Exporting to MYOB

Added: version 3.05

Setting up MYOB/mSupply

- set up mSupply to use the same account codes as MYOB (See Item units and item accounts). If necessary, the accounts associated with any item can be edited via the *Misc tab* after selecting an item (See Item basics)
- set up MYOB to use the same suppliers and customers as mSupply (See Names: Using, adding and editing) - the suppliers and customers in mSupply need to be added to the Card List in MYOB, where the *Charge to* field in mSupply corresponds to the *Card ID* field in MYOB.

Exporting from mSupply

This can be done from two places:

- from *Files>Export invoices for MYOB*
  - You can choose a range of dates, either from the drop-down list (e.g. last year) or by typing the date values directly
  - You can choose either supplier or customer invoices
  - If the *show all item lines* box is checked, then you will get a line for each item line in the transaction, otherwise you will just get a line for each different account code used in the transaction
  - If transaction categories have been setup, you can also select only transactions from a single category, or where the category name matches
  - Clicking *OK* will prompt you to create a tab-delimited text file in the folder of your choice.
- from the transaction list: See Viewing invoices
  - Select the transactions you wish to export, and click the *Export to MYOB* button. This will create a text file in the same way as before.

Importing to MYOB

- Select *File>Import Data>Purchases>Service Purchases* for supplier invoices (or *File>Import Data>Sales>Service Sales* for customer invoices)
- In the *Import File* window, make sure that the settings are *Tab-delimited*, *Data Record*, *Reject Them*, and *Card ID* respectively
- Select *Continue* and browse to your exported file
- Double-click on the text file, and select the *Match All* button, and then *Import*
- MYOB will then attempt to import the records. If it reports that no records have been skipped, then all is well, otherwise you need to view the **MYOBPLOG.txt** file (which will be in the same folder as the **.MYO** accounts file that you are logged into).

Understanding the MYOBPLOG.txt file

- MYOB inserts an error (negative number) or warning code (positive number) at the start of each line, and adds an explanation of the codes at the bottom of the file
- You can most likely ignore warning messages
- The most likely errors will be because the supplier/customer code doesn't exist in MYOB, or there is a duplicate invoice number (i.e. the record has already been imported)
    - If the error is because of a missing supplier/customer, then you can see the mSupply code at the end of each record line
    - Search for that name code in mSupply and create the corresponding Card record in MYOB
    - Then you can try to re-import the same file (and this time, it will reject all of the records that it managed to import first-time around).

Notes

- mSupply will only export finalised customer or supplier invoices, and it will ignore stock transfers and inventory adjustments → sometimes it may not export as many records as you might think.
- mSupply doesn't export the customer/supplier name, otherwise MYOB will reject the invoice even if the customer/supplier code matches.
- mSupply will attempt to export as much reference information as possible into the Journal Memo field in MYOB - this will include the Tender reference, Purchase order reference, and the Invoice reference.
- mSupply will include the quantity of each invoice line inside brackets, appended to the item name e.g. 'Amoxycillin (200)'
    - MYOB doesn't have a field for unit price, but you can work out the unit price by dividing the total price by the quantity.
- MYOB expects every line to have a unique invoice number → the item line number has been appended to the invoice number when exporting i.e. each line will have an invoice number like 812-1, 812-2 etc.
    - The invoice number shown in MYOB will reflect the total number of lines in the invoice
    - The same applies to purchase order numbers
    - If a blank purchase order number is exported from mSupply, then MYOB assigns the next one in it's internal sequence.
- MYOB will not allow you to import invoices with dates outside of the current financial year → make sure that you export everything you need to from mSupply before the new year starts.
- The export format that mSupply uses is based on the current version of MYOB (version 12). If MYOB is upgraded, there is a good chance that the format will change → importing to MYOB will no longer work until mSupply is updated to output the new format.

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