



FSSU
Financial Support
Services Unit

Online Annual Accounts Submission User Manual

**Step by step guide to
making the online annual
accounts submission**

Internet Browser

Please note that our online portal cannot be accessed with Internet Explorer.

Instead of using Internet Explorer, please download one of the following browsers:



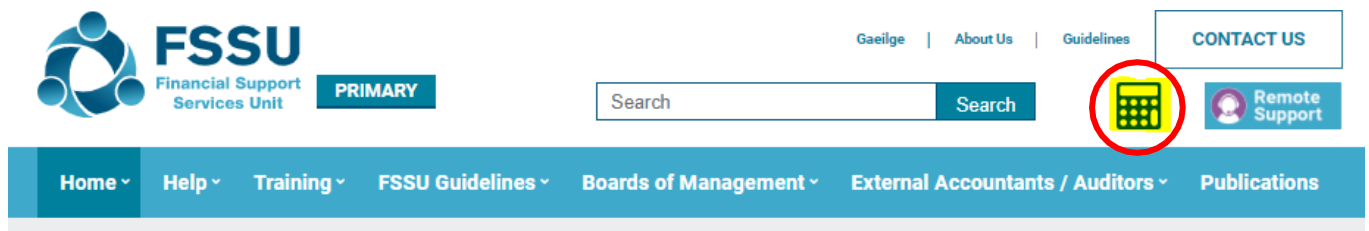
Engagement Partner Page 2 to Page 11

The Engagement Partner is the main point of contact in an accountancy firm. This person has authority to assign permissions to an Additional User.

Additional User Page 12 to Page 18

An Additional User is an individual who has been given permissions to make a submission by the Engagement Partner of the firm.

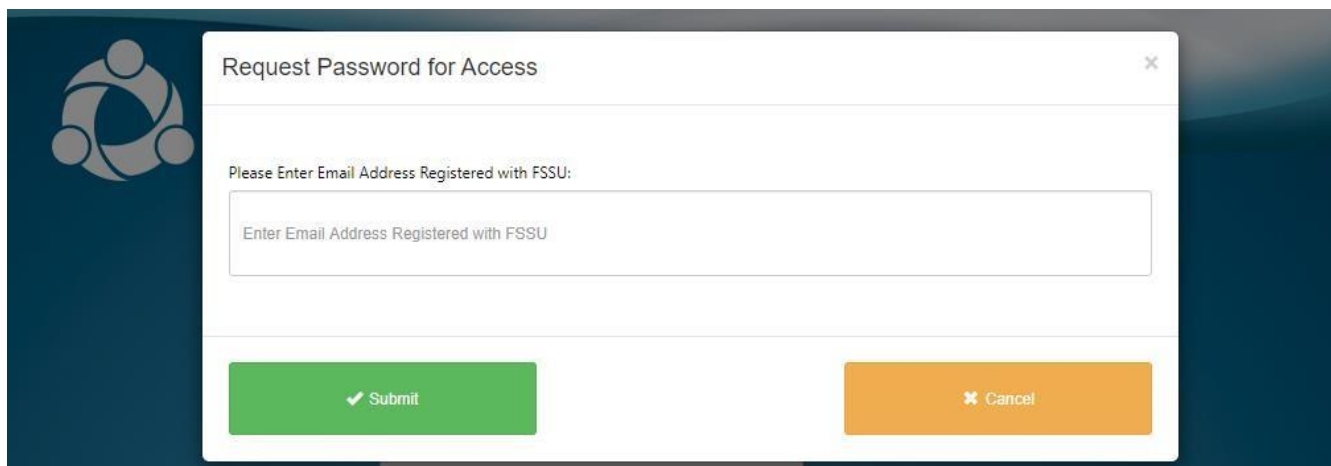
1. Follow the icon on the homepage to access the Login Page



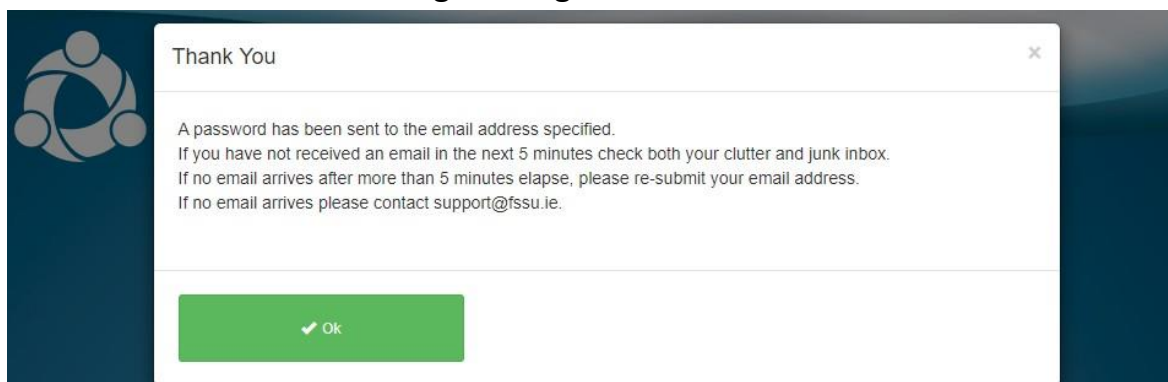
2. Click **Request Password**



3. Enter the **Email Address Registered with FSSU** and click **Submit**



You will receive the following message. Click **OK**.



4. Go to your email Inbox to access your Password.

Follow the [Click here to access portal](#) link

As requested, please find below your password for the FSSU portal.

For security reasons this password will expire in 72 hours after which you will need to send another password request from the login screen by clicking 'Request Password'.

Access to the portal is now available using the email address you have provided and the password below.

Password:	pR1xx
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[Click here to access portal](#)

If you have difficulty accessing the portal please email support@fssu.ie

Financial Support Services Unit

5. Login using your Username and Password

- Your **Username** is the email address you used to access your Password
- Enter the **Password** that was emailed to this account
- Enter the result of the equation in the third box.
- Click **OK**.

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK

Clear

6. You must confirm you hold a **Current Practising Certificate** and **Current Professional Indemnity Insurance** to progress.

If you do not you may not make a submission on behalf of a school.

The screenshot shows the FSSU (Financial Services Support Unit) interface. A modal window titled "2018 / 2019 School Year" is displayed in the center. The modal contains the following text: "Submissions will only be accepted from holders of both a current Practising Certificate and Professional Indemnity Insurance. Please confirm that both are in place." Below this text are two checkboxes: "Current Practising Cert:" and "Current Professional Indemnity Insurance:". Both checkboxes are currently unchecked. At the bottom of the modal are two buttons: a green button labeled "Confirm Details" and an orange button labeled "Logout". The background of the interface shows a sidebar with "User Details" (Name: Jane Browne & Co) and a main area with tabs for "Primary Schools", "Voluntary Secondary Schools", and "Community and Comprehensive Schools". A "School Year" dropdown menu is visible on the right, set to "2018 / 2019".

