

Sage 50 Accounts for New users in Voluntary Secondary schools

Presenter – Eleanora McKenna

Agenda

1. Getting started

2. Departments

3. Suppliers Module

4. Bank accounts Module

5. Nominal codes Module

6. Reports

7.& More Help

1. Getting Started in Sage 50.

Software Maintenance & Security

Key Settings

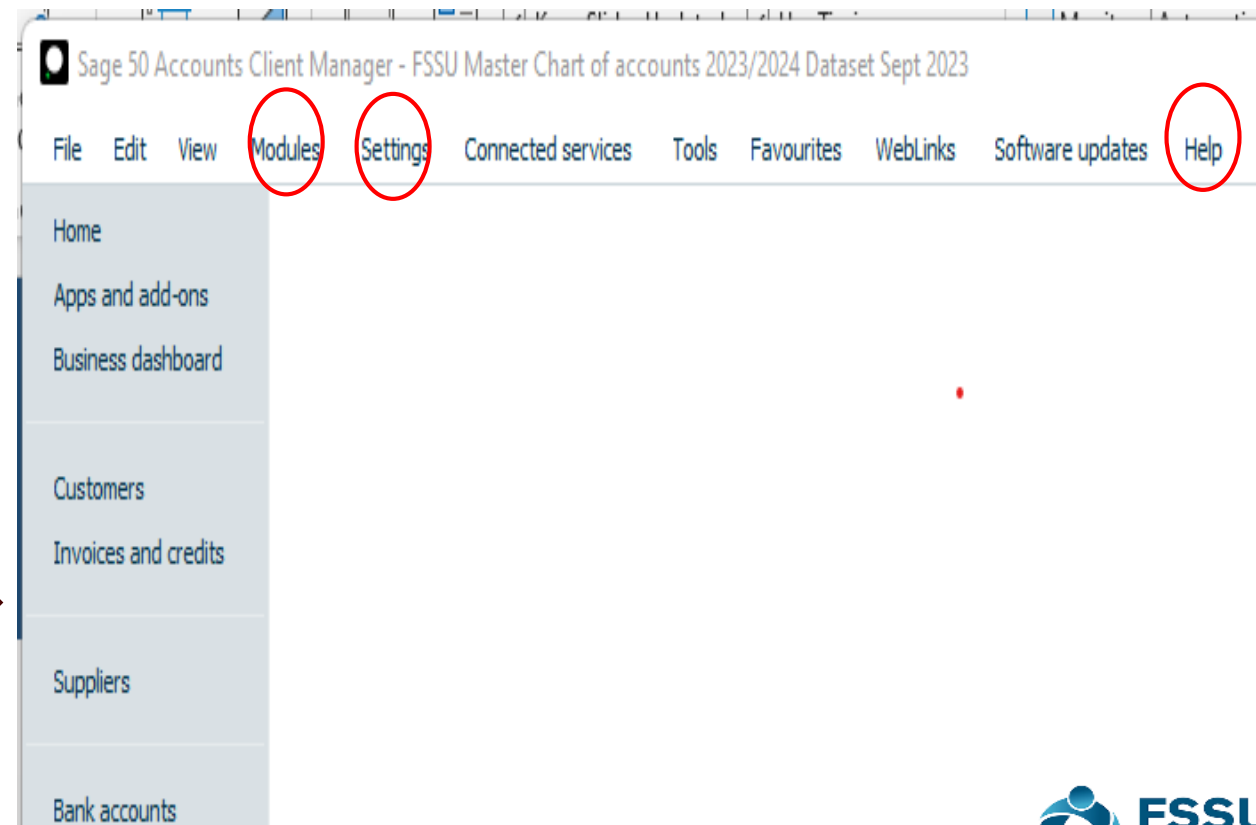
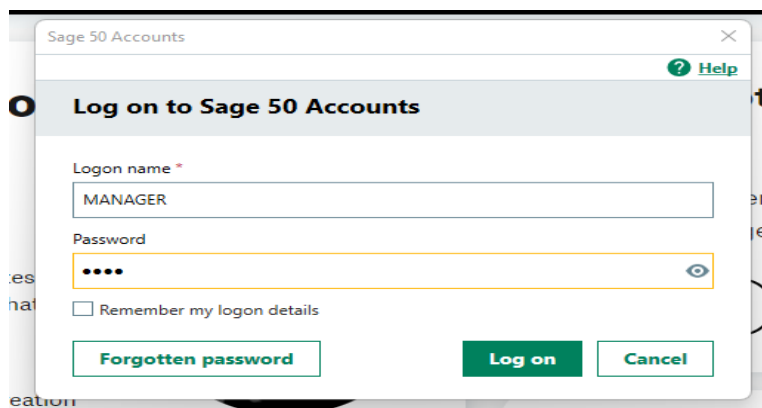
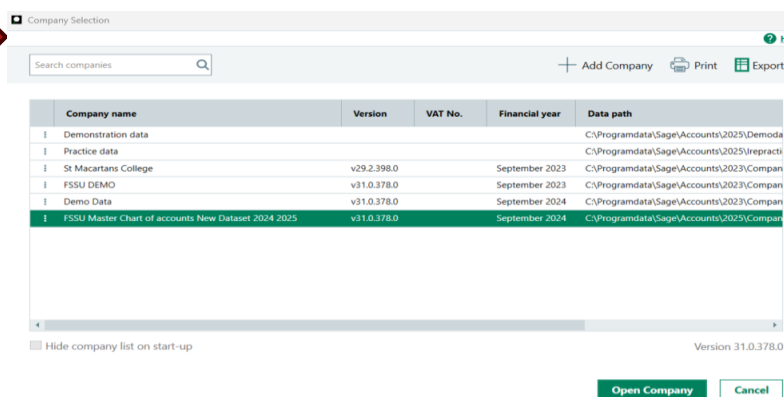
Backup System

Financial Year and Program date

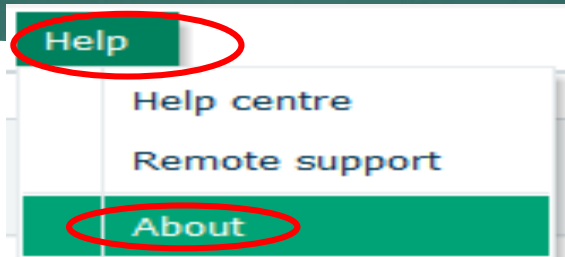
1. Getting started & Settings

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

50
Sage 50
Accounts



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**

Software Security

Password Types

- ☐ Company Dataset - User name & Password
- ☐ My sage email & Password
- ☐ Remote Data access - Passphrase

Detail

- ☐ Manager & PW to log into Sage
- ☐ Email assigned to Sage account
Forgotten password option
- ☐ This gives access to the school data on the cloud.
Accountants & authorised personnel
ONLY

Key Settings in Software Users & Remote Data Access

7

The screenshot displays the software's settings and user management interface. Red annotations highlight key areas:

- Settings Menu:** The 'Settings' tab is circled in the top left. The 'User Management...' option is circled in the left sidebar.
- Users Table:** A table listing users is circled in the center. It contains the following data:

User Name	User Type	Level of Access	Sage account
MANAGER	System Administrator	Full	bredamurphy@jmb.ie
Bursar	Standard	Partial	

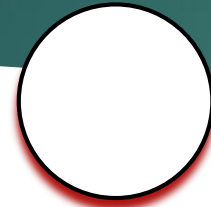
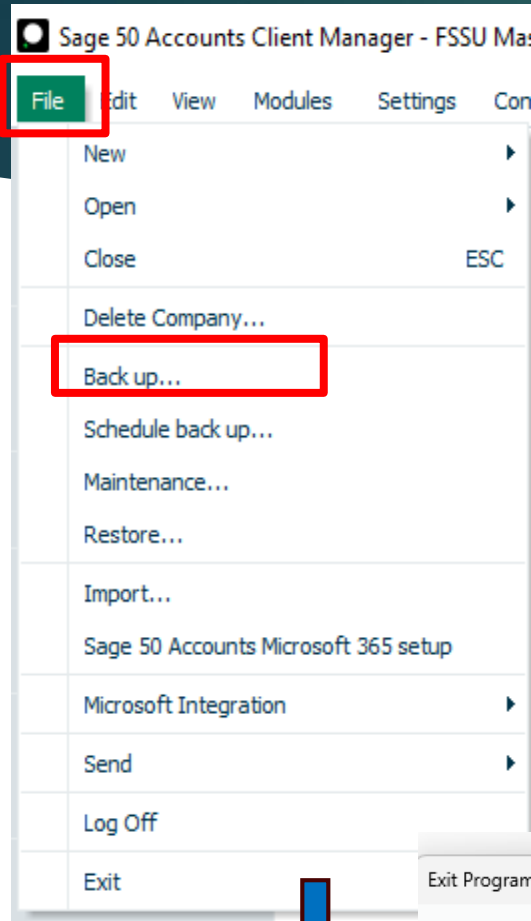
Below the table, the 'New' button is circled.

Remote Data Access Panel: On the right, the 'Remote Data Access' tab is circled. It includes the following text:

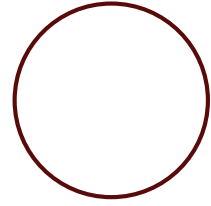
Remote Data Access (Optional)
If you want this user to have Remote Data Access to select Allow Remote Data Access. What is Remote Data Access?

