

LETTINGS UPGRADE Ver 3.0

YEAR-END PROCEDURE NOTES

1. THE UPGRADE TO VERSION 3.0 MUST BE PERFORMED BEFORE THE YEAREND ROLLOVER
2. DO NOT PERFORM THE ROLLOVER UNTIL YOU HAVE BEEN OFFICIALLY NOTIFIED OF THE 2004/05 UNIT RATE BY COUNTY HALL

1. **Pre Year-end Checks**

Before performing the rollover at the start of the new financial year please ensure the following tasks have been completed:-

- a) Ensure invoices/lettings relate to the correct financial year. Enter "F" in the year box for everything relating to the future year.
- b) Unpaid current year invoices/lettings will rollover automatically so check that everything currently listed as outstanding should be carried forward and clear balances if necessary.

Subsidised and Adult Lettings only

- c) Make sure that a subsidy claim has been printed/sent for all lettings relating to the current financial year.
- d) Make sure that all subsidy claims that have been received are marked off. (see manual section 12, page 6)
- e) The "Cost per Session" for future year subsidised and adult lettings will be zero unless you enter an estimated future year unit price via file maintenance. (see manual section 2, page 2). As you will not be officially told of the unit rate for 2004/05 until April, it is advised that all future year subsidised and adult lettings are only entered as 'Provisional'.
- f) During the rollover procedure you will be prompted to enter the 2004/05 unit rate. Subsidised and adult lettings entered as 'future' in the 2003/04 financial year will need to be amended to reflect the correct unit rate. The price per session is automatically updated when displayed on screen. Remember to change the letting from 'Provisional' to 'Confirmed'.

LETTINGS UPGRADE Ver 3.0

2. Upgrade to Version 3.0

2.1 Please check that you are currently on version 2.2, see top right-hand corner of the main menu. If you are on an earlier version please contact Linda Knights on ext 3834 and **do not** load the upgrade.

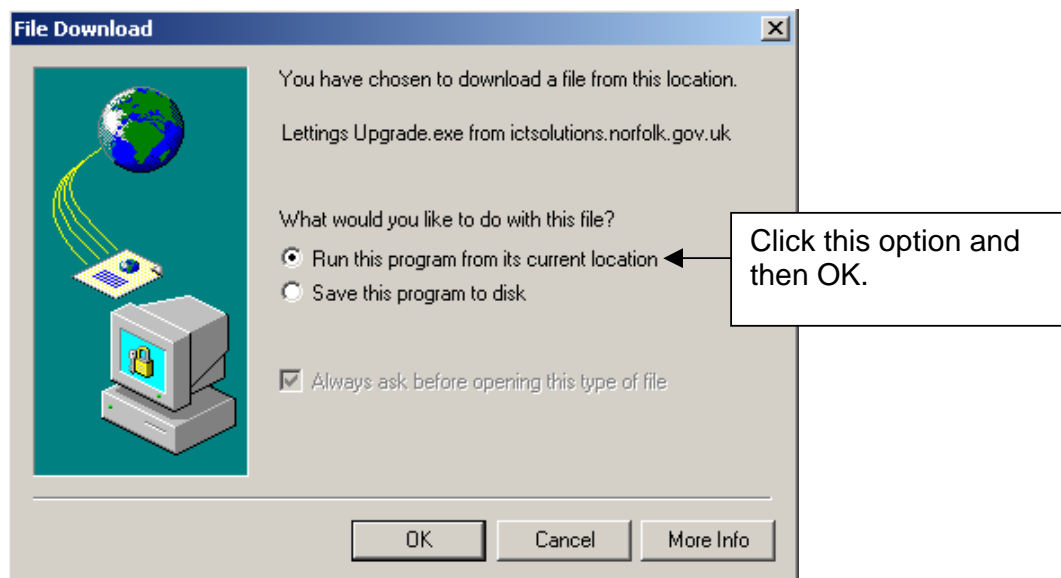
2.2 The upgrade will perform the following:-

- Revise the printed receipt to acknowledge the 'Amount paid today'.
- Check the datafile for errors during the rollover. If any errors are found the rollover will display the invoice number before deleting it from the datafile. This is for information only as any errors detected cannot be corrected at this stage.
- Add a new Facility code "Specialist room". This is only to be used when invoicing **Adult Education** and is for rooms, other than IT suites, having specialist equipment eg: science labs.
- Correct an intermittent problem on the Non-Subsidised invoice.
- Additional option to preview the invoice on screen before printing. You then have the option to print, but only a final invoice is then printed.
- Speed up the "Mark-off Sessions Attended" routine.

