

CHAPTER 1

InFocus

MYOB AccountRight ORIENTATION

A few moments of familiarisation are important with any new computer application that you are about to use. This is especially so for accounting packages such as *MYOB's AccountRight*.

Even though you may be familiar with standard word processing or spreadsheet packages, accounting packages are more specialised and therefore quirky and a good grounding in the basics doesn't go astray. So let's see how to get around in *AccountRight* data files and how to extract some essential business information.

In this session you will:

- ✓ gain an understanding of what *MYOB AccountRight* does
- ✓ gain an understanding of how *AccountRight* is started and what happens at start up
- ✓ learn how to start *AccountRight*
- ✓ gain an understanding of the *AccountRight* data file screen
- ✓ gain an understanding of the *Command Centre*
- ✓ learn how to navigate in a *Command Centre*
- ✓ learn how to access the flowchart options
- ✓ gain an understanding of finding transactions in *AccountRight*
- ✓ learn how to find a past transaction by account
- ✓ learn how to find past cash sales
- ✓ learn how to display a balance sheet report in *AccountRight*
- ✓ learn how to display a profit and loss report in *AccountRight*
- ✓ learn how to use the *Business Insights* feature
- ✓ gain an understanding of how to secure the company data file
- ✓ learn how to exit from *AccountRight*
- ✓ gain an understanding of some other important tips when using *AccountRight*.

AN MYOB ACCOUNTRIGHT OVERVIEW

We all know the old *MYOB* acronym of **Mind Your Own Business**. Rather than *mind* its business, every company or organisation should strive to properly *manage* its business affairs. So,

rather than *Mind Your Own Business*, **MYOB** should really be *Manage Your Own Business* and **AccountRight** is designed to help you to do just that.

1 What MYOB's AccountRight Can Do For You

In simple terms, **AccountRight** allows you to computerise:

- the bookwork required to account for your business finances in the form of income and expenses
- your invoicing
- the inventory of your business
- your GST obligations
- and, depending upon the edition that you are using, the payroll system and time billing for your business.

In the process of doing this it translates all of the transactions into journal entries so that you can easily produce those balance sheets and profit and loss statements that will make your accountant happy.

2 An Electronic Bookkeeping System

In essence, **AccountRight** is simply an electronic bookkeeping system. While bookkeeping may not be your cup of tea, any smart business operator will appreciate the value of keeping the books up to date.

For example, if your books are current you can find out:

- which customers have outstanding balances that are overdue
- the last invoice for Joe Smith and his current balance
- how many widgets you purchased last month
- how much tax you need to pay to the taxman
- what your assets and liabilities are and how much you can commit to that corporate takeover that you are planning
- and a great deal more information.

AccountRight helps you to keep your company financials current and allows you to electronically create and manage your accounting records. When this is done you will have instant access to all sorts of important information for your business. Not only that, but with proper accounting records you will be saved literally days of work at the end of the financial year.

3 MYOB (the company) and AccountRight (the software)

MYOB (the company) actually has several accounting products including **AccountRight** (for *Microsoft Windows*), **AccountEdge** (for the *Mac*), and a couple of simplified accounting products called **JustInvoices** and **BusinessBasics**.

AccountRight by far accounts for the majority of MYOB's sales. There are several editions of **AccountRight** including **AccountRight Standard**, **AccountRight Plus**, **AccountRight Premier**, and **AccountRight Enterprise**. The main difference between them is what features they include (obviously *Plus* will have more than *Standard*) and how many users can access the software at any time.

This courseware uses **MYOB AccountRight Plus Version 19** as its basis but you can perform most of things covered here in any edition of **AccountRight** and most in any edition of **AccountEdge** (with some minor adjustment given the difference between *Microsoft Windows* and the *Mac* operating systems).

And, by the way, there never was an *AccountRight Version 18* – it used to simply be known as *MYOB Accounting Version 18*.

WHEN ACCOUNTRIGHT IS STARTED

The **MYOB AccountRight** editions are all Microsoft Windows-based applications. As such they can be started using the same techniques as other Windows-based applications such as

word processing and spreadsheet applications (well almost). There are some differences, however, that you should be aware of that take place when **AccountRight** is started.

1 Starting AccountRight in Windows

If **AccountRight** has been installed in Microsoft Windows using the default settings of the installation program it will be located in a folder named according to its edition and version: e.g. **Standard19**, **Plus19**, **Premier19**, or **Enterprise19**. If you are using the *Student Edition* of **AccountRight** it will be installed in a folder named as above but with an **ED** ending: e.g. **Plus19ED**, **Premier19ED**.

AccountRight can be started in *Microsoft Windows* in a couple of ways. You can start it by:

- clicking on the **Windows** button and locating the appropriate **AccountRight** option on the **Start** menu
- double-clicking on the **Desktop** icon that **AccountRight** has placed on your **Windows Desktop** during installation

2 AccountRight Doesn't Have File Associations

Virtually all other applications on your computer (e.g. word processing, spreadsheet, etc) can be started by double clicking on a data file. This occurs because the data files for these applications have been *associated* with the specific application.

When **AccountRight** is installed it does not create file associations. Therefore when you double click on an **AccountRight** data file nothing will happen. If you want to start **AccountRight** by double clicking on a data file you will need to use Windows and create the association manually (this is done in our courseware title *MYOB AccountRight 19 - Module 2*).

