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Red Office Consultant Checklist: Payroll Update 2008

Note: Install upgrade before the end of 2007 financial year processing is completed.
Ensure the final pay for the year has been entered.

MYOB APPROVED

- ☐ Back up Payroll files
- ☐ Close all applications including payroll
- ☐ Disable Antivirus software if possible
- ☐ Load Payroll 2008 CD and install (this can also be downloaded from MYOB website if disk is unavailable. (For any issues call MYOB Consultant line 0800696227.)
- ☐ Check the update has installed correctly
  - Start MYOB payroll, Activate each company file. (clients should have been sent new confirmation codes in a letter from MYOB)
  - Click on Help About MYOB payroll / click onto folder called Payroll Files and check that the payroll version number starts with 2008.1. If the version matches the installation has been successful.
- ☐ Re-index the data file. (Tools menu & choose Re-index file)
- ☐ Complete a backup of the upgraded files.
- ☐ Print End of Year information :

  Recommended Reports:
  Pay Audit Trail – If possible check total balances to MYOB GL
  Pay Code Totals
  Holiday Accruals
  Earning Certificates
  Employee Reports / Employee Balances
  (note : If pay history has been entered manually through Enter History Window this data will not be included in the Gross Earnings /PAYE details of the Earning Certificates – check Earning Cert. matches against Employee Balances)

  Optional Reports one per employee if client would like them :
  Employee Audits
  Employee Details
  Employee Holidays
  Employee Special Leave
  Employee Leave in Lieu

- ☐ Process end of month /PAYE as normal – File is now in 2009 Year