MYOB®

AccountEdge
User Guide

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Chapter 1
Getting Started

Thank you for purchasing MYOB AccountEdge, which has been designed to make it easy for you to keep track of your important financial information.

Keeping track of where your money is going is an important part of managing your business. By using MYOB AccountEdge, you'll soon see that there is more to managing your business than just keeping an eye on the cash book. If you're using a computerized accounting system for the first time, you will find yourself organized, informed and in control of your business with MYOB AccountEdge.

If you've never worked with debits and credits, don't worry—MYOB AccountEdge handles the 'double-entry accounting system' behind the scenes. It doesn't hurt to have a rough idea of what it's all about though; your accountant can help you understand the basics if you need assistance.

MYOB AccountEdge follows all the Macintosh conventions; so what you know from using other applications will translate easily to MYOB AccountEdge. What you know about file management, copying, cutting, pasting and entering information all apply to MYOB AccountEdge.

In addition to this User Guide, we have provided you with a comprehensive on-line help system– MYOB Help.

Use these tools and think of the way your business works. This will help you integrate MYOB AccountEdge's many features with the needs of your business.

MYOB AccountEdge's flexibility allows you to customize the application to fit in with the way you work. So it is important that you have a clear picture about your business and what accounting information you want to capture.

For example, you might start thinking about your main areas of income and how your customers pay you for goods and services. Is your business a sole proprietorship, partnership or a corporation? As you read through this User Guide, take notes on the MYOB AccountEdge features you think will be useful to your business.

Learning Tools

We, at MYOB, are committed to making MYOB AccountEdge a product that is easy to use. For that reason we have developed comprehensive learning tools that will teach you the fundamentals of MYOB AccountEdge, support you as you set up your company's records and back you up in your everyday work with the product. Using these tools, you should find the answers to all your routine questions about how to use MYOB AccountEdge. If you have any questions, we recommend that you explore these tools before you call our Technical Support department.

The MYOB AccountEdge User Guide

This User Guide is intended for use with MYOB AccountEdge Version 3.

This User Guide has been designed to be used in conjunction with *MYOB Help*, MYOB AccountEdge's comprehensive online help. (For more information, see 'MYOB Help' on page 10.)

This User Guide contains the basic information you need to set up and run your MYOB AccountEdge system on a day to day basis.

More extensive information is available in the MYOB Help system. Where necessary—for example, for detailed field help, advanced procedures, overviews and helpful tips—the User Guide will refer you to MYOB Help.

References to MYOB Help

The User Guide uses the following methods to refer you to the MYOB Help for more information.

Help button   When completing a task in MYOB AccountEdge window, you can click **Help** in that window (see 'Help buttons' on page 11). MYOB Help will be displayed, providing you with a detailed description of each field in that window, and with instructions on tasks you can perform in that window.

Specific references   The User Guide has direct references to specific topics in MYOB Help. Use the contents panel on the left side of MYOB Help to find the main entry, and then click on the relevant topic.

MYOB Help

MYOB Help is MYOB AccountEdge's comprehensive online learning system. It can help you with every task you want to perform in MYOB AccountEdge). Depending upon your preferences and your access to the Internet, you can choose to view MYOB Help either on the World Wide Web (at **http://help.myob.com**) or using help files on your computer. If you have access to the Internet, you might want to use the Web-based version of MYOB Help, since it's updated continually and may provide extra information or learning tools that aren't available in your computer-based version.

If you don't have access to the Internet or you prefer to keep your phone line free for other activities, use the version of MYOB Help that was installed on your computer.

You can switch between the Web-based version and the version on your computer by marking or clearing the **I Prefer to Use Help From the Internet, Rather Than My Computer** preference. (This option appears in the **System** view of the **Preferences** window.)

You can access MYOB Help by choosing **MYOB AccountEdge Help** from the **Help** menu or by clicking **Help** from any window in MYOB AccountEdge. You can also access MYOB Help by clicking the icon in the top right corner of a command center window.

Help buttons

Help buttons make it easy to find answers to the questions you may have while working with MYOB AccountEdge. These buttons appear in the lower left corner of MYOB AccountEdge windows. When you click **Help**, MYOB Help appears in your Web browser, displaying information about the window you're currently viewing. With a few clicks, you can learn more about the individual fields and buttons in the window, step-by-step instructions for the tasks you can perform in the window, and more.

Using MYOB Help

MYOB Help is designed to answer your questions about MYOB AccountEdge and to help you make the most of your software.

To display MYOB Help, click **Help** in any window in MYOB AccountEdge or choose **AccountEdge Help** from the **Help** menu. When MYOB Help is displayed, click the **Site Help** icon in the contents panel. A list of topics is displayed.

Click on a topic and read the information to become acquainted with MYOB Help and use it more effectively.

Other Learning Tools

In addition to the User Guide and MYOB Help, the following learning tools have also been provided.

- *The Getting Started guide* (for new users only). The Getting Started guide details how to install and register your MYOB AccountEdge software.
- *Upgrade Instructions* (for upgraders only). The Upgrade Instructions detail how to install MYOB AccountEdge Version 3 and upgrade your company file.

- *A PDF version of the MYOB AccountEdge User Guide* as well as PDF versions of other user documentation have been included in the Manuals folder on your MYOB AccountEdge CD-ROM. These files are also available in the Manuals folder in your MYOB AccountEdge application folder on your hard disk. You can read PDF files onscreen using Adobe Acrobat Reader or print them using your printer. You can install Adobe Acrobat Reader from the MYOB AccountEdge CD-ROM.

Where to Start

If you haven't installed MYOB AccountEdge yet, refer to your *Getting Started* guide or *Upgrade Instructions* for installation instructions before you read the rest of this chapter.

Start up MYOB AccountEdge. To do this, locate and double-click the MYOB AccountEdge icon in the folder that was created when you installed your software. If you used the defaults suggested during installation, this icon should be located in the MYOB AccountEdge folder.

After a few moments, the **Welcome to MYOB AccountEdge** window (similar to the one shown below) is displayed.
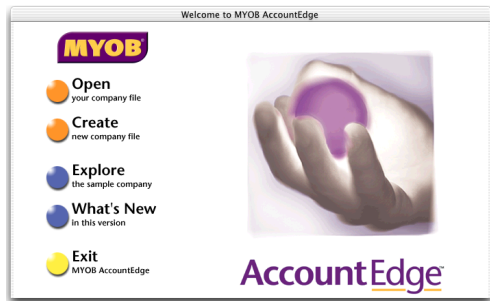
This window is displayed every time you start MYOB AccountEdge.

In this window, you are presented with five options:

- **Open your company file**—use this option to open your company file once it has been created.
- **Create new company file**—create a company file for your business.
- **Explore the sample company**—experiment with a sample company's data and learn how to use MYOB AccountEdge. See 'Experiment With a Sample Company's Data' on page 12.

- **What's New in this version**—learn about the exciting new features in this version of MYOB AccountEdge.
- **Exit MYOB AccountEdge**—close MYOB AccountEdge.

Experiment With a Sample Company's Data

Before you create a new company file, we recommend that you experiment with the sample company's data. We have provided a sample company file, called Widgets & Co., to allow you to experiment freely with MYOB AccountEdge's features without damaging any of your own company's fiscal information. This is an excellent way to learn how to use MYOB AccountEdge, to see actual accounting data that has already been entered into the MYOB AccountEdge system, and familiarize yourself with the way MYOB AccountEdge works.

To explore the Widgets company file

❖ Click **Explore the sample company** in the **Welcome to MYOB AccountEdge** window. The command center window of the sample company is displayed.

> NOTE: **Manually locating the sample company file** If the sample company file has been moved, a dialog box is displayed, requesting you to select the sample company file. Locate and open the file named Widgets & Co.

The command center window is always displayed on your computer screen when MYOB AccountEdge is running. Notice that the name of the sample company, Widgets & Co. is displayed in the top left corner of the window.

Now that the Widgets & Co. company file is open, feel free to browse around the MYOB AccountEdge system and explore the accounting entries that have already been made for the sample company.

> CAUTION: **Do not enter your own financial data** Do not enter your own company's fiscal information into the Widgets & Co. company file. This company file is for learning purposes only.

Creating a New Company File

When you make entries in MYOB AccountEdge, that information is stored within one file in your computer, called a *company file*. (A company file is a lot like a computerized filing cabinet, with all sorts of information about your business stored in it.) This single file allows you to work with your company's financial information without spending a lot of time and effort on your computer's file storage system.

MYOB AccountEdge's New Company File Assistant leads you through the process of creating a new company file, step-by-step.

If you are setting up business for the first time, we strongly recommend that you consult your accountant or a Certified Consultant to help you set up MYOB AccountEdge correctly.

Before you begin

Before you create your new company file using the New Company File Assistant, you will need to know the following information about your company.

What year is your current fiscal year?

The important thing to remember here is that the current fiscal year is not necessarily the current *calendar* year.

In MYOB AccountEdge, and according to the standard used by most accountants, fiscal years take the name of the calendar year in which they *end*. For example, your fiscal year might run from October 2001 to the end of September 2002. Since the *end* of the fiscal year falls in 2002, the fiscal year is referred to as "fiscal year 2002."

Make sure you choose the correct fiscal year. If you are unsure, check with your accountant.

What is the last month of the fiscal year?

The fiscal year of many businesses ends in December, but if your company has a fiscal year structured like the example above, you'll need to select another month, such as September.

What month will you be converting to using MYOB AccountEdge?

This is a very important selection. Your conversion month is the month in which you plan to start using MYOB AccountEdge. This month is particularly important in terms of your opening balances that will be entered later when you set up your company file.

Using the New Company File Assistant

The New Company File Assistant leads you step-by-step through the process of creating a new company file. It consists of a series of interactive windows containing options that help you reach a particular goal. When you have finished making entries and selections, the New Company File Assistant will create a new company file for your company.

When using the New Company File Assistant, remember that in most instances, you can return to previous windows to review (and sometimes change) the entries you have made. You can also quit the Assistant while you are in any window that contains a **Cancel** button. If you quit the Assistant before the company file is created, you will need to start the Assistant from the beginning again.

You can add or make changes to your initial selection later in the **Company Information** window (go to the **Setup** menu and choose **Company Information**).

To create a new company file

1 Click **Create new company file** in the **Welcome to MYOB AccountEdge** window. The New Company File Assistant is displayed.

2 Click **Next**. The **Company Information** window is displayed.

3 Enter your company's name, address, phone number, fax number and e-mail address. Your company's name and address can be printed on invoices, bills and statements.

4 Click **Next**. The **Accounting Information** window is displayed.

5 Enter the following information in this window:

- Enter your company's current fiscal year. Remember, this is not necessarily the same as the calendar year.
- Enter the last month of the fiscal year.
- Choose the month in which you plan to start using MYOB AccountEdge from the **Conversion Month** pop-up menu.

  CAUTION: **Choose the conversion month carefully** When this window is displayed, the conversion month defaults to the current month. If you accept this, you will not be able to enter transactions made before this month; you will need to enter them as historical information.

- Since it's best to begin using a new accounting system at the start of a month, you might want to consider selecting the next month as your conversion month. Whatever your choice, note that you can only choose a month in the fiscal year you entered earlier.
- Choose the preferred number of accounting periods. Most companies need only twelve accounting periods—one period for each month—to track their finances during the fiscal year. Some companies, however, make a significant number of year-end adjustments and prefer to use thirteen accounting periods. The thirteenth period isn't an actual period of time; it's merely a "placeholder" period that contains year-end adjustments. If in doubt, choose thirteen periods.

6 Click **Next**. Confirm the accounting information you entered. If you want to make any changes, click **Back**. Otherwise, click **Next** to continue.

7 Specify how you would like to build your Accounts List and click **Next**. If you selected:

- **I would like to start with one of the lists provided by MYOB AccountEdge**, go to Step 8 to select your Accounts List.
- **I would like to import a list of accounts provided by my accountant**..., go to Step 9. After you have created the company file, see 'Importing Accounting Data' on page 197 for more information about importing your Accounts List.
- **I would like to build my own Accounts List...,** go to Step 9.

8 Select your Accounts List. To do this, choose the industry classification of your business. Then select the type of business that most closely matches your business. A suitable Accounts List is displayed. You'll be able to tailor this list to meet the exact needs of your business at a later time. Click **Next**.

9 In the **Company File** window, check the default name and location of your company file. If you want to make any changes to the

location or the file name, click **Change**. Enter a new location and file name in the dialog box that is displayed, and click **OK**.

10 Click **Next**. Your company file is created and the **Conclusion** window is displayed. Choose one of the following options. Click:

- **Setup Assistant**, if you want to further customize your company file. This is the recommended option, especially if you need to build an Accounts List. At this point, the new company file doesn't contain much information about your company. Chapter 2 'Setting Up Your Company File' on page 19 explains how to set up your company file so it contains all your company's existing business information. MYOB AccountEdge's Easy Setup Assistant makes this a simple process.
- **Command Center** if you want to begin entering transactions right away. The command **center** window is displayed (see 'The command center' on page 17 for more information about command centers).

Navigating in MYOB AccountEdge

The command center

There are eight command centers in MYOB AccountEdge. The following is an illustration of the Sales command center.

The command centers contain a row of icons in the top section of the window, which represent the eight divisions of MYOB AccountEdge. Each time you view the central location for all command centers, one of the icons is highlighted, and a flowchart of tasks is displayed below the row of icons.

The highlighted icon is the current command center, and the flowchart displayed below the row of icons contains the major tasks associated with that command center.

For example, when the Sales icon is highlighted, tasks such as Enter Sales and Print Invoices–typical tasks you'd complete in relation to Sales–are displayed in the flowchart.

Each command also includes the following options:

- **To Do List**—You can use the **To Do List** to view the business tasks that affect your company on a regular basis.
- **Find Transactions**—You can use **Find Transactions** to view summary information about each of your company's accounts, sales, purchases, cards, payroll and jobs.
- **Reports**—You can use **Reports** to view a list of reports available in MYOB AccountEdge.
- **Analysis**—You can use **Analysis** to display windows that allow you to analyze a number of key aspects of your business.

There are two ways of selecting an option. You can either:

- click an option to display the window relevant to the command you are in

  or
- click an option and hold down the mouse button. A menu appears, listing the available options for all command centers (not just the command center you are in). Make a selection from this list.

Tools in MYOB AccountEdge

Zoom arrows and search icons are used throughout MYOB AccountEdge to help speed data entry and simplify the ways you access windows in MYOB AccountEdge. They are described below.

Zoom arrows

Zoom arrows, displayed next to various fields throughout MYOB AccountEdge, allow you to review or "zoom" to more detailed information about a specific topic, such as a transaction or

customer record. This detailed information is usually located in the window in which the topic was originally entered.

➪ A *white zoom arrow* indicates that you can zoom to more detailed information about a transaction and make changes to or delete the transaction, if you want.

A *gray zoom arrow* allows you to zoom to more detailed information about a transaction but the information is display only. If you want to change the information, you can reverse the transaction and re-enter it (see 'Reversing a Transaction' on page 115). Alternatively, you can change your security preference selection to make all transactions changeable (see 'Setting up Preferences' on page 21).

Search icons ➪

Search icons, displayed next to various fields throughout MYOB AccountEdge, allow you to open selection lists containing records you've previously entered into the MYOB AccountEdge system, such as customers and shipping methods. From the selection list, you can then select a record to appear in the field.

Chapter 2
Setting Up Your Company File

The more accounting information you have when you set up MYOB AccountEdge, the easier your transition will be. Although we would all like to have a complete set of balances on hand when setting up MYOB AccountEdge, the fact is that only a few businesses have all the information at their disposal. Ideally you should have the following information:

- *a list of your accounts with their balances,*

- *a detailed list of your receivables,*

- *a detailed list of your payables,*

- *a bank reconciliation, showing your bank balance, your bank statement balance, uncleared checks and deposits not yet credited as of your MYOB AccountEdge conversion date, and*

- *a list of the items you sell and their selling price.*

The absolute minimum information you need to set up your file is a bank reconciliation as described above.

Many businesses setting up MYOB AccountEdge for the first time find they fall somewhere in between the two extremes. They can provide a bank reconciliation, a list of receivables and payables and an inventory valuation. This is usually enough information to get started, as the remaining balances can be entered later.

This chapter is about setting up your business in MYOB AccountEdge. It shows you how to set up your preferences, accounts, sales, purchases, items, payroll, tax codes and jobs. You don't need to set up all the features MYOB AccountEdge offers at once; if you prefer, you can just set up the minimum for your business and set up the other areas later.

Think carefully about what accounting transactions you want MYOB AccountEdge to track. For example, if you sell books, you may want separate income and cost of sales accounts for your fiction and non-fiction book sales. If you run a gas station you may want to track gas sales separately from oil and consumables. Keep it simple, as you can always add accounts to MYOB AccountEdge to track additional items and transactions.

Overview

Before you start entering transactions in MYOB AccountEdge, you need to set up your company file. Setting up involves tasks such as customizing the way MYOB AccountEdge operates, setting default sales and purchase details, recording details of your customers and vendors, and so on.

To help you to quickly and efficiently set up your company file, MYOB AccountEdge includes the *Easy Setup Assistant*, which guides you through the necessary steps.

The following checklist outlines what you should set up before entering transactions in MYOB AccountEdge. You can complete most of these tasks using the Easy Setup Assistant.

Step	Set up	Refer to...
1	Set up preferences	page 21
2	Set up accounts	page 22
3	Set up sales details	page 25
4	Set up purchase details	page 28
5	Set up payroll details	page 31
6	Set up tax codes	page 35
7	Set up items	page 37
8	Set up bank accounts	page 41
9	Set up jobs and categories (optional)	page 42

Once you complete the initial setup using the Easy Setup Assistant, you will be ready to start using your company file for your business. If you need to make changes to your setup or add to your records, you can do so directly from the command centers.

If you are in the final step of the New Company File Assistant, click **Setup Assistant** to start the Easy Setup Assistant.

Or start the Easy Setup Assistant by choosing **Easy Setup Assistant** from the **Setup** menu. The following window is displayed.
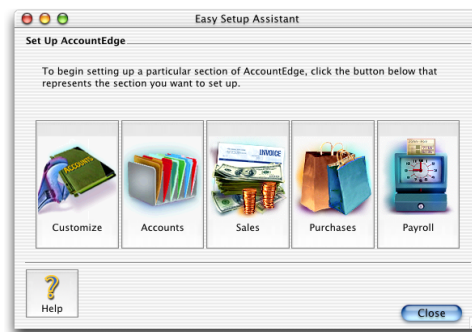
Setting up Preferences

MYOB AccountEdge has numerous preferences that you can set to customize the way the application operates. The Easy Setup Assistant will guide you through setting up some of them.

You can set the rest of the preferences or make changes to your initial selection later in the **Preferences** window (go to the **Setup** menu and choose **Preferences**). For more information about preferences, in MYOB Help, choose *Setup> Personalizing your Company*, click the topic *Customizing your MYOB AccountEdge system* and then click *Customizing work preferences*.

Click **Customize** in the **Easy Setup Assistant** window. The Customize Easy Setup Assistant is displayed. Each window contains a list of preferences that you can set by marking the checkbox next to the preference. Click **Next** to move through the windows; click **Close** when you have finished.

Preferences in MYOB AccountEdge

The following is a list of a few preferences available in MYOB AccountEdge.

- *Use Easy-Fill When Selecting From a List.* You can use the Easy-Fill feature to quickly enter account names, item names or numbers and card names that you enter frequently. Easy-Fill will "recognize" the entry you're making and automatically fill in the rest of the entry for you.

- *Use Expandable Data Entry Fields in Windows*. If you enter long descriptions on invoices and bills, you can view those descriptions in their entirety whenever the **Description** field is active.

- *Warn Before Recording Post-Dated Transactions.* Set this preference if you want to be notified whenever you enter a future

date as a transaction date—for example, if you mistakenly enter a date two months from now.

- *Prompt for Backup when closing.* Set this preference if you want to be reminded to back up your company file when you close it.

- *Select and Display Account Name, Not Account Number.* If you find it easier to find your accounts by their names rather than by their numbers, you can set up MYOB AccountEdge so that you can enter accounts and sort your account search lists alphabetically by using the name of the accounts rather than the numbers.

- *I Prefer to Use Help From the Internet, Rather Than My Computer.* If you have access to the Internet, you can view the latest online help for MYOB AccountEdge on the World Wide Web, instead of using help files on your computer.

- *Warn if Customer has an Outstanding Credit Before Applying a Payment*. You can set this preference if you'd like to be notified that a customer has an existing customer credit whenever you apply one of the customer's payments to a sale.

- *Transactions CAN'T be Changed; They Must be Reversed.* Set this preference if you want to keep a strict *audit trail*. Your transactions will be considered unchangeable, and you won't be able to make changes to or remove transactions you've recorded. Instead, you'll need to *reverse* a transaction to completely remove the effects of that transaction on your records.

Setting up Accounts

The second step to setting up your company file is to set up your accounts. This includes:

- Reviewing your Accounts List
- Entering your account opening balances

The Easy Setup Assistant will help you complete these tasks quickly. Click **Accounts** in the **Easy Setup Assistant** window. The Accounts Easy Setup Assistant is displayed.

Review your Accounts List

In the Accounts Easy Setup Assistant, click **Next** to go to the **Accounts List** window. This window displays the list of accounts you selected when you created your company file using the New Company File Assistant.

There are eight types of accounts in the Accounts List—Assets, Liabilities, Equity, Income, Expenses, Cost of Sales, Other Income and Other Expenses.

All accounts are assigned a level, which indicates their location in your Accounts List hierarchy. The eight account types are the only accounts that can be Level 1. Other accounts can be assigned Levels 2, 3 or 4.

If you haven't already reviewed your existing accounts, do so now. (You can review an account's details by clicking the zoom arrow next to the account.) You may want to enlist the help of your accountant or a MYOB Certified Consultant. Since your accounts are the foundation for the rest of your accounting records, it's important that they are complete and are capable of meeting your individual company's needs.

To create a new account

1   Click **New**. The **Account Information** window is displayed.
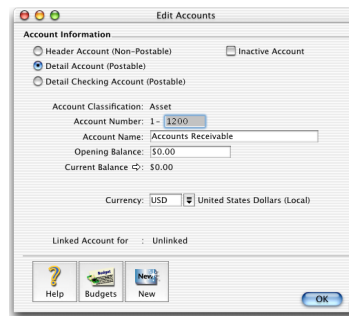
2   Specify whether the account is a Header account, Detail account or Detail Checking or Credit Card account.

If you are creating your Accounts List from scratch, it may be easier to enter all your Header accounts before entering your Detail accounts.

- *Header accounts* are non-postable accounts that contain Detail accounts. They serve no accounting purpose except to group and total Detail accounts for reporting clarity. Header accounts are displayed in bold type in your Accounts List. You are not required to use Header accounts.
- *Detail accounts* are postable accounts that add up to a particular Header account. You can create Detail accounts at levels 2, 3 or 4.
- *Detail Checking account*. This option is available if you are creating a Detail Asset account. Select this option if you intend to assign transactions to the account you are creating and you want to write checks using the funds in this account—for

example, your bank checking account, Petty Cash account and Cash Drawer account. These accounts will be displayed in the accounts selection list in transaction windows.

- *Detail Credit Card account.* This option is available if you are creating a Detail Liability account. Select this option if you intend to assign credit card transactions to the account. Accounts with credit card privileges will be displayed in selection lists in transaction windows.

3 Enter information about the account, such as an account number and account name. Enter a currency if you are using the multicurrency feature.

> **NOTE: Account opening balances** When creating or editing an account, note that you are not required to enter account opening balances. This is done later in the setup.

4 Click **OK** when you have finished. The account you created will now appear in your Accounts List.

In this step of the Accounts Easy Setup Assistant, you can also edit existing accounts' names and numbers and delete accounts that you don't plan to use. You can also import accounts if you've been using another computerized accounting system. For detailed instructions on how to edit, delete and import accounts, click **Help** in this window. Also see "Changing a Record" on page 105, "To delete an account" on page 106, and "Importing Accounting Data" on page 197.

To change the level of an account If you want to change the level of an account in your Accounts List in order to change its hierarchy, you can do so later from the **Accounts List** window (go to the **Accounts** command center and click **Accounts List**). For instructions on changing account levels, in MYOB Help, choose *Accounts> Maintaining Accounts > Changing, Removing or Inactivating Accounts* and click the topic *To change an account's level.*

When you have finished reviewing your **Accounts List**, click **Next** to enter your opening balances. See the following section for instructions.

Enter your account opening balances

Unless you're just starting a new business, most of your accounts probably already have balances—for example, you've made sales, paid bills, deposited money in your business' checking account and conducted a variety of other business activities that affect your accounts' balances. In this step, you'll enter those balances.

> **NOTE: Don't enter inventory opening balances now** If you are using MYOB AccountEdge to track your item quantities and values, don't enter the opening balance of your inventory accounts at this point. This is done later when you set up your inventory (see page 37).

To properly assign opening balances to accounts, you need to enter the balance of each of your accounts as of the first day of your *conversion month*—the month you began using MYOB AccountEdge to track your business.

- *If your conversion month is the first month of your fiscal year* (for example, if your *fiscal* year runs from January to December, and your conversion month is January), enter the opening balances of your asset, liability and equity accounts only. (The opening balances of all your income, cost of sales and expense accounts should remain zero.)

- *If your conversion month is not the first month of your fiscal year* (for example, if your *fiscal* year runs from January to December, and your conversion month is August), enter the opening balances of *all* your accounts.
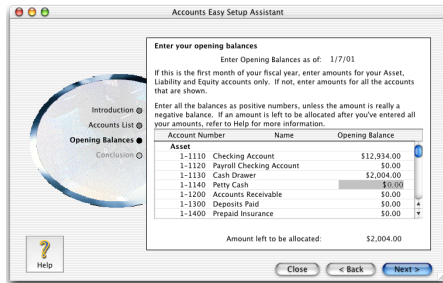
To enter opening balances

1 Enter the opening balance for each account in the **Opening Balance** column.

> **NOTE : You should enter opening balances as positive numbers.**
>
> Don't, for example, enter your liability accounts' balances as negative numbers. MYOB AccountEdge knows whether your accounts usually have positive or negative balances. Enter negative amounts only if accounts truly have negative balances; as a rule these will be accounts used to record accumulated depreciation.

2 Check the **Amount left to be allocated** field at the bottom of the window.

- If this field displays $0.00, the total of the opening balances you assigned to your asset accounts equals the total opening balances of your liability and equity accounts.
- If this field displays an amount other than $0.00, check your opening balances again. This value indicates that either your opening balances are incomplete or incorrect. The amount that appeared in the **Amount left to be allocated** field will be assigned to a special equity account called Historical Balancing. If you cannot find the reason why the accounts don't balance, click **Help** for more information.

3 Once you have entered your account opening balances, click **Next** and then close the Accounts Easy Setup Assistant.

You have completed setting up your accounts. If you want to make changes to or delete any accounts later, you can do so from the **Accounts** command center. See the *Working with Lists* chapter on page 101.

To continue with setting up your company file, see "Setting up Sales details" on page 25.

Setting up Sales details

Most businesses rely upon sales of goods or services to generate revenue for them. In the Sales Easy Setup Assistant, you can set up information about your customers and other information related to sales.

Before you begin using the Sales Easy Setup Assistant, you may find it helpful to gather together a list of your customers, along with their addresses, phone numbers and so on. We also recommend that you gather a list of all the sales you've made to customers that haven't yet been fully paid off.

Click **Sales** in the **Easy Setup Assistant** window. Work your way through the Sales Easy Setup Assistant, entering the required information in the appropriate windows. Click **Help** in any window for detailed information about that window.

Set up a default layout

In the **Layout** window, choose the sale layout that you expect to use most often. This layout will be assigned to all new customer cards but you can change the sale layout for your customers at any time. Click **Next**.

Set up selling details

Use this window to set default entries that will speed up the task of creating new customer records. Remember that you can change these selections for any of your customers at any time. For more information on using this window, click **Help**.

When you have finished, click **Next**.

Select default tax codes

If you collect tax on sales, select the tax code that you use most often. Select whether freight charges are taxable for most of your customers. Your selections here will appear as the default in the **Selling Details** view of the new customer cards you create.

When you have finished, click **Next**.

Select a default payment method and credit terms

Indicate the credit terms you generally extend to your customers and the default payment method. MYOB AccountEdge will use these credit terms as the default when you create new customer cards, but you can change these terms any time. Click **Help** for more information.

When you have finished, click **Next**.

Set up linked accounts for sales

Specify the default accounts that will be used to track your customer receipts and undeposited funds. The accounts you select must have checking privileges.

If you want to change an account that MYOB AccountEdge has selected for you, click the **search** icon next to that account and select an alternate account from the list that is displayed.

You can change your linked accounts later in the **Sales Linked Accounts** window (go to the **Setup** menu, choose **Linked Accounts** and then **Sales Accounts**).

When you have finished, click **Next**.

Create customer cards

In this step, you'll enter information about each of your customers. MYOB AccountEdge requires that you create a record for each customer, but you can choose to enter as little or as much information as you like in these records.

1   Click **New**. The **Card Information** window is displayed.

2   Enter details about your customer. You don't have to complete all the tabs in this window at this time. You can fill in the **Profile** and **Selling Details** (see graphic below) now and complete the others later through the **Card File** command center (see). Click **Help** for detailed help on creating a card.

A	Selling information	The selections you make here will be used by default on quotes, orders and invoices that you create for this customer. You can override these selections when recording the sale.
B	Tax information	The customer's credit limit and tax information are entered here.
C	Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this customer.

3 Click **OK** when you have finished, to return to the Sales Easy Setup Assistant. The card you created will now appear in the Customer List.

4 Repeat Step 1 - Step 3 for each customer card you want to create.

In this window of the Sales Easy Setup Assistant, you can also make changes to or delete existing cards. If you've kept customer information in another software application, you can import that information into MYOB AccountEdge. For detailed instructions on how to edit, delete and import customer cards, click **Help** in this window. See also "Importing Accounting Data" on page 197 for information about importing cards.

If you want to add customer cards, make changes to or delete existing cards later, you can do so from the **Card File** command center (see the *Working with Lists* chapter on page 101).

When you have finished, click **Next**.

Enter your historical sales

In MYOB AccountEdge, historical sales are those sales you've made that haven't been paid in full, as of the first day of your conversion month.

Click **Add Sale** to enter these historical transactions and the outstanding amounts. For instructions on entering historical sales for your customers, click **Help** in the **Historical Sale** window.

When you have finished, click **Next**.

Click **Close** to close the Sales Easy Setup Assistant. See the following section to set up your purchase details.

Setting up Purchase details

In the Purchases Easy Setup Assistant, you can set up your vendor information and other information related to purchases. You'll find these steps very similar to those you completed for your customers and sales.

Click **Purchases** in the **Easy Setup Assistant** window. Work your way through the Purchases Easy Setup Assistant, entering the required information in the appropriate windows. Click **Help** in any window for detailed information about that window.

Set up a default layout

In the **Layout** window, choose the purchase layout that you expect to use most often. This layout will be assigned to all new vendor cards but you can change the purchase layout for your vendor at any time. Click **Next**.

Set up default buying details

Use this window to set default entries that will speed up the task of creating new vendor records. Remember that you can change these selections for any of your vendors at any time. For more information on using this window, click **Help**.

When you have finished, click **Next**.

Select default tax codes

If you are charged tax on purchases, select the tax code that is used most often by your vendors in this window. Specify whether freight charges from most of your vendors are taxable. Your selections here will appear as the defaults in the **Buying Details** view of new vendor cards you create.

When you have finished, click **Next**.

Set up default credit terms

Enter the credit terms that your vendors generally extend to you. MYOB AccountEdge will use these credit terms as the default when you create new vendor cards, but you can change these terms any time. Click **Help** for more information.

When you have finished, click **Next**.

Set up the linked account for purchases

Specify the default account that will be used to pay bills from your vendors. If you want to change the account that MYOB AccountEdge has selected for you, click the **search** icon next to the account and select an alternate account from the list.

You can change your linked accounts later in the **Accounts Payable Linked Accounts** window (go to the **Setup** menu, choose **Linked Accounts** and then **Purchases Accounts**).

When you have finished, click **Next**.

Create vendor cards

In this step, you'll enter information about each of your vendors. MYOB AccountEdge requires that you create a record for each vendor, but you can choose to enter as little or as much information as you like in these records.

1 Click **New**. The **Card Information** window is displayed.

2 Enter details about your vendor. You don't have to complete all the tabs in this window at this time. You can fill in the **Profile** and **Buying Details** (see graphic below) now and complete the others later through the **Card File** command center (see 'To make changes to a record' on page 105). Click **Help** for detailed help on creating a card.

A	Buying information	The selections you make here will be used by default on quotes, orders and bills that you create for this vendor. You can override these selections when recording the purchase.

B	Tax information	Your credit limit with this vendor and the vendor's tax information are entered here.
		If you wish to report payments to vendors for inclusion on a 1099 statement, select how you wish to report the payments by entering a category in the **Report Payments on 1099 as** field. For more information about tracking vendor payments on a 1099 statement, in MYOB Help, choose Card File, click the topic Cards Overview and then Buying Details view (vendor cards).
		If the **Report Payments on 1099 as** field is not available, this means that you have not set up payroll yet (see 'Setting up Payroll details' on page 31). After you have set up payroll, you can return to this window to set up the vendor card to track payments on 1099 statements.
C	Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this vendor.

3 Click **OK** when you have finished, to return to the Purchases Easy Setup Assistant. The card you created will now appear in the vendor List.

4 Repeat Step 1 - Step 3 for each vendor card you want to create.

In this window of the Purchases Easy Setup Assistant, you can also edit or delete existing cards. If you've kept vendor information in a spreadsheet or another software application, you can import that information into MYOB AccountEdge. For detailed instructions on how to import, edit, and delete vendor cards, click **Help** in this window. See also "Importing Accounting Data" on page 197 for more information on importing cards.

If you want to add vendor cards, make changes to or delete existing cards later, you can do so from the **Card File** command center (see the *Working with Lists* chapter on page 101).

When you have finished creating your vendor list, click **Next**.

Enter your historical purchases

In MYOB AccountEdge, historical purchases are those purchases you've made that haven't been paid in full, as of the first day of your conversion month.

Click **Add Purchase** to enter these historical transactions and the amount you owe your vendors. For detailed instructions on how to enter historical purchases for your vendors, click **Help** in the **Historical Purchase** window.

When you have finished, click **Next**.

Click **Close** to close the Purchases Easy Setup Assistant.

If you use the Payroll feature in MYOB AccountEdge, see the following section to set up your payroll details.

Setting up Payroll details

This section applies to you only if you will be using the Payroll feature in MYOB AccountEdge.

You'll probably find that it takes you longer to set up your payroll information than it did to set up your information in other areas of MYOB AccountEdge, particularly if you employ several people. Your effort here will be rewarded on payday, though; if you've been calculating paychecks manually, you'll find that these checks are much quicker and easier to calculate in MYOB AccountEdge.

In the Payroll Easy Setup Assistant, you'll load your tax tables, review your payroll categories and linked accounts, and enter details about your employees, their tax status and pay history.

Click **Payroll** in the **Easy Setup Assistant** window. Work your way through the Payroll Easy Setup Assistant, entering the required information in the appropriate windows. Click **Help** in any window for detailed information about that step.

You can make changes to your initial selection later in the **General Payroll Information** window (go to the **Setup** menu and choose **General Payroll Information**).

Load tax tables

You must load the payroll tax tables into the application when you first set up Payroll. The tax tables contain the most recent payroll tax information and are provided with your software.

Click **Load Tax Tables**. Once the tax tables are loaded, click **Next**.

Enter and confirm the payroll year

Enter and confirm the current payroll year and click **Next**.

Set up general payroll information

Specify the number of hours in your company's typical work week (*not the hours in a pay period*). The number you enter here will be used as the default to calculate wages and payroll payable amounts (such as tax) on paychecks. You can override this on the paycheck as necessary.

Enter your Federal Tax ID number.

Enter your Federal Unemployment Tax Rate as a percentage.

Select the ZIP code of the state to which you pay State Unemployment Tax. Then enter your State Tax ID number and your SUI Rate as a percentage.

Click **Next** when you have finished.

Set up your default linked accounts

In the **Linked Accounts** window, review the linked account selections MYOB AccountEdge has made for you.

- **Account for Writing Paychecks** is the checking account you would usually use to write your paychecks.
- **Account for Employer Expenses** is the default account that is charged for your employer expenses.
- **Account for Wages Paid** is the default account that is charged for the gross wages and salaries paid to employees. You can change this account for each employee in the **Employee Payroll Information** window.

- **Account for Deductions and Expenses** is the default account to which the amounts withheld from the employee's paycheck are allocated.

To change a linked account, click the **search** icon next to it and select another account from the Accounts List. You can change the linked accounts for individual payroll categories through a payroll category's **Information** window.

When you have finished, click **Next** to continue.

Review your payroll categories

A paycheck normally consists of five elements: wages, deductions, accruals, taxes and employer expenses. Collectively, these elements are referred to as *payroll categories*. Before you begin writing paychecks to employees, you'll create the payroll categories that are used by your business and are required by law, and then you'll assign each employee the payroll categories that apply to him or her. Then, when you use the **Pay Employees** window to pay an employee, the payroll categories you've assigned to the employee will automatically determine the various amounts that are associated with the paycheck.

MYOB AccountEdge provides you with a list of payroll categories that you can assign to your employees later in the setup process. Select the category type, and then review the list to see whether all the wages, deductions, accruals and expenses your company uses are included. You can delete a payroll category you don't need by highlighting it and clicking the **Delete <Payroll Category>** button.

NOTE: You cannot delete or create a tax type   If you select Taxes, you cannot delete an existing tax type or create a new tax; you can, however, view the tax tables and change the linked payables account.

Review the payroll category details   It's a good idea to also review the details for each wage, deduction, accrual and expense to make sure it matches the way you do business. To do this, click the zoom arrow next to each category. The **Information** window for that

category is displayed. You can make changes to the information as required. For a detailed description of each field in this window, click **Help**.

Creating a new payroll category   You can create a new payroll category by selecting the category type in the **Payroll Category List** window and clicking **New**. The **Information** window for the selected category is displayed. For information on creating this payroll category, click **Help**. Also see 'Creating Payroll Categories' on page 120.

When you have finished, click **Next**.

Editing a payroll category   To edit a payroll category, highlight the category you wish to change and click the edit button for that category. For example, to edit a wage category, click **Edit Wage**.

Deleting a payroll category   To delete a payroll category, highlight the category you wish to remove and click the delete button for that category. For example, to delete a wage category, click **Delete Wage**.

Create employee cards

In the **Employee Cards** window, click **New**. The **Card Information** window is displayed. Enter your employee details in the relevant tabs just as you did with customer and vendor cards. You can click **Help** in each tab for help on creating an employee card.

When completing the **Payroll Details** tab of the **Card Information** window, see 'Entering payroll information' below for instructions.

Entering payroll information

It is very important that you set up an employee's payroll information completely before you begin writing paychecks for that employee.
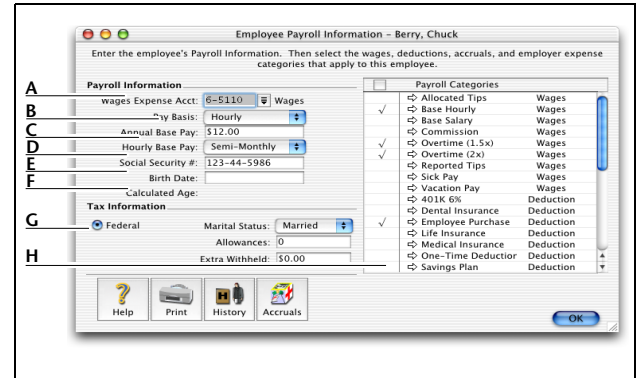
An employee's payroll information is set up in the **Payroll Details** tab of the **Card Information** window and in the **Employee Payroll**

Information window. In the **Payroll Details** tab, you are required to choose the Residence Code and Work Code that apply to the employee. In the **Employee Payroll Information** window (accessed by clicking **Info** in the **Payroll Details** tab), you are required to enter the employee's pay details such as the pay basis, salary and pay frequency, and to assign payroll categories to the employee.

