

MYOB Advanced

Importing Timesheets

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External Timesheet Import

The Payroll module in MYOB Advanced can import timesheets generated from external applications or from Employee Time Cards entered in MYOB Advanced. When timesheet data is imported into a pay run, pay items based on the timesheet data are created or updated automatically.

Process Overview

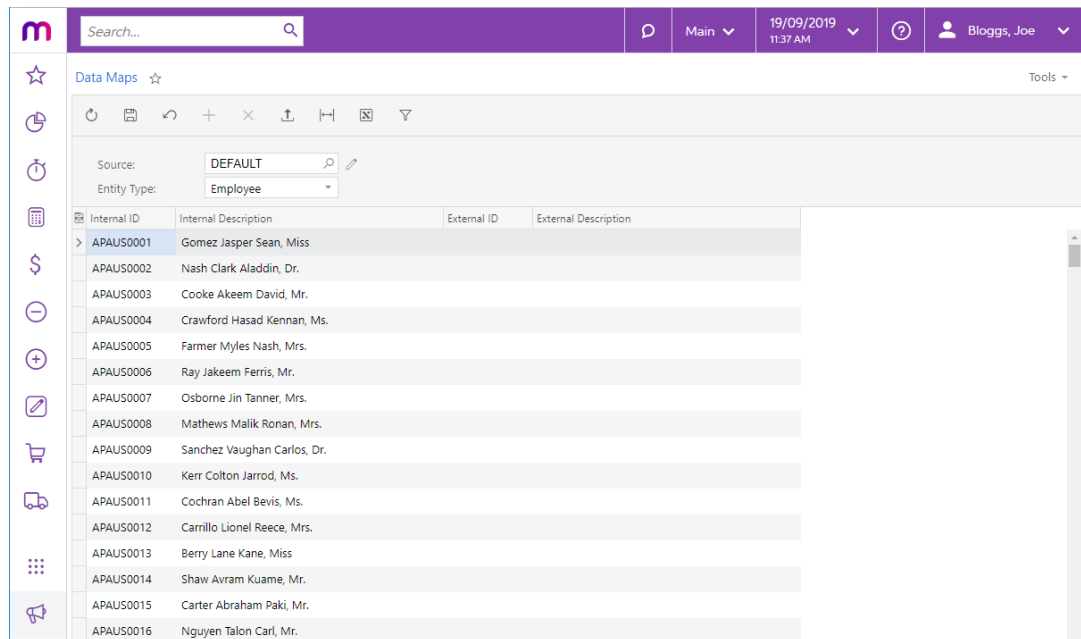
The process of setting up the Payroll module for timesheet imports and importing involves several steps:

1. Set up data maps that map records from timesheet data to records in MYOB Advanced.
2. Generate timesheet data. Either:
 - Export data from an external timesheeting system and format it as required, or
 - Enter time card information on the Employee Time Cards screen in MYOB Advanced (EP305000).
3. Import timesheet data into the Payroll module:
 - a. Create a timesheet batch in MYOB Advanced.
 - b. Import data into the batch (upload a timesheet CSV and/or import time cards).
 - c. Perform mapping on the imported data, based on the data maps you set up previously.
 - d. Validate the data mapping and make corrections as necessary.
4. Import timesheet data into an individual pay run:
 - a. Open a pay run for a pay period covered by the timesheet data.
 - b. Import timesheet data into the pay.
 - c. Validate and correct the data if necessary.
 - d. Process the pay as normal.

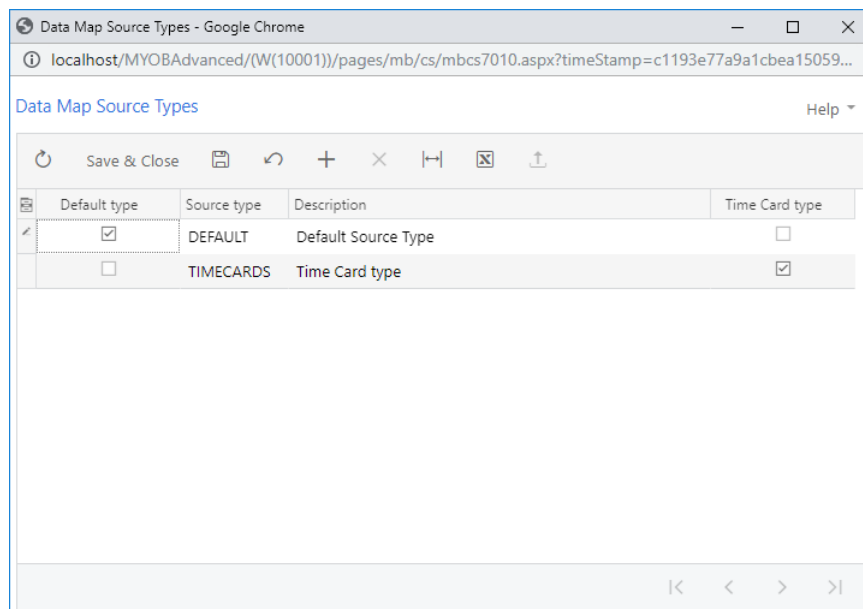
Each of these steps is detailed in the sections that follow.

