

Book balance 3380.00

Transactions from your bank

Date	Reference	Payments	Receipts
04/04/2022	*MOBI VISA	780.00	
17/05/2022	*MOBI VISA	2100.00	
31/05/2022	*MOBI VISA	500.00	

Transactions in Sage

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

Matched transactions

Date	Reference	Payments	Receipts
31/05/2022	*MOBI TRAVEL GB...		500.00
17/05/2022	FURNITURE *MOBI...		500.00
17/05/2022	FURNITURE *MOBI...		1000.00
17/05/2022	*MOBI CURRENT-2...		600.00
04/04/2022	*MOBI TRAVEL GB...		780.00

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

Match difference: -3380.00

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

Bank Reconciliations for June 2022

Bank Feeds - 1801 - Current Account 2

Download transactions Auto match Recurring items View ignored Manage rules

Exclude transactions before 01/06/2022 and after 30/06/2022

Book balance 0.00

Transactions from your bank

Date	Reference	Payments	Receipts
31/05/2022	*MOBI VISA	500.00	
17/05/2022	*MOBI VISA	2100.00	
04/04/2022	*MOBI VISA	780.00	
31/05/2022	*MOBI TRAVEL GB...		500.00
17/05/2022	FURNITURE *MOBI...		500.00
17/05/2022	FURNITURE *MOBI...		1000.00
17/05/2022	*MOBI CURRENT-2...		600.00
04/04/2022	*MOBI TRAVEL GB...		780.00

Matched transactions

Date	Reference	Payments	Receipts
31/05/2022	*MOBI VISA	500.00	
17/05/2022	*MOBI VISA	2100.00	
04/04/2022	*MOBI VISA	780.00	
31/05/2022	*MOBI TRAVEL GB...		500.00
17/05/2022	FURNITURE *MOBI...		500.00
17/05/2022	FURNITURE *MOBI...		1000.00
17/05/2022	*MOBI CURRENT-2...		600.00
04/04/2022	*MOBI TRAVEL GB...		780.00

Transactions in Sage

Type	Date	A/C	Reference	Payments	Receipts
JC	31/05/2022		*MOBI VISA	500.00	
JC	17/05/2022		*MOBI VISA	2100.00	
JC	04/04/2022		*MOBI VISA	780.00	
BR	31/05/2022		*MOBI TRAVEL GB...		500.00
BR	17/05/2022		FURNITURE *MOB...		1500.00
BR	17/05/2022		*MOBI CURRENT-...		600.00
BR	04/04/2022		*MOBI TRAVEL GB...		780.00

Match difference 0.00

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

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

Options Now

Confirm Matches - Matches will save until your next Bank Reconciliation OR

Confirm & continue to reconcile brings you to the normal Bank Rec start screen

Statement Summary

Bank: 1801 Current Account 2

Statement Reference: 1801 2022-06-13 01

Ending Balance: 0.00 Statement Date: 13/06/2022

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

Interest Earned:

Amount: 0.00 Date: 13/06/2022 NC: TC: T9 0.00

Account Charges:

Amount: 0.00 Date: 13/06/2022 NC: TC: T12 0.00

Buttons: OK, Cancel

Bank Reconciliation @ !!.6.2022

Reconcile - 1801 - Current Account 2

View history Report Bank receipt Bank payment Customer receipt Supplier payment Customer refund Supplier refund Bank transfer Print list Send to Excel

Statement reference: 1801 2022-06-13 01 End date: 13/06/2022 End balance: 0.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts	Balance
04/04/2022	305	*MOBI VISA	April Visa	780.00		0.00
17/05/2022	301	*MOBI C...	School ADMIN 21/22		600.00	600.00
17/05/2022	302	FURNITU...	Furniture Grant		1500.00	2100.00
17/05/2022	307	*MOBI VISA	May Visa	2100.00		0.00
31/05/2022	304	*MOBI T...	School ADMIN 21/22		500.00	500.00
31/05/2022	309	*MOBI VISA	June Visa	500.00		0.00

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance - Statement Balance = Difference
0.00	3380.00	3380.00	0.00

Save progress Reconcile Close

Bank Rec process as normal & can be done consistently throughout the month

Saves time

Fast & effective way to update the Bank Account

Remember to Run Bank Rec report at month end

Reporting & Bank Feeds

(You will never go back to the manual bank reconciliation process)

Activate Bank Feeds

- Easy to activate
- Just like logging into Internet Banking

Download bank transactions

- Create Transactions quickly
- Match & Reconcile
- Regular downloading will make it more effective



Section 3

Reporting from Sage 50 in the current financial Year

Once off DE Grants in 21/22

Recording ICT in Sage 50

New Nominal Codes

School Library Book Grant

1. Once off DE Grants 21/22

24

Grant Description	Payment Due	Notes	Sage 50 Nominal Code
Exceptional Minor Works Grant Funding	Dec 2021	FSSU Guideline <u>No 20 2021/2022</u> Supporting Enhanced Ventilation Department reporting	3905 2169(Unspent)
The Digital Strategy Grant for ICT infrastructure	Dec 2021	FSSU Guideline <u>No 34 2021/2022</u> Department reporting	3921 2165(Unspent)
Grant to address the digital divide and learners at risk of educational disadvantage	Dec 2021	FSSU Guideline <u>No 34 2021/2022</u> Create a department to be able to report to DE	3921 2165(Unspent)
School Library Book Capital Grant	May 2022	FSSU Guideline <u>No 32 2021/2022</u> Create a Department	New Codes 2161 (Unspent)

Recording ICT in Sage 50

Examples of capital expenditure are computer devices, video cameras, speakers, interactive presentation technologies, visualisers, and equipment including mobile laptop/tablet trolleys, printers.

