

Export a MYOB payroll file

Make a payroll file in the MYOB layout from the approved timesheets of a pay period, and read what each column holds before you import it.

WHO IT IS FOR Owner, Admin, Finance	TIME NEEDED About 8 minutes	LAST REVIEWED 2 October 2026
---	---------------------------------------	--

Who this is for

Permissions: You need Can export payroll timesheets. Without it Export Payroll is greyed out, and pointing at it says Payroll export permission is required. To enter MYOB IDs in Payroll CSV mappings you also need permission to manage Pay Levels. A Manager exports only the timesheets of staff whose Manager / supervisor is that Manager. If you cannot use Export Payroll, ask an Owner or Admin to check your role.

Before you begin

- **Timesheets** is in your left menu, under **Operations**, and **Export Payroll** works, for roles that include **Can view timesheets** and **Can export payroll timesheets**. An Owner or Admin can add them to a role in **Configuration > Roles & Permissions**. See Roles and permissions basics.
- The timesheets you want in the file are **Approved**. Only approved timesheets are exported. See Approve timesheets. The general steps for any export are in Export payroll.
- For a file with dollar amounts: Pay Levels is switched on and the pay of every approved timesheet is **RESOLVED**, and your MYOB IDs are entered in **Payroll CSV mappings**. An Owner or Admin switches Pay Levels on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**, by choosing **Enable** and then **Enable and prepare**. The card shows **Preparing** and then **Ready to confirm**. Choose **Review and confirm**, look over the setup on the **Pay Levels** page and choose **I've reviewed the setup: enable interpretation**. Pay interpretation works when the card says **On**. See Pay Levels. A file of approved hours only needs neither.
- You will import the file with MYOB's own import. BondiByte does not connect to MYOB and does not send the file anywhere.



Steps

1 Go to Timesheets > Approved

- 1 In the left menu, under **Operations**, choose **Timesheets**. The **Timesheet review** screen opens on the last period that has finished.
- 2 Check the dates under **Selected period**. They must match the pay period you are paying. To change them, choose **Previous**, **Next**, **Last completed** or **Current period**.
- 3 Choose **Approved** and check that the timesheets you expect are there. Only these go into the file.

Important: The file covers exactly the period under **Selected period**. You cannot choose other dates for an export.

Timesheets

Timesheet review

Submitted timesheets require manager action first.

SELECTED PERIOD
03/08/2026 to 16/08/2026

Submitted 0 Approved 2 Returned 0 Not submitted 13

Total hours submitted 170.00 hrs

STAFF	PERIOD	STATUS	SUBMITTED AT	TOTAL HOURS	SHIFT COUNT	LAST UPDATED	ACTIONS
Olivia Brooks	03/08/2026 to 16/08/2026	Approved	23/08/2026 08:10 pm	68.00 hrs	9	23/08/2026 08:10 pm	View Approve Return
Grace Edwards	03/08/2026 to 16/08/2026	Approved	23/08/2026 08:08 pm	102.00 hrs	14	23/08/2026 08:08 pm	View Approve Return

Choose Timesheets in the left menu (1), use the period buttons to reach the pay period (2) and choose Approved (3).



2 Enter your MYOB IDs if the file will have amounts

Skip this step when you export approved hours only. Choose **Payroll CSV mappings** at the top of the screen. The **Payroll CSV mappings** window opens.

- 1 Check that **CSV format** says **MYOB**. It starts as **MYOB**.
- 2 Choose **Staff**, **Sites** or **Pay categories** to switch between the three lists. Use the search box above the list, for example **Search staff**, to find a name.
- 3 In **Payroll external ID**, type the ID MYOB uses for that person, site or pay category. Leave a row blank if it is not needed. **Mapping version** starts on **New mapping version**, filled in with your latest saved IDs. Change only what you need.
- 4 Choose **Publish new mapping version** to save. A message says **New mapping version published. Existing saved export batches are unchanged**. Nothing is sent to MYOB.
- 5 Choose **Close**, at the top right or beside **Publish new mapping version**, to leave the window. It does not close by itself after you publish. Closing without publishing saves nothing.

Staff: The ID MYOB uses for each person. It goes in the **Employee ID** column of the file.

Sites: The ID MYOB uses for each site, for example a job code. It goes in the **Job** column.

Pay categories: The ID MYOB uses for each kind of pay, for example ordinary hours or a sleepover allowance. It goes in the **Payroll Category** column.

Payroll external ID: Up to 200 characters of plain text. It cannot start with =, +, - or @. A blank row is left unmapped.

Important: A file with amounts needs an ID for every person, site and pay category in it. If one is missing the export stops with **A payroll staff, site or pay-category ID is missing**. **Complete the CSV mappings before monetary export.**

Check that CSV format says MYOB (1), choose Staff, Sites or Pay categories (2), type the MYOB ID (3), choose Publish new mapping version (4) and choose Close (5) to leave the window.



3 Choose **Export Payroll > MYOB**

Choose **Export Payroll** at the top of the screen. A window titled **Choose payroll export format** opens.

- 1 Decide about **Export approved hours only (leave all monetary totals blank)**. Leave it unticked for a file with dollar amounts. Tick it for a file of hours only, which needs no MYOB IDs and has an empty **Total** column.
- 2 Choose **MYOB**. The file is made and your browser downloads it. A message says **Preparing payroll export...** and then **Payroll export downloaded**.

Export approved hours only (leave all monetary totals blank): Tick box, not ticked the first time you open the window. The tick stays as you left it until you leave the **Timesheets** screen, so check it each time. Ticked: hours only, with no amounts and no MYOB IDs needed. Unticked: each row has the approved dollar amount, and the export is refused if any amount is unresolved or an ID is missing.

