

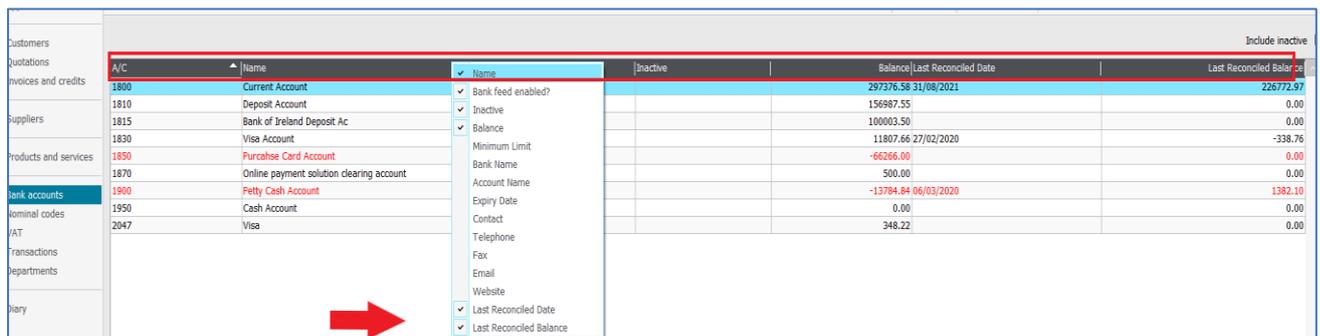
Generating monthly/finance subcommittee/board of management reports in Sage 50

Instructions on printing the following reports:

- i. A list of balances on all school bank and cash accounts
- ii. A bank reconciliation statement for each bank account
- iii. Payments listings for each bank account
- iv. Receipts listings for each bank account
- v. Income and Expenditure Account report showing actual versus budgeted figures
- vi. Balance Sheet report
- vii. Aged creditors/suppliers listing report
- viii. The nominal activity report
- ix. School income received in advance (department report)
- x. Trial balance

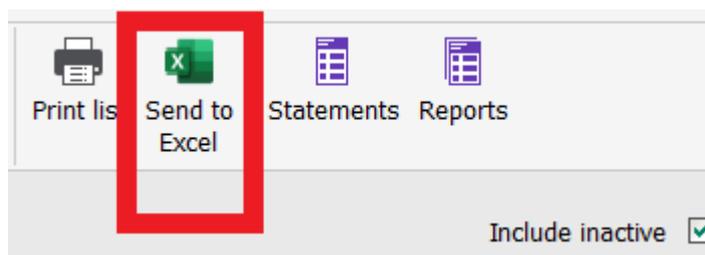
i. A list of balances on all school bank and cash accounts

- Go to “Bank Accounts”
- Make sure the last reconciled date and the last reconciled balance are showing
- To do this right click on the header and tick “Last reconciled date” and “Last reconciled balance” as shown below.



A/C	Name	Name	Inactive	Balance	Last Reconciled Date	Last Reconciled Balance
1800	Current Account	✓ Bank feed enabled?		297376.58	31/08/2021	226772.97
1810	Deposit Account	✓ Inactive		156987.55		0.00
1815	Bank of Ireland Deposit Ac	✓ Balance		100003.50		0.00
1830	Visa Account	Minimum Limit		11807.66	27/02/2020	-338.76
1850	Purchase Card Account	Bank Name		-66266.00		0.00
1870	Online payment solution clearing account	Account Name		500.00		0.00
1900	Petty Cash Account	Expiry Date		-13764.84	06/03/2020	1382.10
1950	Cash Account	Contact		0.00		0.00
2047	Visa	Telephone		348.22		0.00

- To print the list balances on the bank and cash accounts
 - Click on send to excel



- This will generate the report in excel and you can save and print it from here.

