

MYOB Exo Employer Services

NZ Edition

2017.04

Release Notes

myob

Contents

Introduction	1
What's New in this Release?.....	1
Installation	2
Pre-Install Requirements.....	2
Installing Exo Employer Services.....	2
Post-Installation.....	2
New Features	3
List Window Export Options.....	3
Termination Warning Message.....	3
Update to Pro-Rata Holiday Pay.....	3
Support for Closedown Holiday Pay.....	4
Report Updates.....	5
Paid Parental Leave Report Options.....	5
Updates to Backup Options.....	6
Resolved Issues	7
Known Issues	8

Introduction

What's New in this Release?

The 2017.04 release contains enhancements to the leave management features in Exo Payroll, as well as updates to other parts of the system.

Note: For full information on the compliance updates and other changes that were introduced in the 2017.01 release, see the [2017.01 Release Notes](#), which are available on the Exo Employer Services Education Centre.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post-installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

Need assistance? If you have any questions or you need assistance with installing this update, contact MYOB Exo Support from 8:30AM to 5:00PM, Monday to Friday on 0800 MYOB Exo (0800 696 239) or via e-mail at anzpayrollsupport@myob.com.

Installation

Pre-Install Requirements

Requirements for PCs running Exo Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

Installing Exo Employer Services

Information on installing and upgrading MYOB Exo Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB Exo Employer Services Online](#)
- [Upgrading MYOB Exo Employer Services Manually \(New Zealand\)](#)
- [How do I run Network.exe?](#)

Note: Check the Known Issues section on page 8 for any known installation issues.

Post-Installation

After the installation is complete, the version numbers of all MYOB Exo Employer Services applications should be as follows:

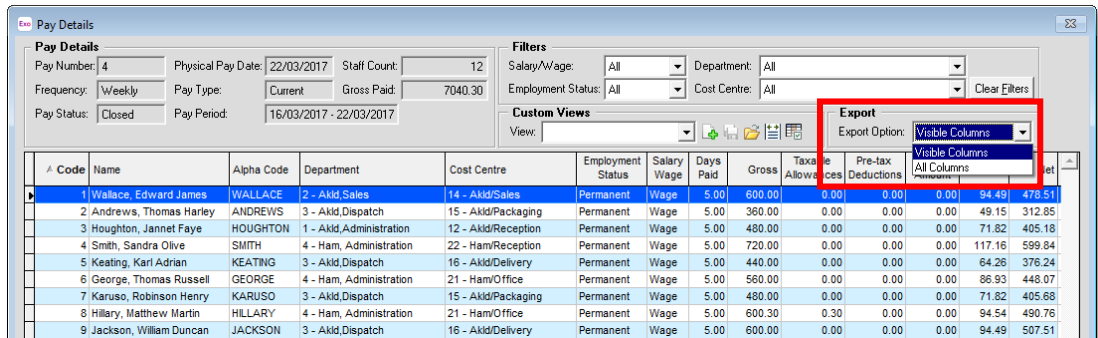
Application	Version
MYOB Exo Employer Services	2017.04
MYOB Exo Payroll (NZ)	2017.04
MYOB Exo Health and Safety	2017.04
MYOB Exo Employee Information	2017.04
MYOB Exo Time and Attendance	2017.04
Runtime Files	09.00.0000.7423

To ensure that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

New Features

List Window Export Options

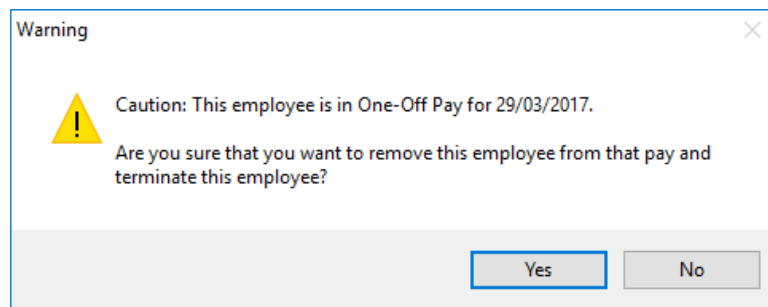
A new **Export Option** dropdown is available on the Employee List, Pay Details and Holiday Pay list windows:



This lets you specify what data should be exported when you click the **Export** button: all data, or only the data that is currently displayed in the list.

