

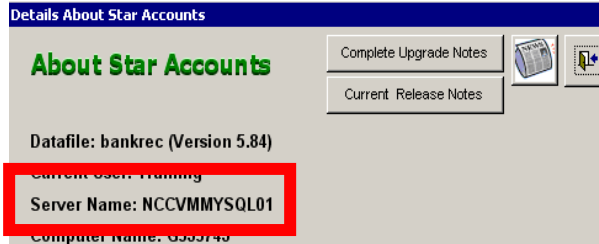
Star Accounts User Guide

Section 2 – Getting Started

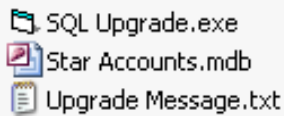
Creating a Shortcut

If a new user requires access to Star Accounts they **must** have **full read/write** access to the Star folder located on the server before proceeding.

If you are unsure of the server name for your school it can be found within the Star Accounts of any existing users by viewing the '**About Star Accounts**' screen. This can be accessed via the Star Accounts toolbar, or by clicking **Ctrl & A** within Star Accounts.

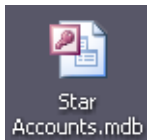


Open the '**ServerName**\Star\Backup\' folder, or double click the Server Name to open it automatically.



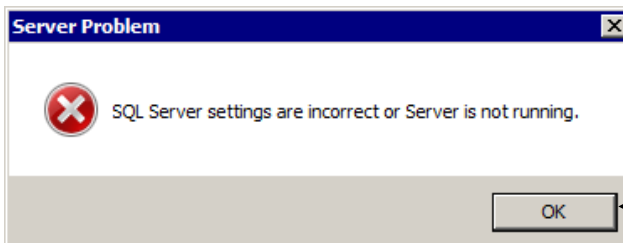
Copy the '**Star Accounts.mdb**' file and paste it onto the desktop of the new users' computer.

Alternatively, copy the '**Star Accounts.mdb**' file from an existing users' computer and paste it onto the desktop of the new users' computer.

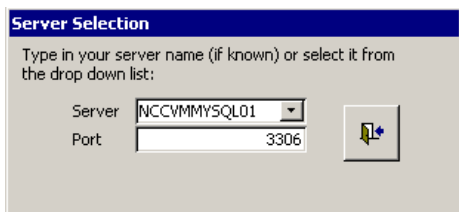


Once the file has been copied to the desktop of the new users' machine, double click the file.

When logging in for the first time after creating the shortcut the following message will appear:



Click 'OK'.



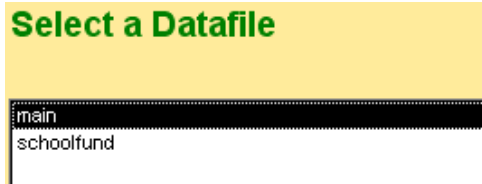
The server name shown should be the correct server for your school. If it is not either select the required server from the drop down list or manually enter the server name, and then click the '**Exit**' key.

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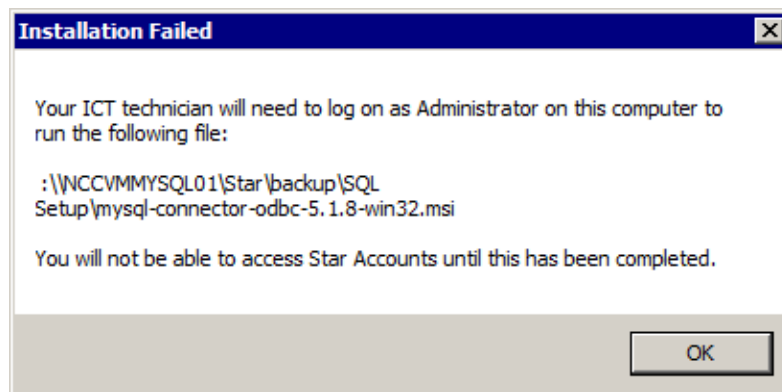
Once the **'Exit'** key has been clicked Star Accounts will attempt to install the ODBC driver required to access your schools datafiles on the server. This process can only be completed if the current user logged onto the computer has Administrator access rights (i.e. can install programs onto the computer).

