Children's Services Finance
STAR ACCOUNTS (SQL) Upgrade to 5.41

The file "Upgrade_StarSQL.exe" will be available from 5th March 2012.

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

1. AVCO Automatic Upgrade – Main PC

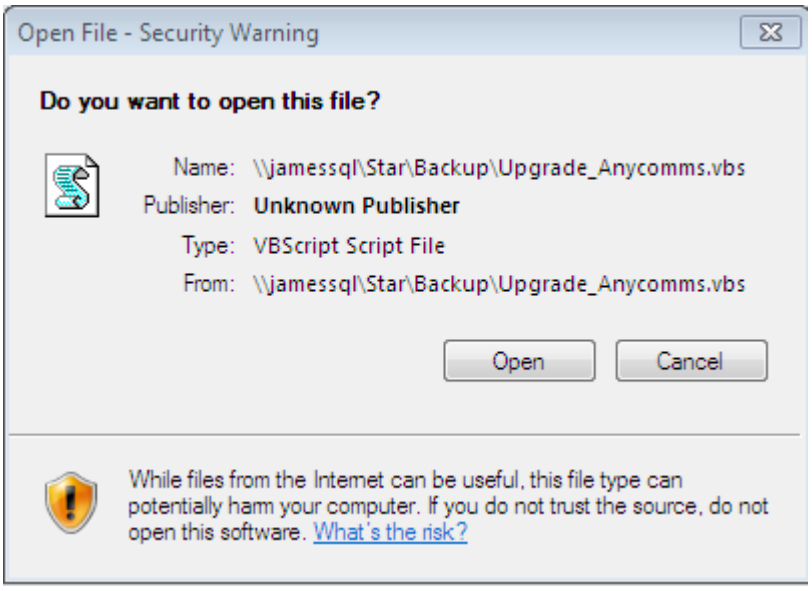
Please Note: The automatic upgrade will only work if AVCO is accessible on the same PC that operates Star Accounts. If AVCO is not accessible, copy the file **Upgrade_StarSQL.exe** from your AVCO Finance Inbox into the folder designated as your Inputs Path (see Records, School Details). If the file does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

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.

Please Note: If you get the following message click 'Open' to continue.



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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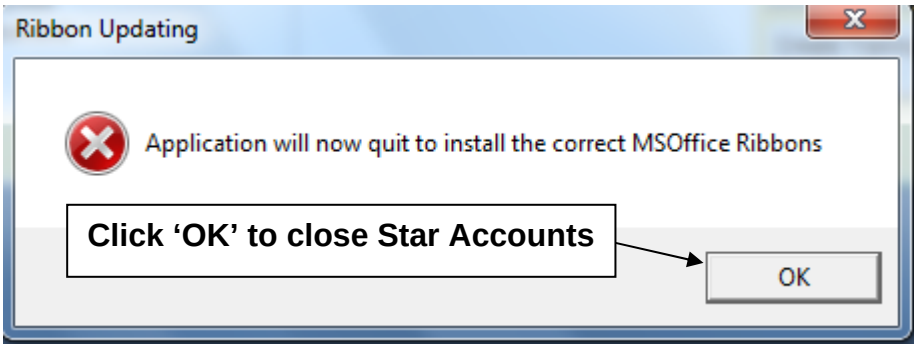
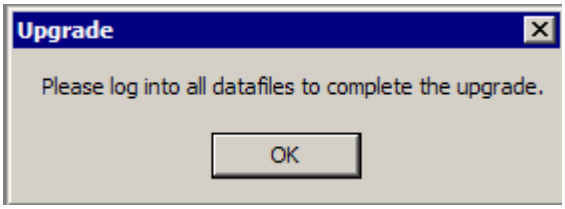
Access 2010 only!
Schools using Access Version 2010 will see the additional prompt



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

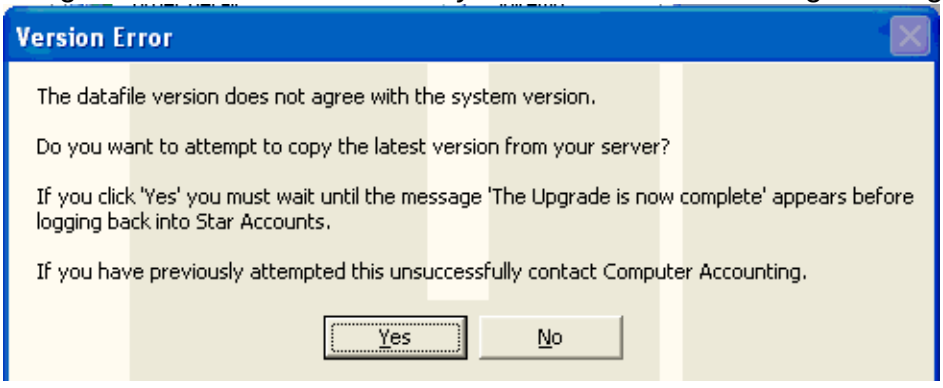
The first time you login the upgrade will update all data files held on your server (including prior year data files). This will take a while but you **must** wait for the following message to appear:



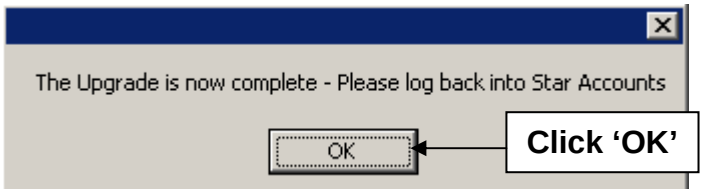
The Main Menu should say 5.41. Remember to log into all other data files to complete the upgrade. If the upgrade is unsuccessful please contact Computer Accounting.

2. Upgrade Additional Users

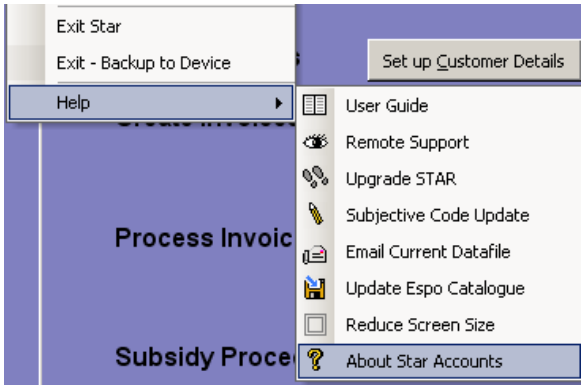
As soon as the data files have been upgraded on the main PC, when other users attempt to log into Star from their PC they should see the following message:



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. Debtors Changes from Version 5.32

To improve performance the Debtors system has been rewritten. There is no change to the user but rounding issues may affect some invoices since the upgrade. Reprint the 'Outstanding Invoices' and compare this report with the report printed prior to the upgrade. This will highlight any invoices that have changed.

For any invoices that have changed please note the following:

- If an invoice that did not previously appear on the Outstanding List has now appeared with a small balance, check to see if it also appears on the Edit/Print List of invoices with an outstanding balance. If it does, clear the remaining balance as per the User guide Section 18 page26. If the invoice does not appear on the Edit/Print Invoices screen with an outstanding balance, the balance will be cleared as part of the Year End Rollover process.
- If an invoice total has increased and the invoice has not yet been sent, reprint the invoice and send the revised invoice.
- If an invoice total has increased and the invoice has been sent, once paid clear the remaining balance as per the User guide Section 18 page26.