> **NOTE:** **It is very important that you enter payroll information correctly.** If you don't, your employees' pay and tax amounts will not be calculated correctly.

To enter payroll information

1   Click the **Payroll Details** tab in the **Card Information** window. The **Payroll Details** view is displayed.

2   Enter the Residence Code and Work Code that applies to the employee.

3   Click **Info**. The **Employee Payroll Information** window is displayed. The information you enter in this window is used to determine wages, deductions, accruals, employer expenses and tax amounts for each employee, and helps calculate each pay period's paycheck amounts.

A	Wages Expense Account	Enter the Wages Expense account. The linked account you selected earlier in the setup appears here by default.
B	Pay Basis	Enter the Pay Basis for the employee. Pay Basis (Salary or Hourly) determines whether an employee is paid on the basis of number of hours worked or a fixed salary, although a salaried employee may be given "overtime" or their wages on an hourly basis. In this case, MYOB AccountEdge will calculate the equivalent hourly rate by the following formula: Base Salary $\div$ (Hours in working week x 52).
C	Hourly/Annual Base Pay	Enter the employee's Base Pay—annual or hourly, depending on their pay basis.
D	Pay Frequency	Enter the employee's pay frequency.
E	Social Security Number	Enter the employee's Social Security Number.
F	Birth Date	Enter the employee's date of birth. MYOB AccountEdge calculates the employee's age and displays it below this field.

G	Tax information	Enter the appropriate tax information for this employee in these fields. If the employee is subject to state tax, be sure to enter both state and federal tax information.
H	Payroll Categories	Select all the payroll categories that apply to this employee by clicking in the **Select** column. Your selections in this step are very important, because they are the key components in determining the employee's net pay amount. Be sure you carefully select all the payroll categories that apply to this employee. **CAUTION:** If you make changes to a payroll category's details from this window (by clicking the zoom arrow next to a payroll category), these changes will affect ALL employees this category has been assigned to.

4 After you have entered the employee's pay details and assigned payroll categories, click **History** in the **Employee Payroll Information** window.

The **Pay History** window is displayed. The **Pay History** window allows you to view individual employees' wage, deduction, accrual and tax amounts, as well as the employer expenses you've incurred for individual employees for the current and previous month(s) of the current payroll year.

5 If you're starting to use Payroll after the first pay period of the payroll year, enter the employee's pay history for the current payroll year up to the current date. You can enter pay history for specific months or quarters.

> CAUTION: **Avoid editing pay history figures** MYOB AccountEdge uses the figures displayed in the **Pay History** window on some reports. If you change a card's pay history later in this window, keep in mind that the change you make will be displayed on the reports but may not accurately reflect your actual totals.

6 Click **OK** when you have finished entering the employee's pay history. The **Employee Payroll Information** window is displayed.

7 Close the **Employee Payroll Information** window.

8 After you have finished creating the employee card, close the **Card Information** window and return to the Payroll Easy Setup Assistant. The card you created will now appear in the **Employee List.**

Continue creating your employee cards. As with customer and vendor cards, you can also edit and delete existing employee cards; if you've kept employee information in a spreadsheet or another software application, you can import that information into MYOB AccountEdge.

For detailed instructions on how to import, edit and delete employee cards, click **Help**. See also "Importing Accounting Data" on page 197 for more information on importing cards.

If you want to add employee cards or make changes to or delete existing cards later, you can do so from the **Card File** command center (see the *Working with Lists* chapter on page 101).

Click **Close** to close the Payroll Easy Setup Assistant. Then close the Easy Setup Assistant.

See the following section to set up your tax codes.

Setting up Tax Codes

If your business makes sales and purchases, you're probably very familiar with the concept of including tax on the transactions you conduct with your customers and vendors, and you know how important it is to track these amounts carefully.

To help you keep on top of taxes, MYOB AccountEdge uses *tax codes*. Each tax code represents a particular tax rate, which is used to calculate tax on your transactions. You'll set up taxes using the **Tax Information** window. Whenever you enter a sale or purchase that should be taxed, you'll mark the **Tx** column and choose a tax code from the Tax selection list; the amount of the line item will be multiplied by the tax code's tax rate.

You can assign tax codes to customers and vendors in their cards. These tax codes will appear by default in invoices and purchase orders that you create for these customers or vendors, saving you the trouble of selecting a tax code each time.

MYOB AccountEdge provides you with an extensive list of tax codes that can be used in a variety of situations. In addition to this, you can also create all the tax codes your business needs.

To create a tax code

1 Go to the **Lists** menu and choose **Tax Codes**. A list of all the tax codes that MYOB AccountEdge has already set up for you is displayed.

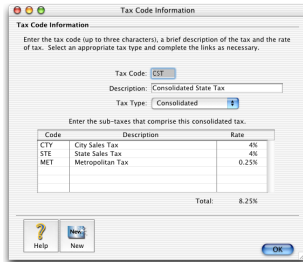2 Click **New**. The **Tax Code Information** window is displayed.

3 Complete the fields in this window. Click **Help** if you require detailed field help.

A	Enter a three-digit code, description, type and rate. If you selected **Consolidated** as the Tax Type, see page 36.
B	If the Tax Type is **Sales Tax**, specify the linked account for tax collected. If the Tax Type is **Import Duty**, specify the linked account for accrued duty. Specify a linked card if applicable.

Consolidated tax codes

MYOB AccountEdge gives you the flexibility of creating consolidated tax codes by combining two or more tax codes. For example, the CST tax code (with a 8.25% tax rate) is composed of CTY (City Sales Tax) at 4%, STE (State Sales Tax) at 4% and MET (Metropolitan Tax) at 0.25%.

NOTE: You can only consolidate tax codes that are in your Tax Code List   Therefore, make sure you first create the tax codes you want to consolidate.

Setting up Items

In MYOB AccountEdge terms, the word *item* is used to describe:

- A physical unit that your company may buy, sell and/or store.
- A service that your company wants to include on item invoices. For example, you could create items such as 'Shipping', 'Handling', and so on.

In accounting terms, your company's items should usually be considered current assets.

There are three steps to setting up items:

- Creating the items
- Entering open stock on hand quantities
- Entering the opening value of your stock items

To create an item

1. Go to the **Inventory** command center and click **Items List**. The **Items List** window is displayed.

2. Click **New**. The **Item Information** window is displayed.

3. Enter a unique number in the **Item Number** field. You can use up to thirty numbers, letters and symbols.

   The backslash character (\) serves a special purpose in MYOB AccountEdge—any item number that begins with a backslash can be included on sales and purchase forms, but it **won't** appear on printed forms.

4. Enter the name of the new item in the **Name** field using up to thirty characters.

   HINT: Copy From button Click **Copy From** to copy another item's information to this item record. From the displayed list, choose the item whose information you want to copy. All information for that item will be copied to the current item record except the item

number, item name, vendor item number, auto-build information and history information.

5. Specify whether you buy, sell and/or **inventory** this item by marking the relevant checkbox(es). The following table should give you an idea of which checkboxes to mark.
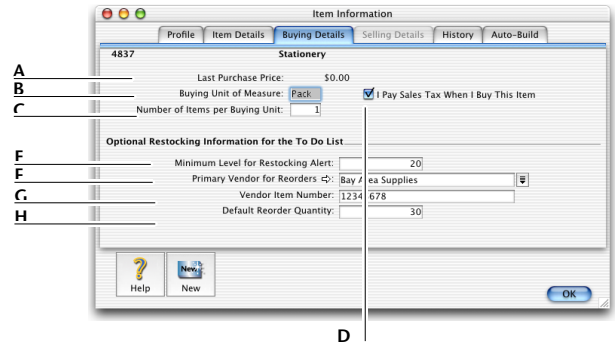
   CAUTION: Make your selections carefully If you mark the **I Inventory This Item** checkbox for an item, use the item in a transaction, and then try to clear this checkbox, you will not be allowed to do so.

Mark	For these items
I Buy this Item	Non-inventory items that you want to order in the **Purchases** window.
I Buy this Item I Sell this Item	You're a broker or middle man moving goods or services. If you allocate a purchase of this item to a job, you can then create a reimbursement invoice using the selling information you enter here.
I Buy this Item I Sell this Item I Inventory this Item	This is a normal inventoried item.
I Sell this Item	This is a normal service item, useful for salespeople who bill their commissions, or those who provide a service and bill for their time.
I Sell this Item I Inventory this Item	Finished goods, if you manufacture something using other items that you inventory.
I Buy this Item I Inventory this Item	Raw material that you inventory and use to build other items.
I Inventory this Item	Intermediate goods in the process. Parts used to manufacture finished goods.

6 When you marked the checkboxes in the previous step, you may have noticed the fields that appeared next to these checkboxes. Enter the appropriate account numbers (or names) in these fields. These will change according to the individual checkbox and combination of checkboxes you mark.

- In the **Cost of Sales Account** field, enter the account you want to use to track the costs associated with selling this item.
- In the **Income Account for Tracking Sales** field, enter the account you want to use to track the income you receive from the sale of this item.
- In the **Asset Account for Item Inventory** field, enter the account you want to use to track the total value of this item.
- In the **Expense Account for Tracking Costs** field, enter the account you want to use to track costs associated with purchasing this non-inventoried item.

7 Click the **Buying Details** tab. The **Buying Details** view of the **Item Information** window is displayed.

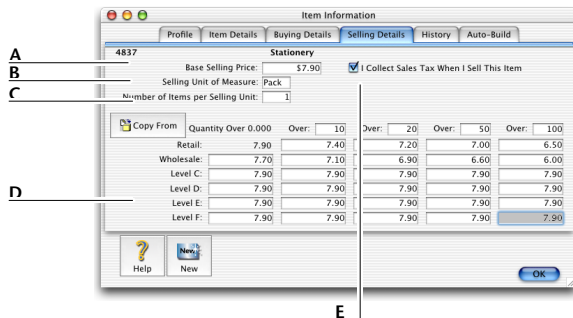|		
A	Last Purchase Price	The last purchase price you paid for the item (excluding tax) is displayed in this field.
B	Buying Unit of Measure	Enter the unit of measure (such as 'gross,' or 'case') by which you purchase the item. The buying unit is printed on the item purchase order. If, for example, you buy eggs by the carton (a dozen), when you order five units in a purchase, you're ordering five cartons. It is very important that you set up your buying units correctly.
C	Number of Items per Buying Unit	Enter the number of items that comprise a single buying unit. This is the number MYOB AccountEdge adds to your on-hand inventory for every buying unit. For example, if you buy eggs by the carton (a dozen) and want to track their purchase individually, enter twelve as the number of items per buying unit. When you order one carton, MYOB AccountEdge updates your item inventory by twelve items.
		If you leave this field blank, MYOB AccountEdge defaults to one.
D	I Pay Sales Tax	Mark this checkbox if you pay sales tax when you purchase this item.

E	Minimum Level for Restocking Alert	Enter the minimum level of this item you want to keep in stock. When you reach this level, a reorder reminder appears in the To Do List.
F	Primary Vendor for Reorders	Enter the vendor from whom you usually purchase this item.
G	Vendor Item Number	Enter the vendor's number for the item.
H	Default Reorder Quantity	Enter a re-order level quantity for the item here. If you have set a minimum level for restocking alert, you can create an order for the items easily, using the **Stock Alert** tab in the To Do List. The default quantity showing on the order will be taken from this field.

8 Click the **Selling Details** tab. The **Selling Details** view of the **Item Information** window is displayed.

A	Base Selling Price	Enter the retail price of one selling unit in this field.
B	Selling Unit of Measure	Enter the selling unit of the item in this field, such as 'each', 'gross', or 'case'. You can enter up to five characters. The selling unit is printed on the item invoice. If, for example, you sell by the six-pack, when you sell five units, you will be selling five six-packs. It is very important that you set up your selling units correctly.

C	Number of Items per Selling Unit	Enter the number of items that comprise a single unit in this field. This is the number MYOB AccountEdge subtracts from your on-hand inventory for every selling unit. For example, if you sell by the six-pack, enter six as the number of items per selling unit. When you sell one six-pack, MYOB AccountEdge reduces your item inventory by six items.

If you leave this field blank, MYOB AccountEdge defaults to one. |
| **D** | Pricing Levels | You can set pricing levels for different kinds of customers. See "Creating custom price levels" on page 97. |
| **E** | I Collect Sales Tax | Mark this checkbox if you collect sales tax when you sell this item. |

9 Click the **Items Details** tab.

You can enter additional information about the item in this window. For information about adding a picture, see 'Linking a picture to a record' on page 202. For information about creating custom lists and fields, see 'Creating custom fields' on page 98 and 'Creating custom lists' on page 99.

Enter opening stock on hand quantities and values

Once you have created your inventory items, you need to enter quantities on hand as at your conversion date and their values. This is done in the **Count Inventory** window.

The **Count Inventory** window is also used to routinely adjust the quantities of your **inventoried** items (due to theft, spoilage, etc.) recorded in MYOB AccountEdge so they match the actual quantities you have in stock.

1   Go to the **Inventory** command center and click **Count Inventory**. The **Count Inventory** window is displayed.

This window lists all the items and their on-hand quantities currently on record in MYOB AccountEdge. This quantity is in inventory units, not buying units or selling units. For example, say you buy soft drink by the six-pack and inventory it by the can; a quantity of 24 in the **On Hand** column means you have twenty four cans in inventory, rather than twenty four six-packs.

> **NOTE: Print the Inventory Count Sheet**   You can print out the Inventory Count Sheet (which is a list of all your items) by clicking **Print** in the **Count Inventory** window. Enter your quantities on these stock sheets; then you can enter them easily in the **Count Inventory** window.

2   Enter the quantity counted in the **Counted** column for each item. Zeros appear in the **On Hand** column because MYOB AccountEdge has no record of any of your items yet. The **Difference** column will change to reflect the difference between the **On Hand** column and the **Counted** column.

3   Click **Adjust Inventory** when you have entered all your item quantities. The **Default Expense Account** window is displayed.

4   Click **Continue** to indicate to MYOB AccountEdge that you are making an opening adjustment to your inventory asset account. The **Opening Balance Check** window is displayed, informing you that MYOB AccountEdge has noticed that some of your on-hand inventory quantities are zero.

5   Click **Opening Balances**.

6   Click **Adjust Balances** to adjust the balances of your inventory asset account to match the inventory values. (If you have already entered opening balances for your inventory asset account, click **Continue** instead.) The **Adjust Inventory** window is displayed.

The **Adjust Inventory** window shows an adjusting entry in the scrolling list for each item you entered a quantity in the **Counted** column of the **Count Inventory** window.

7   Make any changes to the default entries in the **Inventory Journal Number**, **Date** and **Memo** fields.

8   Enter the unit cost of each item (enter how much a single unit of each item cost you, not how much you're selling it for).

Do not change the account number in the **Account** column.

9   Click **Record**. MYOB AccountEdge will update the value of each item in the scrolling list.

You can print the Items List (Summary) report to check your inventory status. For more information on printing reports, see .

Setting up your Bank Accounts

To ensure the accuracy of your business records, you should keep the record of your bank account balances in MYOB AccountEdge matched up with your bank's records. This task is called *reconciling accounts*.

Reconciling your accounts for the first time

When you prepare to reconcile an account for the first time in MYOB AccountEdge, you may notice some of the checks you wrote and some of the deposits you made before you began using MYOB AccountEdge appearing on your bank statement. In order to reconcile the account, these transactions must also appear in the **Reconcile Accounts** window in MYOB AccountEdge. However, as you conducted the transactions before you began using MYOB AccountEdge, there will be no record of these transactions in MYOB AccountEdge. This situation must be resolved before you can reconcile the checking account.

To resolve the situation, you'll create a General Journal entry. Each uncleared check and uncleared deposit you conducted before using MYOB AccountEdge should be entered as line items on a General Journal entry. When you're ready to reconcile the checking account, each line of the General Journal entry will appear in the **Reconcile Accounts** window.

To reconcile your account for the first time

1 Go to the **Accounts** command center and click **Record Journal Entry**. The **Record Journal Entry** window is displayed.

2 Enter your checking account in the **Account** column and create a General Journal entry for the checking account, with a separate debit for each deposit that hasn't cleared yet and a separate credit for each check that hasn't cleared yet.

It's unlikely that the debits will equal the credits in the **Record Journal Entry** window. If the **Out of Balance** field underneath the scrolling list shows an amount, you'll need to enter another line item with an amount that balances the debits and credits.

3 Record the General Journal entry.

4 Go to the **Banking** command center and click **Reconcile Accounts**. The **Reconcile Accounts** window is displayed.

5 Enter the account you want to reconcile in the **Account** field. The individual line items in the General Journal entry you just created (and any checks and deposits that you may have entered) appear in the scrolling list in the middle of the window.

6 Enter the ending balance on the statement that your bank sent you in the **New Statement Balance** field.

7 Enter the closing date that appears on your bank statement in the **Bank Statement Date** field. Only transactions dated on or before that date will appear in the scrolling list.

8 Mark all the checks and deposits that are on your bank statement by clicking in the column on the left; also mark the balancing amount entry you created in Step 2.

9 Click **Reconcile**. Your account should now reconcile. Click **Reconcile** again to complete the reconciliation process.

Setting up Categories and Jobs

MYOB Accounting can track financial information at three levels:

- *Accounts* level—view the profitability and financial information of your business as a whole.
- *Categories* level—view the profitability and financial information of your individual business divisions, departments, properties, offices or locations.
- *Jobs* level—view the profitability and financial information of the individual jobs or tasks carried out for customers and clients.

The following example illustrates how accounts, categories and jobs are interrelated:

A car dealer has two lines of business–car sales and a service department. The car sales department sells both new and pre-owned vehicles. The service department reqularly takes on multiple jobs for particular customers that last several days. The business owner could set up MYOB AccountEdge in the following way, although there are many ways in which the system could be set up:

Accounts level

The Accounts List could be set up to provide a basic overview of the business' overall performance. For example, the following income accounts could be used:

4-0000 Income [Header]

4-1000 Car Sales [Header]

4-1010 New Car Sales [Detail]

4-1020 Pre-owned Car Sales [Detail]

4-2000 Service and Parts income [Header]

4-2010 Service Income [Detail]

4-2020 Parts Income [Detail]

4-2030 Accessories Income [Detail]

When entering a transaction, the appropriate account is allocated to each individual amount (or line). A standard Profit & Loss statement can then be printed for the business showing a complete breakdown of the income and expenses generated by the business. At this level, though, it is difficult to see how well the two lines of business are performing; categories can provide this facility.

Categories level

Five categories could be set up: New Car Sales, Pre-owned Car Sales, Service, Parts and Accessories. When entering a transaction, the appropriate category is assigned to it. A profit and loss statement can then be prepared for each of these categories; this is an easy way to compare the division's profitability and performance. At this level, though, it is difficult to see how profitable particular jobs or tasks have been; jobs can provide this facility.

Jobs level

Jobs could be set up to track income and expenses related to service jobs — this is particularly useful when multiple jobs are performed for a single customer. When you enter a transaction, the appropriate job number can be assigned to each individual amount (or line). This enables you to allocate several jobs to the various amounts in a transaction. For example, in the situation where a bill includes the purchase of parts for three customers you could specify the three jobs that the purchase relates to. A profit and loss statement can then be prepared for each job, and actual results can

be compared with budgeted values to produce a Jobs [Budget Analysis] report.

Setting up Accounts

You can set up your accounts using the Easy Setup Assistant (see 'Setting up Accounts' on page 22) or in the **Accounts** command center (see 'To add new accounts to your Accounts List' on page 103).

Setting up Categories

If you have more than one division, department or company for which you want to track financial information, categories may be the solution for you. When entering sales, bills, receipts or payments, you can assign the transactions to a category, and then produce financial reports for each category.

Categories can be assigned to the following transaction types:

- Spend Money transactions
- Receive Money transactions
- General Journal Entries
- Sales
- Purchases
- Inventory Transfers
- Inventory Adjustments
- Paychecks
- Historical Sales and Purchases

> **NOTE: You cannot allocate categories to certain transactions**
> There are certain transactions for which you cannot allocate a category. These are: **Pay Bills**, **Receive Payments**, **Prepare Bank Deposit**, **Settle Returns and Credits**/**Debits** and **Pay/Receive Refunds**. When entering these transactions, the categories assigned to the original transactions will be used when the new transaction is recorded. For example, the categories assigned to purchases

showing in the **Pay Bills** window will also be assigned to the bill payment.

To set up your category preferences

1. Go to the **Setup** menu and choose **Preferences**.

2. Click the **System** tab.

3. Mark the **Turn on Categories tracking** checkbox. If you want to make the selection of a category mandatory for all transactions, choose **Required** from the drop-down list.

To create a category

1. Go to the **Lists** menu and choose **Categories**. The **Categories List** window is displayed.

2. Click **New**. The **Edit Category** window is displayed.

3. Enter a category ID that will be used to identify the category, for example, Sales.

4. Enter the category's complete name, for example New Car Sales

5. Enter a description of the category, or notes related to the category, for example, 100 High Street, New Car Sales Department.
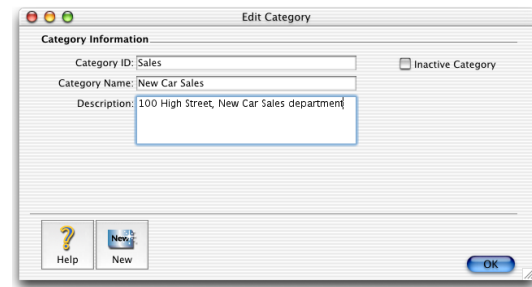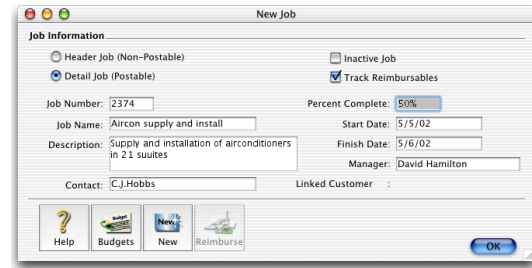

6. Click **OK**.

Setting up Jobs

You can use MYOB AccountEdge to keep an account and detail record of your jobs. Specific job-tracking tasks you can accomplish include:

- Organize jobs in a hierarchy
- Set account-by-account budgets for each job
- Link jobs to specific customers
- Assign individual line items on transactions to jobs
- Track reimbursable expenses for your jobs
- Prepare reimbursement sales with markup
- Extensively analyze profit and loss for a job

To create a job

1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window is displayed.

2 Click **New**. The **Job Information** window is displayed.

3 Specify whether this is a Detail or Header job. Choose:

- **Detail Job (Postable)** if you want to assign transactions to this job throughout MYOB AccountEdge.
- **Header Job (Non-Postable)** if you don't want to assign transactions to this job, but want to use it as a header for a group of Detail jobs. The Header job will display the totals of the Detail jobs in the **Jobs List** window.

4 Enter information about the job, such as a job number, name, description and start date. For detailed field help, click **Help**.

5 Link a customer card to the job if you wish.

You can view details of all jobs linked to a customer in the Jobs tab of the customer's card.

6 Click **OK**.

To change the level of a job

If you want to change the level of a job in your Jobs List in order to change its hierarchy, you can do so later from the **Jobs List** window (go to the **Lists** menu and click **Jobs**). For instructions on changing job levels, in MYOB Help choose *Jobs > Finding and changing job information*.

To enter job opening balances

If you started using MYOB AccountEdge while a particular job was in progress, you can create the job in MYOB AccountEdge, and then enter any account activity generated by the job so far in the **Job Opening Balances** window.

You can only enter opening balances for Detail jobs. Header jobs take their balances from the Details jobs below them.

1 Go to the **Setup** menu, choose **Balances** and then **Job Opening Balances**. The **Job Opening Balances** window is displayed.

2 Enter the job number of the job for which you want to enter an opening balance, or click the **search** icon to select a job from the list.

3 Enter any opening balances for the job in the **Opening Balances** column.

4 Repeat Steps 2 and 3 for each job for which you want to enter opening balances.

5 Click **OK** when you have finished.

To enter budget amounts for jobs

You can enter budget amounts for every Detail job in the MYOB AccountEdge system. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be assigned to accounts in your **Accounts List** for comparison purposes; once you begin recording transactions for the job, you'll be able to print the Jobs (Budget Analysis) report to see a comparison of the actual amounts and the amounts you've budgeted for the job.

1 Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window is displayed.

2 Highlight the Detail job for which you want to enter budgets.

3 Click **Budgets**. The **Job Budgets by Account** window is displayed, with the number of the job you selected in the **Job Number** field.

All of your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.

4 Enter the amounts you've budgeted for specific accounts for this job in the **Budgets** column and click **OK**.

Chapter 3
Receiving and Spending Money

We all receive and spend money. Now, instead of just receiving and spending by check and cash, many of the transactions we make are by electronic transfer. These transfers can be made via the Internet, through ATMs and over the phone.

MYOB AccountEdge is packed with features to help you track all these transactions. It doesn't matter if you are transferring money from one account to another, or spending or receiving money—it's easy in MYOB AccountEdge.

This chapter shows you how to record the checks you have written, the checks you have received, your credit card purchases, your credit card payments, and your ATM and Internet withdrawals and transfers.

This chapter also shows you how to use the versatile Bank Register to enter transactions on-the-fly for your checking and credit card accounts. The Bank Register lets you record checks and deposits, pay bills, receive payments and enter sales and purchases all from one location. If you have online banking, you can import your downloaded bank and credit card statements into MYOB AccountEdge via the Bank Register and speed up transaction entry and account reconciliation.

MYOB AccountEdge can handle as many check and credit card accounts as you like and allocate them to as many accounts as you like. If you are used to a manual multi-column cashbook system, you can think of MYOB AccountEdge as having the capacity to run multiple cashbooks with an infinite number of columns.

As you read on, you'll see that you need to be aware of which check or credit card you are tracking, and which account is being affected by the transaction. For example, if you wrote a check to the phone company, you would use your checking account and allocate the transaction to the phone account. If you paid the phone company by credit card, you would use your credit card account and still allocate the transaction to the phone account. Simply record where the money is coming from and where it is going; MYOB AccountEdge will do the rest.

Receiving Money

In MYOB AccountEdge, the term *receiving money* refers specifically to recording receipts other than payments relating to invoices. These include capital injections, interest, adjustments and so on. These types of receipts can be entered using the **Receive Money** window in the **Banking** command center, or by selecting the Receive Money transaction type in the **Bank Register** window.

Remember that MYOB AccountEdge tracks invoicing separately through the **Sales** command center, so any customer payments need to be entered using the **Receive Payments** window, or by selecting the Receive Payment transaction type in the **Bank Register** window. See 'Receiving Payments' on page 67 for more information.

> **NOTE: Recording receipts in the Bank Register** You can use the Bank Register if you want to quickly record a batch of receipts and don't need to record details of each receipt, or allocate them to multiple accounts. See 'Entering Transactions in the Bank Register' on page 53.

To receive money

1 Go to the **Banking** command center and click **Receive Money**. The **Receive Money** window is displayed.

2 Choose one of the following:

- *Deposit to account.* Choose this option if you want the deposit recorded directly in an account. Specify the account by clicking the **search** icon and making a selection from the checking accounts that you've set up.

- *Group with undeposited funds.* Choose this option if you want the deposit to be recorded in the undeposited funds account (and not in a checking account). After you've grouped all the deposit transactions you want, you can then make a bank deposit. For more information, see 'Preparing a Bank Deposit' on page 50.

3 Enter the payor. Click the **search** icon to select a card from the Cards List.

4 Enter the amount received.

5 Enter the payment method. Click **Details** if you want to enter details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiration date.

6 Enter the date of the deposit and a detailed comment to help you identify the deposit later.

7 Allocate the amount to the proper account(s).

	A		B	C	D
	Acct #	Name	Amount	Job	Memo
	4-4500	Consulting Fees	$200.00		

A	Enter the account(s) to which you want to assign the deposit in this column. Click the **search** icon to view the Accounts List.
B	Enter the amount you want to assign to each account here. The total amount in this column must equal the amount in the **Amount Received** field before you can record the transaction.
C	Assign the amount to a job by entering the job code here (optional).
D	Enter a memo for each line item you enter in the transaction (optional).

8 If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.

Category:

For more information about categories, see 'Setting up Categories and Jobs' on page 42.

9 Decide what you want to do with the deposit.

- *To record the deposit*, click **Record**.
- *To store the deposit as a recurring deposit* so that you can use it many times in the future, click **Save Recurring**. In the **Save Recurring Template** window, enter the necessary information and click **Save Template**. (See 'Working with Recurring Transactions' on page 116 for more information about creating and using recurring deposits.)

  If you want to record the deposit as an actual transaction now, click **Record** in the **Receive Money** window. If you don't want to record the deposit at this time, click **Cancel**.

Preparing a Bank Deposit

If you use the Undeposited Funds account to group payments from customers and other funds you receive, you can use the **Prepare Bank Deposit** window to create a batch bank deposit that will transfer funds from the undeposited funds account to the account of your choice as a single transaction. Undeposited funds dated up to and including the date you specify in the **Prepare Bank Deposit** window will be displayed. You have the option of grouping the receipts by payment method.

To prepare a bank deposit

1 Go to the **Banking** command center and click **Prepare Bank Deposit**. The **Prepare Bank Deposit** window is displayed.

2 In the **Deposit to Account** field, enter the account into which the funds selected in the **Prepare Bank Deposit** window will be deposited.

3 If you want to group payments by payment method, click the **Select Receipts by** down arrow and choose **Payment Method**.

Specify the payment method in the adjacent field (for example, Visa). Only payments made using that method are listed.

4 Enter a date to display undeposited funds up to and including that date.

5 Use the **Memo** field to record the purpose of the transaction. We recommend that you make a detailed comment so you'll be able to identify the transaction when you review your records later on.

6 Select the receipts you want to include on the bank deposit by marking the **Deposit** column.

7 Click **Record**.

Spending Money

In MYOB AccountEdge, *spending money* refers to transactions that affect your company's checking accounts, credit card accounts, petty cash accounts and other cash accounts. Checks are usually recorded in the **Spend Money** window or by selecting the Spend Money transaction type in the **Bank Register** window.

If you want to make payments for bills entered using the **Purchases** command center, you will need to enter the payment using the **Pay Bills** window or by selecting the Pay Bill transaction type in the **Bank Register** window.

> **NOTE: Recording checks in the Bank Register** You can use the Bank Register if you need to quickly record several checks and don't need to record details of each check or allocate them to multiple accounts. See 'Entering Transactions in the Bank Register' on page 53.

To record a check

1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window is displayed.

2 Click the **search** icon next to the **Account** field and select the checking or other bank account that will be used for this check.

3 Fill in the information in the check area of the window, just as you would if you were writing a paper check. Enter the Payee card,

check number, amount, memo, etc. Click **Help** for detailed field help.

If you want to change the default address displayed in the **Payee** field, click the down arrow and make a selection.

4 Allocate the check to the correct account(s).

A	Enter the account(s) to which you want to assign the check amount in this column. Click the **search** icon to display the Accounts List.
B	Enter the allocation amount here.
C	Assign the check amount to a job by entering the job code here (optional).
D	Enter a memo for each line item you enter in the transaction (optional).

5 If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.

For more information about categories, see 'Setting up Categories and Jobs' on page 42.

6   Decide what you want to do with the check.

- *To print and record the check*, click **Print**.

- *To record the check*, click **Record**. If you want to print this check later, you can do so from the **Print Checks** window. This window allows you to customize your checks and print them as a batch. For more information, see Chapter 12, 'Printing Forms,' on page 151.

- *To store the check as a recurring check* so that you can use it many times in the future, click **Save Recurring**. In the **Save Recurring Template** window, enter the necessary information and click **Save Template**. (For more information about saving and using recurring check, see 'Working with Recurring Transactions' on page 116.)

  If you want to record the check as an actual transaction now, click **Record** in the **Spend Money** window. If you don't want to record the check at this time, click **Cancel**.

Entering Transactions in the Bank Register

The **Bank Register** allows you to quickly and efficiently enter all your transactions for both asset accounts with checking privileges and liability accounts with credit card privileges from one window. For example, you can enter the following transactions in the **Bank Register**: checks, deposits, payments to vendors, payments from customers, sales and purchases.

The main advantages of using the **Bank Register** to enter transactions (in preference to using transaction windows such as **Spend Money** and **Pay Bills**) are speed and convenience. You can record a customer payment, pay a bill and then write a check without having to open multiple windows and switch between them. Given that transactions can be recorded with minimum detail, you save valuable time when entering a batch of transactions.

If you need to enter additional information about a transaction such as finance charges and discounts or change details such as the tax amount and payment method, you can use **Split** in the **Bank Register** to display the corresponding transaction window and continue with the rest of the transaction entry in that window. You can also use **Split** to allocate an amount to multiple accounts or apply payments to a particular invoice or bill.

> **NOTE: Importing your online bank and credit card statements using the Bank Register** You can also use the **Bank Register** to import your bank and credit card statements into MYOB AccountEdge. If a statement contains any transactions that you have not entered into MYOB AccountEdge, you can add them quickly using **Bank Register**. For more information, see 'Importing Statements into MYOB AccountEdge' on page 55.

To enter a transaction in the Bank Register

1 Go to the **Banking** command center and choose **Bank Register**. The **Bank Register** window is displayed.

2 In the **Account** field, specify the checking or credit card account that will be used for this transaction.

3 Choose the type of transaction from the **Type** drop-down list

4 Enter the ID or check number and the date of the transaction.

5 Enter the name of the card for whom this transaction is intended or click the **search** icon and select a card from the **Cards List**.

6 Enter the total amount of the transaction, including tax.

> **NOTE: Overpayments to vendor** If this is a vendor payment and you are overpaying them, an Out of Balance message will be displayed when you record the transaction. Click **Split** to open the source window and apply the overpayment.

> **NOTE: Payment Method** If you selected the **Receive Money**, **Enter Sale**, **Receive Payment** or **Enter Payment** transaction type, note that the payment method and details used are the ones you assigned to the customer in the **Payment Details** view of the **Card Information** window. If no default payment method was assigned to the selected customer, no payment method is assigned to this transaction. If you want to change or specify a payment method, click **Split**, enter the payment details in the source window and then record the transaction. If the transaction type is **Enter Sale**, the **Split** button is not available; you will need to record the transaction, then click the zoom arrow next to the transaction in the **Bank Register**'s transaction history list to open the source window.

7 For all transactions (except customer and vendor payments) enter the allocation account.

Note that the **Split** button is not available for Sales and Purchases.

NOTE: If the transaction requires more than one allocation account If you need to allocate the amount to more than one account or the payment to more than one invoice or bill, click **Split**. The source window for this type of transaction is displayed. Continue entering the rest of the transaction from this window. Click **Record** when you have finished. Notice that the transaction you just recorded appears in the scrolling list of the Bank Register. You can now begin entering another transaction in the **Bank Register**.

8 If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.

For more information about categories, see 'Setting up Categories' on page 43.

9 Choose what you want to do with the transaction.

- *To record the transaction,* click **Record**.
- *To store the transaction as a recurring transaction* so that you can use it many times in the future, click **Save Recurring**. In the **Save Recurring Template** window, enter the necessary information and click **Save Template**. (Note that this option is available only for some transaction types.) For more information about saving and using recurring transactions, see 'Working with Recurring Transactions' on page 116.

Importing Statements into MYOB AccountEdge

While some businesses record their transactions in MYOB AccountEdge as they are made, others prefer to leave them until the end of the month and enter them all at once.

Regardless of how you choose to do it, MYOB AccountEdge makes transaction entry and account reconciliation really simple.

If you have online banking, you can simply use the **Get Statement** feature in MYOB AccountEdge. Bank or credit card statement files that you have downloaded to your computer can be imported into MYOB AccountEdge simply by clicking **Get Statement** in the **Bank Register** or the **Reconcile Accounts** window. MYOB AccountEdge will then automatically match transactions on your statement with the transactions you entered in your company file. Matched transactions will be marked as cleared for reconciliation, making it easy to reconcile your account at month-end.

If MYOB AccountEdge cannot find a match, you have the option of matching the transactions manually with uncleared transactions in MYOB AccountEdge, adding them to MYOB AccountEdge or skipping them altogether. Unmatched transactions are usually account fees, government taxes, and penalty charges applied by the bank.

> **NOTE: Download your statement** Before you import your bank or credit card statement into MYOB AccountEdge, you will need to download the statement file from your bank. Your bank's website should provide instructions on downloading this file. The following file formats are supported by MYOB AccountEdge: OFX, QFX, QIF and OFC. Make sure you save the bank file in one of these formats.

To import your statement

You can also import your statement by clicking **Get Statement** in the **Reconcile Accounts** window.

1 Go to the **Banking** command center and click **Bank Register**. The **Bank Register** window is displayed.

2 Enter the account in the **Account** field.

3 Click **Get Statement**. The **Open** dialog box is displayed.

4 Locate and select the statement file that you downloaded.

5 Click **Open**. The transactions in your statement will be automatically matched with the transaction in your file by using the the check number and amount as the criteria for matching checks and the amount as the criterion for matching deposits. If:

● there are any unmatched transactions, the **Unmatched Statement Transactions** window is displayed. Go to Step 6.

● all your transactions match, that's it! These transactions will be marked as cleared in the **Reconcile Accounts** window.

6 Choose what you want to do with the unmatched transactions.

● *If you want to match a transaction*, highlight that transaction and click **Match Transaction**. The **Match Transaction** window is displayed, listing the uncleared transactions in your company file for the specified account. Select the transaction that you want to match with the statement transaction and click **Match**. The transaction will be marked as cleared. Repeat this step for each transaction that you want to match.

● *If you want to add a transaction to your company file*, highlight the transaction and click **Add Transaction**. The **Spend Money** window or the **Receive Money** window (depending upon the

type of transaction you are adding) will be displayed. Enter the details of the transaction and record it. The transaction is shown as cleared. Repeat this step for each transaction you want to add to MYOB AccountEdge.

CAUTION: **Match or add all transactions** We recommend you finish adding or matching every transaction in the unmatched transaction list before you click **Done**. If you open the statement file again, the original unmatched statement list reappears.

7 When you have finished matching and adding transactions, click **Done**. Any transactions that were not matched are skipped. A list of all the transactions that were cleared are displayed.

Tracking Credit Card Purchases

The following procedures show you how to track purchases you make with your company's credit cards, using the **Spend Money** window. You can also use the **Bank Register** for this purpose (for more information, see 'Entering Transactions in the Bank Register' on page 53).

To record purchases made with a company credit card

Before you begin recording credit card purchases, make sure you create a liability account such as Visa or American Express to track the amount owed to each credit card provider. For information on creating an account, see 'To add new accounts to your Accounts List' on page 103.

1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window is displayed.

2 Click the **search** icon next to the **Pay from Account** field and select the credit card account you want to use.

3 Enter the date, amount of the credit card purchase, payee and memo.

4 In the scrolling list area of the **Spend Money** window, enter the allocation account you want to use. This is usually an expense account.

5 Click **Record** to record the credit card purchase.

To record credit card payments

1 Go to the **Banking** command center and click **Spend Money**. The **Spend Money** window is displayed.

2 Enter the checking account that you are using to make this payment in the **Account** field.

3 Enter the credit card company's name in the **Payee** field.

4 Enter the amount you paid.

5 In the scrolling list area of the **Spend Money** window, enter the liability account you've created to track purchases made with this credit card.

6 Record the transaction.

Recording Miscellaneous Transactions

To void a check number

You may want to void a check for any number of reasons. You may, for example, find that one of your check forms is damaged and not usable for printing or that you have made a mistake when writing the check manually.

