CHAPTER 1 STARTING WITH ACCOUNTRIGHT

It is important to familiarise yourself 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 a thorough understanding of the basics is very useful. This chapter will cover how to navigate ***AccountRight*** data files and how to extract some essential business information.

In this session you will:

- ✓ gain an understanding of how ***AccountRight*** works
- ✓ gain an understanding of how ***AccountRight*** is started
- ✓ learn how to start ***AccountRight***
- ✓ gain an understanding of the ***AccountRight*** screen
- ✓ gain an understanding of the ***Command Centre***
- ✓ learn how to navigate in a ***Command Centre***
- ✓ learn how to use the ***Command Centre***
- ✓ gain an understanding of some of the features of ***AccountRight***
- ✓ 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 access 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 basic commands in ***AccountRight***
- ✓ learn how to open ***AccountRight***.

How AccountRight Works

Every company or organisation should strive to properly manage its business affairs and ***AccountRight*** is designed to help you to do just that. ***AccountRight*** can help you to organise and maintain all aspects of the finances involved with your business.

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 balance sheets and profit and loss statements.

An Electronic Bookkeeping System

In essence, ***AccountRight*** is simply an electronic bookkeeping system. 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.

MYOB (the company) and AccountRight (the software)

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

There are several editions of ***AccountRight*** including ***AccountRight Standard***, ***AccountRight Plus***, ***AccountRight Premier***, and ***AccountRight Enterprise***. The main difference between them is the features they include (for example *Plus* will have more features 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 the tasks covered using any edition of ***AccountRight*** or even ***AccountEdge*** (with some minor adjustment given the difference between *Microsoft Windows* and the *Mac* operating systems).

UNDERSTANDING STARTING ACCOUNTRIGHT

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. However there are some differences that you should be aware of that take place when ***AccountRight*** is started.

Starting AccountRight in Windows 8.1

If ***AccountRight*** has been installed in Microsoft Windows 8.1 using the default settings of the installation program it will be located in a folder named according to its edition and version: e.g. ***MYOB Standard19***, ***MYOB Plus19***, ***MYOB Premier19***, or ***MYOB 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. ***MYOB Plus19ED***, ***MYOB Premier19ED***.

AccountRight can be started in Windows 8.1 in a couple of ways. You can start it by:

- Typing ***MYOB*** into the ***Start*** screen
- Double-clicking on the program in the ***Apps*** view
- Clicking on the ***AccountRight*** icon on the desktop taskbar

Starting AccountRight In Previous Versions Of Windows

If your computer uses a Windows version prior to Windows 8 or Windows 8.1, you will need to use a different method to start ***MYOB AccountRight***. To start ***AccountRight*** in an earlier version of Windows you can:

- Click on the ***Start*** button and locate the appropriate ***AccountRight*** program on the ***Start*** menu
- Double-click on the desktop icon that ***AccountRight*** placed on your desktop during installation

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 explained in our courseware title ***MYOB AccountRight 19 - Module 2***).

The AccountRight Welcome Screen

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.

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.

STARTING ACCOUNTRIGHT

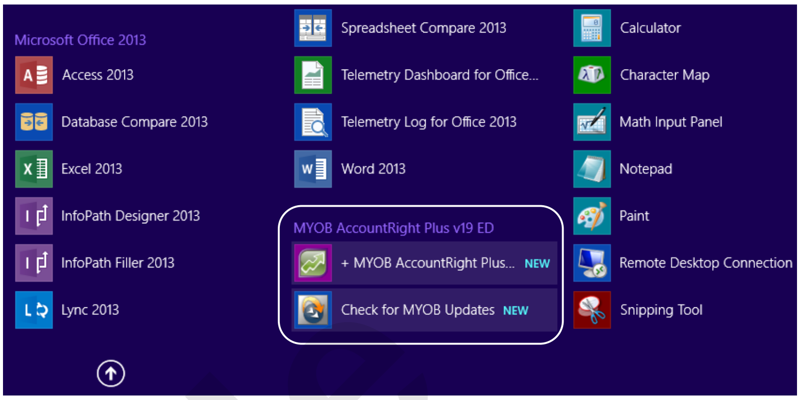
You can open ***AccountRight*** by using any standard method ***Windows*** offers for starting applications with the exception of double-clicking on a data file in ***File Explorer*** (unless ***file associations*** have been set). If your computer uses Windows 8.1 it will default to either the desktop or the ***Windows Start*** screen, depending on the technology you are using.

