



Formerly known as **MYOB** South Asia

MYOB Support Note

Exporting and Importing

Exporting and Importing

This support notes are suitable for:

- MYOB Accounting
- MYOB Premier

Exporting and Importing data provides a quick and convenient means of transferring data between MYOB company files or even other files or programs. This Support Note provides some detail on these processes.

How can I export data out of one company file and import it into another?

Solution Summary

Go to the **File** menu choose **Export Data** then the appropriate record type. Save the data in a location of your choice. Open the target company file.

Go to the **File** menu choose the appropriate record type and selected the exported data created in the previous step.

How does exporting and importing work?

Exporting and importing enables you to transfer data between company files. The purpose of this is to allow the data to be shared with, or analysed by other programs.

As exporting and importing is a standard feature of most business applications, a common text format is employed for the export/import interface. Therefore, when exporting, a text file containing the exported data is created. The data within this text file can then be imported into another program or file.

What data can be exported and imported?

To access a list of data that can be exported and imported, open your MYOB company data file and click **File**, then click **Export Data** or **Import Data**. The displayed menus will have additional extended menus for: **Tax Code List**, **Cards**, **Sales** and **Purchases**. You may also notice that the **Import** menu has two additional extended menus for **Disbursements** and **Receipts** (*these two options are not available in earlier versions of MYOB*).

These extended menus provide for a more specific export selection, for example: The extended **Cards** menu allows you to select **Customer**, **Supplier**, **Employee** or **Personal** cards.

Please note: Data that isn't listed in these menus cannot be exported or imported.

How do I export data from my company data file?

Before exporting from MYOB, determine where on your hard drive the export text file will be saved.

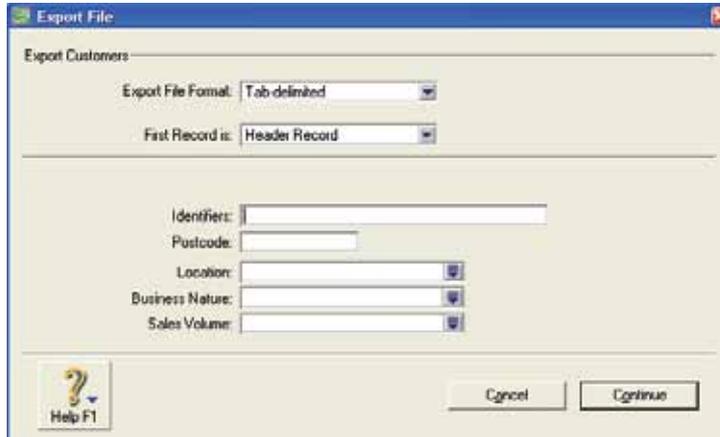
1. Open your company data file and go to **File** choose **Export Data**, and then click the data type to be exported.

2. The common export file options are:

Export File Format - Click the drop down arrow and select either Tab-delimited (*recommended*) or Comma-separated. If the Export file is opened in a word processor application, each field will be separated by a tab stop.

First Record - Click the drop down arrow and select either **Header Record** (*recommended*) or Data Record. If the export file is opened in a spreadsheet, each record field will have a heading if Header Record is selected.

The window below shows the options for exporting customer cards. Apart from the **Export File Format** and options, other options specific to the data being exported will be displayed.

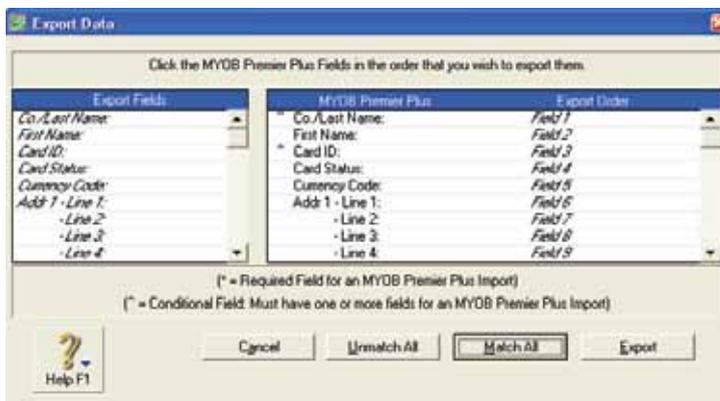


3. You can filter or restrict the records to be exported using identifiers and the various options that appear in the bottom half of the **Export File** window.

