



FSSU
Financial Support
Services Unit

Online Annual Accounts Submission User Manual

**Step by step guide to
making the online annual
accounts submission**

Internet Browser

Please note that our online portal cannot be accessed with Internet Explorer.

Instead of using Internet Explorer, please download one of the following browsers:



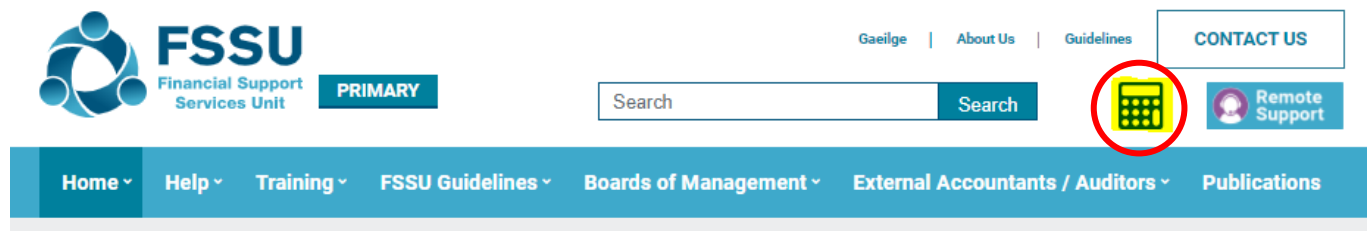
Engagement Partner Page 2 to Page 11

The Engagement Partner is the main point of contact in an accountancy firm. This person has authority to assign permissions to an Additional User.

Additional User Page 12 to Page 18

An Additional User is an individual who has been given permissions to make a submission by the Engagement Partner of the firm.

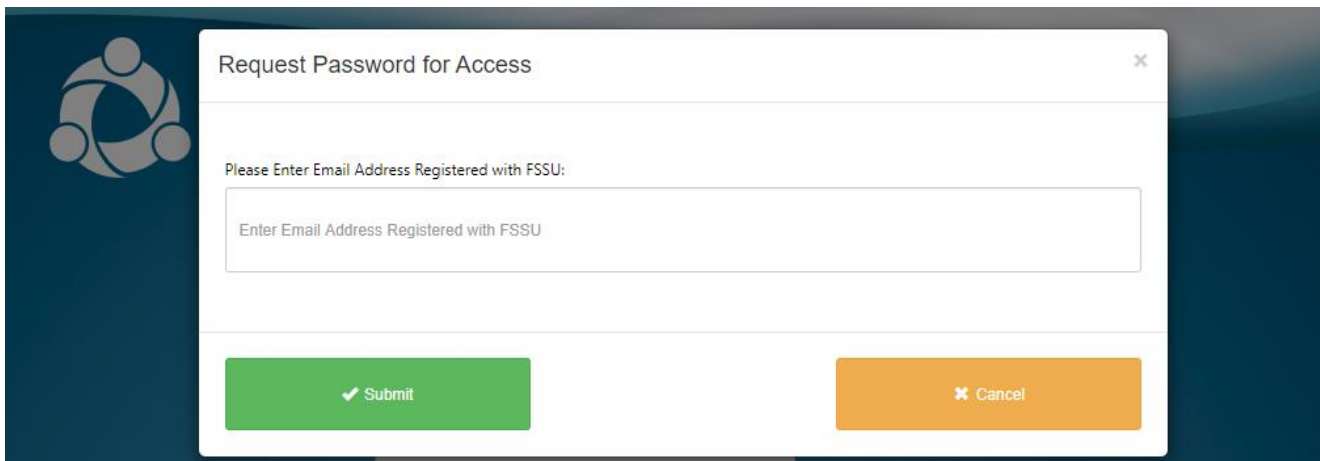
1. Follow the icon on the homepage to access the Login Page



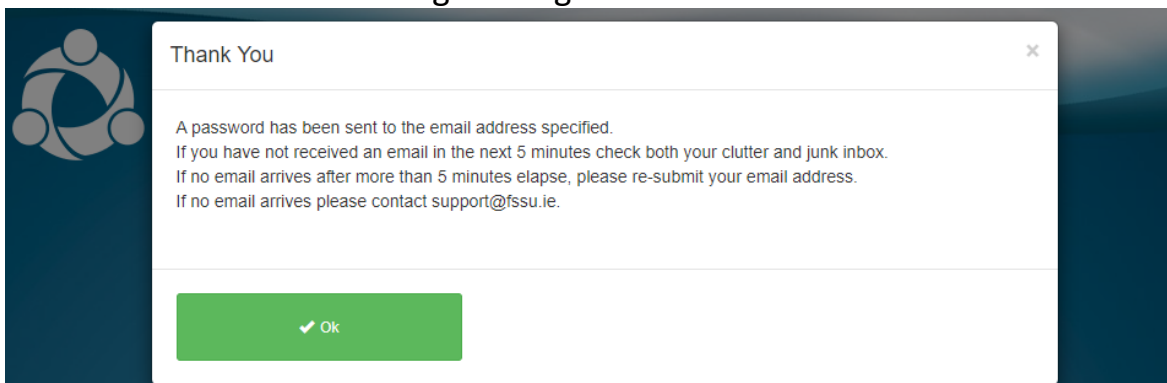
2. Click **Request Password**



3. Enter the **Email Address Registered with FSSU** and click **Submit**



You will receive the following message. Click **OK**.



4. Go to your email Inbox to access your Password.
Follow the [Click here to access portal](#) link

As requested, please find below your password for the FSSU portal.

For security reasons this password will expire in 72 hours after which you will need to send another password request from the login screen by clicking 'Request Password'.

Access to the portal is now available using the email address you have provided and the password below.

Password:	pR1xx
------------------	-------

[Click here to access portal](#)

If you have difficulty accessing the portal please email support@fssu.ie

Financial Support Services Unit

5. Login using your Username and Password

- Your **Username** is the email address you used to access your Password
- Enter the **Password** that was emailed to this account
- Enter the result of the equation in the third box.
- Click **OK**.

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK Clear

6. You must confirm you hold a **Current Practising Certificate** and **Current Professional Indemnity Insurance** to progress.

If you do not you may not make a submission on behalf of a school.

The screenshot shows the FSSU Professional Support Business Suite interface. A modal window titled "2018 / 2019 School Year" is displayed in the center. The modal contains the following text: "Submissions will only be accepted from holders of both a current Practising Certificate and Professional Indemnity Insurance. Please confirm that both are in place." Below this text are two checkboxes: "Current Practising Cert:" and "Current Professional Indemnity Insurance:". Both checkboxes are currently unchecked. At the bottom of the modal are two buttons: a green button labeled "✓ Confirm Details" and an orange button labeled "✕ Logout". The background interface shows a sidebar with "User Details" (Jane Browne & Co), "Primary Schools", "Voluntary Secondary Schools", and "Community and Comprehensive Schools". A "Download User Guide" button is visible in the top right corner.

7. Slide the Green Tab to confirm and click **Confirm Details**

This screenshot shows the same modal window as the previous one, but with the "Current Practising Cert:" checkbox now selected (checked). The "Current Professional Indemnity Insurance:" checkbox remains unchecked. The "Confirm Details" button is still green, and the "Logout" button is still orange. The background interface is partially visible, showing the "School Year" dropdown set to "2018 / 2019".

