



FSSU
Financial Support
Services Unit

Online Annual Accounts Submission User Manual

**Step by step guide to
making the online annual
accounts submission**

Contents	Page
Accessing the FSSU Online Portal	
Logging into the portal	2
Requesting a Password	3
Updating Practice Details	
Practice Details Tab	5
Engagement Partner Tab	6
School List Tab	8
Removing a school	9
User list tab	9
Submitting Annual Accounts on the FSSU Online Portal	
Selecting a school from the list	10
Completing School Details	11
Inputting the Trial Balance manually	12
Importing the Trial Balance by excel file upload	13
Completing the Charities Regulator Report	16
Completing the Covid 19 Supports Section	17
Uploading the Signed PDF & Submission	18

Accessing the FSSU Online Portal

Internet Browser

Please note that our online portal cannot be accessed with Internet Explorer.

Instead of using Internet Explorer, please download one of the following browsers:



Edge

Microsoft



Firefox

Mozilla Foundation



Chrome

Google



Opera

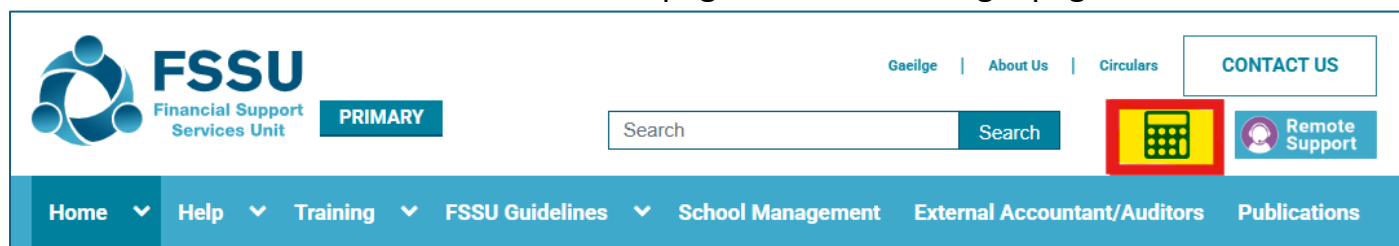
Opera Software

To access the FSSU online portal, login to our website – www.fssu.ie

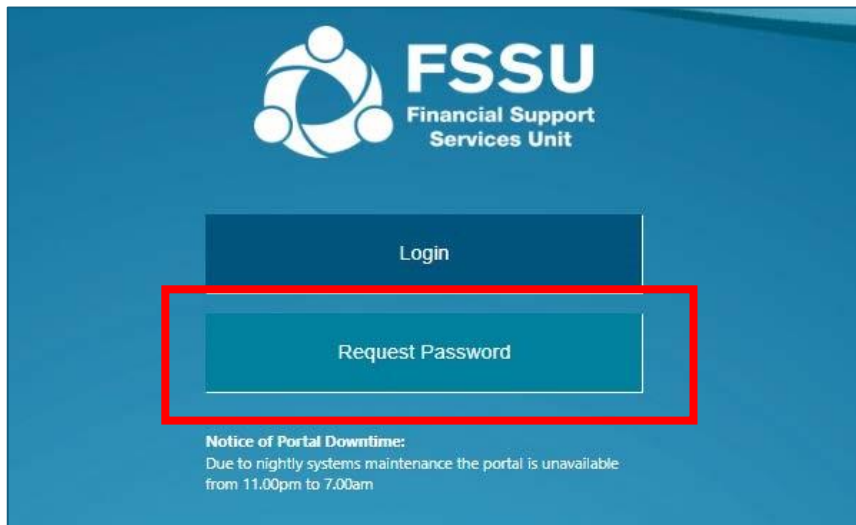
Choose Primary or Post-Primary



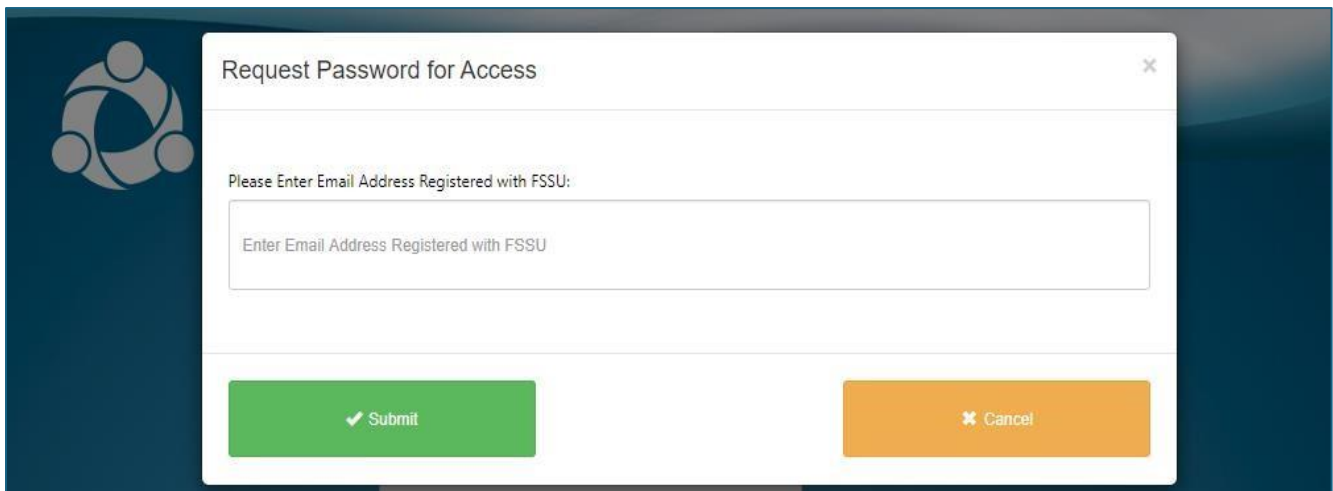
Click on the calculator icon on the homepage to access the login page



