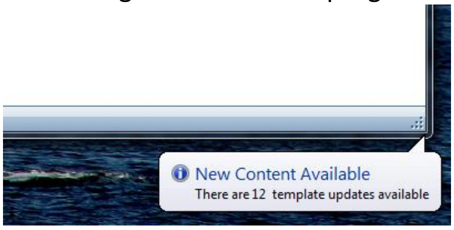
Digita Accounts Production Advanced – Hints and Tips

Content Updates

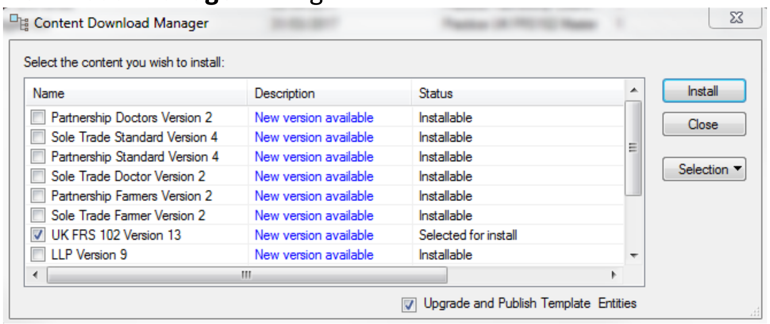
Version 6.21 of Digita Accounts Production Advanced introduced automatic content updating. When we release a new version of content (UK FRS 102 for example) you will see a bubble appear in the bottom-right corner of the program.



All users will see the bubble but only administrators can install content updates.

We recommend installing content updates when no-one else is using the software and since the process can take a while you may wish to run it at the end of the day.

Click on the bubble (or select menu option **Tools** > **Content Downloads**) to open the **Content Download Manager** dialog.



Tick the content that you wish to install and click **Install**. We recommend keeping the **Upgrade and Publish Template Entities** option ticked as this will ensure all your **Practice Master Templates** are updated automatically.

Note: If you don't have Practice Templates (i.e., you can't see them on the **Template Entities** tab) please contact Support.

During the content installation the **Status** column will update accordingly.

Once the content installation is complete any clients that are using templates that have been updated will prompt you (with the pink banner) that an update is available when they are next opened.

Updating a client's template can take several minutes so you may wish to use the batch update process to update multiple clients at once (see below).

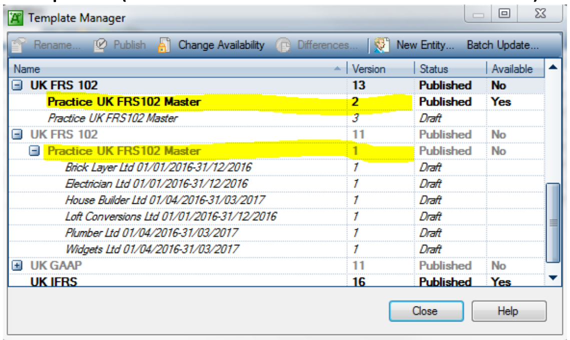
Batch Updating Clients

Updating a client's template and creating a new period can take several minutes. This is especially true for clients using UK FRS 102 templates (which includes FRS 105).

Good practice in Digita Accounts Production Advanced is to use the **Batch Update** facility to update templates and create new periods for multiple clients rather than on an individual client by client basis. With the **Batch Update** facility, you can start the process at the end of the day and have everything completed and ready for the next day.

To use **Batch Update** you need to be logged in as an Administrator and select menu option **Financial Period Templates** > **Template Manager**.

In the example below you can see there are six clients using the **Practice UK FRS 102 Master** v1 template (which is based on **UK FRS 102** v11).



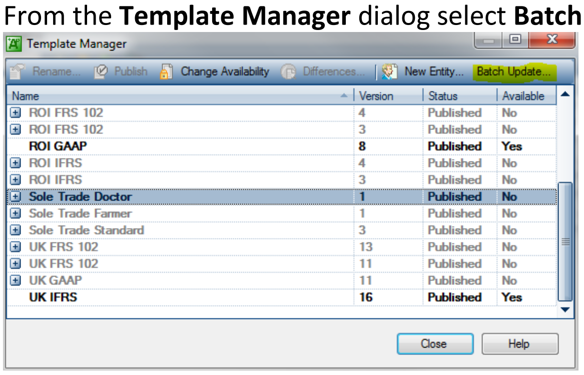
You can also see that **Practice UK FRS 102 Master** v2 is available (which is based on **UK FRS 102** v13) following a content update.