Data Mapping

Data maps are used to map the imported timesheet data to records in the MYOB Advanced Payroll module. Set up data maps on the Data Maps screen (MPPP7020).



To set up a data map, first choose a Data Source Type in the **Source** field. Advanced provides a DEFAULT source, but you can set up new data sources by clicking the edit button next to the **Source** field. This opens the Data Source Types window (MBCS7010):





When setting up a new data source, tick the **Time Card type** box if the source will be used to import data from MYOB Advanced Time Cards.

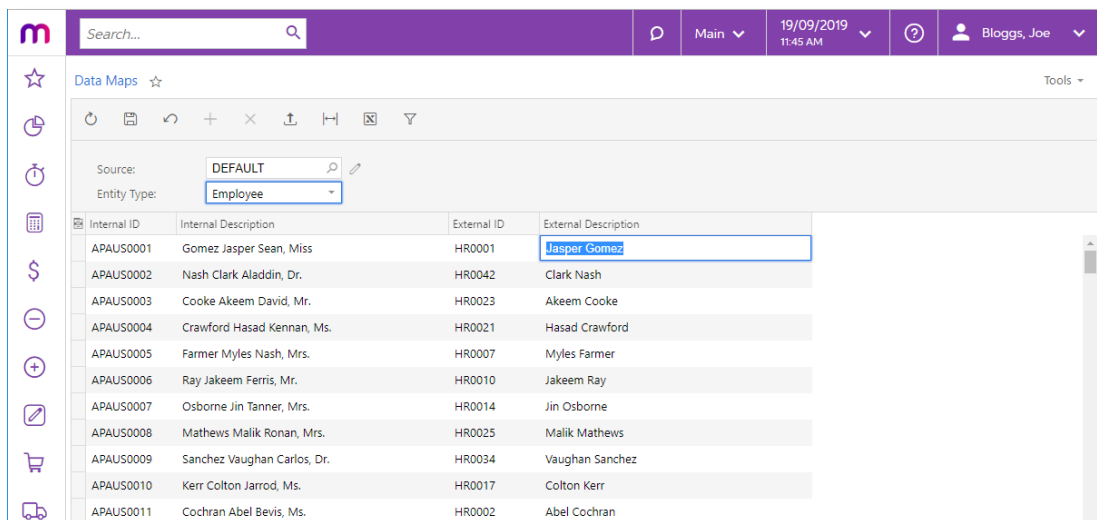
Once you have selected a Data Source Type, select the kind of records to map from the **Entity Type** dropdown. Selecting an Entity Type populates the main grid with all records of that type. Three types of record can be mapped:

- **Employee** – Main grid displays all active payroll employees
- **Pay item** – Main grid displays all active pay items that have a calculation method of “Rated” or “Amount”
- **Subaccount** – Main grid displays all active subaccounts

Note: Each Employee, Pay Item, or Subaccount record can only have a single external identifier mapped against it.

To begin with, the grid contains details of the records in the **Internal ID** and **Internal Description** columns—to complete the mapping, you must supply the **External ID** and **External Description** that each records maps to. There are two ways of doing this:

- Enter mapping details directly into the **External ID** and **External Description** columns for each record.
- Click the Export button () to export the grid to an Excel file. Open the file in Excel, complete all mappings, then use the Upload button () to upload the completed Excel file back into the grid.



The screenshot shows the MYOB Data Maps interface. At the top, there is a search bar and navigation options. Below that, the 'Source' is set to 'DEFAULT' and the 'Entity Type' is 'Employee'. The main area contains a table with the following data:

Internal ID	Internal Description	External ID	External Description
AP AUS0001	Gomez Jasper Sean, Miss	HR0001	Jasper Gomez
AP AUS0002	Nash Clark Aladdin, Dr.	HR0042	Clark Nash
AP AUS0003	Cooke Akeem David, Mr.	HR0023	Akeem Cooke
AP AUS0004	Crawford Hasad Kennan, Ms.	HR0021	Hasad Crawford
AP AUS0005	Farmer Myles Nash, Mrs.	HR0007	Myles Farmer
AP AUS0006	Ray Jakeem Ferris, Mr.	HR0010	Jakeem Ray
AP AUS0007	Osborne Jin Tanner, Mrs.	HR0014	Jin Osborne
AP AUS0008	Mathews Malik Ronan, Mrs.	HR0025	Malik Mathews
AP AUS0009	Sanchez Vaughan Carlos, Dr.	HR0034	Vaughan Sanchez
AP AUS0010	Kerr Colton Jarrod, Ms.	HR0017	Colton Kerr
AP AUS0011	Cochran Abel Bevis, Ms.	HR0002	Abel Cochran

You don't need to map all records to be able to save the mapping—any unmapped records will be ignored when mapping imported timesheet data.

