Crashzone MYOB user manual

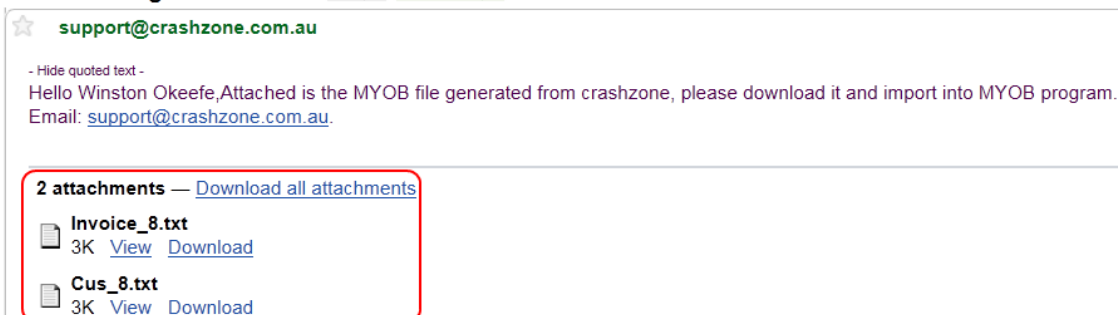## Contents

Export invoices from Crashzone to MYOB
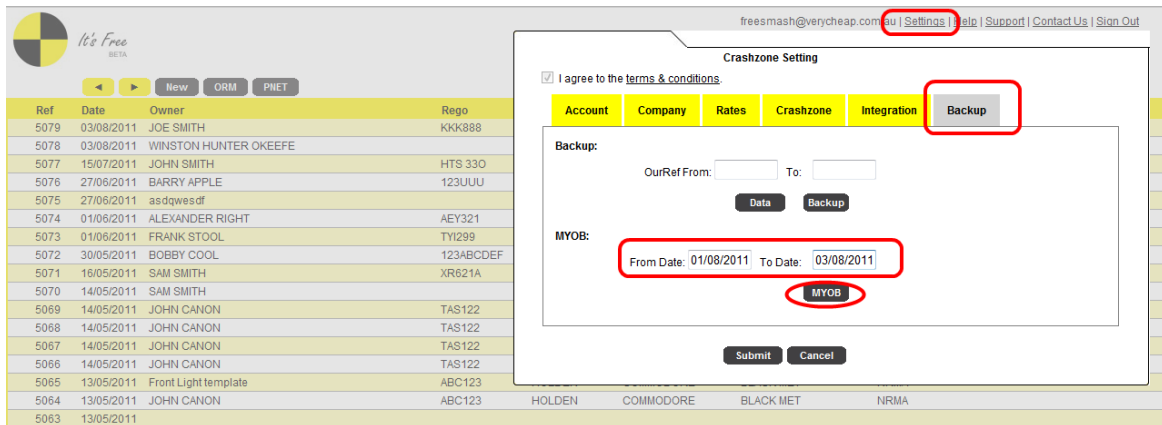
- From any page in Crashzone click on the **Settings** link
- Click on the **Backup** TAB in the settings page
- Enter the invoice date range that you would like to export **"From Date" "To Date"**
- Click on **MYOB** to export

