

**DATA PRO  
ACCOUNTING  
SOFTWARE, INC.**

*Advanced Accounting Software & Secure Internet Solutions*



**POWER Upgrade Utility  
Reference Manual**



**Version 7.3**

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## INTRODUCTION

This documentation covers the use of the **Infinity POWER Upgrade Utility**. This “**Advanced Utility**” is designed to allow the automatic upgrade of the **Infinity POWER Version 3.21** and higher data files to the current version of **Infinity POWER**. It is possible and likely that with each successive version release, new data fields and other changes will occur that will make a company’s data files incompatible from one version release to another. This utility is designed to automatically convert these data files to the most recent version in the most convenient and easiest manner possible for the user.

The purpose of the **POWER Upgrade Utility** is to allow users to upgrade their **Infinity POWER Version 3.21** and higher data files to the most current version of **Infinity POWER**.

The **POWER Upgrade Utility** simply reads your existing data in the **Infinity POWER** format and upgrades existing files to the new format. The **POWER Upgrade Utility**, when run, will automatically read your predefined data path for the current company and year and upgrade only those files that have been restructured. You may convert up to fifteen (**15**) years of data files at one time. Each data file that needs upgrading, at least temporarily, will be duplicated during the upgrade procedure. Therefore, you should have adequate disk space before proceeding.

**A complete backup** of your original program and data files should be done **prior** to executing this function. With a good backup, should you experience any complications during this procedure, you can restore the backup files and proceed again.

## PREPARING FOR THE UPGRADE

**Make backups.** The most important safeguard to take, whenever you are about to take a major step, is to make complete backups. Backing up is a very good form of insurance against data loss. You should backup the program directory as well as all subdirectories containing data. The program directory contains some very important system files, which contain information in regard to your company’s setup.

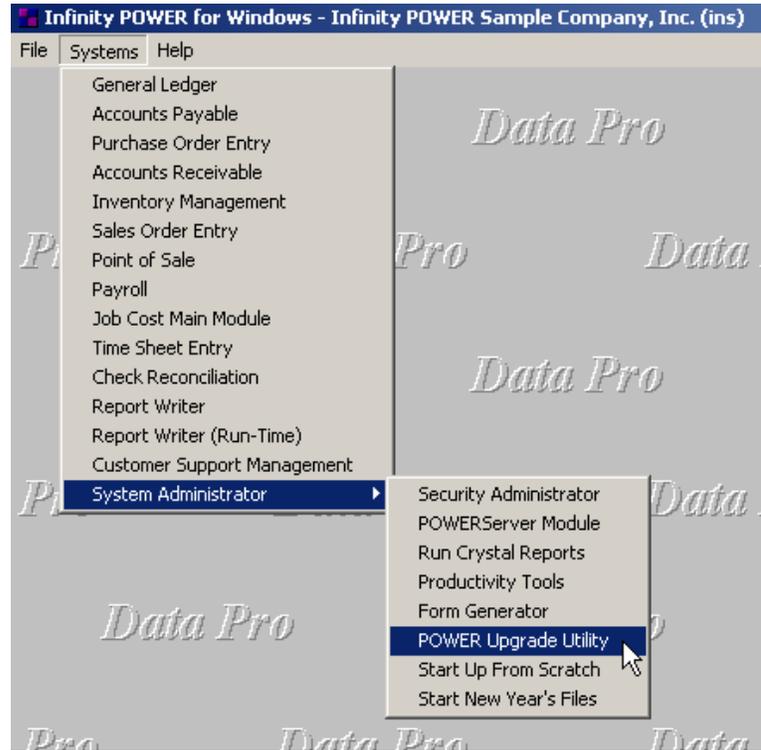
Even if someone deletes all of your data files, if you have a complete backup, you can recover the information. It is also highly recommended that you make both floppy based, tape, CD-ROM or ZIP backups when available.

**Make sure you have enough disk space.** When the **POWER Upgrade Utility** is processing your data files, it requires a certain amount of disk space to operate. To determine how much disk space will be required, take the total bytes of the largest file, and multiply this by **1.25** and the result will be the total free disk space required.

If possible, you should **always** have at least this amount of disk space free. If you have hardware difficulties or experience electrical problems and need to "**pack**" your data files, the pack function will not be able to operate without this amount of free disk space.

## UPGRADING FILES

Using the **POWER Upgrade Utility** is easy. The **POWER Upgrade Utility** program is installed automatically when you load the System Administrator module. It will appear on the menu under the System Administrator menu structure entitled “**POWER Upgrade Utility**” as shown below:



### **NOTE**

If you are using the General Ledger Batch Processing option for After-the-Fact Payroll, you must post these batches prior to performing this upgrade.

First, you will need to upgrade all data files for all years for all companies. The system will prompt you for the number of years you wish to convert data files for in the current company. The system will allow the conversion of up to fifteen (15) years at a time. Depending on your system date at the time of the conversion, it will convert that current year and fourteen (14) prior years. If you have more than fifteen years to convert, then after the first conversion process is completed to convert the first fifteen years, change your system date to a date in the year that has not been converted. You may then select another progression of conversions that span back another fifteen years.

Use the **F3** key or select “**File**” and then “**Date**” to verify that your system date is correct. The **POWER Upgrade Utility** will process files based on the system date.

When you select the “**POWER Upgrade Utility**,” the system will be loaded. Select “**POWER Upgrade Utility**,” and then “**Perform Upgrade**.” A screen will be displayed, showing each of the **Infinity POWER** modules that will be upgraded and a prompt to enter the number of years you wish to convert. Enter a number **1** through **15**.

### **NOTE**

This upgrade process can also be performed during the installation of Infinity POWER Version 7.0.

The program will upgrade the necessary files for each specific module automatically, based on which version you are coming from in this upgrade procedure. The system examines each **Infinity POWER** data file and determines individually the conversion process required to bring the file structure to current standards for **Infinity POWER**. <Click> on the "**Begin**" button to start the upgrade procedure.

During the upgrade process, the system will graph the progress of each data file as it is upgrading it. This gives you an idea of how far the system has progressed at any given time. If a file cannot be found, the system will indicate this with a message and continue with the next file.

When the system is processing large files you will notice a considerable difference in speed from the first few records being upgraded, to the last few. This is simply due to the fact that the system has to "**index**" each record into the existing file. The more records there are in the file, the more time it is going to take to add a new record.

Once the upgrade has been completed, <click> on the "**Close**" button and you will be returned to the menu.

Repeat this process for each company to be included in the upgrade procedure. For optimal performance with your newly upgraded data files, you should perform the option to Re-Index your data files before processing.

## **ERROR MESSAGES**

If an unusual problem is encountered during the upgrade process, an error message will be displayed at the bottom of your screen. Normally, no error messages will be displayed. However, if the programs were not transferred and installed properly, a necessary file is missing, or there is an error in the file definitions, the **POWER Upgrade Utility** will warn you of this.

If you encounter an error message and are unsure about what you should do, contact the **Data Pro Support Services** department at: **(727) 803-1550**.

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