MYOB EXO Employer Services

NZ Edition

2015.01

Release Notes

MYOB Exo

Contents

Introduction

What's New in this Release?

The focus of the 2015.01 release is on addressing the legislative changes that take effect from 1 April 2015. It also adds improvements to registration, new reports and online documentation, as well as addressing issues identified in previous releases.

(This release can be installed prior to 1 April 2015; compliance changes are not activated in the product until the relevant date, e.g. changes to tax codes are applied when a pay ending on or after 1 April 2015 is run.)

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

Need assistance? If you have any questions or you need assistance with installing this update, contact MYOB EXO Support from 8:30AM to 5.00PM, Monday to Friday on 0800 MYOB EXO (0800 696 239) or via e-mail at anzpayrollsupport@myob.com.

Installation

Pre-Install Requirements

Requirements for PCs running MYOB EXO Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

Installing MYOB EXO Employer Services

Information on installing and upgrading MYOB EXO Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB EXO Employer Services Online](#)
- [Upgrading MYOB EXO Employer Services Manually (New Zealand)](#)
- [How do I run Network.exe?](#)

> **Note:** Check the Known Issues section on page 15 for any known installation issues.

Post-Installation

After the installation is complete, the version numbers of all MYOB EXO Employer Services applications should be as follows:

Application	Version
MYOB EXO Employer Services	2015.01
MYOB EXO Payroll (NZ)	2015.01
MYOB EXO Health and Safety	2015.01
MYOB EXO Employee Information	2015.01
MYOB EXO Time and Attendance	2015.01
Runtime Files	09.00.0000.7423

To ensure that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

New Features

Tax Updates

The compliance changes and features introduced in MYOB EXO Employer Services 2015.01 are listed below.

Change/Feature	See
ACC Rates and Thresholds	page 3
Taxation of Extra Pays with STC Tax Code	page 3
Calculation Changes for Student Loan with STC	page 4

ACC Rates and Thresholds

Changes to ACC come into effect on 1 April 2015. MYOB EXO Payroll has been updated to incorporate the following changes:

Detail	Current Value	New Value
ACC earner levy rate	1.45%	1.45%
ACC income maximum	$118,191.00	$120,070.00
Maximum ACC earner levy	$1,713.76	$1,741.01

These changes affect all tax code calculations.

Taxation of Extra Pays with STC Tax Code

MYOB EXO Payroll has been updated to comply with changes to the way Extra Pays (Allowances) are taxed when the employee is using the STC tax code; the rate of taxation differs if the Extra Pay is classified as a bonus or a retirement/redundancy payment.

To allow for these cases, three new Allowances have been added:

Name	Description
STC Bonus Excl HP	Use this allowance when paying a bonus that is not liable for Holiday Pay to an employee who is using the STC tax code.
STC Bonus Incl HP	Use this allowance when paying a bonus that is liable for Holiday Pay to an employee who is using the STC tax code.
STC Redun/Retire Pay	Use this allowance when paying redundancy or retirement pay to an employee who is using the STC tax code.

## Calculation Changes for Student Loan with STC

MYOB EXO Payroll has been updated to incorporate minor rounding changes in the calculation of PAYE and Student Loans, as specified by the IRD. These changes apply only to employees who are using the STC tax code with a special deduction rate (SDR). The changes come into effect on 1 April 2015.

Enhancements to Registration

This release introduces changes to registration functionality that make the registration process simpler and easier to understand.

