

# 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

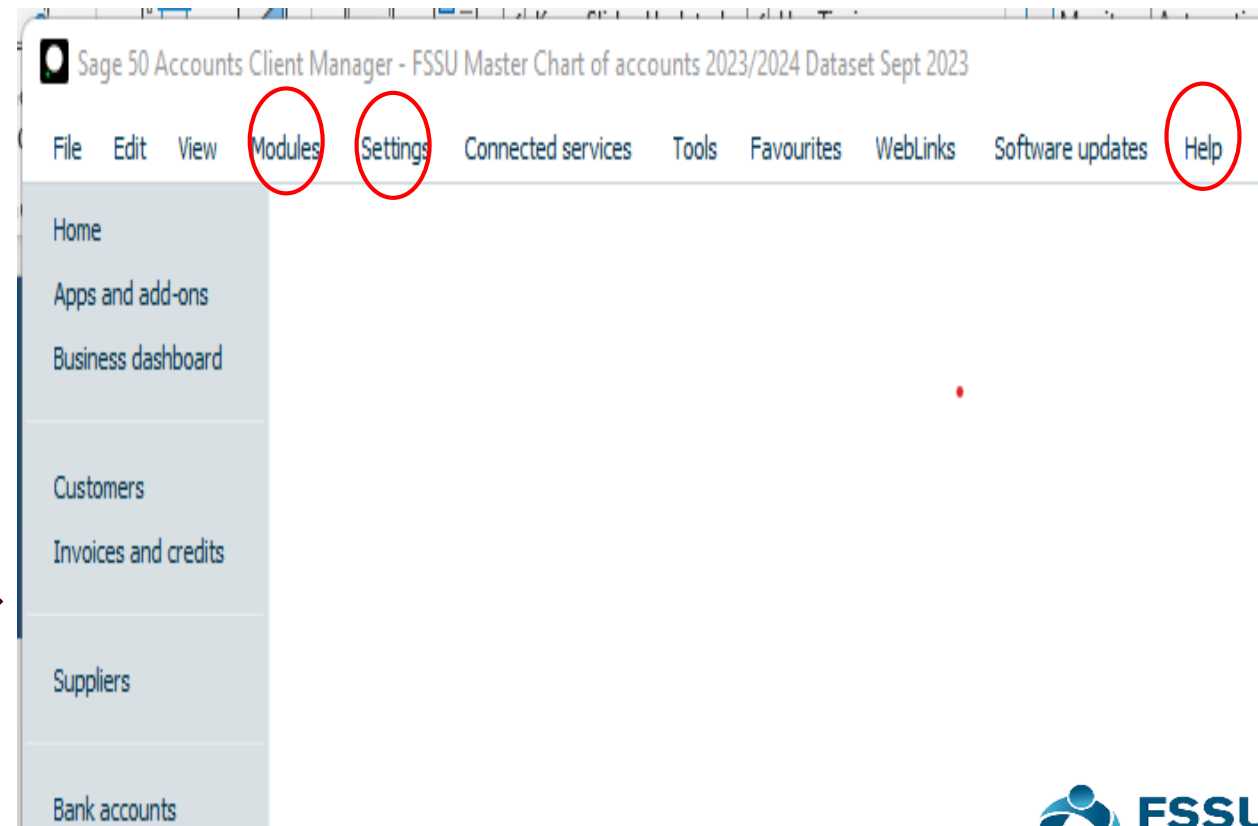
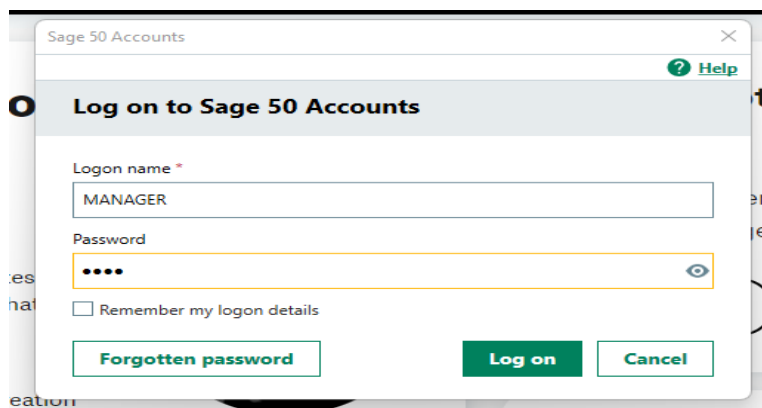
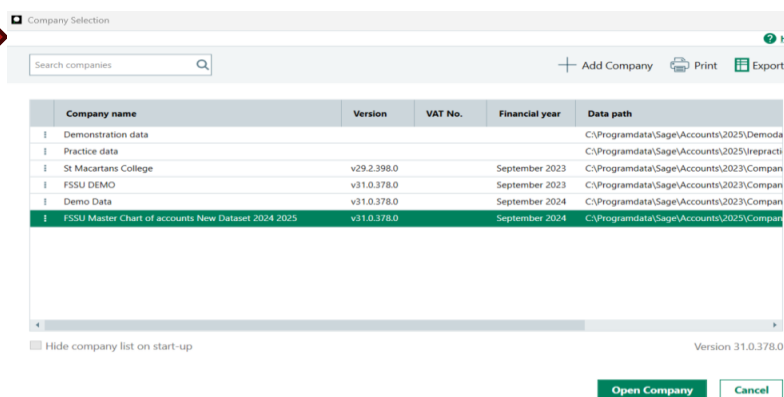
Backup System

Financial Year and Program date

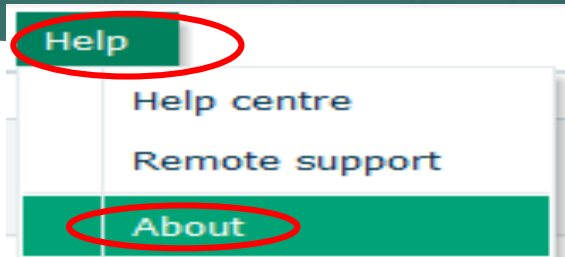
# 1. Getting started & Settings

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 | <a href="C:\Program Files (x86)\Sage\Accounts\">C:\Program Files (x86)\Sage\Accounts\</a>                   |
| 64-bit / 32-bit   | 64-bit                                                                                                      |
| Data Directory    | <a href="C:\ProgramData\Sage\Accounts\2025\COMPANY.001\">C:\ProgramData\Sage\Accounts\2025\COMPANY.001\</a> |

