Release Notes

MYOB AccountRight Plus v19
MYOB AccountRight Standard v19

Software name change

The name and version number of your MYOB software has changed. All MYOB Accounting products are now named AccountRight, and the current software version for all products is now version 19.

If you were previously using...	The current name and version is...
Premier Enterprise v6.5 or earlier	AccountRight Enterprise v19
Premier v12.5 or earlier	AccountRight Premier v19
Accounting Plus v18.5 or earlier	AccountRight Plus v19
Accounting v18.5 or earlier	AccountRight Standard v19

Note that apart from the new features listed in this document, all other functionality of your software is the same.

For simplicity, the term ‘AccountRight software’ is used to collectively refer to AccountRight Plus and AccountRight Standard. When necessary, specific references are made to a single product, for example, AccountRight Plus.

Overview

These Release Notes describe how to upgrade your software. Note the following before you install your software.

Minimum operating system

Windows XP (Service Pack 3), Windows Vista (Service Pack 2) or Windows 7.

NOTE: **Full list of system requirements** For a full list of compatible hardware and software requirements for running AccountRight, see myob.com.au/minimum_specs.

MYOB ODBC Direct If you use applications that rely on MYOB ODBC Direct—such as MYOB M-Powered Import Assist or a third-party add-on solution—you may need to update your ODBC Direct driver settings before using it with this version of MYOB software. For more information, see 'Updating your ODBC Direct driver' on page 7.

Important changes introduced in earlier versions

Change	Software version	Details
M-Powered Services Centre integration	Premier Enterprise v5 Premier v11 Accounting Plus v17 Accounting v17	Previously, your company data and your M-Powered Services Centre data were stored in separate files. From these releases, these two files are integrated. The integration doesn't happen until you close or back up your company file for the first time using the new release of your AccountRight software.
File extension change	Premier Enterprise v3 Premier v9 Accounting Plus v15 Accounting v15	In this version of your software, the file extension for company files was changed from '.prm' or '.dat' to '.myo'. For example, Clearwtr.prm is now Clearwtr.myo.
Activation of company files	Premier v7 Accounting Plus v13 Accounting v13	If you are upgrading from one of these software versions or earlier, you now need to activate your company file. Read the support note 'Upgrading from a pre-2004 version', at myob.com.au/supportnotes/upgrssadepre2004

Do the following to upgrade your software.

Task		See
1	Install your AccountRight software	below
2	Upgrade files in your AccountRight software	page 4
3	Read about new features in your AccountRight software	page 9

Installing your software

To install AccountRight

1. If your computer only allows users with administrator privileges to install programs, log in as administrator.
2. If a virus scanner is enabled, disable it. Note that installation of some components may fail if you have a virus scanner running.
3. Save any open documents and close all programs.
4. Insert the AccountRight software CD into the drive. An installation window appears.

   NOTE: **If the installation window does not appear** Open the CD drive—usually the D:\drive—in Windows Explorer and double-click the **autorun.exe** icon.

5. Click **Install** and follow the on-screen installation instructions.

   NOTE: **OfficeLink driver window may appear during installation** If you choose to install your AccountRight software in a location other than the default location, one or two OfficeLink driver windows may appear during installation. If they appear, you need to close them to resume the installation.

6. When installation is complete, click **Finish**. Your default web browser displays the Help Centre.

   NOTE: **Register for software updates** In this release, you can manage your software updates using the Software Manager feature. For more information, see 'Software update management' on page 15.

7. If you disabled a virus scanner at step 2 above, re-enable it.

NOTE: **MYOB Technical Support** If you require technical assistance with installing your AccountRight software, see 'Technical support' on page 8.

Upgrading your files

Your company files created with a previous version of MYOB software need to be upgraded to use the new features. Customised reports, forms, letters, spreadsheets and graphics, also need to be upgraded.

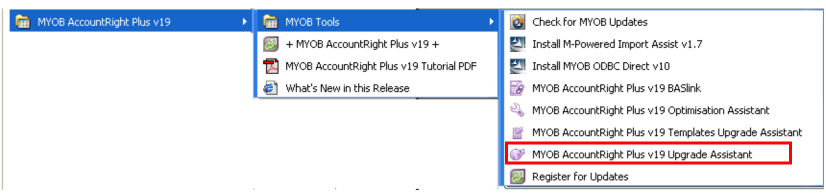
Do the following for each company file.

