

## Project Funding Access Database

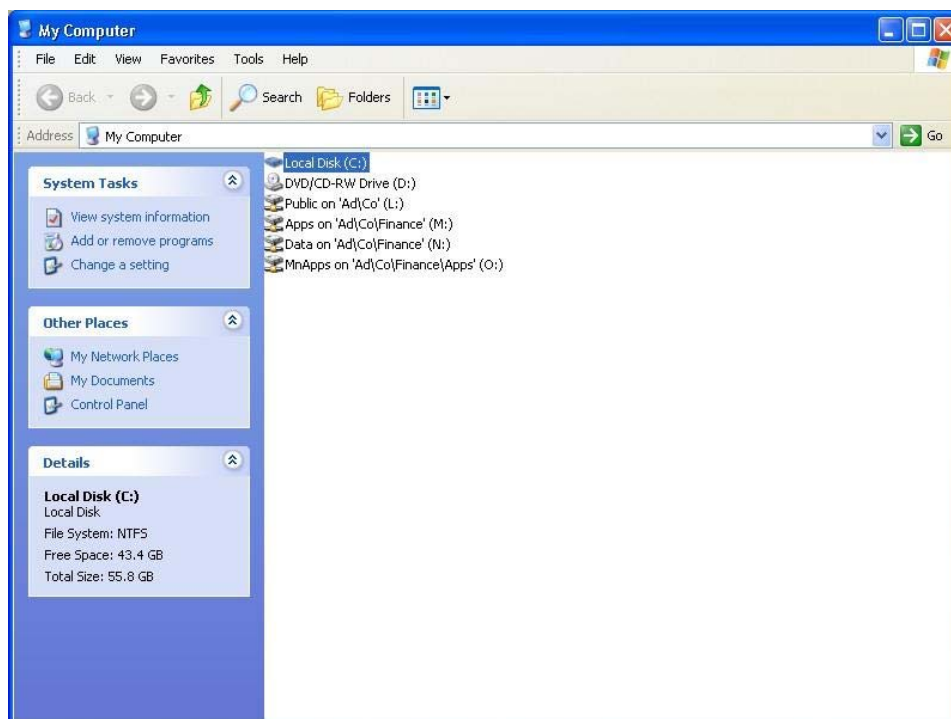
### Conversion Instructions

## Convert to Version 10.X

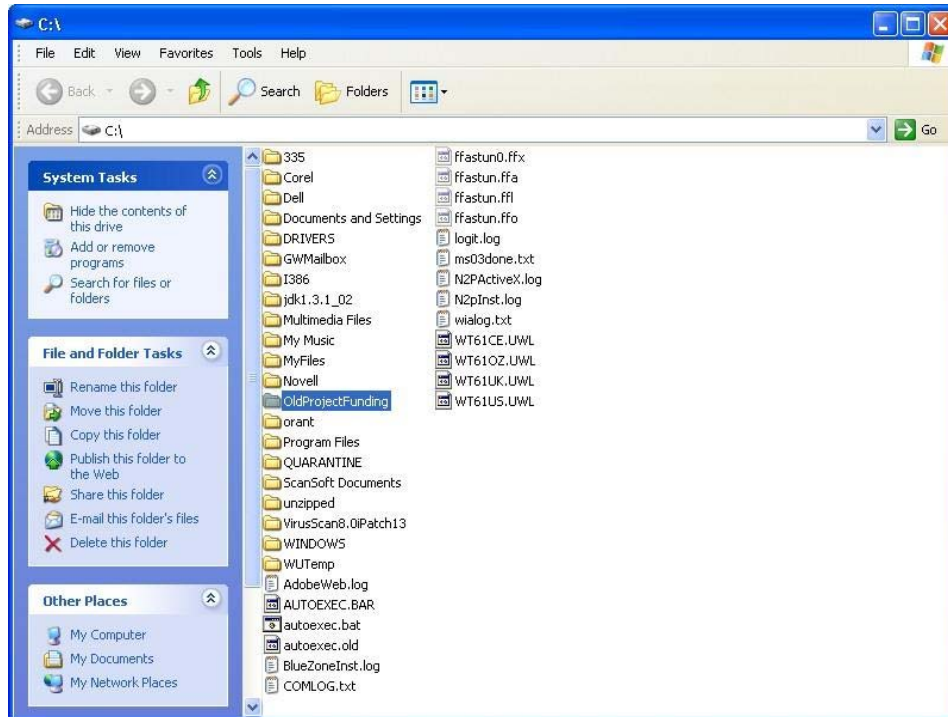
These steps will convert 6.1 and greater version of the Project Funding Database to version 10.X.

