Star Accounts
Star Accounts **Frequently Asked Questions**

How do I use AnyComms Plus for Finance Files?

AnyComms Plus is a web based secure file transfer system used by Norfolk County Council to release all **finance** related files to schools (such as system upgrades and the monthly download file). Schools will also be required to upload their **finance** files to County Hall using the same system.

The following guide details how to download and upload **finance** files using the AnyComms Plus client, or directly via the AnyComms Plus website.

> **If you experience any issues using the AnyComms Plus website, or AnyComms Plus Client, please contact the ICT Shared Services helpdesk on 0845 303 3003.**
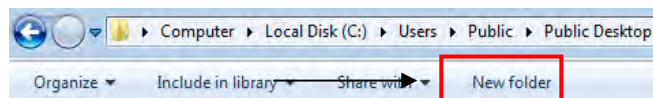
AnyComms Plus Inbox and Outbox

To use AnyComms Plus you will be required to set up a new Inbox and Outbox for Finance files on the desktop of your computer. It is recommended that an Inbox and Outbox are created within either an "**AnyComms Plus**" folder or "**Finance**" folder.

Step 1: Open file explorer on your PC (by clicking the '**Start**' button and then clicking either '**Documents**' or '**Computer**').
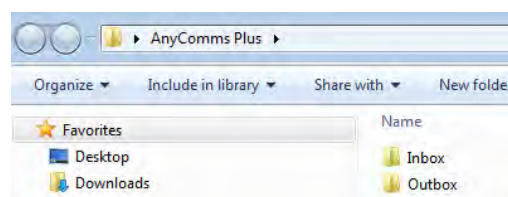
Step 2: In the bar at the top of the screen manually overtype the details shown with "**C:\Users\Public\Desktop**", and then press the "Enter" key to open that folder.
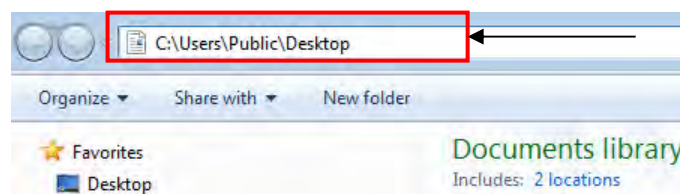
Step 3: Click '**New Folder**'

Step 4: Rename the "New Folder" created as either '**AnyComms Plus**' or '**Finance**'. Once this folder has been renamed, open it (by double clicking) and then create 2 further folders within that folder – an '**Inbox**' and an '**Outbox**'.

Step 5: Once the required Inbox and Outbox have been created you **must** amend the Inputs and Outputs paths within your Accounting Software to reflect the new folders:

> **Star Accounts**
> **Sickness Insurance**
> **Budget Planner**

Please refer to the User Guides of the relevant software for further guidance.

Installing the AnyComms Plus Client

The AnyComms Plus Client enables files to automatically be transferred from and to schools via the click of one button, rather than downloading and uploading individual files, in a similar way to the old AnyComms system.

It is **highly recommended** that all schools install the AnyComms Plus Client to ensure that all finance files required at County Hall are transferred in a timely manner; however, the use of the client is **optional**.

Please Note: The AnyComms Plus Client should only be used for the transfer of **finance** files to County Hall. Therefore, any users with dual roles (such as School Administrator and Finance Manager) should only use the AnyComms Plus website to upload/download files. Users with the "**Finance Manager**" only can install the client to transfer their files. If you are unsure of the roles assigned to your user name please contact the School Applications team in the first instance.