Task		See
1	Upgrade your company file	below
2	Upgrade customised templates	page 5

Task 1: Upgrade your company files

1 Open the Upgrade Assistant.

Go to the Windows **start** menu > **All Programs** > your AccountRight software folder (for example **MYOB AccountRight Plus v19**), choose **MYOB Tools** and then choose the Upgrade Assistant.



The Upgrade Assistant welcome window appears.

2 Click **Next**. The **Find File to Upgrade** window appears.

3 Click **Find File.** The **Select Company File to Upgrade** window appears.

4 Select the company file to be upgraded and click **Open**.

If an M-Powered Services Centre warning window appears stating that a .box file cannot be located:

- If you use M-Powered Services, click **Locate File**, locate the .box file corresponding to your company file and click **Open.**
- If you do not use M-Powered Services, click **Upgrade Company File Only**.

The **Find File to Upgrade** window appears. In the **Find File to Upgrade** window, the file path and name of the company file appear in the field below the **Find File** button. The proposed path and name of the company file, as it will be after upgrading, appear in the field below the **Save As** button.

5 If you want to change the location or name of the upgraded company file:
   a Click **Save As**. The **Save As** window appears.
   b Select the file location, type a new file name and click **Save**.

NOTE: **Restricted access to the Program Files folder in Windows Vista** User Account Control (UAC) is a security feature in Windows Vista. If UAC is active, files saved in the **Program Files** folder can only be opened by the Windows user who saved the files. If other users need to access your company file, do not save it in this folder. For more information about User Account Control, see Windows Vista Help.

6 Click **Next**. The **Confirm** window appears.

7 Click **Next** to start the upgrade. When the file has been upgraded, the **Complete** window appears.

8 If you want to upgrade another company file, click **Next** or click **Finish** to close the Upgrade Assistant.

   If you customised any reports, forms or letters in your previous version of your software, proceed to 'Upgrade customised templates' below.

Task 2: Upgrade customised templates

If you use customised reports, forms, letters, spreadsheets or graphics, you need to upgrade these custom templates to use with the new version of your AccountRight software. You also need to upgrade your customised BASlink setup.

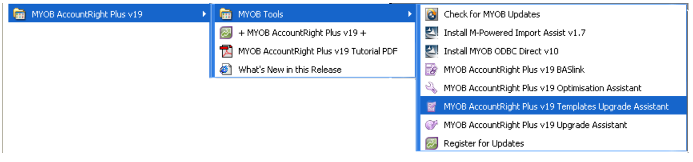
You can automatically upgrade your custom templates using an upgrade assistant (see page 5), or upgrade them manually by copying the templates to the installation folder (see page 6).

To automatically upgrade customised templates

NOTE: **Customised spreadsheets need to be upgraded manually** If you have customised spreadsheets that you want to upgrade, you will need to follow the procedure 'To manually upgrade customised templates' on page 6.

1 Open the Templates Upgrade Assistant.

   Go to the Windows **start** menu **>** **All Programs** **>** your AccountRight software folder (for example, **MYOB AccountRight Plus v19**), choose **MYOB Tools** and then choose the Upgrade Assistant.



The Templates Upgrade Assistant welcome window appears.

2 Click **Next**. The **Copying Files** window appears.

The path to your previous software is displayed in the **Source** field and the path to your current AccountRight software is displayed in the **Destination** field.

NOTE: **If the previous version cannot be found** If your previous software was not installed in the default location, a message will appear stating that the previous version could not be found. To manually locate it, click **Browse** and select the location. Click the .exe file (for example, myobp.exe) and then click **Open**. The correct path should now be displayed in the **Source** field.

3 Click **Start**. The templates upgrade process begins.

NOTE: **Old templates folder** The upgrade assistant moves the default templates for the latest version (for example, Accounting18\Forms) into a folder with the prefix 'Old' (for example, Accounting18\Old Forms). You can find any new forms that were not available in the previous version in this folder.

When the process is complete, the **Finished** window appears.

