Premier and Classic

Install Notes for Africa Changes

January 2023

Installation Instructions

Download the applicable zip file.

Before you extract the contents of the zip file into your Payroll Directory:

- Make sure that you are on the correct software version

- The files must be loaded before doing final payments or printing reports for the pay period

- Make sure that ALL operators are logged out of the Payroll system. If they are not, your programs and data may be corrupted.

- Ensure that Forced Pay has not been activated.

- Start off by making a Full System Backup. Make sure you write down the Drive Letter and the Directory Name where your current Payroll System is installed (the one that will be updated), e.g. C:\Premier.

- If you are a Premier ESS and\or Premier HR user, you do not have to install their respective updates. This is a Payroll only installation. Download and save the zip file containing the software changes, which must be unzipped into your Payroll directory.

Steps to follow to unzip the file into your VIP Directory

In these instructions we assume that:

- You use WinZip as the extraction tool,

- Your Payoll is loaded in C:\Premier, and

- The drive letter from which you will unzip this file, is C:

1. Open the ZIP File

   Either double click on the file, or right click on the file then click Open. Once you have opened the Zip file, you need to unzip this file into your VIP directory.

2. Extract the files

   The WinZip window should be displayed. Click on I Agree. Select Extract in order to extract the file to your VIP Directory. A Browse window will display.

3. Locate your Payroll directory

   Click on the correct Disk Drive option, e.g. Local Disk (C:), then click on the required folder, e.g. Premier (this will be the Drive and Directory you wrote down when you made the backup).

   Click on Extract.

   A message will display prompting you to Replace the Existing file.

   Click on Yes to All.

   Close the WinZip window.

   If you do not have WinZip or another extraction tool, save the ZIP file into your Payroll directory.
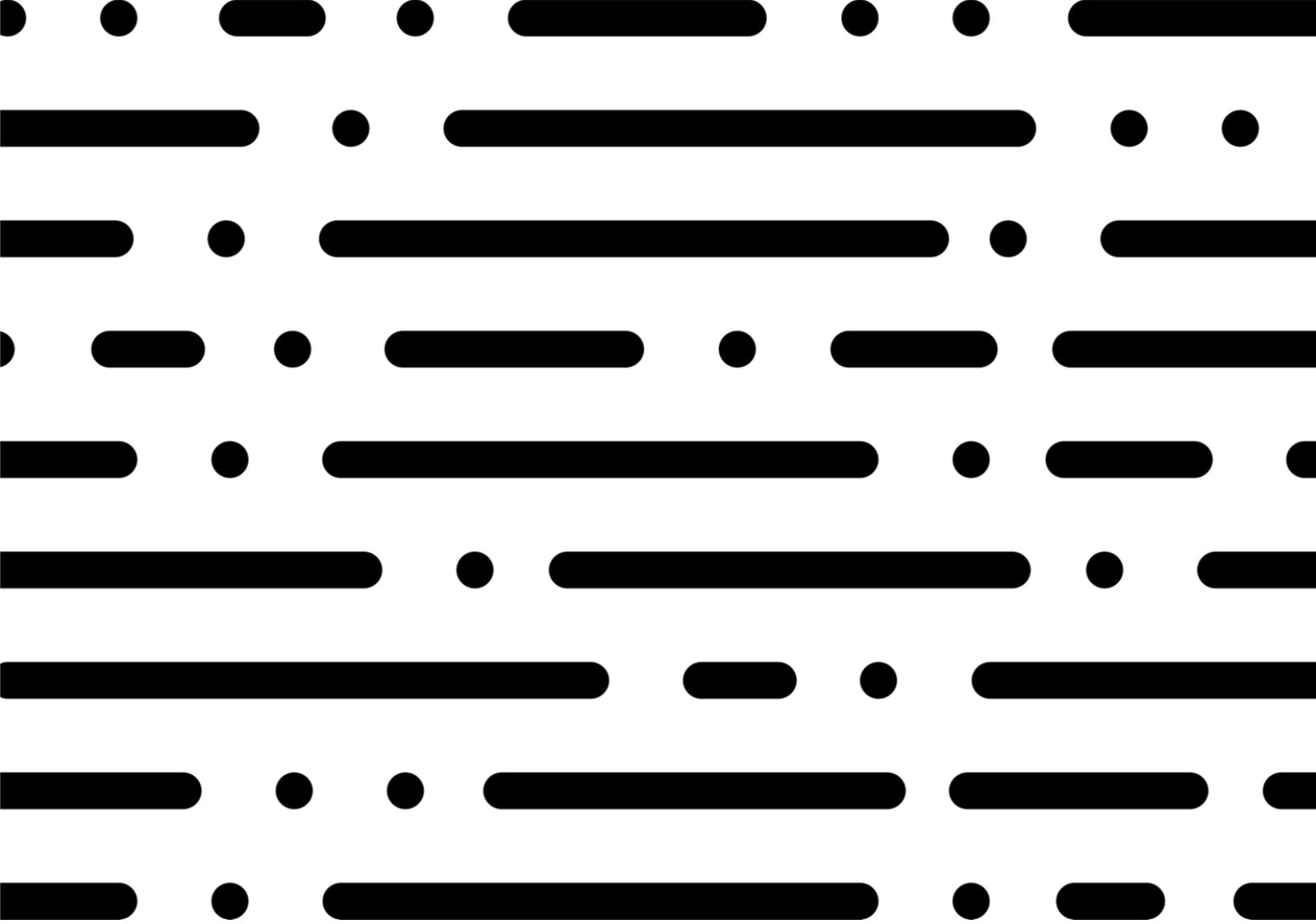
   Click on Start (on your Windows task bar).

   Click on Run and type the command applicable to your system (remember to change the drive and directory according to the details written down when you made a backup). C:\Premier\PKZIPC.EXE –EXTRACT *.ZIP

After Installing the new Software, it is advisable to do a General Recalculation in the company: Access your Company. From the Main Menu, click on Payroll and then select General Recalc. When you get the message "Do you want to Recalculate the Earnings and Deductions for ALL Employees?" click on Yes.

Please Note: The zip files contain a pdf document with information regarding the changes included in the patch. For the specific country.

Sage