



- Import from: Choose Simply Accounting Windows
- Version: Choose correct 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 "Client ID:" will contain the name of your file.
- Select Trial balance or General Ledger Detail. Detail is preferred if available
- Select "Import current year" or "Import prior year as current"
- This depends on whether the client has rolled forward their yearend.
- Do not select "Import prior year balance" or "Use project to build entity" as this will override any Caseware data you have from prior years
- If the file is password protected, you need the password
- Select "Okay"