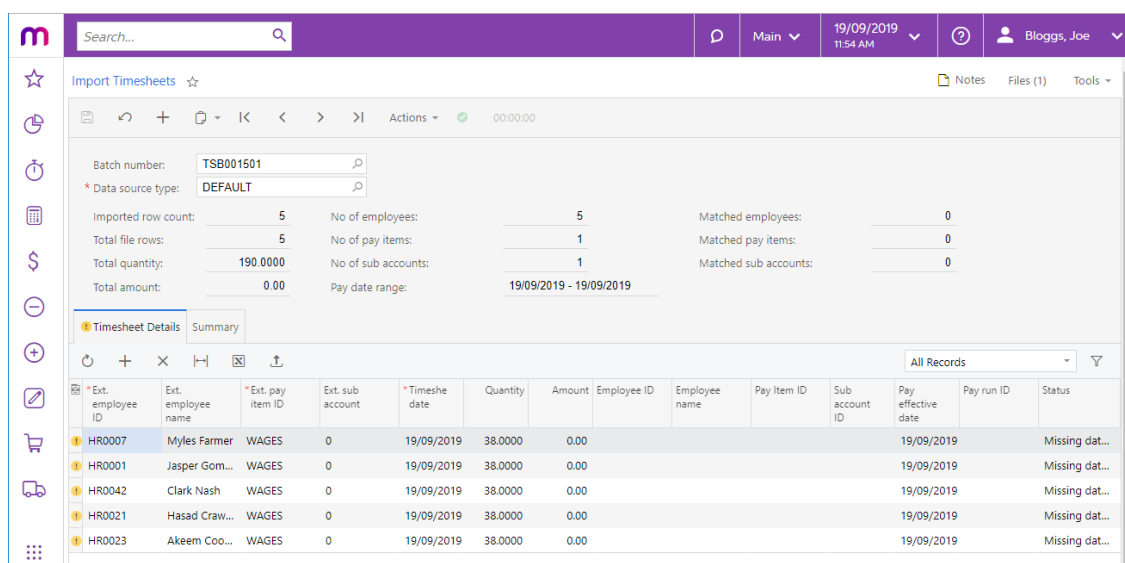
Importing Timesheet Data

Importing Records

Once data maps have been set up, use the Import Timesheets screen (MPPP7030) to import external records and apply the mappings you've set up.

Select the Data Source Type that matches the source chosen to be the same as the source of the appropriate data mapping configuration.

Next, create a new batch using the + button and upload timesheet details by clicking the **Upload Timesheet** option in the Actions dropdown.




Note: Immediately after importing data, warning messages appear saying that data is missing (see screenshot above). These warnings will disappear once the data is mapped—see “Mapping Records” on page 7.

Timesheet Import File Format

Timesheet import files should be Excel files with the same column layout as the main table of the Import Timesheets screen:

- Ext. employee ID – the employee's ID in the external system
- Ext. employee name – the employee's name in the external system
- Ext. Pay item ID – the ID of the pay item in the external system
- Ext. sub account – the subaccount ID in the external system
- Timesheet date – the date of the timesheet entry
- Quantity – the quantity (hours/days) for Rated pay items
- Amount – the amount for Amount pay items

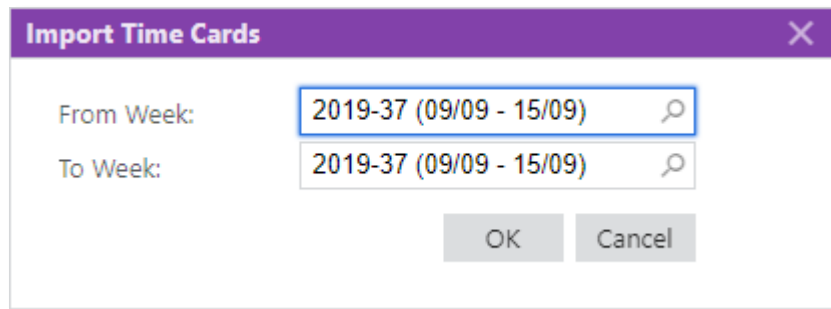
The easiest way to create an import file template is to click the Export button () on the main table toolbar to export a blank table to Excel—this will create a file with the required column headings in the correct order. You can delete the columns after Amount, as these columns relate to data from the MYOB Advanced system that will be filled in by the data mapping.

