MYOB EXO Employer Services

Australian Edition

2016.01

Release Notes

MYOB Exo

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Introduction

What's New in this Release?

The 2016.01 release contains compliance updates for the 2016–2017 payroll year. This release can be installed prior to 1 July 2016; compliance changes are not activated in the product until the relevant date. The 2016.01 release also includes new features for setting up test companies, updates to the Employee List and Pay List windows, and fixes to issues identified in previous releases.

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, please contact your MYOB Accredited Business Partner. Alternatively, the answers to most common installation issues can be found on the MYOB Enterprise Knowledgebase at http://myobexo.custhelp.com/.

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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 (Australia)
- How do I run Network.exe?

Note: Check the Known Issues section on page 23 for any known installation issues.

Check the Release

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	2016.01
MYOB EXO Payroll	2016.01
MYOB EXO Employee Information	2016.01
MYOB EXO Time and Attendance	2016.01
Runtime Files	09.00.0000.7423

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

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New Features

Tax Updates

The compliance changes and features introduced in MYOB EXO Employer Services 2016.01 are listed below.

Change/Feature	See
Changes to Tax Tables	page 3
Changes to Fringe Benefit Tax	page 3
State Payroll Tax Changes	page 4

Changes to Tax Tables

This release includes the PAYG tax tables for the 2016–2017 payroll year, as well as the income thresholds and repayment rates that apply to the Higher Education Loan Programme (HELP) and Student Financial Supplement Scheme (SFSS) for the 2016–2017 payroll year.

MYOB EXO Payroll automatically applies the new rates and thresholds for pay periods that end on or after 1 July 2016.

Note: Full information on all tax tables is available on the ATO website at: https://www.ato.gov.au/Rates/Tax-tables/.

Changes to Fringe Benefit Tax

There are no changes to Fringe Benefit Tax rates for the 2016–2017 financial year; however, the FBT rate will be changing to 47% in the 2017–2018 year. As the FBT year runs from 1 April to 31 March, the new rate will come into effect on 1 April 2017.

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State Payroll Tax Changes

The following state payroll tax rates and thresholds are used by MYOB EXO Payroll:

State	Financial Year	1 July – 31 Dec	1 Jan – 30 June	Annual wage threshold
ACT	current	6.85%	6.85%	$1,850,000
	2016–2017	6.85%	6.85%	$2,000,000
New South Wales	current	5.45%	5.45%	$750,000
	2016–2017	5.45%	5.45%	$750,000
Northern Territory	current	5.5%	5.5%	$1,500,000
	2016–2017	5.5%	5.5%	$1,500,000
Queensland	current	4.75%	4.75%	$1,100,000
	2016–2017	4.75%	4.75%	$1,100,000
South Australia	current	4.95%	4.95%	$600,000
	2016–2017	4.95%	4.95%	$600,000
Tasmania	current	6.1%	6.1%	$1,250,000
	2016–2017	6.1%	6.1%	$1,250,000
Victoria	current	4.85%	4.85%	$550,000
	2016–2017	4.85%	4.85%	$575,000
Western Australia	current	5.5%	5.5%	$800,000
	2016–2017	5.5%	5.5%	$850,000

Note: Some states are not due to release their budgets until after this release has been made available. Should any changes to state payroll taxes be announced following this release, MYOB will issue a service pack release to apply the changes.

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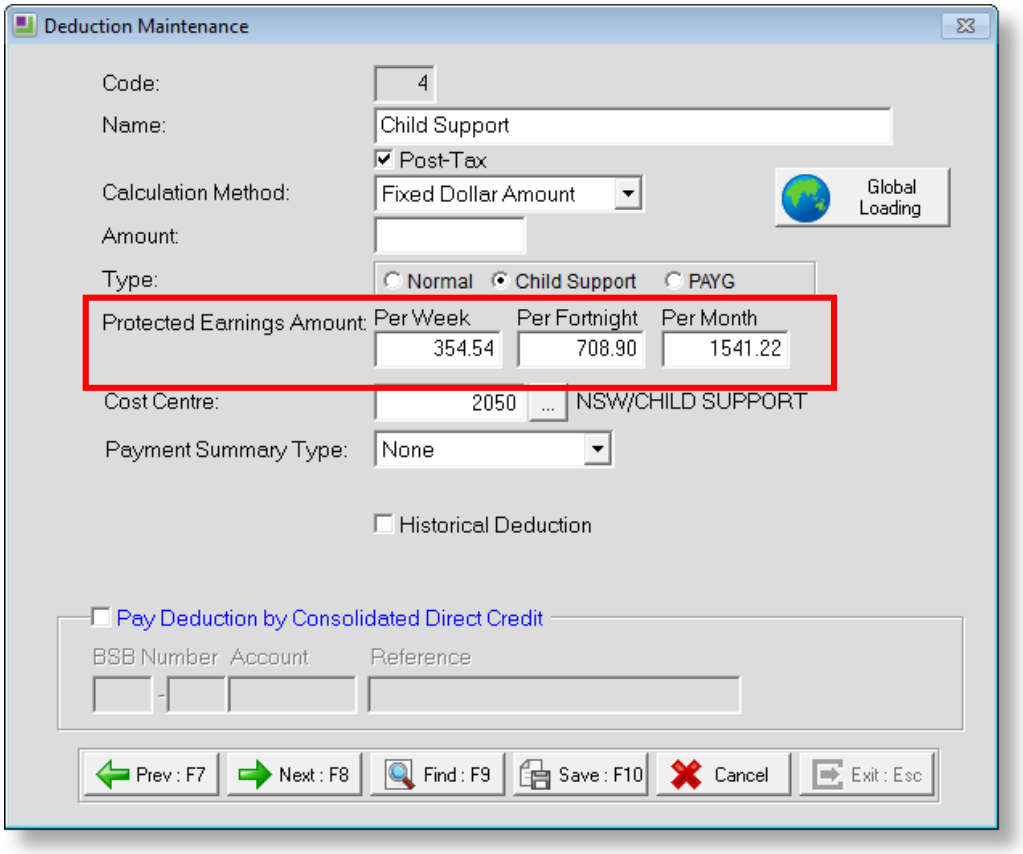
Changes to Child Support Deductions

From 1 January 2016, the Child Support Protected Earnings Amount (PEA) changed as follows:

Frequency	Amount
Weekly	$354.45
Fortnightly	$708.90
Monthly	$1,541.22

Any new Child Support Deductions created after the installation of this release will contain these values as defaults. MYOB EXO Payroll does not automatically update these amounts in existing Deductions, however; you must edit them on the Deductions Maintenance window for each Child Support Deduction (if you have not done so already):



The PEA amounts must be updated as shown for the first pay after 1 January 2016.