4 Click **Finish** to close the Upgrade Assistant.

To manually upgrade customised templates

1 Open Windows Explorer.

2 Locate and open the installation folder of your previous version of your software (for example, the folder located at C:\myob18). The installation folder contains these folders:

Folder	File extension	Description
Custom	*.rpt	User-customised report templates
Forms	*.frm	Standard and user-customised form templates
Letters	*.dot	Standard and user-customised Microsoft Word document templates
Sprdsht	*.xlt	Standard and user-customised Microsoft Excel spreadsheet templates
BASlink\Setup	*.bas	User-customised BASlink templates
Graphics	*.bmp, *.gif, *.jpg, *.tif, *.png	Any graphics such as company logo, employee or item photos, etc.

3 Open the folder containing customised template files (for example, if you have customised invoice templates, open the **Forms** folder).

4 Select only the template files that you created. To select multiple files, hold down the CTRL key and click each template.

> NOTE: **Avoid overwriting default templates** The default templates included with the latest version of your software have improved features. To avoid overwriting the new templates with old versions, select only the template files that you created.

5 Go to the **Edit** menu and choose **Copy**.

6 Open the corresponding folder in the latest version of your software (for example, the forms folder located at C:\AccountRight Plus 19\Forms).

7 Go to the **Edit** menu and choose **Paste**.

8 Repeat from step 3 for each folder containing your customised templates.

Updating your ODBC Direct driver

MYOB ODBC Direct v10 is installed automatically when you install your MYOB software.

MYOB ODBC Direct v10 is installed automatically when you install your AccountRight software.

You need to use MYOB ODBC Direct v10 to continue using the following applications in conjunction with your AccountRight software:

- MYOB M-Powered Import Assist
- MYOB BusinessAnalyst
- MYOB ReportWriter
- third-party add-on solutions.

If you currently use software, such as M-Powered Import Assist, that accesses ODBC Direct v9, you will need to update the software to access ODBC Direct v10. For instructions, see the *MYOB M-Powered Invoices User Guide,* or the Help Centre.

Note that older versions of some third-party applications may not be compatible with the new ODBC files. Contact your solution provider to ask if MYOB ODBC Direct v10 is compatible and to find out how to update your software to use it.

Technical support

Calling MYOB Technical Support If you subscribe to MYOB Cover, you can call MYOB Technical Support on 1300 555 123 from 7.30 a.m. to 9.30 p.m. Monday to Friday (Melbourne time).

If you don't subscribe to MYOB Cover, you can access MYOB Technical Support by paying for each call you make. The Pay-Per-Call service is available by calling 1300 555 128 from 9 a.m. to 7 p.m. Monday to Friday (Melbourne time). Please have your credit card handy before calling.

MYOB websites

Support Notes Visit myob.com.au/supportnotes to get help with installing, setting up and customising your AccountRight software.

MYOB website Visit myob.com.au for news and links to many useful resources.

my.MYOB Log into my.myob.com.au and access resources available only to registered customers.

Accessing additional resources

Your AccountRight software CD contains links to information and other resources besides the AccountRight software installer.

To access additional resources

1 Insert your software CD into the drive. A welcome window appears.

> NOTE : **If the welcome window does not appear** open the CD drive—usually the D:\ drive—in Windows Explorer and double-click **autorun.exe**.

2 Click **Resources**. A summary of each resource is given below.

Apple QuickTime If you intend to include graphics on your customised reports and invoices, install this program.

Document library The *User Guide*, *Release Notes* and other documents are provided as PDFs. You can print additional copies of these documents, up to the number of licences you have purchased.

MYOB M-Powered Services

M-Powered Services are subscription-based services that allow you to replace paper-based methods of making and receiving payments, with efficient networked-based methods. For more information visit myob.com.au/m-powered/

New features

The following new features and enhancements have been included in this release.

Feature		See
Business Insights	Analyse key financial information using a range of interactive tables and graphs.	page 10
Actions menu	Access a range of card and reconciliation tasks without opening other windows.	page 13
Google Maps™	• View a contact's location in Google Maps • Get directions from your business address to your contact's address	page 14
Software update management	The new Software Manager feature enables you to: • receive notifications of software updates • install updates when they are available • download updates to install later.	page 15
Improved user assistance	• New Help Centre • Improved access to more support options	page 17
Compliance changes	[AccountRight Plus only] The EMPDUPE file format has been updated to comply with current ATO reporting requirements.	page 18
Command centre and menu changes	• New-look command centres • Help menu simplified • New Services menu	page 18
Other new features and software changes	• New company file activation and confirmation options • M-Powered invoice forms have updated Visa and Mastercard logos	page 20

Show Me How new feature demonstration movies

Show Me How movies demonstrate how to use many of the new features. Demonstrating movies run between one and four minutes. Note that Internet access is required to view movies.

