



FSSU
Financial Support
Services Unit

Sage 50 Webinar Training

Sage 50 & Year end reporting

Presenter: Breda Murphy

Webinar Control panel overview

Attendee Control Panel

Join audio:

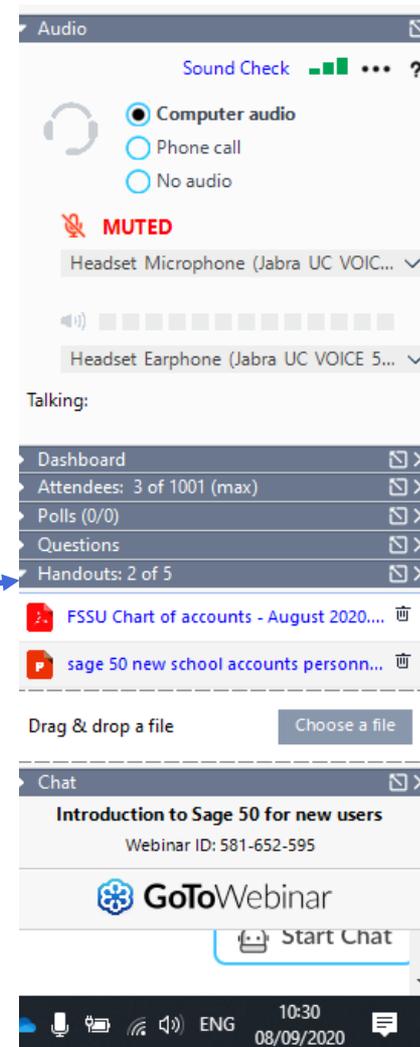
- Choose **Mic & Speakers** to use VoIP
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Sound check there to make sure audio output is working

Presentation is available as a handout. It is preferable to download prior to webinar commencement and have a copy to view and takes notes

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Note: Today's presentation is being recorded and will be provided within 48 hours.



Welcome to the FSSU

Series of Sage 50 webinar training sessions

1. Recording Covid 19 Grants & Expenditure
2. Introduction to Sage 50 for new users
3. Sage 50 & preparing for year end
4. Year end reporting
5. New Financial Year – FAQ's



Year end reporting

Overview of effective reporting from Sage 50

Recommended Financial Reports for Year end

Guidance on reviewing the reports

Standardising the Chart of accounts in Sage 50
before finalising Y/E Trial Balance

Recap on some points from previous webinars

Conclusion

Overview of Effective Monthly Reporting

The goal is to produce a complete and accurate set of data that is appropriately reviewed and then distributed to the Finance Committee three days before the monthly BOM meeting.

1. Gather all the supporting paperwork and explanations for all monies in and out, Code all transactions carefully, Reconcile all Bank Accounts, Review the bank reconciliation reports and address any issues arising
2. ***Review all the relevant reports with the Principal within 10 days of the month end and make any agreed changes to the data in Sage 50***

