

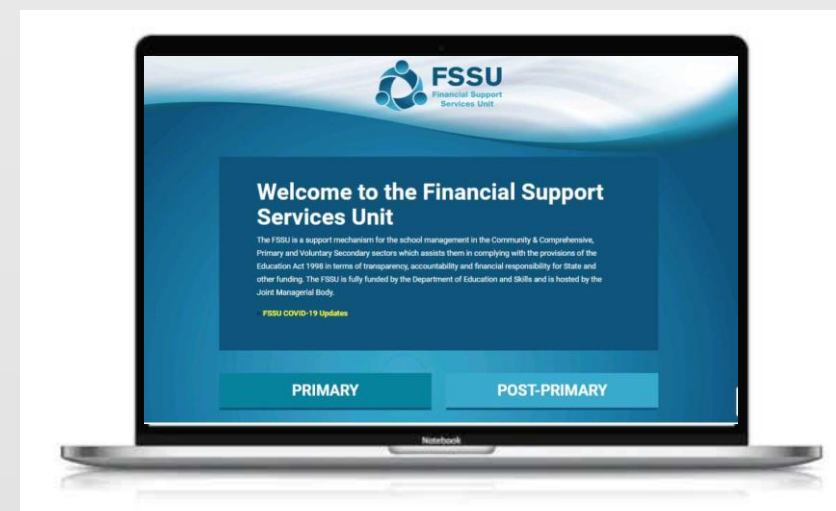


Welcome to this FSSU training video for Sage 50

Introduction to Sage 50 Accounts for new users

Key points from Sage 50 manual & other training resources on our website

<p>Section 1</p> <p>Getting started with school accounts preparation in Sage 50</p>	<p>Building confidence using Sage 50</p> <ul style="list-style-type: none"> ✚ Software overview & key settings ✚ Financial Year ✚ FSSU Chart of Accounts ✚ Key BOM reports – setting favourites ✚ Using Departments
<p>Section 2</p> <p>Banking Module</p>	<p>Recording School Receipts & Payments</p> <ul style="list-style-type: none"> ✚ Recording School Income ✚ Recording school payments ✚ Bank reconciliations
<p>Section 3</p> <p>Supplier Module</p>	<p>Recording School Expenditure using the Suppliers ledger</p> <ul style="list-style-type: none"> ✚ Recording purchase invoices ✚ Recording supplier payments ✚ Suppliers Ledger review
<p>Section 4</p> <p>Nominal ledger & reporting</p>	<p>Reviewing and reporting from the Nominal module</p> <ul style="list-style-type: none"> ✚ Nominal activity report review ✚ Introduction to journals ✚ Month end Board of Management reporting



Sage 50 Accounts

Current Topics

- Watch back Sage 50 Spring Webinars
- Standardising the chart of accounts August
- Upgrading to Sage50Cloud & Setting up Remote Data Access
- Budget Import Process for new Financial Year-Short Video

[Chart of Accounts](#)

[Training & Videos](#)

[Sage 50cloud](#)

[Manual & Guides](#)

[Bank Feeds](#)

[Bank & Suppliers Module](#)

[Installing Sage on another PC](#)

[Guide on Preparing Month End Reports](#)

[Budget in Sage 50](#)

[Upgrade your Version](#)

[The Year End](#)

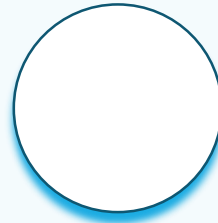
[Purchasing Sage 50](#)

ourites	WebLinks	Software updates	Help
			Help centre
			Remote support
			About
			Licence Information
	29.2.398.0	Serial Number	
	Update 1	Activation Key	
	Update 1	Variant	
C:\Program Files (x86)\Sage\Accounts\		Users	
C:\ProgramData\Sage\Accounts\2023\COMPANY.032\		Companies	
C:\ProgramData\Sage\Accounts\		Account Number	



Section 1

Software overview & introduction to the nominal module



Software overview & settings

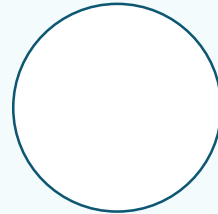
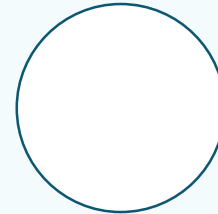
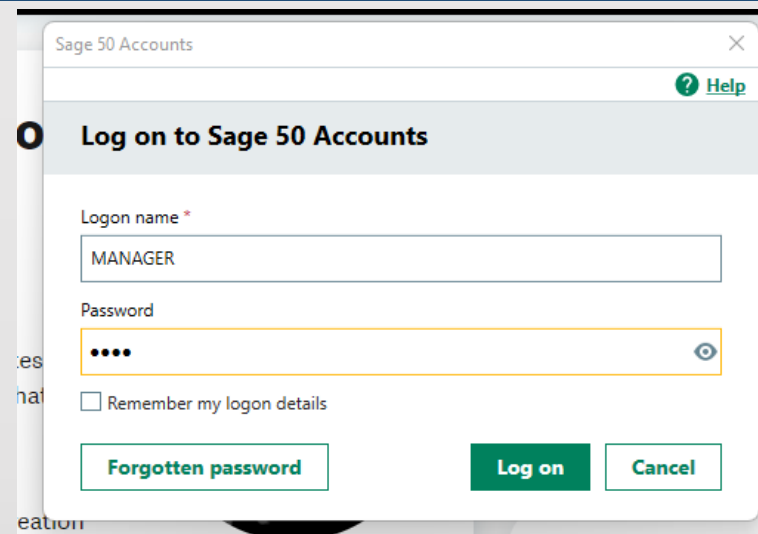
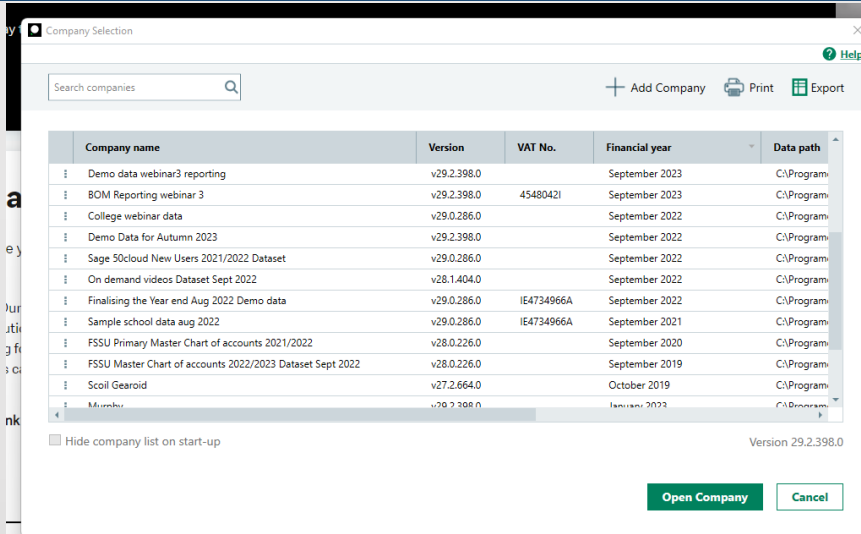


Chart of accounts

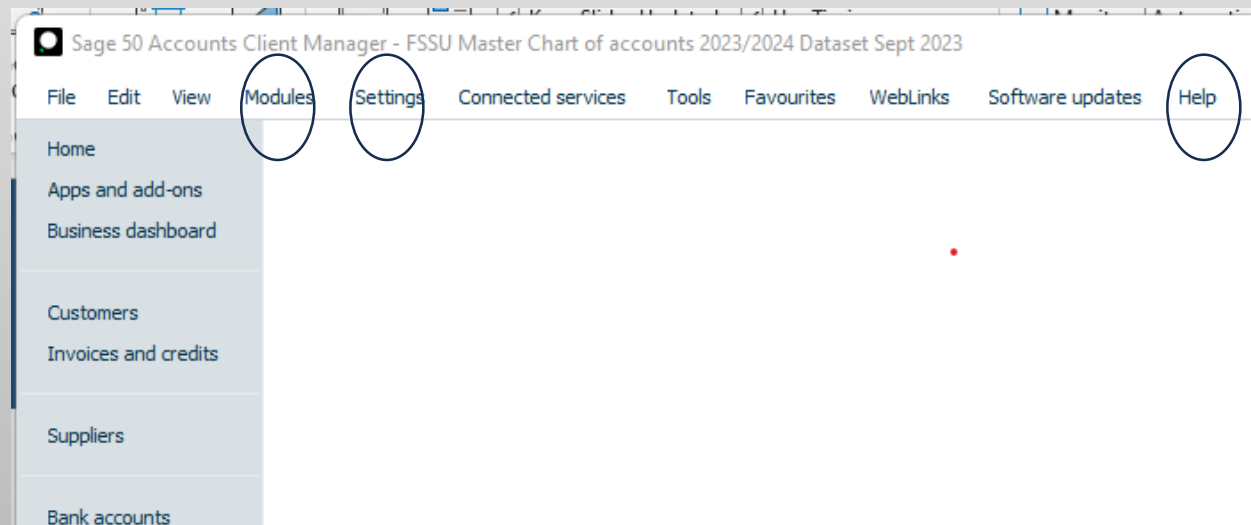


BOM Reports

Sage 50 New Users Logging into Sage 50



Select & open the relevant data set and log in with user name and password



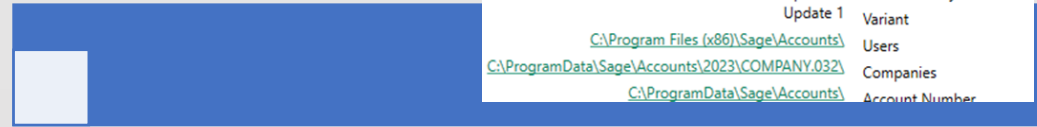
Software Maintenance

Sage 50 Accounts overview



- Version 30.1 & Variant Sage 50 Accounts
- Monthly Direct debit - €27.50 for non DEIS schools
- DEIS schools - Sage is FOC

Help section



- Under Help / About***
- Check bank statement
- Email fssuqueries@sage.com with billing queries

Software Security

Password Types



Company Dataset - User name & Password

My sage email & Password

Remote Data access - Passphrase

Detail



Manager & PW to log into Sage

Email assigned to Sage account
Forgotten password option

This gives access to the school data on the cloud
Accountants & authorised personnel **ONLY**

