



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 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

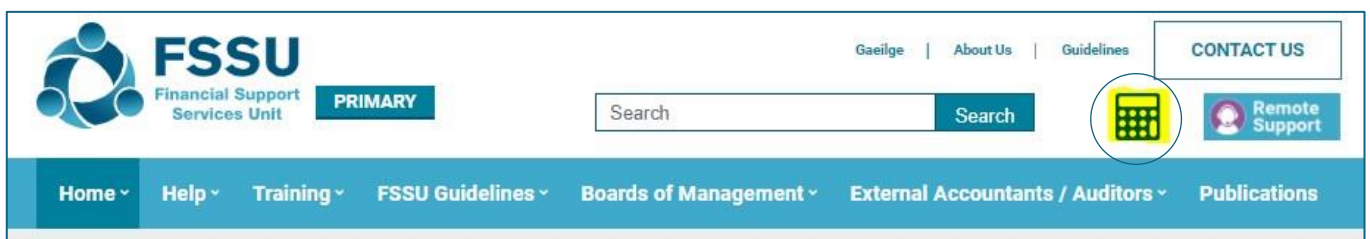


Opera
Opera Software

1. To access the FSSU portal, login to our website – www.fssu.ie
2. Choose Primary or Post-Primary



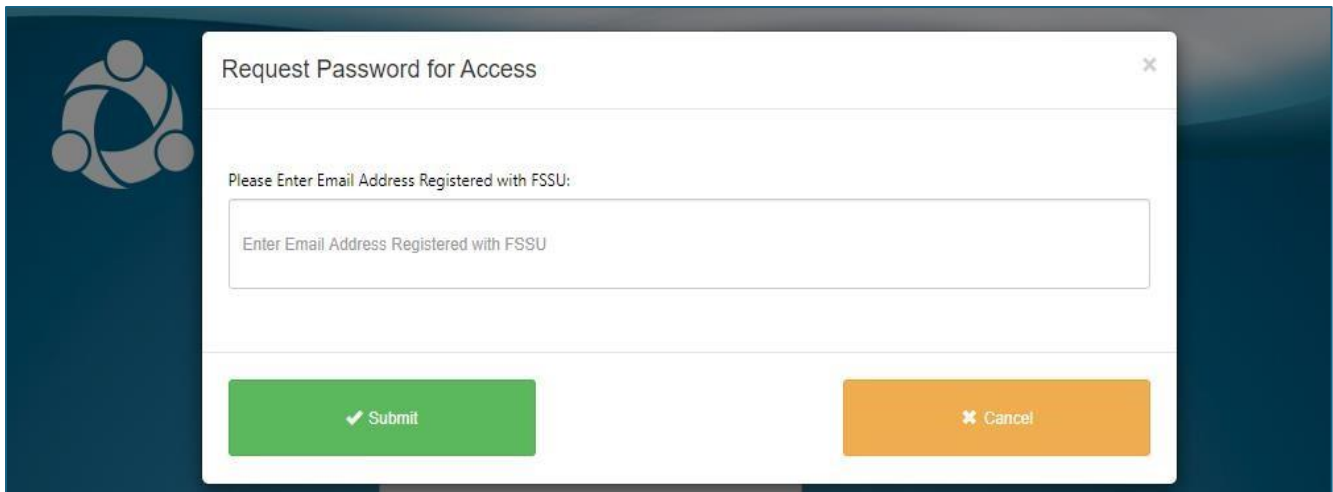
3. Click on the calculator icon on the homepage to access the login page



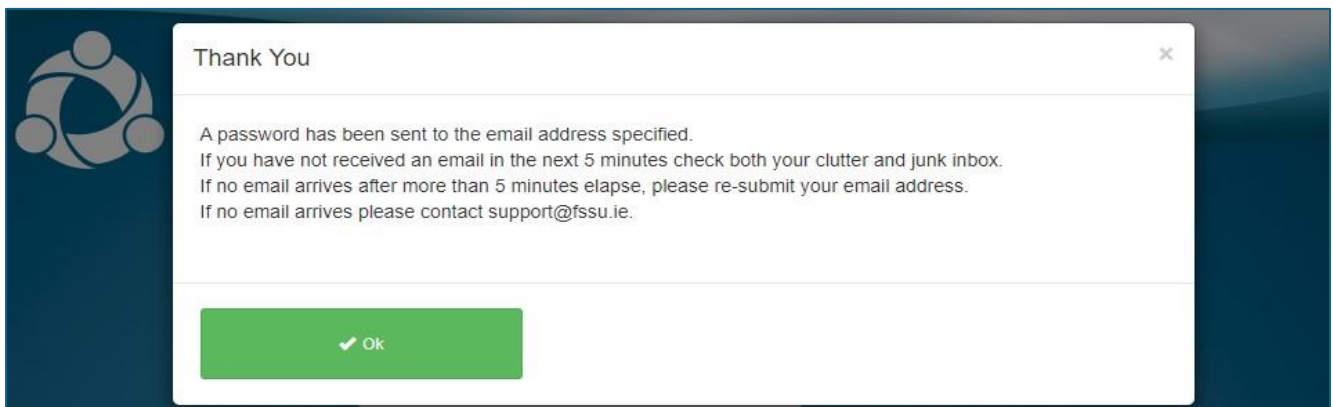
4. Click Request Password



5. Enter the Email Address Registered with FSSU and click Submit



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



7. Go to your email inbox to access your password.

8. 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
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[Click here to access portal](#)

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

Financial Support Services Unit

9. 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.

10. 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 in the third box.
- Click **OK to login**.

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK Clear

Updating Practice Details

Updating Practice Details

1. Click on the orange banner to update practice details. This must be carried out by the engagement partner at the start of the submission process each year.

