
MYOB IMS Payroll version 6.71

Release Notes

October 2022

myob

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Introduction

What's new in this release?

The 6.71 release adds new options for reports, as well as adding a new family violence leave report. It also adds the ability to automatically calculate salary per pay for new employees. Other minor improvements make the user interface easier to use. This release also resolves issues identified in previous releases.

Installing your upgrade

Note: Before installing the desktop upgrade, you must close all **Open** payroll periods in your payroll companies

To install the desktop upgrade

Before you install the desktop version:

3. Close all **Open** payroll periods in your payroll companies.
4. Back up each of your payroll companies via the **Tools** menu.
5. Close all IMS applications on your PC.

Note: Uninstalling an earlier version of IMS Payroll prior to installing this version is not recommended or required, as you'll need to reinstall any custom payroll software or modules.

If you're downloading the installer:

3. Double-click the executable file (.exe) that you downloaded.
4. Install the new version on every computer that has MYOB IMS Payroll installed.

To install the IMS Payroll Cloud upgrade

1. Log in to IMS Payroll Cloud.
2. At the bottom left, click the gold **Upgrade** button.

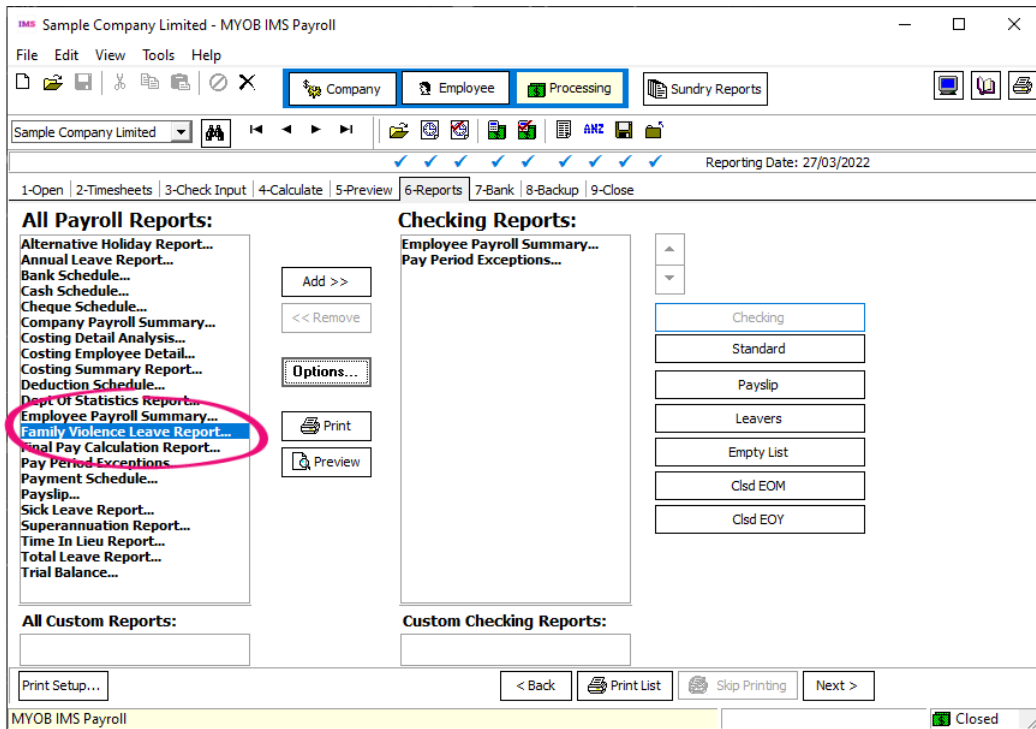
Note: The **Upgrade** button only appears after you click on a company with the **Closed** status.

3. Repeat steps 1–2 for each payroll company you manage.

New Features

Family violence leave report

The new **Family Violence Leave Report** lets you see how much family violence leave your employees are entitled to. You can run the report from the **6-Reports** tab of the **Processing** screen.