Key settings in software Users & remote data access

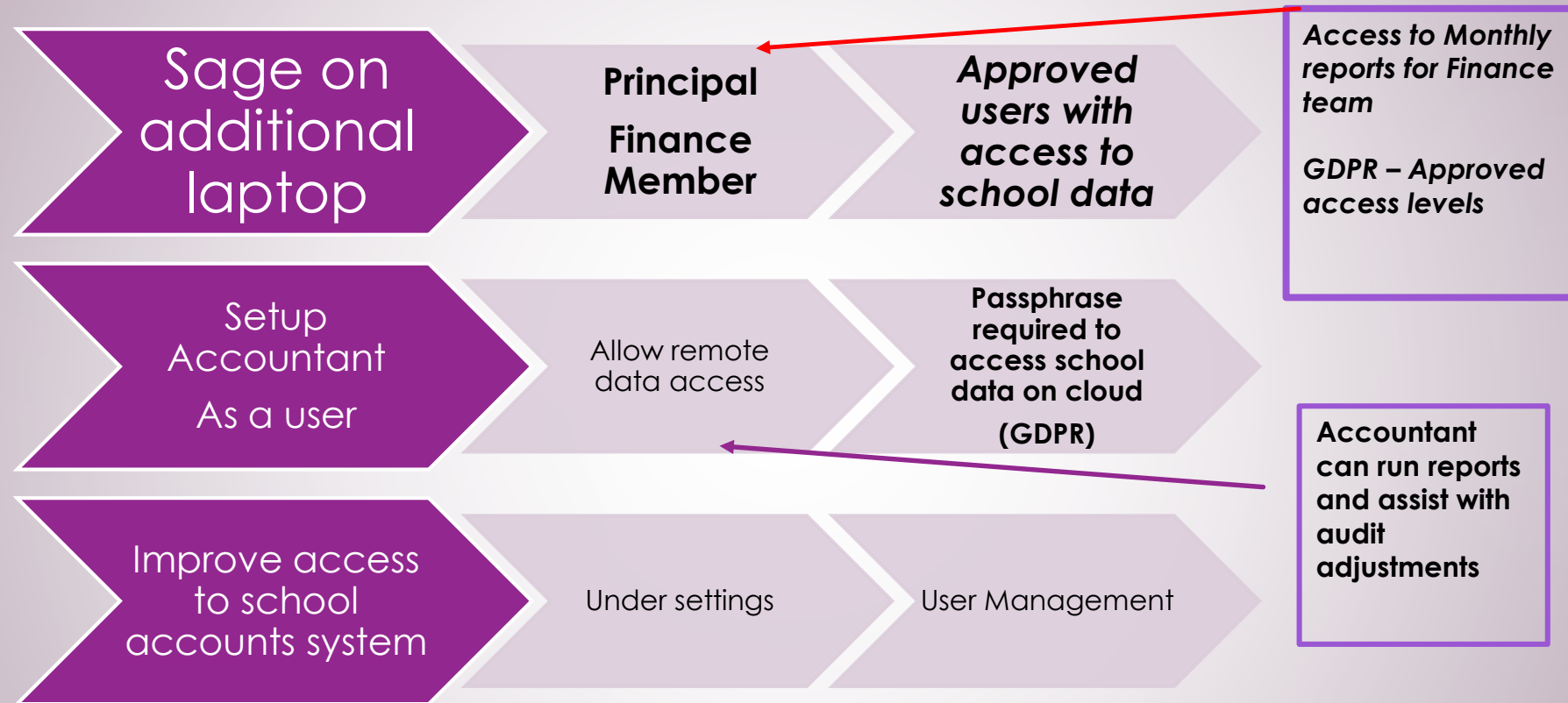
The screenshot displays the software's settings interface. On the left, a 'Settings' menu is open, with 'User Management...' selected. The main area shows the 'Users' management screen, which includes a search bar and a table of users. The 'MANAGER' user is highlighted, and the 'Sage account' column for this user is circled in red. Below the table, the 'New' button is also circled in red. To the right, the 'Remote Data Access' section is visible, featuring a checkbox for 'Allow Remote Data Access' and a redacted area below it.

User Name	User Type	Level of Access	Sage account
MANAGER	System Administrator	Full	bredamurphy@jmb.ie
Bursar	Standard	Partial	

Remote Data Access (Optional)
If you want this user to have Remote Data Access to... select Allow Remote Data Access. What is Remote Da...
 Allow Remote Data Access
[Redacted]

Remote Data access feature in Sage 50Accounts

Access to the school accounts for authorised users

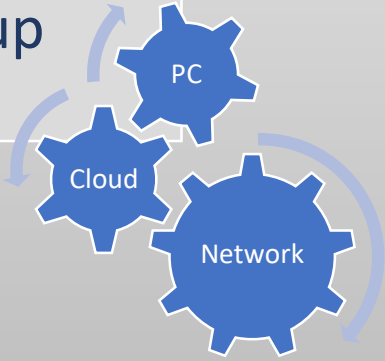
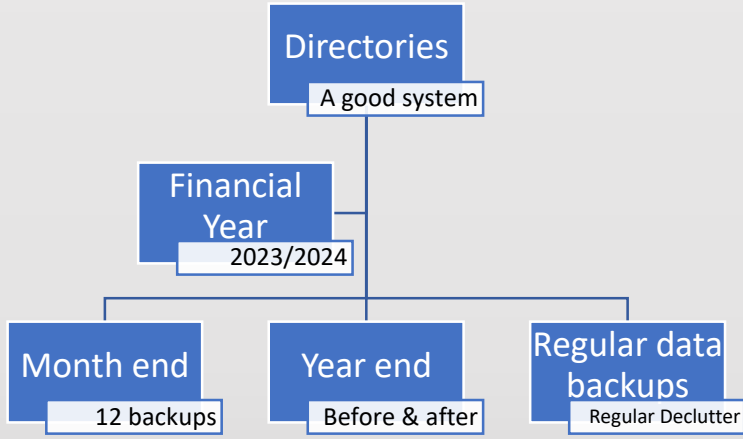
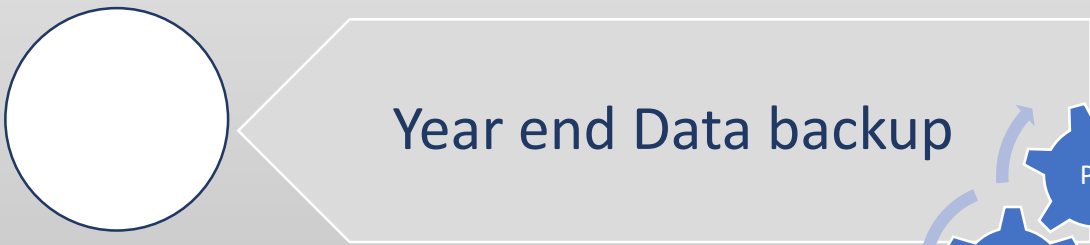
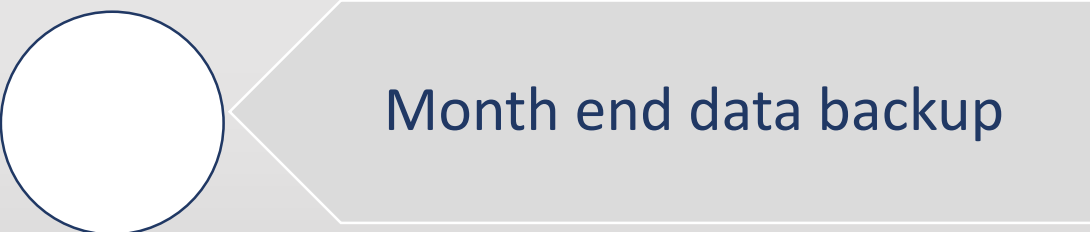
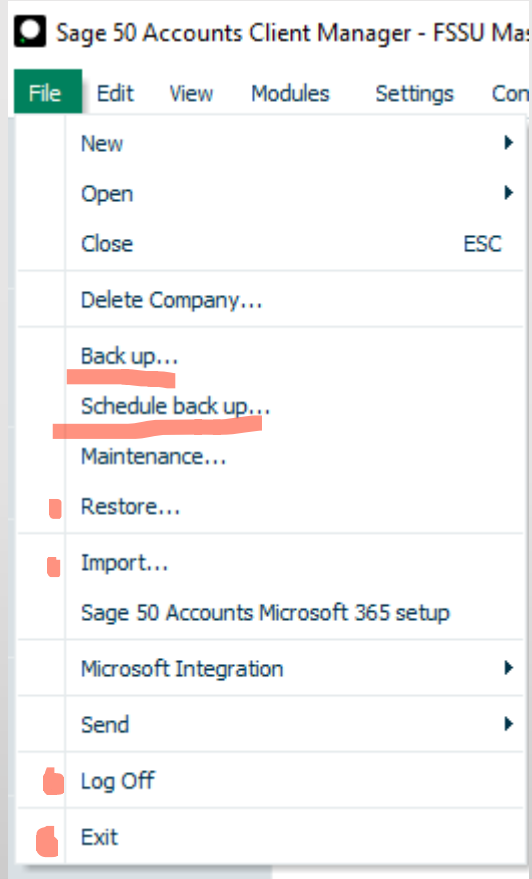


Objective:

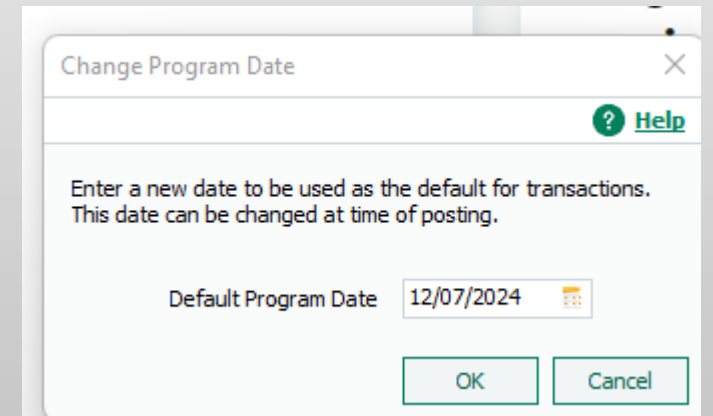
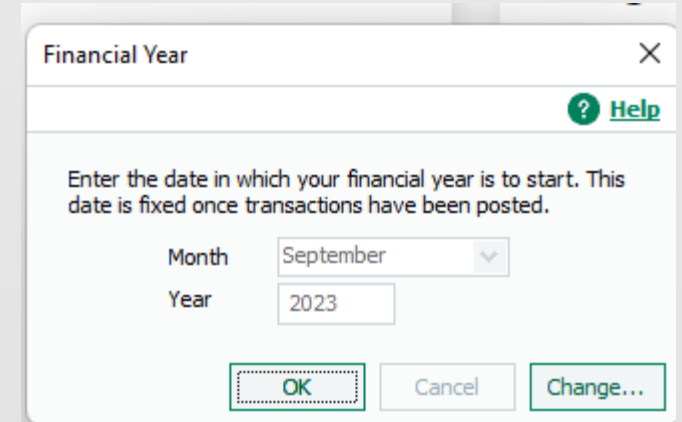
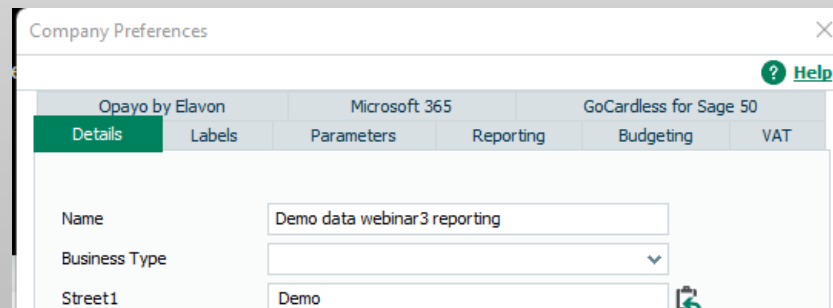
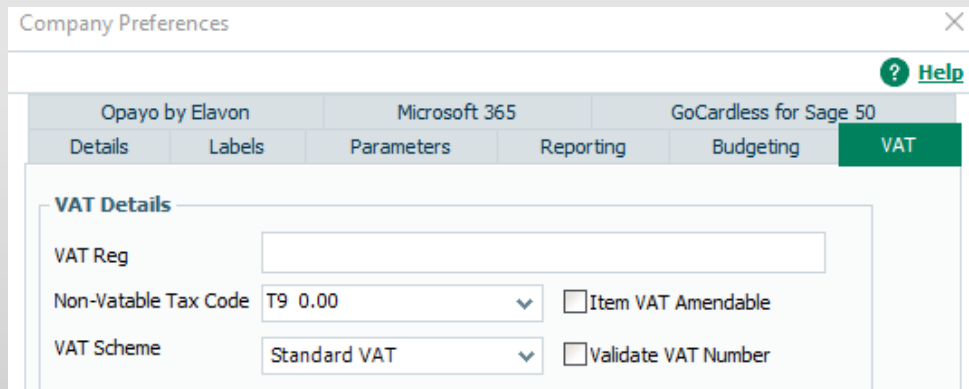
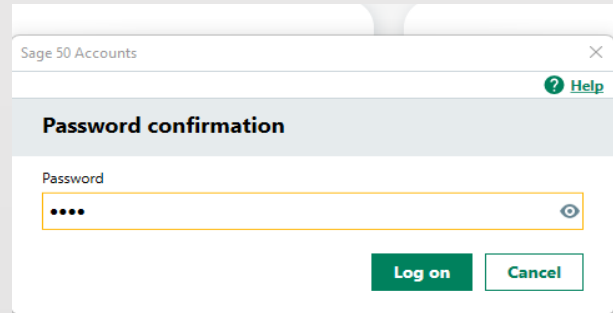
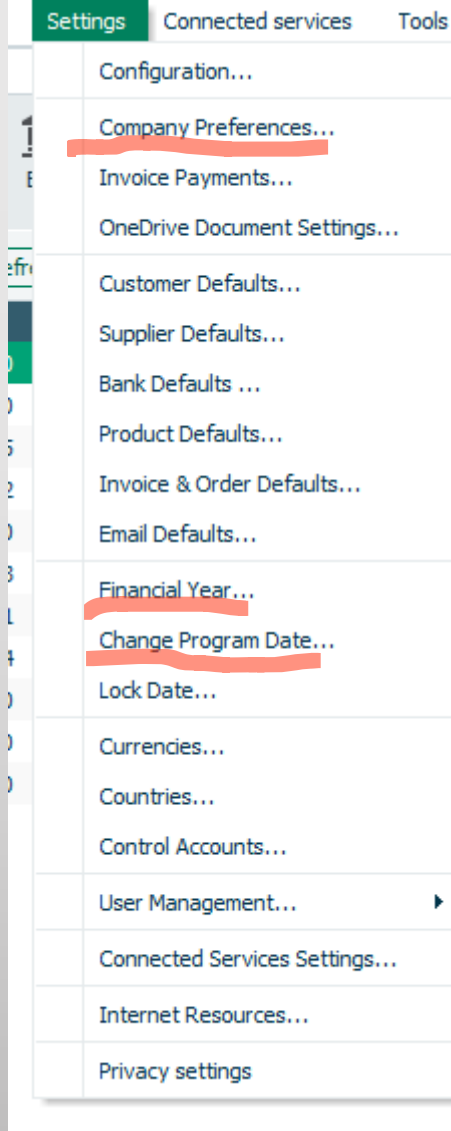
Schools Accounts data can be accessed by authorised personnel from any computer that has the Sage 50 software downloaded on it.