Importing Time Cards

If the Data Source Type has the Time Card box ticked, an **Import Time Cards** option is also available in the Actions dropdown. Select this option to import timesheet data from MYOB Advanced time cards.

Note: The **Upload Timesheet** action is still available in this case—it is possible to import data from time cards and from a CSV file into the same batch.

Time cards are generated against a specific week, which is displayed for the time card on the Employee Time Card screen (EP305000). When importing time cards, you will need to specify the range of weeks to import time cards from:

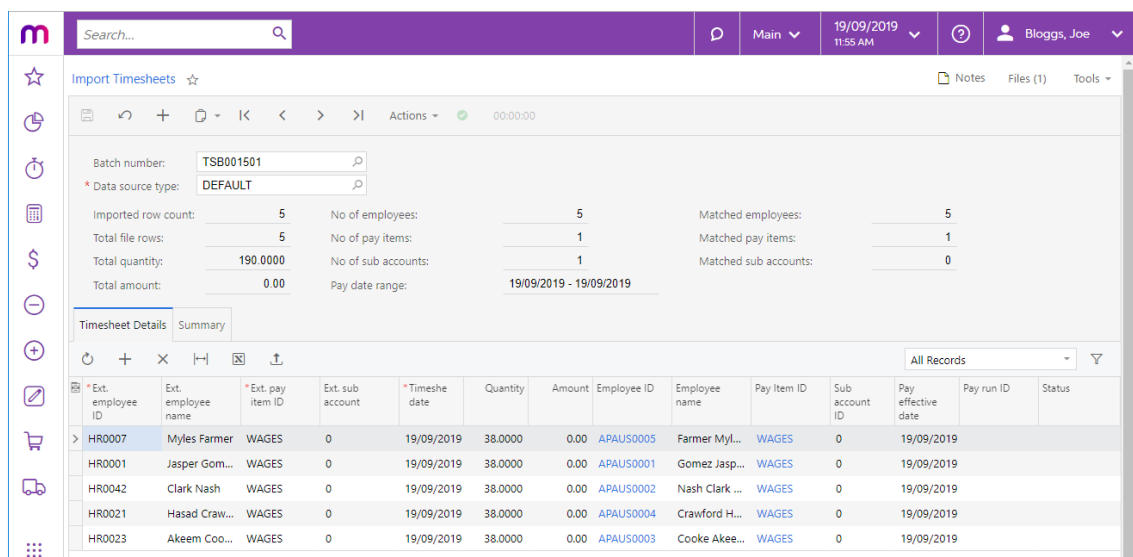


The screenshot shows a dialog box titled "Import Time Cards". It has two input fields: "From Week:" and "To Week:". Both fields contain the text "2019-37 (09/09 - 15/09)". Below the fields are two buttons: "OK" and "Cancel".

Data from all approved and released time cards within the range of weeks you selected is imported.

Mapping Records

Once timesheet data has been imported, click **Map Imported Items** from the Actions dropdown to apply the mapping set up for the selected Data Source Type to the imported data. The remaining fields are filled in automatically based on the data mapping:



The screenshot shows the "Import Timesheets" screen in MYOB Advanced. The "Summary" tab is selected, showing the following statistics:

Imported row count:	No of employees:	Matched employees:
5	5	5

Total file rows:	No of pay items:	Matched pay items:
5	1	1

Total quantity:	No of sub accounts:	Matched sub accounts:
190.0000	1	0

Total amount: 0.00
Pay date range: 19/09/2019 - 19/09/2019

Below the summary is a table of "Timesheet Details":

*Ext. employee ID	Ext. employee name	*Ext. pay item ID	Ext. sub account	*Timeshe date	Quantity	Amount	Employee ID	Employee name	Pay Item ID	Sub account ID	Pay effective date	Pay run ID	Status
HR0007	Myles Farmer	WAGES	0	19/09/2019	38.0000	0.00	APAU0005	Farmer Myl...	WAGES	0	19/09/2019		
HR0001	Jasper Gom...	WAGES	0	19/09/2019	38.0000	0.00	APAU0001	Gomez Jasp...	WAGES	0	19/09/2019		
HR0042	Clark Nash	WAGES	0	19/09/2019	38.0000	0.00	APAU0002	Nash Clark ...	WAGES	0	19/09/2019		
HR0021	Hasad Craw...	WAGES	0	19/09/2019	38.0000	0.00	APAU0004	Crawford H...	WAGES	0	19/09/2019		
HR0023	Akeem Coo...	WAGES	0	19/09/2019	38.0000	0.00	APAU0003	Cooke Akee...	WAGES	0	19/09/2019		

Note: Mapping pay items and employees is mandatory. Subaccount mapping is optional, however: if no subaccount is mapped, the default subaccount on the relevant GL Purpose code will be used.

