

General Ledger Table of Contents

[Accounts Overview](#)

[General Journal Entries Overview](#)

[Jobs Overview](#)

Analyzing your job activity

[To analyze your job activity](#)

Assigning transactions to jobs

[Tip #1: Look for the Job column in transaction entry windows](#)

[Tip #2: Don't forget to assign all line items in a transaction to the appropriate jobs](#)

[Tip #3: Remember the jobs for which you're tracking reimbursables](#)

Billing a customer for reimbursable job expenses

[To bill the customer for job expenses](#)

Changing account levels

[To change an account's level](#)

Changing basic account information

[To change an account's basic information](#)

Changing General Journal entries

[To change a General Journal entry](#)

[To change a recurring General Journal template's name or frequency](#)

[To change a recurring General Journal template's line items and other information](#)

Changing job levels

[To change a job's level](#)

Changing the reimbursement status of expenses

[To change the reimbursement status of an expense](#)

Creating accounts

[Step 1: Choose the type of account you want](#)

[Step 2: Enter basic information about the account](#)

[Step 3: Choose a currency for the account \(if you're using Multicurrency\)](#)

[Step 4: Enter budgets for the account \(optional; detail accounts only\)](#)

[Step 5: Link the account to a transaction type \(optional; detail accounts only\)](#)

[Step 6: Enter your detail accounts' opening balances](#)

[Step 7: Enter your detail accounts' historical balances \(optional\)](#)

Creating General Journal entries

[Step 1: Identify the purpose for the transaction](#)

[Step 2: Enter the debits and credits for the transaction](#)

[Step 3: Choose what you want to do with the transaction](#)

Creating jobs

[Step 1: Choose the type of job you want](#)

[Step 2: Indicate whether you'll track reimbursements for the job \(detail jobs only\)](#)

[Step 3: Assign a number to the job](#)

[Step 4: Link a customer to the job \(optional\)](#)

[Step 5: Enter details of the job](#)

[Step 6: Enter opening balances for the job \(detail jobs only; optional\)](#)

[Step 7: Enter your detail accounts' historical balances \(optional\)](#)

Creating recurring General Journal templates

[To create a recurring General Journal template](#)

Finding General Journal entries

To find a [General Journal entry](#)

To find a recurring [General Journal template](#)

Finding jobs

To find a [job](#)

Getting reimbursed for job expenses

Tip #1: Become familiar with how various sales types affect reimbursements

Tip #2: Use a "placeholder item" to track reimbursements on item sales

Tip #3: Use a special account to track reimbursements on other types of sales

Inactivating accounts

To [inactivate \(or reactivate\) an account](#)

Inactivating jobs

To [inactivate \(or reactivate\) a job](#)

Printing lists of your jobs

To print lists that contain [job-related information](#)

Recording depreciation

To [record depreciation](#)

Recording recurring General Journal entries

To [record a recurring General Journal entry](#)

Removing accounts

To [remove an account](#)

Removing General Journal entries

To [remove a General Journal entry](#)

To [remove a recurring General Journal template](#)

Removing jobs

To [remove a job](#)

Removing reimbursable expenses

To [remove a reimbursable expense transaction](#)

Reversing General Journal entries

To [reverse a General Journal entry](#)

[General Journal Table of Contents](#)

General Journal Entries Overview

[Creating General Journal entries](#)

[Recording depreciation](#)

[Using recurring General Journal templates](#)

[Finding, changing, removing and reversing General Journal entries](#)

See also [Accounts Overview](#)

See also [Jobs Overview](#)

In MYOB Accounting Plus, *General Journal entries* are transactions you can use to track business activity that you wouldn't want to track with other kinds of transactions, such as sales or purchases. Usually, General Journal entries are used for special situations only, such as when you need to record depreciation of your company's assets, or when you need to enter year-end adjustments to your financial records.

Transaction information from General Journal entries are stored in the General Journal, so your other business records, such as your sales figures, aren't directly affected by these transactions.

Creating General Journal entries

Step 1: [Identify the purpose for the transaction](#)

Step 2: [Enter the debits and credits for the transaction](#)

Step 3: [Choose what you want to do with the transaction](#)

When you open the General Journal Entry window, the General Journal number and transaction date will be filled in for you automatically. These entries-called *default entries* in Accounting Plus-can be changed if necessary, but in most instances, you'll probably want to keep the default entries.

If you chose to use 13 accounting periods in your fiscal year, Accounting Plus still divides your fiscal year into 12 calendar months. The 13th period doesn't follow the 12 months chronologically; instead, you can use any date you want to enter transactions in the 13th period. To do so, however, you must enter transaction dates a little differently than you're accustomed to.

The first step in the process of creating a General Journal entry is to identify the purpose of the transaction by entering your comment in the Memo field. By doing this, you'll be able to find and comprehend the nature of the transaction much more easily in the future. Your comment should be short but detailed, so you can differentiate the transaction from other, similar transactions. For example, you might enter "Depreciation for July" or "Reversing entry for GJ000100."

If you use the Accounting Plus Multicurrency feature and you want this transaction to be in a currency other than your home currency, you'll click the Currency button, located to the right of the Memo field, to display the Exchange Rate window. If you click the arrow next to the Currency field, you can choose the currency you want from the list of currencies that appears. For more information, see [Multicurrency Overview](#).

The second step in the process of creating a General Journal entry is to select the accounts that are affected by the transaction, and enter the amounts by which these accounts have been changed.

Each row of information you enter on a General Journal entry is called a line item. You can enter as many line items for an entry as you want, but you must have at least two line items-a debit entry and a credit entry to offset it. When you've finished entering debits and credits for the General Journal entry, the Out of Balance field should be blank. When it is, you're ready to record the transaction.

Click below for the step-by-step procedure:

[Identify the purpose for the transaction](#) (Step 1 of 3)

[Enter the debits and credits for the transaction](#) (Step 2 of 3)

[Choose what you want to do with the transaction](#) (Step 3 of 3)

Assigning line items to jobs

You can assign line items of a General Journal entry to jobs by entering a job number in the Job column. You can, if you wish, assign a line entry to more than one job. For example, assume you want to record the depreciation of your equipment, but you want to assign \$100 of the depreciation to job 12 and \$200 to job 43. In the first line item of the transaction, enter the account you use to track depreciation, \$100 in the Credit field and 12 in the Job field. In the second line item of the transaction, enter the depreciation account again, \$200 in the Credit field and 43 in the Job field.

Click below for the step-by-step procedure:

[To assign a line item on a General Journal entry to more than one job](#)

Recording depreciation

Your company's vehicles and equipment deteriorate and lose value each year. Part of the cost of vehicles and equipment can be allocated as an expense to your company each year you benefit from its use. The allocation of the cost of a piece of equipment over its useful life is called *depreciation*. While Accounting Plus doesn't calculate depreciation automatically, you can quickly record your depreciation figures using a General Journal entry.

If, for example, you have two accounts, *Company Van*, numbered 1-4200, and *Computer Equipment*, numbered 1-4300. You'll create two new asset accounts, one called *Company Van-Accumulated Depreciation*, numbered 1-4201, and another called *Computer Equipment-Accumulated Depreciation*, numbered 1-4301. You'll also create an expense account called *Depreciation Expense*. The asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.

There are several methods of depreciation, which can be used to lessen your company's tax liability. Consult your accountant to see whether you should be depreciating vehicles and equipment and, if you should, which method is best for you. Also, depreciation must be reported on a periodic basis. Many businesses depreciate assets on a monthly or quarterly basis; consult your accountant for advice about timing depreciation transactions for your company.

Since depreciation is reported on a periodic basis, you may want to create a recurring template for this purpose.

Click below for the step-by-step procedure:

[To record depreciation](#)

Using recurring General Journal templates

If you plan to record the same General Journal entry on a regular basis, you may want to consider creating a recurring General Journal template. When you create a recurring General Journal template, the transaction information is saved in a separate "holding area" where you can retrieve the transaction as many times as you want in the future. You can change the information on a recurring template as needed. Until you record them, recurring General Journal templates have no effect on your financial records.

You can remove a recurring template whether your transactions are changeable or unchangeable. The transaction is removed from your list of recurring templates only. Any transactions you've already recorded using a recurring templates you remove won't be affected.

You can choose to record recurring General Journal templates using the To Do List window; simply mark the Action column to indicate which templates you wish to record. Keep in mind that the transactions will be recorded automatically. If you need to review or change any parts of the transactions before they're recorded, click the zoom arrow to open the transaction in the General Journal Entry window.

Click below for the step-by-step procedure:

[To create a recurring General Journal template](#)

[To find a recurring General Journal template](#)

[To display a list of recurring General Journal templates \(and record them, if you wish\)](#)

[To change a recurring General Journal template's name or frequency](#)

[To change a recurring General Journal template's line items and other information](#)

[To remove a recurring General Journal template](#)

Finding, changing, removing and reversing General Journal entries

After you record a General Journal entry, you'll probably want to view the transaction again in the future, and there may be times when you need to change, remove and reverse a transaction you've entered into the MYOB system.