Regular Data backups are also required and are vital in the event of data corruption

Sage Backup System

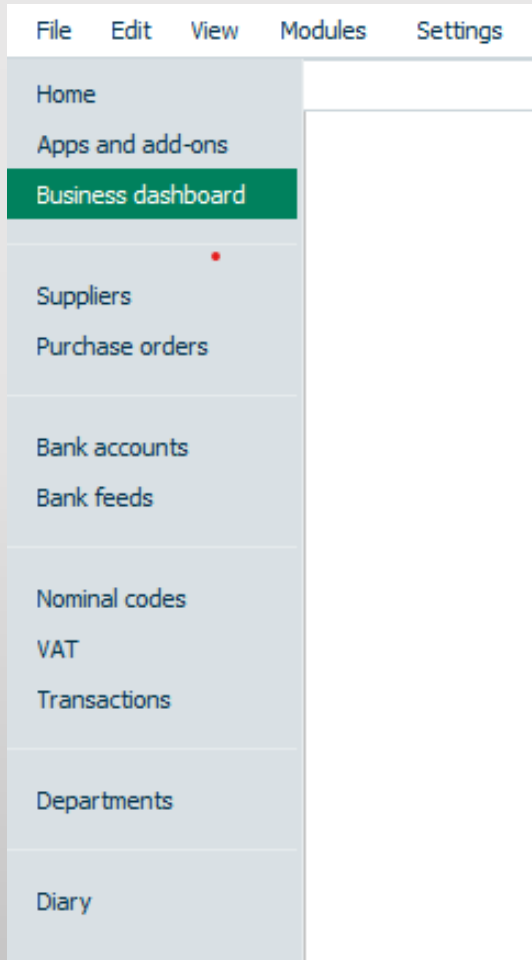


Key settings in software Financial Year & Program date



School accounts preparation Using Sage 50

Module Overview



Nominal Codes

- Chart of Accounts – Have a copy at hand
- BOM Reports – I&E / B Sheet
- Nominal activity report

Bank Accounts

- Bank receipts
- Bank Payments
- Bank Transfers
- Bank Reconciliations for accuracy
- Reports for review > Activity

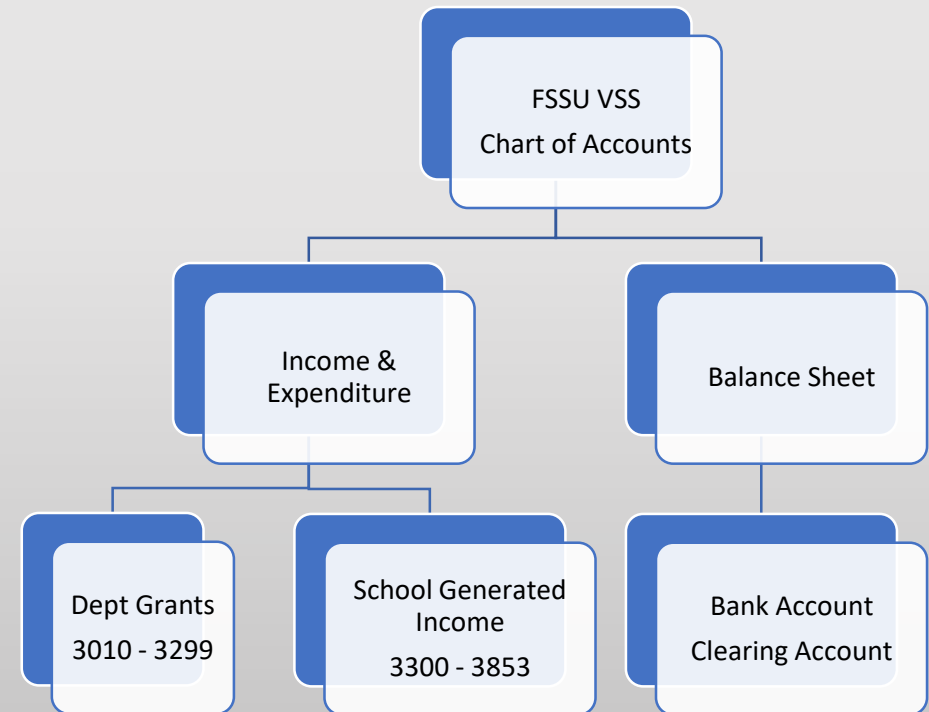
Suppliers

- Purchase Invoice
- Supplier Payment
- Supplier ledger

Departments

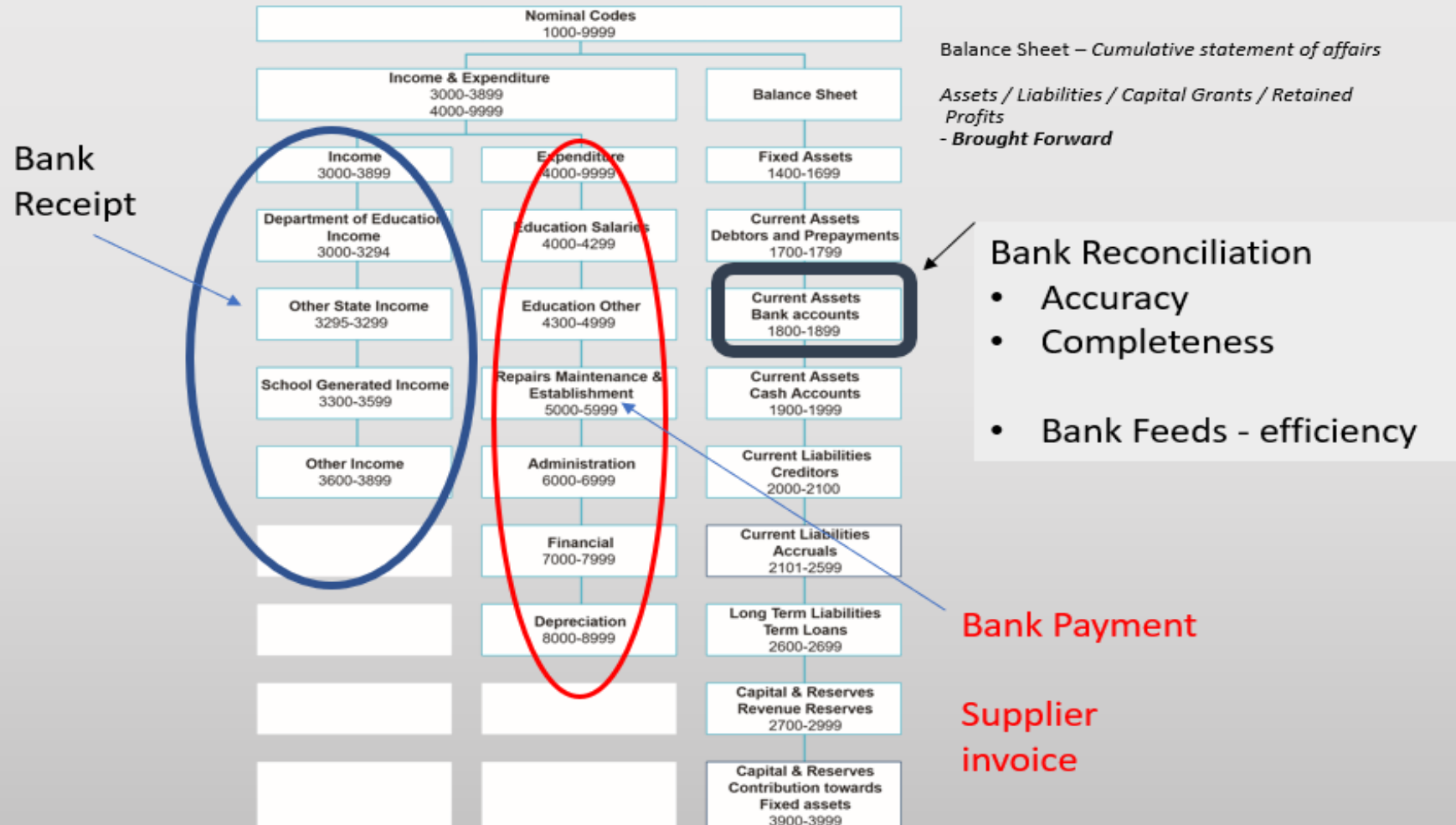
- Overview
- Reports

This is the engine of the accounts preparation in Sage 50. When you understand how the codes are set out, the accounts task will be much easier.