Engagement Partner Settings Landing Page

Update **Practice Details** as necessary

Practice Details

Engagement Partner

School List

User List

Practice Details

Practice Name:
Jane Browne & Co

Current Practising Certificate:
☒

Current Professional Indemnity Insurance:
☒

Address Line 1:
Address 01

Address Line 2:
Address 02

Address Line 3:
Address 03

City:
City 04

County:
Co. Cork

Pin Code:

Practice Status:
Active

Engagement Partner

First Name:
Jane

Last Name:
Browne

eMail:
janebrowne@accountant.com

Change Engagement Partner

[26] Active School(s)

Request New School Link

Update **Engagement Partner** as necessary

Practice Details

Engagement Partner

School List

User List

Engagement Partner

First Name:
Jane

Last Name:
Browne

eMail:
janebrowne@accountant.com

Change Engagement Partner

Use **School Link** to search for schools or add schools

School Link

Roll Number:

School Name:

School Type:
School Type

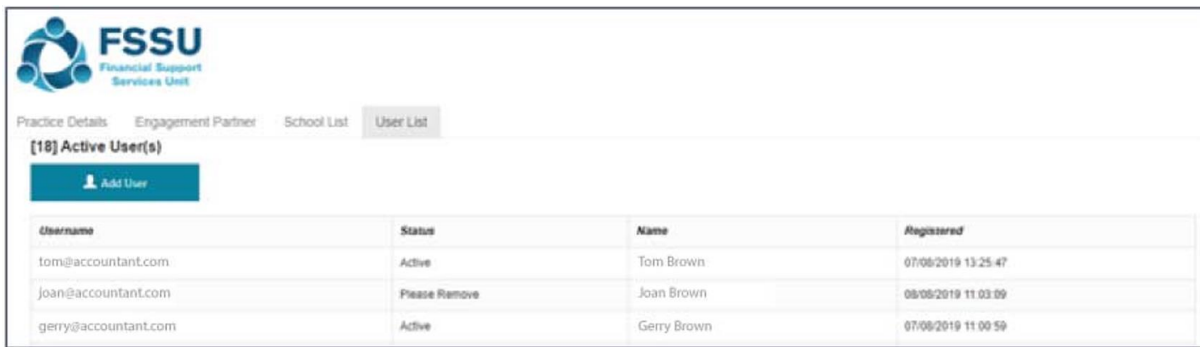
Status:
Waiting for Activation

To link a School Please enter the schools' Roll Number and press 'Save'. If you link a School in this screen it is automatically set to status 'Waiting for Activation'. The FSSU needs to Activate this school before you can administer its accounts. You will receive an email confirming activation.

Save

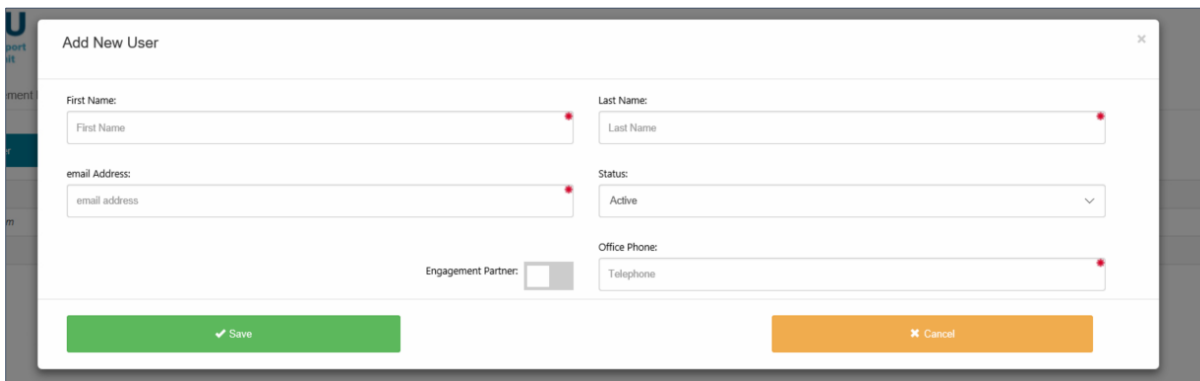
Cancel

Under **User List** user can add or remove school access



Username	Status	Name	Registered
tom@accountant.com	Active	Tom Brown	07/06/2019 13:25:47
joan@accountant.com	Please Remove	Joan Brown	08/08/2019 11:03:09
gerry@accountant.com	Active	Gerry Brown	07/06/2019 11:00:59

New User Window



Add New User

First Name:

Last Name:

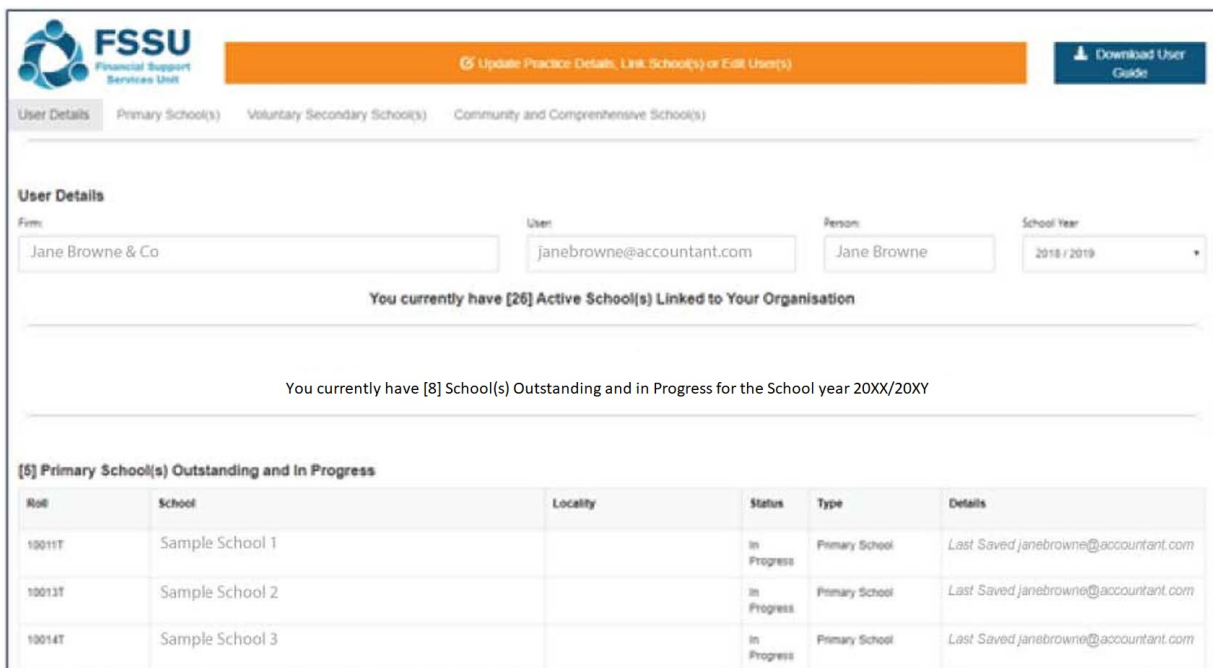
email Address:

