



eProphet Payroll Checklist



Applying CFM Updates, Award Pay Rates





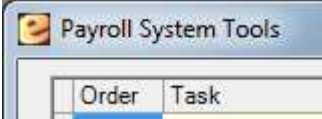

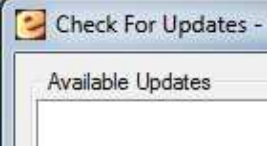
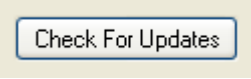
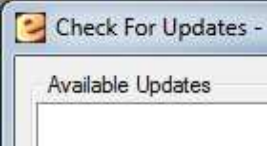
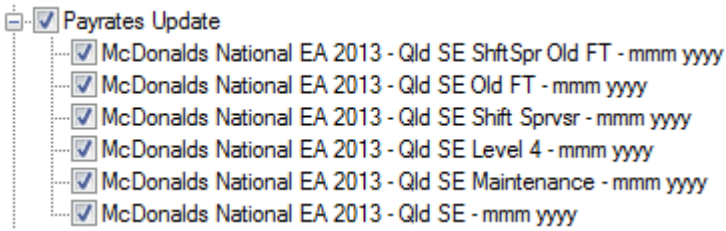
Store _____

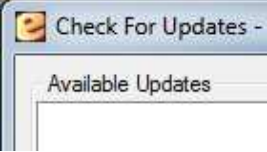


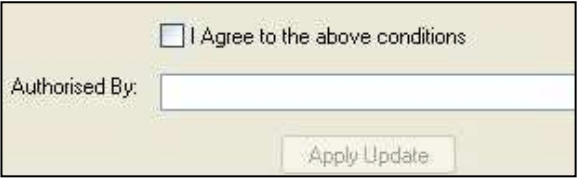

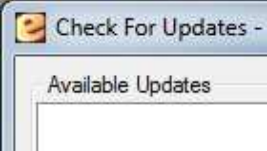
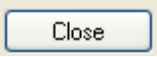
Payroll Administrator _____


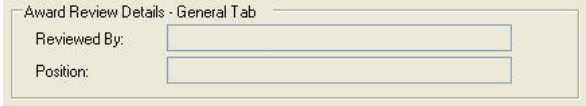

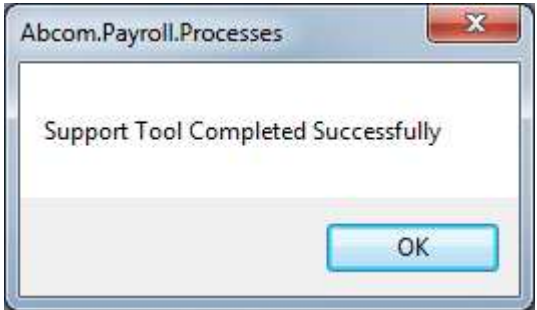

Update Applied on Date _____

These steps need to be completed BEFORE commencing the first pay run from when the applicable updates need to be effective from.

Step	Description of Process/Step	Completed
	<p>IMPORTANT NOTE</p> <p>These steps and updates need to be run and applied in EVERY store's payroll system as the update is only applied to each store individually.</p>	
<p>1 Check eProphet Payroll Version Number</p> 	<p>The current eProphet Payroll Version number is located on the right hand side of the status bar at the bottom of the eProphet Payroll window.</p> <p>In order to complete this checklist, the version number must be 2014061916 or greater. If the version number is correct please proceed to Step 2.</p> <p>If you do not have the correct version, follow these steps:</p> <ol style="list-style-type: none"> Close eProphet Payroll Make sure you are connected to the Internet Open Abcom Application Starter Right-click the name of any store in the Select Site section of the Application Starter Window Left-click "<i>Force all Applications Version re-check</i>". <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Force all Applications version re-check</div> <p>This will close the Application Starter window</p> <ol style="list-style-type: none"> Re-open Abcom Application Starter Updates will download. Once all updates have downloaded, the Application Starter window will close Re-open Abcom Application Starter A message box will be displayed, prompting you to apply the new updates – click Yes When updating is complete, return to Step 1 of this checklist. <p>If the version number is still incorrect, please contact Customer Support for further assistance</p>	

2 Tools Menu 	Navigate to the <i>Tools</i> menu 	
3 System Tools 	Select the System Tools icon  This will launch the <i>Payroll System Tools</i> window. 	
4 Start Payroll Update Tool 	Browse the list of tools for an entry labelled " <i>Check For CFM Updates</i> ". Double-click the entry labelled <i>Check For CFM Updates</i> to start operation of the tool. NB: Only steps that require your involvement will be covered in this checklist.	
5 Check For Updates 	From within the "Check for Updates" window follow these steps. Click on the "Check for Updates" button  The tool will then go to the Abcom server and determine what updates are available to you. Within the main window the available updates will then be displayed.	
6 Selecting the " <i>Payrate Update</i> " to apply 	To apply any updated pay rates place a tick in the appropriate check boxes. You should select all awards which are applicable <u>TO YOUR STORE</u> . For example, for South East Queensland your selections MIGHT appear like this. NOTE: This is an EXAMPLE ONLY and every client is slightly different, but as long as the awards selected match what is applicable in YOUR store you can proceed. 	

<p>7 Applying updated data</p> 	<p>Once you have chosen which updates that you wish to apply click the "Apply Updates" button.</p> 	
<p>8 Authorise Data Update</p> 	<p>You will be required to complete a separate Authorisation Form for each set of data that is being updated.</p> <p>You must agree to permit the automatic update to run. If you do not agree, the tool will terminate and you will not have the updated pay rates.</p>  <p>You must tick the box stating that you agree, and enter your name in the space provided.</p>	
<p>9 Update Completed</p>	<p>Once the updates have been downloaded and applied you will see the following message.</p>  <p>Then click on the "OK" button.</p>	
<p>10 Exiting update routine</p> 	<p>To exit the update routine, click on the "Close" button in the bottom right hand corner.</p> 	

<p>11 Review Revised Award Data and/or Pay Rates.</p> 	<p>CRITICAL STEP – MUST BE COMPLETED</p> <p>The Awards setup screen will now be displayed so that you can CAREFULLY review each of the newly updated awards, in particular the “Pay Rates” tab.</p> <p>Due to the nature of how this update tool operates, it is critical that you review the amendments that it inserts into your system.</p> <p>For each of your Awards it is vital that you review each one individually.</p> <p>As you review each of your awards and the corresponding tabs, you will be required to complete the section at the bottom of each of the data tabs, where blank. In these fields you have to enter your Name and Position to acknowledge that you have reviewed that tab and accepted the changes. As shown below.</p>  <p>NB: If a complete review of ALL tabs for ALL records is not completed, you will be unable to start a new Payroll Run until the review is completed. This is to firstly ensure no data was corrupted or lost during the transfer/update; and secondly, that you as the licensee or payroll administrator is in agreement that the data was provided correctly to you.</p>	
<p>12 Tool Completed</p> 	<p>Once all the above steps have been completed, a message box will be displayed stating that the <i>Support Tool Completed Successfully</i>.</p> 	
<p>13 Important Note</p> 	<p>These steps and updates need to be run and applied in EVERY store’s payroll system as the update is only applied to each store individually.</p>	