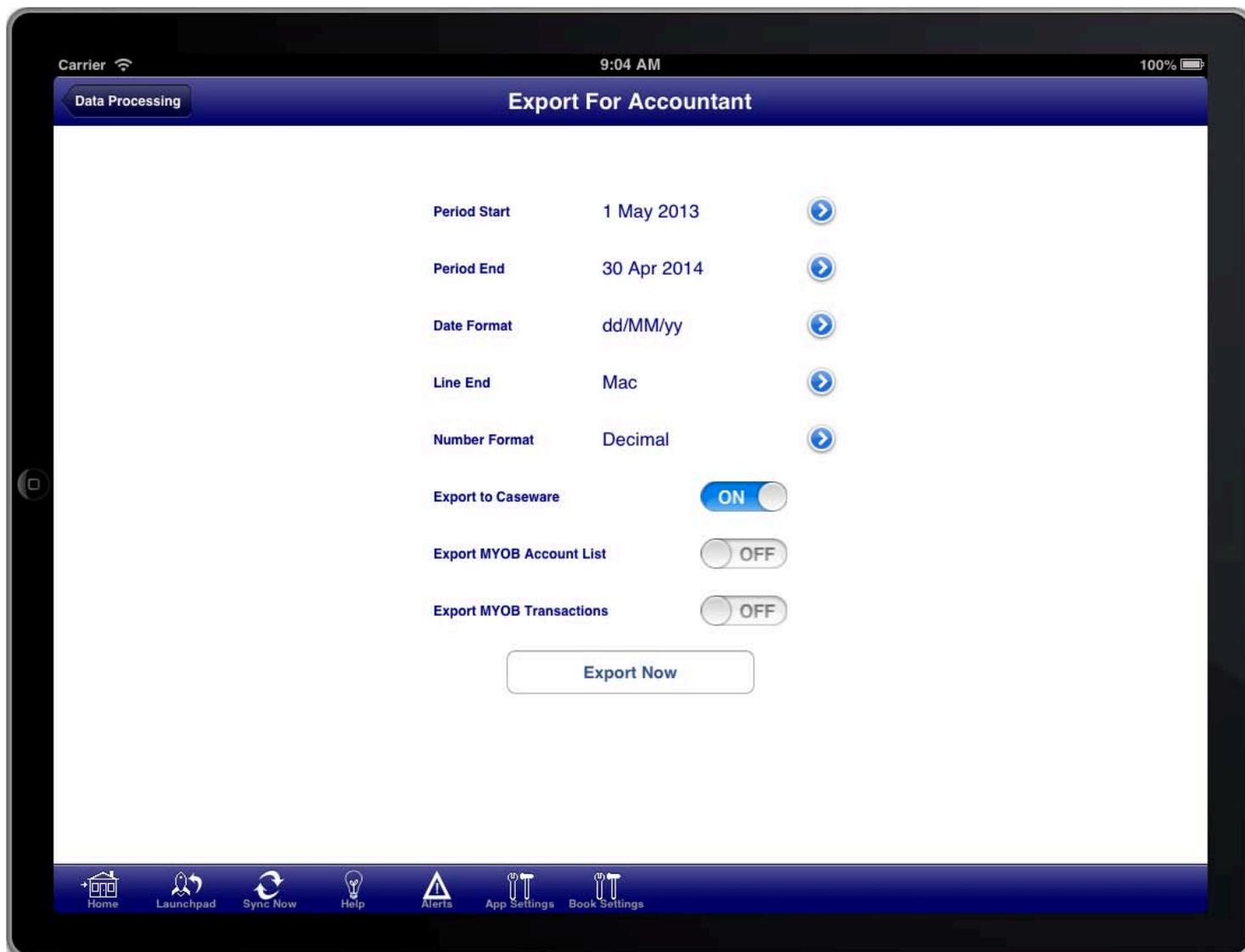


IMPORT EXPORT

1. **Export For Accountant**
2. **Import Data**
3. **Export Data**
4. **Import Accounts**
5. **Import Customers**
6. **Import Suppliers**
7. **Import Products, Services, Inventory**

EXPORT FOR ACCOUNTANT

The export for accountant screen is used to export data in widely used accounting program formats.



