



PCSchool Fact Sheet

Simply a Better Team

<http://www.pcschool.net>

IT / Admin / Debtors / Finance

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2 December 2008

please ensure this is passed on to the relevant person at your school

End of Year Instructions for 2008

Tech Tips for the End of Year Procedures for System Backups / Admin & Curric / Debtors have been updated and are now available for download from the PCSchool Website (Tech Tip page) or using the links below:

www.pcschool.net/download/EndofYearBackup2008.pdf (must be done first)

www.pcschool.net/download/EndofYearAdmin2008.pdf

www.pcschool.net/download/EndofYearDebtors2008.pdf

www.pcschool.net/download/NZEndofYearDebtors2008.pdf (for NZ Gov Schools)

(General Ledger End of Year will be available shortly)

It is recommended that before performing the end of year routine you update PCSchool to the latest version. The latest version of PCSchool is contained in the Post Conference Update available from the PCSchool Website (Download's page).

As well as ensuring the end of year rollover for Admin and Debtors run smoothly the Post Conference Update has been modified so that a Snap Shot (copy) of your Scholastic Module is created as part of rolling your students into their new year levels. The update also ensures that your snap shot work areas are operational and able to print reports correctly.

Version 2004 Reminder: Those schools still running Version 2004 of PCSchool are reminded that this version of the program will no longer be supported in 2009 and it is imperative that you update PCSchool to Version 2005 or Version 2007. For information download the March 2008 Newsletter:

www.pcschool.net/download/NL_Mar08.pdf

Please contact the PCSchool Support desk if you require any assistance with your End of Year Procedures or System Updates.

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