



BOM Monthly Reports from Sage 50 Accounts Accuracy Checklist

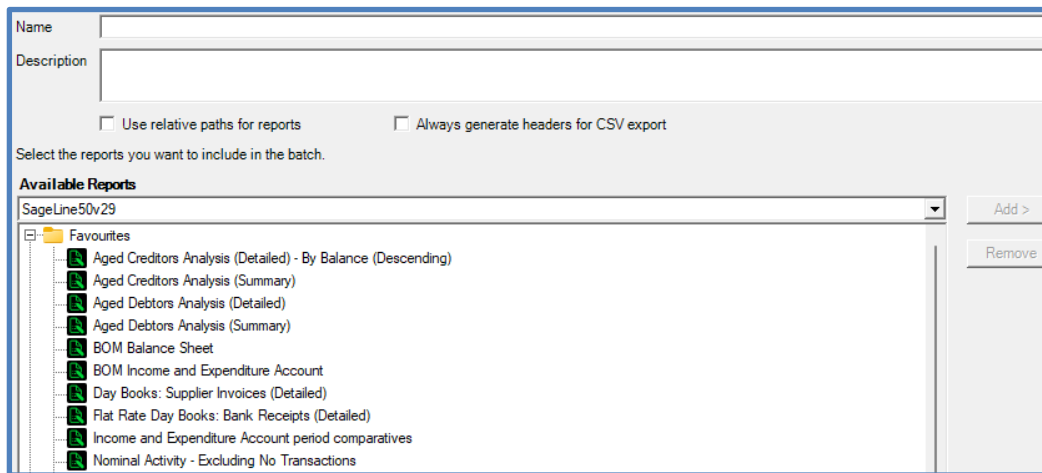
Along with suggested Batch Reports for Principal or Finance Committee

Month end reports		What should be checked prior to issuing to BOM	Batch Reports
1	A list of balances on all school bank and cash accounts	Run from the print list in the Bank module. The bank balance showing here is always the latest bank balance at time of printing.	1.Trial Balance
2	Bank reconciliation report for all school bank accounts	Check that the <i>Cashbook balance</i> in this report agrees to the relevant bank balance in the <i>Balance sheet</i> Outstanding items reviewed for accuracy. Duplicates or errors are corrected	1 O/S ITEMS
3	Income & Expenditure report	The final net profit/loss should agree to the Income & expenditure figure showing at the end of the Capital & Reserves section in the Balance Sheet	2.Income & Expenditure Account + Nominal activity report
4	Balance sheet report from B/F	Cumulative balances to the month end being reported on. The bank rec reports and the Aged Creditor balances should also be generated to this same month end date and balances should always be cross checked	3. Balance sheet
5	List of Supplier balances	The total of this list should agree to the balance in code 2100 in the Balance sheet at the month end	1. Suppliers ledger
6	List of Accruals/Income in advance/prepayments	<ul style="list-style-type: none"> ✓ Department report for Income in advance and total to agree to balance in code 2105. ✓ Listing of prepayments agreed to balance in code 1720. ✓ Listing of accruals agreed to balance in code 2440. 	3. Nominal activity for required codes
7	Capital Income & Expenditure account report (if applicable).	Info generated from a department report from Sage which analyses the movement on the various nominal accounts	Balance sheet + nominal activity for 14xx + 39xx codes

A batch report is a collection of reports that can be viewed, printed, emailed or exported together. If you regularly produce the same set of reports for the finance committee or the principal by combining them into a batch saves time

Favourites	Best to have all key reports highlighted as a favourite in Sage 50
Tools	
Batch report	
New	Add name and description
Favourites or reports	Select the required reports to batch print
BOM RP 1	Trial Balance/BS/I&E/Suppliers/Bank
	Save

Screenshots for guidance for BOM RP 1








Select the appropriate reports and click Add

Selected Reports

Move Up

Move Down

Name	Data Source
 Period Trial Balance	SageLine50v29
 BOM Balance Sheet	SageLine50v29
 BOM Income and Expenditure Account	SageLine50v29
 Aged Creditors Analysis (Summary)	SageLine50v29
 Bank Report - Unreconciled	SageLine50v29