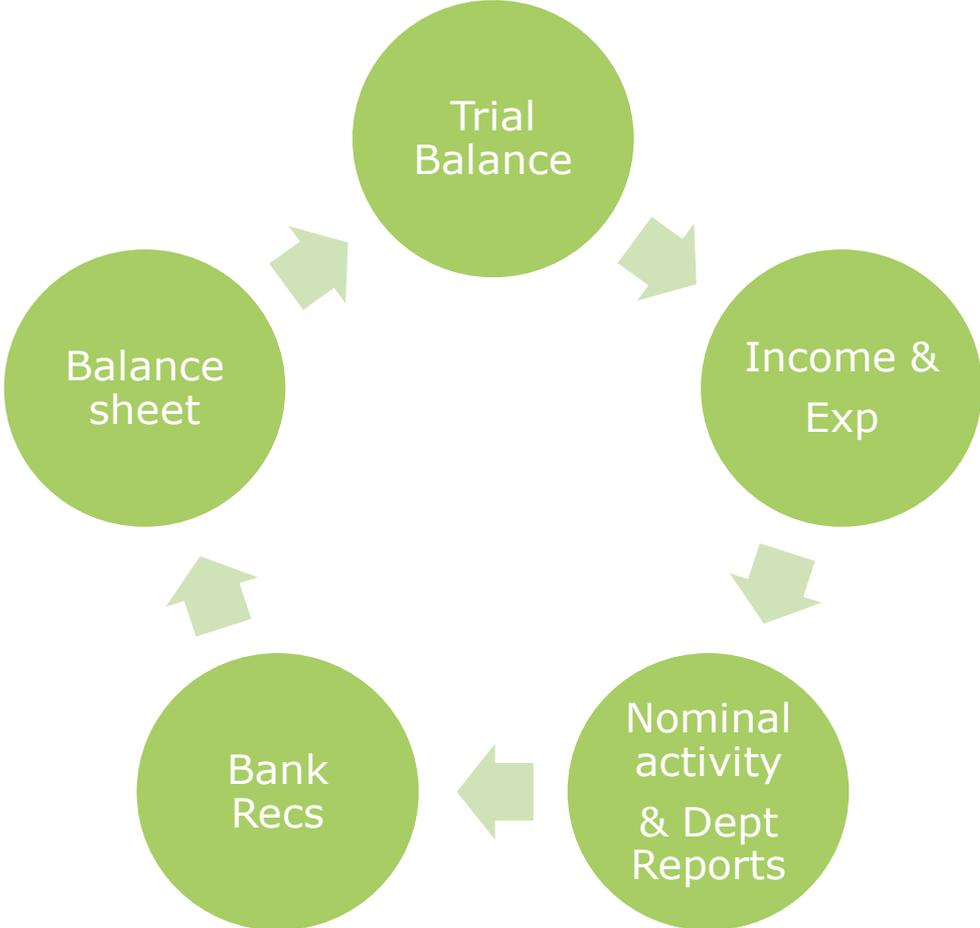
BOM Reports - Monthly

-  Income & Expenditure Report
-  Balance Sheet
-  Bank Reconciliation report
-  Capital Grants and Expenditure
-  Accruals List/Supplier List/Customer List

Run all the final BOM reports and distribute to the Finance Committee **three days before the meeting**. File a copy of the full report. Shred any surplus copies after meeting.

-  Extra report at Year end is the Trial Balance and Nominal activity

Recommended Financial reports at Year end



Income & Expenditure Account

Key Points

- A vital summary of monies in and how it was spent during the financial year
- It should show budget and Prior Year

I&E for full year ending 31.08.2020

- Could you spend 10 minutes talking about the results for the year?
- This is the easiest month to review as it is a full years figures
- A good starting point of review is to summarise the key headings and see if the figures make sense

Checking & analysing income and expenses in the report

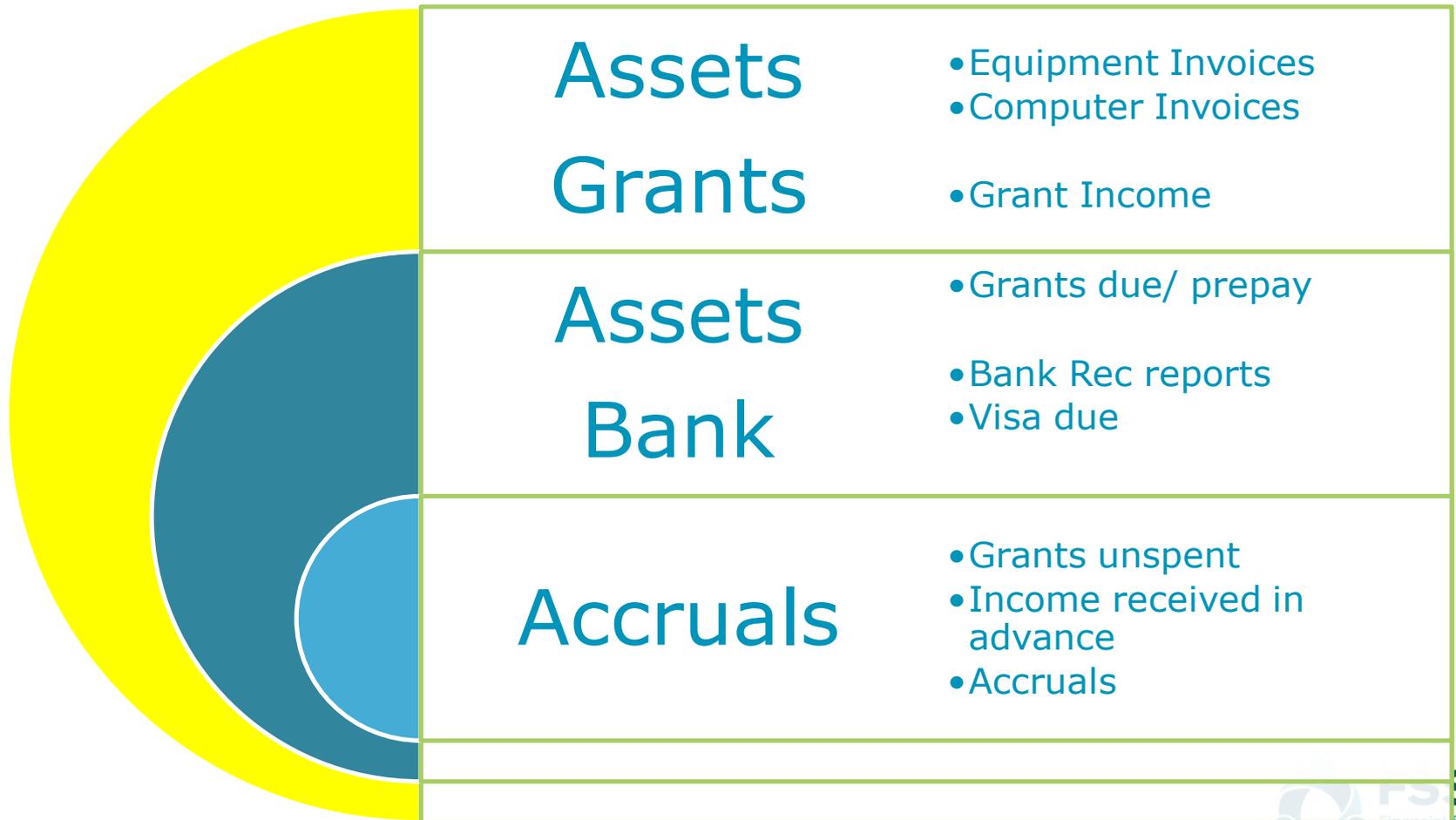
- Anticipate questions
- Follow up on Notable variances on prior year
- Differences compared with budget or prior year – might it be miscoding
- Fundraising – new codes
- Review repairs and minor works, for any big expenditure check that a grant is recorded in the income section of I&E to fund it. Auditor can decide to reclassify as a fixed asset if appropriate

