



Exporting time-sheets from TimeDock into AccountRight

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

Export timesheet file from TimeDock

1. Login to your TimeDock account and navigate to **Export**.
2. Choose **AccountRight** 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 **Payroll Category** that you have set up in your AccountRight account.
5. Choose a source to map to **Job** within AccountRight.
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 AccountRight

1. Open your AccountRight application.
2. Click on the **File** button then click on the **Import/Export Assistant** option.
3. Select **Import data**. Click **Next**.
4. Select **Timesheets** from the **Import** dropdown list.
5. Click **Browse** and select the timesheet file you downloaded from TimeDock. Click **Next**.
6. Select data is separated by: **Commas**.
7. Select the first line of the file contains: **Headers Or Labels**.
8. Select match cards using their: **Emp. Card ID**. Click **Next**.
9. On the **Match Fields** screen click **Auto Match**. If not all the import fields are auto matched based on name, manually match them. Click **Next**.

10. Click *Import* to perform the import.

See also

- **MYOB:** [Importing data into AccountRight](#)
- **YouTube:** [Export Timesheets from TimeDock and Import into AccountRight](#)