

Fast Start

Thank you for purchasing MYOB accounting software. If this is your first MYOB product, welcome to New Zealand's leading business accounting software product—you'll find that it's powerful, packed with features and easy to use.

This *Getting Started* guide complements the *User Guide* that comes with your software and is intended for MYOB Premier 2004 (v8), MYOB Accounting Plus 2004 (v14) and MYOB Accounting 2004 (v14) users. For simplicity, the term 'your MYOB accounting software' is used to refer to all versions of MYOB accounting software, unless the feature being described is not available in all three products. In this case, the text will indicate the products being discussed.

The *Getting Started* guide provides detailed instructions on how to install and register your MYOB accounting software. *Fast start* summarises these steps.

1 Check that your system is compatible

Hardware	Pentium processor at 200MHz, with at least 64 Mb RAM, or better 40 Mb free hard disk space for program installation 35 Mb additional disk space for each company file 800 x 600 screen resolution with 16-bit colour or better
Software	Windows 98, Me, NT4 (SP6), 2000, XP or later
OfficeLink compatibility	Microsoft Word [®] 8 to 2003 Microsoft Excel [®] 8 to 2003
Network (optional)	100BaseT or faster Ethernet network that supports NetBIOS, NetBEUI or TCP/IP networking protocols.
Internet	An internet connection for accessing MYOB Help and e-features Netscape Navigator or Internet Explorer 5, or later QuickTime 4 or later Adobe Reader 4 or later (or another PDF viewer)

2 Check that your installation package is complete

In addition to this *Getting Started* guide, the package that you purchased should contain these items:

- MYOB accounting software CD
- MYOB accounting software *User Guide*

- Registration Card
- a list of MYOB Approved Consultants.

3 Install your MYOB accounting software

This is a simple procedure that is mostly automated.

▶ See '[Installing MYOB accounting software](#)' on page 3.

4 Register your software

Registration is an important step in the effective use of MYOB accounting software. As a registered user, you are entitled to information about software application upgrades, new products, exciting new offers and technical support. You also need to register your software to activate your MYOB company file. Your MYOB accounting software allows you to use your company file for 30 days before you need to activate the file.

▶ See '[Register your MYOB accounting software](#)' on page 5.

5 Create and activate a company file

Before you can start using your MYOB accounting software to record the activities of your business, you need to create and activate a company file.

▶ See the 'Getting Started' chapter of your MYOB accounting software *User Guide* for full instructions on how to create and activate a new company file.

6 Preparing a company file for multiple users (MYOB Premier only)

If you require multiple users to access your company file, you need to set up your network and share your company file.

▶ See '[Preparing your MYOB Premier company file for multiple users](#)' on page 6.

7 What's next?

The MYOB Learning Centre and MYOB accounting software *User Guide* together are comprehensive reference guides to using your MYOB accounting software—becoming familiar with them could save you considerable time in the long run.

To find out about your technical support options, visit our web site at www.myob.co.nz or see '[Technical Support](#)' on page 18.

Installing MYOB accounting software

If you are Installing MYOB Premier and intend to share your company file among multiple users, you need to install MYOB Premier on each workstation that requires access to your company file. Once installed, you need to set up and share a company file—see ‘[Preparing your MYOB Premier company file for multiple users](#)’ on page 6.

Disable your virus scanner *Before you start the installation procedure, please ensure that the virus scanner you use is disabled. This is required for OfficeLink to be installed correctly.*

To install MYOB accounting software

This procedure is applicable to all versions of Windows.

- 1 Log in as an administrator if the security access set up on your computer only allows people with administrator privileges to install programs.
- 2 Save any open documents and close all other programs.
- 3 Insert your MYOB accounting software CD into the drive. The **Flash** window for your MYOB accounting software appears.

