MYOB IMS Payroll 7.10

Release Notes

November 2025

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Introduction

The 7.10 release makes quality-of-life improvements to reporting, importing employees and emailing payslips. We've added extra options that streamline your workflows, and we've addressed issues identified in earlier versions.

Installing your upgrade

To install the desktop upgrade

Note: Before installing the desktop upgrade, you must close all **Open** payroll periods in your payroll companies.

Before you install the desktop version:

1. Close all **Open** payroll periods in your payroll companies.
2. Back up each of your payroll companies via the **Tools** menu.
3. Close all IMS applications on your PC.

Note: Uninstalling an earlier version of IMS Payroll prior to installing this version is not recommended or required, as you'll need to reinstall any custom payroll software or modules.

If you're downloading the installer:

1. Double-click the executable file (.exe) that you downloaded.
2. Install the new version on every computer that has MYOB IMS Payroll installed.

To install the IMS Payroll Cloud upgrade

1. Log in to IMS Payroll Cloud.
2. At the bottom left, click the gold **Upgrade** button.

Note: The **Upgrade** button only appears after you click on a company with the **Closed** status.

3. Repeat steps 1–2 for each payroll company you manage.

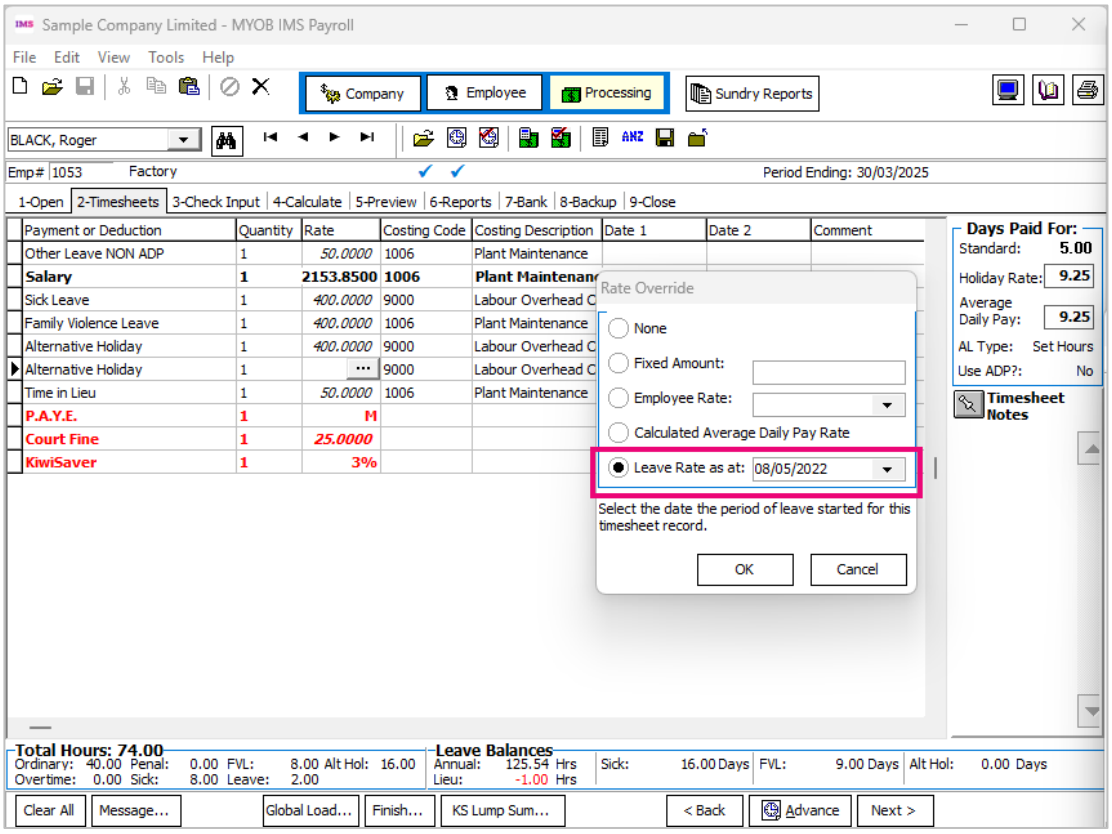
What's new

Override FBAPS rate based on when leave was taken

It's now easier to pay FBAPS leave that an employee took in a previous pay period.

Simply select the date when the employee's leave started, and their ADP or base hourly/daily rate will automatically reflect what their rate was when they took leave. This saves you the hassle of running a leave rate report to manually check their rate.

In the employee's timesheet, click the three dots icon ··· in the **Rate** column to open the **Rate Override** window, then choose **Leave Rate as at**.



Employee Import improvements

Including annual salary per year amounts

When importing salaried employees from a CSV file, you can now import annual salaries as a per year amount or as a per pay amount.

In the import file, you can still use the **Salary** column for per pay amounts, or you can use the new **Annual Salary** column for per year amounts. You can't use both columns in one import.

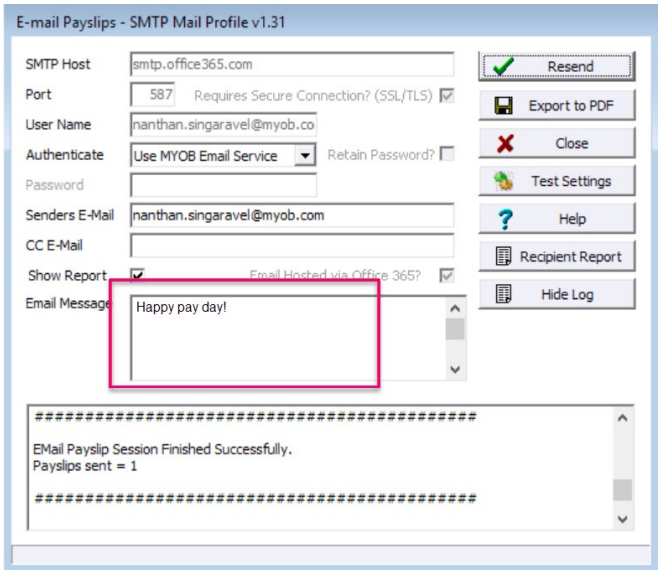
If you don't enter a value in the per pay **Salary** column, the import uses **Annual Salary** instead.

