

Important Instruction before Installing Premier v16.1 and Accounting v21.1

1. Back up your existing data file and save the existing Premier folder from start> computer> C drive & save in a familiar location (desktop or external hard disk for safe keeping)
2. Rename your MYOB Premier v16 or MYOB Accounting v21 folder as “Old MYOB Premier 16 or Old MYOB Accounting 21”. Not required for MYOB Premier v15 or MYOB Accounting 20.
3. If you are using windows 8, run windows update first before installing the upgrade.
4. Uninstall the existing MYOB Premier/Accounting software by going to control start> control panel> program> choose the existing version>uninstall

A) Steps to Install Premier v16.1 and Accounting v21.1

- 1) Insert the MYOB Premier 16.1/Accounting 21.1 CD into your CD ROM.
- 2) There will be a message: **Do you want to allow the following program to make changes to this computer – Select Yes**
- 3) Welcome to MYOB Premier 16/Accounting 21 Install; **choose next**
- 4) When the “Installshield Wizard” window opens, click on **Continue and Accept License Terms and Agreements and click next.**
- 5) Choose the install type that best suits your needs; **Choose typical**
- 6) Select program folder; **MYOB Premier 16/Accounting 21** and existing folders; **Accessories**
- 7) Start copying files; next
- 8) Startshield Wizard complete; **choose finish**

B) Upgrading the Data File

- 1) Open the new Premier/Accounting program and you will come to a “Welcome” screen. Select Open Company File and browse to select your data file.
- 2) The system will prompt you with a message: “File has not been upgraded. Do you want to upgrade?”
- 3) Select “Yes” and allow the program to upgrade the file.
- 4) The program will automatically save the upgraded file in the Local C: drive Premier 16/Accounting 21 folder.
- 5) If you have customized your forms in the previous version, you need to make a copy of the folder “Custom, Forms, Graphics, Letters”. Place the folder in your Premier 16/ Accounting 21 folder located in drive C.

NOTE: When you open the file next time you will need to select the file from the Premier 16 or Accounting 21 folder.

For those of you on monthly submission if you need to regenerate your GST 03 file submitted in May 2015(if Royal Malaysian Customs Departments requests it), follow these steps 1) Look for your Old Premier16 /Old Accounting 21 folder 2) Open your older datafile 3) Regenerate the May 2015 GST 03 report.

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