Follow the steps below to void a check that you have not recorded in MYOB AccountEdge. If you want to make changes to a check you have already recorded in MYOB AccountEdge, see 'Changing a transaction' on page 114.

1   Display the **Spend Money** window and choose the check account from which you want to void the check number.

2   Enter the check number you want to void in the **Check No.** field. However, do not enter an amount in the **Amount** field. There is also no need to assign allocation accounts.

3   Click **Record** and then confirm that you want to void the check.

To record ATM Withdrawals and Transfers

1   Display the **Spend Money** window and choose the account from which you want to withdraw the amount.

2   In the **Check #** field, enter a non-numeric word or phrase to describe the withdrawal. That way, you'll know the transaction isn't an actual check when you view it in a list or on a report. This will also allow you to skip the transaction when you print a range of numbered checks.

3   Complete the other fields in the window as normal.

4   Click **Record** to record the transaction.

To record Internet or phone banking withdrawals and transfers

1   Display the **Spend Money** window and choose the account from which you will withdraw the amount.

> **NOTE: Vendor payments**   If you are entering a payment to a vendor for a recorded purchase, you should enter it in the **Pay Bills** window. See 'Paying Bills' on page 82.

> **NOTE: Vendor card for Internet or phone banking**   You can set up a supplier card for Internet and phone booking and record your customer reference number in the Custom field vendor card for Internet or phone banking

2   In the **Check #** field, enter a non-numeric word or phrase to describe the withdrawal. That way, you'll know the transaction isn't an actual check when you view it in a list or on a report. This will also allow you to skip the transaction when you print a range of numbered checks.

3   Link the transaction to a card if you want.

4   Complete the other fields in the window as normal.

5   Enter the receipt number in the **Memo** field and record the transaction.

Chapter 4
Entering Sales and Payments

Where would your business be without sales? All businesses need sales to make a profit, but to survive in a competitive environment you need to be informed as to what's selling, how long your customers are taking to pay you, and how successful your marketing has been at generating sales.

MYOB AccountEdge will help you take control of your sales and customers. As well as handling all your accounting requirements, MYOB AccountEdge's ability to handle quotes, orders and invoices, and its reporting features are designed to help you and your salespeople make sales.

For example, you can use MYOB AccountEdge to help you prepare quotes for your customers, then a week later, contact your customers, bring up a list of the quotes you have given, and turn the quotes into orders. When the goods are shipped, you can turn the orders into invoices, print your customized packing slips, and e-mail or print your fully customized invoices. If the need arises, you can follow up the invoices with fully customized statements.

You can use MYOB AccountEdge's powerful sales tracking features to find out who is buying what, when and from which salesperson. You can use MYOB AccountEdge to find out who owes you money, how much and what for. If your customized statement fails to get a response, you can use the powerful mail merge facilities to send a personalized reminder letter.

Handling customer payments couldn't be easier. Payments—including under and overpayments—can be deposited to any of your checking or credit card accounts. Customer returns can be easily applied to open invoices or, if the need arises, payments can be returned to your customers.

Entering Sales

You can enter a sales transaction as a **Quote**, **Order** or **Invoice**.

- You can enter a **quote** in MYOB AccountEdge to provide an estimate or sales quote to a customer without creating a transaction. A quote has no impact on your inventory levels and can be changed to an order or an invoice when your customer is ready to buy.
- An **order** is a sale where no service or goods have been delivered. While orders don't affect your financial numbers, they do affect your committed inventory numbers in the **Analyze Inventory** window and reports. Orders don't create a transaction in MYOB AccountEdge unless the customer has paid you a deposit.
- An **invoice** is usually created when you have delivered the items or services the customer ordered and can expect payment from the customer. It will update the appropriate accounts, including the account for tracking receivables. Invoices can be open, closed or credits. An invoice can't be changed to a quote or an order.

Entering sales in the Bank Register

While sales are usually recorded in the **Sales** window, miscellaneous one-time sales that have been paid for can be recorded in the **Bank Register**. The advantage of using the **Bank Register** for this type of sale is that you can quickly record the transaction with minimum detail. The Miscellaneous sale layout is used by default for sales entered in the **Bank Register**. The payment method entered in the customer's card is used as the default. For more information, see

To enter a sales transaction, you'll complete the following:

- Choose the type of sale you want
- Enter information about the customer
- Enter the line items—the items or services you are selling
- Enter additional information about the sale
- Complete the sale

Step 1: Choose the type of sale you want

Choose the status and layout for the transaction you are creating. The layout displayed in the **Sales** window is determined by the default you selected when setting up sales details (using the Sales Easy Setup Assistant) or in the customer's card.

1 Go to the **Sales** command center and choose **Enter Sales**. The **Sales** window is displayed.

2 Choose the status from the pop-up menu in the upper left corner of the window.

3 If you want to change the layout, click **Layout**. The **Select Layout** window is displayed.

4 Choose the layout (**Service**, **Item**, **Professional**, **Time Billing** or **Miscellaneous**) you want to use and click **OK**.

Note that the **Miscellaneous** layout is used only for adjustments and other sales that will not be printed.

Step 2: Enter information about the customer

The information you enter in the top section of the **Sales** window will determine a number of things about the sale, including the customer's terms for the sale and the identification numbers assigned to the transaction.

A	Enter the customer's name. Click the **search** icon to display your customer list.
B	Click the zoom arrow to alter the credit terms for this sale only. See the following section.
C	Enter the invoice number here.
D	If the customer gave you a purchase order for this transaction, enter that purchase order number here.

To change the customer's credit terms for this transaction

When you enter a customer's name in the **Customer** field, the terms you've assigned to the customer appear next to the customer's name automatically. If you want to change these terms for this particular transaction, follow the steps below.

> **NOTE: Changes only affect the current transaction.** If you want to change the credit terms that will be used for all future sales to this customer, you should make that change in the **Selling Details** tab of the customer's card.

1 Click the zoom arrow next to the **Terms** field. The **Credit Terms** window is displayed. Information about the terms for the transaction is displayed in the window.

2 Make the necessary changes in the **Credit Terms** window and then click **OK** to close the window. The **Sales** window is displayed again, with the new credit terms appearing next to the **Terms** field.

Step 3: Enter the items or services you're selling

The scrolling list in the middle of the **Sales** window is where you enter details of what you are selling. In this area, you'll enter item numbers, activity ID numbers, descriptions, account numbers (or names depending upon your selection in the **Preferences** window) and various other information that will serve as the detail for your transaction.

When you enter information in one row in the scrolling list, you enter one *line item* of the transaction. You can enter as many line items on a sale as you want.

The actual fields that appear in the scrolling list differ, depending upon the type of sale you're creating. The following illustrations briefly describe the line item entries you can make for item and service sales in the **Sales** window; click **Help** for a detailed description of the line items' columns.

> **NOTE: Add lines, subtotals and headers to invoices** You can add lines, headers and subtotals to invoices to make it easy to separate and subtotal different categories of sales in one invoice. For more information, see 'Adding lines, subtotals and headers to invoices' on page 63.

Item sale

Service sale

A	Ship	Enter the quantity to be delivered.
B	Backorder	Enter the quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click **Record**.
C	Item Number	Press TAB and choose an item from your item list.
D	Description	A description of the item is displayed automatically. You can change this if you want.
E	Price	The price of the item is displayed automatically. You can change this if you want.
F	Discount	Enter a volume discount as a percentage.
G	Total	The total price of the items is calculated automatically.
H	Job	Enter a job number here to assign a line item to a specific job (optional). For more information about jobs, see 'Setting up Categories and Jobs' on page 42.
I	Tax	Mark the **Tx** column if the line item is taxable.
J	Description	On a service, professional or miscellaneous invoice, enter a description of the goods or services sold.
K	Acct # or Name	On a service, professional or miscellaneous invoice, choose the account to which to allocate the sale. Press TAB and choose an account from your Accounts List. This is usually an Income account. You should not select your account for ordinary sales.

Step 4: Enter additional information about the sale

The actual fields that appear at the bottom of the **Sales** window differ, depending upon the type of sale you're creating. Click **Help** for a detailed description of each field in the window.

A	Optional fields	Enter optional information, such as the name of the salesperson, a comment, method, promised date of goods or services, and the referral source (how the customer found you). Enter text or click the **search** icon to choose from the **Select From List** window.
B	Already Printed or Sent	Mark this checkbox if you do not want to print the sale.
C	Journal Memo	The Journal Memo is generated automatically. You can change this if you want.
D	Tax	Click the zoom arrow if you want to view or change the tax amounts assigned to the sale.
E	Freight	Enter any charges for freight. Mark the field to the right if freight is taxable.
F	Paid Today	Enter an amount here to indicate how much money the customer paid you at the time of the sale or, if you're creating an order, how much money the customer gave you as a deposit.
G	Payment Method	Enter the payment method that the customer used to pay you. Click **Details** to enter details of the payment method.
H	Tax Code	If you want to change the tax code used for this sale, enter a different tax code here.

Step 5: Complete the sale

Now that you've finished making entries in the **Sales** window, there are a number of tasks you can perform with the transaction. Be sure to review all the following options before you choose what you want to do.

- *Record the sale.* To record the sale without printing it, click **Record**.

- *Print and record the sale.* If the sale you've created is an item, service, time billing or professional invoice, you can print and record the transaction at the same time. Click **Print** in the **Sales** window. For more information about printing invoices, see Chapter 12, 'Printing Forms,' on page 151.

- *Record and e-mail the sale.* You can prepare an e-mail containing the sale directly from MYOB AccountEdge. Click **Send To** and choose **E-mail**. Review and make entries in the **E-mail** window and click **Send**. The e-mail which will include a PDF (Portable Document Format) attachment, will be sent to your default e-mail application's **Outbox**. Send the file from your e-mail application as you normally do.

- *Record and fax the sale.*

  OS 8.6- 9.x users   Click **Send To** and choose **Fax**. A dialog box from your fax application's is displayed. Send the fax, using your fax application as you normally do.

  Mac OS X users   Click **Send To** and choose **Fax**. A dialog box from your fax application's is displayed. Select your fax driver from the printer destinations and send the fax, using your fax application as you normally do.

- *Record and save the sale to disk as a PDF.* You can save the sale as a PDF (Portable Document Format) file which you can attach to an e-mail. Click **Send To** and choose **Disk**. In the dialog box that is displayed, enter a file name and location for the file and click **Save**.

- *Save the sale as a recurring sale* so that you can use it many times in the future. Click **Save Recurring**. In the **Save Recurring Template** window, enter the necessary information and click **Save Template**. (For more information about creating and using recurring transactions, see 'Working with Recurring Transactions' on page 116.) If you want to record the sale as an actual transaction now, click **Record** in the **Sales** window. If you don't want to record the sale at this time, click **Cancel**.

Adding lines, subtotals and headers to invoices

You can add lines, headers and subtotals to invoices, making it easy to separate and subtotal different categories of a sale on one invoice.

To insert a blank line

1 Position the mouse pointer anywhere on the line item above which you want the blank line to appear.

2 Go to the **Edit** menu and choose **Insert Line**.

To insert a header

You can group several line items by inserting a header.

1 Position the insertion point in the line item above which you want the header to appear.

2 Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

3 Type the text for the header. The text appears in gray, as shown below.

To insert a subtotal

1 Position the insertion point in the first line below the items to be subtotaled.

2 Go to the **Edit** menu and choose **Insert Subtotal**. As shown below, a line will appear, displaying the subtotal of all the line items above it.

To delete a blank line, line item, header or subtotal

1 Position insertion point in anywhere on the blank line, line item, header or subtotal you want to delete.

2 Go to the **Edit** menu and choose **Delete Line**.

Changing the Status of a Sale

You can easily change the status of a sale. If you enter a quote or an order in MYOB AccountEdge, you can convert it to an invoice once your customer is ready to buy your product or service. A quote can be changed to an order or invoice. An order can only be converted to an invoice. The status of an invoice cannot be changed.

To convert a quote to an order or invoice

You can convert a quote to an order or invoice from the **Sales** window or from the **Sales Register**.

1 Locate and display the quote. To do this:

- in the **Sales** window, enter the name of the customer whose quote you want to convert. Select the quote from the list that is displayed and click **Use Sale**, or

- from the **Sales Register**, click the **Quotes** tab. Find the quote using the search filters at the top of the window and highlight it.

2 Convert the quote. To do this:

- Click **Order** to convert the quote to an order, or

- Click **Invoice** to convert the quote to an invoice.

Three new fields appear in the **Sales** window: **Paid Today**, **Payment Method** and **Balance Due**.

3 Make any necessary changes to these and other fields. Change the transaction date to today's date.

4 Click **Record**. The new order or invoice is created in **MYOB AccountEdge**. The original quote will remain in the **Sales Register** unless you have indicated in the **Sales** view of the **Preferences** window that you want quotes to be deleted once they are recorded as orders or invoices.

To convert an order to an invoice

You can convert an order to an invoice from the **Sales** window or from the **Sales Register**. If you want to convert several orders at once, see the following section.

1 Locate and display the order. To do this:

- in the **Sales** window, enter the name of the customer whose order you want to convert. Select the order from the list that is displayed and click **Use Sale**, or

- from the **Sales Register**, click the **Orders** tab. Find the order using the search filters at the top of the window and highlight it.

2 Click **Invoice** to convert the order to an invoice.

3 Make the necessary changes to the information in this window. Change the transaction date to today's date.

4 Click **Record**. The new invoice is created in MYOB AccountEdge and the original order is removed.

To convert several orders to invoices at once

You can convert several orders to invoices at once using the **To Do List** window. Keep in mind that the conversion will occur automatically and will be recorded with today's date; you won't get a chance to review or change any of the transactions before they're converted. If you're not sure you want to convert a particular order, we suggest you use the **Sales** window to manually make the conversion (see previous procedure).

1 Click **To Do List** from any command center. The **To Do List** window is displayed.

2 Click the **Orders** tab to display a list of all your sales and purchases. If you want to view details about a specific order, click the zoom arrow to the left of the customer's name.

3 Select the orders you want to convert to invoices by clicking the **Action** column.

4 Click **Record as Actual**.

Reviewing your Sales Information

An important part of managing your business revolves around collecting your sales data and understanding its effects on your overall financial picture. MYOB AccountEdge contains a number of tools that you can use to review your sales information so you can make better decisions about your business.

- The **Sales Register** gives you an overall picture of your sales activity—open and closed invoices, orders, quotes, returns, credits, etc. See 'To find a transaction using the Sales Register' on page 110.

- **Find Transactions** helps you find individual sales transactions quickly. See 'To find a transaction using Find Transactions' on page 110.

- The **To Do List** displays all open sales and recurring sales and orders, sorted by overdue dates.

- The **Analyze Sales** window can help you understand the "big picture" of your sales activity graphically. See 'To analyze your sales activity' on page 66.

- **Sales reports** help you keep track of your sales activity.

- The **Transaction Journal** lists journal entries of your sales and other transactions. See 'To find a transaction using the Transaction Journal' on page 113.

- You can view seven years of **sales history** for an item or a customer: for the past five past years, the current year and the next year.

To view a list of all unpaid sales, sorted by days overdue

1. Click **To Do List** in any command center. The **To Do List** window is displayed.

2. Click the **A/R** tab. A list of all unpaid sales is displayed.

3. The **Overdue** column shows the number of days a receivable is overdue (a negative number in the **Overdue** column indicates that the payment is not yet due). The number of days an invoice is overdue is calculated by checking the original date of the sale, comparing it to today's date and looking at the customer's credit terms.

4. If you want to send a collection letter using mail merge to customers with overdue payments, select those customers by clicking in the **Action** column.

5. If you have installed OfficeLink, click **Mail Merge** to create the letter directly in your word processor. Otherwise, click **Disk** to create a merge file that you can open in your word processor.

   In MYOB Help, choose *Forms and Reports > OfficeLin*k and click the topic *Creating personalized letters using Officelink* for more information on creating collection letters using OfficeLink.

To analyze your sales activity

Understanding the "big picture" of your sales activity will help you spot business trends and anticipate your company's future needs. The **Analyze Sales** window can help you perform this important task by providing various illustrations—in graphs or in lists—of your sales activity.

1. Go to the **Sales** command center and click **Analysis**. The **Analyze Sales** window is displayed.

2. Click **Filters** and choose the sales figures, time periods and other criteria you want to view. Click **OK**. The information you selected appears in the **Analyze Sales** window.

3. Use the buttons in the **Analyze Sales** window to view illustrated reports of your sales activity. For more information, click **Help** in this window.

To view sales reports

There are a number of sales reports in MYOB AccountEdge that can help you track your sales activity. For example, you can run the **Receivables Aging** report to view your customers' current balances sorted by aging periods. The **Analyze Sales (Item)** report tells you at a glance which stock items are selling best. The Referral Source report is great for marketing purposes—find out which referral source is bringing your business the most money.

❖ To view a list of all your sales reports, go to the **Reports** menu and choose **Index to Reports**. Click the **Sales** tab in the **Index to Reports** window. For information on displaying, customizing and printing your reports, see Chapter 13, 'Using Reports,' on page 161.

To view sales history

You can view sales history for an item, a customer or an employee.

❖ Display the **Item Information** window for an item or the **Card Information** window for a card, and then click the **History** tab.

The **History** tab displays a total of seven years' sales history for the item or card: five past years, the current year and the next year. For more information, click **Help** in this window.

Receiving Payments

In MYOB AccountEdge, when customers make payments for the sales you've conducted with them, you record the payments in the **Receive Payments** window; here you can apply the payment to one or more of the customer's outstanding sales balances. If the customer is paying immediately after having purchased merchandise or services, you should enter the payment amount in the **Paid Today** field of the invoice.

While you would normally use the **Receive Payments** window to enter customer payments, you can also use the **Bank Register** window for this purpose. The **Bank Register** is a real time-saver when you need to enter several customer payments and don't wish to record detailed information (such as payment methods and discounts) for each payment. Note that whenyou use the **Bank Register** for customer payments the entire payment is automatically allocated to the oldest invoices first.
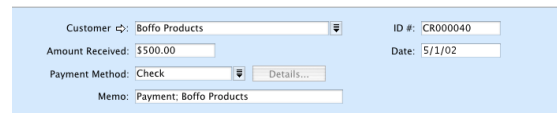
To receive payments

1   Go to the **Sales** command center and choose **Receive Payments**. The **Receive Payments** window is displayed.

2   Choose the account that will be used to receive the customer payment.

- *Deposit to account.* Choose this option if you want the deposit recorded directly into an account. Specify the account by clicking

the search icon and making a selection from the checking accounts that you've set up.

- *Group with undeposited funds.* Choose this option if you want the deposit to be recorded in the undeposited funds account. After you've grouped all the customer payments you want, you can then make a bank deposit.

    See 'If a customer has overpaid you...' on page 68 if a customer has paid you more than what they owe.

3   Enter details of the customer payment, such as the customer name, amount received and payment method. Click **Details** to enter details of the payment.

4   Adjust the memo and payment date if you want. You can change the ID number that is automatically generated. However, we recommend that you use the default number to ensure you don't use duplicate IDs.

5   Indicate which sales will be affected—what debt will be reduced or "paid off," in effect—by the customer payment by entering amounts in the **Amount Applied** column. If the customer is paying a deposit for an order, look for "Order" in the **Status** column.

6 Make these entries in the scrolling list in the bottom half of the **Receive Payments** window. For detailed field help, click **Help**.

Invoice #	Status	Date	Amount	Discount	Total Due	Amount Applied
00000083	⇨ Open	18/10/01	$6,072.16		$6,072.16	$500.00
00000085	⇨ Open	15/11/01	$1,244.88		$1,244.88	
00000086	⇨ Open	18/11/01	$12,172.16		$12,172.16	
00990051	⇨ Open	24/11/01	$7,800.00		$7,800.00	
00990052	⇨ Open	3/12/01	$137.28		$137.28	

Total Applied:	$500.00
Finance Charge:	$0.00
Total Received:	$500.00
Out of Balance:	$0.00

☐ Include Closed Sales

A   B C D

A	Discount	If you intend to award an early-payment discount for a sale, assign the discount to the appropriate invoice in this column. Note that MYOB AccountEdge won't allow you to assign a discount to an invoice that is not being settled in full. If you want to give the customer a discount, you can give them a customer credit. See 'Creating Customer Credits' on page 70.
B	Amount Applied	Enter how much of the customer payment you want to apply to each sale in this column.
C	Finance Charge	If part of the payment was used to pay finance charges, enter the finance charge amount here. See 'Adding Finance Charges' on page 69 for more information.
D	Out of Balance	Keep in mind that the amount(s) you apply in the **Amount Applied** column will accumulate in the **Total Applied** field; and the Total Applied amount (plus finance charges) must equal the amount that appears in the **Amount Received** field in the top half of the window before you can record the transaction. The Out of Balance amount must be zero before you can record the transaction.

7 Click **Record** to record the customer payment.

NOTE: **Preparing a bank deposit of the undeposited funds transaction** If you chose to group the payment with other undeposited funds, you will need to create a transaction within MYOB AccountEdge to reflect the deposit of these funds into the bank. You would normally do this at the end of the working day, after the day's customer payments have been banked. For more information, see 'To prepare a bank deposit' on page 50.

NOTE: **If a customer has overpaid you...** If a customer overpays their account, it is very important that the entire payment is entered into the system. The full payment should be entered in the **Amount Received** field and in the **Amount Applied** column in the scrolling list. When you record the payment, MYOB AccountEdge will automatically create a credit invoice for the overpaid amount. This can either be refunded to the customer or applied to a future invoice. For more information, see 'Settling customer credit' on page 71.

Adding Finance Charges

Finance charges are amounts added to an outstanding balance as a penalty for late payment. A finance charge can be added to a customer's statement; amounts paid by a customer to cover the charge are then recorded in the **Receive Payments** window.

Setting up and using finance charges

To use finance charges, set up the linked accounts for tracking late payment charges in the **Linked Accounts** window (go to the **Setup** menu, choose **Linked Accounts** and then **Accounts**).

Set the percentage you will be charging for late payments in the customer cards.

To show on a statement the finance charge owed by a customer, mark the **Add Finance Charges to Amount Due** checkbox in the **Print Statements** window.

When your customer pays the late payment charge, enter the amount in the **Finance Charge** field of the **Receive Payments** window.

Although MYOB AccountEdge does not track the history of finance charges, you can perform an account inquiry (using **Find Transactions**) on the finance charge linked accounts to view the amounts paid.

The finance charge payable by your customers will only appear on their statements; so you may want to keep a copy of the statements sent to customers.

How finance charges are calculated

MYOB AccountEdge looks at all open invoices and calculates their due dates (using the invoice terms). The overdue balance is then multiplied by 1/30th of the monthly finance charge interest rate (also entered in the invoice) for every day it is overdue.

If, during the overdue period, the customer makes a partial payment, MYOB AccountEdge adjusts the finance charge accordingly; the calculation is based on the daily overdue balance for every open invoice.

Deleting finance charges

When you enter a finance charge in the **Receive Payments** window, two transactions are recorded—the customer payment and a corresponding transaction in the Sales Journal.

Therefore, if you want to delete a finance charge payment, you must delete both transactions. If only one entry is deleted, the **Receivables Reconciliation** report may show an **Out of Balance** amount equal to the finance charge.

When you delete one of the entries, you will be reminded to delete the other entry for the finance charge. Note that the warning will appear even though you may have already deleted the corresponding invoice or payment.

Creating Customer Credits

In MYOB AccountEdge, a *customer credit* is a transaction that indicates you owe money to a customer.

Recording credits

At various times you may want to issue a customer credit to a customer. This may be in order to rectify a problem or simply record a customer credit that you may have offered. You can create a customer credit in one of the following ways:

- **Reverse an existing sale.** Use this method if you are crediting the customer for the entire sale.
- **Manually create a credit.** You can use this method if you are crediting the customer for part of a sale.

To reverse an existing sale

Use this method if you want to credit a customer for the entire sale and not just part of it. Note that your company file must be set to "unchangeable" before you can reverse an invoice; that is, the **Transactions CAN'T be changed; they must be reversed** checkbox must be marked in the **Security** view of the **Preferences** window.

1 Find and display the invoice. See .

2 Go to the **Edit** menu and choose **Reverse Sale**. After a few moments, a customer credit is displayed in the **Sales** window.

3 If you want, you can make a few changes to the customer credit (such as the date and memo), but you can't change the accounts, amounts and quantities that are associated with the credit.

4 Click **Record Reversal**.

To manually create a credit

NON-ITEM SALES

Choose this method of creating a customer credit if you want to credit the customer for a returned non-item sale.

1 Go to the **Sales** command center and choose **Enter Sales**. The **Sales** window is displayed.

2 Choose the status and layout for the sale.

3 Enter the customer details and credit details, and select the account number to be credited. This is normally an income account called Sales Returns. Enter the amount of the credit as a negative amount.

4 Click **Record**.

ITEM SALES

Choose this method of creating a customer credit if you want to credit the customer for a returned item.

1 Go to the **Sales** command center and choose **Enter Sales**. The **Sales** window is displayed.

2 Choose **Item** as the layout and enter the customer details.

3 Enter negative quantities for the items being returned in the **Ship** column. The cost of the items is displayed as negative.

4 Click **Record**.

Settling customer credit

You can choose from two ways of settling a customer credit :

- By *applying* the customer credit to one or more of the customer's unpaid sales, thereby reducing the amount of money the customer owes you, or
- By *writing a refund check* for the amount of the customer credit.

To apply customer credits

Follow the steps below to locate the customer credit you want and then apply the credit to one or more of the customer's outstanding sales.

1 Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window is displayed.

2 Click the **Returns & Credits** tab.

3 Click the **Search by** down arrow and choose **Customer**. Enter the customer's name in the adjacent field. A list of credits for that customer is displayed.

4 Highlight the credit you want to apply and click **Apply to Sale**. The **Settle Returns & Credits** window is displayed, listing all open sales assigned to the customer.

If you marked the **Apply Customer Payments Automatically to Oldest Invoice First** checkbox in the **Sales view** of the **Preferences** window, amounts will appear next to the oldest invoices in the **Amount Applied** column. However you can apply the credit to the customer's oldest open sales; apply the credit amount to any one transaction; or you can divide it among many transactions in the list. Keep in mind, however, that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Credit Amount** field.

5 Enter the amounts you want to apply to each open sale in the appropriate field in the **Amount Applied** column.

6 Enter the customer credit amount in the **Finance Charge** field only if you want to apply part of a customer credit to any unpaid finance charges the customer may have accrued.

7 If you want to give a discount to the customer for a particular sale, enter the discount amount in the sale's **Discount** column.

8 Click **Record** to apply the customer credit.

> **NOTE: If the transaction is unbalanced...** If the transaction is unbalanced, that is, if the total amount entered in the **Amount Applied** column doesn't equal the amount displayed in the **Credit Amount** field at the top of the window, a message will be displayed. Click **OK** to close the message. Then check that the amounts you have applied to the various transactions are correct. If you change the amount in the **Credit Amount** field, keep in mind that you can only enter an amount less than the original customer credit amount. If you choose to do this, the customer credit won't be fully applied; the remaining amount will continue to appear as a credit.

To write a refund check

You can choose to pay the customer for the amount of a customer credit using the **Pay Refund** function in the **Sales Register**.

1   Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window is displayed.

2   Click the **Returns & Credits** tab.

3   Click the **Search by** down arrow and choose **Customer**. Enter the customer name in the adjacent field. A list of credits for that customer is displayed.

4   Highlight the credit you want to refund and click **Pay Refund**. A refund check for the amount of the customer credit is displayed in the **Settle Returns & Credits** window.

5   Make any necessary changes to the information in the window.

If you change the amount in the **Amount** field, keep in mind that you can only enter an amount less than the original customer credit amount. If you choose to do this, the customer credit won't be fully settled; the difference will continue to appear as a customer credit.

6   Click **Record** to record the check or click **Print** to print and record the refund check. For more information about printing checks, see 'Printing Forms' on page 153.

Chapter 5
Entering Purchases

Just as a business needs sales, it also needs purchases. Surviving in a competitive environment means these purchases have to represent value for money—MYOB AccountEdge will help you obtain value.

As with sales, MYOB AccountEdge will help you take control of your purchases and creditors. As well as handling all your accounting requirements, MYOB AccountEdge's ability to handle quotes, orders and bills can help you make better purchases.

For example, you can use MYOB AccountEdge to record quotes from your vendors, then a week later bring up a list of the quotes you have been given; you can then use MYOB AccountEdge to fax or e-mail the successful vendors for you and easily turn the quotes into orders. When the goods are supplied, you can turn the orders into bills. If the need arises, MYOB AccountEdge will help you track down lost or damaged goods, and seek replacements or refunds.

You can use MYOB AccountEdge to find out what is being bought, when and from which vendors. You can easily find out how much you owe, to whom, and for what.

Handling vendor payments couldn't be easier. MYOB AccountEdge offers you the choice of cash, check and credit card. Any purchase returns can be easily applied to open purchases or, if the need arises, a refund can be deposited to any of your checking or credit card accounts.

Entering Purchases

You can enter a purchase transaction as a **Quote**, **Order** or Bill.

- You can enter a **quote** in MYOB AccountEdge to easily store an estimate or quote you received from one of your vendors, without creating a transaction. A quote has no impact on your inventory levels and can be changed to an order or bill when you're ready to purchase.
- An **order** is a purchase where no service or goods have been received. While orders don't affect your financial numbers, they do affect your inventory numbers "on order" in the **Analyze Inventory** window and reports. Orders don't create a transaction in MYOB AccountEdge unless you have paid a deposit to the vendor. An order can be changed to a bill.
- A bill is usually created when you have received the items or services you ordered and are required to pay the vendor. Recording a bill will update the appropriate accounts, including the account for tracking payables. Bills can be open, closed or debits. A bill can't be changed to a quote or order.

Entering purchases in the Bank Register

While purchases are usually recorded in the **Purchases** window, miscellaneous one-time purchases that you have paid for can be recorded in the **Bank Register**. The advantage of using the **Bank Register** for this type of purchase is that you can quickly record the transaction with minimum detail. The Miscellaneous purchase layout is used by default for purchases entered in the **Bank Register**. For more information, see 'Entering Transactions in the Bank Register' on page 53.

To enter a purchase transaction, you'll complete the steps below.

- Choose the type of purchase you want
- Enter vendor information
- Enter line items—the items or services you are purchasing
- Enter additional information about the purchase
- Complete the purchase

Step 1: Choose the type of purchase you want

Choose the required status and layout for the transaction you are creating. The layout displayed in the **Purchases** window is determined by the default you selected when you set up purchase details (using the Purchases Easy Setup Assistant) or the vendor's card.

1. Go to the **Purchases** command center and click **Enter Purchases**. The **Purchases** window is displayed.

2. Choose the required status from the pop-up menu in the upper left corner of the window.

3. Click **Layout** if you want to change the layout. The **Select Layout** window is displayed.

4. Choose the layout (item, service, professional or miscellaneous) that you want to use and click **OK**.

Step 2: Enter information about the vendor

Regardless of the type of purchase you're creating, you should pay special attention to the top section of the **Purchases** window. The information you enter here will determine a number of things about the purchase, including the vendor's terms for the purchase and the identification numbers assigned to the transaction.

A	Enter the vendor's name. Click the **search** icon to display your vendor list.
B	Click the zoom arrow to alter the terms for this purchase only. See the following section.
C	Enter the purchase number here.
D	If the vendor gave you an invoice number for this transaction, enter it here.

To change your credit terms for this transaction

When you enter a vendor's name in the **Vendor** field, your company's credit terms with that vendor appear next to the vendor's name automatically. If you want to change these terms for this particular transaction, follow the steps below.

> **NOTE: Changes affect only the current transaction**   If you want to change the credit terms that will be used for all future purchases from this vendor, you should make that change in the **Buying Details** tab of the vendor's card.

1   Click the zoom arrow next to the **Terms** field. The **Credit Terms** window displays information about the terms for the transaction.

2   Make the changes you want in the **Credit Terms** window and then click **OK** to close the window. The **Purchases** window is displayed again, with the new credit terms displayed next to the **Terms** field.

Step 3: Enter the items or services you are purchasing

The scrolling list in the middle of the **Purchases** window is where you enter details of what you are buying. In this area, you'll enter item numbers, descriptions, account numbers (or account names depending upon your selection in the **Preferences** window) and other information that will serve as the detail for your transaction.

When you enter information in one row in the scrolling list, you enter one *line item* of the transaction. You can enter as many line items on a purchase as you want. The actual fields that appear in the scrolling list differ, depending upon the type of purchase you're creating.

> **NOTE: Add lines, subtotals and headers to purchases**   You can add lines, headers and subtotals to purchases to make it easy to separate and subtotal different categories of purchases in one bill. For more information, see 'Adding lines, subtotals and headers to purchases' on page 77

.

Item purchase

Received	Backorder	Item Number	Description	Price	Disc%	Total	Job	Tx
4		600-101G8	Gizmos	$52.00		$208.00		

A   B   C   D   E F G   H   I

Service purchase

Description	Acct#	Amount	Job	Tx
Repaired computer	6-4000	39		

J   K

A	Received	Enter the quantity of the item being received.
B	Backorder	Enter the quantity of the item placed on backorder.
C	Item Number	Press TAB and choose an item from your item list.
D	Description	A description of the item is displayed automatically. You can change it if you want.
E	Price	The price of the item is displayed automatically. You can change it if you want.
F	Discount	Enter a volume discount you received from the vendor in percentage form.
G	Total	The total price of the items is calculated automatically.
H	Job	Enter a job number here to assign a line item to a specific job (optional). For more information about jobs, see 'Setting up Categories and Jobs' on page 42.
I	Tx	Mark the **Tx** column if you are paying tax for this line item.
J	Description	On a service, professional or miscellaneous purchase, enter a description of the goods or services purchased.
K	Acct # or Name	On a service, professional or miscellaneous purchase, choose the account to which to allocate the purchase. Press TAB and choose an account from the **Accounts List**. For normal purchases, this would be an expense account.

Step 4: Enter additional information about the purchase

The actual fields that appear at the bottom of the **Purchases** window differ, depending upon the type of purchase you're creating. Click **Help** in this window for detailed field help.

Subtotal:	$39.00	
Comment:	Freight:	$0.00
Ship Via:	0% Tax ⇨:	$0.00	XM
Promised Date:	Total Amount:	$39.00
Journal Memo: Purchase; Lee's Unlimited	Paid Today:	$0.00
☐ Already Printed or Sent	Balance Due:	$39.00

A   B   C   D   E F   G

A	Optional fields	Enter optional details, such as a comment, shipping method, and the date the goods or services were promised. Enter text or click the **search** icon to choose from the **Select From List** window.
B	Already Printed or Sent	Mark this checkbox if you do not want to flag the purchase for printing at this stage.
C	Journal Memo	The Journal Memo is generated automatically. You can change it if you want.
D	Tax	If you want to view or change the tax amount of the purchase, click the zoom arrow.
E	Freight	Enter any charges for freight. If the freight charge is taxable, enter a tax code in the field to the right.
F	Paid Today	Enter an amount here to indicate how much money you paid at the time of the purchase or, if you're creating an order, how much money you gave as a deposit.
G	Tax Code	If you want to change the tax code assigned to this purchase, enter a different tax code here.

Step 5: Complete the purchase

Now that you've finished making entries in the **Purchases** window, there are a number of tasks you can perform with the transaction. Make sure you review all the following options before you choose what you want to do.

- *Record the purchase.* To record the purchase without printing it, click **Record**.
- *Print and record the purchase.* If the purchase you've created is an item, service or professional purchase, you can print and record the transaction at the same time. Click **Print** in the **Purchases** window. For more information about printing purchase forms, see Chapter 12, 'Printing Forms,' on page 151.
- *Record and e-mail the purchase.* You can e-mail the purchase directly from your e-mail application. Click **Send To** and choose **E-mail**. Review and make entries in the **E-mail** window as required and click **Send**. The e-mail will be sent to your default e-mail application's **Outbox**. Send the file from your e-mail application's as you normally do.
- *Record and fax the purchase.* Click **Send To** and choose **Fax**. A dialog box from your fax application is displayed. Send the fax using your fax application as you normally do.
- *Record and save the purchase to disk as a PDF.* You can save the purchase as a PDF (Portable Document Format) file which you can attach to an e-mail. Click **Send To** and choose **Disk**. In the dialog box that is displayed, enter a file name and location for the file and click **Save**.
- *Save the purchase as a recurring purchase* so that you can use it many times in the future. Click **Save Recurring**. In the **Save Recurring Template** window, enter the necessary information and click **Save Template**. (For more information about creating and using recurring transactions, see 'Working with Recurring Transactions' on page 116.)

If you want to record the purchase as an actual transaction now, click **Record** in the **Purchases** window. If you don't want to record the purchase at this time, click **Cancel**.

Adding lines, subtotals and headers to purchases

You can add lines, headers and subtotals to purchases, making it easy to separate and subtotal different categories of purchases on one bill.

To insert a blank line

1 Position the insertion pointer anywhere on the line item above which you want the blank line to appear.

2 Go to the **Edit** menu and choose **Insert Line**.

To insert a header

You can group several line items by inserting a header.

1 Position insertion pointer in the line item above which you want the header to appear.

2 Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

Type the text for the header. The text appears in gray, as shown below.

Description	Acct#	Amount	Job	Tx
Advertising				
Ad in local papers	6–4000	$120.00		
Billboard	6–4000	$300.00		
Brochures	6–4000	$22.00		
Consultation				
Initial consultation	6–1070	$50.00		

To insert a subtotal

1 Position insertion pointer in the the first line below the items to be subtotaled.

2 Go to the **Edit** menu and choose **Insert Subtotal**. As shown below, a line will appear, displaying the subtotal of all the line items above it.

Description	Acct#	Amount	Job	Tx
Advertising				
Ad in local papers	6-4000	$120.00		
Billboard	6-4000	$300.00		
Brochures	6-4000	$22.00		
Subtotal		$442.00		

To delete a blank line, line item, header or subtotal

1 Position the mouse pointer anywhere on the blank line, line item, header or subtotal you want to delete.

2 Go to the **Edit** menu and choose **Delete Line**.

Changing the Status of a Purchase

You can change the status of a purchase. If you enter a quote or order in MYOB AccountEdge, you can easily convert it to a bill once the amount is payable. The order must be converted to a bill to show up as a payable. A quote can be changed to an order or a bill. An order can only be converted to a bill.

To convert a quote to an order or bill

You can convert a quote to an order or a bill from the **Purchases** window or from the **Purchases Register**.

1 Locate and display the quote. To do this:

● in the **Purchases** window, enter the name of the vendor whose quote you want to convert. Select the quote from the list that is displayed and click **Use Purchase**, or

● from the **Purchases Register**, click the **Quotes** tab. Find the required quote using the search filters at the top of the window and highlight it.

2 Convert the quote. To do this:

● Click **Order** to convert the quote to an order, or

● Click **Bill** to convert the quote to a bill.

3 Review and update the information in the **Purchases** window as necessary. Change the transaction date to today's date.

4 Click **Record**. The new bill or order is created in MYOB AccountEdge. The original quote will remain in the **Purchases Register** unless you have indicated in the **Purchases** view of the **Preferences** window that you want quotes to be deleted once they are recorded as orders or bills.

To convert an order to a bill

You can convert an order to a bill in the **Purchases** window or from the **Purchases Register**. If you want to convert several orders to bills at once, see 'To convert several orders to together'.

1   Locate and display the order. To do this:

   - in the **Purchases** window, enter the name of the vendor whose order you want to convert. Select the order from the list that is displayed and click **Use Purchase**, or

   - from the **Purchases Register**, click the **Orders** tab. Find the required order using the search filters at the top of the window and highlight it.

2   Click **Bill** to convert the order to a bill.

3   Review and update the information in the **Purchases** window as necessary. Change the transaction date to today's date.

4   Click **Record**. The new bill is created in MYOB AccountEdge and the original order is removed.

To convert several orders to together

You can convert several orders to bills at once in the **To Do List** window. Keep in mind that the conversion will occur automatically; you won't get a chance to review or change any of the transactions before they're converted. If you're not sure you want to convert a particular order, we suggest you use the **Purchases** window to make the conversion manually (see 'To convert an order to a bill').