If your data file is changeable, that is, if in the Security view of the Preferences window you *haven't* marked the selection, Transactions CAN'T be changed; They must be reversed, you are able to edit and remove transactions. When this is the case, you can quickly change and remove the effects of such a transaction from your records.

If your data file is unchangeable, that is, if in the Security view of the Preferences window you *have* marked the selection, Transactions CAN'T be changed; They must be reversed, you are able to reverse transactions. When this is the case, you can quickly remove the effects of the transaction from your records by *reversing* the transaction. Then, if you want, you can enter a new, correct transaction to replace the transaction you reversed. For more information see [What are changeable and unchangeable transactions?](#) For more information about selecting Preferences, see [Customizing work preferences](#).

Click below for the step-by-step procedure:

[To find a General Journal entry](#)

[To change a General Journal entry](#)

[To remove a General Journal entry](#)

[To reverse a General Journal entry](#)

Keyword: thirteen, thirteenth

General Journal Entries Overview

© MYOB Limited. All rights reserved.

Note: Entering transactions in the 13th period To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date. For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2000, enter *9/9/00. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.

Creating General Journal entries

Step 1: Identify the purpose for the transaction

Step 1 > 2 > 3

If you haven't already read the General Journal Entries Overview, see [Creating General Journal entries](#) for more information.

The [General Journal Entry window](#) should be displayed.

1. To describe the transaction, enter a comment in the Memo field. Your comment should be short but detailed.
2. If you use the MYOB Accounting Plus Multicurrency feature and you want this transaction to be in a currency other than your home currency, click the Currency button and choose the currency you want from the list of currencies that appears.

If you chose to use 13 accounting periods in your fiscal year, Accounting Plus still divides your fiscal year into 12 calendar months. The 13th period doesn't follow the 12 months chronologically; instead, you can use any date you want to enter transactions in the 13th period. To do so, however, you must enter transaction dates a little differently than you're accustomed to.

Keyword: thirteen, thirteenth

Creating General Journal entries - Step 1

© MYOB Limited. All rights reserved.

Note: Entering transactions in the 13th period To enter a transaction for the 13th period, enter an asterisk (*) in the Date field before you enter the transaction's actual date. For example, if you want to place a transaction in the 13th period and want to indicate that the transaction was an adjustment for a transaction you originally entered on September 9, 2000, enter *9/9/00. (If you simply want to place a transaction in the 13th period and the actual date doesn't matter, you can enter whatever date you want following the asterisk). Regardless of the date you enter after the asterisk, that month's accounting records won't be affected by the entry.

Creating General Journal entries

Step 2: Enter the debits and credits for the transaction

Step 1 > 2 > 3

If you haven't already read the General Journal Entries Overview, see [Creating General Journal entries](#) and [Recording depreciation](#) for more information.

1. In the scrolling list, enter an account that is affected by the transaction in the Acct # column.
2. Enter the amount you want to debit or credit in the correct column.
3. If you want to assign this line item or any line item of the transaction to a specific job, enter the job number in the Job column.
4. Enter additional accounts and amounts until the debit and credit totals displayed beneath the scrolling list are equal and the Out of Balance field is blank.

See also

[Multicurrency Overview](#)

To assign a line item on a General Journal entry to more than one job

If you haven't already read the General Journal Entries Overview, see [Assigning line items to jobs](#) for more information.

The [General Journal Entry window](#) should be displayed.

1. In the first line item of the transaction, enter the account that is affected by the transaction in the Acct # column.
2. Enter the portion of the transaction you want to assign to a particular job in the debit or credit column. Enter the job number that you want to assign to this amount.
3. Repeat steps 1 and 2 until you have allocated the total amount of the transaction to the account and to each job.
4. Don't forget to balance the transaction with the appropriate entries before you record the transaction; the Out of Balance field should be blank.

Creating General Journal entries - Step 2

Creating General Journal entries

Step 3: Choose what you want to do with the transaction

Step 1 > 2 > 3

If you haven't already read the General Journal Entries Overview, see [Creating General Journal entries](#) for more information.

To see how the transaction will affect your financial records

The [General Journal Entry window](#) should be displayed.

Choose Recap Transaction from the Edit menu.

To record the transaction

The [General Journal Entry window](#) should be displayed.

Click the Record button.

To store the transaction as a recurring General Journal template

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information.

The [General Journal Entry window](#) with the entries you want to store should be displayed.

1. Click the Save Recurring button to open the Save Recurring Template window.
2. Enter the necessary information about the transaction in this window.
3. Click Save Template to store the transaction as a recurring template and to close the Save Recurring Template window.
4. If you want to record the template as an actual General Journal entry now, click the Record button in the General Journal Entry window. If you don't want to record the transaction at this time, click the Cancel button.

See also

[To record a recurring General Journal entry](#)

Creating General Journal entries - Step 3

To record depreciation

If you haven't already read the General Journal Entries Overview, see [Recording depreciation](#) for more information.

The [General Journal Entry window](#) should be displayed.

1. Create one new asset account for each of the accounts you depreciate. Add the words "Accumulated Depreciation" at the end of each new account's name. Give the new accounts numbers that directly follow their corresponding asset accounts. See [Creating accounts](#) for more information.
2. Next, create a new expense account called "Depreciation Expense."
3. Make General Journal entries to credit the Accumulated Depreciation asset accounts and debit the Depreciation Expense account. The asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.

See also

[To store the transaction as a recurring General Journal template](#)

[Choose the type of account you want](#)

[Identify the purpose for the transaction](#)

[To create a recurring General Journal template](#)

To record depreciation

To create a recurring General Journal template

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information.

The [General Journal Entry window](#) with the entries you want to store should be displayed.

1. Click the Save Recurring button to open the Save Recurring Template window.
2. Enter the necessary information about the transaction in this window.
3. Click Record Template to close the Save Recurring Template window.
4. If you want to record the transaction as an actual General Journal entry now, click the Record button in the General Journal Entry window. If you don't want to record the transaction at this time, click the Cancel button.

To create a recurring General Journal template

To record a recurring General Journal entry

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information.

The [General Journal Entry window](#) should be displayed.

1. Click the Use Recurring button.
2. A window will appear, displaying all recurring templates you've set up. Double-click the template you want.
3. Review all the information that appears in the General Journal Entry window to be sure it's correct. Make any changes that are necessary.
4. Click Record. The recurring General Journal template will be recorded as an actual transaction, and will also remain available in the recurring template "holding area" for future use.

To record a recurring General Journal entry

To find a General Journal entry

If you haven't already read the General Journal Entries Overview, see [Finding, changing, removing and reversing General Journal entries](#) for more information.

1. Click the Inquiry Registers button in the General Ledger Command Center to display the Inquiry Register window. Select the Account tab if it isn't already selected.
2. You have two choices:
 - Use the Search By selection box to choose another way to search-All Accounts or Account.
 - Click the Advanced button to search using additional criteria, such as the date, amount or memo.
3. The transactions recorded for the selected account(s) appear in the scrolling list in the Inquiry Register window.
4. The transaction you're looking for should appear in the scrolling list. If you want to view detail about the transaction, click the zoom arrow next to the transaction's ID number to open the window in which the transaction was originally entered.

To find a General Journal entry

© MYOB Limited. All rights reserved.

Note: Finding a transaction in the 13th period If you've entered a transaction into the 13th period by entering an asterisk (*) in the Date field before you entered the transaction, to find the transaction, place an asterisk before the date when you search for the transaction. For example, if you're searching for a general journal entry using the Account view of the Inquiry Registers window, be sure to enter an asterisk before the date in the Dated From and To fields.

To find a recurring General Journal template

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information

The [General Journal Entry window](#) should be displayed.

1. Click the Use Recurring button.
2. A window will appear, displaying all recurring templates you've set up. Double-click the journal template you want; the recurring journal template will be displayed in the General Journal Entry window.

To find a recurring General Journal template

To display a list of recurring General Journal templates (and record them, if you wish)

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information.

The [To Do List window](#) should be displayed.

1. Click the Recurring Transactions tab in the To Do List window to display a list of all your recurring General Journal, recurring check, recurring paychecks and recurring deposit templates.
2. If you want to view detail about a specific template, click the zoom arrow to the left of the template's name.
3. If you want to record one or several of the templates in the list, click the Action column for the templates you want to record.
4. When you've marked the recurring General Journal templates you want to record, click the Record button at the bottom of the To Do List window.

To display a list of recurring General Journal templates (and record them, if you wish)

© MYOB Limited. All rights reserved.

Warning: Read this before you record recurring General Journal templates using the To Do List If you choose to record recurring General Journal templates using the To Do List window, keep in mind that the transactions will be recorded automatically; you won't get a chance to review or change any of the transactions before they're recorded. If you're not sure you want to record a particular transaction, we suggest you use the General Journal Entry window to manually enter the transaction so you have better control over the transaction than you would if you used the To Do List.

Changing General Journal entries

© MYOB Limited. All rights reserved.

