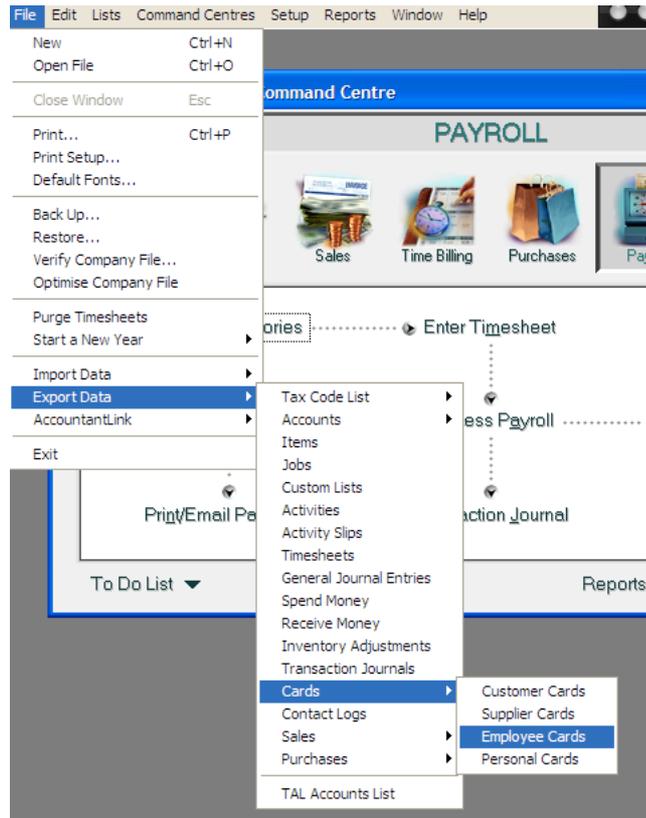


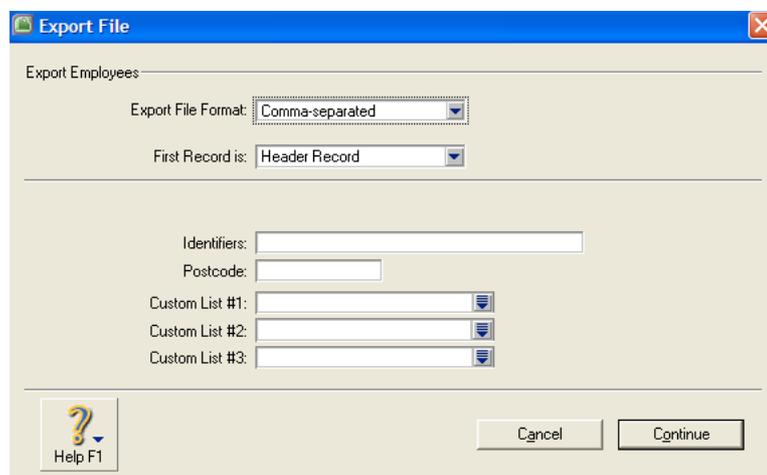
enableHR MYOB Integration

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

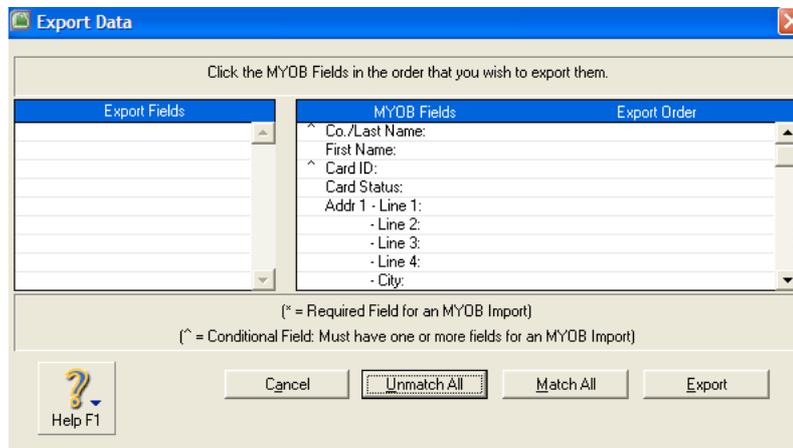
1. Open your MYOB file
2. Go to the File menu, Select Export->Cards->Employee Cards (Screenshot 1).



