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# Importing and Exporting

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## Chapter 1

# Importing and Exporting Overview

MYOB Accounting Plus allows you to take various information entered in other software programs and incorporate it into your company's company file. You can also incorporate information entered in one MYOB software company file into another MYOB software company file. This process is called *importing data*.

You can take various information entered in MYOB Accounting Plus and use it in other software programs or in other MYOB software company files. This process is called *exporting data*.

### Importing data into MYOB Accounting Plus

You can import the following types of information into the MYOB system:

- Tax Code List
- Accounts
- Items
- All types of cards
- Nominal Journal entries, including tax information
- All types of sales and payments
- All types of purchases and payments
- Activities
- Activity Slips
- Quicken Interchange Format (QIF) account names and journal transactions

### Import file formats and other import options

Before you start the import process in MYOB Accounting Plus, you'll export the data you want from the software program you've used to create the data. For example, if you've used a spreadsheet program to track your data in the past, you should use that spreadsheet program to export the information you want to use in Accounting Plus. Remember which format you select, since you'll be asked to select one file format during the import process. When you save the file, choose a name and location for the file that you can remember and find easily, since you'll be asked to find the file during the import process.

The data you want to import must be stored in a file, known as an *import file*, that uses either the tab-delimited or comma-separated file format. These formats are described below:

- **Tab-delimited files** contain fields that are separated by tab characters. For example, if a tab character appears between *Brewster* and *300 Roundhill Drive* in a file of customer information, the file counts *Brewster* and *300 Roundhill Drive* as two separate fields in a record. Tab-delimited files are often used by popular spreadsheet and worksheet programs.
- **Comma-separated files** contain records that are separated by commas. For example, if a comma appears between *Brewster* and *300 Roundhill Drive* in a file of customer information, the file counts *Brewster* and *300 Roundhill Drive* as two separate fields in a record. Comma-separated files are often used by popular database programs.

**Header records** are usually used as titles in import files; for example, some header records in an export file of customers might be titled "Customer Name," "Address" and "Telephone Number."

**Data records** are actual information that you want to include in your Accounting Plus company file. If you indicate that your import file's first record is a data record, that record and all other records will be imported into Accounting Plus.

Use the **Duplicate Records** field to indicate whether you want to reject duplicate records, add them to your company file or update existing records.

- If you're importing tax codes, accounts, activities or item records, you can't have tax codes, accounts, activities or items with identical numbers. If you attempt to import an account, tax code, activity or item with a duplicate number, Accounting Plus will either reject the number or update the record's unique information in your company file, depending upon your selection here.

For example, if Item No.100 already exists in your company file and you select Update Existing Record here, when you import information about a different Item No.100, the information about Item No.100 in your company file will be changed to reflect the information that's in the import file.

If you choose to reject duplicate records, the information that's rejected will be placed in the Import Log report, which is created at the time you import.

- In Accounting Plus, you *can* have customers, suppliers, employees or personal contacts with the same name. If you attempt to import a duplicate number or name, Accounting Plus will reject the name, update the record's unique information or add a new record to your company file, depending upon your selection here.

For example, if a record for Eileen Martin already exists in your company file and you select Update Existing Record, when you import information about another Eileen Martin, the information about Eileen Martin in your company file will be changed to reflect the information that's in the import file. If you select Add Them instead, a new Eileen Martin record will be included in your company file when you import.

If you choose to reject duplicate records, the information that's rejected will be placed in the Import Log report, which is created at the time you import.

- When you import cards, items, activities or accounts, you can use the Update Existing Record selection in the Duplicate Records field to update the status of your cards, items, activities and accounts.

You may want to use this feature, for example, if you have a group of cards that you've created for one-time sales or purchases and you want to change the cards' status to inactive after their one-time use. Instead of marking each card individually, you can change the status by using the importing feature of Accounting Plus. The process consists of three parts. You'll first export your card information, then you'll edit

the status information in a text editor such as WordPad and lastly, you'll import the edited card information selecting Update Existing Record in the Duplicate Records field.

For a step-by-step procedure, see "Updating the status of cards, items, activities or accounts" on page 948.

### **The Import Log report**

During the importing process, the Import Log report is created. This report (titled MYOBLOG.TXT) lists information about any problems that occurred during the importing process, as well as information about rejected duplicate records. This report is created as a text file, and can be opened in a text editor like Notepad. It is located in the same place as your company file. The errors and warnings that occurred during the import process are listed at the bottom of the report and correspond to the number in front of each record.

Each time you import, a new Import Log report (titled MYOBLOG.TXT) is created, using the same name. If an Import Log report already exists when you create another one, the existing report will be removed.

*See the following step-by-step procedure:*

*"To import data to Accounting Plus" on page 939*

### **Importing QIF information into Accounting Plus**

Banking information from Quicken (account names and journal transactions) can be imported into Accounting Plus. To properly import QIF information, you'll need to create a QIF file that contains banking information only. Refer to your Quicken documentation for information about creating QIF files.

If other information, such as information about investments, is included in the file you attempted to import, an alert message will appear during the import process, explaining that the file can't be imported into MYOB Accounting Plus.

*See the following step-by-step procedure:*

*"To import QIF information" on page 940*

## Exporting data from MYOB Accounting Plus

You can export the following types of information from the MYOB system:

- Tax Code List
- Accounts
- Items
- Cards
- Journal entries
- Sales and payments
- Purchases and payments
- Activities
- Activity Slips
- Company information, accounts and journal entries to CaseWare

### Export file options

When you export information from MYOB Accounting Plus you can export in a tab-delimited or comma-separated file format. These formats are described below:

- **Tab-delimited files** contain fields that are separated by tab characters. For example, if a tab character appears between *Brewster* and *300 Roundhill Drive* in a file of customer names, the file counts *Brewster* and *300 Roundhill Drive* as two separate fields in a record. Tab-delimited files are often used by popular spreadsheet and worksheet programs.
- **Comma-separated files** contain records that are separated by commas. For example, if a comma appears between *Brewster* and *300 Roundhill Drive* in a file of customer names, the file counts *Brewster* and *300 Roundhill Drive* as two separate fields in a record. Comma-separated files are often used by popular database programs.

If you're exporting the data from Accounting Plus for use in another software program, use the format that is accepted by that program. (If you're not sure which format is accepted, check the documentation that came with the software program.)

If you're exporting data for use in another MYOB software company file, you can choose either one, since we accept either file format. (To make the process easy, comma-separated is automatically selected in Accounting Plus, just leave it as it is. Comma-separated is also automatically selected during the import process.)

**These selections may also appear in the Export File window, depending on the type of information you are exporting:**

- If you're exporting accounts, select to export account balances from the current or previous financial year, then select the period whose ending balances you want to export.
- If you're exporting customer, supplier, employee or personal cards, you can restrict the people whose records you export by entering identifiers and postal codes.

If you enter more than one identifier in the Identifier field, the people whose records you export will only be those who have been assigned all the identifiers you entered.

If you enter a partial postal code in the Postcode field, the people whose records you export will be those whose postal code match the numbers you entered.

- If you're exporting transaction journal entries, choose the journal you want to export from. You can also select a time period to restrict the journal entries to export.

If you're exporting transactions from the Receipts journal, you can even choose which type of receipt you wish to export -- Receive Money, Customer Payments, Supplier Refunds or All.

If you're exporting transactions from the Disbursements journal, you can also choose which type of disbursement you wish to export -- Spend Money, Employee Payroll Cheques, Supplier Payments, Customer Refunds or All.

- If you're exporting sales or purchases, you can restrict the transactions you export by the identifiers assigned to the customers and suppliers you conducted the transactions with. You can also select a time period to restrict the sales and purchases to export. Additionally, you can choose the layout of sales or purchase orders (service, item, professional or miscellaneous) you want to export and the status of sales and purchases (invoice/purchase, order or quote).

