

Monthly Reporting Template

FOR NEW USERS
2026-2027



Webinar

2



Technical Support: primary@fssu.ie or info@fssu.ie



Recording



Email



Handouts &
Slides



Website:
www.fssu.ie



Support
(01) 910 4020



Q&A

Agenda

1. Getting Started

2. Enter Transactions

3. Generate Reports

4. Q&A



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Help

Training

FSSU Guidelines

School Management

External Accountant/Auditors

Publications

Treasurers/BOM

- Board of Management 25/26 Webinar Recording
- Treasurers Manual
- Governance Manual

Current Issues

- Charities Regulator Report
- Email Impersonation Scam
- Preparing the School Budget 26/27 Webinar Recording

Monthly Reporting Template

- Mthly. Reporting Template 2
- FAQ's & Suggested Uses
- How to download the Template

Help with Revenue

- VAT/RCT
- Revenue Important Dates
- (ERR) Enhanced Reporting Requirements

Remote Support



Click here for Remote Support

Training



Training

Monthly Reporting Template – Download

Click on below to download the FSSU monthly reporting template.

Please note Excel 2010 or newer is required to run these templates.

2026-2027:

Monthly Reporting Template
2026-2027 for 4 bank
accounts

Teimpléad Tuairiscithe
Mhíosúil FSSU 2026-2027

Monthly Reporting Template
2026-2027 for 6 bank
accounts



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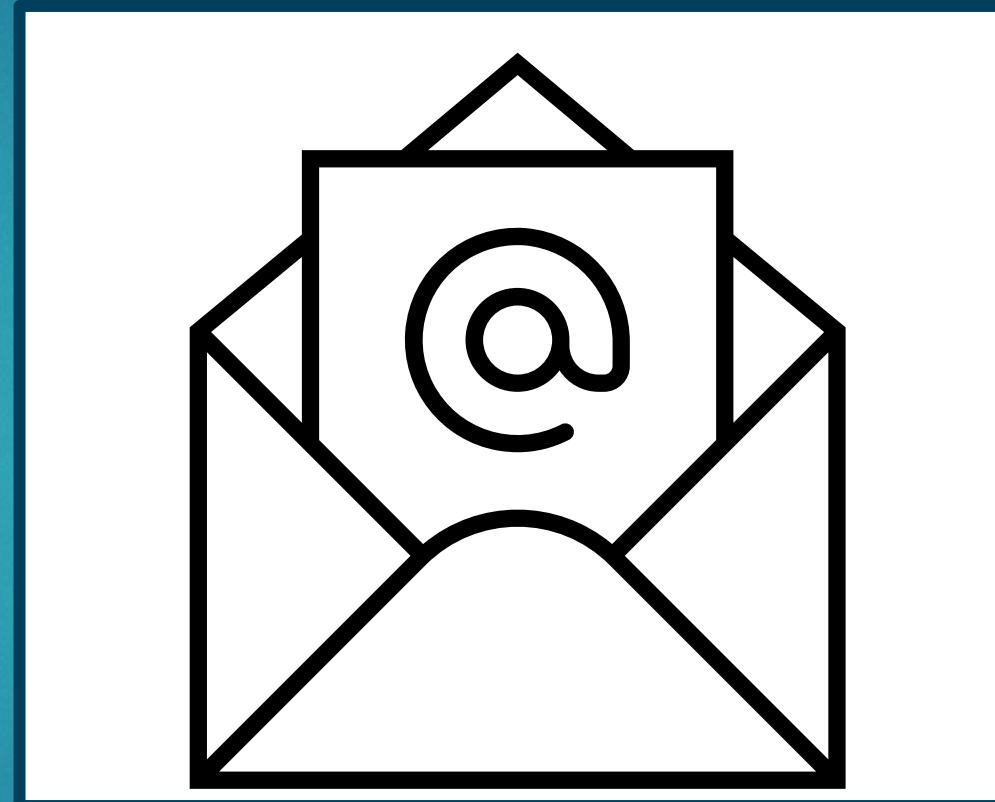
ab Wrap

Merg

Alignment



Not compatible with Google Sheets





Financial Support Services Unit (FSSU)

REPORTS SECTION

8

Importing the Budget File

Actual versus Budget Reports

**Monthly Reporting Template
Reports**



Importing the Budget into the MRT



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[Monthly Income & Exp. Reports](#)

[Actual v Budget](#)

[Bank Summary Page](#)

