

FiveStar Payroll Pro

NEW UPDATE – September 2015

- Version 2.43

- or Version 1.63 if you are using Payroll Pro version 1

Dear FiveStar Payroll Pro Customer

A new update is now available for FiveStar Payroll Pro.

Some of you may have already updated to the latest version in which case you can ignore the update information in this email, but you should have a look at the other sections below regarding making backups and information about IRD filing.

We are pleased to advise that FiveStar Payroll Pro has been tested on Windows 10 and is fully compatible.

In this update:

Payroll Pro has been "signed" with a "digital signature" to allow Windows and newer versions of anti-virus software (such as the latest versions of Avast and Nortons) to identify it as coming from FiveStar Software Ltd. This is required by the latest versions of some anti-virus software, and will probably be required by more anti-virus software as time goes on. Without this digital signature the antivirus software might report that the publisher is unknown and may even delete parts of Payroll Pro. This will not cause any major problems, but it will be inconvenient in that you would have to change settings in your anti-virus software to tell it that Payroll Pro should not be deleted.

There are no legislation changes in this update.

How to update:

Please update after your next pay run by selecting "Check for Updates Online..." from the main menu of Payroll Pro. We suggest that you exit all programs and restart your computer BEFORE installing or updating software, and then restart your computer again afterwards.

So please exit all programs, restart your computer, and then run Payroll Pro.

You can update by selecting "Check for Updates Online" from the main menu of Payroll Pro. This is located just below the payroll version number at the top of the Payroll Main Menu.

Alternatively you can select "Help" from the top menu and then click "Check for Updates Online" in the drop down menu.

If you have Payroll Pro installed on more than one computer, please ensure you update Payroll Pro on each computer.

After updating, ensure the version number on the main menu shows the new version number at the top of this email. (The version number may or may not show a letter afterwards - either is ok - e.g. 2.43 or 2.43a or 1.63 or 1.63a etc.)

Problems Updating?

If you have a problem updating, please first exit all programs, and restart your computer, then run Payroll Pro and try again.

If the problem is not solved, then it is possible the update process is being blocked either by Windows or by a virus checker disallowing changes. If the update is being blocked, then hopefully this may not be a problem with future updates due to the new digital signature. So try the following this time:

You can try running Payroll Pro as an "Administrator" as follows:

- > Exit all programs including Payroll Pro.
- > Right click on the shortcut icon on your desktop, and choose "Properties".
- > Next, find the "Compatibility" tab and select this.
- > Locate "Run as Administrator" and tick this.
- > You will find that each time you run Payroll Pro, Windows will ask you if you are sure you want to run this program - this is ok - just answer Yes (or OK).

See here for more information about this: www.fivestarsoftware.co.nz/support/faqwvxp015.html

Still problems updating?

If you still have problems updating after trying the above, then you will probably find that the version number of Payroll Pro is still the previous version. This is ok to keep using in the meantime since there are no legislation changes. HOWEVER please email us with any messages which may have appeared during the update process so that we can investigate and sort the problem out for you.

No Internet on your Payroll Computer?

If you do not have an internet connection on the computer on which Payroll Pro is installed, then you will be reading this on another computer.

From this computer, you can download the update file and save it to a flashdrive or CDROM, then paste it into the PayPro folder on your payroll computer.

Once pasted into the PayPro folder, just run the file and this will update your payroll.

If you are using Payroll Pro version 2 this is the file you will need:

www.fivestarsoftware.co.nz/ppv243up.exe

If you are using Payroll Pro version 1 this is the file you will need:

www.fivestarsoftware.co.nz/ppv163up.exe

Backups - Important information

As we always mention in all our newsletters - please remember to backup your data.

It is also important to ensure you know where you are backing up to! When you plug a Flash-Drive/Memory-Stick or other external drive into your computer, Windows will assign it the next free drive letter. **This may not be the same drive letter each time** you plug the device in, so it is very important to check what letter Windows has assigned to your device every time you plug it in.

Windows will usually show a pop up box with the drive letter - but if it does not, you can use the "Computer" option to have a look.

