

MYOB Greentree

Release Notes

2021.1.0

myob

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Introduction

The 2021.1.0 release updates MYOB Greentree to produce files for payday filing in the new v2021 format.

Note: We recommend that you produce your KED and New and Departing Employees files and file them with the IRD before installing this upgrade.

We've also added the ability to add queries created using the Query Designer as panels on a desktop. Query panels support integration with 3D panels, and let you edit any parameters set up for the query and save parameters as defaults.

This release also includes enhancements to the security of the MYOB Greentree system (including the ability to authenticate against a Microsoft Exchange server using the OAuth 2 authentication standard) and fixes issues identified in Greentree Desktop and eDocs.

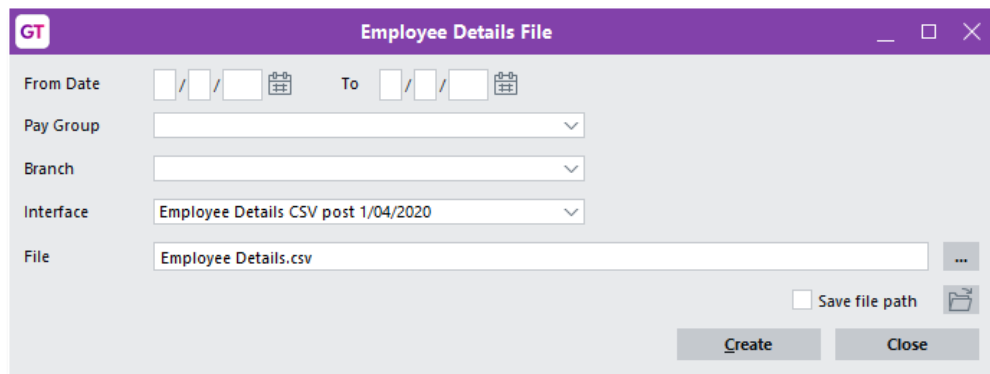
The sections below provide full information on all of the changes included in this release.

New Features

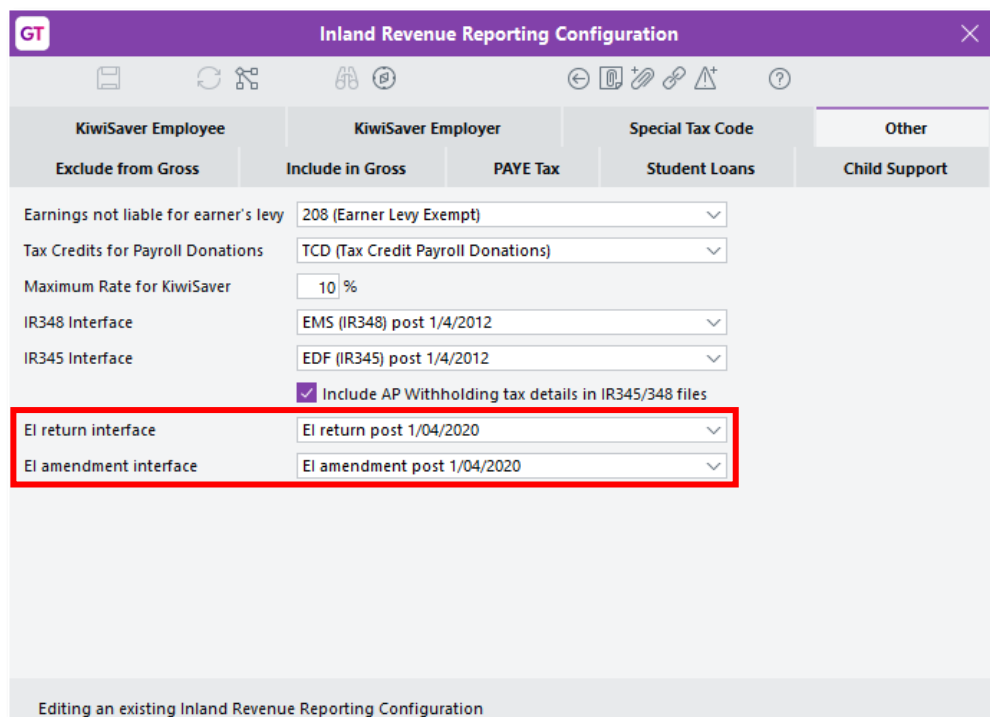
Desktop – Payday Filing Updates

These changes apply to NZ companies only

This release updates MYOB Greentree to produce files for payday filing in the new v2021 format. This includes the EI Return file and the *Employee Details* file, which replaces the New and Departing Employees file. The New and Departing Employees window is now the Employee Details window:



Open this window at **HR > Payroll > Other Functions > Create Employee Details File**.
Select the new EI file format on the Inland Revenue Reporting Configuration window:



KiwiSaver Employee	KiwiSaver Employer	Special Tax Code	Other	
Exclude from Gross	Include in Gross	PAYE Tax	Student Loans	Child Support
Earnings not liable for earner's levy	208 (Earner Levy Exempt)			
Tax Credits for Payroll Donations	TCD (Tax Credit Payroll Donations)			
Maximum Rate for KiwiSaver	10 %			
IR348 Interface	EMS (IR348) post 1/4/2012			
IR345 Interface	EDF (IR345) post 1/4/2012			
	<input checked="" type="checkbox"/> Include AP Withholding tax details in IR345/348 files			
EI return interface	EI return post 1/04/2020			
EI amendment interface	EI amendment post 1/04/2020			

Open this window at **HR > System > Payroll > Inland Revenue Reporting Configuration**.

Updates to KiwiSaver Information

The Employee Details file now includes information on employees opting in or out of KiwiSaver. The KiwiSaver information included in payday filing has been expanded to include information on employees who opt out of KiwiSaver after the normal opt out period.

Note: Because KiwiSaver information is now included in the Employee Details file, you no longer need to produce and send the KiwiSaver Employment Details (KED) file. You can still produce a KED file from MYOB Greentree and send it to the IRD for now, but the KED file will not be accepted from 1 April 2021.

Employees can opt out of KiwiSaver between the ends of the second and eighth weeks of their employment (i.e. between days 14 and 56)—see [“Opting out of KiwiSaver” on the IRD website](#) for more information.

To opt out after the end of this period, a reason for the late opt out must be accepted by the IRD Commissioner before the opt out is effected. Updates have been made to the HR Employee Maintenance > Tax Config tab to capture this information:

Type	Start Date	Stop Date
Employee & Employer		

The **Eligibility** field now has three options:

- New
- Existing Auto enrol (previously Existing)
- Existing Opt in

A new **KiwiSaver Status** dropdown lets you assign one of the following statuses to an employee:

- Auto-enrol
- Casual/Temporary Employee
- Existing KiwiSaver Member
- Not Eligible for KiwiSaver
- Opting in to KiwiSaver

Note: On upgrade, any users who have **Enrol in KiwiSaver** ticked and **Eligibility** set to “New” will have their **KiwiSaver Status** set to “Existing KiwiSaver Member”. The dropdown is left blank for all other employees—KiwiSaver status is not required for existing employees. We recommend that you check all employees’ **KiwiSaver Status** settings after upgrading to this release.

