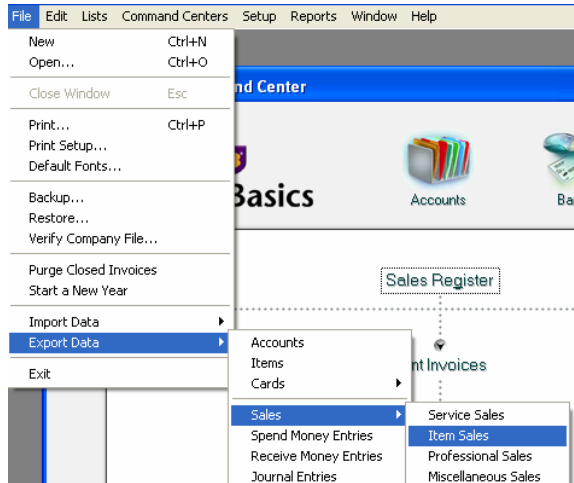


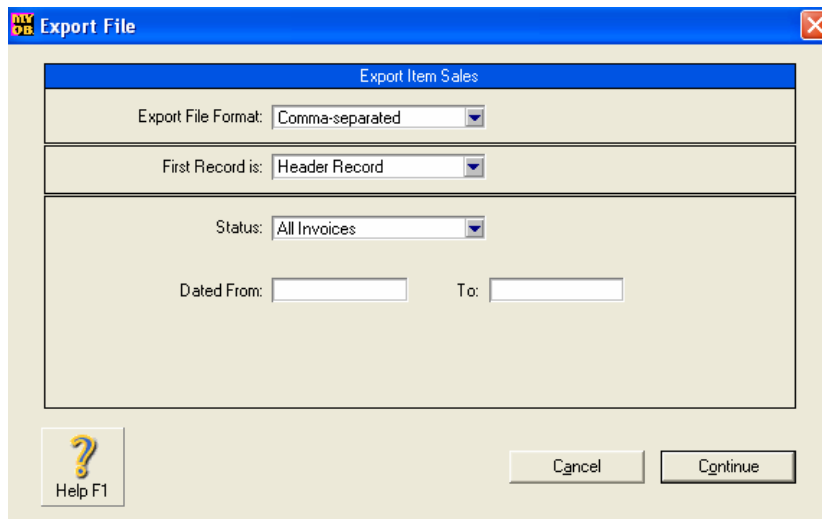
Creating a FactorSoft Import File from MYOB

Exporting from MYOB

1. Go to File - Export Data - Sales - Items Sales

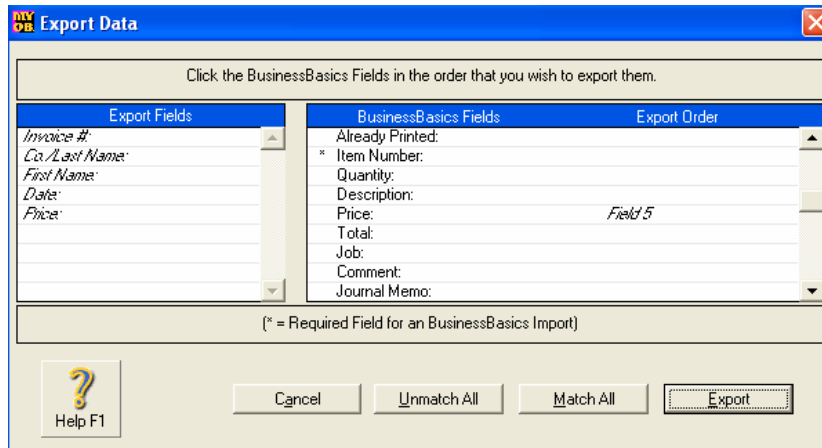


2. From the **Export File** screen select the following options:
3. Export File Format = Comma-separated
4. First Record is = Header Record
5. Status = All Invoices
6. Enter the Date(s)
7. Click Continue

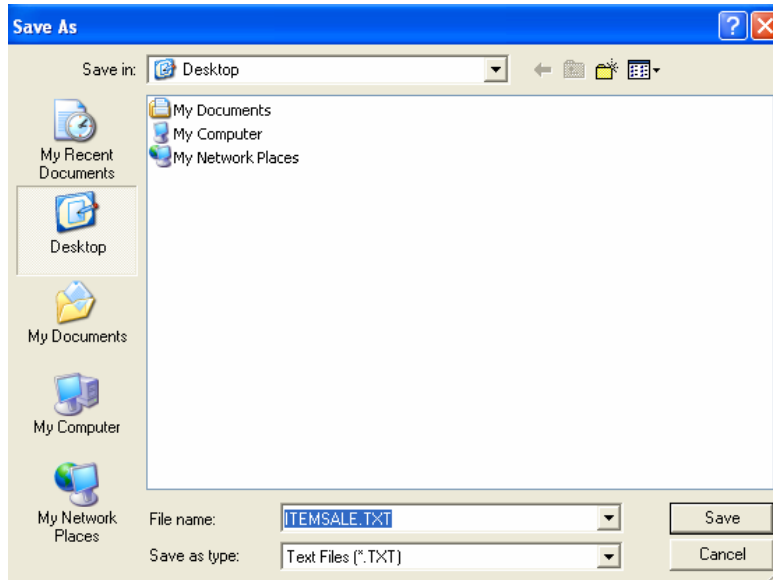


- From the Export Data screen, select the following fields:

Invoice #
Co/Last Name
First Name
Date
Price



- Click **Export**
- Save the file to a location on your computer or server
- Rename the file with today's date, your company's initials and a .myb extension



12. The content of the file should be in a similar format to this sample:

```
ITEMPUR.TXT - Notepad
File Edit Format View Help eFax
Item Number,Co./Last Name,Date,Total
700-101U7,Ken's Output Supply,3/30/2004,$497.25
600-101G8,Business Printer Supply,10/1/2004,$138.20
800-101R9,"wascoe, Inc.",1/1/2005,"$8,208.84"
x9-45T,"wascoe, Inc.",10/21/2004,$3.90
300-101B6,"wascoe, Inc.",10/21/2004,$275.00
300-101B6,Business Printer Supply,2/21/2005,$522.50
100-101A5,Milton Studios,10/7/2004,$18.18
600-101G8,Milton Studios,10/7/2004,$13.82
x123,Ken's Output Supply,11/15/2004,$93.50
B-491,Alternative Video,11/21/2004,$257.00
x123,Ken's Output Supply,12/21/2004,$1.08
100-101A5,Ken's Output Supply,12/21/2004,$107.44
400-101,Alternative Video,1/21/2005,$174.96
100-101A5,Border Digital,1/21/2005,$190.89
```