Import BillQuick Data into MYOB AccountRight Live

INTRODUCTION

Currently there is no integration facility to export data from BillQuick into the MYOB AccountRight Live software. The existing integration in BillQuick is with the classic versions of MYOB AccountRight Premier up to v19. Therefore, this document describes the process of exporting invoices from BillQuick and importing them into MYOB AccountRight Live using the special reports provided.

This export-import process is a one way process as of now, i.e., from BillQuick to MYOB AccountRight Live.

Software Editions Supported

All BillQuick editions – Basic (Microsoft Access and SQL Express database), Pro (Microsoft Access and SQL Express database) and BillQuick Enterprise (Microsoft Access, SQL Express and Microsoft SQL Server database) – can be used to send invoice data to the following MYOB AccountRight Live editions:

- MYOB AccountRight Live Standard (v2011 and above)
- MYOB AccountRight Live Plus (v2011 and above)
- MYOB AccountRight Live Premier (v2011 and above)

Due to technical reasons, we recommend that existing BillQuick users refrain from upgrading their MYOB software to MYOB AccountRight 2011 or above (new versions) for your BillQuick-MYOB integration to work smoothly. If you are using the AccountRight Live version 2011 or above, you have the option of importing the BillQuick report data into MYOB AccountRight Live as explained in this whitepaper. Please contact the BQE Australia Office (1-300-245-566) for status update.

Import-Export Rules

1. You need to ensure that the Chart of Accounts in BillQuick and MYOB AccountRight Live are identical. This can be achieved by entering the MYOB AccountRight Live account details manually in BillQuick.
2. In BillQuick, ensure that GST is set for all billable activity and expense items, and no GST is set at the project level.
3. Your MYOB AccountRight Live data file should be set up using a 'Service' type Chart of Accounts.
4. You must add the special reports provided for this BillQuick-MYOB export-import process. To do so:

a. Open the Custom Report List screen from the Reports menu.

b. Enter a name for the report being added in the Report Name field.

b. Click on the Report File field and browse for the special report by clicking the browse icon. BillQuick adds your reports to this list.

c. You can change the Group Name (Custom by default) and specify an Industry and Description for the special report.

d. When you have finished, click Close to exit.

5. Taxable and non-taxable activity and expense items should be created upfront. If activity or expense items can be both, then create two items with similar names, one as taxable and the other as non-taxable.

6. Discounts in invoices exported from BillQuick need to be applied manually in MYOB AccountRight Live.

7. Run the following special reports in BillQuick and then export them to MYOB AccountRight Live. Ensure all reports are run in the below sequence.

   a. Employee List
   This will bring the BillQuick employees into the MYOB AccountRight Live database.
   b. Client List
   This will bring the BillQuick clients into the MYOB AccountRight Live database.
   c. Project List
   This will bring the BillQuick projects into the MYOB AccountRight Live database.
   d. *Vendor List*
   This will bring the BillQuick vendors into the MYOB AccountRight Live database.
   *e. Professional Services Invoices**
   This will bring the time and expense based invoices created in BillQuick into the MYOB AccountRight Live database.
   *f. Professional Manual Services Invoices**
   This will bring the manual invoices created in BillQuick into the MYOB AccountRight Live database.

*Steps **e** and **f** have special reports that display the invoices generated in BillQuick. These reports can be used to confirm that the invoices imported into MYOB AccountRight Live from BillQuick are identical.

Below is a list of field-to-field mapping between BillQuick data and MYOB AccountRight Live data.

BillQuick	Data Mapping	MYOB AccountRight Live
• ***Employee List***	→	• *Employee Cards*
Employee Last Name	→	Employee Last Name
Employee First Name	→	Employee First Name
Employee ID	→	Employee Card ID
• *Client List*	→	• *Customer Cards*
Client ID	→	Customer Card ID
Client Company	→	Company Name
Last Name	→	Client Last Name
First Name	→	Client First Name
• *Project List*	→	• *Jobs*
Project ID	→	Job Number
Project Name	→	Job Name
% Complete	→	Percent Complete
Start Date	→	Start Date
End Date	→	Finish Date
• *Vendor List*	→	• *Supplier Cards*
Vendor ID	→	Supplier Card ID
Vendor Company	→	Supplier Company Name
Vendor Last Name	→	Supplier Last Name
Vendor First Name	→	Supplier First Name
• *Professional Service Invoices*	→	• *Professional Sales*
Invoice Date	→	Sale Date
Time/Expense Date	→	Entry Date

