Upgrade Instructions:

- The upgrade file has been created to enable the addition of New GL accounts to your ICE General Ledger Chart of Accounts – as per Telstra's recommendations (Telstra's Program Development – New Chart of Accounts).

- Please note that standard advice in relation to performing any upgrade on your ICE database needs to be mentioned:
  i.e. PLEASE ENSURE THAT YOU HAVE COMPLETED A BACKUP OF YOUR ICE DATABASE PRIOR TO PERFORMING ANY UPGRADE.

- Download and save the UPG file from:

  - http://www.signature-software.com.au/ClientDownloadFiles/TLS_July09_COA.exe

- Utility version 36 will need to be used to apply this UPG.

- If the account name already exists within the same coy, branch and department, it will not be created and any differences will be noted.

- An attempt is made to add the GL account with the number as described in the COA spreadsheet.

- If this number is in use, then the number is incremented by 0.0001 and another attempt is made.

- The accounts are added to the <u>first</u> branch of each company only.
  Multi Coy and multi Branch clients will need to add the other accounts manually.

- The GL account fields for GL Group code and GL type code will be populated, if possible and exceptions will be raised, if not.

- KPI's won't be set when accounts are added. They are no longer used by Telstra

- The process of creation of each account, and the exceptions/issues are logged to the Utility console and can be copied for follow-up or reference.

- Standard report GL Type codes are not populated.
  Note: The Financial Report mapping will need to be completed prior to running financial reports.

- All accounts will be marked as active when added.

- If for any reason an account cannot be created, the UPG (upgrade) will list out the details, so the account can be created manually.

- Instructions on how to create a GL Account manually in ICE have been provided in the ICE Implementation Guide. The Guide is found in the Signature Learning Centre (SLC) under 2.15 for this project.
  To access the SLC, press F1 when logged into ICE.

- Should you choose not to apply this upgrade to your ICE Business System; the required new accounts can still be added manually.

  For some sites this may be a more preferable option, as it allows you to gain a thorough understanding of the changes that you are making.

- If assistance is required in upgrading the Chart of Accounts, the Signature Software Customer Support Team can be contacted on 03 8412 8600.