

## 2009-104 - Sales Invoices Export to MYOB

**Note:** Ensure prior to exporting that MYOB is open, and that all the Client's export name, sales and freight account codes are the same in Opto and MYOB. For this example an existing MYOB sales code has been used.

### Export invoices to MYOB

Open the **Invoicing** tab in the Opto ribbon and **click** on the 'Export – MYOB' icon to display the MYOB – Cloud window.

Select the **Export Invoice** tab, and **click** the **Select Invoice** icon to generate the window.

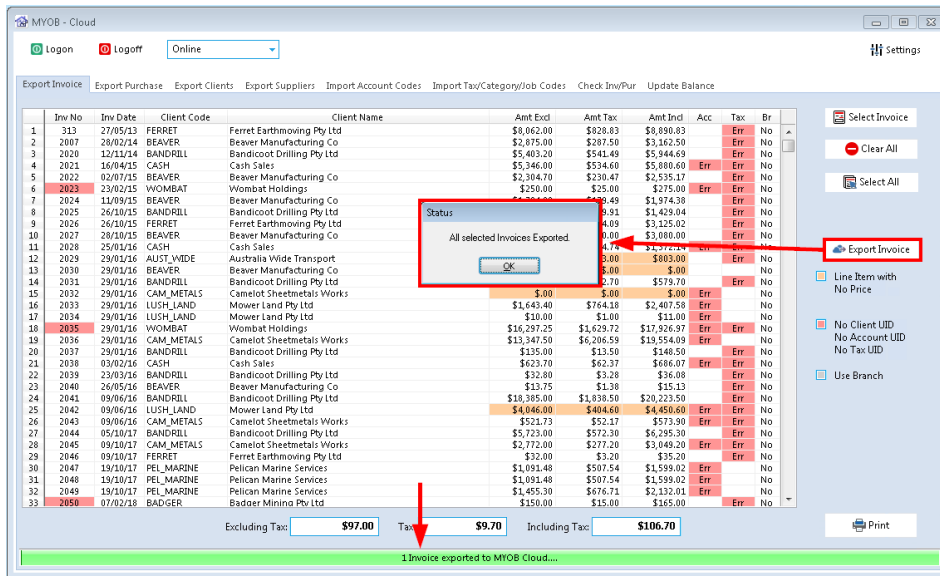
- An **Orange** entry indicates that the invoice has a zero value
- A **Red** entry indicates that the Client has no MYOB export name

