

CHAPTER 1

InFocus

CUSTOMISING MYOB

MYOB provides a number of default settings that you can adjust if you need to suit your own preferences. MYOB refers to these settings as **Preferences**.

In this session you will:

- ✓ learn how to change the starting and closing prompts
- ✓ learn how to change sales and purchase preferences.

CHANGING STARTUP AND CLOSURE

AccountRight has many options to ensure that you look after and care for your data. For instance, by default, when you open a data file in AccountRight you will be prompted to verify the

data. Similarly you will be prompted to back up the data when exiting. These are very useful prompts but can also be annoying, making them prime prompts to disable.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Customising.myox...

- 1 In the menu bar select **Setup > Preferences** to display the **Preferences** window, then click on the **Security** tab

- 2 Ensure **Prompt for Data Backup When Closing** is selected

- 3 Click on **[OK]** to close the **Preferences** dialog box

Let's test the settings...

- 4 Select **File > Exit** to close the file and display the **Backup** prompt
Normally we would click on [Yes] to back up the company file but for the purpose of this exercise we will not backup...

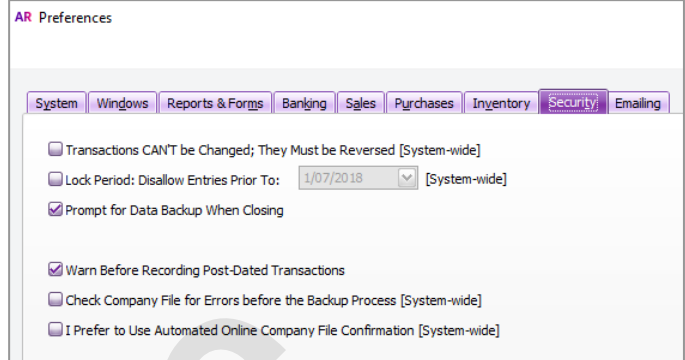
- 5 Click on **[No]** to close the **Back up** prompt and close AccountRight without backing up

- 6 Open the **Customising.myox** file in AccountRight again, then repeat step 1

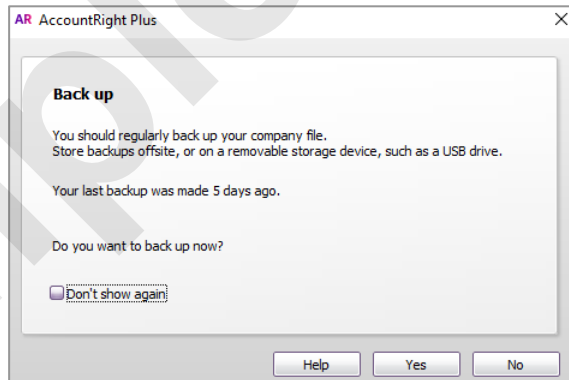
- 7 Ensure **Prompt for Data Backup When Closing** is deselected, click on **[OK]** then repeat steps 3 to 4
Notice that the backup prompt no longer appears and the file closes immediately

- 8 Repeat the above steps to ensure **prompt for Data Backup When Closing** is selected

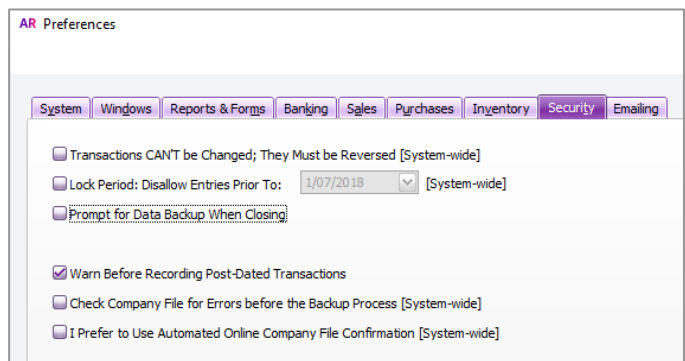
1



4



7



For Your Reference...

To **stop opening** and **closing prompts**:

1. In the menu bar select **Setup > Preferences > Security** tab
2. Adjust the following as required:
Prompt for Data Backup When Closing
Prompt for Session Report When Closing
Prompt for Data Verification When Opening

Handy to Know...

