

Release Notes

MYOB Premier Plus v12.2

MYOB Premier v12.2

MYOB Accounting v18.2

Overview

These Release Notes are intended for users of MYOB Premier Plus v12, MYOB Premier v12 and MYOB Accounting v18 in both Malaysia and Singapore.

They include instructions on how to install the update and explain the new features included in this update.

Install the update

These Release Notes describe how to update your MYOB software. Except where specific product references are made, the term 'MYOB software' is used to refer to MYOB Premier Plus, MYOB Premier and MYOB Accounting. The term 'MYOB Premier range' refers to MYOB Premier Plus and MYOB Premier.

You can install the update from the update CD or from a web download.

Before you begin Before you install the update, you need to uninstall your current version of **MYOB ODBC Direct v8 MY** (Malaysia) or **MYOB ODBC Direct v8 SG** (Singapore). You can uninstall MYOB ODBC Direct from the **Add or Remove Programs Control Panel**. To open this Control Panel, go to the Windows **start** menu, choose **Control Panel** and then choose **Add or Remove Programs**. You also need to back up your company files and close all programs before installing the update.



To install the update from CD

- 1 Insert the update CD into the drive.
- 2 Open the update CD contents in Windows Explorer and double-click the program installer (**MYOB Premier Plus 12.2 Patch.exe** or **MYOB Premier 12.2 Patch.exe** or **MYOB Accounting18.2 Patch.exe**). An installation window appears.
- 3 Follow the on-screen installation instructions.

To install the update from a web download

- 1 Download the program installer (**MYOB Premier Plus 12.2 Patch.exe** or **MYOB Premier 12.2 Patch.exe** or **MYOB Accounting18.2 Patch.exe**) to your desktop.
- 2 Double-click the program installer. An installation window appears.
- 3 Follow the on-screen installation instructions.

NOTE: MYOB Technical Support If you are a registered customer of MYOB Asia Sdn. Bhd. or MYOB Singapore Pte. Ltd. and you require help installing your software, see [‘Technical Support’](#), on page 12.

New Features

Feature	Description	See
Enhanced statutory forms [Singapore]	You can now submit your statutory forms electronically.	below
Enhanced configuration window [Singapore]	You can now enter additional information in the configuration window for your IR8A and IR8S forms before printing.	page 9
Enhanced Employee Tax Form Information window [Singapore]	You can now enter additional information in the Employee Tax Form Information window for your IR8A and IR8S forms before printing.	page 9
Enhanced nationalities list [Singapore]	You can now select employees' nationalities from a system-generated list.	page 10
Enhanced customised forms [Singapore]	ROC number now appears as Unique Entity Number on your customised forms.	page 11
New CPF pay history reporting features [Singapore]	You can now view historical CPF contribution in employee cards. Also, some data entry has been restricted to reduce the risk of CPF calculation errors.	page 11
Changes to income tax rates [Malaysia]	The income tax rates for Malaysian citizens and foreign employees have changed.	page 12

[Singapore] Enhanced statutory forms

You can now submit your IR8A and IR8S forms electronically to the Inland Revenue Authority of Singapore (IRAS). Before you submit the IR8A and IR8S forms electronically, you need to set up your company and card file information. For more information on setting these up, see '[Company Information window](#)', on [page 4](#) and '[Card Information window](#)', on [page 5](#).

You can also print the IR8S form. Previously, only the IR8A form could be printed.

Company Information window

Before you can submit your IR8A and IR8S forms electronically, you need to enter the registration type and Unique Entity Number (UEN) of your company in the **Company Information** window, which is accessed from the **Setup** menu.

Company Information

Serial Number: Total Workstations Licensed: 1

Company Name:
Address:
Phone Number:
Fax Number:
Email Address:

UEN Type: **A**
UEN No.: **B**
GST No.:

Conversion Month: January 2008 Current Financial Year: 2008
Accounting Periods: Twelve Last Month in Financial Year: December

Help F1 License OK

- A Select the registration type of your company: **Business**, **Local Company** or **Others**.
- B Type your company's Unique Entity Number (UEN). Previously, this was the registration number of your company.

