Sage 50 Accounts for New users

in Voluntary Secondary schools

Presenter – Eleanora McKenna

FSSU
Financial Support Services Unit

Agenda

1. Getting started
2. Departments
3. Suppliers Module
4. Bank accounts Module
5. Nominal codes Module
6. Reports
7.& More Help

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1. Getting Started in Sage 50.

- Software Maintenance & Security
- Key Settings
- Backup System
- Financial Year and Program date

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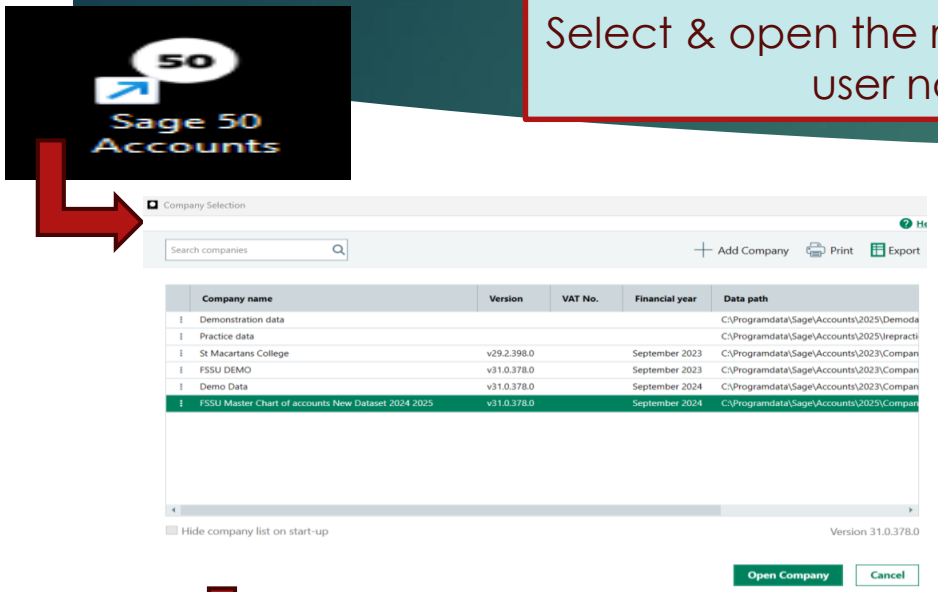
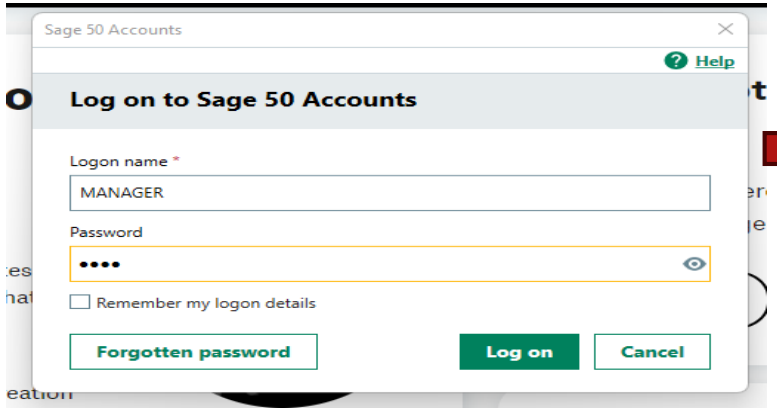
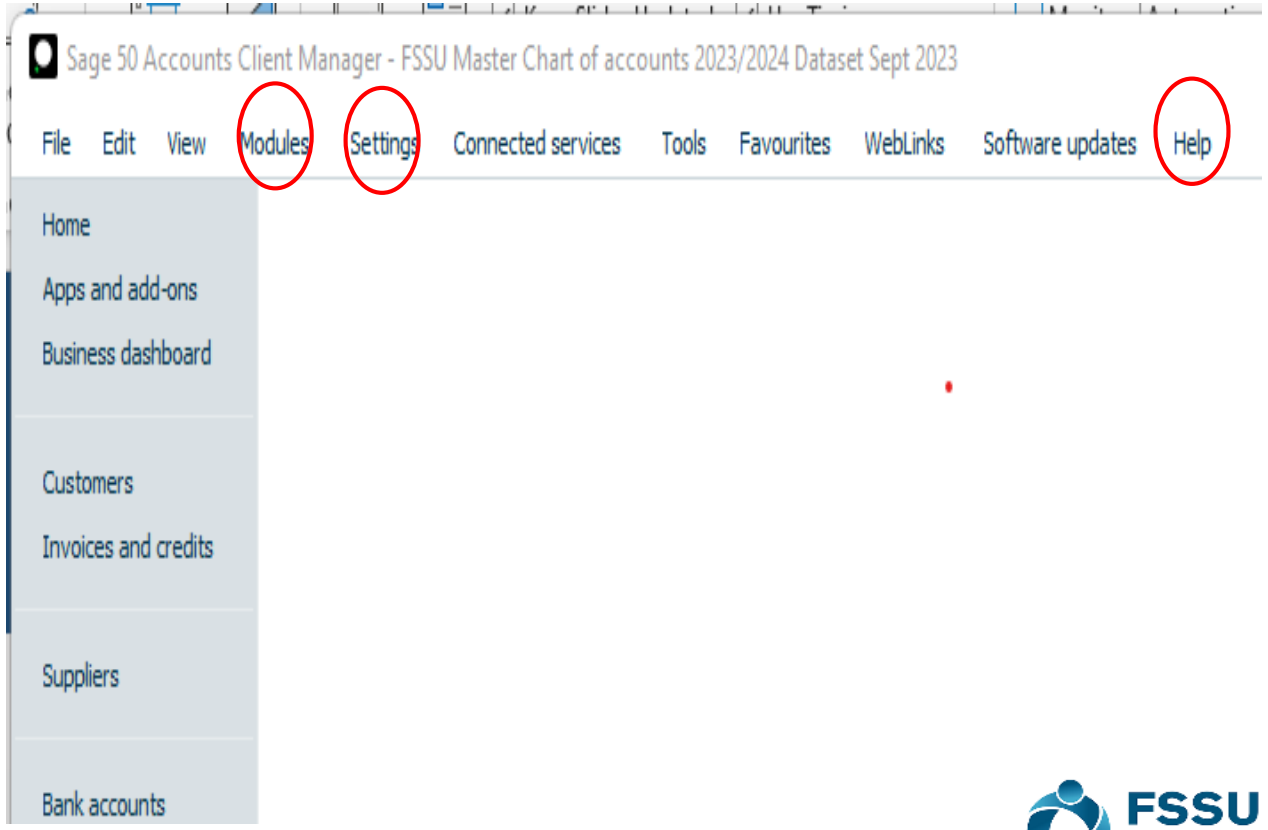
1. Getting started & Settings

Select & open the relevant data set and log in with user name and password







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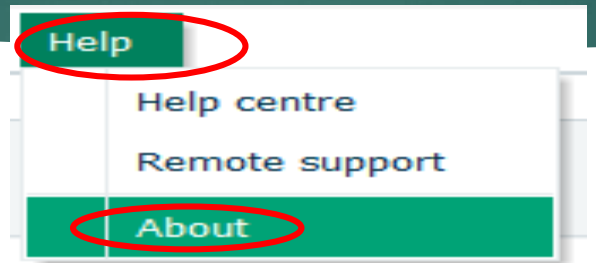
Software Maintenance



Program Details

Version Number	31.0.378.0
Updates Installed	None
Program Directory	C:\Program Files (x86)\Sage\Accounts\
64-bit / 32-bit	64-bit
Data Directory	C:\ProgramData\Sage\Accounts\2025\COMPANY.001\

Steps in upgrading to Sage 50 Accounts

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Software Security

Password Types	Detail
Company Dataset - User name & Password	Manager & PW to log into Sage
My sage email & Password	Email assigned to Sage account Forgotten password option
Remote Data access - Passphrase	This gives access to the school data on the cloud. Accountants & authorised personnel ***ONLY***

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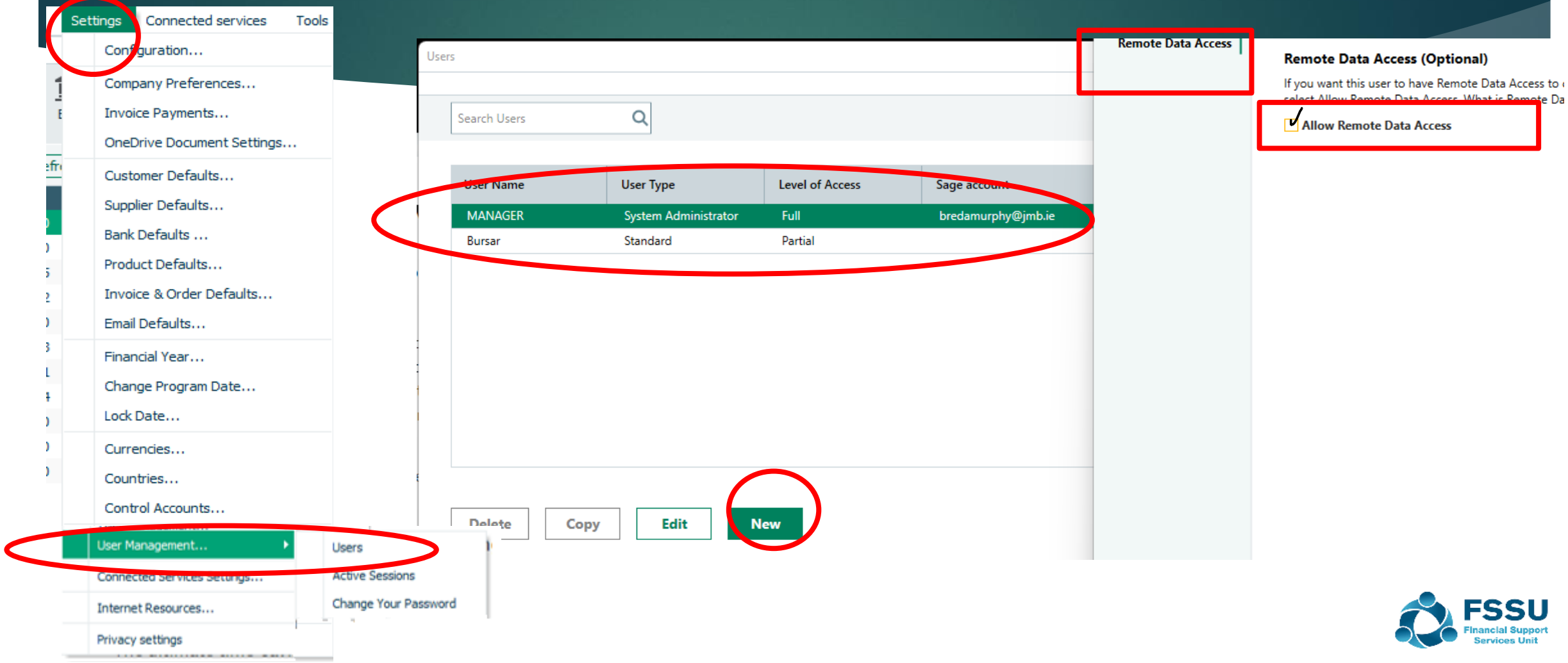
Key Settings in Software Users &Remote Data Access



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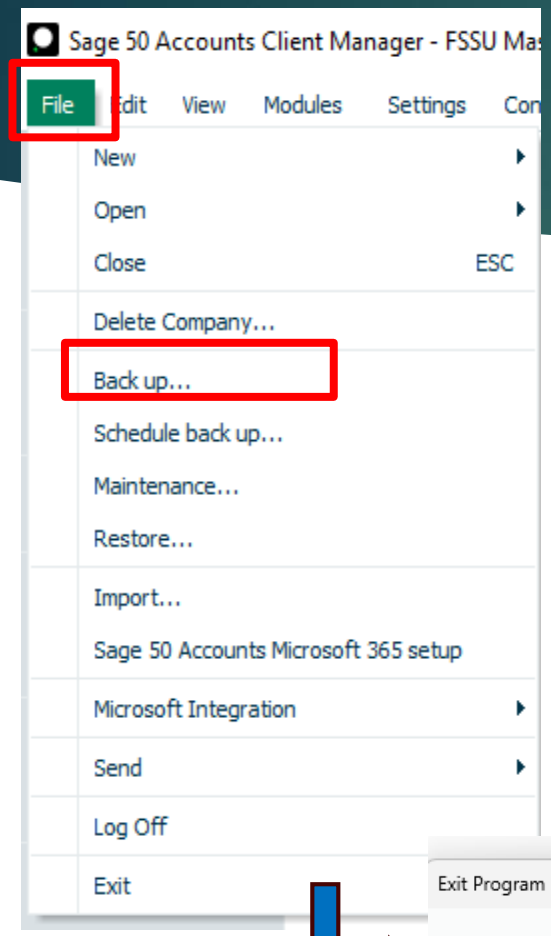
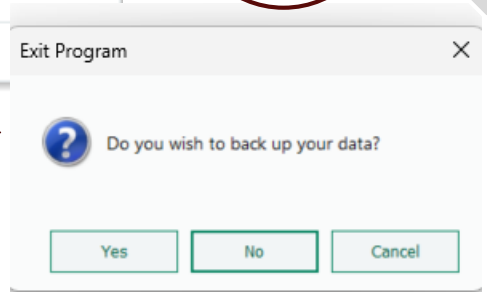
Sage Backup System

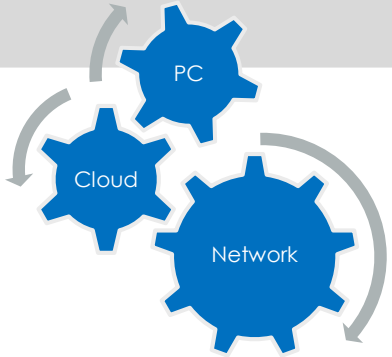


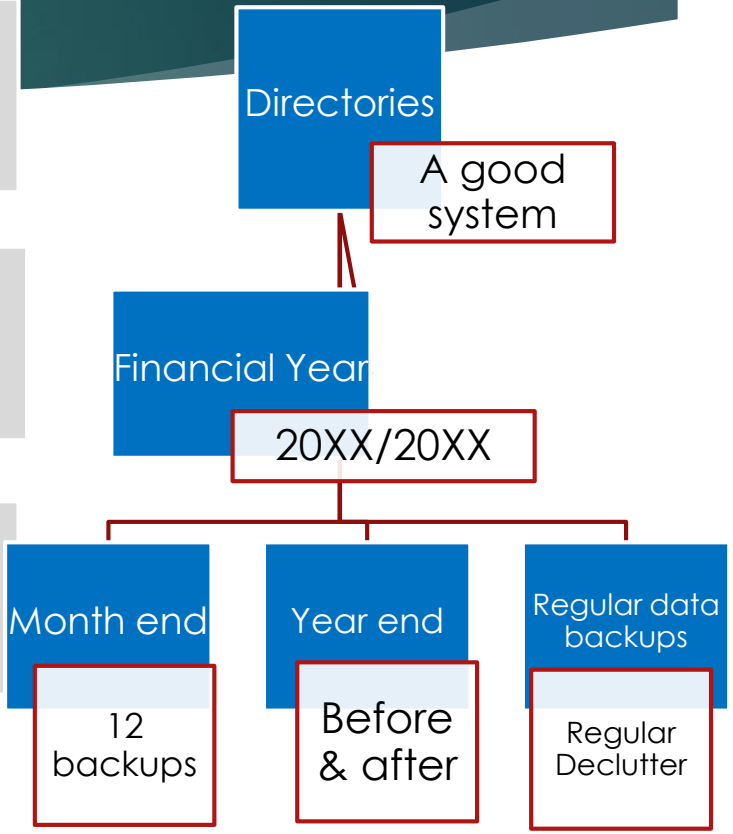


Data & archive backup daily (asked when closing program)

Month end data backup

Year end Data backup





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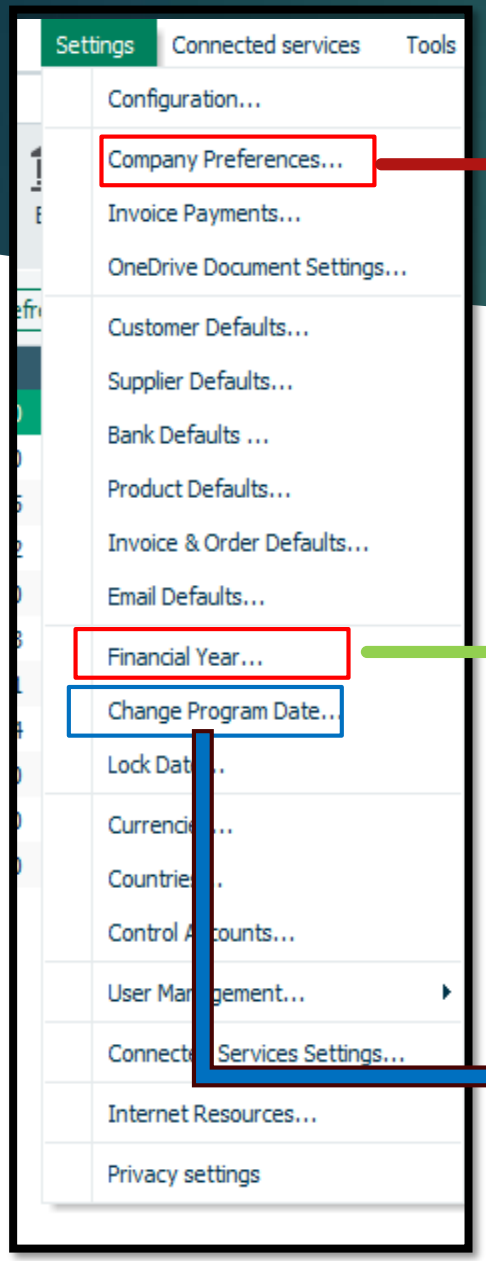
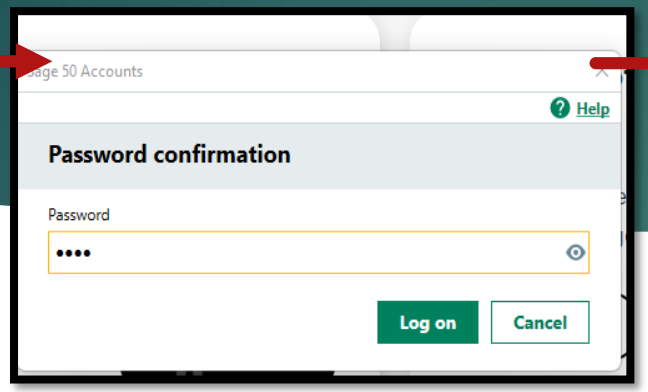
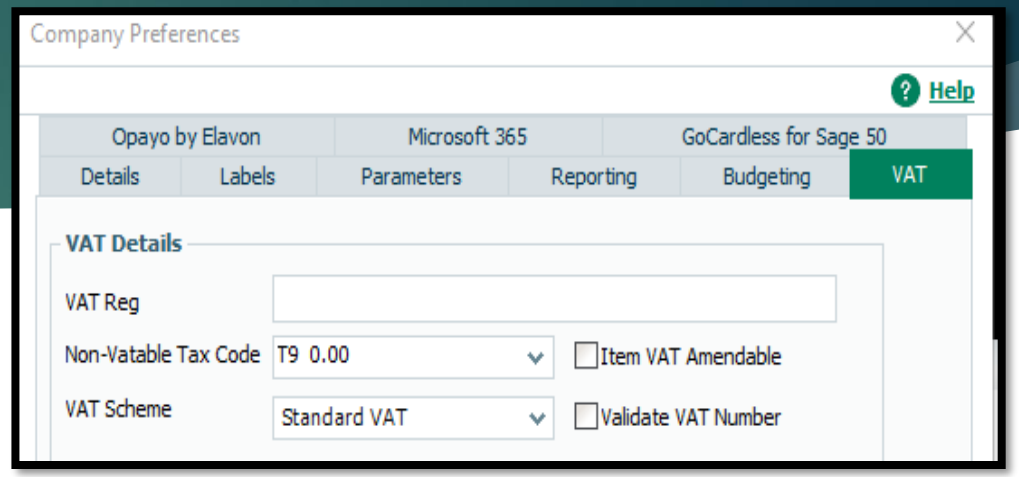
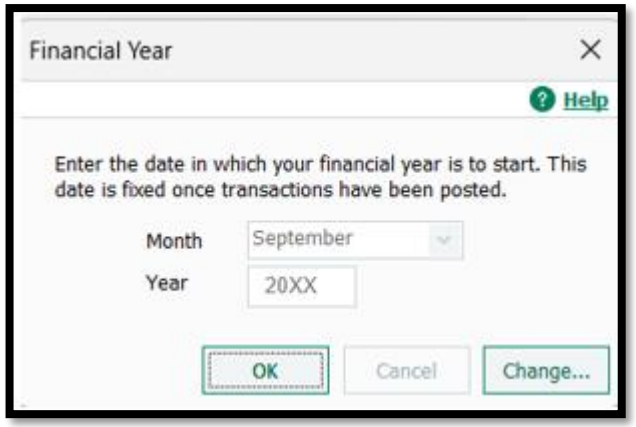
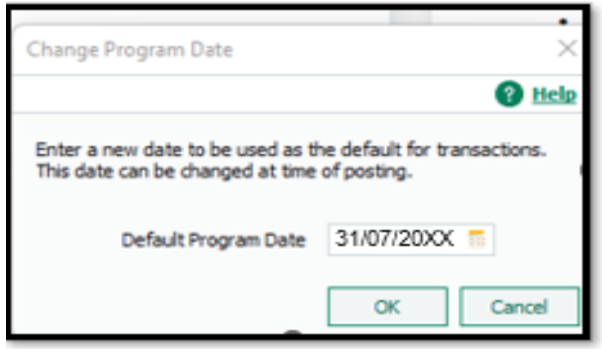
Financial Year and Program date











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2. Departments

Departments

Creating a department code

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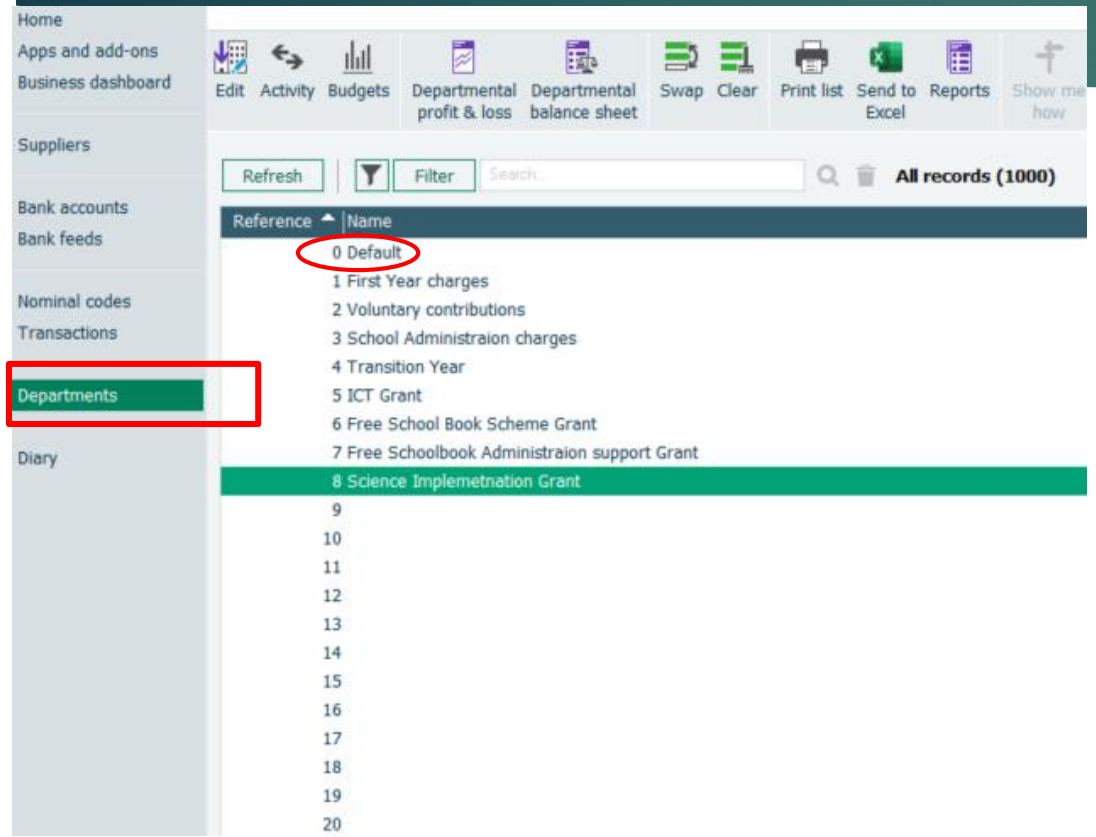
Departments



- Default department 0 -Regular day to day income and expenditure will be set against the,likes of the capitation grant.
- A new department should be created where the school needs to monitor the expenditure of a particular grant or income across a range of different expense headings. For example:
  - ✓ Free Books scheme Grants
  - ✓ Science Implementation Grant
  - ✓ Capital Building and equipment grants
  - ✓ Minor Works Grant
  - ✓ ICT Grant
  - ✓ Digital Grant
  - ✓ Canteen
  - ✓ School Musical
- Department reporting is used to monitor ringfenced grants & reporting on Unspent Grants.
- A department can also be used to provide a breakdown of a nominal account code. For example : Income received in advance – code 2105.