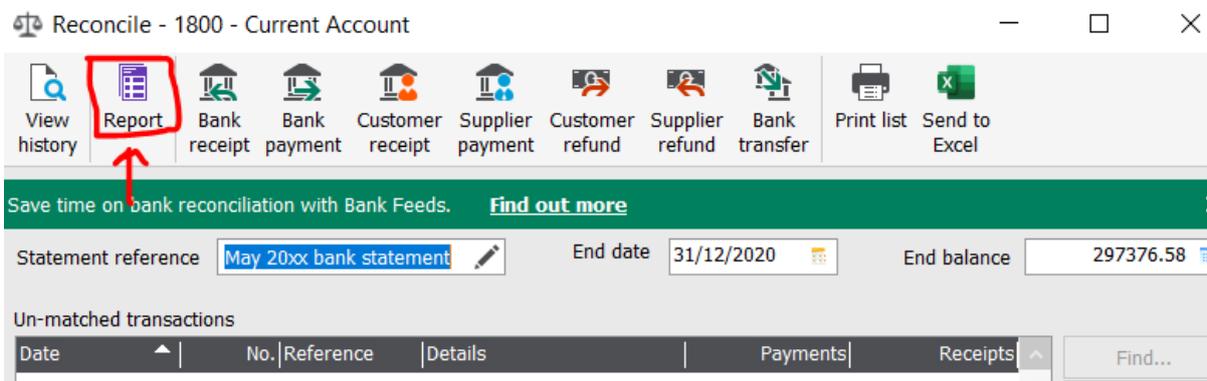
Post Primary Secondary School Sample Data

List of Bank Balances at 31.08.20XX					
A/C	Name	Balance	Date Rec	B Statement Balance	
1800	Current Account	5,854.18	31/08/XX	7,403.18	
1810	Deposit Account	45,000.00	31/08/XX	45,000.00	
1900	Petty Cash Account	110.00			
1950	Cash Account	0.00			
TOTAL		50,964.18			

ii. A bank reconciliation statement for each bank account

The bank reconciliation report can only be printed in the bank reconciliation window and not in the bank reports section.

- Before you press the reconcile icon you can print the reconciliation report by clicking on “Report”.



Or

- If you have already pressed the reconcile icon the account you can go to Bank accounts > select the required bank account > click on the “Reconcile” icon and enter the month end and statement balance again > click “OK” > Click on report.

Note: you can only print the report for the last reconciled month you can't reprint an earlier reconciliation once a later month has been reconciled.

Print and/or save the report.

iii. Payments listings for each bank account

1. Go to “Bank accounts” > “Reports”
2. Select “Bank payments” > “Day Books: Bank Payments (Detailed)”
3. Select the required date range leaving all other fields blank.

Criteria for Day Books: Bank Payments (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Transaction Date: Between (inclusive) 01/05/2022 and 31/05/2022

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

Buttons: Help, OK, Cancel

See sample report layout here:

Date: 04/06/2022
Time: 08:47:36

Sample School
Day Books: Bank Payments (Detailed)

Page: 1

Date From: 01/01/20XX
Date To: 28/02/20XX

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	
6181	BP	6010	03/01/20	Week 1	Secretarial Wages.	0	579.57	0.00	T9	579.57	-	R	31/01/21	
6182	BP	6010	03/01/20	Week 1	Secretarial Wages.	0	564.41	0.00	T9	564.41	-	R	31/01/20	

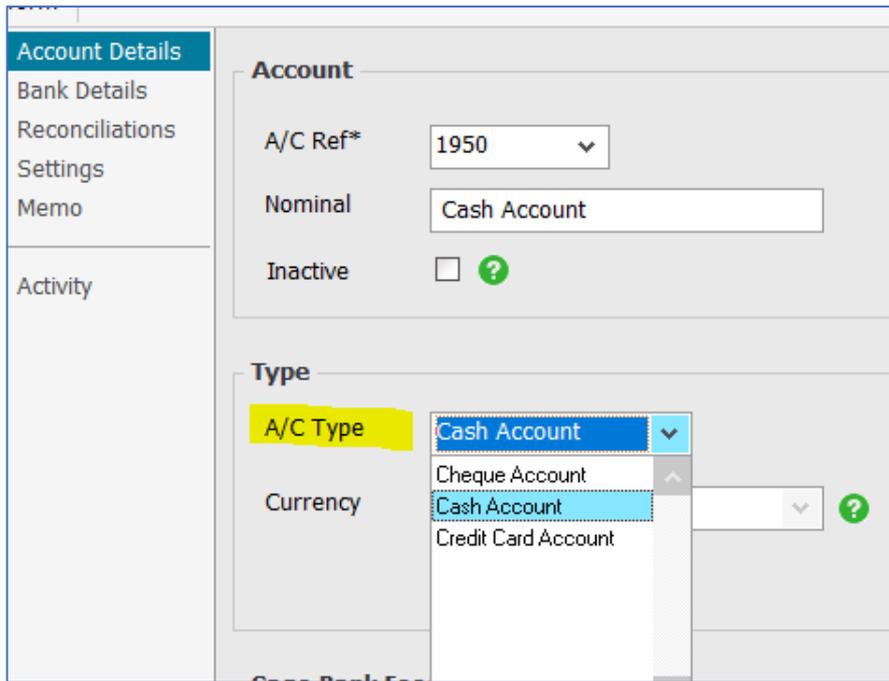
4. For cash accounts select “Cash payments” > “Day Books: Cash Payments (Detailed)”.
5. For credit card accounts select “Credit card payments” > “Day Books: Credit Card Payments (Detailed)”.
6. To check whether the account was set up as a cheque, cash or credit card account, select the account and click edit. Once transactions have been recorded you cannot change the account type.