Including 4-week average rate in rate comparison

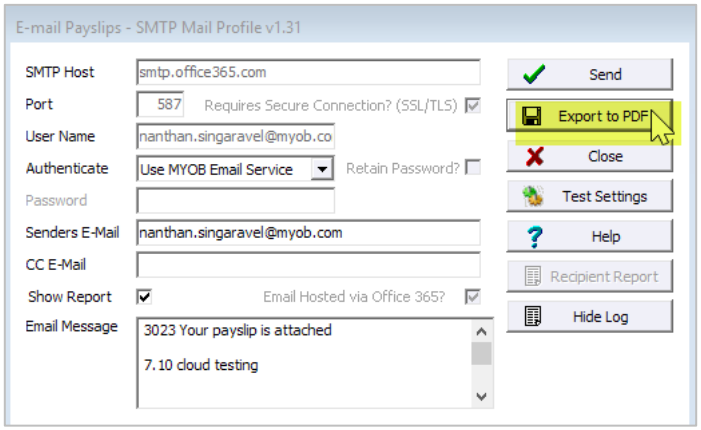
Employee Import now imports the **Include in rate comparison** setting for the 4 Week Average Rate (OWP4) when an employee's entitlement is recorded in weeks.

Emailing payslips improvements

- When emailing payslips, you can now customise the message displayed in the body of the email. To customise the message, use the **Email Message** field on the emailer SMTP Mail Profile window.



- When emailing payslips, you can now also export the payslips as PDFs by clicking **Export to PDF**. This creates a separate PDF file for each employee with their employee ID and name used as the file name.



- To make it easier to onboard a new employee, when you enter their email address, you'll get a message asking if you want them to receive payslips by email.

Reporting improvements

Auditing user records and employee notes

To help you keep track of changes to your records, IMS Payroll now audits employee notes and (for companies with user security) user records.

Whenever these records are added, modified or deleted, the changes will be listed in the auditing sundry reports:

- The **Employee Audit** report lists employee note changes. The screen code in the report is **NOT**. The report won't display the full possible size of a modified note due to size constraints on the report.

MYOB | IMS PAYROLL — Sample Company Limited — P

Date Run:21/10/2025 2:23:49 PM — Employee Audit Report — Deleted Audit R Report Sequence

DATE / TIME	UPD SRC	USER	SCR CODE	FIELD DESCRIPTION	VALUE BEFORE	VALUE AFTER
Employee: 1012 BLOXHAM, Peter						
21/10/2025 13:58			ALA	AL Cash Up Ent. In Weeks (Anniversary)	0.0000	1.0000
21/10/2025 14:18			NOT	Author	User	(Record Deleted)
21/10/2025 14:18			NOT	Last Modified	19/04/2024	(Record Deleted)
21/10/2025 14:18			NOT	Category	Emergency Contact	(Record Deleted)
21/10/2025 14:18			NOT	Relevant Date	19/04/2024	(Record Deleted)
21/10/2025 14:18			NOT	Follow Up Date	1/06/2025	(Record Deleted)
21/10/2025 14:18			NOT	Attachments	No	(Record Deleted)
21/10/2025 14:18			NOT	Status	Overdue	(Record Deleted)
21/10/2025 14:18			NOT	Note Snippet	Mother - Mary Blozham - 021 234 5678 (Record Deleted)	

KEY:

AAL - Additional Annual Leave	ALT - Alt Hol/Time in Lieu	HU - Hrly Rate Upd.	LEH - Leave Earnings History	SHL - Shift Leave	SUP - Super
AAR - AAL Roll Over	CFE - Compliant Fund Employee	KS - KiwiSaver	LSL - Long Service Leave	SHA - SHL Anniversary	VI - Visual Inte
ACL - Additional Company Leave	CFR - Compliant Fund Employer	KSE - KS Employee	LSA - LSL Anniversary	SL - Sick Leave	
ACA - ACL Anniversary	DVL - Family Violence Leave	KSH - KS History	NOT - Employee Notes	SLA - SL Anniversary	
AL - Annual Leave	DVA - FVL Anniversary	KSR - KS Employer	PAY - Payment	SRV - Service Leave	
ALA - AL Anniversary	EI - Emp. Import	LEA - Leave	PER - Permanent	STD - Standard	

- The **Company Audit** report lists **User Codes** record changes. The screen code in the report is **USE**. If a password was changed, it's only displayed using hashes.

MYOB | IMS PAYROLL — Sample Company Limited — Page: 1

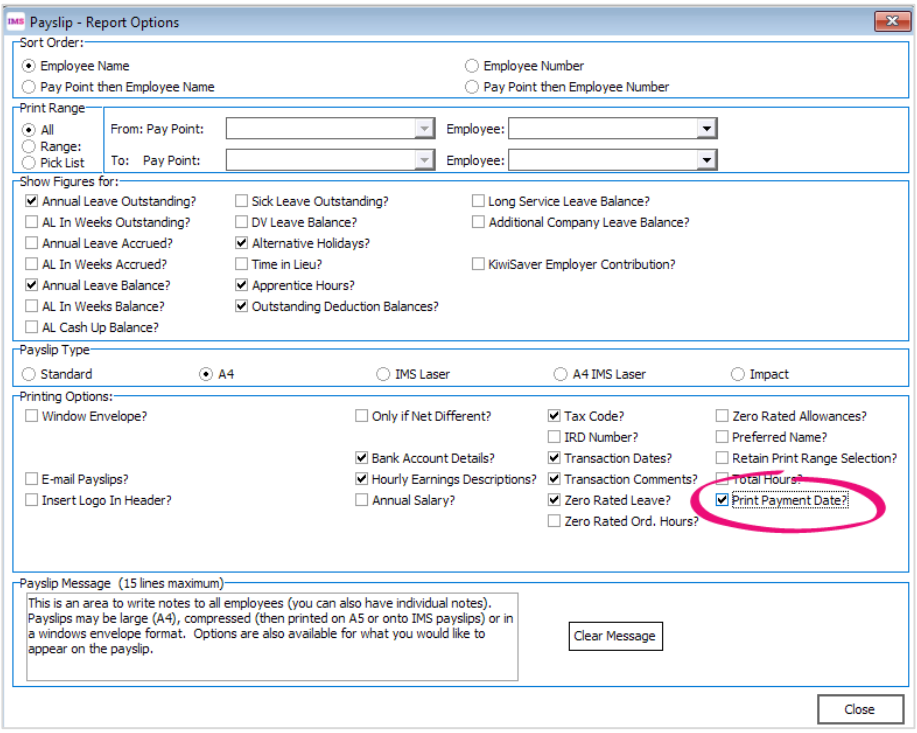
Date Run:30/07/2025 4:58:17 PM — Company Audit Report

