![FSSU Financial Support Services Unit logo]

Financial Guideline 2015/2016 - 16

Purchasing Sage 50 and Training Details

This Financial Guideline contains information necessary for schools in relation to:

1. Purchasing FSSU Sage 50

2. Training for FSSU Sage 50 – (*We encourage School Management to make School Accounts Personnel available for training.)*

Introduction

Over 90% of our schools currently use the computerised accounts package, TAS. We have been informed by the owners of the TAS system that TAS will reach its end of life in the near future and will no longer be supported by its owner Sage.

Following a process of review of suitable products available, we have decided to move schools to a package called Sage 50.

The priority of this transition is to ensure that schools have a robust and supported computerised accounts package. It is of paramount importance that school management and Trustees/Patrons can fulfil their obligations in terms of financial accountability for State and other funding.

We are confident that Sage 50 will meet all such requirements.

We are working with Sage to ensure that the transition will be supported and smooth. We have negotiated a monthly payment system of €19.73 per month which will eliminate the need for a large initial outlay and will guarantee that separate upgrade costs will not be necessary.

We will begin transition in July 2016. Please be assured of our continued level of support and training to schools over this transition period. The document attached includes the information required to purchase the package and dates for training.

Louise McNamara
Director, FSSU
June 2016

Purchasing & Training Information For FSSU SAGE 50

Section 1: Purchasing FSSU SAGE 50

PURCHASE OF THE PACKAGE IS ESSENTIAL BEFORE REGISTRATION FOR TRAINING	Cost of FSSU SAGE 50 €19.73 per month (inclusive of VAT)

STEP 1:

Ask your IT person to review the technical specification details below

IT Specification required to run FSSU Sage 50:

Minimum Hardware: IBM® compatible computer with a 2GHz processor or higher; 2GB RAM (4GB for PCs running a 64-bit operating system); 2GB free disk space; screen resolution of 1024x768. Network Users only: 1Gbps network (100 Mbps minimum). Internet connection with minimum download speed of 2Mbps. An up to date version of Internet Explorer.

Supported Operating Systems: All 32 or 64-bit variants of Microsoft® Windows® 10, Windows 8, Windows 7, Windows Vista, Windows Server 2012 or Windows Server 2008. Note: Please ensure all the latest Microsoft Updates are installed. Note: Not compatible with Windows XP or Windows Server 2003. Compatible with Microsoft Office 2013 and 2010 (32-bit editions) or 2007 and 2003 but not with Office 2016.

STEP 2:

COMPLETE THE ATTACHED FORM AND EMAIL TO: jenna.early@sage.com AND fssu@jmb.ie
USE THE ATTACHED ORDER FORM TO AVAIL OF THE SPECIAL PRICE

STEP 3:

YOU WILL RECEIVE TWO CONFIRMATION EMAILS. THE FIRST EMAIL WILL CONTAIN YOUR ACCOUNT DETAILS, SERIAL NO. AND ACTIVATION CODE.
PLEASE CHECK THAT THE PRICE STATED IS CORRECT.

STEP 4:

The second email from Sage will contain a **DIRECT LINK TO THE SAGE 50 DOWNLOAD**.
Follow the instructions to download.

STEP 5:

Send an email to **jenna.early@sage.com** AND **fssu@jmb.ie** confirming that your installation is complete quoting your SAGE account and FSSU reference details.

STEP 6:

PLEASE CALL THE FSSU ON 01 269 0677 TO BOOK YOUR TRAINING DAY

Order Form

FSSU STANDARD SAGE 50 PACKAGE

Email Subject: FSSU ORDER REFERENCE NUMBER: N03316
Email to: jenna.early@sage.com AND fssu@jmb.ie

This form can be completed on screen.
After completion please save to your desktop and attach to email using the details above.

Date:	
School Roll Number:	
School Name	
School Address	
Bank Name:	
BIC Number:	
IBAN Number:	
Accounts Secretary/ Bursar Name:	
Accounts Secretary/ Bursar Telephone No:	
Accounts Secretary/ Bursar Email Address:	

FSSU
Financial Support
Services Unit

Section 2: Training

Venue: JMB, Emmet House, Dundrum Road, Milltown, Dublin 14.
Time: 10.00am – 4.00pm, Lunch will be provided
Cost: Free of charge

- You do not need to bring a laptop or the new package to the training day
- Training will be provided by FSSU personnel
- Each session will be limited to a maximum of 10 participants

Schedule of Training Dates

Calendar	Monday	Tuesday	Wednesday	Thursday	Friday
July	4	5	6	7	8
	11	12*	13	14	15
	18	19*	20**	21	22
	25	26*	27	28	29
August	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
September				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
October	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				
November		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18

BANK/CASH/NOMINAL MODULES USERS

* BANK/CASH/NOMINALS/CREDITORS MODULES USERS.
Please bring a copy of your Creditors list.

** FEE CHARGING SCHOOLS:
BANK/CASH/NOMINAL/CREDITORS/DEBTORS
Please bring a copy of your Creditors and Debtors list and a sample Fee invoice.