1   Click **To Do List** from any command center. The **To Do List** window is displayed.

2   Click the **Orders** tab to display a list of all your orders.

   If you want to view details about a specific order, click the zoom arrow to the right of the vendor's name.

3   Select the orders you want to convert to bills by clicking the **Action** column.

4   Click **Record as Actual**.

Reviewing your Purchase Information

An important part of managing your business centers around collecting your purchase data and understanding its effects on your overall financial picture. MYOB AccountEdge contains a number of tools that you can use to review your purchase information so you can make better decisions about your business.

- The **Purchases Register** gives you an overall picture of your purchase activity—open and closed purchases, orders, quotes, returns, etc. See 'To find a transaction using the Purchases Register' on page 111.
- **Find Transactions** helps you find individual purchase transactions quickly. See 'To find a transaction using Find Transactions' on page 110.
- The **To Do List** displays all open purchases, recurring purchases and orders, sorted by overdue dates.
- The **Analyze Payables** window can help you understand the "big picture" of your purchase activity graphically. See 'To analyze payables' on page 81.
- **Purchase reports** help you keep track of your purchase activity.
- The **Transaction Journal** lists journal entries of your purchases and other transactions. See 'To find a transaction using the Transaction Journal' on page 113.
- You can view seven years of **purchase history** for an item or vendor for the past five years, the current year and the next year.

To view a list of all unpaid purchases, sorted by days overdue

You can view a list of all unpaid purchases in the **To Do List** and enter vendor payments for those purchases.

1   Click **To Do List** from any command center. The **To Do List** window is displayed.

2   Click the **A/P** tab. A list of all unpaid purchases is displayed.

The **Overdue** column shows the number of days a payable is overdue (a negative number in the **Overdue** column indicates that the payment is not yet due). The number of days a bill is overdue is calculated by checking the original date of purchase, comparing it to today's date and looking at your credit terms with the vendor.

3   Click the **Action** column for each bill you want to pay off. The linked Checking Account For Paying Bills will be used for all vendor payments made from the **To Do List**.

> CAUTION: **Transactions are recorded automatically**   If you choose to make vendor payments by marking the **Action** column in the **To Do List** window, keep in mind that the transactions will be recorded automatically; you won't be able to change any of the payments before they're recorded. You can choose to manually enter a payment in the **Pay Bills** window by clicking the zoom arrow next to the transaction. See 'Paying Bills' on page 82.

4   Click **Pay Bills**.

To analyze payables

The **Analyze Payables** window allows you to view detailed information about how much you owe vendors and how long you've owed them.

This analysis is based upon all bills and payments recorded in your company file.

1 Go to the **Purchases** command center and click **Analysis**. The **Analyze Payables** window is displayed.

2 Click **Filters** and set your filters in the **Aging Date** window.

3 Display the required view of the **Analyze Payables** window. The **Summary** view displays all the money that you owe vendors, totalled by vendor. The **Vendor Detail** view displays all the money that you owe the vendor whose name appears in the **Vendor Detail** field. The **Purchase Detail** view displays all the transactions assigned to the purchase that appears in the **Purchase Detail** field.

The information in this window is based upon the selections you made in the **Aging Periods** fields of the **Reports & Forms** view of the **Preferences** window and the entries you made in the **Aging Date** window.

To view purchase reports

There are a number of purchase reports in MYOB AccountEdge which can help you track your purchase activity. For example, you can run the **Payables Aging** report if you want to analyze your payables as of a past date. The **Analyze Purchases (Item)** report shows you at a glance the inventory items on which you are spending the most money.

To view a list of all your purchase reports, go to the **Reports** menu and choose **Index to Reports**. Click the **Purchases** tab in the **Index to Reports** window. For information on displaying, customizing and printing your reports, see 'Using Reports' on page 161.

To view purchase history for an item or vendor

You can view the purchase history for an item or vendor.

Display the **Item Information** window for an item or the **Card Information** window for a vendor, and then click the **History** tab. The **History** tab displays a total of seven years' purchase history for the item or card: five past years, the current year and the next year. For more information, click **Help** in this window.

Paying Bills

Payments to your vendors are made in the **Pay Bills** window in the **Purchases** command center. When you pay bills in MYOB AccountEdge, you apply the payment to one or more of your outstanding purchase balances.

Paying vendors using the Bank Register   While you would normally use the **Pay Bills** window to pay your vendors, you can also use the **Bank Register** window for this purpose. The **Bank Register** is a real time-saver when you have several bills to pay and don't need to record detailed information (such as discounts and finance changes) for each payment.

The disadvantage of using the **Bank Register** for vendor payments is that if you have several outstanding bills with a *vendor*, you cannot conveniently choose the bill you want to pay or split a payment between bills—the entire payment is automatically allocated to the oldest bill. (You should use the **Pay Bills** window for this type of transaction; see the procedure below.) For more information, see 'Entering Transactions in the Bank Register' on page 53.

To pay bills

1   Go to the **Purchases** command center and choose **Pay Bills**. The **Pay Bills** window is displayed.

2   Enter the account the will be used to make this payment in the **Account** field.

3   Mark the **Already Printed** checkbox if you're recording a paper check that has already been written or if you're recording another type of transaction (such as a petty cash payment) that doesn't require a printed check at the end of the transaction.

4   Enter the details of the payment, such as the vendor's name, amount and payee address. If you want to use an alternate address, click the **Payee** down arrow and make a selection, or simply type the address you want to use.

5   Change the memo and payment date if necessary.

You can change the check number that is automatically generated. However, we recommend that you use the default number to ensure you don't use duplicate check numbers.

> **NOTE: If you receive an alert message**   If you have outstanding debit memos with this vendor, a message is displayed. You'll have the opportunity to settle the debit memos immediately or at a later date. See 'Settling vendor debits' on page 85.

6 Indicate which bills will be affected—what debt will be reduced or "paid off"—by the payment. Make these entries in the scrolling list in the bottom half of the **Pay Bills** window.

A	Discount	If you taking an early-payment discount for a purchase, assign the discount to the appropriate bill in this column. Note that MYOB AccountEdge won't allow you to assign a discount to a bill that you are not settling in full. If this is the case and you want to record a discount that the vendor has given you, you can create a vendor debit. See 'Creating Vendor Debits' on page 84.
B	Amount Applied	Enter how much of the payment you want to apply to each bill in this column.
C	Finance Charge	If part of the payment was used to pay finance charges, enter the finance charge amount here.
D	Out of Balance	Keep in mind that the amount(s) you apply in the **Amount Applied** column will accumulate in the **Total Applied** field. The **Total Paid** amount must equal the amount that appears in the **Amount** field in the top half of the window before you can record the transaction. The **Out of Balance** amount must be zero before you can record the transaction.

7 Decide what you want to do with the payment.

- *To print and record the payment,* click **Print**. For more information about printing forms, see 'Printing Forms' on page 153.

- *To record the payment,* click **Record**.

  If you want, you can print this payment later. For more information, see 'Printing Forms' on page 151.

What are Finance Charges?

Finance charges are amounts added to an outstanding balance as a penalty for late payment. If your vendor has added a finance charge to your account, you can enter the payment to cover that charge in the **Pay Bills** window.

To use finance charges in MYOB AccountEdge, set up the linked account for tracking late payment charges in the **Accounts Payables Linked Accounts** window (go to the **Setup** menu, choose **Linked Accounts** and then **Purchases Accounts**).

If you have paid the late payment charge, enter it in the **Finance Charge** field in the **Pay Bills** window.

Although MYOB AccountEdge does not track the history of finance charges, you can perform an account inquiry (using **Find Transactions**) on the finance charge linked accounts to view the amounts paid.

Deleting Finance Charges

When you enter a finance charge in the **Pay Bills** window, two transactions are recorded—the payment and a corresponding transaction in the Purchases Journal.

Therefore, if you want to delete a finance charge payment, you must delete both transactions. If only one entry is deleted, the **Payables Reconciliation** report may show an **Out of Balance** amount equal to the finance charge. When you delete one of the

entries, you will be reminded to delete the other entry for the finance charge. Note that the warning will appear even though you may have already deleted the corresponding payment.

Creating Vendor Debits

In MYOB AccountEdge, a *vendor debit* is a transaction that indicates that a vendor owes your company money.

Recording vendor debits

When you're creating a vendor debit for the first time, you may have to create an account designated for tracking returns and allowances. Make sure the new account is an income account. See 'To add new accounts to your Accounts List' on page 103 for more information on creating an account.

You can create a vendor debit in one of the following ways:

- Reverse an existing purchase. Use this method if you are reversing the entire original purchase.
- Manually create a debit.

To reverse an existing purchase

Use this method if you want to create a vendor debit for the entire purchase and not just a part of it. Note that your company file must be set to "unchangeable" before you can reverse a purchase; that is, the **Transactions CAN'T be changed; they must be reversed** preference must be set in the **Security** view of the **Preferences** window.

1 Find and display the bill. See 'Finding a Transaction' on page 110.

2 Go to the **Edit** menu and choose **Reverse Purchase**. After a few moments, a vendor debit will be displayed in the **Purchases** window.

3 If you want, you can make a few changes to the vendor debit (such as the date and memo), but you can't change the accounts, amounts and quantities that are associated with the debit.

4 Click **Record Reversal**.

To manually create a debit

You create a debit differently for non-item purchases versus item purchases.

NON-ITEM PURCHASES

Choose this method if you want to create a vendor debit for a non-item purchase that you returned.

1 Go to the **Purchases** command center and choose **Enter Purchases**. The **Purchases** window is displayed.

2 Choose the required status and layout for the purchase.

3 Enter the vendor details and debit details, and select the account number to be debited. This is normally an expense account called Purchases Returns. Enter the amount of the debit as a negative amount.

4 Click **Record**.

ITEM PURCHASES

1 Go to the **Purchases** command center and choose **Enter Purchases**. The **Purchases** window is displayed.

2 Choose **Item** as the layout and enter the vendor details.

3 Enter negative quantities for the items you are returning in the **Received** column. The cost of the items are displayed as negative amounts.

4 Click **Record**.

Settling vendor debits

You can choose from two ways of settling a vendor debit:

● By *applying* the vendor debit to one or more of your unpaid purchases with the vendor, or

● By *recording a refund check* from the vendor for the amount of the vendor debit.

To apply a vendor debit to an unpaid purchase

Follow the steps below to locate the vendor debit you want and then apply the debit to one or more of your unpaid purchases.

1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window is displayed.

2 Click the **Returns & Debits** tab.

3 Click the **Search by** down arrow and choose **Vendor.** Enter the vendor name in the adjacent field. A list of debits for that vendor is displayed.

4 Highlight the debit you want to apply and click **Apply to Purchase**. The **Settle Returns & Debits** window is displayed, listing all open purchases that you've made from the vendor.

5 Enter the amount you want to apply in the appropriate field in the **Amount Applied** column.

If you marked the **Apply Bill Payments Automatically to Oldest Bill First** preference in the **Purchases** view of the **Preferences** window, amounts will appear next to the oldest bill in the **Amount Applied** column at the top of the scrolling list. MYOB AccountEdge is suggesting that you apply the debit to your oldest open purchases; however, you can apply the debit amount to any one transaction—or you can divide it among many transactions—in the list. Keep in mind, however, that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Debit Amount** field.

6 Enter an amount in the **Finance Charge** field only if you want to apply part of the vendor debit to any unpaid finance charges you may have accrued.

7 If the vendor gave you a discount for a particular purchase, enter the amount in the purchase's **Discount** column.

8 Click **Record**.

If the transaction is unbalanced, that is, if the total amount entered in the **Amount Applied** column doesn't equal the amount displayed in the **Debit Amount** field at the top of the window, a message will be displayed. Click **OK** to close the message. Then check that the amount you have applied to the various transactions is correct.

If you change the amount in the **Debit Amount** field, keep in mind that you can only enter an amount less than the original vendor debit amount. If you choose to do this, the vendor debit won't be fully applied; the remaining amount will continue to appear as a debit.

9 Click **Record** to apply the vendor debit.

To receive a refund check

1 Go to the **Purchases** command center and click **Purchases Register**. The **Purchases Register** window is displayed.

2 Click the **Returns & Debits** tab.

3 Click the **Search by** down arrow and choose **Vendor**. Enter the vendor name in the adjacent field. A list of debits for that vendor is displayed.

4 Highlight the debit that is being refunded and click **Receive Refund**. A refund transaction for the amount of the vendor debit is displayed in the **Settle Returns & Debits** window.

5 If necessary, make changes to the information in the window.

   If you change the amount in the **Amount Received** field, keep in mind that you can only enter an amount less than the original vendor debit amount. If you choose to do this, the vendor debit won't be fully applied; the remaining amount will continue to appear as a debit.

6 Click **Record** to record the receipt of the refund check.

Chapter 6
Managing Your Inventory

In Chapter 2, 'Setting Up Your Company File,' on page 19, we looked at creating and working with inventory items. If the items you created are marked **I Inventory This Item***, you are using what accountants call the Perpetual inventory system and this chapter is for you.*

The Perpetual inventory system keeps track of your items; so you can track how many goods are in stock, how much are they worth, from whom did you buy and to whom did you sell?

From time to time, businesses running a Perpetual inventory system may find that their theoretical inventory levels differ from what is on the shelves. These variations can be caused by data entry errors, spoilage and theft and, if common, should be investigated. This chapter shows you how to compensate for inventory variations.

Sometimes the quantity of items recorded in MYOB AccountEdge may be correct, but their values are incorrect. A range of items may become outdated, damaged or for some other reason lose value. This chapter shows you how to revalue your stock.

Many retailing and manufacturing businesses combine existing inventory items to create new inventory items. For example, a retailer may combine a bottle of perfume, lotion and bath salts and make up a gift pack. Manufacturers combine raw materials to create new inventory items. This chapter shows you how to track your inventory transfers and automate the transfers using the Auto-Build features.

Making Inventory Adjustments

From time to time you may need to adjust item quantities and values. For example, if your inventory gets damaged, you may have to write off some of your inventory or revalue it. When this happens, it's important that you make your adjustments in MYOB AccountEdge carefully so that your records remain accurate.

Follow the procedure below to make a one-time adjustment for a single item or a few items using the **Adjust Inventory** window.

However, if you need to update the quantities of several items, you can do it quickly from the **Count Inventory** window. See 'Counting Inventory' on page 93.

> **NOTE: Print the Items List (Summary) report** When making an an inventory adjustment, you may find it useful to print out the Items List (Summary) report, which gives you the on-hand quantities of all your items. You can then determine what the adjustment should be.

To make an inventory adjustment

1   Go to the **Inventory** command center and click **Adjust Inventory**. The **Adjust Inventory** window is displayed.

2   Enter details of the adjustment. For complete field help, click **Help**.

A	Enter the quantity by which you want to increase or decrease the quantity held. Do not enter the new total quantity; enter only the adjustment quantity. Enter the quantity in inventory units, not buying or selling units. If you enter a positive number, that number is added to your on-hand inventory. If you enter a negative number, that number is subtracted from your on-hand inventory.
B	The cost of each unit transferred in or out of inventory is entered here. The average cost of the item is displayed by default. The average cost is calculated as the total cost of the item divided by the number of units on hand.
C	The **Amount** field displays the quantity multiplied by the unit cost. If you change it, the unit cost is automatically recalculated.
D	The allocation account is usually a cost of sales or expense account if you are increasing or decreasing the value of the Inventory account.

3 If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.

Category: [   ] ▾

For more information about categories, see 'Setting up Categories' on page 43.

4 Click **Record** to save the inventory adjustment.

The following are some examples of inventory adjustments.

Example 1   In the following example, the inventory adjustment will increase the number of units on hand by two and the total value of the item on hand by $800. The adjustment has been allocated to the Inventory adjustment account (Shrinkage & Spoilage).

Item Number	Name	Quantity	Unit Cost	Amount	Account	Job
⇨100	Cooler Large	2	$400.00	$800.00	6–1235	

Example 2 In the following example, the inventory adjustment will increase the quantity of the item by two units but will not adjust the total value of the item on hand. That will reduce the average cost of the item. An account is not required in this case as there is no adjustment to the balance of the inventory account.

Item Number	Name	Quantity	Unit Cost	Amount	Account	Job
⇨100	Cooler Large	2	$0.00	$0.00	1–3100	

Example 3 In the following example, the inventory adjustment will increase the total value of the item on hand by $120 but will not change the inventory quantity. The adjustment has been allocated

to the Inventory adjustment account (Shrinkage & Spoilage). The average cost of the items will increase as a result of this adjustment.

Item Number	Name	Quantity	Unit Cost	Amount	Account	Job
⇨100	Cooler Large	0	$0.00	$120.00	1–3100	

Making Inventory Transfers

In MYOB AccountEdge, *transferring inventory* is the process of taking one or more items, known as *components*, and combining them to make up another item, known as a *finished item*. For example, you could create an inventory transfer to turn components like timber and fabric into finished items like furniture. Alternatively you could create a kit composed of a number of articles.

Use the **Transfer Inventory** window for a one-time transfer of stock. For routine transfers, use the Auto-build feature. See .

1 Go to the **Inventory** command center and click **Transfer Inventory**. The **Transfer Inventory** window is displayed.

2 Enter the line items for the finished item and for the components. For detailed field help, click **Help** in this window.
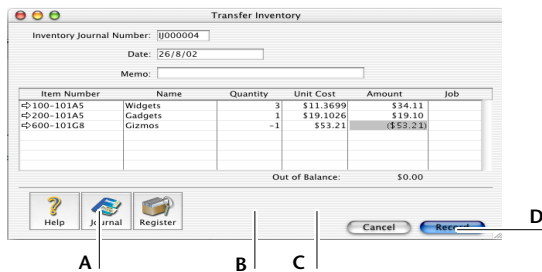
A	On one line, enter the item number of the finished item you want to create. On the next lines, enter the item numbers of the component items you want to transfer.
B	Enter the transfer quantity. Enter a positive number for the finished item (this number is added to your on-hand inventory). Enter a negative number for the component items (this number is subtracted from your on-hand inventory).
C	Enter the cost of each unit transferred in or out of inventory. MYOB AccountEdge defaults to the average cost of the item. The average cost is calculated as the total value of the item divided by the number of units on hand.
D	The **Out of Balance** field must be zero before you can record the transaction. That is, the amount in the **Amount** field for the finished item must be equal to the sum of the amounts in the **Amount** field for the components.

3 If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.

For more information about categories, see .

4 Click **Record** to save the inventory transfer.

Auto-building Items

Transferring inventory is a simple process if you choose to automatically build finished items using MYOB AccountEdge's Auto-build inventory feature.

There are two stages:

- See 'Create a new Auto-Build item' below to specify the components required.
- See 'Auto-build a finished item' on page 92 to quickly create finished items.

Step 1: Create a new Auto-Build item

1. Go to the **Inventory** command center and click **Items List**. The **Items List** window is displayed.

2. Click the zoom arrow of the item you want to Auto-Build. The **Item Information** window is displayed.

3. Click the **Auto-Build** tab.

4. Enter the minimum level of the item you want to have in inventory before you re-order (or re-construct) the item in the **Minimum Level for Restocking Alert** field.

5. Click **Edit List**. The **Auto-Build Information** window is displayed.
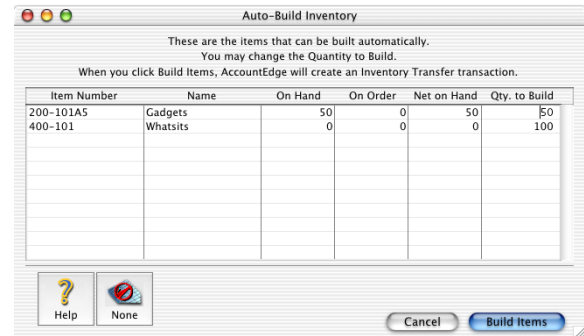
6. Specify the number of item units the listed *components* will make in the **List what it takes to build** field. If bulk quantities of materials are purchased to build an item, it may be easier to specify the materials required to build a larger quantity of the item, such as ten or twenty.

7. Enter the item details of each of the components.

   a Click in the **Item Number** column and press TAB. Your **Items List** is displayed.

   b Highlight the first item required to build the new finished item and then click **Use Item**. The item number and name are displayed in the **Auto-Build Information** window.

   c In the **Quantity** field, enter the number of *components* required to build the specified quantity of the finished item.

8. Repeat the previous step for each of the *components* required to build the new item. Click **OK** when you have entered them all.

9 Click **OK** in the **Item Information** window.

Step 2: Auto-build a finished item

1 Go to the **Inventory** command center and click **Auto-Build.** The **Auto-Build Inventory** window is displayed.
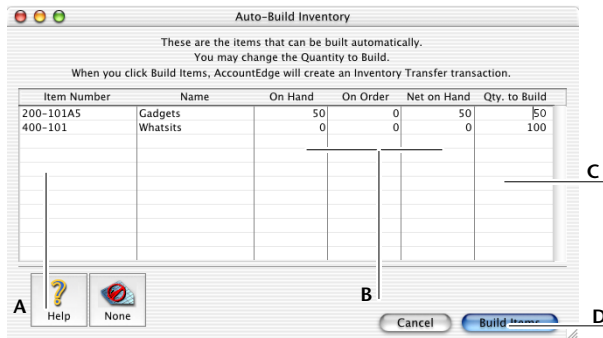
A	This column displays all items that you've designated as finished items.	
B	The **On Hand**, **On Order** and **Net on Hand** columns show the current record of your finished items.	
C	Enter the quantity of finished items you want to build in this column. (Click **None** if you want to change all numbers in the **Qty to Build** column to zero).	
D	Click **Build Items** to begin creating an inventory transfer for the items for which you've made an entry in the **Qty to Build** column.	

2 When you click **Build Items**, the **Transfer Inventory** window displays the details of the transfer that will occur when the finished item is built. Review the entries in this window to make sure the quantities, unit costs, and total inventory values are correct. Note that the quantities of the components in the list are displayed as negative numbers, while the quantities of the finished items in the list are shown as positive numbers.

3 Click **Record** to record the inventory transfer and update your inventory quantities and values.

You can also auto-build items using the **To Do List**. In the MYOB Help, choose *Inventory > Transferring Inventory >* click *Auto-building items*.

Counting Inventory

You may recall entering your opening inventory quantities using the **Count Inventory** window when you set up your company file.

You can also use the **Count Inventory** window to make adjustments to item quantities during regular inventory counts or any time you find discrepancies between the actual quantity of items you have in inventory and your MYOB AccountEdge records of those quantities.

The **Count Inventory** window will speed the process of updating the quantities of items. By using this window, you can quickly create one inventory adjustment for all the items whose quantities you need to change.

Each inventory adjustment you make must be allocated to a specific account so your accounting records accurately reflect the reasons why your inventory needed adjusting. For example, many businesses use one account—often called "Shrinkage/Spoilage"—to track natural loss or theft of their items.

Before you count inventory in MYOB AccountEdge

- Make sure you record any inventory transfers before counting your inventory. Otherwise, missing inventory that was really used to build another item will be accounted for as an expense, such as loss or shrinkage. See 'Making Inventory Transfers' on page 90 for more information.

- Count the actual items in your inventory. You can use the **Inventory Count Sheet** report, which lists all your inventory items, for this purpose.

  NOTE: You can either print the Inventory Count Sheet by clicking Print in the Count Inventory window or, if you want to set filters, from the Index to Reports window.

To count inventory

1 Go to the **Inventory** command center and click **Count Inventory**.

2 In the **Count Inventory** window, enter the actual quantities of the inventory items in the **Counted** column. Any discrepancy between the counted quantity and the on-hand quantity is displayed in the **Difference** column.

3 Click **Adjust Inventory** to display the **Adjustment Information** window.

  You can specify a default allocation account with which you can track the adjustments you entered in the **Count Inventory** window. This saves you having to enter an account on every line of the inventory adjustment. This account is normally an expense account such as shrinkage. It should not be your inventory asset account.

  Keep in mind, however, that you don't need to enter a default allocation account in the **Adjustment Information** window. If it's necessary for you to use different accounts to track the adjustments you made in Step 2, you'll get the chance to enter those accounts in the next step.

4 Click **Continue**. The **Adjust Inventory** window is displayed. A line item for each adjustment you entered in the **Count Inventory** window in Step 2 is displayed.

5 Take a look at the **Account** column. If you entered a default allocation account in Step 3, that account appears in the **Account** column for each line item. If you didn't enter a default allocation account, enter the accounts you want to use to track each item's change in quantity. Click **Record**.

Reviewing your Inventory Information

Managing inventory can be a time consuming task for a business if accurate and complete records are not kept. It is important to be able to review and explain item movements over time, for example purchases and sales, as well as manual transfers and adjustments that are made due to shrinkage, spoilage or theft. You also need to be able to see quickly what you have and what you need to meet customer orders.

MYOB AccountEdge contains a number of tools that you can use to review your inventory information so you can make better decisions about your business.

- The **Items Register** gives you an overall picture of your inventory transfers, adjustments, sales and purchases for all items, or it can be filtered to show the history of a single item. See 'To find a transaction using the Items Register' on page 112.
- **Find Transactions** helps you find individual inventory transactions quickly. See 'To find a transaction using Find Transactions' on page 110.
- The **To Do List** displays an alert for all items that need to be purchased or built. See 'To view a list of all items that need to be built or purchased.'
- The **Analyze Inventory** window can help you understand the "big picture" of your itemorders and commitments easily. See 'To analyze inventory' on page 95.
- **Inventory reports** help you keep track of your item quantities and value. See 'To view inventory reports' on page 95.
- The **Transaction Journal** lists journal entries of your inventory adjustments and other transactions. See 'To find a transaction using the Transaction Journal' on page 113.

- You can view **sales and purchase history** for an item or vendor for the past five years, the current year and the next year. See 'To view sales and purchase history for an item' on page 95.

To view a list of all items that need to be built or purchased

The **Stock Alert** view of the **To Do List** lists all items that need to be built or purchased to fulfill customer orders and it enables you to easily enter the necessary orders or Auto-Build transactions.

1 Click **To Do List** from any command center. The **To Do List** window is displayed.

2 Click the **Stock Alert** tab. A list of all items that need to be ordered or built is displayed. The **On Hand** column shows the quantity of the item actually on hand. The **On Order** column shows the quantity of this item already on order. The **Committed** column shows the quantity of this item on backorder for customers.

3 Click the **Action** column for each item you want to build or order. When you click **Order/Build,** an order will automatically be entered for the items that are purchased. The restocking information entered in the **Buying Details** view of the **Item Information** window is used to determine the vendor and quantity to order (see 'To create an item' on page 37) or the items to build.

> **CAUTION: Transactions are recorded automatically** If you choose to build or order items by marking the **Action** column in the **To Do List** window, keep in mind that the transactions will be recorded automatically; you won't be able to change any of the details before they're recorded. You can choose to manually enter an order or Auto-Build transaction by clicking the zoom arrow next to the item.

4 Click **Order/Build**.

To analyze inventory

The **Analyze Inventory** window allows you to view detailed information about how much stock you have on hand, what is committed, on order and available.

This analysis is based upon all the sales orders and purchase orders recorded in your company file.

1   Go to the **Inventory** command center and click **Analysis**. The **Analyze Inventory** window is displayed.

2   Display the required view of the **Analyze Inventory** window. The **Summary** view displays all inventoried items, while the **Item#** view displays all the customer and vendor orders for a selected item.

To view inventory reports

MYOB AccountEdge has several reports which you can generate to keep track of your inventory. Following is a list of some of the reports you may find useful. For information on finding, customizing and printing reports, see 'Using Reports' on page 161.

- **Analyze Inventory report**. The summary and detailed versions of this report serve as your 'order book.' You can view a list of all your sales orders and purchase orders for all or selected items.
- **Items List (Summary) report**. This report shows information about your items, including their on-hand quantities and total value. The Items List (Summary) report also shows an item's current average cost price, which is important to know when making inventory adjustments. You can use this report to compare your total inventory value to the total of your Inventory asset accounts.
- **Pricing report**. This report lists your item prices—useful for sending to your customers. You could also convert this report to HTML and post your price list on an intranet or Internet site.

To view sales and purchase history for an item

Display the **Item Information** window for an item and then click the **History** tab. The **History** tab displays a total of seven years' purchase and sales history for the item: five past years, the current year and the next year. For more information, click **Help** in this window.

Setting Item Prices

You can quickly change the default selling prices of the items you sell using the **Set Item Prices** window.

You can still change prices at the point of sale, which will override the default price for that sale only.

Average Cost and Last Cost

Average Cost is calculated by MYOB AccountEdge as the total cost of the item (what you paid when you purchased the item or the cost entered when you transferred the item into inventory) divided by the number of units on hand.

Last Cost is the purchase price on the most recent purchase. If the most recent item activity is an inventory transfer, the unit transfer cost is used.

Note that you cannot adjust prices based on a markup of the current selling price—for example, a 10 percent increase on the current selling price.

To change the price of items

1 Go to the **Inventory** command center and click **Set Item Prices**. The **Set Item Prices** window is displayed.

This window lists all your current inventory items, their current price, and the average or last cost of each item.

If an item is not listed, it means that you haven't marked the **I Sell** option for the item.

2 Click in the **Current Price** column of an item and enter a new price. Do this for each item price you want to change.

MYOB AccountEdge accepts unit prices up to four decimals. On the invoice, it multiplies the unit price by the quantity sold before rounding to cents.

3 Click **OK**.

To change the price of multiple items at once

You can change the prices of multiple items at once using pricing shortcuts.

1 Go to the **Inventory** command center and click **Set Item Prices**. The **Set Item Prices** window is displayed.

2 Mark the **Shortcut** column next to the items whose prices you want to update. If you want to update the prices of all your items, you can leave the **Shortcut** column blank.

3 Click **Shortcuts**. The **Pricing Shortcuts** window is displayed.

4 Make as many entries as you want in this window, including how you want the price rounded, the basis for calculating the price, and so on. For detailed field help, click **Help**.

5 Click **Update x Items Only** to update the items you marked in step 2.

Customizing Inventory

MYOB AccountEdge has three features that allow you to specifically customize how you record information and prices for your inventory:

- **Custom price levels,** which you can use to assign a price level (one of six) to a customer for purchases of five different quantities of the item. There are six price levels for each of the five quantity breaks. For example, you might have quantity breaks of five, ten, twenty, fifty and hundred. For each of these breaks, you can set six different price levels for your customers.
- **Custom fields,** which you can use to ensure certain information is always recorded for an item, such as Warranty, Warehouse Location and Voltage. These should be used for information that you **don't** need to use as report filters.
- **Custom lists,** which you can use to record information about an item and then be able to run reports per custom list. For example, if you are running a trailer rental business, you might have custom lists of 'Color,' 'Type,' and 'Location.' This means you could run a report to include only *blue cage* trailers at the *Main Street* station.

Creating custom price levels

MYOB AccountEdge has a pricing matrix for handling inventory. Using five quantity breaks and six price levels, you can structure your pricing according to customer status and sales quantities. This gives you full control of giving discounts to customers for bulk sales of an item.

For example, a level three customer might pay $140 for a single quantity of the item, but if they purchased five units of the item, they would only have to pay $100 each for them.

NOTE: Volume Customer Discount Note that the Volume Customer Discount for each customer in the Card File applies to a sale over and above the quantity break price levels you set up.

Setting custom price levels includes the following steps:

- Naming your price levels
- Specifying price levels for an item
- Assigning a price level to a customer

To name your price levels

1. Go to the **Lists** menu, choose **Custom Lists and Field Names** and then **Price Levels**.

2. Enter names for each of the price levels as you want them to appear in the **Selling Details** tab of the **Item Information** window. Click **OK**.

To specify price levels for an item

1. Display the **Item Information** window for the item and click the **Selling Details** tab.

   The Base Selling Price you entered for this item in the upper section of the **Selling Details** tab appears at Level A (or whatever you have chosen to label this field).

2. In the remaining fields (Levels B to F, or whatever you have chosen to label them), enter the selling price of this item. Make an entry for each price level you want to use. For detailed help, click **Help**.

   In the next **Over** field, enter the new quantity break, where for sales of this quantity and above, you assign different price levels. Assign the different price levels for this quantity break.

3 Continue to enter up to five quantity breaks, for each of which you can enter up to six price levels. Note that each quantity break must specify a quantity greater than the previous quantity break and less than the next.

To assign a price level to a customer

1 Display the customer's **Card Information** window and click the **Selling Details** tab.

2 Enter the price level you want to assign to the customer in the **Item Price Level** field.

You can assign one of the six price levels or the item's Base Selling Price to the customer.

3 Click **OK**.

Creating custom fields

The three custom fields are an optional feature of MYOB AccountEdge inventory that are used simply to record additional information about your items. Unlike custom lists, custom fields cannot be used to filter inventory reports. Examples of how you might name the custom fields include 'warranty,' 'warehouse location,' and 'manufacturer.'

1 Go to the **Lists** menu and choose **Custom Lists and Field Names** and then **Items**.

2 Enter the new field names in the **Name of Custom Field** fields and click **OK**. These field names will now appear in the **Item Details** tab of the **Item Information** window, for all items.

You can customize your invoices and purchases to include the custom fields on your purchases and invoices. For more information on customizing forms, see .

Creating custom lists

MYOB AccountEdge allows you to create three custom lists that you can use to sort and group your inventory items.

An example of a custom list might be 'Color,' in which you create list entries of 'yellow,' 'red,' 'green' and 'blue.' When you create or edit your items, you can assign them one of these colors. When you run an Inventory report such as the Analyze Inventory (Summary) report, you can choose to include only red items in the report.

Creating custom lists includes the following steps:

- Naming the custom list
- Creating custom list entries
- Assigning a custom list entry to an item

To name the custom list

1 Go to the **Lists** menu, choose **Custom List and Field Names**, and then **Items**.

2 Enter names for each of the three custom lists in the appropriate fields and click **OK**. These custom list names will now appear in the **Item Information** window.

To create custom list entries

1 Go to the **Lists** menu, choose **Custom Lists** and then **Items**. The **Custom Lists** window is displayed.

2 Click the **Custom List** drop-down menu and choose the list for which you want to make entries.

3 Click the **New** button and enter the name of the list entry. For example, if you have a Color list, you would enter a color, such as *Yellow*.

4 Repeat Step 3 until you have created all your list entries, and then click **OK**.

To assign a custom list entry to an item

1 Display the **Item Information** window for the item and click the **Item Details** tab.

2 Click the **search** icon next to a custom list and choose the required entry.

Custom lists and inventory reports

MYOB AccountEdge allows you to generate reports using your custom lists as report filters. This means that you can generate a report to include only those items with a certain list entry, such as the color red. For more information on setting report filters, see 'Filtering reports' on page 163.

Printing custom lists on your purchases and invoices

You can customize your invoices and purchases to include custom lists. See 'Printing Forms' on page 151 for more information on customizing and printing forms.

Chapter 7
Working With Lists

*MYOB AccountEdge's system of lists is like your address book or your schedule and can, along with your transactions, be your research assistant. By lists we mean MYOB AccountEdge's system of organizing cards, accounts, jobs, payroll categories, items, tax codes, time billing activities, currencies and categories. These lists can be accessed from the **Lists** menu and from the command center from where you would be most likely to use them. For example, the **Items List** is available from the **Inventory** command center.*

Lists streamline the repetitive tasks of keeping your accounts by creating records that you can use time and time again. For example, the customer, item, tax code and account you use to record a sale can be used as many times as you need. Lists also allow MYOB AccountEdge to keep track of the companies that owe you money, the items you have sold, and the tax codes being used.

If you create vendor and customer cards, you can use MYOB AccountEdge's contact log system (see Chapter B, 'More Tools for Managing Your Business,' on page 201) to keep a detailed record of all your dealings with your business contacts. For example, you can record sales and purchase information, notes about conversations and more within the contact logs.

MYOB AccountEdge's lists can be easily edited and modified to suit your own requirements. For example, you can modify account and job levels to affect how they appear in reports. You can also inactivate records you don't use frequently to keep your lists short and up to date.

Lists can greatly assist your marketing efforts. For example, you could use a combination of customer lists, identifiers, contact logs and e-mail addresses to create a list of customers who live near you and have contacted you within the past six months. You could then use MYOB AccountEdge to create an Adobe Acrobat PDF file of your current price list and e-mail or fax it to these customers. The marketing possibilities are almost limitless.

Adding a New Record

Lists are made up of individual records. For example, each item in your **Items List** is a record, as is each job in your **Jobs List**. You can add as many records as you want to a list.

Adding a new card

When you set up your company file, you created cards for your existing customers, vendors and employees using the Easy Setup Assistant.

You can add any number of new cards to your Card List any time you want. In addition to customer, vendor and employee cards, you can also create personal cards for your friends and relatives.

The procedure for creating a card from the **Card File** command center is very similar to creating a card using the Easy Setup Assistant.

To add a new card to your Cards List

1 Go to the **Card File** command center and click **Cards List**. The **Cards List** window is displayed.

2 Click **New**. The **Card Information** window is displayed.

3 Choose the required card type—Customer, Vendor, Employee or Personal.

4 Complete the fields in the relevant tabs in this window. For detailed field help on creating a card, click **Help** in each tab.

You may want to take advantage of the following optional, but useful, features in the **Card Details** tab:

- *Identifiers*, which are useful for grouping your cards and limiting information you view for that group. See 'Organizing your cards' on page 202.

- *Picture*, which allows you to link a PICT file to a card. See 'Linking a picture to a record' on page 202.

- *Custom lists and fields* lets you record additional information about a card that may be specific to your business. See 'Recording additional information about your cards' on page 202.

Adding a new account

When you set up your company file using the Easy Setup Assistant, you reviewed your Accounts List and perhaps created some new accounts.

If your business requires any additional accounts, you can add them to your **Accounts List** any time you want from the **Accounts List** window. The procedure for creating an account from the **Accounts List** window is very similar to creating an account using the Easy Setup Assistant.

To add new accounts to your Accounts List

1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window is displayed.

2 Click **New**. The **Account Information** window is displayed.

3 Enter information about the new account. For detailed field help, click **Help**.

Adding other records

If you want to add:

- an item, see 'To create an item' on page 37. The procedure for adding new items to your Items List is the same as for creating item records during setup.
- a tax code, see 'To create a tax code' on page 35.
- a job, see 'To create a job' on page 44.
- a category, see 'To create a category' on page 43
- a payroll category, see 'Creating Payroll Categories' on page 120.
- a time billing activity, see 'To create an activity' on page 134.
- a foreign currency, see 'Set up records for foreign currencies' on page 142.

Adding records using Easy–Add

You can create new records easily using **Easy Add**. Accounts and customer, vendor, employee and personal cards can be added to your lists on the fly as you perform your daily business tasks in MYOB AccountEdge.

To create a new record using Easy-Add

Let's assume you want to add a customer card while entering a sale.

1 In the **Sales** window, click the **search** icon next to the **Customer** field. The **Select from List** window is displayed, with a list of your customer cards.

2 Enter the name you want to add in the **Look for** field and click **Easy–Add**. The customer card is added to your **Cards List**. You can now proceed to complete your task with the new card.

3 Whenever you have time, go to the **Card Information** window and enter the rest of the customer details.

Easy-Add is not available from some transaction windows such as **Spend Money** where MYOB AccountEdge cannot predict the type of card (vendor, employee, etc.) that you want to create.

Finding a Record

Records are stored and displayed in lists. For example, the **Jobs List** window lists the jobs you have created, the **Accounts List**, your accounts, and so on. As lists get long, it can take time to locate a record. MYOB AccountEdge provides you with the following tools to quickly find a record.

