Easy Setup Guide for New Users

This guide provides easy to follow steps to help you get up and running with your new software in no time. To get more detailed instructions, see the MYOB Getting Started guide or the MYOB User's Guide.

A Checklist of the procedures:

- [ ] **Have historical information on hand**
- [ ] **Install your new software**
- [ ] **Register your new software**
- [ ] **Create a company file**
- [ ] **Setup your Company file**
- [ ] **Begin to enter your transactions**

Have historical information on hand

Before you begin, it is important to make sure that you have obtained from your accountant, the following information:

1. What your Fiscal Year will be as well as your conversion month.
2. The number of the accounting periods in the fiscal year.
3. Correct opening balances for all of your accounts, after reconciliations are complete.
4. A complete list of the accounts you will need to use, including the classification and type of each account.

   Note: The classifications are Assets, Liability, etc and the types are Bank, Current Liability, etc.

5. Your bank reconciliations for all accounts you will be reconciling.
6. Current Receivables and Payables, if any.

Install your new software

1. Check the System Requirements for your new software to be sure you can install the program on your computer.
2. If your computer system meets the requirements, then insert the software CD into your computer. If you have downloaded the program to your desktop, double click on the icon to begin installation.
3. An Installation Assistant will appear. Carefully read and follow the on-screen instructions for each window.

4. During the installation process, a product confirmation window will appear, you must agree to the terms of the software to continue.
5. When the installation is complete, select Finish.
6. Go to your Applications folder and select the MYOB Accounting Software folder. Click on the application icon and drag and drop it in the dock.

   Note: Regardless of whether you are installing from a CD or a download the installation instructions are the same.

Register your new software

If you have purchased your software directly from us, do not do the following steps as your product has already been registered.

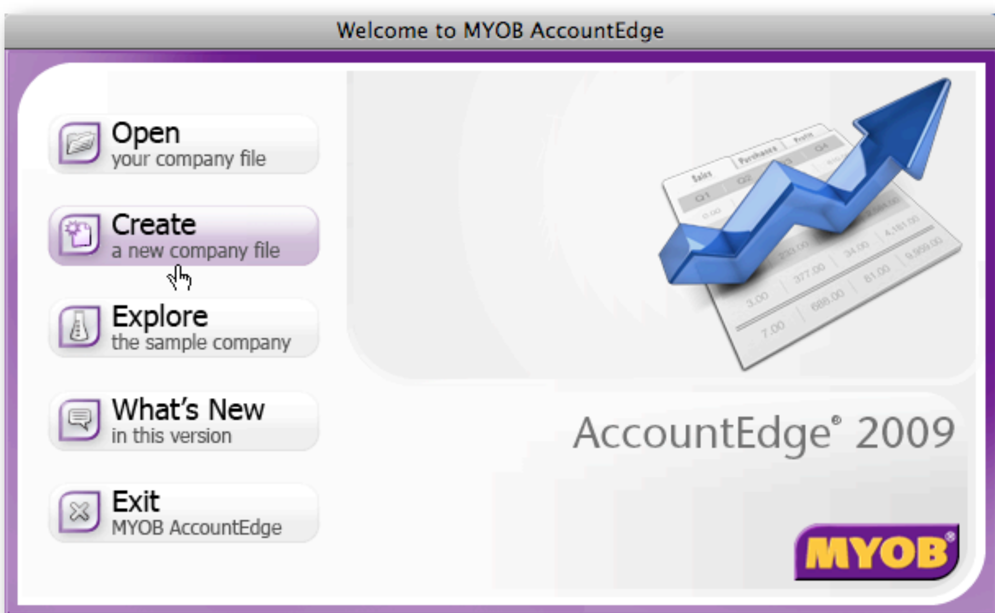
1. Go to www.myob-us.com to get to the MYOB Home Page. At the bottom left corner of the Home Page, select Product Registration.
2. Read carefully and complete the online registration form to register the product you purchased.
3. Select Submit after you have verified the information you entered is correct.

   Note: You will receive a confirmation email to the address you provided.

