## **Upgrading your CRA Program to the Latest Version**

This document will help to upgrade your CRA program so you can use the new upload feature available on the RSA website. If you will be moving to a new computer, you can skip the removal process. However, you will need to copy the information from step 1 in the removal process to use in step 9 of the installation process. If you're doing a completely new install and don't have the software currently installed anywhere, you will need to call the RSA Service Desk at (334)517-7411 so that we can help you get the correct information to complete step 9 of the installation process.

## **Removing the Old Version of CRA**

1. Before removing the CRA program you will need to get some information out of it to make it easier to set back up when you install the new version. Open CRA and under the Setup menu at the top of the screen, click the "Change File Path..." option.

utions Reporting - TR	S - Example (EXA)	
Maintenance Records	Setup	
ontributions Report	Change File Path	v 31.
	Change Retirement System	
<ul> <li>Personal Information</li> <li>First Name:</li> </ul>	Change Unit Name Change Unit Code	t Name
First Name.	Change First Payroll Month	a Name
	Change Password Security	
	Add a New Unit	
Contribution Information	Version Information	eferral
	version information	M

2. A setup screen like the one below should open. Write down the information from your program under the database location, unit code, retirement system membership, unit name and first payroll month fields. You will use this information for step 9 of the installation procedure.

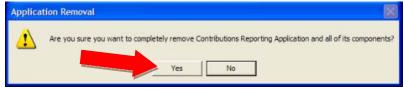
	U Contributions Reporting (Setup)
	The Retirement Systems of Alabama (RSA) 135 South Union Street Montgomery, Alabama 36104-0001 Telephone: 1-800-214-2158
	Please enter the lesstion of the Contribution Database for this Unit.
4	C:\Program Files\CRA Database\EXA_MSTR.MDB Browse
	Please enter the unit code assigned by RSA (3 letters) EXA
	Please identify your retirement system membership: ERS
	Please enter the name of your unit (Maximum of 60 characters):
$\triangleleft$	Example Unit
	Please select the first payroll month to be entered:
	Would you like password security to be active with this program?
	C YES (Activate Security)
	Please enter a password (Maximum of 10 positions):
	Please verify password (Re-enter above password):
	OK Clear Cancel

3. In the start menu, click "Control Panel." In the control panel window open the "Add or Remove Programs" (Windows XP and earlier) or "Programs and Features" (Windows Vista and later) icon. If you come to a screen that says "Pick a task…" select "Remove a program." You should now be at a screen similar to the one below.

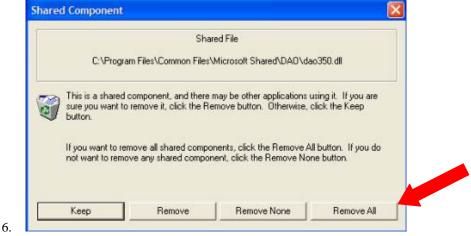
To Add or Re	move Programs								•
· · · · · · · · · · · · · · · · · · ·					😋 🔍 🛛 🖾 « All Control Pane	el Items 🔸 Programs and Features 🔹 👻 🗧	<ul> <li>Search Programs and Fe</li> </ul>	eatures	Q
Add News Add News Add News Add News Add News Add News Components Components Components Components Components	Curretly installed programs: Addeo Shodowave Rayer 11.5 Addeo Shodowave Rayer 11.5	Show upgates	Sort by: Name Size Size Size Size Size Size Size Siz	8.3448 8.3448 119.0090 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098 119.0098	Control Panel Home View installed updates Turn Windows features on or off Install a program from the network	Uninstall or change a program To uninstall a program, select if from the list and then Organise  Ininstall/Change Name Contributions Reporting Application Control Control Configuration Manager 200 State Control Control Configuration Manager 200 Source State State Control		lepair.	
	To change this program or remove it from your computer, cloic C Crystal Reports Basic for Visual Studio 2000 Debugging Tools for Windows Emis Environmer Teas Tool	hange Remove.		e/Remove 173.00/10 36.41/MB					•

Scroll down to "Contributions Reporting Software" and click the "Change/Remove" or "Uninstall/Change" button.

4. You should get a prompt like the one below. Click "Yes" and the un-installation process will begin.



5. You will get a prompt about a "Shared Component" asking if you want to keep or remove a file.



Click "Remove All" and you will be prompted again to verify that you want to remove these files.

7. Click "**OK**."



8. The un-install process will continue for a few seconds until you are prompted about an error removing a file.



Click "**Ignore**" on all these prompts as you may get several.

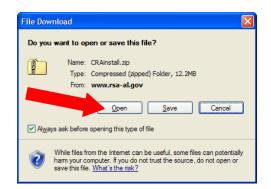
9. Once the un-install process is complete you will be prompted about some components not being removed.

