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| Mr.Accounting-GST V10 Upgrade | May 14  2018 | |
| This instruction will guide you to upgrade Mr. Accounting V10 from old version. Email: support@mysoft.com.my | |  |

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**1. Backup Mr. Accounting-GST**

**2. Install Mr. Accounting Patch**

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**4. Update component file**

**5. Request new access code**

**6. Update database**

**How to upgrade Mr. Accounting Version 10**

**Step 1**

Backup Mr. Accounting GST before upgrade

1) Click ‘**Admin tool**’



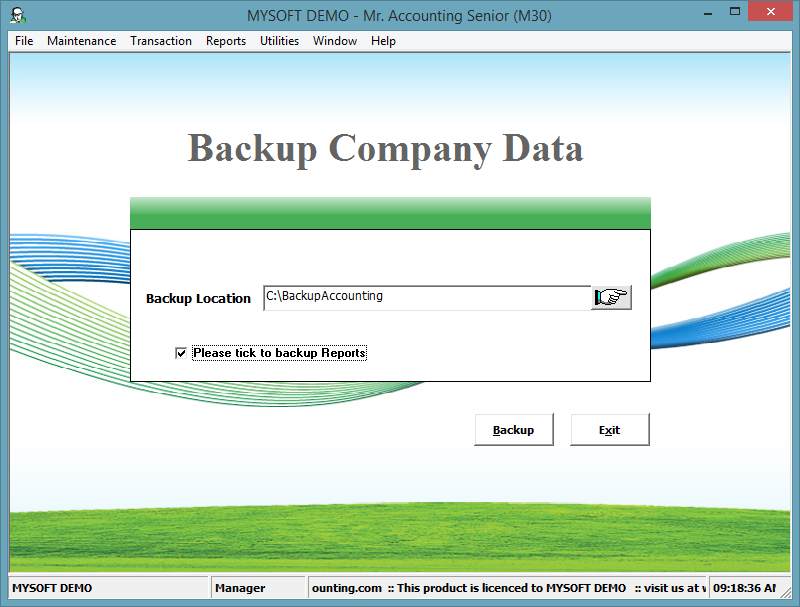
2) Click ‘**Backup Data’**



3) i) select the location u want to backup

ii) Tick the box **‘Please tick to backup Report’**

iii) Click **‘Backup’**

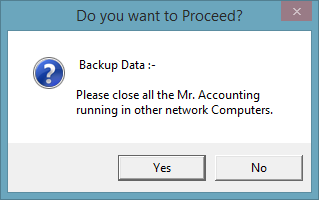


**iii**

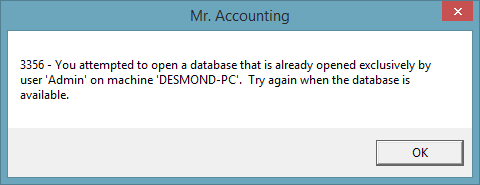
**ii**

**i**

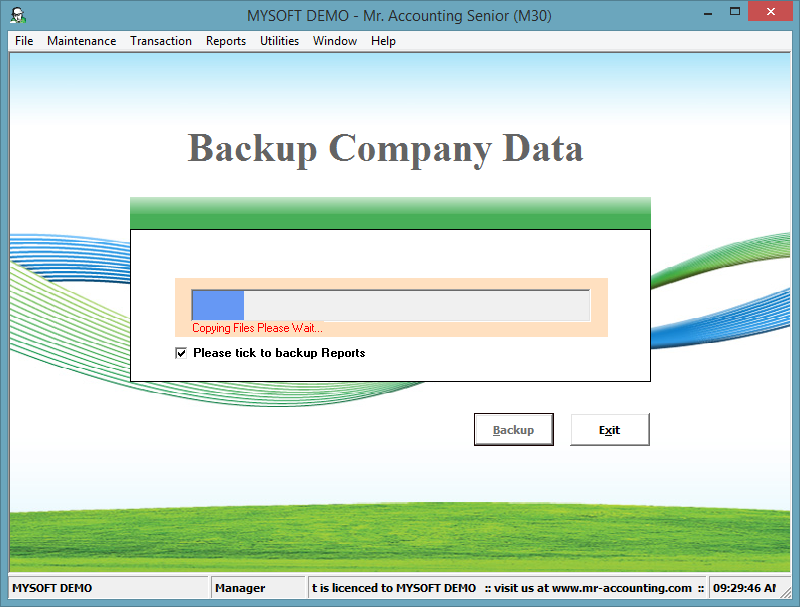
4) Click ‘**Yes**’



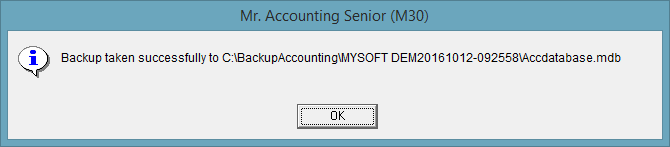
5) Click ‘**Ok’**



6) Wait until the processing bar finish running.