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Creating a new Department

Sales orders
Invoices and credits
Suppliers
Purchase orders
Products and services
Bank accounts
Bank feeds
Nominal codes
VAT
Transactions
Fixed assets
Departments
Charitable funds
Projects
Diary

Reference	Name
	Default
	A
	VC
3	

Department Record

Help

Print list

Details
Memo

Details

Reference 3

Name TY

Notes

Transition Year

Record 1 of 1

Save Close

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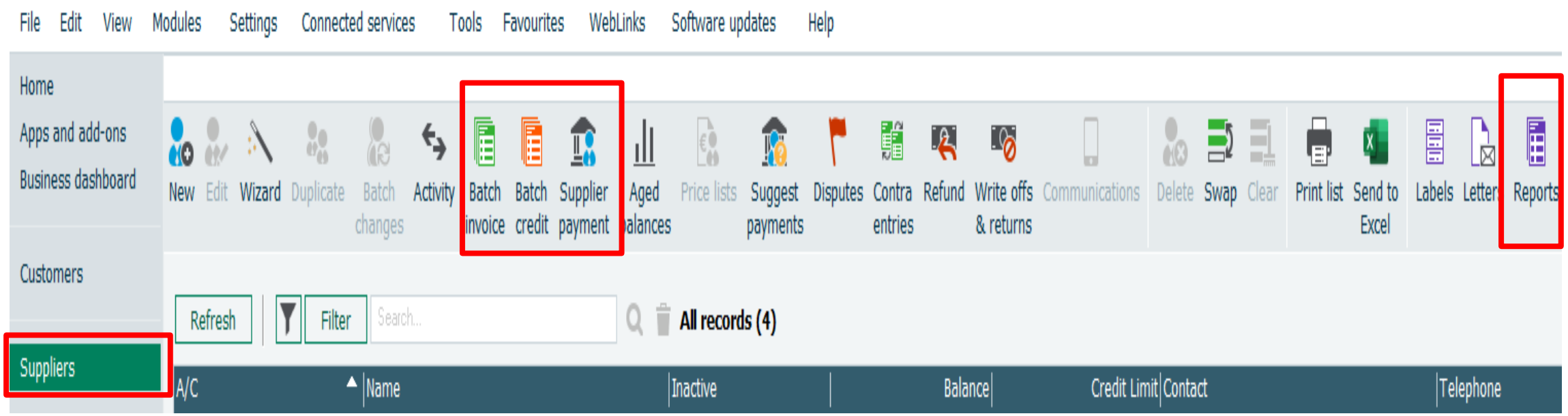
3. Suppliers Module

- Supplier Invoices
- Supplier Payments
- Supplier Ledger Report

The Suppliers Module



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Supplier Invoices

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates Help

Home
Apps and add-ons
Business dashboard
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

New Edit Wizard Duplicate Batch changes Activity Batch invoice Batch credit Supplier payment Aged balances Price lists Suggest payments Disputes Contra entries Refund Write offs & returns Communications Delete Swap Clear Print list Send Excel

Refresh Filter Search... All records (4)

A/C	Name	Inactive	Balance
BUS001			1400.00
DAT001			2400.00
ODH001	ONH001		0.00
SCH001			1300.00

Batch Supplier Invoice

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Calculate net (F9) Pay in full (F3) Memorise Recall Print list Send to Excel

A/C
N/C

Tax Rate 0.00

Gross value of Invoice

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	VAT	Gross
BUS001		12/05/20XX	11/06/20XX	8		4690	4	Bus hire -term trip	1400.00	T9	0.00	1400.00
DAT001		12/05/20XX	11/06/20XX	9		4919	9	Assistance	2000.00	T9	0.00	2000.00
SCH001		12/05/20XX	11/06/20XX	10		5150	0	Annual deep clean	2600.00	T9	0.00	0.00

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Supplier Credit Note

Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

New | Edit | Wizard | Duplicate | Batch changes | Activity | Batch invoice | Batch credit | Supplier payment | Aged balances | Price lists | Suggest payments | Disputes | Contra entries | Refund | Write offs & returns | Communications | Delete | Swap | Clear | Print list | Sen Ex

Batch Supplier Credit

Help

Clear form | 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

A/C
N/C

Tax Rate 0.00

A/C*	Attach	Date*	Due On*	Credit No	Ex.Ref	N/C*	Department*	Details	Net	T/C*	VAT	Gross
DAT001		xx/xx/xxxx	xx/xx/xxxx	15657631	CRN458...	4420	0	Overcha	50.00	T9	0.00	50.00
									50.00		0.00	50.00

Save | Close

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Supplier Payments

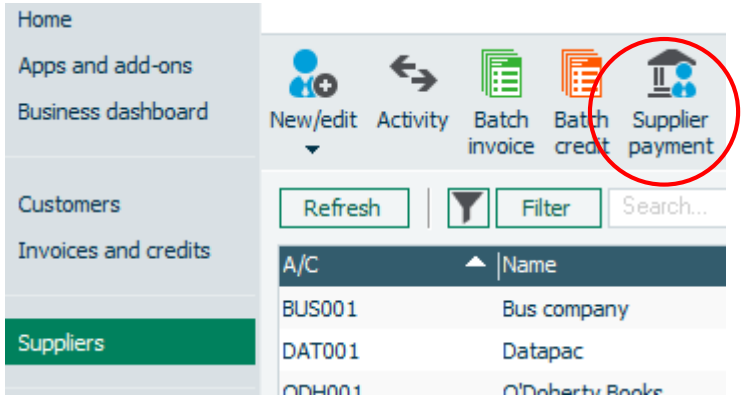
Option 1 – Show payment on the Batch Invoice screen

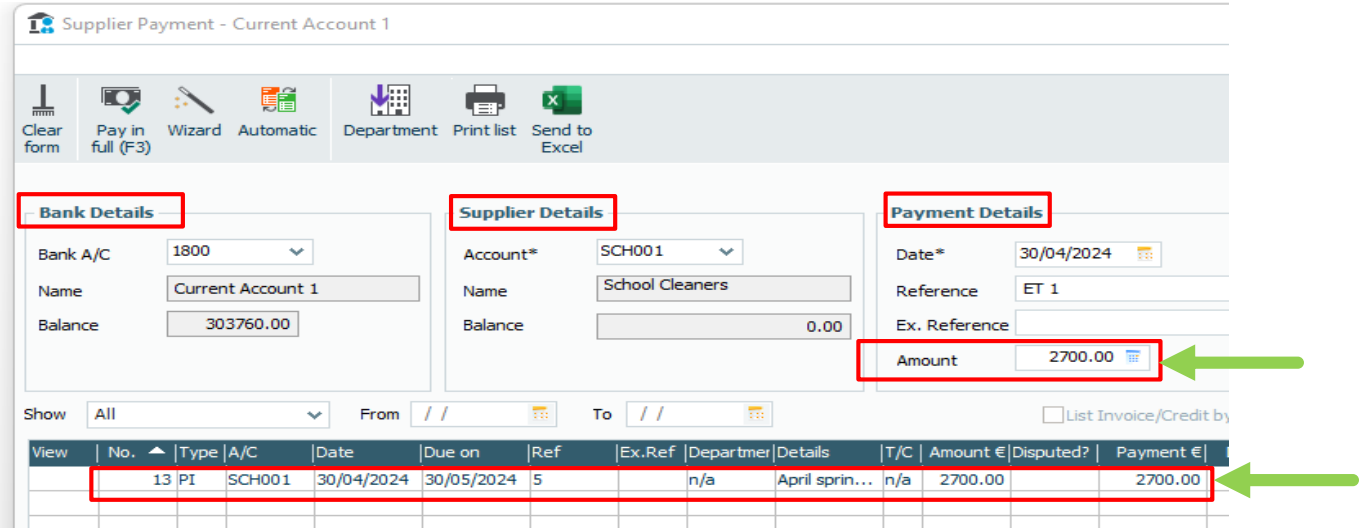
A/C Bus company

N/C Bus Hire Expense

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Amount Paid	Pay Date	Bank A/C	Pay Ref
BUS001		30/04/2024	30/05/2024	1		4690	0	second years	1400.00	T9	1400.00	30/04/2024	1800	345

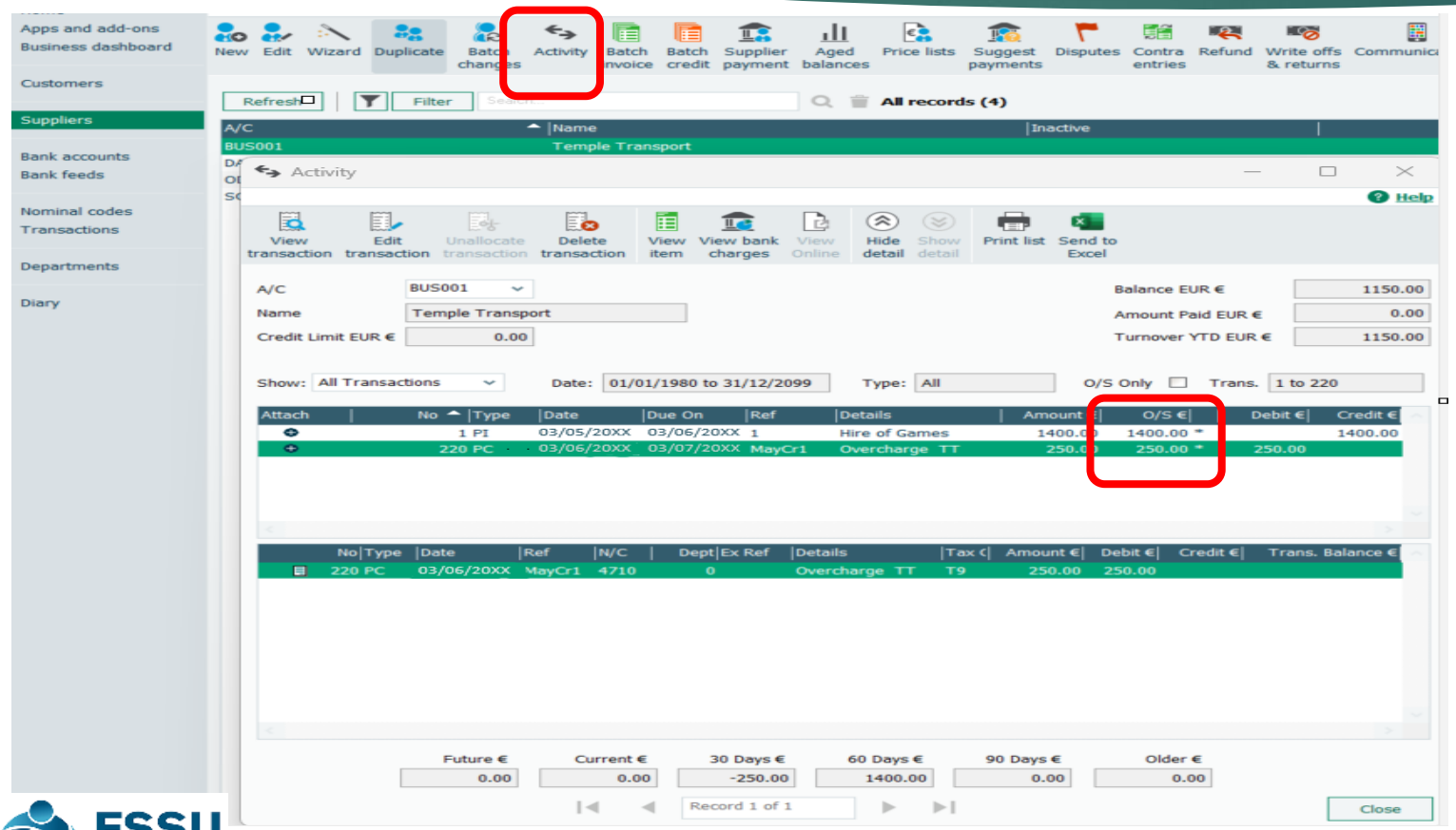
Option 2 – Supplier Payment

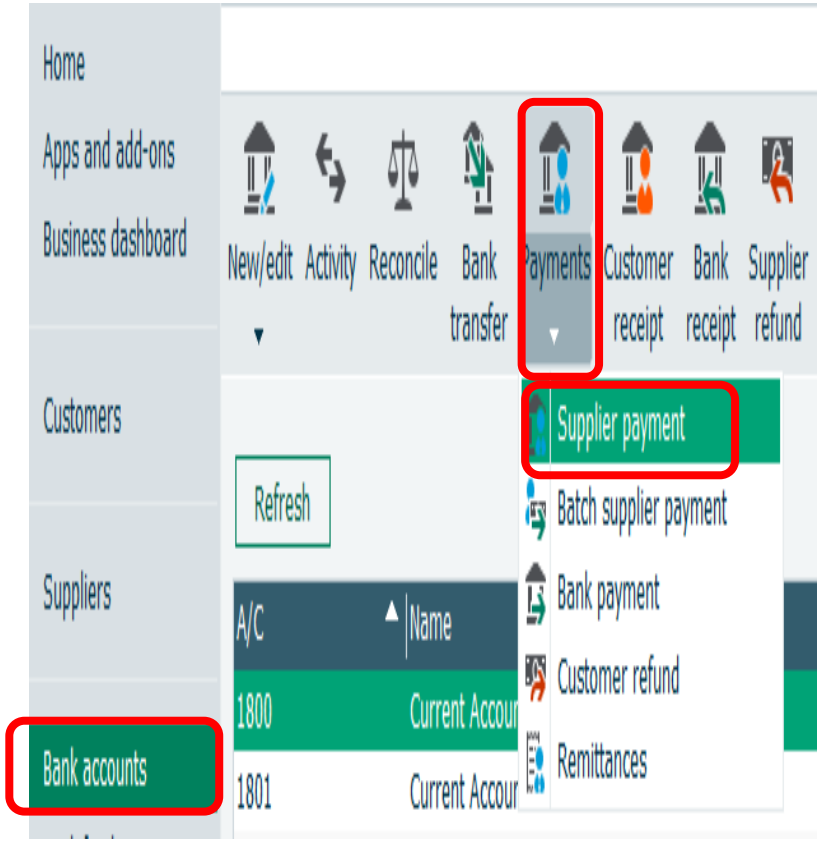




FSSU Financial Support Services Unit

Allocating Supplier Payments and Credit Notes





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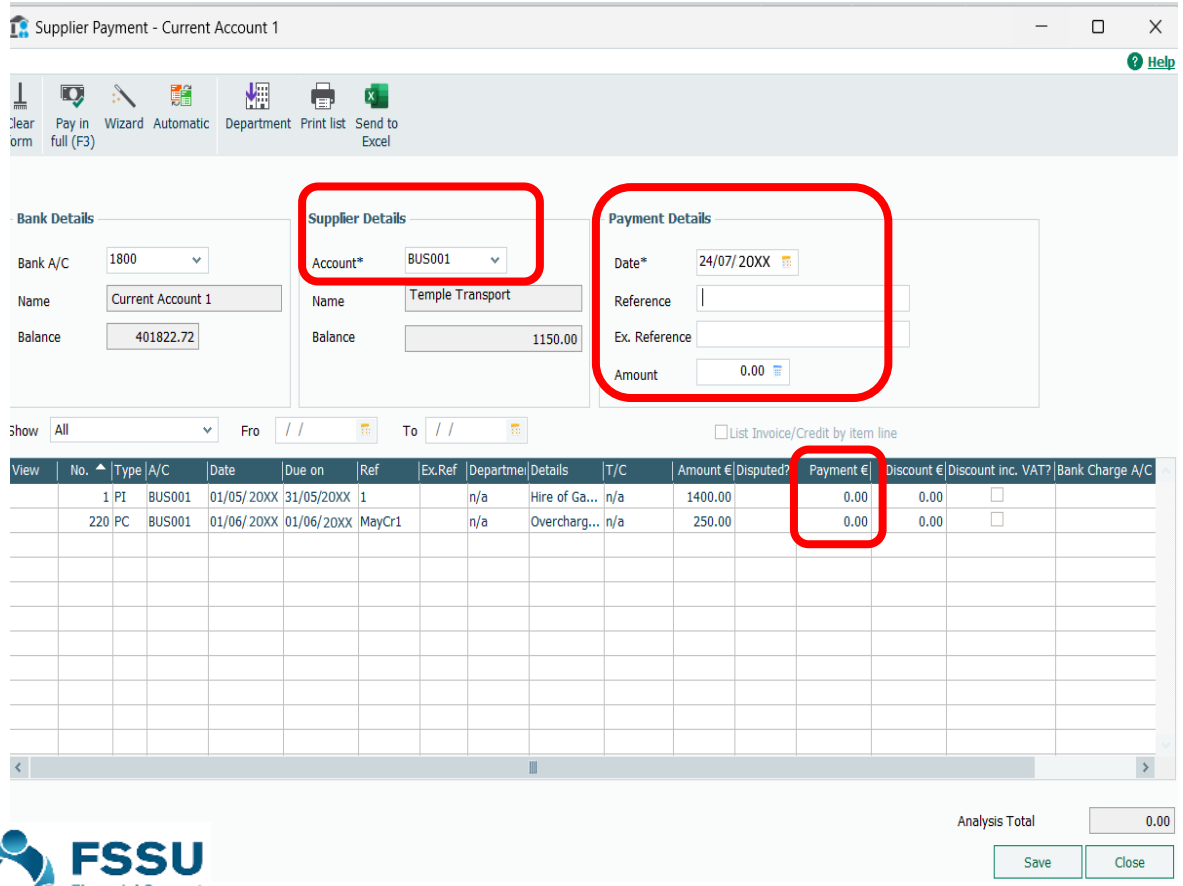
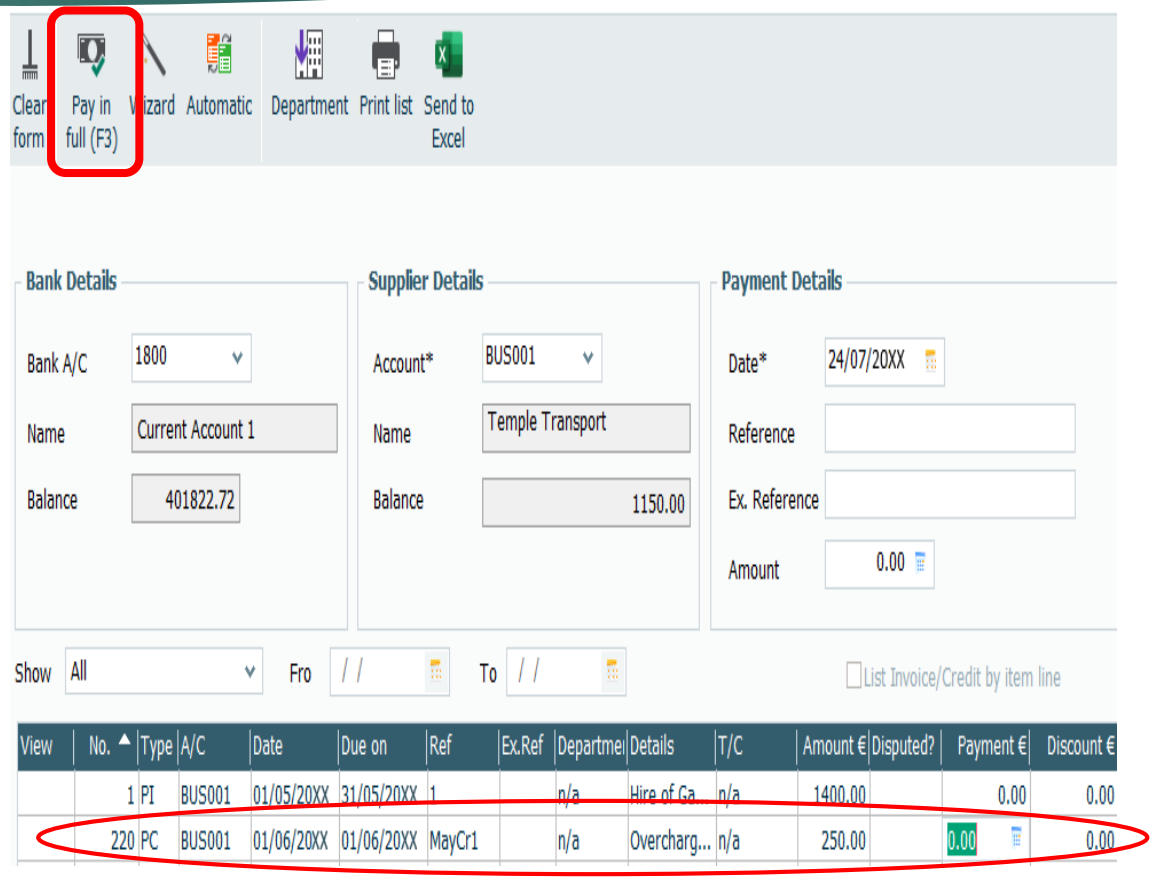
Allocating Supplier Payments and Credit Notes





FSSU Financial Support Services Unit

Allocating Supplier Payments and Credit Notes

Bank Details

Bank A/C: 1800
Name: Current Account 1
Balance: 402072.72

Supplier Details

Account*: BUS001
Name: Temple Transport
Balance: 1400.00

Payment Details

Date*: 24/07/20XX
Reference:
Ex. Reference:
Amount: -250.00

Show: All Fro: / / To: / / List Invoice/Credit by item line

View	No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Departmel	Details	T/C	Amount €	Disputed?	Payment €	Discount €	Discount inc. VAT?	Bank Charge A/C
	1	PI	BUS001	01/05/20XX	31/05/20XX	1		n/a	Hire of Ga...	n/a	1400.00		0.00	0.00		
	220	PC	BUS001	01/06/20XX	01/06/20XX	MayCr1		n/a	Overcharg...	n/a	250.00		250.00	0.00		

Analysis Total: -250.00

Save Close

Payment Details

Date*: 24/07/20XX
Reference:
Ex. Reference:
Amount: 0.00

List Invoice/Credit by item line

T/C	Amount €	Disputed?	Payment €	Discount €	Discount inc. VAT?	Bank Charge A/C
n/a	1400.00		250.00	0.00		
n/a	250.00		250.00	0.00		

Analysis Total: 0.00

Save Close

FSSU Financial Support Services Unit

Allocating Supplier Payments and Credit Notes

Activity

Help

View transaction | Edit transaction | Unallocate transaction | Delete transaction | View item | View bank charges | View Online | Hide detail | Show detail | Print list | Send to Excel

A/C: BUS001
Name: Temple Transport
Credit Limit EUR €: 0.00

Balance EUR €: 1150.00
Amount Paid EUR €: 0.00
Turnover YTD EUR €: 1150.00

Show: All Transactions | Date: 01/01/1980 to 31/12/2099 | Type: All | O/S Only | Trans. 1 to 220

Attach	No	Type	Date	Due On	Ref	Details	Amount €	O/S €	Debit €	Credit €
	1	PI	03/05/20XX	03/06/20XX		Hire of Games	1400.00	1150.00		1400.00
	220	PC	03/06/20XX	03/07/20XX	MayCr1	Overcharge TT	250.00		250.00	

No	Type	Date	Ref	N/C	Dept	Ex Ref	Details	Tax C	Amount €	Debit €	Credit €	Trans. Balance €
220	PC		MayCr1	4710	0		Overcharge TT	T9	250.00	250.00		
			1		0		250.00 to PI 1					

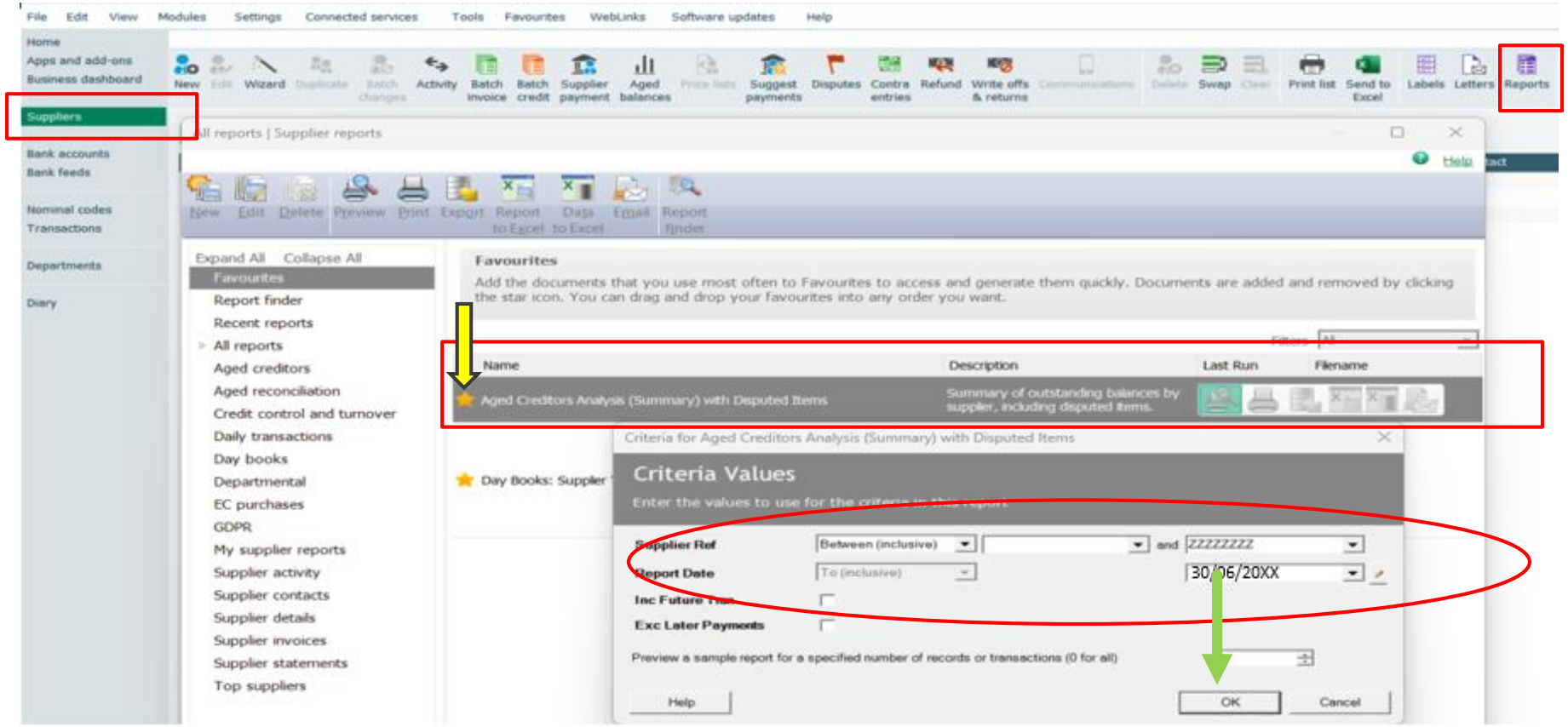
Future €	Current €	30 Days €	60 Days €	90 Days €	Older €
0.00	0.00	0.00	1150.00	0.00	0.00

Record 1 of 1

Close

FSSU Financial Support Services Unit

Suppliers Ledger Report



FSSU Financial Support Services Unit

Suppliers Ledger Report

Date:
Time:

FSSU Master Chart of accounts New

Page: 1

Aged Creditors Analysis (Summary) with Disputed Items

Report Date: 30/06/2025
Include future transactions: No
Exclude Later Payments: No

