

# Sage 50 Accounts

## Importing the Budget

**Note:** The year-end must be run in Sage 50 for the year ending Aug 2026 before importing the budget for 2026/2027.

### 1. VSS Budget 2026/2027 - Sage 50 Import sheet

Included in the Budget Template 2026/2027 is a sheet called “Sage 50 Import” which provides a summary of the nominal codes and the total budget figures for the year.

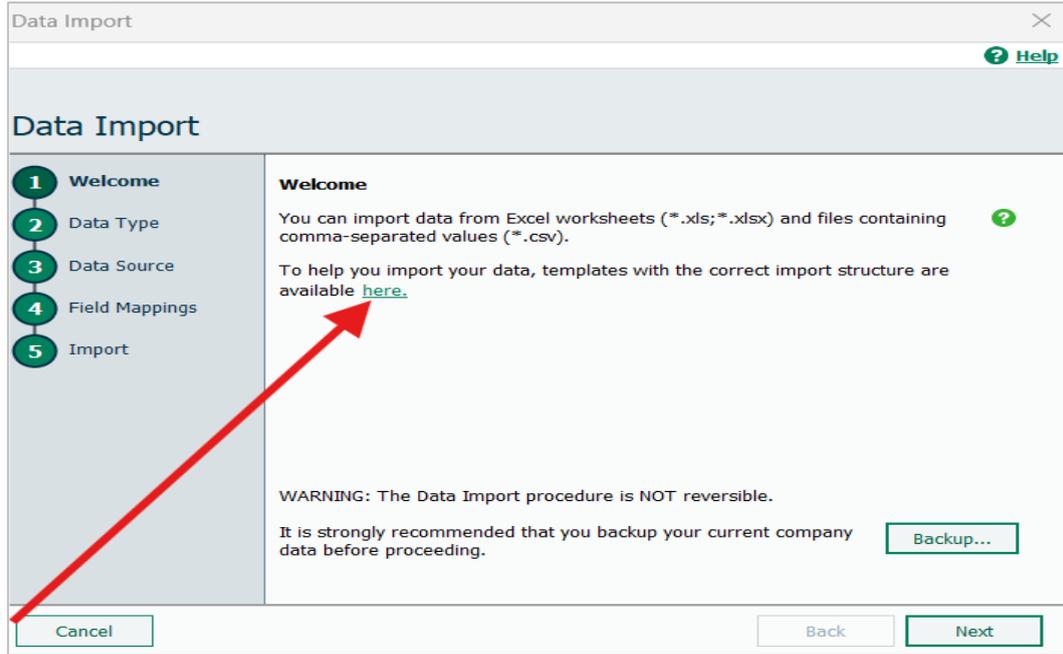
Budget Import Sheet				Formula Check							
Budget Year:	2026/2027			The total of figures in the Import sheet should add up to the income plus the expenses							
School Name:	Type school name			A formula check has been added to confirm this, if there is a discrepancy with any							
School Address:	Type school address										
Roll No.:	Type School roll no.										
School Type:	Voluntary Secondary School: Non-DEIS/DEIS School Budget										
<p>1. The nominal code detail here should be the same as in your Sage 50. If you added additional codes to your Income &amp; Exp. budget please add the codes and values into the budget below. Do not leave any blank lines</p> <p>2. Ensure the figures are the same in column C and D for each nominal code</p> <p>3. The detail in Column A, B &amp; D must be then copied into a Sage 50 Budget Import template for importing into Sage 50</p>				<table border="1"> <thead> <tr> <th>Total Per Import Sheet</th> <th>Per Budget sheet</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>57873</td> <td>57873</td> <td>TRUE</td> </tr> </tbody> </table> <p>Note this is not the surplus</p>		Total Per Import Sheet	Per Budget sheet	Check	57873	57873	TRUE
Total Per Import Sheet	Per Budget sheet	Check									
57873	57873	TRUE									
A	B	C	D								
Refn	Name	Yearly	Month 1 Budget								
Copy	Copy into Import Template	Do not use	Copy & paste as values into Import Template								
3010	Capitation/Non Per Budget	-		0							
3020	DEIS Grant	-		0							
3021	Early Start Programme Materials/Equipment/Per	-		0							
3022	Early Start Programme Capitation	-		0							
3030	Non Teachers Pay Budget	-		0							
3050	Ancillary/School Support Services Grant	44,900		44900							
3100	Secretarial Grant	-		0							
3130	Caretaker Grant	-		0							
3140	Special Education Equipment Grant	-		0							
3151	Free Schoolbook Grant	-		0							
3152	Free Schoolbook Admin Grant	4,485		4485							
3155	School Library Books Capital Grant	-		0							
3170	Curriculum/Subjects Grants	-		0							
3171	Irish and Bilingual School Grant	-		0							
3190	JCSP Grant	-		0							
3200	Transition Year Grant	-		0							
3210	Leaving Certificate Applied Grant	-		0							
3220	Grant for Traveller Students	-		0							
3230	ICT Grant Non Capital	2,000		2000							
3240	Supervision and Substitution Grant	-		0							
3245	Science Subjects Grant	-		0							
3255	State Exam Income	-		0							
3260	School Excellence Fund Income	-		0							
3270	Sports Complex Grant	-		0							
3275	Minor Works Grant-Non Capital	-		0							
3276	Temporary Accommodation Grant Income	-		0							
3277	COVID Minor Works Grant	-		0							

