
MYOB IMS Payroll

Find Record Grid

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myob

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Introduction

MYOB IMS Payroll includes a powerful facility to provide a grid display of relevant data, which is available for:

- **General Employee Information:** Accessed via the Find Record button on the Employee Information tabs.
- **Employee Timesheet History:** Accessed via the History > Timesheet History tabs in Employee Information.
- **Employee Notes:** Accessed via the HR / Notes tab in Employee Information.
- **Company Costing Codes:** Accessed via the Find Record button on the Company Controls > Costing Codes tab.

These facilities will quickly enable data to be selected, filtered, sorted and exported in either XLS, XML, Text or HTML file formats.

General Employee Information

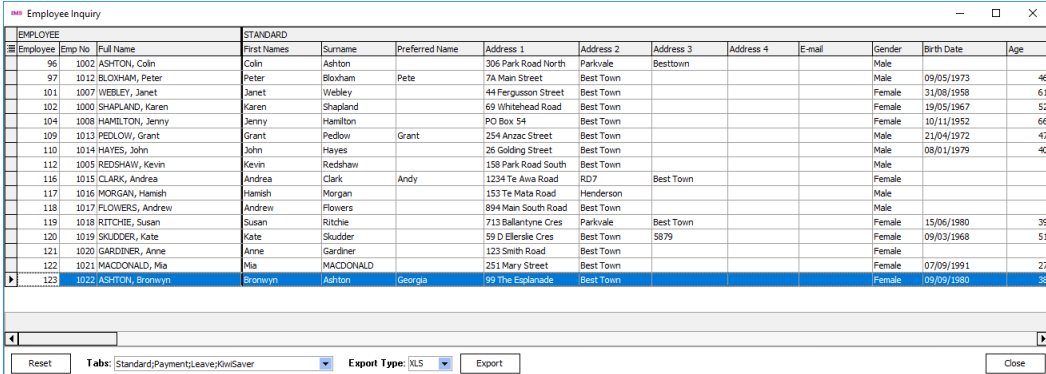
To activate the Find Record window, click the Find Record button () on any of the Employee Information tabs.

Note: The data displayed will be pre-calculation values if a pay period is open.

The default grid display contains one record per employee, and contains columns for each data field on the Employee Information - Standard, Payment, Leave, KiwiSaver, Compliant Fund and Company Superannuation tabs.

Note: The Compliant Fund and Company Superannuation tabs are only available if these options have been activated for the company.

The Employee display section containing the Employee ID, Emp No and Full is anchored to the left of the display grid so that each employee record can still be identified when data is scrolled across the grid. These columns cannot be moved or removed from the grid.



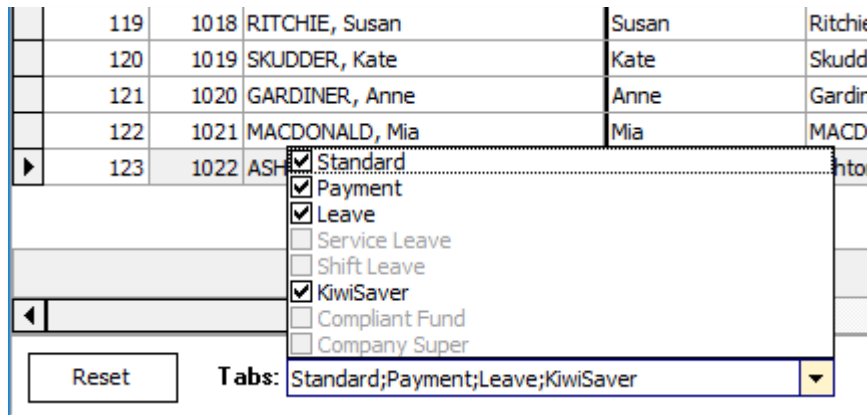
The screenshot shows the 'Employee Inquiry' window with a grid of employee data. The grid has columns for Employee ID, Emp No, Full Name, First Names, Surname, Preferred Name, Address 1, Address 2, Address 3, Address 4, E-mail, Gender, Birth Date, and Age. The data is as follows:

EMPLOYEE	STANDARD											
Employee: Emp No Full Name	First Names	Surname	Preferred Name	Address 1	Address 2	Address 3	Address 4	E-mail	Gender	Birth Date	Age	
96 1002 ASHTON, Colin	Colin	Ashton		306 Park Road North	Parkvale	Besttown			Male			
97 1012 BLOXHAM, Peter	Peter	Bloxham	Pete	7A Main Street	Best Town				Male	09/05/1973	46	
101 1007 WEBLEY, Janet	Janet	Webley		44 Fergusson Street	Best Town				Female	31/08/1958	61	
102 1000 SHAPLAND, Karen	Karen	Shapland		69 Whitehead Road	Best Town				Female	19/05/1967	52	
104 1008 HAMILTON, Jenny	Jenny	Hamilton		PO Box 54	Best Town				Female	10/11/1952	66	
109 1013 PEDLOW, Grant	Grant	Pedlow	Grant	254 Anzac Street	Best Town				Male	21/04/1972	47	
110 1014 HAYES, John	John	Hayes		26 Golding Street	Best Town				Male	08/01/1979	40	
112 1005 REDSHAW, Kevin	Kevin	Redshaw		138 Park Road South	Best Town				Male			
116 1015 CLARK, Andrea	Andrea	Clark	Andy	1224 Te Awa Road	RD7	Best Town			Female			
117 1016 MORGAN, Hamish	Hamish	Morgan		153 Te Mata Road	Henderson				Male			
118 1017 FLOWERS, Andrew	Andrew	Flowers		894 Main South Road	Best Town				Male			
119 1018 RITCHE, Susan	Susan	Ritche		713 Ballantyne Cres	Parkvale	Best Town			Female	15/06/1980	39	
120 1019 SKUDDER, Kate	Kate	Skudder		59 D Ellerslie Cres	Best Town	5879			Female	09/03/1968	51	
121 1020 GARDNER, Anne	Anne	Gardner		123 Smith Road	Best Town				Female			
122 1021 MACDONALD, Mia	Mia	MACDONALD		251 Mary Street	Best Town				Female	07/09/1991	27	
123 1022 ASHTON, Bronwyn	Bronwyn	Ashton	Georgia	99 The Esplanade	Best Town				Female	09/09/1980	38	


At the bottom of the window, there are controls for 'Reset', 'Tabs: Standard;Payment;Leave;KiwiSaver', 'Export Type: XLS', 'Export', and 'Close'.

Tab Selection

At the bottom of the grid is a dropdown that lets you select which Employee Information tabs you want to display in the grid. This can be useful for limiting the data columns you may want to export to a file.



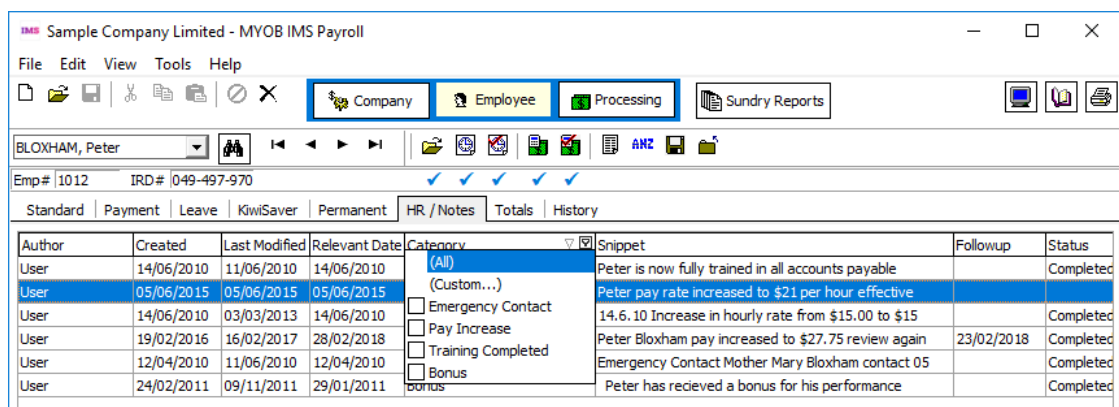
The Tabs currently selected for display will appear in the dropdown.