7. Slide the Green Tab to confirm and click **Confirm Details**

This screenshot shows the same FSSU interface as the previous one, but the modal window now shows the checkboxes "Current Practising Cert:" and "Current Professional Indemnity Insurance:" with their green tabs slid to the right, indicating they are confirmed. The "Confirm Details" button remains green, while the "Logout" button remains orange. The background interface elements are consistent with the previous screenshot.

Engagement Partner Settings Landing Page

Update **Practice Details** as necessary

The screenshot shows the 'Practice Details' tab selected in the Engagement Partner Settings. The form contains the following fields:

- Practice Name:** Jane Browne & Co
- Current Practising Certificate:** [Green box with white checkmark]
- Current Professional Indemnity Insurance:** [Green box with white checkmark]
- Address Line 1:** Address 01
- Address Line 2:** Address 02
- Address Line 3:** Address 03
- City:** City 04
- County:** Co. Cork
- Eir Code:**
- Practice Status:** Active

Below the Practice Details section is the **Engagement Partner** section:

- First Name:** Jane
- Last Name:** Browne
- eMail:** janebrowne@accountant.com
- Buttons:** [Change Engagement Partner] (orange), [Request New School Link] (blue)

At the bottom, it shows **[26] Active School(s)**.

Update **Engagement Partner** as necessary

The screenshot shows the 'Engagement Partner' tab selected. The form contains the following fields:

- First Name:** Jane
- Last Name:** Browne
- eMail:** janebrowne@accountant.com
- Buttons:** [Change Engagement Partner] (orange)

Use **School Link** to search for schools or add schools

The screenshot shows the 'School Link' modal form. It contains the following fields:

- Roll Number:** [Text input field]
- School Name:** [Text input field]
- School Type:** School Type
- Status:** Waiting for Activation

Below the fields is a message:

To link a School Please enter the schools' Roll Number and press 'Save'. If you link a School in this screen it is automatically set to status 'Waiting for Activation'. The FSSU needs to Activate this school before you can administer its accounts. You will receive an email confirming activation.

At the bottom are two buttons: [Save] (green) and [Cancel] (orange).

Under **User List** user can add or remove school access

Username	Status	Name	Registered
tom@accountant.com	Active	Tom Brown	07/06/2019 13:25:47
joan@accountant.com	Please Remove	Joan Brown	08/06/2019 11:03:09
gerry@accountant.com	Active	Gerry Brown	07/06/2019 11:00:59

New User Window

Add New User

First Name:

Last Name:

email Address:

Status:

Office Phone:

Engagement Partner: ☐

8. You will be brought to the **User Details** page where you can view all Schools

FSSU Financial Support Services Unit

Update Practice Details, Link School(s) or Edit User(s) Download User Guide

User Details Primary School(s) Voluntary Secondary School(s) Community and Comprehensive School(s)

User Details

Firm: User: Person: School Year:

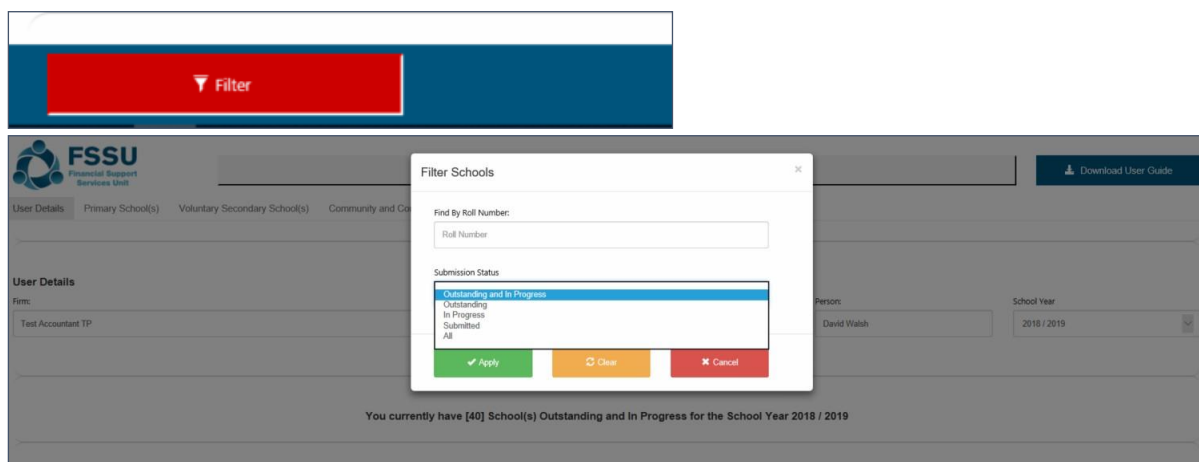
You currently have [26] Active School(s) Linked to Your Organisation

You currently have [8] School(s) Outstanding and in Progress for the School year 20XX/20XY

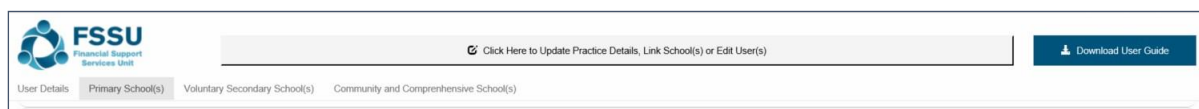
[5] Primary School(s) Outstanding and In Progress

Ref	School	Locality	Status	Type	Details
10011T	Sample School 1		In Progress	Primary School	Last Saved janebrowne@accountant.com
10013T	Sample School 2		In Progress	Primary School	Last Saved janebrowne@accountant.com
10014T	Sample School 3		In Progress	Primary School	Last Saved janebrowne@accountant.com