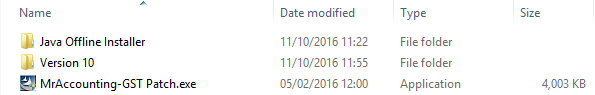


7) Click ‘**Ok’**

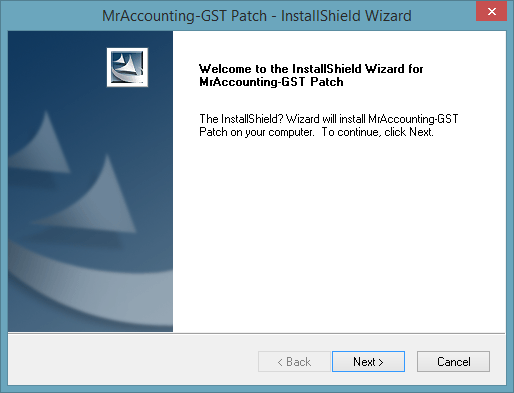
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**Step 2**

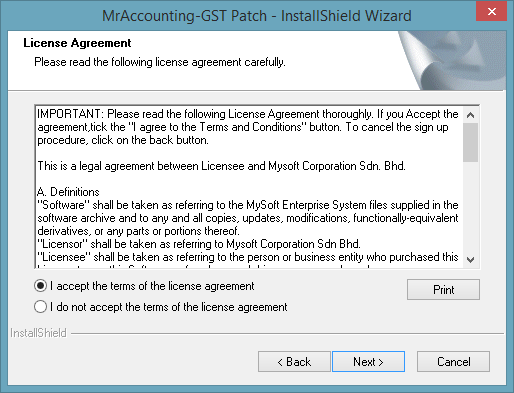
1) Double click the file ‘**MrAccounting-GST Patch**’ in the Mr. Accounting upgrade folder.



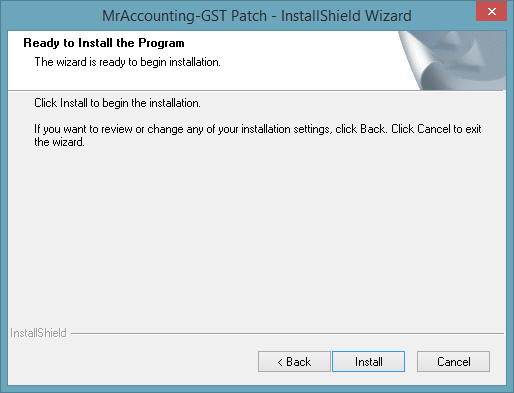
2) Click ‘**next**’.



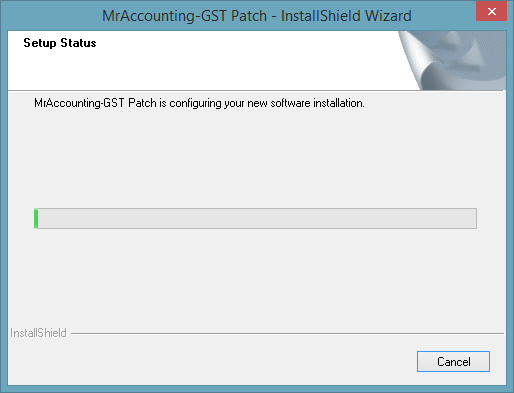
3) Select the ‘**accept the terms of t he license agreement**’ and click ‘**next**’.