Supplier From:
Supplier To: ZZZZZZZZ

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C	Name	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older	No. of Disputed Items
BUS001	Temple Transport	€ 0.00	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00	0.00	0
DAT001	Secure Data	€ 0.00	7,400.00	6,000.00	0.00	5,000.00	1,000.00	0.00	0.00	0.00	0
ODH001	Book	€ 0.00	7,500.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0
SCH001	Jackies	€ 0.00	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00	0.00	0.00	0
	Totals:		17,600.00	9,200.00	0.00	5,500.00	2,300.00	1,400.00	0.00	0.00	0

Date:
Time:

FSSU Master Chart of accounts New

Page: 1

Nominal Activity - Excluding No Transactions

Date From: 01/01/1980
Date To: 30/06/2025

N/C From: 2100
N/C To: 2100

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

N/C: 2100 Name: Creditors Control Account Account Balance: 16,200.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
1	PI	01/05/2025	BUS001	1	Hire of Games	0	T9	1,400.00		1,400.00	-	-
2	PI	02/05/2025	DAT001	2	Laptop	9	T9	2,400.00		2,400.00	-	-
4	PI	09/05/2025	SCH001	4	Heating March/ April	0	T9	1,300.00		1,300.00	-	-
28	PP	23/05/2025	DAT001	KLNAKLXNA	Purchase Payment	0	T9	1,400.00	1,400.00		-	R
78	PI	04/06/2025	ODH001		Science lab test strps	13	T9	500.00		500.00	-	-
171	PI	30/06/2025	DAT001		Secure Mobile Phone Storage	15	T9	5,000.00		5,000.00	-	-
							Totals:		1,400.00	10,600.00		
							History Balance:			9,200.00		

FSSU Financial Support Services Unit

4. Banking Module

- Bank Receipts & Payments
- Bank Transfers
- Bank Reconciliations
- Online Payment Solution Clearing Account
- Petty Cash Account
- Cash Control Account
- Bank Feeds

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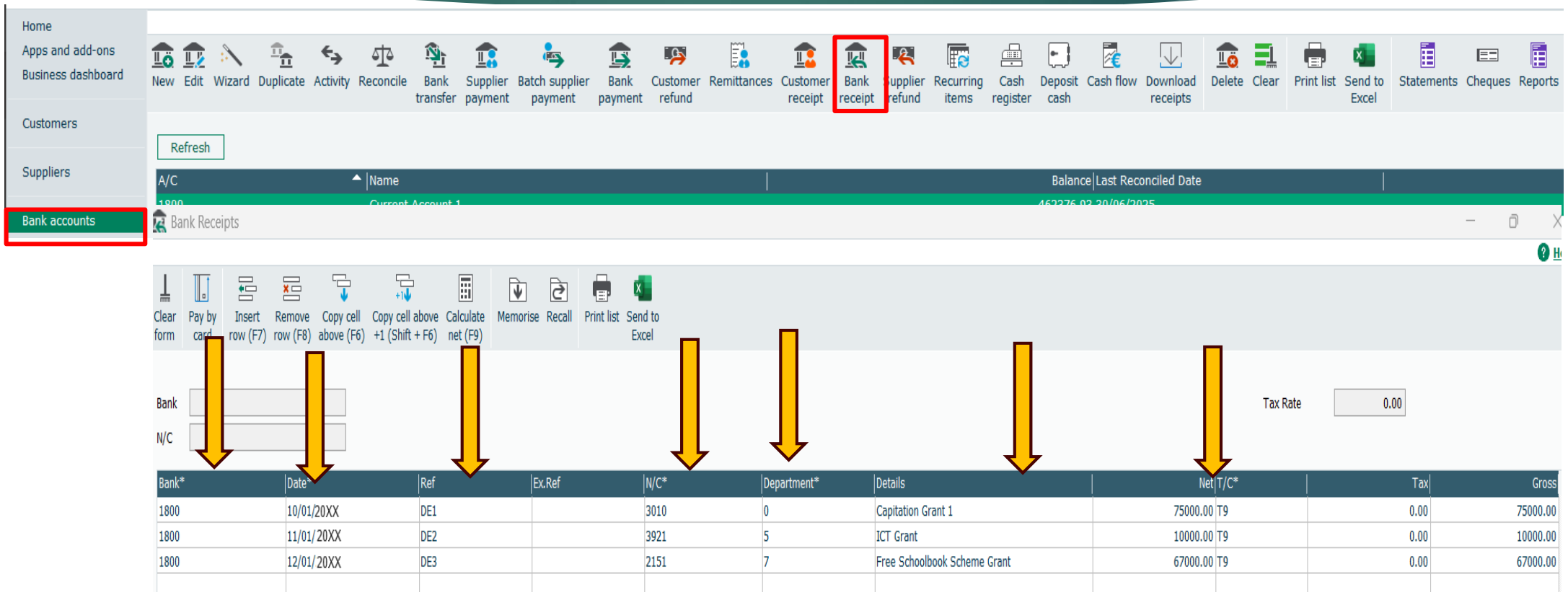
Bank Receipt



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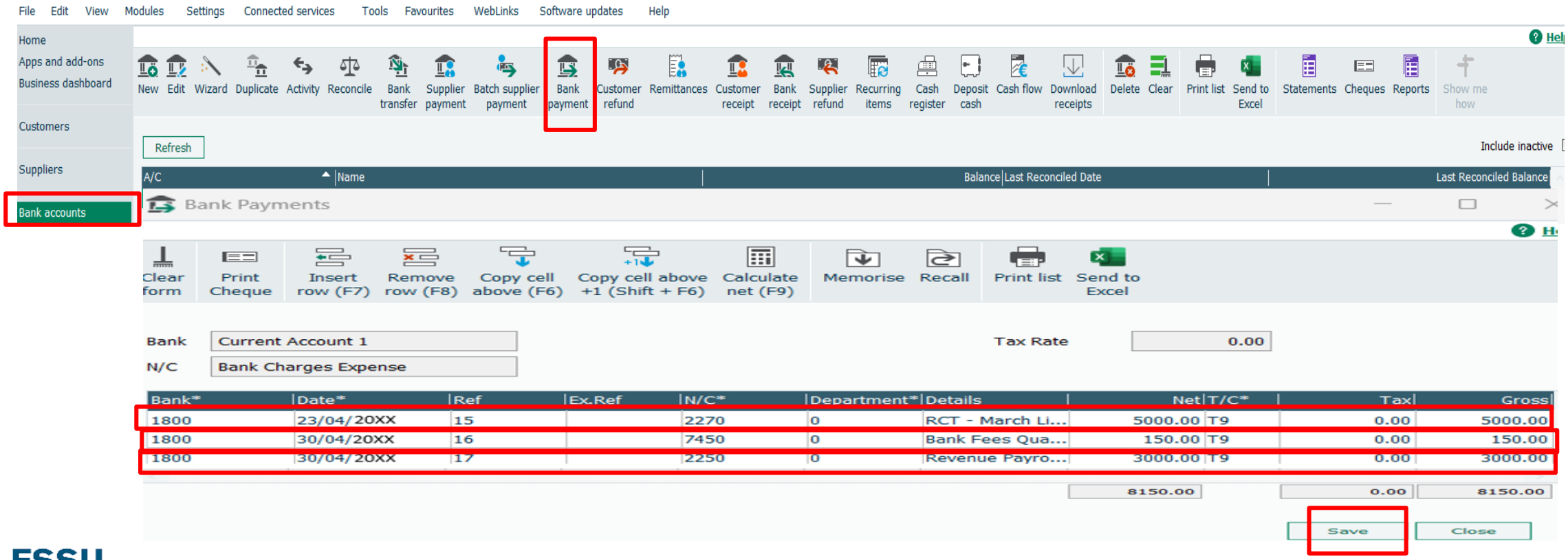
Bank Payment



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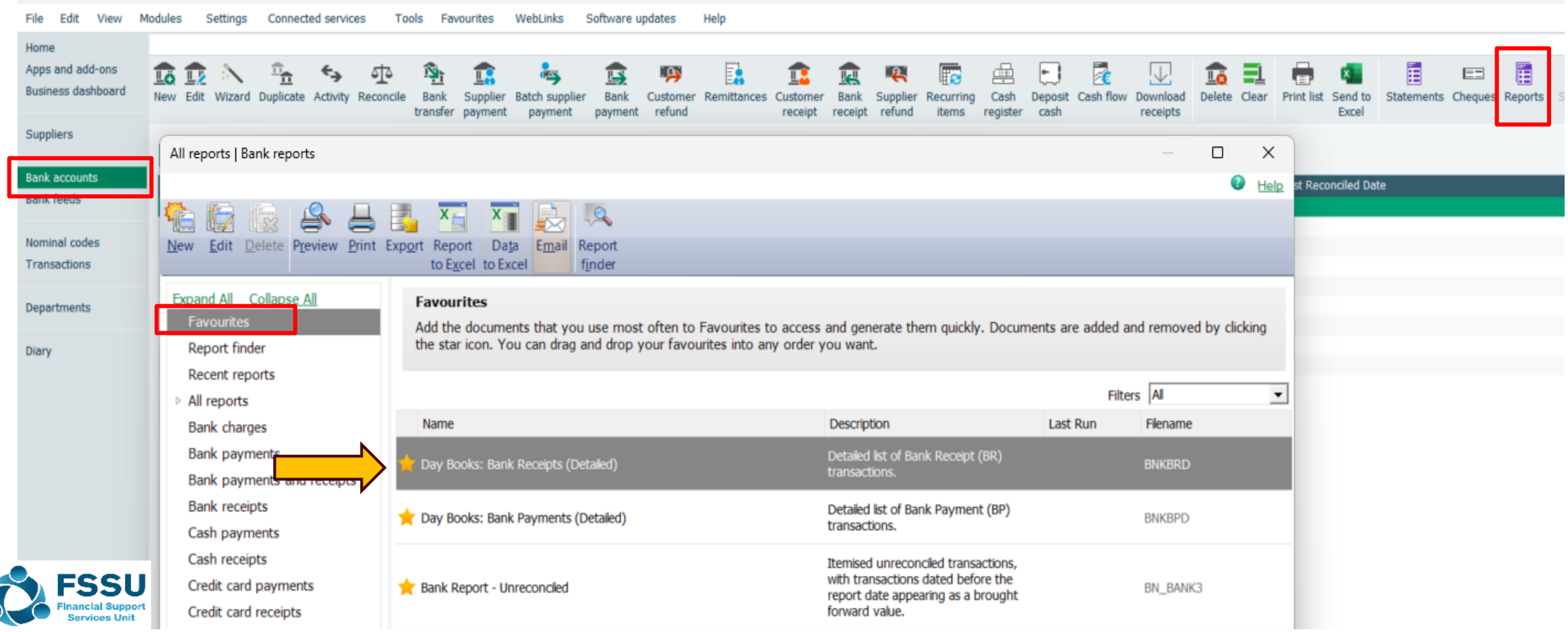
Bank Reports



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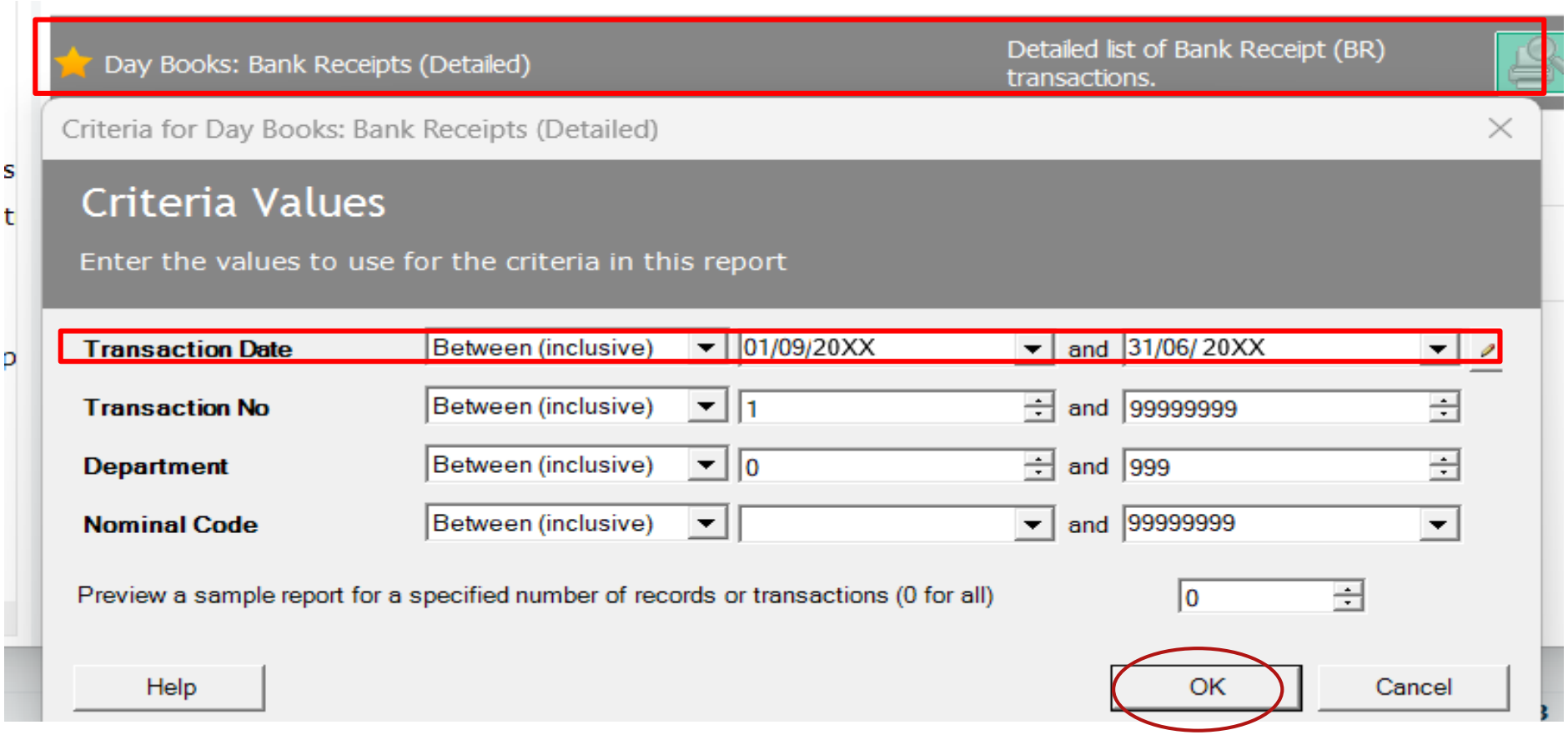
Bank Receipts report



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Financial Support Services Unit

Bank Receipts report

Date:
Time:

FSSU Master Chart of accounts New
Day Books: Bank Receipts (Detailed)

Page: 1

Date From: 01/09/20XX
Date To: 23/07/20XX

Bank From: 1800
Bank To: 1800

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

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1800 **Currency:** Euro

No	Type	N/C	Date	Ref	Details	Dept	Net €	Tax €	T/C	Gross €	V	B	Bank Rec. Date
7	BR	3010	10/01/20XX	22	Capitations -	0	50,000.00	0.00	T9	50,000.00	-	R	30/06/2025
14	BR	3050	01/09/20XX	10	SSSF Grant Jan	10	32,500.00	0.00	T9	32,500.00	-	R	30/06/2025
18	BR	3010	01/09/20XX	26	Capitation - Sep	0	50,000.00	0.00	T9	50,000.00	-	R	30/06/2025
19	BR	3010	01/04/20XX	36	Capitation April	0	50,000.00	0.00	T9	50,000.00	-	R	30/06/2025
20	BR	2151	31/03/20XX	42	FSBG	6	100,000.00	0.00	T9	100,000.00	-	R	30/06/2025
21	BR	2151	12/05/20XX	52	CSBSG admin	7	12,000.00	0.00	T9	12,000.00	-	R	30/06/2025
23	BR	3050	25/09/20XX	9	SSSf grant Sept	10	32,500.00	0.00	T9	32,500.00	-	R	30/06/2025
24	BR	3050	12/05/20XX	11	SSF Grant April	10	32,500.00	0.00	T9	32,500.00	-	R	30/06/2025
25	BR	3020	30/06/20XX	DE1	DEIS	0	75,000.00	0.00	T9	75,000.00	-	R	30/06/2025
27	BR	2151	12/01/20XX	DE 3	Free SchoolBook	7	67,000.00	0.00	T9	67,000.00	-	R	30/06/2025
						Totals	€501,500.00	0.00		501,500.00			

3010-3899 Income Current Year
3900-3999 Capital Items

2105 –School Income in Advance
2150-2152 – Grants in Advance

FSSU
Financial Support Services Unit

Bank Payments Report

Day Books: Bank Payments (Detailed)

Detailed list of Bank Payment (BP) transactions.

Criteria for Day Books: Bank Payments (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Transaction Date	Between (inclusive)	01/09/20XX	and	31/08/20XX
Transaction No	Between (inclusive)	1	and	99999999
Department	Between (inclusive)	0	and	999
Nominal Code	Between (inclusive)		and	99999999

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

Help OK Cancel

FSSU Financial Support Services Unit

Bank Payments Report

Date:
Time:

FSSU Master Chart of accounts New
Day Books: Bank Payments (Detailed)

Page: 1

Date From: 01/09/20XX
Date To: 31/08/20XX

Bank From: 1800
Bank To: 1800

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

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1800 **Currency:** Euro

No	Type	N/C	Date	Ref	Details	Dept	Net €	Tax €	T/C	Gross €	V	B	Bank Re Date
8	BP	7450	30/04/20XX	16	Bank Fees Quarter	0	150.00	0.00	T9	150.00	-	R	30/06/20
9	BP	2250	30/04/20XX	17	Revenue Montly	0	3,000.00	0.00	T9	3,000.00	-	R	30/06/20
32	BP	2270	30/06/20XX	RCT2 20XX	RCT June	10	5.000.00	0.00	T9	5,000.00	-	N	
					Totals	€	8,150.00	0.00		8,150.00			

4000-7000 Expenditure codes

2200-2250 –Payroll related
2260 – VAT
2270 – RCT

FSSU Financial Support Services Unit

Bank reconciliation

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates

Home
Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

New Edit Wizard Duplicate Activity Reconcile Bank transfer Supplier payment Batch supplier payment Bank payment Custome refund

Refresh

A/C	Name
1800	Current Account 1

Statement Summary

Help

Bank : 1800 Current Account 1

Statement Reference : 1800 XX/XX/XXXX 0X

Ending Balance : 404977.00

Statement Date : 30/06/20XX

Need to reverse a previous reconciliation for this bank account? Reverse a reconciliation

Interest Earned :

Amount 0.00 Date : 12/05/20XX NC : TC : T9 0.00

Account Charges :

Amount : 0.00 Date : 12/05/20XX NC : TC : T12 0.00

OK Cancel

FSSU Financial Support Services Unit

Bank reconciliation

Reconcile - 1800 - Current Account 1

Help

Reconciliation difference | View history | Report | Bank receipt | Bank payment | Customer receipt | Supplier payment | Customer refund | Supplier refund | Bank transfer | Print list | Send to Excel

Save time on bank reconciliation with Bank feeds. Find out more

Statement reference XX/XX/XXXX 0X | End date 30/06/20XX | End balance 404977.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
30/06/20XX	32	RCT2 2025	RCT June	5000.00	
30/06/20XX	162		Digital portfoliols	5000.00	
20/06/20XX	123		Locker Income 25/26		100.00
20/06/20XX	120		SA Charges 25/26		500.00

Find... | Swap | Clear

Match >> | << Unmatch | 0.00

Date	No.	Reference	Details	Payments	Receipts	Balance
		O/Bal	Last reconciled balance			338644.00
04/06/20XX	161		DCT Grant 24/25		11129.00	359273.00
20/12/20XX	73		Science Implementation ...		13000.00	372273.00
01/09/20XX	182		State exam inome		13900.00	386173.00
01/04/20XX	172		Caretaker Grant		19075.00	405248.00
01/06/20XX	180		Science Subjects Grants		1079.00	406327.00
02/06/20XX	175		JCSP		1800.00	408127.00
19/06/20XX	118		TY Income 25/26		1000.00	409127.00
20/06/20XX	126		Journals 25/26		250.00	409377.00

Swap | Clear

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance	— Statement Balance	= Difference
397651.55	69326.76	94126.76	409377.00	404977.00	4400.00

Save progress | Reconcile | Close

FSSU Financial Support Services Unit

Bank reconciliation

Reconcile - 1800 - Current Account 1

Help

Reconciliation difference | View history | Report | Bank receipt | Bank payment | Customer receipt | Supplier payment | Customer refund | Supplier refund | Bank transfer | Print list | Send to Excel

Save time on bank reconciliation with Bank feeds. Find out more

Statement reference XX/XX/XXXX 0X | End date 30/06/XX | End balance 404977.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts

Find... | Swap | Clear

0.00

Match >>

<< Unmatch

-5000.00

Date	No.	Reference	Details	Payments	Receipts	Balance
01/09/ 20XX	182		State exam inome		13900.00	386173.00
01/04/ 20XX	172		Caretaker Grant		19075.00	405248.00
01/06/ 20XX	180		Science Subjects Grants		1079.00	406327.00
02/06/ 20XX	175		JCSP		1800.00	408127.00
19/06/ 20XX	118		TY Income 25/26		1000.00	409127.00
20/06/ 20XX	126		Journals 25/26		250.00	409377.00
30/06/ 20XX	162		Digital portfoliols	5000.00		404377.00
20/06/ 20XX	123		Locker Income 25/26		100.00	404477.00
30/06/ 20XX	32	RCT2 2025	RCT June	5000.00		399977.00

Swap | Clear

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
397651.55	79326.76	94726.76	399977.00	404977.00	-5000.00

Save progress | Reconcile | Close

FSSU Financial Support Services Unit

Bank reconciliation

Reconcile - 1800 - Current Account 1

Help

Reconciliation difference | View history | Report | Bank receipt | Bank payment | Customer receipt | Supplier payment | Customer refund | Supplier refund | Bank transfer | Print list | Send to Excel

Save time on bank reconciliation with Bank feeds. Find out more

Statement reference XXXX XX/XX/XXXX/0X | End date 30/06/20XX | End balance 404977.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
30/06/ 20XX	32	RCT2 20	RCT June	5000.00	

Find... | Swap | Clear | 0.00 | Match >>

Date	No.	Reference	Details	Payments	Receipts	Balance
20/12/ 20XX	73		Science Implementation ...		13000.00	372273.00
01/09/20XX	182		State exam inome		13900.00	386173.00
01/04/ 20XX	172		Caretaker Grant		19075.00	405248.00
01/06/ 20XX	180		Science Subjects Grants		1079.00	406327.00
02/06/20XX	175		JCSP		1800.00	408127.00
19/06/20XX	118		TY Income		1000.00	409127.00
20/06/ 20XX	126		Journals		250.00	409377.00
30/06/20XX	162		Digital portfoliols	5000.00		404377.00
20/06/20XX	123		Locker Income		100.00	404477.00
20/06/20XX	120		SA Charges		500.00	404977.00

<< Unmatch | 0.00 | Swap | Clear

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
397651.55	74326.76	94726.76	404977.00	404977.00	0.00

Save progress | Reconcile | Close

FSSU Financial Support Services Unit

Bank Reconciliation Report

Date: 26/05/2025
Time: 17:02:47

FSSU Master Chart of accounts New
Bank Reconciliation

Page: 1

Bank Ref:	1800	**Date To:**	30/06/2025
Bank Name:	Current Account 1	**Statement Ref:**	1800 2025-05-26 02
Currency:	Euro		

Balance as per cash book at 30/06/2025: 404,977.00

Add: Unpresented Payments

Tran No	Date	Ref	Details	€
32	30/06/2025	RCT2	RCT June	5,000.00

5,000.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	€

0.00

Reconciled balance : 409,977.00

Balance as per statement : 409,977.00

Difference : 0.00

FSSU
Financial Support Services Unit

Bank Reconciliation Report

Reconcile - 1800 - Current Account 1

Help

Reconciliation difference | View history | Report | Bank receipt | Bank payment | Customer receipt | Supplier payment | Customer refund | Supplier refund | Bank transfer | Print list | Send to Excel

Save time on bank reconciliation with Bank feeds. Find out more

Statement reference XXXX XX/XX/XXXX/0X | End date 30/06/20XX | End balance 404977.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
30/06/ 20XX	32	RCT2 20	RCT June	5000.00	

Find... | Swap | Clear | 0.00 | Match >>

Date	No.	Reference	Details	Payments	Receipts	Balance
20/12/ 20XX	73		Science Implementation ...		13000.00	372273.00
01/09/20XX	182		State exam inome		13900.00	386173.00
01/04/ 20XX	172		Caretaker Grant		19075.00	405248.00
01/06/ 20XX	180		Science Subjects Grants		1079.00	406327.00
02/06/20XX	175		JCSP		1800.00	408127.00
19/06/20XX	118		TY Income		1000.00	409127.00
20/06/20XX	126		Journals		250.00	409377.00
30/06/20XX	162		Digital portfoliols	5000.00		404377.00
20/06/20XX	123		Locker Income		100.00	404477.00
20/06/20XX	120		SA Charges		500.00	404977.00

<< Unmatch | 0.00 | Swap | Clear

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance	— Statement Balance	= Difference
397651.55	74326.76	94726.76	404977.00	404977.00	0.00

Save progress | Reconcile | Close

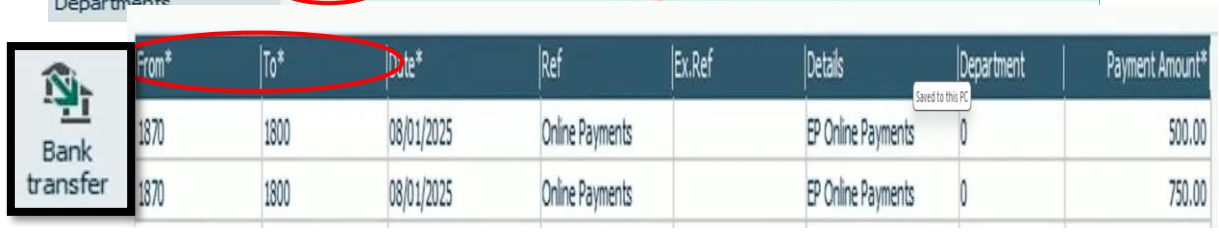
FSSU Financial Support Services Unit

Bank Reconciliation Report

FSSU
Financial Support Services Unit

Online Payment solution clearing account -1870

From Bank Statement



Online Payment Provider Reports

In the online solutions clearing account record receipts to relevant income codes

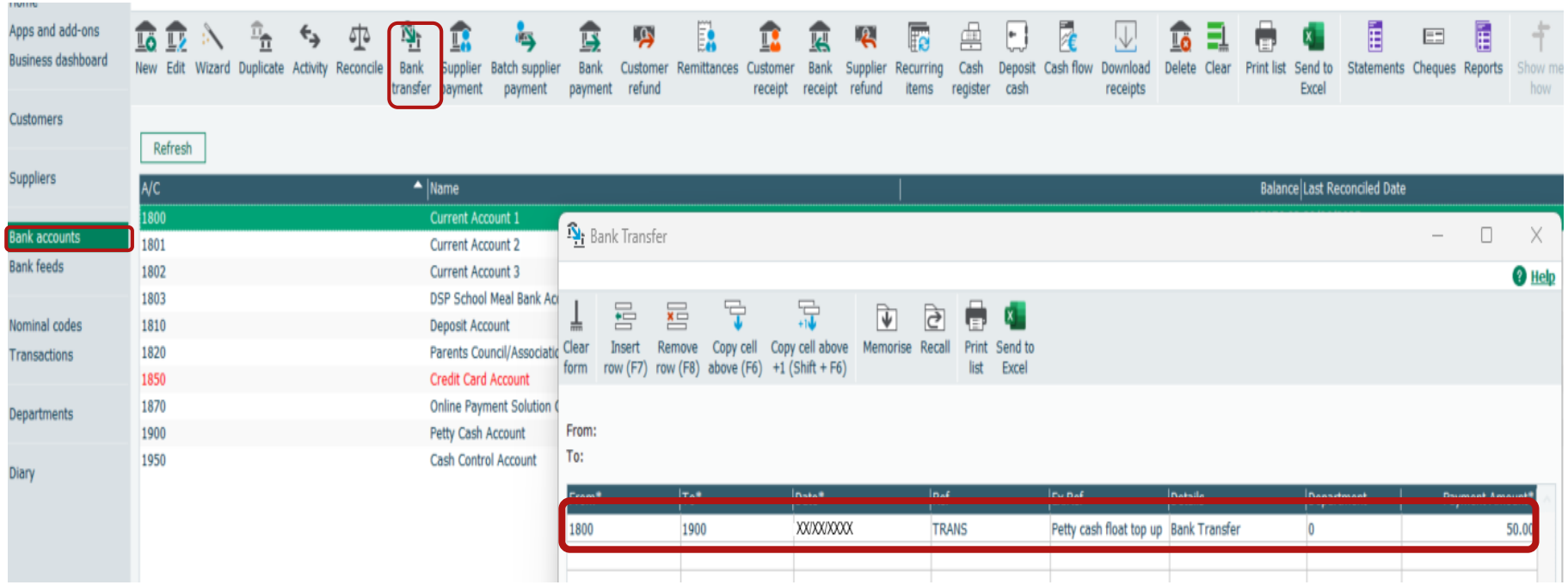
Record bank fees

At least monthly

FSSU Financial Support Services Unit

Guidance on the Online Clearing Account available on the FSSU Website –Topics – Sage 50 –Training Videos – Income in advance and the online clearing account

Petty Cash



Top up petty cash float in line with petty cash limit as set out by the board of management.

