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## Integrated Accounting Systems 2010-2011 Lecturer's Information Pack

### Important dates:

- **25<sup>th</sup> September 2010, Dublin**  
ROI IAS Liaison Day (see form on the last page)
- **2<sup>nd</sup> October 2010, Belfast**  
NI IAS Liaison Day (see form on the last page)
- **10<sup>th</sup> December 2010**  
Closing date for sending the IAS **list of students** to Accounting Technicians Ireland
- **21<sup>st</sup> February 2011**  
IAS **exam papers** available to colleges
- **1<sup>st</sup> – 19<sup>th</sup> March 2010**  
IAS **exam** – first sitting
- **1<sup>st</sup> – 30<sup>th</sup> April 2010**  
IAS **exam** – second sitting

### Included Contents:

**part 1** - IAS **software** 2010-2011 version

**part 2** - IAS **exam information**

**part 3** - IAS workbook / IAS seminars

**part 4** - IAS **contact details** / IAS software **registration** details



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## part 1

### 2010-2011 IAS software

The software provided for this year's IAS module is supplied by Sage Ireland. Along with the software, Sage Ireland offers lecturers and students their technical support. Having supported lecturers and students for more than a decade now, Sage Ireland is striving to improve the level of technical support. A dedicated Sage Ireland Technical Support Team can be accessed **via email** with any type of technical query. Sage Ireland has a policy to reply to any customer's query within the next 24 hours. Below you will find email details for Sage Ireland Technical Support Team.

Lecturers and students can avail of Sage Ireland expertise for any type of technical query on their products. In order to receive the answer for your query quickly and efficiently please provide as much information about the problem as you can.

- Please bear in mind that your query has to be **specific**.
- In most cases you should give the **error number** you have problems with (e.g. error number 678 – run time error).
- Please also enclose the product **registration details** – e.g. Sage Quickpay **activation key** and **serial number**.
- You should also know the information on the **operation system** to which you're installing the Sage product (e.g. Windows XP or Windows Vista).
- When possible please enclose the **screen shot** with your email indicating the message you receive

## IAS TAS ROI / IAS Sage ROI / IAS Sage NI

This year we are giving colleges an option between two packages: IAS TAS (ROI version only) and IAS Sage (ROI and NI version).

These packages vary in the Accounting Package in use:

- IAS TAS ROI study package covers:
  1. Accounting software: TAS Books v.1.04
  2. Payroll software: Sage Quickpay 2010 v.10.2
  3. MS Excel (version 2007 and later)
  
- IAS SAGE ROI study package covers:
  1. Accounting software: Sage 50 Accounts v. 16.0.17.156
  2. Payroll software: Sage Quickpay 2010 v.10.2
  3. MS Excel (version 2007 and later)
  
- IAS SAGE NI study package covers:
  1. Accounting software: Sage 50 Accounts v. 16.0.17.156
  2. Payroll software: Sage Payroll UK 2010 v.16.01.040
  3. MS Excel (version 2007 and later)

## IAS software - Lecturers

Sage Ireland will only provide support for their software with Windows XP or later.

**Please also note that this year the spreadsheet section of the manuals will be based on MS Excel 2007. It will be possible to use MS Excel 2003 for the examination; however the manuals and all screenshots will be taken from Excel 2007.**

This software was sent to colleges in June 2010. Please contact Accounting Technicians Ireland if you have not received the software to date.

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## IAS software - Students

This year Accounting Technicians Ireland will provide colleges with the **software CD for students**. The packs will be sent to colleges in September.

We would ask that IAS lecturers distribute these CDs to their students.

As we can only send a limited number of copies, we would like to ensure that each student receives only one copy of the software.

Please note that software designated to students, has different license details than the software sent to colleges. Details of how to install the software will be available for students on the Accounting Technicians Ireland web site.

Also, all queries in relation to installation and registration of Sage Ireland products should be directed to the Sage Ireland support team.

Accounting Technicians Ireland will also provide to students a CD with additional IAS materials:

- IAS Pilot Papers
- IAS Case Studies

Again, lecturers will be asked to distribute CDs to students.

**Any other queries in relation to the IAS module: dataset restoration, creating the new companies, registering the new company, etc. should be directed to the IAS tutor.**

**Neither Sage Ireland nor Accounting Technicians Ireland team can facilitate queries of this nature over the phone or by email.**

**IAS software 2010-2011 registration details and Sage Ireland  
Technical Support contact details:**

	<b>Sage 50 Accounts v. 16.0.17.156</b>	<b>TAS Books V. 1.04</b>	<b>Sage Quickpay 2010 v.10.2</b>	<b>Sage Payroll UK 2010 v.16.01.040</b>
<b>Serial Number:</b>	<b>V036141</b>	<b>920176</b>	<b>CHL196461</b>	<b>I412755</b>
<b>Activation Key:</b>	<b>ILBQNFB</b>	<b>H4ZE7-QWUXG-2NTU9- SY587</b>	<b>OFC118238</b>	<b>ECPQPHE</b>
<b>Licence Name:</b>	Accounting Technicians Ireland	Accounting Technicians Ireland	Accounting Technicians Ireland	Accounting Technicians Ireland
<b>e-mail:</b>	<a href="mailto:sage50.support@sage.ie">sage50.support@sage.ie</a>	<a href="mailto:support@tassoftware.ie">support@tassoftware.ie</a>	<a href="mailto:pye@sage.ie">pye@sage.ie</a>	<a href="mailto:pye@sage.ie">pye@sage.ie</a>
<b>Low Call Tel No:</b>	1890 88 20 60 options 2,2,2,1 (IRL)	1890 94 68 81 option 1	1890-88-20-60 (IRL) 01 6420800 (NI) options 2, 2, 1	1890-88-20-60 (IRL) 016420800 (NI) options 2, 2, 1
<b>Sage Account Number:</b>	N10612	N10612	N10612	N10612
<b>Password to SageTechnical Support:</b>	clear2010	clear2010	clear2010	clear2010

