



# **Online Annual Accounts Submission User Manual**

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**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:



Edge

Microsoft



Firefox

Mozilla Foundation



Chrome

Google



Opera

Opera Software

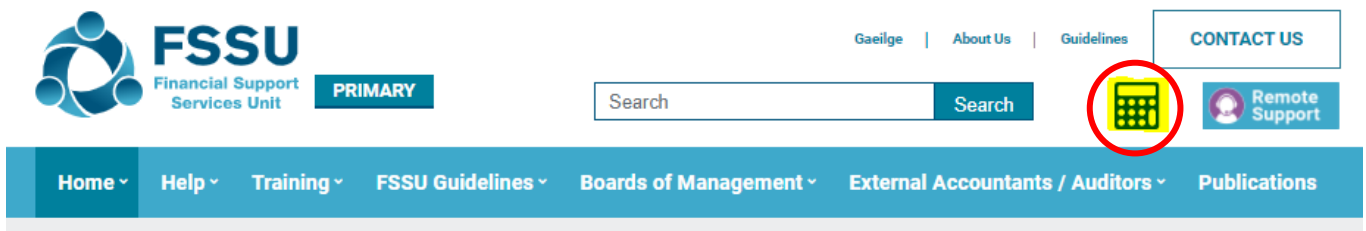
## Engagement Partner Page 2 to Page 11

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

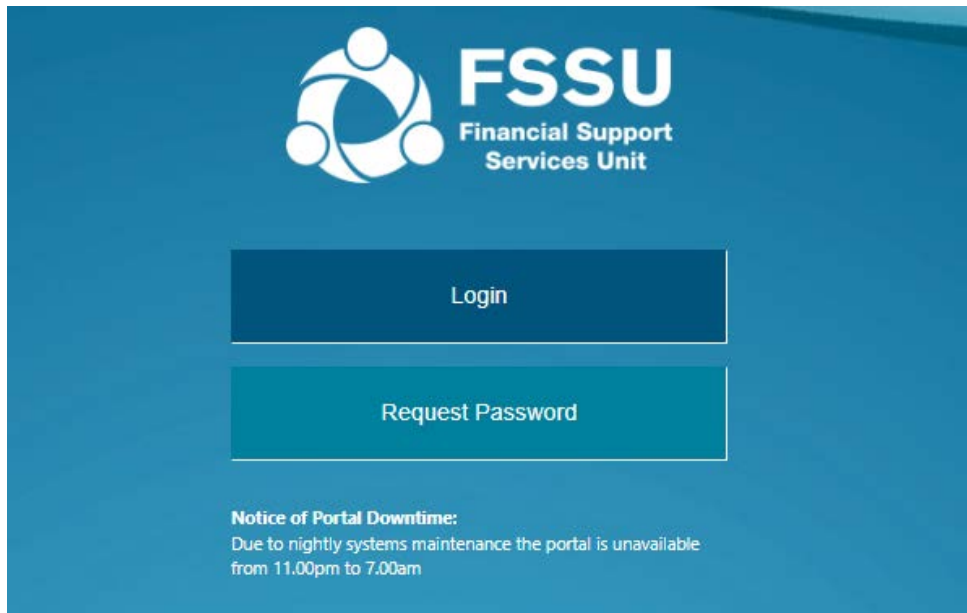
## Additional User Page 12 to Page 18

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

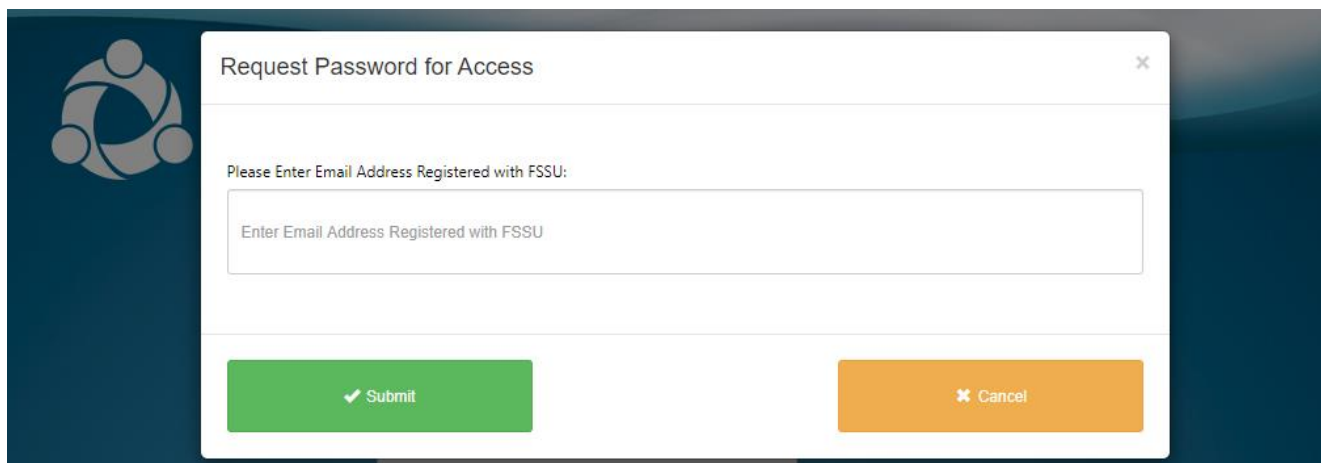
1. Follow the icon on the homepage to access the Login Page



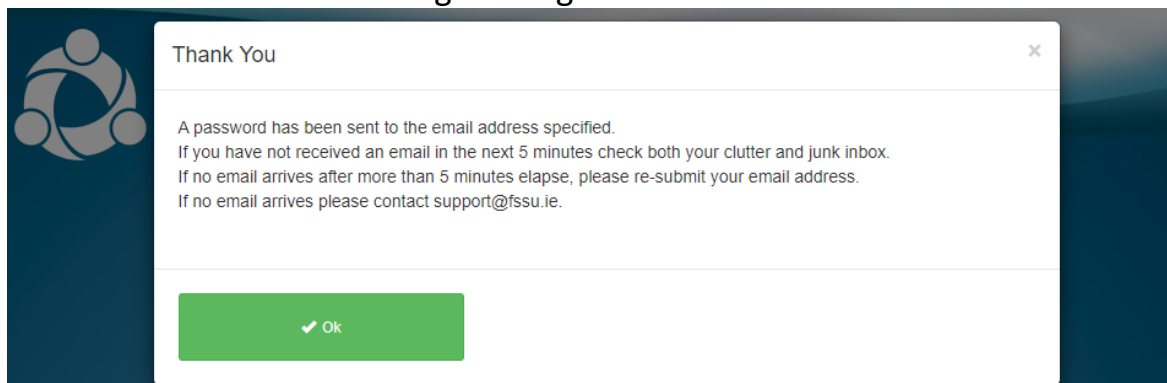
2. Click **Request Password**



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.

