

Sage 50 Accounts

## **Importing the Budget**

# **Note:** The year-end must be run in Sage 50 for the year ending Aug 2025 before importing the budget for 2025/2026.

#### 1. VSS Budget 2025/2026 - Sage 50 Import sheet

Included in the Budget Template 2025/2026 is a sheet called "Sage 50 Import" which provides a summary of the nominal codes and the total budget figures for the year.

l l	Budget Import Sheet			Formula Check		
Budget Year:	2025/2026			The total of figures in t	he import sheet sho	uld add up
School Name:	Type school name			A formula check has be	en added to confirm	h this, if th
School Address:	Type school address					
Roll No.:	Type School roll			Total Per Import Sheet	Per Budget sheet	Check
School Type:	Voluntary Secondary School: Non-DEIS	School Budget		48467	4846	7 TRUE
1.The nominal code detail here should	be the same as in your Sage 50. If you added addi	itional codes to you	Income & Exp. budget please add the codes			
and values into the budget below. Do n	ot leave any blank lines					
2. Ensure the figures are the same in co	olumn C and D for each nominal code			Note this is not the surplus		
3. The detail in Column A. B & D must I	be then copied into a Sage 50 Budget Import tem	olate for importina i	nto Saae 50			
		,				
A	B	с	D			
Refn	Name	Yearly	Month 1 Budget			
Copy	Copy into Import Template	Do not use	Copy & paste as values into Import Template			
3010	Capitation	-	0			
3020	DEIS Grant	-	0			
3021	Early Start Programme Materials/Equipment/Parental Inv	-	0			
3022	Early Start Programme Capitation	-	0			
3030	Non Teachers Pay Budget	-	0			
3050	School Support Services Grant	44,900	44900			
3100	Secretarial Grant	-	0			
3130	Caretaker Grant	-	0			
3140	Special Education Equipment Grant	-	0			
3150	Book Grant Senior Cycle Income	-	0			
3151	Free Schoolbook Grant	-	0			
3152	Free Schoolbook Admin Grant	1,784	1784			
3155	School Library Books Capital Grant	-	0			
3170	Special Subjects Grant	-	0			
3171	Irish and Bilingual School Grant	-	0			
3190	JCSP Grant	-	0			
3200	Transition Year Grant	-	0			
3210	Leaving Cert Applied Grant	-	0			
K.K.						
> ≡ 1.Budget Preparation Info 2.	Budget Grant Calculation 3.Income & Expenditur	e Budget 4.Openi	ng Bank Position 5.Estimated Bank Cashflow 6.0	Capital Budget 7.Monthly Cas	shflov 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.

Steps 2 - 4 in this document outline this process.

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

Select File > Import.

┛

Welcome	Welcome
) Data Type	comma-separated values (*.csv).
Data Source	To help you import your data, templates with the correct import structure are available <u>nere</u> .
Field Mappings	
) Import	
	WARNING: The Data Import procedure is NOT reversible.
	It is strongly recommended that you backup your current company data before proceeding.
	WARNING: The Data Import procedure is NOT reversible. It is strongly recommended that you backup your current company data before proceeding.

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

File Home Share	View							10.00
nto Quick Copy Paste	☆ Cut	Move to •	X Delete -	New folder New	Prop	vertie:	Edit	Select all Select nor Invert sele Select
	e > Accounts >	Import Templat	es		~	ō	,O Sear	ch Import Tem
Quick access Desktop Downloads Documents Documents Documents Dodget budget budget budget import templates final presentation d Import Templates OneDrive - JMB This PC Network	Name Audit Trail Tr B Customer R Fixed Asset Nominal Re Product Recc Project Recc Project Trans Stock Take F Stock Transa Stock Transa Stock Transa	ransaction FULL 1 ecord FULL temp Record FULL templ ord FULL templat ord FULL templat saction FULL tem ULL template ictions FULL tem iction FULL templat	<pre>ctemplate late uplate ate e uplate e uplate plate plate tte</pre>				Date r 04/06, 04/06, 15/12, 15/12, 15/12, 15/12, 15/12, 15/12, 04/06,	nodified (2021 16:24 (2021 16:24 (2020 13:37 (2020 13:37 (2020 13:37 (2020 13:37 (2020 13:37 (2020 13:37 (2020 13:37 (2020 13:37 (2021 16:24

Open "Nominal Record FULL template".

