AC4.1 RentalPoint to MYOB Data Export/Import

Australian Application

RentalPoint Software is designed to interface with popular accounting systems including MYOB software, providing an efficient and reliable data transfer of customer and account information. Once configured, the RentalPoint export function is very easy to use and will allow accounting staff to enter payments directly into MYOB.

RentalPoint Software Requirements	:	**RentalPoint Version 9.0 or higher**
MYOB Software Requirements	:	**MYOB Accounting V15+ or MYOB Premier V8+**

How the **Rental**Point to MYOB Export /Import works

When you activate the exporting feature in RentalPoint, the system will keep track of any invoice and the customer information you create, including any re-invoices of a booking which will automatically generate a credit and a new invoice.

You can run the **Accounts Export** command which is conveniently located in the RentalPoint Others menu at any point in time. RentalPoint will export the Customer Card information, followed by the Service Sales Invoice information that needs to be imported into MYOB.

When the RentalPoint invoice information is imported into MYOB, the invoices will appear in MYOB as Service Sale Invoices. The MYOB summary invoice includes the rental/hire amount, the delivery/pickup amount, the labour amount, the sales amount, the sundry amount and the insurance/damage waiver amount. If some of these fields are not used in your system, then these amount will not appear in your RentalPoint system.

In addition to importing your invoice files, the MYOB import procedure can also be configured to capture and update customer details such as a change of billing address, phone numbers or contact person. RentalPoint sales or front counter staff would update the RentalPoint customer files at the point of sale as and when required. This information is then imported and saved to the MYOB customer card/s with the information coming from RentalPoint.

RentalPoint will only export invoices and customer transactions from the date you setup the exporting information and restart RentalPoint on each workstation. Because of this you may want to start this export from the 1st of a month or financial period. The system cannot export transactions created prior to the Export activation date.

With easy to follow prompts to guide the operator along the way, you can be sure of a successful export and import of your account information each and every time.

*Whenever you run a successful RentalPoint Accounts Export command you <u>MUST</u> import this information into MYOB <u>immediately</u>. It is imperative for the financial records that when you do an export from RentalPoint, **that you do an import into MYOB immediately.***

MYOB Information Required For RentalPoint Export

You will need to obtain the following General Ledger account numbers from your MYOB system in order to set up the MYOB Export in RentalPoint.

The GL account numbers have to come from your MYOB accounts system and you may, or may not need all of these account numbers, depending on how you use RentalPoint.

- Rental Income Account
- Sales/Disposables Income Account
- Losses Income Account
- Delivery Income Account
- Labour Account
- Sundry Account
- Insurance / Damage Waiver Account
- Sale of Assets Account
- Discounts Account
- Production Income Account
- Credit Card Surcharge Account

If you require further assistance, we recommend you speak with your Head of Finance or Accountant, as our RentalPoint support staff would require a copy of your MYOB data file in order to assist you.

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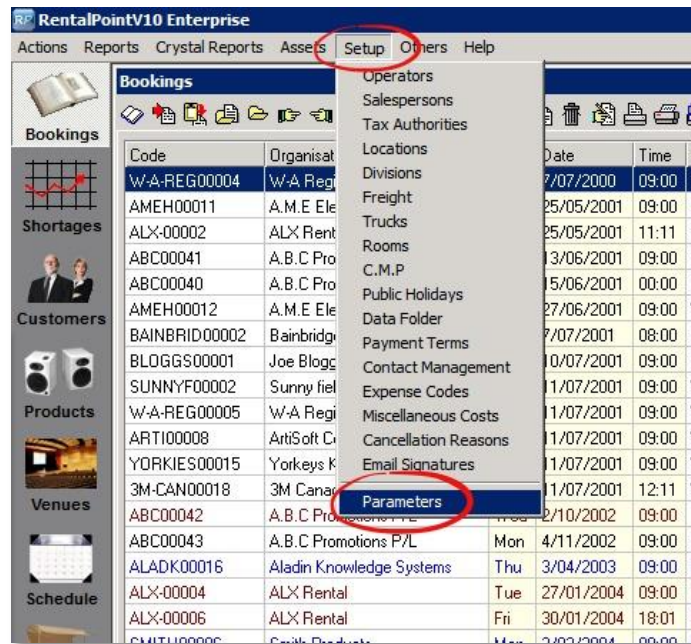
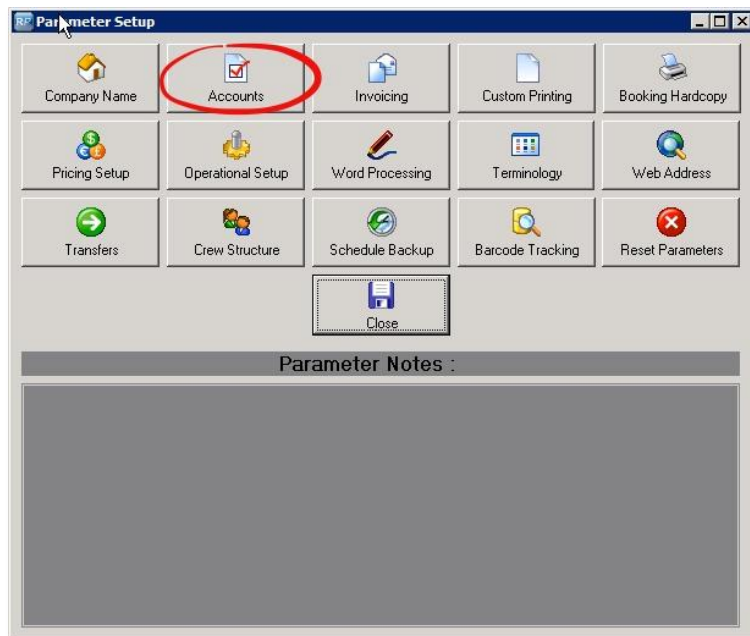*Version 2.01*   *Page 2 of 17*

RentalPoint Configuration for Exporting Account Information

STEP 1

To setup the MYOB Export information select the **Setup>Parameters** from the RentalPoint main Menu.