Record transactions from petty cash as per information on petty cash voucher.

At least monthly & signed off by the Principal.

FSSU
Financial Support Services Unit

Cash Control Account

Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

1800	Current Account 1
1801	Current Account 2
1802	Current Account 3
1803	DSP School Meal Bank Account
1810	Deposit Account
1820	Parents Council/Association Bank Account
1850	Credit Card Account
1870	Online Payment Solution Clearing Account
1900	Petty Cash Account
1950	Cash Control Account

Total value of cash and cheques

Bank receipt

Bank: Cash Control Account
N/C: School Musical/Drama Income
Tax Rate: 0.00

Bank*	Date*	Ref	Ex.Ref	N/C*	Departmen	Details	Net	T/C*	Tax	Gross
1950	xx/xx/xxxx	School ...	Rpt #1873	3520	12	Shool Muscial Summer XXXX	100.00	T9	0.00	100.00

Record Cash / Cheque into the cash control account

Bank transfer

From:1950 Cash Control Account
To: 1800 Current Account 1

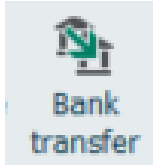
From*	To*	Date*	Ref	Ex.Ref	Details	Department	Payment Amount*
1950	1800	xx/xx/xxxx	TRANS -School Mu...	Lodement 2496	School Musical cash Cheque	12	100.00

Record lodgement of the cash/ cheque into the main bank account

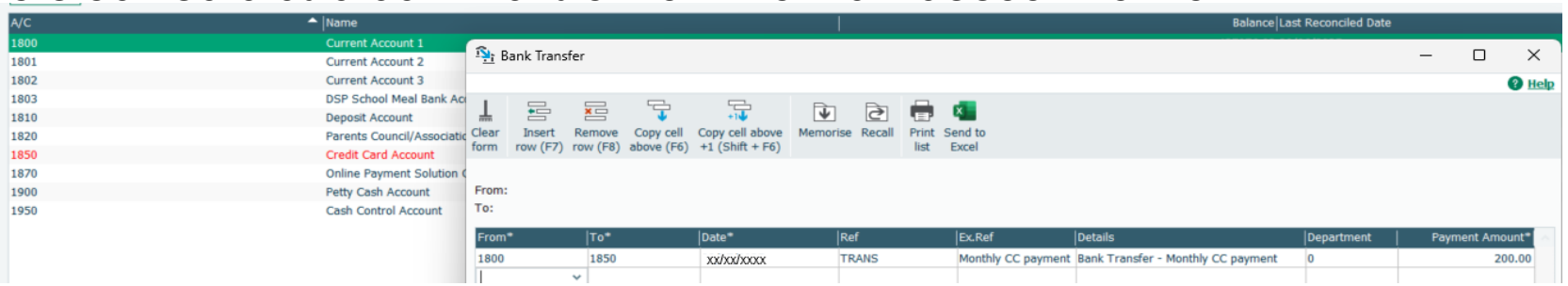
FSSU Financial Support Services Unit

Credit Card

Record each transaction as per credit card statement to from N/C 1850 Credit Card Account

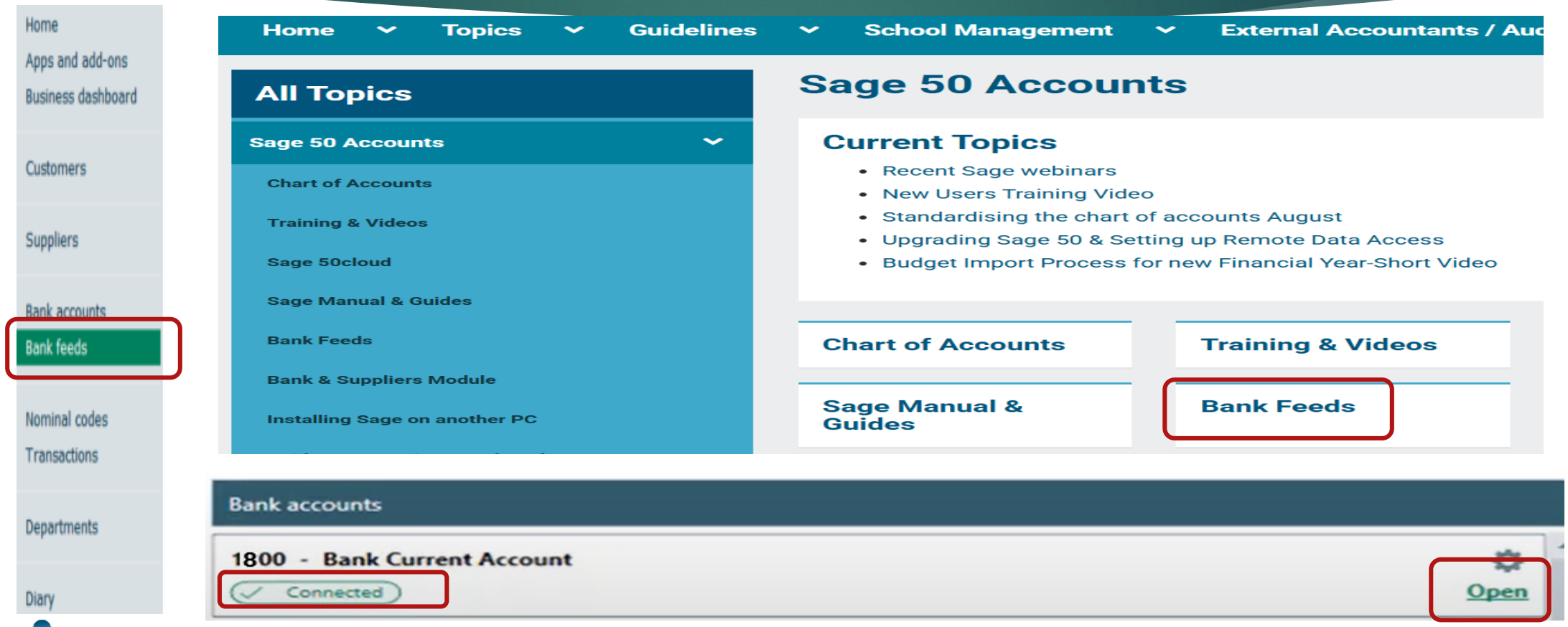


Record payment of the credit card as a bank transfer from the main account to the credit card account.



FSSU
Financial Support Services Unit

Bank feeds



FSSU
Financial Support Services Unit

Bank feeds

Steps

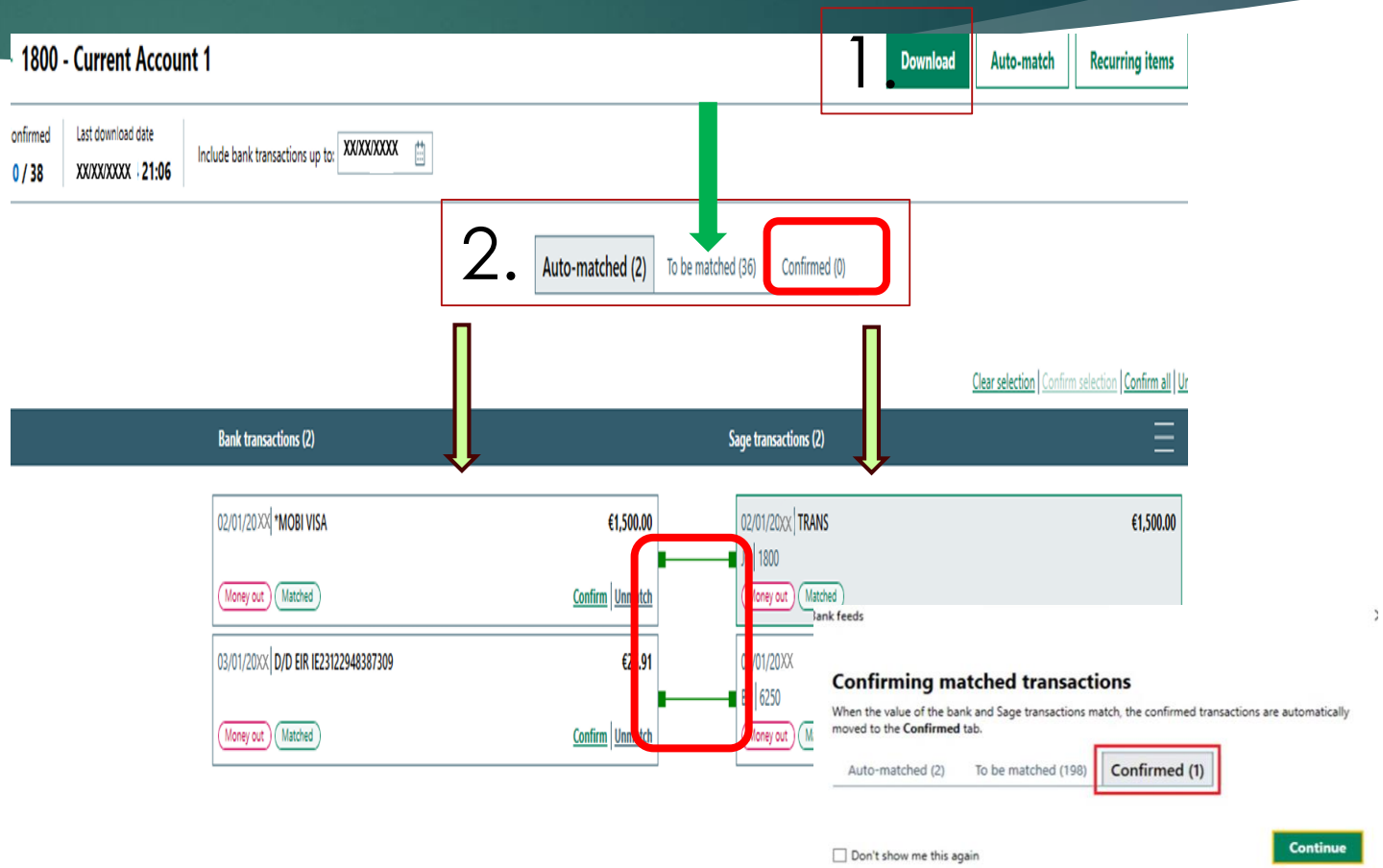
1. Download bank feeds.

2. Match Transactions.

3. Pick up/ Create any entries listed on Bank Feeds and not in Sage.

4. Create rules when in the confirmed tab.

5. Continue to check reconciliation regularly throughout the month.

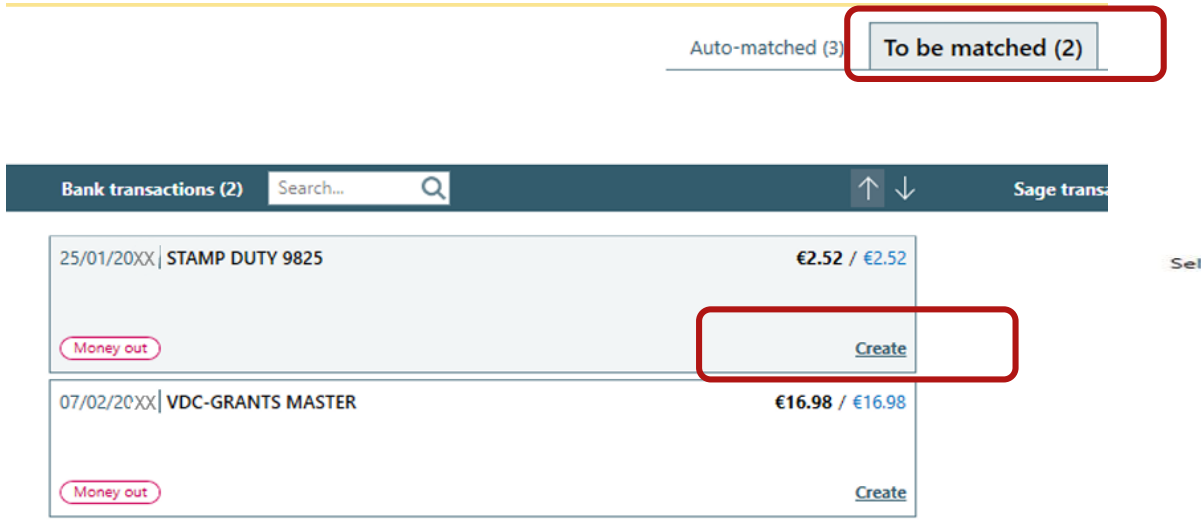


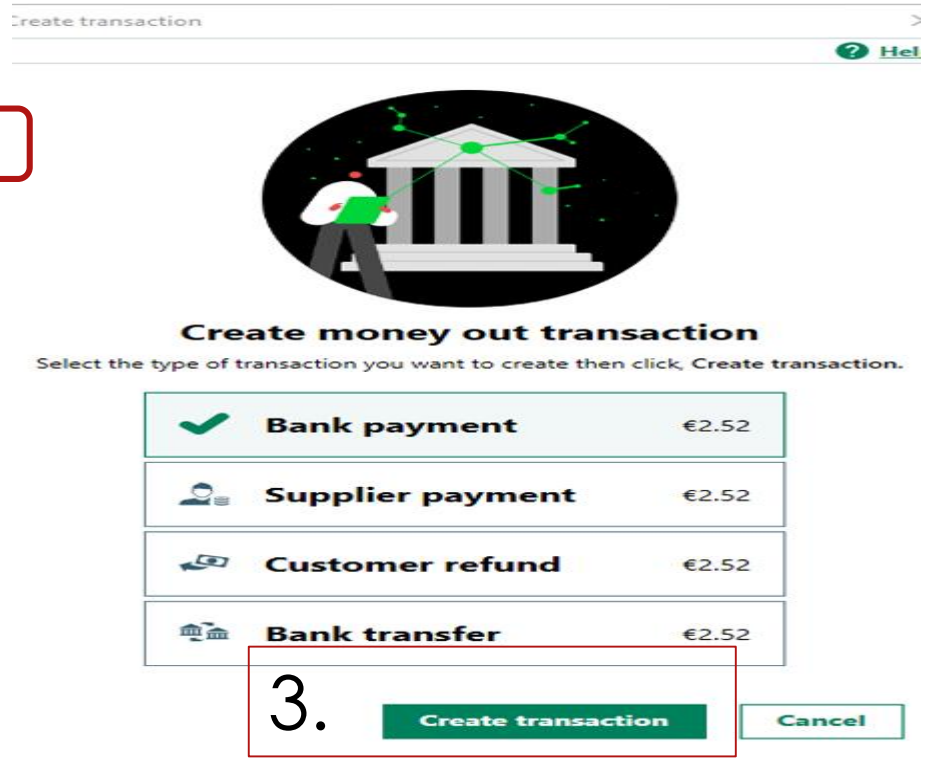
FSSU
Financial Support Services Unit

Bank feeds

Steps

3. Pick up/ Create any entries listed on Bank Feeds and not in Sage.





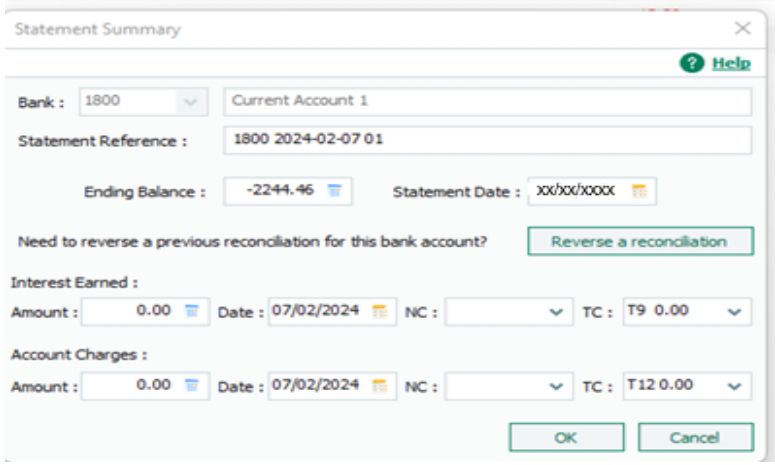
FSSU Financial Support Services Unit

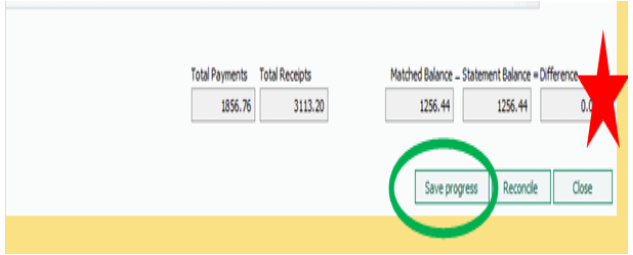
Bank feeds

Steps

4. Create rules when in the confirmed tab.

5. Continue to check reconciliation regularly throughout the month.





Only at month end click Reconcile

FSSU
Financial Support Services Unit

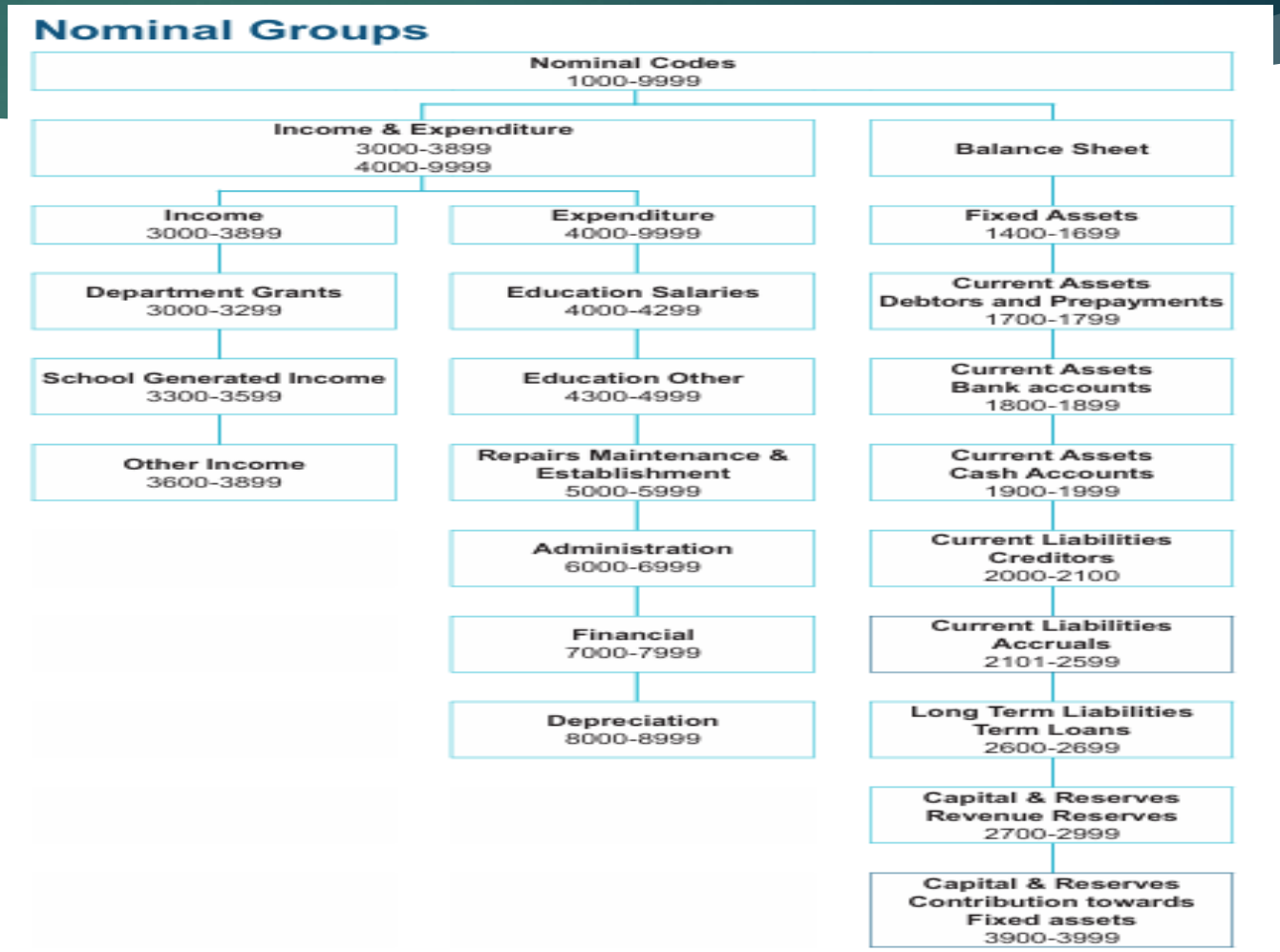
5. Nominal Codes Module

- Chart of Accounts
- Nominal Codes
- Journals
- Nominal Activity Report
- Reports