☒ Allow Remote Data Access

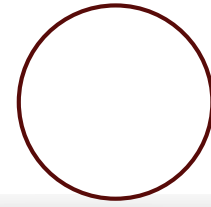
Sage Backup System



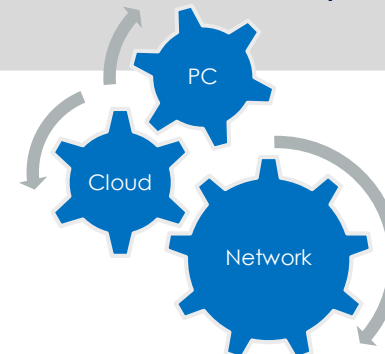
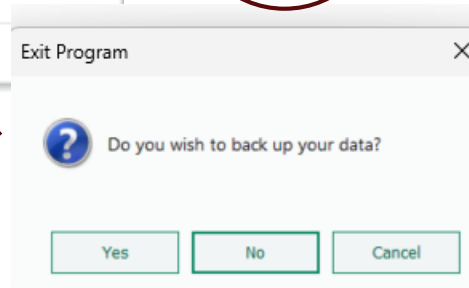
Data & archive backup daily
(asked when closing program)



Month end data backup



Year end Data backup



Directories

A good system

Financial Year

20XX/20XX

Month end

12 backups

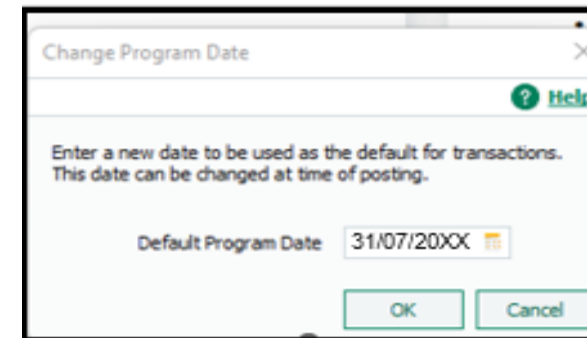
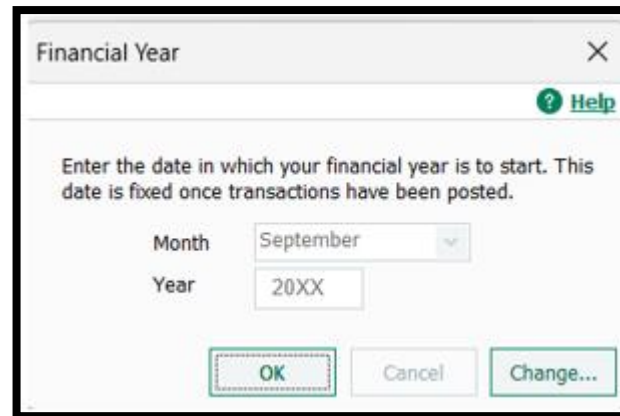
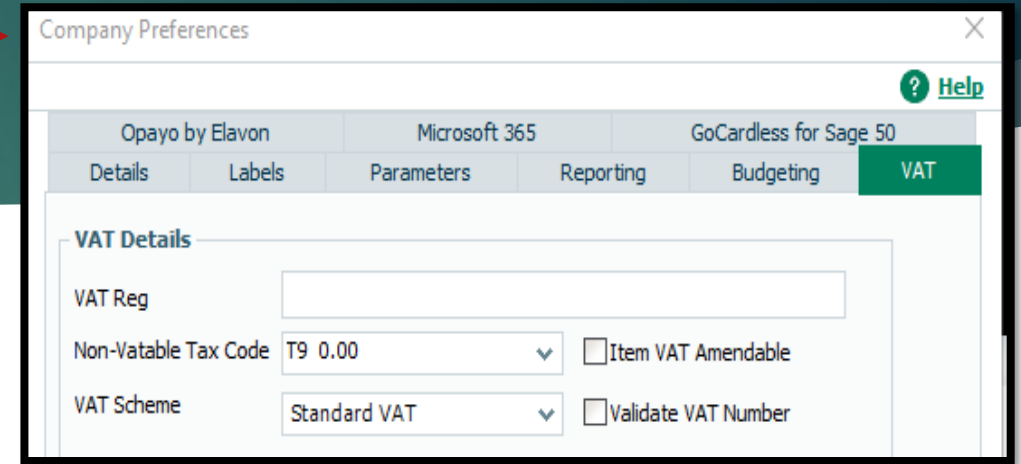
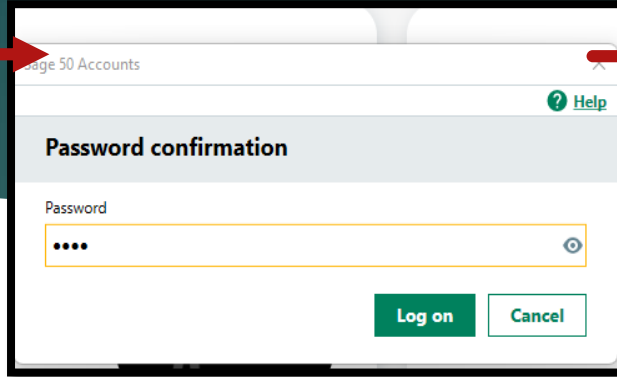
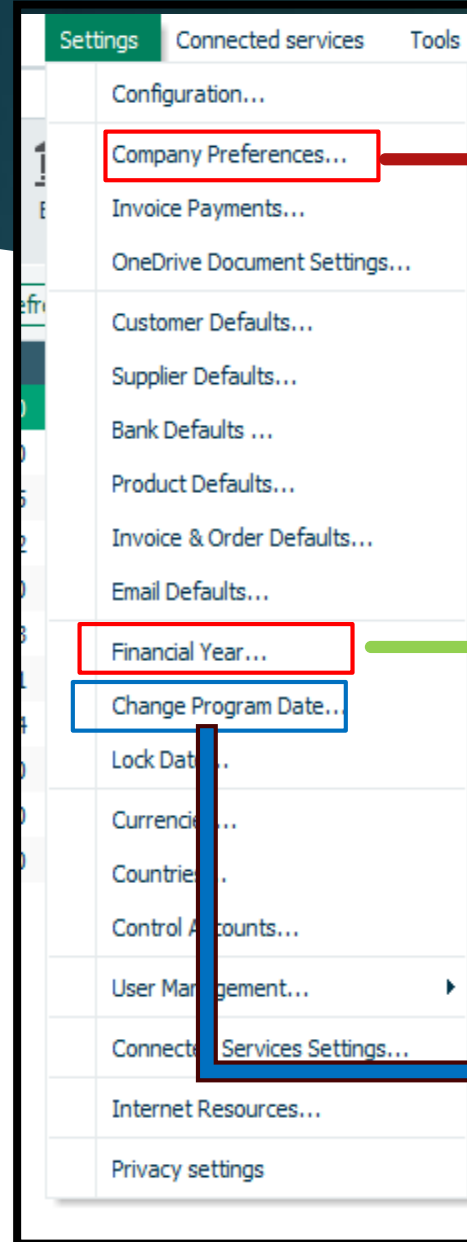
Year end

Before & after

Regular data backups

Regular Declutter

Financial Year and Program date



2. Departments

Departments

Creating a department code

Departments

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The screenshot shows the FSSU Financial Support Services Unit software interface. On the left is a navigation menu with options: Home, Apps and add-ons, Business dashboard, Suppliers, Bank accounts, Bank feeds, Nominal codes, Transactions, Departments (highlighted with a red box), and Diary. The main area displays a list of departments with columns for Reference and Name. The list includes:

Reference	Name
0	Default
1	First Year charges
2	Voluntary contributions
3	School Adminstraion charges
4	Transition Year
5	ICT Grant
6	Free School Book Scheme Grant
7	Free Schoolbook Administraion support Grant
8	Science Implemetnation Grant
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

- 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.

Creating a new Department

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The screenshot shows the 'Department Record' form in the FSSU system. The left sidebar contains a menu with the following items: Sales orders, Invoices and credits, Suppliers, Purchase orders, Products and services, Bank accounts, Bank feeds, Nominal codes, VAT, Transactions, Fixed assets, **Departments** (highlighted with a red box and a yellow arrow pointing to it), Charitable funds, Projects, and Diary. The main form area has a table with columns 'Reference' and 'Name'. The first row is 'Default', the second is 'A', and the third is '3' (highlighted with a red box and a yellow arrow pointing to it). Below the table, there is a 'Print list' button and a 'Details' tab (highlighted with a red box and a yellow arrow pointing to it). The 'Details' section contains a 'Reference' field with the value '3', a 'Name' field with the value 'TY' (highlighted with a red box and a yellow arrow pointing to it), and a 'Notes' section with a 'Transition Year' field (highlighted with a red box and a yellow arrow pointing to it). At the bottom right, there is a 'Save' button (highlighted with a red box and a yellow arrow pointing to it) and a 'Close' button. The bottom status bar shows 'Record 1 of 1'.

Reference	Name
Default	
A	
3	

Print list

Details

Memo

Details

Reference 3

Name TY

Notes

Transition Year

Save Close

Record 1 of 1

3. Suppliers Module

Supplier Invoices

Supplier Payments

Supplier Ledger Report

The Suppliers Module

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

Home
Apps and add-ons
Business dashboard

Customers

Suppliers

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 Letter Reports

Refresh Filter Search... All records (4)

A/C	Name	Inactive	Balance	Credit Limit	Contact	Telephone
-----	------	----------	---------	--------------	---------	-----------

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 to 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

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

Gross value of Invoice

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

Home

Apps and add-ons

Business dashboard

Customers

Invoices and credits

Suppliers

New/edit Activity Batch invoice Batch credit **Supplier payment**

Refresh Filter Search...

