

MYOB Customer Card - Import File Layouts

		AccountRight Premier 2014.4	AccountRight Plus 2014.4	AccountRight Standard 2014.4	AccountRight Basics 2014.4
1.	^	Co./Last Name	Co./Last Name	Co./Last Name	Co./Last Name
2.		First Name	First Name	First Name	First Name
3.	^	Card ID	Card ID	Card ID	Card ID
4.		Card Status	Card Status	Card Status	Card Status
5.		Addr 1 - Line 1	Addr 1 - Line 1	Addr 1 - Line 1	Addr 1 - Line 1
6.		Addr 1 - Line 2	Addr 1 - Line 2	Addr 1 - Line 2	Addr 1 - Line 2
7.		Addr 1 - Line 3	Addr 1 - Line 3	Addr 1 - Line 3	Addr 1 - Line 3
8.		Addr 1 - Line 4	Addr 1 - Line 4	Addr 1 - Line 4	Addr 1 - Line 4
9.		Addr 1 - City	Addr 1 - City	Addr 1 - City	Addr 1 - City
10.		Addr 1 - State	Addr 1 - State	Addr 1 - State	Addr 1 - State
11.		Addr 1 - Postcode	Addr 1 - Postcode	Addr 1 - Postcode	Addr 1 - Postcode
12.		Addr 1 - Country	Addr 1 - Country	Addr 1 - Country	Addr 1 - Country
13.		Addr 1 - Phone No. 1	Addr 1 - Phone No. 1	Addr 1 - Phone No. 1	Addr 1 - Phone No. 1
14.		Addr 1 - Phone No. 2	Addr 1 - Phone No. 2	Addr 1 - Phone No. 2	Addr 1 - Phone No. 2
15.		Addr 1 - Phone No. 3	Addr 1 - Phone No. 3	Addr 1 - Phone No. 3	Addr 1 - Phone No. 3
16.		Addr 1 - Fax No.	Addr 1 - Fax No.	Addr 1 - Fax No.	Addr 1 - Fax No.
17.		Addr 1 - Email	Addr 1 - Email	Addr 1 - Email	Addr 1 - Email
18.		Addr 1 - WWW	Addr 1 - WWW	Addr 1 - WWW	Addr 1 - WWW
19.		Addr 1 - Contact Name	Addr 1 - Contact Name	Addr 1 - Contact Name	Addr 1 - Contact Name
20.		Addr 1 - Salutation	Addr 1 - Salutation	Addr 1 - Salutation	Addr 1 - Salutation
21.		Addr 2 - Line 1	Addr 2 - Line 1	Addr 2 - Line 1	Addr 2 - Line 1
22.		Addr 2 - Line 2	Addr 2 - Line 2	Addr 2 - Line 2	Addr 2 - Line 2
23.		Addr 2 - Line 3	Addr 2 - Line 3	Addr 2 - Line 3	Addr 2 - Line 3
24.		Addr 2 - Line 4	Addr 2 - Line 4	Addr 2 - Line 4	Addr 2 - Line 4
25.		Addr 2 - City	Addr 2 - City	Addr 2 - City	Addr 2 - City
26.		Addr 2 - State	Addr 2 - State	Addr 2 - State	Addr 2 - State
27.		Addr 2 - Postcode	Addr 2 - Postcode	Addr 2 - Postcode	Addr 2 - Postcode

