



# School Administration Personnel Training Webinar 2026 for Voluntary Secondary Schools



## Date & Time

Wednesday 10th June 2026  
10.00am – 1.00pm



10.00am – 10.05am

### Opening Address

Louise McNamara, Director, FSSU

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## Supplier Ledger in Sage 50 Accounts

10.05am – 11.00am

### Delivered by Lorraine Guinan & Eleanor Dawn, FSSU

This session will provide an overview of the supplier ledger in Sage 50, covering key day-to-day tasks such as entering invoices, credit notes, and payments. It also outlines required paperwork, explains essential reports and introduces supplier e-payments. The aim is to build confidence, improve understanding, and encourage effective use of the system.

11.00am – 11.20am

### Break

2

## Understanding the Purchaser Order Cycle

11.20am – 12.05pm

### Delivered by Lorraine Farrell & Joe Conlon, FSSU

This session will provide an overview on the purchasing order cycle. We will walk through the entire procurement process - from identifying a need for a good/service to final vendor payment. We will also explore the importance of establishing appropriate internal controls around purchasing procedures.

3

## How to be Happy and Content

12.05pm – 12.55pm

### Delivered by John Lonergan, Motivational Speaker

John discusses the many choices we have if we want to be happy including accepting our reality, the role of gratitude, forgiving ourselves and others, surrounding ourselves with people who make us feel good about ourselves, being kind and generous to others, hobbies, and the importance of smiling.

12.55pm – 1.00pm

### Closing Address

Patricia Higgins, Assistant General Secretary, JMB

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