MYOB Greentree now prevents you from opting an employee out of KiwiSaver less than 14 days after their start date. If you opt out an employee after day 56, you must specify the reason for the late opt out. The new **Late Opt Out reason** dropdown contains a list of possible reasons:

- Did not meet the criteria to join KiwiSaver
- Employer did not provide an investment statement
- Employer did not provide information pack within 7 days of start date
- Incorrectly enrolled employee under the age of 18
- IR send an investment statement on allocation of default scheme
- Opt-out application unable to be submitted within the time limit
- Other explanation

When “Other explanation” is selected, you must enter the reason into the new **Other reason** field.

The **Include in next KED file** option has been renamed to **Include in next Employee Details file**. As the Employee Details file replaces the KED file, ticking this option now means that the employee’s details will be included in the next Employee Details file to be produced.

Note: When an employee’s KiwiSaver details are changed, this option becomes ticked automatically, but you can untick it if you do not want the employee included in the Employee Details file.

KiwiSaver Exempt Income

This release adds the ability to report an income type for any transaction type that is exempt from KiwiSaver. This information is now reported for new employees in the Employee Details file as part of the payday filing updates.

Note: The Employee Details file does not include information about changes made to Allowances for existing employees.

A new **KiwiSaver exempt** dropdown is available on the Configuration tab of the Transaction Type – Pay window:

The screenshot shows the 'Transaction Type - Pay' window in the 'Configuration' tab. The 'Main' section has a table for 'Include in accumulators' with columns 'Name' and 'Include'. The 'Other' section contains various checkboxes and dropdowns. A red box highlights the 'KiwiSaver exempt' dropdown menu, which is open and shows the following options:

- Provide board-lodging-use of a house
- Some Honoraria payments
- Overpayment of an amount of an employer's superannuation cash contribution
- Retiring allowance
- Taxable allowances for accommodation and living costs overseas
- Some payments under a Voluntary Bonding Scheme
- KiwiSaver exempt

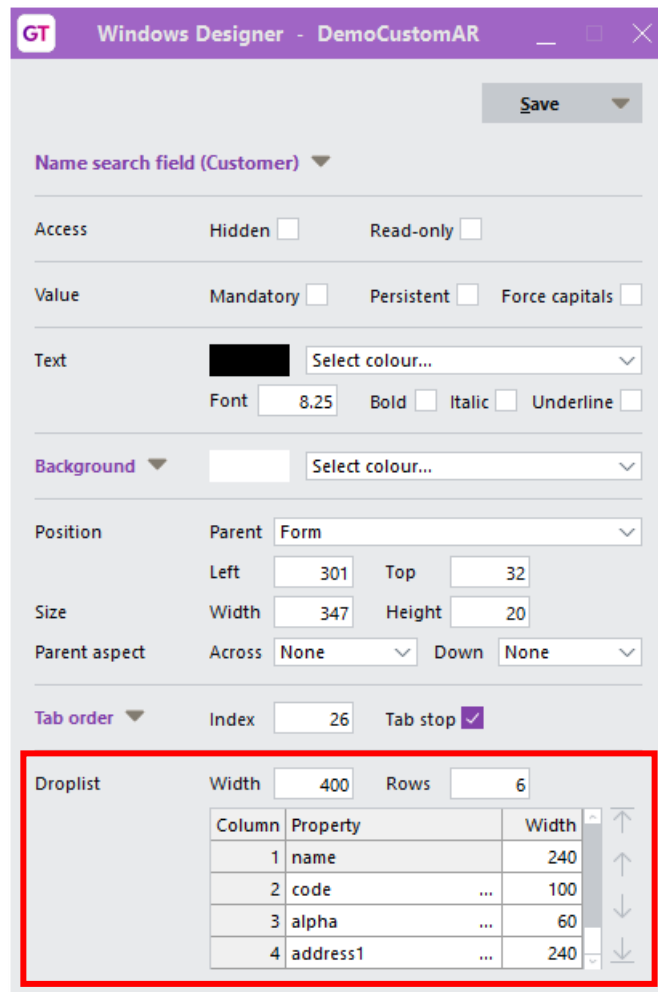
Use this dropdown to indicate the type of KiwiSaver-exempt income that the transaction type represents. Choose from:

- Provide board-lodging, use of a house or part house or equivalent allowance
- Some Honoraria payments
- Overpayment of an amount of an employer's superannuation cash contribution
- Retiring allowance
- Taxable allowances for accommodation and living costs overseas
- Some payments under a Voluntary Bonding Scheme

See ["Gross pay for KiwiSaver schemes and complying funds" on the IRD website](#) for more information.

Desktop – Windows Designer Update

The Windows Designer now supports customisation of the tables (also known as droplists) that show the results for search fields:



In the new Droplist section, you can:

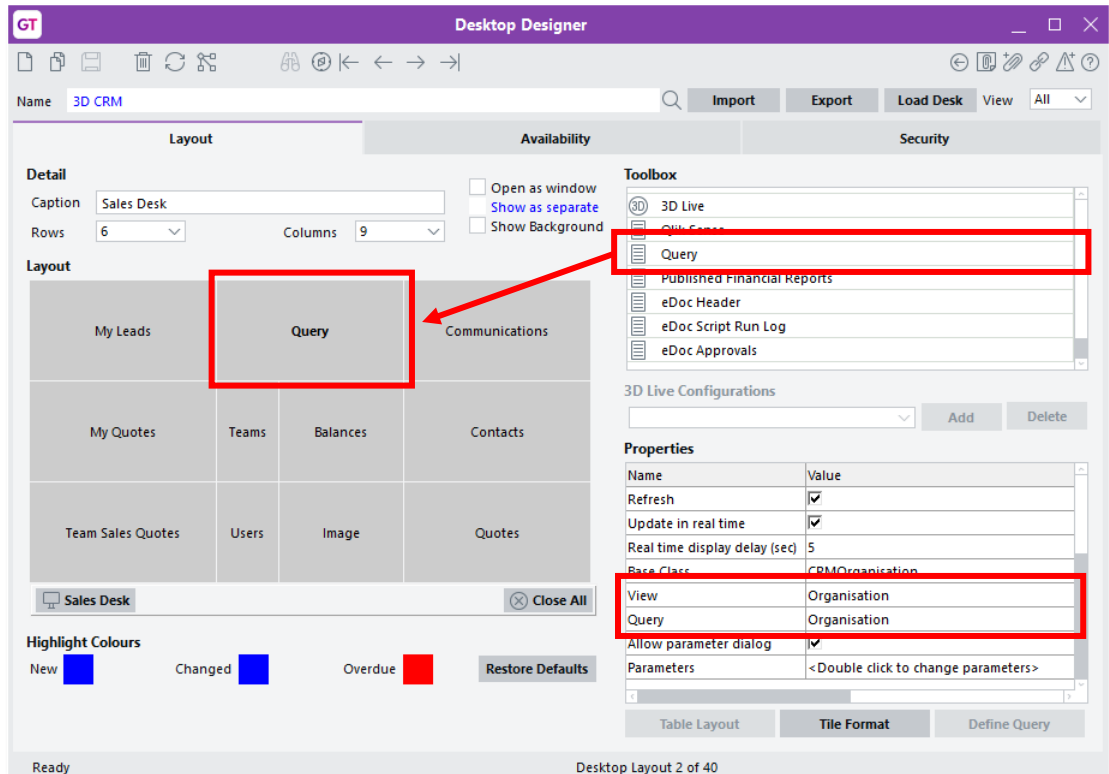
- change the overall width of a results table and the number of rows it shows.
- add, remove and re-order columns, except for the first column.
- set the widths of individual columns to suit a site's typical data values.
- change what is shown in each column (except for the first column) by clicking the ... control next to the property and selecting a different property from the window that appears.