The **Filter** button allows you to filter schools by Submission Status



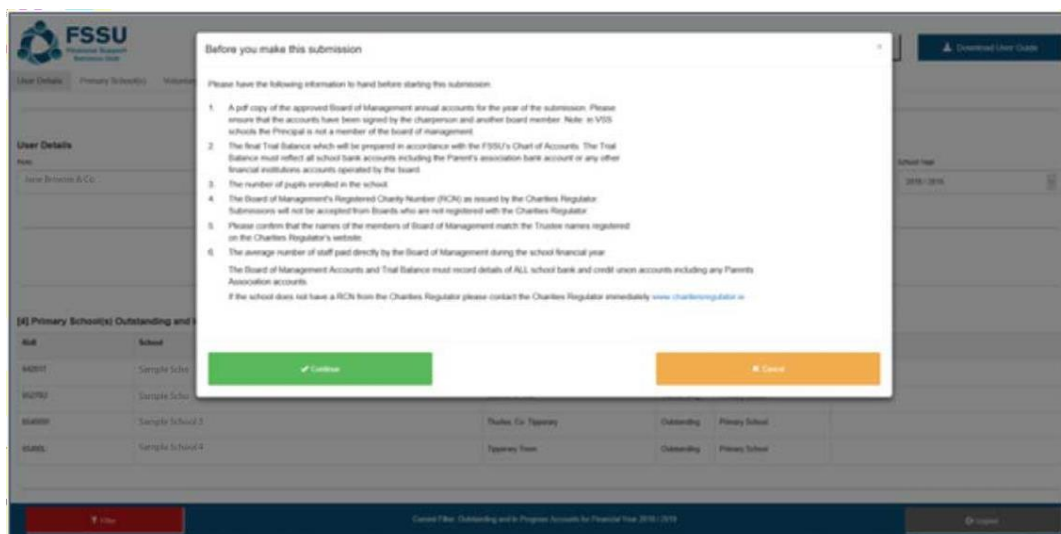
Use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School



9. Select the relevant school by double clicking on the School Roll Number or School Name

[5] Primary School(s) Outstanding and In Progress					
Roll	School	Locality	Status	Type	Details
10011T	Sample School 1		In Progress	Primary School	Last Saved janebrowne@accountant.com
10013T	Sample School 2		In Progress	Primary School	Last Saved janebrowne@accountant.com
10014T	Sample School 3		In Progress	Primary School	Last Saved janebrowne@accountant.com
10015T	Sample School 4		In Progress	Primary School	Last Saved janebrowne@accountant.com
10007T	Sample School 5		In Progress	Primary School	Last Saved janebrowne@accountant.com

10. Pop Up Advice – Click **Confirm** to begin submission



11. Begin by entering the **School Details**

School Details

School Name:

Test Primary School 41

Roll Number:

4001T

Audited Accounts:

Please Select

DEIS Status:

No

12. Option 1 – Import **Trial Balance**



Back

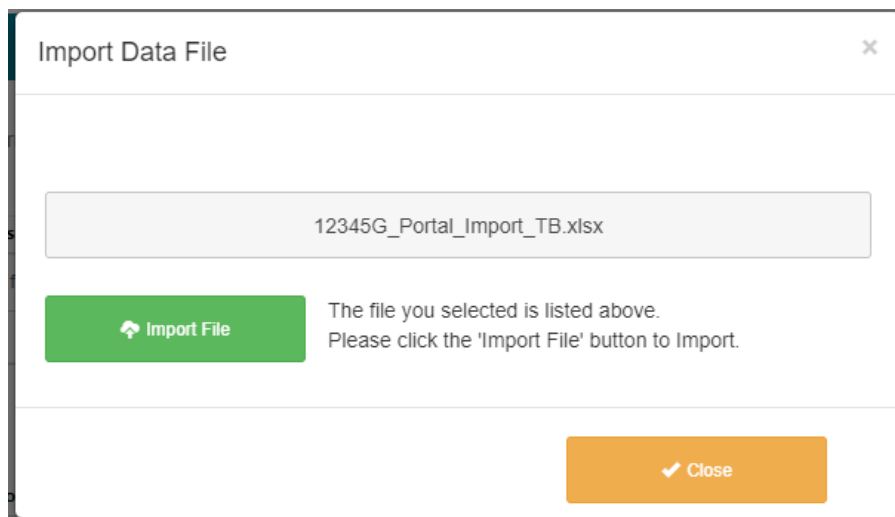
Save

Export

Import TB

Submit

- Click on the **Import Button**
- Browse to excel data file e.g. '**12345G_Portal_Manual_Import.xlsx**'
- Select the populated **Portal file** for the school and **Open**
- Click **Import File** to populate the **Trial Balance**




Option 2 – Manually complete the **Trial Balance** including:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

13. Complete the Charities Regulator Report

Registration with the Charities Regulator is mandatory for all schools



Back

Save

Export

Import TB

Submit

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

Charities Regulator Report

Registered Charity Number (RCN):

Total School Income:

Total School Expenditure:

€ 0

€ 0

Total Salary Amount paid by the Board of Management:

Average Number of Employees paid directly by the Board of Management:

€

0

As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that the Trustee details for the school are registered correctly with the CRA

☐

As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts.

☐

Indicate the number of individuals who have volunteered for the board of management and the school for the school year. (e.g. BOM members, parent's association, parents that helped out at bake sale etc.)

Please Select

14. Complete the Board of Management Declaration for Covid Supports

Board of Management Declaration - Covid Supports

Were Covid-19 financial supports claimed by the Board in respect of Department of Education grant funded Secretaries, Caretakers and Cleaners? This question relates to EWSS.

Please Select

The board understands that grant funding may be reduced by the amount of any Covid-19 financial supports received as identified above and this may be subject to audit at a future date.

☐

The board confirms that the Covid-19 operational supports provided as outlined in 0045/2020 to date were specifically used for the purpose of minimising the risk of spread of Covid-19 and that costs were recorded appropriately in the school accounts.


Please Select

The board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021 and 2021/2022 were prepared and where applicable the unspent amount was returned to the Department.

Please Select

15. Complete Final Accounts Upload

Click on **Upload / Remove Final Signed Accounts Document**



Back

Save

Export

Import TB

Submit

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

Final Accounts Upload

Please Upload Final Signed Accounts in PDF Format (Max size 10MB)

Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.

You can upload up to 3 PDF documents including 'Board of Management Authorisation Letter', 'Signed Annual Accounts' and 'Final Balance'. Please ensure that these documents include 'Approved and Signed Annual Accounts'.

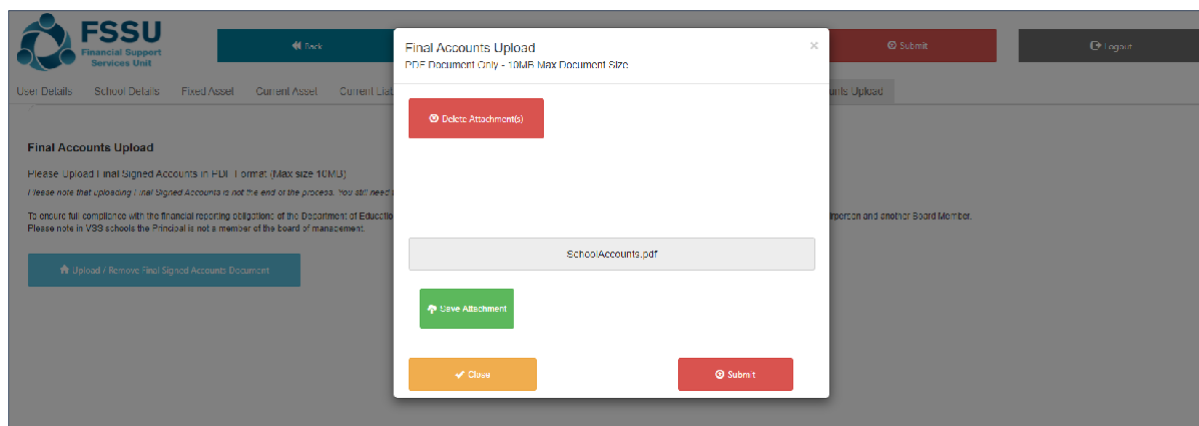
To ensure full compliance with the financial reporting obligations of the Department of Education and Skills, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in Voluntary Secondary Schools the Principal is not a member of the board of management.