3 When AccountRight Starts...

When you first enter **AccountRight** you will be greeted with the **Welcome to MYOB AccountRight...** window. This window is like a gateway to **AccountRight**. From here you will usually enter the full **AccountRight** program. All of your data in **AccountRight** is stored in one company file – you'll learn more about this later.



To do anything worthwhile in **AccountRight** you specify a **company file** to work with.

When you nominate a company file to work with **AccountRight** will prompt you for **user identification** and a **password**. The user identification and password serve two purposes: they allow you to stop unauthorised access to the data, and they allow **AccountRight** to keep a track of who has done what to the data.

You can keep user identification very simple (as we will do in the ensuing exercise) or make it quite elaborate – this is best done when you are more familiar with how **AccountRight** operates.


STARTING ACCOUNTRIGHT

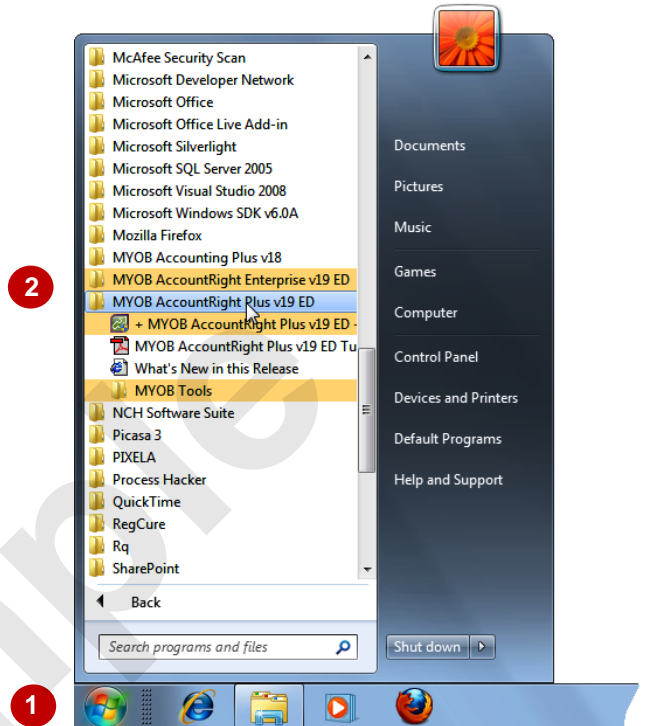
You can use virtually any standard way *Microsoft Windows* offers for starting **AccountRight** with the exception of double-clicking a data file – unless *file associations* have been set. However,

the easiest and no-brainer way is to use the Windows **Start Menu** to locate and start the **AccountRight** application, usually from the **All Programs** sub menu.

Try This Yourself:

Ensure that your computer is switched on and that Windows has started...

- 1 Click on the **Windows [Start]** button (it is at the bottom left of the screen)
- 2 Click on **All Programs** (or **Programs** depending on the Windows version you are using). Click on **MYOB AccountRight Plus v19 ED**
MYOB distinguishes its Education and Student editions from the retail edition by adding the letters ED after the name of the program in the Windows Start menu. In the exercise to the left we have used the naming convention for the Education and Student editions of MYOB. The full retail version does not have the letters ED after the program name...
- 3 Click on **+ MYOB AccountRight v19 ED +** to see the **Welcome...** screen
- 4 Click on  to start the sample company file and display the **Sign on** box
You will now need to identify yourself to AccountRight. You can be very elaborate with User IDs and also issue a password but we'll forgo this until later...
- 5 Leave the default **User ID** as **Administrator** and click on **[OK]** to see the **AccountRight** data file screen



For Your Reference...

To start **AccountRight**:

1. Click on the **Windows [Start]** button
2. Click on **All Programs** and then on **MYOB AccountRight Plus v19 ED**
3. Click on **+ MYOB AccountRight v19 ED +**

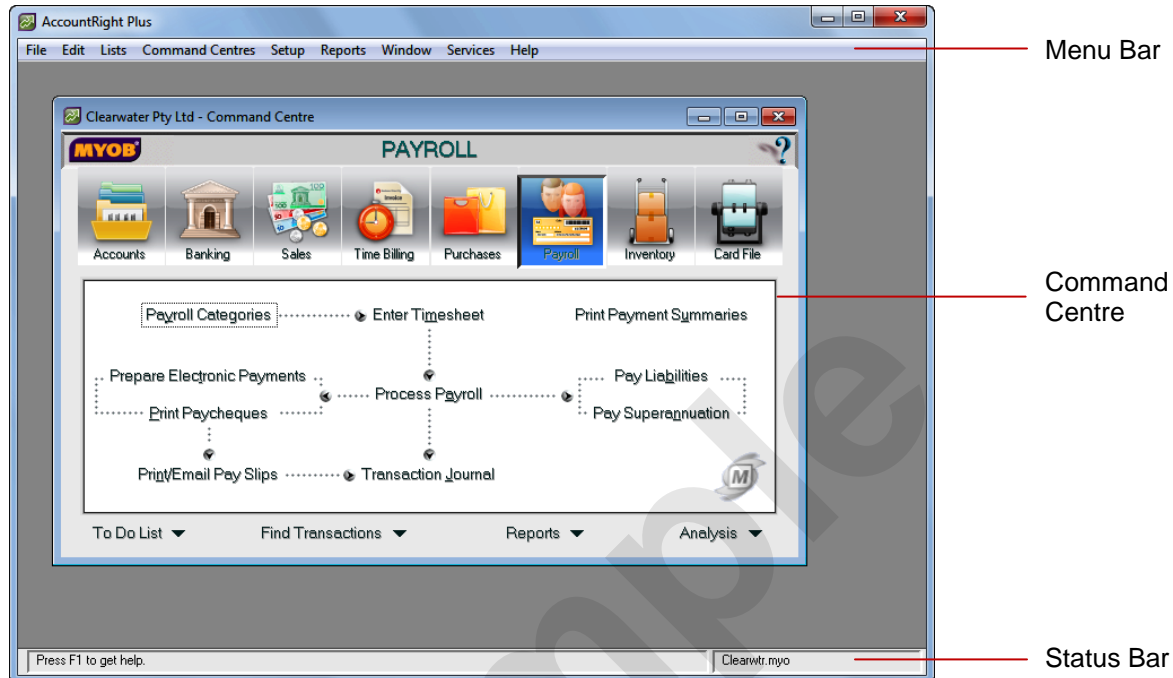
Handy to Know...