Properties can be the names of simple attributes of the underlying Jade class, e.g. the name of a customer, or can be more complex feature paths, e.g. the post code within an address.

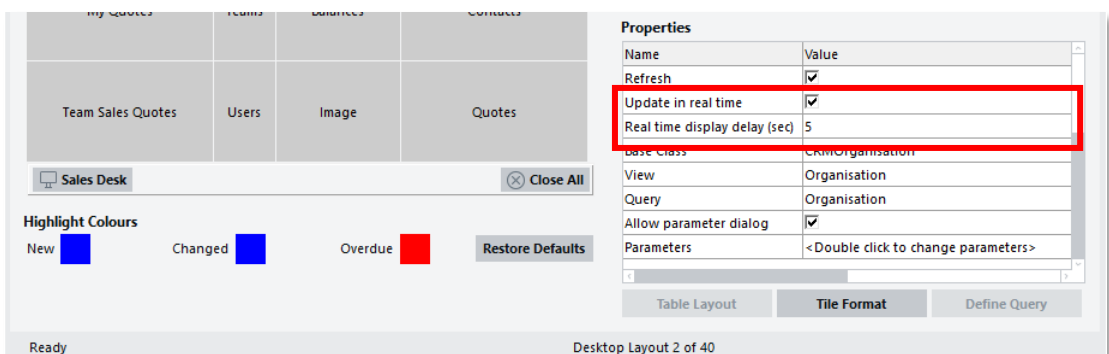
Note: A Customisation is available on search fields shown directly on forms, not those embedded in tables.

Desktop – Query Panels

You can now add queries as panels on a desktop. A new **Query** option is available in the Toolbox of the Desktop Designer—to add a query to a desktop, drag this option onto the Layout, then select the required **View** and **Query** from the Properties section:

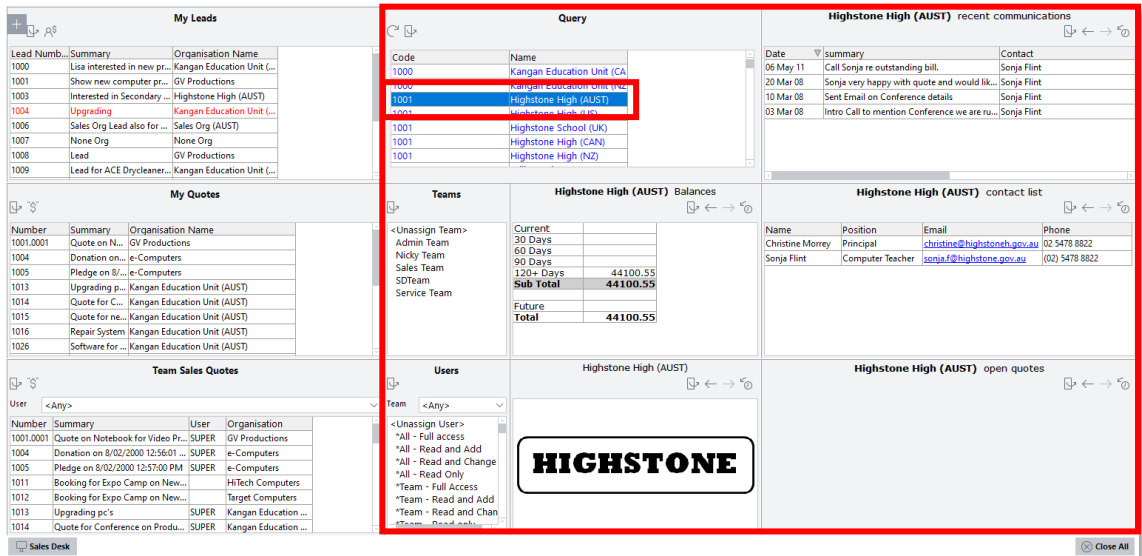


If the **Update in real time** property is ticked, workflow panels that display a query are updated dynamically when records that match the query are added, modified or deleted. The **Real time display delay** property lets you specify a delay between when a record is updated and when the update is reflected on the panel.



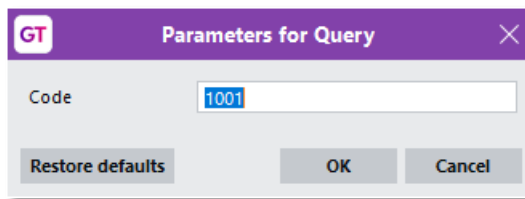
Integration with 3D Panels

When an entry on a Query panel is selected, any 3D panels on the desktop are updated to use the selected entry. In the example below, the Highstone High (AUST) organisation is selected, causing all of the 3D panels on the right of the desktop to display data for that organisation.



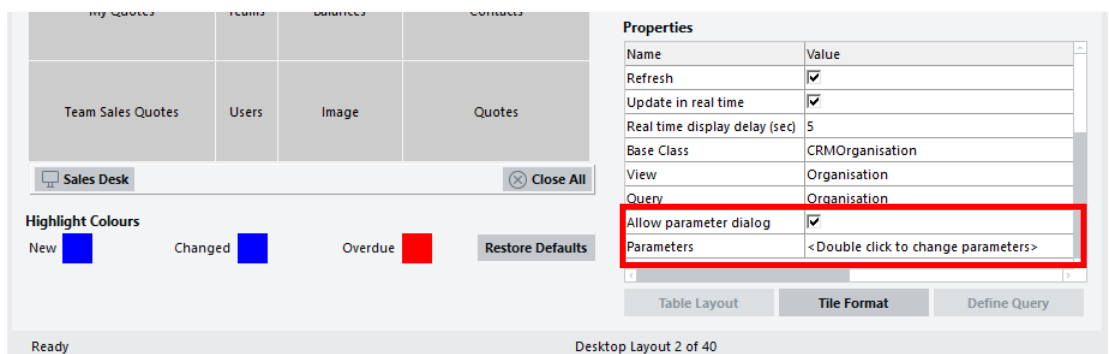
Query Panel Parameters

If the **Allow parameter dialog** property is ticked, then when the desktop is first loaded, a Parameters for Query window opens, allowing the user to enter any parameters set up in the source query:



After the query has loaded, you can click the **Refresh** button (🔄) to change the parameters and re-load the query.

