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An important task in the course of your regular work in MYOB AccountEdge is managing the information, or data, you enter in the MYOB system. Your business's financial records will remain accurate and useful to you only if you take a few moments occasionally to be sure you're properly working with your AccountEdge data.

This overview explains the concepts you should know to work with your AccountEdge data, including information about *data files*, which are the methods by which AccountEdge stores your data.

Creating and changing data files

When you make entries in AccountEdge, that information is stored within one file in your workstation, called a *data file*. This file allows you to work with your company's financial information without expending a lot of time and effort with your computer's file storage system.

If you track accounting for more than one company, you must use more than one data file.

You can use AccountEdge to keep accounting records for more than one company. If you do so, one data file will exist for each company. A data file is created immediately when you create a new company; if you've already begun using AccountEdge, you might remember that you created a data file for your company using the New Data File Assistant.

Creating data files

Before you can begin using AccountEdge, you must create a data file to store your company's business information. When you create a new data file, you'll use the AccountEdge New Data File Assistant to simplify the process. The New Data File Assistant asks you a few important questions about your company and creates your data file.

After you've created a new data file, you can use the AccountEdge Easy Setup Assistant, which will assist you in entering the beginning financial information for your company.

Click below for a step-by-step procedure:

To create a data file while MYOB AccountEdge is running

To create a data file when MYOB AccountEdge isn't running

Changing the names of data files

You can change the names of data files at any time.

Click below for a step-by-step procedure:

To change the name of your data file

Changing the location of data files on your workstation

You can move your AccountEdge data file to another location on your network at any time.

Click below for a step-by-step procedure:

To move a data file

Backing up and restoring data files

As reliable as computers are these days, they can't be fully trusted to provide you with trouble-free recordkeeping. As is the case with all machines, computers are capable of failure. In addition, interruptions in your power supply can seriously damage the hardware and software you use to keep track of your business. In short, you need to ensure the information you enter using your workstation is safe; without this security, all the information you've ever entered could disappear in a moment, never to be recovered.

As a result, we strongly recommend that you preserve your AccountEdge information in another location regularly-and very often. The process of preserving your information in another location is called *making a backup*. The "other location" where you preserve your information is a file called a *backup*.

You can use the AccountEdge Backup command to automatically create a backup of your data file, and the Restore command to use a backup file you previously created. Before we discuss how to use the Backup and Restore commands, however, please read the following information about backups.

Some facts about backups

- A backup typically takes the form of a disk, removable hard disk or tape backup system, depending upon the size of the information that's being preserved. You can get information about these systems from most computer manuals, as well as the person who sold you your MYOB package.
- Additional hardware and software packages exist on the market today that will help you store large amounts of data.

Some facts about making backups

- The process of making a backup of your AccountEdge data file is usually as easy as copying the data file to another location-a standard task that's quickly performed on any computer.
- The time you spend making backups of your data file pales in comparison to the amount of time you may need to spend reentering data lost as a result of a damaged data file.
- If you use the Backup command, you'll back up your data file **only**. Any custom forms, reports, spreadsheets and letter templates you've created won't be backed up because they aren't stored in your data file. You don't have to back up custom information as often as your data file, but you should keep a copy of your FORMS, CUSTOM, SPREDSHT, GRAPHICS and LETTERS folders in another location. These folders are in the location where you installed AccountEdge.
- If you don't want to use the AccountEdge Backup and Restore commands, other software programs are available that automate the entire process of making backups-not only for your AccountEdge data file, but for your entire hard disk, as well. If you don't want to take the time to make backups yourself, consider purchasing such a product.

(If you decide to use another software program for making backups, be sure to use the MYOB AccountEdge data verification feature to ensure your data file isn't damaged before you back it up. If you use a backup program other than the AccountEdge backup program, you won't receive automatic reminders to verify your data, so it's very important that you remember to perform this important task regularly. See Verifying data files to learn more about using the data verification feature.)

- The MYOB AccountEdge Backup command creates a backup of the data file you're currently using, and compresses it to a smaller, more manageable size. Follow the steps below to use the MYOB AccountEdge Backup command.

- Making a backup requires single-user access to the data file; in other words, only one person can use this data file when this task is being performed. If other people are using the data file, they must close the data file -- either by exiting MYOB AccountEdge or by opening a different data file -- before you can continue. To see which users currently have the data file open, choose Active Workstations from the File menu.

