

Moving to a New PC

Earnie

January 2017



IRIS

Contents

Transferring Earnie to a new PC	3
Gather data from original PC	3
Copy Data to New PC	4
"Data Files Cannot be Found at"	5

Transferring Earnie to a new PC

This guide will take you through the steps required to get Earnie transferred to a new PC running a local installation.

You will need some media to copy your data onto to move to the new PC ie. USB memory stick.

Gather data from original PC

• The first step is to get a copy of your data for transfer. Check in your current system where the program and data file are stored. Go to the help tab and click **About Earnie**



• This will show the system information:

About Earnie 1.26.46				
	© IRIS Payroll Solutions Ltd 2017			
	IRIS Payroll Solutions Ltd			
(\boldsymbol{i})	Diamond Court, Douglas Close Preston Farm, Stockton-on-Tees, TS18 3TP			
Earnie 1.26.46 (27/01/2017 09:00) DLL Version :- 1.26.46 Crystal Runtime Version :- 9.00 Program - <u>citearnie</u> Data :- <u>citearnie</u>				
Full Licence Details	Full Licence Details			
Licence No ; Expiry Date: 31/07/2014 EARNIE Intro Unregistered System (Evaluation Use Only)				
Components Check for Updates Gose				

- The folders listed under **Program** and **Data** are the ones we need to copy. In most cases, these will be the same location unless you have changed the default settings.
- Make a note of these folders and close Earnie down.
- Now we know what to copy, go to Computer or My Computer and browse to find the folder(s) as shown in the About Earnie window. When found, right click on the folder and Copy.

	_		
🚺 IRIS Payroll Pro	of)	01/08/2013 10-54 E	ile folder
IRIS Payroll.old	1	Open	
🌗 Live Data		Open in new window	
🐴 MSOCache		7-Zip	•
퉬 New Custome	r da ĸ	Scan for viruses	
鷆 New Folder	-		
퉬 PAYE-Master		Share with	•
PAYE-Master.c	bld	Add to archive	
payroll		Add to "IRIS Payroll Prof.rar"	
Payroll Up Loa	d	Compress and email	
payroll2		Compress to "IRIS Payroll Prof.rar" and email	
PerfLogs	S	Shared Folder Synchronization	+
🌗 Pm Data		Restore previous versions	
🌗 Program Files		Include in library	•
鷆 ProgramData		Send to	•
鷆 Users			
鷆 Windows		Cut	
iii www	C	Сору	
GPAccounts.lo	g	Create shortcut	
💌 msvcp71.dll		Delete	
msvcr71.dll		Rename	
		Kendine	
		Properties	

Paste the folder(s) onto the memory stick, Go to Computer or My Computer. You should see on this menu your memory stick, right click on this and Paste.

MYLINUXLI VE (E:)		Open Open in new window Turn on BitLocker Open AutoPlay	
cation (8)	ĸ	Scan for viruses	
data (\\stkfnp1) (Q:)	s	Share with Open as Portable Device Add to archive Add to "Archive.rar" Compress and email Compress to "Archive.rar" and email Shared Folder Synchronization	• •
		Format Eject Cut Copy	
	$ \subset $	Paste	
		Create shortcut Rename	
		Properties	

• This will copy your data over to the memory stick for transfer. Once the progress bar completes remove the stick and take it to the new PC.

Copy Data to New PC

- Plug the memory stick into the new PC, open the **Computer** or **My Computer** menu and double click on the memory stick to open the contents. Find the folder you copied onto the memory stick. Right click on this and **Copy**. Go back to **Computer** or **My Computer**. Browse to where you wish to save your payroll data the right click and **Paste**.
- Once the copy is complete we need to install Earnie to the folder you've just copied onto the new PC. <u>Click here to download the latest version of Earnie.</u>



 Once the download is complete double click the downloaded file to start the installation. In the wizard, leave the default setting as is and click **Next** until you see this screen:

Choose Destination Loc	ation X		
. IRIS	For a new installation of EARNIE please enter where you want it to be installed.		
Earnie	If you are updating your version of EARNIE enter the existing program location.		
	If you are unsure of what to enter please see Install.doc on the installation CD		
//	You can abort installation by clicking the cancel button.		
	Destination Folder C:\EARNIE Browse		
	< Back Next > Cancel		

- Here you need to change the destination folder to match the one copied over from the old PC. Click the **Browse** button.
- In the list find the folder you copied over, click on it to highlight and click **OK**
- Check the destination folder is now showing correctly:

C	noose Destination Loc	ation	×	
	. IRIS	For a new installation of EARNIE please enter where you want i to be installed.	ł	
	Earnie	If you are updating your version of EARNIE enter the existing program location.		
		If you are unsure of what to enter please see Install.doc on the installation CD		
	//.	You can abort installation by clicking the cancel button.		
	/	Destination Folder c:\NEW EARNIE FOLDER		
		< <u>Back</u> Next > Cancel		

- Continue to click **Next** and complete the installation.
- Once this is finished you will be able to log into Earnie and pick up where you left off on the original PC.

"Data Files Cannot be Found at....."

If the file path has changed between the old and new PC you will need to point the software to the data file when you first open each company.

If you see the following message:



Payroll	×
Data Files cannot be found at 'c: \earnie\'. Do you w	ant to search for them?
	Yes <u>N</u> o

Click **Yes.** In the list find the file xxxxDATA.MDB (xxxx is the company number eg. No.1 = 0001DATA.MDB), click on this and click **Open**.

The system will only show the correct data file for each company. This will now set the new data location.



Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite[™] works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite[™].

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

HMRC online service helpdesk		HMRC employer helpline	
Tel:	0300 200 3600	Tel:	0300 200 3200
Fax:	0844 366 7828	Tel:	0300 200 3211 (new business)
Email:	helpdesk@ir-efile.gov.uk		

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls	
Tel: 0844 815 5700	Tel: 0844 815 5677	
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	earniesupport@iris.co.uk



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