

FSSU Training Video

Sage 50

Chart of
Accounts

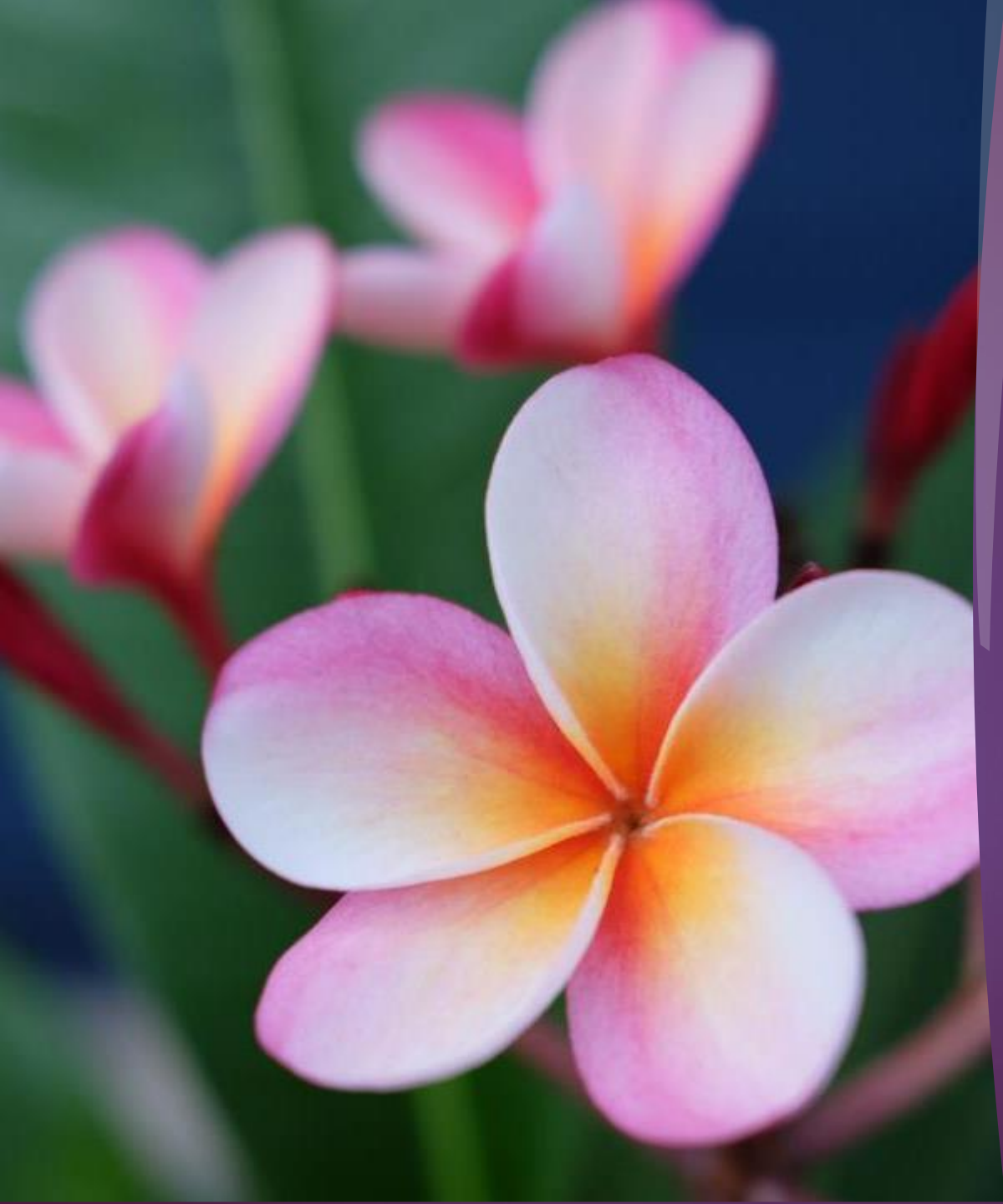
Breda Murphy, FSSU

Video Content

1. **FSSU Chart of accounts – A road map for reporting**
2. **Aligning the school Chart of Accounts in Sage with the latest FSSU Chart**
3. **Making changes to the chart of accounts**
 - > **Demo in Sage on how to add a new code & amend a new code**