Installing from the Windows Explorer window *If the **Flash** window does not appear, open the CD drive—usually the $d:$ \ drive—in Windows Explorer and double click the **autorun.exe** icon.*



- 4 In the **Flash** window, click the **Install** button
- 5 On the **Install** page, click the **Install** button. The **Preparing to Install** window appears while the installer is setting up. Then the **Welcome to MYOB *productName* 2004** window appears.
- 6 Read the **Welcome to MYOB *productName* 2004 Install** page and then click **Next**.
- 7 In the **Licence Agreement** window, read the licence and click **Accept**. (Click **Decline** if you do not accept the terms of the licence and ignore the rest of this procedure.)
- 8 On the **Install Type** window, click **Typical** and then click **Next**. Your choices in this window are:
 - **Typical** This choice installs all the components, that is, the full program, accompanying help file and Officelink templates.
 - **Custom** This choice allows you to select just some of the components to install. Clicking on each component displays the amount of memory it requires during installation.
- 9 In the **Select Program Folder** window, accept the proposed name of the folder to appear in the **Programs**¹ item of the **Start** menu and click **Next**.
- 10 In the **Start Copying Files** window, review the installation options and, if satisfactory, click **Next**. (Click the **Back** button to change any options.) The installation begins.
- 11 When installation is complete, click **Finish**. Your default browser launches and displays the What's New in This Version topic from MYOB Help.

If the What's New in This Version topic does not display

*You can view this topic when you launch your MYOB accounting software by clicking **What's New in This Version** in the **Welcome** window, then, in the **Welcome to MYOB Help** page, click the **What's new section** link—see the 'Where to start' section in the 'Getting started' chapter of your MYOB accounting software User Guide for more information.*

- 12 If you are using MYOB Premier on a network, complete [Step 1](#) to [Step 11](#) on each workstation that will require access to your company file.

¹ **All Programs** in Window XP.

Register your MYOB accounting software

You can find full registration instructions on the registration card you received with your software. You must register your software to:

- activate your MYOB company file
- receive Installation Support
- join the Monthly Subscription Plan and receive any software updates which may become available during your membership. For more information see '[What MYOB Technical Support covers](#)' on page 18.
- receive information about product upgrades, new products, special offers and other services.

Do I need to register?

You must register if this is the first time you are installing an MYOB product.

Limited Entry *Your MYOB accounting software allows you to use your company file for **30 days** before you need to activate the file. If you still haven't registered, you will not be able to activate your company file and the file will become read-only.*

How to register

You should have received a registration card with your software. The registration card contains a serial number and instructions on how to register.

To register by telephone Contact our Sales Advice team on 0800 60 6962 between 9am and 5pm Monday to Friday. You will need to quote your MYOB accounting software serial number.

To register by fax Fax the completed registration card to 0800 94 96 96. We will fax and mail you confirmation of your registration, including your unique registration number.

To register by mail Fill in and mail the registration card to:

MYOB NZ Ltd
PO Box 2864
Christchurch

After we have received your registration details, we will mail you confirmation of your registration, including your unique registration number.

Preparing your MYOB Premier company file for multiple users

When you make entries in MYOB Premier, that information is stored in one file called a *company file*—see Chapter 1 ‘Getting Started’ of *MYOB Premier User Guide* for details on creating a company file.

When there will be multiple simultaneous users, the company file should be stored on a *host computer* where it can be accessed across the network from other Windows *workstations*. The host computer and workstations must be running Windows 98, Me, NT4 (SP6), 2000 or XP. Note that they do not all need to be running the same version of windows.

Setting up networks needs expert skills *Since setting up hubs, cabling computers, and configuring network hardware and software requires expert knowledge, you should employ an expert with the necessary skills. To locate a networking-qualified MYOB Approved Consultant near you, visit the MYOB web site at <http://www.myob.co.nz/> or call MYOB on 0800 60 6962.*

This section starts from the point where the network is already set up and running. A local area network (LAN) can be set up in many different ways. The procedures in this section describe only the very common scenario of a LAN protected from the external internet by a firewall.

Network access privileges required *In a Windows network, access can be set at the domain, group and user level. If you are unable to carry out the procedures in this section because you do not have sufficient access privileges, contact the person who set up your network for assistance.*

All users who will need to access the company file automatically belong to the special Everyone user group. This group is used as the default group in these procedures as it simplifies the sharing of a host folder. The members of the Everyone group will be given permission to open, read from and write to the shared company file.