The installation file for the client can be downloaded to your computer via the AnyComms Plus website (see instructions below). Once this file has been downloaded to your computer double click the '**AnyComms Plus Client.msi**'.
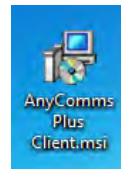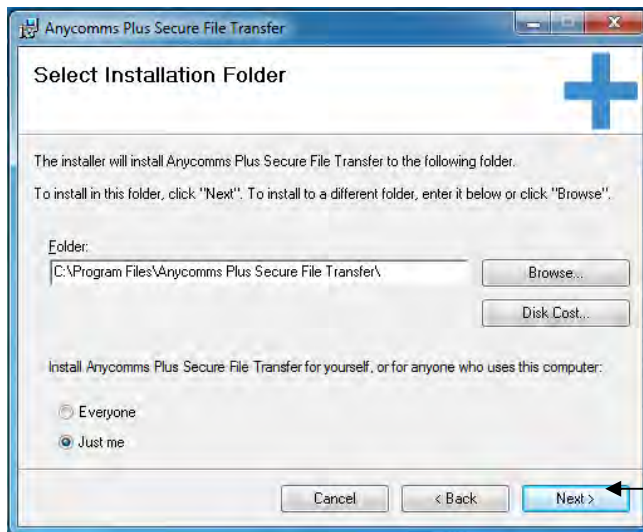
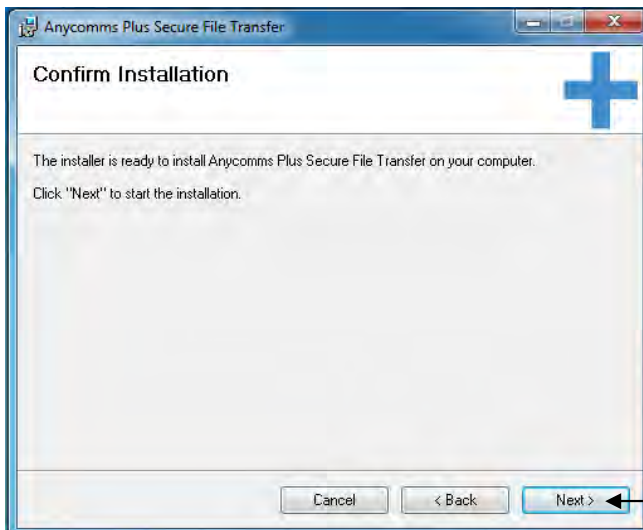**Note**: This may appear in your "Previously Downloaded Files" list (see below).
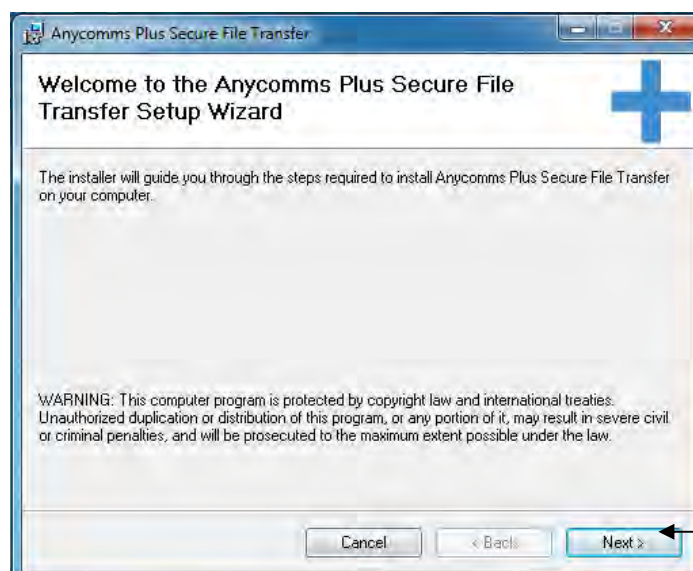
Click '**Next**'.

Click '**Next**'.
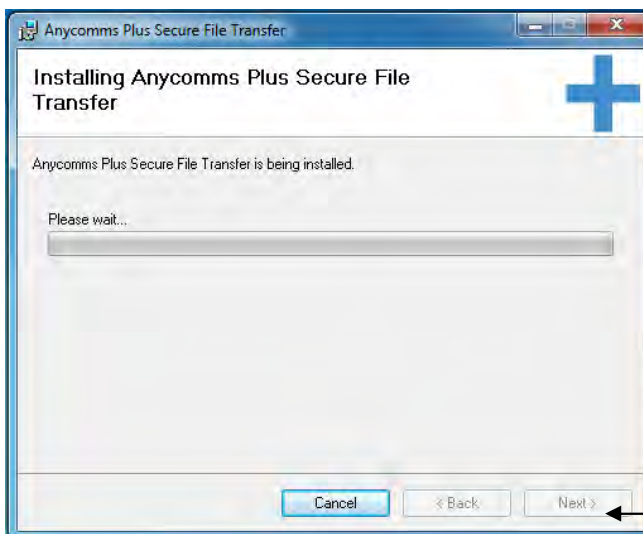

Click '**Next**'.

