MYOB IMS Payroll

Integrating with MYOB Essentials

March 2022

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Overview

MYOB IMS Payroll provides integration into the MYOB Essentials Accounting System. IMS Payroll must be connected to the internet so that communication can be made to MYOB Essentials—there is no other connection type.

Setup Requirements

All journals that go to MYOB Essentials are **coded** (as held within the payroll General Ledger fields). You can use one MYOB Essentials GL Code that represents the Gross Pay or each payment amount comprising of the Gross Pay can be assigned to separate codes, e.g. Normal Hours, Allowances, Deductions, Superannuation Contributions (KiwiSaver etc) and PAYE related deductions.

You will need to apply any general ledger codes from MYOB Essentials to MYOB IMS Payroll.

Maintaining Codes in MYOB Essentials

To check and/or maintain codes in MYOB Essentials:

1. Log onto MYOB Essentials.
2. Select the business name from the menu.
3. Under Accounts, select Account List, this will display the chart of accounts.
4. Browse to locate the correct codes or if required use the **+ New** button to set up new codes.
5. Take note of the codes now available with MYOB Essentials and set up these codes within MYOB IMS Payroll.

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Setting up IMS Payroll for Integration

Before starting integration, make sure that IMS Payroll is set up correctly.

General Ledger

Ensure that the **General Ledger?** option is ticked at Company > Company > Company Options. When this option is ticked, a General Ledger tab is available on the Company tab:
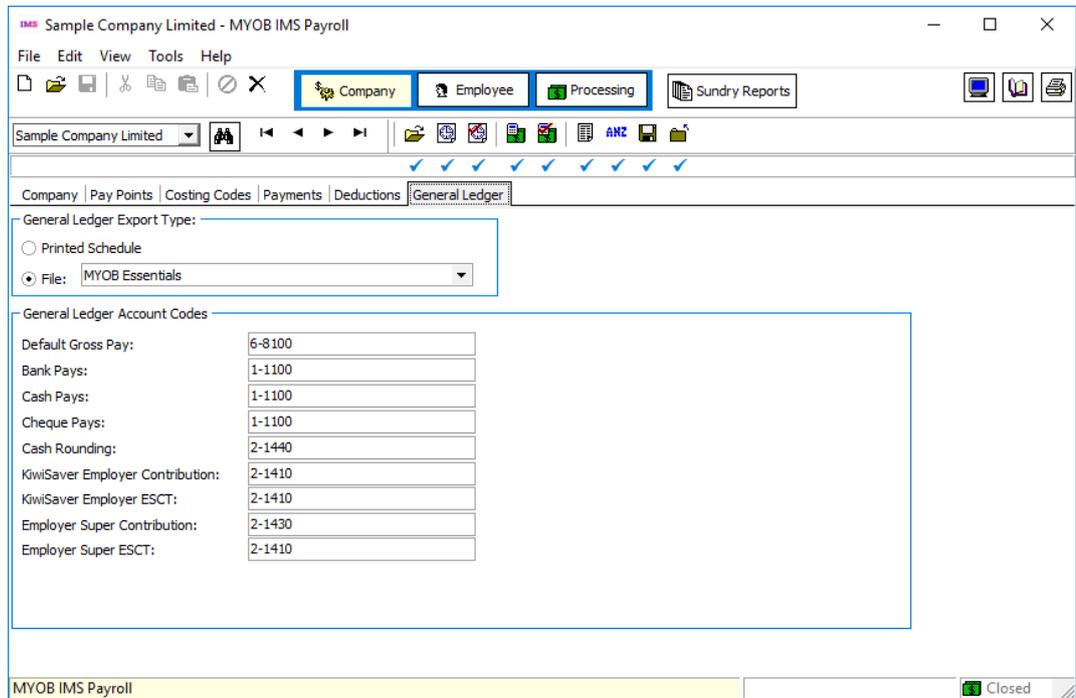
For the **General Ledger Export Type**, select **File** and choose "MYOB Essentials" from the drop down list.

Enter the codes for each of the elements you want to track—remember these must be set up in MYOB Essentials.

> **Note:** Make sure the accounts you use from MYOB Essentials are not inactive accounts.

The General Ledger Codes report in Sundry Reports can be used to review your assignment of General Ledger Codes within the Payroll database.

