

Import/Export files

There are two types of MYOB Accounting import/export files.

In the first type of file, all information for a single entry is on a single line. The Accounts file, Items file, and Card file are of this type. All information for each account, item or card is on a single line. There are tabs (or commas) between each field and a carriage return at the end of the line. Ignoring the header record, if there are 10 lines in the file, then you are importing 10 accounts, items or cards.

The second type of import/export file is slightly different. This type includes Journal Entries, Miscellaneous Sales and Miscellaneous Purchases. Here the data can be variable in length. A journal entry, for example, can have a single debit and credit amount, or it can have 32,000 debit and credit amounts. With these files, MYOB Accounting puts a carriage return at the end of every line and uses an extra carriage return to separate entries.

Fields in Import/Export Files

Account Fields

Field	Description (Account Fields)
Account Number	5 digits. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (e.g. 1-1234).
Account Name	30 characters, alphanumeric.
Header	1 character field. Any non-blank character signifies that it is a header account.
Balance	Dollar amount field. Up to 15 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Cheque Privileges	1 character field. Any non-blank character signifies that the account is a detail cheque or credit card account.
Last Cheque Number	7 digits.
Tax Code	Up to 3 alphanumeric characters. Must be a valid tax code.

Item Fields

Field	Descriptions (Item Fields)
Item Number	30 characters, alphanumeric.
Item Name	30 characters, alphanumeric.
Buy	1 character field. Any non-blank character signifies that the item is bought.
Sell	1 character field. Any non-blank character signifies that the item is sold.
Inventory	1 character field. Any non-blank character signifies that the item is inventoried.

Field	Descriptions (Item Fields)
Asset Acct	Linked asset account. 5 digits. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (i.e. 1-1234).
Income Acct	Linked income account. 5 digits. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (i.e. 1-1234).
Expense/COS Acct	Linked expense or cost of sales account. 5 digits. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (i.e. 1-1234).
Primary Vendor	31 characters, alphanumeric. Must match the name of a vendor card in your card file. (If the vendor is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
Vendor Item #	30 alphanumeric characters.
Tax Code When Bought	3 character field. Must be a valid MYOB Accounting tax code.
Buy Unit Measure	5 characters, alphanumeric.
# Items/Buy Unit	4 digits.
Reorder Quantity	10 digits, including up to 3 decimal places.
Minimum Level	10 digits, including up to 3 decimal places.
Selling Price	11 digits, including up to 3 decimal places.
Sell Unit Measure	5 characters, alphanumeric.
Tax Code When Sold	Up to 3 alpha-numeric characters. The tax type must be either Sales Tax, Goods & Services Tax, or Consolidated (provided that the sub-taxes are assigned either Sales Tax or Goods & Services Tax types).
Sell Price Inclusive	1 character field. Any non-blank character signifies that the price is inclusive.
Sales Tax Calculation Method	1 numeric character: '0' equates to Actual Selling Price; '3' equates to Base Selling Price. If this field is blank, or another non-numeric character is entered, the value will default to '0'. Must be an 'I Sell' item.
# Items/Sell Unit	4 digits.

Time Billing Activity Fields

Field	Description (Account Fields)
Activity ID	30 alphanumeric characters. This must be a unique id. Compulsory field for import.
Activity Name	20 alphanumeric characters. If blank, import will substitute a value.
Description	255 alphanumeric characters.
Use Desc on Inv	1-character field, an 'x' signifying that the description is to be used on the invoice instead of the item name.
Non-Hourly	1-character field. Any non-blank character signifies that the Type of this activity is Non-hourly.
Non-Chargeable	1-character field. Any non-blank character signifies that the Status of this activity is Non-chargeable. The activity status of an existing activity cannot be changed through importing.

