MYOB IMS Payroll version 6.92

Release Notes

November 2024



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Introduction

The 6.92 release improves lots of existing features and reports to streamline your workflow.

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

Simpler setup for sending emails

We've added a simpler way to email from MYOB IMS Payroll, so you no longer need to set up anything related to SMTP.

Go to **Tools** > **Setup SMTP** to open the **E-mail – SMTP Mail Profile** screen. There, you can choose the new **Use MYOB Email Service** option from the **Authenticate** dropdown.

E-mail - SMTP N	/ail Profile v1.27		
SMTP Host		\checkmark	Send
Port	25 Requires Secure Connection? (SSL/TLS)	X	Close
User Name		<u></u>	Test Settings
Authenticate	Use MYOB Email Service Retain Password?	2	Help
Password		-	Пар
Senders E-Mail	example@email.com		Recipient Report
CC E-Mail			Show Log
Show Report	Email Hosted via Office 365?		

When using the MYOB email service, the only other information you need to enter is the **Senders E-Mail**.



Employee Inquiry improvements

We've made two main improvements to the **Employee Inquiry** screen, which you can open by clicking the **Find** icon **M** on the **Employee** screen.

Showing permanent transactions

You can now view an employee's permanent transactions by clicking the new plus icon + next to their name.

	s	Employee Inqu	uiry							-		\times	
	ЕM	IPLOYEE					STANDARD					-	
:	Em	iployee ID	Emp No	Full Name			First Names		Surname	Prefer	red Name		-
	-	96	1002	ASHTON, Co	lin		Colin		Ashton				
		PERMANENT											
Þ		Payment or D	Quantity		Rate	Costing Co	ode	Costing Description	Comment				
		Parental Lve H	40		0.0000	1000		Management					
		SPCA	1		20.0000							L	
	+	97	1012	BLOXHAM, P	eter		Peter		Bloxham	Pete		_	
	+	102	1000	SHAPLAND,	Karen		Karen		Shapland				
	+	112	1005	REDSHAW, H	Kevin		Kevin		Redshaw				
	+	116	1015	CLARK, And	rea		Andrea		Clark	Andy			
	+	118	1017	FLOWERS, A	Andrew		Andrew		Flowers				
	+	119	1018	ZZRITCHIE,	Susan		Susan		ZZRitchie				
	+	120	1019	SKUDDER, K	ate		Kate		Skudder				
	-	101	1000	CADDINED	Appo		1000		Cardinar				_
	_												′
◀													
		Reset	Save View	Load Viev	w Tabs: Standar	d;Payment;	Leave;KiwiSave	er 💌	Export Type: XLS 💌 E:	xport	Clos	e]
		Note:	You ca	nnot e	export perma	anent	transa	ctions from	the Employee Inc	quir	У		

Saving filters

You can now save your filters as a view. Loading a saved view instantly changes your filters, so you don't have to manually tweak your filters every time you want to view different information.

1	MS Emplo	oyee	Inquiry						_		×	
	EMPLOYEE										4	
: =	Employee I	D	Emp No	Full Name			Surname		Preferred Name	t i i i i i i i i i i i i i i i i i i i		
	+	127	1051	BLUE, Wendy			Blue					
	+	125	1024	TAYLOR, Walter			Taylor					
	+	124	1023	ZZREYNOLDS, Tre	vor		ZZReynolds					
	+	119	1018	ZZRITCHIE, Susar	٦		ZZRitchie					
	+	131	1054	GREY, Simon			Grey					
	+	130	1053	BLACK, Roger			Black					
	+	97	1012	BLOXHAM, Peter			Bloxham		Pete			
	+	132	1055	WHITE, Martin			White				L	_
	+	112	1005	REDSHAW, Kevin			Redshaw					
	+	120	1019	SKUDDER, Kate			Skudder					
	+	102	1000	SHAPLAND, Karen	1		Shapland					
	+	126	1050	ORANGE, Dorothy	/		Orange					
	I		1				•				•	-
	Reset		Save View	Load View	Tabs:	Standard;Paym	ent;Leave;KiwiSaver	-	Export Type		Close]

To save a view, set up your filters like normal. Then, click **Save View**. In the **Save View** window, enter a **Profile Name** and click **Save**.