FSSU Chart of accounts

Monthly Reporting



- Income & Expenditure Report – Analysis of *normal* school financial transactions in a *specific* year – FINANCIAL YEAR

School Accounts reporting from Sage 50 Board Of Management reports

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates Help

Home
Apps and add-ons
Business dashboard

New Edit Wizard Duplicate Activity Journal entry Journal reversal Chart of accounts Trial balance Profit & loss Balance sheet Ratio Comparative profit & loss Variances Prior year Delete Swap Clear Print list Send to Excel Reports

Suppliers Refresh Filter Search... All records (352)

N/C	Name
1400	Capital: Land and Buildings Cost B/Fwd
1401	Capital: Land & Buildings Additions
1402	Capital: Land & Buildings Disposals
1410	Accumulated Depreciation: Land and Buildings B/BFwd

Nominal code reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Filters All

Favourites

- Balance sheet
- Day books
- My nominal code reports
- Nominal activity

Add the documents that you use most often to Favourites to access them more easily. Documents can be added and removed by clicking the star icon. You can drag and drop documents between Favourites lists.

Nominal code reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Filters All

Favourites

- Balance sheet
- Day books
- My nominal code reports
- Nominal activity
- Nominal budgets
- Nominal details
- Profit and loss
- Trial balance

My nominal code reports

Name
★ BOM Balance Sheet
★ BOM Balance Sheet
★ BOM Balance Sheet
★ BOM Income and Expenditure Account

Use these reports to view the activity

Balance sheet

Day books

My nominal code reports

Nominal activity

Name
★ Nominal Activity
★ Nominal Activity - Excluding No Transactions

Nominal budgets

Nominal details

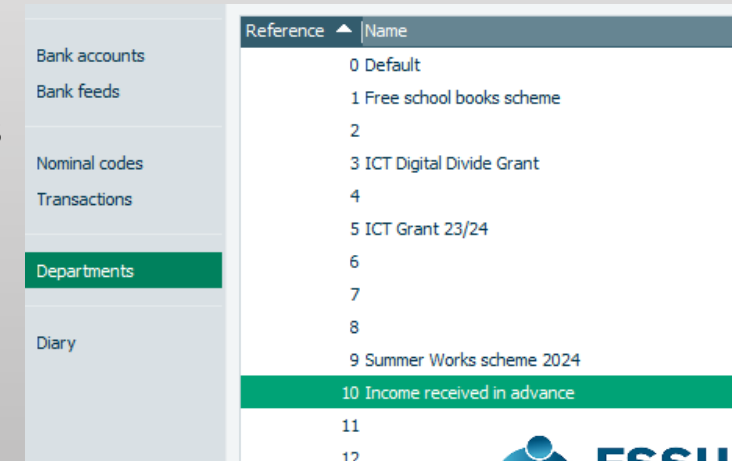
Profit and loss

Trial balance

Name	Description	...
★ BOM Balance Sheet	Custom Balance Sheet	1
★ BOM Income and Expenditure Account	Income and Expenditure Account	€
★ Income and Expenditure Account period comparatives	Income and Expenditure Account	1
★ Nominal Activity - Excluding No Transactions	Lists all nominal codes, and every transaction, but excludes those codes with no transaction activity.	1
★ Nominal List	Each nominal code listed in code order, displaying just the code and the name.	0
★ Period Trial Balance	Can only be run for whole months as it uses the nominal record values, as displayed in the details tab of the nominal record.	1

Introducing Departments in Sage 50

- Regular day to day income and expenditure will be set against the default department 0, the likes of the capitation grant will have the default option because it is used to cover a wide range of regular school costs
- A new department should be created where the school needs to monitor the expenditure of a particular type of grant or income across a range of different expense headings. For example:
 - ✓ Capital building or equipment grants
 - ✓ Junior cycle free Books scheme
 - ✓ Minor Works Grant
 - ✓ ICT Grant
 - ✓ Digital Grant
- A school can add a department where it needs to monitor the expenditure of a particular grant or income within its own school e.g. canteen, school musical, school admin charge
- Department reporting is also useful to monitor ringfenced grants & reporting on Unspent Grants
- A department can also be used to provide a breakdown of a nominal account code:
 - Income received in advance – code 2105
 - Other Subjects



The screenshot shows the Sage 50 interface with a sidebar on the left containing menu items: Bank accounts, Bank feeds, Nominal codes, Transactions, Departments (highlighted in green), and Diary. The main window displays a table with two columns: Reference and Name. The table lists various departments from 0 to 12, with department 10 'Income received in advance' highlighted in green.

Reference	Name
0	Default
1	Free school books scheme
2	
3	ICT Digital Divide Grant
4	
5	ICT Grant 23/24
6	
7	
8	
9	Summer Works scheme 2024
10	Income received in advance
11	
12	

Introducing Departments in Sage 50

Bank accounts	Reference ▲ Name
Bank feeds	0 Default
Nominal codes	1 Free school books scheme
Transactions	2
Departments	3 ICT Digital Divide Grant
Diary	4
	5 ICT Grant 23/24
	6
	7
	8
	9 Summer Works scheme 2024
	10 Income received in advance
	11
	12

The screenshot displays the Sage 50 interface for managing departments. On the left, a list of departments is shown with columns for Reference and Name. The department '10 Income received in advance' is highlighted. On the right, the 'Department Record' form is open, showing a 'Print list' button, a 'Details' tab, and a 'Memo' section. The 'Details' section contains input fields for 'Reference' (set to 15) and 'Name'. Below this is a 'Notes' section. A secondary window is overlaid on the bottom, showing a toolbar with icons for 'Add attachment', 'Open attachment', 'Delete attachment', and 'Properties', along with a 'Save' button.

Department reporting from Sage 50

File Edit View Modules Settings Connected services Tools Favourites WeLinks Software updates Help

Home

Apps and add-ons

Business dashboard

Suppliers

Bank accounts

Bank feeds

Nominal codes

Transactions

Departments

Refresh Filter Search...

Reference	Name
0	Default
1	Free school books scheme
2	
3	ICT Digital Divide Grant
4	
5	ICT Grant 23/24
6	

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

Department reports

New Edit Delete Preview Print Export Report to Excel Data to Excel Email Filters All

Favourites

Advanced budgets

Balance sheet

Department details

My department reports

Nominal analysis

Profit and loss

Variance

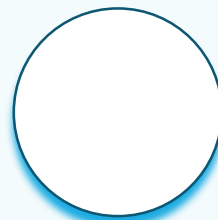
Nominal analysis
Use these reports to view the debits and credits posted to the nominal detail.

Name	Description
★ Departmental Analysis (Totals)	One line for each department, listing the debits, credits and total balance.
★ Nominal Departmental Analysis (Detailed)	Nominal code debits, credits and total balance, listed for each department.
★ Nominal Ledger Departmental Analysis	Transactions posted to each department and nominal code.

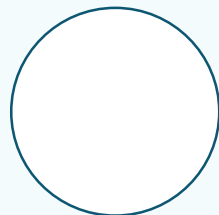


Refresh	
A/C	Name
1800	Current Account 1
1801	Current Account 2
1802	Current Account 3
1803	DEASP School Meal Bank Account
1810	Deposit Account
1820	Parents Council/Association Bank Account
1850	Credit Card Account
1870	Online Payment Solution Clearing Account
1900	Petty Cash Account
1950	Cash Control Account

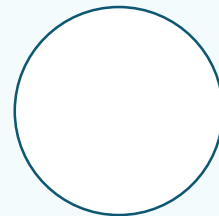
2. Introduction to the Bank Module



Recording school income



Recording school payments



Reconciling & reviewing



Checklist for recording income accurately in Sage 50

1. Income is vital to the running of the school & needs careful recording in Sage 50

- Gather all the supporting paperwork and explanations for all monies in.
- FSSU Guideline for VSS Grants 24/25 is a useful resource

2. Sage 50 Bank Receipt program – Record receipts carefully

- Use **Income codes** from Nominal code list in Sage (Same as codes in FSSU Chart of Accounts?) From DE use codes **3010 - 3294**
- School generated Income codes **3300 - 3599**
- Important to use the Cash Control Account and Clearing Account for recording school income

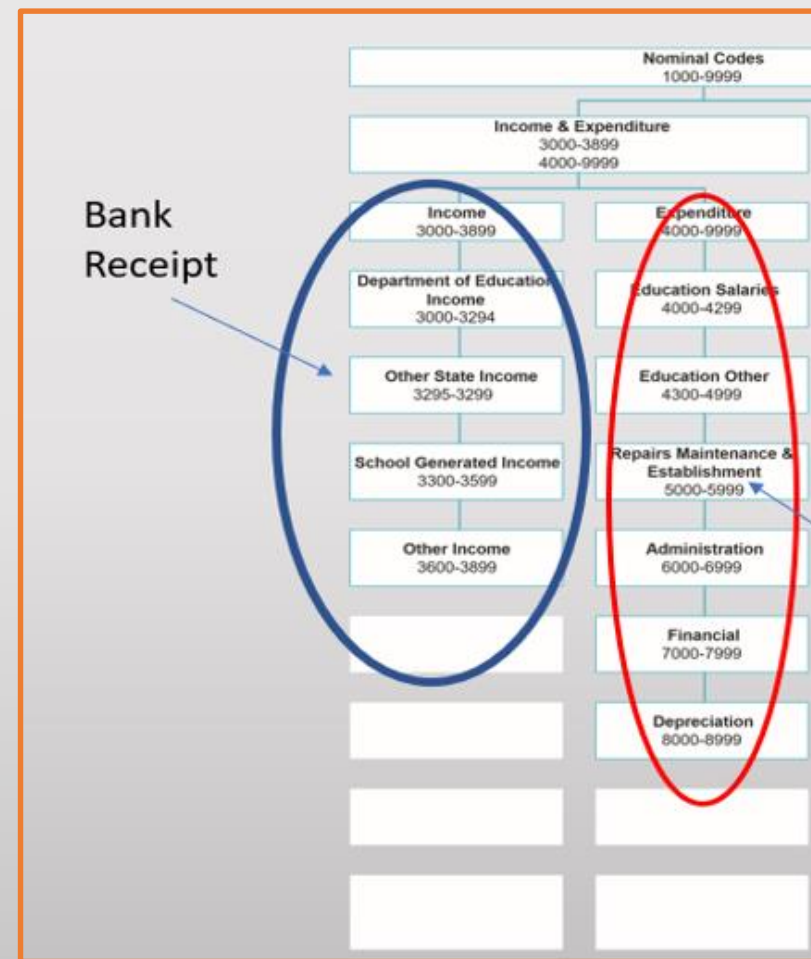
3. Bank Reconciliations are vital to verify accuracy of recording

4. Always review the postings to Sage 50

- Review the **List of Bank receipts report** in Sage 50 for accuracy of coding monthly
- Ongoing look up of the **nominal ledger activity** for the income codes – all credit postings?
- Review the **Bank reconciliation report** for old outstanding bank receipts and adjust if appropriate

5. Review Bom Income & Expenditure Report monthly

- Compare all the Income codes against budget and prior year
- Look up nominal activity to verify postings and explain variations



Regular Updating of Sage 50

Cash receipts
Remittances/Other documents supporting direct lodgements
Online payments system analysis reports
Purchase invoices
VAT/RCT records
Cheque payments
Bank statements
Payroll cost reports for each payroll run
Petty cash book (if not maintained on system) and vouchers/receipts
Credit card statements and invoices/receipts

