

Pay2k Tips & Tricks

Installing Pay2K

While Pay2K does not have an actual network install option it can be installed either as single user or to a network environment.

Installing Pay2K as Single user

Create a directory called Pay2K upgrade.

Download the files DcomMdac.exe and Pay2kxxx.exe to this directory from www.humanedge.biz in the software upgrades section.

Install the file DcomMdac.exe

Restart your computer.

Install the file Pay2kxxx.exe (where xxx is the current version number).

Now restart your computer again.

Installing Pay2K on a Network

Create a directory called **Pay2K upgrade** and a directory called **Pay2K** on your server in an appropriate location.

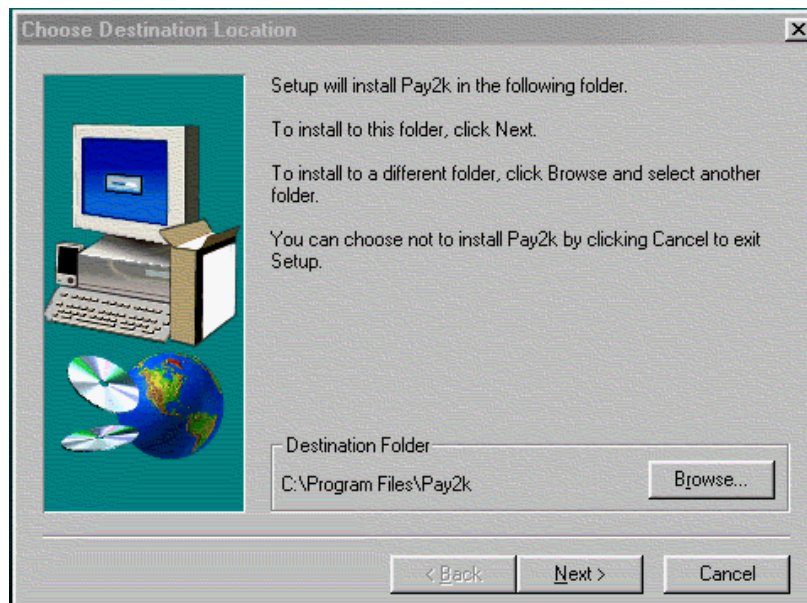
Download the files DcomMdac.exe and Pay2kxxx.exe to the Pay2k upgrade directory from www.humanedge.biz in the software upgrades section.

Install the file DcomMdac.exe, from the **Pay2k upgrade** directory on to the C drive of each computer that you are for using Pay2K on.

Restart the computer.

On each computer you are for running Pay2K on, run the install of the file Pay2kxxx.exe from the **Pay2k upgrade** directory to the **Pay2K** directory you have created on the server.

Change the destination folder to point to the directory that you created on the server called Pay2K.



Now restart each computer again.

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If you currently use *Human Edge's* DOS Payroll Software you can import your database into [Pay2K](#). See the section on **Importing Your Database** page 2

If you are not a *Human Edge* DOS Payroll Software user you will need to create a new database. See the section on **Creating a new Database** page 5

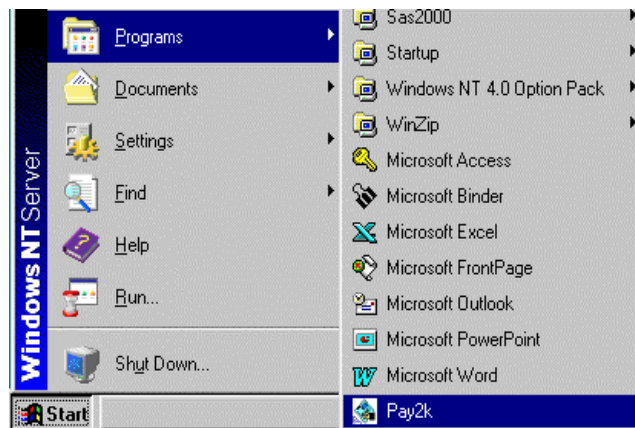
If you have previously used another software package to record your payroll information you can contact Human Edge to see if it is possible for your database to be converted for import into Pay2K.