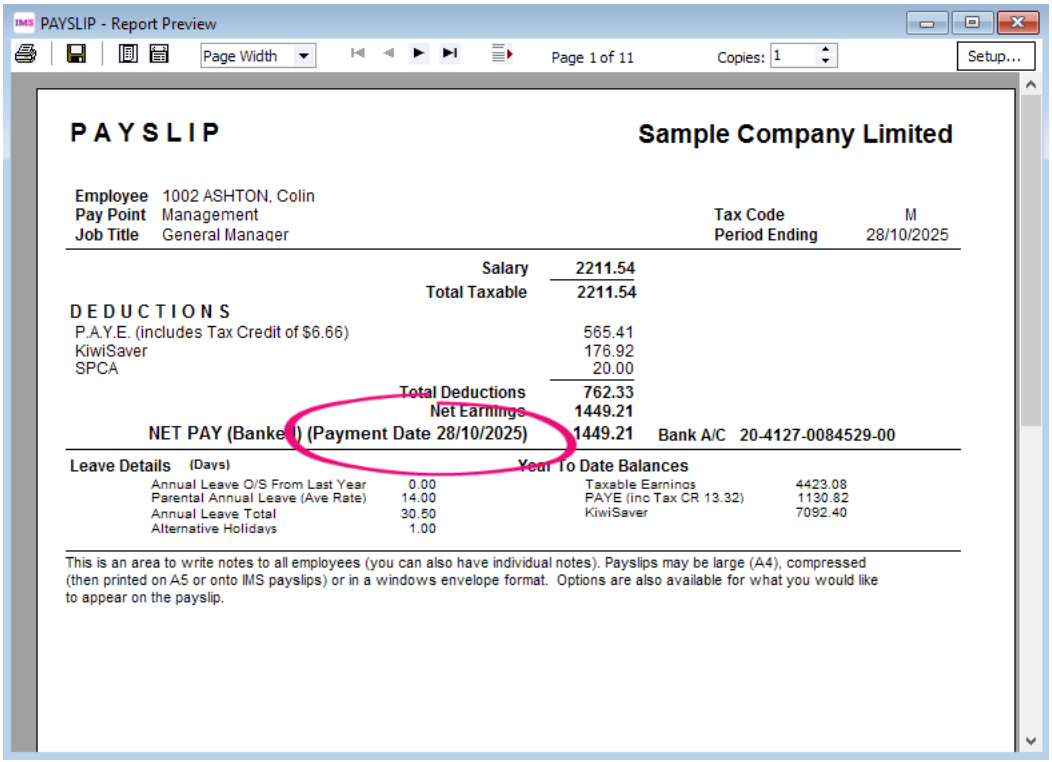
DATE / TIME	USER	SCR CODE	FIELD DESCRIPTION	VALUE BEFORE	VALUE AFTER
30/07/2025 16:38		USE	User ID		Admin
30/07/2025 16:38		USE	Reference		Admin
30/07/2025 16:38		USE	Password	########	########
30/07/2025 16:38		USE	Master User Code		Yes
30/07/2025 16:38		USE	Active User Code		Yes
30/07/2025 16:38		USE	User Code Maintenance		Yes
30/07/2025 16:38		USE	Company Controls		Yes
30/07/2025 16:38		USE	Employee Maintenance		Yes
30/07/2025 16:38		USE	Employee Inquiry		No
30/07/2025 16:38		USE	Employee Notes Maintenance		Yes
30/07/2025 16:38		USE	Employee Notes Inquiry		No
30/07/2025 16:38		USE	Vizual Integration		Yes
30/07/2025 16:38		USE	Payroll Processing		Yes
30/07/2025 16:38		USE	Sundry Reports		Yes
30/07/2025 16:38		USE	Delete Audit Details		Yes
30/07/2025 16:38		USE	Print / Delete User Security Audit		Yes
30/07/2025 16:38		USE	Backpay Module		Yes
30/07/2025 16:38		USE	IMS Online		Yes
30/07/2025 16:39		USE	User ID		1
30/07/2025 16:39		USE	Reference		1
30/07/2025 16:39		USE	Password	########	########
30/07/2025 16:39		USE	Master User Code		No
30/07/2025 16:39		USE	Active User Code		Yes
30/07/2025 16:39		USE	User Code Maintenance		Yes
30/07/2025 16:39		USE	Company Controls		Yes
30/07/2025 16:39		USE	Employee Maintenance		No
30/07/2025 16:39		USE	Employee Inquiry		No
30/07/2025 16:39		USE	Employee Notes Maintenance		No
30/07/2025 16:39		USE	Employee Notes Inquiry		No
30/07/2025 16:39		USE	Vizual Integration		No
30/07/2025 16:39		USE	Payroll Processing		No
30/07/2025 16:39		USE	Sundry Reports		Yes
30/07/2025 16:39		USE	Delete Audit Details		No

KEY:
CMP - Company PMT - Payments DED - Deductions USE - User Codes UPG - Upgrades

Payment dates on payslips

You can now display payment dates on payslips by selecting the **Print Payment Date?** option. The payment date is displayed next to the net pay amount. The payment date also appears on historical payslips.

