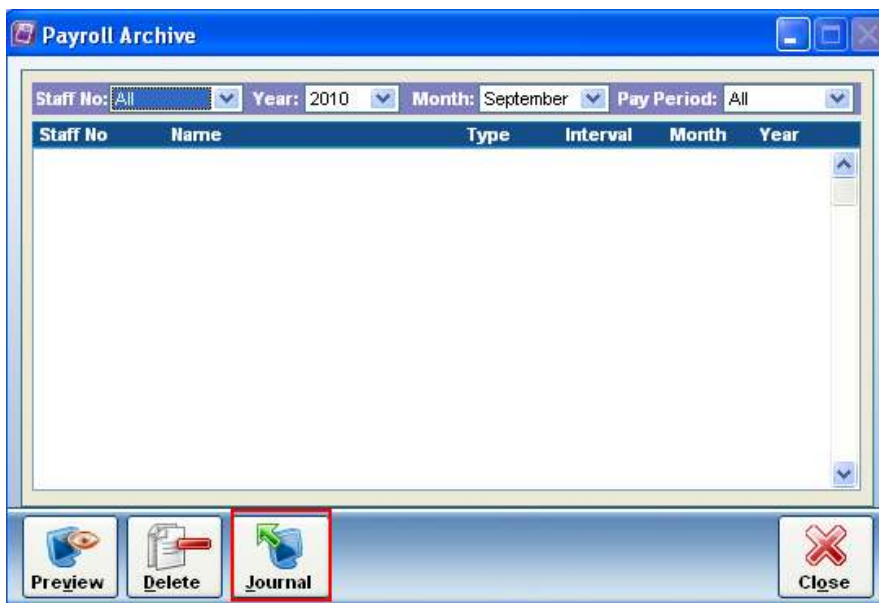


Export and Import Journal Entries from Payroll to Accounting/Premier

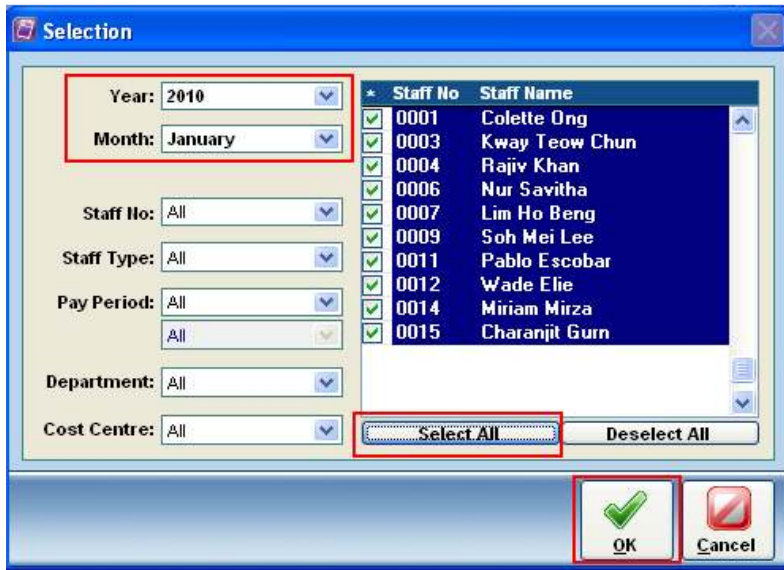
After completing payroll processing for the month, go to Process > Payroll Archive:



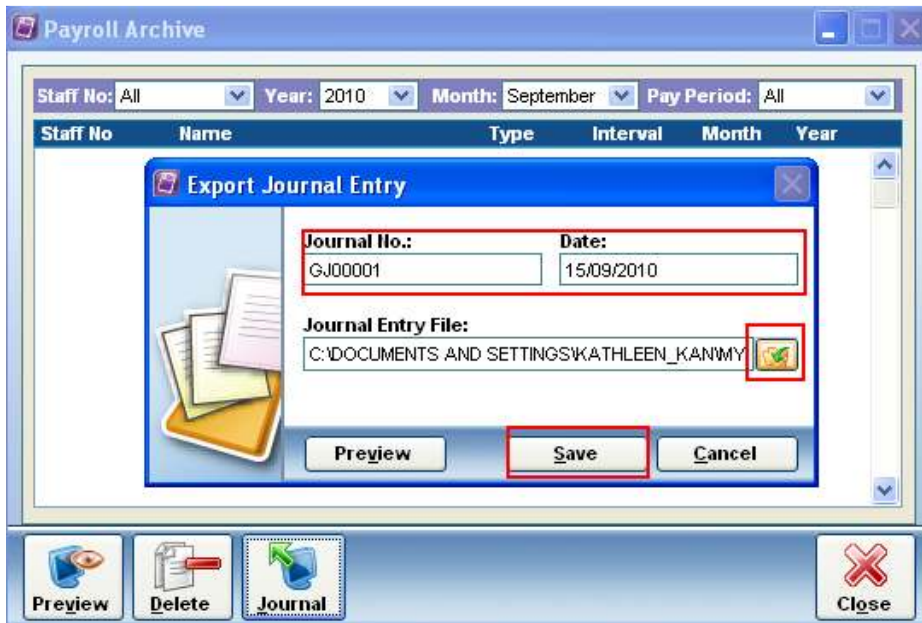
Select Journal Button:



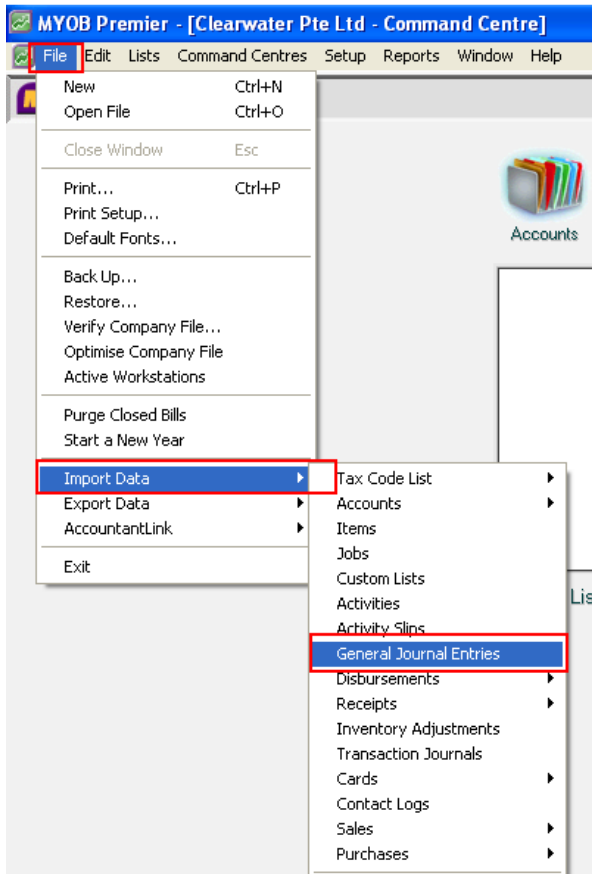
Select the Year and Month you want to export and select the staff and click OK:



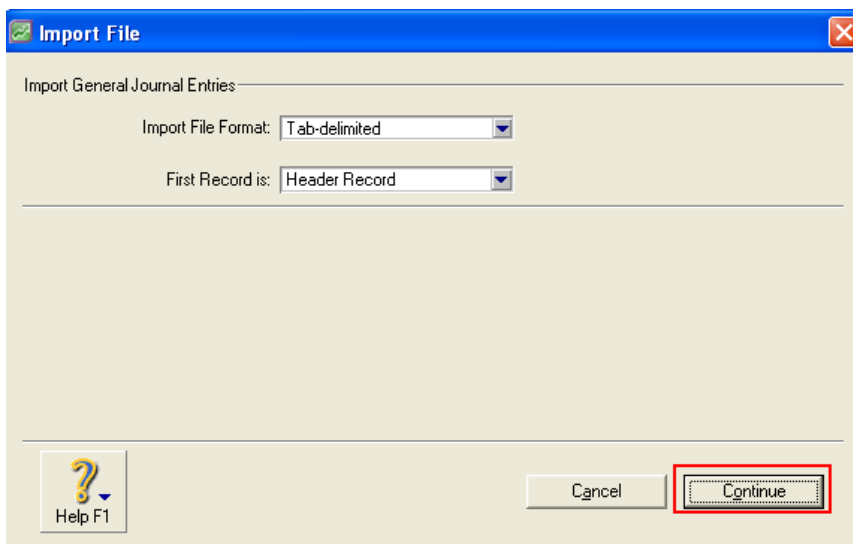
Fill in the GJ number you want and date of journal and click on the folder to select the location and name of file and then click Save:



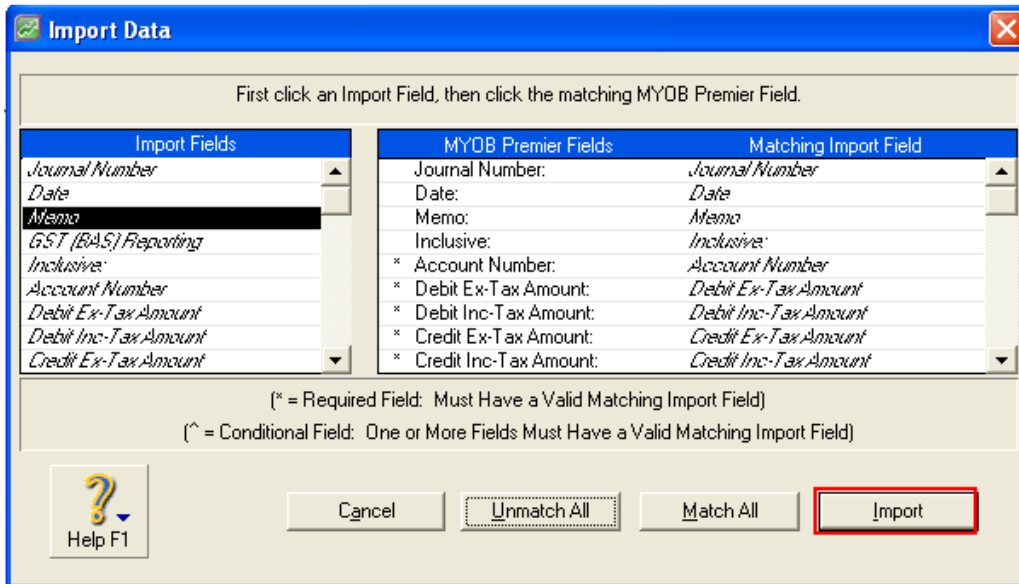
Then go to Accounting or Premier and click on File > Import Data > General Journal Entries:



Leave the default settings and click Continue:



Match Import fields and MYOB Premier/Accounting fields one by one:



And then click Import.