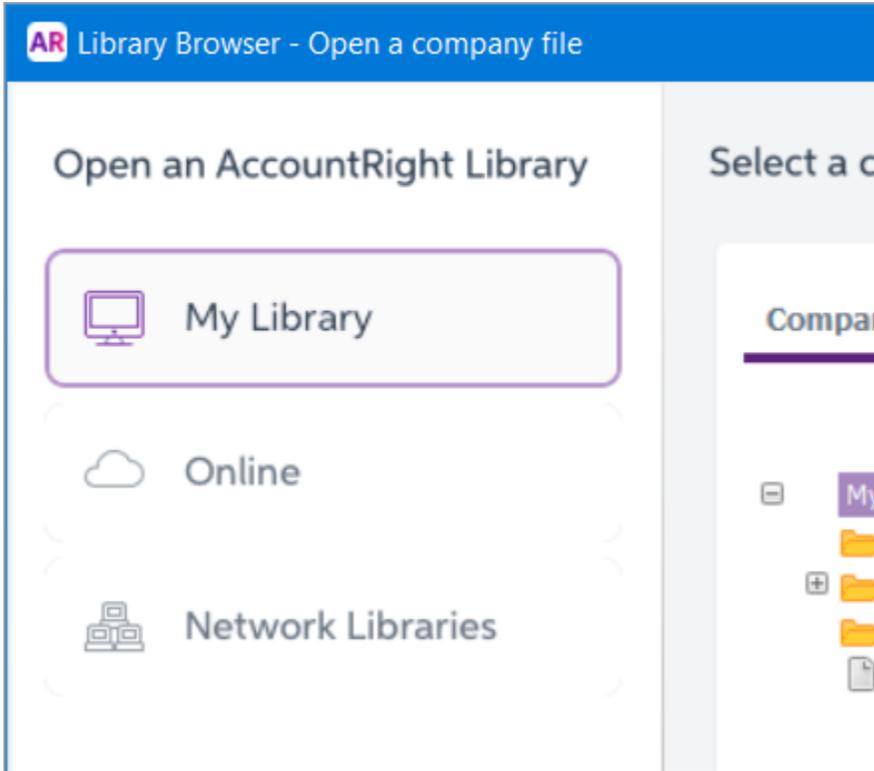


# Manage libraries

To open a company file, it needs to be in an AccountRight library. There are 3 libraries to choose from:

- **My Library** - for company files stored on your computer
- **Online** - for company files stored in the cloud
- **Network Library** - for company files stored on another computer in a local network



Getting an error about the "AccountRight Library Service"? [Your help is here.](#)

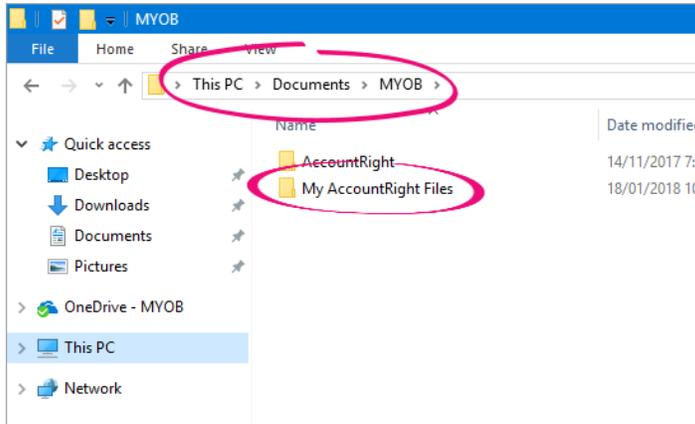
Upgrading from AccountRight v19 or earlier? [Learn about libraries and other company file changes.](#)

## Where is my AccountRight library?

The company files in a library are stored in a specific location.

