menumate®

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MYOB

Premier Integration
Australian Version

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Publication Details

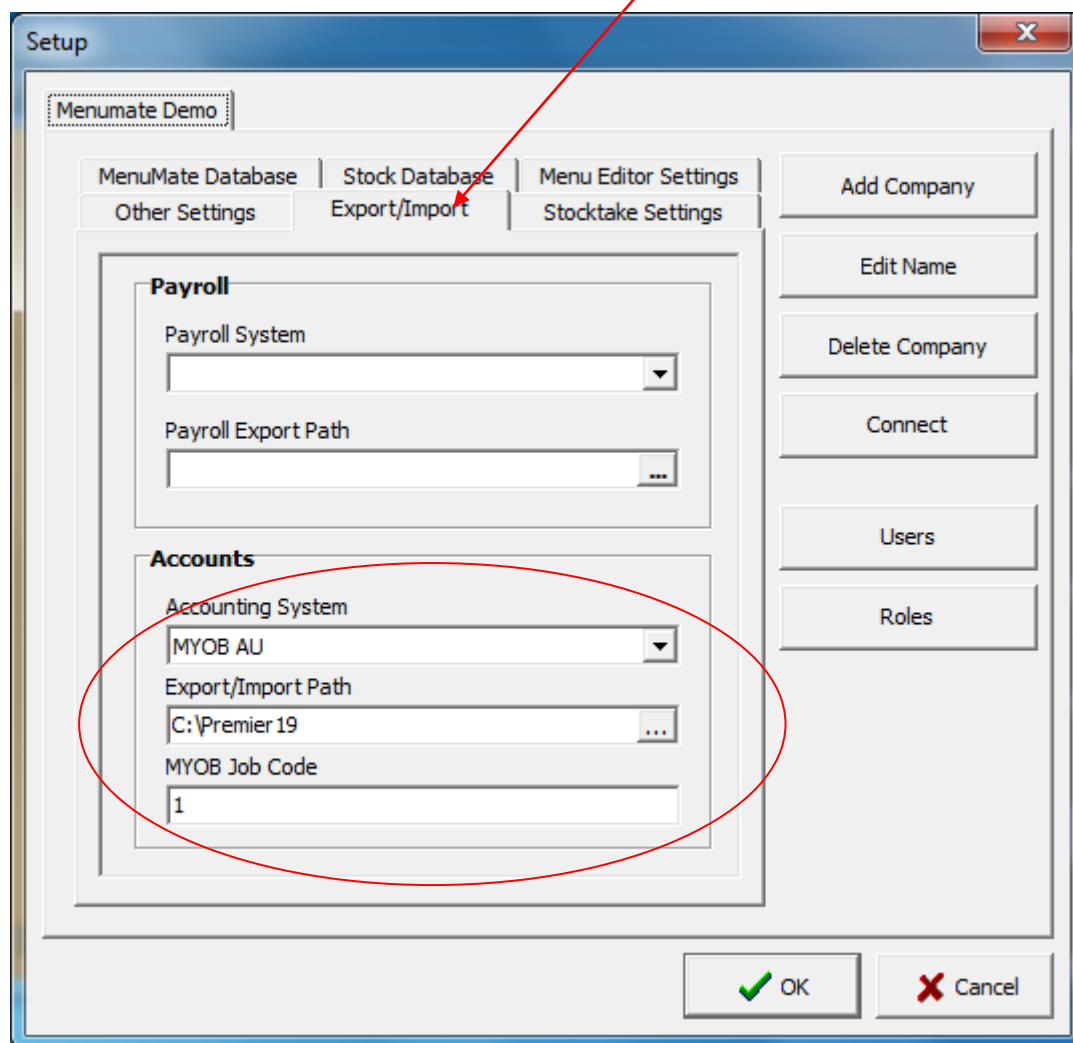| Publication Version	2
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Introduction

Menumate has been developed to integrate with the Australian version MYOB Premier V19 for Supplier Stock Invoices, Debtors (members in Menumate with Allow Charge ticked) and Debtor Invoices.

MYOB imports this information using the Import/Export tolls in MYOB. This HOW TO document assumes that the operator has a reasonable knowledge of Menumate and MYOB.

To use these features the menumate system must be version 5.5.0.0 or greater.

Setting up Menumate for MYOB

When in Menumate Office from the SETUP option go to the Export/Import tab and set the Accounting System to be MYOB AU, determine where the Export/Import Path should be, this is likely to be in the same folder as the MYOB installation i.e. C:\Premier19. If the business is using Job Codes then enter the MYOB Job Code.

Once the settings have been selected select OK to save the settings and log into Menumate Office.
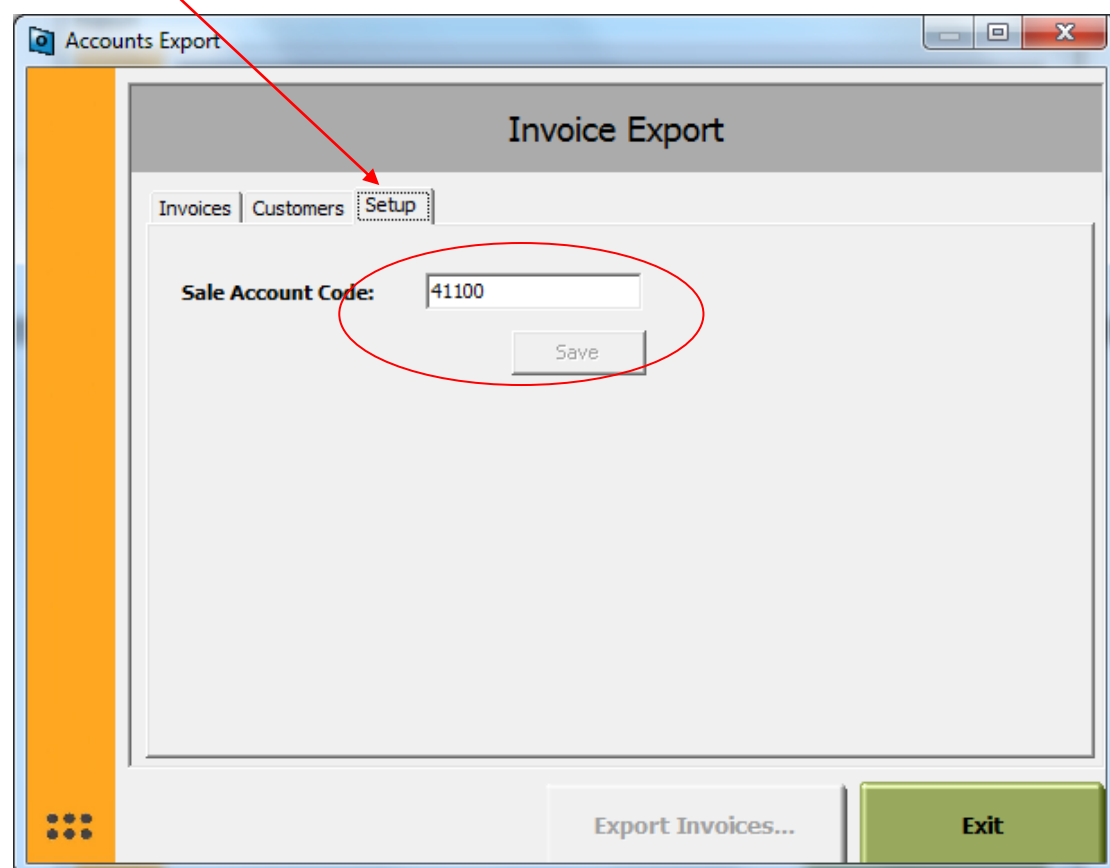
Debtors

