MYOB IMS Payroll

Getting Started Manual

September 2019

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IMS Help Desk

If you are experiencing any difficulty in using this product, you should first review this Getting Started manual, the online help (once the application has been installed), and the FAQ (Frequently Asked Questions) documents available in the folder under which the MYOB IMS Payroll application was installed (C:\Program Files\IMS\IMS Payroll Partner by default).

Windows itself sometimes causes problems, or makes it appear that another program is 'misbehaving'. If you experience problems review the installation documentation in the same folder as the FAQ documents.

MYOB provides a free Help Desk service as part of the annual PSA (Product Support Agreement) fee. Support is available via phone, email or online.

IMS Help Desk – Contact Details

Hours Open	Every day of the year, excluding weekends and statutory (Public) holidays 8AM – 5PM
Phone	0800 600 110
E-Mail	IMSSupport@myob.com
Web	https://www.myob.com/nz/payroll-software/ims-payroll

Support via Authorised Dealers

Selected IMS Dealers have been authorised by IMS to provide local support for IMS Payroll, as well as training and installation assistance. If you have agreed with your local dealer to use them for support then any subsequent support issues should be directed to them in the first instance.

Note: If you use your local dealer's support services then additional charges may apply.

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Quick Start

If you are an experienced Windows user who understands payroll systems and wants to get straight into the program as quickly as possible, follow these steps.

1. **Install** the program by clicking on the link contained in the email sent to you and following the instructions provided.
2. **Run MYOB IMS Payroll** by selecting it from the desktop Icon created. You can also select it from the 'Programs' menu.
3. When the **Welcome** screen appears, click on the 'Open Sample Company' button to go to the Sample Company. (If you have already run the program and changed companies, this company is in C:\Database Files, assuming the program was installed in its default location).
4. Use the menu entries in the **View** menu (Company Controls, Employee Information or Payroll Processing) to change between the different areas of the program, (or click the corresponding toolbar buttons).
5. Use the **tabs** just below the toolbar, (in the main area of the window) to change between different screens within a program area.
6. To **select different records (including employees)**, use the *Record Selector* combo-box (in the toolbar) to pick a different record from the drop-down list.
7. To **add a new record (including employees)**, first go to the Standard Tab, and then press the New button on the toolbar (or use menu entry 'File | New Record' - Ctrl+N).
8. To **save changes** press ENTER (or Ctrl+S), to abandon changes press ESC, and to **delete records** press Ctrl+DEL, or use the corresponding menu entries or toolbar buttons.
9. To **process a pay**, select the Processing tab, then press the tab for '1. Open'. Press the Open button at the bottom of the screen, then the Next button to proceed onto other screens. Follow the online help for this and each of the next screens for further instructions for each step. The Active Help option is useful here, make sure the Active Help button (at the top right of the toolbar) is down, then the help window redisplays every time you select a different screen. You may wish to move and resize these windows so they don't overlap.
10. To **stop the Active Help** displaying all the time, click the Active Help button (at the top right of the toolbar). If this button is down, the help window redisplays every time you select a different screen. This command is also available on the Help menu.
11. Always **create a new company** to store your real information; don't use the Sample Company for this purpose. From the Welcome Menu select Create a New Company and follow the instructions displayed by the 'Create a New Company' wizard.

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Introduction

This chapter introduces **MYOB IMS Payroll**, gives you an idea of what the program can do and provides some background to how the system works.

Overview of MYOB IMS Payroll

MYOB IMS Payroll

A simple, yet powerful payroll system for Windows 2000, XP, Vista, Windows 7, 8 and 10 and later operating systems. It is a tool to help you, and it achieves this by allowing you to record information about employees and then effortlessly and automatically calculating their pay. It produces all the necessary information for you including banking schedules, tax schedules, management reports and costing reports.

Easy to Use

The program is designed to be very quick and easy to use, so you can maintain and process your payroll without wasting time.

Multiple Companies

The program is *multi-company* so you can process different payrolls held within completely separate databases. The program holds each company in a separate Windows folder and even includes built-in backup and restore facilities. This allows you to easily manage one or many companies, and passwords let you restrict access to sensitive information.

Flexible

Using flexible tables you can set up your own rules, calculations and options for processing your payroll. Costing codes can be set up to reflect your company, and any number of different Payments, Allowances and Deductions can be set up to automatically calculate different payments.

Features

Highlights of extensive features available in **MYOB IMS Payroll**:

- Personal Information, e.g. Name, Address and Job information.
- Weekly, Fortnightly, Half-Monthly, Four-Weekly, Monthly and non-standard payroll cycles and Contractor payments.
- All NZ Tax codes and calculations.
- Payroll Giving deductions and associated Tax Credit calculations.
- KiwiSaver (and Compliant Funds) Employee and Employer contributions, including Employer Superannuation Contribution Tax (ESCT) calculations and Total Remuneration processing.
- Electronic Direct Crediting to all major NZ banks (additional banking software may be required).
- Annual Leave and CashUp facility, Service, Alternative, Statutory, Time in Lieu, Shift, Parental and Sick leave calculations.
- Costing Codes, associated Reporting Breaks and Costing reports.
- Permanent Transactions to reduce data entry each pay period.

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- Free format HR Notes and attachments against each employee.
- Unlimited allowances and deductions, totally under your control.
- Flexible calculation rules to automate payroll calculations.
- Pay Points, for report selection by groups.
- Non-KiwiSaver Compliant Superannuation - Employee and Employer contribution calculations.
- Pay History.
- Multiple Companies.
- Logon User security and reporting.
- Extensive standard reports.
- Comprehensive and easy to read Payslips.
- No more tax hassles – create payday files (EI Return and New & Departing EI) and KED (KiwiSaver Employment Details)files for Inland Revenue reporting requirements (including consolidation of these files where applicable).
- Ability to import from a Time & Attendance system (additional software required).
- General Ledger export option to a wide range of export formats.
- Incredibly easy to use - designed for Microsoft Windows operating systems and unlimited help-desk support if required.
- Regular upgrades - new versions will be sent to you, incorporating any tax or other legislative changes.
- **MYOB IMS Payroll** provides comprehensive help to assist you in learning quickly, and to guide you as you work.

Online Help

MYOB IMS Payroll contains extensive online help, just like many other Windows applications. If you have used the help systems in other Windows applications, you should be able to use the online help without any difficulty.

> Note: You can print out the entire online help very easily. Display the online help, then select a section from the Contents and press the Print button. If you select one of the 'books', all the sections within that book will be printed out.

Within the program there are also many additional help features:

A *Status Bar* at the bottom of the window displays a short description of whatever your mouse is pointing to, some details about the current employee (e.g. if they are salaried or waged), and the current status of the payroll (e.g. if the pay has been calculated).

A *Welcome Screen* offers some helpful options when the program starts.

Wizards guide you through complex tasks, e.g. creating a new company.

Any mandatory or invalid fields are *highlighted in red* on the screen, so you can see exactly where you have to enter or correct information.

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Active Help

When you first start using **MYOB IMS Payroll**, one feature that you will find useful is *Active Help*. This shows the online help, but in addition, it automatically changes to the help topic relating to what you are doing in **IMS Payroll**. This feature makes it incredibly easy to find out about the system, and how to use it.

To turn on or off active help, choose 'Active Help' from the Help menu, or click the button on the right-hand side of the toolbar.

If you find that the Help window is hiding some of the main screen, either move it out of the way or, resize it so they both fit easily on the screen. (This works best if your desktop area in Windows is greater than 1024 x 768 pixels – lookup 'resolution' in your Windows help for more details).

Education Centre

The MYOB IMS Payroll Education Centre website contains supplemental documentation for MYOB IMS Payroll covering a wide range of topics:

- Release Notes for current and previous releases
- Documentation for optional MYOB IMS Payroll modules
- Frequently Asked Questions about various areas of the MYOB IMS Payroll system
- Specification and template documents providing technical information for import and integration functions

Access the Education Centre at:

http://help.myob.com/wiki/display/ims/

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Installation

This chapter provides details on installing and running the program for the first time. Additional information is included about the files installed, and on uninstalling the program.

Installing the Program

MYOB IMS Payroll is generally provided via an emailed electronic link. To install the software on your desktop:

1. If required log in as an administrator, close any open programmes and make sure you are connected to the internet.
2. Create a folder on your desktop to save the installation into
3. Click on the link provided in the email to download the software
4. At the bottom of the screen select the option to Save As and browse through to the installation folder you have created to save the file
5. Browse to the installation folder you have created and double click on the downloaded application file to install. Accept the defaults during the installation process.
6. IMS Payroll installs automatically to `C:\Program Files(x86)\IMS\IMS Payroll Partner`
7. A Sample Company is also provided; this installs to `C:\Database Files`
8. In the final step of the installation process select the option to create a Desktop Icon.

> **Note:** If you have purchased other IMS add-on modules please install MYOB IMS Payroll first.
>
> **Note:** It is recommended that you accept any defaults given by the installation program, unless you are sure you know what you are doing.

Consult with your IT team prior to installing IMS Payroll as they may have different requirements for your network. If you are installing the software on a network, please refer to Appendix B (page XX) prior to installation.

Running the Program

To start MYOB IMS Payroll click on the Desktop icon and open the Sample Company, open a different company or create a new company.

It is recommended that you open the Sample Company initially and use this as a training environment. Here you can learn how to navigate around MYOB

When the program starts you may see different windows before reaching the main screen. Sometimes these screens won't appear, depending on options within the program.

The **Welcome** screen gives you various options that allow you to select a company. Click on the button for the option
you require.

