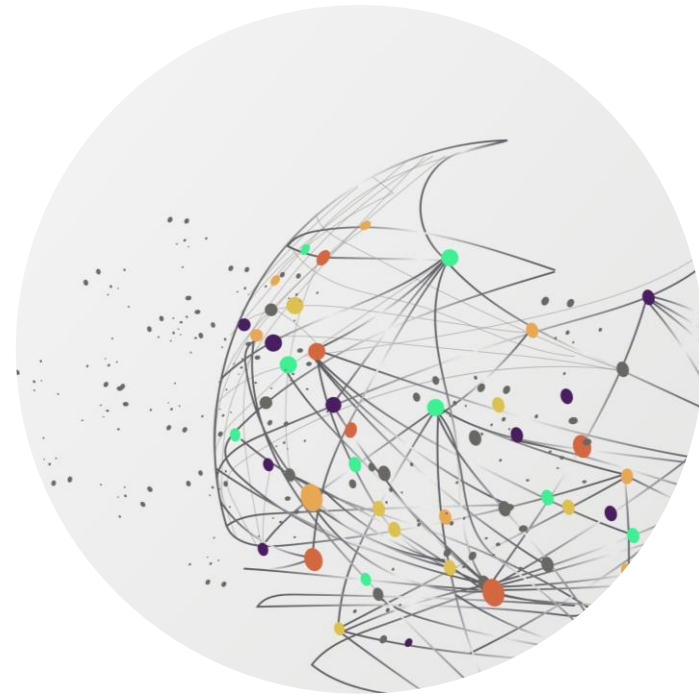


FSSU WEBINAR TRAINING

Sage 50 Autumn 2023 Webinar Training series



BREDA MURPHY



WEBINAR RECORDING

www.fssu.i
e

- Webinar is being recorded
- It will be available on the website

Email

- Will be sent within 48 hours

HANDOUT

- ☑ Click the name of a handout to access it.
- ☑ The handout file will automatically start downloading
- ☑ Click the downloaded file at the bottom of the browser to open or save it.
- ☑ Note it alternatively may open in the default web browser depending on your pc setup and you can print and download from the web page

INPUT QUESTIONS UNDER CONTROL PANEL

WEBINAR CONTROL PANEL

The screenshot displays a webinar control panel with the following elements:

- Top Bar:** File Options View Help, Audience view 100%
- Sharing:** ON AIR Showing screen
- Controls:** Show Screen, Stop Showing Screen, Give Keyboard & Mouse, Change Presenter
- Recording:** Start Recording 2.8 GB remaining, Settings
- Webcam:** Share My Webcam, Webcams
- Attendees:** 1 of 1001 (max)
- Polls:** 0/0
- Questions:** (Highlighted with a red circle and a red arrow pointing to it)
- Handouts:** 0 of 5 (Highlighted with a red circle)

FSSU TRAINING SAGE 50 ACCOUNTS AUTUMN 2023 WEBINAR 5

MOVING TO THE NEW FINANCIAL YEAR IN SAGE 50

WHAT TO WATCH OUT FOR IN THE SEPTEMBER ACCOUNTS
PREPARATION

REPORTING TO THE BOM FOR SEPT 2023 ACCOUNTS

THE IMPORTANCE OF RUNNING YEAR END IN SAGE 50 FOR
PROPER BOM REPORTING

FSSU Webinar Training for Sage 50 Accounts	
Autumn 2023	
Webinar 1 Aug 29 th 2023	Sage 50 New Users Guidance for accounts personnel updating the August Y/E accounts in Sage for the first time
Webinar 2 Sept 6 th 2023	Sage 50 – Key issues for the August 2023 accounts Covid refund, accruals, prepayments, ringfenced grants, Income in advance
Webinar 3 Sept 13 th	Sage 50 New Users The nominal ledger module – Focus on the Chart of Accounts & month end BOM reports
Webinar 4 Sept 27 th	Sage 50 & Year end reporting with particular Focus on the Balance sheet
Webinar 5 Oct 25 th	New financial Year 2023/2024 An overview including reporting to the BOM at month end
Webinar 6 Nov 29 th	Sage 50 & working with the Accountant to finalise Year end in Sage 5
Webinar 7 Nov 8 th	Getting started with the Suppliers Ledger in Sage 50

AGENDA

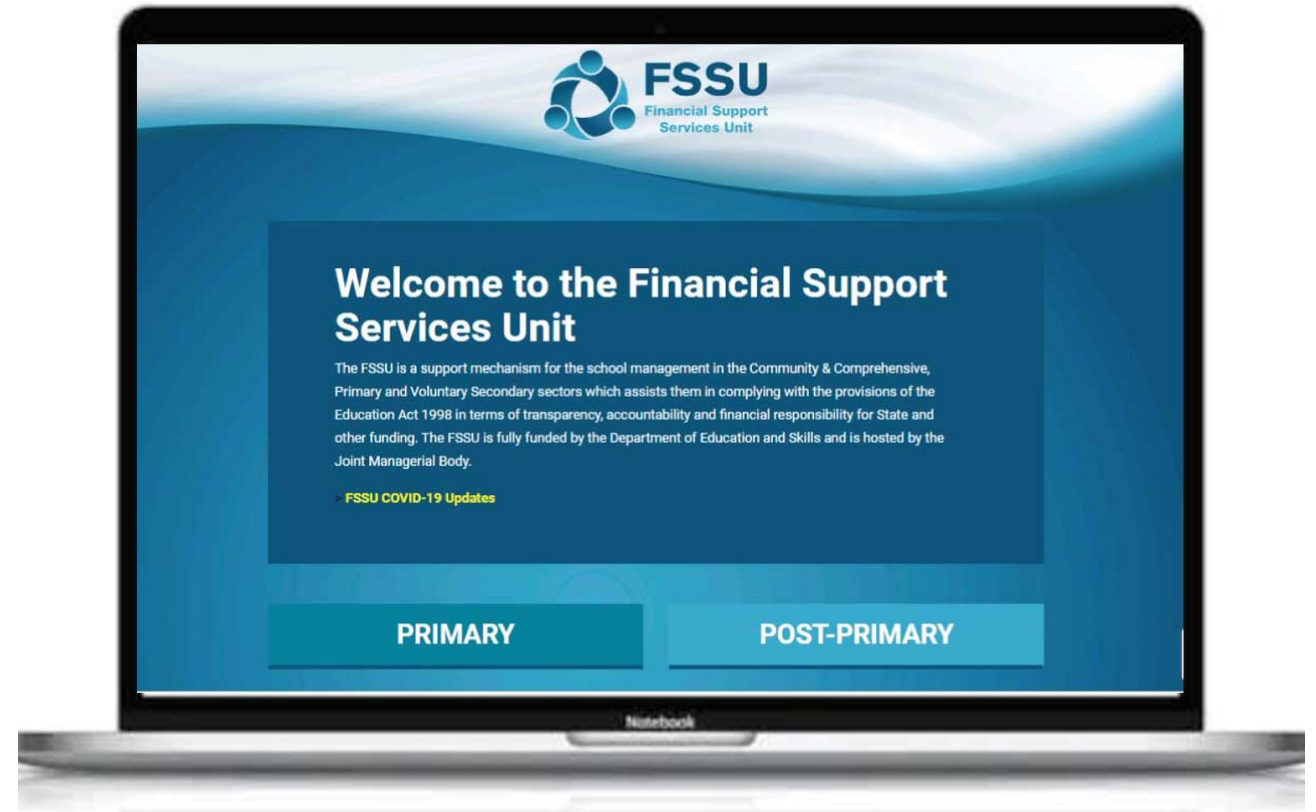
Introduction with an outline of key learning points

Updating September 2023 in Sage 50 while awaiting Accountants Year end journals & prior to running Year end

- FAQ's – where to code certain expenses & income
- Reversing Accruals
- Reversing prepayments
- Moving 2023/2024 Income (Received in advance) to the Income & Expenditure Account
- Adjusting for Ringfenced Grants unspent