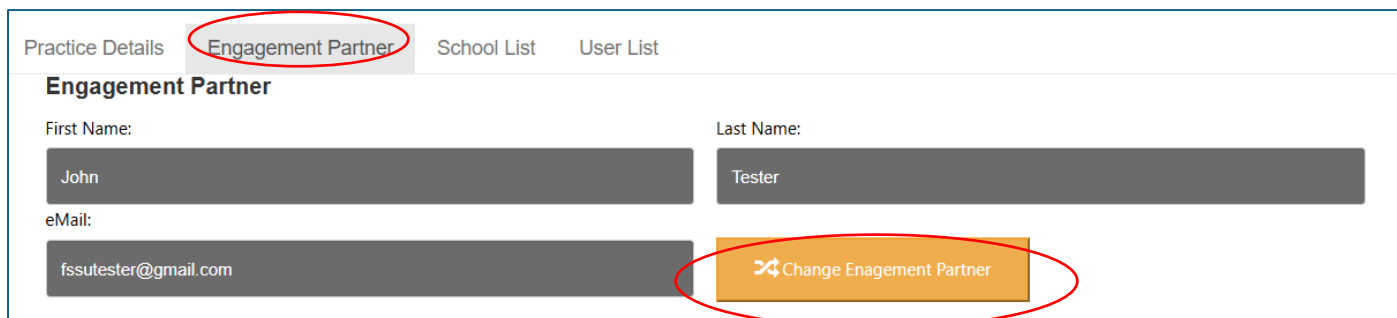


2. Update practice details, if necessary, under Practice Details tab.
3. To complete the submission process, you must confirm that the practice holds a current practicing certificate and current professional indemnity insurance.

A screenshot of a web application interface for updating practice details. At the top, there are four tabs: "Practice Details", "Engagement Partner", "School List", and "User List". The "Practice Details" tab is selected and circled in red. Below the tabs, a red message says: "Please remember to click 'Save & Submit' in the bottom right of your screen after you have made any changes to this page." The form is divided into several sections. The "Practice Details" section includes fields for "Practice Name" (containing "Testing Accountant & Co"), "Address Line 1" through "3", "City", "County" (set to "Co. Cork"), "Eir Code", and "Practice Status" (set to "Active"). Two checkboxes, "Current Practising Certificate" and "Current Professional Indemnity Insurance", are both checked and circled in red. The "Engagement Partner" section includes "First Name" (John) and "Last Name" (Tester) fields, an "eMail" field (fssutester@gmail.com), and a "Change Engagement Partner" button. At the bottom, there is a section for "[9] Active School(s)" with a "Request New School Link" button.

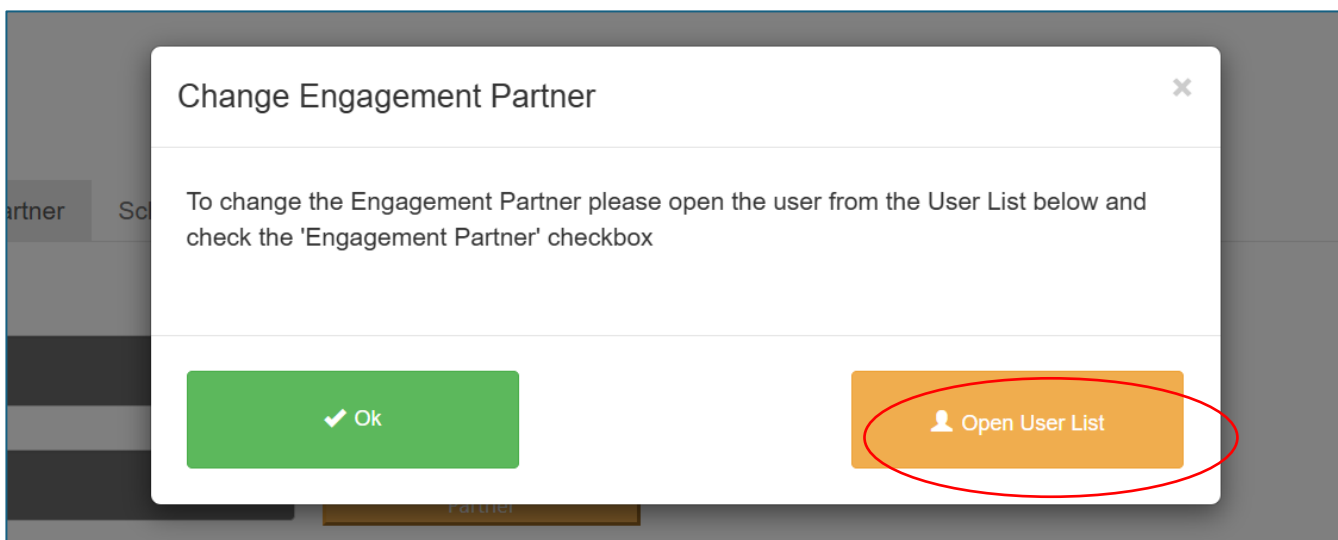
Updating the Engagement Partner details

4. To update click on the Engagement Partner tab
5. Click change engagement partner box



The screenshot shows a web interface with four tabs: 'Practice Details', 'Engagement Partner', 'School List', and 'User List'. The 'Engagement Partner' tab is selected and circled in red. Below the tabs, the form is titled 'Engagement Partner'. It contains three input fields: 'First Name:' with the value 'John', 'Last Name:' with the value 'Tester', and 'eMail:' with the value 'fssutester@gmail.com'. To the right of the email field is an orange button with a double-headed arrow icon and the text 'Change Engagement Partner', which is also circled in red.