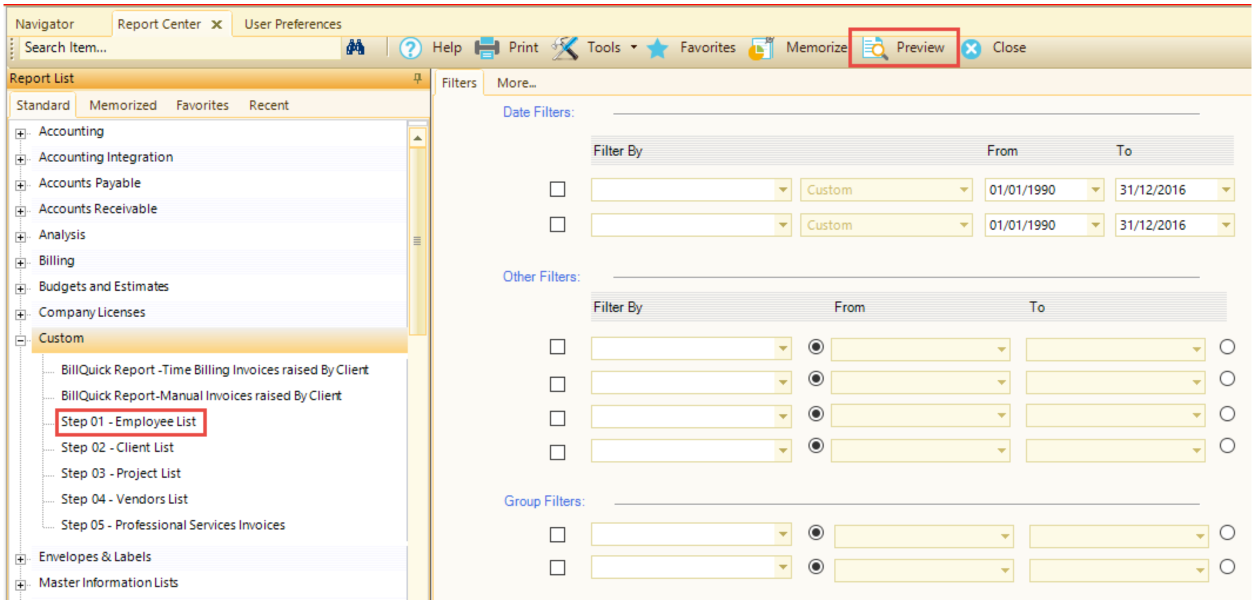
Time/Expense Description	→	Description
Income Account	→	Account No.
GST	→	Tax

Notes:

- If Client Company is **not blank** then the record will be imported as Company.
- If Client Company is **blank** then the record will be imported as Individual.
- If Vendor Company is **not blank** then the record will be imported as Company.
- If Vendor Company is **blank** then the record will be imported as Individual.
- If invoices have no time or expense entries attached to them, then Entry Date is set to Invoice Date, else to Time/Expense Date.
- If invoices have no time or expense entries attached to them, then Description is set to Invoice Memo 1, else to Time/Expense Description.
- If invoices have no time or expense entries attached to them, then Income Account should be entered in the **Project screen (Accounts > Income Account).** If you are using a BillQuick version that does not allow access to the Project > Accounts tab, then enter the Income Account number in the project's Custom 7 field, else in the Time/Expense Entry Income Account field.
- If invoices have no time or expense entries attached to them, then Tax should be entered in the Billing Review screen of BillQuick, else it imports the tax mentioned at the activity code level.

Export Reports from BillQuick

1. The special reports for this process have to be made available in the Reports Center of BillQuick (as explained above).
2. Preview the relevant report from the Report Center, say ***Employee List***.

