



**FSSU**  
Financial Support  
Services Unit

# Webinar Training Video

## Sage 50 Accounts

## Departments

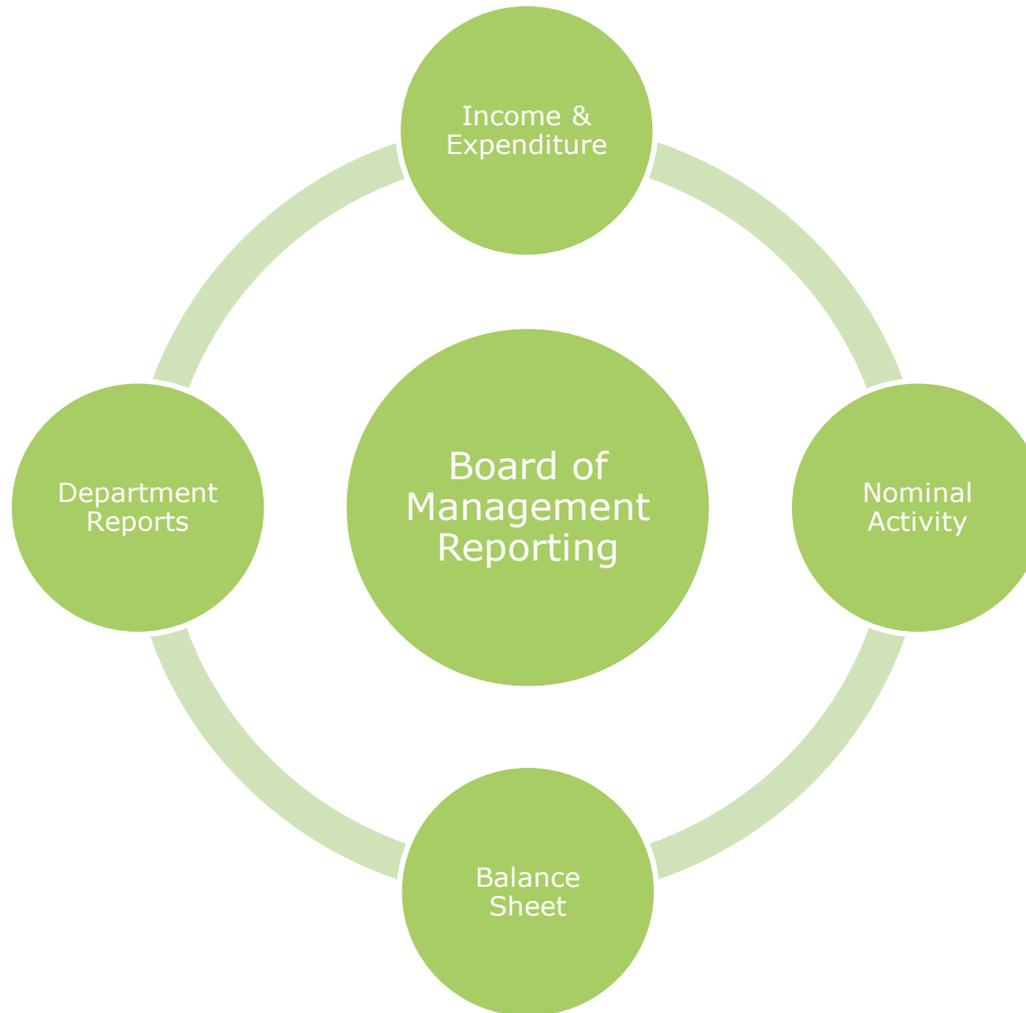


**FSSU**  
Financial Support  
Services Unit

## Departments - Overview

- Reporting from Sage 50
- When to Use Departments
- How to set up departments
- How to assign departments to bank transactions
- Amending Transactions
- Reporting by department

# Key Financial Reports in Sage 50 Accounts



# An overview of the information provided by each report

## Income & Expenditure Report & BS

- Total for each nominal code
- Bottom line figure
- Comparison with budget
- Comparison with prior year

## Nominal Activity

- Breakdown of what is posted to the nominal code for selected date
- A guide for answering accounts queries

## Department Nominal activity

- Further drill down for postings to a nominal code
- Analysis of income and costs for a particular activity

# BOM Reporting - Sage 50

	Sage 50 Reports	Comments	Analysis/Report	Departmental Reports
BOM	1. Income & Expenditure	<ul style="list-style-type: none"> <li>Actual Income and Spend</li> <li>Comparison to budget and prior year</li> </ul>	School Musical Other Subjects Designated activity	Dept Nominal Activity
	2. Balance Sheet	<ul style="list-style-type: none"> <li>Bank Accounts</li> <li>Fixed Assets</li> <li>Accruals</li> <li>Reserves</li> <li>Grants</li> </ul>	Capital Project ICT Grant Income received in advance	Departmental Balance Sheet Departmental Nominal Activity
	3. Bank Reconciliation	<ul style="list-style-type: none"> <li>Accuracy</li> <li>O/S Items</li> </ul>		
	4. Accruals	Manual List		
Finance Committee  Principal  Project manager	5. Capital Expenditure	Government Grants	ICT New Building Summer Works	Departmental Balance Sheet Departmental Nominal Activity

