



Online Annual Accounts Submission User Manual

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

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Accessing the FSSU Online Portal

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:



Edge
Microsoft



Firefox
Mozilla Foundation



Chrome
Google



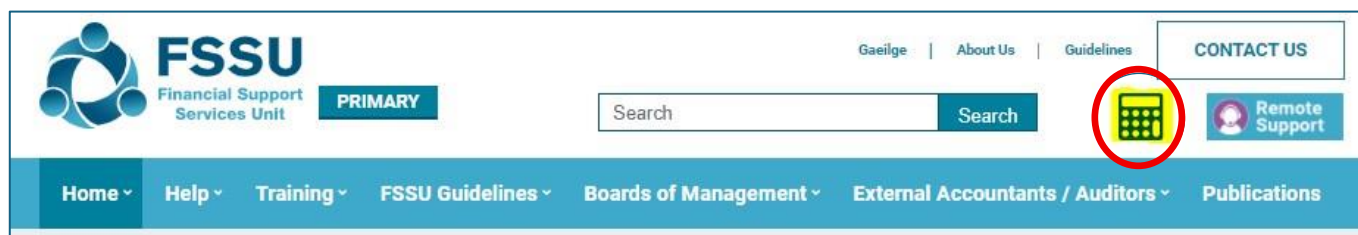
Opera
Opera Software

To access the FSSU online portal, login to our website – www.fssu.ie

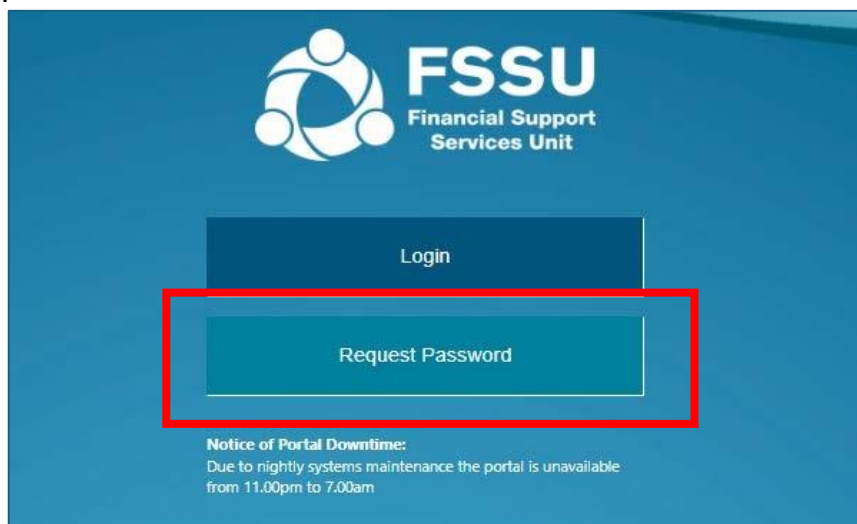
Choose Primary or Post-Primary



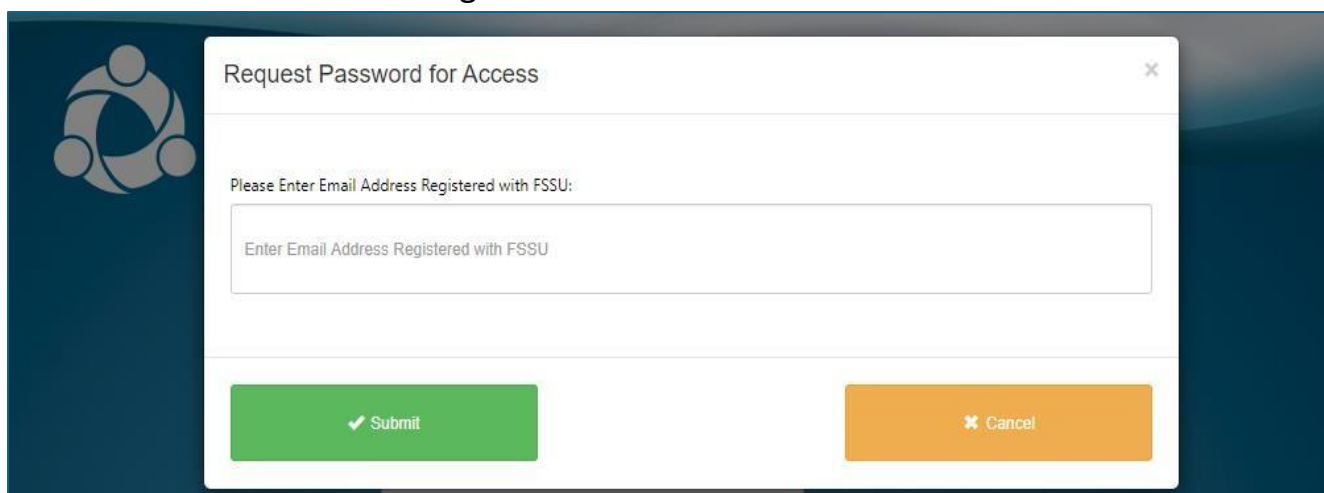
Click on the calculator icon on the homepage to access the login page