FSSU
On demand Sage 50 training
videos

Available @
www.fssu.ie

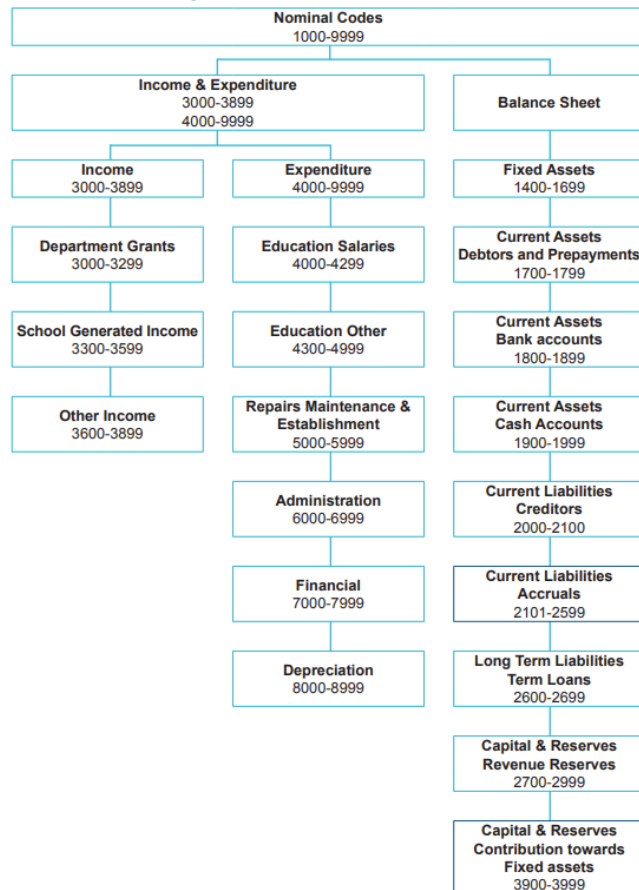


FSSU Chart of accounts

FSSU Chart of accounts

A roadmap for reporting to BOM

Nominal Groups



- ❑ FSSU strive to maintain a robust & reliable reporting system for schools & the COA is the foundation stone of that system
- ❑ Engine for generating financial reports
- ❑ Aim is to ensure all schools produce **standard financial reports for their Board of Management**
- ❑ School Accountants submit the schools annual accounts using the FSSU online Accounts submission portal
- ❑ **Consistency** in Accounts preparation for reporting to the Department of Education and to the Charities Regulator
- ❑ Any revisions made to the COA will be in response to new reporting requirements

Latest FSSU Chart of Accounts is on our website

FSSU Chart of Accounts

June 2022

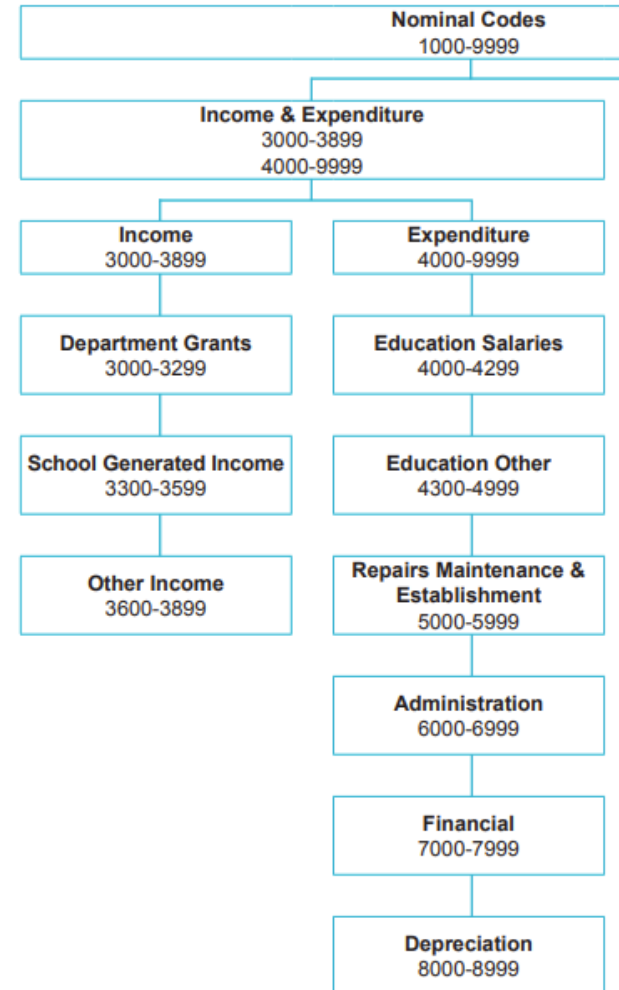
Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3030	Non Teachers Pay Budget	Income	Department of Education
3050	Ancillary/School Support Services Grant	Income	Department of Education
3100	Secretarial Grant	Income	Department of Education
3130	Caretaker Grant	Income	Department of Education
3140	Special Education Equipment Grant	Income	Department of Education
3150	Book Grant Income	Income	Department of Education
3155	School Library Books Capital Grant	Income	Department of Education
3160	Book Rental Scheme Grant	Income	Department of Education
3170	Special Subject Grant	Income	Department of Education
3190	JCSP Grant	Income	Department of Education
3200	Transition Year Grant	Income	Department of Education
3210	Leaving Certificate Applied Grant	Income	Department of Education
3220	Grant for Traveller Students	Income	Department of Education
3225	Amortisation of DE Equipment Grants	Income	Department of Education