Field	Description (Account Fields)
Use Rate	1-alpha character field. An 'E' indicates that the Employee Billing Rate is being used. A 'C' indicates that the Customer Billing Rate is being used. An 'A' indicates that the Activity Rate is being used. Compulsory field if the activity is hourly or chargeable. If there is an activity rate in the existing activity record, and you are updating it with the employee or customer rate, the activity rate field will not be displayed.
Activity Rate	11 numeric characters, up to 4 decimal places. This field is only available for chargeable non-hourly activities, and hourly activities when the Use Activity Rate has been specified.
Income Acct	5 alpha-numeric characters, in format 9-9999. Income accounts are required for chargeable activities. When importing a new chargeable activity, if the record contains an invalid income account, the Status should be changed to non-chargeable, and a warning message displayed. Account must be a postable account. If an account has been recorded for a non-chargeable activity, it will be ignored.
Tax Code When Sold	Up to 3 alphanumeric characters. This field is only available for chargeable activities.
Units of Measure	5 alpha-numeric characters. The unit of measurement for hourly activities will be 'hour' by default, and cannot be changed through importing.

Time Billing Activity Slip Fields

Field	Description (Account Fields)
Employee Co/ Last Name	If a company name (with no first name), up to 31 alphanumeric characters. If a last name, up to 15 alphanumeric characters. Cannot be blank.
Employee First Name	Up to 15 alphanumeric characters if a last name recorded in the previous field.
Activity Slip ID	8 alphanumeric characters.
Date	10 alphanumeric characters, including non-numeric separator between days/months/years.
Activity ID	30 alphanumeric characters. Must be an existing activity id. Cannot be blank.
Customer Co/ Last Name	If a company name (with no first name), up to 31 alphanumeric characters. If a last name, up to 15 alphanumeric characters. Cannot be blank for chargeable activities.
Customer First Name	Up to 15 alphanumeric characters if a last name entered in the previous field.
Units	11 numeric characters, including up to 2 decimal places.
Rate	11 numeric characters, including 2 decimal places. The rate field only available for chargeable activities. A default rate will be substituted if blank.
Job	5 alphanumeric characters. Only available for chargeable activities. Must be an existing job.
Notes	255 alphanumeric characters.
Adjustment Dollars	11 numeric characters, including up to 2 decimal places. Only available for chargeable activities.
Adjustment Units	11 numeric characters, including up to 2 decimal places. Only available for chargeable activities.
Already Billed Dollars	11 numeric characters, including up to 2 decimal places. Only available for chargeable activities.

Field	Description (Account Fields)
Already Billed Units	11 numeric characters, including up to 2 decimal places. Only available for chargeable activities.
Start Time	7 numeric characters in the format 'hh:mm'. Only available for hourly activities.
Stop Time	7 numeric characters in the format 'hh:mm'. Only available for hourly activities.

Journal Entry Fields

Field	Description (Journal Entry Fields)
Journal Number	8 characters, alphanumeric.
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days, and years.
Memo	255 characters, alphanumeric.
Account Number	Must be valid, pre-existing MYOB Accounting account number. 5 digits. May (optionally) have a non-numeric separator between the first digit and the last 4 digits (i.e. 1-1234).
Debit Amount	Dollar amount field. Up to 15 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Credit Amount	Dollar amount field. Up to 15 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Job	5 characters, alphanumeric. Must match a preexisting job in your MYOB Accounting data file.

The above information is repeated for every line of the Journal Entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each sales entry to the linked receivables account. The customer's receivable balance is also updated. The **Paid Today** field cannot be imported.)

Customer Card Fields

Field	Description (Customer Card Fields)
Co./Last Name	If a company name (no first name), up to 31 characters, alphanumeric. If a last name, up to 15 characters, alphanumeric.
First Name	Up to 15 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
City	255 characters, alphanumeric.
State	255 characters, alphanumeric.

