# MYOB IMS Payroll version 6.81

**Release Notes** 

November 2023



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## Introduction

### What's new in this release?

The 6.81 release update helps you comply with government changes to entitlements for Registered Seasonal Employer (RSE) workers. It also includes enhancements to several reports and workflows, as well as resolving issues identified in previous releases.

We've also made a change to Xero Online GL integration for MYOB IMS Cloud.

### 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:

- 1. Close all **Open** payroll periods in your payroll companies.
- 2. Back up each of your payroll companies via the **Tools** menu.
- 3. 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:

- 1. Double-click the executable file (.exe) that you downloaded.
- 2. 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**

### New sick leave entitlement for RSE workers

The New Zealand government has introduced <u>new sick leave entitlements for</u> <u>Recognised Seasonal Employer (RSE) workers</u>.

To help you comply with the new requirements, you can now set an employee as an RSE worker for sick leave purposes. On the **Leave** > **Other Leave** tab of the **Employee** screen, select the **RSE Worker** checkbox.



#### New RSE workers

For RSE workers hired after upgrading to version 6.81, select the **RSE Worker** checkbox. Their sick leave automatically accrues after you select the checkbox.

#### **Existing RSE workers**

For RSE workers hired before upgrading to version 6.81:

- 1. Select the **RSE Worker** checkbox.
- 2. Manually calculate how many sick days they've accrued since their start date.
- 3. Enter their accrued sick days in the **Accrued** field on the **Leave** > **Other Leave** tab of the **Employee** screen.

**Note:** Exclude any sick leave they've already taken from the amount you enter in the **Accrued** field.



## New total leave report page for each employee

When running the **Total Leave** report, you can now separate each employee's information onto its own report page. This lets you provide your employee's a copy of their leave report without any risk of them seeing their coworkers' information.

## On the **Total Leave – Report Options** window, select the **New Page for Each Employee?** checkbox.

Note: You can only select New Page for Each Employee? if the Sort Order is set to
Employee Name or Employee Number.

Employees to Indude Salary Wage Both	
○ Salary ○ Wage ● Both	
Sort Order	
Employee Name     Employee Number	
O Pay Point then Employee Name O Pay Point then Employee Number	
O Home Costing Code then Employee Name O Home Costing Code then Employee Numb	ar
Print Range	
All     Range :	
From: Pay Point: Employee:	
To: Pay Point: Employee:	
Options-	
New Page for each Pay Point? Negative Balances Only?	
Hew Page for each Costing Code?	
Mew Page for each Employee? Include \$ Values?	
Indude Zero Balances?  Print Totals Only  Indude Last Dav2  Detain Print Datas	
☑ Data File Extract? — Preview this report to have the Data File Extracted	
✓ Include Column Headers?	
File Delimiter File Path / Name	_
CSV  C:\IMS Files\Reports\Total_Leave_2023_12_24.csv Browse	
Close	



### Make notes about company changes

On the **Company** screen, we've added a **Notes** tab where you can record why changes were made to the company setup.

To add a note, right-click anywhere in the tab and choose **Add Note** from the menu.

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Company Pay Po	oints Costing Codes	Payments Deduct	tions Notes						
Author	Created	Last Modified	Relevant Date	Snippet		1			
User	03/11/2023	03/11/2023	03/11/2023	This is an example note.					
This is an exan	nple note.								
MYOB IMS Par	vroll							Clo	sed //

### Exclude payments or deductions from timesheets

You can now deactivate payments and deductions, so they don't appear when you're entering timesheets.

On the **Payments** or **Deductions** tab of the **Company** screen, select the **Deactivate from Timesheet/Permanent tabs**.

M Sample Company Limited - MYOB IMS		×			
File Edit View Tools Help					
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ACC 1st Week	- 🛛 😂 🤀 📑 🋐 🖬 ANZ 🖬 📫				
Company   Pay Points   Costing Codes   Payments   Dedu	ctions Notes				
Description: ACC 1st Week	Data Entry Code: ACC	e from Timesheet/Permanent tabs	$\geq$		
Calculation Method	Тах Туре		_		
Fixed: Default Qty: I	Taxable      Extra Pay     Schere	dular - Tax Override: %			
Hourly: 80 % of Employee Hrly Rate	○ Non-Taxable ○ Reimbursing				
○ % Earnings % of	Earnings Type				
🔿 Annual Leave / Holiday Pay	Ordinary Time     Annual Leave	Family Violence Leave			
Apply Average Daily Pay?	Overtime Sidk Leave Other Leave				
Factor: 1.0000 Sequence: 100	Allowance				
Costing Code	Accumulates Into	Leave Accumulation			
• Fixed: 9000 •	ACC Liable Earnings	✓ Average Gross			
Use Employee's Default	Company Superannuation Contrib Earnings     Apprentice Hours	Ordinary Gross			
No Default - Entered at Transaction Input	✓ KiwiSaver Employee Contribution Earnings	Include in Current Rate			
Accumulates Into Special Total	KiwiSaver Employer Contribution Earnings				
Special Total 2 Special Total 5	Compliant Employee Contribution Earnings	Accumulate Holiday Rate			
Special Total 3	Compliant Employer Contribution Earnings	Units For: Average Daily Pay			



### Other improvements

• To easily access instructions when using the **Employee Import** tool, click the new **Instructions** button.

