

*Please note, there may be updates to this process – check for updated templates.*

**\*\*This document includes the changes of Accounting Terminology released in our MYOB Business software in May 2024.**

Chart of accounts	=	Categories (Chart of accounts)
Account	=	Category
Account name	=	Category name
Account number	=	Code
Account type	=	Type
Allocate	=	Categorise
Manage linked accounts	=	Manage linked categories
Manage bank feeds	=	Manage bank accounts
Allocate transactions	=	Categorise transaction

**\*\*The process described in this document is for MYOB Business and also for MYOB NEW Essentials (2019 or later) Version. (It does not apply for MYOB AccountRight Live)**

You can import an accounts list into MYOB Business to update or replace the default accounts list that exists in a newly created file.

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**ONLINE CATEGORIES\*\* TEMPLATE**

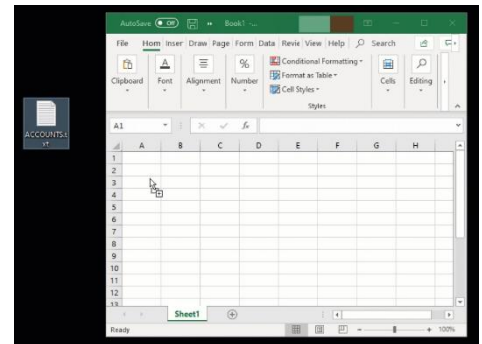
There is a Template file (containing headers only, no Categories\*\*) at this link:

<https://help.myob.com/wiki/display/myob/Importing+and+exporting+an+accounts+list#expand-1Downloadandmodifythesampletemplate>

This template will need to be modified by adding your required categories\*\* data to the file. The template is blank apart from the column headers.

Follow these steps to download and modify the template to add your own account codes.

1. Download the 'Accoiunts.txt' file showing in the link
2. Open a blank workbook in Microsoft Excel
3. Click and drag the downloaded template onto the new workbook.
4. The file will open in Excel and the template will be displayed.



Note the following:

- the first row headers show what type of information is displayed in each column.
- You will need to enter all of your own Categories\*\* being sure to enter the related data into each column

If there are brackets in the first row, leave them, they indicate that the file was exported from an MYOB file.

	A	B
1	{ }	
2	Account Number	Account Name
3	10000	Assets
4	10150	test header of asset

If there are no brackets showing, the file will still import into the MYOB Business file.

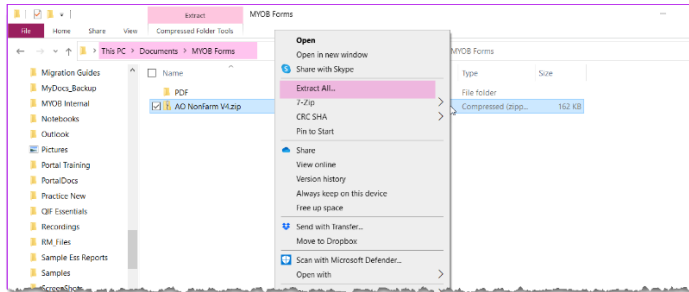
**A Completed MYOB Categories List\*\* (Standard Chart of Accounts) is In The Attached Zip File.**

Those Categories\*\* can be imported into the MYOB Business files.

Below are the steps to follow to use the attached template files that have been provided in a zip file:

## SAVING THE TEMPLATES IN THE ATTACHED 'ZIP' FILES TO YOUR COMPUTER

1. Firstly, save the attached zip file to a folder – name the folder 'MYOB Categories' \*\*.
2. Next, go to that folder and right click on the zip file and select Extract All...



Once extracted, the templates will be visible and available to use or edit.

**NOTE:** Each enclosed template is in TWO formats:

- MS Excel which can be quickly edited if required but **MUST** be saved as txt(tab delimited) for import
  - TXT (Tab Delimited) this is the format that must be used when importing into MYOB
- it is not recommended that you open the txt version prior to importing, as the Microsoft setting on your computer may alter some settings. The txt file is a copy of the Excel file and you should only open or edit that Excel file. If you do make any changes, you must **SAVE** that Excel file in a txt(tab delimited) format and close it before attempting to import that revised Category list into your MYOB Business file.*

3. Enter any revised/new data in each applicable column or row. Remember:
  - each column in the import file represents a field in MYOB
  - each row in the import file represents a different Code \*\*
  - You must not have any duplicate Codes (in Column A)
4. When the editing/checking is complete, save the Excel file then 'save a copy' as a text, 'tab delimited(.txt)' file (or a CSV file). **Close** the saved TXT or CSV file.