SCREEN: EXPORT FOR ACCOUNTANT SCREEN

You can export the ledger entries and chart of accounts in either CASEWARE format or MYOB format. The exported files are placed in an email that you can send to your accountant.

Turn the switch ON for the required files. Set the period, date format, number format, and line ending format as required. Then press the "Export Now" button to generate the email containing the export files.

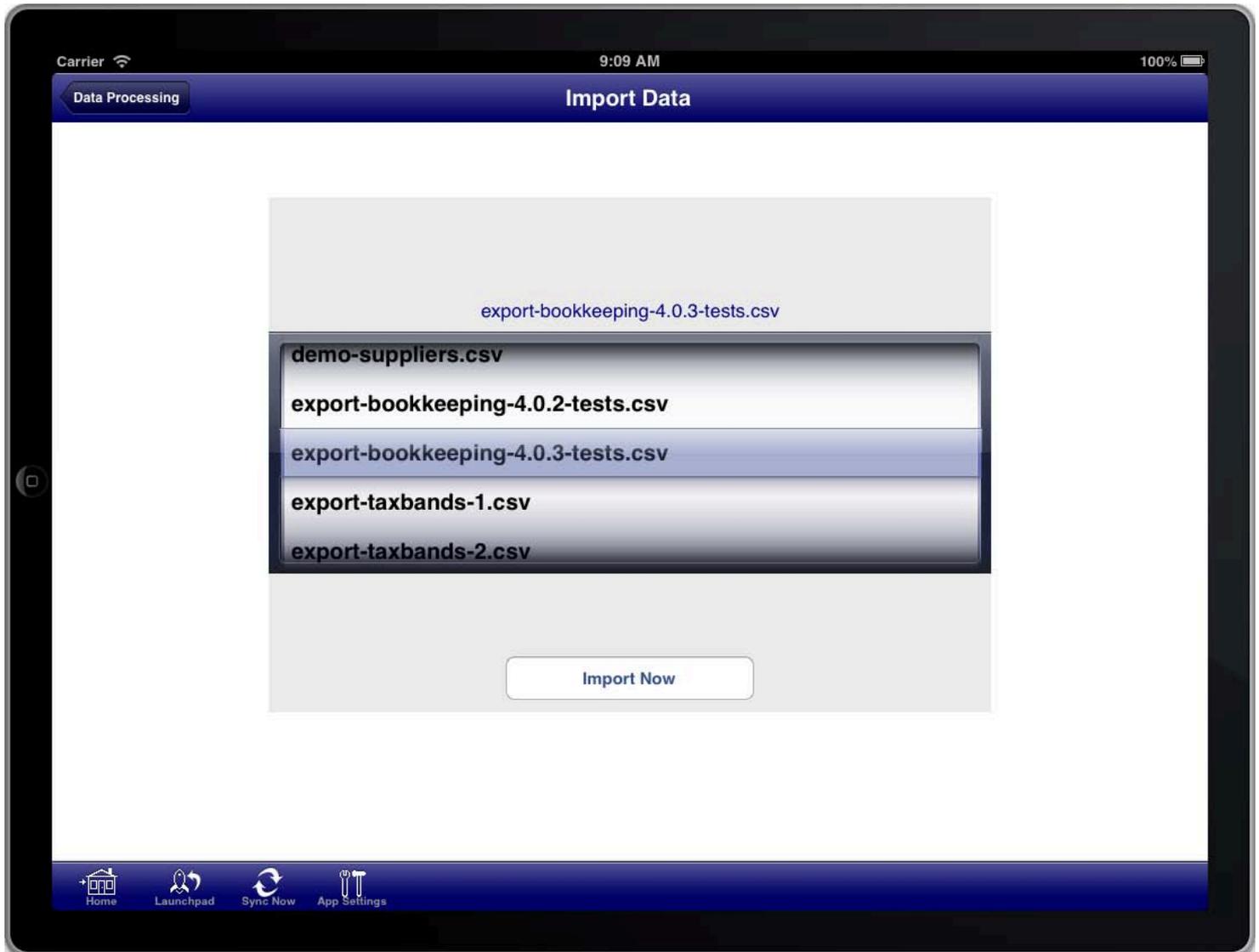
The CASEWARE format is recognisable by many accounting programs.