Summarise the Income & Expenditure A/c

	Detail	Actual 000	Budget 000	Prior Year 000	Comments
	No of students				
	Department Income	174	164	180	
	School generated	25	11	17	
	Other Income	30	13	18	
	Total Income	229	188	215	
	Educational	98	69	93	
	Maintenance	44	52	46	
	Admin	83	65	70	
	Finance	1	1	2	
	Total Expenditure	226	187	211	
	Net Profit/loss	3	1	4	

Balance sheet Report

Run a “nominal activity report” and relevant “department reports” to review the figures for accuracy



Trial Balance in Sage 50

Trial Balance

- List of all nominal codes with balances for the Financial year
- Both I&E and BS codes listed numerically
- Don't forget audit adjustments at 31.8.2020

TB brought forward

- Brought forward confirms opening balances
- Advisable to always ensure that these balances agree to the audited accounts

Review

- Trial Balance at Year end – review to ensure nominal codes are consistent with FSSU COA
- Covid / new accrual accounts / fundraising codes are NB

3. Standardising the Chart of accounts

Standardising the Chart of accounts – key points

Important that the chart of accounts is standardised **before** recording transactions in Sage 50 for the new financial year 20/21

Be careful making the changes to the chart of Accounts in Sage 50

- Bank Account codes do not have to be aligned
- Common sense approach to this process by checking Sage list against revised list
- Identify any anomalies and decide on appropriate action, either edit the postings or a journal entry can also be used if you have to move items
- Only create new codes that will be relevant and create as required using The Wizard in Nominal Codes section
- Always back up before making changes
- Avoid creating new codes if you can
- If a new code name is required that is not on the FSSU Chart, select a new number within the appropriate heading and range.
- Do not select a code that is on the FSSU Chart for a different heading

The new codes in the revised Chart of Accounts

Codes removed from Chart

- PRSI nominal codes will not be used for that purpose going forward. Note that code 5111 is now a covid payroll cost in the revised COA
- All payroll costs should be reflected in the relevant payroll nominal code 40../5010/6010
- General Fundraising code 3750 should be made inactive also

Some of the New Codes in revised Chart of accounts

- Income 3140 – Special Education equipment grant
- Income code 3294 – Bus Escort Grant
- Income code 3296 – School meals Grant
- Fundraising Income code 3574 / 3575 / 3852 / 3853
- Fundraising Expense code 4922 / 4923 / 4924 /4925
- Covid Income & Expense codes
- New educational salary codes 4112 (Chaplin), 4155 (State exam salary)
- Code 4741 – Classroom book expense
- 5551 – Rent of temporary accommodation
- 5552 – Other rental cost expenses