<b>Password:</b>	pR1xx
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[Click here to access portal](#)

If you have difficulty accessing the portal please email [support@fssu.ie](mailto: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

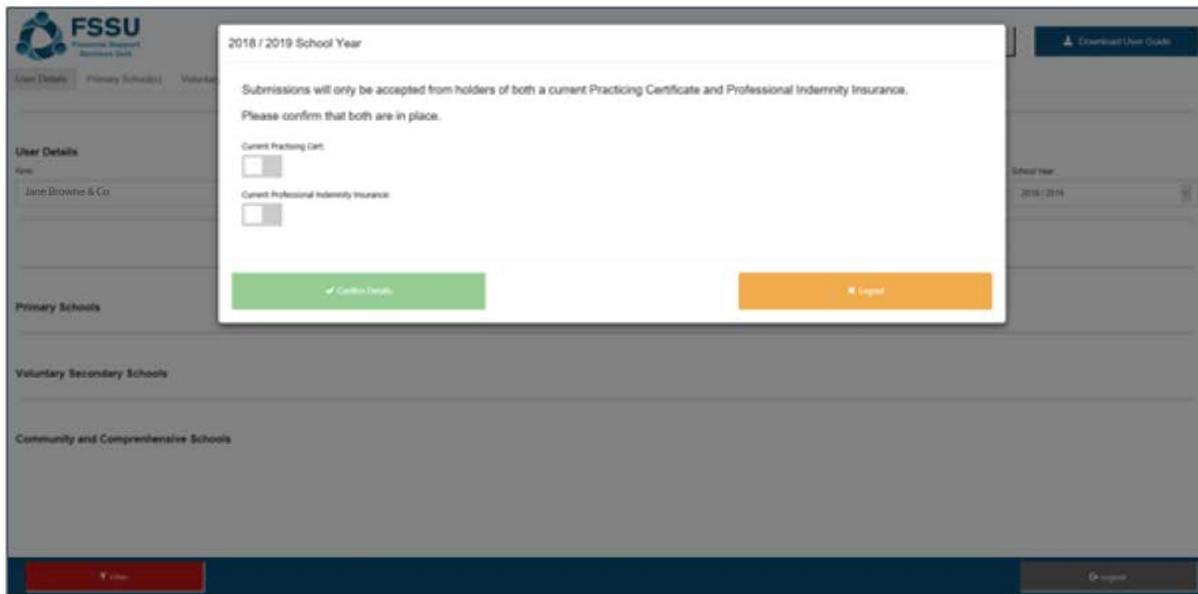
What is 6 + 9?

Answer

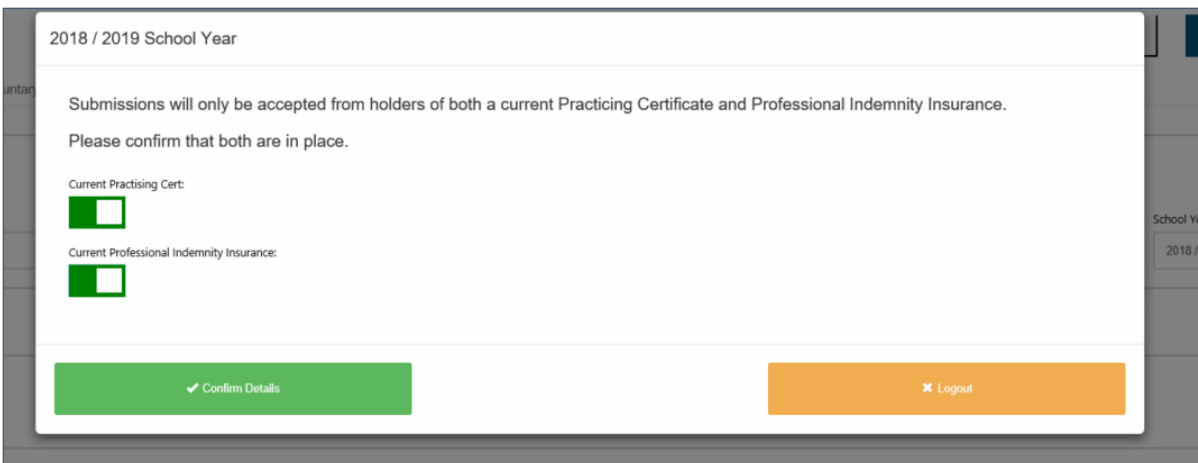
OK Clear

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.



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



## Engagement Partner Settings Landing Page

Update **Practice Details** as necessary

The screenshot shows the 'Practice Details' section of the Engagement Partner settings. It includes fields for Practice Name (Jane Browne & Co), Current Practising Certificate (checked), Current Professional Indemnity Insurance (checked), Address Line 1 (Address 01), Address Line 2 (Address 02), Address Line 3 (Address 03), City (City 04), County (Co. Cork), and Practice Status (Active). Below this is the 'Engagement Partner' section with First Name (Jane), Last Name (Browne), and eMail (janebrowne@accountant.com). A 'Change Engagement Partner' button is present. At the bottom, it shows '[26] Active School(s)' and a 'Request New School Link' button.

