

#### **GoldPay Software Update**

#### <u>2024</u>

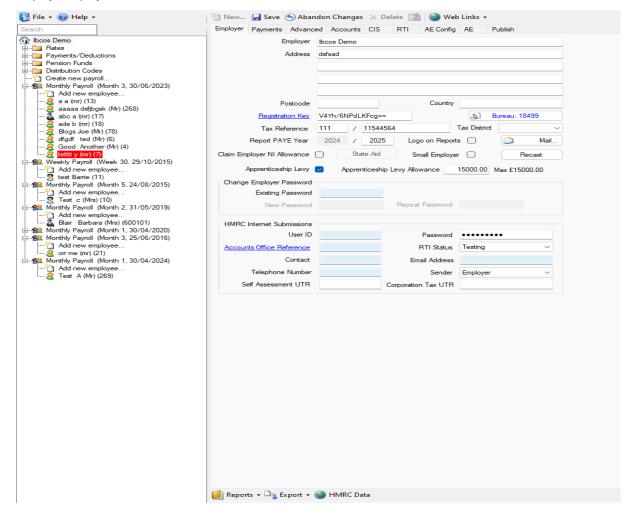
## I OCOS A Constellation software company

The following documentation describes how to update the Ibcos Computers GoldPay software. This must be completed before running Payroll Year End.

1. Begin by opening your GoldPay software:

🚦 Select Employ	/er		_		×
🕨 Select Employer  New Employer 👫 Find Employer 🛛 🗙 Cancel 🕺 Remove from List 🔬 Licences 🔞 Help					
File	Full File Path	Last Accessed			
1apayroll.pay	C:\EOY Payroll\1apayroll.pay	24/03/19 08:52			

2. Double-click on your company's payroll and you will be taken into your payroll database: e.g. 1apayroll.pay



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3. From the Help dropdown menu, select 'Get Latest Release'. Once clicked the following screen will appear:



4. Click 'Download and install our latest software release (Recommended)'. This screen will appear:



Click 'OK'.

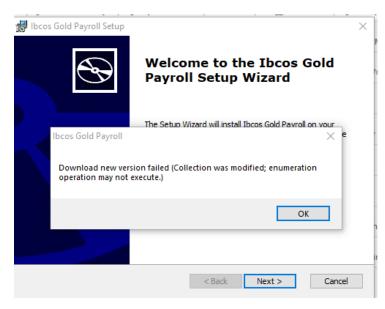
The download process will start.

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5. A Microsoft Windows Installer application will pop up on the screen. Follow the onscreen instructions, accepting the licence agreement along the way, until you eventually get the below screen, then click 'Finish'



If you experience an error whilst uploading and get the following message, please Enter through and it will load. Please check that you are on version 24.10.0



#### Payroll License Upgrade

Once the payroll upgrade has gone through, click on the Goldpay icon so that the Employer Selection screen comes up and click on the "Licences" button.

🕑 Select Employe	r	
Select Employe	r 🎦 New Employer 🏦 Find Employer 🗕 🗙 Cancel 🞯 Remove from Lie	st 🐧 Licences 🔞 Help
File	Full File Path	Last Accessed
1apayroll.pay	C:\EOY Payroll\1apayroll.pay	15/12/24 11:26
Tact Davroll	C-UlearelahricalDooumontellhood Douroll/Toot Douroll nov	15/00/20 10-47

In the blank grey/white section to the right of the Licence number box, hold down your Shift key & Alt key together and left double click your mouse.

dd New Licence	Edit Licence Details	s Remove Licence 🗙 (	Cancel 🥝 Save & Exit	
icence Number	184	99		

A button should come up saying Retrieve from internet.

Add <u>N</u> ew Licence	Edit Licence Details	<u>R</u> emove Licence 🕻	Cance Save & Exit
Licence Number	18499		Betrieve From Internet
			Theorem The Internet

## IDCCS A Constellation software company

If you click this, a box should come up saying "Well done, you have retrieved your new licence."

Ibcos Gold Payroll	23
Well done, you have ret	rieved a new licence.
	ОК

Click "OK"

To double check that this has worked your expiry date at the bottom of the screen should read EPAYROLLAE 30/04/25

Click the 'save and exit' button.

The following message may come up. If it does click "OK"

Ibcos Gold Payroll	
Licence for EPAYROLL ignored because it a	Iready exists in the system
	ОК

Click on "Save and Exit" and you are ready to log in.