Field	Description (Customer Card Fields)
Postcode	10 characters, alphanumeric.
Addr 2 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
City	255 characters, alphanumeric.
State	255 characters, alphanumeric.
Postcode	10 characters, alphanumeric.
Phone # 1	21 characters, alphanumeric.
Phone # 2	21 characters, alphanumeric.
Fax #	21 characters, alphanumeric.
Identifiers	10 characters, alpha only.
Salutation	15 characters, alphanumeric.
Contact Name	25 characters, alphanumeric.
Notes	255 characters, alphanumeric.
Billing Rate	Up to 4 decimal places, numeric only
Terms: Payment is Due	Single numeric character. '0' equates to Cash on Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM
Terms: Discount Days/Date	Values 1-30 will be passed for dates from the 1st to the 30th of the month. End of the month will be '31'. Blank or invalid defaults to '0'. If the value for Payment is Due is '3' or '5', this defaults to '1'.
Terms: Balance Due Days	Values 1-30 will be passed for dates from the 1st to the 30th of the month. End of the month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount	If blank or invalid value passed, this defaults to '0'.
Terms: % Monthly Charge	If blank or invalid value passed, this defaults to '0'.
Tax Code	Up to 3 alpha-numeric characters. The tax type must be either Sales Tax, Goods & Services Tax, or Consolidated (provided that all sub-taxes are assigned either Sales Tax or Goods & Services Tax types).
Use Customer's Tax Code	Any non-blank character signifies that the checkbox should be checked.
Credit Limit	Up to two decimal places.
Tax ID No.	Up to 19 alpha-numeric characters.
A.B.N.	Exactly 11 numeric digits. No spacing required.

Field	Description (Customer Card Fields)
A.B.N. Branch	Up to 11 numeric digits. No spacing required.
Volume Discount %	Up to two decimal places.

Vendor Card Fields

Field	Description (Vendor Card Fields)
Co./Last Name	If a company name (no first name), up to 31 characters, alphanumeric. If a last name, up to 15 characters, alphanumeric.
First Name	Up to 15 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
City	255 characters, alphanumeric.
State	255 characters, alphanumeric.
Postcode	10 characters, alphanumeric.
Addr 2 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
City	255 characters, alphanumeric.
State	255 characters, alphanumeric.
Postcode	10 characters, alphanumeric.
Phone # 1	21 characters, alphanumeric.
Phone # 2	21 characters, alphanumeric.
Fax #	21 characters, alphanumeric.
Identifiers	10 characters, alpha only.
Salutation	15 characters, alphanumeric.
Contact Name	25 characters, alphanumeric.
Notes	255 characters, alphanumeric.
Billing Rate	Up to 4 decimal places, numeric only
Cost Per Hour	Up to 4 decimal places, numeric only
Terms: Payment is Due	Single numeric character. '0' equates to Cash on Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM

Field	Description (Vendor Card Fields)
Terms: Discount Days/Date	Values 1-30 will be passed for dates from the 1st to the 30th of the month. End of the month will be '31'. Blank or invalid defaults to '0'. If the value for Payment is Due is '3' or '5', this defaults to '1'.
Terms: Balance Due Days	Values 1-30 will be passed for dates from the 1st to the 30th of the month. End of the month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount	If blank or invalid value passed, this defaults to '0'.
Tax Code	Up to 3 alpha-numeric characters. Must be a valid tax code.
Use Vendor's Tax Code	Any non-blank character signifies that the checkbox should be checked.
Credit Limit	Up to two decimal places.
Tax ID No.	Up to 19 alpha-numeric characters.
A.B.N.	Exactly 11 numeric digits. No spacing required.
A.B.N. Branch	Up to 11 numeric digits. No spacing required.
Volume Discount %	Up to two decimal places.

Employee Card Fields

Field	Description (Employee Card Fields)
Co./Last Name	If a company name (no first name), up to 31 characters, alphanumeric. If a last name, up to 15 characters, alphanumeric.
First Name	Up to 15 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
City	255 characters, alphanumeric.
State	255 characters, alphanumeric.
Postcode	10 characters, alphanumeric.
Phone # 1	21 characters, alphanumeric.
Phone # 2	21 characters, alphanumeric.
Fax #	21 characters, alphanumeric.
Identifiers	10 characters, alpha only.
Salutation	15 characters, alphanumeric.
Notes	255 characters, alphanumeric.

Field	Description (Employee Card Fields)
Billing Rate	Up to 4 decimal places, numeric only.
Cost Per Hour	Up to 4 decimal places, numeric only.

