



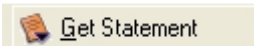
## Importing Bank Statements into MYOB

### Support Note

For MYOB BusinessBasics, MYOB FirstEdge, MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5.

#### Introduction

If you have online banking, you can use the **Get Statement** feature in MYOB Accounting / Plus v12, Premier v6 and Account Edge v2 and later versions. Bank or credit card statement files that you have downloaded to your computer can be imported into MYOB simply by clicking **Get Statement** in the **Bank Register** or the **Reconcile Accounts** window. This support note explains how this is done.



MYOB will then automatically match transactions on your statement with the transactions you have entered into your company file. Matched transactions will be marked as cleared for reconciliation, making it easy to reconcile your account at month-end.

The following criteria must be met for a valid auto-match between a transaction in the data file and a transaction from the statement file:

1. Cheque - Cheque number and Amount must be the same.
2. Deposit - Amount and Date must be the same.
3. Other transaction types - Amount and Date must be the same.

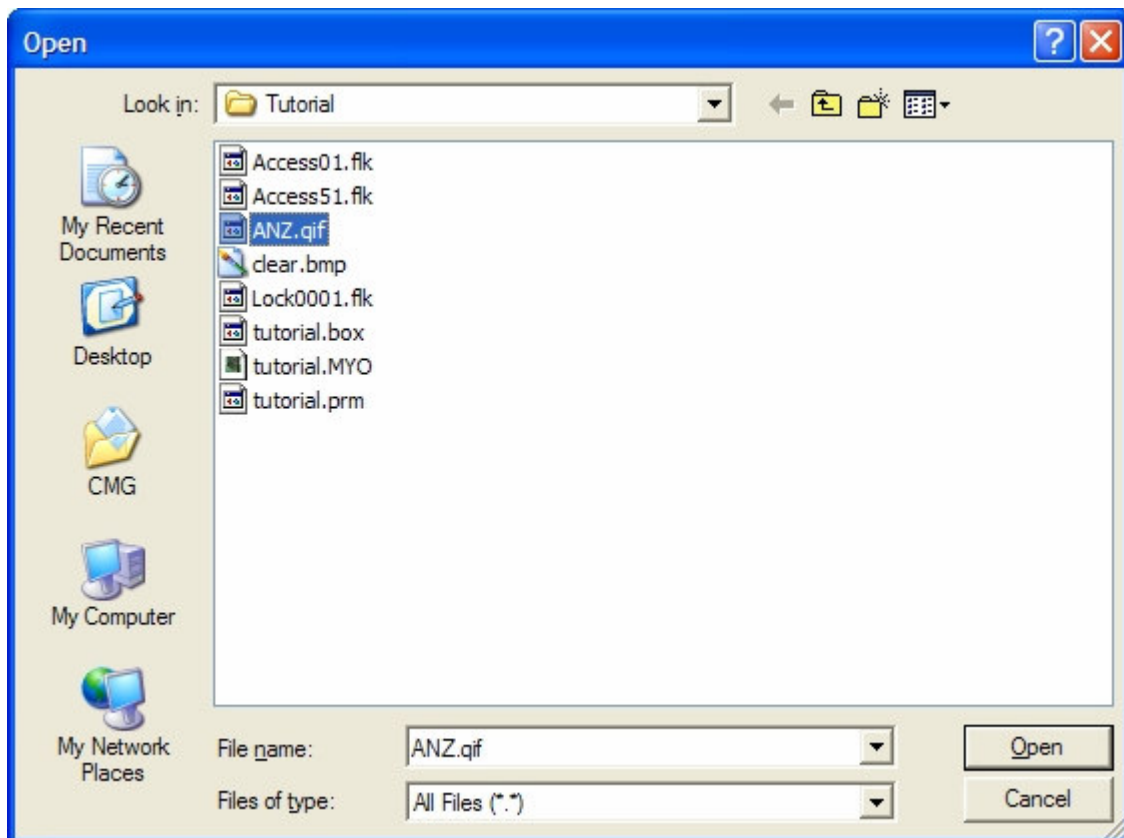
If MYOB cannot find a match, you have the option of matching the transactions manually with uncleared transactions in the Bank Reconciliation, adding them or skipping them altogether.

**Download your statement.** Before you import your bank or credit card statement into the program, you will need to download the statement file from your bank. Your bank's web site should provide instructions on downloading this file. The following file formats are supported by MYOB: OFX QFX, QIF and OFC. Ensure you save the bank file in one of these formats.