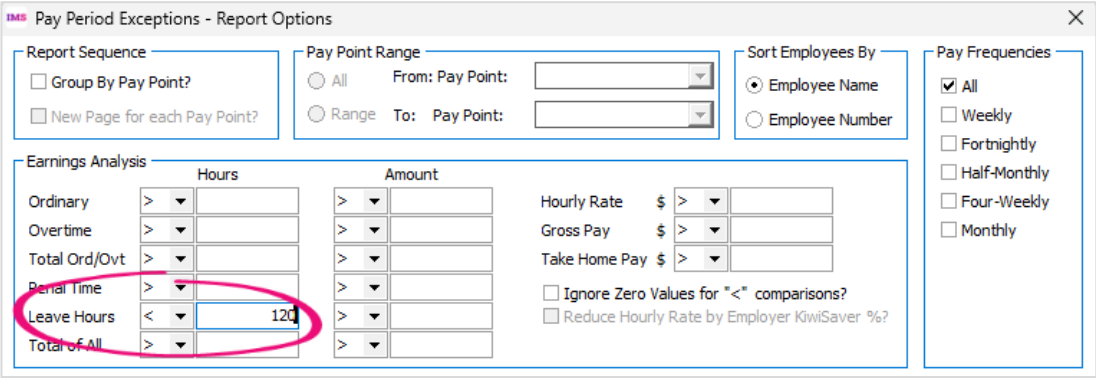




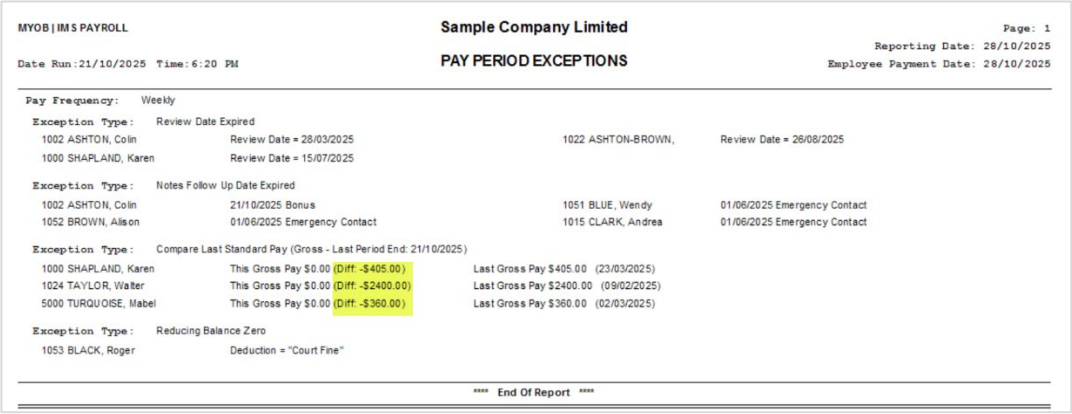
Pay Period Exceptions – Leave totals and differences between pays

We've made two improvements to the **Pay Period Exceptions** report:

- You can now show a total of all leave-related hours that meet the selection criteria for each employee in the pay. In the **Earnings Analysis** section of the report options, use the new **Leave Hours** fields.



- If you set the report to compare with the last standard pay, it now includes the difference between the **This Pay** and **Last Pay** columns.



ACC Levy – Now available from payroll processing

You can now access the **ACC Levy** report from the **Report** tab in payroll processing. Previously, it was only available as a sundry report and end-of-year report. You can also add it to any user report lists.

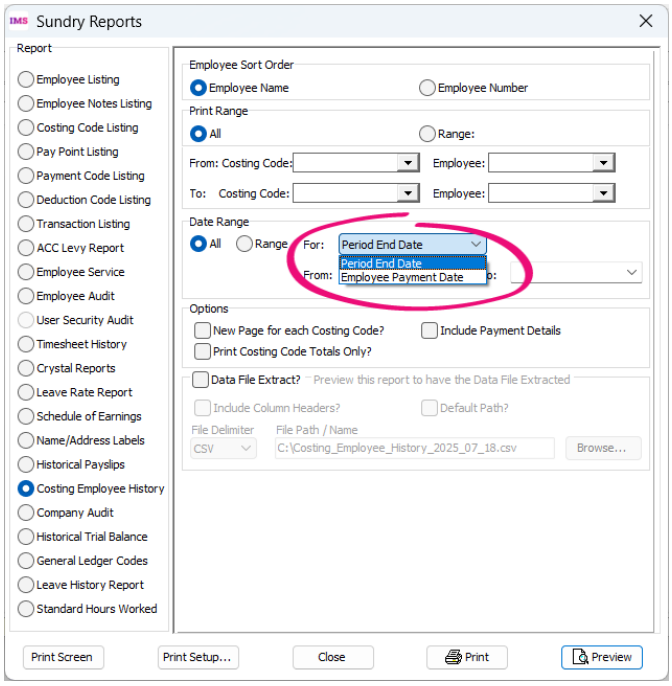
More descriptive file name when saving reports

When saving a report from the preview screen by clicking **Save To File**, the file name now defaults to the name of the report plus the date and time when you ran the report.

