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Exporting data from MYOB AccountEdge
To export account, item, card, General Journal entry, activity, activity slip, sale, and purchase information
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To import account, item, card, General Journal entry, activity, activity slip, sale and purchase information

To import QIF information

Import and Export Fields Table of Contents

Import and Export Fields Overview

A word about how types of records affects importing and exporting

In MYOB AccountEdge, 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 # ->	Account Name ->	Balance ->	Checking Privileges¶
11100 ->	Checking Account ->	$5,200.00 ->	C¶
16100 ->	Vehicles, Orig. Cost ->	$32,000.00 ->	¶
23100 ->	Accounts Payable ->	$21,000.00 ->	¶

Variable-length records

In the second type of record in AccountEdge, 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 Number ->	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 ->	->	$1567.50 ->	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 data 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 program, 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 SimpleText) or a word processing or spreadsheet program 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 vendor cards and for all types of sales and purchases. When importing, though, terms are always added to customer and vendor 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 vendor cards

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

Sales and purchases

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 vendor card will be substituted. If other Terms fields are blank or invalid, terms typically associated with the Payment is Due field will be substituted.

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 and you can also import or export the payment method and the payment method details, if you wish. If you're importing or exporting sales to which more than one payment has been applied, no payment method or payment details will be imported or exported.

Click below for a detailed description of each field:

Cards Fields

Accounts Fields

Items Fields

Service Sales and Purchases Fields

Item Sales and Purchases Fields

Time Billing Sales Fields

Miscellaneous Sales and Purchases Fields

Journal Entries Fields

Activities Fields

Activity Slips Fields

Import and Export Fields Overview

Cards Fields

Field	Card Type	Description and Character Limits
*Co./Last Name	All	If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric.
First Name	All	20 characters, alphanumeric
Card ID	All	15 characters, alphanumeric
Card Status	All	Any one character indicates inactive. Blank indicates active.
Addr 1-5 - Line 1 - Line 2 - Line 3 - Line 4	All	Total Address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric
-City	All	Cannot exceed 255 characters, alphanumeric
-State	All	Cannot exceed 255 characters, alphanumeric
Zip code	All	10 characters, alphanumeric
Country	All	255 characters, alphanumeric
Phone #1	All	21 characters, alphanumeric
Phone #2	All	21 characters, alphanumeric
Phone #3	All	21 characters, alphanumeric
Fax #	All	21 characters, alphanumeric
Email	All	21 characters, alphanumeric
WWW	All	21 characters, alphanumeric
Identifiers	All	10 characters, alpha only
Salutation	All	15 characters, alphanumeric
Contact Name	Customer, Vendor	25 characters, alphanumeric
Picture	All	File name of the graphic. 255 characters, alphanumeric.
Notes	All	255 characters, alphanumeric
Currency Code	All	3 characters, alpha. Must match a preexisting currency code in the Currency List. If no code specified, local currency substituted.
Custom Field 1-3	All	30 characters, alphanumeric
Custom List 1-3	All	30 characters, alphanumeric
Invoice/PO Type	Customer and Vendor	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	Customer and Vendor	5 characters, numeric. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, for example, 1-1234.
Salesperson	Customer and Vendor	31 alphanumeric characters
Comment	Customer and Vendor	255 characters, alphanumeric.
Shipping Method	Customer and Vendor	20 alphanumeric characters
Printed Form	Customer and Vendor	255 characters, alphanumeric
Billing Rate	Cust., Emp., Vendor	10 characters, numeric including 4 decimal places
Cost per hour	Vendor, Emp.	10 characters, numeric including 4 decimal places
Price Level	Customer	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

Terms - Payment is Due	Customer, Vendor	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given # of Days 3 - On a Day of the Month 4 - # of days after EOM 5 - Day of Month after EOM
- Discount Days	Customer, Vendor	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	Customer, Vendor	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	Customer, Vendor	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	Customer	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Sales Tax Code	Customer, Vendor	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
Credit Limit	Customer, Vendor	7 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Tax ID No.	Customer, Vendor	19 characters, alphanumeric
Volume Discount %	Customer, Vendor	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Payment Method	Customer	20 characters, alphanumeric.
Payment Notes	Customer	255 characters, alphanumeric
Name on Card	Customer	50 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Card Number	Customer	25 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Expiration Date	Customer	10 characters, alphanumeric. Only available for credit card and debit card methods of payment.

*This is a required field for importing.

Cards 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	15 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimal places, MYOB AccountEdge rounds to nearest cent.
Checking Privileges	1 character. Any non-blank character signifies that the account has checking privileges (it this is an asset account) or credit card privileges (if this is a liability account).
Last Check 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.