The **User Logon** screen requires that you enter a username and password before gaining access to a company. Simply type in your logon details and press ENTER. If you do not know the password, you will not be able to open that company. (Each company can have different users and password with varying levels of access).

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The **Registration** screen will be displayed once you have used the program a few times. You must register this program to continue using it. Registration does **not** involve any additional payment above the purchase cost of the program, it is simply to ensure that your company(s) details are registered with **IMS** so that you can receive product upgrades, announcements etc. Registration is an annual process, so you can expect to see this screen once each year for each company you use.

The MYOB IMS Payroll Window

This chapter describes the basic appearance of **MYOB IMS Payroll**, giving you an overview of the main window, menus, toolbars and status bar. If you are not very familiar with other Windows programs, you should quickly read this chapter and then work through the examples in the next chapter while you are in front of the computer.

Basic Elements of the IMS Payroll Window

MYOB IMS Payroll has been designed for use with Windows NT, Windows 2000, XP, Vista, Windows 7, 8, 10 and later operating systems, and uses modern technology and user interface design to make it a very powerful, intuitive and easy to use system.
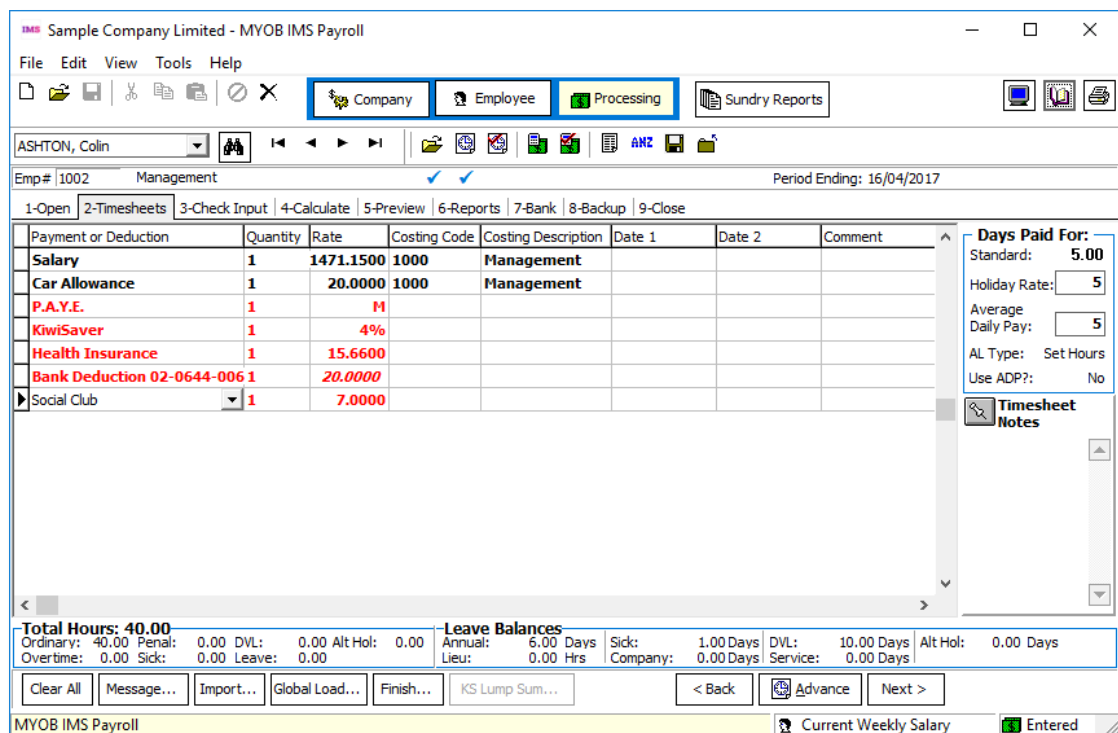
The *Title Bar* appears at the top of the Window, and includes the name of the current company.

The *Menu* appears just below the title bar.

The *Toolbars* appear below the menu bar.

The different *Screens* within the program are displayed in the main part of the window, and are grouped into three sets of *tabs* - Company Controls, Employee Information and Payroll Processing. (Only one screen is displayed at a time).

The *Status Bar* appears at the bottom of the window.

Title Bar

The title bar contains the name of the current company you have opened followed by the name of this program – **MYOB IMS Payroll**. The buttons on the right of the title bar allow you to minimise, maximise and exit the program, respectively. You can click on the title bar to activate the window (if you are currently using another window), or to drag the window to a new location.

Menu

The menu allows you to perform many activities within the program. Each menu option calls up a list of different actions that you can perform.

Menu	Description
File	The File menu includes commands to create new records and save changes you have made, change into a different company, print information to a printer, change printing options and exit.
Edit	The Edit menu allows you to modify and select information. It contains commands for cutting, copying and pasting information using the Windows clipboard, cancelling changes without saving them, finding records and moving to the first, previous, next or last item.
View	The View menu allows you to change to a different set of screens. MYOB IMS Payroll is divided into three main sets of screens – Company Controls, Employee Information and Payroll Processing. Selecting a different set of screens displays the corresponding set of tabs in the main part of the window. There is also an option to show, or hide the Status Bar.
Tools	The Tools menu contains additional commands, including a Tax Reckoner for calculating gross or nett pay, Backup and Restore facilities, the ability to Create a New Company, myIR Options and (if set up) General Ledger Export. If you have purchased and installed optional add-in programs (such as the Timeclock Import utility) there may be additional entries on this menu.
Help	The Help menu allows you to display the Help Window and the About Screen, make or stop the Welcome Screen showing when you start the program and turn on or off the Active Help.

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Toolbars

The toolbars contain buttons that perform many of the most common tasks within the program, providing you with a quick
and easy way to get your work done effectively.

Main Toolbar

Contains buttons to perform basic operations:
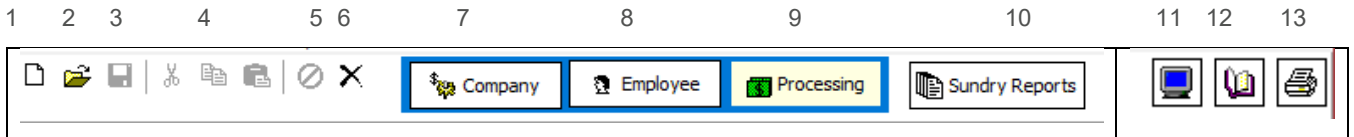
1. Create a New Record
2. Open a Different Company
3. Save Changes to the Current Rec
4. Cut, Copy and Paste information to the clipboard
5. Cancel changes without saving
6. Delete the currently selected record
7. Change to the Company Controls tabs

8. Change to the Employee Information tabs
9. Change to the Payroll Processing tabs
10. Opens the Sundry Reports window
11. Screen Style
12. Turn Active Help on or off
13. Prints the current screen.

Selector Toolbar

Contains a selector and buttons to move to a different record.

1. Select a different record
2. Find a record
3. Move to the First record

4. Move to the Previous record
5. Move to the Next record
6. Move to the Last record.

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Payroll Toolbar

Contains buttons to move to each step in the payroll processing cycle. Pay runs are divided into nine steps.
There is a toolbar button for each, as well as a tick below if that step has been completed.

1. Open Period
2. Enter Timesheets
3. Check Input
4. Calculate Pay
5. Preview Calculation
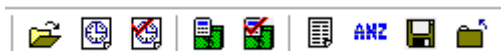
6. Print Reports
7. Bank Pays
8. Backup Company
9. Close Period

> **Note:** Your Bank Pays icon may appear differently depending on which bank your company uses. When you select a different schedule method on the Company Information screen, this icon will change to reflect that bank.

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MYOB IMS Payroll Screens

The main part of the window is divided into a series of screens. Tabs at the top of these screens display the different tabs available, within this area of the program. By clicking on a tab with the mouse, you can move to a different screen.

There are three areas or sets of screens, within MYOB IMS Payroll. Each has its own set of tabs.

Menu	Description
Company Controls	Contains screens to setup payments, deductions, costing codes, pay points, and general company details.
Employee Information	Contains screens for standard employee details, payment, leave, KiwiSaver, permanent transactions, HR-Notes, totals and historical information.
Payroll Processing	Contains screens to perform each step of the payroll processing cycle, from opening a new pay period through to closing the completed pay period.

Status Bar

The Status Bar contains helpful information and is divided into three areas:

1	2	3
Displays Employee Payment details	Current Weekly Salary	Checked
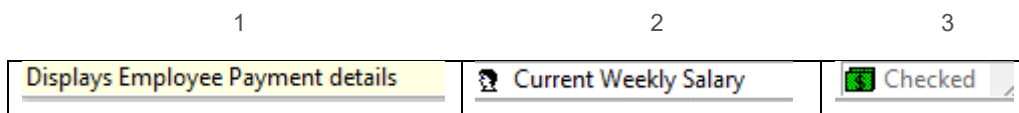
1. A status hint that changes to provide a description depending on the location of the mouse pointer.
2. Information about the current employee:
    - Current, Finishing or Terminated.
    - Payroll Frequency (Weekly, Fortnightly, Monthly, etc.).
    - Salary or Wage.
3. The current payroll status, which is updated whenever you complete a step in the payroll processing cycle.

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A Quick Tour

This chapter gives you a quick guided tour around the program, introducing you to its different features to get you started using the program and discovering its benefits.

In this chapter you will learn how to use the program - moving around the different screens, adding, changing and deleting information and running a pay.