Applicat	tion Removal 🛛 🔀
♪	Some components could not be removed from your computer

Click "OK" and close the "Programs" and "Control Panel" windows

## **Installing the New Version of CRA**

1. Go to <u>http://www.rsa-al.gov/cra/cra.html</u> in your web browser. Click the "download" link to the right of CRA application and a "File Download" box should appear. Click "Open" in the "File Download" box to download the CRA Install.zip file.



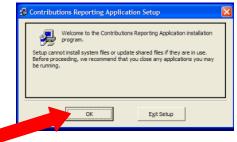
2. The CRAinstall.zip file will open in a new window when the download is complete. Double-click the "setup" icon.

CRAinstall[1].zip		
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	s <u>H</u> elp	A
🕝 Back 👻 🌍 👻 🏂 🔎	Search 🍺 Folders 🔢 🔻	
Address 🚺 C:\Documents and Settings	\wls\Local Settings\Temporary Internet Files\Temporar	y Internet Files 🛛 💙 🔁 Go
Folder Tasks		
Extract all files	Support Sec12ctr.CAB Sec12ctr.TXT setu	p.exe SETUP.LST
Other Places 🙁		
NW4KS9U5     My Documents     My Network Places		
Details		

3. If you get a security warning message about the publisher, click "Run."

File Dow	File Download - Security Warning					
	ublisher could not be verified. Are you sure you want to software?					
	Name: setup.exe					
	Publisher: Unknown Publisher					
	Type: Application					
	<u>R</u> un Cancel	)				
8	This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. <u>How can I decide what software to run?</u>					

4. The next screen you see is a welcome screen for the program installation. Click "OK."



5. The next screen will allow you to change the location that the program is installed to. **It is usually better to leave this option at its default settings** as it makes troubleshooting easier. If you would like to change the installation location, click the "Change Directory" button and select the location you would like the CRA program to be installed. Otherwise, click the button at the upper right with the **computer icon** on it to continue.

🖨 Contributions Reporting Application Setup	×
Begin the installation by clicking the button below.  Click this button to install Contributions Reporting Application software to the specified destination directory.  Click here to begin setup	
Directory: C:  Program Files\Contributions Reporting Software\ 	
Egit Setup	

6. The next screen will allow you to change the location of the shortcut that will appear in your start menu. Generally, **leaving this option at its default makes the shortcut easier to find**. If you want to change the location for the shortcut icon, you can either enter a new name in the "Program Group:" box or select an existing folder in the "Existing Groups:" box. When you are finished or if you do not want to make any changes, click the "**Continue**" button.

😴 Contributions Reporting Application - Choose Pr 🚺
Setup will add items to the group shown in the Program Group box. You can enter a new group name or select one from the Existing Groups list.
Program Group:
Contributions Reporting
Existing Groups:
Accessories Administrative Tools
Contributions Reporting
Dell Dell Accessories
Google Chrome
Lightscreen Retirement Systems of Alabama
RSA
Startup
Continue

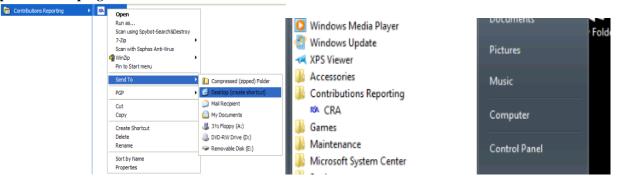
7. You will see a progress bar showing how far along the installation is. You may get some "Version Conflict" prompts as well. Click the "**Yes**" button on all of these prompts to **keep the file already on your computer**.

Version Conflict
A file being copied is not newer than the file currently on your system. It is recommended that you keep your existing file.
File name: 'C:\WINDOWS\system32\COMDLG32.OCX'
Description: "CMDialog ActiveX Control DLL
Your version: '6.1.97.82'
Do you want to keep this file?
<u>⊻es</u> <u>N</u> o No to <u>A</u> ll

8. When the program installation has completed, you will get a screen similar to the one below. Click "**OK**" and the setup screen will close.

Contributions Reporting Application Setup
Contributions Reporting Application Setup was completed successfully.
ок

- 9. Close any windows you may have opened during the installation process.
- 10. In the start menu go to the "All Programs" or "Programs" section at the bottom and find the "Contributions Reporting" folder (if you changed the location in step 4, then you will need to go to the location you selected). Inside this folder there is a shortcut to the CRA program. If you would like a shortcut to the program on your desktop, right-click the icon and under "Send To" select "Desktop (create shortcut)". Once you're finished, open the CRA program.