- Remember that backup is an important activity. If you disable the prompt for backing up a file before closing, make sure you have your own manual backup procedures and that you run them often.
- Settings marked as **System-wide** in **Preferences** affect *all* AccountRight files.

CHANGING SALES AND PURCHASE PREFERENCES

There are a number of settings in the **Banking**, **Sales** and **Purchases** tabs of the **Preferences** window that are worthy of consideration. For instance, with all of these you can enable a

prompt that warns you if you have inadvertently entered duplicate cheque numbers, invoice numbers or purchase order numbers.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Select **Setup > Preferences** to display the **Preferences** window
- 2 Click on the **Banking** tab and examine the settings
- 3 Click on **Warn for Duplicate Cheque Numbers [System-wide]** so it appears ticked
- 4 Click on the **Sales** tab and examine the settings
- 5 Click on **Warn for Duplicate Invoice Numbers on Recorded Sales...** so it appears ticked
- 6 Click on the **Purchases** tab and examine the settings
- 7 Click on **Warn for Duplicate Purchase Order Numbers on Recorded Purchases...** so it appears ticked
- 8 Click on **[OK]** to close the **Preferences** window

3

AR Preferences

System Windows Reports & Forms **Banking** Sales Purchases Inventory Security Emailing

☐ Make a Contact Log Entry for Every Cheque [System-wide]

☐ Make a Contact Log Entry for Every Deposit [System-wide]

☐ Default Cheque is Already Printed

☒ Display Payee, Rather Than Memo, in Registers and Reports [System-wide]

☒ Warn for Duplicate Cheque Numbers [System-wide]

☐ When I Receive Money, I Prefer to Group It with Other Undeposited Funds [System-wide]

5

AR Preferences

Terms

System Windows Reports & Forms **Sales** Purchases Inventory Security Emailing

☐ Automatically Sales When They are Recorded (Invoices, Orders and Quotes)

☐ Print Packing Slips When are printed

☐ Print Labels When Sales are Printed (Invoices, Orders, Quotes)

☒ Warn if Customer has an Outstanding Credit Before Applying a Payment

☐ Apply Customer Payments Automatically to Oldest Invoice First

☐ Show Customer Purchase Number in Receive Payments

☐ Make a Contact Log Entry for Every Sale [System-wide]

☒ Warn for Duplicate Numbers on Recorded Sales [System-wide]

☒ Retain Original Invoice Number on Backorders [System-wide]

☐ Retain Original Invoice Number when Quotes Change to Orders or Invoices [System-wide]

☐ Delete Quotes upon Changing to and Recording as an Order or Invoice [System-wide]

☒ If Credit Limit is Exceeded on Sale [System-wide]

For Your Reference...

To **change sales and purchase preferences**:

1. Select **Setup > Preferences**
2. On the tab listed, tick the option shown:
Banking – **Warn for Duplicate Cheque Numbers**
Sales – **Warn for Duplicate Invoice Numbers...**
Sales – **Warn for Duplicate Purchase Order Numbers...**

Handy to Know...

- It is important to note that while checking and warning for duplicate numbers (i.e. cheques, invoices and purchase orders) is useful, it can also slow down the operation of AccountRight considerably.

[illegible]

CHAPTER 2

InFocus

FILE MANAGEMENT

If you use AccountRight for your company's data, then all of that data is housed in one single, vulnerable computer file. By managing your files, including backups, you are better able to secure your data.

In this session you will:

- ✓ gain an understanding of file management
- ✓ learn how to create a backup file
- ✓ learn how to restore a backup file.

UNDERSTANDING FILE MANAGEMENT

When you use AccountRight for your company data, all of that data is contained in a single file. Although there are several advantages to this way of storing and managing data, there are also

some disadvantages. For instance, having a single file for all of your data makes the data vulnerable.

File Management

It can be seen as an advantage of AccountRight that all of the data pertaining to your company is retained in one file as it means that you don't need to back up several files or go searching through a collection of various and often cryptic files.

