

Sage 50 Accounts

Importing the Budget

1. VSS Budget 2023/2024 New Sage 50 Import sheet

Included in the Budget Template 2023/2024 is a sheet called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.

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| 2 | | | - | | | | | f figures in the i | | | |
| 3 | 1 | SAGE 50 Budg | | | | | A formula | check has been | added to confi | rm this, if the | re is a descr |
| _ | | ominal code detail here should be the same as in you | | | | | | | | | a 1 |
| - | | budget please add the codes and values into the bud | - | | | | lotal Per I | mport Sheet | Per Budget s | 487530 | Check |
| | | e the figures are the same in column C and D for eac etail in Column A, B & D must be then copied into a | | | | | | 487530 |) | 487530 | TRUE |
| - | 3. The a | | | | age 50 | | Note this is | not the surplus | | | |
| 8 | ٨ | Click here for full instructions for importing budget figu | | D | | | | | | | |
| 9 | | | C | | | | | | | | |
| - | Refn | Name | Yearly | Month 1 Budget | | | | | | | |
| | Сору | Copy into Import Template | Do not use | Copy & paste as values into Import T | | | Subtotal p | er Import shee | Subtotal per | Budget shee | Check |
| 2 | 3010 | Capitation | 178,224 | | 178224 | | | | | | |
| 3 4 | 3050 | School Support Services Grant Secretarial Grant | 126,618 23,275 | | 126618 23275 | | | | | | |
| 4 5 | 3100 3130 | Secretarial Grant | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 6 | | | 19,075 | | 19075 | | | | | | |
| | 3140 3150 | Special Education Equipment Grant Book Grant Income | - 19,075 | | 19075 0 13536 | | - | | | | |
| 7 | | Special Education Equipment Grant | | | 0 | | - | | | | |
| 7 8 | 3150 | Special Education Equipment Grant Book Grant Income | | | 0 | | | | | | |
| 7 8 9 | 3150 3155 3170 3171 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant | 13,536 | | 0 13536 0 0 62322 | | | | | | |
| 7 8 9 0 | 3150 3155 3170 3171 3190 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant JCSP Grant | - 13,536 - - 62,322 600 | | 0 13536 0 0 62322 600 | | | | | | |
| 7 8 9 0 1 2 | 3150 3155 3170 3171 3190 3200 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Billingual School Grant ICSP Grant Transition Year Grant | - 13,536 - - 62,322 600 1,520 | | 0 13536 0 0 62322 600 1520 | | | | | | |
| 7 8 9 0 1 2 3 | 3150 3155 3170 3171 3190 3200 3210 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant JCSP Grant Transition Year Grant Leaving Cert Applied Grant | - 13,536 - - 62,322 600 1,520 3,473 | | 0 13536 0 62322 600 1520 3473 | | | | | | |
| 6 7 8 9 20 21 22 23 24 | 3150 3155 3170 3171 3190 3200 3210 3220 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant JCSP Grant Transition Year Grant Leaving Cert Applied Grant Grant for Traveller Students | - 13,536 - - 62,322 600 1,520 | | 0 13536 0 0 62322 600 1520 | | | | | | |
| 7 8 9 20 21 22 23 | 3150 3155 3170 3171 3190 3200 3210 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Billingual School Grant ICSP Grant Transition Year Grant Leaving Cert Applied Grant Grant for Traveller Students ICT Grant Non Capital | - 13,536 - - 62,322 600 1,520 3,473 | | 0 13536 0 62322 600 1520 3473 | | | | | | |
| 7 8 9 0 1 2 3 4 5 | 3150 3155 3170 3171 3190 3200 3210 3220 3220 3230 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant JCSP Grant Transition Year Grant Leaving Cert Applied Grant Grant for Traveller Students | 13,536 - - - - - - - - - - - - - - - - - - - | | 0 13536 0 0 62322 600 1520 3473 1068 0 | | | | | | |
| 7 8 9 0 1 2 3 4 5 6 | 3150 3155 3170 3171 3190 3200 3210 3220 3230 3240 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant JCSP Grant Transition Year Grant Leaving Cert Applied Grant Grant for Traveller Students ICT Grant Non Capital Supervision and Substitution Grant | - 13,536 - - - - - - - - - - - - - - - - - - - | | 0 13536 0 0 62322 600 1520 3473 1068 0 20874 | | | | | | |
| 7 8 9 0 1 2 3 4 5 5 6 6 7 8 8 9 | 3150 3155 3170 3171 3190 3200 3210 3220 3230 3230 3240 3245 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant JCSP Grant Transition Year Grant Leaving Cert Applied Grant Grant for Traveller Students ICT Grant Non Capital Supervision and Substitution Grant Physics/Chemistry Grant | - 13,536 - - - - - - - - - - - - - - - - - - - | | 0 13536 0 62322 600 1520 3473 1068 0 20874 26 | | | | | | |
| 7 8 9 0 1 2 3 4 5 6 7 8 9 0 | 3150 3155 3170 3171 3190 3200 3210 3220 3230 3240 3245 3255 3260 3275 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Billingual School Grant ZSP Grant Transition Year Grant Grant for Traveller Students ICT Grant Non Capital Supervision and Substitution Grant Physics/Chemistry Grant State Exam Income School Excellence Fund Income Minor Work Grant-Non Capital | - 13,536 - - - - - - - - - - - - - - - - - - - | | 0 13536 0 62322 600 1520 3473 1068 0 20874 26 0 | | | | | | |
| 7 8 9 0 1 2 3 4 5 6 7 8 9 | 3150 3155 3170 3171 3190 3200 3210 3220 3230 3240 3240 3245 3255 3260 | Special Education Equipment Grant Book Grant Income School Library Books Capital Grant Special Subjects Grant Irish and Billingual School Grant ICSP Grant Transition Year Grant Carant for Traveller Students ICT Grant Non Capital Supervision and Substitution Grant Physics/Chemistry Grant State Exam Income School Excellence Fund Income Minor Works Grant-Non Capital Temporary Accommodation Grant Income | - 13,536 - - - - - - - - - - - - - - - - - - - | osition 5. Estimated Bank Cashfl | 0 13536 0 0 62322 600 1520 3473 1068 0 20874 26 0 0 0 0 0 0 0 0 0 0 | Capital | | 7. Monthly (| | 8. Sage 50 | |

