

Payroll Premier Version 13

ReadMe

» **Welcome to Payroll Premier Version 13!**

We strongly recommend that you read and take action on these notes, including the *New Features* section, to ensure a smooth implementation.

These upgrade notes contain important information about:

- Installing your new software on your computer,
- Updating your existing data and
- Getting you started using Payroll Premier Version 13.

» **When to Install**

Payroll Premier Version 13 should not be used for payroll calculations until the last pay in June 2004 has been finalised.

Payroll Premier Version 13 includes various tax rates that do not come into effect until July 1, 2004. Note that if the pay period starts in June and ends in July, the whole pay period should be taxed at the 2004/2005 rates. For example, if a fortnightly pay period started on Monday June 21 and ended on July 2, the whole two weeks should be taxed using the post July 1 tax scales. There is no need to make any manual PAYG Tax adjustments to pays that have pay periods beginning before the end of June 2004.

» **Installation**

The installation of Payroll Premier Version 13 is quick and easy, just follow the steps below and the on screen instructions.

- Shut down all running programs, including virus protection programs as they may interfere with the installation
- Place the Payroll Premier Version 13 CD into your computer's CD-ROM drive and close the tray. Windows will automatically start the installation and display the *Install Payroll Premier 13* window. This should open up automatically when you close the CD tray but if it doesn't, you can use Windows Explorer to locate the file AUTORUN.exe or setup13.EXE on the Payroll Premier Version 13 CD. Click on either of these files to start the installation.
- Click install to begin the installation process and the Installation Wizard window appears. Click Next to continue or Cancel not to.
- When the installation is completed, you may be informed that you need to reboot your computer before you begin using Payroll Premier Version 13.

» **Payroll Premier Version 13 - New Features**

▶ ***New 2004/2005 PAYG Tax Rates***

Tax rates effective from July 2004 have been built into the new version of Payroll Premier. These include the new PAYG Tax scales announced in this year's Federal Budget as well as any State payroll tax changes. If your company file contains any custom made tax scales, you will need to re-enter these in the new version.

▶ ***Single Page Payment Summary***

This new format, which complies with ATO requirements, shows both the ATO and Payee copies on one page and has been designed to print on purpose designed stationery. The employee is presented with a professional looking payment summary, the top part of which is sent to the ATO. The bottom portion of the payment summary, which is retained by the employee, shows the Notice to Payee on the reverse side. Payroll Premier still contains all other payment summary formats that existed in the previous version. Thus, Payroll Premier now has two Individual Non Business (INB) payment summary formats from which to choose. These are the existing multiple page payment summary and the new single page payment summary. The ATO approval received in 2002 for the multiple page payment summary remains valid for Version 13. The ATO approval for the new single page payment summary can be found on the ATO web site.

▶ ***Tax File Number Validation***

Payroll Premier now checks that the TFN appearing in the employee record passes the ATO validation checks. Ensuring that the company file contains only valid TFNs assists in preventing problems when submitting payment summary records to the Australian Taxation Office at the end of the financial year. A tax file number highlighted by Payroll Premier as being invalid would be caused either by a data entry mistake in the previous version or by an employee providing an incorrect number, erroneously or otherwise. Payroll Premier will immediately highlight any new invalid Tax File Numbers entered.

▶ ***Simpler EFT Options (for ABA File)***

The new version of Payroll Premier has streamlined the selection of the EFT options necessary for the creation of the file (ABA) required for the direct deposit of employee pays into bank accounts. Instead of the previous four check boxes, the new version presents a single checkbox. This checkbox only needs to be turned off (or unticked) if your bank advises that a balanced record is not required. Confirm details with your bank before submitting your first ABA file.

▶ ***Payer Withholder Number***

Those organisations issued with Payer Withholder Numbers, instead of ABNs, can now use Payroll Premier to process employee pays and payment summaries. This new functionality also checks the validity of the Payer Withholder Number. So, if you incorrectly enter the wrong number, Payroll Premier will tell you straight away, thereby avoiding the time consuming correspondence after you have submitted your end of year details to the Australian Taxation Office.

▶ ***User Interface Improvement***

Payroll Premier now makes it easier to find employee records by the inclusion of a search box. This feature, sometimes called a "Find box", is a useful tool especially if you have more than a few employees. The search tool, shown in the Employee List window, is designed to search for data within the Employee Number, Surname, First Name and Department columns.

» **Upgrading Company Data Files**

If you have been using a previous version of Payroll Premier you can use your existing company file with Payroll Premier Version 13.

Before you upgrade to Payroll Premier Version 13, you should back up your company file in case you need it later (see instructions on Backing Up Data that came with your older version of Payroll Premier). To upgrade your company files, select *Upgrade From Previous Version* from the *Wizard* drop down menu. The following information is provided to assist you in upgrading your files:

▶ **Payroll Premier Version 9 and Version 12**

You should use the upgrade wizard to convert Version 9 and Version 12 files. The wizard can be accessed at any time via the *Wizard* drop down menu.

▶ **QuickPayroll Versions 6, 7 and 8**

You can still use the upgrade wizard in Version 13 to upgrade company files from versions 6, 7 and 8.

However because of the changes made in recent versions, you should take extra care in checking the accuracy and completeness of data after you have upgraded to Version 13.

To convert your previous company data files:

- Copy the company data file to the Version 13 data folder
- Start Payroll Premier Version 13
- Choose File menu > Open Existing Company
- Choose Company data file which you want to upgrade
- Follow the Upgrade Wizard instructions.

» **When Using QuickBooks 2003 or 2004**

When using Payroll Premier with QuickBooks:

- In QuickBooks, choose Edit menu > Preferences then select the Payroll & Employees icon. Click Company Preferences, and then choose the "Payroll reports only" radio button.
- In Payroll Premier, create a QPExport.IIF file through the **Process Pays** Navigator.
- In QuickBooks 2004, import the QPExport.IIF file by choosing *File menu > Import > IIF Files*. In QuickBooks 2003 choose *File menu > Utilities > Import > Import IIF Files*.

» **Contacting Quicken Technical Support**

Technical support is available Monday to Friday, 9am – 5pm AEST. Extended hours are available to Quicken Advantage members.



Support 1902 223 101 Call cost-\$ 4.90/min (inc GST)



www.quicken.com.au/support/

To assist us in solving your incident please have the following information at hand:

- Your Customer ID (if you already are a Quicken customer)
- Your Credit Card details if wanting to join Quicken Advantage.
- What version of Windows you have

Refer to the following Web pages for more details on this and other features of Payroll Premier.

<https://www.quicken.com.au/Support/FAQs.aspx>

<https://www.quicken.com.au/BusinessFinance/QuickPayroll/default.aspx>

» **System Requirements:**

To use the Payroll Premier Version 13, you need as a minimum the following

- An Intel Pentium Processor (Pentium 200 recommended)
- 16 Mb RAM (64 Mb recommended)
- Windows XP Pro or Home, Windows 2000, Windows ME or Windows 98 SE, with latest service packs installed.
- Hard disk with 35 Mb free disk space
- An SVGA video display capable of showing 256 colours at 800 by 600 pixels
- Modem & Internet Explorer 4 or higher required for accessing internet services
- Internet Access required for online features
- Any printer supported by the above operating systems
- CD ROM (24 x CD-ROM drive recommended)
- 16 bit sound card and speakers
- Multi User optimised for Windows 98SE / ME / 2000 / XP Pro (peer to peer network), Windows 2000 / 2003 server or Novell NetWare network.