



Module Guide

Export to MYOB (v19)

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Overview of SimplySwim

SimplySwim is a Software as a Service (SaaS) platform. Software as a service, sometimes referred to as "on-demand software," is a software delivery model in which software and its associated data are hosted centrally (typically in the cloud) and are typically accessed by users using a thin client, normally using a web browser over the Internet.

SimplySwim has been developed by industry specialists from both swim schools and software development companies, ensuring the best possible outcome for you.

System Requirements

SimplySwim must be run on a PC running either Microsoft Windows 7 or Microsoft Windows XP. This PC must have an internet connection available, with a preferred minimum connection speed of 1500k.

Introduction

This document aims to provide detailed instruction and guidance of the process of importing SimplySwim financial data into the MYOB AccountRight Plus v19 accounting software package.

Assumptions

When interpreting this document, the following assumptions have been made:

- The user has a high level of operational understanding of the business or enterprise; and
- The user has a mid-level accounting knowledge or background -or- is familiar with the use of the MYOB range of packages; and
- Transactional data has already taken place within the SimplySwim system (Including renewal invoices, POS invoices and payments); and
- Accounts have been created in MYOB for the revenue types to be allocated to.

Preparation

The first step in the process is preparation. Ensure Revenue, Tenders & Taxes used in SimplySwim are mapped to the correct entry in MYOB. A very simple way to achieve this is printing a Chart of Accounts / Account List from MYOB for your business or enterprise.



Clearwater Pty Ltd		
Accounts List [Summary]		
13/09/2010 6:20:12 PM		Page 2
Account		Current Balance
4-1200	Sales - Learn to Swim	\$6,194.86
4-1300	Sales - Infant Aquatics	\$38,700.97
4-1400	Sales - Pool Hire	\$5,709.10
4-1500	Sales - Hot Beverage	\$1,334.54
4-1550	Sales - Cold Beverage	\$0.00
4-1600	Sales - Chips & Lollies	\$9,492.73
4-1700	Freight	\$0.00
4-2000	Service Income	\$3,519.34
4-2100	Service - Coolers	\$1,628.90
4-2200	Service - Other Income	\$1,890.44

Figure 1: MYOB Accounts List Report

Revenue Types

Using the Chart of Accounts / Account List, each revenue type in SimplySwim must have the same Account Code / Account Number assigned to it.

This information is assigned in [System Configuration -> Revenue Types](#) (refer Fig 2).

Revenue Types	
Description	Accounting Income Code
Learn to Swim Edit)	4-1100
Private Fees Edit)	4-1200
Squad Fees Edit)	4-1300
Confectionary Sales Edit)	4-2100
Equipment Sales Edit)	4-2200
Beverage Sales Edit)	4-2300
Ice Creams Edit)	4-9191
Accessories Edit)	4-9192
Hot Beverage Edit)	4-9193
Pool Hire Edit)	4-9194
Add Revenue Class	

Figure 2: SimplySwim Revenue Types

Step-By Step:

- Click Edit) beside each of the Revenue categories.
- Enter the MYOB Account Code the corresponds to this Revenue Type into the Accounting Income Code field.



Edit a Revenue Type - Learn to Swim

Revenue Type Name

Accounting Income Code

Save Revenue Type

- c. Click 
- d. Repeat until all Revenue Types have been completed.

Taxes

Once the Revenue Types have been completed, it is now time to move on to Taxes. MYOB Generally uses 3 generic GST/Tax Codes. These are:

- **GST:** 10% Goods and Services Tax (Australian GST)
- **FRE:** 0% or GST Free
- **N-T:** Not-reportable (Discussed a little later in this document)

Using the above list, each Tax setup in SimplySwim must be mapped to an appropriate code for MYOB. This information is assigned in [System Configuration -> Taxes](#)

Name	Amount (%)	Accounting Tax Code
GST ( Edit)	10.00	GST
GST Free ( Edit)	0.00	FRE



Figure 3: SimplySwim Taxes

Step-By-Step:

- a. Click ( Edit) beside each of the Tax Types.
- b. Enter the MYOB Tax code into the Accounting Software Tax Code.

Edit Tax Type - GST

Tax Name

Tax Value (%)

Accounting Software Tax Code

Save Tax Code

- c. Click 



- d. Repeat until all Tax Codes have been completed.

