Children's Services Finance STAR ACCOUNTS (Non-SQL) Upgrade to 5.2

> **The file "Upgrade_Star.exe" will be available from 3rd June 2011 and will be downloaded with the May download (Period 2)**
>
> **DO NOT OPEN THE FILE UPGRADE_STAR.EXE.**
> **TO COMPLETE THE UPGRADE YOU MUST FOLLOW THE INSTRUCTIONS BELOW!**

1. AVCO Automatic Upgrade

> **Please Note:** The Automatic Upgrade will only work if AVCO is accessible on the same PC that operates Star Accounts.
>
> If AVCO is not accessible, copy the file **Upgrade_Star.exe** from your AVCO Finance Inbox into the folder designated as your Inputs Path (see Records, School Details). If the file does not exist please copy it from the AVCO Archive folder.

Start a call in AVCO. Once the call has completed you should see a file called

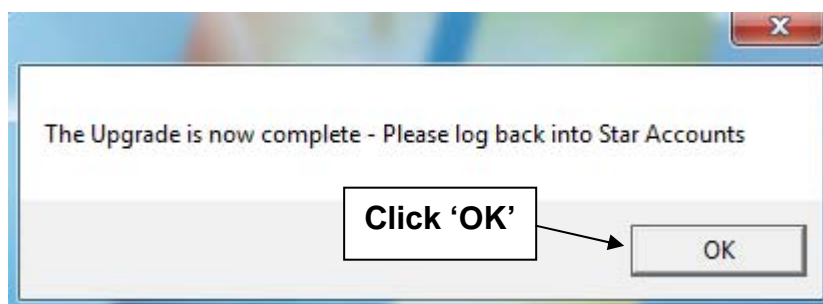**Upgrade_Star.exe** in the Finance folder within the Inbox.

If you are logged into Star Accounts whilst the AVCO call is being made you will need to log out completely, and then log-in again for the upgrade to take place.

Click 'OK'

Click 'OK'
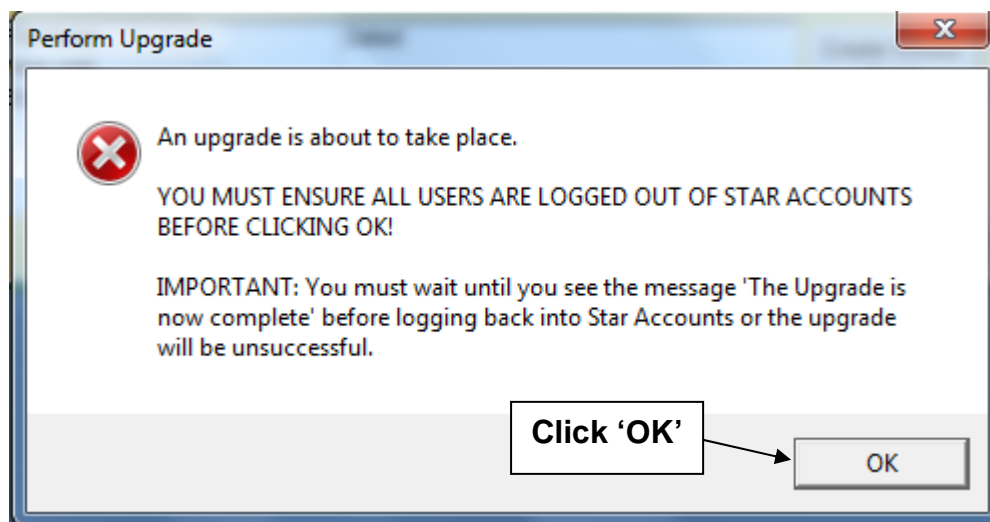
> **NB**: If you are not sure if Access is still open, check that the following is no longer visible in the bar at the bottom of the screen.
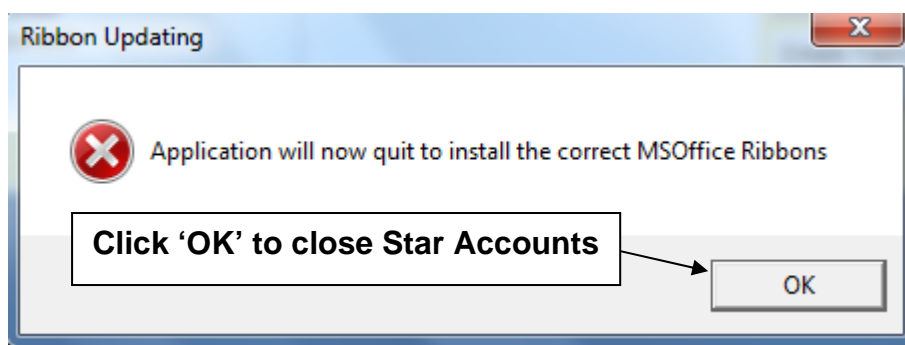