*See the following step-by-step procedure:*

*“To export data from Accounting Plus” on page 943*

### **Working with your company file and CaseWare**

Accountants routinely ask their clients to provide their financial information in an electronic format that can be loaded into the accountants' software programs. This makes it easier for them to examine and analyse the clients' records. After examining and analysing the clients' records, the accountant may make adjustments to the records that need to be entered into MYOB Accounting Plus.

If your accountant requests an electronic copy of your accounting records, you can use MYOB Accounting Plus to create a comma-separated text file that can be read by CaseWare, a client write-up software package that is popular among accountants.

The file that is created through the export process will contain your company information, detail account information and journal entries.

*See the following step-by-step procedure:*

*“To export to CaseWare” on page 944*

### **Creating personalised letters**

Communication with your business contacts is essential to the success of your business. Personalised business letters and mailers show your business contacts that you really appreciate their business. This can generate more sales for your company.

The files you export from the Card File contain the information you enter in the Card File Entry window. They include the card's name, addresses, phone and fax numbers, contact name, salutation and, if applicable, balance and overdue balance amounts.

Using MYOB OfficeLink, you can seamlessly export card information from Accounting Plus and import it into your word processing software to create personalised correspondence for the people you do business with. Even if you haven't installed OfficeLink, you can create a “mail-merge” file that can be used with your word processing program to create personalised letters. This process is more time-consuming, however. We recommend that you take advantage of OfficeLink's capabilities if you can.

If you haven't installed OfficeLink, but you're using an OfficeLink-compatible word processing program and would like to begin using OfficeLink, you'll need to reinstall your MYOB program. To learn how, see “To reinstall MYOB Accounting Plus” on page 64.

Without installing OfficeLink, you still can export card information from MYOB Accounting Plus and import it into your word processing software to create personalised correspondence for the people you do business with.

Two fields in the Card File Entry window, Contact Name and Salutation, can be helpful if you intend to create personalised letters using your word processing software.

If a card is indexed by a company name rather than an individual name, you can enter the name of a contact person in the Contact Name field. Then, when you import the card's data, you can send letters to a specific person at that company.

Similarly, by using the Salutation field, you can enter the name that a contact person prefers to be called, instead of their formal name.

*See the following step-by-step procedure:*

*“To export data for use in personalised letters” on page 946*

### **File formats for personalised letters**

When you export data using Create Personalised Letters in Accounting Plus, you can save the file in any of five formats. You can also save files in these formats when you use the To Do List window to save a list of unpaid invoices to disk.

**Tab-Delimited Text File** When you save information in tab-delimited format, the individual pieces of information are separated by tab characters. For example, if the last name *Brewster* and the address *300 Roundhill Drive* appears in a report of customer names, a tab character will appear between Brewster and 300 Roundhill Drive in the file.

**Comma-Separated Text File** When you save information in comma-separated format, the individual pieces of information are separated by commas. For example, if the last name *Brewster* and the address *300 Roundhill Drive* appears in a report of customer names, a comma will appear between Brewster and 300 Roundhill Drive in the file. (Individual pieces of information that actually contain commas are surrounded by quotation marks.)

**Text** When you save information in text format, the individual pieces of information are separated by spaces so the appearance of the report is as

similar as possible to a printed version of the report. (The amount of similarity between the file's appearance and the report's printed appearance depends upon the type of computer and fonts you're using in the report.)

**HTML Formatted Text File** When you save information in HTML (HyperText Markup Language) format, the information can be viewed with World Wide Web browser software. The file's default three-digit extension will be .HTM.

**PDF (Portable Document Format)** When you save information in a PDF file format, the information can be viewed using Adobe Acrobat Reader, a free application distributed by Adobe Systems -- [www.adobe.com](http://www.adobe.com).

*See the following step-by-step procedure:*

*“To export data for use in personalised letters” on page 946*

### **Creating personalised letters using exported data**

You can create personalised letters using data exported from Accounting Plus. To import your Accounting Plus data into your word processing program, you'll need to refer to the documentation that accompanied your word processing software.

#### **Idea: Try searching for “mail-merge”**

The process of importing data into a word processing program's document is often referred to as “mail-merging” a document. If you're having trouble finding help, check for that term in your word processing program's documentation.

If you want to use the model business letters you installed with Accounting Plus, you'll find those documents in the Letters folder inside the folder where Accounting Plus resides on your hard disk. These documents are available in a few different formats so you can edit them using your word processing software to suit the needs of your business.

*See the following step-by-step procedures:*

*“To export data for use in personalised letters” on page 946*

*“To export a list of customers who have unpaid invoices” on page 946*

## A word about how the type of the record affects importing and exporting

In MYOB Accounting Plus, a record is a collection of information about individual parts of accounting data. For example, information about a single customer or a single sale is stored as a record. When importing and exporting, information is separated into two types of records: fixed-length records and variable-length records.

### Fixed-length records

In the first type of record, all information for a single record is contained in one line. The information is separated by a choice of tabs or commas, and an ENTER or RETURN character is entered to indicate the end of a record. Accounts, items, activities, activity slips, and cards are records that are contained in one line.

Here is an example of a tab-delimited import file for accounts. Notice that one paragraph symbol (representing the ENTER or RETURN character) separates each account record.

Acct No. ->	Account Name ->	Balance ->	Chebank Privileges¶
11100 ->	Chebank Account ->	£5,200.00 ->	C¶
16100 ->	Vehicles, Orig. Cost ->	£32,000.00 ->	¶
23100 ->	Trade Creditors ->	£21,000.00 ->	¶

### Variable-length records

In the second type of record in Accounting Plus, information for a single record consists of a variable number of lines. The information is separated by a choice of tabs or commas, an ENTER or RETURN character is entered at the end of each line and an *additional* ENTER or RETURN character indicates the end of the record. Sales, purchases and journal entries are records that consist of a variable number of lines.

Here is an example of a tab-delimited import file for sales. Notice that one paragraph symbol (representing the ENTER or RETURN) indicates the end of each line of the sale and that an additional paragraph symbol indicates the end of each record.

Journal No.->	Date ->	Account Number ->	Debit Amt ->	Credit Amt ->	Job¶
000003 ->	10/1/00 ->	13000 ->	£9,000.00 ->	->	¶
000003 ->	10/1/00 ->	13000 ->	->	£9,000.00 ->	¶
¶					
000008 ->	11/12/00 ->	13000 ->	£1,567.50 ->	->	¶
000008 ->	11/12/00 ->	13000 ->	£78.38 ->	->	¶
000008 ->	11/12/00 ->	41200 ->	->	£1,567.50 ->	01¶
000008 ->	11/12/00 ->	25000 ->	->	£78.38 ->	¶
000008 ->	11/12/00 ->	52000 ->	£999.96 ->	->	01¶
000008 ->	11/12/00 ->	12200 ->	->	£999.96 ->	¶

Having an incorrect number of ENTER or RETURN characters can cause all of your records to be imported as one long record instead of individual records.

If you're importing information that was exported from another MYOB software company file, the correct number ENTER or RETURN characters was entered in the file during the export process.

If you're importing information from another software programme, be sure the file has the correct number of ENTER or RETURN characters for each type of record. If it doesn't, you may want to open the file using a text editor (such as Notepad) or a word processing or spreadsheet programme and insert the correct number of ENTER or RETURN characters.