Click '**Next**' when the button is available.

Please Note: If you see a 'User Access Control' message at this point please click '**Yes**' to allow the programme to be installed.


Click '**Close**'.
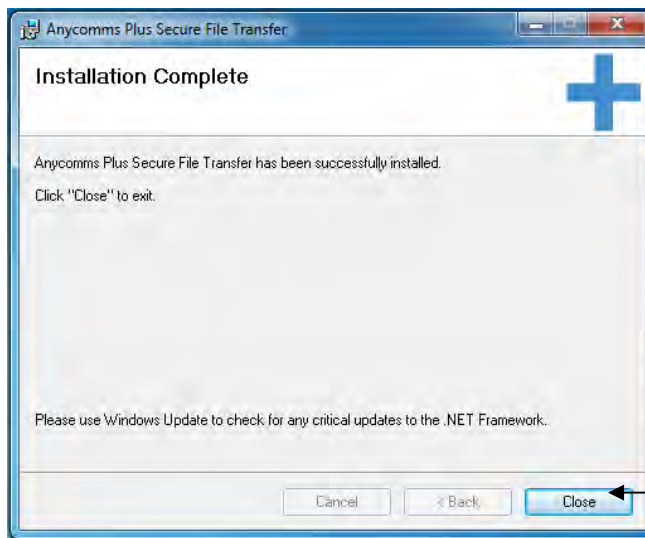
Creating a Shortcut

A shortcut to the AnyComms Plus Client can be created on your computer by clicking your '**Start**' button (bottom left hand corner of the screen), then click the 'AnyComms Plus' folder, click the '**Secure File Transfer**' to highlight it and then drag it onto the desktop.
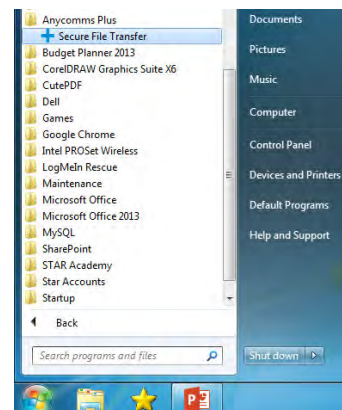
AnyComms Plus Client Settings

When the AnyComms Plus client has been installed, double click the '**Secure File Transfer**' shortcut (if one was created), or open the client from your '**All Programs**' list in the Start Menu.
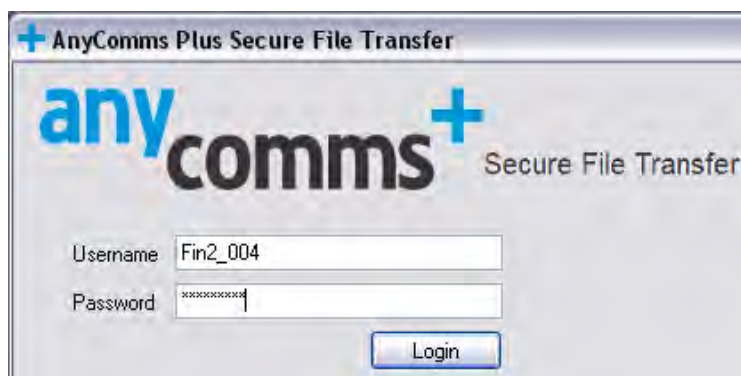
Enter the '**User Name**' and '**Password**' that you were given to access to AnyComms Plus website, and then click '**Login**'.

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If you do not have a user name and password please contact the ICT Shared Services helpdesk (**0845 303 3003**) to request access to AnyComms Plus.

Select "**Finance**" within the '**File Type**' and '**Service**' drop down lists.

File Type	Finance	▼
Service	Finance	▼

Inbox and Outbox: The path to which files are downloaded from, and uploaded to, County Hall can be set within the '**Inbox**' and '**Outbox**' fields.