5. There is a link available to check the 'Standard Account Code' ranges for our MYOB AE and AO software.  
(in your browser type '<https://help.myob.com/wiki/pages/viewpage.action?pageId=31927476#tab>', and select the 'Summary of MYOB Standard charts'. It may open the Australian page but the NZ option is in a link at the right.)
6. Non-standard MYOB Codes\*\* can be used in a template but the data structure, particularly Headers and Parent Account numbers, should conform to the original x-xxxx codes \*\*.

This link will provide details on how the Category\*\* Import fields need to be formatted:

<https://help.myob.com/wiki/display/myob/Importing+and+exporting+an+accounts+list#expand-Toimportaccountsusingasampletemplate>

## IMPORTING CATEGORIES \*\* INTO MYOB BUSINESS

This process is best done before bank feeds have been assigned for ease of process. The import **MUST** definitely be done before any transactions in the file have been Categorised \*\*.

You must check each Category template to confirm the list of codes\*\* they contain are what you want to use. If you make changes, save a copy of each template as either a 'TXT(Tab Delimited)' (A 'CSV' file format can be used but 'txt' is strongly recommended.) Each file must be closed before it can be imported.

**Main Category\*\* Headings** – (Assets, Liabilities, Equity etc). These 8 Codes\*\* cannot be edited.

### THERE ARE 2 OPTIONS FOR IMPORTING CATEGORIES\*\*.

- 1: a) IMPORT THE TEMPLATE PREPARED IN THE ABOVE SECTION, then b) EDIT THE REMAINING DEFAULT 'LINKED' CATEGORIES\*\* AND DELETE THE DUPLICATES THAT WERE IMPORTED

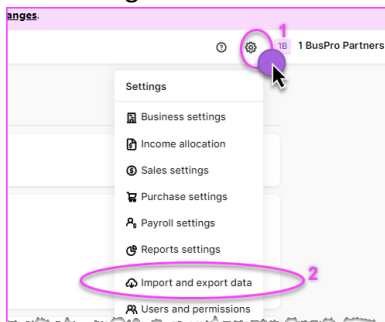
OR

- 2: a) IMPORT A 'BLANK' TEMPLATE TO REMOVE THE DEFAULT CODES\*\* IN THE FILE, b) EDIT THE LINKED CODES\*\* THAT WILL HAVE REMAINED THEN c) IMPORT YOUR COMPLETED CATEGORIES\*\* LIST

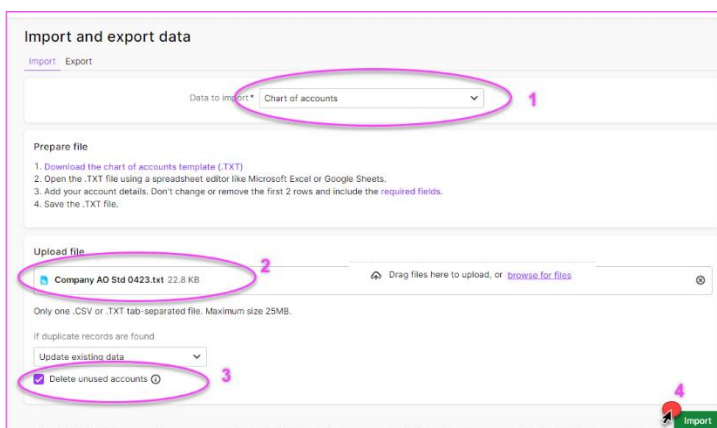
#### OPTION 1 :

##### A : Import The New Categories\*\*

Click the Settings Icon and choose **Import and export data**.



On the **Import** tab, for the **Data type** choose **Chart of accounts (1)**.



Drag and drop the file to import or browse to the folder where the template is located and select the required 'txt' (or 'csv') file to import (2)

Tick the 'Delete unused accounts' option (3) then click the green 'Import' button (4)

(confirm the 'Import' in the next window)

The import will begin – a message appears advising that an email will be sent when the import has been completed. It is recommended to wait for the email (It will be in your email inbox) before proceeding.

Check the email to ensure there are no errors – if there are any, they will be in an attachment to the email

## B : Edit The Linked Categories\*\* That Remain In The Chart

When the import/delete has been completed, there will be Categories\*\* with the default MYOB x-xxxx number format remaining in the file. They cannot be deleted as they are Linked Categories.

On the **Accounting** menu, select **Categories(Chart of Accounts)** this will show all of the Categories\*\* that remain in the file.

