CHAPTER 1 CUSTOMISING MYOB

INFOCUS

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

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.myo…

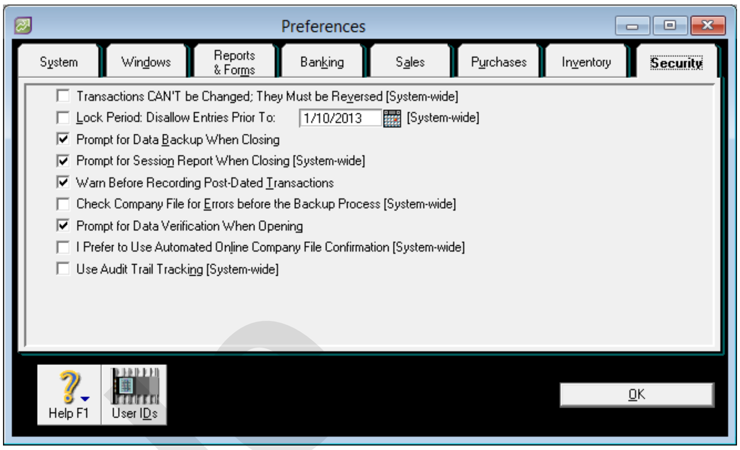
1. In the menu bar select **Setup** > **Preferences** to display the ***Preferences*** window, then click on the ***Security*** tab
2. Click on ***Prompt for Data Backup When Closing*** to display the ***AccountRight Plus*** dialog box with a warning message
3. Read the message, then click on **[I Use My Own Backup Procedures]**
4. Click on ***Prompt for Session Report When Closing*** so it appears unticked
5. Click on ***Prompt for Data Verification When Opening***, read the warning, then click on **[OK]** to remove the tick
6. Click on **[OK]** to close the ***Preferences*** dialog box

   Let's test the settings...

7. Select **File** > **Open File** to display the ***Open*** dialog box

   Notice no warning messages appear…

8. Locate and click on ***Customising.myo*** in the course files folder, then click on **[Open]**
9. Click on **[OK]** to open the file – notice no further prompts appear



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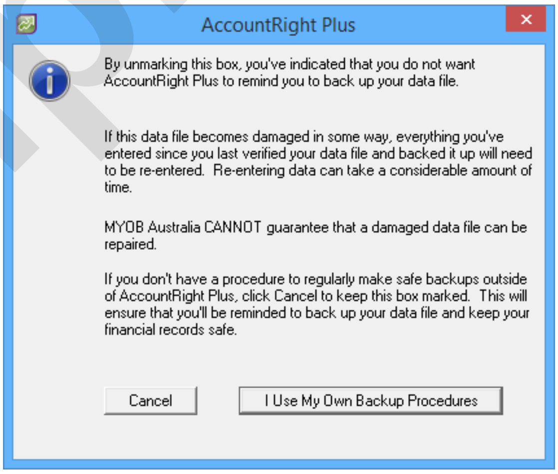


For Your Reference…

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.

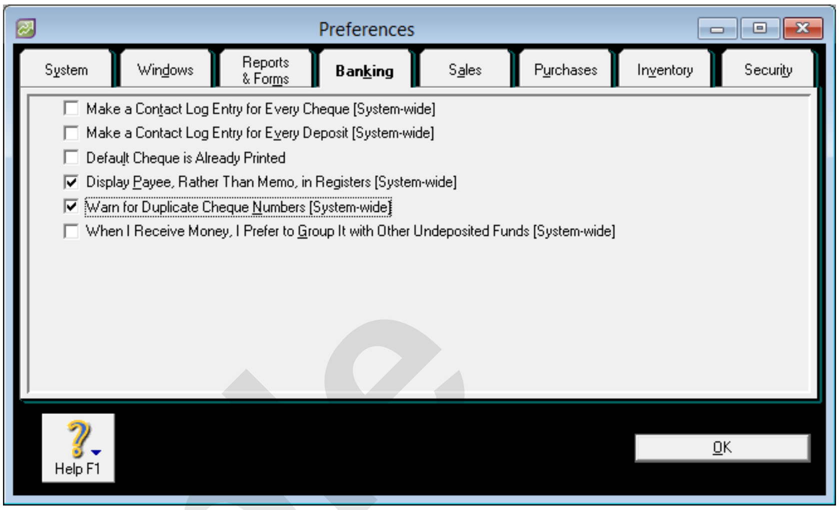
CHANGING SALES AND PURCHASE PREFERENCES

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*** 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