## Some considerations for certain fields

### How terms are imported and exported

When exporting, you have the option to include terms for customer and supplier cards and for all types of sales and purchases. When importing, though, terms are always added to customer and supplier cards and all types of sales and purchases. If terms are included in your import file, along with your cards, sales and purchases, those terms are imported. If terms are not included in the import file, terms are added according to the two following methods:

### Customer and supplier cards

If the Payment is Due field is blank or invalid when importing customer and supplier cards, the default Payment is Due field for customers and suppliers will be substituted. (To see the default Payment is Due for customers and suppliers, click on the Terms button on the Sales or Purchases tab in the Preferences window of Accounting Plus.) If other Terms fields are blank or invalid, terms typically associated with the Payment is Due field will be substituted.

### Sales and purchases

- **Payment is Due**

If the Payment is Due field is blank or invalid when importing sales and purchases, the Payment is Due entry entered in the Credit Terms window of the customer or supplier card will be substituted. If other Terms fields are blank or invalid, terms typically associated with the Payment is Due field will be substituted.

- **Payments on sales**

If you're importing or exporting sales to which one single payment has been applied, the amount of the payment will be imported or exported. You can also import or export the payment method and the payment method details, if you want.

If you're importing or exporting sales to which more than one payment has been applied the total amount paid will be imported or exported, but no payment method or payment details will be imported or exported.

## Importing and exporting fields

*See the following detailed descriptions of each field:*

*“Accounts Fields” on page 865*

*“Activities Fields” on page 867*

*“Activity Slips Fields” on page 869*

*“Cards Fields - Customer” on page 871*

*“Cards Fields - Supplier” on page 876*

*“Cards Fields - Employee” on page 881*

*“Cards Fields - Personal” on page 884*

*“Items Fields” on page 887*

*“Journal Entries Fields” on page 890*

*“Purchases Fields - Item” on page 897*

*“Purchases Fields - Miscellaneous” on page 907*

*“Purchases Fields - Professional” on page 902*

*“Purchases Fields - Service” on page 892*

*“Sales Fields - Item” on page 917*

*“Sales Fields - Miscellaneous” on page 933*

*“Sales Fields - Professional” on page 923*

*“Sales Fields - Service” on page 911*

*“Sales Fields - Time Billing” on page 928*

# Accounts Fields

## ► Accounts Fields

Field	Description and Character Limits
*Account Number	5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, for example, 1-1234.
Account Name	30 characters, alphanumeric.
Header	1 character. Any non-blank character signifies that it is a header account.
Balance	<p>15 characters (including numbers, pound signs, commas, negative signs). If no decimal entered, Accounting Plus appends .00. If more than 2 decimal places, Accounting Plus rounds to nearest cent.</p> <p>When exporting, Accounting Plus exports the balance shown in the Current Balance field of each account.</p> <p>When importing, Accounting Plus enters the balance in the Opening Balance field of each account.</p>
Chebank Privileges	1 character. Any non-blank character signifies that the account has chebank privileges (if this is an asset account) or credit card privileges (if this is a liability account).
Last Cheque Number	7 characters, alphanumeric
Currency Code	3 characters, alpha. Must match a preexisting currency code in the Currency List. If a foreign currency account, must have an exchange account specified.

Exchange Account	5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, e.g., 1-1234. Must be a local currency account. Must be same account type (Asset, Liability, etc.) as the foreign currency account.
Inactive Account	<p>If the field is blank or the letter N appears in the field, the account won't be marked; the account will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the account will be marked; the account will have an inactive status.</p> <p>For information about updating the status of existing records, see "Updating the status of cards, items, activities or accounts" on page 948.</p>

\*This is a required field for importing.

# Activities Field

## ► Activities Fields

Field	Description and Character Limits
*Activity ID	30 characters, alphanumeric
Activity Name	30 characters, alphanumeric
Description	255 characters, alphanumeric
Use Desc. On Sale	1 character. This field is available only for chargeable activities. Any non-blank character signifies that the description should be used on the invoice instead of the item name.
Non-Hourly	1 character. Any non-blank character signifies that the Type of this activity is Non-Hourly. Blank field indicates Hourly. (Won't update information on existing records.)
Non-Chargeable	1 character. Any non-blank character signifies that the Status of this activity is Non-Chargeable. Blank field indicates Chargeable. (Won't update information on existing records.)
Use Rate	1 character, alpha. This field is available only when an activity is hourly and chargeable. Use one of the following letters to indicate which rate to use: E – Employee Billing Rate C – Customer Billing Rate A – Activity Rate
Activity Rate	11 digits, including 4 decimal places. This field is available only for chargeable non-hourly activities, and hourly activities when the Use Activity Rate has been specified.
Income Acct.	5 characters, numeric. Required for chargeable activities. Must match a preexisting account in your MYOB software company file. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, for example, 1-1234.

VAT Code When Sold	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
Unit of Measure	5 characters, alphanumeric (May be entered for non-hourly activities. Hour is automatically entered for hourly activities.)
Inactive Activity	<p>If the field is blank or the letter N appears in the field, the activity won't be marked; the activity will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the activity will be marked; the activity will have an inactive status.</p> <p>For information about updating the status of existing records, see .</p>

\*This is a required field for importing.

# Activity Slips Fields

## ► Activity Slips Fields

Field	Description and Character Limits
*Emp. Co./Last Name	Must match a preexisting employee card or supplier card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, must match both the first and last name in this format: the last name followed by a comma and a space, followed by the first name.)
Emp. First Name	20 characters, alphanumeric
Slip ID	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
*Activity ID	30 characters, alphanumeric. Must match a preexisting Activity ID in your MYOB software company file.
Cust. Co./Last Name	Must match a preexisting customer card in your MYOB software company file. If a company name (no first name), 31 characters, alphanumeric. If a last name, 15 characters, alphanumeric. (If the card is an individual, MYOB Accounting Plus matches the last name followed by a comma and a space, followed by the first name.)
Cust. First Name	15 characters, alphanumeric
Units	11 characters, numeric, including 2 decimal places

Rate	11 characters, numeric, including 2 decimal places. Available only for chargeable activities.
Job	5 characters, alphanumeric. Must match preexisting job in your MYOB software company file. Available only for chargeable activities.
Notes	255 characters, alphanumeric
Adjustment Pounds	11 characters, numeric, including 2 decimal places. Available only for chargeable activities.
Adjustment Units	11 characters, numeric, including 2 decimal places. Available only for chargeable activities.
Already Billed Pounds	11 characters, numeric, including 2 decimal places. Available only for chargeable activities.
Already Billed Units	11 characters, numeric, including 2 decimal places. Available only for chargeable activities.
Start Time	7 characters, numeric in the form hh.mm. Available only for hourly activities.
Stop Time	7 characters, numeric in the form hh.mm. Available only for hourly activities.

\*This is a required field for importing.

# Cards Fields - Customer

## ► Cards Fields - Customer

Field	Description and Character Limits
*Co./Last Name	If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.
First Name	20 characters, alphanumeric
Card ID	15 characters, alphanumeric. Must be a unique ID. If you try to import an ID that already exists, the ID “*None” will be assigned.
Card Status	<p>If the field is blank or the letter N appears in the field, the card won't be marked; the card will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the card will be marked; the card will have an inactive status.</p> <p>For information about updating the status of existing records, see “Updating the status of cards, items, activities or accounts” on page 948.</p>
Currency Code	3 characters, alpha. Must match a preexisting currency code in the Currency List. If no code specified, local currency substituted.
The Addr field to the Salutation field repeat for each of the five addresses allowed per card entry.	