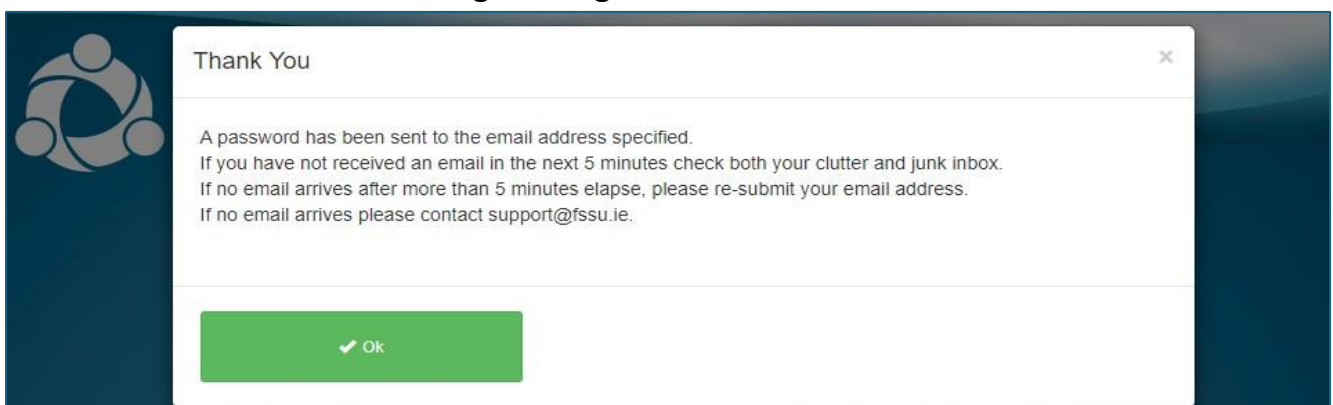
Click Request Password



Enter the Email Address Registered with FSSU and click Submit. If you are a new user, please contact support@fssu.ie for further guidance.

The image shows a "Request Password for Access" dialog box. It has a title bar with the text "Request Password for Access" and a close button (X). The main content area contains the text "Please Enter Email Address Registered with FSSU:" followed by a text input field with the placeholder text "Enter Email Address Registered with FSSU". At the bottom of the dialog box, there are two buttons: a green "Submit" button with a checkmark icon and an orange "Cancel" button with an X icon.

You will receive the following message. Click OK.

The image shows a "Thank You" dialog box. It has a title bar with the text "Thank You" and a close button (X). The main content area contains the following text: "A password has been sent to the email address specified. If you have not received an email in the next 5 minutes check both your clutter and junk inbox. If no email arrives after more than 5 minutes elapse, please re-submit your email address. If no email arrives please contact support@fssu.ie." At the bottom of the dialog box, there is a green "OK" button with a checkmark icon.

Go to your email inbox to access your password.

Follow the “Click here to access portal” link to bring you back to the login screen.

As requested, please find below your password for the FSSU portal.

For security reasons this password will expire in 72 hours after which you will need to send another password request from the login screen by clicking 'Request Password'.

Access to the portal is now available using the email address you have provided and the password below.

Password:

pR1xx

[Click here to access portal](#)

If you have difficulty accessing the portal please email support@fssu.ie

Financial Support Services Unit

Please note: the password is valid for **72 hours**. After that, you must request a new password using the steps above.

Log in using your email address and password.

- Use the email address you entered when requesting your password.
- Enter the password sent to that email account.
- Enter the result of the equation in the third box.
- Click OK to log in.

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK

Clear

Updating Practice Details

Each firm must nominate an engagement partner to act as the FSSU point of contact. Before beginning the submission process, the engagement partner must complete the “Update Practice Details” section, accessed by clicking the orange banner at the top of the page.



In this section, the engagement partner must confirm that the practice holds a current practising certificate and current professional indemnity insurance.

Practice Details

Engagement Partner

School List

User List

Please remember to click 'Save & Submit' in the bottom right of your screen after you have made any changes to this page.

Practice Details

Practice Name:
Testing Accountant & Co

Address Line 1:
Address 01

City:
City 04

Practice Status:
Active

Current Practising Certificate:
☒

Address Line 2:
Address 02

County:
Co. Cork

Current Professional Indemnity Insurance:
☒

Address Line 3:
Address 03

Eir Code:

Engagement Partner

First Name:
John

eMail:
fssutester@gmail.com

Last Name:
Tester

Change Engagement Partner

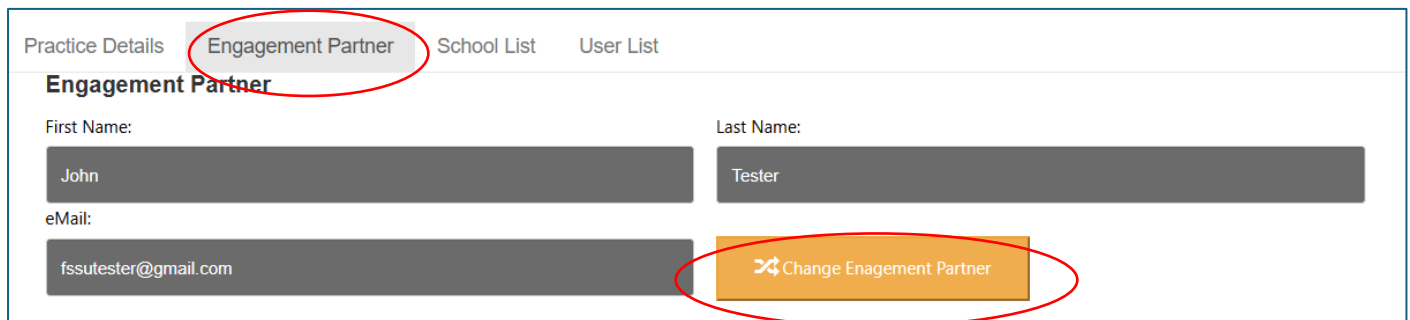
[9] Active School(s)

