

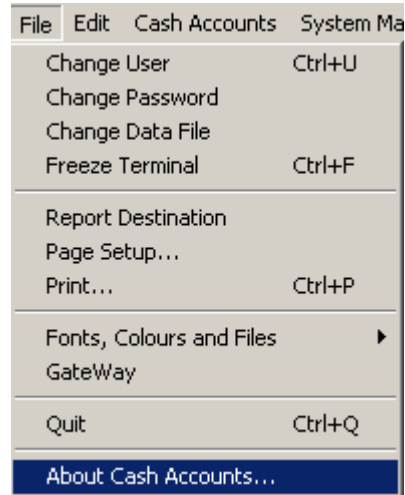
Education Financial & ICT Services

CASH ACCOUNTS

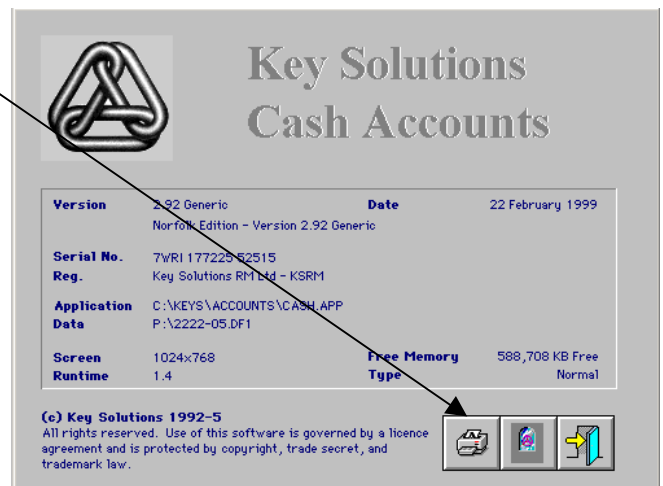
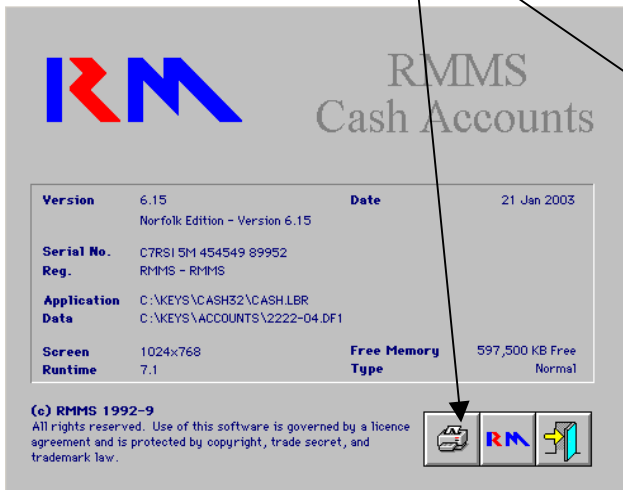
Producing a report to check the version of Cash Accounts being used

Please use the instructions below to produce a report which will identify which version of Cash Accounts you are presently using, as we need to ensure that all schools are upgraded to v6.15 as soon as possible.

1. Log in Cash Accounts as normal.
2. Go to **File** in the top right hand corner & then **About Cash Accounts**.



3. Click the printer icon to print the page.

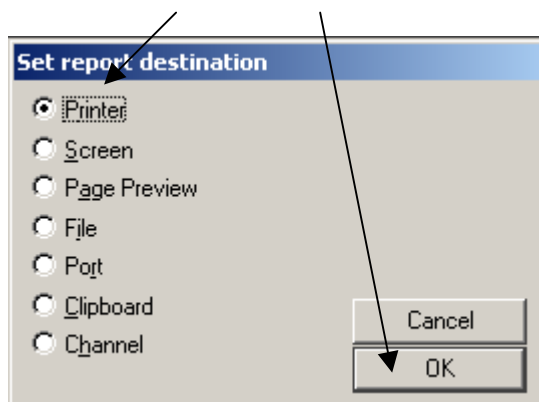


Education Financial & ICT Services
CASH ACCOUNTS
Producing a report to check the version of Cash Accounts
being used

4. Click **No**.



5. Select **Printer**, click **OK**.



6. Send the report by **19th July 2004** to:

Joanne Cooper
Computer Support & Training Officer
Education Financial & ICT Services
Room 063
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DL