The details in Column A, B & D of this sheet can be copied into a template available in Sage 50, and this will enable the budget data to be imported into Sage 50.

Previously these figures would have been filled in manually into a Sage Budget Import Template.

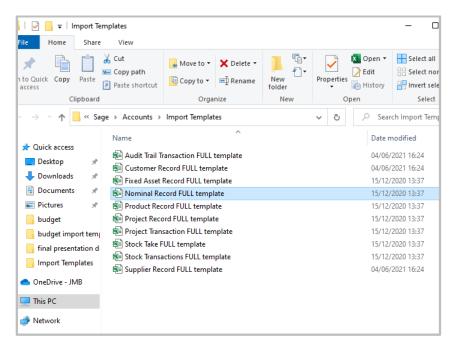
Steps 2 - 4 in this document outline this process.

2. Open Sage 50 to download and complete the Sage nominal data import template.

Select File > Import.

| Welcome | Welcome |
|----------------|--|
| Data Type | You can import data from Excel worksheets (*.xls; *.xlsx) and files containing comma-separated values (*.csv). |
| Data Source | To help you import your data, templates with the correct import structure are available $\underline{\mbox{nere}}.$ |
| Field Mappings | 4 |
| Import | |
| | WARNING: The Data Import procedure is NOT reversible. |
| | It is strongly recommended that you backup your current company data before proceeding. |
| | It is strongly recommended that you backup your current company data before proceeding. |

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



Open "Nominal Record FULL template".