# Sage 50 - Departments

## When to use Departments

- ***Providing a breakdown of a nominal code:***
  - *Income received in advance code 2105*
  - *Grants received in advance code 2150*
  - *Other Subjects*
  - *Games Code 4670*
  - *Other ringfenced Income / Grants unspent*
- ***Providing financial analysis of a specific school activity***
  - *Capital Project*
  - *ICT Grant*
  - *School Musical*
  - *Bus Income & Expenditure*
  - *Designated Income & Expenditure*
  - *Fundraising*

# Departments – Sample Data

Bank	Detail	Amount	Nominal Code	Department	
Receipts	Capital ICT Grant	25,000	3921	5	
	TY Income in advance 2021	5,500	2105	7	
	School Admin Charges 2021	10,400	2105	8	
	Funding for designated activity 1	8,900	3851	15	CoderDoJo
Payments	Rewire and Broadband installation	10,000	1460	5	
	Cost of designated activity 1	5,500	4918	15	CoderDoJo
		2,500	4190	15	

# Create a Department

Sage 50cloud Accounts Client Manager - FSSU sample data Departments & COA

File Edit View Modules Settings Tools Favourites WebLinks Help

Home Help centre Add-Ons

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

Filter All records (1000)

Reference Name

0	Default
1	Fundraising
2	
3	Book Grant
4	
5	Capital ICT Grant
6	
7	TY Income received in advance
8	School Admin charges in advance
9	
10	Pitch Development
11	
12	School Tour - Camino
13	
14	
15	Designated Funding - CoderDoJo
16	
17	Supervision & Substitution
18	
19	
20	School Musical
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Department Record

Print list

Details

Memo

Details

Reference

Name

Notes

Record 1 of 1

Save Close



# Department Reports

Nominal Department Analysis for Code 2105 – Income received in advance

Criteria for Nominal Departmental Analysis (Detailed) ✕

### Criteria Values

Enter the values to use for the criteria in this report

<b>Nominal Code</b>	Between (inclusive) ▼	2105 ▼	and	2105 ▼
<b>Transaction Date</b>	Between (inclusive) ▼	01/09/2018 ▼	and	31/08/2019 ▼ 
<b>Transaction No</b>	Between (inclusive) ▼	1 ▲▼	and	99999999 ▲▼
<b>Department</b>	Between (inclusive) ▼	0 ▲▼	and	999 ▲▼

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

Help OK Cancel

# Income received in advance analysis

Date: 12/11/2019  
Time: 13:21:53

## FSSU sample data Departments & COA Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 2105      Tran Date From 01/09/2018      Tran No From 1      Department From 0  
N/C To 2105      Tran Date To 31/08/2019      Tran No To 99,999,999      Department To 999

**Dept Number** 7      **Dept** TY Income received in advance

**N/C** 2105      **Name** School Income Received in Advance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
37	BR	31/08/2019	TY 19/20		5,500.00	-5,500.00
<b>Account Totals</b>					<u>5,500.00</u>	<u>-5,500.00</u>
<b>Department</b>					<u>5,500.00</u>	<u>-5,500.00</u>

**Dept Number** 8      **Dept** School Admin charges in advance

**N/C** 2105      **Name** School Income Received in Advance

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
38	BR	31/08/2019	School admin		10,400.00	-10,400.00
<b>Account Totals</b>					<u>10,400.00</u>	<u>-10,400.00</u>
<b>Department</b>					<u>10,400.00</u>	<u>-10,400.00</u>
<b>Grand Totals</b>					<u>15,900.00</u>	<u>-15,900.00</u>

# Detailed nominal departmental analysis

to Excel to Excel

Criteria for Nominal Departmental Analysis (Detailed) ✕

## Criteria Values

Enter the values to use for the criteria in this report

<b>Nominal Code</b>	Between (inclusive) ▼	▼	and	99999999 ▼
<b>Transaction Date</b>	Between (inclusive) ▼	01/09/2018 ▼	and	31/12/2019 ▼ 
<b>Transaction No</b>	Between (inclusive) ▼	1 ▼	and	99999999 ▼
<b>Department</b>	Between (inclusive) ▼	15 ▼	and	15 ▼

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

# Designated Funding Report

Date: 12/11/2019

Time: 13:24:31

## FSSU sample data Departments & COA Nominal Departmental Analysis (Detailed)

Page: 1

N/C From                      Tran Date From 01/09/2018                      Tran No From 1                      Department From 15  
 N/C To    99999999                      Tran Date To    31/08/2019                      Tran No To    99,999,999                      Department To    15

