Upgrade Check List

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| Chapter 1 |
| Current **Advanced Payroll** Version |  |
| **Advanced Payroll** system and data has been backed up | (Y/N) |
| Upgrade summaries |
| I have read and understood the new features | (Y/N) |
| Chapter 2 |
| Location of **Advanced Payroll** (drive and directory) |  |
| Location of data (if not held in the \WINPAY directory) |  |
| Installation completed | (Y/N) |
| Data converted (if not held in the \WINPAY directory) | (Y/N) |