3. Copy relevant information from the VSS Budget to the Sage Nominal record template.

Open the VSS Budget Template 2023/2024.

| I | ile I | Home Insert Page Layout Formulas Da | ita Reviev | v View Automate Sage 50 | Accounts | Help | Sage | | | |
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| 1 | | Voluntary Sec | | | | - | Formula Check | | | |
| 2 | - | NON_DEIS Schoo | | | | | The total of figures in the | import sheet should | add un to th | e income |
| 3 | | SAGE 50 Budget | | | | | A formula check has been | | | |
| 4 | 1.The n | ominal code detail here should be the same as in your | | | | | | | | |
| 5 | | budget please add the codes and values into the budg | | | | | Total Per Import Sheet | Per Budget sheet | Che | ck |
| 6 | | <u>re</u> the figures are the same in column C and D for each | | | | | 48753 | 0 4 | 187530 TF | RUE |
| 7 | 3. The c | detail in Column A, B & D must be then copied into a So | | <u> </u> | Sage 50 | | Note this is not the surplus | | | |
| 8 | - | Click here for full instructions for importing budget figure | | | | | | | | |
| | A | B | C | D | | | | | | |
| | Refn | Name | Yearly | Month 1 Budget | | | | | | |
| 11 | Сору | Copy into Import Template | Do not use | Copy & paste as values into Import | | | Subtotal per Import she | etSubtotal per Budg | et shee Chee | ŝk |
| 12 13 | 3010 3050 | Capitation School Support Services Grant | 178,224 126,618 | | 178224 126618 | | | | | |
| 14 | | Secretarial Grant | 23,275 | | 23275 | | | | | |
| 15 | 3130 | Caretaker Grant | 19,075 | | 19075 | | | | | |
| 16 17 | 3140 3150 | Special Education Equipment Grant Book Grant Income | - 13,536 | | 0 13536 | | - | | | |
| 18 | | School Library Books Capital Grant | - 10,000 | | 15550 | | - | | | |
| 19 | 3170 | Special Subjects Grant | - | | 0 | | | | | |
| 20 | 3171 | Irish and Bilingual School Grant | 62,322 | | 62322 | | _ | | | |
| 21 22 | 3190 3200 | JCSP Grant Transition Year Grant | 600 1,520 | | 600 1520 | | | | | |
| 23 | 3210 | Leaving Cert Applied Grant | 3,473 | | 3473 | | | | | |
| 24 | 3220 | Grant for Traveller Students | 1,068 | | 1068 | | | | | |
| 25 26 | | CT Grant Non Capital Supervision and Substitution Grant | - 20.874 | | 0 20874 | | - | | | |
| 27 | 3245 | Physics/Chemistry Grant | 26 | | 26074 | | | | | |
| 28 | 3255 | State Exam Income | - | | 0 | | | | | |
| 29 30 | 3260 3275 | School Excellence Fund Income | - | | 0 | | | | | |
| 31 | | Minor Works Grant-Non Capital Temporary Accommodation Grant Income | | | 0 | | - | | | |
| | ▲ ▶ - | | ning Bank P | osition 5. Estimated Bank Cash | nflow 6. | Capital | Budget 7. Monthly | Cashflow 8. S | age 50 Im | port |
| Re | ady % | ccessibility: Investigate | - | 1 | | | | | - | |
| 115 | | (| | | | | | | | |
| | | Click on sheet 8 "Sage 50 Ir | mnort" | | | | | | | |
| | | Click of sheet o Sage 50 li | mpon . | - | | | | | | |
| | | | • | | | | | 0 - 0 | | |
| | 1. | Check that the nominal code | es & na | ames agree with the | codes | that | are already in | Sage 50. | | |
| | | This template will over-write | e the no | minal code detail that | at is alr | ead | in Sage 50 | | | |
| | 2 | • | | | | | • | daat Shaa | . . . | |
| | 2. | Check the formulas are pop | - | • | | | • | - | | |
| | | The total of figures in the im | nport sh | neet should add up to | the in | com | e plus the exp | enditure le | ss the |) |
| | | contingency in the budget, t | • | • | | | • • | | | |
| | | | | | i i cu li | uiel | c are any end | | | |
| | | Formula Check | | | | | | | | |
| | | The total of figures in the import sh | eet should | add up the income plus the | e exnendi | ture le | ss the contignecy in | the budget | | |
| | | the total of figures in the import sh | secondult | and up the meenic plus the | e experiar | | se the contighcey in | and budget | | |