Termination Warning Message

Exo Payroll now warns you if you are terminating an employee who is included in another open Current or One-Off Pay, and gives you the option of removing the employee from the other pay:



Update to Pro-Rata Holiday Pay

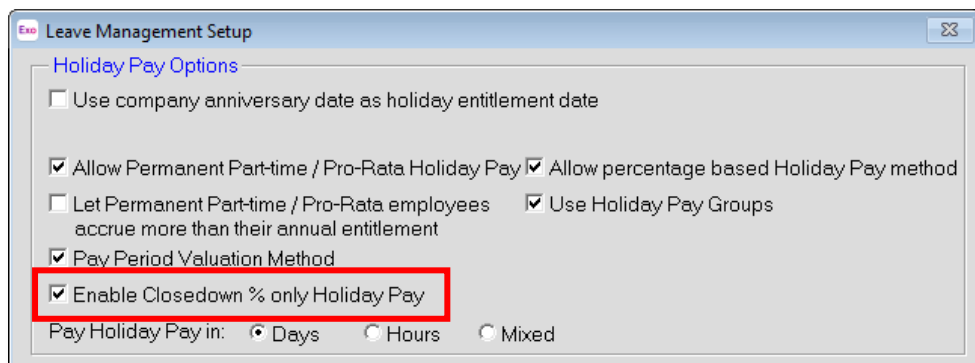
In previous releases, the ability to give employees a Holiday Pay accrual on a pro-rata basis was restricted to part-time employees. This release enables the use of the **Permanent Part-time Method / Pro-Rata** option on the Holiday Pay tab of the Employee Maintenance window for all employees.

Note: Settings related to pro-rata Holiday Pay have been renamed to make it clearer that they can apply to any permanent employee.

Support for Closedown Holiday Pay

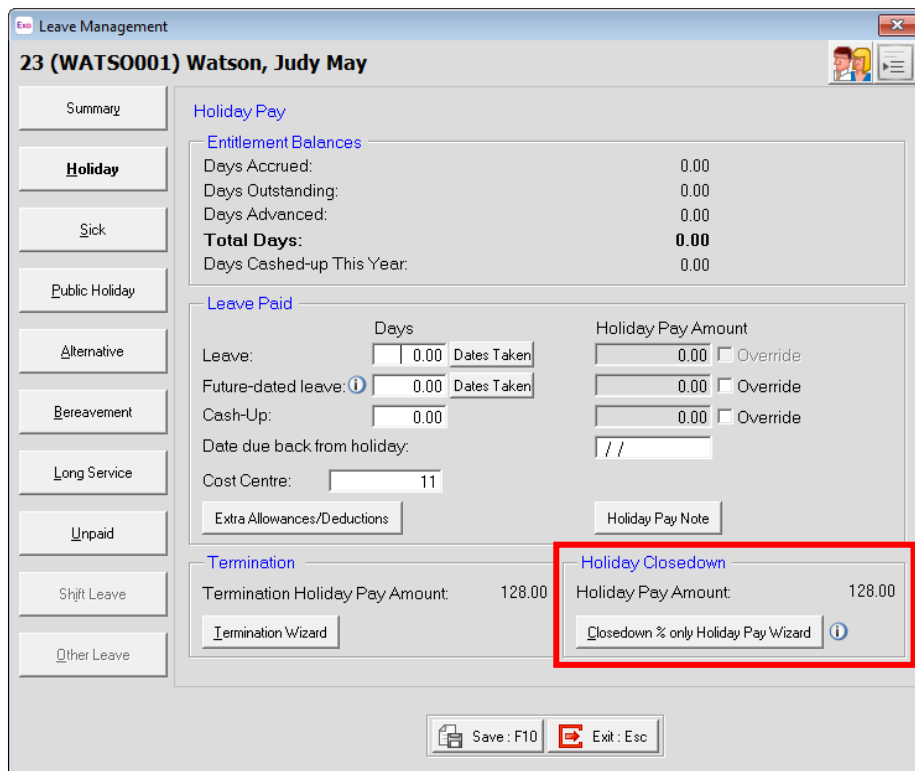
Companies may require that employees take leave during a company closedown period, e.g. over Christmas. This leave is usually paid as Holiday Pay as normal; however, employees who have not yet reached an entitlement to four weeks annual leave must be treated differently. Under the Holidays Act 2003, employers are required to pay out 8% Holiday Pay to any such employees who are made to take annual leave over a closedown period. This release adds features to MYOB Exo Payroll that allow these payments to be made.