Chart of Accounts

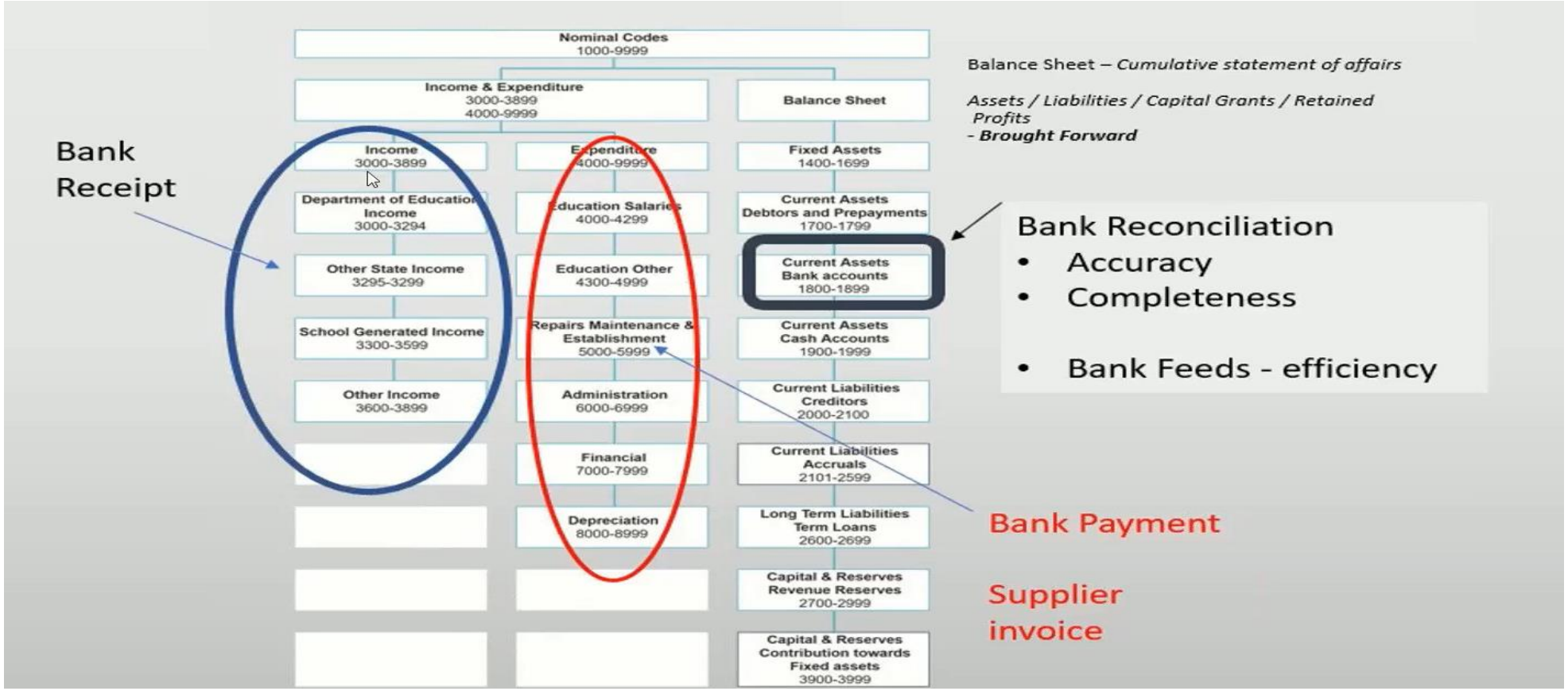
FSSU Chart of Accounts

Effective for the year ended 31st August 20XX



FSSU
Financial Support Services Unit

Nominal Codes

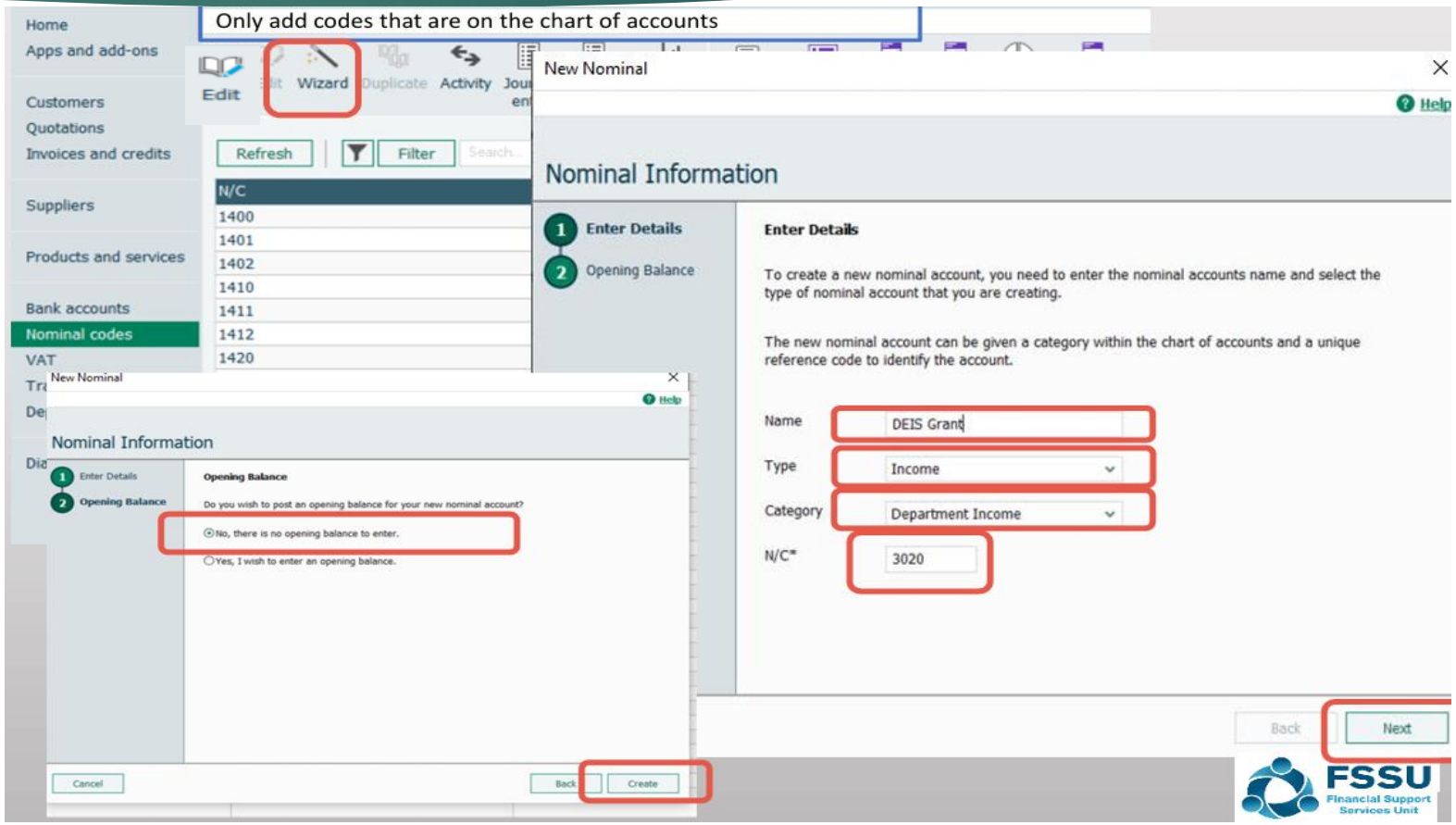


FSSU
Financial Support Services Unit

Adding Nominal code

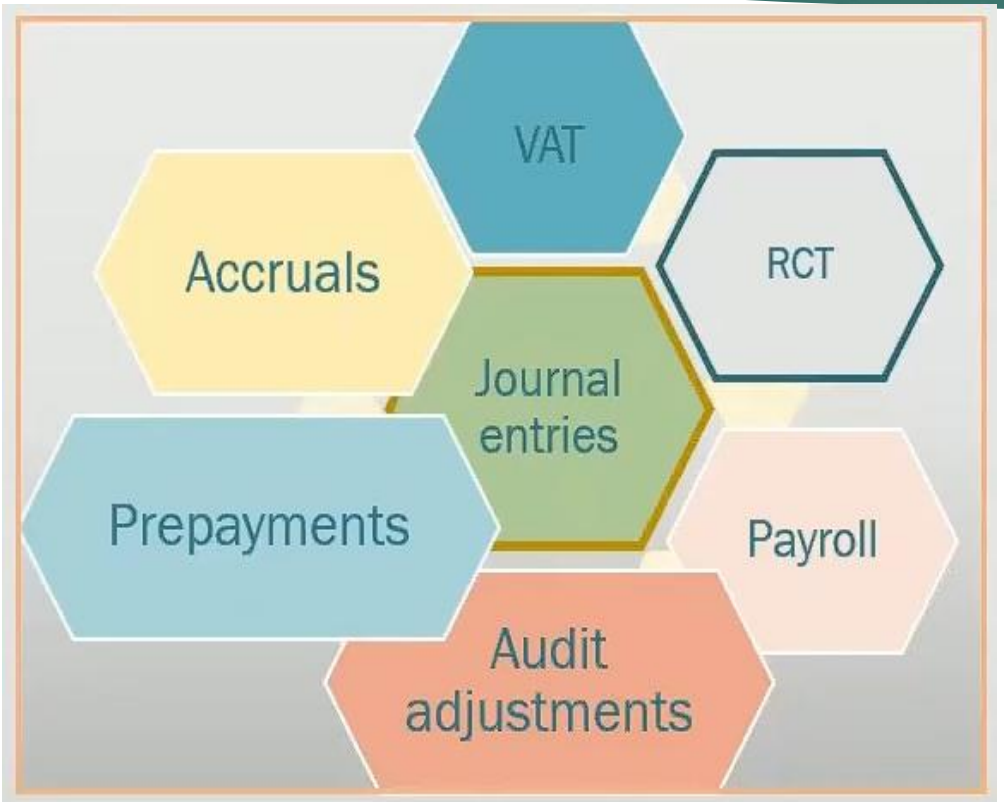
1. Add Nominal Code for DEIS Grant
2. Wizard
3. FSSU COA –name, type, category and number.
4. No opening balance to enter
5. Create

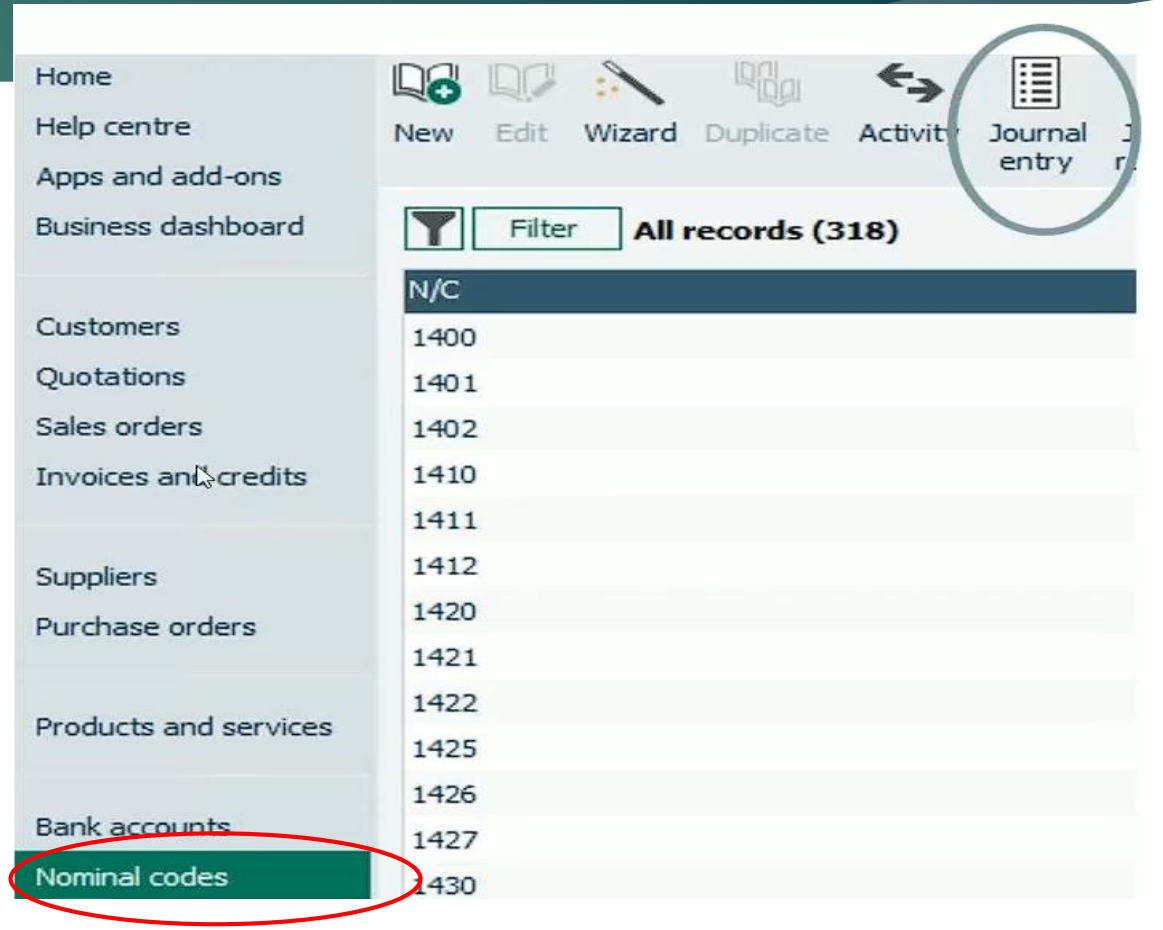
Bank accounts created in the bank module



FSSU Financial Support Services Unit

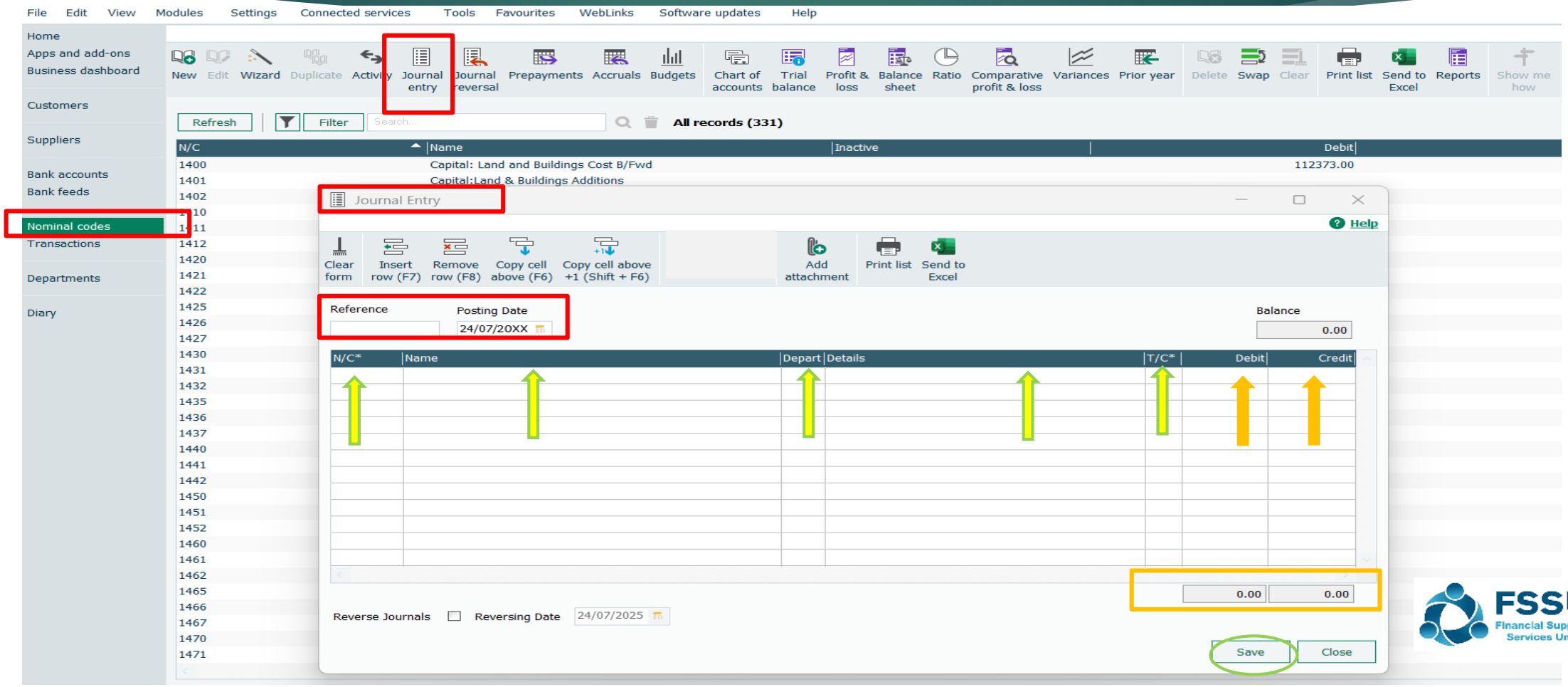
Journals





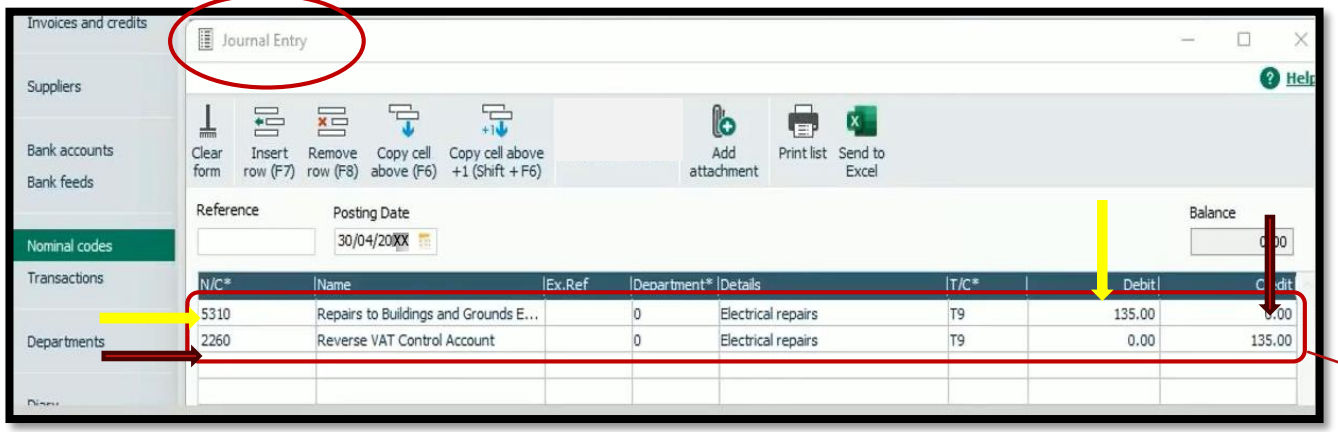
FSSU
Financial Support Services Unit

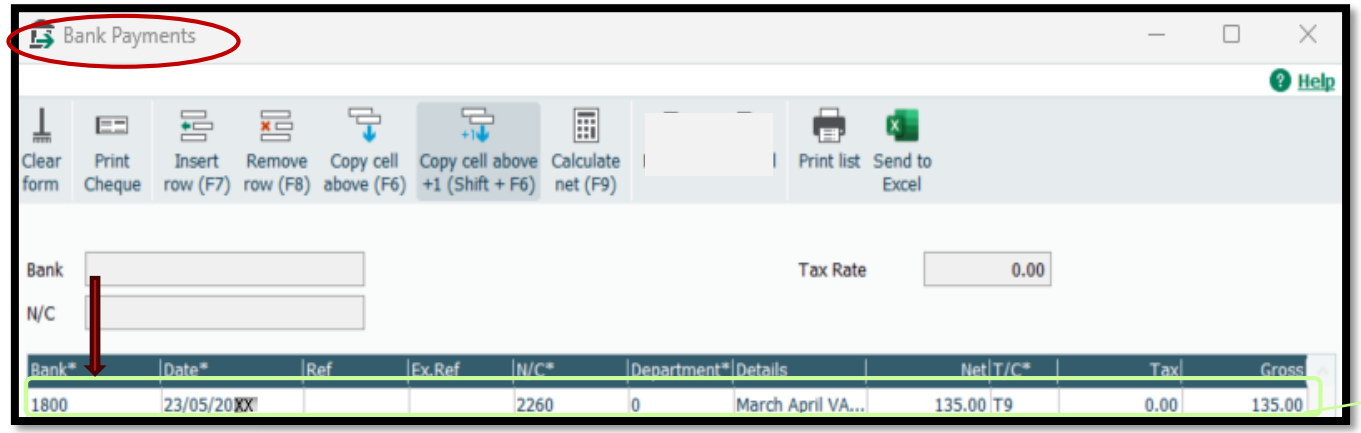
Journal Entry



FSSU Financial Support Services Unit

Recording VAT





Date: FSSU Master Chart of accounts New Page: 1

Time: Nominal Activity - Excluding No Transactions

Date From: 01/09/20XX
Date To: 31/08/20XX

N/C From: 2260
N/C To: 2260

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

N/C: 2260 Name: Reverse VAT Control Account Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
194	JC	30/04/20XX	2260		Electrical Repairs	0	T9	135.00		135.00	-	-
196	BP	23/05/20XX	1801		March April VAT return	0	T9	135.00	135.00		-	N
							Totals:		135.00	135.00		

FSSU Financial Support Services Unit

Recording RCT

Journal Entry

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

Reference:
Posting Date: 30/04/20XX
Balance: 0.00

N/C*	Name	Depart	Details	T/C*	Debit	Credit
2270	RCT Control Account	0	Electrical repairs RCT 20%	T9	0.00	200.00
5310	Repairs to Buildings and Grounds Expense	0	Electrical repairs RCT 20%	T9	200.00	0.00

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) | Print list | Send to Excel

Bank: Current Account 2
N/C: RCT Control Account
Tax Rate: 0.00

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax	Gross
1801	23/05/2025		April RCT	2270	0	RCT April Rev...	200.00	T9	0.00	200.00

Date:
Time:

FSSU Master Chart of accounts New

Nominal Activity - Excluding No Transactions

Page: 1

Date From: 01/09/20XX
Date To: 31/08/20XX

N/C From: 2270
N/C To: 2270

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

N/C: 2270 Name: RCT Control Account Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
197	JC	30/04/20XX	2270		Electrical repairs RCT 20%	0	T9	200.00		200.00
199	BP	23/05/20XX	1801		RCT April to Revenue	0	T9	200.00	200.00	
						Totals:			200.00	200.00

History Balance:

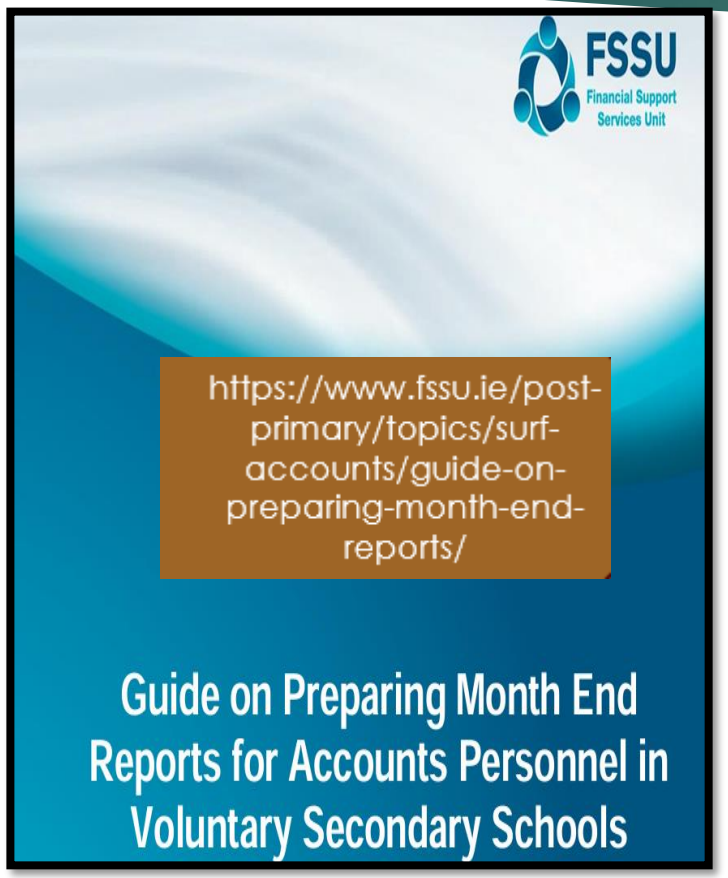
FSSU Financial Support Services Unit

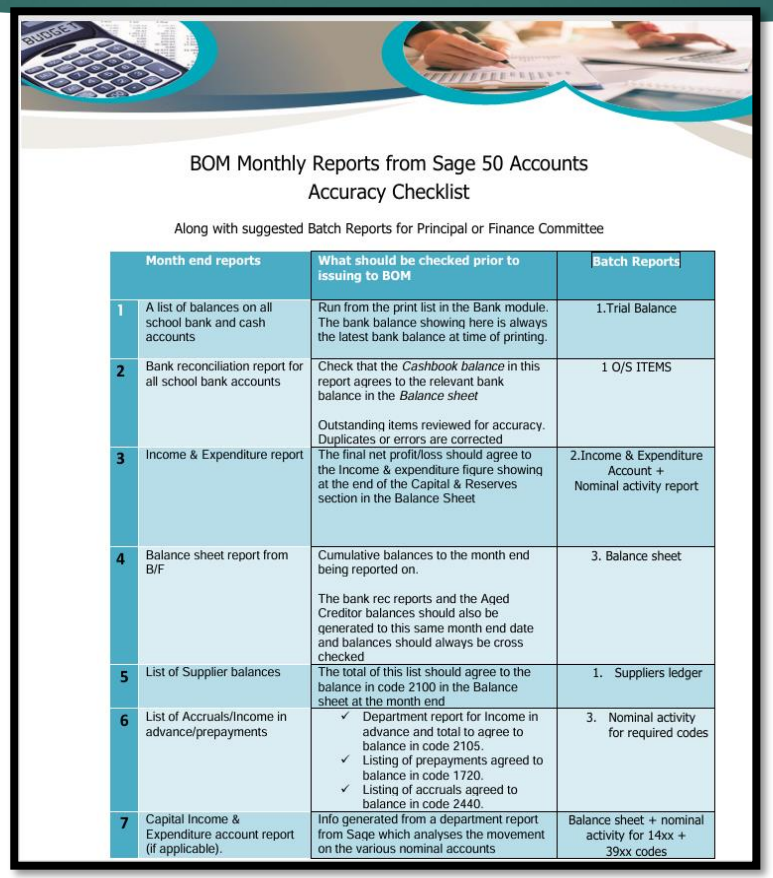
6.
Sage 50 Reports

- Balances on school bank and cash accounts
- Bank reconciliation statements
- Payments listing
- Receipts listing
- BOM Income and Expenditure
- BOM Balance Sheet
- Aged Creditors / Suppliers Listing
- Nominal Activity report
- School Income in Advance (department report)
- Trial Balance
- Capital Income & Expenditure account report

FSSU
Financial Support Services Unit

Reporting to the Board of Management

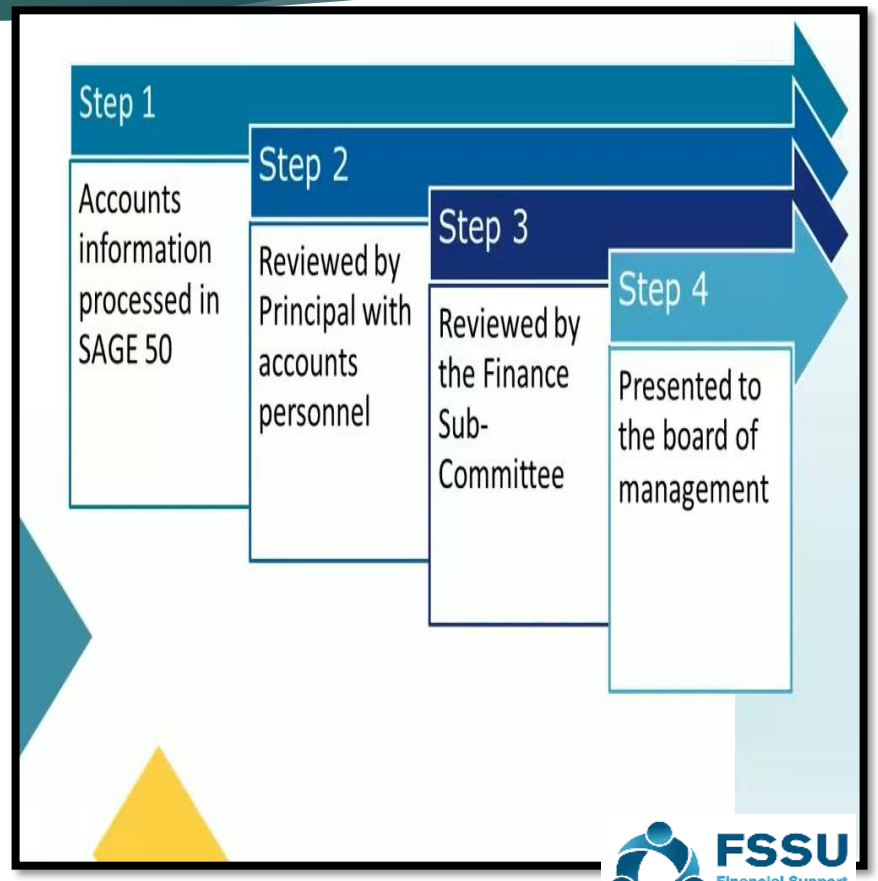




BOM Monthly Reports from Sage 50 Accounts
Accuracy Checklist

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 *Cashbook balance* in this report agrees to the relevant bank balance in the *Balance sheet* 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	✓ 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



Nominal Activity Reports – Nominal Activity

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates Help

Home
Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

New Edit Wizard Duplicate Activity Journal entry Journal reversal Prepayments Accruals Budgets Chart of accounts Trial balance Profit & loss Balance sheet Ratio Comparative profit & loss Variances Prior year Delete Swap Clear Print list Send to Excel Reports

All reports | Nominal code reports

Help

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Report finder View Favourites

Expand All Collapse All
Favourites
Report finder
Recent reports
All reports
Balance sheet
Day books
My nominal code reports
Nominal activity
Nominal budgets
Nominal details
Profit and loss
Trial balance

Nominal activity
Use these reports to view the activity for each nominal code.

