

Release Notes

MYOB Payroll 2016

About this release

We've updated MYOB Payroll to include the new ACC Levy Rate and threshold, ensuring your employees are correctly taxed. From 1 April 2016, the ACC levy reduces from 1.45% to 1.39%, and the annual ACC threshold increases from \$120,070 to \$122,063. The maximum ACC levy is \$1,696.67.

NOTE: Taxation of Holiday Pay The Commissioner of the IRD has issued an [operational position](#) stating that in some scenarios, annual accrued holiday entitlement paid should be treated as Extra Pay, and PAYE should be deducted using the rates for Extra Pay. These scenarios include:

- Holiday Pay lump sums that are paid before the holiday is taken.
- Holiday Pay lump sums that are paid on the termination of an employee's employment.

If you want to pay an employee's Holiday Pay as a lump sum, then when you are preparing the employee's pay on the Enter Pay Details window, click inside the **Rate** column of the **TAX/PAYE** line, click the **Tax Override** button, then enter the lump sum amount into the **Extra Pay Amount** field and select the appropriate tax rate. See "[Preparing a final pay](#)" for details on the case of termination payments.

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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.

System Requirements

Check the system requirements for MYOB Payroll 2016.

Component	Minimum requirements
Operating system	Windows 8 Windows 7 (Service Pack 1) Windows Vista Ultimate (Service Pack 1) Windows Vista Business 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 2003-2010 (32bit)
Display	1024x768 pixels
Other	Windows-compatible printer and mouse. Some features require internet access and Microsoft Internet Explorer 7 or later.

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

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 DOWNLOAD VIA TRUEUPDATE

- 1 Connect to the internet.
- 2 In MYOB Payroll, go to the **Help > Check for Product Updates**.
- 3 When prompted, make a backup of your file if you haven't already done so.
When the backup is complete, the **MYOB Payroll Update** window appears.
- 4 Follow the onscreen instructions to download and install the update.
- 5 When the installation is complete, restart your computer.

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 2016** 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 2016.
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**.

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 myobnz.custhelp.com
- 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.

Technical Support

SUPPORT

Phone Call MYOB Support on 0508 328 283 or visit 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 myobnz.custhelp.com to get help with installing, setting up and customising your MYOB software.

MYOB website Visit myob.co.nz for news and links to many useful resources.

my.MYOB Log into my.myob.co.nz and access resources available only to registered customers.

Community forum Visit the MYOB Community Forum at community.myob.com, to access the expertise and support of MYOB Partners and other business peers.

FACE-TO-FACE ASSISTANCE

MYOB Training MYOB Training provides courses designed and written by educational, technical and accounting experts, and delivered by professional trainers. There are courses designed for beginners and experienced software users. To find out more, visit myob.co.nz/training or call 0800 60 69 62.

MYOB Approved Partners MYOB Approved Partners are independent consultants whose knowledge, skill and experience are endorsed by MYOB. Partners can assist you with installing, setting up and using your software. They can also provide product demonstrations and one-to-one training. To locate an MYOB Partner, visit myob.co.nz/findapartner.