We also recommend that you make multiple backups of your AccountEdge data file -- that is, more than one copy of your data file -- and store them at different locations. The purpose of multiple backups is simple: Backups can fail as easily as computers can. If you've made one backup of your data file and a computer problem damages the data file on your hard disk, your sole insurance is the backed-up file. If the diskette containing the backed-up file is damaged, as well, you're in just as much trouble as you would be without any backup at all.

Click below for a step-by-step procedure:

To make a backup

Following a system of making backups

It's important that you follow a system of making and storing your backups properly so you're always covered in event of an emergency. Here are some suggestions for making backups:

- Make a backup each time you exit AccountEdge. To make this easy to remember, mark the Prompt for Data Backup When Closing selection in the Security section of the Preferences window. Then, each time you exit AccountEdge, an alert message will appear, asking whether you want to create a backup of your data file.
- Store your backups in places other than the hard disk where your company's data file exists. If that hard disk is damaged, a backup file could become as damaged as any other file on that workstation. We recommend that as soon as you make a backup, copy that backup to a diskette or to a network location.
- Keep more than one backup from different time periods, such as days or weeks. Say, for example, you use AccountEdge every day; you might keep five backup disks-one for each business day of the week. At the end of each day, you'd copy your backup onto the appropriate day's diskette. The next week, you'd copy Monday's backup onto the diskette that contained the previous Monday's backup, and so on for the rest of the week. (Be sure to delete the previous week's backup from the diskette first.)

You might decide to follow another routine-say, keeping 10 backup disks and reusing them every other week, instead of every week. The important thing is to develop a regular routine and to follow through with it. This will ensure that you'll always have a reliable backup from a recent time period.

- After you've made all entries for an accounting period-which typically happens a few days into the next accounting period-make an official "end-of-the-month" backup and store it in a safe place. We suggest you label this backup clearly with the name of the month. At the end of the 12-month fiscal year, you should have 12 monthly backups.
- We recommend that you periodically restore a backup you've made and open the backed-up data file as a safety measure to ensure that the backups you're creating will be usable if you ever need them. Backups can and sometimes do fail when they're restored. These failures can be traced to problems with the backup media (disks, tape cartridges and the like), including exposure to magnetism, excessive heat or moisture. Problems with your computer's hard disk can damage AccountEdge itself so that the Restore program no longer works properly; this is a rare occurrence, but it can happen. In addition, restoring a backup can help you to identify errors you may have made in the backup process and fix them.

Restoring backed-up data files

The MYOB AccountEdge Restore command closes the data file you're currently using, decompresses an AccountEdge backup file so you can use it, and opens the decompressed file.

If you want, you can use other software programs to decompress a backup instead of the Restore command. Many other popular decompression programs will restore your backup files, as well

Restoring backed-up data files requires single-user access to the data file; in other words, only one person can use this data file when this task is being performed. If other people are using the data file, they must close the data file -- either by exiting AccountEdge or by opening a different data file -- before you can continue. To see which users currently have the data file open, choose Active Workstations from the File menu.

Click below for a step-by-step procedure:

To restore a backup

Optimizing data files

Over time, your AccountEdge data file will grow considerably in size. As you enter transactions, then remove or purge them, the file will have unused areas that once contained the transactions you've gotten rid of. These unused areas can affect the efficiency with which AccountEdge works with the data file, and they consume space on your hard disk that can be used for other purposes. We recommend that you use the MYOB Data Optimization Assistant to remove the unused areas in the data file and keep your accounting software running in top form.

The Data Optimization Assistant should be used whenever you remove many transactions or other records from your data file. In particular, it should be used ***after*** you complete any of these tasks:

- Starting a new fiscal year
- Starting a new payroll year
- Purging sales, purchases and journal entries

In addition, you may want to use the Data Optimization Assistant on a regular basis if the transactions you enter are changeable and you make frequent changes to transactions after they've been entered.

Click below for a step-by-step procedure:

To optimize a data file

To verify your data file

To verify your data file during the backup process

Verifying data files

As often mentioned, one of the most proactive things you can do for your business is to spend a few minutes each day to create a daily backup of your company's data file. By doing so, you'll keep yourself out of trouble if an unexpected calamity occurs, such as total computer failure or a damaging lightning storm.

