Education Financial & ICT Services
CASH ACCOUNTS
## Loading the ESPO Catalogue for 2004/2005

PLEASE LOAD AFTER THE YEAR END ROLLOVER HAS BEEN COMPLETED

The ESPO Catalogue for the new financial year will be transferred via the AVCO Anycomms System. This will be available from now until after the period 12 Download.

Please Note: the ESPO Catalogue may take up to 45minutes to load.

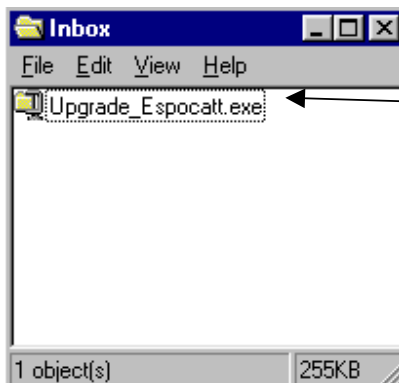Double click on Anycomms Client on the desktop.
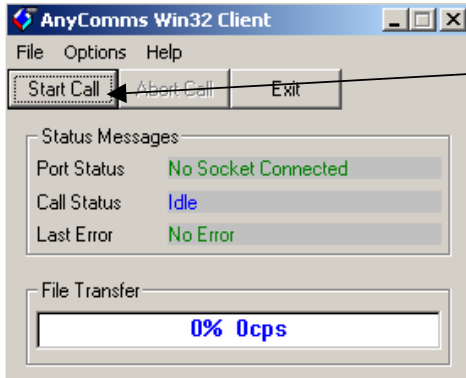
Click Start Call. If you get any error messages please phone the ICT Helpdesk on 0845 3003303.

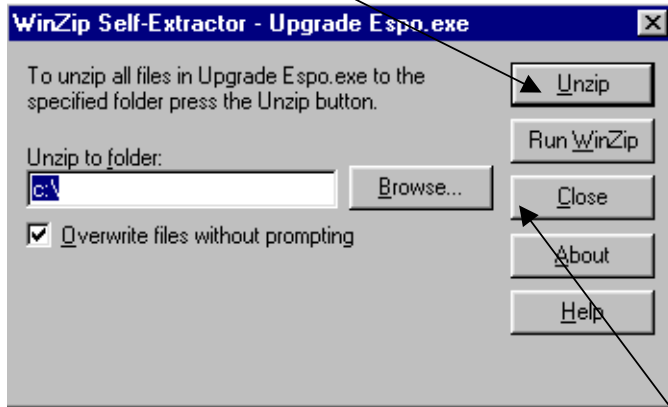A text message will be shown when the call is complete.

From the Desktop open the **Inbox** Folder

Double click on the **Upgrade Espocatt.exe**

Click **Unzip**

WinZip Self-Extractor - Upgrade Espo.exe

To unzip all files in Upgrade Espo.exe to the
specified folder press the Unzip button.

Unzip to folder:
c:\

☑ Overwrite files without prompting

Unzip
Run WinZip
Close
About
Help

WinZip Self-Extractor

1 file(s) unzipped successfully

OK

Click **OK.** Click **Close.**

Log into Cash Accounts as normal.

Records — Click the **Reports** icon

Supplies Catalogue — Click **Supplies Catalogue**.

Import — Click **Import**.

Catalogue Import Settings

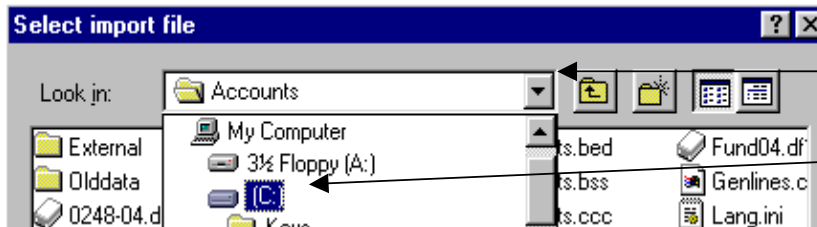**Default Supplier**

ESPO

Catalogue Format
⦿ Delimited Tabs
◯ Fixed Length

OK

Cancel

Enter **ESPO** as the Default Supplier. Ensure the radio button is against **Delimited Tabs**.

