

# Release Notes

## MYOB Payroll 2018.1

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### About this release

This release contains compliance updates for the 2018–2019 financial year. These updates include:

- The annual ACC threshold increases from \$124,053 to \$126,286.
- The maximum ACC levy increases from \$1,724.33 to \$1,755.37.
- The annual student loan repayment threshold for 2018–2019 is \$19,448.

As part of Inland Revenue's business transformation programme, Inland Revenue is encouraging its customers to embrace its digital service offerings and discontinuing support for C-Series EMS returns.

The following message will appear on the "Print Employer Monthly Schedule (IR 348)" report screen.

This report is for reference only. Inland Revenue no longer accepts printed IR 348 Monthly Schedules. IR 348 must be filed electronically using myIR. Please use create CSV file option for electronic filing.

The following changes have been done in IR 348 report.

- a. The name of the CSV output for IR348 has been changed to IRDMonthlyReturnFileYYYYMMDD.zip from irFileYYYYMMDD.zip.
- b. The header, footer and signature section from IR 348 (approved format) have been removed.

Under Tools->Options->Bank & IRD, the following changes have been made.

- a. the heading "ir-File" has been changed to "IRD Monthly Return"
- b. the option "ir-File Path" has been changed to "Electronic File Path"

### **Protected Net Earnings for COURTS pay code**

IRD has clarified how PNE should be calculated for attachment orders in the 2018-19 payroll specification. MYOB Payroll 2018.1 now follows the IRD specs so the protected net earnings are calculated correctly for the COURTS pay code. User created pay codes won't be recognised by the system for PNE calculations.

### **Support for dates after 2020**

In MYOB Payroll two-digit year fields like employee finish date or Kiwisaver contributions holiday date were automatically converted from dates like 12/02/20 into 12/02/1920. This has been fixed in MYOB Payroll 2018.1. Any two-digit year up to 30 will be automatically converted as 2030. Any two-digit year from 31 to 99 will be converted as 1931 to 1999.

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## MYOB Licence Agreement

IMPORTANT—READ THIS CAREFULLY BEFORE USE. This is the Software Licence Agreement (Agreement). As you have purchased the Product (consisting of the User Documentation and the installation CD or other media containing the Software), following notification of the Licence you are now legally bound by its conditions. HOWEVER, if the Licence Agreement contains anything of which you were not aware prior to purchasing the Product or do not agree to be bound by, DO NOT INSTALL THE SOFTWARE but return the Product to the reseller in its entirety and a full refund of the purchase price will be made. By installing the Software and keeping the Product you are confirming that you have purchased the Product subject to this Licence and are bound by its provisions.

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# System Requirements

Check the system requirements for MYOB Payroll 2018.1.

Component	Minimum requirements
<b>Operating system</b>	Windows 10 Windows 8 Windows 7 (Service Pack 1) Windows Vista Ultimate (Service Pack 1) Windows Vista Business Windows XP Professional (Service Pack 2)
<b>Processor</b>	Pentium 4 processor (or equivalent) at 1.5GHz or faster
<b>Memory</b>	1GB RAM or more
<b>Hard disk</b>	1GB or more of free disk space
<b>Microsoft Outlook</b>	Outlook 2003-2016
<b>Display</b>	1024x768 pixels
<b>Other</b>	Windows-compatible printer and mouse. Some features require internet access and Microsoft Internet Explorer 7 or later.

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**NOTE:** **Integrating your payroll with MYOB AccountRight?** You also need to meet the minimum requirements for AccountRight. See [myob.co.nz/minimum\\_specs](http://myob.co.nz/minimum_specs). Note that AccountRight does not work with Windows XP.

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# Installing the update

## BEFORE YOU START

- We recommend that you back up your payroll data file to an external drive.
- If your computer only allows users with administrator privileges to install programs, log in to Windows as an administrator.
- Close any open programs.

## Task 1: Download and install the update

### TO INSTALL FROM A CD

- 1 Insert the installation CD. An installation window appears.  
If an installation window does not appear, open Windows Explorer, go to your CD drive and double-click the **autorun** file.
- 2 Click **Install MYOB Payroll**. The **MYOB Payroll Setup** window appears.
- 3 Follow the on-screen installation instructions.
- 4 When the installation is complete, restart your computer.

### TO DOWNLOAD FROM MY.MYOB

- 1 Log in to [my.MYOB](#) and go to the **My Products > Download** page.
- 2 In the list of available software, click **MYOB Payroll** to download the installer file.
- 3 Double-click the file you downloaded.
- 4 Follow the on-screen installation instructions.
- 5 When the installation is complete, restart your computer.

## Task 2: Check that your software is up to date

- 1 Start MYOB Payroll.
- 2 Press CTRL+R. The **Payroll Version** window appears.
- 3 Check that the MYOB Payroll version is 2018.1.

If the version number has not updated, see '[Troubleshooting](#)' on page 5.

## Task 3: Reindex your data (optional)

After the update is complete, we recommend you reindex your data, by going to the **Tools** menu and selecting **Reindex data**.

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# Troubleshooting

Use the following checklist as a guide to assist with errors encountered when installing. If you are unable to resolve the issue, please contact our Technical Support team (see [‘Technical Support’ on page 6](#)).

If experiencing problems, check the following:

- If you have issues installing, try disabling your antivirus software until the installation is complete. If this does not solve the issue, see [‘Troubleshooting’ on page 5](#) or search the MYOB Support Notes at [our website](#)
- Check that there are no yellow exclamation marks in the Windows Device Manager (right-click **My Computer** and go to the **Properties > Hardware** tab). Resolve any conflicts before installing.
- Check that your Windows font size is set to Normal (right-click Windows Desktop and go to the **Properties > Appearance** tab).
- Log in to Windows with Administrator privileges.
- If an error appears that relates to installing \*.OCX files, click **OK** and start the installation again.

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# Technical Support

## SUPPORT

**Phone** Call MYOB Support on 0508 328 283 or visit [myob.co.nz/contactus](https://myob.co.nz/contactus) for more contact options. This service is free for all MYOB businessSUPPORT customers.

**Support limitations** MYOB cannot resolve connectivity issues caused by third-party services, service providers, hardware or software, or networking problems. MYOB does not cover enquiries about general accounting or taxation issues, nor does it include application consulting or training.

## MYOB WEBSITES

**Support Notes** Visit [help.myob.com](https://help.myob.com) to get help with installing, setting up and customising your MYOB software.

**MYOB website** Visit [myob.co.nz](https://myob.co.nz) for news and links to many useful resources.

**my.MYOB** Log into [my.myob.co.nz](https://my.myob.co.nz) and access resources available only to registered customers.

**Community forum** Visit the MYOB Community Forum at [community.myob.com](https://community.myob.com), to access the expertise and support of MYOB Partners and other business peers.

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