To view Show Me How movies

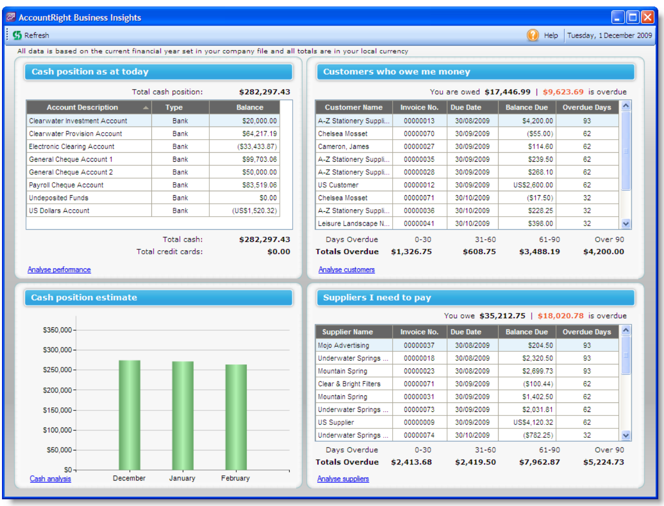
1 Go to the **Help** menu, choose **What's New in this Release** and then choose **New Feature Movies**. A list of available movies appears in your browser.

2 Click the movie you want to view.

Business Insights

The **Business Insights** feature allows you to analyse key financial information using a range of interactive tables and graphs. You can use it to analyse your available cash, cash flow, profit and loss, and the money that you owe suppliers and the money that customers owe you.

You can open **Business Insights** from the **Accounts** command centre.



The **Business Insights** window presents different types of financial information in four summary panels. From each panel, you can open additional windows to analyse information in more detail.

You can also find information specific to your needs by sorting table information. For example, you can click on the relevant column headings to sort the list of outstanding invoices to find the most overdue invoice or the largest overdue amount.

Business Insights runs as a separate program Business Insights is not automatically closed when you close your company file. If you want, you can continue analysing data while other users enter transactions in the file. Click **Refresh** to update information with their changes.

NOTE: **Show Me How movie** If you want, you can view a movie demonstrating this feature. For more information, see 'Show Me How new feature demonstration movies' on page 10.

Cash position as at today

This panel displays the balances of your bank and credit card accounts and shows the total amount of available cash.

Click **Analyse performance** to view a graph comparing income to expenses each month, a profit and loss graph, and information about your top ten selling items and top ten customers.

You can use this information to:

- **Identify excessive spending** Compare income against expenses and view the resulting profit or loss over the current financial year.
- **Review your sales performance** Identify your top ten customers and top-selling items.
- **Check account balances** Before making a large payment, ensure that the account it is drawn from has sufficient funds.

Cash position estimate

This panel forecasts your cash balance for the current month and for the next two months. The forecasts are based on your current cash balance and the money you will receive or spend in the forecast period. The forecast is calculated by:

- total cash balance to date
- **plus** customer payments and receive money payments (including recurring payments) that are due to be received during the forecast period
- **minus** supplier payments and spend money payments (including recurring payments and paycheques) that are due to be paid during the forecast period.

Click **Cash analysis** to see how the forecast is calculated.

You can use this information to:

- **Plan your expenditure** Work out what effect a major purchase or hiring more staff would have on your cash position.
- **Predict cash flow issues** View a forecast of your cash flow for the coming two months.

Customers who owe me money

This panel shows the total amount you are owed and displays details of each overdue customer payment (based on their invoiced credit terms), including the number of days overdue.

Click **Analyse customers** to view graphs and information about the money your customers owe you and the payment history of each customer.

You can use this information to:

- **Contact customers for overdue payments** Identify which customer payments are the most overdue or which customers owe you the most money.
- **Renegotiate a customer's credit terms** View the customer's outstanding balances and payment history, such as the average number of days it takes for them to pay you.