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Configuring DEBTORS

Menumate exports the debtor/customer invoices to MYOB using the professional invoice format. Menumate will only export the sales revenue to ONE MYOB General Ledger account.

From Menumate Office select the EXPORT option, then select Export Accounts and select the Setup tab.


Enter the General Ledger account code for the revenue into the Sale Account Code field with no spaces, commas or dashes. Once this is entered select Save and then Exit.

Exporting Customers/Debtors from Menumate

Menumate exports all members in Menumate that are flagged with the ALLOW CHARGES field ticked against their record. Menumate will create a file for MYOB called customers.txt.

From Menumate Office select the EXPORT option, then select Export Accounts and select the Customers tab.
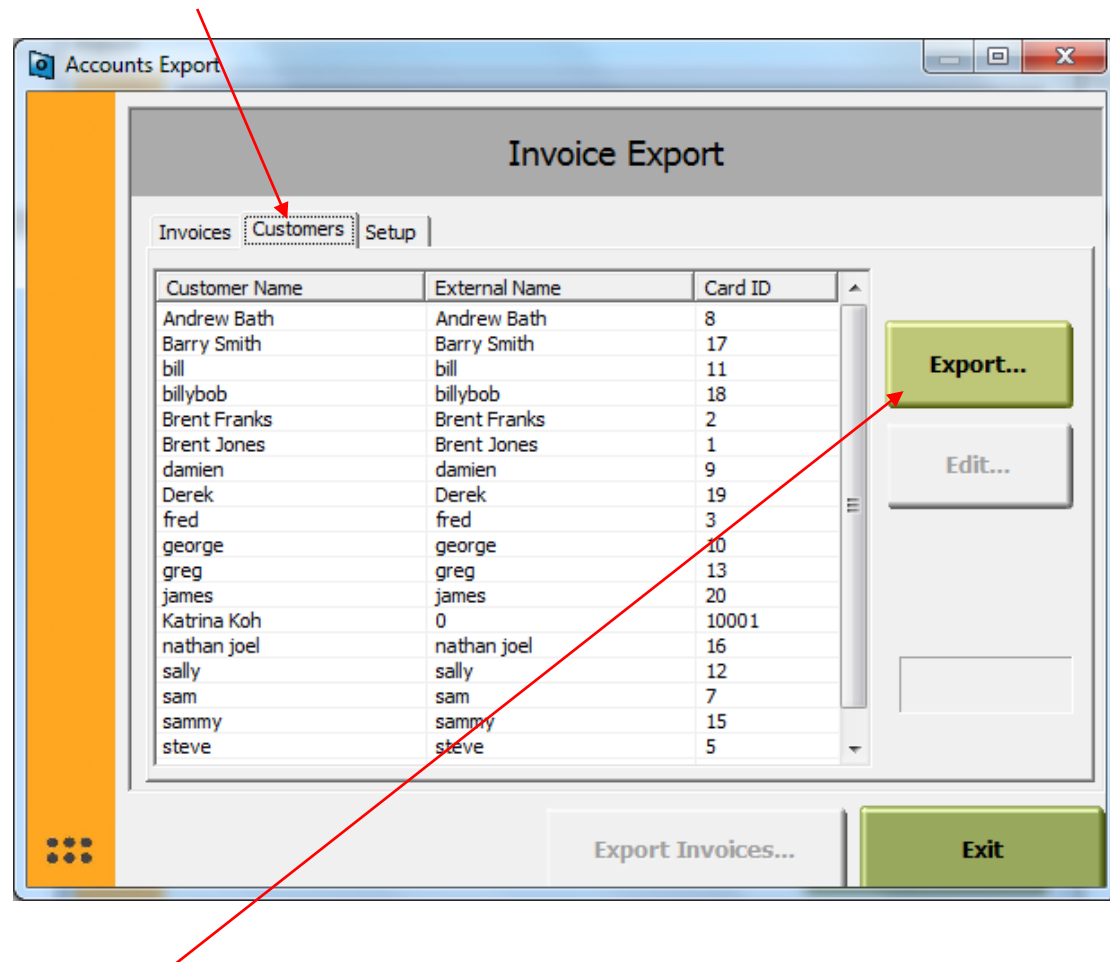

Click on Export to build the customers.txt file to be imported into MYOB Premier Version 19

