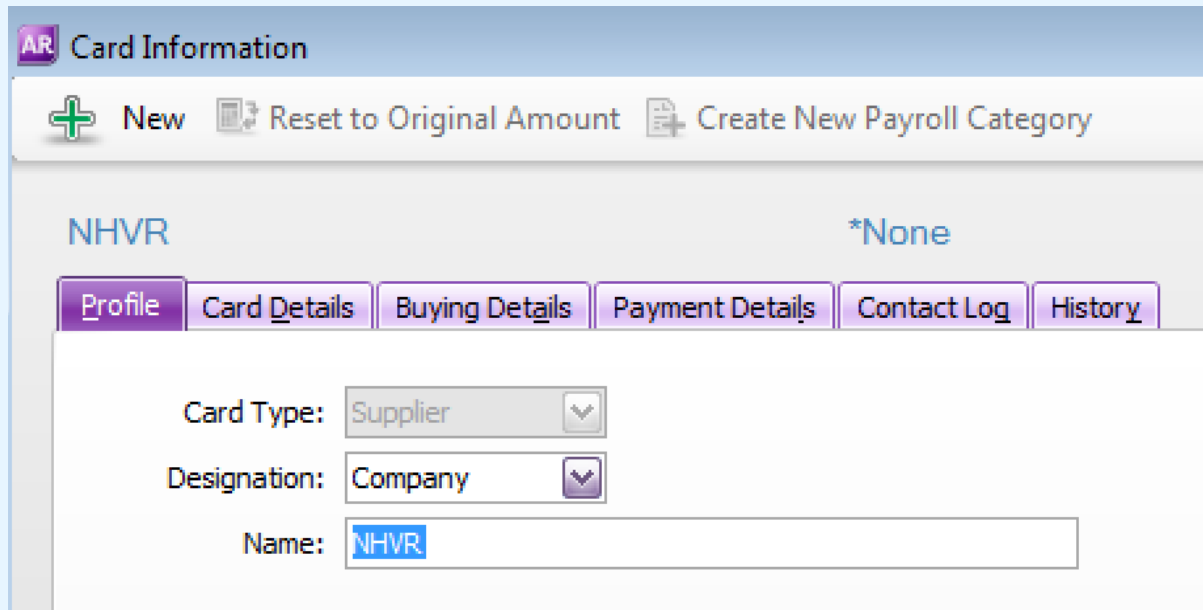
 To import Purchase Orders to MYOB you must first setup a purchase account “5-XXXXX” and the Supplier must exist in MYOB (case sensitive). The Card Type must also be set to Supplier, otherwise MYOB will not accept the import.



The screenshot shows the 'Card Information' form in MYOB. At the top, there is a header 'AR Card Information' and a toolbar with buttons for '+ New', 'Reset to Original Amount', and 'Create New Payroll Category'. Below the header, the card name 'NHVR' is displayed on the left and '*None' on the right. A navigation bar contains tabs for 'Profile', 'Card Details', 'Buying Details', 'Payment Details', 'Contact Log', and 'History'. The 'Profile' tab is active, showing the following fields:

Card Type:	Supplier	▼
Designation:	Company	▼
Name:	NHVR	

To Export Purchase orders to MYOB (Offline Version via a csv file), head to Purchase Orders => Ready to Export.

These are Purchase orders stamped ready to be exported.

