

Payroll Premier Service Pack 1 (SP1) is an update for Payroll Premier 2007/08. Service Pack 1 includes corrections to issues with pay slips, reports and payment summaries that have been identified in Payroll Premier 2007/08.

### This guide includes:

- Installation instructions
- Registration process (3<sup>rd</sup> page)
- Detail of service pack changes (last page)

### Installing Payroll Premier SP1

Payroll Premier Service Pack 1 (SP1) is a full installation of the product. Do not uninstall any existing installation of Payroll Premier 2007/08.

Before installing Payroll Premier 2007/08 SP1 perform a backup of your existing company data files. You should also print out any memorised reports as you will need to recreate these after installation. If you have changed any default reports you will need to redo these modifications after installing Payroll Premier 2007/08 SP1.

#### Installation Instructions

If you are using Payroll Premier 2007/08 in a multi-user environment, each installation (i.e. each computer) will require this service pack. You cannot use a data file in a multi-user environment unless all installations are updated to the same version.

#### Installing SP1

1. Install SP1 using the installation key that came with Payroll Premier.
2. During the installation select the location where Payroll Premier is currently installed. For multi-user versions this will retain the network data path.
3. Once installed, open Payroll Premier
4. Payroll Premier opens the sample company by default.
5. Accept All Reminders.
6. **If the Upgrade Wizard appears, click *Leave to exit from the wizard*. You should not upgrade your company files as part of the Service Pack process.**
7. Open your data file by going to the *File->Open* menu
8. Open your company file.
9. Check that your preferences settings, company information and reports are correct.

### **Important! Payroll Premier 2007/08 SP1 and Customised Reports**

Due to the correction made to the Super by Fund report and pay slips, all customised reports will have to be reproduced by the Payroll Officer once this service pack is installed. If you restore a backup from the original release along with reports, the Super by Fund report will become incorrect again. Once you have finalised your new custom reports, a backup should be made as soon as possible along with the reports.

#### **Checking that the service pack has been installed**

To check if the service pack is correctly installed you can go to the *Help* drop-down menu and select *About*. The version should include the text 'V16SP1 18Sep'

#### **Network Installation**

If you have your payroll company files at a network data path, you should manually copy the report files to that path. If you install the service pack to the default location, the report files would be at *C:\Program Files\QPRollv16\Data*. In this folder you will find the following report files which should be manually copied to the network path:

- Reportde.dat
- Reportde.k01
- Reportde.k02
- Reports.dat
- Reports.k01
- Reports.k02

This process only needs to be done using the first installation of the service pack. Other computers, which have Payroll Premier installed, would then be able to access the correct report files at the network data path.

## Registering Payroll Premier

Registering your product by the Internet:

1. Choose *Activities* menu > *Register Payroll Premier*.
2. Click *Next*.
3. Choose *On the Internet* and click *Next*.



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



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



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



14. Go back to Payroll Premier, select *Previous* and register by selecting the phone option.
15. 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.



## Service Pack Changes

Service Pack 1 includes the following:

- All reports are enabled for printing regardless of the *Print By* setting within *Preferences*. However there is still a need to check that payment summaries contain only those payments which have been paid to the employee within the financial year. To ensure that this is correct you will need to change the Preference setting to print by *Date Paid* instead of by *Pay End Date*. However in many cases the Date Paid and the Pay End Date would both fall in the same financial year. Refer to the *Help* file for more details.
- When a file has more than two superannuation funds for employees, the Super Totals by Fund report occasionally had an issue with placing employees under the correct fund.
- Payroll Premier would sometimes generate incorrect figures on the INB Payment Summaries when a user had an allowance quantity/percentage of more than 1 in the % or Units column.
- INB payment summaries are now generated for those employees which only have CDEP related payments and allowance payments throughout a financial year.
- Eligible Termination Payment summaries now truncate the figures correctly on the payment summary. Cents should no longer display.
- INB Payment Summaries now truncate the figures correctly on the payment summary. Cents should no longer display.
- If a user had a blank amount or zero in the units column for an allowance, a calculation of the allowance would be deducted from the gross total amount for the year in the INB Payment Summary. This is now fixed.
- Annual rate on pay slips will now display correctly even when annual leave and sick leave is taken.