New Registration Window

The Registration window has been updated to show more information:
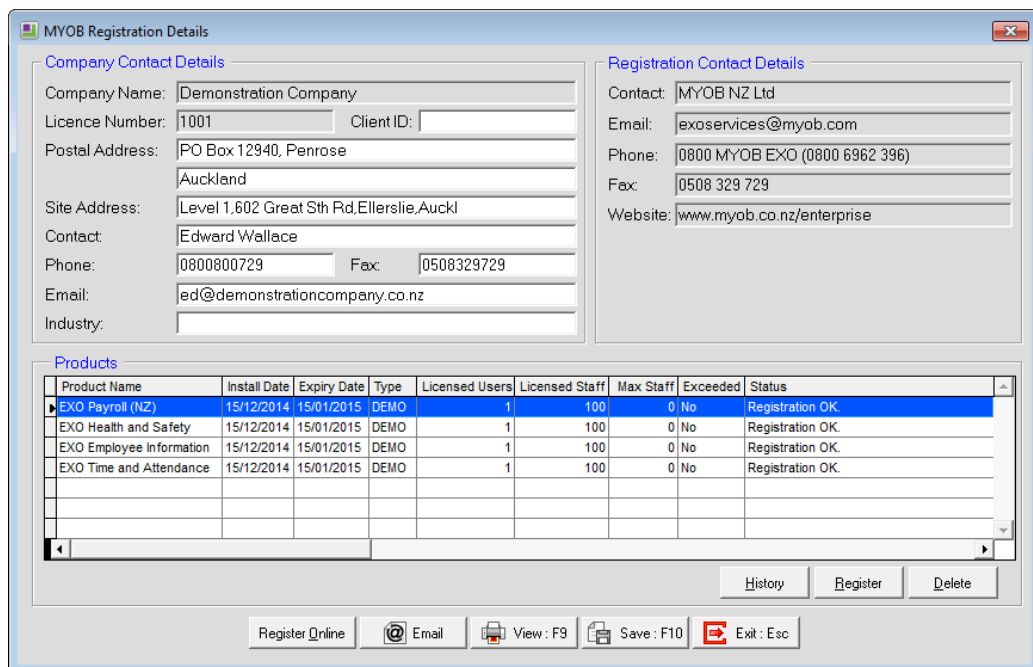
The window now shows editable contact details for the payroll company and read-only contact details to use for registration enquiries.

Licence limits and status information are displayed for all installed modules in the table below. As in previous versions, double-clicking on a module, or selecting it and clicking **Register**, opens the window for entering registration details manually. Clicking the **Register Online** button attempts to retrieve and apply updated registration details for all modules via the Internet, as in previous versions.

Clicking the new **History** button opens a new window showing the selected module's licensing history, including current staff levels for all companies and the pay history for all companies over the licensing period:


Registration Notifications

Notification messages regarding licensing, e.g. if the licence is due to expire or if licence limits have been exceeded, are now displayed in the main toolbar:

Clicking on a notification message opens the new Registration window.

Most registration messages that are displayed to the user have been re-written to make it easier for users to understand the issue and any actions that may be required of them:
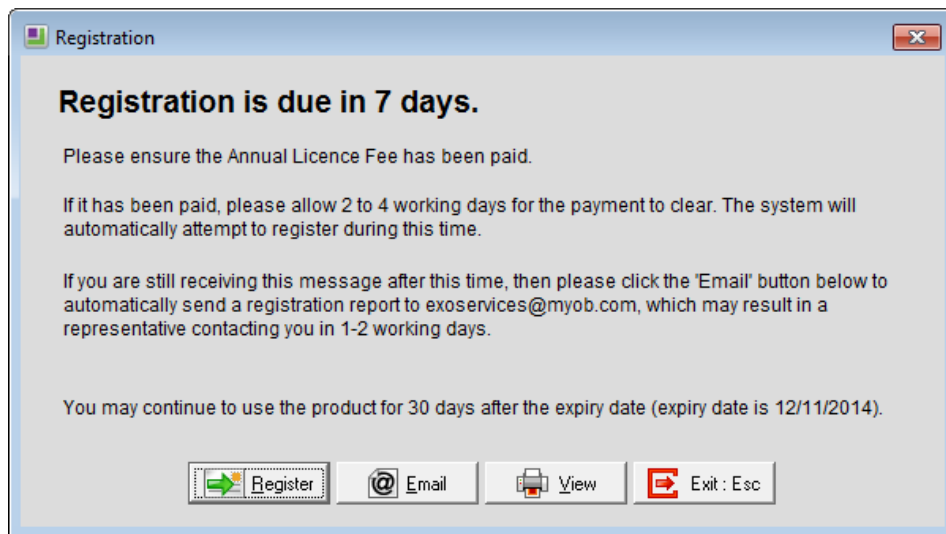
Automatic Registration

Thirty days before a site's licence is due to expire, the system will automatically attempt to retrieve registration details via the Internet when a user first logs in. (This is the same process that occurs when a user clicks the **Register Online** button on the registration window.)