Ms Save View	_		×
Profile Name: Ex	ample Cano	cel	

To load a view that you've saved, click **Load View**. On the **Load View** screen, select the view you want and click **Load**. You can also delete views on this screen.

•	Load View
	Profile Name
	KiwiSaver Leave
	Standard
Delata Class	
Delete	Load
Delete Close	Load



Default location for extracted reports

You can now set a default file path for saving data file extracts of reports.

On the Company tab of the Company screen, we've added a new Common Data File Extract Path section. Click Browse to choose a default path where your data file extracts will be saved.

🚥 Sample Co	mpany Limited -	MYOB IMS Payroll	– o x
File Edit Vie	ew Tools Hel	p	
D 🚔 🖬	X 🖻 💼 🕻	🖉 🗙 🛛 🎭 Compa	ny 🤉 Employee 🖪 Processing 🕼 Sundry Reports
Sample Company	/ Limited 💌 🌶	å ⊣ → ► ►	🛛 😂 🚱 🦉 📲 🋐 🗐 ANZ 🖬 🖆
Company Pay	Points Costing C	odes Payments Deducti	ons Notes
Name: Client ID: Address:	Sample Company 1111111 PO Box 7656 Best Town	/ Limited	Company Options Ocosting Required? Shift Leave? Sick Leave in Advance? Imesheet Entry General Ledger? Service Leave? V FV Leave in Advance? Transaction Date 1? User Security? Employer Super? Minimum Wage Top Ups? Transaction Date 2? Payroll Giving? Send Diagnostic and Usage Information to MYOB?
			Payday Filing Automatically create the Payday files after closing the pay (click here for setup)
Contact Person:	Bronwyn Ashton		Annual Leave In Weeks ─ ☑ Active: Change of Agreed Weekly Hours/Days Behaviour: Advance readed ate the AL Balance in Hours/Days
Phone Number:	767 7769	Fax: 768 5654	Click here to activate for existing employees Always ask whether to recalculate the AL Balance Always ask whether the AL Balance Always ask whether to recalculate the Always ask whether to r
Email Address:	imssupport@myo	b.com	Company Annual Leave Anniversary: Minimum Cash Denomination Paid: \$0.10 Bank Account: 06 - 06644 -0063322 -00 □ Round Cheque Pays to 10c?
IRD Number:	111 111 111	Large Employer?	Default Salary Entry: 💿 Per Pay 🔘 Per Year
Last Audit Repor	t Seq #:	28	Schedule Method BAZ PC Banking Printed Schedule
Holiday Group: Email Address:	Auckland - observ	ved Mon-Fri	KiwiSaver and Compliant Fund CEC Exempt? Ctal Remuneration (Employer Contribution As Salary?) KS Auto Enrol Exempt? Default: Onet Gross Compliant Fund Active? KiwiSaver Reporting Year Starts April July
			Common Data File Extract Path Default Path: Browse Clear
Create New			Company Location: C:\Database Files\
Common Da	ta File Extrac	t Path For Reports	Closed //

Common Data File Extract Path For Reports

After choosing a default path, you need to individually choose which reports are saved to that path. Go to the 6-Reports tab of the Processing screen and click Options for one of the reports. Then, select the Default Path? checkbox.

Ms Costing Employee De	tail - Report Optic	ons	×
Employee Sort Order			
Employee Name	(Employee Number	
-Print Range			
I All	Range:	O Pick List	
From: Costing Code:	•	Employee:	-
To: Costing Code:	•	Employee:	•
Options			
New Page for each Co	sting Code?	Print Costing Code Tota	ils Only?
Print Zero Balances?			
Data File Extract? — F	Preview this report	to have the Data File Extrac	ted
Include Column Heade	rs?	Default Path?	
File Delimiter File Path	/Name		
CSV C:\Users		\Documents \DataFileExtra	Browse
			Close

You can also use the default path with sundry reports that have the data file extract option.