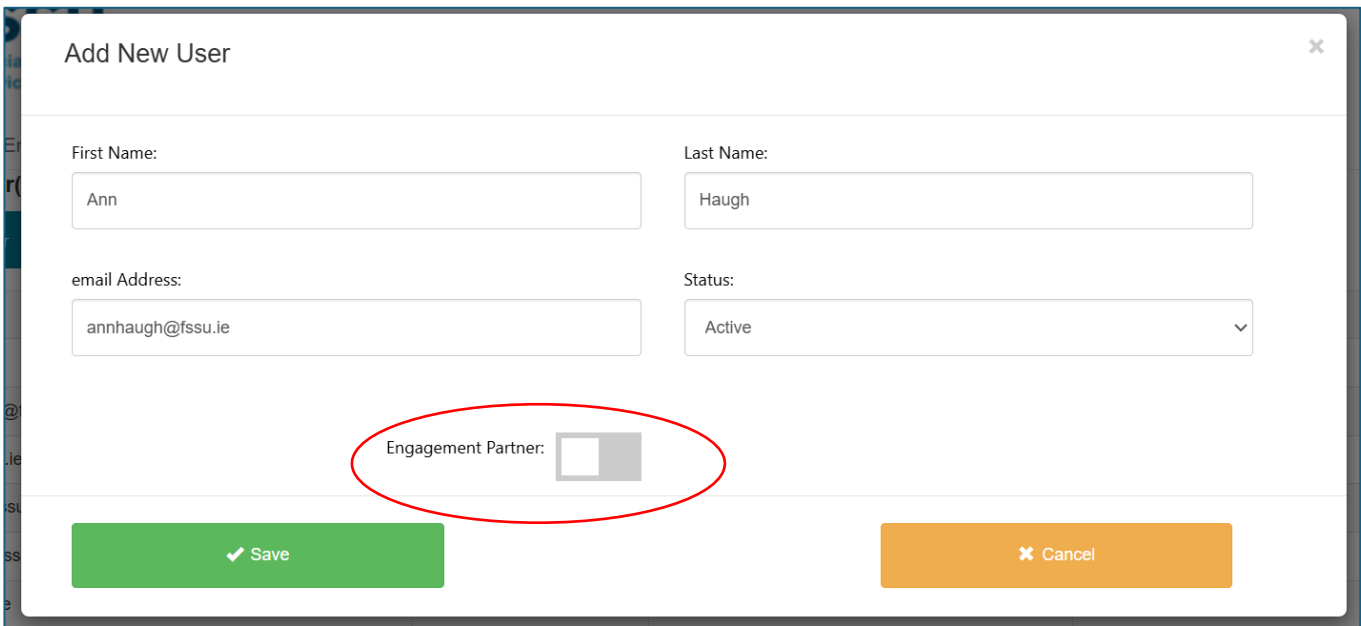
6. Click open user list



The screenshot shows a modal dialog box titled 'Change Engagement Partner' with a close button (X) in the top right corner. The dialog contains the following text: 'To change the Engagement Partner please open the user from the User List below and check the 'Engagement Partner' checkbox'. At the bottom of the dialog, there are two buttons: a green button with a checkmark icon and the text 'Ok', and an orange button with a person icon and the text 'Open User List'. The 'Open User List' button is circled in red.

7. Set up the engagement partner as a new user or reassign an existing user

8. Click on the Engagement Partner check box



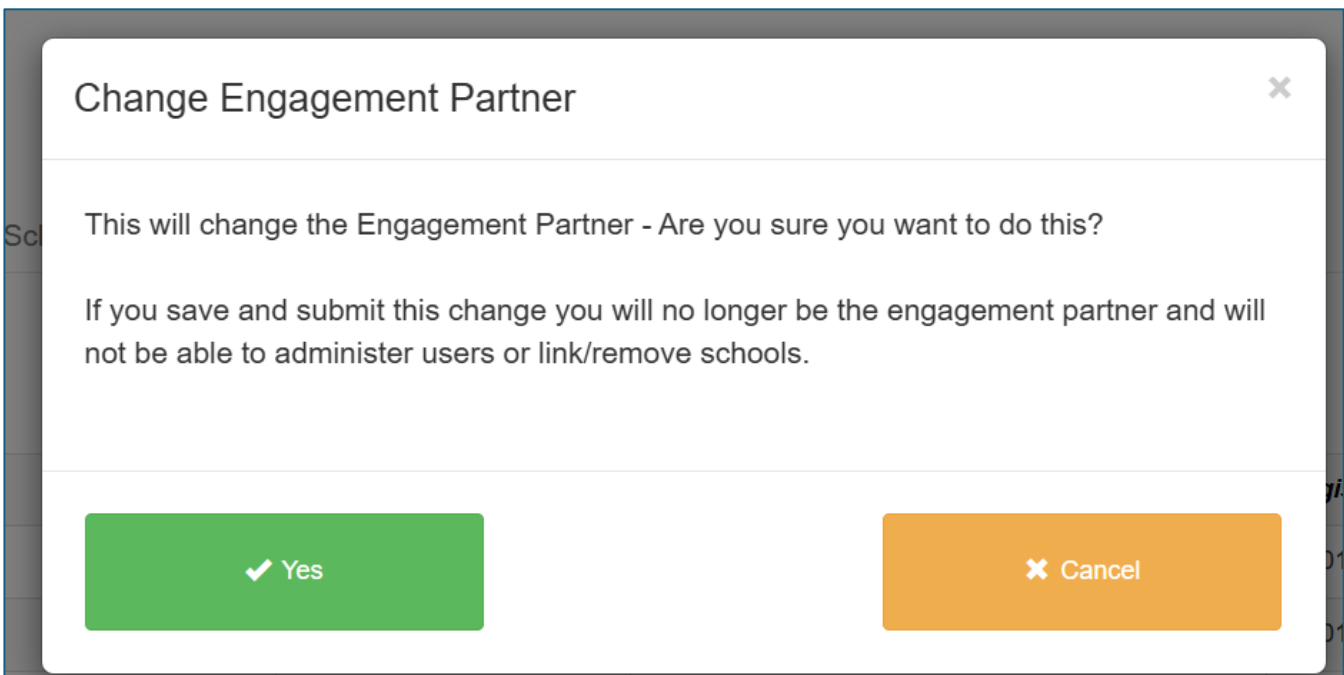
The screenshot shows a web form titled "Add New User" with a close button (X) in the top right corner. The form contains the following fields:

- First Name: Input field containing "Ann"
- Last Name: Input field containing "Haugh"
- email Address: Input field containing "annhaugh@fssu.ie"
- Status: Dropdown menu with "Active" selected
- Engagement Partner: A checkbox that is currently unchecked, highlighted by a red oval.

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.

9. Confirm the update

10. Click Yes to proceed



The screenshot shows a confirmation dialog box titled "Change Engagement Partner" with a close button (X) in the top right corner. The dialog contains the following text:

This will change the Engagement Partner - Are you sure you want to do this?

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.