If the attempt is successful, i.e. if your Annual Licence Fee has been paid and processed by MYOB, a message will be displayed to the user. If the attempt fails, an error message may appear, depending on the nature of the error. The system may also automatically send a copy of the registration report to MYOB via email; the error message window will say if this is the case. (The registration report can be viewed and/or printed by clicking the **View** button on the Registration window.)

Note: Your network must allow traffic on port 587 for the system to be able to send the registration report via email.

If the attempt to register the system automatically fails, the system will try again weekly. If the system has still not been registered fourteen days before the licence is due to expire, automatic registration will then be attempted every two days.

Historical Records

New **Historical** options are now available on the Deduction Maintenance and Cost Centre Maintenance windows in EXO Payroll:

Ticking one of these options marks the record as historical, which means that it will no longer appear on Deduction/Cost Centre lookup windows, so that users can avoid having to scroll through long lists of obsolete records.

Note: You cannot mark a Deduction or Cost Centre as historical if it is currently included in an employee's Current, One-Off or Standard Pay. If you attempt to mark such a record as historical, a text file containing details of where the record is in use will be created. (The system will display a warning message showing the name and location of the text file.)

When selecting Deductions or Cost Centres to appear on reports, an option to show historical records is available:
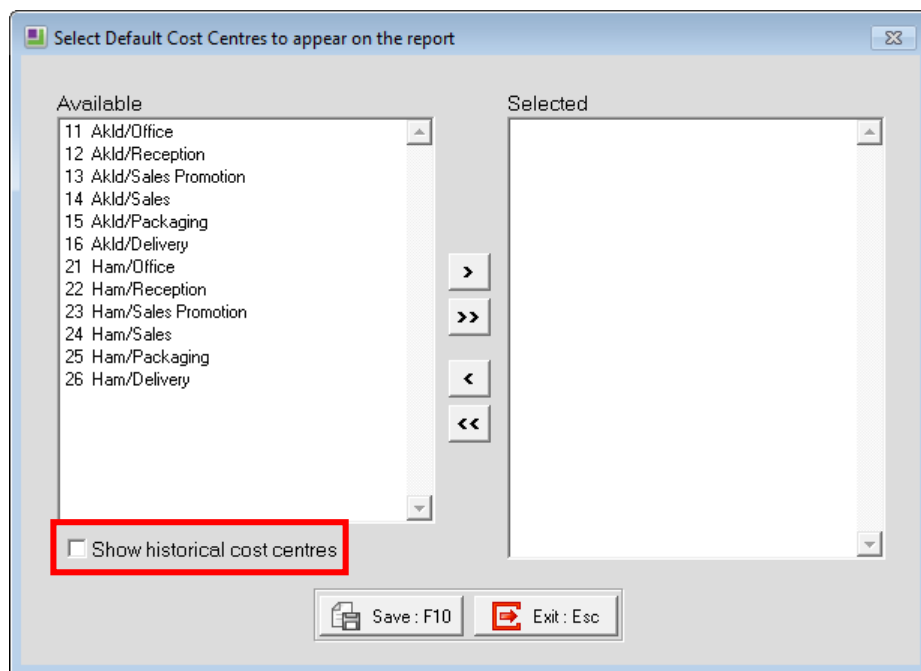
These changes apply to EXO Payroll only. On the MyStaffInfo website, you can use the Administration > Display Options page to hide the records you have marked as historical.

New Training and Consulting Link

A new **Get Training and Consulting** link is available under the Help menu in EXO Payroll. Selecting this option opens the Training & Events page of the MYOB website in your default web browser.

Note: This menu option will not appear on sites that have customised support details specified in a **Contact.ini** file.