*This is a required field for importing.

Account 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.
Inventory	1 character. Any non-blank character signifies that the item is inventoried.
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 1-3	30 characters, alphanumeric. Must match an existing list entry.
Custom Field 1-3	30 characters, alphanumeric.
Primary Vendor	31 characters alphanumeric. Must match the name of a vendor card in your card file. (If the vendor is an individual, MYOB AccountEdge matches on the last name, followed by a comma and a space, followed by the first name.)
Vendor Item Number	30 characters alphanumeric.
Tax When Bought	1 character. Any non-blank character signifies that the item is taxable when bought.
Buy Unit Measure	5 characters, alphanumeric.
# 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.
Tax When Sold	1 character. Any non-blank character signifies that the item is taxable when sold.
# Items/Sell Unit	4 characters, numeric.
Quantity Break 1	This amount, which must be 0.000, is set automatically by MYOB AccountEdge.
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.)

*This is a required field for importing.

Items Fields

Service Sales and Purchases Fields

Field	Sales or Purchases	Description and Character Limits
*Co./Last Name	Both	Must match a preexisting card in your MYOB AccountEdge data file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, MYOB AccountEdge matches the last name followed by a comma and a space, followed by the first name.)
First Name	Both	20 characters, alphanumeric
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Both	Total Address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric
Sale Status	Sale	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Purchase Status	Purchase	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the purchase is a bill.
Invoice #	Sales	8 characters, alphanumeric
Purchase Order#	Purchases	8 characters, alphanumeric
Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Customer P/O #	Sales	20 characters, alphanumeric
Vendor Invoice #	Purchases	20 characters, alphanumeric
Ship Via	Both	20 characters, alphanumeric. If the ship via method does not exist in the shipping methods list, it will be ignored
Already Printed	Both	1 character. Any non-blank character signifies that the invoice or purchase order is already printed or sent
Description	Both	255 characters, alphanumeric
*Account #	Both	Must be valid, preexisting MYOB AccountEdge 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	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB AccountEdge rounds to the nearest cent.
Job	Both	5 characters, alphanumeric. Must match preexisting job number in your MYOB software data file.
Comment	Both	255 characters, alphanumeric
Journal Memo	Both	255 characters, alphanumeric
Slsmn Last Name	Sales	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software data file.
Slsmn First Name	Sales	15 characters, alphanumeric.
Shipping Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Referral Source	Sales	20 characters, alphanumeric.
Tax Code	Both	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
Tax Amount	Both	15 characters, numeric, including 2 decimal places
Freight Amount	Both	15 characters, numeric, including 2 decimal places
Freight Tax	Both	Any non-blank character indicates freight is taxed.
Freight Tax Code	Both	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
Sale Status	Sales	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.

Purchase Status	Purchases	1 character. O indicates the purchase is an order, Q indicates the purchase is a quote. Any other character or no character indicates the purchase is a bill.
Currency Code	Both	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/vendor currency code.
Exchange Rate	Both	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms - Payment is Due	Both	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given # of Days 3 - On a Day of the Month 4 - # of days after EOM 5 - Day of Month after EOM
- Discount Days	Both	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	Both	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	Both	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	Sales	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Amount Paid	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Payment Method	Sales	20 characters, alphanumeric.
Payment Notes	Sales	255 characters, alphanumeric.
Name on Card	Sales	50 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Card Number	Sales	25 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Expiration Date	Sales	10 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Authorization	Sales	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.

*This is a required field for importing.