Status:

Office Phone:

Engagement Partner: ☐

8. You will be brought to the **User Details** page where you can view all Schools



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Update Practice Details, Link School(s) or Edit User(s)

Download User Guide

User Details Primary School(s) Voluntary Secondary School(s) Community and Comprehensive School(s)

User Details

Firm:

User:

Person:

School Year:

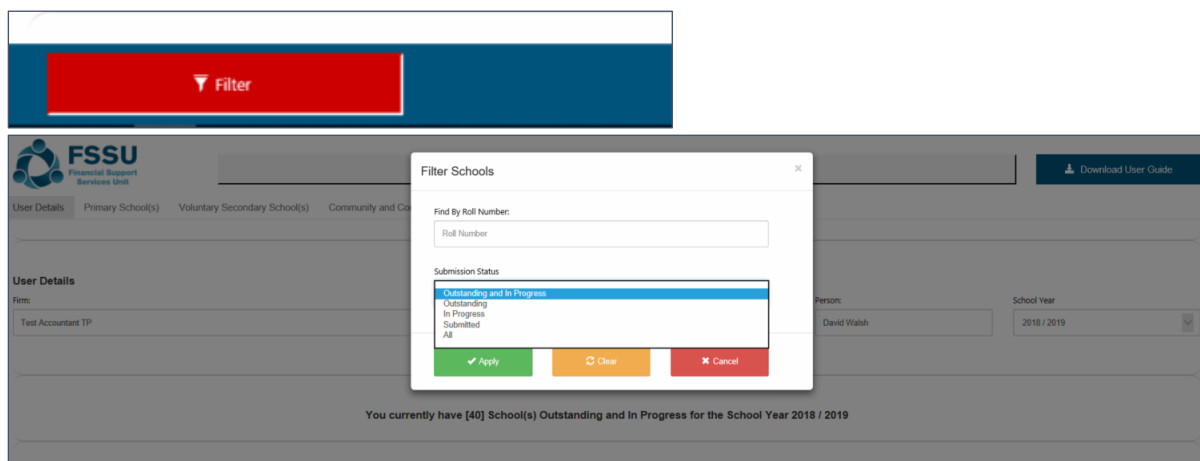
You currently have [26] Active School(s) Linked to Your Organisation

You currently have [8] School(s) Outstanding and in Progress for the School year 20XX/20XY

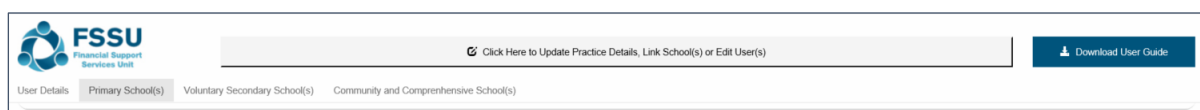
[5] Primary School(s) Outstanding and in Progress

Roll	School	Locality	Status	Type	Details
10011T	Sample School 1		In Progress	Primary School	Last Saved janebrowne@accountant.com
10013T	Sample School 2		In Progress	Primary School	Last Saved janebrowne@accountant.com
10014T	Sample School 3		In Progress	Primary School	Last Saved janebrowne@accountant.com

The **Filter** button allows you to filter schools by Submission Status



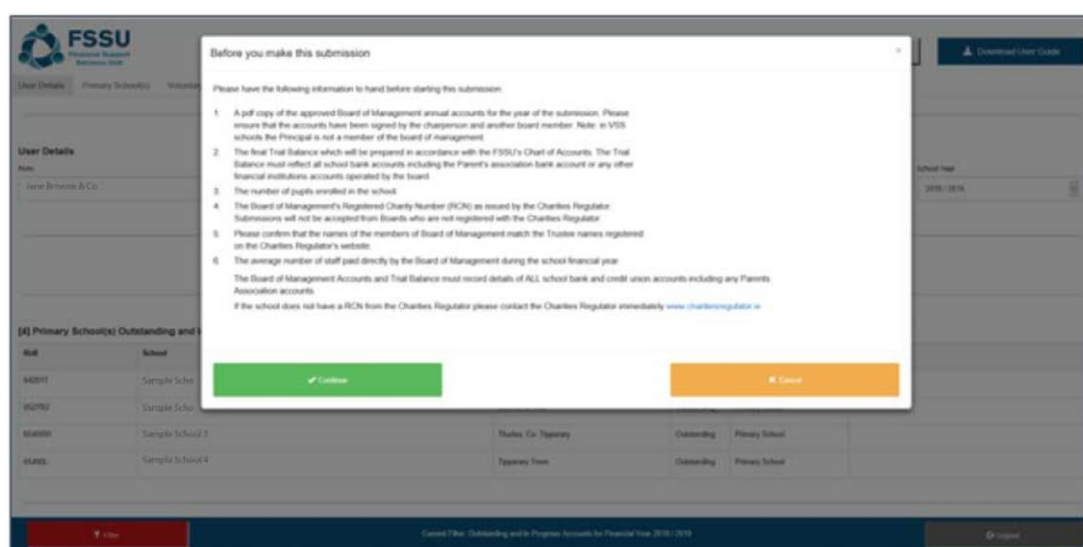
Use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School



9. Select the relevant school by double clicking on the School Roll Number or School Name

Roll	School	Locality	Status	Type	Details
10011T	Sample School 1		In Progress	Primary School	Last Saved janebrowne@accountant.com
10013T	Sample School 2		In Progress	Primary School	Last Saved janebrowne@accountant.com
10014T	Sample School 3		In Progress	Primary School	Last Saved janebrowne@accountant.com
10015T	Sample School 4		In Progress	Primary School	Last Saved janebrowne@accountant.com
10007T	Sample School 5		In Progress	Primary School	Last Saved janebrowne@accountant.com

10. Pop Up Advice – Click **Confirm** to begin submission



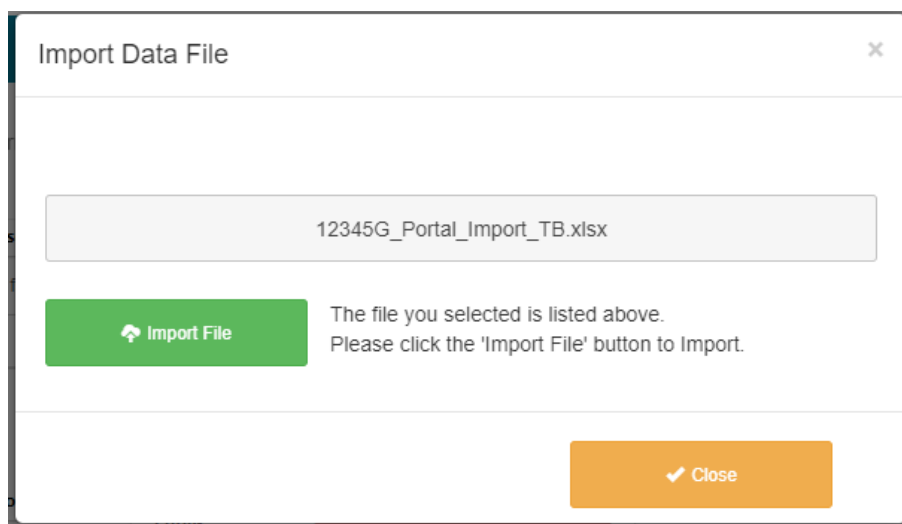
11. Begin by entering the **School Details**