Updating Timesheet Records Manually

The records on the Import Timesheets screen can be edited manually if necessary, e.g. to correct mapping errors or to enter details for records that aren't included in the data map. You can enter new details into each cell directly:

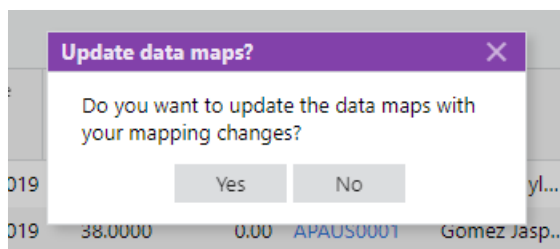
*Ext. employee ID	Ext. employee name	*Ext. pay item ID	Ext. sub account	*Timesheet date	Quantity	Amount	Employee ID	Employee name	Pay Item ID	Sub account ID	Pay effective date	Pay run ID	Status
HR0007	Myles Farmer	WAGES	0	19/09/2019	38.0000	0.00	AP AUS0005	Farmer Myl...	WAGES	0	19/09/2019		
HR0001	Jasper Gom...	WAGES	0	19/09/2019	38.0000	0.00	AP AUS0001	Gomez Jasp...	WAGES	0	19/09/2019		
HR0042	Clark Nash	WAGES	0	19/09/2019	38.0000	0.00	AP AUS0002	Nash Clark ...	WAGES	0	19/09/2019		
HR0021	Hasad Craw...	WAGES	0	19/09/2019	38.0000	0.00	AP AUS0004	Crawford H...	WAGES	0	19/09/2019		
HR0023	Akeem Coo...	WAGES	0	19/09/2019	38.0000	0.00	AP AUS0003	Cooke Akee...	WAGES	0	19/09/2019		

Note: The **Pay Effective Date** of each timesheet record is defaulted from the timesheet date, but can be changed as required. You can incorporate historic timesheet entries into open pay runs by adjusting this date to fall within the applicable pay period.

In the case of the **Employee ID**, **Pay Item ID** and **Subaccount ID** columns, you can manually select records to map the timesheet data to using standard selection windows:

The screenshot shows the 'Import Timesheets' interface. On the left, there are summary statistics: Batch number: TSB001501, Data source type: DEFAULT, Imported row count: 5, Total file rows: 5, Total quantity: 190.0000, Total amount: 0.00. The main table is the same as in the previous image. A 'Select' window is open over the table, showing a list of employees with their IDs and names. The 'Employee ID' column is selected, and the list includes: AP AUS0002 (Nash Clark Aladdin...), AP AUS0003 (Cooke Akeem David...), AP AUS0004 (Crawford Hasad Ken...), AP AUS0005 (Farmer Myles Nash, ...), AP AUS0006 (Ray Jakeem Ferris, Mr.), AP AUS0007 (Osborne Jin Tanner, ...), AP AUS0008 (Mathews Malik Rona...), AP AUS0009 (Sanchez Vaughan Ca...), AP AUS0010 (Kerr Colton Jarrod, ...), AP AUS0011 (Cochran Abel Bevis, ...), and AP AUS0012 (Carrillo Lionel Reece, ...).

Any manual edits you make can be applied to the data map for the selected Data Source Type. The following message appears when you save a batch after manually editing the data:



Click **Yes** to apply your edits to the data map. This will ensure that any new timesheet batches will map values according to the edits.

Click **No** to leave the data map as it is—the edits you make will apply to this batch only.

Validating Imported Values

Warning indicators appear on rows with missing or faulty record values. Details of the problems are also displayed in the **Status** column. Correct these records before importing the data into a pay run.

Note: You can filter the **Status** column by “Is Not Null” to show only those rows with warnings.

The screenshot shows the 'Import Timesheets' window. The summary area displays the following data:

Imported row count:	5	No of employees:	5	Matched employees:	5
Total file rows:	5	No of pay items:	1	Matched pay items:	1
Total quantity:	190.0000	No of sub accounts:	2	Matched sub accounts:	1
Total amount:	0.00	Pay date range:	19/09/2019 - 19/09/2019		

The table below shows the details of the imported records. A warning is present for the record with Ext. employee ID HR0001.

