



HOWELL ASSOCIATES

[Home](#)[Client Accounting](#)[Payroll And Checkwriter](#)[Free Trial](#)[Support](#)[Order Form](#)

Instructions for installing and setting up the new Version 5 Howell programs

Howell has made a major upgrade with our programming language from Delphi4 to Delphi10 this is a fantastic improvement that will open a lot of new doors for program enhancements like E-filing, etc. and insure compatibility with the new Windows operating systems going forward.

If you are installing the 2010/2011 HCA5 program for the first time, make sure you install the complete programs (farther down the page) and not the updates.

The new client accounting program will now install to a new folder named **C:\HCA5** and will have subfolders inside HCA5 named **DATA** and **LASERFORMS** (After you install the laser forms program if used). The **DATA** folder will still store all your client data files and the **LASERFORMS** folder will have all the laser form files needed to print all of the plain paper tax forms, etc. for 2010 and the new 2011 form 941 when ready.

You will need to back-up your clients in Version 4 using the Windows archive method and then restore them back into the new HCA5 program. If you are comfortable using the Windows copy and paste commands you can copy all your client's data files in your C:\Version4\Data folder to the new C:\HCA5\Data folder.

ONCE YOU HAVE CONVERTED THE CLIENT DATA FROM VERSION 4 TO HCA5 DO NOT DO IT AGAIN, YOU WILL LOOSE ANY NEW DATA YOU ENTERED IN HCA5. REMEMBER THE DATA CAN GO FORWARD TO THE NEW HCA5 PROGRAM BUT NEVER BACK TO VERSION 4. TRYING TO COPY CLIENT DATA BACK AND FORTH BETWEEN VERSIONS IS A RECIPE FOR DISASTER!

The new **LIVE** payroll program will install to a new folder named **C:\CHECK5**. The client's data file path is set to C:\HCA5\DATA in the new payroll program so if you have any client's payroll files somewhere else other than C:\VERSION4\DATA you will need to copy those files also to C:\HCA5\DATA. This only applies to customers who are using Check Writer and Paycalc. If you have state tax tables setup in the old CHECK4 program you can copy and paste the STATETAX.CK4 file (again located in your old CHECK4 data folder) to the new CHECK5 folder (not the data folder) and you will not have to set them up again.

Thank you and have a great tax season;

Don Roberts
Howell Associates