

IMPORTANT: READ THIS FIRST

Payroll Premier 2018/19 Installation and Upgrade Guide

This document explains what you need to know to setup Payroll Premier 2018/19. We strongly recommend you read through this document before installing to ensure that the process is as smooth as possible.

System Requirements:

Recommended:

- At least 1.8Ghz Intel Pentium IV (or equivalent)
- 2GB RAM

Minimum:

- 500Mhz Pentium II (or equivalent)
- At least 256MB RAM for a single user and at least 512MB RAM for multiple concurrent users
- For Windows 7, 8, 10 users: 1.2Ghz Intel Pentium III (or equivalent) and 1GB RAM
- Microsoft Windows 7, Windows 8 or Windows 10 operating system
- 1GB of disk space (additional space required for company files)
- At least 256-colour SVGA Video
- Optimised for 1024x768 screen resolution
- All online features require a internet connection. Broadband recommended

Additional Notes:

- Windows 7, Windows 8 and Windows 10 must be logged in as Administrator to install and run Payroll Premier 2018/19.
- The default folder for installations of Payroll Premier 2018/19 is 'C:\QPROLLV27'. However if you choose to install Payroll Premier 2018/19 other than the default location, it must be installed in a folder other than "\Program Files" due to internal requirements of the Windows 7, Windows 8 and Windows 10 operating systems.
- While Payroll Premier 2018/19 works on Windows 7, Windows 8 and Windows 10 operating systems, the system requirements for those operating systems exceed the requirements for Payroll Premier 2018/19. The requirements above are what Payroll Premier 2018/19 requires and do not reflect what each operating system requires to run properly.
- Payroll Premier allows payslips and payment summaries to be emailed to employees. Windows 7, Windows 8 and Windows 10 users need to have Microsoft Outlook 2010, 2013 or 2016 installed.

If you need assistance:

For help with this installation, upgrading or configuring Payroll Premier for your business, you can contact a Reckon Accredited Professional Partner. To find a professional partner in your area, visit www.reckon.com, click *Find a Reckon Advisor* under the *More* menu in the top right hand area of the website.

Information for Existing Users of Payroll Premier

Changes for 2018/19

Payroll Premier 2018/19 includes new compliance changes including Single Touch Payroll as well as the new PAYG tax tables.

PAYG Tax tables

Payroll Premier contains the new HELP PAYG tax tables for the 2018/19 financial year. It is important that you review any employees with custom tax tables set after the upgrade.

Single Touch Payroll

Business with 20 or more employees as of April 1 2018, need to report payroll data more frequently via the ATO's new Single Touch Payroll requirement. For information about Single Touch Payroll, Reckon GovConnect STP and how you can export data from Payroll Premier 2018/19 please refer to the specific Single Touch Payroll guide.

Payment Summaries

It is recommended that you print or email your payment summaries from Payroll Premier 2017/18 before upgrading to 2018/19.

Last Minute Release Notes

When installing Payroll Premier 2018/19 you will see the last-minute release notes in the 2nd screen in the installation wizard. We strongly recommend you read those notes before you start using the program.

NOTE: Ensure you do not uninstall older versions of Payroll Premier before installing Payroll Premier 2018/19. These versions are required so that the new version can detect files which require upgrading.

Before you upgrade

Complete all tasks for 2017/18

Before upgrading your data file you need to open your existing version of Payroll Premier and:

- Process all pays where the date falls before 1 July 2018
- Make at least one backup of your company file(s)

If you have used the Setup Network Data Path function to move your company file from the default location, you may have memorised reports that you want to keep. Before upgrading, you must move your company file back to the default data folder.

1. Go to the File menu and click Setup Network Data Path
2. Browse to the default Data folder on the same machine (eg C:\QPRollV26\Data)
3. Clear Use Existing Files Located At The Server Path and Click Save. You can save the company file back to the network data path after upgrading.

Note: If you have moved your company file to a network location by following Knowledge Browser Article 4738, you must read Knowledge Browser Article 4757 before upgrading.

To access the Knowledge Browser, visit the Reckon website at: <http://kb.reckon.com.au/search.asp>. In the Knowledge Browser application enter 4757 for search to read about the issue.

Determine your upgrade path

Find your current Payroll Premier version in the list below and check the upgrade path. If there is a X in the row for your current version then you can upgrade directly to Payroll Premier 2018/19

Follow the upgrade instructions carefully.

Your Current Version

Payroll Premier 2017/18	X
Payroll Premier 2016/17	Payroll Premier 2017/18*
Payroll Premier 2015/16	Payroll Premier 2016/17*
Payroll Premier 2014/15	Payroll Premier 2015/16*
Payroll Premier 2013/14	Payroll Premier 2014/15*
Payroll Premier 2012/13	Payroll Premier 2013/14*
Payroll Premier 2011/12	Payroll Premier 2012/13*
Payroll Premier 2010/11	Payroll Premier 2011/12*
Payroll Premier 2009/10	Payroll Premier 2010/11*
Payroll Premier 2008/09	Payroll Premier 2009/10*
Payroll Premier 2007/08	Payroll Premier 2009/10*
Any versions earlier	Payroll Premier 2007/08*

*Denotes you will need to perform a setup upgrade through an intermediate version of Payroll Premier to upgrade your data file. For example:

If you are upgrading from Payroll Premier 2016/17 you will need to first upgrade to the Payroll Premier 2017/18 trial before install and upgrading to Payroll Premier 2018/19.