Update **Engagement Partner** as necessary

The screenshot shows the 'Engagement Partner' section of the settings. It includes fields for First Name (Jane), Last Name (Browne), and eMail (janebrowne@accountant.com). A 'Change Engagement Partner' button is visible.

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

The screenshot shows the 'School Link' modal form. It includes fields for Roll Number, School Name, School Type (dropdown), and Status (dropdown, currently set to 'Waiting for Activation'). Below the fields is a green 'Save' button and an orange 'Cancel' button. A note at the bottom reads: '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.'

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

Practice Details Engagement Partner School List **User List**

**[18] Active User(s)**

[Add User](#)

Username	Status	Name	Registered
tom@accountant.com	Active	Tom Brown	07/06/2019 13:25:47
joan@accountant.com	Please Remove	Joan Brown	08/08/2019 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:

[Save](#) [Cancel](#)

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:

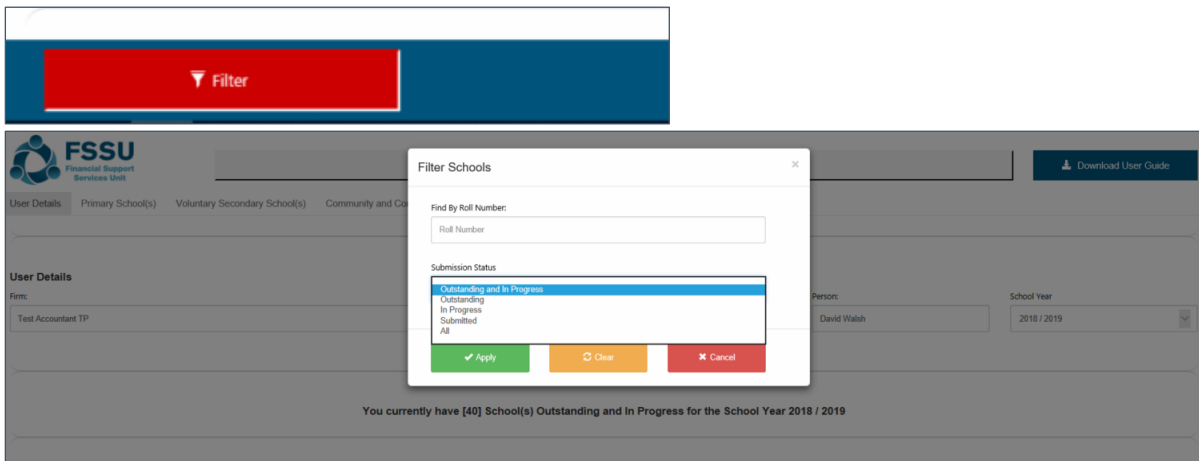
You currently have **[26] Active School(s) Linked to Your Organisation**

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

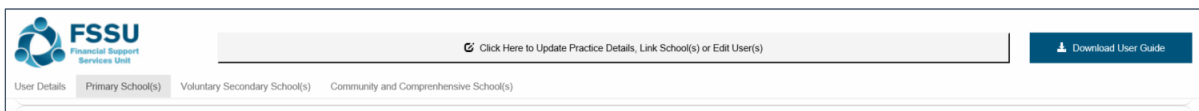
**[5] Primary School(s) Outstanding and In Progress**

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

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

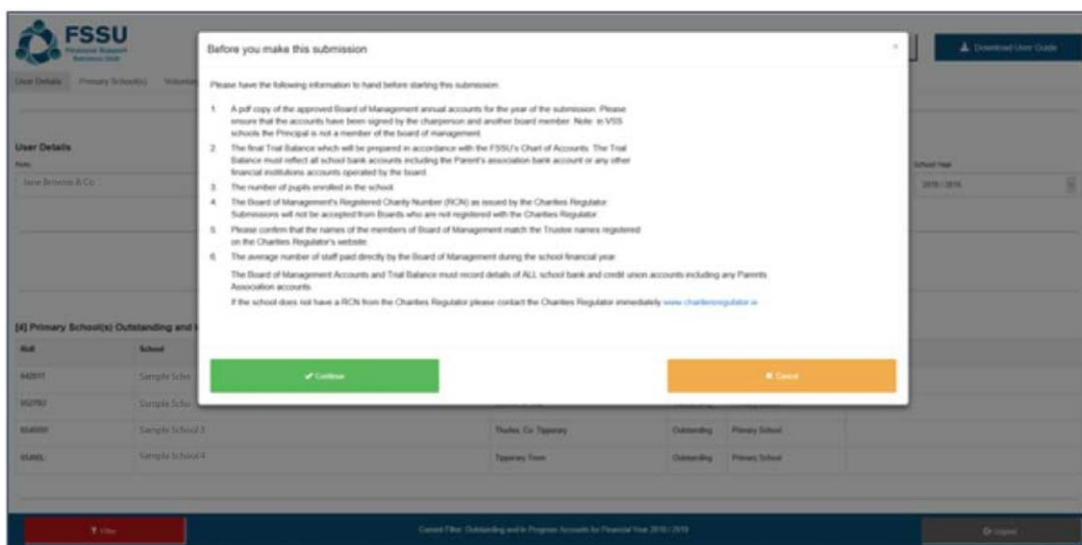


9. Select the relevant school by double clicking on the School Roll Number or School Name

[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





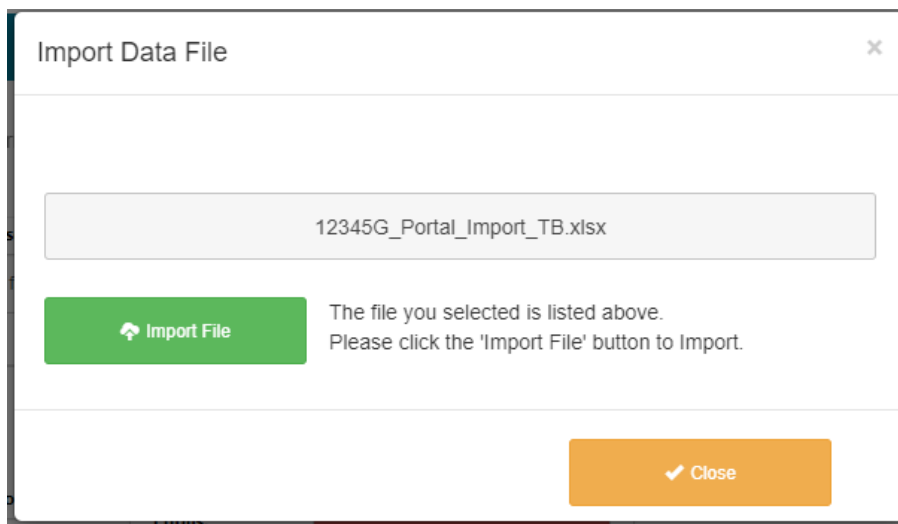
## 11. Begin by entering the **School Details**

