



Using Excel to update Item Tax Codes and Prices

Support Note

For MYOB BusinessBasics, MYOB FirstEdge, MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5

Introduction

This support note explains how you can use the Export/Import process and MS-Excel to globally update the tax codes associated with your items as well as their selling price.

This support note only applies if you are using the Items List. If you only sell services you may not need this support note. Remember, items can be goods and services. Make sure your items have the correct tax code and selling prices.

This support note explains how the import and export facilities can help with changing tax codes and prices.

In the process described below you can export to Microsoft Excel, make changes to your items' tax codes and prices, and then import back into your MYOB software. This saves having to change each item individually in your MYOB software. If you don't own Excel you may be able to perform similar functions using another spreadsheet program or database. If you are not comfortable with Excel or manipulating files then please involve someone who is. Your data is too valuable to take risks with.

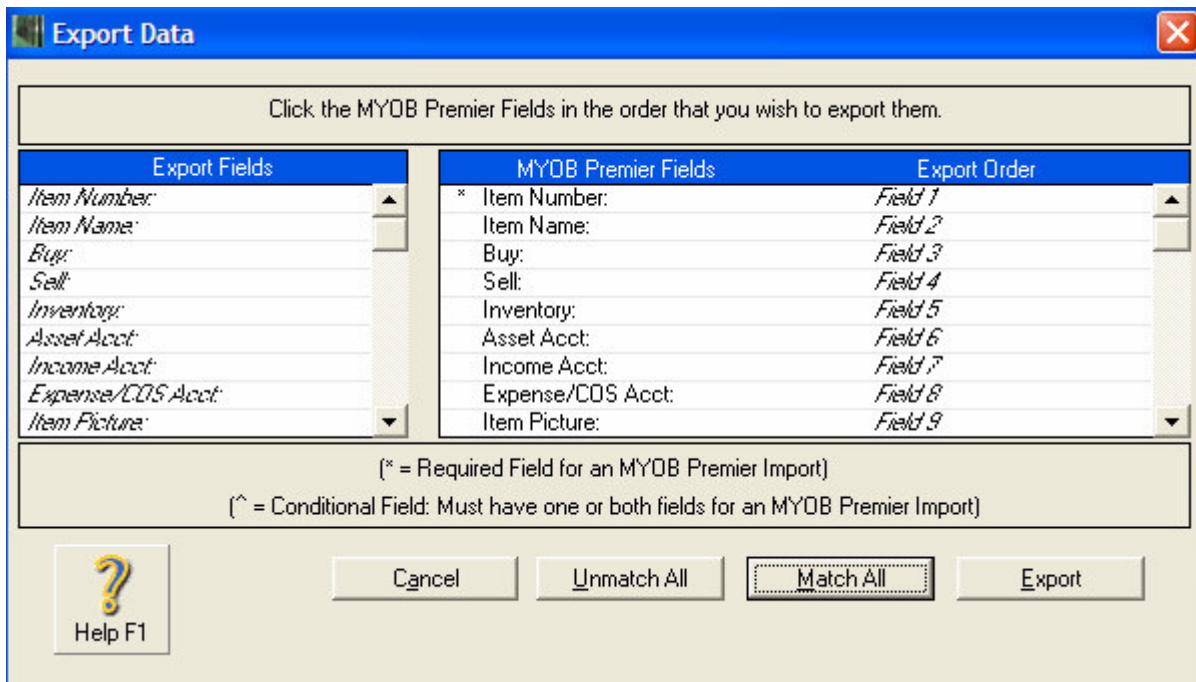
We strongly recommend you make reliable backups of your data before you make any major changes to your MYOB data files. This is important as the import process immediately updates your data file.

What do I need to export?

Step 1 - Export Items from MYOB

1. Go to the **File** menu, choose **Export Data** and click **Items**.
2. Select the default options: **Tab-delimited export** file format and First Record is **Header record**.
3. Click **Continue**. On the next screen click **Match All** and then **Export**.





Remember the file name you have used and where on your hard disk you have saved it. Also note that if you are using Windows that the file will have an extension of .txt.

What do I need to edit in Excel?

Step 2- Edit the file in Excel

After saving the file you can now open it using Microsoft Excel. In the Excel's open window, remember to look for files with an extension of .txt.