Importing Your Database

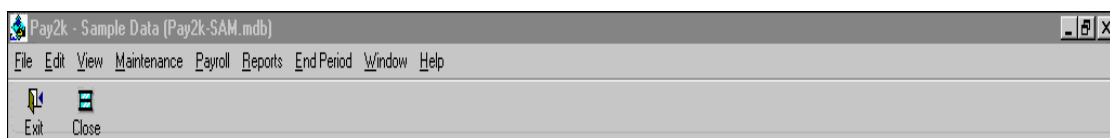
Before importing your Payroll Database into [Pay2k](#) you must take a backup copy of your database.

You can make a backup copy of your database from the DOS version of Payroll from the Utilities area of the Menu bar there is an option called Backup data.

Open Pay2k by going to Start, > Programs > Pay2k.

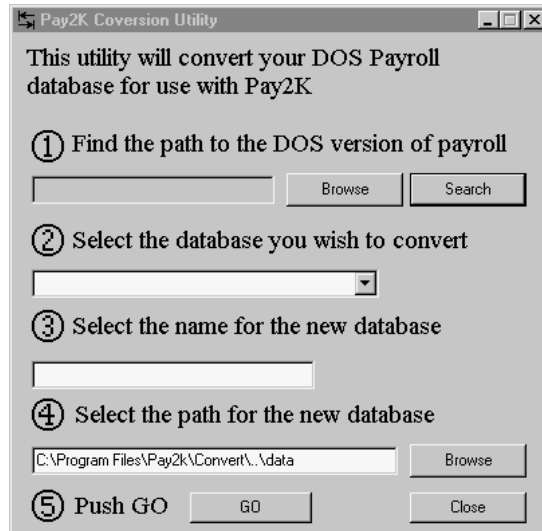


The following screen will be displayed.



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On the main menu, select File>Import and the following screen will appear.



Step 1.

Specify the path to the payroll.cfg file by using the Browse or Search Button.

If using the Search Button you will need to specify the drive to search and click on the button.

Find Now

Once you have located the file, click on it (it should be highlighted blue) then click

OK

Tip: If the location of the file is not automatically detected, use the browse button to navigate to the file if you know where it is, or the search button to search for the file.

Note: The search button automatically searches the C drive for the file. If the file is located on a different drive you will need to stop the search by clicking on the stop button.

Step 2.

a) Select the data you wish to convert by pressing on the down arrow key to list all of your DOS databases.

Step 3.

a) Select the Name for the new database, i.e., the name that you require the new database to be called.

Tip: The default name for the new database is Pay2k-*the name of the database you are converting*.mbd

b) Select the path for the new database. This is the location where the converted database is to be stored.

Tip: This area defaults to a specific file location. If you store your files elsewhere you will need to specify a different location. Click **Browse** to select the location where the database is to be stored.

c) Once you are sure the details you have selected are correct, click

GO

to

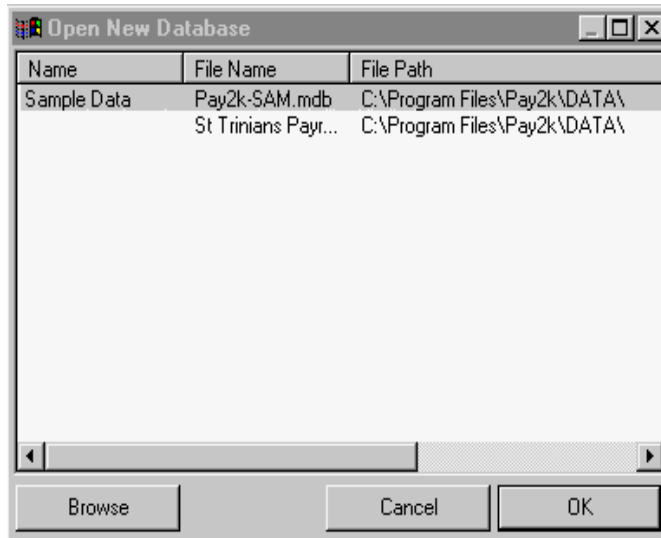
convert the database.

d) Once the conversion is finished click to exit **Close** out of the Pay2K Conversion program.

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Opening the database

On the main menu, Select File>Open. You will now have the following screen.