To change a General Journal entry

If you haven't already read the General Journal Entries Overview, see [Finding, changing, removing and reversing General Journal entries](#) for more information.

Use this procedure only if your transactions are *changeable*. See [What are changeable and unchangeable transactions?](#) for more information.

The previously recorded General Journal entry you want to change should be displayed. See [To find a General Journal entry](#) if you need help doing this.

1. To change the General Journal entry, change the information in the General Journal Entry window in the same way you normally enter information.
2. When you're finished, click Record.

See also

[To find a General Journal entry](#)

To change a General Journal entry

To change a recurring General Journal template's name or frequency

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information.

The [General Journal Entry window](#) should be displayed.

1. Click the Use Recurring button to open the Select a Recurring Template window.
2. Highlight the recurring General Journal template you want to change and click Edit to open the Save Recurring Template window.
3. Make your changes in the Save Recurring Template window, then click Record.
4. In the Select a Recurring Template window, click OK.

To change a recurring General Journal template's name or frequency

To change a recurring General Journal template's line items and other information

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information

1. Wait until the next time you need to record the General Journal entry.
2. When you're ready to record the General Journal entry, display it as you normally do in the General Journal Entry window and make your changes.
3. When you're finished changing the General Journal entry, click Record. Your changes will be reflected in the transaction the next time you display it in the General Journal Entry window.

See also

[To record a recurring General Journal entry](#)

To change a recurring General Journal template's line items and other information

© MYOB Limited. All rights reserved.

To remove a General Journal entry

If you haven't already read the General Journal Entries Overview, see [Finding, changing, removing and reversing General Journal entries](#) for more information

Use this procedure only if your transactions are *changeable*. See [What are changeable and unchangeable transactions?](#) for more information.

The previously recorded General Journal entry you want to remove should be displayed in the General Journal Entry window. If you need help doing this, see [To find a General Journal entry](#).

Choose Delete General Journal Transaction from the Edit menu.

To remove a General Journal entry

© MYOB Limited. All rights reserved.

Removing recurring General Journal templates

© MYOB Limited. All rights reserved.

To remove a recurring General Journal template

If you haven't already read the General Journal Entries Overview, see [Using recurring General Journal templates](#) for more information.

The [General Journal Entry window](#) should be displayed

1. Click the Use Recurring button to open the Select a Recurring Template window.
2. Highlight the recurring General Journal template you want to remove and click Delete.

To remove a recurring General Journal template

To reverse a General Journal entry

If you haven't already read the General Journal Entries Overview, see [Finding, changing, removing and reversing General Journal entries](#) for more information

Use this procedure only if your transactions are *unchangeable*. See [What are changeable and unchangeable transactions?](#) for more information.

The General Journal entry you want to reverse should be displayed in the General Journal Entry window. If you need help doing this, see [To find a General Journal entry](#).

1. Choose Reverse General Journal Transaction from the Edit menu. After a few moments, a new transaction, containing amounts exactly opposite of the amount in the General Journal entry will be displayed in the General Journal Entry window.

If you want, you can make a few changes to the new transaction such as the date and the memo, but you can't change the accounts and amounts that are associated with it.

If you're reversing a General Journal entry from a previous accounting period, consider assigning a date from that period to the new transaction. This will allow your reports for that accounting period to reflect the proper amounts.

2. Click Record to record the reversed General Journal entry.

At this point, the General Journal entry is reversed. All account balances have been returned to their previous levels.

To reverse a General Journal entry

Accounts Overview

[Account types](#)

[Account levels](#)

[Creating accounts](#)

[Changing, removing or inactivating accounts](#)

An *account* is a tool used to organize a business. Accounts keep track of the additions and subtractions that occur in regular business activity. Since accounts are the backbone of your MYOB Accounting Plus financial records, ensuring your accounts work the way you want them to should be one of your highest priorities.

Even if you're just starting to use Accounting Plus, you already have a *Chart of Accounts* to work with. A chart of accounts is merely a list of all the accounts that are used to track a business. Since you selected a starter chart of accounts when you created your company's data file using the New Data File Wizard, you already have an extensive set of accounts that you can use to track your business activity, and you may not need to create any more accounts. However, you can make changes to the accounts that were created for you using the New Data File Wizard, if you choose.

If you've recently upgraded your version of Accounting Plus, your chart of accounts will be the same as it was when you were using the previous version. However, depending upon your situation, you may want to review your chart of accounts to be sure you're using the accounts you want to use.

Account types

Every account in the Accounting Plus system must be assigned a type before it can be used to track your company's financial activity. You can choose from eight different account types: Assets, Liabilities, Income, Expenses, Equity, Cost of Sales, Other Income and Other Expenses. Each type serves a specific purpose.

If you're unsure about which type you should assign to a new account, you probably should consult your accountant, or an MYOB certified consultant. For more information about the Accounting Plus Certified Consultant program see [http:// www.myob.com/us/service/consultants](http://www.myob.com/us/service/consultants).

Click below for the step-by-step procedure:

[Creating accounts](#)

Account levels

There are four different account levels to choose from in Accounting Plus: [Header Account \(Non-Postable\)](#), [Detail Account \(Postable\)](#), [Detail Checking Account \(Postable\)](#) and [Detail Credit Card Account \(Postable\)](#).

Header Account (Non-Postable)

This level is intended to be used as a title of a group of accounts. If this selection is marked for an existing account, the account has already been designated as a header account.

Header accounts are used only for grouping accounts that have a similar purpose. Typically, header accounts have detail accounts "under" them; that is, detail accounts are assigned to specific header accounts. In the list on the left side of the chart of accounts window, header accounts appear in bold type, and the detail accounts appear below them in plain type at the next level.

Transaction amounts can't be assigned (posted) to header accounts -- only to detail accounts. You can, however, combine the amounts of all the detail accounts under a header account and display the total amount on reports. To do this, mark the selection in the Header Account view of the Edit Accounts window named When Reporting, Generate a Subtotal for This Section.

Header accounts aren't required in Accounting Plus, except for the eight Level 1 accounts. Header accounts you create must be either Level 2 or Level 3.

Detail Account (Postable)

This level should be used if you intend to assign transactions to the account you're creating. If this selection is marked for an existing account, the account has already been designated as a detail account.

Each detail account is assigned to the header account that appears directly above it in the list on the left side of the Chart of Accounts window. Detail accounts appear in plain type, and header accounts appear in bold type.

Transaction amounts can be assigned (posted) to detail accounts; that is, when you enter a transaction in Accounting Plus, you can enter the number of a detail account. The amount of the transaction will then be included in the balance of the detail account.

If a detail account has checking privileges -- in other words, if the account is a "checking account" -- don't choose this selection. Instead, choose the Detail Checking Account (Postable) selection. Detail accounts can be Level 2, Level 3 or Level 4.

If you're using Accounting Plus's Multicurrency feature (you marked the "I Deal in Multiple Currencies" option in the Preferences window) and you're creating an exchange account to track the effects of currency fluctuations on a foreign currency account, choose the Detail Account (Postable) option. Your exchange accounts **must** have the Detail account level.

Detail Checking Account (Postable)

This level is available only if you're creating an asset account. Choose this selection if you intend to assign transactions to the account you're creating, and you want to spend money using the funds in this account. If this selection is marked for an existing account, the account has already been designated as a detail checking account.

Accounts with checking privileges appear in lists in transaction windows throughout the Accounting Plus system. Each time you spend money in Accounting Plus, you can select the checking account you want to use.

Each detail checking account is assigned to the header account that appears directly above it in the list on the left side of the Chart of Accounts window. Detail checking accounts appear in plain type, and header accounts appear in bold type.

Transaction amounts can be assigned (posted) to detail accounts; that is, when you enter a transaction in Accounting Plus, you can enter the number of a detail checking account. The amount of the transaction will then be included in the balance of the detail checking account. Detail accounts can be Level 2, Level 3 or Level 4.

Transaction numbers are entered in windows like the Spend Money window, where you write your Spend Money transactions. Each time you write a Spend Money transaction in Accounting Plus, the next transaction's number will increment by one. If you change the number when you create a transaction, the next transaction's number will increment by one from the number you entered.

Detail Credit Card Account (Postable)

This level is available only if you're creating a liability account. Choose this selection if you intend to assign transactions to the account you're creating, and you want the account to reflect charges and payments made on a credit card. If this selection is marked for an existing account, the account has already been designated as a detail credit card account.

Accounts with credit card privileges appear in lists in transaction windows throughout the system.

Each detail credit card account is assigned to the header account that appears directly above it in the list on the left side of the Chart of Accounts window. Detail credit card accounts appear in plain type, and header accounts appear in bold type.

Transaction amounts can be assigned (posted) to detail accounts; that is, when you enter a transaction in Accounting Plus, you can enter the number of a detail credit card account. The amount of the transaction will then be included in the balance of the detail credit card account.

Detail accounts can be Level 2, Level 3 or Level 4. Once you've selected the account level, enter a number and name for your new account, along with its opening balance.