New Balance Sheet Codes

- Code 3921 – ICT Grant Capital Income
- Code 2160 – Book Grant unspent
- Codes 2151,2152...2165
- Covid codes – 2166....2185
- Long Term loan – code 2600

Fundraising – Amending Transactions to new codes for this financial year 2019/2020

Details	Amount	Nominal code	New FR Code	
Non uniform day Concern	350	Coded to 3550 Reimbursable	3852	
Payment to concern	350	Coded to 6750 Reimbursable	4923	
Past pupil donation	5,000	Coded to generic fundraising code 3550	3851	Create a department
Software for coding	1,500	4410	4918	

We will look at some demo data now in terms of reporting, reviewing and amending transactions

Lets go back over some points from previous webinars

Recording the calculated aide grant

Accrual journal

Payroll Journal

Updating the Visa Bank account

Availability of Sage Drive for the Accountant

Reminder of the contents of the Year end file

Calculated Aide Grant received after Year end

Date	Detail	Amount	Nominal code	Dr	Cr
31.8.2020	DES Calculated aide grant	2,160	1730	2,160	
			3255		2,160
I forgot to click as reversing					
1.9.2020			3255	2,160	
			1730		2,160

Sample Journal for accruals

Date	Detail	Amount	Nominal code	Dr	Cr
31.8.2020	Contract cleaner	5,000	5150 5805	2,000 3,000	
	Accruals		2440		5,000
Click as reversing – These are the entries – info purposes					
1.9.2020	Contract cleaner		5150 5805		2,000 3,000
	Accruals			5,000	
Record payment to contract cleaner in September and code to 5150/5805 accordingly and dated sept. Remember this will be debited to these codes. So nil effect in Sept accounts					

Visa Bank Account

Visa Bill

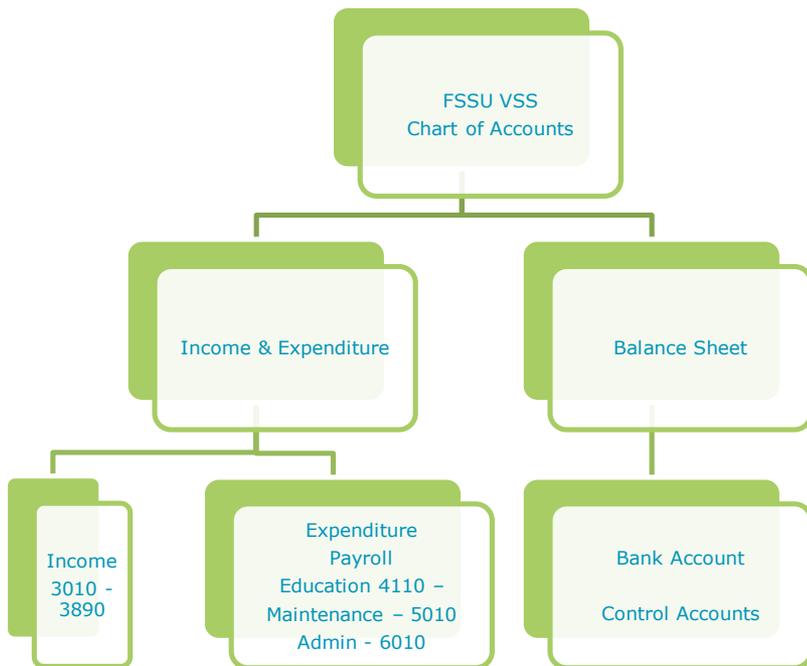
- Record a payment in Visa Bank account in month costs incurred
- At month end this account should be in credit as the amount will be paid in the following month

When Visa is paid

- Record a Bank Transfer from the current account to the Visa Bank.
- This debit to the Visa should be the same amount as is showing as a credit balance forward

Sage 50 Chart of Accounts & Payroll

The Chart of accounts in Sage 50 is central to the financial reports issued to the Board of Management



Note that in revised FSSU Chart of accounts – PRSI nominal code is no longer used. Both costs should be coded to relevant wages code, 6010,5010 etc