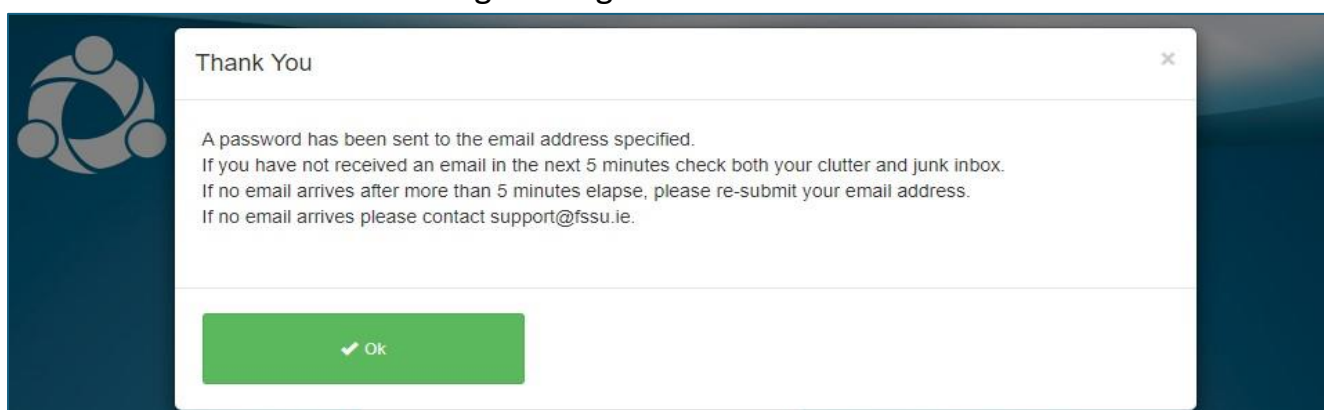
Click Request Password



Enter the Email Address Registered with FSSU and click Submit

The image shows a 'Request Password for Access' dialog box. It has a title bar with the FSSU logo and a close button (X). The main content area contains the text 'Please Enter Email Address Registered with FSSU:' followed by a text input field with the placeholder text 'Enter Email Address Registered with FSSU'. At the bottom, there are two buttons: a green 'Submit' button with a checkmark icon and an orange 'Cancel' button with an X icon.

You will receive the following message. Click OK.

The image shows a 'Thank You' dialog box. It has a title bar with the FSSU logo and a close button (X). The main content area contains the following text: 'A password has been sent to the email address specified. If you have not received an email in the next 5 minutes check both your clutter and junk inbox. If no email arrives after more than 5 minutes elapse, please re-submit your email address. If no email arrives please contact support@fssu.ie.' At the bottom, there is a green 'Ok' button with a checkmark icon.

Go to your email inbox to access your password.

Follow the “Click here to access portal” link to bring you back to the login screen.

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

Please note the password is valid for **72 hours**. If you still require access to the portal after this time you will need to generate a new password by following the steps outlined above.

Login using your email address and password

- Your email address is the one used to access your password
- Enter the password that was emailed to this account
- Enter the result of the equation into the third box
- Click OK to login.

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK Clear

Updating Practice Details

Each firm must nominate an engagement partner who will be the point of contact with the FSSU. Before starting the submission process, the engagement partner must complete the “Update Practice Details” section which can be accessed by clicking the orange banner at the top of the page.

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

In this section, the engagement partner must confirm that the practice holds a current practicing certificate and current professional indemnity insurance.

Practice Details

Engagement Partner

School List

User List

Please remember to click 'Save & Submit' in the bottom right of your screen after you have made any changes to this page.

Practice Details

Practice Name:
Testing Accountant & 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

Eir Code:


Practice Status:
Active


Engagement Partner

First Name:
John

Last Name:
Tester

eMail:
fssutester@gmail.com

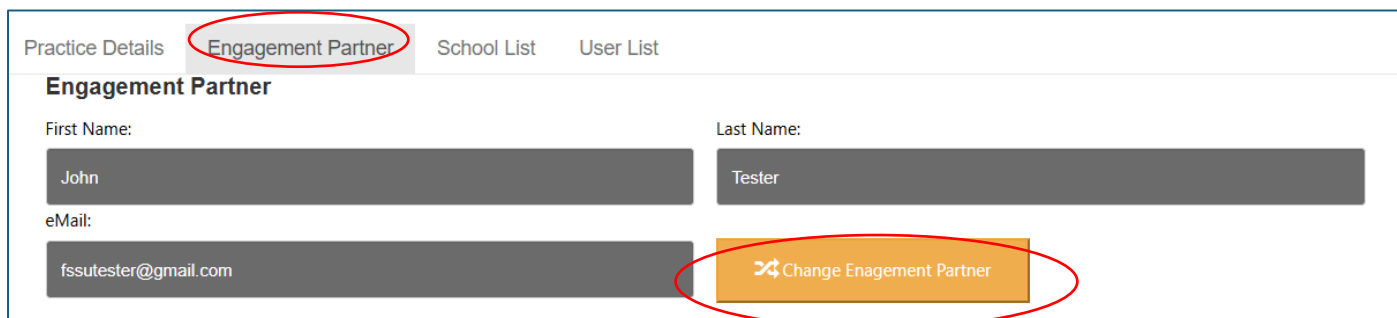
 Change Engagement Partner

[9] Active School(s)
 Request New School Link

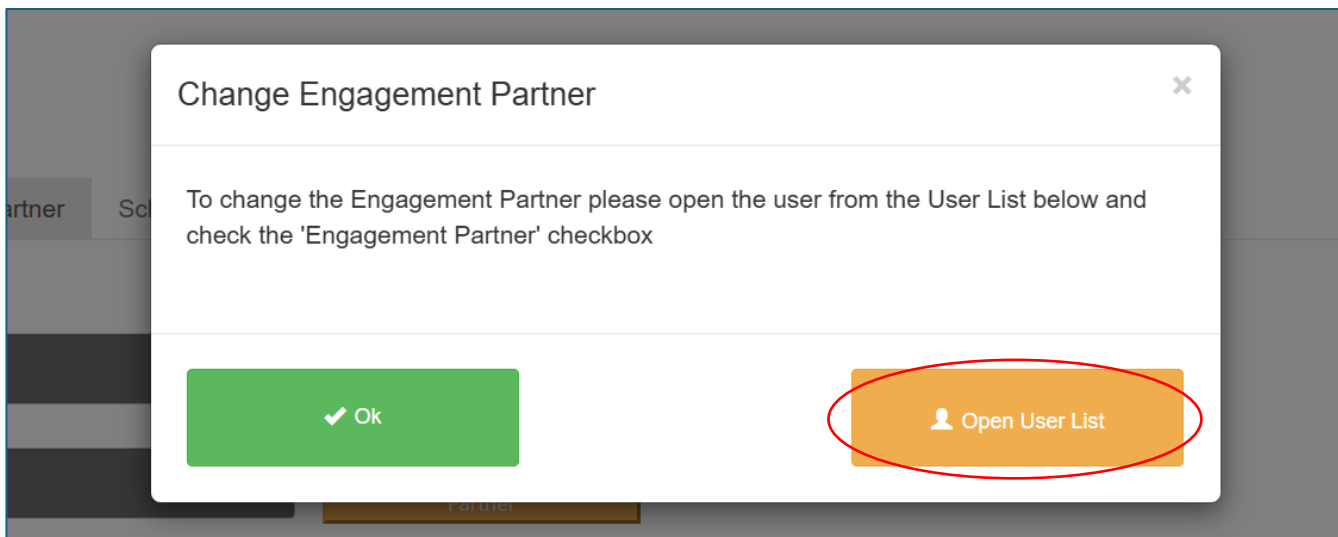
Updating the Engagement Partner details

If you wish to nominate another engagement partner, you can do so on the engagement partner tab.

Click 'Change Engagement Partner' box



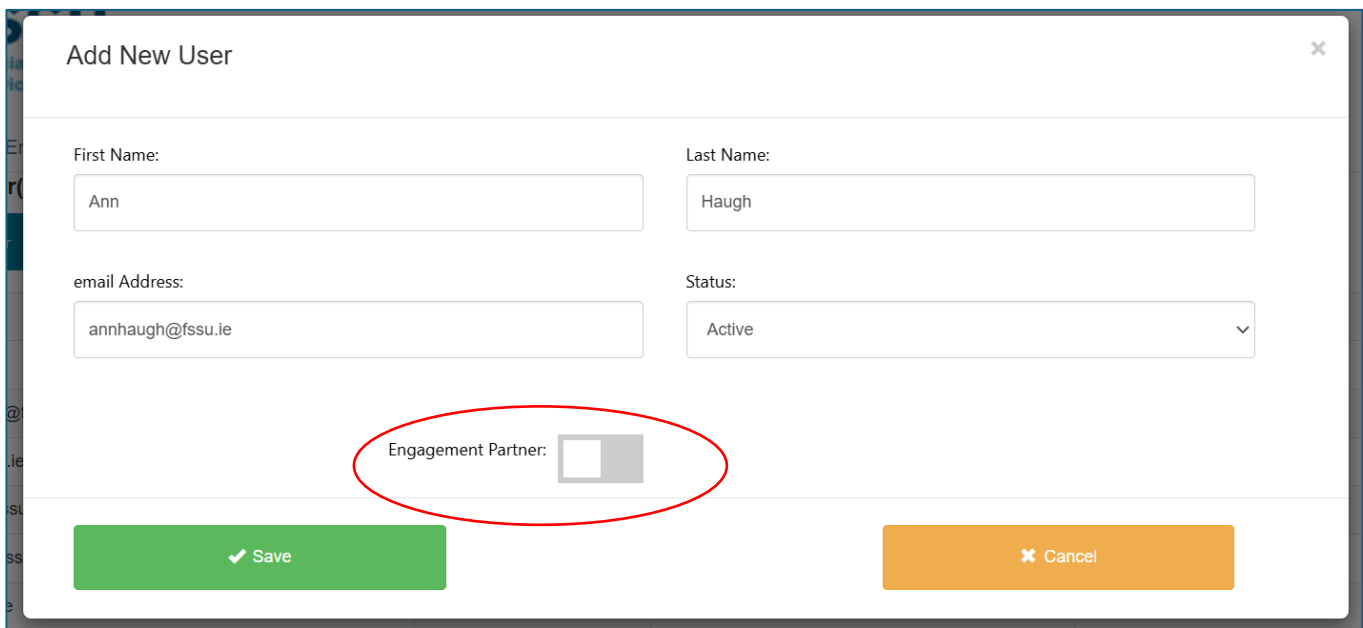
Click open user list. This is a list of users already set up. If the user is listed, you can reassign them as the engagement partner. If the user is not listed, you should go to the user list tab and set them up first.



To change the engagement partner, select the user from the list

<i>Username</i>	<i>Status</i>	<i>Name</i>	<i>Registered</i>
anotherfssutesting@gmail.com	Active	Ann Other	Registered
cathygunning@fssu.ie	Active	Cathy Gunning	Registered
eileenahern@fssu.ie	Active	Eileen Ahern	Registered
margahern@gmail.com	Active	Marg Ahern	Registered
marthamurphy@fssu.ie	Active	Martha Murphy	Registered
fssutesting@gmail.com	Active	Mary Tester	Registered