It is also one of the disadvantages of AccountRight, because if something goes wrong with that one file it is often a terminal problem and you can no longer access the data.

As a consequence, there is a lot of emphasis placed in AccountRight to regularly check the existing data and to make duplicate copies of the data file for safe keeping.

The **Backup** facility allows you to make additional copies of your data so that you always have a copy in case you lose any data or make any errors in the original file.

The **Restore** facility allows you to restore a file that was previously backed up. Fortunately, it is usually only required in rare circumstances.

In addition, you can perform an annual clean-up of your data file by rolling the data over to the next financial year.

CREATING A BACKUP

To secure your data you must back it up on a regular basis. You can use the prompts that appear when you close a file, or you can perform your own manual backups. AccountRight will

create a file, named using the current day and month. This is not a true AccountRight data file; rather it is a special file where the data has been compressed for easier handling and transfer.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *File Management.myox...*

- 1 Select **File > Back Up** to display the **Back Up Company File** dialog box

Here you can verify the data before backup. This is recommended, but as we did this in the previous exercise, we will skip it for now...

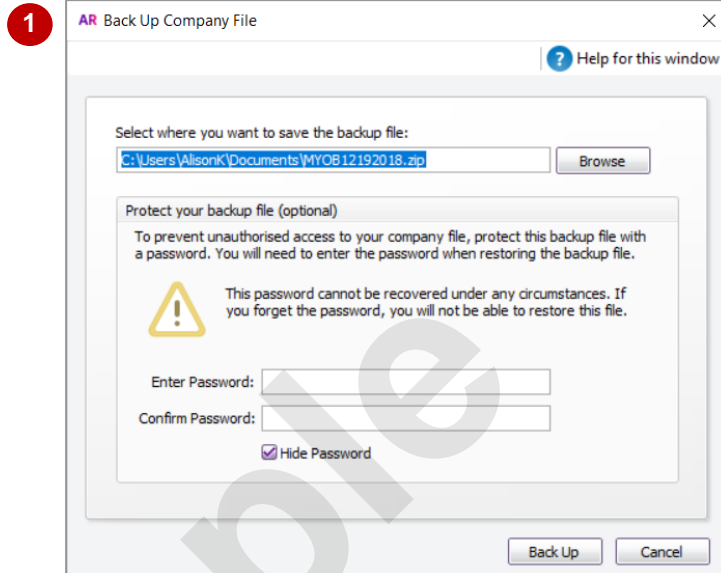
- 2 Click on **[Browse]** to display the **Save In** dialog box

- 3 Type **Backup 001** in **File name**

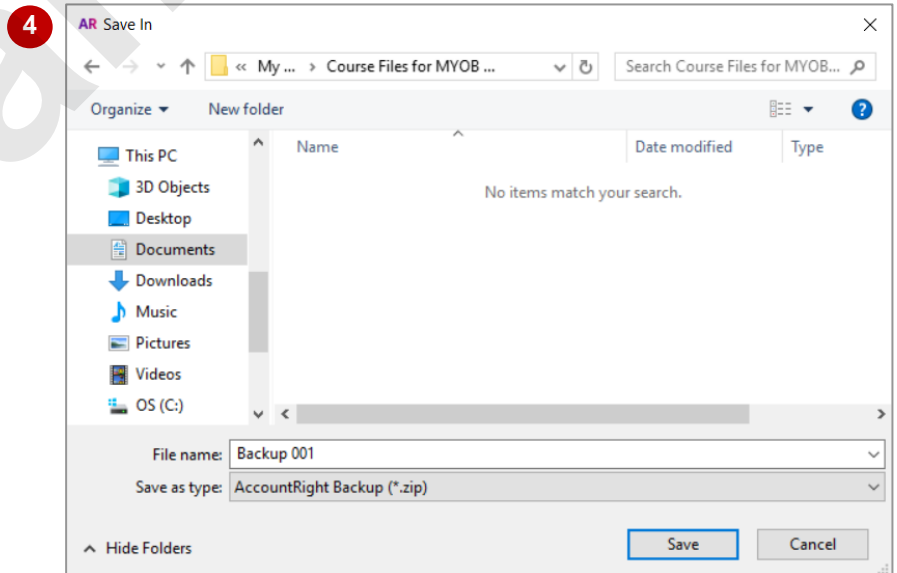
- 4 Navigate to the **Course Files for MYOB AccountRight 2018** folder

Remember this is stored in (Documents > MYOB > My AccountRight Files > Course Files for MYOB AccountRight 2018)...