School Details				
School Name:	Roll Number:	Number of Pupils:	Audited Accounts:	DEIS Status:
Test Primary School 41	4001T		Please Select	No

12. Option 1 – Import **Trial Balance**



- Click on the **Import Button**
- Browse to excel data file e.g. '**12345G_Portal_Manual_Import.xlsx**'
- Select the populated **Portal file** for the school and **Open**
- Click **Import File** to populate the **Trial Balance**



Option 2 – Manually complete the **Trial Balance** including:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

13. Complete the Charities Regulator Report

Registration with the Charities Regulator is mandatory for all schools

The screenshot shows the 'Charities Regulator Report' form. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and Submit. Below the navigation bar, the form is divided into sections. The first section, 'Charities Regulator Report', contains three input fields: 'Registered Charity Number (RCN):', 'Total School Income:', and 'Total School Expenditure:'. Each field has a red 'X' icon next to it. Below these fields, there are two more input fields: 'Total Salary Amount paid by the Board of Management:' and 'Average Number of Employees paid directly by the Board of Management:'. The second section contains two checkboxes with labels: 'As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that the Trustee details for the school are registered correctly with the CRA' and 'As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts.' The third section contains a text input field with a label: 'Indicate the number of individuals who have volunteered for the board of management and the school for the school year. (e.g. BOM members, parent's association, parents that helped out at bake sale etc.)' and a red 'Please Select' dropdown menu.

14. Complete Final Accounts Upload

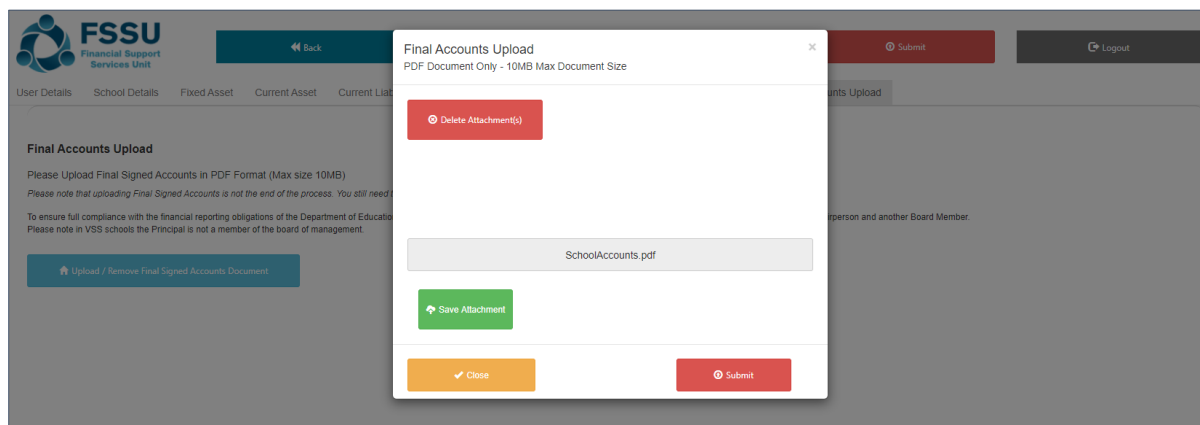
Click on **Upload / Remove Final Signed Accounts Document**

The screenshot shows the 'Final Accounts Upload' form. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and Submit. Below the navigation bar, the form is divided into sections. The first section, 'Final Accounts Upload', contains a text input field with a label: 'Please Upload Final Signed Accounts in PDF Format (Max size 10MB)'. Below this field, there are two paragraphs of text: 'Please note that uploading Final Signed Accounts is not the end of the process. You still need to click "Submit" once all the mandatory fields are completed.' and 'You can upload up to 3 PDF documents including "Board of Management Authorisation Letter", "Signed Annual Accounts" and "Trial Balance". Please ensure that these documents include "Approved and Signed Annual Accounts".' The second section contains a text input field with a label: 'To ensure full compliance with the financial reporting obligations of the Department of Education and Skills, please ensure that the financial statements have been physically signed, not type signed by the Chairperson and another Board Member. Please note in Voluntary Secondary Schools the Principal is not a member of the board of management.' Below this field, there is a blue button with a label: 'Upload / Remove Final Signed Accounts Document'.

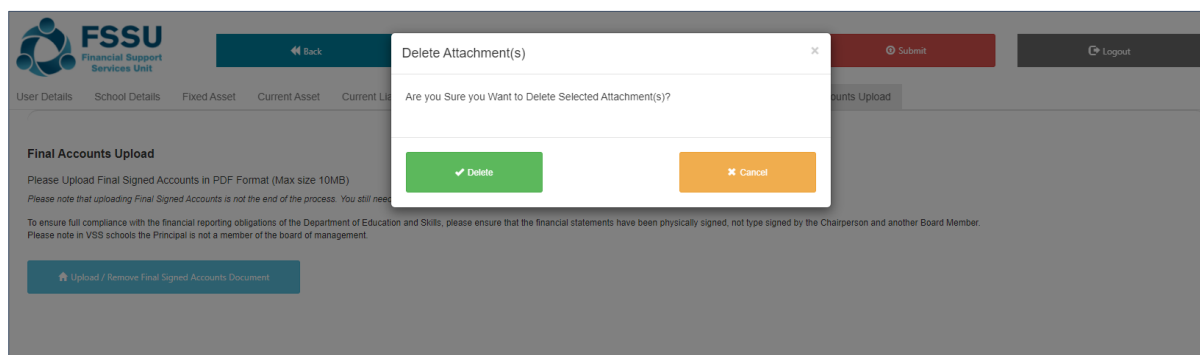
Click on **Click to browse and select file** and select relevant files

The screenshot shows the 'Final Accounts Upload' form with a file selection modal open. The modal is titled 'Final Accounts Upload' and contains the text 'PDF Document Only - 10MB Max Document Size'. It has a red 'Delete Attachment(s)' button, a grey 'Click to browse and select file' button, and two buttons at the bottom: a yellow 'Close' button and a red 'Submit' button. The background shows the 'Final Accounts Upload' form with the same navigation bar and sections as the previous screenshot.