Upload / Remove Final Signed Accounts Document

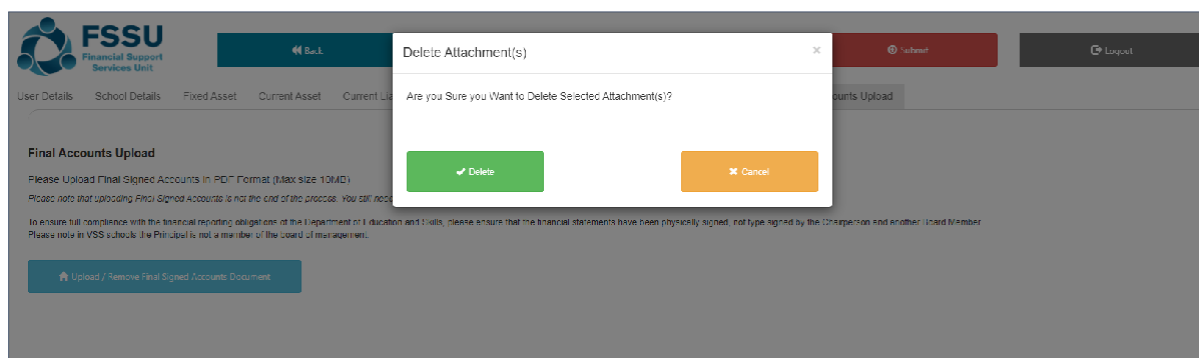
Click on **Click to browse and select file** and select relevant files

The screenshot shows the FSSU (Financial Support Services Unit) web interface. The main page is titled "Final Accounts Upload" and includes instructions for uploading PDF documents. A modal dialog box is open in the center, titled "Final Accounts Upload" with a close button (X). The dialog contains a red button labeled "Delete Attachment(s)", a light gray button labeled "Click to browse and select file", and two bottom buttons: an orange "Close" button and a red "Submit" button. The background page shows a navigation bar with links like "User Details", "School Details", "Final Asset", "Cancel Asset", and "Cancel File". There are also "Back", "Submit", and "Logout" buttons at the top of the page.

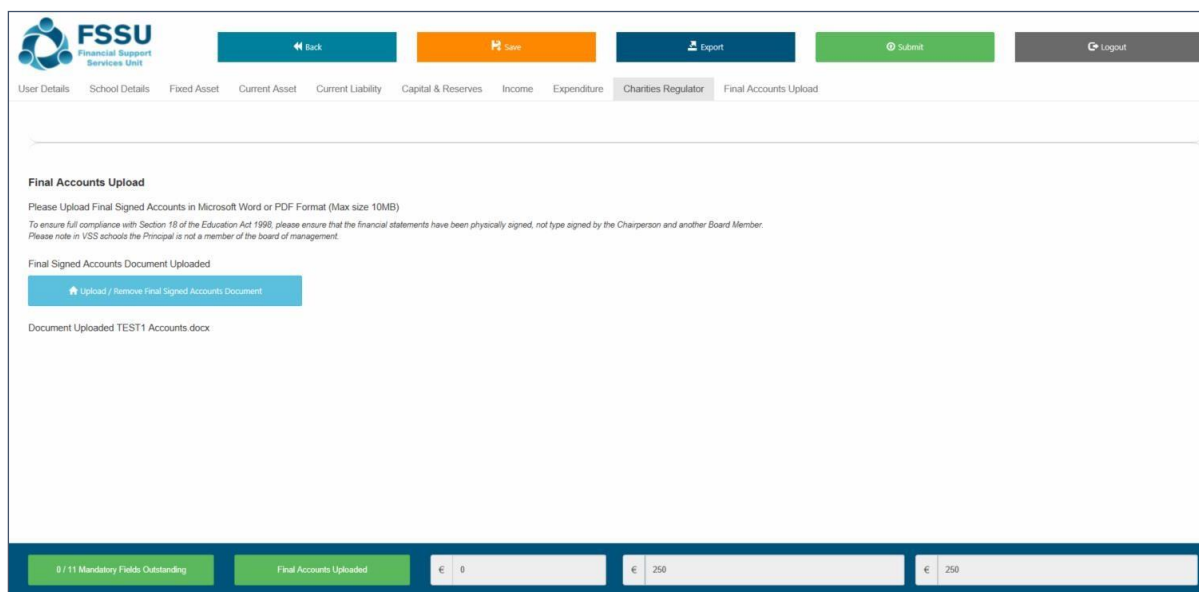
Chosen document will appear. Click **Save Attachment**



Saved Documents can also be removed



16. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



17. Confirm your Submission by clicking on **Submit**

FSSU
Financial Support
Services Unit

Confirm Submit

Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

Final Accounts Upload

Please Upload Final Signed Accounts Document

To ensure full compliance with Section 17 of the Charities Act 2011, please note in FSS schools the Final Signed Accounts Document must be uploaded.

Final Signed Accounts Document Uploaded

Document Uploaded TEST1 Accounts.docx

0 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

Once your accounts are submitted the Submit button can't be re-clicked and data becomes read only

FSSU
Financial Support
Services Unit

User Details | School Details | Fixed Asset | Current Asset | Current Liability | Capital & Reserves | Income | Expenditure | Charities Regulator | Final Accounts Uploaded

User Details

User: jane.browne@accountant.com - 15/05/2019 10:08:14

File Name: Jane Browne & Co | User Name: janebrowne@accountant.com | School Year: 2018 / 2019 | Submission Status: Submitted

School Details

School Name: Sample School 2 | Roll: 10013T | No. Pupils: 100 | Audited / Certified: Audited | Data Status: No

Trial Balance

Fixed Asset

Number	Description	Type	Debit	Credit
1400	Capital: Land and Buildings	Fixed Asset	€ 100	€

0 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

18. A confirmation email will be forwarded on completion:

Confirmation of Submission of Financial Accounts for 20XX/XY

- A confirmation email will also be sent to the Secretary to the Board of Management of the school
- A confirmation email will also be sent to the FSSU

Additional User

An Additional User is an accountant who has been given permissions to make a submission by the Engagement Partner of the firm.