Examples of non-capital expenditure are subscriptions to apps, licence fees for software for a year or less (note where product licences are purchased with a device these do not expire and can be included in capital expenditure).

The codes that should be used in the chart of accounts are:

Nominal Code	Description
Income Codes:	
3921	DE ICT Grant Capital Income (Balance sheet)
3230	ICT Grant Non Capital (Income & Expenditure)
Expenditure Codes:	
1460	Capital: ICT (Balance sheet)
4410	ICT Grant Non-Capital Expense (Income & Expenditure)
Unspent Balance:	
2165	ICT Grant Unspent (Balance sheet)

It is recommended that you set up a separate department for the digital divide grant as there is a requirement to report separately on this. (See section 4.7 of the [Sage 50](#)

ICT Grant €31,000

Capital items in 1460 =
€20,000

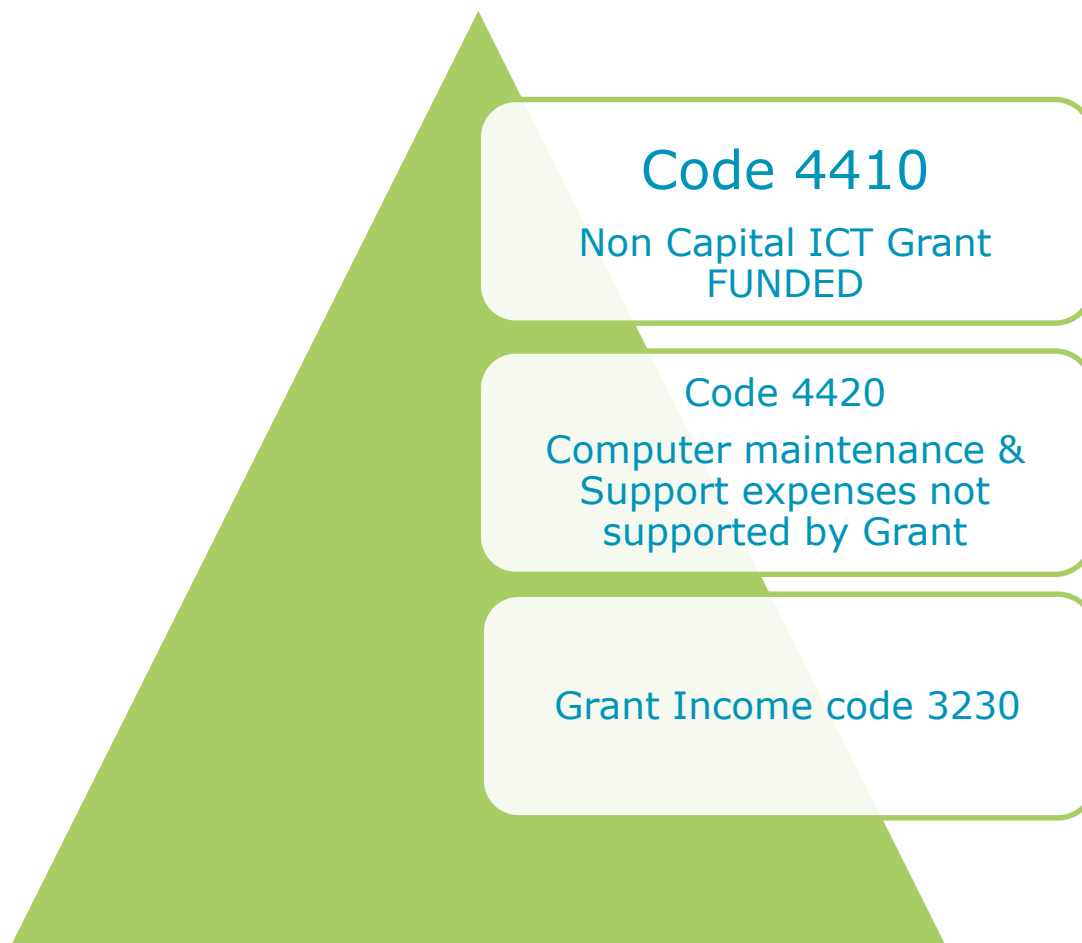
Day to day items in 4410
€5,000

ICT Grant in code 3921
will be €20,000

ICT Grant code 3230 will
have €5,000

**Balance in unspent
code 2165 = €6,000**

Non Capital ICT – Income & Expenditure Account



Income & Expenditure Report

Computer Maintenance & Support

Computer Maintenance & Support Expense Code 4420		
Description	Expense Code	Not allowed under ICT Grant
Upload documents to school web page	4420	General Funding
IT monthly support	4420	
Repairs to cracked screen on laptops	4420	
60 x anti virus computer class	4420	
Backup online service	4420	
60 x antivirus on laptops loaned to TY students	4420	
365 Apps for students & labour	4420	
PC Service callout - not rebooting	4420	
Manage Domain Name - yearly	4420	

