



Student Edition

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Welcome

Thank you for taking the time to learn about the MYOB AccountRight and MYOB AccountEdge software range.

Since 1989, MYOB has been developing software and services that take care of all critical business needs with a minimal learning curve.

We create products that are easy to use, provide instant value, enhance productivity and increase a business's opportunities for success. As we are an Australian company, we are able to provide solutions that exactly meet the needs of Australian businesses.

This booklet gives you a quick hands-on tutorial that steps you through the basic day-to-day procedures that you are likely to perform in a business environment.

The tutorial can be used with the most recent versions of AccountRight Standard, AccountRight Plus, AccountRight Premier, AccountRight Enterprise and AccountEdge. These products will be referred to as your software throughout the tutorial.

We hope you enjoy learning to use Australia's very own accounting software.

MYOB Australia

NOTE: Transaction limit All business products on this Student CD are transaction limited. If you are an instructor or a student, you can create multiple company data files using these applications but each company data file has a transaction limit.

Screen messages will be displayed before the transaction limit of a company data file is reached. Once the transaction limit is reached, you cannot add transactions to the company data file.

Installing the software

The procedure is the same for Windows and Mac installations.

To install your software

- 1 Log in as an administrator if your computer only allows people with administrator privileges to install programs.
- 2 Save any open documents and close all programs.
- 3 Insert the Student Edition CD into the drive. An installation window appears.

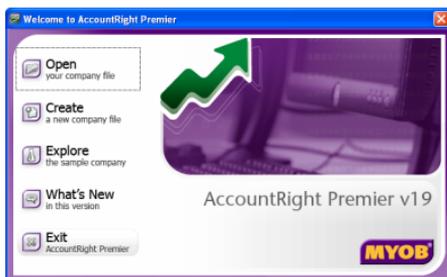
If the installation window does not appear:

- Windows—Open the CD drive in Windows Explorer and click the **autorun.exe** icon.
 - Mac—Open the CD on the desktop and double-click the **autostart** icon.
- 4 Click **Install**.
 - 5 Choose the software to be installed and then follow the on-screen instructions.
 - 6 When installation is complete, click **Finish**.

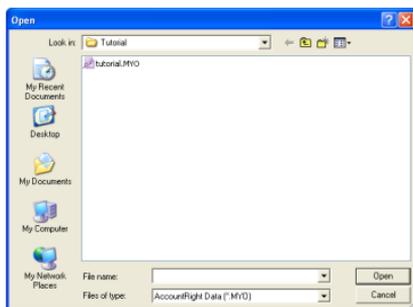
Opening the sample company file

To open the tutorial file

- 1 Open your software:
 - Windows—go to the **Start** menu, choose **Programs** then choose the Student Edition software you installed (eg. **AccountRight Plus**).
 - Mac—double-click the software application icon located in the software folder on your hard drive.A **Welcome** window appears.



- 2 Click **Open**. The **Open** window appears.



- 3 Locate and open the tutorial folder that is located in your software application folder.
- 4 Select the tutorial company file which is named **tutorial.myo**, and click **Open**.

When you open the tutorial company file, you will be prompted to enter a User ID. This will identify you and tag the transactions you enter in the company file with your User ID. You can then generate reports by User ID.

- 5 Enter your name and then click **OK**. A data verification message appears.
- 6 Click **Yes** and then click **OK** to proceed with the data verification process. This process may take a few minutes.
- 7 When the verification process is complete, click **OK**. The **Command Centre** window appears.

To set the tutorial file to display accounts by account name

You need to set a preference so that the tutorial file displays account names by default, instead of account numbers.

- 1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.
- 2 Click the **Windows** tab.
- 3 Click the **Select and Display Account Name, Not Account Number** option.
- 4 Click **OK** to close the **Preferences** window.

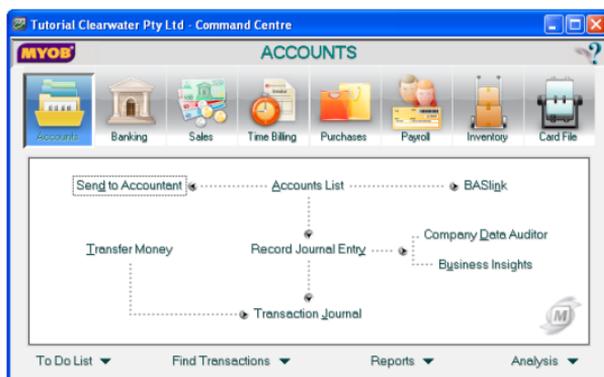
Navigating your software

You should familiarise yourself with the icons and keyboard commands that can help you complete tasks quickly.

