



MyOB

Integration

Guide

Updated 1 December 2022

Support Number: (08) 9511 1040

Our support line is staffed from 7am - 4pm WST

Support E-mail: support@powerprorto.com.au

Contents

The MyOB API interface.....	3
What is an API?	3
How the interface works.....	3
Enabling user access to the MyOB export function.....	4
Launching the MyOB export window	5
Obtaining the MyOB API credentials	6
Authorising.....	7
Setting the export date interval.....	8
Exporting Customer Cards	9
MyOB Card matching/creation business rules	9
Clients.....	9
Companies	9
Exporting Invoices.....	11
MyOB Invoice are exported only once.....	11
MyOB Invoice creation results.....	12
Exporting Payments	13
Payments are exported only once	13
Customisations.....	14

The MyOB API interface

What is an API?

API stands for Application Programming Interface. In other words, a Software “library” provided by the product vendor allowing other software applications to interact with the product.

PowerPro uses the MyOB API to export Clients and Companies (named “Cards” in MyOB), Invoices and Payments to a MyOB Organisation.

How the export works

The export filters Invoices and Payments according to a date window specified by the user. Once connected to the MyOB database (using the RTO’s MyOB API credentials) it uploads Cards, Invoices and Payments from PowerPro to MyOB. The exported Cards, Invoices and Payments will appear in MyOB immediately.

Enabling user access to the MyOB export function

To access the MyOB export function users must belong to a user group with the “Export to Accounts Ledger” action granted - see image below:

The screenshot shows the 'User Roles and Actions' configuration interface. On the left, a 'List View' shows the role 'Accounts' selected. The main area displays a list of actions for the 'Accounts' role. The '21 - Other' category is expanded, and the checkbox for 'Export Invoices and Payments to Account Ledger' is checked. Other actions in this category include 'Open the Training Matrix window', 'Open the Dashboard window (charts)', 'Open the Template Manager', 'Open the "Printable Forms" menu', 'Export Client List', 'Generate/Export Vet Fee-Help files', 'Launch database backups', 'Adjust own Colour Scheme', 'Edit/Modify Bookmarks', and 'View/Run custom reports'.

Allowed	Action description
▶ 01 - Clients	
▶ 02 - Enrolments	
▶ 03 - Enquiries	
▶ 04 - Accredited Courses	
▶ 05 - Non-Accredited Courses	
▶ 06 - Training Plans	
▶ 07 - Client Companies	
▶ 08 - Trainers/Assessors	
▶ 09 - Trainer Scheduler	
▶ 10 - Invoices/Payments	
▶ 11 - Qualification Rules	
▶ 12 - AQF Documents	
▶ 13 - AVETMISS	
▶ 14 - RAPT	
▶ 15 - Reports	
▶ 16 - Web plugin	
▶ 17 - Users	
▶ 18 - Training Organisation	
▶ 19 - Application Options	
▶ 20 - AVETMISS and RAPT Defaults	
▼ 21 - Other	
<input type="checkbox"/>	Open the Training Matrix window
<input type="checkbox"/>	Open the Dashboard window (charts)
<input type="checkbox"/>	Open the Template Manager
<input type="checkbox"/>	Open the "Printable Forms" menu
<input type="checkbox"/>	Export Client List
<input checked="" type="checkbox"/>	Export Invoices and Payments to Account Ledger
<input type="checkbox"/>	Generate/Export Vet Fee-Help files
<input type="checkbox"/>	Launch database backups
<input type="checkbox"/>	Adjust own Colour Scheme
<input type="checkbox"/>	Edit/Modify Bookmarks
<input type="checkbox"/>	View/Run custom reports
▶ 22 - International	

Image above: Granting the MyOB export function to a User Role

Launching the MyOB export window

The MyOB interface is launched from the Tools tab using the Export to Xero>Using OAuth 2.0 API menu option:

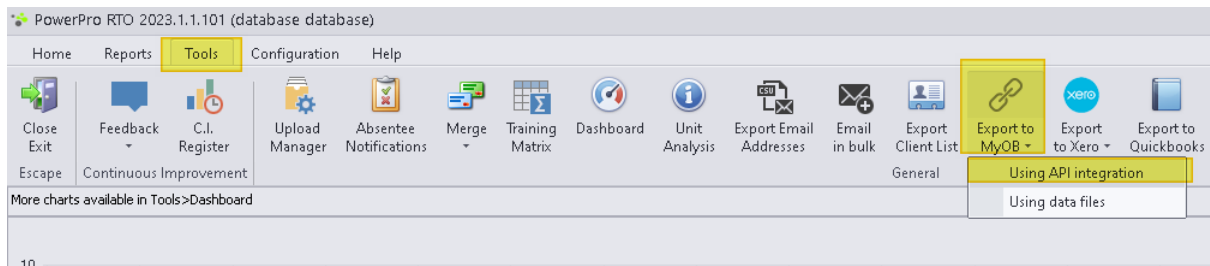


Image above: Launching the MyOB export window

Obtaining the MyOB API credentials

In order to use the MyOB API database, the Organisation (RTO) needs an API key. To obtain an API key, follow specific instructions provided by MyOB in the following page

<https://developer.myob.com/api/myob-business-api/api-overview/getting-started/>

Once the API key is obtained, MyOB API access parameters should be entered in PowerPro:

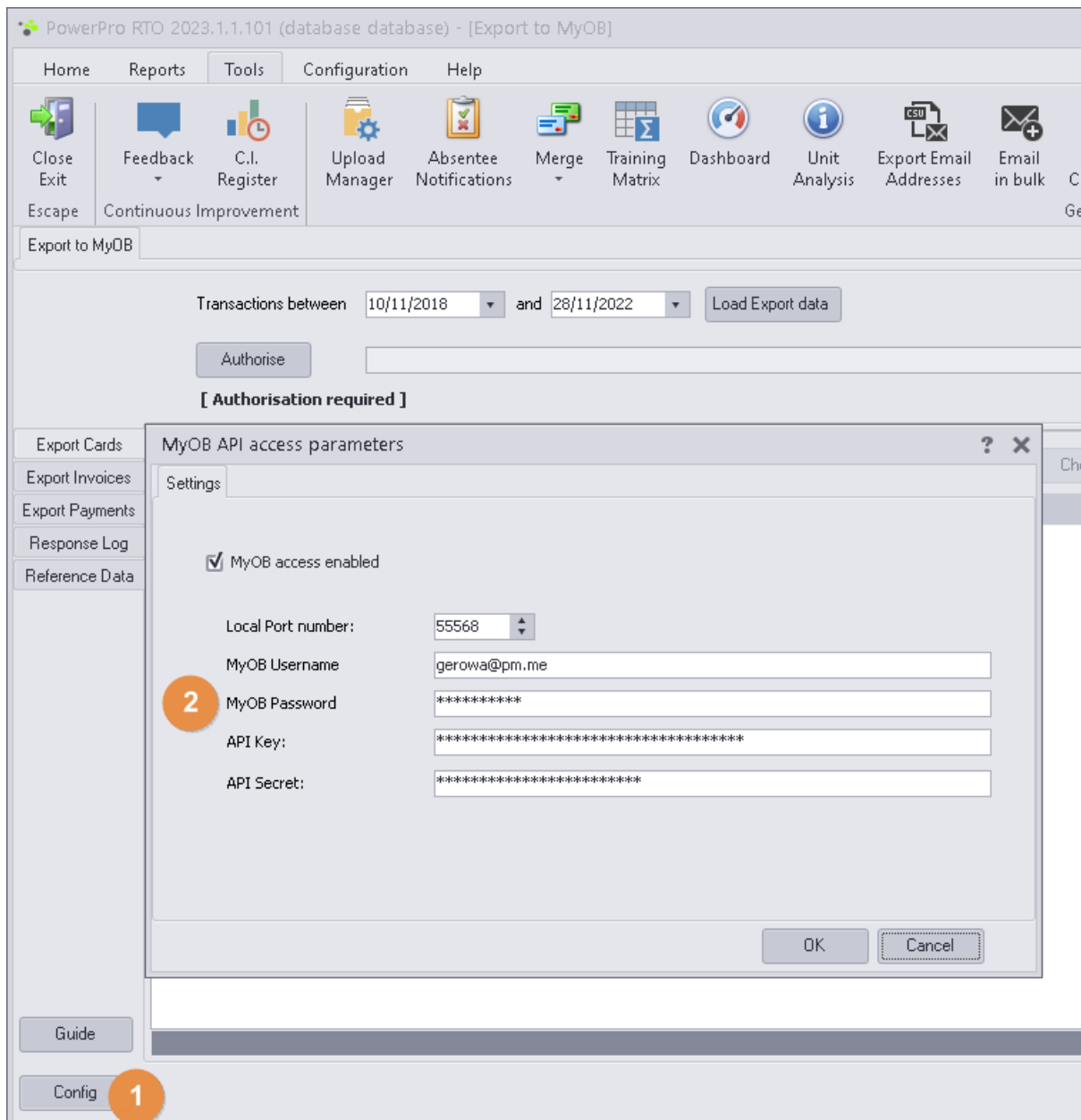


Image above: Setting the MyOB API access parameters in PowerPro

Note: MyOB Username and MyOB Password above must be the actual RTO login details not “gerowa@...”

Authorising

Before any data can be sent to MyOB, the user must obtain an API authorisation token. This is done by pressing the Authorise button:

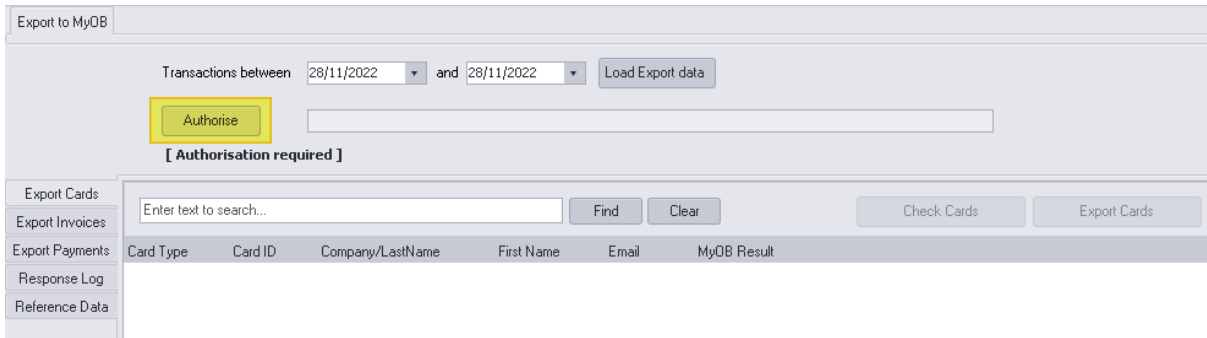


Image above: Obtaining the authorisation token from MyOB

The browser should open a new web page displaying the authorisation result:

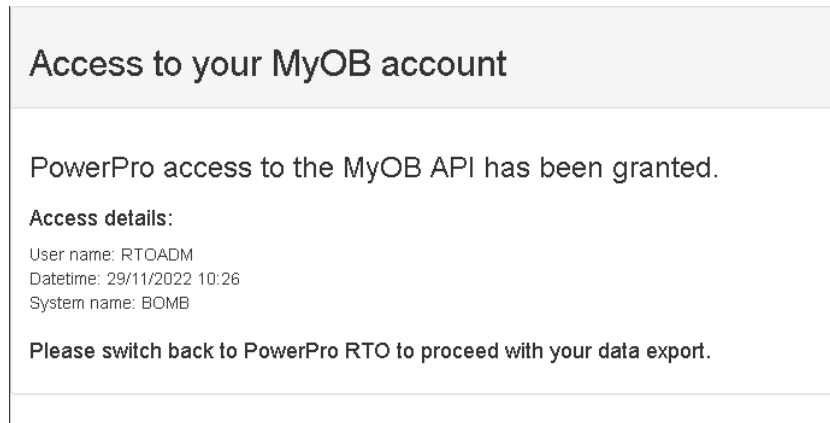


Image above: Web page showing an authorisation token was granted by MyOB

The PowerPro Export to MyOB window contains a descriptive label showing the authorisation status:

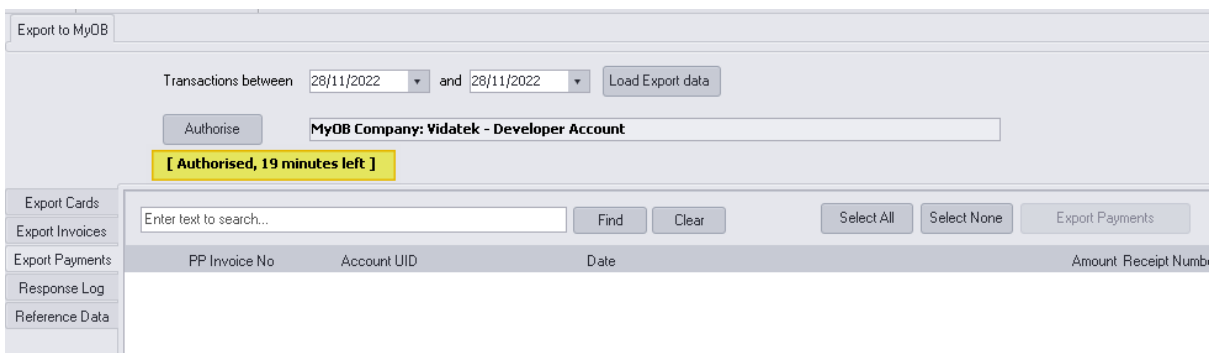
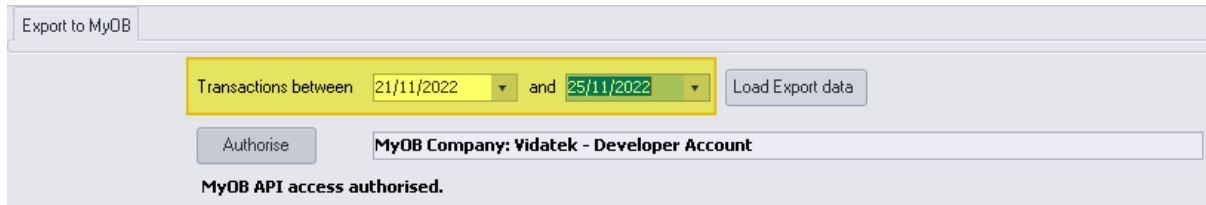


Image above: PowerPro showing the authorisation status

Should the token expire, the user needs to Authorise again using the same process.

Setting the export date interval

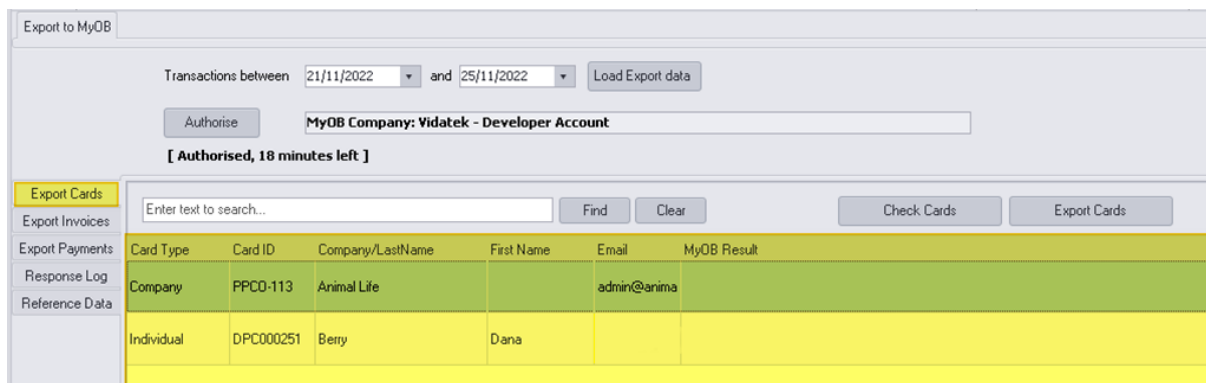
Users are likely to reconcile data between PowerPro and MyOB weekly or daily). The scope of the data to export is determined by the *Transactions between* date range set by the user:



The screenshot shows the 'Export to MyOB' interface. At the top, there is a tab labeled 'Export to MyOB'. Below it, a yellow highlighted box contains the text 'Transactions between' followed by a date selector set to '21/11/2022', the word 'and', another date selector set to '25/11/2022', and a 'Load Export data' button. Below this, there is an 'Authorise' button and a text field containing 'MyOB Company: Vidatek - Developer Account'. At the bottom, it says 'MyOB API access authorised.'

