

Answer ID 22808
Products <a href="#">MYOB Payroll</a>
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Access Level Public NZ

## How do I set up an Accumulator?

### Question

**Accumulators** are great to use for staff that make purchases from your company or borrow money etc. By setting up an accumulator you will be able to deduct the money from the employees pay and the payroll will automatically stop the deductions when the loan has been paid.

### Answer

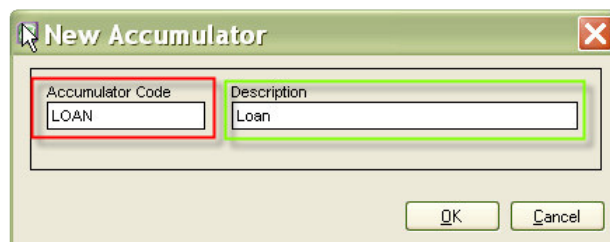
The setup process is as follows:

#### Create a New Accumulator

1. Within the Main Command Centre of MYOB Payroll choose **Payroll > Maintain Accumulators**.



2. Add a 'New Accumulator' called "LOAN" with the description "Loan".



#### Create a New Pay Code

1. Go to **Maintenance > Maintain Pay Codes**
2. Create a New Pay Code called "LOANBJ" i.e.(add employees initials) and Description "Loan Bob". Choose the Pay Code Type "Post Tax Deduction" then click **OK**.

- In the **"General Tab"** of this code Tick the **"Allow the rate to be modified"** box.

*Note:* Leave the Pay Code rate is based on... as **"None"** (as shown in screenshot below)

- In the **"Other Tab"** tick the **"Include on Direct Credit Schedule"** box and enter the required Bank account number and reference details for re-payments to be made to.

**Attach the Accumulator to the Pay Code**

- Still within **"Maintain Pay Codes"** In the **"Accumulator Tab"** of the new pay code select the newly created **"LOAN"** Accumulator to **"Accumulate quantities to:"** using the drop-down arrow.
- Leave the default setting **"Decrease Accumulator balance"**.

General Super Other **Accumulators** Totals

**LOANBJ Loan Bob**

Accumulate quantities to apprentice hours

Accumulate quantities to:  
 LOAN - Loan

Increase accumulator balance  
 Decrease accumulator balance

**Add New Pay Code to Employee's Pay/Default Totals**

1. Go to **Maintenance > Maintain Employees > Select Employee**
2. In the employee's "**Pay Defaults Tab**" add the newly created "**LOANBJ**" pay code to Bob's pay defaults by clicking **NEW** button and selecting the newly created code.
3. Enter in the '**Quantity**' column the required amount to be deducted each pay and in the '**Rate**' column enter **1.00**. Leave Type as '**Variable**'.

**Important:** The amount to be deducted each pay must be entered in the Quantity field to ensure the accumulator decreases correctly.

(FINNMAC) Mac, Finnbob  Hide all finished employees

Compulsory Deductions		Accumulators			Reminders		
Pay Code	Description	Quantity	Rate	Total	Type	Quantity YTD	Total YTD
ANHL	Annual Leave	0.00	25.00000	0.00	Variable	0.00	0.00
LIEU	Alternative Holidays	0.00	25.00000	0.00	Variable	0.00	0.00
ORD	Ordinary Time	0.00	25.00000	0.00	Variable	20.00	500.00
SICK	Sick Leave	0.00	25.00000	0.00	Variable	0.00	0.00
STAT	Public Holidays	0.00	25.00000	0.00	Variable	0.00	0.00
HP	Holiday Pay	0.00	40.00000	0.00	Variable	0.00	0.00
TAX	PAYE	1.00	0.00000	0.00	Variable	1.00	90.61
LOANBJ	Loan Bob	50.00	1.00000	50.00	Variable	0.00	0.00
DC MACF	Finnbob's second bank account	1.00	150.00000	150.00	Regular	1.00	150.00
DC	Direct Credits	1.00	0.00000	0.00	Variable	1.00	259.39

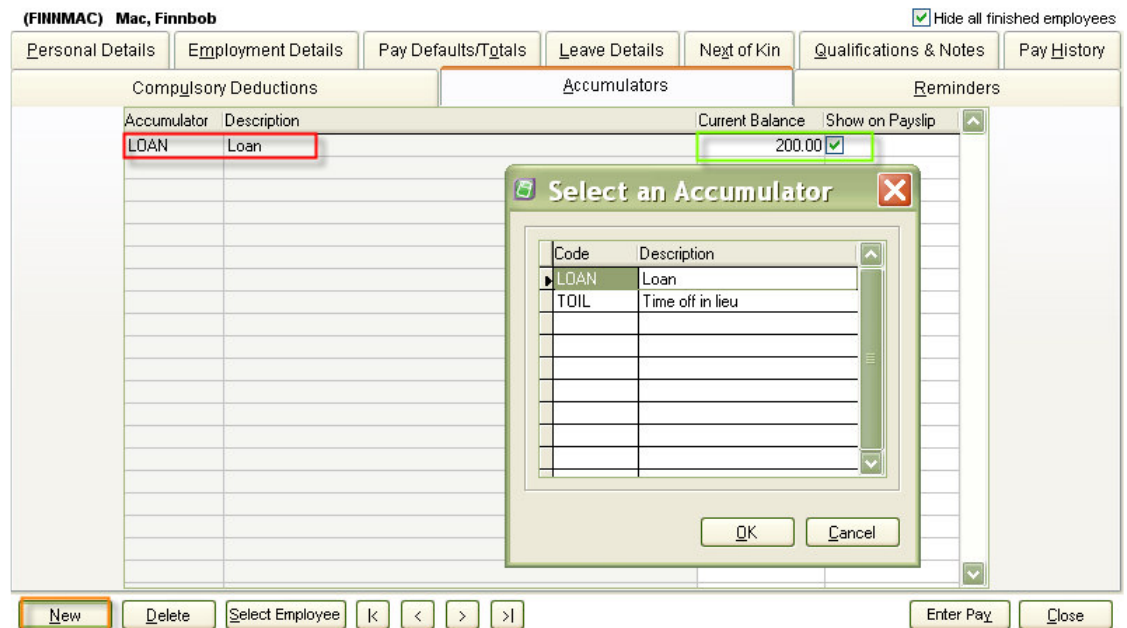
New Delete Select Employee K < > >I Split Default Enter Pay Close

**Attach the Accumulator to the Employee**

1. Still within the **Maintain Employees** go to the employee's "**Accumulator Tab**" and **Select** the newly created "**LOAN**"

accumulator

2. Enter the balance (if any) of the accumulator and tick "Show on Payslip" (if required).



3. The "Accumulator" is now fully set up ready to automatically deduct the required repayments and keep a record of any payments made.

**NOTE:** This "LOAN" accumulator can be used for multiple employees, however a separate loan pay code is recommended for each individual employee.

Accumulators can also be useful to:

- Record Time Off In Lieu of Overtime (TOIL) - for more information [Click Here](#)
- Record Long Service Leave (LSL) - for more information [Click Here](#)

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