Tabs   Some lists are divided into separate views or tabs. For instance, the **Accounts List** is divided by account type into eight tabs, making it easier for you to find an account. For example, if you are looking for an Asset account, click the **Assets** tab. Within the tab, you can use the scroll lists to find the record.

| Assets | Liabilities | Equity | Income | Cost of Sales | Expenses | Other Income | Other Expenses |
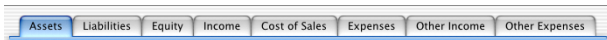
Search fields   The **Cards List** and **Items List** have a **Search** field that you can use to locate a record quickly. Simply type a few characters of the card name or item number in the **Search** field. If you have specified in the **Preferences** window that you want to select items by item name and cards by card ID, enter the item name

or card ID instead. The record that most closely matches your entry will be highlighted in the list.
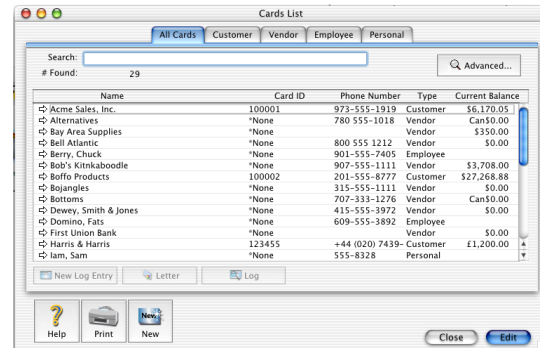
Advanced Search filters   🔍 Advanced...

You can use advanced search filters such as recontact date and ZIP code to search for a single card or a group of cards. In the **Cards List** window, click **Advanced**. Enter the relevant filters to narrow your

search. The **Cards List** will display only those cards that fit your selection criteria.

Changing a Record

In MYOB AccountEdge, you can easily and conveniently update information you initially entered for your records. For example, you can update contact details for a card or the selling price of an item by simply displaying the record and typing in the changes.

You can make changes to information you recorded for your accounts, cards, items, payroll categories, tax codes, time billing activities, foreign currencies, reporting categories and jobs.

> **NOTE: Making changes to records that have been used in transactions**   Some restrictions apply when making changes to records that have been used in transactions. For example, if you've recorded sales or purchases with an item, you won't be able to clear the **I Buy This Item**, **I Sell This Item** or **I Inventory This Item** checkboxes. If you want to change these selections, you'll first need to remove the transactions to which the item is assigned.

> **NOTE: Making changes to payroll categories**   Keep in mind that when you change a payroll category, you change the payroll category for *all employees* who are assigned that payroll category. Most likely, the employees' paycheck amounts will be different after you change their payroll categories. You may find it easier to create a new payroll category and assign it to the employees concerned rather than change an existing category.

To make changes to a record

1   Display the list to which the record belongs. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing a tax code, display the **Tax Code List** window, and so on. You can do this by using the **Lists** menu.

2   Locate the record you want to change in the list. Use a search method described in 'Finding a Record' on page 104, if necessary.

3   Once you locate the record, click the zoom arrow next to it. The record details are displayed in the **Information** window.

4   Make the required changes and click **OK**.

Deleting a Record

You can delete a record that you no longer need. However, a record must meet certain criteria before it can be deleted. For example, most records cannot be deleted if they have been used in transactions.

Deleting an account

You can remove an account from the MYOB AccountEdge system if the account meets the following criteria:

- The account isn't a Level 1 account.
- The account has a zero balance.
- No journal entries are assigned to the account.
- None of your recurring templates use the account.
- The account isn't used as a linked account for any transaction types.
- The account isn't linked to any of the items you've entered in the **Item Information** window.

To delete an account

1 Make a backup of your company file.

2 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window is displayed.

3 Click the zoom arrow next to the account you want to delete so that the account details are displayed in the **Account Information** window.

4 Go to the **Edit** menu and choose **Delete Account**.

Deleting other records

Note the following before deleting cards, items, tax codes, payroll categories, time billing activities, foreign currencies, reporting categories and jobs. You can only delete the following...

- A card, item, tax code, payroll category, foreign currency or job that has not been used in a transaction. You need to delete the transactions before you can delete the record.
- A card that has not been used in a quote, order or recurring template.
- A foreign currency record that has not been linked to a card.
- An item that is not in inventory.
- Payroll categories with a zero balance. The Base Salary and Base Hourly wage categories cannot be deleted. Wages, deductions, accruals and employer expenses that have been recorded on current paychecks—that is, paychecks that have been recorded in the current payroll year—can't be deleted.
- An activity when all the activity slips you've recorded for it have been purged.
- An activity slip, when the Time Billing invoice on which it was billed is deleted or purged.

To delete other records

1 Display the list to which the record belongs to. For example, if you are deleting an item, display the **Items List** window; if you are deleting a card, display the **Cards List** window, and so on. (If you are deleting an activity slip, display the **View Activity Log** window.) You can do this by using the **Lists** menu or from the appropriate command center.
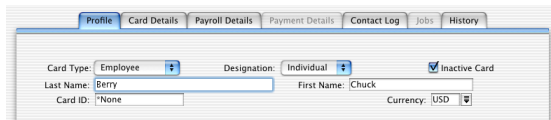
2 Locate the record you want to delete and click the zoom arrow next to it. The record details are displayed in the **Information** window. (If you are deleting an activity slip, the record details are displayed in the **Enter Activity Slip** window).

3 Go to the **Edit** menu and choose **Delete.** For example, if you want to delete a Time Billing activity, choose **Delete Activity**.

Inactivating/Reactivating a Record

If you have accounts, cards, items, jobs or time billing activities that you rarely use–for example, you created a card for a one-time sale or purchase–inactivating them after use will remove them from selection lists. Your list of records will be shorter, and consequently selecting the record you need will be easier. You can still use an inactive record in transactions by manually entering the record name.

To inactivate (or reactivate) a record

1 Display the list to which the record belongs to. For example, if you are inactivating a card, display the **Cards List** window. You can do this by using the **Lists** menu or from the appropriate command center.

2 Locate the record you want to inactivate or reactivate and click the zoom arrow next to it. The record details are displayed. For cards and items, make sure the **Profile** tab is displayed.

3 Mark the **Inactive** checkbox.

4 To reactivate the record, simply clear the checkbox.

Chapter 8
Working With Transactions

It is one thing to enter your data, but there comes a time when you need to find it. MYOB AccountEdge allows you to search for transactions by journal, account, card, payroll category, sale, purchase, report categories and job number.

You can simply look for transactions over a given date range, or set up more sophisticated searches. For example, you could look for checks between a given date range where the memo contains specific words. MYOB AccountEdge's powerful search functions mean you will always be able to find the information you want quickly.

Once you have found your transaction, you can easily zoom back to the original transaction window. Here you can change, delete or reverse the transaction. Changing and deleting transactions bring with it auditing and security questions; so many larger businesses prefer to reverse their transactions. Reversing transactions keeps their audit trail complete.

As businesses have many repetitive transactions that occur weekly, monthly or yearly, MYOB AccountEdge allows you to set up recurring transaction templates. This is where you create templates for the transactions you record regularly and then tell MYOB AccountEdge to remind you when they are next due. Many businesses set up MYOB AccountEdge to remind them of their monthly obligations like rent. They may set up weekly reminders about sales and purchases; some businesses even set up recurring General Journal entries to record depreciation on a monthly basis.

MYOB AccountEdge has many features that can handle the repetitive tasks associated with running a business. It also makes it easy to locate and correct transactions. So read on and take advantage of these time-saving features.

Finding a Transaction

MYOB AccountEdge has several search methods that can help you find a transaction quickly and conveniently. The method you use depends on the information you have at hand.

Find Transactions   Use the **Find Transactions** function to find General Journal entries, sales, purchases, checks, deposits, and vendor and customer payments. **Find Transactions** has an advanced search tool which allows you to locate a transaction using a number of filters, including date, transaction ID, amount, memo, source journal, account, card, payroll category, report category and job.

Sales Register   Use the **Sales Register** to quickly access transactions relating to sales such as open, closed and recurring invoices, quotes, orders, credits and returns. This search method is most useful if you know the transaction date or customer's name.
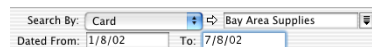
Purchases Register   Use the **Purchases Register** to find transactions relating to Purchases such as quotes, orders, open, closed and recurring purchases, debits and returns. This search method is most useful if you know the transaction date or vendor's name.

Bank Register   Use the **Bank Register** to find Spend Money and Receive Money transactions, cash sales and purchases, vendor payments and customer payments.

Transaction Journal   Use this method to search for any transaction by source journal. You can search for inventory transfers, adjustments, etc., using the **Transaction Journal**.

To find a transaction using Find Transactions

1   From any command center, click **Find Transactions**.

2   In the **Find Transactions** window, click the appropriate tab—for example, the **Account** tab to search by account.

3   Filter your search using the **Search By** and **Date** range fields. For example, to search for all transactions made in October 2002 relating to customer Huston & Huston Packaging, you would make the following selections in the **Card** tab.

4   Click **Advanced** if you want to narrow your search further. For more information about the fields in this window, click **Help**.

When the transaction(s) that fit your search criteria are displayed in the **Find Transactions** window, you can view them in detail by clicking the zoom arrow next to each transaction.

To find a transaction using the Sales Register

The **Sales Register** allows you to view an overall picture of your sales activity. Using just one window, you can quickly and efficiently look at open and closed invoices, quotes, orders, returns and credits and recurring templates. You can even view a list of all sales, if you choose.

You can perform several functions using the **Sales Register**, such as deleting a sale (see 'To delete a transaction' on page 115), converting the status of a sale (see 'Changing the Status of a Sale' on page 64) and changing the details of a sale (see 'Changing a transaction' on page 114).

If one of your customers gives you a deposit, you can click the zoom arrow next to the relevant sales transaction in the **Sales Register** window to display the **Sales - Edit** window. Then, clicking **Payment** will display the **Receive Payments** window. In this window, you can record the deposit.

You can also display the **Settle Returns and Credits** window directly from the **Sales Register** if you want to apply a customer credit to a sale or offer a refund.

1   Go to the **Sales** command center and click **Sales Register**. The **Sales Register** window is displayed.

2   Click the tab of the sales category you'd like to view—for example, **Open Invoices.**

3   Filter your search using the **Search By** and **Date** range fields.

When the transactions that fits your search criteria is displayed in the **Sales Register** window, you can view them in detail by clicking the zoom arrow next to each transaction.

To find a transaction using the Purchases Register

The **Purchases Register** allows you to view an overall picture of your purchase activity. Using just one window, you can quickly and efficiently look at open and closed purchases, quotes, orders, returns and debits and recurring templates. You can even view a list of all purchases, if you choose.

You can perform several functions using the **Purchases Register**, such as changing the status of a purchase (see 'Changing the Status of a Purchase' on page 78) and making changes to or deleting a purchase (see'Working With Transactions' on page 109 for more information).

If you make a payment to one of your vendors, you can easily access the **Pay Bills** window from the **Purchases Register** and record the payment.

You can also display the **Settle Returns & Debits** window directly from the **Purchases Register** if you want to apply a vendor debit to one of your unpaid purchases with the vendor.

1   Go to the **Purchases** command center and click **Purchases Register.** The **Purchases Register** window is displayed**.**

2   Click the tab of the type of purchase you'd like to view, for example **Open Bills**.
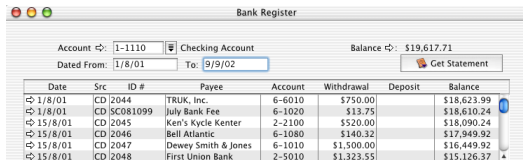
3   Filter your search using the **Search by** and **Date** range fields.

When the transactions that fits your search criteria is displayed in the **Purchases Register** window, you can view them in detail by clicking the zoom arrow next to each transaction.

To find a transaction using the Bank Register

You can use the **Bank Register** to find checks, Spend Money and Receive Money transactions, cash sales or purchases, vendor payments and customer payments.

1   Go to the **Banking** command center and click **Bank Register**. The **Bank Register** window is displayed.

2   Specify the checking or credit card account you used for the transaction in the **Account** field.

3   In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded. All transactions between (and including) these dates will be listed.

4   Locate the transaction you want using the scroll bar and then click the zoom arrow to the left of the transaction to view it in its original window.

To find a transaction using the Items Register

Use the **Items Register** to find inventory adjustments, sales and purchases for all items or for a single item. This search method is most useful if you know the transaction date.

The **Items Register** gives you quick access to transactions relating to items. When the register is filtered to show a single item, a running balance of the item's quantities and value is displayed.
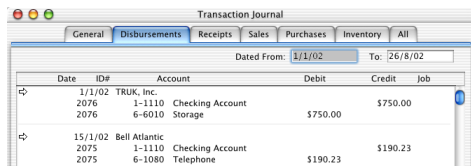
1   Go to the **Inventory** command center and click **Items Register**. The **Items Register** window is displayed.

2   Specify whether you want to view transactions for all items or a single item by making the appropriate selection in the **Search By** field.

3   In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded. All transactions between (and including) these dates will be listed.

4   Locate the transaction you want using the scroll bar and then click the zoom arrow to the left of the transaction to view it in its original window.

To find a transaction using the Transaction Journal

The **Transaction Journal** groups all your accounting entries into one of seven journals: General, Disbursements, Receipts, Sales, Purchases, Inventory and All. You can also display the Transaction Journal window by clicking Journal in a transaction window such as Sales.

1 Click **Transaction Journal** from any command center (except Card File). The **Transaction Journal** window is displayed.

   Click the appropriate tab—for example, the **Sales** tab to find a sales invoice, the **Disbursements** tab to find a check or vendor payment, and so on.

2 In the **Dated From** and **To** fields, enter the date range within which the transaction was recorded. All transactions between (and including) these dates will be listed.

3 Locate the transaction you want using the scroll bar and then click the zoom arrow to the left of the transaction to view it in its original window.

Changing or Deleting a Transaction

If you are part way through entering a transaction, you can erase it and start again by choosing **Erase** from the **Edit** menu.

Occasionally, however, you may need to make changes to or delete a transaction you have already recorded. A transaction can be edited or removed only if it is *changeable*, that is, you have turned off the **Transactions CAN'T be changed; they must be reversed (system-wide)** setting in the **Security** view of the **Preferences** window. A changeable transaction is distinguished by a white zoom arrow next to it.

> **NOTE:** **Making unchangeable transactions changeable** You can make an unchangeable transaction changeable at any time simply by turning off this preference in the **Security** view of the **Preferences** window.

If you want to maintain a strict audit trail, you should consider leaving this preference on and reversing the transaction (see 'Reversing a Transaction' on page 115).

Remember, when you delete a transaction, it is permanently removed from your records; any changes you make to a transaction permanently alters your records.

Changing a transaction

Follow the instructions below to change a transaction.

> **CAUTION:** **Transactions that cannot be changed** You cannot change a customer payment, vendor payment, paycheck, refund check or a bank deposit once it has been recorded. You can only delete or reverse these transactions.

To change a transaction

1 Find and display the transaction in its original transaction window. See 'Finding a Transaction' on page 110 for instructions.

2 Make the necessary changes to the transaction.

3 Click **OK** when you're done.

Deleting a transaction

Follow the instructions below to delete a transaction. Note the following when deleting a transaction.

Sales and purchases You can only delete a sale or purchase that does not have a payment applied to it. If you have recorded a payment for a sale or purchase, you must first delete the payment and then delete the transaction. Any discounts that may have been given must also be deleted before the transaction can be deleted.

If you applied a vendor debit towards a purchase, you must delete the debit before you can delete the purchase. A customer credit applied to a sale must be deleted before the sale can be deleted.

Receipts in the undeposited fund transactions account If you want to delete an individual receipt that was recorded on a bank deposit of receipts grouped in the undeposited funds account, you must first delete the bank deposit. When you delete a bank deposit, all of the receipts included in the bank deposit are returned to the **Prepare a Bank Deposit** window. You can then delete the required receipt from this window.

Reconciled transactions Note that if you delete a reconciled transaction, your bank reconciliation will be out of balance.

To delete a transaction

1 Find and display the transaction in its original transaction window. See 'Finding a Transaction' on page 110 for instructions.

2 Go to the **Edit** menu and choose **Delete**. The transaction will be removed permanently from your records.

Reversing a Transaction

If your accountant requires that you maintain an audit trail of all your accounting entries, you should reverse a transaction rather than change or delete it.

A reversal transaction is a new transaction that replicates the original transaction, with debit amounts shown as credit amounts and vice versa. After posting a reversal transaction, you have two transactions (the original and the reversal), but the account balances appear as if the original transaction never happened.

You can only reverse a transaction if it is *unchangeable*, that is, if the **Transactions CAN'T be changed; they must be reversed (system-wide)** checkbox is marked in the **Security** view of the **Preferences** window. An unchangeable transaction is distinguished by a gray zoom arrow next to it.

> **NOTE: Making changeable transactions unchangeable**   You can make a changeable transaction unchangeable at any time simply by turning on this preference in the **Security** view of the **Preferences** window.

When you reverse a transaction, remember that you cannot change the accounts or amounts. Also be aware of the date of a reversal transaction. If you use the current date when you reverse a transaction from a prior month, the month-end financials for the prior month will not reflect the reversal transaction. If you use the original date for the reversal transaction, your prior month financials should be reprinted as they would have changed.

> **NOTE: Customer and vendor payments**   Be aware that if an early payment discount was applied to the sale or purchase to which you originally applied the payment, you also need to reverse the discount. (You can find discount transactions the same way you find vendor or customer payments; look for a transaction with the label Discount in the **Find Transactions** window.)

To reverse a transaction

1 Find and display the transaction you want to reverse. See 'Finding a Transaction' on page 110 for instructions.

2 Go to the **Edit** menu and choose **Reverse**. For example, if you want to reverse a sale select **Reverse Sale**. After a few moments, a new transaction containing corresponding negative amounts exactly opposite of the amount in the original transaction is displayed.

3 If you want, you can make a few changes to the new transaction, such as the date and memo, but you can't change the accounts and amounts that are associated with it.

4 Click **Record** to record the reversal transaction. At this point, the transaction is reversed and all account balances are returned to their previous levels.

Working with Recurring Transactions

If you have transactions that must be written time and time again—for example, a rent check or depreciation expenses—they can be saved as *recurring templates*. You can make the following transactions recurring: sales, purchases, checks, deposits and General Journal entries.
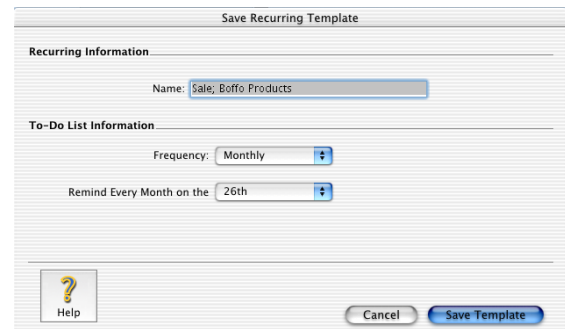
When you save a transaction as recurring, MYOB AccountEdge puts a copy of it in a separate list of recurring transactions. Any time you need to use one, all you need to do is simply click **Use Recurring**, select the appropriate template, verify the details and record it.

To create a recurring template

1 Enter the details of the transaction in a transaction window. Then, instead of clicking **Record**, click **Save Recurring**. The **Save Recurring Template** window is displayed.

2 Enter a name to identify the template.

3 Specify the frequency of the transaction and a reminder date.

If you specify the frequency and a reminder date, MYOB AccountEdge will post a reminder in your **To Do List** and, if the transaction affects a checking account, adjust for it on your Cash Flow Worksheet. Note that a recurring transaction with a frequency of Other is not included in your Cash Flow Worksheet.

4 Click **Save Template**.

To use a recurring template

You can use a recurring template from a transaction window such as **Spend Money** or **Record Journal Entry**, from the **Sales Register**, **Purchases Register**, **Bank Register** or from the **To Do List**. The advantage of using the **To Do List** is that you can process several recurring transactions at once.

TO PROCESS A SINGLE RECURRING TRANSACTION

1 Open a transaction window, for example **Sales**, and click **Use Recurring**. A list of recurring templates that you have created is displayed.

2 Select the required template and click **Use Recurring**. The transaction is displayed, ready to be modified (if needed) and recorded.

3 Verify the date, amount, account and other details and make any necessary changes.

4 Click **Record**.

TO PROCESS MULTIPLE RECURRING TRANSACTIONS

1 From any command center, click **To Do List**.

2 Click the appropriate tab—**Sales** for recurring sales, **Purchases** for recurring purchases and **Transactions** for all other recurring transactions.

When the list of transactions is displayed, you can click the zoom arrow to the left of a transaction to view it in detail.

3 In the **To Do List** window, click the **Action** column to mark any recurring transactions you want to process.
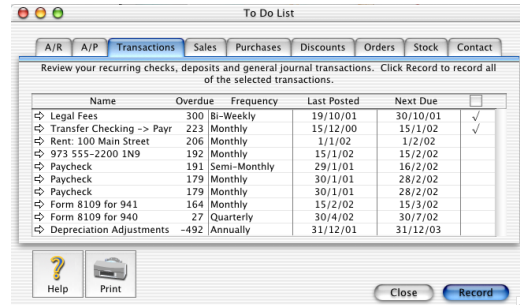
4 Click **Record** to process all the transactions you have selected.

To change a recurring template

To change a recurring template's name or frequency, click **Use Recurring** in a transaction window, select the template and click **Edit Frequency**. To change the detail (memo, accounts, amounts, etc.) of a template, wait until the next time you need to use it. When it is displayed, change it before recording. The next time you use the recurring template, the new detail will be displayed.

To delete a recurring template

To delete a recurring template from your list, click **Use Recurring** in a transaction window, select the template, and click **Delete**.

Deleting a recurring template only removes it from your list of recurring templates. All actual transactions recorded previously using the recurring template are not affected.

Chapter 9
Paying Your Employees

Payroll is one area of business that has to be correct every time. Unlike many other areas of business where errors can be adjusted at a later date, employees immediately notice errors in their paychecks.

Fortunately, the MYOB AccountEdge payroll system is capable of accurately calculating pay for both wage and salary earners. It can calculate overtime rates, union fees and other deductions, employer expenses, and accruals such as vacation pay and sick leave, along with tax deductions. The system is also capable of paying employees in cash, as well as printing attractive paychecks.

The MYOB AccountEdge payroll system is flexible because it allows you to create an unlimited number of wage, accrual, deduction, and expense categories which allows it to keep track of payroll amounts for the most demanding businesses. These categories are applied to an employee's pay information to form the default values for the employee's paycheck. If necessary, any default values can be overridden on the paycheck to ensure the pay amounts are always correct.

As a rule, the MYOB AccountEdge payroll system is considered suitable for businesses with anywhere between one and twenty employees, although larger businesses successfully use the MYOB AccountEdge payroll system.

When you write a paycheck in MYOB AccountEdge, the system automatically updates your accounting records and keeps track of employees' vacation accruals. It also keeps track of the payroll taxes due, making your job easier when it's time to file payroll taxes. And at year-end, you can print out W-2 forms for your employees to use at tax time. For more information, see 'Starting a New Payroll Year' on page 182.

Remember, if you are concerned about employee privacy, you can always use the security features to restrict access to this and other areas of MYOB AccountEdge.

Creating Payroll Categories

A paycheck normally consists of five elements: wages, accruals, deductions, taxes, and employer expenses. Collectively, these elements are referred to as *payroll categories*. Before you begin writing paychecks to employees, you must create the payroll categories that are used by your business. You must then assign each employee the payroll categories that apply to him or her. Then, when you pay an employee (in the **Pay Employees** window), the payroll categories you've assigned to each employee will automatically determine the various amounts that are associated with the paycheck.

If you set up your payroll using the **Payroll Easy Setup Assistant**, a set of payroll categories was automatically created for you. If this default set of payroll categories doesn't fully suit your company's needs, you can create custom payroll categories.

Before you create payroll categories

Before you create payroll categories, you need to have loaded your tax tables and set up your general payroll information in MYOB AccountEdge. For more information, see 'Setting up Payroll details' on page 31.

> **NOTE: Single-user access** Please note that the task of creating a payroll category requires single-user access. For more information, see 'Tasks that require single-user access' on page 193.

Wage Categories

In MYOB AccountEdge, money paid to employees for labor or services is referred to as *wages*. Wages are determined on an hourly, salary, or other basis. Some examples of wages are salary, bonus, commission, and overtime. In addition, some other forms of payment, such as some types of employee benefits, are also considered wages for tax purposes, and are referred to as non-cash wages. Company car benefits and excess life insurance are examples of non-cash wages.

All types of employee payment, regardless of whether they're based in cash, need to exist in the MYOB AccountEdge system so you can pay your employees properly.

To create a Wage category

1 Go to the **Payroll** command center and click **Payroll Categories**. The **Payroll Category List** window is displayed.

2 Click the **Wages** tab.

3 Click **New**. The **Wages Information** window is displayed. (For detailed field help, click **Help** in this window.)

4 Enter a descriptive name for the wage in the **Wages Name** field.

5 Indicate whether the wage is paid on an hourly or salary basis.

6 If the wage is hourly, enter the rate of pay in the **Pay Rate** field.

7 Mark the **Optional Account** checkbox if you want to override the wages expense account assigned to each employee in the **Employee Payroll Information** window. Enter a different account in the **Override Account** field.

8 Mark the **Non-Cash Wages** checkbox if this wage represents non-cash wages.

9 Click **Employee** to assign this wage to specific employees. The **Linked Employees** window for the wage is displayed.

10 Mark the **Select** column for every employee to whom you want to assign the wage and click **OK**.

11 Click **Exempt** to indicate from which taxes and deductions this wage is exempt. The **Wages Exemptions** window for the wage is displayed.

12 Mark the **Exempt** column for the taxes and deductions that should be exempted and click **OK**.

13 When you complete all entries in the **Wages Information** window, click **OK** to record the new wage.

Accrual categories

In MYOB AccountEdge, *accruals* are hours that accumulate on paychecks that help you pay special wages, such as vacation pay or sick pay.

When you create an accrual in MYOB AccountEdge, you'll link it to an hourly wage. Whenever you pay that particular hourly wage, the accrual hours associated with that wage will be automatically decreased by the appropriate amount. For example, if you include a week's worth of vacation pay on an employee's paycheck, that employee's vacation accrual will be decreased by the number of hours in one work week.

To create an Accrual category

1 Go to the **Payroll** command center and click **Payroll Categories**. The **Payroll Category List** window is displayed.

2 Click the **Accruals** tab.

3 Click **New**. The **Accrual Information** window is displayed. (For detailed field help, click **Help** in this window.)

4 Enter a descriptive name for the accrual in the **Accrual Name** field.

5 Choose the method by which you want accrual hours to be accumulated for this accrual in the **Type of Accrual** field.

6 Choose whether you want accrual hours to be carried over to the next payroll year.

7 Enter the hourly wage to which you want to link this accrual in the **Linked Wages Category** field.

8 Click **Employee** to assign this accrual to specific employees. The **Linked Employees** window for the accrual is displayed.

9 Mark the **Select** column next to each employee to whom you want to assign the accrual. Click **OK** when you have finished.

10 Click **Exempt** if you've chosen a percentage of Gross Hours or Federal Hours as the basis for calculating the accrual. The **Accruals Exemptions** window is displayed.

11 Mark the **Exempt** column next to each hourly wage category that should be exempt and click **OK**.

12 When you have completed all the entries in the **Accrual Information** window, click **OK** to record the new accrual.

Deduction categories

In MYOB AccountEdge, *deductions* are any amounts other than taxes that are subtracted from an employee's gross pay.

To create a Deduction category

1 Go to the **Payroll** command center and click **Payroll Categories**. The **Payroll Category List** window is displayed.

2 Click the **Deductions** tab.

3 Click **New**. The **Deduction Information** window is displayed. (For detailed field help, click **Help** in this window.)

4 Enter a descriptive name for the deduction in the **Deduction Name** field.

5 In the **Linked Payable Account** field, enter the account you want to use to track the amounts withheld for this deduction.

6 In the **Type of Deduction** fields, choose the deduction type and enter a rate for the deduction, if any.

7 In the **Deduction Limit** fields, enter the maximum amount that can be withheld for this deduction.

8 Click **Employee**. The **Linked Employees** window for the deduction is displayed.

9 Mark the **Select** column for every employee that you want to assign the deduction to and click **OK**.

10 Click **Exempt** to indicate from which taxes this deduction is exempt. The **Deduction Exemptions** window is displayed.

11 Mark the **Exempt** column for the taxes that should be exempt and click **OK**.

12 Click **OK** to record the new deduction.

Employer Expense categories

In MYOB AccountEdge, *employer expenses* are your company's costs of having employees. Employer expenses are calculated on employees' paychecks, but they don't affect the employees' net pay. Instead, they affect the amounts you must contribute to the employee (such as pension contributions), to the government, or to other institutions.

You can also track the balance of an employer expense for each employee and carry over any remaining expense balance to the next payroll year.

To create an Employer Expense category

1 Go to the **Payroll** command center and click **Payroll Categories**. The **Payroll Category List** window is displayed.

2 Click the **Expenses** tab.

3 Click **New**. The **Employer Expense Information** window is displayed. (For detailed field help, click **Help** in this window.)

4 Enter a descriptive name for the employer expense in the **Employer Expense Name** field.

5 Enter the accounts you want to use to track the amounts withheld by this employer expense in the **Linked Expense Account** and **Linked Payable Account** fields.

6 Choose the type of employer expense you want to create in the **Type of Expense** field.

● If you selected **Other** in the **Type of Expense** field, choose the rate by which this expense is calculated in the **Expense Basis** field. Enter the maximum amount that can be withheld for this expense in the **Expense Limit** field.

● If you selected SUI or SDI in the **Type of Expense** field, enter information in the **State Code**, **State Tax ID** and **SUI Rate** or **SDI Rate** fields.

7 Click **Employee** if you want to assign the new employer expense to specific employees. The **Linked Employees** window for the employer expense is displayed.

8 Mark the **Select** column for every employee you want to assign the employer expense to and click **OK**.

9 If you selected Other in Step 6, click **Exempt** to indicate which wages should not be assigned to this employer expense. The **Employer Expense Exemptions** window for the wage appears.

10 Mark the **Exempt** column for the wages that should be exempt and click **OK**.

11 Click **OK** to record the new employer expense.

Understanding Payroll Taxes

In MYOB AccountEdge, *payroll taxes* are amounts that are calculated and deducted from employee paychecks according to regulations established by government taxation authorities. Payroll taxes must be assigned to employees before they can be used on paychecks.

Since tax laws change frequently, it's important that you use the most up-to-date payroll tax amounts and percentages when you write your paychecks. To keep your payroll tax calculations up-to-date, payroll taxes are administered in MYOB AccountEdge by the use of special *tax table*s, which are included in your MYOB AccountEdge package.

To determine the date of the payroll tax tables

1 Go to the **Apple menu** and selected **About AccountEdge**.

Since the accuracy of your payroll records is at stake, you *cannot add, change or remove any payroll taxes* from the tax tables in MYOB AccountEdge. However, for a modest fee you can receive the latest tables from MYOB automatically, whenever payroll tax laws change.

Assigning payroll taxes to employees

Payroll taxes must be assigned to employees before they can be used on paychecks. For more information, see 'To enter payroll information' on page 33.

Changing or deleting a Payroll Category

You follow similar procedures to edit or delete any of the payroll categories. For more specific information, look up the references in the two procedures below.

To edit a Payroll Category

❖ In MYOB Help, choose *Payroll* > *Managing Payroll Categories* > *Changing payroll categories*, and then click the appropriate topic:

- 'To Change a Wage'
- 'To Change an Accrual'
- 'To Change a Deduction'
- 'To Change an Employer Expense'

To delete a Payroll Category

❖ In MYOB Help, choose *Payroll* > *Managing payroll categories* > *Changing payroll categories*, and then click the appropriate topic:

- 'To delete a Wage'
- 'To delete an Accrual'
- 'To delete a Deduction'
- 'To delete an Employer Expense'

Paying Your Employees

In MYOB AccountEdge, *paychecks* are transactions that you use to pay your employees. Like regular checks, paychecks can affect your company's checking acounts, credit card accounts, petty cash accounts, and other cash accounts. Many companies, however, use a special *payroll checking* account from which to pay employees.

To write a paycheck

1 Set up employee and payroll information.

2 Select the account for the paycheck.

3 Enter the employee's name.

4 Review the paycheck information.

5 Distribute vacation and sick pay (optional).

6 Distribute other types of wages (optional).

7 Complete the paycheck.

Step 1: Set up employee and payroll information

Creating paychecks in MYOB AccountEdge is a quick and simple process—if you've taken the time to carefully set up your company's payroll information.

1 Set up your company's payroll information – see 'Setting up Payroll details' on page 31.

2 Create employee cards and payroll categories – see 'Creating Payroll Categories' on page 120.

Step 2: Select the account for the paycheck

1 Go to the **Payroll** command center and choose **Pay Employees**. The **Pay Employees** window is displayed.

2 Click the search icon next to the **Account** field and select the checking account that will be used for this check. Only accounts you've specifically designated as checking accounts or credit card accounts are displayed in the list.

Step 3: Enter the employee's name

1 Enter the employee's name in the **Employee** field or click the search icon and select the employee's card from the Cards List.

When you enter the employee's name, MYOB AccountEdge automatically calculates all the employee's wages, accruals, deductions, employer expenses, and payroll taxes—collectively known as *payroll categories*—and displays the appropriate amounts in the **Pay Employees** window.

2 Verify that the date, check number, and memo that MYOB AccountEdge has automatically generated for this paycheck are correct. You can change them if you want.

Step 4: Review the paycheck information

All payroll categories assigned to the employee are displayed in the scrolling list in the middle of the window, as shown in the example below.

If the employee is paid on an hourly basis, enter the number of hours he or she worked for each of the wage categories assigned to him or her. The payroll categories' amounts are calculated automatically and displayed in the **Amount** column of the scrolling list.

Carefully review the information displayed in the scrolling list. It's important to make sure that this information is correct before the paycheck is recorded.

If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.

For more information about categories, see 'Setting up Categories' on page 43.

Step 5: Distribute vacation and sick pay (optional)

You can distribute vacation or sick pay accrual wages on an employee's paycheck. To do this, you should have already created accruals for your employee's sick or vacation time. See 'To create an Accrual category' on page 121 for more information.

1 Enter the number of sick or vacation hours in the **Hours** column of the accrual wage.

   The amount that appears in the **Amount** column is calculated automatically. When you record the transaction, the hours you entered will be subtracted from the number of hours the employee has accrued.

2 If you're distributing wages for an accrual such as sick pay, you may also need to change the employee's regular hourly-wage hours or amounts.

Step 6: Distribute other types of wages (optional)

You can include other types of pay, such as sales commissions, bonuses, or non-cash wages on an employee's paycheck. To perform this step, the wages you intend to pay should already exist in MYOB AccountEdge, and should be assigned to the employee. For example, if you want to pay a bonus to the employee, a wage category called 'Bonus' must already exist in MYOB AccountEdge and should be assigned to the employee.

For information on creating a wage category, see 'To create a Wage category' on page 120. For information on assigning this wage category to an employee, see 'To enter payroll information' on page 33.

Step 7: Complete the paycheck

When you have completed all entries in the **Pay Employees** window, there are a number of tasks you can perform with the transaction. Review all the options before you choose what you want to do.

- *Print and record the paycheck*. Click **Print**. The paycheck will be recorded before it is printed. For more information on printing paychecks, see 'Printing paychecks' on page 128.
- *Record the paycheck*. To record the paycheck without printing it, click **Record**.
- *Store the paycheck as recurring* so that you can use it many times in the future. Click **Save Recurring**. In the **Save Recurring Template** window, enter the necessary information and click **Save Template**. (For more information on creating and using recurring transactions, see 'Working with Recurring Transactions' on page 116.)

Printing paychecks

You can choose to print a paychecks, in the **Pay Employees** window at the time you enter the paychecks, or you can choose to print the paychecks, at a later time. You can print and reprint individual paychecks, or you can print several paychecks, at the same time—the choice is yours.

For more information on printing paychecks, see the *Printing Forms* chapter on page 151. For detailed information, in MYOB Help, choose *Payroll> Printing paychecks*.

For information on customizing the look of your printed paychecks, see 'Customizing Forms' on page 155.

Changing, deleting or reversing a paycheck

Occasionally, you will find it necessary to make a change to a paycheck, you've already recorded. Unlike most other types of transactions in MYOB AccountEdge, once a paycheck, is recorded, you can't change it directly. However, you can change a paycheck, if you remove or reverse the entire paycheck, and then write a new paycheck, that contains the correct information.

There may be times when you simply want to remove a paycheck. When this is the case, you can quickly remove the effects of such a transaction from your records. When you remove a recurring paycheck, the paycheck,. is removed from your list of recurring paycheck, *only*. Any transactions you recorded using a recurring paycheck, you remove *will not* be affected.

An important point to consider is if the paycheck, is changeable or unchangeable. If the transaction is changeable, you can remove the paycheck, altogether from your ledger.

Unchangeable transactions work differently. By reversing an unchangeable paycheck, the effects of the original will no longer be part of your ledger; however, a record of the reversed paycheck, called a reversing transaction, will remain. Then, you can enter a new, correct transaction to replace the one you reversed.

MORE INFORMATION

- *To change the name or frequency of a recurring paycheck,* go to MYOB Help and choose *Payroll > Paying employees >Chaning, Removing or Reversing Paycheques > To change a recurring Paycheck's Name and Or frequency.*
- *To change a check's line items and other information,* go to MYOB Help and choose *Payroll > Paying employees > Changing, deleting and reversing paychecks > To change a recurring paycheck's line items & other information.*

- **To delete a check,** go to MYOB Help and choose *Payroll > Paying employees checks > Changing, deleting and reversing paychecks > To delete a paycheck.*

- **To delete a recurring paycheck,** go to MYOB Help and follow this path *Payroll > Paying employees checks > Changing, deleting and reversing paychecks > To delete a recurring paycheck.*

- **To reverse a paycheck,** go to MYOB Help and choose *Payroll > Paying employees checks > Changing, deleting and reversing paychecks > To reverse a paycheck.*

Reviewing Payroll Information

Keeping your payroll information up-to-date and accurate is a primary concern for all businesses. MYOB AccountEdge contains a number of tools that help you gain a quick picture of your payroll information.

- The **To Do List** provides a quick way to review your transactions in MYOB AccountEdge, including recurring checks, recurring deposits and other General Journal transactions.
- The **Analyze Payroll** window can help you understand the details of your payroll information. It can help you spot possible inaccuracies in the amounts you're paying to and deducting from your employees. The **Analyze Payroll** window will help you perform this important task by providing various summaries of an employee's payroll data.
- With **Find Transactions**, you can perform a simple as well as an advanced search for an account, card, or payroll category. For more information, see 'To find a transaction using Find Transactions' on page 110.

MORE INFORMATION

- ***To display a list of paychecks,*** go to MYOB Help and choose *Payroll > Reviewing your payroll information > To display a list of all your paychecks.*
- ***To display a list of recurring paychecks,*** go to MYOB Help and choose *Payroll > Reviewing your payroll information > To display a list of recurring paychecks.*
- ***To print a list of all paychecks,*** go to MYOB Help and follow this path – *Payroll > Reviewing your payroll information > > To print a list of all your paychecks.*

- ***To print a list of recurring paychecks,*** go to MYOB Help and choose *Payroll > Reviewing your payroll information > To print a list of all your recurring paychecks.*
- ***To analyze the payroll activity,*** go to MYOB Help and choose *Payroll > Reviewing your payroll information >> To Analyze your payroll activity.*

Chapter 10
Billing For Time

MYOB AccountEdge's powerful Time Billing feature allows businesses to track employees' and vendors' time used to complete tasks and services (activities) for clients and customers. It also allows businesses to track incidentals incurred in completing the work (items). The Time Billing feature is an great solution for many businesses—businesses that predominantly sell time, such as accountants and lawyers and businesses that sell both time and items such as interior designers and mechanics.