Picking employees to include in sundry reports

For the **Timesheet History**, **Leave History** and **Standard Hours Worked** sundry reports, you can now choose to only include specific employees.

🚥 Sundry Reports × Report Sort Employees By C Employee Listing Employee Name C Employee Number C Employee Notes Listing Pay Point then Employee Name Pay Point then Employee Number Employee Range Costing Code Listing • Employee: From: Pay Point: Ŧ Pay Point Listing Ran • To: Pay Point: Ŧ Employee: Pick List O Payment Code Listing Date Balling O Deduction Code Listing Ŧ From: 🖲 All O Period End Date Range Payment Date Range Transaction Listing To: • ACC Levy Report Print Options New Page per: ✓ Print Report Summary? ✓ Print Transaction Dates? Employee Service - Employee? Print Pay Point Summary? Print Transaction Comments? Employee Audit Pay Point? Date To Print:
Period End
Payment Print Employee Summary? Print Option Headers? Print Terminated Employees? User Security Audit ✓ Print Employee Detail? ✓ Include \$ Values? Timesheet History - Transaction Selection -

In the report settings, select the Pick List option.

The **Employee Pick List** window opens. Select the employees you want to include and click **Close**.

🚥 Employ	yee Pick List				-		<
Select the	Employees you wish to filter				4	Actions 🔻	
EmpNo	Full Name	Paypoint	AL Type	AL In	Employee Type	Selected	
1002	ASHTON, Colin	Management	Set Hours	Days	Salary	~	
1022	ASHTON-BROWN, Bronwyn	Management	Set Hours	Hours	Salary	✓	
1053	BLACK, Roger	Factory	Set Hours	Hours	Salary	✓	
1012	BLOXHAM, Peter	Office	Set Hours	Days	Wage	~	
1051	BLUE, Wendy	Office	Set Hours	Hours	Wage	v	
1052	BROWN, Alison	Office	Set Hours	Days	Wage	v	
1015	CLARK, Andrea	Office	Set Hours	Hours	Wage		
1017	FLOWERS, Andrew	Factory	Set Hours	Days	Salary		
1020	GARDINER, Anne	Factory	Variable Hours	Hours	Wage		
1054	GREY, Simon	Factory	Casual	Hours	Wage		
1050	ORANGE, Dorothy	Factory	Set Hours	Days	Salary		
1056	PURPLE, Astrid	Office	Casual	Hours	Wage		
1005	REDSHAW, Kevin	Factory	Set Hours	Days	Wage		
1000	SHAPLAND, Karen	Factory	Variable Hours	Hours	Wage		
		i _ .					Ľ

Easier to identify overridden timesheets

If you override timesheet values, the overridden values are now shown in *italic* text after the pay has been closed – similar to how the rates are currently displayed in **Timesheet Entry**. You can see this in two places:

- The History > Timesheet History tab of the Employee screen.
- The Sundry Report > Timesheet History report.



Total hours on payslips

On employee payslips, you can now include the total hours that they worked in that pay period.

On the **6-Reports** tab of the **Processing** screen, select the **Payslip** report and click **Options**. Then, on the **Payslip – Report Options** window, select the **Total Hours?** checkbox.

