
MYOB IMS Payroll

Integrating with Accredo Saturn

March 2022

myob

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To export the IMS Payroll General Ledger to Accredo Saturn using the General Ledger Export window, you will need to first ensure that the Accredo Branch and Department codes (maximum of four characters each) have been appended to the end of each General Ledger code you have declared in the payroll company, separated by a delimiter, which cannot be a period (.). The Branch Code should be declared prior to the Department Code.

Note: If no Branch and/or Department codes are entered, the Accredo Saturn Import will assign the default Branch and Department codes as held in the Accredo Saturn system.

General Ledger codes are held on the Company Controls > General Ledger, Deductions and 'Costing Code tabs, and also on the Employee Information > KiwiSaver and Super tabs.

An example of a correctly formatted General Ledger code would be:

1995.000:HO:SAL

where:

- 1995.000 is the Accredo General Ledger Code
- HO is the Branch Code
- SAL is the Department Code
- the colon character (:) is your chosen delimiter

When generating the Accredo Saturn export file, you will need to specify your chosen delimiter so that the Branch and Department codes can be identified and included on the export records:

The screenshot shows the 'General Ledger Export' dialog box. On the left is a logo for 'IMS PAYROLL' and 'myob'. The main area contains several input fields: 'Select the export filename and path:' with a 'Browse...' button and the text 'C:\Temp\ACCREDO.txt'; 'Select the name of your General Ledger File Format:' with a dropdown menu set to 'Accredo Saturn'; 'Journal:' with the text 'JNL001'; 'Period Number:' with the text '6'; 'Reference:' with the text 'Wages'; and 'Delimiter:' with a dropdown menu showing a colon character ':'. The 'Delimiter:' field is highlighted with a red rectangular box. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Note: You must be utilising v3.5.8.909 (or later) of the Accredo Saturn software in order to be able to import Branches and Departments.