With TimePro's MYOB Integration Module, you can **import TimePro time records into MYOB** for invoice processing or payroll integration. These records are then used to generate:

o   Sales Invoices,

o   Purchases Invoices (these can be imported into your MYOB Accounting Package direct from TimePro and suppliers' paper invoices can simply be matched against your imported Purchase Invoices rather than entered manually); or

o   Activity Slips.

The MYOB Integration Module allows data for **Activities, Customers and Suppliers Cards** to be exported out of MYOB and then integrated with TimePro Customer, Supplier and Activity records. MYOB Activity records are only required to be set up if you are using a MYOB "Sales Invoice Type" of "Time Billing". The MYOB Activity ultimately determines which MYOB Income Account sales are recorded against. If you do not have a requirement to split your sales Income across multiple accounts in your MYOB Accounting Package, then more than likely you will only need to set up one MYOB Activity (e.g. Consulting). This scenario of using a single MYOB Activity is the recommended approach for most businesses.

Once the initial data has been imported, records are viewed and maintained using maintenance screens in TimePro. Any further changes made to MYOB data can be imported again or maintained on a record-by-record basis in TimePro. Instructions on setting up the module are contained in Page 2. **Note: Entered records must have matching entries in both TimePro and MYOB.**

How it works

The following pages provide step by step instructions on the main stages of the MYOB Integration Module.

o   Step 1: Importing MYOB data into TimePro – initial set up integration

o   Step 2: Matching MYOB Activities, Customers and Suppliers with corresponding TimePro Customers, Suppliers, Staff Project records

o   Step 3: Export TimePro data into a text file

o   Step 4: Integrate TimePro data into MYOB

A very powerful feature of TimePro is the ability to extract information from TimePro to generate invoices and activity slips for export into a text file and then imported into MYOB. This will save many hours in manual Invoice creation.

MYOB Export Sales Invoices
TimePro supports the following MYOB related Sales Invoice Types: Time Billing, Professional, Service and Miscellaneous/Other.

MYOB Export Purchases Invoices
Purchases Invoices will correspond to the invoices received from Contract staff. The great feature of this facility is that it alleviates the need to enter invoices that received from Suppliers of Contract Staff into MYOB as they will already have been imported into MYOB by this process. All you need do is check that the amounts that you have been invoiced match the amounts in MYOB, which is a great way to pick up any mistakes in the Suppliers invoices to you.

MYOB Export Activity Slips
To meet the requirements of a broad client base, the Activity Slips Export will ignore the "Chargeable" and "Export to MYOB" Project flags in the Activity Slips Export process. This is because the Activity Slips Export is often used for payroll integration and not just invoicing.

Quick Reference Guide – MYOB Integration Module

You have to be logged into TimePro to enable the links to the online help

Step 1: Configure MYOB Settings
Set **configuration options** to match your requirements including which version of MYOB you're using and various invoicing options for your Sales and Purchases.
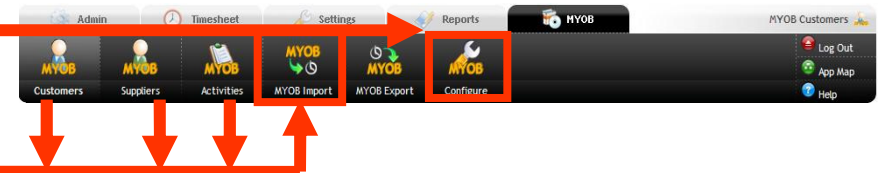
Step 2: Add MYOB Activities, Customers & Suppliers
The quickest way is to set up these records is to import them into TimePro (using the **MYOB Import**) rather than adding them individually.

Step 3: Match MYOB entries with TimePro Records

After adding these MYOB entries, you will need to link them with the appropriate TimePro **Customer**, **Supplier**, Project and **Staff Project** records located in the Admin tab.

**Step 4: Time to Export TimePro data to a .csv file**
The **MYOB Export facility** gives you the ability to take the time records entered into TimePro and to export these records for generating Sales Invoices and Purchases Invoices in MYOB. The **Sales Invoices**, **Purchases Invoices** and/or **Activity Slips** are then exported in a text file which is then imported into MYOB.
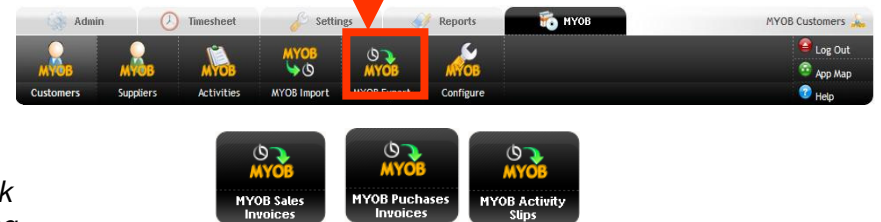
*Only Time records that have been marked as "Completed" are included as part of the export process. Therefore it is a good idea to use the **Check Timesheets screen** to check that staff have "Completed" their timesheets and then locking all timesheets before running an export.*