Payslip - Rep Seet Orders	port Options					×
Sort Order:						
Employee N	lame		S	Employee	e Number	
Pay Point t	hen Employee Name		(Pay Point	t then Employee Number	
Print Range						
. ● All	From: Pay Point:		Emp	loyee:		•
Pick List	To: Pay Point:		Emp	loyee:		•
Show Figures f	or:					
Annual Lear	ve Outstanding?	Sick Leave Ou	tstanding?			
🗌 AL In Week	s Outstanding?	DV Leave Bala	nce?			
Annual Lea	ve Accrued?	 Alternative Ho 	olidays?			
🗌 AL In Week	s Accrued?	Time in Lieu?		KiwiSave	r Employer Contribution?	
Annual Lea	ve Balance?	Apprentice Ho	urs?			
🗌 AL In Week	s Balance?	 Outstanding D 	eduction Balances?			
🗌 AL Cash Up	Balance?					
Payslip Type						
O Standard	\bigcirc	A4	IMS Laser		🔿 A4 IMS Laser	◯ Impact
Printing Options	s:					
			Only if Net Difference	ent?	✓ Tax Code?	Zero Rated Allowances?
		Address?	Coinage Analysis	2	IRD Number?	Preferred Name?
		Pay Point?	Bank Account Det	tails?	Transaction Dates?	Retain Print Range Selection?
			Hourly Earnings D	escriptions?	Transaction Comment	s? 🔲 Total Hours?
			Annual Salary?		Zero Rated Leave?	
			Print Company Na	ame?	Zero Rated Ord. Hour	s?
-Pavelin Messan	e (15 lines mavimum))				
This is an area	to write notes to all	employees (you car	n also have individual pot	es).		
Payslips may l	oe large (A4), compre	essed (then printed	on A5 or onto IMS paysli	os) or in		
a windows en	velope format. Optic	ons are also availabl	e for what you would like	to	Clear Message	
appear off the	- payaipi					

Here's how the total hours look on a payslip.

1002 ASHTON, Col PAY POINT: Manage JOB TITLE: Office	in ement e Manager				TAX CODE M	PERIOD ENI 24/03/2024
	-ноол	кгх	EA	RNIN	G S -	
	HOURS	BASE	EA RATE	RNIN	G S – Pay rate	VALUE
Ordinary Time	HOURS 4.00	RLY BASE 52	E A RATE .5000 x	RNIN 1.0000	G S – PAY RATE 52.5000	VALUE 210.00
Ordinary Time 22/03/2024	HOURS 4.00	RLY BASE 52	E A RATE .5000 x	R N I N 1.0000	G S – PAY RATE 52.5000	VALU 210.0



Updating per pay rates for salaried employees

You can now use the **Hourly Rate Update** tool to change rates for multiple salaried employees at once by selecting the new **Salary (Per Pay)** option.

Hourb	y Rate Up	date				×
-Stage 1	- Select Ra	te				
Rate Ty	pe:				Rate to chec	k: Hourly Rate 1 👻
Minimu	um Wage	Current Per Pay Rate: \$1,275.00			Include Termi	nated Employees?: 🛛 🗸
Salary	(Per Pay)	New Per Pay Rate: \$1,500.00			Check S	Galaried Employees
-Stage 2	- Select En	ployees				
Drag a c	olumn hea	der here to group by that column			-	
Select	Emp No	Employee	Age	Per Pay Rate	Pay Point	Status
	1023	ZZREYNOLDS, Trevor		\$1275.00	Management	Terminated
	1055	WHITE, Martin		\$1275.00	Management	No Birthdate

Payment date for historical pays

You can see when an employee was paid by checking the new **Payment Date** column. The column is on the **History** > **Total Earnings** tab of the **Employee** screen.

Sample Compa	any Limited - MYOB	IMS Payroll					- 0	
le Edit View	Tools Help							
) 😅 🖬 %	ħ R ⊘ X	^{\$} ଫ୍ଟୁ Company	2 Employee	Trocessing	Sundry Repor	ts		Ŵ
SHTON, Colin	- M -	- F F	🛩 🛛 🖄 🖥	📲 🗐 ANZ 🔚	1 🖬			
np# 1002 IRI	D# 020-981-899		< < < <		 ✓ 			
Standard Payme	nt Leave KiwiSav	er Permanent H	R / Notes Totals	History				
		The set of the set	,					
otal Earnings Lea	ve Earnings NiwiSave	er Timesneet History						
rom:	▼ To:	 Enter Histor 	a Date Range to res y and Totals to that	trict period.				
ck Leave Earnings	Other Leave Earning	Alternative Holiday E	Time in Lieu	Time in Lieu Earnings	FV Leave	FV Leave Earnings	Payment Date	
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	22/11/2023	
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	29/11/2023	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	06/12/2023	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	13/12/2023	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	20/12/2023	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	27/12/2023	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	03/01/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	10/01/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	17/01/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	24/01/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	31/01/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	07/02/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	14/02/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	21/02/2024	I 1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	28/02/2024	1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	06/03/2024	1
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	13/03/2024	
\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	20/03/2024	
	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	27/03/2024	
\$0.00								



Employee listing includes family violence leave

The **Employee Listing** report can now include family violence leave values. To include the values, select **Full** in the **Detail Options** section of the report settings.