The MYOB format is only used with the MYOB accounting programs.

You can export both the CASEWARE and MYOB formats at the same time if required.

IMPORT DATA

The import data screen is used to import data from CSV files that are in the same format as is produced by the Export Data screen.



SCREEN: IMPORT DATA SCREEN

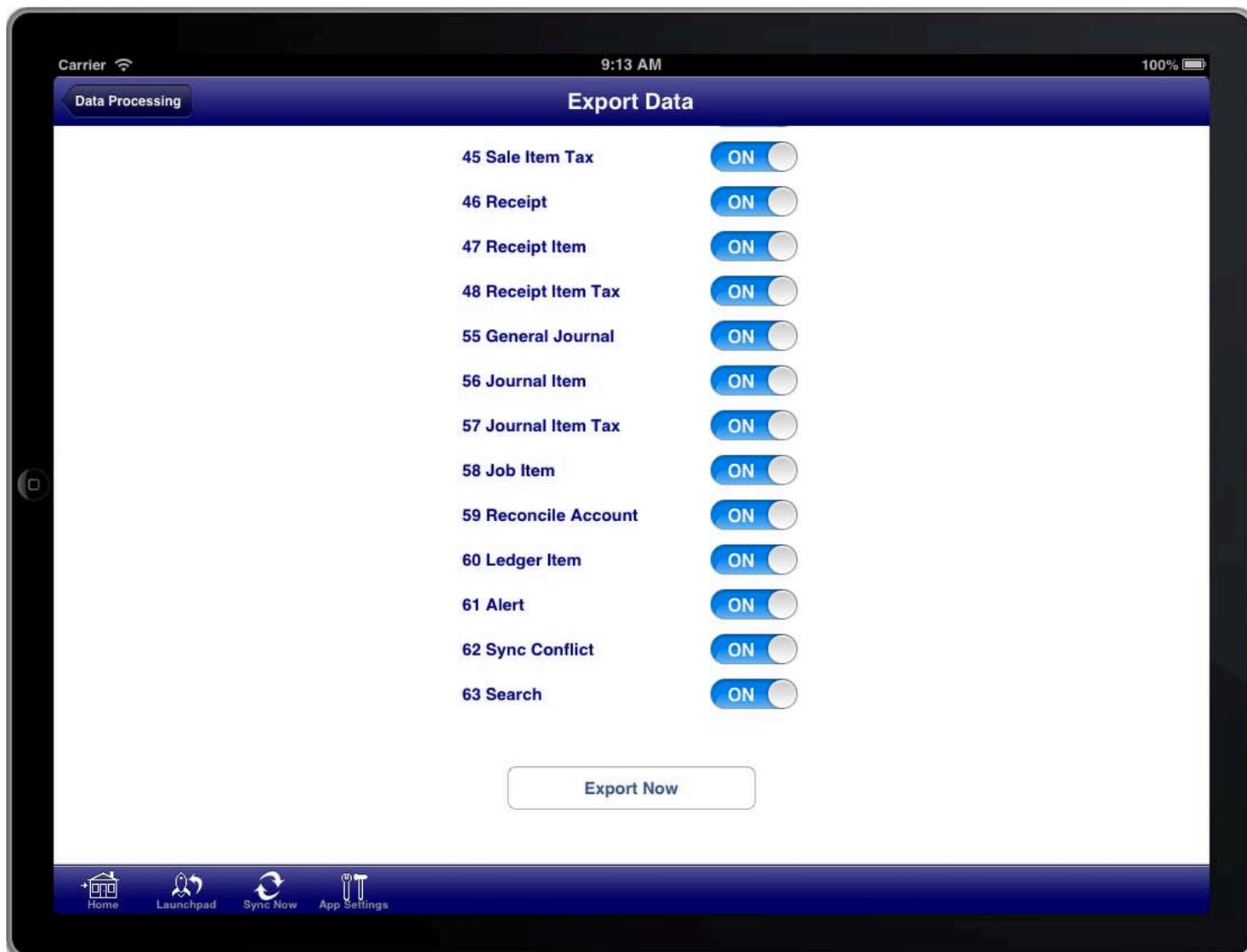
This facility allows data from any table within the program to be imported.