DE ICT/Digital Grants 2021/2022

Detail	The Digital Strategy Grant for ICT infrastructure	Grant to address the digital divide and learners at risk of educational disadvantage
	Whole school approach	Projects/Programmes/Activities, with additional supports for learners at risk of educational disadvantage: 750 plus, €37,260 Non Deis €74,519 DEIS
	Digital Learning Plan Annually	Schools should plan for the effective and targeted use of this funding as part of their Digital Learning Plan (DLP). Equity of access to the curriculum
Teaching Computing Devices		Support for expansion of capacity and opportunity for STEAM subjects and projects,
PC's		
Laptops		
Tablets		
		virtual or augmented reality, and game-based learning.
Equipment for the provision of DCG		
Projectors		classroom-based assessment
interactive flat screens		
Fixed and wireless networking, and including cabling, switches and installation		
Cloud based tools and applications to support learning		Digital technology can also support wellbeing activities
Video Camera		
Printer		
Server		
Maintenance and repair of equip purchased with this funding		
Recording Transactions in Sage 50		
Capital	1460	1460
Non Capital	4410	4410
Department	20	21

ICT & Digital Grants
Dec 2021

FSSU Guideline 34

Use the Department
report function in
Sage 50

Recording ICT Expenditure in Sage 50

Digital learning Plan

ICT Co-Ordinator guidance

Payee	Detail	Nominal Code	Link into Digital Learning Plan Dept		
	Licences for Cloud based tools and applications to support learning	4410	ICT Co-Ordinator must clearly state which Grant is being used		
	Video Camera	1460			
	Printers	1460			
Robotic Ireland	Providing Robotics training over a 6 week period Registered with a tax number and provided Invoice	4410 4111 4490	Digital Grant		
Datapac	Software for training	4410	Digital Grant		
Datapac	White Boards	1460	Digital Grant		
	Laptops	1465	Covid Minor Works		
Microsoft	Licences	4410	Digital Grant		
Payroll	Assisting students with setting up their remote access to school online training	4198?	Digital Grant		
Support and maintenance for Robotics		4410	Digital Grant Support & Main allowed under terms of grant		

Supporting paperwork must highlight what DE grants are being used to finance the expenditure

Date: 13/06/2022

Time: 10:17:29

Sage 50cloud New Users 2021/2022

Page: 1

Nominal Ledger Departmental Analysis

Nominal Code From:
Nominal Code To: 99999999

Tran No From: 1
Tran No To: 99,999,999

Tran Date From: 01/01/1980
Tran Date To: 31/12/2050

Dept No From: 6
Dept No To: 6

Department Number 6

Department Name DigiGrant

<u>N/C</u>	<u>N/C Name</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
1460	Capital: ICT	1,500.00		1,500.00
1800	Current Account 1	9,110.00		9,110.00
2100	Creditors Control Account		3,000.00	-3,000.00
2165	ICT Grant Unspent		37,260.00	-37,260.00
2172	Other Ringfenced Income Unspent			
2320	Other Loan			
4410	Non Capital Computers / ICT Expense	2,150.00		2,150.00
4490	Other Subjects Expenses	27,500.00		27,500.00
Total for Dept. 6		<u>40,260.00</u>	<u>40,260.00</u>	
Grand Total:		<u>40,260.00</u>	<u>40,260.00</u>	

As this funding has been secured through the EU NRRP Facility to address the digital divide, schools will be required to submit a record of how the funding was utilised to address the needs of learners at risk of educational disadvantage through the digital divide in their school before the end of the school year.

Schools should retain a record of how this funding is utilised. Schools should acknowledge receipt of the EU NRRP funding on their website and provide a description outlining the activities, and/or schemes, this funding has been used to support.

Sage 50 Department Reports

Department reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Filter

Favourites

- Advanced budgets
- Balance sheet
- Department details
- My department report
- Nominal analysis
- Profit and loss
- Variance

Favourites

Add the documents that you use most often to Favourites by clicking the star icon. You can drag and drop your favourites into this list.

Name

- ★ Nominal Departmental Analysis (Detailed)
- ★ Nominal Ledger Departmental Analysis

Date: 13/06/2022

Time: 10:18:32

Sage 50cloud New Users 2021/2022

Page: 1

Nominal Departmental Analysis (Detailed)

N/C From
N/C To 99999999

Tran Date From 01/01/1980
Tran Date To 31/12/2050

Tran No From 1
Tran No To 99,999,999

Department From 6
Department To 6

Dept Number 6 Dept DigiGrant

N/C 1460 Name Capital: ICT

Tran Number	Type	Date	Details	Debit	Credit	Balance
149	BP	01/09/2021	Whiteboards	1,500.00		1,500.00
Account Totals				1,500.00		1,500.00