**Accounting Technicians Ireland contact details**

IAS Examiner: [ias@academic.accountingtechniciansireland.ie](mailto:ias@academic.accountingtechniciansireland.ie)

Gosia Lakoma: [glakoma@AccountingTechniciansIreland.ie](mailto:glakoma@AccountingTechniciansIreland.ie)

tel: 01 637 7363, fax: 01 637 7357

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## part 2 IAS Examination

### First Sitting – March 2011

The IAS exam can be carried out at any time between 1<sup>st</sup> and 19<sup>th</sup> March 2011 (first sitting) and in April 2011 (second sitting) **but not beforehand**.

There will be two different IAS exam papers available. The lecturer should choose which of the exam papers will be completed at any specific exam sitting, ensuring that no two groups sit the same exam paper.

Students should apply to sit the IAS exam before 3<sup>rd</sup> December 2010.

Lecturers should provide Accounting Technicians Ireland with a list of students sitting the IAS exam in 2010-2011 before Friday, 10<sup>th</sup> of December 2010.

#### Exam materials:

- Lecturer CD with the IAS exams,
- Student CDs with IAS exam set-ups
- A memory stick to save students' exams

Exam Materials will be couriered to college coordinators in the week commencing on **Monday, 21<sup>st</sup> February 2011**. Please contact Accounting Technicians Ireland immediately if you are missing any of the above elements in your Exam pack or if the CDs are unreadable.

### Second Sitting – April 2011

Please note that the April sitting is considered as a repeat sitting. There will be one repeat IAS exam paper available. The IAS repeat exam can be carried out at any time between 1<sup>st</sup> and 30<sup>th</sup> April 2011. The college should organize the second IAS sitting and notify both: Accounting Technicians Ireland and student regarding the exam.

Students should send the IAS exam form and pay the appropriate exam fee before sitting the exam (second attempt: €70).

## IAS Exam Structure

1. Each college should notify students with details of the IAS Exam time, date and venue.
2. Students are permitted to bring the following into the IAS Exam: pens, pencils, rubber, ruler and calculator. Red pens and highlighters are not permitted during the examination.  
**No other material** can be brought into the exam or used during the exam. This includes any notes, manuals, past exams, etc. Mobile phones are specifically banned from the exam venue.  
It is permissible to use the **'help' function** within Sage Quickpay (ROI), Sage Payroll UK (NI), Tas Books v.1, Sage 50 Accounts and MS Excel during the Exam if required.  
MS Excel is only permissible for the purposes of the Exam requirements and should not be accessed or employed for any other reason.  
**No other software** (e.g. training or tutorial software) can be used during the course of the Exam.
3. Supervision of the IAS exam can be carried out by the IAS lecturer or any other suitable supervisor. It is advised that the IAS lecturer and any other technical support person deemed necessary be present during the exam.
4. Under no circumstances should the exam be shown to the student before the commencement of the exam itself.
5. Accounting Technicians Ireland should be contacted at any time regarding a query in relation to any of the Exam procedures.
6. Students are required to write their name and Accounting Technicians Ireland student number clearly on the **Student Cover Sheet** before commencement of the Exam.
7. The duration of the **IAS Exam is 3 ½ hours**. Printing can be carried out after the 3 ½ hour period, but no changes can be made to the students' Exam after that time. It is the responsibility of the supervisor to manage this.
8. All printouts, the Exam back-up and the Exam paper are required to be given to the Exam supervisor before the student exits the Exam venue.
  - All printouts and the Exam back-up should include the **student's name**.
  - It is the responsibility of the student to ensure that all relevant material has been collected by the supervisor before they exit the Exam venue.

- It is Lecturers/Invigilators responsibility that all required backups have been made by student and **correctly copied** to the memory key.
  - The Exam papers should be destroyed by the Course providers after the Examination, students must not remove the Exam paper from the venue.
9. It is Lecturers/Invigilators responsibility to forward the attendance list to Accounting Technicians Ireland with all students' names sitting the IAS exam.
  10. The **hard copy** scripts should be submitted to Accounting Technicians Ireland for correction within three days of completion of the first and repeat Exam and copies of these should **not** be retained by the lecturer, however it is strongly advised that a **soft copy** of all Exam datasets be retained by the Course provider in case of corruption in transit.
  11. Format of the Individual Student Exam Script to be returned for correction:
    - Exam script stapled once only to the Student Cover Sheet
    - Exam script should not be individually packed in any type of folder or enclosure.
  12. All IAS Exam papers will be corrected by the Examiner appointed by the Accounting Technicians Ireland. In the case of any failures, colleges will be notified with **provisional** student Exam results. If a student has failed the IAS Exam in March 2011 then the college should organize the second IAS sitting in April 2011. Should they be unsuccessful in the April IAS Exam, the next sitting will be in March 2012.
  13. Accounting Technicians Ireland will provide colleges with provisional results. Colleges may release **provisional** results to students in March/April, however, please note that all results are subject to approval by the Examination Board and official results will be issued to students in July 2011.
  14. Students must obtain a 70% grade to pass the Exam. Any student who obtains a grade of less than 70% is allowed to re-sit the Exam within April 2011
  15. It is not possible to compensate IAS. All students must achieve at least 70% to pass this subject.
  16. This subject will be included in the classification and determination of the final award. Thus, the final award will be determined by an average of the four second year subjects, subject to conditions.

