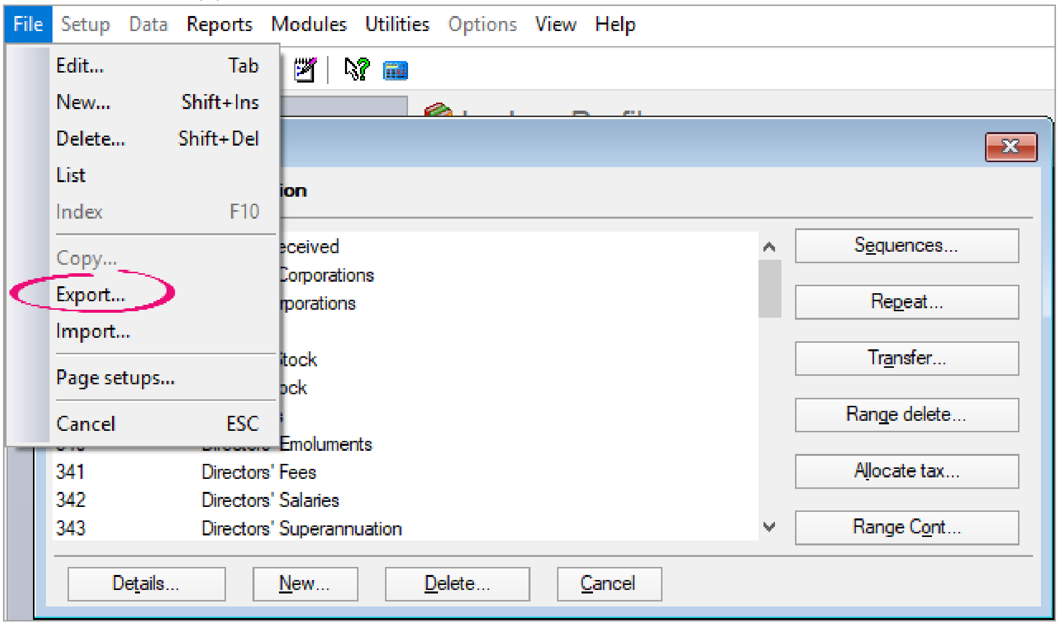
# Exporting and importing a client chart of accounts in MAS

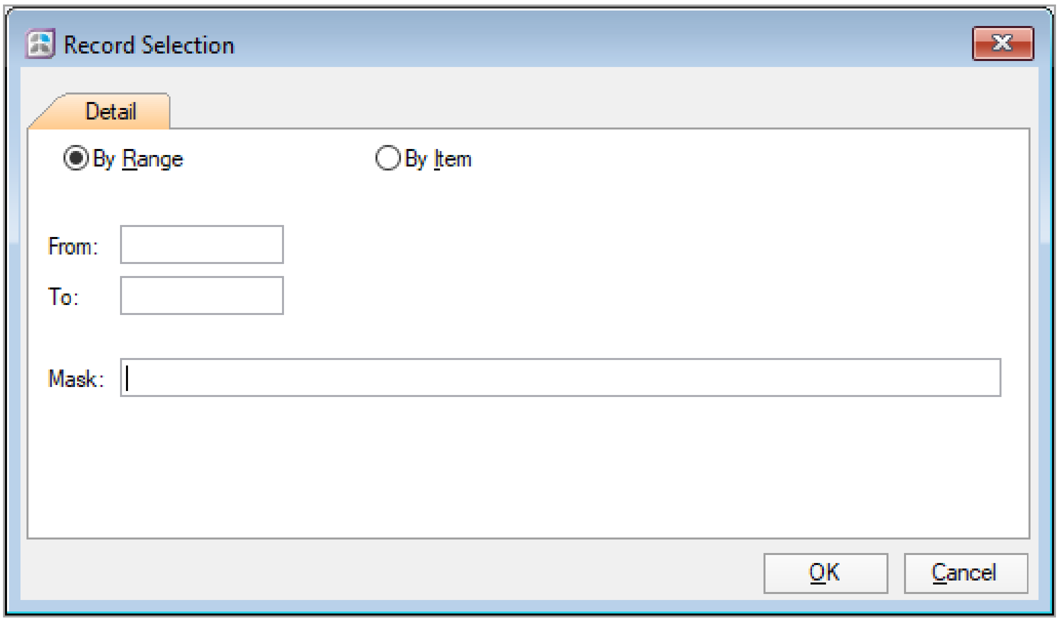
In **MYOB Accountants Enterprise MAS (AE MAS)** you can export a client chart of accounts from one ledger and import it into another ledger.