The Everyone user group may be a security risk *The Everyone user group allows anyone on the network to access the shared company-file folder. If some employees are not authorised to access your accounting data, read Windows help or consult a networking expert to set up more secure access.*

Continue with these tasks:

- [Setting up the network hardware, below](#)
- [Setting up a Windows host computer, page 8](#)
- [Accessing the shared company file from Windows workstations, page 14.](#)

Setting up the network hardware

Unless you are an expert, employ a networking consultant to set up your network hardware. Show the consultant these requirements for the host computer, and the hardware and software requirements for the workstations on [page 1](#).

Networking	Local area network (LAN), peer-to-peer
Windows host	Windows 98, Me, NT4 SP6, 2000 or XP
Equipment	Pentium III processor, with 128 Mb RAM, or better Older computers may need a network interface card (NIC)
Protocols	Ethernet (10BASE-T twisted pair cable, shielded or unshielded) or Fast Ethernet (100BASE-TX twisted pair cable, shielded), with Windows networking (NetBIOS, NetBEUI, or TCP/IP)

Now continue with these tasks:

- [Setting up a Windows host computer, page 8](#)
- [Accessing the shared company file from Windows workstations, page 14.](#)

Setting up a Windows host computer

When several users are to work with a company file simultaneously, it must be stored on a host computer to which each user has access. Consider these tips for choosing a suitable host:

- **Host the company file on the most powerful computer in the network** Users on workstations will enjoy better performance if the company file is stored on the most powerful computer in your network—the fastest with the most memory.
- **Host the company file on the key employee's computer** If one employee will use the company file more than anyone else, consider storing the company file on that employee's computer. This person will experience better performance from accessing the company file directly, compared with accessing it across the network.
- **Host the company file on a backed-up computer** If you store all your important files on a central host that is backed up frequently, it is a good idea to also store your company file on that host. Then the company file will be backed up along with all your other vital data.

Complete the appropriate task to set up a Windows host computer and share a company-file folder:

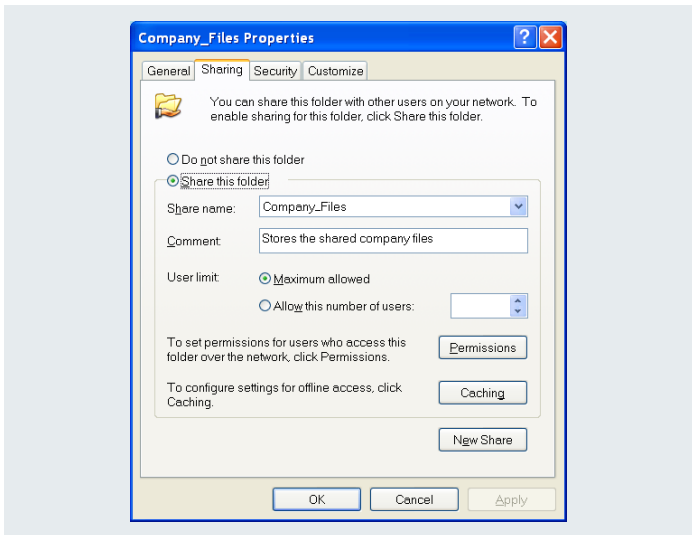
- [To share a company-file folder on a Windows 2000 Pro or XP host, below](#)
- [To share a company-file folder on a Windows NT4 host, page 10](#)
- [To share a company-file folder on other Windows hosts, page 12.](#)

To share a company-file folder on a Windows 2000 Pro or XP host

This procedure applies to Windows 2000 Professional and XP. If you are using Windows 2000 Standard, see [‘To share a company-file folder on other Windows hosts’ on page 12](#). Consult a networking expert or read the Windows help to set up appropriate sharing and access permissions if this procedure does not apply to your network configuration.

- 1 Log in as an administrator.
- 2 In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.
- 3 Right-click on the **Company_Files** folder and choose **Properties**.