Importing Customers/Debtors to MYOB

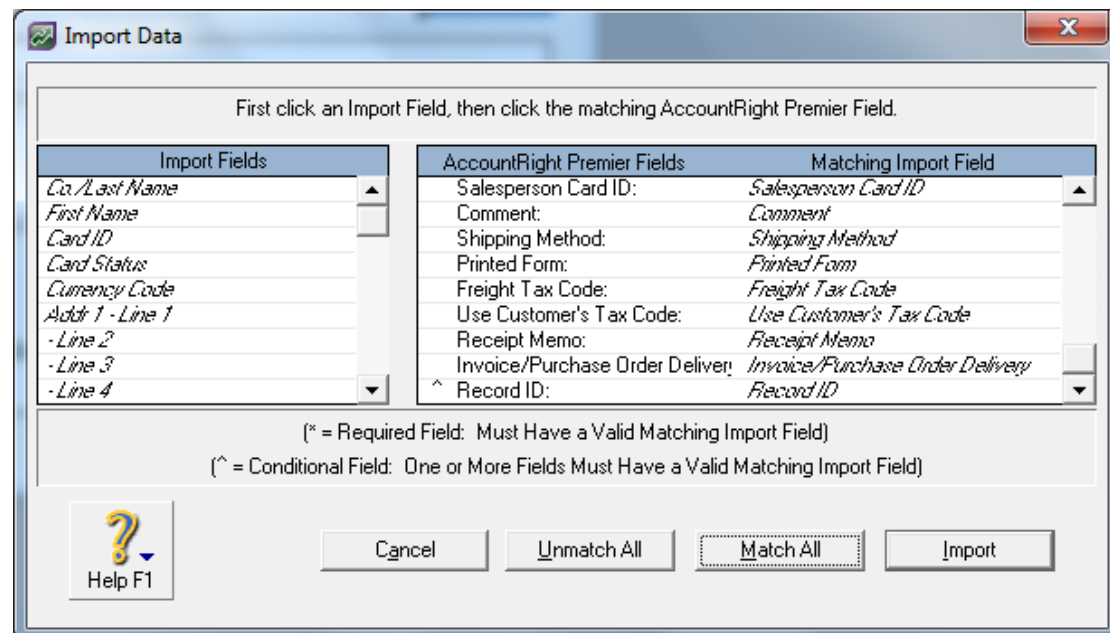Once the customers.txt file has been exported from Menumate then it can be imported into MYOB. From MYOB select FILE, IMPORT DATA, CARD FILES and CUSTOMER CARDS. This will display the Import File window. Configure the screen with the setting shown below and select Continue.
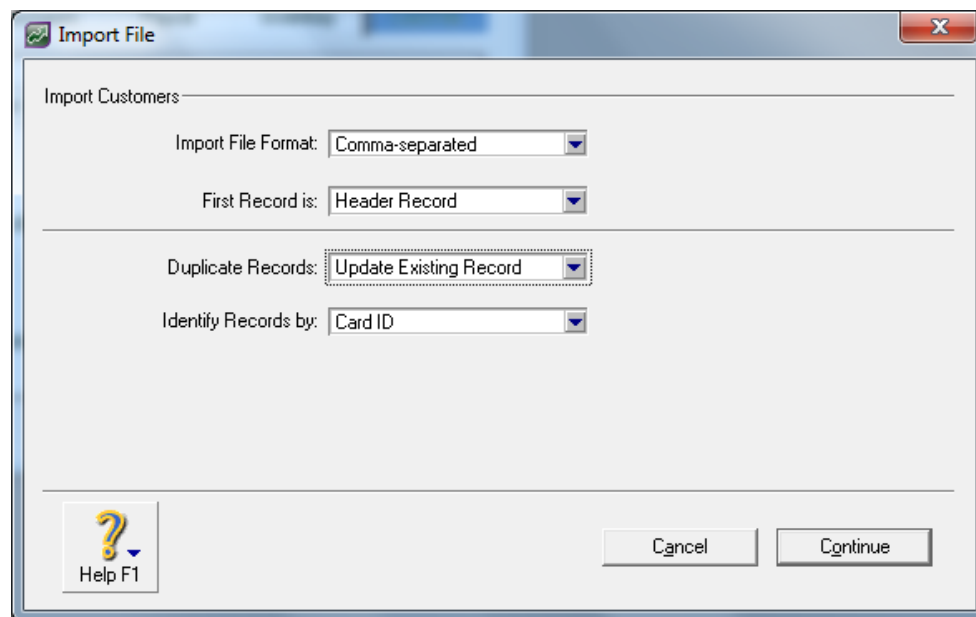
Once the Import File screen has been configured you need to select the file customers.txt from the location configured in Menumate.
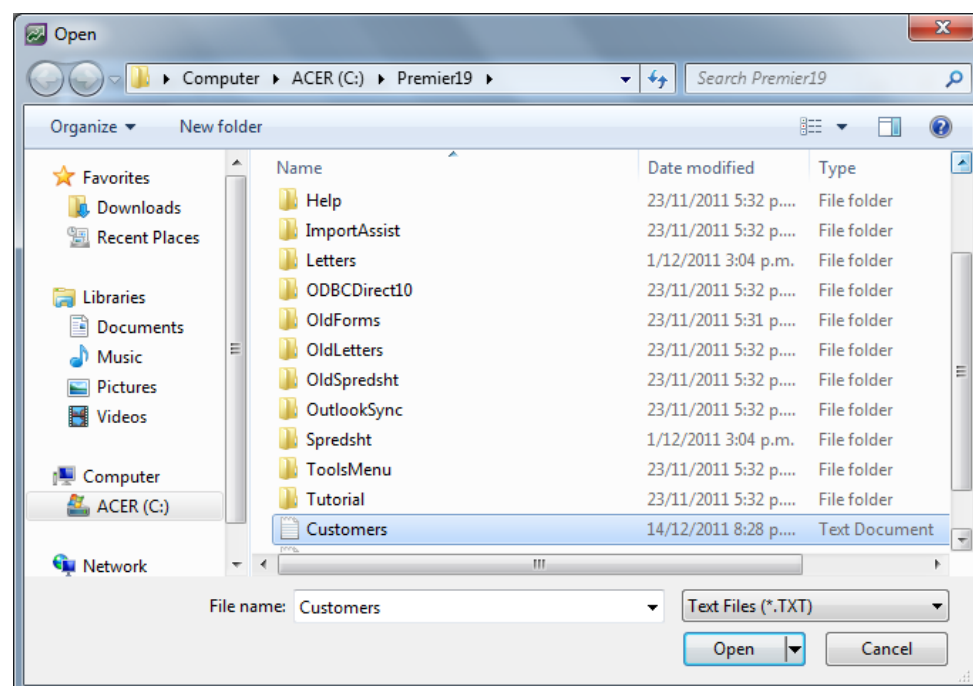
When the customers.txt file has been selected the information exported from Menumate and imported into MYOB needs to be MAPPED. Menumate has been configured to ensure it maps exactly with MYOB Premier V19.