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

Open the VSS Budget Template 2025/2026.

C A https://	jmbdomain.sharepoint.com/:x:/r/FSSU/_layouts/15/Do	c.aspx?sourcedoc=%7B9E0B93	3DD-0D77-4807-A94C-05928D8F63E0%7D&file=	VSS-Budge	t-Template-2025-2026-	NonDEIS-Draft.xlsx8	Raction
VSS-Budget-Templat	te-2025-2026-NonDEIS-Draft ᢙ 🗸 🗸	ب م	earch for tools, help, and more (Alt + Q)				
- Home Insert Share	Page Layout Formulas Data Review View	Automate Help Drav	v				
🗸 🗋 🗸 🧛 🛛 Calibri (Body	$A^{A} = A^{A} = B I = U = b D$	🗄 ~ 💁 ~ 🗛   =	- ∨ Wrap	~ \$€	~ ·@ ·%   🖽 ~ ‡	⇒ ~ ⊕ ~   ∰ `	~ 🍓 `
	CT Grant Non - Capital Expense						
A	В	С	D	E	F	G	Н
	Budget Import Sheet				Formula Check		
Budget Year:	2025/2026				The total of figures in the	he import sheet shou	ıld addı
School Name:	Type school name				A formula check has he	on added to confirm	this if
School Address	Type school name				A formula check has be	en added to confirm	this, in
School Address:	Type school address						
Roll No.:	Type School roll				Total Per Import Sheet	Per Budget sheet	Check
School Type:	Voluntary Secondary School: Non-	DEIS School Budget			48467	48467	TRU
1 The nominal code detail he	re should be the same as in your Same 50. If you add	lad additional codes to your l	noome & Even budget plages add the ender				
1. The hominal code detail he	re snould be the same as in your sage 50. If you dat	eu additional codes to your l	ncome & Exp. budget please add the codes				
and values into the budget be	elow. Do not leave any blank lines						
2. Ensure the figures are the s	ame in column C and D for each nominal code		- C CO		Note this is not the surplus		
3. The detail in Column A, B a	& D must be then copied into a sage 50 Budget impo	ort template for importing in	to sage 50	-			
•	P		D				
Refn	Name	Vearly	Month 1 Budget				
Conv	Convinto Import Template	De esturo					
		Do hot use	copy & paste as values into import template				
3010	DEIS Grant						
3020	Farly Start Programme Materials/Equipment/Par	rental Inv		2			
3021	carry start rogramme materials/equipment/ra						
3021	Farly Start Programme Capitation						
3021 3022 3030	Early Start Programme Capitation			0			
3021 3022 3030 3050	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant		4490	0	-		
3021 3022 3030 3050 3100	Early Start Programme Capitation Non Teachers: Pay Budget School Support Services Grant Secretarial Grant		4490	0 0 0	-		
3021 3022 3030 3050 3100 3130	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Caretaker Grant	44,900	4490	0 0 0 0	-		
3021 3022 3030 3050 3100 3130 3140	Early Start Programme Capitation Non Teachers My Budget School Support Services Grant Secretarial Grant Carctaker Grant Special Education Equipment Grant	44,900	4490	D D D D D D			
9021 3022 3030 3050 3100 3130 3140 3150	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Caretaker Grant Special Education Equipment Grant Book Crant Senior Cycle Income	44,900	4490	0 0 0 0 0 0			
9021 8022 9030 9050 9100 9130 9140 9150 9150	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Carctear Grant Special Education Equipment Grant Book Grant Genior Cycle Income Free Schoolbook Grant	44,900	4490	2 2 2 2 2 2 2 2 2 2 2 2 2			
3021 3022 3030 3030 3050 3100 3140 3150 3151 3151 3152	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Carcteler Grant Special Education Equipment Grant Book Grant Senior Cycle Income Free Schoolbook Grant Free Schoolbook Admin Grant	44,900	4490	5 5 5 5 5 5 5 5 4			