Upgrading from Payroll Premier 2017/18

1. Make a backup of your company file
2. Close any applications running in the background on your PC including any anti-virus that may interfere with the installation process. Once Payroll Premier is installed you can re-enable your anti-virus software
3. Double click Setup.exe which you downloaded from the Reckon Members Area
4. Follow the on-screen instructions

Note: For Payroll Premier 2018/19 the default install location is C:\QPRollV27. You can choose to install Payroll Premier in any folder you like however you should avoid installing Payroll Premier in the "Program Files" and "Program Files (x86)" folder.

5. After Payroll Premier is installed on your PC, open the program and follow the on-screen instructions to upgrade your data file. If the upgrade wizard does not start automatically go to the Wizard menu and click Upgrade from a previous version.
6. Follow the onscreen instructions

Network Data Path

As part of the upgrade process, Payroll Premier 2018/19 places your new data file in the directory you choose under \QPRollV27\Data.

You can copy this data file along with reports and tax scales, to a network data path (see user guide for details).

You may wish to view your old data file in your previous Payroll Premier version for comparison purposes. If so make sure you use a new folder at the network data path for 2018/19. That way you will not overwrite the contents of the old network data path folder.

After Upgrading

Register Payroll Premier

To register Payroll Premier:

1. Go to the Activities menu and click Register Payroll Premier. The Register Payroll Premier Wizard opens
2. Follow the onscreen instructions

The Wizard will guide you through the registration process.

Review information in your data file

It is important you carefully review your data file after upgrading. In particular check your:

- Award setup
- Super Funds list
- Preferences/Super – Statutory Super Percentage
- Preferences/Tax – Low Rate Threshold

Check State Payroll Tax

Payroll Premier 2018/19 contains the State Payroll Tax rates as of 30/05/2018. You should regularly check for further state payroll tax changes in the online menu of Payroll Premier 2018/19. If there has been a update for your state or territory, go to the Lists menu and click Payroll Tax Scales to manually update the State Payroll Tax rates.

EMPDUPE File Update

The term “EMPDUPE File” is the name given by the ATO for the annual PAYG report, which is to be submitted no later than 15th of August each year. However a business is able to submit the file anytime after June 30th.

Uninstalling your previous version

If you wish to uninstall your previous version of Payroll Premier, follow the steps below:

1. Go to the Windows Start Menu find your old Payroll Premier version and then select Uninstall Payroll Premier
2. Follow the onscreen instructions to complete the uninstall process.

Information for New Users Of Payroll Premier

Installing your new Payroll Premier 2018/19 software

It's easy to install Payroll Premier 2018/19. Just follow the steps below and the onscreen instructions:

1. Close any applications currently running on your computer, including any virus protection programs and disconnect from the internet. Virus protection programs may interfere with the installation process. After you have installed Payroll Premier you can re-enable your anti-virus software.
2. Click Setup.exe downloaded from the Reckon Website
3. Follow the onscreen instructions

Running Payroll Premier for the first time

Note: When installing Payroll Premier on Windows 7, Windows 8 or Windows 10: The default folder for the installation of Payroll Premier 2018/19 is C:\QPRollv27. You can choose to install Payroll Premier in any folder you like, however you should avoid installing Payroll Premier in the “Program Files” folder and the “Program Files (x86)” folder.

To open Payroll Premier:

- Go to the Windows Start Menu, find Payroll Premier 2018/19 and then click Payroll Premier 2018/19

Register Payroll Premier

You have 21 days after installing Payroll Premier to register the program.

To register Payroll Premier:

1. Go to the Activities menu and click Register Payroll Premier
2. Follow the onscreen instructions

The wizard will guide you through the registration process.

Getting Help

There are several ways you can learn about how to use Payroll Premier 2018/19

- Payroll Premier User Guide
 - This provides a conceptual overview of the program. It is enough to get you started with the understanding of how Payroll Premier can support your business.
- Q-Card
 - This is a small yellow window of information that displays in the toolbar and helps you complete tasks in the window that is currently open. You can enable or disable Q-Cards from the Help menu.

Get the latest State Payroll Tax Rates

Payroll Premier contains the latest PAYG Tax scales for the 2018/19 financial year. You can check the latest State Payroll Tax updates by following the link for your state or territory in the Online menu of Payroll Premier 2018/19. If there has been an update to the rate in your state or territory, go to the Lists menu and click Payroll Tax Scales to manually update your State Payroll Tax scales.

