



This is a two step process

In MYOB, File/Accountant Link/Export to Caseware

Select "Include Journal Entries"

Save file with a unique name and path for importing (will be a .TXT file)

In Caseware, File/Import/ Accounting software

Import from: Choose MYOB Accounting

Version: Choose similar version

Import Path: Browse to folder where file is saved.

(You will not be able to actually see the file so you do need to know where it is saved)

When you have the correct folder, the "Select File:" will contain the name of your file.

Select Trial balance or General Ledger Detail. Detail is preferred if available

Select all the options. You want to exclude prior year data as it will override your numbers in Caseware

Select "Okay"