Click below for the step-by-step procedure:

[Enter basic information about the account](#)

Creating accounts

Step 1: [Choose the type of account you want](#)

Step 2: [Enter basic information about the account](#)

Step 3: [Choose a currency for the account \(if you're using Multicurrency\)](#)

Step 4: [Enter budgets for the account \(optional; detail accounts only\)](#)

Step 5: [Link the account to a transaction type \(optional; detail accounts only\)](#)

Step 6: [Enter your detail accounts' opening balances](#)

Step 7: [Enter your detail accounts' historical balances \(optional\)](#)

When you're creating accounts in the system, keep several points in mind:

Linked accounts

Every transaction you enter into the Accounting Plus system must be assigned to one or more specific accounts. To reduce your data entry time and the possibility of mistaken assignments, Accounting Plus was designed to automatically assign your transactions to the proper accounts at the time you record the transactions. These accounts are called *linked accounts*.

When you used the New Data File Wizard to create your company's data file, specific linked accounts were set up automatically for you. For example, an asset account was assigned to track all sales that result in money owed to you. Whenever you enter a sales transaction that's not fully paid at the time of the sale, the amount you're owed will automatically be added to that particular account's balance. This allows you to avoid the effort of selecting the correct account every time you enter a sale.

As mentioned earlier, your Accounting Plus linked accounts are automatically set up for you when you create your data file. However, you might want to use different accounts to track your transaction activity.

Click below for the step-by-step procedure:

[Link the account to a transaction type \(optional; detail accounts only\)](#)

[Enter basic information about the account](#)

Opening balances

If your accounts had balances before you began using Accounting Plus, you need to assign those balances to your accounts before you can accurately track your business using Accounting Plus. The balances you assign to your accounts when you begin using the system are called *opening balances*.

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 Accounting Plus to track your business.

You can determine your accounts' opening balances from reports you may have recently created. If you have a trial balance report for the month prior to your conversion month, each account's ending balance for that month is the opening balance you should enter into Accounting Plus.

If you have a current balance sheet, you can use the total amounts on that report for the opening balances

of your asset, liability and equity accounts.

If you have a current income statement, you can use the total amounts on that report for the opening balances of your income, cost of sales and expense accounts.

You can track your business's financial progress by using a monthly budget for each of your detail accounts, including detail checking and detail credit card accounts. You can also set up budget shortcuts for an account so each month incorporates a regular increase in budget amounts. Accounting Plus begins with the January budgeted amount and increases it by the amount or percentage you specify for each consecutive month.

Click below for the step-by-step procedure:

[Enter your detail accounts' opening balances](#)

Budgets

You can track your business's financial progress by using a monthly budget for each of your detail accounts, including detail checking and detail credit card accounts. You can also set up budget shortcuts for an account so each month incorporates a regular increase in budget amounts. Accounting Plus begins with the budgeted amount and increases it by the amount or percentage you specify for each consecutive month.

Click below for the step-by-step procedure:

[Enter budgets for the account \(optional; detail accounts only\)](#)

Multicurrency

If you're using the Multicurrency feature, your accounts list includes a number of exchange accounts to track the effects that changes in the exchange rate have on your foreign currency accounts. If the foreign currency account associated with an exchange account has an opening balance, then the exchange account should also have an opening balance. See [Multicurrency Overview](#) for more information.

Click below for the step-by-step procedure:

[Choose a currency for the account \(if you're using Multicurrency\)](#)

Historical balances

An account's *historical balances* are the month-end balances for the account for the month before you began using Accounting Plus to track your business. You're not required to enter historical balances for any of your accounts in Accounting Plus, but you might find this information useful if you want to compare the current year's account balances with last year's.

Click below for the step-by-step procedure:

[Enter your detail accounts' historical balances \(optional\)](#)

Changing, removing or inactivating accounts

Accounts can be easily changed, removed or inactivated. In particular, you can change an account's assigned level, which indicates its location in your accounts' list hierarchy. The eight section header accounts -- Assets, Liabilities, Income, Expenses, Equity, Cost of Sales, Other Income and Other Expenses -- are the only accounts that can be Level 1 accounts. All other header accounts can be assigned Levels 2 and 3. Detail accounts can be Level 2, 3 or 4.

In many cases, you can change an account's level quickly. You can even change header accounts -- except for the eight account categories -- to detail accounts. However, keep in mind that any changes you make to a header account will affect the detail accounts that were assigned to it.

You can also easily inactivate accounts that you no longer use. Your list of accounts will be shorter, and

selecting the correct account will be easier. If an account is marked inactive, however, you still can use the account in transactions by manually entering the account number. Inactive accounts will still appear in the Chart of Accounts window. You can also return the status of the account to active so that it will appear again in the selection windows. No matter what the status of an account -- active or inactive, transactions recorded using the account will still affect all of your financial records.

Two reports, Chart of Accounts (Summary) and Chart of Accounts (Detail), will display and print account information with or without inactive accounts. Use the Report Filters window to unmark or mark the Include Inactive Accounts selection.

You can remove an account from the Accounting Plus system if the account fits 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 linked to any transaction types.
- The account isn't linked to any of the items you've entered in the Item Information window.

Click below for the step-by-step procedure:

[To change an account's basic information](#)

[To change an account's level](#)

[To inactivate \(or reactivate\) an account](#)

[To remove an account](#)

Accounts Overview

Creating accounts

Step 1: Choose the type of account you want

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Account types](#) for more information.

The [Accounts List window](#) should be displayed.

1. Click a tab at the top of the Chart of Accounts window to choose the account type you want. These specific accounts *must* be assigned the following account types:
 - Your company's checking accounts must be asset accounts.
 - If you plan to track credit card purchases using a specific Accounting Plus account, the credit card accounts must be liability accounts.
 - If you plan to use an undeposited funds account to store all your daily receipts so that you can enter a single deposit at your bank, the undeposited funds account must be an asset account.
2. When you've selected a tab, click the New button at the bottom of the window to open the Edit Accounts window.

Creating accounts - Step 1

Creating accounts

Step 2: Enter basic information about the account

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Creating accounts](#) for more information.

1. Mark the Header, Detail or Detail Checking field to choose a level for the account.
2. Enter a number, name and opening balance for the account.

Creating accounts - Step 2

© MYOB Limited. All rights reserved.

Creating accounts

Step 3: Choose a currency for the account (if you're using Multicurrency)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Multicurrency](#) for more information.

1. Click the arrow next to the Currency field to display a list of the currencies you've set up.
2. Highlight the currency you want and click the Use Currency button.
3. If you choose a currency other than your local currency, a message will appear, informing you that an exchange account is needed for the account. Click OK if you want Accounting Plus to create an exchange account for you automatically.
4. If you choose to create an exchange account automatically, be sure to enter an opening balance for the account. See [Enter your detail accounts' opening balances](#) for more information.

Creating accounts - Step 3

Creating accounts

Step 4: Enter budgets for the account (optional; detail accounts only)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Budgets](#) for more information.

You can choose from two ways of entering budgets for your accounts:

- You can manually make entries in the Budget column. Use the procedure titled [To manually enter budgets for an account](#).
- You can use budget shortcuts to make an automatic monthly increase in the account's budget. Use the procedure titled [To use budget shortcuts to enter an account's budget](#)

To manually enter budgets for an account

The account you want to update should be displayed in the [History and Budgets window](#).

1. In the Budget column, enter the amount of expected activity for the account. Keep in mind that you should enter the expected *activity* for the account, **not** the expected balance of the account at the end of each month. For example, if your March budget for an account is \$10,000 and your April budget is \$10,500, enter \$500, **not** \$10,500, in the Budget column for April.
2. Click OK when you're satisfied with your entries in the History and Budgets window.

To use budget shortcuts to enter an account's budget

The [Budget Shortcuts window](#) should be displayed.

1. Enter a budget amount and a frequency, and then enter a monthly dollar increase or monthly percentage increase.
2. When you're satisfied with your entries in the Budget Shortcuts window, click OK. The History and Budgets window will appear again, displaying the monthly budgets that were calculated in the Budgets column.
3. Click OK in the History and Budgets window when you're satisfied with the budgets that appear in the window.

Creating accounts - Step 4

© MYOB Limited. All rights reserved.

Note: The 13th period can't be budgeted If your fiscal year is set up to use 13 periods, you can't assign a budget to the 13th period. That period is meant to be used for adjusting entries only. **Idea: Remember how positive and negative numbers affect accounts** Be sure you properly indicate whether the amounts in the Budget column should be positive or negative. "Positive" and "negative" may appear to mean the opposite of what you expect; for example, if you enter \$100 for an expense account, you indicate that the account will *cost* you \$100 for the month.

Creating accounts

Step 5: Link the account to a transaction type (optional; detail accounts only)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Budgets](#) for more information.

1. Choose Linked Accounts from the Setup menu, then choose the appropriate category (General Ledger, Receivables, Payables, Payroll) to which the transaction type belongs. The Linked Accounts window for that category will appear.
2. Locate the transaction type in the window, and then enter the account number in the field next to the transaction type.
3. Click OK.