Printing payslips and reports for selected employees

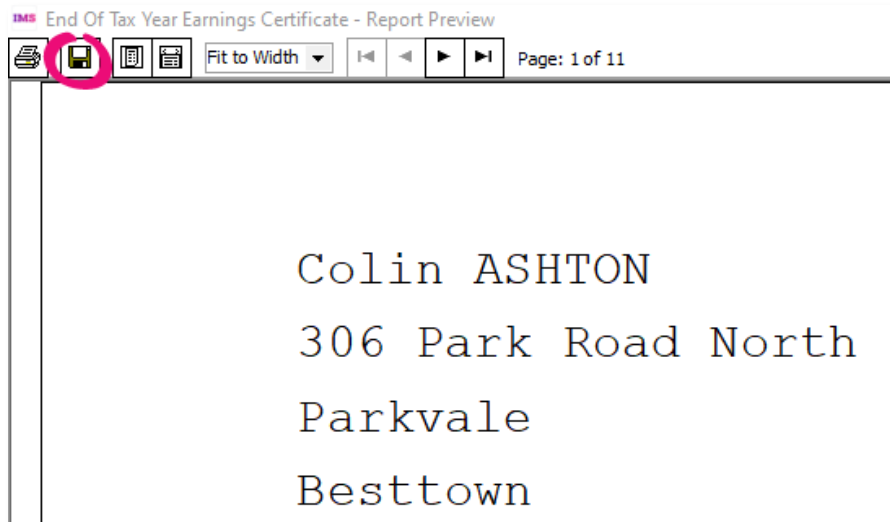
When printing a payslip or the leave rate report, you can now choose which employees you want to include by selecting **Pick List** in the **Print Range** section. This opens the new **Employee Pick List** screen.

EmpNo	Full Name	Paypoint	AL Type	AL In	Employee Type	Selected
1002	ASHTON, Colin	Management	Set Hours	Days	Salary	<input checked="" type="checkbox"/>
1022	ASHTON-BROWN, Bronwyn	Management	Set Hours	Hours	Salary	<input type="checkbox"/>
1012	BLOXHAM, Peter	Office	Set Hours	Days	Wage	<input type="checkbox"/>
1051	BLUE, Wendy	Office	Variable Hours	Hours	Wage	<input type="checkbox"/>
1015	CLARK, Andrea	Office	Set Hours	Hours	Wage	<input type="checkbox"/>
1017	FLOWERS, Andrew	Factory	Set Hours	Days	Salary	<input checked="" type="checkbox"/>
1020	GARDINER, Anne	Factory	Variable Hours	Hours	Wage	<input checked="" type="checkbox"/>
1050	ORANGE, Dorothy	Factory	Set Hours	Days	Salary	<input type="checkbox"/>
1005	REDSHAW, Kevin	Factory	Set Hours	Days	Wage	<input type="checkbox"/>
1000	SHAPLAND, Karen	Factory	Variable Hours	Hours	Wage	<input type="checkbox"/>
1019	SKUDDER, Kate	Factory	Set Hours	Hours	Wage	<input type="checkbox"/>
1024	TAYLOR, Walter	Management	Casual	Hours	Wage	<input type="checkbox"/>
1023	ZZREYNOLDS, Trevor	Management	Set Hours	Days	Salary	<input type="checkbox"/>
1018	ZZRITCHIE, Susan	Office	Set Hours	Days	Salary	<input type="checkbox"/>