Request New School Link

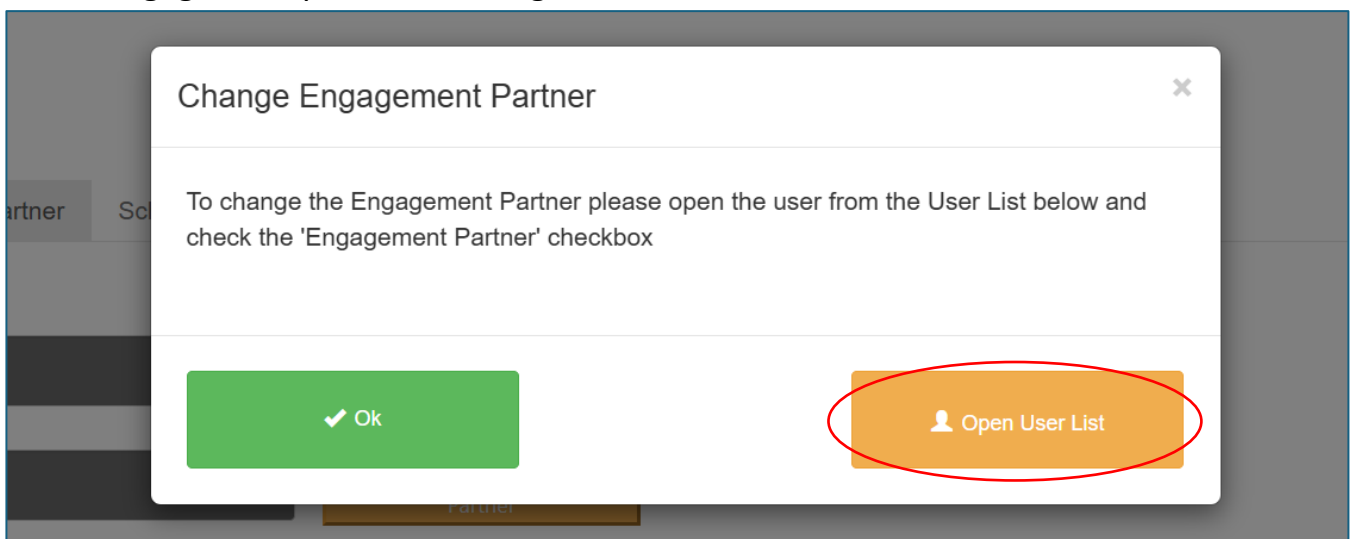
Updating the Engagement Partner details

You can nominate a different engagement partner on the Engagement Partner tab.

Click 'Change Engagement Partner' box



Click **Open User List** to view users already set up. If the user is listed, you can reassign them as the engagement partner. If not, go to the User List tab and add them first.



To change the engagement partner, select the user from the list

<i>Username</i>	<i>Status</i>	<i>Name</i>	<i>Registered</i>
joebloggs1@gmail.com	Active	Joe Bloggs 1	Registered
joebloggs2@gmail.com	Active	Joe Bloggs 2	Registered
joebloggs3@gmail.com	Active	Joe Bloggs 3	Registered

Click on the Engagement Partner check box

Add New User

First Name:

Joe

Last Name:

Bloggs1

email Address:

Joebloggs1@gmail.com

Status:

Active

Engagement Partner: ☐

✓ Save

✕ Cancel

Confirm the update

Click **Yes** to proceed

Change Engagement Partner

This will change the Engagement Partner - Are you sure you want to do this?

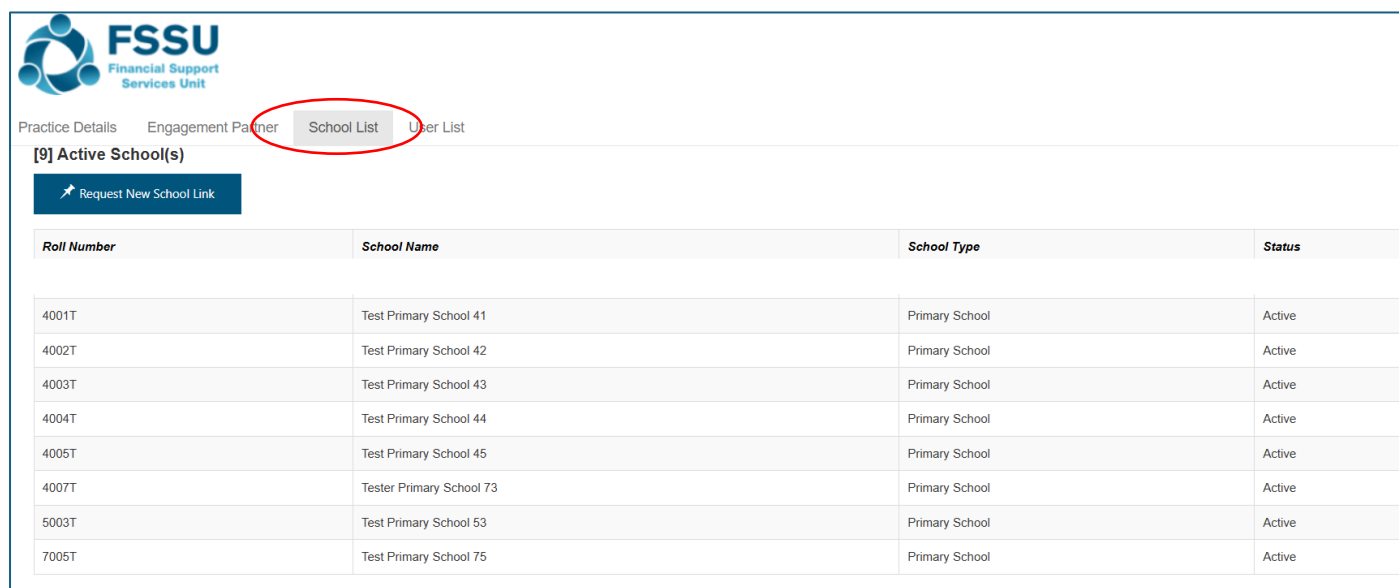
If you save and submit this change you will no longer be the engagement partner and will not be able to administer users or link/remove schools.

✓ Yes

✕ Cancel

Updating School List

The **School List** tab shows the schools currently linked to your practice.