Another tool you can use to keep your accounting information safe is the AccountEdge data verification feature. By checking your data file for errors, data verification can catch minor inconsistencies in your company's data file before they cause serious problems.

You can verify your data file at any time. To make data verification a daily routine, the verification process can also occur at the same time as the process of making a backup.

Click below for a step-by-step procedure:

To verify your data file

To verify your data file during the backup process

To optimize a data file

Warning: Changing the name of a data file may cause problems for other users If you're using AccountEdge on a network, don't forget that other users might need to access the data file whose name you plan to change. With this in mind, there are two things you should remember:

If others are using the data file, you should wait until they've closed the data file before you attempt to rename it. Renaming a data file while others are using it could damage the data file.

If necessary, remember to inform other users of the data file's name change. They'll need to know the new name of the data file if they want to open it in the future. **Warning: Moving a data file might cause problems for other users** If you're using AccountEdge on a network, don't forget that other users might need to access the data file you plan to move. You may need to change access and sharing settings for the new location to ensure that all your coworkers can continue to work with your data file.

Also, if you move a data file, the custom reports that you've created for the data file will no longer be available unless you also move the reports to the new location. We suggest that you copy the current CUSTOM folder that exists in the location where the data file is currently stored and paste the folder into the new location. **Warning: We usually can't help if you don't have a backup** Not everyone makes backups of their AccountEdge data file, and we at MYOB often hear from these people as they attempt to recover from damaged data files. As much as we'd like to help, the most common way to regain lost data-if a backup doesn't exist-is to reenter the lost data, which may take hours, days or even weeks. Since you don't have time to waste, we suggest that you strongly consider making a commitment to making regular backups of your data file. **Note: What errors does the data verification feature look for?** Generally speaking, the AccountEdge data verification feature scans everything inside your data file-from the transaction entries you've made into the MYOB system to the computer code that makes up the basic foundation of any MYOB AccountEdge data file. **Idea: Use the Data Optimization Assistant to keep your data file in top form** You may want to use the MYOB AccountEdge Data Optimization Assistant on a regular basis to keep your data file operating at its peak. The Data Optimization Assistant can ensure that the file is operating efficiently, and it may resolve minor problems with the data file, as well. For more information about using the Data Optimization Assistant, see To optimize a data file .

Importing data into AccountEdge

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

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

• Accounts • Items • All types of cards • General Journal entries • All types of sales and payments • All types of purchases and payments	• Activities • Activity Slips • Quicken Interchange Format (QIF) account names and journal transactions

For detailed information about the description and character length of each field that can be imported, see Import and Export Fields Overview.

Import file formats and other import options

Before you start the import process in AccountEdge, 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 AccountEdge.

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 wish 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 AccountEdge data 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 AccountEdge.

Use the **Duplicate Records** field to indicate whether you want to reject duplicate records or update existing records.

If you're importing accounts, activities or item records, you can't have accounts, activities or items with identical numbers. If you attempt to import an account, activity or item with a duplicate number, AccountEdge will either reject the number or add the record's unique information to your data file, depending upon your selection here.

For example, say Item #100 already exists in your data file and you select Update Existing Record here. When you import information about a different Item #100, the information about Item #100 in your data 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 AccountEdge, you *can* have customers, vendors, employees or personal contacts with the same name. If you attempt to import a duplicate number or name, AccountEdge will reject the name, add the record's unique information to the record with the same name or add a new record to your data file, depending upon your selection here.

For example, say a record for Eileen Martin already exists in your data file and you select Update Existing Record here. When you import information about another Eileen Martin, the information about Eileen Martin in your data 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 data 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.

The Import Log report

During the importing process, the Import Log report is 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 duplicate records. This report is created as a text file, and can be opened by Simple Text. It is located in the same place as your data 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 is created, using the same name. If an Import Log report already exists when you create another one, the existing report will be removed.

Click below for a step-by-step procedure:

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

Importing QIF information into AccountEdge

Banking information from Quicken (account names and journal transactions) can be imported into AccountEdge. 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 AccountEdge.

