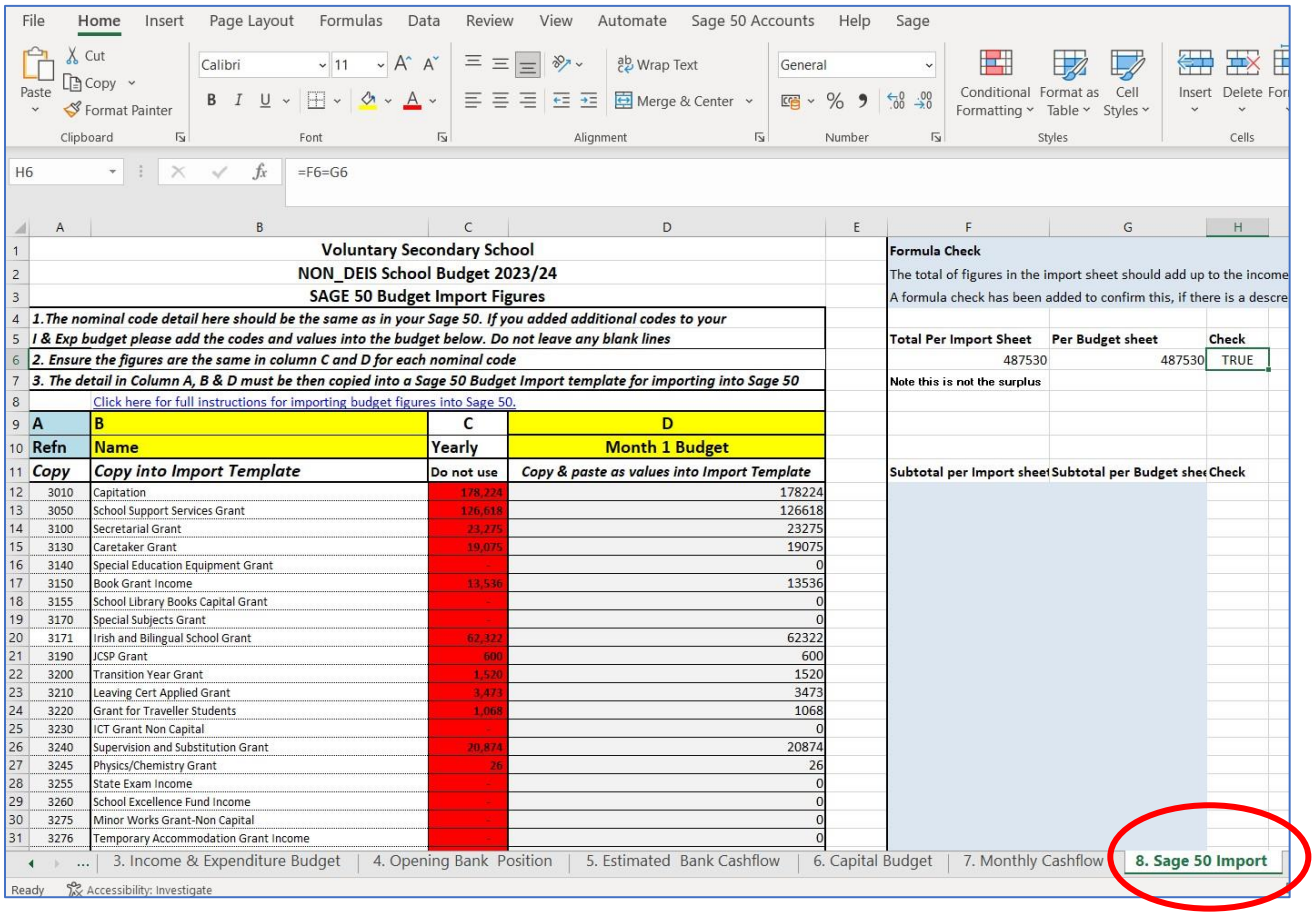
Sage 50 Accounts

Importing the Budget

1. VSS Budget 2024/2025 New Sage 50 Import sheet

Included in the Budget Template 2024/2025 is a sheet called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.