Create a company file

To create a company file:

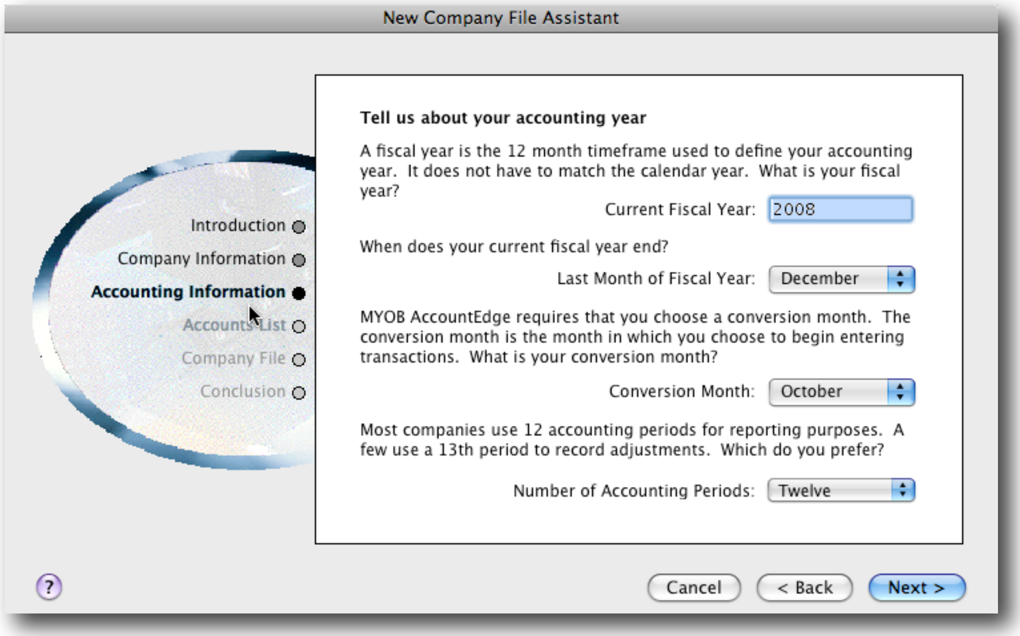
1. Double click on the program icon located in your dock. The Welcome to AccountEdge window will appear.
2. Select "Create a New Company File".



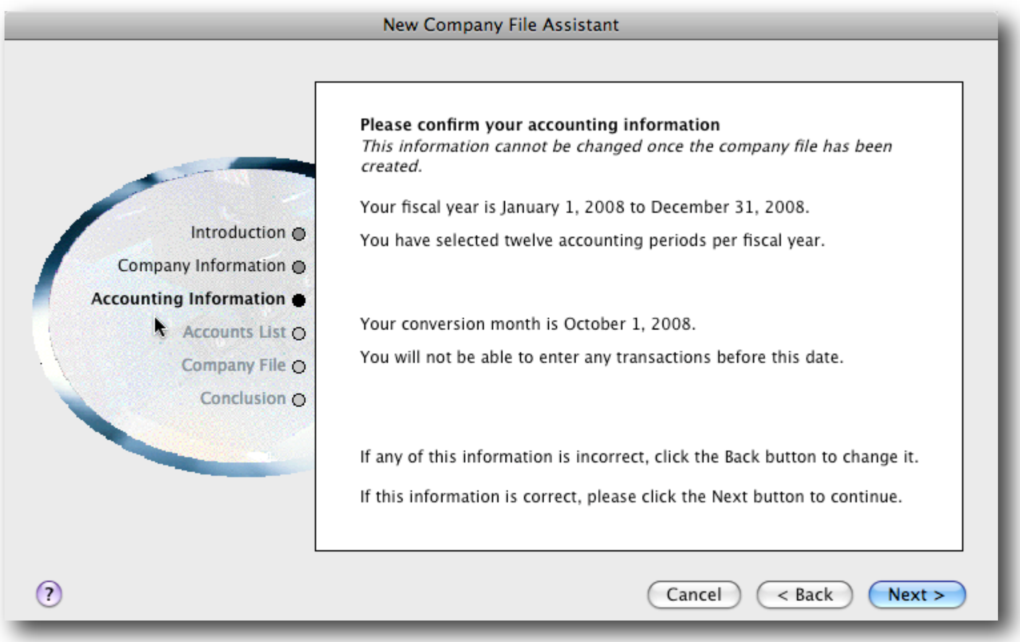
3. The New Company File Assistant appears. This 6 step assistant will help you organize the set up of your company file.