Costing Employee History – Employee payment date range

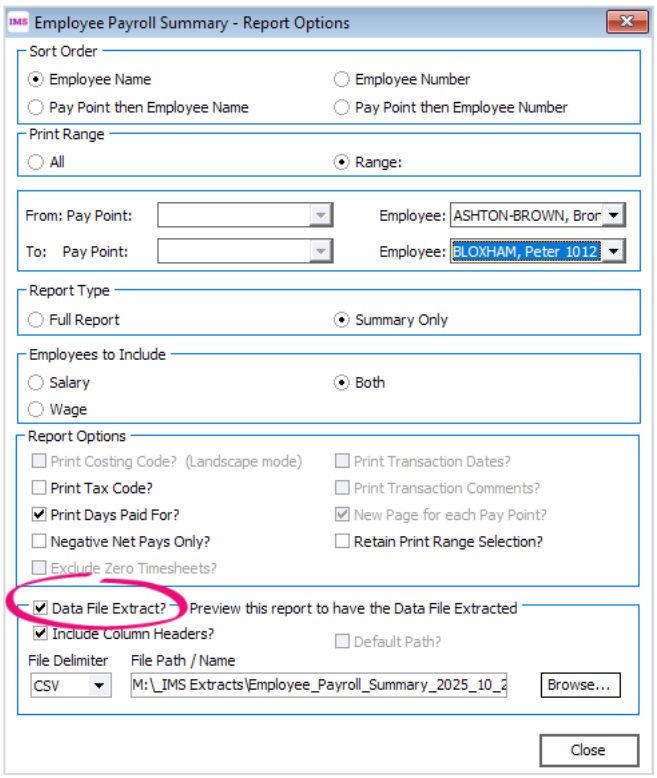
You can now run the **Costing Employee History** report for a range of employee payment dates. Previously, you could only run the report for pay period end dates.

To choose which date range to run the report for, select **Employee Payment Date** or **Period End Date** from the dropdown.



Employee Payroll Summary – Exporting summary version

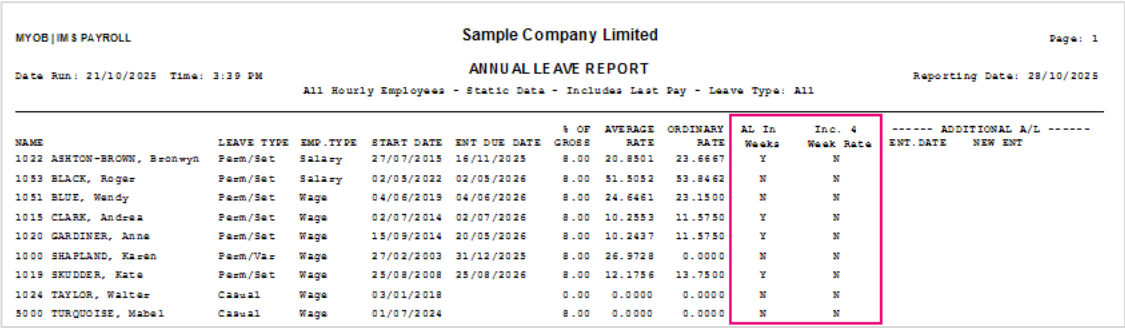
You can now export a data file extract when running the **Summary Only** version of the **Employee Payroll Summary** report. Previously, this was only available for the full report.



Annual Leave – Including leave in weeks and 4-week average rate

When you run the **Annual Leave** report on static data, the report now includes annual leave in weeks and the 4-week average rate (OWP4). This makes it easier to get all the information you need in one report if you're auditing your leave setup.

The screenshot below shows the new **AL In Weeks** and **Inc. 4 Week Rate** columns. If the employee has one of these settings, there will be a **Y** in the column. If they don't have the setting, there will be an **N** in the column.



MYOB | IM $ PAYROLL — Sample Company Limited — Page: 1

Date Run: 21/10/2025 Time: 3:39 PM — ANNUAL LEAVE REPORT — Reporting Date: 28/10/2025

All Hourly Employees - Static Data - Includes Last Pay - Leave Type: All

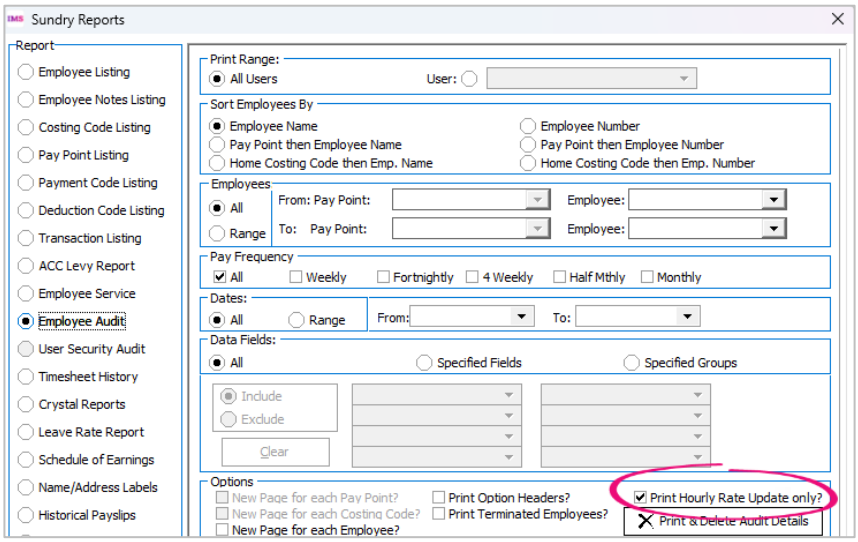
NAME	LEAVE TYPE	EMP.TYPE	START DATE	ENT DUE DATE	% OF GROSS	AVERAGE RATE	ORDINARY RATE	AL In Weeks	Inc. 4 Week Rate	------ ADDITIONAL A/L ------ ENT.DATE	NEW ENT
1022 ASHTON-BROWN, Bronwyn	Perm/Sat	Salary	27/07/2015	16/11/2025	8.00	20.8501	23.6667	Y	N		
1053 BLACK, Roger	Perm/Sat	Salary	02/05/2022	02/05/2026	8.00	51.5052	53.8462	N	N		
1051 BLUE, Wendy	Perm/Sat	Wage	04/06/2019	04/06/2026	8.00	24.6461	23.1500	N	N		
1015 CLARK, Andrea	Perm/Sat	Wage	02/07/2014	02/07/2026	8.00	10.2553	11.5750	Y	N		
1020 GARDINER, Anne	Perm/Sat	Wage	15/09/2014	20/05/2026	8.00	10.2437	11.5750	Y	N		
1000 SHAPLAND, Karen	Perm/Var	Wage	27/02/2003	31/12/2025	8.00	26.9728	0.0000	N	N		
1019 SKUDDER, Kate	Perm/Sat	Wage	25/08/2008	25/08/2026	8.00	12.1756	13.7500	Y	N		
1024 TAYLOR, Walter	Casual	Wage	03/01/2018		0.00	0.0000	0.0000	N	N		
5000 TURQUOISE, Mabel	Casual	Wage	01/07/2024		8.00	0.0000	0.0000	N	N		

Employee Audit – Printing hourly rate update only

When running the Employee Audit report, you can now choose to only show records and hourly rates updated using the **Hourly Rate Update** tool.