Service Sales and Purchases Fields

Item Sales and Purchases Fields

Field	Sales or Purchases	Description and Character Limits
*Co./Last Name	Both	Must match a preexisting card in your MYOB software data file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, MYOB software matches the last name followed by a comma and a space, followed by the first name.)
First Name	Both	20 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Both	Total Address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
Sales Status	Sale	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Purchase Status	Purchase	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the purchase is a bill.
Invoice #	Sales	8 characters, alphanumeric
Purchase Order #	Purchases	8 characters, alphanumeric
Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Customer PO	Sales	20 characters, alphanumeric
Vendor Invoice #	Purchases	20 characters, alphanumeric
Ship Via	Both	20 characters, alphanumeric
Already Printed	Both	1 character. Any non-blank character signifies that the invoice and purchase order is already printed or sent.
*Item Number	Both	30 characters, alphanumeric. Must match an preexisting item in your MYOB AccountEdge data file.
Quantity	Both	10 characters, numeric - allows 3 decimal places and decimal point.
Description	Both	255 characters, alphanumeric
Price	Both	11 characters, numeric, including 3 decimal places
Discount	Both	10 characters, numeric, including 2 decimal places
Total	Both	Dollar amount field 15 characters (including dollar signs and negative signs).
Job	Both	5 characters, alphanumeric. Must match preexisting job number in your MYOB AccountEdge data file.
Comment	Both	255 characters, alphanumeric
Journal Memo	Both	255 characters, alphanumeric
Slsmn Last Name	Sales	31 characters, alphanumeric. Must match the name of an employee card in the MYOB AccountEdge data file.
Slsmn First Name	Sales	20 characters, alphanumeric.
Shipping Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Tax Code	Both	3 characters, alphanumeric. Must match a preexisting tax code in the Tax Code List.
Referral Source	Sales	20 characters, alphanumeric.
Tax Amount	Both	15 characters, numeric, including 2 decimal places
Freight Tax	Both	Any non-blank character indicates freight is taxed.
Freight Tax Code	Both	3 characters, alphanumeric must match a preexisting tax code in the Tax Code List.
Freight Tax Amount	Both	15 characters, numeric, including 2 decimal places
Sale Status	Sales	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.
Purchase Status	Purchases	1 character. O indicates the purchase is an order, Q indicates the purchase is a quote. Any other character or no character indicates the purchase is a bill.

Currency Code	Both	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/vendor currency code.
Exchange Rate	Both	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms - Payment is Due	Both	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given # of Days 3 - On a Day of the Month 4 - # of days after EOM 5 - Day of Month after EOM
- Discount Days	Both	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	Both	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	Both	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	Sales	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Amount Paid	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Payment Method	Sales	20 characters, alphanumeric.
Payment Notes	Sales	255 characters, alphanumeric.
Name on Card	Sales	50 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Card Number	Sales	25 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Expiration Date	Sales	10 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Authorization	Sales	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.

*This is a required field for importing.

Item Sales and Purchases Fields

Professional Sales and Purchases Fields

Field	Sales or Purchases	Description and Character Limits
*Co./Last Name	Both	Must match a preexisting card in your MYOB AccountEdge data file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, MYOB AccountEdge matches the last name followed by a comma and a space, followed by the first name.)
First Name	Both	20 characters, alphanumeric.
Sale Status	Sale	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Purchase Status	Purchase	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the purchase is a bill.
Invoice #	Sales	8 characters, alphanumeric
Purchase #	Purchases	8 characters, alphanumeric
Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Already Printed	Both	1 character. Any non-blank character signifies that the invoice or purchase order is already printed or sent.
Detail Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Description	Both	255 characters, alphanumeric
*Account #	Both	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	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB AccountEdge rounds to the nearest cent.
Job	Both	5 characters, alphanumeric. Must match preexisting job number in your MYOB software data file.
Comment	Both	255 characters, alphanumeric
Journal Memo	Both	255 characters, alphanumeric
Slsmn Last Name	Sales	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software data file.
Slsmn First Name	Sales	15 characters, alphanumeric.
Promised Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Referral Source	Sales	20 characters, alphanumeric.
Tax Code		3 characters, alphanumeric must match a preexisting tax code in the Tax Code List.
Tax Amount	Both	15 characters, numeric, including 2 decimal places
Sale Status	Sales	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.
Purchase Status	Purchases	1 character. O indicates the purchase is an order, Q indicates the purchase is a quote. Any other character or no character indicates the purchase is a bill.
Currency Code	Both	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/vendor currency code.

Exchange Rate	Both	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms - Payment is Due	Both	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given # of Days 3 - On a Day of the Month 4 - # of days after EOM 5 - Day of Month after EOM
- Discount Days	Both	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	Both	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	Both	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
- % Monthly Charge	Sales	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Amount Paid	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Payment Method	Sales	20 characters, alphanumeric.
Payment Notes	Sales	255 characters, alphanumeric.
Name on Card	Sales	50 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Card Number	Sales	25 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Expiration Date	Sales	10 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Authorization	Sales	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.

*This is a required field for importing.