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### Recommended minimum contact hours 43.50 hrs

- Classroom contact: 40 hrs
- Examination – 3.5 hrs

### part 3

#### IAS workbook / IAS seminars

**An IAS Manual** is available, covering the entire IAS course comprehensively, incorporating Sage Quickpay (ROI), Sage Payroll UK (NI), TAS Books, Sage 50 Accounts and MS Excel. There are three versions of the IAS manual: IAS TAS ROI, IAS SAGE ROI and IAS SAGE NI.

The Accounting Technicians Ireland manual for IAS TAS and IAS SAGE will be available to purchase on the web site for all students from 1<sup>st</sup> September. IAS lecturers will receive a complimentary copy of the relevant workbook in September.

This year Accounting Technicians Ireland is running a **IAS seminars** in **Belfast, Dublin, Galway and Cork**. These seminars are full-day revision sessions and they will cover the complete IAS syllabus. The closing date to book a place for a seminar is 3<sup>rd</sup> December 2010.

#### Seminar Dates:

- Dublin - 12<sup>th</sup> February 2011
- Cork - 12<sup>th</sup> February 2011
- Galway - 19<sup>th</sup> February 2011
- Belfast - 19<sup>th</sup> February 2011

## Part 4

### IAS Software Registration details and IAS Contact Details



#### **Sage Technical Support Team Contacts 2010/ 2011**

##### **Sage 50 Technical Support (IRL & NI)**

Low Call Tel: 1890 88 20 60 options 2,1,1 (IRL)  
International Tel: + 353 1 642 0800 (NI), Fax: 01 642 0895  
Email: [sage50.support@sage.ie](mailto:sage50.support@sage.ie)  
Website: [www.sage.ie](http://www.sage.ie)  
Accounting Technicians Ireland Account Number: N10612  
Accounting Technicians Ireland Password: clear2010

##### **Sage Quickpay and Sage 50 Payroll Technical Support (IRL & NI)**

Low Call Tel: 1890 88 20 60 options 2,2,1 (IRL)  
International Tel: + 353 1 642 0800 (NI), Fax: 01 642 0895  
Email: [pye@sage.ie](mailto:pye@sage.ie)  
Website: [www.sage.ie](http://www.sage.ie)  
Accounting Technicians Ireland Account Number: N10612  
Accounting Technicians Ireland Password: clear2010

##### **TAS Technical Support**

Low Call Tel: 1890 94 68 81 option 1, Fax: 01 642 0895  
Email: [support@tassoftware.ie](mailto:support@tassoftware.ie)  
Website: [www.tassoftware.ie](http://www.tassoftware.ie)  
Accounting Technicians Ireland Account Number: N10612  
Accounting Technicians Ireland Password: clear2010

##### **Accounting Technicians Ireland Contact Details**

IAS Examiner: [ias@academic.accountingtechniciansireland.ie](mailto:ias@academic.accountingtechniciansireland.ie)  
Gosia Lakoma: [glakoma@AccountingTechniciansIreland.ie](mailto:glakoma@AccountingTechniciansIreland.ie)  
Tel : 01 637 7363, Fax: 01 633 6846



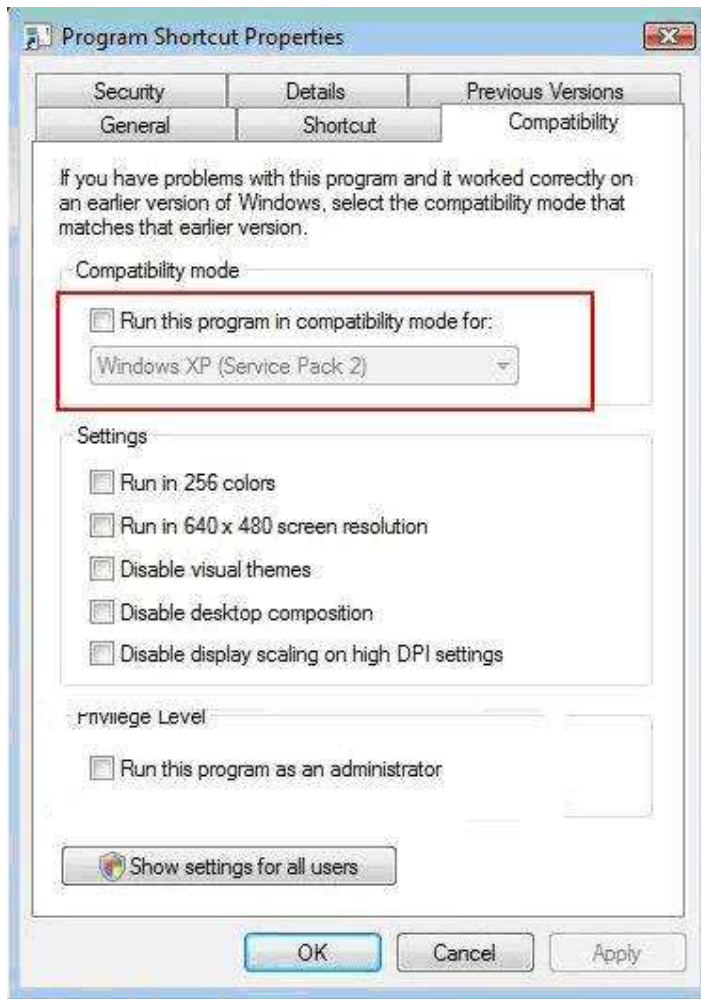
## Sage Quickpay Installation and Registration Guide