	Income	Payments	Bank Rec
September	click	click	click
October	click	click	click
November	click	click	click
December	click	click	click
January	click	click	click
February	click	click	click
March	click	click	click
April	click	click	click
May	click	click	click
June	click	click	click
July	click	click	click
August	click	click	click

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[Receipts Report](#)

[Receipt Transactions](#)

[Payments Report](#)

[Payment Transactions](#)

Monthly Income & Exp. Reports

Actual v Budget

Bank Summary Page

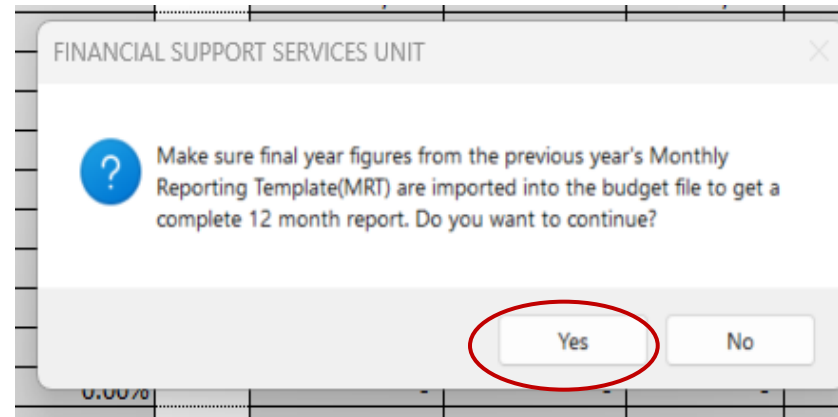
September Income

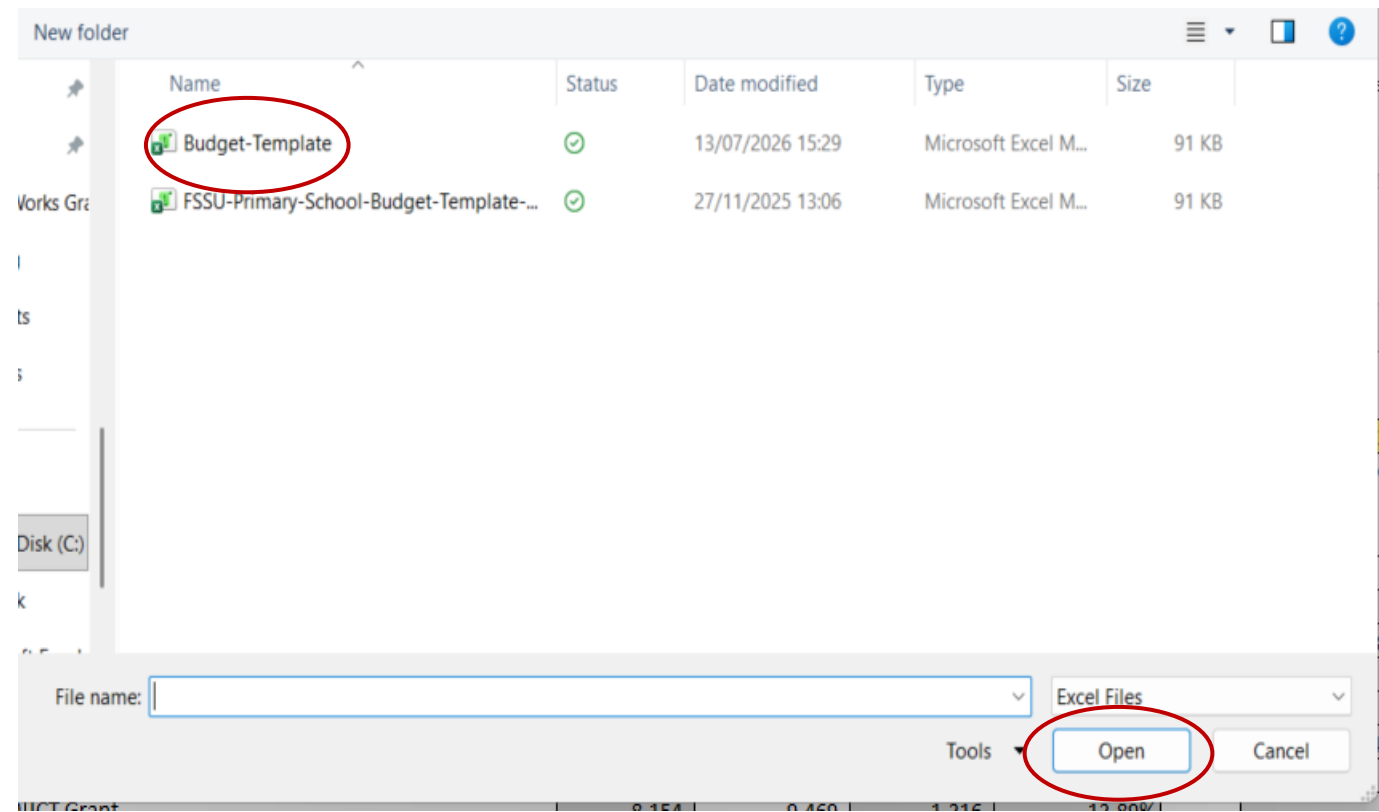
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Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET					Input/Import			
		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027		Sept-26	Prior Full Year	PERIOD ACTUAL v PRIOR YR
							Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference		Actual	Actual	Difference % Difference
3010	Capitation/Non Pay Budget	2,680	35,220	- 32,540	-92.39%		2,680	16,151	- 13,471 -83.41%
3020	DEIS Grant	5,405	-	5,405	0.00%		5,405	-	5,405 0.00%
3021	Early Start Programme Mat/Equip/Par Inv Grant	-	-	-	0.00%		-	-	- 0.00%
3022	Early Start Programme Capitation	-	-	-	0.00%		-	-	- 0.00%
3050	Ancillary/School Support Services Grant	-	15,804	- 15,804	-100.00%		-	2,488	- 2,488 -100.00%
3140	Special Education Equipment Grant	5,275	-	5,275	0.00%		-	-	- 0.00%
3151	Free Schoolbook Grant	-	7,200	- 7,200	-100.00%		-	-	- 0.00%
3152	Free Schoolbook Admin Grant	-	577	- 577	-100.00%		-	-	- 0.00%
3170	Curriculum/Subjects Grants	-	-	-	0.00%		-	-	- 0.00%
3230	ICT Grant	-	4,326	- 4,326	-100.00%		-	4,381	- 4,381 -100.00%
3275	Minor Works Grant-Non Capital	-	7,831	- 7,831	-100.00%		-	7,091	- 7,091 -100.00%
