



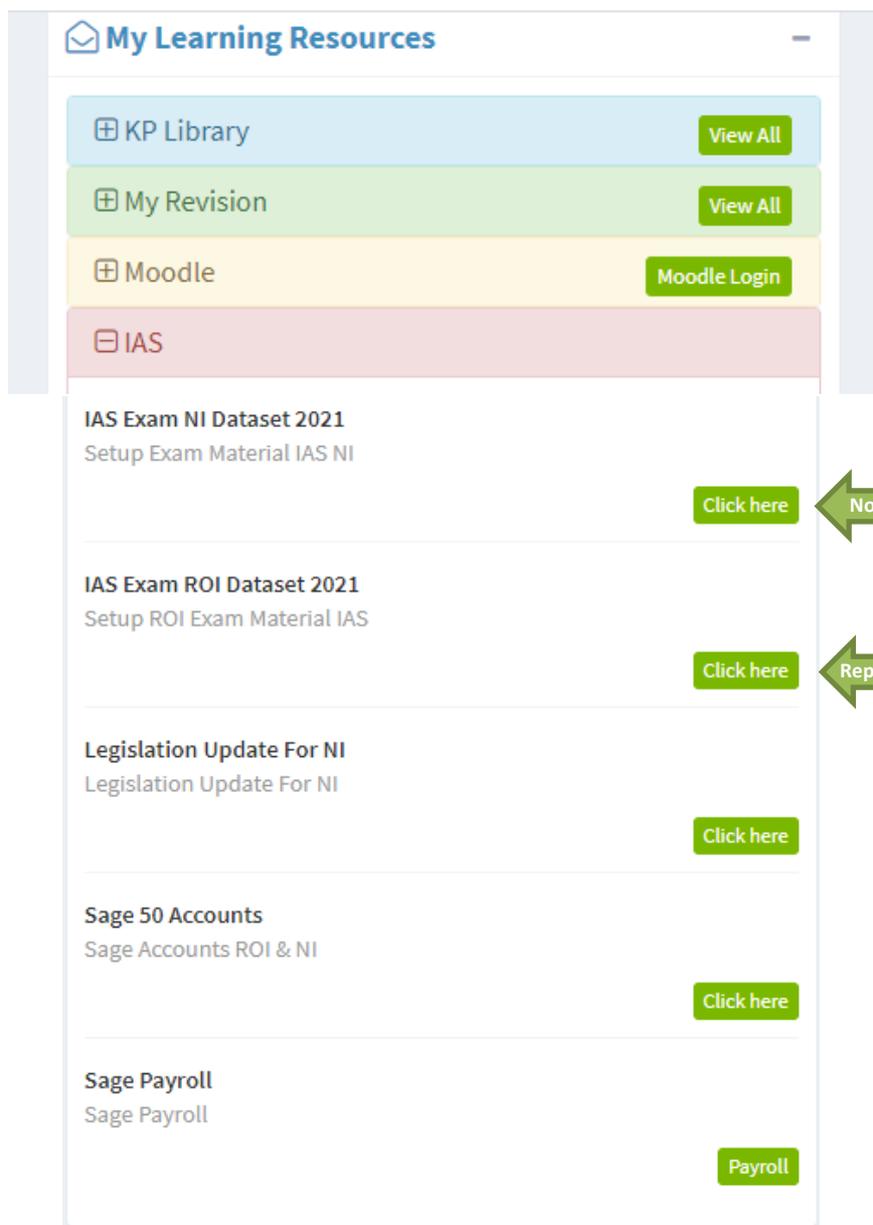
# Preparing for your IAS examination

**June 2021**



## Step 1: Download the setup Exam datasets

1. Log in to your [TouchPoint account](#) using your username and password
2. Navigate to the section 'My Learning Resources':



The screenshot shows the 'My Learning Resources' page with the following sections:

- KP Library** (View All)
- My Revision** (View All)
- Moodle** (Moodle Login)
- IAS**

