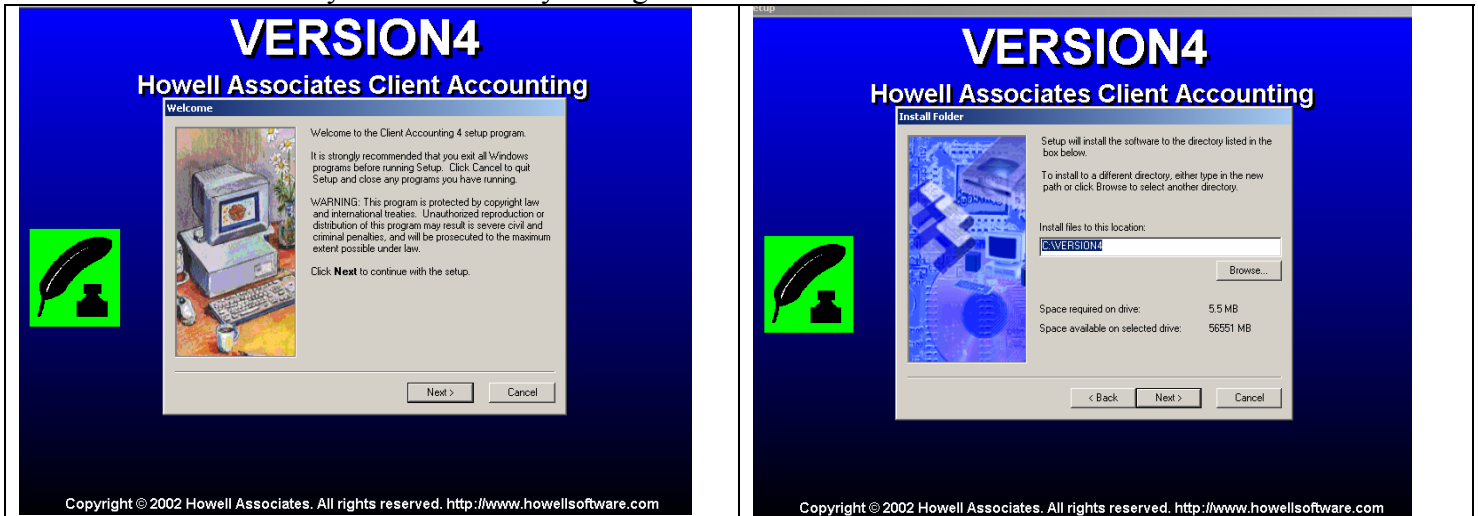


Instructions for Installing & Converting to the new Version 4 Client Accounting Program

(Do not send in the Plain Paper W3 or Copy A of the W2 to the IRS yet until we receive our Vendor Code number from the IRS which we are expecting any day. We will post an update to the Web site when it is ready)


1. If you are a new user and will be installing the Client Accounting Version 4 program for the first time there are no file conversion steps to complete and you can ignore the conversion instructions and accept all the default selections. The new Version 4 program has been rewritten to take out the BTRIEVE file manager which has been a source of some compatibility issues with other programs using BTRIEVE and the new Windows 2000 and XP operating systems. Thusly, a one time file conversion is required to convert your Version 3 client data files to the new file format and the new folder requirements.
2. To insure consistency with the installation and the location of the new Version 4 program and your client data files we have made it a requirement that all the client's data files reside in one data folder created inside the VERSION4 folder, this also applies to the network version. During installation you will have an option to select different drive letters only for the program files but the client data files have to reside in the new DATA sub-folder created inside the new VERSION4 folder and this cannot be altered or the program will not find your Client's data files. If you are converting from Version 3 this will be done for you automatically during the conversion routine.



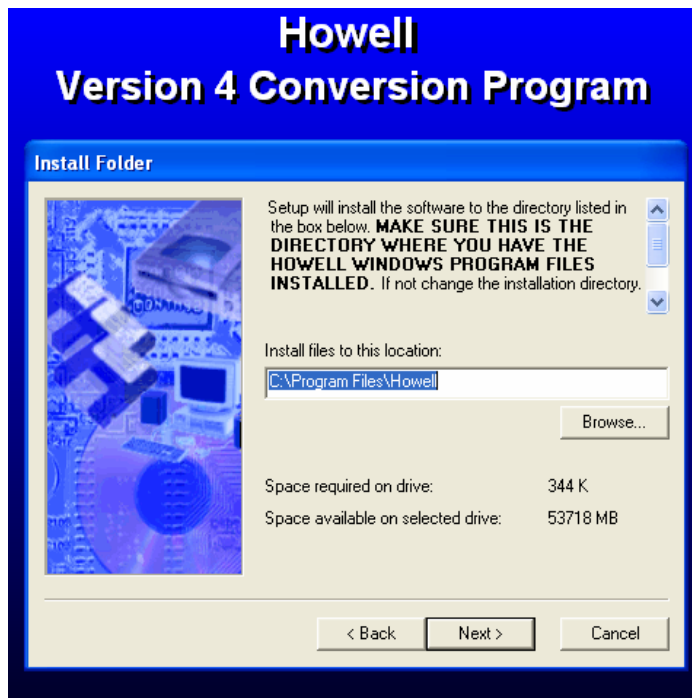
First screen shot of the new Version 4 setup

You can change the C: drive letter but do not change the VERSION4 folder – It is recommended that you accept the defaults C:\VERSION4 If you are installing the Network Version we recommend that you install directly from your server and not the workstations