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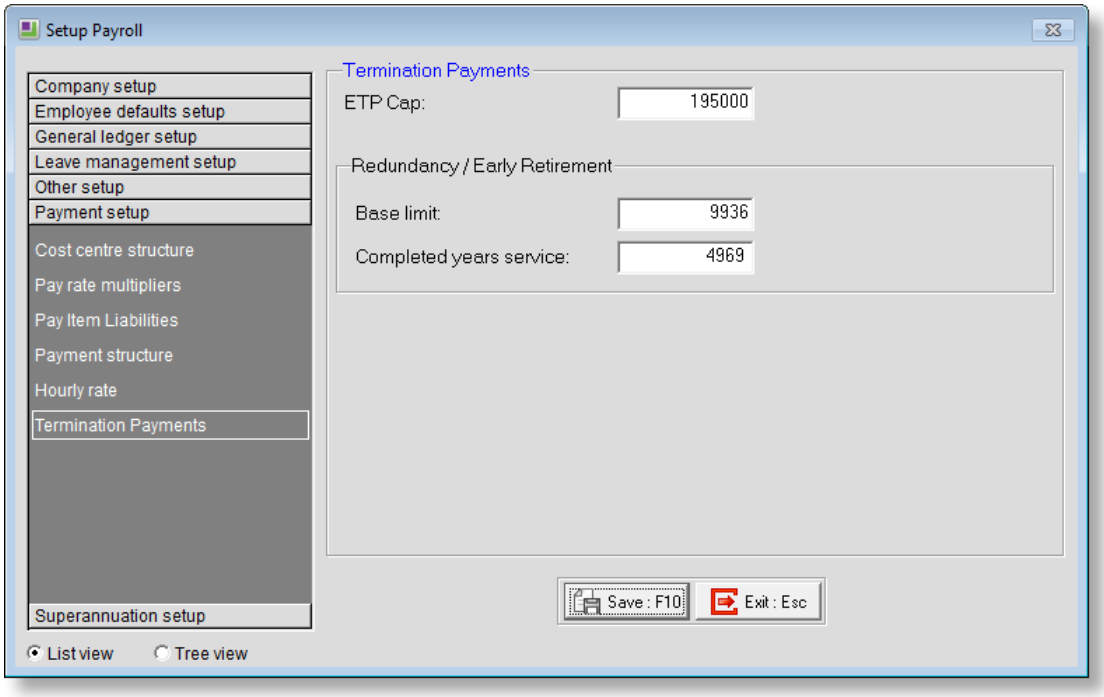
ETP Changes

Employment Termination Payment (ETP) threshold amounts have changed as follows for the 2015–2016 financial year:

Amount	Old Value	New Value
ETP Cap	$195,000	$195,000
Base limit	$9,780	$9,936
Completed years service	$4,891	$4,969

New companies created in the 2016–2017 financial year will be given these values by default. For existing companies, you must edit the values on the Payroll Setup window at Payment setup > Termination Payments:



Maximum Super Contribution Base

For employers who enforce the maximum earnings base for super guarantee contributions, the maximum super base quarterly amount has increased to $51,620 for the 2016–17 financial year. Update the **Maximum Earnings Base** property to this amount on the Superannuation Maintenance window for all superannuations where the **Contribution Type** is “SG”. Any new Superannuations created in the 2016–17 financial year will have their **Maximum Earnings Base** set to the new amount by default.

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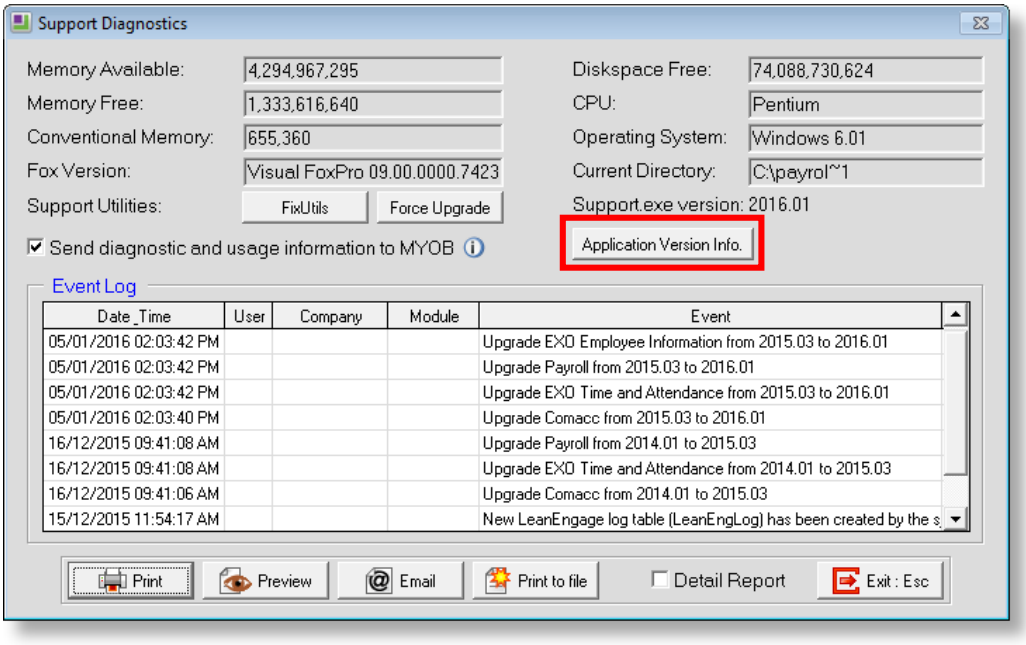
Version Information on the Support Window

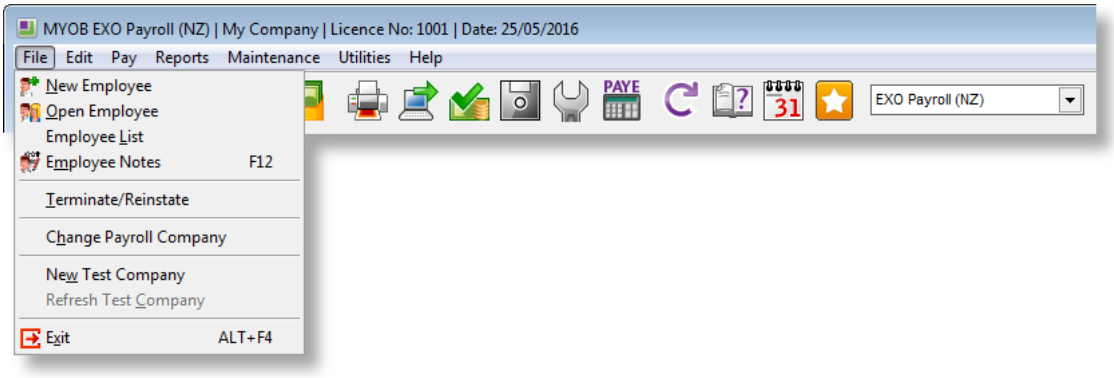
The new **Application Version Info** button on the Support window displays detailed version information about all installed products, which may be useful when diagnosing support issues.



Test Companies

This release adds the ability to set up one test company for each company in the EXO Employer Services system. Test companies have restricted functionality, but do not count towards your licensing limits, so you can use them to test out configuration changes without affecting the original company.

To create a test company, log in to a company and select the **New Test Company** option from the File menu of EXO Payroll:



If a test company has already been created for the company, this option will not be available.

Note: You cannot create a test company for the Demonstration Company.