Personal Card Fields

Field	Description (Personal Card Fields)
Co./Last Name	If a company name (no first name), up to 31 characters, alphanumeric. If a last name, up to 15 characters, alphanumeric.
First Name	Up to 15 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
City	255 characters, alphanumeric.
State	255 characters, alphanumeric.
Postcode	10 characters, alphanumeric.
Phone # 1	21 characters, alphanumeric.
Phone # 2	21 characters, alphanumeric.
Fax #	21 characters, alphanumeric.
Identifiers	10 characters, alpha only.
Salutation	15 characters, alphanumeric.
Notes	255 characters, alphanumeric.

Service Sales Fields

Field	Description (Service Sales Fields)
Co./Last name	31 Characters, alphanumeric. Must match a pre-existing customer card in your MYOB Accounting data file. (If the customer is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
Inclusive	1 character field. Any non-blank character signifies that the invoice is tax inclusive.
Invoice #	8 characters, alphanumeric

Field	Description (Service Sales Fields)
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Customer P/O	20 characters, alphanumeric
Ship Via	20 characters, alphanumeric. If the Ship Via method does not exist in the Shipping Methods list, it will be ignored.
Handwritten	1 character field. Any non-blank character signifies that the invoice is handwritten.
Description	255 characters, alphanumeric.
Account No.	5 characters, numeric, plus an optional non-numeric separator between the first digit and the final four digits. Must match a pre-existing postable (detail) account in MYOB Accounting.
Ex-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Inc-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Job No.	5 characters, alphanumeric. Must match an existing postable (detail) job in MYOB Accounting.
Comment	255 characters, alphanumeric.
Journal Memo	255 characters, alphanumeric.
Salesman Last Name	15 characters, alphanumeric. Must match an existing Employee card in MYOB Accounting.
Salesman First name	125 characters, alphanumeric
Shipping Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years. This is the 'Promised Date' for a pending sale.
Inquiry Source	Up to 20 alphanumeric characters. Must match an existing Inquiry Source in MYOB Accounting.
Tax Code	Up to 3 alphanumeric characters. Must be a valid tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.

Field	Description (Service Sales Fields)
Ex-Tax Freight Amount	Currency amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Inc-Tax Freight Amount	Currency amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight Tax Code	Up to 3 alphanumeric characters. Must be a valid tax code.
Freight Non GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 character, alphanumeric. Any non-blank character marks the sale as pending and places it in the Pending file.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1-30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1-30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.
Terms: % Monthly Charge	If blank or invalid value passed, this value defaults to '0'.

The above information is repeated for every line of the Service Sales entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each sales entry to the linked receivables account. The customer's receivable balance is also updated. The **Paid Today** field cannot be imported.)

Item Sales Fields

Field	Description (Item Sales Fields)
Co./Last Name	31 Characters, alphanumeric. Must match a pre-existing customer card in your MYOB Accounting data file. (If the customer is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4 cannot exceed 255 characters, alphanumeric).
Inclusive	1 character field. Any non-blank character signifies that the invoice is tax inclusive.
Invoice Number	8 characters, alphanumeric
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Customer P/O	20 characters, alphanumeric.
Ship via	20 characters, alphanumeric. If the Ship Via method does not exist in the Shipping Methods list, it will be ignored.
Handwritten	1 character field. Any non-blank character signifies that the invoice is handwritten.
Item Number	13 characters, alphanumeric. Must match the number of an item that is sold in you Items List. If the item is not in your list or is not marked as "I sell this item", the invoice will not be imported.
Quantity	10 digits - allows 3 decimal places and decimal point (included in 8 character count). May be negative. If the quantity is greater than the on-hand quantity of an inventoried item, the invoice will not be imported.
Description	255 characters, alphanumeric. If the imported description is invalid or not present, the default description for the item will be used. If the imported description is too long, it will be truncated
Ex-Tax Price	Currency amount field. Up to 14 characters, including 3 decimal places. If no decimal entered, MYOB Accounting appends '.00'. If the price is invalid, the default item price will be used.
Inc-Tax Price	Currency amount field. Up to 14 characters, including 3 decimal places. If no decimal entered, MYOB Accounting appends '.00'. If the price is invalid, the default item price will be used.
Discount	10 digits including up to 2 decimal places (not to exceed 100%). May be negative. If Total amount does not match Quantity x Price - Discount, the discount will be recalculated by MYOB Accounting.
Ex-Tax Total	Currency amount. Up to 18 characters (including numbers, currency symbol, commas and negative signs) If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, the amount is rounded to the nearest cent. May be negative. If total does not match Price x Quantity - Discount, MYOB Accounting will adjust the discount. If Total is not present, MYOB Accounting will calculate it.