Try This Yourself:

Open File

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

1. If there is no ***AccountRight*** icon in the taskbar at the bottom of the desktop, click on the ***Windows*** icon in the taskbar to display the Windows ***Start*** screen
2. Move the mouse pointer to display the white ***down arrow*** icon in the bottom left corner of the ***Start*** screen
3. Click on the white arrow to display the ***Apps*** view
4. Locate the ***MYOB*** apps, as shown, then click on ***MYOB AccountRight v.19*** to open ***AccountRight*** with the welcome screen displayed
5. Right-click on the ***AccountRight*** icon in the taskbar to display a menu of options, as shown, then select **Pin this program to the taskbar**
6. Repeat step ***5*** to select **Close window** to close ***AccountRight***
7. Click on the ***AccountRight*** icon in the taskbar to open ***AccountRight*** again



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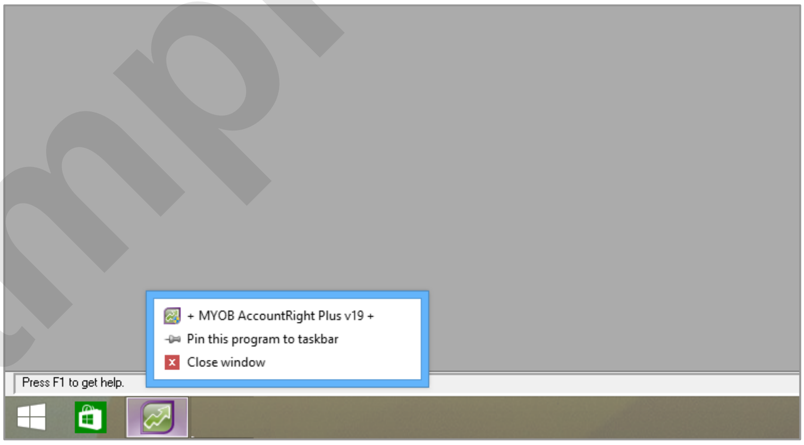

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For Your Reference…

To ***add*** an ***AccountRight icon*** to the ***desktop taskbar***:

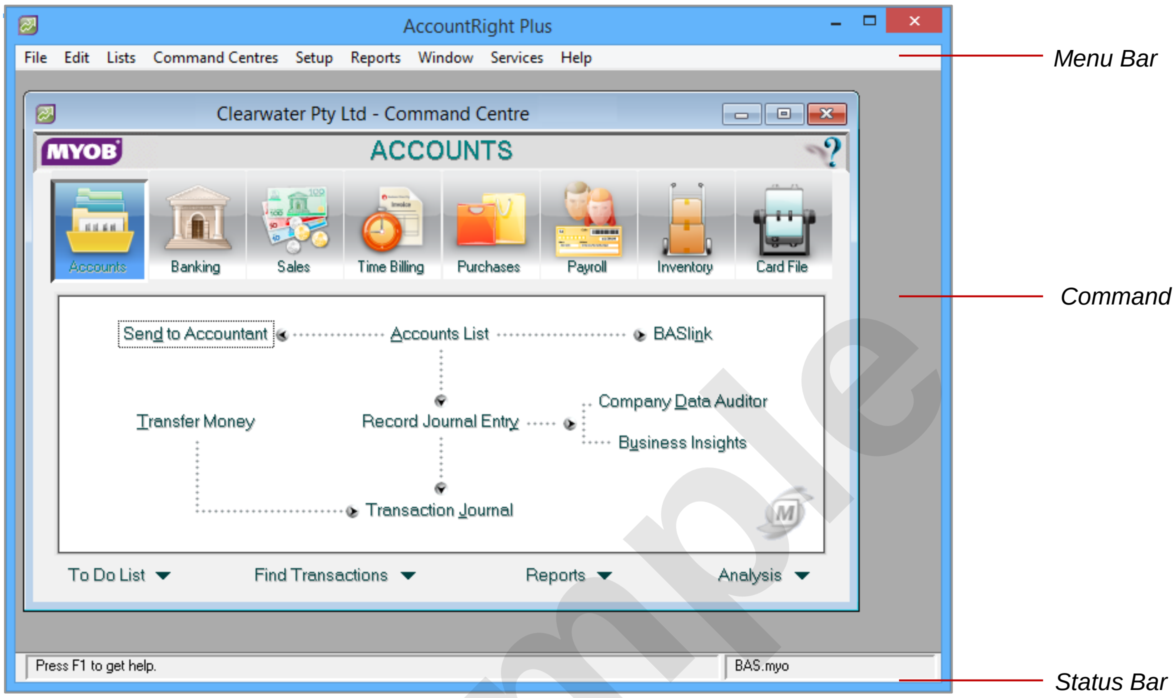
1. From the Windows ***Start*** screen, click on the white down arrow icon to display the ***apps*** view
2. Right-click on ***MYOB AccountRight***, then select **Pin to taskbar**