Running the BOM reports for Sept 2023

Overview of Sage 50 Year end process & the budget 23/24 Import process

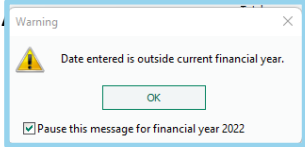


INTRODUCTION

OVERVIEW OF STATUS OF ACCOUNTS PREPARATION

THE SCHOOL ACCOUNTS FOR 2022/2023 WITH ACCOUNTANT

AVOID UPDATING OR MODIFYING THE 22/23 FINANCIAL YEAR DATA

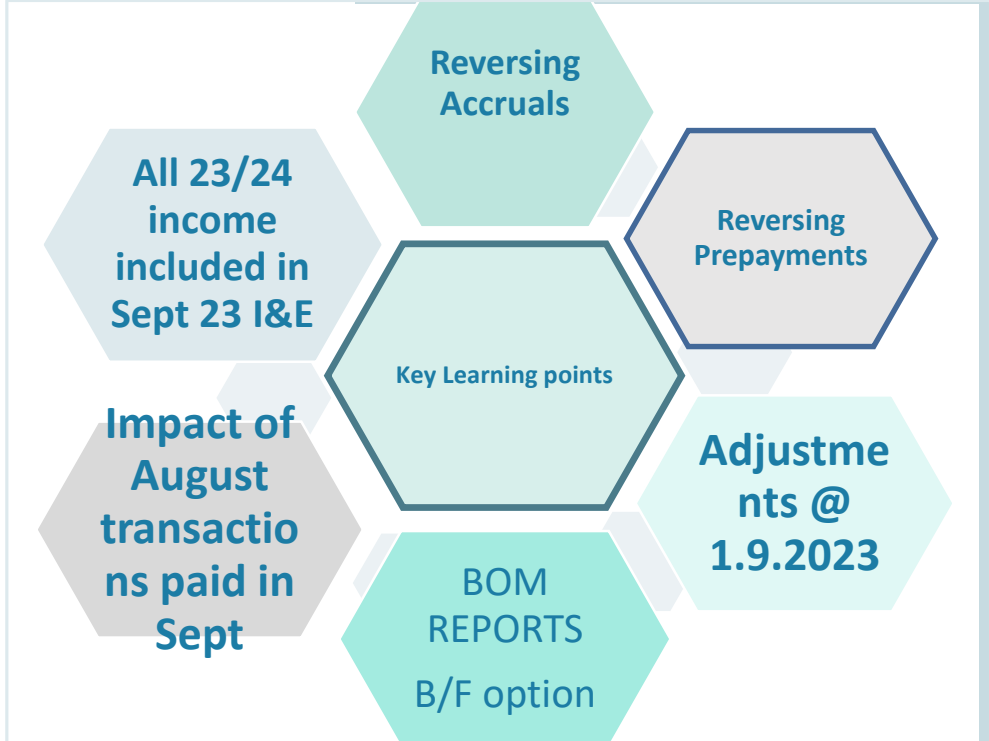


SAGE IS DATE DRIVEN

UPDATE SAGE 50 AS "NORMAL" FOR SEPTEMBER 2023

ACCOUNTING FOR 22/23 RELATED INCOME & COSTS

REMEMBER THERE ARE BALANCES BEING CARRIED FORWARD IN THE BALANCE SHEET THAT SHOULD BE ADJUSTED INTO THE INCOME & EXPENDITURE ACCOUNT FOR SEPT 2023



Balance sheet @ 1.9.2023

Assets		Liabilities	
			Book Grant in advance

Income & Exp Sept 2023

Income Cr		Expenses	
3150			4730
3155			

PREPARING SEPTEMBER 2023 ACCOUNTS IN SAGE 50 KEY POINTS



**INCOME &
EXPENDITURE
ACCOUNT**
Financial Year 22/23



**SAGE IS DATE
DRIVEN**
Continue to record September
transactions



BALANCE SHEET
Balances B/F



YEAR END LISTS
Supporting balances B/F



**INCOME &
EXPENDITURE
ACCOUNT**
Financial Year 23/24
September 2023

Name	Description	Last Run	FI		
Criteria for BOM Income and Expenditure Account					
Criteria Values					
Enter the values to use for the criteria in this report					
Period	Between (inclusive)	Future 9: 2022	and	Future 9: 2022	FD
Chart of Accounts	is	2: FSSU			NC
Preview a sample report for a specified number of records or transactions (0 for all)				NC	
0					
<input type="button" value="Help"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>					

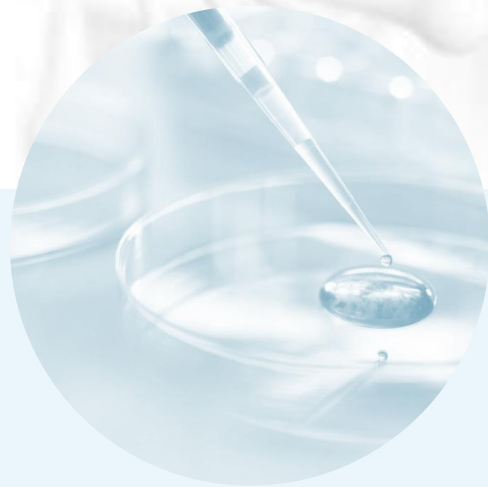
Code costs as normal
Transfer Income received in
advance



Record Covid refund
payment
Record all payments for
Sept

Prepayments Sched Accountant	
expenses paid in 22/23 relate to 23/24	Amount
Insurance	<input type="checkbox"/> 65,000
NAPD Membership 23/24	<input type="checkbox"/> 61,500
ICT Maintenance	<input type="checkbox"/> 65,500

Reverse accruals
Prepayments



2. WHAT TO LOOK OUT FOR IN THE FIRST MONTH OF THE NEW FINANCIAL YEAR ?



RECORDING SEPTEMBER TRANSACTIONS IN SAGE 50

1. RECORD ALL FINANCIAL TRANSACTIONS ACCURATELY
2. RECONCILE THE BANK ACCOUNTS
3. REVIEW THE BANK REC REPORTS
4. REVIEW GENERAL LEDGER ACTIVITY FOR ACCURACY
5. REVIEW DRAFT BOM REPORTS, AND CRITICALLY REVIEW THE BALANCE SHEET BALANCES
6. RUN THE BOM REPORTS AND ISSUE WITHIN 3 DAYS OF THE MEETING

FAQ's

1. Where to code August costs paid in Sept?
2. Why are accruals reversed
3. Where to code the covid refund?
4. How can the Prepaid insurance be reflected in the I&E Account?
5. How to adjust the 23/24 income received in 22/23?
6. Are there any other journal adjustments required in September?

1. FAQ'S WHAT CODES TO USE WHEN RECORDING SEPTEMBER RECEIPTS OF 22/23 EXAM AIDE GRANT

Bank Receipts

Bank: Tax Rate:

N/C:

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax	Gross
1800	30/09/2023	DE		3255	0	June 23 SE inc...	7800.00	T9	0.00	7800.00

Totals: Net 7800.00, Tax 0.00, Gross 7800.00

Journal Entry

Posting Date: Balance:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
1730	Grants Due		0	Reverse Aug 23 state exams provi...	T9	0.00	7800.00
3255	State Exam Income		0	State exams	T9	7800.00	0.00

Reverse Journals: Reversing Date:

Totals: Debit 7800.00, Credit 7800.00

Nil effect on I&E
Account for Sept
2023

1. FAQ'S WHAT CODES TO USE WHEN RECORDING SEPTEMBER PAYMENTS OF AUGUST COSTS

AIB No 2 No

Bank Payments

Clear form | Print Cheque | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Calculate net (F9) | Memorise | Recall | Print list | Send to Excel

Bank: Tax Rate: 0.00
N/C:

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax	Gross
1800	30/09/2023	MK Cleaning		5170	0	Materials Au...	3500.00	T9	0.00	3500.00
1800	30/09/2023	M&D ENG		5310	0	Maintenance...	2380.00	T9	0.00	2380.00
1800	30/09/2023	Bray Office supplies		6300	0	office supplies	120.00	T9	0.00	120.00
1800	30/09/2023	Bord Gais		5510	0	August invoice	3400.00	T9	0.00	3400.00
1800	30/09/2023	Vodafone		6300	0	August invoice	600.00	T9	0.00	600.00
							10000.00		0.00	10000.00