Select MATCH ALL and then Scroll down the the bottom of the right hand window. Ensure that the Record ID fields in AccountRight Premier Fields and Matching Import Field are the same. If these are not the same then potentially you have the wrong version of Menumate or you are not using MYOB Premier V19. This stage is important and the customers will not import if the mapping is not correct.

Once the mapping has been completed select IMPORT. MYOB will then import the customers.txt file into the Customer Cards records of MYOB and report any errors or warnings.
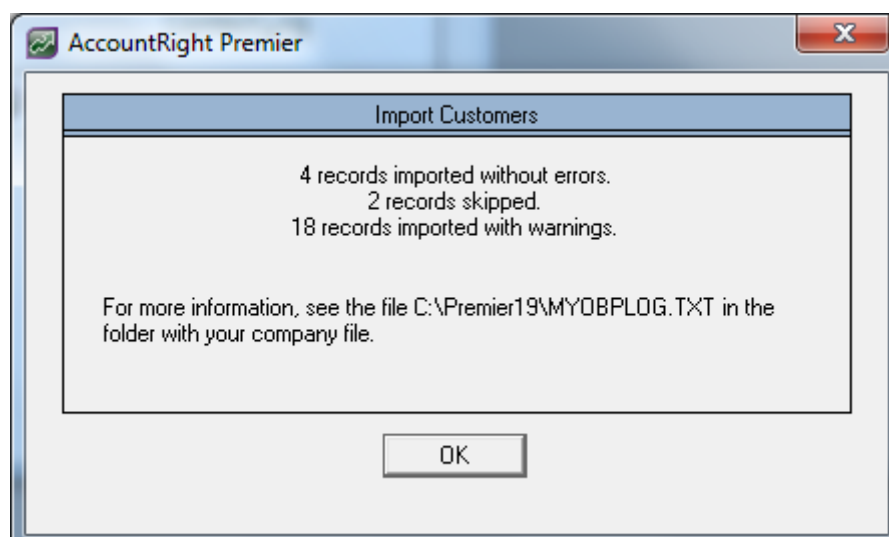
If there are any records SKIPPED then it is important to investigate. In the demonstration file there were 4 records imported without errors, 18 records imported with warnings and 2 RECORDS THAT WERE SKIPPED. Open the MYOBPLOG.TXT file to view the reasons for the 2 records that were skipped.

The MYOBPLOG reports the reasons that the records have not been important. In the above instance it is because the two records do not have a CARD ID (MYOB field) / MEMBER NUMBER (Menumate field). The record for John Smith and Katrina are the records that have errors. Successfully imported customers will show in the Card Information in Menumate.

Exporting Customer/Debtor Invoices from Menumate

Menumate can export out all customer/debtor invoices from Menumate to MYOB Premier V19. Menumate is configured to export/import using the Professional Invoice Format on MYOB. Menumate will create a file for MYOB called invoices.txt.

From Menumate Office select the EXPORT option, then select Export Accounts and select the Invoices tab.

Select the Start Date and the End Date of the invoices to be exported from Menumate for MYOB. Click on Export Invoices to build the invocies.txt file to be imported into MYOB Premier Version 19.