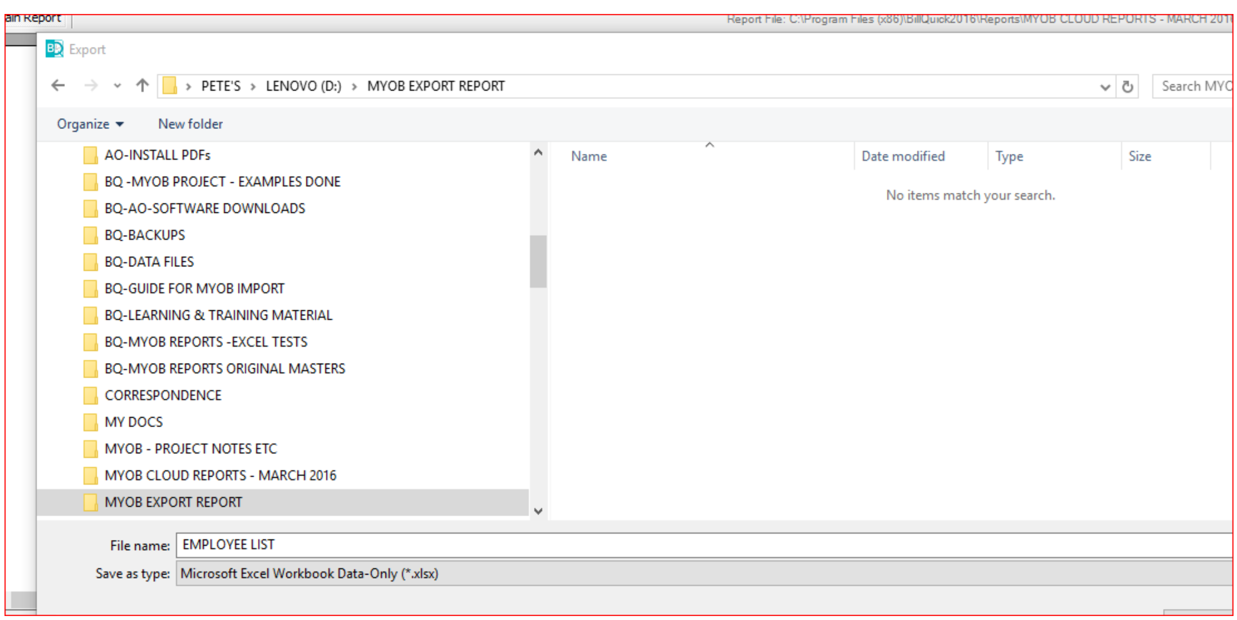


3. When previewed, the report should display similar details as shown below:

{}

Co./Last Name	First Name	Card ID	Card Status	Addr 1 - Line 1	Addr 1 - Line 2	Addr 1 - City	Addr1 - State	Addr1 - Postcode
Brooks	Bette	BROOBE	N	80 Pine Avenue		SYDNEY	NSW	2000
Cross	Jim	CROSJI	N	145 Paul Avenue		SYDNEY	NSW	2000
Fields	Lisa	FIELLI	N	45/210 Bourke Street		SYDNEY	NSW	2000
Gosh	Josh	GOSHJO	N	68 York Avenue		SYDNEY	NSW	2000
Poulos	Petro	POULPE	N	450 Sam Avenue		SYDNEY	NSW	2000
Scott	Joe	SCOTJO	N	Level 25	27 Firm Avenue	SYDNEY	NSW	2000
Smith	Sandie	SMITSA	N	500 George Street		SYDNEY	NSW	2000
Smith	Tina	SMITTI	N	1 Smith Avenue		SYDNEY	NSW	2000

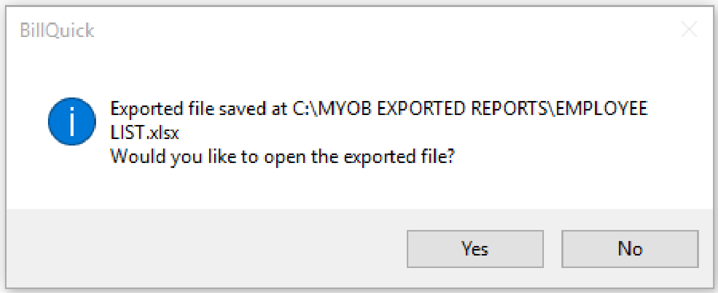
4. Click Export on the toolbar (left of the Print icon) and save it as an Excel spreadsheet in "Workbook Data Only" type in a folder of your choice.



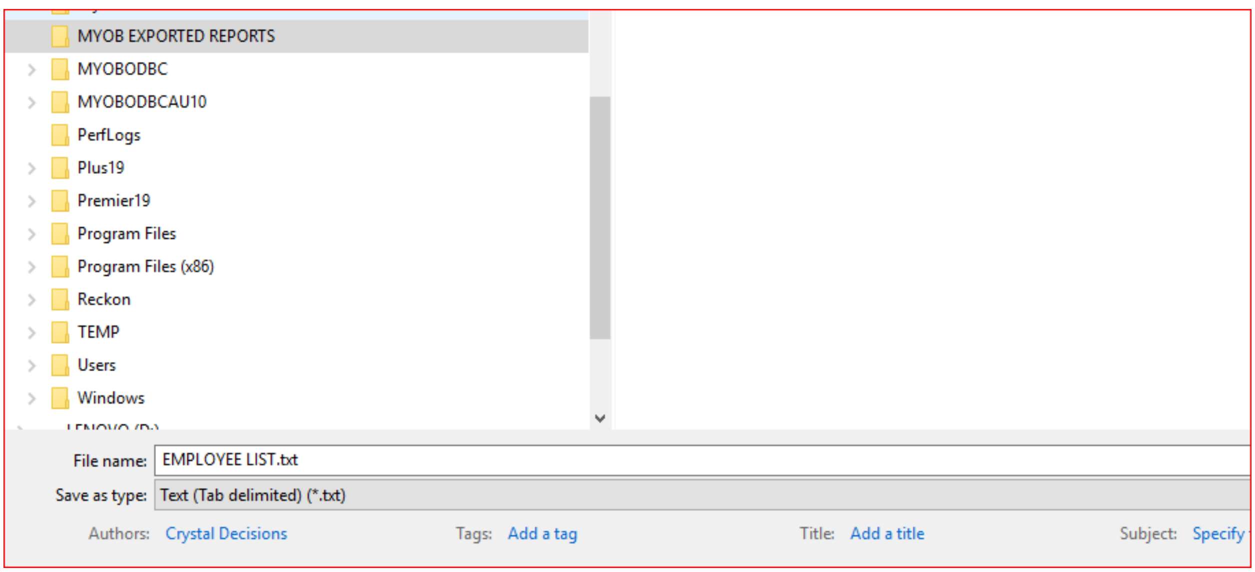
5. Next, you will see the following screen when you save the Excel spreadsheet. Click Yes.