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



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.

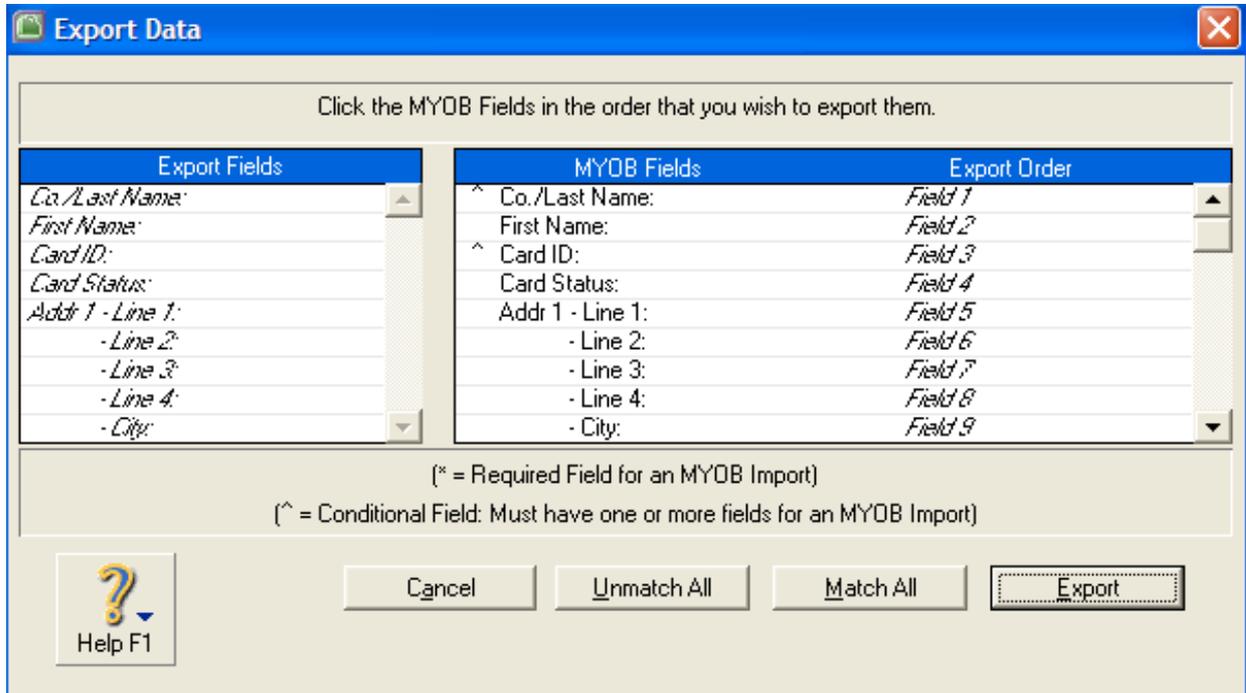


As you click on a field on the right, the order that is exported is displayed next to it (eg. Field 1, Field 2)