The Time Billing feature is very flexible. You can establish activity billing rates based on the activity itself, such as consulting at $75 per hour and photocopying at 10 cents per copy. If you prefer, you can establish activity billing rates based on an hourly charge-out rate for a particular employee. For example, the employee John Smith's hourly consulting rate may be $120 per hour, and the subcontractor Acme Industries' charge out rate may be $150 per hour. You can even set an underlying cost to the activity where, for example, you may estimate that the hourly cost to employ Smith is $75 per hour, and Acme is $135 per hour.

All MYOB AccountEdge activities can be established as chargeable or non-chargeable. The ability to track non-chargeable activities can be very useful for businesses that want to record costs such as entertainment, which generally cannot be charged to the customer.

MYOB AccountEdge's Time Billing makes it easy to enter and collate the activities undertaken for customers. The activities can be entered individually or grouped together into MYOB AccountEdge's activity slips. The information can be quickly adjusted to generate Time Billing invoices, ready to send to your customers. Any items that you have sold to your customers can also be included with the activities in a single Time Billing invoice.

You can view the history of your activities in the Activity Log. You can use the Diary View, which gives you the who, what and when of the activity, or the Detail View, which gives you details of the amounts that were billed.
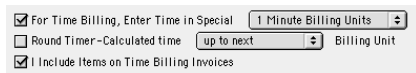
Time Billing reports can be extensively filtered to give you the information you want included in the reports. These reports are a great management tool, allowing you to closely monitor how you and staff spend your time, and whether it is profitably spent.

Setting Time Billing Preferences

There are three preferences that should be set before you start billing for time in MYOB AccountEdge.

- The **Special billing unit** preference should be set when you want to bill units of time of less than an hour.
- The **Rounding** preference affects how you want elapsed time to be rounded.
- The **Include items** preference should be set if you want to include items for sale on Time Billing invoices.

Go to the **Setup** menu and choose **Preferences**. The **System** view of the **Preferences** window is displayed. The preferences that apply to Time Billing are shown below. Set a preference by marking the checkbox next to that preference.

Special billing units

Special billing units is a useful feature for organizations that need to track billable time in special units of one minute, six, ten, twelve, fifteen or thirty minutes. The unit of time you specify here will be the default billing unit when you create hourly activity slips. For example, you can specify six-minute Time Billing units, where an hour would be ten billing units of time. Any activity slips you have already created will be updated to use the special billing unit of time.

> **NOTE: Unit of Measurement shows as Hourly** If you have set your preferences to use a special billing unit of time, the unit of measurement for all hourly activities will still show as Hour in the **Activity Information** window. This is because the billing unit is still based on an hour. Don't change the Type for your activities from Hourly to Non-hourly, because the special billing unit will be used when you create an activity slip using an hourly activity.

Rounding time in Time Billing

Time Billing allows you to set a preference for how you want units of time to be rounded when you use the Timer.

Choose to round **Up To Next**, **Down To Previous** or **To Nearest**. For example, if you have chosen **Up To Next** and are using 30 minute billing units, 10 minutes would be rounded up to 30 minutes on an activity slip.

If you are not using a special billing unit of time—that is, you are billing in hours—you can specify the rounding increment. For example, if you want to round the actual time you clock using the timer up to the next minute, choose **Up To the Next** and enter '1' in the **Minute Increment** field. That way, if you clock 21 minutes and 32 seconds of an activity, 22 minutes will be entered automatically in the **Actual Units** field.

> **NOTE: Minute Increment field** If you have specified a special time billing unit and a rounding rule, the Minute Increment field here is redundant and, therefore, is not displayed.

Including items on Time Billing invoices

This preference lets you include items on your Time Billing invoice and charge your customers for both activities and items on a single invoice. If this preference is marked, the selection list that appears in the **Sales-Time Billing** window includes both your activities and items.

Note that only items for which you have marked the **I Sell This Item** checkbox in the **Item Information** window will be included in the selection list.

Setting Billing Rates

You can set billing rates that will automatically be displayed when you create an activity slip (you can still override these rates when you create the activity slip). The billing rate can be a rate set for the customer, the employee or vendor, or for the activity itself.

For example, for an activity such as the time spent photocopying, you might use a flat rate for all customers, in which case you would use the activity billing rate. For other activities, you might charge the customer according to the employee who performed the activity, the billing rate depending on factors such as the expertise and experience of the employee.

To set a billing rate for the activity

You can set up a billing rate for each activity, regardless of the customer you are billing, or the employee or vendor who performed the activity. The billing rate for an activity is set in the **Activity Information** window. See

To set a billing rate for customers

You can set up a billing rate for customers in their card. This option is useful if you are performing the same activities for multiple customers and want to charge each customer at a different rate.

1   Display the **Card Information** window for the relevant customer and click the **Selling Details** tab.

2   Enter the hourly billing rate excluding tax for the card in the **Customer Billing Rate** field and click **OK**.

3   Set the activity to use the customer billing rate. See

To set a billing rate for vendors or employees

You can set a billing rate for an employee or vendor in their card. This option allows you to bill an activity at different rates according to the employee or vendor performing the activity. You can also track the costs associated with having the activity performed. This is particularly useful if you are sub-contracting work to a vendor.

1   Display the vendor's or employee's **Card Information** window. Then do the following:

- Vendor cards—click the **Buying Details** tab.
- Employee cards—click the **Billing Details** tab and then click **Time Billing**.

2   Enter the hourly billing rate excluding tax for the card in the **Vendor Billing Rate** field or the **Employee Billing Rate** field.

3   Enter the hourly cost to you of having this activity performed in the **Cost per Hour** field.

4   Click **OK**.

5   Set the activity to use the employee or vendor billing rate. See

Creating Activities

In MYOB AccountEdge terms, the word *activity* is used to describe a task or service provided by your company for which you can track costs and bill customers on Time Billing invoices. Activities are primarily defined by their *type*—hourly or non-hourly—and by their *status*—chargeable or non-chargeable.

To create an activity

1 Go to the **Time Billing** command center and click **Activities List**. The **Activities List** window is displayed.

2 Click **New**. The **Activity Information** window is displayed.

3 In the **Profile** view, enter an Activity ID and Activity Name.

4 Enter a description of the activity. Mark the **Use Description on Sales** checkbox if you want the description of the activity to appear in the **Sales-New Time Billing** window instead of the activity name. For detailed field help, click **Help**.

5 Specify the type (Hourly or Non-hourly) and status (Chargeable or Non-chargeable) of the activity by selecting the appropriate radio buttons. If it is:

- **an hourly, chargeable activity**, choose the billing rate you want to use. The rate is the price you charge for one unit of the activity. You can
  - use the rate you set up in the employee or vendor card,
  - use the rate you set up in the customer card, or
  - specify a rate for this activity only. Enter the rate in the **Activity Rate** field.
- **an hourly, non-chargeable activity**, go to Step 7.
- **a non-hourly, chargeable activity,** enter a unit of measurement in the **Unit of Measurement** field and activity rate in the **Activity Rate** field.

- **a non-hourly, non-chargeable activity,** specify the unit of measurement in the **Unit of Measurement** field and then go to Step 7.

The default Unit of Measurement for hourly activities is Hour. If you specified a special billing unit of time in the **System** view of the **Preferences** window, this field will still display as Hour, but time will be billed according to the special billing unit.

6 In the **Income Account** field, specify the account you want to use to track the income you receive for this activity.

7 Mark the **Taxable when Sold** checkbox if this activity is taxable.

8 **Complete the record**. If this is:

- **a chargeable activity**, you can either
  - edit the history of the activity (click the History tab and click the Help button in that window for more information), or
  - complete the record by clicking OK. The new activity will now be listed in the Activities List window.
- **a *non-chargeable* activity**, click **OK**. The new activity will now be listed in the **Activities List** window.

To change, inactivate or delete an activity

To change details of an activity, see 'Changing a Record' on page 105.

To inactivate an activity, see "Inactivating/Reactivating a Record" on page 107.

To remove an activity from your records, see 'Deleting a Record' on page 106.

Creating Activity Slips

Activity slips are used to record activities performed for a customer and forms the basis for the bills you send your customer. You can bill the full amount for the activity, or bill part of it, leaving the balance for a later date.

Time Billing gives you two options for creating an activity slip:

- creating a *single* activity slip, which allows you to enter the most detail about the activity slip, or
- creating *multiple* activity slips, which allows you to enter multiple activity slips at once for an employee, while not entering quite as much detail for each.

When you create an activity slip, you can enter two cards: one for the employee or vendor who performed the activity for your company, and the other for the customer for whom your company performed the activity. If you're creating an activity slip for a chargeable activity, you must enter both cards.

To create a single activity slip

1 Go to the **Time Billing** command center and click **Enter Activity Slip**.

2 In the **Single Slip Entry** view, enter details about the activity, such as the name of the employee who performed the activity, the name of the customer for whom the activity was performed, the activity

ID number and the number of units to be charged. Click **Help** for a detailed description of the fields in this window.

3 Enter any adjustments in the **Adjustment** fields: enter the number of units of the adjustment in the first field. You can override the amount of the adjustment that automatically appears in the adjacent field.

You can enter adjustment units or amounts as negative numbers if you want to indicate fewer hours or a lesser amount.

4 *Enter any already billed amounts*. If you have partially billed the customer on an invoice for this activity, enter the number of units already billed, in the first **Already Billed** field. (You can override the amount that appears in the adjacent field.) Your entry is subtracted from the **Billable** units and amount. The total units and amount that haven't been billed yet appear in the **Left to Bill** fields.

NOTE: Billing an activity   In MYOB AccountEdge, "billing" an activity slip means recording a Time Billing invoice for the activity slip. If you enter units or an amount in the **Already Billed** fields of the **Enter Activity Slip** window, the amount won't appear in the Sales Journal or in the activity's history, but is only recorded for the activity slip.

5   Click **Record**. The activity slip is now recorded and will appear on reports. If you entered a chargeable activity on the activity slip, it will be available for billing in the **Prepare Time Billing Invoice** window.

Note that you can record an activity slip by changing views. If you click the **Multiple Slip Entry** tab while creating an activity slip and you've entered the minimum required information in the **Single Slip Entry** view, the activity slip will be recorded before the new tab is displayed.

To create a single activity slip using the timer

The **Enter Activity Slip** window has a timer feature which allows you to record the time you spend performing an activity. When you have completed the activity, the information is already in the **Enter Activity Slip** window, eliminating unnecessary duplication of data entry. The timer is displayed on activity slips for hourly activities only.

To use the timer, you must leave the **Enter Activity Slip** window open until completion of the activity. You can still use other applications or other windows in MYOB AccountEdge during this time.

1   Go to the **Time Billing** command center and click **Enter Activity Slip**. The **Enter Activity Slip** window is displayed.

2   Enter the required details of the activity slip such as the date, customer name and activity name. Click **Help** for detailed field help.

3   Click **Start** to start the timer. If you haven't entered a start time in the **Start Time** field, your computer's current system time appears, and the timer begins ticking in the **Elapsed Time** field.

NOTE: Entering a start time before current system time   If you've entered a start time that is before the current system time, the difference will be added to the elapsed time measured by the timer. For example, if you entered 8:00 a.m. in the **Start Time** field and then clicked **Start** at 9:00 a.m., 1:00:00 will be displayed in the **Elapsed Time** field and the time calculated by the timer will be added to that amount.

4   Leave the **Enter Activity Slip** window open as you perform the activity; this allows the timer to track the time you've worked in the **Elapsed Time** field.

5   Click **Stop** to stop the timer when you have completed the activity or want to pause the timer. The current system time appears in the **Stop Time** field. The elapsed time is entered automatically in the **Units** field.

You can edit the start and stop times if you want. The entries in the **Actual Units** and **Elapsed Time** fields will be updated automatically.

You can round your timer entries in the **Actual Units** field automatically. See 'Rounding time in Time Billing' on page 132.

6   If you want to resume timing an activity, click **Start** again. The entry in the **Stop Time** field will be cleared. The timer will continue incrementing, starting from your current elapsed time.

7   Click **Record** to record the timed activity when you have completed it.

To reset the timer

Click **Clear** at any time to clear the **Elapsed Time**, **Start Time** and **Stop Time** fields and set the **Units** field to zero.

To create multiple activity slips

In addition to being able to create single activity slips in Time Billing, you can also create multiple activity slips together. In the **Multiple Slip Entry** view of the **Enter Activity Slip** window, one line in the list represents one activity slip. Although this view allows you to enter a little less detail on the activity slip, you can still view any activity slip in the **Single Slip Entry** view and enter more detail at a later stage.

1 Go to the **Time Billing** command center and click **Enter Activity Slip**. The **Enter Activity Slip** window is displayed.

2 Click the **Multiple Slip Entry** tab. (For detailed field help, click **Help**.)

3 Enter the name of the employee (or vendor) performing the activity in the **Employee** field. Any historical activity slips you have created for the employee/vendor are listed, each line representing a single activity slip.
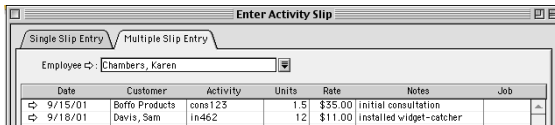
4 On the first blank line, enter details of the activity slip you want to create.

5 Press TAB or click **Record** to record the activity slip and move the insertion point to the next line, where you can begin creating a new activity slip for the employee (or vendor) you entered in the **Employee** (or **Vendor**) field.

> **NOTE: Activity slips are recorded as you create them, on a line per line basis**   Once you have entered an activity slip and pressed TAB to move to the next line, the activity slip is recorded. If you click **Cancel** after moving to the next line, the first activity slip is still recorded. A white zoom arrow displayed beside an activity slip indicates that the activity slip has been recorded.

6 Follow Step 4 and Step 5 for each activity slip you want to create. When you've entered and recorded all the activity slips you want to create, click **Cancel** to close the window.

Working with Activity Slips

If you record many activity slips, it's likely that you will want to review, make changes to or delete an activity slip at some point. Follow the relevant set of instructions below.

To find and review an activity slip

1 Go to the **Time Billing** command center and click **Activity Log**. The **View Activity Log** window is displayed.

2 Enter the name of the employee or vendor who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that fit the criteria are listed.

3 Click the **Diary View** tab and the **Detail View** tab to display different types of information about the activity slip. Click the zoom arrow next to an activity slip to view the activity slip in the **Enter Activity Slip** window.

To change an activity slip

1 Find the activity slip in the **View Activity Log** window and click the zoom arrow next to the activity slip you want to change.

2 Make the required changes either in the **Single Slip Entry** view or the **Multiple Slip Entry** view and click **OK** or **Record**.

To delete an activity slip

You can only delete an activity slip that has not been billed yet.

1 Find and select the activity slip you want to delete in the **View Activity Log** window (see 'To find and review an activity slip').

2 Go to the **Edit** menu and choose **Delete Activity Slip**.

Creating Time Billing Invoices

There are two ways of creating a Time Billing invoice in MYOB AccountEdge:

● In the **Prepare Time Billing Invoice** window. This is the recommended way, because full details of activities and activity slips are recorded. See below.

● In the **Sales** window. Use this method if you don't need to record details of activities and activity slips or track work in progress. See 'To create a Time Billing invoice in the Sales window' on page 140.

To create a Time Billing invoice

The **Prepare Time Billing Invoice** window allows you to enter and adjust the billing information for activity slips just as you would in the **Enter Activity Slip** window. As you make changes in the

Prepare Time Billing Invoice window, your activity slip records are updated automatically.

1 Go to the **Time Billing** command center and click **Prepare Time Billing Invoice.**

2 Highlight the customer for whom you want to create a Time Billing invoice and click **OK**. The **Prepare Time Billing Invoice** window is displayed, listing all the open activity slips for the selected customer.

3 Prepare the invoice.
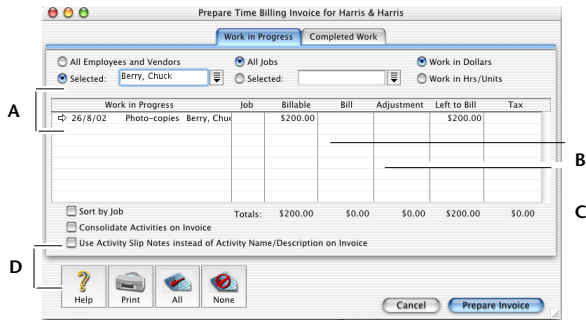
A	Filters	Use these filters to find the required activity slip(s). Click **Help** for a description of these fields.
B	Bill	Enter the amount or number of hours you want to bill for each activity slip here. Any activity slip with 0.00 units or 0.00 in the **Left to Bill** column is considered billed in full.
C	Adjustment	Enter any adjustments you want to make for each activity slip here.
D	Print Options	Mark the relevant checkbox if you want to: • Sort activity slips according to job number. • Consolidate all activity slips with the same activity and job number on the invoice. • Print the activity slip notes on the invoice.

4 Click **Prepare Invoice**. The **Sales-New Time Billing** window displays the details of the Time Billing invoice.

You can enter items on this invoice only if you have set the **Include items** preference. See 'Including items on Time Billing invoices' on page 132.

5 If you are selling items on this invoice, enter the following details for each item:

- Enter the date in the **Date** field.
- Enter the quantity being sold in the **Hrs/Units** field.
- Enter the item number in the **Activity** field or press TAB and select the item from the list of items and activities that is displayed.
- Enter the price of the item in the **Rate** field.

Enter the job number and mark the **Tx** column if the activity is taxable. If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals as shown below. For more information, see 'Adding lines, subtotals and headers to invoices' on page 63.

6 Enter additional information about the sale, such as the salesperson, referral source and shipping. For detailed field help, click **Help**.

7 If you want to assign the transaction to a particular category, click the **search** icon to select a category from the Category List.
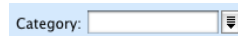
For more information about categories, see 'Setting up Categories' on page 43.

8 Decide what you want to do with the invoice.

- *Record the invoice.* Click **Record** to record the invoice but print it later.
- *Print and record the invoice.* Click **Print**. For more information about printing invoices, see the *Printing Forms* chapter on page 151.
- **Save the invoice as a recurring template**
  Click **Save Recurring**. Enter the necessary information about the template in the **Save Recurring Template** window and click **Save Template**. For more information about recurring

transactions, see 'Working with Recurring Transactions' on page 116.

NOTE: **Saving Time Billing invoices as recurring** You can save Time Billing invoices as recurring invoices, but no activity slips will be created when you use the recurring sale in the future. Recording the recurring sale also won't update the activity slips you used to create the invoice in the **Prepare Time Billing Invoice** window.

To create a Time Billing invoice in the Sales window

1 Go to the **Sales** command center and click **Enter Sales.** The **Sales** window is displayed.

2 Click **Layout** and select the Time Billing layout.

3 Choose the customer you want to invoice in the **Customer** field.

4 In the scrolling list, enter the following details for each activity that you are billing the customer:

- Enter the date the activity was performed.
- Enter the number of units or hours being billed in the **Hrs/Units** field.
- Enter the activity name or press TAB in the **Activity** field and select the required activity from the list.
- Enter the rate charged for a single unit or hour of the activity in the **Rate** field.
- Enter the job number and category if required.
- Mark the **Tx** column if the activity is taxable.

5 If you are selling items on this invoice, enter the details of each item in the scrolling list. Complete this step and the rest of the invoice following step 5 'To create a Time Billing invoice' (see page 139).

Tracking Work in Progress

Work you've done for your clients that you haven't billed yet is called *work in progress.*

In MYOB AccountEdge, work in progress is represented by activity slips for chargeable activities you haven't yet included on Time Billing invoices. Any activity slip that doesn't have 0.00 or 0 units left to bill is considered work in progress.

When you bill your clients on Time Billing invoices, your accounting records will reflect the sales transactions for the activities you've performed. However, from an accounting perspective, some accountants consider that your clients owe you for your work in progress, even if you haven't yet billed your clients for it.

To adjust your accounting records to reflect work in progress

Activity slips are MYOB AccountEdge's records of work in progress, but they don't automatically reflect the value of your work in progress. Accounting entries are assigned to your linked accounts automatically only when activity slips are billed on a Time Billing invoice. If your work in progress routinely represents a significant amount of money, you should consider adjusting your accounting records to reflect it.

For detailed instructions on how to adjust your books to reflect work in progress, in MYOB Help, choose *Time Billing > Creating and managing activity slips > Tracking work in progress on your balance sheet > To adjust your books to reflect work in progress.*

Chapter 11
Recording International Transactions

In MYOB AccountEdge, you can enter transactions in a number of currencies in addition to your home currency, the U.S. dollar. The multicurrency features make it easy to record transactions in dollars, pounds, euros, yen or any other currency you use when buying and selling goods and services. MYOB AccountEdge also makes it easy to track overseas checking accounts and foreign assets and liabilities.

If you deal in multiple currencies, it's also important to track the effects of currency exchange rates on your business. MYOB AccountEdge provides detailed reports to help you manage both unrealized gains and losses (potential changes in the value of overseas transactions) and realized gains and losses (the actual changes in the value of your assets, liabilities and equity that occur when you exchange foreign currency for U.S. dollars).

Multicurrency is optional; if all your business is conducted with customers and vendors in the United States using dollars, there's no need for you to take advantage of this feature. If you do want to use multicurrency, you need to mark the I Deal in Multiple Currencies option in the System view of the Preferences window.

You'll also have to perform a number of setup steps, which are described in this chapter. For example, you'll have to set up special accounts to track the transactions you make in each currency. If you plan to make sales in pounds, for instance, you'll need to create a separate Accounts Receivable account for your sales to customers in the United Kingdom. Every foreign currency account you create will require a companion account known as an exchange account to track changes in the value of the transactions assigned to the account. Only Balance Sheet accounts—asset, liability and equity accounts—can be assigned a foreign currency. All other types of accounts are tracked using U.S. dollars.

Your local currency, the U.S. dollar, is set up automatically for you. As this currency is used to determine the value of all other currencies, it can't be deleted, and its exchange value is fixed at 1. Before you begin entering transactions, you'll also need to specify the proper currency for all your overseas customers and vendors. Only one currency can be used for each customer or vendor (unless you choose to set up multiple cards for them); this ensures that your records remain accurate, and it speeds up the task of entering transactions.

You must complete a number of steps before you begin recording multicurrency transactions in MYOB AccountEdge. Once setup is complete, you'll enter multicurrency transactions the same way you enter transactions based on U.S. dollars.

Step 1: Select the multicurrency option

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window is displayed.

2   Mark the **I Deal in Multiple Currencies (System-wide)** checkbox in the **System** tab.

    Note that *you cannot clear this checkbox* once it has been selected.

3   Click **OK**.

Step 2: Set up records for foreign currencies

MYOB AccountEdge provides you with records for several commonly used foreign currencies as well as your local currency. The following currencies have been set up for you already:

United States dollar, Canadian dollar, European Union Euro, Great Britain pound, Australian dollar, Hong Kong dollar, Japanese yen and New Zealand dollar.

If you do business in any other currency, you'll need to create a new record for the currency. Enter its current exchange rate and indicate how you want amounts in that currency to be displayed. Follow the instructions below.

1   Go to the **Lists** menu and choose **Currency List**. The **Currency List** window is displayed.

2   Click **New**. The **Currency Information** window is displayed.

3   Enter details of the currency, such as a code, name, and current exchange rate. For detailed field help, click **Help** in this window.

Step 3: Create accounts to track foreign-currency transactions

In order to track transactions in a foreign currency properly, you must create a number of accounts that are set up to use that currency rather than U.S dollars. You cannot simply use the same accounts you use for your U.S dollars transactions because the dollar and other currencies rarely trade at par with one another (that is, one dollar rarely buys exactly one monetary unit in any other currency).

> **NOTE: Foreign currency accounts automatically linked**   For every foreign currency account you create, MYOB AccountEdge will automatically create a linked exchange account. For example, if you create a Yen checking account, a Yen Exchange account will be created automatically. MYOB AccountEdge uses these 'dual accounts' so that both the foreign currency amount and the local currency equivalent of a transaction can be viewed in your Balance Sheet.

Note that you can let MYOB AccountEdge create the linked Exchange account for you or you can specify one yourself. To create an account, see 'To add new accounts to your Accounts List' on page 103. You will need to select the correct currency and exchange account in the **Account Information** window.

Before you create an account, however, we suggest you review the following sections to get an understanding of the accounts you need to create.

If you make foreign sales   Here's a list of the accounts you're likely to need if you accept payment from customers in a foreign currency. Exchange accounts are also required for each of these accounts.

● Asset account for tracking receivables (for instance, "Accounts Receivable-New Zealand"). This account must be assigned the foreign currency and not the U.S.dollar.

- Checking account where customer receipts in the foreign currency will be deposited. This can be a U.S. funds account if your bank accepts deposits in other currencies.

- Liability account for deposits received (if you allow customers to make deposits on orders). This account can be assigned the currency code for either the foreign currency or the U.S.dollar.

  NOTE: **Grouping with undeposited funds** Only receipt transactions which are in U.S. currency may be grouped as a deposit of undeposited funds. Also, you may only use a U.S currency account as the linked account for undeposited funds.

If you make foreign purchases Here's a list of the accounts you're likely to need if you make payments to vendors in a foreign currency. Exchange accounts are also required for each of these accounts.

- Liability account for tracking payables (for instance, "Accounts Payable-Hong Kong"). This account must be assigned the foreign currency and not the U.S. dollar.

- Checking account that will be used to pay debts in a foreign currency. This can be a U.S. funds account if your bank writes checks for you in other currencies.

- Asset account for deposits paid (if you make deposits on orders). This account can be assigned the currency code for either the foreign currency or the U.S. dollar.

- Liability account for import duties collected (if you're required to pay duty on goods you import). This account can be assigned the currency code for either the foreign currency or the U.S. dollar.

If you track unrealized gains and losses If you plan to track unrealized gains and losses, you need to create an income account for this purpose. You may want to name it "Unrealized Currency Gain/Loss" or something similar. We recommend that you consult your accountant to determine whether your business needs to track unrealized gains and losses and, if you do, the most appropriate

way for you to do so. See for more information.

Depending upon your business, you may need to create additional accounts to track foreign checking accounts, assets held overseas and the like. If you're unsure about the accounts you'll need, your accountant or a MYOB Certified Consultant can assist you with this task.

Step 4: Assign accounts to foreign currencies

1 Go to the **Lists** menu and choose **Currency List**. The **Currency List** window is displayed.

2 Click the zoom arrow next to the currency to which you want to assign accounts. The **Currency Information** window is displayed.

3 Select the required tab. Click:

- the Receivable Accounts tab if customers pay you in this currency.
- the Payable Accounts tab if you pay vendors in this currency.

4 Enter the relevant accounts in the appropriate fields. In the bottom section of the window, mark the options that apply to your business. As you mark options, additional fields will appear, and you can enter the accounts you'll use to track various parts of your transactions, such as freight, deposits and discounts. For detailed field help, click **Help** in this window.

5 Repeat this procedure for each currency for which you want to assign accounts.

Step 5: Assign appropriate currencies to foreign customers and vendors

The currency used to make a transaction is determined by the currency assigned to the customer or vendor card you are using.

A card can only use a single currency; so if you deal with a customer or vendor in multiple currencies, you will need to create a separate card for each currency.

> **NOTE: A card with transactions** You can't change the currency of a card that you have already used in transactions. You will need to create a new card for the customer or vendor.

You can link any type of card to a currency. Any transactions recorded for a card must be in the currency linked to the card.

1 Go to the **Card File** command center and click **Cards List**. The **Cards List** is displayed.

2 Click the zoom arrow next to the required card to display the **Card Information** window. Make sure the **Profile** tab is selected.

3 Enter the currency you want to assign to the card in the **Currency** field. (The local currency is selected by default.) Click the **search** icon to make a selection from the currency list.

4 Click **OK**. Repeat this procedure for each card that you want to assign a foreign currency.

Creating Multicurrency Transactions

Once you've set up your currencies, you can begin entering transactions for them. Entering these transactions is easy—they're just like standard transactions in U.S. dollars.

Multicurrency transactions can be recorded in the following areas in MYOB AccountEdge:

- Sales, Receive Payments, and Settle Returns & Credits
- Purchases, Pay Bills, and Settle Returns & Debits
- Spend Money, Receive Money, Reconcile Accounts and General Journal entries.

Note that multicurrency is not available for Payroll, Inventory or Time Billing functions.

Specifying the exchange rate for a transaction

When entering a transaction, you can either use the default exchange rate for the currency or enter a new rate for that transaction, which will override the default.

To change the default exchange rate

1 Calculate the exchange rate first using the Currency Calculator. See .

2 Click **Exchange Rate** at the bottom of the transaction window. The **Exchange Rate** window is displayed.
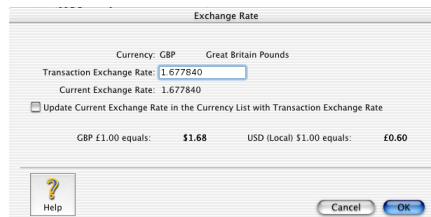
3 Enter the new exchange rate in the **Transaction Exchange Rate** field.

This will only affect the transaction that is currently displayed.

If you want to change the exchange rate for all future transactions that use this currency, mark the **Update Current Exchange Rate in the Currency List with Transaction Exchange Rate** checkbox.

4 Click **OK**.

Tracking Currency Gains and Losses

Whenever you have a foreign bank account, changes in the currency exchange rates between that country and your home country can cause the value (as stated in your home currency) of your foreign bank account to fluctuate. When your local currency weakens relative to the foreign currency, the value of your foreign account increases, creating a currency 'gain.' When your local currency strengthens, your foreign account experiences a 'loss' in value. Multicurrency can track these fluctuations.

Gains or losses in the value of a foreign account are considered unrealized while the money is still sitting in the foreign account. When the money is withdrawn from the account, either by using it to pay for a purchase or by converting it to local currency, the gain or loss is considered realized.

Tracking realized currency gains and losses

Realized currency gains and losses are tracked differently in MYOB AccountEdge. For realized gains or losses on sales and purchases, a posting is automatically made to the Currency Gain Loss account, whereas for realized currency gains and losses on transfers—deposits and withdrawals—you need to make a General Journal entry to the Currency Gain Loss account to record the currency gain or loss.

When you activate multicurrency in MYOB AccountEdge, a Currency Gain Loss account is automatically created.

> **NOTE: Large foreign currency exposure** If you have a large foreign currency exposure, you may require a more detailed analysis than posting to a single Realized Gains/Losses account provides. In this case, we recommend that you consult your accountant for further advice about managing your foreign currency exposure.

Sales & Purchases

At the time a currency gain or loss is realized, that is, a payment is received or made, an automatic posting is made to the Currency Gain Loss account and to the exchange account for the foreign currency.

The Currency Realized Gain/Loss report lists the currency gains and losses that have been automatically posted through sales and purchases during the month for foreign currency transactions.

EXAMPLE

Say you sell goods for $145 U.S. at an exchange rate of 1.45 dollars to the pound to a British customer. MYOB AccountEdge records the sale at $145 and records the £100 owed by the British customer. Using MYOB AccountEdge's dual accounting system, $100 is posted to the British receivables account (which is actually $100 on the Balance Sheet), $45 to the British receivables exchange account and $145 to the sales account.

In the following month, the British customer pays their account by depositing £100 into your London Checking account, but the exchange rate has changed from 1.45 to 1.3. dollars to the pound. The deposit is valued at $130.

You originally made a sale that at the time was worth $145. When you received payment, it was worth only $130. Therefore the $15 difference is a realized currency loss, and will be posted to the British Receivables exchange account.

Src	Date	ID#	Account	Debit	Credit	Job
CR	10/12/01		Payment; Manchester and Son			
		Auto #	1-1110 Checking Account	$100.00		
		Auto #	1-1110 Checking Account	$30.00		
		Auto #	1-4444 GBP AR		$100.00	
		Auto #	1-4445 GBP AR Exchange		$30.00	
		Auto #	1-4445 GBP AR Exchange		$15.00	
		Auto #	4-9999 Currency Gain Loss	$15.00		

Transfers

Currency gains and losses that occur through the transfer of funds need to be recorded by a General Journal entry.

At the end of the month, you can look at the value of your foreign accounts and use MYOB AccountEdge's Currency Calculator (from the **Help** menu) to calculate their 'true' values in local currency at that time.

You can then create a General Journal entry where losses are posted as credits to the exchange account with a corresponding debit to your Currency Gain Loss account. Gains are posted as debits with a corresponding credit to your Currency Gain Loss account

EXAMPLE

Say the original balance in your London Checking account is zero; then you transfer $145 U.S. at an exchange rate of 1.45 dollars to the pound into your London Checking account. The $145 is converted to £100 and deposited it into your London Checking account. Using its dual account system, MYOB AccountEdge posts $100 to the London Checking account (which is shown as $100 on the balance sheet), and $45 to the London Checking exchange account.

The following week you withdraw that £100 from the bank at an exchange rate of 1.4 dollars to the pound. MYOB AccountEdge

values the withdrawal at $140. You put £100 into the account that at the time was worth $145. When you withdrew the £100 from the account, it was worth only $140. Therefore, the $5 difference is a realized currency *loss*.

If you looked at your Balance Sheet, you would see a zero value for the London Checking account, but $5 remaining in the London Checking *exchange* account. You need to post the $5 in the exchange account to your Currency Gain Loss account.

Unrealized currency gains and losses

An unrealized gain or loss is a potential gain or loss at any point in time between the recorded sale or purchase and the receipt/issuing of payment. No automatic postings are made to track unrealized gains or losses on foreign currency transactions.

Not all businesses need to track unrealized currency gains or losses—you should check with your accountant to determine whether or not your business needs to track them.

The Currency **Unrealized** Gain/Loss report lists the gain or loss made on each foreign currency. You can then use this information to make adjusting postings to each of your foreign currency accounts for your Balance Sheet and also to a Profit & Loss account.

Working with Multicurrency

Using the Currency Calculator

If you receive a payment for a foreign currency invoice in your local currency, you can use MYOB AccountEdge's Currency Calculator to quickly calculate the exchange rate based on the foreign and local amounts, or to calculate the foreign amounts based on the local amounts and the exchange rate.

You can access the Currency Calculator from any window in MYOB AccountEdge. Go to the **Help** menu and choose **Currency Calculator**. Click **Help** for help on using the calculator.

Reconciling accounts containing foreign transactions

When you are reconciling your bank statement, the foreign currency transaction amounts listed in your statement will often not match those listed in MYOB AccountEdge. This is because the exchange rate used by the bank is different from that used in MYOB AccountEdge at the time of the transaction.

There are two methods by which you can allow for this:

- If you have your security preferences set to allow records to be changed, simply click the zoom arrow for the transaction in the **Reconcile Accounts** window to zoom to the original transaction. Click **Exchange Rate** and change the exchange rate to match the bank statement.
- If you have the security preferences set not to allow changes to records, just click the zoom arrow next to the transaction, choose **Reverse Check Transaction** from the **Edit** menu, and re-enter the check with the correct exchange rate.

Multicurrency reports

There are three specific multicurrency reports, which are accessed from the **Accounts** tab of the **Index to Reports** window:

- The Currency List report, which lists all your currencies with their currency code, currency symbol and current exchange rate.
- the Currency **Realized** Gain/Loss report, which displays realized gains or losses on transactions per account.
- the Currency **Unrealized** Gain/Loss report, which displays unrealized gains or losses on transactions per account.

Transferring funds to a foreign account

You may want to transfer funds from a local currency account to a foreign account. This is easily done in MYOB AccountEdge through the **Spend Money** window.

1 Display the **Spend Money** window.

2 In the **Account** field, enter the local currency Checking account from which the check is being written.

3 Click **Currency** and choose the (foreign) currency of the account in which you want to make a deposit.

4 Enter the date, amount, payee, memo and check number.

5 In the **Account #** (or **Name**) field in the scrolling list, enter the account to which you want to allocate the transaction and record the transaction.

Entering foreign currency transactions in a local account

In MYOB AccountEdge, you can enter foreign currency transactions in a local currency account. For example, you can accept a check from a British customer in pounds and bank it in an a U.S. checking account.

EXAMPLE

Let's look at an example of how to accept a foreign currency check into a local currency account. Our example uses British pounds. Let's also assume the exchange rate has changed from 1.45 to 1.6 since you made the original sale.

1 Display the **Receive Payments** window.

2 Select the customer. The currency for this customer card is British pounds; so the currency button displays **GBP**. You have received a check from your customer for £5,000 for an outstanding invoice and you want to bank it in your U.S. checking account.

3 Process the customer payment in the usual way, but make sure you enter your U.S. checking account in the **Deposit to Account** field.

4 Click **Exchange Rate** to check the default currency rate for the British pound to the U.S. dollar. Change the rate from the default rate of 1.45 to 1.6 and click **OK**.

5 Enter £5,000 in the **Amount Received** field and allocate it to the outstanding invoice.

6 Record the payment.

Chapter 12
Printing Forms

In MYOB AccountEdge, the term 'form' refers to the printed documents you give clients, vendors, and employees. This includes invoices, statements, packing slips, bills, checks, and mailing and shipping labels.

*MYOB AccountEdge uses a system of sophisticated filters to locate the forms you may need to print or reprint. For example, you can choose to print only unpaid and unprinted service invoices within a particular date and invoice number range. MYOB AccountEdge also gives you the ability to print forms as you enter your transactions. Simply click **Print** when entering checks, invoices, bills, etc., and MYOB AccountEdge will print your transaction using your previously selected form.*

The appearance of forms can be extensively customized to suit your own purposes. The most commonly customized forms are invoices and statements, but checks, bills and labels can also be customized. You can change the size of the form, print multiple forms on a single page, change fonts, move fields, create text fields and add your own logos and graphics to forms. You can also create multiple forms of one type. You might, for example, create one invoice with your logo and another without it.

This chapter gives you detailed instructions about printing and customizing your forms. The process is very similar to that used by drawing and database applications.

You should be aware that your forms are stored within their own Forms folder within the MYOB AccountEdge folder. This allows you to share forms among your company files and easily transfer them from one computer to another.

Finding Forms

Each MYOB AccountEdge form can be found in the command center in which the form's associated transaction was entered.

BANKING COMMAND CENTER

Type of form	To find the form, click:
Checks	Print Checks

SALES COMMAND CENTER

Type of form	To find the form, click:
Sales (item, service, time billing and professional)	Print Invoices
Packing slips (item, service and professional)	Print Invoices
Labels (item, service, time billing and professional)	Print Invoices
Statements (invoice and activity)	Print Statements

PURCHASES COMMAND CENTER

Type of form	To find the form, click:
Purchases (item, service and professional)	Print Purchase Orders
Checks (payable)	Print Checks

PAYROLL COMMAND CENTER

Type of form	To find the form, click:
Paychecks	Print Paychecks

CARD FILE COMMAND CENTER

Type of form	To find the form, click:
Mailing labels	Print Mailing Labels
Personalized letters	Create Personalized Letters

Printing Forms

Before you begin printing any forms, make sure your printer is set up properly. See 'Preparing to Print Reports and Forms' on page 170 for more information.

Once you've found the form you want to print, you're ready to make some decisions about how to print it. In general, there are four steps you need to follow to print a form:

- 'Choose the information you want to print' below.
- 'Choose a form layout' below.
- 'Review the forms you've selected for printing' on page 154.
- 'Print the forms' on page 154.

Step 1: Choose the information you want to print

Display the **Forms Selection** window for the form you want to print. This window varies slightly, depending upon the kind of form you want to print.
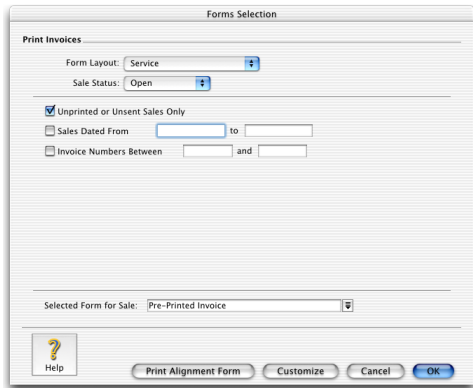
In the top portion of the **Forms Selection** window, choose the various elements that you want to appear on your forms, including the type of information you want to print, the status of the transactions you want to print, and the date range and transaction numbers that apply to the form you plan to print.