The details in Column A, B & D of this sheet can be copied into a template available in Sage 50, and this will enable the budget data to be imported into Sage 50.

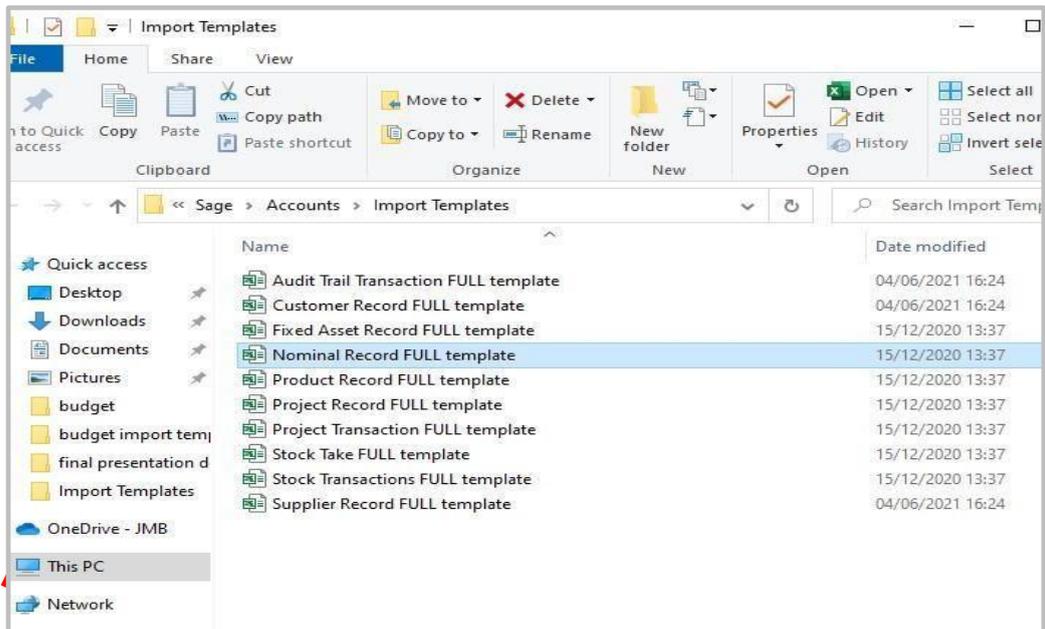
Steps 2 – 4 in this document outline this process.

## 2. Open Sage 50 to download and complete the Sage nominal data import template.

Select File > Import.



Click “here” to open the template that will help import the budget data.