Creating accounts - Step 5

© MYOB Limited. All rights reserved.

Warning: Be very careful with linked accounts! Your financial records rely greatly upon the balances of your linked accounts, since those accounts track the majority of your business activity. In most cases, the linked accounts that were set up for you when you created your data file will serve the needs of your business. Change your linked accounts only if you're certain that the change is appropriate.

If you're not sure whether you should change your linked accounts, we suggest you consult your accountant or a certified consultant. For more information about the MYOB Certified Consultant program see <http://www.myob.com/us/service/consultants>.

Creating accounts

Step 6: Enter your detail accounts' opening balances

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Opening balances](#) for more information.

The [Account Opening Balances window](#) should be displayed.

1. If your conversion month is the first month of your fiscal year, 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, enter the opening balances of *all* your accounts.

You should almost always enter opening balances as positive numbers. Don't, for example, enter your liability accounts' balances as negative numbers. Accounting Plus knows whether your accounts usually have positive or negative balances. Enter negative amounts only if accounts have negative balances.

2. Check the field at the bottom of the window that's labeled "Amount left to be allocated:"
 - 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 you didn't enter an opening balance for your main inventory asset account in the last step, the amount displayed in the "Amount left to be allocated" field won't be zero -- the amount displayed will equal your opening balance amount for inventory.
 - If the "Amount left to be allocated" field displays an amount other than \$0.00 and you aren't tracking inventory costs, you should review the opening balances you've entered to be completely sure you've entered the exact amounts. (To keep accurate financial records, it's important that the total of your asset accounts' opening balances equals the total of your liability and equity accounts' opening balances.)
 - If the "Amount left to be allocated" field still doesn't display \$0.00 after you've rechecked your opening balances, click the OK button. The amount that appeared in the "Amount left to be allocated" field will be assigned to a special equity account called Historical Balancing.
3. If you use Multicurrency, enter an opening balance for each foreign currency account. A message will appear asking if you want Accounting Plus to automatically calculate and enter the opening balance of the exchange account.
4. Click Calculate Now if you want Accounting Plus to automatically calculate and enter the opening balance of the exchange account.
5. Verify the information in this window, including the current exchange rate.
6. Click OK.
7. If you click Cancel, no opening balance will be entered for the exchange account. If you wish, you can manually calculate and enter the opening balance of the exchange account. See [Multicurrency Overview](#) for more information.

Creating accounts - Step 6

© MYOB Limited. All rights reserved.

Idea: Enter all your accounts before proceeding At this point, you've created a single account. If you plan to add many accounts to the Accounting Plus system -- for example, if you're setting up your company for the first time -- we suggest that you perform the following steps again for each account that you plan to set up:

[Choose the type of account you want](#)

[Enter basic information about the account](#)

[Choose a currency for the account \(if you're using Multicurrency\)](#)

[Enter budgets for the account \(optional; detail accounts only\)](#)

Then, when you're finished entering all your accounts, continue with these next two steps. **Note:** **Important information about a few specific accounts** Some of the accounts in your chart of accounts

require some "special treatment" when you're entering opening balances. Please read the following information carefully.

Current Year Earnings One of your most vital accounts is an equity account called Current Year Earnings. The balance of this account is incremented automatically during the course of your normal Accounting Plus business activity. Although this account doesn't appear in the Account Opening Balances window, don't worry -- it does exist! Since Accounting Plus calculates the balance of this account automatically, you **can't** enter an opening balance for it.

If your conversion month is the first month of your fiscal year, the opening balance of your Current Year Earnings account will be zero. This indicates that your company hasn't acquired any income in the current year because the year has just begun.

Earnings If you've just begun using Accounting Plus, enter your company's entire previous year's earnings as the opening balance of your Retained Earnings account.

Main inventory asset account If you plan to use Accounting Plus's inventory features, **don't** enter an opening balance for the account you intend to use to track the value of your company's inventoried items. You'll enter this account's opening balance when you set up your items. See [Creating items](#) to learn how to set up your company's items.

Creating accounts

Step 7: Enter your detail accounts' historical balances (optional)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Accounts Overview, see [Historical balances](#) for more information.

The [Account Historical Balances window](#) should be displayed.

1. For your asset, liability and equity accounts (also known as "balance sheet accounts"), click the Balance Sheet selection at the top of the window, then enter the *ending balances* for each account for the selected month.
2. For income, cost of sales and expense accounts (also known as "profit and loss accounts" or "P&L accounts"), click the P&L selection at the top of the window, then enter the *net activity* for each account for the selected month.
3. You can enter historical amounts for all months that preceded your conversion month, except for the month that immediately preceded your conversion month.

There is one exception to this rule, however: If your conversion month occurred at the beginning of a new fiscal year, you can enter historical amounts for your income, cost of sales and expense accounts for the month preceding your conversion month.

4. Click OK.

Creating accounts - Step 7

© MYOB Limited. All rights reserved.

Exception: Your Current Year Earnings account The balance of the equity account called Current Year Earnings is incremented automatically during the course of your normal Accounting Plus business activity. As a result, you can't enter a historical balance for the Current Year Earnings account. **Warning: Historical balances affect the P&L accounts' opening balances displayed in this window** When you enter historical balances for income, cost of sales, or expense accounts, keep in mind that Accounting Plus will change the opening balances that's displayed in the Account Historical Balances window for those accounts to reflect the historical entries you make.

If, for example, your fiscal year runs from January to December and your conversion month is July, you should have entered opening balances for your income, cost of sales and expense accounts that indicated those accounts' net activity for January through June. Accounting Plus, however, considers the opening balances as *June's* historical balance, not the entire January-through-June time period. If you now enter historical balances for January through May, those balances will be subtracted from the June activity figure.

To change an account's basic information

If you haven't already read the Accounts Overview, see [Changing, removing or inactivating accounts](#) for more information.

The [Accounts List window](#) should be displayed.

1. Highlight the account you want to change in the Chart of Accounts window, then click the Edit button to open the Edit Accounts window.
2. Make the changes you need to make. You can change the account's number, name and opening balance.
3. Click OK.

To change an account's basic information

© MYOB Limited. All rights reserved.

Warning: Other accounts may be affected When you change an account's number, the accounts in your chart of accounts will be reorganized to reflect the change. For example, if you change the number of a header account so it's no longer associated with its detail accounts, the detail accounts will be automatically moved up one account level.

To change an account's level

If you haven't already read the Accounts Overview, see [Changing, removing or inactivating accounts](#) for more information.

The [Accounts List window](#) should be displayed.

1. Highlight the account you want to change in the Chart of Accounts window.
2. Click the Up or Down button at the bottom of the window to change the account up or down one level.

To change an account's level

© MYOB Limited. All rights reserved.

Note: Some accounts' levels can't be changed A detail account with transactions assigned to it can't be changed to a header account.

To inactivate (or reactivate) an account

If you haven't already read the Accounts Overview, see [Changing, removing or inactivating accounts](#) for more information.

The [Accounts List window](#) should be displayed.

1. Highlight the account you want to inactivate (reactivate) in the Chart of Accounts window, then click the Edit button to open the Edit Accounts window.
2. Mark the Inactive Account check box. (To return the account to active status, simply remove the mark.)
3. Click OK.

To inactivate (or reactivate) an account

© MYOB Limited. All rights reserved.

To remove an account

If you haven't already read the Accounts Overview, see [Changing, removing or inactivating accounts](#) for more information.

We recommend that you make a backup copy of your data file before starting this procedure.

The account you want to delete should be displayed in the [Edit Accounts window](#).

1. Make a backup of your data file.
2. Choose Delete Account from the Edit menu to remove the account.

To remove an account

© MYOB Limited. All rights reserved.

Jobs Overview

Creating jobs

Assigning transactions to jobs

Getting reimbursed for job expenses

Finding jobs

Reviewing your job information

Changing job levels

Removing and inactivating jobs

Changing and removing reimbursable expenses

You can use MYOB Accounting Plus to keep an accurate and detailed record of your jobs and profit centers. Specific job-tracking tasks you can accomplish include:

- Organize jobs in a chart of accounts-like 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

Creating jobs

Step 1: [Choose the type of job you want](#)

Step 2: [Indicate whether you'll track reimbursements for the job \(detail jobs only\)](#)

Step 3: [Assign a number to the job](#)

Step 4: [Link a customer to the job \(optional\)](#)

Step 5: [Enter details of the job](#)

Step 6: [Enter opening balances for the job \(detail jobs only; optional\)](#)

Step 7: [Create budgets for the job \(detail jobs only; optional\)](#)

You can create two types of jobs:

Detail jobs are used for tracking the specific income, costs and expenses that you incur on a daily basis. You can assign, or *post*, specific line items in Accounting Plus transactions to detail jobs. You can also track reimbursable expenses on detail jobs.

Header jobs are used for grouping detail jobs and for organizing your income, costs and expenses in larger, more broad categories than detail jobs. You can't assign specific line items or reimbursable expenses in Accounting Plus transactions to a header job, but you can assign those transactions to a specific detail job that's grouped under the header job.