If the current user has adequate privileges on the computer the **"Server Selection"** form will close and the **"Select a Datafile"** screen will open listing the schools current datafiles.



Double click the required datafile to log-in.

If the current user is unable to install the required ODBC driver the following message will appear:



Click **'OK'**. The folder containing the file to be installed will open on screen and Star Accounts will close. Your ICT technician will then need to log on as the Administrator and run the specified file. Double click the file and click **'Next'** to all prompts until **'Finish'** appears.

The default options within the installation file do not need to be changed during this process.

The user should then be able to log into Star Accounts. If the user cannot log into the system, contact the Finance Systems Team (01603 222550) for further assistance.

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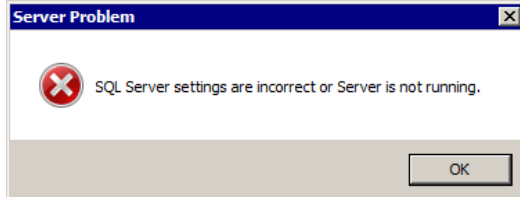
Section 2 – Getting Started

Logging into Star Accounts

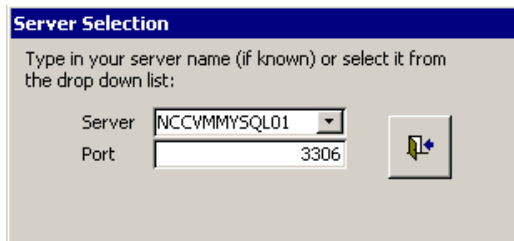


From the desktop double click your Star Accounts shortcut.

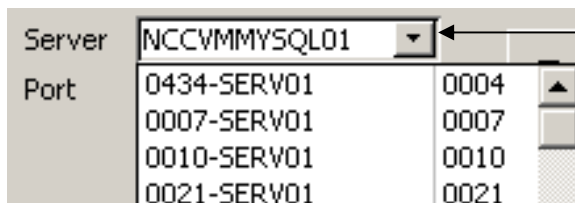
Server Settings Error:



If this error message appears when a user logs in to Star Accounts click 'OK' and try the following:



The 'Server' shown will be the last server selected for the datafile.



Select the correct server name from the drop down list or manually type in the server name, then click the Exit button.

The user should then be taken to the "Select a Datafile" screen below.

If the 'Server Problem' error message appears again please ensure that:

- A) The server is switched on.
- B) The user has **Full Read / Write** permissions to all folders within the 'Star' folder held on the server.

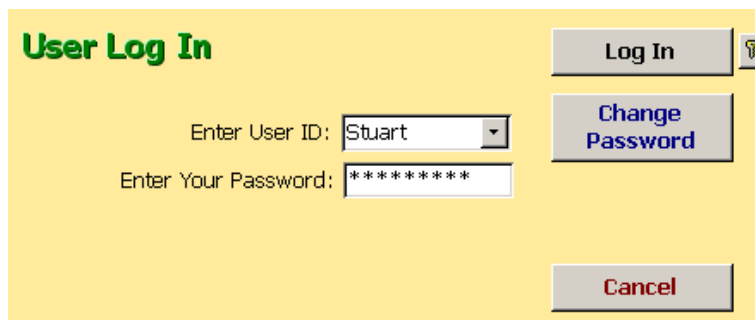
If the user still cannot log into the system after taking the above steps please contact The Finance Systems Team on 01603 222550 for further assistance.