3276	Temporary Accommodation Grant Income	-	-	-	0.00%		-	-	- 0.00%
3290	Other Non Capital DE Grant Income	-	-	-	0.00%		-	-	- 0.00%
3292	Standardised Testing Grant	625	540	85	15.74%		-	-	- 0.00%
3293	Summer Provision Grant	-	-	-	0.00%		-	-	- 0.00%
3294	Bus Escort Grant	23,472	-	23,472	0.00%		23,472	-	23,472 0.00%
3296	DSP School Meals Grant	6,786	40,000	- 33,214	-83.04%		6,786	36,064	- 29,278 -81.18%
3297	Erasmus Income	1,215	-	1,215	0.00%		-	-	- 0.00%
3299	Other State Funding	-	-	-	0.00%		-	-	- 0.00%
3335	Classroom Books/Resources Income	-	-	-	0.00%		-	-	- 0.00%
3350	Hire of Facilities Rental Income	300	-	300	0.00%		-	-	- 0.00%
3375	Journals and Year Book Income	-	-	-	0.00%		-	-	- 0.00%
3380	Student Photocopying Income	-	-	-	0.00%		-	-	- 0.00%
3390	School Administration Charges	-	-	-	0.00%		-	-	- 0.00%
3440	Uniforms Income	-	-	-	0.00%		-	-	- 0.00%
3450	Religion/Ethos Income	135	-	135	0.00%		-	-	- 0.00%
3490	After School Study/Club Income	-	1,200	- 1,200	-100.00%		-	1,200	- 1,200 -100.00%
3500	Games Income	-	-	-	0.00%		-	-	- 0.00%
3510	Bus Hire for Games Income	-	-	-	0.00%		-	-	- 0.00%

Main Menu	Scoil	Import Budget				Print YTD v BUD		Import MRT Prior Year		
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	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference			Actual	Actual	Difference % Difference





Difference	Actual	Actual	Difference	% Difference
-75.82%	-	-	-	0.00%
-73.22%	5,634	-	5,634	0.00%
-100.00%	-	-	-	0.00%
0.00%	-	-	-	0.00%
-66.39%	-	-	2,545	0.00%
-100.00%	-	-	-	0.00%
20.49%	-	-	-	0.00%
0.00%	-	-	-	0.00%
-100.00%	-	-	-	0.00%
0.00%	-	-	-	0.00%
0.00%	-	-	-	0.00%
-100.00%	-	-	-	0.00%
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0.00%	-	-	-	0.00%

FINANCIAL SUPPORT SERVICES UNIT

The Excel file was imported successfully.