After selecting the export file options, click **Continue**.

4. Click the fields in the MYOB Fields column that are to be exported. Alternatively, if all fields are to be exported, click **Match All**.

The window below shows that four fields have been selected for exporting.

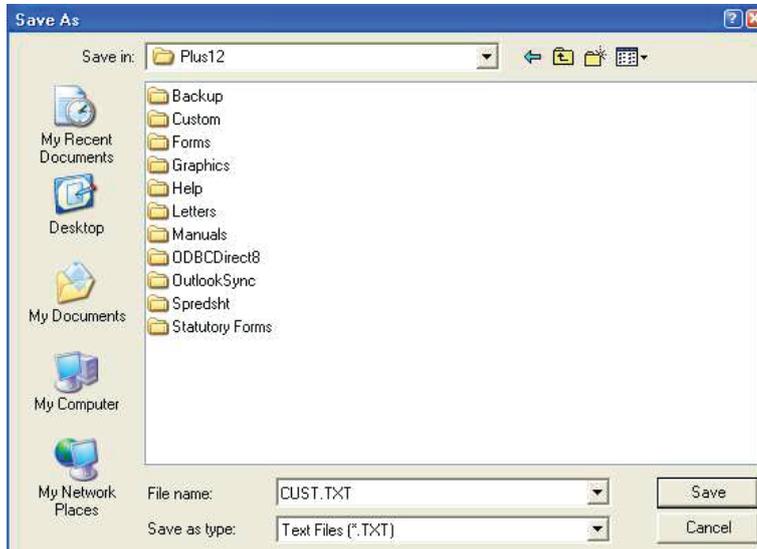


After selecting the fields to be exported, click **Export**.

5. Save the export file using the **Save As** dialogue box.

MYOB will automatically select a distinct name for the file and save it in the folder containing your company data file.

The window below shows the Save As dialogue box that is displayed when exporting customer cards.



How do I import data into my company data file?

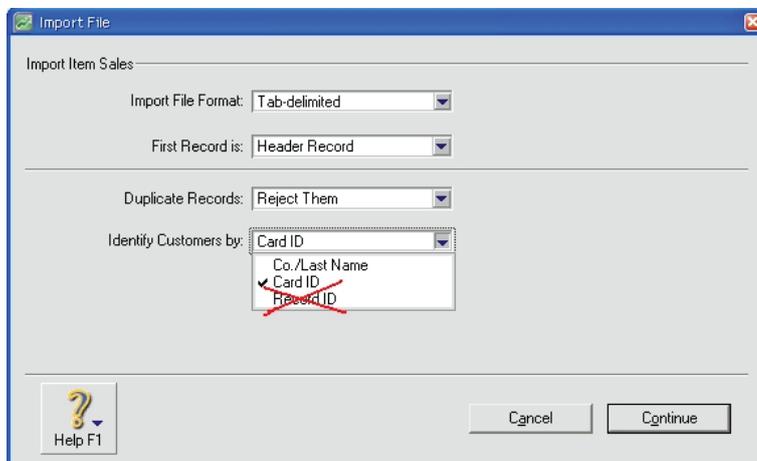
When importing data from other programs, it is important that the import text file fields are compatible with MYOB's import field specifications. To access a list of these specifications, open your company data file and go to **Help** choose **MYOB (Premier) Help** then click **Importing/Exporting**. Click **Importing and Exporting With MYOB and then Importing and Exporting Fields**.

