

How to import an EXO file into MYOB Accountants Office

Overview

Following is information regarding how to import MYE files, which are MYOB Extraction files, into the General Ledger module.

The information below relates to the following Business Division products: MYOB BusinessBasics, MYOB Accounting, MYOB Accounting Plus and MYOB Premier.

Detail

Before importing client transactions from MYOB Accounting, MYOB Accounting Plus or MYOB Premier into the General Ledger module of Accountants Office, you need to ensure that:

- The client's general ledger is created in the General Ledger module of Accountants Office.
- The dates of the transactions, which are to be imported, fall within the same date range as the ledger.
- The ledger should be configured to record period balances. To check if Record Period Balances is selected, from the General Ledger menu, select Options.

Note: The imported transactions do not include GST amounts. This is because MYOB Accounting and MYOB Premier calculate the GST amounts by using multiple tax codes, whereas Accountants Office uses five general ledger accounts.

There are basically four steps involved in importing transactions into the General Ledger module of Accountants Office from MYOB data files:

[Step 1](#) – Set up the client ledger in the General Ledger module

[Step 2](#) – Export the transactions from the MYOB data file to create the MYE extract file

[Step 3](#) – Extract the transactions from the MYE file into Accountants Office

[Step 4](#) – Import the transactions into your client's general ledger

Step 1 – Set up the client ledger in the General Ledger module

1. Create a new client general ledger or use an existing client ledger. For example, 'Clearwater Pty Ltd' with a new client path as CLWTR001, copying from the 15 Small Company Template.
2. From the General Ledger menu, select Options.
The Ledger Configuration window appears.
3. Make sure the Record Period Balances checkbox is selected.
4. Make sure the Year End Date is for the correct period.
5. Click OK.

Step 2 – Export the transactions from the MYOB data file to create the MYE extract file

1. Open the MYOB data file.
2. In the Accounts command centre, click the Send to Accountant button.
3. Select the option This Year, for example, FY05, and click the month/s for which you will be exporting the transactions.

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To select multiple months, click and drag the mouse over the required months.

Note: You can also select Next Year for example, FY06, if you want to export transactions in a future period.

4. Select Financial Only from the Information Required field.
5. Click the Disk button, and save the MYE extraction file to a location such as the Desktop or My Documents.

Step 3 – Extract the transactions from the MYE file into Accountants Office

1. Start Windows Explorer.
2. Locate the MYE Extract File that you saved in the above steps.
3. Double-click the file.
The **Processing MYE file** window appears.
4. Click **OK**.
The MYE file is extracted and two FOXPRO files are created within the same folder.

Note: This process imports the transactions into the Connect folder of the Data folder of Accountants Office. For example, M:\MYOBAO\Data\Connect.

5. Close Windows Explorer.

Step 4 – Import the transactions into your client's general ledger

6. Open the clients' general ledger that was created earlier in Accountants Office.
7. Follow the menu path:
File > Import > MYOB Accounting Ledger (Accountant Link File).
The Import from MYOB Accountant Link window appears.
8. At the Client e-mail Transaction Store field, click the drop-down list and select your client's name.

Note: If nothing appears in the Client e-mail Transaction Store, check that the year end date of the general ledger is the same as the year end of the data file. Also, ensure that Record Period Balances is selected in the **Ledger Configuration** window.

9. Select the Use 'Customised' Account Code conversion Template option.
10. Click Import.
11. Select Create a new Custom Template and click OK.
12. Click Yes.
The Account Code Conversion window appears.
This window allows you to map the MYOB Accounting chart of accounts to the corresponding Accountants Office account codes.
13. Match the MYOB Accounting account codes, shown in the Old Code column, to the General Ledger account codes by typing them in the New Code column.

Note: If you are unsure of the account numbers, press F9 to see a list of accounts in the current ledger.

Account code mapping is a necessity because MYOB BusinessBasics / Accounting / Accounting Plus / Premier all have an "x-xxxx", 5 digit, account code format, which simply appears as xxxxx during the mapping. The General Ledger module of Accountants Office has an "xxx/xx" 3 digit, account code

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format, with an additional 2 digits for sub-codes, on a standard chart. Hence, mapping ensures that the account values are posted to the correct accounts.

1. Once you have mapped all account codes, click Import.
A message appears advising how many transactions have been posted.

Note: If you intend to run the import process for this same client again in future, save the template before clicking **OK**

2. Click **OK**.
The imported transactions appear on your ledger.