

### enableHR MYOB Integration

Follow this guide to export Employee Cards in MYOB to enableHR.

- 1. Open your MYOB file
- 2. Go to the File menu, Select Export->Cards->Employee Cards (Screenshot 1).



3. In the Export Data Dialog, select "Comma Separated" in the Export File format drop-down list, then click Continue.

Export File	×
Export Employees	
Export File Format:	Comma-separated
First Record is:	Header Record
Identifiers:	
Postcode:	
Custom List #1:	
Custom List #2:	
Custom List #3:	
<b>?</b> Help F1	C <u>a</u> ncel C <u>o</u> ntinue





4. Select the fields that will be exported to enableHR. This is a critical part of the process as order of the fields is important.

Export Data	Click the MYOB F	fields in the order that you w	ish to export them.	2
Export Fields		MYOB Fields Co./Last Name: First Name:	Exp	oort Order
		Card ID: Card Status: Addr 1 - Line 1: - Line 2: - Line 3: - Line 4: - City:		
ſ^	(* = R = Conditional Field:	equired Field for an MYOB I Must have one or more field	mport) Is for an MYOB Import)	
<b>?</b> Help F1	Cancel	Unmatch All	Match All	<u>Export</u>

As you click on a field on the right, the order that is exported is displayed next to it (eg. Field 1, Field 2)

The order required for enableHR is: (screenshots on next page)

Field #	MYOB Field
1	Co/Last Name
2	First Name
3	Card ID
4	Card Status
5	Addr Line 1
6	Line 2
7	Line 3
8	Line 4
9	City
10	State
11	PostCode
12	Country
13	Phone #1
14	Email
15	Employment Basis
16	Employment Classification
17	Date of Birth
18	Gender
19	Start Date
20	Termination Date
21	Record ID
22	Employment Category
23	Employment Status



# FCB

This screenshot shows fields 1-9. If you do not use "Addr 1" for the employee's personal address, you should use Addr 2, 3 4 or 5 instead as appropriate. If you do not know, you may need to inspect the result later.

🖾 Export Data				
C	lick the MYC	)B Fields in the order that you wi	sh to export them.	
Export Fields		MYOB Fields	Export Order	
Co./Last Name:	<b>A</b>	^ Co./Last Name:	Field 1	<b></b>
First Name:		First Name:	Field 2	_
Card ID:		^ Card ID:	Field 3	
Card Status:		Card Status:	Field 4	
Addr 1 - Line 1:		Addr 1 - Line 1:	Field 5	
-Line 2:		- Line 2:	Field 6	
-Line 3:		- Line 3:	Field 7	
-Line 4:		- Line 4:	Field 8	
- City:	-	- City:	Field S	-
(^ = C	(* Conditional Fi	= Required Field for an MYOB In eld: Must have one or more field:	nport) s for an MYOB Import)	
7 Help F1	C <u>a</u> no	cel <u>U</u> nmatch All	Match All	

This screenshot shows fields 10-14 using "Addr 1":

🖾 Export Data				X
Click th	ie MYOB F	ïelds in the order that you wish	n to export them.	
Export Fields		MYOB Fields	Export Order	
Co./Last Name:	▲ I	- State:	Field 10	
First Name:		- Postcode:	Field 11	
Card ID:		- Country:	Field 12	
Card Status:		- Phone # 1:	Field 13	
Addr 1 - Line 1:		- Phone # 2:		
-Line 2:		- Phone # 3:		
-Line 3:		- Fax #:		
-Line 4:		- Email:	Field 14	
- City:	-	- WWW:		-
(^ = Condition	(* = R) onal Field:	equired Field for an MYOB Imp Must have one or more fields I	oort) for an MYOB Import)	
<b>?</b> _ Help F1	C <u>a</u> ncel	Unmatch All	Match All	



# 

This screenshot shows Fields 15-20. These fields appear towards the bottom of the list, after Addr1 - Addr5.

🖾 Export Data				×
Clic	k the MY0	DB Fields in the order that you wish to	export them.	
Export Fields		MYOB Fields	Export Order	
Co./Last Name: First Name: Card ID: Card Statux: Addr 1 - Line 1: - Line 2: - Line 3: - Line 4: - City:		Account Name 3: Employment Basis: Payment Method: Employment Classification: Date of Birth: Gender: Start Date: Termination Date: Pay Basis:	Field 15 Field 16 Field 17 Field 18 Field 19 Field 20	<ul> <li></li></ul>
(^ = Coi	(* nditional Fi	= Required Field for an MYOB Import eld: Must have one or more fields for	t) an MYOB Import)	
<b>?</b> Help F1	C <u>a</u> n	cel <u>U</u> nmatch All	Match All	

### Fields 21-23 are on the last page of fields:

🖾 Export Data			
	Click the MYO	B Fields in the order that you wish	to export them.
Export Fields		MYOB Fields	Export Order
Co./Last Name:	<b>▲</b>	Default Category:	
First Name:		^ Record ID:	Field 21
Card ID:		Employment Category:	Field 22
Card Status:		Employment Status:	Field 23
Addr 1 - Line 1:		Terminated By:	
- Line 2:		Method of Termination:	
-Line 3:		Termination Reason:	
-Line 4:		Pay Slip Delivery:	
- City:	-	Pay Slip Email:	•
(^ =)	(* = Conditional Fie	= Required Field for an MYOB Impo Id: Must have one or more fields fo	ort) or an MYOB Import)
2	Canc	el Unmatch All	Match All
of v Help F1			





5. When you have selected all 23 fields (exactly), click on the Export button and save the file "EMPLOY.TXT" in a location on your computer you will remember.