**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

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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         |                    |

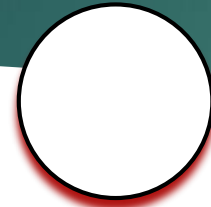
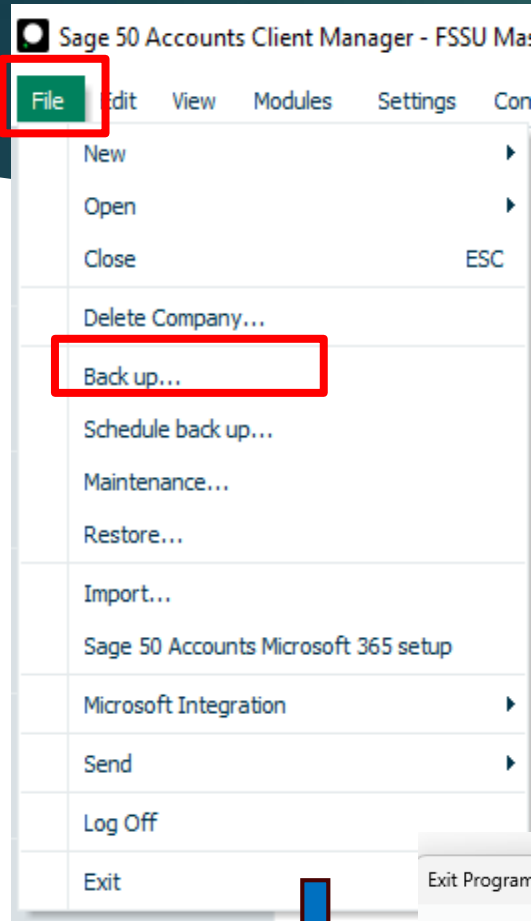
Below the table, the 'New' button is circled.

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

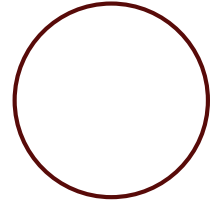
**Remote Data Access (Optional)**  
If you want this user to have Remote Data Access to i select Allow Remote Data Access. What is Remote Da

The checkbox for 'Allow Remote Data Access' is checked and circled.

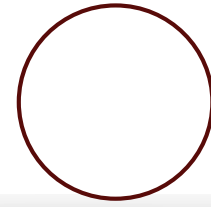
# Sage Backup System



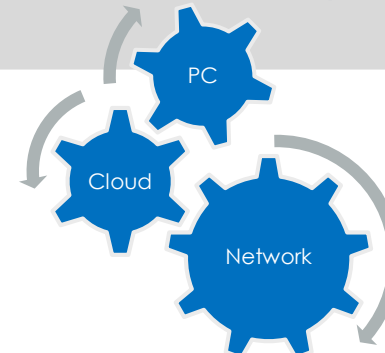
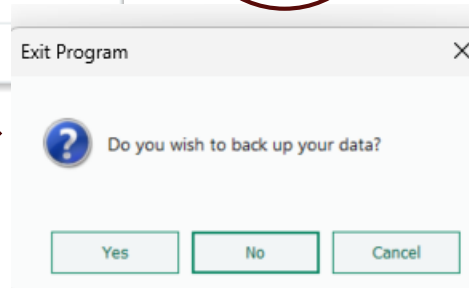
Data & archive backup daily  
(asked when closing program)