The examples in this chapter assume you are in front of your computer using the program to work through these instructions on the screen. The examples all use information from the Sample Company that is created when you first installed the program so, unless you have changed to a different company, you will be in the right one. (If you have changed to a different company, the default location of the Sample Company is in `C:\Database Files`).

> **Note:** If you can't find this company, go to the Company Information tab and then select the Find command (in the Edit menu). This will display a Find window allowing you to search for companies. Press the Find Now button and double click on the Sample Company icon when it is displayed in the window. This will start another copy of the program, opening the Sample Company. (To get to the Company Information tab in the first place, select Company Controls from the View menu, and then click on the tab titled Company).

Using MYOB IMS Payroll you can:

- Set up **Company Controls** describing allowances, deductions, costing codes, pay points and other company related information that control how your employees are paid, how calculations are performed, and where information is reported.
- Record and maintain **Employee Information**, including details on personal and job related information, payment and taxation details, leave entitlements and balances, KiwiSaver related information, free-format HR Notes, permanent (recurring) transactions, payment totals and detailed earnings history.
- Perform **Payroll Processing** to open a new pay period, enter and check timesheet transactions, calculate and preview a pay calculation, print reports, create banking files, backup the company and finally close off the completed pay period.

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Reviewing Company Controls

In this section you will look at different information about the company, using tabs to display different screens, select, navigate through and find different records.

To display the Company Controls tabs, click the **Company** button on the toolbar, or select **Company Controls** from the View menu.

> **Note:** You will see that this button stays down, and the other buttons (**Employee** and **Payroll**) pop up, so the area you are currently in is easy to see.

Displaying Screens

Now display the Company Information tab by clicking on the tab labelled Company:

| Company | Pay Points | Costing Codes | Payments | Deductions | General Ledger |
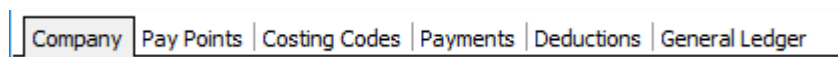
You can now see general details about this company including its name, address, banking details and other options.

If you are using a costing system, ensure that the Costing Required option is selected on the Company tab – Company Options, then click on the tab labelled Costing Codes. A screen will be displayed that has details about all the costing codes that payments can be charged to for accounting purposes, including the current totals.

An Auditing facility is automatically activated and Employee and Company tab Audit reports can be printed via the Sundry Reports menu.

Selecting Records

The Record Selector in the toolbar displays the code for the costing code you are currently displaying. Click anywhere in this record selector and you will see a drop-down list appear showing all the available costing codes. Click on a different name and see that the screen now shows the details for that record.

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You can also use toolbar buttons to go to the First, Previous, Next or Last costing code in this list. Experiment with these buttons now to see how the information changes.

Finding Records

Now click the Find button (🔍). This will display a window that lists information related to the tab you are in. The Find Record feature has powerful record selection and sorting functions—see the document *Find Record – Grid Help Manual* on the MYOB IMS Payroll Education Centre for more information.

You can scroll through this list using the scroll-bars at the right and bottom of this window, or by pressing the arrow keys on the keyboard. Notice that the details in the main screen are updated when you select a different costing code. To remove this window, click the Close button or double-click on the costing code that you want to be displayed on the main screen.

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You can customise the Find window to suit yourself:

- Rearrange columns by dragging a column heading to a new location.
- Resize columns by dragging the border between column headings.
- Resize the window by dragging its sizing corner (at the very bottom right corner of the window).
- Change the window's location by dragging the title bar to move the window.

These changes are saved so they will always apply when you display this find window again.

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Creating a New Company

This chapter gives you instructions for creating your own company, loading information about your employees, and the ongoing running of pay calculations.

> **Note:** If you have a large or complex payroll, be warned that this chapter is not a complete implementation plan for installing a large system. It is recommended that you get professional assistance through your dealer or from the MYOB IMS Payroll Support team to assist you in setting up your payroll system.

Preparation

One of the keys to successfully using *any* payroll system is preparation. Before you start setting up a new company, make sure you have the following information available:

- Company details including its Bank Account and IRD number.
- A list of Departments/Pay Points.
- A complete list of Allowances and other Payments that can be paid.
- A complete list of the different types of Deductions made from pays.
- Personal files (or equivalent) for every employee.

> **Note:** Any of these details may be changed or added to at a later date if need be.

Depending on what information you decide to load into the system, you may also need:

- Current leave entitlements and balances for each employee.
- Tax and KiwiSaver Year to Date figures for each employee.
- Leave Earnings History for each employee (see the *Leave Earnings History* document on the MYOBIMS Payroll Education Centre).
- A complete list of Cost Centres/Costing Codes.
- Costing YTD totals for every Cost Centre/Costing Code.
- Current Apprenticeship Hours for all Apprentices.
- Account Codes from your Accounting System.

With this information at hand, you will find it much easier to concentrate on the important details of setting up your company in MYOB IMS Payroll.

Multi-Company Setup

Some organisations will need to set up multiple companies to manage their payroll. It is much easier to set up each company to start with than to blindly put everything into one company and have to change things later. Give careful consideration to whether you need multiple companies. Some areas to consider include: -

Whether some employees are paid in a separate payroll for security purposes.

Whether you are responsible for different companies, e.g. you are operating a payroll bureau service.

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Whether employees are paid from different bank accounts belonging to different divisions or other areas within a company.

Whether you have different payrolls with the same frequency, e.g. paying some fortnightly staff one week and other fortnightly staff on the next week.

If any of the above apply, you probably need to set up multiple companies. For additional information on managing multiple companies, refer to 'Working with Companies' in the online help. The rest of this chapter assumes you are only going to have a single company (although many steps also apply to a multi-company setup).

Creating a Company

To create a new company, select **New Company** from the Tools menu. This will display the Create a New Company wizard, which will guide you through the required steps.
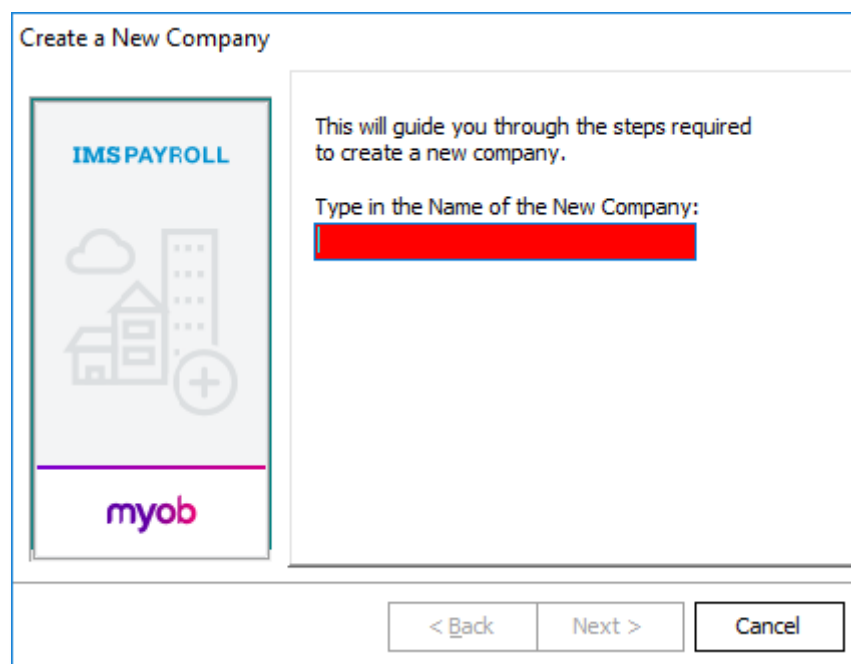
> **Note:** The IMS Sample Company is automatically stored in a folder called 'Database Files' on the default hard drive of your PC (usually your C drive, e.g. `C:\Database Files`). This folder will be removed if the program is uninstalled. Therefore, this location ***should not be used*** when Step 2 of the wizard asks you to specify a location for your new payroll company.

After you have created your new company using this wizard, you can enter details into all the tab screens within the Company Controls area.

> **Note:** After creating a new company, press F1 to display the Help window, and then click the Checklist button. This will display another Help window giving you a quick reference list to all the steps documented here, indexed back to the main help window.

Company Information

As noted above, the Company Screen is where you begin configuring IMS Payroll to suit your needs.

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The left had side of the screen covers information about your company i.e. name, address and company IRD number etc. There is also a place to record your client ID with MYOB.

The contact name, phone numbers and fax numbers are provided to the IRD in your pay day file. They use this for contact information so it is important it is kept up to date.

Beside the IRD number is a **Large Employer?** tick box. If this is ticked it means that the IRD require you to pay them twice a month.

If you are using IMS Online, the **IMS Online** section will need to be enabled. If not, this section can be ignored.

The Company Options area is where you can turn various functions on or off. If you want a feed to your General Ledger tick this box. If you have Service Leave in your company tick this box and so on.

Separate documents are available covering Costings/General Ledger, User Security, Payroll Giving, Shift/Service Leave and minimum wage top ups. Please refer to these for further information if required.

Sick Leave and DV Leave in advance should be ticked if you wish any leave taken in advance of entitlements to be deducted from the employee's balance.

Transaction Dates 1 and 2 as well as Comments give you extra columns when you are running your pay. They allow you to record start and end dates for leave and add comments to any payments made. It is recommended these be turned on.

Pay Day Filing should be ticked if you wish to automatically create your file. There is a separate document available covering Payday Filing.

There is also an option to record a Company Anniversary Date for leave purposes available here as well as your company bank account information.