The name of the converted database will appear on the list. (right)

- Click on the name of the database in the list to highlight it and click OK.
- To add the database to the list, click the **Browse** button.
- Move through the tree structure to the area where you specified that the database was to be located. The default location is C:\Program Files\Pay2k\data\
- Click on the database to select it and click on open.

Tip: If your database does not appear on the list, you will need to add it to the list.

The Login screen for Pay2k will now appear on the screen.

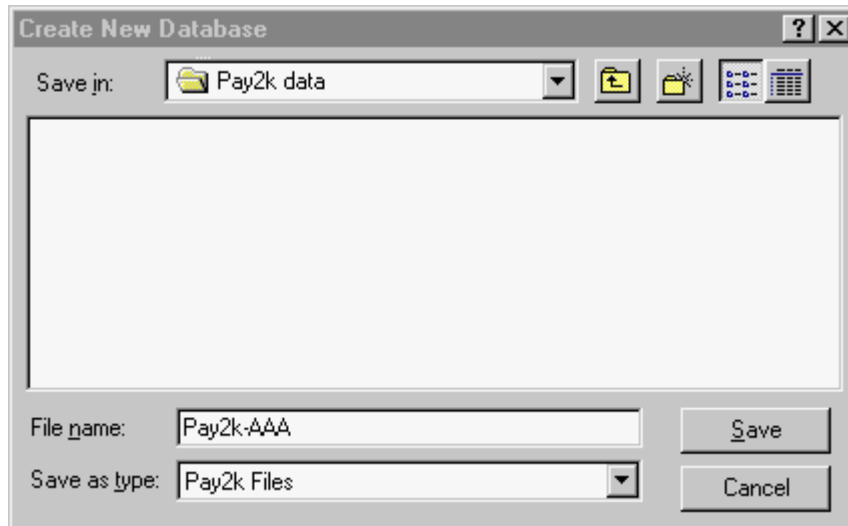


Now refer to the notes under the **Logging in to Pay2K** section page 6

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Creating a New Database

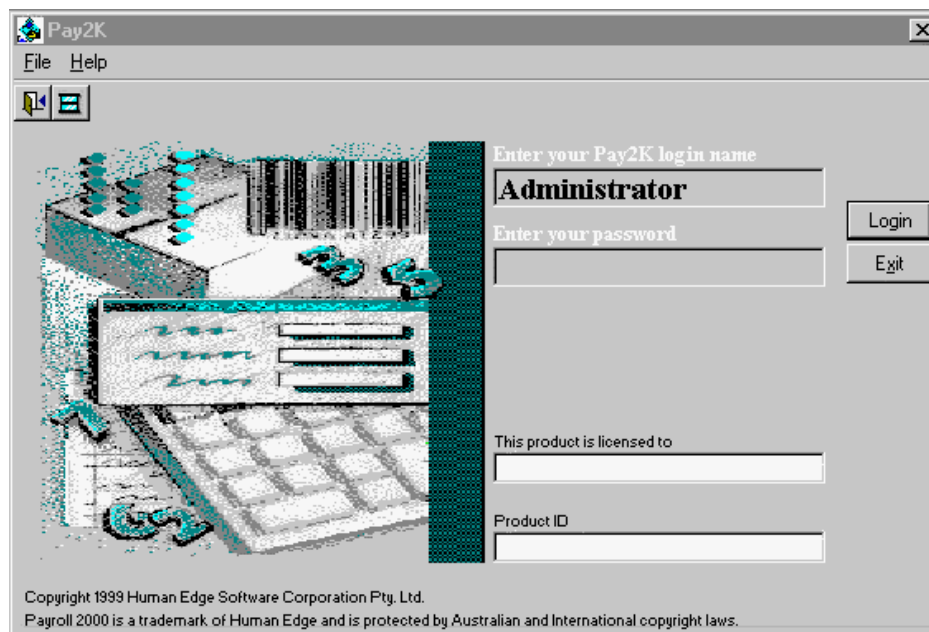
If you have not used a previous version Human Edge's Payroll software you will need to create a new database.



To create a new database Click on File > New. The default location for the database is C:\Program Files\Pay2K\data. You can accept the default location or move the file to where you wish your payroll database to be saved.

