

MYOB® Support Note

Data File Exchange Utility Instructions

These programs are free, unsupported utilities. They require an understanding of some advanced computer techniques. If you do not understand the instructions we regret we will not be able to help you. Data files larger than 1.4Mb cannot easily be moved between platforms on floppy disks. You will need to use a compression/backup utility that can be read on both platforms (Mac/Win) a shared hard disk or Laplink etc. Otherwise multi-platform media such as zip disks or LS120 than can be used.

Data files can be converted by MYOB Australia for a nominal charge. Please contact Customer Service on 1300 555 151 for a different form if you would like MYOB Australia to convert your data files.

The data file conversion **must** be done on a Macintosh computer. You may need to allocate more memory to the exchange utility before performing the Platform Exchange.

PLATFORM EXCHANGE (Sample using version 3.5 Exchange Utility)

To convert a Macintosh data file to Windows format;

1. Select appropriate exchange utility and double click to open. For example: If the files are v3.5 use the **MYOB Exchange v3.5**.
2. Information about licence agreement will appear and you can either **Accept** or **Quit** accordingly. Please read this very carefully as we cannot support data file conversions if you choose to do them yourself.
3. If you clicked on **Accept** you will then see the following message: "This program converts MYOB data files from MAC to

IBM and back". Whenever you are ready click **Convert** when ready or **Quit** if not.

4. **Open file to convert** will then appear. Select the file you wish to convert. Only one file at a time can be selected. Click on **Open** when ready.

•If for example you double click on v3.5 exchange but the data file is still in v3 or an earlier format you will receive an error message advising you this . The next step would be to **Upgrade** the data file using the appropriate upgrade utility found within the program. Do the upgrade of the data file before the platform exchange.

5. If no error message appeared it will now prompt you to **Save New file As**. Give the file a name. It can be no more than 8 characters long and must have .dat after it. Example: MYOB.dat. You will need a PC/IBM formatted disk to save the converted file onto. If the file is too large for one disk you will need to use a compression program that is compatible with Macintosh and PC's. For example ZipIt, WinZip & Stuffit. All of these compression programs can be downloaded from the Internet at <http://cires.colorado.edu/people/peckham.scott/share.html>.

6. Conversion completed. If you wish to convert another file, click **Convert** otherwise click **Quit**.

7. Once all data file conversions have been done **Close** the file exchange conversion folder.

To convert a Windows data file to Macintosh format;

If you are converting from Windows to Macintosh then you will need an extra utility called 'Bunch Typer', this is **not** found on the MYOB software. You can download it from the Internet from the following sites:

<http://firemac.mybravenet.com/buncht.sit>

<http://home.planet.nl/~pulle071/firemac/morefiles/buncht.sit>

<http://www.mirror.ac.uk/collections/hensa-micros/local/mac/filemanager/bunchtyper.hqx>

The BunchTyper utility will download directly onto the desktop, you then need to double click on the BunchTyper icon.

1. You need to open the MYOB folder and drag file/s (one at a time) onto **BunchTyper 1.01**.
2. Ensure the file information area shows "**BINA**" as **Type** and "**mdos**" as **Creator**.

3. Click **GO**

Please Note: Bunchtyper makes the file readable as a Win/Mac file. You must now convert the windows data file to Macintosh format using the Exchange utility, as shown below.

Platform Exchange

1. Double click on **MYOB Exchange Utilities** disk to open.

2. Select appropriate exchange utility and double click to open. For example: If the files are v3.5 use the **MYOB Exchange v3.5**.

3. Information about licence agreement will appear and you can either **Accept** or **Quit** accordingly. Please read this very carefully as we cannot support data file conversions if you choose to do them yourself.

4. If you clicked on **Accept** you will then see the following message: "This program converts MYOB data files from MAC to IBM and back". Whenever you are ready click **Convert** when ready or **Quit** if not.

5. **Open file to convert** will then appear. Select the file you wish to convert. Only one file at a time can be selected. Click on **Open** when ready.

•If for example you double click on v3.5 exchange but the data file is still in v7 or an earlier format you will receive an error message advising you this . The next step would be to **Upgrade** the data file using the appropriate upgrade utility found within the program. Do the upgrade of the data file before the platform exchange.

6. If no error message appeared it will now prompt you to **Save New file As**. Give the file a name up to eight characters long with no extension to a location on the Macintosh hard disk.

7. Conversion completed. If you wish to convert another file, click **Convert** otherwise click **Quit**.

8. Once all data file conversions have been done **Close** the file exchange folder.