The screenshot shows the 'Account Details' form. The left sidebar contains navigation options: 'Account Details' (selected), 'Bank Details', 'Reconciliations', 'Settings', 'Memo', and 'Activity'. The main form area is divided into two sections:

- Account Section:**
 - A/C Ref*:** A dropdown menu showing '1950'.
 - Nominal:** A text input field containing 'Cash Account'.
 - Inactive:** A checkbox that is not checked, with a green question mark icon to its right.
- Type Section:**
 - A/C Type:** A dropdown menu with 'Cash Account' selected.
 - Currency:** A dropdown menu with 'Cash Account' selected, accompanied by a green question mark icon.

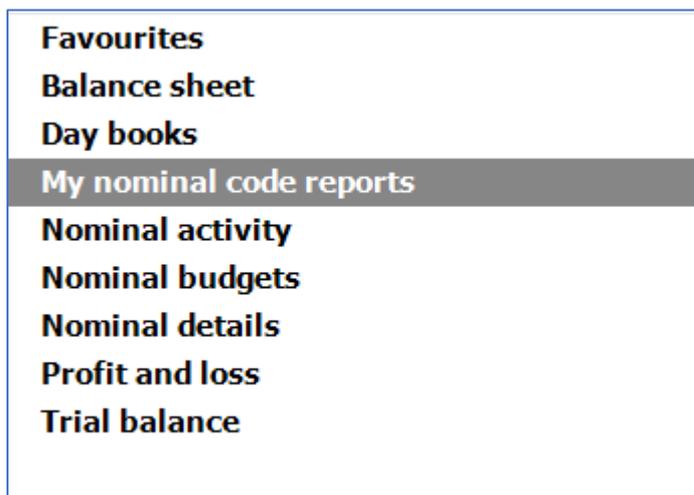
iv. Receipts listings for each bank account

1. Go to "Bank accounts" > "Reports".
2. Select "Bank receipts" > "Day Books: Bank Receipts (Detailed)"
3. Select the required date range leaving all other fields blank.
4. For cash accounts select "Cash receipts" > "Day Books: Cash Receipts. (Detailed)".
5. For credit card accounts select "Credit card receipts" > "Day Books: Credit Card Receipts (Detailed)" (Credit card receipts would be rare, usually only in the event of a purchase refund).
6. To check whether the account was set up as a cheque, cash or credit card account, select the account and click edit. Once transactions have been recorded you cannot change the account type.



