

Childrens Services Finance

Upgrade Staff Codes and Subjective codes

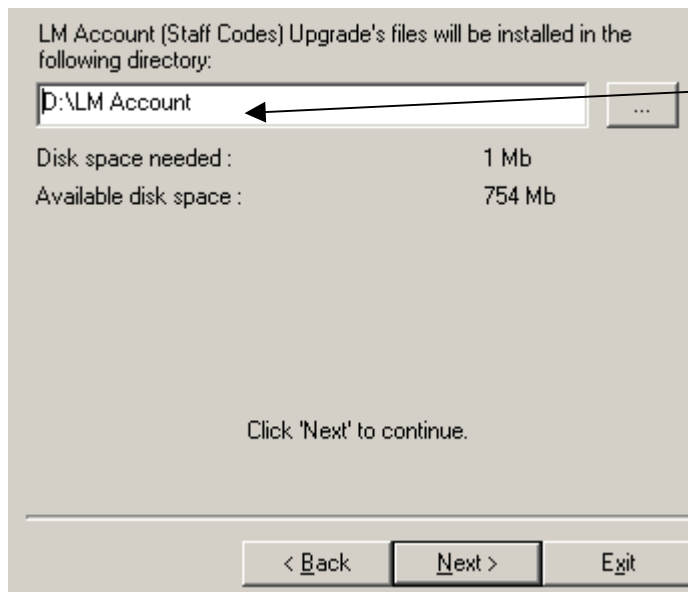
Section 1 – Upgrade Staff codes - All Schools

All staff codes need to be upgraded as follows:

Start a call in Anycomms and copy the following icon onto your desktop:



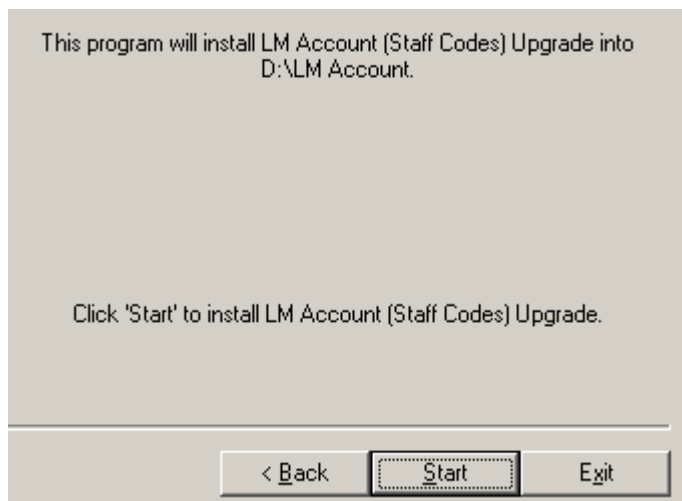
Double click to start install program and click on 'Next'



Cash Account schools need to change this to C:\

LM Account schools may need to change the 'D' to the drive your LM Account is stored on the computer if this is different.

All – click on 'Next'



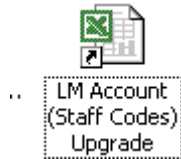
Click on 'Start'

Then Click on 'Next' and 'Exit'

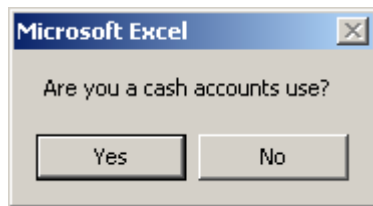
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This will install the following icon onto your desktop.



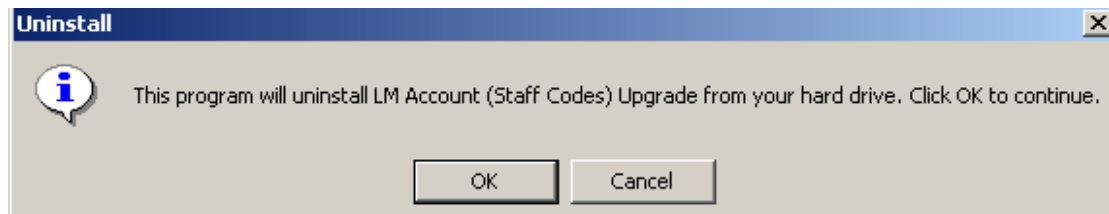
Double click on it to run the update.



Click on 'Yes' if you are a Cash Accounts School and 'No' if you are an LM Account School.

LM Accounts – This will automatically update your LM Account with the new staff codes.

Cash Accounts – This will print off a list of staff and the new codes. You will need to log into Cash Accounts delete all staff and set up as new staff.



