

Creating Import/Export Folded for MAC Computer

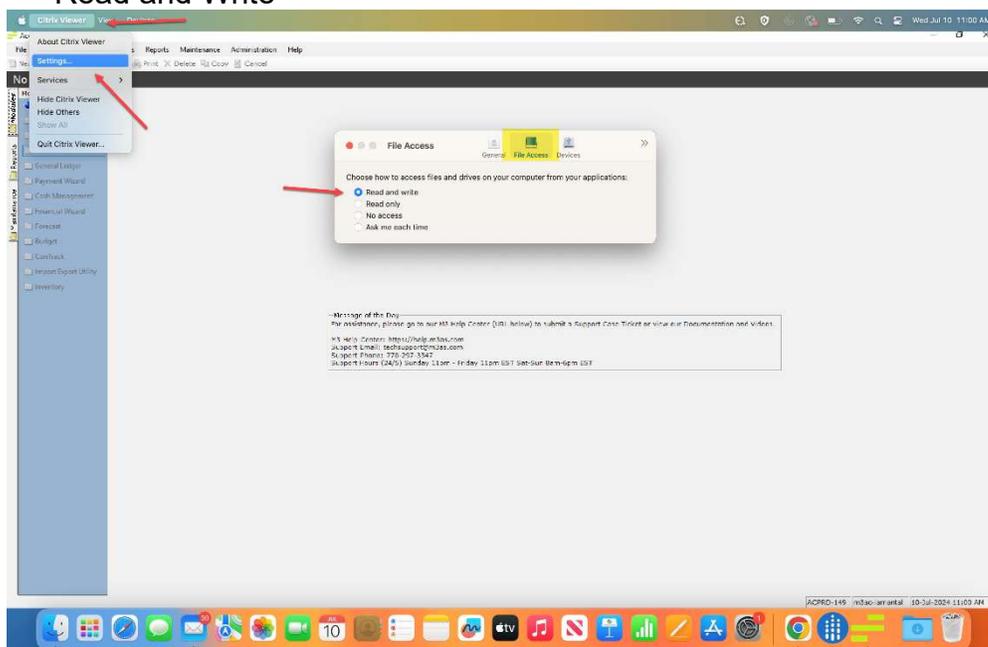
Thanks for reaching out regarding setting up your MAC Import/ Export folders.

Find which folder you need to create:

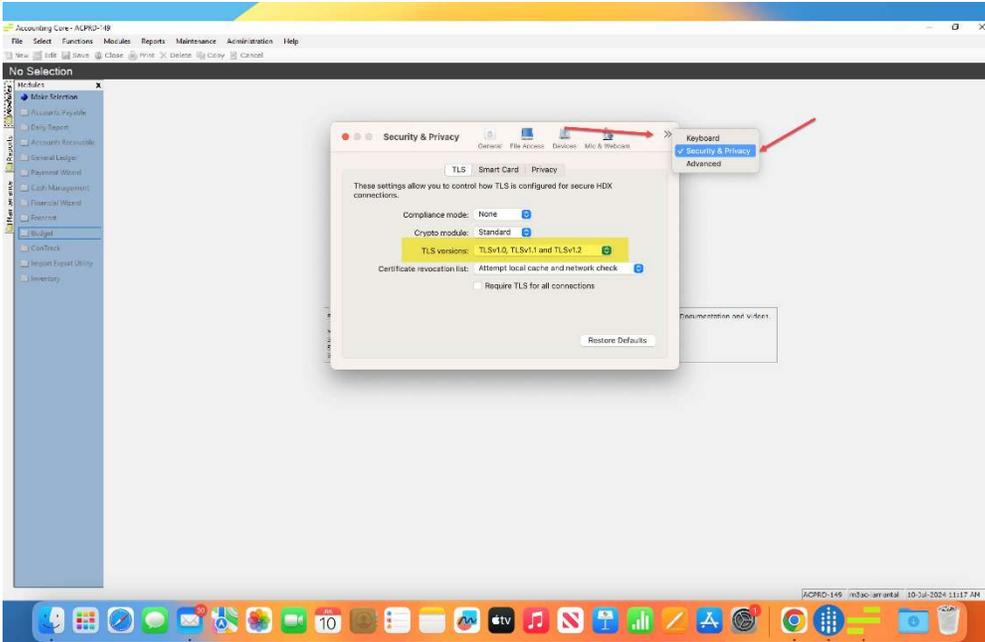
- Log in to Accounting Core.
- Navigate to Maintenance > Companies.
- Highlight the Enterprise level and click the advanced button.
- In the dialog box that appears, note the folder(s) that need to be created in their respective fields.