The Command Centre

The command centre is the central location for key functions, such as sales, purchases, banking and accounts.

The icons at the top of the window represent the various command centres in your software. You can move from one command centre to another by clicking these icons. The **Accounts** command centre is shown here.



Notice when you click an icon, the functions of that particular command centre appear in the flowchart below the icons.

The command centre also gives you access to the To Do List, Reports, Analysis and transaction locating tools.

The command centres represent key aspects of your business. The following describes the basic functions of each command centre.



Accounts command centre

- Examine the performance of your business.
- Manage your accounts list.
- Analyse your Balance Sheet and Profit and Loss.
- Complete BAS tasks.
- Enter journal entry adjustments.



Banking command centre

- Record payment of bills and expenses such as rent, electricity and petty cash.
- Receive money into your business from sources such as the bank, investment income or loan.
- Reconcile your accounts.
- Print cheques and remittance advices.
- Prepare bank deposits and electronic payments.



Sales command centre

- Invoice your clients and customers, and record payments received.
- Track outstanding customer balances—money owed to your business.
- Print customer statements and receipts.
- Create quotes and orders that can be changed to invoices.



Time Billing command centre

- Create and manage the time billing activities you perform for your customers.
- Enter time billing activities, including using the time billing timer to time activities as you perform them.
- Prepare time billing invoices for customers.
- If you use timesheets to pay your employees, you can enter timesheets here.



Purchases command centre

- Record purchases from and payments to your suppliers.
- Create quotes and make them recurring.
- Track outstanding payables and reimbursable expenses.
- Pay your suppliers electronically.



Payroll command centre

Note that payroll is not available in AccountRight Standard.

- Prepare pay runs and print payslips.
- Manage payroll categories (the pay components that make up your employee's pay), such as entitlements, deductions, holiday pay, superannuation, etc.
- Pay your employees by cheque, cash and/or direct credit to bank accounts.
- Prepare end-of-year payment summaries.
- Pay your payroll liabilities, such as WorkCover, taxes, etc.



Inventory command centre

- Manage the items and services you buy, sell and inventory.
- Automatically build, buy or backorder items when required.
- Stocktake your inventory.
- Print price lists, packing slips and shipping labels.
- Set item prices for different customer levels. (AccountRight Premier, AccountRight Enterprise and AccountEdge only).
- Adjust levels and transfer inventory between different locations (AccountRight Enterprise and AccountEdge only).



Card File command centre

- Create cards for customers, suppliers, employees and personal contacts.
- Link cards to a contact alert system.
- Link cards to jobs.
- Do mail merges for sending letters to many contacts at once.

The Lists menu

In your software, details of your accounts, cards, inventory, jobs, etc, are stored in lists.

These lists are all located in the **Lists** menu, accessible from the main menu located at the top of the software window.



Zoom arrows

Zoom arrows are displayed next to various fields throughout your software. You can see more detail about a transaction or record by clicking the arrow.

A white zoom arrow ⇨ indicates that you can make changes to the detail of the transaction or record.

A grey zoom arrow → indicates that you cannot edit the transaction. This may be because you have set a preference to prevent the editing of transactions once recorded. (You can change this preference in the **Security** view of the **Preferences** window.)

Search icons

The search icon  enables you to open a search list window that contains records already entered in your software, such as customers or shipping methods. You can then select a record from the search list to enter details in a transaction.

Calendar

You can select the dates to enter in any **Date** fields using the calendar. Press SPACE, +, or - in any **Date** field and a calendar will appear from which you can select the date to use. Use the + and - keys on your keyboard's number pad to scroll through the days and then press ENTER to select the date.



Tab keys

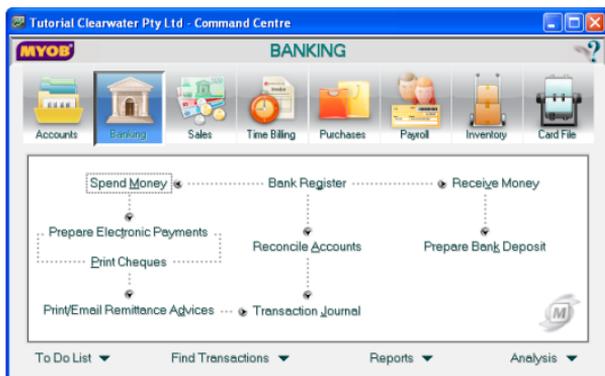
Pressing the TAB key will move you from one field to the next in a window. Pressing SHIFT+TAB will move you back one field.

