Administrator's Plus Accounting Installation

Here is the link to download Administrator's Plus Accounting.

ftp://finacsftp:cashflow!@ftp2.rediker.com/finacs/APAFull

The latest version upgrade is located in:

ftp://finacsftp:cashflow!@ftp2.rediker.com/finacs/APAUpdate

After you extract the folders, you will have:
- The installation files in folders (named disk 1, disk 2 and disk 3).
- A set of manuals.
- A license for setting up a test school.
- Student transfer documentation and student demo data.

When you download the update, there will be two files, FinacsDBupdate and FinacsEXEupdate.

Choose the computer that will hold the database and after extracting the files run the Setup (32-bit Setup Launcher - note the blue computer icon to the left of the program name) found in the Disk 1 folder.

2. Click through all the screens leaving a the default setting (both the client and server check boxes select and MSDE for the server installation. The program will install the client, prompt to create a shared folder and then install the MSDE server.

There should be no reason to restart your computer at this time. On the desktop will be a blue icon with a yellow dollars sign named Finacs. Open the program by clicking on the Finacs icon. Click through the expiration message and enter "admin" for both the user name and the password. Choose Demo School from the drop down and click on [Log In]. The program will open, click [Select] at the 2006-07 prompt. Congratulations, the program is installed.

Run the update, FinacsDBupdate first then FinacsEXEupdate.
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Before setting up your actual school, as part of the training, we first create a test school, create and load a customized chart of accounts, then transfer the student and family information. Running the test school license will create a new school and is used for training. Here is the procedure for setting up the test school.

1. Make a backup before proceeding. Open APA and enter Demo school. Click on [Utilities] and [Backup Database] from the drop down. Click on [Browse] choose a folder and enter a file name, click [OK} and add a description and click [Back Up]. Wait for the successful prompt. Exit Finacs.

2. Load the Test School. Open the TEST SCHOOL folder and run the test school license (a second school is also provided).

3. Open Finacs, Login as User Name "SUPERADMIN", Password "ADMIN". The school is not needed.

4. Click on [Add/Edit Schools], click on [New] the Test School will appear on the line next to the School Name. Click [Next].

5. Set the name of the Financial Year to indicate the current fiscal year (i.e. 2006-07). Enter the starting date of the current fiscal year (it must be the first day of the month and cannot be greater that the current date). Click [Next] until [Finish]. Test School will now appear in the School Listing [Close].

6. At the prompt, Login to the School with the User Name: ADMIN, Password: ADMIN and choose the test school from the drop down. Create another backup as in step 5. (The restore function is accessed by Superadmin)

7. The StudentsToAPA folder contains the data transferred out of Demo school of Admin+ if you have access to your RS4 folder you can use your school's data. To bring the data into APA click on [Utilities] - [Transfer Data from Administrator's Plus] - [Map Administrator's Plus Fields]. Click on the third arrow down, all the fields in the Available Fields will move to the Selected Fields. Click on button [Map Staff Fields] (yes it is a button) and click on the third arrow down to move all the Available field to the Selected Fields. Browse to the Definition Folder, highlight StudentsToAPA and click [OK] then click on [Create Deinition File] and [Yes]. Close after the successful message appears.

10. To transfer the students click [Utilities] - [Transfer Data from Administrator's Plus] - [Transfer Mapped Data]. Browse for the StudentsToAPA folder and choose it. Choose the School Year from the drop down (there should only be one). Choose AR-Guardian/Sponsors for the Student A/R Account and AR-Staff for the Staff A/R Account. Click on [Transfer Data].