SCHOOL ADMINISTRATION PERSONNEL WEBINAR 2022

Sage 50

HOSTED BY FSSU AND JMB

FSSU
Financial Support Services Unit

JMB
AMCSS
SECRETARIAT

Breda Murphy, FSSU

School Administration Personnel Training Webinar 2022 for Voluntary Secondary Schools

FSSU Financial Support Services Unit

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

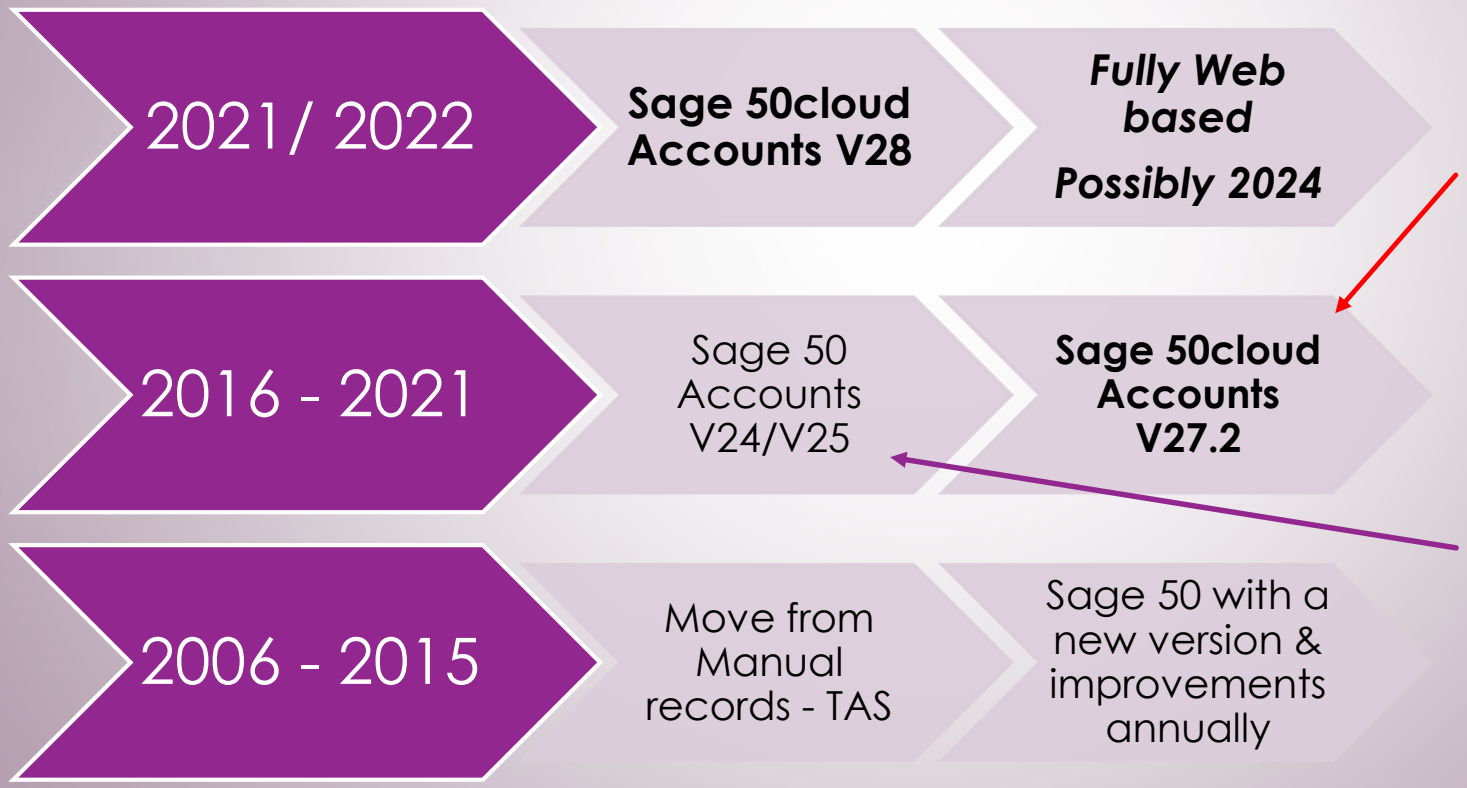
Section 1

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



FSSU – A robust, secure and more efficient accounts software

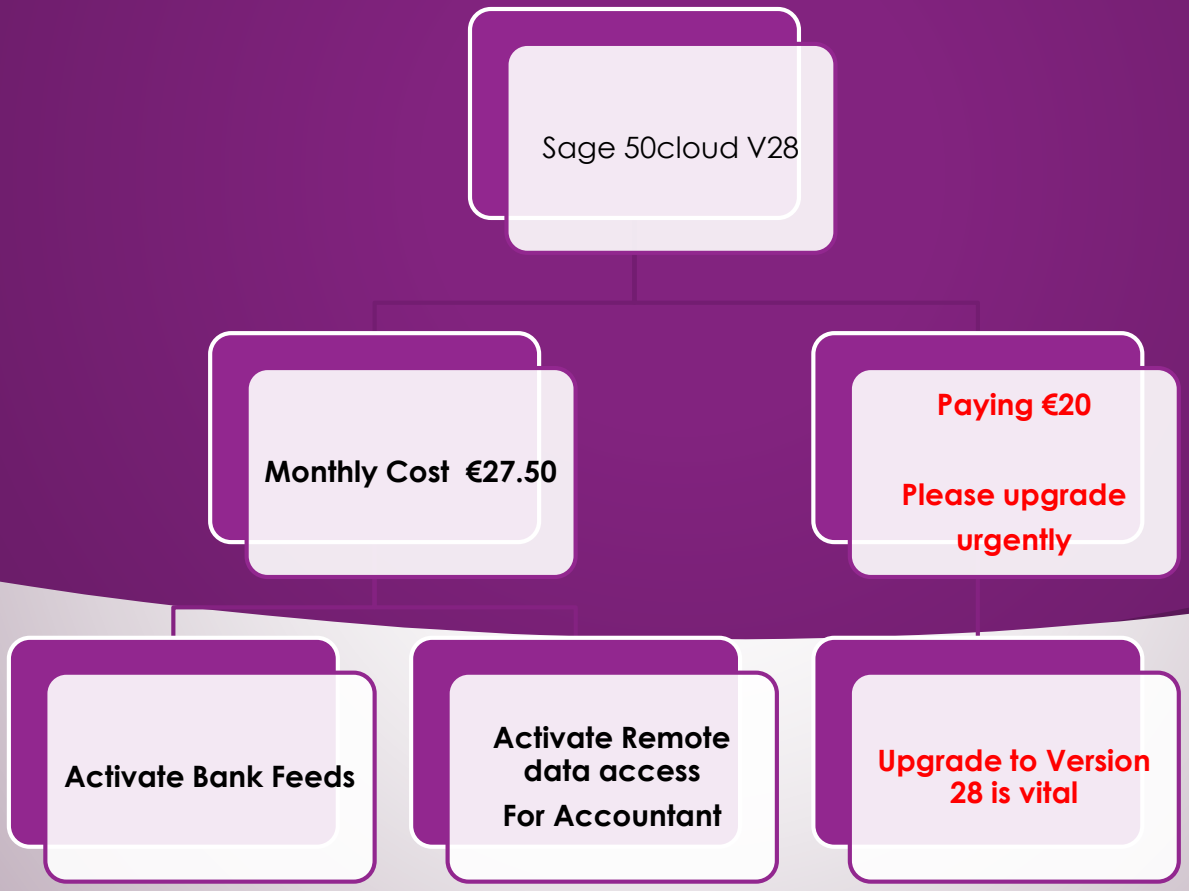
Remote Data Access

Bank Feeds

Warning

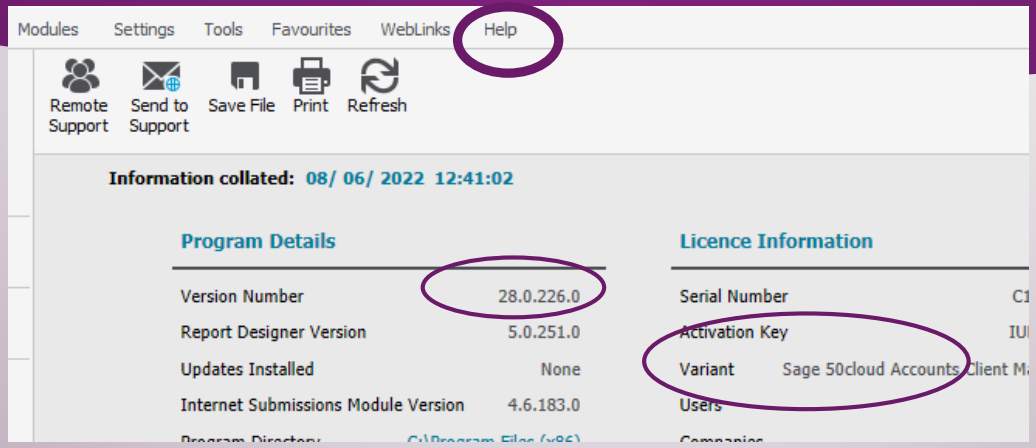
Significant security update to Sage software &
From Sept 2022
Sage will not work for schools whose version is earlier than 27.2

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?



