
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.

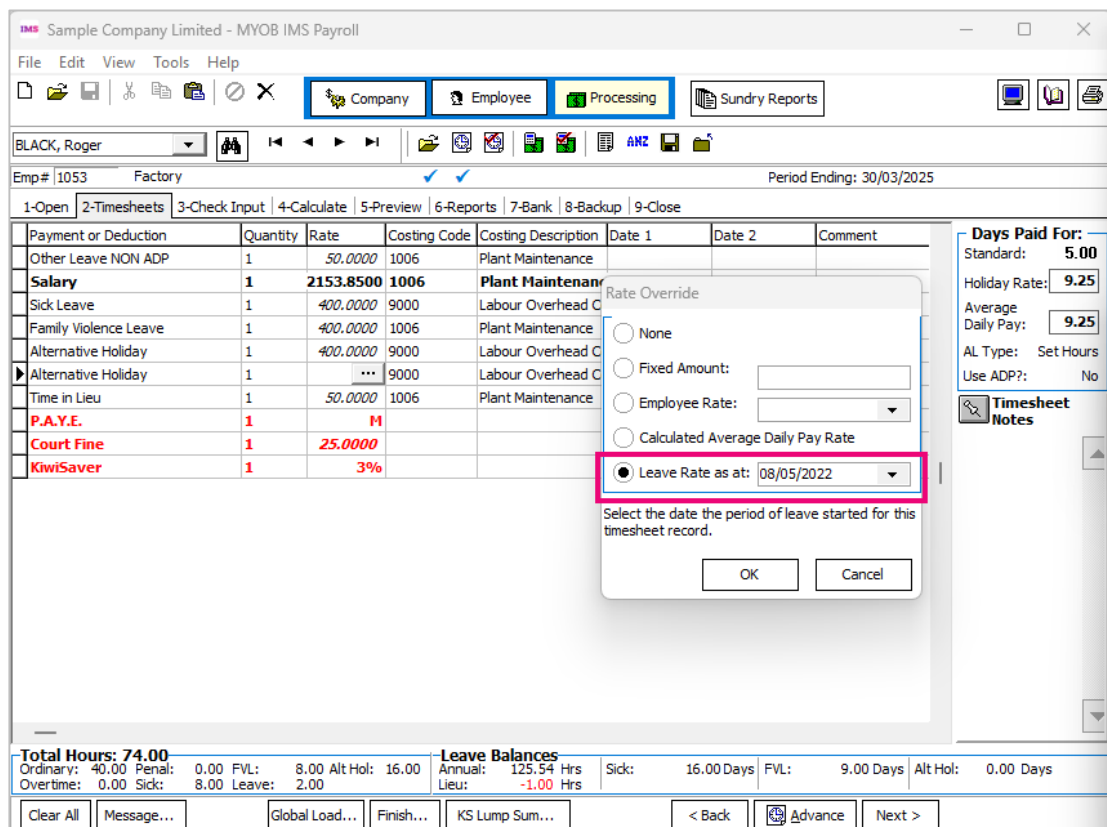
What's new

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**.



Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Other Leave NON ADP	1	50.0000	1006	Plant Maintenance			
Salary	1	2153.8500	1006	Plant Maintenance			
Sick Leave	1	400.0000	9000	Labour Overhead C			
Family Violence Leave	1	400.0000	1006	Plant Maintenance			
Alternative Holiday	1	400.0000	9000	Labour Overhead C			
Alternative Holiday	1	...	9000	Labour Overhead C			
Time in Lieu	1	50.0000	1006	Plant Maintenance			
P.A.Y.E.	1	M					
Court Fine	1	25.0000					
KiwiSaver	1	3%					

Total Hours: 74.00
Ordinary: 40.00 Penal: 0.00 FVL: 8.00 Alt Hol: 16.00
Overtime: 0.00 Sick: 8.00 Leave: 2.00

Leave Balances
Annual: 125.54 Hrs
Lieu: -1.00 Hrs

Sick: 16.00 Days FVL: 9.00 Days Alt Hol: 0.00 Days

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.