Under the IAS section, there are several resource cards:

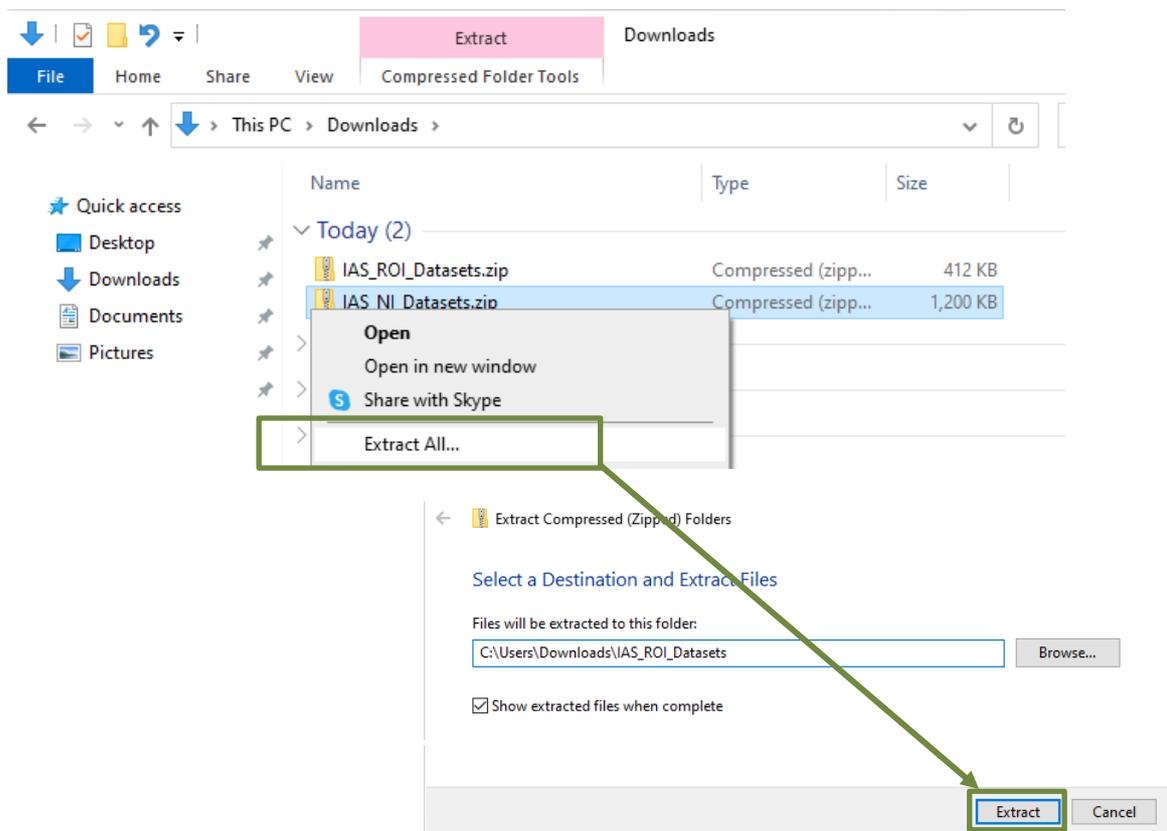
- IAS Exam NI Dataset 2021**  
Setup Exam Material IAS NI  
[Click here](#) (Northern Ireland)
- IAS Exam ROI Dataset 2021**  
Setup ROI Exam Material IAS  
[Click here](#) (Republic of Ireland)
- Legislation Update For NI**  
Legislation Update For NI  
[Click here](#)
- Sage 50 Accounts**  
Sage Accounts ROI & NI  
[Click here](#)
- Sage Payroll**  
Sage Payroll  
[Payroll](#)

Northern Ireland

Republic of Ireland

Please ensure that you select the correct link to the datasets i.e. **either** NI (Northern Ireland) **or** ROI (Republic of Ireland)

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'.