Save Close

Date: 05/10/2023
Time: 15:47:00

Demo Data - Accruals & Prepayments BOM Income and Expenditure Account

From: Future To: Future
Chart of Accounts: FSSU

Expenditure		Period	Budget
Repairs Maintenance & Establishment			
5010	Caretakers Wages	0.00	0.00
5110	Cleaners Wages	0.00	0.00
5170	Cleaning Materials	3,500.00	0.00
5171	Cleaning Materials	0.00	0.00
5175	Other Cleaning & Sanitation Expense	0.00	0.00
5310	Repairs - Buildings & Grounds	2,380.00	0.00
5315	Minor Works Grant (Non Capital) Expense	0.00	0.00
5316	COVID Minor Works Grant (Non Capital) Expense	0.00	0.00
5350	Repairs - Furniture, Fittings, Equipment	0.00	0.00
5450	Insurance	0.00	0.00
5510	Heating	3,400.00	0.00
5550	Light and Power	0.00	0.00
5551	Rent of Temporary Accommodation Expense	0.00	0.00
5552	Other Rental Costs Expense	0.00	0.00
5610	Refuse expense	0.00	0.00
5611	Water Rates Expense	0.00	0.00
5700	Licence Fee Patron/Trustees	0.00	0.00
5800	Other Repairs and Maintenance Expense	0.00	0.00
5802	COVID Capitation for PPE Grant Expense	0.00	0.00
5803	COVID Enhanced Supervision Grant Wages Expense	0.00	0.00
5804	COVID Capitation for Cleaning Wages Expense	0.00	0.00
5805	COVID Capitation for Cleaning Non Wages Expense	0.00	0.00
Total Repairs Maintenance & Establishment:		9,280.00	0.00
Administration			
6010	Secretarial Wages	0.00	0.00
6100	Staff Recruitment	0.00	0.00
6150	Advertising/Public Relations	0.00	0.00
6210	Postage Expense	0.00	0.00
6250	Telephone Expense/SMS Text	0.00	0.00
6300	Printing/Stationary Expense	720.00	0.00
6400	Accountancy/Audit Fee	0.00	0.00
6450	Other Professional Fees	0.00	0.00
6500	Travel & Subsistence	0.00	0.00

Sept 2023

2. FAQ'S WHY REVERSE ACCRUALS IN SEPTEMBER?

The screenshot shows the Sage 50 Journal Entry window. At the top, the date is 01/09/2023 and the balance is 0.00. The journal entry table is as follows:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2440	Accruals		0	Reverse accruals	T9	10000.00	0.00
5170	Cleaning Materials		0	MK Cleaning august invoice	T9	0.00	3500.00
5310	Repairs - Buildings & Grounds		0	M&D AUGUST	T9	0.00	2380.00
6300	Printing/Stationary Expense		0	Bray supplies august invoice	T9	0.00	120.00
5510	Heating		0	Bord Gais august	T9	0.00	3400.00
6300	Printing/Stationary Expense		0	Vodafone	T9	0.00	600.00

At the bottom, the 'Reverse Journals' checkbox is checked, and the 'Reversing Date' is set to 30/09/2023. The total debit and credit amounts are both 10000.00.

Date: 05/10/2023

Time: 15:43:38

Demo Data - Accruals & Prepayments

Page: 1

Period Trial Balance

To Period: Future

N/C	Name	Debit	Credit
1420	Capital: Fixtures, Fittings and Equipment	1,376,600.51	
1421	Capital: Fixtures, Fittings and Equipment	11,644.00	
1430	Accumulated Depreciation: Fixtures,		1,166,617.00
1460	Capital: ICT Cost B/Fwd	265,908.58	
1461	Capital: ICT Additions	6,813.97	
1470	Accumulated Depreciation: Computer		193,480.00
1480	Capital: Other	193,877.76	
1490	Accumulated Depreciation Other		185,752.00
1720	Prepayments	3,843.00	
1730	Grants Due	7,800.00	
1800	Current Account	238,961.47	
1810	Canteen Account	14,017.29	
1820	AIB Parents Council	9,348.25	
1860	BOI Deposit	44,590.20	
1870	Online Payment Solution Clearing Account	329.06	
1892	AIB No 2	26.54	
1980	Credit Card Account		1,890.01
2105	School Income Received in Advance		111,334.00
2150	Grants Received in Advance		43,109.00
2151	Book Grant Received in Advance		81,437.00
2152	DEIS Grant Received in Advance		43,246.00
2161	School Library Grant		16,674.00
2165	ICT Grant Unspent		5,024.00
2170	Supervision & Substitution Grant Unspent		31,345.74
2172	Other Ringfenced Income Unspent		4,077.00
2200	Net Wages Control		6,359.88
2250	PAYE/PRSI/USC/LPT Control Account		17,276.85
2260	Reverse VAT Control Account		622.00
2440	Accruals		10,000.00

2. FAQ'S

WHY REVERSE ACCRUALS IN SEPTEMBER?

The screenshot shows the 'Activity' window for 'Cleaning Materials' (5170). The date range is set to 01/09/2023 to 31/12/2099. The table displays the following transactions:

No	Type	Date	Dept	Details	Amount	Debit	Credit
		01/09/2023					
20519	JC	01/09/2023	0	MK Cleaning august invoice	3500.00		3500.00
20513	BP	30/09/2023	0	Materials August	3500.00	3500.00	

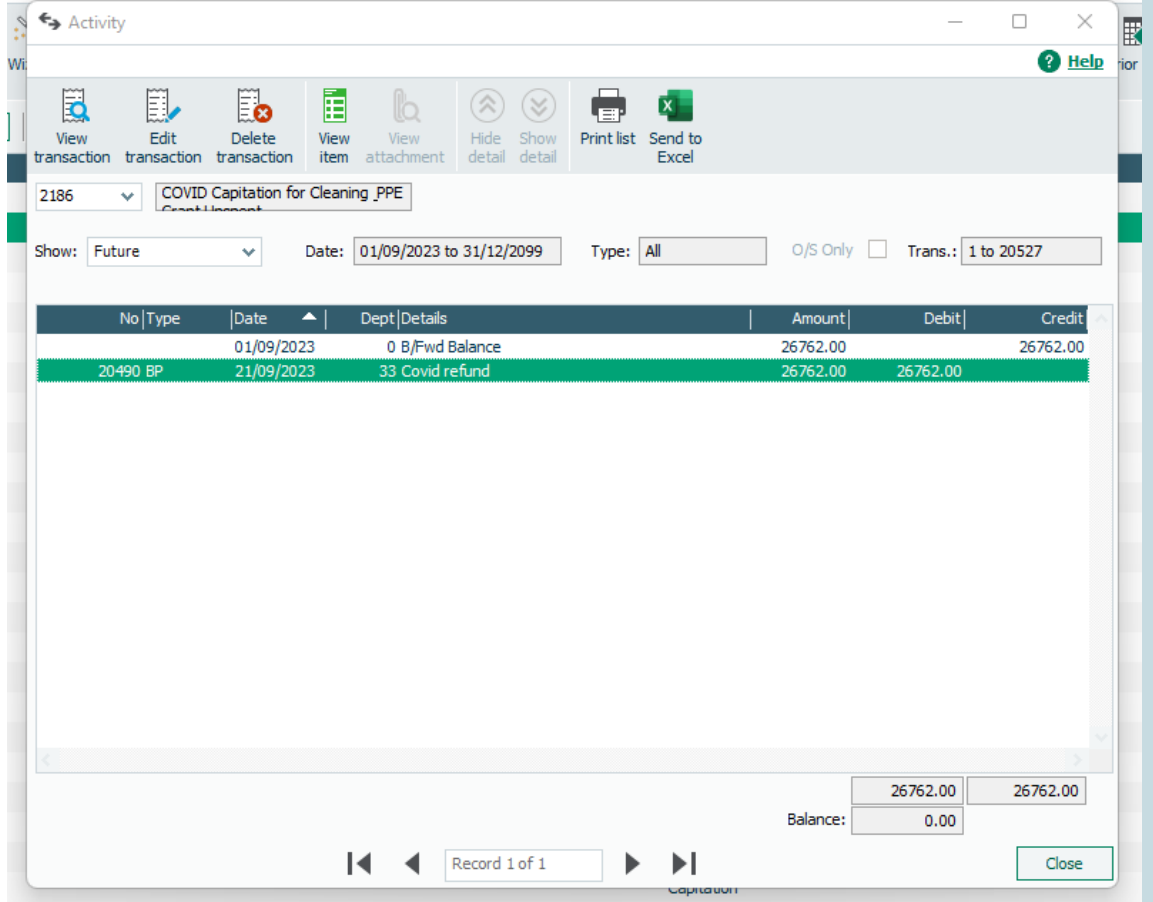
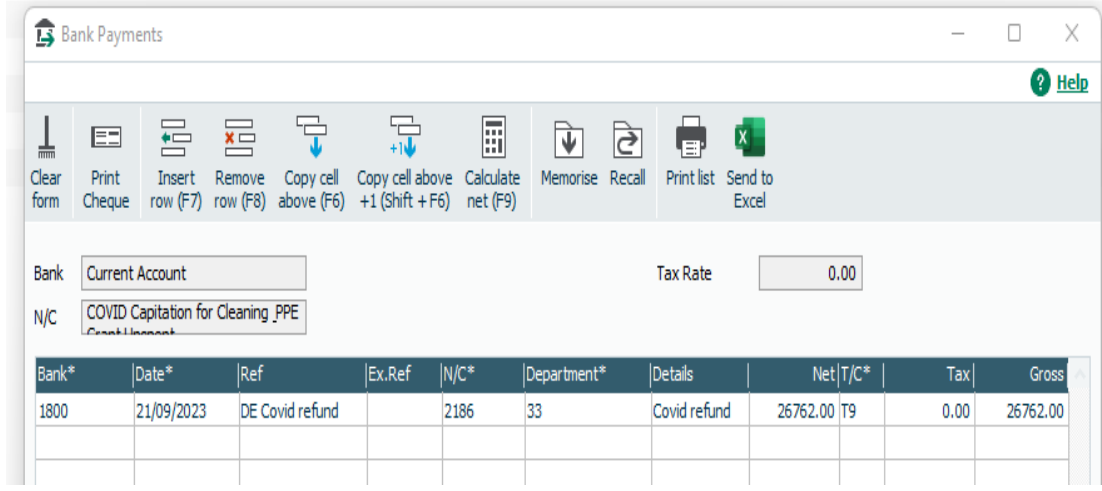
Balance: 3500.00