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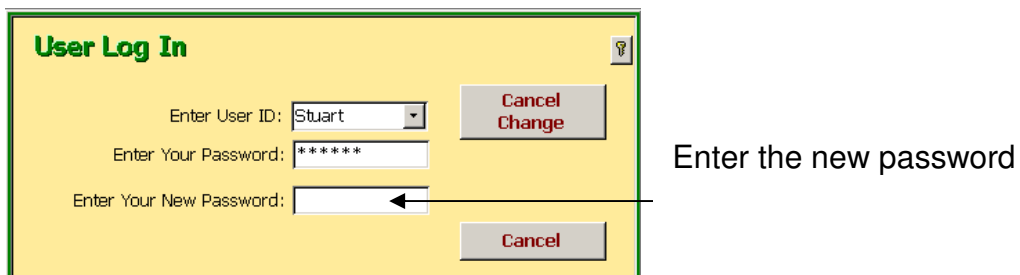
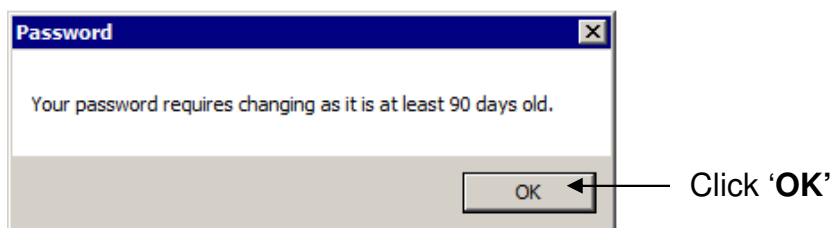
Double click the datafile you wish to enter – this will take you to the user login screen as shown below. Main is the account normally used on a daily basis.



Select the required user name from the “Enter User ID” drop down list, and then enter your password and click “Log In” twice.

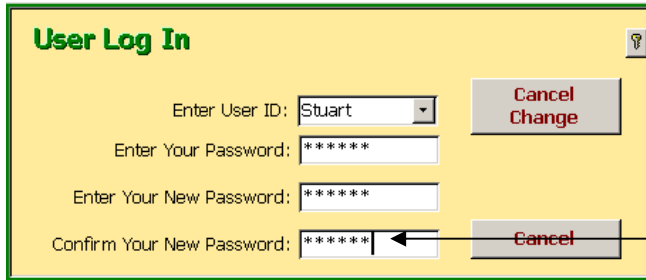
Changing your Password – Log in screen

Passwords **must** be changed in Star Accounts **every 90 days**. Once this deadline has been reached the system will prompt the user to change their password.



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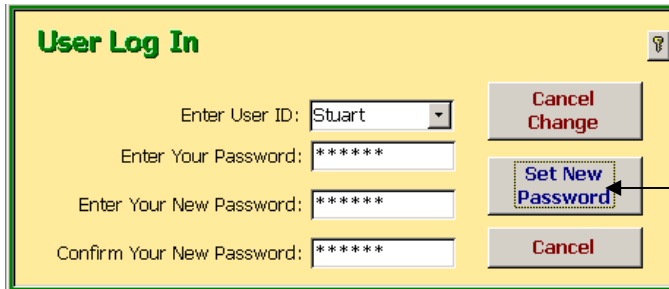
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The 'User Log In' form has a yellow background and a green border. It contains the following fields and buttons:

- Enter User ID: Stuart (dropdown menu)
- Enter Your Password: ***** (password field)
- Enter Your New Password: ***** (password field)
- Confirm Your New Password: ***** (password field)
- Buttons: 'Cancel Change' (top right), 'Cancel' (bottom right)

Re-type the new password



The 'User Log In' form is identical to the one above, but with an additional button:

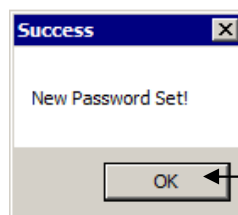
- Buttons: 'Cancel Change' (top right), 'Set New Password' (middle right, highlighted with a dashed border), 'Cancel' (bottom right)

Click **'Set New Password'** to confirm the new password

Once **'Set New Password'** has been clicked the system will verify the new password. If there are issues with any of the following an error message will appear:

- Length – the password must be between 8 and 10 characters in length
- Alpha-Numeric – the password must contain letters and numbers and must not contain spaces
- New – the password must not be one that has been used previously
- Identical – the new password is entered twice when created and these must be identical

If an error message appears click **'OK'**, then correct the error and click **'Set New Password'** again. This process may need to be repeated until the new password is accepted by the system.



