MYOB EXO Business

EXO Headstart Training

Timesheet

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MYTSC

Managing electronic timesheets using MYOB Timesheet Calculator

This training manual has been developed by the MYOB Enterprise Division team for use in the delivery of one-of-one classroom-based training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to manage electronic timesheets using MYOB Timesheet Calculator.

This manual has been designed for the following MYOB product:

- MYOB Timesheet

Course duration: 2.0 hrs

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Symbols used in this manual were developed by Duncan Macneil.
Printed on paper harvested from sustainably managed plantations.

Edition: **July 2007**
Part number: **EMP60400**

Participants

This course is aimed at:

- Users of MYOB PayrollEnterprise, MYOB Time and Attendance and MYOB Timesheet.

Prerequisites

Basic PC experience is required.

Understanding of payroll processes and procedures.

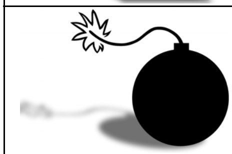
Instructional method

The instructional method combines trainer-led demonstrations with actual system configuration. Each unit concludes with a Review Task.

Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) or selected is shown in ***bold and italics***.
- Keyboard keys are shown as TAB, CTRL, etc.

Symbols used in this manual

Symbol	Name	This symbol tells you...
	**Practice task** **Review task**	… to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	**Written Review task**	… to complete written questions to review the content covered in the unit.
	**Optional Challenge**	… to complete this task if you have finished early and are looking for an extra challenge.
	**Tip**	… about helpful tips.
	**Note**	… to take note of an important message.
	**Warning**	… about potential problems to be aware of.
	**Important**	… to pay attention to an important notice.
	**New**	… where features are new for MYOB Timesheet.
	**Reference**	… where to go to find more information.
	**Skills Checklist**	… to tick off a list of skills that you have learnt during the unit.

Objectives

In this coure you will learn how to set up, maintain and process pays using MYOB Timesheet .

Upon completion of this course you will be able to:

- Set up Sites to use Timesheet
- Set up Timesheet for each Site
- Set up template timesheets for each employee
- Create a current timesheet for the pay period
- Post the timesheet to either MYOB PayrollEnterprise or MYOB Time and Attendance
- Import the timesheets into MYOB PayrollEnterprise

Function Keys

F1	Help
F2	Maintenance Menu
F3	Change Sort
F4	Add
F5	Edit
F6	Delete
F7	Previous
F8	Next
F9	Find/Print
F10	Save
F11	Abount Screen
F12	Employee Notes
Page Up/Page Down	Switch between pages
Alpha/Numeric Keystrok	Activates incremental search of picklists
Spacebar	Opens combo boxes
Home	Skips to start of field
End	Skips to end of field
Tab	Skips to next field
Shift+Tab	Skips to previous field
Ctrl+H	Activates the hide screen, which can be locked with the password you logged in with
Ctrl+D	Activates the Diary. This is a form of daily planner, providing you with a place to enter comments on any given day for payroll company-related tasks, appointments and reminders. You can scroll through the calendar months with the left and right arrows buttons
Ctrl+L	Activates the Calculator

Contents

1

Remote Head Office - Initial Setup

In this unit you will learn how to complete the initial setup.

By the end of this unit, you will be able to:

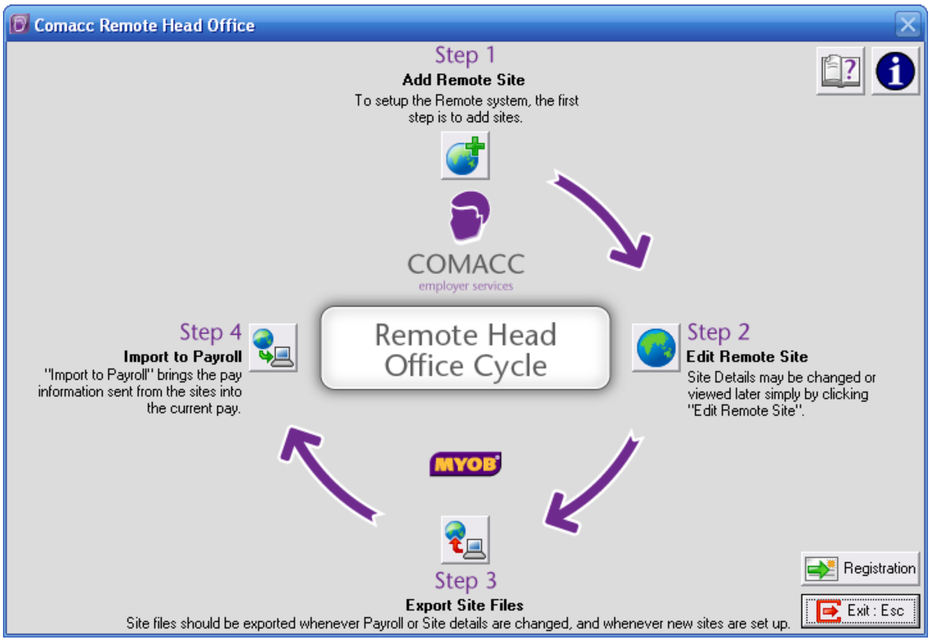
- Register Remote Head Office
- Payroll and Employee Setup

Overview

MYOB Remote Head Office serves as an intermediary between MYOB PayrollEnterprise, MYOB Time and Attendance and MYOB Timesheet . It is used to set up the various sites that will use MYOB Timesheet , specify which employees will enter their timesheet information at each of the sites, and importing the completed timesheets into the pay.

To access Remote Head Office

1 From the **Pay** menu in MYOB PayrollEnterprise, click on **Remote Head Office.**

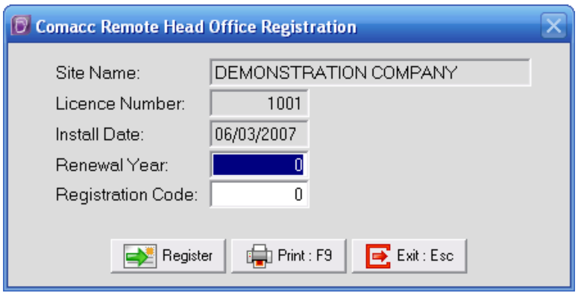


Registering Remote Head Office

When you start Remote Head Office for the first time, you will be required to register the product.

To complete your initial registration of Remote Head Office

1 Click on the **Registration** button



2 In the **Renewal Year** field, enter the renewal year for your software.

3 In the **Registration Code** field, enter your registration code.

NOTE

The Renewal Year and Registration Code will be supplied by your MYOB Consultant or Trainer.

4 Click on the **Register** button.

To complete your annual renewal

1 Your annual registration will be due one year from the date the software was installed. When you attempt to access the software on or after that date, a message will appear, stating that your registration is due and must be renewed before you can continue. Click on **Ok**.

2 The Regstration screen will be displayed. Click on the **Print** button to print your registration form. Fax this form to 1800 004 587.

3 Once we have processed your registration, we will send you a fax with your registration information.

4 From the fax, enter the **Renewal Year** and **Registration Code**.

5 Click on the **Register** button.

Payroll and Employee Setup

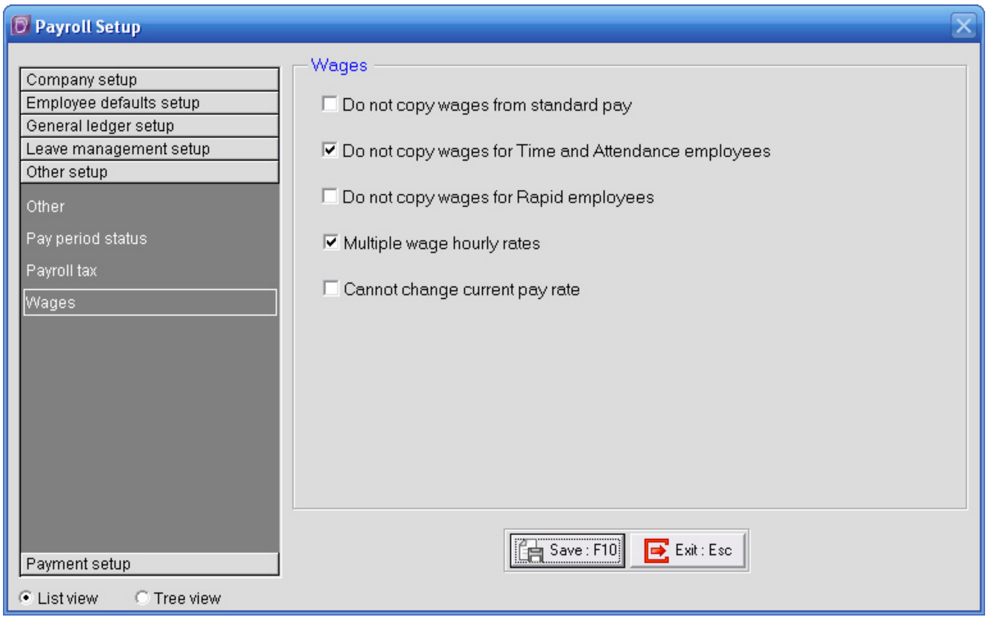
When you import pay information from MYOB Timesheet Calculator into MYOB PayrollEnterprise, you need to consider the following:

- Will you be importing wages information for all the employees or only specific employees?

