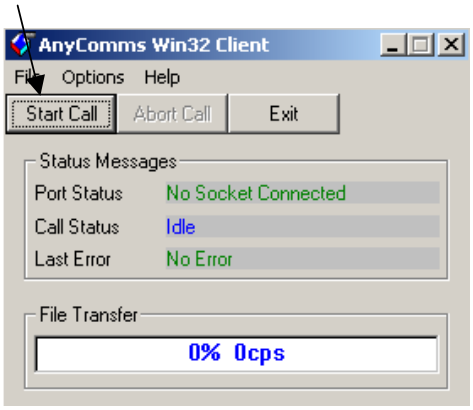
Education Financial & ICT Services

BUDGET PLAN LOADING INSTRUCTIONS

The Budget Plan will be sent to schools via the AVCO Anycomms Client Software. To load it please follow the instructions below.

1. Double Click on **Anycomms Client** on the desktop.

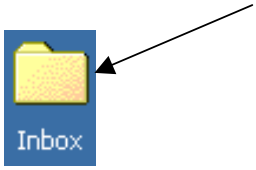
2. Click **Start Call**.



If you get any error messages please check the ICT Solutions AVCO Troubleshooting page at:
http://ictsolutions.norfolk.gov.uk/avco/troubleshooter.asp

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

3. From the Desktop open the **Inbox** Folder



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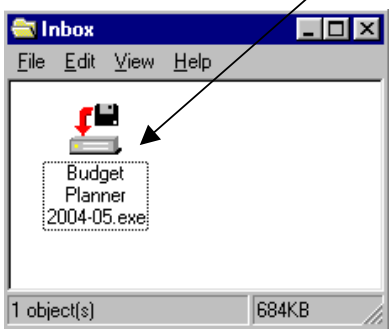
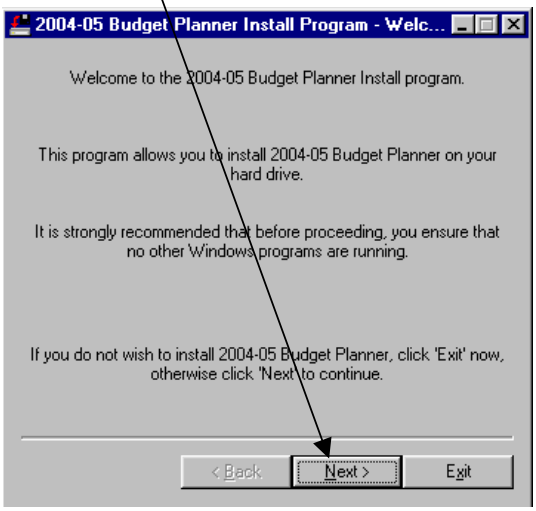
4. To install, double click on '**Budget Planner 2004-05.exe**' (*Note*: the .exe may not be visible on your machine).

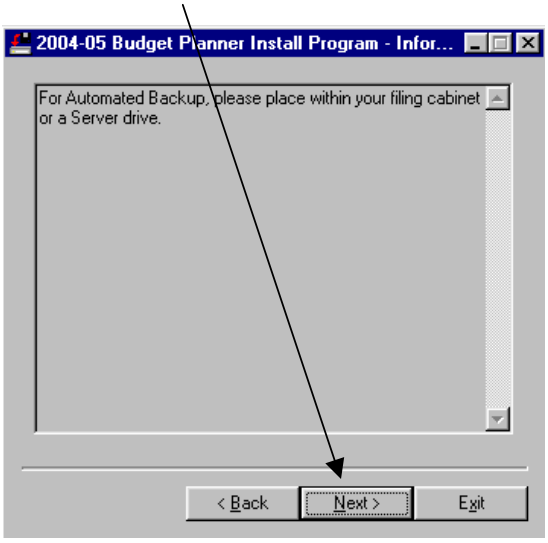


If you wish to install the budget plan onto a different machine, copy the Budget Planner 2004-05.exe on to a floppy disk. Open the floppy disk on the machine you wish to install it on and double click on 'Budget Planner 2004-05.exe' and continue with the instructions.

