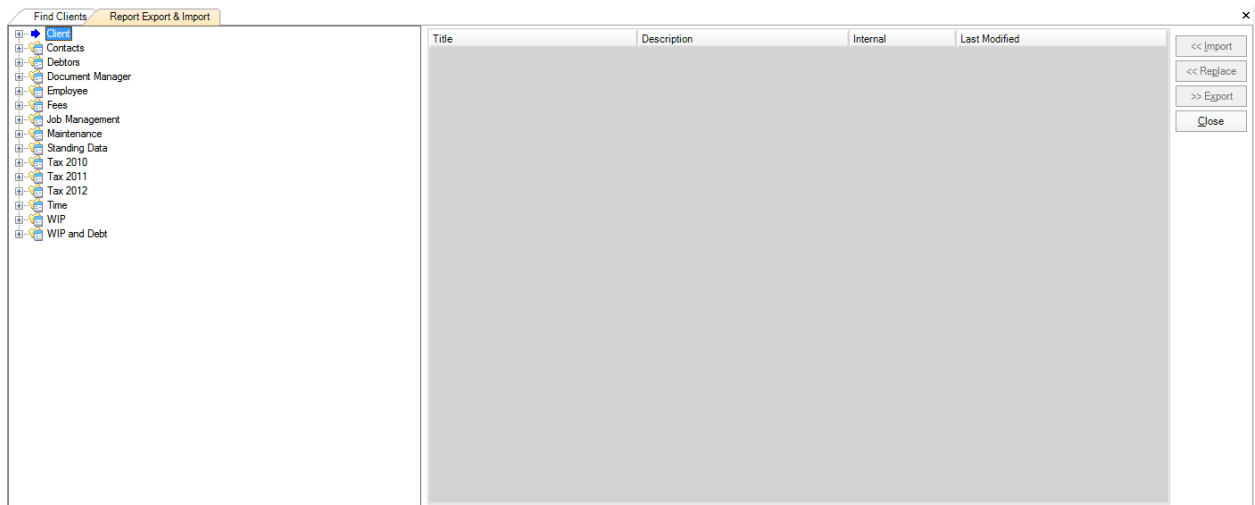


MYOB Accountants Office – Importing Additional Reports

How to import additional reports

1. Save the additional report to the desktop of the workstation or to a central pre-defined location if you have one.
2. Open Accountants Office, click the **Reports** button drop down and select **Report Export & Import**. The **Report Export & Import** window is displayed.

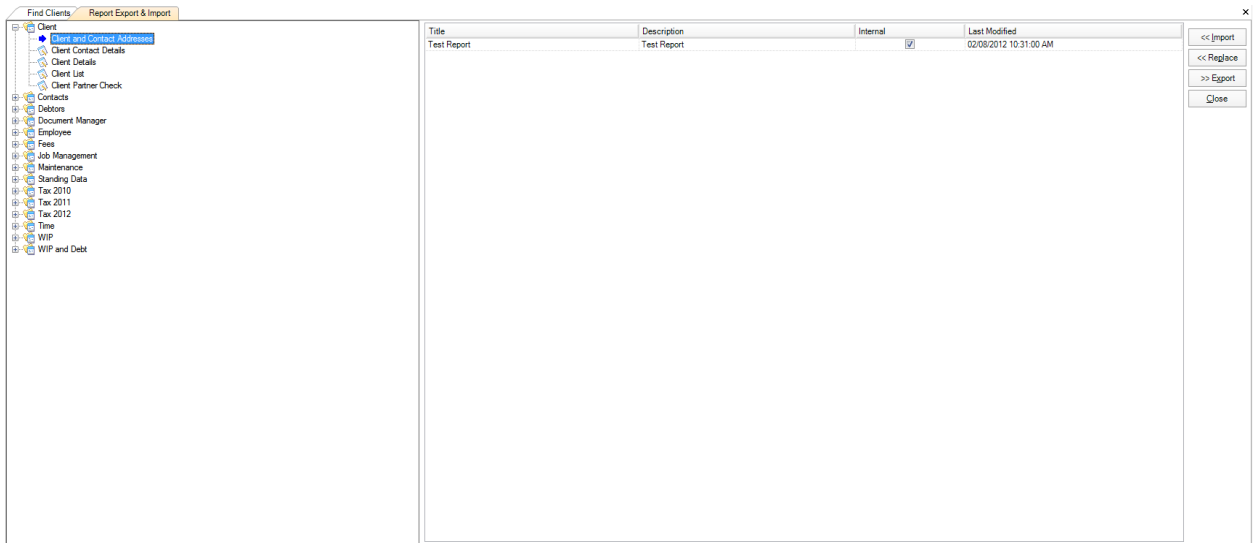


Note

For the **Import** button to become active, first select a reporting area. To do this click the **[+]** next to **Client** and then click on **Client and Contact Addresses**.