- The *Clearwater* sample file is supplied in **AccountRight** and is continually updated by MYOB. You may see some variation on the screen to the values shown in this guide. Do not be too worried about this – the aim of this session is to provide you with a basic orientation of the features of **AccountRight**.

THE ACCOUNTRIGHT SCREEN

When you choose the **Open**, **Create**, or **Explore** options from the **Welcome** screen you will ultimately be presented with the **AccountRight** data file screen. In **AccountRight** all of the data

for a company is stored in one data file and only one data file can be presented on the screen at a time. This data file is sometimes also referred to as the **company file**.



Basically, the screen is comprised of three main areas: the **menu bar**, the **Command Centre**, and the **status bar**. The **menu bar**, which appears towards the top of the screen, provides you with commands and consists of nine options presented horizontally across the top of the screen. Each of these options has a pull-down menu which contains commands.

The various menu bar options perform the following operations:

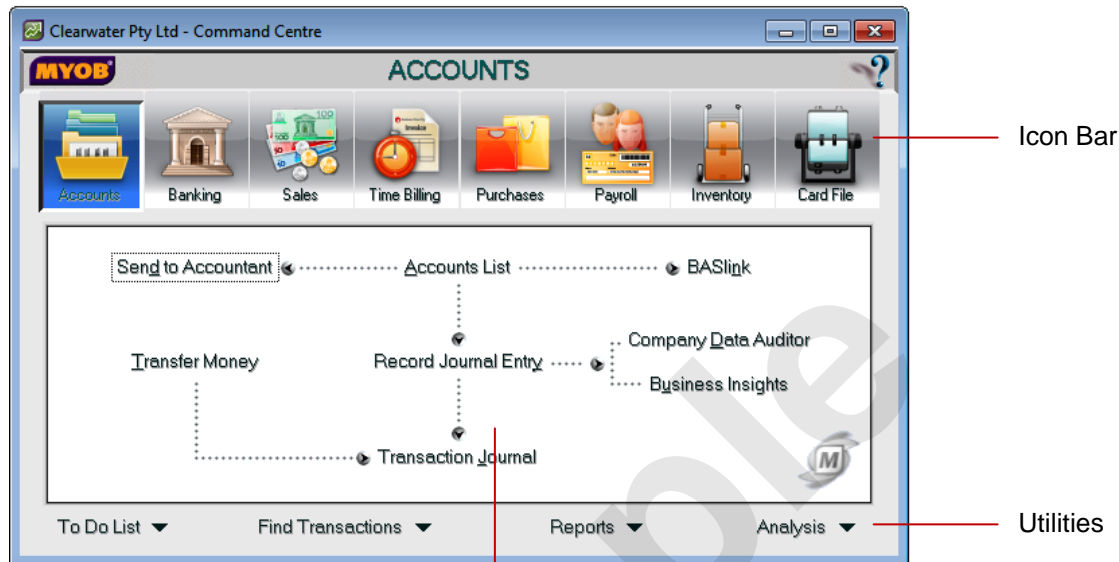
- File** allows you to save your data, open other data files, and import and export data. In general it allows you to store and retrieve the files that contain your data
- Edit** allows you to change, copy, delete, and move data around the data file in which you are currently working or into other files
- Lists** provides access to the various lists available in **AccountRight** including tax codes, shipping methods, inventory items, and more
- Command Centres** provides you with alternatives to the **Command Centre** window icons that appear in the central part of the **AccountRight** screen – you'll learn more about this area soon
- Setup** allows you to setup and configure the current data file that is open on the screen. You can load new tax tables, specify opening balances, change the system defaults, and more
- Reports** provides access to a number of predefined reports and allows you to customise report layouts
- Window** allows you to work with multiple windows (boxes) on the screen and to rearrange them as required
- Services** provides access to a number of services, such as web hosting, M-powered features, etc., offered by MYOB
- Help** provides access to help for **AccountRight**

The **status bar**, which appears towards the bottom of the screen, provides incidental instructions and information about **AccountRight**. In the screen above an instruction for obtaining help appears at the left of the status bar, and the system name of the file that you are working with appears at the right.