Open “Nominal Record FULL template”.

### 3. Copy relevant information from the VSS Budget to the Sage Nominal record template.

Open the VSS Budget Template 2026/2027.

**Budget Import Sheet**

Budget Year: 2026/2027  
 School Name: Type school name  
 School Address: Type school address  
 Roll No.: Type School roll  
 School Type: Voluntary Secondary School: Non-DEIS/DEIS School Budget

**Formula Check**  
 The total of figures in the import sheet should add up to the income plus the expenditure less the contingency in the budget  
 A formula check has been added to confirm this, if there is a discrepancy with any section of the budget the check box will turn red

Total Per Import Sheet	Per Budget sheet	Check
53873	53873	TRUE

Note this is not the surplus

A	B	C	D
Refn	Name	Yearly	Month 1 Budget
<i>Copy</i>	<i>Copy into Import Template</i>	Do not use	<i>Copy &amp; paste as values into Import Template</i>
3010	Capitation/Non Pay Budget	-	0
3020	DEIS Grant	-	0
3021	Early Start Programme Materials/Equipment/Pat	-	0
3022	Early Start Programme Capitation	-	0
3030	Non Teachers Pay Budget	-	0
3050	Ancillary/School Support Services Grant	44,900	44900
3100	Secretarial Grant	-	0
3130	Caretaker Grant	-	0
3140	Special Education Equipment Grant	-	0
3151	Free Schoolbook Grant	-	0
3152	Free Schoolbook Admin Grant	4,486	4486
3155	School Library Books Capital Grant	-	0
3170	Curriculum/Subjects Grants	-	0
3171	Irish and Bilingual School Grant	-	0
3190	JCSP Grant	-	0

1. The nominal code detail here should be the same as in your Sage 50. If you added additional codes to your Income & Exp. budget please add the codes and values into the budget below. Do not leave any blank lines  
 2. Ensure the figures are the same in column C and D for each nominal code  
 3. The detail in Column A, B & D must be then copied into a Sage 50 Budget Import template for importing into Sage 50

1.Budget Preparation Info 2.Budget Grant Calculation 3.Income & Expenditure Budget 4.Opening Bank Position 5.Estimated Bank Cashflow 6.Capital Budget 7.Monthly Cashflow 8.Sage 50 Import

1. Check that the nominal codes & names agree with the codes that are already in Sage 50. This template will over-write the nominal code detail that is already in Sage 50
2. Check the formulas are populating correctly from the "Income & Expenditure Budget Sheet". The total figures in the import sheet should add up to the income plus the expenditure less the contingency in the budget, the check box below will turn red if there are any error

**Formula Check**  
 The total of figures in the import sheet should add up to the income plus the expenditure less the contingency in the budget  
 A formula check has been added to confirm this, if there is a discrepancy with any section of the budget the check box will turn red

Total Per Import Sheet	Per Budget sheet	Check
487530	487530	TRUE

Note this is not the surplus

3. Below are the steps required to copy the information from the Sage 50 import sheet to the Sage nominal record full template. One column at a time is copied, as follows:

3.1 To copy the information in column A 'Refn' from the VSS Budget Template - **Highlight A15:A212 (i.e. all the nominal codes), right click and copy.**

**In the Sage Nominal record FULL template Click into A2 right click and paste.**

Refn	Name	Yearly Budget	Month 1 Budget	Month 2 Budget
3010	Capitation/Non Pay Budget		171770.00	
3020	DEIS Grant		0.00	
3050	Ancillary/School Support Services Grant		54922.00	
3100	Secretarial Grant		0.00	
3130	Caretaker Grant		19075.00	
3140	Special Education Equipment Grant		0.00	
3141	Mobile Phone Pouches Grant		0.00	
3151	Free Schoolbook Grant		130295.00	
3152	Free Schoolbook Admin Grant		5612.23	