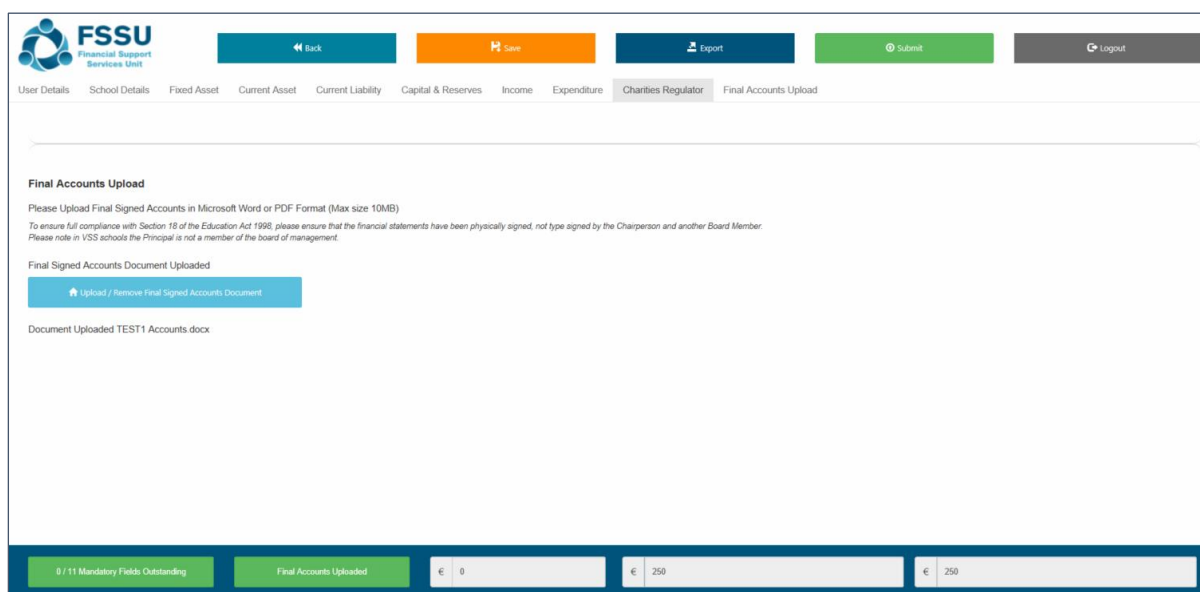
Chosen document will appear. Click **Save Attachment**



Saved Documents can also be removed



15. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



16. Confirm your Submission by clicking on **Submit**

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Confirm Submit

Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

Final Accounts Upload

Please Upload Final Signed Accounts Document

Final Signed Accounts Document Uploaded

Document Uploaded TEST1 Accounts.docx

9 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

Once your accounts are submitted the Submit button can't be re-clicked and data becomes read only

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User Details | School Details | Fixed Asset | Current Asset | Current Liability | Capital & Reserves | Income | Expenditure | Charities Regulator | Final Accounts Upload

User Details

Last saved: demo@fssu.gov.uk - 05/07/2019 10:08:14

First Name: Jane Browne & Co | User Name: janebrowne@accountant.com | School Year: 2018 / 2019 | Submission Status: Submitted

School Details

School Name: Sample School 2 | Roll: 10013T | No. Pupils: 100 | Audited / Certified: Audited | Data Status: No

Trial Balance

Fixed Asset

Number	Description	Type	Debit	Credit
1400	Capital: Land and Buildings	Fixed Asset	€ 100	

9 / 11 Mandatory Fields Outstanding | Final Accounts Uploaded | € 0 | € 250 | € 250

17. A confirmation email will be forwarded on completion:

Confirmation of Submission of Financial Accounts for 20XX/XY

- A confirmation email will also be sent to the Secretary to the Board of Management of the school
- A confirmation email will also be sent to the FSSU

Additional User

An Additional User is an accountant who has been given permissions to make a submission by the Engagement Partner of the firm.

1. You will receive an email notifying you that you have been set up on the Accounts Portal

To: Jane Browne <janebrowne@accountant.com>
Subject: FSSU Accountants User Activation

Dear Ms Jane Browne,

You have been set up to use our Accounts Portal. Your details are listed below.

Name:	Jane Browne,
Username:	janebrowne@accountant.com
Password:	Request from Portal

To request your password please browse to www.fssucloud.net and click 'Request Password'.

2. Login using your Username and Password

- Your **Username** is the email address you used to access your Password
- Enter the **Password** that was emailed to this account
- Enter the result of the equation in the third box.
- Click **OK**.



Request Password

Email Address

Password

What is 8 + 3?

Answer

OK Clear

3. You will be brought to the homepage where you can view all Outstanding & InProgress Schools

The screenshot shows the FSSU homepage. At the top, there's a navigation bar with the FSSU logo and a link to 'Click Here to Update Practice Details, Link School(s) or Edit User(s)'. Below this, there are tabs for 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'User Details' tab is active, showing fields for 'Name' (Jane Browne & Co), 'User' (janebrowne@accountant.com), 'Person' (David Walsh), and 'School Year' (2018 / 2019). Below these fields, it states 'You currently have [41] Active School(s) Linked to Your Organisation' and 'You currently have [40] School(s) Outstanding and In Progress for the School Year 2018 / 2019'. A table titled '[4] Primary School(s) Outstanding and In Progress' lists four schools with columns for Roll, School, Locality, Status, Type, and Details.

Roll	School	Locality	Status	Type	Details
642911	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
652790	Sample School 2	Carroll-on-Sue	Outstanding	Primary School	
654689	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
654690	Sample School 4	Tipperary Town	Outstanding	Primary School	

The **Filter** button allows you to filter schools by Submission Status



The screenshot shows the FSSU homepage with the 'Filter Schools' dialog box open. The dialog box has a 'Find By Roll Number' field and a 'Submission Status' dropdown menu. The dropdown menu is open, showing options: 'Outstanding and In Progress' (selected), 'Outstanding', 'In Progress', 'Submitted', and 'All'. At the bottom of the dialog box, there are three buttons: 'Apply' (green), 'Clear' (orange), and 'Cancel' (red).

You can use the below tabs to view schools by Primary School, Voluntary Secondary School or Community and Comprehensive School

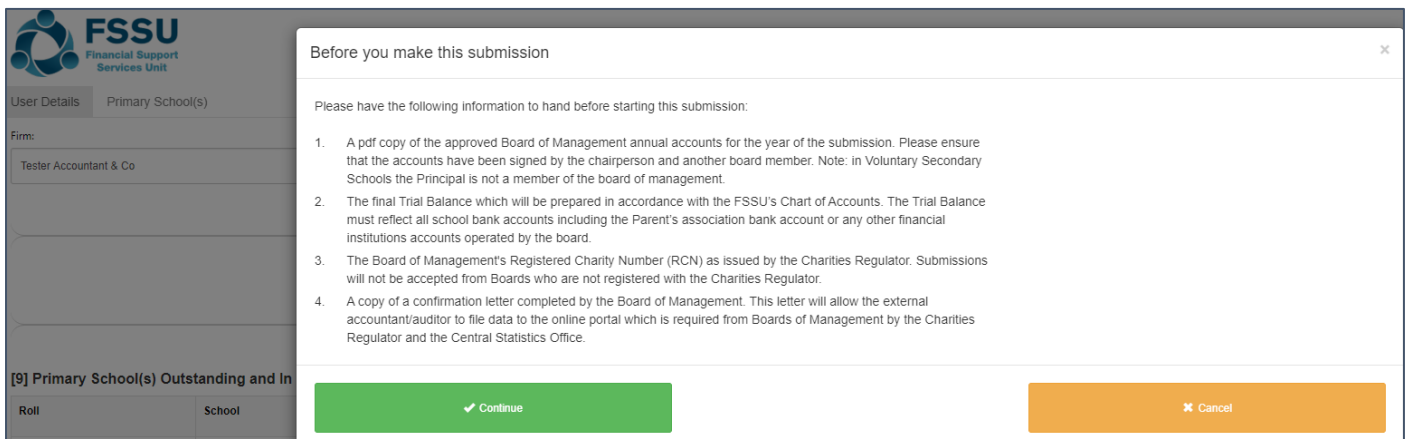
The screenshot shows the FSSU homepage with the navigation tabs. The tabs are 'User Details', 'Primary School(s)', 'Voluntary Secondary School(s)', and 'Community and Comprehensive School(s)'. The 'Primary School(s)' tab is active.