Click on the **Accounts** button.

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Version 2.01   Page 3 of 17

STEP 2

To open the Setup Account Export Screen, key **21** in the **Go to Parameter** field or scroll down to item **21** as shown below. Double click on **21. Export Parameters** or click **Select** to open it.
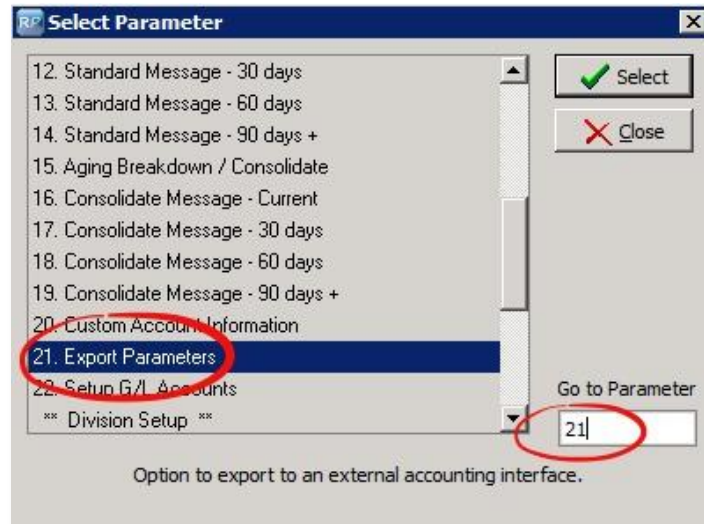
STEP 3

The **Setup Account Export** screen is where your RentalPoint account information and export file names are configured.

The Package by Location	If you are running a RentalPoint multi-location system you can choose to export your data as a whole or by location. In a single location system you will not see this prompt, if you are using a Multi-location system and want to export by location set to **ON.**
Accounting Package	If you use MYOB V15 then you would select **MYOB Australian Ver, Single User**. If you use MYOB Premier V8 then you would select **MYOB Australian Ver, Multi User**.
MYOB Australian Version Export Path	Enter the location of where you want the exported files copied to in the field provided. You can either type this information in manually or click the browse button and use the windows explorer type interface to select the directory you want. This directory can be on a local machine or on a network drive.
MYOB Australian Version Filenames	Enter the three file names in the fields provided. In the example below we have entered three basic, abbreviated file names you could use, however you can choose what you want these to be called. The files will be exported in a CSV (Comma Separated Value) format file which would normally have a ".CSV" extension. We suggest using a ".TXT" extension as shown, due to the fact that MYOB defaults to a TXT extension, rather than a CSV extension. There is no reason why it can't be a CSV extension it just means less keystrokes are required when importing into MYOB if it is a .TXT extension.

Tax Codes

The Tax Codes setup should be as shown in the example below unless you have a non-standard setup in MYOB.

The tax code for GST that is setup in MYOB needs to be entered here. This would simply be 'GST' as shown below in a standard MYOB file. The second field is the MYOB Tax Code for a 'Tax Free' transaction. This could be 'FRE' or 'N-T' depending on the tax code used in your MYOB data file. The default of 'FRE' would normally be adequate for most systems.

Stamp Duty Hire Tax

By clicking on the drop down box you will be presented with taxes that are setup in RentalPoint. Select the tax that relates to Stamp Duty. If you do not charge Stamp Duty, then select either 'none' or 'exempt' as shown in your system.

Discount / Charge

The Discount / Charge options are to be filled in if you offer these facilities otherwise just leave them at Zero as this will save you getting warnings from MYOB when you go to import the transaction information.

MYOB Australian Address Export

Select your preferred address export option. You can choose to export the street address or postal address first.

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Version 2.01   Page 5 of 17

Note if you use the incorrect Accounting Package Version, I.E. Use the Single User version on a multi-user version of the software or vice versa, then you will get errors on importing.