Month end data backup



Year end Data backup



Directories

A good system

Financial Year

20XX/20XX

Month end

12 backups

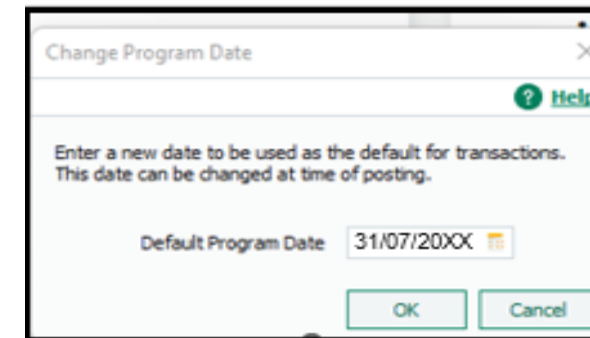
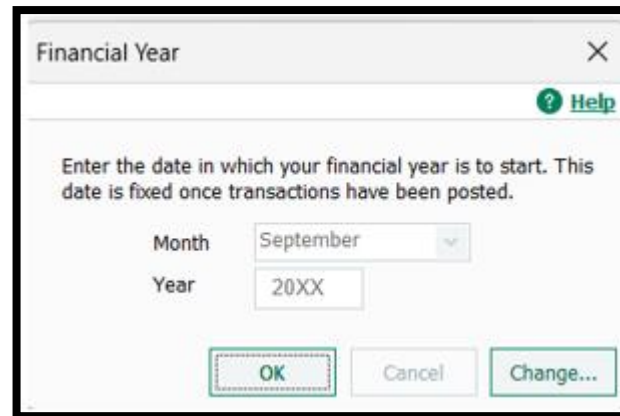
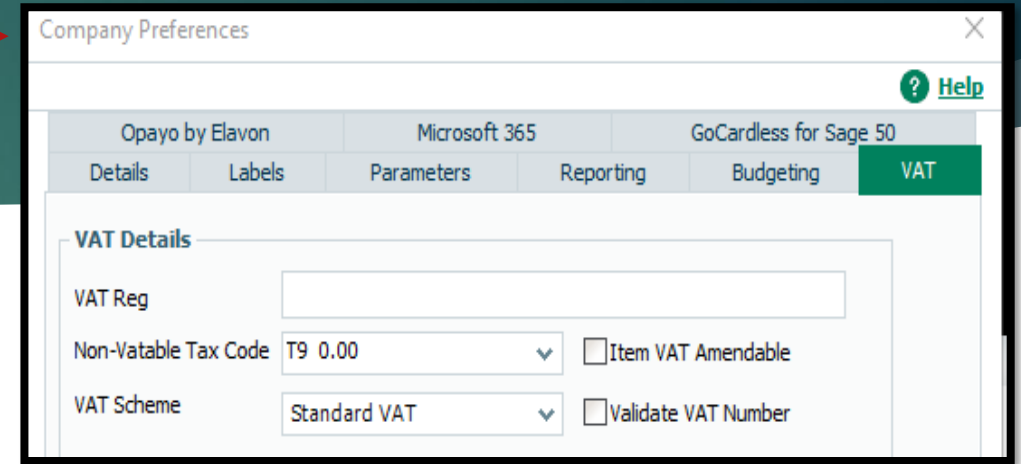
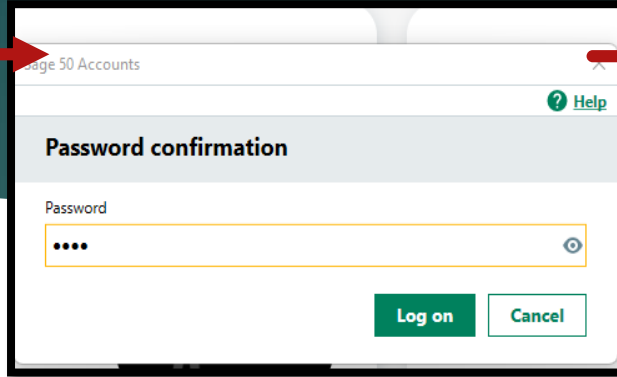
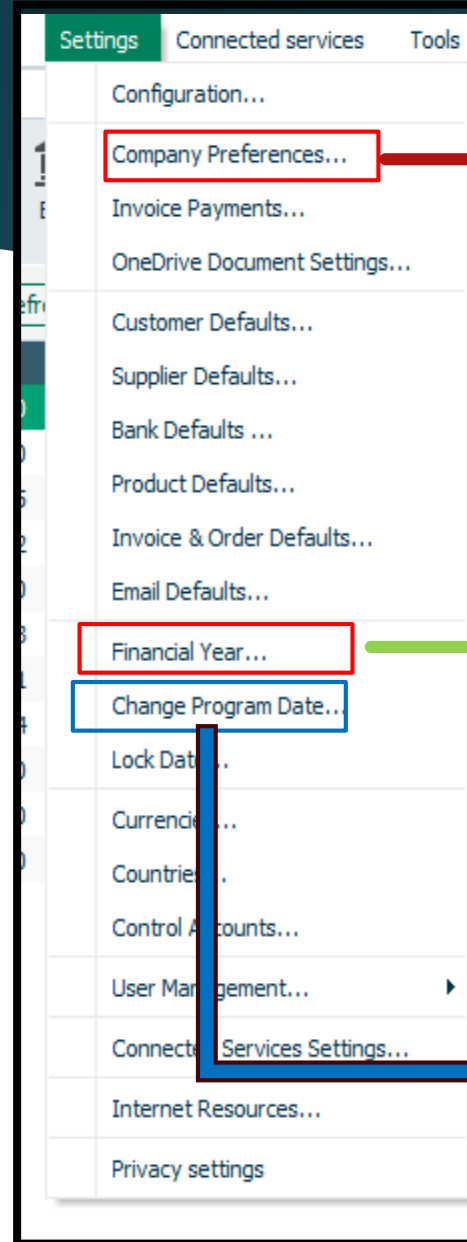
Year end

Before & after

Regular data backups

Regular Declutter

# Financial Year and Program date



## 2. Departments

Departments

Creating a department code

# Departments

11

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 the 'Suppliers' module selected in the left sidebar and the 'Reports' icon highlighted in the top toolbar. The 'All reports | Supplier reports' window is open, displaying a list of reports. A yellow arrow points to the 'Aged Creditors Analysis (Summary) with Disputed Items' report. A red box highlights this report and the 'Criteria Values' dialog box that appears when it is selected. The dialog box contains the following fields:

| Field               | Value                                |
|---------------------|--------------------------------------|
| Supplier Ref        | Between (inclusive) [ ] and 22222222 |
| Report Date         | To (inclusive) 30/06/20XX            |
| Inc Future Payments | <input type="checkbox"/>             |
| Exc Later Payments  | <input type="checkbox"/>             |

A green arrow points to the 'OK' button in the 'Criteria Values' dialog box.



## 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 0.00

| 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

Home  
Apps and add-ons  
Business dashboard  
Customers  
Suppliers  
**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  Tax Rate   
N/C

| 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

Home  
Apps and add-ons  
Business dashboard  
Suppliers  
**Bank accounts**  
Bank fees  
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

Expand All Collapse All

**Favourites**

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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) 0

Help OK Cancel

# 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

|                         |                       |              |     |              |                                                                                     |
|-------------------------|-----------------------|--------------|-----|--------------|-------------------------------------------------------------------------------------|
| <b>Transaction Date</b> | Between (inclusive) ▼ | 01/09/20XX ▼ | and | 31/08/20XX ▼ |  |
| <b>Transaction No</b>   | Between (inclusive) ▼ | 1            | and | 99999999     |                                                                                     |
| <b>Department</b>       | Between (inclusive) ▼ | 0            | and | 999          |                                                                                     |
| <b>Nominal Code</b>     | 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

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Home  
Apps and add-ons  
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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 | 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

# 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

| 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

|                                     |                                          |
|-------------------------------------|------------------------------------------|
| <b>Bank Ref:</b> 1800               | <b>Date To:</b> 30/06/2025               |
| <b>Bank Name:</b> Current Account 1 | <b>Statement Ref:</b> 1800 2025-05-26 02 |
| <b>Currency:</b> 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

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Home
Apps and add-ons
Business dashboard
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Bank accounts
Bank feeds

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Reconcile
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Bank receipt
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Recurring items
Cash register
Deposit cash
Cash flow
Download receipts
Delete
Clear
Print list
Send to Excel
Statements
Cheques
Reports
Show more

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 lists various modules: 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 bank accounts with columns for A/C, Name, Balance, and Last Reconciled Date. The 'Bank transfer' window is open, showing a table with the following data:

| From* | To*  | Date*     | Ref   | For 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  
N/C School Musical/Drama Income

Tax Rate 0.00

| 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         | 100.00          |