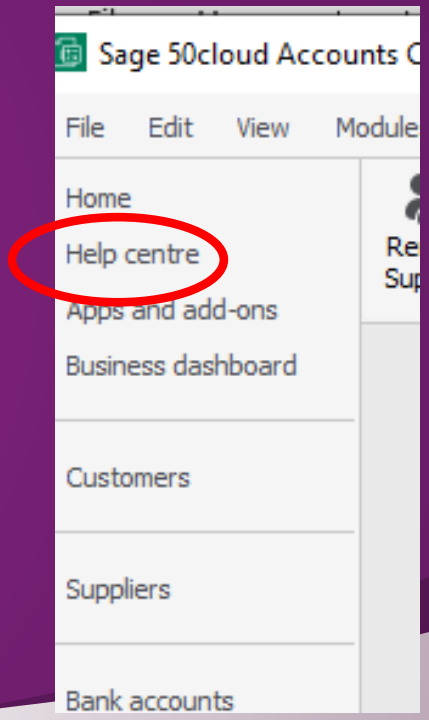
How to upgrade Sage 50 to latest version 28

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

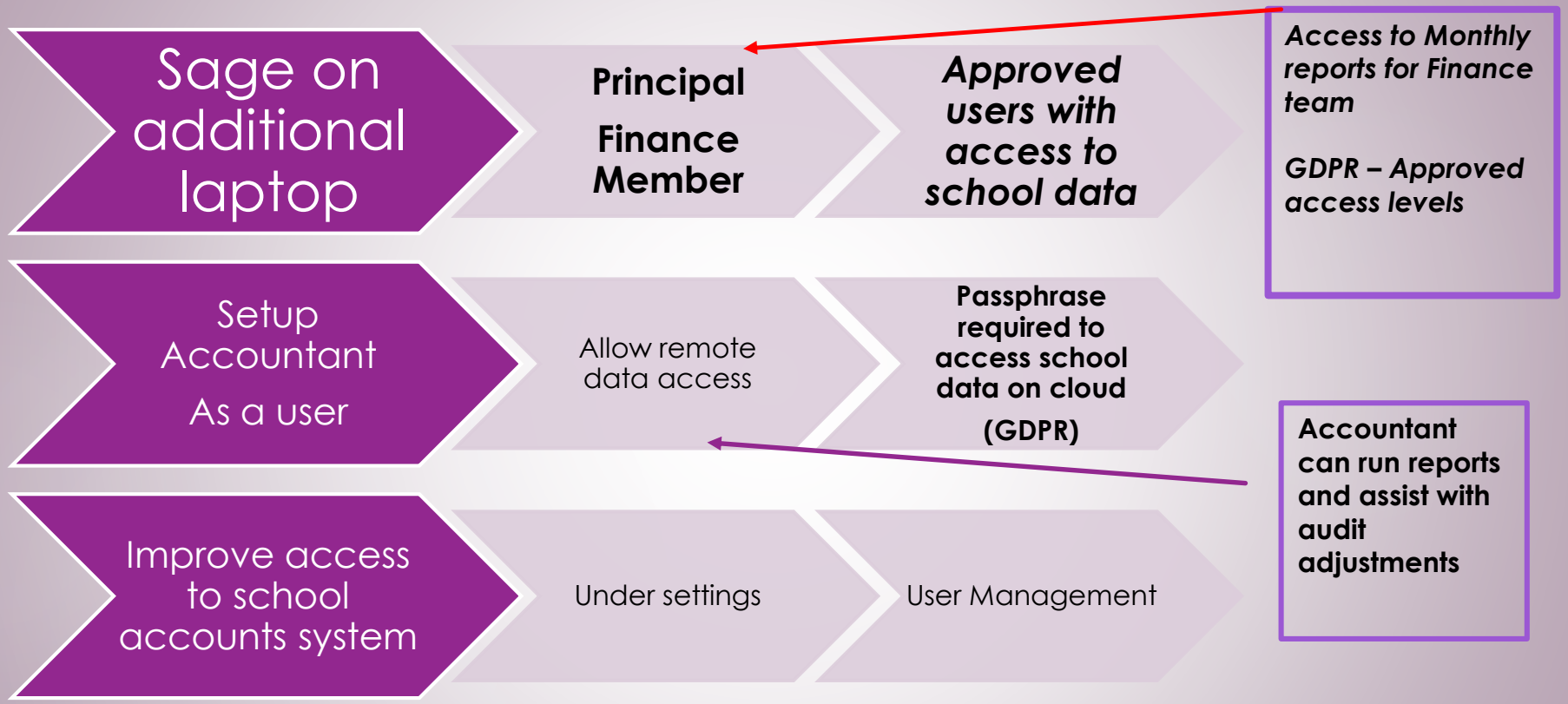
Email completed form to fssuqueries@sage.com

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

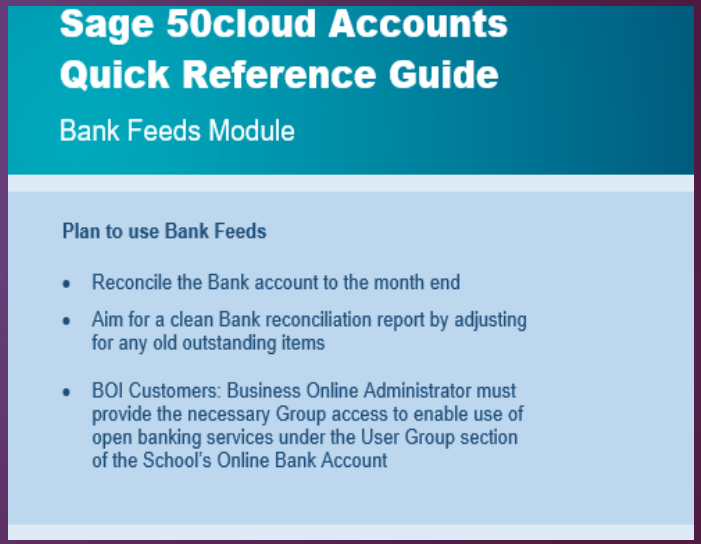


Objective:
Schools Accounts data can be accessed by authorised personnel from any computer that has the Sage 50cloud software downloaded on it.

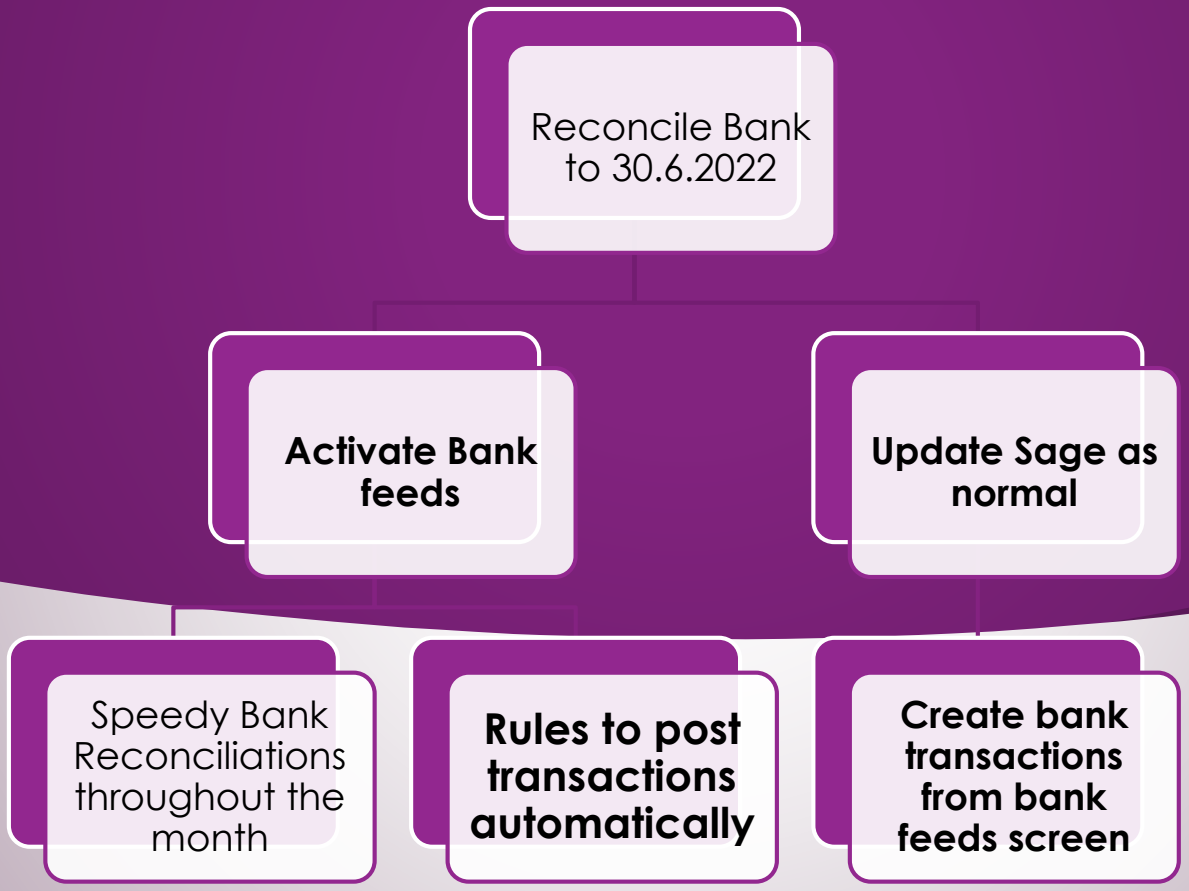
Regular Data backups are also required and are vital in the event of data corruption

