

MYOB Education Edition

Setting up AccountRight Education Edition for success

Part 3- Using Bank Feeds

For the 2015/2016 financial year, The AccountRight Student Edition has been updated to 2015.4. Whilst AccountRight 2015.4 has the capabilities to go online, as a student your access will be through the locally installed version. AccountRight 2015.4 has some slight differences to the v19 classic platform- which is a desktop only version - particularly around the setup of the file.

The main difference is that you need to activate your file to get the transaction limited AccountRight Student edition (**version 2014.3 and above**). If you don't activate your file you will be limited to a 30 day free trial. Once you've activated a Student Edition file you can import bank transactions through the setup menu. This means students can work with bank feeds without having to use their own banking information or have an online file. This feature is unique to the Student Edition.

Importing bank transactions into a student edition file:

1. Set up the **Bank Account**. You need to enter information into the following fields in the Profile **AND** Banking tabs (Enter Dummy information if you prefer).
 - a. Account Name
 - b. BSB Number
 - c. Bank Account Number
 - d. Bank Account Name
 - e. Company Trading Name

AR Daves Publishing.myox - MYOB AccountRight (Education) - [Account Information]

File Edit Lists Command Centres Setup Reports Window Services Help

+ New Budgets

1-1110 Business Bank Account #1

Profile Details **Banking** History

BSB Number: 016-345

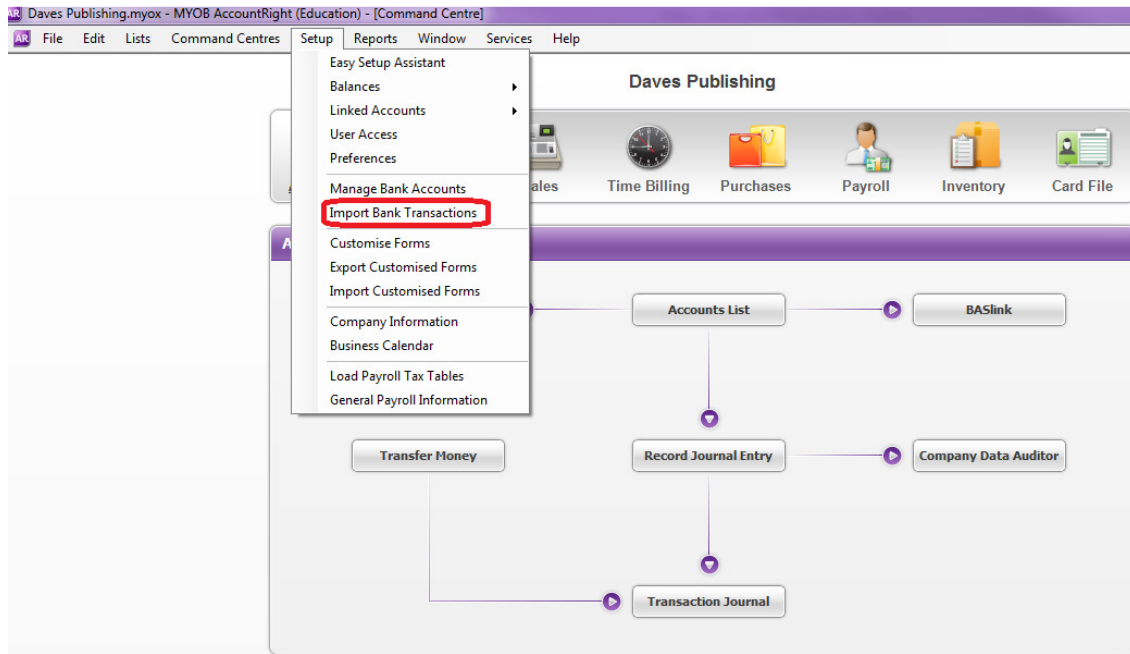
Bank Account Number: 14568393020

Bank Account Name: DAVES PUBLISHING

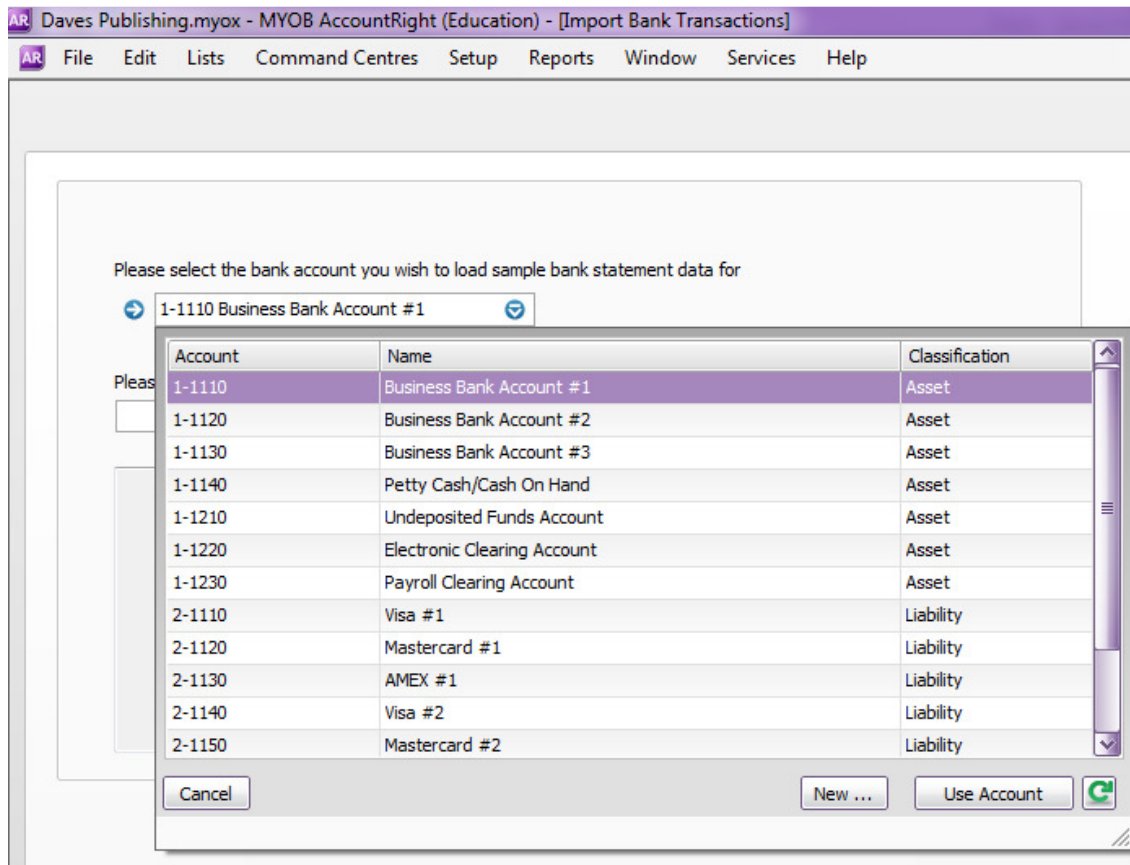
Company Trading Name: DAVES PUBLISHING

Electronic Payment Type: I Create Bank Files [ABA] for This Account

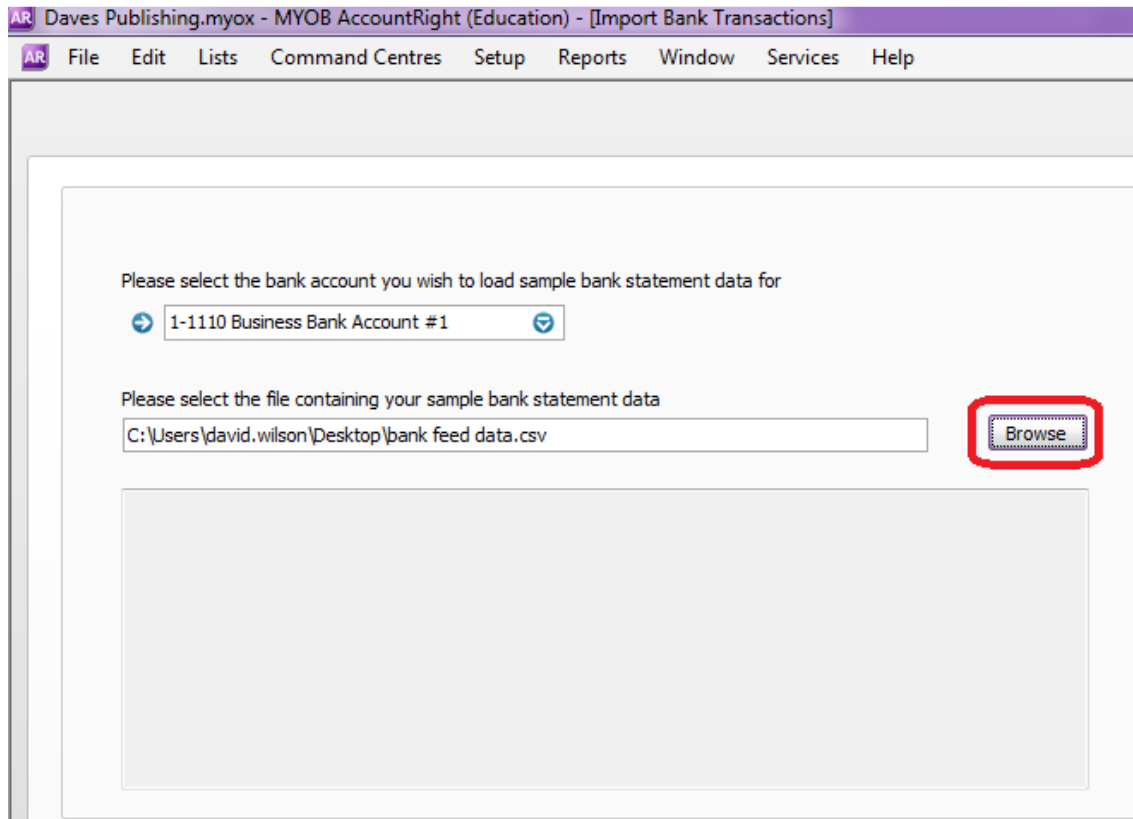
2. From the **Setup** menu, click **Import Bank Transactions** (Note: this option will only be available in files that have been activated as a Student Edition file):



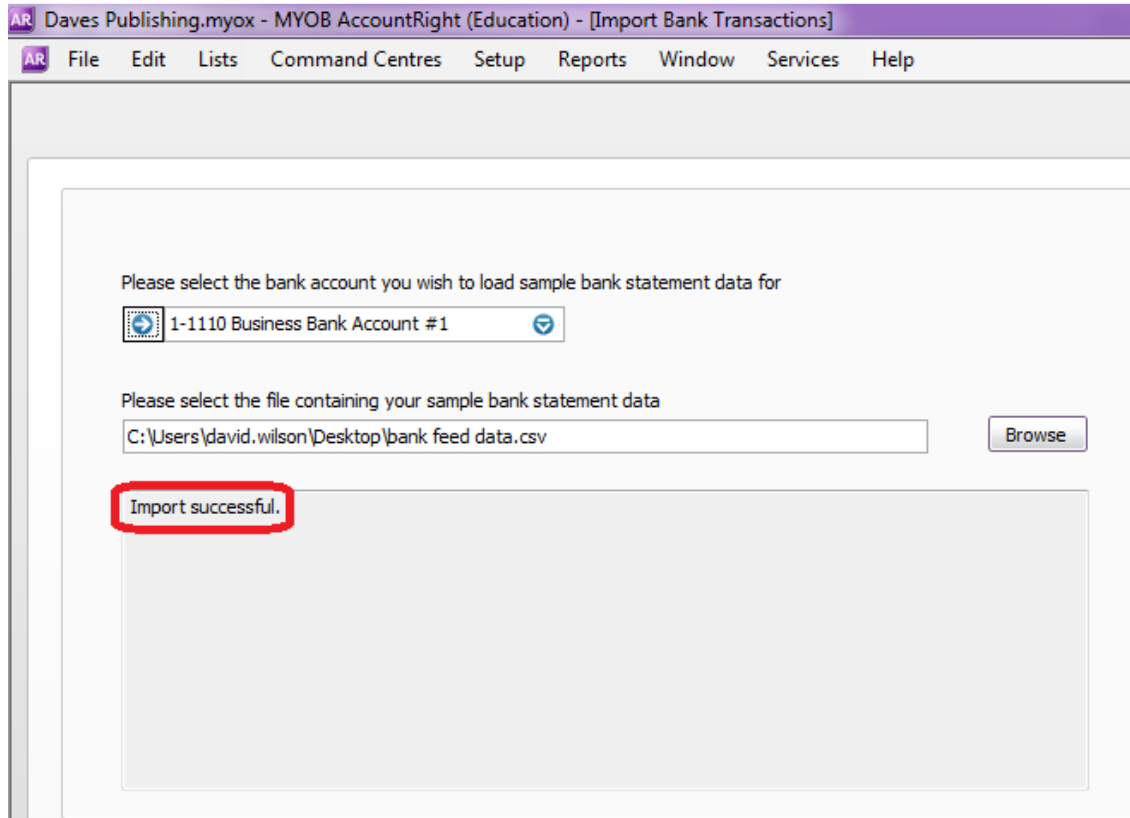
3. Select the **Bank Account** you set up in step 1.