Step 5: Import TimePro data into MYOB

The final step is to import the TimePro data (either sales or purchase invoice information) into MYOB using **MYOB's Data Import Facility. Important: perform a backup of your MYOB data file before starting the import.**
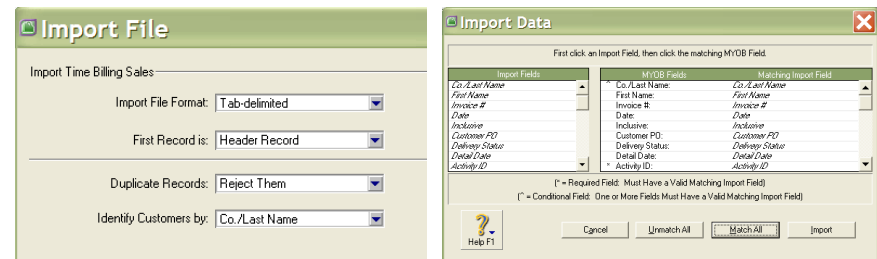
# Step 1: Setting up the MYOB Integration Module

IN MYOB

Step 1. **Choose one of the following menu options in MYOB depending on the data you wish to import into TimePro.**

- o File->Export Data->Activities
- o File->Export Data->Cards->Customer Cards
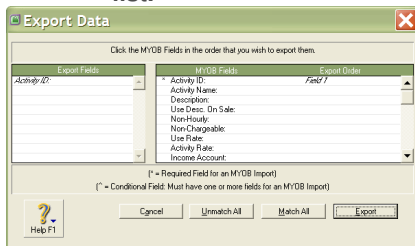- o File->Export Data->Cards->Supplier Cards

Step 2. **On the MYOB Export File screen choose the following options:**

- o Export File Format: Tab-Delimited
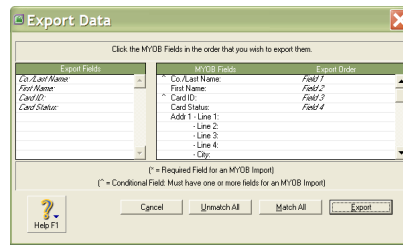- o First Record is: Header Record

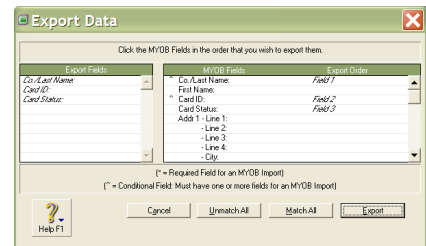Leave any other options as they are and press Continue.
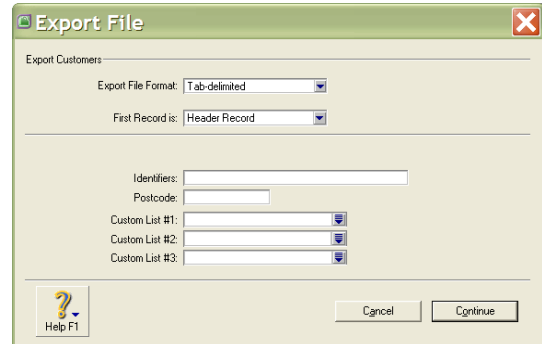
Step 3. **Choose the fields to export by clicking on them. This should place the required field into the Export Fields list.**

Activity Export : Choose **Activity ID**

Supplier Export : Choose **Co./Last Name**, **Card ID** and **(optionally) Card Status**

Customer Export : Choose **Co./Last Name, First Name, Card ID** and **(optionally) Card Status**

Step 4. **Press Export and then Save to complete the export process.** Note: remember the location that you saved the file on your computer so that you can find it again later.

IN TIMEPRO

Step 1. **On the MYOB Tab in TimePro press on the Import option.**

Step 2. **Click on Activities, Customers or Suppliers and then choose the file that you have exported in the previous steps from MYOB by pressing the Browse button.**
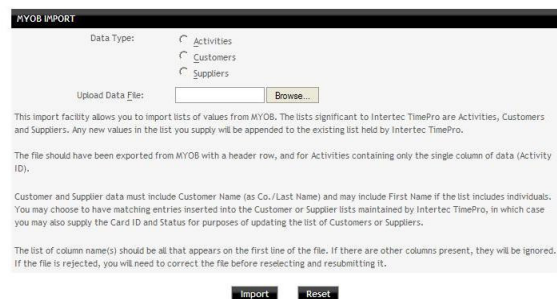
Step 3. **TimePro: Click on Import to start the Import process. A confirmation screen will be shown once the data import is complete.**

Step 2: Matching TimePro records with MYOB entries

MYOB Customer, Supplier and Activities have to be linked with existing Customer, Supplier, Project and Staff Project records in TimePro (located in the "Admin" tab).

CUSTOMER & SUPPLIER ADD/UPDATE

MYOB Name: Link your TimePro Customer with the corresponding Customer record in your MYOB system.

MYOB Supplier Name: Link your TimePro Supplier with the corresponding Supplier record in your MYOB system.

You should use the same Names in TimePro as you do in MYOB. You may choose to abbreviate these names in cases where the MYOB names are very long or very formal.

