

## **Windows Program Upgrade Instructions**

### **Program Upgrade**

The program upgrade is in a file named PA.zip (Winzip format) or PA.exe (self-extracting archive), which you need to download. This contains all of the programs in a compressed format. To extract the programs do the following:

Use Winzip to open the PA.zip file or double-click on the PA.exe self-extracting archive. The folder to unzip to is the \usr\pgms\PA directory on your server. If you have the PA.exe file this will default to the C: drive – you will need to change this if your server is on another drive. (If you are not sure what the drive letter is then log into Realtime and go into ++. Press <F2> at the file name prompt and you will see the drive letter at the beginning of the file name that is at the top of the screen. <F10> to get out of ++)

This completes the program upgrade.

### **Tax Tables Upgrade (old method)**

**After you have processed the last pay run for the financial year** you will need to upgrade the tax tables in order to cater for the new tax rates that apply from 1 July. The tax tables are in a file named PADTXA.zip which you need to download.

To upgrade the tax tables do the following:

1. Use Winzip to open the PADTXA.zip file. The folder to unzip to is the \usr\data directory on your server.

This completes the upgrade. If you need help with any of the above steps, then please call 0403 279 042.