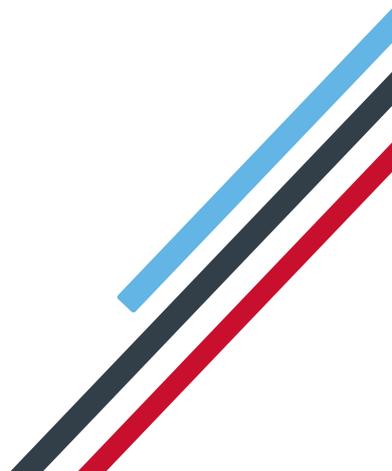




# **Payroll over a Network**

**IRIS Payroll Professional**

January 2017

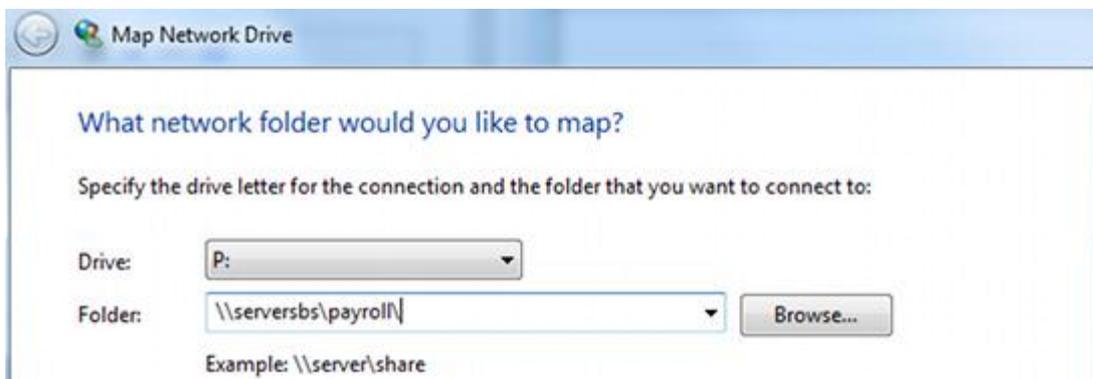


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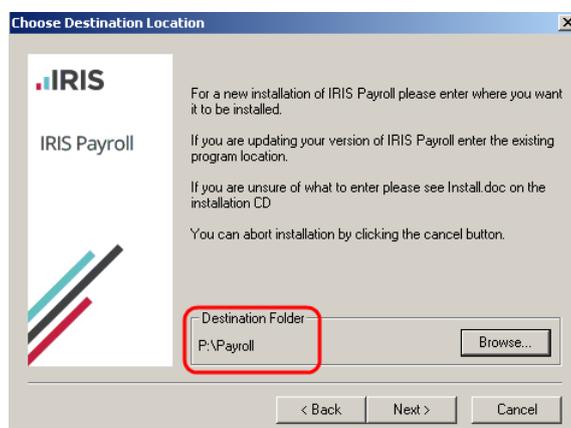
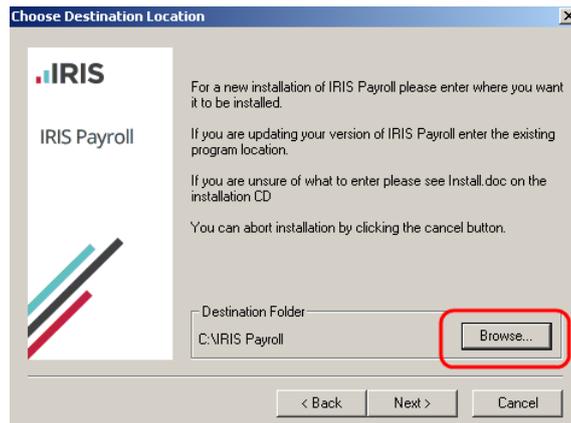
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## Setting Up a New Network Installation

- Set-up a common location to hold the program data. This would need to be configured as a mapped network drive rather than a UNC path (ie "P:\payroll" as opposed to "\\serversbs\payroll\payroll"). This mapped network drive must be configured exactly the same on all PCs you wish to run Payroll Professional. Do not run data from the root of the drive, create a sub folder on the mapped drive.



- Each user you wish to access Payroll Professional should be given permissions for full control of the folder and sub folders. Depending on your security/Anti Virus software you may also need to configure exceptions/exclusions to the data location. Refer to your system administrator for configuring permissions and security software.
- Once your shared location is set up you need to run the software setup on each workstation PC. There is no need to run any installer directly on the server.
- At the next step the wizard will ask you where you wish to install, browse to the mapped drive created above and install to a folder there:



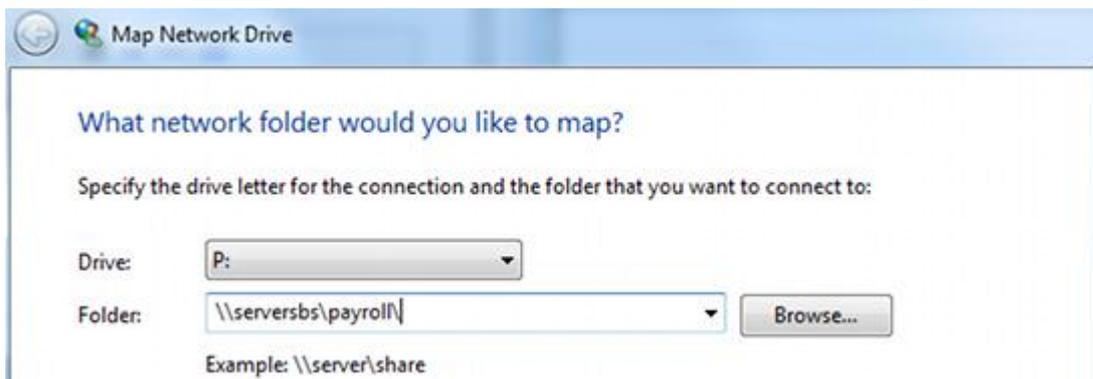
- Complete the rest of the wizard to finish the installation.
- Repeat steps above for each remaining PC you wish to access payroll from. **PLEASE NOTE:** Do not attempt to run a network installation with **ANY** user logged into payroll.
- Start payroll and record your licence details.
- Once activated you can create/run companies shared over your mapped network drive.