1. You will receive an email notifying you that you have been set up on the Accounts Portal

To: Jane Browne <janebrowne@accountant.com>
Subject: FSSU Accountants User Activation

Dear Ms Jane Browne,

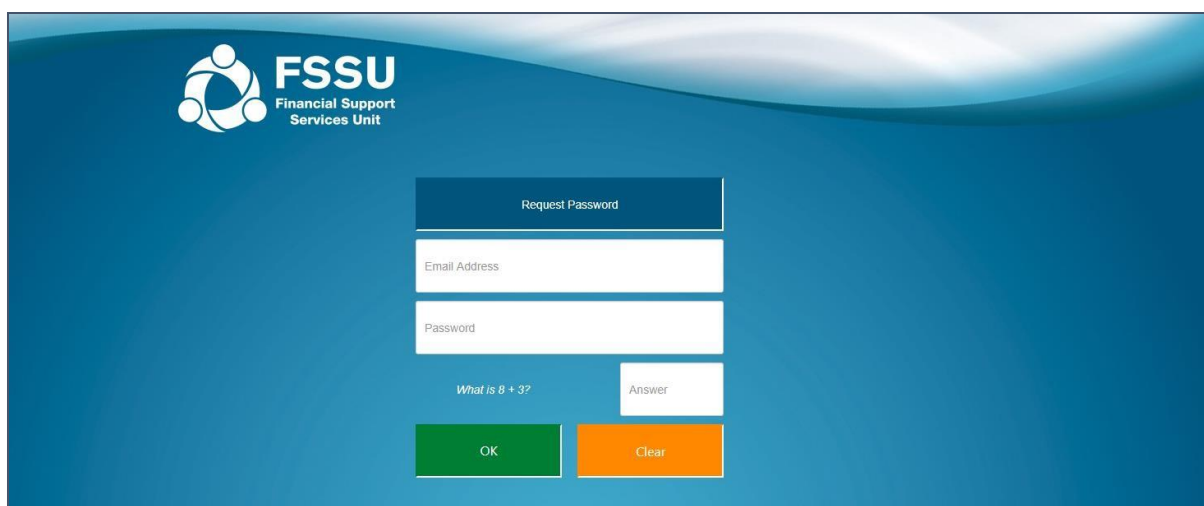
You have been set up to use our Accounts Portal. Your details are listed below.

Name:	Jane Browne,
Username:	janebrowne@accountant.com
Password:	Request from Portal

To request your password please browse to www.fssucloud.net and click 'Request Password'.

2. Login using your Username and Password

- Your **Username** is the email address you used to access your Password
- Enter the **Password** that was emailed to this account
- Enter the result of the equation in the third box.
- Click **OK**.



The login page features the FSSU logo (Financial Support Services Unit) in the top left corner. The main content area contains a 'Request Password' button at the top, followed by three input fields: 'Email Address', 'Password', and a math problem 'What is 8 + 3?' with an 'Answer' input field. At the bottom, there are two buttons: a green 'OK' button and an orange 'Clear' button.

3. You will be brought to the homepage where you can view all Outstanding & InProgress Schools

The screenshot shows the FSSU homepage. At the top, there's a navigation bar with the FSSU logo and a link to 'Click Here to Update Practice Details, Link School(s) or Edit User(s)'. Below this, there's a 'User Details' section with fields for 'Firm' (Jane Browne & Co), 'User' (janebrowne@accountant.com), 'Person' (David Walsh), and 'School Year' (2018 / 2019). A message states 'You currently have [41] Active School(s) Linked to Your Organisation'. Below this, another message states 'You currently have [40] School(s) Outstanding and In Progress for the School Year 2018 / 2019'. A table titled '[4] Primary School(s) Outstanding and In Progress' lists four schools with columns for Roll, School, Locality, Status, Type, and Details.

Roll	School	Locality	Status	Type	Details
64261T	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
65279U	Sample School 2	Carrick-on-Suir	Outstanding	Primary School	
65460W	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
65468L	Sample School 4	Tipperary Town	Outstanding	Primary School	

The **Filter** button allows you to filter schools by Submission Status



The screenshot shows the FSSU homepage with the 'Filter Schools' dialog box open. The dialog box has a 'Find By Roll Number' field and a 'Submission Status' dropdown menu. The dropdown menu is open, showing options: 'Outstanding and In Progress' (highlighted), 'Outstanding', 'In Progress', 'Submitted', and 'All'. Below the dropdown are three buttons: 'Apply' (green), 'Clear' (orange), and 'Cancel' (red). The background shows the same user details and school list as the previous screenshot.

You can use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School

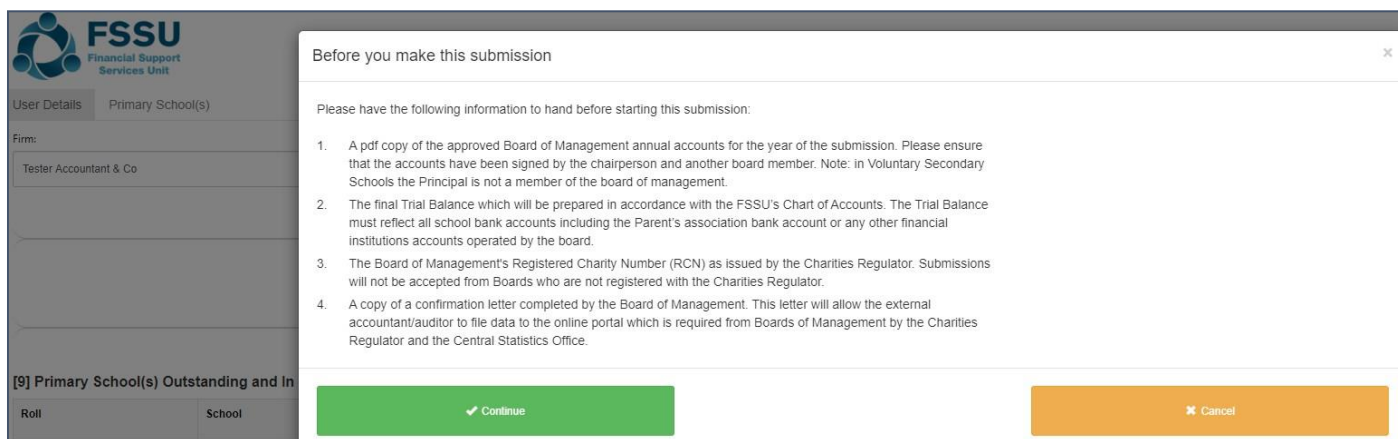
The screenshot shows the FSSU homepage with navigation tabs at the top: 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'Primary School(s)' tab is selected.