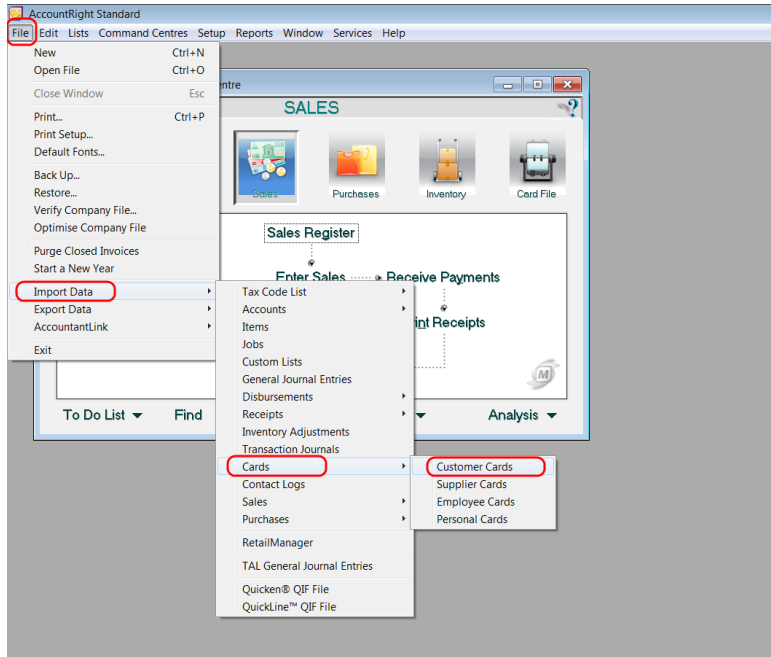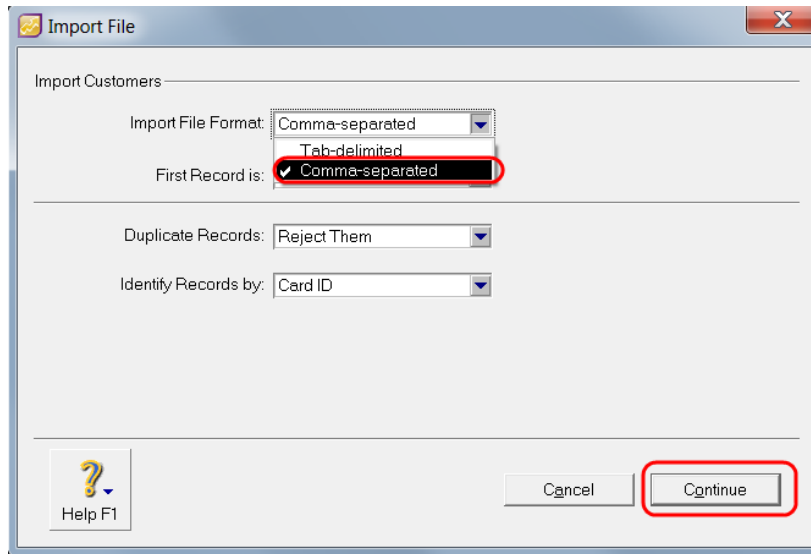- The MYOB file is sent to your nominated company email address

- 2 files are sent with the email
- "**invoice_"** invoices from Crashzone
- **"cus_"** Customer cards
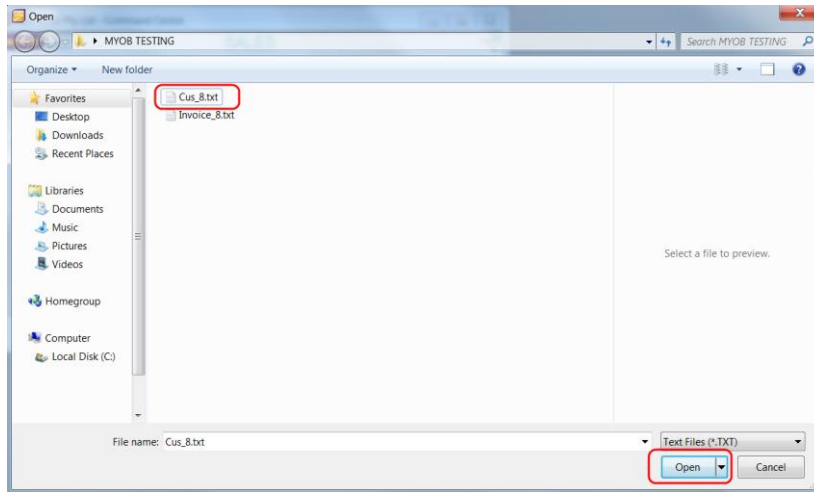- Save the 2 files to your computer
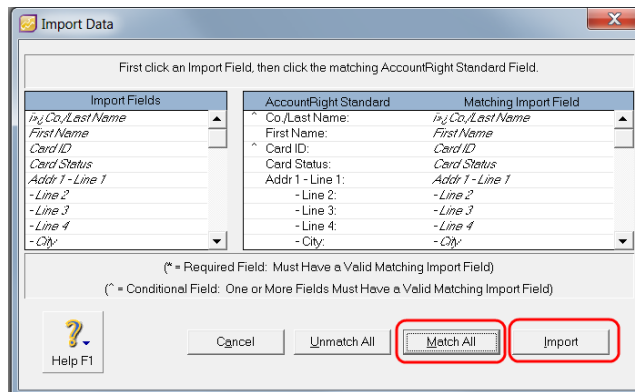
Importing Customer cards to MYOB

