

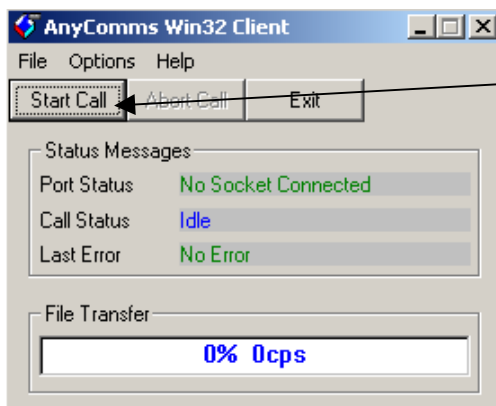
**Education Financial & ICT Services**  
**LM ACCOUNT**  
**Loading the Updated Subjective Code List for 2004/2005**

The Updated Subjective Code list for the new financial year will be transferred via the AVCO Anycomms System. This needs to be loaded into your LM Account, to ensure that the correct codes are available, by following the instructions below.

**To collect the files:**



Double click on Anycomms Client on the desktop.



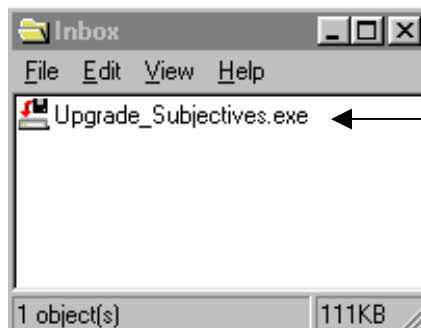
Click Start Call. If you get any error messages please phone the ICT Helpdesk on 0845 303 3003.

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

**THIS MUST BE COMPLETED AFTER THE YEAR END  
ROLLOVER HAS BEEN COMPLETED**



From the Desktop open the **Inbox** Folder

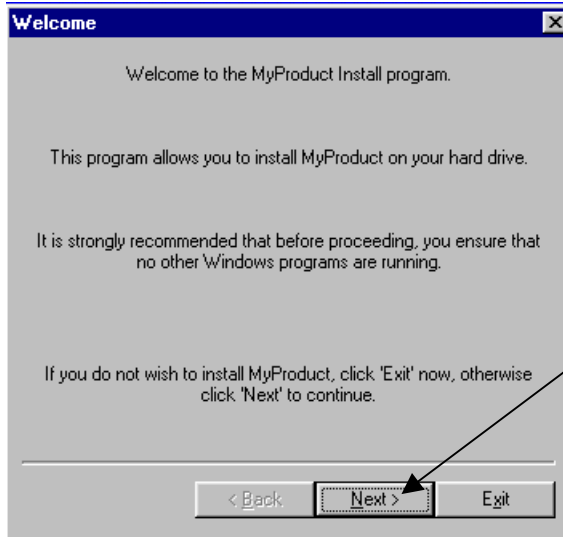


Double click on **Upgrade\_Subjectives.exe**

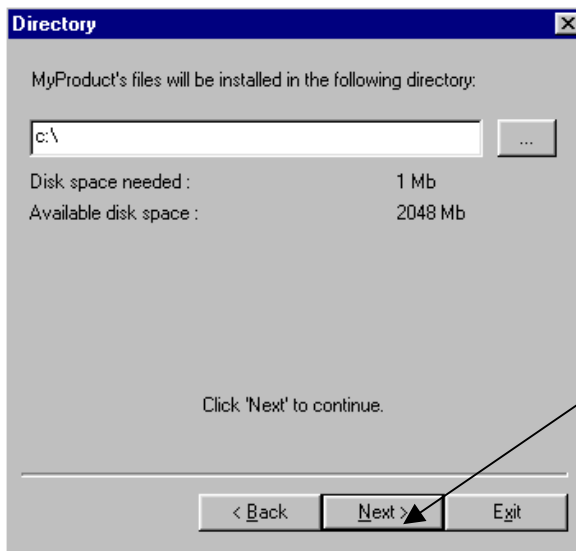
**(Note:** if AVCO is on a different machine copy & paste **Upgrade\_Subjectives.exe** on to a floppy disk, open the disk on the machine