Voluntary Secondary School
NON_DEIS School Budget 2023/24
SAGE 50 Budget Import Figures

1.The nominal code detail here should be the same as in your Sage 50. If you added additional codes to your I & Exp budget please add the codes and values into the budget below. Do not leave any blank lines
2. Ensure the figures are the same in column C and D for each nominal code
3. The detail in Column A, B & D must be then copied into a Sage 50 Budget Import template for importing into Sage 50

Click here for full instructions for importing budget figures into Sage 50.

A	B	C	D
Refn	Name	Yearly	Month 1 Budget
Copy	*Copy into Import Template*	Do not use	*Copy & paste as values into Import Template*
3010	Capitation	178,224	178224
3050	School Support Services Grant	126,618	126618
3100	Secretarial Grant	23,275	23275
3130	Caretaker Grant	19,075	19075
3140	Special Education Equipment Grant	-	0
3150	Book Grant Income	13,536	13536
3155	School Library Books Capital Grant	-	0
3170	Special Subjects Grant	-	0
3171	Irish and Bilingual School Grant	62,322	62322
3190	JCSP Grant	600	600
3200	Transition Year Grant	1,520	1520
3210	Leaving Cert Applied Grant	3,473	3473
3220	Grant for Traveller Students	1,068	1068
3230	ICT Grant Non Capital	-	0
3240	Supervision and Substitution Grant	20,874	20874
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

Formula Check
The total of figures in the import sheet should add up to the income
A formula check has been added to confirm this, if there is a descre

Total Per Import Sheet	Per Budget sheet	Check
487530	487530	TRUE

Note this is not the surplus

Subtotal per Import sheet | Subtotal per Budget shee | Check

3. Income & Expenditure Budget | 4. Opening Bank Position | 5. Estimated Bank Cashflow | 6. Capital Budget | 7. Monthly Cashflow | 8. Sage 50 Import

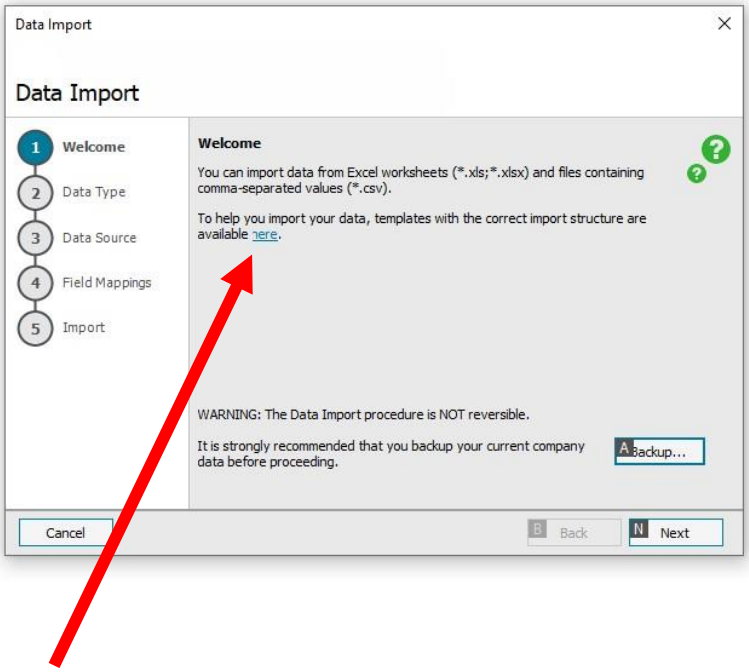
The details in Column A, B & D of this sheet can be copied into a template available in Sage 50, and this will enable the budget data to be imported into Sage 50.

