



MYOB Payroll 2008

Welcome to MYOB Payroll 2008.

This release, timed at the end of the NZ financial year, updates MYOB Payroll with the necessary compliance changes for the 2008/2009 financial year. This includes the compulsory employer KiwiSaver contribution of 1% and the Employer Tax Credit, both effective from 1 April 2008.

In addition to these compliance changes, we are also introducing the product activation used in the MYOB accounting products. The process is simple, but it is a significant change, so we encourage you to read closely the section in this booklet on product activation.

A key new feature being introduced in MYOB 2008 is the removal, and automation, of the end of year process. You no longer have to roll over to the new year to be able to process the first pay of the new year. You can now run all reports for any given tax year. This feature has been included due to user feedback, and gives you more flexibility to run the various end of year reports you require at a time that suits you.

NOTE

Important *To benefit from this automated end of year rollover feature, you must install this release before the end of the current financial year.*

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New Features

CAUTION

Back up before upgrading *We strongly recommend that before you upgrade to MYOB Payroll 2008, you back up your payroll data file. For more information on backing up your data, go to myob.co.nz/websupport and [view Answer ID 201](#). After the upgrade is complete we recommend you re-index your data. To do this, go to the Tools menu and choose Reindex data.*

New 2008/2009 compliance changes

MYOB Payroll 2008 supports the new KiwiSaver legislation changes:

- Compulsory employer contributions from April 1 2008 of 1% of your employee's wages or salary
- The ability to claim the new KiwiSaver Employer Tax Credit
- Tax tables have been updated with the new tax rates for 2008/2009

Compulsory KiwiSaver employer contribution of 1% from 1 April 2008

MYOB Payroll 2008 fully supports the Compulsory Employer Contribution of 1% of each eligible employee's wages from 1 April 2008.

Compulsory Employer Contributions are for those employees who are members of KiwiSaver, only applies to those who are over 18 and not entitled to withdraw their funds from KiwiSaver. KiwiSaver members are entitled to withdraw their funds once they turn 65 (the current age of entitlement), or once they have been a member for 5 years, whichever is later.

For more information, refer to the IRD's website:
www.ird.govt.nz/kiwisaver/employers.

New KiwiSaver Employer Tax Credit

The new KiwiSaver Employer Tax Credit entitles employers who are paying KiwiSaver employer contributions for its employees to claim a tax credit of up

to \$20 per KiwiSaver member per week. The same eligibility criteria as the Compulsory Employer Contribution (mentioned above) applies to the Employer Tax Credit.

In MYOB Payroll 2008, Employer Tax Credits have been fully incorporated into the program, including updated Employer Monthly Schedule (IR348) and Employer Deductions (IR345) files, journal creation, Direct Credit payments, and cost analysis reports. The ETC is calculated and claimed on a monthly basis on the IR345 form.

Other compliance changes

MYOB Payroll 2008 has been updated with the new Student Loan repayment threshold of \$18,148 effective from 1 April 2008.

MYOB Payroll 2008 has been updated with the latest ACC earner levy, which has been increased from 1.3 to 1.4 for 2008/2009.

A recent amendment to the KiwiSaver act has an effect on KiwiSaver enrolments. From 1 April 2008, newly hired casual employees should not be automatically enrolled into KiwiSaver. We have updated MYOB Payroll accordingly, so that if you hire any casual employees that are already KiwiSaver members, you will in future need to manually opt them into KiwiSaver in MYOB Payroll.

Automated end of financial year process

In response to user feedback, we have automated the end of year rollover process in this release, so that is no longer a compulsory task you must complete before you can process a payrun in the new year.

When you launch this new version of MYOB Payroll, notice that the End of Year command centre has been removed.

When you enter a date in April 2008 for example, for a new pay run, you will be prompted to update to the new month, just as you would for any new month.

You can now run your end of year reports at any time, for any financial year. You are no longer limited to running these reports just during the end of financial year rollover.

NOTE

Important *To benefit from this automated end of year rollover feature, you must install this release before the end of the current financial year.*

Please note the following points about generating pays in a new year:

- You can now run any Year To Date reports for any tax year. You can run these reports at any time.
- Annual leave balances and all Year To Date totals are automatically carried over into a new tax year.
- You will be prompted to update holiday anniversary dates as they occur, as you would do in any given month.
- You can still print all reports, such as earnings certificates, as normal.

