



IRIS PAYE-Master

Getting Started Guide

April 2020

IRIS. Look forward

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Registering IRIS PAYE-Master

The **Registration Wizard** is displayed after installing IRIS PAYE-Master. However, if you closed the **Registration Wizard** before entering the licence details, it can be re-opened as below.

1. Click on the Microsoft Windows 'start' button and select **All Programs | Programs | IRIS Software Ltd | PAYE-Master.Net | PAYE-Master.Net**. Alternatively, double click on the IRIS PAYE-Master icon on your desktop

The **Registration Wizard** screen will be displayed



Your licence details are provided by IRIS. If you have not received your licence details, or if you are having difficulties, please phone 0344 815 5656.

2. Select the type of installation you require:
 - **New** – select this option if you are a new IRIS PAYE-Master user. You will need the following details which are supplied by IRIS:
 - Valid Authorisation Code
 - Valid Expiry Date
 - Valid Package Limit (for multi company licences)
 - **Demo** – if you want to trial IRIS PAYE-Master, select this option. If you are installing the demonstration version of IRIS PAYE-Master, you can use the company name **IRIS Evaluation**. The evaluation version will give you a 7-day grace period to evaluate the software

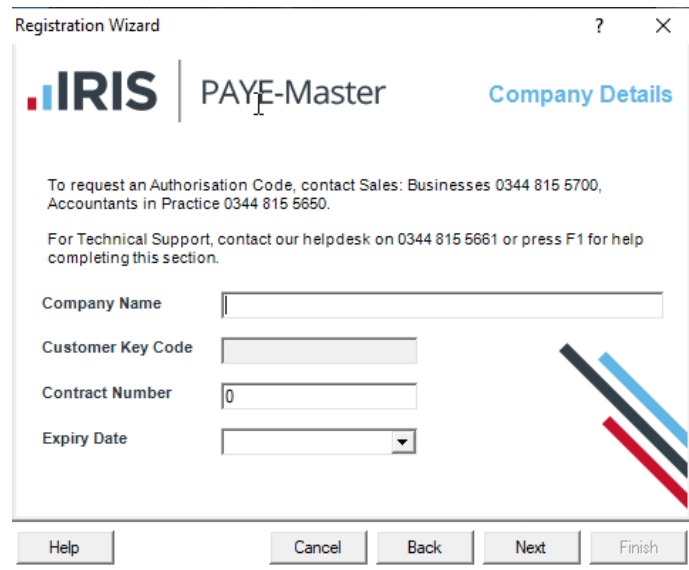
3. Click **Next** to open the **Registration Wizard - Company Details** screen

Company Name – type here the name of your company, ensuring it is identical to the name of your support contract

Customer Key Code – this will be automatically generated and cannot be changed

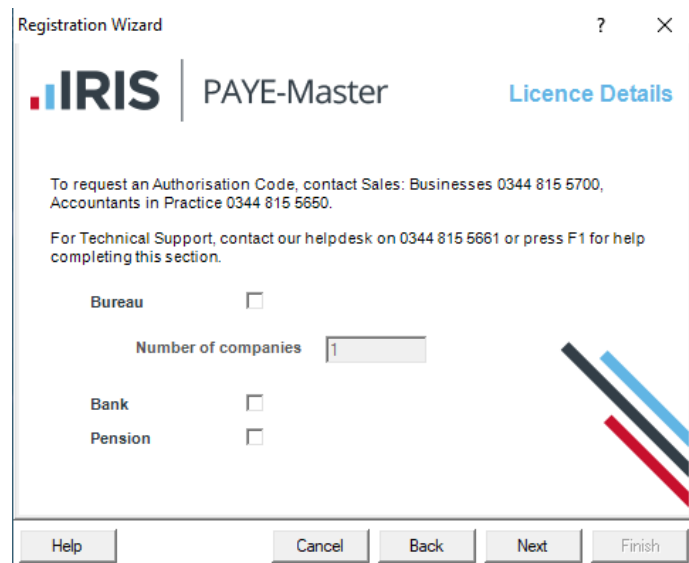
Contract Number – this is supplied with your licence details and will be 5, 6 or 7 digits long. Please note you will be asked for this number when you call our support team

