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Payroll Premier Service Pack 1 (SP 1) is a free update for Payroll Premier 2006/07.

SP 1 includes tax enhancements and fixes to issues with pay slips and payment summaries that have been found since releasing Payroll Premier 2006/07.

This guide includes:

- Installation instructions
- List of enhancements and fixes

## Installing SP 1

Payroll Premier Service Pack 1 (SP1) is a full installation of the product. You should uninstall Payroll Premier 2006/07 if it is already on your computer before installing this service pack.

### Before installing SP 1

- 1 Create a backup of your current company file on a storage medium other than your main hard drive.

**Note:** If you have customised reports in your company file that you need to keep for later use, choose **Yes** to back up reports when the wizard prompts you.

- 2 Choose from the Windows Start menu *Programs > Payroll Premier 2006-07 > Uninstall Payroll Premier*.
- 3 Select the *Automatic* option.
- 4 Click **Yes to All** on the *Remove Shared Component* window.

### Installing Payroll Premier SP 1

- 1 Install SP1 using the installation key that came with Payroll Premier 2006/07.
- 2 Open Payroll Premier.  
Payroll Premier opens the sample company by default.
- 3 Accept All Reminders.
- 4 Leave the Upgrade Wizard.
- 5 (Optional) If using customised reports, restore your backup file.
- 6 Open your company file.
- 7 Follow the steps in the section of this document called *Registering your product by the Internet* instructions.  
You need to register the product.
- 8 Check that your preferences settings, company information and reports are correct.

### If running Payroll Premier on a network

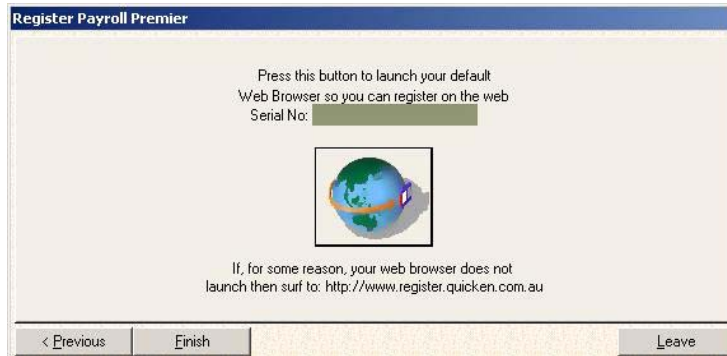
You will need to set your network data path for all installations to access your files. Refer to the Payroll Premier 2006/07 User Guide for more information.

### Registering your product by the Internet

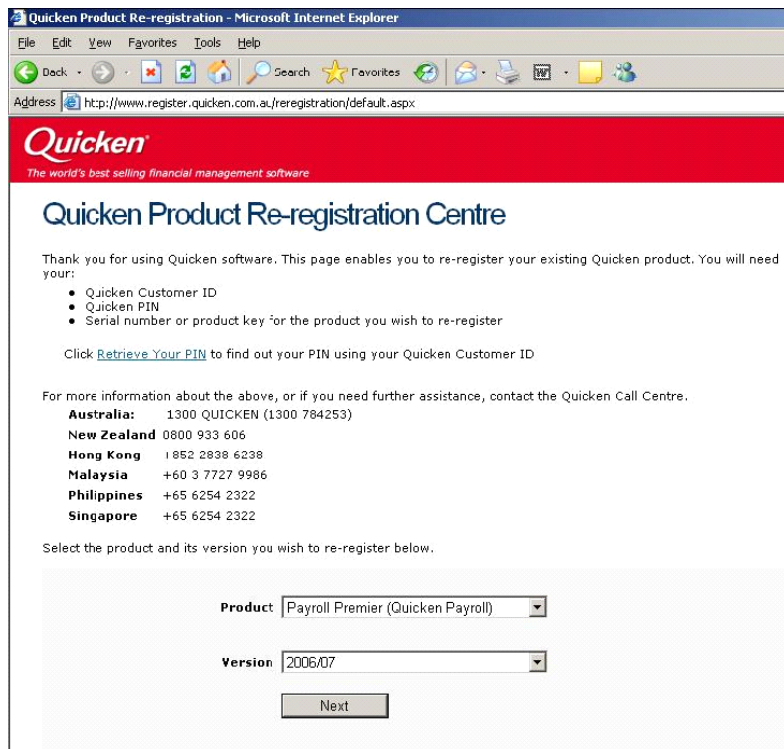
- 1 Choose *Activities menu > Register Payroll Premier*.
- 2 Click **Next**.

- 3 Choose *On the Internet* and click **Next**.

