

# Moving Easypay Payroll and your Company Data to a New Computer

## What you will need:

- Your **most recent copy** of the Easypay Update CD
- An up-to-date backup disk of your company data

First, follow these steps to install Easypay on the new computer...

1. Exit all other programs currently running on the new computer. After the Easypay software is installed, Easypay may need to restart your computer.
2. Insert the Easypay Update CD in your CD drive.
3. Go to the Windows desktop, click the Windows **Start** button. If you are using Windows XP, or an earlier version of Windows, click **Run**.
4. Type: **X:SETUP.EXE** (replacing "X" with the letter that represents the CD drive from which you are installing the update). Example: D:SETUP.EXE.
5. Click **OK** to start the update and then follow the instructions on the screen.

You will now have the full Easypay software installed on the new computer.

Now, install your company data on the new computer...

1. On the new computer, start up Easypay.
2. At the **Company Folders** window, click the **New** button to add a new company. Add a company path that is the same as on your old computer. The drive letter can be different, but the folder names must be identical.

For example:

On the **old** computer: C:\EASYDATA\COMP1

On the **new** computer: C:\EASYDATA\COMP1

(Consult your EASYPAY manual on how to do this if you need help.)

3. Highlight the new company path and click **OK**. You should get a message that asks: "**Is this a new company?**" Click **Yes**.
4. The Company Profile window should now be displayed. It will be blank because Easypay assumes that you want to start entering your company information. **DO NOT** type anything. Click **Cancel** to escape to the main menu.
5. Select the **UTILITIES** menu and then select **RESTORE**. Insert the most recent backup disk of your company's Easypay Payroll data that was created on the OLD Computer and click **OK**. After restoring the data, you will have the

same data on the OLD and NEW computers. Do not use the OLD computer for that company again.

In each company data folder there is a subfolder called "**archive**". We recommend that you also move this \archive subfolder and its contents to the company folder on the new computer. The \archive subfolder contains auto-backup files that were created by Easypay. These files could be very important if you ever need to restore your data.

**Repeat** the above process for every company on the old computer.

### **After you have completed the steps above...**

If you use any of the features below, please call Easypay Support so that we can help you restore the associated data files:

- Customized cheques
- Customized statements
- Click-n-Pick reports
- Direct deposit file merge
- T4 / T4A XML file merge
- Canada Saving Bonds file merge

If you use any items on the **Periodic > Customizer** menu, you will need to re-install the **Customizer** module.