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28.	Addr 2 - Country	Addr 2 - Country	Addr 2 - Country	Addr 2 - Country
29.	Addr 2 - Phone No. 1	Addr 2 - Phone No. 1	Addr 2 - Phone No. 1	Addr 2 - Phone No. 1
30.	Addr 2 - Phone No. 2	Addr 2 - Phone No. 2	Addr 2 - Phone No. 2	Addr 2 - Phone No. 2
31.	Addr 2 - Phone No. 3	Addr 2 - Phone No. 3	Addr 2 - Phone No. 3	Addr 2 - Phone No. 3
32.	Addr 2 - Fax No.	Addr 2 - Fax No.	Addr 2 - Fax No.	Addr 2 - Fax No.
33.	Addr 2 - Email	Addr 2 - Email	Addr 2 - Email	Addr 2 - Email
34.	Addr 2 - WWW	Addr 2 - WWW	Addr 2 - WWW	Addr 2 - WWW
35.	Addr 2 - Contact Name	Addr 2 - Contact Name	Addr 2 - Contact Name	Addr 2 - Contact Name
36.	Addr 2 - Salutation	Addr 2 - Salutation	Addr 2 - Salutation	Addr 2 - Salutation
37.	Addr 3 - Line 1	Addr 3 - Line 1	Addr 3 - Line 1	Addr 3 - Line 1
38.	Addr 3 - Line 2	Addr 3 - Line 2	Addr 3 - Line 2	Addr 3 - Line 2
39.	Addr 3 - Line 3	Addr 3 - Line 3	Addr 3 - Line 3	Addr 3 - Line 3
40.	Addr 3 - Line 4	Addr 3 - Line 4	Addr 3 - Line 4	Addr 3 - Line 4
41.	Addr 3 - City	Addr 3 - City	Addr 3 - City	Addr 3 - City
42.	Addr 3 - State	Addr 3 - State	Addr 3 - State	Addr 3 - State
43.	Addr 3 - Postcode	Addr 3 - Postcode	Addr 3 - Postcode	Addr 3 - Postcode
44.	Addr 3 - Country	Addr 3 - Country	Addr 3 - Country	Addr 3 - Country
45.	Addr 3 - Phone No. 1	Addr 3 - Phone No. 1	Addr 3 - Phone No. 1	Addr 3 - Phone No. 1
46.	Addr 3 - Phone No. 2	Addr 3 - Phone No. 2	Addr 3 - Phone No. 2	Addr 3 - Phone No. 2
47.	Addr 3 - Phone No. 3	Addr 3 - Phone No. 3	Addr 3 - Phone No. 3	Addr 3 - Phone No. 3
48.	Addr 3 - Fax No.	Addr 3 - Fax No.	Addr 3 - Fax No.	Addr 3 - Fax No.
49.	Addr 3 - Email	Addr 3 - Email	Addr 3 - Email	Addr 3 - Email
50.	Addr 3 - WWW	Addr 3 - WWW	Addr 3 - WWW	Addr 3 - WWW
51.	Addr 3 - Contact Name	Addr 3 - Contact Name	Addr 3 - Contact Name	Addr 3 - Contact Name
52.	Addr 3 - Salutation	Addr 3 - Salutation	Addr 3 - Salutation	Addr 3 - Salutation
53.	Addr 4 - Line 1	Addr 4 - Line 1	Addr 4 - Line 1	Addr 4 - Line 1
54.	Addr 4 - Line 2	Addr 4 - Line 2	Addr 4 - Line 2	Addr 4 - Line 2

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55.	Addr 4 - Line 3	Addr 4 - Line 3	Addr 4 - Line 3	Addr 4 - Line 3
56.	Addr 4 - Line 4	Addr 4 - Line 4	Addr 4 - Line 4	Addr 4 - Line 4
57.	Addr 4 - City	Addr 4 - City	Addr 4 - City	Addr 4 - City
58.	Addr 4 - State	Addr 4 - State	Addr 4 - State	Addr 4 - State
59.	Addr 4 - Postcode	Addr 4 - Postcode	Addr 4 - Postcode	Addr 4 - Postcode
60.	Addr 4 - Country	Addr 4 - Country	Addr 4 - Country	Addr 4 - Country
61.	Addr 4 - Phone No. 1	Addr 4 - Phone No. 1	Addr 4 - Phone No. 1	Addr 4 - Phone No. 1
62.	Addr 4 - Phone No. 2	Addr 4 - Phone No. 2	Addr 4 - Phone No. 2	Addr 4 - Phone No. 2
63.	Addr 4 - Phone No. 3	Addr 4 - Phone No. 3	Addr 4 - Phone No. 3	Addr 4 - Phone No. 3
64.	Addr 4 - Fax No.	Addr 4 - Fax No.	Addr 4 - Fax No.	Addr 4 - Fax No.
65.	Addr 4 - Email	Addr 4 - Email	Addr 4 - Email	Addr 4 - Email
66.	Addr 4 - WWW	Addr 4 - WWW	Addr 4 - WWW	Addr 4 - WWW
67.	Addr 4 - Contact Name	Addr 4 - Contact Name	Addr 4 - Contact Name	Addr 4 - Contact Name
68.	Addr 4 - Salutation	Addr 4 - Salutation	Addr 4 - Salutation	Addr 4 - Salutation
69.	Addr 5 - Line 1	Addr 5 - Line 1	Addr 5 - Line 1	Addr 5 - Line 1
70.	Addr 5 - Line 2	Addr 5 - Line 2	Addr 5 - Line 2	Addr 5 - Line 2
71.	Addr 5 - Line 3	Addr 5 - Line 3	Addr 5 - Line 3	Addr 5 - Line 3
72.	Addr 5 - Line 4	Addr 5 - Line 4	Addr 5 - Line 4	Addr 5 - Line 4
73.	Addr 5 - City	Addr 5 - City	Addr 5 - City	Addr 5 - City
74.	Addr 5 - State	Addr 5 - State	Addr 5 - State	Addr 5 - State
75.	Addr 5 - Postcode	Addr 5 - Postcode	Addr 5 - Postcode	Addr 5 - Postcode
76.	Addr 5 - Country	Addr 5 - Country	Addr 5 - Country	Addr 5 - Country
77.	Addr 5 - Phone No. 1	Addr 5 - Phone No. 1	Addr 5 - Phone No. 1	Addr 5 - Phone No. 1
78.	Addr 5 - Phone No. 2	Addr 5 - Phone No. 2	Addr 5 - Phone No. 2	Addr 5 - Phone No. 2
79.	Addr 5 - Phone No. 3	Addr 5 - Phone No. 3	Addr 5 - Phone No. 3	Addr 5 - Phone No. 3
80.	Addr 5 - Fax No.	Addr 5 - Fax No.	Addr 5 - Fax No.	Addr 5 - Fax No.
81.	Addr 5 - Email	Addr 5 - Email	Addr 5 - Email	Addr 5 - Email