School Details				
School Name:	Roll Number:	Number of Pupils:	Audited Accounts:	DEIS Status:
<input type="text" value="Test Primary School 41"/>	<input type="text" value="4001T"/>	<input type="text"/>	<input type="button" value="Please Select"/>	<input type="text" value="No"/>

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



- 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

The screenshot shows the 'Charities Regulator Report' form. At the top, there is a navigation bar with the FSSU logo and buttons for Back, Save, Export, Import TB, and Submit. Below the navigation bar, the form contains several input fields: 'Registered Charity Number (RCN)', 'Total School Income', 'Total School Expenditure', 'Total Salary Amount paid by the Board of Management', and 'Average Number of Employees paid directly by the Board of Management'. There are also two confirmation checkboxes and a dropdown menu for 'Please Select'.

## 14. Complete Final Accounts Upload

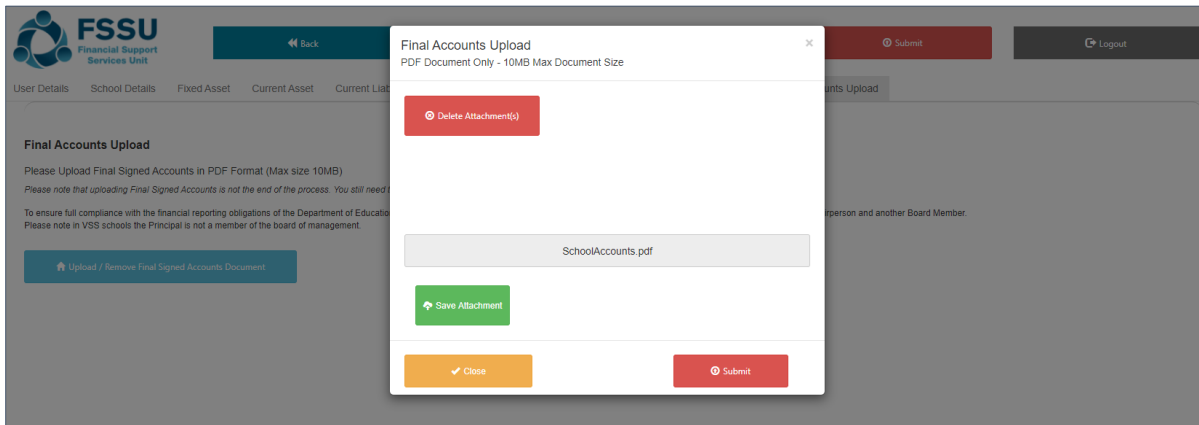
Click on **Upload / Remove Final Signed Accounts Document**

The screenshot shows the 'Final Accounts Upload' form. At the top, there is a navigation bar with the FSSU logo and buttons for Back, Save, Export, Import TB, and Submit. Below the navigation bar, the form contains a button for 'Upload / Remove Final Signed Accounts Document'. The form also includes instructions and a note about the maximum file size (10MB).

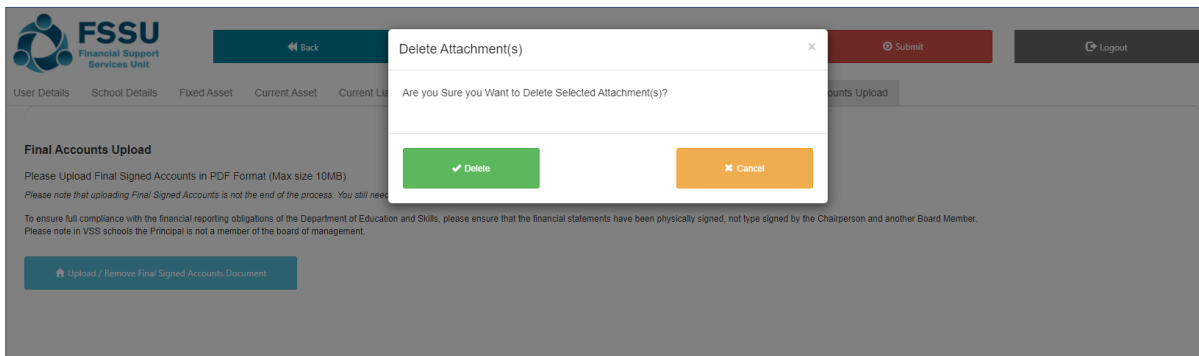
Click on **Click to browse and select file** and select relevant files

The screenshot shows the 'Final Accounts Upload' form with a file selection dialog box open. The dialog box is titled 'Final Accounts Upload' and contains a 'Delete Attachment(s)' button, a 'Click to browse and select file' button, and 'Close' and 'Submit' buttons.