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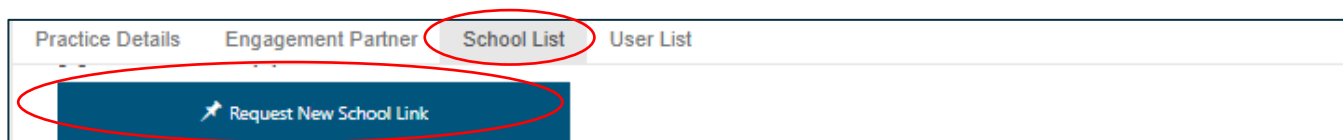
Practice Details Engagement Partner **School List** User List

[9] Active School(s)

[Request New School Link](#)

Roll Number	School Name	School Type	Status
4001T	Test Primary School 41	Primary School	Active
4002T	Test Primary School 42	Primary School	Active
4003T	Test Primary School 43	Primary School	Active
4004T	Test Primary School 44	Primary School	Active
4005T	Test Primary School 45	Primary School	Active
4007T	Tester Primary School 73	Primary School	Active
5003T	Test Primary School 53	Primary School	Active
7005T	Test Primary School 75	Primary School	Active

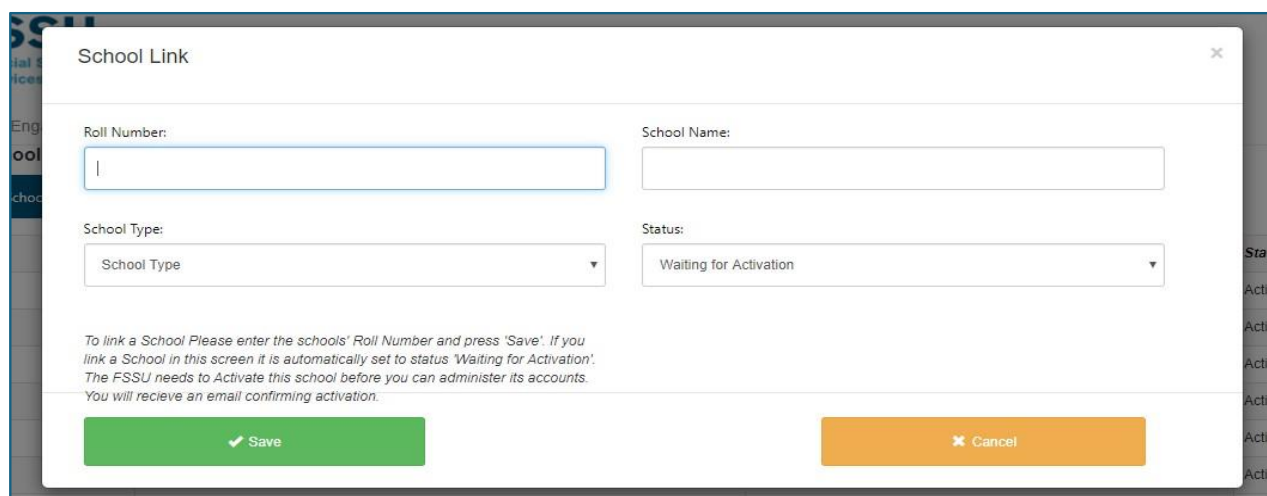
To add another school to your list, click **Request New School Link**.



Practice Details Engagement Partner **School List** User List

[Request New School Link](#)

Enter the required information in the fields below and click **Save**. The status will default to Waiting for Activation until the FSSU receives confirmation from the school. You will receive an email once the request is activated.



School Link

Roll Number:

School Name:

School Type:

Status:

To link a School Please enter the schools' Roll Number and press 'Save'. If you link a School in this screen it is automatically set to status 'Waiting for Activation'. The FSSU needs to Activate this school before you can administer its accounts. You will receive an email confirming activation.

[Save](#) [Cancel](#)

Removing a School from School List

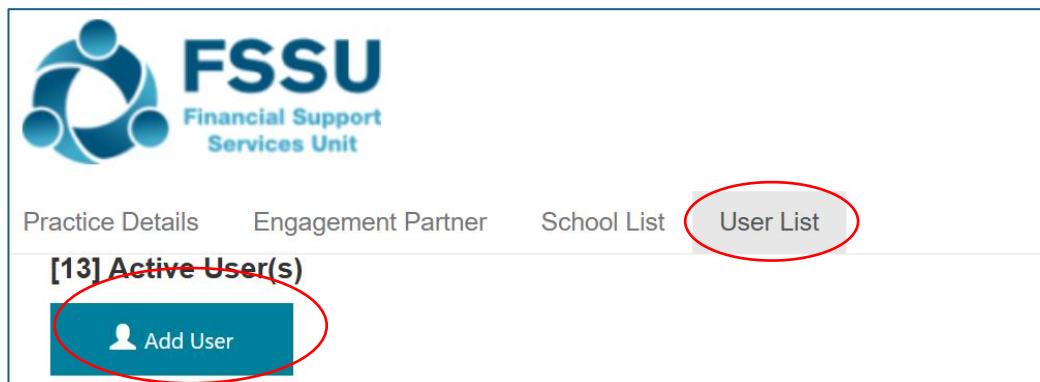
To remove a school from your list, email support@fssu.ie with the relevant details.

Updating User List

Only the engagement partner can add new users or restrict access for existing users. Users can request their own password using their email address.

To add a new user:

On the User List tab, Click “**Add User**” button.



Complete the information required below.

A screenshot of the 'Add New User' form. The form contains fields for 'First Name', 'Last Name', 'email Address', and 'Status'. The 'Status' field is a dropdown menu with 'Active' selected. Below these fields is an 'Engagement Partner' checkbox. At the bottom of the form, there are two buttons: a green 'Save' button with a checkmark icon and an orange 'Cancel' button with an 'X' icon. The 'Save' button is highlighted with a red circle.

Review the status field to ensure inactive users are updated.

Click **Save** to save changes.

Please note inactive users will be permanently removed during the annual system update.

Submitting Annual Accounts on the FSSU Online Portal

The online portal shows all schools currently available for submission by your practice.



Update Practice Details, Link School(s) or Edit User(s)

Download User Guide

User DetailsPrimary School(s)

User Details

Firm:

User:

Person:

School Year

Testing Accountant & Co

fssutester@gmail.com

John Tester

2022 / 2023

You currently have [8] Active School(s) Linked to Your Organisation

You currently have [4] School(s) Outstanding and In Progress for the School Year 2022 / 2023

[4] Primary School(s) Outstanding and In Progress

Roll	School	Locality	Status	Type	Details
4001T	Test Primary School 41		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 12:20:20
4002T	Test Primary School 42		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 14:38:12

You can use the **Filter** button to filter schools by Submission Status.