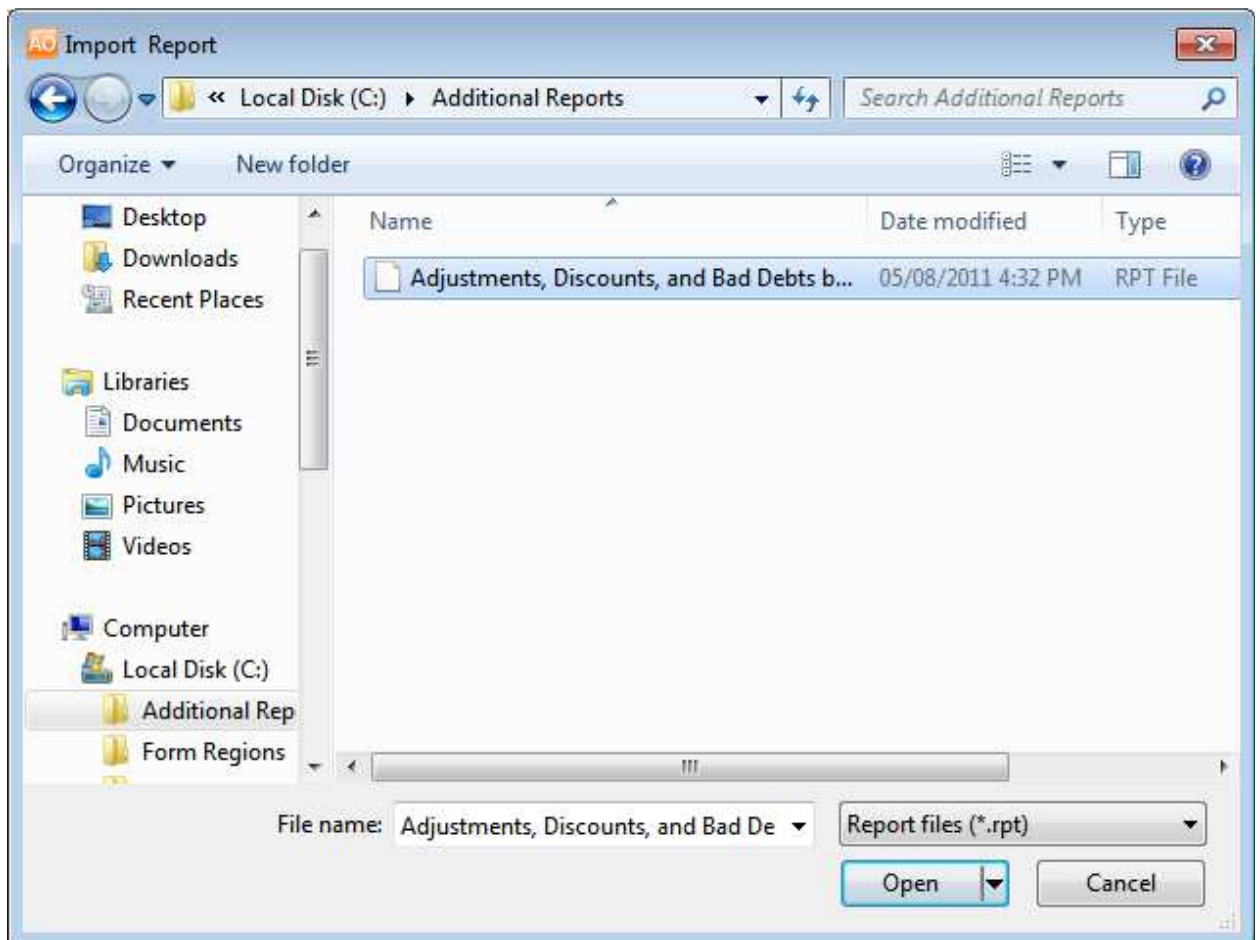
It is **not** necessary to select the exact category of the report you are importing as the import process ensures that the report loads to the correct sub reporting area.

- Expand a sub reporting area and the **Import** button becomes active.



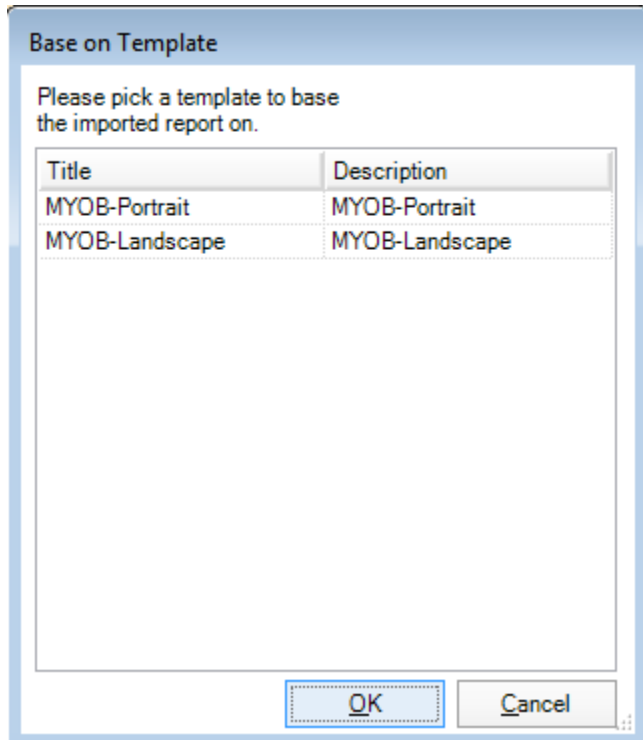
- Click the **Import** button.

You are then prompted to browse to the location of the additional report to be imported.



5. Highlight the report the report to be imported and click **Open**.

You are then prompted to specify which template is to be applied to this particular report.



6. Highlight the appropriate template (this information is usually provided with the report) and click **OK**.
A message **Import Successful** appears.

7. Click **OK** to complete the import and click **Close** to close the import tool.

The report is then available for selection in the appropriate sub category.