Suppliers I need to pay

This panel shows the total amounts you owe suppliers and displays details of each overdue supplier payment (based on their credit terms), including the number of days overdue.

Click **Analyse suppliers** to view graphs and information about the money you owe suppliers and the payment history of each supplier.

You can use this information to:

- **Keep on top of your supplier payments** Identify which supplier payments are due or which suppliers you owe the most money to.
- **Negotiate a payment or discount with a supplier** View your payment history with the supplier, such as the average number of days it takes you to pay them.

Actions menu

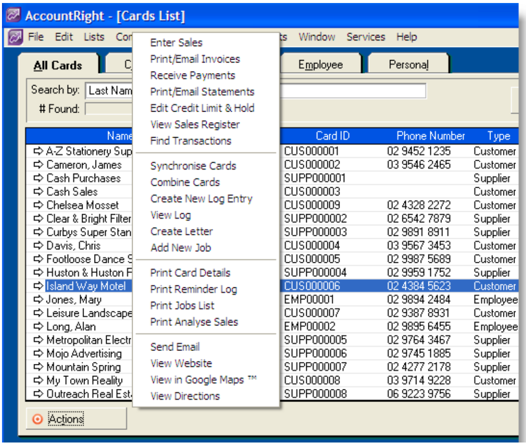
You can use the new **Actions** menu to quickly access tasks associated with cards and bank reconciliations.

NOTE: **Show Me How movie** If you want, you can view a movie demonstrating this feature. For more information, see ‘Show Me How new feature demonstration movies’ on page 10.

Card actions

The **Actions** menu is located in the **Cards List** window and the **Card Information** window.

When you click **Actions** (Actions), a list of tasks associated with the card type are displayed. For example, if you select a customer card in the **Cards List** window and click **Actions**, you can choose to print an invoice or create a sale.



Note that some tasks that were previously accessed using buttons in these windows are now located in the **Actions** menu. This includes tasks such as synchronising cards in the **Cards List** window.

Reconciliation actions

The **Actions** menu is located in the **Reconcile Accounts** and **Unmatched Statement Transactions** windows.

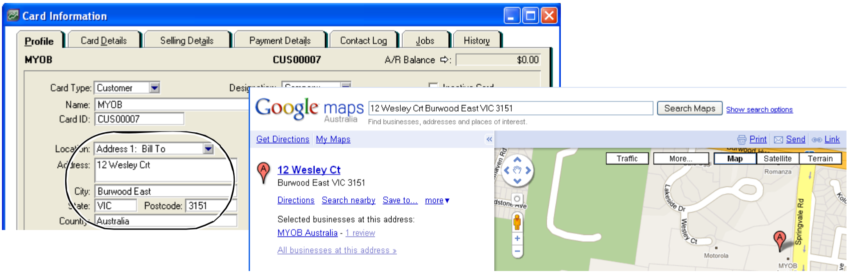
When you click **Actions** (Actions), a list of tasks associated with the window are displayed. For example, if you click **Actions** in the **Reconcile Accounts** window, you can choose to import your bank statement, transfer money, or record journal entries.

Note that some tasks, which were previously accessed using buttons in these windows, are now located in the **Actions** menu. This includes tasks such as **Get Statement** in the **Reconcile Accounts** window.

View contact addresses in Google Maps

You can now view a map of a contact's address, as well as get directions to their address via Google Maps. The Google Maps feature is available through the **Actions** menu in the **Card Information** and **Cards List** windows.

In the **Card Information** window, the map will display the address that is stored in the **Profile** view of the contact's card.



If the contact is a customer or supplier, the address displayed will be Address 2 (the Ship To address). If there is no Address 2, or the contact is an employee or personal contact, the address displayed will be Address 1.

You can also view directions from the primary address of your business to the contact's address.

NOTE: **Show Me How movie** If you want, you can view a movie demonstrating this feature. For more information, see 'Show Me How new feature demonstration movies' on page 10.

To view a contact's location

1 Make sure your computer is connected to the Internet.

2 In the **Cards List** window, select the contact whose address you want to view.

3 Click **Actions** (Actions) and choose either:
  - **View in Google Maps**™. Your web browser window will appear, showing the address of your contact on a street map.
  - **View Directions**. Your web browser window will appear, displaying a street map showing the contact's address in relation to the primary address of your business (the address stored in the **Company Information** window).