The screenshot shows the 'Activity' window for 'Accruals' (2440). The date range is set to 01/09/2023 to 31/12/2099. The table displays the following transactions:

No	Type	Date	Dept	Details	Amount	Debit	Credit
		01/09/2023	0	B/Fwd Balance	10000.00		10000.00
20518	JD	01/09/2023	0	Reverse accruals	10000.00	10000.00	

Balance: 0.00

3. WHERE TO CODE THE COVID REFUND PAID IN SEPTEMBER 2023?



4. ADJUSTING FOR PREPAYMENTS

Move the 23/24 Insurance cost from Balance sheet into I&E for 23/24



Amount paid in advanced (Prepayment)

Journal Entry

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Memorise | Recall | Add attachment | Print list | Send to Excel

Reference: [] Posting Date: 01/09/2023 Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
1720	Prepayments		0	Prepaid	T9	0.00	3843.00
5450	Insurance		0	Insurance Sept -	T9	3843.00	0.00

Reverse Journals Reversing Date 19/10/2023

3843.00 3843.00

Save Close

1. Prepayments (1720)

- Deposit for school trips
- Insurance paid in advance

Date: 05/10/2023 Time: 15:43:38 Page: 1

Demo Data - Accruals & Prepayments

Period Trial Balance

To Period: Future

N/C	Name	Debit	Credit
1420	Capital: Fixtures, Fittings and Equipment	1,376,600.51	
1421	Capital: Fixtures, Fittings and Equipment	11,644.00	
1430	Accumulated Depreciation: Fixtures,		1,166,617.00
1460	Capital: ICT Cost B/Fwd	265,908.58	
1461	Capital: ICT Additions	6,813.97	
1470	Accumulated Depreciation: Computer		193,480.00
1480	Capital: Other	193,877.76	
1490	Accumulated Depreciation Other		185,752.00
1720	Prepayments	3,843.00	
1730	Grants Due	7,800.00	
1800	Current Account	238,961.47	
1810	Canteen Account	14,017.29	
1820	AIB Parents Council	9,348.25	
1860	BOI Deposit	44,590.20	
1870	Online Payment Solution Clearing Account	329.06	
1892	AIB No 2	26.54	
1980	Credit Card Account		1,890.01
2105	School Income Received in Advance		111,334.00
2150	Grants Received in Advance		43,109.00
2151	Book Grant Received in Advance		81,437.00
2152	DEIS Grant Received in Advance		43,246.00
2161	School Library Grant		16,674.00
2165	ICT Grant Unspent		5,024.00
2170	Supervision & Substitution Grant Unspent		31,345.74
2172	Other Ringfenced Income Unspent		4,077.00
2200	Net Wages Control		6,359.88
2250	PAYE/PRSI/USC/LPT Control Account		17,276.85
2260	Reverse VAT Control Account		622.00
2440	Accruals		10,000.00

5. ADJUSTING INCOME RECEIVED IN ADVANCE

Check Balance in code 2105 @ 1.9.2023

Run a department report for code 2105

Record Journal entry in Sage at 1.9.2023

Check Balance in code 2105 @ 30.9.2023

Activity window showing a department report for code 2105. The report displays a single record for 01/09/2023 with a balance of 111334.00. A binder icon labeled "Year end Aug 2023" is overlaid on the report.

No	Type	Date	Dept	Details	Amount	Debit	Credit
0	B/Fwd	01/09/2023		Balance	111334.00		111334.00

Balance: 0.00 111334.00
111334.00

Record 1 of 1

5. INCOME RECEIVED IN ADVANCE

JOURNAL ENTRY@1.9.2023

Date: 21/09/2023 Time: 17:59:35 Page: 1

Demo Data - Accruals & Prepayments
Nominal Ledger Departmental Analysis

Nominal Code From: 3530 Tran No From: 1
 Nominal Code To: 3530 Tran No To: 99,999,999

Tran Date From: 01/09/2022 Dept No From: 0
 Tran Date To: 30/08/2023 Dept No To: 999

Department Number 0		Department Name Default				
N/C	N/C Name	Debits	Credits	Balance		
3530	School Tours Income		35,255.00	-35,255.00		
	Total for Dept. 0		<u>35,255.00</u>	<u>-35,255.00</u>		
Department Number 20		Department Name America Trip				
N/C	N/C Name	Debits	Credits	Balance		
3530	School Tours Income		7,056.00	-7,056.00		
	Total for Dept. 20		<u>7,056.00</u>	<u>-7,056.00</u>		
Department Number 23		Department Name Spanish Exchange				
N/C	N/C Name	Debits	Credits	Balance		
3530	School Tours Income		2,800.00	-2,800.00		
	Total for Dept. 23		<u>2,800.00</u>	<u>-2,800.00</u>		
Department Number 28		Department Name Ski Trip 2023				
N/C	N/C Name	Debits	Credits	Balance		
3530	School Tours Income		61,350.00	-61,350.00		
	Total for Dept. 28		<u>61,350.00</u>	<u>-61,350.00</u>		

JAN 24

106,461

Journal Entry

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Memorise Recall Add attachment Print list Send to Excel

Reference Posting Date Balance

19/10/2023 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2105	School Income Received in Advance		0	Transfer school tour 23/24 income ...	T9	45106.00	0.00
3530	School Tours Income		0	irip 1 going ahead in term 1	T9	0.00	35250.00
3530	School Tours Income		20	Trip 2 going ahead in term 1	T9	0.00	7056.00
3530	School Tours Income		23	Trip 3 going ahead in term 1	T9	0.00	2800.00

Reverse Journals Reversing Date 19/10/2023

45106.00 45106.00

Save Close



Other journal adjustments that may be required

Journal Entry

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Memorise | Recall | Add attachment | Print list | Send to Excel

