Export to MYOB Cloud – Company File hosted Online.

Please ensure that MYOB is open before running the export function.

Go to the Invoice/Export module and select MYOB Cloud to open the window to logon. Click on the Logon icon and enter your MYOB Cloud logon details into the 'Sign in to MYOB' screen. These details will be your email address and password that you set up when you first activated MYOB Cloud.

File	HOME CONTACTS RESO	OURCES INVENTORY	QUOTES PURCHASING ORDERS	JOBS/SCHEDULING INVO	DICING QUALITY	MANAGEMENT	WORKSHOP	ADMINISTRATO
New	Save Cut Save Cut Clipboard	Edit Invoice Print Invoice View Inv Batch Invoice	ice To Do Myob bice Export-MYOE	B Export-XERO port rs	• •			
	1		MYOB - Cloud					83
	💿 Logon 🛛 Dogoff	Online 🗸					L Settings	
	Export Invoice Export Purchase E	Exe a	Sign in to MYOB	- MYOB	- 🗆 ×			
	Inv No Inv Date Cli	iert	myo	b		Tax Br	Select Invoice	
			Sign in to N	МҮОВ				
							Select All	
			Email]			Export Invoice	
			Password				Line Item with No Price	
				Show			No Client UID No Account UID	
			Stay signed in for 12 hours ()				Use Branch	
			Sign in					
			Forgotten your pa	assword?				
							🖶 Print	
			Company the is to	onmetteu to -		1		

A blank window appears but at the very top it will say 'Working' close this window. Please wait 5 seconds before closing the window.



The 'Select Company File' window appears, select the file and then click on the OK button.



Enter you normal MYOB logon details. These logon details will be the same as you have always used to logon to MYOB.

Myob - Credentials		-		×
<u>U</u> sername:				
<u>P</u> assword:				
	[<u>О</u> К	<u>C</u> an	cel

Once you are logged onto MYOB and your company file select the 'Export Invoice' tab and then click on the 'Select Invoices' button. Either click on the 'Select All' button or double click on the invoices to export. Click on the 'Export Invoices' button to export the invoices to MYOB. <u>Always click on the 'Select Invoices' button</u> again to refresh the window before attempting to export again.

Logon	Logoff	Online	~									
port Invoice	Export Purchase	Export Clients	Export Suppliers	Import Account Code	s Import Tax Codes	Check Inv/Pur	Update Balance					
Inv No	Inv Date	Client Code		Client Name		Amt Excl	Amt Tax	Amt Incl	Acc	Tax	Br	Sel Invoices
1 7557	02/08/17					\$2,894.08	\$289.41	\$3,183.49			No	
2 7560	02/08/17					\$4,006.00	\$400.60	\$4,405.60			No	Clear All
4 7562	02/08/17					\$3.091.08	\$309.11	\$3,400.19			No	
5 7563	02/08/17					\$4,078.00	\$407.80	\$4,485.80			No	ST Colored All
5 7572	16/08/17					\$100.00	\$10.00	\$110.00			No	Select All
												No Client UID No Account UID No Tax UID Use Branch
		Exc	luding Tax	\$16,352.16 Tax	\$1,635.22	Including Ta	x \$17,98	87.38				🖶 Print List

MYOB - Clou	d											
Logon	Logoff	Online	~									
Export Invoice	Export Purchase	Export Clients	Export Suppliers	Import Account Codes	Import Tax Codes	Check Inv/Pur	Update Balance					
Inv No	Inv Date C	lient Code		Client Name		Amt Excl	Amt Tax	Amt Incl	Acc	Тах	Br	Sel Invoices
			N	lo Invoices Found								→ Clear All
				There are no inv	oices to be exported t	o MYOB.						→ Select All
					<u>O</u> K							
			L .									→ Export Invoice

If errors occur open the ITMS folder and then the ITMSDATA and then open the EXPORT folder

		Name	Date modified	Туре	Size		^
Quick access		170816_Myob_Invoice_Post	16/08/2017 11:44	Text Document	1 KB		
Downloads	×	170816_Myob_Invoice_PayLoad	16/08/2017 11:44	Text Document	7 KB		
Desktop	1	170807 Myoh Invoice Post	7/08/2017 9:05 AM	Text Document	1 KR	1 KB 7 KB 1 KR ×	
File Edit Format View Help							
ApiRequest Post Invoice - 7557		Posted Successfully to MYOB	- 7557				
ApiRequest Post Invoice - 7560		Posted Successfully to MYOB	- 7560				
ApiRequest Post Invoice - 7561		Posted Successfully to MYOB	- 7561				
ApiRequest Post Invoice - 7562		Posted Successfully to MYOB	- 7562				
ApiRequest Post Invoice - 7563		Posted Successfully to MYOB	- 7563				
A 10 . A . T		D	7073				

You can check Invoices/Purchase exported on a date or date range.

