FSSU
Financial Support Services Unit

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

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:

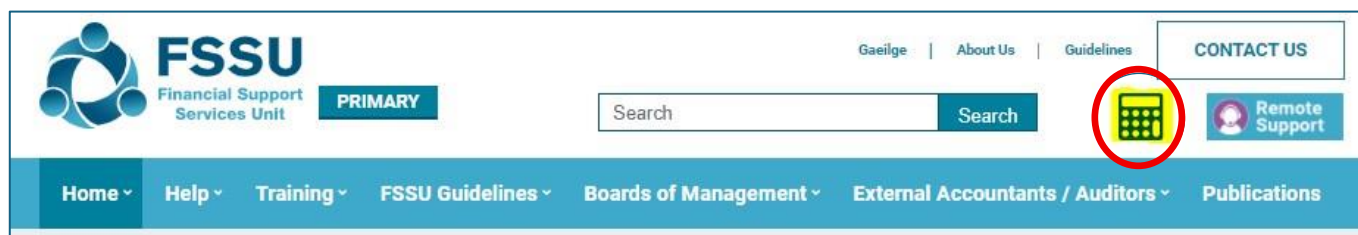| Edge | Firefox | Chrome | Opera |
| Microsoft | Mozilla Foundation | Google | Opera Software |

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

Choose Primary or Post-Primary

Welcome to the Financial Support Services Unit

In accordance with DES Circulars 60/2017 and 02/2018, the FSSU supports boards of management in the Community & Comprehensive, Primary and Voluntary Secondary School sectors. The FSSU supports boards of management in complying with the provisions of the Education Act 1998 in terms of transparency, accountability, and financial responsibility for State and other funding. The FSSU also supports boards of management in meeting their compliance requirements to other regulatory and statutory bodies. The FSSU is fully funded by the Department of Education and is hosted by the Secretariat of Secondary Schools Ltd.
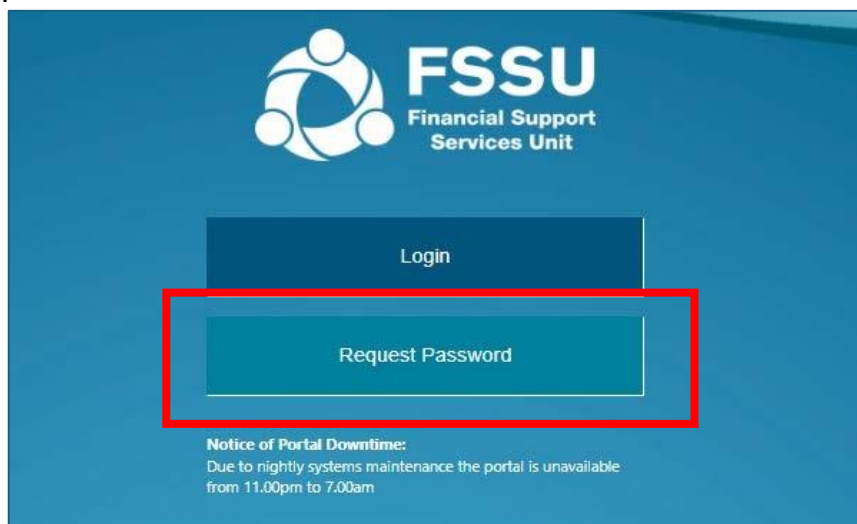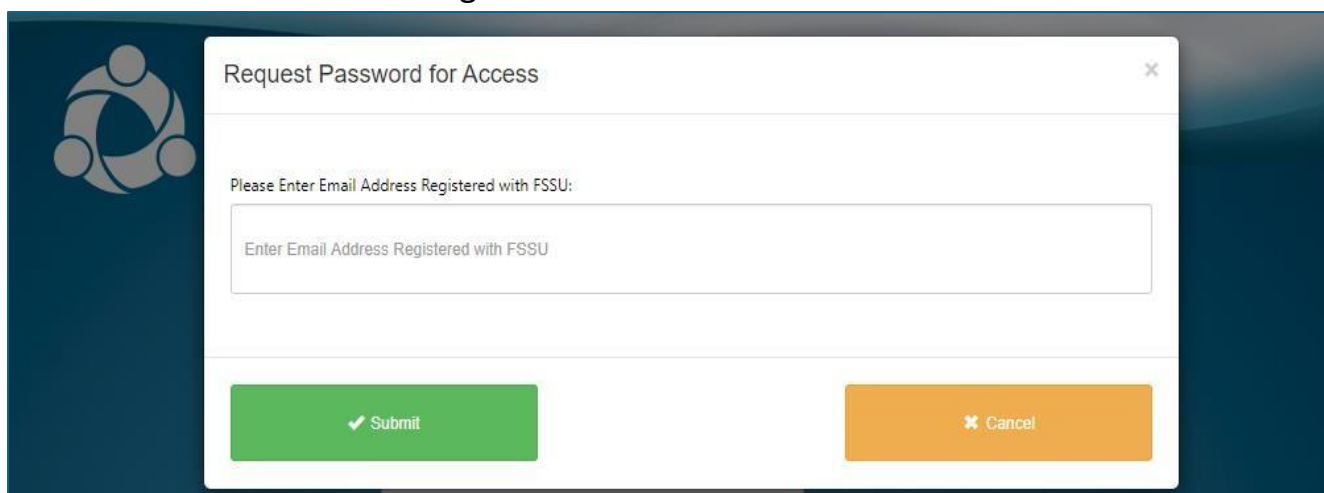
PRIMARY   **POST-PRIMARY**