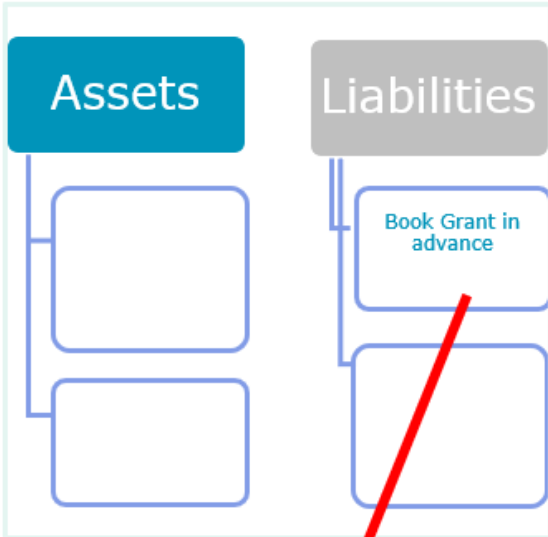
Reference: [] Posting Date: 01/09/2023 Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2161	School Library Grant		0	Moving unspent income to I&E	T9	11400.00	0.00
3155	School Library Grant		0	school lib book grant	T9	0.00	11400.00
2151	Book Grant Received in Advance		0	Book Grant	T9	35000.00	0.00
3150	Book Grant Income		0	Book Grant	T9	0.00	35000.00
						46400.00	46400.00

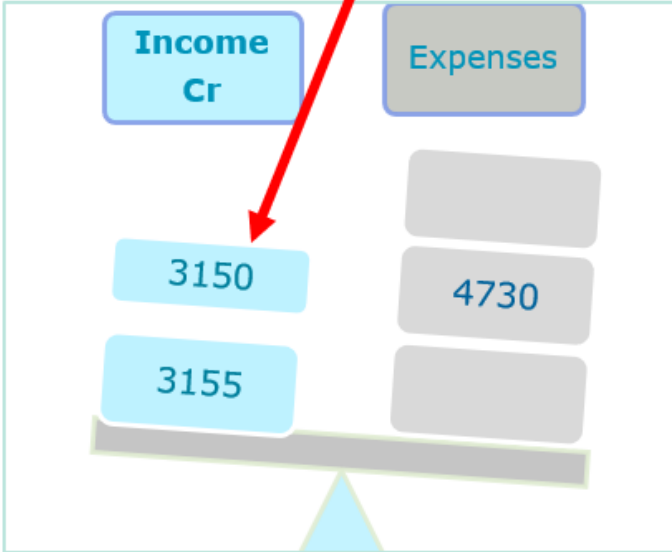
Reverse Journals Reversing Date 19/10/2023

Save Close

Balance sheet @ 1.9.2023



Income & Exp Sept 2023



OCTOBER 2023 NEW DE GRANT



Financial Guideline 2023/2024

Community & Comprehensive, and
Voluntary Secondary Schools in the Free Education Scheme

Attendance Campaign Support Grant for Post-Primary Schools in the Free Education Scheme

1. Introduction

The Attendance Campaign Support Grant is a once-off payment to promote regular school attendance of children and young people in schools, especially those from groups at risk of educational disadvantage, and those who may have been impacted by the disruption to school-based education during COVID-19.

2. Main features of the Grant

Schools are best placed to understand the needs of their own community and identify how best to address those needs at a local level. Therefore, this funding is being provided directly to schools to allow the flexibility of utilising the funding to best suit locally identified needs of the most at-risk children and young people and developing strategies and targeted measures to improve overall levels of school attendance.

Schools are encouraged to cluster locally and work together to gain maximum benefit from the grant.

In considering how best to promote attendance, it is important that schools begin by gathering accurate data on the attendance levels of children and young people, with a particular focus on those most at risk of early school leaving.

3. Financial Oversight

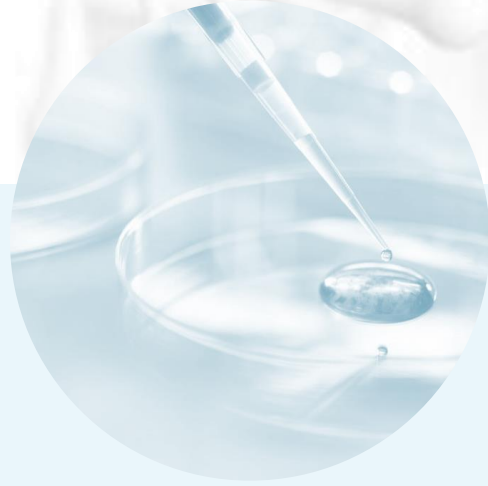
The grant income and expenditure should be recorded appropriately in the school's accounts. There is no new grant income code required to be added to the chart of accounts. The grant receipt can be recorded under nominal code 3290 Other Non-Capital DE Grant Income.

There is no new expenditure code required to be added to the chart of accounts. The expenditure can be recorded to the appropriate existing nominal account, for example 4635 Student Wellbeing Expense, 4770 Trophies and Prizes Expense, 1421 Capital Fixture Fitting and Equipment etc.

It is recommended that you create a 'Department' in the school's accounts package for this grant.

Any unspent amount must be included in the balance sheet at the year-end under the account code 2171 Other ring-fenced grants unspent.





3. REPORTING TO THE BOM FOR SEPT/OCT 2023





RUNNING THE BOM REPORTS

- ☑ Year end for Aug 2023 not processed
- ☑ Need BOM reports for new Financial Year
- ☑ A short term & temporary solution

Criteria for BOM Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) **Brought forward 9: 2022** and **Future 9: 2022**

Chart of Accounts: Is **2: FSSU**

Preview a sample report for a specified number of records or transactions (0 for all)

Buttons: Help, OK, Cancel

Criteria for BOM Income and Expenditure Account

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) **Future 9: 2022** and **Future 9: 2022**

Chart of Accounts: Is **2: FSSU**

Preview a sample report for a specified number of records or transactions (0 for all)

Buttons: Help, OK, Cancel

Date: 19/10/2023
Time: 16:57:33

Demo Data - Accruals & Prepayments Page: 1

BOM Income and Expenditure Account

From: Future To: Future
Chart of Accounts: FSSU

	Period	Budget	Difference	Prior Year
Income				
Department Income				
3010	Capitation	82,300.00	0.00	227,835.00
3020	Enhanced Capitation (DEIS)	0.00	0.00	30,718.00
3050	Support Services Grant	60,500.00	60,500.00	17,253.11
3100	Secretarial Grant	0.00	0.00	23,275.02
3130	Caretaker Grant	0.00	0.00	19,075.01
3140	Special Education Equipment Grant	0.00	0.00	30,361.33
3150	Book Grant Income	35,000.00	35,000.00	23,400.05
3155	School Library Grant	11,400.00	11,400.00	0.00
3170	Special Subjects Grant	0.00	0.00	500.00
3190	JCSP Grant	0.00	0.00	5,030.00
3200	Transition Year Grant	0.00	0.00	7,695.00
3210	Learning Cost Applied Grant	0.00	0.00	0.00

REVIEWING SEPTEMBER BOM REPORTS

- Journal entries dated 1.9.2023 for:
- Income received in advance
 - Grants received in advance
 - Grants Due
 - Book Grant for 22/23
 - Accruals for August 2022

Date: 19/10/2023 Time: 16:59:38 Page: 1

Demo Data - Accruals & Prepayments

Income and Expenditure Account period comparatives

From: Future To: Future

Chart of Accounts: FSSU

	Period	Budget	Difference	Prior Year Period
Income				
Department Income				
3010	Capitation	82,300.00	0.00	82,300.00
3050	Support Services Grant	60,500.00	0.00	60,500.00
3150	Book Grant Income	35,000.00	0.00	35,000.00
3155	School Library Grant	11,400.00	0.00	11,400.00
Total Department Income:		189,200.00	0.00	189,200.00
School Generated Income				
3310	Transition Year income	3,500.00	0.00	3,500.00
3390	School Administration Charges	5,400.00	0.00	5,400.00
3420	Canteen Income	9,800.00	0.00	9,800.00
3430	Tuck Shop Income	7,800.00	0.00	7,800.00
3530	School Tours Income	49,706.00	0.00	49,706.00
Total School Generated Income:		76,206.00	0.00	76,206.00
Other Income				
Other State Income				
TOTAL Income:		265,406.00	0.00	265,406.00
Expenditure				
Education Salaries				
4150	Supervisors and Substitutes salaries expenses (S&S Grant)	9,150.00	0.00	9,150.00
4181	Canteen Salaries	3,400.00	0.00	3,400.00
4196	Bus Escort Salary	1,740.00	0.00	1,740.00
Total Education Salaries:		14,290.00	0.00	14,290.00
Education Other				
4590	Transition Year Expenses	9,740.00	0.00	9,740.00
4641	School library book grant	11,400.00	0.00	11,400.00
4710	School Tours/Trips Expenses	7,800.00	0.00	7,800.00
4730	Book grant -School Books	9,900.00	0.00	9,900.00
Total Education Other:		38,840.00	0.00	38,840.00
Repairs Maintenance & Establishment				
5450	Insurance	3,843.00	0.00	3,843.00
Total Repairs Maintenance & Establishment:		3,843.00	0.00	3,843.00
Administration				
Financial				
Depreciation				
TOTAL Expenditure:		56,973.00	0.00	56,973.00
NET PROFIT/(LOSS)		208,433.00	0.00	208,433.00