**Linked Categories\*\*** will mostly be the Bank, Credit Card, Debtors, Creditors and Earnings accounts. The **TYPES\*\*** will be the same as some Codes\*\* you have just imported so they are potentially duplicates.

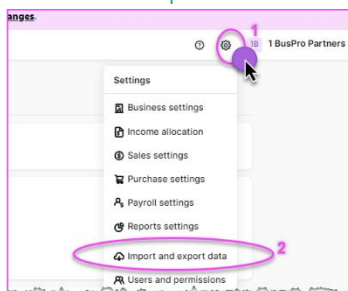
First delete the now “duplicate” Categories\*\* that you imported - e.g. Bank Current Account, Accounts Receivable etc. They will NOT be linked accounts so they can be deleted. Now, click on the **Category\*\* Name** of those default linked Categories\*\* with x-xxxx codes, to open the settings. Edit ONLY the existing Code\*\* to be the same as the “duplicate” Category that you just removed. Click **Save**.

Do this for each linked Category\*\* that you need to re-code. Your List is now complete and you can proceed.

There are further instructions below for adding Categories\*\* or making others inactive.

## OPTION 2 :

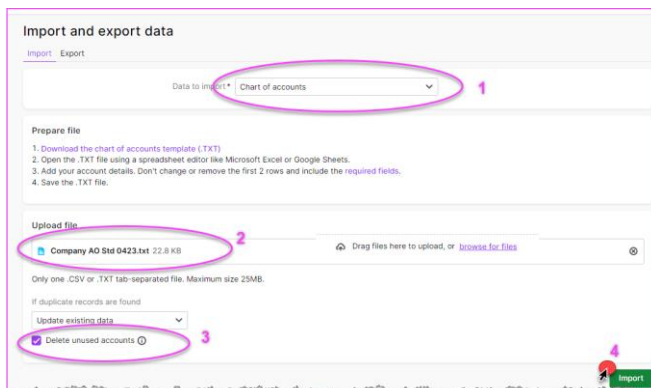
## A : Import The ‘Blank’ Categories file To Remove Default Categories\*\* From The File



Click the Settings Icon and choose **Import and export data** (same as in Step 1 a above)

On the **Import** tab, for the **Data type** choose **Categories(Chart of accounts)\*\*** (same as in Step 1 a above)

Navigate to the folder where you saved the templates and select the **Blank.txt** file



Click ‘Update existing data’ then tick the ‘**Delete Unused Accounts**’ option

Click on ‘**Import**’ and then ‘**Import**’ on the next window that pops up. The import will begin – a message appears advising that an email will be sent when the import has been completed. It is recommended to wait for the email to be received before proceeding

## B : Edit The Categories\*\* That Were Not Removed (They Are Linked Categories\*\*)

When the import/delete has been completed, there will be a number of Categories\*\* remaining in the file as they cannot be deleted (Linked Categories\*\*). On the **Accounting** menu, select **Categories(Chart of Accounts)**.

Click on the **Name** of a **Linked Category\*\*** to open the Edit category screen and edit ONLY the existing code\*\* to be the same as the code\*\* that you want to import. Click **Save**. Do this for each linked category\*\*. (They will mostly be the Bank, Credit Card, Debtors, Creditors and Earnings categories\*\*).

Do this also for any **GST Detail Categories\*\*** that remain. Click **Save**.

### C : Import The Template To Be Used For This MYOB Business File

In this option, the template can be imported without having to delete any unused Categories\*\* (accounts).

Go to the Accounting menu, select Categories(Chart of Accounts) choose Import Categories\*\*, Select Chart of accounts (1) browse to the folder where your Categories\*\* templates are saved (2), select and import (or drag and drop) the required template.

No need to 'Delete unused', Click Import button (3)

A message will appear advising that the import is being processed and an email will be sent when the import has been completed.

It is recommended that you do not proceed to work further with the file until the email has been received.

Check the email to ensure there are no errors – they will be in a file attached to the email.

### ERROR MESSAGES WHEN IMPORTING CATEGORIES\*\*

*(These templates have been tested and should NOT contain these errors!)*

Many errors do not actually mean an import has not worked. Look at the Categories in the file - a Category reported as an errors may be correctly in the file. If so, the import was not able to update the Category.