MYOB - C	loud											-	
🔿 Logon	Log	off Online	~										
xport Invoid	ce Export	Purchase Export C	lients Export S	uppliers Imp	ort Account	Codes Impor	t Tax Codes Che	ck Inv/Pur	Update Balance				
Starting D	late: 16/	8/2017 End	ing Date: 16/0	8/2017	E	Check Inv			the Council				beck Pur
<u>s</u> tarting b		<u>End</u>	ing bace in toy	0,2011					ata Correct	Error	necking Data		
Inv No	Inv Date	Client Code	ITMS (Incl)	MYOB (Incl)	In MYOB	Cnt MYOB	Pur No	Date	Supplier Code	ITMS (incl)	MYOB (Incl)	In MYOB	Cnt MYOE
7557	02/08/17	FINK	\$3,183.49	\$3,183.49	Yes	1							
7560	02/08/17	BELCONNEN_STEEL	\$4,406.60	\$4,406.60	Yes	1							
7563	02/08/17	DIACON SMADT ENC	52,401.30	\$2,401.30	Yes								
7563	02/08/17	ROPS	\$4,485,80	\$4,485,80	Vec								
7572	16/08/17	SYLVIAP	\$110.00	\$110.00	Yes	1							
iTMS	i (Incl)	\$17,987.38	MYOB (Incl)	\$17,9	987.38	Print List	i Clea	TMS (incl) r Pur		MYOB	Incl)		I Print List

The USER can also update the balance, credit limit and on hold status for clients.

Logo	n Logoff	Online	~								
ort Inv	oice Export Purchas	Export Clients	Export Suppliers	Import Account Codes	Import Tax	Codes Check I	nv/Pur Updat	te Balance			_
	Client Code	Client Name	Hold	MYOR Client Name	Hold	Bal MVOB	BaliTMS	Limit MYOB	Limit iTMS	I Sel C	lients
3 14	Chent Code	Chefter Ivallie	Hold	WHOD CHERCHAINE	No	S OO	S OO	\$100.00	\$100.00	Jerci	nents
					No	5.00	5.00	\$.00	5.00		alance
5 A					No	\$.00	\$.00	\$.00	\$.00	[e] opuate b	alarice
6 A					Pt No	\$7,514,97	\$2,316.37	\$.00	\$.00	[] Indate	imit
7 A					No	\$.00	\$.00	\$.00	\$.00	e opuate c	
8 A					No	\$.00	\$.00	\$.00	\$.00	Villadate 0	
9 A					No	\$.00	\$.00	\$.00	\$.00	Opdate o	THOLD
A 0					g No	\$687.50	\$.00	\$.00	\$.00		
1 A					Lt No	\$.00	\$.00	\$5,000.00	\$5,000.00		
2 A					No	\$.00	\$.00	\$.00	\$.00		
3 A					No	\$3,305.86	\$.00	\$.00	\$.00	E Undate C	lients
4 A					ol No	\$4,505.60	\$.00	\$.00	\$.00		include 2
5 A					No	\$.00	\$.00	\$.00	\$.00	Client	
6 A					No	\$.00	\$.00	\$.00	\$.00	(in M	VOR)
7 A					No	\$6,072.54	\$.00	\$.00	\$.00	Luim	100)
8 A					No	\$.00	\$.00	\$.00	\$.00	Client	On HOLD
9 A					No	\$.00	\$.00	\$.00	\$.00	(In IT	(SI)
0 A					No	\$1,034.00	\$913.00	\$.00	\$.00		
1 A					No	\$13,389.75	\$13,389.75	\$.00	\$.00		
2 A					No	\$.00	\$.00	\$.00	\$.00		
3 A					No	\$.00	\$.00	\$.00	\$.00		
4 A					No	\$5,605.04	\$.00	\$.00	\$.00		
5 A					No	\$2,811.60	\$6,558.23	\$.00	\$.00		
6 A					No	\$.00	\$.00	\$.00	\$.00		
7 A					No	\$4,505.60	\$.00	\$.00	\$.00		
8 A					No	\$.00	\$.00	\$.00	\$.00		
9 A					No	\$.00	5.00	5.00	5.00		
					NO	5.00	5.00	5.00	5.00		
A					NO	5.00	5.00	5.00	5.00		
2 A					NO	5.00	5.00	5.00	5.00		
2 0					NO	55,568.79	32,245.86	5.00	5.00		
4 B					NO	34,/52.55	5.01	5.00	5.00		
2 0					No	5.00	5.00	5.00	5.00		
7 0					NO	5.00	5.00	5.00	5.00		
2 P					No	5.00	\$4 881 90	5.00	5.00	J 🚔 🛙	Print List
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