1. Make a backup or a copy of your MYOB company data file. If import errors are encountered, you will be able to restore the backup or simply revert to the copy file.
2. With your company data file open, go to File and choose **Import Data**. Then select the data type to be imported.
3. Select the applicable **Import File Format** and the **First Record Is** options.

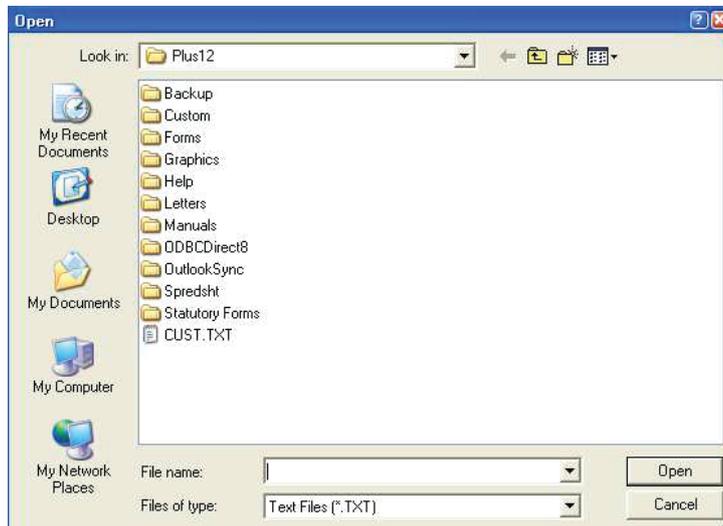
If displayed, click the **Duplicate Records** drop down arrow and select the desired option, then click **Continue**.

IMPORTANT NOTE: The 2008 releases include a **Record ID** option in the **Identify Records by** menu. This field is designed for use by Third Party Application Development Partners. You should not choose this option as it relies on certain cross matching information which is only available to developers.

The window below shows the options for importing customer cards.



4. Using the **Open** dialogue box, navigate to the import file. Highlight the file then click **Open**.
The window below shows Cust.txt (*customer cards*) selected for importing.



Once the data has been imported, an import confirmation dialogue box is displayed. This provides a summary of the import, and reports any errors or warnings.

Please note: Where import errors are reported, an error log text file named MYOBPLOG.TXT is created in the folder containing your company data file. This error log lists the cause(s) of the import error and can be opened using a text editor such as Windows Notepad or Simple Text (Apple Macintosh).

The window below shows an import confirmation dialogue box.



How do I know if the import was successful?

The import confirmation dialog box which is displayed after each import will indicate:

1. The number of records imported with no errors.
2. The number or records skipped.
3. The number or records imported with warnings.
4. The location of the MYOBPLOG.TXT import error log file.

When importing data, the fields of the import text file are matched to their respective fields in your MYOBcompany data file. Import errors will only occur if MYOB's specifications for a particular field are violated.

For example: The **Memo** field specification for all transactions is a maximum of 255 alphanumeric characters. Any import records that have more characters than this will be rejected by MYOB's import data integrity check.

How to resolve import errors?

1. Using a text editor, open the import MYOBPLOG.TXT error log file to determine which import record(s) is being rejected. Each reported error is assigned a code, which is explained at the bottom of the error log file.
2. Open the import text file in a spreadsheet program. The spreadsheet program will assign each of the import field records a cell. Compare the rejected record field specifications with MYOB's import specifications.

All MYOB import record specifications are listed in the MYOB Learning Centre. To access this open your Company file and go to Help choose MYOB (*Premier*) Help then Importing/Exporting. Click Importing and Exporting with MYOB and choose Field Descriptions for Importing & Exporting. Earlier versions select Importing and Exporting Fields, and then click the link of the data type being imported.

3. Identify the offending field or record and edit it so it complies with MYOB's import field specifications.
4. Save the file as a text file and **NOT** as a spreadsheet file. If necessary, restore the backup of your data file. See step 1 of *How Do I Import Data Into My Company Data File?* And then try the import again.