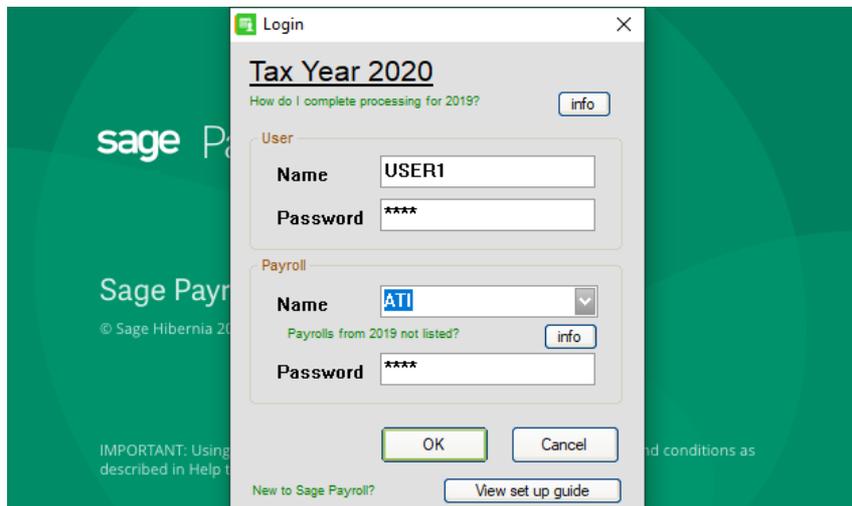
6. Save the extracted file in a location this is convenient to you e.g. your desktop - you can create a folder on your desktop and drag the files into it.

## Step 2: Restore the setup Payroll Dataset

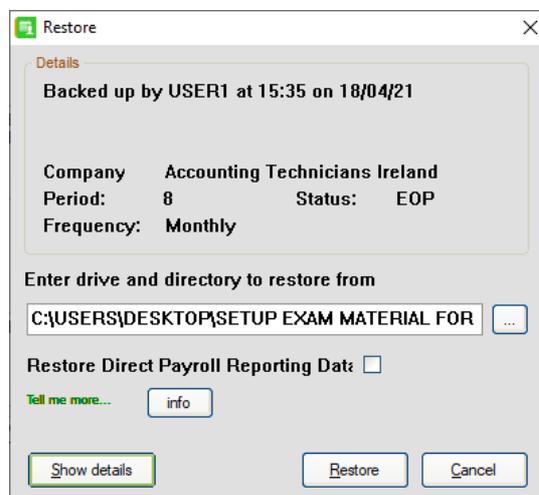
### Instructions for Payroll Candidates in the Republic of Ireland

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:

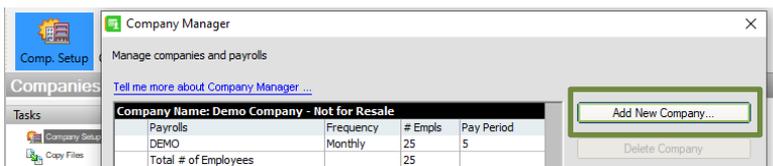


2. Use the Restore facility, under the Miscellaneous menu, to restore in the setup Exam dataset:

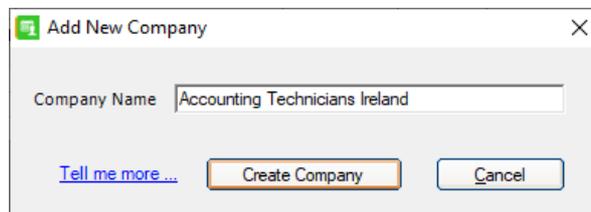


\* *If you have not already done so*, it is necessary to create the company 'Accounting Technicians Ireland' by logging on firstly as an Administrator using a Username of ADMIN and a Password of PASS.

