Children's Services Finance STAR ACCOUNTS (SQL) Upgrade to 5.3

The file "Upgrade_StarSQL.exe" will be available from 5th September 2011.

Please complete the upgrade BEFORE processing the August download. The download will not be available until 7th September to ensure the upgrade is completed.

DO NOT OPEN THE FILE UPGRADE_STARSQL.EXE.
**TO COMPLETE THE UPGRADE YOU MUST FOLLOW THE INSTRUCTIONS BELOW!**

1. AVCO Automatic Upgrade – Main PC

Please Note: The automatic upgrade will only work if AVCO is accessible on the same PC that operates Star Accounts. If AVCO is not accessible, copy the file **Upgrade_StarSQL.exe** from your AVCO Finance Inbox into the folder designated as your Inputs Path (see Records, School Details). If the file does not exist please copy from the AVCO Archive folder.

The automatic upgrade will only upgrade the PC that has access to the AVCO Finance Inbox. A copy of the upgraded version of Star Accounts.mdb will be placed into the Star\Backup folder on the server to enable additional users to upgrade.

Start a call in AVCO. Once the call has completed you should see a file called **Upgrade_StarSQL.exe** in the Finance folder within the Inbox.
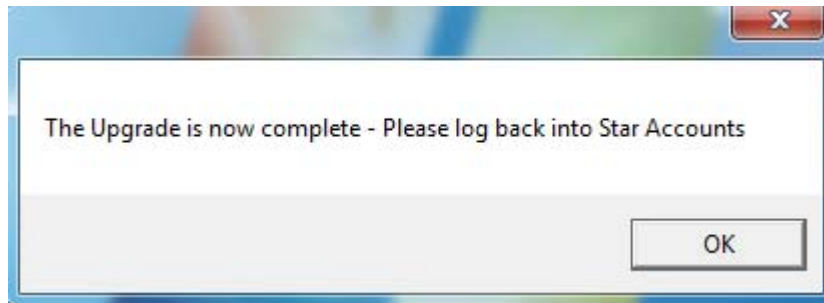(Please note: If you get an 'Open File – Security Warning message' appear click 'Open' to continue the upgrade)
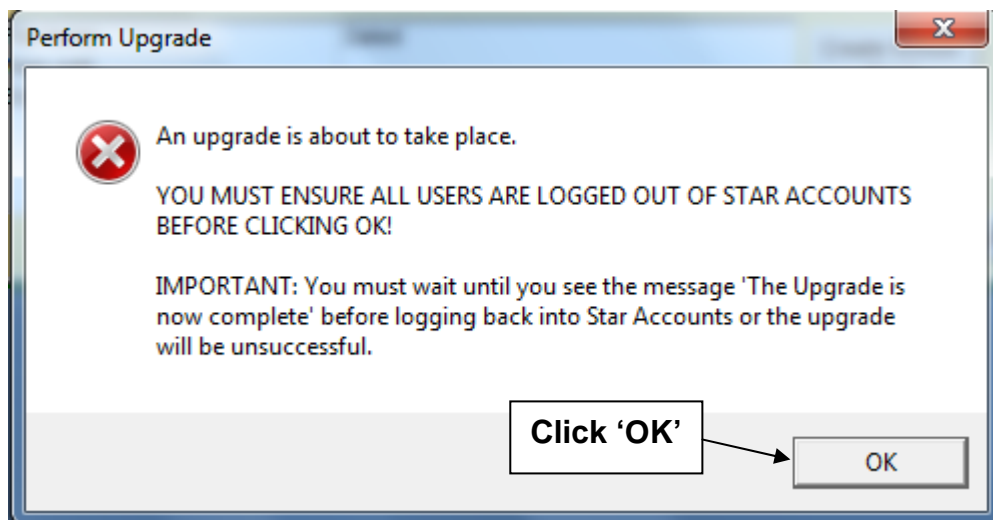
NB: If you are not sure if Access is still open, check that the following is no longer visible in the bar at the bottom of the screen.
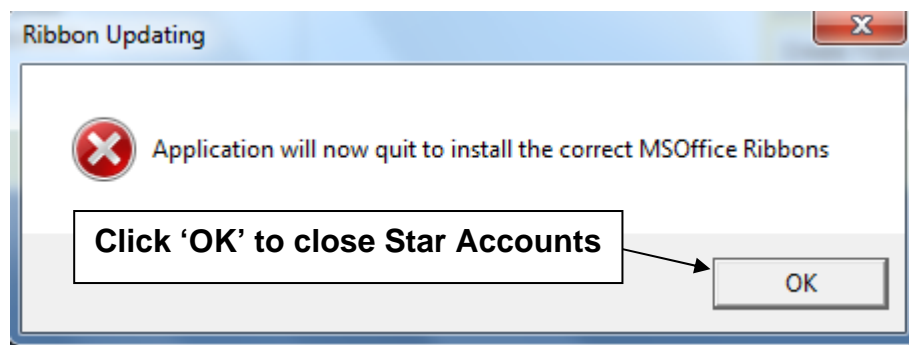
The upgrade will take approximately 1-2 minutes so please wait for the following message to appear.
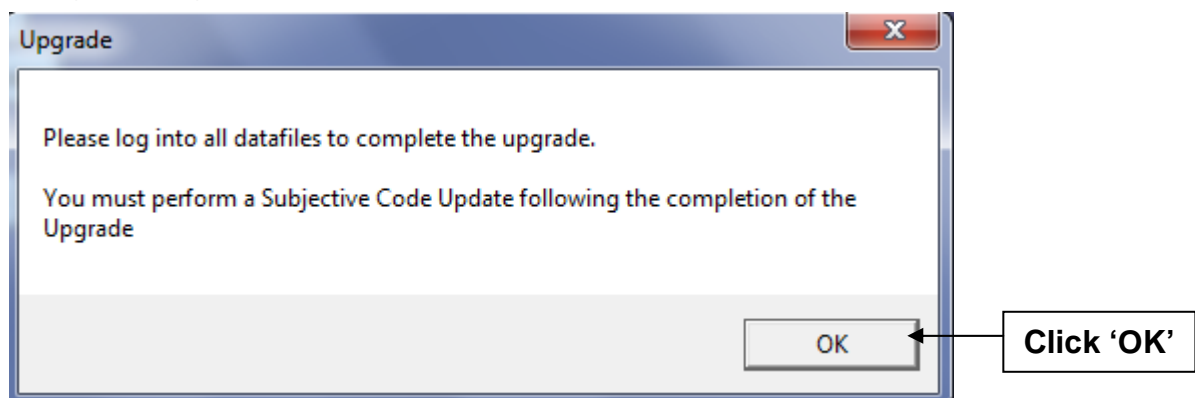

Access 2010 only!
Schools using Access Version 2010 will see the additional prompt   Once Star Accounts has closed you can log back into Star Accounts.

The first time you login the upgrade will update all data files held on your server (including prior year data files). This will take a while but you **must** wait for the following message to appear:
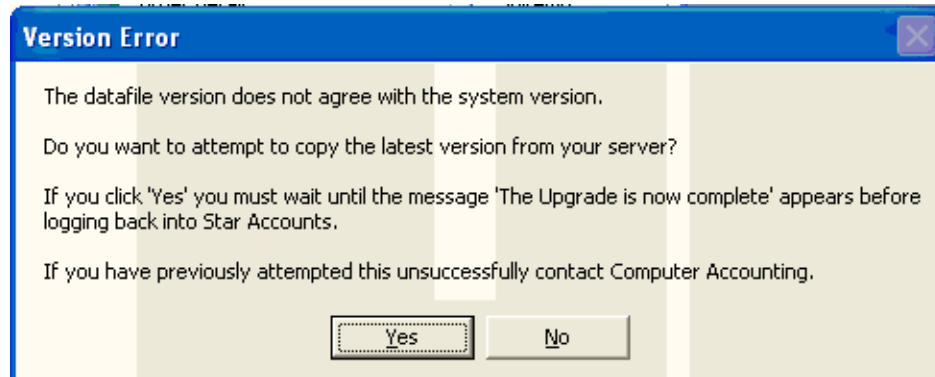