Ms Sundry Reports	×				
Report	and and a				
• Employee Listing	Sort Order				
Employee Notes Listing	Chiptoyee Name Chiptoyee Name Pay Point then Employee Name Pay Point then Employee Name				
Casting Code Listing	O Home Costing Code then Emp. Name O Home Costing Code then Emp. Number				
O Costing Code Listing	Print Range				
O Pay Point Listing					
O Payment Code Listing	From: Pay Point: 💌 Employee:				
 Deduction Code Listing 	To: Pay Point: 💌 Employee: 💌				
Transaction Listing	Contract				
ACC Levy Report	O All ○ Range ○ Pick List From: ▼ To: ▼				
C Employee Service	_ Include				
O Employee Audit	⊖ Salary ⊖ Wage ⊙ Both				
User Security Audit	Pay Frequency				
○ Timesheet History					
O Crystal Reports	All Set Hours Variable Hours Casual				
C Leave Rate Report	Full Print Terminated Employees?				
○ Schedule of Earnings	Terminated Date Range?				
Name/Address Labels	Address Terminated Employees Only? To:				
Historical Baudina	Print Options				
Castian Faysips	Print Payment & Deduction Totals? Print Option Headers? Print Superannuation Information?				
	○ Birthday				
 Company Audit 					
 Historical Trial Balance 	○ Apprentice				
General Ledger Codes					
O Leave History Report					
○ Standard Hours Worked					
Print Screen P	rint Setup Close 🖨 Print 🚺 Preview				

You can find the family violence leave near the bottom of the report.

Family Violence Leave						
Leave In: Days	Full Ent: 10.00	Next Ent: 10.00	Due Date: 02/11/2024	Months: 12	Balance:	10.00

Changing payment settings in first pay of new tax year

You can now change payment settings for the first open pay of a new tax year. You're able to change the tax type, earnings type or if the payment is liable for ACC earnings.

Note: To safely reopen the first pay of the new tax year so you can run pays for the previous tax year, make sure you restore your end-of-year backup.



Other improvements

- The 4 Week Average Rate (OWP4) Include in rate comparison check box is now included in the Employee Inquiry screen.
- You can now choose Bank of China (88) when selecting a bank account for your company, employees or deductions.
- We added the data file extract option to several more reports and sundry reports, e.g. **Employee Payroll Summary**, **Timesheet History** and **Transaction Listing**.
- We've added two new columns to the leave section of the **Employee Inquiry** screen: **SL RSE Worker** and **SL RSE Accrued**.
- We fixed an issue where tabbing between fields on the Employee > Leave > Annual Leave screen was missing the Next Entitlement Weeks field.
- We increased the maximum amount of a single payment to pay or deduct. It's now 10 million dollars. Previously, it was 1 million dollars. Some reports might cut off parts of these large sums. If you encounter this, try using the A4 payslip format.



• For the **Timesheet History** sundry report, we added a new **Include \$ values?** checkbox, which is selected by default.