Addr 1 (2-3-4-5) - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric
-City	Cannot exceed 255 characters, alphanumeric
County	Cannot exceed 255 characters, alphanumeric
-Postcode	10 characters, alphanumeric
-Country	255 characters, alphanumeric
-Phone No. 1	21 characters, alphanumeric
-Phone No. 2	21 characters, alphanumeric
-Phone No. 3	21 characters, alphanumeric
-Fax No.	21 characters, alphanumeric
-Email	21 characters, alphanumeric
-WWW	21 characters, alphanumeric
-Contact Name	25 characters, alphanumeric
-Salutation	15 characters, alphanumeric
Picture	File name of the graphic. 255 characters, alphanumeric.
Notes	255 characters, alphanumeric
Identifiers	10 characters, alpha only
Custom List 1	30 characters, alphanumeric
Custom List 2	30 characters, alphanumeric
Custom List 3	30 characters, alphanumeric
Custom Field 1	30 characters, alphanumeric
Custom Field 2	30 characters, alphanumeric

Custom Field 3	30 characters, alphanumeric
Billing Rate	10 characters, numeric including 4 decimal places
Terms - Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric—based on the code you enter in the Payment is Due field. If you choose code 0, 1, 2 or 4 to indicate Payment is Due, enter a number of days from 0-999. If you choose code 3 or 5, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric—based on the code you enter in the Payment is Due field. If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you choose code 3 or 5, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
*VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Credit Limit	7 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

VAT Reg. No.	19 characters, alphanumeric
Volume Discount%	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Sales/Purchase Layout	S indicates Service, I indicates Item, P indicates Professional and M indicates Miscellaneous invoice or purchase order layout. T indicates Time Billing invoice layout.
Price Level	1 character, numeric. Enter one of these numeric characters to indicate the price level of the customer: 0 - Base Selling Price 1 - Price Level A 2 - Price Level B 3 - Price Level 4 - Price Level D 5 - Price Level E 6 - Price Level F
Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Available only if a Payment Method is entered.
Name on Card	50 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Card Number	25 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Expiration Date	10 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.

Account	5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, for example, 1-1234.
Salesperson	31 characters, alphanumeric
Comment	255 characters, alphanumeric.
Delivery Method	20 characters, alphanumeric
Printed Form	255 characters, alphanumeric
Carriage VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Use Customer's VAT Code	1 character. Any non-blank character signifies that the customer's VAT code will be used on sales.

\*This is a required field for importing.

## Cards Fields - Supplier

### ► Cards Fields - Supplier

Field	Description and Character Limits
*Co./Last Name	If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.
First Name	20 characters, alphanumeric
Card ID	15 characters, alphanumeric
Card Status	<p>If the field is blank or the letter N appears in the field, the card won't be marked; the card will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the card will be marked; the card will have an inactive status.</p> <p>For information about updating the status of existing records, see "Updating the status of cards, items, activities or accounts" on page 948.</p>
Currency Code	3 characters, alpha. Must match a preexisting currency code in the Currency List. If no code specified, local currency substituted.
The Addr field to the Salutation field repeat for each of the five addresses allowed per card entry.	

Addr 1 (2-3-4-5) - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric
-City	Cannot exceed 255 characters, alphanumeric
County	Cannot exceed 255 characters, alphanumeric
-Postcode	10 characters, alphanumeric
-Country	255 characters, alphanumeric
-Phone No. 1	21 characters, alphanumeric
-Phone No. 2	21 characters, alphanumeric
-Phone No. 3	21 characters, alphanumeric
-Fax No.	21 characters, alphanumeric
-Email	21 characters, alphanumeric
-WWW	21 characters, alphanumeric
-Contact Name	25 characters, alphanumeric
-Salutation	15 characters, alphanumeric
Picture	File name of the graphic. 255 characters, alphanumeric.
Notes	255 characters, alphanumeric
Identifiers	10 characters, alpha only
Custom List 1	30 characters, alphanumeric
Custom List 2	30 characters, alphanumeric
Custom List 3	30 characters, alphanumeric
Custom Field 1	30 characters, alphanumeric
Custom Field 2	30 characters, alphanumeric

Custom Field 3	30 characters, alphanumeric
Billing Rate	10 characters, numeric including 4 decimal places
Cost Per Hour	10 characters, numeric including 4 decimal places
Terms - Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric—based on the code you enter in the Payment is Due field. If you choose code 0, 1, 2 or 4 to indicate Payment is Due, enter a number of days from 0-999. If you choose code 3 or 5, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric—based on the code you enter in the Payment is Due field. If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you choose code 3 or 5, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
*VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.

Credit Limit	7 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
VAT Reg. No.	19 characters, alphanumeric
Volume Discount%	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Sales/Purchase Layout	S indicates Service, I indicates Item, P indicates Professional and M indicates Miscellaneous invoice or purchase order layout. T indicates Time Billing invoice layout.
Account	5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, for example, 1-1234.
Comment	255 characters, alphanumeric.
Delivery Method	20 characters, alphanumeric
Printed Form	255 characters, alphanumeric
Carriage VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Use Supplier's VAT Code	1 character. Any non-blank character signifies that the supplier's VAT code will be used on purchases.

\*This is a required field for importing.

# Cards Fields - Employees

## ► Cards Fields - Employee

Field	Description and Character Limits
*Co./Last Name	If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.
First Name	20 characters, alphanumeric
Card ID	15 characters, alphanumeric
Card Status	<p>If the field is blank or the letter N appears in the field, the card won't be marked; the card will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the card will be marked; the card will have an inactive status.</p> <p>For information about updating the status of existing records, see "Updating the status of cards, items, activities or accounts" on page 948.</p>
Currency Code	3 characters, alpha. Must match a preexisting currency code in the Currency List. If no code specified, local currency substituted.
The Addr field to the Salutation field repeat for each of the five addresses allowed per card entry.	

Addr 1 (2-3-4-5) - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric
-City	Cannot exceed 255 characters, alphanumeric
County	Cannot exceed 255 characters, alphanumeric
-Postcode	10 characters, alphanumeric
-Country	255 characters, alphanumeric
-Phone No. 1	21 characters, alphanumeric
-Phone No. 2	21 characters, alphanumeric
-Phone No. 3	21 characters, alphanumeric
-Fax No.	21 characters, alphanumeric
-Email	21 characters, alphanumeric
-WWW	21 characters, alphanumeric
-Salutation	15 characters, alphanumeric
Picture	File name of the graphic. 255 characters, alphanumeric.
Notes	255 characters, alphanumeric
Identifiers	10 characters, alpha only
Custom List 1	30 characters, alphanumeric
Custom List 2	30 characters, alphanumeric
Custom List 3	30 characters, alphanumeric
Custom Field 1	30 characters, alphanumeric
Custom Field 2	30 characters, alphanumeric
Custom Field 3	30 characters, alphanumeric

Billing Rate	10 characters, numeric including 4 decimal places
Cost Per Hour	10 characters, numeric including 4 decimal places

\*This is a required field for importing.

## Cards Fields - Personal

### ► Cards Fields - Personal

Field	Description and Character Limits
*Co./Last Name	If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.
First Name	20 characters, alphanumeric
Card ID	15 characters, alphanumeric
Card Status	<p>If the field is blank or the letter N appears in the field, the card won't be marked; the card will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the card will be marked; the card will have an inactive status.</p> <p>For information about updating the status of existing records, see "Updating the status of cards, items, activities or accounts" on page 948.</p>
Currency Code	3 characters, alpha. Must match a preexisting currency code in the Currency List. If no code specified, local currency substituted.
The Addr field to the Salutation field repeat for each of the five addresses allowed per card entry.	

