



Exporting time-sheets from TimeDock into MYOB Acumatica

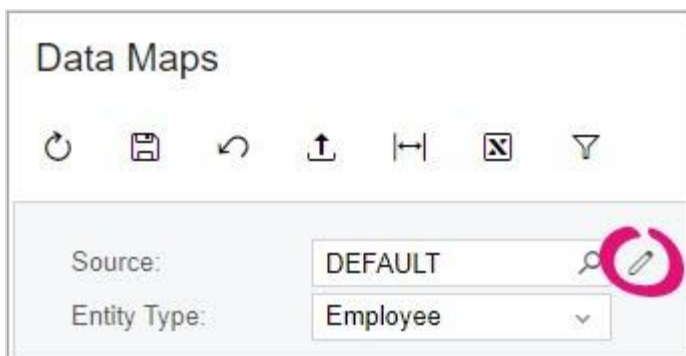
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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

Note: Before exporting to MYOB Acumatica first make sure that the *Payroll ID* for each of your employees in TimeDock match each *Employee ID* within MYOB.

Configure MYOB Acumatica for timesheet import

1. Login to your MYOB account.
2. Go to the **Data Maps** screen (MPPP7020).
3. In the summary area, click the edit icon next to the **Source** field.

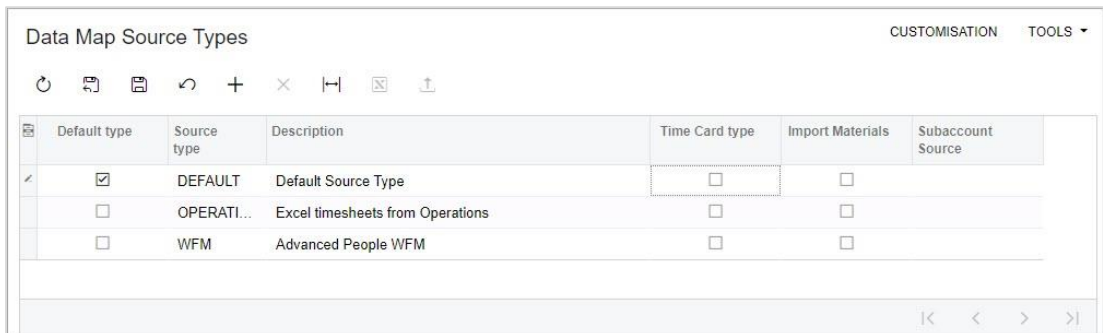


Data Maps

Source: 

Entity Type:

4. On the toolbar of the **Data Map Source Types** window, click the **Add Row** icon.
5. In the new row, complete the **Source type** and **Description** fields.



Data Map Source Types CUSTOMISATION TOOLS ▾

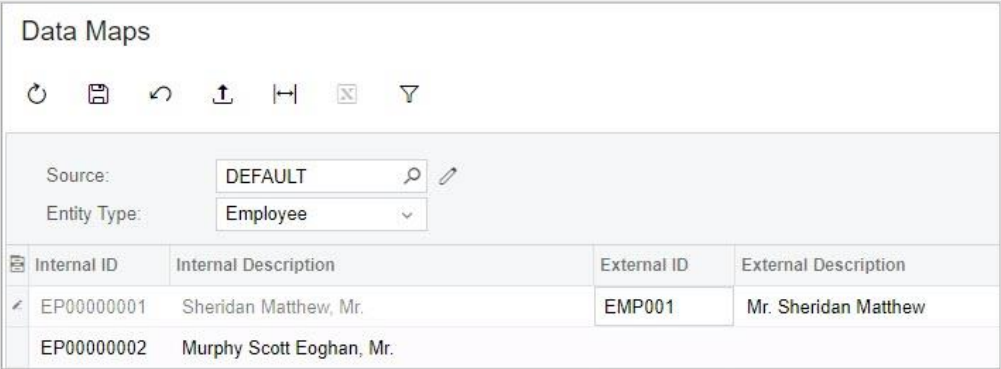
	Default type	Source type	Description	Time Card type	Import Materials	Subaccount Source
☒	☒	DEFAULT	Default Source Type	☐	☐	
☐	☐	OPERATI...	Excel timesheets from Operations	☐	☐	
☐	☐	WFM	Advanced People WFM	☐	☐	

6. If you want this source to be the default data map used on other screens, select the **Default type** checkbox.
7. Select the **Time Card** type checkbox.
8. In the **Subaccount Source** dropdown, select where the subaccount will be taken from when importing time card data using this source.
9. On the toolbar, click the **Save current record and close the screen** icon.
10. Back on the **Data Maps** screen, select the new **Source** you created.
11. Select which **Entity Type** you want to map records for:

- **Employee** - All active payroll employees.
- **Pay item** - All active pay items that have a calculation method of "Rated" or "Amount".
- **Subaccount** - All active subaccounts.

12. The main grid displays details of the records in the **Internal ID** and **Internal Description** columns. Each record can only have a single external identifier mapped against it. There are two ways you can complete mapping:

- Manually enter the **External ID** and **External Description** for each record.



Data Maps

Source:  

Entity Type:

Internal ID	Internal Description	External ID	External Description
EP00000001	Sheridan Matthew, Mr.	EMP001	Mr. Sheridan Matthew
EP00000002	Murphy Scott Eoghan, Mr.		