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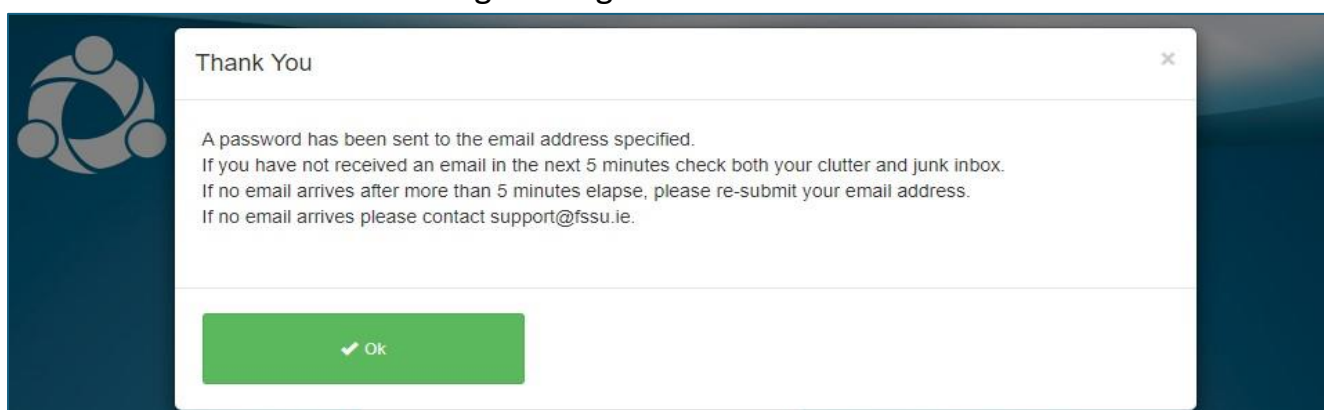
Click Request Password

Enter the Email Address Registered with FSSU and click Submit

You will receive the following message. Click OK.

