Absolute Accounting Software
Transferring Absolute Software to a New Machine

- You firstly need to take a backup of the data from the existing machine. To do this open Absolute on your old machine and go to tools > user setup > paths and confirm the data path. The default location would be C:\Absolute but this can vary.
- Browse to that location through my computer and copy the data folder onto an external source.
- To install the software on the new machine you need to go www.absolutetax.co.uk/install/aall.exe and choose install when prompted.
- Once installed, open Absolute and click tools > user setup > paths and again make a note of the data path.
- Copy the Absolute folder from your external drive replacing the one on the new machine that contains the data. For example if the new data path is C:\Absolute you would replace the Absolute folder with the one from the external source.
- When you next go into Absolute you will have your client list.
- You will need to relicense the software by opening clientbase and clicking licences and then unlock and entering the most recent codes emailed to you when you renewed.
- Once the data has been restored, please close Absolute and install the links below, in order, to get access to the earlier years.

www.absolutetax.co.uk/install/18.exe
www.absolutetax.co.uk/install/19.exe
www.absolutetax.co.uk/install/20.exe
www.absolutetax.co.uk/install/21.exe
www.absolutetax.co.uk/install/22.exe
www.absolutetax.co.uk/install/23.exe
www.absolutetax.co.uk/install/aall.exe

If you use any of the following modules you will need to make the following changes:

1. **Accounts**

   To continue to file to Companies House you will need to open a set of accounts on the new machine and go to Tools / User Setup / Transmission and change the envelope number to the same number on your old computer before generating the first set of accounts and submitting from the new computer. If you do not have access to the old computer then you will need to change the number to 500000. If this does not allow you to file and you receive a rejection "9999 – Invalid envelope number" try changing the number to 600000 and then rerun the accounts before trying the submission again.

   You will also need your Companies House presenter ID and Presenter Authentication code which you will need to enter the first time you select efile / Transmit to Companies House.

2. **Tax Returns**

   To continue filing returns to HMRC when you click FBI transmit you will be asked to enter your User ID and password. This will be your online account details with HMRC.

3. **Tempus**

   You will need to set the system to prompt you to log into your timesheets. To do this open a blank timesheet and go to Tools / User Setup / Advanced and tick whether always log in. You can also elect here whether you use a Daily or Weekly timesheet. Within the same window click the tab for Client Management and tick the option for Enable for Tempus. When you next go into Tempus it will prompt you to log in.

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