



VSPS 2012 INSTALLATION INSTRUCTIONS

*** These instructions assume that you are using Windows Internet Explorer to access our website.**

- (1) First, you must download the software from the web site (www.vsps123.com). To do so, select "VSPS (complete version)" in the "Download" menu. Then, after choosing the year 2012, click on the link "install-VSPS2012.exe".
- (2) Click on "Run".
- (3) If the message "The publisher could not be verified. Are you sure you want to run this software?" is displayed, click on "Run".
- (4) If the message "An unidentified program wants access to your computer" is displayed, click on "Allow".
- (5) Follow the instructions and answer the questions.
- (6) **At the end, if the message "This program might not have installed correctly" is displayed, click on "This program installed correctly".**
- (7) Once the installation is complete, you must copy in the VSPS folder (by default, C:\VSPS 2012) the file NAMES-12.TXT that you received by email after your purchase of the VSPS 2012 license. This file is a control file containing the coded name of businesses for which you bought the VSPS 2012 license.

Here's a way to save the NAMES-12.TXT file:

The NAMES-12.TXT file is included in a compressed file (i.e.; VSPS-2012.ZIP) that is sent to you as an attachment in an email. So, you must first open the attachment (with several email programs, you simply have to double-click on the attachment). When you see the NAMES-12.TXT file, double-click on this file. This should normally open the Windows Notepad. You will see a multitude of numbers (it is important not to change). In the Notepad "File" menu, you must select "Save as" and browse to save the file in the VSPS 2012 folder.

To do so, **if you have Windows Vista or Windows 7**, on the left side of the screen, you must first click on "Computer" (if you do not see "Computer", click on "Browse folders" at the bottom of the screen to the left).

If you have Windows XP, on the left side of the screen, click on "My computer".

Then, whatever your Windows, double-click on the drive C, browse folders, double-click on the VSPS 2012 folder and click on "Save". Finally, simply close the Notepad and your email program.

If you used VSPS in 2011 for a business, you do not have to re-enter all information on this business, the employees, balance of vacation to pay, etc. This procedure is done automatically. To do so, first, you must download the last upgrade for VSPS 2011. After the upgrade installation, you can create the 2012 database from the database menu of VSPS 2011. Be sure to save the 2012 database (file with the name of the business and followed by 12.DL7) in the VSPS 2012 installation directory (by default, C:\VSPS 2012). **It is very important to note that the program transfers, to the new database, information for all employees except the ones indicated as terminated in the employee files ("Employees" icon in the main window of the program).** Caution: If an employee no longer works for the business but may come back to work eventually, you must select "No" in the box "Terminated". Finally, please note that the new database creation does not affect the 2011 database.

If it is the first year with VSPS for a business, you must create the payroll database. To do so, in the VSPS main window, select "Open". Once in the file selection screen, you must select the business name in the scrolling list of the "Business selection" and click on the "Create new file" button. Then, in the "File" box, click on the database file for this business (the one with the "DL7" extension) and click on the "Continue" button.

In order to process payrolls, the next steps are:

- ◆ Enter the business information (chapter 6 of the user manual)
- ◆ Fill out the employee records (chapter 7)
- ◆ Enter previous payroll results before the first use of VSPS **if applicable** (chapter 8)
- ◆ Set up the cheque and pay stub print configuration (chapter 9)
- ◆ If you wish to export payroll journal entries, enter all needed general ledger accounts (chapter 12)

*** Note that when you install VSPS, the user manual is in pdf format and is saved in the subdirectory "Doc" of the VSPS folder (by default, C:\VSPS 2012). This manual is also available from our website (www.vsp123.com).**