IMS Employee Import	×
Import Filename: <please a="" file="" import="" select="" to=""></please>	Browse
Columns In Data File:	Options:
	Display Error Report?
	Print Error Report?
	Automatically Embed Double Quotes?
Progress:	
Print Setu, Instructions	Verify Import Close

 If a costing code is inactive, the Costing Codes tab of the Company screen is now grey instead of white, making it easier to know at a glance that it's inactive

345 Sample Company Limited - MYOB IMS Payroll	-		×
File Edit View Tools Help			
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1000 💌 🎮 阔 🔺 🕨 🔤 😂 🗟 🖬 👪 🖬 🔐 🖬			
Company Pay Points Costing Codes Payments Deductions Notes			
Description: Management Costing Code: 1000			
Costing Breaks 111111111111111111			
Define Costino Breaks			
Costing Totals			
Costing Period Costing YTD			
Hours: 288.00 2,764.00			
Amount: \$5,382.00 \$80,157.00			
Empr Super: \$0.00 \$0.00			
Active? Retain Costing YTD Total At Year End?			
Mark as Inactive Delete Inactive Load Totals			
MYOB IMS Payroll		Close	d //

• The **Purge History** field now has a clearer description, which appears at the bottom of the screen when you hover over the field: "Indicates History to purge on period close. For Total Earnings, Timesheet, Super and Payslip Histories."

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-Ope	n 2	-Time:	shee	ts 3	-Che	ck Inp	t   4-Calculate   5-Preview   6-Reports   7-Bank   8-Backup   9-Close			
Re	por	tin Dece	g D embe	)ate	<b>a</b> 3	>	Pay Employees who are Paid			
Mo	Tu	We	Th	Fr	Sa	Su	✓ Weekly 31/12/2023 ▼ Tax:			
				1	2	3	Fortnightly			
4	5	6	7	8	9	10	Half Monthly			
11	12	13	14	15	16	17	Four Weekly			
18	19	20	21	22	23	24	Monthly			
25	26	27	28	29	30	31	Purge History			
							Non-Standard Pay     Keep Last: 99 Months			
						Em	Noyee Payment Date: 31/12/2023			
Re-O	pen.						<b>G</b> Open Next >			
dicat	es Hi	story	to r	ourae	on	period	close, For Total Earnings, Timesheet, Super and Payslip Histories,		Closed	
_	_		_		_					1.

**Note:** The description only appears if you enable **StatusBar** from the **View** menu.



 The Final Pay Calculation Report now shows the Extra Pay Tax Rate, so all the information you need is on one report. Previously, the Extra Pay Tax Rate was only shown on the Pay Period Exceptions report.

late Run:02/11/2023 Time:10:23 MM	FINAL PAY CALCUI All Employees - 1	LATION REPORT Leave Type: All	Repo	rting Date:	02/04/2023
Employee: 1002 ASHTON, Colin					
Pre Calculation: Annual Leave Type: Outstanding Entitlement: Paid In Advance: U Annual Leave Gross Related Earnings :	Set Hours 9.00 nits: 0.00 accumulated since the La	% of Gross: ast Anniversary Date of 3	8% <b>(A)</b> Amount: 1/12/22:	\$0.00 \$26,000.00	(B) (C)
Final Pay: Period Ending Date: 02/0	4/2023 Finish Date: (	02/04/2023 Payment	Date: 02/04	/2023	
Final Annual Leave Gross related F Annual Leave Not Taken Salary	Payments:			\$3,780.00 \$2,100.00	
<b>'Holiday Pay Owing':</b> Total 'Final Pay' Gross F	'ayments:	Sub T	otal: –	\$5,880.00 \$2,550.40 \$8,430.40	(D) (E)
'Holiday Pay Owing' Calculation:					
Pre-Calculation Annual Leave Gross re PLUS Final Annual Leave Gross relate	lated Earnings d Payments	(rei (rei	erC) erD)	\$26,000.00 \$5,880.00	
		Sub 1	otal:	\$31,880.00	
		×8% (refer A	)	\$2,550.40	
MINUS Amount Paid In Advance		(re	er B)	\$0.00	
'Holiday Pay Owing' as Calculated:		(re	er E)	\$2,550.40	
		1-	,		

The Company Audit report now shows the database version change after an upgrade.