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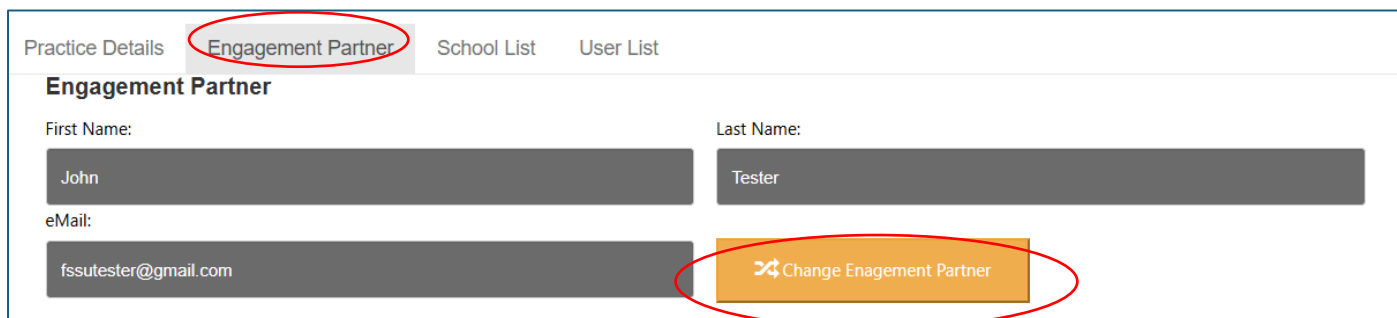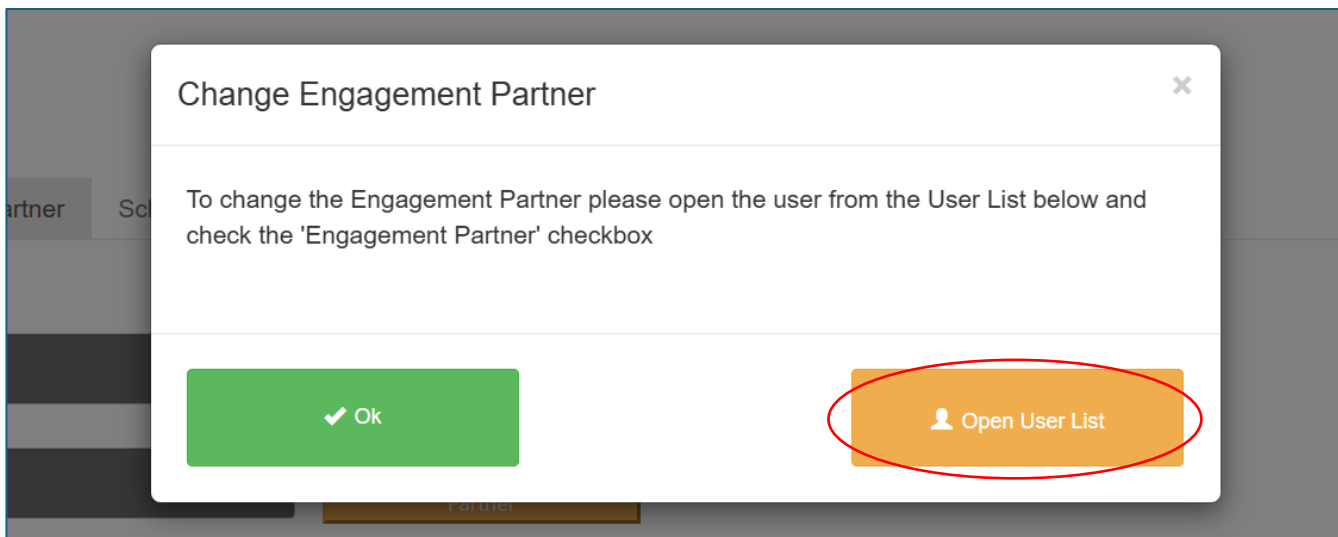
Updating the Engagement Partner details
If you wish to nominate another engagement partner, you can do so on the engagement partner tab.