- 3.2 To copy the information in column B "Name" from the Budget Template -

**Highlight B15:B212 (i.e. all the names), right click and copy**

**In the Sage Nominal record FULL template, Click into B2 right click and paste.**

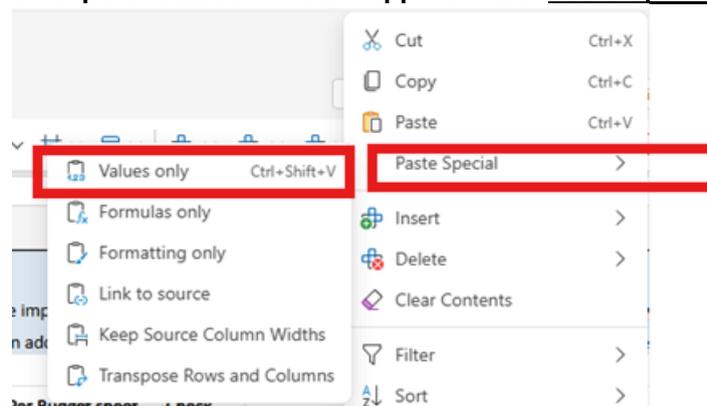
- 3.3 To copy the information in column D 'month 1 budget' which contains the total budget figures from the Budget template -

**Highlight D15:D212 (i.e. all the values). right click and copy.**

**Then in the Sage Nominal record template Click into D2 (Month 1 Budget) right click and paste as values**



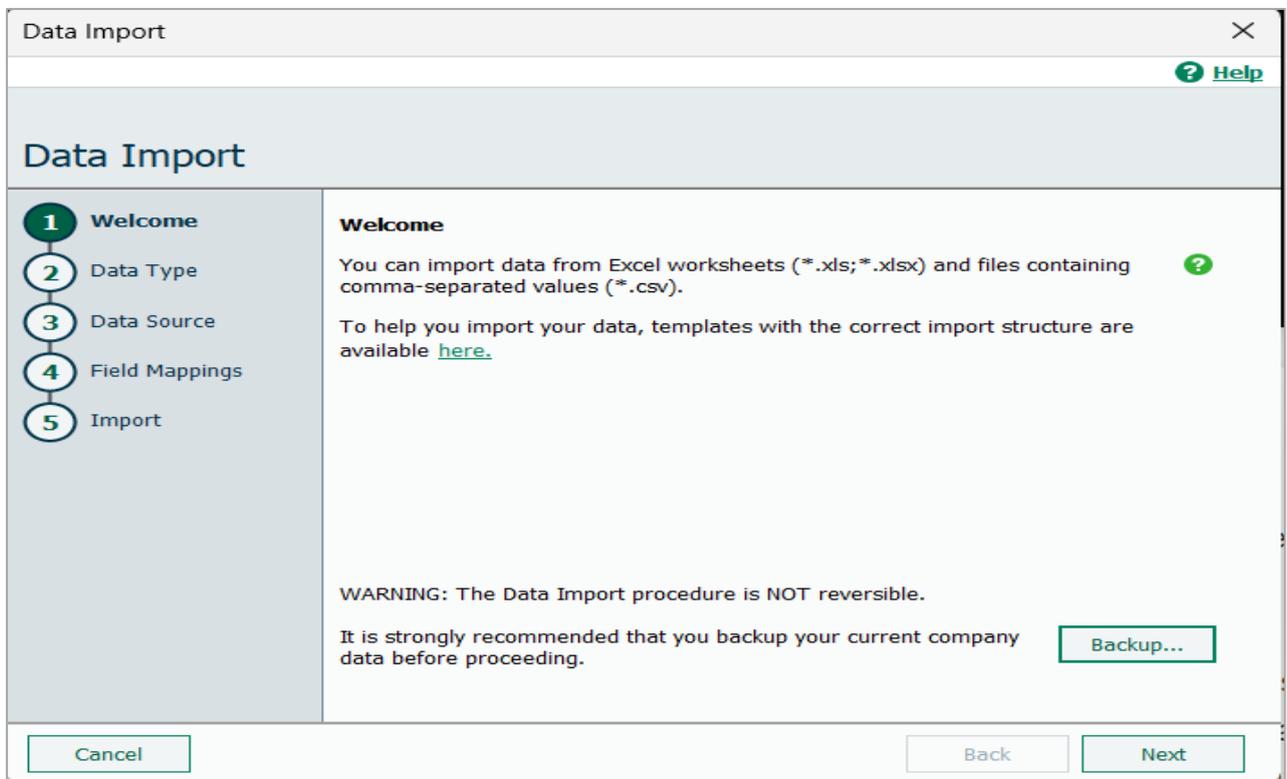
**If the option above to paste values does not appear select Paste Special and Values only**