Click on the Engagement Partner check box

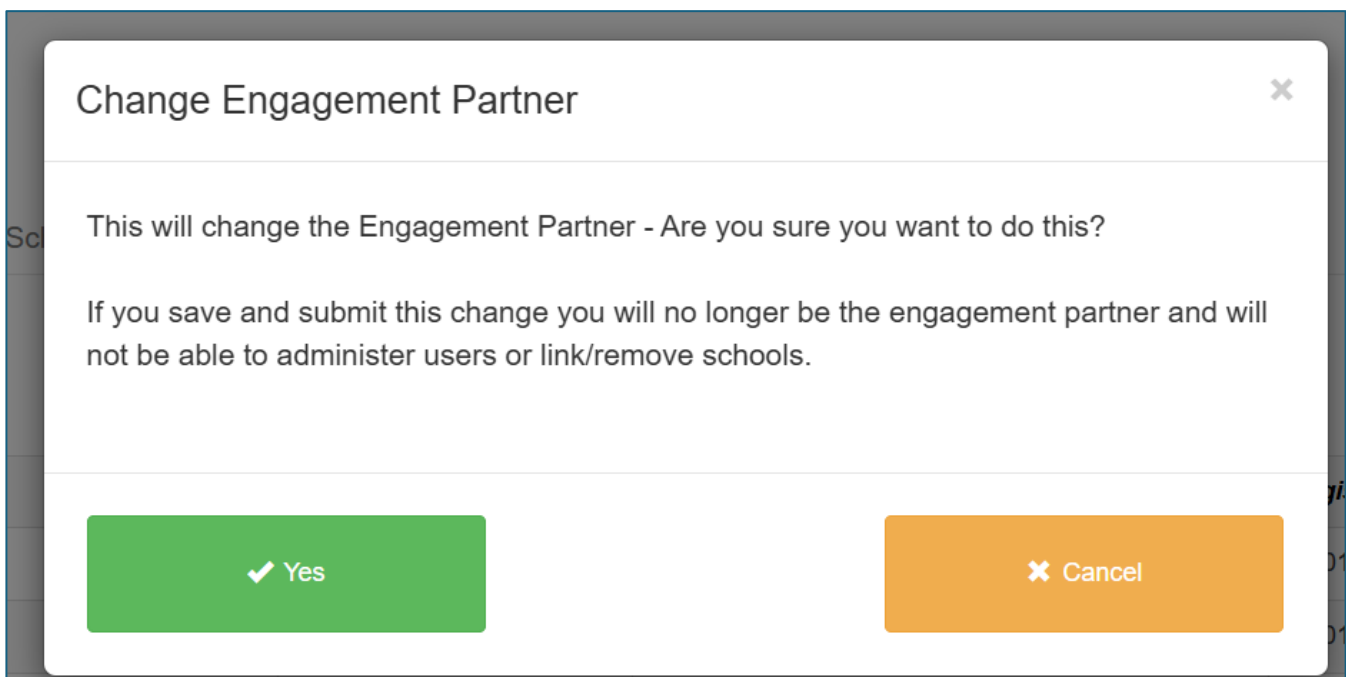


The 'Add New User' dialog box contains the following fields and controls:

- First Name:** Text input field containing 'Ann'.
- Last Name:** Text input field containing 'Haugh'.
- email Address:** Text input field containing 'annhaugh@fssu.ie'.
- Status:** Dropdown menu with 'Active' selected.
- Engagement Partner:** A checkbox, currently unchecked, which is circled in red.
- Buttons:** A green 'Save' button with a checkmark icon and an orange 'Cancel' button with an 'X' icon.

Confirm the update

Click Yes to proceed

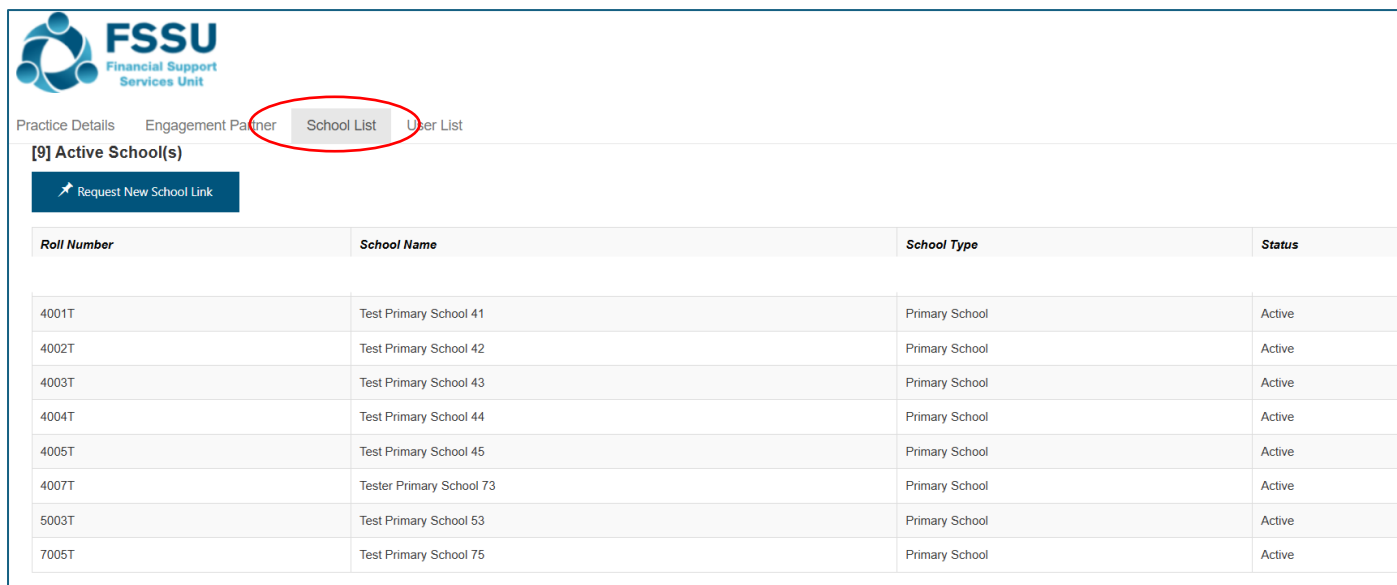


The 'Change Engagement Partner' dialog box contains the following text and controls:

- Title:** 'Change Engagement Partner'.
- Message:** 'This will change the Engagement Partner - Are you sure you want to do this?' followed by 'If you save and submit this change you will no longer be the engagement partner and will not be able to administer users or link/remove schools.'
- Buttons:** A green 'Yes' button with a checkmark icon and an orange 'Cancel' button with an 'X' icon.

Updating School List

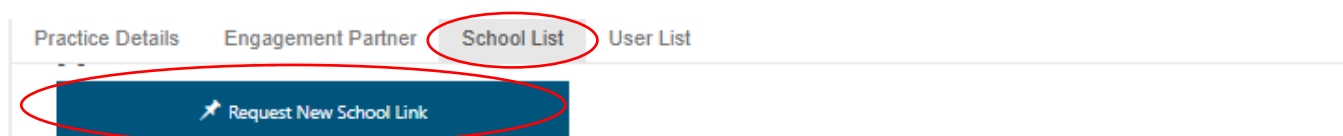
On the School List tab, you can view the current list of schools already linked to your practice.