It is also possible to show or hide the individual data columns on each tab. To do this, click the Show/Hide/Move button (). This opens a dropdown showing tick boxes for all columns in the tabs that are currently displayed. Untick the box for a column to hide it from the grid, or tick the box to display a hidden column.

To globally display or remove all columns for the Tabs you have selected right-click on the Tab header at the top of the grid and select the **Show (All Columns)** or **Remove (All Columns)** option. Individual columns can then be selected via the Show/Hide/Move button as above.

Employee Notes

The following HR / Notes tab under Employee Notes lets you sort, filter and group the contents in any column. Click on a column's heading to sort by that column, and click on the arrow button on the right of a column heading to access the filtering and grouping options:



There is no option to export or refresh data on this grid.

Employee Timesheet History


This grid appears on the Employee Information > History > Timesheet History tab:

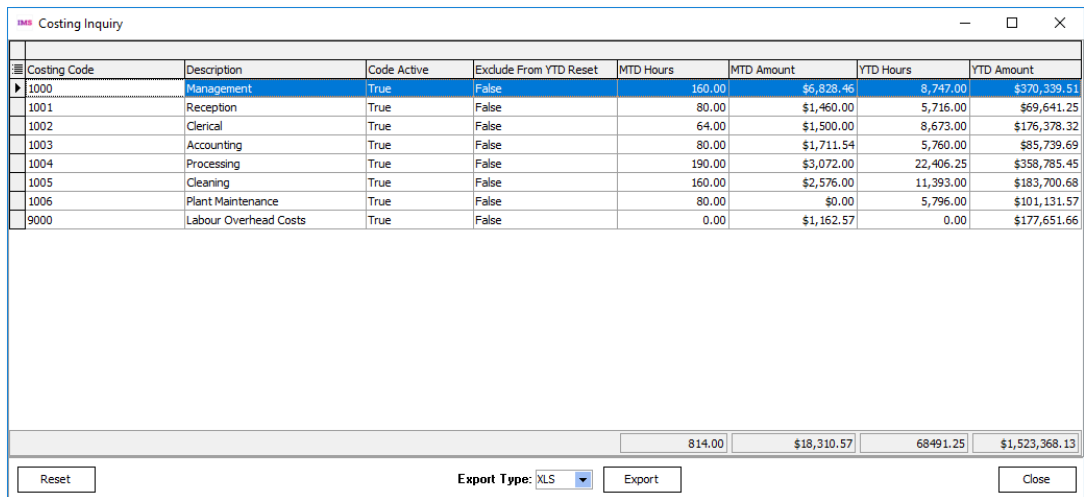
Period Ending	Payment / Deduction Name	Quantity	Hours	Base Rate	Factor	Amount	Costing Code	Costing Descr
12/03/2017	Social Club	1.00		\$7.00	-1	-\$7.00		
12/03/2017	BANK	1.00		\$588.81	-1	-\$588.81		
19/03/2017	Ordinary Time	40.00	40.00	\$27.75	1	\$1110.00	1002	Clerical
19/03/2017	P.A.Y.E.	1.00		\$214.19	-1	-\$214.19		
19/03/2017	Court Fine	1.00		\$25.00	-1	-\$25.00		
19/03/2017	Company Loan	1.00		\$275.00	-1	-\$275.00		
19/03/2017	Social Club	1.00		\$7.00	-1	-\$7.00		
19/03/2017	BANK	1.00		\$588.81	-1	-\$588.81		
26/03/2017	Ordinary Time	40.00	40.00	\$27.75	1	\$1110.00	1002	Clerical
26/03/2017	P.A.Y.E.	1.00		\$214.19	-1	-\$214.19		
26/03/2017	Court Fine	1.00		\$25.00	-1	-\$25.00		
26/03/2017	Company Loan	1.00		\$275.00	-1	-\$275.00		
26/03/2017	Social Club	1.00		\$7.00	-1	-\$7.00		
26/03/2017	BANK	1.00		\$588.81	-1	-\$588.81		