- 4 In the **Company Files Properties** window, click the **Sharing** tab and set the fields and controls as shown below.



Share this folder (Share this folder in the network) Click this radio button. (If your network does not have domains or you are logged onto a workgroup, mark the **Share this folder in the network** checkbox, then complete the wizard that appears.)

Share name Type the name that will be seen by users accessing the folder from their workstations, for example, `Company_Files`.

Comment Type a description that users will be able to read in the folder's **Property** window. Note that this option is not present if your network does not have domains or you are logged onto a workgroup

Maximum allowed Click this radio button to allow as many users as possible to simultaneously access the company file. Note that this option is not present if your network does not have domains or you are logged onto a workgroup

Allow network users to change my files Click this radio button. Note that this option is only present if your network does not have domains or you are logged onto a workgroup.

- 5 If your network does not have domains or you are logged onto a workgroup, continue with [Step 8](#).
- 6 Click the **Permissions** button.
- 7 In the **Permissions for Company_Files** window, click the **Everyone** user group, set the **Allow** and **Deny** checkboxes in the **Permissions** list as shown below and click **OK**.

Permissions for Everyone	Allow	Deny
Full control	Mark	Clear
Change	Mark	Clear
Read	Mark	Clear

- 8 In the **Company_Files Properties** window, click **OK**.
- 9 In Windows Explorer, move the company file from its present location to the **Company_Files** folder on the host.
- 10 Continue with '[Accessing the shared company file from Windows workstations](#)' on page 14.

To share a company-file folder on a Windows NT4 host

This procedure applies to Windows NT4 (SP6). Consult a networking expert or read the Windows help to set up appropriate sharing and access permissions if this procedure does not apply to your network configuration.

File sharing on by default *When you create a folder in Windows NT, the folder is shared automatically, unless the person who set up your network turned off this default behavior.*

- 1 Log in as an administrator if necessary.
- 2 Open the **Network** control panel.

- 3** On the **Identification** tab, complete the following fields and click **OK**.

Computer Name	Type the name that will be visible in Network Neighborhood (My Network Places on some versions of Windows).
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Domain	Type the name of the domain to which this computer belongs. (If you are not sure whether domains—also known as ‘workgroups’—have been created on your network, consult a networking expert.)
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- 4** In Windows NT Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.
- 5** Right-click on the **Company_Files** folder and choose **Properties**.
- 6** In the **Company_Files Properties** window, click the **Security** tab and click **Permissions**.
- 7** In the **Directory Permissions** window, click the **Everyone** user group, set the controls and click **OK**.

Replace Permissions on Subdirectories	Clear this checkbox.
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Replace Permissions on Existing Files	Mark this checkbox.
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Type of Access	Set to Full Control .
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- 8** In the **Company_Files Properties** window, click **OK**.
- 9** In Windows NT Explorer, move the company file from its present location to the **Company_Files** folder on the host computer.
- 10** Continue with ‘[Accessing the shared company file from Windows workstations](#)’ on page 14.

To share a company-file folder on other Windows hosts

This procedure applies to Windows 98, Me or 2000 Standard. If you are using Windows 2000 Pro, XP Pro or XP Home, see [‘To share a company-file folder on a Windows 2000 Pro or XP host’](#) on page 8.

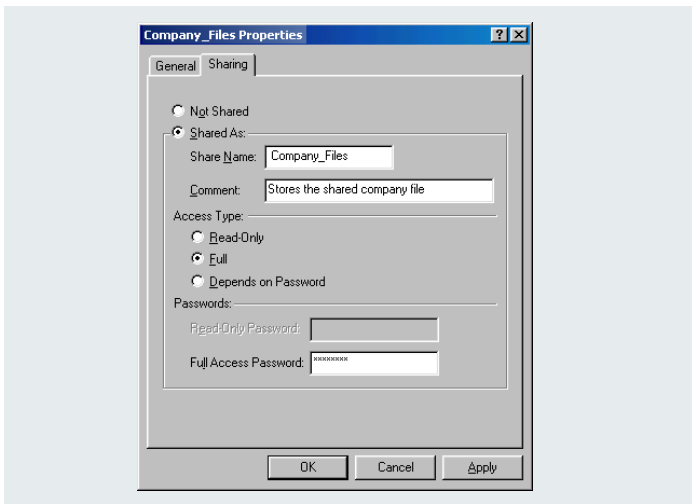
Consult a networking expert or read the Windows help to set up appropriate sharing and access permissions if this procedure does not apply to your network configuration. Some of these versions of Windows have file sharing disabled by default. If file sharing is already enabled, you can begin with [Step 7](#).