Section 2

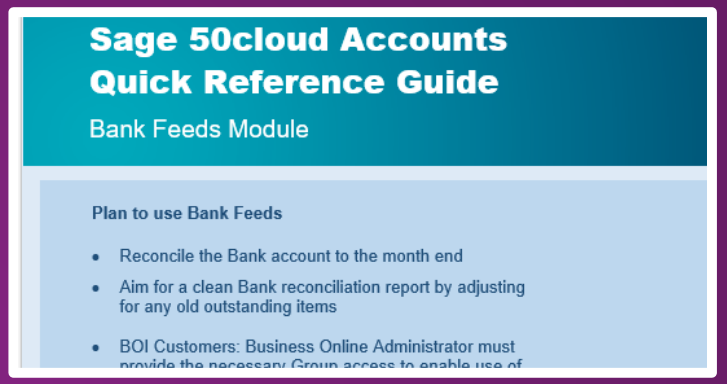
An Overview of The Bank Feeds Module



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



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

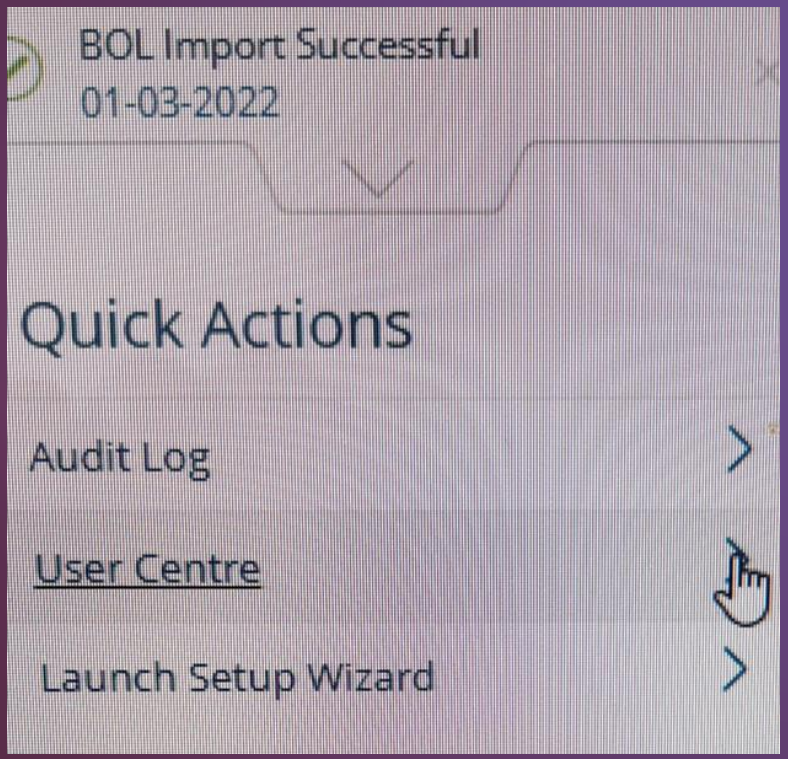
- Click bank Feeds
- Download and automatic matching

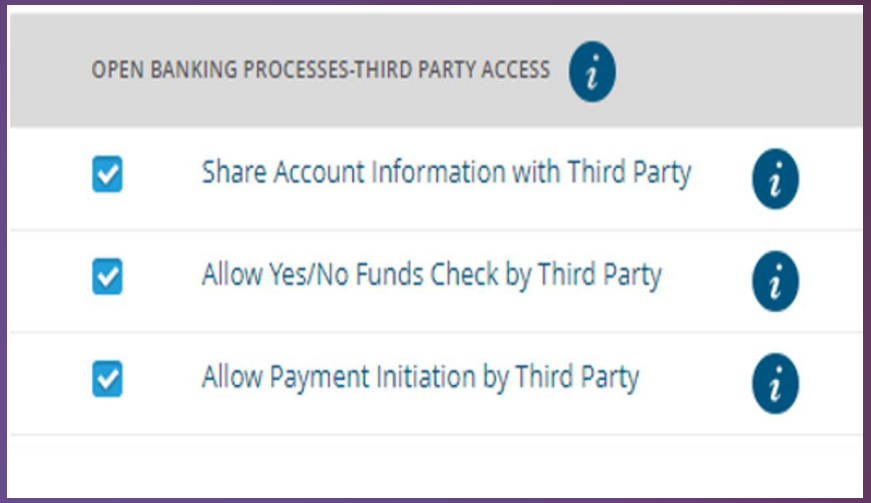
Save & Continue to reconcile

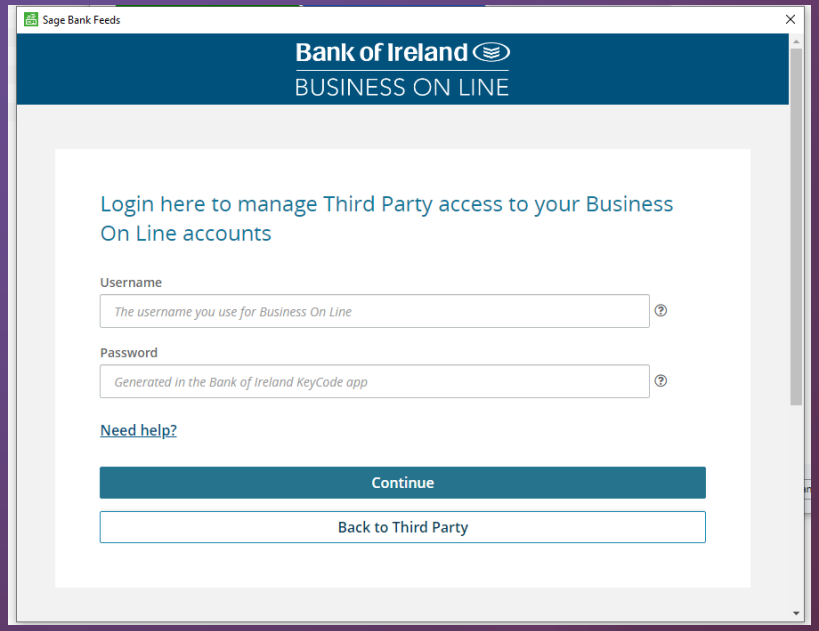
- Save & continue to reconcile
- All the same Bank Rec rules apply

Bank Feeds - Use school banking online credentials

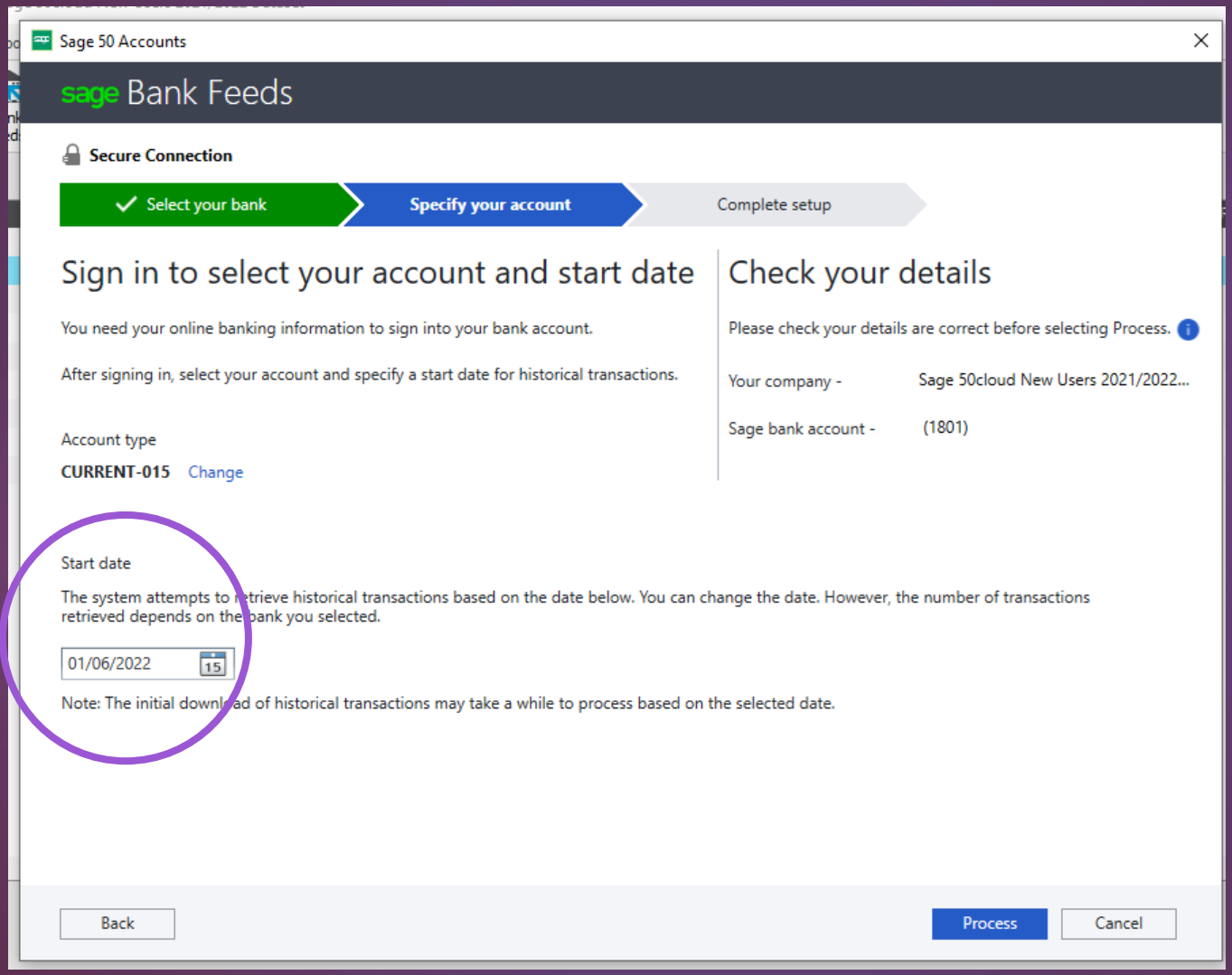
Bank Of Ireland customers must get their Account Administrator to *enable use of open banking services* on their online banking system