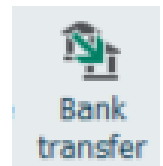
Record lodgement of the cash/ cheque into the main bank account

# 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, there are links for 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 list of recent webinars and training videos. Below this 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

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

02/01/20XX TRANS 1800 €1,500.00 Money out Matched bank feeds

01/01/20XX 6250 Money out M

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

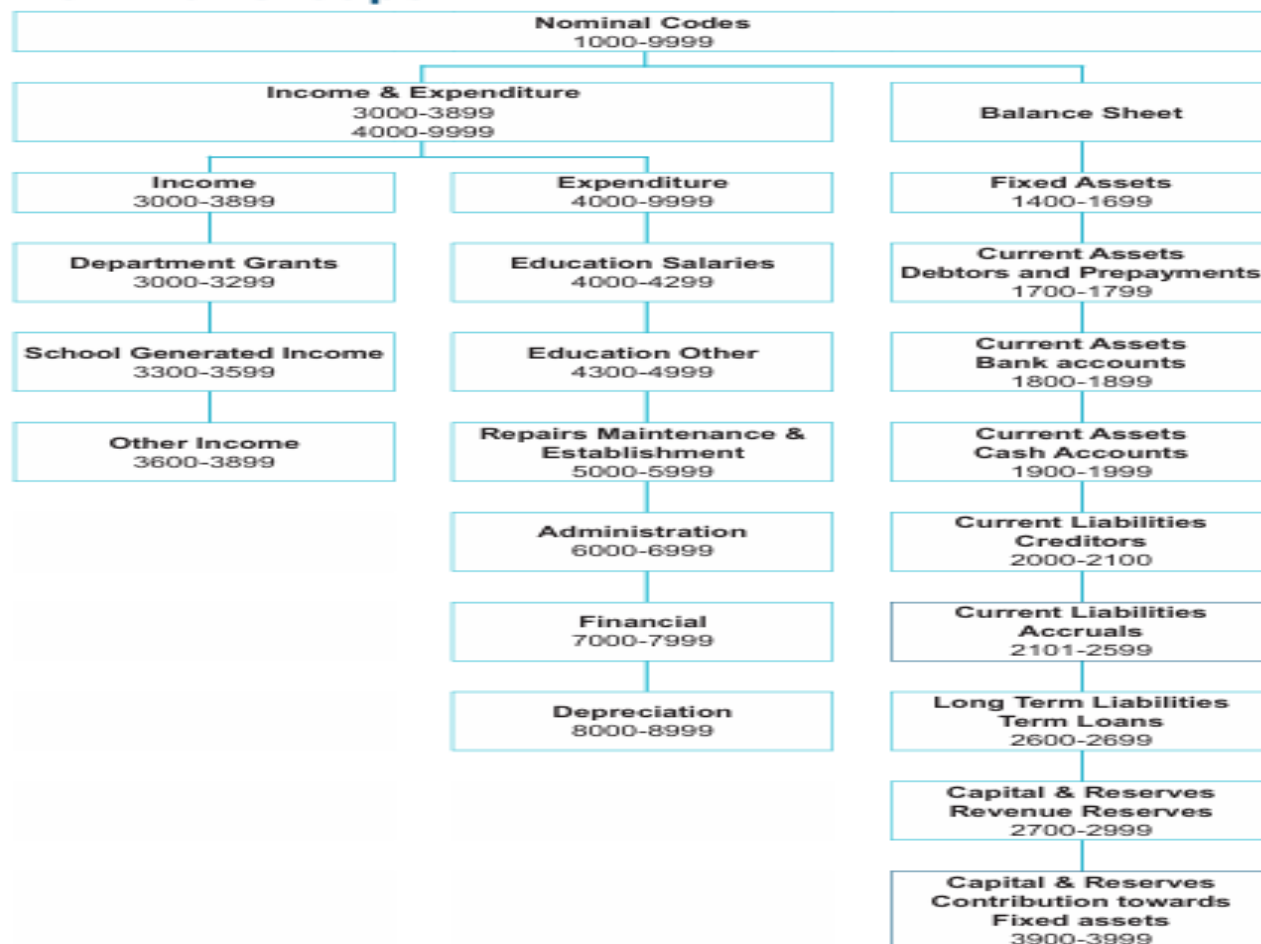
Reports

# Chart of Accounts

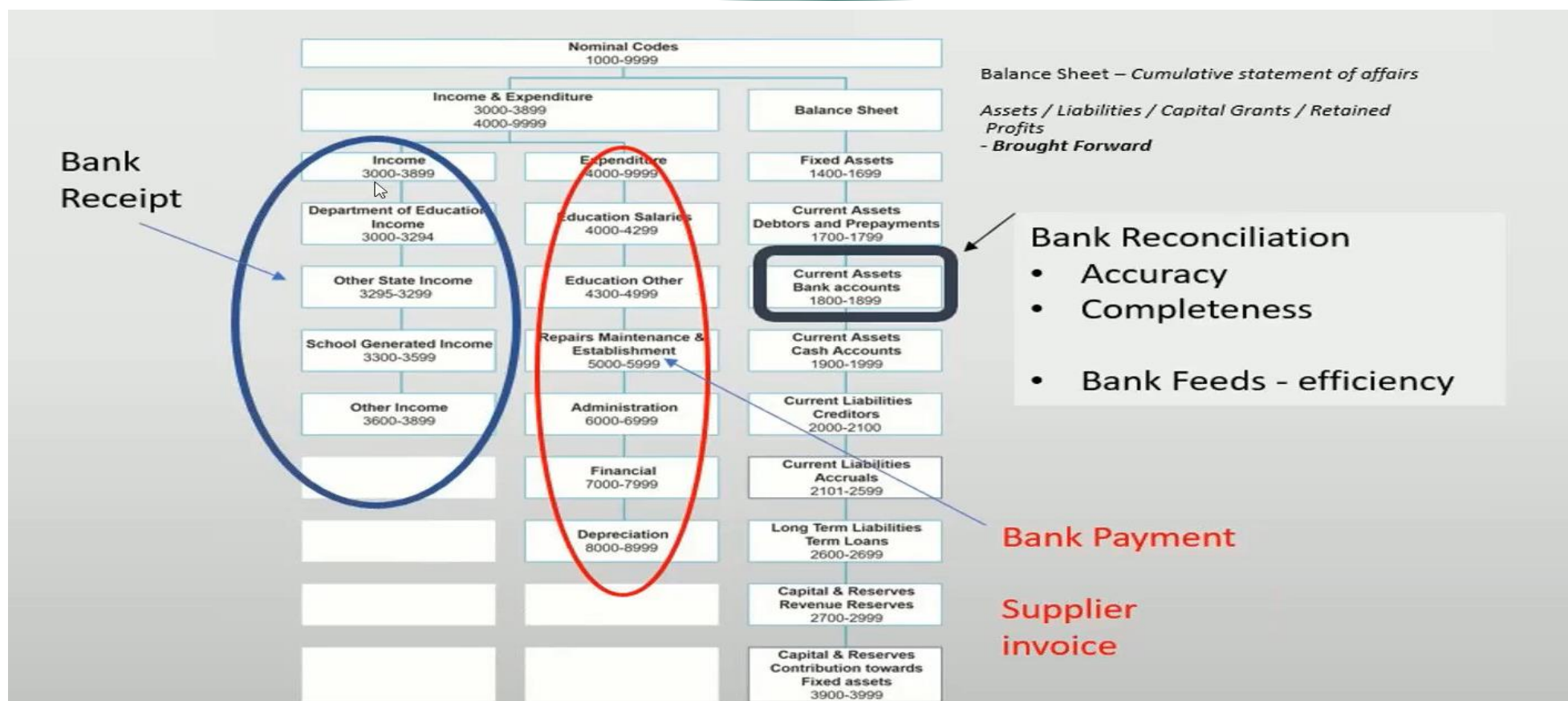
## FSSU Chart of Accounts

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.

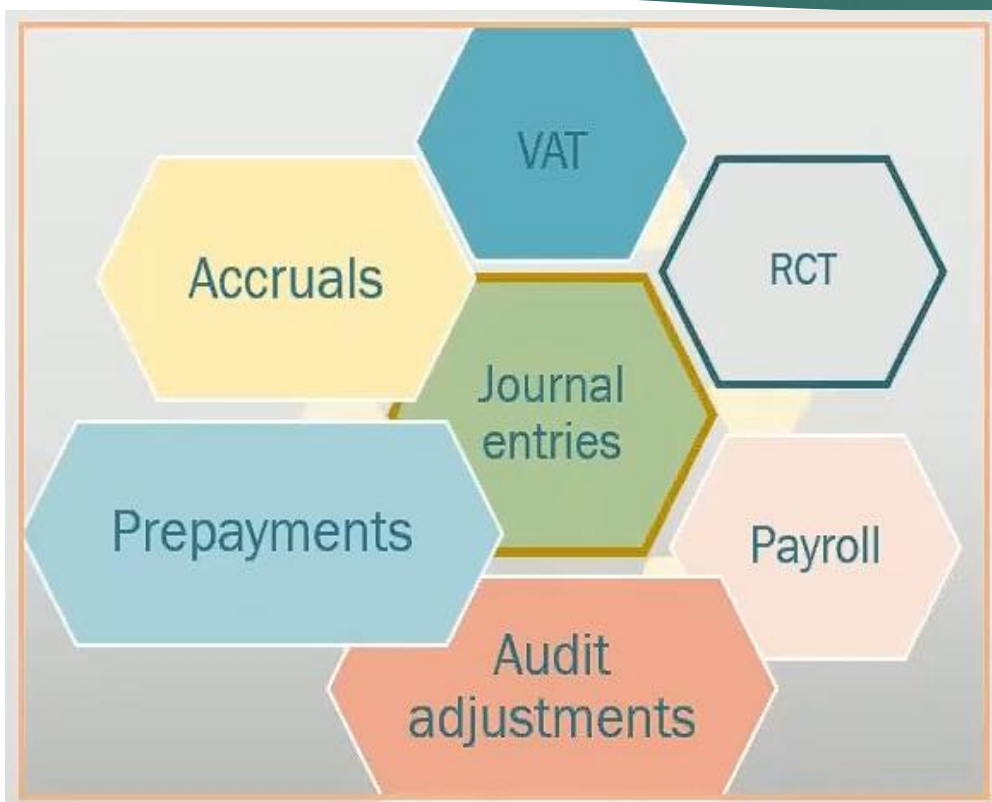
Name DEIS Grant  
Type Income  
Category Department Income  
N/C\* 3020

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 Create

Back Next

# Journals



Home  
Help centre  
Apps and add-ons  
Business dashboard

New Edit Wizard Duplicate Activity Journal entry

Filter All records (318)

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

Customers  
Quotations  
Sales orders  
Invoices and credits  
Suppliers  
Purchase orders  
Products and services  
Bank accounts  
Nominal codes



# 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 |        |
| <b>Totals:</b> |      |            |         |     |                            |      |     |        | 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><br><br>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.