Inbox
C:\Users\Public\Desktop\AnyComms Plus\Inbox   Browse

Outbox
C:\Users\Public\Desktop\AnyComms Plus\Outbox   Browse

To amend the path to the Inbox or Outbox click the '**Browse**' button next to the required field to open the browse screen:
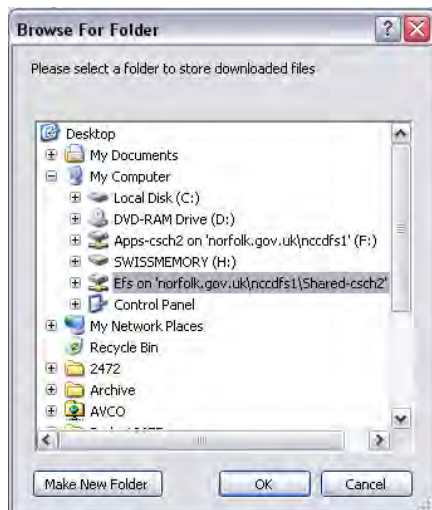
Highlight the folder that you wish to use and then click '**OK**'.

The folders selected within these fields should be the "**Inbox**" and "**Outbox**" created as per Page 1 of this guide.

The Inbox and Outbox must NOT be set to the same folder.

Click the '**Save**' button once all of the above details have been entered. The next time the AnyComms Plus Client is opened these details will automatically be entered.

Save

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Downloading / Uploading Files via the Client

To download finance files from County Hall, or upload files to County Hall, simply log in to the AnyComms Plus client and click the '**Begin Transfer**' button.

Any files that are available to download, or files waiting to be uploaded in the '**Outbox**' folder, will be transferred and listed within the box above the '**Begin Transfer**' button.

Please Note: You can only download files once via the client software. If you need to download a file for a second time you will need to do this via the AnyComms Plus website (see below).
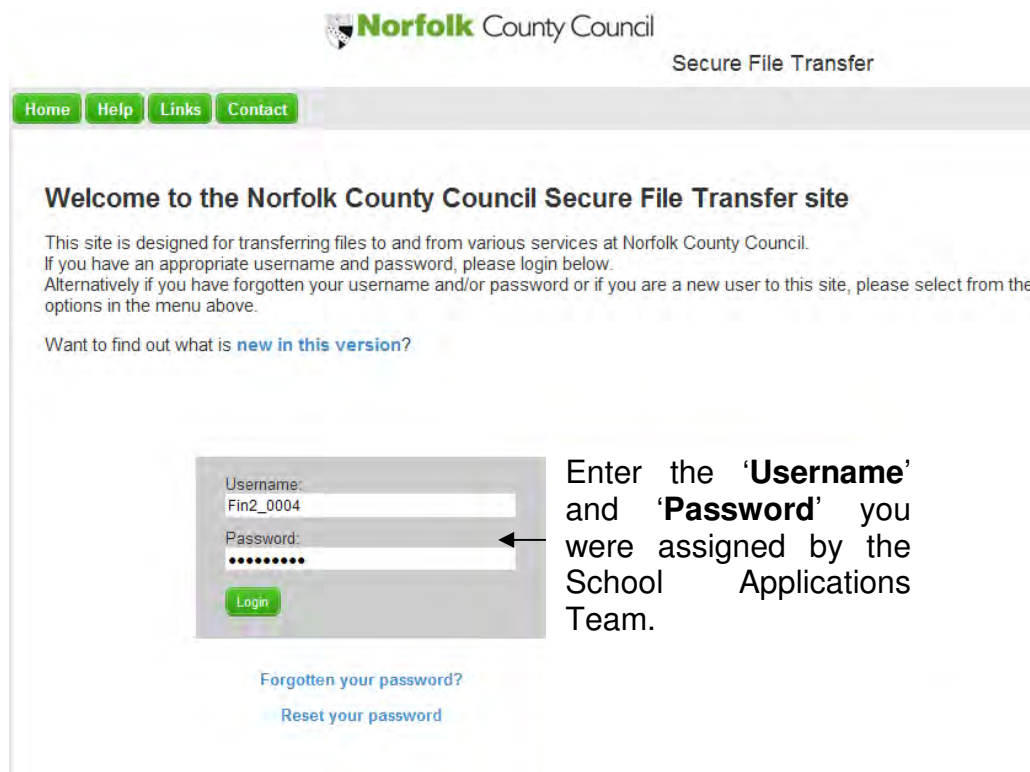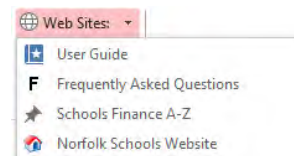
Prior to transferring files please ensure that only **finance** related files are stored within the **Outbox**. Any files relating to SIMS (census data etc) should not be sent to the finance section. As a general rule finance files will be either Excel (**.xls** or **.csv**) or Text (**.txt**) files, which will start with your schools 4 digit location code. Files that begin with your schools 926XXXX DfE number will not be finance files.