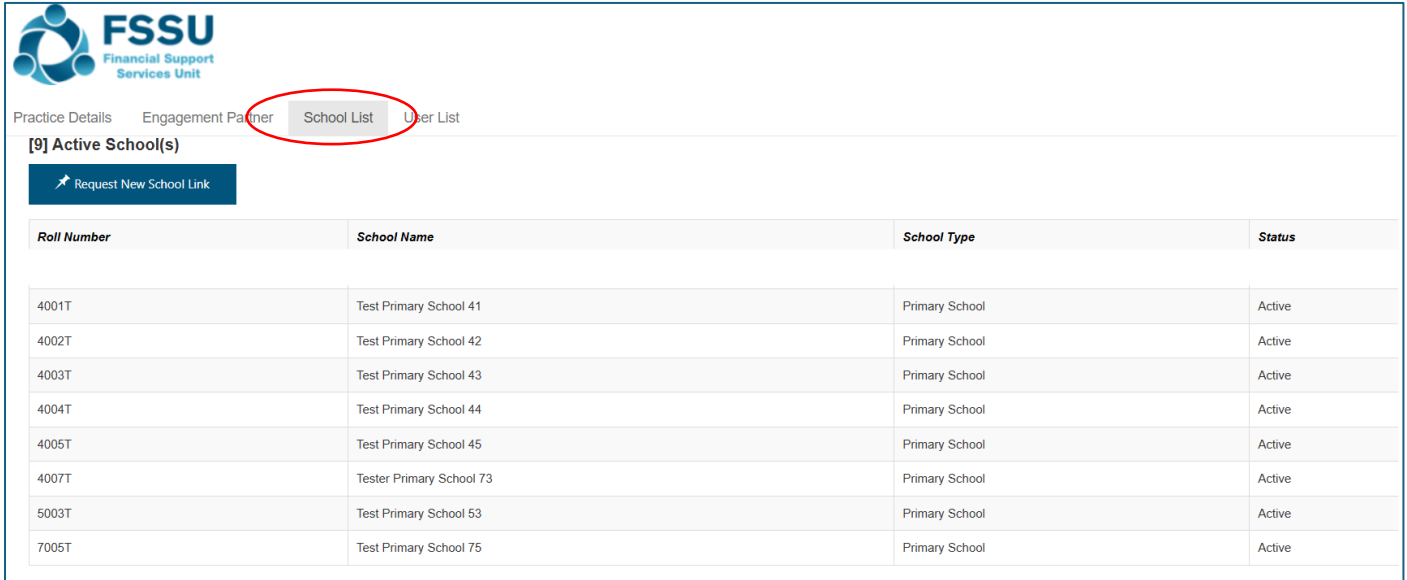
At the bottom of the dialog, there are two buttons: a green "Yes" button with a checkmark icon and an orange "Cancel" button with an X icon.

11. Select the engagement partner from user list.

Updating School List

On the School List tab you can view the current list of schools linked to your practice and request a school to be added to your list.

12. Click on school link tab to view current list of schools

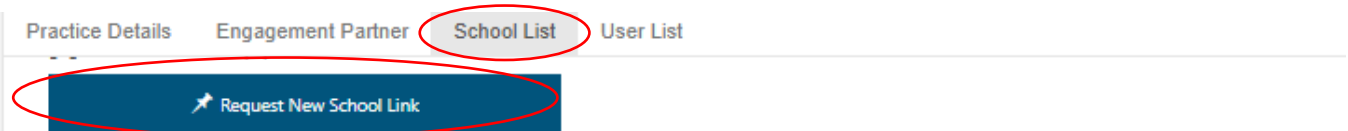


The screenshot shows the FSSU Financial Support Services Unit interface. The 'School List' tab is selected and circled in red. Below the navigation tabs, there is a button labeled 'Request New School Link'. A table displays the following data:

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

If you require a school to be added to your list:

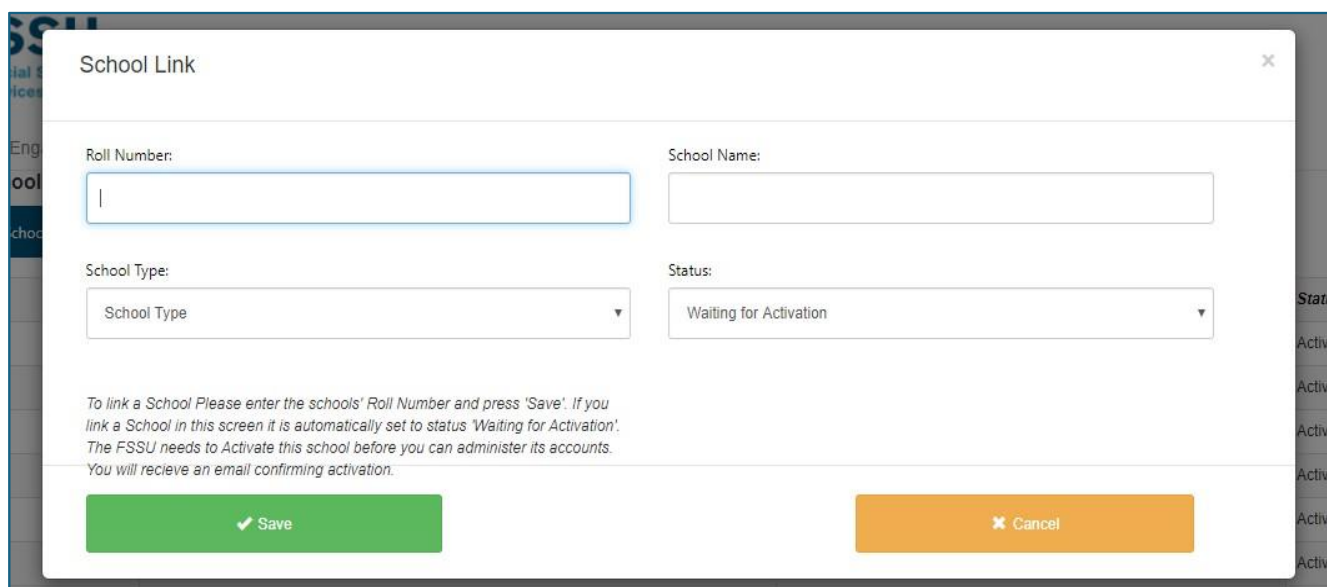
13. Click request New School Link



The screenshot shows the FSSU interface with the 'School List' tab selected and circled in red. The 'Request New School Link' button is also circled in red.

14. Input the required information into fields below

15. The FSSU will require confirmation from the school before activating this request



The screenshot shows the 'School Link' form with the following fields:

- Roll Number:
- School Name:
- School Type:
- Status:

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.