THE COMMAND CENTRE

The **Command Centre** is where all of the action takes place. The **Command Centre** provides access to the main modules of **AccountRight**. These modules are **Accounts**, **Banking**, **Sales**,

Purchases, **Inventory**, **Card File**, **Time Billing** and **Payroll**. Each **command centre** consists of a series of commands on a **flowchart**.



Flow Chart – this changes depending upon the icon in the *Icon Bar* that is currently selected

The Parts of the Command Centre

The **Command Centre** provides visual alternatives for performing most of the operations that can also be found in the menus. Essentially, the **Command Centre** is broken into three main areas:

- icon bar
- flow chart
- utilities

The **icon bar** provides access to operations that have been classified thematically. For example, if you click on the **Banking** icon you will be able to perform actions applicable to banking such as spending money, reconciling accounts, bank deposits and the like.

A **flow chart** of operations appears below the icon bar. Each icon on the icon bar has its own flowchart and special series of operations. For example, the **Sales** icon presents with a flowchart that contains operations such as entering sales, receiving payments, printing statements, and the like.

At the bottom of the **Command Centre** you'll find the **utilities section** which provides tools allowing you to:

- see what tasks need to be done (**To Do List**)
- search for invoices or payments or customers (**Find Transactions**)
- analyse sales or purchases (**Analysis**)
- produce reports (**Reports**).

NAVIGATING THE COMMAND CENTRE

The whole key to how **AccountRight** works rests in understanding the **Command Centre**. The **Command Centre** is divided into 6 or 8 modules depending upon which version of **AccountRight**

you are using. You can navigate your way through the **Command Centre** by clicking on the icons, using the **Command Centres** menu on the menu bar, or by keyboard shortcuts.

Try This Yourself:

Open File

Before starting this exercise ensure that the sample Clearwater data file is open...

We'll begin by using the icons...

- 1 Click on the **[Accounts]** icon to see the **Accounts** flowchart. Repeat this step and click on the other icons

Next, we'll use the menu system...

- 2 Select **Command Centres** on the menu at the top of the screen to display a pull down menu of options, then select **Banking** > **Command Centre** to display the **Banking** flowchart

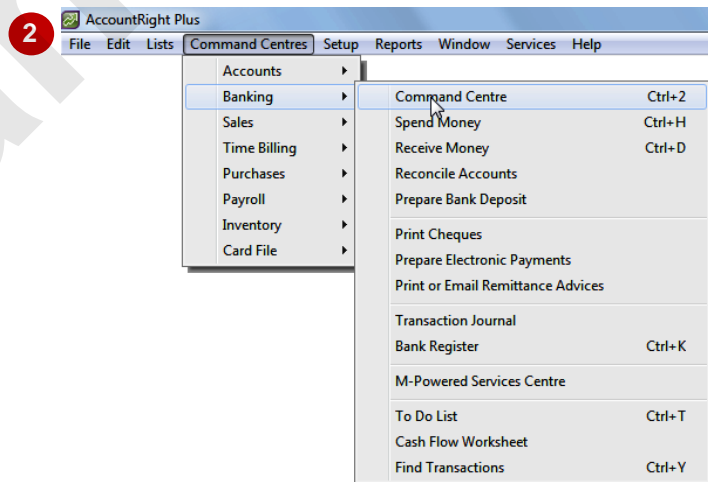
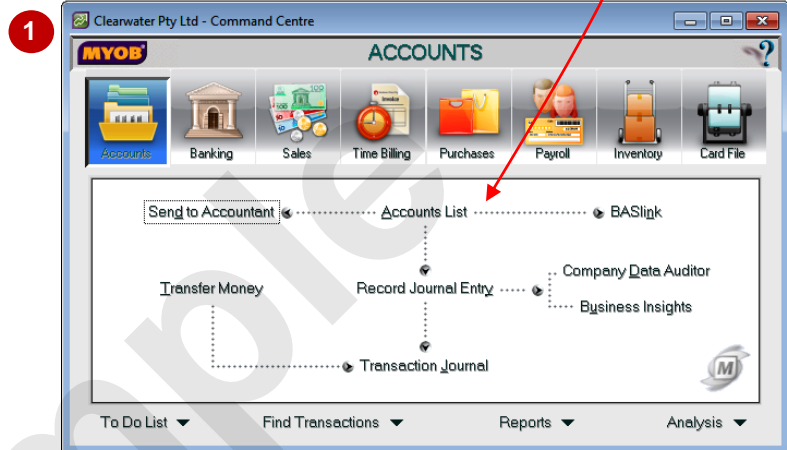
- 3 Select **Command Centres** > **Purchases** > **Command Centre** to display the **Purchases** flowchart

And finally, keyboard shortcuts...

- 4 Hold down the **Ctrl** key and press **1** to display the **Accounts** flow chart again
- 5 Hold down the **Ctrl** key and press the numbers **2** through **8** to see the other flowcharts



Clicking on this icon will display the Accounts flow chart



For Your Reference...

To navigate the **command centres** you can:

1. Click on the icon (e.g. **Accounts**), or
2. Select **Command Centres** > **[Centre]** > **Command Centre**, or
3. Hold down the **Ctrl** key and press the numbers **1** through **8**

Handy to Know...