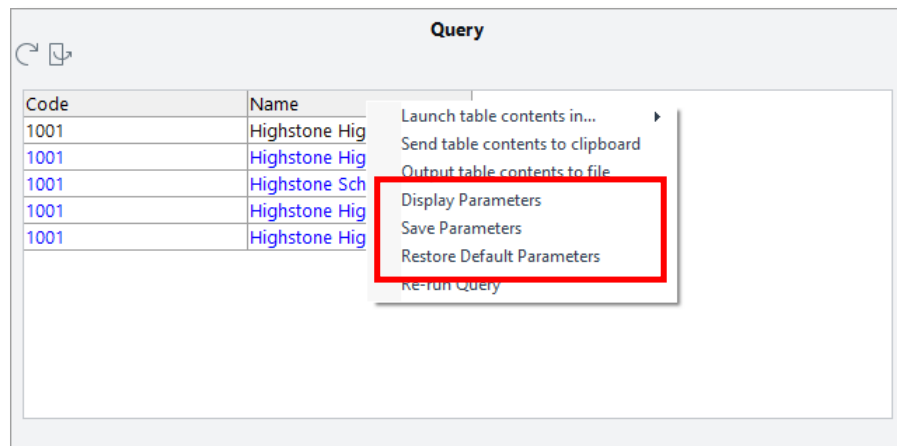
If **Allow parameter dialog** is not ticked, the query will load with the defaults specified for each parameter. To change the default parameters, double-click on the **Parameters** property to open the Parameters for Query window and enter new values.



Right-clicking on the header of one of the columns in a query opens a menu with options related to parameters:

- **Display Parameters** – displays the current parameter settings in a pop-up window.
- **Save Parameters** – saves the current parameter settings as the default.

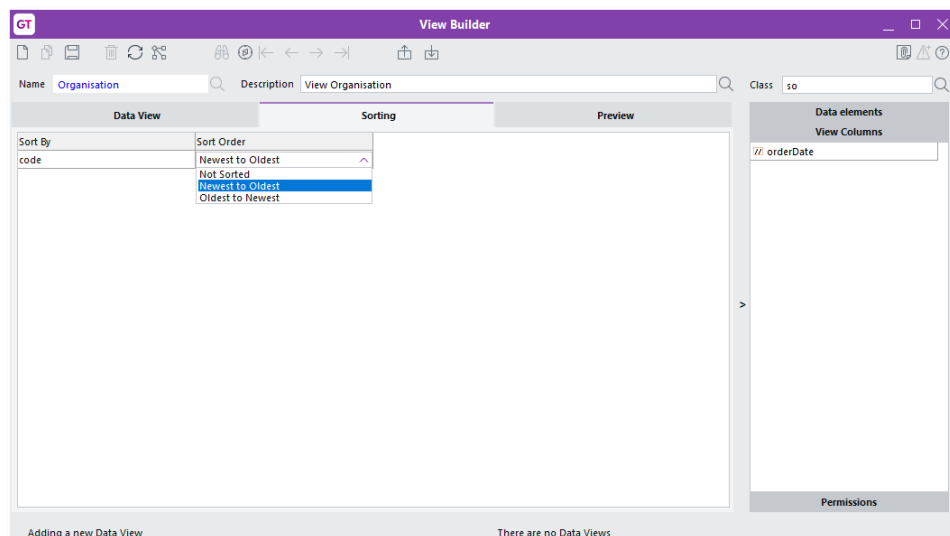
- **Restore Default Parameters** – if new default parameter settings have been saved with the **Save Parameters** option, selecting this option reverts the default settings to the defaults set up in the query.



Note: If the **Allow parameter dialog** parameter is not ticked, the **Save Parameters** and **Restore Default Parameters** options are not available in the right-click menu.

Desktop – Default Sorting on Views

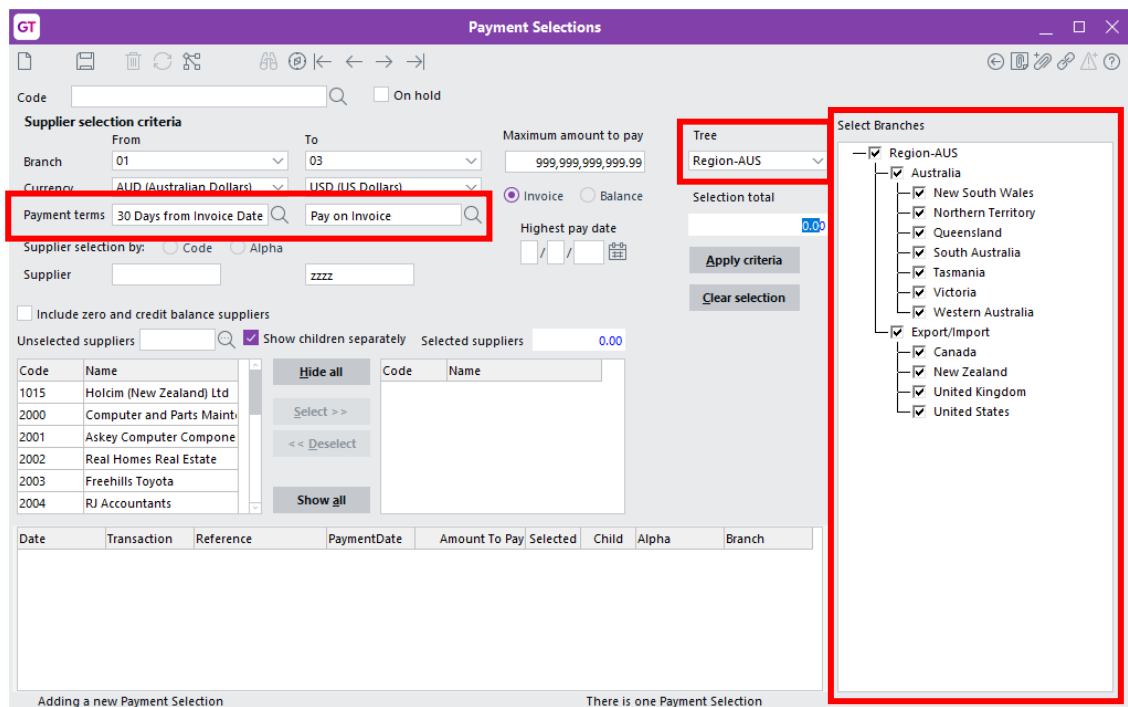
You can now define a default sort order for views created with the Query Designer. On the new **Sorting** tab, you can add elements to sort the query by and set a sort order for each one. To make this easier, a new **View Columns** panel has been added to the toolbox on the right—this panel contains all elements that have already been added on the Data View tab.