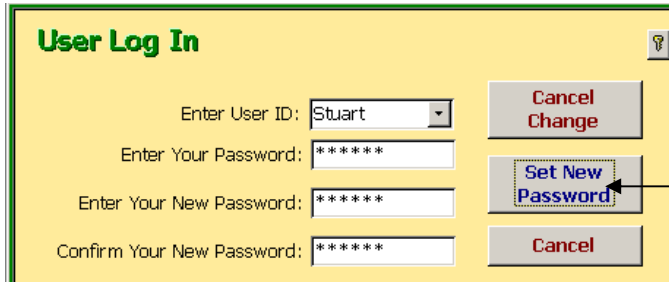
Click **'OK'**

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To manually change the password at any time from the User Log in screen, select your User ID and click '**Change Password**'.

Enter your current password then your new password twice (as above).



The 'User Log In' screen features a yellow background and a green title bar. It contains four input fields: 'Enter User ID:' with a dropdown menu showing 'Stuart', 'Enter Your Password:', 'Enter Your New Password:', and 'Confirm Your New Password:'. To the right of these fields are two columns of buttons. The top column has a 'Cancel Change' button, and the bottom column has a 'Cancel' button. A 'Set New Password' button is positioned between the two columns, with an arrow pointing to it from the text on the right.

Click '**Set New Password**' to confirm the new password

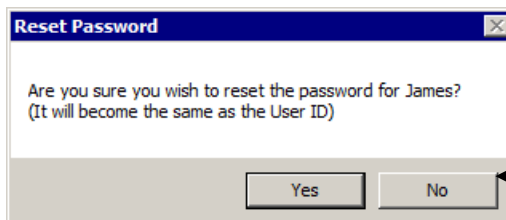
Once '**Set New Password**' has been clicked the system will verify the new password as described above.

Resetting a Password

If a user forgets their password the **primary user** can reset the password from the '**System Users**' screen ('**Options**' tab, "**System Users**").

Reset Password

Click '**Reset Password**' against the User ID required.



The 'Reset Password' dialog box has a blue title bar and a white background. It contains the text: 'Are you sure you wish to reset the password for James? (It will become the same as the User ID)'. At the bottom, there are two buttons: 'Yes' and 'No'. An arrow points from the text on the right to the 'Yes' button.

Click '**Yes**' to reset the password or '**No**' to cancel.

The user will be prompted to enter a new password when they next log in using their User ID as their password.

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User Access Levels

User Access Rights												
Add User ID		Delete User ID		Change Primary User								
User ID	Admin	Data Entry	Ordering	Debtors Only	Read Only	Payroll	BACS Creator	Asset Register	Primary User			
Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Reset Password		
Lion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Reset Password		

ACCESS LEVELS – (Each level has all the access rights to the levels below it, i.e. level 5 also gives users the access rights to levels 1-4).

PRIMARY USER

Full access to Star Accounts (as per Admin - Level 5) plus:

- User Maintenance
- Ability to Inactivate Department Codes, Suppliers etc

ADMIN – LEVEL 5

Full Access to all Star Accounts functions including:

- Bank reconciliation
- Entering transactions, orders, journals etc
- Entering Department/Capital codes
- Monthly download & Period End
- Staff Details – create/delete options

DATA ENTRY – LEVEL 4

- Entering transactions, including reversals.
- Produce a cheque run and pay orders.
- Debtors Module

ORDERING – LEVEL 3

- Create orders
- Set up suppliers
- Backup system

DEBTORS ONLY – LEVEL 2 – Only shown if the Debtors module is activated.

- Access to the Debtors (lettings) section only to create invoices

READ ONLY – LEVEL 1

- Access to produce reports / view BCR's only.

PAYROLL - Place a tick in this option if you require the user to have access to the staffing screen (see Section 5). If the user does not have access to payroll they will not be able to view staff codes or names within the transaction report, or create new staff members within the staffing screen.

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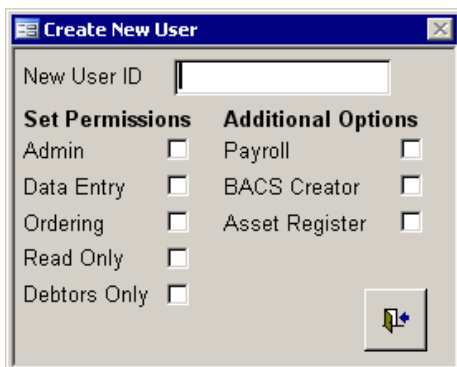
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BACS CREATOR – Place a tick in this option if you require the user to be able to create BACS payment batches. This option only needs to be ticked if the user is required to batch payments for processing, users with Level 3 access and above will still be able to process payments to suppliers.