Importing Customer/Debtor Invoices to MYOB

Once the invoices.txt file has been exported from Menumate then it can be imported into MYOB. From MYOB select FILE, IMPORT DATA, SALES and PROFESIONAL SALES. This will display the Import File window. Configure the screen with the setting shown below and select Continue.
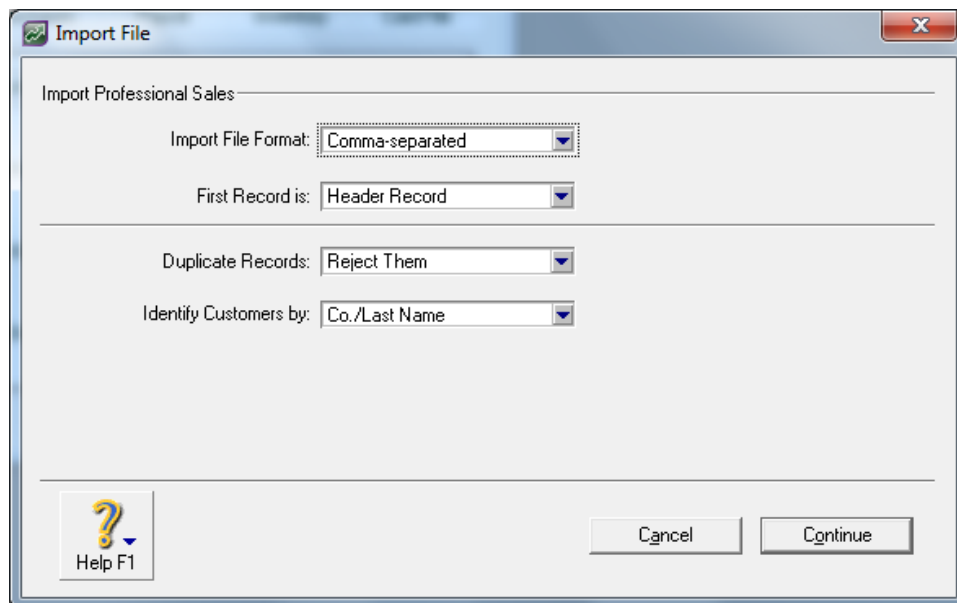
Once the Import File screen has been configured you need to select the file customers.txt from the location configured in Menumate.
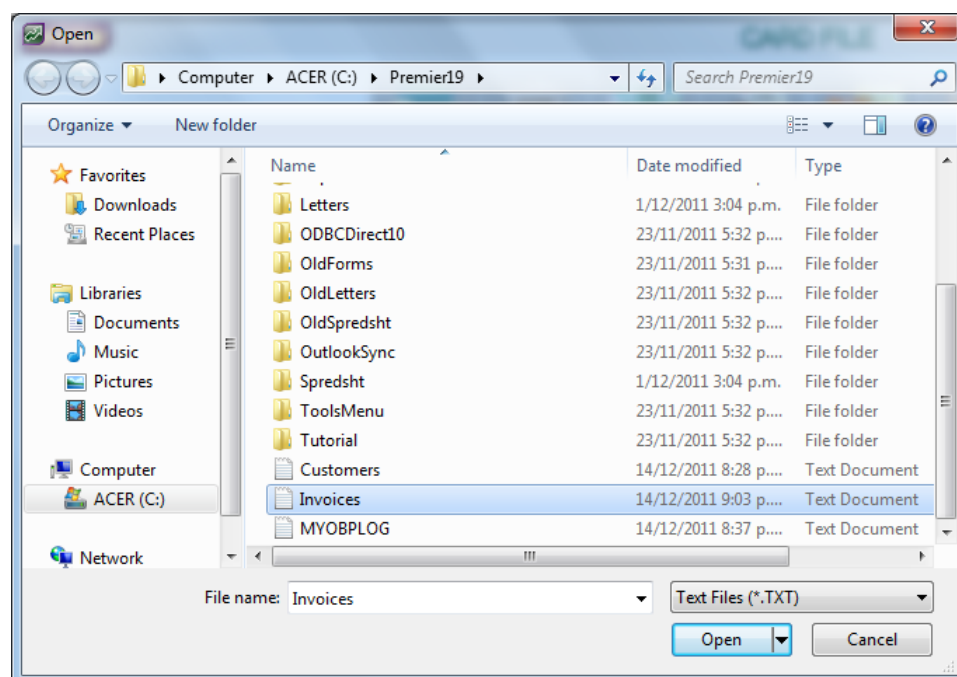
When the invoices.txt file has been selected the information exported from Menumate and imported into MYOB needs to be MAPPED. Menumate has been configured to ensure it maps exactly with MYOB Premier V19.
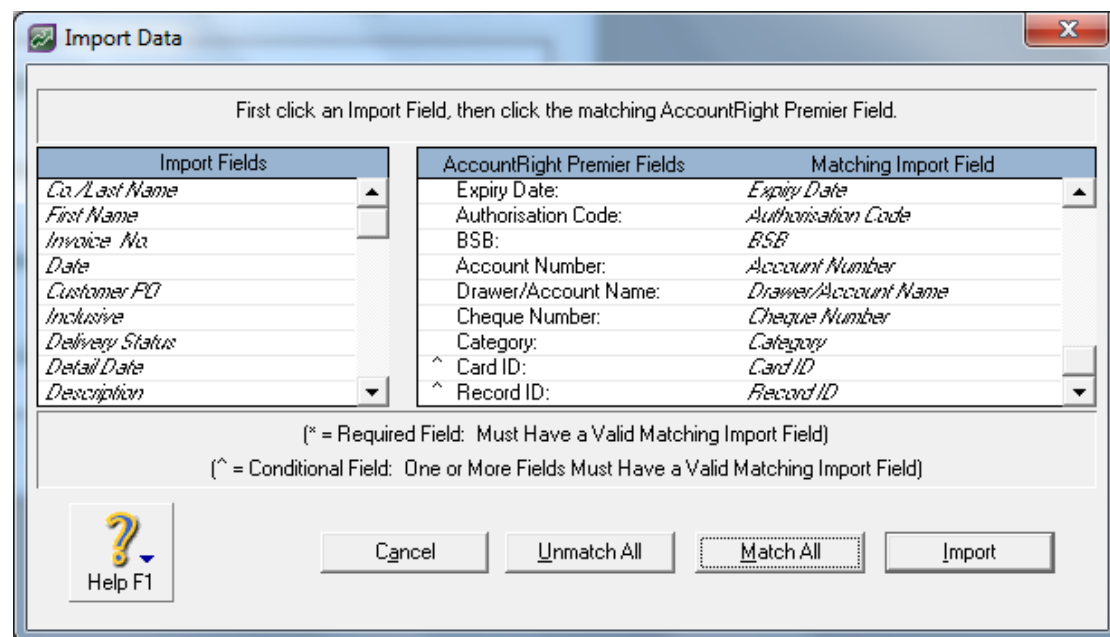

Select MATCH ALL and then Scroll down the the bottom of the right hand window. Ensure that the Record ID fields in AccountRight Premier Fields and Matching Import Field are the same. If these are not the same then potentially you have the wrong version of Menumate or you are not using MYOB Premier V19. This stage is important and the customers will not import if the mapping is not correct.