4. The Introduction is the first step of the process and explains what you will need to create a file and how to access help, if needed. Select to continue.
5. The Company Information window will appear. Enter your product serial number, Tax ID and other important information. Click Next to continue.

   Note: This information can be accessed, after your company file has been created, by going to the Command Center of your new company file. Select Company Information from the Setup menu.



6. The Accounting Information window appears. Enter your Current Fiscal Year, the ***Last*** Month of your Fiscal Year, the Conversion Month and the Number of Accounting Periods that your accountant has advised you to use. Select Next to continue.
7. A window appears confirming the Accounting Information you entered in the previous step.

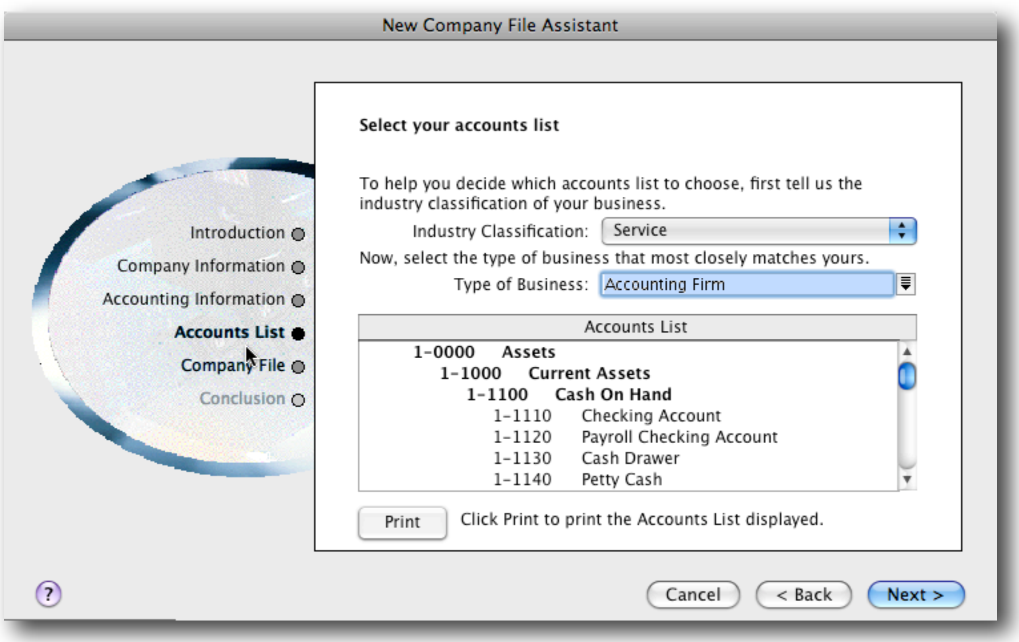


Note: It's important to make sure that the information you have selected is accurate, before you continue. If there is something you would like to change, you can select the "Back" button to return to the previous window.

8. If the information is correct, then select "Next" to continue.

9. The Accounts list window appears. There are three options for selecting an Accounts List. After you have made your selection, select Next to continue.

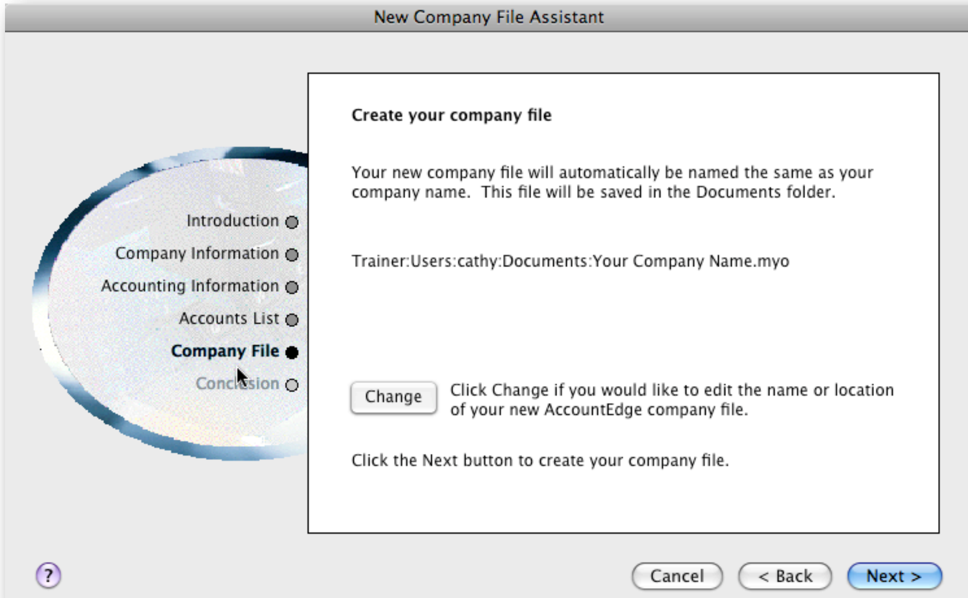
Note: If you choose either of the last two options, you will get the minimal accounts. You will not see a list but will go directly to the Company file step where you will create the file.