- Just like starting **AccountRight** there are umpteen different ways that you can navigate the **Command Centre**. Which is right? Which is the best? None of them – choose the technique that you are the most comfortable with.

USING THE COMMAND CENTRE

Each **Command Centre** module displays a flow chart of operations. Each operation is represented by a command on the flow chart – **Spend Money, Receive Payments, Enter**

Purchases, Enter Sales, and the like. You can access these by clicking on them, through the menu system, and also using keyboard shortcuts where available.

Try This Yourself:

Open File

Before starting this exercise ensure that the sample Clearwater data file is open...

We'll begin by using the mouse...

- 1 Click on the **[Card File]** icon to see the **Card File** command centre flowchart. Click on **Cards List** on the flow chart to display the **Cards List** dialog box

- 2 Click on **[Close]** to close the dialog box

Next, we'll use the menu system...

- 3 Select **Command Centres > Card File > Cards List** to view the **Cards List** dialog box again

- 4 Click on **[Close]** to close the dialog box

And finally, keyboard shortcuts...

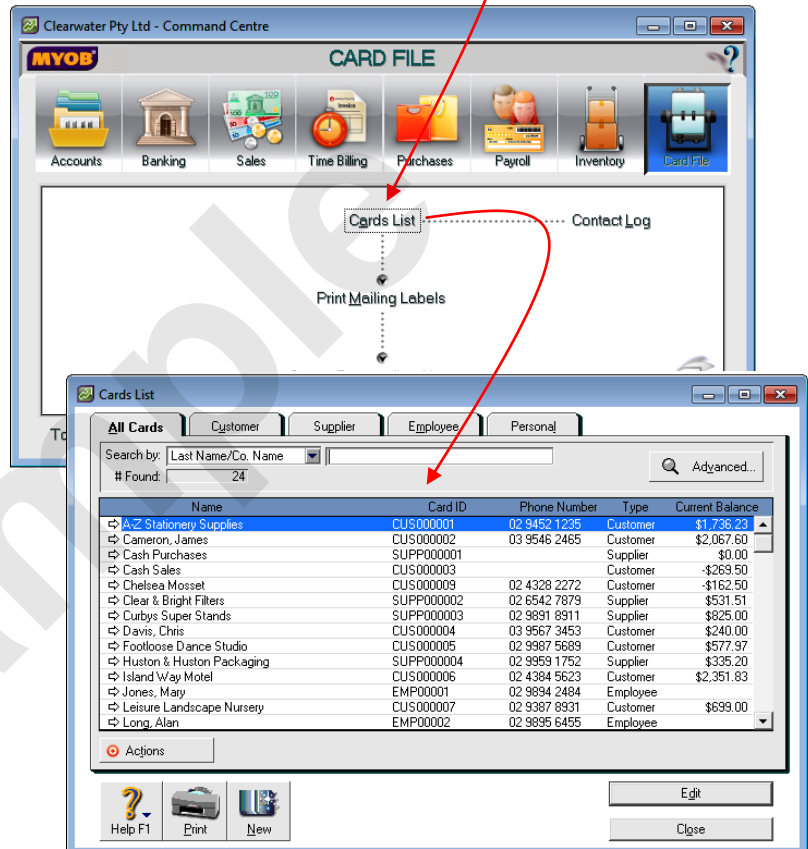
- 5 Hold down the **[Ctrl]** key and press **F** to display the **Cards List** dialog box again

- 6 Press **[Esc]** to close the dialog box again

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Clicking on this icon will display the Card File flow chart



The Cards List dialog box, like so many others in AccountRight, has tabs across the top. Each tab presents a different set of data that you can work with. We won't do anything special with the dialog box at this point other than to study it a little. Notice, however, that it does have special buttons for printing, creating a log, creating new data and issuing letters...

For Your Reference...

You can access a flowchart option by:

1. Clicking on the option with the mouse, or
2. Using the menu system, or
3. Using a keyboard shortcut

Handy to Know...

- This time we'll stick our necks out and say that we find clicking on the flow chart operations to be the most effective technique – it's a no-brainer activity where you don't have to remember exactly where an option is.

FINDING ACCOUNTRIGHT TRANSACTIONS

I wonder how much the rent has cost us in the last six months? I wonder how much business we've done with straight cash sales this month? These are **enquiries** not unlike those that many

businesses need to make almost on a daily basis. **AccountRight** has a special **Find Transactions** feature which allows you to make the relevant enquiry of the data that has been entered into it.

What Are Transactions?

The whole purpose of bookkeeping is to have you enter the details for all of the money your business receives and all of the money that is spent. With this information recorded a good bookkeeping system will then be able to tell you what financial state your business is in.

These details are normally entered into a general ledger whenever you buy something, sell something, pay a bill, or whatever. To help better analyse the business these *transactions* are then posted to *accounts* which help track where the money has been made or spent. For example, when you pay a telephone bill the transaction is entered into the general ledger, and then the relevant details are posted to several accounts, one of which will be the telephone account. At any stage you can then look up the account register for telephones and see how much you've spent.