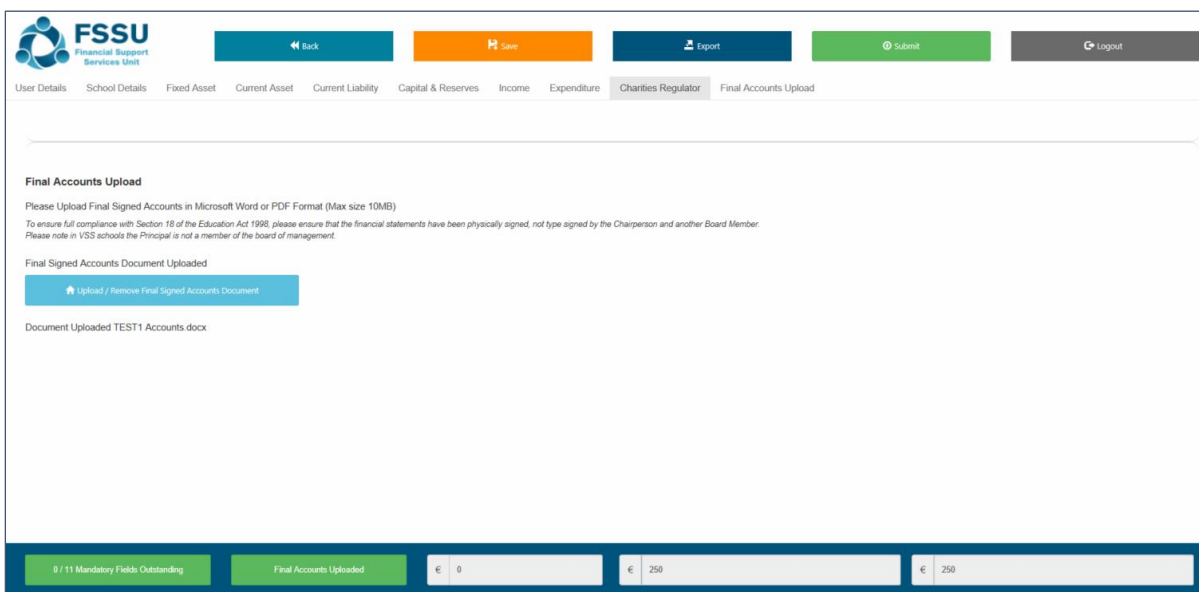
## Chosen document will appear. Click **Save Attachment**



## Saved Documents can also be removed



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



## 16. Confirm your Submission by clicking on **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.

**Final Accounts Upload**

Please Upload Final Signed Accounts

To ensure full compliance with Section 10(1) of the Charities Act 2009, please note in VSS schools the Final Signed Accounts Document must be uploaded.

Final Signed Accounts Document Uploaded

Document Uploaded TEST1 Accounts.docx

9 / 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 Upload

**User Details**

Last Saved: 20/05/2019 10:58:14

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

**School Details**

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

**Trial Balance**

**Fixed Asset**

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

9 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

17. 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](mailto:janebrowne@accountant.com)>  
**Subject:** FSSU Accountants User Activation

Dear Ms Jane Browne,

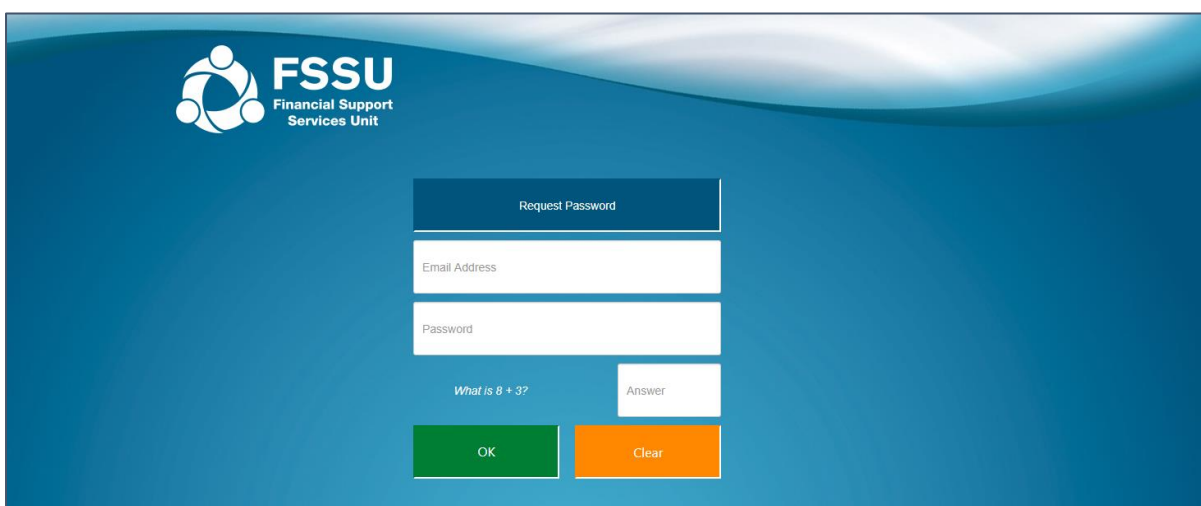
You have been set up to use our Accounts Portal. Your details are listed below.

<b>Name:</b>	Jane Browne,
<b>Username:</b>	<a href="mailto:janebrowne@accountant.com">janebrowne@accountant.com</a>
<b>Password:</b>	Request from Portal

To request your password please browse to [www.fssucloud.net](http://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**.



**FSSU**  
Financial Support  
Services Unit

Request Password

Email Address

Password

What is 8 + 3?

Answer

OK Clear

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

The screenshot shows the FSSU user interface. At the top left is the FSSU logo. Below it are navigation tabs: 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'User Details' section shows the following information:

- Firm: Jane Browne & Co
- User: janebrowne@accountant.com
- Person: David Walsh
- School Year: 2018 / 2019

Below this, it states: 'You currently have [41] Active School(s) Linked to Your Organisation' and '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' is displayed with the following data:

Roll	School	Locality	Status	Type	Details
64281T	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
65279U	Sample School 2	Carroll-on-Sue	Outstanding	Primary School	
65468W	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
65496L	Sample School 4	Tipperary Town	Outstanding	Primary School	

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



The screenshot shows the FSSU user interface with a 'Filter Schools' dialog box open. The dialog box has a title bar 'Filter Schools' and a close button 'X'. It contains the following sections:

- Find By Roll Number:** A text input field labeled 'Roll Number'.
- Submission Status:** A dropdown menu with the following options: 'Outstanding and In Progress' (highlighted), 'Outstanding', 'In Progress', 'Submitted', and 'All'.
- At the bottom of the dialog are three buttons: 'Apply' (green), 'Clear' (orange), and 'Cancel' (red).