FSSU Chart of Accounts – Standard Monthly reports

- ❑ Get an understanding of Sage 50
- ❑ We can update our Sage 50 accounts using different modules
- ❑ **Bank Payment Program** – In the background posts a journal
Dr Cost and Cr the Bank
When we record bank payments the selected nominal codes are updated as is our bank account
- ❑ A journal entry is the other alternative program that will update our accounts
Dr: Costs
Cr: Control Accounts

In addition a Bank payment for wages and revenue payments

Dr: Control Account
Cr: Bank

Payroll Information for demonstration of Method 1 – Sage 50

October Month 10
Actual Payroll Cost

- Peter Gross Wages = 547
- Ers Prsi = 58.80 Other tax = 96.96
- Pay Peter 450.04
- Pay Revenue = 155.76

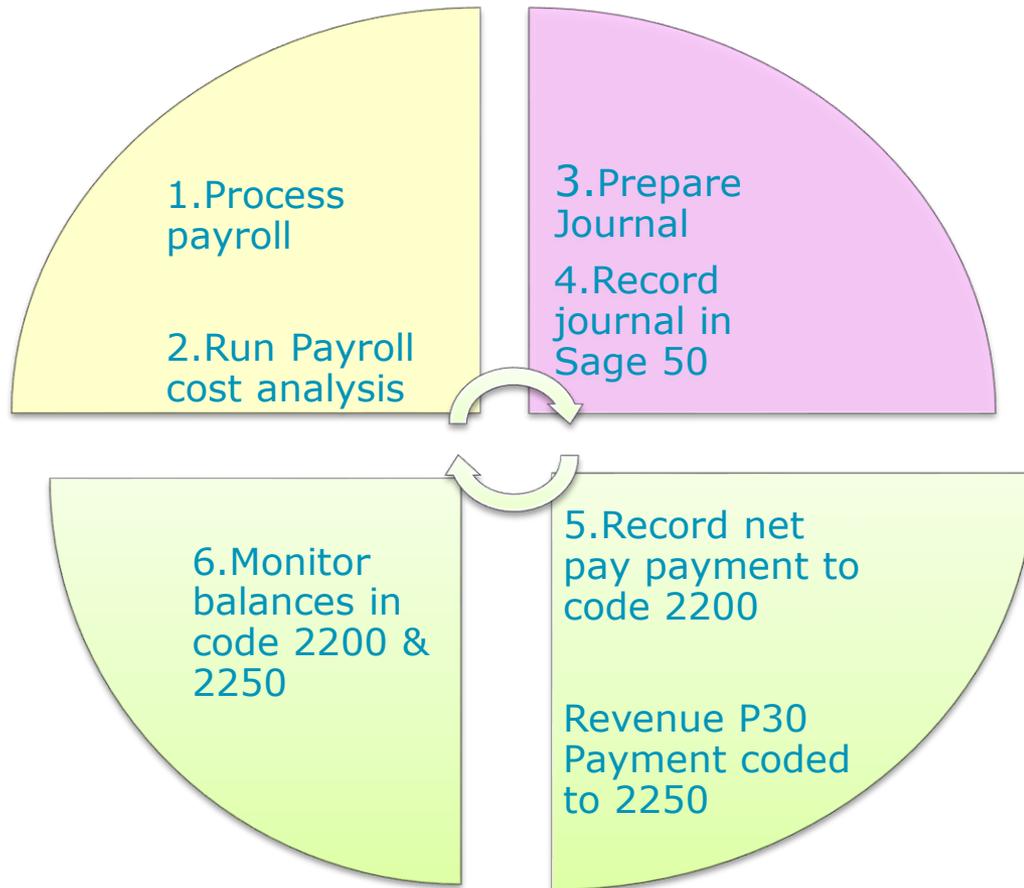
Recording in Sage 50

- Record Net Pay payment of 450.04 to code 5010 in Aug 20
- Revenue is paid 155.76 in September

Costs In Sage 50

- Cost in code 5010 for Aug = 450.04
- Journal entry to book the revenue cost of 155.76. Alternatively do an early bank payment for Revenue

Steps for recording a payroll journal in Sage 50



Export Payroll Cost analysis from Payroll package into excel to prepare the payroll journal