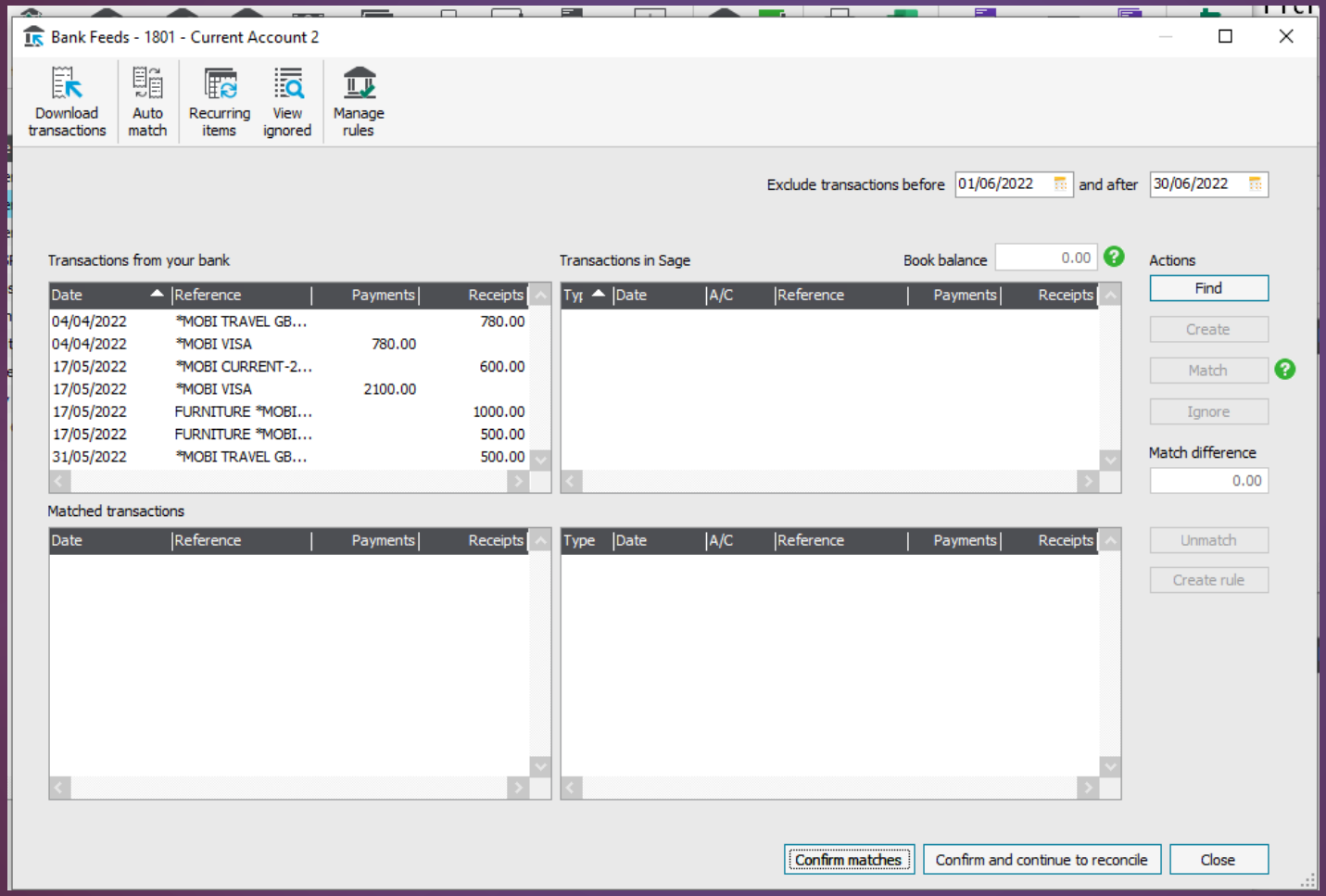




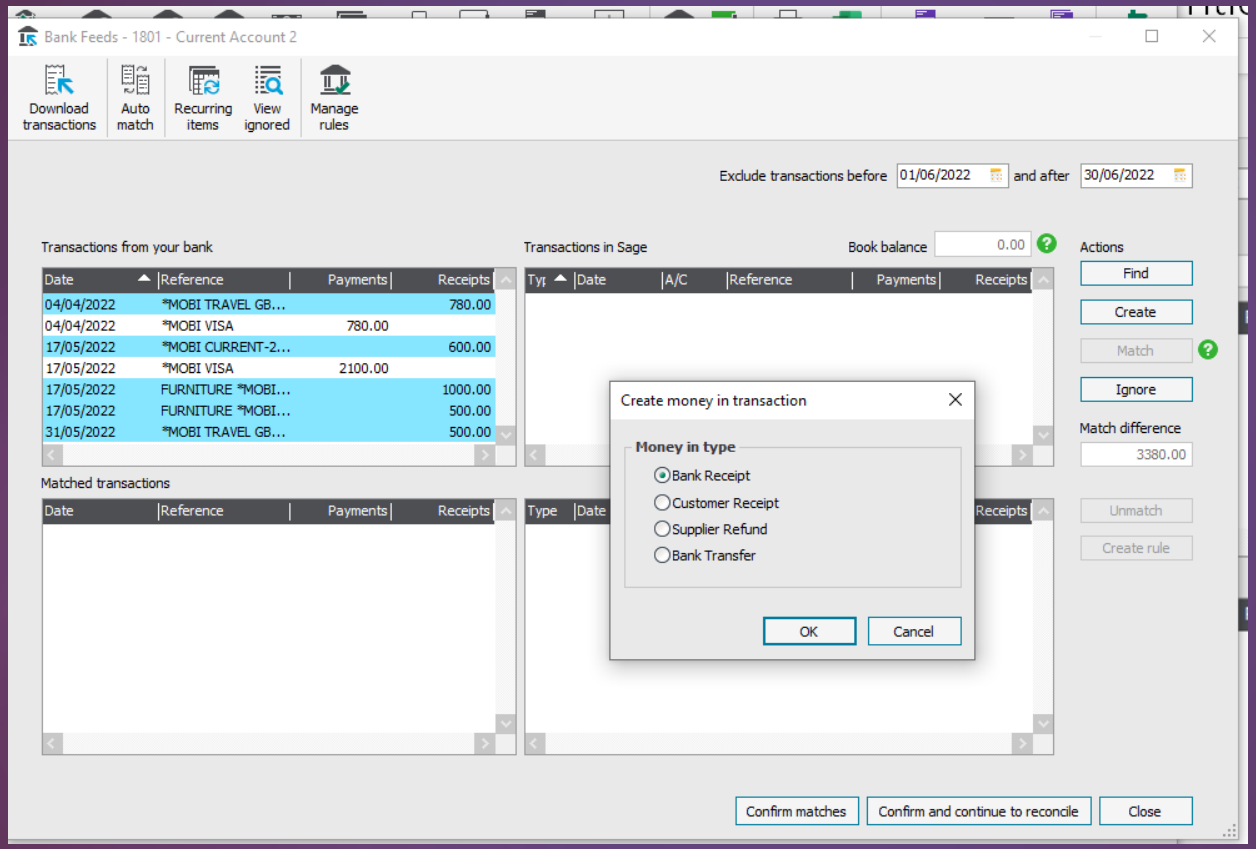
When signing into Bank Feeds
Important to **Select the correct start date**



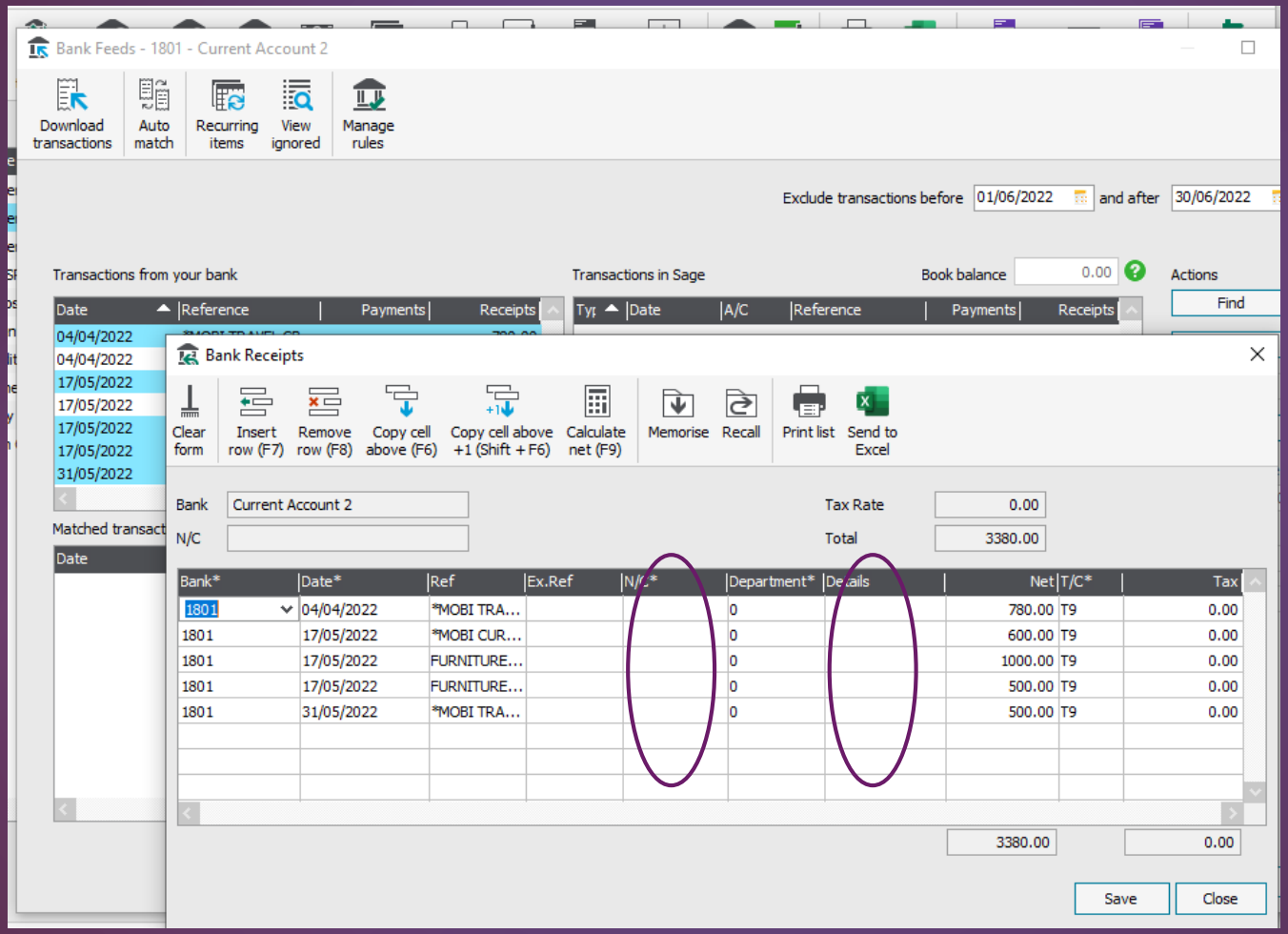
Download transactions
Select relevant date range – (oldest o/s item)