1. On your workstation make sure that you have full read/write access. Log in as **Administrator** if using Windows 7, Windows Vista or Windows XP.
2. Insert the Quickpay CD into the CD ROM Drive. The **Install Shield Wizard** will start up.
3. When the **Welcome** screen appears click **Install Product**, then **Install Quickpay**. Click **Next**.
4. The **Install Shield Wizard** screen appears, click **Next**. Select **I Agree** to the Licence Agreement and then click **Next**. Choose the **Full Installation** option if prompted. The **Choose Destination Location** screen appears.
5. This is where the Quickpay **Program Files** will be installed. Accept the default location, **C:\Program Files\Quickpay**, by clicking **Next**.
6. The **Select Program Manager Folder** screen will appear. Click **Next**.
7. The **Start Installation** screen will appear. Click **Next**. The installation will begin and the appropriate files are copied from the CD.
8. The system will prompt you to place a **Shortcut Icon** on your Desktop. Choose **Yes**.
9. Click **Finish** to complete the installation and remove the CD from the CD drive.
10. Double click on your Quickpay Icon on the desktop. The Quickpay **Enter Licence Details Wizard** will appear.
11. Enter the **Licence Name Accounting Technicians Ireland** and press the tab key
12. The **Serial Number CHL196461** will appear
13. Enter the **Activation Key OFC118238** and then click **Licence**

**Note:** If you are using Windows Vista or Windows 7 you will need to do the following to ensure your software works correctly

Right click on your Quickpay Icon

1. Go to **Properties**
2. Click on the **Compatibility** tab
3. Tick the option to run this program in compatibility mode for Windows XP (Service Pack 2)



## Install the Payroll v10.2 Update

### Pre-Install Checking

4. To install the update, your current version of Quickpay must be v10 or later.
5. Depending on your operating system, it may be necessary to have administrator rights on your computer. If you are unsure about this, contact your IT person.

### Installing the Update

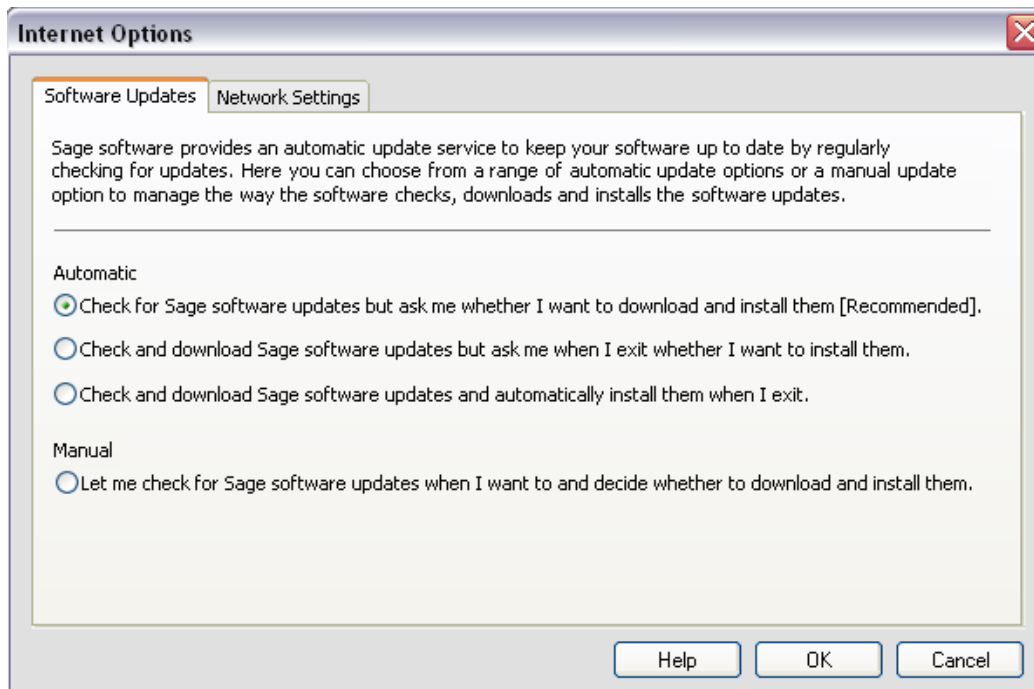
1. Close Quickpay, and put the CD into the CD-ROM Drive. The CD should run automatically.  
  