If the error continues, or you are unable to identify the offending record, then:

1. Open your company data file and export the same data type.
2. Open both export text files in your spreadsheet application and compare fields of both files.
3. Identify the offending field or record and edit it as necessary.
4. Save the file as a text file, restore the backup and try the import again.

If exporting and importing between two MYOB data files, try selecting the **Match All** option for both the export and the import.

Can Pay Bills and Receive Payments Be Imported Into MYOB?

The import function of the current versions of MYOB has been updated to include **Receive Payments** and **Pay Bills**.

To import **Receive Payments** transactions:

- Go to **File** and choose **Import Data**
- Choose **Receipts** and then **Receive Payments**.

To import **Pay Bills** transactions:

- Go to **File** and choose **Import Data**
- Choose **Disbursements** and then **Pay Bills**.

Please note: *Receive Payments and Pay Bills transactions are designed to be typically imported from third party software where payments are entered in that system. As such, Receive Payments and Pay Bills transactions can only be exported from MYOB in Transaction Journals format. Therefore if exporting Receive Payments and/or Pay Bills already entered within MYOB, because they will be exported in Transaction Journal format, the transactions are unable to be matched to the sale, purchase or card to which they were originally applied to when imported into a file. They will therefore be imported as journal entries only, only affecting your account balances.*

If you require information on the formatting required to import Receive Payments / Pay Bills transactions that will be matched to the sale, purchase or card to which they were originally applied to, click the appropriate document below:

Receive Payments Import format

Pay Bills Import format

In versions prior to Premier version 6, MYOB Accounting/Plus version 12 and AccountEdge version 2, Receive Payments and Pay Bills transactions can only be imported as Transaction Journals.

How else can data be exported from MYOB?

Apart from the Export/Import function, there are two other methods of exporting data from MYOB.

- Saving reports as text files which can then, if necessary, be modified and used for importing. To save a report as a text file, customise the report then click **Send To** and choose **Tab-Delimited Text File**.
- MYOB ODBC (*Windows only*) is available for installation from selected MYOB accounting program discs. MYOB ODBC (*Open Data Base Connectivity*) provides a means of accessing your company data file's core data using 3rd party applications that can read ODBC data sources. For more information on ODBC, please contact MYOB Customer Service.

Can ODBC Be Used To Import Data?

Currently, ODBC provides a one-way gate through which data can only be exported.

Can I Use Exporting/Importing To Create A New Data File From An Existing Data File?

Data within an existing company data file can be exported and used to build a new company data file.

Step 1 - Create and prepare the new data file

When creating the new data file

- As the Accounts List will be imported into the new data file, select the I would like to build my own accounts list once I begin using MYOB option from the New Company File Assistant.
- The selected Current Financial Year and Conversion Month should be the same as the Current Financial Year of the existing data file. Keep in mind that when importing transactions that are date sensitive, enter the Conversion Date in the From Date field.

After creating the new company data file

- Once the data file has been created and saved to your hard drive, open the Accounts List and edit the linked accounts and the GST control accounts so their account numbers and account names correspond with those of your existing data file. You may need to manually create some accounts which are not normally created with a new data file.

To simplify this, print the Accounts List Summary report from your existing data file. Highlight the linked accounts on the printed report then open your new data file and setup your linked accounts as per the report.

- Setup your Custom Lists, Custom Fields and Jobs List. This will prevent errors when importing data that includes these fields.

Step 2 – Export/Import the data.

