**Download Guide**

To download the software, visit the Cashflow Manager Downloads Centre:

<https://www.cashflow-manager.com.au/downloads/>

From here you can select the **[Download Now]** for your selected product:

Depending on the internet browser, you will receive a message asking you to ‘Run’ or ‘Save’ the CFMAUS.exe file. Or the file will start to download automatically.

*Please Note: selecting ‘Run’, will run the download. Selecting ‘Save’ will save the download file to your desired location i.e.. Downloads.*

Once the .exe file has completed downloading, you may or may not receive a generic Windows Security Message. This is a message created when downloading any type of software. The Cashflow Manager download is safe.

You will then be taken to a Cashflow Manager Setup Wizard. Click on [Next] to continue.



The next screen displays the End User License Agreement. Once you have read the agreement, tick the **[I accept the terms in the License Agreement]** and select **[Next].**

The next screen is installing the software to the default location. If you want to change where the software installs, click on the **[Change]** option and save it to your desired location. Then select **[Next**



To complete the installing, click the [Install] button.



A Windows Installer message will then appear, asking if you want to install/make changes to this device. Select **[Yes].**

Your Cashflow installing will then be completed. Click on **[Fishish]** to exit the Setup wizard.



This will put a new Cashflow Manager icon on your desktop screen. When you click on the icon, the program will open.

To unlock your program, select the **[Unlock]** button.



The next screen will provide the License Agreement. That can be viewed by clicking the [License Agreement]. Please select [Next] to continue.



You can then enter in your Member ID and License Code in the fields provided.

*Please Note: Letters will be capitalised automatically. There are no letter O’s in the License Code, they are number 0.*



Once the fields are entered correctly, click on **[Next].** You will then get a ‘Thank you for unlocking’ message.

This will then take you to the Welcome screen. From here you can either Create New Business, Open Existing Business or Open Sample Business.

*To Import data from a previous version, select* ***[Create New Business]*** *and click* ***[Next].***

*To Restore your backup file, refer to page 8.*



Select **[Yes]** and click **[Next].**



In the field provided, please enter your business name and click **[Next].**

*Please Note: This name doesn’t have to be what your file was originally called. The name you enter here will be recorded as your new file name.*

You can then select **[Browse]** and open your previous file.

When you click on **[Browse].** Thenyour windows file explorer will open.

Depending on which version you were previously using, the files will be in different locations:

Version 7- C/ProgramFilesx86/CFM/Cashflow7/Data

Version 8- C/Users/Username/AppData/Roaming/CFM/Cashflow8/Data

Version 9 - C/Users/Username/Appdata/Roaming/CFM/Cashflow9/Data

Version 10 - C/Users/Username/Appdata/Roaming/CFM/Cashflow10/Data

Once you have selected your most recent data file. Click **[Open].** This will bring you back to the *Import Cashflow Manager Data* screen. Click on **[Next].**

This will bring the windows file explorer window up again to the default save location. Click on **[Save]** in the bottom right. Your data will then load into the program.

To Restore your backup file, on the Welcome screen select the word **[File]** in the top left.



Then select **[Restore].** This will bring up the Data Restore page. Click on [Browse] and navigate to where you have the backup file saved. Open the file and click on **[Restore]** in the bottom left.



A message saying ‘Restore Complete’ will appear. Select [Ok] and the data will be restored into the program.