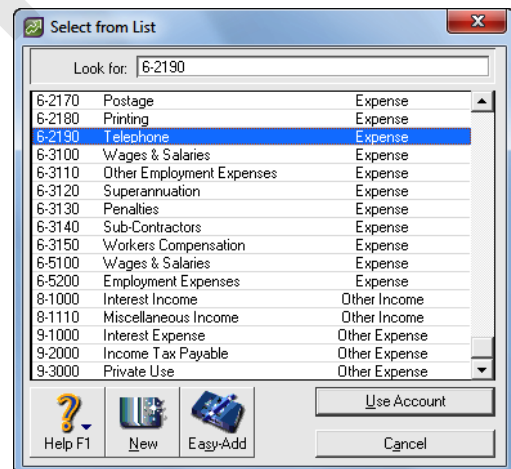
The good news is that **AccountRight** does all of the hard work for you. For example, when you receive a bill you enter it into **AccountRight** and the correct amounts are automatically placed into the general ledger and relevant accounts.

Finding Those Past Transactions

There will be times when you want to review past transactions, or perhaps see how much you've spent on telephones in the last 3 months. **AccountRight** has a special **Find Transactions** feature which allows you to do this. There are several steps involved in this process.

Step 1

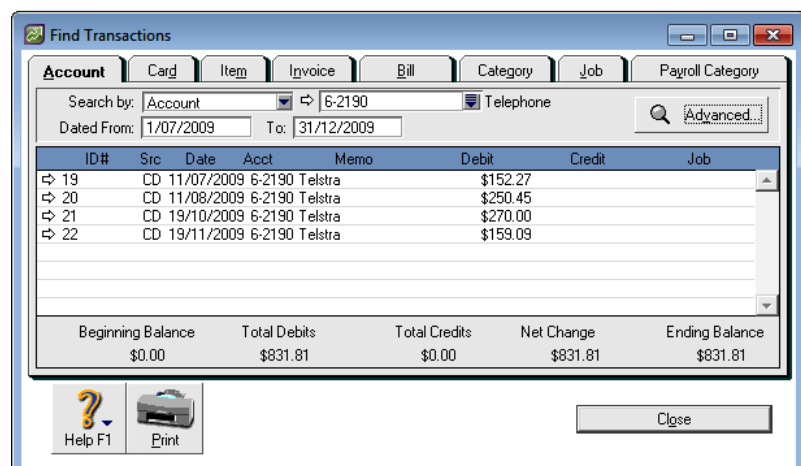
The first step involves selecting the appropriate account. For example, if you want to see your telephone transactions you would nominate the *Telephone* account, if you want to see your rent transactions you would nominate the *Rent* account, and so on.



Step 2

The second step requires you to enter a date range – a start date and an end date in which the transaction or transactions you wish to review fall.

Once you have done this all of the transactions for the nominated account that occurred between the start date and the end date will be listed.



FINDING A PAST TRANSACTION BY ACCOUNT

The purpose of a good accounting system is two-fold. It must: allow you to enter data in a simple and efficient way; and allow you to find transactions and information about your business




using the data that has been entered.

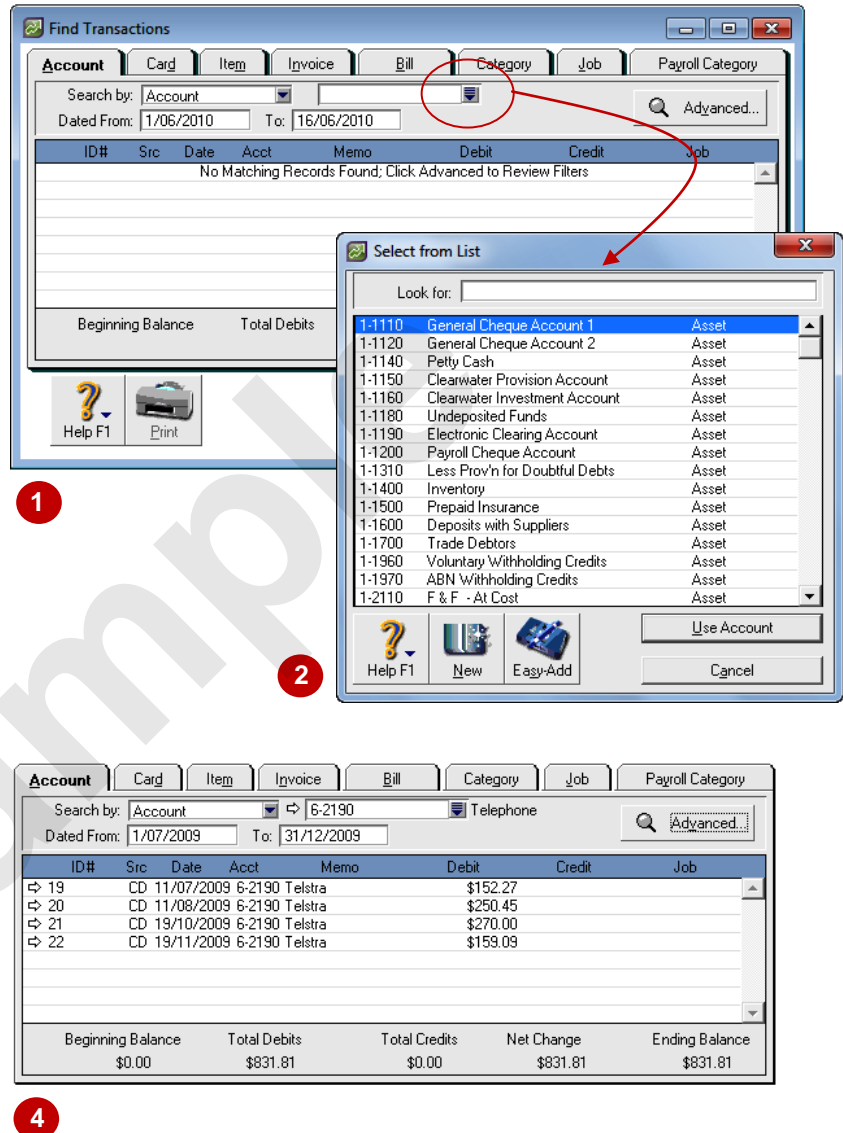
AccountRight allows you to make **enquiries** using the **Find Transactions** utility located at the bottom of the **Command Centre**.