Filter

Select the relevant school by clicking on the school roll number or school name

[4] Primary School(s) Outstanding and In Progress					
Roll	School	Locality	Status	Type	Details
4001T	Test Primary School 41		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 12:20:20
4002T	Test Primary School 42		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 14:38:12
4005T	Test Primary School 45		Outstanding	Primary School	
5003T	Test Primary School 53		Outstanding	Primary School	

Click **confirm** to begin submission

Before you make this submission

Please have the following information to hand before starting this submission:

1. A pdf copy of the approved board of management annual accounts for the year of the submission.

Please ensure that the accounts are signed by:

Primary: chairperson and treasurer.
Post Primary: chairperson and another board member.

Note: In Comprehensive Schools and Voluntary Secondary Schools, the Principal is not a member of the board of management

2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of accounts. The Trial Balance must reflect all school bank accounts including the parent's association bank account or any other financial institutions accounts operated by the board.

3. A copy of the authorisation letter completed by the board of management. This letter will allow the external accountant/auditor to file data to the online portal which is required from boards of management by the Charities Regulator and the Central Statistics Office.

Continue

Cancel

Where a manager is appointed by the patron, the approvers of the annual accounts will be the manager and an nominee of the patron.

The **User Details** section will be pre-populated

User Details

Last Saved fssutesting@gmail.com - 15/07/2025 12:24:57

Firm Name:

Test Accountants 2312312

User Name:

fssutesting@gmail.com

School Year:

2024/2025

Submission Status:

In Progress

In the School Details Section Confirm if the accounts are audited or not audited

School Details

School Name:

Test Primary School 41

Roll Number:

4001T

Audited Accounts:

Audited

Inputting the Trial Balance

You can enter the trial balance manually or import it by uploading a file.

Manual Input

The trial balance is divided into the following sections:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

Find the relevant nominal code and enter the amount in the DR or CR column.

Ensure expenses and utilities are correctly recorded under their relevant expenditure code ie water rates, repairs and maintenance etc.

Back

Save

Export

Import TB

Submit

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

1400	Capital: Land and Buildings Cost B/Fwd	Fixed Asset	€		€	
1401	Capital: Land and Buildings Additions	Fixed Asset	€		€	
1402	Capital: Land and Buildings Disposals	Fixed Asset	€		€	
1410	Accumulated Depreciation : Land and Buildings B/Fwd	Fixed Asset	€		€	
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	€		€	

To import by file upload

To import the trial balance, download and use the import template from our [website](#).

A [short video](#) is also available to guide you through the process.

The screenshot shows the FSSU Primary website. The header includes the FSSU logo, navigation links (Gaeilge, About Us, Circulars), a search bar, and a 'CONTACT US' button. The main navigation bar has links for Home, Help, Training, FSSU Guidelines, School Management, **External Accountant/Auditors** (highlighted with a red box), and Publications. Below the navigation bar, the breadcrumb trail reads 'FSSU > Primary > External Accountants / Auditors'. The main content area is titled 'External Accountants / Auditors' and contains a sidebar with a list of links: Preparation of School Accounts (highlighted with a red box), School Accounts Submission, Timeline for School Accounts, Board of Management Authorisation Letter, Webinar Training for Accountant/Auditor, Appointment of an External Accountant, and Charities Regulator Annual Report. The main text area explains that all boards of management are required to prepare and submit annual accounts in a format set by the FSSU, in line with Department of Education Circulars 0060/2017 and 0002/2018. It also mentions that an external accountant or auditor must be engaged to support this process. Below the main text, there are two boxes: 'Preparation of School Accounts' and 'School Accounts Submission' (highlighted with a red box). The 'School Accounts Submission' box contains the text: 'Access the portal, manual and video on submission process, instructions on completing the TB in the portal'.

The screenshot shows the FSSU Primary website. The header includes the FSSU logo, navigation links (Gaeilge, About Us, Circulars), a search bar, and a 'CONTACT US' button. The main navigation bar has links for Home, Help, Training, FSSU Guidelines, School Management, **External Accountant/Auditors** (highlighted with a red box), and Publications. Below the navigation bar, the breadcrumb trail reads 'FSSU > Primary > External Accountants / Auditors'. The main content area is titled 'School Accounts Submission' and contains a sidebar with a list of links: Preparation of School Accounts (highlighted with a red box), School Accounts Submission, Timeline for School Accounts, Board of Management Authorisation Letter, Webinar Training for Accountant/Auditor, Appointment of an External Accountant, Charities Regulator Annual Report, and Legislative and Regulatory Framework. The main text area is titled 'Overview' and explains that a system of online submission of accounts has been approved by the Department of Education and is in operation in the Community & Comprehensive's, Primary and Voluntary Secondary school sectors. It also mentions that accountants/auditors will access a secure online cloud-based system to input the board's trial balance and to upload the PDF copy of the approved accounts. Below the main text, there are two boxes: 'Click here to access Accounts Submission Portal' and 'Completing the Trial Balance in the Portal' (highlighted with a red box). The 'Completing the Trial Balance in the Portal' box contains the text: 'The board of management's annual accounts will be accompanied by a separate confirmation letter completed by the board. The template for this letter can be found below. This will allow the accountant/auditor to submit data to the online portal which is required by the Charities Regulator and the Central Statistics Office. This process will ensure compliance for the board with the Department of Education, the Central Statistics Office and the Charities Regulator.' Below the main text, there are two boxes: 'Board of Management Authorisation letter' and 'The deadline for the submission of the annual accounts is the 28th February.' Below the main text, there are two boxes: 'Additional Resources' and 'User manual for accounts portal'.



External Accountants / Auditors

Preparation of School Accounts ▾

School Accounts Submission

Timeline for School Accounts

Board of Management Authorisation Letter

Webinar Training for Accountant/Auditor

Appointment of an External Accountant

Charities Regulator Annual Report

Legislative and Regulatory Framework

Completing the Trial Balance in the Portal

As part of the submission process, the accountant must complete the school's **Trial Balance** in the Accounts Portal. There are **two ways** to do this:

Option 1 – Manual Entry in the Portal

- Open the **Trial Balance** page in the portal.
- Type in the figures directly beside the relevant nominal codes.