Select the appropriate criteria values (remember that Balance sheet is always from brought forward to month being reported on)

Criteria for Batch Report

Criteria Values

Enter the values to use for the criteria in this batch of reports

Period Between (inclusive) Brought forward 9: 2(and 6: February 2024

Chart of Accounts Is 2: FSSU

Bank Ref Between (inclusive) 1800 and 1800

Supplier Ref Between (inclusive) and ZZZZZZZZ

Inc Future Tran

Exc Later Payments

Date Range Between (inclusive) 01/09/2023 and 29022024

Run all the reports for the same date range

Help OK Cancel

The batch reports can be printed or exported to required format for distribution to the Principal or Finance Committee

Preview

Period Trial Balance BOM Balance Sheet BOM Income and Expenditure Account Aged Creditors Analysis (Summary) Bank Report - Unreconciled

Print Email Export Report to Excel Data to Excel Page Setup Printer Offsets Edit Styles Close Goto Page 1

1 2 3 4 5 6 7 8

Date: 12/04/2024 Time: 17:54:58 Page: 1

BOM Reporting webinar 3

BOM Income and Expenditure Account

From: Brought forward To: Month 12, August 2024

Chart of Accounts: FSSU

	Period	Budget	Difference	Prior Year	
Income					
Department Income					
3010	Capitation	175,064.00	270,000.00	(94,936.00)	262,596.00
3050	School Support Services Grant	62,186.50	189,000.00	(126,813.50)	186,559.49

Screenshots for Batch report of BOM Income & Expenditure account and their related nominal activity accounts

Selected Reports

Move Up Move Down

Name	Data Source
BOM Income and Expenditure Account	SageLine50v29
Nominal Activity - Excluding No Transactions	SageLine50v29

Criteria for Batch Report

Criteria Values

Enter the values to use for the criteria in this batch of reports

Transaction Date: Between (inclusive) 01/09/2023 and 29/02/2024

Nominal Code: Between (inclusive) 3010 and 7800

Inc B/Fwd Tran:

Transaction No: Between (inclusive) 1 and 99999999

Period: Between (inclusive) 1: September 2023 and 6: February 2024

Chart of Accounts: Is 2: FSSU

Help OK Cancel

Preview

BOM Income and Expenditure Account Nominal Activity - Excluding No Transactions

Print Email Export Report to Excel Data to Excel Page Setup Printer Offsets Edit Styles Close Goto Page 1

1 2 3 4 5 6 7 8

Date: 12/04/2024 **BOM Reporting webinar 3** Page: 1
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Nominal Activity - Excluding No Transactions

Date From: 01/09/2023 N/C From: 3010
 Date To: 29/02/2024 N/C To: 7800

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

N/C:	Name:	Account Balance:
3010	Capitation	175,064.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
19852	BR	19/09/2023	1800	OME	Capitation Grant 1st Inst	0	T9	87,532.00		87,532.00	-	R
21445	BR	23/01/2024	1800	OME	Capitation Grant 2nd Inst	0	T9	87,532.00		87,532.00	-	R

Screenshots for Batch report of BOM Balance sheet and the related nominal activity accounts for a capital project

Criteria for Batch Report

Criteria Values

Enter the values to use for the criteria in this batch of reports

Transaction Date: Between (inclusive) 01/09/2023 and 29/02/2024

Nominal Code: Between (inclusive) 3900 and 3995

Inc B/Fwd Tran:

Transaction No: Between (inclusive) 1 and 99999999

Period: Between (inclusive) Brought forward 9: 2(and 6: February 2024

Chart of Accounts: Is 2: FSSU

Buttons: Help, OK, Cancel

Preview

BOM Balance Sheet Nominal Activity - Excluding No Transactions

Print | Email | Export | Report to Excel | Data to Excel | Page Setup | Printer Offsets | Edit | Styles | Close | Goto Page 1