Dept Number 15                      Dept    Designated Funding - CoderDoJo

N/C                      1800                      Name    Current Account 1

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
39	BR	31/08/2019	Donation for IT from donor	8,900.00		8,900.00
42	BP	31/08/2019	RIPCODER		5,500.00	-5,500.00
43	BP	31/08/2019	Coding Supervision		2,500.00	-2,500.00
<b>Account Totals</b>				<u>8,900.00</u>	<u>8,000.00</u>	<u>900.00</u>

N/C                      3851                      Name    Designated Income (Non Capital)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
39	BR	31/08/2019	Donation for IT from donor		8,900.00	-8,900.00
<b>Account Totals</b>					<u>8,900.00</u>	<u>-8,900.00</u>

N/C                      4190                      Name    After School Study/Club Salaries Expense

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
43	BP	31/08/2019	Coding Supervision	2,500.00		2,500.00
<b>Account Totals</b>				<u>2,500.00</u>		<u>2,500.00</u>

N/C                      4918                      Name    Designated Expenditure (Non Capital)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
42	BP	31/08/2019	RIPCODER	5,500.00		5,500.00
<b>Account Totals</b>				<u>5,500.00</u>		<u>5,500.00</u>

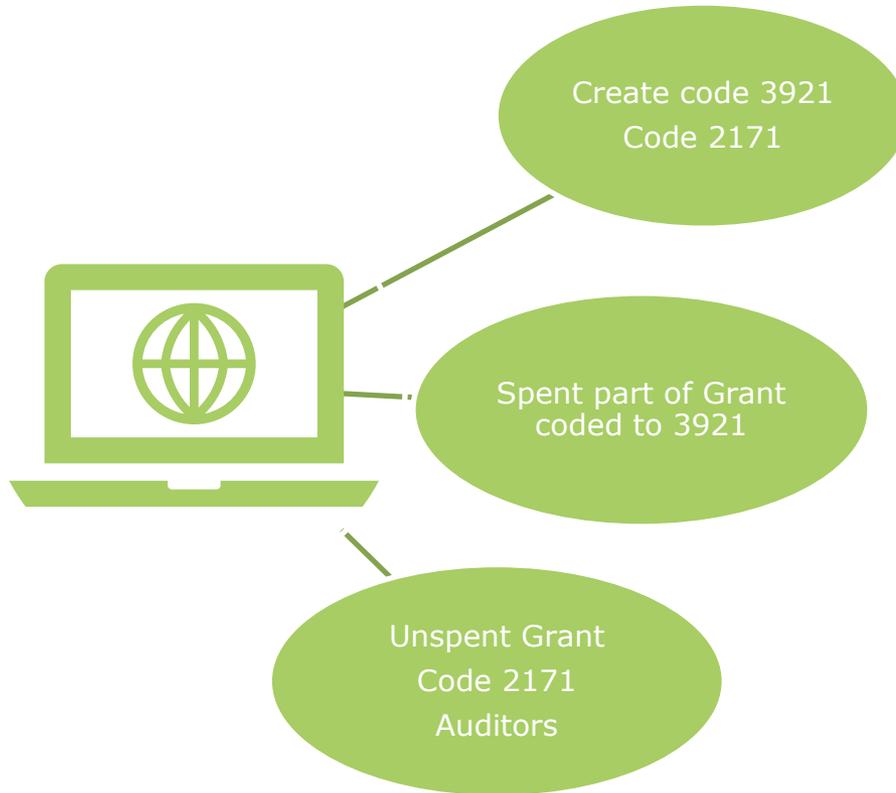
**Department**                      16,900.00                      16,900.00

**Grand Totals**                      16,900.00                      16,900.00

# Examples - using Departments in Sage 50

	Departments	Dept No	Nom Code	Comments
	Building Project	31	1400 3900 5010	
	Computer Grant	5	1460 3921 2171?	15,000 25,000
	Musical	20	3520 4720 3852 4923	Edit BR
	School Tour Camino	12	3530 4710	1500
Create & Update	Hamlet	13	3530	550
			4710	500

# Recording ICT Grant Capital Income



Consistency in the recording of capital grants

Cost element will be coded to BS, 1460

Use Departments

Auditors will assist by finalising the accounts at Year end

Ask auditors to explain their audit adjustments

# Department Reports

- Nominal Activity by Department is the most informative
- Practice the criterion selection for running Department report
  - Is it for a particular nominal code e.g 2105
  - Is it for a project – School Musical
- Assign key departmental reports to favourites



**FSSU**  
Financial Support  
Services Unit

Thank You for watching

Breda Murphy

Accounts Support and Training - Sage 50

Email: [bredamurphy@fssu.ie](mailto:bredamurphy@fssu.ie)

Mobile: (086) 0440280

[www.fssu.ie](http://www.fssu.ie)



**FSSU**  
Financial Support  
Services Unit

Visit our website

[www.fssu.ie](http://www.fssu.ie)