3021 3022 3030 3050 3050 3140 3140 3150 3151 3151 3151 3151 3152 3155	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Caretaker Grant Sopecia Education Equipment Grant Book Grant Senior Cycle Income Free Schoolbook Grant Free Schoolbook Admin Grant School Lubrary Books Capital Grant	44,900	4490	5 5 5 5 5 5 5 5 5 5			
2021 3022 3030 3050 3050 3100 3140 3140 3151 3152 3152 3152 3155 3155 3155	Early Start Programme Capitation Non Teachers Twy Budget School Support Services Grant Secretarial Grant Carctear Grant Special Education Equipment Grant Book Grant Service Tyckie Income Free Schoolbook Admin Grant Free Schoolbook Admin Grant School Library Books Capital Grant Special Subjects Grant	44,500	4490	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3			
9021 9022 9030 9050 9100 9140 9140 9150 9151 9152 9152 9152 9152 9152 9152 9152	Early Start Programme Capitation Non Teachers Rey Budget School Support Services Grant Secretarial Grant Caretaler Grant Special Education Equipment Grant Book Grant Senior Cycle Income Free School book Grant Pree School book Admin Grant School Library Book Capital Grant Special Subjects Grant Irish and Billingual School Grant	44,900	4490	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3			
2021 3022 3030 3050 3050 3140 3141 3151 3151 3151 3155 3155 3170 3171 3171 3171	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Caretaker Grant Soecial Education Equipment Grant Book Grant Senior Cycle Income Free Schoolbook Arinin Grant Free Schoolbook Arinin Grant School Library Books Capital Grant Special Subjects Grant Irish and Bilingual School Grant LCSP Grant	44,500	4490	2 2 2 2 2 2 2 2 2 2 2 2 2 2			
2021 3022 3030 3050 3050 3100 3140 3140 3151 3152 3152 3152 3152 3155 3152 3155 3155	Early Start Programme Capitation Non Teachers Twy Budget School Support Services Grant Secretarial Grant Carctaker Grant Book Grant Education Equipment Grant Book Grant Service Yorkle Income Free Schoolbook Admin Grant School Library Book Capital Grant Special Subjects Grant Irrish and Bilingual School Grant ICSP Grant Transition Year Grant	45,500	4490	2 2 2 2 2 2 2 2 2 2 2 2 2 2			
9021 9022 9030 9050 9100 9149 9150 9150 9152 9152 9152 9152 9152 9152 9152 9152	Early Start Programme Capitation Non Teachers Rey Budget School Support Services Grant Secretarial Grant Caretaler Grant Special Education Equipment Grant Book Grant Senior Cycle Income Free Schoolbook Admin Grant School Library Books Capital Grant Special Subjects Grant Irish and Billinguel School Grant LCSP Grant Transition Year Grant Leaving Cert Applied Grant	44,900	4490	2 2 2 2 2 2 2 2 2 2 2 2 2 2			
3021 3022 3030 3050 3100 3140 3140 3145 3151 3152 3151 3152 3152 3153 3159 3190 320 32	Early Start Programme Capitation Non Teachers Pay Budget School Support Services Grant Secretarial Grant Caretaker Grant Soecial Education Equipment Grant Book Grant Senior Cycle Income Pres School Book Arant Free School Book Arant School Library Books Capital Grant School Library Books Capital Grant School Library Books Capital Grant School Library Books Capital Grant Irish and Bilingual School Grant ICSP Grant Transition Year Grant Leaving Cert Applied Grant	44,500	4490 178	2 2 3 3 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5	T Manihi Ga		