You have now configured the Account Export options. Click the **Close** button and click **YES** to confirm and save changes to the Account Export Parameters.
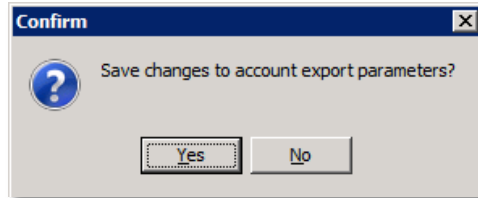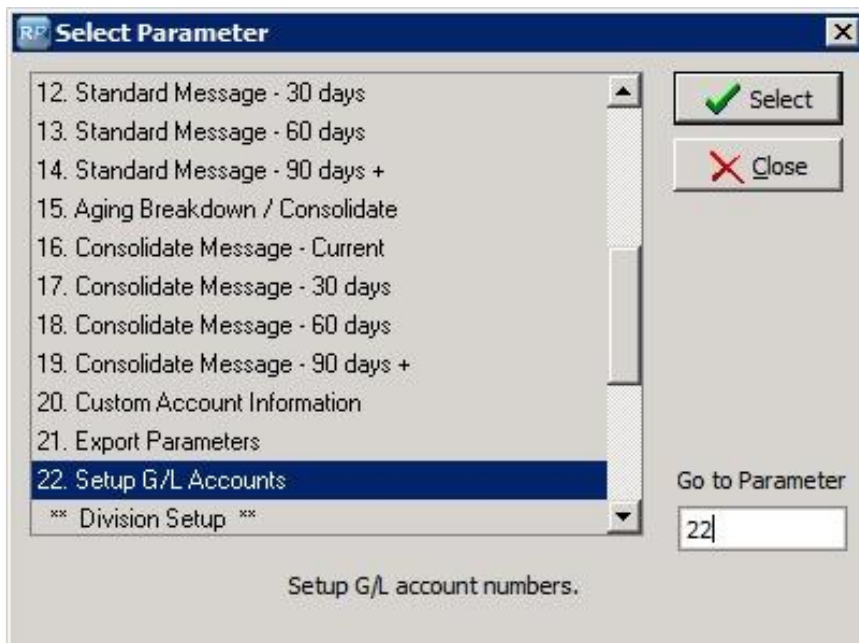

The following prompt will appear to confirm the information has been saved. Click **OK** and return to the Select Parameters screen.
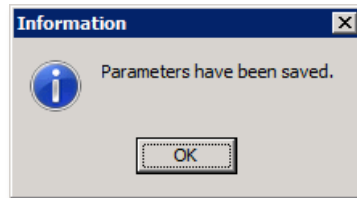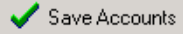

STEP 4

To set up the MYOB GL accounts in RentalPoint, key **22** in the **Go to Parameter** field or scroll down to item **22** as shown below. Double click on this item or click **Select** to open it.

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Version 2.01   Page 6 of 17
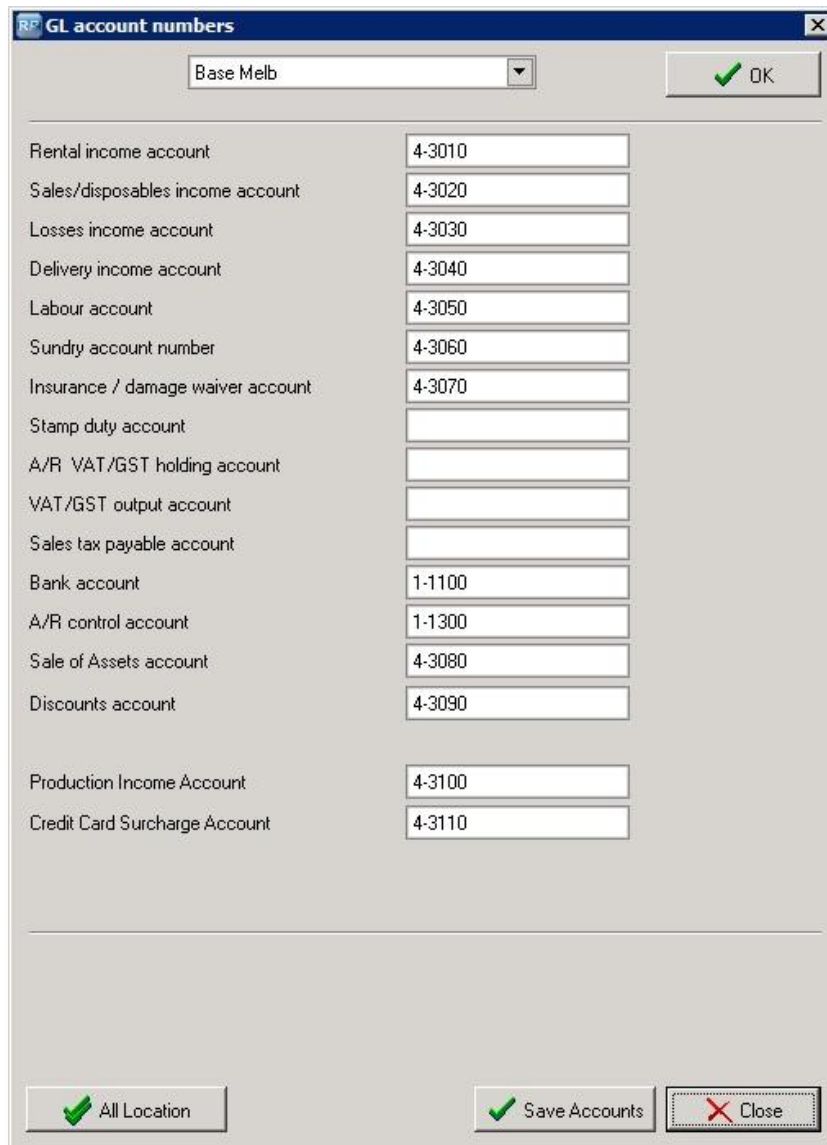
If you are using a RentalPoint Multi-location system you have the option to set up different GL Accounts for each Location. Click **Yes** or **No** on the pop up window depending on your system and business requirements. Then click **OK** to continue to the **G/L accounts numbers** screen.

STEP 5

Enter the GL account numbers gathered from your MYOB system as per the example shown below. When this is done press the button to save the information and click **Close** to exit this screen.