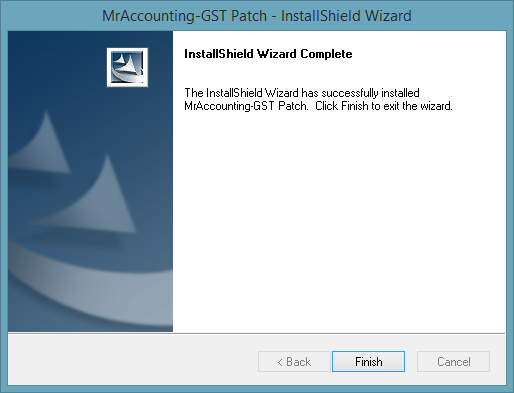
4) Click ‘**Install**’



5) Wait until the processing bar finish running.

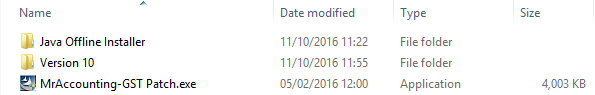


6) Click ‘**Finish**’



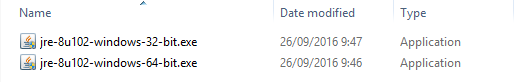
**Step 3**

1) Open the ‘**Java Offline Installer**’ folder.

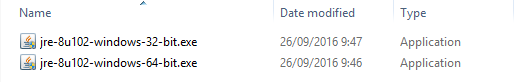
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2) Install the ‘**jre-8u102-windows**’ base on computer bit.

32-bit computer please select ‘jre-8u102-windows-32-bit’



64-bit computer please select ‘jre-8u102-windows-64-bit’



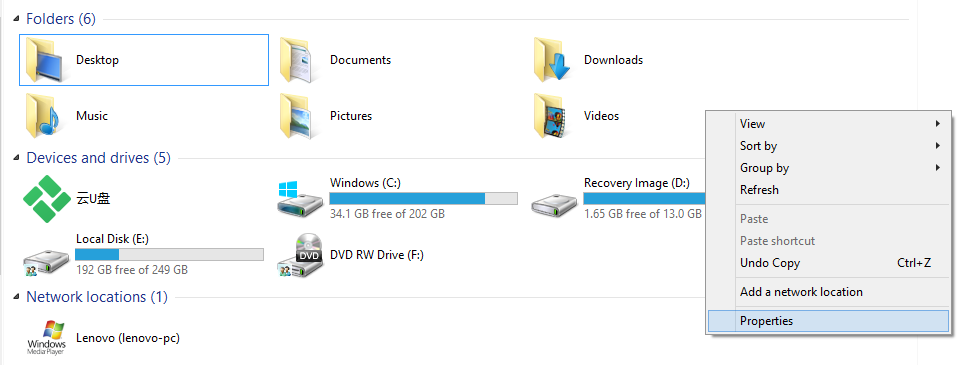
•How to check computer bit.

-Windows XP normally is 32-bit

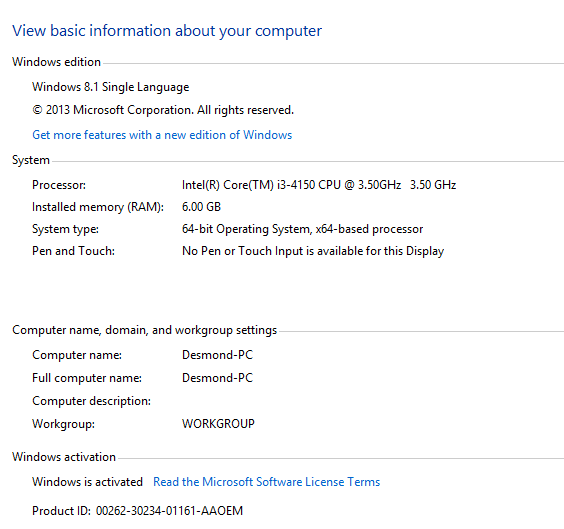
-Windows 7/8/10 please follow the step below

i) Open ‘This PC’/ ‘My Computer’

ii) Right click in the free place in the folder and click the ‘**Properties**’



Computer bit will be show as at below.



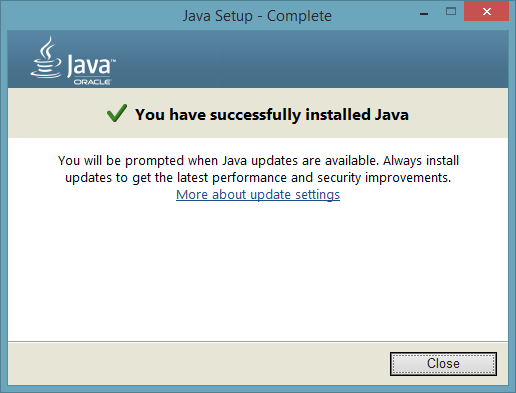
3) Click ‘**Install >**’



4) Wait until the processing bar finish running.

