

# 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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A<sup>v</sup>

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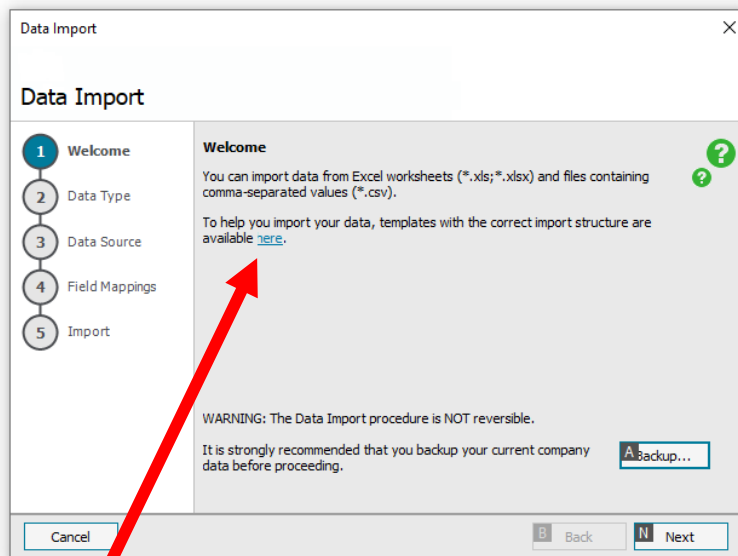
The details in Column A, B & D of this sheet can be copied into a template available in Sage 50, and this will enable the budget data to be imported into Sage 50.

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

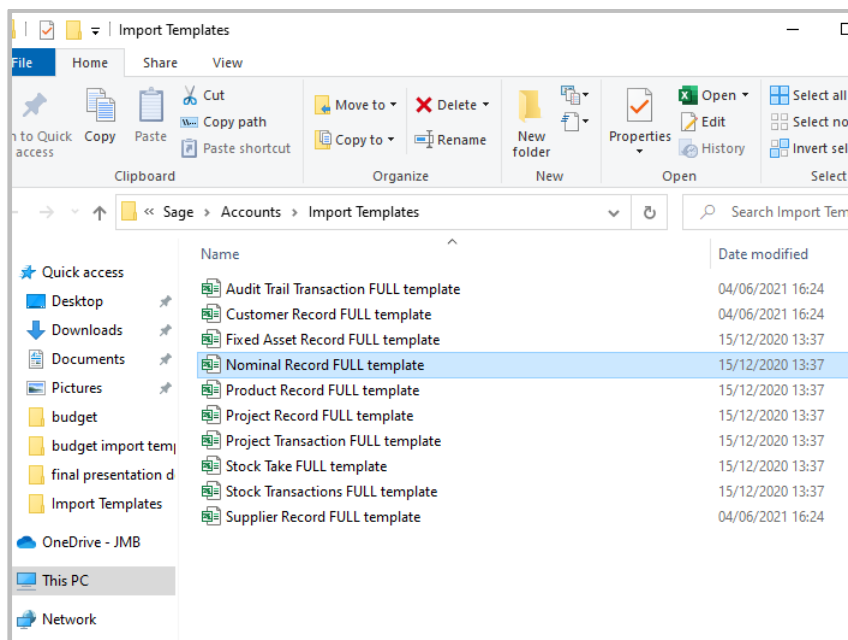
Steps 2 – 4 in this document outline this process.

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

Select File > Import.



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.

Refn	Name	Yearly	Month 1 Budget
3010	Capitalisation	178,224	178,224
3050	School Support Services Grant	126,618	126,618
3100	Secretarial Grant	23,275	23,275
3130	Caretaker Grant	19,075	19,075
3140	Special Education Equipment Grant	-	0
3150	Book Grant Income	13,536	13,536
3155	School Library Books Capital Grant	-	0
3170	Special Subjects Grant	-	0
3171	Irish and Bilingual School Grant	62,322	62,322
3190	JCSP Grant	600	600
3200	Transition Year Grant	1,520	1,520
3210	Leaving Cert Applied Grant	3,473	3,473
3220	Grant for Traveller Students	1,068	1,068
3230	CT Grant Non Capital	-	0
3240	Supervision and Substitution Grant	20,874	20,874
3245	Physics/Chemistry Grant	26	26
3255	State Exam Income	-	0
3260	School Excellence Fund Income	-	0
3275	Minor Works Grant-Non Capital	-	0
3276	Temporary Accommodation Grant Income	-	0

Click on sheet 8 "Sage 50 Import".

