

## Payroll Budget Changes

These are the instructions for upgrading your Capital Gold Payroll program for use from 14 June 2003. In the April budget, the Chancellor announced changes to Income Tax which come into effect on the first pay day after 14 June 2003. It is therefore important that the upgrade is carried out before you run week 11 or month 3, but after you have already run week 10 or month 2 (that is, using a payroll date of 15 June 2003 or later).

### Taxable Income

From 15/06/03 2003-2004 Tax Year	Current
10% up to 1,960	10% up to 1,920
22% from 1,961 to 30,500	22% from 1,921 to 29,900
40% over 30,500	40% over 29,900

## Upgrading your Capital Gold Payroll Software

**Important** Before you carry out any software installation, backup your Capital Gold Payroll data files. From the **File** menu, click **Back-up & Restore** and then click **Back-up Company Data**. Follow the instructions on the screen. Make sure you are already using Capital Gold Payroll version 2.00.00 or later. If you are unsure which version of Capital Gold Payroll you are using, choose the **About Capital Gold Payroll** command on the **Help** menu in Capital Gold Payroll. Before commencing with the upgrade please make sure that Capital Gold is not running. The upgrade must be installed after month 2 or week 10 is completed and before the month 3 week 11 calculation update.

### To upgrade to Capital Gold Payroll V2.01.00

- 1 Insert the Capital Gold Payroll CD into your CD drive.  
 Provided your PC is set up to use the Autorun feature, the CD will be automatically detected and the setup wizard will appear.  
 If the installation program does not begin automatically, click **Start**, then click **Run**. In the **Open** box, type **d:setup** (where *d* is the letter that identifies your CD-ROM drive) and then click **OK**.
- 2 At the **Welcome** dialog box, click **Next** to continue.
- 3 Click **Yes** to accept the terms of the agreement.
- 4 The **Choose Destination Location** dialog box will appear, click **Next** to confirm the existing installation. The **Setup Type** dialog box appears.
- 5 **IMPORTANT: YOU MUST** change the default selection from Typical to **Typical Update** by clicking on the **Typical Update** option to highlight.
- 6 Click **Next**. The **Start Copying Files** dialog box appears click **Next**. The setup program will begin copying the files to your PC.
- 7 When the installation is completed, the **Setup Complete** dialog box appears. Click **Finish**.

### Check the Upgrade was Successful

Having upgraded your Capital Gold Payroll software and logged on, from the **Help** menu, choose **About Capital Gold Payroll**. Under **Licence Details** the dialog box should indicate **Latest Tax & NI Rates Correct at June 2003**. If this is not shown, the upgrade was not successful. Check that you upgraded the programs in the correct directory or folder and that you have logged on to Capital Gold Payroll properly and try again. If this is still not successful, you will need to contact your support provider for advice.

If the **Current Tax Year** list box on the **Tax & DSS** tab on the **Company Details** form does not show **2003/2004**, the message 'You are not using the most recent Tax and NI Rates. Is this correct?' will be displayed when you use the **Do/Redo Payroll** command on the **Payroll** menu. To prevent this, open the **Company** menu and click **Alter Company Details**. Click the **Tax & DSS** tab and then, in the **Current Tax Year** list box, click to select **2003/2004**. Click **OK**.

There are no changes to the National Insurance rates set as at 6 April 2003. There will be no general uplift of tax codes. All code changes will be notified to employers on forms P9(T) (or code list or electronic version). The tax code for emergency use remains unchanged at 461L.