Click below for a step-by-step procedure:

To import QIF information

Exporting data from MYOB AccountEdge

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

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

• Accounts • Items • Cards • Journal entries	• Sales and payments • Purchases and payments • Activities • Activity Slips

For detailed information about the description and character length of each field that can be exported, see Import and Export Fields Overview.

Export file options

When you export information from MYOB AccountEdge 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 AccountEdge 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 data file, you can choose either one, since we accept either file format. (To make the process easy, comma-separated is automatically selected in AccountEdge, just leave it as it is. Comma-separated is also automatically selected during the import process.)

These selections that 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 fiscal year, then select the period whose ending balances you want to export.
- If you're exporting customer, vendor, 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 zip code in the Zip Code field, the people whose records you export will be those whose postal codes match the numbers you entered.

- If you're exporting 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 sales or purchases, you can restrict the transactions you export by the identifiers assigned to the customers and vendors 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/bill, order or quote).

Click below for a step-by-step procedure

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

Exporting company information, accounts and journal entries to 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 analyze the clients' records.

If your accountant requests an electronic copy of your accounting records, you can use AccountEdge 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 will contain your company information, detail account information and journal entries.

Click below for a step-by-step procedure

Keyword: CaseWare

To export company information, accounts and journal entries to CaseWare

Creating personalized letters

Communication with your business contacts is essential to the success of your business. Personalized business letters and mailers show your business contacts that you really appreciate their business, which 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 AccountEdge and import it into your word processing software to create personalized 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 personalized 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 Tax Updates Overview.

If you haven't installed OfficeLink, you still can export card information from MYOB AccountEdge and import it into your word processing software to create personalized 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 personalized 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.

File formats for personalized letters

When you export data using Personalized Letters in AccountEdge, 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 receivables 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 actual 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 workstation 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.

Click for a step-by-step procedure

To export data for use in personalized letters

Creating personalized letters using exported data

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

If you want to use the model business letters you installed with AccountEdge, you'll find those documents in the Personalized Letters folder inside the folder where AccountEdge 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.

Click below for the step-by-step procedure:

To export data for use in personalized letters

To export a list of customers who have unpaid invoices

Your Data File Overview

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.

To create a data file while MYOB AccountEdge is running

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

An MYOB AccountEdge data file should be open.

1. Choose New from the File menu.
2. An alert message may appear, asking you whether you want to back up the current data file. Make the choice you want; if you choose Yes, AccountEdge begins the backup process. (For more information about backing up data files, see Backing up and restoring data files .)
3. After you've responded to this message, the current data file will close and the first step in the AccountEdge New Data File Assistant appears.
4. Follow the steps that appear on your computer screen. If you need additional information about the answers you'll enter while using the New Data File Assistant, be sure to click the Help button at the bottom of each window in the Assistant.
5. When you've completed all the steps in the New Data File Assistant, your new data file will be created, and you'll be ready to set up your company's records in the data file.

Click the Setup Assistant button if you're ready to set up your company's records now. You can use the Easy Setup Assistant to walk you through the major setup tasks you need to perform.

Click Finish if you wish to set up your records at a later time.

To create a data file while MYOB AccountEdge is running

Note: If you haven't created your first data file yet If you haven't created your first data file yet, you need to complete the AccountEdge setup process. The following instructions assume that you have created your first data file already; if you haven't created your first data file yet, please refer to Chapter 6 of your Getting Started manual for information about creating your first data file.

To create a data file when MYOB AccountEdge isn't running

1. If you haven't already read the Your Data File Overview, see Creating data files for more information.Locate the MYOB AccountEdge icon on your workstation.

The icon you're looking for is named AccountEdge Data, and it's located in the folder that was created when you installed MYOB AccountEdge.

If you chose all the suggested options during the installation process, your AccountEdge system will be installed in the AccountEdge folder and contain a number of icons.

2. Once you've located the MYOB AccountEdge icon, open it. The Welcome to MYOB window appears.
3. Click the **Create A New MYOB Data File** button. The first step in the MYOB AccountEdge New Data File Assistant appears.
4. Follow the steps that appear on your computer screen. If you need additional information about the answers you'll enter during the New Data File Assistant, be sure to click the Help button at the bottom of each window in the Assistant.
5. When you've completed all the steps in the New Data File Assistant, your new data file will be created, and you'll be ready to set up your company's records in the data file.