- THIS REPORT WILL GIVE CUMULATIVE FIGURES FOR THE FUTURE PERIOD
- IN THIS EXAMPLE FOR SEPT 2023
- BUDGET WILL BE 22/23 FIGURES
- PRIOR YEAR IS 2021/2022 FIGURES
- IT IS A TEMPORARY SOLUTION OF LIMITED USE

ONGOING MONITORING OF INCOME & EXPENDITURE FOR 23/24



Date: 05/10/2023 **Demo Data - Accruals & Income and Expenditure Account**
Time: 16:11:41

From: Future **To:** Future
Chart of Accounts: FSSU

	Period
Income	
Department Income	
3010 Capitation	82,300.00
3050 Support Services Grant	60,500.00
Total Department Income:	142,800.00
School Generated Income	
3310 Transition Year income	3,500.00
3390 School Administration Charges	5,400.00
3420 Canteen Income	9,800.00
3430 Tuck Shop Income	7,800.00
3530 School Tours Income	4,600.00
Total School Generated Income:	31,100.00
Other Income	
Other State Income	
TOTAL Income:	173,900.00
Expenditure	
Education Salaries	
4150 Supervisors and Substitutes salaries expenses (S&S Grant)	9,150.00
4181 Canteen Salaries	3,400.00
4196 Bus Escort Salary	1,740.00
Total Education Salaries:	14,290.00
Education Other	
4590 Transition Year Expenses	9,740.00
4641 School library book grant	11,400.00
4710 School Tours/Trips Expenses	7,800.00
4730 Book grant -School Books	9,900.00
Total Education Other:	38,840.00

Ongoing monitoring of Ringfenced Grants

Grant	Income		Expenditure		Balance sheet	Journal Unspent amount at 01.09.2023	
	Nominal Code	Amount	Nominal Code	Amount	Amount	Dr Code	Cr Code
Book Grant	3150		4730			2160	3150
Supervision & Substitution Grant	3240		4150			2170	3240
School Library Books Capital Grant	3155		4641			2161	3155
Bus Escort Grant	3294		4196			2171	3294
DSP School Meals	3296		4912			2171	3296

Date: 05/10/2023 **Demo Data - Accruals & Prepayments**
Time: 14:00:26 **BOM Balance Sheet**

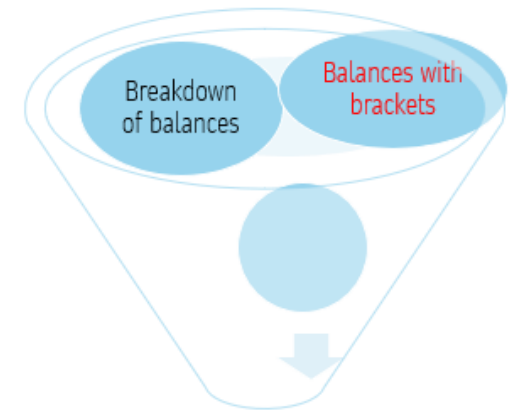
Chart of Accounts: FSSU

	Period
Brought Fwd - Aug 2023	
Accruals	
2105 School Income Received in Advance	111,334.00
2150 Grants Received in Advance	43,109.00
2151 Book Grant Received in Advance	81,437.00
2152 DEIS Grant Received in Advance	43,246.00
2160 Book Grant Unspent	0.00
2161 School Library Grant	16,674.00
2165 ICT Grant Unspent	5,024.00
2170 Supervision & Substitution Grant Unspent	31,345.74
2172 Other Ringfenced Income Unspent	4,077.00
2182 COVID Capitation for PPE Grant Unspent	0.00
2183 COVID S&S Grant Unspent	0.00
2184 COVID Capitation for Additional Cleaning	0.00
2186 COVID Capitation for Cleaning & PPE	26,762.00
2200 Net Wages Control	6,359.88
2250 PAYE/PRSI/USC/LPT Control Account	17,276.85
2260 Reverse VAT Control Account	622.00
2270 RCT Control Account	0.00
2440 Accruals	10,000.00
Total Accruals:	397,267.47

Review of school generated income

Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Surplus/Deficit €
3310	Transition Year Income		4590	Transition Year Expense		
*If the board allocate the TY Grant to the TY year, then this can be included here as well						
3495	Mock Exam Income		4750	Mock Exam Expense		
3490	After School Study Income		4190	After School Study Expense		
3520	School Musical Income		4720	School Musical Expense		
3530	School Tours Income		4710	School Tour Expense		

REVIEWING BALANCE SHEET FOR SEPTEMBER



Date: 19/10/2023
Time: 17:04:20

Demo Data - Accruals & Prepayments BOM Balance Sheet

Chart of Accounts: FSSU

Fixed Assets

Fixed assets

		<u>Period</u>
		Brought Fwd - Future
1420	Capital: Fixtures, Fittings and Equipment	1,376,600.1
1421	Capital: Fixtures, Fittings and Equipment	11,644.0
1430	Accumulated Depreciation: Fixtures,	(1,166,617.0)
1460	Capital: ICT Cost B/Fwd	265,908.1
1461	Capital: ICT Additions	6,813.1
1470	Accumulated Depreciation: Computer	(193,480.0)
1480	Capital: Other	193,877.7
1490	Accumulated Depreciation Other	(185,752.0)
	Total Fixed assets:	<u>308,995.82</u>

TOTAL Fixed Assets:

308,995.82

Current Assets

Debtors and Prepayments

1720	Prepayments	0.00
1730	Grants Due	0.00
	Total Debtors and Prepayments:	<u>0.00</u>

Current Account

1800	Current Account	238,961.47
1810	Canteen Account	14,017.29
1820	AIB Parents Council	9,348.25
1860	BOI Deposit	44,590.20
1870	Online Payment Solution Clearing Account	329.06
1892	AIB No 2	26.54
1970	N/A	0.00



Date: 19/10/2023
Time: 17:18:31

Chart of Accounts: FSSU

Accruals

2105	School Income Received in Advance	66,228.00
2150	Grants Received in Advance	43,109.00
2151	Book Grant Received in Advance	46,437.00
2152	DEIS Grant Received in Advance	43,246.00
2160	Book Grant Unspent	0.00
2161	School Library Grant	5,274.00
2165	ICT Grant Unspent	5,024.00
2170	Supervision & Substitution Grant Unspent	31,345.74
2172	Other Ringfenced Income Unspent	4,077.00
2182	COVID Capitation for PPE Grant Unspent	0.00
2183	COVID S&S Grant Unspent	0.00
2184	COVID Capitation for Additional Cleaning	0.00
2200	Net Wages Control	6,359.88
2250	PAYE/PRSI/USC/LPT Control Account	4,500.00
2260	Reverse VAT Control Account	450.00
2270	RCT Control Account	0.00
2440	Accruals	0.00
	Total Accruals:	<u>256,050.62</u>

Current Account

1950	Cash Account	0.00
1980	Credit Card Account	1,890.01
	Total Current Account:	<u>1,890.01</u>

TOTAL Current Liabilities:

257,940.63

Current Assets less Current Liabilities:

31,433.33

Total Assets less Current Liabilities:

340,429.15

REVIEW POSTINGS IN CONTROL ACCOUNTS



Date: 19/10/2023 **Time:** 17:20:10 **Page:** 1

Demo Data - Accruals & Prepayments
Nominal Activity - Excluding No Transactions

Date From: 01/09/2023 **Date To:** 19/10/2023 **N/C From:** **N/C To:** 99999999

Transaction From: 1 **Transaction To:** 99,999,999

N/C: 2250	Name: PAYE/PRSI/USC/LPT Control Account	Account Balance: 4,500.00 CR										
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2023			Brought Forward			17,276.85		17,276.85		
20542	BP	23/09/2023	1800	ROS PAYE	PAYE DUE	0	T9	17,276.85	17,276.85		-	N
20546	JC	30/09/2023	2250		paye	0	T9	4,500.00		4,500.00	-	-
Totals:									338,480.19	342,980.19		
History Balance:											4,500.00	
N/C: 2260	Name: Reverse VAT Control Account	Account Balance: 450.00 CR										
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2023			Brought Forward			622.00		622.00		
20541	BP	23/09/2023	1800	ROS	July Aug VAT	0	T9	622.00	622.00		-	N
20543	JC	30/09/2023	2260		Repairs - vat	0	T9	450.00		450.00	-	-
Totals:									116,281.00	116,731.00		
History Balance:											450.00	