The default grid displays individual Payment and Deduction records (displayed in red) for the relevant Pay Period Ending Date.

Note: The Base Rate column is only populated for those pay periods completed in payroll version 4.31 or later (August / September 2012).

Company Costing Codes

To activate the Find Record window, click the Find Record button () on the Company > Costing Codes tab:



Costing Code	Description	Code Active	Exclude From YTD Reset	MTD Hours	MTD Amount	YTD Hours	YTD Amount
1000	Management	True	False	160.00	\$6,828.46	8,747.00	\$370,339.51
1001	Reception	True	False	80.00	\$1,460.00	5,716.00	\$69,641.25
1002	Clerical	True	False	64.00	\$1,500.00	8,673.00	\$176,378.32
1003	Accounting	True	False	80.00	\$1,711.54	5,760.00	\$85,739.69
1004	Processing	True	False	190.00	\$3,072.00	22,406.25	\$358,785.45
1005	Cleaning	True	False	160.00	\$2,576.00	11,393.00	\$183,700.68
1006	Plant Maintenance	True	False	80.00	\$0.00	5,796.00	\$101,131.57
9000	Labour Overhead Costs	True	False	0.00	\$1,162.57	0.00	\$177,651.66

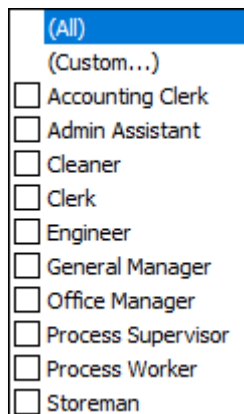
Summary: 814.00 MTD Hours, \$18,310.57 MTD Amount, 68491.25 YTD Hours, \$1,523,368.13 YTD Amount

Grid Functionality Overview

Filtering Records

Filtering can be applied against any displayed column on the grid with the intention to select records conforming to specific criteria.

To activate filtering, click the down arrow to the right of the column header of the column that you want to filter by. The Filter selection box appears:

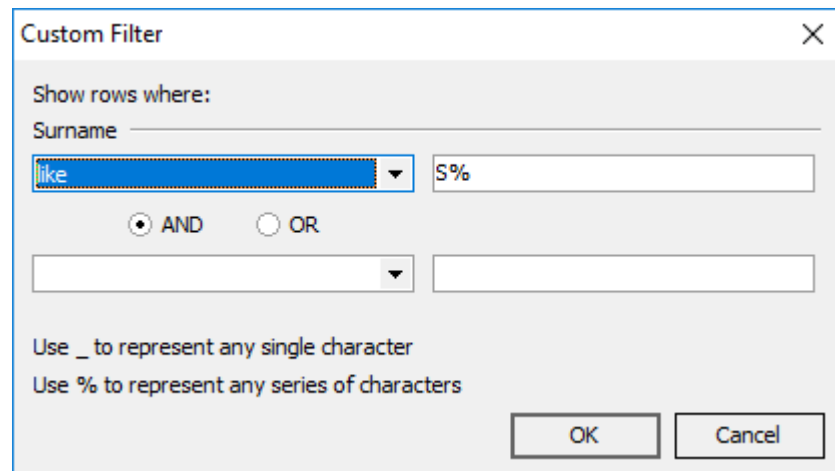


Show All Columns

The **(All)** option is available for all columns. Select it to remove any filtering already applied.