The screenshot shows the FSSU Financial Support Services Unit interface. The 'School List' tab is selected and highlighted with a red circle. Below the tabs, there is a button 'Request New School Link' with a star icon. A table titled '[9] Active School(s)' displays the following data:

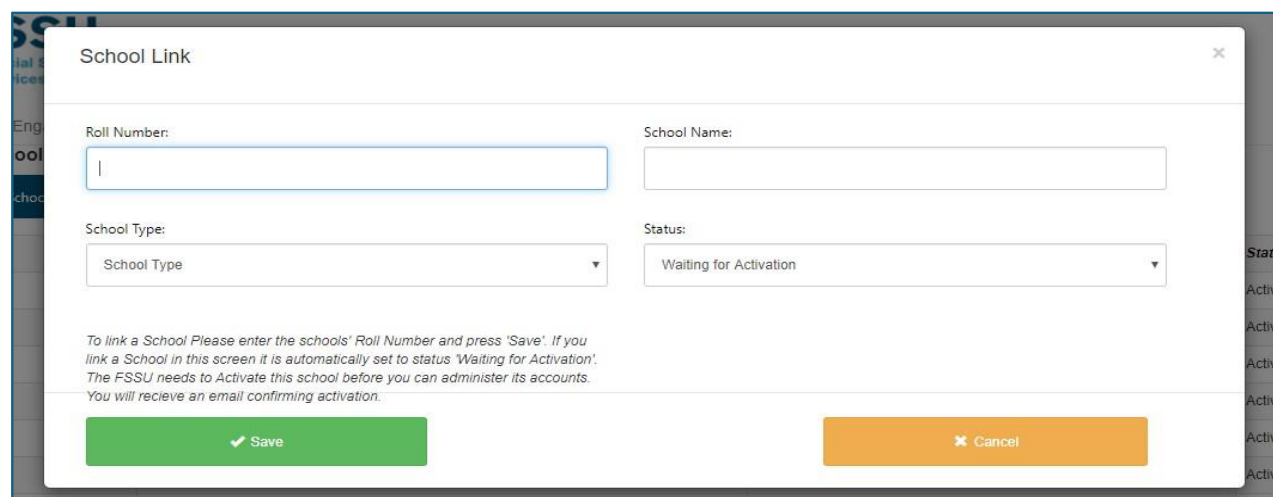
Roll Number	School Name	School Type	Status
4001T	Test Primary School 41	Primary School	Active
4002T	Test Primary School 42	Primary School	Active
4003T	Test Primary School 43	Primary School	Active
4004T	Test Primary School 44	Primary School	Active
4005T	Test Primary School 45	Primary School	Active
4007T	Tester Primary School 73	Primary School	Active
5003T	Test Primary School 53	Primary School	Active
7005T	Test Primary School 75	Primary School	Active

You can also request additional schools to be added to your list by clicking Request New School Link



This close-up screenshot shows the 'Request New School Link' button, which is a blue rectangle with a white star icon and the text 'Request New School Link'. The button is circled in red. Above it, the 'School List' tab is also circled in red.

Input the required information into the fields below and click Save. The status will default to Waiting for Activation as the FSSU will require confirmation from the school before activating this request. Once activated, you will receive an email confirming the activation,



The 'School Link' modal form contains the following fields and controls:

- Roll Number:** A text input field.
- School Name:** A text input field.
- School Type:** A dropdown menu with 'School Type' as the selected option.
- Status:** A dropdown menu with 'Waiting for Activation' as the selected option.
- Instructions:** A paragraph of text: "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."
- Buttons:** A green 'Save' button with a checkmark icon and an orange 'Cancel' button with an 'X' icon.

Removing a School from School List

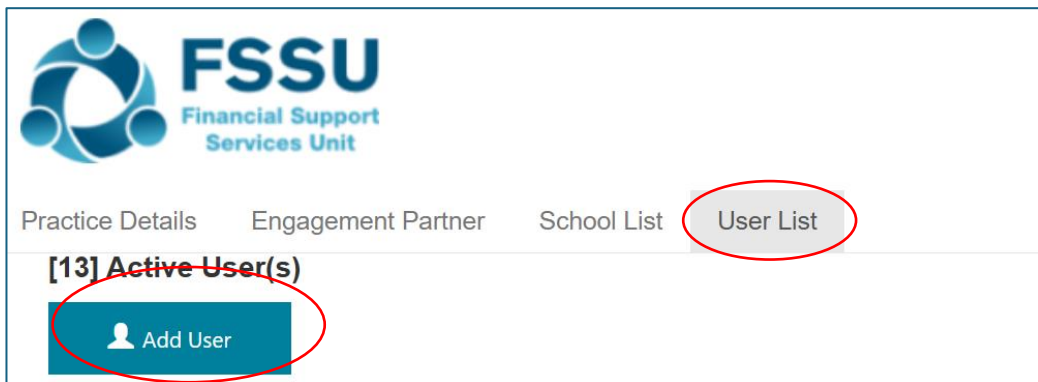
To request the removal of a school from your list, please email support@fssu.ie with the details.

Updating User List

Only the engagement partner has the ability to add new users and restrict access to existing users. Users can request their own password using their email address.

To add a new user:

On the User List tab, Click “Add User” button.



Complete the information required below.

A screenshot of the 'Add New User' form. The form contains fields for 'First Name', 'Last Name', 'email Address', and 'Status'. The 'Status' field is a dropdown menu with 'Active' selected. Below these fields is an 'Engagement Partner' checkbox. At the bottom of the form, there are two buttons: a green 'Save' button with a checkmark icon and an orange 'Cancel' button with an 'X' icon. The 'Save' button is highlighted with a red circle.


Review the status field to ensure inactive users are updated.

Click Save & Submit to save changes.

Please note inactive users will be permanently removed during annual system updates.

Submitting Annual Accounts on the FSSU Online Portal

The online portal displays all schools currently listed for submission by your practice



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

Download User Guide

User DetailsPrimary School(s)

User Details

Firm:Testing Accountant & CoUser:fssutester@gmail.comPerson:John TesterSchool Year:2022 / 2023

You currently have [8] Active School(s) Linked to Your Organisation

You currently have [4] School(s) Outstanding and In Progress for the School Year 2022 / 2023

[4] Primary School(s) Outstanding and In Progress

Roll	School	Locality	Status	Type	Details
4001T	Test Primary School 41		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 12:20:20
4002T	Test Primary School 42		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 14:38:12

You can use the **Filter** button to filter schools by Submission Status.

