

Dinner Monies Database Version 2011.3

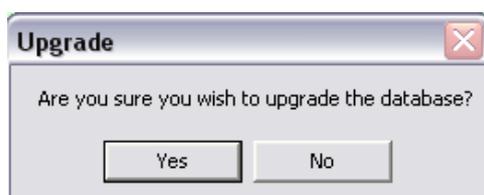
Upgrade Instructions

To complete the Upgrade please take the following steps:

Please Note: You must only complete this upgrade if you are currently using Version 2011.2 of the Dinner Monies Database.

Within the Dinner Monies Database click the 'Upgrade' button within the 'School Details' screen.

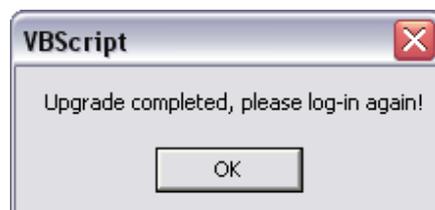
Upgrade



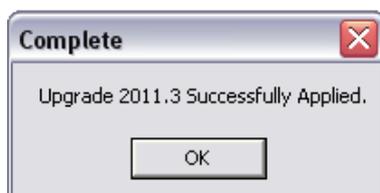
Click 'Yes' to continue with the upgrade process, or 'No' to cancel.



Click 'OK' to the above message once the Dinner Monies Database has closed completely.



This process may take a few minutes, depending on the speed of the computer; however, you must wait for this message before logging back into the database. Click 'OK', then log back into the database.



When logging back into the database several updates will take place, which may take several minutes to be applied. Please wait for this message.

Once the upgrade is complete please ensure that the version stated on the Main Menu is **2011.3**.

If the version does not state **2011.3** please contact Computer Accounts for assistance.

Registers - Milk

Version: 2011.3

Changes Made in Version 2011.3

A one-off function to force the year end procedures for any data still held in the database prior to 31/08/2010 has been included. For further details regarding the year-end procedures please refer to Section 8 of the Dinner Monies Database User Guide.

A function has been added to export the Creditors and Debtors details into a Microsoft Excel spreadsheet that can be used to produce a Mailmerge if the school does not wish to use the pre-installed Creditors/Debtors letters.

When printing receipts if the screen is filtered by a specific class the receipts printed will relate to the filtered class only.

The Star Accounts banking summary has been amended to include a signature, date and voucher numbers used in Star for the income.

Coloured boxes have been removed from all reports to ensure users aren't charged for colour copies when printing reports from the database.

The roll forward prints have been amended. Only 2 reports will now print as standard – the 'Weekly Summary' and 'Kitchen Summary'. Within the school details screen schools can select optional reports to also be printed as part of the roll forward procedure. Please see Section 8 of User Guide for details.

A report showing pupils with dietary requirements has been added to the pupil meals screen.

The monitoring report has been removed from the database, as this is no longer required at County Hall.

Adults requiring meals have been added to the Daily Meal Reports. These will be shown as the "ADULT" class at the bottom of the report.

The functionality to produce a prior weeks report for Adults has been added, which can be accessed by double-clicking the adult name (as per the Pupil Report). **Please Note:** This function will only provide details for weeks rolled forward after applying the 2011.3 upgrade.