If we were to open one of the six clients we would be presented with the pink banner stating that a new template is available.

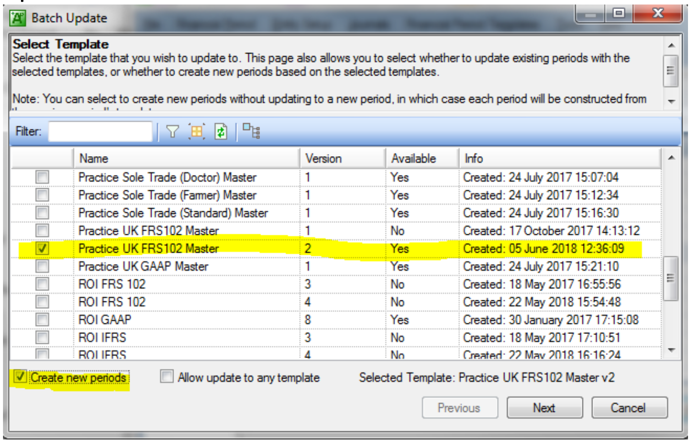
Instead of updating on a client by client basis we are going to create a new period and update the template of multiple clients using the **Batch Update** facility.

IMPORTANT NOTE: You must consider the timing of when you use the **Batch Update** facility, especially when using it to create new periods. For example, you wouldn't want to update a client's template if the accounts have gone out for signature. Similarly, you wouldn't want to create a new period if you haven't completed the accounts for current period.

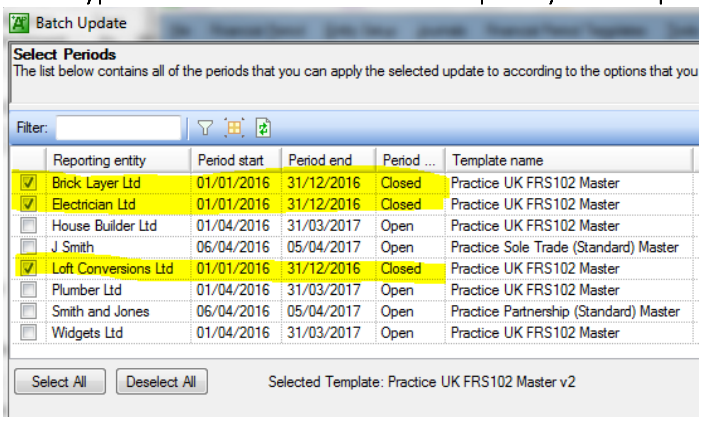
From the **Template Manager** dialog select **Batch Update…**



Tick the template that you wish to update the clients to (in this case **Practice UK FRS 102 Master** version 2) and, as we want to create new periods at the same time, tick the **Create new periods** option.



Select the clients that you wish to update (in this case we're choosing 3 that have a 31/12/2016 period end and whose periods are complete (Closed)). Make sure the selected clients are of the same type which is the same as the template you are updating them to. Click **Next**.



Click OK to the confirmation dialog.

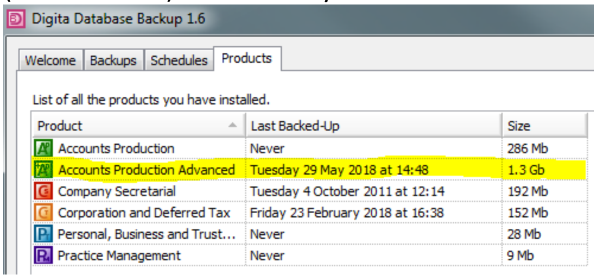
The batch process may take around 5 minutes per client and may affect performance for other users. We recommend starting the **Batch Update** at the end of the day (when no-one else is using the software) and allowing it to complete overnight.