- Open MYOB
- Go to **File**
- Select **Import Data**
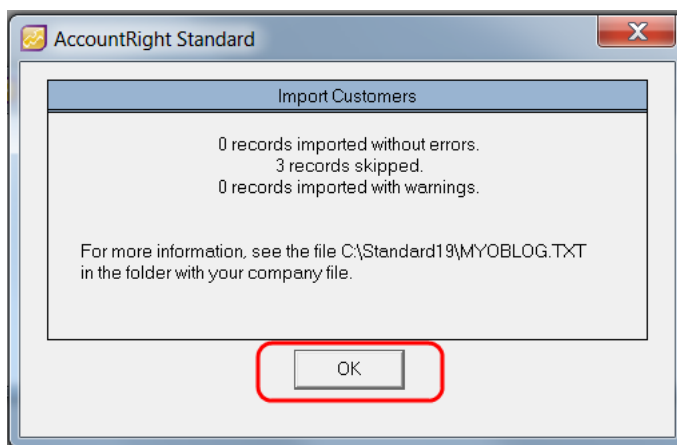- Select **Cards**
- Select **Customer cards**

- Select First Record is **"Comma-separated"**
- Click on **Continue**

- Open the folder where you have saved the MYOB file from Crashzone
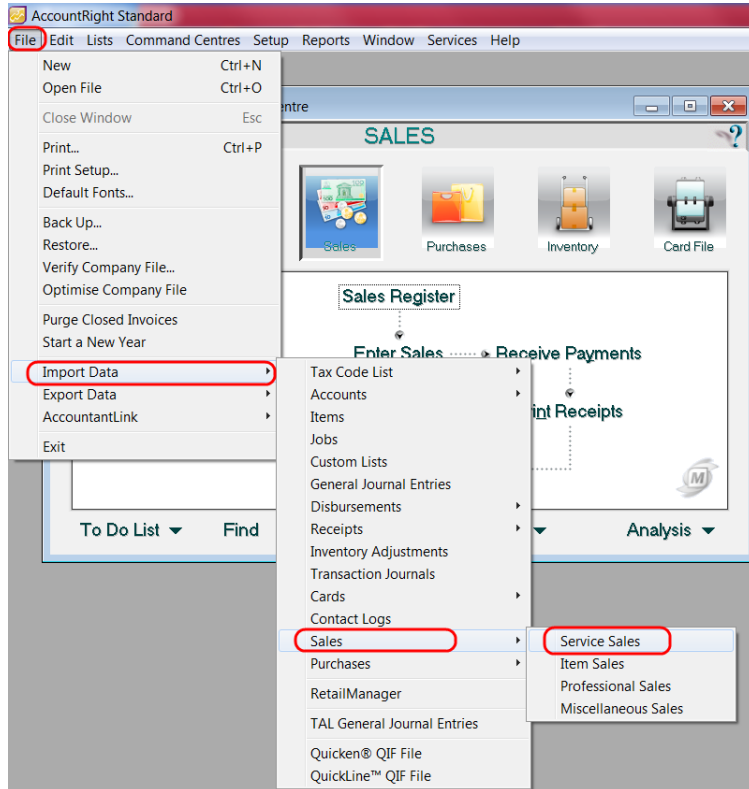- Select file **"Cus.__txt"**
- Click on **Open**

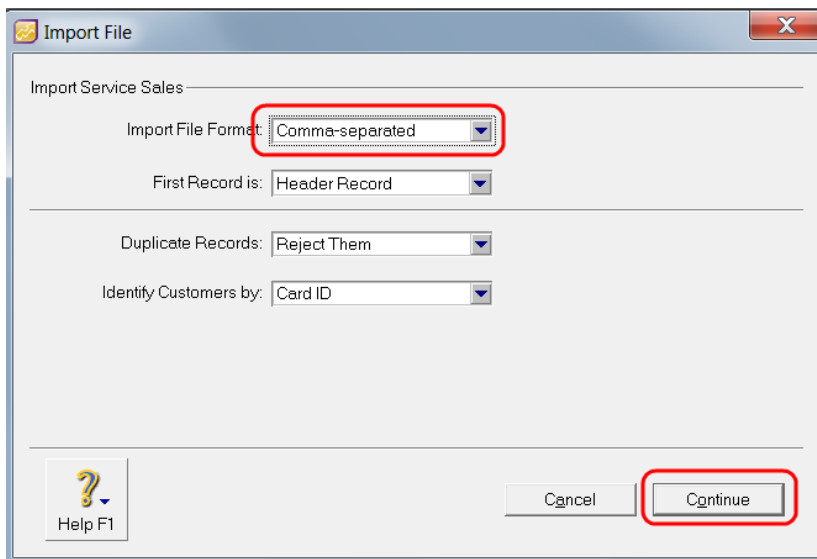- Click on **"Match All"**
- Click on **"Import"**