Click 'Ok' to delete the upgrade from your desktop.

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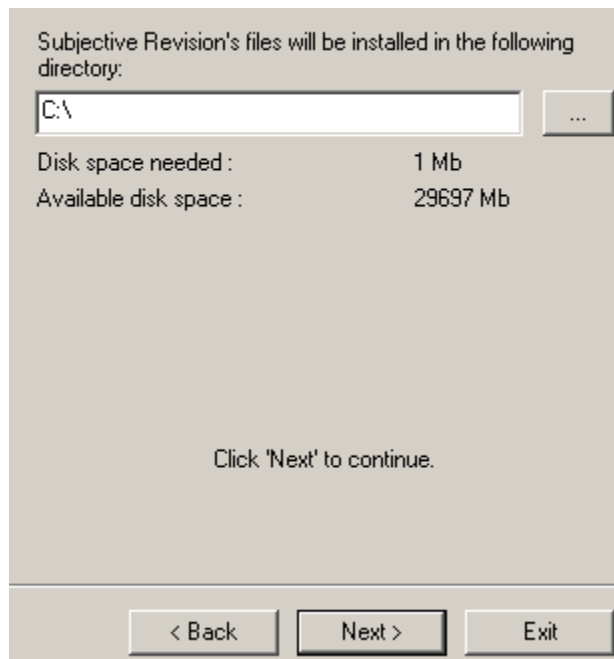
Upgrade Staff Codes and Subjective codes

Section 2 – Upgrade Subjective Codes – LM Account schools only

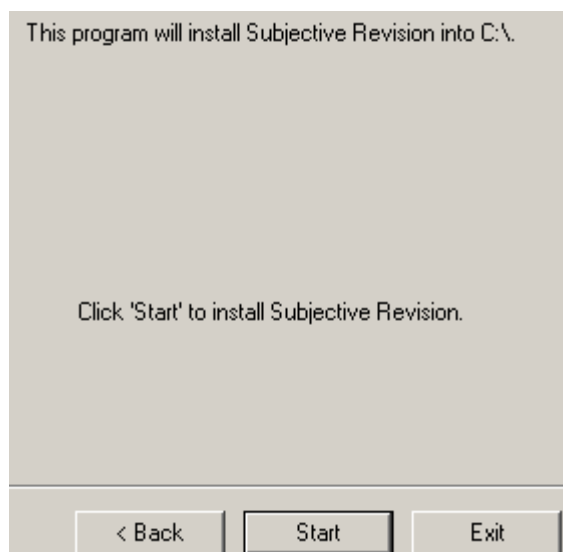
Dial into Anycomms and copy the following icon onto your desktop.



Double click to start the upgrade, then click on next



Click on 'Next'



Then 'Start'

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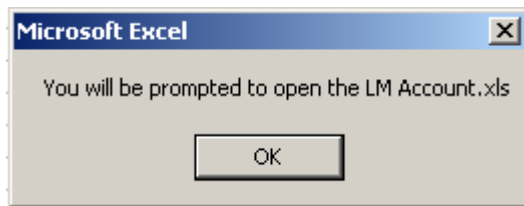
Upgrade Staff Codes and Subjective codes

You will get a message to say it was successful – click on 'Next' then 'Exit'

This will put the following icon onto your desktop.



Double click on the icon and 'Enable Macros'



Click 'ok' then browse in your LM Account.

This process will update the Subjectives within the LM Account.

Note: *Extended codes to follow at a later date.*

Section 3 – Upgrade Subjective Codes – Cash Account Schools only

Please set up the following codes:

1365	Admin Chief Officers	ADCL
0860	Operational APT & C	ADCL
1755	Training Travel & Subsistence	INEE
1812	Excess Travel Expenses	INEE
4052	Sundry Purchases	EQIP
3584	Car Allowances – Lump Sum	INEE
1809	Ex-Gratia Payments	INEE
1852	Arrears of Pay	INEE
9013	Standards Fund Grant	OGG

Go to:



<http://www.esinet.norfolk.gov.uk/cadmin/misheets/Worddocs/Staff list upgrade.doc>

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**Inc. & Exp.
Analysis**

Select 'Inc & Exp Analysis' and click on 'New'

Analysis 0860	Description Operational APT & C	Type ☒ Expenditure ☐ Income
Sort Key 	☐ Default Analysis for Income	
Turnover Period To Date		Ok Cancel
Turnover Year To Date		
Receipts in Advance (Accruals)		
Creditors		
Prepayments		
Debtors		
Report Link 		? →

Please note: Extended Schools codes to follow at a later date.