- 1 Open the **Network** control panel.
- 2 In the **Configuration** tab, click **File and Print Sharing**.
- 3 In the **File and Print Sharing** window, mark the **I want to be able to give others access to my files** checkbox and click **OK**.
- 4 In the **Identification** tab, complete the following fields and click **OK**.

Computer name	Type the name that will be visible in Network Neighborhood (My Network Places on some versions of Windows).
Workgroup	Type the name of the workgroup to which this computer belongs. (If you are not sure whether workgroups—also known as ‘domains’—have been created on your network, consult a networking expert.)

- 5 In the **Network** control panel, click **OK**.
- 6 If a message asks you to restart the computer, click **Yes**.
- 7 In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.
- 8 Right-click on the **Company_Files** folder and choose **Properties**.

- 9 In the **Company_Files Properties** window, click the **Sharing** tab and set the fields and controls as shown below.



Shared as Click this radio button.

Share Name Type the name that will be seen by users accessing the folder from their workstations, for example, `Company_Files`.

Comment Type a description that users will be able to read in the folder's **Property** window.

- 10 Set the access permissions according to which groups of controls appear on the **Sharing** tab.

- **Access Type controls group** Click the **Full** radio button and enter a password in the **Full Access Password** field. (Users will have to type this password to access the company file in the **Company_Files** folder.)
- **Name and Access Rights controls group** Click the **Add** button then, in the **Add Users** window, click either **Full Access** or **Custom**.
 - Click the **Full Access** button to allow all users unlimited access to the **Company_Files** folder.
 - Click the **Custom** button, check 'The world' item, then click **OK** and choose **Read Files** and **Write to Files**.

- 11** In the **Company_Files Properties** window, click **OK**.
- 12** In Windows Explorer, move the company file from its present location to the **Company_Files** folder on the host.
- 13** Continue with 'Accessing the shared company file from Windows workstations' below.

Accessing the shared company file from Windows workstations

Workstations are Windows computers that access a company file stored on another computer, referred to as a *host computer*. Accessing the remote company-file folder on the host requires you to complete these procedures for each Windows workstation on the local area network (LAN).

Then, when you are able to access the company-file folder containing the shared company file, you can create a desktop shortcut to the file. Clicking the shortcut starts MYOB Premier and opens the shared company file.

Complete these procedures on every Windows workstation that is to access the shared company file:

- To access the company-file folder, below
- To start MYOB Premier from a shortcut to the company file, page 16.

To access the company-file folder

This procedure shows how to access the company-file folder on the remote host and make sure that the Windows workstation connects to it automatically when you log in.

Access may be password protected *If a password has been enabled on the shared company-file folder, a window may request you to enter a password (or a user name and password) when you access the shared folder.*

- 1** In Windows Explorer, open **Network Neighborhood** (or **My Network Places**). You can also double-click the **Network Neighborhood (My Network Places)** icon on the desktop.

- 2 Locate the host computer on which the shared company-file folder was created—see ‘[Setting up a Windows host computer](#)’ on page 8.
 - a Expand **Entire Network**.²
 - b Expand **Microsoft Windows Network**.
 - c Expand the domain in which the host is located, if there are any domains.
 - d Expand the host computer.
 - e If a **Connect to *hostName*** window appears, complete the **User Name** and **Password** fields, click the **Remember my password** checkbox and click **OK**. You should now be able to see the **Company_Files** folder.

