

LM ACCOUNT

Collecting & Loading the LM Account Upgrade

This upgrade will perform the following:

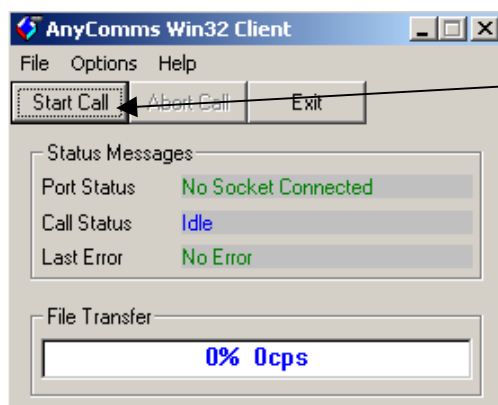
- Create a new report called 'Capital & IT Report' showing Income and expenditure as separate totals. Select 'Various Detailed Reports' from the reports menu to run the new report.
- Delete subjective code 9208 and replace it with subjective code 9216 (NOF Income)
- Remove the option to create a new code in the VIEW mode
- The Edit screen now has 2 additional buttons to allow deletion of an income voucher and to calculate a total for a paying-in Slip.
- Add a "Cheque Total" button to the BF Uncleared Cheques screen.
- Highlighted the "Save to Hard Drive" button on the main menu.

Please check if you are currently using the most recent version of the LM Account (2.5) BEFORE loading this upgrade. (See top right hand corner of the main menu.) If you are not on version 2.5, please contact Computer Accounting before loading this upgrade.

MAKE A BACKUP OF THE LM ACCOUNT BEFORE LOADING THE UPGRADE.



Double click on Anycomms Client on the desktop.



Click Start Call. If you get any error messages please phone the ICT Helpdesk on 0845 303 3003.

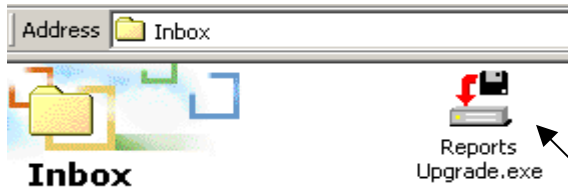
A text message will be shown when the call is complete.



From the Desktop open the **Inbox** Folder

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Note: If AVCO is on a different machine from the LM Account, copy the Reports Upgrade.exe onto a Floppy disk and follow the instructions below, on the machine with the LM Account on.

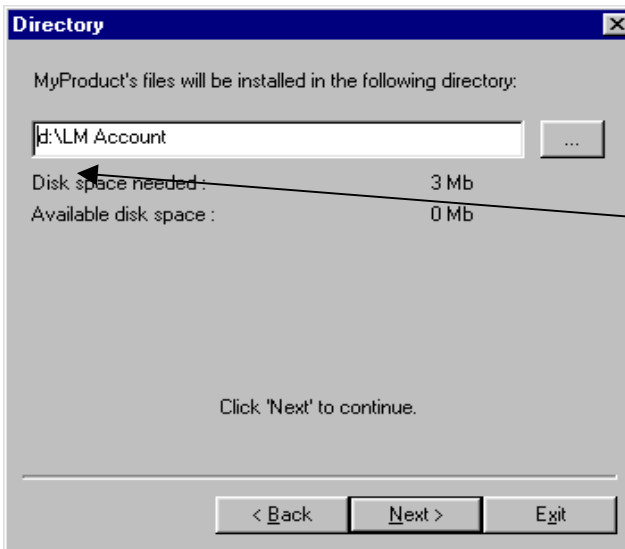
Double click on the **Reports Upgrade.exe**

If you have any problems with AVCO call the ICT helpline (0845 3033003).

If you experience problems from this point on contact Computer Accounting on 01603 222550 / 223125 / 222492 / 223834.



Click **Next**.

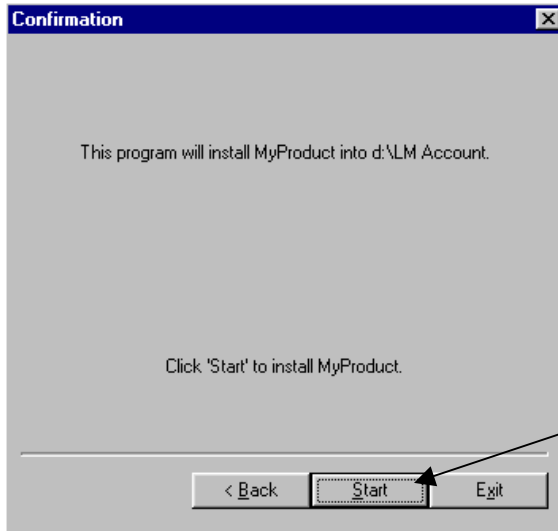


If your LM Account is on the **D: Drive** just click **Next**.

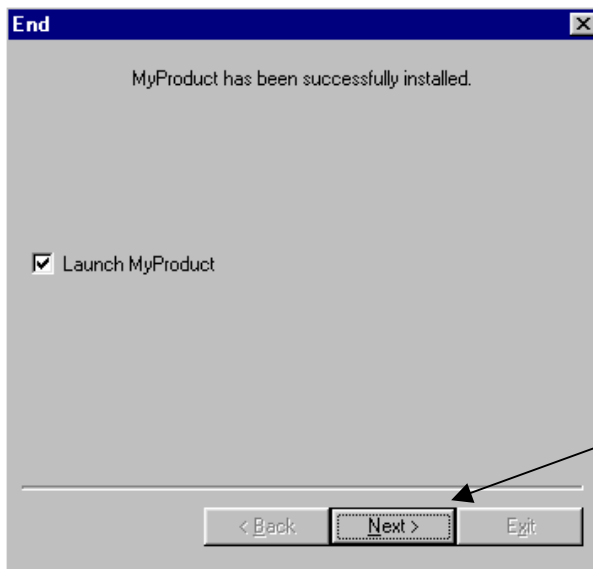
If it is installed on any other drive please **amend the drive** as necessary and then click **Next**.

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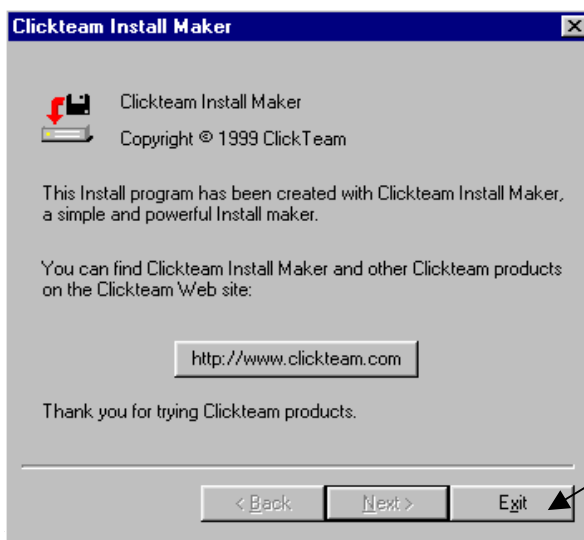
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Click start to continue



Once it has finished installing click **Next**.



Click **Exit** to finish.

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An icon will now have been placed on your desktop.



Double click on the icon.

Click **Enable** Macros.

If you get the message saying 'the workbook contains automatic links to information in another workbook' click **NO**

The Upgrade will now run and when complete will return to the desktop. The 'Reports Upgrade' icon can now be deleted from the desktop and the Inbox.