Sundry Reports	X
Report	
C Employee Listing	Sort Employees By Fmoloyee Name Fmoloyee Number
C Employee Notes Listing	Pay Point then Employee Name Pay Point then Employee Number
Costing Code Listing Pay Point Listing Rayment Code Listing	• All From: Pay Point: • Range Pick List To: Pay Point:
Deduction Code Listing Transaction Listing	Date Range Date Range Period End Date Range Payment Date Range To:
ACC Levy Report	- Print Ontions
Employee Service	Print Opuols Image: Print Opuols New Page per: Image: Print Report Summary? Image: Print Transaction Dates? ⁻ Temployee? Image: Print Pay Point Summary? Image: Print Transaction Comments?
C Employee Audit	□ Pay Point? ✓ Print Employee Summary? Date To Print: ● Period End ○ Payment
User Security Audit	Print Option Headers? Print Terminated Employees? Drint Employees Patril Iduate 4 Values?
Timesheet History	Transaction Selection
Crystal Reports	Payment:
 Leave Rate Report 	✓ Deductions
Schedule of Earnings	KiwiSaver Exclude
O Name/Address Labels	KS Complant
Historical Payslips	
Costing Employee History	Data File Extract? Preview this report to have the Data File Extracted
Company Audit	✓ Indude Column Headers?
Historical Trial Balance	File Delimiter C:\Extracts\Timesheet_History_2024_10_30.csv Browse
General Ledger Codes	
C Leave History Report	
Standard Hours Worked	
Print Screen Pri	nt Setup Close 📴 Print 🗋 Preview

• For the **Pay Period Exceptions** report, the new **Sick Taken in Anniversary Pay** checkbox lets you list employees paid sick leave in the same pay as their sick leave rollover.

Me Pay Period Exceptions - Report Options X				
Report Sequence Pay Point Range Sort Employees By Group By Pay Point? All From: Pay Point: Employee Name New Page for each Pay Point? Range To: Pay Point: Employee Number Earnings Analysis Hours Amount	Pay Frequencies			
Ordinary > 40.00 > Hourly Rate \$ > Overtime > 10.00 > Gross Pay \$ > Image: Constraint of the state of	Four-Weekly Monthly			
Annual Leave Analysis Tax Analysis Compare Last Pay Taken In Advance Missing Child Support Deduction Compare Last Standard Pay? Compare Last Pay Miniversary PAYE Deduction Quantity Negative PAYE Deduction Include new Employees? Amount Cash Up Balance Used No Credit for Statutory Worked PermySet Hrs) Negative Alternative Holiday KiwiSaver Employees within Opt Out Period Sick/FVL Angative Balance Sick/FVL Angative Balance Sick/FVL Angative Balance Invalid Contributions Sick/FVL Anniversary Sick/FVL Anniversary Expired Date Due Back Other Leave Anniversaries (Period doser Termination Pay - Deduction Notification Sick/Taken in Anniversary Pay? ADP Rate less than Base Rate	bare Gross Pay ▼ t ▼ 0.00 Review Date Pending Expired Notes Follow Up Pending Expired A Details not available)			
	Close			



• For the **Historical Trial Balance** sundry report, you can now choose to print multiple pay periods per page. To do so, select **Group by Period Ending Date?** and then *deselect* the new **New Page for each Period Ending Date?** checkbox.

sundry Reports	×
Report	
C Employee Listing	Sort Order
C Employee Notes Listing	Employee Name Employee Number
Costing Code Listing	Pay Point then Employee Name Pay Point then Employee Number
O Pay Point Listing	Print Range All Range
Payment Code Listing	- Employee Dance
O Deduction Code Listing	From: Pay Point:
Transaction Listing	To: Pay Point: Employee:
ACC Levy Report	Date Range
C Employee Service	All Range For: Period End Date
C Employee Audit	Erani Tai
User Security Audit	
Timesheet History	Options
Crystal Reports	✓ New Page for each Pay Point? ✓ Group by Period Ending Date?
C Leave Rate Report	Print Totals Only? New Page for each Period Ending Date?
Schedule of Earnings	Data File Extract? Preview this report to have the Data File Extracted
Name/Address Labels	✓ Indude Column Headers? Default Path?
Historical Payslips	CSV V C:\Historical TrialBalance 2024 10 30.csv Browse
Costing Employee History	
Company Audit	
Historical Trial Balance	
General Ledger Codes	
C Leave History Report	
O Standard Hours Worked	
Print Screen P	rint Setup Close 🖨 Print 🗋 Preview

