

# Accounting Exports – Easy Reference Guide

## Setting Up Your Accounts

1. Import Your GL Accounts
  - a. Export your GL accounts from MYOB or Quickbooks.
  - b. Open the GL Accounts setup in the LightSpeed Tools menu and import the file you exported using the corresponding button.\*
  - c. Select GL accounts for Accounts Receivable and Accounts Payable in the Linking section. **Note:** In Quickbooks, you must choose between using account names or account numbers.
  
2. Set Up Your Tax Accounts
  - a. Open Tools|Setup|Taxes
  - b. Select a Collected GL Acct and (if applicable) a Paid GL Acct for the taxes you have configured.
  
3. Set Up Your Payment Method Accounts
  - a. Open Tools|Setup|Payment Method
  - b. Select a GL account for each Payment Method
  
4. Set Up Your Products Accounts
  - a. Set the GL Accounts (Income/Inventory/Asset, Expense/COGS) for each Product in the Product Window (GL Tab) or by batch using Set Product Info found in the Tools menu.
  - b. For Labor products, only set an Income account and leave the Inventory/Asset and Expense/COGS accounts empty.
  - c. To ensure that the GL accounts for your Products are set correctly, run the GL reports in the Troubleshooting section of the Reporting window, found in the Tools menu.

\* In Canada, MYOB is sold as Quickbooks Accounts. Use the instructions for MYOB Users.

## For MYOB Users

### Exporting from LightSpeed

1. Choose the Export to MYOB option in the Tools menu of LightSpeed.
2. Choose which accounting package you are exporting to: MYOB AccountEdge or Quickbooks Accounts (MYOB in Canada).
3. Select the data range for your export.
4. Select Invoices, Payments, or Purchases, and click Export.
  - a. For Invoices, you must indicate Detailed Journal Entry or Summarized Journal Entry. The files saved are **Sales Journal Export**, and **Sales Journal Detail**.
  - b. For Payments, you have the choice of exporting credit cards, and/or cash and checks. The file saved is **Payment Journal Export**.
  - c. For Purchases, you must export your Suppliers the first time, and that file is named **Suppliers MYOB Export**. The other 2 files, saved each time an export is done, are **PO Miscellaneous Export** and **PO Detail Export**.

### Importing to MYOB

#### *Invoices*

1. Go to the Import Data feature under the File menu.
2. Choose General Journal Entries
3. Make sure the pull-down menus are set to "Tab Delimited" for Import File Format, and "Header Record" for First Record Is. Click Continue.
4. Choose the **Sales Journal Export** file you want to import.
5. Click "Match All", and then "Import".

#### *Payments*

1. Go to the Import Data feature under the File menu.
2. Choose General Journal Entries
3. Make sure the pull-down menus are set to "Tab Delimited" for Import File Format, and "Header Record" for First Record Is. Click Continue.
4. Choose the **Payment Journal Export** file you want to import.
5. Click "Match All", and then "Import".

#### *Purchases*

**Important:** The first time you do a Purchases import, you must first import the **Suppliers MYOB Export** by choosing Import Data > Cards > Vendor Cards, and set your pull-down menus to "Reject Them" for Duplicate Records, and "Co./Last Name" for Identify Records By. Click "Match All", then "Import".

1. Go to the Import Data feature under the File menu.
2. Choose Purchases, and then Miscellaneous Purchases

3. Make sure the pull-down menus are set to "Tab Delimited" for Import File Format, "Header Record" for First Record Is, and "Reject Them" for Duplicate Records. Click Continue.
4. Choose the **PO Miscellaneous Export** file you want to import.
5. Click "Match All", and then "Import".

### For Quickbooks Users

#### Exporting from LightSpeed

1. Choose the Export to Quickbooks option in the Tools menu of LightSpeed.
2. First, click on the Account Setup button and select the Sales Tax Vendor for each tax you have set up. These vendors can be found in Quickbooks, and must be entered in LightSpeed exactly as they appear on the Vendor List in Quickbooks. Click the Save button to save your account settings. Click the Export Setup button to return to the main window.
3. Select the date range for your export.
4. Select Invoices, Payments, or Purchases, and click Export.
  - a. For Invoices, the files saved are **Sales Journal Export** and **Sales Journal Detail**.
  - b. For Payments, you have the choice of exporting credit cards, and/or cash and checks. The file saved is **Payment QB Export**.
  - c. For Purchases, you must export your Suppliers the first time, and that file is named **Suppliers QB Export**. The other 2 files, saved each time an export is done, are **PO QB Export** and **PO QB Detail Export**.

#### Importing to Quickbooks

##### *Invoices*

1. Go to the Import feature under the File menu.
2. Choose From IIF Files
3. Choose the **Sales Journal Export** file you want to import.

##### *Payments*

1. Go to the Import feature under the File menu.
2. Choose From IIF Files
3. Choose the **Payments QB Export** file you want to import.

##### *Purchases*

**Important:** The first time you do this import, you must first import **the Suppliers QB Export** file, by choosing Import > From IIF Files, and then choosing the **Suppliers QB Export** file.

1. Go to the Import feature under the File menu.
2. Choose From IIF Files
3. Choose the **POs QB Export** file you want to import.