

# AnyComms Upload a Finance File

When a finance file required by County Hall has been created by your Accounting Software the file can be transferred by logging in to the AnyComms Plus (as above) and clicking the 'Upload a File to the Local Authority' button.

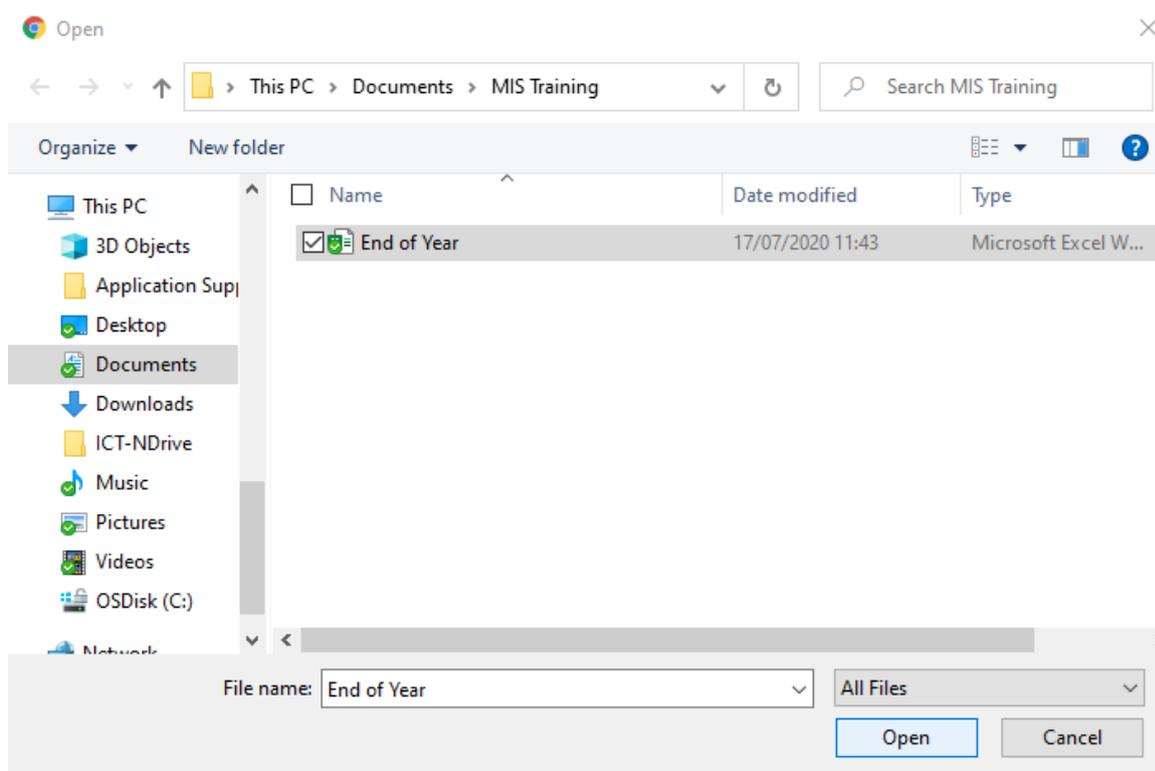


Click on Select Files

## Upload to Service



Click on the file and then click on Open



Select "Finance" as in the 'File Type' and 'Service' drop down lists.

A 'Description' for the file can be added, however, this is not mandatory.

File Name	File Type	Service	Description	
End of Year.xlsx	Finance	Finance	P1 Upload	Remove

# AnyComms Upload a Finance File

Click on Select Files to add more



Repeat for each file you wish to send.

File Name	File Type	Service	Description	
End of Year.xlsx	Finance	Finance	P1 Upload	
End of Year.xlsx	Finance	Finance	P2 Upload	

Once you have added all of the files you wish to upload to County Hall click the 'Upload Files' button.



Click on OK in the confirmation message

acplus.nsix.org.uk says

You are about to send the following:

to all users at  
926\_1234CTF.xlsx to all users at School Administrator

Proceed?




You will then see an overview

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	Recipient Organisation(s)	Role	Date/Time Sent	Sent From
926_1234CTF.xlsx	997_test_school	School Administrator	10/08/2020 13:18:52	997_test_school