MYOB: Makes the file in the MYOB layout and downloads it. The file is called **myob-timesheets-** followed by the first and last dates of the period, for example **myob-timesheets-2026-08-03-to-2026-08-16.csv**.

Warning: There is no preview. Choosing **MYOB** makes the file and downloads it at once. Check the period and the tick box first.

Decide about approved hours only (1), then choose MYOB (2).



4 Read the columns of the file

- 1 Open the downloaded file in a spreadsheet. The first row holds the column headings. Each following row is one part of a shift that is paid in one way. A sleepover, for example, takes more than one row: the hours before it, the sleepover allowance and the hours after it.
- 2 Check the columns against the table below. The file always has these eight columns, in this order.
- 3 Check that the people, dates and hours match your approved timesheets before you go on.

Employee ID: With amounts: the **Payroll external ID** you entered for the person.

Hours only: the person's sign-in name or email address, because no IDs are used.

Employee Name: The person's first and last name.

Date: The day the work was done, written year, month, day, for example 2026-08-05.

Payroll Category: With amounts: the ID you entered for the pay category. Hours only: the pay item code from your Pay Levels, which is the code shown beside each name in **Pay categories**. If the pay for that line is not resolved, a short code for the part of the shift instead, for example STANDARD.

Hours: The hours for that row, for example 8 or 1.5. For an allowance paid per unit, such as a sleepover allowance, it is the number of units, for example 1.

Job: With amounts: the ID you entered for the site. Hours only: the site's code, as shown for the site in BondiByte.

Notes: The staff member's notes and the reason they gave for changing hours, joined by a vertical bar when there are both. Blank when there are none.

Total: With amounts: the dollar amount for that row, to two decimal places. Hours only: blank.

Note: The window says **Existing CSV columns are retained**. The columns above are the layout BondiByte keeps for MYOB. They do not change from one export to the next.

5 Take the file into MYOB

- 1 Take the file to MYOB and import it with the import your MYOB product offers for this kind of data. If you are not sure which, ask MYOB or your payroll adviser. BondiByte does not do this step for you and does not connect to MYOB.
- 2 Before you import, compare the column headings with what your MYOB import asks for. The window says **Import compatibility with your payroll provider has not been verified**.
- 3 Try the import with one person or a short period first. When the result is what you expect, import the rest.

Important: BondiByte prepares the file and does not check how MYOB will read it. Import only the file you need. Importing two files for the same period would pay the same hours twice.



What happens next

The file is on your computer. BondiByte keeps a saved copy of each export, and you can get exactly the same file again with **Download the same saved batch again** when you open **Export Payroll** again for the same period without leaving the **Timesheets** screen.

The approved timesheets do not change when you export. Nothing is marked as paid.

To make a file for Employment Hero instead, see Export an Employment Hero payroll file.

Important notes

Important: Only approved timesheets are exported. A timesheet that is **Submitted, Returned, Draft** or not submitted at all is left out of the file.

Note: MYOB IDs are saved separately from Employment Hero IDs. Entering IDs for one format does not fill in the other.

Good practice

- Enter your MYOB IDs in **Payroll CSV mappings** before the pay run, not on the day, and keep **CSV format** on **MYOB** while you do. A new version applies to the next export only.
- Look at the file in a spreadsheet before you import it. Check one person's total hours against their approved timesheet.
- For a first export, tick approved hours only and compare the hours with MYOB. Then move on to a file with amounts once your IDs are in.
- Keep the downloaded file with your pay run records, named by period, so you can show what was imported.

Troubleshooting

A message says **No approved timesheets were found for the selected period.**

Why it happens: No timesheet is approved in the period under **Selected period**, or the approved ones belong to staff you are not allowed to see.

What to do: Check the dates and the **Approved** card. Approve the timesheets, or move to the right period.

A message says **Approved earnings are incomplete or historically unknown. Resolve the outstanding decisions, or deliberately select approved hours only.**

Why it happens: At least one approved timesheet has pay that is not resolved, so a file with dollar amounts cannot be made.

What to do: Resolve the pay if you can, or tick **Export approved hours only (leave all monetary totals blank)** and choose **MYOB** again.



A message says **Configure payroll CSV mappings before exporting monetary earnings**.

Why it happens: No MYOB IDs have been saved, and a file with amounts needs them.

What to do: Choose **Payroll CSV mappings**, keep **CSV format** on **MYOB**, enter your IDs and choose **Publish new mapping version**, or tick approved hours only.

A message says **A payroll staff, site or pay-category ID is missing. Complete the CSV mappings before monetary export**.

Why it happens: A person, a site or a kind of pay in the file has no MYOB ID saved.

What to do: Open **Payroll CSV mappings**, check **CSV format** is **MYOB**, fill the blank rows on **Staff**, **Sites** and **Pay categories**, and publish a new version.

The **Employee ID** column holds email addresses, and **Total** is empty.

Why it happens: You exported approved hours only, which has no MYOB IDs and no amounts.

What to do: For a file with IDs and amounts, leave the tick box empty, resolve the pay and enter your MYOB IDs first.

MYOB does not accept the file, or reads the columns differently.

Why it happens: The window says import compatibility with your payroll provider has not been verified. Your MYOB import may expect different headings.

What to do: Compare the headings in the file with what your MYOB import asks for, and ask MYOB's support or your payroll adviser which layout it needs.

Questions and answers

Does BondiByte send the file to MYOB?

No. BondiByte makes the file and your browser saves it. You import it with MYOB's own import.

Can I choose the dates for the export?

No. The file covers the period under **Selected period**. Use **Previous**, **Next**, **Last completed** or **Current period** to change it.

Need more help?

Guides: bondibyterobotics.com.au/guides | Support: support@bondibyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*