<br><br>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"> <li>✓ Department report for Income in advance and total to agree to balance in code 2105.</li> <li>✓ Listing of prepayments agreed to balance in code 1720.</li> <li>✓ Listing of accruals agreed to balance in code 2440.</li> </ul> | 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 shows a tree view with categories like Home, Apps and add-ons, Business dashboard, Customers, Suppliers, Bank accounts, Bank feeds, and Nominal codes (highlighted with a red box). The central pane shows 'All reports | Nominal code reports' with a toolbar for New, Edit, Delete, Preview, Print, Export, Report to Excel, Data to Excel, Email, Report finder, and View Favourites. The main content area displays 'Nominal activity' reports, including 'Nominal Activity' and 'Nominal Activity - Excluding No Transactions' (highlighted with a red box). Below this, a 'Criteria for Nominal Activity - Excluding No Transactions' dialog box is open, showing 'Criteria Values' for 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 dialog also includes a preview option and OK/Cancel buttons.

# 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 displays the FSSU software interface. On the left, the 'Bank accounts' menu is highlighted. The main window shows 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)', and 'Day Books: Cash Payments (Detailed)'. The 'Day Books: Cash Payments (Detailed)' report is selected, and the 'Criteria Values' dialog box is open, showing the following criteria:

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

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 visible 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.