NOTE: New Company File Assistant You can also enter the registration type and Unique Entity Number in the New Company File Assistant when you create a new company file. For more information about the New Company File Assistant, see your user guide.

For more information about setting up company information, see your user guide or online help.

Card Information window

In the **Payroll Details** tab of the **Card Information** window, you can now enter the permanent resident end date and select the type of ID to be used for each employee when you submit the IR8A and IR8S forms. This information also appears in the **Employment Details** report.

The screenshot shows the 'Card Information' window with the 'Payroll Details' tab selected. The employee's name is 'Lee, Simon' and the ID is 'E19981'. The 'Personal Details' section includes fields for Date of Birth (12/02/1973), Gender (Male), Race (Chinese), Marital Status (Single), Residential Status (Citizen), and Religion. The 'Employment' section includes Start Date (03/01/2007), Employment Category (Permanent), Department (None), Employment Status (Full Time), Position, Pay Slip Delivery (To be Printed), and Pay Slip Email. The 'Payroll Details' section includes ID Type (NRIC), ID No (S5687845), Nationality (SINGAPORE CI), PR No (PR358453), PR Start Date (01/01/2007), and PR End Date (31/12/2008). Callout A points to the ID Type dropdown menu, and callout B points to the PR End Date field.

A Select your employee's ID type (**NRIC**, **FIN No**, **Immigration File Ref No**, **Work Permit No**, **Malaysian I/C No** or **Passport**), then type your employee's ID number. The selection you make determines the type of ID used for this employee when you export the forms for e-submission.

B Type or select the end date of the employee's permanent residency.

NOTE: UEN Number You can also enter your customer or supplier's Unique Entity Number in the **Selling Details** tab of your Customer card or in the **Buying Details** tab of your Supplier card.

For more information about setting up card information, see your user guide or online help.

E-submission of IR8A and IR8S forms

To prepare an online statutory form

- 1 Go to the **Payroll** command centre and click **Print Tax/CPF Forms**. The **Print Tax/CPF Forms** assistant appears.
- 2 Select the **Income Tax** option and then select a statutory form for e-submission.
- 3 Click **Configuration**. The **Set up the Tax Form fields** window appears.
- 4 For each field that appears on the form, select the field in the **Tax Form Fields** column, then click in the **Select** column to select the payroll categories to include in the total amount for this field.
- 5 Click **OK**.

NOTE: Different configuration for IR8A and IR8S forms Different fields are available to link to the payroll categories, depending on whether you are preparing IR8A or IR8S forms. For more information, see 'Enhanced IR8A form fields', on page 7 and 'New IR8S form fields', on page 8.

- 6 Click **Next**.
- 7 Type the name of a contact for your company and their designation.
- 8 In the **Source** field, select the organisation sector of your company.

The screenshot shows the 'MYOB Premier Plus Tax/CPF Forms Assistant' window. The title bar reads 'MYOB Premier Plus Tax/CPF Forms Assistant'. The main window has a blue border and a yellow background. At the top, it says 'Check your contact information'. Below this, there is a text box that says 'Check that your contact details are correct. Click the Help button for important information about these fields.' To the left of the text box is a small image of a document. Below the text box, there are several input fields: 'Contact Name:' (Thomas Miller), 'Designation:' (Accountant), 'Contact Phone:', 'Contact Fax:', 'Contact Email:', and 'Handphone No:'. There is a checkbox for 'Employer Address Change'. Below these fields, there is a section for 'For Income Tax only:' which includes a 'Source:' dropdown menu (set to 'Private Sector') and a 'UEN No.' field (562182348). At the bottom left, there is a 'Help F1' button. At the bottom right, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

- 9 Click **Next**.

- 10 Select the employees for whom you want to print the form by clicking in the select column next to the employees' names.
- 11 If you want to view or edit the details that will be printed on an employee's form, click the zoom arrow next to the employee's name and make any changes in the window that appears.

NOTE: Different Employee Tax Form Information window You can enter different employee tax information, depending on whether you are preparing IR8A or IR8S forms. For more information, see '[Additional IR8A form fields](#)', on page 9 and '[New IR8S form fields](#)', on page 10.

