



Accountants **Enterprise**

Importing Additional Smart Reports

Practice Manager
Version 5.0 and above



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MYOB Accountants Enterprise Practice Manager Version 5.0 and above Additional Smart Reports Guide

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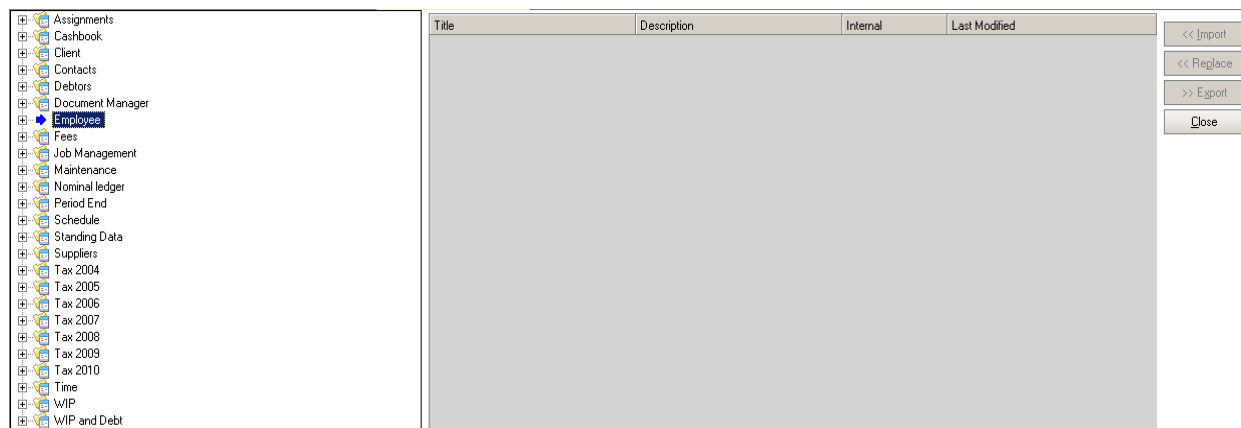
Importing Additional Smart Reports

Follow the steps described in the following procedure to import additional Smart Reports.

How to import additional Smart Reports

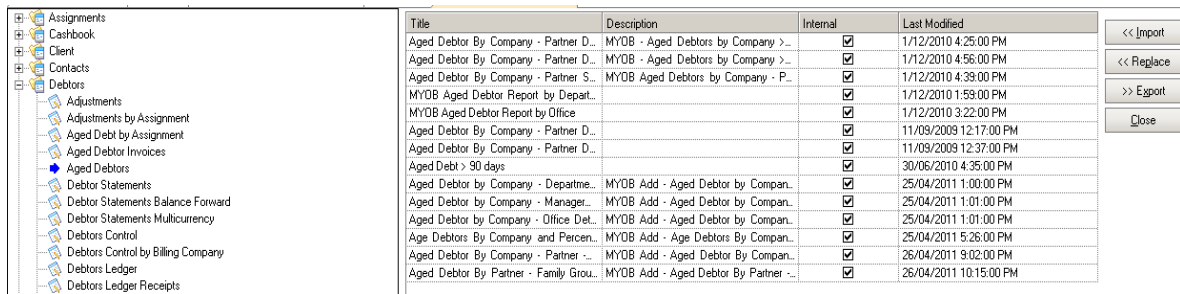
1. Download the new Smart Report zip file from the MYOB Support website to a folder on your fileserver.
2. From within Practice Manager select the **Report Export & Import** menu from the **drop down menu** under the **Report Icon**,

The **Report Export/Import** window is displayed.