• *Supporting Paperwork*

• Clear what grant is being used

Clear what the income is

Clear what the cost is

Sage 50 mechanics

Careful nominal coding

- Recording bank receipts
- Recording payments
- Reconciliations

• *Use Departments effectively*

School Grants – VSS – FSSU Guidelines

SUMMARY OF GRANTS PAYABLE 2024/2025						
No	Grant Description	Rate per Pupil	Instalments	Provisional Timing of Payments	Notes	Nominal Code in FSSU Chart of Accounts
1	Capitation Standard Rate	€345	3	Sept/Jan/Apr		<3010>
2	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)		1	Date to be confirmed	Payable only to schools classified as DEIS.	<3020>
3	Support Services Grant *1	€224.50	3	Sept/Jan/Apr	Minimum for 2024 - €44,900	<3050>
4	Secretary *1	€40	3	Sept/Jan/Apr	Schools not in 1978 scheme. Min. Enrolment - 200. Maximum for 2024 - €14,000	<3100>
5	Secretary - School Services Support Fund (SSSF) *1	€26.50	3	Sept/Jan/Apr	Schools not in 1978 Scheme. Minimum for 2024 - €5,300 Maximum for 2025 - €9,275	<3100>
<p>*1 Note: Where a school secretary has moved to the Department Payroll: These schools will have the ancillary grant due reduced to reflect the fact that schools are no longer paying these staff directly. Grant: Basic Secretary Grant, SSSF Secretarial Grant and the Support Services Grant (SSSF) Grant Less: Annual grant funded salary plus Employers PRSI</p>						

6	Caretaker	€34	3	Sept/Jan/Apr	Minimum Enrolment - 200 Maximum for 2024 - €11,900	<3130>
7	Caretaker- School Services Support Fund (SSSF)	€20.50	3	Sept/Jan/Apr	Payable to all schools Minimum for 2024 - €4,100 Maximum for 2025 - €7,175	<3130>
8	Transition Year	€95	1	Jun		<3200>
9	Leaving Cert Applied	€151	1	Jun		<3210>
10	Junior Cert School Programme	€60	1	Jun	1 st Year JCSP only	<3190>
11	Physics and Chemistry	€13	1	Jun	Per pupil in 5 th and 6 th Year Physics and/or Chemistry	<3245>
12	Special Needs Grant for pupils with mild/moderate learning disability	€201	1	Dec	For pupils who participate in special class group with sanctioned resource teacher.	<3290>
13	Book Grant (senior cycle pupils only) non-DEIS Schools DEIS Schools	€24 €39	1	Jun	Book grant paid in June 2024 is for 2024/2025 school year.	<3150>
14	Free schoolbooks scheme grant and administration support grant (junior cycle pupils only)	€309 Daily rate: €160.62 +11.05%	1 1	Mar May	Department of Education Guidance	<3151> <3152>

Gather all supporting documentation for the DE Grants

Know how they can be spent

Are they ringfenced? Unique department will be required



Income Codes Exercise

	Nominal code	Amount	Dept	Income + Expenditure report	Balance sheet
Capitation Grant	3010	97,960	Default 0	97,960	
Once off Cost of living grant	3289	23,000	Default 0	23,000	
ICT Grant 23/24	Spent 3921 Unspent 2165	30,000	Dept 5		30,000
Junior Cert Schoolbooks scheme (24/25)	2151	35,000	Dept 1	Received in 23/24 financial year for 24/25	35,000
Summer works Grant	3900	120,000	Dept 9		120,000

Recording a bank receipt in Sage 50

BOM Reports review

Date: 16/07/2024 FSSU Master Chart of accounts 2023/2024 Data
Time: 21:11:42

BOM Income and Expenditure Account

From: Month 1, September 2023 To: Month 12, August 2024
Chart of Accounts: FSSU

	<u>Period</u>	<u>Budget</u>
Income		
Department Income		
3010 Capitation/Non Pay Budget	97,960.00	0.00
3289 Once-off cost of living grant	23,000.00	0.00
Total Department Income:	<u>120,960.00</u>	<u>0.00</u>
School Generated Income		
Other Income		
TOTAL Income:	<u>120,960.00</u>	<u>0.00</u>
Expenditure		
Education Salaries		
Education Other		
Repairs Maintenance & Establishment		
Administration		
Financial		
Depreciation		
TOTAL Expenditure:	<u>0.00</u>	<u>0.00</u>
NET PROFIT/(LOSS)	120,960.00	0.00

Current Liabilities

Creditors		
Accruals		
2151 Book Grant Received in Advance		35,000.00
Total Accruals:		<u>35,000.00</u>
Current Account		
Cash Account		
TOTAL Current Liabilities:		<u>35,000.00</u>
Current Assets less Current Liabilities:		270,960.00
Total Assets less Current Liabilities:		270,960.00
Long Term		
Long Term Liabilities		
TOTAL Long Term:		<u>0.00</u>
Total Assets less Total Liabilities:		270,960.00
Capital & Reserves		
Retained Profits		
Contribution Fixed Assets		
3900 DE Capital Building Grant Income		120,000.00
3921 DE ICT Grant Capital Income		30,000.00
Total Contribution Fixed Assets:		<u>150,000.00</u>
Mispostings		
TOTAL Capital & Reserves:		<u>150,000.00</u>
Income And Expenditure Account:		120,960.00



School Generated & Other Income

Code	Description	Comments
3390	School Admin charges	Money from parents to cover specific admin costs Could use Dept to assess the estimated rate
3575	Unrestricted School Fundraising (Non Capital)	Funds to assist with general running costs of the school
3852	Restricted external fundraising	e.g. For a specific charity like concern
3851	Designated Income	Funds for a designated purpose – Dept needed to report
<p>How is money collected</p> <p>Cash? Use cash control account</p> <p>Online payment system? Use a clearing account</p>		

Cash Sale Control account Exercise

	Nominal code	Amount	Dept	Income + Expenditure report	Balance sheet
Cash Parents School admin	3390	1,980	Default 0	1,980	
Lodgement		1,900			

Bank Receipts

Clear form Pay by card Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Calculate net (F9) Memorise Recall Print list Send to Excel

Bank: Cash Control Account Tax Rate: 0.00
N/C: School Administration Charges

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net/T/C*	Tax	Gross
1950	17/04/2024	123		3390	0	third yr Parents	1980.00 T9	0.00	1980.00

Cash held in Safe

Date: 17/07/2024 Time: 15:40:18 Page: 1

FSSU Master Chart of accounts
Nominal Activity - Excluding No Transactions

Date From: 01/01/1980 Date To: 17/07/2024
Transaction From: 1 Transaction To: 99,999,999

N/C From: 1950 N/C To: 1950

N/C:	Name:	Account Balance:
1950	Cash Control Account	80.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
6	CR	17/04/2024	1950	123	third yr Parents	0	T9	1,980.00	1,980.00	-	N	
7	JC	14/04/2024	1950	TRANS	Bank Transfer	0	T9	1,900.00		1,900.00	-	N
Totals:									1,980.00	1,900.00		
History Balance:									80.00			

Bank Transfer

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Memorise Recall Print list Send to Excel

From: To:

From*	To*	Date*	Ref	Ex.Ref	Details	Department	Payment Amount*
1950	1800	14/04/2024	TRANS		Bank Transfer	0	1900.00



School Online Payment system

Steps in recording monies received from Way2pay in Sage 50



1. Record the receipts showing in the Bank Statement in Sage 50 using a Bank Transfer from Clearing Account to main Bank 1800



2. Run a report from the W2Pay system

3. Record a Bank Receipt in the Clearing Account based on this summary



4. Monitor balance in Clearing account at month end

5. Run the BOM Income & Exp report to see impact and look up the postings in the Nominal ledger in Sage 50.

Financial Year 2023/2024

Monitor receipt coding in July – August for Income in advance

Date	Detail	Amount	Nominal Code	Unique dept	Balance sheet Balances at Y/E
01/08/2024	School Admin charges 24/25	500	2105	10	
	TY Receipts 24/25	600	2105	11	
	After school study 24/25	900	2105	12	
		2,000			2,500
02/07/2024	DEIS (Book Grant 24/25)	9,000	2151	20	9,000

Recording Bank Payments Expenditure codes in COA



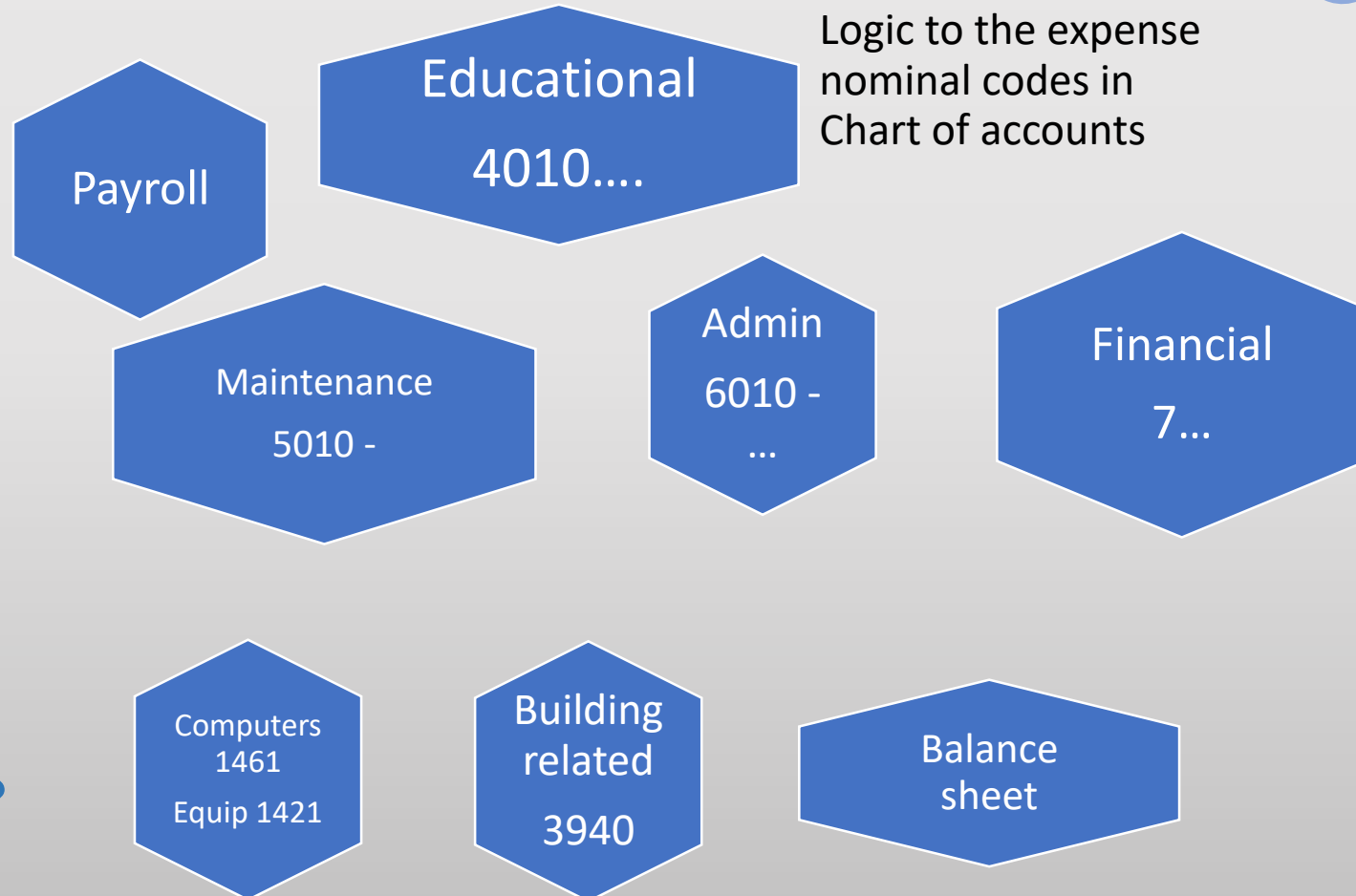
• Expenses

Day to Day costs?

Capital costs

Use department where necessary

What is left to spend?