Expiry Date – enter the date the licence expired



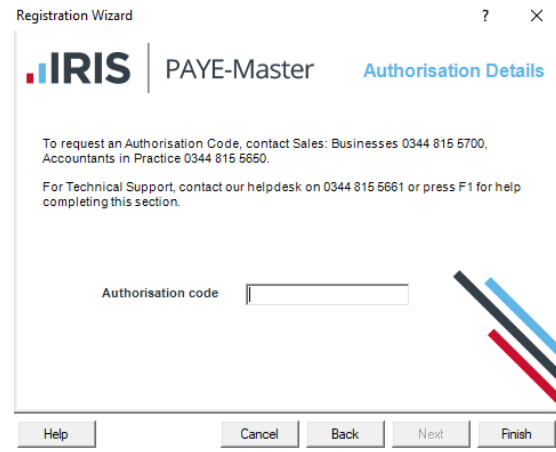
4. Click **Next** to open the **Registration Wizard - Licence Details** screen

- **Bureau** – select this option if your company operates as a bureau (e.g. responsible for managing payrolls for more than one company). The **Number of companies** field will only be available if you tick this option and if you have purchased a licence for multiple companies
- **Number of companies** – enter the number of companies on your licence – this must match the number of companies on your licence or the authorisation code will not be accepted
- **Bank** – if you have purchased the **Bank Export** module, select this option
- **Pension** – if you have purchased the **Pension System** module, select this option



Please Note: the authorisation code is generated by IRIS, based on the options you have paid for. The selections that you make in the **Bureau**, **Number of companies**, **Bank** and **Pension** fields affect the authorisation code expected by IRIS PAYE-Master. If this is completed incorrectly, the authorisation code you enter will not be accepted.

5. Click **Next** to open the **Registration Wizard - Authorisation Details** screen. Enter here your **Authorisation code**
6. Click **Finish** then **OK**



After completing the registration details the log in window will appear.

7. Enter the Product Password, the default is PAYROLL. This can be changed once you have logged in to IRIS PAYE-Master
8. Click **Login**, you will be prompted to create a data file – see **Create a new Company**

Please note: IRIS PAYE-Master requires two different types of passwords for multi-company users; a **Product Password** to open the software and a **Company Password** to open the company data files. The **Product Password** and the **Company Passwords** can both be changed if required and need not be the same. Companies with a single-company user licence will only need to enter one password.

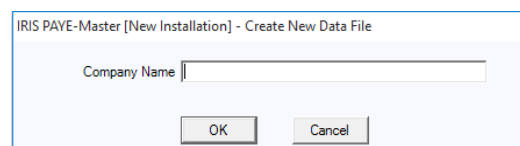
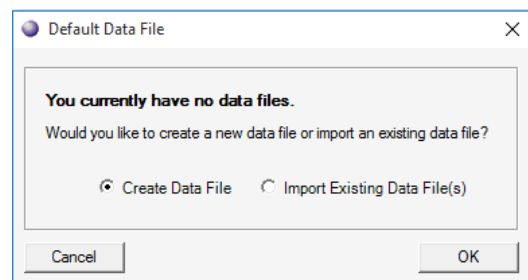
Create a new company

After installing IRIS PAYE-Master for the first time, you will be prompted to create a new company.

1. Select **Create Data File** and click **OK** to create a new company
2. Type the name of the company and click **OK**

If you have purchased a single-company licence, the **Company Name** must match the company name supplied with your licence details

The company password will be displayed; this should be recorded as it will not be displayed again. This can be changed once you have opened the company



3. Click **OK**. The company database file will be created, and IRIS PAYE-Master will open, prompting you to enter the new company password

Note: You can move the company database file to a different location if required, for instance you may prefer the company database on the network so other users can have access to it.

To change a company password

1. Select **Company | Details**
2. On the **General Information** tab, type the new company password in the **Password** field
3. Click **OK**

Evaluation Licence

You can use the evaluation version of IRIS PAYE-Master for 7 days; you can use the company name IRIS Evaluation. You will not need to enter the registration details (i.e. Authorisation Code and Expiry Date).

If your evaluation licence expires and you would like to upgrade to the full licence:

- Contact the IRIS Sales Team on 0344 815 5656. You will be provided with registration details on purchase of the full version (i.e. **Authorisation Code** and **Expiry Date**)
- Enter your registration details using the **Edit Licence Details** option. This is accessed via **Utilities | Edit Licence Details**

Further assistance

Further help can be found from the **Help | Contents** menu.

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	For IRIS Payroll Professional
Tel: 0344 815 5656	Tel: 0344 815 5676	Tel: 0345 057 3708
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk	Email: payrollsales@iris.co.uk

Contact Support

Your Product	Phone	E-mail
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk

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