2018 Ace Payroll 3.45A Compliance Upgrade
Release Notes

March 2018 upgrade

myob | ace **PAYROLL**

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Installing your March 2018 upgrade

Did you know that you can download the latest version from within Ace Payroll?
Simply follow these 3 easy steps:

STEP 1

Backup your payroll data to an external drive and close any open programs.*

* You may need to log in as a Windows administrator do this.

STEP 2

Go to **Utilities > Ace Payroll Online > Download An Upgrade** and follow the onscreen instructions.

STEP 3

Start Ace Payroll, press **F5** and check that it displays the latest version number **3.45**.

If you experience any difficulties, please check you are connected to the internet and have administration rights to install new software.

Installing upgrades

We've made the upgrading process simpler and the instructions clearer, so you can update your payroll quickly and get on with your day.

Now, when you upgrade from within Ace Payroll (Utilities > Ace Payroll Online > Download An Upgrade) the upgrade will happen seamlessly.

When you install an upgrade you've downloaded from our website, the installation wizard will give you clearer instructions on how to do it.

Compliance updates

The 2018 Ace Payroll compliance release contains compliance updates for the 2018-2019 financial year, which come into effect 1 April 2018.

Paper based reporting will not be supported from 17 April 2018

Paper-based filing, known as C-Series, will no longer be supported from 17 April 2018.

From 17 April, employers will need to file their Employer Monthly Schedule (IR348) and their Employer Deductions (IR345) online through the Inland Revenue website. If you need to submit an amendment to either of these forms, you'll need to file the amendment online as well.

This Ace Payroll update will remove paper based filing, and guide you to make digital files from 1 April 2018. Even though you can't submit paper forms anymore, you can still print a copy for your records.

ir-File becomes myIR

Inland Revenue's online filing system, ir-File, is being replaced by myIR from 17 April 2018. This means that when you file your monthly returns, you'll do it through myIR - but don't worry, the change is not as drastic as it sounds.

If you're already using ir-File

You don't need to do anything differently. Continue to create your files in Ace Payroll and lodge them online. Your ir-File account will transfer to myIR, and you'll be able to log in as normal.

If you don't have an ir-File account

Head to the Inland Revenue website to set up an account. Make sure you do this before April, so you can keep filing your returns without interruption.

Filing online is simple with Ace Payroll. From the software you can create a digital file and go directly to the Inland Revenue website to lodge your files.

If you're new to online filing, or you're unsure about how to do it using Ace Payroll, read our guide to myIR.

Clearer reporting setup

Because you won't be able to send in paper forms from 17 April, we've changed a few things in the reporting process.

+ We've changed the wording in some of the windows and changed all **ir-File** references to **myIR** to make sure you don't get tripped up.

+ We've added an **Electronic File** button to the **Printout** window so you won't have to backtrack if you get that far but want to file online.

+ We've edited the IR348 form to make it clear that it's for record keeping only - you can still print it, you just can't file it.

But the short story is that you don't need to worry, the changes just make it simpler for you to file your returns online.

Minimum wage changes from 1st April 2018

The minimum wage is being increased from 1 April 2018. Ace Payroll doesn't calculate minimum wage changes automatically, so if you pay the minimum wage you'll need to increase your wages manually.

To make sure you're paying your employees correctly, visit the New Zealand government website.

A new warning message about Protected Net Earnings

Protected Net Earnings

Employees are entitled to keep 60% of their net pay after compulsory deductions. This is called Protected Net Earnings (PNE). Protected Net Earnings only apply to child support deductions and District Court attachment orders, not to voluntary deductions.

Warning message

A warning message now appears when the total of the child support amount and/or the deductions amount exceed 40% of an employee's net pay (excluding ACC). If the deductions need to be lowered, you'll need to make the adjustment manually.

The warning message appears on the Calculate Pays window when you perform any of these actions:

+ Manually override the child support amount.
+ Manually override the employee's deductions.
+ Move between employees.
+ Close the window using the OK button.

The warning message may also appear on the File Regular Payroll window if there are employees in the pay run whose child support amount and/or deductions amount collectively exceed 40% of their net pay (excluding ACC).

For more information, see our help page about Protected Net Earnings.

Payroll calculation updates

NSW tax code holders

For workers with the NSW tax code (seasonal workers and foreign fishing workers), the tax calculation on their extra pays is changing. The previous flat rate of 10.5% will no longer apply from April 2018.

From 1 April 2018 the PAYE will be calculated based on the normal Extra Pay rules in the table below:

Total of lump sum payment and grossed-up annual value of employee's income for previous four weeks	PAYE rate (including 1.39% ACC levy)	PAYE rates for redundancy, retiring payments or ESS benefits
$14,000 or less	11.89%	10.50%
from $14,000 to $48,000	18.89%	17.50%
from $48,001 to $70,000	31.39%	30%
from $70,001 to $122,063	34.39%	33%

ACC Earner's Levy Threshold changes

The calculation of the ACC Earner's Levy is changing.