- 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.*

Formula Check								
The total of figures in the im	port sheet should add up o	the income	olus the exp	oenditure le	ess the con	tignecy in th	e budget	
A formula check has been ad	dded to confirm this, if there	is a descrep	ancy with a	ny section	of the bud	get the chec	k box will t	urn red
Total Per Import Sheet	Per Budget sheet	Check						
487530	487530	TRUE						
tone register renter to the								

- 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.

*	AutoSave	💽 off) 📙 Nomir	al Record FULL template -	Read-Only - Comp	atibility Mode 👻		
File	e Home	Insert Page Layou	it Formulas Data	Review View	Help		
G Ur	D V CPI	X Cut C⊕ Copy → ✓ Format Painter Clipboard 53	Calibri $\sim$ B     I $\sqcup$ $\sim$ Font	- A^ A =	E Ξ Ξ ≫~ E Ξ Ξ Ξ Ξ Alignm	원 Wrap Text ট Merge & Cent	er ~
85	~	$ X \vee f_{\rm r} $ Sec	retarial Grant				
	A		в	c	D	F	
1 R	efn	Name		Yearly Budget	Month 1 Budget	Month 2 Budget	Mor
2	3010	Capitation			178224		
3	3020	Enhanced Capitation	DEIS)		0	)	1
4	3050	Support Services Gran	t		126618		
5	3100	Secretarial Grant			23275		1
6	3130	Caretaker Grant			19075		
7	3140	Special Education Equ	ipment Grant		C	)	-
8	3150	Book Grant Income			13536	i	
9	3160	Book Rental Scheme G	rant		C	0	
10	3170	Special Subjects Gran	t		C	9	
11	3190	JCSP Grant			C	)	
12	3200	Transition Year Grant			1520	þ	
13	3210	Leaving Cert Applied G	irant		3473		1
14	3220	Grant for Traveller Stu	idents		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 paste as values

Cut					
Cop	y				
Past	e Opti	ions:			
à	123	$f_x$	-	%	8
Dent		Int	1 North Co	A State	E.K

#### 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 2025 then follow steps 5 - 7.

	A	В	С	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		20 20
4	3050	Support Services Grant		126618		
5	3100	Secretarial Grant		23275		29 29
6	3130	Caretaker Grant		19075		
7	3140	Special Education Equipment Grant		0	P	29 29
8	3150	Book Grant Income		13536		
9	3160	Book Rental Scheme Grant		0		29 29
10	3170	Special Subjects Grant		C		
11	3190	JCSP Grant		0	P	19 29
12	3200	Transition Year Grant		1520		
13	3210	Leaving Cert Applied Grant		3473		
14	2000	Grant for Traveller Students		0		

#### 5. Backup data in Sage 50 before importing Sage Budget template figures.

Data Import	>
Data Import	
<ol> <li>Welcome</li> <li>Data Type</li> <li>Data Source</li> <li>Field Mappings</li> <li>Import</li> </ol>	Welcome You can import data from Excel worksheets (*.xis; *.xisx) and files containing comma-separated values (*.cv). To help you import your data, templates with the correct import structure are available <u>tere</u> .
	WARNING: The Data Import procedure is NOT reversible. It is strongly recommended that you backup your current company Abackup
Cancel	B Back Next

In Sage 50 select File>Import.

Take a Backup.

Then click next.

ata Import		
1 Welcome	Data Type* Select the type of data you want to import: (2)	
2 Data Type	Audit Trail transactions Customer records	
3 Data Source 4 Field Mappings 5 Import	Nominal accounts Product records Stock take Stock transactions Supplier records	

Select Nominal Accounts and Click Next.

### 7. Browse for the relevant Sage Budget Import Template.

Welcome Data Type Data Source	Data Source Select the format of the data you will be importing: Comma-separated (*.csv) Excel worksheet (*.xls;*.xlsx) Select the file to import*:	8
) Field Mappings ) Import	First row contains headings	Browse

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

ata Import					
Welcome	Field Map Map the fie	<b>pings</b> Ids in your data to the field	s in Sage 50 Acc	counts.	
Data Type	Required	Imported Field	Sage	Field	2
Data Source	*	Refn	Refn	1	
2		Name	Name		
Field Mappings		Yearly Budget Yearly Budget		/ Budget	
5		Month 1 Budget	Mont	n 1 Budget	
2 Import		Month 2 Budget	Mont	n 2 Budget	
		Month 3 Budget	Mont	n 3 Budget	
		Month 4 Budget	Mont	n 4 Budget	20
		M U CO L I			
	Map file in u	use: [none]			
			Clear Map	Load Map	Save Map

Click Next.

Welcome	Import	
$\leq$	You are now ready to import your data.	
Data Type	The following is a summary of the options you have chosen. If you nee of them, click the Back button now.	d to change any
Data Source	Data type: Nominal accounts	^
Field Mappings	Data source: Copy of Nominal Record FULL template sage 50 test.xls	
Import	Sheet: Nominal Record Template	
	Header row:	
	Yes	
		×

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.