*Ext. employee ID	Ext. employee name	*Ext. pay item ID	Ext. sub account	*Timeshe date	Quantity	Amount	Employee ID	Employee name	Pay Item ID	Sub account ID	Pay effective date	Pay run ID	Status
HR0007	Myles Farmer	WAGES	0	19/09/2019	38.0000	0.00	APAU50005	Farmer Myl...	WAGES	0	19/09/2019		
HR0001	Jasper Gomez	WAGES	1	19/09/2019	38.0000	0.00	APAU50001	Gomez Jasp...	WAGES	1	19/09/2019		Sub account no...
HR0042	Clark Nash	WAGES	0	19/09/2019	38.0000	0.00	APAU50002	Nash Clark ...	WAGES	0	19/09/2019		
HR0021	Hasad Craw...	WAGES	0	19/09/2019	38.0000	0.00	APAU50004	Crawford H...	WAGES	0	19/09/2019		
HR0023	Akeem Cooke	WAGES	0	19/09/2019	38.0000	0.00	APAU50003	Cooke Akee...	WAGES	0	19/09/2019		

The summary area provides an overview of the imported record set. Use these totals to confirm that all relevant timesheet data is present and mapped correctly by, for example:

- Comparing the presented totals with the record totals of the imported timesheet file
- Comparing the number of imported records against those mapped.
- Evaluating the Pay Date range

The Summary tab provides an additional level of reporting by grouping the imported data by Employee, Pay Item and Subaccount:

The screenshot shows the 'Import Timesheets' window with the 'Summary' tab selected. The summary area displays the following data:

Imported row count:	5	No of employees:	5	Matched employees:	5
Total file rows:	5	No of pay items:	1	Matched pay items:	1
Total quantity:	190.0000	No of sub accounts:	1	Matched sub accounts:	1
Total amount:	0.00	Pay date range:	19/09/2019 - 19/09/2019		

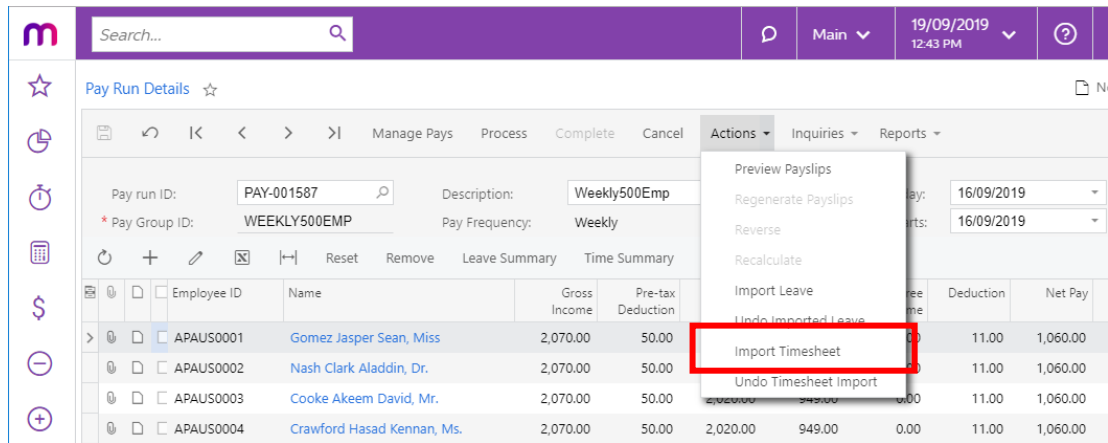
The table below shows the grouped summary of the imported records.

*Ext. employee ID	Ext. employee name	*Ext. pay item ID	Ext. sub account	Quantity	Amount
HR0023	Akeem Cooke	WAGES	0	38.0000	0.00
HR0042	Clark Nash	WAGES	0	38.0000	0.00
HR0021	Hasad Crawford	WAGES	0	38.0000	0.00
HR0001	Jasper Gomez	WAGES	0	38.0000	0.00
HR0007	Myles Farmer	WAGES	0	38.0000	0.00

Note: The Summary tab only reports on the imported external data, and is not indicative of what will be imported into a pay run—this purpose of this view is to help you confirm that all data was correctly imported.

Pay Run Timesheet Import

Once timesheet data has been imported and validated, you can continue to import unprocessed timesheet batches into an open pay run from the Pay Run Details screen (MPPP3120). Click **Import Timesheet** in the Actions dropdown to import timesheet data related to the pay run.