A/C	Name
BUS001	Bus company
DAT001	Datapac
QNH001	O'Donohy Books

Supplier Payment - Current Account 1

Clear form Pay in full (F3) Wizard Automatic Department Print list Send to Excel

Bank Details

Bank A/C: 1800

Name: Current Account 1

Balance: 303760.00

Supplier Details

Account*: SCH001

Name: School Cleaners

Balance: 0.00

Payment Details

Date*: 30/04/2024

Reference: ET 1

Ex. Reference:

Amount: 2700.00

Show: All From: // To: // List Invoice/Credit by

View	No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount €	Disputed?	Payment €
	13	PI	SCH001	30/04/2024	30/05/2024	5		n/a	April sprin...	n/a	2700.00		2700.00

Allocating Supplier Payments and Credit Notes

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 Communicate

Refresh Filter Search All records (4)

A/C BUS001 Temple Transport Inactive

Activity

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	1	Hire of Games	1400.00	*	1400.00	1400.00
	220	PC	03/06/20XX	03/07/20XX	MayCr1	Overcharge TT	250.00	*	250.00	250.00

No	Type	Date	Ref	N/C	Dept	Ex Ref	Details	Tax C	Amount	Debit	Credit	Trans.	Balance
220	PC	03/06/20XX	MayCr1	4710	0		Overcharge TT	T9	250.00	250.00			

Future € 0.00 Current € 0.00 30 Days € -250.00 60 Days € 1400.00 90 Days € 0.00 Older € 0.00

Record 1 of 1

Close

Home

Apps and add-ons

Business dashboard

Customers

Suppliers

Bank accounts

New/edit Activity Reconcile Bank transfer Payments Customer receipt Bank receipt Supplier refund

Refresh

Supplier payment

Batch supplier payment

Bank payment

Customer refund

Remittances

A/C 1800 Current Account 1801 Current Account

Allocating Supplier Payments and Credit Notes

Supplier Payment - Current Account 1

Clear form Pay in full (F3) Wizard Automatic Department Print list Send to Excel

Bank Details

Bank A/C: 1800
Name: Current Account 1
Balance: 401822.72

Supplier Details

Account*: BUS001
Name: Temple Transport
Balance: 1150.00

Payment Details

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

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

View	No.	Type	A/C	Date	Due on	Ref	Ex. Ref	Department	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	<input type="checkbox"/>	
	220	PC	BUS001	01/06/20XX	01/06/20XX	MayCr1		n/a	Overcharg...	n/a	250.00		0.00	0.00	<input type="checkbox"/>	

Analysis Total: 0.00

Save Close

Clear form Pay in full (F3) Wizard Automatic Department Print list Send to Excel

Bank Details

Bank A/C: 1800
Name: Current Account 1
Balance: 401822.72

Supplier Details

Account*: BUS001
Name: Temple Transport
Balance: 1150.00

Payment Details

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

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

View	No.	Type	A/C	Date	Due on	Ref	Ex. Ref	Department	Details	T/C	Amount €	Disputed?	Payment €	Discount €
	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		0.00	0.00

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 From: / / To: / / ☐ List Invoice/Credit by item line

View	No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Departme	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	<input type="checkbox"/>	
	220	PC	BUS001	01/06/20XX	01/06/20XX	MayCr1		n/a	Overcharg...	n/a	250.00		250.00	0.00	<input type="checkbox"/>	

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	<input type="checkbox"/>	
n/a	250.00		250.00	0.00	<input type="checkbox"/>	

Analysis Total: 0.00

Save Close

Allocating Supplier Payments and Credit Notes

Activity

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	1	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 €: **0.00** | Current €: **0.00** | 30 Days €: **0.00** | 60 Days €: **1150.00** | 90 Days €: **0.00** | Older €: **0.00**

Record 1 of 1

Close

Suppliers Ledger Report

The screenshot shows a software interface for generating a Suppliers Ledger Report. The main menu bar includes File, Edit, View, Modules, Settings, Connected services, Tools, Favourites, WebLinks, Software updates, and Help. The left sidebar lists various modules, with 'Suppliers' highlighted in green. The top toolbar contains numerous icons for different functions, with the 'Reports' icon highlighted in red. The main window displays 'All reports | Supplier reports' with a sub-toolbar for report actions. A 'Favourites' section lists various reports, with 'Aged Creditors Analysis (Summary) with Disputed Items' highlighted by a yellow arrow. A red box highlights the 'Criteria Values' dialog box, which is used to specify the report parameters. The dialog box includes fields for 'Supplier Ref' (set to 'Between (inclusive)' and '22222222'), 'Report Date' (set to 'To (inclusive)' and '30/06/20XX'), and checkboxes for 'Inc Future Payments' and 'Exc Later Payments'. A green arrow points to the 'OK' button.

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

Home
Apps and add-ons
Business dashboard

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

Suppliers

Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

All reports | Supplier reports

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

Expand All Collapse All

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.

Name	Description	Last Run	Filename
★ Aged Creditors Analysis (Summary) with Disputed Items	Summary of outstanding balances by supplier, including disputed items.		

Criteria for Aged Creditors Analysis (Summary) with Disputed Items

Criteria Values

Enter the values to use for the criteria in this report

Supplier Ref Between (inclusive) and 22222222

Report Date To (inclusive) 30/06/20XX

Inc Future Payments ☐

Exc Later Payments ☐

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

Help OK Cancel

4. Banking Module

Bank Receipts & Payments

Bank Transfers

Bank Reconciliations

Online Payment Solution Clearing Account

Petty Cash Account

Cash Control Account

Bank Feeds

Bank Receipt

Home
Apps and add-ons
Business dashboard
Customers
Suppliers
Bank accounts

Refresh

A/C Name Balance Last Reconciled Date
1800 Current Account 1 45275.02 20/06/2025

Bank Receipts

Clear form Pay by card 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

Bank
N/C

Tax Rate

Bank*	Date	Ref	Ex.Ref	N/C*	Department*	Details	Net T/C*	Tax	Gross
1800	10/01/20XX	DE1		3010	0	Capitation Grant 1	75000.00 T9	0.00	75000.00
1800	11/01/20XX	DE2		3921	5	ICT Grant	10000.00 T9	0.00	10000.00
1800	12/01/20XX	DE3		2151	7	Free Schoolbook Scheme Grant	67000.00 T9	0.00	67000.00

Bank Payment

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

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Bank accounts

Refresh

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) Memorise Recall Print list Send to Excel

Bank: Current Account 1 Tax Rate: 0.00
N/C: Bank Charges Expense

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax	Gross
1800	23/04/20XX	15		2270	0	RCT - March Li...	5000.00	T9	0.00	5000.00
1800	30/04/20XX	16		7450	0	Bank Fees Qua...	150.00	T9	0.00	150.00
1800	30/04/20XX	17		2250	0	Revenue Payro...	3000.00	T9	0.00	3000.00
							8150.00		0.00	8150.00

Save Close

Bank Reports

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

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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

Expand All Collapse All

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
★ Day Books: Bank Receipts (Detailed)	Detailed list of Bank Receipt (BR) transactions.		BNKBRD
★ Day Books: Bank Payments (Detailed)	Detailed list of Bank Payment (BP) transactions.		BNKBPD
★ Bank Report - Unreconciled	Itemised unreconciled transactions, with transactions dated before the report date appearing as a brought forward value.		BN_BANK3

Report finder
Recent reports
All reports
Bank charges
Bank payments
Bank payments and receipts
Bank receipts
Cash payments
Cash receipts
Credit card payments
Credit card receipts

FSSU
Financial Support
Services Unit

Bank Receipts report

★ Day Books: Bank Receipts (Detailed) Detailed list of Bank Receipt (BR) transactions.

Criteria for Day Books: Bank Receipts (Detailed)

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

Transaction Date	Between (inclusive)	01/09/20XX	and	31/06/ 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)

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

Transaction From: 1

Transaction To: 99,999,999

Dept From: 0

Dept To: 999

Bank From: 1800

Bank To: 1800

N/C From:

N/C To: 99999999

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		

FSSU

3010-3899 Income Current Year
3900-3999 Capital Items

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


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)

[Help](#) [OK](#) [Cancel](#)

Bank Payments Report

Date:

Time:

FSSU Master Chart of accounts New

Day Books: Bank Payments (Detailed)

Page: 1

Date From:

Date To:

01/09/20XX

31/08/20XX

Bank From:

Bank To:

1800

1800

Transaction From:

Transaction To:

1

99,999,999

N/C From:

N/C To:

99999999

Dept From:

Dept To:

0

999

Bank: 1800

Currency: Euro

No	Type	N/C	Date	Ref	Details	Dept	Net €	Tax €	T/C	Gross €	V	Bank Re B 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 Monthly	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

Bank reconciliation

32

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 Customer refund

Refresh

A/C	Name
1800	Current Account 1

Statement Summary

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

Bank reconciliation

33

Reconcile - 1800 - Current Account 1

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 portfolios	5000.00	
20/06/20XX	123		Locker Income 25/26		100.00
20/06/20XX	120		SA Charges 25/26		500.00

Match >>

Date	No.	Reference	Details	Payments	Receipts	Balance
		O/Bal	Last reconciled balance			338644.00
01/09/20XX	154	Te Journal...	Income received 23/24 F...	9500.00	348144.00	
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 income	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	

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

Bank reconciliation

Reconcile - 1800 - Current Account 1

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	Balance
01/09/ 20XX	182		State exam income		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		JCP		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 portfolios	5000.00		404377.00
20/06/ 20XX	123		Locker Income 25/26		100.00	404477.00
30/06/ 20XX	126		St. Chas. 25/26		500.00	404977.00
30/06/ 20XX	32	RCT2 2025 RCT June		5000.00		399977.00