PROJECT ADD/UPDATE/COPY

MYOB Job: This is an optional field. If you wish to track this Project as a Job in MYOB then set this field to the corresponding MYOB Job that you have created for this project in your MYOB Accounting Package (choose the Lists menu, then Jobs in MYOB). Remember to make sure that this Job exists in MYOB before you import any data into MYOB.

MYOB Comment: Set this field to contain any specific information that you wish to include on the Sales Invoice that is generated by MYOB eg. Customer's Purchase Order Number.

Export to MYOB: Set this field to Yes if you wish Time recorded by your staff against this project to be used to generate Sales Invoice details for export to MYOB. If No is selected then this Project will be skipped when an MYOB export is performed.

STAFF PROJECT ADD/UPDATE/COPY

Description: The Description is a very important field as it is used as the description for line items on MYOB Sales Invoice Exports. Include the tag [StaffName] in the Description field to have the Staff members First Name and Surname substituted automatically into this field when data pertaining to this record is exported to MYOB.

MYOB Activity: Set it to the MYOB Activity that you want this Staff Project record to be linked with.

MYOB Line Item Order: Set this field to a number such as 10, 20, 30, as it is used for ordering line items on your MYOB Sales Invoices.

MYOB Export (Sales Invoices: Time Billing)

Step 1.   Select Time Records to be Invoiced

- (•) Uninvoiced Time Records for all dates up until   27 February 2011
- ( ) Time Records for the period (even if already invoiced)   14 February 2011   to   27 February 2011

Step 2.   Specify Invoice Details

Invoice Date: 28 February 2011

Invoice Content: One invoice per Customer and Project

Step 3.   Value to be supplied as Activity ID

For the Activity ID, use the value selected from   Staff Projects: MYOB Activity ID

Step 4.   Limit the Data to be Exported

Customer: All Customers

Prepare Invoices

---

o   **Uninvoiced Time Records up to a specified date**

The normal mode of operation is to select all time records which have been marked as complete but which are as yet uninvoiced. You are then able to review the invoices which would result from these time records, and you can omit entire invoices, invoice line-items, or individual time records, postponing these until a later invoice batch. An invoice batch number is automatically assigned, and you can then print all timesheets which match this batch. The default value is the last day of the period before the current one.

o   **Time Records for the Period**

You may also select all items for a specific time period, which is by default the period preceding the current period. It is important to note that this will select all completed time records for the period you specify, whether or not they have already been invoiced. This allows you to produce a new invoice to replace one previously produced. You would normally proceed by de-selecting all records, and then selecting specifically the information for which you want to produce the invoice or invoices. You should bear in mind that this will produce a new invoice batch, and time records previously assigned to an earlier batch will be removed from that batch and assigned to the new one.

o   **Invoice Date**

As well as specifying the way time records are to be selected, you also need to specify the date which is to appear on invoices. TimePro will suggest the first day of the current period.

o   **Invoice Content**

The last item you need to specify is the content of each invoice, meaning the conditions under which a new invoice will be produced

o   **Activity ID**

The Activity ID can be taken from a number of fields: Projects: MYOB Job, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: MYOB Activity ID, Staff Projects: Activity ID, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or a value can be specified by choosing Use Value Below.

o   **Customer**

You can optionally limit the export to a single Customer if required.

o   **Prepare Invoices**

When you click on this button, the time records which satisfy your selections above are gathered and grouped into invoices, and displayed in the **MYOB Export Item Selection** page.

Undo an Existing Batch

Batch 8 (28-Oct-2008 12:53)

View Batch   **Undo Batch**

If you have prepared a Sales Invoice Batch for MYOB using this screen and subsequently realise that you have made a mistake in the data that was selected for Export, you can reverse out the batch using this option. There is also an option to "View Batch" so that you can verify the records that will be reversed before actually performing the "Undo" operation.

Note: Once a batch has been "undone" it is still shown in the batch list but is prefixed with an "X" to indicate that it has been backed out.

On the **MYOB Export Item Selection** screen, you are presented with a list of the invoices which can be produced from the time records you have selected. What you see will depend on your browser.

Each row of information also has a selector button and is selected by default.

- If you selected time records for a date range you would typically start by pressing the Select None button (this can take a few seconds to complete). You would then select the items you wish to include in the invoice run.

- If you selected uninvoiced time records you would review the invoices and may choose to select items to exclude from the invoice run.

You may select information at any level of detail to include that item and everything at a lower level. You may deselect an item to exclude it and all lower-level detail. If some items at a level are selected and others not selected, the next-higher parent level will be part-selected. The line-item and invoice values are adjusted in response to your selections.

Once you are satisfied that the invoices are as you wish to see them, click on the Create Batch button. This will take you to the **MYOB Export Save Batch** screen.

This screen shows you the batch number allocated to this information. You should note this number so that you can specify it in the batch print to select time sheets to match these invoices. At this point you get a last chance to change the batch. If you choose the Re-do Selections button, you will be returned to the MYOB Export Item Selection screen to repeat the process, and you will replace this batch when you complete the selection.