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

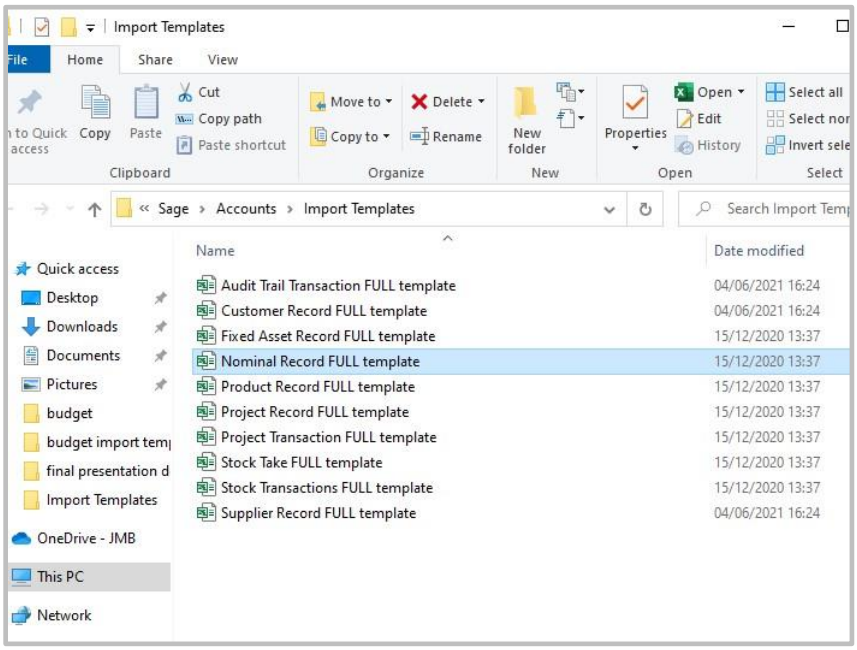
Steps 2 – 4 in this document outline this process.

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

Select File > Import.



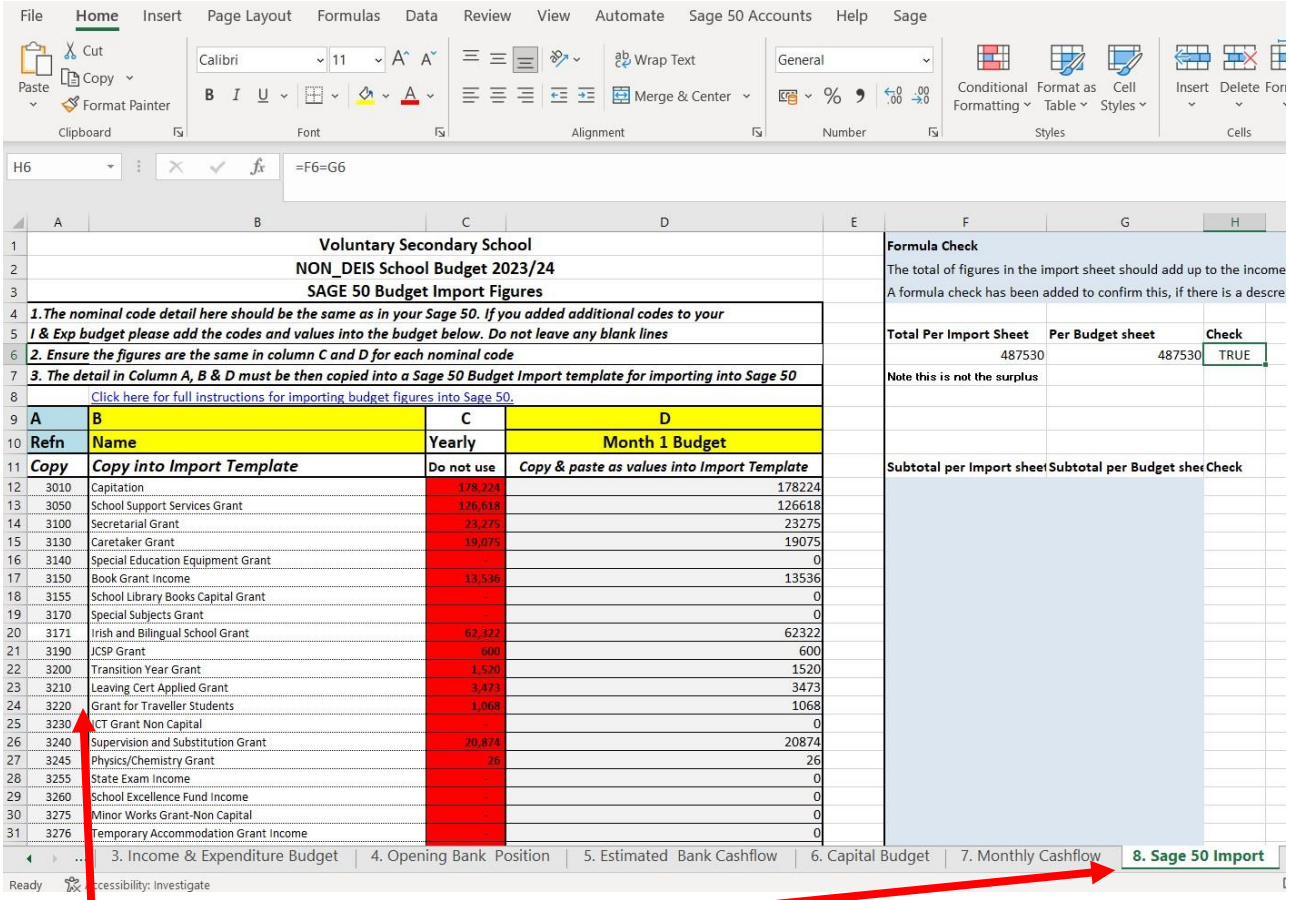
Click “here” to open the template that will help import the budget data.