- On the toolbar, click the **Export to Excel** icon. Complete the mappings in the exported Microsoft Excel file. On the **Data Maps** toolbar, click the **Load Records from File** icon to upload the completed Excel file back into the grid.

13. On the toolbar, click the **Save** icon.

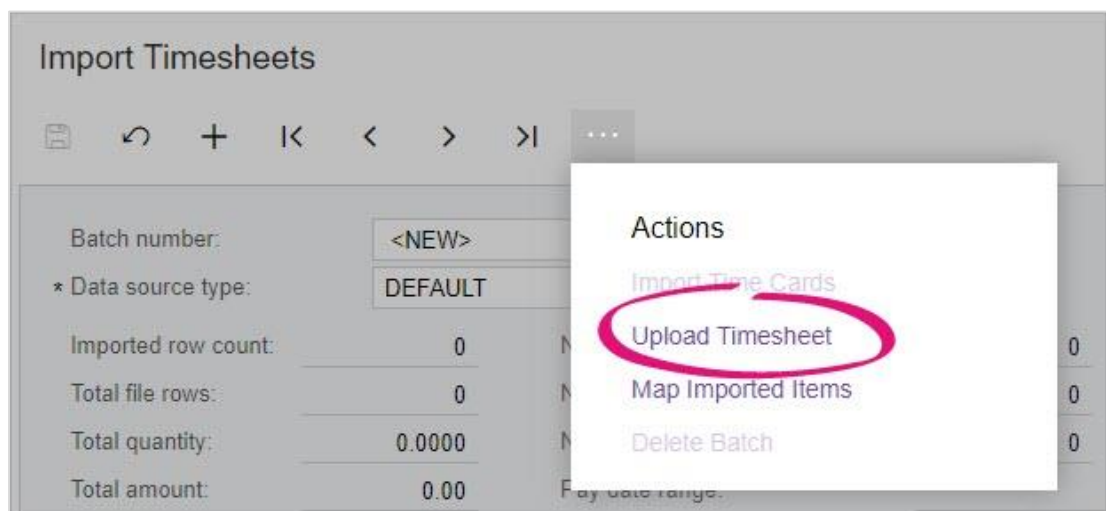
Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **MYOB Acumatica** from the list of export formats.
3. Select your timesheet date range by modifying the **From** and **To** filters. You can also choose a different rounding option or filter the exported timesheets by a specific department.
4. Enter the code for your default **Pay Item ID** that you have set up in your MYOB account.
5. Choose a source to map to **Subaccount** within your MYOB account.

6. Choose if you want to create automatic break deductions by changing the settings in the *Break Deductions* box.
7. Click *Download File* to save the timesheet file to your computer.

Import timesheet file into MYOB Acumatica

1. Login to your MYOB account.
2. Go to the *Import Timesheets* screen (MPPP7030).
3. Select the correct *Data source type*.
4. On the toolbar, click the three dots icon (...) and choose *Upload Timesheet*.



5. In the *Timesheet File Upload* window, click *Choose File* and select the file you want to upload.
6. Once the upload is complete, on the toolbar, click the three dots icon (...) and choose *Map Imported Items* and map each field from the timesheet file to fields within MYOB Acumatica.

Import Timesheets

Batch number: TSB001514

* Data source type: DEFAULT

Imported row count: 13

Total file rows: 13

Total quantity: 22.0000

Total amount: 0.00

Pay date range: 10/03/2021 - 10/04/2024

Actions

- Import Time Cards
- Upload Timesheet
- Map Imported Items**
- Delete Batch

7. Click on the **SUMMARY** and **TIMESHEET DETAILS** tabs to view the imported timesheet

TIMESHEET DETAILS SUMMARY

All Records

* Ext. employee ID	Ext. employee name	* Ext. pay item ID	Ext. pay item description	Ext. sub account	Quantity	Amount
> 0002	J Belcher	Overtime1		WLG	5.0000	0.00
0001	Oliver White	Overtime1		WLG	2.0000	0.00
0001	Oliver White	Overtime1		AKL	15.0000	0.00

Timesheet Details Summary

All Records

* 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	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		

Sub account not active.

8. Once your imported timesheets have been finalised, open your pay run from the **Pay Run Details** screen (MPPP3120).

9. Click the three dots icon (...) on the form toolbar and choose **Import Timesheet**.

Pay Run Details

MANAGE PAYS PROCESS CANCEL

Pay run ID: PAY-001711 Description: Logistics Team

Pay Group ID: LOGISTICS Pay Frequency: Fortnightly

RESET REMOVE ADJUST PAYS IMPORT TIMESHEET

* 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
> 0	WELL	EP00000017						Belcher Joseph Mr.					
0	MAIN1	EP00000036						Howlett Greg Mr.					
0	MAIN1	EP00000041						Fraser Joshua Mr.					

Processing

- Preview Payslips
- Generate Payslips
- Generate Payments

Timesheet

- Add Employees from Timesheet
- Import Timesheet**
- Undo Timesheet Import

Reports

- Pay Summary
- All Payslips

Inquiries

- View Journal Entries
- View Entitlement Transactions
- View Related Pays
- View Allocation Batches

See also

- [MYOB Acumatica: Data mapping](#)
- [MYOB Acumatica: Preparing timesheet batches](#)
- [MYOB Acumatica: Importing timesheet batches into a pay run](#)
- [MYOB Acumatica: Error: "Missing data map\(s\)..." when importing timesheets \(AU and NZ\)](#)