In the report options, select the new **Print Hourly Rate Update only?** checkbox.

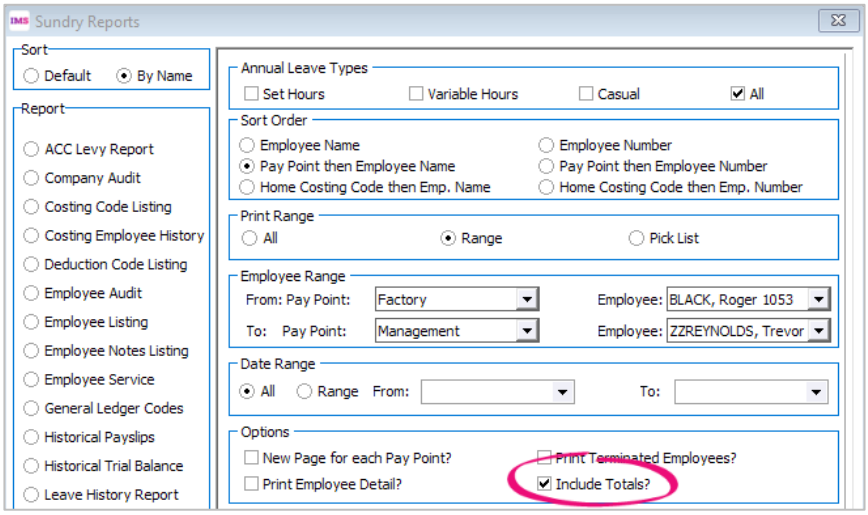
Note: This only prints updates made after you installed version 7.10.

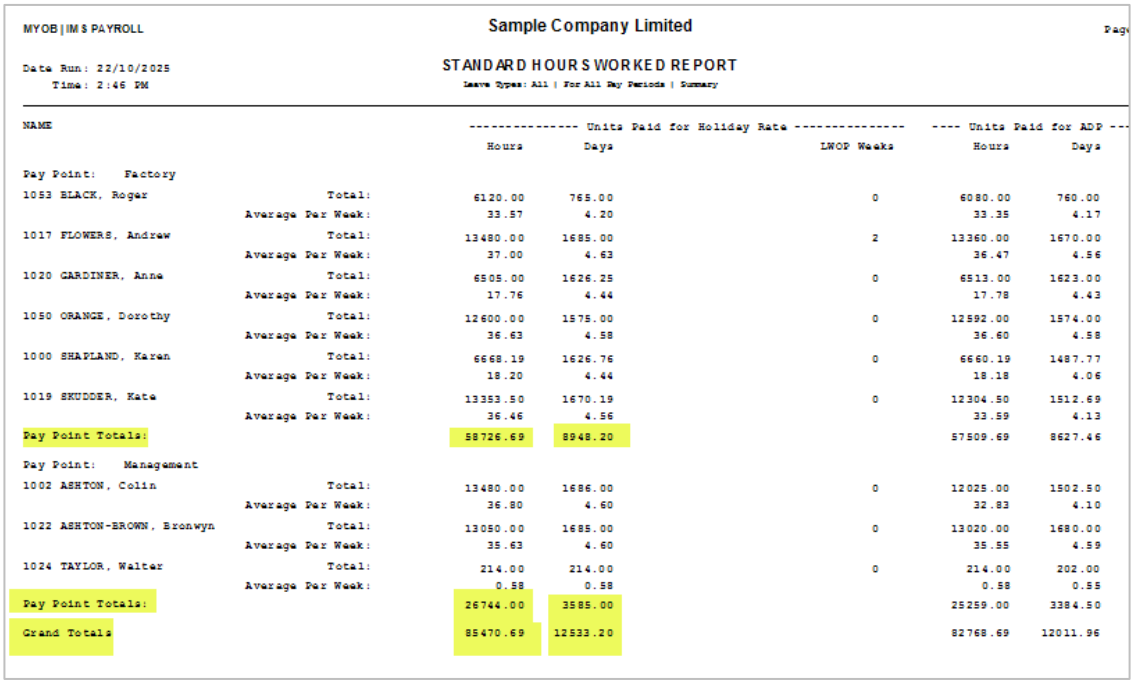


Standard Hours Worked – Including totals

In the **Standard Hours Worked** sundry report, you can now include sub-totals and grand totals of hours and days for both annual leave and average daily pay.

In the report options, select the new **Include Totals?** checkbox.





MYOB | IMS PAYROLL

Sample Company Limited

Page

Date Run: 22/10/2025
Time: 2:46 PM

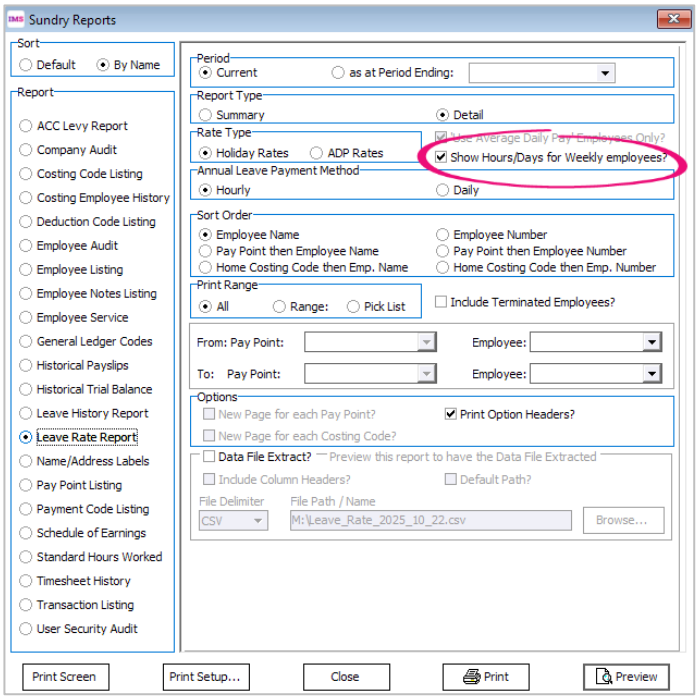
STANDARD HOURS WORKED REPORT
Leave Types: All | For All Pay Periods | Summary

