

These instructions are for a Microsoft Windows based network, and should be carried out by your school technician.

1 Schedule a service outage with all MUSAC Financial Manager Users

In order to upgrade the MUSAC Financial Manager database and files, the files must be available for modification. If any files are reserved by a user, they will not be upgraded. To ensure that all users have logged off it is recommended that a service outage notification is issued to all users.

2 Log onto the MUSAC Financial Manager Computer

It is recommended that an administrator account is used to log onto the MUSAC file computer to ensure that the upgrade progresses as smoothly as possible.

3 Download the latest version of MUSAC Financial Manager

The following files can be downloaded from the Financial Manager link on the Downloads page of our website and are required to complete the upgrade, please note that you will require a log in and password to access our website Downloads page.

Financial Manager 14.1

4 Ensure that all users have logged off Financial Manager

- Ensure that all users have closed Financial Manager
- Confirm that there are no open files on the computer
 - Start > Control Panel > Administration Tools > Computer Management
 - View Shared Files > Open Files to confirm there are no open files in the MUSACACC folder

5 Install the latest version of Financial Manager

Install the new version of MUSAC Financial Manager (ensure installation to the MUSACACC folder)

6 Confirm that the upgrade has completed successfully

Open Financial Manager Accounts and confirm the front screen reference is the latest version.

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