Software update management

AccountRight software updates are regularly provided to help you better manage your business and to ensure that your business complies with current government legislation (such as PAYG withholding amounts).

You can now manage your software updates using the new Software Manager feature. This feature provides a convenient alternative to CD installation. Note that Internet access is required.

Software Manager alerts notify you when an update is available. You can install the update immediately or download it to your computer to install later. You can also manually check for and install updates at any time.

Before you can use Software Manager, you need to register for software updates.

NOTE: **Show Me How movie** If you want, you can view a movie demonstrating this feature. For more information, see 'Show Me How new feature demonstration movies' on page 10.

To register for software updates

You need your 12-digit AccountRight serial number to register for updates.

TIP: **Locating your AccountRight serial number** A 12-digit serial number was included on your installation CD when you purchased your software. You can also find your serial number in the **Company Information** window of your company file (go to the **Setup** menu and choose **Company Information**).

1 Make sure you are connected to the Internet.

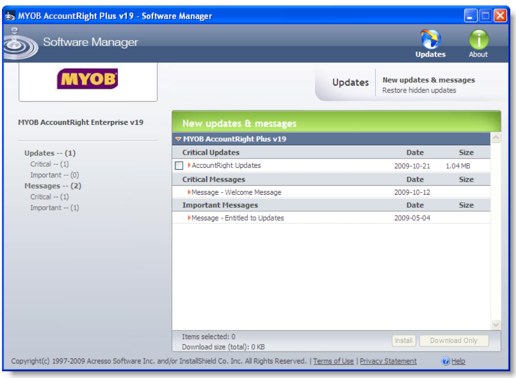
2 Go to the **Help** menu, choose **Updates** and then choose **Register for Updates**. The **Register for Update Alerts** window appears.

3 Enter your 12-digit AccountRight serial number.

4 Click **Register for Updates**.

To manually install software updates

1 Go to the **Help** menu, choose **Updates** and then **Check for Updates**. The **Software Manager** window appears.



2 Select the update and click:

- **Install** to install the update immediately.
- **Download Only** to download the update to your computer to be installed later.

To manually check for updates

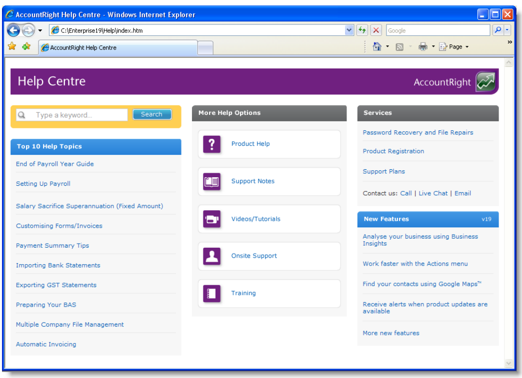
❖ Go to the **Help** menu and choose **Updates**, then choose **Check for Updates**.

Improved user assistance

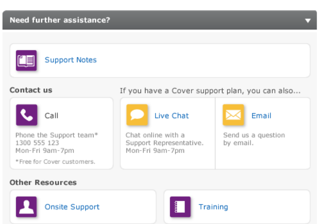
The new Help Centre brings together a range of help options in one location. You can use the Help Centre to:

- search the product help
- access technical support notes
- view a list of popular help topics
- find out about new features and view demonstration movies
- find out about training courses
- contact the Technical Support team using Live Chat or by emailing them questions (MYOB Cover customers only).

You can open the Help Centre by choosing **Search Help** from the **Help** menu.



You can also access additional support options, such as support notes, when viewing help topics. If a help topic does not provide the information you are seeking, click **Need further assistance** at the bottom of the topic and choose one of the options from the panel that appears.



EMPDUPE file changes

[AccountRight Plus only]

The EMPDUPE file, which you submit to the ATO when you prepare employee payment summaries, has been updated to comply with new ATO reporting requirements for non-superannuation annuities and the taxation of foreign employment.