To import wages information for all employees

1 From the **Utilities** menu in MYOB PayrollEnterprise, select **Setup Payroll**.

2 Select the area called **Other Setup** and click on **Wages**.



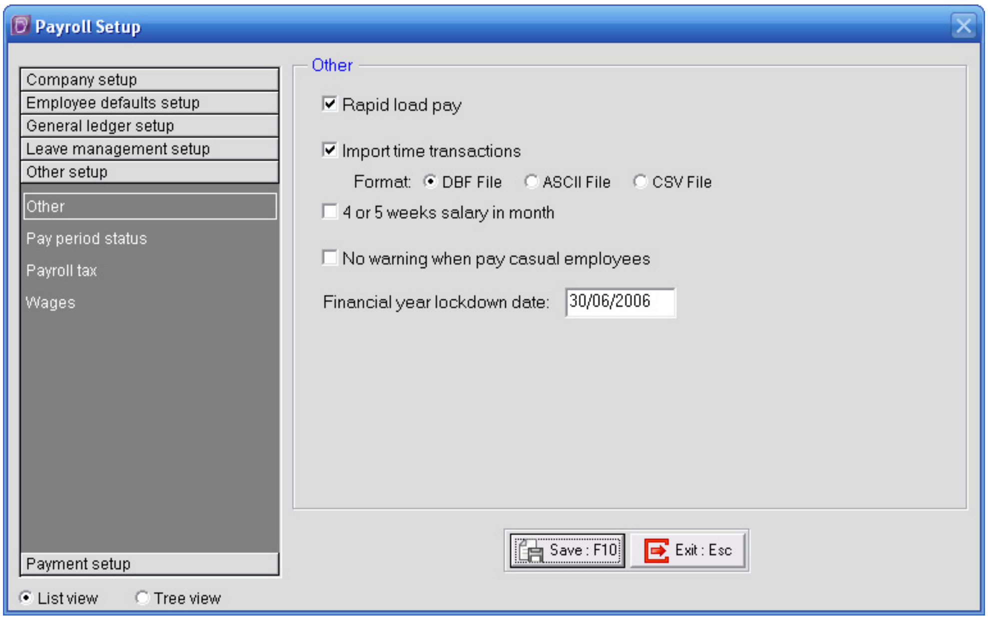
3 Select the option **Do not copy wages from standard pay**.

4 Click on the **Save** button or press **F10**.

To import wages information for specific employees

1 From the **Utilities** menu in MYOB PayrollEnterprise, select **Setup Payroll**.

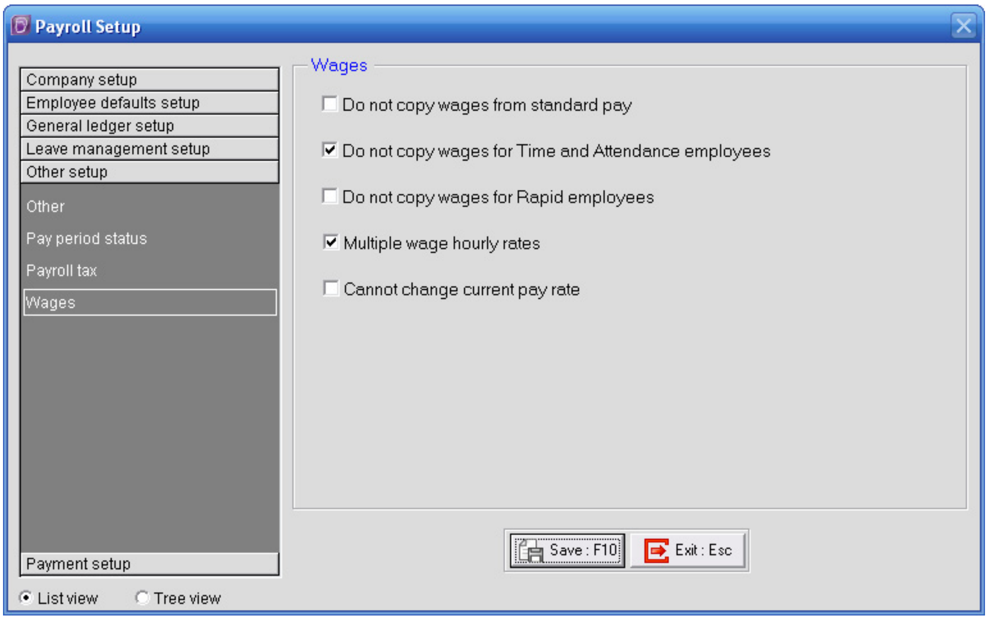
2 Select the area called **Other Setup** and click on **Other**.



3 Select the option **Rapid Load Pay**.

4 Click on **Wages**.

5 A message will appear, prompting you to save the changes you've made. Click on **Yes**.

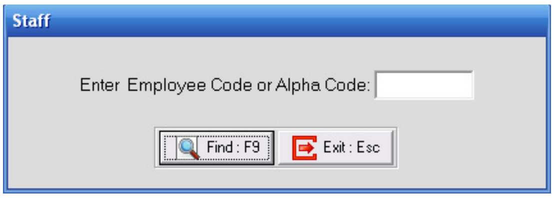


6 Select the option **Do not copy wages for Rapid employees**.

7 Click on the **Save** button or press **F10** to save out of the **Payroll Setup**.

8 From the **File** menu in MYOB PayrollEntreprise, click on **Open Employee**.

9 In the **Enter Employee Code or Alpha Code** field, enter either the employee code or their alpha code of the employee whose wages information will be imported

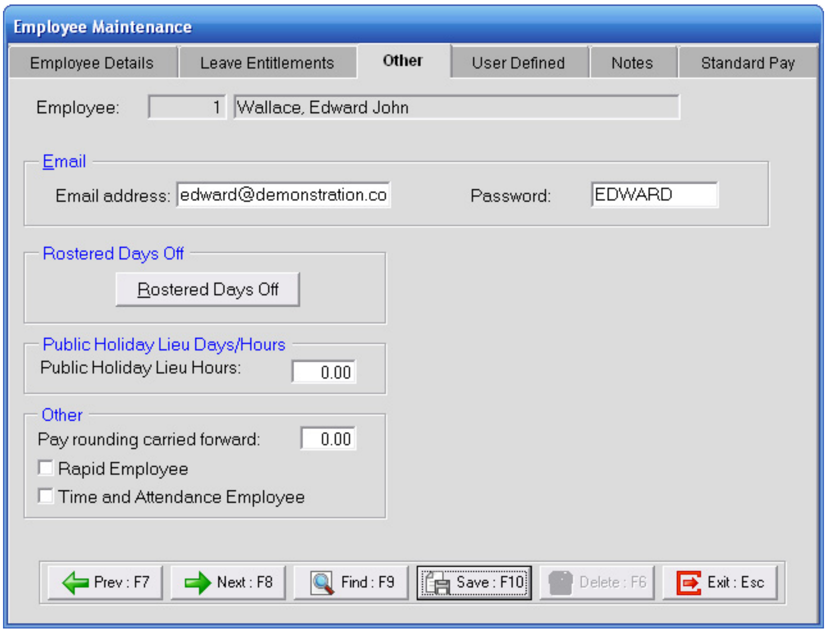


TIP

You can also find the employee by clicking on the **Find** button or pressing **F9**. You can also change the order from **Code** to **Alpha Code** by clicking on the **Change Sort Order** button, or using **F3**.

10 Click on the **Find** button or press **F9**.

11 Click on the **Other** tab.



12 Select the option **Rapid Employee**.

13 Click on the **Save** button or press **F10**.

14 Repeat Steps 8 through 13 for each employee whose wages information will be imported.

NOTE

If you will be importing the information into MYOB Time and Attendance, your employee should already be set up to use MYOB Time and Attendance.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Register Remote Head Office	
Complete required payroll and employee setup	

2

Remote Head Office - Site Setup

In this unit you will learn how to set up your different Sites.

