

User Guide

Importing Assets Data Accountants Enterprise



Mind Your Own Business. Smarter



© 2007 MYOB TECHNOLOGY PTY LTD

Disclaimer

MYOB has made every attempt to ensure the accuracy, relevance and completeness of this material but excludes (to the extent allowed by legislation) any warranties regarding it. Furthermore MYOB, its staff and agents shall not be liable for any loss, cost or damage (however incurred including negligence) arising out of errors or omissions in the material, especially if such materials contain information sourced from third parties or the ATO. In some cases the materials provided contain case studies (applying particular accounting standards or legislation) and anecdotes which may not directly apply to the user's circumstances and are used as representative examples only and should not be considered as authoritative advice regarding any accounting standard, law or industry opinion. MYOB advises that if the user wishes to rely on the case studies contained in the material then it must seek professional advice before doing so. Furthermore reliance on the representative examples in the seminar materials is at the user's own risk.

Copyright

Furthermore the seminar and materials may not be copied, altered, edited, disposed of or distributed without the prior written consent of MYOB.

Trademark Rights

All trademarks used in this material are owned by MYOB Technology Pty Ltd or the indicated registered owners of the trademarks. Users are forbidden from using, copying or transporting the trademarks without express prior written consent.

AppleShare and Macintosh are registered trademarks of Apple Computer, Inc., registered in the United States and other countries.

LiveLinks is a trademark of Ceedata Holdings Pty Ltd.

Microsoft, MS-DOS, Windows, Windows NT, Windows BackOffice and Outlook are either registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.

Novell and Netware are registered trademarks of Novell, Inc.,

MYOB Technology Pty Ltd ®
ABN 30 086 760 269
Level 14, 383 Kent St
SYDNEY, NSW, 2000

Import Instructions

Overview	1
What does it involve	1
Extracting assets data	1
Report Writer	2
Existing Report	2
Writing New Code	2
Specification for Assets Data Source File	2
Setup new Assets ledger	5
Add Asset Control Groups	5
Import Assets Data	5

Appendix A

Sample of Data for Import to Assets.	8
--	---

Import Instructions

This document provides information on importing assets data from third party applications.

Overview

This specification has been prepared to assist with importing assets data held in third party systems. The release MYOB AE Assets 2.3 SP1 includes this import as an enhancement that allows for automatically populating assets data from an external data source. This ability in MYOB AE Assets to import assets data will be a very useful feature that will otherwise require manually entering assets details, which can be quite cumbersome where there are several hundreds of assets.

What does it involve

Essentially, the import of assets involves the following steps:

- 1 Extract assets data from the third party system in accordance with the MYOB specification.
- 2 Set up the new Assets ledger using MYOB AE Assets 2.3 SP1.
- 3 Add all Asset Control Groups as set up in the third party system.
- 4 Start import of assets data by selecting **File ▶ Import Assets**.
- 5 Follow the steps provided by the **Import Assets Data Wizard**, which guide you through the process to complete importing the assets data.

Extracting assets data

In its current version of MYOB AE Assets, it is left with the user who knows best the third party system to decide the steps to extract data. MYOB has prepared the specification for the data source file in a generic manner so as to allow import of assets data from various sources.

Therefore, it is an important step for the user to decide how they can extract the assets data to produce a data source file that specifies with MYOB specification. Some examples of capabilities that can be used to generate the data source file for this import include the following.

Report Writer

Some third party systems have report writing capability to allow users to produced customised reports. Depending on the degree that it allows this tool may be used to write a new report, which can then be run to extract and report assets data that conforms to MYOB specification for importing assets data.

Existing Report

In almost all cases, a Depreciation report can be used to export assets data to MS Excel. The exported report in MS Excel can be edited as required in order to conform to MYOB specification before saving the data as a .csv file.

Writing New Code

Depending on the nature of the third party system and the availability of capable resources, software can be developed to read assets data from database/data files and directly produce assets data source file that conforms to MYOB specification.