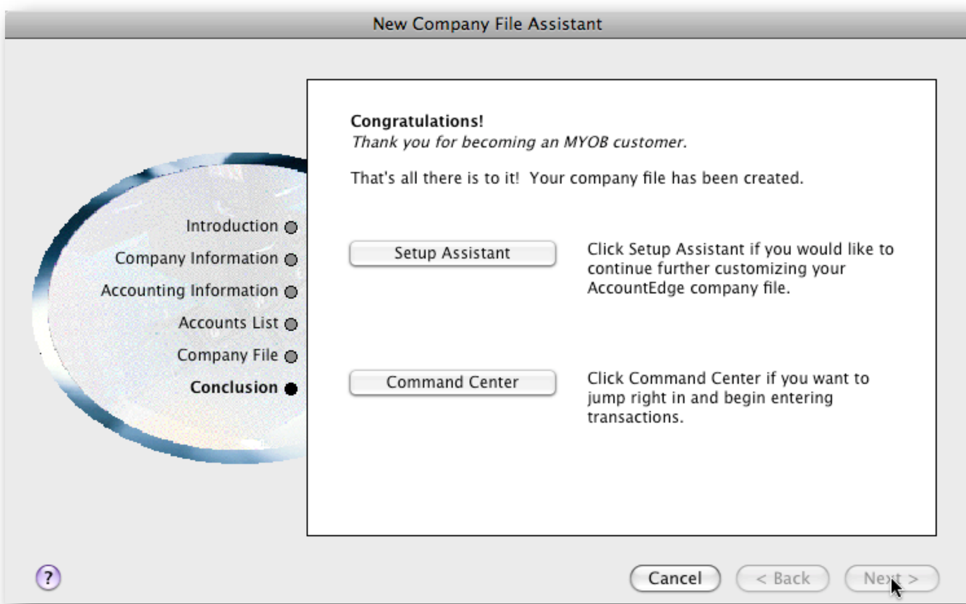
10. Select the Industry Classification that best describes your company, then the Type of business in that Industry to receive the appropriate Accounts List. Select Next to continue.

Note: You can print a list of the accounts being provided by the software. These accounts can be edited and deleted if needed.

11. Create your Company File. You can accept the default name and location or change the name or location of your company file. Select Next to Continue.



Note: It's important to make a note of the name and location of your company file so you will be able to locate it easily in the future.

