MYOB IMS Payroll version 6.81

Release Notes

November 2023



Contents

Introduction 1
What's new in this release?1
Installing your upgrade
New Features 2
New sick leave entitlement for RSE workers2
New total leave report page for each employee
Make notes about company changes4
Exclude payments or deductions from timesheets4
Other improvements5
Resolved Issues 8
MYOB IMS Payroll and IMS Cloud8
Integration Changes 9
Xero Online GL integration no longer available with MYOB IMS Cloud9



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.

145 Total Leave - Report Options	×					
Employees to Include						
◯ Salary ◯ Wage	 Both 					
Sort Order						
Employee Name	 Employee Number 					
Pay Point then Employee Name	Pay Point then Employee Number					
O Home Costing Code then Employee Name	O Home Costing Code then Employee Number					
Print Range						
• All	◯ Range :					
From: Pay Point:	Employee:					
To: Pay Point:	Employee:					
-Options-						
New Page for each Pay Point?	Negative Balances Only?					
New Page for each Costing Code?	Termination Value?					
New Page for each Employee?	Include \$ Values? Print Totals Only					
Include Leto Balances?	Retain Print Range Selection?					
□ ■ 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_Lea	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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Sample Compa	any Limited 💌 🏙	H 4 F H	🖻 🕲 😂	🛐 🌠 🗐 AHZ 🛃 💼
				$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$
Company Pa	ay Points Costing Codes	Payments Deduct	ions Notes	
Author	Created	Last Modified	Relevant Date	Snippet
User	03/11/2023	03/11/2023	03/11/2023	This is an example note.
This is an e	example note.			
*				

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.

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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	$\mathbf{\Sigma}$		
Calculation Method	Тах Туре				
○ Fixed: Default Qty:	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 Sick Leave	Other Leave			
Factor: 1.0000 Sequence: 100	Penal Time Alternative Holiday Allowance Time in Lieu	Annual Leave Cash Up			
- Costing Code		Leave Accumulation			
● Fixed: 9000 ▼	ACC Liable Earnings	 Average Gross 			
Use Employee's Default	Company Superannuation Contrib Earnings Apprentice Hours	Ordinary Gross Include In Current Rate			
No Default - Entered at Transaction Input	Include in Current Rate				
Accumulates Into Special Total	KiwiSaver Employer Contribution Earnings	Unpaid Leave (LWOP)			
GST Special Total 4	 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

Sample Company Limited - MYOB IMS Payroll	-		×
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1000 🔽 🎮 🤘 🖌 🕨 📔 🍘 📳 🖩 AKZ 🖬 🎬			
Company Pay Points Costing Codes Payments Deductions Notes			
Description: Management Costing Code: 1000			
Costing Breaks 1111111111111111111			
Define Costing 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."

Mission Sample Company Limited - MYOB IMS Payroll	- 🗆 ×
File Edit View Tools Help	
🗅 🗃 🗒 🖔 🛍 🛍 🖉 X 🏾 🍖 Company 🔯 Employee 🖀 Processing	📳 Sundry Reports
Sample Company Limited 🔽 🏘 🛤 🖛 🔸 🕨 🎼 🚳 📳 🌆 🖩 AKZ 🖡	3 🖆
1-Open 2-Timesheets 3-Check Input 4-Calculate 5-Preview 6-Reports 7-Bank 8-Backup 9-Closed	se
Reporting Date Pay Employees who are Paid C Period End: Period End	ors for
Mo Tu We Th Fr Sa Su Weekly 31/12/2023 V Tax:	
1 2 3 Fortnightly Costing:	
4 5 6 7 8 9 10 □ Half Monthly	
11 12 13 14 15 16 17	
18 19 20 21 22 23 24 25 26 27 28 29 30 31 Monthly V	
	Months
Employee Payment Date: 31/12/2023 👻	~0
Re-Open	Gen Next >
Indicates History to purge on period close. For Total Earnings, Timesheet, Super and Payslip Histo	ries. Closed

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 AM	FINAL PAY CALCUL All Employees - I		Repo	rting Date:	02/04/2023
Employee: 1002 ASHTON, Colin					
Pre Calculation: Annual Leave Type: Outstanding Entitlement:	Set Hours 9.00	% of Gross:	8% (A)		
	Units: 0.00 accumulated since the La	st Anniversary Date of 31/	Amount: 12/22:	\$0.00 \$26,000.00	
Final Pay: Period Ending Date: 02	/04/2023 Finish Date: (02/04/2023 Payment D	ate: 02/04	2023	
Final Annual Leave Gross related Annual Leave Not Take				\$3,780.00	
Salary	in			\$3,780.00	
Gulary		Sub Tota	al:	\$5,880.00	(D)
'Holiday Pay Owing':				\$2,550.40	
Total 'Final Pay' Gross	Payments:		-	\$8,430.40	
'Holiday Pay Owing' Calculation:					
Pre-Calculation Annual Leave Gross	-	(refe	· C)	\$26,000.00	
PLUS Final Annual Leave Gross rela	ted Payments	(refe	D)	\$5,880.00	
		Sub Tot	al:	\$31,880.00	
		×8% (refer A)		\$2,550.40	
MINUS Amount Paid In Advance		(refe	В)	\$0.00	
'Holiday Pay Owing' as Calculated:		(refe	E)	\$2,550.40	
Extra Pay Tax Rate: System Calcula					

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

17/0	8/2023 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 Values Sick Leave Entitlements FV Leave Entitlements Leave Balances KjwiSaver 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			
Employee Listing Employee Notes Listing		e Employee Number Employee Name Pay Point then Employee Number Code then Emp. Name Home Costing Code then Emp. Number	
 Costing Code Listing Pay Point Listing 	Print Range	Range Current Employee	
Payment Code Listing Deduction Code Listing	From: Pay Point:	Employee:	
Transaction Listing	To: Pay Point: Contract	Employee:	
ACC Levy Report	0.00	nge Dick List From: To: To:	
Employee Service Employee Audit	Salary	🔿 Wage 💿 Both	
User Security Audit	I All □ V	Weekly Fortnightly 4 Weekly Half Mthly Monthly	
Crystal Reports) Full	All Set Hours Variable Hours Casual Print Terminated Employees? From:	
Schedule of Earnings	◯ Address	Terminated Date Range? Terminated Employees Only? To:	
Historical Payslips Costing Employee History	Pay Rates	Print Options Print Option Headers? Print Superannuation Information? 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 Print Dig Preview			



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 Certificate of Earning 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 Employee Import tool.	This has been resolved.
During GL integrations, an issue could prevent you from connecting to Xero Online.	This has been resolved. Note: This has only been fixed for MYOB IMS Payroll. If you use MYOB IMS Cloud, see Integration changes.
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 Sage Pro Series		
	Sybiz Vision		
	Systime Xero CSV		
	e by Epicor		
	< <u>B</u> ack Next > Cancel		

Instead, you can still use the Xero CSV option.