4. Select the relevant school by double clicking on the School Roll number or School Name

The screenshot shows the table of schools from the previous screenshot, titled '[4] Primary School(s) Outstanding and In Progress'. It lists four schools with columns for Roll, School, Locality, Status, Type, and Details.

Roll	School	Locality	Status	Type	Details
64261T	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
65279U	Sample School 2	Carrick-on-Suir	Outstanding	Primary School	
65460W	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
65468L	Sample School 4	Tipperary Town	Outstanding	Primary School	

5. Pop Up Advice – Click **Confirm** to begin submission



The screenshot shows a web interface for FSSU (Financial Support Services Unit). On the left, there's a sidebar with 'User Details' and 'Primary School(s)'. The main area displays a 'Before you make this submission' pop-up. The pop-up contains a list of four requirements for the submission, followed by 'Continue' and 'Cancel' buttons.

Before you make this submission

Please have the following information to hand before starting this submission:

1. A pdf copy of the approved Board of Management annual accounts for the year of the submission. Please ensure that the accounts have been signed by the chairperson and another board member. Note: in Voluntary Secondary Schools the Principal is not a member of the board of management.
2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of Accounts. The Trial Balance must reflect all school bank accounts including the Parent's association bank account or any other financial institutions accounts operated by the board.
3. The Board of Management's Registered Charity Number (RCN) as issued by the Charities Regulator. Submissions will not be accepted from Boards who are not registered with the Charities Regulator.
4. A copy of a confirmation letter completed by the Board of Management. This letter will allow the external accountant/auditor to file data to the online portal which is required from Boards of Management by the Charities Regulator and the Central Statistics Office.

Continue **Cancel**

6. Begin by entering the **School Details**

School Details



The screenshot shows the 'School Details' form. It has four input fields: 'School Name' (containing 'Test Primary School 41'), 'Roll Number' (containing '4001T'), 'Audited Accounts' (a dropdown menu showing 'Please Select'), and 'DEIS Status' (containing 'No').

School Name: Test Primary School 41 **Roll Number:** 4001T **Audited Accounts:** Please Select **DEIS Status:** No

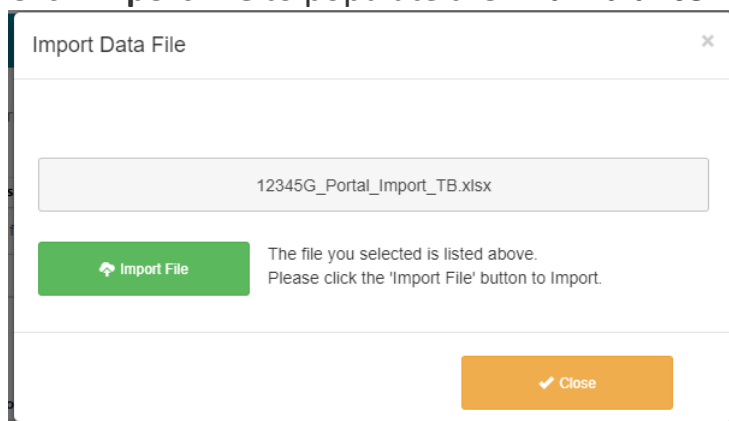
7. Option 1 – Import **Trial Balance**



The screenshot shows the FSSU logo and a row of five buttons: 'Back', 'Save', 'Export', 'Import TB', and 'Submit'.

FSSU Financial Support Services Unit **Back** **Save** **Export** **Import TB** **Submit**

- Click on the **Import Button**
- Browse to excel data file e.g. '**12345G_Portal_Manual_Import.xlsx**'
- Select the populated **Portal file** for the school and **Open**
- Click **Import File** to populate the **Trial Balance**



The screenshot shows the 'Import Data File' dialog. It displays the file '12345G_Portal_Import_TB.xlsx' and has an 'Import File' button. Below the file name, it says 'The file you selected is listed above. Please click the 'Import File' button to Import.' There is also a 'Close' button at the bottom right.

Import Data File

12345G_Portal_Import_TB.xlsx

Import File The file you selected is listed above. Please click the 'Import File' button to Import.


Close

Option 2 – Manually complete the **Trial Balance** including:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

8. Complete the Charities Regulator Report

Registration with the Charities Regulator is mandatory for all schools



Back

Save

Export

Import TB

Submit

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

Charities Regulator Report

Registered Charity Number (RCN):

Total School Income:
€

Total School Expenditure:
€

Total Salary Amount paid by the Board of Management:
€

Average Number of Employees paid directly by the Board of Management:

As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that the Trustee details for the school are registered correctly with the CRA

☐

As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts.

☐

Indicate the number of individuals who have volunteered for the board of management and the school for the school year. (e.g. BOM members, parent's association, parents that helped out at bake sale etc.)

Please Select

9. Complete the Board of Management Declaration for Covid Supports

Board of Management Declaration - Covid Supports

Were Covid-19 financial supports claimed by the Board in respect of Department of Education grant funded Secretaries, Caretakers and Cleaners? This question relates to EWSS.

Please Select

The board understands that grant funding may be reduced by the amount of any Covid-19 financial supports received as identified above and this may be subject to audit at a future date.

☐

The board confirms that the Covid-19 operational supports provided as outlined in 0045/2020 to date were specifically used for the purpose of minimising the risk of spread of Covid-19 and that costs were recorded appropriately in the school accounts.


Please Select

The board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021 and 2021/2022 were prepared and where applicable the unspent amount was returned to the Department.