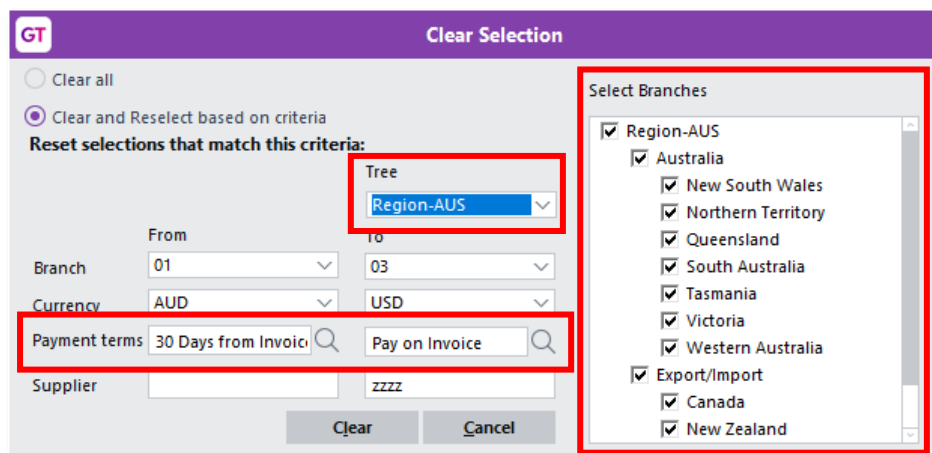
Desktop – Payment Selections Update

This release adds new features to the Payment Selections window:

- New **Payment Terms From** and **To** fields let you select payments based on a range of payment types.
- A new **Tree** dropdown lets you select a tree to display in a new panel on the right. You can use the check boxes on the new tree panel set the branches to select payments from.



These new features are also available on the Clear Selection window:



Security Improvements

This release includes enhancements to system security.

Note: Recommended settings are detailed in the document “MYOB Greentree Security Recommendations”, which has been updated for this release.

eModules – Password Updates

Password changes for users of all modules are now subject to the same controls as for Greentree users on Windows client and Browser client. Those controls are the **Advanced password management** and **Enforce password history** settings on the Account Settings tab of the General System Preferences window.

For Greentree users of eCRM, eRequisitions and eApprovals:

- The maximum login attempts, password age and lockout duration are controlled by the settings on the General System Preferences window.
- The **Locked out of eModules** check box on the CRM Preferences window has been replaced with **Allow access to eCRM**.
- The existing **Is account locked** setting on the General tab of the User Preferences form is used to manage lockouts.

For Contacts and Organisations using eService:

- Password age is now controlled by settings on the General System Preferences window mentioned above.
- As previously, lockouts have no time limit and the maximum number of login attempts is determined by the **Max Login Attempts** setting on the eModule Control window.

For HR employees using eHR, as previously, lockouts have no time limit and the maximum number of login attempts is determined by the **Max Login Attempts** setting on the eHR Module Control window.

For JC employees, eTimesheets lockouts, as previously, have no time limit and the maximum number of login attempts is determined by the **Max Login Attempts** setting on the eModule Control window.

Points to note:

- Messages for authentication failures have been generalised to “The user name or password is invalid” to minimise disclosure of information. Messages for authorisation failures such as “This Contact is not active” remain.
- Failed login attempts by a Greentree user on Windows client, Browser client and eModules will no longer be counted separately. When the total exceeds the threshold, the user will not be able to log in any way, and this will be shown on the **Is Account Locked** setting on the General tab of the User Preferences form.
- The upgrade process does not change user names or passwords, but it will lock the account of any Greentree user whose most recent eModules login attempt failed.
- The changes comprise the 2021.1.0 package, which is applied by Packman, and minor updates to eModules ASP files, which need to be applied manually.

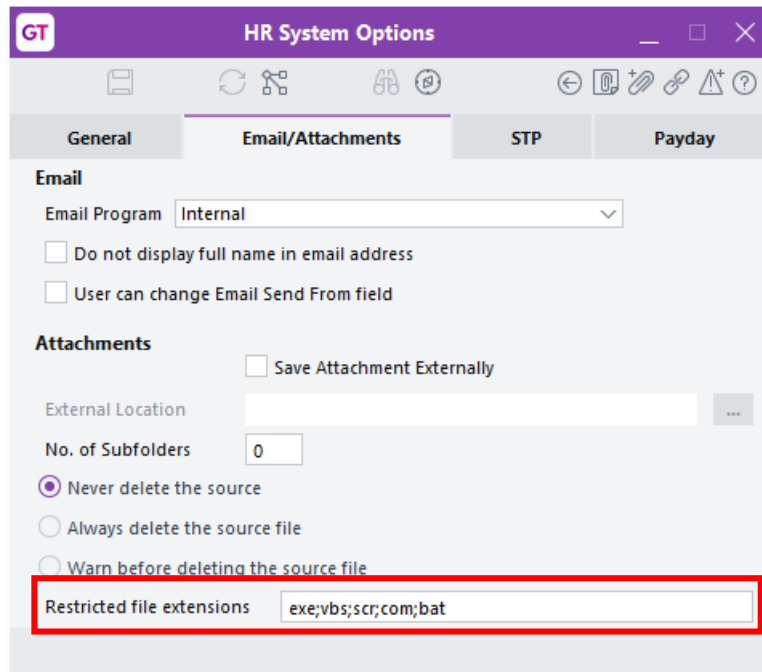
File Upload Updates

This release tightens controls on uploading and saving file attachments.

Filenames are now altered to contain only the characters A-Z, a-z, 0-9, space and underscore—any other characters are replaced with an underscore. (The exception is a single period, which is allowed to provide the file extension).

A new **Restricted file extensions** field has been added to Attachments sections of the following windows:

- CRM System Options > Email/Attachments tab
- CRM Module Control > Main tab
- HR System Options > Email/Attachments tab
- Workflow Module Control > Other tab