ASSET REGISTER – Place a tick in this option if you require the user to access the Star Accounts Asset Register (see Section 19 of the User Guide).

Creating Additional Users

Within the 'User Access Rights' screen click '**Add User ID**'.



Set Permissions		Additional Options	
Admin	<input type="checkbox"/>	Payroll	<input type="checkbox"/>
Data Entry	<input type="checkbox"/>	BACS Creator	<input type="checkbox"/>
Ordering	<input type="checkbox"/>	Asset Register	<input type="checkbox"/>
Read Only	<input type="checkbox"/>		
Debtors Only	<input type="checkbox"/>		

Enter the required User ID for the new user. **User IDs must be no longer than 10 characters in length and must not contain spaces.**

Select the required access rights to be assigned to the user by placing a tick in the relevant boxes. See above for access level details.

When creating new users their password will be set as their User ID. The first time the new user logs into Star, they will be prompted to change their password.

Periodic Review of Users

It is the headteachers responsibility to periodically review Users to ensure that the list represents only current staff members and that any that have left have been removed from the system. Only the person designated as the 'Primary User' has access to change System Users. If the Primary User is no longer at the school you will need to contact The Finance Systems Team for assistance.

Non-Generic User IDs

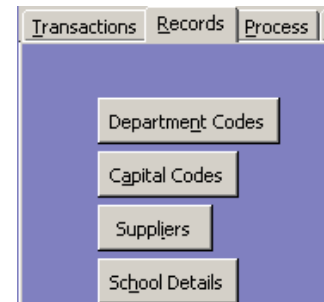
Any user that requires access to Star Accounts must be given their own unique User ID and password. The use of generic passwords, such as **Office**, **Admin** or **School** is not permitted within Star Accounts.

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Enter School Details – **Records Tab**

From the 'Main Menu' screen select the 'Records' tab and click on 'School Details'.



Within this screen you will find details relating to your school.

School Name	Training Primary School		View Accounts	
Location Code	9999	VA School	<input type="checkbox"/>	
Address 1	County Hall		Alternative Delivery Address	
Address 2	Martineau Lane			
Address 3	Norwich			
Address 4	Norfolk			
Post Code	NR1 2DL			
Phone Number	01603 223125			
Fax Number	01603 222505			
Email	training.primary@norfolk.gov.uk			
Financial Year	2016	2015-16		
Financial Month	7	October		
Cheque Printing	<input checked="" type="checkbox"/> Cheque Format	Z	Print Sample	Parameters
	<input type="checkbox"/> Type A	<input type="checkbox"/>	Catering	<input checked="" type="checkbox"/>
Budget Profiling	<input type="checkbox"/>			
Inputs Path	C:\Shared\Star\			
Outputs Path	C:\Shared\Star\			
School Logo Path	C:\Shared\Star\logo\Logo.jpg			
Debtors Option	<input checked="" type="checkbox"/>	Bank Details on Invoices	<input checked="" type="checkbox"/>	
Monthly Monitoring	<input type="checkbox"/>	Detailed Dept BCR	<input type="checkbox"/>	
Staff Monitoring	<input checked="" type="checkbox"/>	Payroll Claim Forms	<input type="checkbox"/>	
Parent Pay	<input type="checkbox"/>			
BACS	<input checked="" type="checkbox"/> BACS Provider	Barclays		
Asset Register	<input checked="" type="checkbox"/>			
ESPO Online	<input checked="" type="checkbox"/>			

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Address

School Name	Norfolk Primary School
Location Code	9998
Address 1	Martineau Lane
Address 2	Norwich
Address 3	Norfolk
Address 4	
Post Code	NR1 2DL
Phone Number	01603 222550
Fax Number	01603 222505
Email Address	efs.ca@norfolk.gov.uk

Enter your address and telephone / fax numbers and email address.

Location Code: This is the four digit code assigned to your school by the Local Authority – this is **not** your DfE Number (926/XXXX).