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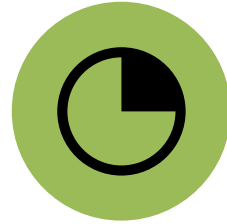
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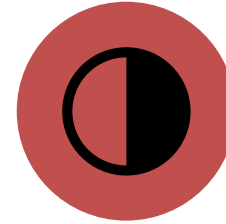
	YEAR TO DATE ACTUAL VERSUS BUDGET			Input/Import		Sept 26 Prior Full Year		PERIOD ACTUAL v PRIOR YR			
Nominal Code		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027		Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr	Period v Period Prior Yr	
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3021	Early Start Programme Mat/Equip/Par Inv Grant	-	-	-	0.00%	-	-	-	0.00%		
3022	Early Start Programme Capitation	-	-	-	0.00%	-	-	-	0.00%		
3050	Ancillary/School Support Services Grant		15,804	-	15,804	-100.00%	-	2,488	-	2,488	-100.00%
3140	Special Education Equipment Grant	5,275	-	5,275	0.00%	-	-	-	0.00%		
3151	Free Schoolbook Grant	-	7,200	-	7,200	-100.00%	-	-	-	0.00%	
3152	Free Schoolbook Admin Grant	-	577	-	577	-100.00%	-	-	-	0.00%	
3170	Curriculum/Subjects Grants	-	-	-	0.00%	-	-	-	0.00%		
3230	ICT Grant	-	4,326	-	4,326	-100.00%	-	4,381	-	4,381	-100.00%
3275	Minor Works Grant-Non Capital	-	7,831	-	7,831	-100.00%	-	7,091	-	7,091	-100.00%
3276	Temporary Accommodation Grant Income	-	-	-	0.00%	-	-	-	0.00%		
3290	Other Non Capital DE Grant Income	-	-	-	0.00%	-	-	-	0.00%		
3292	Standardised Testing Grant	625	540	85	15.74%	-	-	-	0.00%		
3293	Summer Provision Grant	-	-	-	0.00%	-	-	-	0.00%		
3294	Bus Escort Grant	23,472	-	23,472	0.00%	23,472	-	23,472	0.00%		
3296	DSP School Meals Grant	6,786	40,000	-	33,214	-83.04%	6,786	36,064	-	29,278	-81.18%
3297	Erasmus Income	1,215	-	1,215	0.00%	-	-	-	0.00%		
3299	Other State Funding	-	-	-	0.00%	-	-	-	0.00%		
3335	Classroom Books/Resources Income	-	-	-	0.00%	-	-	-	0.00%		
3350	Hire of Facilities Rental Income	300	-	300	0.00%	-	-	-	0.00%		
3375	Journals and Year Book Income	-	-	-	0.00%	-	-	-	0.00%		
3380	Student Photocopying Income	-	-	-	0.00%	-	-	-	0.00%		
3390	School Administration Charges	-	-	-	0.00%	-	-	-	0.00%		
3440	Uniforms Income	-	-	-	0.00%	-	-	-	0.00%		
3450	Religion/Ethos Income	135	-	135	0.00%	-	-	-	0.00%		
3490	After School Study/Club Income	-	1,200	-	1,200	-100.00%	-	1,200	-	1,200	-100.00%
3500	Games Income	-	-	-	0.00%	-	-	-	0.00%		
3510	Bus Hire for Games Income	-	-	-	0.00%	-	-	-	0.00%		