Bank Payments data

	Nominal code	Amount	Dept	Income + Expenditure report	Balance sheet
Bank Charges	7450	100	Default 0	100	
Net Pay Maintenance	5010	560	Default 0	560	
VAT	2260	135			135
PAYE	2250	3,400			3400
Net Pay State exams	4155	1,230		1,230	

Bank Reconciliations Bank Reports

Sage 50

Bank Reconciliation Process



Statement reference: 1800 2024-04-30 01 | End date: 30/04/2024 | End balance: 301320.00

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
30/04/2024	14	345	Purchase Payment	1400.00	
30/04/2024	15	ET 1	Purchase Payment	2700.00	
30/04/2024	16	12	AIB BC	100.00	

Matched transactions

Date	No.	Reference	Details	Payments	Receipts	Balance
30/04/2024	19	15	paye	3400.00		303230.00
30/04/2024	18	14	vat	1350.00		301880.00
30/04/2024	17	13	J Byrne	560.00		301320.00

Summary:

Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
297120.00	6540.00	307860.00	301320.00	301320.00	0.00

- Date of bank rec will dictate what appears as unreconciled
- *Last reconciled balance = as per BS*
- Call items in order as they appear on B Statement
- Agree bank balance as you reconcile
- Run report and review
- Zero difference > then reconcile
- Press the reconcile button when complete at month end
- Never delete a reconciled item
- Nominal coding can be amended after transaction is reconciled
- Using Bank feeds > same bank rec process

- ☑ Run final Bank Rec report for month end
- ☑ Check for accuracy
- ☑ Click Reconcile at month end

Bank Reconciliation Reports



Reviewing the Bank Rec report

Date: 17/07/2024 Page: 1
 Time: 20:18:09 **FSSU Master Chart of accounts**

Bank Reconciliation

Bank Ref: 1800	Date To: 30/04/2024
Bank Name: Current Account 1	Statement Ref: 1800 2024-04-30 01
Currency: Euro	

Balance as per cash book at 30/04/2024: 297,120.00

Add: Unpresented Payments

Tran No	Date	Ref	Details	€
14	30/04/2024	345	Purchase Payment	1,400.00
15	30/04/2024	ET 1	Purchase Payment	2,700.00
16	30/04/2024	12	AIB BC	100.00
				4,200.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	€
				0.00

Reconciled balance : 301,320.00

Balance as per statement : 301,320.00

Difference : 0.00



Recording Petty Cash



Bank Transfer

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Memorise | Recall | Print list | Send to Excel

From:
To:

From*	To*	Date*	Ref	Ex.Ref	Details	Department	Payment Amount*
1800	1900	01/04/2024	TRANS		Bank Transfer	0	150.00

1870	Online Payment Solution Clearing Account	0.00
1900	Petty Cash Account	150.00
1950	Cash Control Account	80.00

Bank Payments

Clear form | Print Cheque | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Calculate net (F9) | Memorise | Recall | Print list | Send to Excel

Bank: Petty Cash Account
N/C:

Tax Rate: 0.00

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax	Gross
1900	31/07/2024				0		0.00	T9	0.00	0.00

Home
 Apps and add-ons
 Business dashboard

New Edit Wizard Duplicate Batch changes Activity Batch invoice Batch credit

Customers
 Invoices and credits

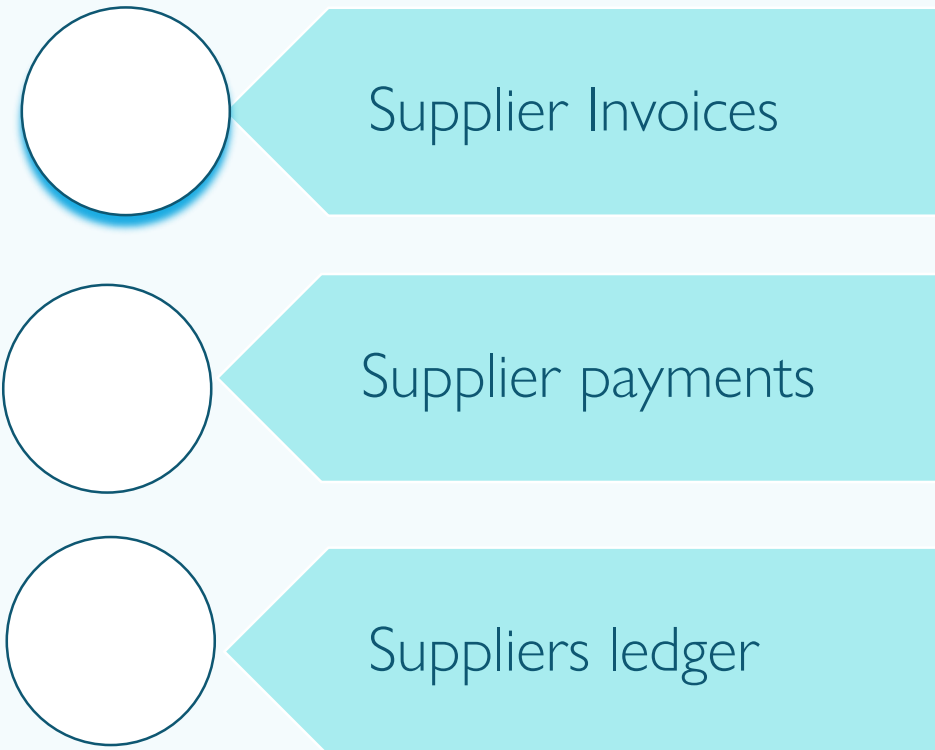
Suppliers

Bank accounts
 Bank feeds

Refresh Filter Search...

A/C	Name
BUS001	Bus company
DAT001	Datapac
ODH001	O'Doherty Books
ONH001	O'Neill Heating contractor
SCH001	School Cleaners

3. Introduction to the Supplier module



Recording school expenditure

An overview

1. **Vital school expenditure is recorded correctly in Sage 50 and is monitored against budget and Prior Year**
 - Approved Purchase orders matched to goods received and the Purchase invoice
 - What Dept grant is being used to fund the expense?
2. **Sage 50 – Suppliers module or recording Bank Payments**
 - Code the **Purchase invoice** using the expenditure codes in the FSSU Chart of Accounts
 - Supplier Module** V Bank Module
 - Create a **Department** in Sage 50 for significant school expenditure
3. **Always review the postings to Sage 50**
 - Review the **list of Purchase Invoices** or **List of Bank Payments report** in Sage 50 for **accuracy** of coding monthly
 - Ongoing look up of the **nominal ledger activity** for the expense codes – all debit postings?
 - Review the **Bank reconciliation report** for old outstanding bank payments and adjust if appropriate
4. **Review the Bom Income & Expenditure Report & Balance sheet**
 - Compare all the expense codes against budget and prior year
5. **Cross check final BOM reports**

Supplier Invoices Exercise

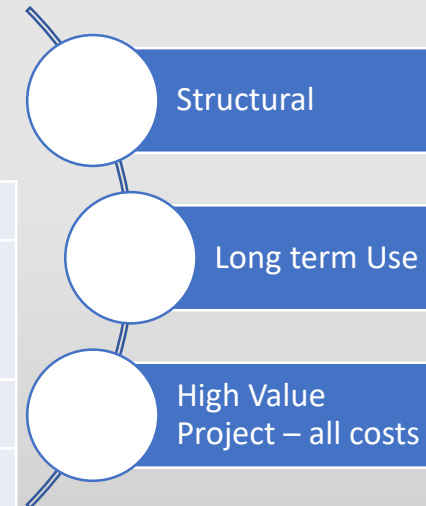
	Nominal code	Amount	Dept	Income + Expenditure report	Balance sheet
School Cleaners	5150	2,700	Default 0	2,700	
Electrical repair	5310	1,000	Default 0	1,000	
Datapac Laptop	1461	2,400	Dept 5		2,400
JC Books 24/25	1720	24,600	Dept 1		24,600
Heating install Summer works	3940	15,700	Dept 9		15,700

Capital Income & expense codes

Code	Description
3900	DE Capital Building Grant Income
3901	Capital Projects Fundraising Income
3902	Parents Contribution to Capital Projects Income
3903	Patron/Trustee Contribution to Capital Projects Income
3904	Other State Capital Projects Income
3905	Covid Minor Works Capital Grant Income
3907	Capital Donations Income
3920	DE Fixtures, Fittings & Equipment Grant Income
3921	DE ICT Grant Capital Income

1421	Capital: F&F & Equip ADDITIONS
1461	Capital: ICT Additions

Code	Description
3940	DE Capital Building Grant Expense
3941	Covid Minor Works Building Expense
3960	Capital Building Fundraising Expense
3970	Parents Contribution to Capital Building Expense
3990	Patron/Trustee Contribution to Capital Building Expense
3991	Other State Capital Building Expense



Recording Supplier Invoices

File Edit View Modules Settings Connected services Tools Favourites WeLinks Software updates Help

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Bank feeds

Nominal codes
Transactions
Departments
Diary

New Edit Wizard Duplicate Batch changes Activity **Batch invoice** Batch credit Supplier payment Aged balances Price lists Suggest payments Disputes Contra entries Refund Write offs & returns Communications Delete Swap Clear

Refresh Filter Search... **All records (5)**

A/C	Name	Inactive	Balance	Cr
BUS001	Bus company		0.00	
DAT001	Datapac		0.00	
ODH001	O'Doherty Books		0.00	
ONH001	O'Neill Heating contractor		0.00	
SCH001	School Cleaners		0.00	

Batch Supplier Invoice

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Calculate net (F9) Pay in full (F3) Memorise Recall Print list Send to Excel

A/C School Cleaners Tax Rate

N/C Contract Cleaners Expense

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	VAT	Gross	Displ
BUS001	+	30/04/2024	30/05/2024	1		4690	0	second years	1400.00	T9	0.00	1400.00	
DAT001	+	30/04/2024	30/05/2024	2		1461	5	Laptop	2400.00	T9	0.00	2400.00	
ODH001	+	30/04/2024	30/05/2024	3		1720	1	JC Books	24600.00	T9	0.00	24600.00	
ONH001	+	30/04/2024	30/05/2024	4		3940	9	Heating upgradae	15700.00	T9	0.00	15700.00	
SCH001	+	30/04/2024	30/05/2024	5		5150	0	April spring clean	2700.00	T9	0.00	2700.00	



Recording Supplier Payment

Option 1 – Show payment on the Batch Invoice screen

A/C

N/C

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*	Department*	Details	Net T/C*	Amount Paid	Pay Date	Bank A/C	Pay Ref
BUS001	+	30/04/2024	30/05/2024	1		4690	0	second years	1400.00 T9	1400.00	30/04/2024	1800	345
DAT001	+	30/04/2024	30/05/2024	2		1461	5	Laptop	2400.00 T9	0.00	//		
ODH001	+	30/04/2024	30/05/2024	3		1720	1	JC Books	24600.00 T9	0.00			
ONH001	+	30/04/2024	30/05/2024	4		3940	9	Heating upgradae	15700.00 T9	0.00	//		
SCH001	+	30/04/2024	30/05/2024	5		5150	0	April spring clean	2700.00 T9	0.00	//		

Option 2 – Supplier Payment

Supplier Payment - Current Account 1

Clear form | Pay in full (F3) | Wizard | Automatic | Department | Print list | Send to Excel

Bank Details

Bank A/C: 1800

Name: Current Account 1

Balance: 303760.00

Supplier Details

Account*: SCH001

Name: School Cleaners

Balance: 0.00

Payment Details

Date*: 30/04/2024

Reference: ET 1

Ex. Reference:

Amount: 2700.00

Show: All | From: // | To: // | List Invoice/Credit by

View	No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount €	Disputed?	Payment €
	13	PI	SCH001	30/04/2024	30/05/2024	5		n/a	April sprin...	n/a	2700.00		2700.00

Home

Apps and add-ons

Business dashboard

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Invoices and credits

Suppliers

New/edit | Activity | Batch invoice | Batch credit | Supplier payment

Refresh | Filter | Search...