The background shows the same user details as the previous screenshot, with the text 'You currently have [40] School(s) Outstanding and In Progress for the School Year 2018 / 2019'.

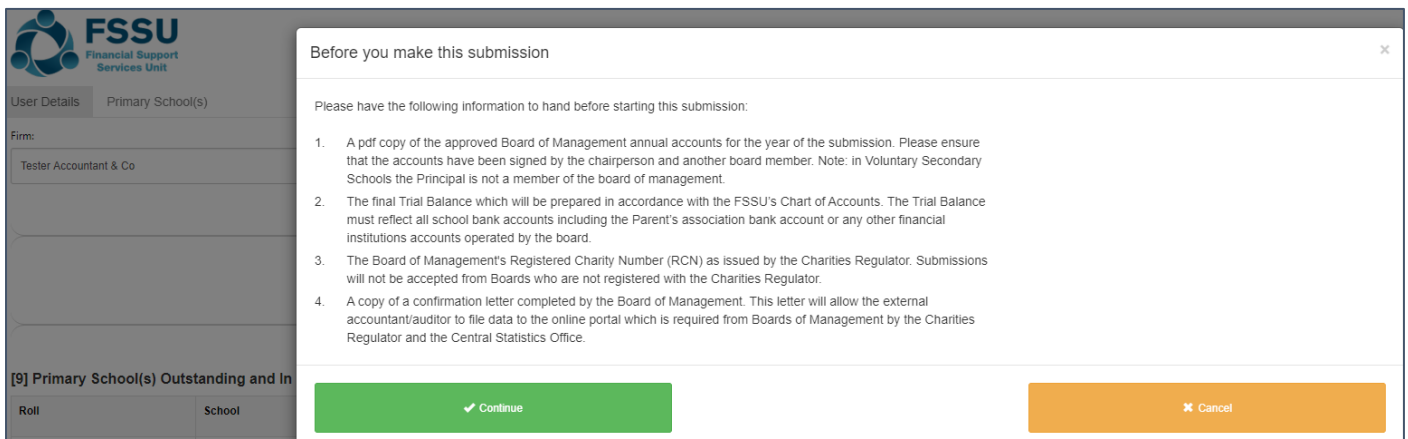
You can use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School

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

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

Roll	School	Locality	Status	Type	Details
64281T	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
65279U	Sample School 2	Carroll-on-Sue	Outstanding	Primary School	
65468W	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
65496L	Sample School 4	Tipperary Town	Outstanding	Primary School	

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



**FSSU**  
Financial Support Services Unit

User Details Primary School(s)

Firm:  
Testler Accountant & Co

[9] Primary School(s) Outstanding and In

Roll School

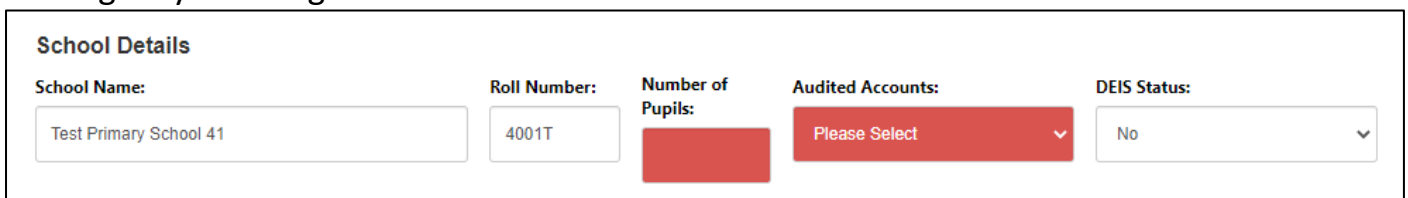
Before you make this submission

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**

School Name: Test Primary School 41

Roll Number: 4001T

Number of Pupils:

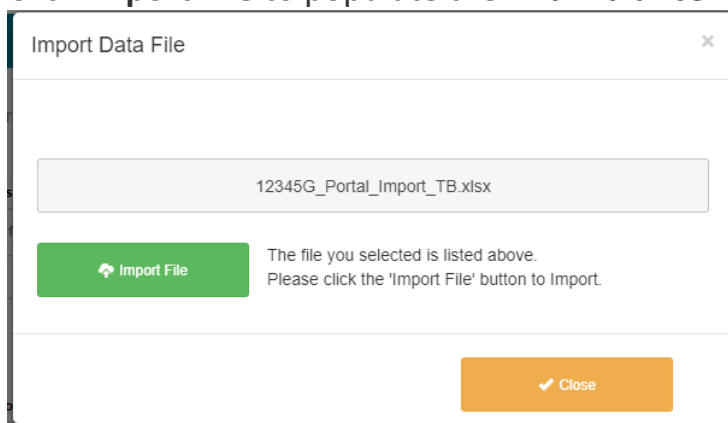
Audited Accounts: Please Select

DEIS Status: No

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



- 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**



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

The screenshot shows the 'Charities Regulator Report' form. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and Submit. Below the navigation bar, there are tabs for various sections: User Details, School Details, Fixed Asset, Current Asset, Current Liability, Long Term Liabilities, Capital & Reserves, Income, Expenditure, Charities Regulator (selected), Covid Supports, and Final Accounts Upload. The main form area contains several input fields: 'Registered Charity Number (RCN):' with a red input field, 'Total School Income:' with a grey input field showing '€ 0', 'Total School Expenditure:' with a grey input field showing '€ 0', 'Total Salary Amount paid by the Board of Management:' with a grey input field showing '€', and 'Average Number of Employees paid directly by the Board of Management:' with a white input field showing '0'. There are three red checkboxes for confirmation statements. The first statement is: '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.' The second statement is: '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.' The third statement is: '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.)' with a red dropdown menu labeled 'Please Select'.