The final section on the screen is about KiwiSaver. A separate document is available covering KiwiSaver.

Pay Points

Pay points are used for two purposes:

- To print payslips in the correct order for easy distribution to different locations.
- To order and sub-total some reports into a pay point (department) order.

If these considerations are not important to you, simply create a single pay point (it can be named whatever you like).

Click the New Record button ( ) to create a new pay point.

> **Note:** If you are using IMS Online Pay Points are used to control who approves leave for the various areas.

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Costing Codes

If you are not using a costing system, you can ignore this screen. Go to the Company tab and ensure the **Costing Required?** option is unchecked. This will hide the costing code field from the employee and timesheet screens.

If you are using a costing system, enter all your costing codes here. See the Help topics on Costing Codes and General Ledger for details.

Click the New Record button ( ) to create a new cost code.

Payments

IMS Payroll comes with a number of standard payments such as Ordinary Time, Salary and all leave types.

If you need any payments created specific to your company these will need to be set up. See the *Payments and Deductions* document for more information.

Deductions

IMS Payroll comes with a number of standard deductions such as PAYE, Child Support and Student Loan.

If you need any deductions created specific to your company these will need to be set up. See the *Payments and Deductions* document for more information.

General Ledger

If you do not require a feed to your General ledger system, you can ignore this screen. Go to the Company tab and ensure the **General Ledger?** option is unchecked.

If you are using General Ledger, enter your codes here. See the Help topics on Costing Codes and General Ledger for details.

User Codes

If you have ticked **User Security** on the Company tab, the User Codes tab allows you to assign usernames and passwords for each person who you wish to access to the payroll. You can also choose what area of the program each user has access to.

At least one user must be set up as a 'Master User', with full access to all areas.

User Passwords can be constructed in a 'simple' or strong' format and the administrator can affect the user to change their password after a nominated number of days.

If you run more than one company, each can have their own set of codes.

See the *User Security* document for more information.

Auditing

Auditing is automatically activated for each payroll company.

The following tabs under Employee Information are audited: Standard, Payment, Annual Leave, KiwiSaver, Permanent, Service Leave, Shift Leave and Super. The

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Sundry Reports > Employee Audit report can be used to print, and optionally delete, audited records.

In addition, the Company, Payments and Deductions tabs under Company Controls are also audited. **The Sundry Reports > Company Audit** report can be used to print, and optionally delete, audited records.

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Employee Information

In this section you will look at different information about employees, and change, delete and add employee information. You will see how to add free-format HR Notes to an employee, and how to setup permanent transactions which can dramatically reduce the number of timesheet transaction entries you have to enter every pay period.

To display the Employee Information tabs, click the **Employee** button on the toolbar or select **Employee Information** from the View menu.

Then click the Standard tab to display basic information about an employee, such as their name and address.

> **Note:** You must create a company before you can create an employee.

Adding a New Employee

To create a new employee, make sure that you are in the Employee area. Navigate to the Standard tab then click the **New Record** button on the toolb⬜ (   ). This starts a New Hire wizard that takes you through the first four tabs in the Employee area; Standard, Payment, Leave and KiwiSaver.

Many of the fields will be highlighted, usually with a red background—these are the fields that you **must** enter information into.

> **Note:** Some fields will automatically change highlighting, depending on other options you have set.

Fill in all the fields on the Standard tab (for this example, use your own name, address, etc.). Then click the **More>** button or go to the Payment tab, complete that screen, and then move on to the Leave tab. The last screen to address is the KiwiSaver screen.

You can only save your new employee when you have filled in the required fields on all four screens. (If you don't have a valid Bank Account number, select the **Cheque** payment method instead, and if you don't know a valid IRD number select "ND" (No Declaration) for the tax code and enter zeroes in the **IRD Number** field).

If you want to find out more about an individual field on one of these screens, refer to the online help (press F1 if it is not visible).

When you have finished entering all the information on all four screens, press the Enter key or click the **Save** button (   ).

Congratulations! You have just created your first employee.

Here are some helpful hints when loading new employees:

- You may find it quicker to complete the first four screens for all your employees, then load other information, e.g. permanent transactions later.
- If you cannot save an employee after entering the information on the first four screens, check these screens carefully for any missing or incorrect information. Missing or incorrect information will be highlighted with a red background.
- If an employee has not given a valid IRD number, use the "ND" (No Notification) tax code, and enter zeroes in the **IRD Number** field (you cannot enter invalid IRD numbers except all zeroes).

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- If an employee has not given a valid bank account number, set up a payment method of **Cheque** for now, and get the correct bank account from the employee as soon as possible.
- Sometimes fields will remain highlighted after you have entered information. This will be because the information you have entered is wrong (e.g. bank accounts and IRD numbers have check digits built in so the program can work out if you have entered a valid number or not). If this happens, enter the correct information. (The status bar at the bottom of the window will display a hint that will explain the error).
    - Bank account numbers only have two digits in the suffix. If you are given three digits please remove the leading "0".
    - IRD numbers are nine digits long. If you are given an right digit number enter a "0" at the beginning.
- There is no need to click on the **Wage** or **Salary** checkboxes. When you enter a Pay Rate or a Salary, the corresponding option will be checked for you.
- If you are entering Pay Rates 2, 3, 4 or 5, make sure the same rate number is used for the same purpose for every employee, e.g. you might use Rate 2 for a fixed overtime rate.
- The Hours per Day and Hours per Period are important for leave calculations. If you are getting inconsistent leave figures appearing, go back and check these fields.
- If you are doing a lot of data entry, use Ctrl+N rather than the toolbar button or menu entry to add a new employee.
- Don't load YTD totals yet—it is best to leave this task until you have loaded all employees.
- Depending on the options you have set in the Company screen, you may also need to enter Service Leave, Shift Leave, and Superannuation details.

> **Note:** It's a good idea to back up the company once you have loaded all your employee information - use the Backup/Restore option from the Tools menu.

Changing Information

Changing information is very easy, just use the Tab key or the mouse to move the cursor to the field you want to change and type in the new information (try changing an employee's address). When you make a change you will see that the **New** and **Delete** buttons on the toolbar become disabled, and the **Save** and **Cancel** buttons become enabled. While you can click the **Save** button to save these changes, most of the time it is easier and quicker to just press the Enter key.

Try changing the address again, but this time press the Esc key (or the **Cancel** button) instead of saving. You will see that the old address returns and you have lost your changes. This is a very useful key if you accidentally change something or decide not to make a change you have started.

> **Note:** When you make changes, they are **not** saved until you press Enter or click the **Save** button. However, if you change to a different tab or exit the program, the changes will be saved unless there are errors or missing information. This is to avoid losing changes. It is recommended that you get into the habit of pressing Enter yourself to save all your changes.

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Deleting Records

Select an employee and click the Delete button (✕) on the toolbar—this is the same as typing Ctrl+Del or selecting **Delete Record** from the Edit menu.

A message box will appear, asking you to confirm the deletion. Click the **OK** button if you want to delete the record. You may see another message box appear:
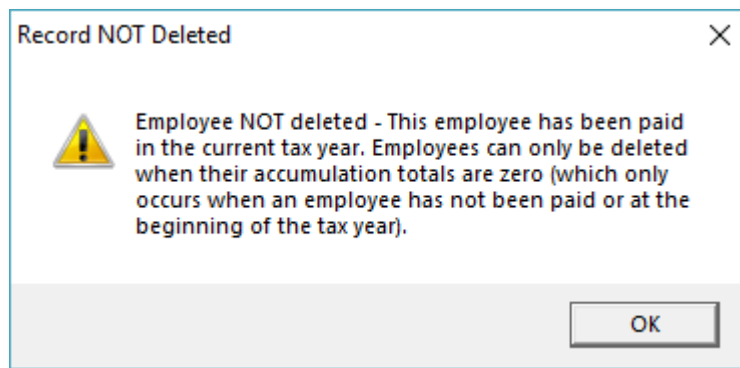
As you can see, the program checks that it is safe to delete a record before letting you do it. If the record was unused, e.g. if you had just set up a new employee and not paid them, this message would not have appeared and the employee would have been deleted.

Free Format HR Notes

You can store anything you like in the free-format HR Notes area. It is designed for entering text, e.g. job descriptions, employee career history, disciplinary warnings, details of work related accidents, but using the power of Windows you can include other objects, such as spreadsheets, graphs, photos or even video. (The amount of information you are able to store is only limited by the amount of disk space you have available).

To enter free-format HR Notes, go to the HR / Notes tab under Employee Information. Then right-click the large box in the main window and select 'Add Note'. You can now type in your notes:

- If you want to format these notes, e.g. change the font or size, use the toolbar commands.
- If you want to add another object (attachment) such as a picture, right-click in the **Attachments** section.

To get additional help, press F1 for the help menu. This will provide operational instructions for the HR Notes facility.

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Permanent Transactions

Permanent transactions are simply timesheet entries (e.g. hours, allowances or deductions) that are paid to an employee every time that employee is paid. Proper use of permanent transactions can dramatically reduce the number of timesheet entries you have to key in each pay period.

Permanent Transactions are generally used for the following:

Most Deductions, as they are usually made on a regular basis.

Standard hours for a wage worker, e.g. an employee who normally works 40 hours per week.

Standard allowances that are paid every pay, e.g. a laundry or service allowance.

Each time you open a new pay period, all employees who are included in that period will have their old timesheet entries deleted, and new ones created that are copied from this permanent transaction screen.