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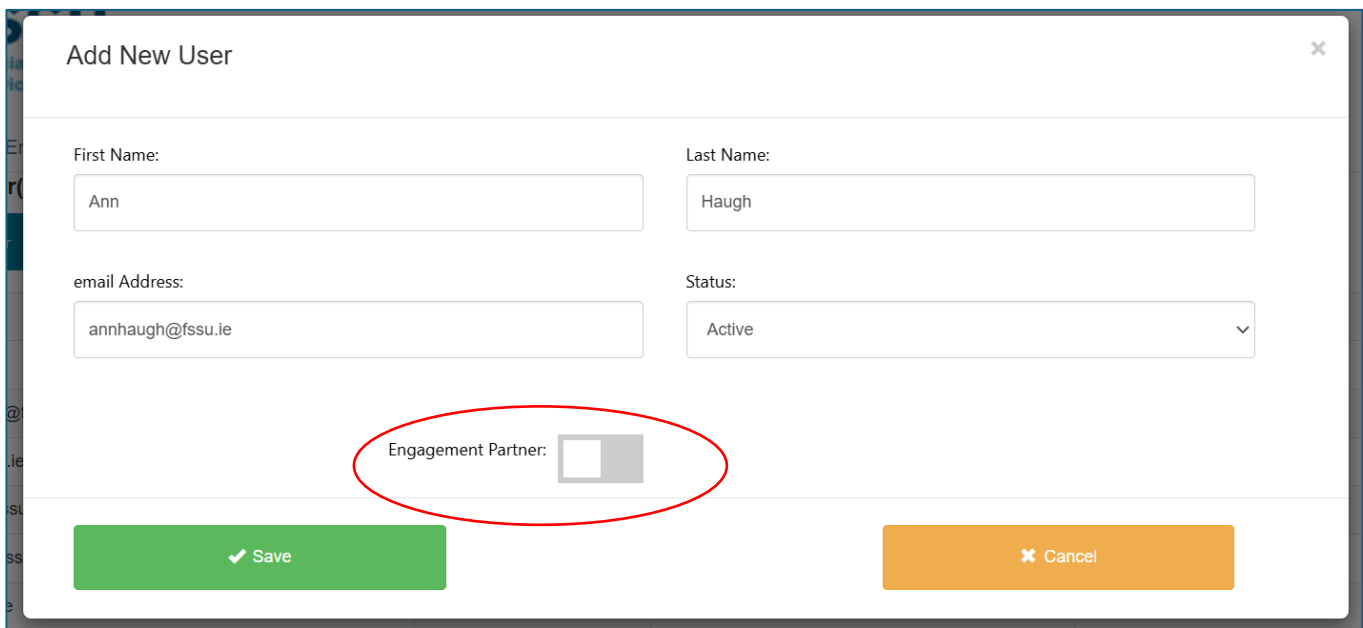
Click open user list. This is a list of users already set up. If the user is listed, you can reassign them as the engagement partner. If the user is not listed, you should go the user list tab and set them up first.

