



MYOB Folders

Support Notes

This support notes are suitable for:

- MYOB Accounting
- MYOB Premier
- MYOB Premier Plus

Introduction

While most of the data you enter into MYOB is stored in your company file, some information such as the customisation of a form is stored separately. This support note explains what information is stored where.

This support note is primarily written for customers wanting to backup, copy or move segments of their MYOB data.

Please note:

- This support note will assume you are familiar with general computer operations; in particular, Windows Explorer. For further information please refer to support note [Basic Windows functions XP](#) or consult your IT specialist or Windows Help if you are unsure of how to manage files and folders on your computer.
- The scope of this support note is limited to the MYOB folders that contain user generated data. Therefore, consideration should be given to these folders and their contents if transferring your MYOB data to another computer, or sharing your MYOB data over a network.

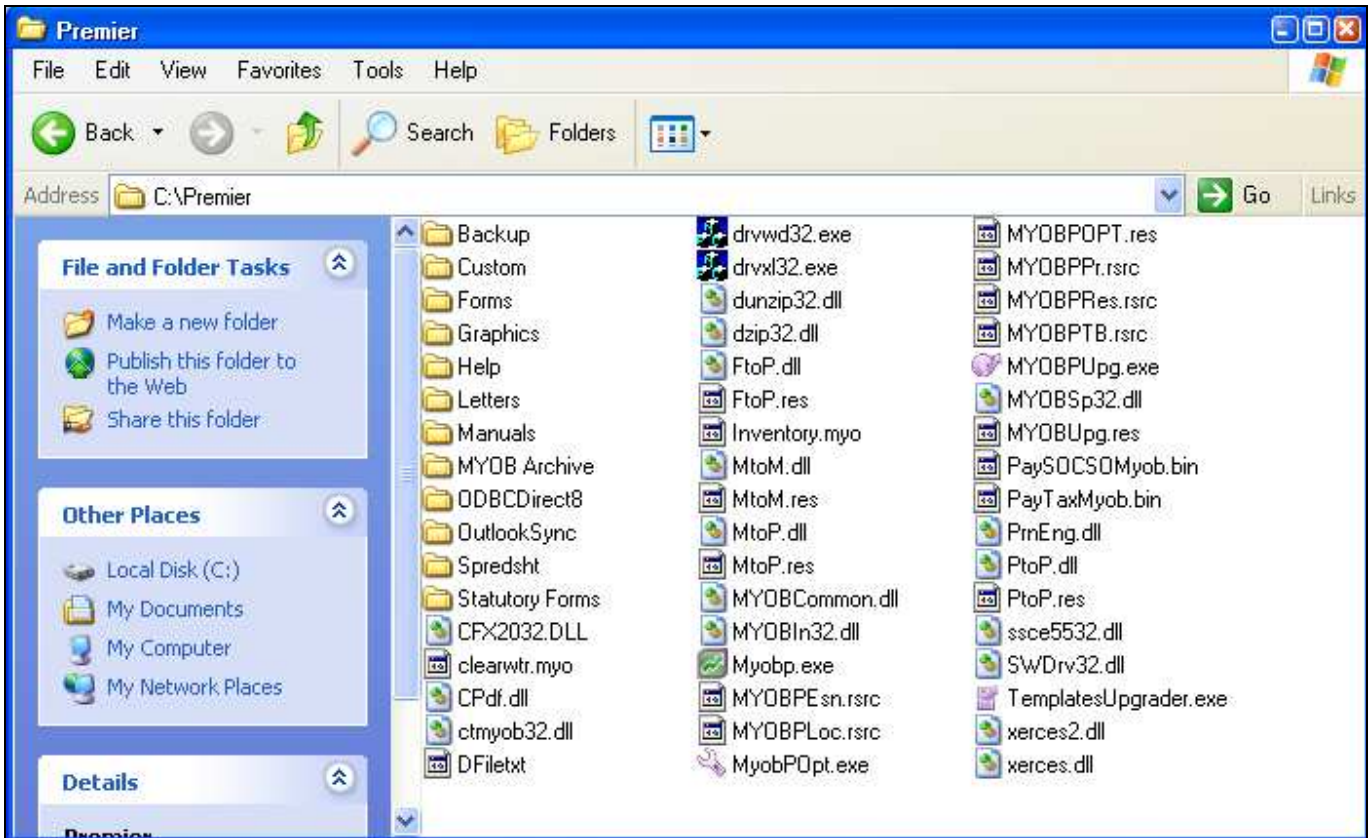
Where does MYOB reside on my computer?

By default, MYOB is installed in your hard drive's 'root' directory. MYOB's main folder is named using a combination of the program name and version. For example, by default Premier version 9 is installed in the c:\premier9 folder.

What are the standard MYOB sub-folders?

There are several sub-folders within the main MYOB folder. These sub-folders store MYOB data that is external to your company data file.

The window shown here is a view of Windows Explorer displaying Premier 9's default folders.