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82.	Addr 5 - WWW	Addr 5 - WWW	Addr 5 - WWW	Addr 5 - WWW
83.	Addr 5 - Contact Name	Addr 5 - Contact Name	Addr 5 - Contact Name	Addr 5 - Contact Name
84.	Addr 5 - Salutation	Addr 5 - Salutation	Addr 5 - Salutation	Addr 5 - Salutation
85.	Notes	Notes	Notes	Notes
86.	Identifiers	Identifiers	Identifiers	Should exist according to AR Basics User Guide
87.	Custom List 1	Custom List 1	Custom List 1	Custom List 1
88.	Custom List 2	Custom List 2	Custom List 2	Custom List 2
89.	Custom List 3	Custom List 3	Custom List 3	Custom List 3
90.	Custom Field 1	Custom Field 1	Custom Field 1	Custom Field 1
91.	Custom Field 2	Custom Field 2	Custom Field 2	Custom Field 2
92.	Custom Field 3	Custom Field 3	Custom Field 3	Custom Field 3
93.	Billing Rate	Billing Rate	Customer Billing Rate is only available where the Time Billing Module exists	
94.	Terms - Payment is Due	Terms - Payment is Due	Terms - Payment is Due	Terms - Payment is Due
95.	- Discount Days	- Discount Days	- Discount Days	- Discount Days
96.	- Balance Due Days	- Balance Due Days	- Balance Due Days	- Balance Due Days
97.	- % Discount	- % Discount	- % Discount	- % Discount
98.	- % Monthly Charge	- % Monthly Charge	- % Monthly Charge	- % Monthly Charge
99.	Tax Code	Tax Code	Tax Code	Tax Code
100.	Credit Limit	Credit Limit	Credit Limit	Credit Limit
101.	Tax ID No.	Tax ID No.	Tax ID No.	Tax ID No.
102.	Volume Discount %	Volume Discount %	Volume Discount %	Volume Discount %
103.	Sales/Purchase Layout	Sales/Purchase Layout	Sales/Purchase Layout	Sales Layout
104.	Price Level	Price Level	Price Level is absent but it should be present	Price level is only available where the Inventory module exists
105.	Payment Method	Payment Method	Payment Method	Payment Method
106.	Payment Notes	Payment Notes	Payment Notes	Payment Notes

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107.	Name on Card	Name on Card	Name on Card	Name on Card
108.	Card Number	Card Number	Card Number	Card Number
109.	BSB	BSB	BSB	BSB
110.	Account Number	Account Number	Account Number	Account Number
111.	Account Name	Account Name	Account Name	Account Name
112.	A.B.N.	A.B.N.	A.B.N.	A.B.N.
113.	A.B.N. Branch	A.B.N. Branch	A.B.N. Branch	A.B.N. Branch
114.	Account	Account	Account	Account
115.	Salesperson	Salesperson	Salesperson	Not Available
116.	Salesperson Card ID	Salesperson Card ID	Salesperson Card ID	
117.	Comment	Comment	Comment	Comment
118.	Shipping Method	Shipping Method	Shipping Method	Shipping Method
119.	Printed Form	Printed Form	Printed Form	Printed Form
120.	Freight Tax Code	Freight Tax Code	Freight Tax Code	Freight Tax Code
121.	Use Customer's Tax Code	Use Customer's Tax Code	Use Customer's Tax Code	Use Customer's Tax Code
122.	Receipt Memo	Receipt Memo	Receipt Memo	Receipt Memo
123.	Invoice/Purchase Order Delivery	Invoice/Purchase Order Delivery	Invoice/Purchase Order Delivery	Invoice Delivery
124.	[^] Record ID	Record ID	Record ID	Not Available¹

[^] symbol indicates a conditional import column – MYOB that at least one of those columns be present whenever a customer card is imported