The following steps must be taken prior to selecting this option:

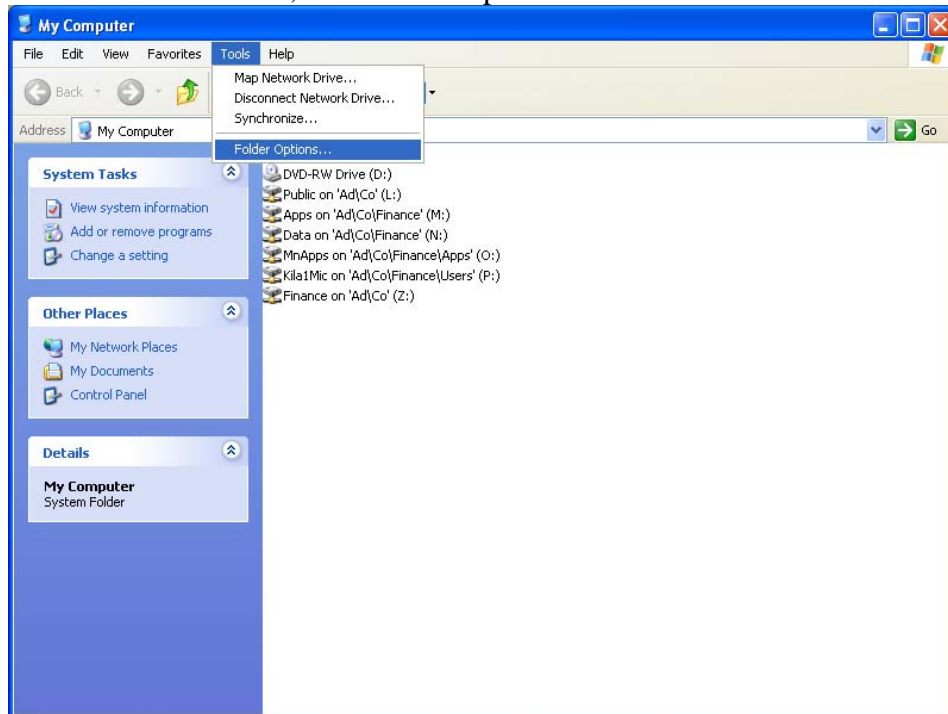
1. Open your current database, make sure it says Version 6.1 or greater on the menu.
2. Print “State Aid Receivable by Funding”, select December for the month, this will include any future transactions entered to the system.
3. Print “Contracts Payable”, select December for the month, this will include any future transactions entered to the system.
4. Close your existing database.
5. Go to “My Computer”, click on the “Local Disk (C:)”



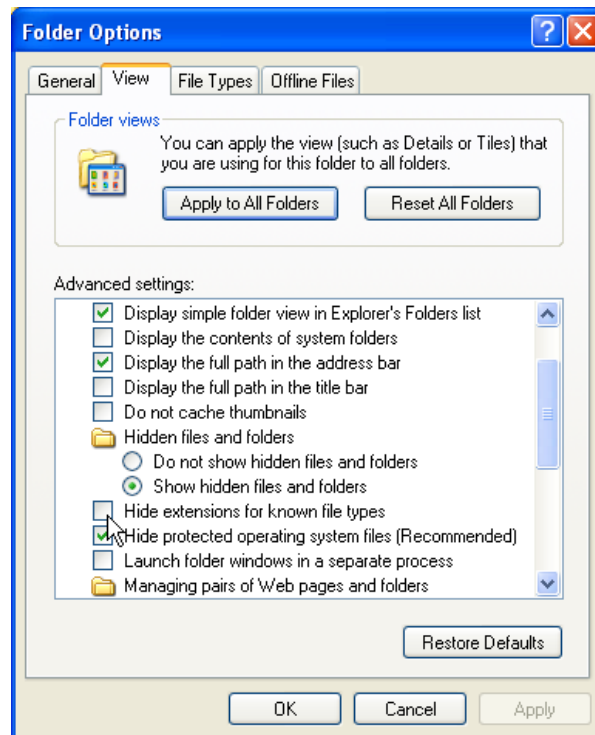
6. Create a folder called “OldProjectFunding” (no spaces).