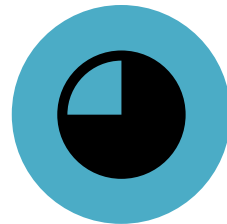
Actual v Budget Reports



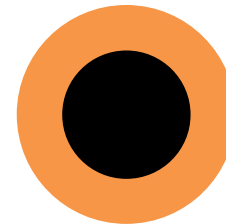
**Actual versus
Budget Report**



Rolling Report

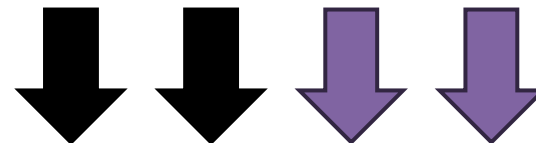


**Budget Summary
Sheet**



**Income &
Expense
Selection Report**

	A	B	C	D	E	F	G	H	I	J	K	
1	Main Menu	Scoil										
2				Import Budget		Print YTD v BUD		Import MRT Prior Year				
3		YEAR TO DATE ACTUAL VERSUS BUDGET			Input/Import			Sept-26	Prior Full Year	PERIOD ACTUAL v PRIOR YR		
4	Nominal Code		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027		Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr	Period v Period Prior Yr	
5		SCHOOL INCOME	Actual	2026/2027	Difference	% Difference		Actual	Actual	Difference	% Difference	
6	3010	Capitation/Non Pay Budget	2,680	35,220	-	32,540	-92.39%	2,680	16,151	-	13,471	-83.41%
7	3020	DEIS Grant	5,405	-	5,405	0.00%		5,405	-	5,405	0.00%	
8	3021	Early Start Programme Mat/Equip/Par Inv Grant	-	-	-	0.00%		-	-	-	0.00%	
9	3022	Early Start Programme Capitation	-	-	-	0.00%		-	-	-	0.00%	
10	3050	Ancillary/School Support Services Grant	-	15,804	-	15,804	-100.00%	-	2,488	-	2,488	-100.00%
11	3140	Special Education Equipment Grant	5,275	-	5,275	0.00%		-	-	-	0.00%	
12	3151	Free Schoolbook Grant	-	7,200	-	7,200	-100.00%	-	-	-	0.00%	
13	3152	Free Schoolbook Admin Grant	-	577	-	577	-100.00%	-	-	-	0.00%	
15	3170	Curriculum/Subjects Grants	-	-	-	0.00%		-	-	-	0.00%	
23	3230	ICT Grant	-	4,326	-	4,326	-100.00%	-	4,381	-	4,381	-100.00%
27	3275	Minor Works Grant-Non Capital	-	7,831	-	7,831	-100.00%	-	7,091	-	7,091	-100.00%
28	3276	Temporary Accommodation Grant Income	-	-	-	0.00%		-	-	-	0.00%	
30	3290	Other Non Capital DE Grant Income	-	-	-	0.00%		-	-	-	0.00%	
31	3292	Standardised Testing Grant	625	540	85	15.74%		-	-	-	0.00%	
32	3293	Summer Provision Grant	-	-	-	0.00%		-	-	-	0.00%	
33	3294	Bus Escort Grant	23,472	-	23,472	0.00%		23,472	-	23,472	0.00%	
35	3296	DSP School Meals Grant	6,786	40,000	-	33,214	-83.04%	6,786	36,064	-	29,278	-81.18%
36	3297	Erasmus Income	1,215	-	1,215	0.00%		-	-	-	0.00%	
38	3299	Other State Funding	-	-	-	0.00%		-	-	-	0.00%	
41	3335	Classroom Books/Resources Income	-	-	-	0.00%		-	-	-	0.00%	
42	3350	Hire of Facilities Rental Income	300	-	300	0.00%		-	-	-	0.00%	
44	3375	Journals and Year Book Income	-	-	-	0.00%		-	-	-	0.00%	
45	3380	Student Photocopying Income	-	-	-	0.00%		-	-	-	0.00%	
46	3390	School Administration Charges	-	-	-	0.00%		-	-	-	0.00%	
50	3440	Uniforms Income	-	-	-	0.00%		-	-	-	0.00%	
51	3450	Religion/Ethos Income	135	-	135	0.00%		-	-	-	0.00%	
52	3490	After School Study/Club Income	-	1,200	-	1,200	-100.00%	-	1,200	-	1,200	-100.00%
53	3500	Games Income	-	-	-	0.00%		-	-	-	0.00%	
54	3510	Bus Hire for Games Income	-	-	-	0.00%		-	-	-	0.00%	