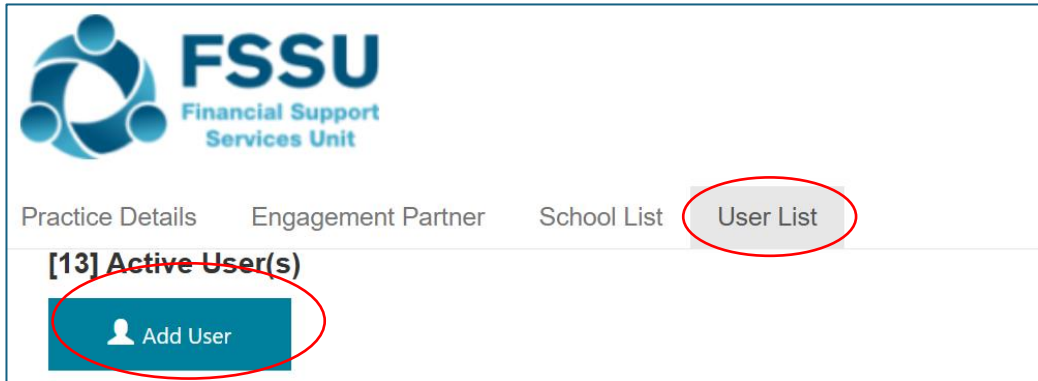
Buttons:

Updating User List

Only the engagement partner can add new users and restrict access to existing users

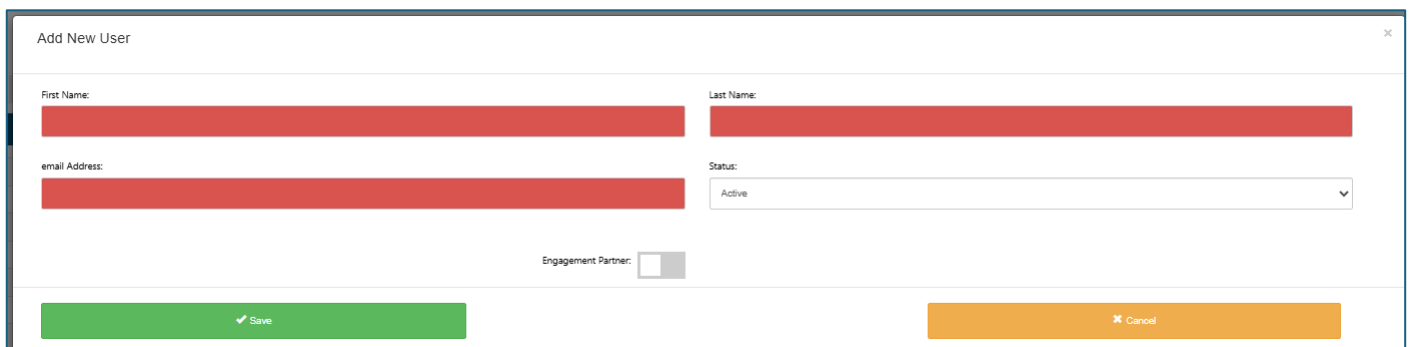
To add a new user:

16. Click "Add User"



17. Complete the information required below.

18. Click save.

A screenshot of the "Add New User" form. The form is titled "Add New User" and has a close button (X) in the top right corner. It contains several input fields: "First Name:" and "Last Name:" (both redacted with red bars), "email Address:" (redacted with a red bar), and "Status:" (a dropdown menu with "Active" selected). There is also an "Engagement Partner:" checkbox, which is currently unchecked. 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.

This will allow users to request their own password using their email address.

19. Click Save & Submit to proceed

Submitting Annual Accounts on the FSSU Portal

On the main page you can view all schools currently listed for submission

The screenshot shows the FSSU portal interface. At the top left is the FSSU logo (Financial Support Services Unit). To its right is an orange bar with the text "Update Practice Details, Link School(s) or Edit User(s)". Further right is a blue button labeled "Download User Guide". Below this is a navigation bar with "User Details" and "Primary School(s)". The main content area has a "User Details" section with four input fields: "Firm:" (Testing Accountant & Co), "User:" (fssutester@gmail.com), "Person:" (John Tester), and "School Year:" (2022 / 2023). Below these fields are two summary statements: "You currently have [8] Active School(s) Linked to Your Organisation" and "You currently have [4] School(s) Outstanding and In Progress for the School Year 2022 / 2023". At the bottom, there is a table titled "[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

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



This screenshot shows the same FSSU portal interface as above, but with a "Filter Schools" modal window open in the center. The modal has a title bar with "Filter Schools" and a close button. It contains a "Find By Roll Number:" section with a text input field labeled "Roll Number". Below that is a "Submission Status" section with a dropdown menu currently set to "Outstanding and In Progress". The dropdown menu is open, showing a list of options: "Outstanding and In Progress", "Outstanding", "In Progress", "Submitted", and "All". At the bottom of the modal are three buttons: "Apply" (green), "Clear" (orange), and "Cancel" (red). The background of the portal is dimmed, and the summary statement "You currently have [4] School(s) Outstanding and In Progress for the School Year 2022 / 2023" is visible at the bottom.

1. 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	

2. 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 have been signed by the chairperson and another board member. Note: In Voluntary Secondary Schools the Principal is not a member of the board of management.
2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of accounts. The Trial Balance must reflect all school bank accounts including the Parent's association bank account or any other financial institutions accounts operated by the board.
3. The Board of Management's Registered Charity Number (RCN) as issued by the Charities Regulator. Submissions will not be accepted from Boards who are not registered with the Charities Regulator.
4. A copy of 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.

3. Some data will be pre-populated i.e. school name, roll number etc.

4. Confirm if accounts are audited or not audited

School Details

School Name:

Roll Number:

Audited Accounts: ▼

Inputting the Trial Balance

You can choose to manually input the trial balance figures into the portal or import it by file upload.

Manual Input

5. type in the value beside each nominal under the DR and CR columns
6. Each section of the trial balance is broken down under the following headings
 - Fixed Assets
 - Current Assets
 - Current Liabilities
 - Capital & Reserves
 - Income
 - Expenditure