Normally you would continue with the Export Invoice Data button. This will open up a new browser window (Data Export Complete) which includes a link which you can use to open the exported data file or to save the exported data in the location from which you will import it to MYOB.

MYOB Export (Sales Invoices: Time Billing)

Selection Mode:		Date Range From:	15 September 2008	To:	28 September 2008
Invoice Date:		01 October 2008			
Invoice Content:		One invoice per Customer and Project			

[Select All] [Select None] [Create Batch] ⭐

INVOICE 1 - Customer Name: Envisage Media; Project Name: Website design

	Inv. Detail Date	Inv. Job	Inv. Activity	Staff Name	Inv. Rate (Ex GST)	Inv. Hours	Inv. Amount (Ex GST)	Inv. Note	Inv. Comment
+	15-Sep-2008		Consulting	Happy Gavin	140	8.75	A$1,225.00	Professional services provided by Happy Gavin	
+	15-Sep-2008		Consulting	Happy Gilmore	140	23.25	A$3,255.00	Professional services provided by Happy Gilmore	
+	22-Sep-2008		Consulting	Happy Gavin	140	30.50	A$4,270.00	Professional services provided by Happy Gavin	
+	22-Sep-2008		Consulting	Happy Gilmore	140	11.25	A$1,575.00	Professional services provided by Happy Gilmore	
+	22-Sep-2008		Consulting	Trixi Fifi	105	9.75	A$1,023.75	Professional services provided by Trixi Fifi	
+	22-Sep-2008		Consulting	John Khoo	165	4.50	A$742.50	Professional services provided by John Khoo	
	Invoice Total					88.00	A$12,091.25		

INVOICE 2 - Customer Name: Red Square; Project Name: Online training

	Inv. Detail Date	Inv. Job	Inv. Activity	Staff Name	Inv. Rate (Ex GST)	Inv. Hours	Inv. Amount (Ex GST)	Inv. Note	Inv. Comment
+	15-Sep-2008		Consulting	Happy Gavin	95	8.50	A$807.50	Professional services provided by Happy Gavin	
+	15-Sep-2008		Consulting	Happy Gilmore	105	5.00	A$525.00	Professional services provided by Happy Gilmore	
+	22-Sep-2008		Consulting	Happy Gavin	95	11.00	A$1,045.00	Professional services provided by Happy Gavin	
+	22-Sep-2008		Consulting	Trixi Fifi	105	3.25	A$341.25	Professional services provided by Trixi Fifi	
+	22-Sep-2008		Consulting	John Khoo	165	16.75	A$2,763.75	Professional services provided by John Khoo	
	Invoice Total					44.50	A$5,482.50		

MYOB Export (Sales Invoices: Time Billing)

Batch number 9 has been set up with a batch date of 28-Oct-2008 and time of 13:17.

[Re-do Selections] [Export Invoice Data]

Data Export Complete
19 records.

Export File - 1_Export_Sales01102008_131821.txt

To save the export file to disk, you should right-click the file name and choose the 'Save Target As' option from the menu which pops up.

To view the file, you should click on the file name above to open it. While the file is open, you may choose File | Save As from the browser menu to save the file to disk.

[Close]

MYOB Export - Purchase Invoice

First select the Period Beginning from the dropdown list which has been pre-populated with dates based on the system configuration settings in the application. Once a date has been chosen from the dropdown list, the system automatically displays the period for which data will be extracted.

The Invoice Date is defaulted as the first day following the end of the period selected. The Detail Date is defaulted as the date that marks the start of the period selected. These values can be changed manually if you require different dates to appear on your purchase invoices.

The Invoice Content determines exactly how your Purchases Invoices are generated. A default is selected based on specific MYOB Configuration Settings. For example, if one of your Supplier's contractors is currently working on 3 Projects for one of your Customers, then you may wish to create only one invoice to cover all the Projects or you may want to generate a separate invoice for each Project (3 in this case). You can modify the option here so that the Invoices are generated in the manner you wish. The most common option is to generate One Invoice per Supplier and Project which is the default option.

Press the "Export" button to initiate The MYOB Export process.

A Data Export Complete screen then shows the number of records extracted and also provides a link to the exported file. You should right-click on the link and save the target file to your computer.

INTERTEC
TimePro

MYOB Export - Activity Slips

STEP 1. Specify whether to export Time Records, Expense Records, or both.

	Time	Expenses
Export this type of information	☑	☐

Specify whether you wish to export Time Records, Expenses or Both

STEP 2. Specify information to appear on MYOB Activity Slips.

Content of the Notes field

	Time	Expenses
Prefix with Start/Finish Time	☐	
Prefix with Staff Name	☐	☐
Prefix with Project Code	☐	☐
Prefix with Project Description	☐	☐
Include Task External ID	☐	
Include Task Description	☑	
Include Time/Expense Record Description	☑	☑
Include MYOB Line Item Order	☐	☐

Value to be supplied as Rate

Use the Staff Project Charge Rates stored in Intertec TimePro ▼

Value to be supplied as Activity ID

For the ActivityID, use the value selected from

Staff Projects: MYOB Activity ID ▼   Staff Projects: MYOB Activity ID ▼

Your Intertec TimePro system is set for Time Billing, i.e. this is the type of Sales Invoice you use. Any time records relating to Staff Project entries which do not have Activity IDs specified will not import successfully into MYOB. If you have such entries, you should specify an override activity ID above. This will be used for all Activity Slips generated.