Open “Nominal Record FULL template”.

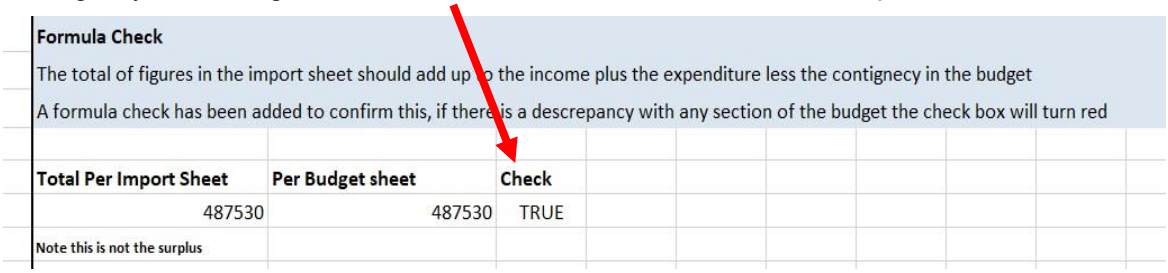
3. Copy relevant information from the VSS Budget to the Sage Nominal record template.

Open the VSS Budget Template 2024/2025.



Click on sheet 8 "Sage 50 Import".

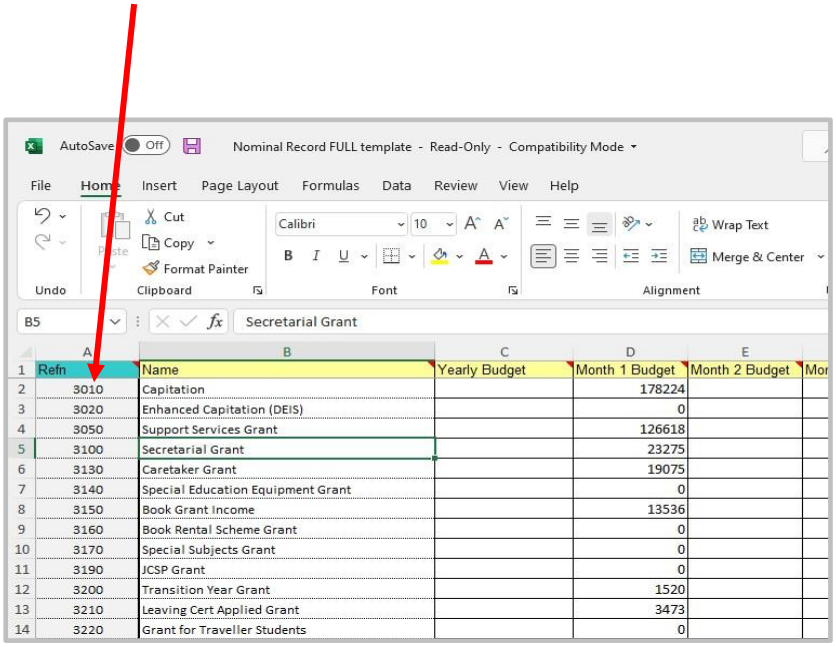
1. Check that the nominal codes & names agree with the codes that are already in Sage 50. This template will over-write the nominal code detail that is already in Sage 50
2. Check the formulas are populating correctly from the "Income & Expenditure Budget Sheet". The total of figures in the import sheet 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.*



