

# Release Notes

## MYOB Payroll 2018.3

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### About this release

This release adds support for payday filing, which is a new way of reporting employee pay details to the IRD.

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# New Features

## Payday filing

This release adds support for payday filing, which is a new way of reporting employee pay details to the IRD. Instead of sending an Employer Monthly Schedule (IR348) every month, under payday filing you generate and send an Employment Information (EI) return file for every pay run. The EI return file contains the same information as the IR348, as well as ESCT amounts for each employee and dates for the pay run. Information about new and departing employees is also sent to the IRD in a New and Departing Employees file.

Payday filing is optional at present, but will be compulsory from 1 April 2019.

See [“Payday filing” on the IRD’s website](#) for more information.

## Payday filing settings

New payday filing settings have been added to the Bank & IRD tab of the Payroll Options window:

The screenshot shows the 'Payroll Options' window for 'Clearwater Ltd' with a 'Tax Year End' of '31/03/2019'. The 'Bank & IRD' tab is selected. The 'PayDay Filing' section is highlighted with a red box and contains the following fields:

- File(s) Path:** C:\Users\Public\Data\MYOB\Payroll\PAYROLL DEMO\PayDayFiling
- PAYE Intermediary IRD No.:** - -
- Automatically create the Payday files after finalising the pay

The window also shows other sections: 'Direct Credit' (Bank Acct. No. 06-9999-9999999-999, by internet selected, Path and filename wages.blk), and 'IRD Monthly Return' (Electronic File Path). The 'New Zealand' logo is at the bottom left and an 'OK' button is at the bottom right.

Before starting to use payday filing, enter the path where return files for payday filing should be created, enter the IRD number of your PAYE Intermediary (if you have one—if not, leave it blank) and select whether or not to create return files automatically after finalizing pays.

## Creating EI return files for payday filing

When the **Automatically create the payday files after finalizing the pay** option is ticked, an EI return file will be created for a pay as soon as it is finalised. A New and Departing Employees file is also created if any employees began work or departed during the pay period. You are then prompted to open a browser window to the [myIR website](#), where you can log in and upload the file.

If the option is not ticked, you will need to create return files manual on the Employer Information Return window (see below).

**NOTE: Physical Payment Date** A new field has been added to the Finalise Pay window to capture the Physical Payment Date, which is the date when employees will receive their pay. This date must be included in EI return files.

## Managing EI return files

The new Employment Information Return window lets you preview and create return files for payday filing, and re-create files for pays that already have them. This new window is available from the Process Pays command centre.

| Pay Number | Payment Date | Period End Date | EI Return File Name        | New/Departing Employees File Name | New/Departing Details |
|------------|--------------|-----------------|----------------------------|-----------------------------------|-----------------------|
| 458        | 15/11/18     | 01/04/18        | EI_Return_458_20181115.csv | EI_Employee_458_20181115.xlsx     | 1 New                 |
| 457        | 15/11/18     | 01/04/18        | EI_Return_457_20181115.csv |                                   | None                  |
| 456        | 15/11/18     | 01/04/18        | EI_Return_456_20181115.csv |                                   | None                  |
| 455        | 15/11/18     | 01/04/18        |                            |                                   | None                  |
| 454        | 14/11/18     | 01/04/18        | EI_Return_454_20181114.csv |                                   | None                  |

The Employment Information Returns window displays all finalised pays between the selected dates. If return files have been created for a pay, their file names will be displayed. If a pay contains any new or departing employees, the number of each will be displayed in the **New/Departing Details** column.

To manually create or re-create return files for a pay, select the pay and click one or both of the buttons under **Create**. (If a pay contains no new or departing employees, the **New and Departing Employees Details** button will be disabled.) After the files are created, you will be given the option of opening a browser window to the [myIR website](#), where you can log in and upload the file.

To preview return files for a pay, select the pay and click one or both of the buttons under **Preview**. A PDF report containing the information in each file is generated and displayed.

# System Requirements

Check the system requirements for MYOB Payroll 2018.3.

| Component         | Minimum requirements   |
|-------------------|--|
| Operating system  | Windows 10<br>Windows 8<br>Windows 7 (Service Pack 1)<br>Windows Vista Ultimate (Service Pack 1)<br>Windows Vista Business<br>Windows XP Professional (Service Pack 2) |
| Processor         | Pentium 4 processor (or equivalent) at 1.5GHz or faster  |
| Memory            | 1GB RAM or more  |
| Hard disk         | 1GB or more of free disk space   |
| Microsoft Outlook | Outlook 2003-2016  |
| Display           | 1024x768 pixels  |
| Other             | 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 2018.3.

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, search the MYOB Support Notes on [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 in to [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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