Once the mapping has been completed select IMPORT. MYOB will then import the invoices.txt file into the professional sales records of MYOB and report any errors or warnings.
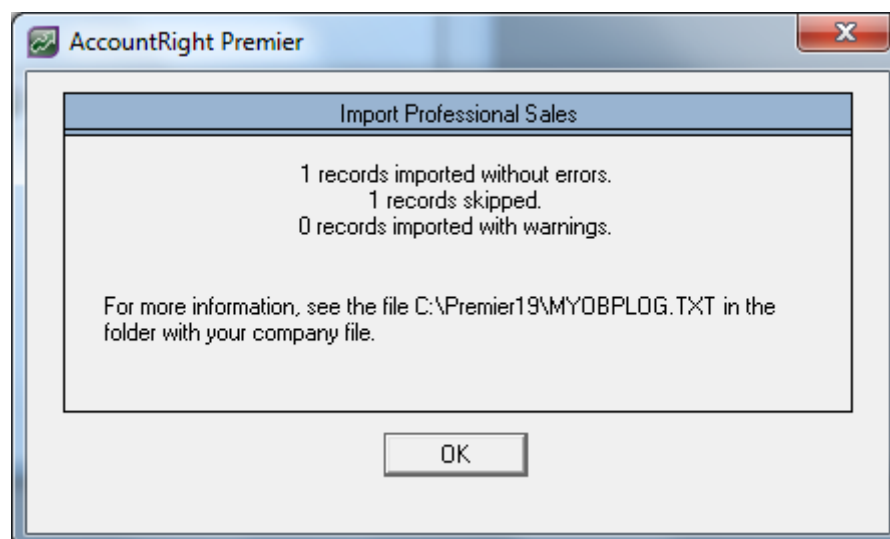
If there are any records SKIPPED then it is important to investigate. In the demonstration file there were 1 record imported without errors and 1 RECORD THAT WAS SKIPPED. Open the MYOBPLOG.TXT file to view the reasons for the 1 record that was skipped.
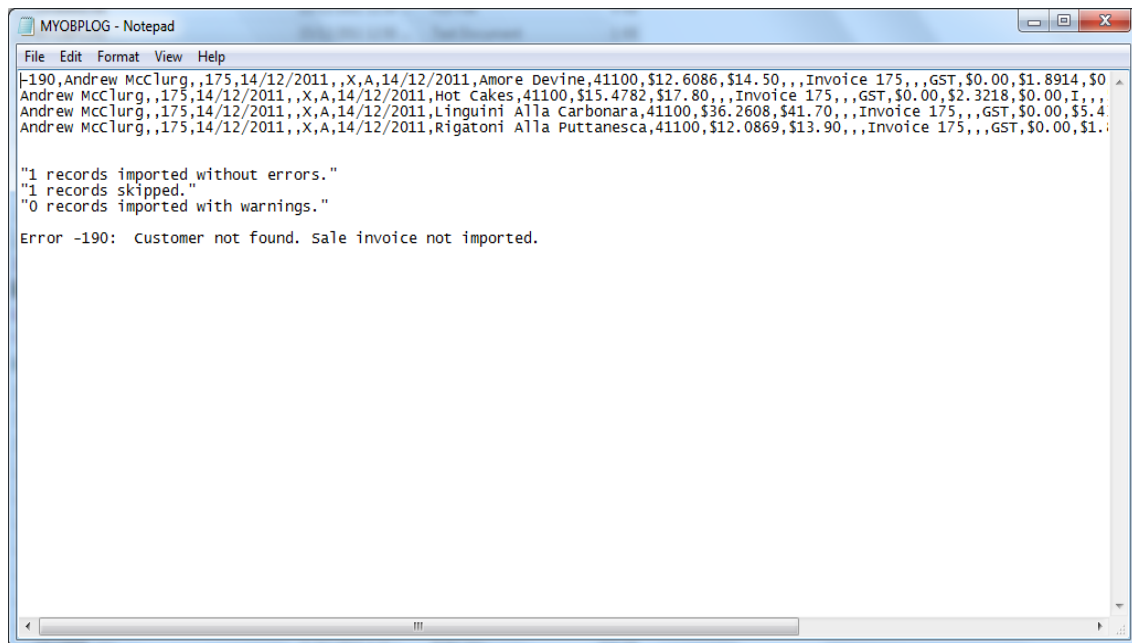
The MYOBPLOG reports the reasons that the records have not been important. In the above instance it is because the Customer is not in the MYOB system so the invoice cannot be imported. This would be fixed by adding the customer either manually or through the Menumate -> MYOB customer import and then reimporting the invoice. Warning: MYOB will import an invoice TWICE as successfully imported invoices will show in MYOB.
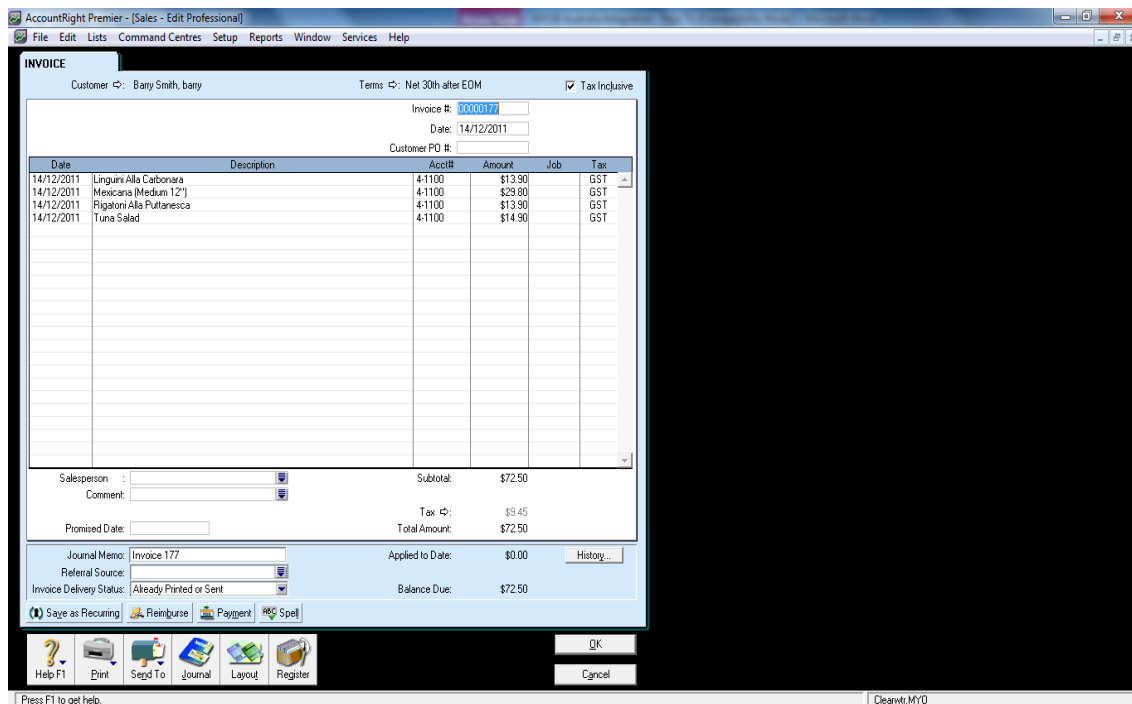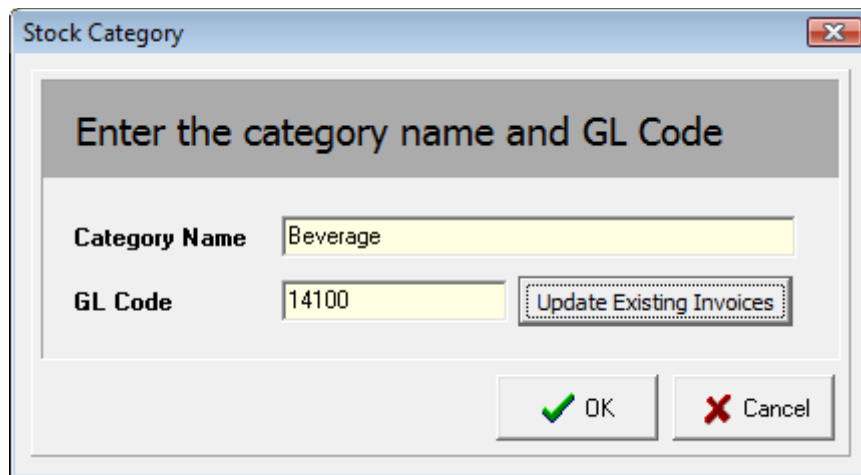
Creditors