Tenders

The mapping of tenders normally requires a little more thought prior to proceeding. The mapping of Tenders will have a direct impact on daily financial reports from your accounting software package. For instance, Cash tenders could be mapped to a clearing account to facilitate a daily banking process, however, EFTPOS & Bank Deposit tenders may be mapped directly to the bank asset account as they are received directly to your bank account. Tenders will usually be mapped to an asset account (1-xxxx). There is however one exception to this rule. 'Credit / Adjustment' tenders may be mapped to the discounts given account (Usually 5-xxxx). Consult your accountant for further information regarding this.

This information is assigned in **System Configuration -> Tenders**

Tenders						
Description	Active	Accounting Asset Code	Cash	Cheque	Electronic	Voucher
Cash (Edit)	Y	1-1100	Y	N	N	N
EFTPOS (Edit)	Y	1-1100	N	N	Y	N
Bank Deposit (Edit)	Y	1-1100	N	N	Y	N
Fee Adjustment (Edit)	Y	4-9000	N	N	N	N
Cheque (Edit)	Y	1-1103	N	Y	N	N

Add Tender

Figure 3: SimplySwim Tenders

Step-By-Step:

- a. Click (Edit) beside each of the Tenders
- b. Enter the MYOB Account Code into Accounting Asset Code

Edit a Tender Type

Tender Name

Bank Deposit

Is this a CASH Tender

☐ (Cash tenders are included in the daily bank amount)

Is this a CHEQUE Tender

☐ (Cheque tenders request additional details & are included in the daily bank amount)

Is this a ELECTRONIC Tender

☒ (Electronic tenders request an approval code on completion)

Is this a VOUCHER Tender

☐

Accounting Asset Code

1-1100

Add Tender

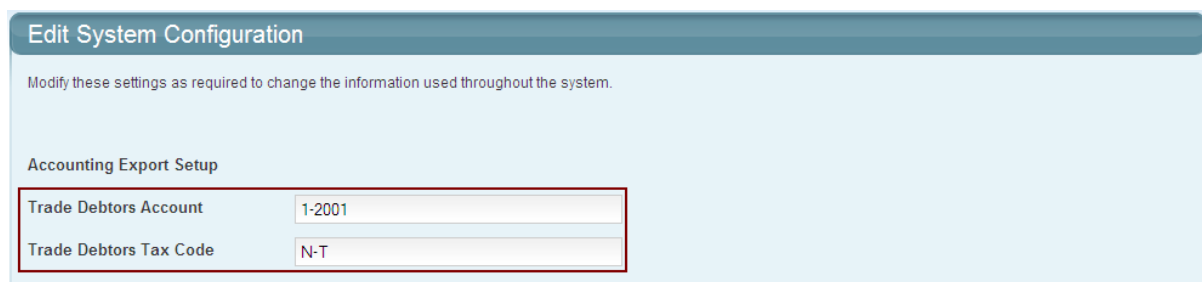
- c. Click Save Tender
- d. Repeat until all Tenders have been completed.



Trade Debtors Control Account

Finally, as SimplySwim utilises accrual accounting principles, a Trade Debtors Control Account must be specified in SimplySwim. This information is assigned in **System Configuration -> System Settings**

It is suggested that a separate Control / Trade Debtors account is created for the sole purpose of SimplySwim transactions. This will assist in balancing and reconciliation of the control account. Let's say your accounting package uses 1-2000 as the default Trade Debtors account, then you might use 1-2001 as the SimplySwim Trade Debtors account. The Trade Debtors Tax code should always be N-T (Non Reportable).



The screenshot shows a web-based interface for 'Edit System Configuration'. At the top, there is a header bar with the title 'Edit System Configuration'. Below the header, a message states: 'Modify these settings as required to change the information used throughout the system.' The main content area is titled 'Accounting Export Setup'. Within this section, there are two input fields. The first field is labeled 'Trade Debtors Account' and contains the value '1-2001'. The second field is labeled 'Trade Debtors Tax Code' and contains the value 'N-T'. Both fields are highlighted with a red rectangular border.

Although this appears to be a large amount of work, it is only required to be completed once on or after system installation. Code maintenance may be required as revenue types, taxes or tenders are added, modified or removed.