Custom Filter

The **(Custom...)** option lets you set your own filter by using pre-defined conditional statements. This option is not available on columns whose contents are pre-defined, e.g. Employee Type, which can only be Wage or Salary.



For example, to show employees whose surname starts with S, select the **like** statement and enter "S%".

Field Filter

All options available for the column can be used for individual selection filtering. For example, the Occupation lets you filter by any combination of the occupations of all employees currently displayed.

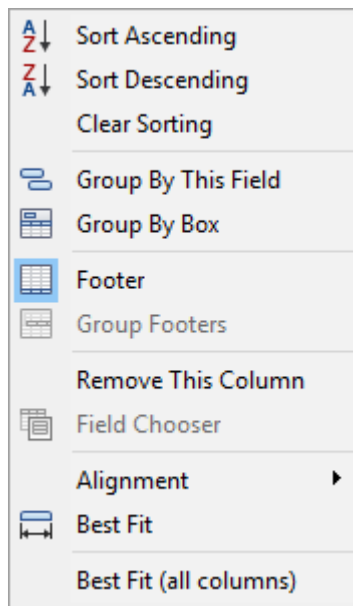
When a filter is applied, a filter band is displayed at the bottom of the grid, showing the filter statement and the column it was applied to.



Click the tick box to apply or hide the filter. Click the X to remove the filter entirely. The down arrow button on the right of the bar opens a list of previously applied filters.

Sorting, Grouping and Footers

Right-click on a column header opens a menu where you can apply sorting, grouping and other operations on the column:



Sort Options (Ascending, Descending and Clear)

Use these options as per your requirements. The sorting will be based on the contents of the column header used.

Group By This Field

This option lets you group the display lines by the values in a selected column. For example, to group all employees by Pay Point and then within each Pay Point by Gender (Female/Male) this could be achieved as follows:

Right click on the Pay Point column header and select **Group By This Field**. The Pay Point column header appears in the Group By band at the top of the grid and employees are grouped according to their Pay Point:

Employee Inquiry						
Pay Point						
EMPLOYEE						
Employee ID	Emp No	Full Name	Pay Point	Costing Code	Costing Description	
Pay Point : Factory						
Pay Point : Management						
	96	1002 ASHTON, Colin	Management	1000	Management	
	123	1022 ASHTON, Bronwyn	Management	1000	Management	
Pay Point : Office						
	97	1012 BLOXHAM, Peter	Office	1002	Clerical	
	116	1015 CLARK, Andrea	Office	1001	Reception	
	119	1018 RITCHIE, Susan	Office	1003	Accounting	
	122	1021 MACDONALD, Mia	Office	1002	Clerical	

Note: The Group by band at the top of the grid can be hidden or shown by right-clicking on a column heading and selecting **Group By Box**.

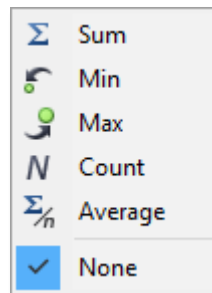
To add a further grouping by gender, right-click on the Gender column header and select **Group By This Field** or drag the column header to the Group By band at the top of the grid. Each Pay Point group is now divided into Gender sub-groups:

EMPLOYEE								
Employee ID	Emp No	Full Name	Gen	Birth Date	Age	Phone # 1	Phone # 2	Occupation
Pay Point : Factory								
Pay Point : Management								
Gender : Female								
123	1022	ASHTON, Bronwyn	Female	09/09/1980	38	1230456		General Manager
Gender : Male								
96	1002	ASHTON, Colin	Male			778 2245	021 785 185	Office Manager
Pay Point : Office								
Gender : Female								
116	1015	CLARK, Andrea	Female			02 369 8524		Admin Assistant
119	1018	RITCHIE, Susan	Female	15/06/1980	39			Accounting Clerk
122	1021	MACDONALD, Mia	Female	07/09/1991	27			Admin Assistant
Gender : Male								
97	1012	BLOXHAM, Peter	Male	09/05/1973	46	776 9232	027 125 1268	Clerk

To remove the grouping, right-click on a column heading (either at the top of the column or in the Group By bar) and select **Remove from grouping**.