1. Update the **Tax Code When Bought**, **Tax Code When Sold** and **Selling Price** columns for each of your items to their new values and codes. MYOB BusinessBasics and FirstEdge users . You could use some Excel formulae to assist in re-pricing, or use Excel's fill-down feature to rapidly change a series of tax codes. Make sure you don't add any extra columns as MYOB accounting software can only import the sort of data you have already exported.

Microsoft Excel - ITEM.TXT

File Edit View Insert Format Tools Data Window Help

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	A	B	C	D	T
1	Item Number	Item Name	Buy	Sell	Tax Code When Bought
2	\c	Comment	B	S	N-T
3	\reimburse	reimburse		S	
4	100	Cooler Large	B	S	GST
5	110	Cooler Large - 1 Month Rent		S	
6	120	Cooler Filter Large	B	S	GST
7	123	Filter Kit No 1 Large		S	
8	200	Cooler Medium	B	S	GST
9	210	Cooler Medium - 1 Month Rent		S	
10	220	Cooler Filter Medium	B	S	GST
11	300	Cooler Small	B	S	GST
12	310	Cooler Small - 1 Mth Rent		S	
13	320	Cooler Filter Small	B	S	GST
14	400	Pottery Crock	B	S	GST
15	410	Glass Crock	B	S	GST
16	420	Pottery Crock - 1 Month Rent		S	
17	440	Glass Crock - 1 Month Rent		S	
18	500	Spring Water Beverage Ma	B	S	GST
19	550	Coffee Powder	B	S	GST
20	560	Tea	B	S	FRE
21	600	20 Litres North Spring	B	S	GST
22	610	20 Litres South Spring	B	S	GST

- Save the data back into a tab-delimited text format so you can import it into your MYOB software. To do this you should, in Excel, choose **File > Save As**. Name the file what you wish and ensure that in the section named "Save File Format as" that you choose Text (tab delimited). The actual screen labels may vary here depending on what version of Excel you are using. The key is to export the data in a tab delimited format.

Under Windows remember that the file extension will be .txt.

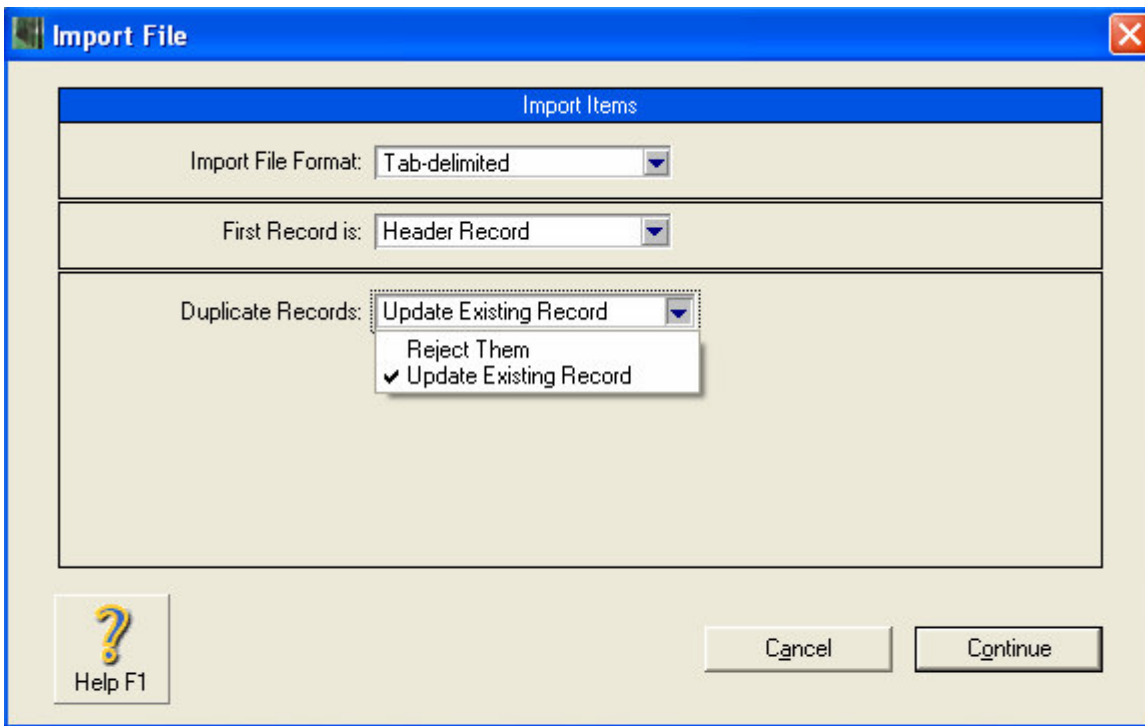
Once you have saved the file from Excel you can close it.