RentalPoint Multi-Location users can use the drop down selection box located at the top of the screen. Select locations to edit the GL account numbers for each location.
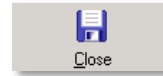
*RentalPoint Multi-Location users can click the **All Locations** button to copy the GL numbers on the screen displayed, to all locations set up in RentalPoint.*

STEP 6

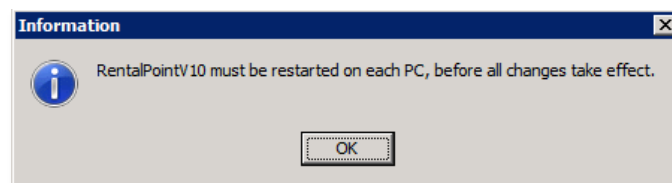Click **Close** on the **Select Parameters** screen and then click the [Close] button in the main **Parameter Set up** screen.

STEP 7

You need to restart RentalPoint before it will start to use the settings that you have just entered.

Click **OK** on the information prompt and restart RentalPoint on each workstation. RentalPoint will then start to log all the invoice and customer information, as you print invoices from it.

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Version 2.01   *Page 8 of 17*

RentalPoint Export Process

It is recommended that you do a test export/import. With the RentalPoint to MYOB Export/Import feature activated, RentalPoint will now start to collect customer and invoice information as you print invoices.

STEP 1.

Print at least two invoices from within RentalPoint.
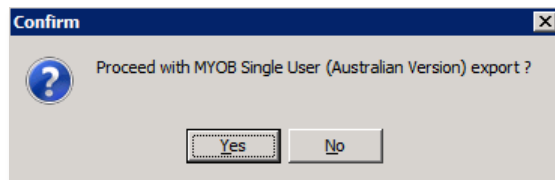
STEP 2

Open the **Account Export** screen by selecting **Others>Import/Export>Export Accounts** from the RentalPoint main Menu.
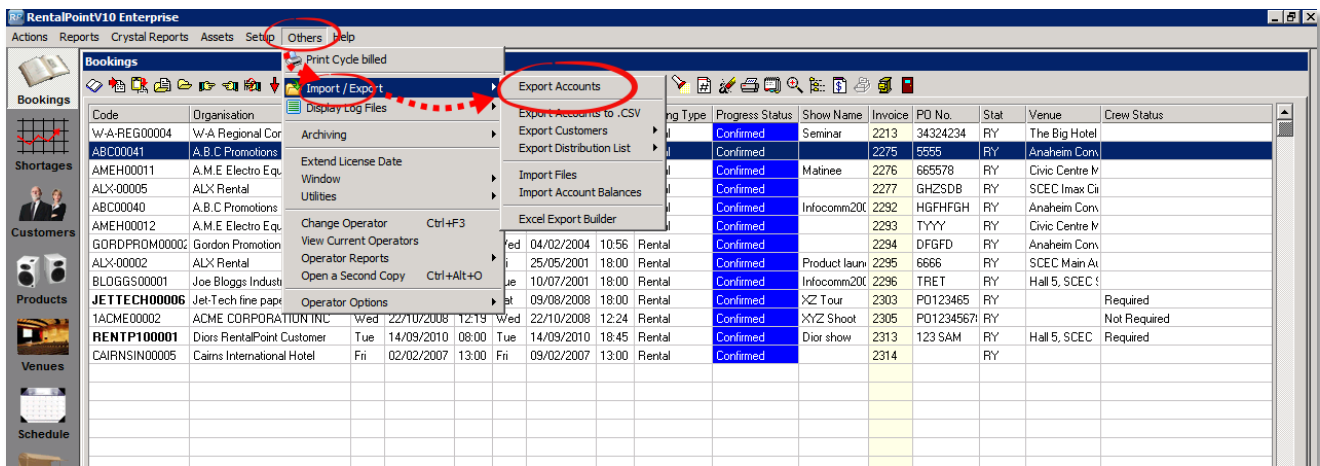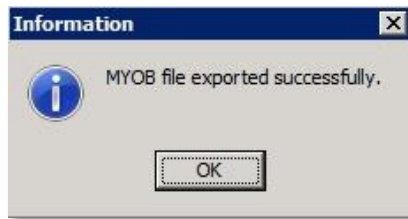

STEP 3

You will be asked to confirm which MYOB system you are running. If you have setup RentalPoint for the Multi-user version of MYOB, then it will say **MYOB Multi User**. If you have setup RentalPoint for a Single user version it will say **MYOB Single User**, as shown below.

You can click **NO** and nothing will be exported, otherwise click **YES** to proceed and the MYOB invoice file will be exported.

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Version 2.01   Page 9 of 17

If the invoice and customer file can be created, the prompt below be will displayed. Click **OK** to proceed.


If there is no information to be exported then the prompt below will be displayed. This means that there have not been any invoices created since the last export was done. Simply click **OK** so that you can continue working in RentalPoint.
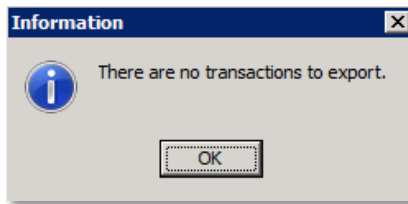
Invoices are only exported from RentalPoint once.

RentalPoint will create the relevant files in the export directory folders that you created earlier. The date and time will be inserted as the date and time that the export files were created and will be added at the end of each the file names automatically.