**Criteria Values**

Enter the values to use for the criteria in this report

| Criteria         | Value 1             | Operator   | Value 2        |
|------------------|---------------------|------------|----------------|
| 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 a sample report for a specified number of records or transactions (0 for all)

Buttons: Help, OK, Cancel

# Supplier Payments Listing

The screenshot shows the Sage 50 software interface. On the left sidebar, the navigation menu includes 'Home', 'Apps and add-ons', 'Business dashboard', 'Customers', 'Suppliers', 'Bank accounts' (highlighted with a red box), 'Nominal codes', 'Transactions', 'Departments', and 'Diary'. The 'Bank accounts' section is expanded, showing a list of accounts with columns 'A/C', 'Name', 'Balance', 'Last Reconciled Date', and 'Last Reconciled Balance'. The first account, '1800 Current Account 1', is highlighted with a red box. Below this, the 'All reports | Bank reports' section is visible, with a red box around the 'Reports' icon in the top toolbar. The 'Supplier payments and receipts' section is also visible, with a red box around the 'Day Books: Supplier Payments (Detailed)' report. A dialog box titled 'Criteria for Day Books: Supplier Payments (Detailed)' is open, showing 'Criteria Values' for 'Transaction Date', 'Transaction No', and 'Supplier Ref'. The 'Transaction Date' criteria is set to 'Between (inclusive)' from '01/09/20XX' to '31/08/20XX'. The 'Transaction No' criteria is set to 'Between (inclusive)' from '1' to '99999999'. The 'Supplier Ref' criteria is set to 'Between (inclusive)' from an empty field to 'ZZZZZZZZ'. The 'OK' button in the dialog box is highlighted with a red box.

Home  
Apps and add-ons  
Business dashboard

Customers  
Suppliers  
**Bank accounts**  
Nominal codes  
Transactions  
Departments  
Diary

User: **MANAGER**

add notes

Refresh

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

All reports | Bank reports

Expand All Collapse All

Favourites  
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  
Customer receipts and payments  
Direct Debit Manager  
Flat rate  
My bank account reports  
Opayo by Elavon  
Purchase and bank payments  
Reconciled and unreconciled transac  
Reconciled transactions  
Sales and bank receipts  
**Supplier payments and receipts**

Supplier payments and receipts  
Use the reports to view all the payments and receipts to and from your suppliers. These reports typically display either an overview of the transactions, where they are grouped by date and reference. Or they are shown itemised, where every transaction is listed individually.

| Name                                      | Description                                                                                                                          | Last Run         | Filename |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| ★ Day Books: Supplier Payments (Detailed) | Detailed list of Purchase Payment (PP) and Payment on Account (PA) transactions, itemised with allocations to specific transactions. | 25/07/2025 12:05 | BNKPPD   |

Criteria for Day Books: Supplier 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

Supplier Ref: Between (inclusive) and ZZZZZZZZ

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

Help OK Cancel

If using the Suppliers Module in Sage 50.

# 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 |              |            |                    |           |       |     |           | 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

66

This screenshot shows the main software interface. On the left, the 'Bank accounts' menu item is highlighted. The central pane displays 'Bank receipts' with a table of transactions. The right pane shows the 'Criteria Values' dialog for 'Day Books: Bank Receipts (Detailed)', with fields for Transaction Date, Transaction No, Department, and Nominal Code.

| Name                                | Description                                      | Last Run | Filename |
|-------------------------------------|--------------------------------------------------|----------|----------|
| 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) [ ] and [ ]

Transaction No: Between (inclusive) 1 and 99999999

Department: Between (inclusive) 0 and 999

Nominal Code: Between (inclusive) [ ] and 99999999

This screenshot shows the 'Cash receipts' report configuration. The left pane lists various report types, with 'Cash receipts' highlighted. The right pane shows the 'Criteria Values' dialog for 'Day Books: Cash Receipts (Detailed)', with fields for Transaction Date, Transaction No, Department, and Nominal Code.

Criteria for Day Books: Cash Receipts (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Transaction Date: Between (inclusive) [ ] and [ ]

Transaction No: Between (inclusive) 1 and 99999999

Department: Between (inclusive) 0 and 999

Nominal Code: Between (inclusive) [ ] and 99999999

This screenshot shows the 'Credit card receipts' report configuration. The left pane lists various report types, with 'Credit card receipts' highlighted. The right pane shows the 'Criteria Values' dialog for 'Day Books: Credit Card Receipts (Detailed)', with fields for Transaction Date, Transaction No, Department, and Nominal Code.

Criteria for Day Books: Credit Card Receipts (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Transaction Date: Between (inclusive) [ ] and [ ]

Transaction No: Between (inclusive) 1 and 99999999

Department: Between (inclusive) 0 and 999

Nominal Code: Between (inclusive) [ ] and 99999999

# 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 top toolbar also has a red box around the 'Reports' icon.

**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> |
|----------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Income</b>                                |                   |                   |                   |                   |
| <b>Department Income</b>                     |                   |                   |                   |                   |
| 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        |
| <b>Total Department Income:</b>              | <b>402,134.12</b> | <b>386,896.57</b> | <b>15,237.55</b>  |                   |
| <b>School Generated Income</b>               |                   |                   |                   |                   |
| 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          |
| <b>Total School Generated Income:</b>        | <b>11,100.00</b>  | <b>0.00</b>       | <b>11,100.00</b>  | <b>11,100.00</b>  |

# Monitor the spending of Ringfenced Grants

| WORKSHEET: CALCULATION UNSPENT GRANTS                     |                 |                                    |                           |                   |                                                    |                          |                   |                                 |                     |          |       |                         |
|-----------------------------------------------------------|-----------------|------------------------------------|---------------------------|-------------------|----------------------------------------------------|--------------------------|-------------------|---------------------------------|---------------------|----------|-------|-------------------------|
| GRANT                                                     |                 | Balance<br>Unspent Brought Forward | Current Year Grant Income |                   |                                                    | Current Year Expenditure |                   | Current Year<br>Surplus/Deficit | Total Grant Unspent |          | Note* | Comment                 |
|                                                           | NOMINAL<br>CODE | ENTER €<br>AMOUNT                  | NOMINAL<br>CODE           | ENTER €<br>AMOUNT |                                                    | NOMINAL<br>CODE          | ENTER €<br>AMOUNT | €                               | NOMINAL<br>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.