Field	Description (Item Sales Fields)
Inc-Tax Total	Currency amount. Up to 18 characters (including numbers, currency symbol, commas and negative signs) If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, the amount is rounded to the nearest cent. May be negative. If total does not match Price x Quantity - Discount, MYOB Accounting will adjust the discount. If Total is not present, MYOB Accounting will calculate it.
Job	5 characters, alphanumeric. Must match a pre-existing Detail job in your Jobs List.
Comment	255 characters, alphanumeric.
Journal Memo	255 characters, alphanumeric.
Salesman Last Name	31 characters, alphanumeric. Must match the name of an Employee in your card file.
Salesman First Name	15 characters, alphanumeric
Shipping Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years. This is the "Promised Date" for a Pending sale.
Inquiry Source	Up to 20 alphanumeric characters. Must match an existing Inquiry Source in MYOB Accounting.
Tax Code	Up to 3 alphanumeric characters. Must be a valid, existing tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Ex-Tax Freight Amount	Currency amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Inc-Tax Freight Amount	Currency amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight Tax Code	Up to 3 alphanumeric characters. Must be a valid existing tax code.
Freight Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.

Field	Description (Item Sales Fields)
Freight GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 character, alphanumeric. Any non-blank character signifies that the invoice is a pending invoice and will be added to the pending file.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.
Terms: % Monthly Charge	If blank or invalid value passed, this value defaults to '0'.

The above information is repeated for every line of the Item Sales entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each sales entry to the linked receivables account. The customer's receivable balance is also updated as is the inventory items on hand quantity. The **Paid Today** field cannot be imported.)

Professional Sales Fields

Field	Description (Professional Sales Fields)
Co./Last Name	31 Characters, alphanumeric. Must match a pre-existing customer card in your MYOB Accounting data file. (If the customer is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric
Invoice Number	8 characters, alphanumeric
Invoice Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.

Field	Description (Professional Sales Fields)
Inclusive	1 character field. Any non-blank character signifies that the invoice is tax inclusive.
Handwritten	1 character field. Any non-blank character signifies that the invoice is handwritten.
Detail Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years. This is the date of the line item of the Professional invoice.
Description	255 characters, alphanumeric
Account number	5 characters, numeric, plus an optional non-numeric separator between the first digit and the final four digits. Must match a pre-existing postable (detail) account in MYOB Accounting.
Ex-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative.
Inc-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative.
Job number	5 characters, alphanumeric. Must match a pre-existing Detail job in your Jobs List.
Comment	255 characters, alphanumeric
Journal Memo	255 characters, alphanumeric
Promised Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Inquiry Source	Up to 20 alphanumeric characters. Must match an existing Inquiry Source in MYOB Accounting.
Tax Code	3 characters, alphanumeric. Must be a valid existing tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 character, non-blank, alphanumeric.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.

Field	Description (Professional Sales Fields)
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.
Terms: % Monthly Charge	If blank or invalid value passed, this value defaults to '0'.

The above information is repeated for every line of the Professional Sales entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each sales entry to the linked receivables account. The customer's receivable balance is also updated. The **Paid Today** field cannot be imported.)

