eTrack N12
MYOB Interface Guide

Last updated – Nov 2025

Contents

Overview

After preparing and sending invoices from eTrack you can export invoice details to your Accounting Package for bank reconciliation and tax obligations.

This guide describes how to use eTrack's invoice export when your Accounting Package is MYOB. It assumes you have knowledge of creating invoices as described in the N3 Invoicing Guide.
Some setup is required before you get started as described below.

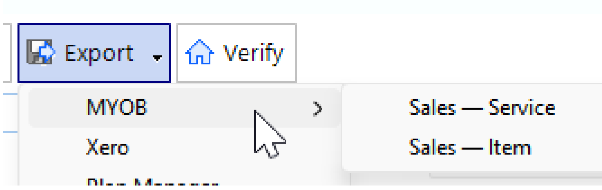
eTrack exports invoice data to a CSV file formatted for either the **Sales-Service** import or **Sales-Item** import. It is compatible with MYOB Account Right Plus and Premier, however, it is likely to work with any version of MYOB that supports those imports. Refer to the MYOB website for more information.

For further assistance, contact eTrack.

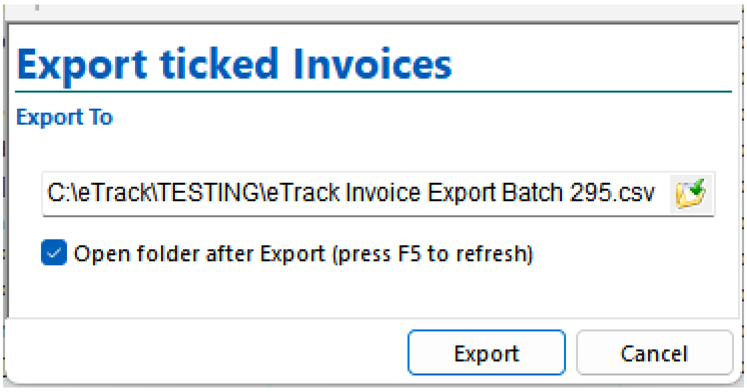
Export Invoices from eTrack

1. Select Invoices feature tab across the top.
2. In the filter ribbon:
   a. Tick 'Invoice Batches' and select 'not exported'.
   b. Untick 'Invoices Under' to load 'not exported' invoices across the system OR leave it ticked to load 'not exported' invoices from the selected tree item.
   c. Optionally, select a date range to only load invoices for a specific date range.
   d. Click **Apply** button. eTrack will display invoices that match the selected filters.

3. Tick which invoices to include (tick the top checkbox to tick all displayed invoices).
4. Click **MYOB Export** button (if configured) OR click **Export** button and select MYOB then choose between Sales-Service or Sales-Item.



5. On the dialog that pops up, click **Export** button. The files will save in the path from settings. However, if no path is set or the path is invalid a message will pop up. To continue, click the browse icon at the end of the text box and choose where to save the files. eTrack will remember this path for your login.



6. All ticked invoices are exported, excluding any that are already exported. The next Batch number is assigned and displayed in the Batch# column and the invoice status changes to 'locked & exported'. The filenames include the batch#.

Import Invoices into MYOB

When you run an Invoice Export, eTrack creates two CSV files:

- Invoice data: each invoice is exported as multiple rows. Each row is a line item in the invoice:
  - Time is grouped by date/staff/support item/rate for support items where 'hours' is ticked
  - Expenses are grouped by date/staff/support item/rate for support items where 'expenses' is ticked
- Contact cards: the contact names for the exported invoices.

Customer Cards

The 'contact' name on the exported invoice must be an exact match to the contact card name in MYOB.

You can use the 'cards' CSV file to import new contacts into MYOB as follows:

1. Select File/Import Data/Cards/Customers
2. Select 'Comma Delimited'
3. Select to match the Name only – this will import all contacts that are different but will not duplicate those that are the exact same name.
4. Using the MYOB feature Action/Combine Cards, identify and combine any contacts that should be the same but spelt differently.

Invoices

In MYOB select Sales/Accounts import and select to use:

- Comma Delimited
- First line is a Header
- Match All fields

Delete Invoices

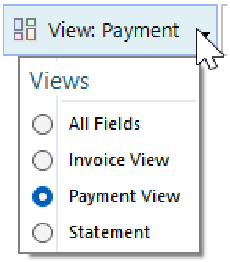
To **delete** an invoice in eTrack that has been exported:

1. Load the invoice in the Invoices screen.
2. Right-click the invoice > Clear Batch# (of just that invoice, not the entire batch).
3. Right-click the invoice > 'Delete'.
4. Also delete or make the invoice void in MYOB.

