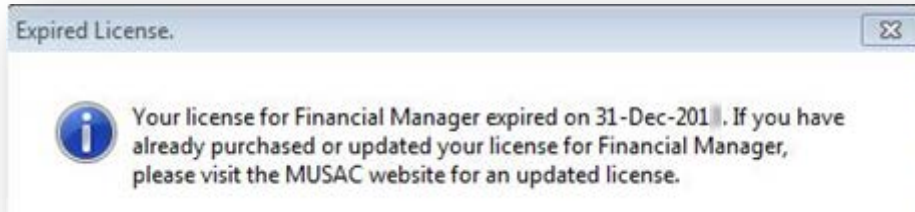


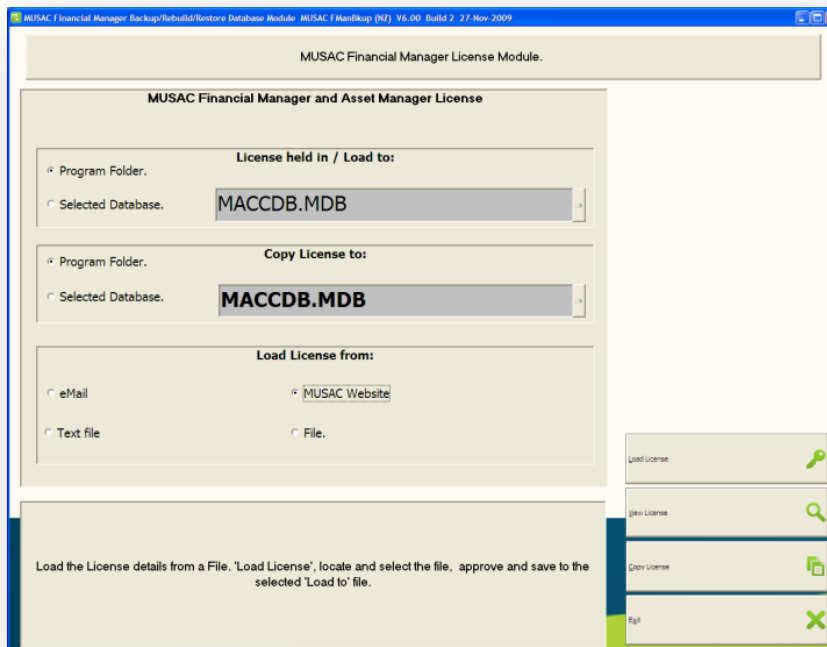
The MUSAC Financial Manager licence is valid from 1 January and expires on 31 December. On 31 December an expiry message, part of which is displayed below, appears when opening Financial and Asset Manager, regardless of whether the annual licence fee has been paid or not. Once the annual licence fee has been paid, the licence file in the software can be updated.



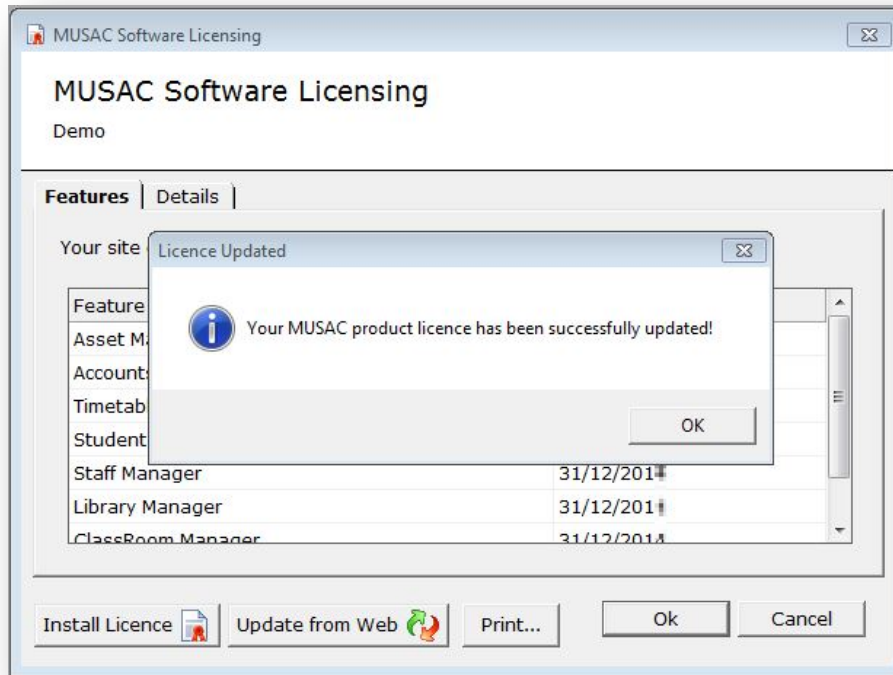
## To update the Financial Manager licence

If you have paid your annual licence fee, and your payment has been processed, the licence can be updated:

- 1 Run the program (Accounts or Asset Manager).
- 2 An 'Unregistered copy' warning screen will appear, click OK.
- 3 Enter your Username and password. Accept the date and application code.
- 4 This will take you directly to the 'License loading module'.



- 5 In the 'Load license from:' area, click the 'MUSAC Website' radio button.
- 6 Click the 'Load License' button for the 'MUSAC Software Licensing' screen.



- 7 The licence will be automatically installed and expiry dates for the new licensing period will display. If they haven't updated, your payment hasn't been received and/or processed by us.
- 8 Click 'OK' on the confirmation message then 'Ok' on the MUSAC Software licensing screen and proceed to login to Financial Manager.

**Note: Repeat this procedure for the Asset Manager module.**

### To update before the licence expires

- 1 Click 'Backup/Restore/Rebuild'
- 2 Click on 'MUSAC License' and follow steps 5-8.

### Computers without web access

Please email [support@musac.co.nz](mailto:support@musac.co.nz) for a licence to be emailed to you.

[www.musac.co.nz](http://www.musac.co.nz)

0800 600 159 option 4

[www.solutionsandservices.co.nz](http://www.solutionsandservices.co.nz)

03 331 6210



t. 0800 600 159  
f. 0800 500 159  
[support@musac.co.nz](mailto:support@musac.co.nz)