New Leave Report Option

A new **Include open pays in all leave balance reports** option is available on the General tab of the Special Options Setup window:
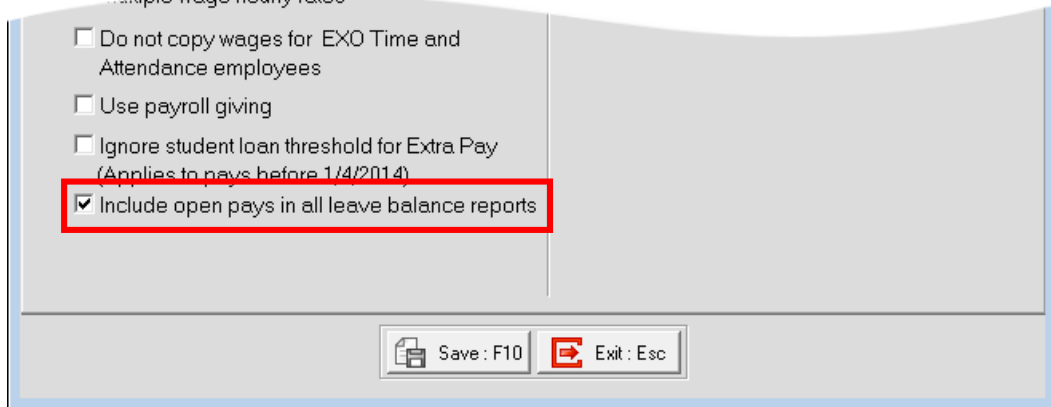
When this option is selected, all leave balance reports will include any leave being paid in the open Current Pay(s) in their totals—this is the default. If the option is not ticked, leave in open pays will be ignored.

New Leave Movement Report

A new Leave Movement report is available in the Employees section of the Select Report window. This report displays the details of employees' Holiday Pay and/or Sick Pay leave balances over a specified time period:

Updates to the Back Pay Calculator

The Back Pay Calculator has been updated in this release. New **Department** and **Cost Centre** dropdowns have been added to filter the list of employees, and a new **Apply Pay Rate Multiplier For Waged Pays** option is available:
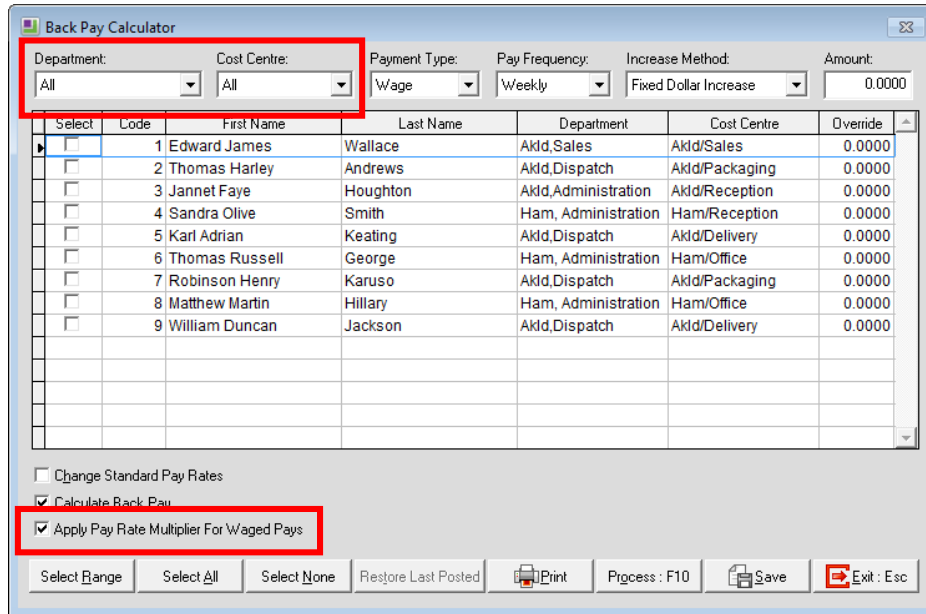
The new option appears when the **Payment Type** is "Wage", the **Increase Method** is "Fixed Dollar Increase" and the **Calculate Back Pay** option is ticked.

If **Apply Pay Rate Multiplier For Waged Pays** is ticked, the system will apply the appropriate Pay Rate multiplier to the back pay calculation. If the option is not ticked, then no multiplier will be applied.

On the Rate Changes & Back Pay report, the "Hours" line will be replaced with "Adjusted Hours", which shows the result of the multiplier being applied and "Actual Hours", which shows what the hour amount was before the multiplier was applied.