Income and Expenditure Codes

A/C No	Description	Type	Category
4910	Other Educational Expense	Expenditure	Education Other Expenditure
4911	Department of Children and Youth Affairs Activities Expense	Expenditure	Education Other Expenditure
4912	DSP School Meals Food Costs	Expenditure	Education Other Expenditure
4913	Erasmus Expense	Expenditure	Education Other Expenditure
4914	Other Non Capital DE Grants Expense	Expenditure	Education Other Expenditure
4915	Other Canteen Expense	Expenditure	Education Other Expenditure
4916	Student Insurance Expense	Expenditure	Education Other Expenditure
4917	Standardised Testing Expense	Expenditure	Education Other Expenditure
4918	Designated Expenditure (Non Capital)	Expenditure	Education Other Expenditure
4919	Special Educational Equipment (Non Capital) Expense	Expenditure	Education Other Expenditure
4920	School Dance Expense	Expenditure	Education Other Expenditure
4921	School Swimming Expense	Expenditure	Education Other Expenditure
4922	Restricted School Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4923	Restricted External Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4924	Unrestricted External Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4925	Unrestricted School Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4927	School Arts and Crafts Expense	Expenditure	Education Other Expenditure
4928	Other HSE Expense	Expenditure	Education Other Expenditure
4930	Pre-School Expense	Expenditure	Education Other Expenditure
5010	Caretaker Wages Expense	Expenditure	Repairs, Maintenance & Establishment
5011	COVID Replacement Caretaker Hours Expense	Expenditure	Repairs, Maintenance & Establishment
5020	Caretaker Sports Complex Wages Expense	Expenditure	Repairs, Maintenance & Establishment
5030	Caretaker Pension Expense	Expenditure	Repairs, Maintenance & Establishment
5110	Cleaners Wages Expense	Expenditure	Repairs, Maintenance & Establishment