**Education Financial & ICT Services**  
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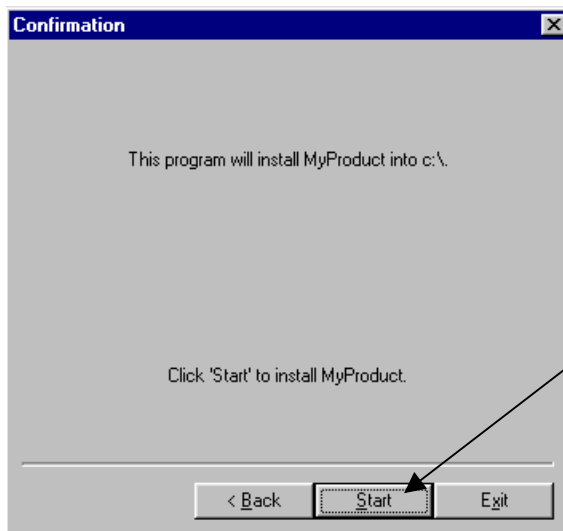
that has the LM Account on. Double click on Upgrade\_Subjectives.exe & continue with the instructions.



Click **Next**

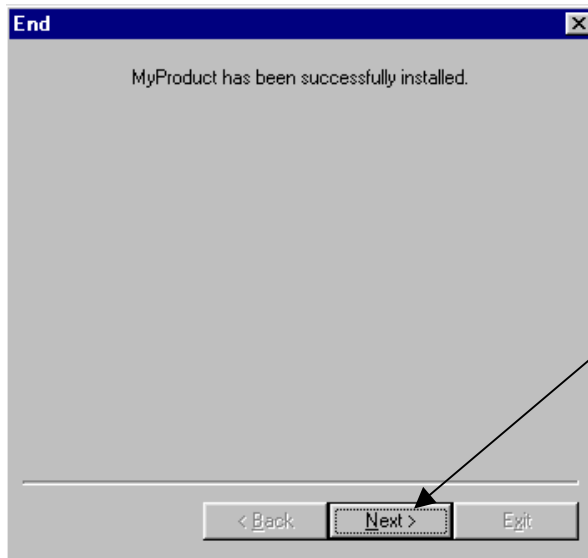


Click **Next**



Click **Start**

**Education Financial & ICT Services**  
**LM ACCOUNT**  
**Loading the Updated Subjective Code List for 2004/2005**



Click **Next**



Click **Exit**

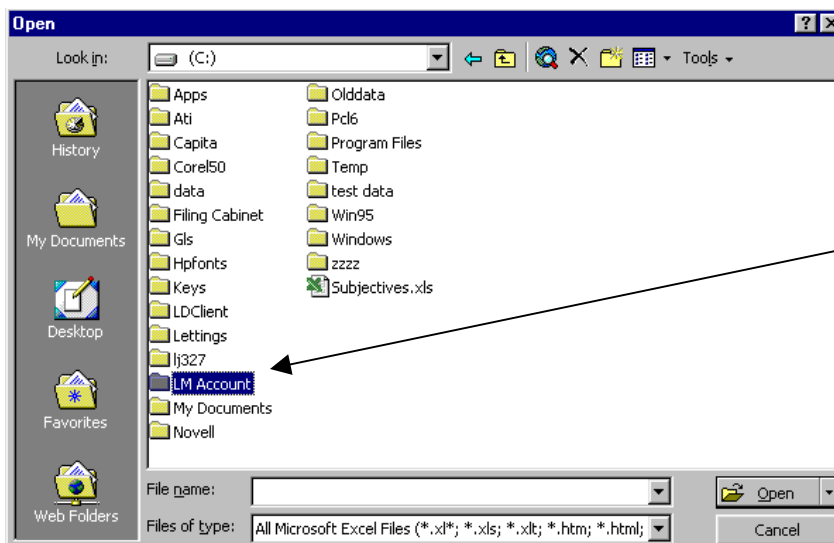
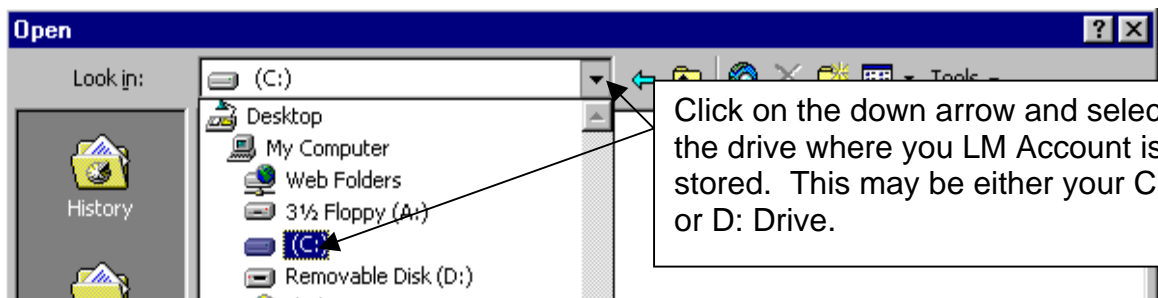
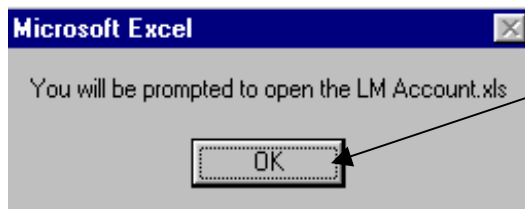
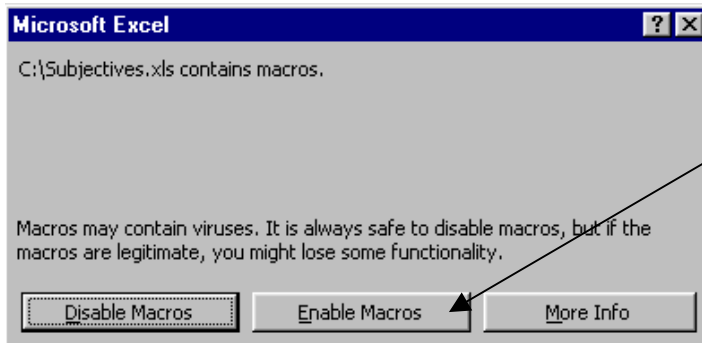
From the desktop, double click on **Subjective code update:**



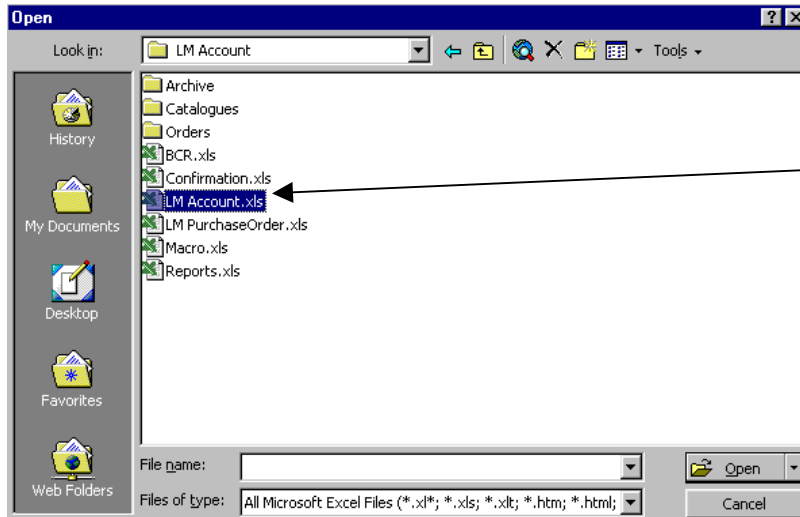
# Education Financial & ICT Services

## **LM ACCOUNT**

### Loading the Updated Subjective Code List for 2004/2005



**Education Financial & ICT Services**  
**LM ACCOUNT**  
**Loading the Updated Subjective Code List for 2004/2005**



Double click on  
**LM Account.xls**  
(Note: you may  
not be able to see  
the .xls)

The subjective list will now be loaded. When your screen returns to the desktop the subjective code update has been completed.

**Subjective code update** can be deleted from the Desktop and  
**Upgrade\_Subjectives.exe** can be deleted from the Inbox.

If you wish to check that the subjective codes have been correctly loaded into the LM Account. The next time you are entering an Expenditure Transaction check that C512 Fees (inc NPS) is shown on the subjective pick list.