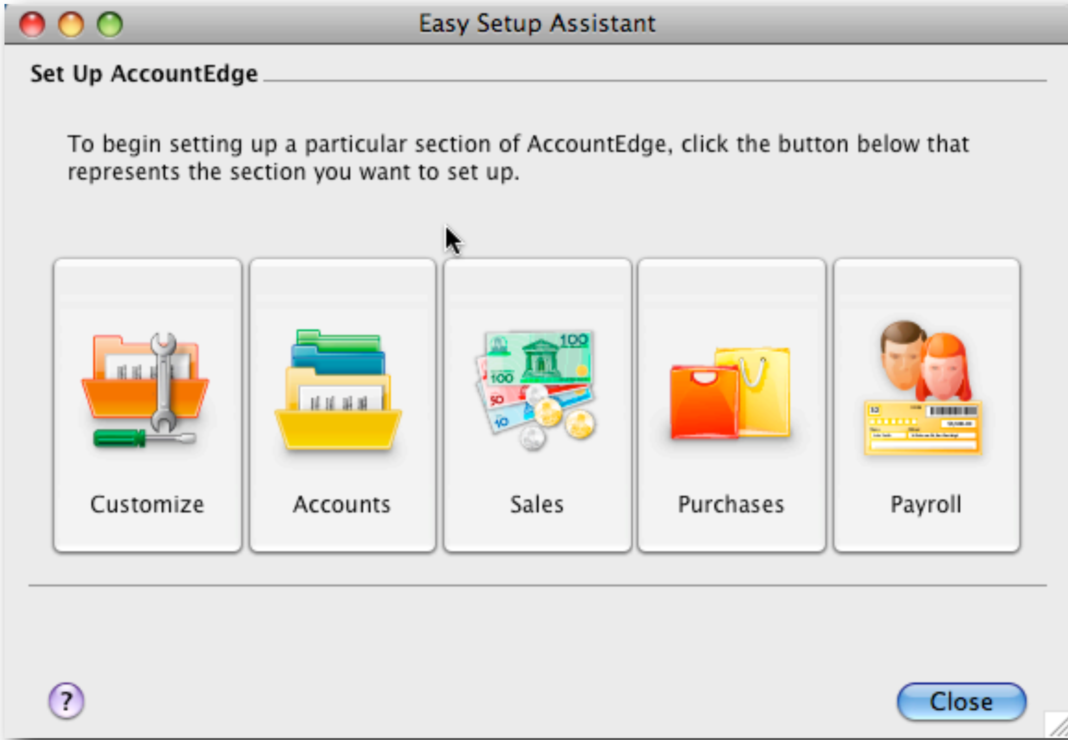


12. Congratulations your company file has been created. You can choose to go to the Setup Assistant if you would like to continue to customize your MYOB AccountEdge company file or you can go directly to the Command Center to begin entering in your financial transactions.

Note: If you choose to return to the Easy Setup Assistant later, you can do so by choosing Easy Setup Assistant from the Command Center Setup menu.

Set Up your Company file

MYOB provides the **Easy Setup Assistant** to help you proceed in a logical sequence of entering all your company information. Any changes after the initial setup can be made by going to the Command Center Setup menu.



1. Select the **Customize** button to select your basic Preferences.

   Note: You can access these same options from the Command Center Setup menu by selecting Preferences. If (System-Wide) is indicated for a preference, it means it will apply to all users of the company file. If (System-Wide) is not indicated, the preference is individual user-specific.

   A. The Introduction to the Customize section of the Easy Setup Assistant opens.
   B. After you have carefully read this page, select Next to continue the process.
   C. The Data Entry window opens where you are presented with your first preference selections. Select your options and click Next to continue.
   D. The Record Selection window opens; select your options and click Next.
   E. The next window will allow you the option to use Multiple Currencies in your file. If you do not deal with foreign currency then do not make the selection and select Next.

      Note: Once you have selected this option, you cannot deselect it.

   F. If you would like the software to automatically create a reminder log select the type of transaction. Select Next to continue when your selections are complete for each type of transaction listed.
   G. The review aging periods allows you to select the details of how you will analyze your sales and purchases. Select Next to move to the next window.
   H. If you choose to use the Help files from the internet, then you will receive the latest help files. Choosing to display the To Do List when opening your file is a great way to review all of your tasks for the day. Select Next to continue.

Congratulations! You have successfully selected how you would prefer to have the software work for your business. The preferences you have selected are the basic preferences. To access the entire list of Preferences go to the Setup Menu and select Preferences. These selections can be changed at any time.

2. Select the **Accounts** button to build your accounts list and enter your opening balances.

   A. The introduction window will give you some helpful suggestions. Select Next to continue.
   B. The Accounts List window appears. In this window, you can edit, delete, or renumber the accounts list to better match the information your accountant has given you. Select Next to continue.
   C. Enter the account opening balances in positive numbers, unless the amount is truly a negative balance. Select Next to continue.
   D. You have finished the Accounts set up, select Close, which will bring back to the Easy Setup Assistant window.