Nominal Groups



Balance Sheet Codes

A/C No	Description	Type	Category
1400	Capital: Land and Buildings Cost B/Fwd	Fixed Asset	Fixed Asset
1401	Capital: Land and Buildings Additions	Fixed Asset	Fixed Asset
1402	Capital: Land and Buildings Disposals	Fixed Asset	Fixed Asset
1410	Accumulated Depreciation: Land and Buildings B/Fwd	Fixed Asset	Fixed Asset
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	Fixed Asset
1412	Depreciation: Land and Buildings on Disposal	Fixed Asset	Fixed Asset
1420	Capital: Fixtures, Fittings and Equipment Cost B/Fwd	Fixed Asset	Fixed Asset
1421	Capital: Fixtures, Fittings and Equipment Additions	Fixed Asset	Fixed Asset
1422	Capital: Fixtures, Fittings and Equipment Disposals	Fixed Asset	Fixed Asset
1425	Capital: Covid Minor Works Fixtures, Fittings and Equipment Cost B/Fwd	Fixed Asset	Fixed Asset
1426	Capital: Covid Minor Works Fixtures, Fittings and Equipment Additions	Fixed Asset	Fixed Asset
1427	Capital: Covid Minor Works Fixtures, Fittings and Equipment Disposals	Fixed Asset	Fixed Asset
1430	Accumulated Depreciation: Fixtures, Fittings and Equipment B/Fwd	Fixed Asset	Fixed Asset
1431	Depreciation: Fixtures, Fittings and Equipment Current Year	Fixed Asset	Fixed Asset
1432	Depreciation: Fixtures, Fittings and Equipment Disposal	Fixed Asset	Fixed Asset
1435	Accumulated Depreciation: Covid Minor Works Fixtures, Fittings and Equipment B/Fwd	Fixed Asset	Fixed Asset
1436	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Current Year	Fixed Asset	Fixed Asset
1437	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Disposal	Fixed Asset	Fixed Asset
1440	Capital: Motor Vehicles Cost B/Fwd	Fixed Asset	Fixed Asset
1441	Capital: Motor Vehicles Additions	Fixed Asset	Fixed Asset
1442	Capital: Motor Vehicles Disposals	Fixed Asset	Fixed Asset
1450	Accumulated Depreciation: Motor Vehicles B/Fwd	Fixed Asset	Fixed Asset
1451	Depreciation: Motor Vehicles Current Year	Fixed Asset	Fixed Asset
1452	Depreciation: Motor Vehicles Disposal	Fixed Asset	Fixed Asset
1460	Capital: ICT Cost B/Fwd	Fixed Asset	Fixed Asset
1461	Capital: ICT Additions	Fixed Asset	Fixed Asset
1462	Capital: ICT Disposals	Fixed Asset	Fixed Asset
1465	Capital: Covid Minor Works ICT Cost B/Fwd	Fixed Asset	Fixed Asset
1466	Capital: Covid Minor Works ICT Additions	Fixed Asset	Fixed Asset
1467	Capital: Covid Minor Works ICT Disposals	Fixed Asset	Fixed Asset
1470	Accumulated Depreciation: ICT Cost B/Fwd	Fixed Asset	Fixed Asset
1471	Depreciation: ICT Current Year	Fixed Asset	Fixed Asset
1472	Depreciation: ICT Disposal	Fixed Asset	Fixed Asset
1475	Accumulated Depreciation: Covid Minor Works ICT B/Fwd	Fixed Asset	Fixed Asset
1476	Depreciation: Covid Minor Works ICT Current Year	Fixed Asset	Fixed Asset
1477	Depreciation: Covid Minor Works ICT Disposals	Fixed Asset	Fixed Asset
1480	Capital: Other Cost B/Fwd	Fixed Asset	Fixed Asset
1481	Capital: Other Additions	Fixed Asset	Fixed Asset
1482	Capital: Other Disposals	Fixed Asset	Fixed Asset
1490	Accumulated Depreciation Other Cost B/Fwd	Fixed Asset	Fixed Asset
1491	Accumulated Depreciation Other Current Year	Fixed Asset	Fixed Asset
1492	Accumulated Depreciation Other Disposals	Fixed Asset	Fixed Asset
1700	Sales Ledger Control	Current Asset	Debtors & Prepayments
1705	Debtors	Current Asset	Debtors & Prepayments
1710	Stock	Current Asset	Debtors & Prepayments
1720	Prepayments	Current Asset	Debtors & Prepayments
1730	Grants Due	Current Asset	Debtors & Prepayments
1800	Current Account 1	Current Asset	Bank
1801	Current Account 2	Current Asset	Bank

Balance Sheet

Fixed Assets 1400-1699

Current Assets Debtors and Prepayments 1700-1799

Current Assets Bank accounts 1800-1899

Current Assets Cash Accounts 1900-1999

Current Liabilities Creditors 2000-2100

Current Liabilities Accruals 2101-2599

Long Term Liabilities Term Loans 2600-2699

Capital & Reserves Revenue Reserves 2700-2999

Capital & Reserves Contribution towards Fixed assets 3900-3999

Sage Accounts Quick Reference Guide

Updating the Chart of Accounts

Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Creating a new nominal account.
- 2: Remove a nominal account.
- 3: Change the description on a nominal account.