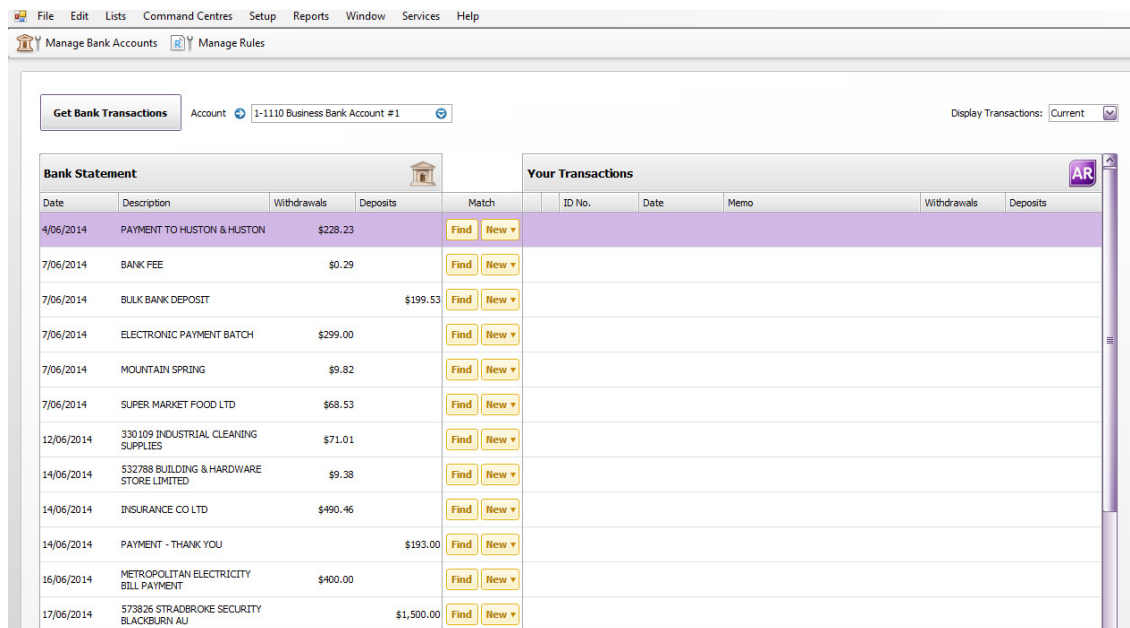
4. Click **Browse** and select the file containing the sample bank statement data (there is a sample CSV file on the MYOB student Edition disc or it may be provided directly by the Education Provider you are working with).



5. Click **Import More Data**- A confirmation message will appear letting you know that the bank file has been imported.



6. Close the **Import Bank Transactions** window. Open the banking module and click **Bank Feeds**. You should now see the information you have imported on the left hand side.



7. Start using and enjoying the power of the Bank Feeds! for more information, including videos, check out the [help files](#) in AccountRight.