Payments

There is no Payments Import from MYOB however you can record payments in eTrack if you wish:

1. Optionally select 'Payment View' to hide columns not relevant to payments.



2. Enter **Date Paid** and **Paid $** OR tick the checkbox between these columns and eTrack will set **Date Paid** = <today> and **Paid $** = Invoice $.
3. If necessary, enter a Paid Write off $. The Balance Owing will update.

Invoice #	Date of Invoice	Invoice/Credit $ (Inc GST)	Due Date	Days Overdue	Date Paid	Paid $	Paid Write off $	Bal. Owing $
1354.9	23/10/2023	$110.00	6/11/2023		1/04/2024	$0.00	$110.00	$0.00
ETP-1354.10	16/11/2023	$330.00	30/11/2023		23/11/2023	$330.00	$0.00	$0.00
ETP-1354.11	18/12/2023	$330.00	1/01/2024		23/11/2023	$330.00	$0.00	$0.00
ETP-1354.12	24/01/2024	$110.00	7/02/2024	237		$0.00	$0.00	$110.00
ETP-1354.13	26/02/2024	$110.00	11/03/2024		13/03/2024	$300.00	-$190.00	$0.00
ETP-1354.14	2/04/2024	$110.00	16/04/2024	168		$0.00	$0.00	$110.00
ETP-1354.15	29/04/2024	$110.00	13/05/2024	141		$0.00	$0.00	$110.00
ETP-1354.16	28/05/2024	$110.00	11/06/2024	112		$0.00	$0.00	$110.00
ETP-1354.17	27/06/2024	$110.00	11/07/2024	82		$0.00	$0.00	$110.00
ETP-1354.18	28/07/2024	$110.00	11/08/2024	51		$0.00	$0.00	$110.00
ETP-1354.19	27/08/2024	$110.00	1/09/2024	30		$0.00	$0.00	$110.00
ETP-1354.20	27/09/2024	$110.00	2/10/2024	0		$0.00	$0.00	$110.00
		$1,760.00				$960.00	-$80.00	$880.00

Setup

Send these details to eTrack to complete the setup:

1. For Sales-Service only: The **Time** and **Expense** GL account codes where your invoice data goes in MYOB eg 4-123. If you don't provide GL Account Codes, these defaults are used:
    - 'Income' for time (labour)
    - 'Expense' for non-labour
2. Whether you are filing invoices in MYOB against Participants or Plan Managers. This determines which 'contact' name is exported with the invoice data.
3. The folder path where eTrack should save the CSV files.

Export Data (Sales-Service)

This table maps columns of the Sales-Service export file to where the data is sourced from. The export file includes the full set of columns but only these columns are populated with data; the remaining columns are exported as <blank>. * Denotes mandatory fields.

Export Column	**eTrack Data**
Co./Last Name	Participant Last Name OR Plan Manager Company name
First Name	Participant First Name OR <blank>
Inclusive	N
Invoice #	Invoice #
Date	Invoice Date
Customer PO	PO #
Description	Invoice Note
*Account #	GL Account Code
*Amount	Invoice $ ex gst
*Inc-Tax Amount	Invoice $ inc gst
Job	NDIS#
GST Amount	GST $
Terms - Payment is Due	Terms
Referral Source	Batch #

Export Data (Sales-Item)

This table maps columns of the Sales-Item export file to where the data is sourced from. The export file only includes these columns. * Denotes mandatory fields.

Export Column	**eTrack Data**
Co./Last Name	Participant Last Name OR Plan Manager Company name
First Name	Participant First Name OR <blank>
Invoice #	Invoice #
Date	Date of entry
*Item Number	Activity Code
Quantity	Units / Hours
Total	Amount $ inc GST
Inc-Tax Total	Amount $ inc GST
Salesperson first name	First Name of staff member booking time
Salesperson last name	Last Name of staff member booking time
Card ID	NDIS#

Settings Summary (for eTrack use)

AccountsExportOption=6
DefaultAccountTime=Income
DefaultAccountExpense=Expense
UseProjectForInvoiceClient=n where 1=Participant and 0=Plan Manager
OutputDirectory=<path>
RecordID=<blank>
InvoiceExport=1 [MYOB button]