

Download and Activate Abacus Payroll Software

System Requirements:

- ✓ Windows 7 or later (Microsoft support for XP/Vista discontinued)
- ✓ Windows Server 2003 or Higher
- ✓ Microsoft Excel 2003 or Higher
- ✓ Acrobat Reader
- ✓ Pentium 3
- ✓ 1Gig RAM
- ✓ Min 1Gig Free Disk Space
- ✓ WinRAR

Also Remember:

- Easy installation on 1 Computer/Laptop – no server needed.
- Right click on any description or SARS Code for extensive Help Function/Explanation.
- Abacus Payroll Software runs on SQL Express (free).
- Abacus Payroll Software complies with all SARS and Department of Labour Regulations.
- Personal Support is provided. No call centre. Call your Agent or our Support Line: 0861 600 105 or mail: support@abacuspayroll.co.za

Windows settings:

- Region: South Africa
- Language: English (South Africa)
- Date format: yyyy/mm/dd
- Currency: R (Rand)
- Decimal symbol: .


STEP 1

Download Abacus Payroll Software demo

Abacus Payroll Software is available for download from the Abacus Payroll Website at <http://www.abacuspayrollsoftware.co.za/software-download/>

or

click on **DEMO VERSION: Abacus Payroll Software** (Full Download for New Installation, +/- 500MB) on the Downloads page at <http://www.abacuspayrollsoftware.co.za/downloads>

1. Submit the required information on the Software Download page
2. Scroll down and click on 

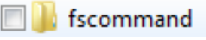
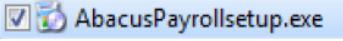
ABACUS CD.rar will start downloading.

3. Once completed, click on **Save**

Please take note of where you save the "Abacus CD.zip" file. For this example, the folder is saved to the Desktop.

4. Right click on **Abacus CD.zip** on your Desktop.
5. Click **Extract to Abacus CD**

The "Abacus CD" shortcut is created on your desktop.

6. Double click **Abacus CD**
7. Double click on the **Abacus CD** folder
8. Double click the **fsccommand** folder 
9. Double click **AbacusPayrollsetup.exe** 
10. Click **Install**.

Once you select the "Install" option, Abacus Payroll will install. Depending on your computer configuration and current software, additional software may be required, which will be indicated during the installation. Screen prompts will guide you through that process.

You now have access to the Abacus Payroll Software Demo Version.
To access Abacus, double click on the **Abacus Payroll Shortcut** on the desktop.
Click **Login**.

STEP 2

Activating ABACUS Payroll Software version 1.0.5

Upon receipt of payment, the user receives a mail from Abacus with a system activation key.

1. Connect to the Internet
2. Open Abacus Payroll by double clicking on the Abacus shortcut
3. Click **Login**.
4. Click System Settings



5. Enter the required **Email address** and **Serial Key** as specified in the mail received from Abacus Payroll Software.
6. Click **Activate /Upgrade Abacus Payroll**.
7. Peruse and **Accept** the Terms and Conditions
8. Click **Next**
9. Complete all the **Company/User information** as required, if a field is not applicable, enter **N/A**.
10. Click on **Register**.

The message "Activation was done successfully" is displayed.

11. Click **OK**
12. Click **Close**.

Exit Abacus Payroll Software.

A screenshot of a software window titled "Licence Information". The window contains a form titled "Licencing Detail" with various input fields. The fields are organized into two columns. The left column includes: Client Type (dropdown), Company Name, Contact Name, Phone Number, Business Type, Previous, VAT No, and Company Reg No. The right column includes: Client ID, Agent ID, Users Allowed (set to 1), Level (set to 450), Serial Key (147250308745), and Email Address (coenraad@sunsoft.co.za). Below these are sections for Physical Address and Postal Address, each with fields for Street/Box, Suburb, City, and Postal Code. A checkbox labeled "Same as Physical Address" is present between the two address sections. At the bottom of the form are "Register" and "Cancel" buttons. A note at the very bottom states "Fields marked with an asterisk(*) are mandatory".

STEP 3

Set System Administrator settings

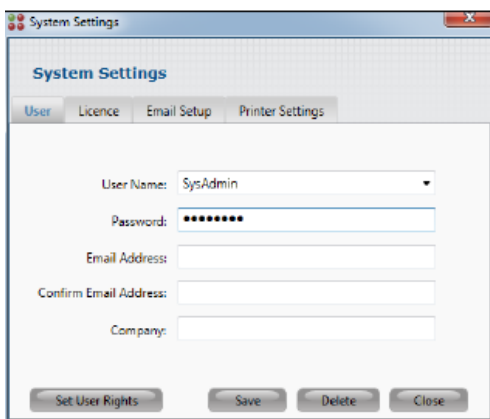
Please Note:

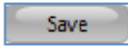
The System Administrator has access to the system settings tab only.
The System Administrator specifies the settings for the following:



Steps to follow:

1. Open Abacus Payroll Software
Login with:
Username: SysAdmin
Password: Password
2. Click **Login**.
3. On the Main Screen, click **System Settings**.



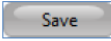
Field	Description
Username:	SysAdmin
Password:	Enter a password of own choice
Email Address:	Enter the System Administrator's email address
Confirm Email Address:	Confirm the above email address by re typing it.
Company:	Enter the Companies name e.g. Pick n Pay
Click on Save button:	

4. Click **OK**

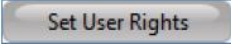
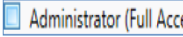
Do not Log Out – the System Administrator now needs to assign access rights to the User.

STEP 4
Set User Rights

1. Return to the **User** screen

Field	Description
User Name:	Enter the new user's name e.g. Johan Potgieter
Password:	Enter a unique password. This is the User Name and Password the User will use to log into Abacus Payroll software in future.
Email Address:	Enter the user's email address.
Confirm Email Address:	Confirm the above entered email address.
Company:	Enter the Companies name e.g. Pick n Pay
Click on Save button	

Message: **The user has been saved.**

2. Click **OK**
3. To specify **User Rights** click 
4. The System Administrator can now specify access rights for specific users, by ticking the relevant boxes.
The System Administrator can also assign full access rights to the User by ticking 
5. Click **Save**

The User Rights are now set.

You can close Abacus Payroll.

Please Note:

You have now created two logins to your Abacus Payroll system, each with a unique password:

- The **System Administrator** (SysAdmin) has full access to User setup, Email setting, Printer settings, Licence Settings.
- The **User** with full access to all functions in Abacus Payroll Software.