Image above: Specifying the Transactions date range to export

Press the *Load Export data* button to load and preview the Cards, Invoices and Payments to be exported. The data will load in the corresponding tabs:



The screenshot shows the 'Export to MyOB' interface with the 'Export Cards' tab selected. The date range is still '21/11/2022' to '25/11/2022'. Below the 'Authorise' button, it says '[Authorised, 18 minutes left]'. The 'Export Cards' tab is active, showing a search bar with 'Enter text to search...', 'Find', and 'Clear' buttons, and 'Check Cards' and 'Export Cards' buttons. Below this is a table with the following data:

Card Type	Card ID	Company/LastName	First Name	Email	MyOB Result
Company	PPCO-113	Animal Life		admin@anima	
Individual	DPC000251	Berry	Dana		

Image above: The Export Cards data preview

Note: Similar information should be visible in the other tabs (*Export Invoices* and *Export Payments*) now.

Exporting Customer Cards

Customer Cards must be exported prior to the export of any Invoices or Payments. The reason for this is there is a data dependency between these entities. The export sequence should always be:

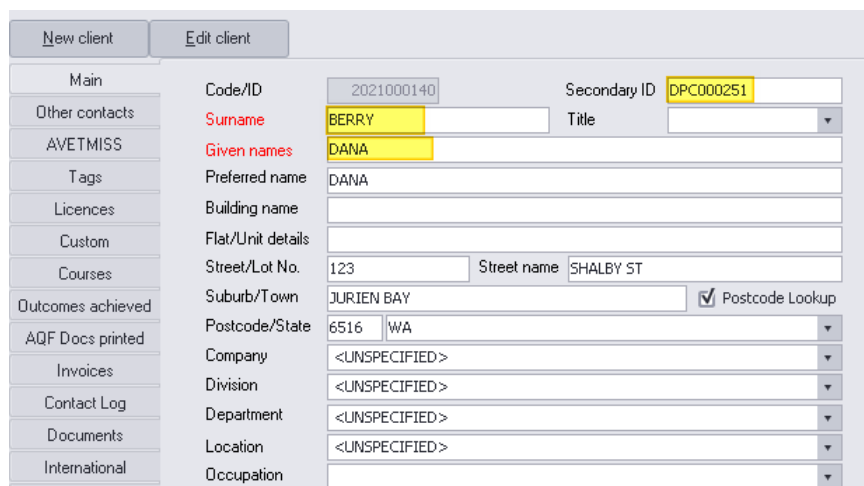
1. Cards (Customer Cards in MyOB)
2. Invoices (Sales/Invoices in MyOB)
3. Payments (Customer Payments in MyOB)

MyOB Card matching/creation business rules

Clients: When exporting the PowerPro Clients to MyOB for the first time, PowerPro performs the following searches:

1. Search MyOB for an Individual Customer with a CardID matching the PowerPro Secondary ID
2. Search MyOB for an Individual Customer with a name matching the PowerPro Client name

If none of the above find a matching Card, a new MyOB Individual card is created using the PowerPro Client details.



The screenshot shows a web form for creating a new client in MyOB. The form is titled 'New client' and 'Edit client'. It has a sidebar with various tabs like 'Main', 'Other contacts', 'AVETMISS', etc. The main form fields are as follows:

Code/ID	2021000140	Secondary ID	DPC000251
Surname	BERRY	Title	
Given names	DANA		
Preferred name	DANA		
Building name			
Flat/Unit details			
Street/Lot No.	123	Street name	SHALBY ST
Suburb/Town	JURIEN BAY	<input checked="" type="checkbox"/>	Postcode Lookup
Postcode/State	6516	WA	
Company	<UNSPECIFIED>		
Division	<UNSPECIFIED>		
Department	<UNSPECIFIED>		
Location	<UNSPECIFIED>		
Occupation			

Image above: The Client PowerPro fields used lookup matching Cards in MyOB

When PowerPro creates the Card in MyOB it populates the PowerPro “Accounts Ledger ID” Client field so it can be used for exporting any future invoices/payments.

Companies: When exporting the PowerPro Companies to MyOB, PowerPro performs the following searches:

1. Search MyOB for a (Non-Individual) Customer with a CardID matching the PowerPro Company Second ID

2. Search MyOB for a (Non-Individual) Customer with a name matching the PowerPro Company name

If none of the above find a matching Card, a new MyOB Non-Individual card is created using the PowerPro Client details.