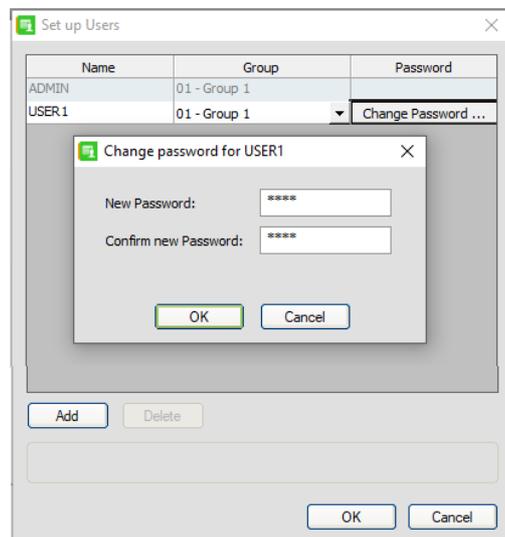
Select Company Setup and then click on 'Add New Company':



Enter the company name as shown below (Case and spelling sensitive) and click 'Create Company'.



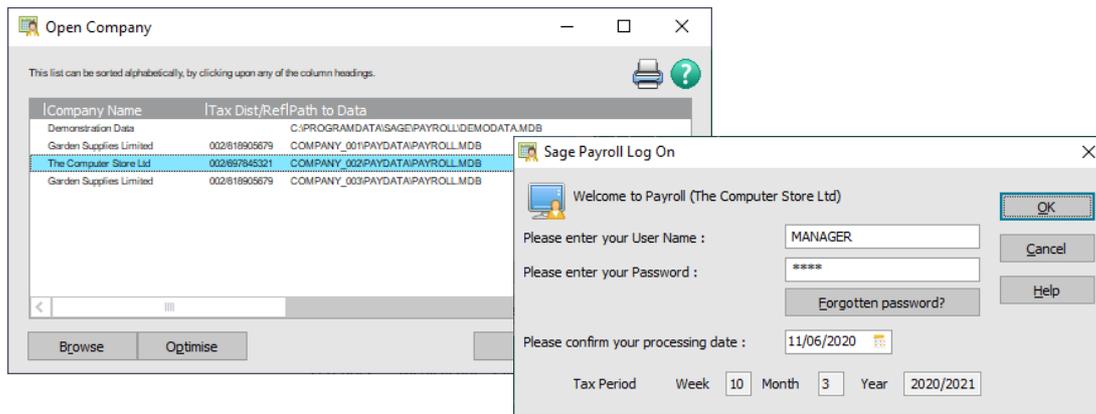
If you need to set up USER1, go to the Security tab and choose Users. Click **Add** and enter the user name USER1. Under Group, select 01-Group 1. Click the password field, click **Change Password**, and enter and confirm the password **PASS**.



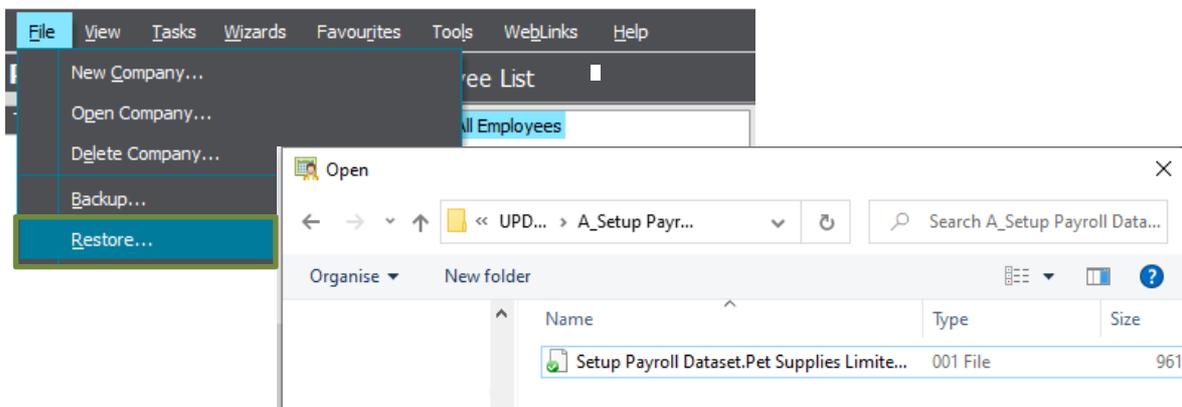
You can then use the menu 'Login' to login and restore the setup examination payroll dataset for the Republic of Ireland, following the instructions in Step 2 above.