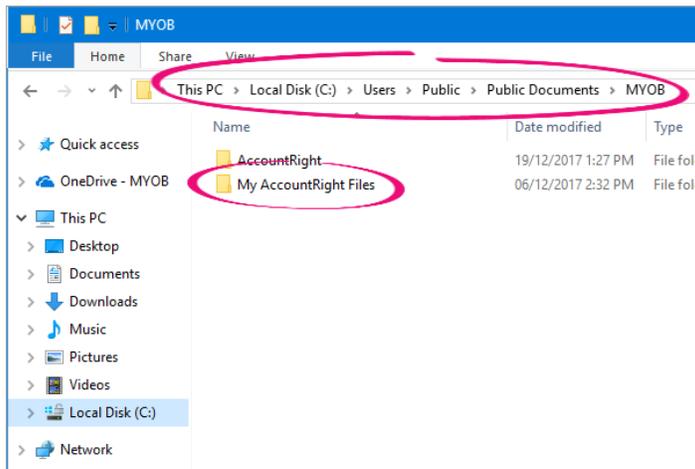
Here are the details:

This library...	is located here...
<b>My Library</b>	<b>AccountRight PC Edition</b> If you've installed the PC Edition, the default AccountRight library location is a folder called <b>My AccountRight Files</b> in <b>This PC\Documents\MYOB</b> (or <b>C:\Users\&lt;user.name&gt;\Documents\MYOB</b> ).



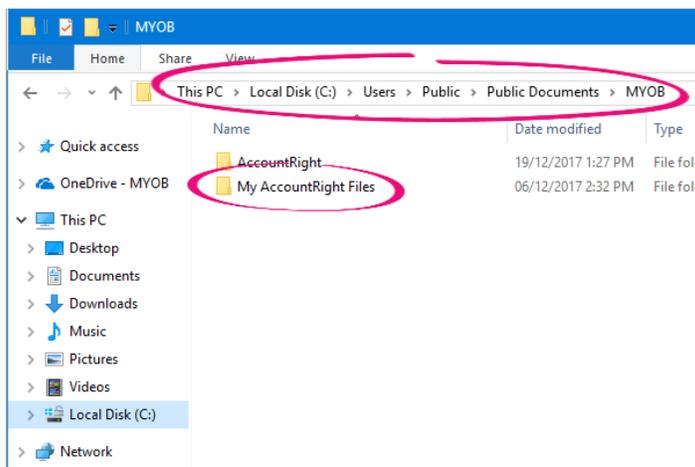
### AccountRight Server Edition

If you've installed the AccountRight Server Edition, the default AccountRight library location is a folder called **My AccountRight Files** in **C:\Users\Public\Documents\MYOB**.



### AccountRight 2013 and earlier

If you're using an old AccountRight version, such as AccountRight 2013, the default AccountRight library location is a folder called **My AccountRight Files** in **C:\Users\Public\Documents\MYOB**.



<b>Online</b>	<p>The online library is in the cloud. Learn more about <a href="#">working online</a>.</p> <p>The online library also displays additional information, such as the version number your company file is compatible with and when the file was last synchronised. Find out about <a href="#">company file synchronisation</a>.</p>
<b>Network Libraries</b>	<p>A network library is like a shortcut to the <b>My Library</b> folder on another computer—typically the server. This lets you share a company file across multiple computers in a local network.</p> <p>Company files in a network library will appear in <b>My Library</b> on the host computer (which will need AccountRight Server Edition installed), but will appear under <b>Network Library</b> on other computers.</p> <p>See <i>To add a network library</i> below for instructions.</p> <p>Note that you can't store or share company files from a NAS drive.</p> <p><b>Have you considered online?</b> With your <a href="#">file online</a>, you won't need to maintain server infrastructure, you can easily add users, your file is always current, and it's secure from drive crashes and theft.</p>

To change the location of My Library

To add a network library

To add a company file to a library

To add library subfolders

To rename an AccountRight company file

To delete an AccountRight company file from your library

## FAQs

How do I find company files on my computer?

How do I add an AccountRight v19 (.myo) company file to a library?

Can I create a shortcut to open my company file?

How do I open a sample company file?

### Related topics

[Create a company file](#)

[Open a company file](#)

[Get started online](#)

[AccountRight library service issues](#)

[If you can't sign in](#)

[Using the sample company file \(Clearwater\)](#)

### From the community

**Re: Upgraded from accountright 2019.3 to 2019.4  
2019.4 Update Error  
Opening old 2019.3 company file in 2019.4  
unable to connect to the network library AccountRight 2019.4  
MYOB accountright Library service high CPU every few seconds**

[More »](#)