By the end of this unit, you will be able to:

- Set up Sites
- Edit Sites

Overview

Each location, area or department where employees will capture their pay information using MYOB Timesheet, must be set up as a separate Site.

Each site will have the employees allocated that will enter their pay information at that site.

Because employees may move between these sites, the same employee can be allocated to multiple sites.

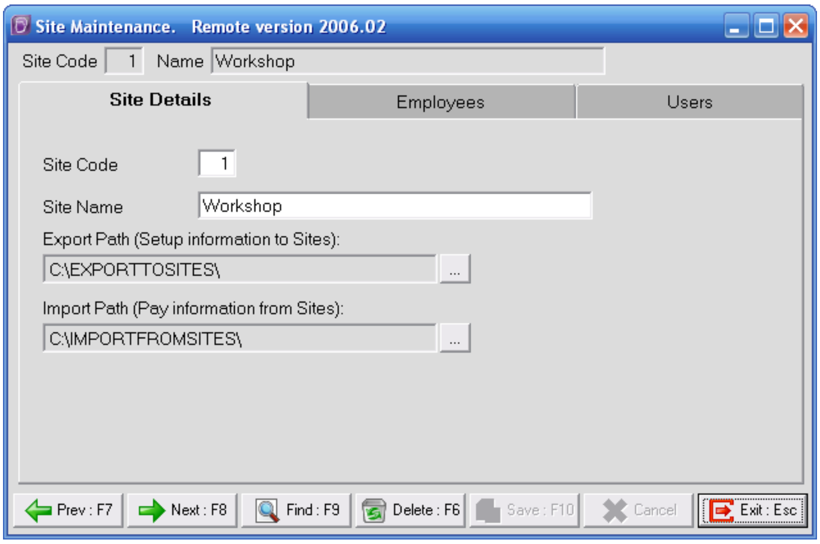
Set up Sites

To set up a new site

1. Access **Remote Head Office**.

2. From the **Remote Head Office Cycle**, click on the button - **Step 1 - Add Remote Site**.

Site Details



1. In the **Site Name** field, enter a ***Name*** for this site.

TIP

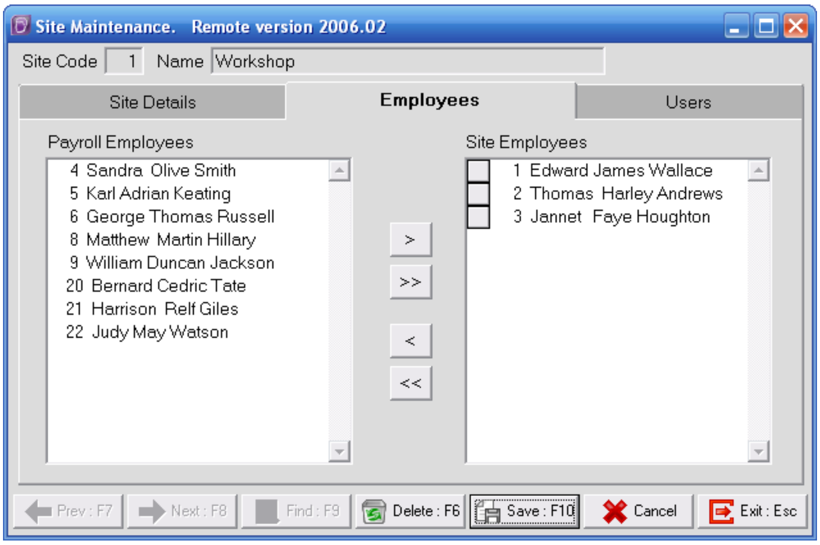
When setting up your sites, use names that are descriptive and easy to identify the site they relate to.

2. In the **Export Path (Setup information to Sites)** field, use the ... button to select the location where the files containing this Site's information will be exported to.

3. In the **Import Path (Pay information from Sites)** field, use the ... button to select the location where the files containing this Site's pay information will be imported from.

Employees

1 Click on the **Employees** tab.



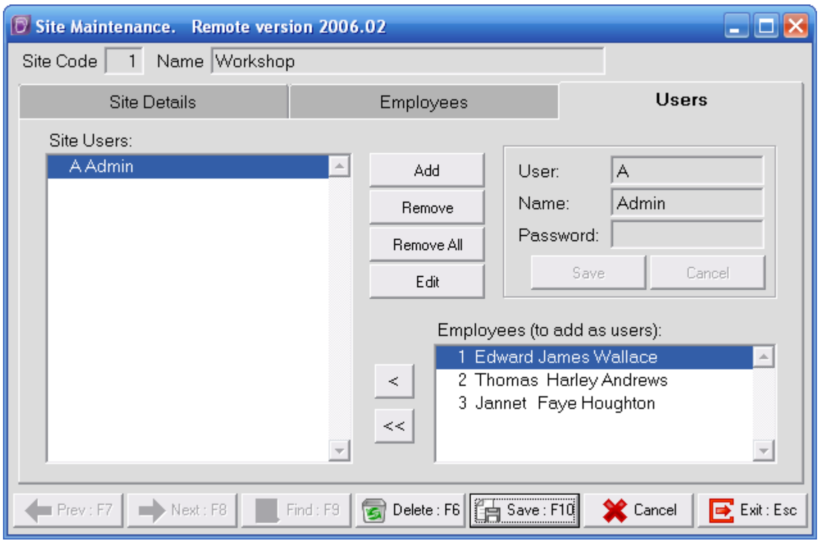
2 **Payroll Employees** lists all the employees in this payroll company that are not allocated to this site.

3 **Site Employees** lists all the employees in this payroll company that are allocated to this site.

4 Use the >, >>, < or << buttons to allocate or unallocate employees.

Users

1 Click on the **Users** tab.



To set up an Administrator for this site

1. Select the **A Admin** user and click on the **Edit** button.
2. In the **Password** field, enter a ***password***.
3. Click on the **Save** button.

To set up an Employee as a Site User

Employees can also be set up as users, but they can only access their own information.

1. From the **Employees (to add as users)** select the employee you want to add as a user and click on the  button.
2. By default, employees' User Code and Password is their employee number. To change the employee's password, select the employee in the **Site Users** section and click on the **Edit** button.
3. In the **Password** field, enter a ***password***.
4. Click on the **Save** button.

To edit a Site User

1. Select the user you want to edit.
2. Click on the **Edit** button.
3. Make the required changes.
4. Click on the **Save** button.

To remove a specific Site User

1. Select the user you want to remove.
2. Click on the **Remove** button.

To remove all Site Users

1. Click on the **Remove All** button.

Click on the **Save** button or press **F10** to add this new Site.

Edit Sites

After a Site is set up, you may discover that you need to make changes, e.g. change the export and import paths, remove certain employees or add new employees.

To edit a Site

1 From the **Remote Head Office Cycle**, click on the button - **Step 2 - Edit Remote Site**.

2 Make any required changes to this site.

3 Click on the **Save** button or press **F10**.

TIP

Whenever you had employees terminate, remember to remove them from all the relevant sites. This will prevent information to be recorded for them at the Site. The same would apply to new employees. You must add them to the relevant Site in order for them to enter their information at the Site.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Set up a new Site	
Edit an existing Site	

3

Remote Head Office - Export Site Files

In this unit you will learn how to export the information to each of the Sites.

By the end of this unit, you will be able to:

- Export Site Information

Export Site Information

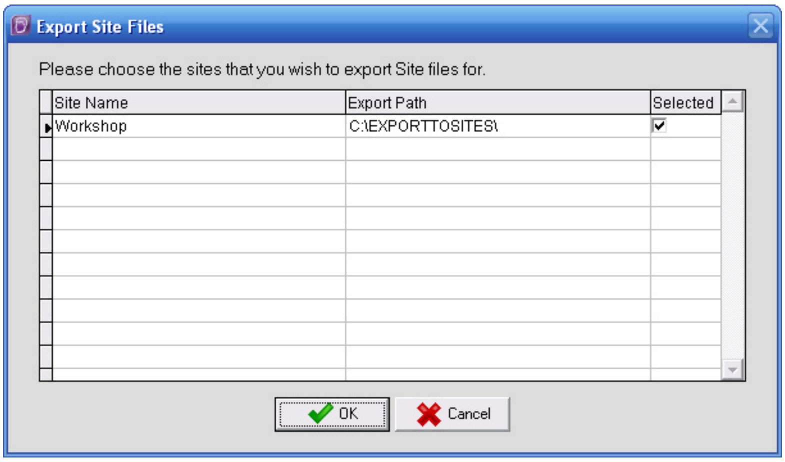
Once the Site is set up, or any changes are made to the Site, these changes must be exported to the Sites.