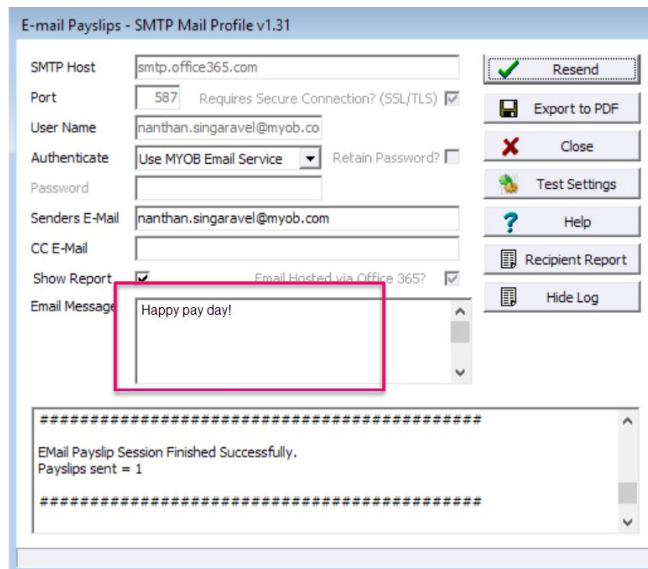
If you don't enter a value in the per pay **Salary** column, the import uses **Annual Salary** instead.

Including 4-week average rate in rate comparison

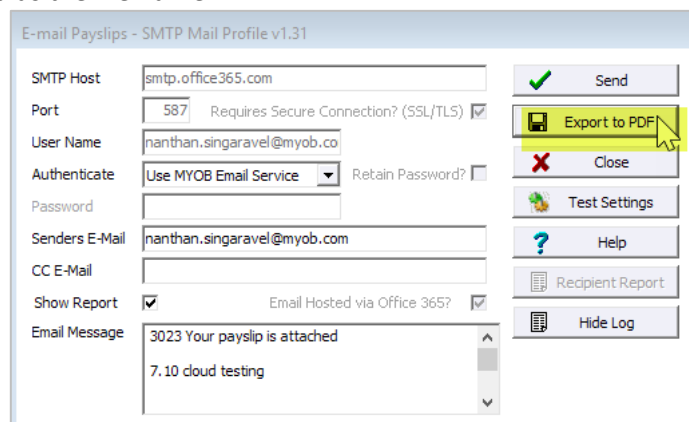
Employee Import now imports the **Include in rate comparison** setting for the 4 Week Average Rate (OWP4) when an employee's entitlement is recorded in weeks.

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 Bloxham - 021 234 5678 (Record Deleted)	

KEY:

AAL - Additional Annual Leave

AAR - AAL Roll Over

ACL - Additional Company Leave

ACL - ACL Anniversary

AL - Annual Leave

ALA - AL Anniversary

ALT - Alt Hol/Time in Lieu

CFE - Compliant Fund Employee

CFR - Compliant Fund Employer

DVL - Family Violence Leave

DVA - FVL Anniversary

EI - Emp. Import

HU - Hrly Rate Upd.

KS - KiwiSaver

KSE - KS Employee

KSH - KS History

KSR - KS Employer

LEA - Leave

LEH - Leave Earnings History

LSL - Long Service Leave

LSA - LSL Anniversary

NOT - Employee Notes

PAY - Payment

PER - Permanent

SHL - Shift Leave

SHA - SHL Anniversary

SL - Sick Leave

SLA - SL Anniversary

SRV - Service Leave

STD - Standard

SUP - Super

VI - Visual Inte

- 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	Visual 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	Visual 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.

Payslip - Report Options

Sort Order:
☒ Employee Name
☐ Pay Point then Employee Name
☐ Employee Number
☐ Pay Point then Employee Number

Print Range:
☒ All
☐ Range:
☐ Pick List
From: Pay Point: Employee:
To: Pay Point: Employee:

Show Figures for:
☒ Annual Leave Outstanding? ☐ Sick Leave Outstanding? ☐ Long Service Leave Balance?
☐ AL In Weeks Outstanding? ☐ DV Leave Balance? ☐ Additional Company Leave Balance?
☐ Annual Leave Accrued? ☒ Alternative Holidays? ☐ KiwiSaver Employer Contribution?
☐ AL In Weeks Accrued? ☐ Time in Lieu?
☒ Annual Leave Balance? ☒ Apprentice Hours?
☐ AL In Weeks Balance? ☒ Outstanding Deduction Balances?
☐ AL Cash Up Balance?