Professional Sales and Purchases Fields

Time Billing Sales Fields

Field	Description and Character Limits
*Co./Last Name	Must match a preexisting card in your MYOB software data file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, MYOB AccountEdge matches the last name followed by a comma and a space, followed by the first name.)
First Name	20 characters, alphanumeric.
Invoice #	8 characters, alphanumeric
Sale Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Purchase Status	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the purchase is a bill.
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 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
Hrs/Units	11 characters, numeric (may be negative or blank)
Note	255 characters, alphanumeric
Rate	11 characters, numeric
Amount	15 characters (including dollar 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 data 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 data file.
Slsmn First Name	30 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.
Referral Source	20 characters, alphanumeric
Tax Code	3 characters, alphanumeric must match a preexisting tax code in the Tax Code List.
Currency Code	3 characters, alpha. One code per sale/purchase. Must match a preexisting currency code in the Currency List. Must match customer/vendor currency code.
Exchange Rate	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
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.
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 the purchase is an bill.
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 # of Days 3 - On a Day of the Month 4 - # 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.
Amount Paid	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Date	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Payment Method	20 characters, alphanumeric.
Payment Notes	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Name on Card	50 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Card Number	25 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Expiration Date	10 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Authorization	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.

*This is a required field for importing.

Time Billing Sales Fields

Miscellaneous Sales and Purchases Fields

Field	Sales or Purchases	Description and Character Limits
*Co./Last Name	Both	Must match a preexisting card in your MYOB software data file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, MYOB software matches the last name followed by a comma and a space, followed by the first name.)
First Name	Both	20 characters, alphanumeric.
Journal Number	Both	8 characters, alphanumeric.
Sale Status	Sale	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the sale is an invoice.
Purchase Status	Purchase	1 alphanumeric character. O indicates an order. Q indicates a quote. Any other character or blank indicates the purchase is a bill.
Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Memo	Both	255 characters, alphanumeric.
Slsmn Last Name	Sale	31 characters, alphanumeric. Must match the name of an employee card in the MYOB software data file.
Slsmn First Name	Sale	30 characters, alphanumeric.
Referral Source	Sales	20 characters, alphanumeric.
Description	Both	255 characters, alphanumeric
*Account Number	Both	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	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Job	Both	5 characters, alphanumeric. Must match a preexisting job number in your MYOB software data file.
Tax Code	Both	3 characters, alphanumeric must match a preexisting tax code in the Tax Code List.
Tax Amount	Both	15 characters, numeric, including 2 decimal places
Currency Code	Both	3 characters, alpha. One code per sale/purchase. Must match customer/vendor currency code. (If blank, currency code on customer/vendor card substituted.)
Exchange Rate	Both	11 digits, including 6 decimal places. If blank, current exchange rate substituted.
Terms - Payment is Due	Both	1 character, numeric. Use one of these codes to indicate when payment is due: 0 - COD 1 - Prepaid 2 - In a Given # of Days 3 - On a Day of the Month 4 - # of days after EOM 5 - Day of Month after EOM
- Discount Days	Both	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	Both	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	Both	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.

- % Monthly Charge	Sale	2 characters, numeric before a decimal point and 2 characters, numeric after a decimal point.
Amount Paid	Both	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
Payment Date	Both	10 characters, alphanumeric. Follows date convention of your system. Allows any non-numeric as a separator between months, days and years.
Payment Method	Sales	20 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Payment Notes	Sales	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Name on Card	Sales	50 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Card Number	Sales	25 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Expiration Date	Sales	10 characters, alphanumeric. Only available for credit card and debit card methods of payment.
Authorization	Sales	255 characters, alphanumeric. Only available for credit card and debit card methods of payment.

*This is a required field for importing.

Miscellaneous Sales and Purchases Fields

Journal Entries Fields

Journal entries from all source journals (General, Sales, Purchases, Receipts, Disbursements, Inventory, and All) can be exported from MYOB AccountEdge.

When journal entries are imported into MYOB AccountEdge, entries from all source journals are added to the General Journal

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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 dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge appends .00. If more than 2 decimals, MYOB software rounds to the nearest cent.
*Credit Amount	15 characters (including dollar sign, comma and negative sign). If no decimal entered, MYOB AccountEdge 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 data 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.

Journal Entries Fields

Activities Fields

Field	Description and Character Limits
*Activity ID	30 characters, alphanumeric
Activity Name	30 characters, alphanumeric
Description	255 characters, alphanumeric
Use Desc. On Inv.	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 data file. May (optionally) have a non-numeric separator between the first digit and the last 4 digits, for example, 1-1234.
Unit of Measure	5 characters, alphanumeric (May be entered for non-hourly activities. Hour is automatically entered for hourly activities.)

*This is a required field for importing.