| The total of figures in the im | o the income plus the expenditure less the contignecy in the budget | | | | | | | |
|--------------------------------|---|-------------|------------|------------|-------------|-------------|-------------|------------|
| A formula check has been ad | dded to confirm this, if there | is a descre | pancy with | any sectio | n of the bu | lget the ch | eck box wil | l turn red |
| | | | | | | | | |
| Total Per Import Sheet | Per Budget sheet | Check | | | | | | |
| 487530 | 487530 | TRUE | | | | | | |
| Note this is not the surplus | | | | | | | | |

3. Below are the steps required to copy the information from the Sage 50 import sheet to the Sage nominal record full template. One column at a time is copied, as follows:

2.1 To copy the information in column A 'Refn' from the VSS Budget Template - **Highlight A12:A186** (i.e. all the nominal codes), **right click and copy**.

In the Sage Nominal record FULL template Click into A2 right click and paste

| | | Off) 🔚 Nominal Record FULL template - | | - | | | | | |
|----|---|---------------------------------------|---------------|--------------------------|----------------|-----------|--|--|--|
| | File Home Insert Page Layout Formulas Data Review View Help $\bigcirc ~$ | | | | | | | | |
| B | | $X \sim f_x$ Secretarial Grant | | Gigilin | | | | | |
| B | | | | | | | | | |
| 1 | A | В | С | D | E | | | | |
| 1 | Refn 3010 | Name Capitation | Yearly Budget | Month 1 Budget 178224 | Wonth 2 Budget | Mor | | | |
| 2 | 3010 | Enhanced Capitation (DEIS) | | 1/8224 | | | | | |
| 4 | 3050 | Support Services Grant | | 126618 | | | | | |
| 5 | 3100 | Secretarial Grant | | 23275 | | | | | |
| 6 | 3130 | Caretaker Grant | ÷ | 19075 | | | | | |
| 7 | 3140 | Special Education Equipment Grant | | 0 | | | | | |
| 8 | 3150 | Book Grant Income | | 13536 | | \square | | | |
| 9 | 3160 | Book Rental Scheme Grant | | 0 | | | | | |
| 10 | 3170 | Special Subjects Grant | | 0 | | \square | | | |
| 11 | 3190 | JCSP Grant | | 0 | | \square | | | |
| 12 | 3200 | Transition Year Grant | | 1520 | | \square | | | |
| 13 | 3210 | Leaving Cert Applied Grant | | 3473 | | \square | | | |
| 14 | 3220 | Grant for Traveller Students | | 0 | | | | | |

2.2 To copy the information in column B "Name" from the Budget Template -

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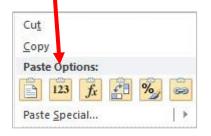
Highlight B12:B186 (i.e. all the names), right click and copy

In the Sage Nominal record FULL template, Click into B2 right click and paste.

2.3 To copy the information in column D 'month 1 budget' which contains the total budget figures from the Budget template -

Highlight D12:D186 (i.e. all the values). right click and copy.