Please Select

10. Complete Final Accounts Upload

Click on **Upload / Remove Final Signed Accounts Document**



Back

Save

Export

Import TB

Submit

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

Final Accounts Upload

Please Upload Final Signed Accounts in PDF Format (Max size 10MB)

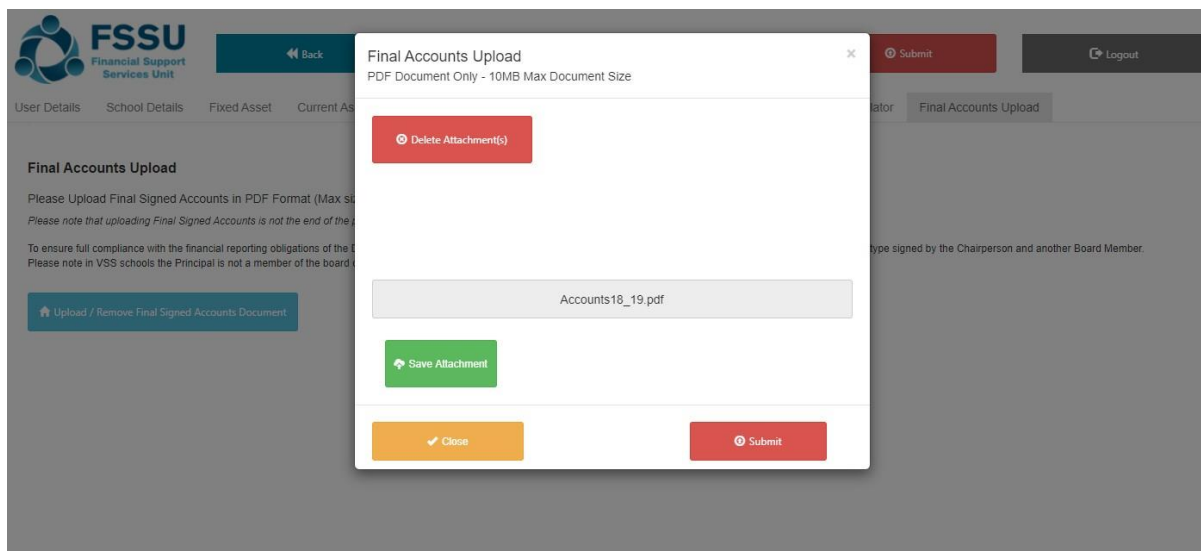
Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.

You can upload up to 3 PDF documents including 'Board of Management Authorisation Letter', 'Signed Annual Accounts' and 'Final Balance'. Please ensure that these documents include 'Approved and Signed Annual Accounts'.

To ensure full compliance with the financial reporting obligations of the Department of Education and Skills, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in Voluntary Secondary Schools the Principal is not a member of the board of management.

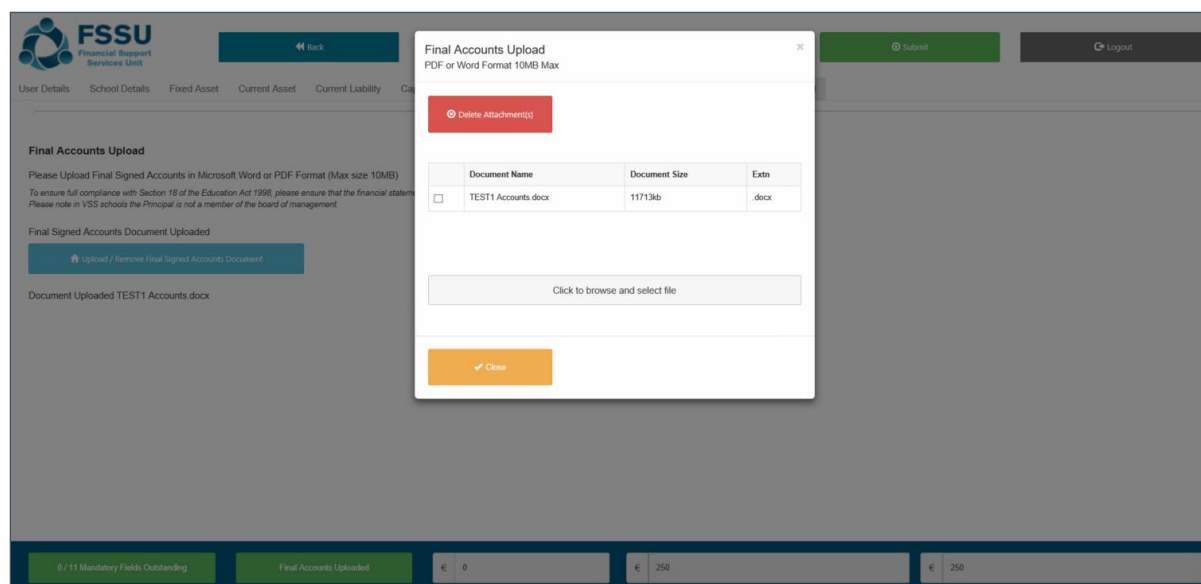
Upload / Remove Final Signed Accounts Document