Note: IMS Payroll automatically creates some transactions when you open a pay period, even if they are not on the permanent screen. These include PAYE tax, KiwiSaver & Compliant Fund deductions (if applicable) and a Salary transaction for salaried staff. If you try to enter one of these transactions yourself, you will receive a warning message reminding you that it is unnecessary for you to set these up.

Note: Any entry's details can be overridden on the timesheet screen if needed. For example, you could later override the number of hours on a waged employee if it was different from what they normally worked.

Using the Permanent Transaction Screen

This screen is different from other screens you have seen so far because it allows you to enter many different records on the one screen. You can insert and delete entries in a list that can be longer than will fit on the screen. However, you will find that it is very easy to use and is quite similar to the other screens.

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Use the selector dropdown to choose a different employee.

Click ▢ to insert a new permanent transaction.

Click ✕ to delete the currently selected transaction.

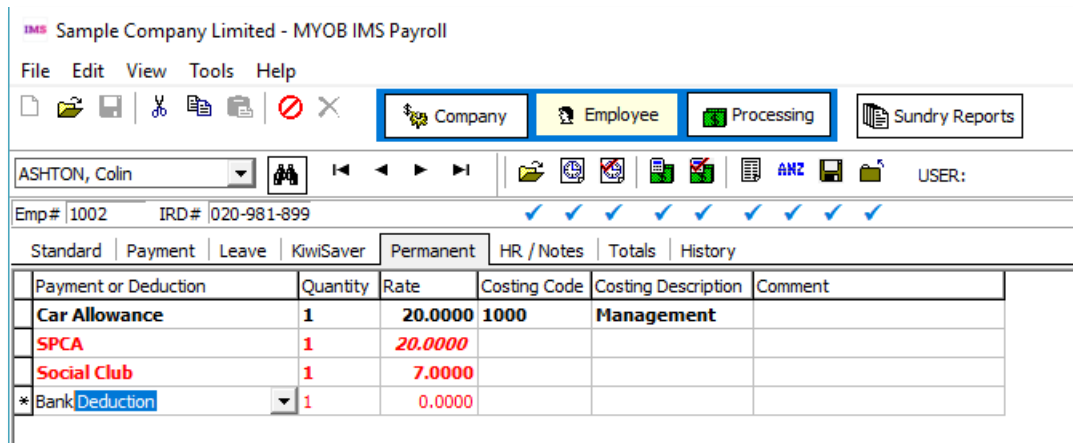The ▶ icon indicates which transaction is currently selected.

> **Note:** This screen can be customised to best suit your timesheet entry preferences. Therefore you may find that the columns on your screen are in a different order to what is shown here. Refer to the online help if you want to customise this screen.

Adding Transactions

When you first go to this screen you will be able to immediately enter a new transaction. To create a new Health Insurance deduction, start typing in the name. As you type each letter you will see that the first payment or deduction that matches your typing so far will be displayed. Keep typing until the correct name is displayed. You will find that you usually only need to type two or three letters. Then press Tab to move to the **Quantity** field and type 1.

Next, press the Enter key to add this transaction and you will see that it is inserted into the correct place in the list and you can now immediately enter another transaction.

Now try adding a second bank account to an employee's permanent transactions. This time click on the drop down arrow to the right of the **Payment or Deduction** column as this allows you to pick an item from a list. Choose "Bank Deduction" from the list.

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After you have selected the deduction notice that the Quantity field has 1 in it. This is because most deductions are made once a period, so this just saves you a bit of typing. Enter an amount into the **Rate** field (you can see it is highlighted, to tell you that a rate is required). Then press Enter and you will see this window:

This allows you to enter the additional details that are required for this deduction to be made. The bank account is the employee's account number that this deduction is going to, and the other fields will appear on their bank statement. Press Enter (or click **OK**) when you have entered a bank account and reference. (You cannot enter anything into the Balance field for this deduction, because it is not set up as a Reducing Balance type deduction). Refer to the *Payments and Deductions* document for more information about setting up deductions.

Deleting Transactions

To delete a permanent transaction, use the arrow keys or mouse to select the entry you want to delete - try deleting the Health Insurance deduction you just added. Then click the Delete button on the toolbar (or type Ctrl+Del), and click **OK** on the window that appears, that asks if you are sure you want to delete this record.

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Changing Transactions

To change a permanent transaction just use the arrow keys or mouse to select the item that you want to change and type in the new details. Remember to press Enter when you have finished.

Try changing a costing code (use the drop down list for either the costing code or the costing description as you probably don't know the costing codes in this company). Notice that the code and description are now displayed in *italics*. This indicates that you have done a costing code override. Similarly, if you override a rate it will be displayed in *italics*.

> **Note:** Everything you have learnt here also applies to entering timesheets, which you will get to soon, as both screens are very similar.

Setting Up Other Information

Once you have loaded your employee's you can now set up the final pieces of information required before checking your payroll.

Loading Employee YTD Totals

If you are starting part way through a tax year, you may wish to load employees' YTD earnings figures. You will also need to add any employees who have left your company since the start of the tax year. When you enter a termination date for an employee, special transactions are created (such as to pay out remaining holiday pay). Since these employees have already terminated, simply delete their transactions from the first payroll process you run.

To load YTD totals, go to the Totals tab in the Employee Information area and select the Accumulators tab. Select an employee and click the **Load Totals…** button. A window will appear where you can enter the YTD totals, click the **Add** button, then the **Close** button.

> **Note:** This adds to the existing figures rather than replacing them. Therefore, if you make an error you must call up this window and enter the difference, rather than the correct figure.

Loading KiwiSaver YTD Figures

If you are starting part way through a tax year, you may wish to load employees' YTD earnings figures.

To load YTD totals, go to the KiwiSaver tab (in the Employee Information area). Select an employee and press the **Load Totals…** button. A window will appear where you can enter the YTD totals, press the **Add** button, then the **Close** button.

> **Note:** This adds to the existing figures rather than replacing them. Therefore, if you make an error you must call up this window and enter the difference, rather than the correct figure.
>
> **Note:** The KiwiSaver year may run from either April or July (as set on the Company Tab). Please confirm this before loading totals.

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Loading Cash Rounding and Apprentice Hours

These totals can also be maintained using the Load Totals window described in the previous paragraph.

Loading Superannuation, Service Leave and Shift Leave

If you have chosen any of these options on the Company screen, make sure you load Year to Date figures and balances under their respective sections on each employee. There is a full description of these tabs in the online help.

Loading Employee Leave Balances

These can be loaded using the Leave screen (in the Employee Information area). The online help has descriptions of each of the fields on this screen.

> **Note:** The Reports tab (in the Payroll Processing area) contains several leave reports that will be helpful in double checking the information you have entered.

You have now almost finished setting up your company. However, before checking everything, there are some other useful things to set up - *standard reports* and *customised screen layouts*.

Loading Employee Leave Earnings History

This information is required by the Holiday Act 2003. The information, once loaded, can be reviewed via the Employee's History – Leave Earnings tab. See the document *Leave Earnings History* document on the MYOB IMS Payroll Education Centre for more information. This document outlines what information is required and methods by which to load it, including a Bulk Load process using a standard CSV file.

Loading Costing Totals

If you are using the built-in costing features, you can load existing YTD costing totals into the system. You only need to do this if you are starting part way through a year, and you want the totals on the costing reports produced by **MYOB IMS Payroll** to include these old figures.

To load these totals, go to the Costing Code tab (in the Company Controls area) and press the 'Load Totals…' button at the bottom of the screen. A panel will appear next to the costing totals where you can enter your existing figures.

Note that this adds to the existing figures rather than replacing them. Therefore, if you make an error you must call up this window and enter the difference, rather than the correct figure.

Setting up Standard Reports

The Reports tab (in the Payroll Processing area) allows you to set up a list of standard reports that can be printed with a single click of a button each pay period. It is recommended that you print off or preview a copy of each report listed here on your first pay run. While doing this you can also review all of the report options for each report, which are displayed when you click the Options button.

Decide which reports and options are important to you and which ones you want printed each pay period. You can add a report to the list of standard reports by

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clicking on it and clicking the **Add>>** button. Then use the arrow buttons at the right-hand side of the screen to adjust the order of this report within the list. Remember to set up the options now, as these are saved and used each time you print the report.

> **Note:** A report can be added several times to the Standard Reports list. This is very useful if you want one report printed off using different options, as each copy of the report has its own set of options saved.

The **Company Summary, Employee Payroll Summary** and **Trial Balance** reports are key reports for checking a pay calculation, and you will almost certainly want to print at least one of these. The **Cash, Cheque, Bank** and **Deduction** schedules are usually printed too (unless you have, for example, no cash pays).

Of course, **Payslips** are invariably printed and there are many options available for this report to let you customise the information that appears here. Note that if you need to change paper on your printer before printing payslips it is best to leave this report off the Standard Reports list and print them separately.

Customising Screen Layouts

The Find windows and the Permanent and Timesheet entry screens can be customised to suit your needs.

To customise the Find window, go to a screen, e.g. the Employee Standard tab, and press the Find button in the toolbar (or Ctrl+F). Columns in the grid that is displayed can be moved and resized. To move a column to a new location, drag the column heading itself. To resize a column, drag the right-hand border of the column heading; the mouse pointer will change when you move the mouse over the right spot. Each Find window, e.g. Find Employees, Find Allowances, Find Costing Codes etc., can be customised separately. You can also resize and move the entire window so it appears at a convenient location on the screen, each time that you open it.