WORKING WITH ACCOUNTANT TO FINALISE YEAR END – WEBINAR 7



New Financial Year – Updating Sage 50

Housekeeping Issues for Sage 50

Monthly BOM reporting a challenge with year end not processed

Linking in with Accountant about the Year end Accounts

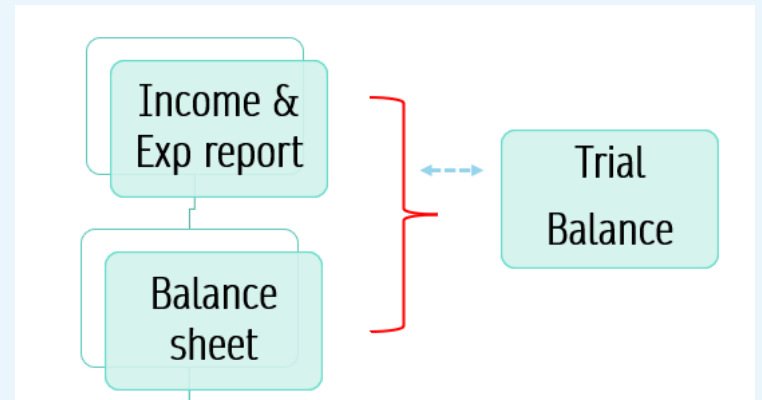
Get final August 2023 accounts figures & Y/E Adjustments from Accountant

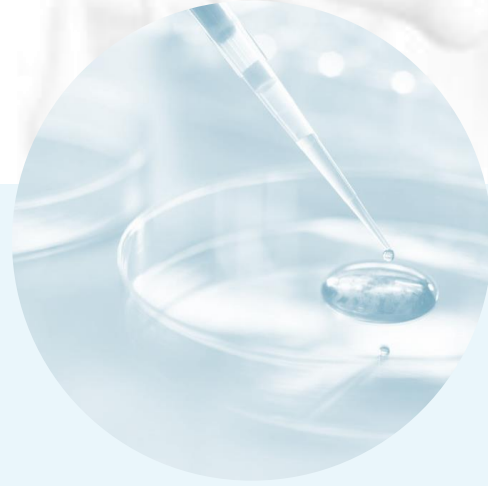
Recording Y/E adjustments in Sage 50

Trial Balance B/F in Sage 50 at 1.9.2023 should agree to the Accountant's TB figures

Sage 50 Considerations

Appropriate BOM reports
Year end should be processed in Sage 50
Import Budget for 23/24





4. AN OVERVIEW OF THE YEAR END PROCESS IN SAGE 50

INCLUDING THE 23/24 BUDGET IMPORT PROCESS

RUNNING THE YEAR END IN SAGE 50

Run the Year end in Sage 50 as soon as is practicable but at the latest by the first week in November.

Preparation

- Backup
- Run all relevant reports

Running Year end

- ✓ Set program date to 31.8.2023
- ✓ Tools
- ✓ Period end > Year end
- ✓ Always archive data
- ✓ Back up after running Year end
- ✓ Review TB brought forward – should be all BS codes
- ✓ Adjustments at 31.8.2023 can only be to BS codes



Financial Year-End 2022/2023

G. Processing the Year End in Sage 50

Schools should liaise with their external accountants/auditors and request them to review the school accounts as soon as possible and to return a draft Trial Balance which will include any changes to the income and expenditure for the year. The necessary audit adjustments can be inputted into Sage 50 before processing year end and the Income and Expenditure figures appearing in the archived accounts will substantially agree to the signed Financial Statements at 31.8.2023. If there are further changes after processing the year end, the adjustments can be made to the Balance Sheet codes dated 31.08.2023.

Sage 50 has a soft year end, and this means you can post into your new financial year before running the Year End option. It's important to make sure the **transaction date is correct**. A message advises that the date is outside the current financial year, click Ok or Yes. The following reports can be run for the new financial year until you run the year end - Transactional Profit and Loss, Transactional Balance sheets and Transactional Trial Balances reports. Please note these reports are for internal/office use and should not be used for Board of Management meetings.

*To run the BOM reports for the new year which includes the budget for 2023/2024 and prior year figures, the Financial Year End must be run in Sage 50. Therefore, this year-end process cannot be put off for audit adjustments for too long into the new Financial Year. **We recommend** that the latest date for running the Year end in Sage should be the first week in November 2023 to ensure that the Board of Management receive all the definitive reports for the new financial year.*

IMPORTING THE BUDGET INTO SAGE 50



Sage 50 Accounts Importing the Budget

- Open the final BOM approved budget excel file for the financial year
 - A hard copy printout of the figures in sheet 3
 - The nominal codes in this printout should be the same as the codes in sage 50
 - Download the import instructions from sheet 8
 - Note the check to ensure figures are populating correctly

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.

Refn	Name	Yearly	Month 1 Budget
11	Copy into Import Template	Do not use	Copy & paste as values into Import Template
12	3010 Capitalisation	178,224	178,224
13	3050 School Support Services Grant	126,818	126,618
14	3100 Secretarial Grant	23,275	23,275
15	3130 Caretaker Grant	19,075	19,075
16	3140 Special Education Equipment Grant	0	0
17	3150 Book Grant Income	13,536	13,536
18	3155 School Library Books Capital Grant	0	0
19	3170 Special Subjects Grant	0	0
20	3171 Irish and Bilingual School Grant	62,322	62,322
21	3190 ACSF Grant	600	600
22	3200 Transition Year Grant	15,201	15,201
23	3210 Leaving Cert Applied Grant	3,473	3,473
24	3220 Grant for Traveller Students	1,068	1,068
25	3230 ICT Grant Non Capital	0	0
26	3240 Supervision and Substitution Grant	208,74	208,74
27	3245 Physics/Chemistry Grant	26	26
28	3255 State Exam Income	0	0
29	3260 School Excellence Fund Income	0	0
30	3275 Minor Works Grant-Non Capital	0	0
31	3276 Temporary Accommodation Grant Income	0	0

IMPORTING THE BUDGET INTO SAGE 50 ACCURACY CHECK



Sage 50 Accounts Importing the Budget

24	3220	Grant for Traveller Students	1,068	1068
25	3230	ICT Grant Non Capital	0	0
26	3240	Supervision and Substitution Grant	20,874	20874
27	3245	Physics/Chemistry Grant	26	26
28	3255	State Exam Income	0	0
29	3260	School Excellence Fund Income	0	0
30	3275	Minor Works Grant-Non Capital	0	0
31	3276	Temporary Accommodation Grant income	0	0

Click on sheet 8 "Sage 50 Import".

- 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
- 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		

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

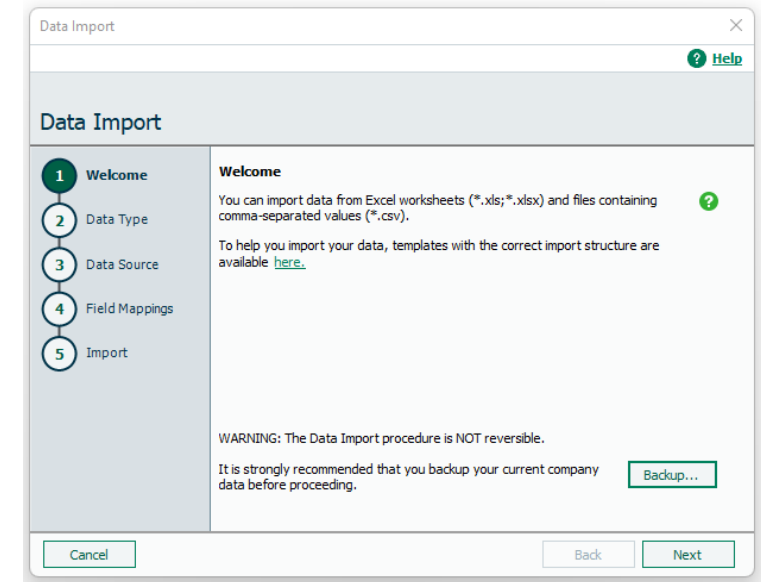
Included in the Budget Template 2023/2024 is a sheet called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.