Click on **Click to browse and select file** and select relevant files

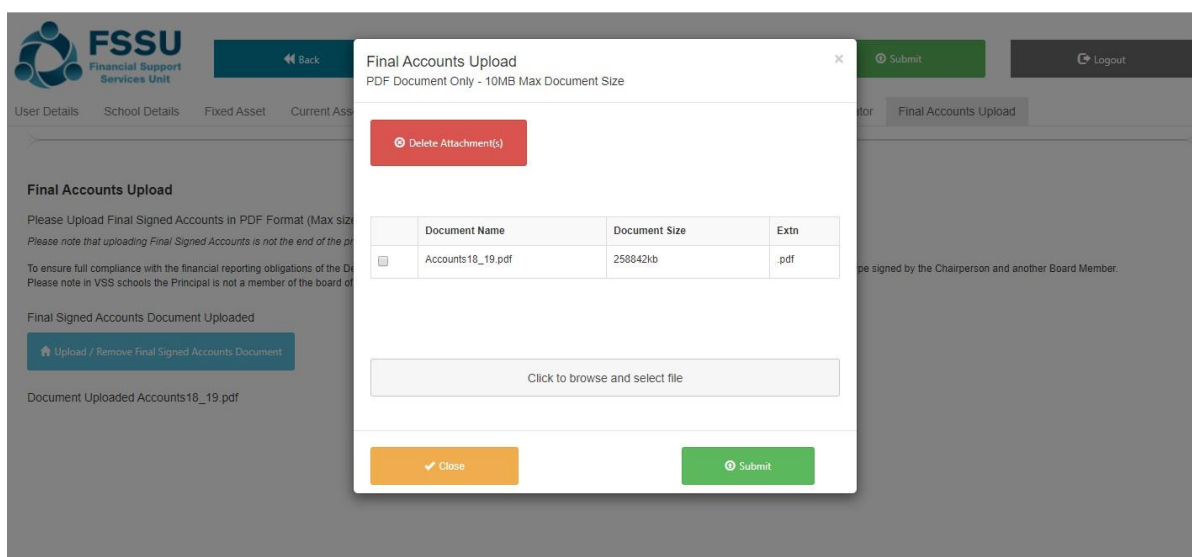


Chosen document will appear. Click **Save Attachment**

Saved Documents can also be removed by clicking **Delete Attachment**



Click **Close** or **Submit**



Confirm Submit

Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

✓ Submit

✗ Cancel

Final Accounts Upload

Please Upload Final Signed Accounts Document

Please note that uploading this document is mandatory

To ensure full compliance with VSS schools

Please note in VSS schools

Final Signed Accounts Document Uploaded

Upload / Remove Final Signed Accounts Document

Document Uploaded Accounts18_19.pdf

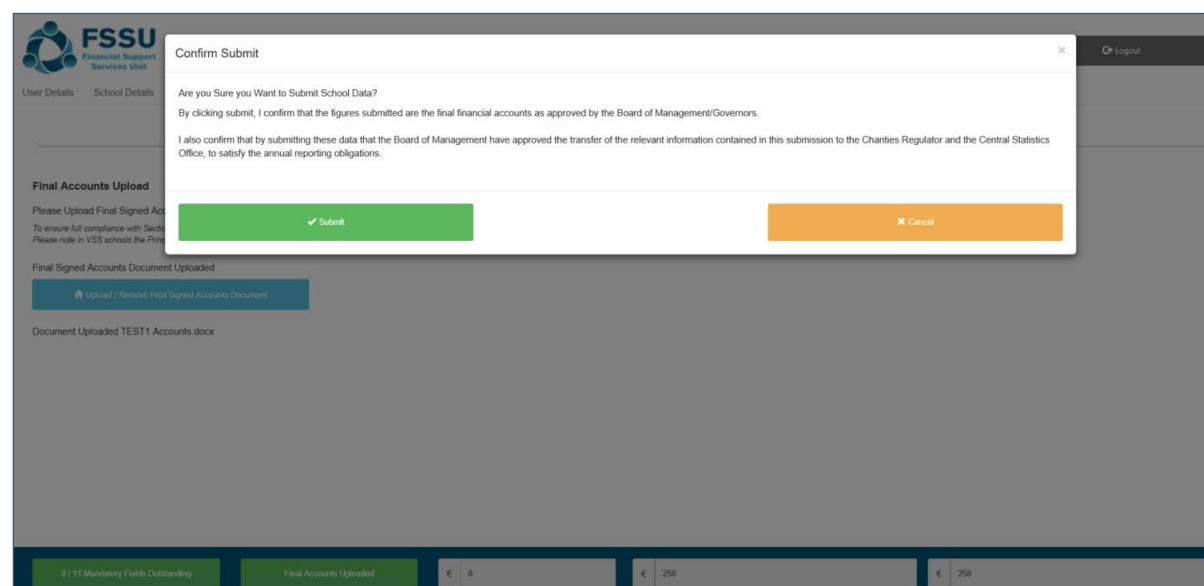
Board Member

11. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



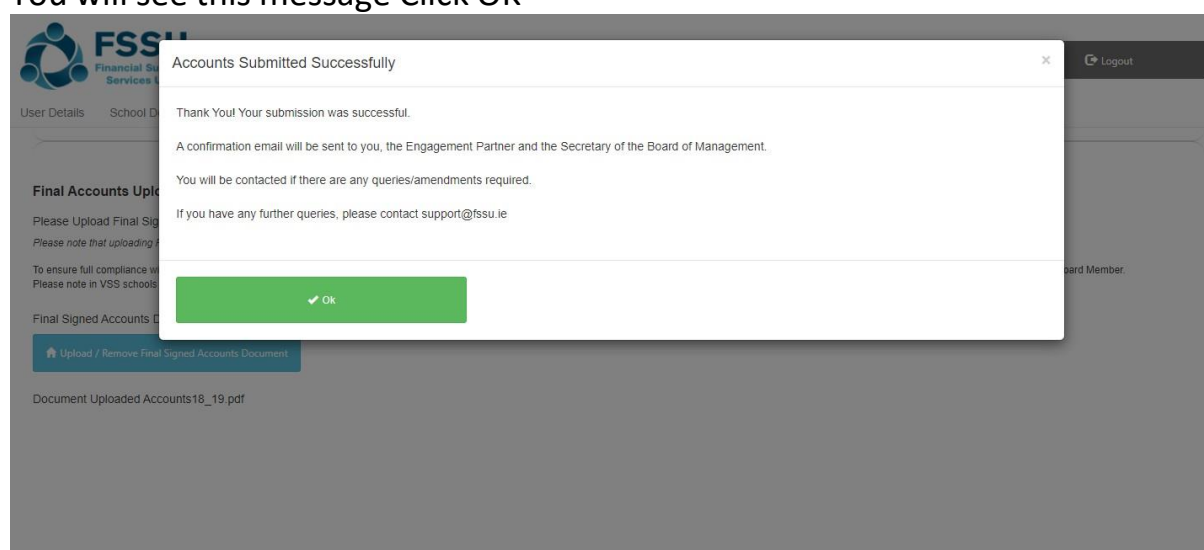
The screenshot shows a dark blue header bar with three white boxes. The first box on the left contains the text '0 / 15 Mandatory Fields Outstanding'. The middle box contains 'Final Accounts Uploaded'. To the right of these are three input fields for currency values: the first shows '€ 0', the second shows '€ 547,929', and the third shows '€ 547,929'.

12. Confirm your Submission by clicking on **Submit**



The screenshot shows a 'Confirm Submit' dialog box with a close button (X) in the top right corner. The dialog contains the following text: 'Are you Sure you Want to Submit School Data?', 'By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.', and 'I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.' At the bottom of the dialog are two buttons: a green 'Submit' button with a checkmark icon and an orange 'Cancel' button with an X icon. The background shows the FSSU interface with a 'Final Accounts Upload' section and a status bar at the bottom.

You will see this message Click OK



The screenshot shows an 'Accounts Submitted Successfully' dialog box with a close button (X) in the top right corner. The dialog contains the following text: 'Thank You! Your submission was successful.', 'A confirmation email will be sent to you, the Engagement Partner and the Secretary of the Board of Management.', 'You will be contacted if there are any queries/amendments required.', and 'If you have any further queries, please contact support@fssu.ie'. At the bottom of the dialog is a green 'Ok' button with a checkmark icon. The background shows the FSSU interface with a 'Final Accounts Upload' section and a status bar at the bottom.

Once your accounts are submitted the Submit button can't be re-clicked and data becomes read only

13. Upon completion you will receive a confirmation email

Confirmation of Submission of Financial Accounts for 20XX /20XY for Roll Number: 10015T

To Jane Browne & Co, On 13/09/20XY 14:55:10 the FSSU received a financial submission for the school year 20XX/20XY for school Sample School 11 with roll number: 10015T.

This submission fulfils the financial reporting obligations of the Department of Education, the Charities Regulator, the Charities Act 2009 and the Central Statistics Office.

Please find attached a copy of the submitted trial balance for your records.

Kind Regards,

Financial Support Services Unit



- A confirmation email will also be sent to the Secretary to the Board of Management of the school.

If you require any assistance, please call the FSSU Support Line on

01 910 4020/01 2690677 or email **support@fssu.ie**

