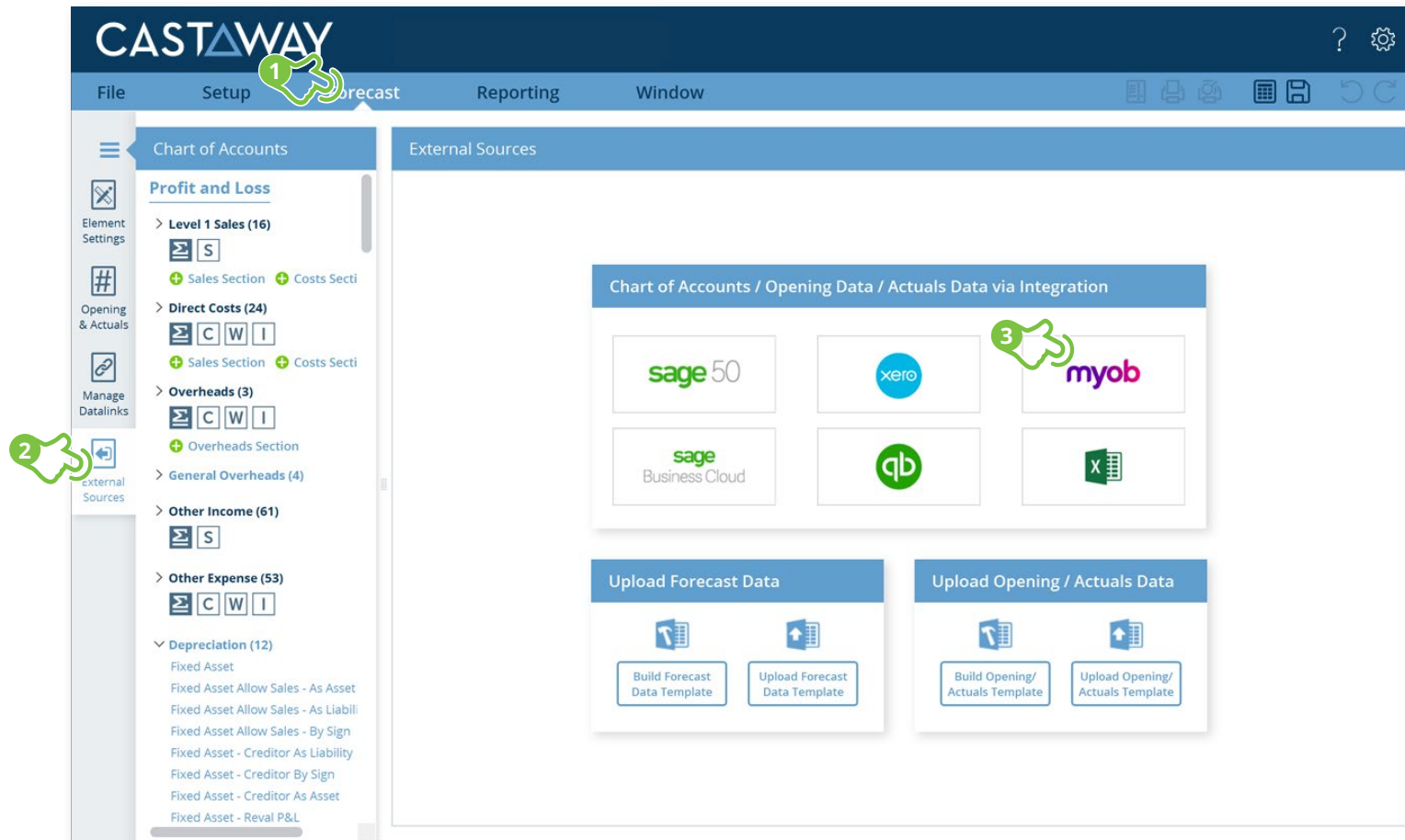


## 1. Accessing Integrations

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



## 2. Create or Open a Mapping File

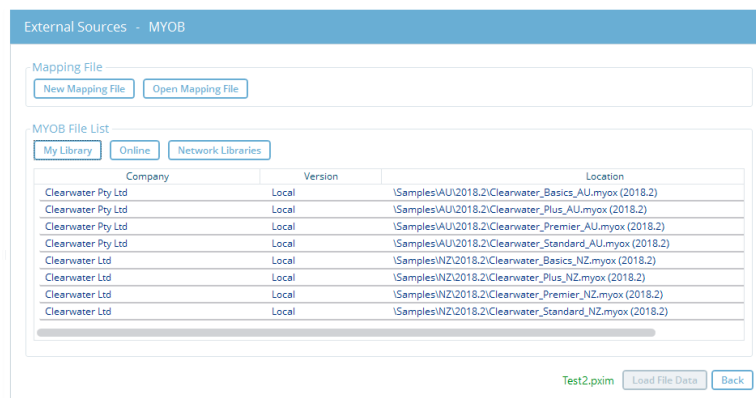
Choose to create a **New Mapping File** or open a previous **Mapping File**.