Click below for the step-by-step procedure:

[Choose the type of job you want](#)

Tracking reimbursable expenses

If you're creating a detail job, you can indicate whether you want to track the job's reimbursable expenses that you'll incur during the course of completing the job. If you choose to do this, you'll then link the job to a specific customer, so you'll be able to track who owes you for your reimbursable expenses.

For example, say you're tracking reimbursements for Job 01, which is linked to customer Edgar Reuss. During the course of working on Job 01, you purchase some items to complete the job. When you create a purchase in the Purchases window for the purchase you made, you'll assign the line items on that purchase to Job 01. Then, when you record the purchase, the line items you assigned to Job 01 will automatically be marked for reimbursement by Edgar Reuss.

Click below for the step-by-step procedure:

[Indicate whether you'll track reimbursements for the job \(detail jobs only\)](#)

Assigning a number to a new job

If you already have jobs set up for your company, the number you assign to a new job is very important. If you assign a number to a job so the new job is automatically placed under a particular header job, the new job will be automatically assigned the same linked customer that is already assigned to the header job. To prevent this from happening, review the Jobs List window to become familiar with the numbering scheme that you've assigned to your existing jobs.

You may, of course, wish to assign the same customer that's already assigned to an existing header job. If this is the case, you may wish to assign a job number that places the new job under that particular header job, so the same customer is assigned to the new job.

Click below for the step-by-step procedure:

[Assign a number to the job](#)

Linking a customer to a job

Take a moment to review the Linked Customer field in the New Job window. Depending upon the entry you made in the Job Number field in the previous step, you'll either see an empty field here, or you'll see that a customer name is already displayed here.

Click below for the step-by-step procedure:

[Link a customer to the job \(optional\)](#)

Entering details of the job

Once you've defined the job's type, indicated whether you want to track reimbursable expenses for the job, given the job an identifying number and linked a customer to the job, you can then fill in the remaining fields in the New Job window.

Click below for the step-by-step procedure:

[Enter details of the job](#)

Entering opening balances for the job

If you've been working on a job for some time before you enter its information into the system, you can quickly update your Accounting Plus records by entering all the previous activity that's occurred with the job on an account-by-account basis.

Click below for the step-by-step procedure:

[Enter opening balances for the job \(detail jobs only; optional\)](#)

Creating budgets for the job

You can enter budget amounts for every detail job in the Accounting Plus 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 chart of accounts 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.

Click below for the step-by-step procedure:

[Create budgets for the job \(detail jobs only; optional\)](#)

Assigning transactions to jobs

Regardless of whether you're tracking job expenses for customer reimbursement or you're simply curious about how much revenue you're receiving from your jobs, you need to be sure you're properly assigning transaction activity to your jobs. Click below for a few tips on how to effectively track your job-related business.

[Tip #1: Look for the Job column in transaction entry windows](#)

[Tip #2: Don't forget to assign all line items in a transaction to the appropriate jobs](#)

[Tip #3: Remember the jobs for which you're tracking reimbursables](#)

Getting reimbursed for job expenses

If you've set up a job to track reimbursable expenses and you've linked that job to a customer, you can assign expense transactions to the job and quickly prepare sales that bill the customer for the job's reimbursable expenses.

Creating a sale that includes reimbursable job expenses is nearly the same as the process of creating any other type of sale. See [Entering sales invoices, quotes and orders](#) for more information; note that you'll use Step 3 of that procedure to add your reimbursable expenses to a sale.

Click below for the step-by-step procedure:

[To bill the customer for job expenses](#)

[To reverse job expenses after they've been billed to the customer](#)

Click below for some tips that will assist you when it's time to bill the customer for reimbursable job expenses. Please read through these tips carefully; you might find it will save you a great deal of time.

[Tip #1: Become familiar with how various sales types affect reimbursements](#)

[Tip #2: Use a "placeholder item" to track reimbursements on item sales](#)

[Tip #3: Use a special account to track reimbursements on other types of sales](#)

Finding jobs

After you create a job and begin assigning transactions to it, you'll probably want to view the job again in the future. Locating a particular job in Accounting Plus is very easy.

Click below for the step-by-step procedure:

[To find a job](#)

Reviewing your job information

An important part of managing your job activity revolves around reviewing the data that you've entered for your jobs and understanding its effects on your overall financial picture. Accounting Plus contains a number of tools that allow you to review your job information so you can make better decisions about your business.

A number of Accounting Plus reports are available for you to view your job activity.

Understanding the "big picture" of your job activity will help you identify income trends, recognize possible cost overruns and anticipate your company's future revenues. The Analyze Jobs window will help you perform this important task by providing lists of your job activity.

Click below for the step-by-step procedure:

[To print lists that contain job-related information](#)

[To analyze your job activity](#)

Changing job levels

Occasionally, you'll find it necessary to make changes to specific job information that are assigned to jobs.

The list of jobs in the Jobs List window is arranged in a hierarchy much like the one you use in your chart of accounts. Just as accounts are arranged in levels, jobs are organized by level—you can use up to four levels in your job organization. Think of each Level 1 job as the master record for a job and the jobs at lower levels as details that need to be completed. For example, if your company remodels kitchens, a Level 1 job might be Jones Kitchen Remodeling and you might have lower-level jobs for removing cabinets, installing new cabinets, removing appliances and the like.

As with header and detail accounts, you can assign transactions only to detail jobs. The header jobs above them in the list display totals of income, cost, expenses and profit or loss for the detail jobs. A header job's name and number appears in bold in the jobs list. Jobs are arranged in alphanumeric order.

Some things to keep in mind when you're planning to change a job's level:

- If a detail job is moved up one level, all the detail jobs beneath it are also moved up one level automatically.
- A detail job can be moved down a level only if there is a header job immediately before it at the same level or a detail job before it at a lower level.
- A header job can't be moved down a level if the move places it more than one level from the previous header in the list.
- Because of their place in a job hierarchy, some jobs' levels simply can't be changed. If this is the case, you won't be able to click the Up and Down buttons in the Jobs List window.
- If you change a job's number and the new job number moves that job into the hierarchy of a different Level 1 job, the linked customer for the job you changed will be changed to the linked customer that applies to the job's new hierarchy. Any jobs at a lower level beneath the job you're moving will move up one level.

Click below for the step-by-step procedure:

[To change a job's level](#)

Removing and inactivating jobs

If you have jobs that you no longer use, inactivating them will remove them from the selection windows. Your list of jobs will be shorter, and selecting the job you need will be easier.

If a job is marked inactive, however, you may still use the job in transactions by manually entering the job

number. Inactive jobs will still appear in the Jobs List window. You can also return the status of the job to active so that it will appear again in the selection windows. No matter what the status of a job-active or inactive, transactions recorded using the job will still affect all of your financial records.

The Jobs List report will display and print job information with or without inactive jobs. Use the Report Filters window to unmark or mark the selection Include Inactive Jobs.

There may be times when you simply don't need the record of a particular job's activity anymore. When this is the case, you can quickly remove the effects of the job from your records.

Click below for the step-by-step procedure:

[To inactivate \(or reactivate\) a job](#)

[To remove a job](#)

Changing and removing reimbursable expenses

The Job Reimbursable Expenses window displays all the reimbursable expenses assigned to individual jobs. This window is divided into two lists; one contains expenses that are reimbursed, and the other contains expenses that aren't reimbursed yet. It's possible that you might experience a situation where you want to move an expense from one of these lists to the other.

Reimbursable expenses are transactions that can be removed just like any other transactions in the Accounting Plus system. Remember, if your transactions are unchangeable, you'll need to reverse an incorrect transaction and create an entirely new transaction to correct your records.

Changing reimbursable expenses' transaction detail

Reimbursable expenses are transactions that can be changed just like any other transactions in Accounting Plus. If you want to change a reimbursable expense's transaction detail, click below for the procedures that describe how to change the transaction you want to alter:

To change purchases: See [Changing, removing and reversing purchases](#)

To change Spend Money transactions: See [Finding, changing, removing and reversing Spend Money transactions](#) for more information.

To change paychecks: See [Changing, removing and reversing paychecks](#) in the Paychecks Overview.

Click below for the step-by-step procedure:

[To change the reimbursement status of an expense](#)

[To remove a reimbursable expense transaction](#)

Jobs Overview

Creating jobs

Step 1: Choose the type of job you want

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Creating jobs](#) for more information.

The [Jobs List window](#) should be displayed.

1. Click New.
2. Choose either Header Job (Non-Postable) or Detail Job (Postable).

Creating jobs - Step 1

© MYOB Limited. All rights reserved.

Creating jobs

Step 2: Indicate whether you'll track reimbursements for the job (detail jobs only)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Tracking reimbursable expenses](#) for more information.

1. Mark the Track Reimbursables selection at the top of the New Job window.

Creating jobs - Step 2

© MYOB Limited. All rights reserved.

