

Preparing for your IAS examination

June 2021

Professional, Practical, Proven

www.AccountingTechniciansIreland.ie



Step1: Download the setup Exam datasets

- 1. Log in to your <u>TouchPoint account</u> using your username and password
- 2. Navigate to the section 'My Learning Resources':

☐ My Learning Resources	-	
⊞ KP Library	View All	
⊞ My Revision	View All	
⊞Moodle	Moodle Login	
⊟IAS		
IAS Exam NI Dataset 2021 Setup Exam Material IAS NI	Click here	Northern Ireland
IAS Exam ROI Dataset 2021 Setup ROI Exam Material IAS	Click here	Republic of Ireland
Legislation Update For NI Legislation Update For NI	Click here	
Sage 50 Accounts Sage Accounts ROI & NI	Click here	
Sage Payroll Sage Payroll		
-	Payroll	



- 3. Select 'click here' and a .zip file will download and appear at the bottom of your screen.
- 4. Click on it and it will open into your 'Download' folder and should then be 'unzipped'.



6. Save the extracted file in a location this is convenient to you e.g. your desktop - you can create a folder on your desktop and drag the files into it.



Step 2: Restore the setup Payroll Dataset

Instructions for Payroll Candidates in the Republic of Ireland

Note: In order to restore the setup Exam dataset, it is necessary to have the company 'Accounting Technicians Ireland' and the user 'USER1' set up. * (See overleaf).

1. Launch Sage Payroll 2020 as shown:

	📴 Login	×
	Tax Year 2020 How do I complete processing for 2019?	1
sage Pa	User	
	Password ****	
0 D	Payroll	
© Sage Hibernia 20	Name Payrolls from 2019 not listed? info	
	Password ****	
IMPORTANT: Using described in Help t	OK Cancel	d conditions as
	New to Sage Payroll? View set up guide	

2. Use the Restore facility, under the Miscellaneous menu, to restore in the setup Exam dataset:

🛐 Restore	×					
Details	Details					
Backed up by	USER1 at 15:35 on 18/04/21					
Company	Accounting Technicians Ireland					
Period:	8 Status: EOP					
Frequency:	Monthly					
Enter drive and directory to restore from						
C:\USERS\DESKTOP\SETUP EXAM MATERIAL FOR						
Restore Direct Payroll Reporting Data						
Tell me more	info					
Show details	<u>R</u> estore <u>C</u> ancel					



		Login to Another Payroll
		How do I complete processing for 2019?
		User ADMIN
		Password ****
		Payroll Name
Select Company Setup	and then click on 'Add New	Payrolis from 2019 not listed? info
Company':		
Company Manager		X New to Sage Payrol? View set up guide
Comp. Setup (Manage companies and payrolls Companies Tell me more about Company Ma	nager	
Tasks Company Name: Demo Com Payrolls DeMO	npany - Not for Resale Frequency # Empls Pay Period	Add New Company
Copy Files Total # of Employees	25	Delete Company
Enter the company na	me as shown below (Case a	nd spelling sensitive) and click 'Create Company'
	🛐 Add New Company	×
		nician leand
	company value proceduring rear	
	Tell me more Create C	Cancel
		Set up Users X
If you need to set up U	JSER1, go to the	ADMIN 01-Group 1 USER1 01-Group 1 Change Password
Security tab and choos	se Users. Click Add	Change password for USER1 X
Group, select 01-Grou	p 1. Click the	New Password:
password field, click Cl	hange Password, and	Confirm new Password: ****
	password PASS.	OK Cancel
enter and confirm the		
enter and confirm the		
enter and confirm the		Add Delete

Republic of Ireland, following the instructions in Step 2 above.



Instructions for Payroll Candidates in Northern Ireland

1. Launch Sage 50cloud Payroll and open any Company. Login to the payroll software using the User Name **Manager** and the password **ATI** (using any processing date at this stage):

	Open Company			_		×			
т	is list can be sorted alphabet	ically, by clicking upon any c	f the column headings.		4				
	ICompany Name	lTax Dist/Re	flPath to Data						
	Demonstration Data		C:/PROGRAMDATA\SAGE\PAYROLL\DEMO	DATAMDB					
	Garden Supplies Limited	002/818905679	COMPANY_001/PAYDATA/PAYROLL.MDB	Sage Pay	roll I og (Dn			×
	The Computer Store Ltd	002/697845321	COMPANY_002/PAYDATA/PAYROLLMDB						~
	Garden Supplies Limited	002/818905679	COMPANY_003/PAYDATA/PAYROLLMDB	Welc	ome to Pa	yroll (The	Computer !	Store Ltd)	<u>O</u> K
				Please enter	your User	Name :		MANAGER	Cancel
				Please enter	your Pass	word :		****	Liele
-	(III						Eorgotten password?	Telb
	Browse	Optimise		Please confir	m your pro	ocessing o	date :	11/06/2020	
				Tax	Period	Week	10 Mor	th 3 Year 2020/2021	

2. Use the Restore facility, under the File menu, to browse to and restore in the setup Exam dataset:



3. You will then be able to login to the Examination paper setup dataset using the User name **Manager** and the password **ATI**:

🙀 Sage Payroll Log On	×
Welcome to Payroll (Pet Supplies Limited)	<u>о</u> к
Please enter your User Name : MANAGER	Cancel
Please enter your Password :	_
Eorgotten password?	Help
Please confirm your processing date : 31/08/2020	
Tax Period Week 22 Month 5 Year 2020/2021	



Step 3: Restore the setup Accounts Dataset (ROI and NI)

 Launch Sage 50Accounts and select Add Company. You can then browse to the location of the setup Accounts dataset in order to restore the company.

(The User name is **Manager** and the password is **ATI**):



Step 4: Pre-Exam Checklist

To be completed 3-5 days (Minimum) before your IAS examination				
Ensure that you Watch (or have watched) the video "IAS Exam Preparation" (approx. 60 mins viewing time)				
This video demonstrates the IAS exam processes paying close attention to the download and installation of datasets, considers what requirements might be presented in the examination, demonstrates how solution PDFs can be uploaded to the RoGo platform during each section of the exam for grading purposes, and reiterates that solution datasets and the final Excel spreadsheet should also be backed up and retained until further notice.				
Download the Setup Exam Material from your Touchpoint Portal Ensure that you have downloaded either the NI <u>or</u> ROI material, as appropriate.				
Unzip the zipped file (right click and extract all)				
Create a new folder on the desktop, titled e.g. IAS Examination, 11.06				