Exporting to MYOB

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If you use MYOB for your accounting then you may well want to export invoices from mSupply into MYOB. If that's the case then this is the page that will tell you how to do it.

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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