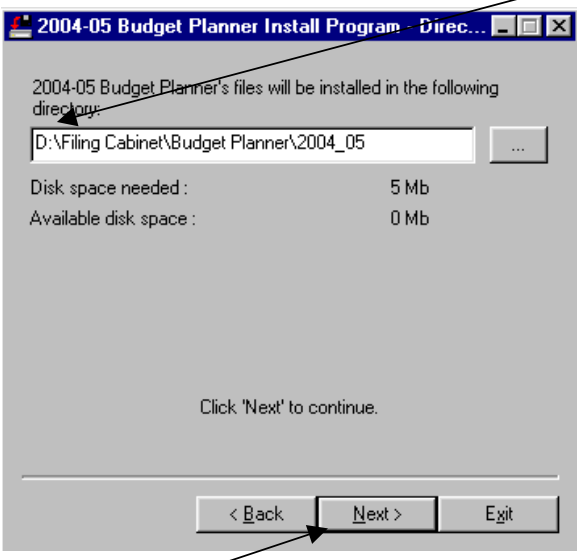
5. Click **Next**



6. Click **Next**

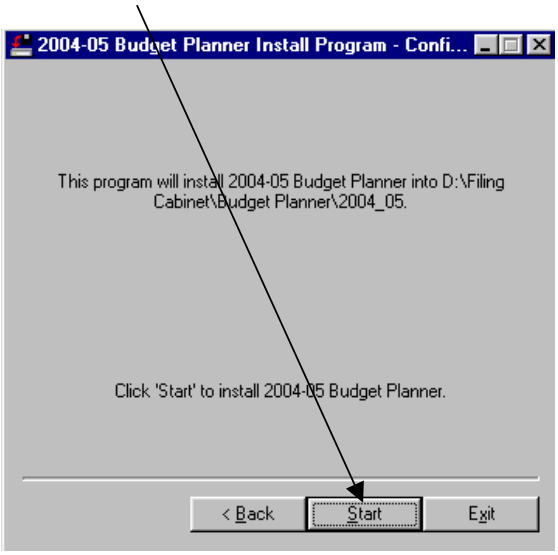


7. Select the **correct drive** (i.e. you may need to change the D:\ to C:\ depending where the Filing Cabinet is).

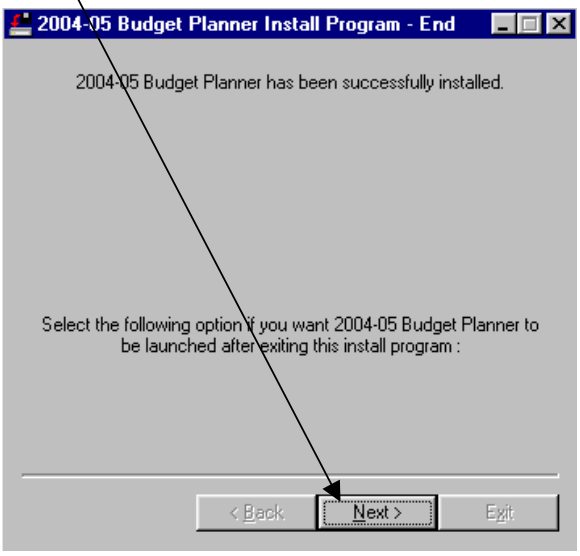


Click **Next**.