N/C 1800 Name Current Account 1

Tran Number	Type	Date	Details	Debit	Credit	Balance
148	BP	01/09/2021	Software for robotic training	500.00		-500.00
149	BP	01/09/2021	Whiteboards	1,500.00		-1,500.00
150	BP	01/09/2021	Licences	1,800.00		-1,800.00
151	BP	01/09/2021	Setting up remote access	350.00		-350.00
152	BP	01/09/2021	Robotic class aids and Boards		24,000.00	-24,000.00
153	BR	01/09/2021	Digital Divide Grant	37,260.00		37,260.00
Account Totals				37,260.00	28,150.00	9,110.00

N/C 2100 Name Creditors Control Account

Tran Number	Type	Date	Details	Debit	Credit	Balance
145	PI	01/09/2021	Robotics class		3,000.00	-3,000.00
Account Totals					3,000.00	-3,000.00

N/C 2165 Name ICT Grant Unspent

Tran Number	Type	Date	Details	Debit	Credit	Balance
153	BR	01/09/2021	Digital Divide Grant		37,260.00	-37,260.00
Account Totals					37,260.00	-37,260.00

N/C 4410 Name Non Capital Computers / ICT Expense

Tran Number	Type	Date	Details	Debit	Credit	Balance
150	BP	01/09/2021	Licences	1,800.00		1,800.00
151	BP	01/09/2021	Setting up remote access	350.00		350.00
Account Totals				2,150.00		2,150.00

N/C 4490 Name Other Subjects Expenses

Tran Number	Type	Date	Details	Debit	Credit	Balance
145	PI	01/09/2021	Robotics class	3,000.00		3,000.00
148	BP	01/09/2021	Software for robotic training	500.00		500.00
152	BP	01/09/2021	Robotic class aids and Boards	24,000.00		24,000.00
Account Totals				27,500.00		27,500.00

Department 68,410.00 68,410.00

Grand Totals 68,410.00 68,410.00

School Library Book Grant

New Nominal Codes required

NOMINAL MODULE

Read Guideline re New Codes in COA

At least create the codes needed currently for Bank receipts & payments

School Library Books Capital Grant

- Create a unique Department
- CODE 3155
- Code 4641
- Code 2161
- Amend Code 4640

Plan is to have all new codes created in Sage 50 by Aug Year end

Changes to the Chart of Accounts

FSSU Guideline ?? 2021/2022

Appendix 1: Changes to the Chart of Accounts

TABLE A: NEW CODES ADDED TO THE CHART OF ACCOUNTS

Code	Description	Type	Category	Explanation
3155	School Library Books Capital Grant	Income	Department of Education	Refer to Guideline 32 2021/2022 for Details on this grant
4641	School Library Books Capital Grant Expense	Expenditure	Education Other Expenditure	Refer to Guideline 32 2021/2022 for Details on this grant
1401	Capital: Land and Buildings Additions	Fixed Asset	Fixed Asset	A number of new nominal accounts have been added the fixed asset section.
1402	Capital: Land and Buildings Disposals	Fixed Asset	Fixed Asset	* The majority of these codes will be used by the school

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:

Type:

Category:

N/C*:

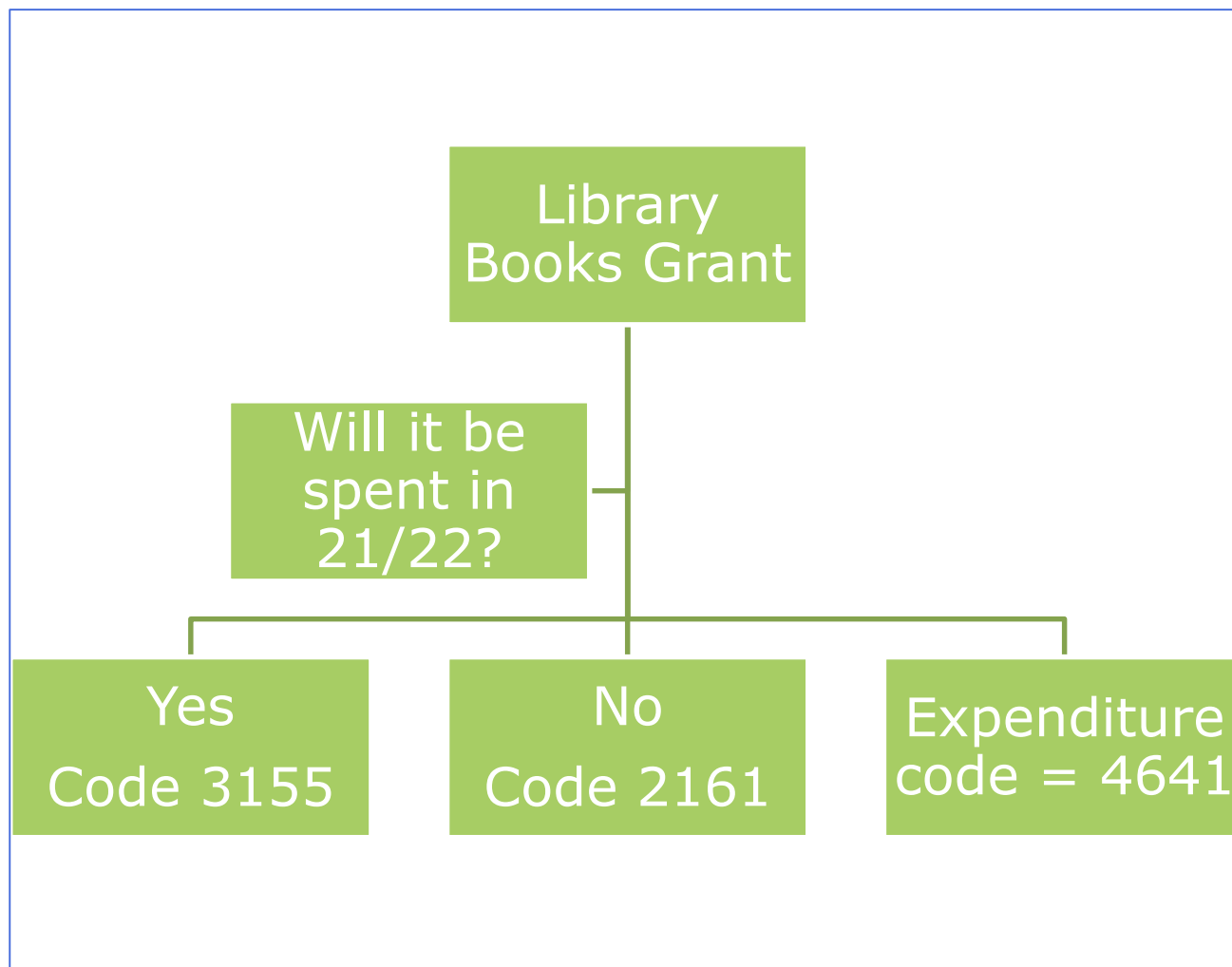
Cancel Back Next

To create a new Code

- ✓ Under Nominal Codes
- ✓ Use the wizard, this will ensure the correct range is selected
- ✓ Click type down arrow
- ✓ No opening Balance

School Library Book Grant

FSSU Guideline 32 2021/2022



SAGE 50CLOUD ACCOUNTS

CHECKLIST OF TASKS FOR THE LAST QUARTER OF THE FINANCIAL YEAR ENDING 31.8.2022

	Comments	Done
<u>Sage 50 Software</u>		
Version upgraded to V28.0.!!!		
Variant is Sage 50cloud Accounts		
Activate remote data access and set accountant up with RDA		
Activate Bank Feeds and use it to reconcile the bank accounts		
<i>Ensure that source documents are clearly showing what Department Grant is being used to finance the purchases</i>		
<u>Nominal Module</u>		
Read Guideline re New Codes in COA		
At least create the codes needed currently for Bank receipts & payments		

**Checklist for
last Quarter
of
2021/2022**

Recording School Income received in advance for 2022/2023

Sage 50cloud Accounts Quick Reference Guide

Accounting for School Income Received in Advance

What is school income received in advance?

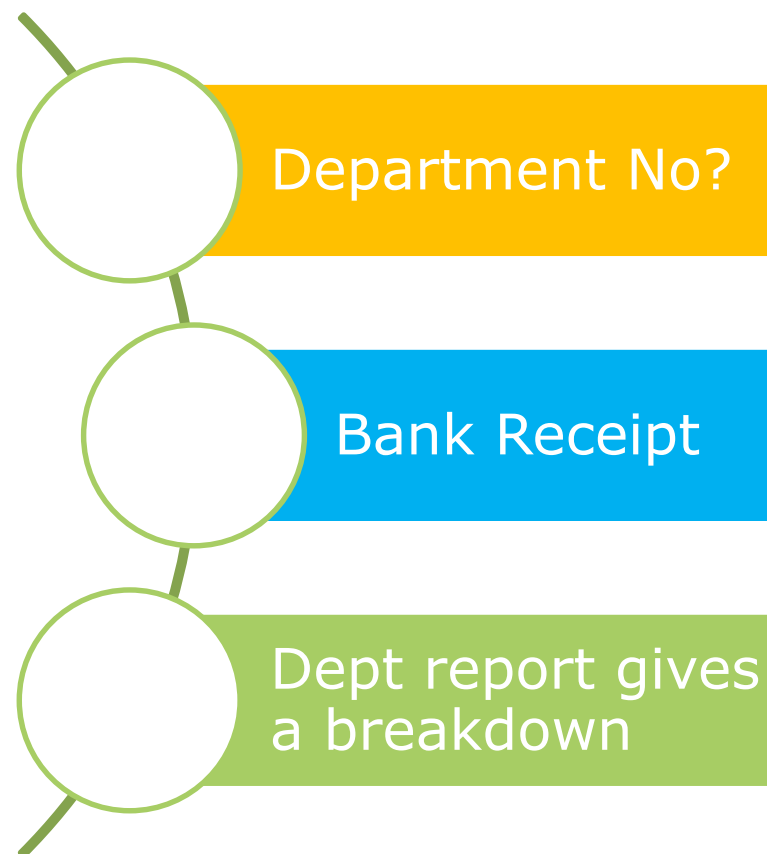
This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31st of August 2022 for the school year 2022/2023.

