VERSION 16.0 PAYROLL UPDATE – RELEASE DATE 12/31/2010

INSTALLING YOUR 16.0 PAYROLL UPDATE

DO NOT INSTALL BEFORE TALKING WITH TECH SUPPORT. CALL TECH SUPPORT (972)234-0375 AND SCHEDULE AN APPOINTMENT FOR INSTALLING YOUR UPDATE.

!!!!!ONLY INSTALL THE UPDATE AFTER CALLING TECH SUPPORT!!!!!

VERSION 16.0 Release Date 7-9-2010 **MUST BE INSTALLED** BEFORE THIS UPDATE CAN BE INSTALLED.

1. Install your update after you have run your daily reports and closed your business day.
2. If you have started preparing a current payroll you must complete it before installing.
3. **Make a backup copy of the program and data files.**

THESE ARE PERMANENT BACKUPS. WRITE TODAY'S DATE AND VER 16.0 ON THE DISK LABELS AND PUT THEM IN A SAFE PLACE FOR STORAGE.

Exit from the program before proceeding

NOTE: IF YOU ARE RUNNING THE PROGRAM OVER A NETWORK, BE SURE ALL STATIONS ARE LOGGED OFF.

INSTALLING VERSION 16.0 UPDATE

1. Click on the "START" button from Window's task bar.
2. Click on "RUN".
3. Type in: **d:setup.exe** - (If "d" is not your CD drive then type in the appropriate drive letter) Press ENTER

The "installation" program will be started. Accept all the default setting unless Tech Support tells you otherwise. You accept the default settings by clicking on the "NEXT" button. After this procedure has been completed you will be returned to the Main Screen of Windows.