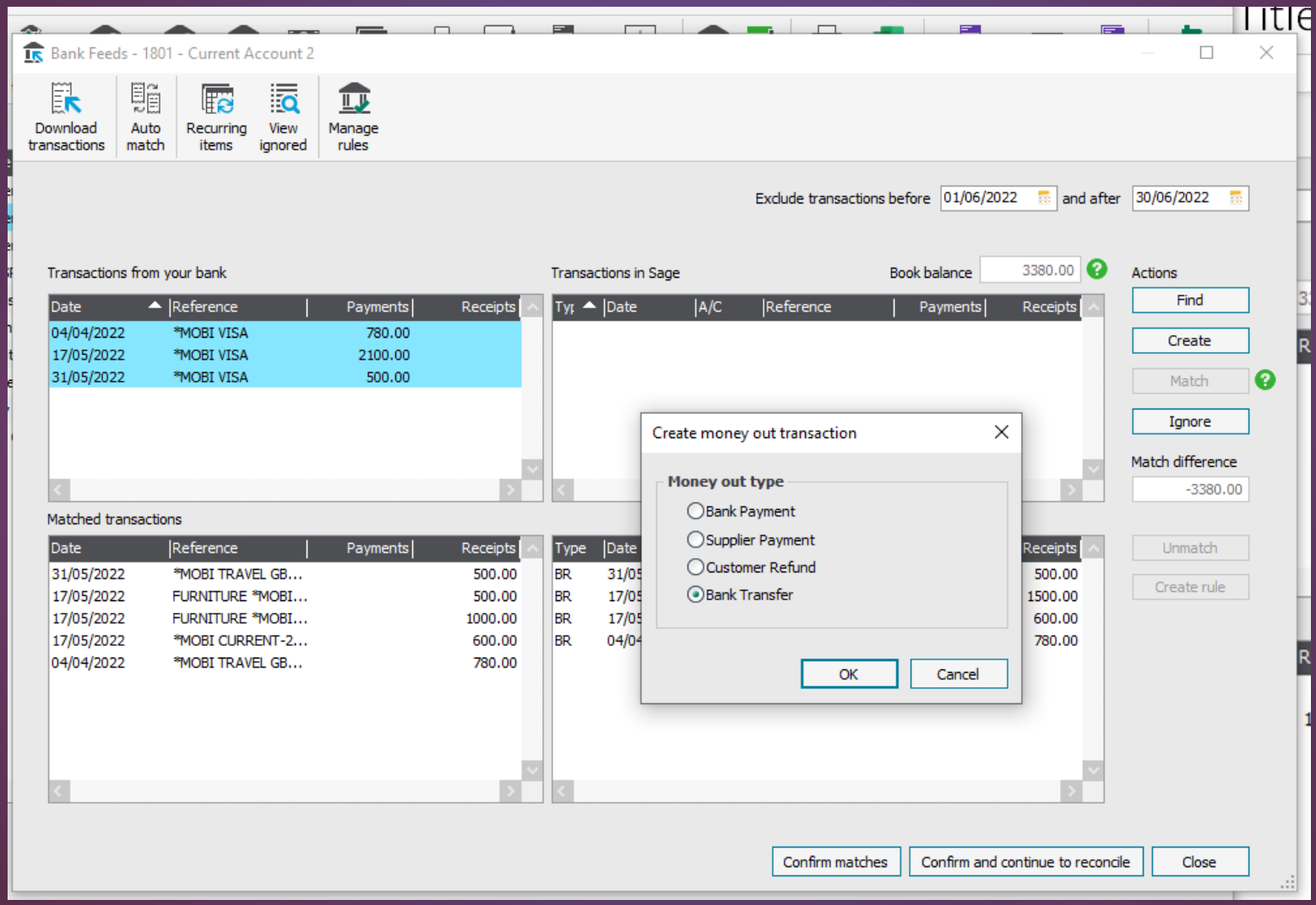
Create the transactions – Multiple selection available with Ctrl Alt



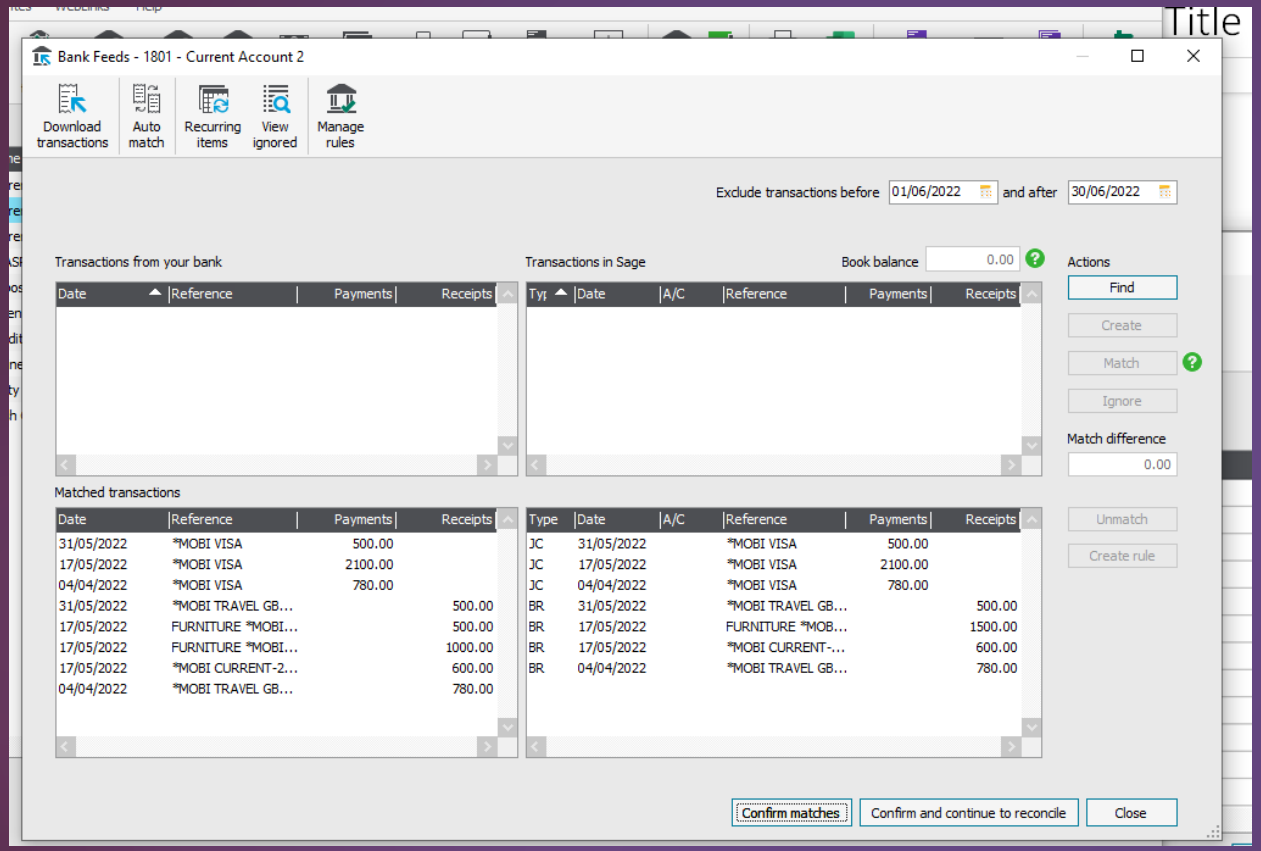
Prepopulated Data Saves keying in data Key in Code and detail



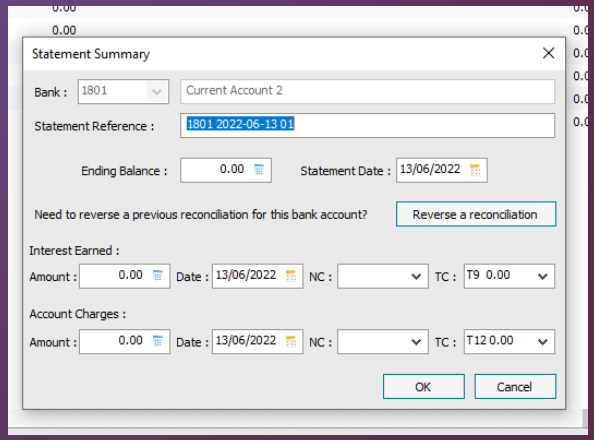
Matching bank transactions to those in Sage 50