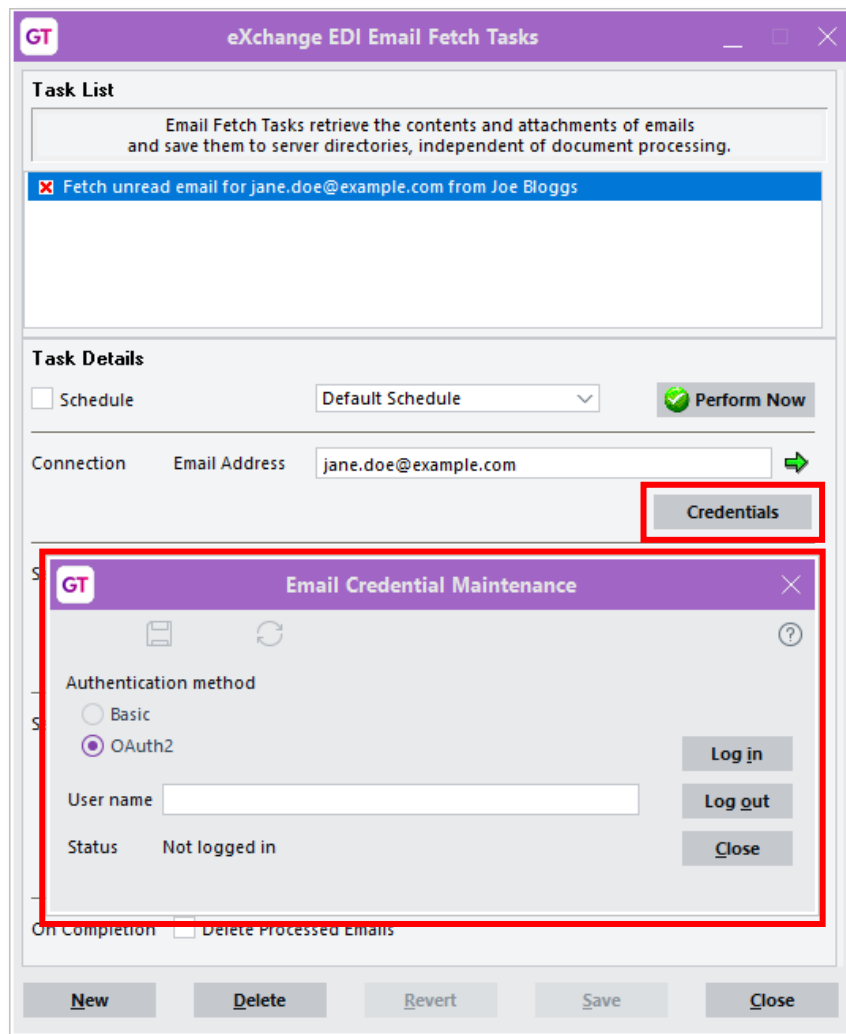
The screenshot shows the 'HR System Options' window with the 'Email/Attachments' tab selected. The 'Attachments' section is visible, and the 'Restricted file extensions' field is highlighted with a red border. The field contains the text 'exe;vbs;scr;com;bat'. Other fields in the 'Attachments' section include 'Save Attachment Externally' (unchecked), 'External Location' (empty), 'No. of Subfolders' (0), and three radio button options: 'Never delete the source' (selected), 'Always delete the source file', and 'Warn before deleting the source file'.

This field contains a list of file extensions, separate by semicolons. Users will not be allowed to upload file attachments with extensions listed in this field. By default, the extensions exe, vbs, scr, com and bat are restricted, but you can edit this list to suit the needs of your organisation.

Support for OAuth 2 with Microsoft Exchange

MYOB Greentree now supports OAuth 2 authentication with Microsoft Exchange. If OAuth 2 is enabled on your Microsoft Exchange server, users can authenticate themselves using an OAuth 2 login instead of the usual username/password authentication.

On windows where users must enter email credentials, e.g. for CRM email filing or the eXchange EDI, the **Credentials** button opens an updated Email Credential Maintenance window, which now offers options for **Basic** or **OAuth2** authentication:



When **OAuth2** is selected, the user enters their username and clicks **Log in** to be redirected to a Microsoft signin page, where they can log in with their OAuth 2 details. Once the user is successfully authenticated, the OAuth login token is stored in the Greentree system. You can use the Token Management window (System > Utilities > Token Management) to check that users' OAuth tokens are kept up to date, and set email reminders for when the tokens are due to expire.

Note: More information on using OAuth 2 is available in the document "MYOB Greentree Security Recommendations", which has been updated for this release.

Desktop – Auto Print Report Option

This release adds a new “Auto print” option to the **Output report to** dropdown on the following reports:

- Accounts Receivable
 - Invoices
 - Credit Notes
 - Receipts
 - Statements
- Accounts Payable > Payment Selections
 - Print Remittances/Cheques
- Purchase Orders
 - Purchase Order
- HR > Payroll
 - Pay Slip
 - ETP Payment Summary (AUST Only)
 - Payment Summary (AUST Only)

This option generates reports for customers or suppliers whose delivery method is Print, and skips those whose delivery method is Email.

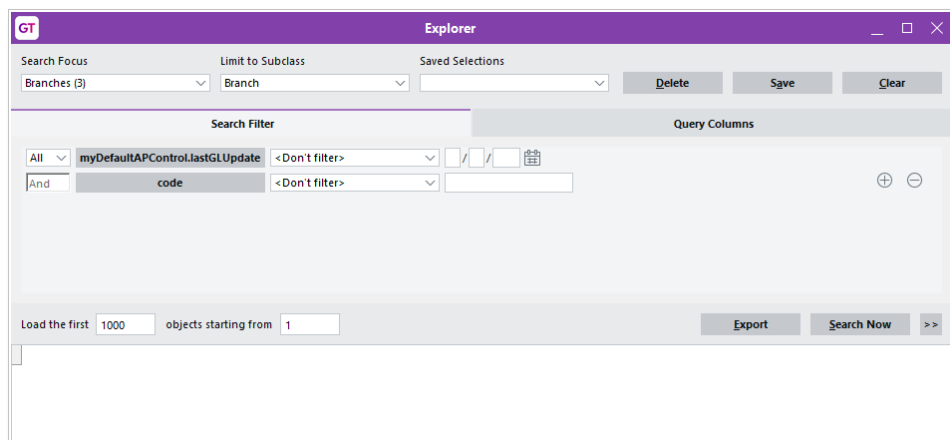
This option lets you generate print and email output separately using the same profile, for instance to re-run a report where there has been an error in printing but emails have been sent correctly.

Desktop – User Interface Updates

Updates to the Explorer Window

The Explorer window has been updated to improve the layout of all controls (previously, some controls overlapped or were hidden by other elements of the window).

This release also adds a **Clear** button to the Explorer window—clicking this button returns the Explorer window to its original state.

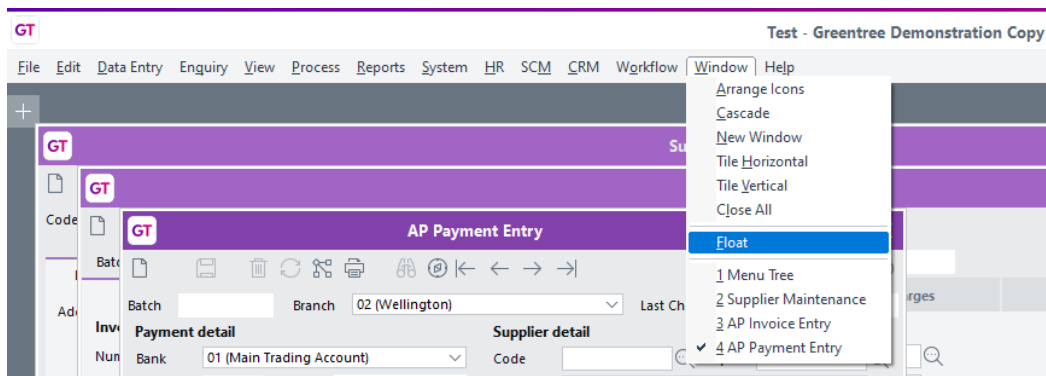


The Explorer window also now supports dynamic properties, which previously could only be seen in the Report Writer and Query Designer.