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Setup Product Category Links

From Menumate Office select the **STOCK** option. Each existing product category needs to be edited and the general ledger code from the accounting system for the purchases field needs to be entered against each the category.
These are typically Beverages Purchases, Food Purchases, etc.

If there are existing invoices (Supplier Invoices) enter into Menumate then use the **Update Existing Invoices** option to change all the existing invoices in the system.

Setup Supplier Links

From Menumate Office select the **STOCK** option. Each existing supplier needs to be edited and the exact supplier name from MYOB needs to be entered as the Supplier Identifier.

These need to be **<u>exactly</u>** the same in both systems or invoices will be rejected.

If there are existing invoices (Supplier Invoices) enter into Menumate then use the **Update Existing Invoices** option to change all the existing invoices in the system.

Exporting Supplier/Creditors Invoices from Menumate

It would be recommended that invoices are exporting to the accounting system on a regular basis to ensure that nothing is missing.

From the Menumate Office select **STOCK** and **Export to MYOB AU**
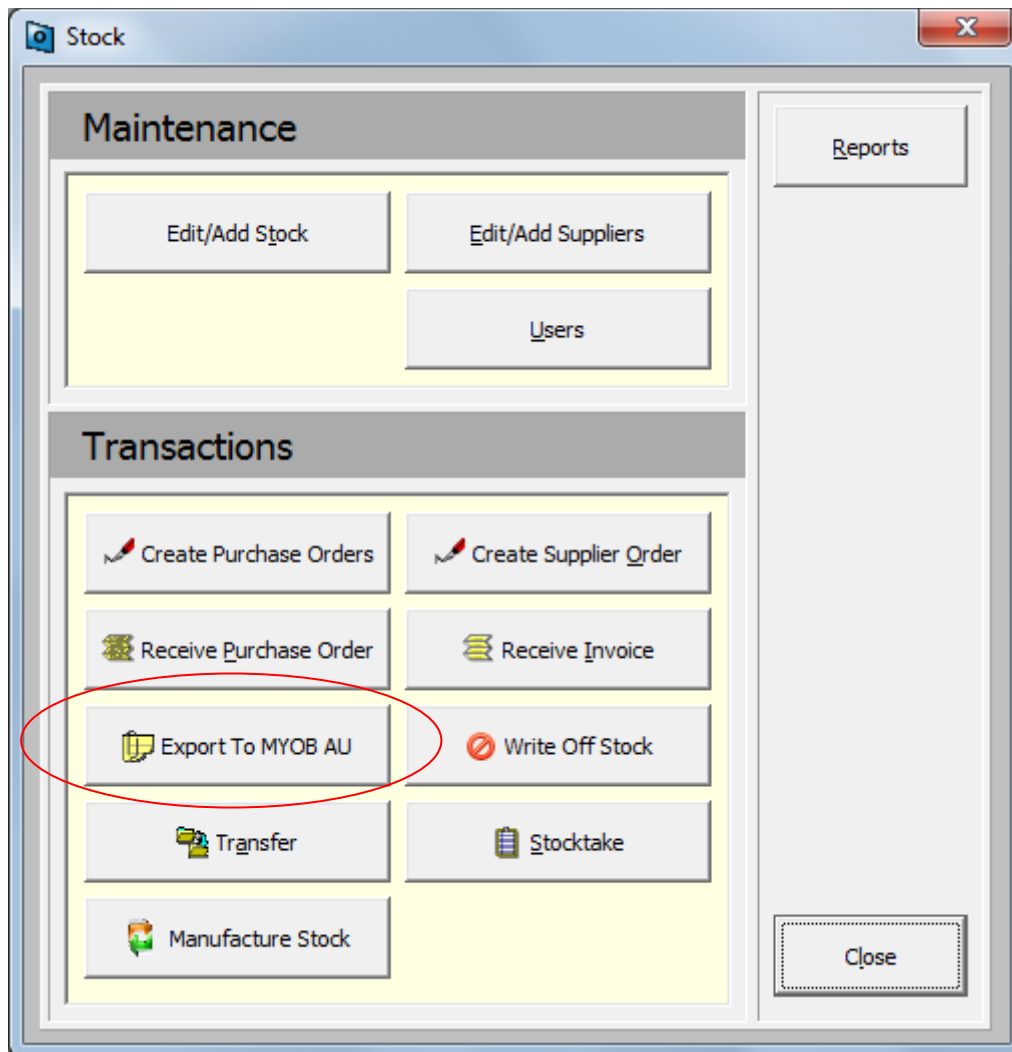
This allows the client to select the date from and date too for the invoices to export to the accounting system.

All suppliers in the date range with invoices can then be selected (they are all selected by default).