Step 2: Choose a form layout

The bottom section of the **Forms Selection** windows allows you to choose the layout you want to use when you print your forms. A number of layout choices are available, depending upon the type of form you're currently working with.

- Select the pre-printed form layout if you want to print a form's information onto paper that already contains lines, columns and headings. The pre-printed layout is designed to match most commonly used forms provided by third-party forms vendors.
- Select the plain paper form layout if you want to print a form's information onto blank paper. Lines, columns and headings are automatically printed with the form's information.
- Select a user-customized form layout if you want to print a form you've customized using the **Customize** window. See 'Adding Elements to a Form' on page 157 for more information about MYOB AccountEdge's forms-customization tools.

Step 3: Review the forms you've selected for printing

Before you begin printing, you can to review the information that will be printed on your forms.

❖ Click **OK** in the **Forms Selection** window. The **Review Before Printing** window is displayed, with the information that fits the criteria you specified in the **Forms Selection** window.
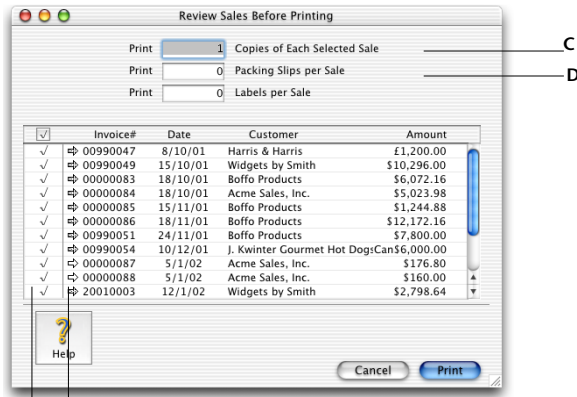
		A transaction is marked for printing when a mark
A	Print column	A transaction is marked for printing when a mark appears next to it in this column. If you don't want to print a form for a transaction, click in this column next to the transaction to remove the mark.
B	Zoom arrow	Click the zoom arrow to view more information about a particular transaction.
C	Print xx Copies field	Enter the number of copies you want to print.
D	Packing Slips/Labels	If you want to print packing slips or mailing labels immediately after printing your invoices, enter the number of copies in these fields.

Step 4: Print the forms

When you've finished reviewing the information that appears in this window, you're ready to print. Click **Print** in the **Review Before Printing** window.

Customizing Forms

MYOB AccountEdge's forms customizing feature allows you to change the look and content of your printed checks, invoices, packing slips, shipping labels, statements, bills, paychecks and mailing labels.

You can change the size of a form, add text fields, draw lines and boxes, paste graphics on the form, move fields, change the size of fields and more.

You can save your customized forms and simply select the required form as the occasion demands.

> **CAUTION: Saving backups of customizing forms** Make a backup of your Forms folder before customizing any forms so you can always revert to the originals. After customizing forms, you should consider making further backups of the Forms folder containing your custom forms.

Step 1: Display the form in the Customize window

1 Display the **Forms Selection** window for the form you want to customize.

2 When you've finished making selections in the **Forms Selection** window, click **Customize**. The **Customize** window is displayed, and the **Form** menu appears in the menu bar at the top of the screen.

A	Preview button	Click **Preview** to view your form on your computer screen.
B	Inactive data fields	Inactive data fields are shown in dimmed text and won't be printed on your form unless you activate them. You can hide inactive data fields by choosing **Hide Inactive Fields** from the **Form** menu at the top of the screen. To re-activate them, choose **Show Inactive Fields** from the **Form** menu.
C	Tool palette	The tool palette provides you with customization tools for your forms.
D	Text fields	Text fields don't have surrounding boxes like data fields do. What you see in a text field is what actually gets printed.
E	Active data fields	Active data fields are ready to be printed on a form. You can inactivate active data fields so they don't display on your form. See 'To inactivate a data field' on page 159.

A note about customizing checks

A check has two parts—the check and the stub. To customize the entire check, you'll need to customize the stub form and the check form separately. Once the check is displayed in the **Customize** window, you can switch between the stub layout and the check layout by using the **Form** menu.

❖ Go to the **Form** menu at the top of the screen and choose the appropriate stub layout, for example **Regular Stub Layout** or **Payable Stub Layout**.

For more information, in MYOB Help, choose *Reports and Forms > Customizing forms > Tips for customizing checks*.

Step 2: Set up form properties

1 Go to the **Form** menu and choose **Forms Info**. The **Forms Information** window is displayed.

2 Specify the number of forms you want to print per page.

3 Choose the required type of paper from the **Page** pop-up list.

4 Enter the margins for the page.

5 Specify the width and length of the form (not the paper) in the **Form Size** field. For example, if you are printing four checks per page, enter the width and length of a single check.

Step 3: Customize the form using the Tool palette

Customize the form according to your needs. For more information, see 'Adding Elements to a Form' on page 157.

Step 4: Preview the customized form

At any time during the customization process, you can display an on-screen preview of your work.

1 In the **Customize** window, click **Preview**. The **Print Preview** window displays the form.

2 If you want to view the form in more detail, click the zoom buttons on the left side of the **Print Preview** window.

3 If you want to check your current printer and page settings, click **Print Setup**.

4 When you've finished previewing the form, click **OK** in the **Print Preview** window.

Step 5: Save the customized form

When you're satisfied with the changes you've made to the form, you should save the customized form.

● If you want to save changes to a custom form you created previously, click **Save Form**.

● If you want to create a new custom form layout that contains the changes you've made, click **Save Form As**. The **Save As** dialog box is displayed; enter a name and a brief description for the new layout and click **OK**.

Step 6: Print the customized form

Printing a customized form is the same task as printing an unchanged MYOB AccountEdge form.

1 Display the **Forms Selection** window for the form you customized.

2 In the bottom section of the window, select the customized form you want to print.

3 Click **OK** to begin the printing process.

Adding Elements to a Form

You can add new elements—data fields, text fields, lines, rectangles and pictures—to your form in the **Customize** window.

To add a text field to a form A

1 Click the text tool, and then click the location on the form where you want the new text field to appear. A new text field, labeled "Text Field," is displayed.

2 Double-click the new field. The **Field Information** window is displayed.

3 Type the text you want to appear in the new field you created, in the **Text** field of the **Field Information** window.

4 Click **OK** to close the **Field Information** window. The new field containing the text you typed is displayed in the **Customize** window.

If the text you entered is longer than the size of the new text field, you may need to change the size of the text field. For more information, see 'To change the size of a data field, text field, rectangle or picture' on page 158.

To draw a line on a form +

1 Click the line tool and then click the location on the form where you want the line to begin; a cross appears on your computer screen.

2 Drag the cross to where you want the line to end and then release the mouse button.

To draw a rectangle on a form ▢

1 Click the rectangle tool and then click the location on the form where you want the top left corner of the rectangle to appear; a cross appears on your computer screen.

2 Drag the cross to where you want the bottom right corner of the rectangle to appear, and then release the mouse button.

To add a picture or logo to a form ▢

You can load PICT, TIFF and JPG files directly to a MYOB AccountEdge form. If the picture you want to use is in a format other than PICT (for example JPEG or GIF), you can copy that graphic onto the clipboard and then paste it on the form. You can display nearly any picture that appears on the clipboard, regardless of its original format.

1 If the graphic is in a format other than PICT, copy the graphic to the clipboard using your graphic application.

2 Click the picture tool in the **Customize** window in MYOB AccountEdge. Then click the location on the form where you want the picture to appear. A picture field appears.

3 Double-click the picture field. The **Field Information** window is displayed.

- If the graphic is a PICT, TIFF or JPEG, file, click **Load.** The Open dialog box is displayed. Select the PICT, TIFF or JPEG, file and click **Open**. The graphic appears in the **Field Information** window.
- If the graphic is in a format other than PICT, TIFF or JPEG, (and you have copied it to the clipboard), click **Paste Picture**. The graphic appears in the **Field Information** window.

4 Click **OK** to close the **Field Information** window. The picture is displayed in the **Customize** window.

To activate a data field

1   In the **Customize** window, double-click the field you want to activate. The **Field Information** window is displayed.

2   Click the Active radio button.

3   Click **OK**.

To copy and paste a data field

1   Click the data field once to select it.

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

3   If you want to paste the data field onto another form, display that form in the **Customize** window.

4   Go to the **Edit** menu and choose **Paste**. A copy of the data field appears in the window.

Changing elements on the form

You can make changes to the data fields, text fields, lines, rectangles and pictures on your form in the **Customize** window.

To change the size of a data field, text field, rectangle or picture

1   Highlight the field you want to change; a solid line appears around it.

A small square, called a handle appears in the bottom right corner of the field.

2   Simply drag the handle to change the size of the field.

To change the length of a line

1   Select the line you want to change.

Two small squares—called "handles"— appear on each end of the line.

2   Drag either handle so that the line is the required length.

To change the font characteristics of several fields at once

1   Holding down the SHIFT key, click those fields for which you want to change the font, so that they are all selected.

2   Go to the **Form** menu at the top of the screen and choose **Change Fonts**.

3   Change the font type and size and click Apply to Selected.

To change the font characteristics of a single data field or text field

1   Double-click the field you want to change. The **Field Information** window is displayed.

2   Make your choices in the **Justify**, **Font**, **Size** and **Style** fields in this window and click **OK**.

To change the text in a text field

1   Double-click the text field in the **Customize** window. The **Field Information** window is displayed.

2   Change the text in the **Text** field of the **Field Information** window.

3   Click **OK**.

To change the thickness of a line or rectangle

1   Double-click the line or rectangle in the **Customize** window. The **Field Information** window is displayed.

2   Choose a thickness in the **Line Size** section of the **Field Information** window.

3 Click **OK**.

Moving elements around on the form

You can change the position of the data fields, text fields, lines, rectangles and pictures on your form in the **Customize** window.

There are two ways to move an element in the **Customize** window:

- Use the pointer to select the element you want and drag it to the new location.
- Change the element's exact coordinates.

To drag an element to a new location

1 Click the element and hold down the mouse button. Notice that the cursor turns to a hand.

2 Drag the element to the desired location. In the example below, the **Invoice #** field is being dragged below its original position.
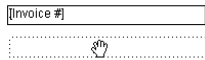
To change an element's coordinates

1 Double-click the element you want to move. The **Field Information** window is displayed.

2 In the **Field Location** boxes, enter the distance from the top and left edges of the form where you want the element to begin.

3 Click **OK**.

Removing elements from the form

You may want to remove some of the text fields, lines, rectangles and pictures on your form in the **Customize** window.

To remove a text field, line, rectangle or picture from a form

❖ Select the element and press DELETE on your keyboard.

To inactivate a data field

If you don't want a particular data field to be printed on a form, you can inactivate the data field.

1 In the **Customize** window, double-click the field you want to inactivate; the **Field Information** window is displayed.

2 Click the **Inactive** radio button

3 Click **OK**.

To hide inactive fields

1 Choose **Hide Inactive Fields** from the **Form** menu at the top of the screen. All inactive data fields are hidden.

2 To display these fields again, choose **Show Inactive Fields** from the **Form** menu.

Chapter 13
Using Reports

MYOB AccountEdge allows you to see your business from over a hundred different perspectives because that's how many reports you have at your fingertips. These reports provide you with comprehensive information about your business, from detailed lists of your business's activities to highly summarized reports.

*These reports are all grouped by command center in the **Index to Reports** window; so finding the report you need is the easy task it should be. Just recall the command center you used to enter the information you need; then look at the reports for that command center. For example, the **Accounts** command center deals with accounts and General Journal entries; so this is where you will find account inquiries, profit & loss reports and balance sheet reports. The **Sales** command center deals with sales to customers; so this is where you will find detailed and summarized reports outlining your sales sorted by customer, item, amounts outstanding, and more. If you need more information, just look at the report description to the right of the report in the **Index to Reports** window.*

Once you have found the report you want, you can display the report on screen, open the report in Microsoft Excel, print the report, or e-mail or fax the report. You can also save the report as a text file readable by most applications, as a HTML report suitable for the Internet, and as a Portable Document Format (PDF) file.

MYOB AccountEdge even allows you to customize the look and content of many reports to suit your own needs. Make sure you spend some time looking at the reports. You will be amazed by the information MYOB AccountEdge makes available to you about your business.

Finding Reports

You can easily locate reports using the **Index to Reports** window.

- Go to the **Reports** menu and choose **Index to Reports**. The **Index** to Reports window is displayed.

For detailed information about the fields in the **Index to Reports** window, click **Help**.

For guidelines and tips for using the many reports available in MYOB AccountEdge, in MYOB Help, choose *Reports and Forms*, click the topic *MYOB Report Advisor*.
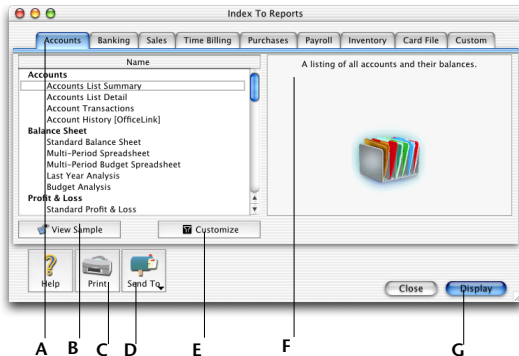
A	Click a tab to view the reports associated with that tab. Click **Custom** to view your custom reports.
B	Highlight a report and click **View Sample** to view a sample of that report.
C	Click **Print** to print the selected report.
D	Click **Send To** to send the selected report by fax or e-mail, to save the report to disk as a PDF file, HTML file or text file, or to open the report in Microsoft Excel.
E	Click **Customize** to choose the information you want to appear on the selected report and how you want that information to appear.
F	Read a short description of the report you have selected here.
G	Click **Display** to view an on-screen version of the selected report.

Customizing Reports

MYOB AccountEdge gives you complete control of the content and appearance of your reports. You can customize your reports in three different ways:

- Determining the amount of information to include on a report, see 'Filtering reports' below.
- Choosing the type of information to include on a report, see 'Designing reports' on page 164.
- Determining the appearance of a report, see 'Formatting reports' on page 165.

You can use any combination of these three methods to customize a report. If you want, you can customize a report, print it immediately, and then revert the report back to its original settings. Alternatively, if you want to retain a report's modifications, you can customize the report and save it. When you save a customized report, the report is known as a *custom report* and appears in the **Custom** tab of the **Index to Reports** window.

Filtering reports

You can control the amount of information that appears on your reports by using filters. Filters allow you to choose specific pieces or ranges of data that can be included on a single report. For example, if you want to print a Customer Payments (Closed Invoices) report for customer Eileen Martin for the months of May to July, you can use MYOB AccountEdge's filters to select those criteria only.

To filter reports using the customize button

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2 Locate the report you want to print and highlight it. Then click **Customize** at the bottom of the window. The **Report Customization** window is displayed. The filters in the **Report Customization** window vary, depending upon the report you're filtering.
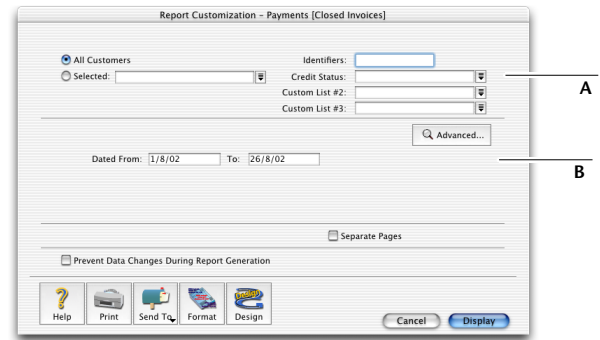
A	The top section of the **Report Customization** window typically allows you to choose the range of topics that will be included in the report.
B	The middle section of the **Report Customization** window typically allows you to choose ranges of criteria, such as dates, that will be included in the report.

3 Make the required entries and selections in the **Report Customization** window.

You can now print or display the report with the filters you selected.

To filter reports using the report toolbar

You can use the report toolbar to make changes to the filtering options of the report. This toolbar allows you to change basic filtering options, such as date ranges and sorting options without having to display the **Report Customization** window. You can also choose to display a screen report or a print preview of the report. See 'To display reports on your computer screen' on page 167.

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2   Locate the report you want to view or print. Highlight it and click **Display**. The **Screen Report** window is displayed.

3   Make the required entries and selections in the toolbar that is displayed in the top section of the **Screen Report** window.

4   Click **Redisplay**. The report is refreshed with the new filtering options applied. To make further filtering selections, click **Customize**. See 'To filter reports using the customize button' on page 163

Using wildcards to filter reports   Wildcards are special characters that give you more flexibility in selecting various records, such as account numbers and invoice numbers, to print on reports that use that type of information. You can use two wildcard characters, the asterisk (*) and the question mark (?), when filtering your reports.

THE ASTERISK

● Using the asterisk in the **Report Customization** window allows you to print a report for a specific group of records. For example, to select only the accounts whose numbers begin with 1, enter 1* in the **Selected** field in the **Report Customization** window.

THE QUESTION MARK

● Using the question mark wildcard, you can limit your report to elements that contain only a specific number of characters. For example, to limit the report to three-character jobs that begin with C, enter C?? in the **Selected** field in the **Report Customization** window
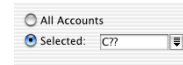
Designing reports

Using the Report Designer, you can choose what type of information you want to include in reports. For example, if you want to print the average cost of items on a sales report, you can choose to do so by designing the report so it includes the average cost.

TIP

Reordering columns   *If you want to change the order in which the information is printed on your reports or displayed on screen, display the report and choose* ***Screen Report*** *from the* ***View*** *drop-down list. You can then drag the column headers to their new position.*

1   Go to the **Reports** menu and choose **Index to Reports.** The **Index to Reports** window is displayed.

2   Locate the report you want to design and highlight it.

3   Click **Customize**. The **Report Customization** window is displayed.

4 Click **Design** at the bottom of the window. The **Report Design** window displays the fields that are available to be printed on the report you've selected.
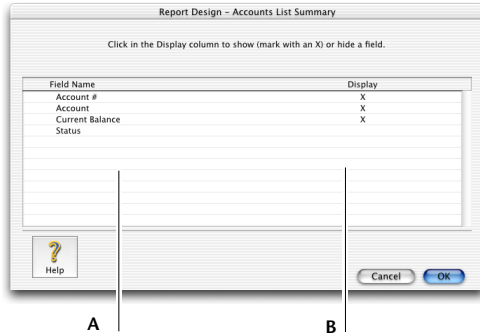
A	The fields in the **Field Name** column are those that are available for the selected report. Mark a field's **Display** column to include that field on the report. Drag the fields up or down the column to indicate the order in which you want the fields to be printed on the report. The fields at the top of the **Report Design** window will appear at the left end of the report.
B	Fields marked with an X in the **Display** column are set to be printed on the selected report.

5 Click **OK** when you have finished.

Formatting reports

You can modify the look of individual reports by using different font styles, sizes, colors, alignments and effects, and by changing the report's page margins.

1 Go to the **Reports** menu and choose **Index to Reports.** The **Index to Reports** window is displayed.

2 Locate the report you want to format and highlight it.

3 Click **Customize**. The **Report Customization** window is displayed.

4 Click **Format**. The **Report Format** window is displayed.
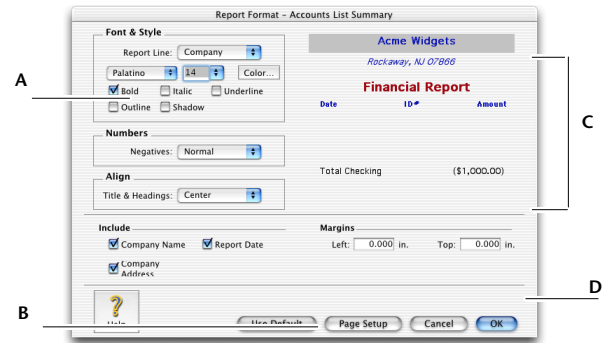
A	The left side of the **Report Format** window contains all the sections of the report you're working with. Click a section to begin making changes to it.
B	If you've formatted a report and want to change it back to its original format, click this button.
C	After choosing the section of the report you want to customize, make selections from the lists and boxes here.
D	Make entries in the margin fields to change the report's margins.

5   Click **OK** when you have finished.

Saving custom reports

If you plan to use a specific report's design and format many times in the future, you can customize the report once and save the changes so you can use the modified report whenever you want.

1   Customize your report using the filters, and design and format tools available in the **Report Customization** window. When you've finished in each window, make sure you click **OK** to record your changes.

2   Display on-screen (by clicking **Display**) the report you want to save as a custom report.

3   Reorder or resize the columns if required. See 'To display reports on your computer screen' on page 167.

4   Click **Save As**. The **Save As** dialog box is displayed.

5   Enter a name and a brief description of the custom report and click **OK**. The **Screen Report** window is displayed again.

6   Click **Close**. The **Index to Reports** window is displayed.

7   Click the **Custom** tab. Your custom report will be listed here.

You can perform the same tasks with custom reports as you do with any other MYOB AccountEdge report, including printing them, displaying them on your computer screen, and saving them as files on disk. See 'Working with Reports' on page 167 for more information.

Working with Reports

Once you've chosen the report you want to print and have made the customizations you need, you're ready to see the finished product. In MYOB AccountEdge tasks, you can perform these tasks with reports:

- 'To print reports on your printer' below
- 'To display reports on your computer screen' below
- 'To save reports to files on disk' on page 168
- 'To send reports by e-mail' on page 168
- 'To send reports by fax' on page 168
- 'To view the report in Microsoft Excel' on page 169

To print reports on your printer

You can print reports individually or in batches (see 'Printing Report Batches' on page 172). Before you can print a report or a report batch, however, you need to make sure your computer, printer, and MYOB AccountEdge system are properly set up for printing (for more information, see 'Preparing to Print Reports and Forms' on page 170).

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2 Locate the report you want to view or print. Highlight it and click **Display**. The **Screen Report** window is displayed.

3 Make any changes to the column positions or sizes. See 'To display reports on your computer screen' below

4 Choose **Print Preview** from the **View** drop-down list in the report toolbar to check the layout and format of the report before you print it. To make changes, choose **Screen Report** from the **View**

pop-up menu, make the necessary changes and then choose **Print Preview** again.

5 Click **Print**.

To display reports on your computer screen

By clicking the **Display** button in the **Index to Reports** window, you can display an on-screen version of the report in the MYOB AccountEdge system. This view of the report enables you to resize columns and rearrange columns. When viewing the screen report, page breaks, page numbers, the company name and address are not displayed. To view a print preview of the report, see 'To print reports on your printer' below.

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2 Locate the report you want to view or print. Highlight it and click **Display**. The **Screen Report** window is displayed.

3 Make your changes to the screen view of the report:

- Drag the column header of a column to move it to a new position.
- Position the mouse cursor over the (*) icon of a column header and then drag it to resize the report column. Only columns that have this icon can be resized.

4 Click **Save As** to save the new report layout as a Custom Report. This new format will be available from the **Custom** tab of the **Index to Reports** window (see 'Saving custom reports' on page 166 for more information).

To save reports to files on disk

When you save a report as a file, you have the flexibility to do whatever you want with the report—you can further modify it using a word-processing application, move it to another computer for printing or simply save it for your permanent records.

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2   Locate the report you want to display and highlight it.

3   Click **Send To** and choose one of the following formats:

- **PDF (Portable Document Format) File.**
  - ▪ *If the recipient is using Mac OS X*, save the report as a PDF file. The person who receives the report can simply double-click to open.
  - ▪ *If the recipient is not using Mac OS X*, save the report as a PDF file. The person who receives the report must have software capable of opening a PDF file. To view a PDF file, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems. You can install Acrobat Reader from your MYOB AccountEdge CD-ROM or download for free from the Adobe website.

- **HTML File**. When you save a report in HTML (Hypertext Markup Language) format, the report can be viewed in World Wide Web browsers such as Internet Explorer.

- **Tab-Delimited Text File.** When you save a report in tab-delimited format, the individual bits of information in the report are separated by tab characters.

- **Comma-Separated Text File.** When you save a report in comma-separated format, the individual bits of information in the report are separated by commas.

- **Simple Text File.** When you save a report in text format, the individual bits of information are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report.

When you select the format you want to use, the **Save** dialog box is displayed.

4   Specify a name and location for the file you're creating and click **Save**.

To send reports by e-mail

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2   Locate and highlight the report you want to e-mail.

3   Click **Send To** and choose **E-mail**. The **E-mail** window is displayed.

4   Enter an e-mail address in the **E-Mail Address** field and make other entries as required.

5   Click **Send**. The e-mail is sent to your default e-mail application's Outbox. Send the file from your e-mail application as you would normally.

To send reports by fax

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2   Highlight the report you want to fax.

3   To send fax:

- ▪ *OS 8.6- 9.x users*   Click **Send To** and choose **Fax**. A dialog box from your fax application is displayed.
- ▪ *Mac OS X users*   Click **Send To** and choose **Print** and select the print driver for your fax software.

4   Use your fax application as you normally would to send the fax.

To view the report in Microsoft Excel

You must have Microsoft Excel installed on your computer.

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window is displayed.

2 Highlight the required report.

3 Click **Send To** and choose **Excel**. Microsoft Excel starts and the selected report is displayed in Excel.

Preparing to Print Reports and Forms

If you've properly set up your printer and computer, printing reports and forms using MYOB AccountEdge usually takes only a few clicks of your mouse. This section contains important information about setting up your printing environment so you can successfully print your MYOB AccountEdge information.

Preparing your printer

If you plan to print documents on paper using a printer, bear in mind that your printer must be configured properly before the information can be printed. MYOB AccountEdge is compatible with most popular printers, but each type of printer on the market today is different from the next. If you're unsure about how your computer works with your printer or if you've had printing problems in the past, make sure you understand the capabilities of your printer before you attempt to print MYOB AccountEdge documents.

1 Make sure that your printer is properly connected to your computer.

2 Turn your printer on.

3 Load the paper you want to use and make sure it's loaded properly.

Preparing your computer

A great deal of the printing process is controlled by software used to send information to your printer. This software, commonly known as *printer driver* software, is normally supplied by your printer's manufacturer. Printer drivers play a large part in determining how—and whether—information is printed using your printer. In many cases, printer drivers are already installed on your computer when you purchase it, or are supplied on CD when you purchase

your printer. Printer drivers are *not* included in the MYOB AccountEdge package.

To ensure you have the latest printer software drivers, visit the manufacturers website. More information about setting up your printer with your computer is located in the documentation for your computer and printer.

Preparing MYOB AccountEdge for printing

You've got a number of options within MYOB AccountEdge for personalizing your printed documents and determining the process by which you print reports and forms. This section describes those options.

To choose page setup options

The selections you make in the **Page Setup** window determine how your documents will look on paper.

The **Page Setup** window varies, depending upon the printer and printer driver software you use. Usually, however, these windows allow you to choose options such as your page orientation, paper size and print quality.

1 Go to the **File** menu and choose **Page Setup.**

2 Review your page setup information before you attempt to print an MYOB AccountEdge document.

To choose default fonts for reports and forms

Every report and form in MYOB AccountEdge is assigned a *default font*—that is, a font that's automatically designated for your use by MYOB AccountEdge—when you begin using a new MYOB AccountEdge company file. Until you change it, the font assigned

when you created the company file will be the default font for all your reports and forms.

Note that the changes you make in the **Report Format** window won't affect any reports or forms that you have already customized.

1   Go to the **File** menu and choose **Default Fonts.** The **Default Font Selection** window is displayed.

2   Click either **Reports** or **Forms**, depending upon the type of document for which you want to change the default font.

3   Choose the font style and size for the printed characters on your documents. When you choose a font style and size for reports, use the sample box in the right half of the window to preview how the font looks.

4   Click **OK** when you have finished.

Printing Report Batches

Report batches are groups of reports you set up that allow you to print several reports at a time. You can set up report batches to serve a number of purposes. For example, you may want to create a report batch that contains all your regular monthly financial statements; with a few clicks of the mouse, you can start the printing process so the reports print while you work on other important tasks. Report batches are created and maintained in the **Report Batches** and **New**/**Edit Batch** windows. Printing a report batch is slightly different from printing an individual report. Instead of making entries and selections in the **Report Customization** window before you print, you'll use the **Report Batches** window to choose the reporting period for the batches you want to print.

> **NOTE: Single-user access** Please note that this task requires single-user access. For more information, see "Tasks that require single-user access" on page 193.

To create a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window is displayed.

2   Click **New** and enter an appropriate name for the batch.

3   Choose the reports that belong to the batch by clicking the name of each report. A mark will appear next to each selected report, indicating that it is included in the new batch.

    To remove a report from the batch, click the name a second time.

> **NOTE: Some reports can't be included in batches** Some reports, such as the Reconciliation report, can't be added to report batches because you need to specify information to be printed each time you want to print the report.

4   Click **OK**. The **Report Batches** window is displayed again, with the name of the new batch in the scrolling list. To print the report batch, see the following section for instructions.

To print a report batch

1   Display the **Report Batches** window.

2   Select the relevant period from the **Period** drop-down list.

    You can choose any of the months or quarters in the current fiscal year, or you can choose to print information for the entire year to date.

    Your selection in the **Period** list affects different types of reports in different ways. For example, if you choose January, Activity reports will show job activity information from January 1 to January 31 and Balance Sheet reports will show information as of January 31.

3   Choose a report batch for printing and click **Print**.

To change a report batch

1   Display the **Report Batches** window.

2   Highlight the name of the batch you want to change and click **Edit**. The **Edit Batch** window is displayed.

    You can change the name of the batch and the reports contained in the batch.

3   Click **OK** to save your changes.

To delete a report batch

1   Display the **Report Batches** window.

2   Highlight the name of the batch you want to delete.

3   Go to the **Edit** menu and choose **Delete Batch**.

Chapter 14
End of Period Procedures

It is important to ensure that your accounting records are accurate. Reconciling the accounts on a regular basis will help you and your accountant know that your books are complete and balanced.

You should reconcile your system with any source documents and resources available to you. For example, the checking account can be reconciled with the bank statement, vendors' balances can be checked against statements, and customers' balances verified. If possible, your inventory should be counted, valued and, where necessary, adjusted in MYOB AccountEdge.

Other end of month procedures include reviewing your trial balance, budgets and cash flow, paying payroll taxes and purging information that is no longer needed.

End of year procedures are carried out at the end of your fiscal year and include any adjustments you need to make to your system so it agrees with your accountant's final records, such as recording depreciation. You also need to make sure that any matters that need attention in the current year are finalized. Then follow the procedures in this chapter to reconcile the system and to close the year. By closing the year in MYOB AccountEdge, you are effectively bringing the company file up to date and removing information not required in the new year. This will also make the system more efficient and manageable.

If you use the Payroll feature in MYOB AccountEdge, there are additional procedures that you need to complete at the end of the year. This involves printing W-2 forms and 1099 statements, reviewing payroll reports and closing the payroll year.

Month-end Procedures

The following is a list of tasks we suggest you complete at month-end. Depending on the nature of your business, some of these tasks may not apply to you.

Month-end procedures are usually performed at the end of every month, but they can be done at any time during the month. The key to success is to perform these tasks regularly. Some tasks need to be performed at a specified time every month. Consult your accountant if you're unsure which of these tasks are required for your business.

Step	Action
1	Review your trial balance
2	Review and adjust budgets
3	Review cash flow
4	Review the order status of items
5	Purge information that's no longer needed
6	Reconcile checking accounts
7	Pay payroll taxes
8	Complete other month-end procedures (optional)
9	Verify and back up your company file
10	Lock the accounting period (recommended)

Step 1: Review your trial balance

Reviewing a Trial Balance report—also known to accountants as a *general ledger*—regularly is an optional month-end task, but it can make your job easier in the future. If you regularly review your trial balance, you'll spot incorrectly recorded amounts quickly and will be able to fix them without much effort. If you decide to skip this procedure, however, and an error appears, you may find yourself sifting through several months' worth of transactions trying to find the one that's incorrect.

The Trial Balance [Detail] report can be found in the **Accounts** tab of the **Index to Reports** window. For more information on filtering, displaying and printing reports, see .

When you review the Trial Balance report, look for:

- Entries that seem unusually high or low for the account that has been affected
- Debit amounts for accounts that normally have credit entries and vice versa
- Unusually high or low ending balances
- An unusually high or low number of entries for a specific account

If the information in the Trial Balance report is acceptable, print the reports you want to keep as part of your permanent business records. Suggested reports include the Balance Sheet, Profit and Loss Statement, Payables Aging report, Receivables Aging report and all journal reports.

Step 2: Review and adjust budgets

Reviewing the monthly amounts you've budgeted for your accounts will help you keep your fingers on the pulse of your business. The best way to do this in MYOB AccountEdge is to consult a special balance sheet called the Balance Sheet [Budget Analysis] report, that's designed specifically for budget analysis.

You can print the Balance Sheet [Budget Analysis] report, which lists your accounts' actual balances for the current month, along with the amounts you budgeted for them. If you've determined that changes need to be made to the amounts you've budgeted for the coming months, you can adjust your budget.

The Balance Sheet [Budget Analysis] report is available from the **Accounts** tab of the **Index to Reports** window. For more information on displaying and printing a report, see 'Using Reports' on page 161.

For more information on what to look for when reviewing your budget, in MYOB Help, see *Month-end tasks > Performing month-end tasks > Reviewing and adjusting budgets > To review your budget inventory items.*

Step 3: Review cash flow

Having an acceptable supply of available cash can often make a huge difference in determining how well your company performs next month. In MYOB AccountEdge, you can use the **Cash Flow Worksheet** window to estimate your short-term cash needs by using information you've entered throughout MYOB AccountEdge to create a forecast of the future of your checking accounts.

The information used in the **Cash Flow Worksheet** window to forecast cash needs comes from recurring Spend Money and Receive Money transaction information that you've entered in MYOB AccountEdge, as well as the sales and purchases that will fall due during the time frame you've selected.

As each company's business practices are unique, we can't tell you precisely what you should look for when reviewing your cash flow. Your accountant can give you additional ideas based on the way your company does business.

To view the Cash Flow Worksheet:

1 From any command center, click **Analysis** and hold down the mouse button. Then choose **Cash Flow** from the list that appears. The **Cash Flow Worksheet** window is displayed.

2 Click **Help** in the **Cash Flow Worksheet** window for information on using this window.

Step 4: Review the order status of items

Knowing what items you have on hand is fairly simple. Knowing which items are on order from vendors and promised to customers is more complicated. Many businesses keep what they call an "order book." It's what they use to track the comings and goings of inventory items.

The **Analyze Inventory** window functions as your "order book" by monitoring what you have on hand, on order from vendors, and committed to customers (sales orders).

To display the **Analyze Inventory** window, go to the **Inventory** command center and click **Analysis**.

The **Analyze Inventory** window allows you to review the current status of the items you've entered into the MYOB system. Note that the fields in this window are display-only; that is, you cannot change any of the information using this window.

Step 5: Purge information that's no longer needed

After you've used MYOB AccountEdge for a long time, you'll notice that the size of your company file has grown considerably. Information such as journal entries, invoices, bills, activity slips and business contacts build up over time. When your company file has grown larger than you want it to, you may want to remove parts of the data that are no longer needed from the file. The process of removing data from your company file is called *purging*.

Business contacts can be purged at any time.

You can purge activity slips that haven't been billed on invoices. If you've billed an activity slip on an invoice, you can purge that activity slip only if the invoice on which it was billed has been purged.

For more information on purging data, in MYOB Help, choose *Month-end tasks > Performing month-end tasks > Purging information thats no longer needed*.

Step 6: Reconcile checking accounts

To ensure the accuracy of your business records, you should keep a record of your checking accounts' balances matched up with your bank's records. This task is called *reconciling accounts*.

Before you reconcile your checking account

Before you reconcile your account, you need to make sure that all the checks and deposits that appear on your bank statement are entered in MYOB AccountEdge.

Importing bank statements into MYOB AccountEdge   If you have online banking, you can speed up account reconciliation by importing your bank statement into MYOB AccountEdge and having MYOB AccountEdge match the transactions on your bank

statement with those in the system. Matched transactions will automatically appear as cleared in the **Reconcile Accounts** window. Any transactions that appear on your bank statement that have not been entered in MYOB AccountEdge can be added to the system by following a few simple steps. You can also manually match a transaction on your bank statement with a transaction in MYOB AccountEdge. Statements are imported by using **Get Statement** in the **Reconcile Accounts** window or the **Bank Register**. For instructions, see "Importing Statements into MYOB Accounting Plus" on page 69.

To reconcile your checking account

1   Go to the **Banking** command center and click **Reconcile Accounts**. The **Reconcile Accounts** window is displayed.

2   Enter the account you want to reconcile in the **Account** field.

3   Enter the ending balance on your bank statement in the **New Statement Balance** field.

4   Enter the closing date that appears on your bank statement in the **Bank Statement Date** field. Only transactions dated on or before that date will appear in the scrolling list.

5   If you haven't already imported your bank statement and would like to, click **Get Statement** in this window. See "Importing Statements into MYOB Accounting Plus" on page 69 for instructions.

6   Mark all the checks and deposits that are on your bank statement by clicking in the column on the left in the **Reconcile Accounts** window.

If you've imported your statement and matched the statement transactions with those in MYOB AccountEdge, you will notice that these transactions have a mark in the column on the left, indicating that they are already cleared.

7 If you need to record a bank service charge or interest that appears on the statement, click **Bank Entry** and enter these amounts. For field help, click **Help** in the **Record Service Charges and Interest Earned** window. Click **Record**.

8 Click **Reconcile** in the **Reconcile Accounts** window. A window is displayed, indicating whether your account is reconciled or out of balance.

- *If your account is reconciled*, you have the option of printing the Reconciliation report by clicking **Print Report** (recommended). Once the report is printed, the **Reconcile Accounts** window is displayed again. Click **Reconcile** again to complete the reconciliation process.
  If you don't want to print the report, simply click **Reconcile**. The transactions you marked are considered cleared, and won't appear in the **Reconcile Accounts** window the next time you display it.
- *If your account is out of balance*, a window will indicate the amount by which your account is out of balance, and will provide you with a few ideas of how the out-of-balance situation might have occurred.

Here are some additional things you might want to verify:

- Are all the checks and deposits that appear on your bank statement marked in the **Reconcile Accounts** window? Check to be sure the deposit and withdrawal amounts that appear on the **Total Cleared** line near the bottom of the **Reconcile Accounts** window are the same as the total deposit and withdrawal amounts on your bank statement.
- Did you mistakenly mark a transaction that doesn't appear on your bank statement?
- Did you make the correct entry in the **New Statement Balance** field? (Make sure you entered the *ending* balance from your statement and not your *beginning* balance.)
- Are all deposits accounted for? If the bank statement shows a higher balance than the balance calculated by MYOB

AccountEdge, a previously cleared deposit may have been deleted and not re-entered, or re-entered but not marked as cleared.

Step 7: Pay payroll taxes

Payroll taxes need to be paid on a regular basis. Consult your accountant or the appropriate government agencies if you're unsure about how or when to file payroll taxes.

You can use the Tax Liabilities report to determine the taxes you owe to the government agencies. The amounts on the Tax Liabilities report reflect the payroll tax amounts recorded on paychecks.

The Tax Liabilities report is available from the **Payroll** tab of the **Index to Reports** window. For more information on filtering, displaying and printing reports, see 'Using Reports' on page 161.

Once you've determined the payroll tax amounts you owe, you need to create a Spend Money transaction to pay payroll taxes to the appropriate government agencies.

In the **Account #** (or **Name**) column of the **Spend Money** window, enter the linked liability account you've selected to track each payroll tax. When the transaction is recorded, the liability account will be decreased by the amount you've entered for each payroll tax.