A	B	C	D	E	F	G	H	I	J	K	L	M	N
Main Menu	Scoil		Import Budget	Print YTD v BUD			Import MRT Prior Year				Budget Summary	Income and Expense Selection Report	
	YEAR TO DATE ACTUAL VERSUS BUDGET	Input/Import					Sept-26	Prior Full Year	PERIOD ACTUAL v PRIOR YR				
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3020	DEIS Grant	5,405	-	5,405	0.00%		5,405	-	5,405	0.00%			
3021	Early Start Programme Mat/Equip/Par Inv Grant	-	-	-	0.00%		-	-	-	0.00%			
3022	Early Start Programme Capitation	-	-	-	0.00%		-	-	-	0.00%			
3050	Ancillary/School Support Services Grant	-	15,804	- 15,804	-100.00%		-	2,488	- 2,488	-100.00%			
3140	Special Education Equipment Grant	5,275	-	5,275	0.00%		-	-	-	0.00%			
3151	Free Schoolbook Grant	-	7,200	- 7,200	-100.00%		-	-	-	0.00%			
3152	Free Schoolbook Admin Grant	-	577	- 577	-100.00%		-	-	-	0.00%			
3170	Curriculum/Subjects Grants	-	-	-	0.00%		-	-	-	0.00%			
3230	ICT Grant	-	4,326	- 4,326	-100.00%		-	4,381	- 4,381	-100.00%			
3275	Minor Works Grant-Non Capital	-	7,831	- 7,831	-100.00%		-	7,091	- 7,091	-100.00%			
3276	Temporary Accommodation Grant Income	-	-	-	0.00%		-	-	-	0.00%			
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3293	Summer Provision Grant	-	-	-	0.00%		-	-	-	0.00%			
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3299	Other State Funding	-	-	-	0.00%		-	-	-	0.00%			
3335	Classroom Books/Resources Income	-	-	-	0.00%		-	-	-	0.00%			
3350	Hire of Facilities Rental Income	300	-	300	0.00%		-	-	-	0.00%			
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3450	Religion/Ethos Income	135	-	135	0.00%		-	-	-	0.00%			
3490	After School Study/Club Income	-	1,200	- 1,200	-100.00%		-	1,200	- 1,200	-100.00%			
3500	Games Income	-	-	-	0.00%		-	-	-	0.00%			
3510	Bus Hire for Games Income	-	-	-	0.00%		-	-	-	0.00%			

[Print Period v Prior Yr](#)

A		B		C		D		E		F		G		H		I		J		K		L		M		N	
Main Menu		Scoil				Import Budget		Print YTD v BUD				Import MRT Prior Year										Budget Summary		Income and Expense Selection Report			
	YEAR TO DATE ACTUAL VERSUS BUDGET					Input/Import						Mar-27		Mar-26		PERIOD ACTUAL v PRIOR YR								Print Period v Prior Yr			
Nominal Code		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027								Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr	Period v Period Prior Yr											
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3151	Free Schoolbook Grant	-	7,200	- 7,200	-100.00%								-	-	-	0.00%											
3152	Free Schoolbook Admin Grant	-	577	- 577	-100.00%								-	-	-	0.00%											
3170	Curriculum/Subjects Grants	-	-	-	0.00%								-	-	-	0.00%											
3230	ICT Grant	-	4,326	- 4,326	-100.00%								-	4,381	- 4,381	-100.00%											
3275	Minor Works Grant-Non Capital	-	7,831	- 7,831	-100.00%								-	7,091	- 7,091	-100.00%											
3276	Temporary Accommodation Grant Income	-	-	-	0.00%								-	-	-	0.00%											
3290	Other Non Capital DE Grant Income	-	-	-	0.00%								-	-	-	0.00%											
3292	Standardised Testing Grant	625	540	85	15.74%								625	-	625	0.00%											
3293	Summer Provision Grant	-	-	-	0.00%								-	-	-	0.00%											
3294	Bus Escort Grant	23,472	-	23,472	0.00%								23,472	-	23,472	0.00%											
3296	DSP School Meals Grant	6,786	40,000	- 33,214	-83.04%								6,786	36,064	- 29,278	-81.18%											

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YEAR TO DATE ACTUAL VERSUS BUDGET						Mar-27	Mar-26	PERIOD ACTUAL v PRIOR YR	
Nominal Code		Year to Date	Input/Import Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027	Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference	Actual	Actual	Difference	% Difference
3010	Capitation/Non Pay Budget	2,680	35,220	- 32,540	-92.39%	2,680	16,151	- 13,471	-83.41%

[Print Period v Prior Yr](#)

			Difference	% Difference	Print Budget Summary		
	SUMMARY: YEAR TO DATE ACTUAL VERSUS BUDGET		Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027			
Actual Income	Department of Education Income	37,457	- 34,040	-47.61%	Budget Income	Department of Education Income	71,497
	Other State Income	8,001	- 31,999	-80.00%		Other State Income	40,000
	School Generated Income	3,666	- 1,135	-23.64%		School Generated Income	4,800
	Other Income	753	753	0.00%		Other Income	-
	Total Actual Income	49,876	(66,421)	-57.11%		Total Budget Income	116,297
Actual Expense	Education Salary	2,190	- 1,613	-279.70%	Budget Expenditure	Education Salary	577
	Education Other Expenditure	4,839	50,327	91.23%		Education Other Expenditure	55,166
	Repairs, Maintenance & Establishment	7,156	15,425	68.31%		Repairs, Maintenance & Establishment	22,581
	Administration	824	3,286	79.96%		Administration	4,110
	Financial	52	3,449	98.53%		Financial	3,500
	Total Actual Expense	15,060	70,873	82.47%		Total Budget Expenditure	85,933
	(Actual income minus expenses)	34,816	4,452	14.66%		(Projected income minus expenses)	30,364
Actual Balance					Budget Balance	Contingency Spend 5%	4,297
Balance Difference	(Actual minus projected)	4,452				Surplus/ (Deficit)	26,067