Matched transactions

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

Save progress Reconcile Close

Bank reconciliation

Reconcile - 1800 - Current Account 1

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 >>

<< Unmatch 0.00

Swap Clear

Matched transactions

Date	No.	Reference	Details	Payments	Receipts	Balance
20/12/ 20XX	73		Science Implementation ...		13000.00	372273.00
01/09/ 20XX	182		State exam income		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 portfolios	5000.00		404377.00
20/06/ 20XX	123		Locker Income		100.00	404477.00
20/06/ 20XX	120		SA Charges		500.00	404977.00

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

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

Bank Reconciliation Report

Reconcile - 1800 - Current Account 1

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 >> << Unmatch 0.00

Date	No.	Reference	Details	Payments	Receipts	Balance
20/12/ 20XX	73		Science Implementation ...		13000.00	372273.00
01/09/20XX	182		State exam income		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 portfolios	5000.00		404377.00
20/06/20XX	123		Locker Income		100.00	404477.00
20/06/20XX	120		SA Charges		500.00	404977.00

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

Bank Reconciliation Report

Home

Apps and add-ons

Business dashboard

Suppliers

Bank accounts

Bank feeds

Refresh

Include inactive

A/C	Name	Balance	Last Reconciled Date	Last Reconciled Balance
1800	Current Account 1	404977.00	30/06/20XX	409977.00

Online Payment solution clearing account -1870

From Bank Statement

Apps and add-ons
Business dashboard

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

Customers

Suppliers

Bank accounts

Bank feeds

Nominal codes

Transactions

Departments

Refresh

A/C	Name
1800	Current Account 1
1801	Current Account 2
1802	Current Account 3
1803	DSP School Meal Bank Account
1805	New Lotto Bank Account
1810	Deposit Account
1820	Parents Council/Association Bank Account
1850	Credit Card Account
1870	Online Payment Solution Clearing Account

Bank transfer

From*	To*	Date*	Ref	Ex.Ref	Details	Department	Payment Amount*
1870	1800	08/01/2025	Online Payments		EP Online Payments	0	500.00
1870	1800	08/01/2025	Online Payments		EP Online Payments	0	750.00

1870	Online Payment Solution Clearing Account	No	-5460.00
------	--	----	----------

Online Payment Provider Reports



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



Record bank fees



At least monthly



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

The screenshot displays the FSSU Financial Support Services Unit software interface. On the left, a sidebar menu lists various functions: Apps and add-ons, Business dashboard, Customers, Suppliers, Bank accounts (highlighted with a red box), Bank feeds, Nominal codes, Transactions, Departments, and Diary. The main window shows a list of accounts (A/C) with columns for Name, Balance, and Last Reconciled Date. The 'Bank transfer' window is open, showing a table with columns: From*, To*, Date*, Ref, Fu Ref, Details, Amount, and Payment Amount. A red box highlights the first row of the table:

From*	To*	Date*	Ref	Fu Ref	Details	Amount	Payment Amount
1800	1900	XXXX/XXXX	TRANS	Petty cash float top up	Bank Transfer	0	50.00



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.

Cash Control Account

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



Total value of cash and cheques



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

Bank*	Date*	Ref	Ex.Ref	N/C*	Department	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



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	100.0

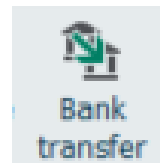
Record lodgement of the cash/ cheque into the main bank account

Credit Card



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

Transaction	From	To	Amount
1850	Credit Card Account		-200.00



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

A/C	Name	Balance	Last Reconciled Date
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		
1900	Petty Cash Account		
1950	Cash Control Account		

From*	To*	Date*	Ref	Ex.Ref	Details	Department	Payment Amount*
1800	1850	xx/xx/xxxx	TRANS	Monthly CC payment	Bank Transfer - Monthly CC payment	0	200.00

Bank accounts	1800	Current Account 1	615.00
Bank feeds	1801	Current Account 2	0.00
	1802	Current Account 3	250.00
	1803	DSP School Meal Bank Account	0.00
Nominal codes	1810	Deposit Account	0.00
Transactions	1820	Parents Council/Association Bank Account	0.00
	1850	Credit Card Account	0.00

Bank feeds

The screenshot displays the Sage 50 Accounts web interface. On the left is a vertical sidebar with navigation links: Home, Apps and add-ons, Business dashboard, Customers, Suppliers, Bank accounts, Bank feeds (highlighted with a red box), Nominal codes, Transactions, Departments, and Diary. The main content area has a teal header with tabs: Home, Topics, Guidelines, School Management, and External Accountants / Auditors. Below the header, the 'All Topics' section lists 'Sage 50 Accounts' with a dropdown arrow. Under this, a list of topics includes Chart of Accounts, Training & Videos, Sage 50cloud, Sage Manual & Guides, Bank Feeds, Bank & Suppliers Module, and Installing Sage on another PC. To the right, the 'Sage 50 Accounts' section features 'Current Topics' with a bulleted list of recent webinars and training videos. Below this, there are four buttons: Chart of Accounts, Training & Videos, Sage Manual & Guides, and Bank Feeds (highlighted with a red box). At the bottom, the 'Bank accounts' section shows '1800 - Bank Current Account' with a 'Connected' status (highlighted with a red box) and an 'Open' button (highlighted with a red box).

Home Topics Guidelines School Management External Accountants / Auditors

All Topics

Sage 50 Accounts ▼

- Chart of Accounts
- Training & Videos
- Sage 50cloud
- Sage Manual & Guides
- Bank Feeds
- Bank & Suppliers Module
- Installing Sage on another PC

Sage 50 Accounts

Current Topics

- Recent Sage webinars
- New Users Training Video
- Standardising the chart of accounts August
- Upgrading Sage 50 & Setting up Remote Data Access
- Budget Import Process for new Financial Year-Short Video

Chart of Accounts **Training & Videos**

Sage Manual & Guides **Bank Feeds**

Bank accounts

1800 - Bank Current Account

✓ Connected **Open**

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.

1800 - Current Account 1

1 Download Auto-match Recurring items

Confirmed 0 / 38 Last download date XX/XX/XXXX 21:06 Include bank transactions up to: XXXXXXXX

2. Auto-matched (2) To be matched (36) Confirmed (0)

Bank transactions (2) Sage transactions (2)

02/01/20XX *MOBI VISA €1,500.00 Money out Matched Confirm Unmatch

02/01/20XX TRANS €1,500.00 Money out Matched Confirm Unmatch

03/01/20XX D/D EIR IE23122948387309 €2.91 Money out Matched Confirm Unmatch

03/01/20XX 1800 €6250 Money out Matched Confirm Unmatch

Confirming matched transactions

When the value of the bank and Sage transactions match, the confirmed transactions are automatically moved to the Confirmed tab.

Auto-matched (2) To be matched (198) Confirmed (1)

☐ Don't show me this again

Continue

Bank feeds

Steps

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

Create transaction >

Auto-matched (3) **To be matched (2)**

Bank transactions (2) Search... ↑ ↓ Sage trans

25/01/20XX STAMP DUTY 9825	€2.52 / €2.52
Money out	Create
07/02/20XX VDC-GRANTS MASTER	€16.98 / €16.98
Money out	Create



Create money out transaction

Select the type of transaction you want to create then click, Create transaction.

<input checked="" type="checkbox"/>	Bank payment	€2.52
<input type="checkbox"/>	Supplier payment	€2.52
<input type="checkbox"/>	Customer refund	€2.52
<input type="checkbox"/>	Bank transfer	€2.52

3.

Create transaction

Cancel

Bank feeds

Steps

4. Create rules when in the confirmed tab.

← 1800 - Current Account 1

Download Auto-match Recurring items View ignore **4. Manage rules**

Confirmed 5 / 43 Last download date xx/xx/xxxx 21:06

5. Continue to check reconciliation regularly throughout the month.

Save and close Save and continue to reconcile

Statement Summary

Bank : 1800 Current Account 1

Statement Reference : 1800 2024-02-07 01

Ending Balance : -2244.46 Statement Date : xx/xx/xxxx

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

Interest Earned : Amount : 0.00 Date : 07/02/2024 NC : TC : T9 0.00

Account Charges : Amount : 0.00 Date : 07/02/2024 NC : TC : T12 0.00

OK Cancel

Total Payments 1856.76 Total Receipts 3113.20 Matched Balance - Statement Balance = Difference 1256.44 1256.44 0.00