The Permanent and Timesheet entry screen columns can be customised in the same way as the Find window. For example, since deductions are often the only entries that are on the Permanent transaction screen you may find it best to display the Payment or Deduction column first on this screen. On the timesheet entry screen, it may be better to have the Quantity column first.

If you have many timesheet entries to key in each pay period, you may find that customising the timesheet entry screen saves you a reasonable amount of time every time you process a pay.

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Processing Pays

Parallel Pay Calculations

This section discusses how to run a pay. However, before you run a real pay it is important to perform a *parallel run*, to check that everything is loaded correctly.

A parallel run involves running the details of an actual pay on both your existing system (whether it is computer or manual based) and on **MYOB IMS Payroll**, and comparing the results. Any differences between the two sets of results must be investigated and corrected.

> **Note:** Do a backup before starting your parallel pay run, and restore afterwards, as you don't want the results of this pay kept.

The following information should be checked:

- Payslips.
- Reports.
- Costing Totals.
- Leave Balances.
- Gross Pay.
- Tax.
- Net Pay.
- Banking interface (you may even wish to send a trial file to the bank using your banking software. If you do, make sure the bank is informed so they don't process the file as a real pay).

Once you have successfully completed your parallel pay run, congratulations, **MYOB IMS Payroll** is ready to go!

To display the Payroll Processing tabs, click the **Processing** button on the toolbar, or select **Payroll Processing** from the View menu.

Processing a complete Pay is very easy with MYOB IMS Payroll. There is a simple series of steps to go through, each one on a separate tab in the Payroll Processing area. The program guides you through each step, making sure you don't make any mistakes or forget something. This will give you confidence that you (or whoever is processing the pays) will do a complete and accurate job every time.

> **Note:** If you find that you cannot complete one of these steps because the button you are trying to click doesn't do anything, you have probably missed one of the earlier steps in the cycle. Ticks underneath the Payroll toolbar show you the stage the payroll is up to. Use the **<Back** button to find the step that you have missed or select it from the Payroll toolbar and carry on from there.

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Step 1 – Open Period

Go to the tab labelled '1-Open' in the Payroll Processing area. The Sample Company is set up with defaults to open a period including just the weekly employees in this company. Press the Open button near the bottom of the window and wait for the Open Period to copy all the permanent transactions into each weekly employee's timesheet.

Step 1 – Open Period holds three dates. It is important that each is recorded correctly:

- Reporting Date: this is used in financial transactions and usually aligns with the Period End Date;
- Period End Date: this is the end of the pay period you are currently paying for;
- Employee Payment Date: this is the date your employees received their pay. It is used in all reporting to the IRD.

If you look at the Status bar at the bottom of the window, you will see a Progress bar indicating how far through the program has got opening the period. When this is finished, you will see ticks appear under the Open Period and Enter Timesheets buttons on the toolbar, and the Payroll Status (at very bottom right of the window) will change to "Entered". These are convenient ways to let you know exactly how far through the payroll cycle you are.
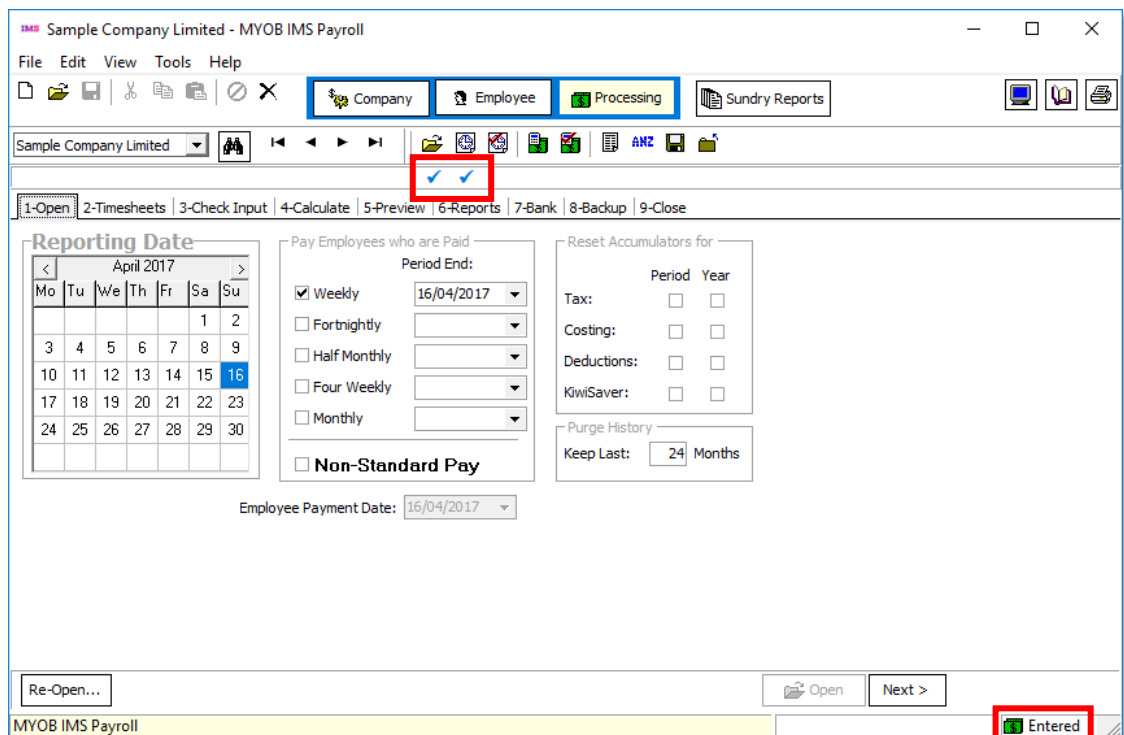
About Pay Periods

Every time you want to calculate a pay you must Open a new pay period and complete all the steps described below through to Closing the pay period again. When you open a period, you are selecting a group of employees who will be included in this pay run, e.g. all your weekly and fortnightly staff. Then you can add, alter or delete **those** employees' timesheet transactions, to reflect what you wish to pay in this period, and then proceed onto the subsequent steps.

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Once you have opened a period you cannot pay other employees who are not included in that period; however, you can stop employees who are in this period from being paid by deleting all their timesheet entries. (You can also open a period as a *non-standard pay* that allows you to pay any individual employees on an ad-hoc basis).

You can now click the **Next** button, which will take you to the next tab screen: 2. Timesheets.

<div style="background-color:#1fc38a; padding:1em;">

Note: In the future, before you open your pay period, you will need to consider when to reset the program's Accumulators. A message will prompt you if there are no boxes are ticked. For example, at the start of each tax period, you would reset the tax accumulator, by placing a tick in its box. These are located to the right of the Open Period screen. Also make sure that any required reports which report on Tax period accumulations have been printed prior to resetting, such as the Payment schedule and Trial Balance (if required).

</div>

Step 2 – Enter Timesheets

This screen is where all timesheet entries are displayed and maintained. It works in the same way as the Permanent tab under Employee Information—see page 13.

On this screen you will typically enter any hours worked, leave taken and allowances claimed. You can also enter individual payslip messages that will print on an employee's payslip.

For now, simply enter a few transactions, such as Ordinary Time and Time and a Half for a few employees. There are many other transactions you can enter on this screen including:

- splitting hours across multiple costing codes.
- overriding pay rates.
- overriding costing codes.
- one-off adjustments to permanent transactions.
- one-off deductions.
- using a daily rate with a Salary transaction (possibly with a negative quantity).

Refer to the online help if you require any additional information on these features.

Days Paid For

Standard: This display is calculated as the Employee's Hours Worked per Period / Hours Worked per Day, as entered on their Payment Tab.
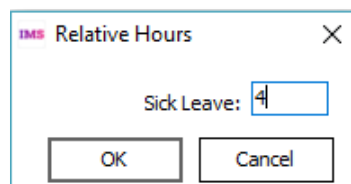
Holiday Rate: Reflects days worked derived from 'ordinary hours' type transactions units, i.e. ordinary hours, leave and holiday transactions (excludes overtime). These days will be used in the calculation of Holiday Average and Ordinary daily rates.

> **Note:** For quick access to this field use Ctrl/+.

Average Daily Pay (ADP): Reflects the **total number of whole and part days worked** ie: ordinary days worked plus any additional days. Ie If an employee normally works 5 days ordinary time (Monday – Friday) and a half day overtime on Saturday then the Holiday Rate days would need to be 5 and the Average Daily Pay days 6. These days will be used in the calculation of the Average Daily Pay rate where required in paying Sick, Bereavement, Statutory Holiday and Alternative leave where it is unclear what the employee would have earned on that day had they worked.

Both **Days Paid For** fields should be as accurate as possible and may be overwritten.

Relative Hours

Relative Hours: These hours are required to be entered for any leave and holiday transactions for employees with Permanent, variable hours, employment, if the transaction's unit is in Days.

This is required due to irregular hours per day these employees may work during the pay period.

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Totals

```
Total Hours: 40.00
Ordinary:  40.00  Penal:  0.00  DVL:    0.00  Alt Hol:  0.00
Overtime:   0.00  Sick:   0.00  Leave:  0.00
```

Total Hours: Accumulation of relative hours per each 'hour' type transaction.

Days Paid for, Relative Hours and Total Hours should reflect as accurately as possible what units the employee worked in the pay period. This is required as the calculation of Leave and Holiday rates may require this information to be accurate (depending on the Employee's Annual Leave Type and in what Units Leave and Holidays are recorded in).

When you have finished entering timesheets, click the **Next** button to move to the next tab screen.