## Instructions for Payroll Candidates in Northern Ireland

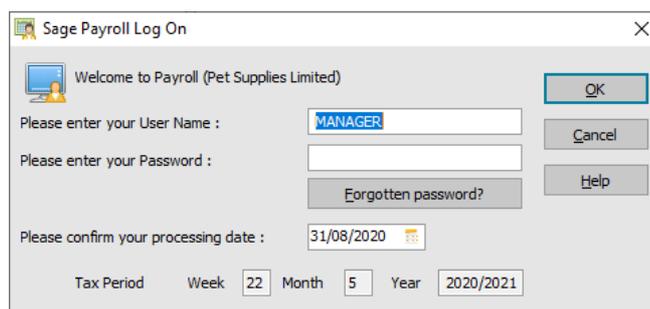
1. Launch Sage 50cloud Payroll and open any Company. Login to the payroll software using the User Name **Manager** and the password **ATI** (using any processing date at this stage):



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



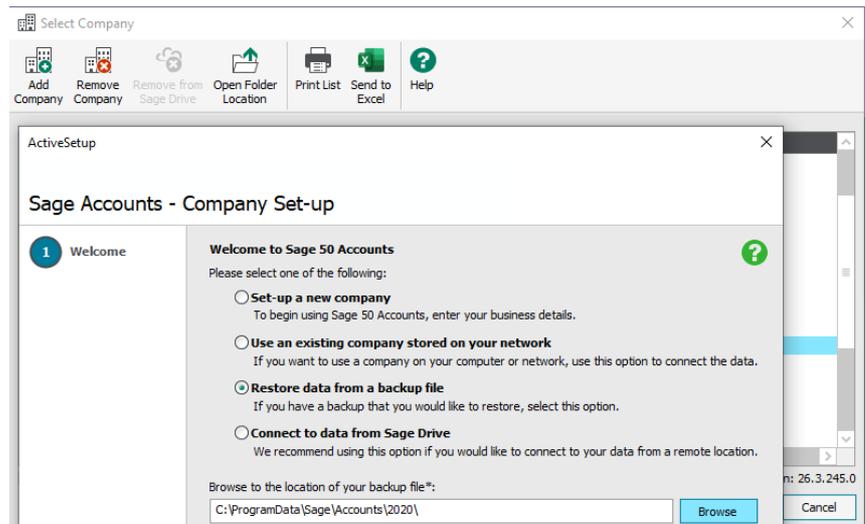
3. You will then be able to login to the Examination paper setup dataset using the User name **Manager** and the password **ATI**:



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

1. 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

<b>To be completed 3-5 days (Minimum) before your IAS examination</b>	
<p>Ensure that you <b>Watch</b> (or have watched) the video "IAS Exam Preparation" (approx. 60 mins viewing time)</p> <p><i>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.</i></p>	<input type="checkbox"/>
<p><b>Download</b> the Setup Exam Material from your Touchpoint Portal <i>Ensure that you have downloaded <b>either</b> the NI <b>or</b> ROI material, as appropriate.</i></p>	<input type="checkbox"/>
<p><b>Unzip</b> the zipped file (right click and extract all)</p>	<input type="checkbox"/>
<p><b>Create</b> a new folder on the desktop, titled e.g. IAS Examination, 11.06</p>	<input type="checkbox"/>