Exporting data

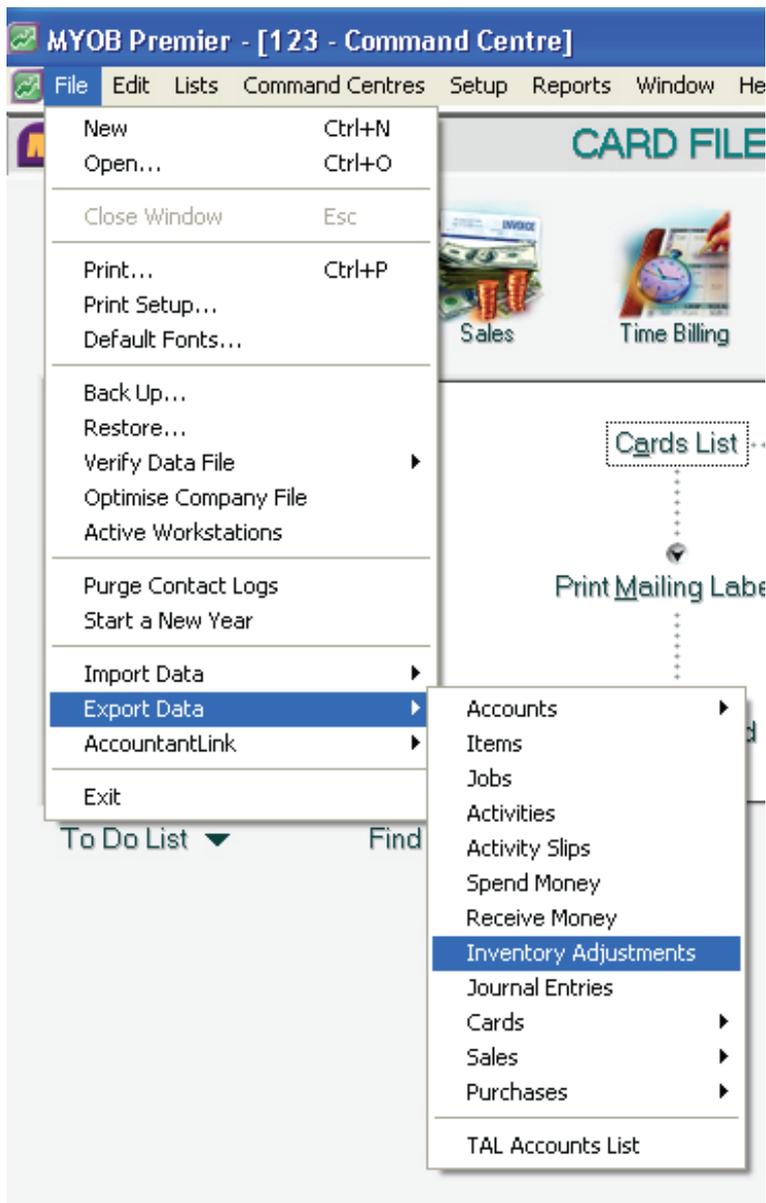
- Export the required data from your existing data file. When exporting your data, select Match All - see step 3 of ***How Do I Export Data From My Company Data File?***
- Do NOT export or import Transaction Journals as this will include all journal entries for all transaction types. Each transaction type needs to be individually exported and imported.

Importing data

To avoid import errors, the data must be imported using the sequence below. After each import, read the import confirmation dialogue box and if necessary, check the MYOBPLOG.txt error log.

- Accounts - We recommended you don't import the Balances. Before importing any other data, manually determine and enter the account Opening Balances.
- Tax Code List - Non-consolidated Codes must be imported before Consolidated Codes.
- Cards - If your customer cards include a linked Salesperson, import your employee cards first.
- Jobs - If you use jobs in any of your transactions, you will need to import them before those transactions.

- Items, Activities, then Activity Slips. Immediately after importing your items, use Count Inventory to enter your item balances as at the new data file's Conversion Date.
- Purchases and Sales - Item purchases must be imported before the item sales.
- Disbursements and Receipts - Import both Spend Money and Receive Money transactions.
Unless the Pay Bills or Receive Payments export files were created with another application, they cannot be imported and will need to be manually entered.
- General Journals.





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