A/C	Name
BUS001	Bus company
DAT001	Datapac
ODH001	O'Doherty Books



Supplier's ledger report

Supplier reports

Filters: All

Favourites

- Aged creditors
- Aged reconciliation
- Credit control and turnover
- Daily transactions
- Day books
- Departmental
- EC purchases
- GDPR

Favourites

Add the documents that you use most often to and removed by clicking the star icon. You can

Name	Desc
★ Aged Creditors Analysis (Summary)	
★ Day Books: Supplier Invoices (Detailed)	

FSSU Master Chart of accounts
Aged Creditors Analysis (Summary)

Date: 17/07/2024
Time: 18:18:19

Report Date: 30/04/2024
Include future transactions: No
Exclude Later Payments: No

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

A/C	Name	Credit Limit	Turnover	Balance	Future	Current
DAT001	Datapac	€ 0.00	2,400.00	2,400.00	0.00	2,400.00
ODH001	O'Doherty Books	€ 0.00	24,600.00	24,600.00	0.00	24,600.00
ONH001	O'Neill Heating contractor	€ 0.00	15,700.00	15,700.00	0.00	15,700.00
Totals:			42,700.00	42,700.00	0.00	42,700.00

FSSU Master Chart of accounts
Nominal Activity - Excluding No Transactions

Date: 17/07/2024
Time: 18:19:12

Date From: 01/01/1980
Date To: 30/04/2024

Transaction From: 1
Transaction To: 99,999,999

N/C From: 2100
N/C To: 2100

N/C: 2100 Name: Creditors Control Account Account Balance: 42,700.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
9	PI	30/04/2024	BUS001	1	second years	0	T9	1,400.00		1,400.00	-	-
10	PI	30/04/2024	DAT001	2	Laptop	5	T9	2,400.00		2,400.00	-	-
11	PI	30/04/2024	ODH001	3	JC Books	1	T9	24,600.00		24,600.00	-	-
12	PI	30/04/2024	ONH001	4	Heating upgradae	9	T9	15,700.00		15,700.00	-	-
13	PI	30/04/2024	SCH001	5	April spring clean	0	T9	2,700.00		2,700.00	-	-
14	PP	30/04/2024	BUS001	345	Purchase Payment	0	T9	1,400.00	1,400.00		-	N
15	PP	30/04/2024	SCH001	ET 1	Purchase Payment	0	T9	2,700.00	2,700.00		-	N
Totals:									4,100.00	46,800.00		
History Balance:											42,700.00	

Criteria for Aged Creditors Analysis (Summary)

Criteria Values

Enter the values to use for the criteria in this report

Supplier Ref: Between (inclusive) [] and ZZZZZZZZ

Report Date: To (inclusive) [] 30/04/2024

Inc Future Tran:

Exc Later Payments:

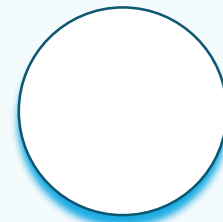
Preview a sample report for a specified number of records or transactions (0 for all) [0]

Help OK Cancel

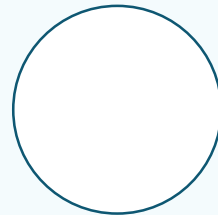




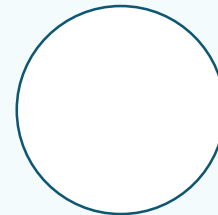
4. Accurate monthly reporting to the BOM



Recording journals



Nominal activity report review



Running Month end BOM reports

Recording Journals in Sage 50 - an overview

Journal to Account for monies due – eg VAT

1. Record VAT & RCT due to the Revenue

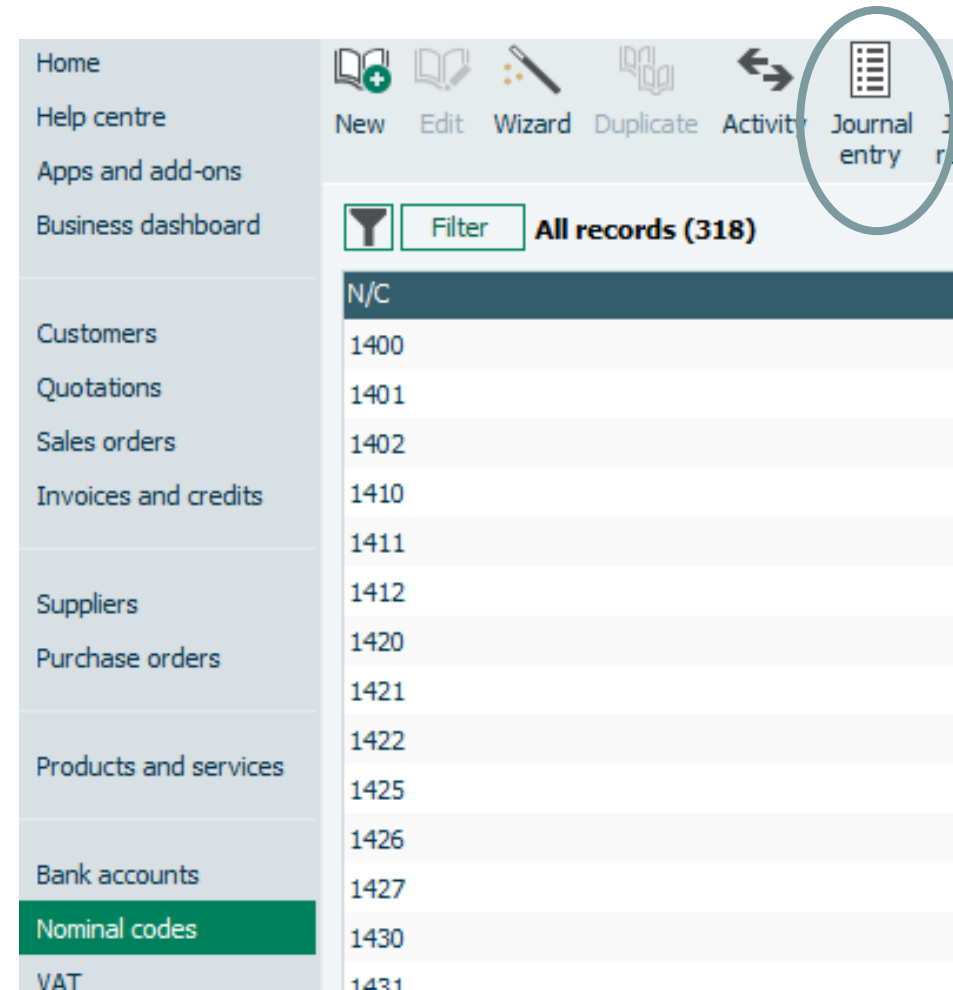
Journal Adjustment

2. Accounting for unspent grants at Year end

3. Audit adjustments including accruals & prepayments

Journal to reflect costs in the accounts using control accounts

4. Payroll journals



Recording the VAT Journal

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates Help

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Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments

New Edit Wizard Duplicate Activity Journal entry Journal reversal Chart of accounts Trial balance Profit & loss Balance sheet Ratio Comparative profit & loss Variances Prior year Delete Swap Clear Print list

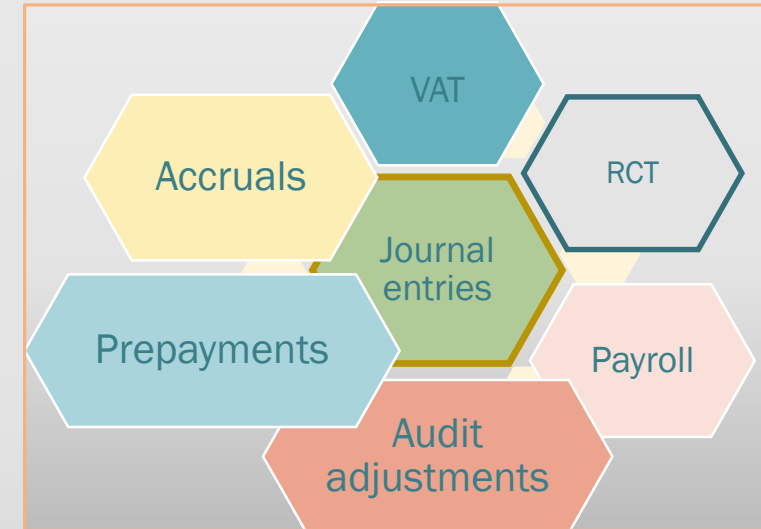
Refresh Filter Search... All records (352)

Journal Entry

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Memorise Recall Add attachment Print list Send to Excel

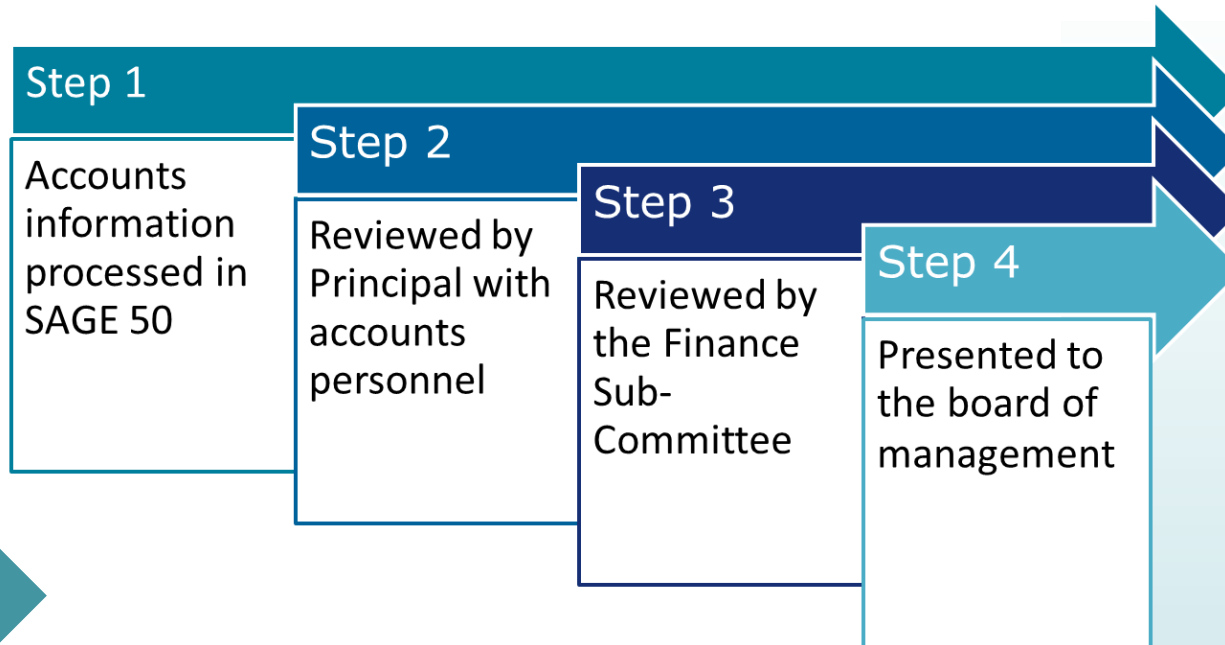
Reference Posting Date Balance
30/04/2024 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
5310	Repairs to Buildings and Grounds E...		0	Electrical repairs	T9	135.00	0.00
2260	Reverse VAT Control Account		0	Electrical repairs	T9	0.00	135.00



Reporting to the BOM

Complete
Accuracy
checklist



- List of balances on all School Bank accounts
- Bank reconciliation reports for all bank accounts
- Income & Expenditure report cumulative to reconciled month
- Balance Sheet Report from ***Brought Forward***
- Supplier Balances List
- Accruals/Income received in advance/Prepayments
- Capital Income and Expenditure (Department Reports)