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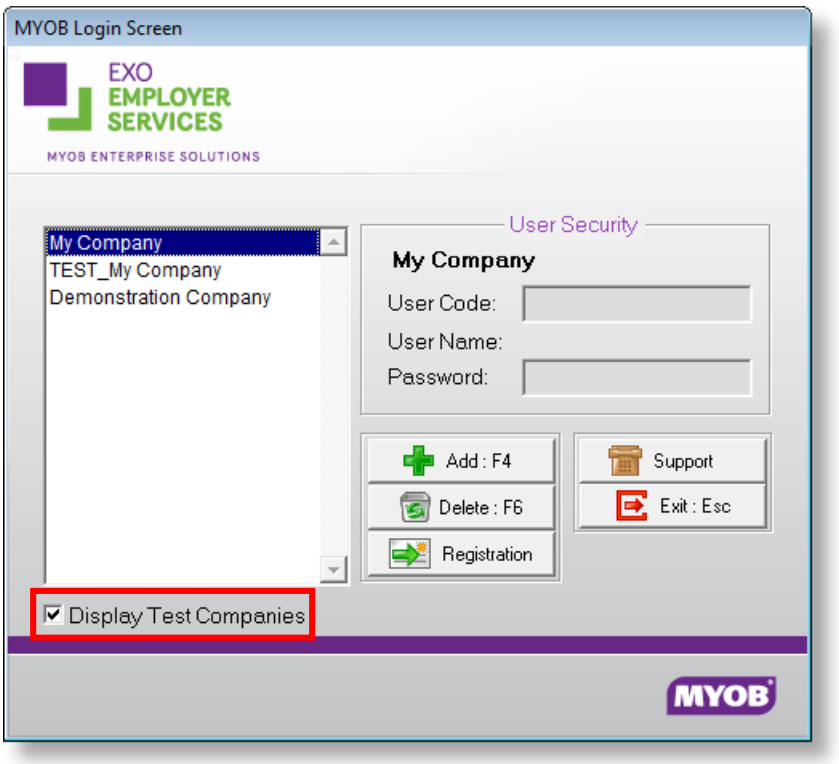
The new test company is given the name of the original company, prefixed with "TEST_". By default, test companies are hidden on the login window. If any test companies exist, a **Display Test Companies** option is available—tick this option to include test companies in the list of companies.



A test company has all of the data and configuration of the original company. You can refresh the data from the original company by selecting the **Refresh Test Company** option from the file menu. This will load the latest data from the original company into the test company, overwriting any changes you have made.

Note: When creating or refreshing test companies, if any database files are locked or inaccessible, a file called **TestCompanyCreation_Log_<datetime>.txt** will be created in the install directory. This file will contain details of the inaccessible files.

Test Company Restrictions

The following functions are not available to test companies:

- You cannot edit the test company's details on the Setup window of any module.
- You cannot restore a backup to a test company.
- You cannot generate a direct credit file.
- You cannot access the MyStaffInfo Management Console.

You can, however, generate all reports, including payment summaries (functionality that is not available in the Demonstration Company).

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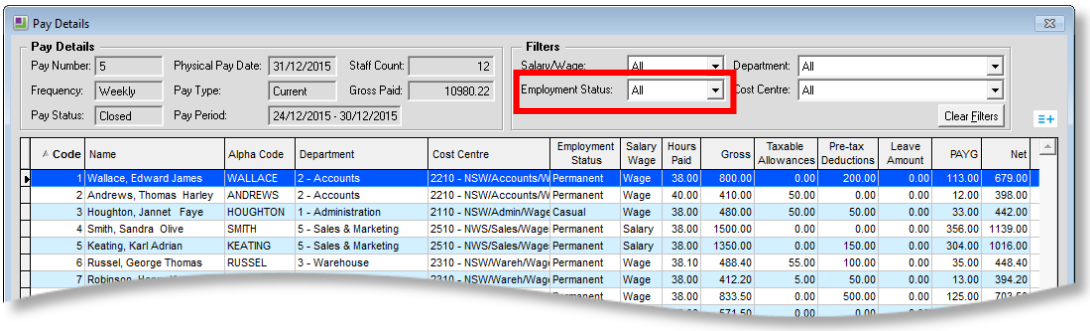
Updates to the Pay List and Employee List

New Pay Detail Filter

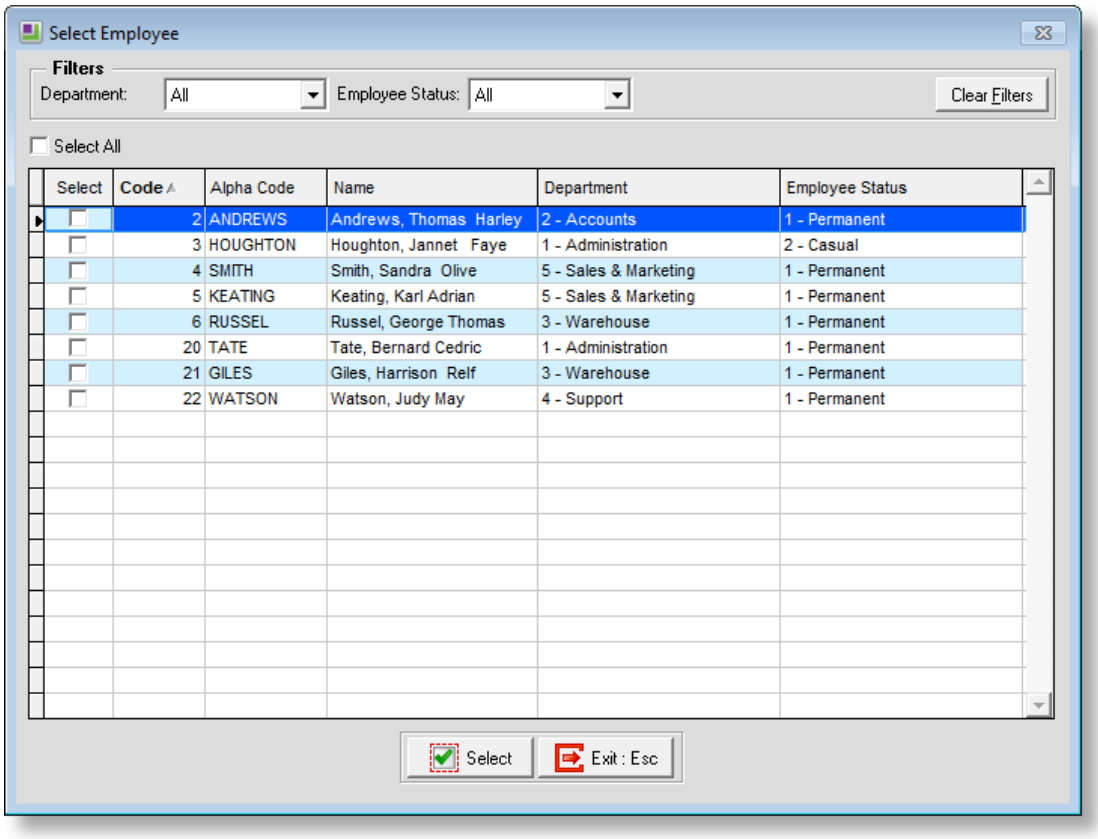
A new filter has been added to the Pay Details window that opens from the Pay List:



The **Employment Status** filter lets you filter the list to show only Permanent, Casual or Temporary employees.

Adding Employees to a Pay

Clicking the **Add** button on the Pay Details window now opens a selection window where you can choose one or more employees to add to the selected pay:



This window lists all employees with the same frequency as the pay, and all Casual staff. Select one or more employees and click **Select** to add them to the pay. For One-Off Pays, you are given the option of copying their Standard Pay into the One-Off Pay.

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Update to Pay Creation

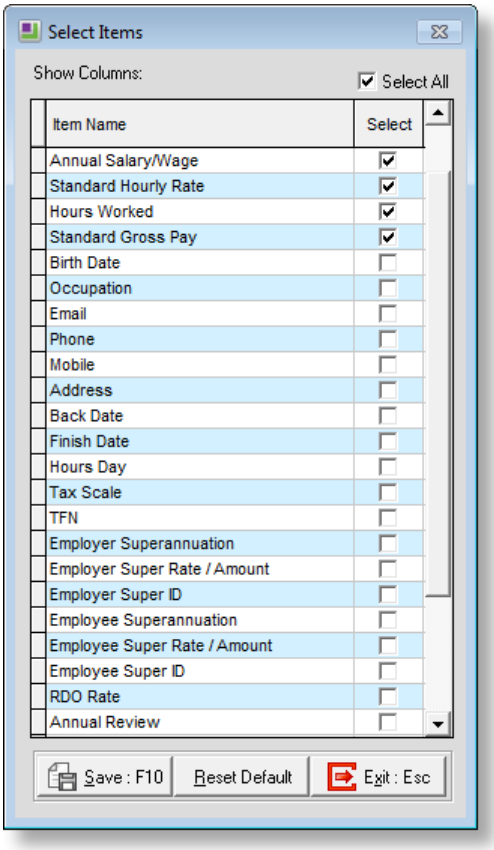
To make the system more stable and reliable, the ability to create One-Off Pays from the Pay List has been removed—clicking the **Create** button on the Pay List window now opens the Current Pay window. The ability to create One-Off Pays from the Pay List will be restored in a future release.