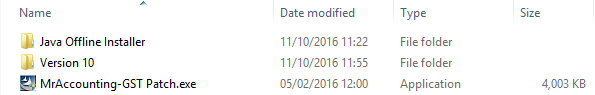


5) Click ‘**Close**’

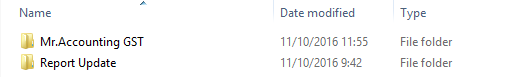


**Step 4**

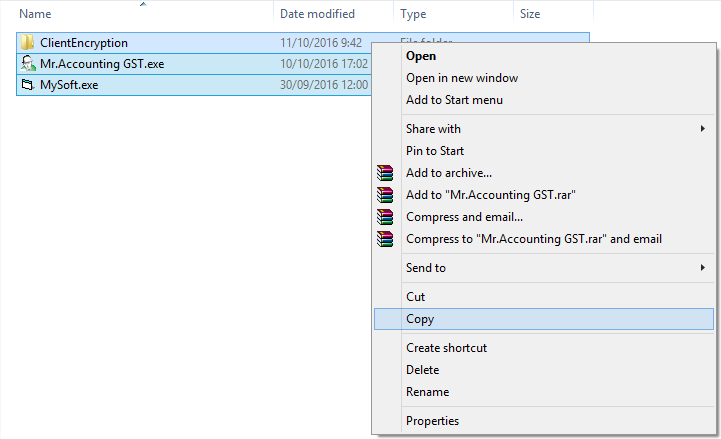
1) Open the ‘**Version 10**’ folder.

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2) Open the ‘**Mr.Accounting GST**’ folder.

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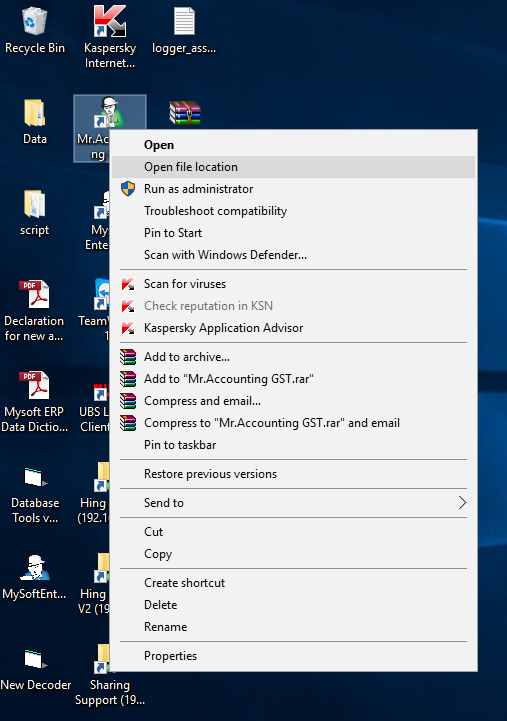
3) Copy all the File and Folder.