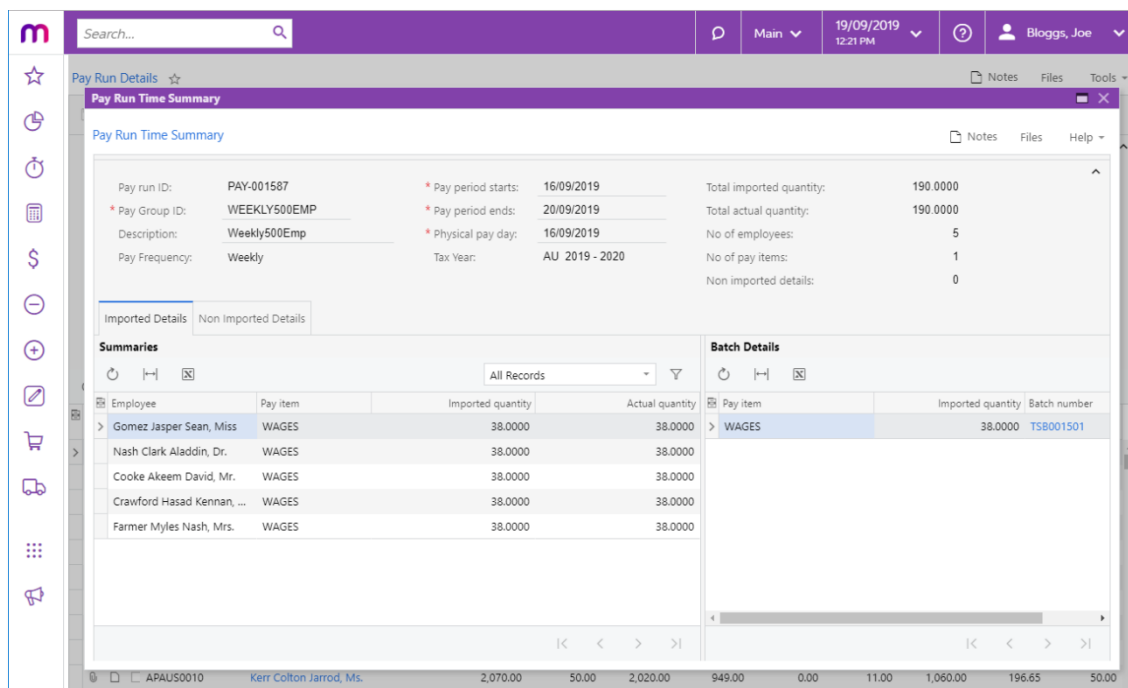
The import process scans all timesheet batches for records that match the following criteria:

- Not associated with any other pay run.
- The Pay Effective Date on the timesheet record falls within the Pay Period of the pay run (including the start and end dates).
- The employee associated with the timesheet record exists in the pay run.

Note: The Pay Item attached to imported timesheet data does not need to exist on the Standard Pay of the Employee. Where applicable, the timesheet import process dynamically adds these pay items to employees' pays.

Validating Pay Run Changes

Click the **Time Summary** button on the Pay Run Details screen to display the Pay Run Time Summary window (MPPP7050), which shows all timesheet records that were imported into the pay run, including the source timesheet batches.



The Non Imported Details tab displays any records that were present in the imported batches, but were not imported into the pay run. This allows you to find and correct any problems that may have caused the records to be left out of the import.

Note: Any difference in the Imported and Actual Quantity of the pay item will be highlighted in red.

The Pay Run Life Cycle

Timesheet record associations are maintained throughout the various stages of pay run processing. When a pay run is in the “OPEN” status, you can import timesheet records and undo the import if necessary (see below). Once a pay run has moved on from this status, into the “PROCESSING” or “COMPLETE” statuses, you cannot change any imported timesheet data, i.e. you cannot import new data or undo timesheet imports. At this stage, the only way to change the timesheet data is to reverse or cancel the pay.

When a pay is reversed or cancelled, any timesheet data imports are undone—the association between the timesheet data and the pay run is removed, so that the timesheet data can be imported into a new run (see below).

Undo Timesheet Import

Once a timesheet batch has been imported into a pay run, a link is created between the batch and the pay run, and the batch can no longer be edited. On the Import Timesheet screen, records imported into a pay run will no longer be editable—the **Pay Run ID** column displays the pay run that each timesheet record has been imported into.