◀ BackSaveExportImport TBSubmit

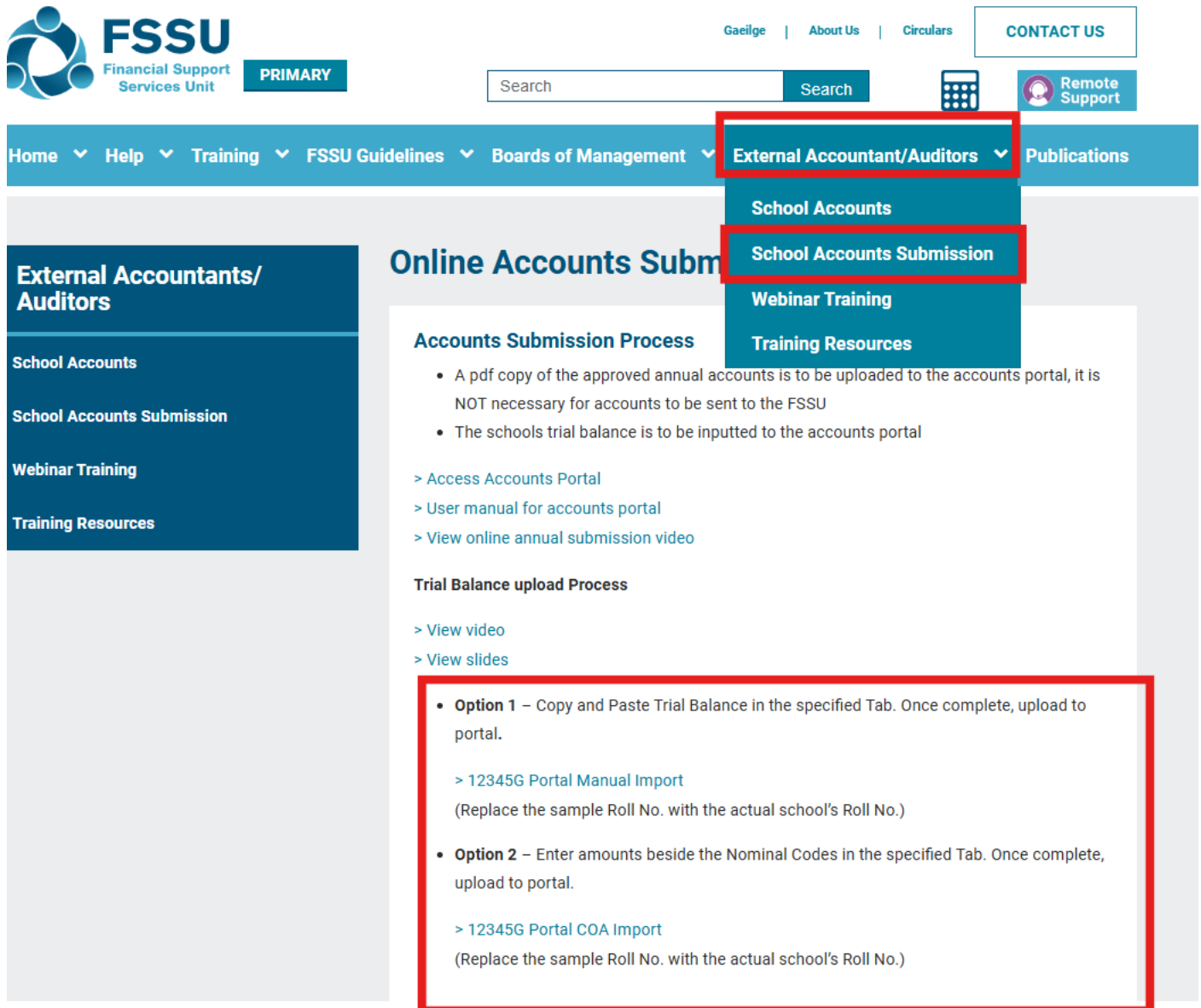
User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncome

ExpenditureCharities RegulatorCovid SupportsFinal Accounts Upload

1400	Capital: Land and Buildings Cost B/Fwd	Fixed Asset	€ <input type="text"/>	€ <input type="text"/>
1401	Capital: Land and Buildings Additions	Fixed Asset	€ <input type="text"/>	€ <input type="text"/>
1402	Capital: Land and Buildings Disposals	Fixed Asset	€ <input type="text"/>	€ <input type="text"/>
1410	Accumulated Depreciation : Land and Buildings B/Fwd	Fixed Asset	€ <input type="text"/>	€ <input type="text"/>
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	€ <input type="text"/>	€ <input type="text"/>

To import by file upload

7. Download the upload file from our [website](#).



The screenshot shows the FSSU website interface. The top navigation bar includes links for 'Gaeilge', 'About Us', 'Circulars', and 'CONTACT US'. A search bar is present with a 'Search' button. The main navigation menu includes 'Home', 'Help', 'Training', 'FSSU Guidelines', 'Boards of Management', 'External Accountant/Auditors', and 'Publications'. The 'External Accountant/Auditors' menu is expanded, showing options for 'School Accounts', 'School Accounts Submission', 'Webinar Training', and 'Training Resources'. The 'School Accounts Submission' option is highlighted with a red box. The main content area is titled 'Online Accounts Submission' and contains sections for 'Accounts Submission Process' and 'Trial Balance upload Process'. The 'Accounts Submission Process' section includes a list of instructions and links to 'Access Accounts Portal', 'User manual for accounts portal', and 'View online annual submission video'. The 'Trial Balance upload Process' section includes links to 'View video' and 'View slides'. A red box highlights the following options:

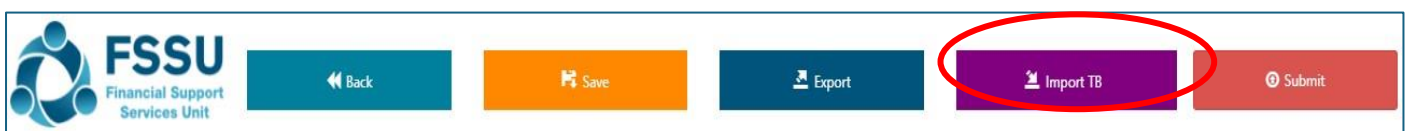
- **Option 1** – Copy and Paste Trial Balance in the specified Tab. Once complete, upload to portal.
 - > [12345G Portal Manual Import](#)
(Replace the sample Roll No. with the actual school's Roll No.)
- **Option 2** – Enter amounts beside the Nominal Codes in the specified Tab. Once complete, upload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

8. Save the schools trial balance in the required format.

9. Make sure to input the correct schools school roll number and save the file.

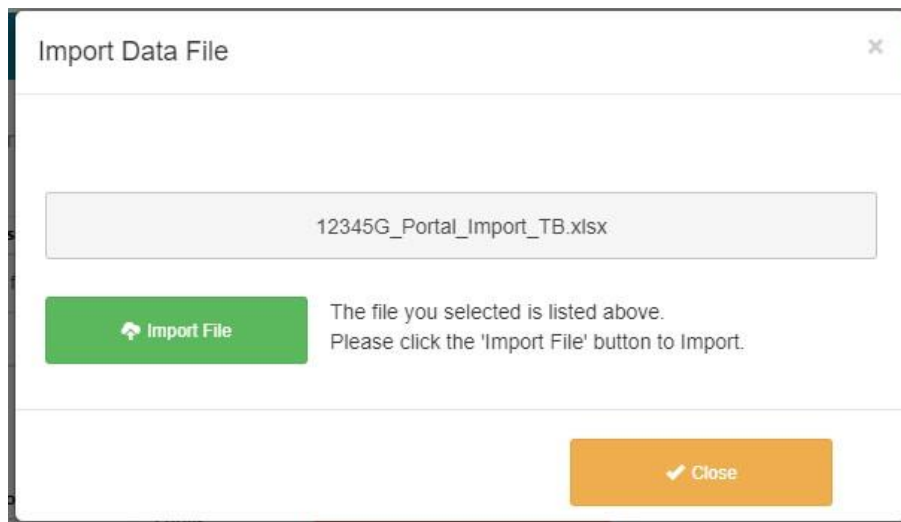
10. On the FSSU portal click on the Import TB button

11. Click on the import button



The screenshot shows the FSSU portal interface. The top navigation bar includes the FSSU logo and links for 'Back', 'Save', 'Export', 'Import TB', and 'Submit'. The 'Import TB' button is highlighted with a red circle.