Select the relevant CSV file and then press the "Import Now" button.

Extreme care must be taken when using this facility as there are very few validation steps that occur when importing the data. It is therefore possible to import incorrect data. You are responsible for ensuring that you import the correct data.

EXPORT DATA

The export data screen is used to export data as CSV files that are in a format that is specific to the Bookkeeping4 program.



SCREEN: EXPORT DATA SCREEN

This facility allows data from any table within the program to be exported.

Using this facility you can extract any data that you have input into the program. Your data is not locked inside the Bookkeeping program.

Select the relevant tables to export and then press the "Export Now" button.

IMPORT ACCOUNTS

The Import Accounts screen can be used to import a chart of accounts from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.

Carrier 9:17 AM 100%

Data Processing **Import Accounts**

Select the file. Then tap in the line in the First Row Columns section first and tap in the associated column field in the Format Definition second to map the field.

Format Definition
Header On First Row
 ON

Predefined Format
MYOB Accounts

Column Separator
COMMA

Encoding
UTF-8

Decimal Separator
Default

Select File Start Import

Account Name 2	Account Number Account Number	Account Type 5	Alt Opening Balance Alt Opening Balance
BSB BSB	Bank Account Name Bank Account Name	Bank Account Number Bank Account Number	Bank Account Type Bank Account Type
Bank Branch Location Bank Branch Location	Bank Name Bank Name	Cash Flow Category Cash Flow Category	Currency Code Currency Code
External Number 1	Is Bank Account Is Bank Account	Is Freight Is Freight	Inactive Account Inactive Account
Default Purchase Tax Inclusive Default Purchase Tax Inclu...	Default Sale Tax Inclusive Default Sale Tax Inclusive	Is Summary Account 3	Is Salary Expense Account Is Salary Expense Account
Is Salary Tax Account Is Salary Tax Account	Lock Defaults Lock Defaults	Opening Balance 4	Default Purchase Description Default Purchase Description
Default Purchase Quantity Default Purchase Quantity	Default Purchase Total Price Default Purchase Total Price	Default Purchase Unit Price Default Purchase Unit Price	Default Sale Description Default Sale Description
Default Sale Quantity Default Sale Quantity	Default Sale Total Price Default Sale Total Price	Default Sale Unit Price Default Sale Unit Price	Sales Tax Code Sales Tax Code

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SCREEN: IMPORT ACCOUNTS SCREEN

To import the chart of accounts do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB
3. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported

encoding is ASCII.

4. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
5. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
6. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
7. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Account Screen in Bookkeeping4.

The "External Number" field is mandatory and is the key used to determine whether the account already exists in Bookkeeping4 and should be updated or whether a new account should be created. If an account already exists in Bookkeeping4 with the same external number then the account will be updated, otherwise a new account will be created.

Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Account Type	Asset, Liability, Equity, Revenue, Expense. Additionally some MYOB specific values are recognised. These are: Bank, Other Asset, Accounts Receivable, Other Liability, Accounts Payable, Income, Cost of Sales, Other Income, Other Expense
Sales Tax Code	This must be the Tax Code value from an existing sales tax code in Bookkeeping4
Cash Flow Category	O = Operating , I = Investing , F = Financing , C = Cash. Only the first letter is used to determine the type
Currency Code	This must be the Currency Code value from an existing currency code in Bookkeeping4
Use On Sales	Y = Yes , N = No. Only the first letter is used to determine the value
Use On Purchases	Y = Yes , N = No. Only the first letter is used to determine the value
Is Salary Expense Account	Y = Yes , N = No.
Is Salary Tax Account	Y = Yes , N = No.
Is Bank Account	Y = Yes , N = No.
Inactive Account	Y = Yes , N = No.
Is Freight	Y = Yes , N = No.
Is Summary Account	Y = Yes , N = No. Additionally the MYOB value of H = Yes is also recognised.
Reporting Level	Only the values 0 or 1 are acceptable.

Bank Account Type The first two letters of: Cash, Cheque, Credit Card, Line of Credit, Loan, Mortgage, Other, Overdraft, Savings, Term Deposit

Lock Defaults Y = Yes , N = No.

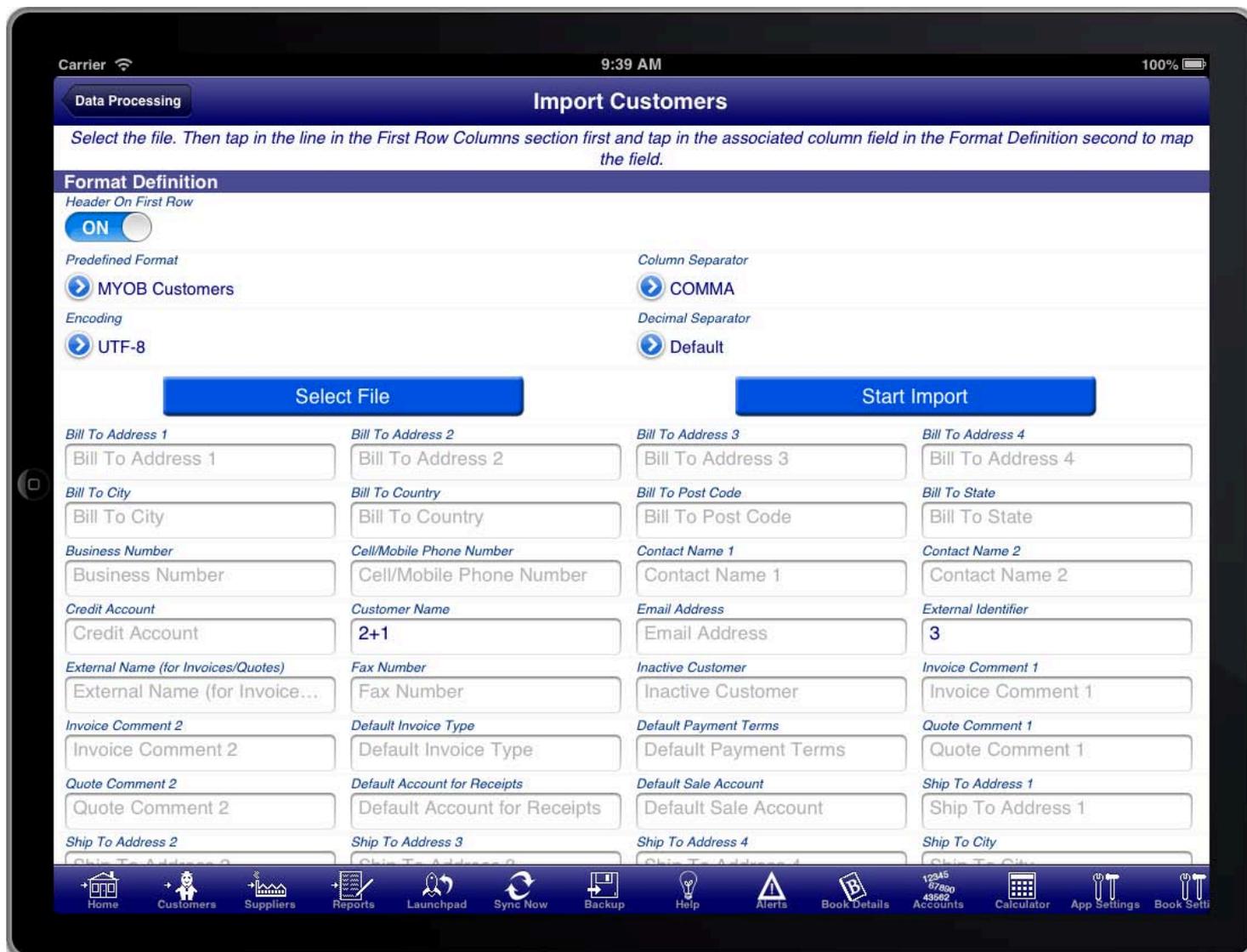
Default Sale Tax Inclusive Y = Yes , N = No.