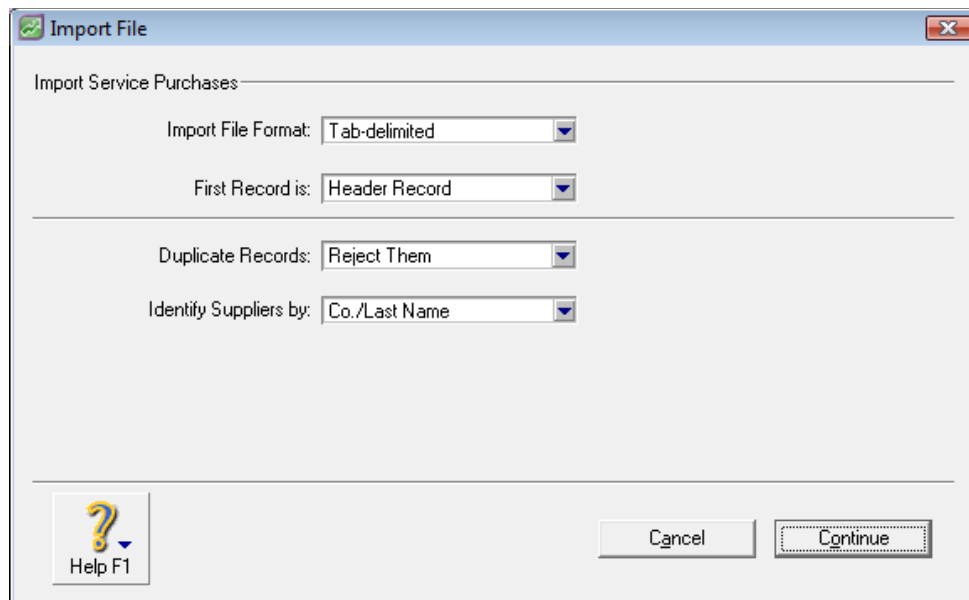This will create the file of the exported invoices ready to be imported into the accounting system.
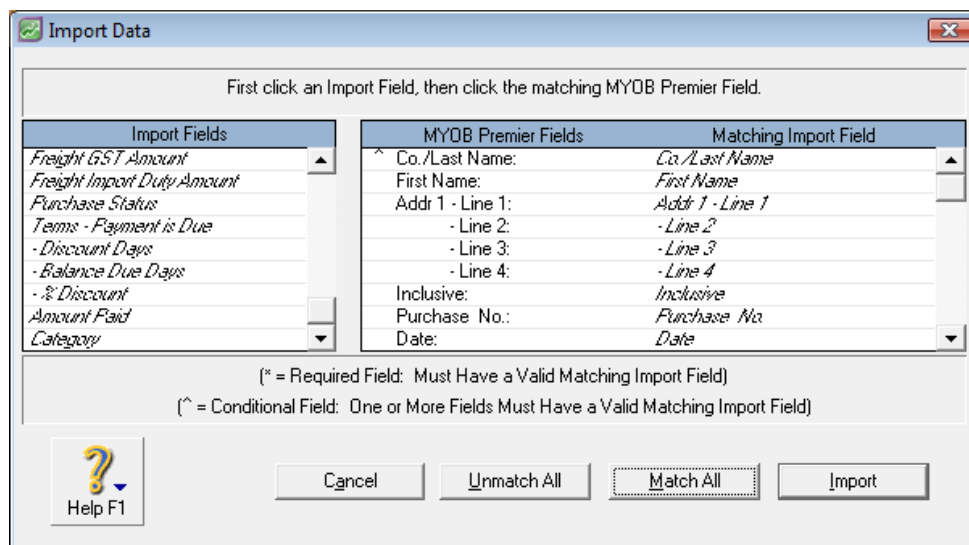
Importing Supplier/Creditors Invoices to MYOB

Menumate does not provide support for MYOB but a summary of the import process is as follows.

When in MYOB select File, Import Data, Purchases, and Services Purchases.

Set the above fields as per the display and press continue. File the invoice files (typically called c:\servpur.txt and select OPEN.

Match everything in the list on the left (Import Fields) to the list of the MYOB field on the right. If the MYOB Version is MYOB Accounting then the fields should match. Once they are matched then select Import.

When completed MYOB will report how many invoices have been imported.
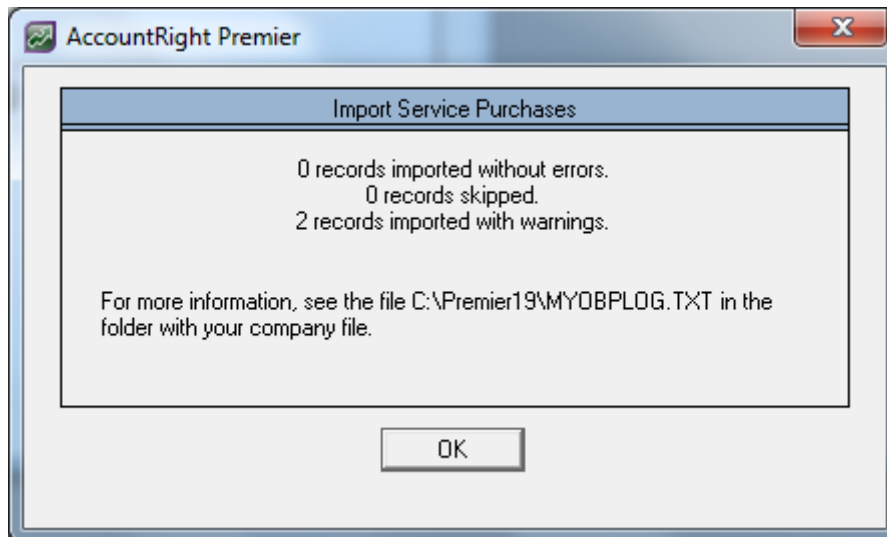
MYOB will display any error or skipped records.

The reasons are reported in the MYOBPLOG.TXT file. Typical errors are
- The Supplier Identifier Code in Menumate is not EXACTLY the same as the Supplier Name in MYOB
- The General Ledger account code for each product category is not the same as the General Ledger code in MYOB
- The invoices has already been imported so is rejected.

If everything has worked correctly then the creditors and general ledger in MYOB will be updated. There are settings in MYOB that stop invoices being imported twice with the same invoice number. For additional MYOB support the customer needs to contact the MYOB help desk.

Revision History

Date	Version	Menumate	Author	Reason
December 2011	1	5.4.0.21	A McClurg	Initial Document
January 2012	2	5.5.0.0	A McClurg	Updated with Creditors