- 5 Click on **[Save]**, then click on **[Back Up]**



- 2 MYOB enters a default file name and location for you. The name is made up of the number and day of the month (month first). The backup location is set to a special Backup folder which sits inside the MYOB18 folder, created during installation. You can change any of these settings and enter your own or accept the defaults.



For Your Reference...

To **create** a **backup**:

1. Select **File > Back Up**
2. Select the backup and verify options
3. Click on **[Continue]**
4. Type a **File name** and select a location
5. Click on **[OK]**

Handy to Know...

- You may like to back up your files to an external location, such as a USB storage device, to ensure you will be able to use them even if something happens to your computer.

RESTORING A BACKUP FILE

Hopefully, you won't need to restore a backup file too often. Restoring is the process of turning a backup file back into a useable AccountRight data file. You will need to restore a backup file,

for instance, when you have discovered there is a problem with your current file and that you cannot correct it, or if you want to provide a copy of the data file to another person.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Select **File > Restore** to display the **Restore Backup File** dialog box

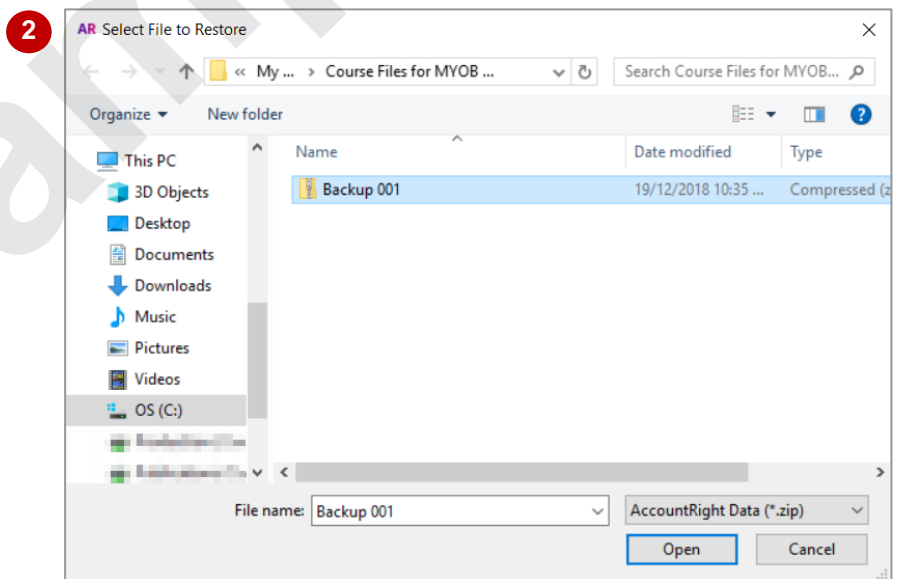
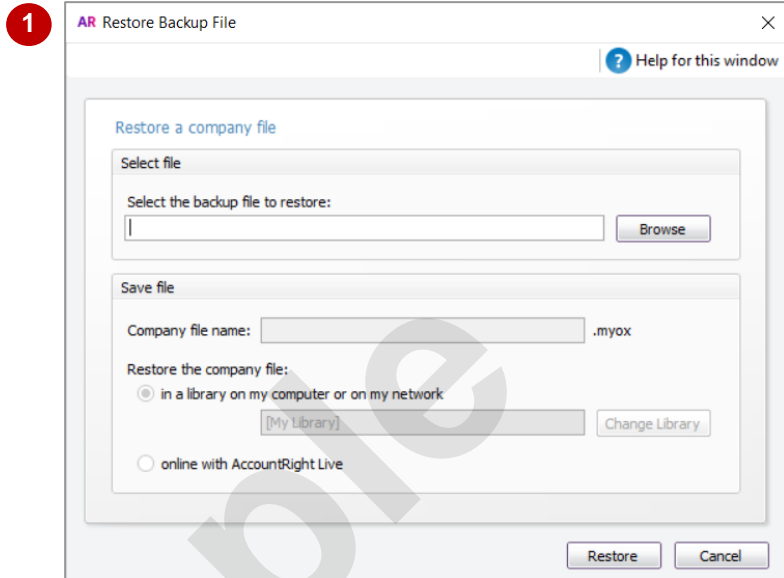
- 2 Click on **[Browse]**, then click on the file **Backup 001.ZIP** in the course files folder