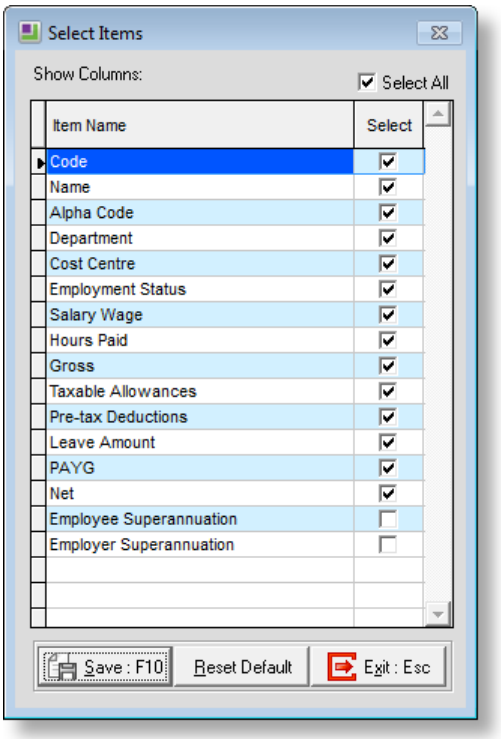
Default Filtering for the Pay List

The Pay List now shows only pays from the last 12 months when it is first opened—this ensures that the window will not take a long time to open when there are a large number of pays in the system. Once the window is open, you can use the date filters to show pays that are more than 12 months old if you want to.

New List Columns

New columns are available on the Employee List, giving access to a wide variety of employee properties. **Employee Superannuation** and **Employer Superannuation** columns have also been added to Pay Details window that opens from the Pay List. In both cases, the new columns are not displayed by default; they can be selected by clicking the Show/Hide Columns button:





Note: Leave balance columns on the Employee List are not available for companies that have not yet upgraded to the new leave management system.

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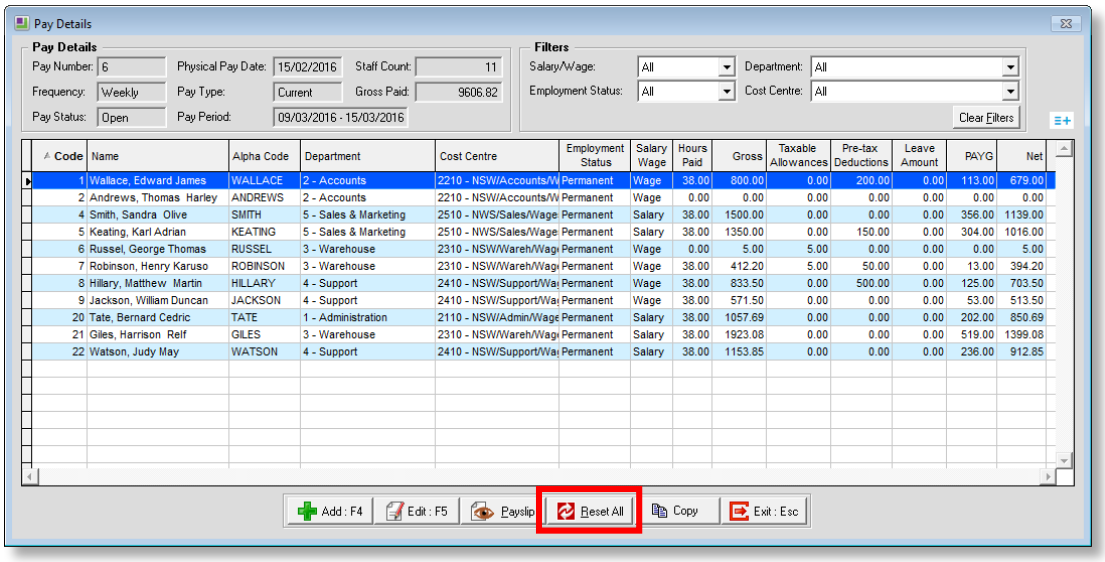
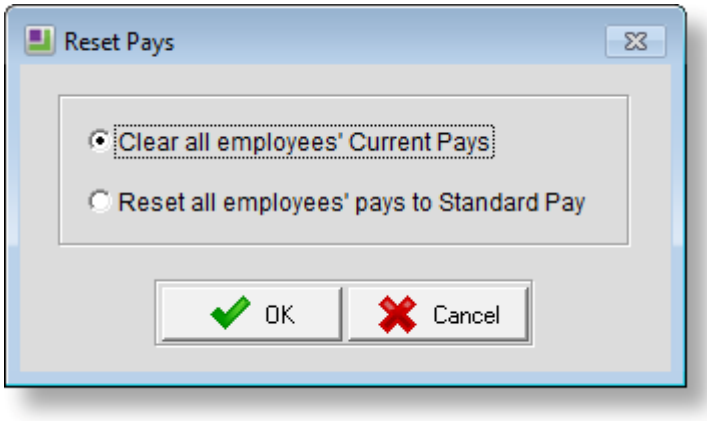
Reset All Button

It is now possible to reset all employees' pays when accessing a pay from the Pay List window. A **Reset All** button has been added to the Pay Details window that opens when a pay has been selected:



Clicking the **Reset All** button lets you clear or reset the pays of all listed employees (i.e. only those employees who match the current filter settings will be affected, which may not be all employees in the pay). You are asked to confirm the operation, and then select the operation to apply to the employees:



Right-click Options

Updated right-click menu options are available on the Employee list, Pay List and Pay Details windows, giving access to the main functions for each window.

Note: The **Reset Pay** right-click option lets you reset the pay of the employee who was right-clicked on; the **Reset All** button (see above) resets the pays of all employees in the list.