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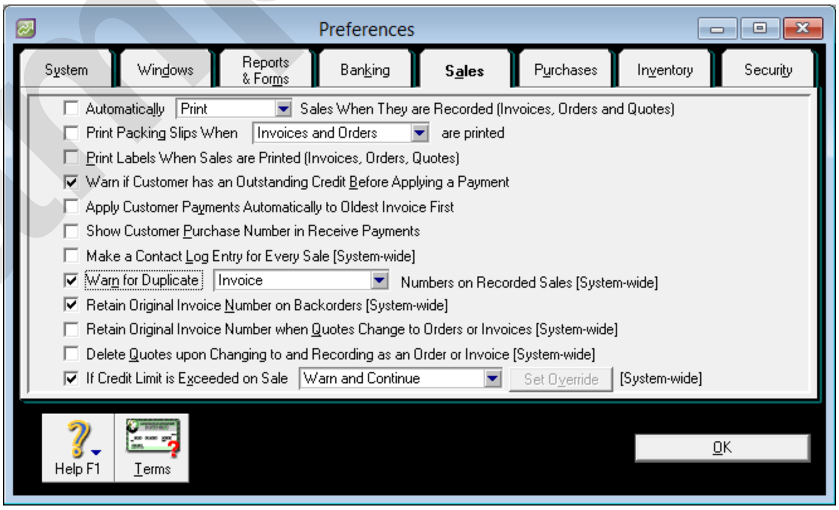

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For Your Reference…

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.

Reports And Form Preferences

The ***Reports & Forms*** tab in the ***Preferences*** window contains many useful options. For instance, one option enables you to define how AccountRight will work with ageing reports. You can also use the options in the preferences to run filters prior to generating reports and specify how reports and forms should appear, including the use of fonts on reports.

Try This Yourself:

Continue using the previous file with this exercise...

1. Select **Setup** > **Preferences** > ***Reports & Forms*** tab
2. Click on ***Always Display Report Customisation Options before Printing Reports*** so it appears ticked
3. Click on **[Reports]** to display the ***Report Format – All Reports*** dialog box
4. Click on the drop arrow for ***Report Line***, select **Subtotals**, then click on the drop arrow for ***Narrow*** and select **Bold**
5. Repeat step ***4*** to format ***Totals*** as shown, then click on **[OK]**
6. Click on **[OK]** to close the ***Preferences*** window

Let's test the settings...

7. In the action panel, click on the drop arrow for ***Reports***, select **Accounts**, then click on ***Standard Balance Sheet*** in ***Balance Sheet*** and click on **[Customise]**
8. Select ***September*** in ***Selected Period***, then click on **[Display]**
9. Click on **[Close]** to close the report, then click on **[Close]** again

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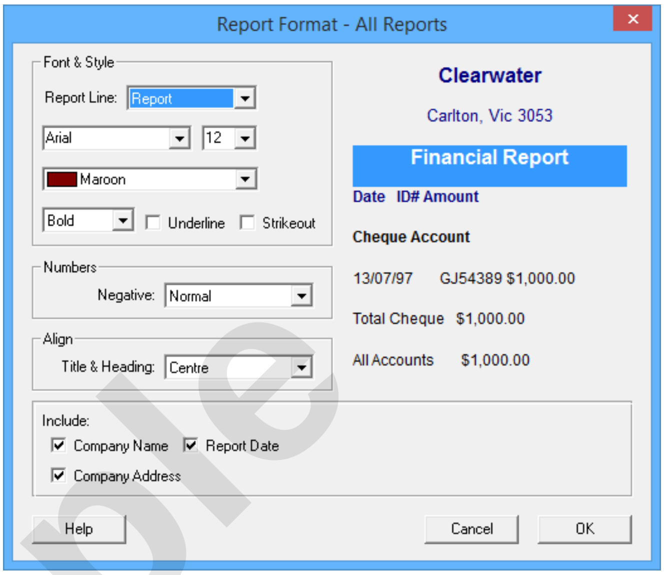