v. Income and Expenditure Account report showing actual versus budgeted figures

1. Go to “Nominal codes” > “Reports”.
2. Select “My nominal code reports”.



3. Select “BOM Income and Expenditure Account”.

4. For the period select “1: September 20XX” and “the month you are currently reporting to”.

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 2022 and 9: May 2023

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 09/02/2022

5. Print or save your report.

Saving Customised Reports

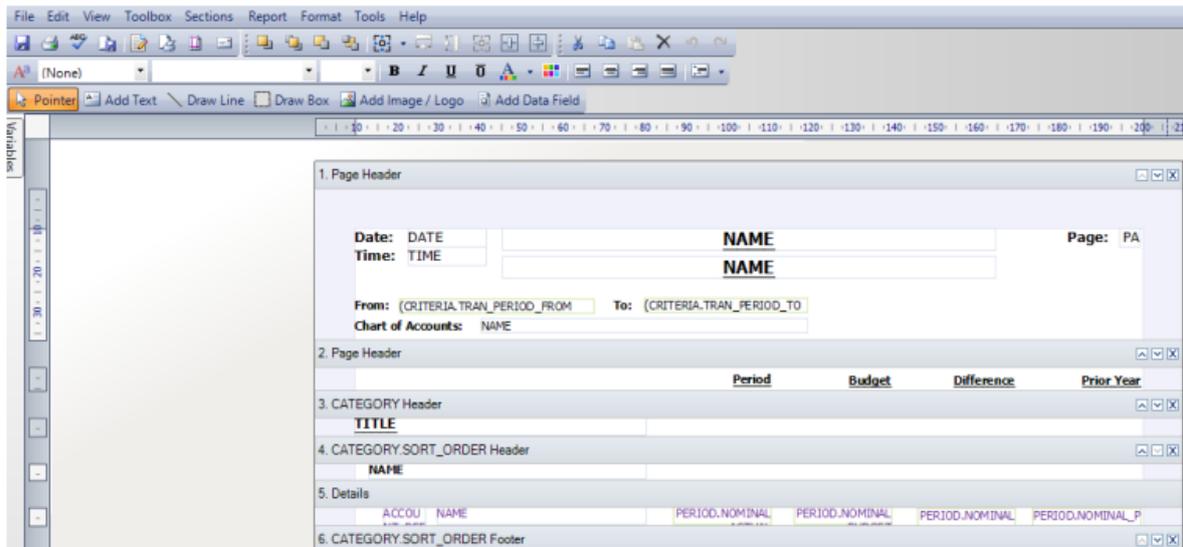
The BOM Income and Expenditure report and the BOM balance sheet report are customized reports and need to be saved to the computer.

If the reports are not present in your reports section:

1. Set up a folder on your desktop called “BOM SAGE 50 customised reports”
2. Go to the FSSU website www.fssu.ie

FSSU > Post-Primary > Topics > Sage 50 Accounts > Installing Sage on another PC

3. Under “Monthly Reports” Right click on “Balance Sheet Report File” and the “Profit & Loss Report File (budget vs actuals) 1 year past” reports and select “Save link as” or “Save target as” to a folder on your desktop called “BOM SAGE 50 customised reports”.
4. Double click the report in the “BOM SAGE 50 customised reports”.
5. You may have to enter your Sage login details.
6. The report opens then click “File” > click “Save as”.

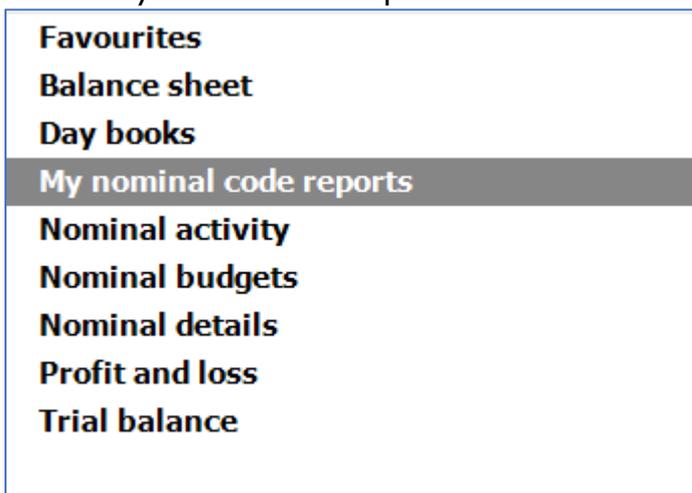


7. The file will save in My Nominal Reports.
8. Please type in the following file name 'BOM Income and Expenditure Account' - click Save.
9. Follow the same steps for the Balance Sheet report, name the report 'BOM Balance sheet' -click Save.
10. Close the window - to return to Sage 50 home screen.

There is a second income and expenditure available also that shows the prior year to date comparatives i.e. if you print the report from Sept to Dec, the prior year figures will be for Sept to Dec also. The other BOM income and expenditure report give the full prior year figures Sept to Aug. This report is called "Income & Expenditure Report with prior year to date and can be found and saved as per the instructions above.

vi. Balance Sheet report

1. Go to "Nominal codes" > "Reports".
2. Select "My nominal code reports".



3. Select "BOM Balance sheet".

4. For the period select “Brought forward” and “the month you are currently reporting to”.

Criteria for BOM Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period Between (inclusive) **Brought forward** and **9: May 2023**

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

5. Print or save your report.

vii. Aged creditors/suppliers listing report

This report only applies where a suppliers ledger is being operated.