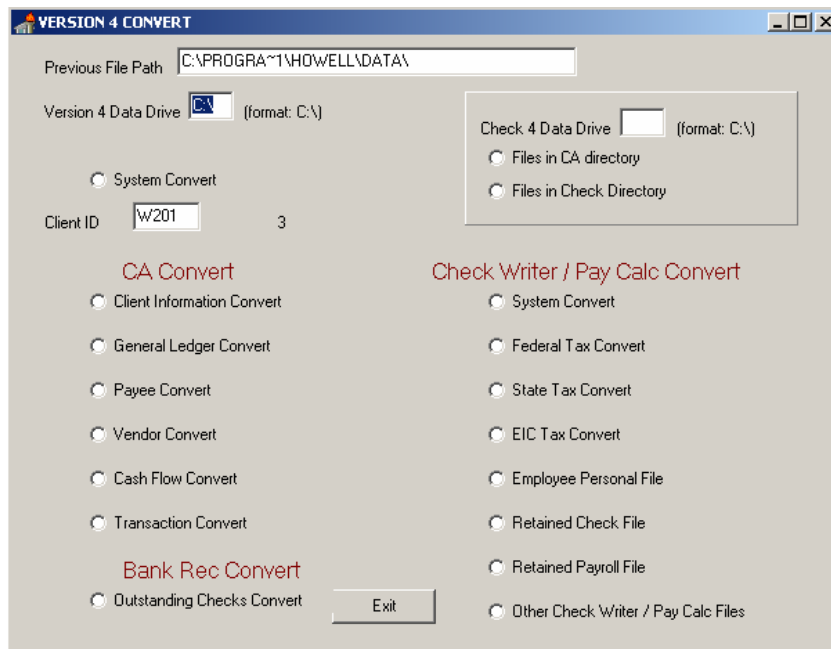
Instructions for the conversion program - from Version 3 to Version 4

1. During installation of the Conversion Program (Convert4.exe) a file named  has to be installed inside of your old Version 3 program folder which in most cases will be C:\Program Files\Howell or Hownet if you are using the network program. The default installation path will read C:\Program Files\Howell you can change this if your old Version 3 **program files** (not client data files) reside in a different location or you are running the Network program.

See screen shot next page



2. A temporary icon named Version4 Convert Utility will be placed on your desktop and when you double click on the icon the following screen will appear. Every client has to be converted one time **only** and the new converted client data files will be installed to the C:\VERSION4\DATA folder. Your Version 3 client data files will not be changed and you can still load these clients with your old Version 3 program if needed. After all clients have been converted we recommend that you delete the Version4 Convert Utility icon from your desktop to prevent someone from converting the clients more than once.



3. You need to select the radio button for System Convert (the first client you convert only, this will convert your Version 3 system setup and needs to be done only once) then select all the other radio buttons listed under the CA Convert menu and if you are using the Bank Rec. program select the radio button for Outstanding Checks Convert also. The right side of the screen is used only if you need to convert your old Check Writer and Payroll files to the new Version4 Payroll program.

Ship To: <input type="text"/>	Howell Associates Order Form
Address: <input type="text"/>	374 Morning Glory Dr
City: <input type="text"/>	Lake Mary, FL 32746
State, Zip: <input type="text"/> <input type="text"/>	Ph: (407) 324-8387 Fax: (407) 324-0589
Phone, Fax #: <input type="text"/> <input type="text"/>	Email: droberts7@cfl.rr.com
Email: <input type="text"/>	Please complete this form & mail or fax
Howell Customer #: <input type="text"/> Date: <input type="text"/>	Thank You!

New Software Purchases	QTY	\$ Price	Amount
Client Accounting <u>Basic</u> * Single User	<input type="text"/>	99	<input type="text"/>
Client Accounting Basic Network (Unlimited Stations)	<input type="text"/>	195	<input type="text"/>
Client Accounting Basic - Add on Bank Reconciliation Program	<input type="text"/>	75	<input type="text"/>
Client Accounting Basic - Add on Payroll Tax Reports Program (no laser forms)	<input type="text"/>	75	<input type="text"/>
2002 Laser Forms Program (Plain paper Tax forms)	<input type="text"/>	75	<input type="text"/>
Client Accounting <u>Premium</u> * - Single User	<input type="text"/>	295	<input type="text"/>
Client Accounting Premium – Network (Unlimited Stations)	<input type="text"/>	395	<input type="text"/>
Client Accounting Premium – 2002 Laser Forms (Plain paper Tax forms)	<input type="text"/>	First Year is free	<input type="text"/>
Live Payroll & Check Writer with Full MICR encoding	<input type="text"/>	175	<input type="text"/>
Fixed Assets Manager - Tracks Federal, State and Book Depreciation	<input type="text"/>	125	<input type="text"/>
Magic Link - Imports Quick Books Transactions into Client Accounting	<input type="text"/>	125	<input type="text"/>
Method of Payment: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Check # <input type="text"/>	Misc.	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover Expires: <input type="text"/>		Subtotal	<input type="text"/>
Credit Card # <input type="text"/>		Fl Residents 7% Tax	<input type="text"/>
I authorize Mark Roberts Associates, Inc. (dba Howell Associates) to process my credit card for this software purchase and I understand that any time using the fully functional Demo programs counts towards my 30 day money back guarantee.		Shipping & Handling	<input type="text" value="15.00"/>
Signature: <input type="text"/> Date: <input type="text"/>		Total Amt Due	<input type="text"/>