4. Select the relevant school by double clicking on the School Roll number or School Name

The screenshot shows the FSSU homepage with the list of schools. The table is titled '[4] Primary School(s) Outstanding and In Progress' and lists four schools with columns for Roll, School, Locality, Status, Type, and Details.

Roll	School	Locality	Status	Type	Details
642911	Sample School 1	North Circular Road, Limerick	Outstanding	Primary School	
652790	Sample School 2	Carroll-on-Sue	Outstanding	Primary School	
654689	Sample School 3	Thurles, Co. Tipperary	Outstanding	Primary School	
654690	Sample School 4	Tipperary Town	Outstanding	Primary School	

5. Pop Up Advice – Click **Confirm** to begin submission



The screenshot shows a sidebar on the left with the FSSU logo and navigation links: 'User Details', 'Primary School(s)', 'Firm: Tester Accountant & Co', and '[9] Primary School(s) Outstanding and In'. The main area is a modal titled 'Before you make this submission'. It contains a list of four requirements for the submission. At the bottom are two buttons: a green 'Continue' button and an orange 'Cancel' button.

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User Details Primary School(s)

Firm:
Tester Accountant & Co

[9] Primary School(s) Outstanding and In

Roll School

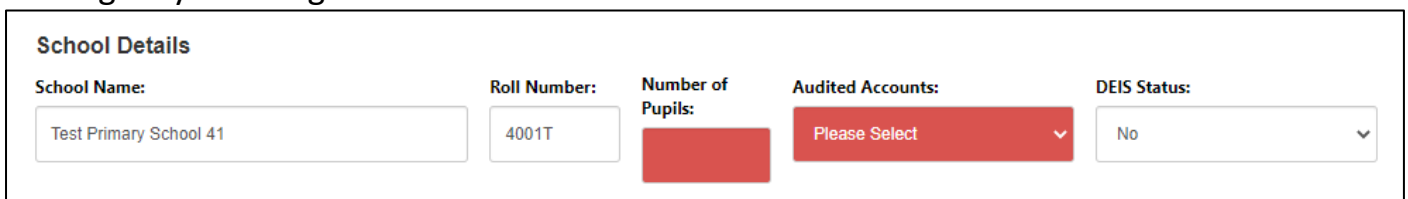
Before you make this submission

Please have the following information to hand before starting this submission:

1. A pdf copy of the approved Board of Management annual accounts for the year of the submission. Please ensure that the accounts have been signed by the chairperson and another board member. Note: in Voluntary Secondary Schools the Principal is not a member of the board of management.
2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of Accounts. The Trial Balance must reflect all school bank accounts including the Parent's association bank account or any other financial institutions accounts operated by the board.
3. The Board of Management's Registered Charity Number (RCN) as issued by the Charities Regulator. Submissions will not be accepted from Boards who are not registered with the Charities Regulator.
4. A copy of a confirmation letter completed by the Board of Management. This letter will allow the external accountant/auditor to file data to the online portal which is required from Boards of Management by the Charities Regulator and the Central Statistics Office.

Continue Cancel

6. Begin by entering the **School Details**



The screenshot shows a form titled 'School Details'. It has five input fields: 'School Name' (text box with 'Test Primary School 41'), 'Roll Number' (text box with '4001T'), 'Number of Pupils' (red button), 'Audited Accounts' (red dropdown menu with 'Please Select'), and 'DEIS Status' (dropdown menu with 'No').

School Details

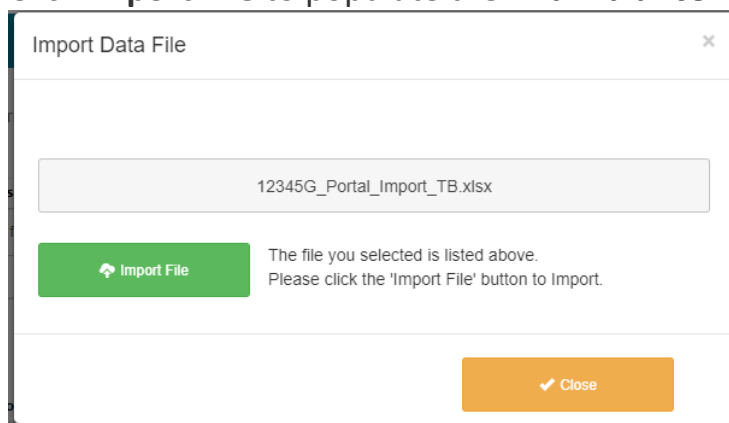
School Name: Roll Number: Number of Pupils: Audited Accounts: DEIS Status:

Test Primary School 41 4001T Please Select No

7. Option 1 – Import **Trial Balance**



- Click on the **Import Button**
- Browse to excel data file e.g. '**12345G_Portal_Manual_Import.xlsx**'
- Select the populated **Portal file** for the school and **Open**
- Click **Import File** to populate the **Trial Balance**



The screenshot shows a modal titled 'Import Data File'. It contains a text box with the filename '12345G_Portal_Import_TB.xlsx'. Below it is a green 'Import File' button and an orange 'Close' button. A message states: 'The file you selected is listed above. Please click the 'Import File' button to Import.'

Import Data File

12345G_Portal_Import_TB.xlsx

Import File The file you selected is listed above. Please click the 'Import File' button to Import.

Close

Option 2 – Manually complete the **Trial Balance** including:

- Fixed Assets
- Current Assets
- Current Liabilities
- Capital & Reserves
- Income
- Expenditure

8. Complete the Charities Regulator Report

Registration with the Charities Regulator is mandatory for all schools

The screenshot shows the 'Charities Regulator Report' form. At the top, there's a navigation bar with the FSSU logo and buttons for Back, Save, Export, Import TB, and Submit. Below this is a menu bar with various categories, and 'Charities Regulator' is selected. The form itself has several input fields: 'Registered Charity Number (RCN):' with a red input box, 'Total School Income:' with a grey input box showing '€ 0', 'Total School Expenditure:' with a grey input box showing '€ 0', 'Total Salary Amount paid by the Board of Management:' with a grey input box showing '€', and 'Average Number of Employees paid directly by the Board of Management:' with a white input box showing '0'. There are also two confirmation checkboxes with red labels: 'As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that the Trustee details for the school are registered correctly with the CRA' and 'As per the board of management confirmation document completed by the board of management and provided to us, the board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts.' A dropdown menu labeled 'Please Select' is at the bottom right.