Logging into the AnyComms Plus Website

The finance files downloaded from, or uploaded to, County Hall can be received / sent via the AnyComms Plus Website https://acplus.nsix.org.uk.

A link to this website should appear in the "**Web Links**" / "**Web Sites**" lists within County provided software (e.g. Star Accounts or Sickness Insurance).

Enter the '**Username**' and '**Password**' you were assigned by the School Applications Team.

If you do not have a user name and password please contact the ICT Shared Services helpdesk (**0845 303 3003**) to request access to AnyComms Plus.

Enter the requested letters of your memorable word, and then click '**Login**' to access the Main Menu.

Download a File from County Hall

When a **finance** file is released for your school to download the "**Finance**" user will receive an email notifying them that a file requires downloading. Once an email is received log in to AnyComms Plus (as above) and click the '**Download a File**' button.

Download a Single File: To download a single file from the AnyComms Plus website click the '**Download**' button against the file required.

Click the '**Click here to confirm you wish to download this file**' button.

Click '**Save**'.

Browse in the location of the Inputs Path used within the finance software. This is usually the "**\Inbox\Finance**" folder on the desktop), and then click '**Save**'.

Once the file has been downloaded please ensure that it has not been renamed by the downloading process. The file must be the same as the "File Name" shown within AnyComms Plus, e.g. 2015-09.txt not 2015-09[1].txt.

Once this has been checked you can run the process within the Accounting Software that the file relates, for example, importing the monthly download or running an upgrade.

Download Multiple Files: There are 2 options for selecting multiple files to download. Clicking the '**Download All**' button will automatically download every outstanding file held within AnyComms Plus.

Alternatively, you can cherry pick the files you wish to download by placing a tick against the files to be downloaded. Once all of the required files have been highlighted click the '**Download Selected**' button.

Confirm Download

You have chosen to download the following files:

File Name	Descri
2015-08.txt	November Download
BPUpgrade15.mdb	Budget Upgrade

Click here to confirm you wish to download these files

Click the '**Click here to confirm you wish to download this file**' button.

Click '**Save**'.

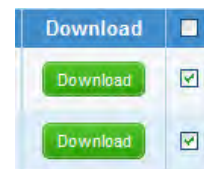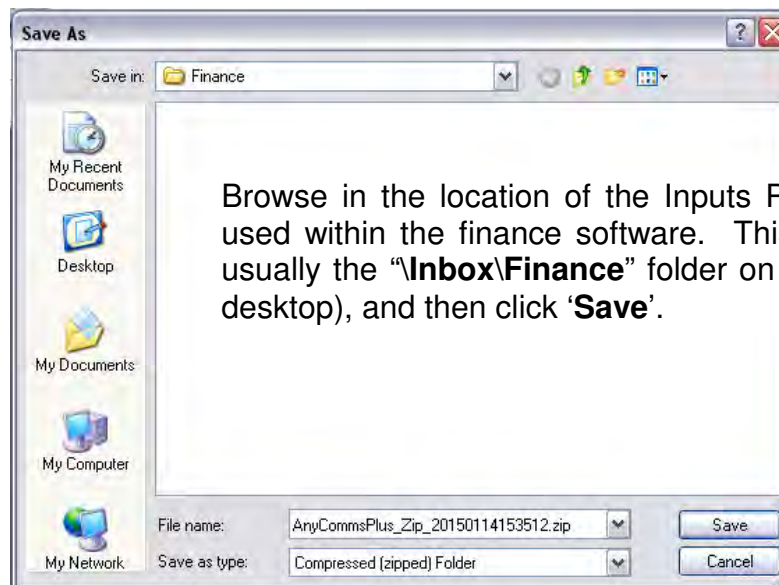Browse in the location of the Inputs Path used within the finance software. This is usually the "**\Inbox\Finance**" folder on the desktop), and then click '**Save**'.

