

Clarity - General Ledger Integration for MYOB

Paymate Platinum & Clarity can export data to version 10 of MYOB Accounting software. In order to setup Paymate Platinum or Clarity to export data to MYOB Accounting you should follow these steps.

Step 1 - Choosing the Interface

The first step to export data from Paymate to your general ledger software is to choose the right interface. In order to do make the correct selection for the interface do the following

1. Go to Setup>Preferences>Interfaces
2. Choose the MYOB V 10 Interface
3. Click on save when you are done.
4. Close the window

Step 2 - Setting Up G/L Codes

Once you have selected the correct interface, you must enter the G/L codes for each payroll category, and for each department. This can be done in many ways.

Option 1: enter the G/L codes for each payroll category

1. Under the Setup> Payroll Settings> Payroll Categories> Others Tab.
2. On the Setup> General Ledger> G/L Accounts> GL Accounts Tab use the Reset Account Chart Button to populate G\L codes for all the payroll categories.
3. If required, a suffix or prefix can be assigned to each G\L code.

Option 2: use the GL Code Finder File which contains all the approved G/L Codes from your accounting software. Such a file can be created from your G/L Chart of Accounts using the G/L software provided Paymate is connected seamlessly to your accounting software. If not then the file can be manually created.

To use Code Finder option:

1. Head to Setup> Preferences> Interface> Default general ledger interface frame.
2. Use Code Finder flag should be checked off.
3. To import this file containing the G\L codes, go to Setup> General Ledger> Refresh GL code finder and enter the required parameters and then click Refresh.

Option 3: enter the G/L codes directly

1. In the Setup>General ledger> G/L Accounts> GL Accounts Tab.
2. The use code finder flag should not be checked. You must make sure that you enter the G/L for each department that you have created.

Step 3 - Entering G\L Code For Cost Center

If required, Job Cost centers can be setup and the G/L codes for cost centers can be entered while setting up the cost center under Setup> Job Cost> Cost center. If the G/L codes are not known until the payroll data entry time, then these can be entered directly on the Job Cost work details records.

Step 4 - Exporting to General Ledger

After posting the payroll data you can chose to export it to your general ledger software.

There are two options to export to General ledger:

- Payroll> Export> **Export to G/L**
- Payroll> Export> **Export to G/L Special**

The first option is used to export all the payroll data which has not been exported yet.

The Export to G/L Special option allows you to select specific payroll records to be exported based on department, payroll group, or date range. This option also allows you to re-export records that have already been exported.

The export file path and name have to be specified here (except in case of Seamless interface). The specific date range or department or payroll group can be selected here to select which data has to be exported.

For seamless interfaces you will need to provide the server name, database name, user name and password to allow connection between Paymate and your accounting software.