Filters All

Name	Description	Last Run	Filename
Nominal Activity	Detailed transaction activity for all nominal codes, including those with no transactions posted.		NOMACT
Nominal Activity - Excluding No Transactions	Detailed transaction activity for all nominal codes, excluding those with no transactions posted.		

Criteria for Nominal Activity - Excluding No Transactions

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

Nominal Code	Between (inclusive)	3010	and	7800
Transaction Date	Between (inclusive)	01/09/20XX	and	30/04/20XX
Transaction No	Between (inclusive)	1	and	99999999
Inc B/Fwd Tran				

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

Help OK Cancel

FSSU
Financial Support Services Unit

Nominal Activity Reports – Nominal Activity

Date:
Time:

FSSU Master Chart of accounts
Nominal Activity - Excluding No Transactions

Page: 1

Date From: 01/09/202X
Date To: 30/04/202X

N/C From: 3010
N/C To: 7800

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

N/C: 3010 Name: Capitation/Non Pay Budget Account Balance: 97,960.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
1	BR	01/04/202X	1800	DE 1	Capitation grant	0	T9	97,960.00		97,960.00	-	N
							Totals:			97,960.00		
							History Balance:			97,960.00		

N/C: 3289 Name: Once-off cost of living grant Account Balance: 23,000.00 CR

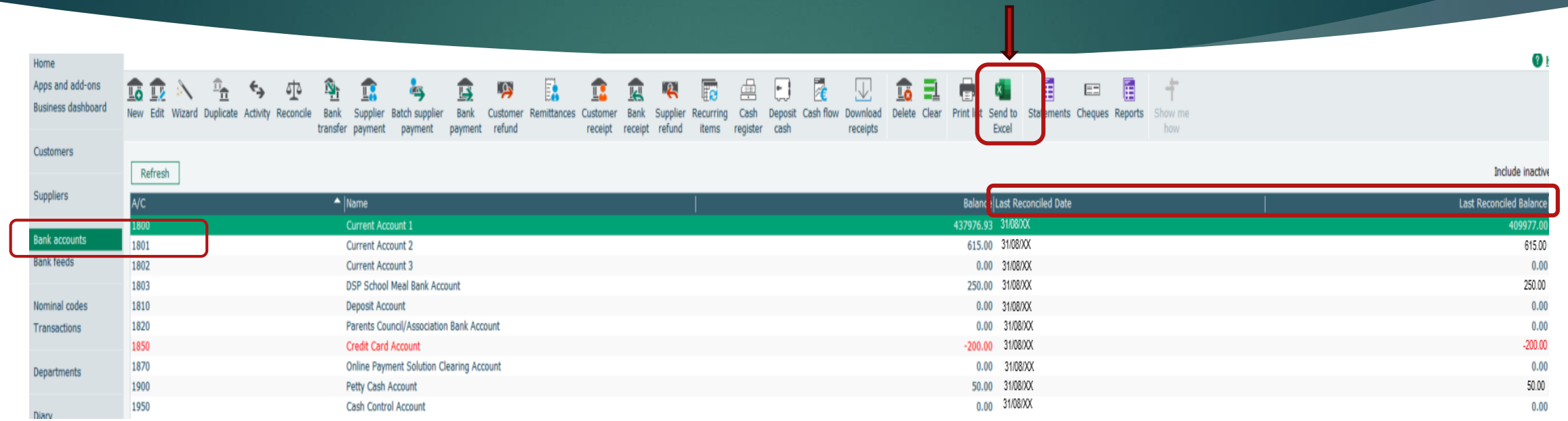
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
2	BR	02/04/202X	1800	DE 2	COL GRANT	0	T9	23,000.00		23,000.00	-	N
							Totals:			23,000.00		
							History Balance:			23,000.00		

N/C: 3390 Name: School Administration Charges Account Balance: 1,980.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
6	CR	17/04/202X	1950	123	third yr Parents	0	T9	1,980.00		1,980.00	-	N
							Totals:			1,980.00		

FSSU Financial Support Services Unit

List of balances on school bank and cash accounts

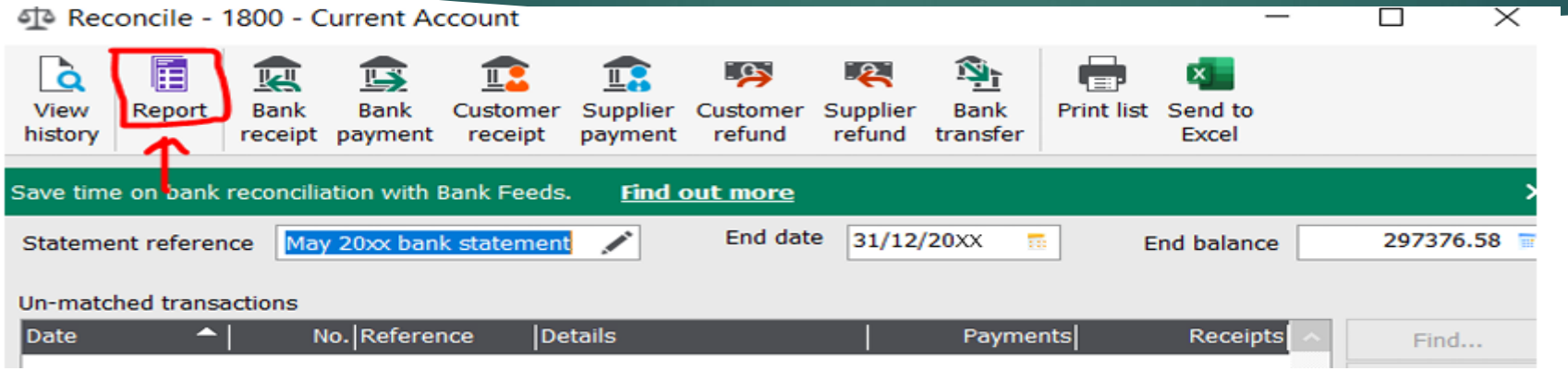


A/C	Name	Balance	Last Reconciled Date	Last Reconciled Balance
1800	Current Account 1	437976.93	31/08/XX	409977.00
1801	Current Account 2	615.00	31/08/XX	615.00
1802	Current Account 3	0.00	31/08/XX	0.00
1803	DSP School Meal Bank Account	250.00	31/08/XX	250.00
1810	Deposit Account	0.00	31/08/XX	0.00
1820	Parents Council/Association Bank Account	0.00	31/08/XX	0.00
1850	Credit Card Account	-200.00	31/08/XX	-200.00
1870	Online Payment Solution Clearing Account	0.00	31/08/XX	0.00
1900	Petty Cash Account	50.00	31/08/XX	50.00
1950	Cash Control Account	0.00	31/08/XX	0.00

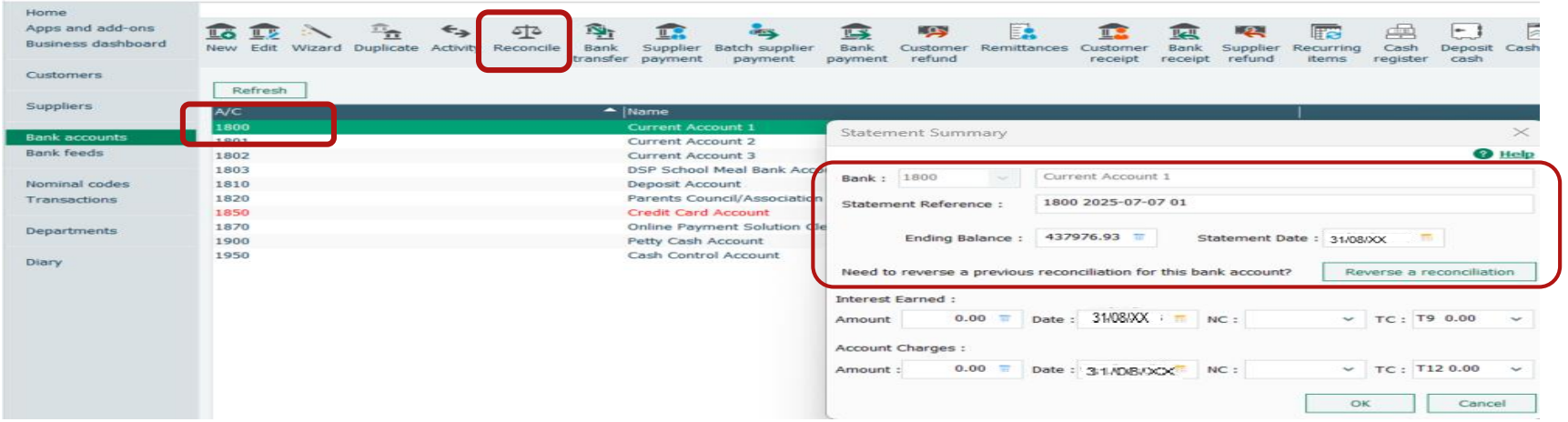
A/C	Name	Balance	Last Reconciled Date	Last Reconciled Balance
1800	Current Account 1	437976.93	31/08/XX	409977.00
1801	Current Account 2	615.00	31/08/XX	615.00
1803	DSP School Meal Bank Account	250.00	31/08/XX	250.00
1810	Deposit Account	0.00	31/08/XX	0.00
1820	Parents Council/Association Bank Account	0.00	31/08/XX	0.00
1850	Credit Card Account	-200.00	31/08/XX	-200.00
1870	Online Payment Solution Clearing Account	-150.00	31/08/XX	-150.00
1900	Petty Cash Account	50.00	31/08/XX	50.00
1950	Cash Control Account	0.00	31/08/XX	0.00

FSSU
Financial Support Services Unit

Bank reconciliation report



You can only print the report for the last reconciled months you can not print a prior reconciled period.



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Payments Listing Bank account

Home
Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts
Nominal codes
Transactions
Departments
Diary

New Edit Wizard Duplicate Activity Reconcile Bank transfer Supplier payment Batch supplier payment Bank payment Customer refund Remittances Customer receipt Bank receipt Supplier refund Recurring items Cash register Deposit cash Cash flow Download receipts Delete Clear Print list Send to Excel Statements Cheques Reports

All reports | Bank reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Report finder View Favourites

Expand All Collapse All
- Favourites
- Report finder
- Recent reports
- All reports
- Bank charges
- Bank payments
- Bank receipts
- Cash payments
- Cash receipts
- Credit card payments
- Credit card receipts
- Customer receipts and payments
- Direct Debit Manager
- Flat rate
- My bank account reports
- Opayo by Elavon
- Purchase and bank payments
- Reconciled and unreconciled trans
- Reconciled transactions

Bank payments

Use these reports to view all the payments posted to your bank accounts with the A/C Type set to Cheque Account. These reports display either an overview of the transactions, where they are grouped by date and reference. Or they are shown itemised, where every transactio...

Filters All

Name	Description	Last Run	Filename
Day Books: Bank Payments (Detailed)	Detailed list of Bank Payment (BP) transactions.		
			BNKBPD_BC
			BNKBPS

Criteria for Day Books: Bank Payments (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Transaction Date	Between (inclusive)	01/09/20XX	and	31/08/20XX
Department	Between (inclusive)	0	and	999
Nominal Code	Between (inclusive)		and	99999999

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

Help OK Cancel

Balance | Last Reconciled Date

Date:
Time:

FSSU Master Chart of accounts New

Day Books: Bank Payments (Detailed)

Page: 1

Date From: 01/09/20XX
Date To: 31/08/20XX

Bank From: 1800
Bank To: 1800

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

N/C From:
N/C To: 99999999

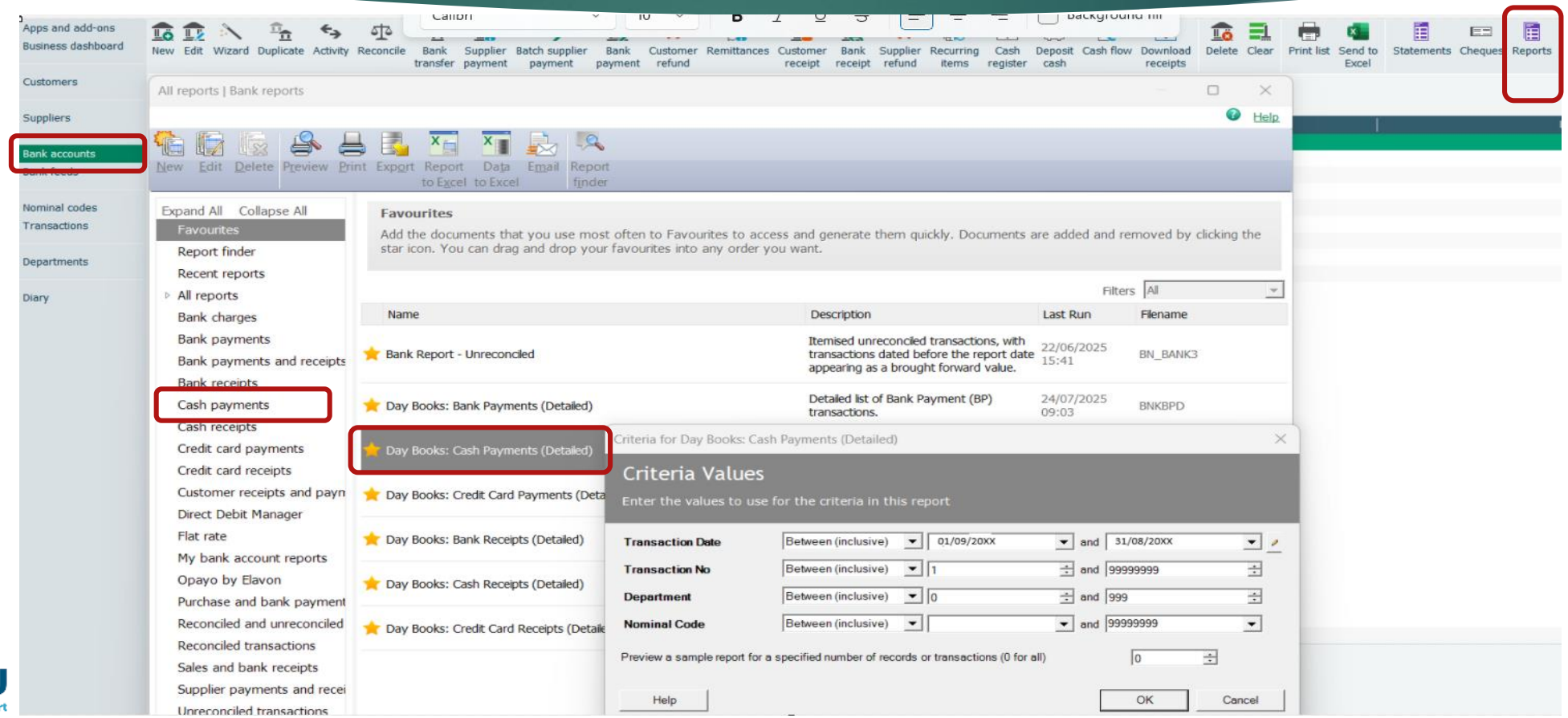
Dept From: 0
Dept To: 999

Bank: 1800 Currency: Euro

No	Type	N/C	Date	Ref	Details	Dept	Net €	Tax €	T/C	Gross €	V	B	Banl Date
8	BP	7450	30/04/20XX	16	Bank Fees Quarter	0	150.00	0.00	T9	150.00	-	R	30/0
9	BP	2250	30/04/20XX	17	Revenue Montly	0	3,000.00	0.00	T9	3,000.00	-	R	30/0
31	BP	1400	30/06/20XX		Retention	10	112,373.00	0.00	T9	112,373.00	-	R	30/0

FSSU Financial Support Services Unit

Payments Listing Cash payments



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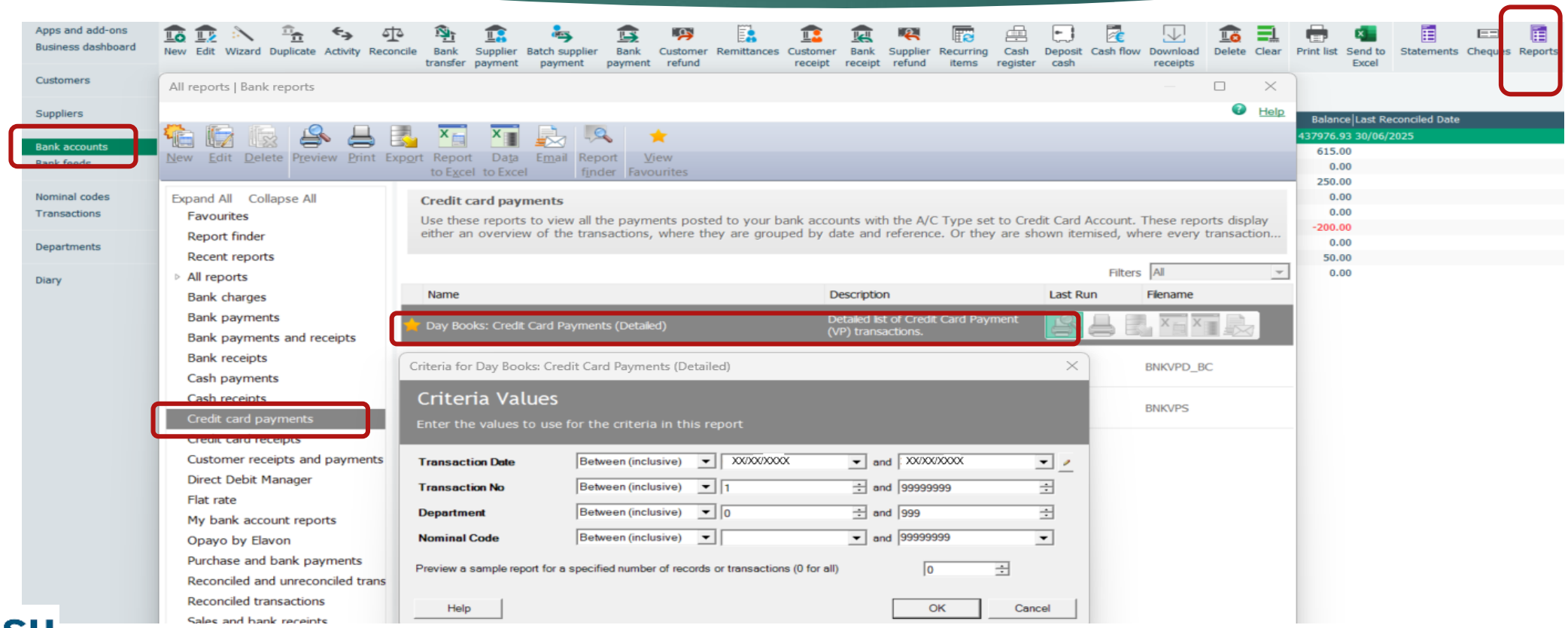
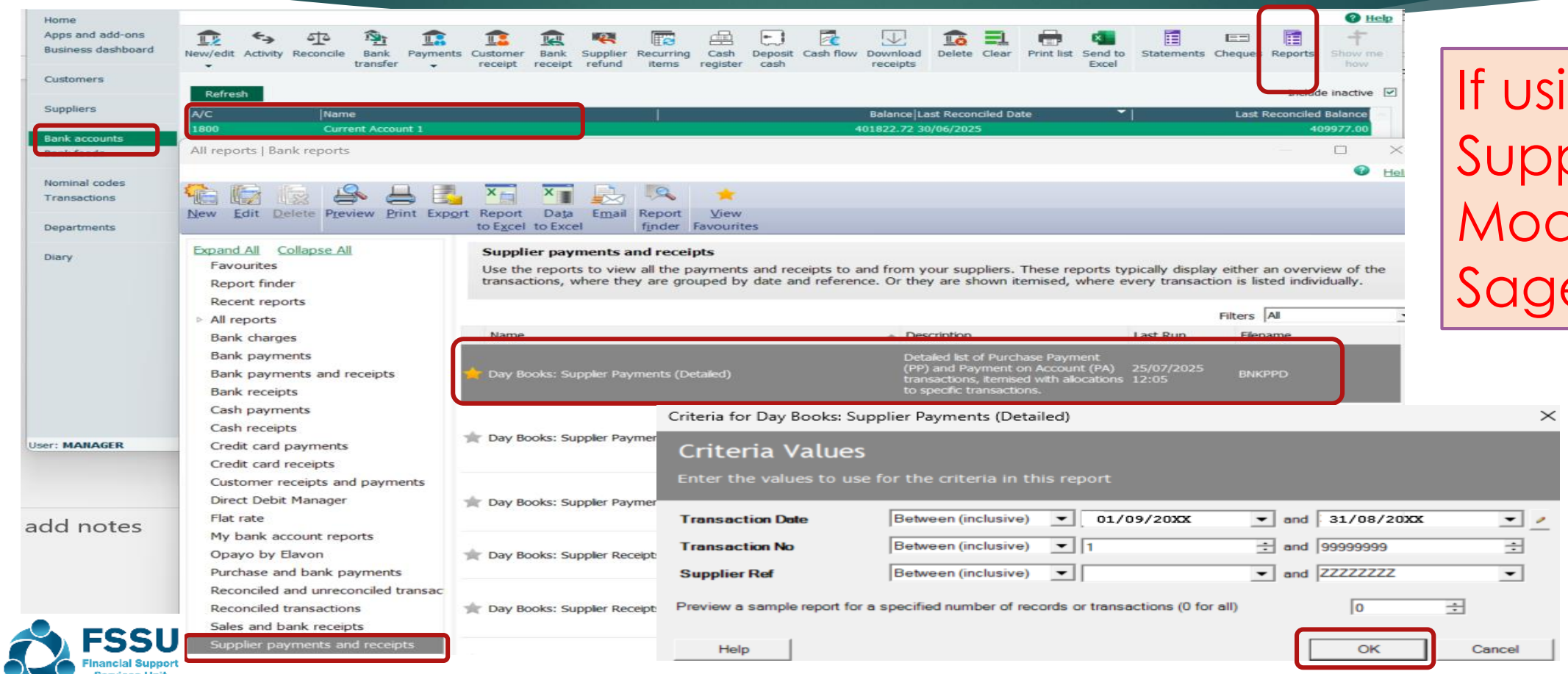
Financial Support Services Unit

Payments Listing Credit Card Payments



FSSU
Financial Support Services Unit

Supplier Payments Listing



If using the Suppliers Module in Sage 50.