If any open Current or One-Off pays are open, you can now choose a pay to import the back pay into:
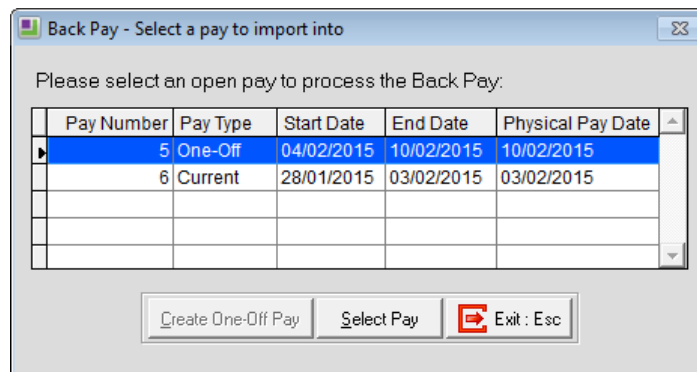
If no pay is open, the back pay is created as a new One-Off Pay, as in previous versions.

New Education Centre and Online Help

This release introduces the EXO Employer Services Education Centre, a website that provides a central point of access to all EXO Employer Services documentation. This includes:

- EXO Employer Services Help files and User Guides
- Release Notes for the current and previous releases
- A growing library of instructional videos

A search function is available, which searches all available documentation for the search terms entered. Search results can be filtered to show only one type of documentation, e.g. only Help pages or only Release Notes.

The Education Centre can also be accessed in any web browser at http://help.myob.com.au/exo/index_esnz.htm. The new **Education Centre** option in the Help menu opens the Education Centre in your default web browser.
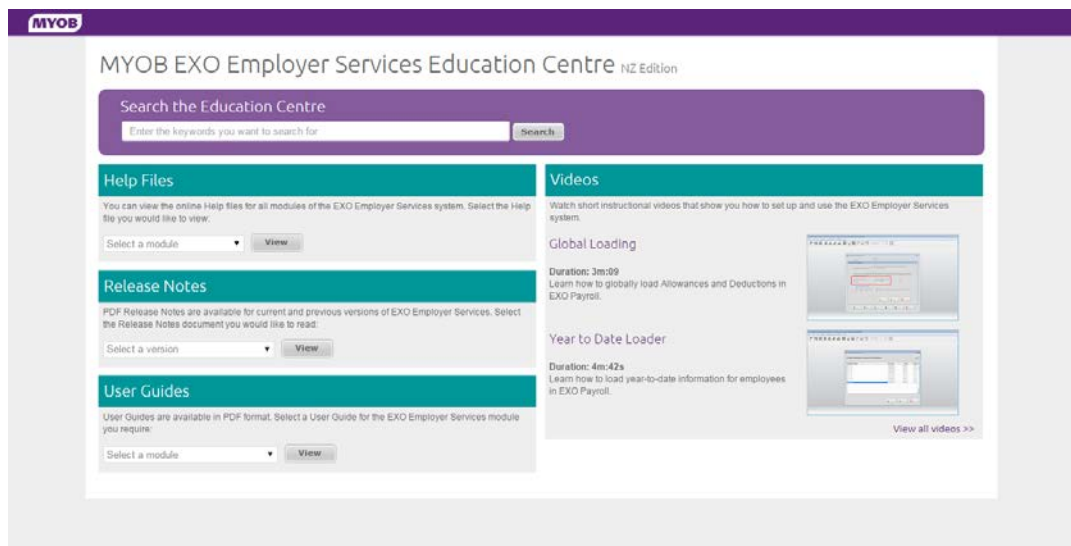
All EXO Employer Services products now link to the online version of their Help files. Context-sensitive Help has been added to all products; pressing F1 on any screen opens the Help topic for that screen.

Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
110127061606	110130184931 110130928230 110130928225 110102318171 110101615701 110063716772 110063716768 110063716764 110063716759 110063716755 110063716750 110063716746 110063716741 15889610251	When EXO Employer Services was installed on a server, Clarity reports could not be run on a client workstation, as an error message box would always appear. To resolve this issue, run the file **VFPOLEDBSetup.msi** on the affected workstation. This file is located in the main EXO Employer Services install folder (usually **C:\payrollv**).
112844597947	112819739581 112809374451 112545863941 112437907361	An error message appeared when trying to email payslips, if the SMTP settings on the Email Setup window hadn't been configured. This has been resolved; errors no longer occur when emailing payslips, and a warning message now appears when opening the Payslip – Emailing Wizard if SMTP settings haven't been configured.
110095056860 13010398419	110148681890 110091475839 12992100764	The calendar days for leave processed in EXO Time and Attendance did not appear in EXO Payroll after posting. This has been resolved.
12795649979 18511052244	12637420647 16510633722	When using the Post to EXO Business function, any pays that had a zero balance would not be posted, and would remain in the list of pays to be posted after the export function was run. This has been resolved.
19430965018 19699149174	19354929701	If the name of the Custom Payslip was changed, the name change was not reflected on the MyStaffInfo website once the payslip was uploaded. This has been resolved.
19441105097	19320969721	The Phone Number field for employees in EXO Employee Information was shorter than the equivalent field in EXO Payroll. This has been resolved; both fields are now the same length.

