

Technical Notes for the IT Professional or System Administrator who maintains your Sage payroll software

If you are the person who usually installs software on your computer, you may already have sufficient access rights to run the software update. Otherwise you should pass this notice on to the person responsible for the maintenance of your payroll system.

Before installation of the update:

- The Payroll Year End 2011 update must be installed under an account with full administrator rights. This update program requires access to system resources usually reserved for administrator accounts. If the payroll is installed on a network, you will need full read/write permissions to the installation folder.
- To install this update, you must currently be using Micropay v12.4 or Quickpay v11.4.
- If the product is installed on a network with several users accessing the same installation, the update must first be installed on the network (Full Installation) and then a Client Installation must be performed on each user's PC.
- Instructions for installing the update can be found in the Payroll Year End 2011 User Guide, which can be viewed or printed from the Sage website.
- The best compatibility with Windows Vista & Windows 7 is when its UAC (User Account Control Settings) feature is switched off.

During installation of the update:

- In order to facilitate improvements in the Payroll Year End process, the update program restructures the product's installation folder. The update program creates a new sub-folder under the installation folder for the 2012 tax year.
- Sage Micropay Professional and Sage Quickpay require Microsoft .NET Framework v4.
- If Microsoft .NET Framework 4 is not found, you will be prompted to install it as part of the installation process. This will significantly increase the installation time but you will be prompted on screen of this during the installation. Please note, installing the .Net Framework 4 does not install the Payroll Year End 2011 update. When the .Net install is finished, run the Payroll Year End 2011 update again.
- If you encounter a problem during the installation, turn off any anti-virus software and try the installation again.
- If you are using a Windows 7, Server 2008 or Vista operating system, you may get the option to run Data Maintenance after the update. This should only be done if you are logged onto Windows under the user account that normally carries out payroll processing on this PC.

After installation of the update:

- Ensure that each regular payroll user account has full read/write permissions in the product installation folders.
- Check that the user's desktop shortcuts match the new folder structure.
- Ensure that any payroll backup procedures carried out by the IT department take account of the new folder structures.
- Be sure to switch back on your anti-virus and the UAC feature once the installation has finished.