Handy to Know…

- Pressing [Windows key] will display the ***Start*** screen.
- If your computer defaults to the ***Start*** screen it may be quicker to simply begin typing ***MYOB*** into the ***Start*** screen and select the appropriate program from the ***Search*** results pane on the right of the screen.

THE ACCOUNTRIGHT SCREEN

When you choose the ***Open***, ***Create***, or ***Explore*** options from the ***Welcome*** window you will 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***.



The ***AccountRight*** screen is comprised of three main areas: the ***menu bar***, the ***Command Centre***, and the ***status bar***. The ***menu bar*** consists of nine options presented horizontally across the top of the screen. Each of these options has a drop down menu that contains various options.

The 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***. Clicking on one of these modules displays a unique command centre for that particular module.

Elements Of The Command Centre

The ***Command Centre*** provides a visual representation of most of the operations that can be found on the menu bar.

Essentially, the ***Command Centre*** is divided 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 **[Banking]** in the icon bar you will be able to perform actions applicable to banking such as spending money, reconciling accounts, bank deposits and the like. These commands are displayed as part of a ***flow chart*** that appears below the icon bar. Each icon on the icon bar has its own flowchart and special series of operations. For instance, in the image above, **[Payroll]** has been selected in the icon bar and so the flowchart that is displayed contains operations such as payroll categories, print payment summaries, 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 key to how ***AccountRight*** works is understanding the ***Command Centre***. The ***Command Centre*** is divided into six or eight 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…

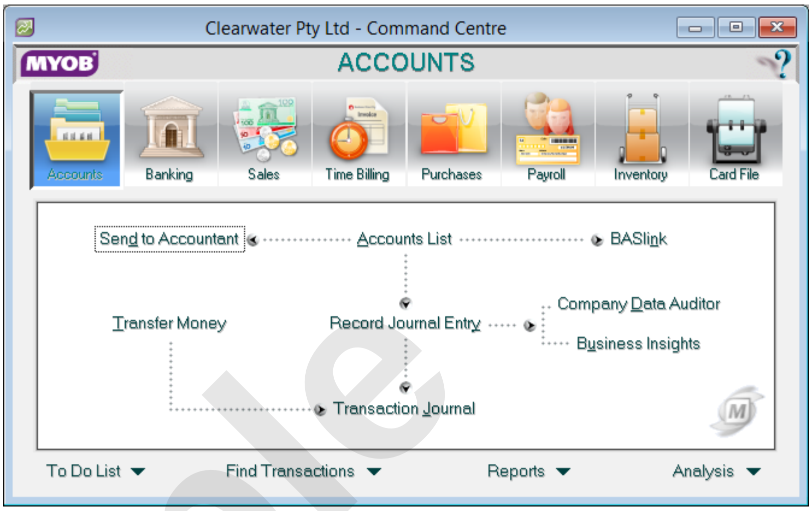
1. Click on **[Accounts]** in the ***Command Centre*** to see the ***Accounts*** flowchart
2. Click on the other icons in the icon bar to see their respective flowcharts

Let's use the menu bar…

3. Click on ***Command Centres*** in the menu bar to display a menu of options, as shown
4. Point to **Banking**, then select **Command Centre** to display the ***Banking*** flowchart
5. Repeat step ***3,*** point to ***Purchases,*** then select **Command Centre** to display the ***Purchases*** flowchart