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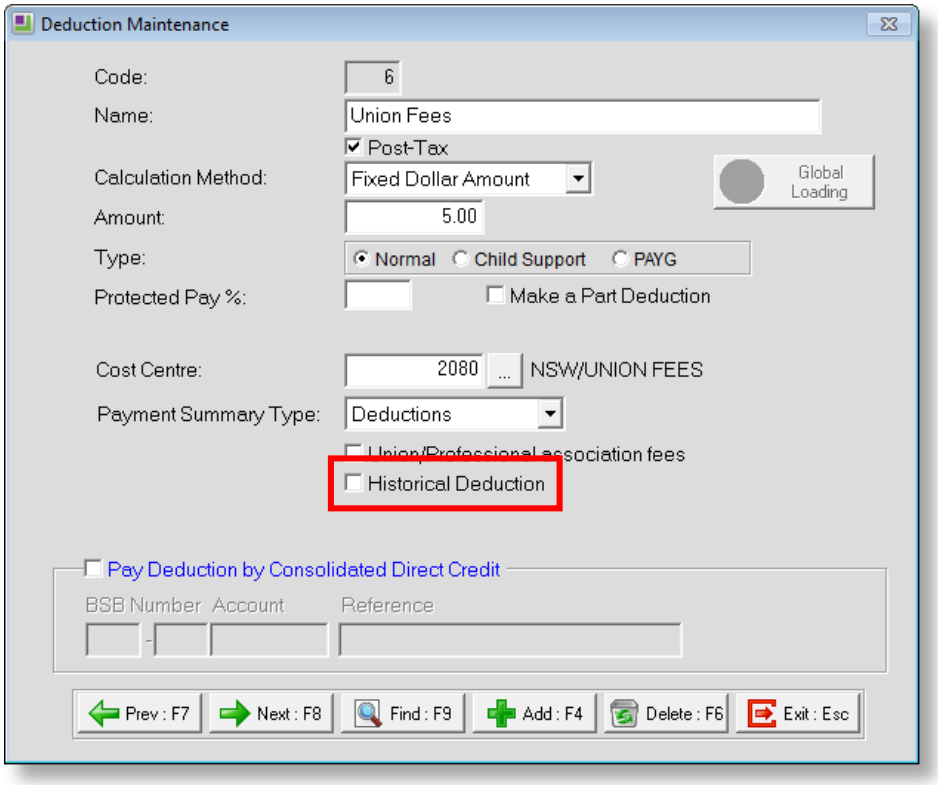
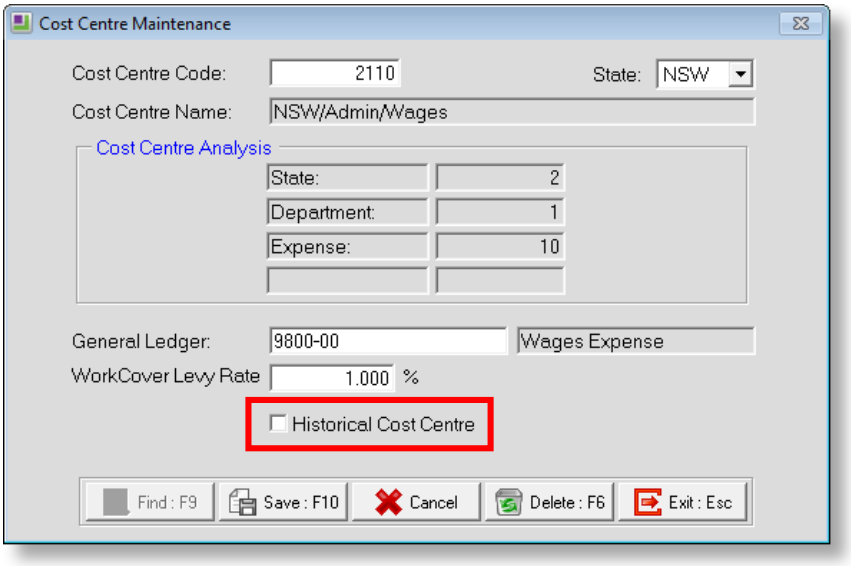
Historical Records

New **Historical** options are now available on the maintenance windows for Deductions, Cost Centres, Allowances and Departments:





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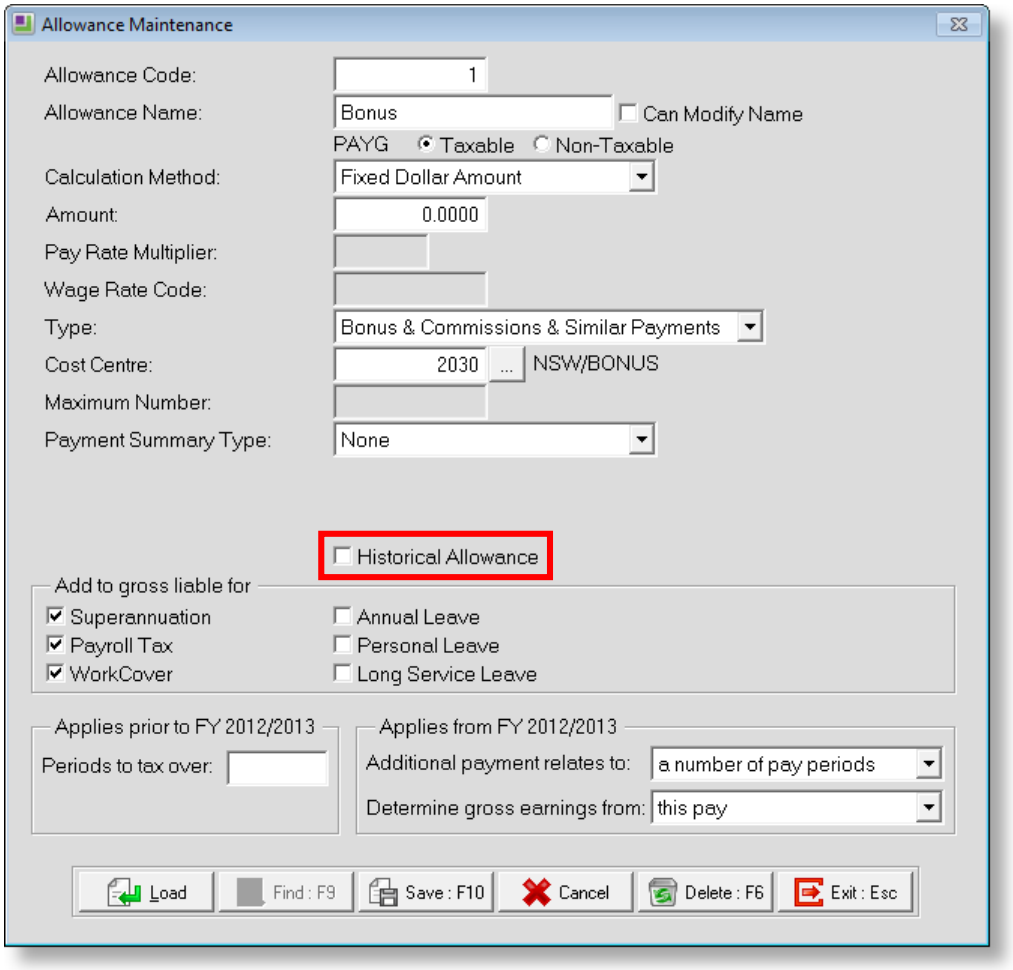

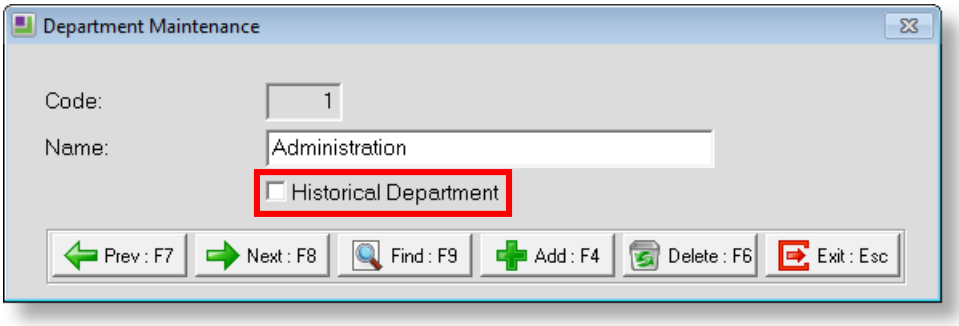

Ticking one of these options marks the record as historical, which means that it will no longer appear on the relevant lookup window, so that users can avoid having to scroll through long lists of obsolete records.