Saving the certificate of earnings

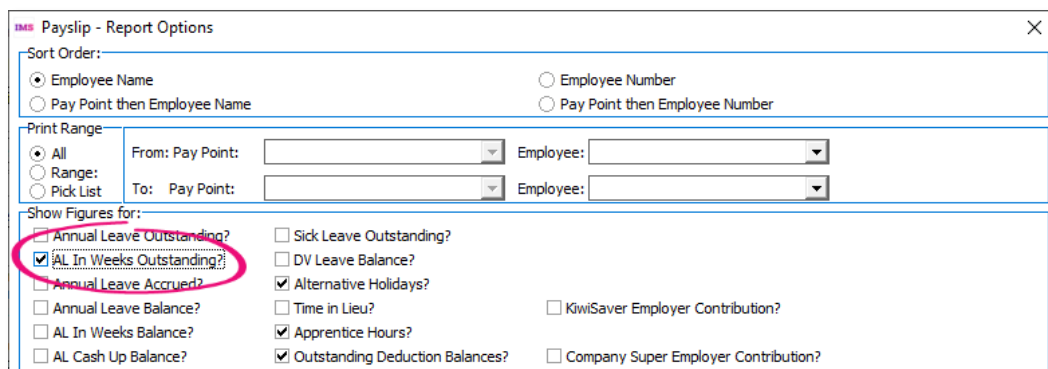
You can now save a copy of end of tax year earnings certificates.

After opening the report preview from **Tools > End Of Tax Year > Certificate of Earnings**, click the new **Save** button on the top left.



Displaying outstanding annual leave in weeks on payslips

When creating a payslip or historical payslip, you can now choose to display annual leave in weeks outstanding. In the **Report Options** window, select the **AL In Weeks Outstanding** checkbox.



Automatically calculated salary per pay

You no longer need to manually work out how much an employee earns per pay. Now, on the **Payment** tab of the **Employee** screen, you can enter an employee's salary in the **Per Year** field, which automatically updates the **Per Pay** field.

The screenshot shows the 'Employee' screen for 'ASHTON, Colin' on the 'Payment' tab. The 'Employee Type' is set to 'Salary (per Pay)'. In the 'Pay Rates' section, the 'Per Pay' field is circled in red and contains the value '\$1,471.15', and the 'Per Year' field contains '\$76,500'. Other fields include 'Pay Frequency' (Weekly), 'Tax Details' (IRD No: 020 981 899, Tax Code: M), and 'Payment Method' (Bank).

Additionally, you can now choose how you want to enter salaries for new employees, as a per pay amount or a per year amount. On the **Company** tab of the **Company** screen, set the **Default Salary Entry** option to either **Per Pay** or **Per Year**.

The screenshot shows the 'Company' screen for 'Sample Company Limited' on the 'Company' tab. The 'Default Salary Entry' field is highlighted in red and has 'Per Pay' selected. Other fields include 'Company Options' (Costing Required, Shift Leave, Sick Leave in Advance, etc.), 'Payday Filing' (Automatically create the Payday files), and 'Schedule Method' (Electronic: BNZ PC Banking).

Historical trial balance report update

When running the **Historical Trial Balance** report, you can now choose to display pay periods breakdowns by selecting the **Group by Period Ending Date?** checkbox. This displays amounts per closed pay period, where the period end date falls within the date range you selected in the **Date Range** section.

The screenshot shows the 'Sundry Reports' dialog box with the 'Historical Trial Balance' report selected. The 'Options' section contains the checkbox 'Group by Period Ending Date?' which is checked and circled in red. Other options include 'New Page for each Pay Point?' (checked), 'Print Totals Only?' (unchecked), 'Data File Extract?' (unchecked), and 'Include Column Headers?' (checked). The 'Date Range' section is set to 'Range' with 'Period End Date' selected, and dates from 12/05/2022 to 21/10/2022. The 'File Path / Name' is set to 'C:\Historical_TrialBalance_2022_10_21.csv'.