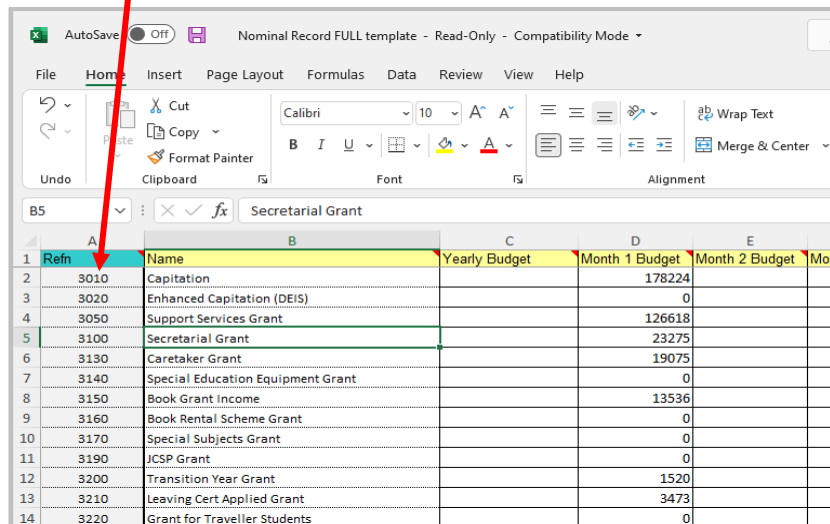
1. Check that the nominal codes & names agree with the codes that are already in Sage 50. This template will over-write the nominal code detail that is already in Sage 50
2. Check the formulas are populating correctly from the "Income & Expenditure Budget Sheet". The total of figures in the import sheet should add up to the income plus the expenditure less the contingency in the budget, the check box below will turn red if there are any errors.

Formula Check		
The total of figures in the import sheet should add up to the income plus the expenditure less the contingency in the budget		
A formula check has been added to confirm this, if there is a discrepancy with any section of the budget the check box will 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**



1	Refn	Name	Yearly Budget	Month 1 Budget	Month 2 Budget	Month 3 Budget
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		
14	3220	Grant for Traveller Students		0		

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

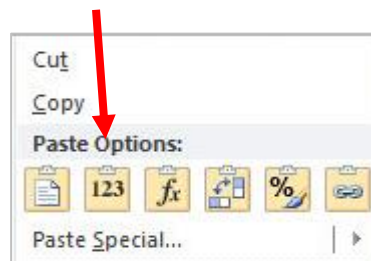
**Highlight B12:B186 (i.e. all the names), right click and copy**

**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**



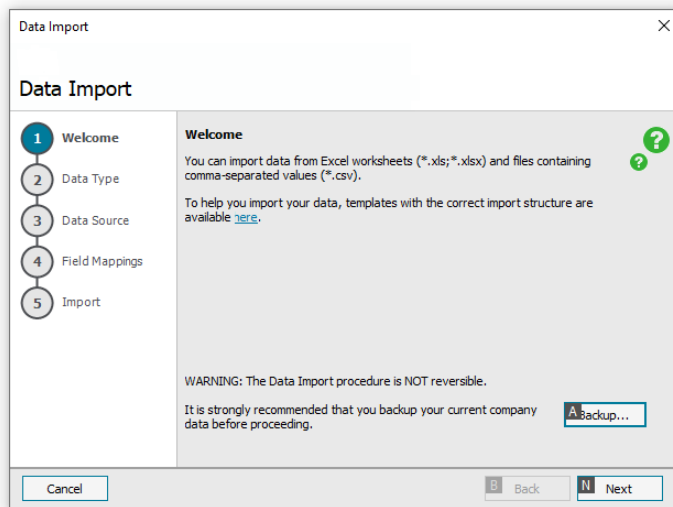
#### 4. Save the file with a revised name that specifies the year the budget template relates to.

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

	A	B	C	D	E	F
1	Refn	Name	Yearly Budget	Month 1 Budget	Month 2 Budget	Month 3 Budget
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		
14	3220	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.