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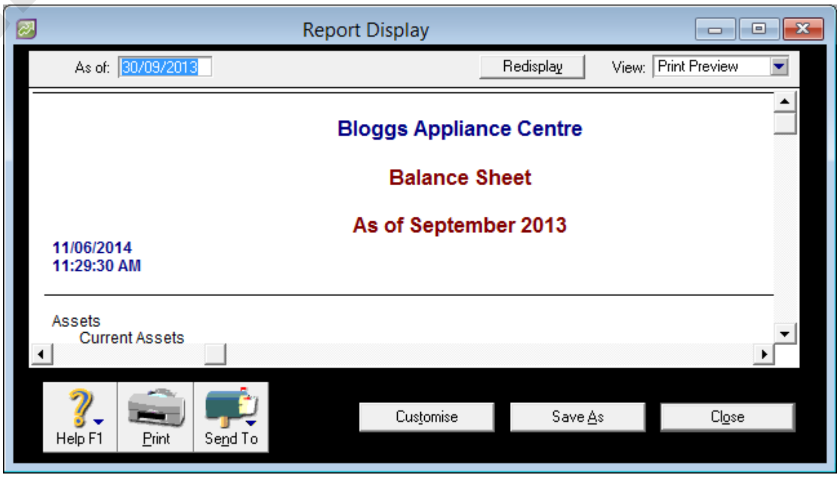
Report Line (in ***Font & Style***):	Totals
Regular (in ***Font & Style***):	Bold
Negative (in ***Numbers***):	Red
Company Address (in ***Include***):	Unticked



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For Your Reference…

To ***display*** the ***customise box*** for all ***reports***:

1. Select **Setup** > **Preferences**
2. Click on the ***Reports & Forms*** tab
3. Click on ***Always Display Report Customisation Option Before Printing Reports*** so it appears ticked

Handy to Know…

- In the ***Reports & Forms*** tab in the ***Preferences*** window, you can click on **[Forms]** to set the default formatting for forms you create and **[Email]** to change the default subject and message used when emailing your sales, purchases and statements.

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 verify a data file
- ✓ 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 ***Verify*** process in AccountRight checks to ensure that the data file is working correctly and that all of the data in it can be correctly accessed. Data verification is important because errors can sometimes occur unnoticed.

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.

VERIFYING A DATA FILE

Unless you have changed the setup of AccountRight in the ***Preferences*** window, you will most likely be asked to verify the data each time you open a data file. Data verification examines all of the internal data links to ensure that the data is correctly cross-referenced and placed. You can perform a manual verification at any time and it is suggested that you do this daily.

Try This Yourself:

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

1 Select **File** > **Verify Company File**

You will be advised that verification can be a lengthy process when performed on a large file...

2 Click on **[OK]**

AccountRight will perform the verification and inform you of the result...

3 Click on **[OK]** to close the message box

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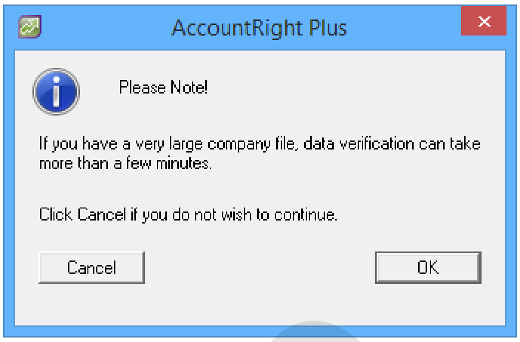

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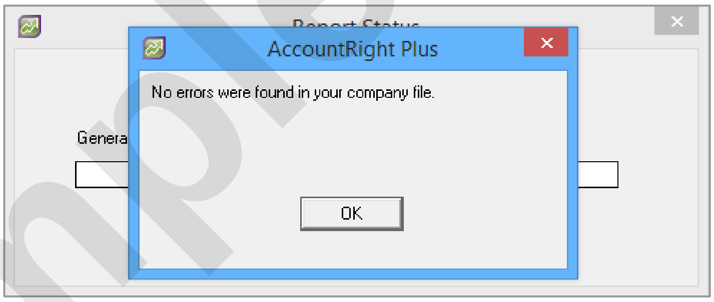

For Your Reference…

To ***verify*** a ***data file***:

1. Select **File** > **Verify Company File**
2. Click on **[OK]**
3. Click on **[OK]**

Handy to Know…

- Verifying a file detects errors. Errors can occur in a file for many reasons. The file may have been infected with a virus or, if a computer is accidentally switched off in the middle of an operation, en error may also occur in the file.

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:

Continue using the previous file with this exercise...