Purchase Orders Ready to Export

Groups: All Groups | Sub Groups: All Sub Groups

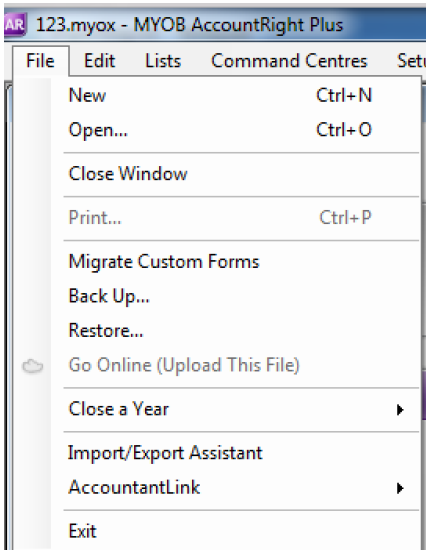
+ ⚙️ New Purchase Order
🔄 3 Open Purchase Orders
! 3 Awaiting Approval
✓ 2 Ready to Export
✓ 0 Closed Purchase Orders
🖨️ Reports

[Export MYOB CSV](#)

Group	PO #	Date	Supplier	Invoice	Reference
Hobart	PO-1	14/03/2016	Action Comms		
Brisbane	PO-2	17/03/2016	NHVR	12345	12345

Click on **Export MYOB CSV** to download the text file

Open MYOB and select File => Import/Export Assistant



Then choose the following settings when completing the import

Select what you want to do:

- Import data
- Export data

Select "Purchases" & "Service Purchases"

The screenshot shows a software interface with a vertical sidebar on the left containing six steps: 1 Welcome, 2 File Type (highlighted), 3 Format, 4 Match Fields, 5 Import, and 6 Conclusion. The main area is titled 'File Type' and contains the following fields:

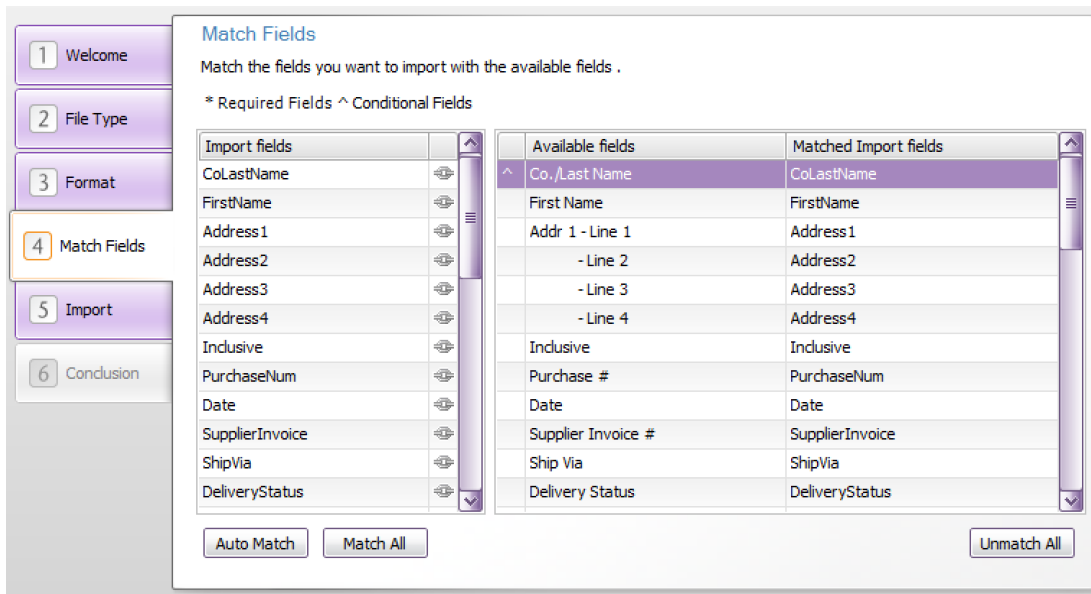
- Import: A dropdown menu with 'Purchases' selected.
- Purchases type: A dropdown menu with 'Service Purchases' selected.
- File containing the data you want to import: A text input field containing 'GEARBOX\myob\export_myob_csv (3).csv' with a 'Browse' button to its right.