Addr 1 (2-3-4-5) - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric
-City	Cannot exceed 255 characters, alphanumeric
County	Cannot exceed 255 characters, alphanumeric
-Postcode	10 characters, alphanumeric
-Country	255 characters, alphanumeric
-Phone No. 1	21 characters, alphanumeric
-Phone No. 2	21 characters, alphanumeric
-Phone No. 3	21 characters, alphanumeric
-Fax No.	21 characters, alphanumeric
-Email	21 characters, alphanumeric
-WWW	21 characters, alphanumeric
-Salutation	15 characters, alphanumeric
Picture	File name of the graphic. 255 characters, alphanumeric.
Notes	255 characters, alphanumeric
Identifiers	10 characters, alpha only
Custom List 1	30 characters, alphanumeric
Custom List 2	30 characters, alphanumeric
Custom List 3	30 characters, alphanumeric
Custom Field 1	30 characters, alphanumeric
Custom Field 2	30 characters, alphanumeric
Custom Field 3	30 characters, alphanumeric


\*This is a required field for importing.

# Items Fields

## ► Items Fields

Field	Description and Character Limits
*Item Number	30 characters, alphanumeric.
Item Name	30 character, alphanumeric
Buy	1 character. Any non-blank character signifies that the item is bought.
Sell	1 character. Any non-blank character signifies that the item is sold.
Stock	1 character. Any non-blank character signifies that the item is stocked.
Asset Acct	Linked asset account. Must be valid, preexisting MYOB account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
Income Acct	Linked income account. Must be valid, preexisting MYOB account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
Expense/COS Acct	Linked expense or cost of sales account. Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
Item Picture	File name of the graphic. 255 characters, alphanumeric.
Description	255 characters, alphanumeric.
Use Desc. On Invoice	1 character. Any non-blank character signifies that the item description and not the item name should be used on the invoice

Custom List 1	30 characters, alphanumeric. Must match an existing list entry.
Custom List 2	30 characters, alphanumeric. Must match an existing list entry.
Custom List 3	30 characters, alphanumeric. Must match an existing list entry.
Custom Field 1	30 characters, alphanumeric.
Custom Field 2	30 characters, alphanumeric.
Custom Field 3	30 characters, alphanumeric.
Main Supplier	31 characters alphanumeric. Must match the name of a supplier card in your card file. (If the supplier is an individual, MYOB Accounting Plus matches on the last name, followed by a comma and a space, followed by the first name.)
Supplier Item Number	30 characters alphanumeric.
VAT Code When Bought	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
Buy Unit Measure	5 characters, alphanumeric.
No. Items/Buy Unit	4 characters, numeric.
Reorder Quantity	10 characters, numeric, including 3 decimal places.
Minimum Level	10 characters, numeric, including 3 decimal places.
Selling Price	11 characters, numeric, including 4 decimal places.
Sell Unit Measure	5 characters, alphanumeric.
VAT Code When Sold	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
No. Items/Sell Unit	4 characters, numeric.

Quantity Break 1	This amount, which must be 0.000, is set automatically by MYOB Accounting Plus.
Quantity Break 2	10 characters, numeric including 3 decimal places. Must be greater than zero but less than Quantity Break 3.
Quantity Break 3	10 characters, numeric including 3 decimal places. Must be greater than Quantity Break 2 but less than Quantity Break 4.
Quantity Break 4	10 characters, numeric including 3 decimal places. Must be greater than Quantity Break 3 but less than Quantity Break 5.
Quantity Break 5	10 characters, numeric including 3 decimal places. Must be greater than Quantity Break 4.
Price Level A-F, Qty Break 1	11 characters, numeric including 4 decimal places.
Price Level A-F, Qty Break 2-5	11 characters, numeric including 4 decimal places. (Price levels are available only when valid quantity breaks have been designated for the item.)
Inactive Item	<p>If the field is blank or the letter N appears in the field, the item won't be marked; the item will have an active status.</p> <p>If the field contains a Y or any non-blank character (other than N), the item will be marked; the item will have an inactive status.</p> <p>For information about updating the status of existing records, see "Updating the status of cards, items, activities or accounts" on page 948.</p>

\*This is a required field for importing.

# Journal Entries Fields

## ► Journal Entries Fields

Journal entries from all source journals -- Nominal, Sales, Purchases, Receipts, Disbursements, Stock, and All -- can be exported from MYOB Accounting Plus.

When journal entries are imported into MYOB Accounting Plus, entries from all source journals are added to the Nominal Journal

Field	Description and Character Limits
Journal Number	8 characters, alphanumeric.
Date	11 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as separator between months, days, and years.
Memo	255 characters, alphanumeric.
*Account Number	Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
*Debit Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
*Credit Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match a preexisting job number in your MYOB software company file.

Currency Code	3 characters, alpha. Must be specified for a foreign currency account and must match the currency code of the account. Only one foreign currency per journal entry.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.

\*This is a required field for importing.

## Purchases Fields - Service

### ► Purchases Fields - Service

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB Accounting Plus company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric
Purchase Order No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Supplier Invoice No.	20 characters, alphanumeric

Deliver Via	20 characters, alphanumeric. If the deliver via method does not exist in the delivery methods list, it will be ignored
Already Printed	1 character. Any non-blank character signifies that the invoice or purchase order is already printed or sent
Description	255 characters, alphanumeric
*Account No.	Must be valid, preexisting MYOB Accounting Plus account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
*Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB Accounting Plus rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB Accounting Plus company file.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Delivery Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.

VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places
Carriage Amount	15 characters, numeric, including 2 decimal places
Carriage VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Freight VAT Amount	15 characters, numeric, including 2 decimal places

Purchase Status	1 character. O indicates the purchase is an order, Q indicates the purchase is a quote. Any other character or no character indicates a purchase.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms – Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

# Purchases Fields - Item

## ► Purchases Fields - Item

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric.
Purchase Order No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Supplier Invoice No.	20 characters, alphanumeric
Deliver Via	20 characters, alphanumeric
Already Printed	1 character. Any non-blank character signifies that the invoice and purchase order is already printed or sent.

*Item Number	30 characters, alphanumeric. Must match an preexisting item in your MYOB Accounting Plus company file.
Quantity	10 characters, numeric - allows 3 decimal places and decimal point.
Description	255 characters, alphanumeric
Price	11 characters, numeric, including 3 decimal places
Discount	10 characters, numeric, including 2 decimal places
Total	Pound amount field 15 characters (including pound signs and negative signs).
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB Accounting Plus company file.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Delivery Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.

VAT Amount	15 characters, numeric, including 2 decimal places
Carriage Amount	15 characters, numeric, including 2 decimal places
Carriage VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Freight VAT Amount	15 characters, numeric, including 2 decimal places

Purchase Status	1 character. O indicates the purchase is an order, Q indicates the purchase is a quote. Any other character or no character indicates a purchase.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms – Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

# Purchases Fields - Professional

## ► Purchases Fields - Professional

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric.
Purchase No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Already Printed	1 character. Any non-blank character signifies that the invoice or purchase order is already printed or sent.
Journal Memo	255 characters, alphanumeric

Detail Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Description	255 characters, alphanumeric
*Account No.	Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
*Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB Accounting Plus rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB software company file.
Comment	255 characters, alphanumeric
Promised Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
VAT Code	3 characters, alphanumeric must match a preexisting VAT code in the VAT Code List.

VAT Amount	15 characters, numeric, including 2 decimal places
Purchase Status	1 character. O indicates the purchase is an order, Q indicates the purchase is a quote. Any other character or no character indicates a purchase.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.

Terms - Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
% Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.

Inclusive	1 character alphanumeric indicates the tax is inclusive.
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\*This is a required field for importing.

## Purchases Fields - Miscellaneous

### ► Purchases Fields - Miscellaneous

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric.
Journal Number	8 characters, alphanumeric.
Date	<p>10 characters, alphanumeric.</p> <p>Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.</p>
Memo	255 characters, alphanumeric.
Description	255 characters, alphanumeric
*Account Number	<p>Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).</p>

*Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match a preexisting job number in your MYOB software company file.
VAT Code	3 characters, alphanumeric must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places
Purchase Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates a purchase.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match customer/supplier currency code. (If blank, currency code on customer/supplier card substituted.)

Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms – Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.



## Sales Fields - Service

### ► Sales Fields - Service

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB Accounting Plus company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric
Invoice No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Customer PO	20 characters, alphanumeric
Deliver Via	20 characters, alphanumeric. If the deliver via method does not exist in the delivery methods list, it will be ignored

Already Printed	1 character. Any non-blank character signifies that the invoice or purchase order is already printed or sent
Description	255 characters, alphanumeric
*Account No.	Must be valid, preexisting MYOB Accounting Plus account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
*Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB Accounting Plus rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB Accounting Plus company file.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Slsmn Last Name	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software company file.
Slsmn First Name	15 characters, alphanumeric.
Delivery Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.

VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places
Carriage Amount	15 characters, numeric, including 2 decimal places
Carriage VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Freight VAT Amount	15 characters, numeric, including 2 decimal places

Sale Status	1 character. O indicates the sale is an order, Q indicates the sale is a quote. Any other character or no character indicates the sale is an invoice.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms – Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

- % Monthly Charge	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Referral Source	20 characters, alphanumeric.
Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Available only if a Payment Method is entered.
Name on Card	50 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Card Number	25 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Expiration Date	10 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Authorisation Number	255 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Cheque No	8 characters, alphanumeric. Available only if a cheque method of payment is entered.

Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

# Sales Fields - Item

## ► Sales Fields - Item

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total Address field (lines 1 to 4) cannot exceed 255 characters, alphanumeric.
Invoice No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Customer PO	20 characters, alphanumeric
Deliver Via	20 characters, alphanumeric
Already Printed	1 character. Any non-blank character signifies that the invoice and purchase order is already printed or sent.

*Item Number	30 characters, alphanumeric. Must match an preexisting item in your MYOB Accounting Plus company file.
Quantity	10 characters, numeric - allows 3 decimal places and decimal point.
Description	255 characters, alphanumeric
Price	11 characters, numeric, including 3 decimal places
Discount	10 characters, numeric, including 2 decimal places
Total	Pound amount field 15 characters (including pound signs and negative signs).
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB Accounting Plus company file.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Slsmn Last Name	31 characters, alphanumeric. Must match the name of an employee card in the MYOB Accounting Plus company file.
Slsmn First Name	20 characters, alphanumeric.
Delivery Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.

VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places
Carriage Amount	15 characters, numeric, including 2 decimal places
Carriage VAT Code	3 characters, alphanumeric. Must match a preexisting VAT code in the VAT Code List.
Freight VAT Amount	15 characters, numeric, including 2 decimal places

Sale Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms – Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

- % Monthly Charge	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Referral Source	20 characters, alphanumeric.
Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Available only if a Payment Method is entered.
Name on Card	50 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Card Number	25 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Expiration Date	10 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Authorisation Number	255 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Cheque No	8 characters, alphanumeric. Available only if a cheque method of payment is entered.
Cheque No	8 characters, alphanumeric. Only available for cheque method of payment.

Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

# Sales Fields - Professional

## ► Sales Fields - Professional

Field	Description and Character Limits
*Co./Last Name	<p>Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.</p> <p>Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.</p>
First Name	20 characters, alphanumeric.
Invoice No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Already Printed	1 character. Any non-blank character signifies that the invoice or purchase order is already printed or sent.

Detail Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Description	255 characters, alphanumeric
*Account No.	Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
*Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB Accounting Plus rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB software company file.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Promised Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.

VAT Code	3 characters, alphanumeric must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places
Sale Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms - Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM

- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
% Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Slsmn Last Name	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software company file.
Slsmn First Name	15 characters, alphanumeric.
Referral Source	20 characters, alphanumeric.
Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.

Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Available only if a Payment Method is entered.
Name on Card	50 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Card Number	25 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Expiration Date	10 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Authorisation Number	255 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Cheque No	8 characters, alphanumeric. Available only if a cheque method of payment is entered.
Cheque No	8 characters, alphanumeric. Only available for cheque method of payment.
Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

## Sales Fields - Time Billing

### ► Sales Fields - Time Billing

Field	Description and Character Limits
*Co./Last Name	Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.  Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.
First Name	20 characters, alphanumeric.
Invoice No.	8 characters, alphanumeric
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Customer PO	20 characters, alphanumeric
Already Printed	1 character. Any non-blank character signifies that the invoice is already printed or sent.
Detail Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
*Activity ID	30 characters, alphanumeric
Hours/ Units	11 characters, numeric (may be negative or blank)
Note	255 characters, alphanumeric
Rate	11 characters, numeric

Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB software appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match preexisting job number in your MYOB software company file.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Promised Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
VAT Code	3 characters, alphanumeric must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places

Freight Tax Amount	15 characters, numeric, including 2 decimal places
Sale Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/supplier currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms - Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
-Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

Slsmn Last Name	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software company file.
Slsmn First Name	30 characters, alphanumeric.
Referral Source	20 characters, alphanumeric
Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Available only if a Payment Method is entered.
Name on Card	50 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Card Number	25 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Expiration Date	10 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Authorisation Number	255 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Cheque No	8 characters, alphanumeric. Available only if a cheque method of payment is entered.
Cheque No	8 characters, alphanumeric. Only available for cheque method of payment.
Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

## Sales Fields - Miscellaneous

### ► Sales Fields - Miscellaneous

Field	Description and Character Limits
*Co./Last Name	Must match a preexisting card in your MYOB software company file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.  Note: To match a preexisting card when the designation chosen for the card is Individual, MYOB Accounting Plus requires that you include both the last name and the first name.
First Name	20 characters, alphanumeric.
Journal Number	8 characters, alphanumeric.
Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Memo	255 characters, alphanumeric.
Slsmn Last Name	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software company file.
Slsmn First Name	30 characters, alphanumeric.
Description	255 characters, alphanumeric

*Account Number	Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
*Amount	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Job	5 characters, alphanumeric. Must match a preexisting job number in your MYOB software company file.
VAT Code	3 characters, alphanumeric must match a preexisting VAT code in the VAT Code List.
VAT Amount	15 characters, numeric, including 2 decimal places
Sale Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.

Currency Code	3 characters, alpha. One code per sale/purchase. Must match customer/supplier currency code. (If blank, currency code on customer/supplier card substituted.)
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms – Payment is Due	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given No. of Days 3 - On a Day of the Month 4 - No. of days after EOM 5 - Day of Month after EOM
- Discount Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- Balance Due Days	3 characters, numeric If you choose code 0, 1, 2 or 4 to indicate when payment is due, use a number of days from 0-999. If you chose code 3 or 5 to indicate when payment is due, use a date from 1-31. (EOM=31)
- % Discount	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Referral Source	20 characters, alphanumeric.

Amount Paid	15 characters (including pound sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Available only if a Payment Method is entered.
Name on Card	50 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Card Number	25 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Expiration Date	10 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Authorisation Number	255 characters, alphanumeric. Available only if a credit card or debit card method of payment is entered.
Cheque No	8 characters, alphanumeric. Available only if a cheque method of payment is entered.
Cheque No	8 characters, alphanumeric. Only available for cheque method of payment.
Inclusive	1 character alphanumeric indicates the tax is inclusive.

\*This is a required field for importing.

## Tax Code List Fields

### ► Tax Code List Fields

Field	Description and Character Limits
<b>Non-Consolidated Codes Fields</b>	
*Tax Code	3 characters, alphanumeric
Description	255 characters, alphanumeric.
*Tax Type	255 characters, alphanumeric. Must match a preexisting Accounting Plus tax type.
*Rate	2 numeric characters before and after a decimal. The tax rate may not be negative.
Linked Account for Tax Collected	Must be a valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).
Linked Account for Tax Paid	Must be valid, preexisting MYOB software account number. 5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (for example, 1-1234).