Creating jobs

Step 3: Assign a number to the job

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Assigning a number to a new job](#) for more information.

1. Enter the number you want to use to identify this job in the Job Number field.

Creating jobs - Step 3

© MYOB Limited. All rights reserved.

Creating jobs

Step 4: Link a customer to the job (optional)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Linking a customer to a job](#) for more information.

The manner in which you link a customer to a job depends upon your situation:

If the Linked Customer field is empty Enter or select the customer you want to link to this job. If this job is a detail job and you marked the Track Reimbursables selection, the expenses you assign to this job will also be assigned to this customer.

If the Linked Customer field already displays a customer's name Be aware that you've created a job that's already assigned to a particular header job to which a customer has already been linked. If you don't want to link this particular customer to this job, you must "unassign" the job from the header job. To do this, you can do one of two things:

- Assign a different job number to the job in the Job Number field, so the job is no longer assigned to a header job, or
- Locate the Jobs List window on your computer screen (it will probably be partially obscured by the New Job window), highlight the name of the new job in the scrolling list, and click either the Up or Down button to change the job's level. (See [Changing job levels](#) for more information.)

After you've "unassigned" the job from the header job, you can enter or select the customer you want to link to this job. If this job is a detail job and you marked the Track Reimbursables selection, the expenses assigned to this job will also be assigned to the customer.

Creating jobs - Step 4

Creating jobs

Step 5: Enter details of the job

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Entering details of the job](#) for more information.

1. Enter a name for the job, using up to 25 characters, in the Job Name field.
2. Enter a description of the job, using up to 255 characters, in the Description field.
3. Enter the name of your contact person for this job in the Contact field.
4. If you're viewing a detail job, enter a percentage of completion to represent your progress on this job in the Percent Complete field.
5. Enter a starting date for this job in the Start Date field.
6. Enter the date on which you expect to finish this job in the Finish Date field.
7. Enter the name of the manager responsible for this job in the Manager field.
8. Click OK.

Creating jobs - Step 5

Creating jobs

Step 6: Enter opening balances for the job (detail jobs only; optional)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Entering opening balances for the job](#) for more information.

1. Choose Balances/Job Opening Balances from the Setup menu.
2. Enter or select the number of the detail job in the Job Number field. When you make an entry in this field, the scrolling list will display all of your company's income, cost of sales, expense, other income and other expense accounts.
3. Enter any opening balances that apply to the job in the Opening Balances column.
4. Click OK.

Creating jobs - Step 6

© MYOB Limited. All rights reserved.

Creating jobs

Step 7: Create budgets for the job (detail jobs only; optional)

Step 1 > 2 > 3 > 4 > 5 > 6 > 7

If you haven't already read the Jobs Overview, see [Creating budgets for the job](#) for more information.

1. Highlight the detail job whose budgets you want to enter in the Jobs List window.
2. Click the Budgets button. The Job Budgets by Account window appears, displaying the number of the job you selected in the Job Number field and all of your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.
3. Enter the amounts you've budgeted for specific accounts for this job in the Budgets column.
4. Click OK.

Creating jobs - Step 7

© MYOB Limited. All rights reserved.

Tip #1: Look for the Job column in transaction entry windows

If you haven't already read the Jobs Overview, see [Assigning transactions to jobs](#) for more information.

Most transaction-entry windows in MYOB Accounting Plus consist of scrolling lists, where line item detail is entered for each transaction you record. In these scrolling lists-usually, at the far right end-is the Job column, where you can assign a particular job to each line item in the transaction.

The windows in which a Job column exists include:

- General Journal Entry
- Inventory Adjustments
- Inventory Transfers
- Receive Money
- Purchases
- Sales
- Spend Money
- Write Payroll Cheques

In addition, the Enter Activity Slips window has a Job field that allows you to associate jobs with time billing activities.

Tip #1: Look for the Job column in transaction entry windows

Tip #2: Don't forget to assign all line items in a transaction to the appropriate jobs

If you haven't already read the Jobs Overview, see [Assigning transactions to jobs](#) for more information.

Don't forget that each line item in a transaction can be assigned to a specific job. If you assign only the top line item in a scrolling list to a job, the other line items below it won't be assigned to that job automatically. You'll need to make an entry in the Job column for each line item.

Of course, if you don't want to assign a line item to a job, you can leave the Job column blank for that item.

Tip #2: Don't forget to assign all line items in a transaction to the appropriate jobs

© MYOB Limited. All rights reserved.

Tip #3: Remember the jobs for which you're tracking reimbursables

If you haven't already read the Jobs Overview, see [Assigning transactions to jobs](#) for more information.

Unless you've set up an organized scheme of numbering your jobs so you can easily recognize those jobs for which you're tracking reimbursable expenses, it might not be readily apparent which jobs in your system are your "reimbursement jobs." Keep in mind, when you're assigning expenses to jobs, that you may also be building up a list of expenses that need reimbursement sometime in the future.

You can assign reimbursable expenses to jobs in the following windows:

Purchases window You can assign line items from any type of purchase to a job for reimbursement.

Spend Money window You can assign line items on a check to a job for reimbursement, as long as the line items for which you want to be reimbursed are allocated to an expense or cost of sales account.

Write Paychecks window You can also assign line items on a paycheck to a job for reimbursement, as long as the line items for which you want to be reimbursed are assigned to an expense or cost of sales account.

See [To bill the customer for job expenses](#) for information about creating sales that bill for reimbursable expenses.

Tip #3: Remember the jobs for which you're tracking reimbursables

Tip #1: Become familiar with how various sales types affect reimbursements

If you haven't already read the Jobs Overview, see [Getting reimbursed for job expenses](#) for more information.

One important choice you'll make will affect the method by which MYOB Accounting Plus tracks reimbursable expenses: the type of sale you choose to create to bill the customer. Specifically, if you normally create item sales, your method of tracking reimbursable job expenses will differ from the method that's used to track reimbursable job expenses on service sales, professional sales, time billing sales and miscellaneous sales.

When you're reimbursing job expenses on sales, always keep in mind the type of sale you've selected.

Tip #1: Become familiar with how various sales types affect reimbursements

© MYOB Limited. All rights reserved.

Idea: Practice with Widgets, Inc. To acquaint yourself with how different types of sales affect reimbursable job expenses, we suggest you review the sample data file, Widgets, Inc., that was installed when you installed your Accounting Plus system.

Tip #2: Use a "placeholder item" to track reimbursements on item sales

If you haven't already read the Jobs Overview, see [Getting reimbursed for job expenses](#) for more information.

When you create an item sale in the Sales window and click the Reimburse button to open the Customer Reimbursable Expenses window, the field at the top of the window will be labeled *Reimbursement Item*. In this field, you'll enter the number of an item that serves as a "placeholder item" on your item sales, so you can enter any type of expenses-items *or services*-on the item sales. This placeholder item isn't a physical item at all; it merely exists so you can place any of your reimbursable expenses on item sales.

To use a placeholder item, you'll first need to create it using windows in the Inventory Command Center.

An example of how the "placeholder item" works on item sales

Let's use an example to further clarify the purpose of the placeholder item. Say you've already entered some reimbursable expenses for Job 01, and you've already created a placeholder item named "Job Item."

You've also opened the Sales window and begun creating an item sale, and you've clicked the Reimburse button in the Sales window to open the Customer Reimbursable Expenses window.

Enter your Job Item in the Reimbursement Item field, then click the Action column for the two reimbursable expenses in the scrolling list. When you're finished, click the Reimburse button at the bottom of the window.

The Sales window reappears, displaying the two line items that were previously in the Customer Reimbursable Expenses window. Notice that each line item is assigned to your Job Item, as well as to Job 0412.

When you click Record in the Sales window, the reimbursable expenses will be recorded on the item sale. That's it!

To create a placeholder item

See [A special "placeholder item" for tracking reimbursable job expenses](#) in the Items Overview for detailed instructions about creating items.

The [Items List window](#) should be displayed.

1. Click New to open the Item Information window.
2. When you create the item, enter an item number and name (we suggest you give the item a name and number of "Job Item" so the purpose of the item is easy for you to remember).
3. Mark the I Sell This Item selection only-leave the I Buy This Item and the I Inventory This Item selections blank. Review the income account that appears next to the I Sell This Item selection; if you want to use another account to track income from reimbursements, enter or select that account.
4. Click OK.

You can now use the placeholder item to track your reimbursable job expenses on item sales.

Tip #2: Use a "placeholder item" to track reimbursements on item sales

To create a placeholder item

Tip #3: Use a special account to track reimbursements on other types of sales

If you haven't already read the Jobs Overview, see [Getting reimbursed for job expenses](#) for more information.

When you create a sale transaction in the Sales window and click the Reimburse button to open the Customer Reimbursable Expenses window, the field at the top of the window will be labeled *Reimbursement Account*. In this field, you'll enter the number of an income account that will track your reimbursed expense amounts.

If you wish, you can create a special account to track your reimbursed expenses. Keep in mind that this account should be an income account. See [Creating accounts](#) for more information.

