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General News

Coming Soon

Online Petty Cash

Coming soon the ability to have crew request and submit petty cash via the portal.

Online deal memos

Coming soon production will have the ability to issue deal memos via the portal.

Albert

Moneypenny is now listed as a green sustainable supplier with [Albert!](#) Read more about our [environmental policy](#) and paperless case studies [here](#).

Online Help

We are always adding more help articles to our online software documentation. Book mark [this link](#) to find answers to common questions.

Moneypenny Green Room

Follow “Moneypenny Green Room” on LinkedIn for more hints and tips and help with Moneypenny and in the industry.

[Click here to see our LinkedIn group](#).

Payroll Global Updates

Paying GST/VAT

For workers who are VAT registered, you will find the PAY GST/VAT when ticked will automatically calculate GST/VAT owing on the payment lines that are being paid. You will need to enter the GST/VAT number for this to work. This functionality can be switched on and off for the worker if required over the course of the engagement period of the worker.

Adding Payroll Documents

For clients who want to add documents (invoices/time sheets/other documents) to a payroll transaction you can now do so via Payroll/Wage Transaction Filing. Doing so will allow you to view the documents from within the Cost Manager – just like other export options you will be able to export payroll documents if needed.

[See our online article here.](#)

Screen Credits

For clients who want to capture workers (crew/cast) preferred Screen Name for credits we now have the option to turn this on per worker. There is also a Screen Credit report which is available in the Reports menu. For clients using the Money Penny Contracting module the screen credit name is also available to include in the Crew Contracts (including inducement letters).

[See our online article here.](#)

Crew Details Report

We have included additional columns for employee data in the Crew Details Report option that sits in the Reports/Crew Details to help with any reporting needs you may have.

Payroll UK Updates

IR35

Please find an article explain what new function has been set up to cater for IR35.

[See our article here.](#)

Crew Contracting

Money penny has the functionality to contract all categories of workers. You will now find four templates for each included with each licence. PAYE/Sch D/Daily Worker and Loan Out with an Inducement letter.

Should you want crew to sign additional documents we can enable this feature and also separate documents out for each worker category, so for example you can supply different schedules to PAYE/Sch d and Loan Out workers. All contracts are stored on Money penny and all workers will receive a copy of their fully executed contract by email.

Payroll NZ Updates

Payday Reporting

You can now run a report to view what has been submitted to IRD for a specific transaction or multiple transactions. Go to All Employees>Payday Reporting and select the transactions from the list that you are interested and then right click and select either print or export report depending on what you need to do.

Accounts Payable

Reminder – resending remittances to suppliers

When a supplier requests a Remittance to be resent, go to Accounts Payable/Find AP Transactions, use the filters, and sort options to find the supplier and payment. When you find the invoice/s that require the remittance to be resent, right click on the transaction/s in question. If the balance owing is zero you will be able to send the remittance to the supplier.

Urgent invoices workflow

Remember alerts for supplier invoices that require approval are issued only once a day, for urgent invoices that require approval before you post and pay you should follow these suggested workflow steps.

1. Enter invoice as normal and connect to a PO if applicable.
2. Ensure invoice/supporting documents are attached. Use AP / Filing if required to add documents or via the ATTACHMENTS tab in the transaction.
3. Issue invoice for approval either via PO Approvers or Selected Approvers.
4. Right click in order to send “Reminder Email”.

This will now send an urgent email to the invoice approvers requesting approval of invoice, a link in email allows instant approval.

Accounts Receivable

Adding bank details

To add bespoke bank details and payment notes including payment terms go to Setup/Project Setup. Go to Currency and open the currency that you require. There is a tab at the top of the screen called Document Footer. Here you can add the additional information that will be sent out to Debtors when entering an invoice via Accounts Receivable.

Purchase Orders

We are making some changes to the portal to make it more streamlined. Now you will see one menu called “Purchase Orders”, when selected it will take you to all the other Purchase Order options.

Setting up access for crew

Clients have requested a faster way to set up access for the crew to the online Purchase Order system. We have updated the Setup/Web Users menu to mirror that of the payroll master file/web admin option. The setup/web user option allows you to not worry about items related to payroll like start date, rates and allowances which is great for clients who are using 3rd party payroll providers.

[See our online article here.](#)

Raise a PO on behalf of someone else

A new addition to the Purchase Order system is the ability for crew members to raise a PO on behalf of another crew member. A PO can only be raised for a co-worker where that co-worker already has the ability to create POs.

[See our online article here.](#)

[Guide notes for crew.](#)

Units and Unit Rate

A few months back we launched the ability to raise POs with Units and the Unit Rates. If your crew don't see this option when raising a PO you will need to upgrade to the latest version of the software.

Matching Sets to GL codes

For projects that use sets, when someone is creating a PO, if the creator has access to code up a PO they will now see a dropdown of POs connected to the GL code they wish to use.

Sending PO reminders

Accounts teams now have the ability to issue a reminder to a PO approver from within Money Penny. Go to Purchase Orders/Modify Web Entered POs. Right click on the PO and you will send a remind option. This will issue an email to the approver advising them they need to approve a PO.

PO Delivery Address

To change your default delivery address please go to Setup/Currency. Open the base currency/or each currency as required. At the bottom of the screen, you will see Company Details, here you can add a different PO delivery address which crew will see when creating a PO.

Notes/Messages to supplier on the PO

In conjunction with the NOTES TO SUPPLIER that can be filled in online when creating a PO, sometimes the recipient of a PO is not the person who issues the invoice. To add custom messages to your PO go to Setup/Project setup. Then go to the Approval Levels tab. Under the are called Purchase Orders there is a section called Document Footer where you can custom a message to the supplier including perhaps instructions for invoicing.

PO Summary Report

The PO Summary Report now includes the option to report on unposted POs. Go to the Purchase Order menu/then Summary/ then click the Unposted POs option. Any new suppliers that have not yet been added to Money Penny will have an asterisk displayed against their Creditor Code.

Cost Manager

Making changes in Cost Manager

Unposted transactions.

Now when you enter the Cost Manager you will be told the number of unposted transactions and the number of unposted Online Purchase Orders with a status of "Ready To Post."

Changing the set or sub account name in the cost manager.

For heavy set users who want to add the names of people or more detail while in the cost manager this is now available. The set name will be white i.e., modifiable. If this is not the case ask support to upgrade you.

Changing an account code in payroll Masterfile from cost manager.

If you need to DC a payroll transaction, right click on the money and you will see option to split transaction or go to the Masterfile. For suppliers you will see be taken to the supplier Masterfile, for crew you will be taken to the crew Masterfile. Make changes for coding, save and you will return to the Cost Manager. It is great to know that you have done the fix for future transactions and not something that you need to fix each week.

Choosing the sets that you want to display in your printed cost report.

A new button on the sets tab when printing cost report allows you to show all of the selected accounts with only the selected sets. When you are in post you no longer need to see the shoot set breakouts only those relevant to post-production.