It is best left to the users to decide what steps to follow to produce the assets data source file that can comply with MYOB specification.

Specification for Assets Data Source File

The source file for your assets data must have the following characteristics:

- The source file must be a text file that has data listed as comma separated values.
- The naming of the assets data source file must include `.csv` or `.txt` as file extension.
- The assets data source file must contain lines as follows:
 - The first line of the file must be the list of column headers, separated using commas.
 - The second and subsequent lines must contain assets details listed in the same order as the list of column headers on the first line.
- Column Headers

The following are the column headers that must appear as the first line of the assets data source file.

	Column Header	Description	Type Definition
1	Control_Group_Code	Code for Asset Control Group	String<text>, 10 characters max.
2	Asset_Code	Asset code	String<text>, 15 chars max.

	Column Header	Description	Type Definition
3	Asset_Description	Asset description (name)	String<text>, 255 chars max.
4	Acquisition_Date	Date of acquisition	Date, formatted as dd/mm/yyyy
5	Depreciation_Start_Date	Date depreciation starts	Date, formatted as dd/mm/yyyy
6	Depreciation_Method	Depreciation method	String<text>, 1 char max.
7	Depreciation Rate	Depreciation rate	Number (3D.4D), which is 3 digits max before decimal point and 4 digits after. E.g. 25.25000
8	Asset_Cost	Asset cost	Currency, formatted as 14D.2D
9	Opening_WDV	Opening Written Down Value	Currency, formatted as 14D.2D
10	Private_Use_Percentage	Private Use percentage	Number (3D.4D), which is 3 digits max before decimal point and 4 digits after. E.g. 25.25000
11	Accum_Private_Use_Amt	Accumulated Private Use amount	Currency, formatted as 14D.2D

These columns are not required to be in any specific order, however, all of the columns are mandatory. If a certain column does not apply for a specific scenario, the column must still be included.

For example, if **Private Use** is not applied to any of the assets being imported then the **Private_Use_Percentage** column must be included in the asset data source file with the value **0.0000**.

- Validation rules for each column

	Column Header	Validation
1	Control_Group_Code	<ul style="list-style-type: none"> • Length cannot be greater than 10 characters. • Cannot be blank • Must exist in the Assets ledger

	Column Header	Validation
2	Asset_Code	<ul style="list-style-type: none"> Can be blank. In this case, the import process will auto generate code while adding the asset. If not blank the code has to be unique.
3	Asset_Description	Cannot be blank
4	Acquisition_Date	Must be a valid date (dd/mm/yyyy) Must be a date in the current ledger year or in a prior year.
5	Depreciation_Start_Date	<ul style="list-style-type: none"> Must be a valid date (dd/mm/yyyy) Must be in the current ledger year or in a prior year. Must be in the current ledger year if Acquisition Date is in the current ledger year.
6	Depreciation_Method	Must be either "P", "D" or "I". P – Prime Cost D – Diminishing Value I – Immediate Write Off
7	Depreciation Rate	Must be positive and in the range [0..100]
8	Asset_Cost	Cannot be a negative amount.
9	Opening_WDV	<ul style="list-style-type: none"> If Depreciation Start Date is in the current ledger year then this amount must be nil value. Cannot be greater than Asset Cost. Cannot be a negative amount.
10	Private_Use_Percentage	Must be positive and in the range [0..100]
11	Accum_Private_Use_Amt	<ul style="list-style-type: none"> Cannot be a negative amount. If Depreciation Start Date is in current ledger year then this amount must be nil value.

Setup new Assets ledger

Set up a brand new MYOB AE Assets ledger as applies in your situation from MYOB System Services or MYOB Contacts. Ensure there are no assets added to the newly created Assets ledger.