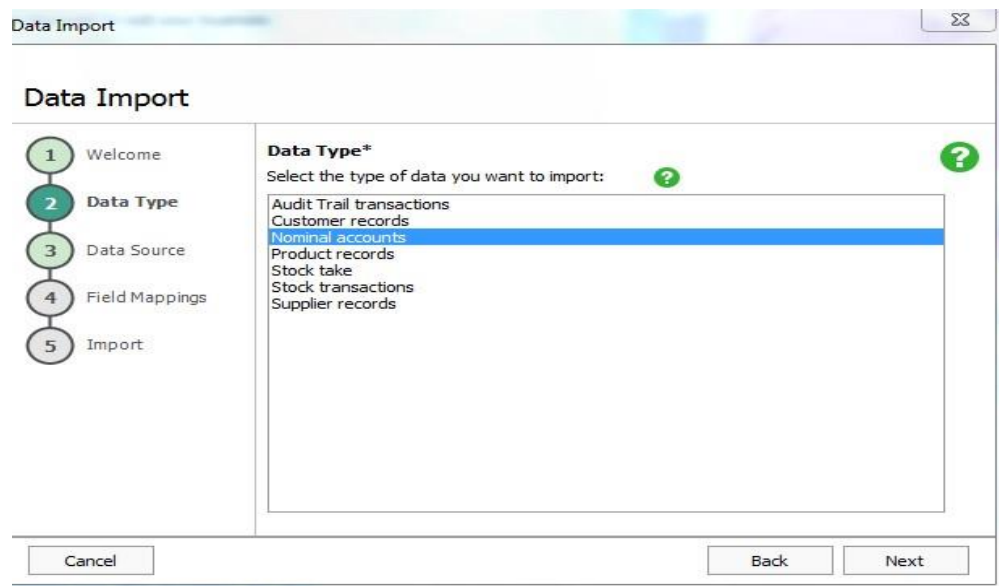


In Sage 50 select File>Import.

Take a Backup.

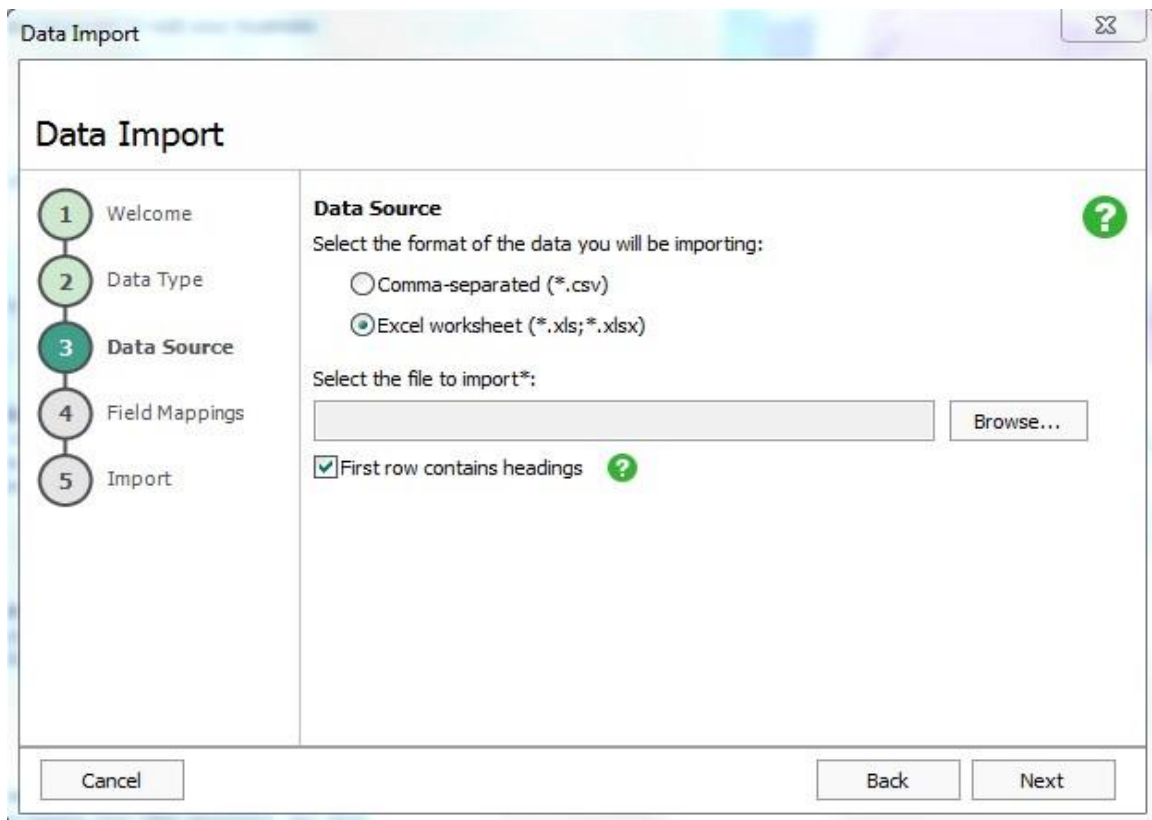
Then click next.