Section 2

**Aligning the school
Chart of Accounts in
Sage with the latest
FSSU Chart**

Keeping the Chart of accounts in Sage 50 up to date

FSSU will issue guidelines periodically with details of changes to the Chart of Accounts

Latest FSSU chart of accounts will always be on our website

School chart of Accounts in Sage 50 must be in alignment with the latest version of the FSSU Chart of accounts

A quick reference Guide to updating the COA is available in the Sage 50 section of our website www.fssu.ie



Sage Accounts Quick Reference Guide
Updating the Chart of Accounts


Updating Chart of Accounts

Outlined below are the steps on how to;

- 1: Creating a new nominal account.
- 2: Remove a nominal account.
- 3: Change the description on a nominal account.

Alignment to the FSSU Chart of accounts Demonstration in Sage 50

- Hard copy of the latest FSSU Chart of accounts
- Run Nominal list in Sage
- Prepare a list of changes that are required to the COA
- FSSU Guideline – Revised FSSU COA



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Financial Guideline 2021/2022 - 40

**Community & Comprehensive Schools and
Voluntary Secondary Schools**

**Update to FSSU Chart of Accounts
(Revised Version June 2022)**

Notes:

- This guideline supersedes guideline 37 – 2021/2022 – Update to FSSU Chart of Accounts (Revised Version May 2022)
- This guideline has been updated to include **one new nominal code** which has been added to Table A – **Code 2179 Digital Divide Grant Unspent.**

Making changes to the Chart of accounts

Have a hard copy of the latest FSSU Chart of accounts

List of changes required

Back up before making changes

>Nominal Codes

>Wizard

- Name of code
- Select Type
- Select Category
- New code

The screenshot shows a software window titled "New Nominal" with a close button (X) in the top right corner. The window is divided into two main sections. On the left, there is a vertical navigation pane with two steps: "1 Enter Details" (highlighted with a blue circle) and "2 Opening Balance". On the right, the "Enter Details" section contains a help icon (question mark in a green circle) and instructional text: "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." Below this, it states: "The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account." The form fields are: "Name" (text box with "New Nominal Account"), "Type" (dropdown menu with "Income" selected), "Category" (dropdown menu with "Department Income" selected), and "N/C*" (text box with "3000"). At the bottom of the window, there are three buttons: "Cancel", "Back", and "Next".

Making changes to the Chart of accounts for Balance sheet codes

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: (dropdown menu open showing: Expenditure, Fixed Assets, Current Assets, Current Liabilities, Long Term)

Category:

N/C*:

Buttons: Cancel, Back, Next

The down arrow gives the various types & categories

FSSU COA on our website shows what type and category should be set for each code

1700	Sales Ledger Control	Current Asset	Debtors & Prepayments
1705	Debtors	Current Asset	Debtors & Prepayments
1710	Stock	Current Asset	Debtors & Prepayments
1720	Prepayments	Current Asset	Debtors & Prepayments
1730	Grants Due	Current Asset	Debtors & Prepayments
1800	Current Account 1	Current Asset	Bank
1801	Current Account 2	Current Asset	Bank

Making changes to the Chart of accounts

New Nominal

Nominal Information

1 Enter Details

2 **Opening Balance**

Opening Balance

Do you wish to post an opening balance for your new nominal account?

No, there is no opening balance to enter.

Yes, I wish to enter an opening balance.