- Once imported you will get a summary
- If you receive any error check the log file
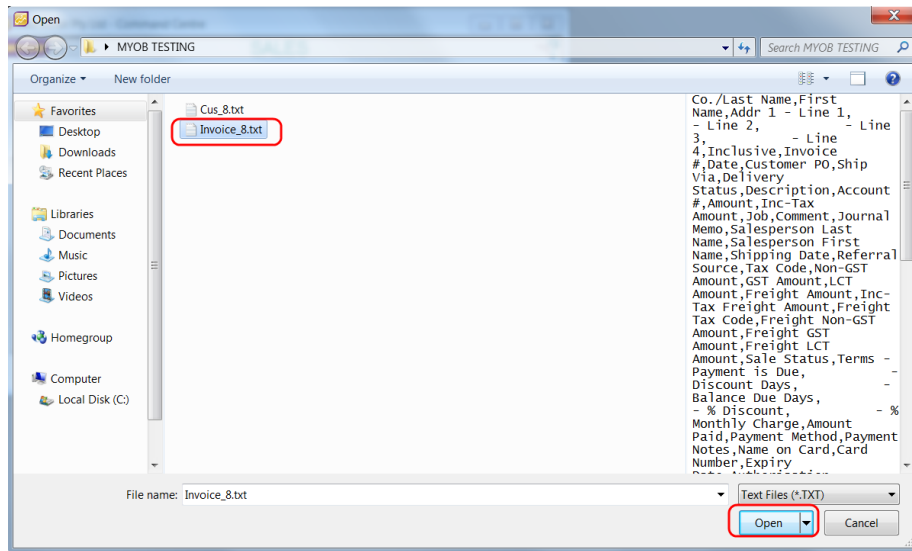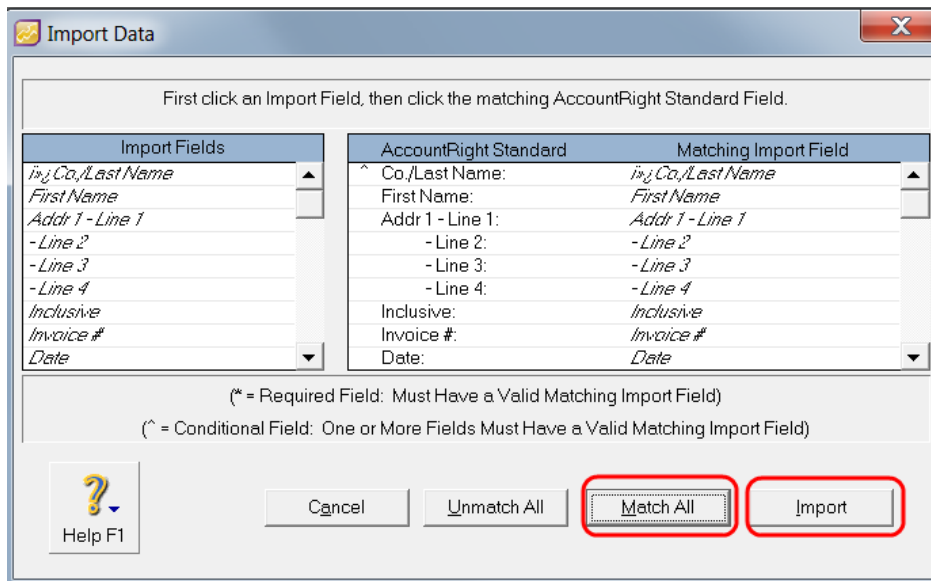- Click **OK** to continue