BOM Income and Expenditure

From: Month 1, September 2023

To: Month 8, April 2024

Chart of Accounts: FSSU

	<u>Period</u>
Income	
Department Income	
3010 Capitation/Non Pay Budget	97,960.00
3289 Once-off cost of living grant	23,000.00
Total Department Income:	<u>120,960.00</u>
School Generated Income	
3390 School Administration Charges	1,980.00
Total School Generated Income:	<u>1,980.00</u>
Other Income	
TOTAL Income:	<u>122,940.00</u>
Expenditure	
Education Salaries	
4155 State Exam Salaries Expense	1,230.00
Total Education Salaries:	<u>1,230.00</u>
Education Other	
4690 Bus Hire Expense	1,400.00
Total Education Other:	<u>1,400.00</u>
Repairs Maintenance & Establishment	
5010 Caretaker Wages Expense	560.00
5150 Contract Cleaners Expense	2,700.00
5310 Repairs to Buildings and Grounds Expense	135.00
Total Repairs Maintenance & Establishment:	<u>3,395.00</u>
Administration Financial	
7450 Bank Charges Expense	100.00
Total Financial:	<u>100.00</u>
Depreciation	
TOTAL Expenditure:	<u>6,125.00</u>
NET PROFIT/(LOSS)	116,815.00

Running I&E Report in Sage 50

Review

Actual **Income** V Budget V Prior Year to date

Review Nominal activity and check for errors and follow up on unusual variances

Income postings are credits

Expenses are debits

Monitor the spending of Ringfenced Grants

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 2023 ▼ and 8: April 2024 ▼

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

Run & Review Nominal Activity report

Date: 17/07/2024 Page: 1
Time: 20:39:56

FSSU Master Chart of accounts
Nominal Activity - Excluding No Transactions

Date From: 01/09/2023 N/C From: 3010
Date To: 30/04/2024 N/C To: 7800
Transaction From: 1
Transaction To: 99,999,999

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
N/C: 3010 Name: Capitation/Non Pay Budget Account Balance: 97,960.00 CR												
1	BR	01/04/2024	1800	DE 1	Capitation grant	0	T9	97,960.00		97,960.00	-	N
Totals:										97,960.00		
History Balance:										97,960.00		
N/C: 3289 Name: Once-off cost of living grant Account Balance: 23,000.00 CR												
2	BR	02/04/2024	1800	DE 2	COL GRANT	0	T9	23,000.00		23,000.00	-	N
Totals:										23,000.00		
History Balance:										23,000.00		
N/C: 3390 Name: School Administration Charges Account Balance: 1,980.00 CR												
6	CR	17/04/2024	1950	123	third yr Parents	0	T9	1,980.00		1,980.00	-	N
Totals:										1,980.00		

Criteria for Nominal Activity - Excluding No Transactions

Criteria Values
Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) 3010 and 7800
Transaction Date: Between (inclusive) 01/09/2023 and 30/04/2024
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

Date: 17/07/2024 Page: 20
Time: 20:36:23

FSSU Master Chart of accounts 2024
BOM Income and Expendi

From: Month 1, September 2023 To: Month 8, April 2024
Chart of Accounts: FSSU

Income	Period
Department Income	
3010 Capitation/Non Pay Budget	97,960.00
3289 Once-off cost of living grant	23,000.00
Total Department Income:	120,960.00
School Generated Income	
3390 School Administration Charges	1,980.00
Total School Generated Income:	1,980.00



Monitoring the spending of School Grants & Income

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE	
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT
Book Grant	3150		Book Grant Expenses	4730	
Book rental income	3330		Book rental scheme expense	4740	
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641	
Supervision & Substitution Grant	3240		Supervision & Substitution Expense	4150	
Bus Escort Grant	3294		Bus Escort Salary Expense	4196	
DEASP School Meals Grant	3296		DSP School Meals Food Costs	4912	
COVID Minor Works Grant Non Capital	3277		COVID Minor Works Expense Non Capital	5316	
Junior Cert Free Schoolbook grant	3151/3152		JC Free book - admin salary and expense codes	4113/4731	
ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410	
ICT Grant - Capital	3921		Capital: ICT	1460	

Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Surplus/Deficit €
3310	Transition Year Income		4590	Transition Year Expense		
*If the board allocate the TY Grant to the TY year, then this can be included here as well						
3495	Mock Exam Income		4750	Mock Exam Expense		
3490	After School Study Income		4190	After School Study Expense		
3520	School Musical Income		4720	School Musical Expense		
3530	School Tours Income		4710	School Tour Expense		



Running Balance Sheet in Sage 50

Guide on Preparing Month End Reports for Accounts Personnel in Voluntary Secondary Schools

Revised version June 2023

Page: 1

Prior Year

2021 - Aug 20, XX

Date: 17/07/2024 FSSU Master Chart of accounts 2023/2024
 Time: 20:41:44 **BOM Balance Sheet**

Chart of Accounts: FSSU

Period

Brought Fwd - Apr 2024

Fixed Assets

Fixed assets		
1461 Capital: ICT Additions		2,400.00
Total Fixed assets:		2,400.00
TOTAL Fixed Assets:		2,400.00

Current Assets

Debtors and Prepayments		
1720 Prepayments		24,600.00
Total Debtors and Prepayments:		24,600.00
Current Account		
1800 Current Account 1		297,120.00
Total Current Account:		297,120.00
Cash Account		
1950 Cash Control Account		80.00
Total Cash Account:		80.00
TOTAL Current Assets:		321,800.00

Current Liabilities

Creditors		
2100 Creditors Control Account		42,700.00
Total Creditors:		42,700.00
Accruals		

Criteria for BOM Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) Brought forward 9: 20 and 8: April 2024

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

Fixed Assets			
1420 Capital: Fixed Fittings & Equipment	369,232.83		360,511.83
1430 Accumulated Depreciation: Fixed Fittings	(351,805.00)	3.1 Fixed assets	(351,805.00)
1460 Capital: ICT	186,413.00	Check additions	174,913.00
1470 Accumulated Depreciation: ICT	(138,690.00)		(138,690.00)
Total Fixed assets:	65,150.83		44,929.83
TOTAL Fixed Assets:	65,150.83		44,929.83
Current Assets			
Debtors and Prepayments			
1720 Prepayments	5,679.00	3.2 Debtors & prepayments	5,679.00
Total Debtors and Prepayments:	5,679.00		5,679.00
Current Account			
1800 Current Account	277,155.58	3.3 Agrees to bank reconciliations & cash held	297,376.58
1810 Deposit Account	156,987.55		156,987.55
1815 Bank of Ireland Deposit Ac	100,093.50		100,093.50
1870 Online payment solution clearing account	350.00		500.00
Total Current Account:	534,496.63		554,967.63
Cash Account			
1900 Petty Cash Account	154.16		199.16
Total Cash Account:	154.16		199.16
TOTAL Current Assets:	540,329.79		560,745.79
Current Liabilities			
Creditors			
2100 Creditors Control Account	1,900.00	3.4 Agrees to aged creditors report	1,200.00
Total Creditors:	1,900.00		1,200.00
Accruals			
2105 School Income Received in Advance	123,589.36	3.5 Current liabilities accruals	123,589.36
2150 Grants Received in Advance	58,758.20		56,768.20
2151 Book Grant received in advance	11,626.00		11,592.00
2166 Covid Minor Works Grant Unspent . in	57,880.83		59,400.00
2181 Covid Aide Grant Unspent. In before 1st	1,519.17		1,519.17
2182 Covid Capitalation for Cleaning and PPE	28,194.00		25,194.00
2183 Covid Supervision & Substitution Grant	7,769.00		17,290.00
2230 PRD/AscControl Account	0.41		0.41
2250 PAYE/PRSI Control	2,077.00		2,077.00
2260 Reverse VAT Control Account	(0.25)		(0.25)
2270 RCT Control Account	(0.18)		(0.18)
2440 Accruals	5,413.00		5,413.00
Total Accruals:	296,826.54		302,842.71
Current Account			
1850 Purchase Card Account	952.00	3.3 Agrees to credit card statement	1,009.00
Total Current Account:	952.00		1,009.00



Month end reporting accuracy checklist

See FSSU website webinar section



Month end reports		Comments	Month:	Check
1	A list of balances on all school bank and cash accounts	Run from the print list in the Bank module. The bank balance showing here is always the latest bank balance at time of printing.		
2	Bank reconciliation report for all school bank accounts	Check that the <i>Cashbook balance</i> in this report agrees to the relevant bank balance in the <i>Balance sheet</i> Outstanding items reviewed for accuracy. Duplicates or errors are corrected		
3	Income & Expenditure report	The final net profit/loss should agree to the Income & expenditure figure showing at the end of the Capital & Reserves section in the Balance Sheet		
4	Balance sheet report from B/F	Cumulative balances to the month end being reported on. The bank rec reports and the Aged Creditor balances should also be generated to this same month end date and balances should always be cross checked		
5	List of Supplier balances	The total of this list should agree to the balance in code 2100 in the Balance sheet at the month end		
6	List of Accruals/Income in advance/prepayments	Department report for Income in advance and total to agree to balance in code 2105. Listing of prepayments agreed to balance in code 1720. Listing of accruals agreed to balance in code 2440.		
7	Capital Income & Expenditure account report (if applicable).	Info generated from a department report from Sage which analyses the movement on the various nominal accounts		

Sage 50 Spring Webinars

Watch back recent Spring Webinars

Reviewing & Finalising BOM Monthly Reports

Date held: Thursday April 25th

> Watch webinar recording

BOM Monthly Reporting & Maintaining an Accurate Suppliers ledger

Date held: Thursday March 21st

> Watch webinar recording

BOM Monthly Reporting & Managing the Transition to the Bank Feeds Module

Date held: Thursday February 22nd

> Watch webinar recording

FSSU > Post-Primary > Topics > Sage 50 Accounts

All Topics

Sage 50 Accounts

Sage 50 Accounts

Current Topics

- Watch back Sage 50 Spring Webinars

Generating monthly Board of Management reports in Sage 50 Guidance notes

Run a Trial balance to the month being reported on

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



Conclusion: Regular & accurate recording



Do the ordinary things well – each month

1. Record all transactions carefully and have the supporting paperwork
2. Bank rec report for all bank accounts
3. Reviewing the BOM reports is vital – Practice and familiarity
4. Review the general ledger activity report monthly
5. Review Accounts with principal within 10 days of month end
6. Make any necessary changes and run & file the final BOM Reports monthly (without fail). Cross check reports
7. After completing the accuracy checklist, Distribute the pack to the Board 3 days before meeting



Additional training videos on our website @ www.fssu.ie



All Topics

Sage 50 Accounts ▾

- Chart of Accounts
- Training & Videos
- Sage 50cloud
- Manual & Guides
- Bank Feeds
- Bank & Suppliers Module
- Installing Sage on another PC
- Guide on Preparing Month End Reports
- Budget in Sage 50
- Upgrade your Version
- The Year End

Sage 50 Accounts

Current Topics

- Watch back Sage 50 Spring Webinars
- Standardising the chart of accounts August
- Upgrading to Sage50Cloud & Setting up Remote Data Access
- Budget Import Process for new Financial Year-Short Video

Chart of Accounts	Training & Videos	Sage 50cloud
Manual & Guides	Bank Feeds	Bank & Suppliers Module
Installing Sage on another PC	Guide on Preparing Month End Reports	Budget in Sage 50
Upgrade your Version	The Year End	Purchasing Sage 50



**If you have any further questions
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