If your CD doesn't run automatically:  
(a) Double-click the My Computer icon on your Windows desktop.  
(b) In the My Computer window, double-click the D drive icon.  
(If your CD ROM drive letter is not D, replace D with the appropriate letter).
2. Click **Next** on the Welcome screen.
3. Tick **I Agree** to the Software Licence Agreement.
4. **Tick Full Installation** if the Quickpay is installed on the local machine otherwise tick Client Installation if Quickpay is installed on the network.
5. The default update path is usually C:\Program Files\Quickpay, because this is the default location for a new installation.
6. However, if you originally installed Quickpay in a different location, the default location of the update is wherever Quickpay was installed.  
Older installations have the default location C:\QPWIN.  
If you want to specify a different location, click **Browse** and provide the location. Then click **Next**.
7. Click **Next** to start the installation.
8. Click **Yes** to create shortcut icons on your desktop.
9. When the update is complete, click **Finish**.
10. You may be prompted to install the latest Adobe Acrobat Reader (if it is not already installed).

## Install the Payroll v10.2 Update

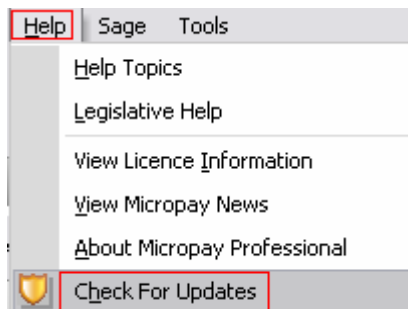
### How to turn Automatic Updates to Update Manually

To check if Auto Updates is set to Manual login to your Quickpay,

1. You will then need to go to **Tools**
2. This will bring to the screen illustrated below



3. You will then need to select the **Manual** update option.
4. To Check for Updates manually select **Help** and **Check For Updates**.





### Sage Quickpay Serial Numbers and Activation Keys for Case Studies

Serial Numbers and Activation Keys for the case studies provided are as follows:

<u>Company Name</u>	<u>Company</u>	<u>Serial No.</u>	<u>Activation Key</u>
Accounting Technicians Ireland	A	CHL196461	OFC118238
Mulhall Transport Limited	B	XPG163511	AQW77910
Premier Limited	C	IRG107295	QYF28158
Raymondo Limited	D	XCH109597	BEZ26352

Serial Numbers and Activation Keys which can be used for your own case studies are as follows:

<u>Company Name</u>	<u>Company</u>	<u>Serial No.</u>	<u>Activation Key</u>
TOT Limited	E	DLP93527	MTP10038
Extra Limited	F	TLT100054	AXV18505
LOTR Limited	G	RYI105467	BJR22162
Kefol Limited	H	SJM100041	ULL18500
Thistle Limited	I	VKV107321	QER28116
MT Limited	J	AVX91923	JCA10634

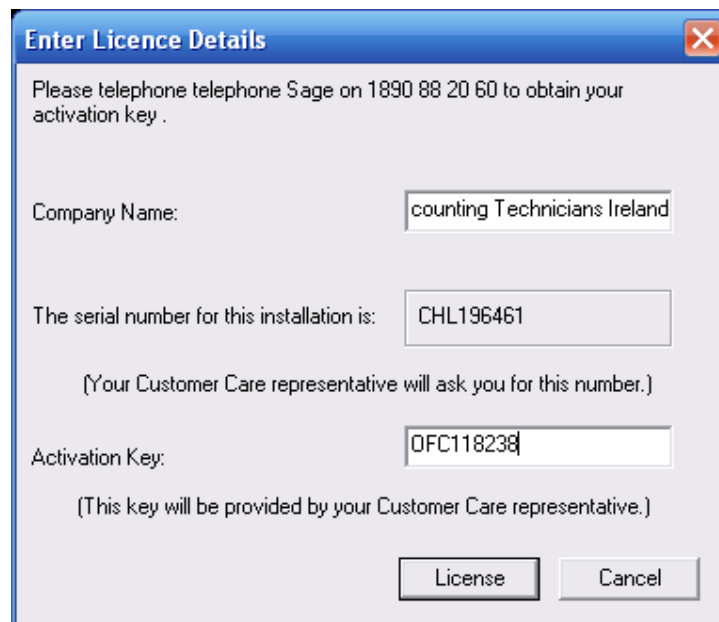
**It is important to remember that all Company Names, Serial Numbers and Activation Keys are case sensitive.**



## Sage Quickpay Serial Numbers and Activation Keys for Case Studies

### SETTING UP THE FIRST COMPANY

When logging in for the first time you will be directed to the following screen:



**Enter Licence Details** [X]

Please telephone telephone Sage on 1890 88 20 60 to obtain your activation key .

Company Name:

The serial number for this installation is:

(Your Customer Care representative will ask you for this number.)

Activation Key:

(This key will be provided by your Customer Care representative.)



## Sage Quickpay Serial Numbers and Activation Keys for Case Studies

Enter the **Company Name** and **Activation Key** given for Company A above and select license. This will bring you to the Quickpay Login Screen.



The user name for all case studies is “Manager”  
and the password is “Pass”





Quickpay

sage Quickpay Quickpay Login Tax Year 2010

Exit Quickpay  
New Payroll...