IMPORTANT

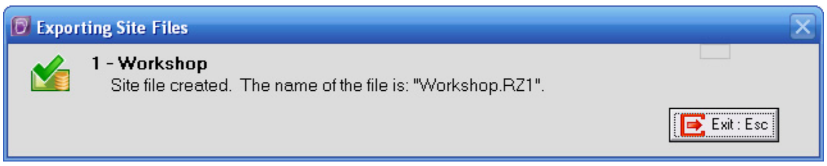
Every time you close a pay, employees' leave balances change. You may have new employees that will use MYOB Timesheet or employees that have terminated. You must update the Sites with these changes.

To export Site Information

1 From the **Remote Head Office Cycle**, click on the button - **Step 3 - Export Site Files**.



2 Select the Site File(s) that you want to export and click on the **Ok** button.



3 Once the export is completed, the above screen will appear.

TIP

The Site File is named using the following convension: *Site Name* (dot) *R* (for Remote data file) *Z* (to indicate that the data is compressed) *Number* (indicating the Site Number).

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Export the information to the Site	

4 MYOB Timesheet - Setup

In this unit you will learn how to set up an MYOB Timesheet Site.

By the end of this unit, you will be able to:

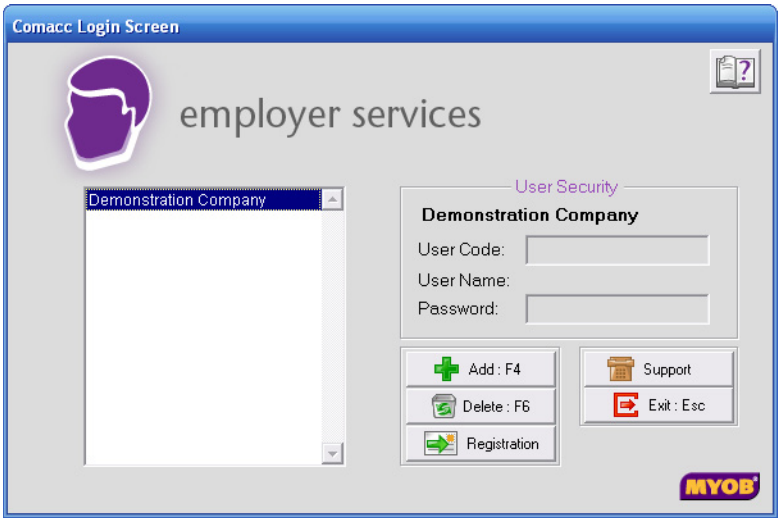
- Log in as Administrator
- Log in as an employee
- Set up the Site
- Import the Site Information
- Set up Standard Timesheets

Overview

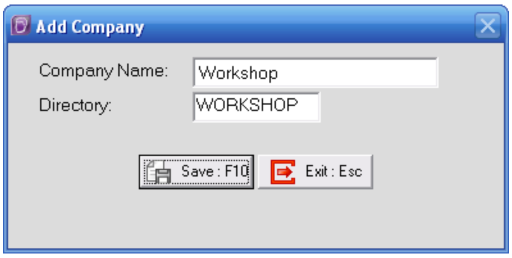
In MYOB Timesheet, you can set up a different company for each site. Each site can be set up individually, with different employees and different rules.

To create a new Site Company

1 Double-click on the **MYOB Timesheet** icon on your desktop



2 Click on the **Add** button or press **F4**.



3 In the **Company Name** field, enter the name of the site.

TIP

It is best to use the same name you assigned to this site in Remote Head Office. That way it is clear which Site file is associated with this site.

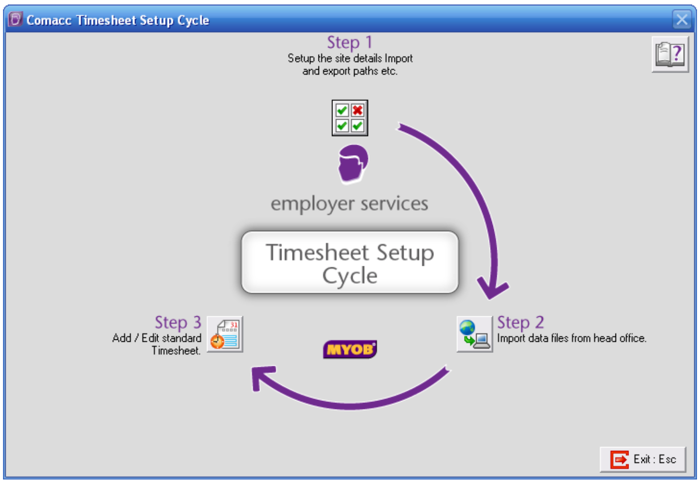
4 In the **Directory**, enter an eight-character name for the directory where this site's information will be stored.

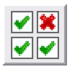
5 Click on the **Save** button or press **F10**.

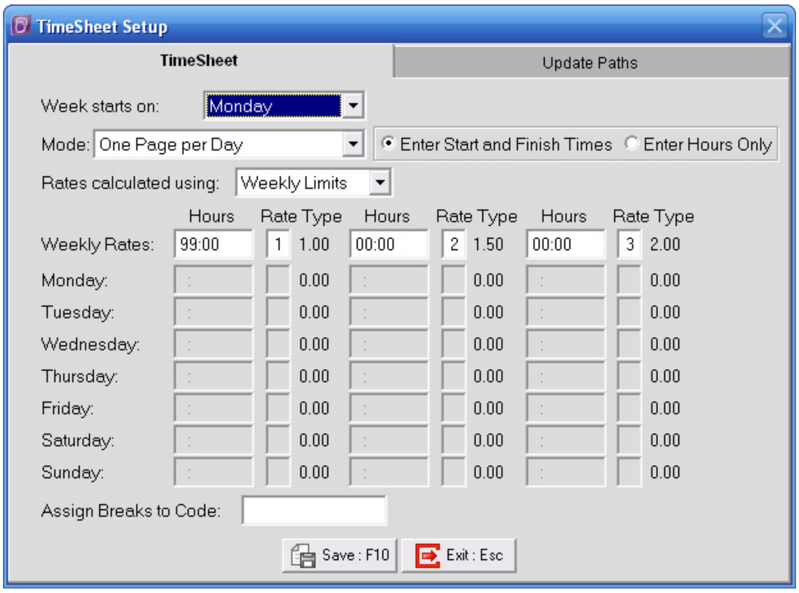
Setting up the Site

To set up the Site

1 From the **Help** menu, click on **Timesheet Setup Cycle**.



2 Click on the  button.



3 From the **Week starts on** dropdown list, select the ***Day of the Week*** on which your pay period starts.

4 From the **Mode** dropdown list, select one of the following options:

Option	Description
One Page per Day - Enter Start and Finish Times	Select this option to view each day on a separate tab. Employees will enter start and finish times.
One Page per Day - Enter Hours Only	Select this option to view each day on a separate tab. Employees will enter their total hours only.
One Page per Week	Select this option to view each week on a separate page. Employees will enter their start and finish times and the length of unpaid breaks.
Time and Attendance (per day) - Enter Start and Finish Times	Select this option if employee's timesheet information will be imported into MYOB Time and Attendance. Employees will enter start and finish times.
Time and Attendance (per day) - Enter Hours Only	Select this option if employee's timesheet information will be imported into MYOB Time and Attendance. Employees will enter their total hours only.

5 From the **Rates calculated using** dropdown list, select ***Weekly Limits*** to have overtime calculated on a Weekly basis.

	Hours	Rate Type		Hours	Rate Type		Hours	Rate Type	
Weekly Rates:	99:00	1	1.00	00:00	2	1.50	00:00	3	2.00

6 Enter the maximum number of wage hours you would pay an employee per week against each of the pay rates.

TIP

Enter **99.99** if all the hours should be allocated to that Rate Type.

7 From the **Rates calculated using** dropdown list, select ***Daily Limits*** to have overtime calculated on a Daily basis.