Window Menu

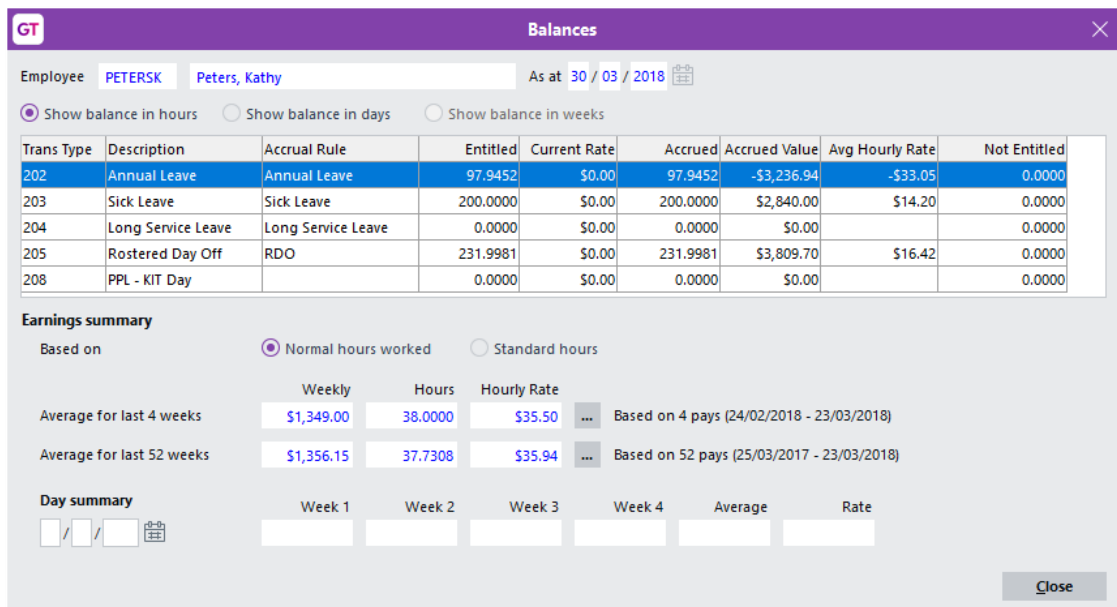
The ability to float forms in the Greentree Windows client has been restored. This is useful if you want to show some forms inside the main Greentree form on one monitor and additional forms outside the main form in a second monitor.

A popup menu built in to all MDI forms was removed by Jade in the 2018 upgrade included in the 2020.4.0 release. Equivalent functionality is now provided on the Window menu. The menu command **Window > Float** will float the active form. (The active form is the one whose caption appears in the main Greentree form's title bar—it is also shown with a tick on the list of forms at the bottom of the Window menu). To return a floating form to its original place in the main form, ensure it is the active window then use menu command **Window > Dock**.



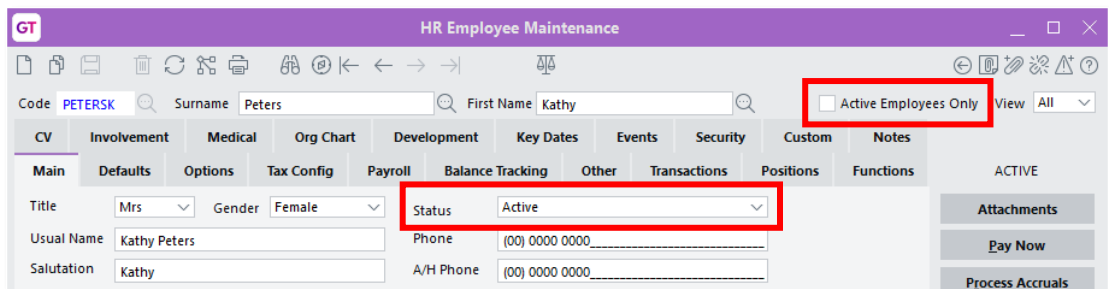
Updates to HR Employee Balances

The HR Employee Balances window now has **Show balance in hours** selected by default, so that it always shows meaningful data on opening, regardless of whether the employee calculates leave in weeks or days.



Active Only Option for HR Employee Maintenance

A new **Active Employees Only** check box has been added to the HR Employee Maintenance window. When this box is ticked, the window will display only those employees whose **Status** is set to “Active”.



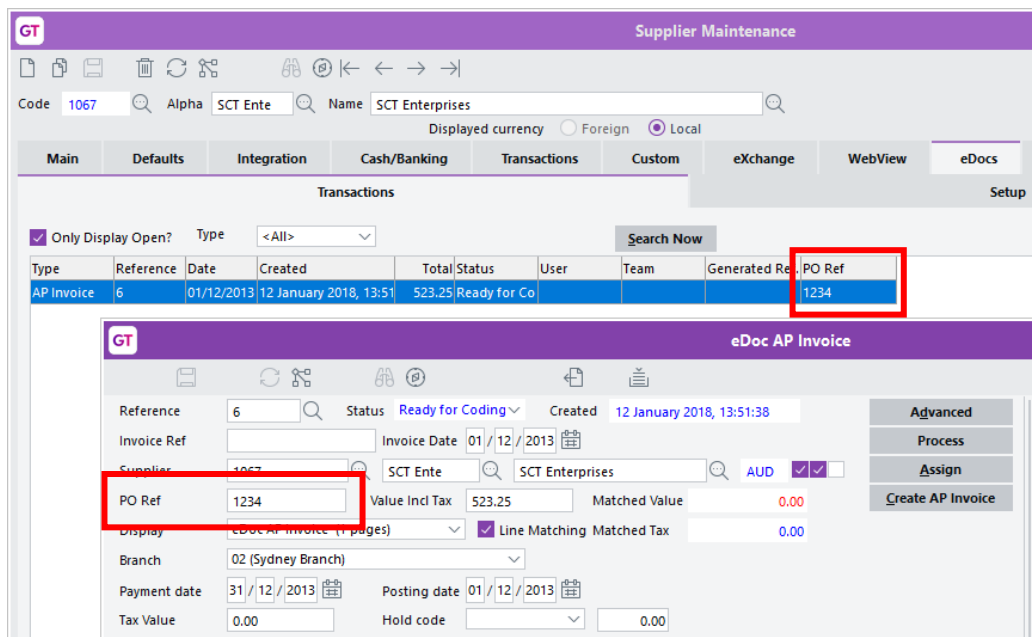
The screenshot shows the 'HR Employee Maintenance' window for employee 'Kathy Peters'. The 'Active Employees Only' checkbox is checked and highlighted with a red box. The 'Status' dropdown menu is also highlighted with a red box and set to 'Active'.