12. Browse to the saved file and click open
13. Click import file to populate the trial balance



14. Check Dr and CR totals to ensure they agree, and difference is zero.

Completing the Charities Regulator Report

Some fields are automatically populated from the trial balance amounts entered.

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

- ✓ Registered Charity Number (RCN)
- ✓ Average number of employees paid directly by the board of management
- ✓ The board confirming it operates under its Governance Documents
- ✓ The board confirm all board members details are correctly registered with the Charities Regulator.
- ✓ The board confirming all bank accounts are include 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 Im

ser Details School Details Fixed Asset Current Asset Current Liability Long Term Liabilities Capital & Reserves Income Expenditure Charities Regulator Covid Supports Fina

Charities Regulator Report

Registered Charity Number (RCN):

Total School Income: € 1,000

Total School Expenditure: € 0

Total Salary Amount paid by the Board of Management: €

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

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.

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.

Indicate the number of individuals who have volunteered for the board of management and the school for the year. (e.g. BOM members, parent's association, parents that helped out at bake sale etc.)

Completing the Covid Supports Section

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

- ✓ The board confirming 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

The screenshot displays the FSSU Financial Support Services Unit interface. At the top left is the FSSU logo. To its right are four action buttons: 'Back' (teal), 'Save' (orange), 'Export' (dark blue), and 'Import TB' (purple). Below these is a navigation menu with items: 'User Details', 'School Details', 'Fixed Asset', 'Current Asset', 'Current Liability', 'Long Term Liabilities', 'Capital & Reserves', 'Income', 'Expenditure', 'Charities Regulator', 'Covid Supports' (highlighted with a red box), and 'Final A'. The main content area is titled 'Board of Management Declaration - Covid Supports'. It contains the text: '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.' To the right of this text is a dropdown menu with 'Yes' selected.

Completing the final accounts upload section

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

18. The final accounts must be approved by the following

Primary: Chairperson and treasurer (Chairperson can nominate another board member)

Post-Primary: Chairperson and another board member (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 Submit. Below the navigation bar, there is a menu with various categories: 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' category is highlighted with a red box. Below the menu, there is a section titled 'Please Upload Final Signed Accounts in PDF Format (Max size 10MB)'. This section contains instructions and 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 paragraph: '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 the Chairperson and another Board Member. Please note in Voluntary Secondary Schools the Principal is not a member of the board of management.' At the bottom of this section, there is a blue button labeled 'Upload / Remove Final Signed Accounts Document', which is also highlighted with a red box.

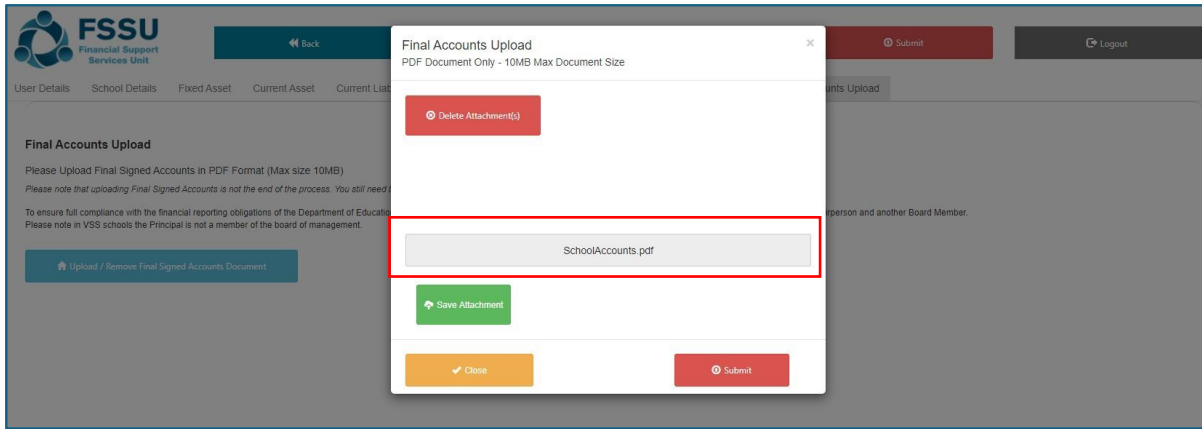
19. Click on upload / remove final signed accounts document.



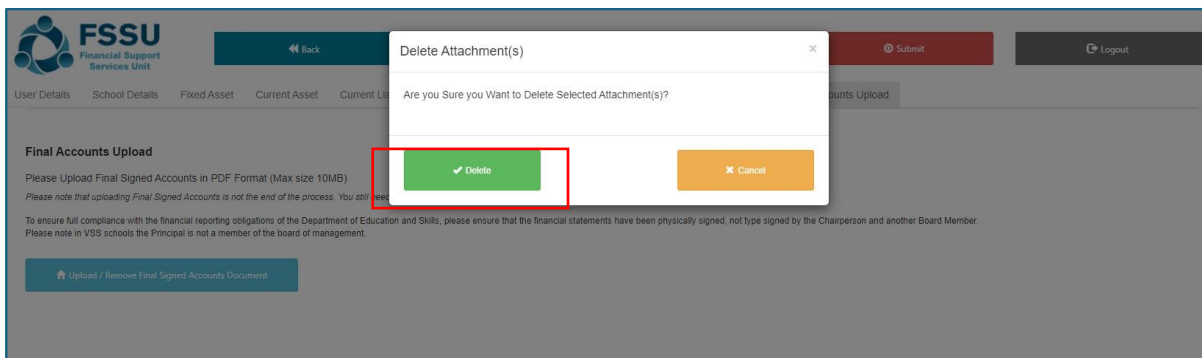
20. Click on click to browse and select pdf signed accounts file and click open.

