

Sage 50 Training – Requests for topics

	Sage Topic Request for PP training	Currently Available	Follow up
1	Covid Grant Returns	New financial year Oct 13th	
2	Journals	New financial year Oct 13th	Will look at further training in conjunction with no 4 below for new users
3	Giving Access to Accountant		See attached
4	A starter with recording grants and treatment		Sage training for new sage users Tuesday from 3 – 4PM Small Group online training
5	VAT control accounts & VAT Journals		
6	Payroll journal using PAYE Control account		
7	Bank Reconciliation		
8	Bank Feeds	See FSSU website & the getting started guide	Follow the steps in attached document Need access to the bank account for effective training
9	Accruals		Closer to next year end Do a short video
10	Prepayments		Closer to next year end Do a short video


Step 4 – Grant remote data access to additional users

With a one user licence – this gives 1 main user (Manager), 1 connected user and 1 Accountant user. The 1 connected user cannot access Sage at the same time as the main user. Therefore, if two users are required at any one time, please contact Sage to avail of the FSSU agreed price of €5 plus VAT for each additional user.

Instructions

- Click on Settings > User management > Users.
- Add a user (for example for Principal) or Accountant.
- Select User type and assign appropriate level of access.
- If appropriate allow remote data access and complete the onscreen instructions
- Click Finish
- The user will now be sent an email informing them that they have been granted access. They will need to have the relevant Sage information including the passphrase. They will also have to activate a Sage Account with their email address and link it to the school Sage account.
- The Accountant will be required to have Sage 50cloud Client Manager, use the same version 28 as the school and know their username, password, and passphrase to establish a successful link to the schools' data on the cloud.

Format of email to Breda to join new user small training group

 Send	To	bredamurphy@fssu.ie
	Cc	
Subject		Sage 50 New User Monthly training meetup - Oct 22
<p>Hi Breda</p> <p>I would like to attend the new user monthly training meetup</p> <p>My details are as follows:</p> <p>Name</p> <p>School Name</p> <p>School Roll Number</p> <p>Email address to <u>sent</u> invite to:</p> <p>The top 3 things in Sage 50 that I need guidance on are :</p> <p>1</p> <p>2</p> <p>3</p>		