1. Select **File** > **Back Up** to display the ***MYOB Company File Backup*** 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. Ensure ***Do not check Company File for errors*** is selected, then click on **[Continue]** to display the ***Back Up*** dialog box
3. Type **Backup 001** in ***File name***
4. Navigate to the ***Course Files for MYOB AccountRight v19*** folder
5. Click on **[Save]**

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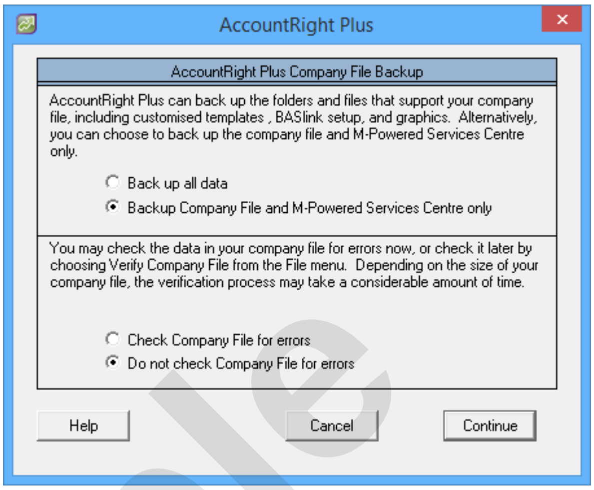
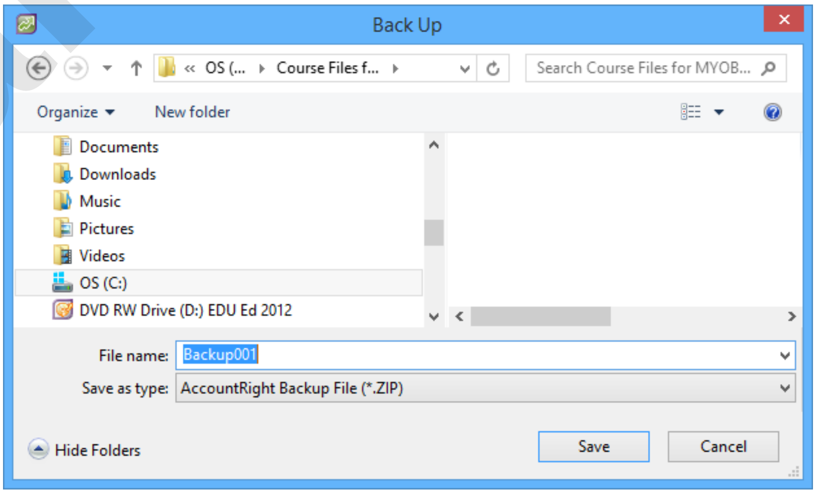


2 *MYOB enters a default file name and location for you. The name is made up of the number and day of the month (month first). The backup location is set to a special Backup folder which sits inside the MYOB18 folder, created during installation. You can change any of these settings and enter your own,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



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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…

- It is advisable to verify a file prior to performing a back up. This way you will be assured that you are backing up a valid and fully functioning data file.

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:

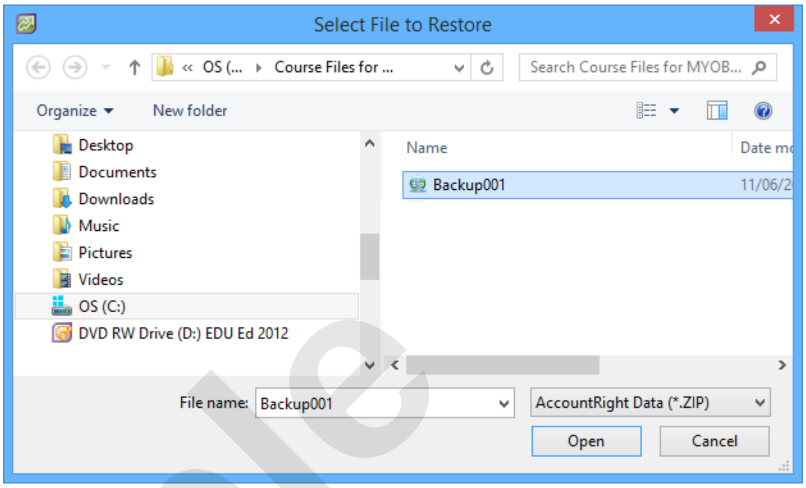
Continue using the previous file with this exercise...

1. Select **File** > **Restore** to display the ***Select File to Restore*** dialog box
2. Locate and 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]** to display the ***Save As*** dialog box

   You cannot restore a file to a folder if the file already exists there. We are restoring the file File Management.myo which already exists in the folder, so we will accept MYOB's offer to rename the file (it has added a "1" to the end of the name)...
4. Click on **[Save]** to display a confirmation
5. Click on **[OK]**

   Once a file is restored, AccountRight will open it, so you will be required to sign on as usual...
6. Click on **[OK]** to open the file



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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.

NOTES:

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-on*** dialog box appears each time you open a data file.

If you don't specify otherwise, all that the ***Sign-on*** 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.