4) Open Mr.Accounting GST Folder

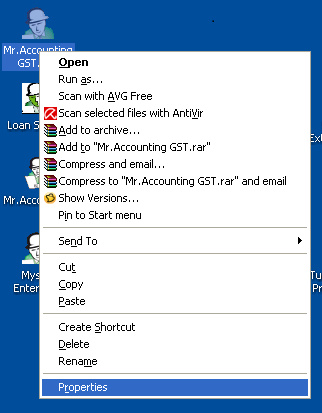
Windows 7/8/10

Right click Mr.Accounting-GST in Desktop and click ‘**Open file location’**



Windows XP

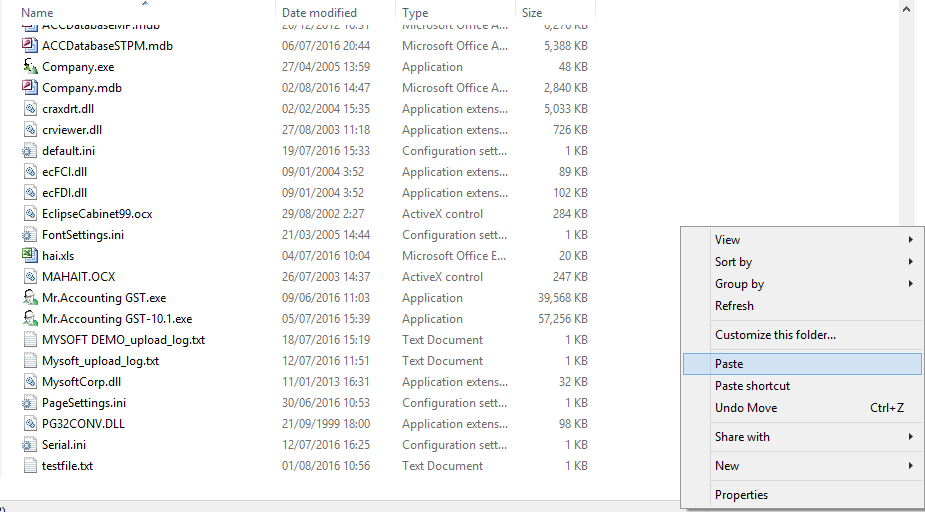
Right click Mr.Accounting-GST in Desktop and click ‘**Properties**’



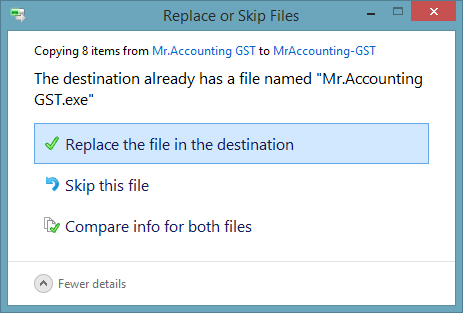
Click ‘**Find Target…**’



5) Paste all the File and Folder in Mr.Accounting GST Folder

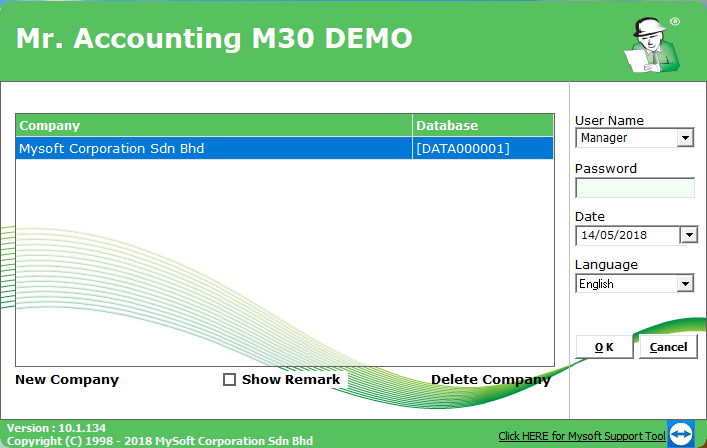


6) Click ‘**Replace the file in the destination**’