Monday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00
Tuesday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00
Wednesday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00
Thursday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00
Friday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00
Saturday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00
Sunday:	08:00	1	1.00	03:00	2	1.50	99:99	3	2.00

8 Enter the maximum number of wage hours you would pay an employee per day against each of the pay rates.

TIP

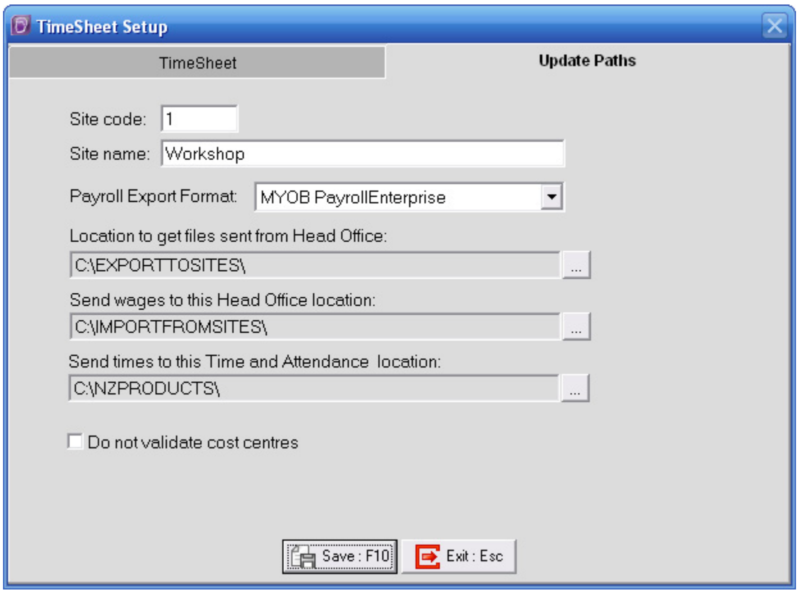
Enter **99.99** if all the hours should be allocated to that Rate Type.

9 If you have select ***One Page per Day*** from the **Mode** dropdown list, you also need to specify a code to identify unpaid time. In the **Assign Breaks to Code** field, enter a numeric code to identify unpaid time.

IMPORTANT

When entering a Break Code, make sure that it is not one of your Cost Centres. If it is, the system will not regard it as unpaid time.

10 Click on the **Update Paths** tab.



11 In the **Site code** field, enter the ***Site Number*** assigned to this site in **Remote Head Office**.

12 From the **Payroll Export Format, select** MYOB PayrollEnterprise.

13 In the **Location to get files sent from Head Office** field, use the ... button to select the location where the files containing this Site's information was exported to from Remote Head Office.

14 In the **Send wages to this Head Office location** field, use the ... button to select the location where MYOB PayrollEnterprise will import the pay information for this Site from.

15 In the **Send times to this Time and Attendance location** field, use the ... button to select the location where your MYOB Time and Attendance software is installed.

NOTE

This field will become available once you have imported the Site File for the first time and have employees whose timesheet information will be imported into MYOB Time and Attendance.

16 If employees' timesheet information will be imported into MYOB Time and Attendance, employees will be doing job costing and MYOB Time and Attendance is set up to automatically generate new cost centres, select the option **Do not validate cost centres**.

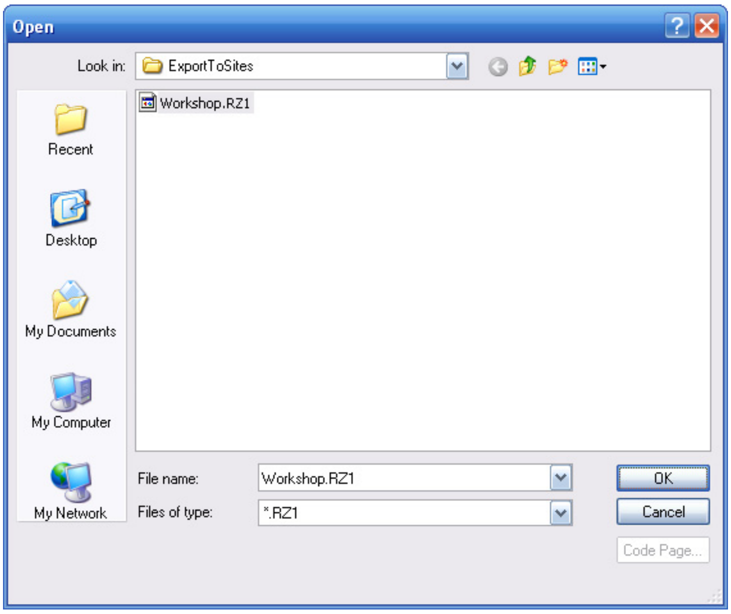
17 Click on the **Save** button or press **F10**.

Import the Site Information

Once the site is set up, you need to import the site's information that was exported from Remote Head Office.

To import Site Information for the first time

1 From the **Timesheet Setup Cycle**, click on the  button.



2 Select the site's ***Site File*** and click on the **Ok** button.

3 Once the import is completed, a message will appear, confirming that the import was successful. Click on the **Ok** button.

To import Site Information in the future.

1 Click on the  button.

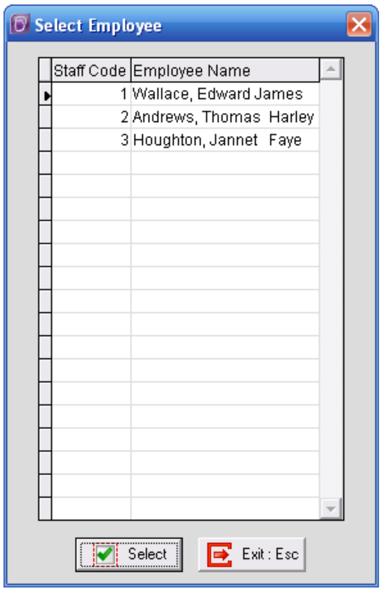
2 The Site File will automatically be imported.

Standard Timesheet

A standard timesheet can be set up for each employee. This will help employees so that they only need to make any required changes for the particular pay period.

To access an employee's Standard Timesheet

1 From the **Timesheet Setup Cycle**, click on the  button.



2 Select the employee you want to set up a standard timesheet for and click on the **Select** button.

3 The **Employee** fields shows the Employee Code and Name of the employee you have selected.

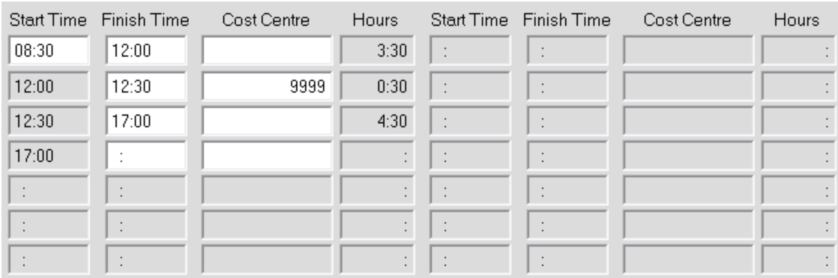
4 If the employee's timesheet information will be imported into MYOB Time and Attendance, the **Time and Attendance Card** will show the ***Card Number*** assigned to the employee in MYOB Time and Attendance.

5 Once you have set up the employee's Standard Timesheet, you can click on the **Preview** button to view and print their Standard Timesheet.

Depending on the **Mode** you have selected when setting up the site, the employee's Standard Timesheet will have one of the following interfaces:

One Page per Day Mode

Enter Start and Finish Times



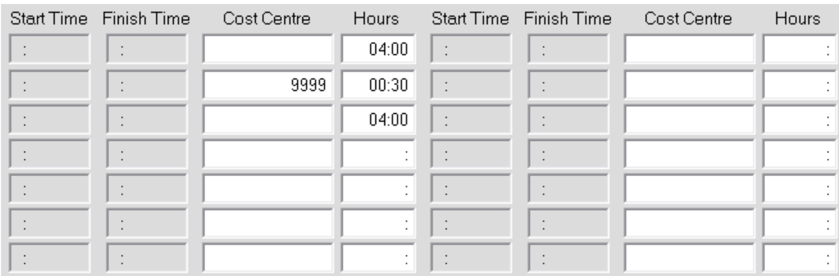
Start Time	Finish Time	Cost Centre	Hours	Start Time	Finish Time	Cost Centre	Hours
08:30	12:00		3:30	:	:		:
12:00	12:30	9999	0:30	:	:		:
12:30	17:00		4:30	:	:		:
17:00	:		:	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:

In this mode, employees will enter their Start and Finish Times for each day.