FSSU Financial Support Services Unit

Supplier Payments Listing

Date:
Time:

FSSU Master Chart of accounts New
Day Books: Supplier Payments (Detailed)

Page: 1

Date From: 01/09/20XX
DateTo: 31/08/20XX

Bank From: 1800
Bank To: 1800

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

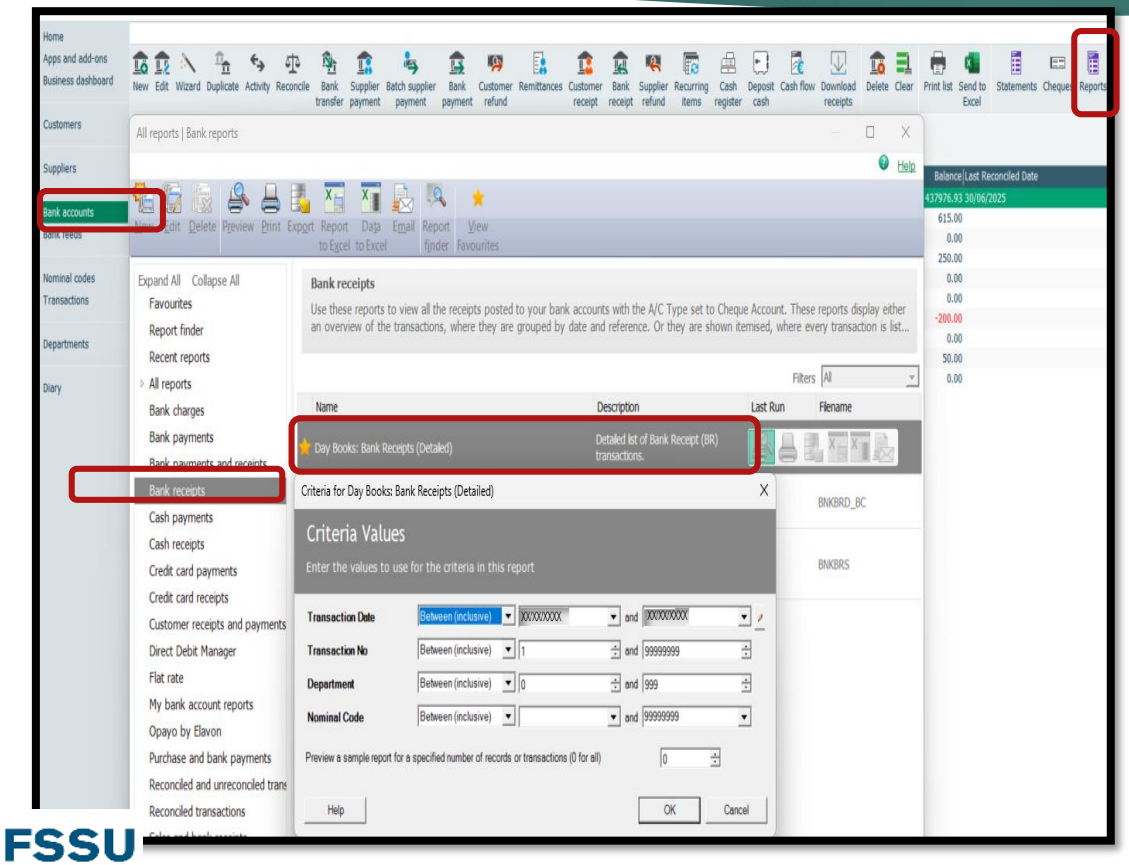
Supplier From:
Supplier To: ZZZZZZZZ

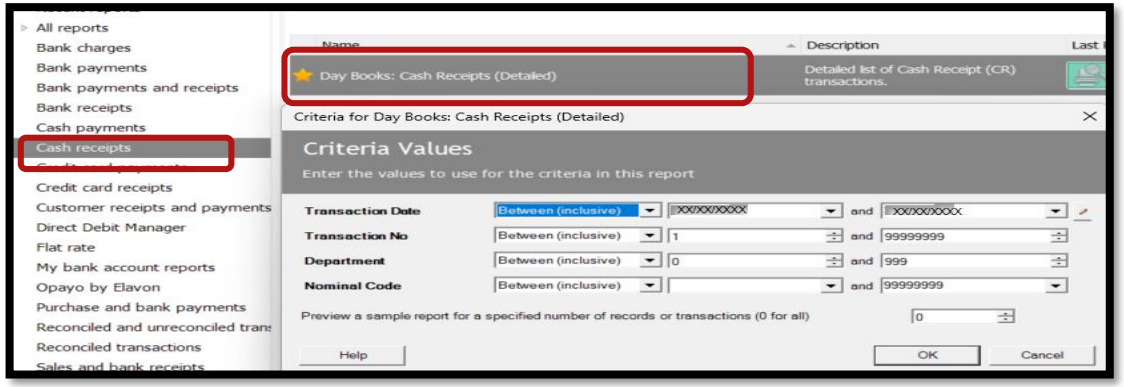
Bank 1800 **Currency** Euro

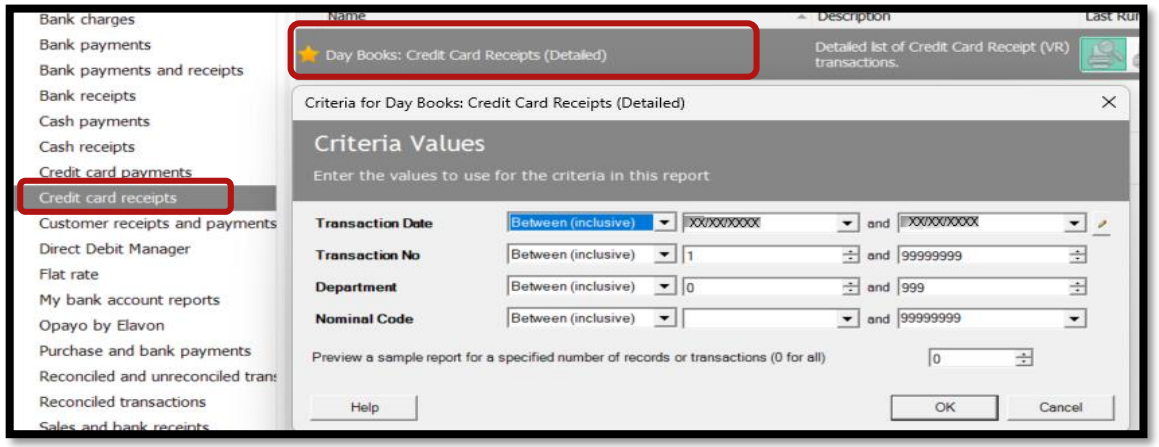
No	Type	A/C		Date	Ref	Details	Net €	Tax €	T/C	Gross €	V	B	Bank Rec Date
28	PP	DAT001		23/05/20XX	KLNAKLXNAI	Purchase Payment	1,400.00	0.00	T9	1,400.00	-	R	30/06/20XX
			-	23/05/20XX	2	1400.00 to PI 2							
230	PP	BUS001		01/06/20XX		Purchase Payment	1,150.00	0.00	T9	1,150.00	-	R	30/06/20XX
			-	01/06/20XX	12253	1150.00 to PI 1							
231	PP	DAT001		30/06/20XX		Purchase Payment	1,000.00	0.00	T9	1,000.00	-	R	31/07/20XX
			-	30/06/20XX	12360	1000.00 to PI 2							
232	PP	DAT001		01/08/20XX		Purchase Payment	5,000.00	0.00	T9	5,000.00	-	R	31/08/20XX
			-	01/08/20XX	12550	5000.00 to PI 171							
233	PP	ODH001		05/07/20XX		Purchase Payment	500.00	0.00	T9	500.00	-	R	31/08/20XX
			-	05/07/20XX	12457	500.00 to PI 78							
234	PP	ODH001		30/08/20XX		Purchase Payment	3,500.00	0.00	T9	3,500.00	-	R	31/08/20XX
			-	30/08/20XX	12567	3500.00 to PI 79							
235	PP	ODH001		30/08/20XX		Purchase Payment	3,000.00	0.00	T9	3,000.00	-	R	31/08/20XX
			-	30/08/20XX	12568	3000.00 to PI 79							
236	PP	ODH001		24/08/20XX		Purchase Payment	20,000.00	0.00	T9	20,000.00	-	R	31/08/20XX
			-	24/08/20XX	12551	20000.00 to PI 229							
237	PP	SCH001		01/06/20XX		Purchase Payment	1,300.00	0.00	T9	1,300.00	-	R	31/08/20XX
			-	01/06/20XX	12456	1300.00 to PI 4							
						Totals €	36,850.00	0.00		36,850.00			

FSSU
Financial Support Services Unit

Receipts Listing Bank/Cash / Credit Card Accounts







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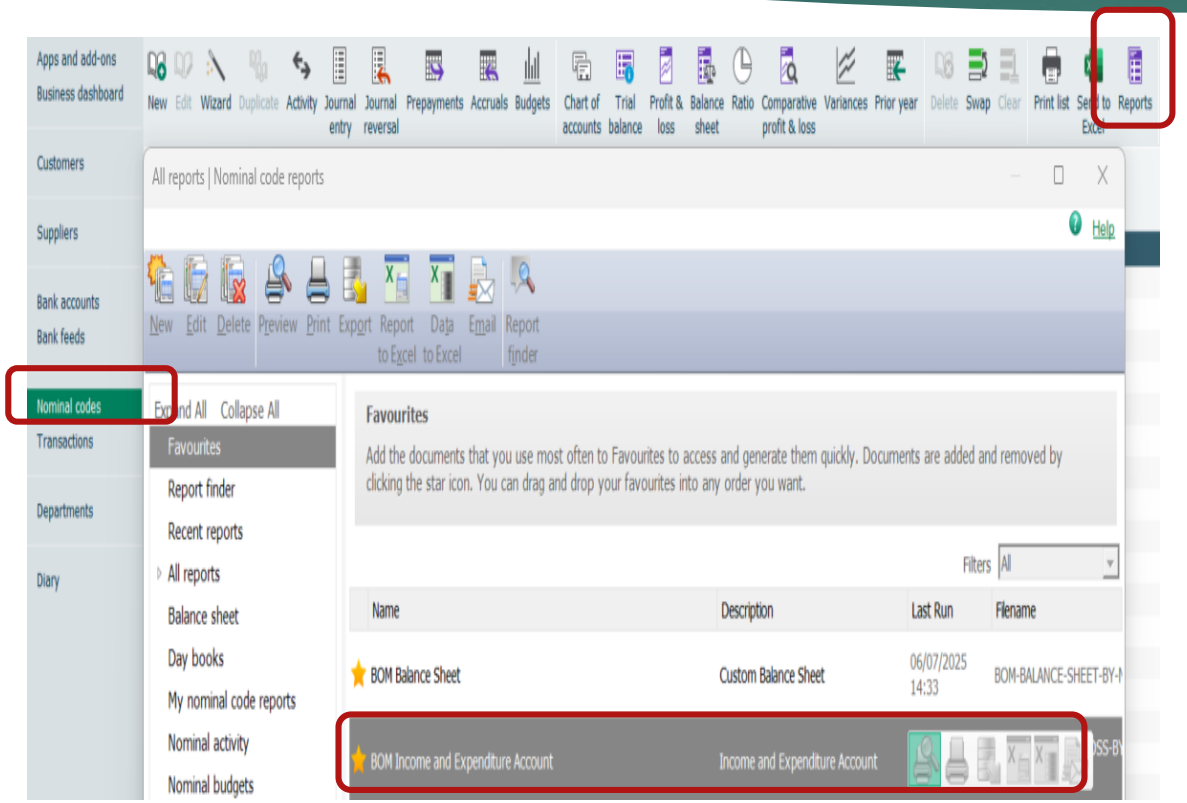
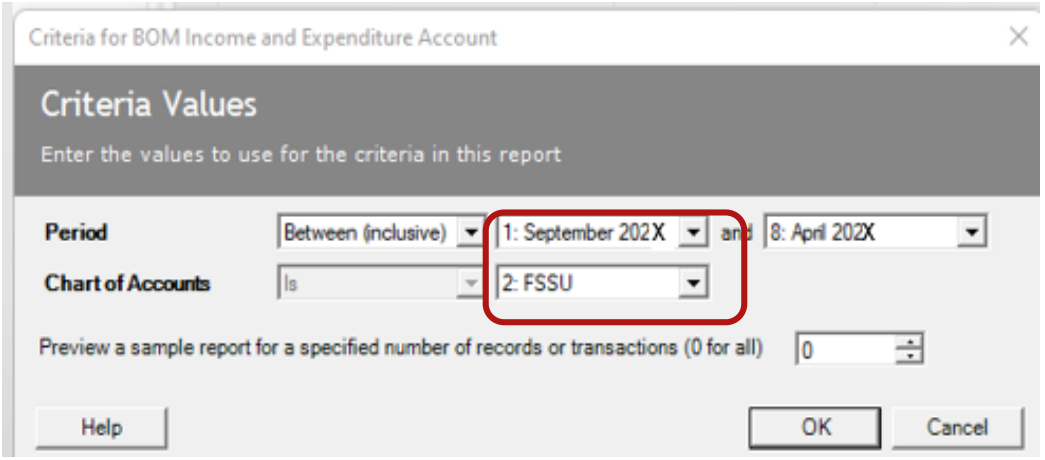
Financial Support Services Unit

Income and Expenditure





FSSU
Financial Support Services Unit

Income and Expenditure

Review

Actual Income V Budget V Prior Year to date

Review Nominal activity and check for errors and follow up on unusual variances

Income postings are credits
Expenses are debits

Monitor the spending of Ringfenced Grants

Date:
Time:

FSSU Master Chart of accounts New Dataset 2024 2025

BOM Income and Expenditure Account

Page: 1

From: Month 1, September 20XX To: Month 12, August 20XX
Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	150,000.00	150,075.00	(75.00)	144,827.59
3020	DEIS Grant	75,000.00	70,000.00	5,000.00	72,413.79
3050	Ancillary/School Support Services Grant	19,075.00	19,075.00	0.00	18,417.24
3130	Caretaker Grant	19,075.00	19,075.00	0.00	18,417.24
3150	Book Grant Senior Cycle Income	7,632.00	7,632.00	0.00	7,368.83
3151	Free Schoolbook Grant	83,520.00	83,520.00	0.00	80,640.00
3152	Free Schoolbook Admin Grant	2,318.81	2,318.81	0.00	2,238.85
3171	Irish and Bilingual School Grant	122.26	122.26	0.00	118.04
3190	JCSP Grant	1,800.00	1,800.00	0.00	1,737.93
3200	Transition Year Grant	4,560.00	4,560.00	0.00	4,402.76
3210	Leaving Certificate Applied Grant	3,624.00	3,624.00	0.00	3,499.03
3220	Grant for Traveller Students	1,067.50	1,067.50	0.00	1,030.69
3230	ICT Grant Non Capital	10,572.55	0.00	10,572.55	3,416.00
3240	Supervision and Substitution Grant	3,538.00	3,538.00	0.00	1,041.79
3245	Science Subjects Grant	1,079.00	1,079.00	0.00	16,800.00
3255	State Exam Income	17,400.00	17,400.00	0.00	1,689.66
3290	Other Non Capital DE Grant Income	1,750.00	2,010.00	(260.00)	
Total Department Income:		402,134.12	386,896.57	15,237.55	378,059.45
School Generated Income					
3300	Education Fees (Fee paying schools)	5,750.00	0.00	5,750.00	5,750.00
3310	Transition Year Income	3,250.00	0.00	3,250.00	3,250.00
3350	Hire of Facilities Rental Income	500.00	0.00	500.00	500.00
3370	Locker Income	600.00	0.00	600.00	600.00
3375	Journals and Year Book Income	1,000.00	0.00	1,000.00	1,000.00
Total School Generated Income:		11,100.00	0.00	11,100.00	11,100.00

FSSU Financial Support Services Unit

Monitor the spending of Ringfenced Grants

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT		Balance Unspent B/fwd	Current Year Grant Income			Current Year Expenditure		Current Year Surplus/Deficit		Total Grant Unspent	Note*	Comment
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	NOMINAL CODE	€ AMOUNT		
Book Grant Senior Cycle Income	2160		3150		Book Grant Expenses	4730		0	2160	0	-	
Free School Book Scheme Grant	2160		3151		Free Schoolbook Grant Expense	4731		0	2160	0	-	
Free School book Scheme Administrion G	2160		3152		Free Schoolbook Admin Salaries Expense	4113		0	2160	0	-	
Book Rental Scheme Income	2160		3330		Book rental scheme expense	4740		0	2160	0	-	
School Library Books Capital Grant	2160		3155		School Library Books Capital Grant Expense	4641		0	2160	0	-	
Supervision & Substitution Grant	2170		3240		Supervision & Substitution Expense	4150		0	2170	0	-	
JCSP Grant	2167		3190		Related JCSP expenses	Various		0	2167	0	-	
Home School Liaison Grant (Part of Deis (	2171		3020		Home School Liaison Expense	4810		0	2171	0	-	
Bus Escort Grant	2171		3294		Bus Escort Salary Expense	4196		0	2171	0	-	
Science Implementation Grant	2171		3245		Science Subjects Expense	4390		0	2171	0	-	
Mobile Phone Storage Solutions	2173	-	3920		Capital Fixtures Fittings and Equipment Additic	1421	5,000.00	-5000	2173	-5000	Grant Received Exceeded	
School excellence fund	2180		3260		School Excellence Fund Expense	4815		0	2180	0	-	
DSP School Meals Grant	2171		3296		DSP School Meals Food Costs	4912		0	2171	0	-	
Digital strategy/ICT Grant - Non capital	2165		3230		ICT Grant Non-Capital Expense	4410		0	2165	0	-	
Digital strategy/ICT Grant - Capital	2173		3921		Capital: ICT	1461		0	2173	0	-	
Digital Divide Grant (Non-Capital)	2179		3230		ICT Grant Non-Capital Expense	4410		0	2179	0	-	
Digital Divide Grant (Capital)	2179		3921		Capital: ICT	1461		0	2179	0	-	
Other Non Capital Grants (Please	2171				Corresponding additions / grant expense code			0	2171	0	-	
Other Capital Grants (Please specify)	2173				Corresponding additions / grant expense code			0	2173	0	-	
Special Class Start up - Fixtures, Fittings and Equipment	2173		3920		Capital: Fixturees, Fittings and Equipment Addi	1421		0	2173	0	-	
Special Class Start up - ICT Capital	2173		3921		Capital ICT Equipment	1461		0	2173	0	-	
Special Class Re-purposing works	2173		3900		De Capital Building Grant Expense	3940		0	2173	0	-	
Special Class Modular - Accomodation Grant	2171		3276		Rent of Temporary Accomodation Expense	5551		0	2171	0	-	
Special Class -Specialised Furniture &Equipment	2171		3140		Special Education Equipment Expense	4919		0	2171	0	-	
Special Class Assistive Technology	2173		3140		Special Education Equipment Expense	4919		0	2173	0	-	

Instructions:

Balance Unspent Brought Foward : Balance of Unspent grant at September 1st in column D.
Current Year Income: Review the Grant income nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the grant received in the current year into column F
Current Year Expenditure: Review the expenditure nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the expenditure out of the grant for the current year in column I
Current Year Surplus /Deficit : A formula has been entered here to automatically calculate the amount of the current year surplus/deficit in column J.
Grant: A formula has been entered here to automatically calculate the total amount of unspent grant in column L.
Note* Where grant expenditure exceeds income, column N gives a warning message, if grant money is due to be received this can be accounted for by debiting code 1730 Grants due and crediting the relevant income code.

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Monitor the spending of School Generated Income

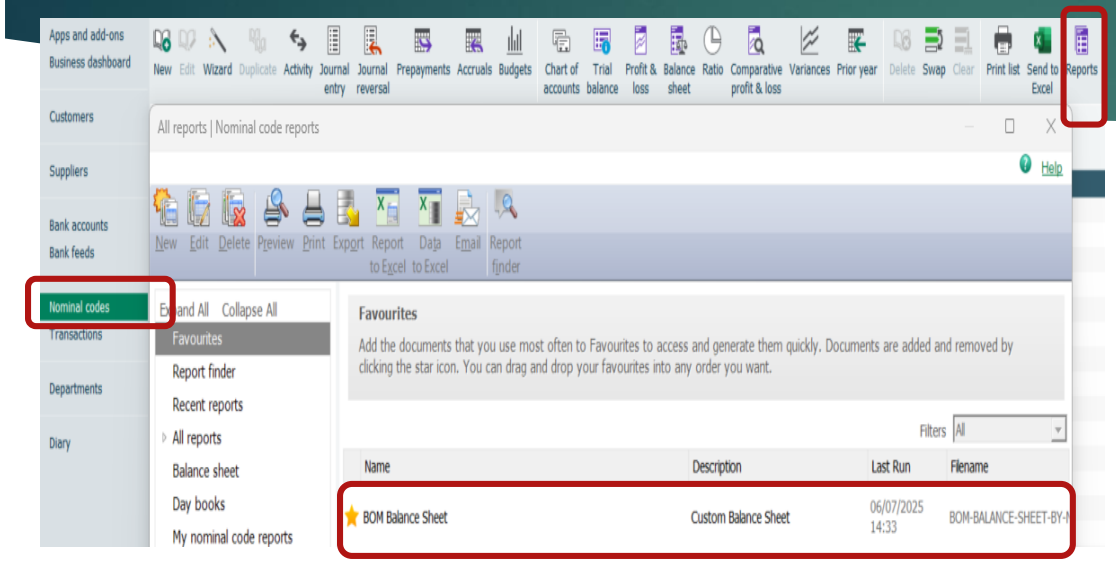
Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Surplus/Deficit €
3310	Transition Year Income		4590	Transition Year Expense		
*If the board allocate the TY Grant to the TY year, then this can be included here as well						
3495	Mock Exam Income		4750	Mock Exam Expense		
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		

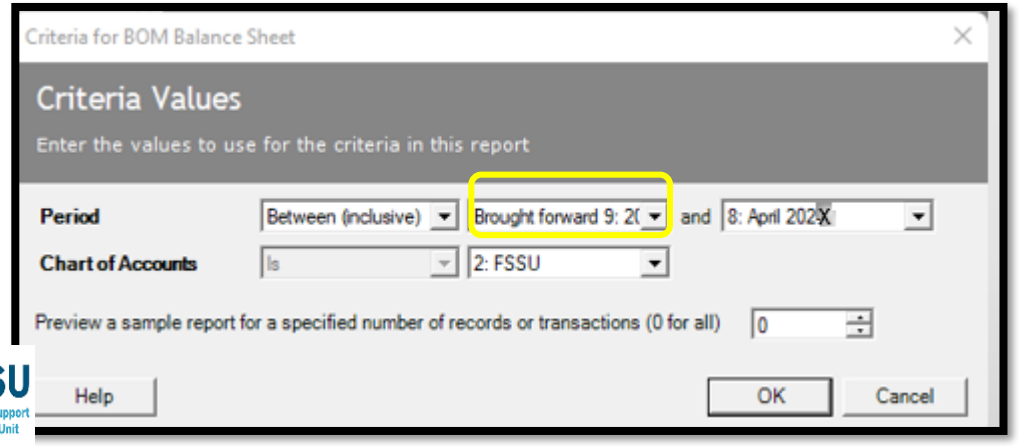
Discuss the figures with the co-ordinators & principal

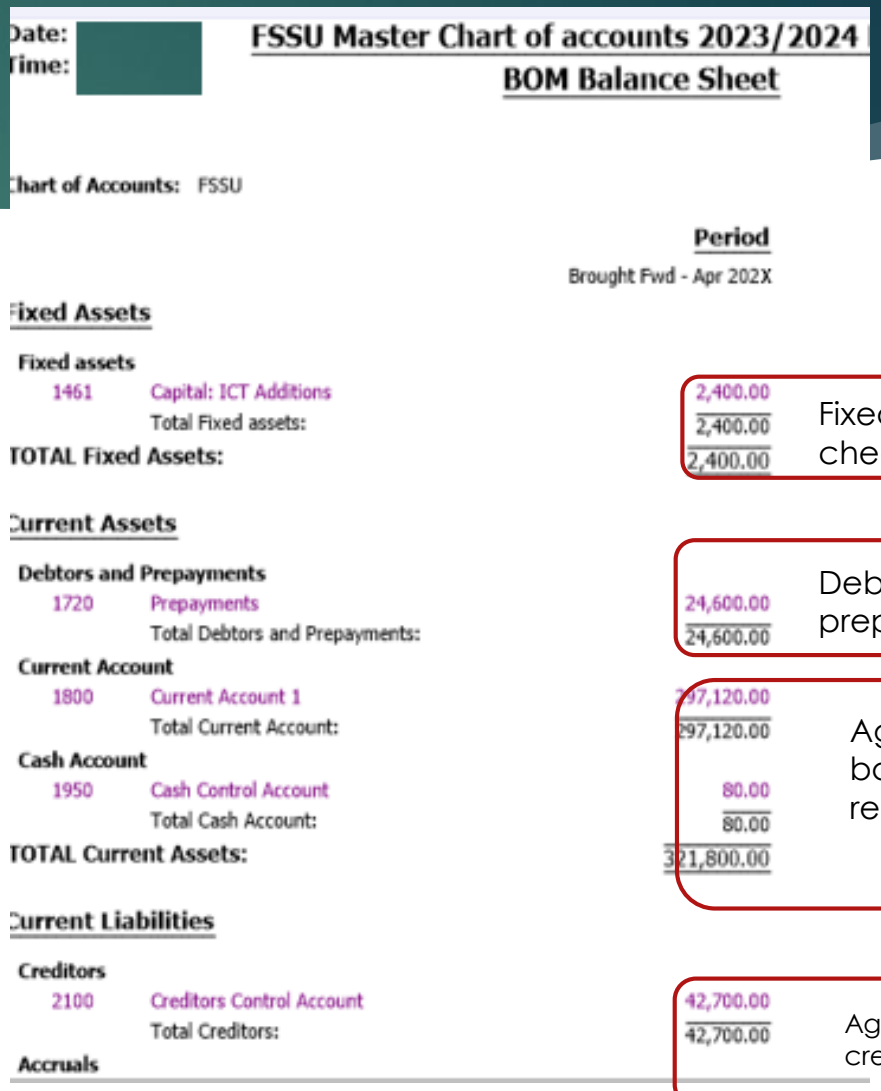
Knowing how the projects performed in the year enables discussion and planning for the next year

FSSU Financial Support Services Unit

Balance Sheet







Fixed assets – check additions

Debtors & prepayments

Agrees to bank & cash reconciliations

Agrees to aged creditors reports

FSSU Financial Support Services Unit

Aged Creditors / Suppliers Listing Report

Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

New Edit Wizard Duplicate Batch changes Activity Batch invoice Batch credit Supplier payment Aged balances Price lists Suggest payments Disputes Contra entries Refund Write offs & returns Communications Delete Swap Clear Print list Send to Excel Labels Letters Reports

All reports | Supplier reports

Help

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Report finder

Expand All Collapse All
Favourites
Report finder
Recent reports
All reports
Aged creditors
Aged reconciliation
Credit control and turnover
Daily transactions
Day books
Departmental
EC purchases
GDPR
My supplier reports
Supplier activity
Supplier contacts
Supplier details
Supplier invoices
Supplier statements
Top suppliers

Favourites

Add the documents that you use most often to Favourites to access and generate them quickly. Documents are added and removed by clicking the star icon. You can drag and drop your favourites into any order you want.

Filters All

Name	Description	Last Run	Filename
Aged Creditors Analysis (Summary)	Summary of outstanding balances by supplier.		

Criteria for Aged Creditors Analysis (Summary)

Criteria Values

Enter the values to use for the criteria in this report

Supplier Ref	Between (inclusive)	and	ZZZZZZZZ
Report Date	To (inclusive)		XX/XX/XXXX
Inc Future Tran	☐		
Exc Later Payments	☑		

Preview a sample report for a specified number of records or transactions (0 for all) 10

Help OK Cancel

FSSU Financial Support Services Unit

Department Reports

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates Help

Home
Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

Edit Activity Budgets Departmental profit & loss Departmental balance sheet Swap Clear Print list Send to Excel Reports Show me how

All reports | Department reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Report finder

Expand All Collapse All
- Favourites
- Report finder
- Recent reports
- All reports
- Advanced budgets
- Balance sheet
- Department details
- My department reports
- Nominal analysis
- Profit and loss
- Variance

Favourites

Add the documents that you use most often to Favourites to access and generate them quickly. Documents are ad
star icon. You can drag and drop your favourites into any order you want.

Name	Description	Last
Nominal Departmental Analysis (Detailed)	List of transactions by department and nominal code.	