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	YEAR TO DATE ACTUAL VERSUS BUDGET		Input/Import				Mar-27	Mar-26	PERIOD ACTUAL v PRIOR YR	
Nominal Code		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027		Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference		Actual	Actual	Difference	% Difference
3010	Capitation/Non Pay Budget	2,680	35,220	- 32,540	-92.39%		2,680	16,151	- 13,471	-83.41%
3020	Other Income	2,155	2,155	0	0.00%		2,155	2,155	0	0.00%

Searchable dropdowns: double click to activate the cell to search for a category.

Income Selection	Amount
Bus Hire Other Income	-
School Swimming Income	783.50
Total Selection Income	783.50

Expense Selection	Amount	Balance
Bus Hire Other Expense	154.00	- 154.00
School Swimming Expense	-	783.50
Total Selection Expense	154.00	629.50

[Print Inc. and Exp. Selection](#)
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Treasurers/BOM

- Board of Management Webinar Recording
- Treasurers Manual
- Governance Manual

Current Issues

- Monthly Reporting Template: Year-End Training
- External Accountants/ Auditors Webinar Training
- Monthly Reporting Template: New Users Training

Monthly Reporting Template

- Mthly. Reporting Template 26/27
- FAQ's & Suggested Uses
- How to download the Template

Help with Revenue

- VAT/RCT
- Revenue Important Dates
- (ERR) Enhanced Reporting Requirements

Remote Support



Click here for Remote Support

Training



Training

All Help Topics

Monthly Reporting Template ▾

Monthly Reporting Template – Download

Monthly Reporting Template Videos

Chart of Accounts

MRT FAQs and Suggested Uses

Monthly Reporting Template Checklist

Monthly Reporting Training Manual

Video: Downloading the MRT

Year End Checklist and Templates

MRT Department Breakdown

Video: Understanding & Running the Monthly
Template Reports

MRT Financial Reports to Board of Management

MRT FAQs and Suggested Uses

Suggested Uses

MRT FAQ

← Back to Monthly Reporting Template page

Suggested use of COA categories

+ Revenue Commissioners

+ Building Grants

+ Special Class Grants

+ Fundraising

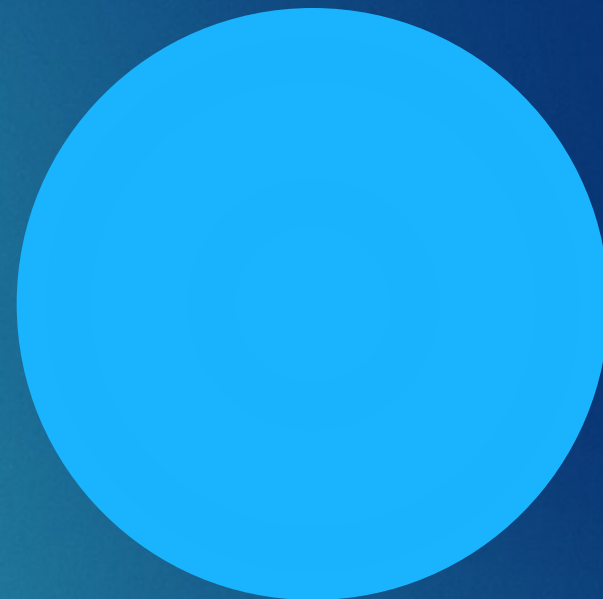
+ Transfer between bank accounts

+ Grants

+ Recording refunds on the template

+ Annual Subscriptions

[← Back to MRT FAQs and Suggested Uses page](#)



MRT FAQs

Getting Started

N.B. Where a cell is this colour, please do not type over it as it contains a formula

Please do not type over a grey cell as it contains a formula.

- ⊕ The spreadsheet is asking for a password.
- ⊕ Where do I put Opening Balances?
- ⊕ Where do I record previous years uncashed cheques?
- ⊕ My category selection appears to work intermittently or not at all.
- ⊕ I can't find a category I need in the category drop down menu.
- ⊕ Where can I find a breakdown of the income and expenditure that goes in each department/category
- ⊕ Where can I find the current FSSU chart of accounts?