Save progress Reconcile Close

Only at month end click Reconcile

5. Nominal Codes Module

Chart of Accounts

Nominal Codes

Journals

Nominal Activity Report

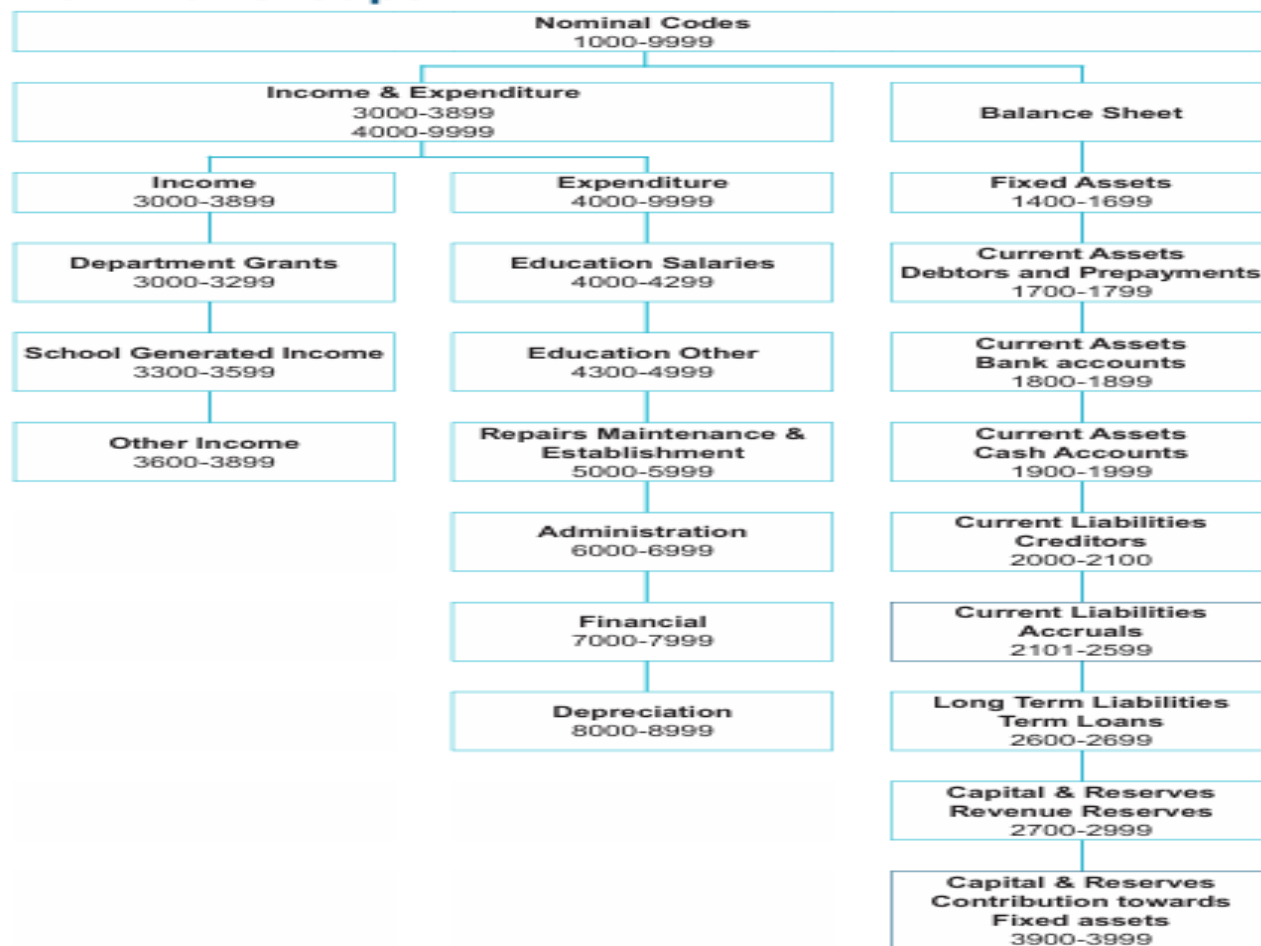
Reports

Chart of Accounts

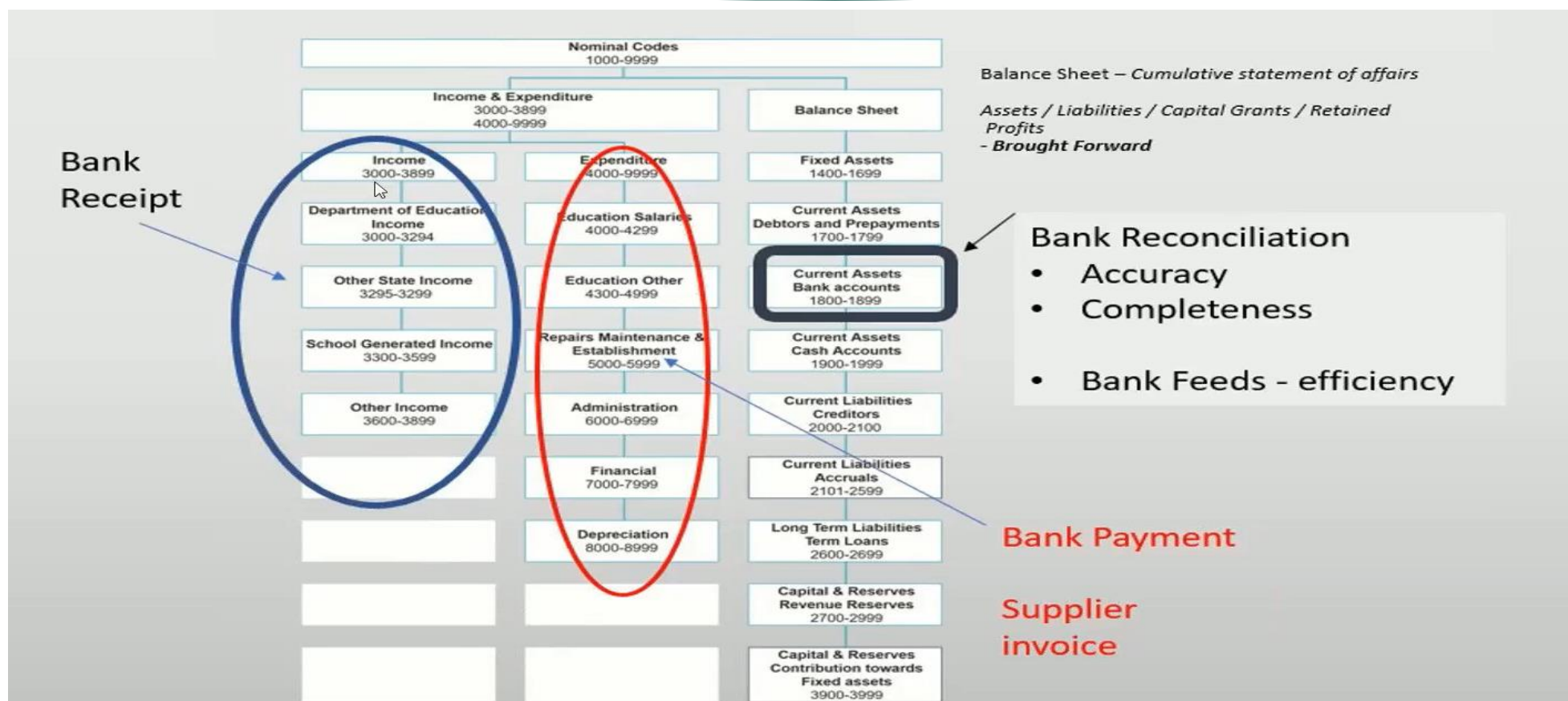
FSSU Chart of Accounts

Effective for the year ended 31st August 20XX

Nominal Groups



Nominal Codes



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

Only add codes that are on the chart of accounts

Home
Apps and add-ons
Customers
Quotations
Invoices and credits
Suppliers
Products and services
Bank accounts
Nominal codes
VAT
Tr
De
Dis

Edit Wizard Duplicate Activity Jour en

Refresh Filter Search...

N/C
1400
1401
1402
1410
1411
1412
1420

New Nominal

Nominal Information

1 Enter Details
2 Opening Balance

Enter Details

To create a new nominal account, you need to enter the nominal accounts name and select the type of nominal account that you are creating.

The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.

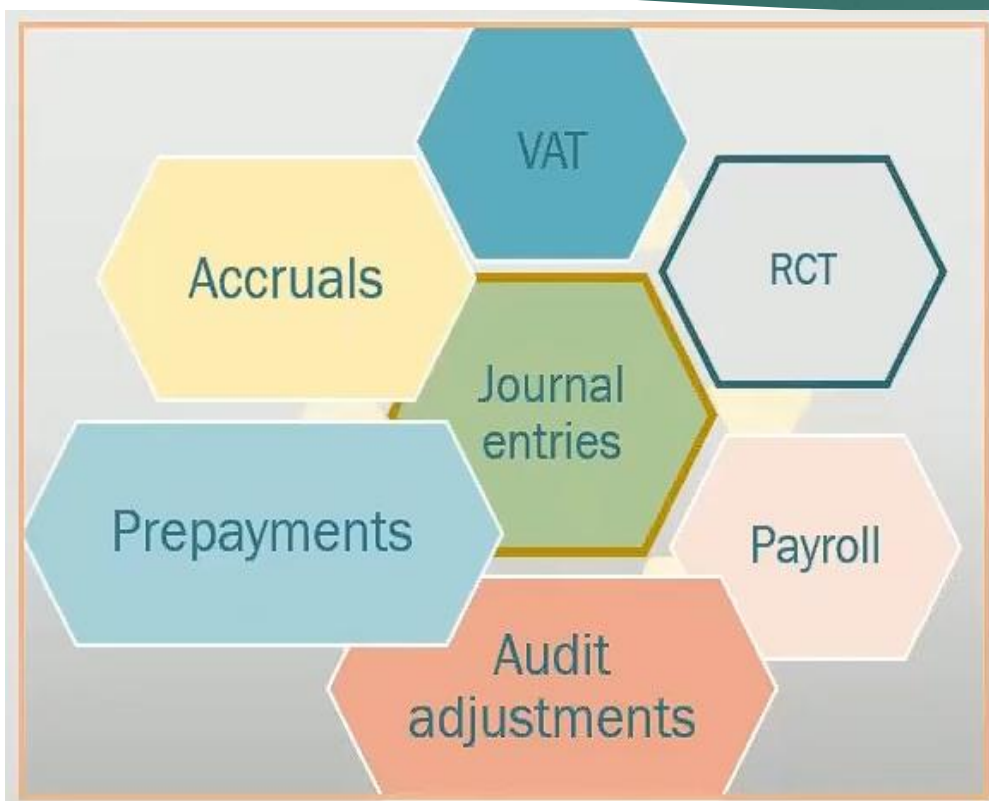
Name DEIS Grant
Type Income
Category Department Income
N/C* 3020

Do you wish to post an opening balance for your new nominal account?
☒ No, there is no opening balance to enter.
☐ Yes, I wish to enter an opening balance.