3. Select the **Sales** button to build your customer list, add historical sales, and select receivable options.

   A. The introduction window gives you a general overview with some helpful suggestions. Select Next to continue.
   B. The Choose sale layout window appears for you to select the default layout you will prefer to use. However, you will be allowed to select any layout you choose when entering transactions. Select Next to continue.
   C. In this window, you can designate selling details to be assigned to new customers. Select Next to continue.
   D. Select the default tax you will be using most of the time. Select Next to continue.
   E. In the set up payment information, you can choose the typical payment method and terms to be assigned to new customers. Select Next to continue.
   F. Select your linked accounts for sales. Click Next to continue.
   G. Build your customer list. You have the choice to manually enter the contacts for your customers, import a list previously created, or delete and edit existing ones created. You also have the option to enter a customer contact with very little information and fill in the detailed information at a later date. Select Next to continue.
   H. Enter your historical sales as of your conversion date. Historical Sales are any invoices, still outstanding, created before beginning the use of your new MYOB software. These should total the opening balance of your Accounts Receivable account
   I. You have finished the Sales set up, select Close, which will bring back to the Easy Setup Assistant window.

4. Select the **Purchases** button to build your vendor list, add historical purchases, and select payable options.

   A. The introduction window gives you a general overview with some helpful suggestions. Select Next to continue.
   B. The Choose purchase layout window appears for you to select the default layout you will prefer to use. However, you will be allowed to choose any layout you prefer when entering transactions. Select Next to continue.
   C. In the next window, you can designate the default buying details to be assigned to new vendors. Select Next to continue.

D. Select the default tax you will be using most of the time. Select Next to continue.
E. In the set up payment information you can choose the terms to be assigned to new vendors. Select Next to continue.
F. Select your linked accounts for paying bills. Click Next to continue.
G. Build your vendor list. You have the choice to manually enter the contacts for your vendors, import a list previously created, or delete and edit existing ones created. You also have the option to enter a vendor contact with very little information and fill in the detailed information at a later date. Select Next to continue.
H. Enter your historical purchases as of your conversion date. Historical Purchases are any bills, still outstanding, created before beginning the use of your new MYOB software. These should total the opening balance of your Accounts Payable account.
I. You have finished the Purchases setup, select Close, which will bring back to the Easy Setup Assistant window.

5. Select the **Payroll** button to build your employee list and choose important payroll options.

A. The introduction window gives you a general overview with some helpful suggestions. Select Next to continue.
B. Load the payroll tax tables into your company file by first selecting the Check for updates button, then by selecting Load Tax Tables, if updates are available. When tax tables are loaded, a creation date will be displayed showing the date the tables were installed. Select Next to continue.
C. Select your Payroll year. Select Next to open the Payroll Year confirmation window. If this information is incorrect, select the Back button to make the change.
D. Enter the general payroll information specific to your company, then select Next to continue.

Note: You will be able to access this information at any time in your company file, once it is created, by going to the Setup menu bar at the Command Center and select General Payroll Information.

A. You have 6 different linked accounts to assign for your payroll transactions. The MYOB accounting software automatically assigns these linked accounts. Most users choose to keep the default accounts assigned to enable a smoother payroll process. Select Next to continue.

Note: Even if you choose not to use the payroll feature, each field must have an account assigned.

B. In the Payroll Category selection window, you can Create, Edit, or Delete any Payroll Categories for Wages, Deductions, Accruals, Expenses, and Taxes to meet your company's needs. Select Next to continue.
C. Build your employee list. You have the choice to manually enter the information for your employees, import a list previously created, or delete and edit existing ones created. You also have the option to enter an employee's contact with very little information and fill in the detailed information at a later date. Select Next to continue.
D. It is your option to use Timesheets or not, however if choose to use the Timesheets feature you must choose to use Timesheets for just Payroll processing or for both Payroll and Timebilling. If you are going to use the Timebilling module in your company file, then we suggest you select this preference for using Timesheets for both Timebilling and Payroll as this will eliminate duplicate data entry. Select the day your work will be begin, then select Next to continue.
E. You have finished the Payroll setup, select Close, which will bring back to the Easy Setup Assistant window.

F. You have completed the selection of your preferences and have determined how your software will work for your company needs.
G. Close the Easy Setup Assistant.

Begin to enter your transactions

Congratulations! You are now at the Command Center of your company file and are now ready to enter in your daily transactions.