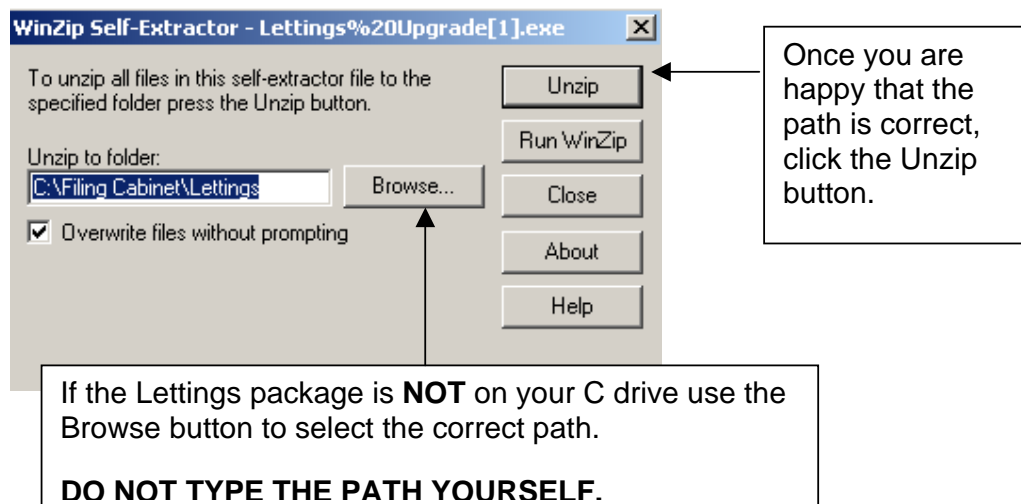
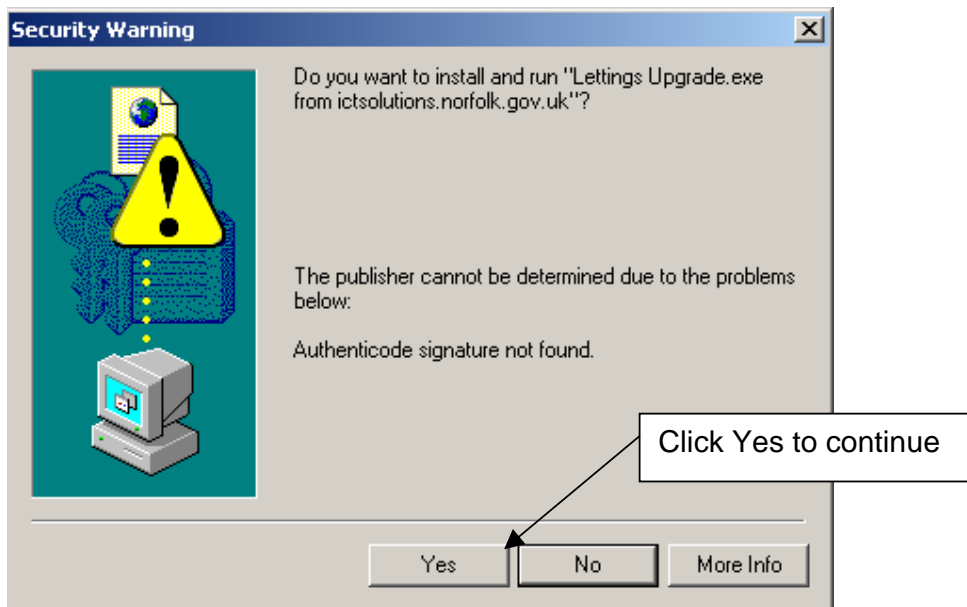
2.3 **Before commencing the upgrade ensure that you have a backup of the Lettings Folder.** Follow the steps detailed below to load the upgrade from the Web.

<http://efs.norfolk.gov.uk/default.htm>

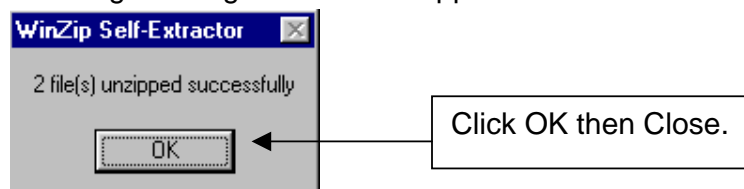
Click on the A-Z index and select L. Click on Lettings Upgrade



LETTINGS UPGRADE Ver 3.0



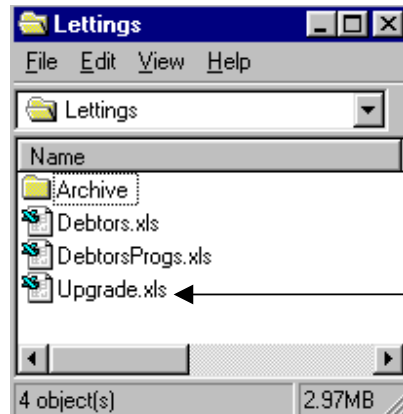
The following message box should appear.



Exit the Web.

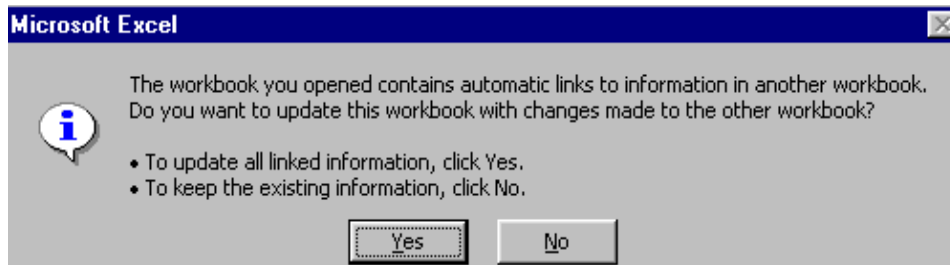
LETTINGS UPGRADE Ver 3.0

From Windows Explorer open the Lettings Folder on your PC.



Double click the Upgrade.xls file. This will run the upgrade.

If you get the message shown below click No



Once completed, close Windows Explorer.

- 3 The upgrade is now complete. Log into the system to check that it has loaded correctly, it should now say version 3.0 (top right-hand corner). Ensure that you are satisfied that everything is all right before overwriting the backup.
- 4 Final Reminder:-
The **application date** on a letting **must** be in the format 20/08/03 (slashes not fullstops). If it is not entered correctly it will print on the invoice as #VALUE!