**Please Note:** While you are free to install Payroll Professional on as many workstations as you like your Payroll Professional licence will determine how many concurrent users can log into payroll at any one time. If you need additional users on your licence please contact our sales team on 0844 815 5700.

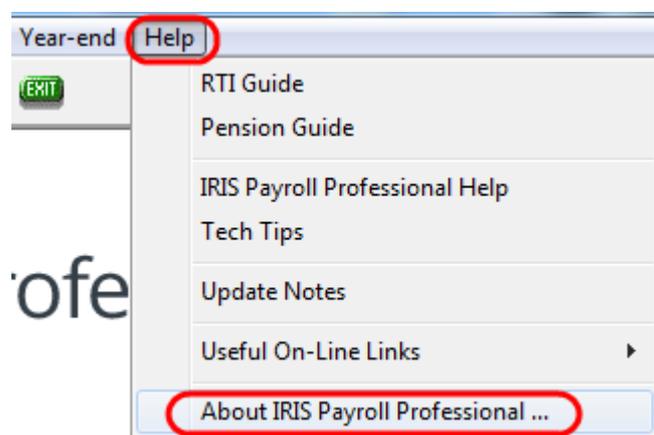
### Move existing local install to a network

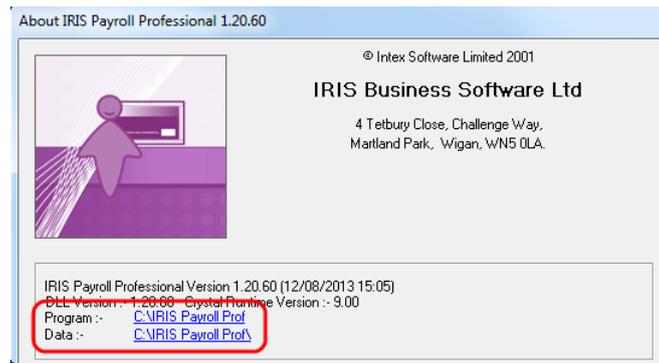
- Set-up a common location to hold the program data. This would need to be configured as a mapped network drive rather than a UNC path (ie "P:\payroll" as opposed to "\\serversbs\payroll\payroll"). This mapped network drive must be configured

exactly the same on all PCs you wish to run Payroll Professional. Do not run data from the root of the drive, create a sub folder on the mapped drive.



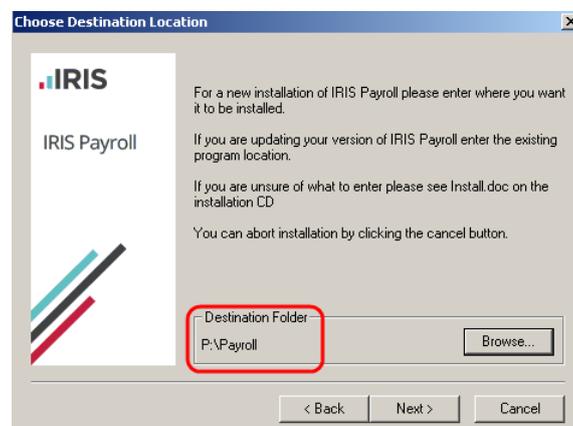
- Each user you wish to access Payroll Professional should be given permissions for full control of the folder and sub folders. Depending on your security/Anti Virus software you may also need to configure exceptions/exclusions to the data location. Refer to your system administrator for configuring permissions and security software.
- Once your shared location is set up you need copy the local program folder onto the mapped network drive. To find the location of your program folder you can check in "Help" > "About....." in Payroll Professional:





This is folder that needs to be copied

- Copy and paste this folder onto your mapped drive.
- Uninstall the local copy of Payroll Professional. Don't worry this will not remove any payroll data files.
- Once the local copy has been uninstalled we need to re install for a network use.
- Work through the installation wizard, when asked where you want to install, browse to the folder on your mapped network drive (the one you just copied over)



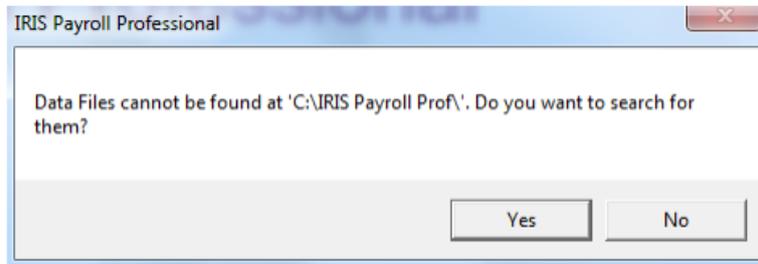
- Complete the rest of the wizard to finish the set up.
- Work through the same process on each remaining PC you wish to access payroll from. **PLEASE NOTE:** Do not attempt to run a network installation with **ANY** user logged into payroll.
- Start payroll, if you are asked to provide licence details you have made a mistake in the steps above. Uninstall and run setup again making sure you have browsed to the same folder you copied onto the mapped drive.

### “Data Files Cannot be Found at.....”

Because the file path has changed between the old and new installation you will need to point the

software to the data file when you first open each company.

If you see the following message:



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