Please note:

- Earlier versions of Premier follow the folder naming convention: MYOB Program/version.
- Premier version 9 folders can be seen in the right hand panel.

Folders containing user generated data

Custom

Most MYOB reports can be **Designed** to included additional report fields, or, exclude unwanted report fields. When a **Designed** report is saved, MYOB creates a report **Design** template file that is stored inside the **Custom** folder.

Forms

MYOB **Forms** are the templates used to print **Invoices**, **Bills** and cheques. MYOB's **Forms** are fully customisable and are saved as files within the **Forms** folder.

Letters

MYOB uses Microsoft Word document templates (*.dot) for **Mail Merge** letters. If you create your own **Mail Merge** templates, they must be stored inside the **Letters** folder.

Spreadsht

MYOB uses Microsoft Excel spreadsheet templates (*.dot) for the **OfficeLink** reports. Customised **OfficeLink** templates are usually stored in this folder.

My MYOB folder also contains a folder named Templates

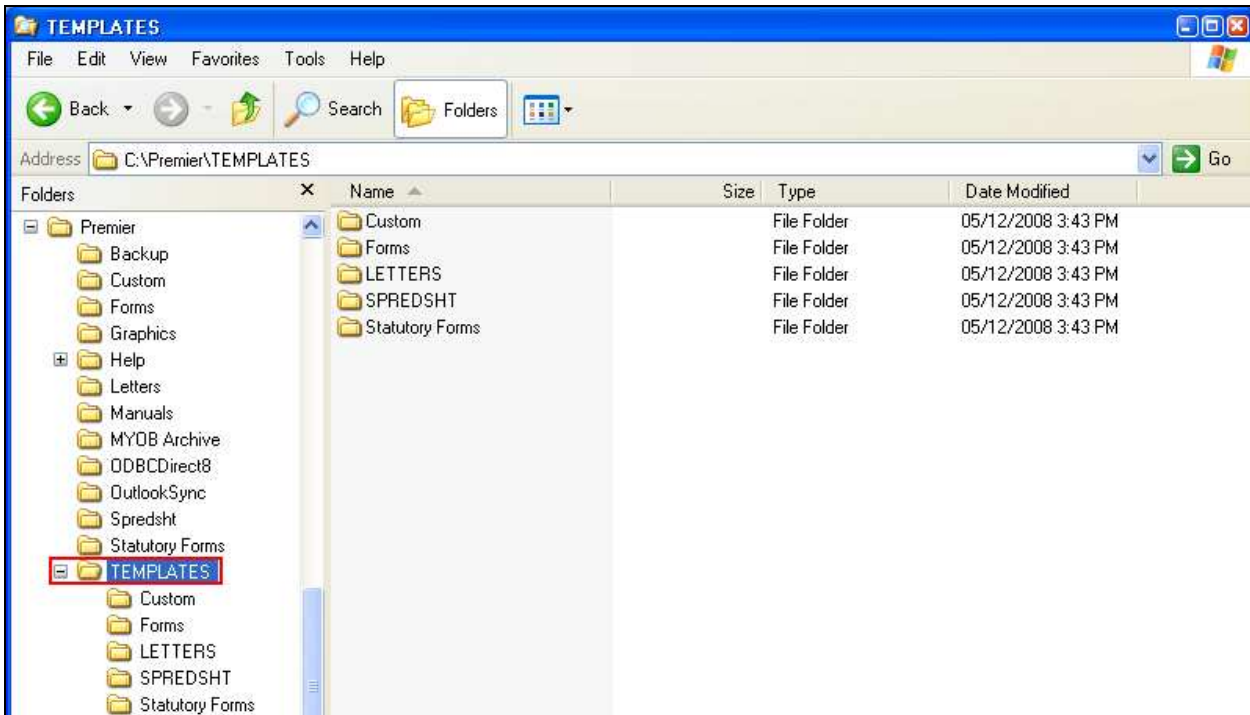
A **Templates** folder will appear in your main MYOB folder if:

- a back up data file has been restored to your MYOB folder; and
- the backup was created using the **Backup All Data** option.

For information on backing up and restoring MYOB data, please refer to our support note titled [Backup Restore Windows.](#)

The **Backup All Data** option saves each of the MYOB folders that could contain user generated data. When restored, this data is placed in the **Templates** folder, which is created with the restore process.

The window below shows the contents of the **Templates** folder.



Please note the additional folder - **Graphics**. This folder is used to store image files that are linked to inventory items in Premier.

How can I move all my MYOB data to another computer?

When moving your MYOB data to another computer, you will want to retain your user generated data.

1. Install MYOB on the second computer.
2. Backup your MYOB company data on the original machine to an external storage media. When backing up your data, use the **Backup All Data** option.
3. Restore your backed up company data using MYOB on the second computer.
4. Copy the folders from the **Templates** folder to the main MYOB folder. This will replace the default MYOB folders and their contents.