Option 2 – Upload an Excel Trial Balance to the Portal

You can upload the TB in Excel format using one of the two import templates:

A. Excel Import Template – Copy & Paste of the COA codes and account balances

- Download the template.
- Copy and paste the TB from your accounting software into the "Copy & Paste" tab.
- Save and upload to the portal.

> [12345G Portal Manual Import](#)

(replace the sample Roll No. with the actual schools Roll no)

B. Excel Import Template – COA prepopulated, enter account balances

- Download the template.
- Enter the amounts beside the nominal codes in the "Manual Entry" tab.
- Save and upload to the portal.

> [12345G Portal COA Import](#)

(replace the sample Roll No. with the actual schools Roll no)

The import template is an Excel workbook.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Roll No	12345G											
2													
3	Nominal Code	Final Accounts											
4		0.00											
5		0.00											
6		0.00											
7		0.00											
8		0.00											
9		0.00											
10		0.00											
11		0.00											
12		0.00											
13		0.00											
14		0.00											
15		0.00											
16		0.00											
17		0.00											
18		0.00											
19		0.00											
20		0.00											
21		0.00											
22		0.00											
23		0.00											
24		0.00											
25		0.00											
26		0.00											

FSSU Upload rules

If the roll number in Cell B1 does not match the school the TB will not import.

If nominal codes in column A don't match the following criteria they will highlight and will not import:

1. Don't match the nominal code on the Portal COA
2. Nominal code contains a non numeric character
3. A duplicated code will highlight in red

It will import upto an empty cell in Column A

If any amount in column B does not contain a positive or negative figure will not import

Negative figure imports as a Credit/Positive figure imports as a Debit

If the Worksheet is not named "Import" the import will not proceed

New imports will overwrite existing portal import with new nominal codes and values

TB Balance Check

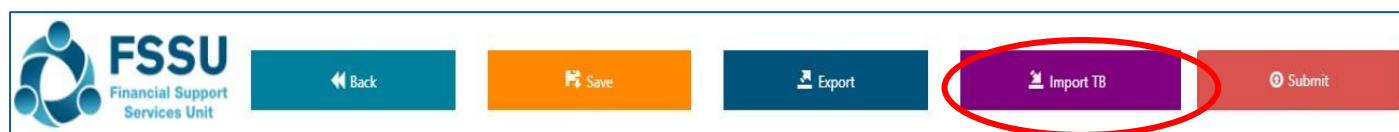
0.00

On the import template, enter the trial balance in the required format by inserting DR balances as a positive value and CR balances as a minus value. Include the relevant school roll number at the top of the page and save the completed import template.

Further details can be found on the import template. You can then use the import template to upload the trial balance into the FSSU portal.

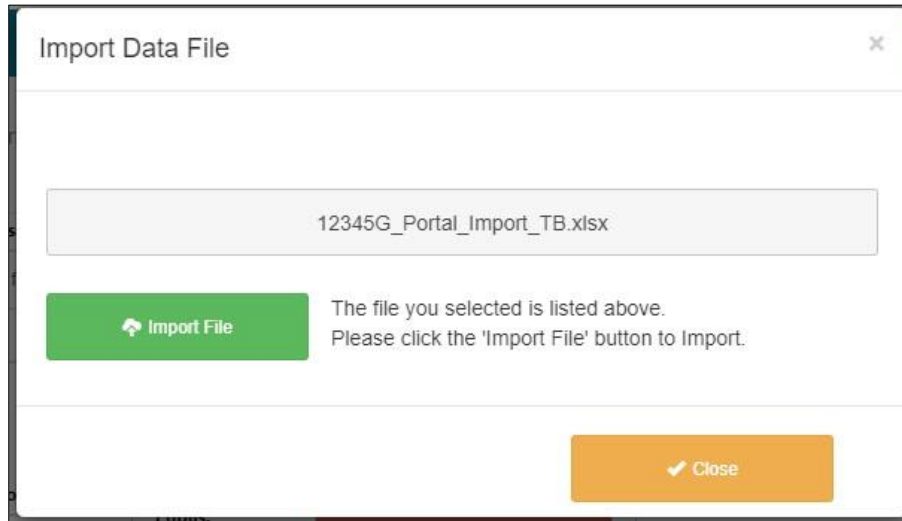
Please note: only nominal codes included in the FSSU Chart of Accounts will import. If an invalid nominal code is entered, the cell colour will change to highlight it. Review and correct any highlighted cells before finalising the import template.

In the FSSU online portal, click **Import TB** to import the file.



Browse to the saved import template file and click **Open**.

Click **Import File** to populate the trial balance amounts.



Check that the DR and CR totals agree and that the difference field is zero.

0	€ 100,593	€ 100,593
---	-----------	-----------

Completing the Charities Regulator Report

The Registered Charity Number field should be pre-populated. If the RCN field is blank, contact support@fssu.ie for advice, as this field is mandatory.

The following fields are automatically populated from the trial balance:

- ✓ Total School Income
- ✓ Total School Expenditure
- ✓ Total salary paid by the Board of Management

You will need the Board of Management authorisation letter to complete the section below.

- ✓ Average number of employees paid directly by the Board of Management
- ✓ Confirmation that the Board operates under its governance documents
- ✓ Confirmation that all Board member details are correctly registered with the Charities Regulator and that the annual report due by 30 June 2026 has been submitted
- ✓ Confirmation that all bank accounts are included in the annual accounts
- ✓ Confirmation of the number of individuals who volunteered during the year



Back

Save

Export

Import TB

User Details
School Details
Fixed Asset
Current Asset
Current Liability
Long Term Liabilities
Capital & Reserves
Income
Expenditure
Charities Regulator
Covid Supports
Final Accounts Uplo

Total Salary Amount paid by the Board of Management:

€

Average Number of Employees paid directly by the Board of Management:

0

As per the board of management authorisation letter completed by the board of management and provided to us, the board confirms it operates under its Governance Document(s).