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 A15:A212** (i.e. all the nominal codes), **right click and copy**.

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



	A	B	C	D	E
1	Refn	Name	Yearly Budget	Month 1 Budget	Month 2 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 -

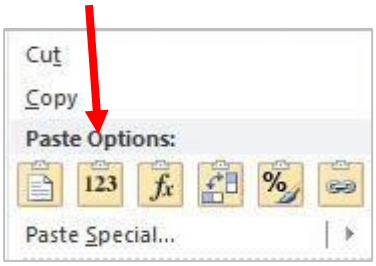
Highlight B15:B212 (i.e. all the names), **right click and copy**

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 D15:D212 (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 <u>paste as values</u>



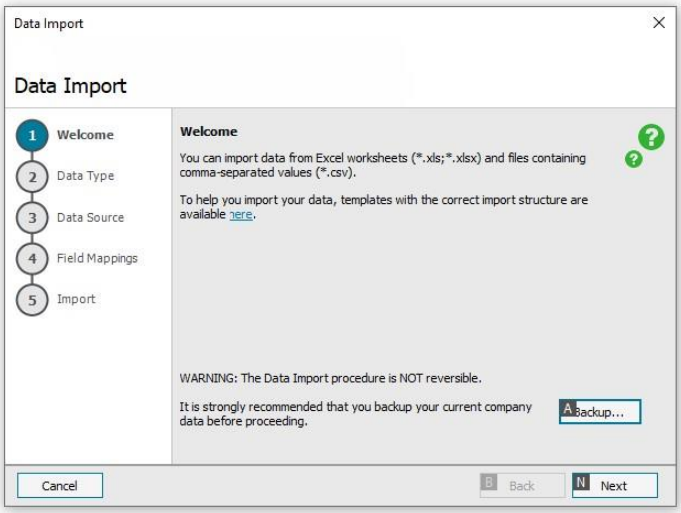
4. Save the file with a revised name that specifies the year the budget template relates to.

Retain this file and once year end is run in Sage 50 for Aug 2024 then follow steps 5 – 7.

	A	B	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		
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 2024 before importing the budget for 2024/ 2025.

