## **Children's Services Finance**

### **BUDGET PLANNER 2011-12 UPDATE INSTALLATION GUIDE**

To download the 2011-12 Budget Planner Spreadsheet update please take the following steps.

### **1. Download the Installation File**

Start a call in AVCO AnyComms. Once the call is completed open the Finance folder within the AVCO Inbox Folder. Ensure the file '**Upgrade\_Budget\_Planner\_Data.3.exe**' has been downloaded.



If you have any issues receiving this file via AVCO please contact ICT Solutions (0845 303 3003).

If you wish to install the update onto a different computer, copy the '**Upgrade\_Budget\_Planner\_Data.3.exe**' file to a memory stick and follow the instructions below on the other machine.

### 2. Run the Installation File

Double click the 'Upgrade\_Budget\_Planner\_Data.3.exe' file.



Budget Planner 2011-12 Data Update Insta	all Program 📃 🗆 🔀
Directory Choose an installation folder and click Next to continue	e. 💽
Budget Planner 2011-12 Data Update's files will be inst	alled in the following directory:
D:\Filing Cabinet\Budget Planner\2011_12	
Disk space needed :	1 Mb
Available disk space :	0 Mb

The Budget Plan will default to installing in the directory shown. You must browse in the location of the Budget Planner 2011-12 folder by clicking here.

# Children's Services Finance BUDGET PLANNER 2011-12 UPDATE INSTALLATION GUIDE

Browse For Folder	$\mathbf{X}$
Please select a directory	
🞯 Desktop	1
🕞 🛑 My Documents	1
🛅 Fantasy Football	
🖃 🚞 Filing Cabinet	-
🖃 🧰 Budget Planner	
2008_09	
2009_10	
2010_11	
🗆 🗁 2011_12	
Make New Folder OK Cancel	

Browse	in	the	location	of	the
2011-12		Bu	dget F	Plar	nner
folder, a	nd	click	ά <b>ΌΚ</b> '.		

Click 'Next' to continue.		
	< Back Next > < Exit	— Click 'Next'.

Click 'Start' to install Budget Planner 2011-12 Data Update.	
< Back Start < Exit	— Click 'Start'.



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	< Back Next > Exit	_ Click 'Exit'.

## Children's Services Finance

### **BUDGET PLANNER 2011-12 UPDATE INSTALLATION GUIDE**

### 3. Open the Spreadsheet

If the update has been successfully saved to the correct folder when the Budget Planner Spreadsheet is opened the version stated on the Main Menu will state Version 1.3:

## Budget Planner Spreadsheet v1.3

**Please Note:** This update will not delete any data entered into the budget planner spreadsheet (i.e. staffing forecasts, pupil forecasts etc).