Set your Citrix permissions:

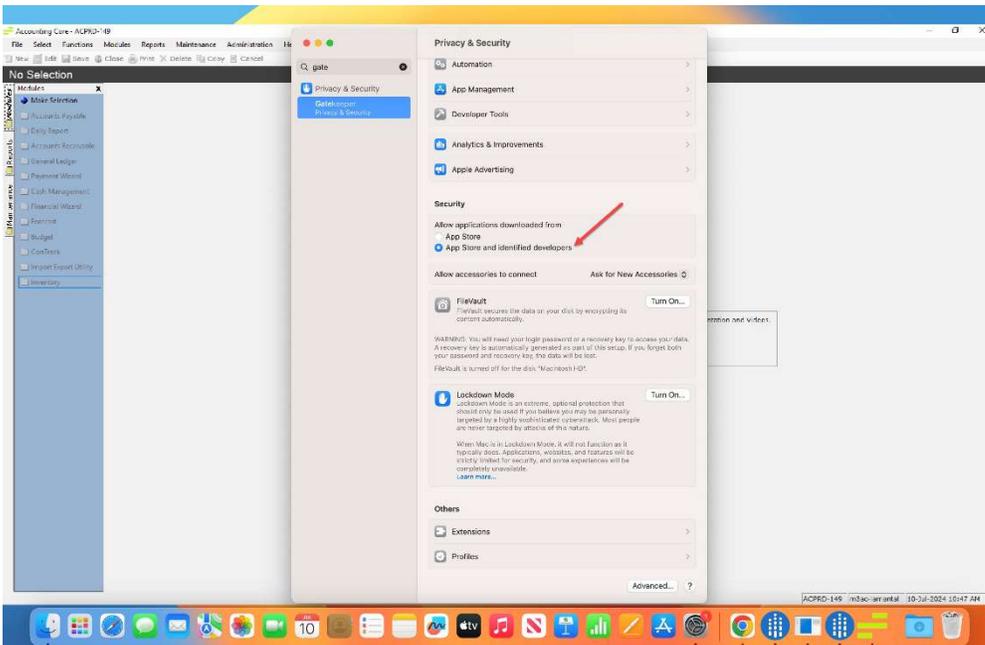
- Launch Accounting Core and access the Citrix Viewer menu in the top left and select Preferences or settings. Select the File Access tab and set to Read and Write



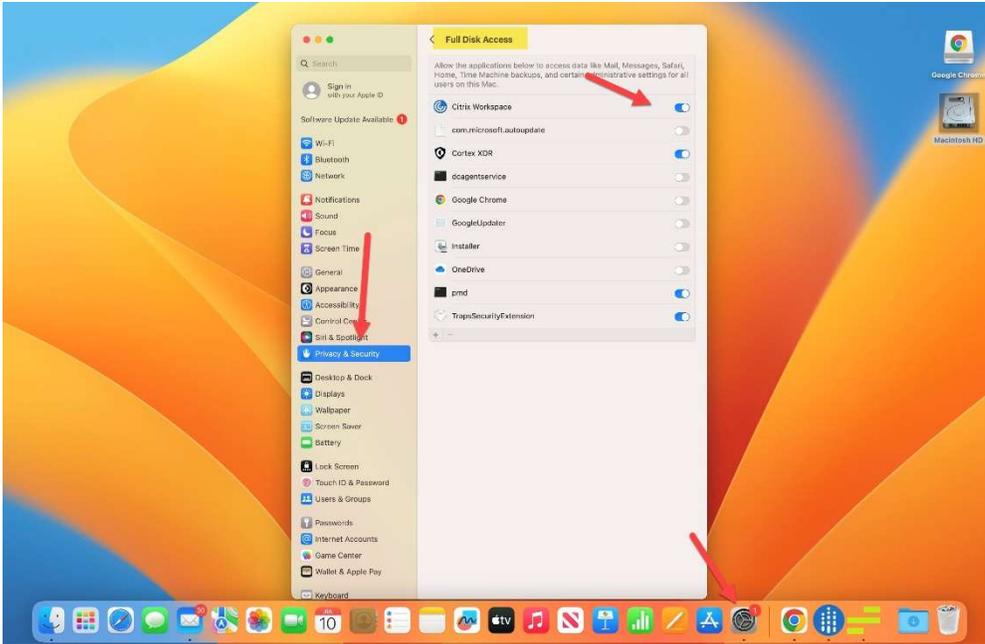
- Select the “more” arrow on the right and choose Security and Privacy again, make sure the TLS version is set to TLSv1.0, TLSv1.1 and TLSv1.2