Let's try keyboard shortcuts…

6. Hold down Ctrl, then press **1** to display the ***Accounts*** flow chart again
7. Hold down Ctrl, then press the numbers **2** through to **8** to see the other flowcharts



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For Your Reference…

To ***navigate Command Centres***:

1. Click on the icon in the ***Command Centre*** (e.g. **[Accounts]**), or
   Click on ***Command Centres***, then point to an option and select **Command Centre**, or
   Hold down Ctrl, then press the numbers ***1*** through to ***8***

Handy to Know…

- Just like starting ***AccountRight***, there are many different ways that you can navigate the ***Command Centre***. No way is superior to another, you must simply choose the technique that you are the most comfortable with.

USING THE COMMAND CENTRE

The ***Command Centre*** provides you with easy access to all of the commands you need in order to work with ***AccountRight***. Clicking on different commands in the ***Command Centre*** will display the relevant dialog box to help you complete your tasks.

Try This Yourself:

Open File

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

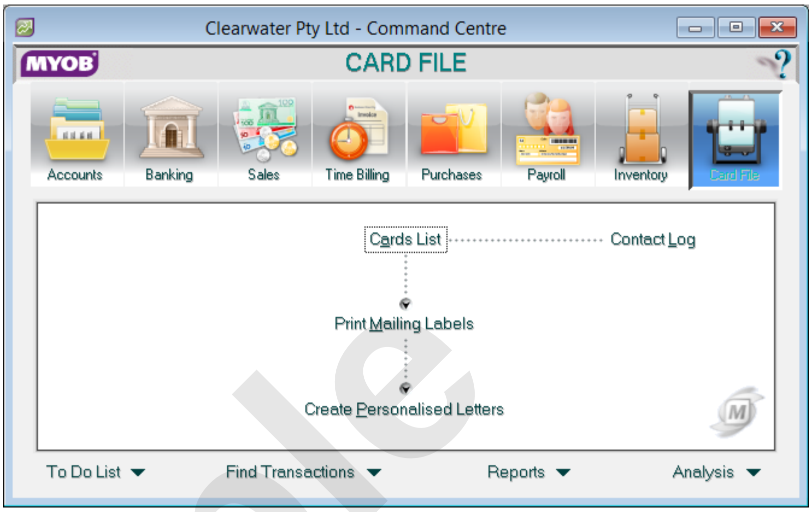
1. Click on **[Card File]** in the ***Command Centre*** to display the ***Card File*** flowchart
2. Click on ***Cards List*** in the flow chart to display the ***Cards List*** dialog box
2. Click on **[Close]** to close the dialog box

Let's use the menu bar…

3. Click on ***Command Centres*** in the menu bar, point to ***Card File***, then select **Cards List** to view the ***Cards List*** dialog box again
4. Click on **[Close]** to close the dialog box

Let's try the keyboard shortcuts…

5. Hold down Ctrl, then press F to display the ***Cards List*** dialog box again
6. Press Esc to close the dialog box again



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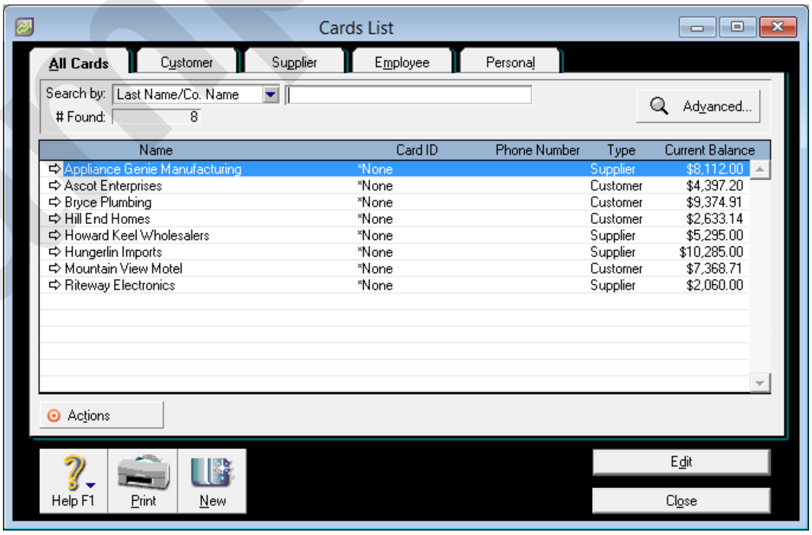

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For Your Reference…

You can ***access*** a ***flowchart*** by:

- Clicking on the option with the mouse, or
- Using the menu system, or
- Using a keyboard shortcut

Handy to Know…

- You can view available keyboard shortcuts for the commands in the ***Command Centre*** by clicking on ***Command Centre*** in the menu bar and pointing to an option. Commands that have keyboard shortcuts will have the relevant keyboard shortcut displayed next to their name in the menu.