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Costing Codes

If you are using Costing Codes in IMS Payroll you will need to enter a GL Account for each of the costing codes set up on the Company > Costing Codes tab.

Deductions

All deductions need to have a General Ledger Account code assigned at Company > Deductions.

KiwiSaver

On the Employee Information > KiwiSaver tab, the KiwiSaver and/or Compliant Fund Employer Contribution General Ledger Account(s) must be assigned for each employer contribution to either fund. If you use Costing Codes, you can select a code using the **Costing Code** dropdown. The **GL Account** will default to the GL Account Code that is assigned to the selected costing code. If you do not use Costing Codes, you will need to manually enter the GL Account Code.

Integrating with MYOB Essentials

Exporting General Ledger Data

Once you have processed and closed your pay period you are ready to integrate with MYOB Essentials:

1. Go up to the Tools menu. and select **General Ledger Export**.
2. Select **Export Accounting details to a file** then click the **Next** button.
3. Select the date (or date range) of the pay period data you want to integrate into MYOB Essentials. (Dates refer to Common Reporting Dates not the Pay Period Ending Dates.) Click **Next** once you have completed your date range selection.
4. On the first run of the export you will be notified that you need to set up the type of integration and company to use. Click **Setup Journal Configuration** to configure the type of integration and Essentials Business—see "Essentials Configuration" on page 6 for details of the configuration process.
5. Once configuration is set up, click **Next**.
6. If you wish to proceed with the integration click the **Process** button.

The integration will now attempt to post the IMS GL journals to MYOB Essentials. You can view successfully posted journals in Essentials:

Journal entry

Date:

| 27/09/2017 | 🗓 |

Reference:

| JE000249 |

Notes:

Posted from IMS Payroll for Pay Period Reporting Date 31/07/2016

Amounts are   GST inclusive ▼

| Add lines | Delete lines |

Account	Description	Debit	Credit	GST	GST Amount
Nick Test			$6,461.88	Exempt	$0.00
Nick Credit Test 1			$2,525.57	Exempt	$0.00
Nick Credit Test 2			$35.65	Exempt	$0.00
Nick Credit Test 3		$0.07		Exempt	$0.00
Nick Credit Test 3			$331.07	Exempt	$0.00
Nick Expense Test 1		$9,224.60		Exempt	$0.00
Nick Expense Test 2		$129.50		Exempt	$0.00