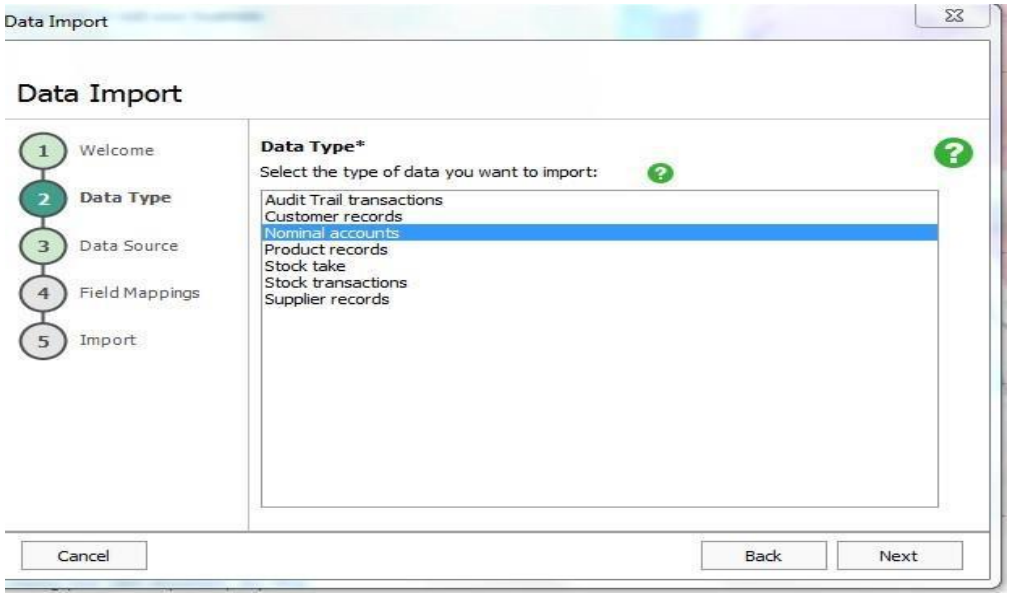


In Sage 50 select File>Import.

Take a Backup.

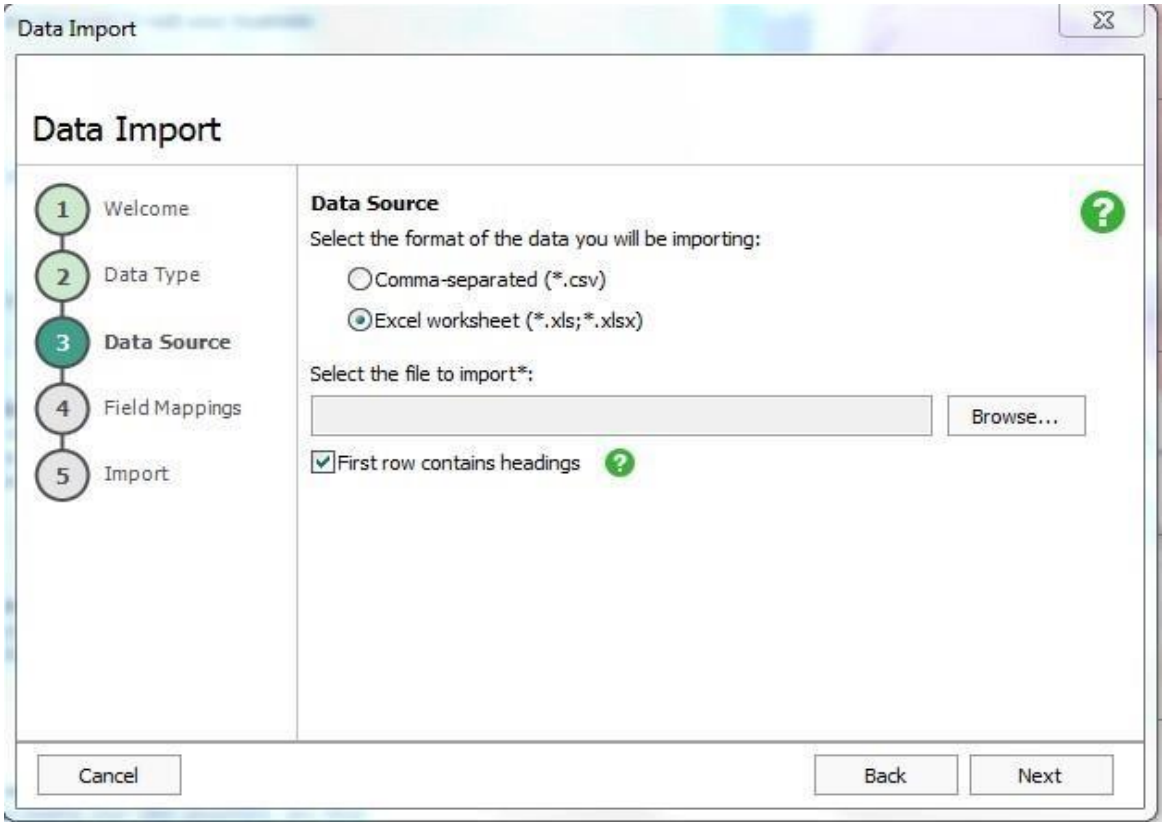
Then click next.