Don't forget the file contains private information. Save it in a private place.



6. You may check the file now to check that it contains the correct personal address for the employ. You can skip this step.

If you open the file in Notepad (by double-clicking on the file using Explorer/My Computer), it will look like this:

EMPLOY.TXT - Notepad	
File Edit Format View Help	
Co./Last Name,First Name,Card ID,Card Status,Addr 1 - Line 1, - Line 2, Jones,Mary,EMP00001,N,43 Terrace Drive,,,,Box Bay,NSW,2167,Australia,02 9894 2484,Jones@aol Long,Alan,EMP00002,N,555 Lester Street,,,Longeville,NSW,2447,Australia,02 9895 6455,Al@aol Parker,Peter,EMP00003,N,88 Hudderfield Crescent,,,Blanchville,NSW,2837,Australia,02 4945 2 Smith,Sue,EMP00004,N,325 Rainbow Road,,,,Toorak,vic,3142,Australia,03 9489 4512,Smith@aol.c	- Line .com,0, .com.au 855,Par om,0,,7

The employee's address starts after the 5<sup>th</sup> comma. Do not edit the file manually. If you have included the wrong address, you may need to start again.





If you open the file in Excel (by opening files of type Txt), you need to read the file as:

Step 1: Deliminated Step 2: By Commas	
Step 3: Finish	Text Import Wizard - Step 1 of 3
	The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: <ul> <li>Delimited</li> <li>Characters such as commas or tabs separate each field.</li> <li>Fixed width</li> <li>Fields are aligned in columns with spaces between each field.</li> </ul>
	Start import at row: 1 🗘 File grigin: MS-DOS (PC-8)
	Preview of file C:\Documents and Settings\jeromy\Desktop\EMPLOY.TXT.
	Z Jones, Mary, EMP00001, N, 43 Terrace Drive, ,,, Box Bay, NSW, 2167, Aust S Long, Alan, EMP00002, N, 555 Lester Street, ,, Longeville, NSW, 2447, A 4 Parker, Peter, EMP00003, N, 88 Hudderfield Crescent, ,, Blanchville, I 5 Smith, Sue, EMP00004, N, 325 Rainbow Road, ,,, Toorak, Vic, 3142, Austra
	Cancel < Back Next > Einish
	Text Import Wizard - Step 2 of 3
	<sup>•</sup> This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
	Delimiters       Treat consecutive delimiters as one         Tab       Semicolon       Comma         Space       Other:       Text gualifier:
	Data greview
	Co./Last Name First Name Card ID Card Status Addr 1 - Line 1 Jones Mary EMP00001 N 43 Terrace Drive Long Alan EMP0002 N 555 Lester Street Parker Peter EMP00003 N 38 Hudderfield Cress Smith Sue EMP00004 N 225 Rainbow Road
	Cancel < Back Next > Einish
	Text Import Wizard - Step 3 of 3
	This screen lets you select each column and set the Data Format.     General     General     General     General     O Iext     O Date:     DMY
	O Do not import column (skip)
	Data greview
	Co./Last Name First Name Card ID Card Status Addr 1 - Line 1 Jones Mary EMP00001 N 43 Terrace Drive Long Alan EMP0002 N 555 Lester Street Parker Peter EMP0003 N 88 Hudderfield Cress Smith Sue EMP0004 N 325 Rainbow Road
	Cancel < Back Next > Finish



## 

6. When you are satisfied the file contains the correct information, upload the employ.txt file to enableHR.

### Importing into enableHR

1. Select Import Payroll in enableHR



### 2. Select the MYOB option



Import employee information from a spreadsheet exported by MYOB. Employees are created/updated in the current branch. Follow the import guide to select the correct fields in employee card according to the enableHR MYOB Import Guide.





### 3. Select the file and upload it

#### MYOB Import

To import or update employee details from versions of MYOB with payroll:

- a. Review the Guide MYOB and enableHR Integration Guide as it provides the steps you need to perform in MYOB
- b. Perform the Employee Card Export in MYOB
- c. Upload the spreadsheet below

Step 1: Export the spreadsheet from MYOB	
Follow the guide to create the spreadsheet and save it to your computer.	
Step 2: Upload the spreadsheet to enableHR	
Select the MYOB spreadsheet that contain the employee details, then click Upload. MYOB spreadsheet:* Choose File No file chosen	
Upload Cancel	
Step 3: Verify spreadsheet	
After clicking Upload, this system will verify that the data is okay and ask you to double-check it. There is no risk of altering existing information accidentally at this point.	

4. Verify that it looks okay and proceed to import. It will highlight errors if the columns appear to be incorrect.