## 9. Complete Final Accounts Upload

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

The screenshot shows the 'Final Accounts Upload' page. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and Submit. Below the navigation bar, there are tabs for various sections: User Details, School Details, Fixed Asset, Current Asset, Current Liability, Long Term Liabilities, Capital & Reserves, Income, Expenditure, Charities Regulator, Covid Supports, and Final Accounts Upload (selected). The main content area is titled 'Final Accounts Upload' and contains the following text: '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 'Trial 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.', and a blue button labeled 'Upload / Remove Final Signed Accounts Document'.

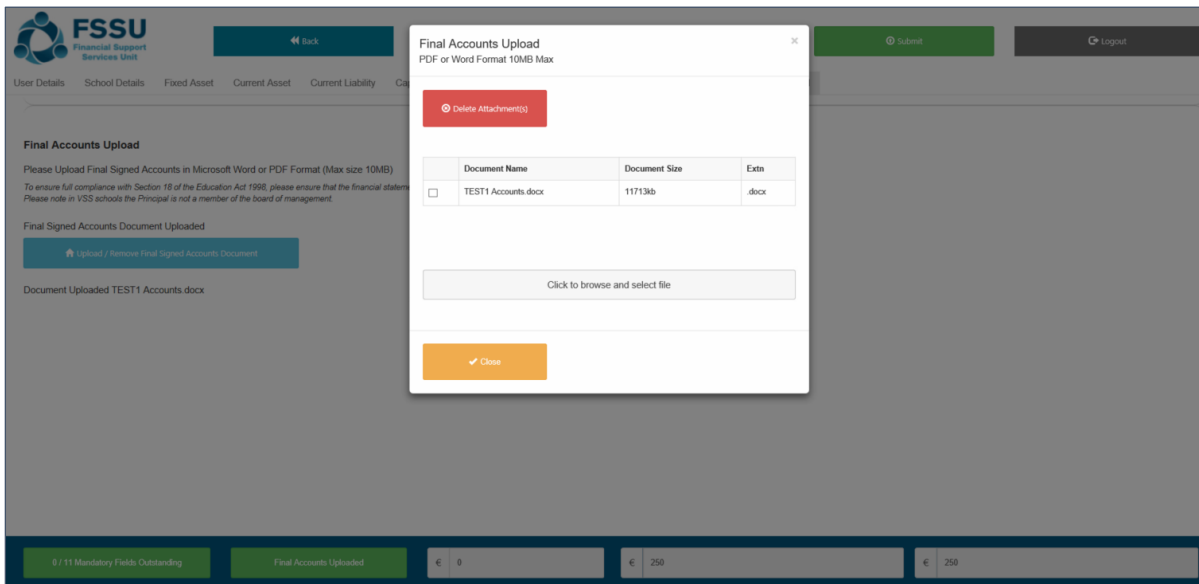
Click on **Click to browse and select file** and select relevant files

The screenshot shows a file selection dialog box titled 'Final Accounts Upload' with the subtitle 'PDF Document Only - 10MB Max Document Size'. The dialog box has a close button (X) in the top right corner. It contains a red button labeled 'Delete Attachment(s)', a list of files with 'Accounts18\_19.pdf' selected, a green button labeled 'Save Attachment', and two buttons at the bottom: a yellow button labeled 'Close' and a red button labeled 'Submit'.

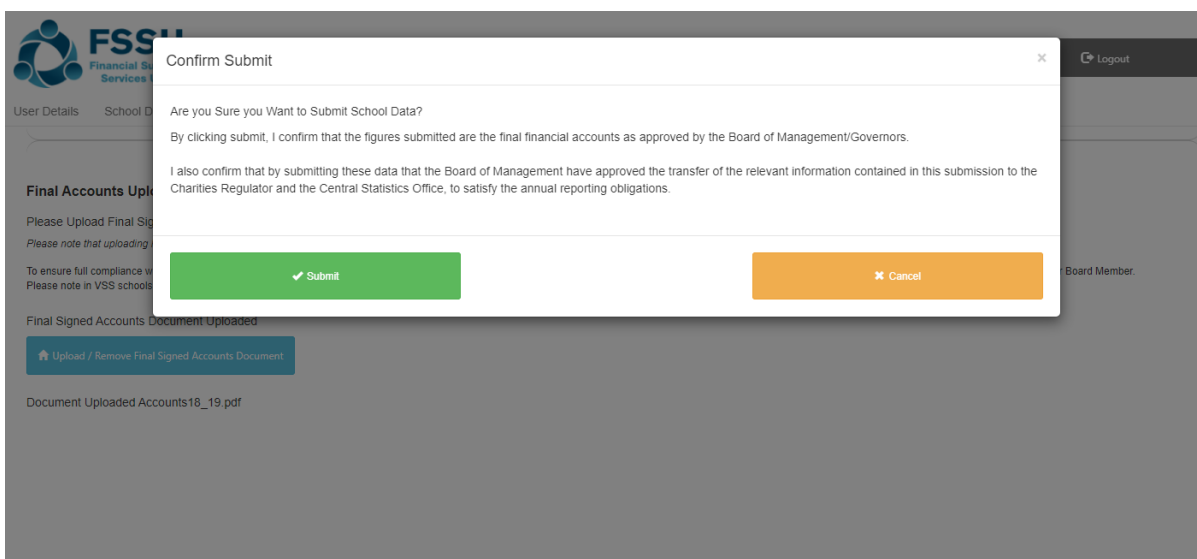
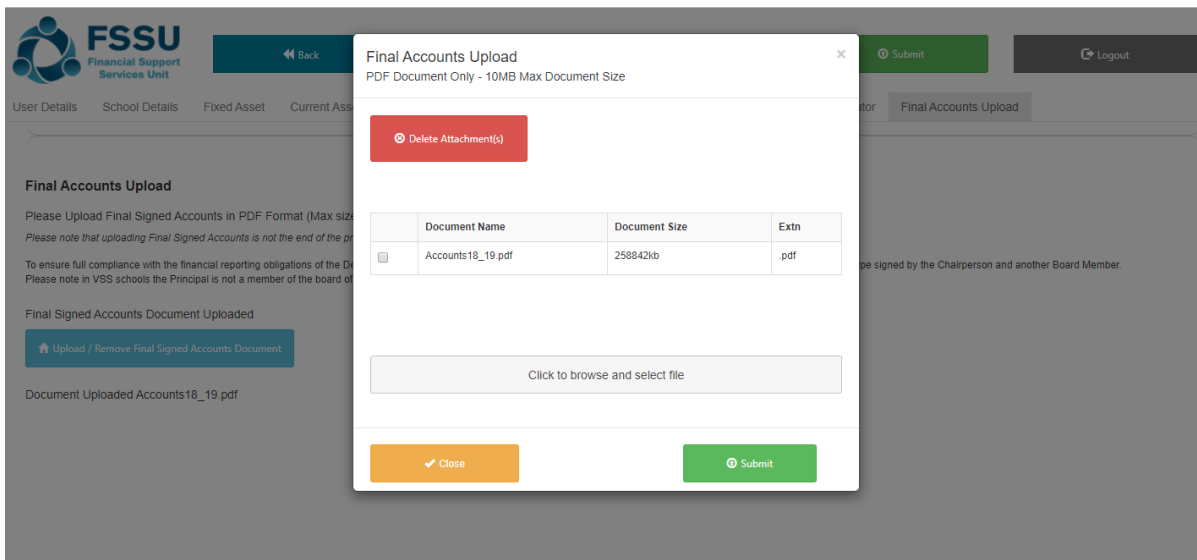
Chosen document will appear. Click **Save Attachment**