Click the Setup Assistant button if you're ready to set up your company's records now. You can use the Easy Setup Assistant to walk you through the major setup tasks you need to perform.

Click Finish if you wish to set up your records at a later time.

To create a data file when MYOB AccountEdge isn't running

To change the name of your data file

If you haven't already read the Your Data File Overview, see Changing the names of data files for more information.

1. Quit MYOB AccountEdge.
2. In the Finder, click once on the name of the data file you want to rename. The name is highlighted.
3. Enter the new name you want to use for the file and press return. The new name is assigned to the file.

To change the name of your data file

Warning: Changing the name of a data file may cause problems for other users If you're using MYOB AccountEdge on a network, don't forget that other users might need to access the data file whose name you plan to change. With this in mind, there are two things you should remember:

If others are using the data file, you should wait until they've closed the data file before you attempt to rename it. Renaming a data file while others are using it could damage the data file.

If necessary, remember to inform other users of the data file's name change. They'll need to know the new name of the data file if they want to open it in the future.

To move a data file

If you haven't already read the Your Data File Overview, see Changing the location of data files on your workstation for more information.

1. Exit MYOB AccountEdge.
2. Open the folder containing the file you want to move (probably the folder labeled "MYOB AccountEdge").
3. Drag the icon of the data file you want to move to the folder you want to move it to. The data file is placed in that folder.

To move a data file

Warning: Moving a data file might cause problems for other users If you're using MYOB AccountEdge on a network, don't forget that other users might need to access the data file you plan to move. You may need to change access and sharing settings for the new location to ensure that all your coworkers can continue to work with your data file.

Also, if you move a data file, the custom reports that you've created for the data file will no longer be available unless you also move the reports to the new location. We suggest that you copy the current CUSTOM folder that exists in the location where the data file is currently stored and paste the folder into the new location.

When exiting AccountEdge in the first step of this procedure, be sure no other users are currently working with the data file you wish to move.

To make a backup

If you haven't already read the Your Data File Overview, see Some facts about backups for more information.The data file you wish to back up should be open.

1. Be sure you've made all the accounting entries you want to include in the backup.
2. Choose Backup from the File menu.

If you've chosen to check your data file for errors during the backup process, continue to step 3. If you've chosen not to check your data file for errors, skip to step 4.

3. If you've chosen to check your data file for errors during the backup process, a message will appear, describing the data verification process. Click OK in the message to begin the process of checking your data file for errors. (For more information about the AccountEdge data verification feature, see Verifying data files .)

When the data verification process is complete, a message will appear, describing the results of the test. If the process was successful, continue to step 4.

If the process discovered errors in your data file, we recommend that you optimize the damaged file using the MYOB Optimization Assistant. Although the Optimization Assistant is designed to make your data file more efficient, it also is capable of fixing certain types of data errors that can occur in data files. See Optimizing data files to learn more about optimizing your data file.

Once you've optimized the file, perform the data verification procedure again to determine whether the data errors have been repaired. If errors continue to be discovered, you should strongly consider restoring the most recent backup of your data file and using that data file instead. (We recommend that you check *that* data file for errors, as well.)

4. A dialog box appears, allowing you to enter a name and select a location for the backup file you're about to create.
5. Enter the name you want to assign to the backup, or accept the default name (which includes the date), and select the location you want to create the backup.
6. Click Save to create the backup.

See also

To verify your data file

To verify your data file during the backup process

To optimize a data file

To make a backup

Note: If the backup process doesn't work When you installed AccountEdge, special software used for the backup process was also installed. If an alert message appears when you try to use the Backup command, this software may have been removed from the location where it needs to exist. You'll need to reinstall AccountEdge. To learn how, see Reinstalling MYOB AccountEdge Overview. **Note: Data verification will take some time** The process of checking your data file for errors is complex and time-consuming. Depending upon the size of your data file, the process may take several minutes. **Warning: Select the correct location for your backup** The folder containing your AccountEdge data file appears as the default location for your new backup. If you want to store the backup on a removable disk or in another location, be sure to select that location.

Use the pop-up menu at the top of the dialog box to choose the hard disk drive or removable disk where you want the backup to be located. If you want to store the backup in a folder on the drive choose the folder you want from the list of folders that appears in the middle of the dialog box.

To restore a backup

If you haven't already read the Your Data File Overview, see Restoring backed-up data files for more information.