Importing invoices to MYOB

- Go to **File**
- Select **Import Data**
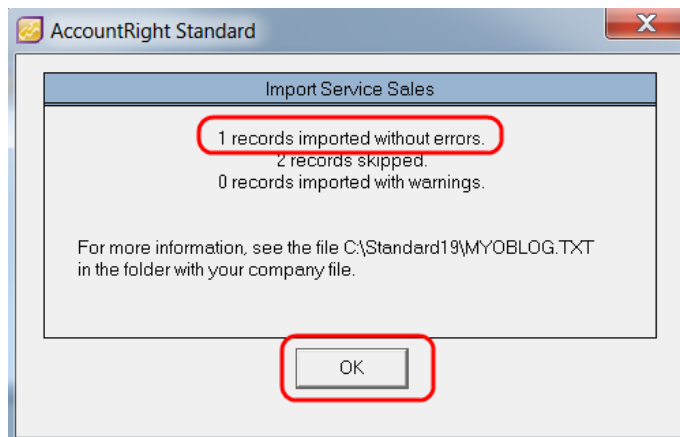- Select **Sales**
- Select **Service Sales**

- Select Import File Format **"Comma-separated"**
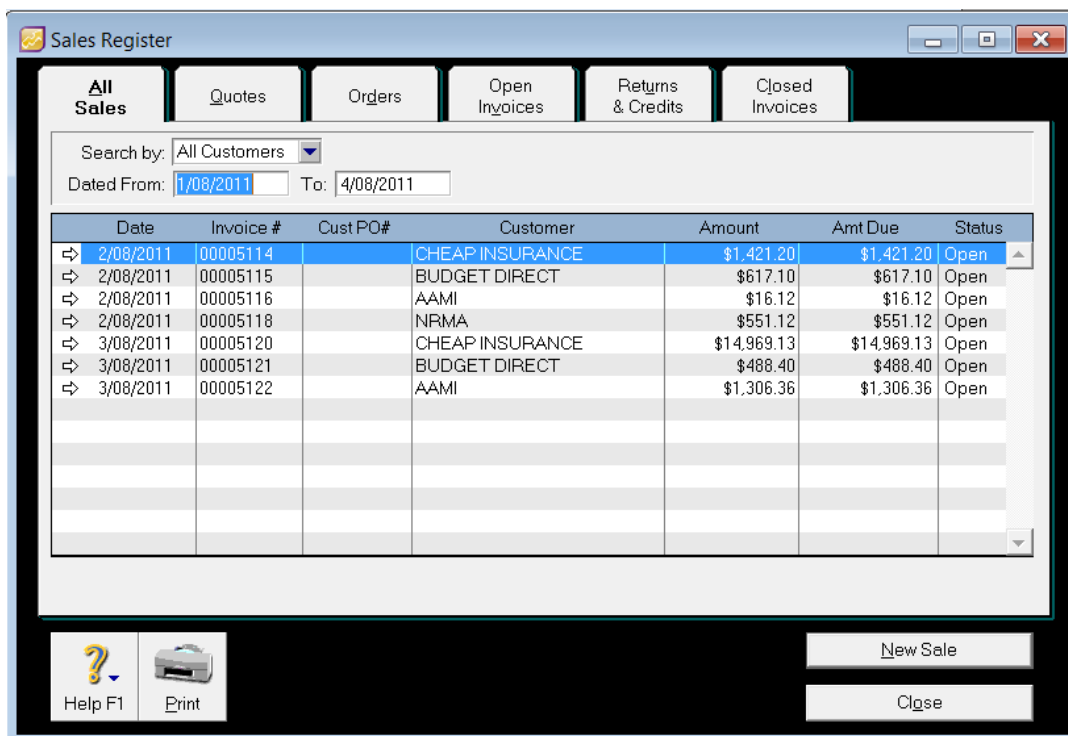- Click on **Continue**

- Open the folder where you have saved the MYOB file from Crashzone
- Select file **"Invoice.__txt"**
- Click on **Open**

- Click on **"Match All"**
- Click on **"Import"**

- Once imported you will get a summary
- If you receive any error check the log file
- Click **OK** to continue

- **Invoices have now been imported into your MYOB sales register.**

  Please note that Crashzone does not offer support for MYOB as it is a third party program. Anyone having trouble *immporting invoices should refer to the MYOB log file and consult with your accountant or IT person.*