

MYOB AccountEdge - Exporting Payroll Records

Should Gallagher Bassett request wage information for an injured employee and you are using MYOB AccountEdge, you can display the employee's payroll records and export them to excel.

To do this, run the earnings report for the employee for the 12 months preceding the date of injury. This will need to be broken down into weekly pay periods, and include all fields relating payments made to the employee, including base earnings, overtime earnings, allowances, penalty rates, sick leave, annual leave, lump sum payments etc. If available, please provide hours worked each week for all of the above components.

The Return to Work Act 2014

Section 5—Average weekly earnings

*(1) Subject to this section, the average weekly earnings of an injured worker is the average weekly amount that the worker earned during **the period of 12 months preceding the relevant date in relevant employment.***

(16) For the purposes of this section -

(a) a reference to the relevant date is a reference to the date on which the relevant injury occurs;

NOTE: If your employee has not worked with your company for 12 months, please speak to the Eligibility Officer about other options for providing payroll information.

To Display Report and Save in Other Formats

1. You can save reports in various file formats so that they can be viewed and edited in other programs.
2. Go to Reports > Index to Reports.
3. Select the payroll report you want to display and click Display.
 - Click Send To and choose one of the following file formats:
 - Tab-Delimited Text When you save a report in tab-delimited text format, fields in the report are separated by tab characters. Tab-delimited text can be opened by most word processors and spreadsheets.
 - Comma-Separated Text When you save a report in comma-separated text format, fields in the report are separated by commas. Comma-separated text can be opened by most word processors and spreadsheets.
4. Simple Text File When you save a report in simple text format, fields are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report. Simple text can be opened by most word processing and spreadsheet software.

5. Save the file.

To View Reports in Excel

In Excel, you can open reports that you have saved as tab-delimited files, comma-separated files or unformatted text files.

1. Go to Reports > Index to Reports.
2. Select the required report.
3. Click “Send To” > Excel.
4. Microsoft Excel should open with your report.
5. Save the file to your computer.

Exporting Data

NOTE: When you export timesheets, only the entries that don't have activity slips associated with them are included. You must export activity slips to complete the process.

1. Go to File > Export Data and choose the type of data you want to export.
 - The Export File window appears.
2. Select the export file format and the type of the first record.
 - Export File Format - Please select tab-delimited text file format.
 - First Record - Please select Header Record.
3. Click Continue.
 - The Export Data window appears.
4. Choose the fields you want to export and the order in which you want to export them. To do this, click on the first field you want to export in the AccountEdge Fields column. Field 1 will appear in the Export Order column next to the field you selected. The field name will appear at the top of the Export Fields column on the left side of the window.
5. Repeat step 4 for each field you want to export.

- If you want to remove a field's name from the Export Fields column, click its name in the AccountEdge Fields column.
 - If you want to export all the fields in the order they're shown in the AccountEdge Fields column, click Match All.
6. When you have selected the fields, click Export.
 7. Save the file. The data is exported and saved as a text file.

Further assistance can be found at the MYOB website - <https://www.myob.com/au/support>