Linked Card for Tax Authority	Must match a preexisting customer card in your MYOB software company file. If a company name (no first name), 31 characters, alphanumeric. If a last name, 15 characters, alphanumeric. (If the card is an individual, MYOB Accounting Plus matches the last name followed by a comma and a space, followed by the first name.
Luxury Car Tax Threshold	21 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB Accounting Plus appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
<b>Consolidated Codes Fields</b>	
*Consolidated Tax Code	3 characters, alphanumeric. To fully import the consolidated tax code, all sub-taxes must be preexisting Accounting Plus tax codes. The rate of the consolidated tax code is calculated automatically by Accounting Plus; the rate is the total of the sub-tax code rates.
Consolidated Code Description	255 characters, alphanumeric. If no description is imported, <i>Imported Consolidated Code</i> will be entered automatically as the description.
*Sub-Tax Code	3 characters, alphanumeric. Must match a preexisting Accounting Plus tax code.

\*This is a required field for importing.

## Chapter 2

# Importing data into MYOB Accounting Plus

## Importing data to MYOB Accounting Plus

### ► To import data to Accounting Plus

If you haven't already read the Importing and Exporting Overview, see "Importing data into MYOB Accounting Plus" on page 851 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

Before you begin the import process, you must have created a file containing information you want to import into MYOB Accounting Plus -- an import file. To learn more about the import file formats, see "Import file formats and other import options" on page 852.

1. Make a backup of your company file. See "To make a backup" on page 695 to learn how.
2. Choose Import Data from the File menu and select the type of information you want to import from the Import Data sub-menu. The Import File window will appear.
3. In the Import File Format field, select the file format of the import file you are about to import.
4. In the First Record Is field, select whether the first record in the import file is a header record or a data record.
5. Depending upon the type of information you're importing, more fields may appear in the Import File window.

6. After you've made your selections in the Import File window, click Continue. A dialog box appears, allowing you to locate your import file. Locate the file, highlight it and click OK.
7. The Import Data window appears. In this window, you'll match the information in the import file with its corresponding fields in Accounting Plus. To do this, highlight the name of a field in your import file from the Import Fields column.

Next, click the field in the MYOB Accounting Plus Fields column that you want to match the import field with. When you click the MYOB Accounting Plus Fields column, the import field you selected will appear in the Matching Import Field column. If you want to remove an import field's name from the Matching Import Field column, simply click the import field's name.

**Note: Some fields *must* be imported**

Accounting Plus fields whose names have asterisks (\*) next to them must have matching import file fields assigned to them.

If all the fields in the import file match the fields in the MYOB Accounting Plus Fields column, you can match all the fields at one time by clicking the Match All button at the bottom of the window.

8. When you're finished matching fields, click the Import button to begin the importing process.

See also:

"The Import Log report" on page 854

### ► To import QIF information

If you haven't already read the Importing and Exporting Overview, see "Importing QIF information into Accounting Plus" on page 854 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

Before you begin the import process, you must have created a file containing the Quicken data you want to import into MYOB Accounting Plus -- an import file. See your Quicken documentation to learn how to do this.

1. Make a backup of your company file. See “To make a backup” on page 695 to learn how.
2. Choose Import Data from the File menu, then choose Quicken (QIF) File from the Import Data sub-menu.
3. A dialog box appears, allowing you to locate the QIF file you want to import. Locate the file, highlight it and click OK. The import process begins.

If you receive an alert message during the import process, the file you attempted to import contained invalid information. See “Importing QIF information into Accounting Plus” on page 854 to learn which Quicken information is valid.

4. When Accounting Plus determines that the QIF file contains the proper data, two situations may occur:
  - If all your QIF account information corresponds with Accounting Plus accounts, a window will appear, describing the number of records that were imported. This window probably won't appear the first time you import a QIF file; however, when this window appears, the import process is complete.
  - If your QIF account information doesn't correspond with Accounting Plus accounts, the Choose an Account window will appear. Use the following instructions to work with this window.
5. Accounting Plus checks each account in the QIF file when you import the file. If Accounting Plus finds an account in the QIF file that doesn't match any Accounting Plus account, the Choose an Account window appears. In this window, you'll need to choose an Accounting Plus account, or create a new Accounting Plus account, to track the information about the QIF account.

When Accounting Plus finds an account in the QIF file that doesn't match an MYOB Accounting Plus account, the Choose an Account window will display the name of the account in the QIF Account field or QIF Category field. (The QIF Account field will appear if this is the first time you've seen the Choose an Account window; the QIF Category field will appear after

the first time you've seen the Choose an Account window.)

In the MYOB Account field, enter the Accounting Plus account that best matches the account displayed in the QIF Account field or QIF Category field. If you want, you can click the search icon next to the MYOB Account field to open a search list of accounts to choose from.

6. When the account you want to use is displayed in the MYOB Account field, click OK.

If additional QIF accounts need to be matched with Accounting Plus accounts, the Choose an Account window will appear for each QIF account that needs to be matched. Follow the instructions in step 7 for each QIF account until all the accounts are matched.

7. When all QIF accounts are matched to Accounting Plus accounts, a window will appear, describing the number of records that were imported.

If some records were skipped during the import process, or some other event occurred, a message will appear in this window, indicating that the Import Log report was created. This report (titled MYOBLOG.TXT) lists information about any problems that occurred during the importing process, as well as information about rejected records.

**NOTE:** Each time you import, the Import Log report is created, using the same name. If an Import Log report already exists when you create another one, the existing report will be removed.

See also:

“The Import Log report” on page 854

## Chapter 3

# Exporting data

## Exporting data from Accounting Plus

### ► To export data from Accounting Plus

If you haven't already read the Importing and Exporting Overview, see "Exporting data from MYOB Accounting Plus" on page 855 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

1. Make a backup of your Accounting Plus company file.
2. Choose Export Data from the File menu, and select the type of information you want to export from the Export Data sub-menu. The Export File window will appear.
3. In the Export File Format field, select the file format you want to use for the export file. You can choose either the tab-delimited file format or the comma-separated file format.
4. In the First Record Is field, select whether you want the first record in the export file to be a header record or a data record.

**Header records** are usually used as titles in export files; for example, some header records in an export file of customers might be titled "Customer Name," "Address" and "Telephone Number."

**Data records** are pieces of actual Accounting Plus information.

5. Depending upon the type of information you're exporting, more fields will appear in the Export File window. After you've made your selections in the Export File window, click Continue. The Export Data window opens.

6. In the Export Data window, choose the Accounting Plus fields you want to export, and the order in which you want to export them. To do this, click on the first field you want to export in the MYOB Accounting Plus Fields column. The title Field 1 will appear in the Export Order column next to the field you selected, and the field name will also appear at the top of the Export Fields column on the left side of the window.

Follow this process for each field you want to export.

**Note: Some fields *must* be exported**

MYOB Accounting Plus fields whose names have asterisks (\*) next to them must be included in the Export Fields column before you can export any data.

If you want to remove a field's name from the Export Fields column, click on the field's name in the MYOB Accounting Plus Fields column.

If you want to export all the fields in the order they're shown in the MYOB Accounting Plus Fields column, click the Match All button. If you want to clear all the selections in the Export Fields column, click the Unmatch All button.

7. When you're finished selecting fields, click the Export button. A window appears, allowing you to name the export file that will be created, as well as assign a location to the file.

Name your export file, select a location for it and click OK. The exporting process begins.