Filter

Select the relevant school by clicking on the school roll number or school name

[4] Primary School(s) Outstanding and In Progress					
Roll	School	Locality	Status	Type	Details
4001T	Test Primary School 41		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 12:20:20
4002T	Test Primary School 42		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 14:38:12
4005T	Test Primary School 45		Outstanding	Primary School	
5003T	Test Primary School 53		Outstanding	Primary School	

Click confirm to begin submission

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 are signed by:

Primary: chairperson and treasurer.

Post Primary: chairperson and another board member.

Note: In Comprehensive Schools and 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. A copy of the authorisation 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

The User Details section will be pre-populated

User Details

Last Saved fssutesting@gmail.com - 15/07/2025 12:24:57

Firm Name:

Test Accountants 2312312

User Name:

fssutesting@gmail.com

School Year:

2024/2025

Submission Status:

In Progress

In the School Details sections, confirm if accounts are audited or not audited

School Details

School Name:

Test Primary School 41

Roll Number:

4001T

Audited Accounts:

Audited



Inputting the Trial Balance

The trial balance can be input manually or imported by file upload.

Manual Input

Each section of the trial balance is broken down under the following headings

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

Locate the relevant nominal code and type in the amount into the DR or CR columns

Back

Save

Export

Import TB

Submit

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncome

ExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

1400	Capital: Land and Buildings Cost B/Fwd	Fixed Asset	€		€	
1401	Capital: Land and Buildings Additions	Fixed Asset	€		€	
1402	Capital: Land and Buildings Disposals	Fixed Asset	€		€	
1410	Accumulated Depreciation : Land and Buildings B/Fwd	Fixed Asset	€		€	
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	€		€	

To import by file upload

To import the trial balance by file upload, you must use the import template which can be downloaded from our [website](#). A [short video](#) is also available to help you with this process.

FSSU Financial Support Services Unit **PRIMARY**

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- School Accounts
- School Accounts Submission**
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- Training Resources

Online Accounts Submission

Accounts Submission Process

- A pdf copy of the approved annual accounts is to be uploaded to the accounts portal, it is NOT necessary for accounts to be sent to the FSSU
- The schools trial balance is to be inputted to the accounts portal

> Access Accounts Portal
> User manual for accounts portal
> View online annual submission video

Trial Balance upload Process

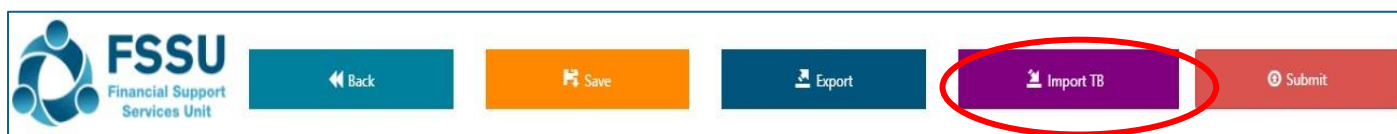
> View video
> View slides

- Option 1** – Copy and Paste Trial Balance in the specified Tab. Once complete, upload to portal.
> [12345G Portal Manual Import](#)
(Replace the sample Roll No. with the actual school's Roll No.)
- Option 2** – Enter amounts beside the Nominal Codes in the specified Tab. Once complete, upload to portal.
> [12345G Portal COA Import](#)
(Replace the sample Roll No. with the actual school's Roll No.)

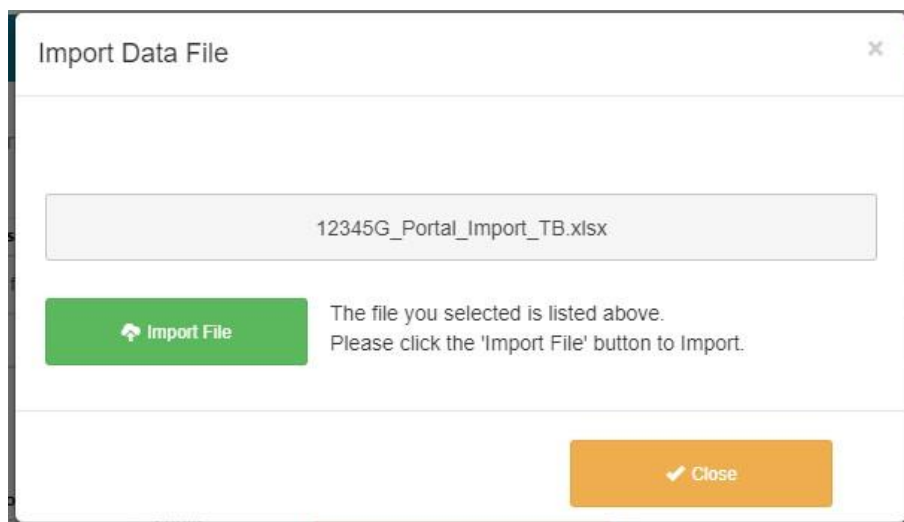
The import template is an excel workbook. Ensure the trial balance is input in the required format and the input has the relevant schools roll number at the top of the page. Save the import template file.

Please note that only nominal codes used in the FSSU Chart of Accounts will import. If an invalid nominal code is used, the cell colour will change to highlight this. Please review and amend before finalising the import file.

On the FSSU online portal, click on the Import TB button to import the file.



Browse to the location of the saved import template file to be imported and click open
Click import file to populate the trial balance amounts.



The difference field counts as a mandatory filed outstanding.

Check DR and CR total fields to ensure they agree and the difference field is zero.

