Budget Update (1st May- Dec 31st '09).

- Sage recommends that all users **take a backup** of their data before installing the Budget Update.
- Please note that if you have installed your product on a server it is important to run the Budget update on the server **AND** on the Client PC.
- You must run this update **before saving any timesheets**. If you have saved timesheets you will need to delete and resave to allow the budget changes to take effect.

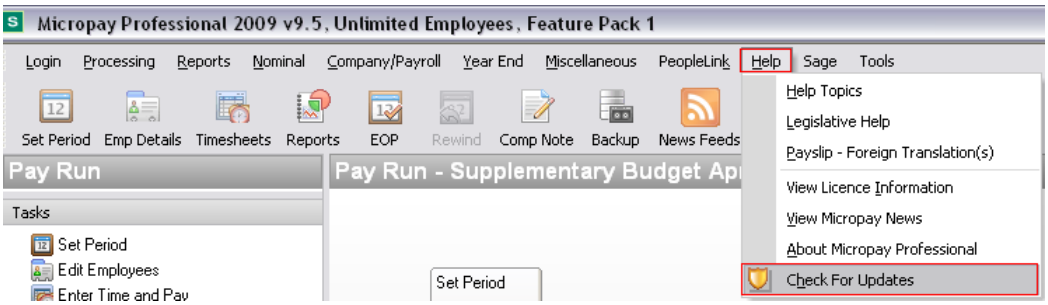
Please remember to take a Backup before running the Budget Update.

When you are ready to install the May 2009 Budget update:

1. Locate the saved file, "MicropayProfessionalSuppBudget2009Update.EXE", and double-click it to begin the update process.
2. On the first screen click 'Next' to continue.
3. You will be prompted to specify the location of Micropay Professional (the default location is C:\Program Files\Micropay Professional)
4. You are now presented with the start installation screen. Click Next to begin the update.
5. The update is now successful, click Finish

Alternatively you can use the auto- update option in your Micropay Professional. This will download the Update directly to your program.

1. Login to your Micropay Professional.
2. Go to the Help menu option at the top of the screen-



3.When the update is available it will advise and ask you to download now.

4.When this is completed downloading it will ask if you would like to install now or be reminded later.