Database Size and Full SQL Server

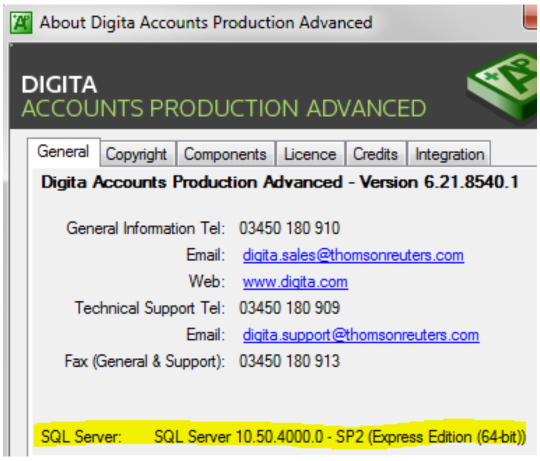
Digita Accounts Production Advanced, along with the rest of the Digita Suite, uses Microsoft SQL Server to store its data. The free “Express” Edition of SQL Server is provided with the software but has two important restrictions:

- It has a single database size limit of 10Gb.
- It can only utilise 1Gb of system memory.

If your Accounts Production Advanced database is approaching 10Gb in size you need to upgrade to full SQL Server as soon as possible otherwise the software will stop working and your data could be compromised. The easiest way to check the database size is with the **Digita Database Backup** tool (**Products** tab) which is on your server machine:



If you are unsure if you are using full SQL Server this can be checked in the software. Go to **Help** > **About Digita Accounts Production Advanced** and at the bottom of the **General** tab the Version and Edition of SQL Server are shown.



In the screenshot above this machine is using an “Express Edition”. If you are already using full SQL this will say “Standard Edition” or “Enterprise Edition”.

If you require full SQL Server please contact your Digita Account Manager.

It’s also worth mentioning that it’s important to have sufficient memory (RAM) in your server and workstations. A good rule of thumb for the server is that the amount of RAM needs to be at least half of the size of the largest database (e.g., if the largest database is 16Gb in size then a minimum of 8Gb of RAM is needed). If the server is used for other software then additional memory should be installed – the more the better.

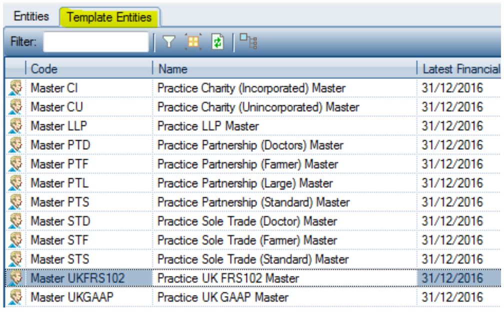
Workstations should have a minimum of 4Gb of RAM (8Gb recommended).

Report Editing

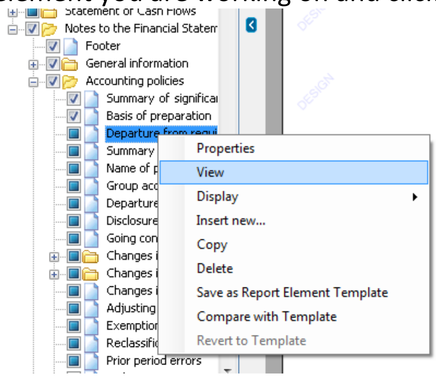
Many users contact our support team for advice on how to edit various sections of the accounts and it has become apparent that many users are making the same change to accounts for many, if not all, of their clients.

If this is the case for your firm, you should make such changes at a "Practice Master" level that all your clients can then inherit.

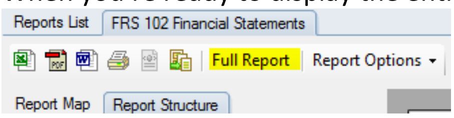
To edit a Practice Master template go to the **Template Entities** tab (you need to be logged in as an Administrator) and double-click on the template in question (if you are prompted for a password the default value is DoNotDelete).



When editing reports in **Design Mode** it's worth noting that you should view only the section of the report that you are interested in as this makes the report refresh much quicker. Right-click on the element you are working on and click **View**.



When you're ready to display the entire report again click on **Full Report**.



Remember, after you have completed your changes you need to publish them (**Financial Period Templates** menu).