| Inv No | Inv Date | Client Code | Client Name | Amt Excl                   | Amt Tax     | Amt Incl   | Acc         | Tax | Br |
|--------|----------|-------------|-------------|----------------------------|-------------|------------|-------------|-----|----|
| 1      | 19       | 02/02/13    | BEAVER      | Beaver Manufacturing Co    | \$97.00     | \$9.70     | \$106.70    |     | No |
| 2      | 313      | 27/05/13    | FERRET      | Ferret Earthmoving Pty Ltd | \$8,062.00  | \$828.83   | \$8,890.83  | Err | No |
| 3      | 2007     | 28/02/14    | BEAVER      | Beaver Manufacturing Co    | \$2,875.00  | \$287.50   | \$3,162.50  | Err | No |
| 4      | 2020     | 12/11/14    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$5,403.20  | \$541.49   | \$5,944.69  | Err | No |
| 5      | 2021     | 16/04/15    | CASH        | Cash Sales                 | \$5,346.00  | \$534.60   | \$5,880.60  | Err | No |
| 6      | 2022     | 02/07/15    | BEAVER      | Beaver Manufacturing Co    | \$2,304.70  | \$230.47   | \$2,535.17  | Err | No |
| 7      | 2023     | 23/02/15    | WOMBAT      | Wombat Holdings            | \$250.00    | \$25.00    | \$275.00    | Err | No |
| 8      | 2024     | 11/09/15    | BEAVER      | Beaver Manufacturing Co    | \$1,794.89  | \$179.49   | \$1,974.38  | Err | No |
| 9      | 2025     | 26/10/15    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$1,293.33  | \$129.31   | \$1,422.64  | Err | No |
| 10     | 2026     | 26/10/15    | FERRET      | Ferret Earthmoving Pty Ltd | \$2,840.93  | \$284.09   | \$3,125.02  | Err | No |
| 11     | 2027     | 28/10/15    | BEAVER      | Beaver Manufacturing Co    | \$2,800.00  | \$280.00   | \$3,080.00  | Err | No |
| 12     | 2028     | 25/01/16    | CASH        | Cash Sales                 | \$1,247.40  | \$124.74   | \$1,372.14  | Err | No |
| 13     | 2029     | 29/01/16    | AUST_WIDE   | Australia Wide Transport   | \$730.00    | \$73.00    | \$803.00    | Err | No |
| 14     | 2030     | 29/01/16    | BEAVER      | Beaver Manufacturing Co    | \$0.00      | \$0.00     | \$0.00      |     | No |
| 15     | 2031     | 29/01/16    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$527.00    | \$52.70    | \$579.70    | Err | No |
| 16     | 2032     | 29/01/16    | CAM_METALS  | Camelot Sheetmetals Works  | \$0.00      | \$0.00     | \$0.00      | Err | No |
| 17     | 2033     | 29/01/16    | LUSH_LAND   | Mower Land Pty Ltd         | \$1,643.40  | \$764.18   | \$2,407.58  | Err | No |
| 18     | 2034     | 29/01/16    | LUSH_LAND   | Mower Land Pty Ltd         | \$10.00     | \$1.00     | \$11.00     | Err | No |
| 19     | 2035     | 29/01/16    | WOMBAT      | Wombat Holdings            | \$16,297.25 | \$1,629.72 | \$17,926.97 | Err | No |
| 20     | 2036     | 29/01/16    | CAM_METALS  | Camelot Sheetmetals Works  | \$13,347.50 | \$6,206.59 | \$19,554.09 | Err | No |
| 21     | 2037     | 29/01/16    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$135.00    | \$13.50    | \$148.50    | Err | No |
| 22     | 2038     | 03/02/16    | CASH        | Cash Sales                 | \$623.70    | \$62.37    | \$686.07    | Err | No |
| 23     | 2039     | 23/03/16    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$32.80     | \$3.28     | \$36.08     | Err | No |
| 24     | 2040     | 26/05/16    | BEAVER      | Beaver Manufacturing Co    | \$13.75     | \$1.38     | \$15.13     | Err | No |
| 25     | 2041     | 09/06/16    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$18,385.00 | \$1,838.50 | \$20,223.50 | Err | No |
| 26     | 2042     | 09/06/16    | LUSH_LAND   | Mower Land Pty Ltd         | \$4,046.00  | \$404.60   | \$4,450.60  | Err | No |
| 27     | 2043     | 09/06/16    | CAM_METALS  | Camelot Sheetmetals Works  | \$521.73    | \$52.17    | \$573.90    | Err | No |
| 28     | 2044     | 05/10/17    | BANDRILL    | Bandicoot Drilling Pty Ltd | \$5,723.00  | \$572.30   | \$6,295.30  | Err | No |
| 29     | 2045     | 09/10/17    | CAM_METALS  | Camelot Sheetmetals Works  | \$2,772.00  | \$277.20   | \$3,049.20  | Err | No |
| 30     | 2046     | 09/10/17    | FERRET      | Ferret Earthmoving Pty Ltd | \$32.00     | \$3.20     | \$35.20     | Err | No |
| 31     | 2047     | 19/10/17    | PEL_MARINE  | Pelican Marine Services    | \$1,091.48  | \$507.54   | \$1,599.02  | Err | No |
| 32     | 2048     | 19/10/17    | PEL_MARINE  | Pelican Marine Services    | \$1,091.48  | \$507.54   | \$1,599.02  | Err | No |
| 33     | 2049     | 19/10/17    | PEL_MARINE  | Pelican Marine Services    | \$1,455.30  | \$676.71   | \$2,132.01  | Err | No |

Excluding Tax: \$0.00    Tax: \$0.00    Including Tax: \$0.00

Account Codes Imported... 1 - Account Code Added... 0 - Account Codes Updated...

Select the Invoices for export by **clicking** anywhere on the line of the invoice and **click** on the **Export Invoice** button to begin the export process. Click **Ok** to continue.



The invoices can be viewed in MYOB for auditing purposes by opening the Sales module within MYOB. As seen below, the invoice that was exported from within Opto is now appearing in MYOB.

