

## **HOW TO RESTORE VANILLA PAYROLL DATA THAT HAS BEEN BACKED UP WITHOUT USING THE BACKUP & RESTORE FUNCTION**

1. Locate where the data has been backed up
2. Data for the Vanilla Payroll resides under the data folder. The data folder is located under the SP2010 directory for Vanilla Payroll 2010. The Vanilla Payroll default directory is as follows:  
  
C:\Program Files\Vanilla\SP2010 etc
3. Go into the data directory and copy all of the files in the data folder. **Under NO circumstances must you copy the entire data folder.**
4. You are now ready to locate the newly installed version which has no data associated with it.
5. Navigate into the newly installed data directory and delete all of the files in the directory except the 'Master' folder.
6. Paste all of the files that are still located on your clipboard into the data directory and open the application.
7. You should now see all of the previous data.
8. If you receive an error message that states: "Invalid Record Declaration (47)" then you need to download the latest version from 'Important Updates' link our website: [www.vanillapayroll.com](http://www.vanillapayroll.com)

If you experience problems with this procedure you may contact the  
Vanilla Payroll support desk at 0861 000 661