☒

As per the board of management authorisation letter completed by the board of management and provided to us, the board confirms that the trustee details for the school are registered correctly with the Charity Regulator and any annual report due to the Charities Regulator by the 30th of June 2025 has been submitted.

☒

As per the board of management authorisation letter completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association, Student Council and all other bank accounts relating to school activities are included in these accounts.

☒

As per board of management authorisation letter completed by the board of management and provided to us, the board confirms that the number of individuals who have volunteered for the board of management and the school for the year, (e.g. BOM members, parents association, parents that helped at bake sale etc.)

Please Select

Completing the Covid Supports Section

The Board of Management authorisation letter will also provide the information needed to complete this section.

- ✓ The Board confirms that any unspent Covid-19 capitation-related grants have been returned to the Department.

Please note: this does not include unspent Covid Minor Works Grant funding.



Back

Save

Export

Im

User Details
School Details
Fixed Asset
Current Asset
Current Liability
Long Term Liabilities
Capital & Reserves
Income
Expenditure
Charities Regulator
Covid Supports
Final Ac

Board of Management Declaration - Covid Supports

As per the board of management authorisation letter completed by the board of management, the board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021, 2021/2022 and 2022/2023 were prepared and where applicable the unspent amount was returned to the Department.

Please Select

Completing the Final Accounts Upload Section

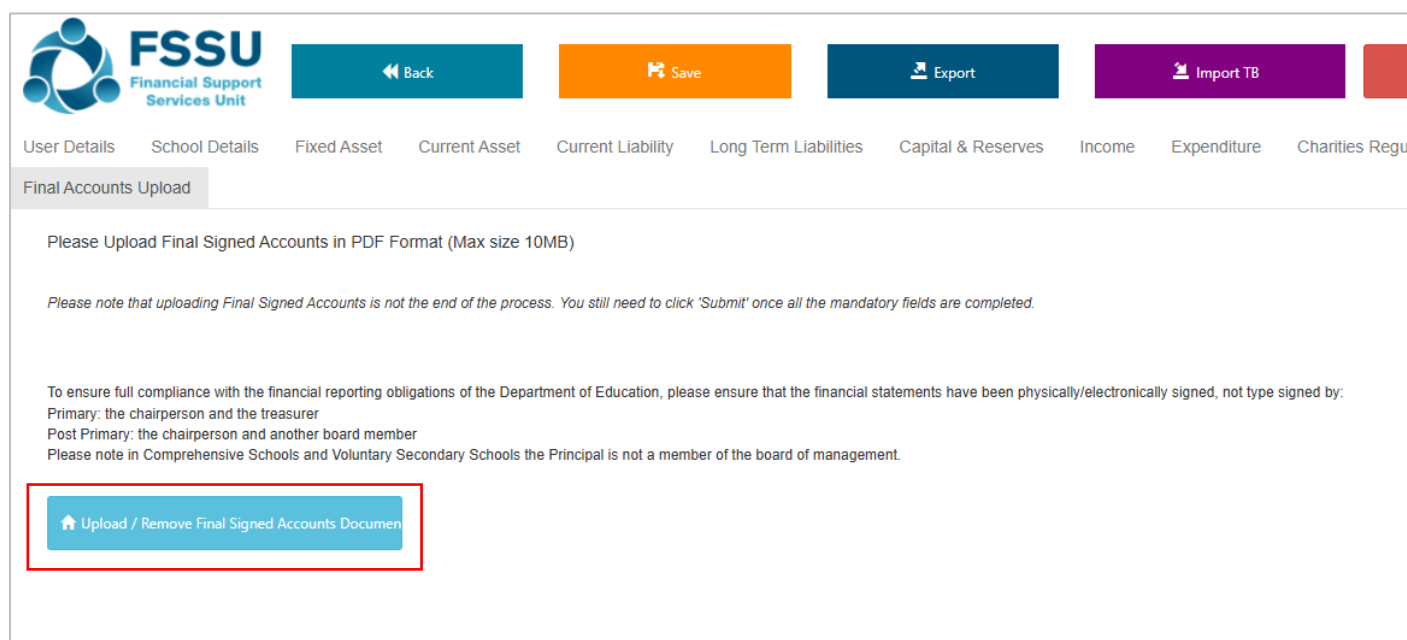
Upload a signed copy of the approved annual accounts.

The final accounts must be approved by:

- Primary schools: Chairperson and Treasurer
(The Chairperson may nominate another board member).
- Post-primary schools: Chairperson and another board member

Notes: If a manager is in place instead of a board of management at the time of the accounts approval, the manager will sign the accounts along with a nominee of the patron.

In Comprehensive Schools and Voluntary Secondary Schools, the Principal is not a board member.



The screenshot shows the FSSU Financial Support Services Unit interface. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and a red button. Below the navigation bar is a menu with various categories: User Details, School Details, Fixed Asset, Current Asset, Current Liability, Long Term Liabilities, Capital & Reserves, Income, Expenditure, and Charities Regu. The 'Final Accounts Upload' section is highlighted. The main content area contains the following text:

Please Upload Final Signed Accounts in PDF Format (Max size 10MB)

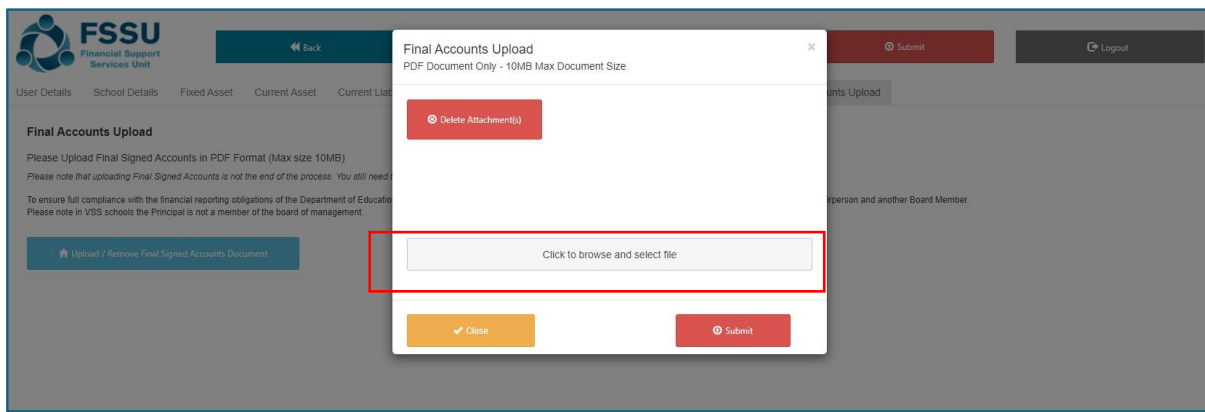
Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.