Financial Year/Month

Financial Year	20XX	20XX-XX
Financial Month	01	April

Please Note: For Financial Month April = 01 and March = 12.

Cheque Printing

Please refer to Section 10 for full details regarding Cheque Printing and the Print Cheque Summary feature. If you wish to use the cheque printing function place a tick in the box by clicking it.

Cheque Printing	<input checked="" type="checkbox"/>	Cheque Format	Z	Print Sample	Parameters	<input type="checkbox"/>	Print Cheque Summary
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Several cheque formats are pre-loaded into Star Accounts. Printable examples of the currently loaded cheque formats can be found on the Schools Finance website at <http://www.eficts.norfolk.gov.uk/Finance/StarAccounts/FAQ/>. A sample remittance can also be printed from this screen by selecting a 'Cheque Format' and clicking "Print Sample".

If none of the pre-loaded cheque formats are appropriate for your schools pre-printed cheque stationery please contact The Finance Systems Team. If your school wishes to use the cheque printing function to enable remittances to be printed, but does not have pre-printed stationery, it is recommended that **Cheque Z** is used.

If any fields need adjustments to fit pre-printed cheque stationery, click on the Parameters button. If you need to alter any parameters please contact The Finance Systems Team on 01603 223834 or 01603 222550.

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Budget Profiling

BudgetProfiling



This option is only recommended for schools that fully understand the effect of profiling on the school budget. To activate budget profiling simply place a tick in the 'BudgetProfiling' box. See section 6 for more details regarding budget profiling.

Non-Imprest Schools

Type A

If your school is a Non-Imprest (Type A) School, tick this box and call The Finance Systems Team for an access code if required.

VA Schools

VA School

If your school is a Voluntary Aided (VA) school this option will be ticked, please call The Finance Systems Team for an access code to remove/input this tick if required.

Input / Output paths

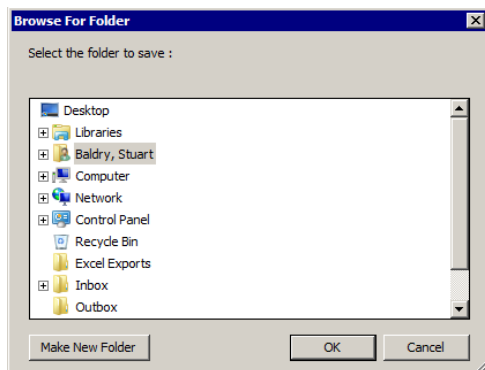
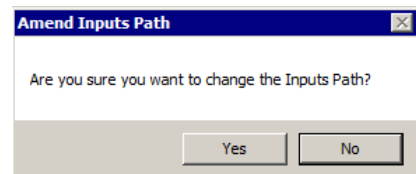
The '**Input Path**' is used for collecting the monthly download file and the '**Output Path**' is used to store finance files waiting to be sent to County Hall via AnyComms Plus.

For most users the expected paths would be similar to:

Inputs Path	C:\Users\Public\Desktop\AnyComms Plus\Inbox\
Outputs Path	C:\Users\Public\Desktop\AnyComms Plus\Outbox\

The Frequently Asked Question "**How do I use AnyComms Plus for Finance Files?**" provides further details for creating these folders.

To amend either of these locations double click the required field. Click '**Yes**' to continue, or '**No**' to cancel.



If you clicked '**Yes**' a browse file window will appear to browse the required folder (as specified above). Highlight the required folder and click '**OK**'.

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School Logo Path

It is an audit requirement that your school logo appears on any printed orders and invoices created within Star Accounts. The logo must be saved as a JPEG file (i.e. Logo.jpg) within the Star folder.

Please Note: It is not the full school letterhead that is required – only the school logo is needed. For example, from the letterhead below only the area within the red square is required by Star Accounts.

Norfolk Primary School



Norfolk Primary School
Norfolk Street
Norwich
Norfolk
NR1 1AA
Tel: 01603 123456
Fax: 01603 123457
Email: norfolkprimary@norfolk.sch.uk

Headteacher: Mrs J Bloggs

If you already have a copy of the school logo in this format, copy it into the Star folder, then click the School Logo Path to open the Browse File window. Browse in the school logo file and select it by double-clicking it.

