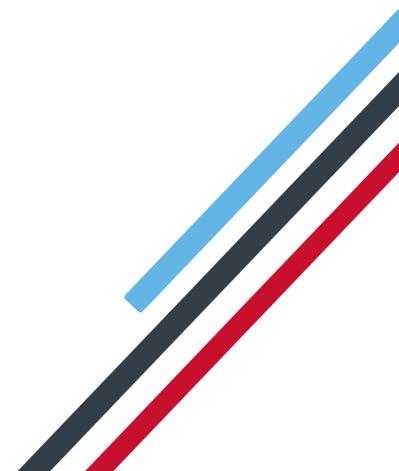




# Moving Payroll to a New PC

**IRIS Payroll**

January 2017



## Contents

<b>Transferring IRIS Payroll to a new PC.....</b>	<b>3</b>
Gather Current Payroll Data from Existing PC.....	3
Copying Payroll Data to new PC .....	3
Installing Payroll on the New PC.....	4
“Data Files Cannot Be Found at.....” .....	5

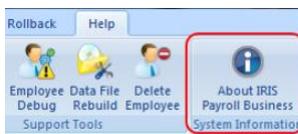
## Transferring IRIS Payroll to a new PC

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

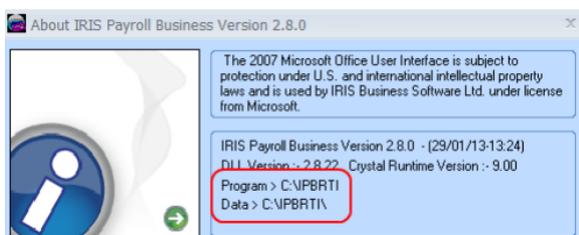
You will need some media to copy your data onto to move to the new PC ie. USB memory stick.

### Gather Current Payroll Data from Existing 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 **IRIS Payroll** This will show the system information:



- 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 IRIS Payroll 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 IRIS Payroll** window. When found, right-click on the folder and **Copy**.
- 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**. 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.

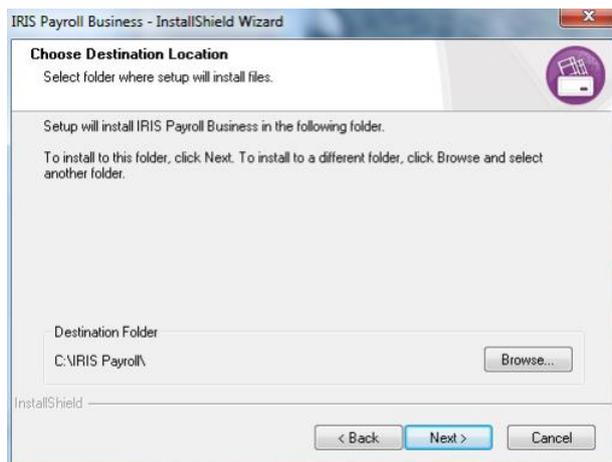
### Copying Payroll Data to new PC

- 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**. On the drive labelled as C: right-click and **Paste**.
- Once the copy is complete we need to install IRIS Payroll to the folder you've just copied to the C: drive.

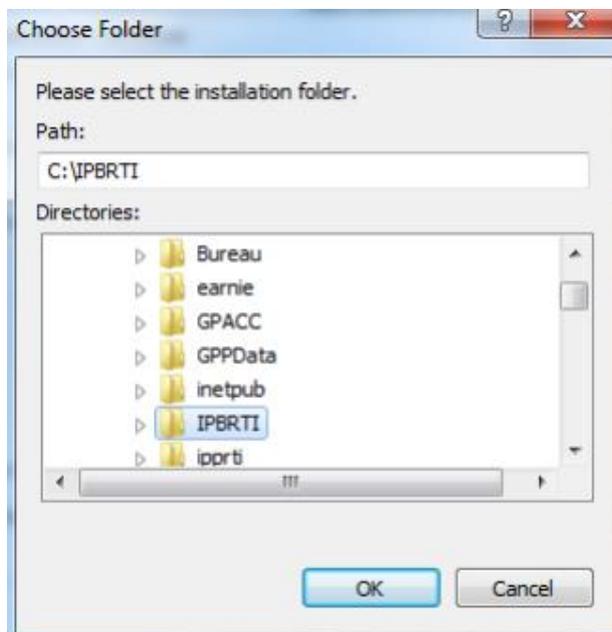
[Download the latest version of the program here.](#)

## Installing Payroll on the New PC.

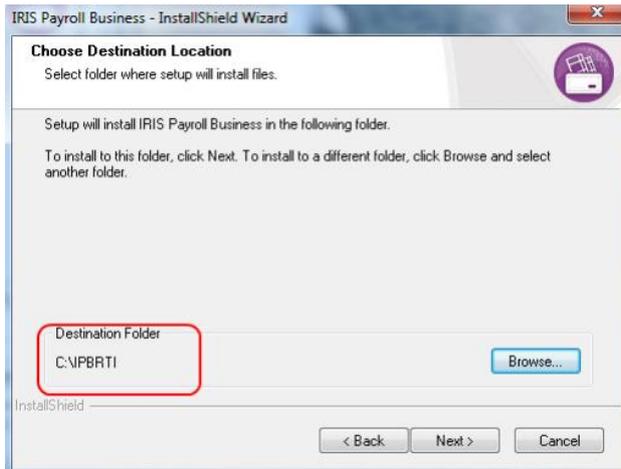
- Once the download is complete double click the saved file IRIS\_Payroll\_xxx.exe to start the installation. In the wizard, leave the default settings as is and click **Next** until you see this screen:



- Here we 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:

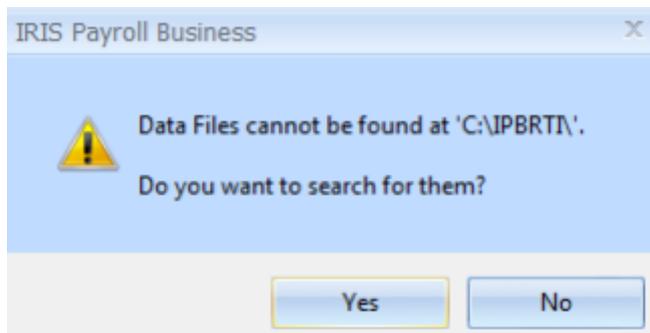


- Continue to click **Next** and complete the installation. Once this is finished you will be able to log into IRIS Payroll and pick up where you left off on the original PC.

### “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 start the program.

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** 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