Time Billing Sales Fields

Field	Description (Time Billing Sales Fields)
Company/Last Name	31 characters, alphanumeric. Must match a pre-existing customer card in your Premier data file. (If the customer is an individual, Premier matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric.
Invoice #	Up to 8 alphanumeric characters. A warning will be displayed in the case of a duplicate number, but the record will still be updated.
Date	10 alphanumeric characters, using the system date format. Transactions dated before the current financial year, dated before you conversion date, or dated before your Posting Complete date cannot be imported, and error messages will be displayed in this situations.
Inclusive	1 character field. Any non-blank character signifies that the invoice is tax inclusive.
Handwritten	1 alphanumeric character. Any non-blank character signifies that this is a handwritten invoice.
Detail Date	10 alphanumeric characters, using the system date format. This date can be before the beginning of the financial year, before the conversion date and before the Posting Complete date.
Activity ID	Up to 30 alphanumeric characters, using the system date format. Compulsory field. Must be a chargeable activity.
Hrs/Units	Up to 11 numeric characters. May be a negative amount.
Note	Up to 255 alphanumeric characters.
Rate	11 numeric characters. If no rate is imported, a substitute rate is automatically re-calculated by dividing the amount by the hours/units.
Ex-Tax Amount	Dollar amount field. Up to 18 numeric characters (including numbers, dollar signs, commas, negative signs). If no decimal is entered, MYOB Accounting appends '00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.

Field	Description (Time Billing Sales Fields)
Inc-Tax Amount	Dollar amount field. Up to 18 numeric characters (including numbers, dollar signs, commas, negative signs). If no decimal is entered, MYOB Accounting appends '00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Job	5 alphanumeric characters. The job must be an existing job.
Comment	Up to 255 alphanumeric characters.
Journal Memo	Up to 255 alphanumeric characters.
Promised Date	10 alphanumeric characters.
Inquiry Source	Up to 20 alphanumeric characters. Must match an existing inquiry source in MYOB Accounting.
Tax Code	Up to 3 alphanumeric characters. Must be an existing tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal is entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 alphanumeric character. Any non-blank character signifies that this is a pending invoice.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.
Terms: % Monthly Charge	If blank or invalid value passed, this value defaults to '0'.

The above information is repeated for every line of the Time Billing Sales entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each sales entry to the linked receivables account. The customer's receivable balance is also updated. The **Paid Today** field cannot be imported.)

Miscellaneous Sales Fields

Field	Description (Miscellaneous Sales Fields)
Co./Last Name	31 characters, alphanumeric. Must match a pre-existing customer card in your MYOB Accounting data file. (If the customer is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric.
Journal Number	8 characters alphanumeric.
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days, and years.
Inclusive	1 character field. Any non-blank character signifies that the invoice is inclusive.
Memo	255 characters, alphanumeric.
Slsmn Last Name	If entered as a company name, 31 characters, alphanumeric. (If the employee is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.) Must match a preexisting employee card in your MYOB Accounting data file.
Slsmn First Name	Up to 15 characters, alphanumeric. Must match a preexisting employee card in your MYOB Accounting data file.
Inquiry Source	Up to 20 alphanumeric characters. Must match an existing Inquiry Source in MYOB Accounting.
Description	255 characters, alphanumeric.
Account Number	5 digits. Must match a pre-existing account in your MYOB Accounting data file.
Ex-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative.
Inc-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative.
Job	5 characters, alphanumeric. Must match a pre-existing job in your MYOB Accounting data file.
Tax Code	Up to 3 alphanumeric characters.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.

Field	Description (Miscellaneous Sales Fields)
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.
Terms: % Monthly Charge	If blank or invalid value passed, this value defaults to '0'.

The above information is repeated for every line of the Miscellaneous Sales entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each sales entry to the linked receivables account. The customer's receivable balance is also updated. The **Paid Today** field cannot be imported.)

Service Purchase Fields

Field	Description (Service Purchase Fields)
Co./Last name	31 Characters, alphanumeric. Must match a pre-existing vendor card in your MYOB Accounting data file. (If the vendor is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4) cannot exceed 255 characters, alphanumeric.
Inclusive	1 character field. Any non-blank character signifies that the purchase order is tax inclusive.
Purchase Order #	8 characters, alphanumeric
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Vendor Invoice #	20 characters, alphanumeric
Ship Via	20 characters, alphanumeric. If the Ship Via method does not exist in the Shipping Methods list, it will be ignored.
Handwritten	1 character field. Any non-blank character signifies that the purchase is handwritten.
Description	255 characters, alphanumeric.

