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# Updates/Tax Tables

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## Chapter 1

# Updates/Tax Tables Overview

Before you begin, be sure the update you're about to install is meant for you! The instructions that accompany the update indicate which version of MYOB Accounting Plus you must be using in order to install the update. If you are using an older version of MYOB software, don't install the update, since it could cause your copy of the software to be unusable.

**Note: How to learn which version of  
MYOB software you're using**

To learn which version of MYOB software you're using, open your company file and then select About MYOB from the Help menu.

You must close all Microsoft Office applications before installing the update! The update cannot be installed properly and your MYOB software may be damaged if you attempt to install while Word or Excel is running.

We strongly recommend that you make two backup copies of your Accounting Plus company file(s) before you install an update. (Two copies provide a safeguard against diskette failure or damage if one backup becomes unusable, you still can use the second one to complete your task.) Although it's extremely unlikely that any problems will arise during the installation of an update, it's very important that you safeguard against even the most unlikely of problems, since your company files are a valuable business asset that cannot be replaced easily. If you're using diskettes or other removable media to make your backups, be sure to use a utility program to ensure that the diskettes you're using are not defective or damaged. Refer to the documentation that came with your computer to learn about the disk verification utilities that may have been installed by the computer's manufacturer.

For information about reinstalling your MYOB software, see “To reinstall MYOB Accounting Plus” on page 64.

*See the following step-by-step procedures:*

*“To install your update” on page 60*

*“To load tax tables” on page 62*

*“To make a backup” on page 695*

## **Reinstalling MYOB Accounting Plus**

MYOB Accounting Plus may need to be installed again after your initial installation. For example, perhaps you originally installed the Compact version of Accounting Plus and you’ve decided that you’d like access to help files not included in the Compact installation. You can reinstall or remove files using the Accounting Plus Setup Maintenance program.

The CD included in your Accounting Plus package includes software that installs Accounting Plus onto your computer’s hard disk. You should be familiar with this process from the first time you installed Accounting Plus.

*Click below for the step-by-step procedure:*

*“To reinstall MYOB Accounting Plus” on page 64*

## Chapter 2

# Installing your update

### ► To install your update

**Important!** Before installing the update, be sure to read the instructions that accompanied your update and the “Updates/Tax Tables Overview” on page 58. They may contain important information about the update that isn’t included here.

1. Insert your Accounting Plus update CD into your computer’s CD drive. The Welcome to MYOB Accounting Plus Setup window appears after a few moments.
2. Select the Restore option, if it's not already selected, in order to install the files necessary to update your existing program. Click Next. The installation process will begin.

During the installation process, you'll notice the Setup Status window displaying a coloured bar. The bar shows you how much of the update process has been completed.

3. The Update Install Complete window will appear when the installation is complete.

Before you begin using Accounting Plus, you may have to restart your computer. If this is the case, a message in the Update Install Complete window will inform you of this and give you the option to restart your computer now or wait until later to do so.

If no other applications are running on your computer, mark the "Yes, I want to restart my computer now" option. If other applications are running on your computer, mark the "No, I will restart my computer later" option instead. Exit the other applications, then restart your computer manually.

4. Next, click Finish. If you indicated that your computer should restart, it will restart now.

If you indicated that you'll restart your computer later, the update

installation program will close.

Be sure to store your Accounting Plus CD in a safe place.

5. **\*\*\*IMPORTANT!\*\*\* If you're using Accounting Plus on more than one workstation on a network, repeat steps 1 to 5 on every workstation on which Accounting Plus is installed.**
6. If you use Accounting Plus to track payroll information for your employees, load the newest payroll taxes into your Accounting Plus company file(s). For a step-by-step procedure see "To load tax tables" on page 62.

## Chapter 3

# Loading tax tables

### ► To load tax tables

**Note: If you're received a tax update**

If you're loading your tax tables because you received a tax update from MYOB UK, you must install the update before you can load the new tax tables.

To install the update, see To install your update.

**Note: More than one tax table can be stored in your company file**

Because there are multiple issues of tax tables in a single pay year, more than one tax table can be stored in your company file.

Each tax table is applicable for a specific date range. You will then be able to set a payroll run date and use this date to calculate the tax period for the pay cheque.

1. Start MYOB Accounting Plus and open your company file.
2. Choose Load Payroll Tax Tables from the Setup menu. The Load Tax Tables window appears.
3. Read the information that appears in the Load Tax Tables window, then click Load Tax Tables. Your previous tax tables will be replaced with the newest tax tables.
4. If you keep records using more than one Accounting Plus company file, repeat this step for each of your company files. (Network users, please note that this step needs to be performed only once for each company file; it doesn't need to be performed on every workstation.)



## Chapter 4

# Reinstalling MYOB Accounting Plus

### ► To reinstall MYOB Accounting Plus

Follow the steps in this section to reinstall Accounting Plus on your computer(s):

1. If you haven't done so already, turn on your computer.
2. Start the installation program. Insert the Accounting Plus CD into your computer's CD drive. The installation window should appear after a few moments. (If it doesn't, you may have disabled your computer's AutoPlay feature. From the Start menu, choose Run; in the Run dialogue box enter **d:\setup**, assuming that your CD drive is named **d:**. Then click OK.)

When you are ready to begin updating Accounting Plus click the selection labelled "Install MYOB Accounting Plus Version 11."

3. The Welcome window appears after a few moments. This window will look a bit different from the Welcome window you saw when you originally installed Accounting Plus.
4. Choose one of the following options in the window:
  - Choose **Modify** if you want to add components or remove certain program components that are currently installed.
  - Choose **Restore** if you want to reinstall all the program components you specified during the original install process. You won't have the opportunity to add or remove specific program components.



- Choose **Remove** if you want to remove ALL of the program components you specified during the original process. Your company files and backup company files won't be deleted when you choose this option.

Click Next when you are finished.

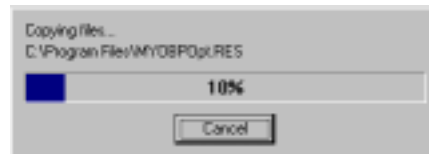
5. If you chose Modify in Step 4, continue to step 6. If you chose Repair, skip to step 8. If you chose Remove, skip to step 7.
6. If you selected Modify in Step 4, the Select Components window appears on your screen. It will look a bit different from the Select Components window you saw when you originally installed Accounting Plus.

In the Select Components window, you can choose individual Accounting Plus components by clicking the box next to each component you want; check marks will appear next to the options you selected when you first installed Accounting Plus. Mark or unmark the files you wish to add or remove from your hard drive.

When you're finished making your selections, click the Next button. Skip to step 8.

7. If you chose Remove in step 4, a window will appear asking you if you are sure you want to remove the selected application and its components. If you still want to remove these files, click OK.
8. During the installation process, you'll notice the Install Status window displaying a coloured bar. The bar shows you how much of the installation (or deletion) process has occurred so far.

While this window is displayed on your computer screen, you don't need to do anything.



9. The Maintenance Complete window will appear.

Before you begin using Accounting Plus, you may have to restart your

computer. If this is the case, a message in the Maintenance Complete window will inform you of this and give you the option to restart your computer now or wait until later to do so.

If no other applications are running on your computer, mark the "Yes, I want to restart my computer now" option. If other applications are running on your computer, mark the "No, I will restart my computer later" option instead. Exit the other applications, then restart your computer manually.

10. Next, click Finish. If you indicated that your computer should restart, it will restart now.

If you indicated that you'll restart your computer later, the update installation program will close.

11. That's it! Accounting Plus has been reinstalled (or deleted). Be sure to store your Accounting Plus CD in a safe place.