BEFORE INSTALLING THE UPGRADE

It is essential that you make backup copies of all your existing employer files before you install any upgrade to Intercode Payroll. This will ensure that your original payroll information can be restored in the unlikely event that the upgrade process fails to complete successfully.

Once you have copies of your existing employer files stored in a safe location you are ready to install the upgrade.

**HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL**

You do not have to uninstall your current version of Intercode Payroll before installing a newer version of the software. Whenever a newer version of the software is installed on your computer, the newer version will automatically replace your current version during the installation process.

You can install the latest version of Intercode Payroll in one of the following ways:

- If you are currently using Intercode Payroll V3.1.4 or later, you can use the *Automatic Installation* process below.

- If you are currently using Intercode Payroll V3.1.3 or earlier, you must use the *Manual Installation* process described below.

Automatic Installation (V3.1.4 or Later)

1. Ensure that you are currently connected to the internet.

2. Open Intercode Payroll.

3. Select *Help --> Check for Updates* from the main menu.
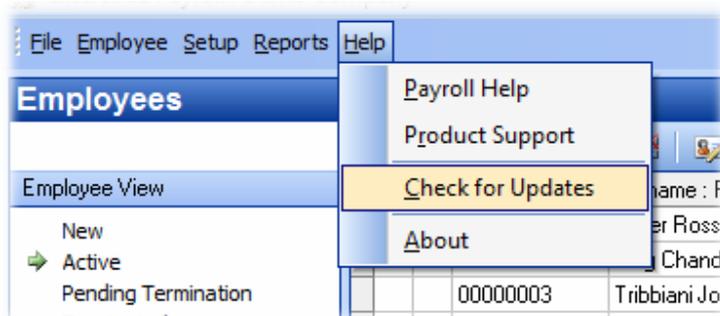
4. Follow the on-screen instructions to update your version of Intercode Payroll.

Manual Installation (V3.1.3 or Earlier)

1. Go to the *Downloads* page on the Intercode web site (www.intercode.co.za/downloads.php) and click on the link marked *Download Now.*

2. When asked whether you would like to *Run* or *Save* the file select *Save*. This will open a new window allowing you to specify the location on your computer's hard drive where you would like to save the file. Select *Desktop* and then click *Save*.

3. You will now see a *File Download* window showing the progress of the file download. Once the file download has been completed you can close all open windows and disconnect from the internet.

4. Ensure that Intercode Payroll has been closed then go to your *Desktop*, locate the installation file you just downloaded and double-click the file to start the installation process. Follow the on-screen instructions to complete the installation process.

Once the latest version of Intercode Payroll has been installed on your computer (using either of the two processes described above), open Intercode Payroll and open your employer file. You might see a message stating that your employer file is being updated. Wait for this process to finish.

The update process is now complete, and you can continue using the software as usual.

WHAT'S NEW

Year to Date Totals on Payslips (V3.4.2)

As of V3.4.2 it is now possible to display year to date totals on employee payslips. The user can choose whether or not to display the year to date totals on employees' payslips by selecting the relevant option on the *Payslip Content* tab of the *Print Options* window which is displayed when printing payslips.
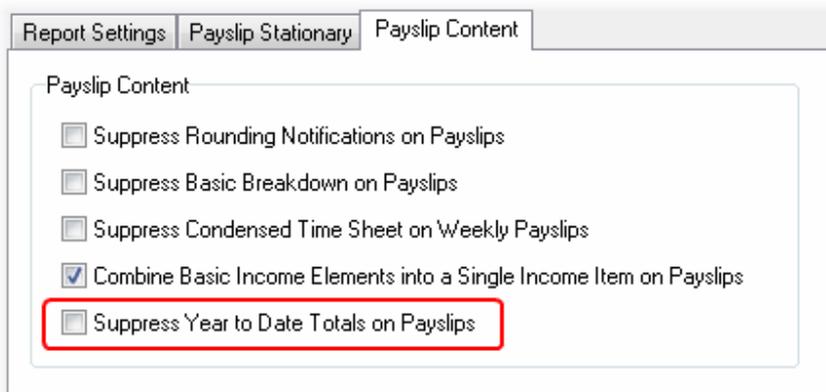
If the *Suppress Year to Date Totals on Payslips* option is check, year to date totals will not be displayed on payslips. If this option is not checked (default), year to date totals will be displayed at the bottom of employee payslips.

Year to Date Totals (Incl. Current Period)	Gross Non-Taxable	Gross Remuneration	Taxable Income	Ret. Funding Incom
	R 0.00	R 141 000.00	R 141 000.00	R 0.00
4001 : Pension	4003 : Provident	4005 : Medical Aid	4006 : Ret. Annuity	4018 : IP Policy
R 0.00	R 0.00	R 12 000.00	R 6 000.00	R 0.00

BUG FIXES

Fixed a bug relating to exporting income under code 3705 (subsistence allowance) to Easy-File V3.0.

Fixed a bug with a missing report font (Arial Narrow) when printing IRP5's on Windows XP machines.

End of Release Notes

If you have any questions regarding the features included in this release, or if you have any trouble installing the upgrade, please contact the Intercode support desk on 0861 113523 for assistance.

Thank you for your continued support.

Intercode Business Solutions