## 6. >Data Type = Nominal accounts



Select Nominal Accounts and Click Next.

## 7. Browse for the relevant Sage Budget Import Template.



The 'Data Import' dialog box is shown at step 3, 'Data Source'. On the left, a vertical list of steps (1-5) has 'Data Source' highlighted with a green circle. The main area is titled 'Data Source' and contains a help icon (?). It prompts the user to 'Select the format of the data you will be importing:' with two radio buttons: 'Comma-separated (\*.csv)' and 'Excel worksheet (\*.xls;\*.xlsx)', the latter of which is selected. Below this, it says 'Select the file to import\*:' followed by a text box and a 'Browse...' button. A checkbox 'First row contains headings' is checked, with a help icon (?) next to it. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

**Data Import**

1 Welcome  
2 Data Type  
3 **Data Source**  
4 Field Mappings  
5 Import

**Data Source** ?

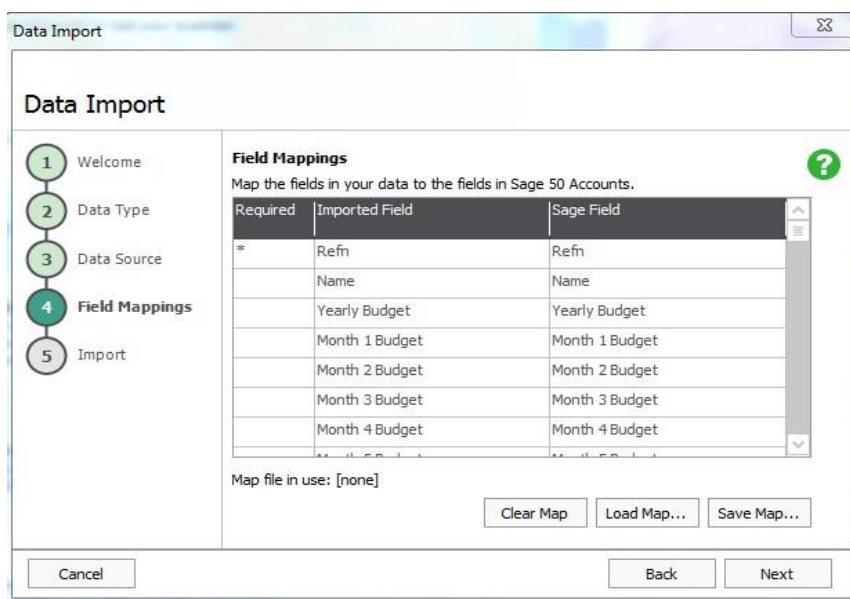
Select the format of the data you will be importing:

☐ Comma-separated (\*.csv)  
☒ Excel worksheet (\*.xls;\*.xlsx)

Select the file to import\*:

☒ First row contains headings ?

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



The 'Data Import' dialog box is shown at step 4, 'Field Mappings'. The left sidebar now highlights 'Field Mappings' with a green circle. The main area is titled 'Field Mappings' and contains a help icon (?). It prompts the user to 'Map the fields in your data to the fields in Sage 50 Accounts.' Below this is a table with three columns: 'Required', 'Imported Field', and 'Sage Field'. The table contains several rows, including a header row and data rows for 'Refn', 'Name', 'Yearly Budget', and 'Month 1 Budget' through 'Month 4 Budget'. Below the table, it says 'Map file in use: [none]'. At the bottom are 'Clear Map', 'Load Map...', and 'Save Map...' buttons. The bottom of the dialog has 'Cancel', 'Back', and 'Next' buttons.

**Data Import**

1 Welcome  
2 Data Type  
3 Data Source  
4 **Field Mappings**  
5 Import

**Field Mappings** ?

Map the fields in your data to the fields in Sage 50 Accounts.

Required	Imported Field	Sage Field
*	Refn	Refn
	Name	Name
	Yearly Budget	Yearly Budget
	Month 1 Budget	Month 1 Budget
	Month 2 Budget	Month 2 Budget
	Month 3 Budget	Month 3 Budget
	Month 4 Budget	Month 4 Budget

Map file in use: [none]

Click Next.

**Data Import**

**Data Import**

1 Welcome  
2 Data Type  
3 Data Source  
4 Field Mappings  
5 **Import**

**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.

Data type:  
Nominal accounts

Data source:  
Copy of Nominal Record FULL template sage 50 test.xls

Sheet:  
Nominal Record Template

Header row:  
Yes

To begin importing your data, click Import.

Cancel 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.