Try This Yourself:

Open File

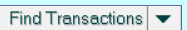

Before starting this exercise ensure that the sample Clearwater data file is open...

- 1 Click on the **Find Transactions** drop arrow  to see a list of transaction types. Click on **Account** to display the **Find Transactions** window with the **Account** tab active
- 2 Click on the list arrow  for the blank field to the right of **Search By** to see the **Select from List** window
- 3 Click on the scroll down arrow  and click on the expense account **6-2190 Telephone** and click on **[Use Account]**
- 4 Click on the date in **Dated From** and type **1/7/09**. Click on the date in **To** and type **31/12/09** and press **Tab** to force the change
- 5 Click on **[Close]** to close the **Find Transaction** dialog box




For Your Reference...

To find a past transaction by **Account**:

1. Click on the **Find Transactions** drop arrow  and click on **Account**
2. Click on the **Search By** list arrow  and choose the appropriate account
3. Enter a valid date range

Handy to Know...

- The tiny white arrow  to the left of the transactions displayed in the **Find Transactions** dialog box allows you to display the original transaction on the screen – if the arrow is white (and not grey) you can also make changes to the original transaction.

FINDING PAST CASH SALES



The **Find Transactions** facility is very versatile and can assist you in finding transactions in many different ways. One way is to find transactions by **Card** – cards are used to specify

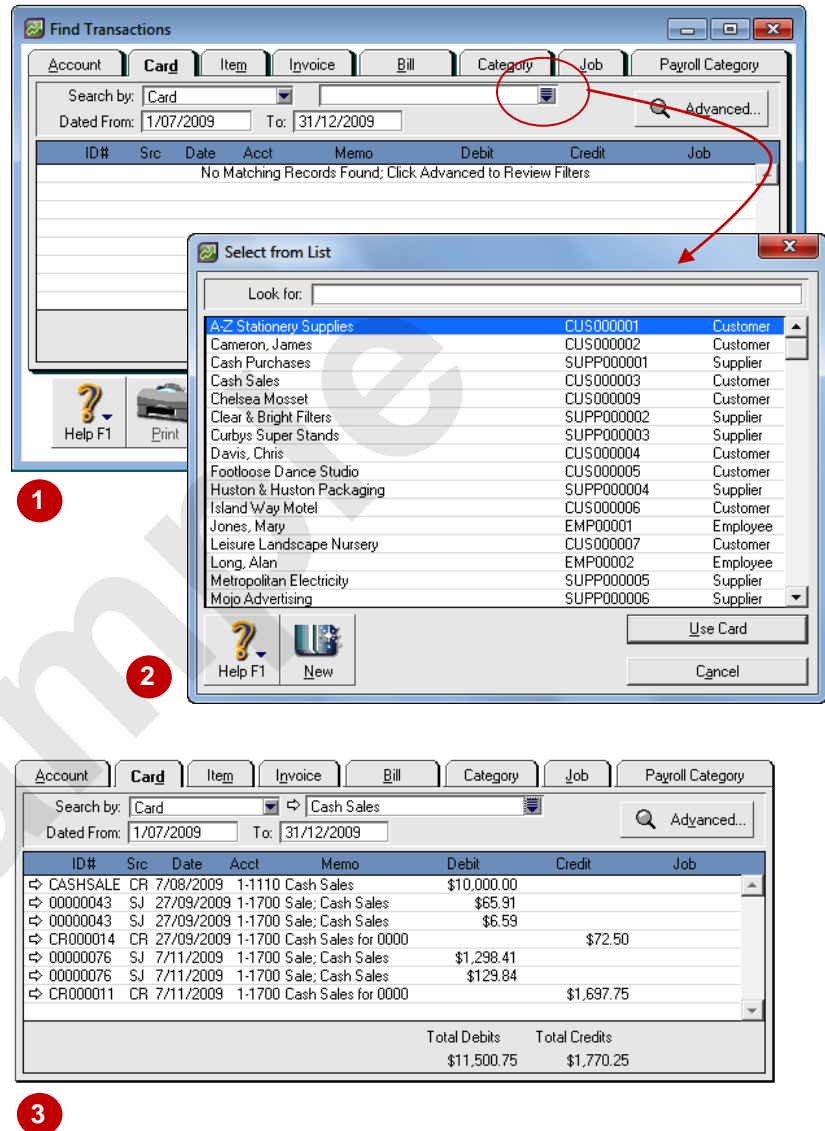
customers, suppliers, and even employees. When cash sales are entered into **AccountRight** they are entered into a special cash customer **card**. We can use this card to display the relevant transactions.