**4. Save the file with a revised name that specifies the year the budget template relates to.**

Retain this file and once year end is run in Sage 50 for Aug 2026 then follow steps 5 – 7.

Refn	Name	Yearly Budget	Month 1 Budget
3010	Capitation/Non Pay Budget		171770.00
3020	DEIS Grant		0.00
	Ancillary/School Support		
3050	Services Grant		54922.00
3100	Secretarial Grant		0.00
3130	Caretaker Grant		19075.00
	Special Education Equipment		
3140	Grant		0.00
3141	Mobile Phone Pouches Grant		0.00
3151	Free Schoolbook Grant		130295.00
	Free Schoolbook Admin Grant		
3152			5612.23



**5. Backup data in Sage 50 before importing Sage Budget template figures.**

In Sage 50 select File>Import.

Take a Backup.

Then click next.

## 6. >Data Type = Nominal accounts

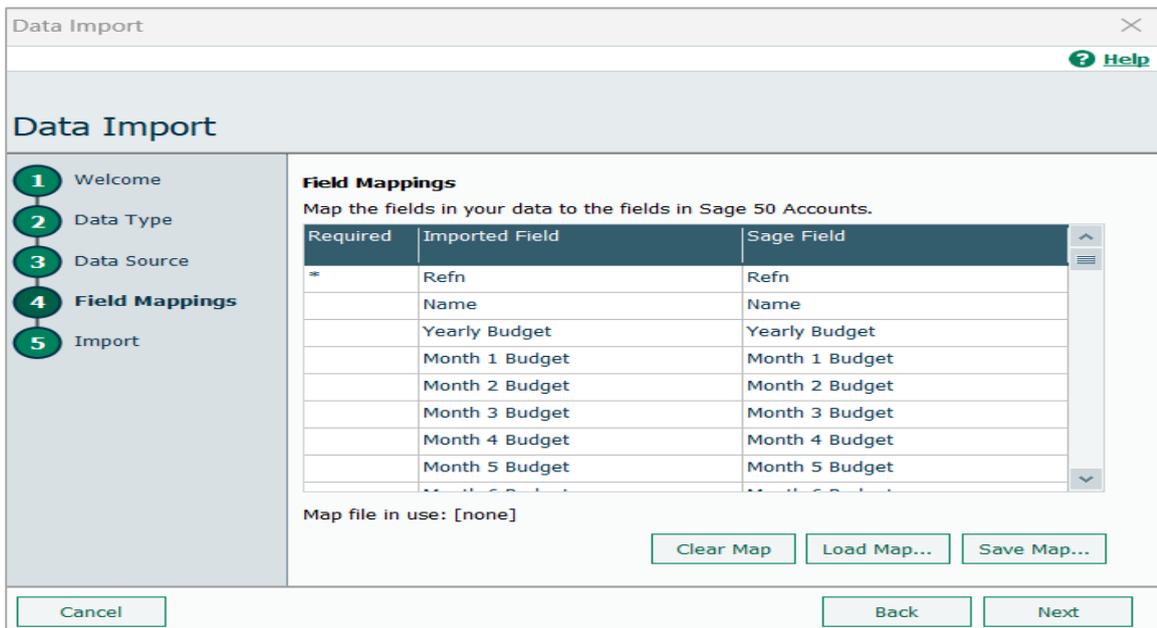
The screenshot shows the 'Data Import' dialog box with the 'Data Type' step selected. The left sidebar contains a numbered list of steps: 1 Welcome, 2 Data Type, 3 Data Source, 4 Field Mappings, and 5 Import. The main area is titled 'Data Type\*' and contains the instruction 'Select the type of data you want to import:'. Below this is a list of data types: Audit Trail transactions, Audit Trail transactions - Grouped, Customer records, Fixed Asset records, Nominal accounts (highlighted in green), Product records, Project records, Project-Only transactions, Stock take, Stock transactions, and Supplier records. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