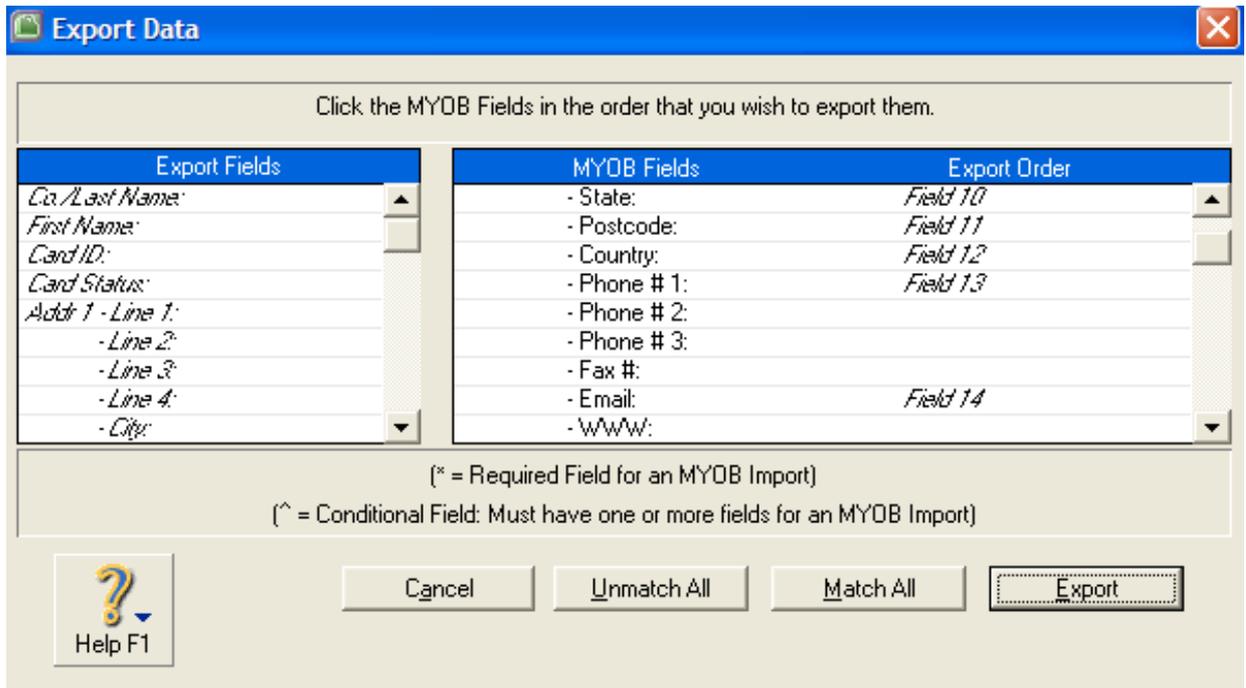
The order required for enableHR is: (screenshots on next page)

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

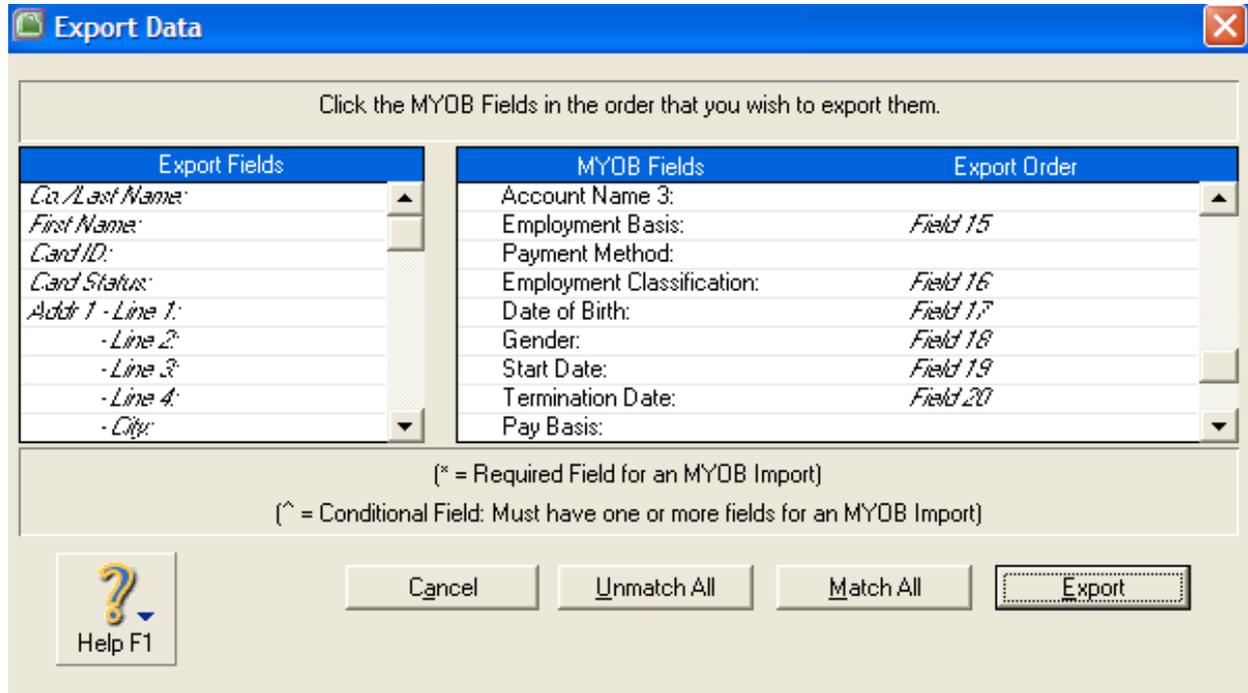
This screenshot shows fields 1-9. If you do not use “Addr 1” for the employee’s personal address, you should use Addr 2, 3 4 or 5 instead as appropriate. If you do not know, you may need to inspect the result later.