8. Click **Start**.

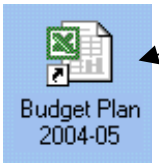


9. Click **Next**.

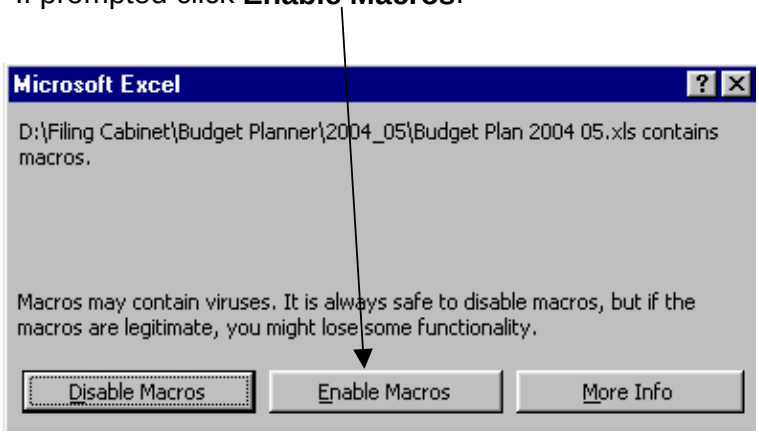


10. Click **Exit**.

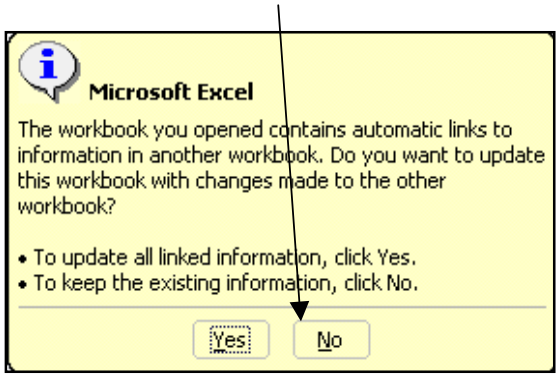
11. From the desktop, double click on '**Budget Planner 2004-05**' to open.



12. If prompted click **Enable Macros**.

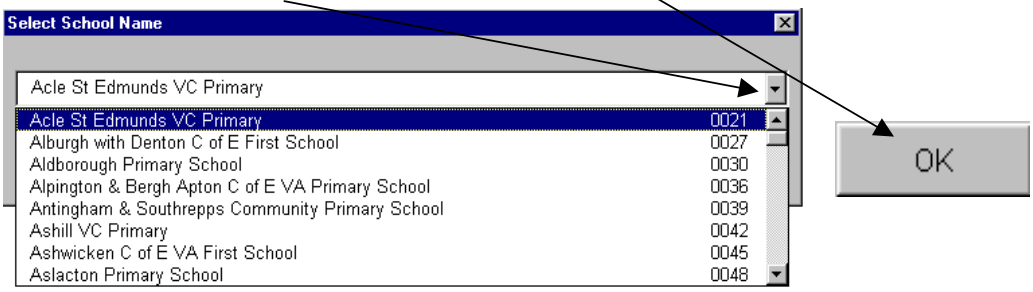


13. If prompted always click **No** to Update links.

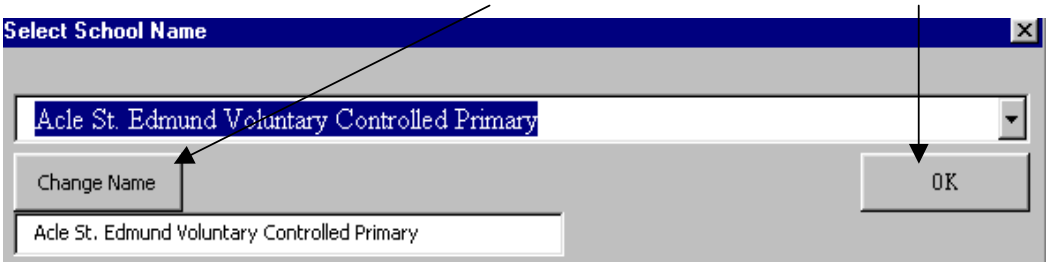


14. <u>Enter/Amend School Name</u>

14.1 When you log into the Budget Plan for the first time it will prompt you to enter your school name. Do not type the school name in, but select it from the drop-down list and then click **OK**.



14.2 If the name of the school on the list is incorrect, enter the correct name in the box below and click on the '**Change Name**' button then click **OK**.



14.3 You can change the name of the school at any time by selecting '**Select School Name**' from the Main Menu.

15. To view the Budget Plan User Guide click on the **set of books** in the top left of the **Main Menu**, this opens a word document. To print this guide click on the printer icon on the toolbar, or go to File, Print.