Note: You cannot mark a record as historical if it is currently in use, e.g. assigned to a current employee record or included 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.) Records can be marked as historical if they are associated with terminated employees only; however if a terminated employee is reinstated, any historical records associated with them will be reactivated.

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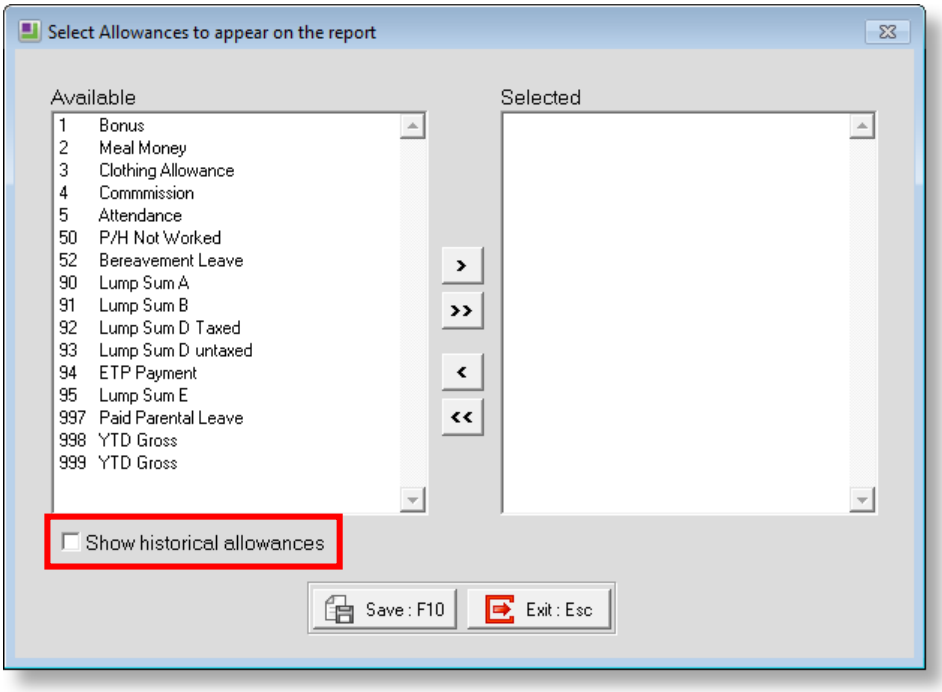
When selecting Allowances, Deductions, Cost Centres or Departments to appear on reports, an option to show historical records is available:



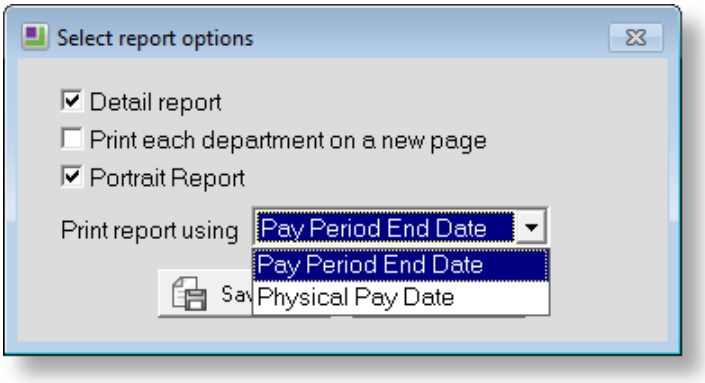
Note: These changes apply to EXO Payroll only. On the MyStaffInfo website, you can use the Administration > Display Options page to hide the records you have marked as historical.

The Maintenance reports for Deductions, Allowances, Cost Centres and Departments all now include a new **Historical** column that contains "Yes" or "No" to indicate whether or not the record has been marked as historical.

Report Updates

Pay Sheet Report

A new option has been added to the Pay Sheet report, allowing it to be printed by Physical Pay Date, as well as Pay Period End Date:



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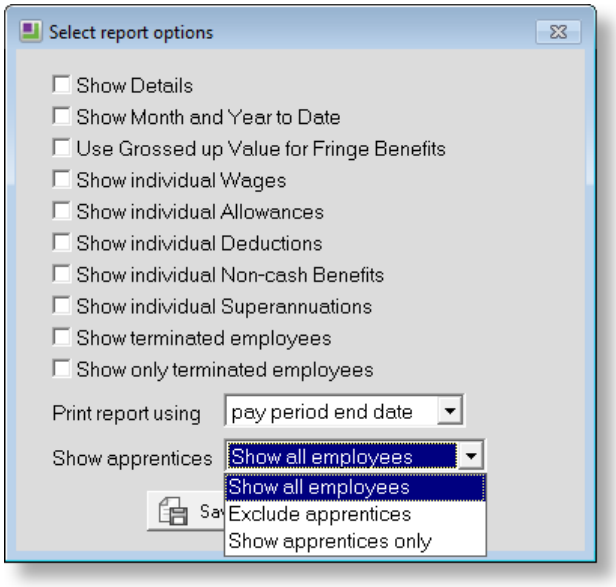
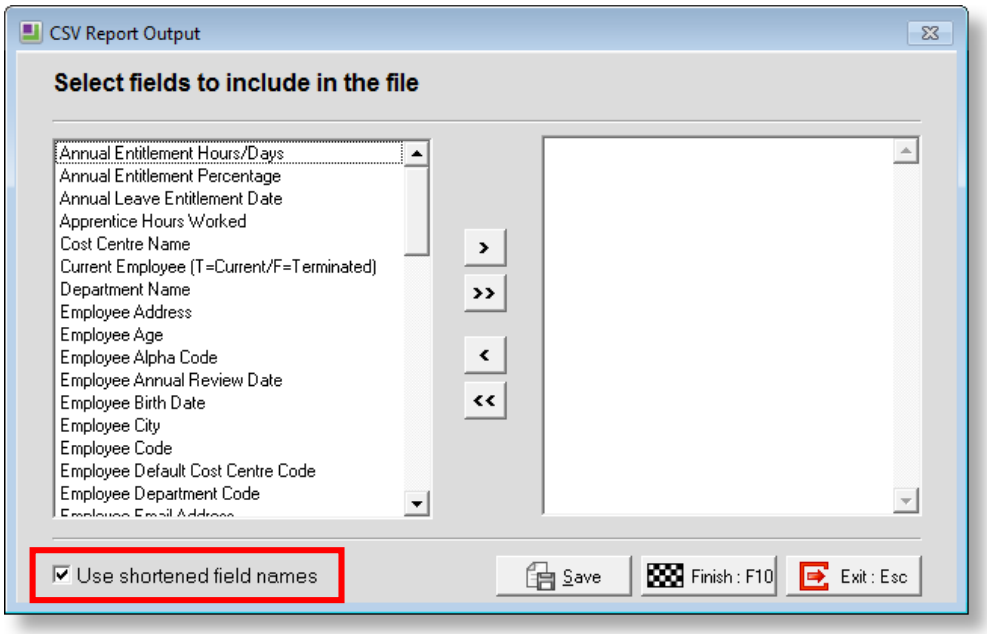
Pay Summary Report

A new option has been added to the Pay Summary report, allowing apprentices to be reported on separately:



Exporting to CSV

When exporting reports to CSV, a new **Use shortened field names** option is available:



If this option is ticked, the CSV file will use each field's short name as column headings (the short name is the name of the related field in the database). If the option is unticked, the column headings will be the fields' full names, as they appear on the CSV Report Output window.

Note: In previous versions, short names were always used; to remain consistent with the previous functionality, the new option is ticked by default.

