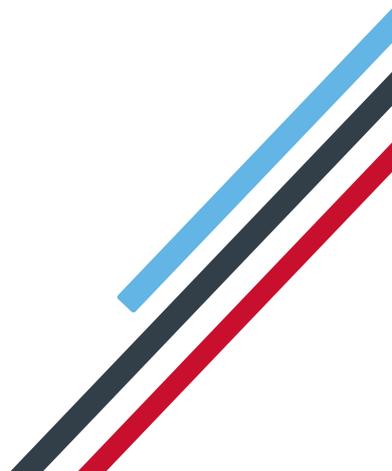# Moving PAYE-Master to a New PC

IRIS PAYE-Master

January 2017

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Transferring IRIS PAYE-MASTER to a new PC

This guide will take you through the steps required to get IRIS PAYE-MASTER 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

Take a backup of the existing data which is on the PC being replaced:

- 1.Go to "**File**" > "**Back-up & Restore Data**"
- 2.Highlight the company in the "**Active Files**" list in the top portion of the window.
- 3.Click "**Backup**" in the top right-hand corner
- 4.The system will then prompt you to choose where to save the backup, select a location on the memory stick and click "**Save**"

Setting up Payroll Data on New PC

Once you have a backup for each company:

- Install the latest version of IRIS PAYE-Master on the new PC ([Download here](#))
- As a part of the installation process, the system will have created an "**IRIS Software Ltd**" folder in your "**Documents**" or "**My Documents**" folder. You need to copy the PAYE-Master backup files into this folder.
- Once the files are copied over, start PAYE-Master on the new PC.
- When prompted, select the option "**New**" and work through the wizard entering your latest licence details.
- Once you complete the registration wizard you will be prompted to log into the program.
- Once logged in you will see a message "**You currently have no data files**". Select the option "**Import Existing Data File(s)**".
- You will then be presented with the "**Import Data Files**" window. If the backups from the memory stick have been copied to the correct location they will show in the list down the left-hand side.
- Work down the list, any company you want to add into the new system, click on it in the list and click the "**Add**" button in the centre of the window. You will see the file move into the list on the right-hand side.
- Once all the companies you want to import are in the list on the right click "**OK**".
- The system will work through the process of preparing the files for use in the new installation.
- Once the process has completed restart PAYE-Master and you are ready to process payroll.

Archive Backups from Old PC

Finally back on the old PC:

- We need to make sure that any old back files are copied off this PC before it is retired.
- This process would be easiest completed using windows explorer rather than within PAYE-Master itself.
- We recommend you run a search for all files of type .DTA (*.DTA). Once the search is complete any results found should be copied onto a memory stick or CD/DVD. These files do not necessarily need to be copied onto the new PC but should be kept available should we need to restore some data.

NOTE: Restoring a backup is the only way to return to a previous payroll period. If you fail to archive the backups from the original PC you will NOT be able to rerun an older period should it become necessary.

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