The **Active Employees Only** check box is also available on the HR Employee Maintenance – Payroll and HR Employee Maintenance – Human Resources windows.

eDocs – User Interface Updates

PO Ref Link to Suppliers

A **PO Ref** column is now available on the eDocs > Transactions tab of the Supplier Maintenance window. This column contains the value of the **PO Ref** field from the related eDoc AP Invoice:

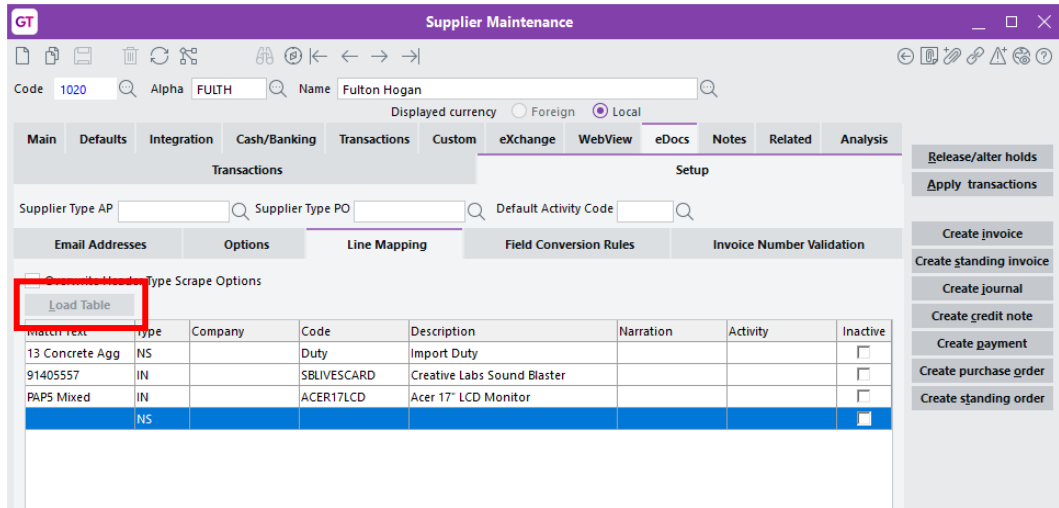


The screenshot shows the 'Supplier Maintenance' window for 'SCT Enterprises'. The 'eDocs' tab is selected, and the 'Transactions' table is displayed. The 'PO Ref' column is highlighted with a red box. Below the table, the 'eDoc AP Invoice' window is open, showing the 'PO Ref' field highlighted with a red box.

Type	Reference	Date	Created	Total	Status	User	Team	Generated Re	PO Ref
AP Invoice	6	01/12/2013	12 January 2018, 13:51	523.25	Ready for Co				1234

Update to Supplier Line Mapping

This release adds a **Load Table** button to the eDocs > Line Mapping tab on the Supplier Maintenance window. Where a supplier has a large number of mappings set up, this tab can take a long time to load. To avoid this, when there are more than 500 mappings set up, the table is not loaded until the user clicks the **Load Table** button. Where there are less than 500 mappings, the table loads automatically as usual and the **Load Table** button is disabled.



Deduct Withholding Tax on eDocs AP Invoices

A **Deduct withholding tax** option is now available for eDocs AP Invoices. This option defaults to ticked if the supplier is a withholding tax supplier, but can be unticked for invoices that are expense reimbursements. When an AP Invoice is created, this setting is carried through to the AP Invoice.

Note: Sites will need to update the A&A rule used for importing eDoc AP Invoices. The new rule is available from the Greentree FTP site, and accommodates the addition of the new **Deduct withholding tax** field on the eDoc AP Invoice. If the rule isn't updated, this will cause the import to fail with the error "6070 Parameter number mismatch shown" in the eDoc Script Run log.

Resolved Issues

Greentree Desktop

We've fixed these issues in Greentree Desktop:

- In some cases users were not able to login to a Test system after a registration pack was applied.
- The error message "An error has occurred (1035) String too long" could appear when creating or opening an AR Receipt.
- The error message "The form has previously unloaded" could appear when importing a file for Australian BSBs in External Bank Maintenance.
- The system could appear to freeze when selecting a Save to File task. This release adds a progress bar to the file-writing process that occurs on completion of a Save as File task.
- Tables containing positive and negative numbers would not be sorted correctly.
- When selecting **Send Table Contents to Clipboard** from a table, if the first cell in the first row was empty, data would be out of alignment in the exported file.
- The **Effective date** field was mis-aligned on the GL Account Tree Assignment window.
- Fields are now consistent in using commas as thousand separators, e.g. 1,234,567.89
- An issue preventing the correct display of the **Taxable Payments Report Required** field on the Country Maintenance form has been resolved.
- A change has been made to the AP Outstanding Invoices report so that it no longer shows suppliers who have only outstanding invoices due after the selected date.
- An issue has been resolved in maintenance of Customers and Suppliers for a country whose description exceeded 30 characters.
- This release fixes issues where a database lock would be held while the system was waiting for a user response:
 - When loading a record in SO Packing Slip Maintenance, if the customer was on stop credit, the message "This customer is on stop credit. Cancel packing slip?" would appear and the record would remain locked until the user makes a selection.
 - When viewing a record assigned to an inactive user, the message "The user assigned to this record is currently inactive. It has been re-assigned to BLANK", would appear and the record would remain locked until the user clicked OK.
 - When copying a sales order, if any of the lines were kitsets not held in stock, the user had to re-select components and the record would remain locked until they had done so.
 - The database would remain locked while running a SO Enquiry search.
- When printing documents, the printed output did not come out of the printer in the sort order that was specified when the print task was submitted.

- This release corrects revaluation calculations for fixed assets. When an asset set up with a calculation based on useful life is revalued or adjusted, the revaluation/adjustment is now based on the remaining useful life, not the full useful life.
- The BPM process now completes correctly when triggered from the API.
- It was not possible to create PO Receipts and AP Invoices for Purchase Orders containing JC Lines for closed jobs (in AP or from eDocs).
- On the Windows Designer, if multiple custom forms were created, when one of the forms was modified, the **Default** column on the Companies sub-tab would disappear.
- An error with the code 4 (“Object not found”) could occur when changing lines in an AR Credit Note, if an A&A rule for AR Credit Notes was in place.
- When a transaction analysis code was edited or removed from an AP Invoice, the transaction analysis was correctly updated so that it was unallocated, but on recall the AP Invoice did not show the deleted transaction analysis code.
- An error with the code 1090 (“Attempted access via null object reference”) could occur when saving a Job Card report on a Sub Job created from a CRM Quote.
- When an existing document was reopened or recalled and the Tax Type changed from I to E or E to I, the change was not saved.
- The Data Import Manager did not output all lines into the .error file when a line failed.
- Where the PO Line Item Expected Date is updated based on a change to the expected date on the header, this change is now retained when the order is reloaded.
- For employees where Annual Leave is calculated in weeks, leave requests can now span multiple pay periods.
- Users could be disconnected from Greentree and then be unable to log in again, if their connection was forced off or timed out.

eDocs

We’ve fixed these issues in eDocs:

- A fix has been made so emails imported by eDocs tolerate Unicode characters in attachment names.
- Documents created using the Merge eDocs function displayed the message “Evaluation Only” at the top of each page.
- An error with the code 5028 (“Requested file directory not found”) could occur when approving eDocs from the Approvals screen.