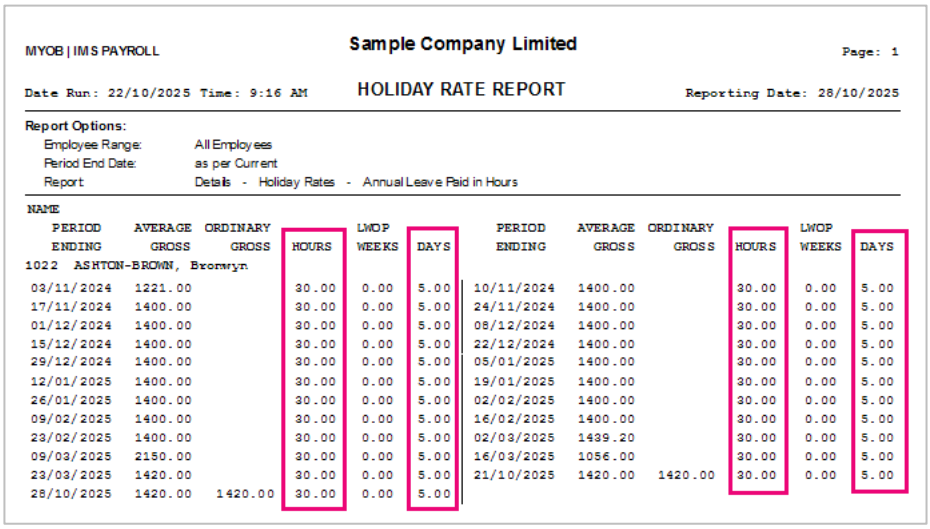
NAME		Units Paid for Holiday Rate Hours	Days	LWOP Weeks	Units Paid for ADP Hours	Days
Pay Point: Factory						
1053 BLACK, Roger	Total:	6120.00	765.00	0	6080.00	760.00
	Average Per Week:	33.57	4.20		33.35	4.17
1017 FLOWERS, Andrew	Total:	13480.00	1685.00	2	13360.00	1670.00
	Average Per Week:	37.00	4.63		36.47	4.56
1020 GARDINER, Anna	Total:	6505.00	1626.25	0	6513.00	1623.00
	Average Per Week:	17.76	4.44		17.78	4.43
1050 ORANGE, Dorothy	Total:	12600.00	1575.00	0	12592.00	1574.00
	Average Per Week:	36.63	4.58		36.60	4.58
1000 SHAPLAND, Karen	Total:	6668.19	1626.76	0	6660.19	1487.77
	Average Per Week:	18.20	4.44		18.18	4.06
1019 SKUDDER, Kate	Total:	13353.50	1670.19	0	12304.50	1512.69
	Average Per Week:	36.46	4.56		33.59	4.13
Pay Point Totals:		58726.69	8948.20		57509.69	8627.46
Pay Point: Management						
1002 ASHTON, Colin	Total:	13480.00	1686.00	0	12025.00	1502.50
	Average Per Week:	36.80	4.60		32.83	4.10
1022 ASHTON-BROWN, Bronwyn	Total:	13050.00	1685.00	0	13020.00	1680.00
	Average Per Week:	35.63	4.60		35.55	4.59
1024 TAYLOR, Walter	Total:	214.00	214.00	0	214.00	202.00
	Average Per Week:	0.58	0.58		0.58	0.55
Pay Point Totals:		26744.00	3585.00		25259.00	3384.50
Grand Totals		85470.69	12533.20		82768.69	12011.96

Leave Rate – Including hours and days

When running or exporting the **Leave Rate Report**, you can now include recorded employee hours and days by selecting the **Show Hours/Days for Weekly employees?** checkbox. These values are not used to calculate holiday pay rates for employees who are paid weekly.

Note: Due to report page size constraints, hours per day aren't included in the report, but they are included in the export file.





MYOB | IMS PAYROLL — **Sample Company Limited** — Page: 1

Date Run: 22/10/2025 Time: 9:16 AM — HOLIDAY RATE REPORT — Reporting Date: 28/10/2025

Report Options:

Employee Range: All Employees
Period End Date: as per Current
Report: Details - Holiday Rates - Annual Leave Paid in Hours