One note about your reimbursement account, however. When you create a sale using a layout other than an item layout, you can include reimbursements for the purchase of actual items on the sale. (In effect, then, you can include items on a service layout.) When you do this, however, the balance of the account you enter in the Reimbursement Account field **won't** be affected by the actual items in the transaction; instead, the normal income accounts that were assigned to the items in the Item Information window will be affected.

Tip #3: Use a special account to track reimbursements on other types of sales

Billing a customer for reimbursable job expenses

© MYOB Limited. All rights reserved.

To bill the customer for job expenses

The [Sales window](#) should be displayed.

1. After entering information about your customer, click the Reimburse button to open the Customer Reimbursable Expenses window.
2. Click the To Be Reimbursed tab to display the expenses that have yet to be billed to this customer.
3. Click the Action column for each expense you want to bill the customer. A mark will appear in the Action column for the expense when you click the column; the mark indicates that you intend to bill the customer for this expense.
4. At the top of the Customer Reimbursable Expenses window is a field whose name depends upon the type of sale you're currently creating in the Sales window. This field, named either Reimbursement Item or Reimbursement Account, is used to properly track your reimbursements.

If the Reimbursement Item field is displayed This field appears if you're currently in the process of creating an item sale in the Sales window. Enter the item number you use to track reimbursements on item sales.

If the Reimbursement Account field is displayed This field appears if you're currently in the process of creating a service, professional or miscellaneous sale. Enter the account number you use to track reimbursements on these types of sales.

5. If you want to mark up the cost of the reimbursement to the customer, review the list of items to be reimbursed. Skip to step 9 if you don't want to mark up the cost.
6. Click in the Action column next to each item you want to mark up; an X will appear to indicate the item's been selected.
7. Click the Markup button. Make entries in the Markup Information window to indicate the amount or percentage by which you want to mark up the expenses.
8. Click either the Markup All Items button or the Markup X Items Only button.
9. Click the Reimburse button. All the expenses whose Action column you marked in step 3 appear in the line item area of the Sales window automatically. These expenses are now considered reimbursed; the next time you open the Customer Reimbursable Expenses window or the Job Reimbursable Expenses window, you'll notice that the expenses have been moved to the Reimbursed/Removed list.

If you want to add more line items to the sale, proceed to [Enter line items](#); otherwise, skip to [Complete the sale](#).

To bill the customer for job expenses

© MYOB Limited. All rights reserved.

Warning: If you make a mistake when you bill for job expenses If you use the procedure below, then decide you don't want to bill a customer for job expenses, you cannot merely click the Cancel button in the sales window to undo this error. *These expenses are already considered reimbursed by the MYOB system.*

You must use the procedure [To reverse job expenses after they've been billed to the customer](#) to remove the expense from this sales transaction and restore the "to be reimbursed" status back to the expense.

To reverse job expenses after they've been billed to the customer

1. In the Sales window, highlight and delete the line items that contain information about the expenses that you don't want to include in the sale.
2. Click the Reimburse button to open the Customer Reimbursable Expenses window.
3. Click the Reimbursed/Removed tab to display a list of all expenses you've already billed this customer. Locate the expense whose status needs to be restored to "to be reimbursed."
4. When you've found the expense, click the zoom arrow in the expense's Job column; the Edit Job window appears.
5. Click the Reimburse button to open the Job Reimbursable Expenses window.
6. Click the Reimbursed/Removed tab in the Job Reimbursable Expenses window; the same list you viewed in step 3 appears. Locate the expense whose status needs to be restored to "to be reimbursed."
7. Click the expense's Remove column. A mark will appear in the column.
8. Click the Remove From List button at the bottom of the window. The expense you marked will disappear from the list.
9. Click the To Be Reimbursed tab; the expense you marked now appears in this list again.
10. Click OK in the Job Reimbursable Expenses window, and in the Edit Job window. The Customer Reimbursable Expenses window appears again, and the expense appears in the To Be Reimbursed list again.
11. Click Cancel to return to the Sales window. The expense is removed from the sale and is no longer considered reimbursed.

To reverse job expenses after they've been billed to the customer

© MYOB Limited. All rights reserved.

Warning: Use this procedure if you make a mistake when you bill for job expenses If you bill the customer for job expenses, then decide you didn't want to do this, you cannot merely click the Cancel button in the sales window to undo this error. *These expenses are already considered reimbursed by the MYOB system.*

You must use this procedure to remove the expense from the sales transaction and restore the "to be reimbursed" status back to the expense.

To find a job

If you haven't already read the Jobs Overview, see [Finding jobs](#) for more information.

The [Jobs List window](#) should be displayed.

1. All the jobs in your company appear in the scrolling list, along with summaries of their income, costs, expenses and net profit or loss.
2. Click the zoom arrow next to the job's number in the scrolling list for more detailed information about a particular job. The Edit Job window will appear, and you can view or change details about the job.

In the Edit Job window, you can also click the Reimburse button to open the Job Reimbursable Expenses window, which shows all the reimbursable expenses that have accumulated for the job.

To find a job

To print lists that contain job-related information

If you haven't already read the Jobs Overview, see [Reviewing your job information](#) for more information.

Use the [Index to Reports window](#) to print or display any of the following reports:

- Job Activity (Detail)
- Job Activity (Summary)
- Job Budget History (OfficeLink)
- Job History (OfficeLink)
- Job Inquiry
- Job Profit & Loss
- Job Reimbursable Expenses
- Jobs (Budget Analysis)
- Jobs List

To print lists that contain job-related information

To analyze your job activity

If you haven't already read the Jobs Overview, see [Reviewing your job information](#) for more information.

The [Analyze Jobs window](#) should be displayed.

In the Job Number field, enter or select the number of the job whose information you want to review.

To analyze your job activity

© MYOB Limited. All rights reserved.

To change a job's level

If you haven't already read the Jobs Overview, see [Changing job levels](#) for more information.

The job you want to change should be displayed in the [Jobs List window](#).

1. Click the job once to highlight it.
2. Click the Up button to move the job up one level. Click the Down button to move the job down one level.

To change a job's level

© MYOB Limited. All rights reserved.

To inactivate (or reactivate) a job

If you haven't already read the Jobs Overview, see [Removing and inactivating jobs](#) for more information.

The [Jobs List window](#) should be displayed

1. Click the zoom arrow next to the name of the job you want to inactivate (or reactivate). The Edit Job window appears, displaying the job you selected.
2. Mark the box in front of Inactive Job. (To return the job to active status, simply remove the mark.)

To inactivate (or reactivate) a job

© MYOB Limited. All rights reserved.

To remove a job

If you haven't already read the Jobs Overview, see [Removing and inactivating jobs](#) for more information.

1. All reimbursable transactions assigned to the job must be removed from the To Be Reimbursed list in the [Job Reimbursable Expenses window](#) before you can remove the job from MYOB Accounting Plus. You can do this in one of two ways:
 - Simply change the status of all the job's expenses to "Reimbursed." Choose this method if you only want to remove the job-not all the transactions that are associated with it. See [To change the reimbursement status of an expense](#) for more information.
 - Completely remove the expenses that appear in the To Be Reimbursed list of the Job Reimbursable Expenses window from your Accounting Plus records. Choose this method if you want to remove both the job and all transactions that are associated with it. See [To remove a reimbursable expense transaction](#) .

Once all the transactions are removed from the To Be Reimbursed list of the Job Reimbursable Expenses window, you're ready to remove the job.

2. Highlight the job you want to remove.
3. Click Edit to open the Edit Job window.
4. Choose Delete Job from the Edit menu.

To remove a job

To change the reimbursement status of an expense

If you haven't already read the Jobs Overview, see [Changing and removing reimbursable expenses](#) for more information.

The [Jobs List window](#) should be displayed.

1. All the jobs in your company appear in the scrolling list. Highlight the job whose expenses you want to change.
2. Click Edit to open the Edit Jobs window.
3. Click the Reimburse button to open the Job Reimbursable Expenses window, which shows all the reimbursable expenses that have accumulated for the job. Notice that the top of the window shows two tabs, labeled To Be Reimbursed and Reimbursed/Removed. When you click a tab, the transactions with the appropriate status fill the scrolling list.
4. Find the expense whose status you want to change, then click the Remove column next to the item to mark it for removal from the list.
5. Click the Remove From List button to move the expense to the other list in the window.

Keep in mind that when you click the Remove From List button, the expense is merely moved to a different list; it isn't actually removed from your financial records. If you want to completely remove an expense from your records, see [To remove a reimbursable expense transaction](#).

To change the reimbursement status of an expense

To remove a reimbursable expense transaction

If you haven't already read the Jobs Overview, see [Changing and removing reimbursable expenses](#) for more information.

If you want to completely remove a reimbursable expense from your records, click below to learn how to remove the transaction:

[Changing, removing and reversing purchases](#)

[Finding, changing, removing and reversing Spend Money transactions](#)

[Changing, removing and reversing paychecks](#)

To remove a reimbursable expense transaction

© MYOB Limited. All rights reserved.