Navigating network folders may not be necessary *In some versions of Windows and depending how the network access is set up, all networked computers may be visible in Network Neighborhood (My Network Places) without you needing to navigate network folders.*

- 3 Right-click the **Company_Files** folder and choose **Map Network Drive**.
- 4 In the **Map Network Drive** window (or wizard), accept the proposed drive letter or choose another, click the **Reconnect at logon** checkbox, and click **OK (Finish)**. If access to the folder is password protected, a logon window may appear. If a logon window appears, enter the password and click **OK**. In Windows Explorer, the **Company_Files** folder now appears as a network drive under **My Computer**. For example, you might see the shared folder listed as **Company_Files** on ‘Hongs-pc’ (V:).
- 5 Open the shared **Company_Files** folder. You should be able to see the shared company file in it.
- 6 Continue with ‘[To start MYOB Premier from a shortcut to the company file](#)’ on page 16.

² In Windows XP Home, open **My Network Places**, click **Add a network place** and complete the **Add Network Place** wizard.

To start MYOB Premier from a shortcut to the company file

A fast way to start MYOB Premier and open a company file is to put a shortcut to the program and company file on the Windows desktop. Then you only have to double-click the shortcut to be up and running.

If several users are sharing a company file, make sure you have set up a shared company-file folder on a host computer before you begin this procedure—see ‘Setting up a Windows host computer’ on page 8.

Don't create a shortcut only to the company file *If you are knowledgeable about shortcuts, you might be tempted to create just a shortcut to the company file. Unfortunately, there are not enough letter combinations to ensure that the .prn file extension is unique to MYOB Premier. So, double-clicking a shortcut just to a company file might start another program that works with a different kind of .prn file.*

- 1 Right-click an empty area of the desktop and choose **New** and then **Shortcut**.
- 2 In the **Create Shortcut** wizard, type the path to the MYOB Premier program file (Myobp.exe) in the **Command line** field (or in the **Type the location of the item** field) and click **Next**. Alternatively, you can click **Browse** to navigate to and select the program file, then click **Next**.
- 3 On the next page, type a descriptive name for the shortcut in the **Select a name for the shortcut** field (or **Type a name for this shortcut**) and click **Finish**.
- 4 Right-click the new shortcut and choose **Properties**.
- 5 In the **Myobp.exe Properties** window, click the **Shortcut** tab. The **Target** field displays the location of the MYOB Premier program you entered in [Step 2 above](#), for example, C:\Premier8\Myobp.exe.
- 6 Enclose the location of the program file in double quotation marks ("). For example:

```
"C:\Premier8\Myobp.exe"
```

If the path to the program file on your computer contains a space (as in C:\Program Files\Premier8\Myobp.exe), the quotation marks ensure that the path is handled correctly when you double-click the shortcut.

If you double-clicked this shortcut on the desktop now, it would only start MYOB Premier. You have to modify the **Target** field so that the shortcut also opens the company file.

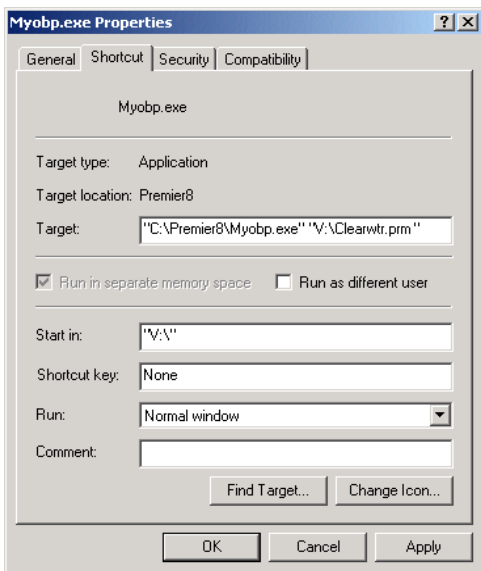
- 7 In the **Target** field, type a space after the closing quotation mark (") , then type the location of the company file, including the .prm file extension. The path to this location should also be enclosed in its own quotation marks. For example:

```
"C:\Premier8\Myobp.exe" "V:\Clearwtr.prm"
```

If the company file is stored in a remote shared folder, the path will begin with a network drive letter (for example, v: \) but, if it is stored locally, the path to its location typically begins with the c: \ drive letter.

