



## **VSPS 2016 INSTALLATION INSTRUCTIONS**

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

- (1) First, you must download the software from the web site ([www.vsp123.com](http://www.vsp123.com)). To do so, select "VSPS (complete version)" in the "Download" menu. Then, after choosing the year 2016, click on the link "install-VSPS2016.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. In most cases, you simply have to select the language, click "I agree" and click twice on "Next".
- (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 **save** in the VSPS folder (by default, C:\VSPS 2016) the file NAMES-16.CLE that you received by email after your purchase of the VSPS 2016 license. This file is a control file containing the coded name of businesses for which you bought the VSPS 2016 license.

To save the NAMES-16.CLE file, you must indicate where you wish to save this file (normally, by clicking on a button like "Browse"). **If you have Windows Vista or Windows 7, 8 or 10**, you must first click on "Computer". If you have **Windows XP**, you must first click on "My computer". Then, whatever your Windows, double-click on the drive C, browse folders, double-click on the VSPS 2016 folder and click on "Save".

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**If you used VSPS in 2015 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 2015.** After the upgrade installation, you can create the 2016 database from the database menu of **VSPS 2015**. Be sure to save the 2016 database (file with the name of the business and followed by 16.DL7) in the VSPS 2016 installation directory (by default, C:\VSPS 2016). **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 2015 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 2016). This manual is also available from our website ([www.vsp123.com](http://www.vsp123.com)).**