This screenshot shows fields 10-14 using “Addr 1”:



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



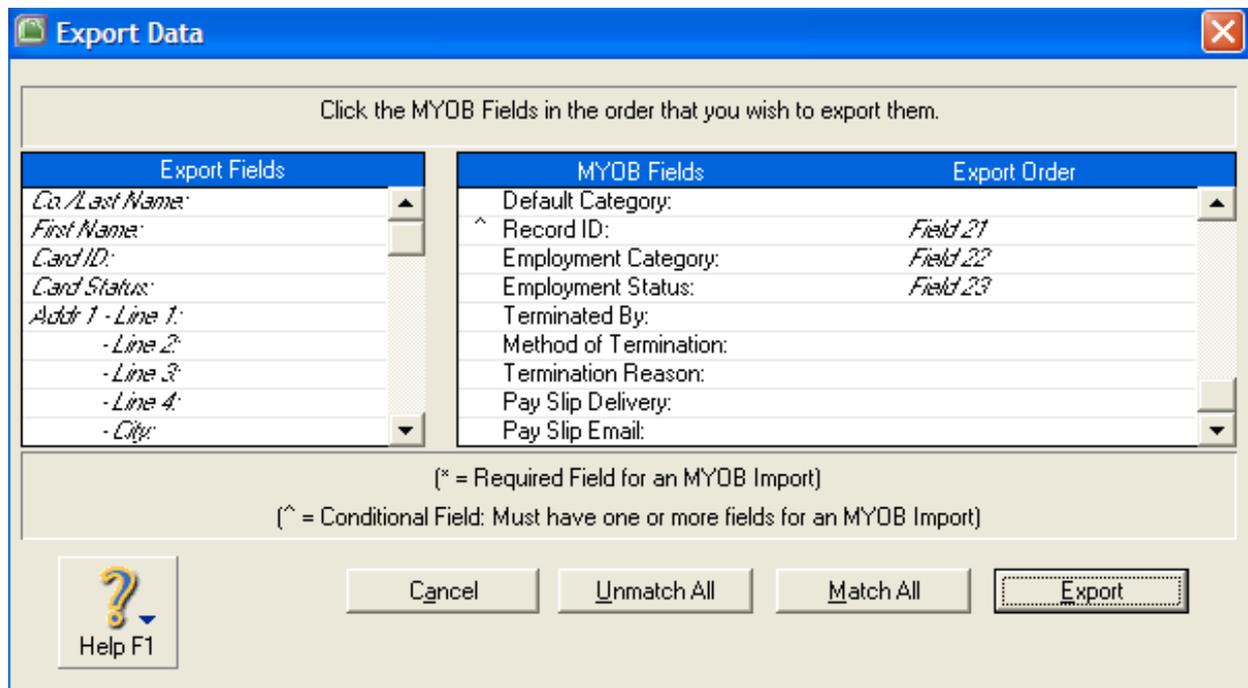
Click the MYOB Fields in the order that you wish to export them.

Export Fields	MYOB Fields	Export Order
Co./Last Name:	Account Name 3:	
First Name:	Employment Basis:	Field 15
Card ID:	Payment Method:	
Card Status:	Employment Classification:	Field 16
Addr 1 - Line 1:	Date of Birth:	Field 17
- Line 2:	Gender:	Field 18
- Line 3:	Start Date:	Field 19
- Line 4:	Termination Date:	Field 20
- City:	Pay Basis:	

(* = Required Field for an MYOB Import)
 (^ = Conditional Field: Must have one or more fields for an MYOB Import)

Buttons: ? Help F1, Cancel, Unmatch All, Match All, Export

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



Click the MYOB Fields in the order that you wish to export them.