*As per the previous example in step 3, the customer file will be called **RPCUST-Date-Time.TXT** and the invoice file will be called **RPINV-Date-Time.TXT**. These files are found in the **C:\RP-DEMO\Aus-DEV\AUS-DEV-Accounts** folder on this system.*
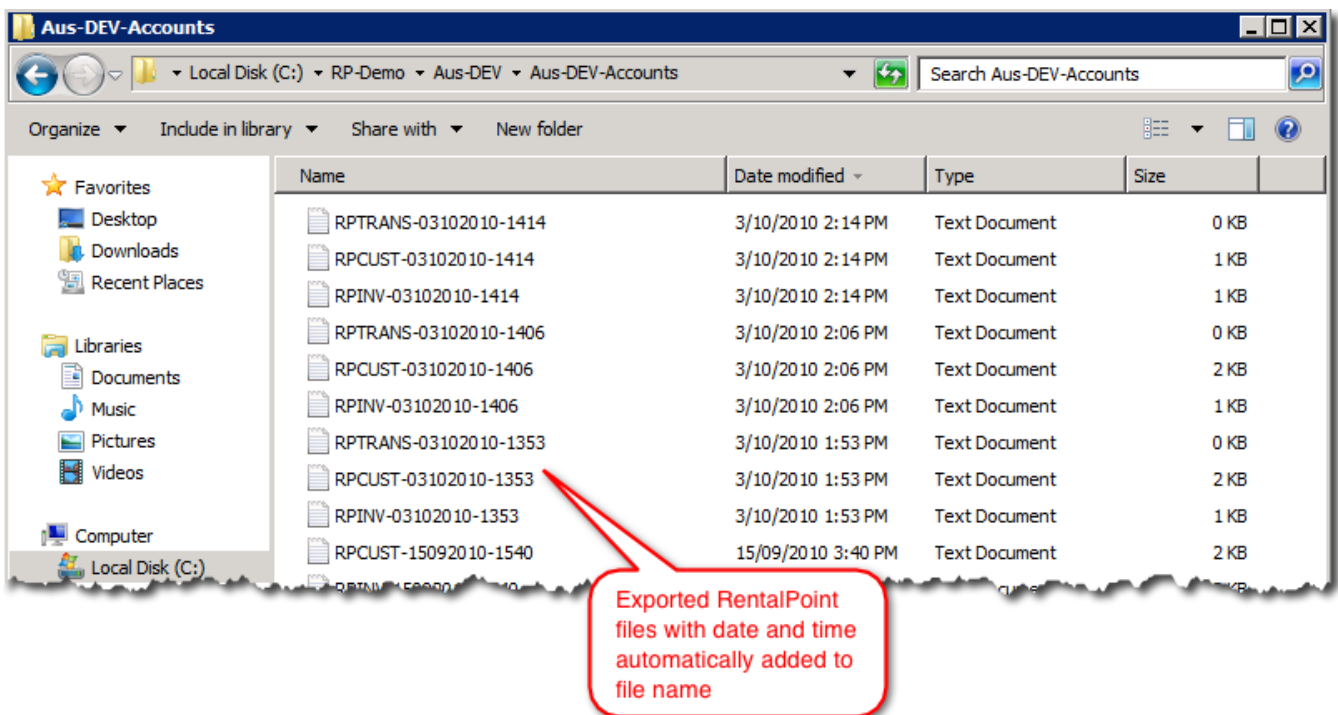
Exported RentalPoint files with date and time automatically added to file name

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PO Box 687
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Version 2.01   Page 10 of 17

MYOB Import Process

MYOB Accounting V15+ and MYOB Premier V8+ uses the same process to import RentalPoint Invoice and Customer files. The difference is in the make up the exported files, as both versions have slightly different import file requirements.

You must import the RentalPoint customer file before you import the RentalPoint invoice file, otherwise you may try to import invoices for a customer that doesn't yet exist in MYOB and you will receive errors from MYOB.

STEP 1

To import the RentalPoint Customer File into MYOB, open MYOB and select **File>Import Data>Cards> Customer Cards** from the main menu. This will open the Import File screen.
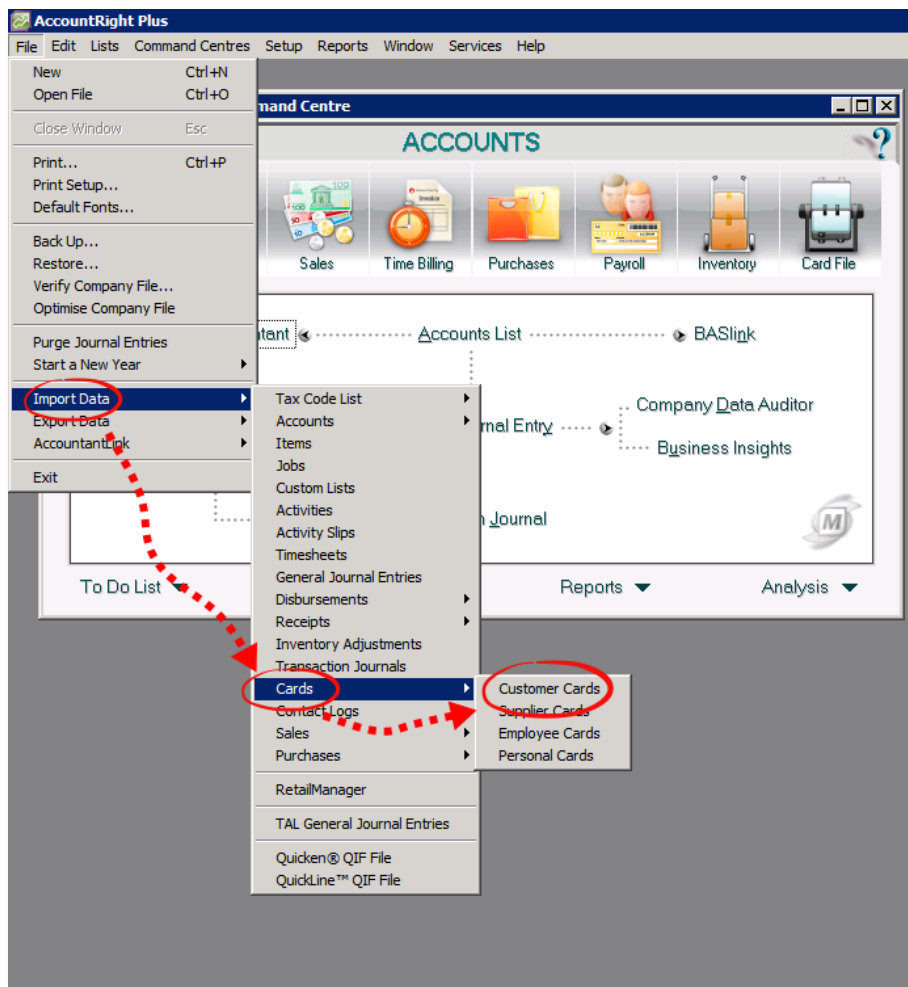
STEP 2