User Name

Password

Payroll

Login

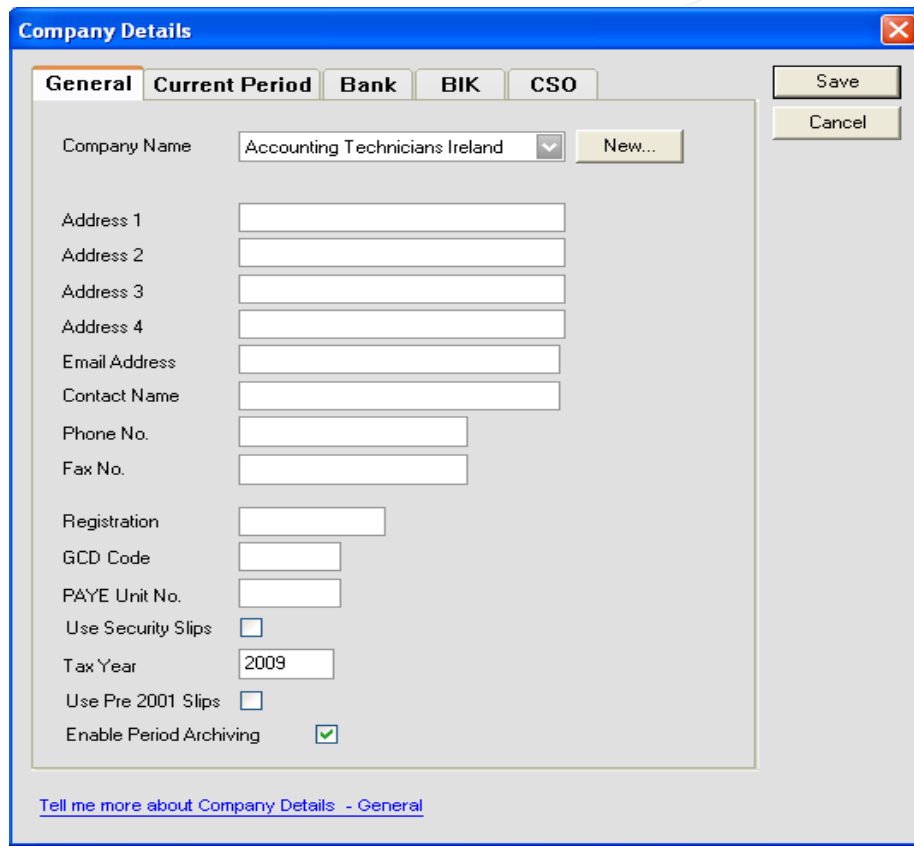
[How do I complete processing for 2009?](#)  
[Payrolls from 2009 do not exist?](#)

The relevant **Company ID** from the previous page must also be entered. This will bring you to the Sage Quickpay Menu.

Once you have logged on to Sage Quickpay, you can enter the **Company Details** by following the **Company Setup** option in the toolbar.



## Sage Quickpay Serial Numbers and Activation Keys for Case Studies



The screenshot shows the 'Company Details' dialog box in Sage Quickpay. The 'General' tab is selected, and the 'Company Name' field is populated with 'Accounting Technicians Ireland'. The 'Enable Period Archiving' checkbox is checked. The 'Tax Year' is set to 2009. The 'Use Security Slips' and 'Use Pre 2001 Slips' checkboxes are unchecked. The 'Save' and 'Cancel' buttons are visible in the top right corner.

Field	Value
Company Name	Accounting Technicians Ireland
Address 1	
Address 2	
Address 3	
Address 4	
Email Address	
Contact Name	
Phone No.	
Fax No.	
Registration	
GCD Code	
PAYE Unit No.	
Use Security Slips	<input type="checkbox"/>
Tax Year	2009
Use Pre 2001 Slips	<input type="checkbox"/>
Enable Period Archiving	<input checked="" type="checkbox"/>

[Tell me more about Company Details - General](#)



## Sage Quickpay Serial Numbers and Activation Keys for Case Studies

### SETTING UP SUBSEQUENT COMPANY

There are two ways to set up subsequent companies.

1. You can log in using a new **Company ID** by clicking on the Quickpay Icon that is on your desktop. Login using “Manager”, “Pass” and the new **Company ID** letter. This will then bring you to the following screen:



Select **License New Company Name** and enter the **Company Name** and **Activation Key** as provided. When completed you must select **Create Company**.

2. Alternatively, you can create a new Company Name while remaining logged in to Sage Quickpay. This is done by selecting **Log In** from the main toolbar. Select **Log In to another Company** from the drop down menu. Follow the instructions to take a back-up of the current company dataset. This will bring you back to the Quickpay Login screen, where you can log in with a new **Company ID** and set up the new company.