Criteria for Nominal Departmental Analysis (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code	Between (inclusive)		and	99999999
Transaction Date	Between (inclusive)	xx/xx/xxxx	and	xx/xx/xxxx
Transaction No	Between (inclusive)	1	and	99999999
Department	Between (inclusive)	5	and	5

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

Help OK Cancel

Date:
Time:

FSSU Master Chart of accounts New

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From
N/C To 99999999
Tran Date From xx/xx/xxxx
Tran Date To xx/xx/xxxx
Tran No From 1
Tran No To 99,999,999
Department From 5
Department To 5

Dept Number 5 Dept ICT Grant

N/C 1800 Name Current Account 1

Tran Number	Type	Date	Details	Debit	Credit	Balance
161	BR	04/06/20XX	ICT Grant	11,129.00		11,129.00
162	BP	30/06/20XX	Digital portfolios		5,000.00	-5,000.00
163	BP	20/07/20XX	E-learning classroom support		5,572.55	-5,572.55
			Account Totals	11,129.00	10,572.55	556.45

N/C 2165 Name ICT Grant Unspent

Tran Number	Type	Date	Details	Debit	Credit	Balance
159	JC	01/09/20XX	ICT Grant XX/XX Unspent		120.00	-120.00
165	JC	31/08/20XX	Unspent XX/XX Grant		556.45	-556.45
			Account Totals		676.45	-676.45

N/C 3230 Name ICT Grant Non Capital

Tran Number	Type	Date	Details	Debit	Credit	Balance
161	BR	04/06/20XX	ICT Grant XX/XX		11,129.00	-11,129.00
164	JD	31/08/20XX	Unspent XX/XX Grant	556.45		556.45
			Account Totals	556.45	11,129.00	-10,572.55

FSSU Financial Support Services Unit

Department Reports

Date:
Time:

FSSU Master Chart of accounts New
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From		Tran Date From	XX/XX/XXXX	Tran No From	1
N/C To	99999999	Tran Date To	XX/XX/XXXX	Tran No To	99,999,999

Department From 15
Department To 15

Dept Number 15 Dept Secure Mobile Phone Storage

N/C 1421 Name Capital: Fixtures,fittings & Equipment Additions

Tran Number	Type	Date	Details	Debit	Credit	Balance
171	PI	30/06/20XX	Secure Mobile Phone Storage Solution 1.	5,000.00		5,000.00
			Account Totals	5,000.00		5,000.00

N/C 1730 Name Grants Due

Tran Number	Type	Date	Details	Debit	Credit	Balance
170	JD	31/08/20XX	Expense SMPSS prior to receipt of funding	5,000.00		5,000.00
			Account Totals	5,000.00		5,000.00

N/C 2100 Name Creditors Control Account

Tran Number	Type	Date	Details	Debit	Credit	Balance
171	PI	30/06/20XX	Secure Mobile Phone Storage Solution 1.		5,000.00	-5,000.00
			Account Totals		5,000.00	-5,000.00

N/C 3920 Name DE Fixtures, Fittings & Equipment Grant Income

Tran Number	Type	Date	Details	Debit	Credit	Balance
169	JC	31/08/20XX	Expense SMPSS prior to receipt of funding		5,000.00	-5,000.00
			Account Totals		5,000.00	-5,000.00

FSSU Financial Support Services Unit

Department Reports

Date:
Time:

FSSU Master Chart of accounts New
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From
N/C To 99999999
Tran Date From 01/09/20XX
Tran Date To 31/08/20XX
Tran No From 1
Tran No To 99,999,999
Department From 6
Department To 6

Dept Number 6 Dept Free School Book Scheme Grant

N/C 1720 Name Prepayments

Tran Number	Type	Date	Details	Debit	Credit	Balance
229	PI	25/07/20XX	Text Books 1st years	20,000.00		20,000.00
			Account Totals	20,000.00		20,000.00

N/C 1800 Name Current Account 1

Tran Number	Type	Date	Details	Debit	Credit	Balance
20	BR	31/03/20XX	FSBG Year 2	100,000.00		100,000.00
			Account Totals	100,000.00		100,000.00

N/C 2100 Name Creditors Control Account

Tran Number	Type	Date	Details	Debit	Credit	Balance
229	PI	25/07/20XX	Text Books 1st years		20,000.00	-20,000.00
			Account Totals		20,000.00	-20,000.00

N/C 2151 Name Book Grant Received in Advance

Tran Number	Type	Date	Details	Debit	Credit	Balance
20	BR	31/03/20XX	FSBG Year 2		100,000.00	-100,000.00
225	JD	01/09/20XX	FSBG YEAR 1	87,870.00		87,870.00
			Account Totals	87,870.00	100,000.00	-12,130.00

N/C 2160 Name Book Grant Unspent

Tran Number	Type	Date	Details	Debit	Credit	Balance
168	JC	31/08/20XX	FSBG Year 1 Unspent		4,350.00	-4,350.00
			Account Totals		4,350.00	-4,350.00

N/C 3151 Name Free Schoolbook Grant

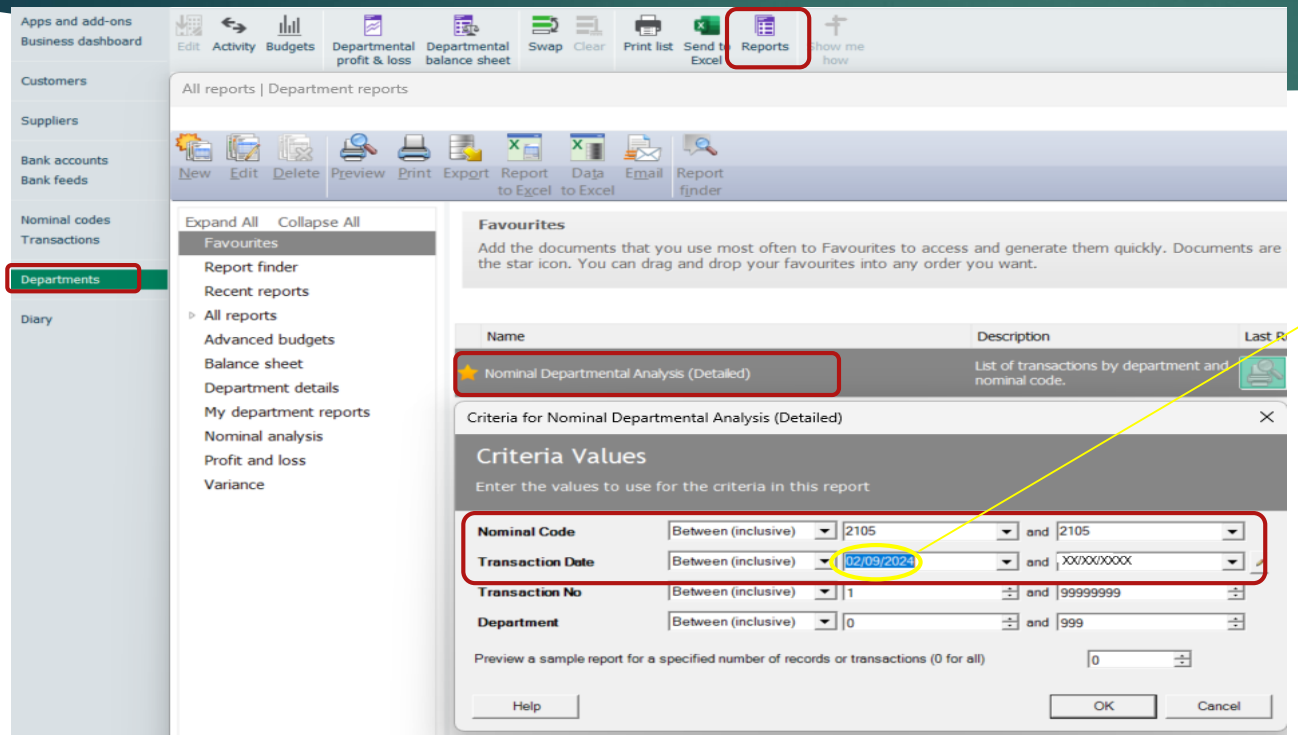
Tran Number	Type	Date	Details	Debit	Credit	Balance
167	JD	31/08/20XX	FSBG Year 1 Unspent	4,350.00		4,350.00
221	JC	01/09/20XX	FSBG YEAR 1		87,870.00	-87,870.00
			Account Totals	4,350.00	87,870.00	-83,520.00

N/C 4731 Name Free Schoolbook Grant Expense

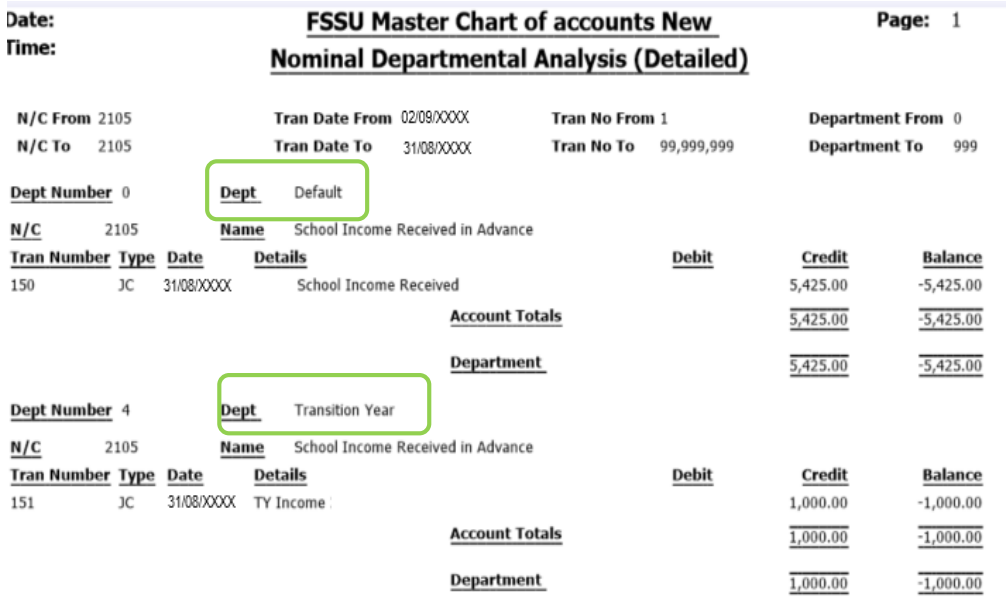
Tran Number	Type	Date	Details	Debit	Credit	Balance
227	JD	01/09/20XX	FSBG Expense Year 1 FSBG	83,520.00		83,520.00
			Account Totals	83,520.00		83,520.00
			Department	295,740.00	212,220.00	83,520.00
			Grand Totals	295,740.00	212,220.00	83,520.00

FSSU
Financial Support Services Unit

School Income Received in Advance



02/09/XXXX – Assuming journals posted to transfer prior year income dated 01/09/XXXX



Date:
Time:

FSSU Master Chart of accounts New
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 2105 | Tran Date From 02/09/XXXX | Tran No From 1 | Department From 0
N/C To 2105 | Tran Date To 31/08/XXXX | Tran No To 99,999,999 | Department To 999

Dept Number 0 | Dept Default

N/C 2105 | Name School Income Received in Advance

Tran Number	Type	Date	Details	Debit	Credit	Balance
150	JC	31/08/XXXX	School Income Received		5,425.00	-5,425.00
			Account Totals		5,425.00	-5,425.00
			Department		5,425.00	-5,425.00

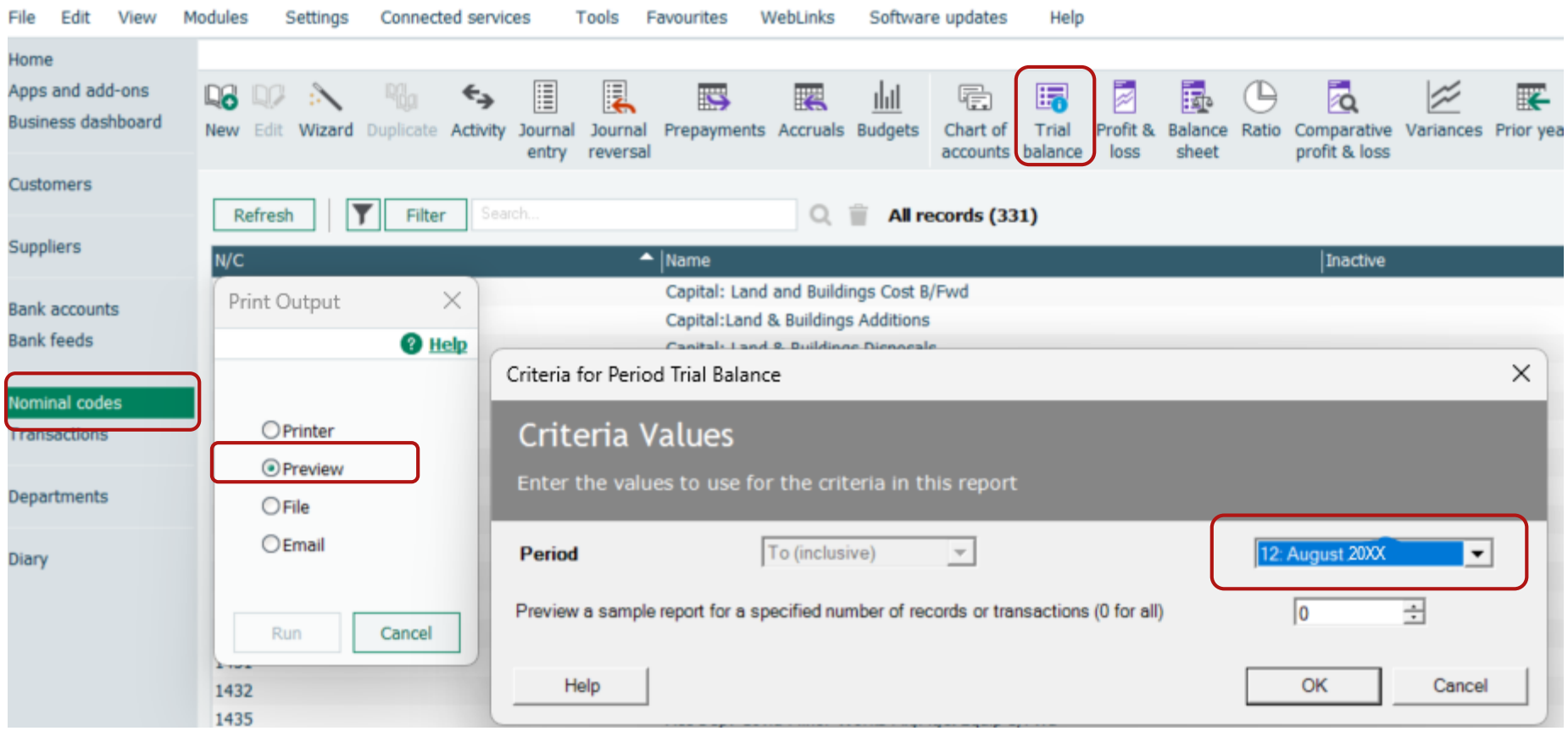
Dept Number 4 | Dept Transition Year

N/C 2105 | Name School Income Received in Advance

Tran Number	Type	Date	Details	Debit	Credit	Balance
151	JC	31/08/XXXX	TY Income		1,000.00	-1,000.00
			Account Totals		1,000.00	-1,000.00
			Department		1,000.00	-1,000.00

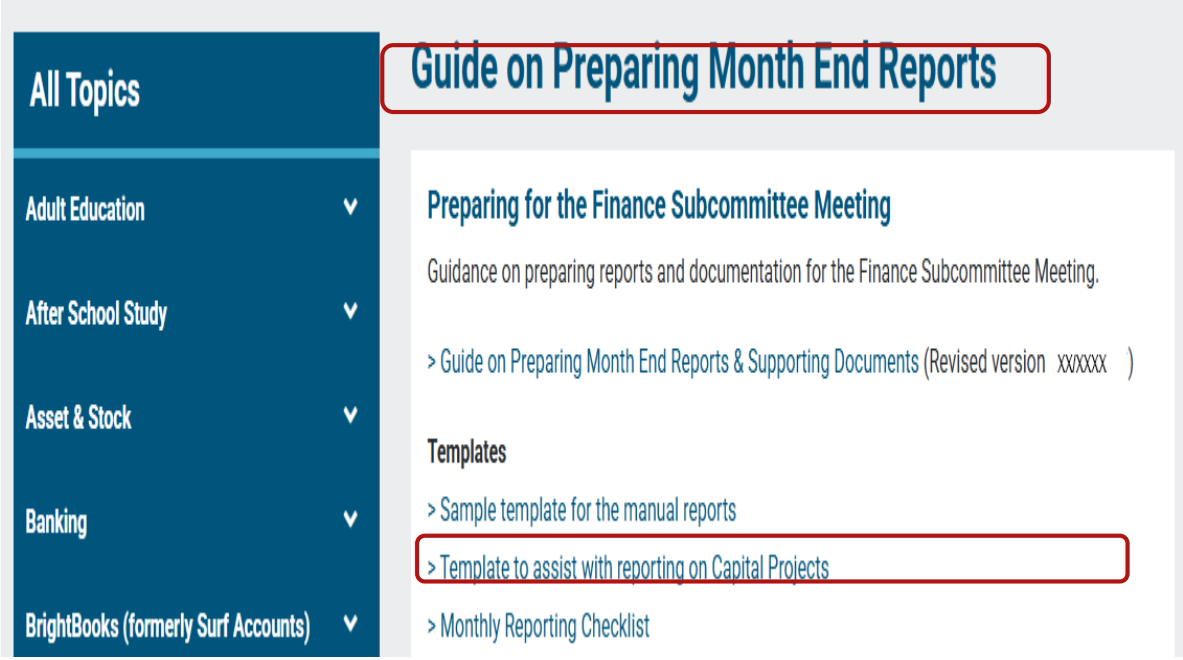
FSSU
Financial Support Services Unit

Trial Balance



FSSU
Financial Support Services Unit

Capital Income & Expenditure report



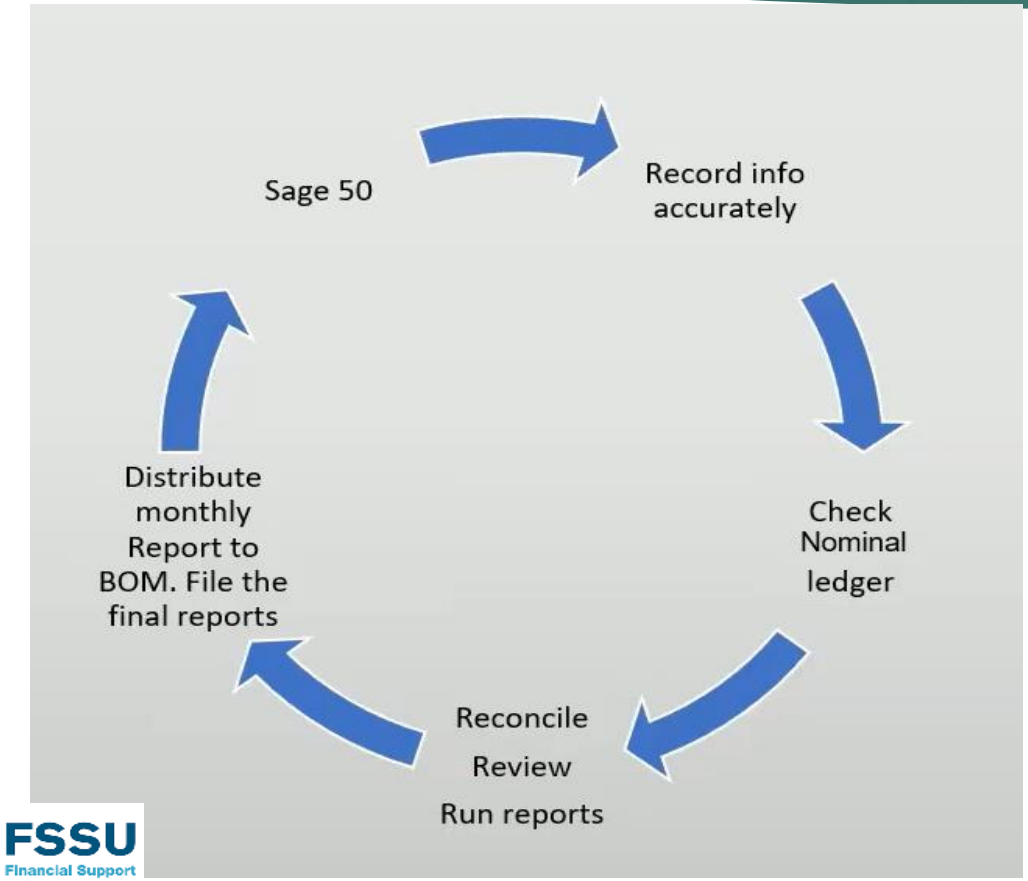
Buildings Projects Report

School Name	Insert name here				
Roll Number	XXXXXX				
Project description	Building project				
Date	31/12/20XX				
Income	COA code		Actual	Budget	Variance
			€	€	€
	3900	Department grants	150,000	200,000	- 50,000
	3901	Fundraising Income			
	3903	Trustees/Patron contribution			-
	3902	Parents Funding			-
		Past Pupils Union contribution			-
	3907	Donations			-
		Restricted /Designated Funds	10,000	10,000	-
	3904	Other (sports grant, lottery etc.)			-
Total			160,000	210,000	- 50,000
Expenditure					
	3940	Professional Fees	15,000	28,400	- 13,400
	3940	Building Contractor bills	80,000	160,000	- 80,000
	3940	RCT/VAT payments	10,800	21,600	- 10,800
	1420	Furniture and Fittings			-
	1460	ICT (including wifi)			-
	3940	Insurance			-
	3940	Building Bond			-
	3940	Retention payment			-
	3940	Other			-
Total			105800	210000	-104200
Surplus/Deficit			54200	0	54200

Capital projects assigned a department code.

FSSU Financial Support Services Unit

Summary

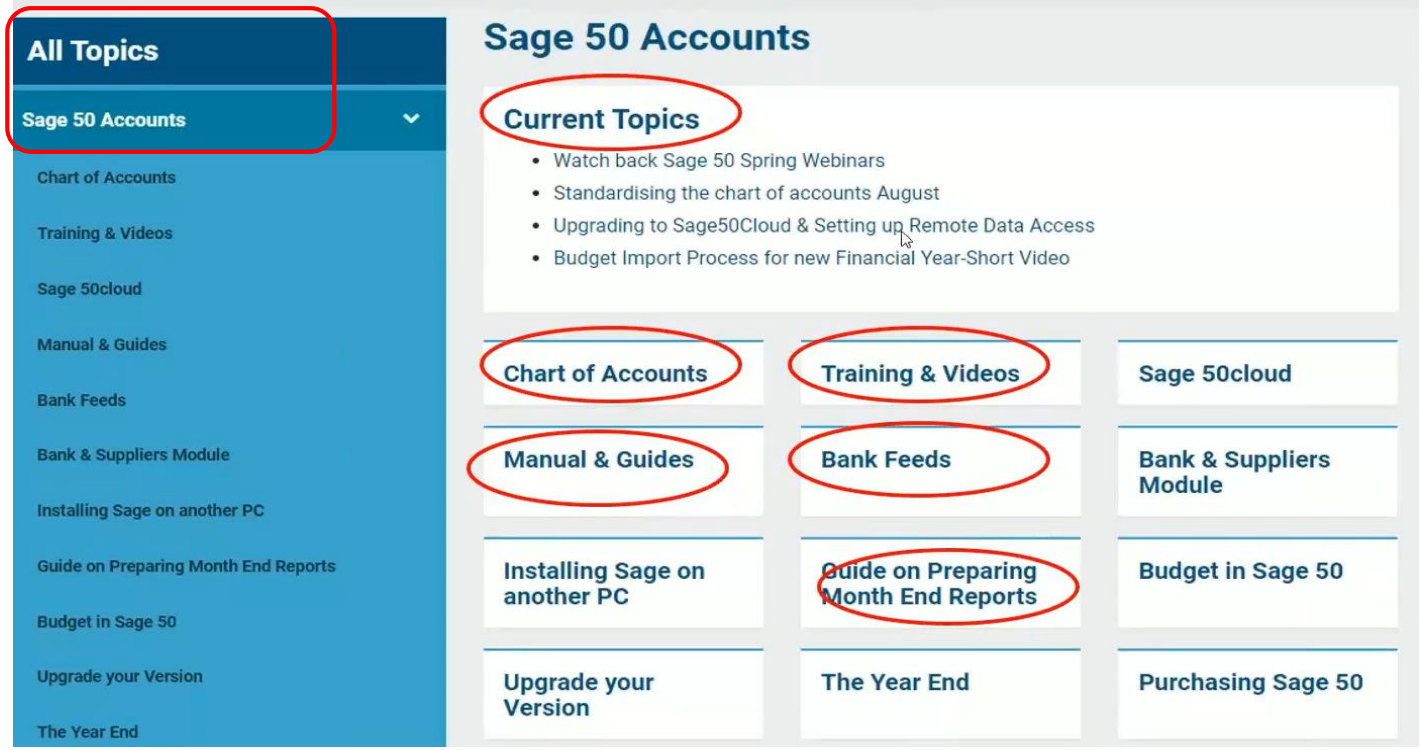


- Do the ordinary things well – each month

1. Record all transactions carefully and have the supporting paperwork
2. Bank rec report for all bank accounts
3. Reviewing the BOM reports is vital – Practice and familiarity
4. Review the nominal ledger activity report monthly
5. Review Accounts with principal every month,
6. Make any necessary changes and run & file the final BOM Reports monthly (without fail). Cross check reports
7. After completing the accuracy checklist, Distribute the pack to the Board 3 days before meeting

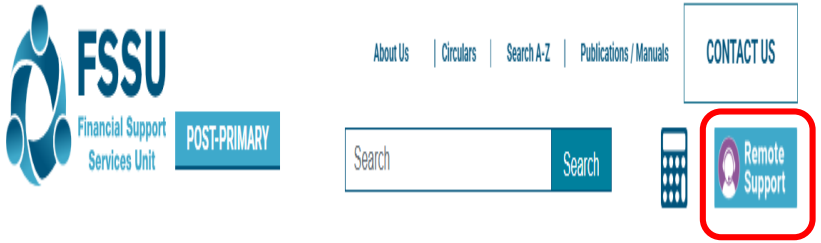
FSSU Financial Support Services Unit

7. Further Information, Training & Support



email: info@fssu.ie

Post Primary Team
01 2690677



FSSU
Financial Support Services Unit

Thank you