Field	Description (Service Purchase Fields)
Account No.	5 characters, numeric, plus an optional non-numeric separator between the first digit and the final four digits. Must match a pre-existing postable (detail) account in MYOB Accounting.
Ex-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Inc-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Job No.	5 characters, alphanumeric. Must match an existing postable (detail) job in MYOB Accounting.
Comment	255 characters, alphanumeric.
Journal Memo	255 characters, alphanumeric.
Shipping Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years. This is the 'Promised Date' for a pending sale.
Tax Code	Up to 3 alphanumeric characters. Must be a valid tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Import Duty Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Ex-Tax Freight Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Inc-Tax Freight Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight Tax Code	Up to 3 alphanumeric characters. Must be a valid tax code.
Freight Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.

Field	Description (Service Purchase Fields)
Freight Import Duty Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 character, alphanumeric. Any non-blank character marks the purchase as pending.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.

The above information is repeated for every line of the Service Purchase entry. A carriage return ends each line in the entry. An additional carriage return separates each purchase entry. (MYOB Accounting allocates the total for each purchase entry to the linked payables account. The payables balance for the vendor is also updated. The **Paid Today** field cannot be imported.)

Item Purchase Fields

Field	Description (Item Purchase Fields)
Co./Last Name	31 Characters, alphanumeric. Must match a pre-existing vendor card in your MYOB Accounting data file. (If the vendor is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric.
Addr 1 - Line 1 - Line 2 - Line 3 - Line 4	Total address field (lines 1 through 4 cannot exceed 255 characters, alphanumeric).
Inclusive	1 character field. Any non-blank character signifies that the purchase order is tax inclusive.
Purchase Order #	8 characters, alphanumeric
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Vendor Invoice #	20 characters, alphanumeric.
Ship via	20 characters, alphanumeric. If the Ship Via method does not exist in the Shipping Methods list, it will be ignored.

Field	Description (Item Purchase Fields)
Handwritten	1 character field. Any non-blank character signifies that the purchase is handwritten.
Item Number	13 characters, alphanumeric. Must match the number of an item that is bought in your Items List. If the item is not in your list or is not marked as "I buy this item", the purchase will not be imported.
Quantity	10 digits - including up to 3 decimal places and decimal point. May be negative.
Description	255 characters, alphanumeric. If the imported description is invalid or not present, the default description for the item will be used. If the imported description is too long, it will be truncated.
Ex-Tax Price	Currency amount field. Up to 14 characters, including 3 decimal places. If no decimal entered, MYOB Accounting appends '.00'. If the price is invalid, the default item price will be used.
Inc-Tax Price	Currency amount field. Up to 14 characters, including 3 decimal places. If no decimal entered, MYOB Accounting appends '.00'. If the price is invalid, the default item price will be used.
Discount%	10 digits including up to 2 decimal places (not to exceed 100%). May be negative. If Total amount does not match Quantity x Price - Discount, the discount will be recalculated by MYOB Accounting.
Ex-Tax Total	Currency amount. Up to 15 characters (including numbers, currency symbol, commas and negative signs) If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, the amount is rounded to the nearest cent. May be negative. If total does not match Price x Quantity - Discount, MYOB Accounting will adjust the Discount. If Total is not present, MYOB Accounting will calculate it.
Inc-Tax Total	Currency amount. Up to 15 characters (including numbers, currency symbol, commas and negative signs) If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, the amount is rounded to the nearest cent. May be negative. If total does not match Price x Quantity - Discount, MYOB Accounting will adjust the Discount. If Total is not present, MYOB Accounting will calculate it.
Job	5 characters, alphanumeric. Must match a pre-existing Detail job in your Jobs List.
Comment	255 characters, alphanumeric.
Journal Memo	255 characters, alphanumeric.
Shipping Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years. This is the "Promised Date" for a Pending purchase.
Tax Code	Up to 3 alphanumeric characters. Must be a valid existing tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Import Duty Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.

Field	Description (Item Purchase Fields)
Ex-Tax Freight Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Inc-Tax Freight Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight Tax Code	Up to 3 alphanumeric characters. Must be a valid existing tax code.
Freight Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Freight Import Duty Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 character, alphanumeric. Any non-blank character signifies that the invoice is a pending invoice and will be added to the pending file.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.