Default Purchase Tax Inclusive Y = Yes , N = No.

IMPORT CUSTOMERS

The Import Customers screen can be used to import customer records from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.



SCREEN: IMPORT CUSTOMERS SCREEN

To import the customers do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB
3. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported

encoding is ASCII.

4. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
5. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
6. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
7. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Customer Screen in Bookkeeping4.

The "External Identifier" field is mandatory and is the key used to determine whether the customer already exists in Bookkeeping4 and should be updated or whether a new customer should be created. If a customer already exists in Bookkeeping4 with the same external identifier then the customer will be updated, otherwise a new customer will be created.

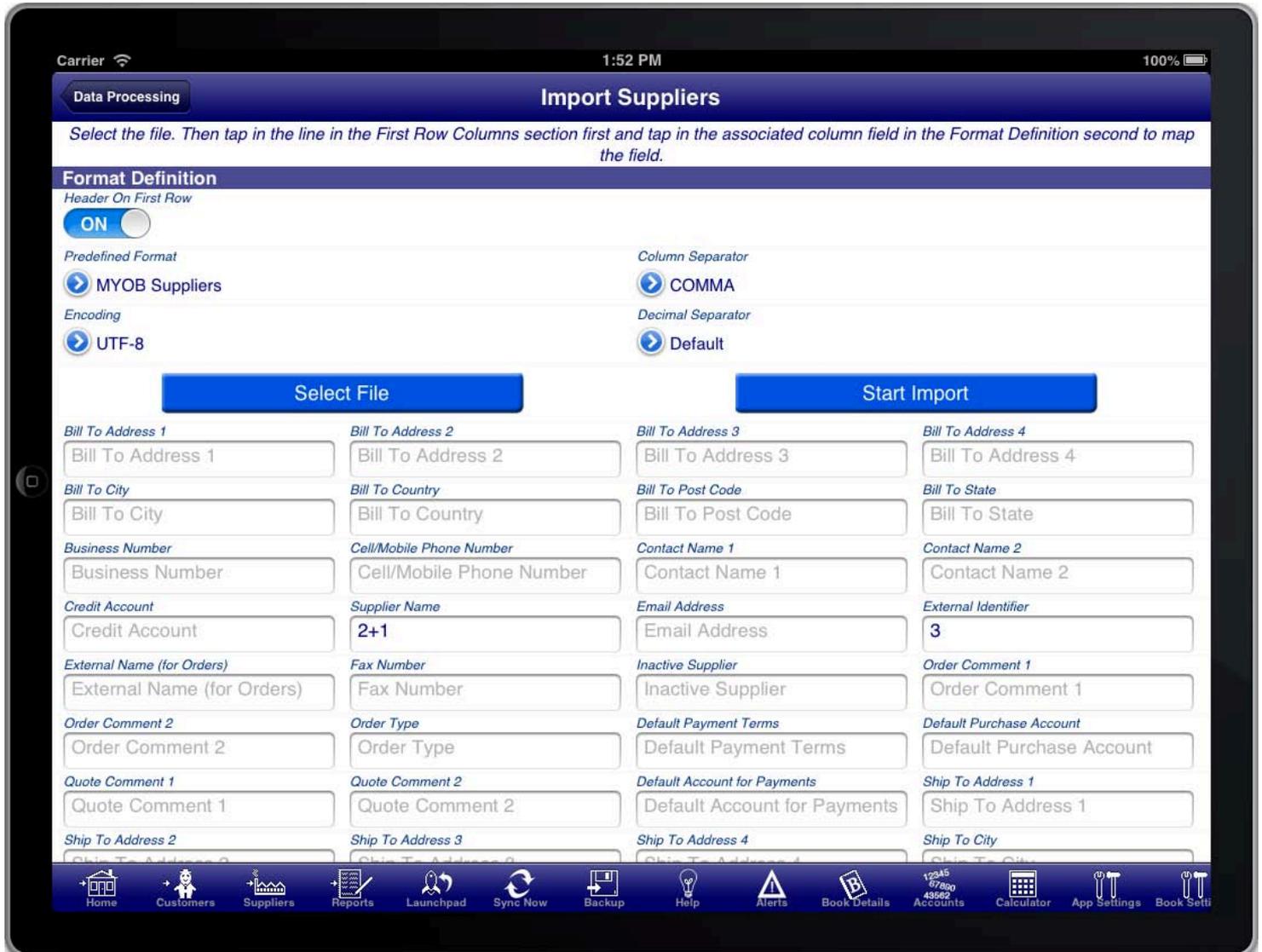
Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Default Invoice Type	The first character is used to determine the type. i = Itemised, s = Service
Credit Account	This must be the "External Number" of an account
Default Sale Account	This must be the "External Number" of an account
Default Account for Receipts	This must be the "External Number" of an account
Inactive Customer	The first character is used to determine the value. Y = Yes, N = No

IMPORT SUPPLIERS

The Import Suppliers screen can be used to import Supplier records from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.



SCREEN: IMPORT SUPPLIERS SCREEN

To import the Suppliers do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB
3. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported

encoding is ASCII.

4. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
5. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
6. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
7. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Supplier Screen in Bookkeeping4.

The "External Identifier" field is mandatory and is the key used to determine whether the Supplier already exists in Bookkeeping4 and should be updated or whether a new Supplier should be created. If a Supplier already exists in Bookkeeping4 with the same external identifier then the Supplier will be updated, otherwise a new Supplier will be created.

Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Order Type	The first character is used to determine the type. i = Itemised, s = Service
Credit Account	This must be the "External Number" of an account
Default Purchase Account	This must be the "External Number" of an account
Default Account for Payments	This must be the "External Number" of an account
Inactive Supplier	The first character is used to determine the value. Y = Yes, N = No

IMPORT PRODUCTS, SERVICES, INVENTORY

The Import Products, Services, Inventory screen can be used to import inventory records from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.

Carrier 1:54 PM 100%

Data Processing **Import Products, Services, Inventory**

Select the file. Then tap in the line in the First Row Columns section first and tap in the associated column field in the Format Definition second to map the field.