Cancel Back Create

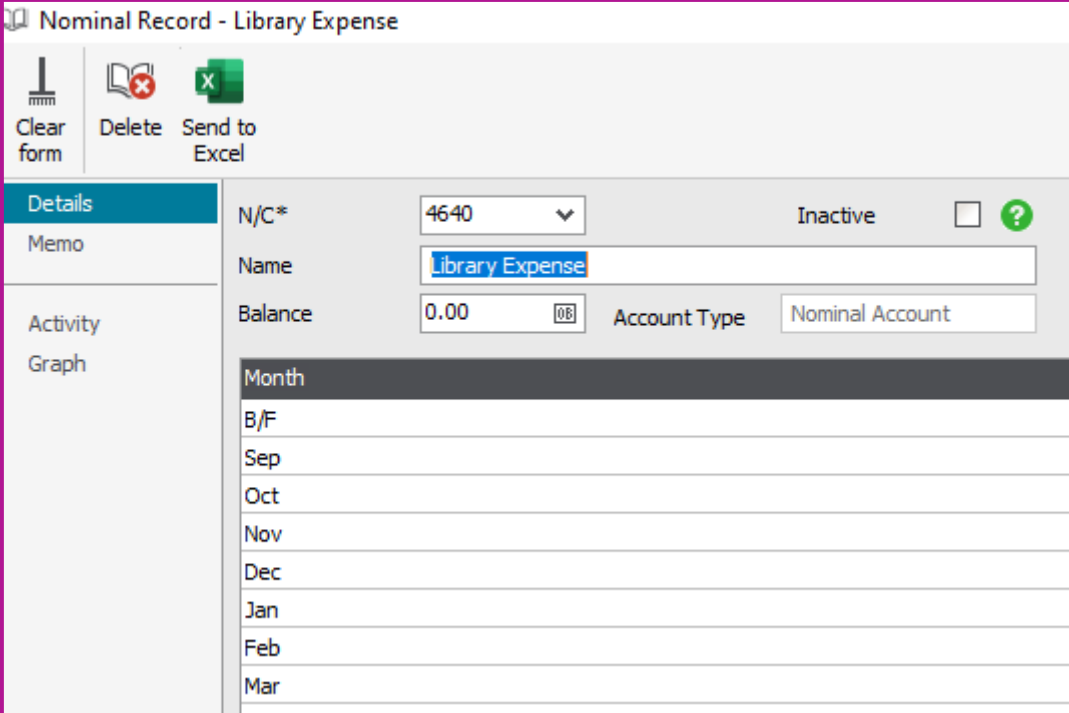


- ***No opening balance***
- Create

Making changes to the Chart of accounts

Amending code names

- Select Nominal List
- Double click on relevant code
- Amend name & save
- A code can only be deleted if there are no transactions entered against the code
- Alternatively make the account inactive by ticking the inactive button in the top right corner of the screen



Nominal Record - Library Expense

Clear form Delete Send to Excel

Details
Memo
Activity
Graph

N/C* 4640 Inactive ?

Name Library Expense

Balance 0.00 Account Type Nominal Account

Month
B/F
Sep
Oct
Nov
Dec
Jan
Feb
Mar

List of codes for changing in the following demonstration

1421	Capital: Fixtures, Fittings and Equipment Additions
1422	Capital: Fixtures, Fittings and Equipment Disposals
1426	Capital: Covid Minor Works Fixtures, Fittings and Equipment Additions
1427	Capital: Covid Minor Works Fixtures, Fittings and Equipment Disposals
1431	Depreciation: Fixtures, Fittings and Equipment Current Year
1432	Depreciation: Fixtures, Fittings and Equipment Disposal
1436	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Current Year
1437	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Disposal
1441	Capital: Motor Vehicles Additions
1442	Capital: Motor Vehicles Disposals
1451	Depreciation: Motor Vehicles Current Year
1452	Depreciation: Motor Vehicles Disposal
1461	Capital: ICT Additions
1462	Capital: ICT Disposals

Sage 50 Demo new codes

- New code 1461
- New Code 2179
- Edit the name of 1460

TABLE B: CHANGE OF DESCRIPTION TO THE NOMINAL ACCO		
Code	Existing Description	Change Description to:
4640	Library Expense	Library Non Grant Funded Expense
1400	Capital Land and Buildings	Capital Land and Buildings Cost B/Fwd
1410	Depreciation: Land and Buildings	Accumulated Depreciation: Land and B
1420	Capital: Fixtures, Fittings and Equipment	Capital: Fixtures, Fittings and Equipmer
1425	Capital: Covid Minor Works Fixtures, Fittings and Equipment	Capital: Covid Minor Works Fixtures, F Equipment Cost B/Fwd
1430	Accumulated Depreciation: Fixtures, Fittings and Equipment	Accumulated Depreciation: Fixtures, Fit Equipment B/Fwd
1435	Accumulated Depreciation: Covid Minor Works Fixtures, Fittings and Equipment	Accumulated Depreciation: Covid Mino Fittings and Equipment B/Fwd
1440	Capital: Motor	Capital: Motor Vehicles Cost B/Fwd
1450	Accumulated Depreciation: Motor Vehicles	Accumulated Depreciation: Motor Vehi
1460	Capital: ICT Costs	Capital: ICT Cost B/Fwd

Note:

These changes will give rise to audit adjustments and where fixed asset purchases are coded to going forward



Thank You

Check out more short videos in the Sage 50 training section of the website

And email info@fssu.ie if there is a specific topic you would like covered