Bank Summary Page

- ⊕ My reports on the bank summary tab are not updating.
- ⊕ On the Bank Summary Page my grant analysis income and expenditure totals do not match the income and analysis totals

Making Changes / Corrections

⊕ Can I change the name of a bank account during the year?

⊕ I've made a mistake in an entry how do I correct it?

⊕ How do I add a row?

⊕ I forgot an item; can I add a row in the middle of the month to keep things in date order?

⊕ How do I treat an uncashed/cancelled cheque?

Recording Revenue Payments

+ How do I record payroll taxes?

+ How do I record payments for VAT or RCT?

+ How do I treat a refund from revenue as we overpaid on VAT or PRSI

Petty Cash and Credit Cards

+ How do I treat payment of Petty Cash?

+ How to treat payment of credit card?

+ How do I record the credit card on the Monthly Reporting Template?

Recording Income and Payments

+ How do I record Income?

+ How should I record school generated income?

+ How do I record a payment?

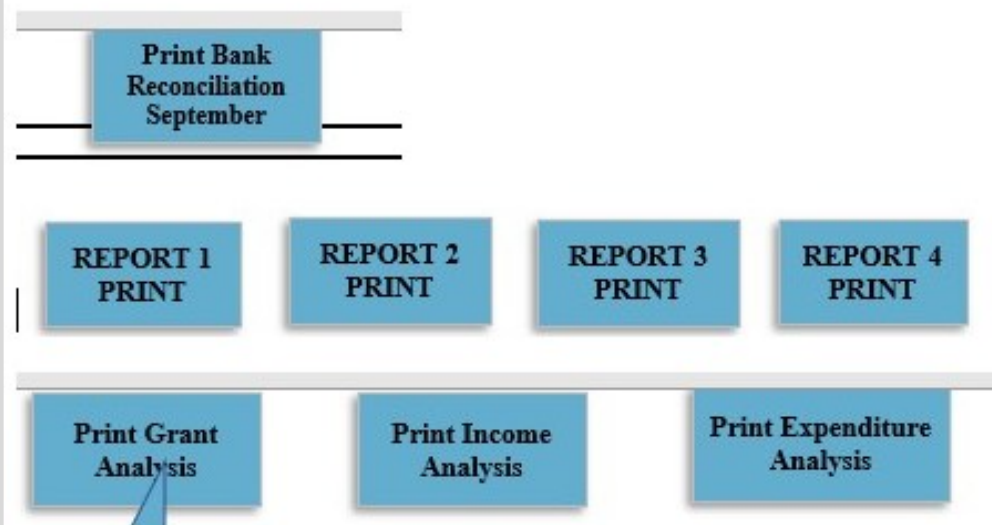
+ What do I do if a payment covers more than one category?

+ How do I treat payments made using the DEIS grant?

+ How do I keep track of expenses related to Parent Association funding received?

Reports

On the individual tabs you will find blue buttons which you can click these to print reports e.g.



⊕ How do I print a Payments Report?

⊕ How do I print a Receipts Report?

⊕ What financial reports should be presented at board of management meetings?



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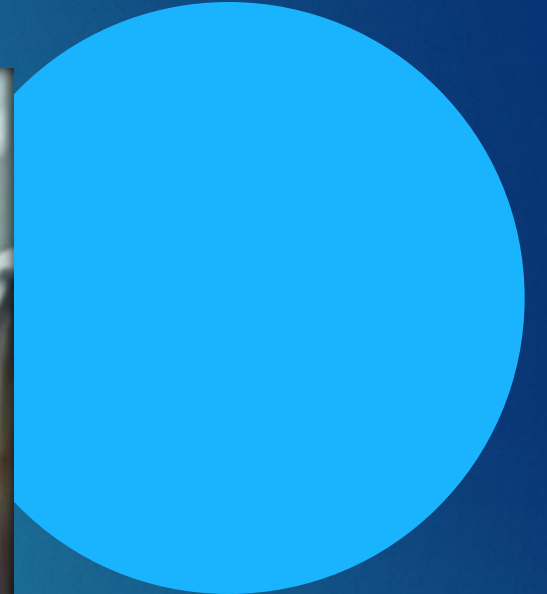
Training



[Training](#)

Q&A

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Thank you for attending our webinar

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If you have any other questions, please call or email us:

Phone:(01) 910 4020

Email: primary@fssu.ie