The Main Menu should say 5.3. Remember to log into all other data files to complete the upgrade. If the upgrade is unsuccessful please contact Computer Accounting.
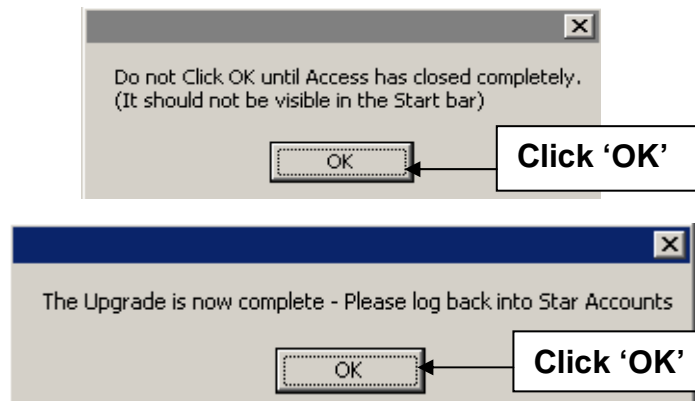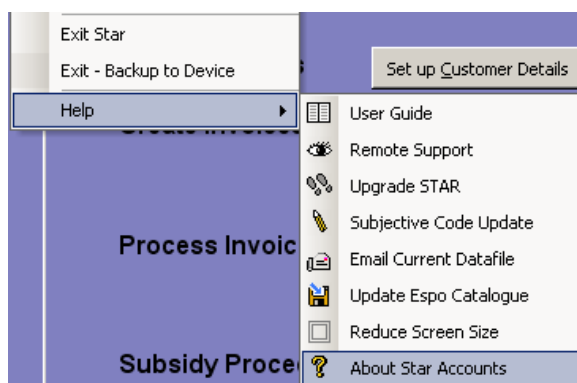
2. Upgrade Additional Users

As soon as the data files have been upgraded on the main PC, when other users attempt to log into Star from their PC they should see the following message:

Click '**Yes**' to copy the current version of Star Accounts from the server to the PC. You must wait for the following messages to appear.

3. Upgrade Release Notes and Current Version Number

The 'Current Upgrade Release Notes' and Version number can be viewed within "About Star Accounts".

(From the keyboard hold keys **Ctrl** & **A**)

4. Subjective Code Update

Once the upgrade has been completed please perform a Subjective Code Update as per the Userguide (Section 15 page 17)

To view the current active codes from Records select 'View Subjective Codes'

5. Staff Code Update

Staff Codes have been amended to include an additional reference to allow for multiple contracts (as per Sickness Insurance). The upgrade will automatically add an additional '-0' to the end of each existing Staff Code. After importing the August download you may notice that some employees on the Download report are listed as **Staff not set up**. These will be the employees with more than one contract and the secondary contract(s) are now included in the download. These Staff members will need to be added to your staff list in the normal way with the full Staff Code as per the Userguide. (Section 5 page 1).

The reason for the update to the staff codes is to ensure that the future Budget Planning software will work correctly with Star and enable a more detailed budget breakdown of individual staff.

As the upgrade contains changes to the Staff Codes your Download report will be affected. Please note the following:

1. If the August download is processed BEFORE performing the upgrade, all the staff will be listed as **Staff not set up** and any Supply dates will not be correctly displayed. This cannot be amended but the financial information is accurate.

2. If the July download is processed AFTER performing the upgrade, all the staff will be listed as **Staff not set up**. Staff names will not be corrected until the August download is completed.