NOTE

Reversing to previous PAYE year does not reset KiwiSaver rate *While you will still be able to roll back your PAYE period, from April 08 to March 08 for example, note that the new KiwiSaver compulsory employer amount of 1% will not be rolled back. MYOB Payroll will prompt you with a warning about this. Any pays processed with KiwiSaver in the prior PAYE year may have the wrong employer contributions.*

End of year checklist

To Do item	Description
Back up your data	We strongly recommend you back up your payroll data file before upgrading.
Complete month end	Complete the month-end process, as you usually would for any given month.
IR-filing	If you are IR-filing, create the CSV file as usual.
Employer Monthly Schedule	Run your Employer Monthly Schedule as usual.
Create accounting journals (optional)	Create your accounting journals for the month, if required.
Print recommended reports	<p>Print the following (recommended) reports:</p> <ul style="list-style-type: none"> • Employee Balances. • Pay Audit Trail. • Pay Code Totals. • Holiday Accruals (prints totals as they are now, so should be printed at least monthly). • Earnings Certificates. These are not required by the IRD, but we recommend that you print them so that employees can check the information provided by the IRD.

NOTE

Enter History data not in Earnings Certificates *If you have entered all or part of your Pay History manually through the Enter History window, this data will not be included in the Gross Earnings/PAYE details of the Earning Certificate.*

- IRD Schedule. Print this for your records.

To Do item	Description
Print optional reports	Print the following (optional) reports. These will all print one page per employee. <ul style="list-style-type: none">• Employee Audits• Employee Details• Employee Holidays• Employee Special Leave• Employee Leave in Lieu

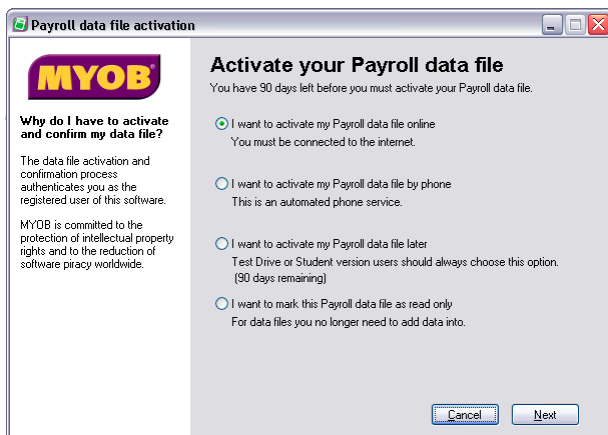
Payroll data file activation

The company file activation process was introduced into the MYOB accounting products to protect against potential piracy, and provide you with the reassurance that you are using an authentic product that can be trusted with your valuable business data. Since its introduction in 2004, it has successfully handled all global MYOB accounting software activations.

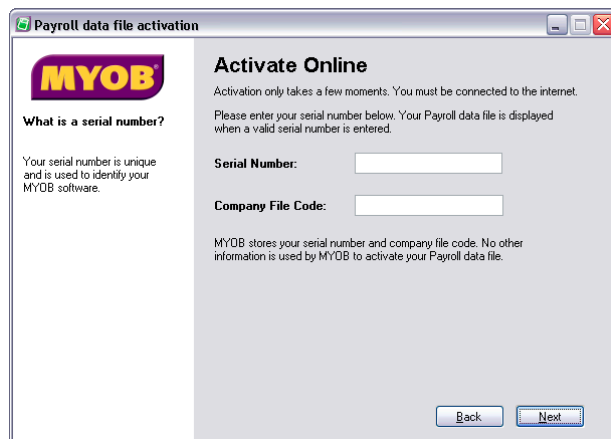
The activation process is now being introduced in MYOB Payroll. The key change for MYOB Payroll users is that each payroll data file is activated and then re-confirmed on an ongoing, periodic basis. MYOB Payroll software can be installed on any machine, but it is the creation and use of the payroll data file(s) that you are licensed to use.