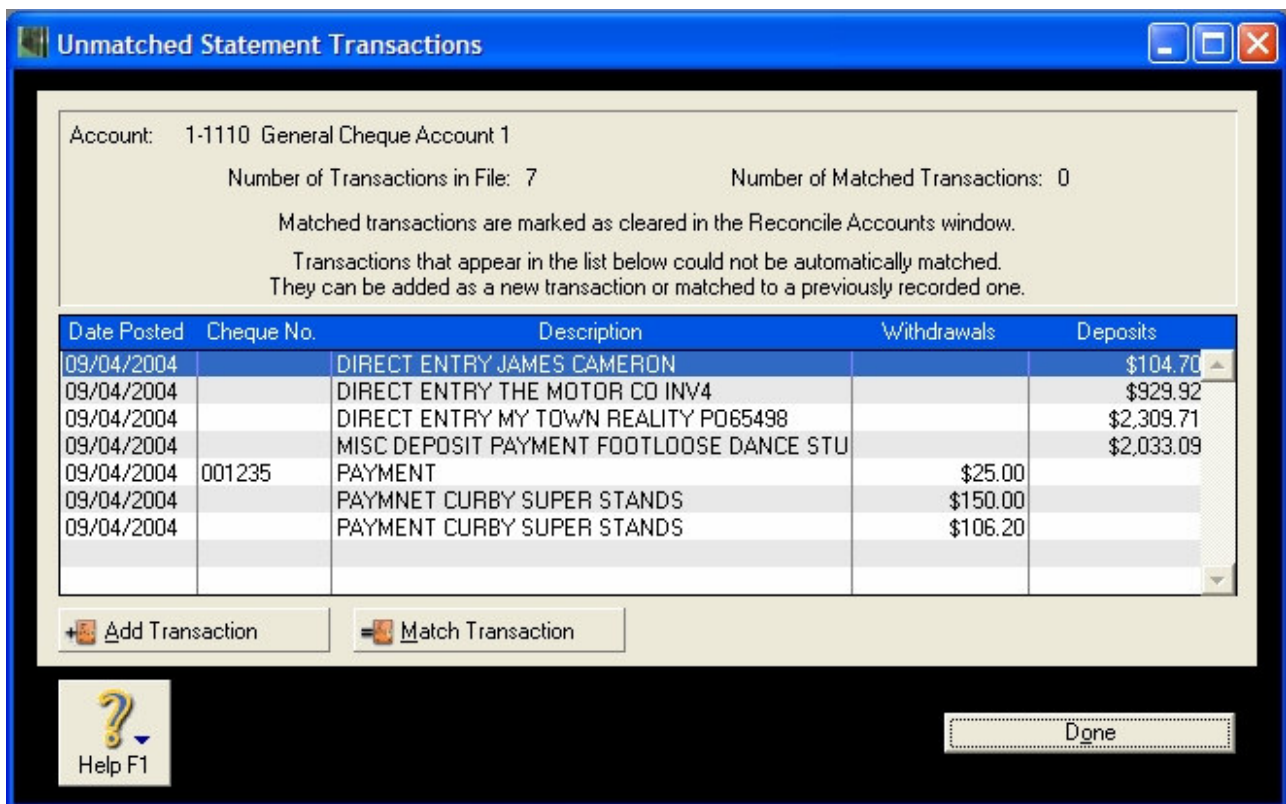
### How do I import my Bank Statement into MYOB Accounting / Plus v12, Premier v6 or AccountEdge v2 and later versions?

1. Go to the Banking Command Centre and click **Bank Register**. The **Bank Register** window is displayed. (If you are importing your statement from **the Reconcile Accounts** windows, click the **Get Statement** button in the **Reconcile Accounts** window.
2. Enter the account in the Account field.
3. Click **Get Statement**. The **Open** dialog is displayed.
4. Locate and select the statement file that you downloaded.





5. Click **Open**. The following window will be displayed.

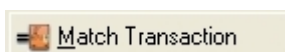


MYOB will automatically match the transactions in your statement with the transactions in your company file, using the cheque number and amount as the criteria for matching cheques and the amount as the criterion for matching deposits. If:

- there are any unmatched transactions, the Unmatched Statement Transactions window displayed. Go to step 6.
- all your transactions match, that's it! These transactions will be marked as cleared in the Reconcile Accounts window.

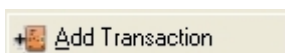
6. Choose what you want to do with the unmatched transactions.

- If you want to match a transaction, highlight that transaction and click Match Transaction.



The **Match Transaction** window is displayed, listing the uncleared transactions in your company file for the specified account. Select the transaction that you want to match with the statement transaction and click Match. The transaction will then be marked as cleared. Repeat this step for each transaction that you want to match.

- If the transaction is not listed in the Bank Reconciliation screen you can add a transaction to your company file by highlighting the transaction and click Add Transaction.



The Spend Money window or the Receive Money window (depending upon the type of transaction you are adding) will be displayed. Enter the details of the transaction and record it. The transaction will be marked as cleared. Repeat this step for each transaction you want to add to MYOB.

**Caution: Match or add all transactions.** We recommend you finish adding or matching every transaction in the unmatched transaction list before you click **Done**. If you open the statement file again, the original unmatched statement list reappears.

7. When you have finished matching and adding transactions, click Done. Any transactions that were not matched are skipped. A list of all the transactions that were cleared are displayed.

## Trouble Shooting Tips

Some banking software QIF formats will import cheque numbers as 6 digits even if the first digits are zeros. MYOB, however, will not recognise any preceding zero's to a cheque number ie: A QIF file may have a cheque number as 000852, MYOB would display the cheque as 852 therefore the transaction will import as unmatched. You will need to manually match the transactions.

There are some QIF files which will only import the date as mm/dd/yy. MYOB will automatically use the date format you have set on your windows operating System. As the standard format for Australia is dd/mm/yy MYOB will import the transactions either with the wrong date or will reject the transactions altogether.

If your bank software does create QIF files as mm/dd/yy you would either need to open the QIF in Note Pad and manually alter the date to dd/mm/yy. Alternatively you could change the date format on your

operating system.

If you are using a Windows computer, you would need to change Regional Settings (Windows) to show English (United States) then import the QIF file.

If you are using a Macintosh computer, you will need to go into your **Date & Time** settings and change the date format to Month/Day/Year.

Once you have completed the import change the computer settings back to the Australian standard. For further information regarding changing the data format on your Windows operating system please refer to support note 1325 "Date Formats".

**Disclaimer:** This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.