Value to be supplied as MYOB Job

For the MYOB Job, use the value selected from

Projects: MYOB Job ▼   Projects: MYOB Job ▼

Mark as already billed in export file ☐ ☐

Specify whether you wish to export Time Records, Expenses or Both

Content of the Notes field

Choose the detail you want to appear in the Notes included in the Activity Slips. By default, the Task details are included (if you use tasks), as are the manually-typed descriptions (if you use these). You may choose to prefix the Notes with the name of the Staff member doing the work and with the Project Description.

Value to be supplied for the Rate

Specify whether the rate is to be taken from the Staff Project record or MYOB.

Value to be supplied for the Activity ID

The Activity ID can be pulled from a number of fields within TimePro: Projects: MYOB Activity ID, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: MYOB Activity ID, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or you can specify a value.

Value to be supplied for the MYOB Job

The MYOB job can be pulled from a number of fields within TimePro, Projects: MYOB job, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: MYOB Activity ID, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or you can specify a value.

STEP 4. Payroll Integration.

	Time	Expenses
Mark MYOB Activity Slips for Payroll Integration	☐	☐
For the MYOB Payroll Category, use the value selected from	Use Value Below	Expense: Code
	Base Hourly	

Create the Export File

Data Export Complete
49 records.

Export File - 1_Export_MYOBActivitySlips_104022.txt

To save the export file to disk, you should right-click the file name
and choose the 'Save Target As' option from the menu which pops up.

To view the file, you should click on the file name above to open it.
While the file is open, you may choose File | Save As
from the browser menu to save the file to disk.

Close

Choose whether the Activity Slips are to be marked for integration with the Payroll, and if so, the Payroll Category which is to be used. The MYOB Payroll Category can be pulled out from a number of fields from within TimePro: MYOB job, Staff Projects: Cost Code, Staff Projects: Description, Staff Projects: MYOB Activity ID, Staff Projects: Role, Staff: Reference, Task: Description, Task: External ID, or you can specify a value.

Click on "Create the Export File" to generate a text file, which will be listed on a new screen.

A Data Export Complete screen then shows the number of records extracted and also provides a link to the exported file. You should right-click on the link and save the target file to your computer.

INTERTEC
TimePro®

Step 4: MYOB Import Instructions - Sales Invoices, Purchase Invoices and Activity Slips

The final step is to import the TimePro data (either sales or purchase invoice information) **into MYOB** using MYOB's Data Import Facility. Only Time records that have been marked as "Completed" are included as part of the export process.

Step 1. **Perform a backup of your MYOB data file (IMPORTANT)**

It is recommended as good practice to do a backup of your MYOB data file prior to using the MYOB Import facility especially until you are familiar with the process.

Step 2. **Choose one of the following menu options in MYOB depending on the type of data you exported earlier:**

Sales

- o **File->Import Data->Sales->Time Billing (default)**
- o File->Import Data->Sales->Professional
- o File->Import Data->Sales->Service
- o File->Import Data->Sales->Miscellaneous

Purchases

- o File->Import Data->Purchases->Professional
- o File->Import Data->Purchases->Service
- o File->Import Data->Purchases->Miscellaneous

Step 3: **On the MYOB Import File screen choose the following options:**

- o Export File Format: Tab-Delimited
- o First Record is: Header Record
- o Identify Customers By: Co./Last Name

Leave any other options as they are and press Continue.

Step 4. **Select the file you saved during the TimePro MYOB Export process earlier and press Open.**

Note: make sure that you do not have the file already open in another program (eg looking at the file in Excel) otherwise you will get an error.

Step 5. **Press Match All and check that the fields in the MYOB Fields and Matching Import Fields columns are the same by quickly scrolling through the list.**

Note: if the fields don't match up then you have probably chosen the wrong file for the selected MYOB Import option. Cancel out and try again.
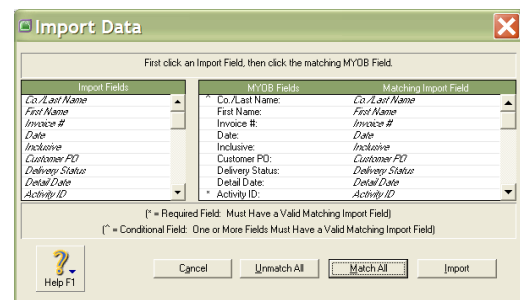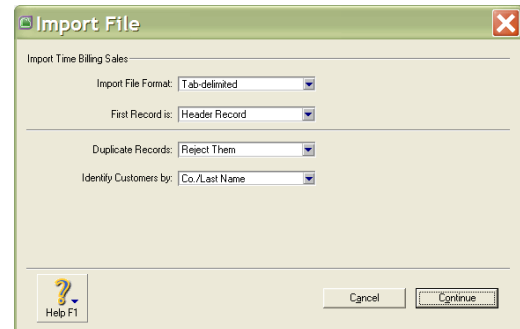
Step 6. **Press Import to start the Import process.**