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

Username	Status	Name	Registered
annotherfssutesting@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
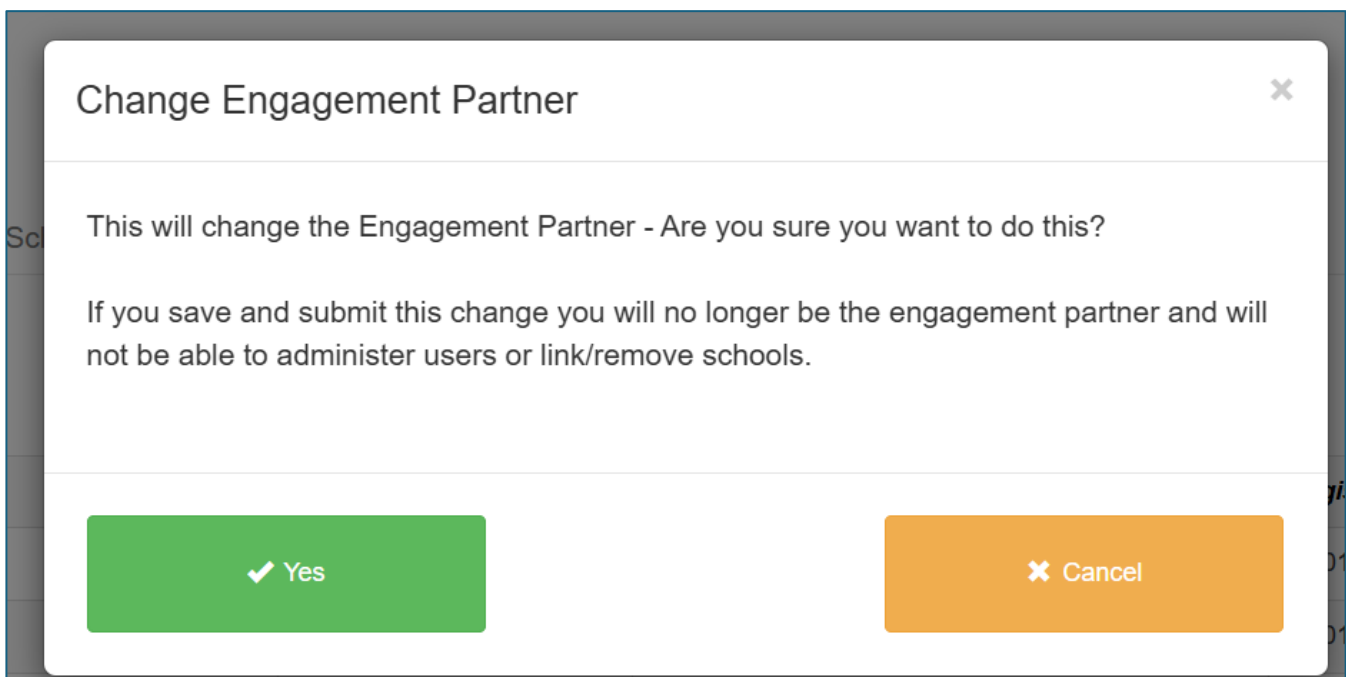
Confirm the update

Click Yes to proceed

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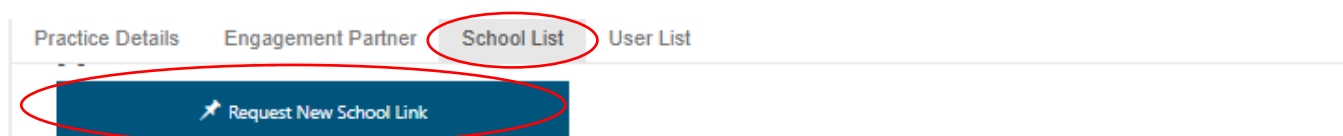
On the School List tab, you can view the current list of schools already linked to your practice.

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

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,

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.
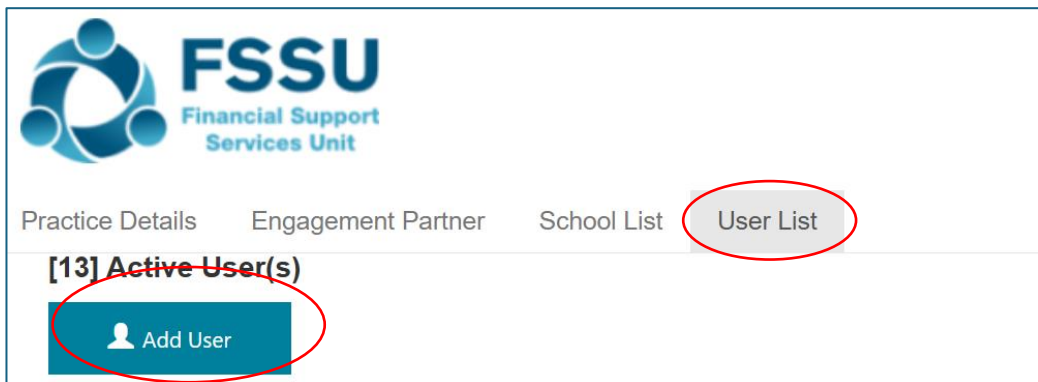
Complete the information required below.