Data Export Procedure

There are two steps to the produce the outcome of financial data being populated into your software accounting package.

Step 1: Export the Data from SimplySwim (in a format readable by MYOB)

Step 2: Import the Data to MYOB

Step 1 – SimplySwim

Date ranges are a very important part of the financial data export process. Each period of time needs to be exported only once, otherwise duplicate transactions may be posted to your accounting software package.

The Export file from SimplySwim is produced based on the date range provided during the process. Ensure that no date is exported twice as this will cause duplicate posting in your accounting software package.

Data is exported using the 'Download Accounting Import File' function. This function is located in '**Processing ->**'

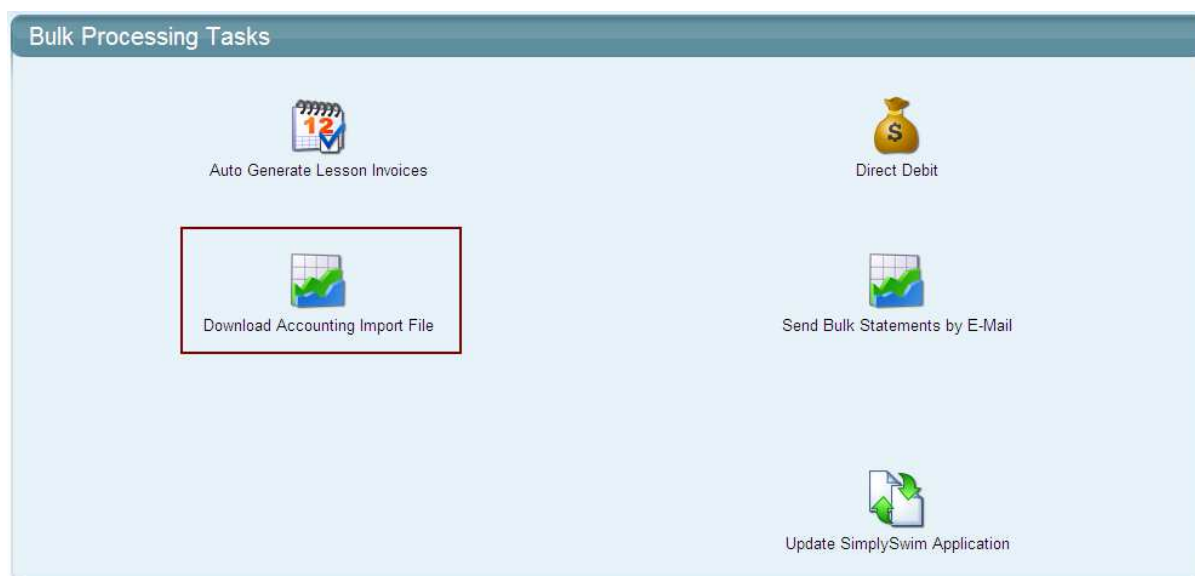
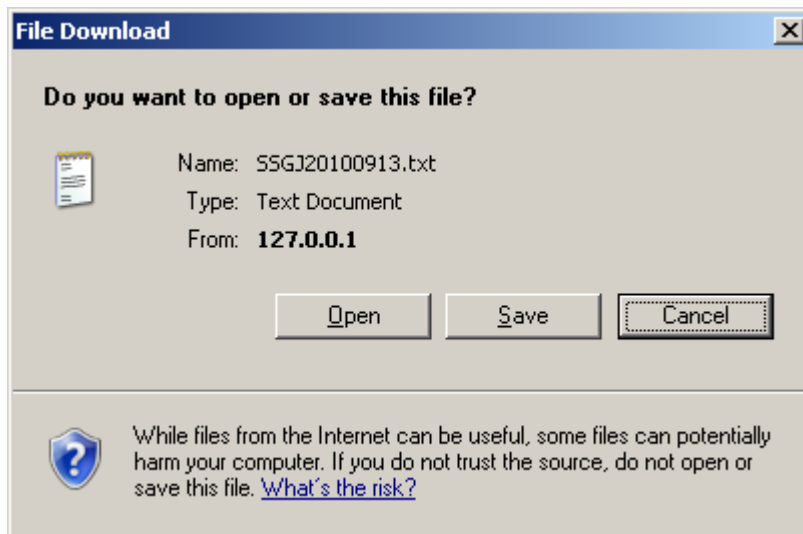