0	€ 100,593	€ 100,593
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Completing the Charities Regulator Report

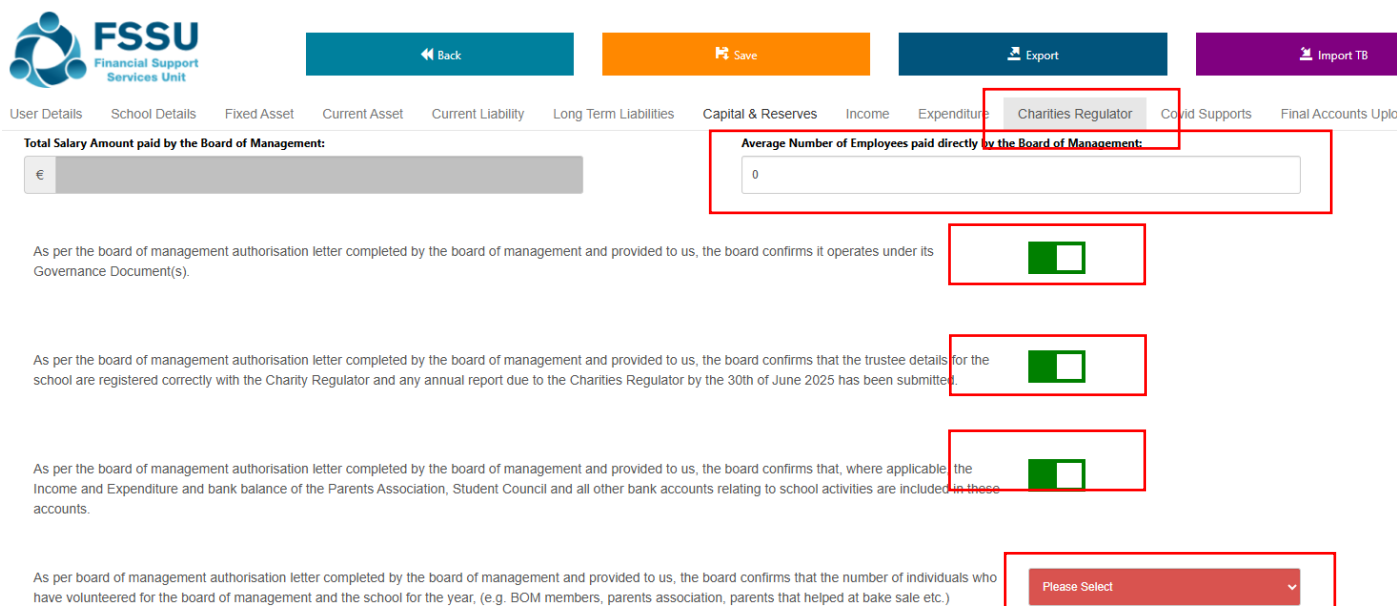
The Registered Charity Number field should be prepopulated. However, if the RCN field is blank, please contact the FSSU for further advice as this is a mandatory field.

The fields below are automatically populated from data input in the trial balance.

- ✓ Total School Income
- ✓ Total School Expenditure
- ✓ Total Salary Amount paid by the Board of Management

You will need the Board of Management Authorisation letter to complete the section below.

- ✓ Average number of employees paid directly by the board of management
- ✓ The board confirming it operates under its Governance Documents
- ✓ The board confirming all board members details are correctly registered with the Charities Regulator and any annual report due to the Charities Regulator by the 30th of June 2025 has been submitted
- ✓ The board confirming all bank accounts are included in the annual accounts
- ✓ The board confirming the number of individuals who have volunteered during the year.



FSSU
Financial Support
Services Unit

Back Save Export Import TB

User Details School Details Fixed Asset Current Asset Current Liability Long Term Liabilities Capital & Reserves Income Expenditure Charities Regulator Covid Supports Final Accounts Uplo

Total Salary Amount paid by the Board of Management: €

Average Number of Employees paid directly by the Board of Management: 0

As per the board of management authorisation letter completed by the board of management and provided to us, the board confirms it operates under its Governance Document(s).

As per the board of management authorisation letter 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 Charity Regulator and any annual report due to the Charities Regulator by the 30th of June 2025 has been submitted.

As per the board of management authorisation letter 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, Student Council and all other bank accounts relating to school activities are included in these accounts.

As per board of management authorisation letter completed by the board of management and provided to us, the board confirms that the number of individuals who have volunteered for the board of management and the school for the year, (e.g. BOM members, parents association, parents that helped at bake sale etc.)


Please Select

Completing the Covid Supports Section

The information required to complete this section will also be provided by the board in the Board of Management authorisation letter

- ✓ The board confirms that any unspent Covid 19 capitation related grants have been returned to the Department

Please note this does not include Covid Minor Works Grant Unspent



Back

Save

Export

Im

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Ac

Board of Management Declaration - Covid Supports

As per the board of management authorisation letter completed by the board of management, the board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021, 2021/2022 and 2022/2023 were prepared and where applicable the unspent amount was returned to the Department.

Please Select

Completing the final accounts upload section

You must upload a signed copy of the approved annual accounts.

The final accounts must be approved by the following:

- Primary Schools: Chairperson and treasurer
(Chairperson can nominate another board member)
- Post-Primary: Chairperson and another board member
(In Comprehensive Schools and Voluntary Secondary Schools, the Principal is not a board member)

The screenshot shows the FSSU Financial Support Services Unit interface. At the top, there is a navigation bar with the FSSU logo and several buttons: Back, Save, Export, Import TB, and a red button. Below the navigation bar is a menu with various sections: User Details, School Details, Fixed Asset, Current Asset, Current Liability, Long Term Liabilities, Capital & Reserves, Income, Expenditure, and Charities Regu. The 'Final Accounts Upload' section is highlighted with a red box. Below this section, there is a text box that says 'Please Upload Final Signed Accounts in PDF Format (Max size 10MB)'. Below this, there is 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.' Below this, there is a text box that says 'To ensure full compliance with the financial reporting obligations of the Department of Education, please ensure that the financial statements have been physically/electronically signed, not type signed by: Primary: the chairperson and the treasurer Post Primary: the chairperson and another board member Please note in Comprehensive Schools and Voluntary Secondary Schools the Principal is not a member of the board of management.' Below this, there is a button labeled 'Upload / Remove Final Signed Accounts Document' which is highlighted with a red box.