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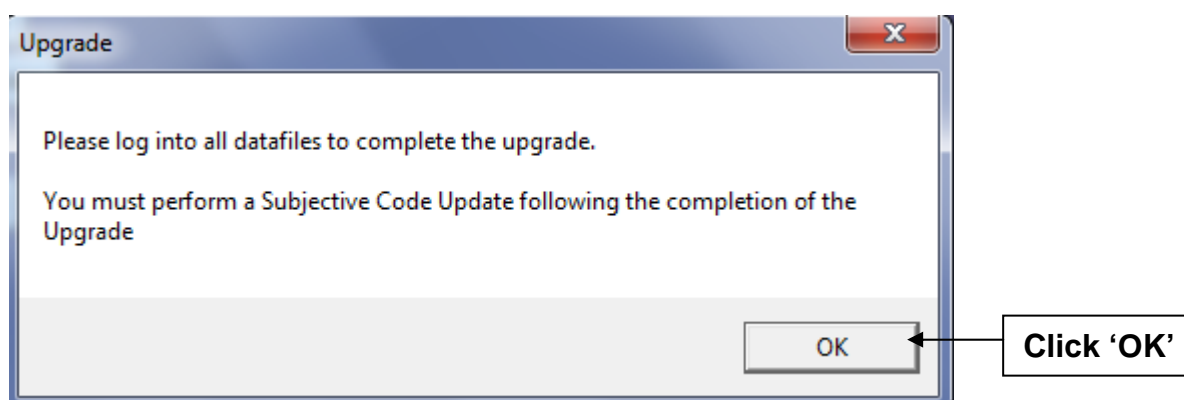The upgrade will take approximately 1-5 minutes. Please wait for the following message to appear:

The Upgrade is now complete - Please log back into Star Accounts

Click 'OK' → OK

Access 2010 only!
Schools using Access Version 2010 will see the additional prompt

Ribbon Updating

Application will now quit to install the correct MSOffice Ribbons

Click 'OK' to close Star Accounts → OK

Once Star Accounts has closed you can log back into Star Accounts.

The first time you login the upgrade will update all data files (including prior year data files). This will take a while but you **must** wait for the following message to appear:

Upgrade

Please log into all datafiles to complete the upgrade.

You must perform a Subjective Code Update following the completion of the Upgrade

OK ← Click 'OK'

The Main Menu should say 5.2. Remember to log into all other data files to complete the upgrade. If the upgrade is unsuccessful please contact Computer Accounting.

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2. Upgrade Release Notes and Current Version Number
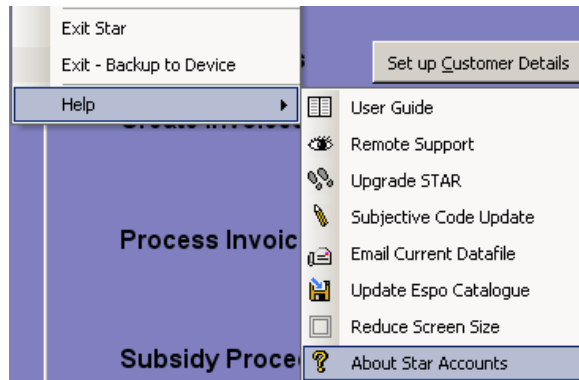
The 'Current Upgrade Release Notes' and Version number can be viewed within "About Star Accounts".

(From the keyboard hold keys **Ctrl** & **A**)

3. Subjective Code Update

Once the upgrade has been completed please perform a Subjective Code Update as per the Userguide (Section 15 page 17)

Please note that several codes have been made inactive. To view the current active codes from Records select 'View Subjective Codes'