Financial Guideline 2019/2020 - 37

Voluntary Secondary Schools

Supporting Remote Working

1. Introduction

Due to the current COVID-19 (Coronavirus) situation and the mandatory closure of all schools in the State, school management may decide to support administration and accounts personnel to work from home in order to ensure that essential tasks are completed. These tasks include payroll, returns to Revenue and ongoing maintenance of the Sage package. The FSSU recognises the challenges associated with working from home and are available to provide remote access, telephone and email support.

2. Setting up remote working

- School management may provide a laptop and where necessary a phone to employees who can work from home to enable them to carry out duties. It is important that only the schools' IT support person/supplier sets up the remote working access in order to ensure that security and GDPR regulations are adhered to.

- The IT support person/supplier may enable access to the employees' school PC via a system such as "Teamviewer" or "Logmein". This will allow the employee to remotely log on to their school PC and work as if they were looking at the screen in the school.

- The following options are available to facilitate online meetings; https://zoom.us/ or https://www.skype.com/en/features/group-video-chat/

3. Completing essential tasks

3.1 Payroll and Revenue Returns

In order for the following Revenue related tasks to be completed it is essential that the ROS digital certificate is saved to the remote working laptop. See Revenue instructions *https://www.revenue.ie/en/online-services/support/ros-help/something-is-not-working/issues-logging-into-ros/using-a-new-computer-to-login.aspx* for how to transfer the digital certificate to another computer.

Payroll – It is essential that payroll continues to be processed. In order to do this remotely full access to the payroll system and any other files or data needed to complete the payroll at home is necessary.

VAT Returns – In order for VAT returns to be completed remotely, access to Sage is needed to retrieve the VAT details.

RCT Notifications and Returns – In the event that the school is making payments to sub-contractors, Revenue need to be notified as normal.

3.2   Maintaining Sage Accounts

1) Keep up to date with bank reconciliations

2) Prepare month-end reports for all completed months

3) Post invoices / credit notes

4) The accounts person and the Principal may finalise the 2020/2021 budget and prepare the Sage template to be imported after the year end.

5) The Principal and accounts personnel may hold online meetings to discuss any finance related topics

6) Please see "Appendix 1" attached on how to upload your data using Sage Drive for remote working.

Should you require further assistance, please contact the FSSU.

Tel: 01-269 0677
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30th March 2020

Appendix 1

Sage Drive - Upload your data

With Sage Drive you can upload a copy of your accounts data to a secure location in the cloud. You and your colleagues can then easily access the cloud data from any location. Your computer, and any other devices that access your data, synchronise with the cloud copy, so everyone sees the live data.

To use Sage Drive you must have a broadband Internet connection with a download speed of at least 4Mbps, and an upload speed of at least 2Mbps.

If Sage Accounts is installed on more than one computer on your local network, you only need to upload your data once.

1. Install the latest version 26.2 on all relevant PC's

2. Open Sage Accounts and on the menu bar click **File**, click **Sage Drive setup**, click **Let's get started** then follow the relevant section below.

If you already have a Sage ID login:

1. Enter your Sage ID email address and password then click **Sign In**.

   If a message appears to say you're not yet registered for Sage Drive, click **OK** then proceed to step 2. If no message appears, proceed to step 5.

2. When you receive an activation email, click the Sage ID Activation link, then click **Register for Sage Drive with your Sage ID**.

3. Enter your Sage ID email address and password, then click **Sign In**.

4. Enter your account number and serial number, click **Register**, then when the Successful Registration message appears, close your Internet browser.

5. Enter an encryption password, then confirm your encryption password.

   Please remember this password, as you can't reset it. If forgotten, you have to remove and re-upload your data to Sage Drive. Also, if you invite others to access your shared data, you must tell them the encryption password so they can connect.

6. To agree to the terms and conditions, select the check box then click **Upload data.**

7. Download Sage 50 Version 26.2 onto designated laptop and follow on screen instructions.

8. Select "connect to data from Sage Drive" and continue inputting your login credentials as requested.

ActiveSetup   ✕

Sage Accounts - Company Set-up

① Welcome

Welcome to Sage 50 Accounts   ❓

Please select one of the following:

○ **Set-up a new company**
  To begin using Sage 50 Accounts, enter your business details.

○ **Use an existing company stored on your network**
  If you want to use a company on your computer or network, use this option to connect the

○ **Restore data from a backup file**
  If you have a backup that you would like to restore, select this option.

⦿ **Connect to data from Sage Drive**
  We recommend using this option if you would like to connect to your data from a remote

Your company will be created in the following location. To choose a different location, click Change.

C:\PROGRAMDATA\SAGE\ACCOUNTS\2020\COMPANY.002	Change

Cancel		Back	Next

Sage Drive is not a backup facility so please continue to back up Sage 50 as normal.