Examples of school income received in advance

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

Sample Data recorded in Sage 50 as Income in advance

Income in advance Type	Amount	Code Dept
TY	3,000	2105 15
School Admin	5,000	2105 16
School Books Income	2,000	2105 17
Total	10,000	



Using Department reports to report on Income received in advance

Date: 10/06/2022

Time: 18:48:02

Sage 50cloud New Users 2021/2022

Page: 1

Nominal Departmental Analysis (Detailed)

N/C From 2105

Tran Date From 01/09/2021

Tran No From 1

Department From 0

N/C To 2105

Tran Date To 31/08/2022

Tran No To 99,999,999

Department To 999

Dept Number 15

Dept TY Income 22/23

N/C 2105

Name School Income Received in Advance

Tran Number Type Date

Details

Debit

Credit

Balance

292 JC 31/08/2022 TY

3,000.00 -3,000.00

Account Totals

3,000.00 -3,000.00

Department

3,000.00 -3,000.00

Dept Number 16

Dept School Admin charges 22/23

N/C 2105

Name School Income Received in Advance

Tran Number Type Date

Details

Debit

Credit

Balance

297 JC 31/08/2022 School admin 21/22

5,000.00 -5,000.00

Account Totals

5,000.00 -5,000.00

Department

5,000.00 -5,000.00

Dept Number 17

Dept School books income 22/23

N/C 2105

Name School Income Received in Advance

Tran Number Type Date

Details

Debit

Credit

Balance

298 JC 31/08/2022 Classroom books 21/22

2,000.00 -2,000.00

Account Totals

2,000.00 -2,000.00

Department

2,000.00 -2,000.00

Grand Totals

10,000.00 -10,000.00



Suggested Schedule to Monitor spending of Ringfenced Grants

Ringfenced Grant Analysis						
Date:	Income code	Value	Expense code	Value	Unspent	Comment
Book Grant	3150	3,100	4730	2,000	1,100	
Supervision & Substitution Grant	3240		4150		0	
ICT Grant Non Capital	3230	4,500	4410	4,500	0	
COVID Minor Works Grant Non Capital	3277	3,200	5316	3,200	0	
COVID Capitation PPE Grant	3281	31,000	5802	29,000	2,000	
COVID Enhanced Supervision Grant	3282		5803		0	
COVID Capitation for Additional Cleaning Grant	3283	24,000	5804	12,000	12,000	
Bus Escort Grant	3294		4196		0	
DEASP School Meals Grant	3296		4912		0	
					0	
Department reports for:						
The Digital Strategy Grant for ICT infrastructure					0	
Digital Divide Grant						
Exceptional Minor Works Grant						

Nominal Ledger Department Reports are useful for monthly reporting

Remember!

Date: 23/03/2022

Time: 11:48:50

Sage 50cloud New Users 2021/2022

Nominal Ledger Departmental Analysis

Nominal Code From:

Nominal Code To: 99999999

Tran No From: 1

Tran No To: 99,999,999

Tran Date From: 01/01/1980

Tran Date To: 31/12/2050

Dept No From: 30

Dept No To: 30

Department Number 30

Department Name Home Economics Room - Build & Fitout

N/C	N/C Name	Debits	Credits
1420	Capital: Fixtures, Fittings and Equipment	26,600.00	
1800	Current Account 1		2,397.91
2172	Other Ringfenced Income Unspent		
2260	Reverse VAT Control Account		
2270	RCT Control Account		
2320	Other Loan		
3900	DE Capital Building Grant Income		250,700.00
3901	Capital Projects Fundraising Income		3,500.00
3902	Parents Contribution to Capital Projects Income		7,400.00
3920	DE Fixtures, Fittings & Equipment Grant Income		25,800.00
3940	DE Capital Building Grant Expense	263,197.91	
Total for Dept. 30		<u>289,797.91</u>	<u>289,797.91</u>

Capital Project Home Economics Build & Fitout

Capital Income

3900	DE Capital Building Grant Income	250,700
3920	DE Fixtures, Fittings & Equipment Grant Income	25,800
3902	Parents Contribution to Capital Projects Income	7,400
3901	Capital Projects Fundraising Income	3,500