Format Definition

Header On First Row
 OFF

Predefined Format
 Inventory Items

Encoding
 UTF-8

Date Format
 dd/MM/yyyy

Column Separator
 COMMA

Decimal Separator
 Default

Select File Start Import

Cost Of Goods Sold Method
Cost Of Goods Sold Method

Currency
Currency

Default Customer
Default Customer

Default Stock Location
Default Stock Location

Default Supplier
Default Supplier

Currency Buy Unit Price
Currency Buy Unit Price

Currency Sell Unit Price
Currency Sell Unit Price

Is iTunesConnect Product
Is iTunesConnect Product

Country Code
Country Code

Supplier Identifier
Supplier Identifier

Inventory Asset Account
Inventory Asset Account

Inventory COGS Account
Inventory COGS Account

Inventory Category
2

Inventory Description
3

Inventory Number / SKU
1

Item Is Bought
Item Is Bought

Item Is Inventoried
Item Is Inventoried

Item Is Share/Stock
Item Is Share/Stock

Item Is Sold
Item Is Sold

Default Job
Default Job

Local Buy Unit Price
Local Buy Unit Price

Local Sell Unit Price
Local Sell Unit Price

Loss Margin
Loss Margin

Opening Balance Quantity
Opening Balance Quantity

Opening Balance Value
Opening Balance Value

Portfolio Profit Model
Portfolio Profit Model

Pricing Group
Pricing Group

Profit Margin
Profit Margin

Purchase Asset Account
Purchase Asset Account

Purchase Brokerage Account
Purchase Brokerage Account

Purchase Part Number
Purchase Part Number

Purchases Tax Code
Purchases Tax Code

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SCREEN: IMPORT SUPPLIERS SCREEN

To import the Suppliers do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Date Format" appropriate for the date format used in the CSV file.
3. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB

4. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported encoding is ASCII.
5. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
6. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
7. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
8. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Inventory Item Screen in Bookkeeping4.

The "Inventory Number / SKU" field is mandatory and is the key used to determine whether the Inventory record already exists in Bookkeeping4 and should be updated or whether a new Inventory record should be created. If an Inventory record already exists in Bookkeeping4 with the same inventory number then the Inventory record will be updated, otherwise a new Inventory record will be created.

Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Sales Tax Code	This must be the "Tax Code" from an existing sales tax code in Bookkeeping4.
Default Job	This must be the "Job Name" from an existing job in Bookkeeping4.
Default Unit of Measure	This must be the "UOM Code" from an existing Unit of Measure in Bookkeeping4.
Currency	This must be the "Currency Code" from an existing Currency in Bookkeeping4.
Purchases Tax Code	This must be the "Tax Code" from an existing sales tax code in Bookkeeping4.
Pricing Group	This must be the "Pricing Group Name" from an existing pricing group in Bookkeeping4.
Item Is Inventoried	The first character is used to determine the value. Y = Yes, N = No
Inventory Asset Account	This must be the "External Number" of an account in Bookkeeping4.
Inventory COGS Account	This must be the "External Number" of an account in Bookkeeping4.
Item Is Sold	The first character is used to determine the value. Y = Yes, N = No
Sale Account	This must be the "External Number" of an account in Bookkeeping4.
Default Customer	This must be the "External Identifier" of a customer in Bookkeeping4.
Item Is Bought	The first character is used to determine the value. Y = Yes, N = No
Purchase Asset Account	This must be the "External Number" of an account in Bookkeeping4.
Default Supplier	This must be the "External Identifier" of a supplier in Bookkeeping4.
Is iTunesConnect Product	The first character is used to determine the value. Y = Yes, N = No
Cost Of Goods Sold Method	The first two characters are used to determine the value. no = none , av = average.
Portfolio Profit Model	The first two characters are used to determine the value. av = Average , fi = FIFO , li =

LIFO , hi = Highest , lo = Lowest

Item Is Share/Stock	The first character is used to determine the value. Y = Yes, N = No
Sale Brokerage Account	This must be the "External Number" of an account in Bookkeeping4.
Purchase Brokerage Account	This must be the "External Number" of an account in Bookkeeping4.