SESSION 1 · PART B

Security, Backup & Data Maintenance

FSSU Sage 50 Accounts – Practical Training Course

Learning Objectives

By the end of this lesson, you will be able to:

- Set passwords and access rights so each user only sees what they should
- Use Sage 50's shortcut keys to work faster day-to-day
- Configure the Backup Manager to protect your school's data automatically
- Read a File Maintenance Problems Report and know when to act on it
- Correctly edit, unallocate or delete a posted transaction

1.6 Setting Passwords & Access Rights

Every user who works in Sage 50 should have their own login. This protects the accounts from accidental changes and lets you see exactly who entered or edited a transaction.

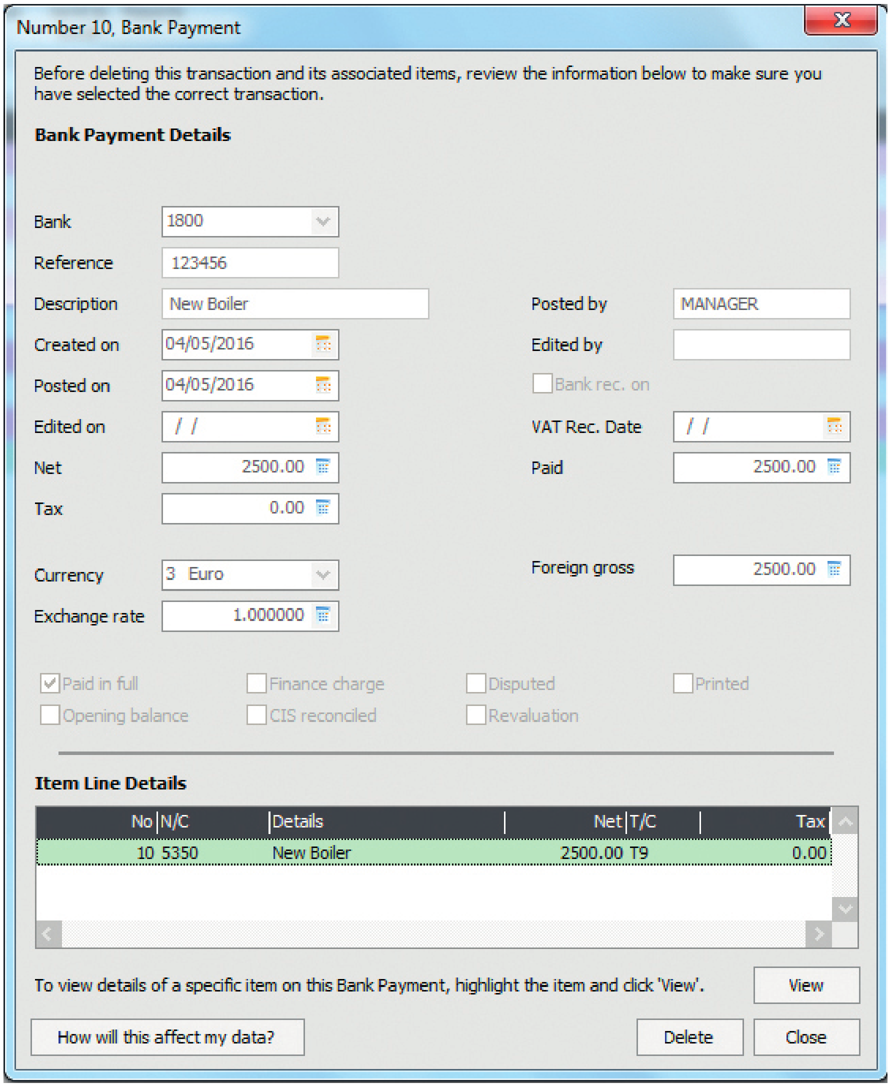

Figure 6 — Setting up user access rights

- Go to Settings > Access Rights to create a new user and set their password.
- Decide which modules each user can access — for example, office staff may need Bank and Customers, but not Financials.
- The MANAGER login has full access to every area, including setting up other users, so its password should be known only to the Principal or Bursar.

> **TIP:** Change the MANAGER password from blank as soon as your data is set up, and never share it beyond the people who need full access.

1.7 Shortcut Keys

These function keys work throughout Sage 50 and can save a lot of time once they become second nature.

Key	What it does
F2	Opens the Calculator
F3	Opens an item line in invoices and credits
F4	Displays the calendar, calculator or finder search list attached to a field
F5	Activates the spell checker (text fields) or currency converter (numeric fields)
F6	Copies the information from the field above
F7	Inserts a line
F8	Deletes a line
F9	Calculates net and VAT from a gross value, in Customer/Supplier/Bank screens

1.8 Backup Manager

Regular backups are essential. If a computer fails or data becomes corrupt, a good backup means you can recover lost work instead of re-entering months of transactions.

- Open Sage Accounts, log in as manager, enter the manager password, then go to File > Schedule backup.
- Set how often the backup should run, and it will run automatically without interrupting your work in Sage.
- Previous backup files are stored at C:\SageBackups\V.22 by default.
- Back up your Sage 50 data to an external device (USB key or external hard drive) at least once a week, in addition to the automatic schedule.

Users	How many users are currently logged in to the company.
Check data	Whether check data has run, and whether it found errors, warnings or comments.
Scheduled backup status	Whether the scheduled backup and check data is switched on or off. Check this regularly.

TIP: If any errors appear in the Scheduled Backup Status, stop processing in that company and fix the errors before continuing.

1.9 File Maintenance Problems Report

Data corruption is a serious risk, and any resulting data loss can be costly. Check Data examines your files for corruption and, where possible, gives you the tools to fix them. Run it regularly, especially before taking a backup and after restoring data. Access it from File > Maintenance > Check Data.

Errors	Indicate corruption. Restore a backup from before the errors occurred if you have one.
Warnings	Not corruption, but should still be corrected — e.g. control account balances not matching outstanding transactions.
Comments	Minor inconsistencies worth investigating, such as transactions dated beyond the current processing date.
Recovery Tools	Used to fix errors, warnings and comments — always use the correct option for the specific issue.

1.10 Amending Transactions: Edit / Unallocate / Delete

Everyone makes mistakes — Sage 50 lets you correct, reverse or delete a posted transaction. Always take a backup before amending transactions, and make sure all other users are logged off first.

- **Edit** — change the individual item lines of a transaction.
- **Unallocate** — remove the link between transactions, e.g. unallocating a sales invoice from a receipt.
- **Delete** — view but not change a transaction's lines; you may only delete the whole transaction.

Some fields are **critical fields**: Account, Bank, Date, N/C (Nominal Code), Net, T/C (Tax Code) and Tax. Amending a critical field deletes the original transaction and posts a new one in its place. Non-critical fields — Details, Department, Reference, Ex. Ref., Bank Reconciled flag, Bank Rec. Date and Exchange rate — can be edited directly with no new transaction created.

> **TIP:** HIGH RISK: never delete a bank transaction that has already been reconciled.

Key Takeaways

- Give every user their own login and only the access rights their role needs.
- Schedule automatic backups, and still take a manual backup to an external device weekly.
- Run Check Data regularly, and treat any Errors as urgent — restore from backup rather than continue processing.
- Know the difference between critical and non-critical fields before you edit a posted transaction.

Next: complete the Session 1 quiz, then move on to Session 2 — Opening Balances.