

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.

L		Cut Calibri v 11 v A^	A ⊂ = =	Ξ ॐ ∽ ễb Wrap Text	General		~				
Pa	ISLE	Copy \sim Format Painter B $I \cup \sim \square \sim \square$	· = =	E = E → E Merge & Center →	r (%)	00. 0 0. 00.	Conditional F Formatting ~	ormat as Ce Table ∽ Style	ll Inser	t Delete Fo
	Clipt	poard 🕞 Font	l≥	Alignment	1 12	Jumber	Гы	s	tyles		Cells
H6		$-$: \times \checkmark f_x =F6=G6									
ai	А	В	с	D		E		F	G		н
1	~	Voluntary Se				-	Formula C				
-		NON_DEIS Scho									
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.

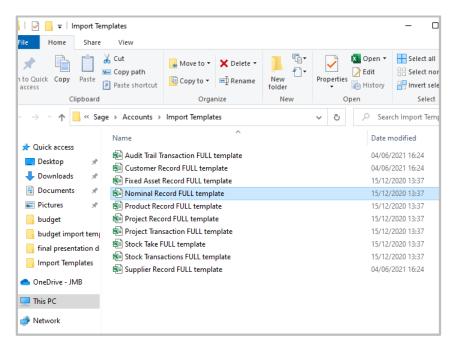
Steps 2 - 4 in this document outline this process.

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			
	<u>~</u> X	Cut Calibri ~ 11 ~ A^	A ▼ = =	≫ ~ ab Wrap Text	Carrent					TT F
		Calibri - 11 - A^	A =	E ≡ ॐ ~ eb Wrap Text	General					
F	Paste	$\begin{array}{c c} B & I & \underline{\cup} & \underline{\vee} & \underline{\wedge} & \underline{\wedge} & \underline{\wedge} \\ \hline \\ $	· = =	🖂 \Xi 😇 🖽 Merge & Center 🦄	~ <u>(6</u> ~	% 🤊	←0 .00 Conditional		Insert D	elete For
								Table Y Styles Y	Ť	÷ .
	Clip	board 🗤 Font	F≥	Alignment	Г <u>я</u> Г	Number	5	Styles	(Cells
Н	6	\star : \times \checkmark f_x =F6=G6								
		В	с	D		E	F	G		н
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 -

ī

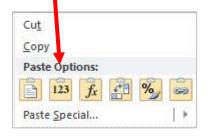
Highlight B12:B186 (i.e. all the names), right click and copy

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.