11. The first time you run the program you will come to a "Setup" screen similar to the one in step 1 of the removal process except the fields will be blank. Use the information you wrote down from step 1 of the removal process to fill in the blanks.

🖰 Contrib	outions Reporting (Setup)	
	The Retirement Systems of Alabama (RSA) 135 South Union Street Montgomery, Alabama 36104-0001 Telephone: 1-000-214-2150	
Please er	nter the location of the Contribution Database for thi	s Unit:
		inowise
Please er	nter the unit code assigned by RSA (3 letters)	
Please id	entity your retirement system membership:	*
Please er	nter the name of your unit (Maximum of 60 character	s):
Please se	elect the first payroll month to be entered: May	•
	u like password security to be active with this progr (Activate Security) (* NO (De-activate Secur	
Please er	ster a password (Maximum of 10 positions):	
Pleaseve	srify password (Re-enter above password):	_
	OK Clear Cancel	

The first blank will be filled in by using the **"Browse" button** to navigate to the path you have written down. In most cases, the path will be **"C:\Program Files\Contributions Reporting Software**."

Select a databa	se	2 🛛	C3 Select a detailant			-
Look jn:	🗢 Local Disk (C.)	E 💣 💷-	00-48		• ++ Search Local Disk (C)	P
	[	_	Organize . New fail	ber	E • 0	
	\$NEUninstalD/PSEP\$ 7/ddfe6/98/t/bcd5bf6d273cc2b5d6	MSOCache MVIDIA	🐨 Favorites	Name	Date modified	7394
My Recent Documents	0067d7b65cos2a529f 508da24f864e8eaf12	Peopleware Peri	Decktop	<ul> <li>Becycleillin</li> <li>Documents and Settings</li> </ul>	2/38/7838 3.52 PM 7/13/2014 11:57 PM	Tile folde Tile folde
	C 4P522004	CPRUnzip Program Files	Secent Places	Perfl.ogs	1/13/2008 9-37 PM	File fulde
Desktop	Config.Msi	PST RECYCLER	Documents	ProgramData	2/25/2618 5/37 AM 1/23/2618 21.36 AM	File Fulde File Fulde
6	Cadel	carsa XTIW85ettings	J Marie	Recovery     System Volume Information	5/8/7818 12:00 AM	Tile fulde
My Documents	Documents and Settings	sj662 System Volume Information	Videor	Windows	2/18/2018 1:12 PM 5/19/2018 1:45 AM	File falde File falde
	HP CH6050-8060 MFP	C TEMP WINDOWS	Computer			
My Computer	Constal LocalFiles		Se Network			
<b>S</b>				*		•
My Network Places	File parte:	▼ Qpen	Files	Jama:	Access Database (*.mslb)	
1.9081	Files of type: Access Database	(".ndb) Cancel			Open 👻 Can	cel

To navigate to "C:\Program Files\Contributions Reporting Software" from the "Select a Database" window (Similar to one of the above images), make sure that the "Look in:" box at the top is set to "(C:)." If your screen looks like the one on the above right, you may have to type "C:" into the box at the top next to the back and forward arrows. From this point on, find the folder with the name between the "\" symbols and double-click on it up to the point where the name doesn't have a "\" to the right. At this point, you should see a file with the first 3 letters of the name being your unit code followed by \_mstr. Double-click that file to go back to the Setup Screen. Do not double-click the SetupDB file. All the other fields can be typed directly in or chosen from a drop-down menu. When you're finished click "OK".

12. The application should come to the screen it usually does when you open it. Click the "Open Database" button and you should be ready to start using the application.

NOTE: The first time you try to file after upgrading your program, you will likely need to fill in the "Preparer Information" on the "Tally Remittance" screen with your information or you will get an error when you click the "Create RSA File" button.

Tally Remittance - TRS - Example (EXA)		
Retirement Contributions and Remittance for May 2010		Employer Cost Factor: 0
Totals for Factor 0		
Employee Retirement Contributions for April 2010:	\$0.00	00 Osher
Less Employee Deletions for May 2010:	- \$0.00	02 Principal 03 Superintendant
Plus Employee Additions for May 2010:	+ \$76.54	04 Administrative
		05 Clerical 💌
Employee Retirement Contributions for May 2010.	\$76.54	Show Class Descriptions
Employer Retirement Contribution at factor 0:	+ \$9.00	
		Preparer Information
Remittance for factor 0 for May 2010:	\$76.54	Prepared By: Me
	-	Phone Num: BEEEEBEEEE
Totals for All Factors		Date: 5/7/2010
		I Remittance for Factor
		Print Remittance for all Factors
Total Remittance for May 2010:	\$76.54	Create RSA File
Total RSA-1 Contributions for May 2010:	\$137.50	Close Tally Remittance