Activating your payroll data file

Activating your payroll data file is easy. If you are a registered user, when you next open your payroll file, the following window is displayed:



Choose to activate via the internet and the following window is displayed:



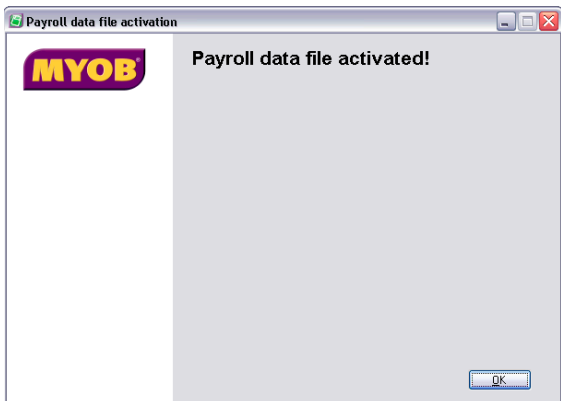
Enter your MYOB Payroll serial number. Your serial number was originally included in your MYOB Payroll software box. If you don't have record of your serial number, please contact MYOB on 0800 60 69 62. Note: this is your MYOB Payroll serial number, not your MYOB accounting software serial number.

The Company File Code is then generated, based on the name, company name and serial number of your payroll file. Click Next and the serial number and company file code are sent to MYOB online, to ensure they are a unique combination and entered correctly.

Note: Only the serial number and confirmation codes are sent to MYOB. We are committed to ensuring the privacy of your data, as outlined in our privacy statement. To read our privacy policy, visit myob.com, and click Privacy at the bottom of the home page.

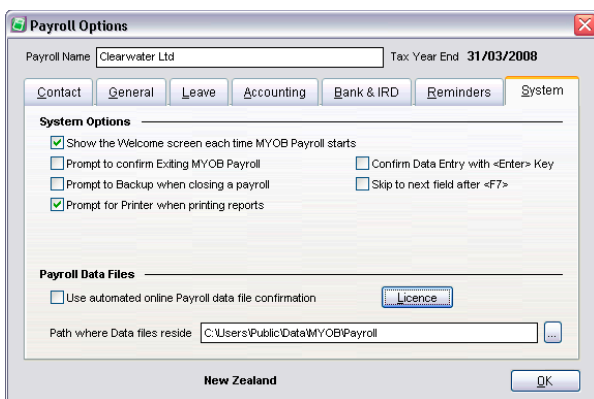
The Confirmation Code is returned from MYOB and displayed in this window. the payroll data file is now confirmed and ready for use. Periodically you will be asked to re-confirm your payroll data file.

If you choose to activate by phone, use the phone number supplied in the window, and quote the serial number and Company File code. You will receive a confirmation code. Enter this confirmation code in the window, and then click Next. Your Payroll data file has now been activated.



Repeat these few steps for each payroll data file you use. Note that you do not have to activate your old or backup payroll data files, as you will still be able to view and report on that data.

You can also choose to automatically activate your payroll file using a new option in the Payroll Options window.



FAQ's

What is company file activation?

MYOB has developed the data file activation process to protect against potential piracy and provide you with the reassurance that you are using an authentic product that can be trusted with your valuable payroll data. Data file activation is a simple process that authenticates you as the registered user of the software. The process will also take you through registering your MYOB Payroll software, if it's not already registered. You can choose to activate your Payroll data file either online or via the MYOB automated telephone process.

The activation process has been reliably used in MYOB accounting software since 2004, so this process will be quite familiar to the large number of MYOB accounting software users who use MYOB Payroll.

Is activation the same as product registration?

No, product registration only captures your key business information to allow MYOB to identify your business and provide you with support and updates.

The activation process authenticates you as the registered user of the software.

If your MYOB Payroll product has not been registered, you will be guided through the registration process before you activate your payroll data file.

Which MYOB products require activation?

Company file activation has been in practice since 2004 for several MYOB accounting products: MYOB Accounting, MYOB Accounting Plus, MYOB Premier, MYOB Premier Enterprise, MYOB AccountEdge, MYOB RetailBasics, and MYOB BusinessBasics. Now MYOB Payroll is added to this list.

How do I activate my payroll data files?

You can choose to activate your company file online or via the MYOB automated telephone process when prompted by your MYOB software. In both cases, the activation process should take less than a minute.