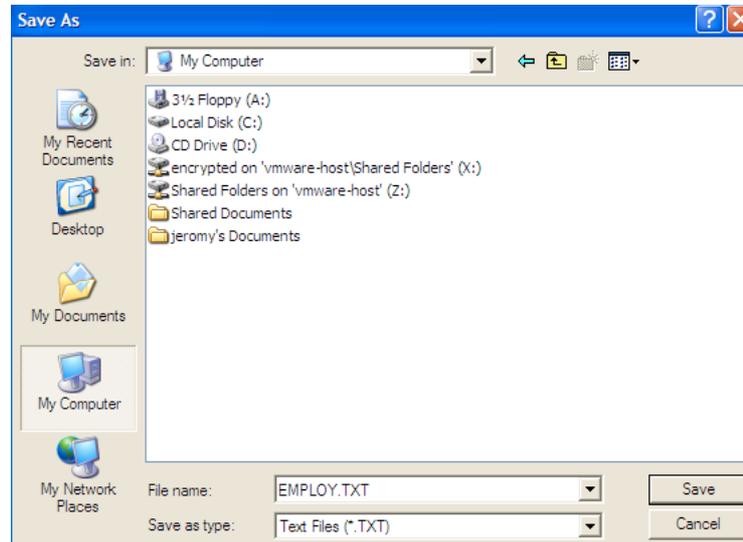
Export Fields	MYOB Fields	Export Order
Co./Last Name:	Default Category:	
First Name:	^ Record ID:	Field 21
Card ID:	Employment Category:	Field 22
Card Status:	Employment Status:	Field 23
Addr 1 - Line 1:	Terminated By:	
- Line 2:	Method of Termination:	
- Line 3:	Termination Reason:	
- Line 4:	Pay Slip Delivery:	
- City:	Pay Slip Email:	

(* = Required Field for an MYOB Import)
 (^ = Conditional Field: Must have one or more fields for an MYOB Import)

Buttons: ? Help F1, Cancel, Unmatch All, Match All, Export

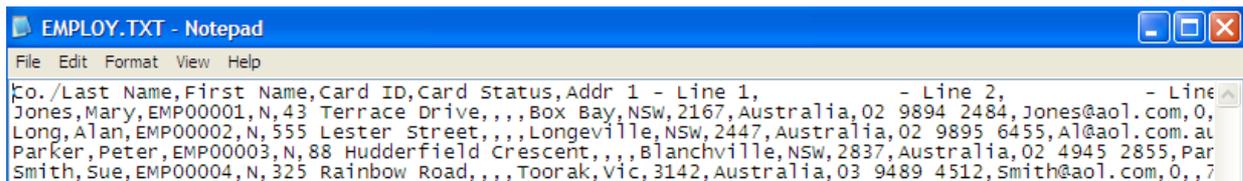
5. When you have selected all 23 fields (exactly), click on the Export button and save the file “EMPLOY.TXT” in a location on your computer you will remember.

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.**

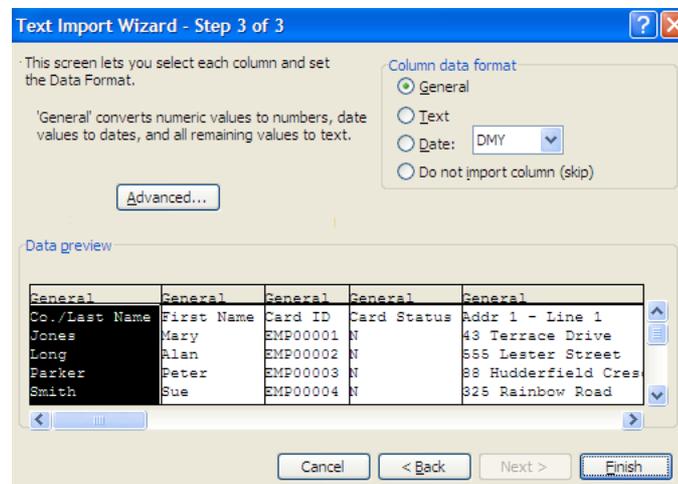
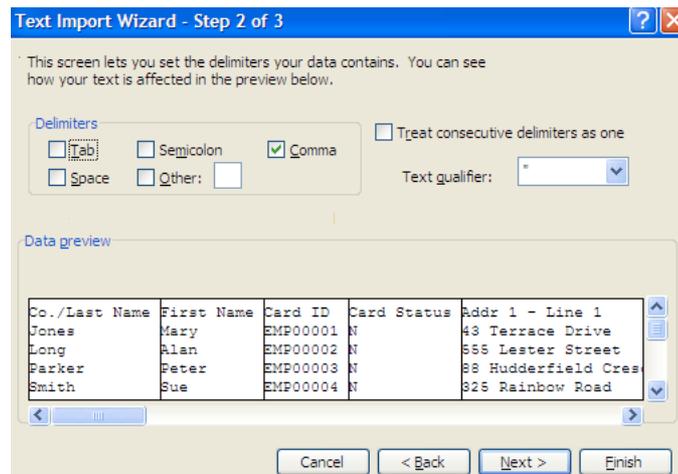
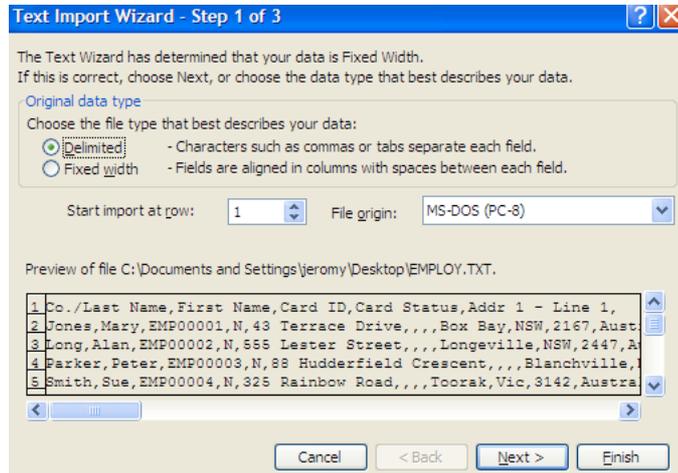
If you open the file in Notepad (by double-clicking on the file using Explorer/My Computer), it will look like this:



The employee’s address starts after the 5th 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:

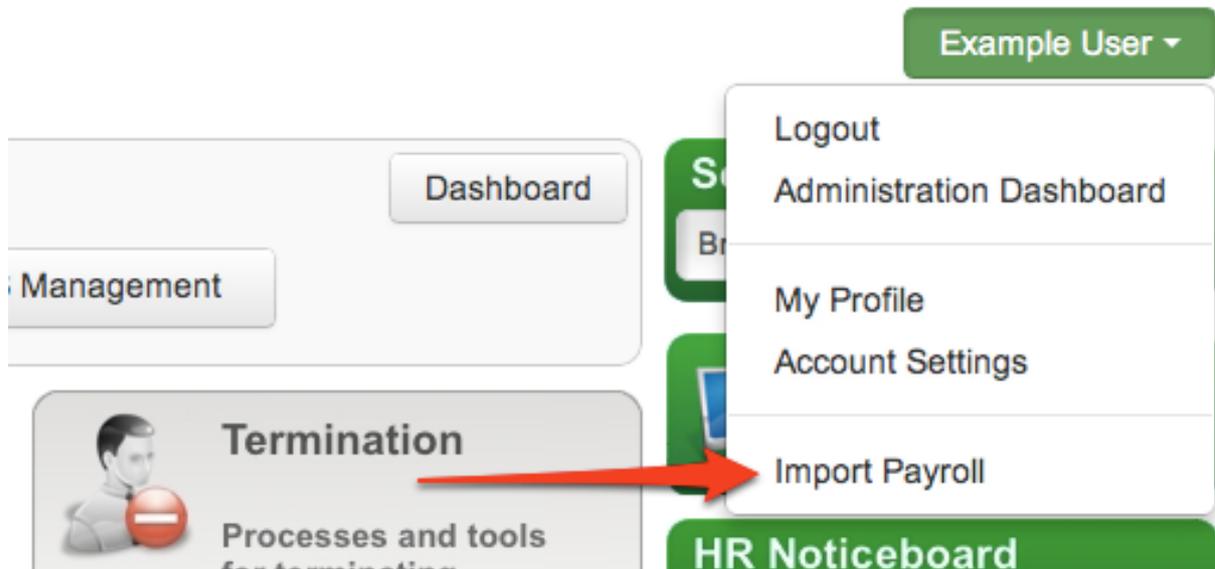
- Step 1: Delimited
- Step 2: By Commas
- Step 3: Finish



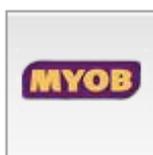
6. When you are satisfied the file contains the correct information, upload the employ.txt file to enableHR.

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 contains the employee details, then click Upload.

MYOB spreadsheet:* No file chosen

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.