Payslip Type:
☐ Standard ☒ A4 ☐ IMS Laser ☐ A4 IMS Laser ☐ Impact

Printing Options:
☐ Window Envelope? ☐ Only if Net Different? ☒ Tax Code? ☐ Zero Rated Allowances?
☐ E-mail Payslips? ☒ Bank Account Details? ☐ IRD Number? ☐ Preferred Name?
☐ Insert Logo In Header? ☒ Hourly Earnings Descriptions? ☒ Transaction Dates? ☐ Retain Print Range Selection?
☐ Annual Salary? ☒ Transaction Comments? ☐ Total Hours?
☐ Zero Rated Leave? ☒ **Print Payment Date?**
☐ Zero Rated Ord. Hours?

Payslip Message (15 lines maximum)
This is an area to write notes to all employees (you can also have individual notes). Payslips may be large (A4), compressed (then printed on A5 or onto IMS payslips) or in a windows envelope format. Options are also available for what you would like to appear on the payslip.
Clear Message

Close

PAYS LIP **Sample Company Limited**

Employee 1002 ASHTON, Colin
Pay Point Management
Job Title General Manager
Tax Code M
Period Ending 28/10/2025

Salary	2211.54
Total Taxable	2211.54
DEDUCTIONS	
P.A.Y.E. (includes Tax Credit of \$6.66)	565.41
KiwiSaver	176.92
SPCA	20.00
Total Deductions	762.33
Net Earnings	1449.21
NET PAY (Bank) (Payment Date 28/10/2025)	1449.21
Bank A/C	20-4127-0084529-00

Leave Details (Days)

Annual Leave O/S From Last Year	0.00
Parental Annual Leave (Ave Rate)	14.00
Annual Leave Total	30.50
Alternative Holidays	1.00

Year To Date Balances

Taxable Earnings	4423.08
PAYE (inc Tax CR 13.32)	1130.82
KiwiSaver	7092.40

This is an area to write notes to all employees (you can also have individual notes). Payslips may be large (A4), compressed (then printed on A5 or onto IMS payslips) or in a windows envelope format. Options are also available for what you would like to appear on the payslip.

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.

IMS Pay Period Exceptions - Report Options

Report Sequence
☐ Group By Pay Point?
☐ New Page for each Pay Point?

Pay Point Range
☐ All From: Pay Point:
☐ Range To: Pay Point:

Sort Employees By
☒ Employee Name
☐ Employee Number

Pay Frequencies
☒ All
☐ Weekly
☐ Fortnightly
☐ Half-Monthly
☐ Four-Weekly
☐ Monthly

Earnings Analysis

	Hours	Amount
Ordinary	> <input type="text"/>	> <input type="text"/>
Overtime	> <input type="text"/>	> <input type="text"/>
Total Ord/Ovt	> <input type="text"/>	> <input type="text"/>
Penal Time	> <input type="text"/>	> <input type="text"/>
Leave Hours	< <input type="text" value="120"/>	> <input type="text"/>
Total of All	> <input type="text"/>	> <input type="text"/>

Hourly Rate \$ >
Gross Pay \$ >
Take Home Pay \$ >
☐ Ignore Zero Values for "<" comparisons?
☐ Reduce Hourly Rate by Employer KiwiSaver %?

- 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.

MYOB | IMS PAYROLL Sample Company Limited Page: 1
Date Run: 21/10/2025 Time: 6:20 PM Reporting Date: 28/10/2025
Employee Payment Date: 28/10/2025