9. Complete Final Accounts Upload

Click on **Upload / Remove Final Signed Accounts Document**

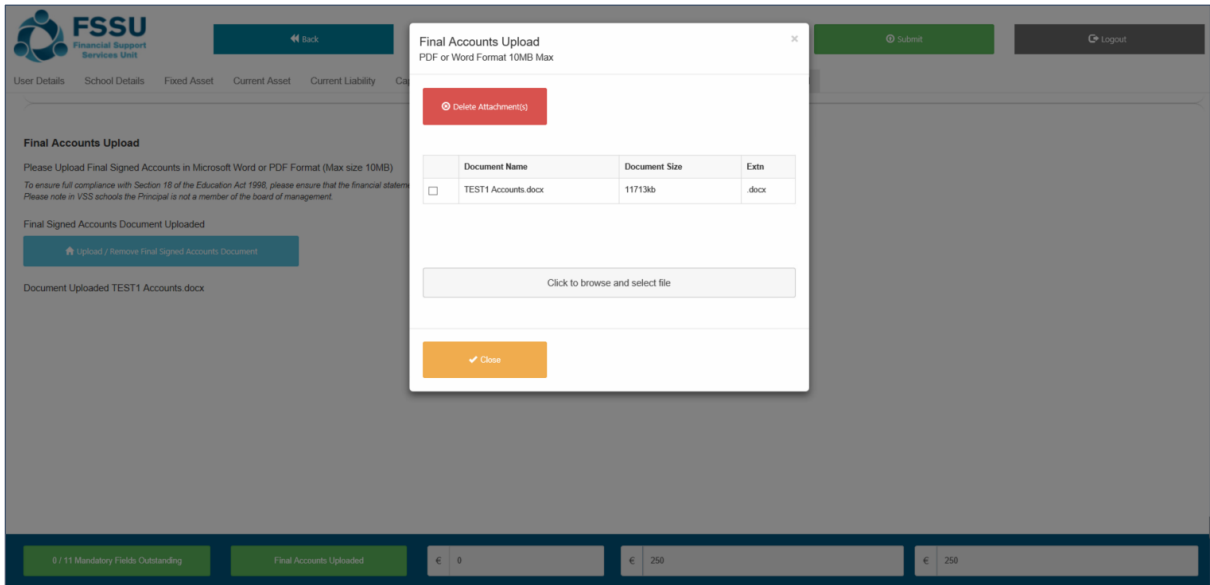
The screenshot shows the 'Final Accounts Upload' form. At the top, there's a navigation bar with the FSSU logo and buttons for Back, Save, Export, Import TB, and Submit. Below this is a menu bar with various categories, and 'Final Accounts Upload' is selected. The form has a title 'Final Accounts Upload' and a subtitle 'Please Upload Final Signed Accounts in PDF Format (Max size 10MB)'. It includes a note: 'Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.' and another note: 'You can upload up to 3 PDF documents including 'Board of Management Authorisation Letter', 'Signed Annual Accounts' and 'Trial Balance'. Please ensure that these documents include 'Approved and Signed Annual Accounts'.' There is a button 'Upload / Remove Final Signed Accounts Document' at the bottom left.

Click on **Click to browse and select file** and select relevant files

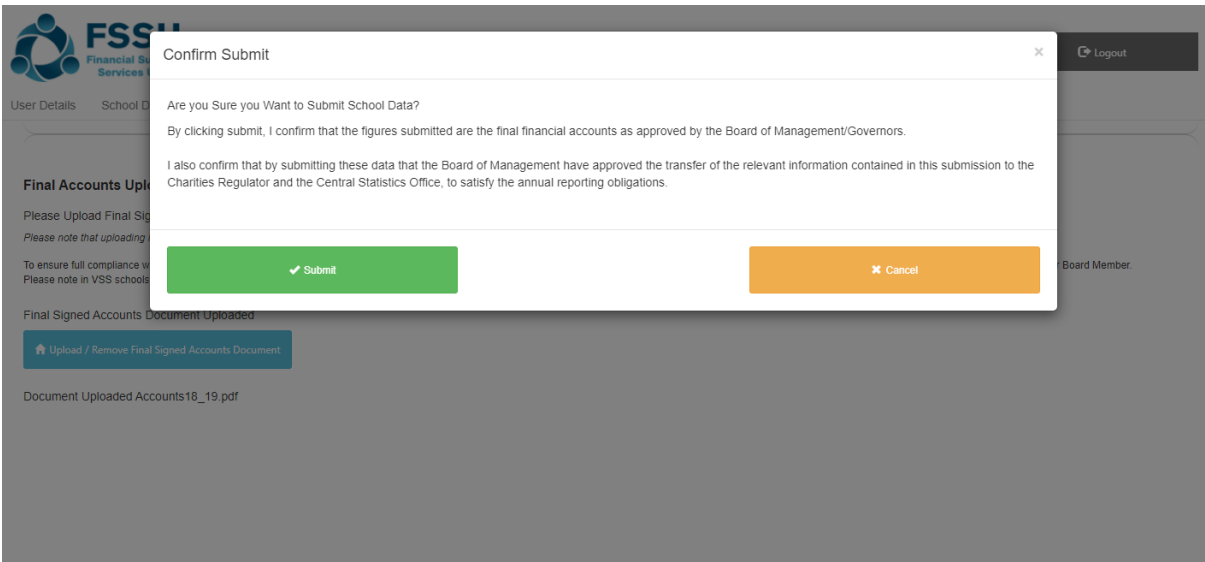
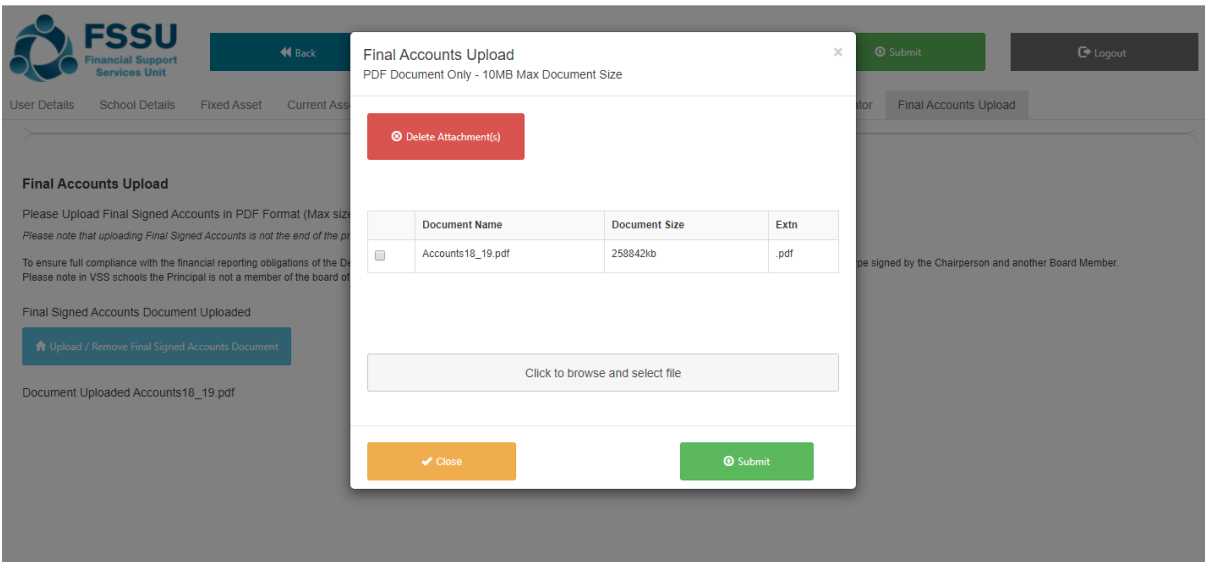
The screenshot shows the 'Final Accounts Upload' form with a modal dialog open. The modal is titled 'Final Accounts Upload' and has a subtitle 'PDF Document Only - 10MB Max Document Size'. It contains a button 'Delete Attachment(s)' at the top. Below this is a list of attachments, with 'Accounts18_19.pdf' selected. At the bottom of the modal, there are buttons for 'Save Attachment', 'Close', and 'Submit'.