Shortcut keys

There are shortcut keys for most windows in your software. For example, to access the Cards List, press CTRL+F (COMMAND+F for Mac users) on your keyboard. To view the available shortcut keys, have a look through the menus in the main menu bar. Each window or function that has a shortcut key will display the keys to press.

Spending and Receiving Money

You can track the money you spend and receive in your software through the **Banking** command centre.



You can use:

- the **Spend Money** function to record cheques for purchases or expenses that you won't be entering purchase orders for (using the **Purchases** command centre), such as postage, rent and owner drawings.

- the **Receive Money** function to transfer money between your bank accounts, record interest or record the miscellaneous cash receipts you receive.
- the **Prepare Electronic Payments** function to make electronic payments to suppliers as well as electronic payroll payments.

To ensure you have accurately entered your transactions, you can also reconcile AccountRight's accounts with your bank statement using the **Reconcile Accounts** function.

Purchasing Items and Services

You can enter purchases and make payments to suppliers in the **Purchases** command centre.



When you enter purchases in the **Purchases** command centre, you can then track your payables or trade creditors, your discount expiry dates, and the ageing of your outstanding purchases.

When you want to pay a supplier for a purchase, you record the payment using the **Pay Bills** function.

The **Purchases Register** enables you to view all your purchases, closed bills and any debit notes you may have received for returned or damaged goods and refunds.

Purchase types

You can record a purchase transaction as a Quote, Order or Bill in the **Purchases** window.

Click **Enter Purchases** to open the new **Purchases** window and select the purchase type from the menu in the top left of the window.

Purchases - New Service

QUOTE
✓ QUOTE
ORDER
BILL

Terms : Tax Inclusive

Purchase #:
Date:
Supplier Inv#:

Description	Account Name	Amount	Job	Tax

Comment:
Ship Via:
Promised Date:

Subtotal:
Freight:
Tax :
Total Amount:

Memo:

Quote Delivery Status:

Save as Recurring Use Recurring Spell

Help F1 Print Send To Journal Layout Register

Save Quote
Cancel

You can enter a quote to store an estimate or quote you received from one of your suppliers. Then, when you are ready to make the purchase you can change the quote to an order.

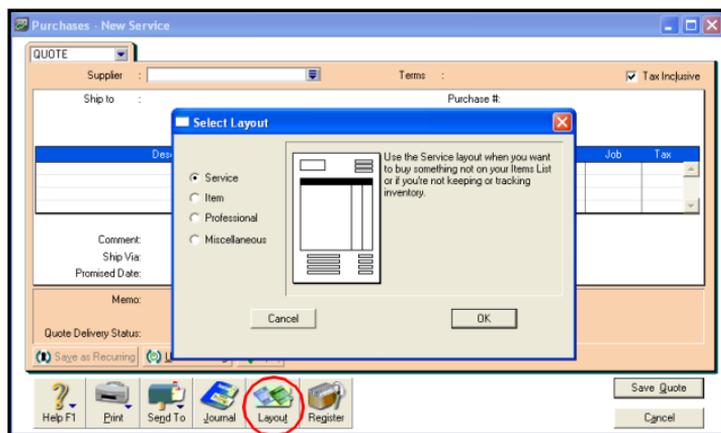
The order can then be changed to a bill when you have received the items or services you ordered and are required to pay the supplier.

Purchase layouts

Depending on the type of purchase you are making, you can choose from four purchase layouts:

- **Item**—Use this layout for stock items you buy regularly and for which you have created item records in your software. You can choose to have your software track the quantity on hand and the average cost of the items you purchase.
- **Service**—Use this layout to purchase services (or items) for which you don't have a record in your software. Examples of such services include repairs, insurance and consultation.
- **Professional**—Use this layout for services you want to track over a certain period. You can include the date each individual service was provided, all on one purchase.
- **Miscellaneous**—Use this format for purchases that you don't need to print, for example, adjustments and debit notes you receive.

To change the layout of a purchase, click **Layout** before you start entering the transaction details.