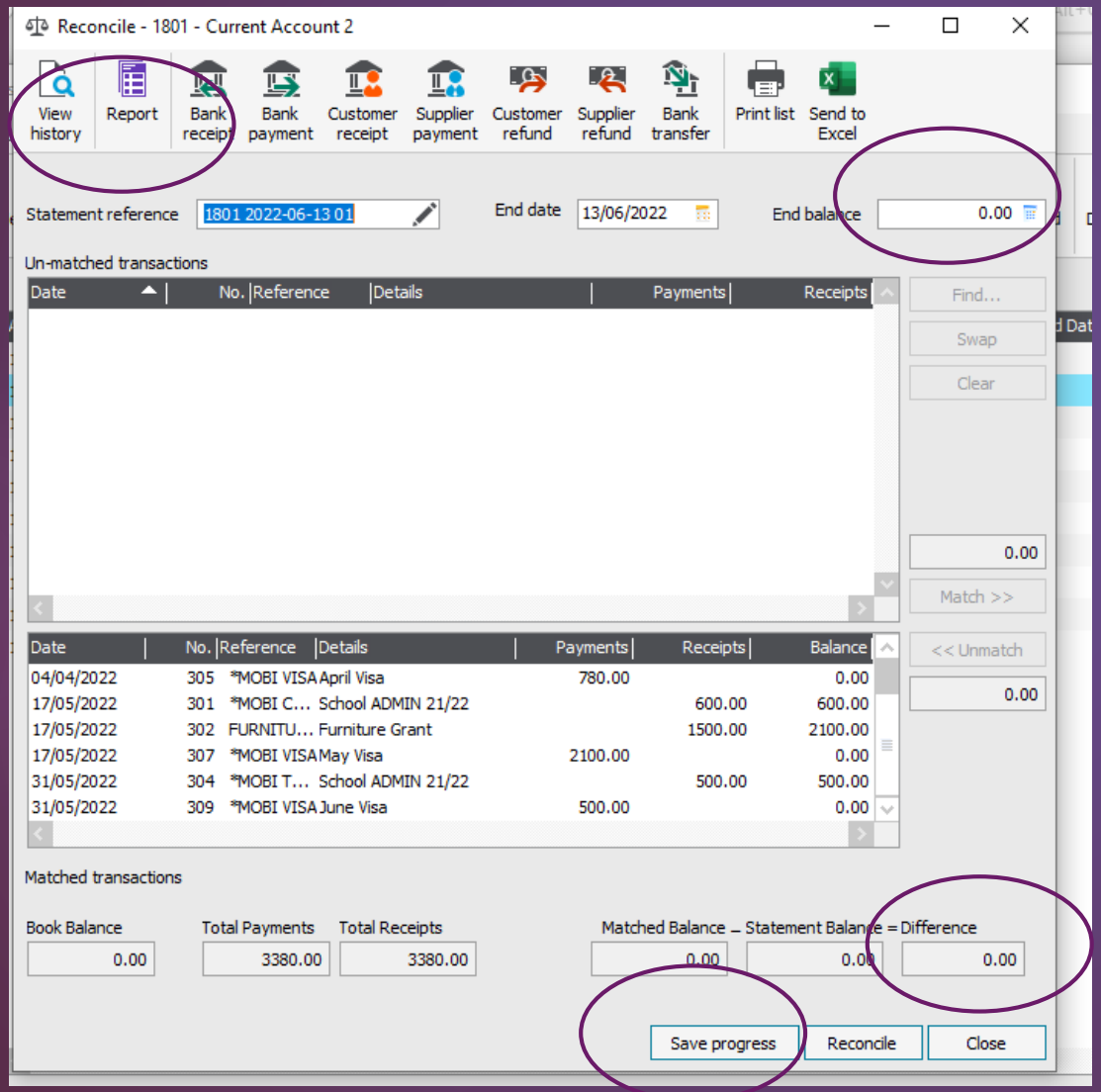
Bank Reconciliations for June 2022



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



Bank Reconciliation @ !!.6.2022



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

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

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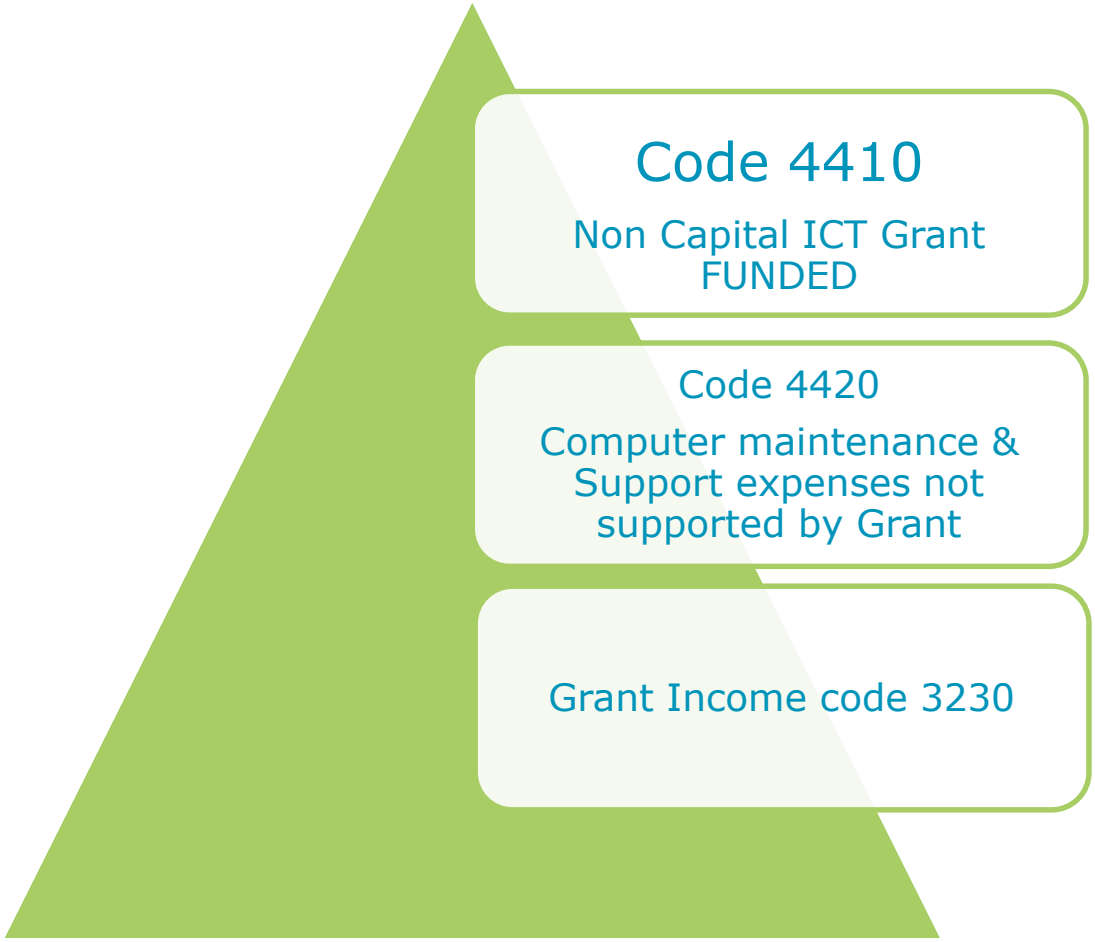
Non Capital ICT – Income & Expenditure Account



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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	

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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

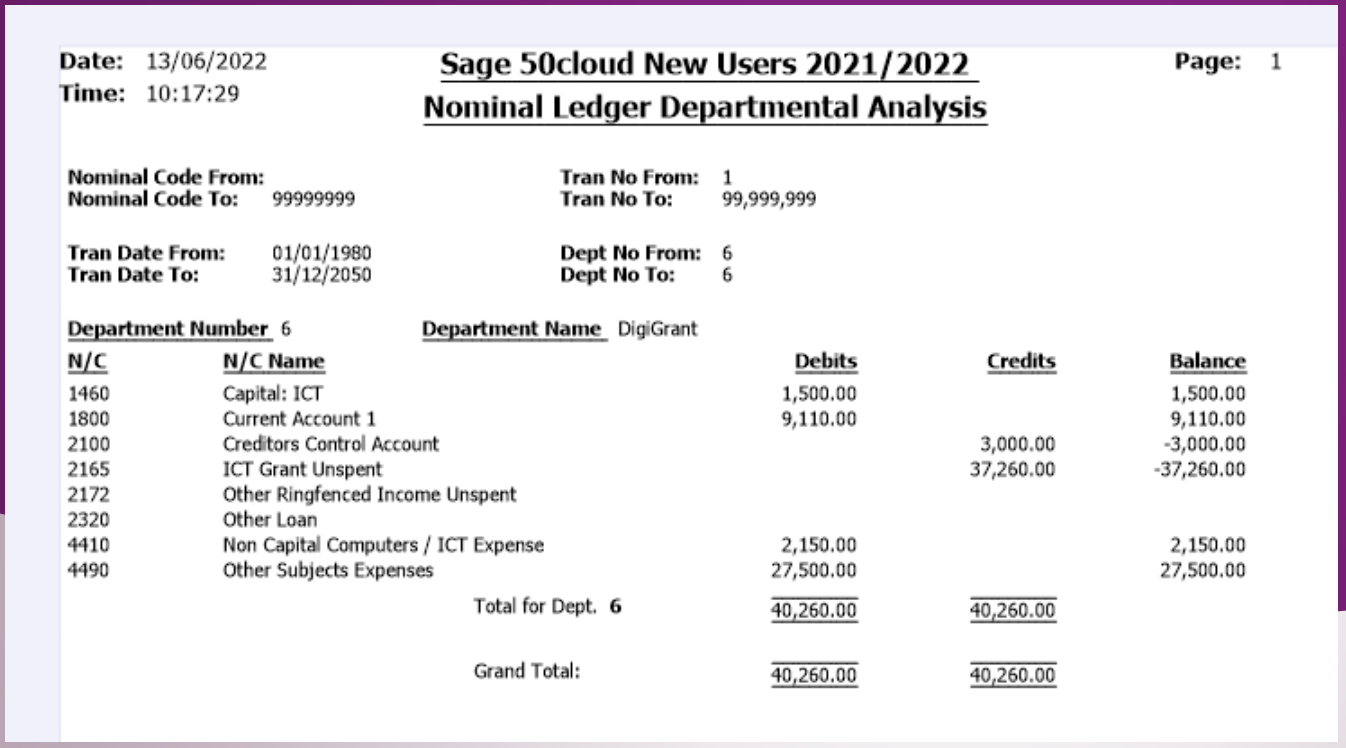
Use the Department report function in Sage 50