{}

Co./Last Name	First Name	Card ID	Card Status	Addr 1 - Line 1	Addr 1 - Line 2	Addr 1 - City	Addr1 - State
Brooks	Bette	BROOBE	N	80 Pine Avenue		SYDNEY	NSW
Cross	Jim	CROSJI	N	145 Paul Avenue		SYDNEY	NSW
Fields	Lisa	FIELLI	N	45/210 Bourke Street		SYDNEY	NSW
Gosh	Josh	GOSHJO	N	68 York Avenue		SYDNEY	NSW
Poulos	Petro	POULPE	N	450 Sam Avenue		SYDNEY	NSW
Scott	Joe	SCOTJO	N	Level 25	27 Firm Avenue	SYDNEY	NSW
Smith	Sandie	SMITSA	N	500 George Street		SYDNEY	NSW
Smith	Tina	SMITTI	N	1 Smith Avenue		SYDNEY	NSW



6. After the file is opened, save it as "Text (Tab delimited)".



The same process has to be carried out for all other reports listed above.

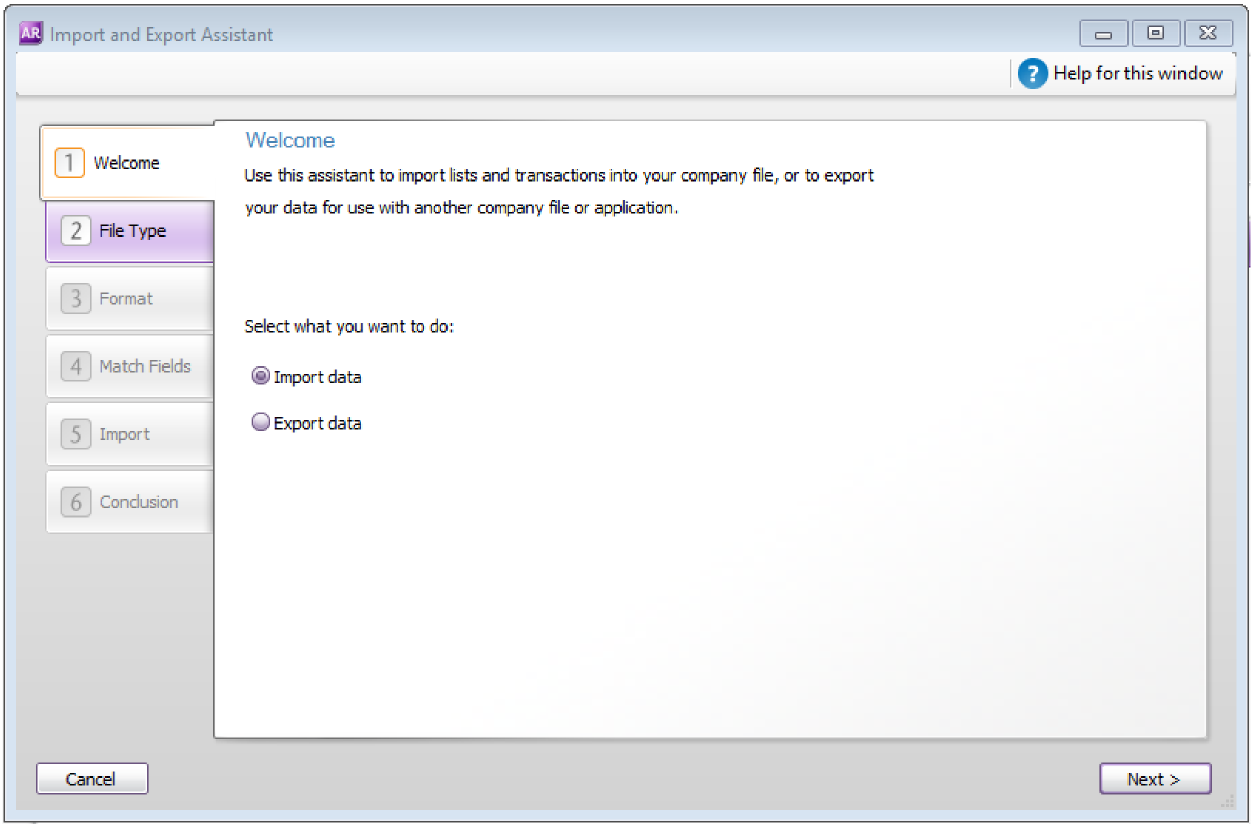
Import Reports into MYOB AccountRight Live