Then in the Sage Nominal record template Click into D2 (Month 1 Budget) right click and paste as values



4. Save the file with a revised name that specifies the year the budget template relates to.

Retain this file and once year end is run in Sage 50 for Aug 2023 then follow steps 5 - 7.

| | А | В | C | D | E | F |
|-----|------|-----------------------------------|---------------|----------------|----------------|-------------|
| 1 | Refn | Name | Yearly Budget | Month 1 Budget | Month 2 Budget | Month 3 Bud |
| 2 | 3010 | Capitation | | 178224 | | |
| 3 | 3020 | Enhanced Capitation (DEIS) | | 0 | | |
| 4 | 3050 | Support Services Grant | | 126618 | | |
| 5 | 3100 | Secretarial Grant | | 23275 | | |
| 6 | 3130 | Caretaker Grant | | 19075 | | |
| 7 | 3140 | Special Education Equipment Grant | | 0 | | |
| 8 | 3150 | Book Grant Income | | 13536 | | |
| 9 | 3160 | Book Rental Scheme Grant | | 0 | | |
| 10 | 3170 | Special Subjects Grant | | 0 | | |
| 11 | 3190 | JCSP Grant | | 0 | | |
| 12 | 3200 | Transition Year Grant | | 1520 | | |
| 13 | 3210 | Leaving Cert Applied Grant | | 3473 | | |
| 1/1 | 3000 | Grant for Traveller Students | | 0 | | |

5. Backup data in Sage 50 before importing Sage Budget template figures.

Note the year end must be run in Sage 50 for Year ending Aug 2023 before importing the budget for 2023/ 2024.

| Data Import | × |
|---|---|
| Data Import | |
| Welcome Data Type Data Source Field Mappings Import | Welcome You can import data from Excel worksheets (*.xls;*.xlsx) and files containing comma-separated values (*.csv). To help you import your data, templates with the correct import structure are available <u>nere</u> . |
| | WARNING: The Data Import procedure is NOT reversible. It is strongly recommended that you backup your current company Abackup data before proceeding. |
| Cancel | B Back N Next |

In Sage 50 select File>Import.

Take a Backup.

Then click next.

| ta Import | | | 1 | X |
|---|--|---|------|------|
| Welcome Data Type Data Source Field Mappings Import | Data Type* Select the type of data you want to import: Audit Trail transactions Customer records Nominal accounts Product records Stock take Stock take Stock transactions Supplier records | 0 | | • |
| Cancel | | | Back | Next |

Select Nominal Accounts and Click Next.

7. Browse for the relevant Sage Budget Import Template.

| Welcome Data Type Data Source Field Mappings Import | Data Source Select the format of the data you will be importing: Comma-separated (*.csv) Excel worksheet (*.xls;*.xlsx) Select the file to import*: First row contains headings | Browse |
|---|---|--------|
|---|---|--------|

Browse for the relevant Sage Budget Import template & Click Next.

| Data Import | | | | | |
|------------------|---------------|---|-------------------|----------------|----------|
| 1 Welcome | Field Map | pings Ids in your data to the t | fields in Sage 50 | Accounts. | |
| 2 Data Type | Required | Imported Field | Sa | ge Field | <u>^</u> |
| J Data Source | * | Refn | Re | :fn | |
| | | Name | Na | ime | |
| 4 Field Mappings | | Yearly Budget | Ye | arly Budget | |
| 5 Import | | Month 1 Budget | Mc | onth 1 Budget | |
| 5) Import | | Month 2 Budget Month 3 Budget | | Month 2 Budget | |
| | | | | Month 3 Budget | |
| | | Month 4 Budget | Mo | onth 4 Budget | 101 |
| | dires and the | witco ti | | d co l i | V. |
| | Map file in | use: [none] | | | |
| | | | Clear Map | Load Map | Save Map |

Click Next.

| Data Import | × |
|---|--|
| Data Import | |
| 1 Welcome 2 Data Type | Import ? You are now ready to import your data. ? The following is a summary of the options you have chosen. If you need to change any of them, click the Back button now. ? |
| 3 Data Source 4 Field Mappings 5 Import | Data type: Nominal accounts Data source: Copy of Nominal Record FULL template sage 50 test.xls Sheet: Nominal Record Template |
| | Header row: Yes |
| Cancel | To begin importing your data, click Import. Back Import |

Click Import.

Run the BOM Income & Expenditure report to verify the figures.

The Budget figures can be edited in Sage 50 in the nominal code section, double click on the relevant code and amend the figure under the budget heading in month 1.