Pay Frequency: Weekly

Exception Type	Review Date Expired	Review Date
1002 ASHTON, Colin	Review Date = 28/03/2025	1022 ASHTON-BROWN, Review Date = 28/08/2025
1000 SHAPLAND, Karen	Review Date = 15/07/2025	
Exception Type: Notes Follow Up Date Expired		
1002 ASHTON, Colin	21/10/2025 Bonus	1051 BLUE, Wendy 01/06/2025 Emergency Contact
1052 BROWN, Alison	01/06/2025 Emergency Contact	1015 CLARK, Andrea 01/06/2025 Emergency Contact
Exception Type: Compare Last Standard Pay (Gross - Last Period End: 21/10/2025)		
1000 SHAPLAND, Karen	This Gross Pay \$0.00 (Diff. -\$405.00)	Last Gross Pay \$405.00 (23/03/2025)
1024 TAYLOR, Walter	This Gross Pay \$0.00 (Diff. -\$2400.00)	Last Gross Pay \$2400.00 (09/02/2025)
5000 TURQUOISE, Mabel	This Gross Pay \$0.00 (Diff. -\$360.00)	Last Gross Pay \$360.00 (02/03/2025)
Exception Type: Reducing Balance Zero		
1053 BLACK, Roger	Deduction = "Court Fine"	

*** End Of Report ***

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.

The screenshot shows the 'IMS Sundry Reports' dialog box. On the left, a list of reports includes 'Costing Employee History', which is selected. The main area contains configuration options for this report. Under the 'Date Range' section, the 'For' dropdown is open, showing 'Period End Date' and 'Employee Payment Date' as options. The 'Employee Payment Date' option is highlighted. Other options include 'Employee Sort Order' (Employee Name), 'Print Range' (All), and various checkboxes for report options like 'Data File Extract?' and 'Include Column Headers?'. The 'File Path / Name' field shows 'C:\Costing_Employee_History_2025_07_18.csv'.

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.

The screenshot shows the 'IMS Employee Payroll Summary - Report Options' dialog box. The 'Report Type' section has 'Summary Only' selected. The 'Employees to Include' section has 'Both' selected. The 'Report Options' section includes checkboxes for 'Print Costing Code?', 'Print Tax Code?', 'Print Days Paid For?', 'Negative Net Pays Only?', 'Exclude Zero Timesheets?', 'Print Transaction Dates?', 'Print Transaction Comments?', 'New Page for each Pay Point?', and 'Retain Print Range Selection?'. The 'Data File Extract?' checkbox is checked and highlighted with a red circle. Below it, the 'Include Column Headers?' checkbox is also checked. The 'File Path / Name' field shows 'M:_IMS Extracts\Employee_Payroll_Summary_2025_10_2'. The 'File Delimiter' is set to 'CSV'. The 'Close' button is at the bottom right.

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.

Sample Company Limited									
ANNUAL LEAVE REPORT									
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
1022 ASHTON-BROWN, Bedwyn	Perm/Set	Salary	27/07/2015	16/11/2025	8.00	20.8501	23.6667	Y	N
1053 BLACK, Roger	Perm/Set	Salary	02/05/2022	02/05/2026	8.00	31.5052	33.8462	N	N
1051 BLUE, Wendy	Perm/Set	Wage	04/06/2019	04/06/2026	8.00	24.6461	23.1500	N	N
1015 CLARK, Andrea	Perm/Set	Wage	02/07/2014	02/07/2026	8.00	10.2553	11.5750	Y	N
1020 GARDINER, Anne	Perm/Set	Wage	15/05/2014	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/Set	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.

myob Sundry Reports

Report:

- ☐ Employee Listing
- ☐ Employee Notes Listing
- ☐ Costing Code Listing
- ☐ Pay Point Listing
- ☐ Payment Code Listing
- ☐ Deduction Code Listing
- ☐ Transaction Listing
- ☐ ACC Levy Report
- ☐ Employee Service
- ☒ **Employee Audit**
- ☐ User Security Audit
- ☐ Timesheet History
- ☐ Crystal Reports
- ☐ Leave Rate Report
- ☐ Schedule of Earnings
- ☐ Name/Address Labels
- ☐ Historical Payslips

Print Range: ☒ All Users User:

Sort Employees By:

- ☒ Employee Name
- ☐ Pay Point then Employee Name
- ☐ Home Costing Code then Emp. Name
- ☐ Employee Number
- ☐ Pay Point then Employee Number
- ☐ Home Costing Code then Emp. Number

Employees:

☒ All From: Pay Point: Employee:

☐ Range To: Pay Point: Employee:

Pay Frequency:

☒ All ☐ Weekly ☐ Fortnightly ☐ 4 Weekly ☐ Half Mthly ☐ Monthly

Dates:

☒ All ☐ Range From: To:

Data Fields:

☒ All ☐ Specified Fields ☐ Specified Groups

☒ Include ☐ Exclude

Options:

☐ New Page for each Pay Point? ☐ Print Option Headers? ☒ **Print Hourly Rate Update only?**

☐ New Page for each Costing Code? ☐ Print Terminated Employees? ☒ **Print & Delete Audit Details**

☐ New Page for each Employee?