Add Asset Control Groups

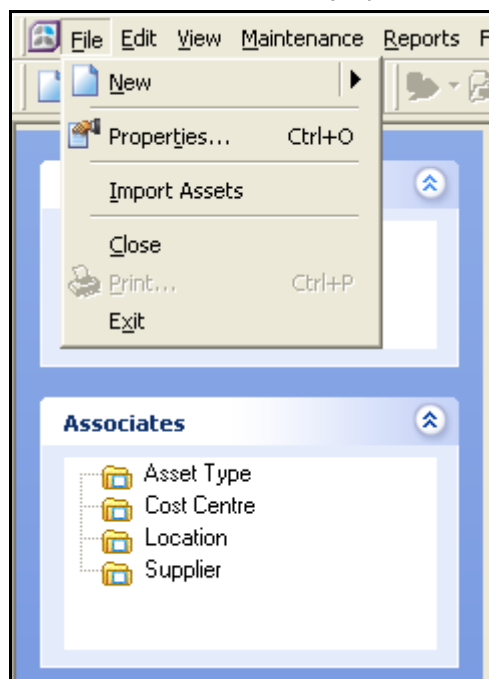
You must add all Asset Control Groups that are included in the asset data source file that will be used for the import process. If the Assets ledger is integrated with Management Accounting System ledger or Accounts ledger then ensure the integration accounts are correct. After adding the required Asset Control Groups, the Assets ledger is ready to import assets data. Ensure that there are no assets in the newly created Assets ledger.

Import Assets Data

Open the newly created Assets ledger that has all the Asset Control Groups set up. Ensure all of the Asset Control Groups included in the assets data source file have been added.

- 1 Select **File** menu from the top of the application window.

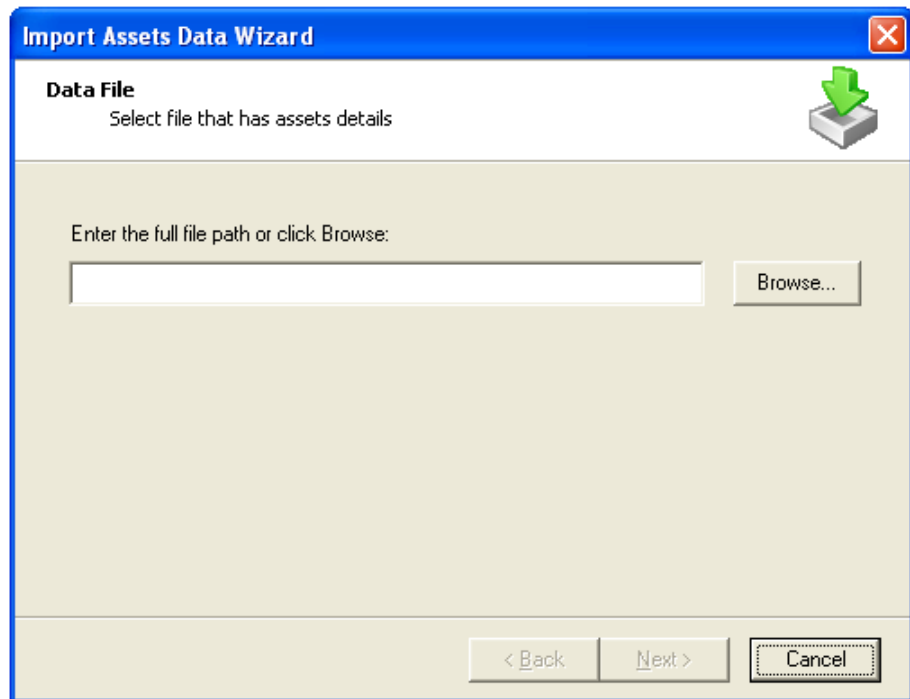
The File menu will be displayed.



- 2 Click **Import Assets**.

The **Import Assets Data Wizard** will be displayed.

This window shows the source file selected along with the number of assets it contains.