To enter times

1. In the **Start Time** field, enter the time the employee starts work.
2. In the **Finish Time** field, enter the time the employee finishes work.
3. In the **Cost Centre** field, enter the Cost Centre to which these hours should be costed. If these hours are for an unpaid break, enter the ***Break Code*** in this field.
4. The **Hours** field will show the calculated hours.
5. Repeat Steps 1 through 3 for all the different time brackets for each day of the pay period.

Enter Hours Only



Start Time	Finish Time	Cost Centre	Hours	Start Time	Finish Time	Cost Centre	Hours
:	:		04:00	:	:		:
:	:	9999	00:30	:	:		:
:	:		04:00	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:

In this mode, employees will enter only their total hours.

To enter times

1. In the **Cost Centre** field, enter the Cost Centre to which these hours should be costed. If these hours are for an unpaid break, enter the ***Break Code*** in this field.
2. In the **Hours** field, enter the total hours costed to this cost centre.

3 Repeat Steps 1 and 2 for all the different time brackets for each day of the pay period.

One Page per Week

	Start	Finish	Break	Cost Centre	Type 1		Type 2		Type 3		Total
Monday:	08:30	17:00	00:30		8:00	1		2		3	8:00
Tuesday:	08:30	17:00	00:30		8:00	1		2		3	8:00
Wednesday:	08:30	17:00	00:30		8:00	1		2		3	8:00
Thursday:	08:30	17:00	00:30		8:00	1		2		3	8:00
Friday:	08:30	17:00	00:30		8:00	1		2		3	8:00
Saturday:	:	:	:			1		2		3	
Sunday:	:	:	:			1		2		3	

In this mode, employees will enter their start and finish times, and the total of unpaid break.

To enter times

1 In the **Start** field, enter the time the employee starts work on this day.

2 In the **Finish** field, enter the time the employee finishes work on this day.

3 In the **Break** field, enter the total time of unpaid breaks taken on this day.

4 In the **Cost Centre** field, enter the Cost Centre to which these hours should be costed.

5 The **Type 1, Type 2** and **Type 3** fields will show the breakdown of the hours for that day, based on your ***Weekly*** or ***Daily Limits***.

6 Repeat Steps 1 though 4 for each day in the pay period.

Time and Attendance (per day)

Enter Start and Finish Times

Start Time	Finish Time	Cost Centre	Hours	Start Time	Finish Time	Cost Centre	Hours
08:30	12:00		3:30	:	:		:
12:00	12:30	9999	0:30	:	:		:
12:30	17:00		4:30	:	:		:
17:00	:		:	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:
:	:		:	:	:		:

In this mode, employees will enter their Start and Finish Times for each day.

To enter times

1 In the **Start Time** field, enter the time the employee starts work.

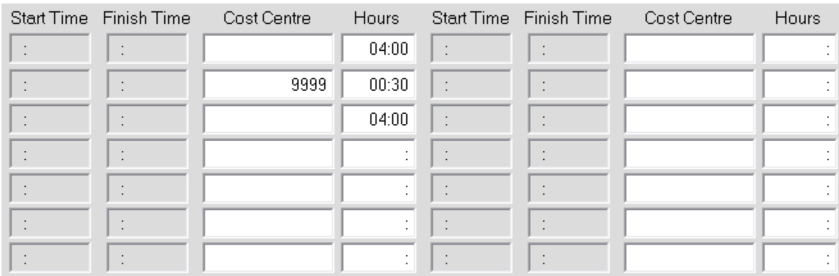
2 In the **Finish Time** field, enter the time the employee finishes work.

3 In the **Cost Centre** field, enter the Cost Centre to which these hours should be costed. If these hours are for an unpaid break, enter the ***Break Code*** in this field.

4 The **Hours** field will show the calculated hours.

5 Repeat Steps 1 through 3 for all the different time brackets for each day of the pay period.

Enter Hours Only



In this mode, employees will enter only their total hours.

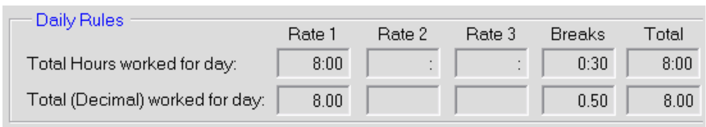
To enter times

1 In the **Cost Centre** field, enter the Cost Centre to which these hours should be costed. If these hours are for an unpaid break, enter the ***Break Code*** in this field.

2 In the **Hours** field, enter the total hours costed to this cost centre.

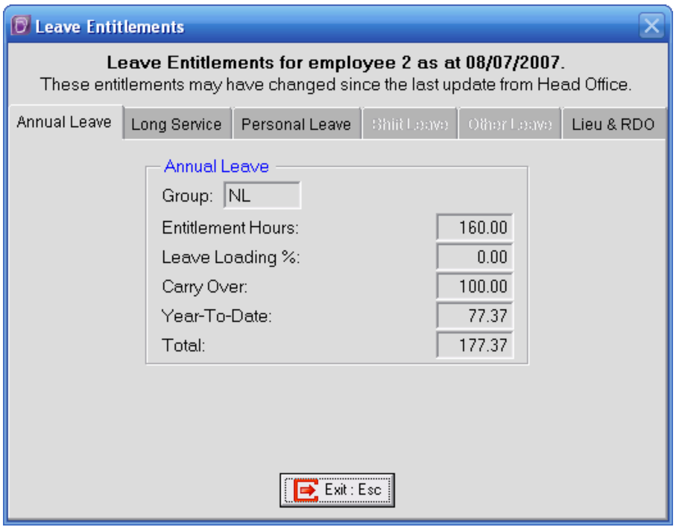
Repeat Steps 1 and 2 for all the different time brackets for each day of the pay period.

Daily Rules



This area shows the breakdown of the employee's hours for each day.

Leave Entitlements

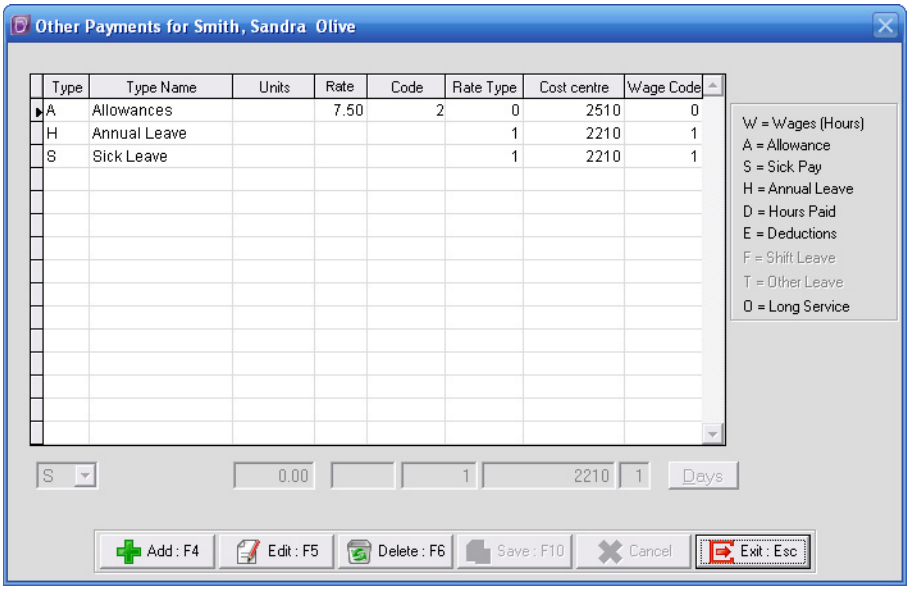


This area shows the employee’s Leave Entitlements for each of the leave types they are entitled to. Click on the **Exit** button or press **Esc** to return to the employee’s standard timesheet.

Once you have finished setting up this employee’s Standard Timesheet, click on the **Exit** button or press **Esc**.

Other Payments

This area allows you to enter other payments, such as Allowances and Leave Taken to the Timesheet.



To add Other Payments

1 Click on the **Other Payments** button.

2 Click on the **Add** button or press **F4**.

3 From the dropdown list, select the type of paymemnt you want to add.

4 Enter any required information.

5 Click on the **Save** button or press **F10**.

Loging into the Site

To log in as Administator

1 Double-click on the **MYOB Timesheet** icon on your desktop.

2 Double-click on the Site Name

3 In the **User Code** field, type ***A*** and press TAB.

4 In the **Password** field, enter the ***Password*** that you set up for this Site's Administrator in Remote Head Office.

