

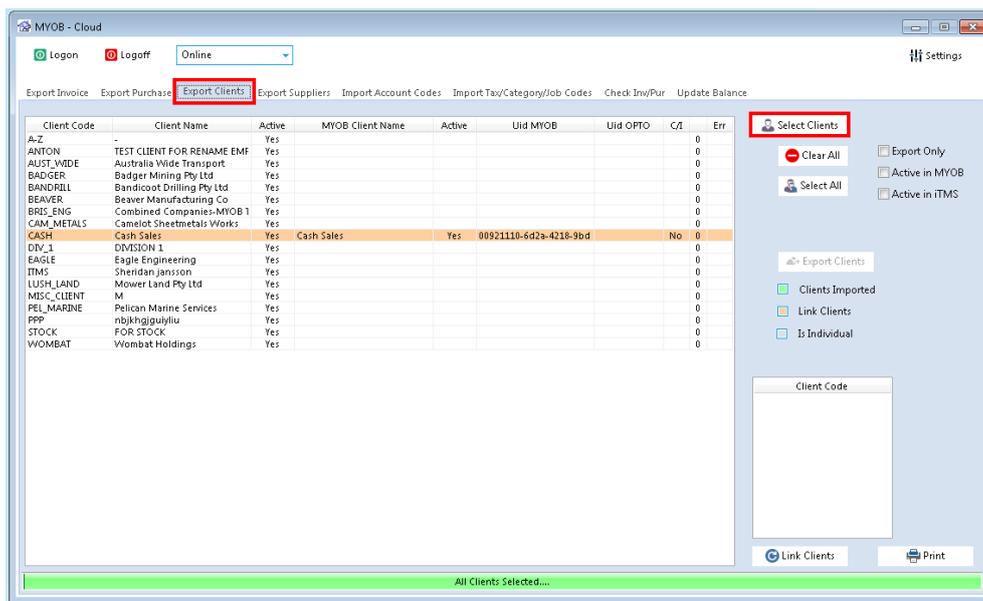
## 2009-112 - Export Clients/Suppliers to MYOB

### Overview:

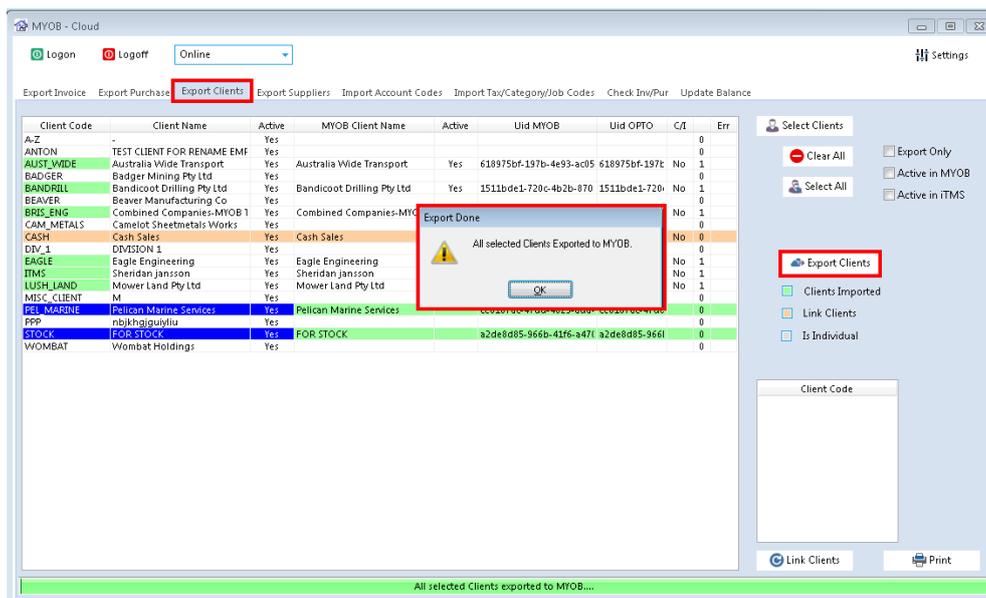
This procedure will be the same for exporting suppliers, follow the same instructions except the user will be working in the Export Suppliers from MYOB window. **Note:** Ensure there are no extra spaces in, before or after the Export Name when it is created as this will cause an error when export invoices.

### Export Clients/Suppliers to MYOB

Open the **Invoicing** tab and **click** on Export-MYOB icon to open the MYOB – Cloud Window. **Click** on ‘Export Clients’ within the window.



The window generates a list of all clients in Opto and will recognise whether the client is active and if they are already in MYOB. Select the Clients for export by **clicking** anywhere on the line of the Clients, then **click** on the **Export** button to begin the export. When the export has finished a message pane appears, **click** on **OK**.



The client can now be viewed in MYOB (example below).