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

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

Select the relevant school by clicking on the school roll number or school name
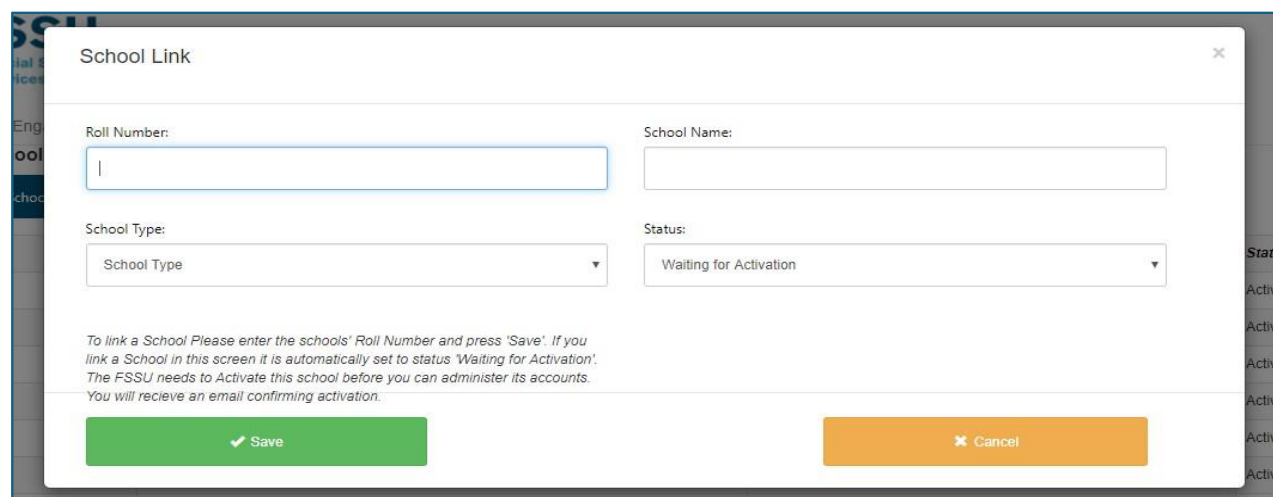
Roll	School	Locality	Status	Type	Details
4001T	Test Primary School 41		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 12:20:20
4002T	Test Primary School 42		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 14:38:12
4005T	Test Primary School 45		Outstanding	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:	User Name:	School Year:	Submission Status:
Test Accountants 2312312	fssutesting@gmail.com	2024/2025	In Progress

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

School Details

School Name:	Roll Number:	Audited Accounts:
Test Primary School 41	4001T	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

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.