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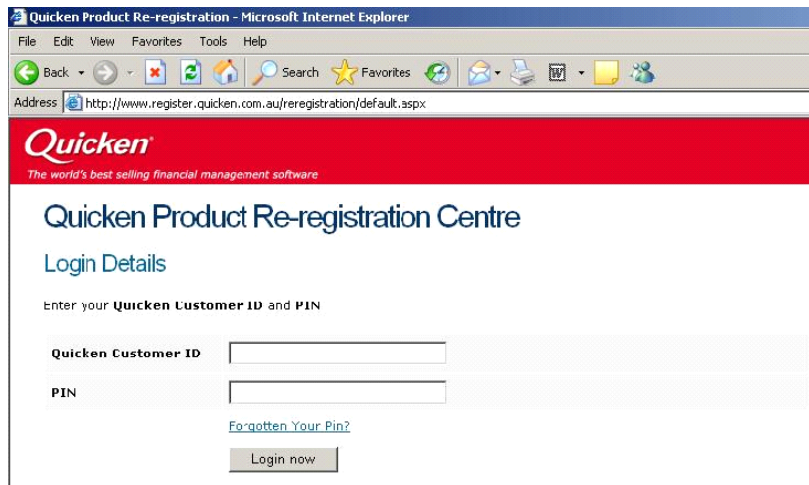
- 5 Write the serial number down and click the world icon to register your product through the Internet.
- 6 Select the product and version of Payroll Premier then click **Next**.



- 7 Select the option *I have changed my computer or one of its components and now need to update my registration* and click **Next**.



- 8 Enter your customer ID and PIN and click **Next**.



- 9 Check if your details are correct and click **Next**.
- 10 Enter your serial number and click **Next**.
- 11 Accept the terms and conditions and click **Next**.  
Then you will get your new registration number
- 12 Write down your new registration number so you can enter it in Payroll Premier.

- Go back to Payroll Premier, select *Previous* and register by selecting the phone option.

**Register Payroll Premier**

To register dial 1300 650 061. You will be asked for your company details (as shown below)  
If you have already received your registration number, you should enter this number below.

Your Company Contact Details

Contact Name: Bob  
Other Contact:  
Company: Reckon  
Street 1: 35 Saunders St  
Street 2:  
City: Pymont  
State: NSW  
Post Code: 2009  
Phone No: 02 9845 1234  
Fax No: 02 9845 2134

This is your product's Serial Number  
**Serial No: 9090-6568-250-3557-1499**

Now enter your  
Registration Number  
Registration No: 0000-0000-0000-0000

< Previous      **Next >**      Leave

- Follow the prompts until you get to the register screen. Then enter the registration number that you received on the Internet and click **Next** to complete the registration.

## Enhancements and fixes

### Enhancements

SP 1 includes the following enhancements:

- Increasing the State Payroll Tax threshold for Queensland to 1,000,000
- Updating the Low Rate Threshold (Tax Preferences) to 135,590 (2006/07 value)

### Fixes

SP 1 has resolved the following:

- When editing allowance items and choosing the *Do not display in the payment summary* option, Payroll Premier would still display the allowance in new INB payment summaries and in the *Payment Summary Filter* window.
- When editing deduction items and choosing the *Omit deduction from payment summaries* option, Payroll Premier would still display deductions in the new INB payment summaries. It would not reduce the gross amount on the payment summary by the amount of these deductions.
- When preparing pay slips and using the default date range (Last Pay), and the *Pay End Date* and the *Date Paid* are different, the pay slips would not show the individual line items for allowances, deductions and superannuation for the pay.
- If entering a Reimburse Expense Sundry, or an Invoice with or without an ABN on a pay, Payroll Premier would display these incorrectly in Lump Sum E on the new INB payment summaries and in the new *Payment Summary Filter* window.
- In the Termination Wizard, the employee name you choose in the *Employee* field would not match the employee name in the title bar of the window. Payroll Premier would terminate the correct employee, regardless of the display error.

- If you set up an Allowance item to show in the Gross amount on the payment summary, this item would not behave correctly on the new INB payment summaries. Allowance items would show incorrectly in the *Allowance* column and not get included in the Gross amounts.
- If exporting data from Payroll Premier to QuickBooks and renaming the export file, Payroll Premier would add a QIF extension to the file name. When attempting to import the file, QuickBooks would not be able to see the file.
- On the *Taxation* tab in the *Edit Employee* window, the Exclude from Payment Summary filter would not work correctly for the new INB payment summaries. The employee would appear in the *Payment Summary Filter* window and a payment summary would be available to print for the employee.
- Payroll Premier would add CDEP payment amounts incorrectly to the Gross amounts on the new INB payment summaries and in the *Payment Summary Filter* window.
- If you terminated an employee, some amounts from the Termination Wizard appeared in the *Gross* and *Tax* fields of the new INB payment summaries when they shouldn't.