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



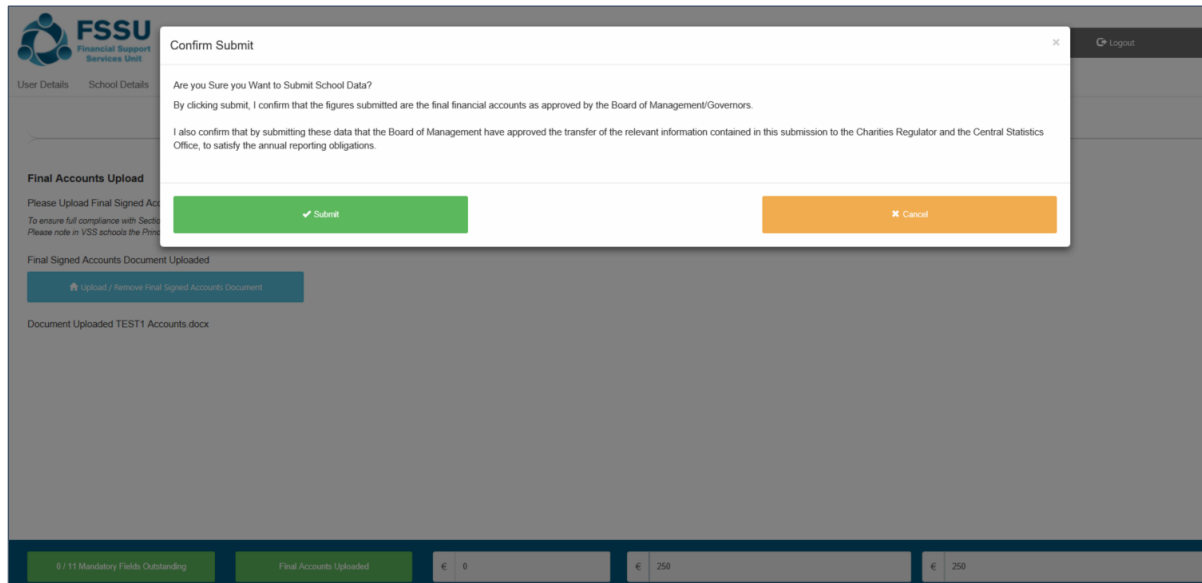
## Click **Close** or **Submit**



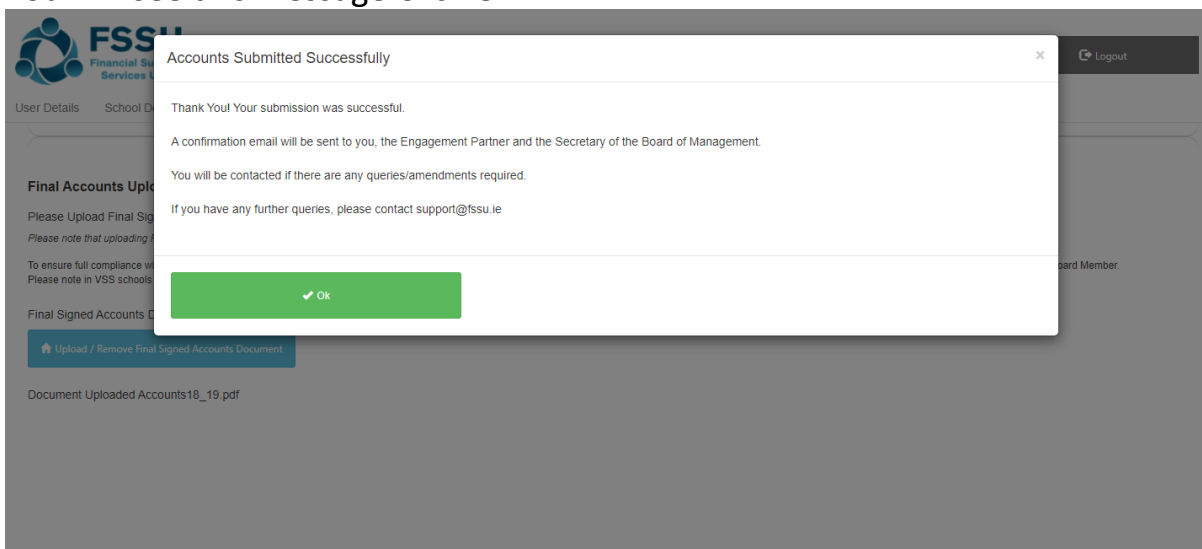
10. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



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



You will see this message Click OK



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

12. 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**

