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## ***Data Converter - an introduction***

The Data Converter converts important information from MYOB data export files into QuickBooks 2003. It converts information from the following data exported from within MYOB:

- Accounts List
- Non-consolidated Tax Codes List
- Items List
- Customer Cards
- Supplier Cards
- Employee Cards
- Personal Cards

The Data Converter supports the following MYOB versions:

- MYOB Accounting v11
- MYOB Accounting v12
- MYOB Accounting v13
- MYOB Accounting Plus v11
- MYOB Accounting Plus v12
- MYOB Accounting Plus v13
- MYOB Premier v5
- MYOB Premier v6
- MYOB Premier v7

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## Prerequisites

You'll need some software and data prerequisites before you start.

### Software

- A version of QuickBooks 2003
- A recent version of MYOB (MYOB Accounting v11, v12 or v13; MYOB Accounting Plus v11, v12 or v13, or MYOB Premier v5, v6 or v7)
- Internet Explorer 6.0 (this is a prerequisite of QuickBooks 2003, and is included in the QuickBooks installation)
- For earlier versions of Windows: Microsoft Data Access Components (MDAC) version 2.6 or later is required. The MDAC download can be found at the following location:  
<http://www.microsoft.com/data>.  
The Data Converter will warn you when attempting to convert your data if you do not have a suitable MDAC installed.

### Data

The Data Converter will only convert MYOB export files. Although the process of exporting data files from MYOB is covered in your MYOB Help, it is generally accessed by choosing **File menu > Export Data** in MYOB. The Data Converter is able to convert any or all of the following MYOB export files:

- Accounts List
- Non-consolidated Tax Codes List
- Items List
- Customer Cards
- Supplier Cards
- Employee Cards
- Personal Cards

When exporting MYOB files, we recommend that you convert the Accounts List and the Non-consolidated Tax Codes List, as these are required for the conversion of other lists. We also recommend that you use the same default file names generated by MYOB export.

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**Note:** For MYOB Premier V5, MYOB Accounting V11 and MYOB Accounting Plus V11 all items need to be exported exclusive of tax.

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## **Data Converter**

Once you open the Data Converter, you will need to know about the Activity Centre.

### *Activity Centre*

The Activity Centre of the Data Converter presents a simple process for converting your MYOB export data to a format ready for importing into QuickBooks.

The main options are:

- Convert data exported from a MYOB product.
- Edit the application preference settings.
- Join the separate converted cards into a single IIF file (Only available in Advanced conversion mode).

### *Edit Option*

This option takes you to the *Preferences* window, which gives you the option of performing an Express or Advanced Conversion of the MYOB export data file.

- When converting your MYOB data in *Advanced Conversion* mode, you can choose which MYOB export files to convert and select each

MYOB export file before converting. Finally, the converted files are kept separate for you to import, or to explicitly join.

This is useful for when you have export information spread throughout your computer, or when your export files have not been saved with their default file names.

- The *Express Conversion* is the default option for the Data Converter. Express Conversion assumes that your MYOB export files are saved using their default file names (for example, ACCOUNTS.TXT) and stored in the same directory. In this mode you point the converter to the first file (Accounts List) and the converter will search for and convert each MYOB export files in the current directory.

Where the converter expects a file and cannot find it, it will tell you that it was not available and will continue the process. Finally, after all of the files have been converted, they will be joined into one file (DATASTORE.IIF) ready to be imported into QuickBooks 2003.

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## ***Converting your MYOB Export files***

### *Converting Your MYOB Export Files: Step 1*

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**Note:** You need to set your conversion method preference from the Edit option before exporting your MYOB export files.

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1. Click **Convert** from the main Activity Centre.
2. Select the version of MYOB that was used to create the MYOB export file.

Data Converter needs to have the correct version number as different MYOB versions export different information. Selecting an incorrect version may create issues with your new QuickBooks 2003 data file.