Back Next

Cancel Back Create

Journals



The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like "Home", "Help centre", "Apps and add-ons", "Business dashboard", "Customers", "Quotations", "Sales orders", "Invoices and credits", "Suppliers", "Purchase orders", "Products and services", "Bank accounts", and "Nominal codes". The "Nominal codes" item is circled in red. The main content area shows a table of nominal codes with a header "N/C" and a list of codes from 1400 to 1430. The "Journal entry" icon in the top right corner is circled in grey.

N/C
1400
1401
1402
1410
1411
1412
1420
1421
1422
1425
1426
1427
1430

Recording VAT

Journal Entry

Reference: Posting Date: 30/04/20XX

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
5310	Repairs to Buildings and Grounds E...		0	Electrical repairs	T9	135.00	
2260	Reverse VAT Control Account		0	Electrical repairs	T9	0.00	135.00

Bank Payments

Bank: Tax Rate: 0.00

N/C:

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net T/C*	Tax	Gross
1800	23/05/20XX			2260	0	March April VA...	135.00 T9	0.00	135.00

Date:

Time:

FSSU Master Chart of accounts New

Page: 1

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		

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

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 Tax Rate: 0.00

N/C: RCT Control Account

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

FSSU Master Chart of accounts New Page: 1

Nominal Activity - Excluding No Transactions

Date:
 Time:

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

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

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

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

6. Sage 50 Reports

55

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

Reporting to the Board of Management



<https://www.fssu.ie/post-primary/topics/surf-accounts/guide-on-preparing-month-end-reports/>

Guide on Preparing Month End Reports for Accounts Personnel in Voluntary Secondary Schools

BOM Monthly Reports from Sage 50 Accounts Accuracy Checklist

Along with suggested Batch Reports for Principal or Finance Committee

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

Step 1

Accounts information processed in SAGE 50

Step 2

Reviewed by Principal with accounts personnel

Step 3

Reviewed by the Finance Sub-Committee

Step 4

Presented to the board of management

Nominal Activity Reports – Nominal Activity

The screenshot displays the FSSU Financial Support Services Unit software interface. The main menu bar includes File, Edit, View, Modules, Settings, Connected services, Tools, Favourites, WebLinks, Software updates, and Help. The left sidebar lists various modules: Home, Apps and add-ons, Business dashboard, Customers, Suppliers, Bank accounts, Bank feeds, **Nominal codes** (highlighted with a red box), Transactions, Departments, and Diary. The central pane shows the 'All reports | Nominal code reports' window. The 'Reports' icon in the top right corner is also highlighted with a red box. The 'Nominal codes' section in the sidebar is expanded, showing options like Expand All, Collapse All, Favourites, Report finder, Recent reports, All reports, Balance sheet, Day books, My nominal code reports, **Nominal activity** (highlighted with a red box), Nominal budgets, Nominal details, Profit and loss, and Trial balance. The 'Nominal activity' report is selected, showing a table with columns: Name, Description, Last Run, and Filename. The table lists 'Nominal Activity' and 'Nominal Activity - Excluding No Transactions' (highlighted with a red box). The 'Criteria for Nominal Activity - Excluding No Transactions' dialog box is open, showing criteria values: 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), and Inc B/Fwd Tran (unchecked). The 'Preview a sample report for a specified number of records or transactions (0 for all)' is set to 0. The 'OK' button is highlighted with a red box.

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

All reports | Nominal code reports

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

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

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	<input type="checkbox"/>			

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

Help OK Cancel

Nominal Activity Reports – Nominal Activity

Date:

Time:

FSSU Master Chart of accounts

Nominal Activity - Excluding No Transactions

Page: 1

Date From:

01/09/202X

N/C From:

3010

Date To:

30/04/202X

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		

List of balances on school bank and cash accounts

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

Refresh

Include inactive

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

Bank reconciliation report

Reconcile - 1800 - Current Account

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 End date End balance

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
Find...					

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

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 Customer refund Remittances Customer receipt Bank receipt Supplier refund Recurring items Cash register Deposit cash

Refresh

A/C	Name
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
1850	Credit Card Account
1870	Online Payment Solution (Debit)
1900	Petty Cash Account
1950	Cash Control Account

Statement Summary

Bank : 1800 Current Account 1

Statement Reference : 1800 2025-07-07 01

Ending Balance : 437976.93 Statement Date : 31/08/XX

Need to reverse a previous reconciliation for this bank account? [Reverse a reconciliation](#)

Interest Earned :
Amount : 0.00 Date : 31/08/XX NC : TC : T9 0.00

Account Charges :
Amount : 0.00 Date : 31/08/XX NC : TC : T12 0.00

OK Cancel

Payments Listing Bank account

The screenshot shows the FSSU software interface. On the left, the 'Bank accounts' menu is highlighted. The main window displays the 'Bank payments' report, which is titled 'Day Books: Bank Payments (Detailed)'. The 'Criteria Values' dialog box is open, showing the 'Transaction Date' field set to 'Between (inclusive) 01/09/20XX and 31/08/20XX'. The 'Transaction Date' field is highlighted with a red box.

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

Page: 1

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

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

Dept From: 0
 Dept To: 999

Bank From: 1800
 Bank To: 1800

N/C From:
 N/C To: 99999999

Bank: 1800 Currency: Euro

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

Payments Listing Cash payments

The screenshot displays the FSSU Financial Support Services Unit software interface. The left sidebar shows the 'Bank accounts' menu item highlighted. The main window displays the 'All reports | Bank reports' section. The 'Favourites' list includes 'Bank Report - Unreconciled', 'Day Books: Bank Payments (Detailed)', 'Day Books: Cash Payments (Detailed)', 'Day Books: Credit Card Payments (Detailed)', 'Day Books: Bank Receipts (Detailed)', 'Day Books: Cash Receipts (Detailed)', and 'Day Books: Credit Card Receipts (Detailed)'. The 'Day Books: Cash Payments (Detailed)' report is selected, and the 'Criteria Values' dialog box is open, showing the following criteria:

Criteria	Value
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

The 'Preview a sample report for a specified number of records or transactions (0 for all)' field is set to 0. The 'OK' button is highlighted.

Payments Listing Credit Card Payments

The screenshot displays the FSSU Financial Support Services Unit software interface. The 'Reports' menu is highlighted in the top right. The 'Bank accounts' sidebar is highlighted on the left. The 'Credit card payments' report is selected in the 'All reports' list. The 'Criteria Values' dialog box is open, showing the criteria for the 'Day Books: Credit Card Payments (Detailed)' report.

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

Bank accounts Sidebar: Bank accounts, Bank fees, Nominal codes, Transactions, Departments, Diary.

All reports | Bank reports: New, Edit, Delete, Preview, Print, Export, Report to Excel, Data to Excel, Email, Report finder, View Favourites.

Credit card payments: Use these reports to view all the payments posted to your bank accounts with the A/C Type set to Credit Card 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 transaction...

Report List:

Name	Description	Last Run	Filename
★ Day Books: Credit Card Payments (Detailed)	Detailed list of Credit Card Payment (VP) transactions.		

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

Criteria:

- Transaction Date: Between (inclusive) XX/XX/XXXX and XX/XX/XXXX
- Transaction No: Between (inclusive) 1 and 99999999
- Department: Between (inclusive) 0 and 999
- Nominal Code: Between (inclusive) and 99999999

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

Buttons: Help, OK, Cancel

Balance/Last Reconciled Date: 437976.93 30/06/2025

Balance: 615.00, 0.00, 250.00, 0.00, 0.00, -200.00, 0.00, 50.00, 0.00

Supplier Payments Listing

The screenshot displays the Sage 50 software interface. On the left, the 'Bank accounts' menu item is highlighted. The main window shows a list of bank accounts with the following data:

A/C	Name	Balance	Last Reconciled Date	Last Reconciled Balance
1800	Current Account 1	401822.72	30/06/2025	409977.00

Below this, the 'Supplier payments and receipts' report is selected in the 'All reports | Bank reports' section. The 'Criteria for Day Books: Supplier Payments (Detailed)' dialog box is open, showing the following criteria values:

Criteria	Value 1	Operator	Value 2
Transaction Date	01/09/20XX	Between (inclusive)	31/08/20XX
Transaction No	1	Between (inclusive)	99999999
Supplier Ref		Between (inclusive)	ZZZZZZZZ

The 'OK' button is highlighted in the dialog box.

If using the Suppliers Module in Sage 50.

Supplier Payments Listing

FSSU Master Chart of accounts New										Page: 1
Day Books: Supplier Payments (Detailed)										
Date:										
Time:										
Date From: 01/09/20XX										Bank From: 1800
Date To: 31/08/20XX										Bank To: 1800
Transaction From: 1										Supplier From:
Transaction To: 99,999,999										Supplier To: ZZZZZZZZ
Bank	1800	Currency Euro								Bank Rec
No	Type	A/C	Date	Ref	Details	Net €	Tax €	T/C	Gross € V B	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	

Receipts Listing Bank/Cash / Credit Card Accounts

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The screenshot shows the main interface of the FSSU Financial Support Services Unit software. The 'Reports' menu is highlighted in the top right. In the left sidebar, 'Bank accounts' is highlighted. The 'All reports | Bank reports' section is active, showing a list of reports. 'Day Books: Bank Receipts (Detailed)' is selected and highlighted. The 'Criteria Values' dialog box is open, showing the following settings:

- Transaction Date: Between (inclusive) [00/00/0000] and [00/00/0000]
- Transaction No: Between (inclusive) 1 and 99999999
- Department: Between (inclusive) 0 and 999
- Nominal Code: Between (inclusive) [] and 99999999

The 'Preview a sample report for a specified number of records or transactions (0 for all)' is set to 0. The 'OK' button is highlighted.