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 Laptops		1460 1465	Digital Grant 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
Nominal Ledger Departmental Analysis

Page: 1

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

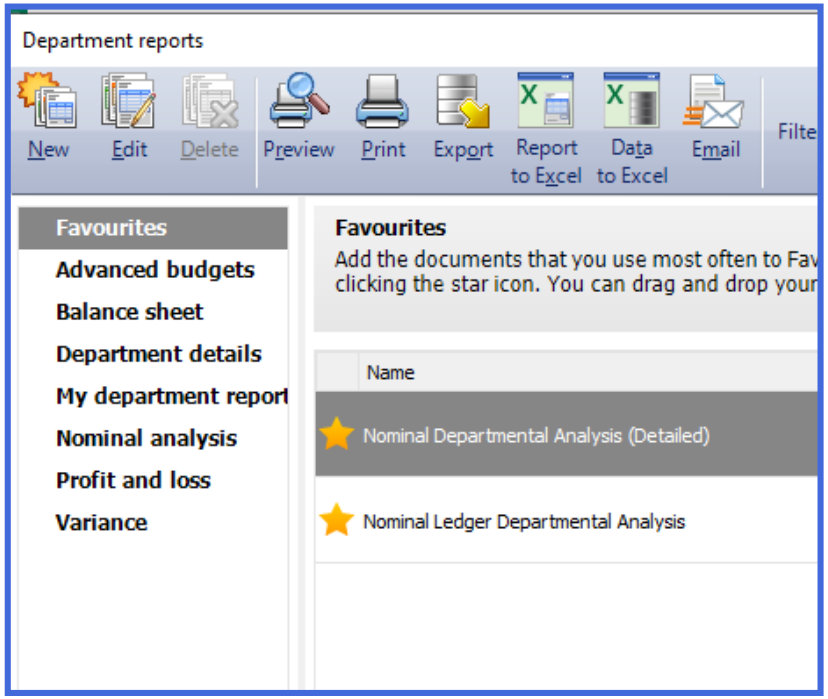
Department Number 6 **Department Name** DigiGrant

N/C	N/C Name	Debits	Credits	Balance
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**	40,260.00	40,260.00	
	Grand Total:	40,260.00	40,260.00	

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



Date: 13/06/2022 **Time:** 10:18:32

Sage 50cloud New Users 2021/2022

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From		**Tran Date From**	01/01/1980	**Tran No From**	1	**Department From**	6
N/C To	99999999	**Tran Date To**	31/12/2050	**Tran No To**	99,999,999	**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

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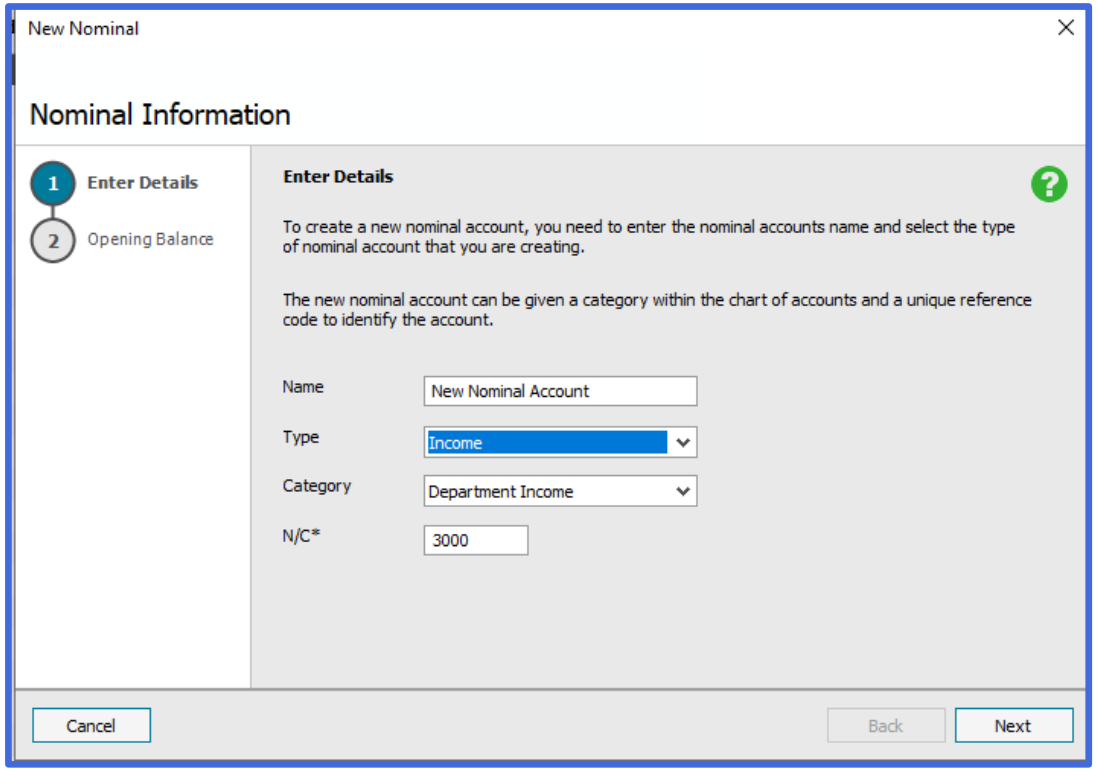
Changes to the Chart of Accounts
FSSU Guideline ?? 2021/2022

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. The majority of these codes will be used by the schoo
1402	Capital: Land and Buildings Disposals	Fixed Asset	Fixed Asset	*	



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

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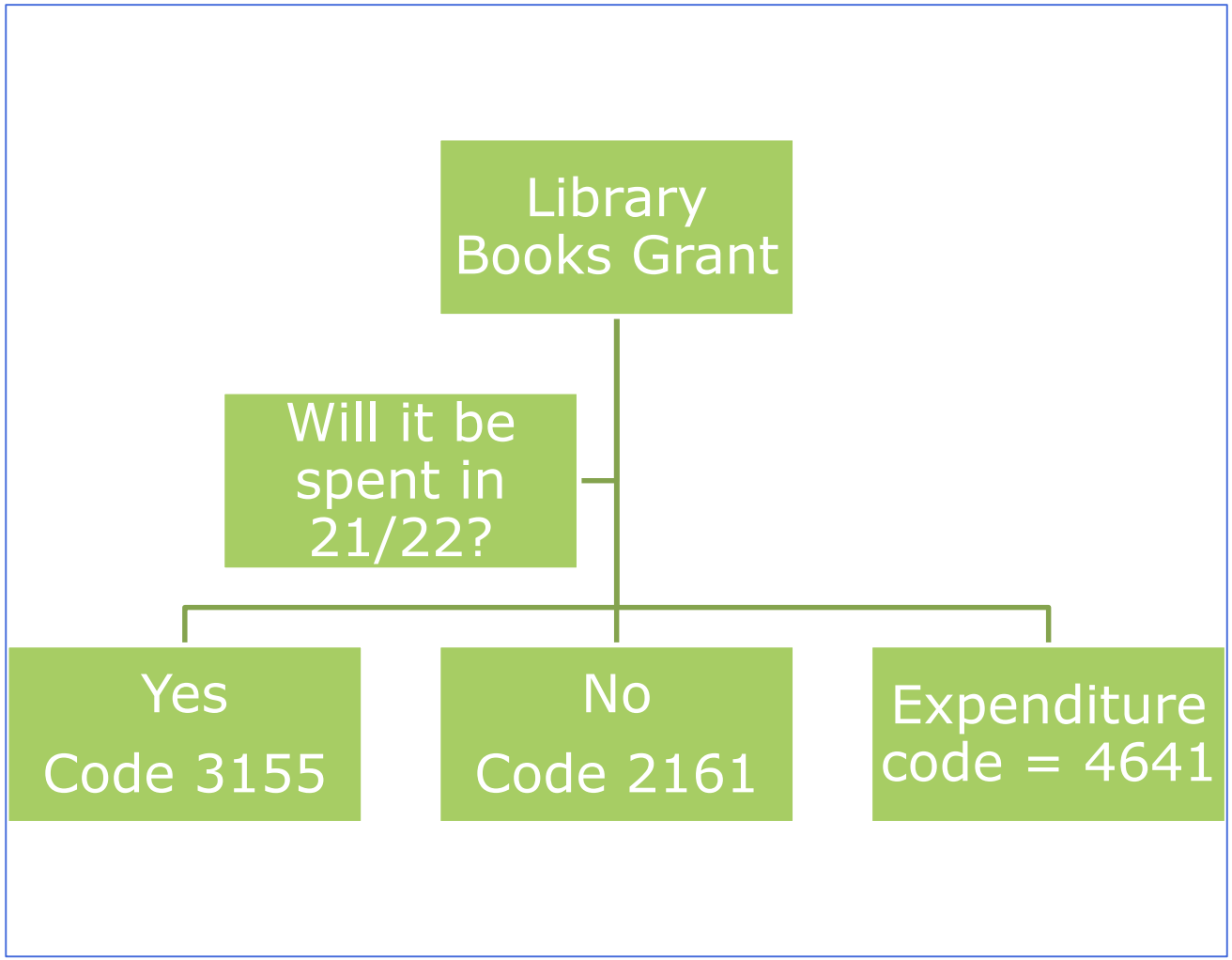
School Library Book Grant
FSSU Guideline 32 2021/2022