How do I import the file back into MYOB?

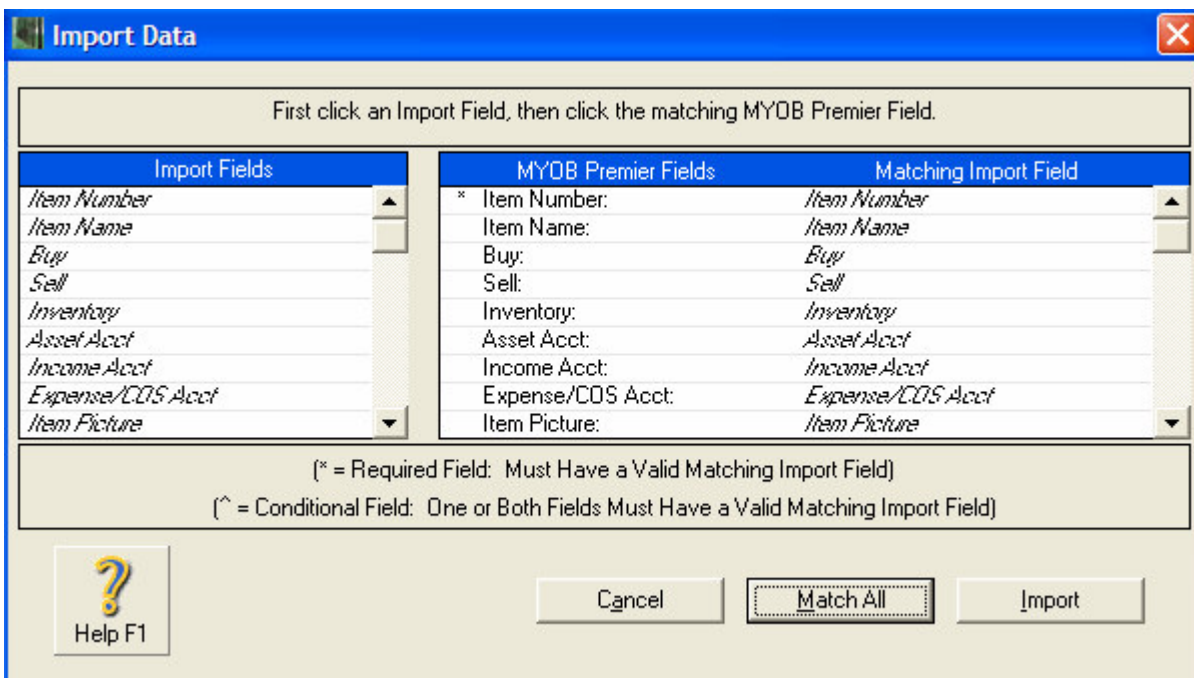
Step 3 - Import the updated items into MYOB

Do not proceed past this point unless you have already created some good backups of your MYOB data file. Now you can import the data back into your MYOB software.

- Switch back to your MYOB software and choose File > Import Data > Items.
- Choose the following options: Tab-Delimited; Header Record; Update Existing Record.



3. Once you have clicked **Continue** you will be asked to choose the file which you saved from Excel.
4. In the next dialog box click **Match All** to align all of the imported fields with the records in MYOB.



5. Now click **Import** and your MYOB software will begin updating your data.

Once your MYOB software has finished updating your data it will display the following window on screen showing how many records were imported and if there are any errors.



If there were errors please be sure to review the file called MYOBLog.txt (MYOB Import Log for Mac) which was created in the folder with your data file. You may need to manually update any records which weren't updated or restore you backup made prior to importing.

Note: Please do not call MYOB Technical Support if you require assistance with Microsoft Excel, as we only support MYOB products. If you need assistance working with Excel you may need to speak IT consultant or training provider.

Disclaimer: This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.