This file will only be present if you have completed the previous exercises...

- 3 Click on **[Open]**, then click on **[Restore]**

Once a file is restored, AccountRight will open it, so you will be required to sign on as usual...

- 4 Click on **[OK]** to open the file



For Your Reference...

To **restore** a **backup file**:

1. Select **File > Restore**
2. Locate and click on the backup file
3. Click on **[Open]**
4. Adjust the settings if necessary, then click on **[Save]** and click on **[OK]**

Handy to Know...

- You cannot restore a file to a folder if a copy of the file already exists there. This is a safety mechanism to prevent you from accidentally restoring over the top of an existing file.

CHAPTER 3

InFocus

SECURITY IN MYOB

Your AccountRight data file contains data and information that is the “lifeblood” of your company. This data and information should be protected from unauthorised access.

In this session you will:

- ✓ gain an understanding of security
- ✓ learn how to set the **Administrator** password
- ✓ learn how to open a file with a password
- ✓ learn how to create user profiles
- ✓ learn how to delete unwanted user profiles.

UNDERSTANDING SECURITY

One of the advantages of AccountRight is that all of the data is stored in a single file. This makes it easy to back up the data and ensure that there are plenty of copies in case of an accident.

However, storing your data in a single file is also a great disadvantage. The data needs to be protected from unauthorised access and possible data abuse.

As your organisation grows, you'll begin to accumulate data that is sensitive and should not be seen by unauthorised people. Payroll data is a prime example. If you have negotiated wage and salary packages with individuals, you most likely will not want other people to view or work with that data unless they are authorised to do so. These same people, however, may still need to work with the sales or receivables part of the data file.

Similarly, you might want to protect the profitability information of your company that is accessed through general ledger reports from too much access.

All of this can be achieved using the **security features** of AccountRight.

If you have already opened a data file in AccountRight, then you have been exposed to this security system. Security begins when the **Sign in** dialog box appears each time you open a data file.

If you don't specify otherwise, all that the **Sign in** dialog box does is to record who you are as a user of the file. If the various activity logs are activated in AccountRight then the activities that you perform will be logged against the user name that you specified when you opened the file.

However, you can also create a **password system** for your data file. When you create such a system at least one user, usually the **Administrator**, has permission to make changes and has access to all parts of the system from sales to purchases, right through to payroll. The administrator profile is used to define and configure the access rights of all other users.

Access to specific areas of AccountRight is controlled with special **user profiles**. A user profile can be set for each person that needs to use AccountRight or you can create user profiles for specific groups of people, such as those in sales or purchasing.

When user profiles are created, a list of areas that the profile is excluded from can be specified. For instance, it would not be appropriate for sales people to have access to the payroll features of AccountRight. The payroll parts of AccountRight can then be locked out of the user profiles for the sales people.

SETTING THE ADMINISTRATOR PASSWORD

Every AccountRight data file must have at least one user profile set up. As a default this is the **Administrator** profile. As there are no other profiles in a default data file, the Administrator

has access to all parts of the system and there is no protection or security provided. You must set up an Administrator password in order to protect your data.

Try This Yourself:

Before starting this exercise you MUST open AccountRight...