- Access System Settings (the Gear icon in the dock), select Privacy and Security and search for Gatekeeper. Set Allow Applications downloaded from: To App Store and Identified developers.

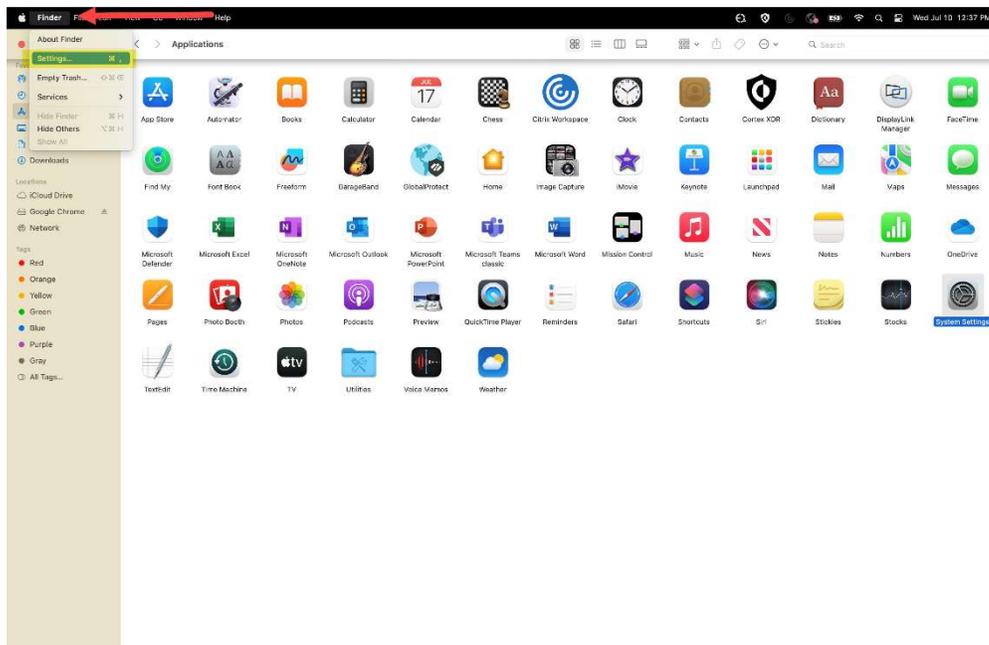


- Also, under System Settings (Gear in dock)>Privacy and Security, select Full Disk Access and make sure the toggle switch by Citrix Workspace is turned on.