- 12 Click **OK**.
- 13 Click **Next**. If you are ready to print the selected forms, click **Next**. A window appears, prompting you to print the forms.
- 14 Select the **I require the information to be downloaded into a Text file** option.
- 15 Click **Finish**. The form is saved as a text file which you can submit electronically to IRAS. For more information on how to submit the form online, please refer to IRAS's website.

[Singapore] Enhanced configuration window

Enhanced IR8A form fields

The new **Insurance** field allows you to declare employees' insurance amounts, by linking it to the relevant payroll categories when you prepare the IR8A form.

The **Gross Commission for the period** field now appears as **Gross Commission**.

New IR8S form fields

The following new fields are available on the IR8S forms:

- Excess/ Voluntary contribution to CPF: Employer's Contribution
- Excess/ Voluntary contribution to CPF: Employee's Contribution.

You can link these fields to the available payroll categories by selecting the field in **Tax Form Fields** column, then clicking in the **Select** column to choose the payroll categories you want to include in this field's total.

MYOB Premier Plus Tax/CPF Forms Assistant

Set up the Tax Form fields

Select a Tax Form field on the left and select the Payroll Categories that should be reported against the highlighted field. Repeat this procedure for all Tax Form fields.

Tax Form Fields	Select Payroll Categories
SECTION B - Excess / Voluntary contribution to CPF	Accommodation
Employer's Contribution - \$	Advance
Employee's Contribution - \$	<input checked="" type="checkbox"/> Allowance
	Annual Leave
	Annuity
	Back Pay
	Base Salary
	Benefit In Kind
	Bonus
	Commission
	Compensation

Help F1 Cancel OK

[Singapore] Enhanced Employee Tax Form Information window

Additional IR8A form fields

The following new fields are available in the **Employee Tax Form Information** window when you are preparing IR8A forms:

- Gross Commission
- For the period x to x
- Compensation approved by IRAS
- Date of Approval.

Employee Tax Form Information

Lee, Andrea

Name: Lee, Andrea

Address:

Gross Commission: Monthly

for the period: 01/01/2009 to 31/12/2009

Compensation approved by IRAS: No

Date of Approval:

Tax Form Field	Description	Amount
a) Gross Salary, Fees, Leave Pay, Wages, OT		\$5,000.00
b) Bonus (Declared on ...) and/or Contractual bonus		\$0.00
c) Director Fees (Approved on ...)		\$0.00
d) 1) Gross Commission		\$2.00
2) Pension		\$0.00
3) Allowances		\$0.00
Transport \$		\$0.00
Entertainment \$		\$0.00

Help F1 Recalc OK

New IR8S form fields

The following new fields are available in the **Employee Tax Information** window when you are preparing IR8S forms:

- Excess/ Voluntary contribution to CPF: Employer’s Contribution
- Excess/ Voluntary contribution to CPF: Employee’s Contribution
- Ordinary/ Additional Wages
- Amount of Refund
- Remarks.

NOTE: Default amount under the Excess/Voluntary contribution to CPF section

A default amount only appears if you link employee and employer tax form fields to payroll categories after clicking the **Configuration** button when preparing the IR8S form. You can change the amount if required.

Employee Tax Information

Samuel Thomas

Name ⓘ: Samuel Thomas

SECTION B : Excess / Voluntary contribution to CPF

Employer's Contribution: \$

Employee's Contribution: \$

SECTION C: Details of Refund claimed / to be claimed on excess CPF contributions.

ORDINARY / ADDITIONAL WAGES				AMOUNT OF REFUND						
AMOUNT \$	PERIOD		DATE PAID	EMPLOYER			EMPLOYEE			
	FROM	TO		CONTRIBUTION \$	INTEREST \$	@ DATE	CONTRIBUTION \$	INTEREST \$	@ DATE	

Remarks :

?

Help F1

↺

Recalc

Cancel

OK

[Singapore] Enhanced nationalities list

The list of nationalities that appears when you select a nationality in the **Payroll Details** tab of the employee card is now system-generated. Previously, you needed to manually enter a nationality record.

For more information on selecting an employee’s nationality, see your user guide or online help.

[Singapore] Enhanced customised forms

The **R.O.C #** field now appears as **UEN #** on the customised forms for Receipts, Invoices, Delivery Order, Statements and Purchase Orders.