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.

Sundry Reports

Sort: ☐ Default ☒ By Name

Report:

- ☐ ACC Levy Report
- ☐ Company Audit
- ☐ Costing Code Listing
- ☐ Costing Employee History
- ☐ Deduction Code Listing
- ☐ Employee Audit
- ☐ Employee Listing
- ☐ Employee Notes Listing
- ☐ Employee Service
- ☐ General Ledger Codes
- ☐ Historical Payslips
- ☐ Historical Trial Balance
- ☐ Leave History Report

Annual Leave Types: ☐ Set Hours ☐ Variable Hours ☐ Casual ☒ All

Sort Order:

- ☐ Employee Name
- ☒ Pay Point then Employee Name
- ☐ Home Costing Code then Emp. Name
- ☐ Employee Number
- ☐ Pay Point then Employee Number
- ☐ Home Costing Code then Emp. Number

Print Range: ☐ All ☒ Range ☐ Pick List

Employee Range:

From: Pay Point: Employee:

To: Pay Point: Employee:

Date Range: ☒ All ☐ Range From: To:

Options:

- ☐ New Page for each Pay Point?
- ☐ Print Employee Detail?
- ☐ Print Terminated Employees?
- ☒ Include Totals?

MYOB IM \$ PAYROLL		Sample Company Limited				Page
Date Run: 22/10/2025 Time: 2:46 PM		STANDARD HOURS WORKED REPORT				
		Leave Types: All For All Day Periods Summary				
NAME		Hours	Days	Units Paid for Holiday Rate	Units Paid for ADP	
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, Anne	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

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.

End Of Tax Year Processing - Certificate of Earnings

Sort Order

☒ Employee Name ☐ Employee Number
☐ Pay Point then Employee Name ☐ Pay Point then Employee Number

Employee Status

☐ Current ☐ Terminated ☒ Both

Print Range

☒ All ☐ Range

From: Pay Point: Employee:
To: Pay Point: Employee:

Payment Date Range

☒ Current Tax Year ☐ Range From: To:
For Tax Year Ending 31-March-25

Certificate Options

Left Margin (mm): Top Margin (mm):

Signature:

☒ Print Non-Taxable Earnings Total? ☒ Print KiwiSaver Contribution Totals?
☒ Print Child Support Deduction Total?
☒ Print Student Loan Deduction Total? ☒ Print Payroll Giving Tax Credits?
☒ Insert Logo In Header? ☐ Print ACC Earner Levy separately?

Image File:

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.

Sundry Reports

Sort

☐ Default ☒ By Name

Report

☒ ACC Levy Report
☐ Company Audit
☐ Costing Code Listing
☐ Costing Employee History
☐ Crystal Reports
☐ Deduction Code Listing
☐ Employee Audit
☐ Employee Listing
☐ Employee Notes Listing
☐ Employee Service
☐ General Ledger Codes
☐ Historical Payslips
☐ Historical Trial Balance
☐ Leave History Report
☐ Leave Rate Report
☐ Name/Address Labels
☐ Pay Point Listing
☐ Payment Code Listing
☐ Schedule of Earnings
☐ Standard Hours Worked
☐ Timesheet History
☐ Transaction Listing
☐ User Security Audit

Options

Do not include earnings above : \$ 152790 (April 2025 to March 2026)

Please note: This value only used for calculating 'earnings in excess of' value for your current tax year.

ACC "First Week" Payments

ACC 1st Week

To clear an ACC payment field, select (highlight) the Payment description and press the "Delete" key.

ACC Classification Units

Unit	Report	Levy Rate	Reimbursement
> <none>	<input checked="" type="checkbox"/>	\$0.00	\$0.00

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.