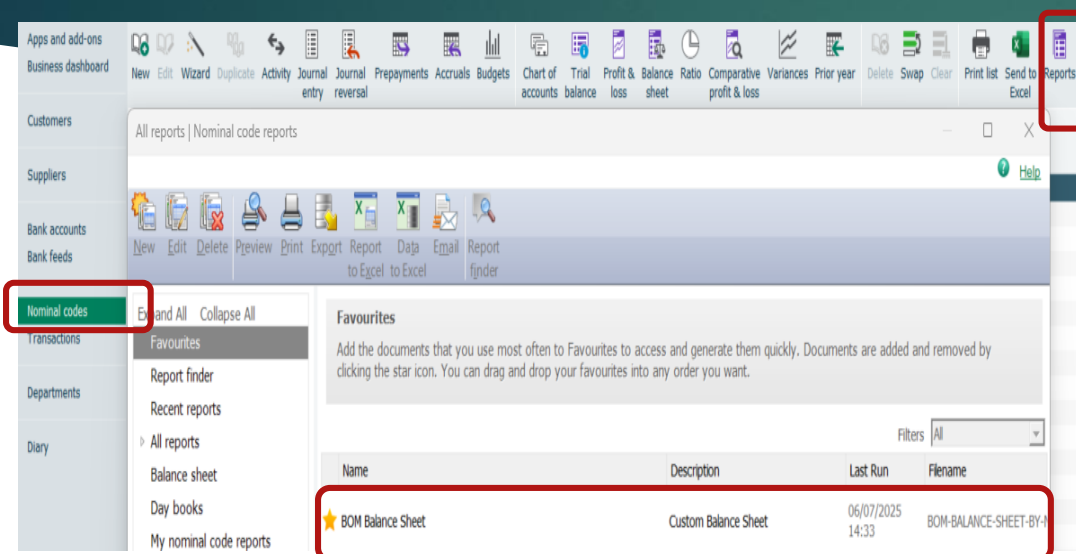
# Monitor the spending of School Generated Income

| 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 with a red box. The main window shows a toolbar with various report functions, and a 'Favourites' section. A red box highlights the 'Aged Creditors Analysis (Summary)' entry in the 'Favourites' list. Below this, a dialog box titled 'Criteria for Aged Creditors Analysis (Summary)' is open, showing 'Criteria Values'. A red oval highlights the input fields for 'Supplier Ref' (set to 'Between (inclusive)' and 'ZZZZZZZZ'), 'Report Date' (set to 'To (inclusive)' and 'xx/xx/xxxx'), and 'Inc Future Tran' (unchecked). The 'Exc Later Payments' checkbox is checked. The dialog also includes a preview setting for the number of records (set to 10) and 'OK' and 'Cancel' buttons.

Apps and add-ons  
Business dashboard

Customers

Suppliers

Bank accounts  
Bank feeds

Nominal codes  
Transactions

Departments

Diary

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

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

New Edit Delete Preview Print Export to Excel 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 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

# 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

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

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 as 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

**FSSU**  
Financial Support  
Services Unit

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     |
| <b>Account Totals</b> |      |            |                              | <b>11,129.00</b> | <b>10,572.55</b> | <b>556.45</b> |

| 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        |
| <b>Account Totals</b> |      |            |                         |       | <b>676.45</b> | <b>-676.45</b> |

| 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            |
| <b>Account Totals</b> |      |            |                       | <b>556.45</b> | <b>11,129.00</b> | <b>-10,572.55</b> |

# 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

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

Tran Number

Type

Date

Name

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

Tran Number

Type

Date

Name

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

Tran Number

Type

Date

Name

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

# 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 |
|-----------------------|-------------|----------------|--------------------------------|--------------|---------------|-----------------|---------------|
|                       | 99999999    | 01/09/20XX     | 31/08/20XX                     | 1            | 99,999,999    | 6               | 6             |
| <b>Dept Number</b>    | 6           | <b>Dept</b>    | Free School Book Scheme Grant  |              |               |                 |               |
| <b>N/C</b>            | 1720        | <b>Name</b>    | Prepayments                    |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 229                   | PI          | 25/07/20XX     | Text Books 1st years           | 20,000.00    |               | 20,000.00       |               |
| <b>Account Totals</b> |             |                |                                | 20,000.00    |               | 20,000.00       |               |
| <b>N/C</b>            | 1800        | <b>Name</b>    | Current Account 1              |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 20                    | BR          | 31/03/20XX     | FSBG Year 2                    | 100,000.00   |               | 100,000.00      |               |
| <b>Account Totals</b> |             |                |                                | 100,000.00   |               | 100,000.00      |               |
| <b>N/C</b>            | 2100        | <b>Name</b>    | Creditors Control Account      |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 229                   | PI          | 25/07/20XX     | Text Books 1st years           |              | 20,000.00     | -20,000.00      |               |
| <b>Account Totals</b> |             |                |                                |              | 20,000.00     | -20,000.00      |               |
| <b>N/C</b>            | 2151        | <b>Name</b>    | Book Grant Received in Advance |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 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       |               |
| <b>Account Totals</b> |             |                |                                | 87,870.00    | 100,000.00    | -12,130.00      |               |
| <b>N/C</b>            | 2160        | <b>Name</b>    | Book Grant Unspent             |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 168                   | JC          | 31/08/20XX     | FSBG Year 1 Unspent            |              | 4,350.00      | -4,350.00       |               |
| <b>Account Totals</b> |             |                |                                |              | 4,350.00      | -4,350.00       |               |
| <b>N/C</b>            | 3151        | <b>Name</b>    | Free Schoolbook Grant          |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 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      |               |
| <b>Account Totals</b> |             |                |                                | 4,350.00     | 87,870.00     | -83,520.00      |               |
| <b>N/C</b>            | 4731        | <b>Name</b>    | Free Schoolbook Grant Expense  |              |               |                 |               |
| <b>Tran Number</b>    | <b>Type</b> | <b>Date</b>    | <b>Details</b>                 | <b>Debit</b> | <b>Credit</b> | <b>Balance</b>  |               |
| 227                   | JD          | 01/09/20XX     | FSBG Expense Year 1 FSBG       | 83,520.00    |               | 83,520.00       |               |
| <b>Account Totals</b> |             |                |                                | 83,520.00    |               | 83,520.00       |               |
| <b>Department</b>     |             |                |                                | 295,740.00   | 212,220.00    | 83,520.00       |               |
| <b>Grand Totals</b>   |             |                |                                | 295,740.00   | 212,220.00    | 83,520.00       |               |