Then when you make your backup, ensure you enter this drive letter into the box labelled "Other Drive".

Another great option is to **use 2 or more flash drives**, and rotate each pay period.

A video tutorial explaining the backup process further is available on our website here:

www.fivestarsoftware.co.nz/video9backup.html

Hint - when removing a device plugged in to a USB port on your computer, you should use the "Safely Remove Hardware" option first. This lets Windows check that nothing is still being written to the device before removing it.

If you are not sure what this means, there are various webpages with information about this which can be found with a Google search.

Here is the Microsoft Web Page explaining how to safely remove a device.

windows.microsoft.com/en-nz/windows7/safely-remove-devices-from-your-computer

Here is a YouTube video: www.youtube.com/watch?v=JLuaGdmSA08

Filing your IRD returns

From April 2016 IRD will no longer accept computer printed IR348 Monthly Schedules called the "IRD Approved Schedule", so if you are printing and signing the form from Payroll Pro you will need to change your procedure in April 2016 as described below.

This relates to the Employer Monthly Schedule (IR348) and the Employer Deductions Form (IR345).

The Employer Monthly Schedule (IR348) is the one listing each employee with their totals for the month. This one is filed once per month for both large and small employers.

The Employer Deductions Form (IR345) is the one with the summary of the amount to pay to the IRD with the overall total for PAYE, Student Loan, KiwiSaver etc. This one is filed only once per month for small employers but twice per month for large employers. The IRD lets you know if you have to do this twice per month.

At the moment you will probably be filing the above in one of the following ways:

1. Creating the file(s) from Payroll Pro and uploading via the IRD's website.
2. Filing out the form(s) online on the IRD's website.
3. Copying the information from the reports in Payroll Pro onto the pre-printed IR348 form provided by IRD and posting this and the IR345 back to them.
4. Printing the IRD approved form from Payroll Pro and signing it, manually filling in the IR345, then posting these to IRD. Only this 4th method will be unavailable from April 2016, the other options will continue to be available.

In case you are not aware, the IR348 and IR345 information can be found in the Reports Module in Payroll Pro. Select "Reports" from the main menu and you will see "Employer Monthly Schedule" and "Employer Deductions – IR345" in the middle column of buttons under "IRD". The information from these comes from the pay history which is kept even after the annual rollover, so you can get this information for previous months and previous years by entering the relevant date.

The changes – from April 2016

IRD has advised that from April 2016, they will no longer accept computer printed IR348 Monthly Schedules (called the "IRD Approved Schedule"). Please note that this is a change made by IRD, and not by us. It effects users of all computer payroll software not just FiveStar Payroll Pro.

The idea is to encourage businesses to use Inland Revenue's digital services.

> **If you are currently using ir-File – file transfer option:** So if you are currently creating the file and uploading it via the IRD's website the change will not affect you, since you won't be printing and sending the "IRD Approved Schedule" anyway.

> **If you are currently using ir-File – on screen option:** If you are currently entering your information onscreen on the IRD's website the change will not affect you, since you won't be printing and sending the "IRD Approved Schedule" anyway.

> **If you are currently copying to IRD form:** If you are currently copying all your EMS information onto the IRD's prescribed EMS (IR348) form and signing and posting it to IRD the change will not affect you either, as they will continue to accept this.

> **This change will only effect you if** you are printing the "IRD Approved Schedule" from Payroll Pro, and returning this. In this case your options are to start using ir-File, or to transpose all your EMS information onto IRD's prescribed EMS form (IR348) and post it into IRD.

To use ir-File

If you are not using ir-File and would like to, you will need to be registered for myIR. Please talk to IRD about registering. You will find creating a file from FiveStar Payroll Pro very easy. As with anything new it does take getting used to, but once you have done this once or twice you will find it much more efficient.

We have created a tutorial which takes you through the steps required, including the steps required for using the IRD's website for uploading and sending the file. You can refer to this tutorial anytime as it is always on our website:

<http://www.fivestarssoftware.co.nz/examplepages/exampleleid1.html>

You may find this useful even if you are using ir-File already.

Kind Regards
FiveStar Software Ltd