Step 3 – Check Timesheet Entry

Click the Check button to display the Pay Point Batch Control Listing in this window. This is very useful if you calculate batch control totals for your timesheets before you start keying them in, as it can provide an excellent double check that all your timesheets have been entered correctly.

If you want to find out more about this feature, press F1 to display the Help window and click on the entry About the Pay Point Batch Control Listing.

For now, just click the **Next** button to move to the Calculate Pay screen after producing this listing.

> **Note:** The Delete Unpaid button on this screen may be useful to you. It will delete all transactions for any unpaid employees (Unpaid employees may have PAYE and deduction transactions even though they have no 'hours worked' or any other payments). This can speed up the pay calculation and ensure those employees do not receive a payslip.

Step 4 – Calculate Pay

Actually calculating the pay couldn't be easier, just click the Calculate button then sit back and wait for the program to calculate everything for you!.

Then click the **Next** button to move to the Preview screen.

> **Note:** You can re-calculate a pay whenever you like, and as many times as you like. If, after previewing the pay calculation or printing reports, you find a mistake just correct it. The Payroll Status will change back to Entered and you can then go back to Step 3. Check Input and carry on from there. (Note: After you have closed the period - Step 9, you can no longer do re-calculations).

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Step 5 – Preview Calculation

The preview screen displays a summary of each employee's pay. Have a look at a few employees' pay to familiarise yourself with this screen. When you are done press the Previewed button, and then click the **Next** button to move to the next tab screen.

Note: Although you could use the Preview Calculation option to check each individual employee, this would probably take too long unless you have a small payroll. Rather you will probably just check those employees you are particularly interested in for some reason. For example, someone may have an uncommon allowance payment or you may want to double-check something you weren't 100% sure about when doing your timesheet entry.

Step 6 – Print Reports

This screen allows you to set up a list of standard reports that you print each period. Then each pay period, you can simply press the Print List and wait for them all to print.

However, in this section we will look in a bit more detail at some of the options available on this screen.
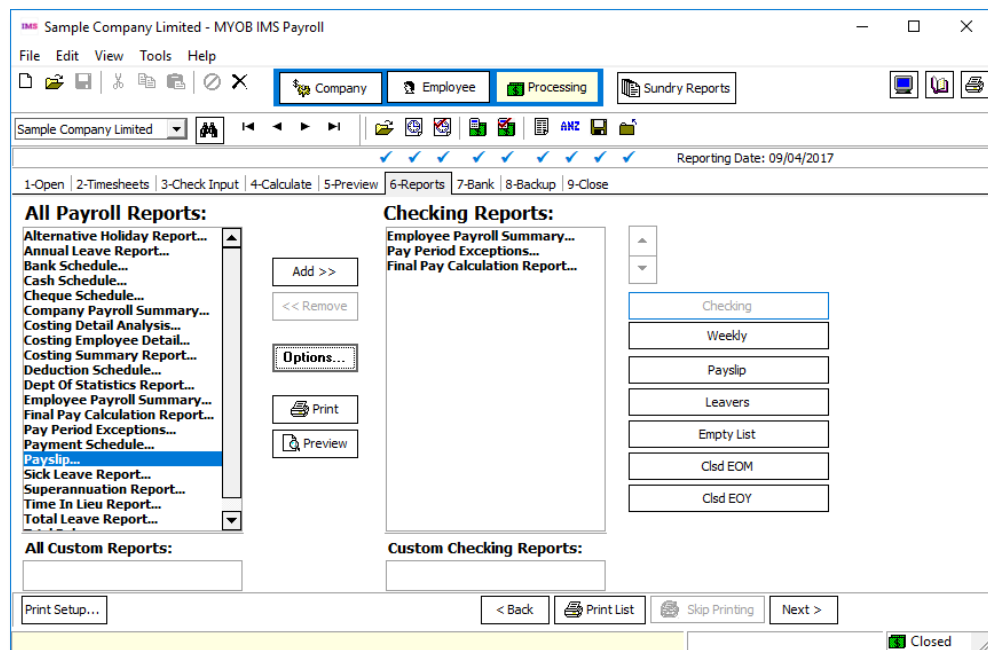
Note: Other areas where you can print reports are:

Sundry Reports: Available from the File menu and Toolbar. This gives you listings of employees, transactions, payments and deductions, Leave Rates etc.

General Ledger Export: Available from the Tools menu. (This will only appear if you have **General Ledger?** ticked on the Company screen.)

IRD Reporting Available from the Tools menu. Employee Information return file for payday filing, KED KiwiSaver Employment Details file, IR Reconciliation Report and Digital File Consolidation.

Previewing a Report on Screen

Click on the Company Summary entry in the All Payroll Reports box, and then click the Preview button. After a short delay
(a progress bar will be displayed in a pop-up window), the report will be displayed in the print preview window:


```
MYOB | IMS PAYROLL                      Sample Company Limited                            Page: 1
                                                                        Reporting Date: 07/04/2019
Date Run:15/08/2019  Time:1:40 PM    EMPLOYEE PAYROLL SUMMARY    Employee Payment Date: 07/04/2019
                                              Full Details


NAME                    -------- QUANTITY ---------    BASE FACTOR  --------- AMOUNT -----------   NET
                        ORD. O/TIME  PENAL   OTHER        RATE        TAXABLE   NON-TAX    DEDN     PAY
1022 ASHTON, Bronwyn (Days Paid For: Holiday Rate = 5  Average Daily Pay = 5)
Salary                  40.00                           58.0000  1.00   2320.00
P.A.Y.E.                                         1.00  623.2300                          623.23
Student Loan Repaym                              1.00  232.8000                          232.80
KiwiSaver                                        1.00   69.6000                           69.60
Social Club                                      1.00    7.0000                            7.00
Total:                  40.00   0.00    0.00 Gross:    2320.00 +.03   2320.00     0.00    932.63 1387.40C

1002 ASHTON, Colin (Days Paid For: Holiday Rate = 5  Average Daily Pay = 5)
Salary                  40.00                           36.7788  1.00   1471.15
Car Allowance                                    1.00   20.0000  1.00     20.00
P.A.Y.E.                                         1.00  338.1800                          338.18
KiwiSaver                                        1.00   59.6400                           59.64
Total:                  40.00   0.00    0.00 Gross:    1491.15        1491.15     0.00    397.82 1093.33B
```

In this window you can move to different tabs, resize the window, zoom in and out, save the report in different formats, e.g. PDF or Text and print the report. Refer to the online help (press F1 in this window if it is not showing) if you need any assistance with any of these commands.

Changing Report Options

Many report titles are displayed in bold in the list boxes. These reports have additional options. Click on the **Employee Payroll Summary** report and then click the **Options** button. This window will be displayed:

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Select the full report option (it may already be selected), click the Close button and print this report (to screen or printer).
Then display this options window again, select the Summary Only option and print the report again to compare the results.
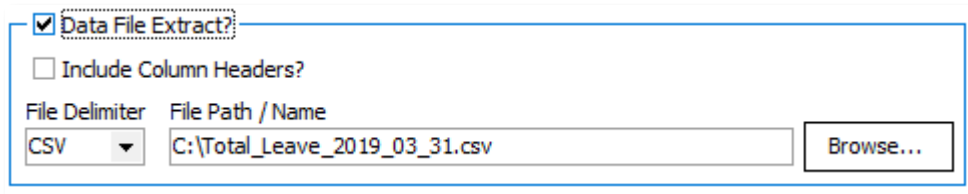
Many reports have options to control their sort order, print ranges and sometimes, additional options. You may like to spend some time now experimenting with these different options. At least have a look at the payslip options, as there are many variations available for you to customise your payslips.

> **Note:** The report options are saved when you change them, so the next time you print a report the same options are used. Therefore, leave the reports on the options you find most useful.

If you want to find out now about setting up a list of standard reports to print each pay period, you can use the online help. Press F1 to display the Help window and click on the entry Setting-Up a List of Standard Reports.

When you have finished looking at reports, click the Print List button (remember that you have to complete each step – even if there are no reports in your list) and then click the **Next** button to move to the next tab screen.

> **Note:** Some reports have the option to save as a CSV format. This will allow you to export the data and open in excel. Watch for the Data File Extract option towards the bottom of these reports.

Step 7 – Bank Pays

MYOB IMS Payroll can create a file that you can import to your online banking system. The format required in selected on the Company tab.

Enter the Banking Due Date (i.e. that you want your employees to receive their pay). Click on the Options Button to navigate to the folder where you want to save your file. Change the name of the file itself if you wish to save historical bank files.

You can then click on Create File and the file will be available to upload to your bank.

> **Note:** If you have chosen to print your bank schedule on the Company tab Step 7 – Bank Pays will be skipped.

If you want to find out now how to set up the banking interface correctly, press F1 to display the Help window and click on the entry Setting up an Electronic Banking Interface.

The actual process of sending this file to your bank varies between the different programs you can use, and this isn't a real pay to send to the bank. Therefore for now, (after creating the file) move straight onto the next step.

Click the **Next** button to move to the next tab screen.

> **Note:** If you do not wish to use Banking software may go onto the next step without doing anything on this screen.

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Step 8 – Backup Company

Identify the directory where you wish to copy your back-ups to. It is recommended that a separate back-up folder be created. Once this is identified initially, MYOB IMS Payroll will remember it.

It is recommended that you tick and accept the option to append the date to the back-up file name. This will ensure you can select the correct version should you need to re-install it.

Now click the **Next** button to move to the final Payroll Process tab.