## Sage 50 Accounts Installation and Registration Guide

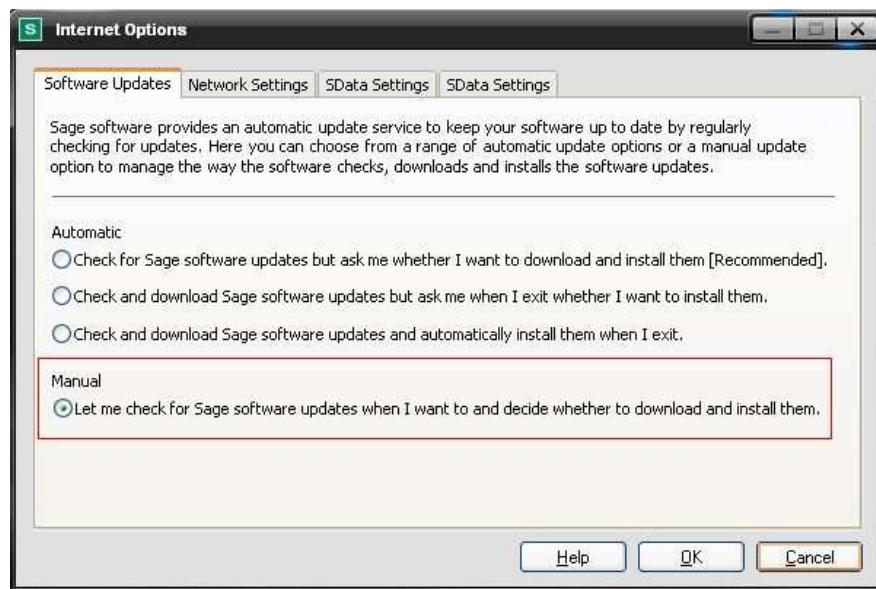
1. On your workstation make sure that you have full read/write access. Log in as **Administrator** if using Windows 7, Windows Vista or Windows XP.
2. Insert the Sage 50 Accounts CD into the CD ROM Drive. The **Install Shield Wizard** will start up.
3. When the **Welcome** screen appears click **Install**
4. The **Install Shield Wizard** screen appears, click **Next** and click **Yes** to the Licence Agreement
5. The Accounts Setup appears.
6. This is where the Sage 50 Accounts **Program Files** will be installed. Click the **Standard Install** and then click on **Next**. Please note that if you have a previous version of Sage 50 Accounts, choosing **Standard Install** will overwrite the older version
7. The **Start Copying Files** screen will then appear. Click **Next**.
8. The installation will begin and the appropriate files are copied from the CD.
9. The system will prompt you to place a Shortcut Icon on your Desktop. Choose **Yes**.
10. Click **Finish** to complete the installation and remove the CD from the CD drive.
11. The Sage 50 Accounts **Program Files** have now been copied onto the local disk drive and you are ready to begin.
12. Double click on your Sage 50 Accounts Icon on the desktop. The **Sage 50 Accounts Setup Wizard** will appear. Click on **Set-up a new company** and click **Next**
13. Please enter your company details and click **Next** to move to the following screens
14. If you have installed over a previous version, you will not be prompted to enter a **Serial Number** and an **Activation Key**. In this case, please click on **Tools**, select **Activation** and choose **Upgrade Program**. Please click **Yes** to confirm, click **Ok** and enter details accordingly and click **Continue**



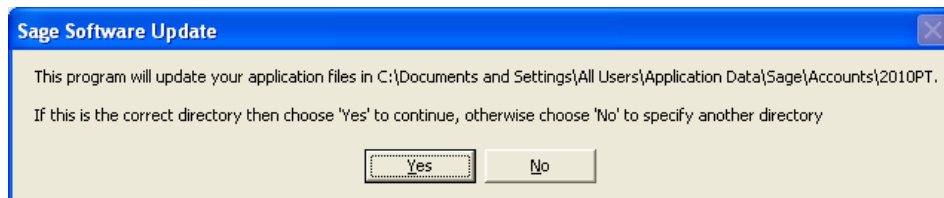
## Sage 50 Accounts Installation and Registration Guide

15. Otherwise you will be asked in the **Company Set-Up Wizard** to enter a **Serial Number** and an **Activation Key**
16. Enter the **Serial Number V036141**
17. Enter the **Activation Key ILBQNFB**
18. Click **Finish** to complete
19. Sage 50 v2016 has an **Auto Update** feature that will prompt the user to update their program if an Update becomes available. This feature should not be used. To disable **Auto Updates**, please click on **Tools** and choose **Internet Options**. Within the **Software Updates** tab choose **Manual – Let me check for Sage software updates when I want to and decide whether to download and install them** and click **OK**.

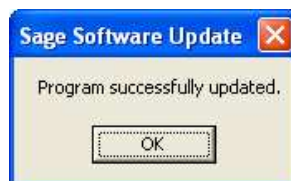
See screenshot below:



20. The latest version of Sage 50 v2010 is **16.0.17.0156**. When Sage 50 is first installed the version number will be **16.0.14.147**. In order to get to the latest version of Sage 50 you will need to install **3 Updates**. You should have received these Updates on a separate CD from Accounting Technicians Ireland.
21. Insert the Sage 50 Updates CD into the CD ROM Drive. On the CD will be **3 Updates**. Each update needs to be installed in the exact sequence as below in order for it to be successful.
22. Double click on **sg50160016.exe** to install **Update 1**. Click **Run**.
23. The **Sage Software Update** screen will appear. If the directory of your program is the same as what is displayed on this screen click **Yes**, if not click **No** and browse to your **Accounts folder**.



