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FSSU  
Training  
video

Importing the  
Budget into  
Sage 50

# FSSU Guide & Training video for importing Budget figures into Sage 50

## Overview of the process of importing budget figures into Sage 50

- Previously budget figures were filled in manually into a budget import template available on our website.
- The FSSU aim to improve the efficiency of the school accounts preparation process and reduce manual inputting
- The latest VSS Budget template has a new Sage 50 Import Sheet (No 7). This sheet provides a summary of the nominal codes and the total budget figure for each code.
- The prepopulating of these figures into this linear format will enable the data to be copied quickly into the Budget Import template & avoid manual updating
- Download the budget import template from the Sage 50 software & the detail in Column A, B & D of this sheet should be copied into this template which can then be used to import the budget data into Sage 50.
- The full FSSU instructions for importing the budget is available for download within that new sheet



## Instructions for importing the Budget – Summary of steps Video demonstration follows

1. Open the final BOM approved budget excel file for the financial year
  - A hard copy printout of the figures in sheet 2
  - The nominal codes in this printout should be the same as the codes in sage 50
  - Download the import instructions from sheet 7
  - A quick check on the figures in sheet 7 to ensure they agree to the printout
2. Download & save Budget Import template from Sage software
3. Copy columns A,B & D from sheet 7 to import template
4. Import budget into Sage
5. Checking & editing the budget figures in Sage

# Conclusion – Key learning points



- Download & Follow the steps in the FSSU Import guide
- Budget template codes should be the same as in the Sage 50 data
- Do not leave any blank lines in the template
- Year end process must be run in Sage 50 before importing new FY Budget figures
- Always back up before importing
- Check figures in Sage for accuracy after importing
- The budget figures can be easily amended in Sage



Thank You

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

Email [info@fssu.ie](mailto:info@fssu.ie) if there is a specific topic you would like covered

# VSS Budget Template

## Full instructions for importing budget figures into Sage 50

AutoSave Off VSS-Budget-Template-2022-2023-NON-DEIS-21.06.22 (4) - Protected View Search (Alt+Q)

File Home Insert Page Layout Formulas Data Review View Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

C171 : X ✓ fx =2. Income & Expenditure Budget!F194

Voluntary Secondary School  
NON\_DEIS School Budget 2022/23  
SAGE 50 Budget Import Figures

1. The nominal code detail here should be the same as in your Sage 50. If you added additional codes to your I & Exp budget please add the codes and values into the budget below. Do not leave any blank lines

2. Ensure the figures are the same in column C and D for each nominal code

3. The detail in Column A, B & D must be then copied into a Sage 50 Budget Import template for importing into Sage 50

[Click here for full instructions for importing budget figures into Sage 50.](#)

A	B	C	D
Refn	Name	Yearly	Month 1 Budget
Copy	Copy into Import Template	Do not use	Copy & paste as values into Import Template
3010	Capitation	178,224	178224
3050	Support Services Grant	126,618	126618
3100	Secretarial Grant	23,275	23275
3130	Caretaker Grant	19,075	19075
3140	Special Education Equipment Grant	-	0
3150	Book Grant Income	13,536	13536
3160	Book Rental Scheme Grant	-	0
3170	Special Subjects Grant	-	0
3190	JCSP Grant	-	0
3200	Transition Year Grant	1,520	1520
3210	Leaving Cert Applied Grant	3,473	3473
3220	Grant for Traveller Students	-	0

2. Income & Expenditure Budget | 3. Opening Bank Position | 4. Estimated Bank Cashflow | 5. Capital Budget | 6. Monthly Cashflow | 7. Sage 50 Import

Worthwhile Checking that these figures agree to figures in Sheet 2

1. New Sage 50 Import sheet

# Follow the steps for importing budget in the FSSU Guide

## Step 2. Download nominal record template for updating with budget detail



### Sage 50 Accounts Importing the Budget

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

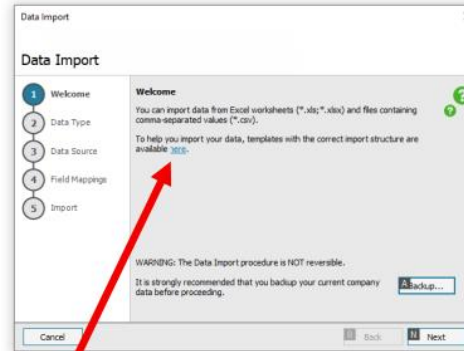
There is a new excel sheet included in the Budget Template 2022/2023 called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.

Voluntary Secondary School NON_DEIS School Budget 2022/23 SAGE 50 Budget Import Figures			
A	B	C	D
Refn	Name	Yearly	Month 1 Budget
Copy	Copy into Import Template	Do not use	Copy & paste as values into Import Template
3010	Capitation	178,224	178,224
3020	Enhanced Capitation (DEIS)	126,618	126,618
3050	Support Services Grant	232,75	232,75
3100	Secretarial Grant	190,75	190,75
3130	Caretaker Grant	0	0
3140	Special Education Equipment Grant	21,996	21,996
3150	Book Grant Income	0	0
3160	Book Rental Scheme Grant	0	0
3170	Special Subjects Grant	0	0
3190	JCSP Grant	1,528	1,528
3200	Transition Year Grant	3,473	3,473
3210	Leaving Cert Applied Grant	0	0
3220	Grant for Traveller Students	0	0
3230	ICT Grant Non Capital	208,74	208,74
3240	Supervision and Substitution Grant	26	26
3245	Physics/Chemistry Grant	0	0
3255	State Exam Income	0	0
3260	School Excellence Fund Income	0	0
3275	Minor Works Grant-Non Capital	0	0
3276	Temporary Accommodation Grant Income	0	0
3277	COVID Minor Works Grant-Non Capital	0	0
3280	COVID Aide Grant	16,000	16,000
3281	COVID Capitation PPE Grant	21,000	21,000
3282	COVID Enhanced Supervision Grant	6,600	6,600
3283	COVID Capitation for Additional Cleaning Grant	0	0

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

#### 2. Open Sage 50 to download and complete the Sage n

Select File > Import.



Click "here" to open the template that will help import the budget data.

A	B	C	D
1 Refn	Name	Yearly Budget	Month 1 Budget
2			
3			
4			
5			
6			