If you are unsure about creating the logo.jpg, please contact your schools ICT Technician.

Debtors Options

Debtors Option



Bank Details on Invoices



If you wish to use the Star Accounts Debtors module to produce and manage invoices and lettings (see Section 18) ensure that the '**Debtors Option**' field is activated by clicking it to place a tick in the field.

If you wish to encourage customers to pay their invoices via direct BACS Transfer to your default bank account place a tick in the '**Bank Details on Invoices**' option (by clicking it). If this option is activated your default bank account details (Sort Code and Account Number) will be printed on any invoice created within Star Accounts.

Monthly Monitoring

Monthly Monitoring



If you wish to export the Monthly Monitoring into Microsoft Excel at each period end roll forward place a tick in this field by clicking it. Users will be prompted for the location to save the Monitoring Report to when rolling forward, as per the details given in Section 17.

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Detailed Dept BCR Detailed Dept BCR

If you wish to print the Detailed Department BCR during the period end process place a tick in this field by clicking it. If this option is unticked only the Summary Department BCR will be printed during the period end process.

Staff Monitoring Staff Monitoring

If you wish to print the Staff Monitoring report automatically during each period end place a tick in this field by clicking it. See Section 5 for details of this report.

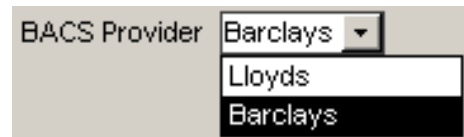
Parent Pay Parent Pay

Place a tick in the Parent Pay field if you are using the Parent Pay system to collect income from parents. This will give you access to the Parent Pay import screen.

BACS BACS

Place a tick in the BACS field if you wish to process payments via BACS (Bank Automated Credit System). Please refer to Section 10 for details.

The BACS functions within Star Accounts have been designed to work with two BACS providers – Barclays Bank PLC and Lloyds Bank. If the BACS feature is activated you must ensure that the BACS provider you wish to use is selected.



BACS Provider	Barclays ▼
	Lloyds
	Barclays

Asset Register Asset Register

Place a tick in the Asset Register field if you wish to use the Star Accounts Asset Register. This option is only available within the SQL version of Star Accounts. Please refer to Section 19 for details.

ESPO Online ESPO Online

Place a tick in the ESPO Online field if you wish to send ESPO orders via the ESPO website. Please refer to Section 7 for details.

Payroll Claim Forms Payroll Claim Forms

Place a tick in the Payroll Claim Forms if your school wishes to send Travel and Overtime Claims via Star Accounts.

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Contact Details

If you wish to create a contact for any of the areas listed in the Contact Details click on the drop down arrow to open a full list of staff members, and then select the name of the staff member who will act as a contact for that area.

Contact Details

Lettings

Invoicing

Ordering

Payments

Headteacher

These contact details will then appear on the relevant reports printed from Star Accounts.

Please Note: You will not be able to select any staff members as contacts unless their staff details have been entered into Star Accounts (see Section 5 for details).

Alternative Delivery Address

If, for any reason, you require a delivery to be made to a different address (for example, if you have separate addresses for a lower and middle school) you can enter the alternative address by clicking '**Alternative Delivery Address**'.

Enter a unique Delivery Code

Complete all address details and Exit.

Click here to enter further addresses as necessary

DPN: The DPN required within this screen is used within the ESPO Online Ordering process. Please see Section 7 for further details.

Bank Details

To view a list of the bank accounts held within Star Accounts for the current datafile click the '**View Accounts**' button.

Account Name	Sort Code	Account Number	Bank	Address 1	Address 2	Address 3	Post Code	Reconciled Balance	Default	Inactive
Barclays	20-62-53	61089086	Barclays	Bank Plain	Anytown		NR7 0WN	£34,612.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Petty Cash		0					0	£98.56	<input type="checkbox"/>	<input type="checkbox"/>

Please enter the account number and bank details manually. The balance shown is calculated by Star Accounts and cannot be overwritten. The '**Default**' account ticked within this screen will be the bank account automatically selected when entering transactions.