# School Income Received in Advance

Apps and add-ons  
Business dashboard

Customers

Suppliers

Bank accounts  
Bank feeds

Nominal codes  
Transactions

**Departments**

Diary

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 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

Dept Default

| N/C                   | Name                              | Debit      | Credit                 | Balance |
|-----------------------|-----------------------------------|------------|------------------------|---------|
| 2105                  | School Income Received in Advance |            |                        |         |
| Tran Number           | Type                              | Date       | Details                |         |
| 150                   | JC                                | 31/08/XXXX | School Income Received |         |
|                       |                                   |            |                        |         |
| <b>Account Totals</b> |                                   |            |                        |         |
|                       |                                   |            |                        |         |
|                       |                                   |            |                        |         |
| <b>Department</b>     |                                   |            |                        |         |
|                       |                                   |            |                        |         |
|                       |                                   |            |                        |         |

Dept Number 4

Dept Transition Year

| N/C                   | Name                              | Debit      | Credit    | Balance |
|-----------------------|-----------------------------------|------------|-----------|---------|
| 2105                  | School Income Received in Advance |            |           |         |
| Tran Number           | Type                              | Date       | Details   |         |
| 151                   | JC                                | 31/08/XXXX | TY Income |         |
|                       |                                   |            |           |         |
| <b>Account Totals</b> |                                   |            |           |         |
|                       |                                   |            |           |         |
|                       |                                   |            |           |         |
| <b>Department</b>     |                                   |            |           |         |
|                       |                                   |            |           |         |
|                       |                                   |            |           |         |

# 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 status. A 'Print Output' dialog is open, showing options for Printer, Preview (selected and highlighted with a red box), File, and Email. A 'Criteria for Period Trial Balance' dialog is also open, showing 'Criteria Values' and a 'Period' dropdown set to '12: August 20XX' (highlighted with a red box). The dialog also includes a 'Preview' button and a 'Run' button.

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 &amp; 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

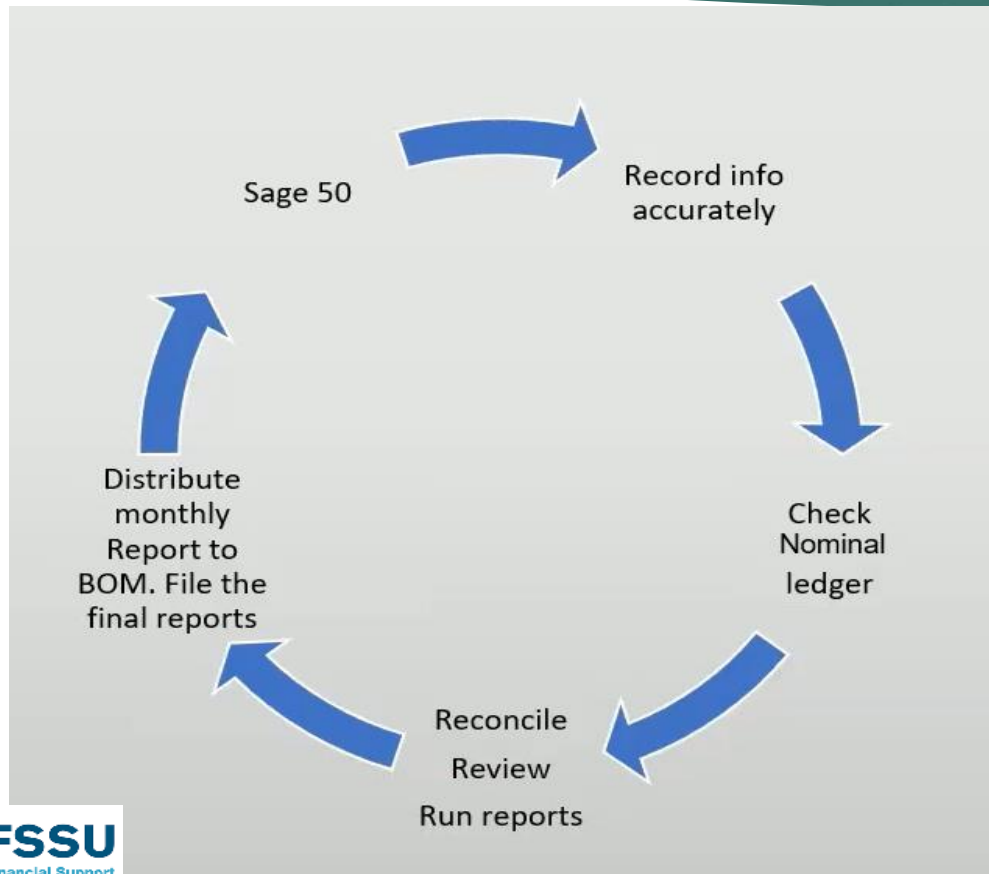
> Monthly Reporting Checklist

## 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.) |  |                |                | -               |
| <b>Total</b>           |                  |                                    |  | <b>160,000</b> | <b>210,000</b> | <b>- 50,000</b> |
| 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                              |  |                |                | -               |
| <b>Total</b>           |                  |                                    |  | <b>105800</b>  | <b>210000</b>  | <b>-104200</b>  |
| <b>Surplus/Deficit</b> |                  |                                    |  | <b>54200</b>   | <b>0</b>       | <b>54200</b>    |

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**

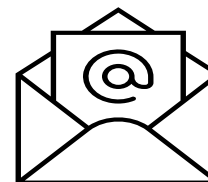
- Chart of Accounts
- Training & Videos
- Sage 50cloud
- Manual & Guides
- Bank Feeds
- Bank & Suppliers Module
- Installing Sage on another PC
- Guide on Preparing Month End Reports
- Budget in Sage 50
- Upgrade your Version
- The Year End

**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](mailto:info@fssu.ie)



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Remote Support

# Thank you

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