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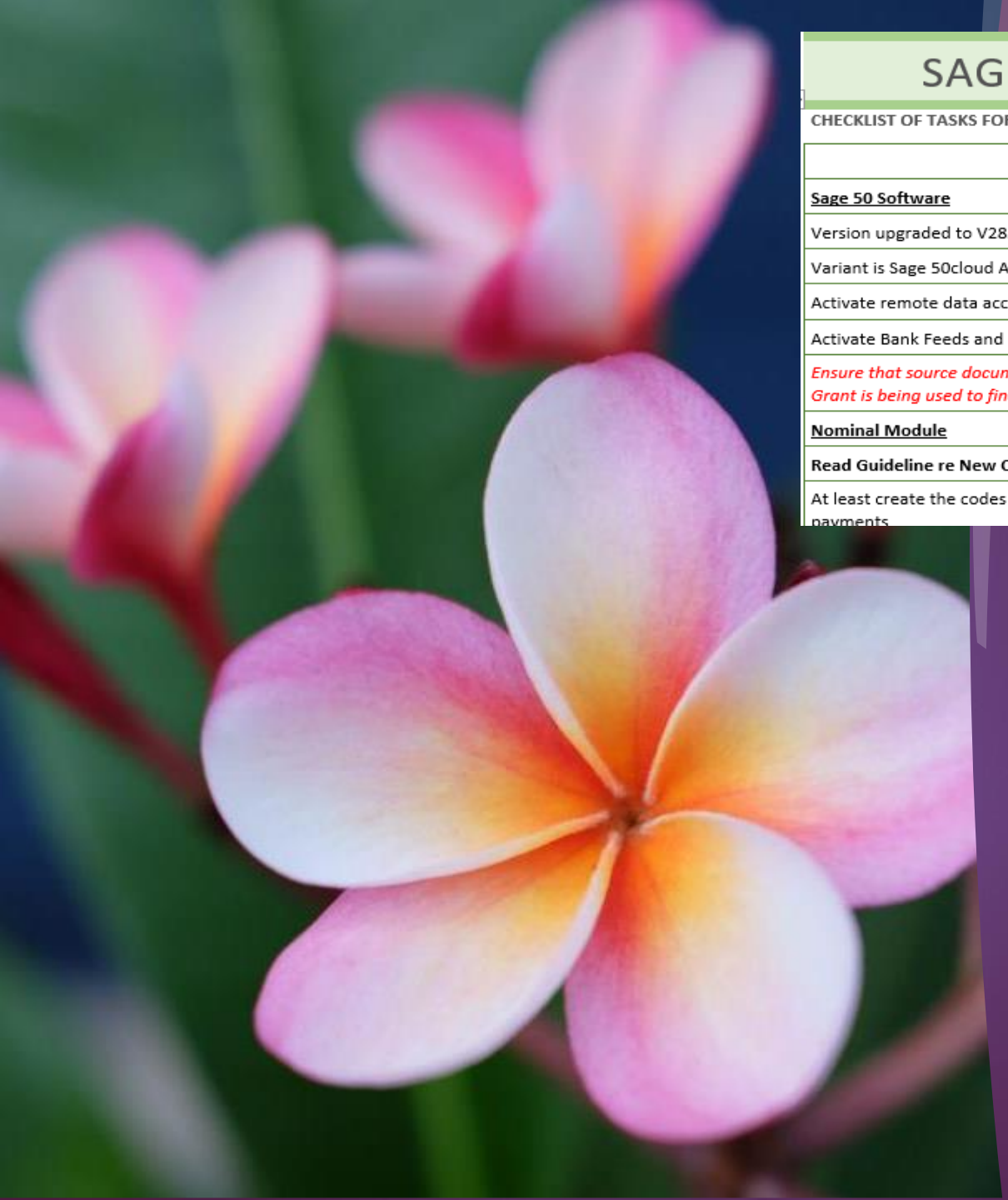

SAGE 50CLOUD ACCOUNTS

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

	Comments	Done
Sage 50 Software		
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		
Ensure that source documents are clearly showing what Department Grant is being used to finance the purchases		
Nominal Module		
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

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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	

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Using Department reports to report on Income received in advance

Date: 10/06/2022
Time: 18:48:02

Sage 50cloud New Users 2021/2022
Nominal Departmental Analysis (Detailed)

Page: 1

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

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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						

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Nominal Ledger Department Reports are useful for monthly reporting

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**	289,797.91	289,797.91

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**

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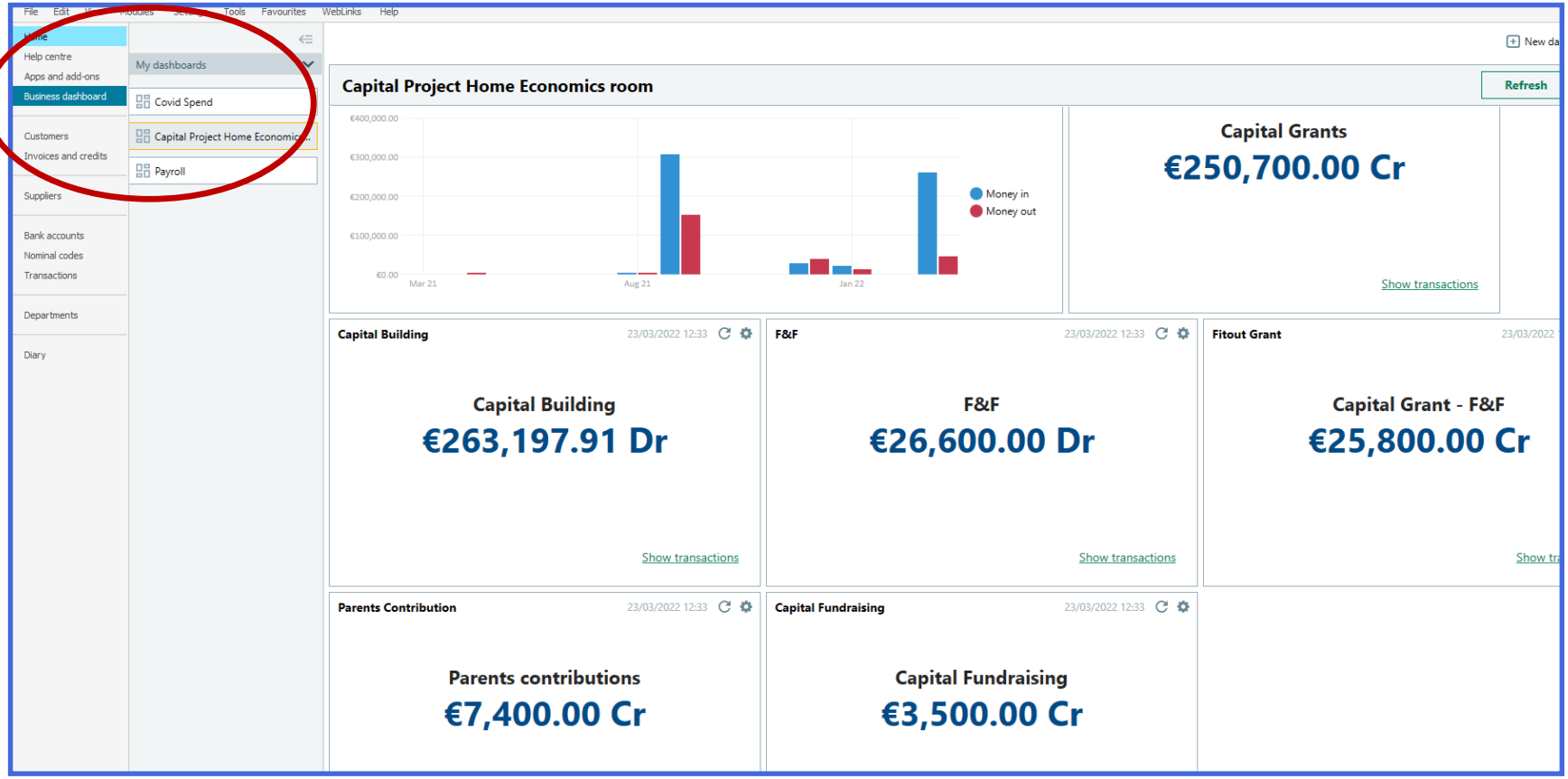
Sage 50cloud Accounts
Use Business Dashboard to monitor key nominal codes



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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

Digital Learning Plan
Digital Learning Plan
Digital Learning Plan
Digital Learning Plan
Digital Learning Plan
Digital Learning Plan
Educational Disadvantage
Educational Disadvantage
Educational Disadvantage
ICT
ICT
ICT

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

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Have a lovely Summer 2022

Thank You for attending

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