5 Press TAB.

To log in as an Employee

1 Double-click on the **MYOB Timesheet** icon on your desktop.

2 Double-click on the Site Name

3 In the **User Code** field, type your ***Employee Code*** and press TAB.

4 In the **Password** field, enter your ***Password*** and press TAB.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create a new Site	
Set up a Site	
Import the Site Information	
Set up Standard Timesheets	
Log in as Administrator	
Long in as an Employee	

MYOB Timesheet - Processing

5

In this unit you will learn how to create a timesheet for the current pay, make changes to the timesheet and post the information to MYOB PayrollEnterprise and MYOB Time and Attendance.

By the end of this unit, you will be able to:

- Import up-to-date Site Information
- Create a Timesheet for the current pay
- Post the information to MYOB PayrollEnterprise and MYOB Time and Attendance

Overview

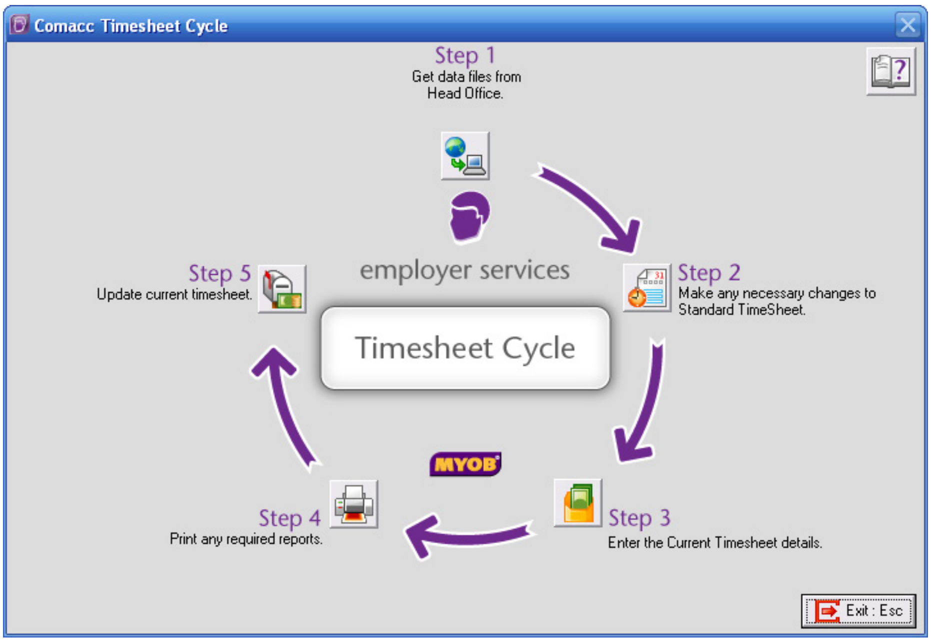
Once the Site is set up and the latest Site File is imported, employees can start entering their timesheets. This can be done daily, or at the end of the pay period. At the end of the pay period the information can be sent to MYOB PayrollEnterprise and MYOB Time and Attendance.

This process can be completed in one of the following three ways:

1. Accessing the relevant areas from the menus
2. Accessing the relevant areas from the toolbar
3. Using the Timesheet Cycle

Using the Timesheet Cycle provides an easy-to-follow process to import the latest Site File, make any changes to employees' Standard Timesheets, create a timesheet for the current pay, printing reports to check the information and finally, exporting the information.

The Timesheet Cycle is available from the **Help** menu by clicking on **Timesheet Cycle**, or by clicking on the  button the toolbar.



Importing Site Information

Before your employees can enter their timesheets for the current period, it is important that the Site has the latest information.

Since the previous period was closed, new employees may have started at this site, some employees may have terminated and employees' leave balances have changed.

The Site must be updated with all these changes.

To import up-to-date Site Information

1 Click on the  button.

2 The Site File will automatically be imported.

Creating Current Timesheets

Before employees can start entering their timesheet information, a Current Timesheet must be opened for the new pay period.

To create a Current Timesheet

1 Click on the  button.

2 From the **Pay Frequency** select the frequency of the Current Timesheet you want to create.

3 In the **Pay Ending Date** field, enter the end date for this pay period.

4 Click on the **Create New** button.

5 A message will appear, confirming that you want to create a new current timesheet for this pay period. Click on **Yes**.

NOTE

If there is an **Edit** button instead of a **Create New** button, the previous period's timesheet has not been exported yet, or the current timesheet has already been created.

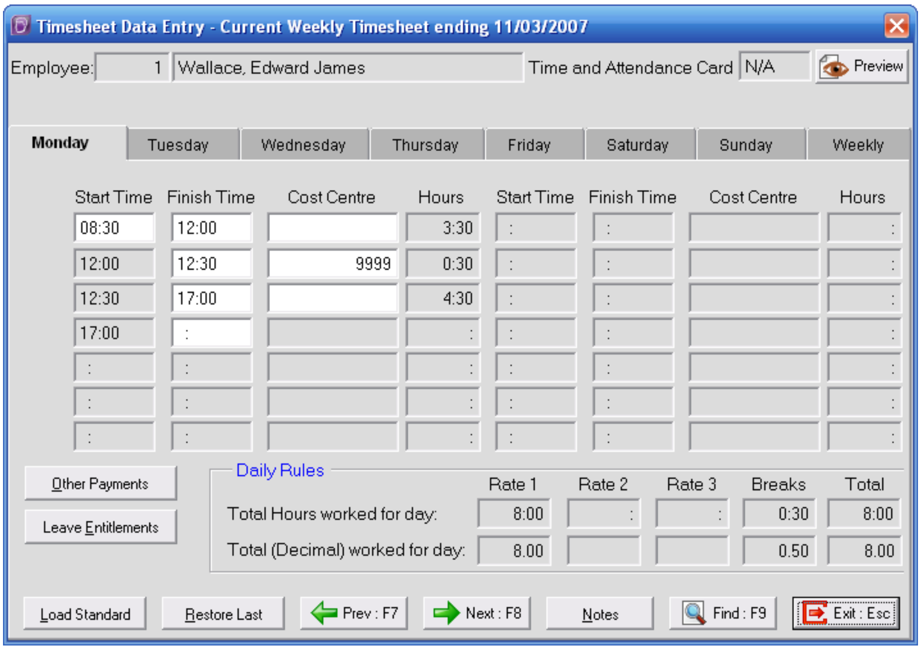
Editing Current Timesheets

To edit a current timesheet

1 Click on the  button.

2 Click on the **Edit** button.

3 A list of employees will appear. Select the employee whose timesheet you want to edit and click on the **Select** button.



4 Make the required changes to the employee's timesheet information.

5 Click on the 

button to view the employee's timesheet.

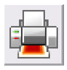
6 Once you have completed your changes, click on the **Exit** button.

Reports

Once employees have entered their timesheets, reports can be printed off to verify the imformation before it is exported.

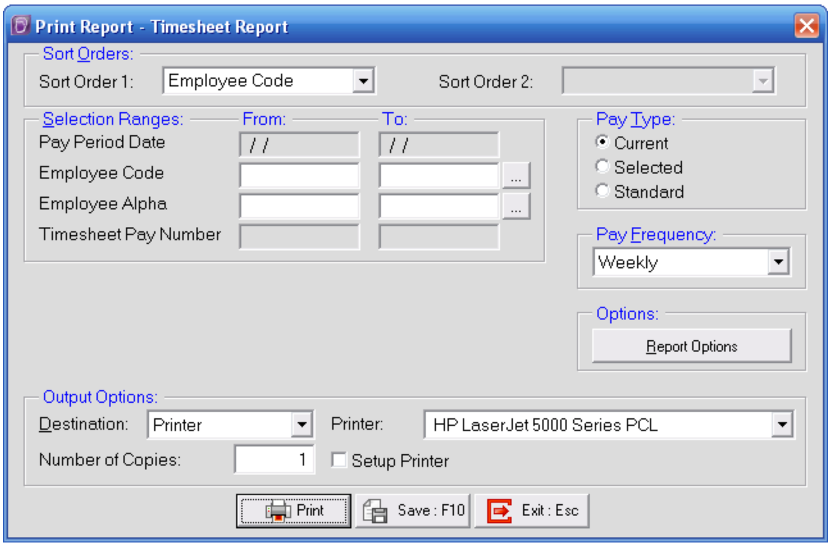
To print the Timesheet Report

This report gives you each employee's timesheet in the same format as in the Current Timesheet.

1 From the **Timesheet Cycle**, click on the  button.

2 Click on the **Transactions** tab.

3 Select the ***Timesheet*** report and click on the **Select** button.



4 From the **Sort Order 1** and **Sort Order 2** dropdown lists, specify how you want the information sorted on the report.