Select the following setting in the Customer Import File screen.

Import File Format   This needs to be set to **Comma-separated**

First Record is   Select **Header Record**, this is the MYOB default selection

Duplicated Records   You have the option to choose how you want to manage duplicate records. We suggest you set this to **Update Existing Record** as this will then take the information from RentalPoint and update the MYOB record.

Identify Records by   If you already have some of your customer records in MYOB this should be set to **Co./Last Name** as you will not have the **Card ID** field set in your MYOB records (which is the Customer Code from RentalPoint).

***If you have the customer name set in RentalPoint as "The ABC Company" but have it setup in MYOB as "ABC Company" when you import this information MYOB will create a new customer card. Unless you are importing by **Card ID**.*

If you are setting up a new system and have already set the **Card ID** in MYOB to match RentalPoint customer code fields, you may choose to import by **Card ID**.

Click the **Continue** button.

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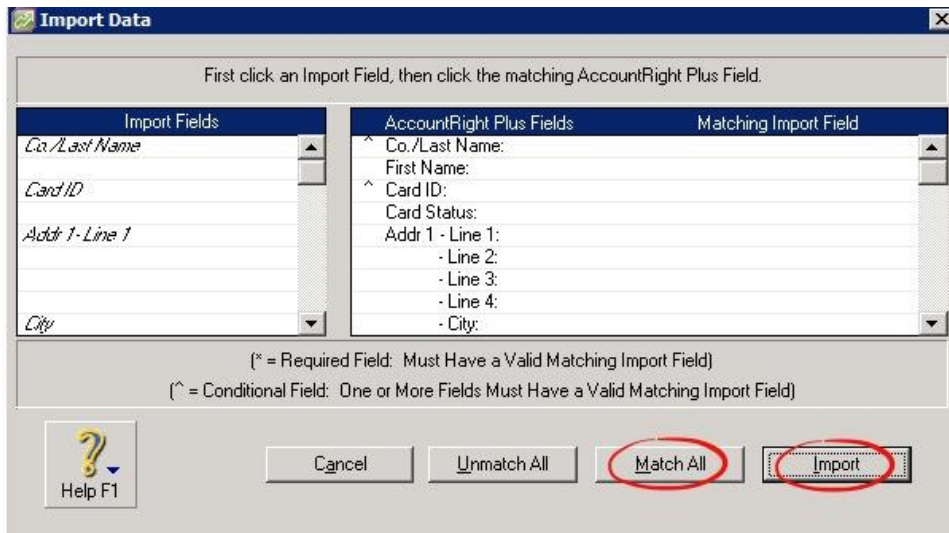*Version 2.01*   *Page 12 of 17*

STEP 3

MYOB will display an Explorer window that allows you to find the Customer File that RentalPoint created. Browse to the required directory and highlight the Customer file and click **Open**.
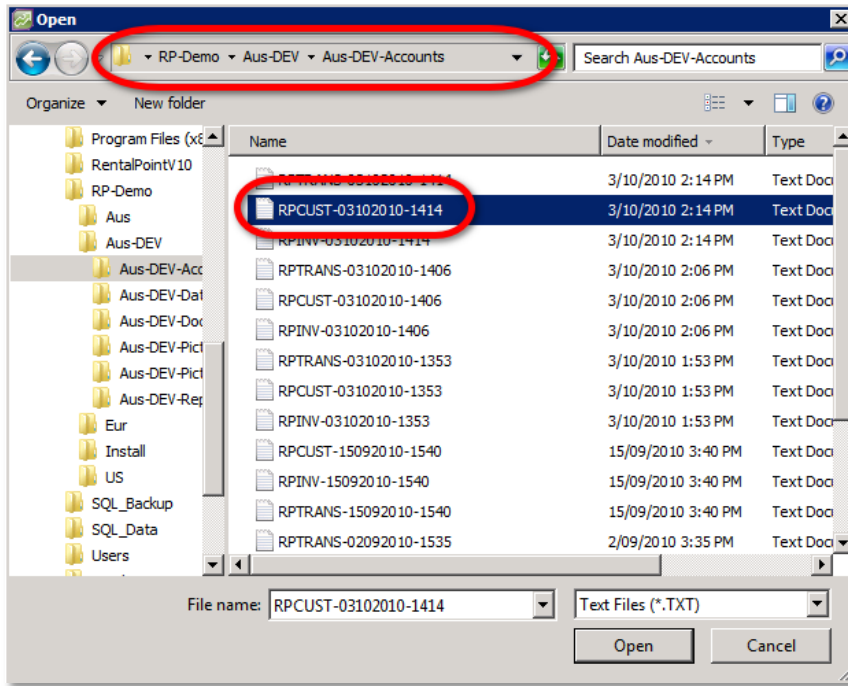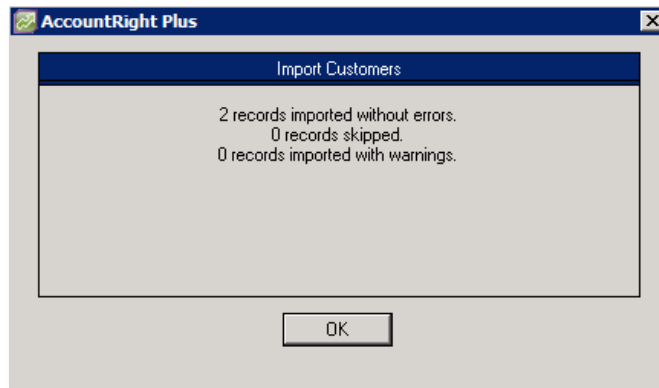

