

Children's Services Finance STAR ACCOUNTS (Non-SQL) Upgrade to 5.32

The file "Upgrade_Star.exe" will be available from 27th September 2011.

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

1. AVCO Automatic Upgrade

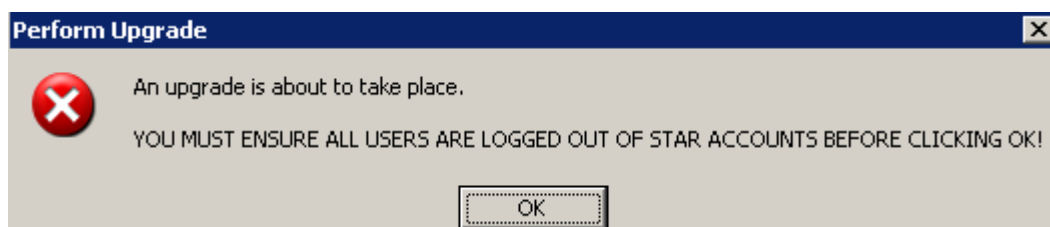
Please Note: The Automatic Upgrade will only work if AVCO is accessible on the same PC that operates Star Accounts.

If AVCO is not accessible, copy the file **Upgrade_Star.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 it from the AVCO Archive folder.

Start a call in AVCO. Once the call has completed you should see a file called

Upgrade_Star.exe in the Finance folder within the Inbox.

Log into Star Accounts from your desktop as you would normally. If you were logged into Star Accounts whilst the AVCO call was being made you will need to log out completely, and then log-in again for the upgrade to take place.



Star Accounts will close and the following screen will be displayed. Follow the directions on the screen.

** Star Upgrade **

DO NOT CLOSE THIS SCREEN!

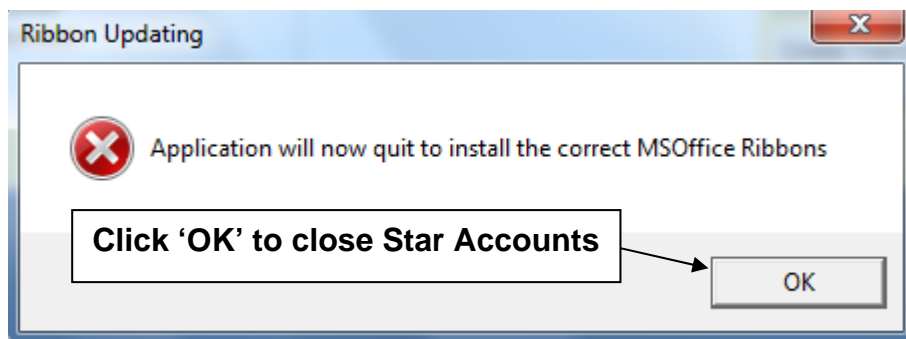
Once the upgrade has been successfully completed (approx 2 minutes) Star Accounts will open automatically.

In the event that this screen remains open for longer than 5 mins or an error message is displayed please contact Computer Accounting.

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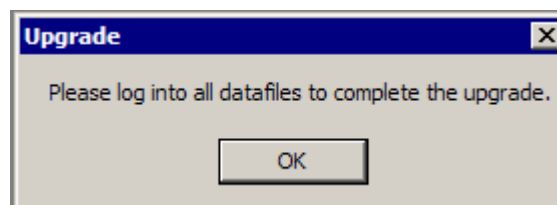
Access 2010 only!

Schools using Access Version 2010 will see the additional prompt



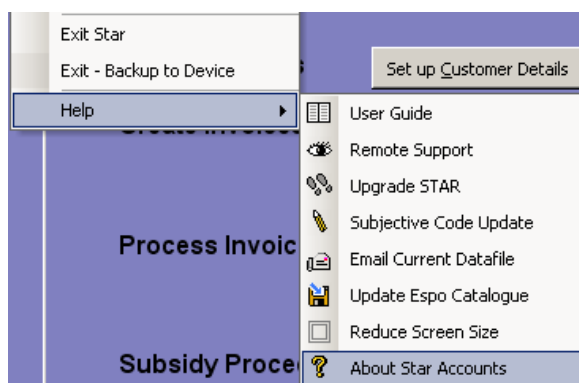
Once Star Accounts has closed you can log back into Star Accounts.

The first time you login the upgrade will update all data files (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 5.32. Remember to log into all other data files to complete the upgrade. If the upgrade is unsuccessful please contact Computer Accounting.

2. 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**)