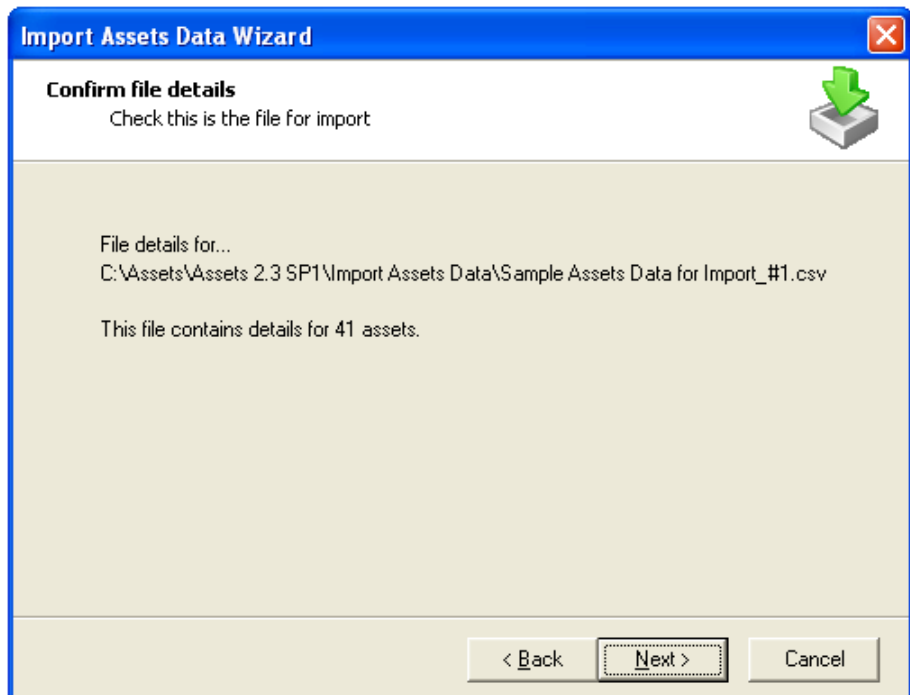


Select the assets data source file for import.

You can enter the full path including the name directly into the input field provided. Otherwise, click **Browse** to explore and locate the file.

- 3 Click **Next** after selecting the source file for import.

The **Confirm file details** window is displayed.



- 4 Click **Next** to start the import of assets.
The **Import Assets Data Wizard** displays the progress of the import.
- 5 Once all assets have been added the **Completing the Import Assets Wizard** window is displayed.



The status of the import can be found in a text file prepared by the import process.

- 6 Click **View** to preview the contents of the log file to ensure assets have been imported successfully.

Appendix A – Sample of Data for Import to Assets

Control_Group_Code	Asset_Code	Asset_Description	Acquisition_Date	Depreciation_Start_Date	Depreciation_Rate	Depreciation_Method	Asset_Cost	Opening_WDV	Private_Use_Percentage	Accum_Private_Use_Amt
742	74201	Exhaust Tube Bender	1/11/1993	30/06/2006	100.0000	P	6000.00	667.00		
742	74202	Hoist	2/01/1995	30/06/2006	15.5600	D	3000.00	334.00		
742	74203	Compressor	5/15/2000	30/06/2006	100.0000	I	1550.00	172.00		
742	74204	Ford Ute	4/30/2002	30/06/2006	22.5000	D	800.00	532.00		
744	74401	Nissan Patrol	6/30/2003	30/06/2006	22.5000	D	48450.00	46868.00	5.0000	250.00
744	74402	Land Rover	4/15/2004	30/06/2006	22.5000	D	1526.00	1476.00	10.0000	250.00
744	74403	Nissan Patrol	4/30/2005	30/06/2006	25.0000	D	6000.00	667.00		
744	74404	Land Rover	1/20/2006	30/06/2006	25.0000	D	3000.00	334.00		
746	74601	Compressor	1/30/2006	30/06/2006	25.4600	D	1550.00	172.00		
746	74602	Oxy Acetylene Set	6/30/2006	30/06/2006	25.0000	D	200.00	0.00		