To enable the new features, tick the **Enable Closedown % only Holiday Pay** box on the Leave Management Setup window:



Note: These features are for use in the specific scenario above—do not enable this option if you do not need to account for this scenario.

When this option is enabled, a new Holiday Closedown section is available on the Holiday Pay section in the Current Pay:



Clicking the **Closedown % only Holiday Pay Wizard** button opens the new Closedown % only Holiday Pay wizard, which is a modified version of the Termination Holiday Pay Wizard:

Employee: 23 Watson, Judy May

Step 3: Summary and Report

Value of Holiday Pay from Previous Years: 0.00

Value of Holiday Pay from the Current Year: 128.00

Make Manual Adjustment 0.00

Total Holiday Pay Value: 128.00

Holiday Pay Method: Normal

Print : F9 Prev : F7 Finish : F10 Exit : Esc

Note: If the employee has any Outstanding Leave, a message will be displayed indicating this and the wizard will not start.

The wizard calculates the value of the employee's Holiday Pay for the closedown period, then performs the following actions:

- A summary report showing the employee's Holiday Pay amount is generated.
- The calculated Holiday Pay amount is added to the employee's pay as a "Closedown HP" Allowance.
- When the pay is updated, the employee's entitlement date will be updated to one year from the pay's Pay Period End Date.

Report Updates

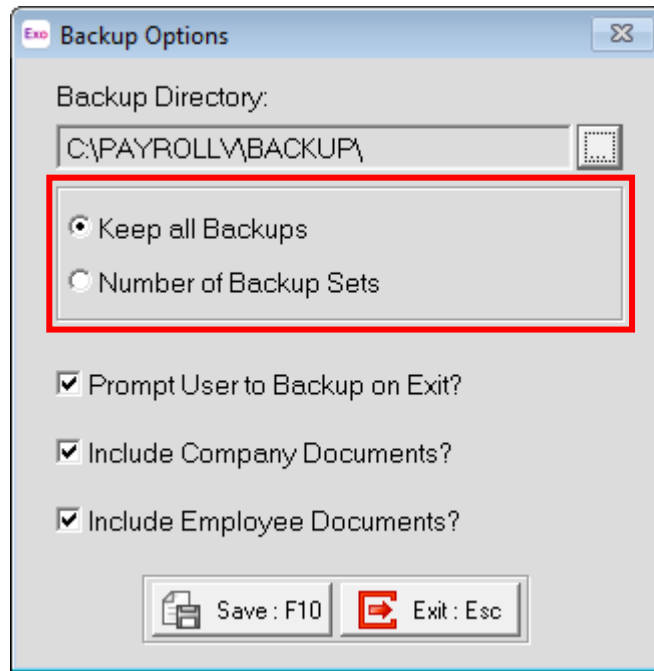
Paid Parental Leave Report Options

The Paid Parental Leave report can now be filtered by Employee Alpha instead of Employee Code.

Note: If you enter an Employee Code and an Employee Alpha, they must be for the same employee; otherwise a warning message will appear.

Updates to Backup Options

This release adds new options to the Backup Options window:



You can now choose to keep all backups, or to keep a specified number of backup sets. When **Keep all Backups** is selected, the system will never delete old backup sets—you may need to do this manually if the backups start to take up too much hard drive space.

Note: The setting you choose applies to all companies and all Exo Employer Services modules in your system.

Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
146082006387	146049466332	This release adds support for paying 8% Holiday Pay over a closedown period to employees who have been employed for less than one year—see page 4.
143239047385	143236521966	Backups were not acting in accordance with the Number of Backup Sets option on the Backup Options window. This has been resolved; new options have been added to this window—see page 6.
143635657858	143298748451	An error occurred when printing the Hours Analysis report if it included Cost Centres whose codes were 11 digits or longer. This has been resolved.
143965591459	143724522896	In some cases, the Employees report could contain duplicate lines for each employee when exported to Excel. This has been resolved.
145326948740	144914463721	When adding or editing Allowances in an employee's Current or Standard Pay, the tab order of controls on the Allowances window was incorrect. This has been resolved.
144569499722	143958428347	SLCIR and SLBOR amounts were not included in the Student Loan total of the IR345 report when it was exported to Excel. This has been resolved.

Known Issues

Error 2066 in a networked environment

The FoxPro error: “2066/Index file [filename].CDX is corrupt. Please rebuild it” can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- [What to do when getting an Error 2066 message](#)
- [Consistent error 2066 in a networked environment](#)