Report

- Employee Listing
- Employee Notes Listing
- Costing Code Listing
- Pay Point Listing
- Payment Code Listing
- Deduction Code Listing
- Transaction Listing
- ACC Levy Report
- Employee Service
- Employee Audit
- User Security Audit
- Timesheet History
- Crystal Reports
- Leave Rate Report
- Schedule of Earnings
- Name/Address Labels
- Historical Payslips
- Costing Employee History
- Company Audit
- Historical Trial Balance
- General Ledger Codes
- Leave History Report
- Standard Hours Worked

Sort Order

- Employee Name
- Employee Number
- Pay Point then Employee Name
- Pay Point then Employee Number

Print Range

- All
- Range

Employee Range

From: Pay Point: Employee:

To: Pay Point: Employee:

Date Range

- All
- Range

For:

From: To:

Options

- New Page for each Pay Point?
- Group by Period Ending Date?
- Print Totals Only?

Data File Extract? Preview this report to have the Data File Extracted

Include Column Headers?

File Delimiter: File Path / Name:

Minor improvements

Updated AL Days Balances Recalculated screen

After updating an employee's agreed definition of a week, the **AL Days Balances Recalculated** screen now shows the name of the employee you've updated. This makes it easier to audit your records after you've printed the screen.

Also, if you only recalculated the employee's accrued annual leave, the buttons at the bottom of the screen are now labelled more descriptively.

AL Days Balances Recalculated

You've updated ASHTON-BROWN, Bronwyn's Agreed Definition of a Week.

The system will recalculate the Annual Leave Days balance from 16.00 day(s) to 19.40 days. This new balance is calculated as 3.25 week(s) multiplied by the new Agreed Days Per Week value of 6 day(s).

Refer to the table below for details of the calculation.

	Agreed Days Per Week	Balance (Weeks)	Balance (Days)	Entitlement (Weeks)	Entitlement (Days)	Leave Rate	Termination Value \$
Before Change	5.00	3.25	16.00	4.00	20.00	\$294.2323	\$5119.64
After Change	6.00	3.25	19.40	4.00	24.00	\$245.1936	\$5119.64
Difference	1.00	0.00	3.40	0.00	4.00	\$49.0387	\$0.00

When you choose Keep Balance(Hours) the Balance in weeks will be adjusted (not recommended).

Exporting annual leave in weeks information

If you go to **Tools > Files Export** and choose either **Vizual Personnel** or **Employee List**, the exported files now include annual leave in weeks information.

Deduction calculation method warning

When editing an existing deduction or setting up a new one, a warning message appears if you set the **Calculation Method** to **PAYE / KiwiSaver / Student Loan / Child Support (CSE,NCP)**.

PAYE/Kiwisaver/Student Loan/Child Support(CSE,NCP) user deduction

You are creating a deduction with the Calculation Method set to PAYE/Kiwisaver/Student Loan/Child Support(CSE,NCP). We don't recommend you to use this option as it is dedicated only for system defined tax deductions.

Do you want to continue?

Costing code reminder

When changing an employee's default costing code, you're now prompted to check their KiwiSaver and compliant fund costing codes.

Note: You'll only see the prompt if the employee's default costing code is the same as their KiwiSaver or compliant fund costing codes.

Relocated average daily pay and standard days information

On the **Employee** screen, average daily pay (ADP) information has moved from the **Payment** tab to the **Leave > Other Leave** tab.

Sample Company Limited - MYOB IMS Payroll

File Edit View Tools Help

Company Employee Processing Sundry Reports

ASHTON, Colin

Emp# 1002 IRD# 020-981-899

Standard Payment **Leave** KiwiSaver Permanent Super HR / Notes Totals History

Annual Leave Other Leave

Use Average Daily Pay?

- ADP Hourly Rate: \$37.3557

- ADP Daily Rate: \$298.8457

Standard Days: 5.00

Sick Leave In: Hours Days

Family Violence Leave In: Hours Days

Alternative Holiday In: Hours Days

Time in Lieu: Hours Days

Pay on Termination?