Key in Pay2k and the name you want for your database file. In the example above, the database is called Pay2k-AAA.

Click Save. The login screen will now appear.



Now refer to the notes under the **Logging in to Pay2K** section page 6.

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Logging in to Pay2K

Enter your Pay2k login name.

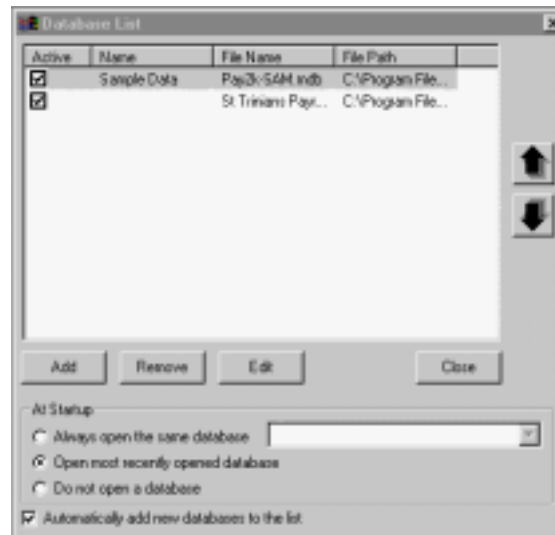
Enter your password.

Now click on Login to display the main screen.

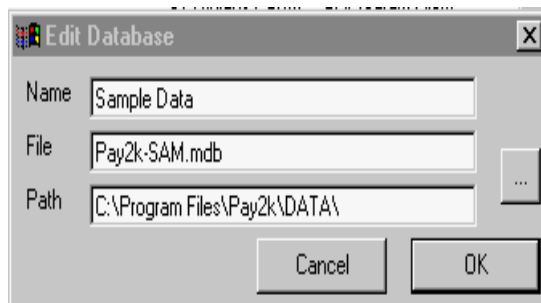
Note: New Databases have a default login name of Administrator and no password.

Changing Defaults of a Database

1. On the main menu, Click on File > Companies and the Database list screen (right) will appear.

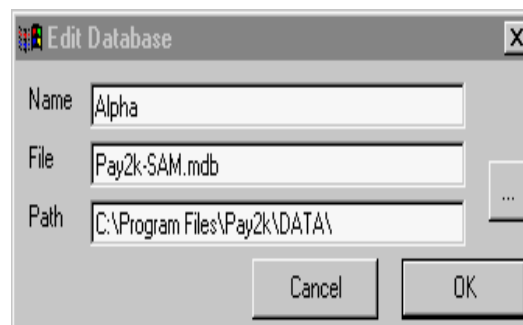


2. If the name area of the database is incomplete, highlight the database and click on Edit. You will now get the Edit Database screen. (Left)

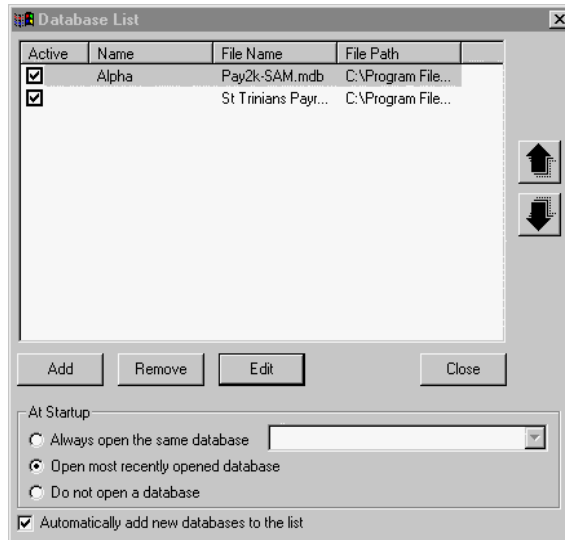


3. In the name field, type in a name that is appropriate for the database and click on OK

Example: The school is called Alpha, so the database will be called Alpha.



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4. Click OK and the name database will now appear in the database list.

5. Now click close.

Tip: On the Database List screen, click on the Always Open the Same Database option which will enable you to set a default database to open. If this option is not ticked Pay2K will always start with the database you used last.