17/08/2023 16:27	UPG	Company Database Upgrade - Database Version:	6.80	6.81 (AppVer: 6.81.0.4000)				
*** End of Report ***								

- IMS Cloud only If syncing fails when you send a log in TimeFiler, you'll now see a warning message with better wording: "SSL is not available on this server."
- If you enter a maximum or protected amount when adding a child support payment, you now get a warning that maximum and protected amounts aren't recommended. To add them anyway, click **OK** in the warning window.





• If an employee was terminated while on parental leave, it's now easier to make sure you deactivate their parental leave when reinstating them. We've added parental leave reminder on the **Employee Reinstatement** window.

mpioyee	heinsterent	
?	When reinstating this employee, did you remember to update the following items: - Start Date Payment details Annual Leave Entitlements Sick Leave Entitlements FV Leave Entitlements Leave Balances KiwiSaver details Parental Leave	
	If you haven't updated these details and wish to do so now, please click NO. Otherwise, click YES to proceed with saving your changes.	
	After reinstating the employee, remember to review and update their Permanent transaction details and Leave Earnings History transactions on their History Tab.	
	Yes No	

If you click **Yes** on the **Employee Reinstatement** leave window, a **Deactivate Parental Leave?** window opens. To deselect the **Parental Leave** checkbox on the **Leave** tab of the **Employee** screen, click **Yes**.

Deactivate Parental Leave?							
?	This employee currently has Parental Leave activated. If you deactivate Parental Leave then all Parental Leave Values will be reset to zero. Click Yes to deactivate otherwise click No to review.						
	Yes No						

• When running the **Employee Listing** report, you can now choose whether to filter by their **Salary**, **Wage** or **Both**.

sundry Reports		×	
Report	<u> </u>		
Employee Listing     Employee Notes Listing	Sort Order     Employee Nam     Pay Point then     Hame Casting	e Employee Number Employee Name Pay Point then Employee Number	
Costing Code Listing	Print Range	Range     Current Employee	
Payment Code Listing     Deduction Code Listing	From: Pay Point:	Employee:	
	To: Pay Point: Contract	Employee:	
ACC Levy Report	🕒 All 🗌 Rat	oge Dick List From: To: To:	
Employee Service     Employee Audit	Salary	🔿 Wage 💿 Both	
User Security Audit	All V	Neekly Fortnightly 4 Weekly Half Mthly Monthly	
Crystal Reports		Image: All     Set Hours     Variable Hours     Casual       Print Terminated Employees?	
Schedule of Earnings	Address	Terminated Date Range? To:  To:  To:  To:  To:  To:  To:  To:	
	Pay Rates	Print Options  Print Option Headers?  Print Option Headers?  Print Superannuation Information?	
Company Audit	🔿 Birthday	Print Employee Counts?	
Historical Trial Balance     General Ledger Codes	Apprentice		
Leave History Report     Standard Hours Worked			
Print Screen Print Setup Close Brint			



## **Resolved Issues**

## MYOB IMS Payroll and IMS Cloud

Issue description	Resolution
Leave without pay (LWOP) hours were incorrectly being added to total hours in timesheets.	This has been resolved.
If you only selected one pay point when running the <b>Certificate of Earning</b> report, then the report only listed one employee.	This has been resolved.
Casual holiday pay was excluded from ADP gross earnings.	Casual holiday pay is now included in ADP gross earnings.
Salary wasn't being imported correctly when using the <b>Employee Import</b> tool.	This has been resolved.
During GL integrations, an issue could	This has been resolved.
prevent you from connecting to Xero Online.	Note: This has only been fixed for MYOB IMS Payroll. If you use MYOB IMS Cloud, see <u>Integration changes</u> .
In the Backpay module, an issue prevented you from saving the calculation report.	This has been resolved.



## **Integration Changes**

## Xero Online GL integration no longer available with MYOB IMS Cloud

Due to compatibility issues between Go Global and the Xero Online login screen, we've removed the **Xero Online** option from the **General Ledger Export** screen in MYOB IMS Cloud.

General Ledger Export			
IMS PAYROLL	Select the export filename and path: Browse M:\GL Export		
	Select the name of your General Ledger File Format:		
E⊖ myob	Name		
	Sage Line 100		
	Sage Line 50		
	Sybiz Vision		
	Systime Xero CSV		
	e by Epicor		
	h		
	< Back Next > Cancel		

Instead, you can still use the Xero CSV option.