Before you import any data, you should make a **backup** of your MYOB AccountRight Live company file.

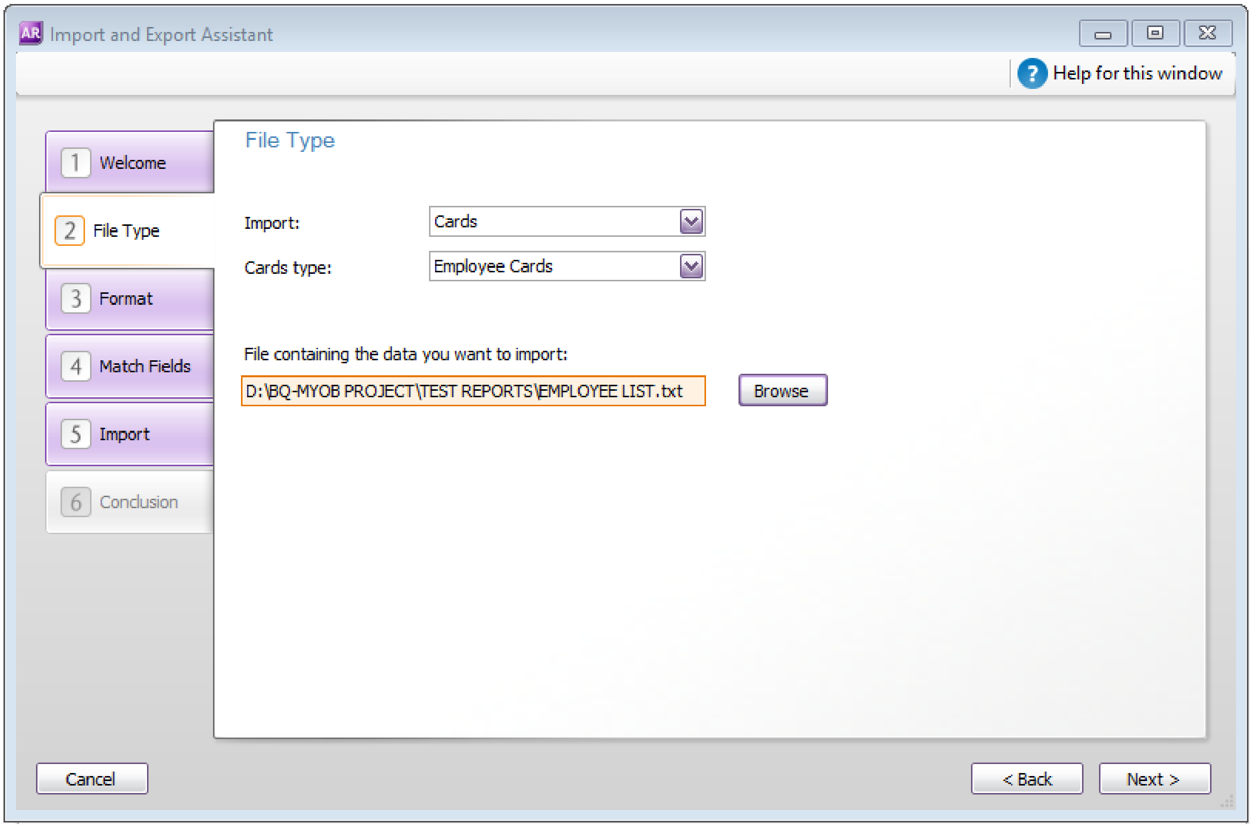
When you have created the backup, please follow the steps below to import the reports into MYOB

AccountRight Live, for example “Employee List”.

In MYOB AccountRight Live, go to the **File** menu > **Import/Export Assistant** and select **Import data** on the Welcome tab and click **Next**.