Footer

The Footer option lets you apply and display user-defined totals at the bottom of selected columns. When the **Footer** option is turned on, a Footer band is available at the bottom of the grid. To activate a Footer for a particular column, right-click on the Footer band at the bottom of the grid immediately below the column you want to apply the Footer to. The Footer options are displayed:



- **Sum:** Sum and display the numeric contents of the column.
- **Min:** Display the Minimum value in the column.
- **Max:** Display the Maximum value in the column.
- **Count:** Display the Total number of records in the column.
- **Average:** Calculate and display the Average numeric value of the column.
- **None:** Remove all Footers assigned to the column.

Note: The options available for selection depend on the type of column, e.g. date, text, numeric, etc. Multiple Footers may be applied against a single column.

For example, apply a filter to the SL Balance (Sick Leave Balance) column to select records with values which do not equal 0.

On the Footer band at the bottom of the grid, right click under the SL Balance column and select **Sum**. Do this again and this time select **Average**.

The sum and average amounts for the column appear in the Footer band below the column:

SL Max Uni	SL % of Gross	SL Balance	DVL Units In	DVL Units Out
20		1.00	Days	
20		3.00	Days	
20		5.00	Hours	
20		3.50	Days	
20		3.00	Days	
20		6.00	Days	
20		2.50	Days	
20		3.00	Days	
20		3.00	Days	
20		4.00	Days	
20		3.00	Days	
20		4.50	Days	
20		1.00	Days	

42.50
AVG=3.27

Best Fit

Use the **Best Fit** and **Best Fit (All Columns)** options to quickly adjust the width of the grid columns to be as narrow as possible without truncating data.

Global Functions

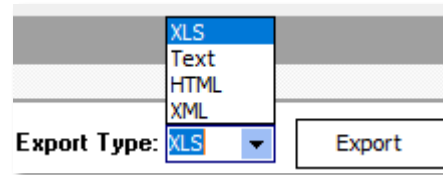
Reset

The **Reset** button resets the grid display to default values. Any columns that have been moved from their default positions and any columns manually removed from the grid will be restored to their default positions. The default grid display will be displayed the next time the Find Record grid is opened.

Note: The exception to this is the **Reset** button on the Employee Information > History > Timesheet History grid. If it is impractical to manually reset columns on this grid to their original default settings, you can use the **Reset** button, but you will need to exit and re-enter the payroll company for the reset to take effect

Export

To export the contents of the grid select the format you want to export to then click the **Export** button. You will be prompted to select the destination location and the name of the export file you want to create.



Close

Clicking the **Close** button closes the Find Record grid and returns you to the IMS Payroll Partner application. The record currently highlighted when the **Close** button is clicked will populate the appropriate tab within the application. This button is not available on the Timesheet History Information tab.

Terminated Employees Extract

An example application of the Find Record grid is extracting terminated employees.

When processing the first pay for a new tax year you will have the opportunity to delete Terminated Employees from your payroll company. This function lets you select a Termination Date, which will select terminated employees with Finish Dates up to and including the selected cutoff date. It is suggested that a full Terminated Employee Listing is produced prior this deletion and another option is to extract terminated employee data for future reference via the Find Record facility.

To generate an extract file of terminated employees proceed as follows:

1. Click the **Find** button on the Employee Information tab.
2. Select the Employee Information tabs containing the data you wish to extract (see "Tab Selection" on page 2).
3. Right-click on the Finish Date column header select the **Custom Filter** option, then set up a filter so that the Finish Date is less than or equal to the appropriate cutoff date (see "Custom Filter" on page 5).
4. The relevant terminated employees will now be displayed in the Grid. Check your selection then select the 'Export' function, enter the associated options and generate the extract file.