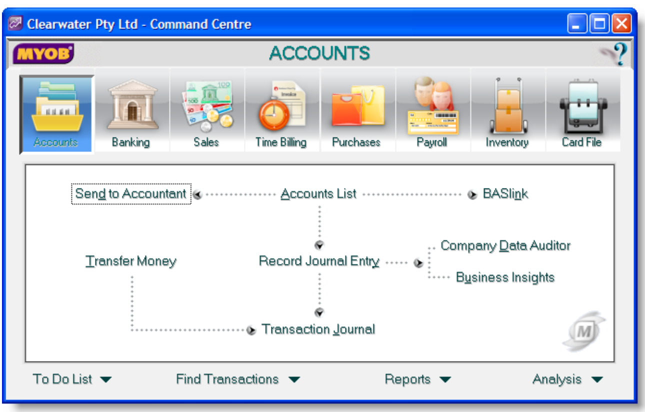
Note that this does not change the way you currently prepare payment summaries.

Command centre and menu changes

New-look command centres and simplified menus have been included in this release.

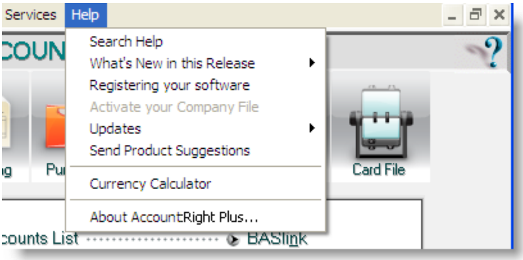
New-look command centres

The icons and appearance of command centres have been updated and **Business Insights** has been added to the **Accounts** command centre.



Help menu changes

The **Help** menu has been simplified. Some **Help** menu options have been moved to the new **Services** menu (see below), such as links to information about M-Powered Services and MYOB Cover.

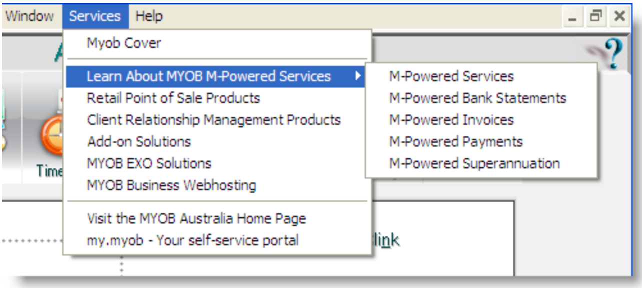


The following new options have been added to the **Help** menu:

- **Updates** Set up automatic alerts for product updates. See 'Software update management', on page 15.
- **Registering your software** Go to the MYOB software registration page and register your software. Registration enables MYOB to contact you if there are any issues with your software.

New Services menu

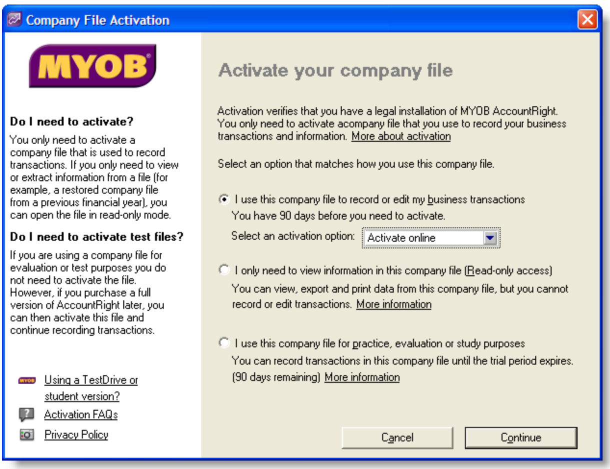
The new **Services** menu enables you to access a range of additional services designed to enhance your software and assist you in running your business. The **Services** menu includes links to information about services such as MYOB Cover, M-Powered Services and MYOB Business Webhosting.



Other new features and software changes

New activation and confirmation options

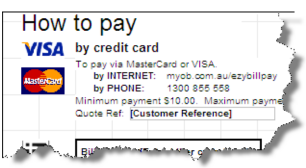
The options in the **Company File Activation** and **Company File Confirmation** windows have changed. When you are next prompted to activate or confirm your company file, you will see the following options:



Choose the option that describes how you use your company file and click **Continue** to activate or confirm your company file. For more information, see the Help Centre.

M-Powered invoice forms have been updated

The logos for Visa and Mastercard which appear on M-Powered invoice form templates have been changed to match the new logos from Visa and Mastercard.



Note that existing M-Powered Invoices users do not have to update their customised invoices with the new logos.