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

An MYOB software data file should be open.

1. Be sure you've made all the accounting entries you want to include in the data file you're currently using.
2. Choose Restore from the File menu.

If you marked the Prompt for Data Backup When Closing selection in the Preferences window, an alert message appears, asking you whether you want to back up the data file you're currently using. Make the choice you want.

3. A dialog box appears. In this box, locate the backup you want to restore. When you've found the backup, click Open.
4. Another dialog box appears, allowing you to select the location where the backed-up data file will be restored. Select a location from the drop-down list and click Open.
5. An alert message appears, showing you what the decompressed file will be named and where it will be located after it's decompressed. Click OK to decompress the backup. When the restore process is done, AccountEdge will reappear, and the data file you've just restored will be opened automatically.

See also

To make a backup

To verify your data file

To verify your data file during the backup process

To optimize a data file

To restore a backup

Note: You can use other programs to restore backups If you want, you can use other software programs to decompress a backup instead of the Restore command. Many other popular decompression programs will restore your backup files, as well. **Note: If the restore process doesn't work** When you installed MYOB AccountEdge, special software used for the backup process was also installed. If an alert message appears when you try to use the Restore command, this software may have been removed from the location where it needs to exist. You'll need to reinstall AccountEdge. To learn how, see Tax Updates Overview.

To verify your data file during the backup process

If you haven't already read the Your Data File Overview, see Verifying data files for more information.An MYOB AccountEdge data file should be open. The Preferences window should be displayed.

1. Click the Security tab.
2. Mark the box labeled Check Data File for Errors Before the Backup Process, then click OK.
3. The next time you begin to back up your data file, the data verification process will begin. For a detailed description of how the data verification feature works, see Verifying data files .

See also

To make a backup

To verify your data file

To verify your data file during the backup process

To verify your data file

If you haven't already read the Your Data File Overview, see Verifying data files for more information.An MYOB AccountEdge data file should be open.

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

1. From the File menu at the top of your computer screen, choose Verify Data File. A message will appear, describing the data verification process. Click OK in the message to begin the process of checking your data file for errors.
2. When the data verification process is complete, a message will appear, describing the results of the test. If the process was successful, congratulations! Click the OK button to end the data verification process.

If the process discovered errors in your data file, we recommend that you optimize the damaged file using the MYOB Optimization Assistant. Although the Optimization Assistant is designed to make your data file more efficient, it also is capable of fixing certain types of data errors that can occur in data files. See Optimizing data files to learn more about optimizing your data file.

Once you've optimized the file, perform the data verification procedure again to determine whether the data errors have been repaired. If errors continue to be discovered, you should strongly consider restoring the most recent backup of your data file and using that data file instead. (We recommend that you check *that* data file for errors, as well.)

See also

To verify your data file during the backup process

To verify your data file

Note: Data verification will take some time The process of checking your data file for errors is complex and time-consuming. Depending upon the size of your data file, the process may take several minutes.

To optimize a data file

If you haven't already read the Your Data File Overview, see Optimizing data files for more information.

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

If you know the name of the data file and its location on your network, you're ready to begin.

1. When you installed MYOB AccountEdge, the Data Optimization Assistant also was installed on your computer.

The Data Optimization Assistant appears as an icon in the MYOB AccountEdge folder on your hard disk. Locate this icon, then double-click it to start the Data Optimization Assistant.

2. In the Welcome to the MYOB Data Optimization Assistant window, click the Next button to begin.
3. In the window that appears next, click the Find File button. The Open File to Optimize dialog box appears.

The Open File to Optimize dialog box works exactly like other Find File dialog boxes do. Use it to locate the data file you want, highlight the file's name and click OK.

4. Click Next.
5. A window will appear, explaining the optimization process. Read the information carefully and click Next when you're ready to begin optimizing your data file.
6. A window with the words "Optimization Complete" in it will appear when your data file has been optimized. If you keep accounting records for more than one company and you wish to optimize another data file, click the Next button. Otherwise, click the Finish button to exit the Data Optimization Assistant.
7. Verify the data file to ensure it's in proper working condition.

See also

To verify your data file

To restore a backup

To optimize a data file

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

Import and Export Fields Table of Contents

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See also Exporting data from MYOB AccountEdge

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.