- 1 Ensure the **Welcome to AccountRight** window is displayed
- 2 Locate and click on **Security.myox** in the course files folder, then click on **[Open]** to display the **Sign in** dialog box
- 3 Click on **[Change Password]** to display the **Change Password** dialog box
As there is currently no password, we can leave Existing Password blank...
- 4 Click in **Password** and type **Albert**
- 5 Press **[Tab]** and type **Albert** in **Confirm Password**
- 6 Click on **[Record]**
You will be informed if the password is successfully recorded...
- 7 Click on **[OK]** to open the file

2

Sign in

MYOB AccountRight **myob**

Sign in to company file: Security.myox

User ID: Administrator

Password:

Change Password OK Cancel

5

Change Password

Help for this window

Password

Enter your existing password and also your new password twice to change it and sign-on.

User ID: Administrator

Existing Password:

Password: *****

Confirm Password: *****

Record Cancel

For Your Reference...

To **set** the **administrator password**:

1. Open the file to display the **Sign in** dialog box
2. Click on **[Change Password]**, type the **New Password** and press **[Tab]**
3. Re-type the password in **Confirm Password**, then click on **[Record]**

Handy to Know...

- Remember that as the **Administrator** profile has access to all parts of the system, even those parts where new user profiles are set up and where access rights are granted, it is extremely important to ensure that the **Administrator** profile is password protected.

OPENING A FILE WITH A PASSWORD

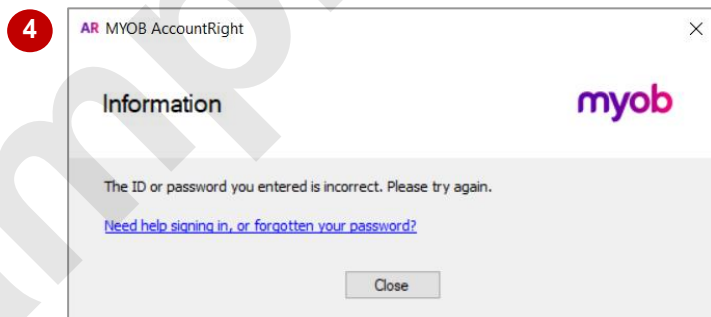
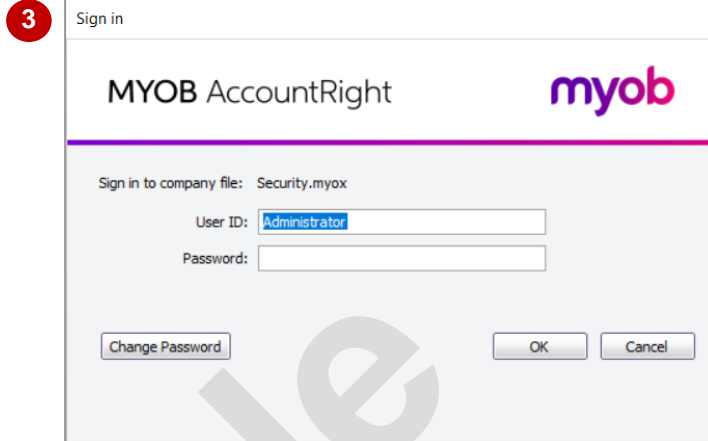
Once a password has been created it must be specified in the **Sign in** dialog box each time that the data file is opened. If an incorrect password is entered, then the file will not open and you will be

returned to the **Sign in** dialog box for another attempt. Note that passwords in AccountRight are not case sensitive.

Try This Yourself:

Continue using the previous file with this exercise...

- 1 Select **File > Open**
If you are asked to back up the file currently open, click on [No]...
- 2 Locate and click on **Security.myox** in the course files folder, then click on **[Open]**
Let's try to open the file without entering a password...
- 3 Click on **[OK]**
You will be advised of an error. Let's try again with the correct password...
- 4 Click on **[Close]**, click in **Password** and type **Albert**, then click on **[OK]**
The data file will now opened



For Your Reference...

To **open** a **file** with a **password**:

1. Select **File > Open**
2. Click on **[No]** (to backing up) if necessary
3. Locate and click on the file, then click on **[Open]**
4. Type in the **Password** and click on **[OK]**

Handy to Know...

- Passwords for AccountRight are not case-sensitive, so if the password is **Albert**, you could type **albert**, **ALBERT** or even **AlBeRt** and you would be granted access.