Figure 4: Processing

Step-by-Step:



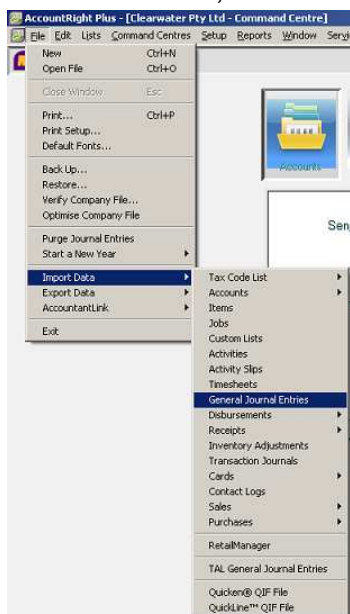
- a. Click  to set the required Start Date & End Date
- b. Click 



- c. Select 'Save'
- d. Save the file to a location where it can be easily retrieved from other applications.

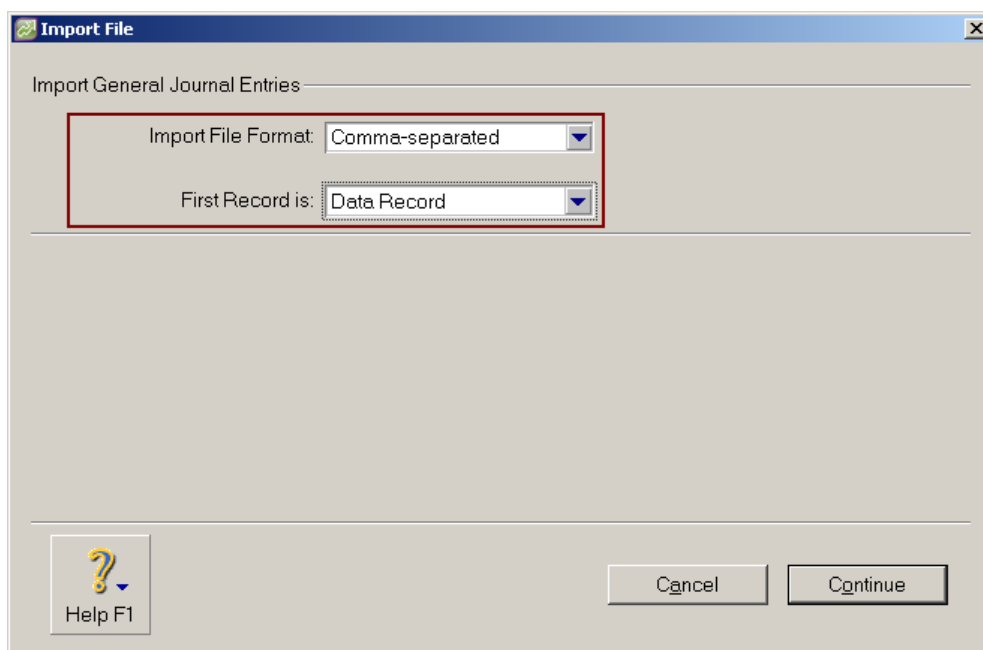
Step 2 - MYOB

- a. Launch MYOB v19 and load your Company Data File.
- b. In the **File** menu, select **Import Data, General Journal Entries**

