



Serving the Central Coast

Your local MYOB expert

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Tips for MYOB AccountRight Users 2013

Tip 1: Check that you are using the latest release

With AccountRight Live, MYOB now update the software about every 6 weeks. To check which version you are using, go into your data file and select Help ... About MYOB AccountRight. The current version (as at 1 April 2013) is 2013.0.14.9524. To check and install an update, close out if MYOB, then go to Start ...All Programs ... MYOB, then below your installed product select "Check for MYOB Updates" and follow the instructions.

Tip 2: Use Bank Feeds

Bank feeds is one of the Live Services that come with an AccountRight Live subscription. Once you have registered for Bank Feeds you can download transactions into your data file and easily reconcile your bank account. You can set up rules to simplify data entry.

Tip 3: Share your data "in the Cloud"

AccountRight Live subscribers can store their data "in the cloud." This means that your file can be accessed from other locations by staff or by accountants or BAS Agents (by invitation).

Tip 4: Restrict Staff Access to Various Roles

You can set the functions and roles that staff members have access to, such as Sales or Payroll.

Tip 5: Use Additional Customisation in Forms

In invoices and other forms, you can specify that certain fields print on every page, on the first page only or on the last page only.

Tip 6: Looking for the Session Report?

The Accounts Reports now include the Journal Security Audit and the Session Security Audit.

Tip 7: The Location of Customised Forms has Changed.

Customised Forms are no longer in the Forms folder of each computer. They are now part of the data file, but can be exported and imported into other data files.

If you would like assistance with these or other functions, please contact us.