Date: 12/04/2024 Time: 18:08:24 Page: 1

BOM Reporting webinar 3

Nominal Activity - Excluding No Transactions

Date From:	01/09/2023	N/C From:	3900
Date To:	29/02/2024	N/C To:	3995
Transaction From:	1		
Transaction To:	99,999,999		

N/C:	3900	Name:	DE Capital Building Grant Income	Account Balance:	250,000.00 CR
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Screenshots for Batch report of BOM Balance sheet and the related nominal activity accounts along with the department reports for a capital project

Criteria for Batch Report

Criteria Values
Enter the values to use for the criteria in this batch of reports

Transaction No: Between (inclusive) 1 and 99999999

Transaction Date: Between (inclusive) 01/09/2023 and 29/02/2024

Nominal Code: Between (inclusive) 3900 and 3995

Department: Between (inclusive) 20 and 20

Inc B/Fwd Tran:

Chart of Accounts: Is 2: FSSU

Period: Between (inclusive) Brought forward 9: 2f and 12: August 2024

Buttons: Help, OK, Cancel

Selected Reports

Move Up Move Down

Name	Data Source	No
Nominal Ledger Departmental Analysis	SageLine50v29	
Nominal Departmental Analysis (Detailed)	SageLine50v29	
BOM Balance Sheet	SageLine50v29	
Nominal Activity - Excluding No Transactions	SageLine50v29	

Preview

Nominal Ledger Departmental Analysis Nominal Departmental Analysis (Detailed) BOM Balance Sheet Nominal Activity - Excluding No Transactions

Print Email Export Report to Excel Data to Excel Page Setup Printer Offsets Edit Styles Close Goto Page 1

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BOM Reporting webinar 3

Nominal Ledger Departmental Analysis

Nominal Code From: 3900 Tran No From: 1
Nominal Code To: 3995 Tran No To: 99,999,999

Tran Date From: 01/09/2023 Dept No From: 20
Tran Date To: 29/02/2024 Dept No To: 20

Department Number 20 Department Name ASD Unit

N/C	N/C Name	Debits	Credits	Balance
3900	DE Capital Building Grant Income		250,000.00	-250,000.00
3920	DE Fixtures, Fittings & Equipment Grant Income		80,000.00	-80,000.00
3940	DE Capital Building Grant Expense	120,000.00		120,000.00
	Total for Dept. 20	<u>120,000.00</u>	<u>330,000.00</u>	<u>-210,000.00</u>
	Grand Total:	<u>120,000.00</u>	<u>330,000.00</u>	<u>-210,000.00</u>

Screenshots for Batch report of BOM Balance sheet and the related nominal activity accounts along with the department reports for Income received in advance code

Preview

BOM Balance Sheet Nominal Ledger Departmental Analysis Nominal Departmental Analysis (Detailed) Nominal Activity - Excluding No Transactions

Print Email Export Report to Excel Data to Excel Page Setup Printer Offsets Edit Styles Close Goto Page 1

1800	Current Account 1	417,672.35	313,881.91
1810	Deposit account	777.00	3,777.00
1830	Deposit account no 2	30,146.84	30,146.84
1870	Parents Council Bank account	3,312.94	18,790.94
1871	Online Payment Solution Clearing Account	3,000.00	0.00
	Total Current Account:	454,909.13	366,596.69
	Cash Account		
	TOTAL Current Assets:	488,282.10	397,807.66
	Current Liabilities		
	Creditors		
2100	Creditors Control Account	1,000.00	0.00
	Total Creditors:	1,000.00	0.00
	Accruals		
2105	School Income Received in Advance	12,790.00	106,044.00
2151	Book Grant Received in Advance	145,539.00	19,944.00

Criteria for Batch Report

Criteria Values

Enter the values to use for the criteria in this batch of reports

Transaction No Between (inclusive) 1 and 99999999

Nominal Code Between (inclusive) 2105 and 2440

Transaction Date Between (inclusive) 01/09/2023 and 29/02/2024

Department Between (inclusive) 25 and 26

Inc B/Fwd Tran

Period Between (inclusive) Brought forward 9: 20 and 6: February 2024

Chart of Accounts Is 2: FSSU

Help OK Cancel