3. Once you have selected the correct version of MYOB that exported your data, click the “Next” button for Step 2.

## Converting Your MYOB Export Files: Step 2

You now need to select the various lists and MYOB export files that you wish to convert to QuickBooks 2003 import files.

### If using the Express Conversion mode

You will need to have the following MYOB data exported:

- Accounts List
- Non-consolidated Tax Codes
- Items List

You will only have one option: the Accounts List. Clicking **Next** allows you to select the directory where you store your MYOB export files. From here, the Data Converter will convert all of the appropriate MYOB export files it can find in that directory.

Note that this method depends on the MYOB export files having the default export name (as per the MYOB export file name suggestion - for example ACCOUNTS.TXT). If the Data Converter cannot find a particular MYOB export data file, you will receive a warning. Click **OK** and it will continue converting the rest of the files.

### If using the Advanced Conversion mode

You can convert the following data files:

- Accounts List
- Non-consolidated Tax Codes
- Items List
- Customer Cards
- Supplier Cards
- Employee Cards
- Personal Cards

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**Note:** The Accounts List must be converted before the Non-consolidated Tax Codes List, and the Non-consolidated Tax Codes List

must be converted before the Items List.

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After selecting the MYOB export data that you would like to convert, click **Next** and the Data Converter will display an *Open File* dialog box. Select the directory that your MYOB exported data file is located then the MYOB export file you wish to convert. Finally click **OK**.

The Data Converter will process the MYOB export data file. When the conversion is complete, the Data Converter will show *100%* in the status bar and give you some important information about the data it just converted.

Click **Next** to see the final stage of the conversion. The Data Converter will give you the file path and the name of the QuickBooks 2003 import file that was created by the conversion (for example, ACCOUNTS.IIF). Click **Next** to go back to the *Export File Selection* screen to continue your conversion process, or to finish the process.

Once you have finished converting the MYOB data files you wish to import, you can either import them into QuickBooks 2003, or join them to import as one file.

### If you get an error during conversion

There are a few errors you may encounter during conversion:

- **MDAC:** Microsoft Data Access Components (MDAC) version 2.6 or later are required to run the Data Converter. If during the conversion you get an error related to MDAC, close the Data Converter, download and install the latest MDAC, and attempt the conversion again.
- **I/O Errors:** Some errors can occur if the Data Converter cannot open a data file to read and/or write. Please make sure that the MYOB export data files are not open before attempting the conversion (this may require closing MYOB after exporting the data). Also, ensure that the drive you installed the Data Converter in is available and that you have permissions to write to that drive and the installation directory. Also check that the drive has enough space free for the converted files.

- Write errors with particular record positions and errors assigning QB records: Errors referring to record positions and assigning records are generally related to a mismatch between the version of MYOB that generated your export file and the version of MYOB you selected at the start of the conversion process. Please check the versions, and restart the conversion.

## *Joining IIF Files*

When performing an Advanced Data Conversion, the Data Converter will generate a separate QuickBooks import file for each of the separate MYOB export files (for example, ACCOUNTS.IIF). When importing these files into QuickBooks 2003, simply select each file one at a time and import them as instructed in the QuickBooks Help. An alternate method is to join all of the converted import files into one file (DATASTORE.IIF). The benefit of this is that you only need to go through the import procedure once and you still get all of the information that you would get from importing them separately.

After confirming that you want to join the IIF files, the DATASTORE.IIF file will be located in a sub-directory called "IIF" within your installation directory. The important thing to note after joining the IIF files is that the individual IIF files that were joined will be deleted. This will leave you with the one DATASTORE.IIF file in the directory, ready for you to Import to QuickBooks 2003.

## *Importing Your QuickBooks 2003 Import Files*

Once you have your QuickBooks 2003 import file ready (for example ACCOUNTS.IIF), open the QuickBooks company file that you wish to import your data to. To import your data, choose **File menu > Utilities > Import > Import IIF Files**. Follow the onscreen instructions from this point.