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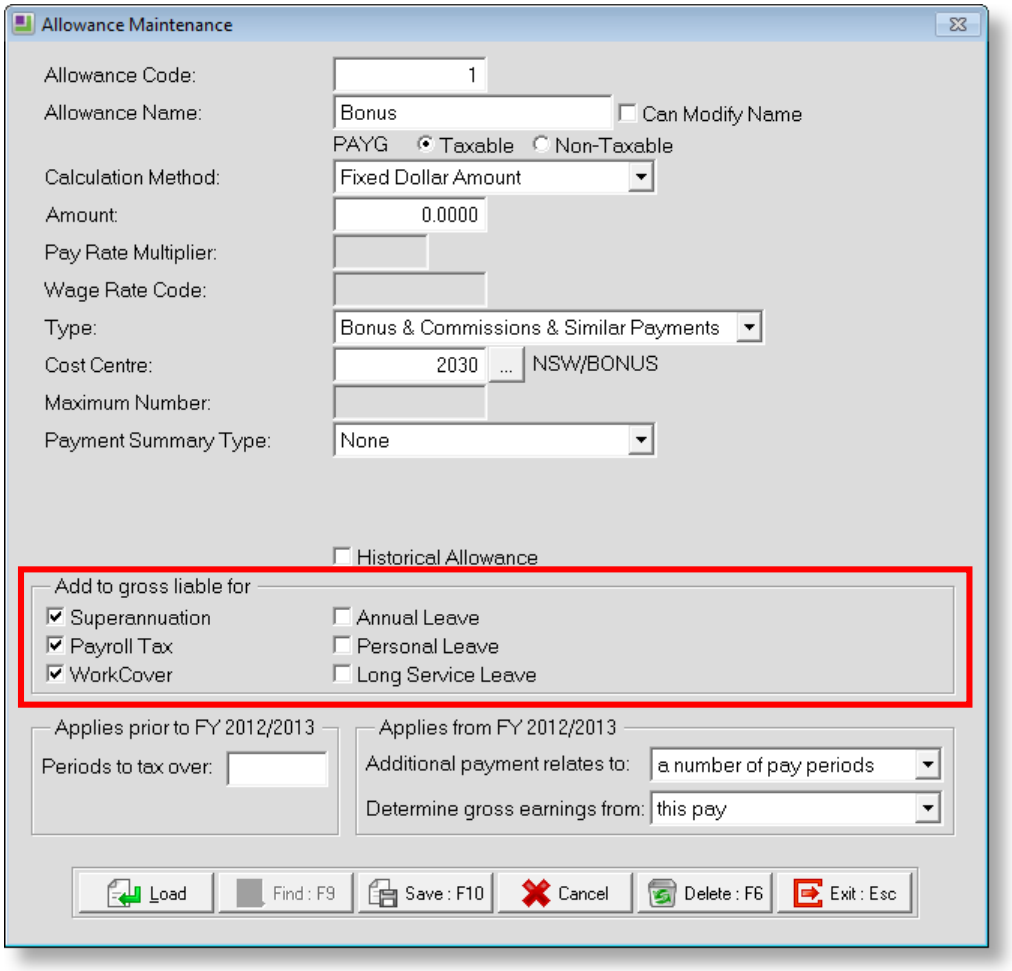
Updates to Allowance Maintenance

The Allowance Maintenance window has been updated to simplify the interface. The **Liabilities** button has been removed, and the options that determine what an Allowance will be liable for have been moved to the main window:



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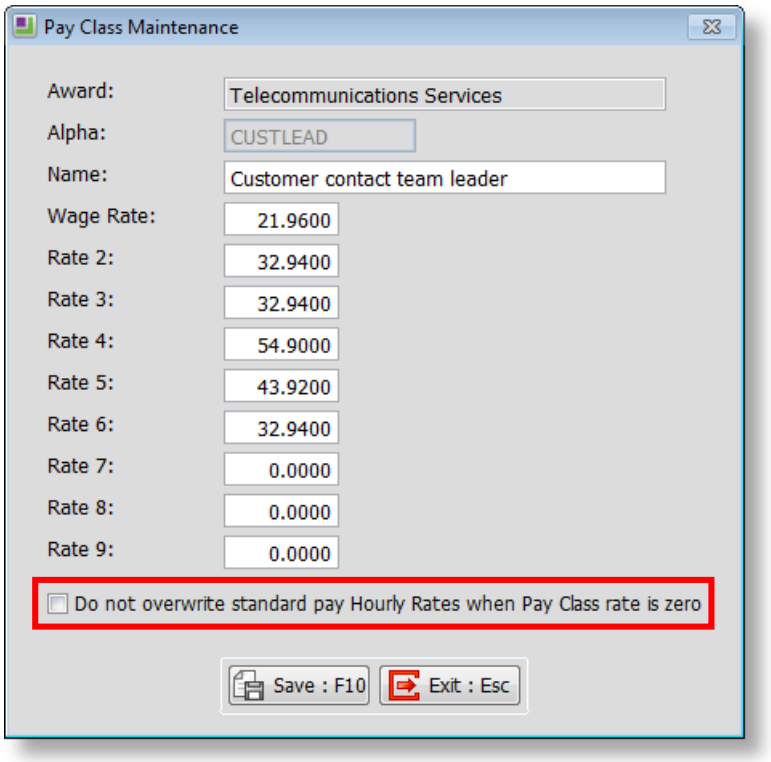
Updates to Pay Classes

A new option has been added to the Pay Class Maintenance window:



If the **Do not overwrite standard pay Hourly Rates when Pay Class rate is zero** option is ticked, then when applying the pay class to an employee, rates in the employee's Standard Pay will not be updated and will remain editable if the corresponding pay class rate is set to 0.0000. If the option is not ticked, then any rates set to 0.0000 in the pay class will be set to 0.0000 in the employee's Standard Pay and will be read-only.

This can be useful in situations where employees in one pay class share a set of standard rates, but also have personal rates than can differ for each employee. By setting the rate that relates to employees' personal rates to 0.0000 and ticking this option, you can apply the pay class to employees without overwriting their personal rates.

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Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
11649458806	119427536541 111229721438 111229721431 11630187760	When posting from EXO Time and Attendance to EXO Payroll, the Days/Hours Paid figures in the Current Pay for salaried employees were overwritten with values from the Standard Pay. This has been resolved.
11509179432	11999789497 11864169616 11452244015	Employer Superannuation deduction payments now appear on payslips.
128754495204	128754495265 128747634874	When importing a time transaction file, any lines with a Pay Rate Type greater than 9 were not imported; the Import Summary report contained the error “Wage type is not valid”. This has been resolved.
129645856164	129895111882 129631765490	When using the distribution option to email the Payslip or Certificate of Earnings reports, emails would sometimes not be generated, or would be sent with no attachment, if the **Send Asynchronously** option was ticked. This has been resolved.
119372957680	119194823856 118925146461	When the **Pay period valuation method** option was enabled on the Annual Leave setup screen, employees who were set to Casual or Temporary and Part Time or Contractor could not access the **Hours Paid** button in the Current Pay. This has been resolved.
11526540812	12572213818 11525413233	This release increases the length of the Hourly Rate field from 3 three digits to four on all windows that it appears on.
117644154039	122628923251 117490331821	Birthday and review reminders were still displayed for terminated employees. This has been resolved.
131742959819	131095975093 130956949471	When using the new leave functionality, after adding a new employee and synchronising them to the MyStaffInfo website, the employee’s Entitlement Hours figures did not appear on the website. This has been resolved.