FEATURES OF ACCOUNTRIGHT

There are a number of useful shortcuts and features to be aware of when working with ***AccountRight*** that can save you a lot of time and effort. These include things such as **[Easy Add]** in the ***Select from List*** dialog box which allows you to make a quick entry into the card system.

Lists In AccountRight

AccountRight stores a great deal of data and information for you. Sometimes you need to specify information about data that is already stored. For example, when you create an invoice, ***AccountRight*** needs to know who the customer is. Obviously you shouldn't have to enter all of the details about a customer every time you raise an invoice for that customer. Fortunately, in ***AccountRight*** once you have entered the customer the first time, you can choose that customer from a list the next time you need to raise an invoice.

There are a number of ways of displaying these ***lists*** in ***AccountRight***. Whenever you need information from a list you can press Tab, providing that the input box is currently empty. Many lists can be accessed using a ***list arrow*** . When you click on this arrow the ***Select from List*** dialog box will display. These ***Select from List*** dialog boxes display a list of accounts, customers, invoices, inventory items, vendors, and the like and allow you to select the particular one that you wish to use without having to remember special numbers or codes.

For example, when creating a sales invoice you simply click on the list arrow next to customers to see all of the customers already in the system.

The Easy-Add Button

The **[Easy Add]** button at the bottom of a ***Select from List*** dialog box allows you to make a quick entry into the card system and use that entry immediately.

Normally before you can create an invoice for a new customer you must create a new card file entry for the customer in the system so that an invoice can be raised. Creating a new card half way through creating an invoice can be distracting.

[Easy Add] allows you to type the name of the new customer. ***AccountRight*** will automatically create a card file entry for you and will place it into the invoice. You can then return to the card file entry at a later time to complete it fully. If you intend to use ***AccountRight*** for your invoicing this feature will save you a lot of time.

Drill-Down Arrows

You'll often see little arrows next to invoices, purchase orders, customers, vendors, employees, and other areas. These arrows allow you to see more of the detail pertaining to the item that they appear next to. For example, if you click on an arrow next to an invoice number, ***AccountRight*** will display the invoice in a window. If you click on an arrow next a customer, ***AccountRight*** will display the card file for that customer. These arrows allow you to drill down through the system until you obtain the information that you need.

The arrows will appear white , or grey . A white arrow indicates that the details can still be changed. A grey arrow indicates that the details cannot be changed and must be either reversed or corrected using a journal entry.

While some of these tips may not seem logical or clear at this point you'll appreciate them once you are working with ***AccountRight***. We have introduced them here so that you are aware of their importance as you come across them while working with ***AccountRight***.

Exit Easily

Fourthly, you can close any dialog box in ***AccountRight*** without causing any damage by pressing Esc. Sometimes you will find that you have navigated into an area or into a dialog box that you don't want – just press Esc until you are back at the ***Command Centre***

FINDING ACCOUNTRIGHT TRANSACTIONS

Many businesses need to make regular enquiries. For instance, how much has the rent cost us in the last six months or how many cash sales have we made this month? ***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 purpose of bookkeeping is to record the details of 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 the like. To help better analyse the business these *transactions* are then posted to *accounts*. Accounts then 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 the relevant details are posted to several accounts, one of which will be the telephone account. You can look up the account register for telephones and see how much you've spent at any stage

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 three months. ***AccountRight*** has a special ***Find Transactions*** feature which allows you to do this. Below are the steps involved in this process:

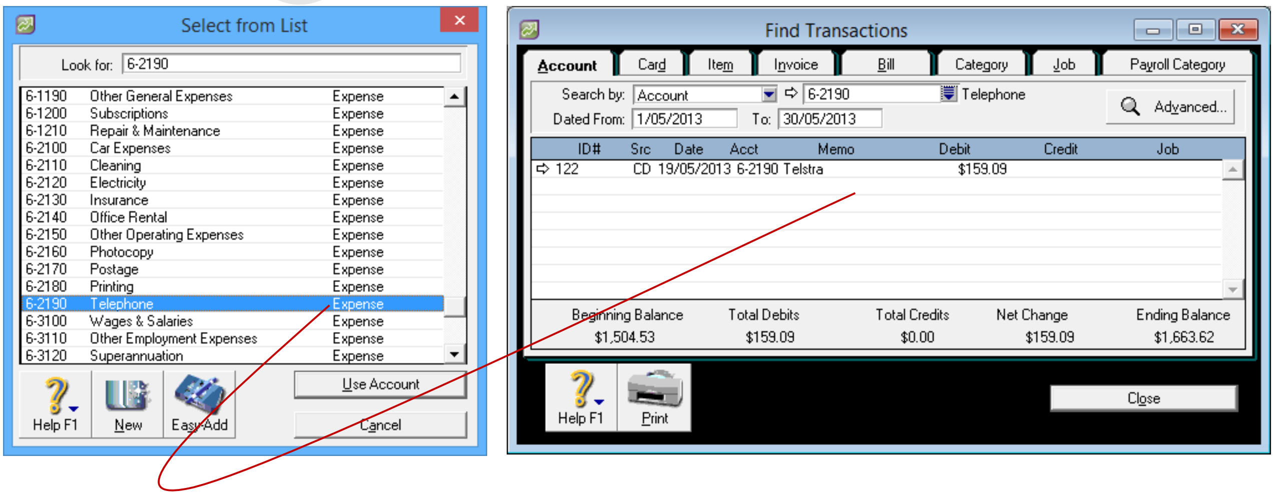
Step 1

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

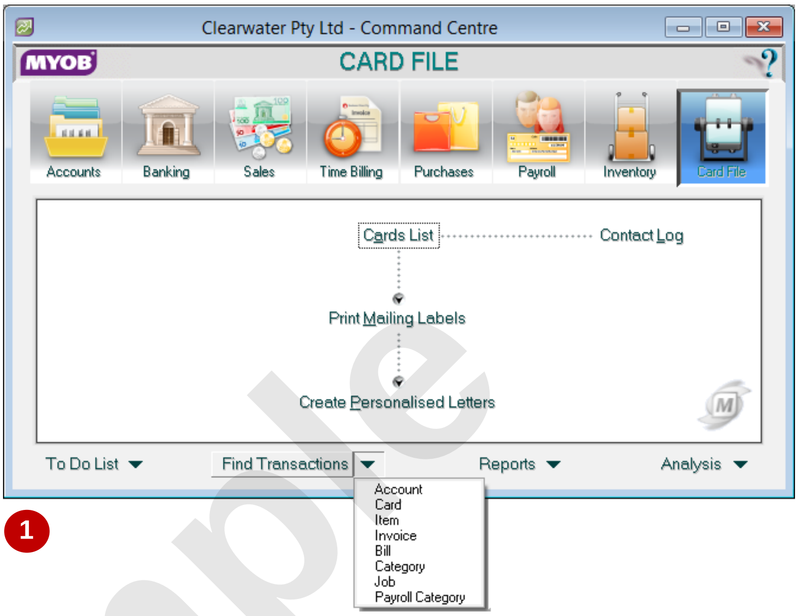
The purpose of a good accounting system is two-fold. Firstly, it must allow you to enter data in a simple and efficient way and secondly, it must allow you to find transactions and information about your business using the data that has been entered. ***AccountRight*** allows you to make ***enquiries*** 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. At the bottom of the ***Command Centre***, click on the ***Find Transactions*** drop arrow to see a list of transaction types, as shown
2. Select ***Account*** to display the ***Find Transactions*** dialog box with the ***Account*** tab active
3. Click on the list arrow for the blank field to the right of ***Search By*** to see the ***Select from List*** window
4. Scroll down and click on the ***6-2190 Telephone*** expense account, then click on **[Use Account]**
5. Click on the date in ***Dated From***, type **1/7/12**, click on the date in ***To***, type **31/12/12**, then press Tab to force the change
6. Click on **[Close]** to close the ***Find Transaction*** dialog box