Select Nominal Accounts and Click Next.

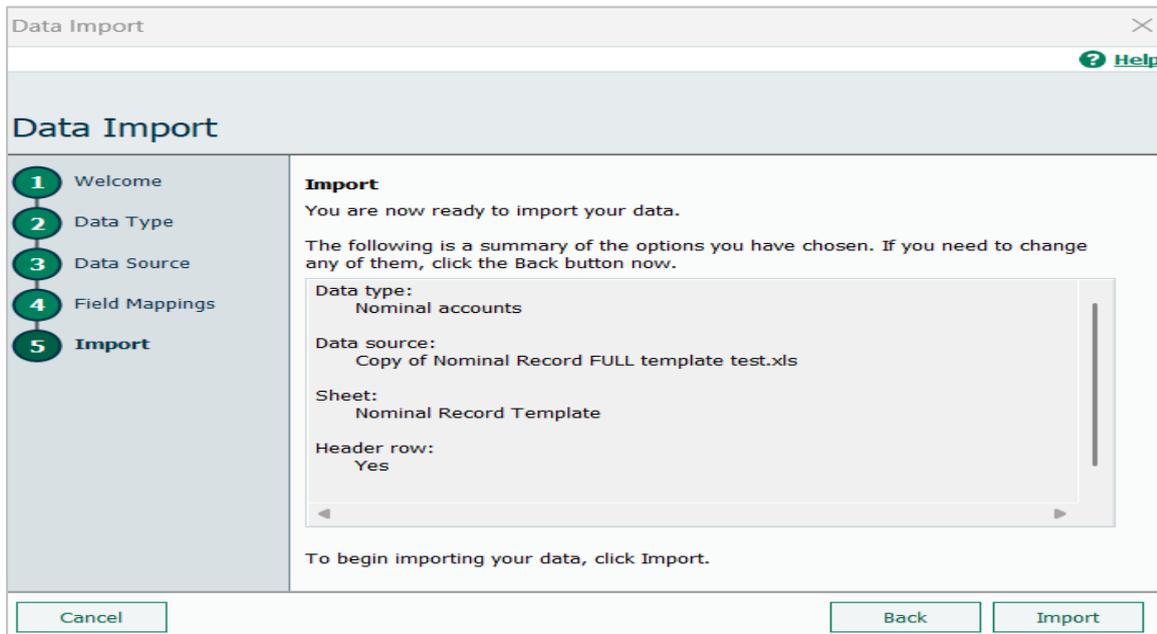
## 7. Browse for the relevant Sage Budget Import Template.

The screenshot shows the 'Data Import' dialog box with the 'Data Source' step selected. The left sidebar contains a numbered list of steps: 1 Welcome, 2 Data Type, 3 Data Source, 4 Field Mappings, and 5 Import. The main area is titled 'Data Source' and contains the instruction 'Select the format of the data you will be importing:'. There are two radio button options: 'Comma-separated (\*.csv)' and 'Excel worksheet (\*.xls;\*.xlsx)', with the latter selected. Below this is the instruction 'Select the file to import\*:' followed by a text input field and a 'Browse...' button (circled in red). At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

Browse for the relevant Sage Budget Import template & Click Next.



Click Next.



Click Import.

Run the BOM Income & Expenditure report to verify the figures.

The Budget figures can be edited in Sage 50 in the nominal code section, double click on the relevant code and amend the figure under the budget heading in month 1.