Debits (inc. GST)	9,354.17
Credits (inc. GST)	9,354.17
Out of balance by:	0.00

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Essentials Configuration

You will need to connect to MYOB Essentials to set up configuration. This requires a my.MYOB account to set up configuration—follow the instructions provided by MYOB.
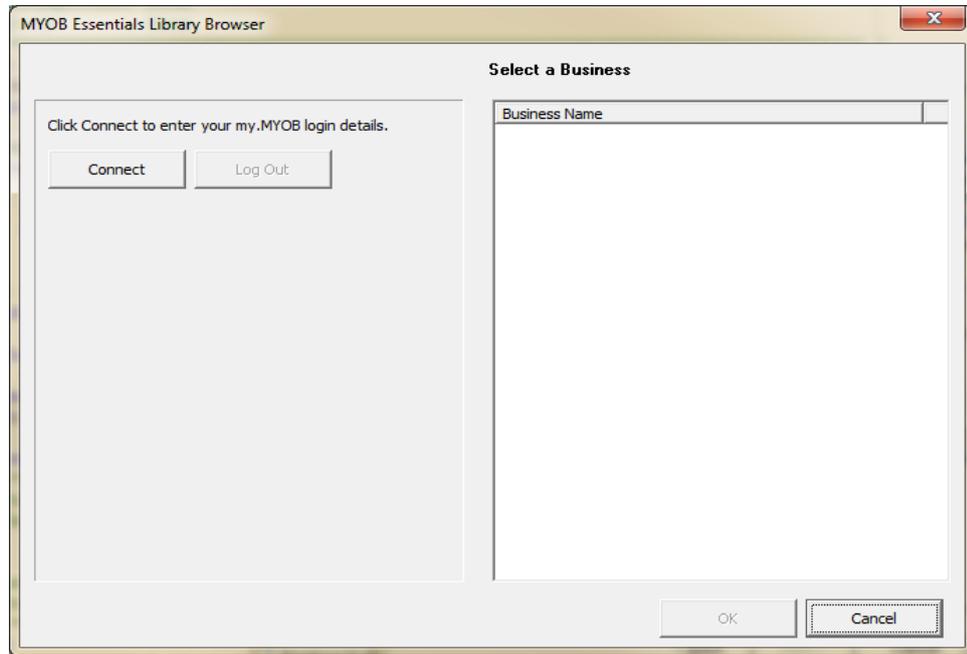
A dialog for connecting to my.MYOB is displayed. Enter your email and password for my.MYOB here, then select Sign-in.
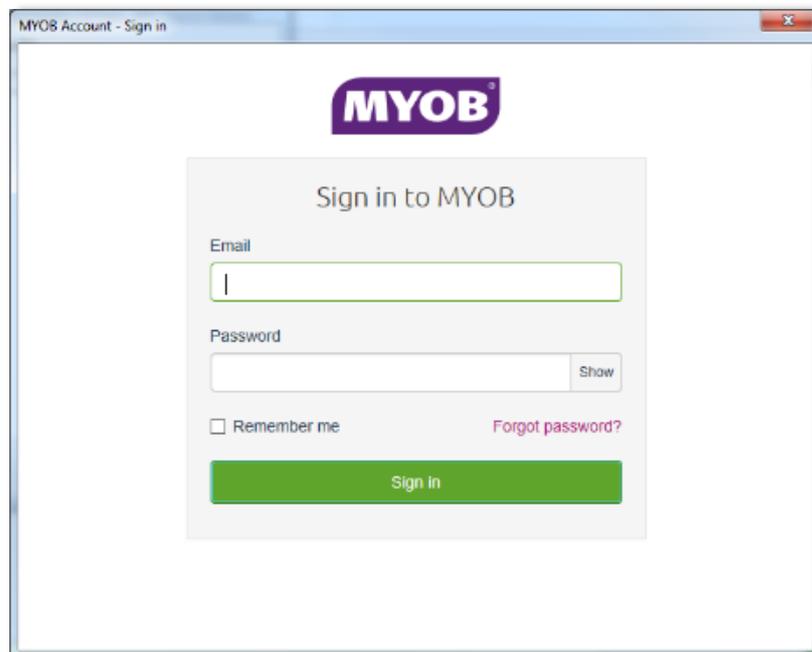
All the Essentials businesses that are will be displayed on the right hand side panel once you have signed into your my.MYOB account.
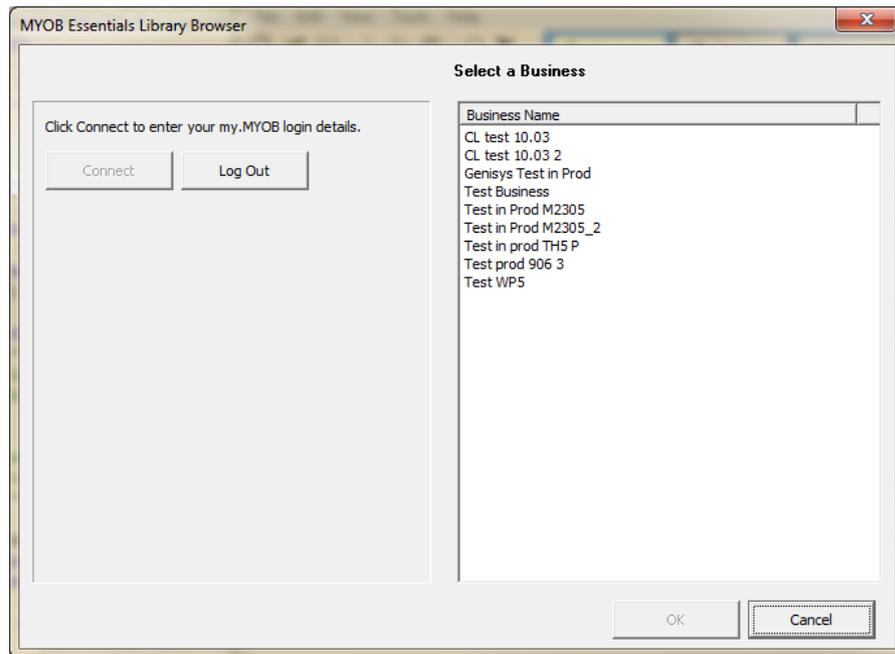
Select your Essentials Business company and click **OK** to save this selection for use.

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