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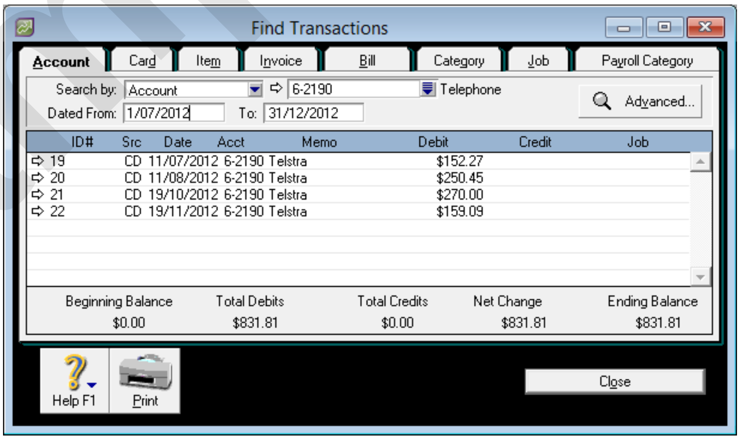

For Your Reference…

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

1. In the ***Command Centre***, click on the ***Find Transactions*** drop arrow, then select **Account**
2. Click on the ***Search By*** list arrow, then choose the appropriate account
3. Enter a valid date range

Handy to Know…

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

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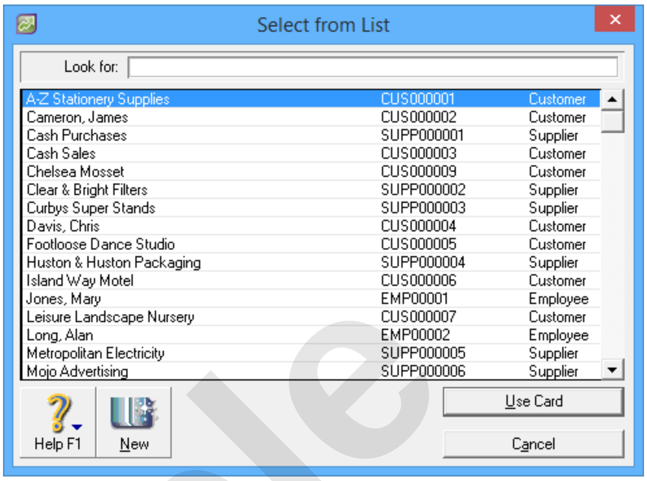

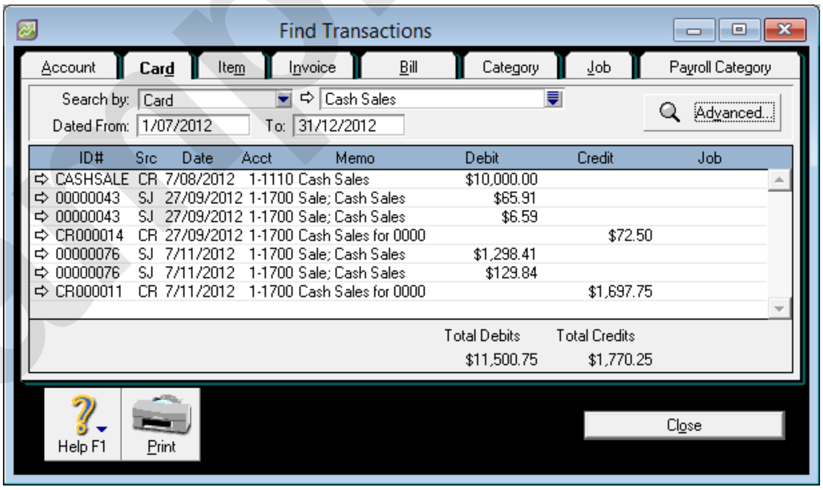

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For Your Reference…

To ***find past cash transactions***:

1. In the ***Command Centre***, click on the ***Find Transactions*** drop arrow, then select **Card**
2. Click on the ***Search By*** list arrow, then select **Cash Sale**
3. Enter a valid date range

Handy to Know…

- Normally ***AccountRight*** will remember date ranges from previous transactions.