The **R.O.C #** field appears as **UEN #** in the **Select from List** window when you customise the layout of cheques, paycheques, remittance advices, receipts, invoices, statements, purchase orders and pay slips.

[Singapore] New CPF pay history reporting features

You can now view the following historical CPF contribution amounts in the **Pay History** section of an employee's card (**Payroll Details** tab):

- Employee's CPF ordinary wages
- Employer's CPF ordinary wages
- Employee's CPF additional wages
- Employer's CPF additional wages.

Card Information

Profile Card Details **Payroll Details** Payment Details Contact Log Jobs History

Lee, Simon E19981

Personal Details > Show Pay History for: January

Wages >

CPF > CPF Employee Ord: \$900 CPF Employer Ord: \$653
CPF Employee Add: \$0 CPF Employer Add: \$0

Entitlements >

Deductions >

Employer Expenses >

Taxes >

Standard Pay >

Pay History >

Time Billing >

Category	Activity
Base Salary	\$0.00
CPF - Employee	\$900.00
EMPLOYER EXPENSES	
CPF - Employer	\$653.00

Print Create New Payroll Category

Help F1 New OK

The amounts that appear in this section are based on the period that you select in the **Show Pay History for** field. Also, to reduce the risk of CPF calculation errors, you can now only enter pay history information for specific months or for a specific month in the last year. Previously, you could also enter pay history for a quarter or year-to-date.

[Malaysia] Changes to income tax rates

From 1 January 2009, the income tax rates for Malaysian citizens and foreign employees will change. The following table describes the changes to the income tax rates:

Nationality	Income group	Current	From 1 January 2009
Malaysian	RM0 up to RM35,000	Each employee is entitled a tax rebate of RM350.	Each employee is entitled a tax rebate of RM400.
	> RM35,000 to RM 50,000	Tax rate is charged at 13%.	Tax rate is charged at 12%.
	> RM250,000	Tax rate is charged at 28%.	Tax rate is charged at 27%.
Foreigner	All	Tax rate is charged at 28%.	Tax rate is charged at 27%.

Technical Support

NOTE: Registered customers only Support is only available to *registered* customers of MYOB Asia Sdn. Bhd. and MYOB Singapore Pte. Ltd.

MYOB offers a range of support services to assist you in making the most of your software. This section contains information on the various support options that are available.

Our Technical Support staff can offer assistance with installing, using and troubleshooting MYOB software.

Please note that this support covers only the usage, commands and functions of the software. Support cannot be given for problems arising from hardware or operating system faults, incompatible hardware or software, network faults or misconfigurations. Contact your reseller, consultant or a professional advisor about these kinds of problems.

MYOB Business Support

MYOB Business Support is the year-round software maintenance support plan that keeps your software running smoothly and efficiently. Benefits of subscribing to MYOB Business Support include:

- **Priority technical support assistance via phone, fax and email**—Subscribers are entitled to technical support at any time from 9.00 a.m. to 5.30 p.m., Monday to Friday (except on public holidays).
- **Product upgrades**—Subscribers are entitled to upgrades without charge if such upgrades become available during the term of subscription.
- **Technical support notes on the website**—Access to MYOB's extensive online technical support notes 24 hours a day, 7 days a week.
- **Discounts on training programmes**—Subscribers are entitled to a discount on courses from MYOB Training.

For more information, please call:

- Malaysia: 1 300 88 0883
- Singapore: (65) 6505 6582

Getting ready to call

- 1 Note down what you did and what happened when the problem occurred. Record the wording of any message that appeared. Make copies of any company files involved and try to reproduce the problem.
- 2 Gather the following information about your computer:
 - the computer type, model and processor
 - the version of the operating system—Windows Vista or Windows XP.
- 3 Gather the following information about your MYOB software:
 - the version number.
To find the version number, start MYOB software, go to the **Help** menu and choose **About MYOB software**.
 - the serial number.
To find the serial number, start MYOB software, go to the **Setup** command centre and click **Company Information**. The serial number appears in the **Company Information** window.

Ensure that MYOB software is running, and that you are ready to follow any instructions and advice from the support representative.

