eProphet Payroll Checklist

Applying CFM Updates, ATO Tax Scales

Store _____
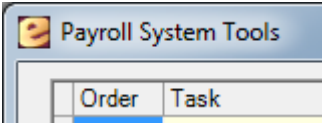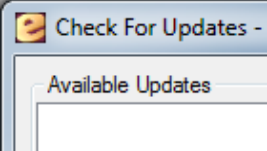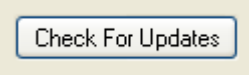
Payroll Administrator _____

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.

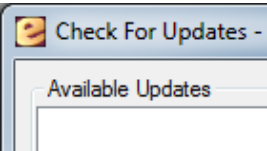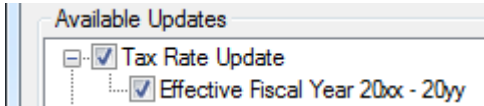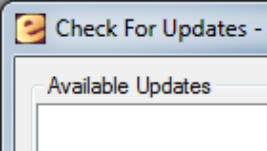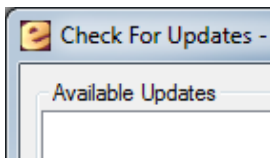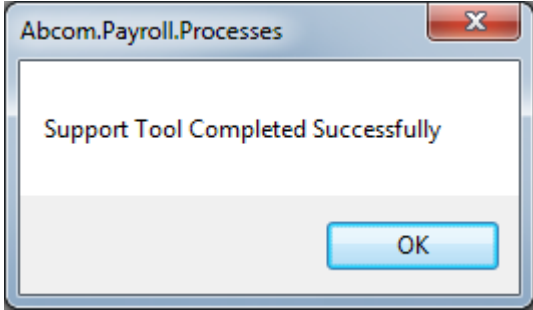| Step	Description of Process/Step	Completed
⚠️	**IMPORTANT NOTE** These steps and updates need to be run and applied in EVERY store's payroll system as the update is only applied to each store individually.	
1 Check eProphet Payroll Version Number	The current eProphet Payroll Version number is located on the right hand side of the status bar at the bottom of the eProphet Payroll window. In order to complete this checklist, the version number must be **2017062113** or greater. If the version number is correct please proceed to Step 2. If you do not have the correct version, follow these steps: a) Close eProphet Payroll b) Make sure you are connected to the Internet c) Open Abcom Application Starter d) Right-click the name of any store in the Select Site section of the Application Starter Window e) Left-click "*Force all Applications Version re-check*". Force all Applications version re-check This will close the Application Starter window f) Re-open Abcom Application Starter g) Updates will download. Once all updates have downloaded, the Application Starter window will close h) Re-open Abcom Application Starter i) A message box will be displayed, prompting you to apply the new updates – click *Yes* j) When updating is complete, return to Step 1 of this checklist. If the version number is still incorrect, please contact Customer Support for further assistance	

2	Tools Menu	Navigate to the *Tools* menu	
3	System Tools	Select the System Tools icon This will launch the *Payroll System Tools* window.	
4	Start Payroll Update Tool	Browse the list of tools for an entry labelled *"Check For CFM Updates".* Double-click the entry labelled *Check For CFM Updates* 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 Tax Scales Update to apply	To apply the updated Tax Scales click on each of the appropriate check boxes to tick them. Example shown below.	
7	Applying updated data	Once you have chosen which updates that you wish to apply click the "Apply Updates" button.	

8	Authorise Data Update	You will be required to complete a separate Authorisation Form for each set of data that is being updated.	
		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 tax rates.	
		You must tick the box stating that you agree, and enter your name in the space provided.	
9	Update Completed	Once the updates have been downloaded and applied you will see the following message.	
		Then click on the "OK" button.	
10	Exiting update routine	To exit the update routine, click on the "Close" button in the bottom right hand corner.	
11	Review Revised Award Data and/or Pay Rates.	The Awards setup screen will now be displayed; this will appear even though there were no Award changes this time. You can exit from this screen.	

12	Tool Completed	Once all the above steps have been completed, a message box will be displayed stating that the *Support Tool Completed Successfully.*	
13	Important Note	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.	