Try This Yourself:

Open File

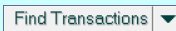

Before starting this exercise ensure that the sample Clearwater data file is open...

- 1 Click on the **Find Transactions** drop arrow  to see a list of transaction types. Click on **Card** to display the **Find Transactions** window with the **Card** tab active
- 2 Click on the list arrow  for the blank field to the right of **Search By** to see the **Select from List** window
- 3 Click on **Cash Sales** and click on **[Use Card]**
- 4 If necessary, click on the date in **Dated From** and type **1/7/09**. Click on the date in **To** and type **31/12/09** and press **Tab** to force the change
- 5 Click on **[Close]** to close the **Find Transaction** dialog box



For Your Reference...

To find past cash transactions:

1. Click on the **Find Transactions** drop arrow  and click on **Card**
2. Click on the **Search By** list arrow  and choose **Cash Sale**
3. Enter a valid date range

Handy to Know...

- Normally **AccountRight** will remember date ranges from previous transactions. That is why the date range from **1/7/09** to **31/12/09** probably already appeared in the transaction box in the above exercise.

DISPLAYING A BALANCE SHEET


A balance sheet is used as a means of assessing company viability. The balance sheet can be generated in **AccountRight** in literally seconds using the **Reports** feature in **AccountRight**.

There are several ways of accessing reports in **AccountRight** but one of the most direct is to use the **Reports** drop arrow at the bottom of the **Command Centre**.

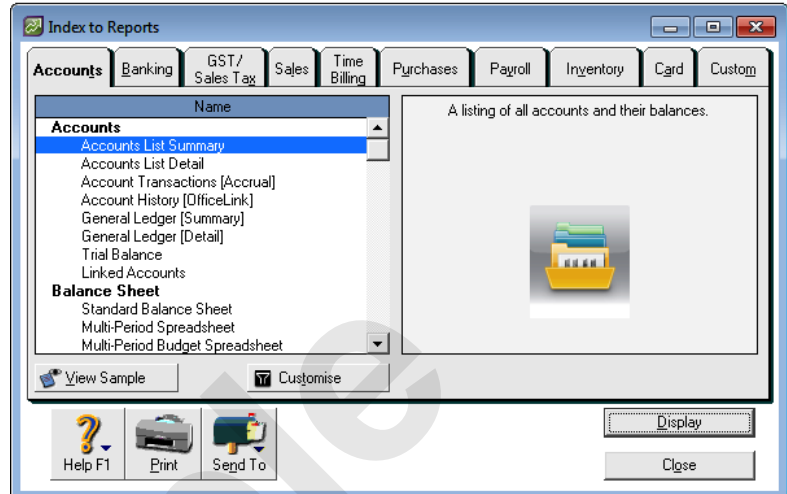
Try This Yourself:

Open File

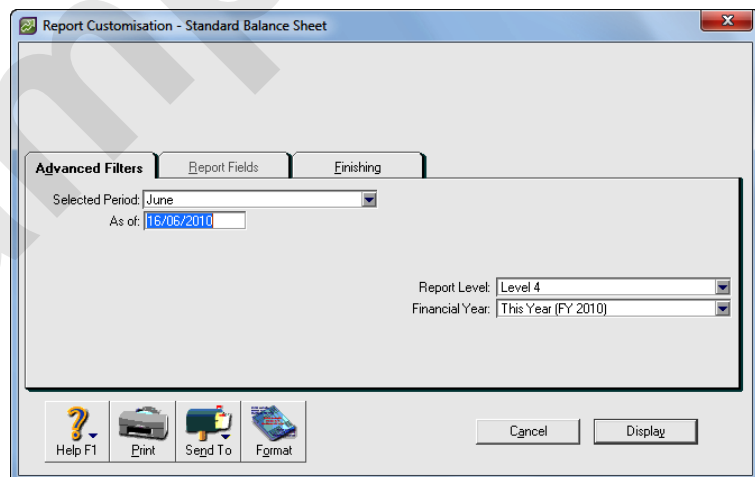
Before starting this exercise ensure that the sample Clearwater data file is open...

- 1 Click on the **Reports** drop arrow  to see a list of report types. Click on **Accounts** to display the **Index to Reports** dialog box
- 2 Click on **Standard Balance Sheet**, then click on **[Display]** to display the balance sheet for the current month

Reports are often required for a specific period. You usually have to customise the report for the appropriate dates or month you need...
- 3 Click on **[Customise]** to display the **Report Customisation** dialog box
- 4 Click on the drop arrow for **Selected Period** and click on **August**
- 5 Click on **[Display]** to regenerate the report – spend a few moments studying it
- 6 Click on **[Close]** until you are returned to the **Command Centre**



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For Your Reference...

To display the **Standard Balance Sheet**:

1. Click on the **Reports** drop arrow  and click on **Accounts**
2. Click on **Standard Balance Sheet**, then click on **[Display]**

Handy to Know...

- Most of the reports are based on dates. When you first run a report it will most likely be based on the current date. Once you've made a change to the date(s) using the **Report Customisation** box those changes will be used for other reports in the current session.