1. Go to “Suppliers” > “Reports”.
2. Select “Aged creditors” > “Aged Creditors Analysis (Summary)”.
3. Under supplier reference leave the first field blank and the second field should be auto filled “ZZZZZZZZ”.
4. Select the current reporting month end for the “Report Date”.
5. Tick the “Exc Later Payments” box.
6. Click OK.

Criteria for Aged Creditors Analysis (Summary)

Criteria Values

Enter the values to use for the criteria in this report

Supplier Ref Between (inclusive) **ZZZZZZZZ** and **ZZZZZZZZ**

Report Date To (inclusive) **31/12/20**

Inc Future Tran

Exc Later Payments

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

Help OK Cancel

Preview

Print Email Export Report to Excel Data to Excel Page Setup Printer Offsets Edit Styles Close Goto Page 1

1 2 3 4 5 6 7 8

Date: 28/01/20xx
Time: 09:33:09

Sample School
Aged Creditors Analysis (Summary)

Page: 1

Report Date: 31/12/20xx
Include future transactions: No
Exclude Later Payments: Yes

Supplier From:
Supplier To:

** NOTE: All report values are shown in Base Currency, unless otherwise indicated **

A/C	Name	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3	Older
ATHWIN	Athlone Window	€ 0.00	0.00	1,200.00	0.00	1,200.00	0.00	0.00	0.00	0.00
Totals:			0.00	1,200.00	0.00	1,200.00	0.00	0.00	0.00	0.00

Agrees to balance sheet

viii. The nominal activity report

1. Go to “Nominal codes” > “Reports”.
7. Select “Nominal activity” > “Nominal Activity -Excluding No Transactions”
8. For the “Nominal Code” range leave the fields between blank and “99999999”.
9. For the “Transaction Date” range select between the 1st of September of the current financial year and the current reporting month end.
10. Leave the “Transaction No” field between “1” and “99999999”.
11. Tick the “Inc B/Fwd Tran” box.
12. Click OK

Criteria for Nominal Activity - Excluding No Transactions

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) [] and 99999999

Transaction Date Between (inclusive) 01/09/20 and 31/05/202

Transaction No Between (inclusive) 1 and 99999999

Inc B/Fwd Tran

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

Help OK Cancel

ix. School income received in advance (department report)

1. Go to “Departments” > “Reports”.
2. Select “Nominal Departmental analysis (Detailed)”.
3. For the “Nominal Code” range select between “2105” and “2105”.

4. For the "Transaction Date" range select between the 2nd of September of the current financial year and the current reporting month end. (Assuming journals posted to transfer prior year income are dated 1st of September and no advance income received on the 1st of September).
5. Leave the "Transaction No" field between "1" and "99999999".
6. Leave the "Department" field between "0" and "999".
7. Click OK

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) ▼	01/09/20 ▼	and	▼ 
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) 0 ▼

Help OK Cancel

Date: 28/03/2020

Time: 13:04:59

Sage 50cloud
Nominal Ledger Departmental Analysis

Nominal Code From: 2105
Nominal Code To: 2105

Tran No From: 1
Tran No To: 99,999,999

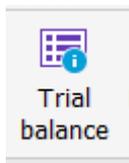
Tran Date From: 01/09/20
Tran Date To: 31/08/20

Dept No From: 0
Dept No To: 999

<u>Department Number</u> 15		<u>Department Name</u> TY Income			
<u>N/C</u>	<u>N/C Name</u>		<u>Debits</u>	<u>Credits</u>	
2105	School Income Received in Advance			3,000.00	
		Total for Dept. 15		<u>3,000.00</u>	
<u>Department Number</u> 16		<u>Department Name</u> School Admin charges			
<u>N/C</u>	<u>N/C Name</u>		<u>Debits</u>	<u>Credits</u>	
2105	School Income Received in Advance			5,000.00	
		Total for Dept. 16		<u>5,000.00</u>	
<u>Department Number</u> 17		<u>Department Name</u> School books income			
<u>N/C</u>	<u>N/C Name</u>		<u>Debits</u>	<u>Credits</u>	
2105	School Income Received in Advance			2,000.00	
		Total for Dept. 17		<u>2,000.00</u>	
		Grand Total:		<u>10,000.00</u>	

x. Trial balance

1. Go to "Nominal codes".
2. Select the "Trial balance" icon at the top of the page.



3. Select the current reporting period and select run.
4. Save the report for your files.