The above information is repeated for every line of the Item Purchase entry. A carriage return ends each line in the entry. An additional carriage return separates each purchase entry. (MYOB Accounting allocates the total for each purchase entry to the linked payables account. The payables balance for the vendor is also updated as is the inventory items on hand quantity. The **Paid Today** field cannot be imported.)

Professional Purchase Fields

Field	Description (Professional Purchase Fields)
Co./Last Name	31 Characters, alphanumeric. Must match a pre-existing vendor card in your MYOB Accounting data file. (If the vendor is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name).
First Name	Up to 15 characters, alphanumeric
Purchase #	8 characters, alphanumeric
Purchase Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Inclusive	1 character field. Any non-blank character signifies that the purchase order is tax inclusive.
Handwritten	1 character field. Any non-blank character signifies that the purchase is handwritten.
Journal Memo	255 characters, alphanumeric
Detail Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years. This is the date of the line item of the Professional purchase.
Description	255 characters, alphanumeric
Account number	5 characters, numeric, plus an optional non-numeric separator between the first digit and the final four digits. Must match a pre-existing postable (detail) account in MYOB Accounting.MYOB Accounting
Ex-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative.
Inc-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative.
Job number	5 characters, alphanumeric. Must match a pre-existing Detail job in your Jobs List.
Comment	255 characters, alphanumeric
Promised Date	Follows date convention for your system. Allows any non-numeric as separator between months, days and years.
Tax Code	Up to 3 alphanumeric characters. Must be a valid existing tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.

Field	Description (Professional Purchase Fields)
Import Duty Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Pending	1 character, non-blank, alphanumeric.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.

The above information is repeated for every line of the Professional purchase entry. A carriage return ends each line in the entry. An additional carriage return separates each purchase entry. (MYOB Accounting allocates the total for each purchase entry to the linked payables account. The payables balance for each vendor is also updated. The **Paid Today** field cannot be imported.)

Miscellaneous Purchases Fields

Field	Description (Miscellaneous Purchase Fields)
Co./Last Name	31 characters, alphanumeric. Must match a pre-existing vendor card in your MYOB Accounting data file. (If the vendor is an individual, MYOB Accounting matches on the last name, followed by a comma and a space, followed by the first name.)
First Name	Up to 15 characters, alphanumeric.
Journal Number	8 characters alphanumeric.
Date	Follows date convention for your system. Allows any non-numeric as separator between months, days, and years.
Inclusive	1 character field. Any non-blank character signifies that the purchase order is tax inclusive.
Memo	255 characters, alphanumeric.
Description	255 characters, alphanumeric.
Account Number	5 digits. Must match a pre-existing account in your MYOB Accounting data file.
Ex-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.

Field	Description (Miscellaneous Purchase Fields)
Inc-Tax Amount	Dollar amount field. Up to 18 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent.
Job	5 characters, alphanumeric. Must match a pre-existing job in your MYOB Accounting data file.
Tax Code	Up to 3 alphanumeric characters. Must be a valid tax code.
Non-GST/LCT Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
GST Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal is entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Import Duty Amount	Dollar amount field. Up to 21 characters (including numbers, dollar signs, commas, negative signs). If no decimal is entered, MYOB Accounting appends '.00'. If more than 2 decimals, MYOB Accounting rounds to nearest cent. May be negative. This number is either imported or calculated.
Terms: Payment is Due	Single numeric character. '0' equates to Cash On Deliver; '1' equates to PrePaid; '2' equates to In a Given # of Days; '3' equates to On a Day of the Month; '4' equates to # of Days after EOM; '5' equates to Day of Month after EOM.
Terms: Discount Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to '1'.
Terms: Balance Due Days/Date	Values 1 — 30 will be passed for dates from the 1st to the 30th of the month. End of the Month will be '31'. Blank or invalid value defaults to '0'. If the value for Payment is Due is '3' or '5', this value defaults to 'EOM'.
Terms: % Discount for Early Pymt	If blank or invalid value passed, this defaults to '0'.

The above information is repeated for every line of the Miscellaneous Purchases entry. A carriage return ends each line in the entry. An additional carriage return separates each sales entry. (MYOB Accounting allocates the total for each purchases entry to the linked payables account. The vendor's payable balance is also updated. The **Paid Today** field cannot be imported.