The screenshot shows the 'All reports' section of the software. 'Cash receipts' is highlighted in the list. The 'Criteria Values' dialog box is open, showing the following settings:

- Transaction Date: Between (inclusive) [00/00/0000] and [00/00/0000]
- Transaction No: Between (inclusive) 1 and 99999999
- Department: Between (inclusive) 0 and 999
- Nominal Code: Between (inclusive) [] and 99999999

The 'Preview a sample report for a specified number of records or transactions (0 for all)' is set to 0. The 'OK' button is highlighted.

The screenshot shows the 'All reports' section of the software. 'Credit card receipts' is highlighted in the list. The 'Criteria Values' dialog box is open, showing the following settings:

- Transaction Date: Between (inclusive) [00/00/0000] and [00/00/0000]
- Transaction No: Between (inclusive) 1 and 99999999
- Department: Between (inclusive) 0 and 999
- Nominal Code: Between (inclusive) [] and 99999999

The 'Preview a sample report for a specified number of records or transactions (0 for all)' is set to 0. The 'OK' button is highlighted.

Income and Expenditure

The screenshot shows the FSSU software interface. The 'Nominal codes' menu is highlighted in the left sidebar. The 'Favourites' list on the right includes 'BOM Income and Expenditure Account', which is highlighted with a red box. The 'Reports' button in the top toolbar is also highlighted with a red box.

Apps and add-ons
Business dashboard

Customers

Suppliers

Bank accounts

Bank feeds

Nominal codes Expand All Collapse All

Transactions

Departments

Diary

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.

Name	Description	Last Run	Filename
★ BOM Balance Sheet	Custom Balance Sheet	06/07/2025 14:33	BOM-BALANCE-SHEET-BY-I
★ BOM Income and Expenditure Account	Income and Expenditure Account		

Criteria for BOM Income and Expenditure Account

Criteria Values

Enter the values to use for the criteria in this report

Period Between (inclusive) 1: September 202X and 8: April 202X

Chart of Accounts Is 2: FSSU

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

Help OK Cancel

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: **FSSU Master Chart of accounts New Dataset 2024 2025** **Page:** 1
Time: **BOM Income and Expenditure Account**

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

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
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)	378,059.45
Total Department Income:	402,134.12	386,896.57	15,237.55	
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

Monitor the spending of Ringfenced Grants

WORKSHEET: CALCULATION UNSPENT GRANTS												
GRANT		Balance Unspent Brought Forward	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 Administration Grant	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 Addition	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 specify)	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: Fixtures, Fittings and Equipment Addition	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 - Accommodation Grant	2171		3276		Rent of Temporary Accommodation 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 Forward: 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.

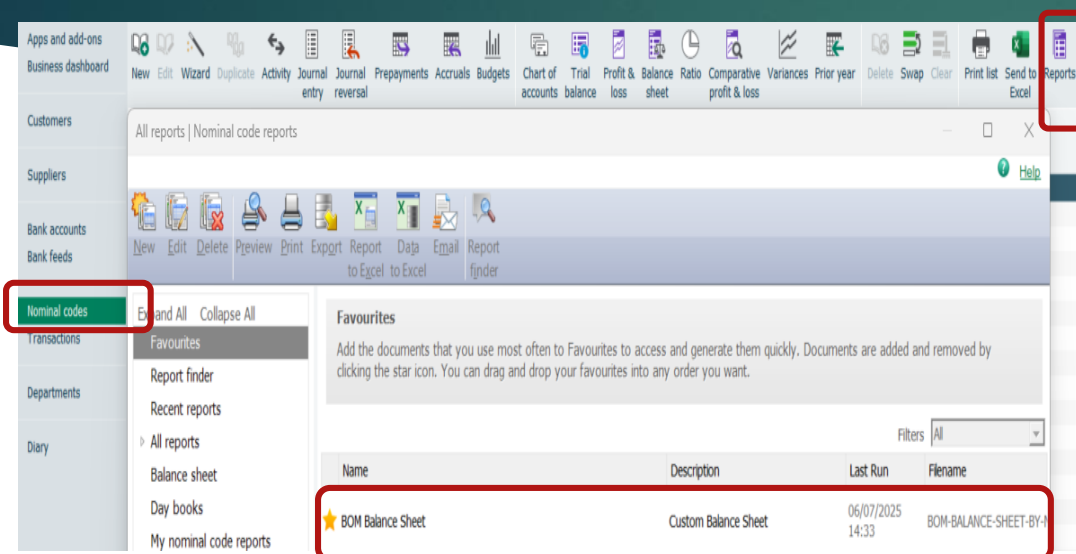
Monitor the spending of School Generated Income

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

Balance Sheet



Criteria for BOM Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) Brought forward 9: 2023 and 8: April 2024

Chart of Accounts: Is 2: FSSU

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

Help OK Cancel

FSSU Master Chart of accounts 2023/2024 BOM Balance Sheet

Chart of Accounts: FSSU

Period
Brought Fwd - Apr 202X

Fixed Assets

Fixed assets
1461 Capital: ICT Additions
Total Fixed assets:

2,400.00
2,400.00
2,400.00

Fixed assets –
check additions

TOTAL Fixed Assets:

Current Assets

Debtors and Prepayments
1720 Prepayments
Total Debtors and Prepayments:

24,600.00
24,600.00

Debtors &
prepayments

Current Account
1800 Current Account 1
Total Current Account:

297,120.00
297,120.00

Agrees to
bank & cash
reconciliations

Cash Account
1950 Cash Control Account
Total Cash Account:

80.00
80.00

TOTAL Current Assets:

321,800.00

Current Liabilities

Creditors
2100 Creditors Control Account
Total Creditors:

42,700.00
42,700.00

Agrees to aged
creditors reports

Accruals

Aged Creditors / Suppliers Listing Report

The screenshot displays the FSSU software interface. On the left, a sidebar menu has 'Suppliers' highlighted. The main window shows a toolbar with various report functions. A 'Criteria Values' dialog box is open, showing settings for the 'Aged Creditors Analysis (Summary)' report. The dialog includes fields for 'Supplier Ref' (set to 'Between (inclusive)' and 'ZZZZZZZZ'), 'Report Date' (set to 'To (inclusive)' and 'xx/xx/xxxx'), and checkboxes for 'Inc Future Tran' (unchecked) and 'Exc Later Payments' (checked). A red circle highlights the 'Criteria Values' dialog box.

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.

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

Department Reports

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

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Expand All Collapse All

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Report finder

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► All reports

Advanced budgets

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Department details

My department reports

Nominal analysis

Profit and loss

Variance

All reports | Department reports

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

Favourites

Add the documents that you use most often to Favourites to access and generate them quickly. Documents are added with a 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

Page: 1

Nominal Departmental Analysis (Detailed)

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

Department Reports

Date:

Time:

FSSU Master Chart of accounts New

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From

N/C To

Tran Date From

Tran Date To

Tran No From

Tran No To

Department From

Department To

Dept Number

Dept

N/C

Tran Number

Type

Date

Name

Details

Debit

Credit

Balance

1421

171

PI

30/06/20XX

Capital: Fixtures, fittings & Equipment Additions

Secure Mobile Phone Storage Solution 1.

5,000.00

5,000.00

Account Totals

5,000.00

5,000.00

N/C

Tran Number

Type

Date

Name

Details

Debit

Credit

Balance

1730

170

JD

31/08/20XX

Grants Due

Expense SMPSS prior to receipt of funding

5,000.00

5,000.00

Account Totals

5,000.00

5,000.00

N/C

Tran Number

Type

Date

Name

Details

Debit

Credit

Balance

2100

171

PI

30/06/20XX

Creditors Control Account

Secure Mobile Phone Storage Solution 1.

5,000.00

-5,000.00

Account Totals

5,000.00

-5,000.00

N/C

Tran Number

Type

Date

Name

Details

Debit

Credit

Balance

3920

169

JC

31/08/20XX

DE Fixtures, Fittings & Equipment Grant Income

Expense SMPSS prior to receipt of funding

5,000.00

-5,000.00

Account Totals

5,000.00

-5,000.00

Department Reports

Date: _____ Time: _____ Page: 1

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

N/C From	N/C To	Tran Date From	Tran Date To	Tran No From	Tran No To	Department From	Department To
999999999		01/09/20XX	31/08/20XX	1	99,999,999	6	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	

School Income Received in Advance

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Business dashboard

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

Expand All Collapse All

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Favourites

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

Name	Description	Last R
★ 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)	2105	and	2105
Transaction Date	Between (inclusive)	02/09/XXXX	and	XX/XX/XXXX
Transaction No	Between (inclusive)	1	and	99999999
Department	Between (inclusive)	0	and	999

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

Help OK Cancel

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

Date: FSSU Master Chart of accounts New Page: 1
Time: Nominal Departmental Analysis (Detailed)

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

Dept Number 0

N/C 2105

Tran Number 150

Type JC

Date 31/08/XXXX

Details School Income Received

Debit

Credit 5,425.00

Balance -5,425.00

Account Totals

Department

5,425.00

-5,425.00

Dept Number 4

N/C 2105

Tran Number 151

Type JC

Date 31/08/XXXX

Details TY Income

Debit

Credit 1,000.00

Balance -1,000.00

Account Totals

Department

1,000.00

-1,000.00

Trial Balance

The screenshot displays the FSSU Financial Support Services Unit software interface. The main menu bar includes File, Edit, View, Modules, Settings, Connected services, Tools, Favourites, WebLinks, Software updates, and Help. The left sidebar lists various modules: Home, Apps and add-ons, Business dashboard, Customers, Suppliers, Bank accounts, Bank feeds, **Nominal codes** (highlighted with a red box), Transactions, Departments, and Diary. The main toolbar contains icons for New, Edit, Wizard, Duplicate, Activity, Journal entry, Journal reversal, Prepayments, Accruals, Budgets, Chart of accounts, **Trial balance** (highlighted with a red box), Profit & loss, Balance sheet, Ratio, Comparative profit & loss, Variances, and Prior year. Below the toolbar, there are buttons for Refresh, Filter, and a search bar. The main area shows a list of records with columns for Name and Inactive. A 'Print Output' dialog box is open, showing options for Printer, Preview (selected and highlighted with a red box), File, and Email. A 'Criteria for Period Trial Balance' dialog box is also open, showing 'Criteria Values' and a 'Period' dropdown menu set to '12: August 20XX' (highlighted with a red box). The 'Preview' button is also highlighted with a red box.