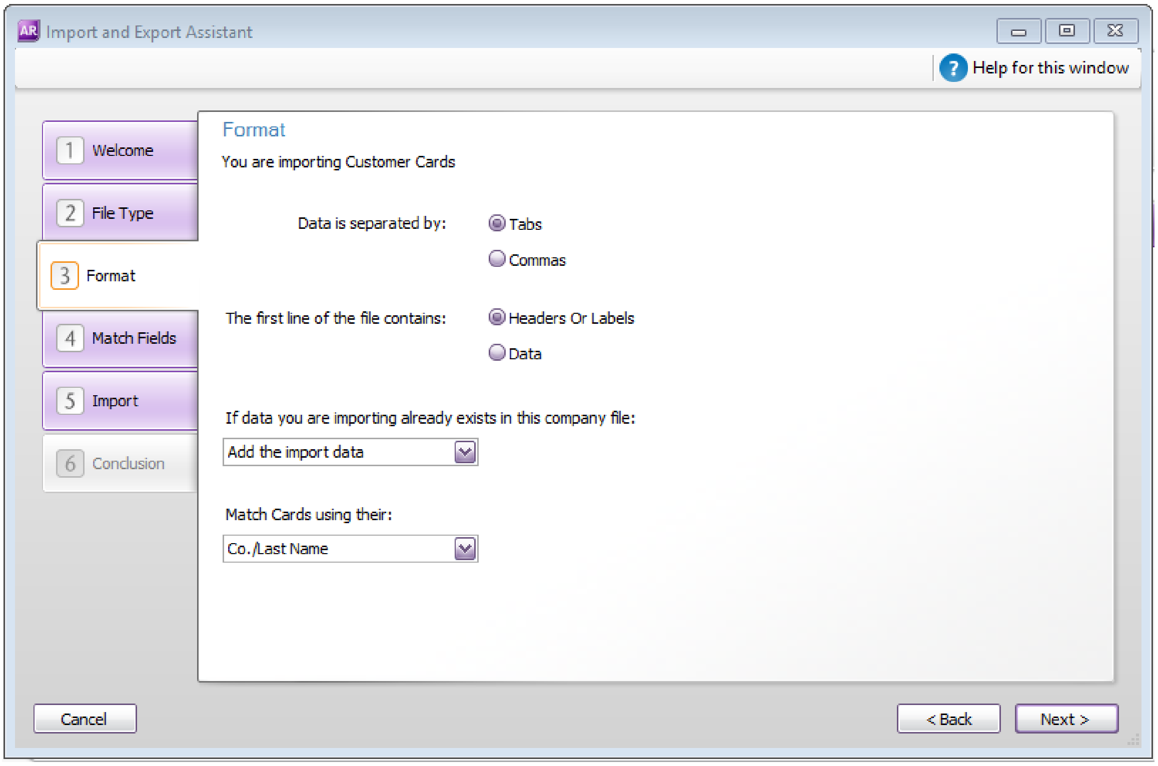
7. Select the type of data you want to import on the File Type tab, for example, Cards and Employee Cards.



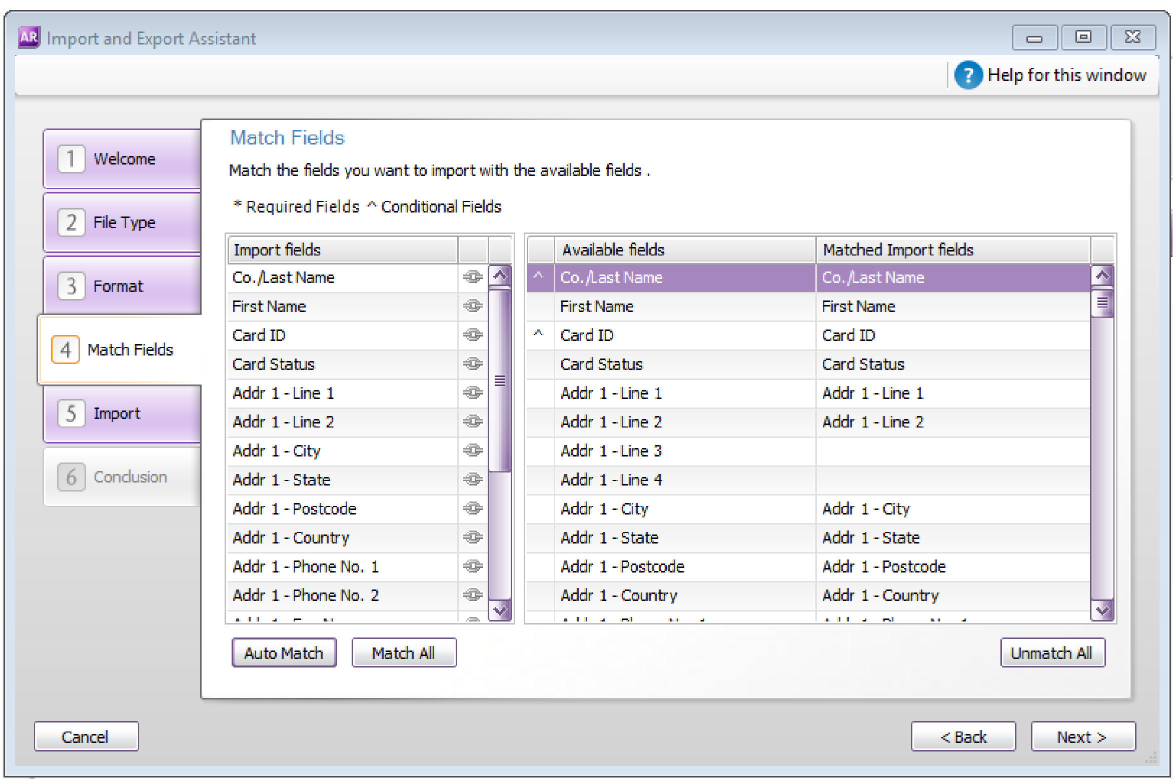
8. Click **Browse** to locate and select the file you want to import. This needs to be a text file (ending with ".txt"), for example, Employee List.txt.