Sick Leave Entitlements: Full Cycle Ent.: 10.00, Next Entitlement: 10.00, Due Date: 21/03/2023, Months: 12, Maximum: 20.00, % of Gross: []

FV Leave Entitlements: Full Cycle Ent.: 10.00, Next Entitlement: 10.00, Due Date: 21/03/2023, Months: 12

Annual Leave Cash Up: Entitlement 5.00, Paid Out 0.00, Balance 5.00, Parental AL Cash Up?

Weeks: 1.00, 0.00, 1.00

Balances Accrued To 27/03/2022

	Days	Weeks	Sick: Days	FVL: Days	Alternative Holiday: Days	TIL: Hours
Annual Leave:	11.50	2.32	14.00	10.00	0.00	0.00

Displays Employee Leave details Current Weekly Salary Closed

ADP information also now appears on the right side of the **History > Leave Earnings** tab.

Sample Company Limited - MYOB IMS Payroll

File Edit View Tools Help

Company Employee Processing Sundry Reports

ASHTON, Colin

Emp# 1002 IRD# 020-981-899

Standard Payment Leave KiwiSaver Permanent Super HR / Notes Totals **History**

Total Earnings Leave Earnings KiwiSaver Timesheet History

Period Ending	Average Gross	Ordinary Gross	Hours/Week	Days/Week	H/Rate Hrs	ADP Hrs	H/Rate Days	ADP Days	Hours Per Day	LWOP Weeks
03/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0
10/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0
17/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0
24/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0
31/07/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0
07/08/2022	\$1,500.00	\$1,500.00	40	5	40	40	5	5	8	0
14/08/2022	\$2,100.00	\$1,600.00	40	5	40	40	5	5	8	0
21/08/2022	\$2,782.35	\$2,000.00	40	5	40	40	5	5	8	0
28/08/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
04/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
11/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
18/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
25/09/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
02/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
09/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
16/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
23/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0
30/10/2022	\$2,000.00	\$2,000.00	40	5	40	40	5	5	8	0

Leave Type: Set Hours

AL In Weeks: Yes

AWE Weeks: 52

OWP4 Weeks: 4

Holiday Rates:

Units: Days

52 Week: \$332.3906

4 Week: \$400.0000

Current: \$400.0000

Average Daily Pay:

Use ADP? No

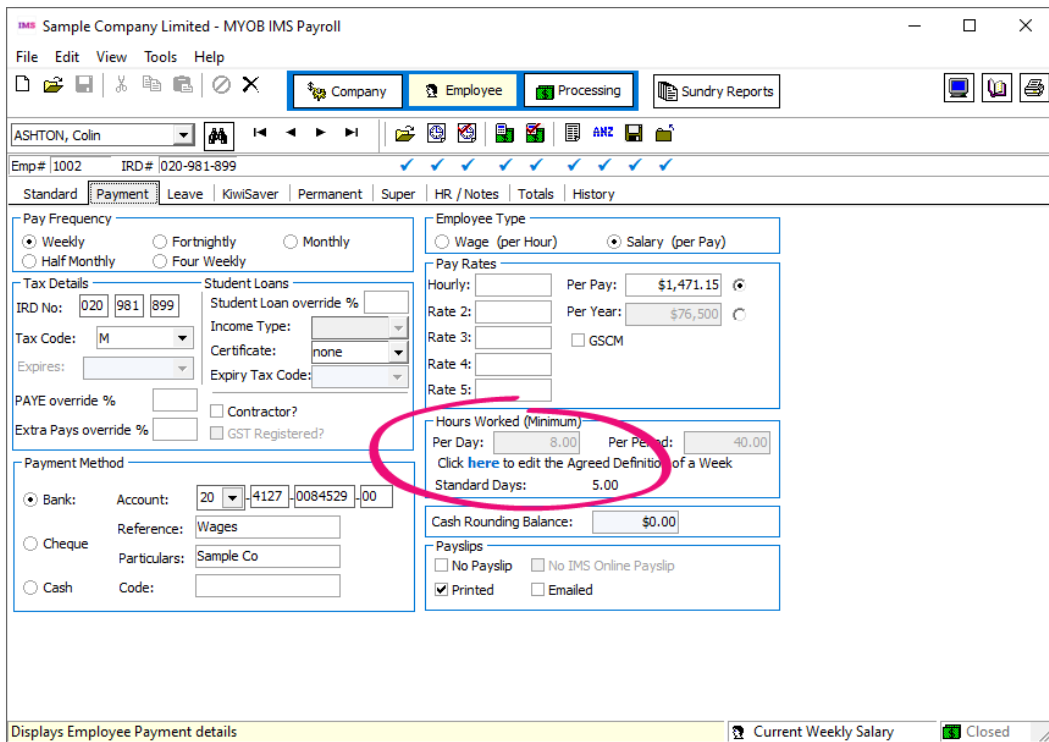
Hourly: \$41.5488

Daily: \$332.3906

Add Modify Delete Add Range Modify Range Delete Range

Current Weekly Salary Closed

Standard days information is now shown in two places: the **Leave > Other Leave** tab and the **Hours Worked (Minimum)** section of the **Payment** tab.



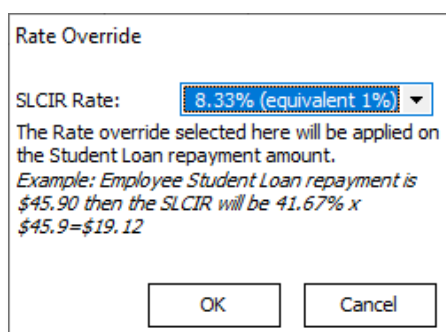
Default options updating ESCT rates

On the **ESCT (Employer Superannuation Contribution Tax) Rate Update** screen, the two checkboxes in the **Options** section are now selected by default: **Update Employees with Estimated EST % Rate?** and **Update Company Superannuation ESCT % Rate?**

Easier-to-understand SLCIR rates

When selecting the rate for an employee's student loan commissioner (SLCIR) deductions, the **SLCIR Rate** dropdown now shows the percentage on gross income. For example, **8.33% (equivalent 1%)**.

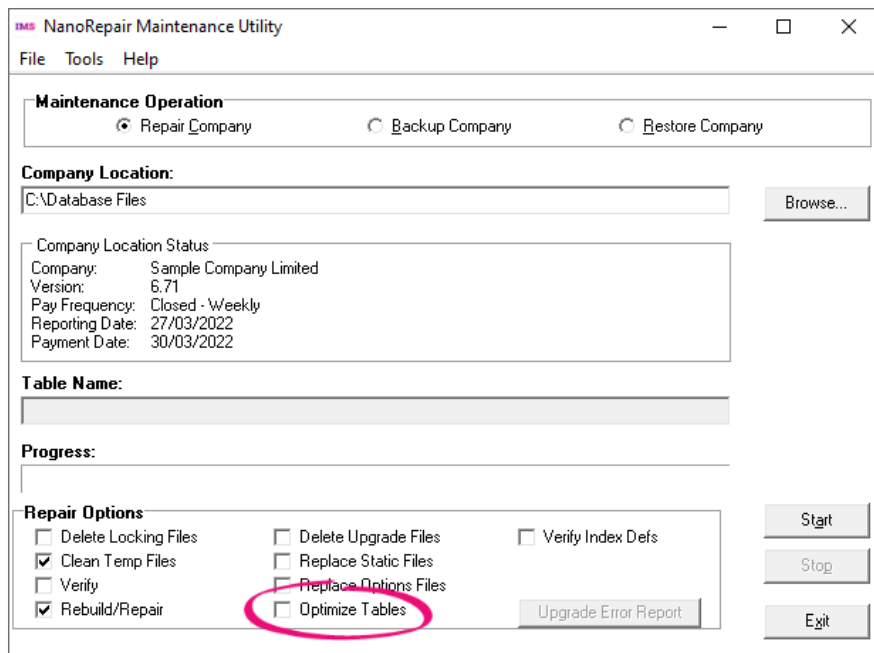
Additionally, the **Rate Override** window now explains how the rate is applied.