Click on upload / remove final signed accounts document.

The screenshot shows a blue button with a house icon and the text 'Upload / Remove Final Signed Accounts Document'.

Click on click to browse and select file and select pdf signed accounts file and click open.

The screenshot shows the FSSU Financial Support Services Unit interface with a file selection dialog open. The dialog is titled 'Final Accounts Upload' and contains the text 'PDF Document Only - 10MB Max Document Size'. It has a 'Delete Attachment(s)' button at the top, a 'Click to browse and select file' button in the center (highlighted with a red box), and 'Close' and 'Submit' buttons at the bottom. The background shows the same interface as the previous screenshot, with the 'Final Accounts Upload' section highlighted.

Chosen document will appear. Click Save Attachment and click Submit

The screenshot shows the 'Final Accounts Upload' page of the FSSU system. A modal window titled 'Final Accounts Upload' is open, displaying 'PDF Document Only - 10MB Max Document Size'. Inside the modal, a red box highlights the 'Delete Attachment(s)' button. Below it, a list of uploaded files shows 'SchoolAccounts.pdf'. At the bottom of the modal, there are buttons for 'Save Attachment', 'Close', and 'Submit'.

Saved Documents can also be removed if necessary

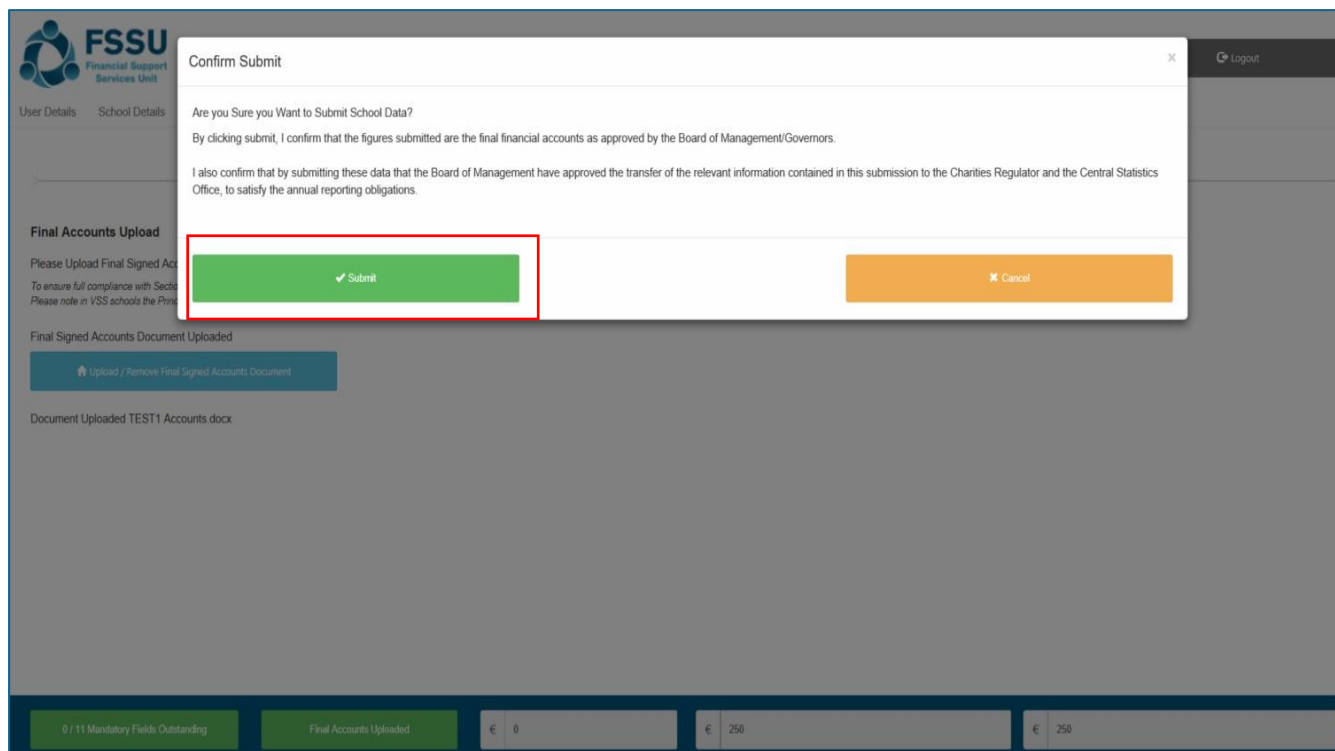
This screenshot shows the same 'Final Accounts Upload' page, but with a confirmation modal open. The modal asks 'Are you Sure you Want to Delete Selected Attachment(s)?'. A red box highlights the 'Delete' button (with a checkmark icon) and the 'Cancel' button (with an 'X' icon).

When all mandatory fields have been completed and the final accounts are uploaded, the submit button will turn green

Confirm your submission by clicking on submit

The screenshot shows the main 'Final Accounts Upload' page. At the top, a navigation bar contains buttons for 'Back', 'Save', 'Export', 'Import TB', and 'Submit'. The 'Submit' button is highlighted with a red box. Below the navigation bar, there are tabs for 'User Details', 'School Details', 'Fixed Asset', 'Current Asset', 'Current Liability', 'Long Term Liabilities', 'Capital & Reserves', 'Income', 'Expenditure', 'Charities Regulator', and 'Covid Supports'. The 'Final Accounts Upload' tab is active. The main content area contains a text field for a confirmation statement, a dropdown menu set to 'Yes', and a section titled 'Final Accounts Upload' with instructions and a note. At the bottom, there is an 'Upload / Remove Final Signed Accounts Document' button.

Reconfirm the submission by clicking submit again



Once the submission is complete, you will receive a confirmation email and a copy of the submission.

A confirmation email and a copy of the submission will also be sent to the Secretary to the Board of Management at the schools email address.

If you require any assistance, please call the FSSU Support Line on **01 910 4020 / 01 2690677** or email support@fssu.ie