6. >Data Type = Nominal accounts

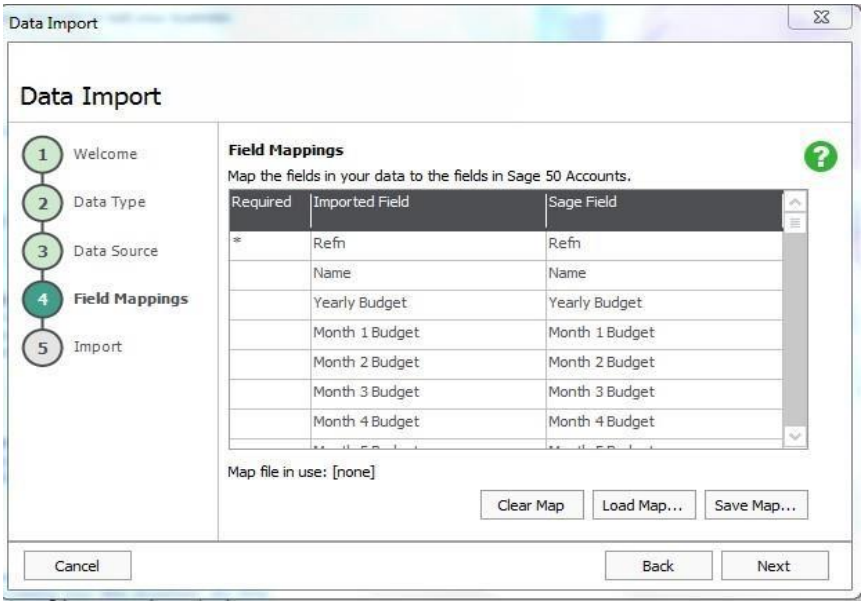


Select Nominal Accounts and Click Next.

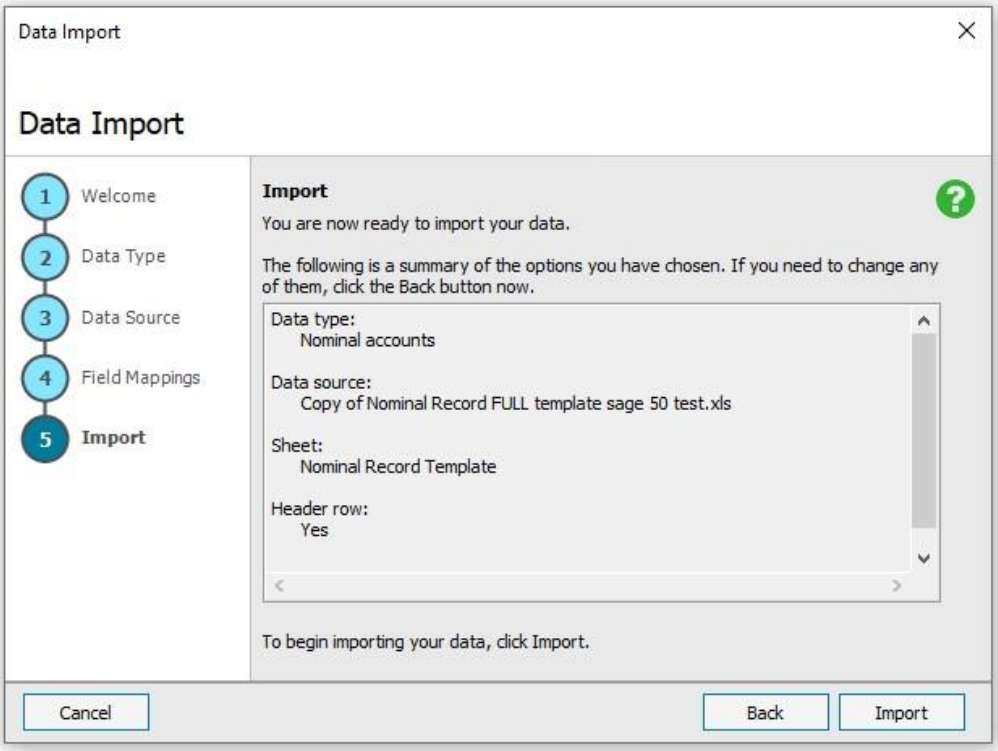
7. Browse for the relevant Sage Budget Import Template.



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



Click Next.



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.