Batch number: TSB001501
* Data source type: DEFAULT

Imported row count:	5	No of employees:	5	Matched employees:	5
Total file rows:	5	No of pay items:	1	Matched pay items:	1
Total quantity:	190.0000	No of sub accounts:	1	Matched sub accounts:	1
Total amount:	0.00	Pay date range:	19/09/2019 - 19/09/2019		

*Ext. employee ID	Ext. employee name	*Ext. pay item ID	Ext. sub account	*Timesh date	Quantity	Amount	Employee ID	Employee name	Pay Item ID	Sub account ID	Pay effective date	Pay run ID	Status
HR0007	Myles Far...	WAGES	0	19/09/2019	38.0000	0.00	APAU50005	Farmer My...	WAGES	0	19/09/2019	PAY-001587	
HR0001	Jasper Go...	WAGES	0	19/09/2019	38.0000	0.00	APAU50001	Gomez Jas...	WAGES	0	19/09/2019	PAY-001587	
HR0042	Clark Nash	WAGES	0	19/09/2019	38.0000	0.00	APAU50002	Nash Clark...	WAGES	0	19/09/2019	PAY-001587	
HR0021	Hasad Cra...	WAGES	0	19/09/2019	38.0000	0.00	APAU50004	Crawford ...	WAGES	0	19/09/2019	PAY-001587	
HR0023	Akeem Co...	WAGES	0	19/09/2019	38.0000	0.00	APAU50003	Cooke Ake...	WAGES	0	19/09/2019	PAY-001587	

If you need to correct timesheet records after they have been imported into a pay, you will first need to undo the import, to break the link between the pay run and the timesheet records. There are two ways to do this:

- Clicking the **Undo Timesheet Import** button on the Pay Run Details window removes all pay items affected by the import process, breaking the link between the relevant timesheet records and the pay run.
- Selecting one or more employees on the Pay Run Details window and clicking the **Reset** button on the main table's toolbar. This resets the current pay of the selected employees, breaking the link between the pay run and the timesheet records that applied to those employees.

Note: When a pay run is reversed or cancelled, any timesheet imports in the pay run are undone.

Additional Tips

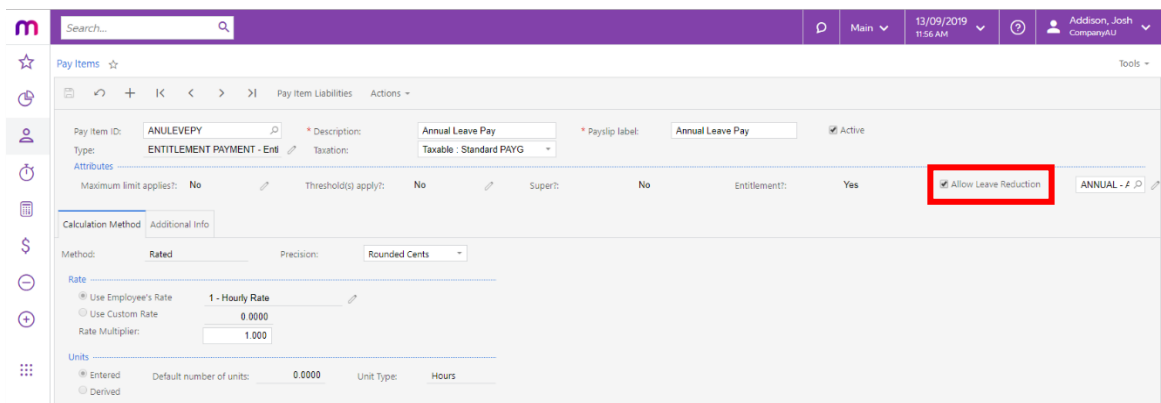
Standard Pay Configuration

The timesheet import process dynamically adds any relevant pay items to employees' pays. As such, these pay items don't need to be configured against the employee's Standard Pay by default.

Keeping the Standard Pay configuration lean and relying on the import process to add the relevant pay items should make it easier to maintain pay item and employee records.

Leave Item Configuration

Leave taken pay items are often configured to automatically reduce the calculated amount on the associated income pay item, by ticking the **Allow Leave Reduction** option on the Pay Items screen (MPPP2210). This configuration should be disabled when importing leave via timesheets, as the income item quantity imported already excludes any leave taken.



The screenshot shows the MYOB Pay Items configuration interface. The top navigation bar includes a search field, a 'Main' dropdown, the date '13/09/2019 11:56 AM', and the user 'Addison, Josh CompanyAU'. The main content area is titled 'Pay Items' and shows the configuration for a pay item with ID 'ANULEVEPY'. The description is 'Annual Leave Pay' and the tax is 'Taxable : Standard PAYG'. The 'Allow Leave Reduction' checkbox is checked and highlighted with a red box. Other configuration options include 'Maximum limit applies?' (No), 'Threshold(s) apply?' (No), 'Super?' (No), and 'Entitlement?' (Yes). The 'Rate' section is set to 'Use Employee's Rate' with a '1 - Hourly Rate' multiplier. The 'Units' section is set to 'Entered' with a 'Default number of units' of '0.0000' and 'Unit Type' of 'Hours'.