Details	Before	After
Threshold	$124,053	$126,286
Rate	1.39%	1.39%
Minimum liable earnings	$31,720	$32,760
Maximum earners levy	$1,724.33	$1,755.37

Student loan repayment threshold changes

The student loan repayment threshold is increasing to $19,448 from 1 April 2018 for the 2018/19 tax year.

Frequency	2017-18 tax year	2018-19 tax year
Annual threshold	$19,136	$19,448
Weekly pay period (Threshold divided by 52)	$368	$374
Fortnightly pay period (Threshold divided by 26)	$736	$748
Four-weekly pay period (Threshold divided by 13)	$1,472	$1,496
Monthly pay period (Threshold divided by 12)	$1,594.66	$1,620.66

Feature enhancements

More space for online backups

If you have a support subscription, Ace Payroll now gives you access to 100 online backups per company file. This gives you a greater history of backups for greater peace of mind.

A new location for local backups

Local backups are now stored on the C: drive by default, in c:\winpaybackups.

If you don't want your backups to move, simply do nothing - we'll leave them where they are.

If you want to store your backups in the new default folder, create a new folder on your C: drive named "winpaybackups", then click Backup Data File > Setup > Reset Default.

The new default folder is called winpaybackups, and is next to the winpay folder where the program files for Ace Payroll are stored, so it's easy to find. We've kept the backups folder separate to the program files folder to protect your data in case you ever need to delete and reinstall Ace Payroll.

The Labour Dept button is now the Leave Report button

In the Leave tab of the Modify Employee Details window there is a button called Leave Report. This button used to be called Labour Dept - it's the same button, just with a clearer name.

Setup options for the Employer Monthly Schedule

This update makes it easier to create and change your setup options for your
monthly reporting. Now you can open the Setup window from the front screen by clicking Reports > IRD Returns > Employer Monthly Schedule Setup.

Previously the Setup button was only available after you had generated an Employer Monthly Schedule.

Emailing Payslips

We've made the Email Payslip option easier to find. Now, when you click Produce Payslips > Setup, the Emailed Payslip Setup option is second from the top.

Payslip Setup

Default Company Message

⌨ **Edit Message**
Add a message to be printed on each of your employee payslips.

Emailed Payslips Setup

⌨ **Edit Email Setup**
Enter details to be used for sending payslips via email.

Form Type

✓ **Ace Payroll A4 Sheet** - These are single sheet preprinted payslips supplied by Ace Payroll for laser and inkjet printers. To order

✗ **Ace Payroll Security** - After printing these secure payslips on a laser printer they can be folded and secured in a confidential m

✗ **Ace Payroll Sprocket** - These payslips are preprinted on continuous lineflow for use with dot matrix printers and are also ordere

✗ **Plain Paper A4 Sheet** - Print payslips on plain single sheet A4 paper.

✗ **Plain Paper Sprocket** - Use your own plain lineflow if you wish.

✗ **Plain Paper Not A4** - Use this setting to print payslips on plain single sheet paper using a laser or inkjet printer, if the paper **is** setting.

⊙K   ? Help

Finding the **Check Number** field when registering a file

When you register a file you'll need to find your Check Number. We've made it easier to spot, to save you some hassle.

Register This Program

Taryns File

Step 1 Enter Employer Name & IRD Number

⌨ **Employer Name** Taryns File
- Enter here the name of the business to whom this program is licensed.
- This name appears on all reports and payslips, and cannot be changed once re

⌨ **IRD Number** 111-111-111

Step 2 Enter Registration Code

- The serial number of your program is **4000**.
- The above details generate the
  Check Number 789976.
- Enter below the registration code you receive from Ace Payroll.

⌨ **Registration Code** 499292

New online help

We've been working quietly behind the scenes to make your life easier in 2018, and we're excited to show you the fruits of our labour: the new Ace Payroll Online Help

What's so great about it?

+ It's searchable
We've added a search bar, so you can go straight to the information you need. If you prefer to read through what's available, we have a table of contents as well.

+ It's easier to follow
We've updated the screenshots and rewritten the instructions to make them clearer, so you'll know exactly what you need to do, and where.

+ It's up to date and accurate
We've always done our best to keep our pages helpful, but before moving them to the new site we tested and updated each one. We've checked everything to make that what you're reading is exactly what you need to know.

+ You can leave feedback
If you love it, you can tell us. If you hate it, tell us why.

Is there a topic you want to read, but it doesn't exist? Ask for it! We're here to help.

Was this information helpful?

😊 Yes   ☹ No

Thanks! Anything you'd like to add?

Tell us more...

Submit

If you have any questions, please give us a call on 0800 ACE PAY (0800 223 729).
We're here to help.

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