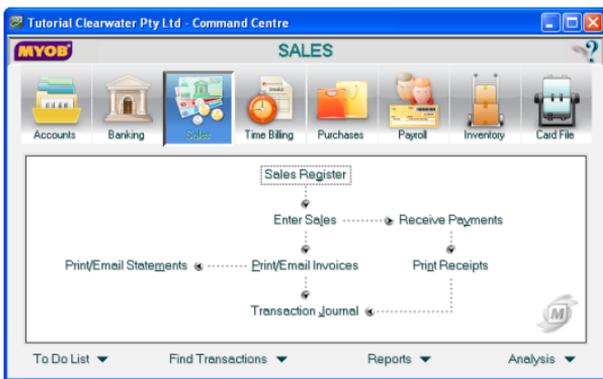


Entering Sales and Payments

You can enter the sale of items and services to customers, and receive payments from them in the **Sales** command centre.

When you enter sales in the **Sales** command centre, you can then track your receivables or trade debtors, open invoices and outstanding sales.

When a customer pays you, you can record their payment using the **Receive Payments** function.



You can enter a sale as a quote, order or invoice. This way you can send a quote to a customer, change it to an order when the customer decides to buy, and then change the order to an invoice when the goods are sent.

Sales can be entered in the Service, Item, Professional and Miscellaneous layout (similar to the purchase layouts described on [page 15](#)).

If you are using AccountRight Plus, AccountRight Premier, AccountRight Enterprise or AccountEdge, you can also bill customers using the Time Billing layout. Time Billing is appropriate for service based businesses that bill for time (and materials) and miscellaneous services provided to clients.

The **Sales Register** gives you quick access to all your sales, including closed sales and credits given to customers.

Credit notes

If a customer returns goods to you, you can create a credit note to reimburse them for the amount returned.

Let's assume that 20 widgets were shipped to Widget Eaters Limited, but five were damaged before they reached the customer. You give the customer a credit note for the five damaged widgets which will be applied against their outstanding invoice.

Creating a credit note follows the same procedure as making a sale, except that the values in the invoice are entered as negative (-) amounts.

If goods are returned and placed back in your inventory for reselling, you would need to use the Item layout so that your inventory is readjusted for the returns.

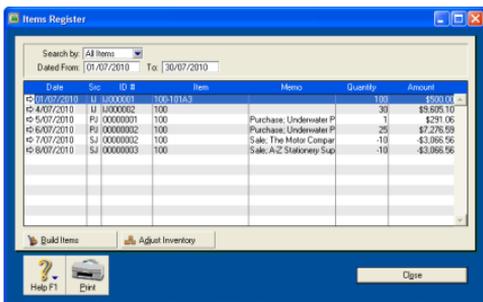
In this case the goods were damaged, which means you won't be placing them back in your inventory. The cost of the damaged goods will be allocated to an income account called Sales Returns and the Miscellaneous layout should be used.

The Sales Returns account will offset the total sales value in the Profit & Loss Statement.

Items Register

The **Items Register** window displays transactions relating to items. When the window is filtered to show a single item, you can view a list of the purchases or sales invoices created for the item, as well as a running balance of the item's quantity and inventory value.

You can open the **Items Register** window from the **Inventory** command centre.

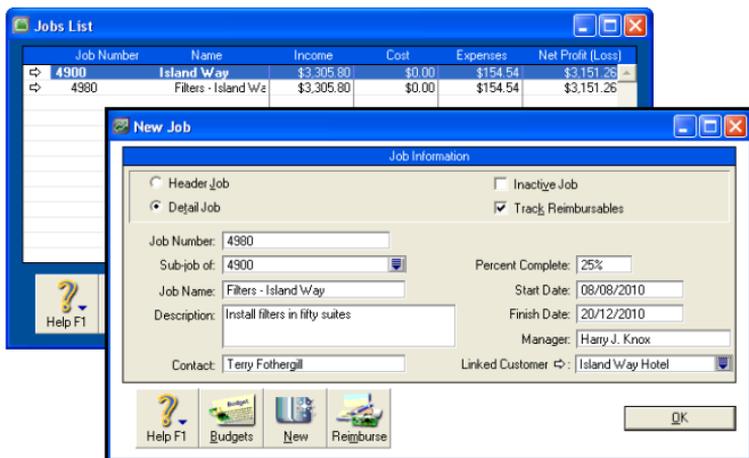


Working with Jobs

Jobs can be set up to track income and expenses related to services you provide to your customers.

