1. Accessing Integrations

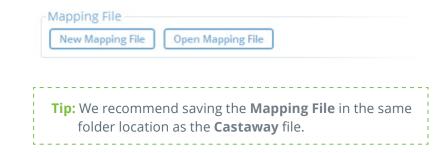
Open Integrations by going to **Forecast > External Sources** and clicking on the **Launch** button under the **MYOB AccountRight Live** logo.

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File	Setup	Reporting	Window	I 4 \$ I	DC BI
=	Chart of Accounts	External Sources			
Element Settings Opening & Actuals Manage Datalinks	Profit and Loss > Level 1 Sales (16) S • Sales Section • Direct Costs (24) C C • Sales Section • Costs Section • Overheads (3) C C • Overheads Section • General Overheads (4) • Other Income (61) S		Chart of Accounts / Opening sage 50	s Data / Actuals Data via Integration	
	 > Other Expense (53) > Depreciation (12) Fixed Asset Fixed Asset Allow Sales - As Asset Fixed Asset Allow Sales - As Liabili Fixed Asset Allow Sales - By Sign Fixed Asset - Creditor As Liability Fixed Asset - Creditor By Sign Fixed Asset - Creditor As Asset 		Upload Forecast Data		

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2. Create or Open a Mapping File

Choose to create a **New Mapping File** or open a previous **Mapping File**.



3. Select the MYOB AccountRight Live file

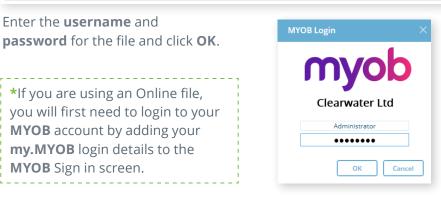
Once the Mapping File has been identified, generate the **MYOB** File List. Choose from **My Library**, **Online** (login required)* or **Network Libraries**. Select your **MYOB** file and Click on **Load File Data**.

New Mapping File Open Mapping	File				
IYOB File List					
My Library Online Network L	ibraries				
Company	Version	Location			
Clearwater Pty Ltd	Local	\Samples\AU\2018.2\Clearwater_Basics_AU.myox (2018.2)			
Clearwater Pty Ltd	Local	\Samples\AU\2018.2\Cleanwater_Plus_AU.myox (2018.2)			
Clearwater Pty Ltd	Local	\Samples\AU\2018.2\Clearwater_Premier_AU.myox (2018.2)			
Clearwater Pty Ltd	Local	\Samples\AU\2018.2\Clearwater_Standard_AU.myox (2018.2)			
Clearwater Ltd	Local	\Samples\NZ\2018.2\Clearwater_Basics_NZ.myox (2018.2)			
Clearwater Ltd	Local	\Samples\NZ\2018.2\Clearwater_Plus_NZ.myox (2018.2)			
Clearwater Ltd	Local	\Samples\NZ\2018.2\Clearwater_Premier_NZ.myox (2018.2)			
Clearwater Ltd	Local	\Samples\NZ\2018.2\Clearwater_Standard_NZ.myox (2018.2)			

The MYOB file list appears. Select the **MYOB** file you want to work with and click **Load File Data**

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Exter	nal Sources	5 - MYOB					
sset 122 Ai	Liability M0 A0 L		Of Sales Expense	Other Incon 30 M0 A0 U		nse UB	
ink	Account Id	Name	Type Name	Value	4 44	May 2017	⇒ >
↦	1-2310	M V - At Cost	OtherAsset	0.00	2018	2019 2020	
•	1-2320	M V - Accum Dep'n	OtherAsset	0.00	2018	2019 2020	
•	1-2410	Computer Equipment Original	OtherAsset	0.00	2018	2019 2020	
-	1-2420	Computer Equipment Accum Dep'n	OtherAsset	0.00	2018	2019 2020	
•	1-1960	Voluntary Withholding Credits	OtherAsset	0.00	2018	2019 2020	
•	1-2110	F&F - At Cost	OtherAsset	0.00	0	2019 2020	
•	1-1700	Trade Debtors	AccountReceivable	0.00	2018	2019 2020	
•	1-1160	Clearwater Investment Account	Bank	0.00	2018	2019 2020	
•	1-1400	Inventory	OtherAsset	0.00		_	_
•	1-1150	Clearwater Provision Account	Bank	0.00	2018		
•	1-1110	General Cheque Account 1	Bank	100,000.00	2018	2019 2020	
•	1-1120	General Cheque Account 2	Bank	150,000.00	2018	2019 2020 2019 2020	



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4. Map the MYOB AccountRight Live accounts to Castaway

The **MYOB** data screen shows the **MYOB** accounts list across 8 tabs. Each tab shows the number of accounts in 3 categories:

(M)apped Accounts succe mapped	essfully	(A)rchiv Account not map	s purp	osely	(U)nmapp Accounts r yet mappe	not	🥑 multip 🥑 multip
CASTAWAY File Setup Forecas	New For	ecas 1	ow				• ? • 6 6 6 • • • •
Chart of Accounts Profit and Los Survey and any and any	External Sour Asset M1 A1 U21 Usability M0 A Image: Account is 4-1700 Image: Account is 4-5300 Image: Account is 4-1500 Image: Account is 4-1200 Image: Account is 4-1300 Image: Account is 4-1300	y ' it prome	Vigo Ao I vi Vigo I Idane Vigo I Idane Vigo I Idane Vigo I Idane Income Income Income Income Income Income	Expense Other Volue 4 0.00 10 0.00 11 0.00 11 0.00 11 0.00 11 0.00 11 0.00 11 0.00 11 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01 0.00 01	All UZ Other Expense Mo AD UZ Other Expense Mo AD UZ 4 May 2017 B 3 2018 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2019 2020 2019 2020 2019 2019 2020 2019	Test2.pxim* - not saved	Save Wapping) [Import Values) [Back]

Using drag & drop, you can map:

- one **MYOB** account to an existing **Castaway** account
- multiple MYOB accounts to an existing Castaway account
- one **MYOB** account to a new **Castaway** account
- > multiple **MYOB** accounts to a new **Castaway** account
- > multiple **MYOB** accounts to multiple new **Castaway** accounts

Note: A Mapping File (*.pxim file extension) records how the **MYOB** Chart of Accounts maps across to the **Castaway** Chart of Accounts. Mapping Files can be used and updated every time you want to import data into **Castaway** from **MYOB**.

Drag & drop the account(s) to the **Castaway** Chart of Accounts:

Existing: Drag & drop the **MYOB** account(s) over the account name.

New: Drag & drop the **MYOB** account(s) over the element button.

Archive: Shows an account has been considered but doesn't need to be mapped to **Castaway**. ***Click** the button in the Link column and it will show a line.

5. Import Values (Opening Balances)

Once the **MYOB** accounts have been mapped you can import opening Balance Sheet and prior Profit & Loss data from the **MYOB** file.

1. Click the Import Values button to launch the Select Import Value Months screen



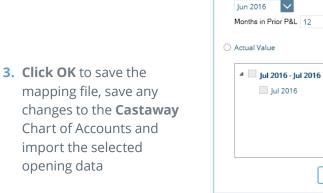
2. Select the **Opening Balance** month from the drop-down list and set the number of months data required in the prior Profit & Loss
Select Import Value Months

Opening Balance

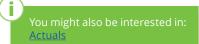
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Cancel



Note: If you have enabled Actuals in your **Castaway** file, you can import Actuals data from **MYOB** for one month or multiple months.



CASTAWAY