Please Note: When downloading multiple files AnyComms Plus will place all of the files into a .zip file, which means you will be required to extract the files before running the process the file is required for in the Accounting Software. Please speak to your ICT technician if you are unsure of how to do this.

Re-downloading a File

If a file that has previously been downloaded (through the website or via the client) needs to be downloaded again this can only be re-downloaded via the AnyComms Plus website.

Once you have logged into the website click the '**Download a File**' button, and then click the "**Previously Downloaded Files**" tab. This will list all files that have been downloaded for your school.

These files can be re-downloaded in the same way as described above for 'New Files'.

Uploading a File to County Hall

When a **finance** file required by County Hall has been created by your Accounting Software the file can be transferred by logging in to the AnyComms Plus (as above) and clicking the '**Upload a File to the Local Authority**' button.

Click '**Browse**'.

Browse in the **finance** file that you wish to send to County Hall. Double click the required, or highlight it with a single click and then click '**Open**'.

For most **finance** files the location to browse will be an "**Outbox**" on the desktop.
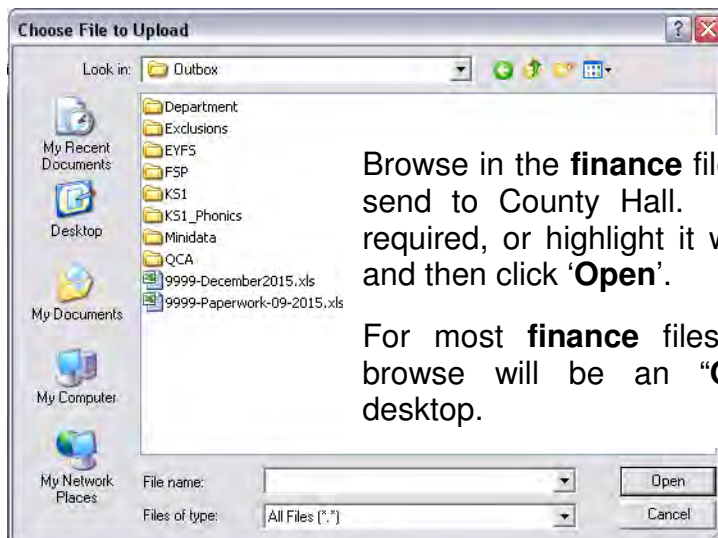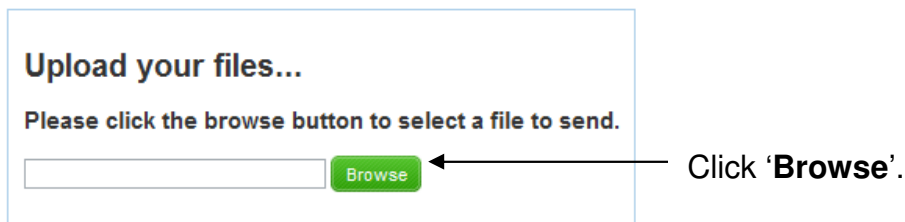
File Name	Remove File	File Type	Service	Description
9999-December2015.xls	Remove	Finance	Finance	P9 Upload

Select "**Finance**" as in the '**File Type**' and '**Service**' drop down lists. A '**Description**' for the file can be added, however, this is not mandatory.

Repeat for each file you wish to send.

Only **finance** related files should be sent to the finance section. As a general rule finance files will be either Excel (**.xls** or **.csv**) or Text (**.txt**) files, which will start with your schools 4 digit location code. Files that begin with your schools 926XXXX DfE number will not be finance files.

Once you have added all of the files you wish to upload to County Hall click the '**Upload all Files**' button.

Once the files have been transferred a confirmation screen will appear detailing the files sent:

Thank you, you have sent the following file(s):

File Name	File Type	Sent To	Date/Time Sent
9999-Paperwork-09-2015.xls	Finance	Finance	15/01/2015 11:29:41
9999-December2015.xls	Finance	Finance	15/01/2015 11:29:41

What would you like to do now?

Print a record of this transaction   Return to the main menu   Log out