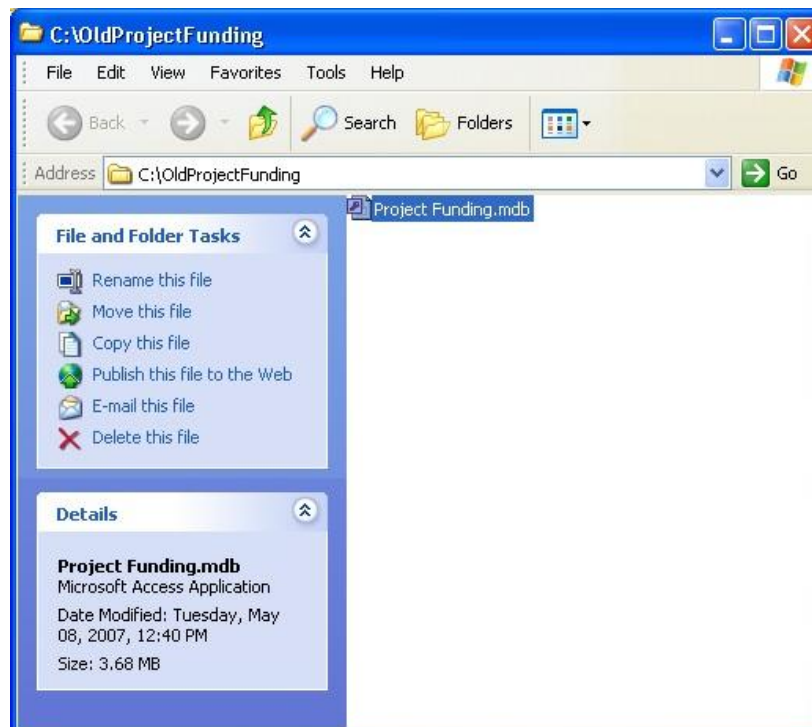
7. Click on Tools, then Folder Options...