Image above: The Company PowerPro fields used lookup matching Cards in MyOB

It is recommended to use the *Check Cards* function prior to exporting the Cards. This gives the user a chance to review of the actions to be taken in MyOB:

Card Type	Card ID	Company/LastName	First Name	Email	MyOB Result
Company	PPCO-113	Animal Life		admin@anima	Found matching MyOB Company Card by Card ID: PPCO-113 - Animal Life
Individual	DPC000251	Berry	Dana		Found matching MyOB Individual Card by Card ID: DPC000251
Individual	DPC001007	Glue	Power		Individual Card not found in MyOB. A new Card will be created using the PP Student details.

Image above: The Check Cards data preview

When PowerPro creates the Card in MyOB it populates the PowerPro “Accounts Ledger ID” Company field so it can be used for exporting any future invoices/payments.

Note that whenever the export creates a new Card in MyOB it adds a short note to the Client/Company in PowerPro as follows:

Image above: Note added to a PowerPro Client showing its Card creation in MyOB

Exporting Invoices

Once the Cards have been successfully exported to MyOB, it's time to export the Invoices. This process creates Service Invoices in MyOB based on the PowerPro Invoices.

Switch to the *Export Invoices* tab where the Invoice lines are listed:

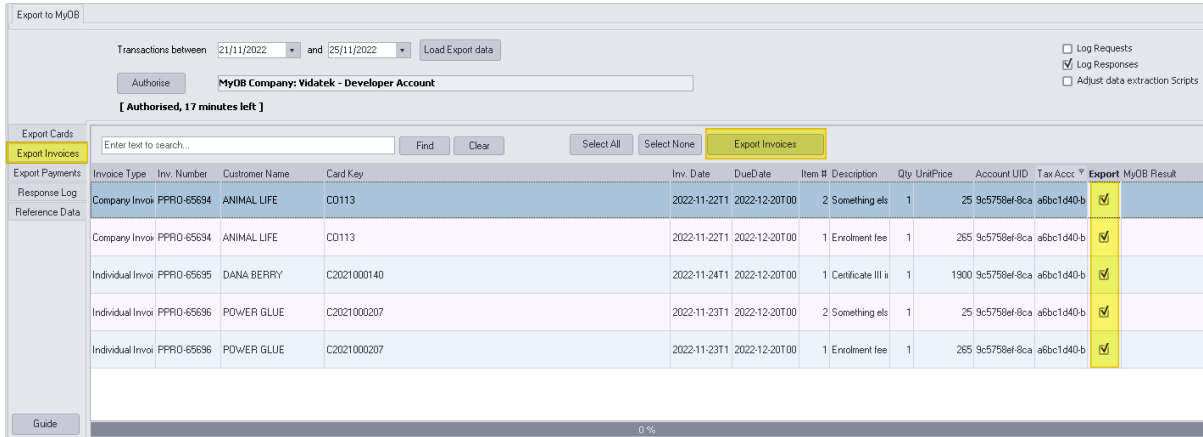


Image above: The Invoices data preview

Note: This view may show the same invoice multiple times as lists the PowerPro Invoice Items.

MyOB Invoice are exported only once

Once a PowerPro Invoice is successfully exported to MyOB it is “tagged” in PowerPro with the corresponding MyOB Invoice Unique Identifier (UID). It looks like this:

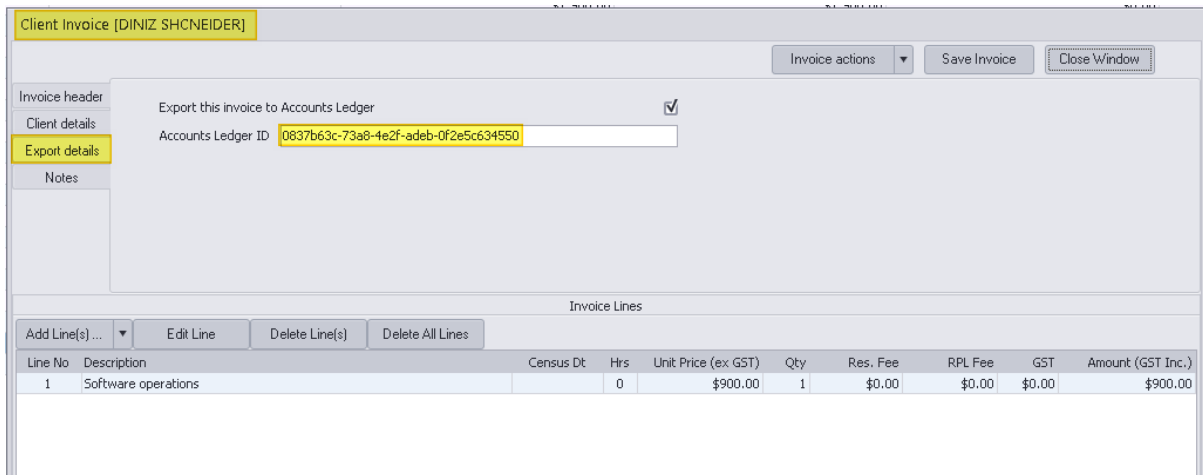
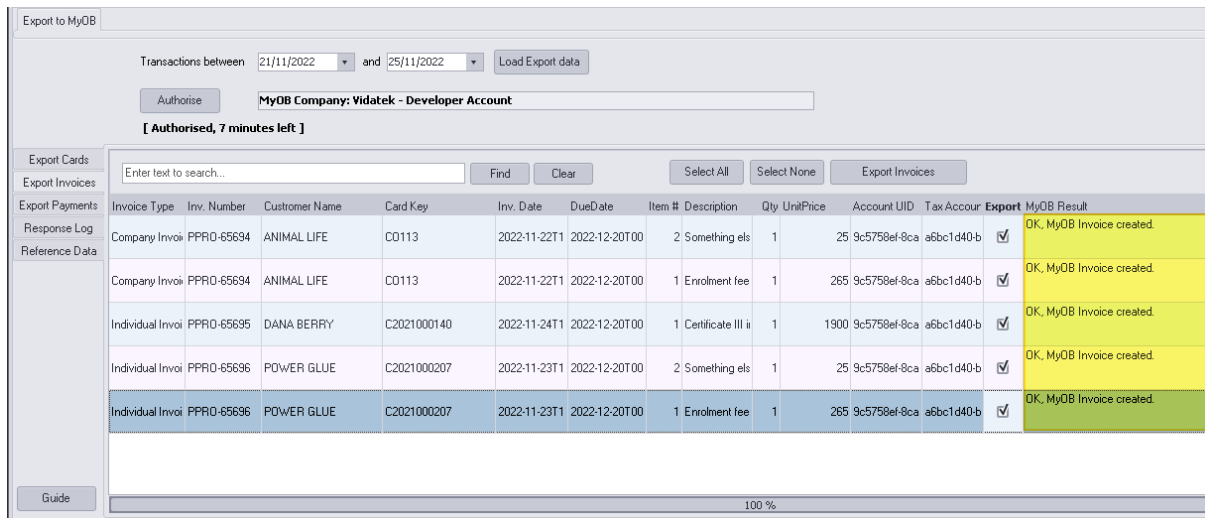


Image above: Invoice exported to MyOB showing the MyOB UID

This “tagging” prevents PowerPro Invoices from being exported to MyOB multiple times. Since it identifies the MyOB Invoice record, it may also be useful for troubleshooting if required.

MyOB Invoice creation results

The last column shows the response from the MyOB API when creating the Invoice. The following image lists a successful export for 3 invoices:



The screenshot shows the 'Export to MyOB' interface. At the top, there are date filters for 'Transactions between' (21/11/2022 and 25/11/2022) and a 'Load Export data' button. Below that is an 'Authorise' button and a text field containing 'MyOB Company: Videatek - Developer Account'. A status message reads '[Authorised, 7 minutes left]'. The main area is a table with columns: Invoice Type, Inv. Number, Customer Name, Card Key, Inv. Date, DueDate, Item #, Description, Qty, UnitPrice, Account UID, Tax Account, Export, and MyOB Result. The table contains 5 rows of invoice data, all with a 'MyOB Result' of 'OK, MyOB Invoice created.'.