Total Income 287,400

Capital Expenditure

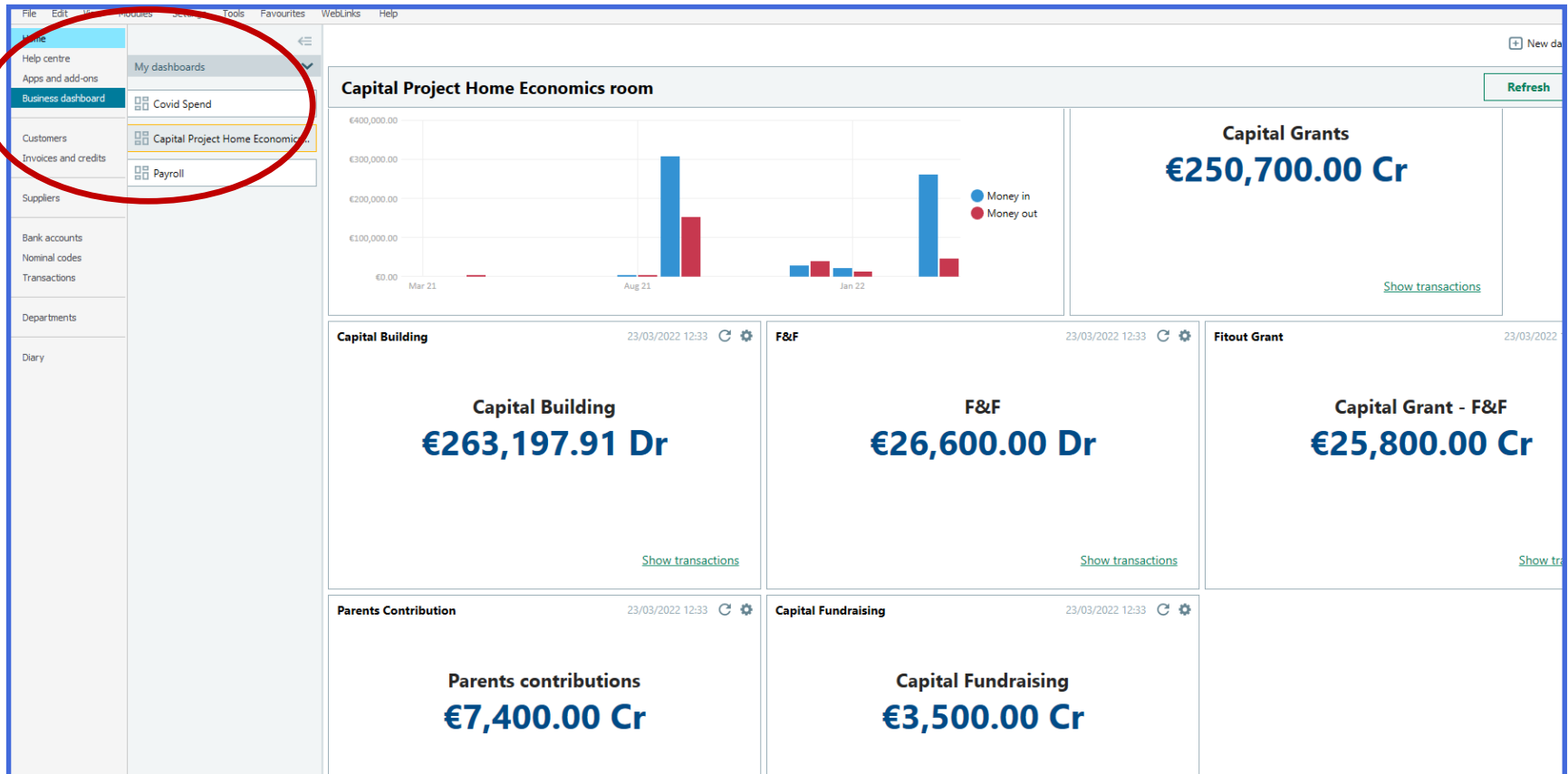
3940	DE Capital Building Grant Expense	263,198
1420	Capital: Fixtures, Fittings and Equipment	26,600

Total Expenditure 289,798

Deficit -2,398

Sage 50cloud Accounts

Use Business Dashboard to monitor key nominal codes



Conclusion

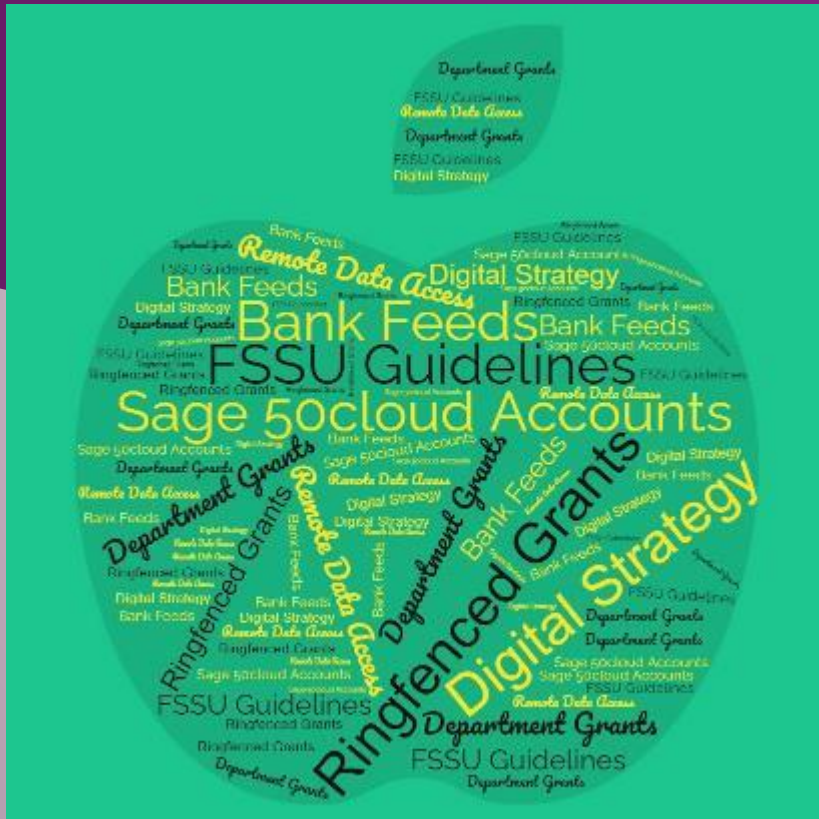
We have all survived a really challenging time