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.
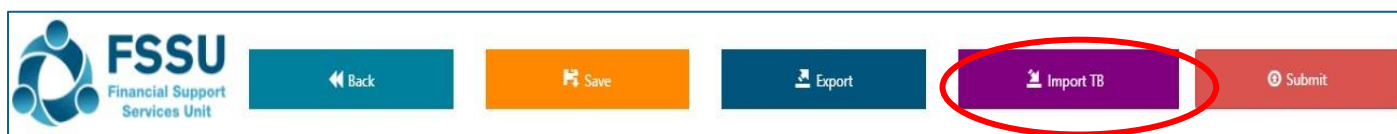
Browse to the location of the saved import template file to be imported and click open
Click import file to populate the trial balance amounts.
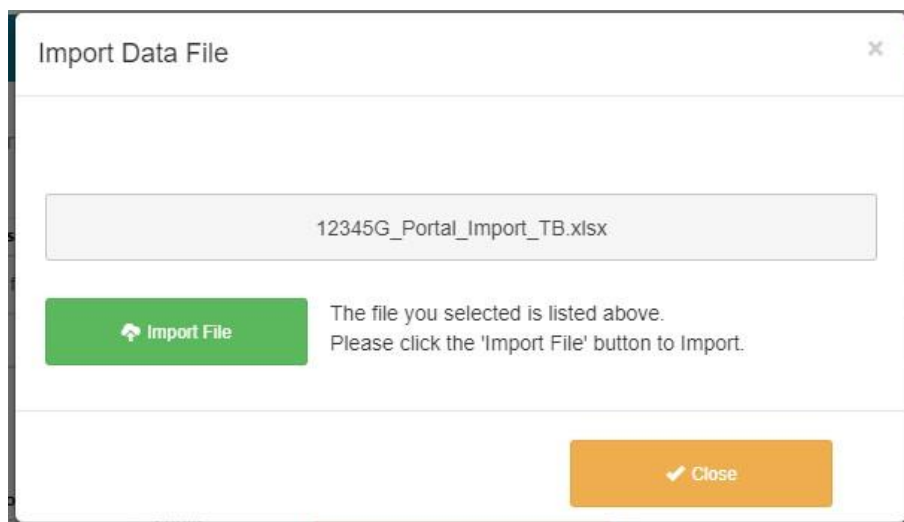
The difference field counts as a mandatory filed outstanding.

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

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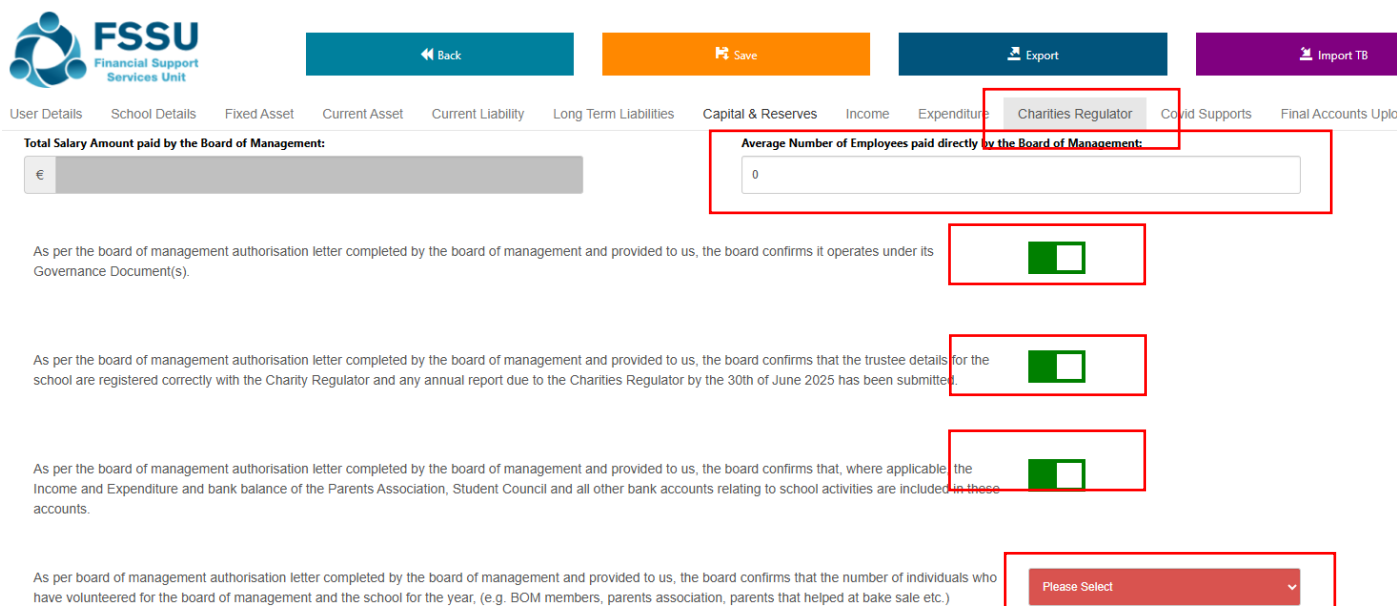
The Registered Charity Number field should be prepopulated. However, if the RCN field is blank, please contact the FSSU for further advice as this is a mandatory field.