- 8 Copy the location of the company file from the **Target** field, *minus* the name of the company file, and paste it into the **Start in** field. For example:

```
"V: \"
```



- 9 Click **OK** to close the **Myobp.exe Properties** window.
- 10 Double-click the shortcut on the desktop to test it. MYOB Premier should start on this workstation and immediately open the specified company file.
- 11 Repeat [Step 1](#) to [Step 10](#) on each workstation that needs access to the company file.

Technical Support

MYOB offers a range of support services to assist you in making the most of your software. This section contains information on the various support options that are available for your MYOB accounting software.

What MYOB Technical Support covers

Our Technical Support team can offer assistance with installing, using, and troubleshooting your MYOB accounting software.

Please note that support covers only the usage, commands, and functions of the software. Support cannot be given for problems arising from hardware or operating system faults, incompatible hardware or software, or network faults or misconfigurations. Contact your reseller, consultant, or professional advisor about these kinds of problems.

Getting ready to call

Assistance is only available to registered customers of MYOB New Zealand Limited. If you have not registered your MYOB accounting software, see [‘How to register’ on page 5](#).

- 1 Write down what you did and what happened when the problem occurred, recording the wording of any message that appeared. Make copies of any company files involved, then try to reproduce the problem.
- 2 Gather the following information about your computer and your MYOB accounting software:
 - The computer type, model and processor.
 - The version of the operating system—to find out, right-click on the desktop **My Computer** icon and choose **Properties**; the **General** tab of the **System Properties** window displays the version.
 - The version of your MYOB accounting software—to find out, start your MYOB accounting software, go to the **Help** menu and choose **About MYOB productName**.
 - The serial number of your MYOB accounting software.
- 3 Have paper and pen ready to record any instructions or advice given by the technical support representative.
- 4 Call while sitting at your computer with your MYOB accounting software running, ready to follow any instructions and advice from the representative.

Using support plans

MYOB New Zealand has a variety of support plans to suit the needs of all users: from novices to experts. You can find out about support plans at the MYOB web site or you can contact the MYOB Sales Advice team by calling 0800 60 69 62 between 9.00am and 5.00pm Monday to Friday or sending an e-mail to info@myob.co.nz.

Installation support If you need telephone assistance with installing your MYOB accounting software, you can take advantage of MYOB Installation Support. MYOB Installation Support is available for use within 30 days of the registration of your MYOB accounting software. For installation support, phone 03 983 2636 between 9am and 5pm Monday to Friday.

At times when the support workload is heavy, it may be some time before a Technical Support Representative can assist you. Priority Telephone Support is available for a small investment—see ‘Monthly Subscription Plan’, below.

Monthly Subscription Plan For a modest annual investment in the Monthly Subscription Plan, you can have priority access to technical support, consisting of:

- unlimited calls for one year (including e-mail and fax support)
- priority over other plans in the call queue
- free software updates including statutory changes
- a technical support representative that specialises in your product
- access to MYOB’s extensive product knowledgebase.

Pay Per Call Support If your installation support has expired and you do not want to purchase the Monthly Subscription Plan, you can use Pay Per Call Support for technical assistance. For Pay Per Call Support, call 0900 55 789 between 9am and 5pm Monday to Friday. Pay Per Call Support costs \$35 per call including GST.

Visiting the MYOB web site

The MYOB New Zealand web site is frequently updated. It contains announcements about MYOB products, other news, MYOB contact details and link to many useful resources. Visit the MYOB web site at www.myob.co.nz.

Obtaining face-to-face assistance

If you are looking for personalised assistance and advice beyond what you find in the learning tools in the MYOB Learning Centre, from our support services, or from our web site, you should consider beginning a partnership with an MYOB Approved Consultant in your area. For more information, visit www.myob.co.nz and choose the **Support** menu.