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121803773927	121802077870	This release adds the ability to create test companies—see page 7.
11898621227	11897201069	This release adds the ability to print the Pay Sheet report by Physical Pay Date—see page 12.
11704414501	11674269431	This release adds an option to the Pay Summary report, allowing apprentices to be reported on separately—see page 15.
12296390845	12296390845	This release moves the Allowance liability options onto the main Allowance Maintenance window, so that they are always available for all Allowance types—see page 16.
122113673142	121877612771	When setting up a Direct Credit account for an employee, it was not possible to save by clicking the **Save** button if the **Required Amount** was more than 99999.00, although the field allows the entry of 9999999.99 and accounts can be saved successfully by pressing F10. This has been resolved; the **Save** button can now be used when the amount exceeds 99999.00.
117874176213	117874176186	When using MyStaffInfo to import timesheets, the process was halted with the error "Import files could not be found" if the Import Time Transactions function was in use and the format was not set to **DBF File**. This has been resolved.
124880668246	124622624507	When exporting the Employee Hourly Rates report to a CSV file, no field was available for Hourly Rate Type 6, which meant it was not possible to export this information. This has been resolved.
14690240595	14689292396	When printing the Pay Sheet report that covers multiple pay periods, each pay period for each employee is now separated visually, making the report easier to read.
12255938137	12233122671	When using BundyPlus G6 timeclocks with EXO Time and Attendance, the Transaction Listing report showed incorrect clock IDs when polling multiple clocks. This has been resolved.
113255789170	112754833741	An audit note is now added to an employee's notes when their direct credit details (including bank account) are changed.
113403525390	113253363231	The **Hours Worked** and **Hours to Reduce** fields in the Lieu Time section of the Leave Management window did not allow amounts greater than 99.99. This has been resolved; these fields now allow values up to 9999.99. (The **Time in Lieu Hours** field on the Other tab of the Employee Maintenance window has also been updated to allow amounts up to 9999.99.)

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115731157161	115592003671	Duplicate lines could appear on payslip reports when reporting on the Standard Pay with the Frequency set to "Any". This has been resolved.
121655163788	121374780011	When generating the Custom Payslip in CSV format, the fields selected for the CSV file were not saved; on re-opening the report, no fields would be selected and the CSV file format would have to be set up again. This has been resolved.
131013905994	130952626431	When importing leave from the MSI Management Console into a Current Pay, if multiple RDO lines were imported for one employee, the system could record the leave taken amount incorrectly in some situations. This has been resolved.
123269779447	123232580651	This release adds the option to reduce salary when importing leave transactions via the Import Time Transactions function. A new **Reduce salary when importing leave transactions** dropdown is available on the Other screen of the Setup Payroll window; this dropdown functions in the same way as the existing "Reduce salary" dropdowns for MyStaffInfo on the same screen, giving the option to always reduce salary, never reduce salary or prompt the user whether or not to reduce salary.
12273350481	12249017251	This release adds the option to use employees' default Cost Centres to determine the state for earnings included in the Payroll Tax reports. A new **Use employee default cost centre in Payroll Tax** reports option is available on the Payroll Tax screen of the Setup Payroll window. If this option is ticked, the system will use employees' default Cost Centres to determine the state; if it is not ticked, the system will use the Cost Centres on the earnings (as in previous versions).
13047475906	13043984246	If the Pay Sheet report was run in Portrait mode, any Carer's Leave included in the report would be displayed with units as zeros. This has been resolved.
19685304374	19598350591	Payment in lieu of unused Sick Leave in an ETP is not liable for superannuation. This was addressed by the addition of the **Include Payment in Lieu of Notice** option added to the Termination Wizard in version 2014.04 (ticking this option allows payments in lieu of notice to be split out from the total taxable amount). The Help for the termination wizard has been updated to provide more information on this topic, including a link to the relevant Ruling from the ATO on the treatment of Ordinary Time Earnings (OTE) for the purposes of calculating Superannuation Guarantee: http://law.ato.gov.au/atolaw/view.htm?Docid=SGR/SGR20092/NAT/ATO/00001&PiT=99991231235958

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130362693023	130354646141	When the **Can Modify Name** option was ticked for a non-taxable Allowance and a modified name was entered on an employee's pay, the modified name did not appear in the Non-Taxable Income section of the Custom Payslip (Allowances in the Taxable Income section did display modified names). This has been resolved; modified names appear correctly in both sections of the Custom Payslip.
19436471124 131884025139	-	This release includes updates to the Custom Payslip report: • Unpaid leave is now displayed on the Custom Payslip with a "Salary reduced by" amount. • When the **Pay item lines** option is set to "Summary", Allowances and Deductions are now grouped and summarised on the Custom Payslip. • The **Rate** column is now left empty for items that have a fixed dollar amount.
11652103926	11640269403	When entering a reversal pay, negative values greater than -99 did not appear correctly, e.g. -112 would appear as -11.20. This has been resolved.
130021518572	129994310782	When creating a new pay from the Pay List, the SG Expected Payment Date defaulted to the wrong date. This has been resolved.
12251962954	12249017571	Backups created via the exit prompt always created a file with the extension *.Z0, regardless of how many backup sets have been specified on the Backup Options window. This has been resolved; as of version 2015.03, backup files are given unique names based on the date and time they occur. If several backups are done from the exit prompt within the same minute, they will now be given different extensions, e.g. *.Z1, *.Z2, etc.
131002509077	130891556374	When the Direct Credit Schedule report was printed in portrait orientation, the Amount Variance total would be displayed as *****.** if the value was greater than $9,999.99. This has been resolved.
12687891855	12675953751	This release adds **Sort Order** options to the Individual Non-Business and Amended INB payment summary reports.
132433199118	132197859941	Information entered in the User Defined fields on the Other tab of the Employee Maintenance window disappeared after having gone to the Distribute screen from the Custom Payslip. This has been resolved.
-	-	The Post to EXO Business function did not work on Windows 10. This has been resolved.
-	-	The Pay Sheet report has been restored to the same font as all other Employer Services reports.

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-	-	It was not possible to reverse an employee's hours if the amount of hours had more than six characters (including the minus sign and decimal point). This has been resolved.
-	-	This release addresses the following issues involving pay classes and awards: • After assigning an award/pay class combination to an employee and clicking save, the selection moved to the first employee on the list. This has been resolved; the selection stays on the employee who was last edited. • Terminated employees appeared on the Assign Employees to Pay Classes window and on the Staff Pay Class Report. This has been resolved.
-	-	In previous versions, an employee's Start Date could not be more than 7 days into the future when entered in EXO Employee Information or 28 days when entered in EXO Payroll; Start Dates can now be up to one month into the future in all modules.
-	-	Large negative wage hourly rate amounts could be incorrectly rounded due to limits on the database field used to store them, e.g. -999.99 would round to 999.90. This has been resolved; the relevant database field has been enlarged to allow for values of this length.
-	-	For sites where unused Annual Leave is not liable for superannuation, super amounts would be calculated incorrectly if a terminated employee was paid Annual Leave as well as unused leave in their termination pay. This has been resolved; EXO Payroll no longer allows Annual Leave and/or Long Service Leave to be paid in the same pay as the employee's termination when a site is configured to not pay superannuation for unused annual leave or long service leave. A message is displayed advising the user to process either the leave or the termination in a separate One-Off Pay.
-	-	In some cases, it was not possible to add a picture to an employee's record in EXO Employee Information. This has been resolved.
-	-	The **What's New in This Release** menu item, which previously opened the latest Release Notes document, now opens the What's New window (which includes a link to the Release Notes).
-	-	Where Cost Centre analysis codes had been set up, after creating a new Cost Centre, the analysis values were not saved to the database, which could affect reporting. This has been resolved.

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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

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