How do I confirm my payroll data files?

After you activate your payroll data file, you will be required to periodically 'confirm' that you are the registered user of that file. You can confirm the company file using the same online or phone process used to activate the file, or you can set MYOB Payroll to automatically re-confirm your data file.

How often do I need to activate and then confirm my payroll data files?

Each company file you create or upgrade needs to be activated only once.

If you are creating a new payroll data file, you have 90 days to activate it. If you are upgrading a payroll data file from a previous version of MYOB Payroll, then you have 45 days to complete this process.

Will any of my business information be sent to MYOB when activating a Payroll data file?

The activation process only sends your serial number and a company file code to MYOB. No business-specific or payroll information is sent. MYOB is committed to ensuring the privacy of your data, as outlined in the privacy statement.

Will MYOB be including product activation features in any other software products?

MYOB may implement the activation process in other MYOB products in the future. MYOB will keep you informed of any changes to activation or confirmation of its other software products.

How many payroll data files can I activate?

You can only activate as many payroll data files as your licence permits. This will depend on the product and licences you have purchased. The default number of licences is one (1).

If you create more data files than you are licensed for, you can easily purchase additional licences by following the information in the prompt that will be displayed.

How do I increase the number of payroll data files I can activate?

You can purchase additional licences from MYOB by calling 0800 60 69 62.

For example, if you are registered for one payroll data file, when you create a new, second, payroll data file, you will be prompted to activate it. At that point you will be prompted with information to contact MYOB to increase your number of payroll data files.

Should I activate all my payroll data files?

You do not need to activate your old or backup data files, as you will still be able to view and report on that data. You do need to activate any payroll data files in which you want to create a new pay run.

Where can I find my serial number?

Your serial number was originally included in your MYOB Payroll software box. If you no longer have a record of your serial number, contact MYOB on 0800 60 69 62.

Once you have activated your MYOB Payroll software, you will be able to view your serial number in the Help>About MYOB Payroll window, clicking on the Application Details button.

I have already activated my payroll data file, why am I being asked to activate again?

After a successful activation of a payroll data file, you are then only asked to periodically re-confirm the activation. You won't be asked to activate the same payroll data file twice. Make sure you are not opening a different payroll data file.

If you are upgrading an existing Payroll data file, you have 45 days before you need to activate it. You will be reminded to activate when you open your payroll data file. After 45 days, you will still be able to view your payroll data but no longer be able to process a pay.

Improved Journal integration with MYOB accounting software

A further improvement has been made to the journal integration in this release. In addition to specifying your MYOB accounting software company file for journal integration, you can now also specify the location of your MYOB accounting software installation.

Previously, integration was with your last installed MYOB accounting software as recorded in the Window registry, which could cause problems with users running other versions of MYOB software.

Now you have greater flexibility to specify exactly which MYOB accounting software program, and version of it, you want to use for your MYOB Payroll journal integration.

Payroll Options

Payroll Name: Clearwater Ltd Tax Year End: 31/03/2009

Contact General Leave **Accounting** Bank & IRD Reminders System

Accounting System

MYOB Accounting/Premier Other

Company File: C:\PREMIER5\CLEARWTR.PRM

Product Path: C:\Premier11\MYOBP.EXE

Default General Ledger Code for Payroll Liabilities: 2-1410

Create separate journals for each employee

Include cost centres as job codes in journals

Automatically post journals into the company file

New Zealand

OK

Installing the update

NOTE

Important *To benefit from the automated end of year rollover feature in this release, you must install this release before the end of the current financial year.*

Before you install MYOB Payroll, back up your data. It is very important that you make a backup of your MYOB Payroll data before you install.

Option 1 - To install using the MYOB Payroll CD

- 1 Start your computer, then insert the CD.
- 2 After inserting the CD, it should autorun. If not, open Windows Explorer, go to your CD drive and double-click the Payroll2008.exe file.
- 3 Click Install and follow the on-screen instructions.

Option 2 - To install the web update (if applicable)

- 1 Connect to the internet and download the update using the link advised by MYOB.
- 2 Save the update file to your Windows Desktop.
- 3 Close all applications (including MYOB Payroll).
- 4 Double-click the update file MYOBPayroll2008-1-xxx.
- 5 Follow the on-screen instructions.