Activities Field

Activity Slips Fields

Field	Description and Character Limits
*Emp. Co./Last Name	Must match a preexisting employee card or vendor card in your MYOB software data file. If a company name (no first name), 50 characters, alphanumeric. If a last name, 30 characters, alphanumeric. (If the card is an individual, MYOB AccountEdge matches 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 data file.
Cust. Co./Last Name	Must match a preexisting customer card in your MYOB software data 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 AccountEdge 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 data file. Available only for chargeable activities.
Notes	255 characters, alphanumeric
Adjustment Dollars	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 Dollars	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.

Activity Slips Fields

To import account, item, card, General Journal entry, activity, activity slip, sale and purchase information

If you haven't already read the Your Data File Overview, see Importing data into AccountEdge for more information.Please note that this task requires single-user access. See Single-user file locking for more information.

Before you begin the import process, you must have created a file containing information you wish to import into MYOB AccountEdge -- an import file. To learn more about the import file formats, see Import file formats and other import options.

1. Make a backup of your data file. See To make a backup 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. These fields will appear in either of the following circumstances:

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 Open.

7. The Import Data window appears. In this window, you'll match the information in the import file with its corresponding fields in AccountEdge. 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 AccountEdge Fields column that you want to match the import field with. When you click the MYOB AccountEdge 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.

If all the fields in the import file match the fields in the MYOB AccountEdge 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 done matching fields, click the Import button to begin the importing process.

See also

The Import Log report

To import account, item, card, General Journal entry, activity, activity slip, sale and purchase information

Note: Some fields must be imported AccountEdge fields whose names have asterisks (*) next to them must have matching import file fields assigned to them.

To import QIF information

If you haven't already read the Your Data File Overview, see Importing QIF information into AccountEdge for more information.Please note that this task requires single-user access. See Single-user file locking for more information.

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

1. Make a backup of your data file. See To make a backup 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 Open. 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 AccountEdge to learn which Quicken information is valid.

4. When AccountEdge determines that the QIF file contains the proper data, two situations may occur:

- If all your QIF account information corresponds with AccountEdge 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 AccountEdge accounts, the Choose an Account window will appear. Use the following instructions to work with this window.

5. AccountEdge checks each account in the QIF file when you import the file. If AccountEdge finds an account in the QIF file that doesn't match any AccountEdge account, the Choose an Account window appears. In this window, you'll need to choose an AccountEdge account, or create a new AccountEdge account, to track the information about the QIF account.

When AccountEdge finds an account in the QIF file that doesn't match an MYOB AccountEdge 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 AccountEdge account that best matches the account displayed in the QIF Account field or QIF Category field. If you wish, you can click the search icon next to the MYOB Account field to open a search list of accounts to choose from. You can also use the Easy-Add function in the search list to create a new account to track the information.

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 AccountEdge 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 AccountEdge 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 MYOB AccountEdge Import Log) lists information about any problems that occurred during the importing process, as well as information about rejected records.

See also

The Import Log report

To import QIF information

To export account, item, card, General Journal entry, activity, activity slip, sale, and purchase information

If you haven't already read the Your Data File Overview, see Exporting data from MYOB AccountEdge for more information.

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

1. Make a backup of your AccountEdge data 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 AccountEdge 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 AccountEdge 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 AccountEdge 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.

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

If you want to export all the fields in the order they're shown in the MYOB AccountEdge 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 done 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 account, item, card, General Journal entry, activity, activity slip, sale, and purchase information

Note: Some fields must be exported MYOB AccountEdge fields whose names have asterisks (*) next to them must be included in the Export Fields column before you can export any data.

To export company information, accounts and journal entries to CaseWare

If you haven't already read the Your Data File Overview, see Exporting company information, accounts and journal entries to CaseWare.

1. Make a backup of your MYOB AccountEdge data file.

2. Choose Accountant Link from the File menu, then choose CaseWare from the sub-menu. The Export File/Export to CaseWare window appears.

3. If you wish to export AccountEdge 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 fiscal year through 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 dialog box appears, allowing you to enter a name and location for the export file. Make entries in the dialog 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.

Keyword: Case Ware

To export company information, accounts and journal entries to CaseWare

To export data for use in personalized letters

If you haven't already read the Your Data File Overview, see Creating personalized letters for more information.

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

The Forms Selection - Personalized Letters window should be displayed.

1. In the Personalized 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 Personalized 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 personalized letters

To export data for use in personalized letters

To export a list of customers who have unpaid invoices

If you use OfficeLink, see Creating personalized letters using OfficeLink for information on creating this type of letter using OfficeLink.

The To Do List window should be displayed.

1. Click the A/R (Accounts Receivable) tab to display a list of all your unpaid receivables.

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

Creating personalized letters using exported data

To export a list of customers who have unpaid invoices