Invoice Type	Inv. Number	Customer Name	Card Key	Inv. Date	DueDate	Item #	Description	Qty	UnitPrice	Account UID	Tax Account	Export	MyOB Result
Company Invoi	PPRO-65634	ANIMAL LIFE	C0113	2022-11-22T1	2022-12-20T00	2	Something els	1	25	9c5758ef-8ca	a6bc1d40-b	<input checked="" type="checkbox"/>	OK, MyOB Invoice created.
Company Invoi	PPRO-65634	ANIMAL LIFE	C0113	2022-11-22T1	2022-12-20T00	1	Enrolment fee	1	265	9c5758ef-8ca	a6bc1d40-b	<input checked="" type="checkbox"/>	OK, MyOB Invoice created.
Individual Invoi	PPRO-65635	DANA BERRY	C2021000140	2022-11-24T1	2022-12-20T00	1	Certificate III ii	1	1900	9c5758ef-8ca	a6bc1d40-b	<input checked="" type="checkbox"/>	OK, MyOB Invoice created.
Individual Invoi	PPRO-65636	POWER GLUE	C2021000207	2022-11-23T1	2022-12-20T00	2	Something els	1	25	9c5758ef-8ca	a6bc1d40-b	<input checked="" type="checkbox"/>	OK, MyOB Invoice created.
Individual Invoi	PPRO-65636	POWER GLUE	C2021000207	2022-11-23T1	2022-12-20T00	1	Enrolment fee	1	265	9c5758ef-8ca	a6bc1d40-b	<input checked="" type="checkbox"/>	OK, MyOB Invoice created.

Image above: Three Invoices successfully exported to MyOB

Note: Should there be an Invoice creation error (e.g. incorrect account code) this should be visible in the *MyOB Result* column. Additional information on errors can also be found in the *Response Log* tab.

Exporting Payments

Payments should only be exported to MyOB once the Cards and Invoices have been successfully exported. This process creates a MyOB Customer Payment for each PowerPro Invoice Payment listed in the *Export Payments* tab.

Switch to the *Export Payments* tab where the Payments lines are listed:

The screenshot shows the 'Export to MyOB' window. At the top, there are date pickers for 'Transactions between' (30/11/2022) and 'and' (30/11/2022), with a 'Load Export data' button. Below that is an 'Authorise' button and a text field for 'MyOB Company: Vidatek - Developer Account'. A status message reads '[Authorised, 19 minutes left]'. On the left, a sidebar has tabs for 'Export Cards', 'Export Invoices', 'Export Payments' (selected), 'Response Log', and 'Reference Data'. The main area contains a search bar and buttons for 'Find', 'Clear', 'Select All', 'Select None', and 'Export Payments'. A table displays the following data:

PP Invoice No	Account UID	Date	Amount	Receipt Number	Export	MyOB Result
65703	052d138b-e116-4c83-	2022-11-30T12:00:00.000	\$265.00	P-65703/1	<input checked="" type="checkbox"/>	
65704	052d138b-e116-4c83-	2022-11-30T12:00:00.000	\$265.00	P-65704/1	<input checked="" type="checkbox"/>	
65705	052d138b-e116-4c83-	2022-11-30T12:00:00.000	\$265.00	P-65705/1	<input checked="" type="checkbox"/>	

Image above: The Export Payments data preview

Payments are exported only once

Once a PowerPro Payment is successfully exported to MyOB it is “tagged” in PowerPro with the corresponding MyOB Payment Unique Identifier (UID). It looks like this:

The screenshot shows the 'Invoice Payment' form. The 'Payment details' section includes the following fields:

- Invoice No: 65704
- Outstanding: \$0.00
- Value Paid: \$265.00
- Paid On: 30/11/2022
- Pay Method: EFTPOS
- Reference: (empty)
- Deposit Account: (empty)
- Payment Plan instalment: <None>
- Accounts Ledger ID: fb0750fd-0efc-4311-9e60-d9cbfe7ee20e (highlighted)
- Notes: Exported from PowerPro to MyOB by RTOADM on 1/12/2022

At the bottom, the 'Entered On' field shows 30/11/2022 14:57 and the 'By' field shows RTOADM. There are buttons for 'Print Receipt', 'Email Receipt', 'Save', and 'Close'.

Image above: Payment exported to MyOB showing the MyOB Payment UID

Payment “tagging” prevents PowerPro Payments from being exported to MyOB again. Since it identifies the MyOB Payment record, it may also be useful for troubleshooting if required.

Customisations

The data export uses SQL scripts which can be customised to each RTO. Examples of configuration include setting the Account Code for Invoice lines with and without GST.

With the help of the RTO MyOB user, a PowerPro Support team member will assist customising these scripts if necessary.