

MYOB® Support Note

Upgrading to MYOB Premier 3 – Checklist

This Support Note is suitable for:
MYOB Premier Accounting 3.0.1

Summary of steps required:

- Install Premier 3.0.1
- Upgrade your data file
- Copy customised forms and OfficeLink templates to the new Premier folder
- Adjust the sharing and mapping settings for the server and workstations
- Adjust program shortcuts and aliases
- Optional - Setting up TCP/IP - see Support Note 2102 'Setting Up TCP/IP'

What you will need:

- Premier 3. 'Priority Kit - Start Here' booklet which ships with the product.

Installing Premier 3.0.1

MYOB Premier 3.0.1 is a peer-to-peer application. It must be installed and run locally on each machine. See page 20 of the Premier 3 Priority Kit, for a discussion of this. Please see page 22 of the Priority Kit (Windows) or page 23 (Mac OS) for more information on installing Premier 3.

Upgrade your data file

Once Premier is installed, your data file must first be upgraded to Version 3 format before it can be used. Please see page 24 of the Premier 3 Priority Kit (Windows) or page 25 (Mac OS) for more information.

Customised forms and OfficeLink templates

If Premier 3 was installed into the default folder (c:\premier3),

- you will need to copy your customised forms to the new location before they can be used. E.g. copy your customised forms from c:\premier\forms to c:\premier3\forms.

If Premier 3 was installed into the existing Premier folder (eg c:\premier)

- you will have received an option to backup your forms when installing Premier. If this was selected, your forms can be found in the c:\premier\formsold folder. Copy your customised forms from this folder to c:\premier\forms.

Notes: The above principles also apply to OfficeLink templates. Custom reports may need to be recreated in Premier 3, if you are upgrading from Premier2 or MYOB 8. All customised forms will be automatically upgraded to Premier 3 format when you first use them. Remember that you need to copy your customised forms into the Forms folder on every computer that you have installed Premier on. Please see page 20 of the Premier 3 Priority Kit 'Installing Customised forms' or Support Note 1401 "Copy Customised Forms' for more information.

Network Sharing and Mapping

By default, Premier 3 will install into a new folder. To enable all workstations to access the data file, this new folder needs to be shared on the host computer and mapped (mounted) on each individual workstation.

Windows

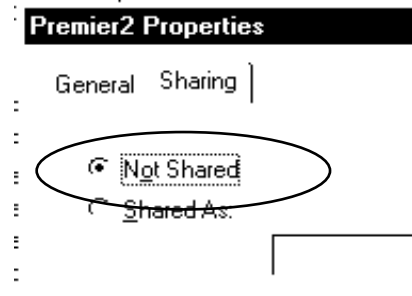
You will need to disconnect network drives connected to the original shared Premier folder. You will then need to set this folder to 'Not Shared'.

To disconnect a network drive:

- move to the remote machine (i.e. each machine which does not host the data file)
- double click My Computer on the desktop
- highlight the network drive used for Premier (e.g. F:\)
- select the File menu> Disconnect network drive

To remove the sharing properties of the previous Premier folder:

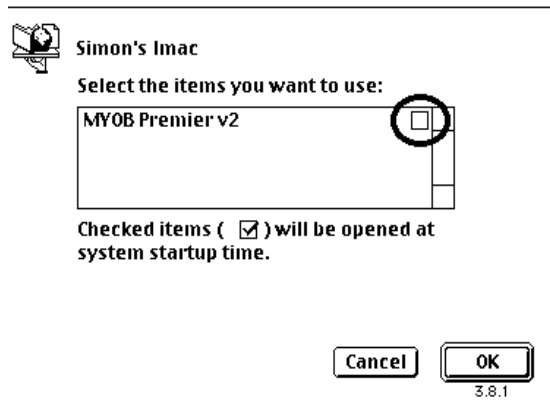
- Go to the machine which hosts the Premier data file.
- Launch Windows Explorer (Start > Programs > Windows Explorer)
- Select the folder containing the Premier data file (e.g. C:\Premier)
- Select Properties (File > Properties)
- Select the Sharing tab
- Select the 'Not Shared' option as shown.



You will now need to share the new folder (eg c:\Premier3) and remap your network drives. See page 27 of your Premier 3 Priority Kit for instructions. This information is also available as a Support Note (Support Note 2100 'Setting up Premier in Windows 95 and 98') or by going to www.myob.com.au/support/notes/premier/

Mac OS

To prevent the previous Premier folder from being mounted on the workstations, you will need to deselect the folder in the Mac Chooser.

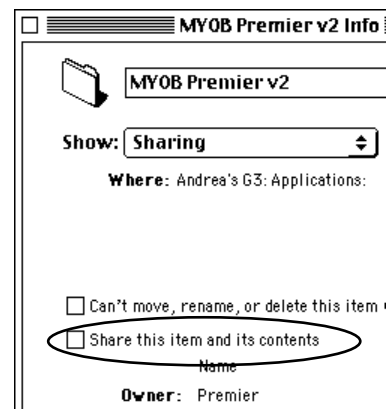


- Go to the Apple menu and select Chooser
- Select the AppleShare icon and double click the data file host machine in the file server list.
- If you are already connected to the host machine, you will need to click OK, otherwise you will need to login to the server.
- Deselect the Premier 2 folder as shown.

To remove sharing privileges from the current Premier folder on a Mac:

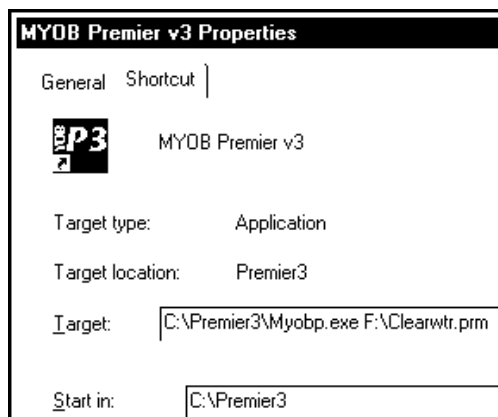
- Select the Premier folder
- Select the File menu > Get Info > Sharing...
- Remove the tick from the 'Share this item and its contents' option as shown.
- Close the window

If Premier 3 is installed into a new folder (e.g. MYOB Premier v3), you will need to share this folder. Please see page 28 of the Premier 3 Priority Kit for more information.



Check your Shortcuts

When installing Premier3, a shortcut will be automatically created on your desktop. If you would like the shortcut to automatically open your datafile you will need to edit the properties on it:



To do this:

- Select the Premier shortcut on the desktop
- Click your right mouse button and select Properties
- Select the Shortcut tab
- the target line to read as follows: c:\Premier3\myobp.exe F:\Clearwtr.prm (where F:\ is the mapped drive to your data file.
- the Start in line to read as follows: c:\Premier3



Note: Premier must be installed and run locally on each machine. Both the Target and start in lines must reference the local hard-drive (normally C). See page 28 of the Priority Kit for more information.