Jobs, like accounts and cards, are stored in a list. You can view the **Jobs List** by choosing **Jobs** from the **Lists** menu. Then, view details of a job by clicking the zoom arrow next to it.

The graphic below shows an example of a job already set up in the Clearwater tutorial company file. It is a job set up for the installation of 50 water filters at the Island Way Hotel.



The **Job Information** window displays information about the job, such as the start date, percentage completed, finish date and so on.

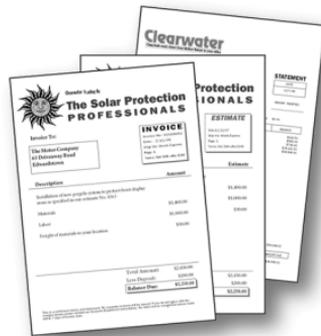
Specific job-tracking tasks include:

- organising jobs in a hierarchy
- setting budgets for each job
- linking jobs to specific customers
- assigning jobs to individual line items on transactions
- tracking reimbursable expenses for your jobs
- preparing invoices to reimburse job expenses
- analysing profit and loss of a job.

Customising and Printing Forms

Forms include the invoices, purchases, cheques, statements and mailing labels that you print using your software. You can customise the way your forms look, for example, by adding a logo or adding and removing text.

If you have used simple drawing programs, you should be comfortable using the **Customise Forms** window.

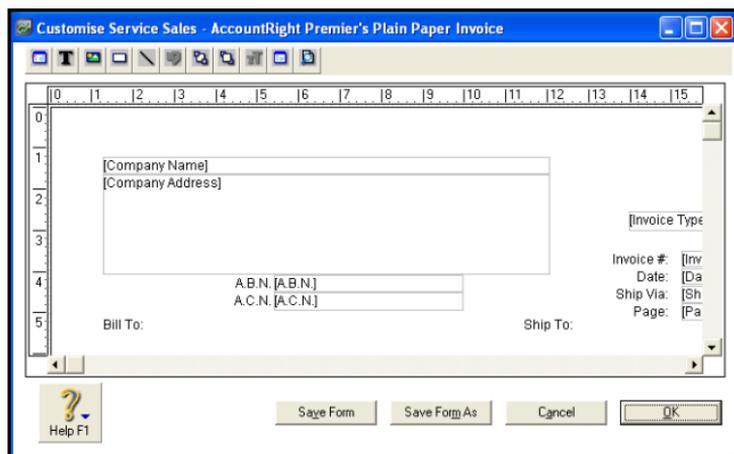


Form templates are saved on your hard drive in a folder called **Forms**. This folder must always be located within the folder in which your AccountRight software has been installed.

You can have a number of templates for each form type—for example, you could have one invoice form template for quotes and another for standard invoices.

To open a form to customise, go to the **Setup** menu, choose **Customise Forms** and then select the form you want to customise.

An item sales invoice form is shown below.



The **Customise** window contains a number of field types:

- **Text fields**—These are fields that you can add using the **Text** tool  in the Tool palette. To edit existing text fields, double-click them.
- **Data fields**—These are fields, already existing on the invoice, that are automatically filled when the invoice is printed. At the customising stage, data fields appear with brackets and the field name. You can change the font, size and position of the fields by double-clicking them or selecting them and clicking the **Font Properties** button . You can also add more data fields and columns by clicking the **Add Data Fields** button .
- **Form size**—You can change how many forms you want printed per page and set the page size. To do this, click the **Form Properties** button  to display the **Form Properties** window.

For detailed information about customising forms, see the Help Centre.

Additional Information

Where do you go from here?

For detailed information about every task you can perform using your AccountRight software, refer to the Help Centre. You can open the Help Centre from the **Help** menu in your software.

MYOB Training

If you want to know more about the features in AccountRight or AccountEdge, and how they can improve the way you run a business, there's an MYOB Training course that can help you.

Designed and written by educational, technical and accounting experts, an MYOB Training course is the fastest way to unlock the full potential of your software.

Courses are run in MYOB Training Centres with class sizes no larger than 12. Your MYOB trainer will take you through a series of exercises contained in an MYOB Training manual, which you can keep for future reference.

Our seminars keep you up to date

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For more information about training courses, go to the MYOB training website at myob.com.au/training

You can also call 1300 555 151 or email training@myob.com.au