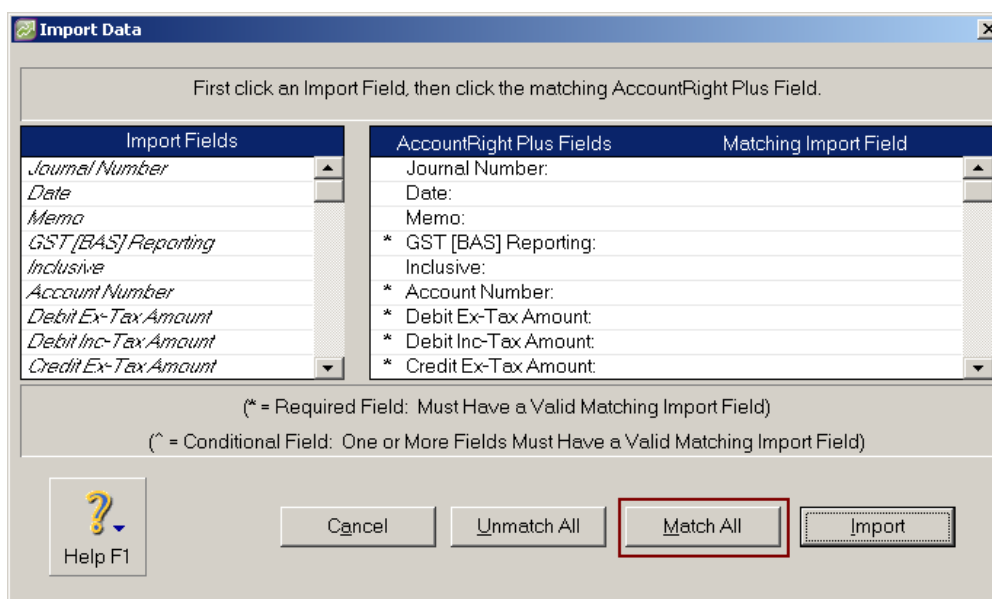


- c. At the Import File screen, ensure the selections are:
Input File Format: Comma-Separated
First Record is: Data Record



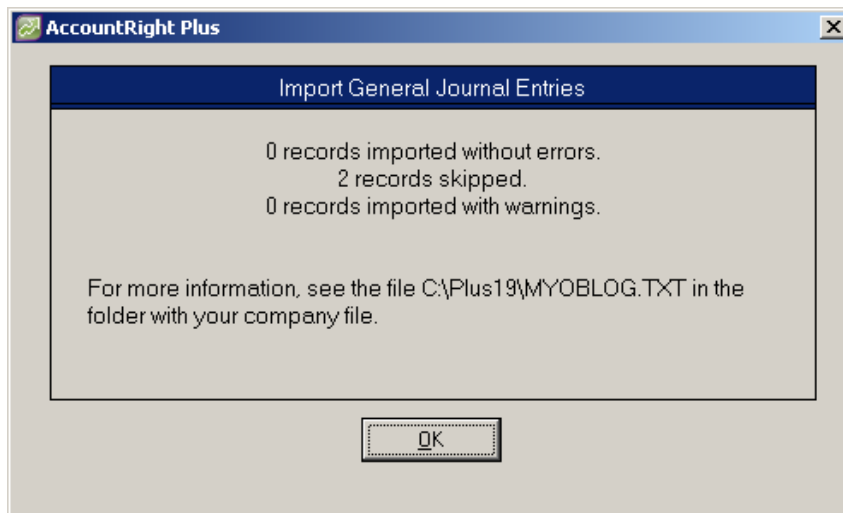


- d. Click **Continue**
- e. Select the location of the file created from Step 1, Click **Open**



- f. Click **Match All**, then **Import**
- g. Check the final screen for the number of records imported with errors, skipped, and imported with warnings. The log file referenced (C:\Plus19\MYOBLOG.txt) is always a good place to start if there are any records skipped.





The above shows an example of an import with records being skipped. In this instance there were 2 records skipped, with 0 records imported with or without errors.

Check Imported Data

Certain checks and balances are in place to ensure financial integrity between the two systems. One of the most important checks is the Control Account Balance. The Control Account or Trade Debtors Account in MYOB must match the Control Account Balance produced by the 'Control Account Check' report from SimplySwim. Run the 'Control Account Check' report immediately after performing an Accounting Data Export. The balance on the report must match the balance of the SimplySwim Trade Debtors account in your accounting software package.

Support and Assistance

Our Support Centre is open from 8:30am to 5:30pm Monday to Friday and 9:00am to 1:00pm on Saturday AEDT (Excluding National & NSW Public Holidays). In circumstances where you are unable to access the SimplySwim platform at all, we operate a voicemail / callback service outside of the above listed times.

Our offices can be contacted by telephone on (02) 8064 2117. Outside of support hours this number forwards to our voicemail / callback service.

Non Urgent queries can be submitted by e-mail to our Support Centre. Our support e-mail address is support@thumbtackmedia.com.au. Please include your Site / Subscription ID in all e-mails / correspondence.