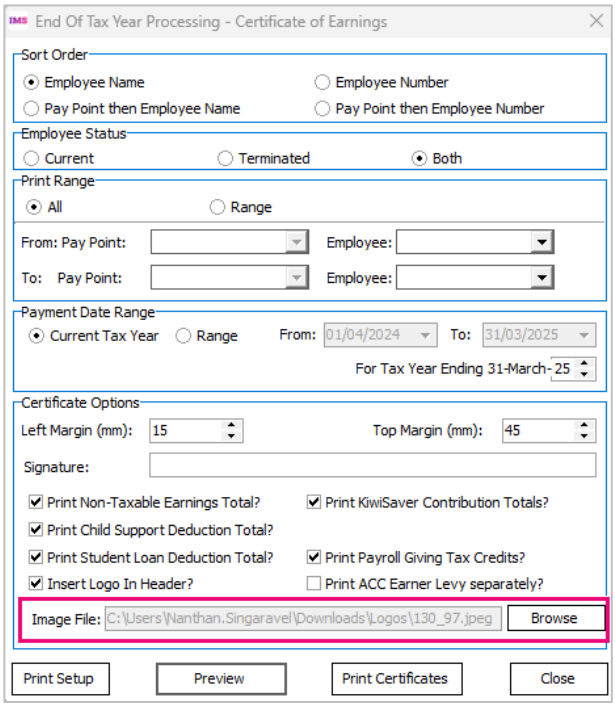
NAME

PERIOD ENDING	AVERAGE GROSS	ORDINARY GROSS	HOURS	LWOP WEEKS	DAYS	PERIOD ENDING	AVERAGE GROSS	ORDINARY GROSS	HOURS	LWOP WEEKS	DAYS
1022 ASHTON-BROWN, Bronwyn											
03/11/2024	1221.00		30.00	0.00	5.00	10/11/2024	1400.00		30.00	0.00	5.00
17/11/2024	1400.00		30.00	0.00	5.00	24/11/2024	1400.00		30.00	0.00	5.00
01/12/2024	1400.00		30.00	0.00	5.00	08/12/2024	1400.00		30.00	0.00	5.00
15/12/2024	1400.00		30.00	0.00	5.00	22/12/2024	1400.00		30.00	0.00	5.00
29/12/2024	1400.00		30.00	0.00	5.00	05/01/2025	1400.00		30.00	0.00	5.00
12/01/2025	1400.00		30.00	0.00	5.00	19/01/2025	1400.00		30.00	0.00	5.00
26/01/2025	1400.00		30.00	0.00	5.00	02/02/2025	1400.00		30.00	0.00	5.00
09/02/2025	1400.00		30.00	0.00	5.00	16/02/2025	1400.00		30.00	0.00	5.00
23/02/2025	1400.00		30.00	0.00	5.00	02/03/2025	1439.20		30.00	0.00	5.00
09/03/2025	2150.00		30.00	0.00	5.00	16/03/2025	1056.00		30.00	0.00	5.00
23/03/2025	1420.00		30.00	0.00	5.00	21/10/2025	1420.00	1420.00	30.00	0.00	5.00
28/10/2025	1420.00	1420.00	30.00	0.00	5.00						

Adding your logo to a certificate of earnings

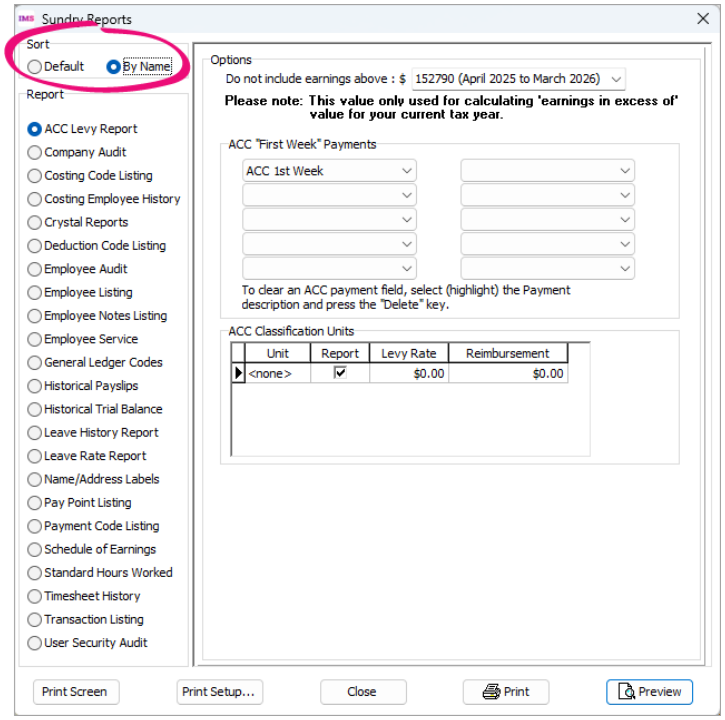
You can now add an image, like a company logo, to the header of the **Certificate of Earnings** report.

When running the report from **Tools** > **End of Tax Year**, you can choose to add an **Image File**. The file type must be PNG, BMP, JPG or JPEG. For the image to display properly, make sure it has a 4:3 aspect ratio.



Sorting sundry reports in alphabetical order

You can now choose to list sundry reports in alphabetical order. In the new **Sort** section, select **By Name**. By default, the reports are listed in the same order as in previous versions.



Other improvements

- Time Target have rebranded and changed their name to Humanforce. To reflect the name change, we've updated how the leave extract menu option. It's now called **Tools** > **Files Export** > **Humanforce Leave Extract**. In a future release, we'll make further changes to the Time Target/Humanforce module.
- If you select the **Deduct Before Tax** tax type setting, you now get a warning about causing potential issues with Payday Filing returns. We've left the setting available in case any companies still need to use it.
- If the **ESCT Rate Update** utility can't calculate an accurate rate, you'll now get a message with more useful information about what information is missing – i.e. salary type, hourly rates or hours per period.
  When reinstating terminated employees or changing an employee's start date, you now get the option to automatically change the **Annual Leave Next Entitlement Due Date**. Previously, this only happened for sick leave and family violence leave – now you can apply the change to one leave type or both.

  Note: Changing the due date for employees with set hours can affect the calculated days/hours/weeks they accrue.

Resolved issues

- The link from MYOB IMS Payroll to the online support site was broken. We've updated the link to take you to the correct support site: https://enterprise-support.myob.com/ims/
- If you opened the **Terminated Employees Listing** report from the **End of Tax Year** menu, the report wasn't showing all terminated employees.
- If you opened the **Trial Balance** report from the **End of Tax Year** menu, the **Weeks** value on the **Leave** tab of the Employee screen would appear to be blanked out. This was only a display issue and didn't affect the actual values.
- Employee Import was missing the 39% option for ESCT.
- When emailing payslips, the **Use Microsoft** authentication option to send emails with Microsoft Office 365 wasn't working.
- Calendar dates were displayed inconsistently between the desktop and cloud versions of MYOB IMS Payroll.