- Quality of Supporting paperwork is vital
- Aim for slow and steady progress in reviewing accounts
- Save time with Bank Feeds – more time for reviewing
- Keep working on that file of supporting paperwork for Capital Projects / Fixed asset additions / ICT / Digital Learning Plan
- FSSU team are always here to help

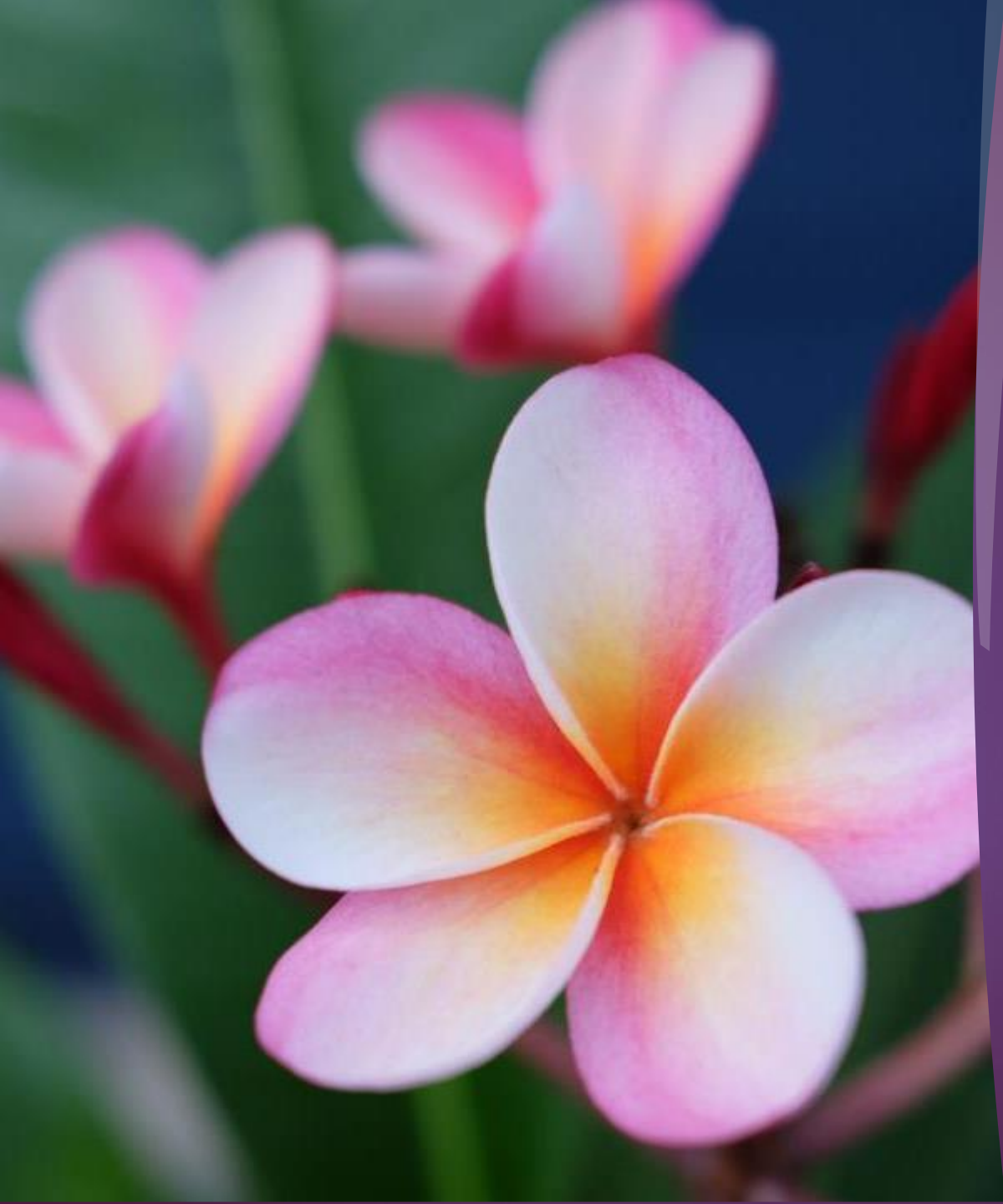


Sage 50cloud Handouts available to download

1. Sage 50cloud information leaflet including how to set up Remote Data access
2. Quick Reference guide to Bank Feeds
3. DE ICT Digital Grant overview
4. Sage 50 Checklist for last quarter of 2021/2022
5. Powerpoint presentation



WWW.FSSU.IE



**Have a lovely
Summer
2022**

Thank You for attending

WWW.FSSU.IE