Payroll Cost Report												
DATE	PAYEE	Dept	NC	GROSS PAY	TAX	PRSI EE	PRSI ER	USC	NET PAY	DD	CHEQUE	
03.09.2019	Mary Allen	ADMIN	6010	156.00	10.62	-	13.26		145.38	145.38		
03.09.2019	Teresa Mokler	ADMIN	6010	260.00	72.26		22.10	20.80	166.94	166.94		
03.09.2019	Lisa Walsh	ADMIN	6010	104.00		-	8.84		104.00	104.00		
03.09.2019	Peter Stone	CARETAKING	5010	547.00	53.24	21.88	58.80	21.84	450.04	450.04		
03.09.2019	Josephine Byrne	CLEANING	5110	150.00			12.75		150.00		150	
					136.12	21.88	115.75	42.64	1,016.36	866.36	150.00	
Step 1												
PAYROLL JOURNAL				DR				CR				
Details		Nominal Code										
Week No 36	6010	Admin/Secretarial		520.00								
Week No 36	6010	Admin PRSI EERS		44.20								
Week No 36	5110	Cleaning		150.00								
Week No 36	5110	Cleaning PRSI EERS		12.75								
Week No 36	5010	Caretaking		547.00								
Week No 36	5010	Caretaking PRSI EERS		58.80								
Week No 36	2200	Net Wages Control Account					1,016.36					
Week No 36	2250	PAYE/PRSI/USC/LPT Control Account					316.39					
				1,332.75				1,332.75				
Step 2												
Payments	Ref	Amount	Nominal Code									
6.9.2019	EFT Payroll	866.36	2200									
6.9.2019	Cheque 1	150	2200									
23.10.2029	Sept P30	316.39	2250									
Step 3												
Check Balance in control accounts at month end												

Availability of Sage Drive

- Sage Drive is available with school's current Sage software licence
- With Sage Drive you can share your accounts data in the cloud.
- Very effective for remote working
- To use Sage Drive you must have a broadband Internet connection with a download speed of at least 4Mbps, and an upload speed of at least 2Mbps.

Accountant can access the live data and it eliminates the need to email backups and reports

- Under sage drive manager you can invite your accountant to securely access the live data through Sage 50 Accounts from any location with an Internet connection.
- The Accountant must be setup with a user name and password in Sage 50 – Demo this
- The accountant must have Sage 50 Client manager and use the same version of Sage that school has

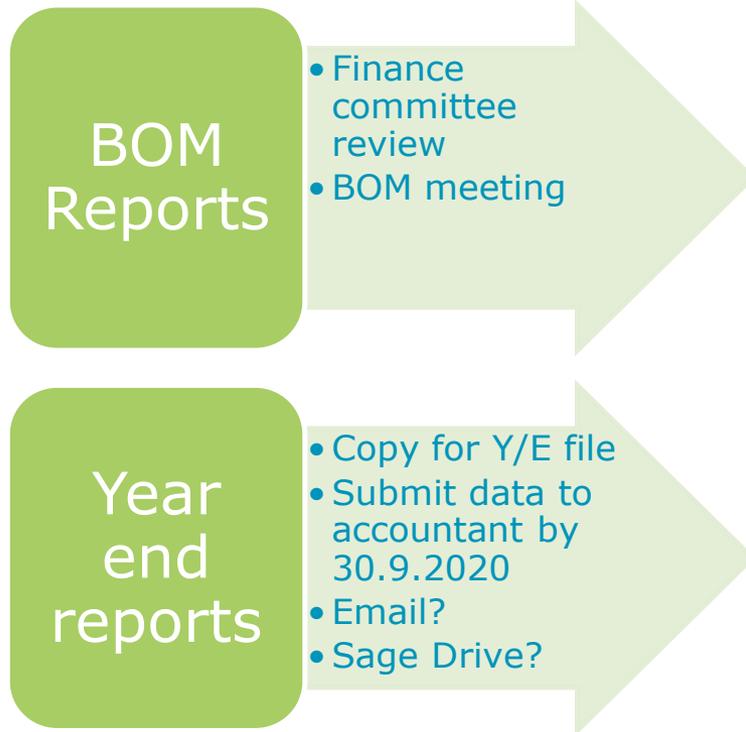
Year end Aug 2020 File

Index

1. ***Sage 50 reports when finalised (week 4)***
2. Bank section with a list of account balances along with the reviewed bank recs & bank statements
3. A list of invoices for August costs but not paid until new FY / Journal entry
4. A list of August payments for expenses relating to new FY / Journal entry
5. Department report or list of income received in advance
6. **Covid grants section – Department Report**
7. Dept grants ringfenced or received in advance
8. Payroll to include a payroll analysis for August
9. VAT return for July – August
10. **Fixed assets purchases of equipment & computers along with related Dept Grants – Department reports**

Summary of the Year end Financial reporting

September 2020



Oct 20 – Dec 20



Thank You

Any Questions?



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