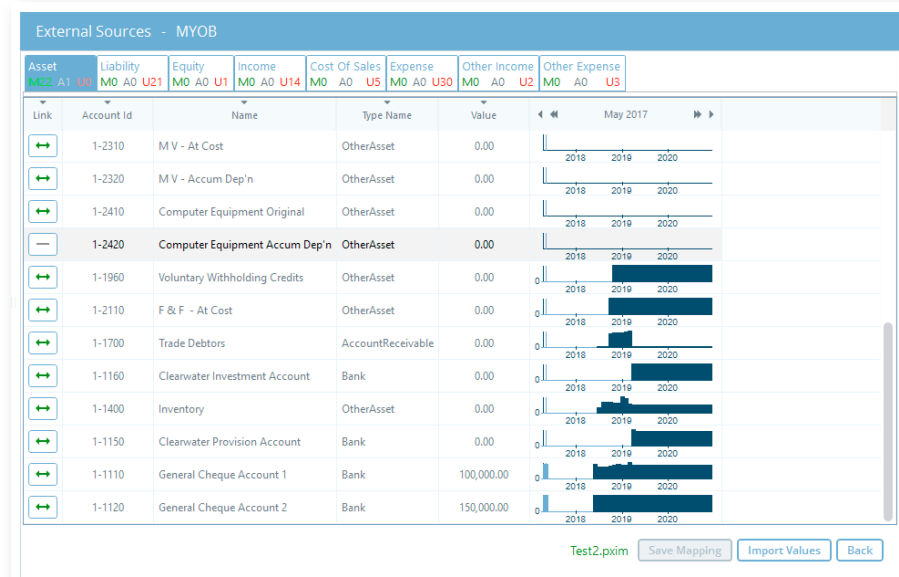
**Tip:** We recommend saving the **Mapping File** in the same folder location as the **Castaway** file.

## 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**.

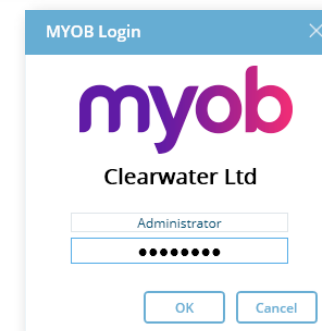


The MYOB file list appears. Select the **MYOB** file you want to work with and click **Load File Data**



Enter the **username** and **password** for the file and click **OK**.

\*If you are using an Online file, you will first need to login to your **MYOB** account by adding your **my.MYOB** login details to the **MYOB** Sign in screen.



## 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 successfully mapped

### (A)rchived

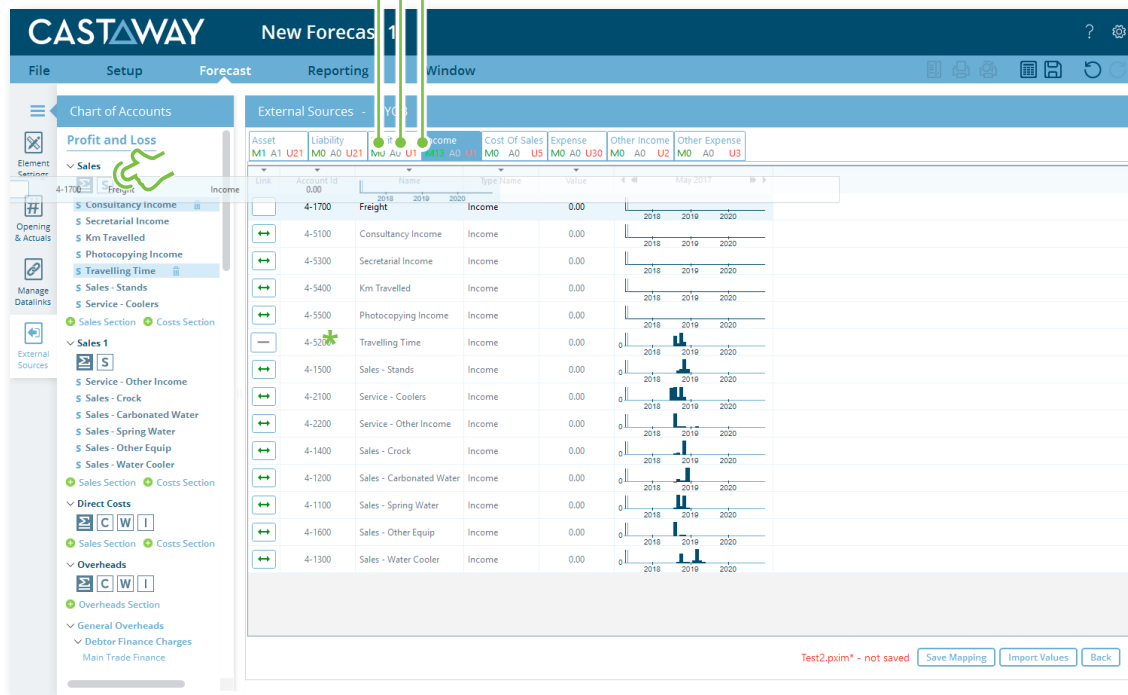
Accounts purposely not mapped

### (U)nmapped

Accounts not yet mapped

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.

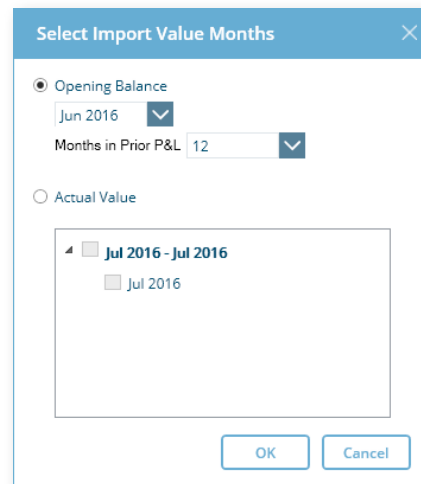
## 5. Import Values (Opening Balances)

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



3. Click **OK** to save the mapping file, save any changes to the **Castaway** Chart of Accounts and import the selected opening data

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

**i** You might also be interested in: [Actuals](#)