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.

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

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)

Click on upload / remove final signed accounts document.

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

Chosen document will appear. Click Save Attachment and click Submit

Saved Documents can also be removed if necessary
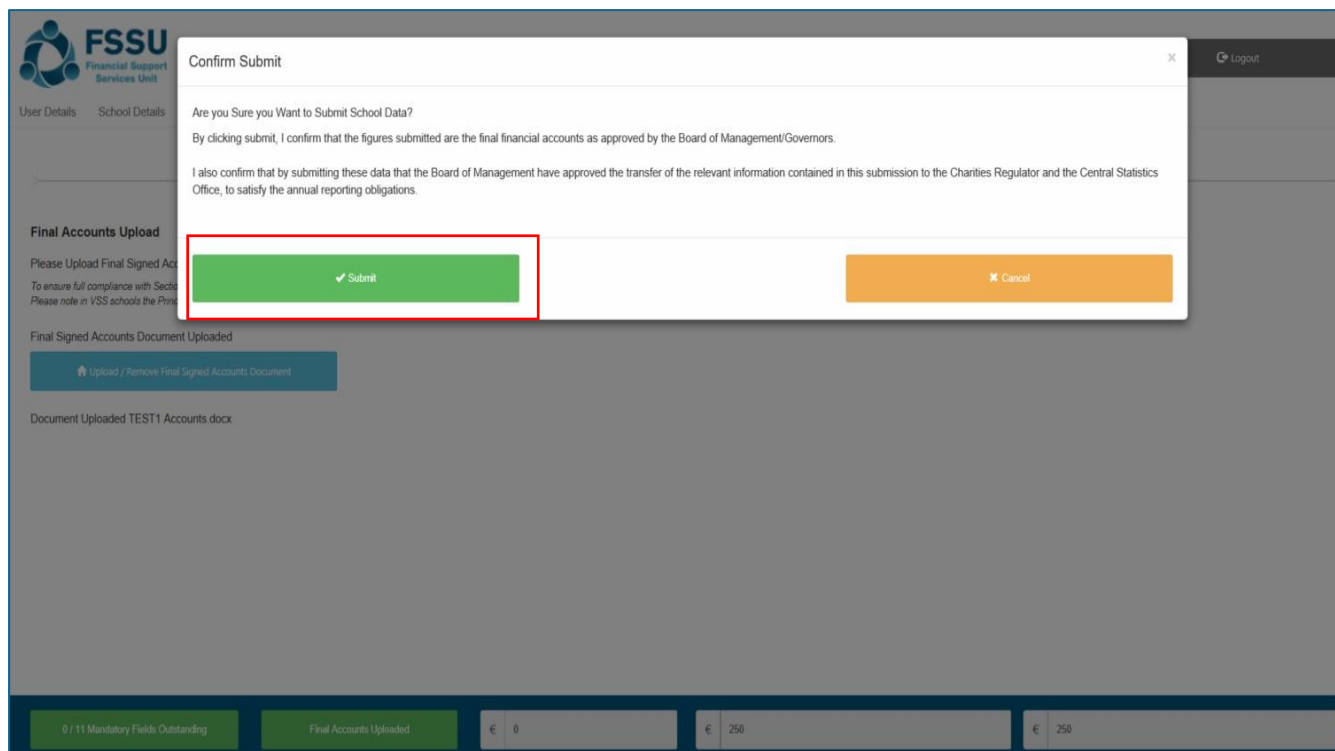
When all mandatory fields have been completed and the final accounts are uploaded, the submit button will turn green

Confirm your submission by clicking on submit

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**