*Account could not be imported :*

the category\*\* may be listed twice in the import file but only one will be in the file

The Sub-header may be assigned to the wrong master header – revise the template, re-import

The Category might not have correct spelling / text – edit the template, re-import

A master Category (e.g. 1-0000) is in the template – those cannot be edited

*Account Type (xxxx) is too long or contains invalid characters* – the account type in the template is wrong

*Account Number is blank Number / Type is required* – that data is missing from the template, edit & re-import

## KEY DATA FOR A TEMPLATE

**Valid Header types:**

Bank  
Accounts receivable  
Asset

Accounts payable  
Liability

Equity

Income

Cost of sales

Expense

Other income

Other expense

**Valid Category\*\* Names:**

Bank  
Account receivable  
Other current asset  
Fixed asset  
Other asset  
Credit card  
Accounts payable  
Other current liability  
Long term liability  
Other liability  
Equity  
Income  
Cost of sales  
Expense  
Other income  
Other expense

**Valid GST Codes NZ:**

S15  
S  
GOI  
E  
Z  
N-T

## GST BALANCE CATEGORY\*\*

In MYOB Business, there is a 'GST Balance' Category \*\* set as a Linked category\*\* for GST reporting.

This category\*\* will by default, record ALL of the GST amounts from ALL transactions recorded in the file – even if the Category\*\* is made inactive. (note: it is not a GST Code itself but a transaction summary)

If this Category\*\* is set as 'Inactive' tick 'Show inactive' to see it and to edit the GST mapping.

Leave the Code\*\* as 2-3001 until the Categories(chart of accounts) import process has been completed.

If you prefer to use this Category\*\* for reporting GST you do not need to make any further changes.

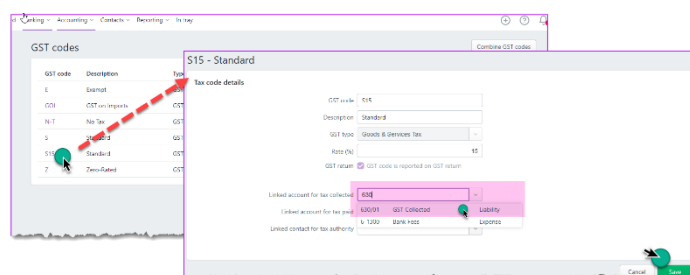
If you decide to use the default GST Balance Category\*\*, you should EITHER mark any other GST detail categories that you have imported as inactive OR delete them from the Categories\*\*.

The separate GST Paid, Collected, Debit & Credit Adjustment categories\*\* will not be used by default, even if they are loaded into the Categories(chart of accounts).

It is possible to edit the GST Category mapping to accumulate all GST Collected into one Category and GST Paid in another, as you may have previously done in MYOB Banklink or other software.

Do the setting changes to use the separate paid and received codes in the Accounting > GST Codes screen. Click on the purple GST code ID to edit the related GST Settings.

Click on the GST Code, in the window that opens, click on one of the linked categories, from the list of GST codes, select the detail GST Category you want to use and save the change.



Do this for ALL of the GST types. Make sure that S15 and Z codes are ticked to 'Report on GST Return'

If the old 'S' GST code appears, it can be deleted as follows:

edit the rate to be 15% and then combine the S code into the S15 code. The S code will be deleted.

## MANAGING SYSTEM & LINKED CATEGORIES\*\*

### Trail Balance Section Headers.

These are the Master Categories – which are the Headers for the Balance Sheet & Profit and Loss sections of a Trial Balance. Assets, Liabilities, Equity (Balance Sheet), Income, Cost of Sales, Expenses, Other Income, Other Expenses (Profit & Loss) These Categories\*\* cannot be edited or deleted.

If you are importing Categories(chart of accounts)\*\* into an existing MYOB Business file, it is recommended that you do not include the Master Categories in the import file. They will report as errors because a) they already exist in the file and b) cannot be edited, irrespective of what format of Categories(chart of accounts)\*\* you are using in the file.

### Sub-Headers

Also in the import template and in the file there may be Sub-Headers. They cannot be posted to but calculate the net balance of the Categories\*\* immediately below the related Sub-header.

For example you will see account '1-0001' - Bank Accounts which is a Sub-header.

Sub-headers are used for reporting in MYOB Business but do not export when data is exported from MYOB Business to your practice software.

### Linked Categories\*\*

You can change the Linked Categories\*\* and / or names and also make them inactive. Linked Categories cannot be deleted.

These are DETAIL Categories\*\* into which transactions are categorised\*\*. Linked Categories\*\* are the default categories\*\* used for various functions in MYOB. They are the key categories for correctly collating data GST and other reporting.

For more information regarding linked categories\*\*, please follow the link below:

<https://help.myob.com/wiki/display/myob/Managing+linked+accounts>