Step 8: Complete other month-end procedures

Many procedures in MYOB AccountEdge can also be considered month-end procedures. The following procedures might be performed at the end of the month at your company:

- Print customer statements (see 'Printing Forms' on page 151).
- Analyze sales (see 'Reviewing your Sales Information' on page 65).

- Analyze purchases (see 'Reviewing your Purchase Information' on page 80).
- Count items in inventory (see 'Counting Inventory' on page 93).
- Record unrealized gains and losses (see 'Unrealized currency gains and losses' on page 147).

For additional information on completing the above tasks, in MYOB Help, choose *Month-end tasks,* click the topic *Month-end tasks > Performing month-end tasks > Other month-end procedures.*

Step 9: Verify and back up your company file

We strongly recommend that you make a backup of your company file and check the file for errors during the backup process. For instructions, see 'Backing up your Company File' on page 187. Mark this backup clearly and put it in storage as part of your permanent records.

Step 10: Lock the accounting period

After you have completed your month-end tasks, we suggest that you "lock" that month using the Lock Periods feature. This will prevent you from inadvertently making an entry in a month in which you don't want new entries.

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window is displayed.

2   Click the **Security** tab.

3   Mark the **Lock Periods: Disallow Entries Up to and including (System-wide)** checkbox and choose the relevant month from the drop-down list.

This selection merely places a temporary lock on the month you selected and all months before it. If, at a later time, you need to make an entry in a locked month—for example, you locked May and now want to make an entry in April—you can change your

selection in the **Preferences** window so that month is "unlocked." For example, if you choose March as your locked month, April becomes available for transaction entry again.

Year-end Procedures

This section describes the tasks you need to perform at the end of your fiscal year and at the end of your payroll year (if you use the Payroll feature) to prepare your MYOB AccountEdge system for the coming year.

End of payroll year

You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter paychecks for the next payroll year. You should close your payroll year first before closing your fiscal year. For more information, see 'Starting a New Fiscal Year' on page 180.

End of fiscal year

MYOB AccountEdge doesn't require that you close your fiscal year at any particular time. You can continue to use MYOB AccountEdge for up to twelve months after the last month of your current fiscal year without concern. MYOB AccountEdge allows you to track information for the previous, current and next fiscal years. (However, if you don't close your fiscal year at the end of your current fiscal year, you won't be able to print current information on some reports.) See 'Starting a New Fiscal Year' on page 180.

Starting a New Fiscal Year

Complete the tasks listed below to close your fiscal year and start a new fiscal year.

Step	Action
1	Print reports
2	Verify your company file
3	Back up your company file
4	Start a new fiscal year
5	Optimize your company file

Step 1: Print reports

Print all the reports that you want to keep that show the previous year's transaction activity. You might consider printing a copy of each journal, because they show all transaction activity for a specified period.

Step 2: Verify your company file

Verify your company file to check for inconsistencies and minor errors before they cause serious problems. For instructions, see 'Checking your company file for errors' on page 190.

Step 3: Back up your company file

We strongly recommend that you make multiple backups of your company file before closing the year and that you store these backups in different locations. After you start a new fiscal year, the only way you can view the detail of transactions that were purged from the company file during the Start a New Year process is to restore a backup of the company file. For more information, see 'Backing up your Company File' on page 187.

Step 4: Start a new fiscal year

If you have completed steps 1 - 3, you are now ready to start a new fiscal year.

To the best of your ability, make sure that all transactions for the year that's ending are entered in MYOB AccountEdge *before* you begin closing the year. That way, you can avoid making adjusting General Journal entries in the new year and your yearly records will be more accurate. This will also make it easier for you to compare your company's performance from one year to the next. If you have an accountant who produces your year-end financial reports, you may need to wait for your accountant to provide you with any adjusting entries that may be needed.

When you start a new fiscal year:

- The previous fiscal year's monthly totals for all accounts are changed to "last year" categories. If "last year" amounts already existed, those amounts will be replaced.
- All closed sales, closed purchases and journal entries assigned to closed sales and closed purchases are purged.
- The balance of your current-year earnings account is transferred to your retained earnings account.
- The balances of your income, cost of sales, expense, other income and other expense accounts are returned to zero.

If you want, the new fiscal year can be changed so it ends in a different month than the previous fiscal year. (If you choose to make this change, check with an accountant about how to report information for a "short" fiscal year.)

NOTE: Single-user access   Please note that the task of starting a new fiscal year requires single-user access. For more information, see 'Tasks that require single-user access' on page 193.

To start a new fiscal year

1   Go to the **File** menu and choose **Start a New Year** and then **Start a New Fiscal Year**. The Start a New Fiscal Year Assistant is displayed.

2   Follow the instructions that appear on your computer screen. Click **Help** in these windows if you need help.

Step 5: Optimize your company file

After you start a new fiscal year, we recommend that you optimize your company file. Optimizing your company file reduces its size and makes it more efficient. See 'Optimizing your company file' on page 190.

Starting a New Payroll Year

Complete the tasks below to close your payroll year and start a new payroll year.

Step	Action
1	Process the last paychecks for the year
2	Print year-end payroll forms
3	Print payroll reports
4	Back up your company file
5	Start a new payroll year
6	Optimize your company file

Step 1: Process the last paychecks for the year

You must make sure that all paychecks for the current payroll year have been entered. For more information, see 'Paying your Employees' on page 193.

Step 2: Print year-end payroll forms

You can use MYOB AccountEdge to print W-2 forms for your employees and 1099 statements for your vendors to use at tax time. Information for W-2 forms and 1099 statements is tracked using the Current Payroll Year for your company file.

For more information on printing W-2 forms and 1099 statements, in MYOB Help, click *Year-end Tasks > Performing year-end tasks > Printing year-end payroll forms*.

and *Year-end Tasks > Performing year-end tasks > Working with 1099 vendors and statements*.

You can enter or change amounts that print on W-2 forms and 1099 statements by manually adjusting the amounts that were calculated by MYOB AccountEdge. If, for example, you want to print a 1099 statement for a vendor whom you haven't designated a 1099 vendor, you can enter the amounts you wish to print on the 1099 statement for the vendor. The changes won't affect transactions or reports in MYOB AccountEdge; the changes will only print on the W-2 forms and 1099 statements. You can also choose to revert to the amounts calculated by MYOB AccountEdge.

For more information on entering or changing amounts that print on W-2 forms and 1099 statements, in MYOB Help, click *Year-end Tasks > Performing year-end tasks > To enter or change amounts that print on a 1099 statement*.

Step 3: Print payroll reports

Print the following payroll reports at a minimum:

- Register report. This report shows the pay history of your employees.
- Activity (Summary) report. This report shows the paychecks that have been recorded but will not include manual adjustments made in an employee's **Pay History** window (in their card).

Review these reports to spot potential issues or concerns. Look for figures that seem out of the ordinary or unexpected.

Step 4: Back up your company file

Before you start a new payroll year, make sure you make a backup of your company file. Once the year is closed, detailed payroll information is no longer available and W-2 forms, 1099 statements and other reports cannot be printed for that year. If you've made a backup, however, you can restore that backup and print the necessary documents.

For more information, see 'Backing up your Company File' on page 187.

Step 5: Start a new payroll year

NOTE: Single-user access Please note that this task requires single-user access. For more information, see 'Tasks that require single-user access' on page 193.

1 Go to the **File** menu, choose **Start a New Year** and then **Start a New Payroll Year**.

2 Follow the directions onscreen, which will prompt you step-by-step through the process. Click **Help** in these windows for detailed help.

Starting a new payroll year will:

- clear the payroll history from the employee cards for the previous year.
- prevent you from printing payroll reports for the previous year.
- prevent you from editing or deleting paychecks for the previous year.

If you have set up a vacation pay employer expense as an Accrual type and have selected to carry over remaining expenses to the next year, MYOB AccountEdge will carry over those balances to the new payroll year.

Step 6: Optimize your company file

After you start a new payroll year, we recommend that you optimize your company file. Optimizing your company file reduces its size and makes it more efficient. For more information, see 'Optimizing your company file' on page 190.

Chapter 15
Maintaining Your Company File

*This chapter is about protecting your data. Your company's accounting information is kept in a single, convenient file called the "company file" in MYOB AccountEdge. This includes your **Accounts List**, details about your customers, vendors and employees, your list of items, and all your transactions.*

Every time you record a transaction, it is written to the hard disk. Theoretically, there is no limit to the number of transactions you can enter in MYOB AccountEdge—the only constraint is that a very large company file might compromise performance.

Now, think of how much time you have spent customizing your company file, setting it up and entering all your transactions. Imagine having a computer failure and having to do it all again. You wouldn't want to start over; that's why it's important to know what you can do to avoid such a situation. You need to know how to back up, restore and verify your company file.

You may need to restore a backup at any time, as a simple bump of the computer or a power surge can cause a computer to restart at just the wrong time and corrupt a company file. Company files can also be lost by hard disk failures and theft. In all cases, the only protection is a backup. If possible, you should keep your backup separate from your computer—preferably off-site.

*Sometimes you might not realize you have a problem. Company file corruptions can hide in the file until you attempt to access that part of the file with the error. MYOB AccountEdge provides the **Verify Company File** function to protect you against this. We recommend that you check your company file for errors before you back up and as you open it in the morning.*

Please read this chapter carefully and practice verifying, backing up and restoring your company file.

This chapter also shows you how to use passwords to prevent people from accessing confidential data. You can have a master password for your entire company file and sub-passwords to protect individual areas of your company file, such as payroll.

Setting up Passwords

In MYOB AccountEdge, you can use a security system based on a *master password* and several *sub-passwords*. The master password is used to control access to the entire MYOB AccountEdge system; this password is used to create sub-passwords. You can have only one master password in a single company file.

Sub-passwords are used to control access to various sections of the MYOB AccountEdge system, such as individual command centers. If your system uses passwords, you'll enter the password when you start MYOB AccountEdge or switch from one company file to another. Users will be able to access those areas to which their password has been assigned access privileges. You can set up any combination of sub-passwords in your security system.

Make sure single-user file locking is on before you set up passwords (see "Tasks that require single-user access" on page 193).

To set up the Master password

Make sure you write down the password in a safe place.

1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window is displayed.

2 Click the **Security** tab and then click **Password**. The **Set up Passwords** window is displayed.

3 Enter your master password and click **Record New Password**. You can type in upper or lowercase; passwords are not case-sensitive.

4 Review the password you typed and click **OK**. The **Password Access** window is displayed.

5 Either exit the password windows by clicking **OK**, or begin setting up sub-passwords in the **Password Access** window (see 'To set up sub-passwords' below).

To set up sub-passwords

1 Click **New** in the **Password Access** window.

2 Enter the new sub-password and click **Record New Password**. The **Password Access** window is redisplayed, with the new sub-password appearing in the list on the left side of the window.

3 Make sure the sub-password is highlighted in the list.

4 Select the command centers and windows that users with this password **won't** have access to by clicking the appropriate names. When you select a command center or a window, an X will appear in the **Not Allowed** column next to the label you selected. If you select a command center or a window that opens other windows, an X will also appear next to the names of the other windows.

5 Click **OK**. The new sub-password you've created becomes active.

For information on changing passwords, changing a sub-password's access rights and deleting a password, in MYOB Help, choose *Setup > Creating and using passwords > Using master passwords and sub-passwords*.

Backing up your Company File

Your business generates an enormous amount of data. Computers are very reliable, but not perfect. You should back up (make copies of) your MYOB AccountEdge data on a regular basis.

Backing up is the copying of computer files to some form of storage device. If you have a relatively small company file, you can simply copy the MYOB AccountEdge company file to a separate CD. Otherwise, you can use MYOB AccountEdge's automatic backup to create a compressed version of your company file (with a '.sit' extension).

Don't put your backups on the same hard drive as MYOB AccountEdge—a single disaster can wipe out all your records.

Do make multiple backups. Sometimes disks fail in subtle ways. A disk failure can corrupt a big chunk of your data in such a way that you may not notice it during a session. Once you copy the damaged data onto your only backup, you're stuck: you will not have a valid backup and will need to re-create your company file. Multiple backups give you a greater degree of protection.

When to back up your data

We recommend:

- *Daily backups—Rotational.* If you use MYOB AccountEdge every day, make a backup disk for each day of the week. If you use MYOB AccountEdge on a more sporadic basis, make two backup copies and rotate them. Label them clearly each time to keep track of which is your most recent backup.
- *Monthly backups—Archival.* After completing all entries for a month, make an archive copy and label the disk—for example, MYOB AccountEdge *November 2002 Archive.*
- *Yearly backups—Archival.* After completing all entries for a year, make an archive copy and label it, for example, MYOB

AccountEdge *2002-03 Yearly Archive.* Make this backup immediately before running **Start A New Year.**

- *Backup before upgrade.* Before you upgrade to a new version of MYOB AccountEdge, you should always back up your company file.

Put your monthly and yearly backups in a safe place, preferably away from your office. Do not use these disks again. You can reload these backups to look at information you may have purged later on or to produce certain backdated reports.

NOTE: **Single-user access** Please note that making a backup requires single-user access. For more information, see "Tasks that require single-user access" on page 193.

To make a backup of your data

The **Backup** command creates a backup of the company file you're currently using, and compresses it to a smaller, more manageable size.

NOTE: **Back up customized documents** Any customized forms, reports, OfficeLink letters or spreadsheet templates you've created should be backed up with your company file. Select *Backup all data* when you are backing up customized documents.

1   Select the correct disk for the backup you are doing (daily, monthly, yearly, as specified in 'When to back up your data' on page 187). If this is the first time you are doing this type of backup, select a newly formatted disk and label it clearly. Insert the disk into the disk drive.

2   Go to the **File** menu and choose **Backup**. The **AccountEdge Company File Backup** dialog box is displayed.

NOTE: **If the backup process does not work** When you installed MYOB AccountEdge, special software used for the backup process was also installed. If a message is displayed when you try to use the **Backup** command, this software may have been removed from the

location where it needs to exist. You may need to reinstall MYOB AccountEdge to use this feature.

3 Decide the type of backup you want.

- To back up your company file and templates, mark the **Backup all data** checkbox.
- To back up your company file only, mark the **Backup Company File only** checkbox.

4 Choose whether you want to check for errors before making your backup and click **Continue**. We recommend checking for errors, so that should you need to revert to a backup, data integrity is ensured. The **Save** dialog box is displayed.

5 Specify the location where you want to store the backup file.

6 Name the backup file or accept the default name. Make sure the file is saved with the extension '.sit.' In this exampe, we are saving the MondayBackup.sit file to a CD.
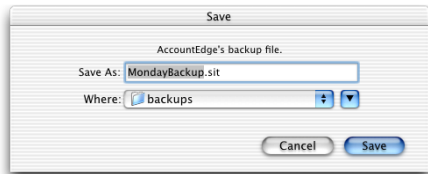
7 Click **Save** to begin creating your backup file. You may get a message saying that the file exists. Make sure you are not overwriting another backup you want to keep.

Make sure you label all your backups with enough information to tell you when they were done and where you were up to in data entry– for example 'Monday 8/9/02' or 'Backup as of 8/9/02.'

Restoring a Backup of your Company File

The **Restore** command closes the company file you're currently using, decompresses an MYOB AccountEdge backup file so you can use it and opens the backup file.

While the **Restore** function will *not* let you restore a file with the same name as one already in the location to which you are restoring, you should always be aware of the risks with restoring files and the possibility of overwriting a file you need. If you aren't careful, this is one area which potentially can cause you many hours of lost work. When in doubt, take an additional backup before restoring. Be sure to label all backups with enough information to tell you when they were done and where you were up to in data entry.

> **NOTE: Single-user access** This task requires single-user access. For more information, see "Tasks that require single-user access" on page 193.

To restore a backup

1 Select the disk from which you want to restore and insert it in the disk drive.

2 Go to the **File** menu and choose **Restore**. The **Open** dialog is displayed.

3 *Choose the backup file you want to restore*. The current disk being accessed is displayed on the top section of the window. Select the disk in which you stored your backup file. A list of all files on the disk is displayed. Select the file you need with the mouse and then click **Open**.

4 *Choose the destination for the restored file*. You should restore the company file to the same folder which contains your MYOB AccountEdge application (usually the MYOB AccountEdge folder). Choose the disk and then the folder to which you want to restore the company file, and then click **Choose**.

A message is displayed, letting you know that the backup file will be saved with a suffix of '.old' — for example Fothergill & Co.old.

If you are just reviewing historical information, leave the name as it is. If you intend to go on using this restored copy as your primary company file, you should rename it after the restore is complete.

5 Click **OK** to complete the restore.

Working with your Company File

Checking your company file for errors

In addition to having MYOB AccountEdge automatically check your company file for errors before a backup, you can check your company file any time you choose.

By checking your company file for errors, you can catch minor inconsistencies in the file before they cause serious problems

> **NOTE : Single-user access**   This task requires single-user access. For more information, see "Tasks that require single-user access" on page 193.

To check your company file for errors

1   Got to the **File** menu and choose **Verify Company File**. A confirmation dialog box is displayed.

2   Click **OK** to confirm that you want to verify your company file. MYOB AccountEdge will scan your company file for errors.

When the file verification process is complete, a message will be displayed, describing the results of the process.

- *If no errors were found*, congratulations! Click **OK** to end the company file verification process.
- *If your company file is corrupted,* you will need to restore from your most recent backup. See 'Restoring a Backup of your Company File' on page 189.

Optimizing your company file

Over time, your MYOB AccountEdge company file will grow considerably in size. As you enter transactions, then remove or purge them, the file will have unused areas that once contained these transactions. These unused areas can affect the efficiency with which MYOB AccountEdge works with the company file and they consume space on your hard disk that can be used for other

purposes. We recommend that you use the MYOB AccountEdge Optimization Assistant to remove the unused areas in the company file and keep your accounting software running in top form.

Purging information that is no longer needed

Purging is the process of removing data from your company file. After you've used MYOB AccountEdge for a long time, you'll notice that the size of your company file has grown considerably. Information such as journal entries, sales, purchases, activity slips, business contacts and sales history figures build up over time. When your company file has grown larger than you want it to, you can remove the parts of the data that are no longer needed from the file.

For instructions on purging data, in MYOB Help choose *Month-End Tasks> Performing month-end tasks* and click the topic *Purging information that's no longer needed*.

Unable to open company file—troubleshooting

When a MYOB AccountEdge company file is open, a temporary file called a *lock file* is created in the folder where the company file is stored. This file, called Lock0001.flk, keeps track of who is using the company file. When all users have logged out of the company file, the lock file is deleted automatically.

Sometimes, however, the lock file may not delete itself automatically. This can happen if your computer crashes or an error causes your company file to close unexpectedly. Locked files can accumulate in the company file folder even when no company files are in use; this can result in error messages appearing when you try to access your company file again.

To resolve these error messages, you must make sure that all users log out of the company file and close down their MYOB AccountEdge software. You then need to view the folder that contains the company file and delete any lock files that it contains. You should then be able to open your company file without an error.

> CAUTION: **A lock file should not be deleted when you are optimizing your company file.**

POSSIBLE ERROR MESSAGES THAT MAY APPEAR AS A RESULT OF LOCK FILES

Someone else is currently signed on with the same User ID This message indicates that either someone is using the company file with your User ID or that a lock file from a previous session still exists.

No more than ten company files in any folder may be opened at one time While it's unlikely there are actually ten company files open in your MYOB AccountEdge folder, this message indicates there are ten lock files in the folder, and only ten lock files can be created in one folder.

You have reached the maximum number of simultaneous users allowed under your MYOB AccountEdge Workstation License If you know this is incorrect, the problem may be a lock file.

Using your Company File on a Network

The power behind MYOB AccountEdge lies in its ability to run on your company's network, with more than one person using the same company file at the same time. Using this power, you'll be able to get more of your accounting functions completed more quickly. MYOB AccountEdge operates a little differently from software programs that don't run on networks. As your accounting records are vital to your business, it's important for you to understand how MYOB AccountEdge works in your network environment. The way you set up a company file in MYOB AccountEdge can affect the people in your company who use the company file.

NOTE: **This section on using your company file on a network applies to you only if you are using Mac OS version 8.6 or version 9** If you are using Mac OS X, please refer to the Late-Breaking Changes section in the MYOB Learning Center for more information on Mac OS X and multi-user capability.

How preferences work in a network environment

Some of the preferences you can choose in the MYOB AccountEdge **Preferences** window can affect how *everyone* works with your company file. As these preferences, known as *system-wide preferences*, may affect other people, it's a good idea to be aware of the effects of each selection you make in the **Preferences** window.

Each system-wide preference is clearly marked with the word *System-wide* in the **Preferences** window.

For more information about preferences, in MYOB Help, choose *Setup > Personalizing your company*, click the topic *Customizing your MYOB AccountEdge system* and then click *Customizing work preferences*.

How passwords work in a network environment

You can safeguard your company's accounting data by setting up passwords that prevent people from using parts of the company file that they don't need to use. See 'Setting up Passwords' on page 186 for information on setting up passwords.

When you use the **Password Access** window to restrict access to specific windows in MYOB AccountEdge, you may also restrict access to information shown in lists and reports throughout the entire MYOB AccountEdge system. For example, if you set up a password so 'Person A' can't use the **Purchases** window, 'Person A' will also be restricted from seeing any entries created in that window in MYOB AccountEdge, such as those that normally appear in the Purchases and Payables Journal report or the **Find Transactions** window. This ensures that 'Person A' has no opportunity to view your company's purchasing records. Any information that doesn't apply to purchases, however, would still be displayed.

Protecting your accounting data using file locking

When two or more people use MYOB AccountEdge simultaneously to keep accounting records for your company, they all access the same company file at the same time. This means that two or more users might be entering sales, writing checks, creating customer cards and so on, at the same time.

MYOB AccountEdge uses a special function called *file locking* that makes it possible for more than one user to enter information in the same company file at the same time. File locking is one of many features built into MYOB software that allow you and your coworkers to work together in MYOB AccountEdge.

As more than one person can use a MYOB AccountEdge company file, you might run into situations where two or more people are making entries at the same time. There also are times when important maintenance procedures affect your entire company file, such as when you back up a company file. In each case, MYOB software uses file locking to protect your accounting data. File locking can take two forms: *multi-user file locking* and *single-user file locking*.

Multi-user file locking

Multi-user file locking is used by MYOB AccountEdge when more than one person is entering information into the same company file at the same time. It's used to prevent different pieces of data from "colliding" into each other when they're simultaneously entered into your company file; such a situation, if not prevented, could seriously damage the company file.

Another instance of multi-user file locking occurs when you're working with a particular record in the **Sales, Purchases, Historical Sale, Historical Purchase, Receive Payments, Pay Bills, Settle Returns & Credits** and **Settle Returns & Debits** windows. If you've marked the **Automatically Refresh Lists When Information Changes** preference, when another person changes or removes the same record you're working with in one of the windows listed above, the window you're using will automatically close.

Tasks that require single-user access

When you share your company file on a network, several users can have access to the company file at the same time. However, a few important MYOB AccountEdge tasks require that only one user is using the company file. Many of these tasks are file maintenance procedures, such as backing up your company file and checking your company file for errors. These tasks require the 'full attention' of the company file while they're being performed. *Single-user file locking* ensures that only one user is using a company file when these tasks are being performed.

When you begin to perform a task that requires a single-user file lock, other users cannot have the company file open. If you attempt to begin one of these tasks when the file is open on another user's workstation, MYOB AccountEdge will prevent you from starting the task. Similarly, if a single-user file lock is in effect on a company file, no other users will be able to open the file.

When you open a company file, you can specify that you want to activate single-user file locking. In the **Sign-On** window that is displayed when you start up MYOB AccountEdge, choose the **Single-User Access** option.

HINT: **View a list of users** To quickly check whether other users are currently using the company file, go to the **File** menu and choose **Active Workstations.**

The tasks in which single-user file locking occurs include:

- Backing up a company file
- Restoring a backup file
- Company File Verification—checking a company file for errors

- Purging journal entries, activity slips, closed sales/purchases and business contacts (contact log)
- Exporting MYOB AccountEdge data
- Importing data into MYOB AccountEdge
- Starting a new fiscal year
- Starting a new payroll year
- Loading payroll tax tablesCreating, changing or deleting report batches
- Optimizing a company file
- Setting up, changing or removing passwords
- Setting up, changing or removing an employee's payroll information
- Creating, changing or removing payroll categories

Printing and displaying reports when others are using the same company file

When you're printing reports on your printer or displaying reports on your computer screen and other people are using the same company file, you can choose to activate multi-user file locking yourself.

Before you print or display a report, open the **Report Customization** window for the report. You can mark the **Prevent Data Changes During Report Generation** checkbox to activate multi-user file locking and prevent other users from adding, changing or removing any information from the company file while MYOB AccountEdge is generating the report. When you print or display the report while this checkbox is marked, the report will be as up to date and accurate as possible.

Keep in mind, however, that a few MYOB AccountEdge reports take some time to be generated. You might want to consider printing these lengthy reports at times (for example, at the end of the work day) when other users won't be forced to wait for the report to be

generated before they can begin making entries into the company file again.

You can also leave the **Prevent Data Changes During Report Generation** checkbox unmarked. When you do this, other users will be able to continue making entries in the company file, but your report may not look exactly the way you intended. If another user changes information that affects the report as it's being printed or displayed, that particular entry may be indicated by zeroes or blank spaces on the report. In addition, new entries that other users make might affect the total amounts on some reports. With this in mind, you should consider printing or displaying the report at a time when you know that no entries are being that which will affect the completeness of the report.

Storing custom reports on a network

When you create custom reports in MYOB AccountEdge, the information about the custom reports is stored on your workstation's hard disk, not on the network. Other users of the same company file won't be able to use your custom reports unless you copy the custom reports' information to the appropriate locations on their workstations. (You may want to ask your system administrator to perform this task.)

Your custom report information is stored in the CUSTOM folder inside the folder on your workstation in which MYOB software is installed. You can use the Finder to copy the custom report files onto other users' workstations.

NOTE: **If you've created custom reports with a previous MYOB product** If you've created custom reports with a previous MYOB product, you may not be able to display and print them using MYOB AccountEdge Version 3. As a result of the addition of new report fields, changes of field names or changes to the length of information that will be displayed and printed for a field, your custom reports may not be available in MYOB AccountEdge Version 3. You may need to customize those reports again.

Displaying up to date information

Each time you open a list window (such as the **Find Transactions** window), or display an MYOB AccountEdge report in the **Screen Report** window, the information that is displayed matches the contents of the company file as of the moment you opened the list or displayed the report. However, if you keep the list or report displayed on your computer screen for some time, the data that other users enter during that time may make the information on your screen obsolete or incorrect. With this in mind, it's a good idea to keep the information that's displayed on your computer screen as up to date as possible; that way you'll be sure you're equipped with the latest data when you make your company's financial decisions.

- To have the information displayed on your screen updated *automatically*, mark the **Automatically Refresh Lists when Information Changes** checkbox in the **System** view of the **Preferences** window (from the **Setup** menu, choose **Preferences** and then click the **System** tab).
- To *manually* update the information displayed on your screen, go to the **Window** menu and choose **Refresh All**. To update an on-screen report in the **Screen Report** window, you'll need to re-display the report using the procedure you originally followed to display the report.

NOTE: **Automatically refreshing information will make the system operate more slowly for everyone** Carefully consider whether you need to have on-screen information refreshed automatically. If you choose this option, MYOB AccountEdge will operate more slowly for everyone who's accessing it. If speedier data entry is a priority for you, we recommend that you choose to manually refresh information on a regular basis.

Optimizing the performance of MYOB AccountEdge

As it relies on the network to get the job done, MYOB AccountEdge needs network hardware and software components to be working as seamlessly as possible. The following list outlines a number of ways in which you can get the most out of your accounting system in the least amount of time.

- Use single-user access whenever possible.
- Exit MYOB AccountEdge when you're not using the application.
- Optimize your company file frequently (see 'Optimizing your company file' on page 190).
- *Do not* mark the **Automatically Refresh Lists When Information Changes** checkbox in the **Preferences** window.
- *Do not* check for duplicate document numbers.
- Use Easy-Fill when entering card names, account names, and item numbers or names.
- Enter accurate transactions.
- Avoid leaving list windows open on your computer screen.
- Make additions and changes to "master records" when you're the only person using the company file.
- Use only a few linked accounts for inventoried items.
- Combine line item quantities on sales and purchases.
- Mark the **Prevent Data Changes During Report Generation** checkbox in the **Preferences** window.
- Generate large reports when you're the only person using the company file.
- Print reports by a specific month instead of by a date range.

For more information on each of the above, in MYOB Help, choose *Setup > Networking with MYOB AccountEdge > Optimizing AccountEdge*.

Appendix A Importing and Exporting Data

Importing Accounting Data

MYOB AccountEdge allows you to take various bits of information entered in other software applications and incorporate it into your company file. You can also incorporate information entered in one MYOB software company file into another MYOB software company file. This process is called *importing data*.

You can import the following types of information into MYOB AccountEdge: accounts, items, cards, sales, purchases, activities, activity slips and journal entries.

Importing from CaseWare   You can import journal entries from CaseWare directly into MYOB AccountEdge. For more information, see 'Exporting to and Importing from CaseWare' on page 200.

If you are importing from Quicken   In MYOB Help, choose Importing/Exporting and click the topic *To import QIF information….*

To import data

Before you start the import process in MYOB AccountEdge, you will need to export the data you want from the software application you've used to create the data. The data you want to import must be stored in a file, known as an import file, that uses either the tab-delimited or comma-separated file format.

1 Go to the **File** menu, choose **Import Data**, and then choose the type of data you want to import. The **Import File** window is displayed.

2 Select the import file format and the type of the first record and enter other information as required. For more information, click **Help**.

3 Click **Continue.** The **Open** dialog box is displayed.

4 Locate the import file and click **Open**. The **Import Data** window is displayed.

5 Match the import fields with the MYOB AccountEdge fields. To do this, highlight the name of a field in the **Import Fields** column. Then match it with a field in the **AccountEdge** *Fields* column by clicking that field. When you click the **AccountEdge** *Fields* column, the import field you selected will appear in the **Matching Import Field** column.

NOTE: Some fields must be imported MYOB AccountEdge fields that have asterisks (*) next to them must have matching import file fields assigned to them.
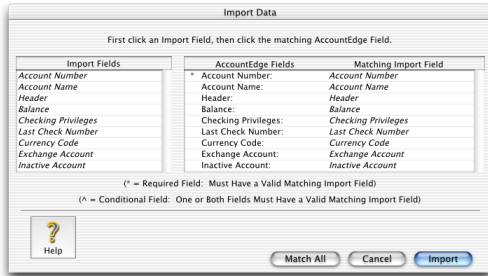
If you want to remove an import field from the **Matching Import Field** column, simply click it. If all the fields in the import file match the fields in the **AccountEdge Fields** column, you can match all the fields at one time by clicking **Match All** at the bottom of the window.

6 After you have matched the fields, click **Import**. The data is imported into MYOB AccountEdge. If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your MYOB AccountEdge application folder for a list of errors or warnings. This is a text file—readable by most word processors—that lists any problems encountered during the import.

Exporting Data from MYOB AccountEdge

You can take various data entered in MYOB AccountEdge and use it in other software applications or in other MYOB software company files. This process is called *exporting data*.

You can export the following types of information from MYOB AccountEdge: accounts, items, cards, activities and activity slips, journal entries, sales and purchases.

You can export data from MYOB AccountEdge in a tab-delimited or comma-separated file format.

For more information, in MYOB Help, choose Importing/Exporting and click the topic *Importing/Exporting > Exporting data from MYOB AccountEdge > To export data from AccountEdge*.

NOTE: **Single-user access**   Please note that this task requires single-user access. For more information, see "Tasks that require single-user access" on page 193.

To export data

1 Go to the **File** menu, choose **Export Data**, and then choose the type of data you want to export. The **Export File** window is displayed.

2 Select the export file format and enter other information in this window. For detailed field help, click **Help**.

3 Click **Continue**. The **Export Data** window is displayed.

4 Choose the MYOB AccountEdge fields you want to export, and the order in which you want to export them. To do this, click on the first field you want to export in the **AccountEdge Fields** column. The title **Field 1** will appear in the **Export Order** column next to the field you selected. The field name will appear at the top of the **Export Fields** column on the left side of the window.

5 Repeat the previous step for each field you want to export.

NOTE: **Some fields must be exported**   MYOB AccountEdge fields that have asterisks (*) next to them must be included in the **Export Fields** column before you can export any data.

If you want to remove a field's name from the **Export Fields** column, click the field's name in the **MYOB AccountEdge** Fields column. If you want to export all the fields in the order they're shown in the **AccountEdge Fields** column, click **Match All**.

6 When you have selected the fields, click **Export**. In the dialog box that is displayed, enter a file name and location for the export file and click **Save**. The file is exported.

Exporting to and Importing from CaseWare

Accountants routinely ask their clients to provide financial information in an electronic format that can be loaded into their software applications. This makes it easier for the accountants to examine and analyze their clients' records. After examining their records, accountants may make adjustments to the records that need to be entered into MYOB AccountEdge.

If your accountant requests an electronic copy of your accounting records, you can use MYOB AccountEdge to create a comma-separated text file that can be read by CaseWare, a client write-up software package that is popular among accountants.

The file that is created through the export process will contain your company information, account information and journal entries. See 'To export to CaseWare' below.

If your accountant makes adjusting journal entries that he or she wants you to enter into your MYOB AccountEdge company file, you can also use MYOB AccountEdge to import an electronic copy of the journal entries that your accountant gives you. All transactions will be imported as General Journal entries. See 'To import from CaseWare' below.

To export to CaseWare

1 Make a backup of your MYOB AccountEdge company file.

2 Go to the **File** menu, choose **Accountant Link** and then **Export to CaseWare**. The **Export File** window is displayed.

3 If you want to export journal entries in addition to company information and accounts, mark the **Include Journal Entries in Export File** checkbox. (Keep in mind, however, that exporting journal entries may take some time, and probably will create a very large export file.)

4 From the **Dated to end of** list, choose the most recent month you want to include in the file. All journal entries from the first day of the fiscal year through the last day of the month you selected will be included in the text file.

5 When you're ready to create the CaseWare export file, click **Export**.

6 In the dialog box that is displayed, specify a location and file name for the export file (do not change the .TXT file name extension). Click **OK** or **Save** to begin creating the CaseWare export file.

When the file has been created, you're ready to send the file to your accountant, who can then import it into CaseWare.

To import from CaseWare

Before you begin the import process, you should obtain from your accountant the *import file* containing the General Journal entries that you want to import.

> **NOTE: Single-user access** Please note that this task requires single-user access. For more information, see "Tasks that require single-user access" on page 193.

1 Make a backup of your MYOB AccountEdge company file.

2 Go to the **File** menu, choose **Accountant Link** and then **Import from CaseWare**. The **Open** dialog box is displayed.

3 Locate the import file that your accountant sent you and click *Open*. The import process begins immediately.

If you get a warning or an error message indicating that the import was not successful, refer to the import log file in your MYOB AccountEdge program folder for a list of errors or warnings. This is a text file—readable by most word processors—that lists any problems encountered during the import.

Appendix B More Tools for Managing Your Business

In addition to being a superior accounting system, MYOB AccountEdge can be an effective business management tool. This section lists some tools available in MYOB AccountEdge. They are described in detail in MYOB Help.

Maintaining a Contact Log

The Contact Log in MYOB AccountEdge lets you maintain a comprehensive list of business contacts, which includes sales, purchases, phone calls, mailings and so on, for every person and company in your Card File. Use your business contacts and the Contact Log as your "diary." When a customer or vendor calls, you can use the Contact Log to document a complete history of your business relationship with that contact.

You can even use the business contacts you enter in MYOB AccountEdge to create a system of billing for the time you spend with your customers. See .

For more information on creating and maintaining a contact log in MYOB AccountEdge, in MYOB Help, choose *Cards > Maintaining business contacts*.

Creating personalized letters

Communication with your business contacts is essential to the success of your business. With OfficeLink, you can easily create personalized letters to your clients, whether it is a note of appreciation, a reminder about unpaid invoices, or a letter conveying the status of an order. You can use one of the many OfficeLink templates to create the letters quickly. OfficeLink then seamlessly exports the letters and your contacts' card file information into your word processing application, where you can print them.

For more information on how to use OfficeLink, in MYOB Help choose Reports and Forms > OfficeLink and click the topic *Creating personalized letters using OfficeLink*.

Setting up reminders using the To Do List

The **To Do List** in MYOB AccountEdge contains lists of reminders that inform you to perform your regular business tasks on a consistent basis. The **To Do List** will tell you, at a glance, when you need to recontact a client, when your stock needs to be reordered, when your discounts expire, and much more. MYOB AccountEdge uses the dates you set up in the **Business Calendar** window to add reminders to the **To Do List**. If the number of days for a reminder—except for money due to you that's overdue—places the reminder on a non-business day, the reminder will be moved to the previous business day.

For more information on how to use the **To Do List**, click **To Do List** in any command centerand click **Help** .

Organizing your cards

Identifiers are one-letter labels you can assign to cards to help you organize your cards into groups. When you create reports or view information about cards, you can limit the information you view to that of a specific group of cards by indicating the identifiers you've assigned to the cards in that group.

To create identifiers

1   Go to the **Lists** menu and choose **Identifiers**. The **Identifiers** window provides a field for each of the 26 letters of the alphabet.

2   Enter a description for as many of the identifiers as you want and click **OK**.

To assign identifiers to a card

1   Display the required card in the **Card Information** window.

2   Click the **Card Details** tab and click **Identifiers**.

3   Mark the checkbox beside the identifiers you want to assign to the card.

4   Click **OK**.

Recording additional information about your cards

If you need to record additional information about your cards that may be specific to your business, you can use the custom lists and fields in the **Card Information** window to do so. MYOB AccountEdge contains three custom lists and three custom fields for each card type. You can label them according to your needs.

Custom fields allow you to enter any information you like—for example, they can be used to indicate an employee's last review date. You then use the Report Design feature to display that information on your reports.

Custom lists enable you to create lists of predefined attributes that remain standard over time and can be used to sort your cards—for example, they can be used to sort customers according to your sales territories. You then use MYOB AccountEdge's Report Filter to choose which sales territory list you want to display in your report.

For information about creating custom lists and custom fields for your cards, in MYOB Help, choose *Setup,* click a topic under the heading *Using custom lists and fields* in the Table of Contents.

Linking a picture to a record

You can link a picture—a PICT file, TIFF and JPG—to a card or item. The picture is displayed in the **Card Information** or **Item Information** window.

The pictures are stored in the Graphics folder in your MYOB AccountEdge application folder. If you move your company file, you must move the Graphics folder to the same location to continue displaying the pictures.

To display a picture

1   Display the required card in the **Card Information** window (or item in the **Item Information** window).

2   Click the **Card Details** tab (or the **Item Details** tab) and double-click the picture file area. The **Picture Information** window is displayed.

3   Click **Link**. The **Open** dialog box is displayed.

4   Locate the graphic file you want to display for this card or item and then click **OK** or **Open**. The **Picture Information** window is displayed, with the selected picture appearing on the right.

5   Click **OK**. The picture appears in the **Card Details/Item Details** tab.

To change the picture

If you want to replace the displayed picture with another, double-click the displayed picture and continue with step 3 of the above procedure.

To remove a displayed picture

If you want to remove the displayed picture from the **Card Details/Item Details** tab, double-click the picture. In the **Picture Information** window, click **Unlink** and then click **OK**. The graphic will disappear from the **Card Details/Item Details** tab but will remain in the Graphics folder.

Using the Business Calendar

MYOB AccountEdge has a Business Calendar that you can customize to suit the needs of your business. You can:

- Establish the days on which your business is closed for the upcoming year, so reminders on your **To Do List** appear on open-for-business days.
- Note which days of the year contain important company events.

Display the Business Calendar by choosing **Business Calendar** from the **Setup** menu. For more information on using the Business Calendar, click **Help** in this window.

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