13338876616	13277525701	When an employee was on a KiwiSaver contribution holiday, their payments did not resume once the **Resume contributions on:** date was reached (the date had to be manually removed to resume contributions). This has been resolved.
		Note: KiwiSaver contributions will resume when a pay is created with a Pay Period End Date on or after the **Resume contributions on:** date.
11142839118	11142839113	When adding a Deduction with a **Calculation Method** of "IRD" to an employee's pay, the **Initial Balance** field of the Deductions window allowed 7 digits, which was insufficient for large amounts. This field has been increased to 13 characters.
12758359390	12758026696	A warning message is now displayed if a user attempts to overwrite a Direct Credit Transfer file or any CSV or PDF export file. Users are also warned if the file is locked.
11738703306	11738688710	In EXO Employee Information, Job Description points did not appear in the correct order when printing the Positions report (Print Report window) and the Position Description report (Position Maintenance window > Job Description tab). This has been resolved.
11738688705	11738671128	In EXO Employee Information, the labels on the Position Description report (Position Maintenance window > Job Description tab) were misaligned if the position's description contained more than one line of text. This has been resolved.
19861398426	19809974187	This release adds a new **Apply Pay Rate Multiplier For Waged Pays** option to the Back Pay Calculator—see page 9.
12670290824	12658305862	When cashing up Holiday Pay, the units and rate are now displayed on Custom Payslips and on the Pay Sheet report.
112421707016	112389576398	After cashing up an employee's Holiday Pay, the Leave Report always showed the Holiday Pay Cash-up column as "Hours", even if Holiday Pay was set to "Days". This has been resolved.
11724747247	11723820233	The Sick Leave Entitlement report did not include leave in open Current Pays, while other leave balance reports did. This has been resolved; the new **Include open pays in all leave balance reports** setup option (see page 9) determines whether or not to include leave in open pays, and affects all leave balance reports, so that they will all behave consistently.

Resolved Issues

112662779676	112205873281	When creating an export file from the Export General Ledger window, the error message "Invalid path or file name. Export not done." appeared when attempting to overwrite an existing export file. This has been resolved.
11738671123	11671502858	In EXO Employee Information, the information in the footers of the Job Description Preview and Positions reports could appear truncated. This has been resolved.
11898659116	11898621221	This release adds Relevant Days/Hours Paid to the Pay Sheet report.
19833334734	19670209186	The PAYE Calculator did not back-calculate amounts correctly for employees using the STC tax code with a Student Loan, if an amount was entered into the **After-Tax Pay** field first. This has been resolved.
110783101160	-	Reinstalling EXO Employer Services into the same folder could cause the installer to hang. This has been resolved.
-	-	The Custom Payslip report always showed the employee's current leave balances, regardless of which pay period it was printed for. Leave balances are now taken from a "snapshot" table, which was introduced in EXO Employer Services 2013.01; when printing a custom payslip for any historical period after the 2013.01 version was installed, leave balances are now displayed as they were at that pay period.
-	-	The Reduce Salary window now shows only those leave types that are being taken in that pay. (Previously, all leave types were displayed on this window, even if they had zero amounts.)
-	-	When exporting the Alternative Leave Report to CSV, it was not possible to differentiate between Units Worked and Units Taken; only Units Taken amounts were displayed. The report now includes Days Taken and Days Worked fields when exporting to CSV.

Known Issues

The following Known Issues have been identified in this release.

Error 2066 in a networked environment

The FoxPro error: "2066/Index file [filename].CDX is corrupt. Please rebuild it" can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- [What to do when getting an Error 2066 message](#)
- [Consistent error 2066 in a networked environment](#)