Refn	Name	Yearly	Month 1 Budget
Copy	Copy into Import Template	Do not use	Copy & paste as values into Import Template
12	3010	Capitation	178,224
13	3050	School Support Services Grant	126,618
14	3100	Secretarial Grant	232,750
15	3130	Caretaker Grant	19,075
16	3140	Special Education Equipment Grant	0
17	3150	Book Grant Income	13,536
18	3155	School Library Books Capital Grant	0
19	3170	Special Subjects Grant	0
20	3171	Irish and Bilingual School Grant	62,322
21	3190	ACSP Grant	600
22	3200	Transition Year Grant	15,200
23	3210	Leaving Cert Applied Grant	3,473
24	3220	Grant for Traveller Students	1,068
25	3230	ICT Grant Non Capital	0
26	3240	Supervision and Substitution Grant	20,874
27	3245	Physics/Chemistry Grant	26
28	3255	State Exam Income	0
29	3260	School Excellence Fund Income	0
30	3275	Minor Works Grant-Non Capital	0
31	3276	Temporary Accommodation Grant income	0

IMPORTING THE BUDGET INTO SAGE 50

1. Open the final BOM approved budget excel file for the financial year
2. Download & save Budget Import template from Sage software
3. Copy columns A,B & D from sheet 7 to import template
4. Import budget into Sage

	A	B	C	D
	Refn	Name	Yearly Budget	Month 1 Budget



- Audit Trail Transaction FULL template
- Customer Record FULL template
- Fixed Asset Record FULL template
- Nominal Record FULL template
- Product Record FULL template
- Project Record FULL template
- Project Transaction FULL template
- Stock Take FULL template
- Stock Transactions FULL template
- Supplier Record FULL template

PROPER BOM REPORTING FOR NEW FINANCIAL YEAR

Date: 20/10/2023 **Page:** 1
Time: 18:09:16 **Demo webinar 5 2023**

Income and Expenditure Account period comparatives

From: Month 1, September 2023 **To:** Month 1, September 2023
Chart of Accounts: FSSU

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year Period</u>	
Income					
Department Income					
3010	Capitation / Non Pay Budget	71,310.67	290,000.00	(218,689.33)	70,573.00
3050	Ancillary/School Support Services Grant	0.00	151,000.00	(151,000.00)	50,138.33
3100	Secretarial Grant	0.00	23,500.00	(23,500.00)	7,758.34
3130	Caretaker Grant	6,358.34	19,000.00	(12,641.66)	6,358.34
3150	Book Grant Income	0.00	16,200.00	(16,200.00)	0.00
3200	Transition Year Grant	0.00	7,900.00	(7,900.00)	0.00
3210	Leaving Cert Applied Grant	0.00	2,500.00	(2,500.00)	0.00
3240	Supervision / Substitution Grant	0.00	16,700.00	(16,700.00)	0.00
3255	SEC Exam Income	0.00	7,600.00	(7,600.00)	0.00
3288	Covid : Cleaning Supports & Sanitiser/PPE Grant	0.00	0.00	0.00	28,810.00
Total Department Income:		<u>77,669.01</u>	<u>534,400.00</u>	<u>(456,730.99)</u>	<u>163,638.01</u>
School Generated Income					
3310	Transition Year Fees	750.00	38,000.00	(37,250.00)	600.00
3320	Leaving Cert Applied Students	50.00	0.00	50.00	0.00
3390	School Administration Charges	21,550.00	58,000.00	(36,450.00)	37,364.71
3440	Uniforms/Sports Gear	6,162.64	0.00	6,162.64	5,025.00
3490	Study	11,620.00	0.00	11,620.00	7,560.17
3495	Mock Exam Income	0.00	7,900.00	(7,900.00)	0.00
3520	School Musical / Drama Income	520.00	0.00	520.00	0.00
3550	Reimbursable Income	414.49	0.00	414.49	603.21
3581	Sports Fund Income	13,165.00	0.00	13,165.00	0.00
Total School Generated Income:		<u>54,232.13</u>	<u>103,900.00</u>	<u>(49,667.87)</u>	<u>51,153.09</u>

Criteria for Income and Expenditure Account period comparatives

Criteria Values
 Enter the values to use for the criteria in this report

Period Between (inclusive) 1: September 2023 and 1: September 2023

Chart of Accounts Is 2: FSSU

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

Criteria for BOM Balance Sheet

Criteria Values
 Enter the values to use for the criteria in this report

Period Between (inclusive) Brought forward 9: 2(and 1: September 2023

Chart of Accounts Is 2: FSSU

Preview a sample report for a specified number of records or transactions (0 for all) 0

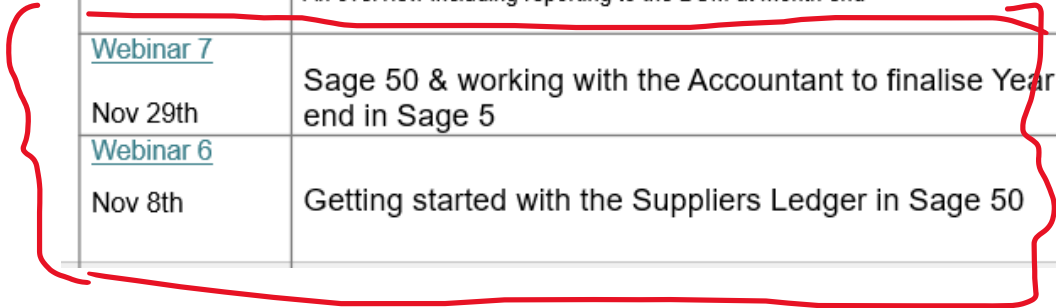
Help OK Cancel

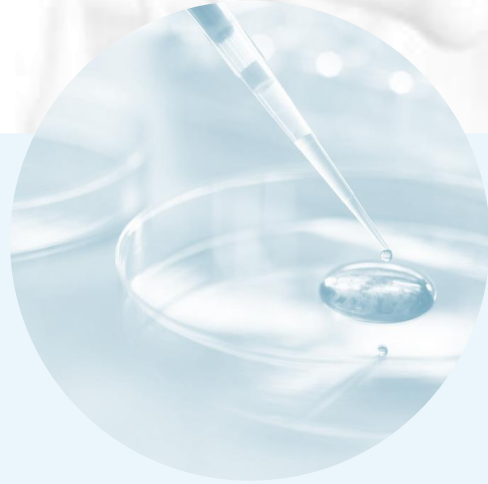
Accruals

2151	Book Grant Received in Advance	16,080.00	16,080.00
2161	School Library Books Capital Grant	14,070.00	14,070.00
2200	Net Wages Control	(21,705.08)	(21,705.08)
2250	PAYE/PRSI Control	(2,015.11)	(4,325.46)
2500	Suspense Account	18,618.54	18,618.54
Total Accruals:		<u>25,048.35</u>	<u>22,738.00</u>



FSSU Webinar Training for Sage 50 Accounts	
Autumn 2023	
Webinar 1 Aug 29 th 2023	Sage 50 New Users Guidance for accounts personnel updating the August Y/E accounts in Sage for the first time
Webinar 2 Sept 6 th 2023	Sage 50 – Key issues for the August 2023 accounts Covid refund, accruals, prepayments, ringfenced grants, Income in advance
Webinar 3 Sept 13th	Sage 50 New Users The nominal ledger module – Focus on the Chart of Accounts & month end BOM reports
Webinar 4 Sept 27th	Sage 50 & Year end reporting with particular Focus on the Balance sheet
Webinar 5 Oct 25th	New financial Year 2023/2024 An overview including reporting to the BOM at month end
Webinar 7 Nov 29th	Sage 50 & working with the Accountant to finalise Year end in Sage 5
Webinar 6 Nov 8th	Getting started with the Suppliers Ledger in Sage 50





Thank you for joining the webinar

**If you have any further questions
please telephone or email us**

Post Primary 01 269 0677

Email info@fssu.ie