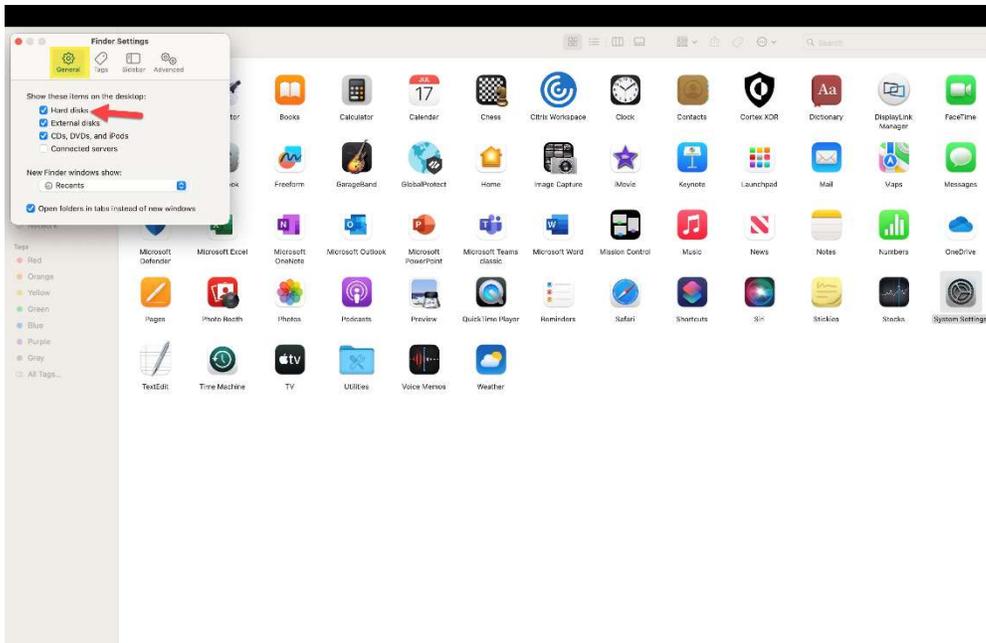


Folder creation:

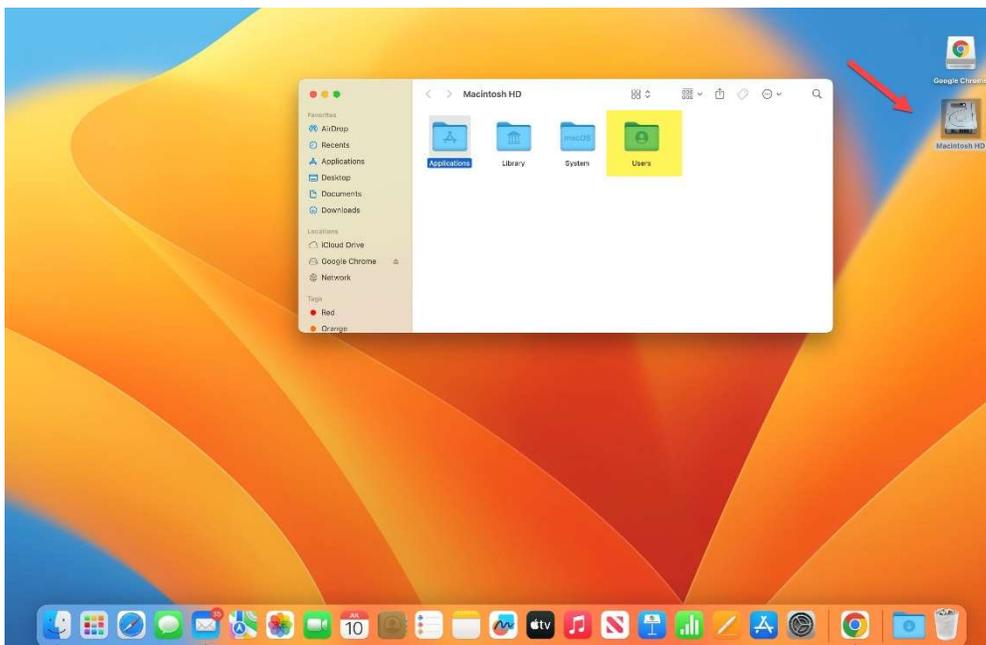
- Access Finder (the face icon on the dock), go to Settings.



- On the general tab make sure that the box next to Hard Disk is checked. Close and go to desktop.



- Locate the icon for Macintosh HD on your desktop and open. Locate Users folder.



- In the Users folder use the dropdown menu and choose New Folder. Name the folder, the folder name you noted under the first section of these instructions.
 - When Exporting from Accounting Core, the file will export to the export folder that was created.
 - Scanned images will be uploaded from the scans folder you created.

Feel free to reach out if you encounter difficulties during this process or need further assistance.

Best Regards,

Did you know? We offer training documentation, including free guided webinars on our Help Center at <https://help.m3as.com/>.