

### **Payroll over a Network**

### Earnie

January 2017



### **IRIS**

#### Contents

Setting Up a New Network Installation	3
Move existing local install to a network	4
"Data Files Cannot be Found at"	7



#### Setting Up a New Network Installation

 Set-up a common location to hold the program data. This would need to configured as 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 Earnie. Do not run data from the root of the drive, create a sub folder on the mapped drive.

Computer +				
Organize + System properties	Uninstall or change a program	Map network drive	Open Control Panel	招 •
4 🚖 Favorites	<ul> <li>Hard Disk Drives (1)</li> </ul>			

Map N	letwork Drive		
What ne	etwork folder would you like to	map?	
Specify the	e drive letter for the connection and the f	older that you want t	o connect to:
Drive:	P: •		
Folder:	\\serversbs\payroll\	•	Browse
	Example: \\server\share		

- Each user you wish to access Earnie 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:

# 

Cł	100se Destination Loc	ation
	IRIS	For a new installation of EARNIE please enter where you want it
	Earnie	to be installed. If you are updating your version of EARNIE enter the existing
		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

Choose Destination Lo	cation X
<b>.</b> 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 p:\payroll Browse
	< Back Next > Cancel

- 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 Earnie on as many workstations as you like your Earnie 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 configured as 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 Earnie. Do not run data from the root of

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What n	twork folder would you like to map?	
	drive letter for the connection and the folder that	you want to conne
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- Each user you wish to access Earnie 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 Earnie:

Help Support
RTI Guide
Pension Guide
IRIS AE Suite™ Guide
Holiday Pay Guide
Holiday Pay Legislation Guide
Year-end Guide
EARNIE Help
Tech Tips
Update Notes
Useful Online Links
About EARNIE

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About Earnie 1.26.46	
	© IRIS Payroll Solutions Ltd 2017
	IRIS Payroll Solutions Ltd
Ú	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 Run Program :- <u>c:\earnie</u> Data :- <u>c:\earnie</u>	time Version :- 9.00
Full Licence Details	
Licence No ; Expiry Date: 31/07/2 EARNIE Intro Unregistered System (Evaluation Us	i014 ie Only)
Components Check for Update	.s

- Copy and paste this folder onto your mapped drive.
- Uninstall the local copy of Earnie. 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:

IRIS Payroll Professional	HCA1	X
Data Files cannot be found at 'C:\IRIS Payre them?	oll Prof\'. Do you want to s	earch for
	Yes	No

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<sup>™</sup> 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<sup>™</sup>.

#### **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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