Chosen document will appear. Click **Save Attachment**

Saved Documents can also be removed by clicking **Delete Attachment**



Click **Close** or **Submit**

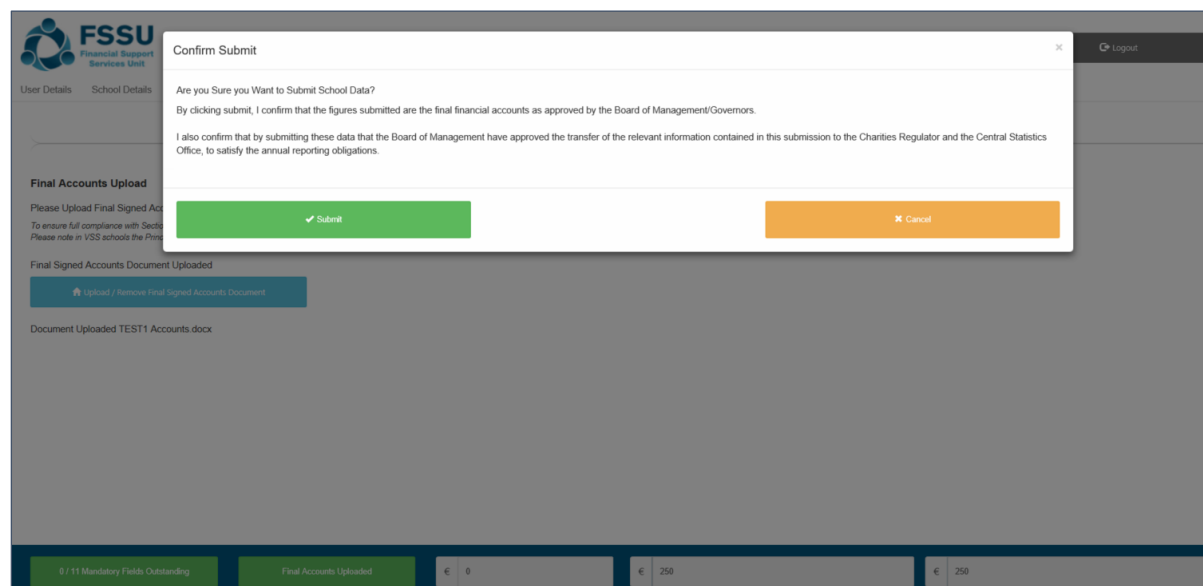


10. Once your School Accounts are ready to submit all buttons will have turned to green and your Trial Balance will have balanced



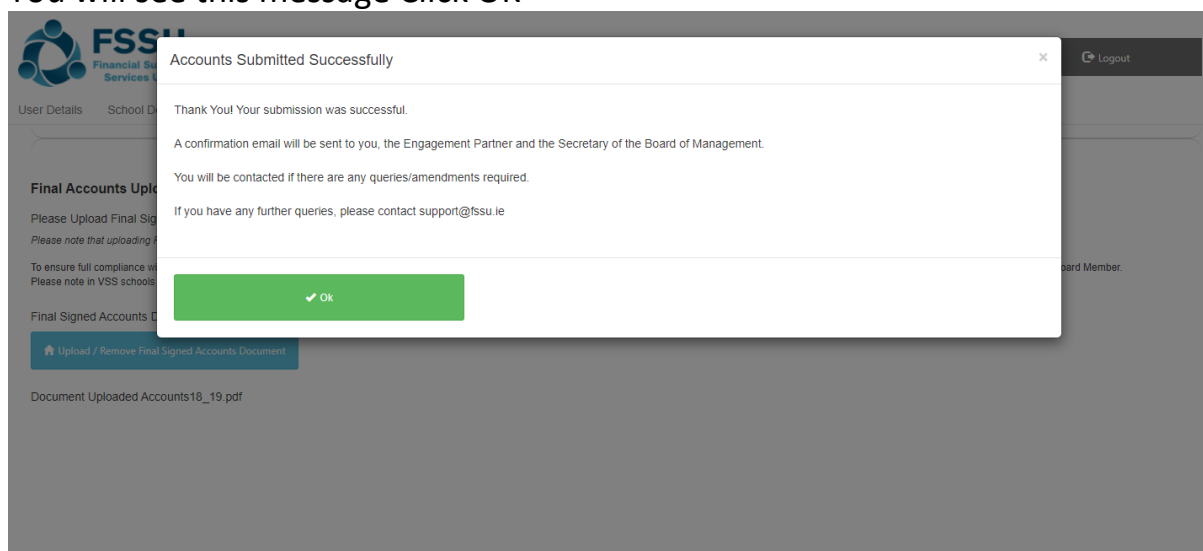
The screenshot shows the top navigation bar of the FSSU system. It includes a green button labeled '0 / 15 Mandatory Fields Outstanding', another green button labeled 'Final Accounts Uploaded', and three currency display boxes: '€ 0', '€ 547,929', and '€ 547,929'.

11. Confirm your Submission by clicking on **Submit**



The screenshot shows a 'Confirm Submit' modal dialog box. The text inside reads: 'Are you Sure you Want to Submit School Data? By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors. I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.' At the bottom of the dialog are two buttons: a green 'Submit' button and an orange 'Cancel' button. The background shows the 'Final Accounts Upload' section of the dashboard.

You will see this message Click OK



The screenshot shows an 'Accounts Submitted Successfully' modal dialog box. The text inside reads: 'Thank You! Your submission was successful. A confirmation email will be sent to you, the Engagement Partner and the Secretary of the Board of Management. You will be contacted if there are any queries/amendments required. If you have any further queries, please contact support@fssu.ie'. At the bottom of the dialog is a green 'Ok' button. The background shows the 'Final Accounts Upload' section of the dashboard.

Once your accounts are submitted the Submit button can't be re-clicked and data becomes read only

12. Upon completion you will receive a confirmation email

Confirmation of Submission of Financial Accounts for 20XX /20XY for Roll Number: 10015T

To Jane Browne & Co, On 13/09/20XY 14:55:10 the FSSU received a financial submission for the school year 20XX/20XY for school Sample School 11 with roll number: 10015T.

This submission fulfils the financial reporting obligations of the Department of Education, the Charities Regulator, the Charities Act 2009 and the Central Statistics Office.

Please find attached a copy of the submitted trial balance for your records.

Kind Regards,

Financial Support Services Unit



- A confirmation email will also be sent to the Secretary to the Board of Management of the school
- A confirmation email will also be sent to the FSSU

If you require any assistance, please call the FSSU Support Line **01 910 4020**

or email **support@fssu.ie**