Version 2.92

Select import file

File**name:** espocatt.txt   OK

Directory: c:\   Cancel

Files:
eg1
egetc
espocatt.txt
fsolm&~1.doc
fund03.df1
impres~1.xls

Directories:
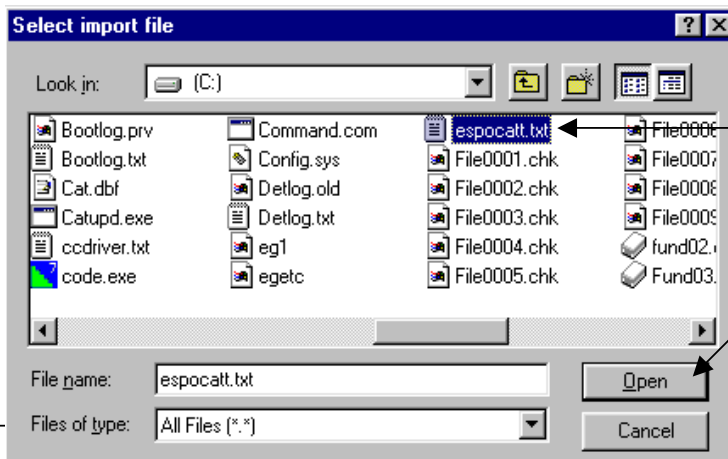[windows]
[-a-]
[-c-]
[-d-]
[-e-]
[-f-]
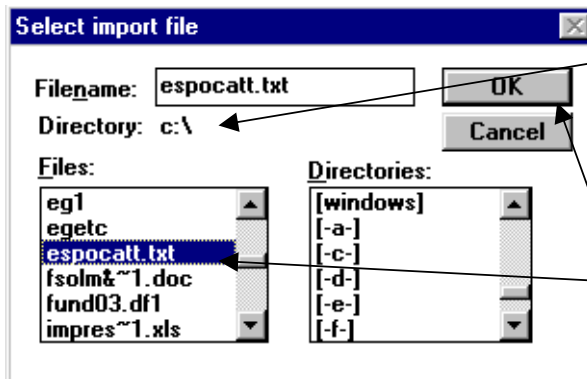
Ensure that **c:** is the directory. If it isn't select from the list of Directories. If it has anything else in the name double click on the [..] at the top of the Directories window until it's only **c:**
Select **espocatt.txt** from the Files window.
Click **OK**.

Version 6

Select import file

Look in: 📁 Accounts

📁 External
📁 Olddata
💾 0248-04.d

🖥 My Computer
💾 3½ Floppy (A:)
💿 (C:)
📁 Keus

s.bed   💿 Fund04.df
s.bss   📄 Genlines.c
s.ccc   📄 Lang.ini

Click on the down arrow and select the [C:] drive

Select import file

Look in: 💿 (C:)

📄 Bootlog.prv   📄 Command.com   📄 espocatt.txt   📄 File0006
📄 Bootlog.txt   📄 Config.sys   📄 File0001.chk   📄 File0007
📄 Cat.dbf   📄 Detlog.old   📄 File0002.chk   📄 File0008
📄 Catupd.exe   📄 Detlog.txt   📄 File0003.chk   📄 File0009
📄 ccdriver.txt   📄 eg1   📄 File0004.chk   💿 fund02.
📄 code.exe   📄 egetc   📄 File0005.chk   💿 Fund03.

File name: espocatt.txt   Open

Files of type: All Files (*.*)   Cancel

Select **espocatt.txt**

Click **Open**.

Is this record OK ?   No   Yes

A record will be shown.
Click **OK** to the message shown.

The ESPO Catalogue will now be loaded. This may take anything up to 45minutes.

Import Finished   OK
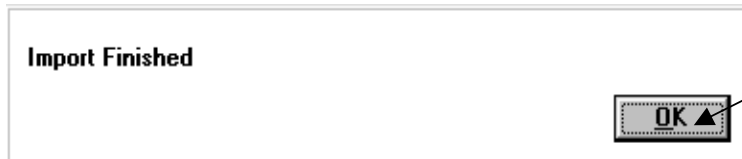
Click **OK**

The new ESPO Catalogue has now been loaded.

Upgrade_ESPO.exe can now be deleted from the Inbox.