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

Refresh Filter Search... All records (331)

N/C Name Inactive
Capital: Land and Buildings Cost B/Fwd
Capital: Land & Buildings Additions
Capital: Land & Buildings Disposals

Print Output
Help
☐ Printer
☒ **Preview**
☐ File
☐ Email
Run Cancel

Criteria for Period Trial Balance
Criteria Values
Enter the values to use for the criteria in this report
Period To (inclusive) **12: August 20XX**
Preview a sample report for a specified number of records or transactions (0 for all) 0
Help OK Cancel

Capital Income & Expenditure report

All Topics

Adult Education

After School Study

Asset & Stock

Banking

BrightBooks (formerly Surf Accounts)

Guide on Preparing Month End Reports

Preparing for the Finance Subcommittee Meeting

Guidance on preparing reports and documentation for the Finance Subcommittee Meeting.

> Guide on Preparing Month End Reports & Supporting Documents (Revised version xxxxxx)

Templates

> Sample template for the manual reports

> Template to assist with reporting on Capital Projects

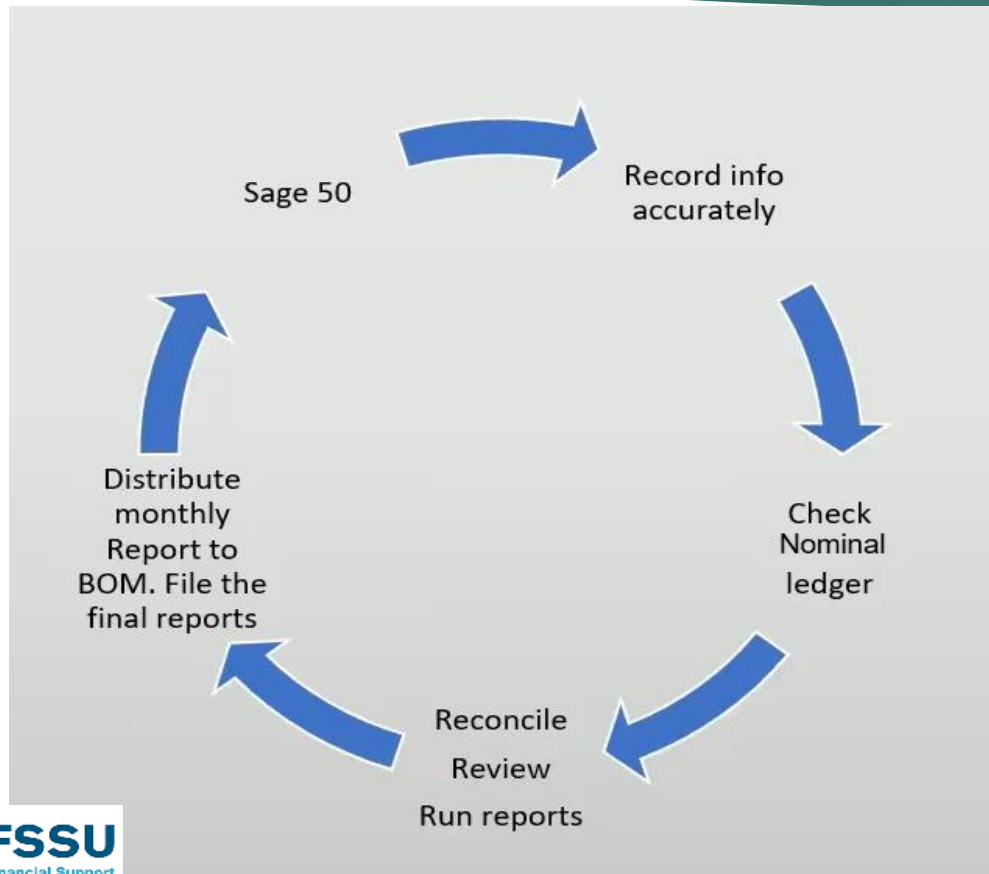
> Monthly Reporting Checklist

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.

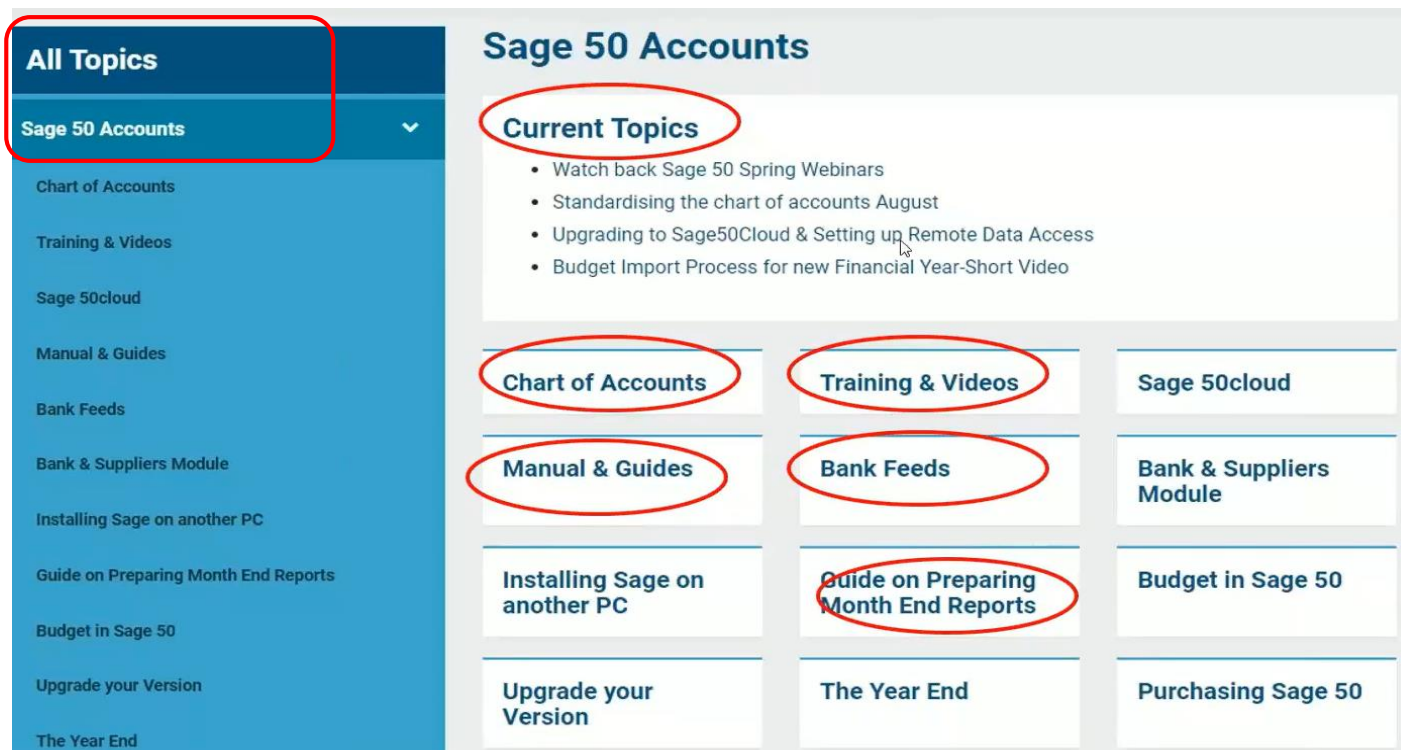
Summary



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

7. Further Information, Training & Support



All Topics

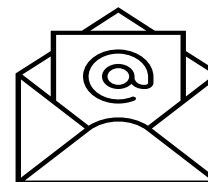
- Sage 50 Accounts
 - Chart of Accounts
 - Training & Videos
 - Sage 50cloud
 - Manual & Guides
 - Bank Feeds
 - Bank & Suppliers Module
 - Installing Sage on another PC
 - Guide on Preparing Month End Reports
 - Budget in Sage 50
 - Upgrade your Version
 - The Year End

Sage 50 Accounts

Current Topics

- Watch back Sage 50 Spring Webinars
- Standardising the chart of accounts August
- Upgrading to Sage50Cloud & Setting up Remote Data Access
- Budget Import Process for new Financial Year-Short Video

Chart of Accounts	Training & Videos	Sage 50cloud
Manual & Guides	Bank Feeds	Bank & Suppliers Module
Installing Sage on another PC	Guide on Preparing Month End Reports	Budget in Sage 50
Upgrade your Version	The Year End	Purchasing Sage 50



email: info@fssu.ie



Post Primary Team
01 2690677



POST-PRIMARY

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Search

Search



Remote Support

Thank you