The following screen is displayed.

STEP 4

Click **Match All** then click **Import**.

MYOB will import the records and a screen will be displayed showing you how many records were imported without errors, how many records were skipped and how many records were imported with warnings.
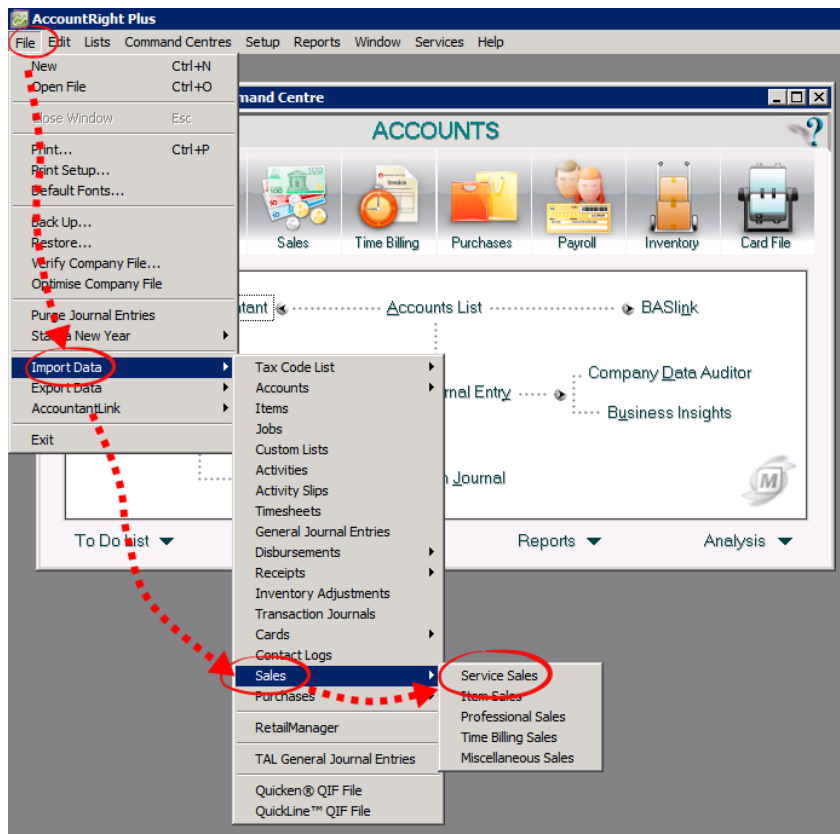

Click **OK** to continue, you are now ready to import the invoice/transaction information.

If there are any records that are imported with warnings and/or records skipped you will need to send the file information to RentalPoint for further assistance. MYOB creates a log file that is located in the MYOB directory called MYOBLOG.TXT for Version 15 and MYOBPLOG.TXT for Premier V8. Please send this file as well as your original files that you are trying to import to myobhelp@rentalpoint.com .

STEP 5

To import the Invoices file select **File>Import Data>Sales>Service Sales** from the MYOB main menu.

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Version 2.01   Page 14 of 17

STEP 6

Select the following **Service Sales** settings in the **Import File** screen.

|	
Import File Format	This needs to be set to **Comma-separated.**
First Record is	Select **Header Record**, this is the MYOB default selection.
Duplicated Records	You have the option to choose how you want to manage duplicate records. We suggest you set this to **Add Them**. ***The MYOB default is **Reject them**. In some instances, this may need to be set on each import.*
Identify Records by	If you already have some of your customer records in MYOB this should be set to **Co./Last Name** as you will not have the **Card ID** field set in your MYOB records which is the Customer Code from RentalPoint. ***If you have the customer name set in RentalPoint as "The ABC Company" but have it setup in MYOB as "ABC Company" when you import this information MYOB will create a new customer card. Unless you are importing by **Card ID**.*