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Step 9 – Close Period

This is the final step in processing the pay. After this step you will no longer be able to re-calculate the pay. You will have to wait until the next period or run a special, one-off, non-standard pay run if you want to make any pay changes. Therefore, as it says on the screen, do not click on the Close button unless you know that the payroll calculation is correct.
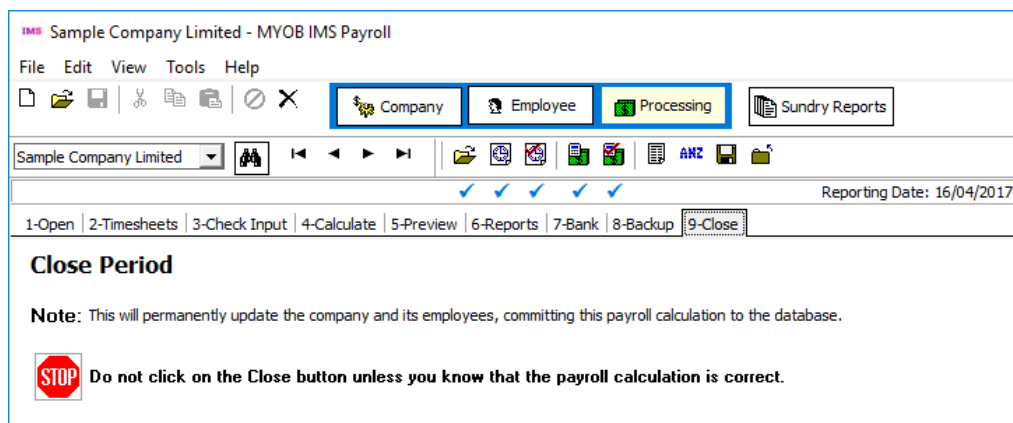
To close this pay period, click the **Close** button now, and wait for the program to finish this task. When you close a pay period, the following happens:

- All employees in this period have their totals updated.
- All cost centres have their totals updated.

Congratulations! You have now successfully paid these employees and finished a complete payroll processing cycle.

> **Note:** If you have selected the option to automatically create IRD payday files you closed screen will look different. See the *Payday Filing* documentation for more information.

Ongoing Payroll Processing

Now that the system is fully operational, there are a few details that you should be aware of to ensure it keeps running smoothly. As you have seen, the system is very easy to use, and these points will help make sure everything continues to operate well.

> **Note:** The most important point is to keep regular backups. If you have a problem you can always restore to a known 'good' backup and correctly redo the work done since then.

Processing Sequence

Before opening a pay period, you should do any employee maintenance (and company control maintenance, if any). This is particularly important for permanent transactions as these transactions are copied to the timesheet when the period is opened.

Before closing a pay period, check all you reports etc, as any mistakes or omissions are much easier to correct when a pay period is still open.

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Pay Adjustments and Corrections

Sometimes you will find an error (e.g. some overtime missed off a timesheet) that has to be fixed and paid now, even though the pay period is closed. Staff leaving or even one-off bonuses may also require immediate action, outside the normal payroll processing cycle. In these cases you can open a Non-Standard period - just check that option on the Open Period tab.

A Non-Standard pay calculation is processed just like any other, except only the transactions you enter are paid - the permanent transactions are not copied over, and salaries are not automatically paid. This allows you to adjust individual employees in any way you like.

For not so urgent payroll adjustments, you can simply include the appropriate transactions the next time you process a pay for that employee - this is the easiest way and should be used whenever possible.

Overpayments

If you have **overpaid** an employee, you can adjust their information by entering negative quantities - this will correct YTD figures etc. Realise that if a recovery results in an employee getting a take home pay less than zero (rather than just reducing their pay), you will still have to recover that amount. This can be done through a deduction to recover a fixed amount in subsequent pays, unless they repay or return the money. This deduction should be a reducing balance deduction, so it will automatically stop when the overpayment has been fully recovered.

Paying More Than One Period

Sometimes it is necessary to pay more than a single pay period in a pay calculation. This often occurs when an employee is going on leave for several weeks and wishes to be paid in advance. A similar situation occurs if your company closes down over Christmas and employees are paid for the close down period in advance.

In these cases, the employee may be taxed too much. To prevent this the program must be told that several pay's periods are being calculated. To do this and ensure the correct tax is calculated, simply change the Quantity on the PAYE timesheet transaction for each employee to contain the number of pay periods to pay.

For example, a fortnightly paid employee is going on leave for 4 weeks, and wants their pay in advance, i.e. their 2 weeks they would normally be paid, and an extra 2 weeks. Enter 20 days (or 160 hours) annual leave. Then change their PAYE quantity to '2', because you are paying two pay periods.

> **Note:** When changing the PAYE quantity a message dialogue screen is displayed advising you to check the "quantity" of all other Payments and Deductions pertaining to this employee. For Student Loan Repayments (including SLBOR and SLCIR) and Child Support type deductions the QUANTITY should also be the same as the PAYE quantity. KiwiSaver deductions based on a percentage must retain the quantity of 1.

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IRD Reporting

The IRD requires a file to be sent to them each pay period. This will generally be one file called the *Employee Information File*. If you have someone starting or finishing a second file will be created called the *New & Departing File*. For further information, read the *Payday Filing* document.

Payday Filing

To produce an EI Return and/or New & Departing EI file for payday filing, choose **IRD Reporting** from the Tools Menu. Select **EI – Payday Filing Report/File** and the following screen will be displayed:

1. Select the pay to report on from the table at the top of the window.
2. Tick the boxes for the files you want to create:
   - The **Employee_Details file**, which contains details of any employees who started or ended their employment during the selected the pay period.
   - The **EI Return file**, which contains pay amounts and details for each employee in the selected pay.
3. Tick the **Print Report** boxes if you want to produce a printed version of the selected file(s) for review or your own records.
4. If you use an intermediary, e.g. a tax agency who files on your behalf, enter their IRD number.
5. If you are producing a printed EI return file, tick **Print EI Return Totals Only?** to display only totals for the pay in the printed report.

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6. Click **Print and Create File(s)** to generate the files and/or reports.
7. If you have elected to create return file(s), you should then use Inland Revenue's myIR website to transfer it to them.

KiwiSaver Employment Details (KED)

To produce your KiwiSaver Employment Details electronic file, choose 'KED KS1 KiwiSaver Employment Details Report/File … from the 'Tools Menu – IRD Reporting' and the following screen will be displayed:

1. Select the month you want to include in the report / file.
2. If you want to create an electronic version, make sure **Create KED myIR File?** is selected. Type or use the **Browse** button to change the location of the folder you want to save the file to.
3. Click either **Preview** or **Print and Create File** (depending on the options selected) to produce the report/file.
4. If you have chosen to create a file, you should then use Inland Revenue's myIR website to transfer it to them.

Note: The current pay will **not** be included, unless the period is closed.

Digital File Consolidation (EI Return KED)

When several payroll companies use the same IRD number **and** they have the same Employee Payment Date for a pay run the Digital File Consolidation process can be used.

To combine the files, choose **Digital File Consolidation** from the IRD Reporting window and select **the Consolidation Type** you want to perform.

1. Click the Browse button to select the files you wish to consolidate.
2. Click **Add to List**.
3. Repeat this until all digital files for this company are listed in the box.
4. Type or click **Browse** to select an output filename. The import files will be combined and saved into this file.
5. Click **Create File** to consolidate the digital Files.

If you need to remove a digital File from the imports list, click on it and press Remove from List. Click **Remove All** to clear all entries from the list.

Once the consolidated file has been created, you should then use Inland Revenue's myIR website to transfer it to them.

Note: Consolidation is not required for payday filing as the IRD can now accept multiple files with the same date.

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General Ledger Export

If you have chosen to use a general ledger system with **MYOB IMS Payroll** and set up the required general ledger account codes, the General Ledger transactions will be completed when you close a pay run.

To actually generate the General Ledger report, or export a file, choose 'General Ledger Export...' from the Tools menu and follow through the steps required.

General Ledger Export

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This will guide you through the steps required to export accounting details to a General Ledger system, or delete details already exported.

Select the operation you want to perform

○ Print Accounting Details on a transaction report

⦿ Export Accounting details to a file

○ Delete Accounting Details already exported

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< Back | Next > | Cancel

> **Note:** The current pay will **not** be included unless the period is closed.

For further information, refer to the *Costings and General Ledger* document.

End of Period

When you are ready to open the **first pay in a new period**, you must indicate if you are starting a new costing, deduction or tax period. You can do this by setting the appropriate **Period** option(s) in the Reset Accumulators panel on the 1-Open tab.

MYOB IMS Payroll will determine these settings for you according to the default **Employee Payment Date** displayed on the 1-Open tab for each pay period. If you change the Employee Payment Date before opening a pay period, you should ensure that the appropriate option(s) are set in the Reset Accumulators panel on the Open Period tab. Under normal circumstances, period accumulators should be reset when you open the first pay period in a new tax, costing or deduction period.

> **Note:** You must double check that these have been checked correctly before closing the pay period, otherwise your reports will be affected.

When running the last pay for the month, you should print off the appropriate reports, e.g. Deduction Schedules if you send these off monthly and any other costing or leave reports that you review monthly.

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Appendix – Network Installation

MYOB IMS Payroll can operate over a network, i.e. multi-user.

The Application should be installed locally on each workstation which will be utilised to process the payroll.

The Company (database files) can reside on a network drive.

> **Note:** Ensure that the permissions on the folder containing the Company (database files) are set to Full Control for the user operating the payroll system.
>
> **Note:** For more advanced networking requirements using Terminal Services, RDP or similar technologies, see the *Installation Options* document.

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