(IMS Cloud only) Optimising tables with NanoRepair

Companies with IMS Cloud can now select the **Optimize Tables** checkbox when using the **NanoRepair Maintenance Utility** to repair a company. This helps prevent issues that can occur if backup files become too large.

To be able to see the **Optimize Tables** checkbox, you first need to go to **Tools > Options > Advanced Repair Options**.



Negative leave balance warning

When entering timesheets, if any annual leave values become negative, you'll see a warning message that suggests you should review the values.

Occupation field improvement

On the **Standard** tab of the **Employee** screen, clicking the **Occupation** field now opens a list of options. You no longer need to click the arrow next to the field to open the list.

Resolved Issues

MYOB IMS Payroll and IMS Cloud

Issue description	Resolution
When an employee was on leave without pay for more than 12 months, clicking the Leave tab on the Employee screen for that employee caused an error: "Invalid floating point operation."	This has been resolved.
There were issues preventing general ledger integration with Xero Online.	This has been resolved.
If an employee had been transferred using the Employee Transfer Utility , then you wouldn't be able to preview historical payslips for them.	This has been resolved.
For companies using the Employee Transfer Utility module, if you transferred an employee using the module, you wouldn't be able to run the Leave History Report for that employee.	This has been resolved.
When exporting a general ledger to Xero Online, an error could occur: "Error creating bill to pay, a validation exception has occurred Xero Online GL Export has not been completed."	<p>This occurred if you didn't enter a name in the Contact Name field. To make it easier to avoid this issue in the future, this release adds a message window that lets you know if you haven't entered a contact name.</p> <p>The error could also occur if the Contact Name field contained either a < or > character. A separate message window appears if the field contains either of these characters.</p>
When running the Leave History Report in days, values were incorrect for employees with variable hours.	<p>This has been resolved.</p> <p>As part of this resolution, other updates were made to the Leave History Report:</p> <ul style="list-style-type: none">• Terminated employees no longer appear on the report.• Previously, casual employees with an accumulated leave balance weren't included in the report unless the Print Zero Balances checkbox was selected. They now appear in the report even if the checkbox isn't selected.
In the EI Return file, the PAYE amount included payroll giving.	This has been resolved.

Issue description	Resolution
The due date automatically calculated for family violence leave didn't match the due date automatically calculated for sick leave.	This has been resolved.
The gross earnings amount used to calculate protected earnings incorrectly included some non-taxable payments.	This has been resolved.

Updates to other modules

Employee Transfer Utility

You can now choose whether to transfer full history or only history from a certain date for **Leave Earnings History**, **Company Employer Super Contribution History** or **KiwiSaver Employer Contribution History**. To do so, select the new **Use Records From Date** checkbox. To be able to select this checkbox, you need to have selected the **Records from Date** option.

IMS Payroll Partner - Employee Transfer Utility - v1.32

Select Payroll Databases

Source Payroll:
C:\IMS Builds\6.71.0.4089\IMS Payroll Partner\Initial Com Browse...

Target Payroll:
C:\Payroll Company 1\ Browse...

Clear Databases

Select Transfer Type

Employee Pay Point Finish Date

Employee Name: **Number:**

Retain Employee in Source Database
 Retain Employee ID (if possible)

New Employee Details
Number:

All
 Static Data
 Timesheet History/Total Earnings History
 All Records Records from Date : 01/10/2021

Permanent Transactions
 Leave Earnings History (Rate Calculations) Use Records From Date
 Year to Date Accumulators
 Employee Notes
 Company Employer Super Contribution History Use Records From Date
 KiwiSaver Employer Contribution History Use Records From Date

Transfer Employee Close

Note: If you need to update this module, please contact support.