8. Make sure the box for “Hide extensions for known file types” is NOT checked.

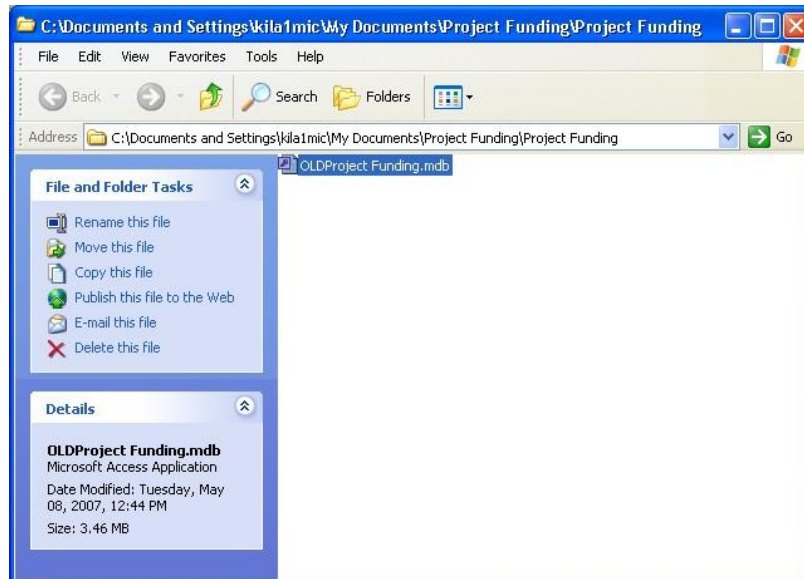


9. Copy your current Project Funding Database to the folder you just created.

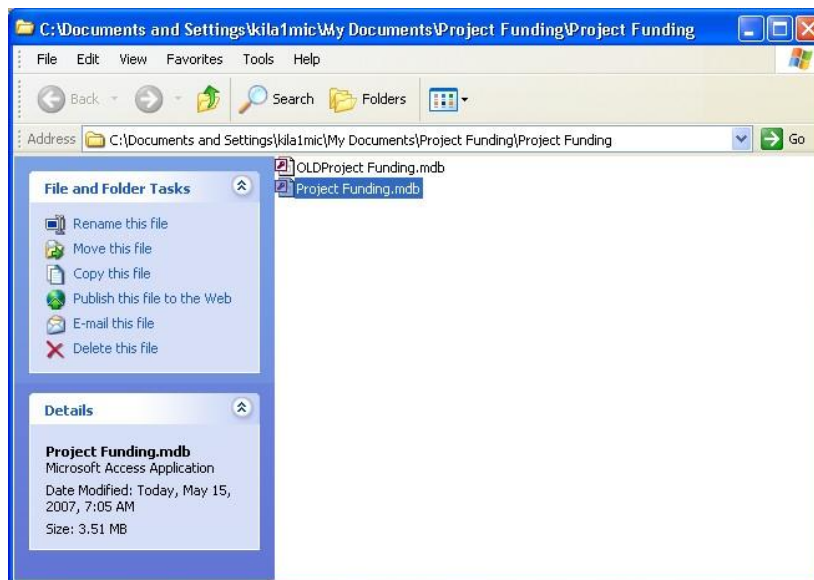


Make sure it is called “Project Funding.mdb”, rename it if necessary.

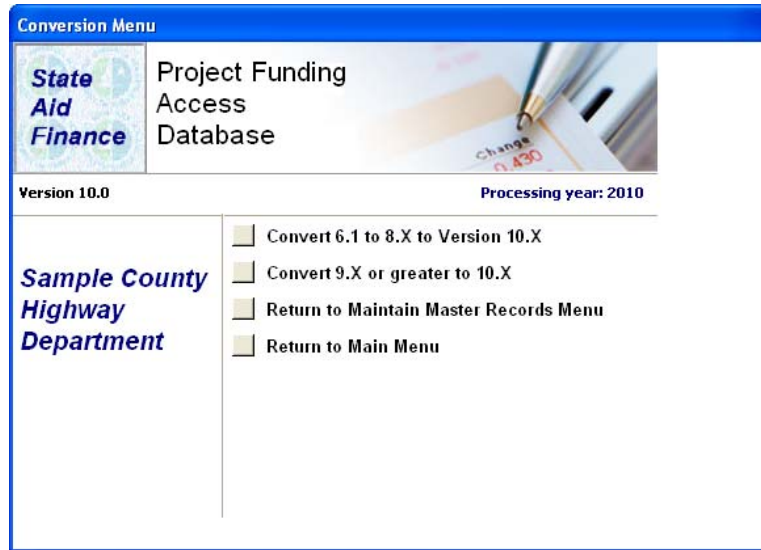
10. Go to the folder that your current version of the database is located, rename your existing database to “OLDProject Funding.mdb”.



11. Download and unzip the new version of the database, locate it in the same location as your current version.

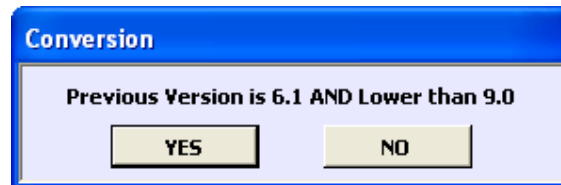


- Open the new version of the database, from the “Maintain Master Records Menu” select “Conversion Menu”.

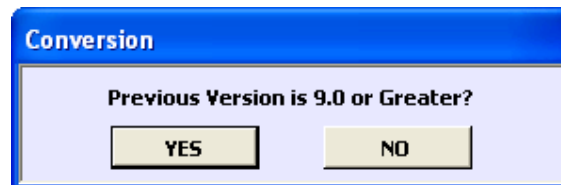


- Select the appropriate conversion option, this will depend on your previous version of the Project Funding Access Database.
- Depending on conversion option taken answer appropriately:

If the previous version was 6.1 but lower than 9.0, answer “Yes”, otherwise “No”.



If the previous version was 9.0 or greater, answer “Yes”, otherwise “No”.



- Your files will be converted; when the conversion is complete a message will appear.



15. Print "State Aid Receivable by Funding", select December for the month, this will include any future transactions entered to the system.
16. Print "Contracts Payable", select December for the month, this will include any future transactions entered to the system.
17. Compare these reports to those that were printed from your previous version, if they match the conversion was successful. If the reports do not match call State Aid, 651-366-4870.