Click the **Continue** button

STEP 7

Similar to importing the Customer File information, MYOB will bring up an Explorer type screen that allows you to find the Invoice File that RentalPoint created. Browse to the required directory, highlight the appropriate file and click **Open**.
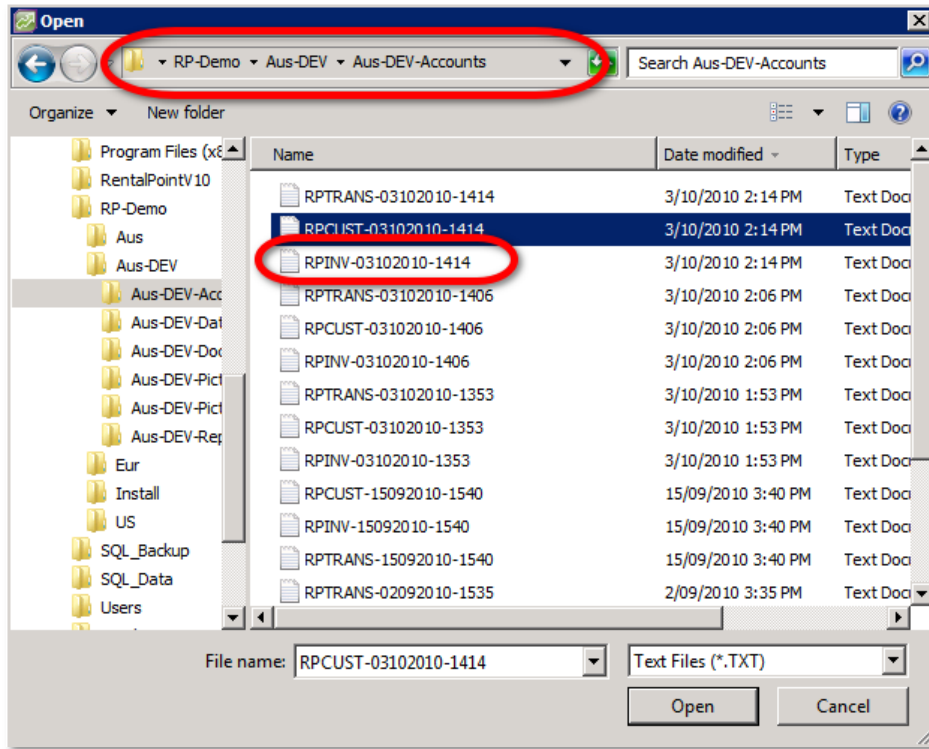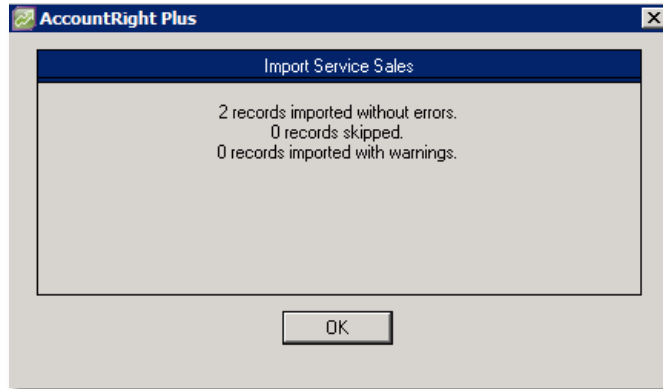

STEP 8

The following screen is displayed. Click **Match All** then click **Import** .
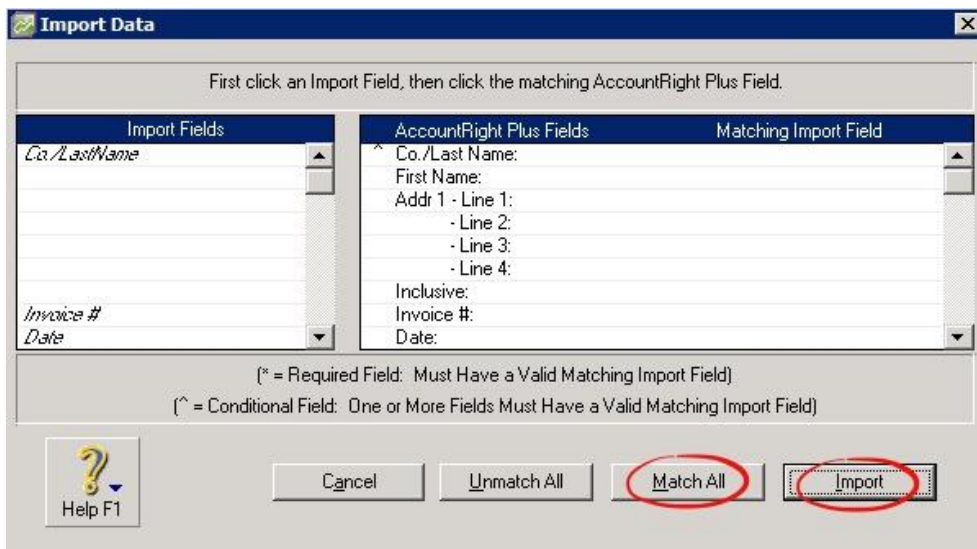
MYOB will import the records and a screen will be displayed showing you how many records were imported without errors, how many records were skipped and how many records were imported with warnings.

If there are any records that are imported with warnings and/or records skipped you will need to send the file information to MYOB for further assistance. MYOB creates a log file that is located in the MYOB directory called MYOBLOG.TXT for Version 13.5/14 and MYOBPLOG.TXT for Premier V8. Please send this file as well as your original files that you are trying to import to myobhelp@rentalpoint.com .

Click **OK** and the import procedure is now complete

Any questions or feedback? Please email training@rentalpoint.com putting the module reference number and name in the Subject line of your email. EG: AC4.2 RentalPoint to MYOB Data Export/Import.

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Version 2.01   Page 17 of 17