The screenshot shows the FSSU Financial Support Services Unit interface with a file selection dialog box open. The dialog box is titled 'Final Accounts Upload' and contains the text 'PDF Document Only - 10MB Max Document Size'. It has a red button labeled 'Delete Attachment(s)' at the top. Below this, there is a text input field with the placeholder text 'Click to browse and select file', which is highlighted with a red box. At the bottom of the dialog box, there are two buttons: a yellow 'Close' button and a red 'Submit' button.

21. Chosen document will appear. Click Save Attachment

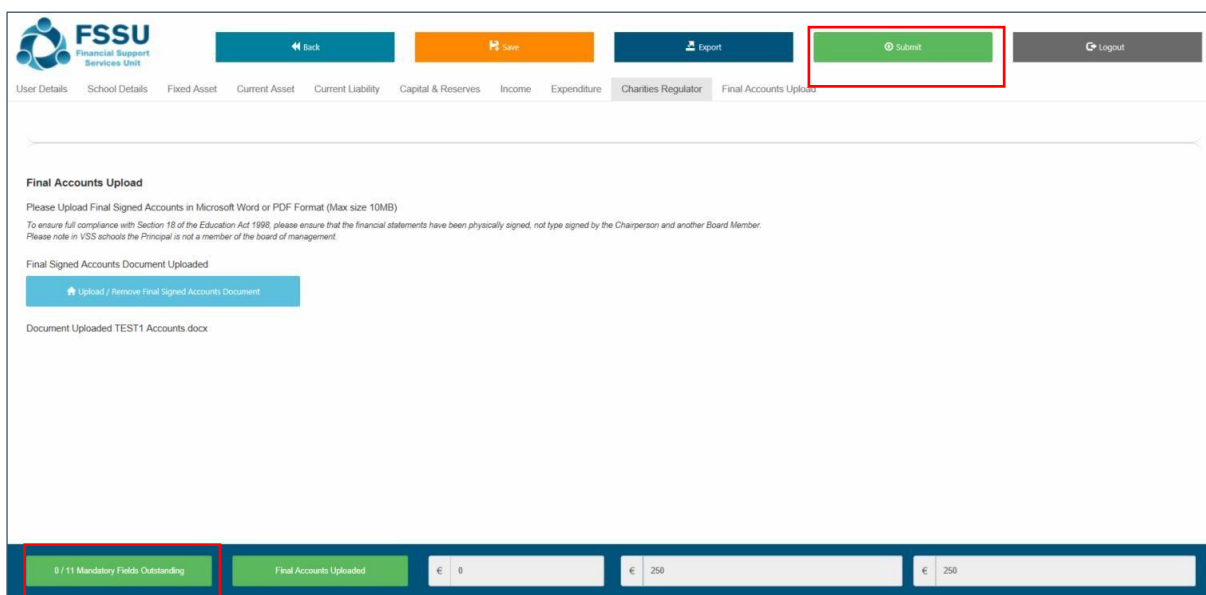


- Saved Documents can also be removed if necessary

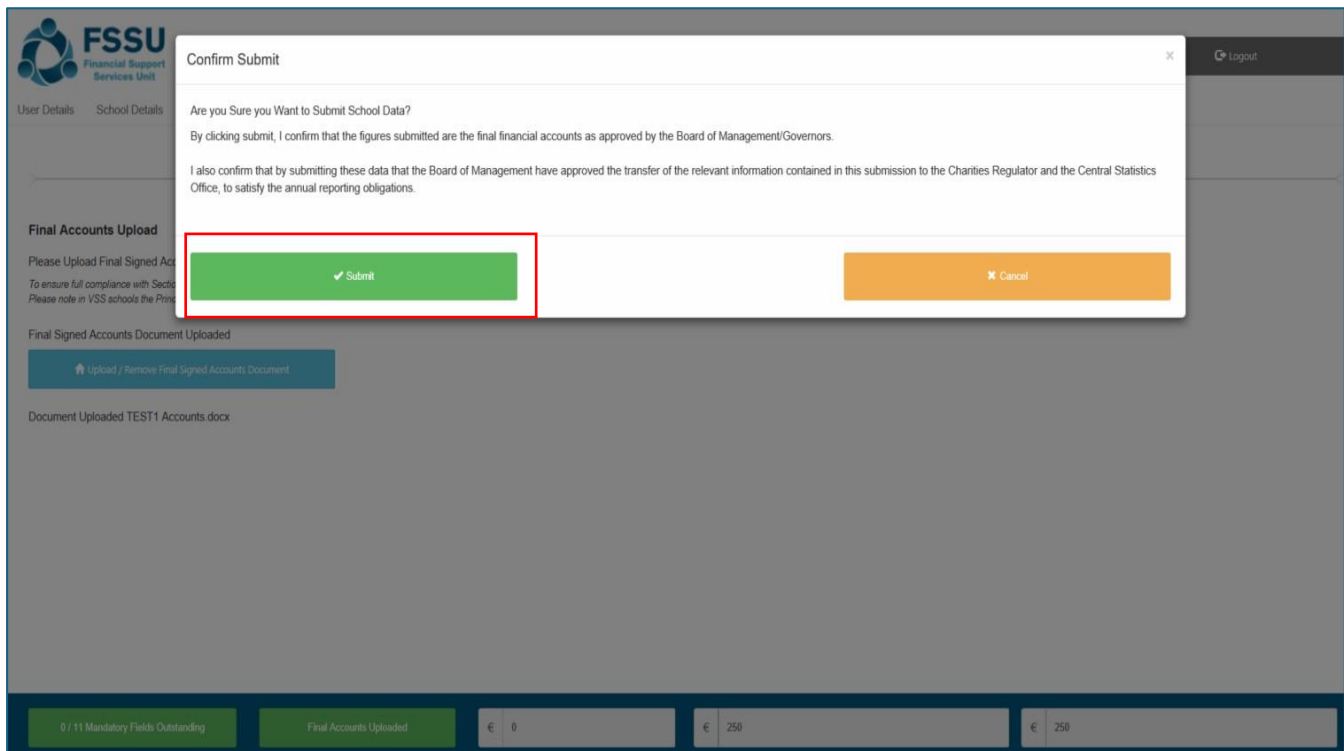


22. When all mandatory fields have been completed and the final accounts are uploaded, the submit button will turn green

23. Confirm your Submission by clicking on Submit



24. Reconfirm the submission by clicking Submit again



25. You will receive a confirmation email on completion of the submission.

26. A confirmation email will also be sent to the Secretary to the Board of Management of the school.

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