## To export a client chart of accounts

1. Open the relevant **MAS** ledger and follow the menu path: **Setup** > **Client Files** > **Client Chart**. The **Client Chart** window appears.
2. With the **Client Chart** open, click the **File** menu and select **Export**. The **Export Client Chart** window appears.




3. Click **OK**. The **File Export** window appears.
4. Browse to a location on your computer where you want to save the file, then click **Save**. The export file is saved to the location as a **.TXT** file and the **Record Selection** window appears.
5. Leave the **From:**, **To:**, and **Mask:** fields blank and ensure **By Range** is selected, then Click **OK.** This will export all accounts in the client chart.



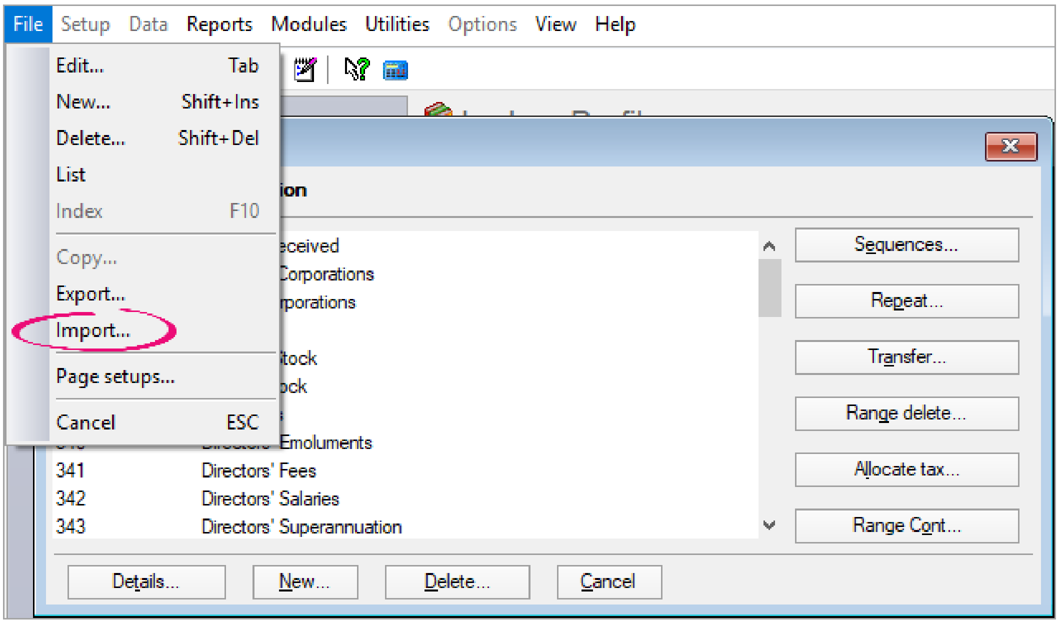

If you wish to export only some of the accounts in the chart:

- Select **By Item** then click **OK** to individually select which accounts you want to export, or
- Select **By Range** and enter an account code in the **From:** and **To:** fields to export all account codes within the specified range, or
- To export account codes in a "Mask" (for example, Rental or if you have a custom mask) enter the Mask Name.

6. Click **OK** and Close the **MAS** ledger. The file is saved to the selected location.

## To import a client chart of accounts

1. Open the relevant **MAS** ledger and follow the menu path: **Setup** > **Client Files > Client Chart**. The **Client Chart** screen appears.
2. With the **Client Chart** open, click the **File** menu and select **Import**. The **Import Client Chart** window appears with an **M** in the **File type** field.




3. Click **OK**. The **File Import** window appears.
4. Navigate to the location where the exported chart of accounts has been saved, select the export file and click **Open**. The **Print** window appears.
5. Click **Preview**. A report appears on screen showing which accounts have been successfully imported, as well as the accounts that have not been imported the reason for the account failing the import.
6. To close the report, click **Close**.