### ► To export to CaseWare

If you haven't already read the Importing and Exporting Overview, see "Working with your company file and CaseWare" on page 858.

1. Make a backup of your MYOB Accounting Plus company file.
2. Choose Accountant Link from the File menu, then choose Export to CaseWare from the sub-menu. The Export File/Export to CaseWare window appears.

3. If you want to export Accounting Plus journal entries in addition to company and account information, be sure the Include Journal Entries in Export File box is marked. (Keep in mind, however, that exporting journal entries may take some time, and probably will create a very large export file.)
4. From the Dated to End Of list, choose the most recent month you want to include in the file. All journal entries from the first day of the financial year to the last day of the month you selected will be included in the text file.
5. When you're ready to create the CaseWare export file, click the Export button.
6. A dialogue box appears, allowing you to enter a name and location for the export file. Make entries in the dialogue box, then click OK to begin creating the CaseWare export file.
7. When the file has been created, you're ready to send the file to your accountant, who can then import it into CaseWare.

### ► **To export data for use in personalised letters**

If you haven't already read the Importing and Exporting Overview, see "Creating personalised letters" on page 858 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

The Forms Selection - Create Personalised Letters window should be displayed.

1. In the Create Personalised Letters window, make selections about the data you want to export and then click OK. The Review Cards Before Exporting window appears.
2. In the Review Cards Before Exporting window, all cards whose data fit the criteria you entered in the Create Personalised Letters window appear in the list with a mark next to them in the Export field.

If you don't want to export the data for a card, click in the Export field next to the card to remove the mark that appears there.

3. When you've marked all cards whose data you want to export, click Export. In the window that appears, select one of the four formats for the file. After you've made your selection, click the Save button.
4. The Save As window appears. Using this window, name the export file that will be created and assign a location to the file. Click OK to create the mail-merge file.

You're now ready to merge the export file's data with your word processing software's documents.

See also:

"Creating personalised letters" on page 858

### ► **To export a list of customers who have unpaid invoices**

If you use OfficeLink, see "Creating personalised letters using OfficeLink" on page 1073 for information on creating this type of letter using OfficeLink.

The To Do List window should be displayed.

1. Click the Debtors tab to display a list of all your unpaid invoices.

If you want to view detail about a specific sale, click the zoom arrow to the left of the customer's name.

2. Click the Action column for each customer in the list you want to send a letter, then click the Disk button at the bottom of the window.
3. A window appears, listing the formats in which you can save the file. Select one of the formats.
4. The Save As window appears, allowing you to specify a name and location for the export file. Enter this information, then click OK to create the export file.

You're now ready to merge the export file's data with your word-processing software's documents.

See also:

“Export file options” on page 855

“Creating personalised letters using exported data” on page 860

## Chapter 4

# Updating the status of cards, items, activities or accounts

### Step 1: Export the current status information

If you haven't already read the Importing and Exporting Overview, see "Import file formats and other import options" on page 852 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

1. Make a backup of your Accounting Plus company file.
2. Choose Export Data from the File menu, and select the type of information you want to export from the Export Data sub-menu. The Export File window will appear.
3. In the Export File Format field, select the file format you want to use for the export file. You can choose either the tab-delimited file format or the comma-separated file format.

**Suggestion:** Since you'll be importing this information back into your company file, either choice is correct.

4. In the First Record Is field, select whether you want the first record in the export file to be a header record or a data record.

**Header records** are usually used as titles in export files; for example, some header records in an export file of customers might be titled "Customer Name," "Address" and "Telephone Number."

**Data records** are pieces of actual Accounting Plus information.

**Suggestion:** Choose Header records; you may be able to locate the Inactive information more easily.

5. Depending upon the type of information you're exporting, more fields will appear in the Export File window. After you've made your selections in the Export File window, click Continue. The Export Data window opens.
6. In the Export Data window, choose the Accounting Plus fields you want to export, and the order in which you want to export them. To do this, click on the first field you want to export in the MYOB Accounting Plus Fields column. The title Field 1 will appear in the Export Order column next to the field you selected, and the field name will also appear at the top of the Export Fields column on the left side of the window.

**Hint:** If you're exporting in order to change the Inactive Item field *only*, you'll need to export only the fields with the asterisk and the Inactive field; you can skip the other fields.

**Note: Some fields *must* be exported**

MYOB Accounting Plus fields whose names have asterisks (\*) next to them must be included in the Export Fields column before you can export any data.

If you want to remove a field's name from the Export Fields column, click on the field's name in the MYOB Accounting Plus Fields column.

If you want to export all the fields in the order they're shown in the MYOB Accounting Plus Fields column, click the Match All button. If you want to clear all the selections in the Export Fields column, click the Unmatch All button.

7. When you're finished selecting fields, click the Export button. A window appears, allowing you to name the export file that will be created, as well as assign a location to the file.

Name your export file, select a location for it and click OK. The exporting process begins.

## Step 2: Edit the status information

If you haven't already read the Importing and Exporting Overview, see "Import file formats and other import options" on page 852 for more information.

In the previous step, you created a file called an import file. In this step, you'll make changes to the import file using a text editor, such as WordPad that will indicate the new status of your cards, items, activities or accounts. When you import the cards, items, activities or accounts back into your company file in the next step, MYOB Accounting Plus will change the status entered in the edited file.

1. Open the import file in a text editor and find the Inactive field for each card, item, activity or account.

In this field, a **Y** indicates the Inactive check box on the card, item, activity or account is marked; the card, item, activity or account is Inactive.

An **N** indicates the card, item, activity or account is unmarked -- card, item, activity or account is Active.

2. Change the letter in the status field to indicate the status you want your cards, items, activities or accounts to have when they are updated. Choose from the following options:

**Active Status:** Enter an N if you want the Inactive check box to be unchecked when you update the cards, items, activities or accounts; cards, items, activities or accounts will be Active.

**Inactive Status:** Enter any non-blank character, other than N, if you want the Inactive check box to be checked when you update the cards, items, activities or accounts; cards, items, activities or accounts will be Inactive.

**No Change:** If the inactive field is blank the Inactive field won't be updated; the status of your cards, items, activities or accounts in your company file will remain the same.

3. Save the file.

## Step 3: Import the edited status information

If you haven't already read the Importing and Exporting Overview, see "Import file formats and other import options" on page 852 for more information.

Please note that this task requires single-user access. See "Single-user file locking" on page 763 for more information.

1. Choose Import Data from the File menu and select the type of information you want to import from the Import Data sub-menu. The Import File window will appear.
2. In the Import File Format field, select the file format of the import file you are about to import.
3. In the First Record Is field, select whether the first record in the import file is a header record or a data record.
4. In the Duplicate Records field, choose Update Existing Record.

Depending upon the type of information you're importing, more fields may appear in the Import File window.

5. After you've made your selections in the Import File window, click Continue. A dialog box appears, allowing you to locate your edited import file. Locate the file, highlight it and click OK.
6. The Import Data window appears. In this window, you'll match the information in the import file with its corresponding fields in Accounting Plus. To do this, highlight the name of a field in your import file from the Import Fields column.

Next, click the field in the MYOB Accounting Plus Fields column that you want to match the import field with. When you click the MYOB Accounting Plus Fields column, the import field you selected will appear in the Matching Import Field column. If you want to remove an import field's name from the Matching Import Field column, simply click the import field's name.

**Note: Some fields *must* be imported**

Accounting Plus fields whose names have asterisks (\*) next to them must have matching import file fields assigned to them.

If all the fields in the import file match the fields in the MYOB Accounting Plus Fields column, you can match all the fields at one time by clicking the Match All button at the bottom of the window.

7. When you're finished matching fields, click the Import button to begin the importing process.

See also:

"The Import Log report" on page 854