9. Click **Next**.

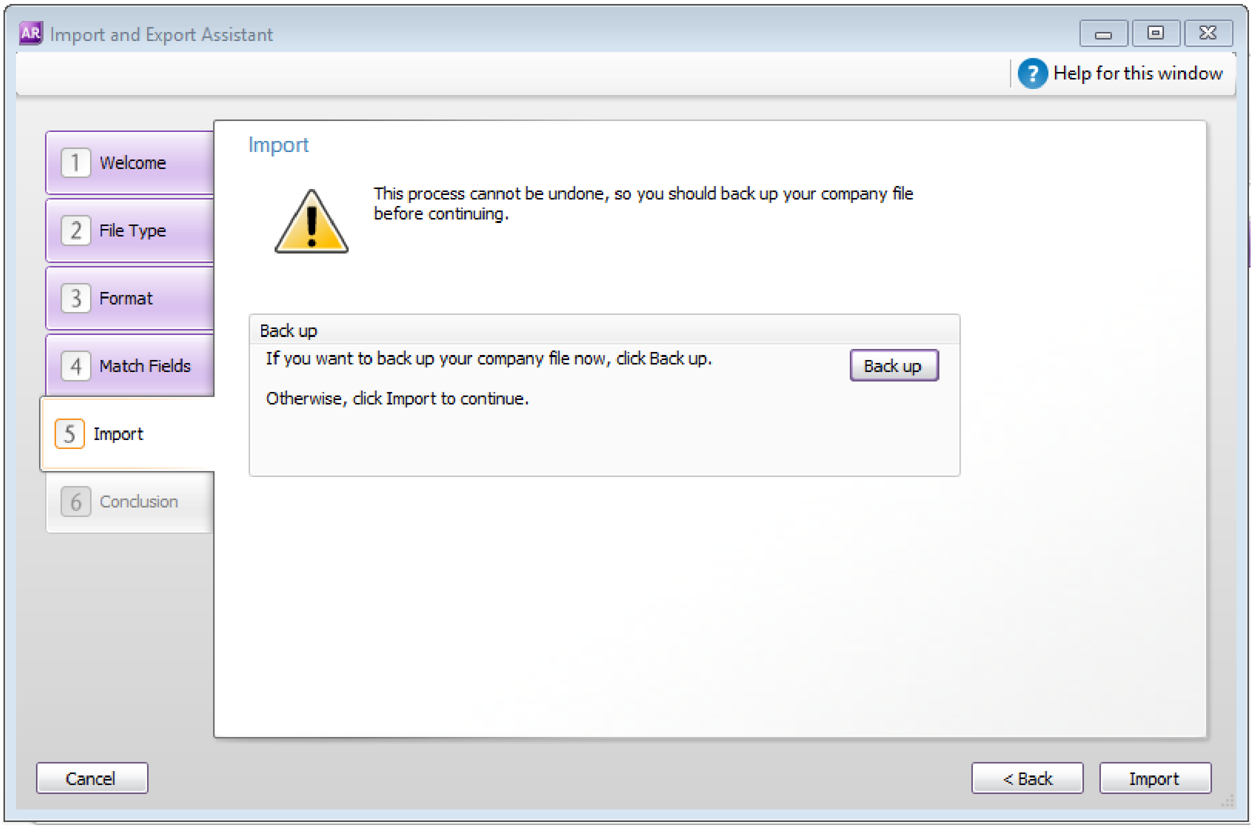
10. Please ensure to apply the following settings on the Format tab.