24. A small **Software Update** screen will then appear informing you that the Program has successfully updated. Click **OK**



25. Double click on **Accounts2010\_ECSSL.exe** in order to install the **ECSL/VIES Update**. Click **Run**.
26. Repeat steps 23 & 24.
27. Double click on **sg501600018.exe** in order to install **Update 2**. Click **Run**.
28. Repeat steps 23 & 24.
29. Log in to Sage 50 and go to the **Help** menu, click **About**. Your version number should now be **16.0.17.0156**:





## TASBooks Installation and Registration Guide

1. Before installing your new version of TAS, it is recommended that you uninstall your old Version 8 of TAS.
2. Before uninstalling ensure that you have a backup taken of your companies.
3. To uninstall, go to Start > Control panel > Add/Remove programs. Click on **TAS** and click remove.
4. The **Install Shield Wizard** will appear, choose the option to **Remove** and click **Next** and click **Ok** to confirm. Once complete click **Finish**.
5. You are now ready to install **TASBooksV1**.
6. On your workstation make sure that you have full read/write access. Log in as **Administrator** if using Windows Vista or Windows XP.
7. Insert the TAS Books CD into the CD ROM Drive. The **Install Shield Wizard** will start up.
8. You will be prompted to enter a password, as below:



9. Enter **TrueBlood** (Note capitals!) and click Next

10. When the **Welcome** screen appears click **Install Product**, then click **TASBooks** and select **Single Computer**.
11. The **Install Shield Wizard** screen appears, click **Next**. Tick **I accept the terms of these Licence Agreements** and click **Next**.
12. Choose **Typical Installation** and click **Next**.
13. Then click **Install**.
14. The installation will begin and the appropriate files are copied from the CD.
15. When the installation has finished, you will be asked to restart your computer. Click **Finish** to restart your computer and remove the CD from the CD drive.
16. The TAS Books **Program Files** have now been copied onto the local disk drive and you are ready to begin.
17. Double click on your TAS Icon on the desktop, TAS will run checks on your Data folder and once these are complete the **Product Activation Assistant** will appear.
18. Enter the **Serial Number 920176**
19. Enter the **Company Name Accounting Technicians Ireland**
20. Click **Next** and choose **I want to activate the software now**
21. Click **Next** and enter the **Activation Key H4ZE7-QWUXG-2NTU9-SY587**
22. Click **Finish** and if valid click on **Close**
23. The **Company Manager Screen** will now appear asking you if you wish to view the **Release Notes**.
24. The **New Company Assistant** will then appear.

IAS QUESTIONNAIRE

1. NAME (Please specify your position e.g. lecturer or course coordinator)

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2. COLLEGE NAME:

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**IAS 2010-2011**

3. IAS package used in 2009-2010 (please tick appropriate box)

IAS TAS ROI    IAS SAGE ROI    IAS SAGE NI

4. Did you have any technical difficulties with installing/using this package?

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5. If so, please specify what kind of difficulties you experienced

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6. How would you assess Accounting Technicians Ireland support?

EXCELLENT    GOOD    FAIR    POOR

7. How would you assess Sage Ireland technical support?

EXCELLENT    GOOD    FAIR    POOR

8. How could we improve the service and assist you with your work on this module?

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*(Please use additional paper if required)*

9. What aspect of the IAS module did you find most difficult:

Availability of the software

Please specify:

- IT Department in the college did not receive the software on time  yes  no
- IT Department had problems with installing the software  yes  no
- IAS Lecturer did not receive the software for its own use  yes  no

- Problems with using computer lab in the college
- No IT support provided by the college
- Technical problems with the software (if yes, please specify)

- Availability and usability of additional materials e.g. Pilot Papers and Past Papers
- Lack of training to teach the module  
(Please specify the area in which you wish to be trained

### IAS 2010-2011

10. IAS package in use in 2010-2011 (please tick appropriate box)

IAS TAS ROI    IAS SAGE ROI    IAS SAGE NI

11. Please specify the name and the department in the college where the software should be forwarded?

(Please note that Accounting Technicians Ireland receives limited number of the software disks; therefore we are giving priority to colleges to install the software first. Only if there are spare copies of the software left, will we be able to distribute it to IAS lecturers for their own use.)

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Thank you for completing this questionnaire.

Your feedback helps to improve the cooperation between the colleges and Accounting Technicians Ireland. Please submit this form to Gosia Lakoma by email:

[glakoma@AccountingTechniciansIreland.ie](mailto:glakoma@AccountingTechniciansIreland.ie) or by post to

Accounting Technicians Ireland, 2<sup>nd</sup> Floor, 47-49 Pearse Street, Dublin 2



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**INTEGRATED ACCOUNTING SYSTEMS 2010/2011**

**IAS LIAISON DAY  
BOOKING FORM**

Name:

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Telephone no:

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College/Institute:

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Please tick the appropriate box:

ROI

**(TAS ROI, Sage ROI, Sage Quickpay)**

**25<sup>th</sup> September 2010, 10.00-14.00**

Accounting Technicians Ireland,

47-49 Pearse Street, Dublin 2

Golden Hall, level minus 1

NI

**(SAGE NI, Sage Payroll UK)**

**2<sup>nd</sup> October 2010, 10.00-14.00**

Belfast – Radisson SAS Hotel

The Gasworks, 3 Cromac Place

Ormeau Road, BT7 2JB

Please return this form **before Monday, 16<sup>th</sup> September 2010** by post, fax or email to:

Gosia Lakoma: email: [glakoma@AccountingTechniciansIreland.ie](mailto:glakoma@AccountingTechniciansIreland.ie), fax: 01 633 6846 or

by post to Accounting Technicians Ireland, 2<sup>nd</sup> Floor, 47-49 Pearse Street, Dublin 2