Step 7. **Carefully check the Import Completion Screen to see if there have been any MYOB Errors. Refer to "MYOBLOG.TXT" for error messages.**
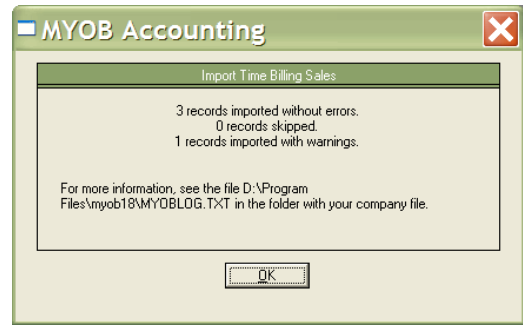
Step 8. **Review the invoices that have been imported into MYOB by opening the MYOB Transaction Journal and choosing the Sales or Purchases tab.**

In the Date From and To search fields enter the Invoice Date that you specified in the TimePro MYOB Export screen. You will now see a list of the Invoices that you have imported. Note the word Imported is displayed against all of the invoices that have been created via the MYOB Data Import facility, making them easy to identify. If you need to modify or delete any invoices that you have imported, then you can do so safely on this screen, as you would for any other invoices that you create in MYOB.
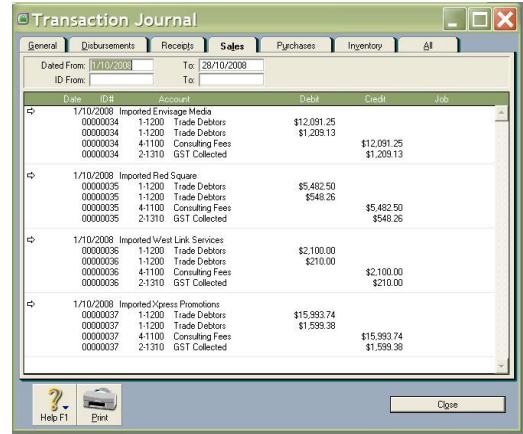
Integrating MYOB Activity Slips Import with Payroll

Time records exported as MYOB Activity Slips may be marked for Payroll Integration against a Payroll Category (defaults as "BaseHourly"). To import Activity Slips for payroll integration, you will need to set your MYOB system up as follows
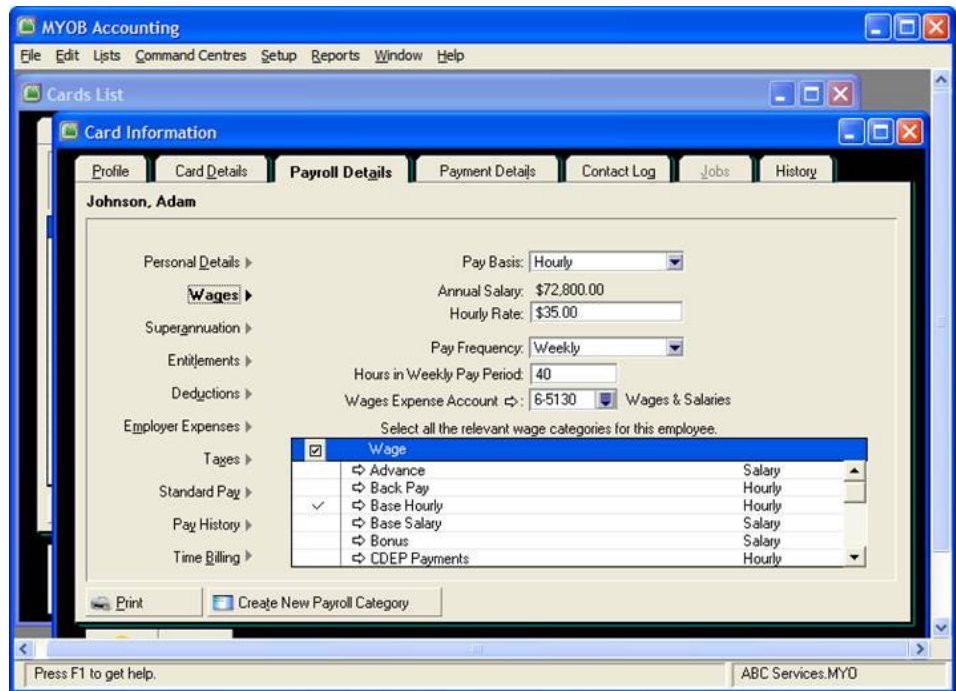
In MYOB:

- Set up your MYOB Preferences to ensure that the option for "I Use Timesheets for Time Billing and Payroll…" is checked:
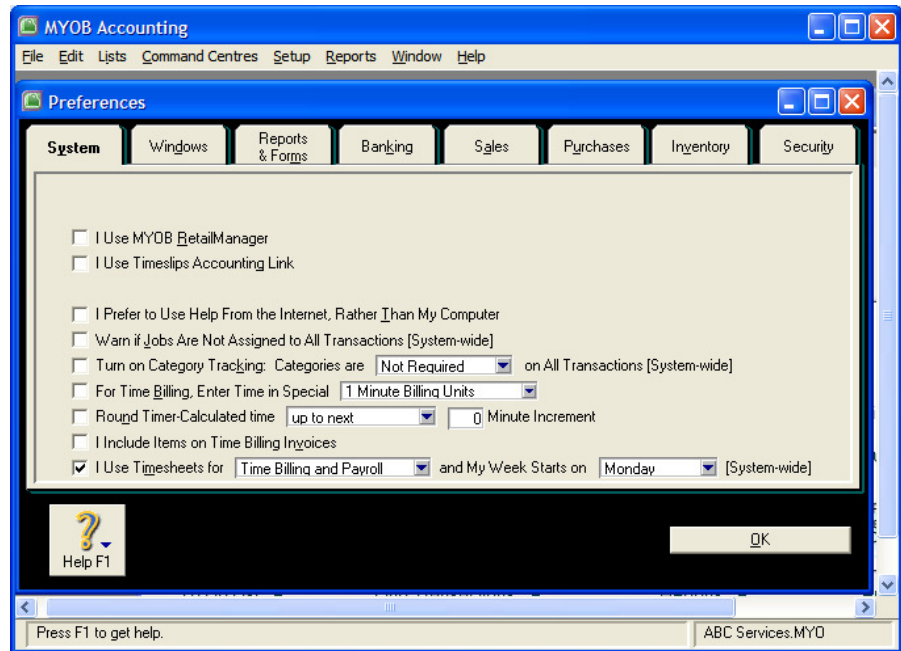
- Access the Employee Card and, for each employee, define their settings as follows:

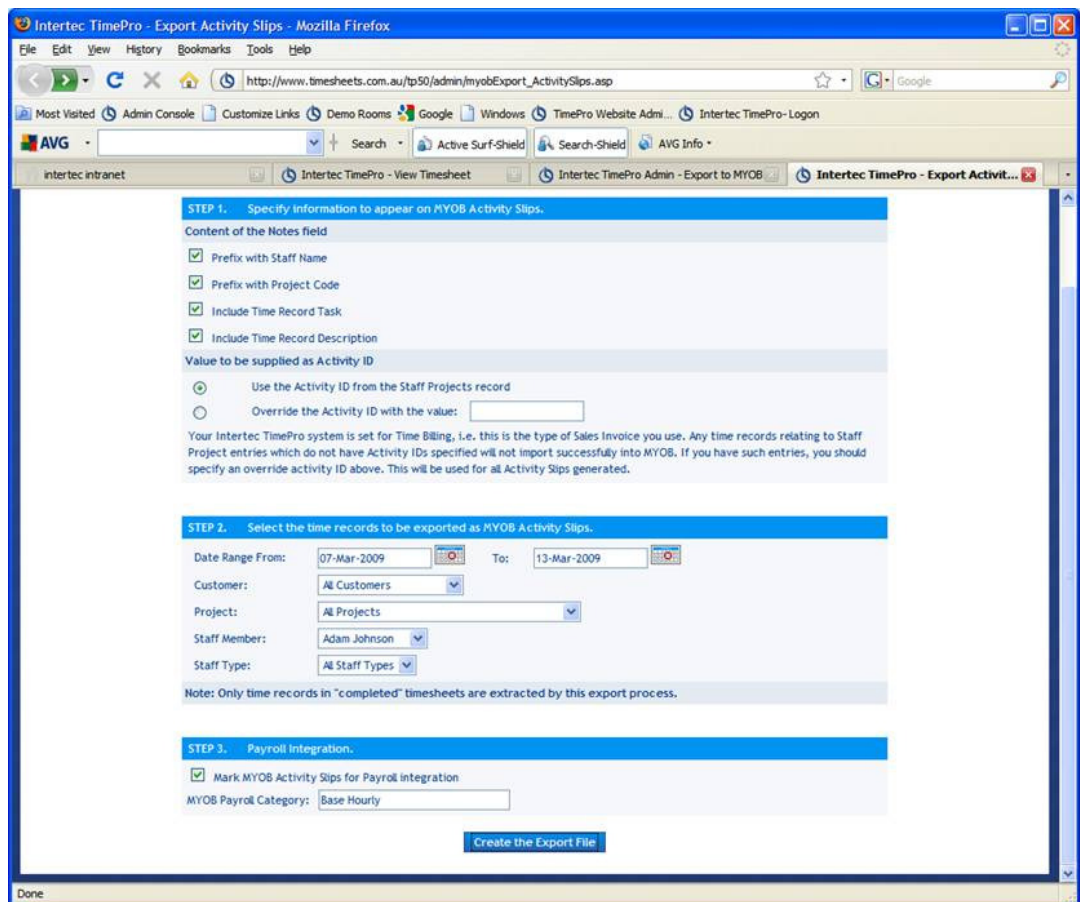   1. Set Standard Pay for Base Hourly Category to "0":
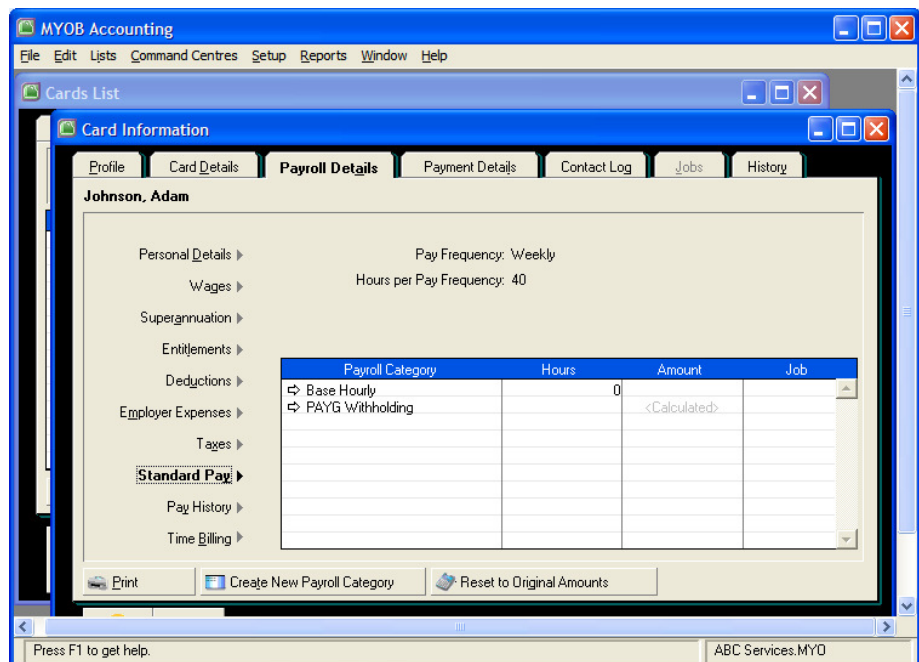
2. Check that Wages details are associated with the Base Hourly Payroll Category:

In TimePro:

- When undertaking an Activity Slips export, make sure that the Activity Slips are marked for Payroll Integration and that you enter the correct MYOB Payroll Category name for integration with the Activity Slips.

- Conduct the export from TimePro and import to MYOB as usual for payroll processing. You will note that the Activity Slips now register as hours recorded as Timesheet Hours:
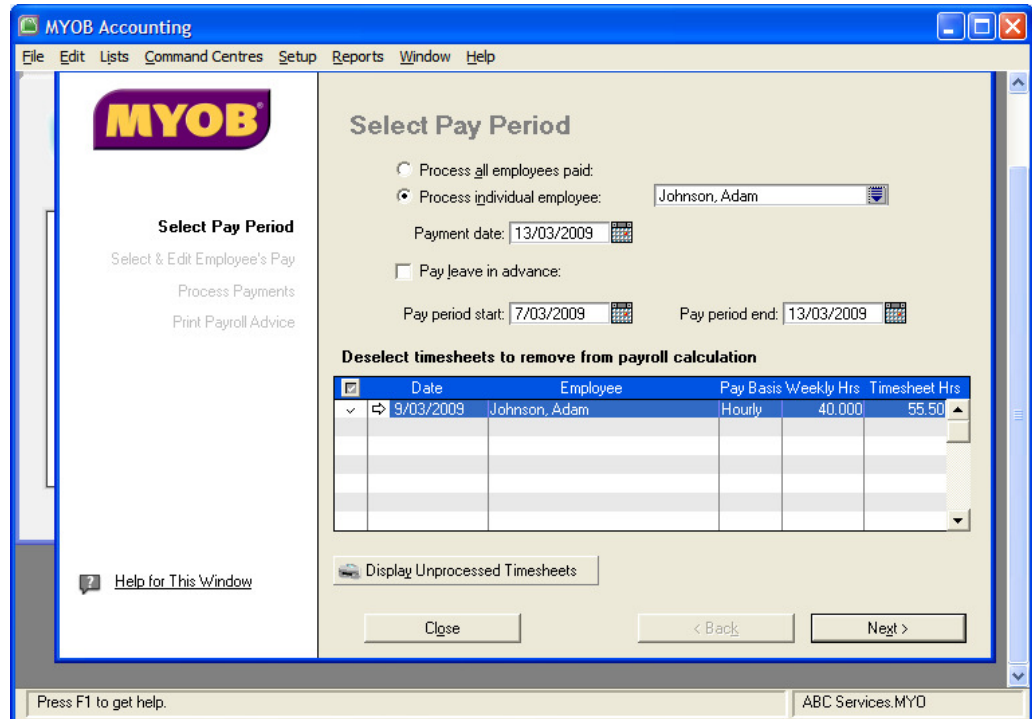
This guide has been developed to provide an overview of how to integrate MYOB with TimePro. Comprehensive information can be sourced from the TimePro Online Help manual available via the Help section of your Intertec TimePro system.

Contact Details:

Further assistance is available from the Intertec TimePro team

☎ (08) 9286 3911 ✉ support@timesheets.com.au

INTERTEC
TimePro