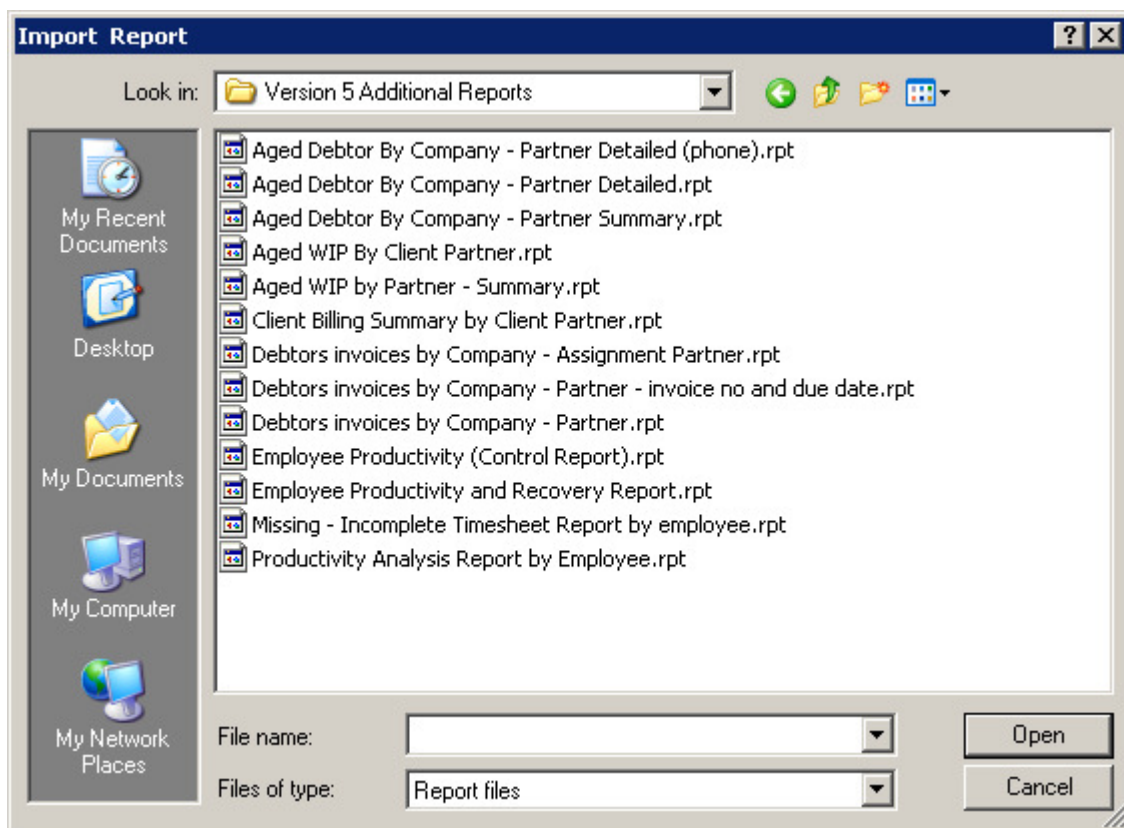
Note: The **Export/Import** window will display all the Reporting areas. It is necessary to select a reporting sub area for the **Import** button to become active. It is not necessary to select the exact sub reporting area of the report you are importing, as the tool ensures that the report loads to the selected sub reporting area.

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



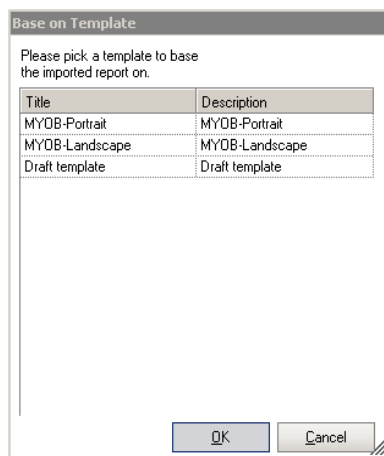
4. Click on the **Import** button.

This will allow you to browse your system to locate the required report files.



5. Highlight the required **.rpt** file and click **Open**.

The Smart Reports tool will prompt you to specify which template is to be applied to the report.



6. Highlight the appropriate template (the required template is displayed on the full list) and click **OK**.

Once the report import is complete, the **Import Successful** window is displayed.

7. Click **OK** to complete the import.

You are then able to make use of the new report from within Smart Reports.