Select the following:

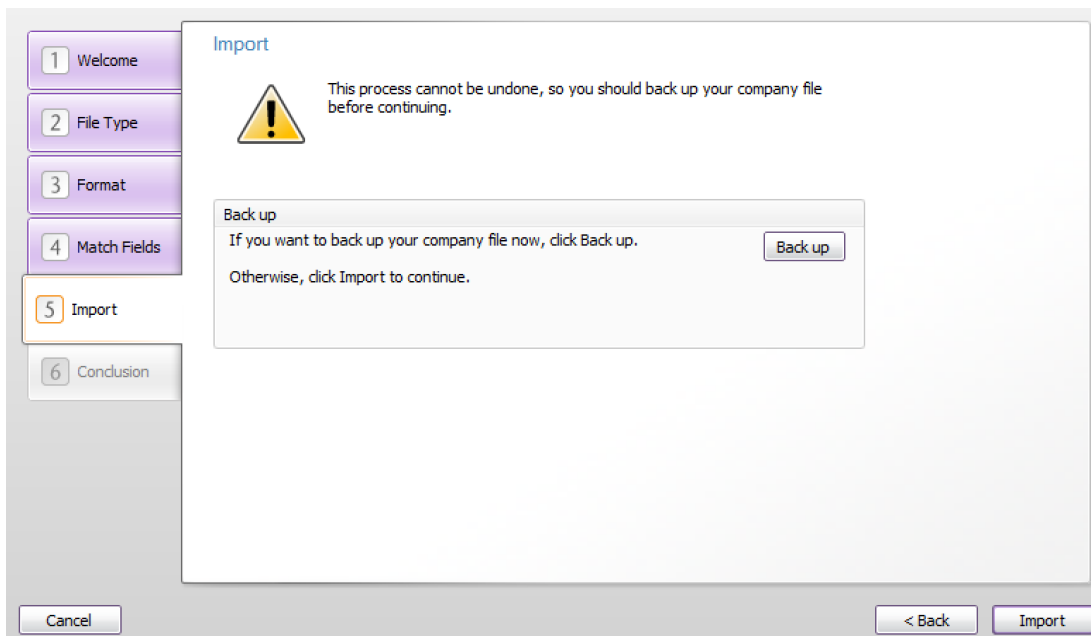
The screenshot shows the same software interface with the 'Format' step highlighted in the sidebar. The main area is titled 'Format' and contains the following options:

- You are importing Service Purchases
- Data is separated by: Radio buttons for 'Tabs' and 'Commas' (selected).
- The first line of the file contains: Radio buttons for 'Headers Or Labels' (selected) and 'Data'.
- If data you are importing already exists in this company file: A dropdown menu with 'Add the import data' selected.
- Match Cards using their: A dropdown menu with 'Co./Last Name' selected.

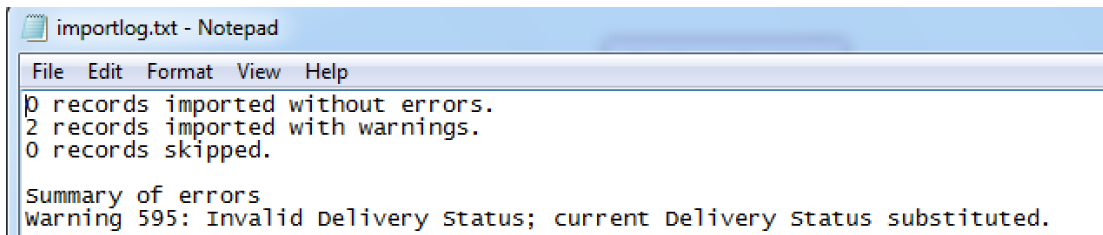
Select **“Match ALL”**



Then Click **Import**



Check the log file after the import for any warnings or errors



```
importlog.txt - Notepad
File Edit Format View Help
0 records imported without errors.
2 records imported with warnings.
0 records skipped.
Summary of errors
warning 595: Invalid delivery status; current delivery status substituted.
```

Errors identify that the record was rejected (did not import).

Warnings advise that the record was imported however it may not be as expected.