5 In the **Selection Ranges** area, select any specific ***Employees*** that you want to include in the report.

NOTE

By default, the system will include all the employees in the Current Timesheet in the report.

TIP

You can also click on the button to select the specific employees that you want to include in the report.

6 From the **Pay Type** area, ensure that ***Current*** is selected.

7 From the **Pay Frequency** dropdown list, select the ***Frequency*** of the pay period that you want to print the report for.

8 Click on the **Report Options** button, select any of the available options that you want to apply to this report and click on the **Save** button or press **F10**.

9 From the **Destination** dropdown list, select one of the following options:

Destination	Description
Printer	Select this option to print the report directly to your selected printer.
Screen	Select this option to preview the report on screen.
File	Select this option to save the report in PDF format.
CSV Output	Select this option to export the report in CSV format.

10 Click on the **Print**, **Preview** or **Create File** button.

TIP

If you find any mistakes on the Timesheet Report, you can click on the button again and make any necessary changes to the timesheets.

To print the Posting Report

This report will show the information that will be exported to MYOB PayrollEnterprise and MYOB Time and Attendance.

1 From the **Timesheet Cycle**, click on the button.

2 Click on the **Transactions** tab.

3 Select the ***Posting*** report and click on the **Select** button.

4 From the **Sort Order 1** and **Sort Order 2** dropdown lists, specify how you want the information sorted on the report.

5 In the **Selection Ranges** area, select any specific ***Employees*** that you want to include in the report.

NOTE

By default, the system will include all the employees in the Current Timesheet in the report.

TIP

You can also click on the ... button to select the specific employees that you want to include in the report.

6 From the **Pay Type** area, ensure that ***Current*** is selected.

7 From the **Pay Frequency** dropdown list, select the ***Frequency*** of the pay period that you want to print the report for.

8 From the **Destination** dropdown list, select one of the following options:

Destination	Description
Printer	Select this option to print the report directly to your selected printer.
Screen	Select this option to preview the report on screen.
File	Select this option to save the report in PDF format.
CSV Output	Select this option to export the report in CSV format.

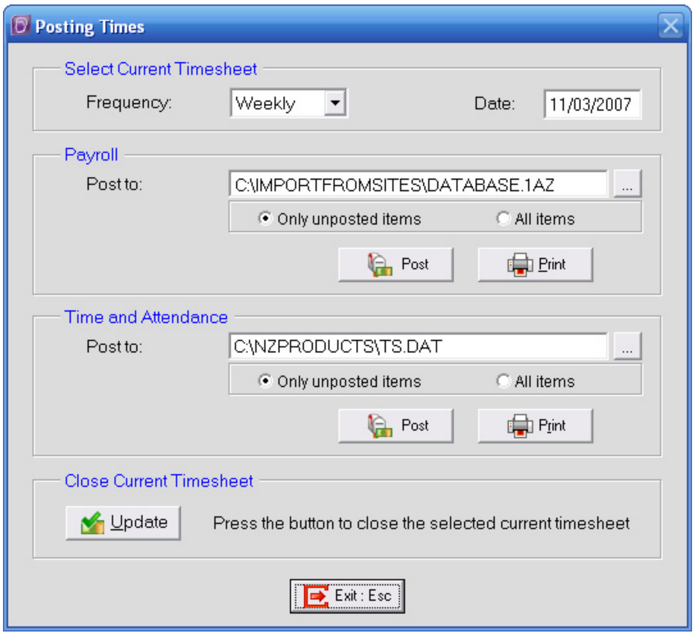
9 Click on the **Print**, **Preview** or **Create File** button.

Post to Head Office

Once the timesheets are completed and checked using the Timesheet and Posting Reports, you can export the information to MYOB PayrollEnterprise and MYOB Time and Attendance.

To export the information

1 From the **Timesheet Cycle**, click on the  button.



2 Under the **Select Current Timesheet** section, select the ***Frequency*** and enter the ***Date*** for the timesheet.

3 Under the **Payroll** section, the **Post To** field will show the location where this site's pay information will be exported to. You can click on the **Print** button to print the **Posting Report**.

4 Click on the **Post** button to post the payroll information to MYOB PayrollEnterprise. A message will appear, confirming that you want to post the information. Click on **Yes**. A confirmation message will appear once the export is complete. Click on **Ok**.

5 Under the **Time and Attendance** section, the **Post To** field will show the location where this site's time and attendance information will be exported to. You can click on the **Print** button to print the **Posting Report**.

6. Click on the **Post** button to post the payroll information to MYOB Time and Attendance. A message will appear, confirming that you want to post the information. Click on **Yes**. A confirmation message will appear once the export is complete. Click on **Ok**.
7. Now that the information is exported, you must close this current timesheet. Under the **Close Current Timesheet** section, click on the **Update** button. A message will appear, confirming that you want to close the current timesheet. Click on **Yes**.
8. A message will appear, confirming that the current timesheet has been successfully closed. Click on **Ok**.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Import the latest Site Information	
Create a Current Timesheet	
Edit a Current Timesheet	
Print the Timesheet and Posting Reports	
Post the Current Timesheet to MYOB PayrollEntreprise and MYOB Time and Attendance	
Close the Current Timesheet	

6

Remote Head Office - Import Pay Information

In this unit you will learn how to import the pay information from the Sites.

By the end of this unit, you will be able to:

- Import Site Information

Import Site Information

At the end of the pay period, the information entered at the Sites must be imported into the pay.

Importing information into MYOB Time and Attendance

If employees use MYOB Timesheet at the Sites and the information will be imported into MYOB Time and Attendance, the Site should be set up as a Time Clock in MYOB Time and Attendance. Refer to your MYOB Time and Attendance user guide for more information.

Importing information into MYOB PayrollEnterprise

The Site Information will be imported directly into the current pay in MYOB PayrollEnterprise. You must make sure that you have the correct pay open before attempting to import the information.

NOTE

If you do not have the current pay open, the import process will not be completed. A current pay must be open for the pay frequency in order for the system to complete the import.

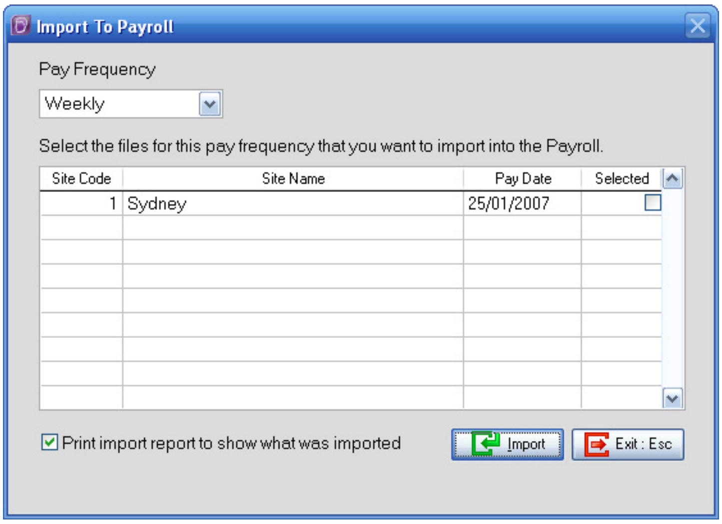
WARNING

If the pay for the frequency you are importing is open, the information will be imported. It is important to make sure that the correct pay is open, as the system will not check the pay date of the pay. This means that you could accidentally import this pay period's information into the previous pay.

To import the Site Information

1 Access **Remote Head Office**.

2 From the **Remote Head Office Cycle**, click on the  button.



3 From the **Pay Frequency** dropdown list, select the frequency of the pay for which you want to import information.

4 A list of all the site files for this pay frequency will be listed. Select the Site Files that you want to import.

5 Click on the **Import** button.

6 The system will prompt you to do a backup. You must complete this backup before the process will continue. Click on **Backup**.

7 Once the Site File is imported, the system may prompt you to print the **Audit Report**. This report will list any problems the system found when the information was imported. Click on the **Print** button.

NOTE

The Audit Report will only be available if the system found any problems when importing the information. These problems may be things like terminated employees with pay information in the site file, employees taking leave when they do not have sufficient leave in balance.

8 Next, the system will prompt you to print the **Remote Head Office Import Report**. This report shows you what information was imported.

TIP

If you compare the **Remote Head Office Import Report** and the **Posting Report** from the site, you will easily find any problems if you did not print the **Audit Report**.

9 Once you have printed off these reports, the system will continue with the import process and recalculate the pay.

10 Once the process if finalised, a message appears, confirming that the import was successful. Click on the **Ok** button.

Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Import pay information from the Site	