Check your update has installed correctly

- 1 Start MYOB Payroll.
- 2 Go to the Help menu and choose About MYOB Payroll....
- 3 Click on the folder called Payroll Files and check that the payroll.app version number starts with 2008.1 (ignore the last three digits).
 - If the version number matches, the installation has been successful.
 - If not, please consult the ['Troubleshooting assistant'](#) on page 17.

Troubleshooting assistant

Use the following as a guide to assist with any errors encountered during installing. If the problems persist please contact our Technical Support team, see '[Technical Support](#)' on page 18.

NOTE

Support agreement *Please be aware that some computer problems cannot be resolved by our technical support team since they are outside the scope of our support agreement. In these cases, it may be necessary to enlist the help of your local IT professional.*

If experiencing problems, check the following:

- In the Device Manager tab (right-click on My Computer and select Properties), check that there are no yellow exclamation marks. Get conflicts resolved before proceeding.
- Check that font size is normal – Right-click on the Windows Desktop, go to Properties > Appearance tab.
- Log on with Administrator privileges.
- If you encounter an error when the *.OCX files are being installed, click OK and start the installation again.
- Run the register.bat file (located on the MYOB Payroll CD) to resolve any system files that have not installed correctly.
- If you encounter an error when the fonts are being installed, click OK and go to Control Panel, ensure that you are in 'Classic' view and double-click the Fonts icon. Remove FOXPRINT.TTF if it exists, then re-install from fonts on the installation CD, using the File menu > Install New Font. Start the install again.

Technical Support

Our technical support team can offer assistance with installing, using and troubleshooting MYOB Payroll. Please note that this support covers the usage, commands and functions of the software. Support cannot be provided on issues arising from hardware or operating system faults, or incompatible hardware or software. You may need to contact your reseller, consultant, or a professional IT advisor should these issues arise.

MYOB is dedicated to providing the best possible support you can get. Please contact us if you have a problem you can't solve on your own.

Email

Email our technical support team at support@myob.co.nz. Remember to include your firm's name, your product serial number and an explanation of the problem, including the steps to reproduce the error.

WebSupport - Online knowledgebase

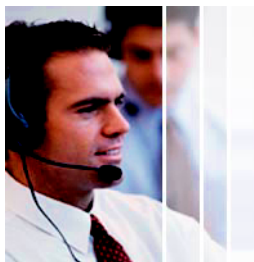
For access to support around the clock, we recommend that you visit myob.co.nz/faqs. The online knowledgebase is updated regularly to assist you in finding answers to your questions, and is the best place to go for late-breaking news and current issues.

F1 online help

To access the online help, press F1 or go to the **Help** menu and choose **Contents**. If you can't find the answer to your question immediately, the table of contents, index and search tools may help.

Phone

Call our technical support team on 0508 32 82 83 and they will assist you over the phone.



System requirements

With the ever-increasing capabilities of new computer hardware, and new versions of operating systems, we recommend you frequently review your computer hardware and operating system specifications. With new hardware particularly, if you have not upgraded your computer hardware for some time, you are likely to experience significant increased efficiency and time-savings in your business by upgrading your hardware.

Listed below are the system requirements for MYOB Payroll 2008.

Operating System	Recommended: Windows® Vista Ultimate, Windows® Vista Business or Windows® XP Professional (Service Pack 2). Minimum: Windows® 2000 (Service Pack 4) or Windows® XP Professional (Service Pack 1).
Processor	Recommended: Pentium® 4 processor (or equivalent) at 1.5GHz or faster. Minimum: PC with 200MHz or faster processor.
Memory	Recommended: 512MB RAM or more. Minimum: 128MB RAM.
Hard disk	Recommended: 10GB or more of free disk space. Minimum: 1GB or more of free disk space.
Display	Recommended: 1024x768 dpi Minimum: 800x600 dpi
Other	Windows-compatible printer and mouse, CD ROM drive, internet connection (optional). Some features require internet access, Microsoft Internet Explorer 5.5 or later, Quicktime 4.0 or later. Microsoft Office connection requires MS Word or Excel 2000 or later.