To ensure full compliance with the financial reporting obligations of the Department of Education, please ensure that the financial statements have been physically/electronically signed, not type signed by:
Primary: the chairperson and the treasurer
Post Primary: the chairperson and another board member
Please note in Comprehensive Schools and Voluntary Secondary Schools the Principal is not a member of the board of management.

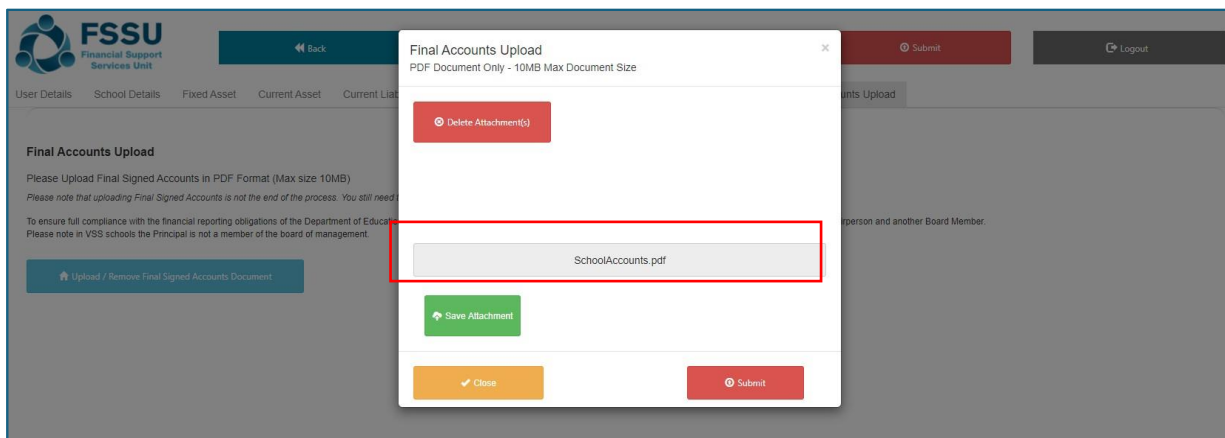
A button labeled 'Upload / Remove Final Signed Accounts Document' is highlighted with a red box.

Click **Upload / Remove Final Signed Accounts Document**.

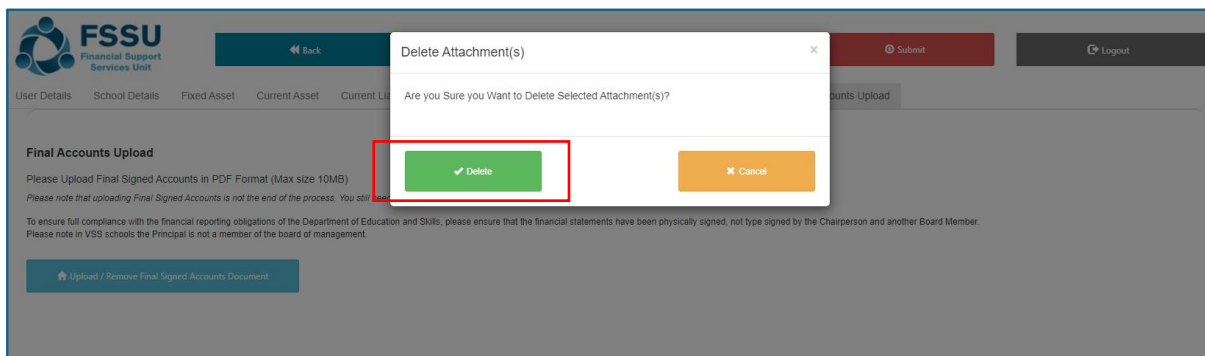
Click **Browse**, select the signed PDF accounts file, and click **Open**.



The selected document will appear. Click **Save Attachment**, then click **Submit**.



Saved documents can also be removed if needed.



When all mandatory fields are complete and the final accounts have been uploaded, the **Submit** button will turn green. Click **Submit** to confirm your submission.

As per the board of management authorisation letter completed by the board of management, the board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021, 2021/2022 and 2022/2023 were prepared and where applicable the unspent amount was returned to the Department.

Yes

Final Accounts Upload

Please Upload Final Signed Accounts in PDF Format (Max size 10MB)

Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.

To ensure full compliance with the financial reporting obligations of the Department of Education, please ensure that the financial statements have been physically/electronically signed, not type signed by:
 Primary: the chairperson and the treasurer
 Post Primary: the chairperson and another board member
 Please note in Comprehensive Schools and Voluntary Secondary Schools the Principal is not a member of the board of management.

Upload / Remove Final Signed Accounts Document

Click **Submit** again to reconfirm the submission.

Confirm Submit

Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

Submit

Cancel

Final Accounts Upload

Please Upload Final Signed Accounts in PDF Format (Max size 10MB)

To ensure full compliance with the financial reporting obligations of the Department of Education, please ensure that the financial statements have been physically/electronically signed, not type signed by:
 Primary: the chairperson and the treasurer
 Post Primary: the chairperson and another board member
 Please note in Comprehensive Schools and Voluntary Secondary Schools the Principal is not a member of the board of management.

Final Signed Accounts Document Uploaded

Upload / Remove Final Signed Accounts Document

Document Uploaded TEST1 Accounts.docx

0 / 11 Mandatory Fields Outstanding

Final Accounts Uploaded

€ 0

€ 250

€ 250

After completing the submission, you will receive a confirmation email and a copy of the submission.

If you require any assistance, please call the FSSU Support Line on **01 910 4020 / 01 2690677** or email support@fssu.ie