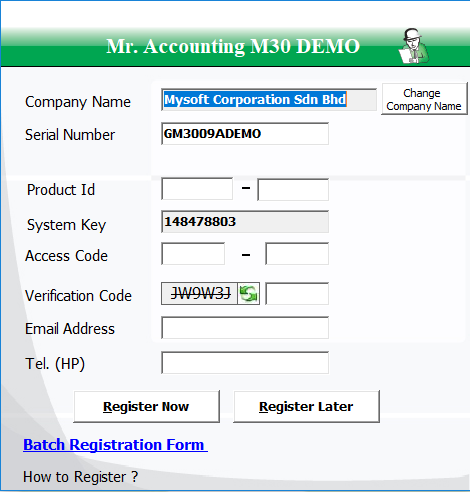


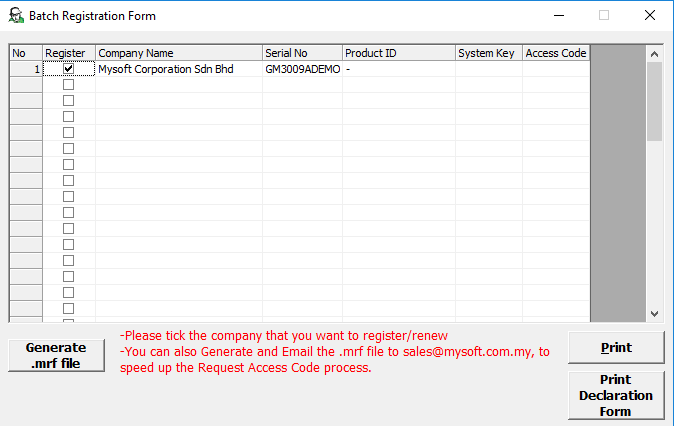
**Step 5**

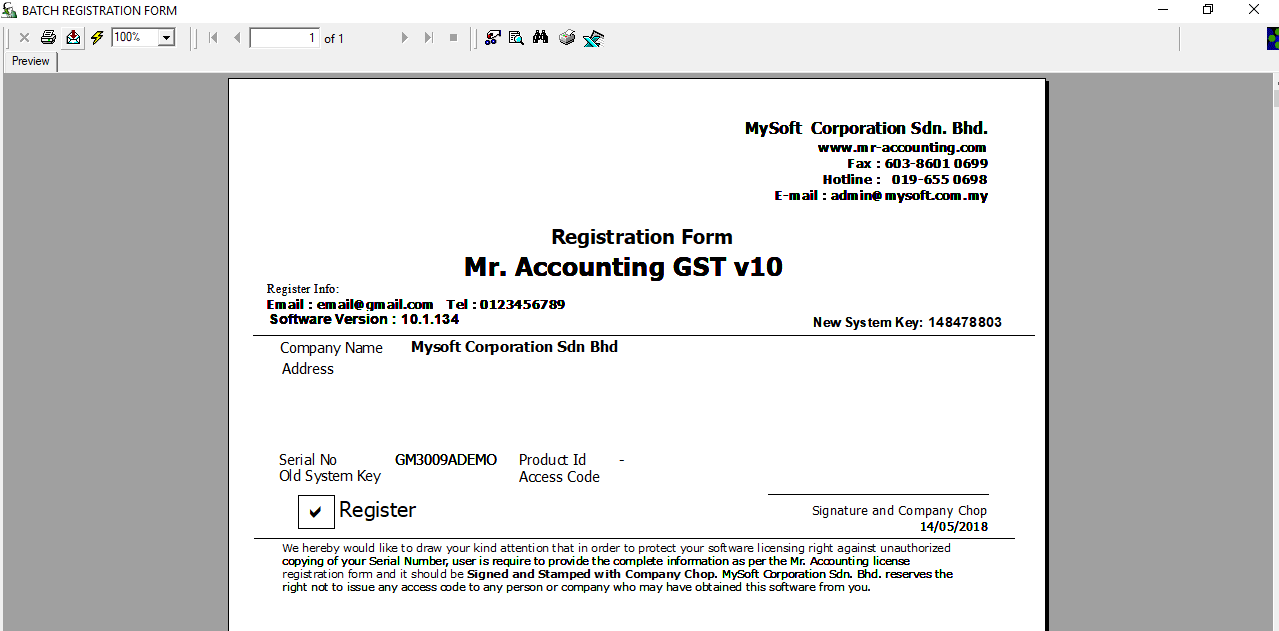
1) Open **Mr.Accounting GST**, and **login** the company.



2) Go to **Admin Tools** > **Access Code** > **Batch Registration Form**

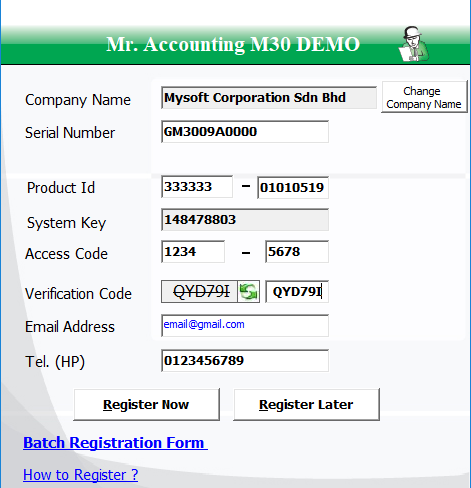


3) **Tick** the company you want to register, click **Print**

4) Click ”**Export Report**” icon on the top second left, and export it as **.pdf** format

5) **Print** this **registration form** and send it to [support@mysoft.com.my](mailto:support@mysoft.com.my) to process your **new access code**.

6) Once you received your **new access code**, please fill in your **new access code** and **verification code**, and click “**Register Now**”



**Step 6**

1) Go back to **main menu** of **Mr.Accounting GST**



2) Click “**File**” on the top left, click “**D. Update Database**” and click **Yes**