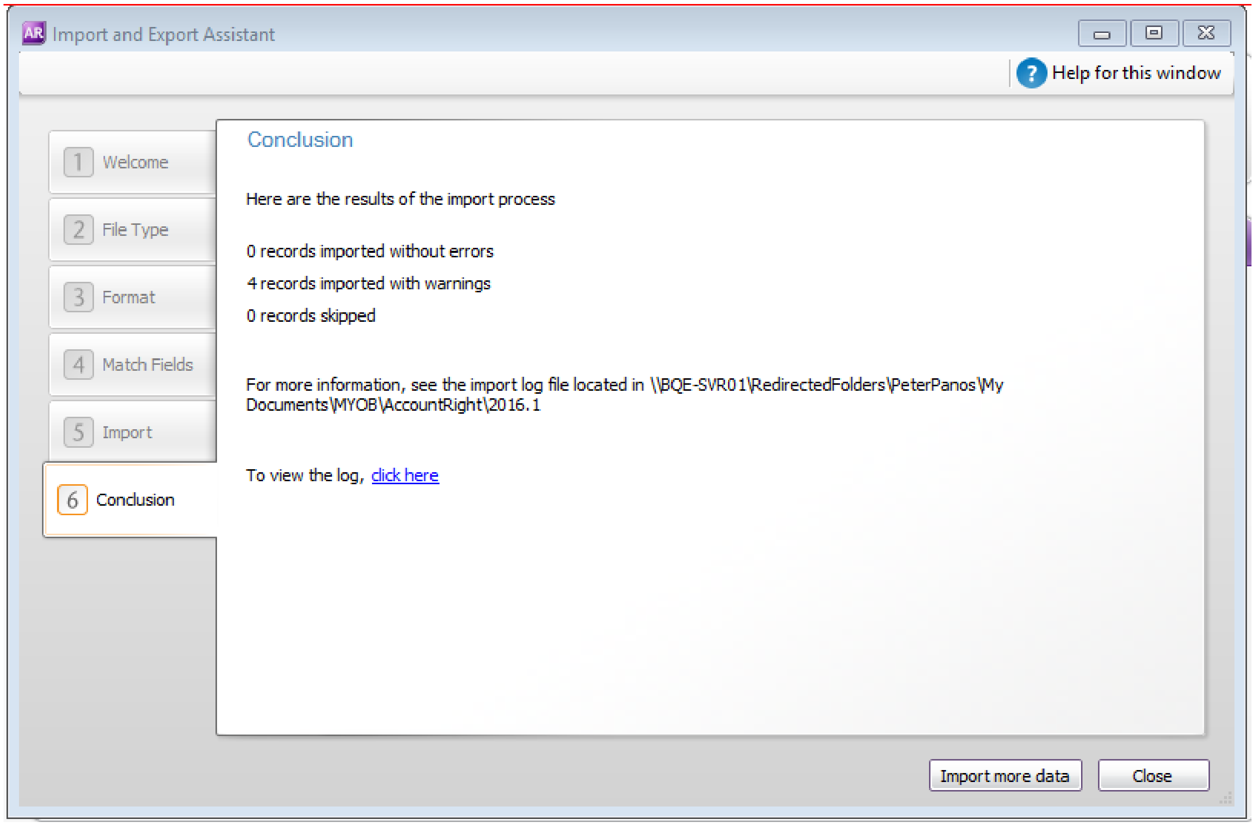
11. Select "**Auto Match**" on the Match Fields tab and then click **Next.**



12. On the Import Tab, make a backup copy of your data when prompted. Then click **Import**. *This step cannot be undone.*



13. Check out the Conclusion tab.



- If it shows that **all records are imported without errors,** then no action is required.
- If it shows that **some records are imported with warnings,** then no action is required. The records will be imported.
- If it shows that **some records have been skipped**, then action is required.

14. Click 'To view the log' to see the error details. For example, if you were importing some invoices, but did not set up the accounts in MYOB AccountRight Live, the following would be the error log.

```
0 records imported without errors.
0 records imported with warnings.
3 records skipped.

Summary of errors
Error -15: Account number not found in list of postable accounts.
```

15. Click **Close.**

- If all records have been imported, say, for the employees in the Card file within MYOB AccountRight Live, you should see that all employees have been imported.

- If you need to re–import the employee list, say when new staff has been hired within your company, you will need to re-import the employee list (as explained above except for the step where you will need to make a different selection: Update existing data on the Format tab).

Create a backup of your MYOB AccountRight Live data file before importing each report.

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